Quick Guide to IT facilities at Nijmegen School of Management, Radboud University

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Important websites

Services for studying	https://www.ru.nl/en/students/services/studying
OSIRIS	https://Osiris.ru.nl
Brightspace	https://brightspace.ru.nl
Personal schedule	https://www.ru.nl/en/students/studying/tools/your-timetable
Student Mail	https://mail.ru.nl
Ordering Books / Readers	Ordering study books | Radboud University (ru.nl)
Incoming Exchange Students Radboud University	https://www.ru.nl/en/education/more-education-and-training/courses-for-exchange-students
International Mobility Office (IMO)	https://www.ru.nl/nsm/imo/
Student Life and International Mobility (SLIM) – Central Level	https://www.ru.nl/en/education/more-education-and-training/courses-for-exchange-students
NSM Student Information Point	https://www.ru.nl/en/contact/stip

Services for studying - Student Apps and Digital Environments

Read more about using apps for students and digital learning environments, viewing your grades, timetable or study programme, registering for courses and exams, and ordering study books, on this page: https://www.ru.nl/en/students/services/studying

Course registration

You will be registered for NSM courses by staff members of the International Mobility Office (IMO) of the Nijmegen School of Management faculty. If you will be attending courses at another faculty, the respective faculty will register you for the course. However, you have to check yourself in OSIRIS if your registration was successful. Please make sure to inform IMO of your course selection at least 10 days before the course registration deadline for each block[1].

Not sure about the registration deadline? You can find the deadlines for course registration here.

How can you check your course registration?

1. Go to https://osiris.ru.nl
2. Log into OSIRIS by using your student number and your password.
3. Choose "show my registrations" to see the courses and exams you are registered for.
4. After the IMO has registered you for the course, you will receive a confirmation e-mail and you can check your registrations for the lectures and exams in "show my registrations". Please keep these as proof of your registration.

Additional functions in OSIRIS

Home	Overview of activities and forward options to Brightspace and Student website
Calendar	Overview of the schedule of registered courses
Grades	Overview of the obtained grades; Grades entered in OSIRIS are official grades
Progress	Shows the number of ECTS that you obtained
Messages	Communication channel for confirmation of course registration
Register	Here you can get an overview of your course registrations
Course catalog	Shows all courses. Please note that not all courses are available for exchange students. Stick to the exchange students course guide.
Tutors	Study advisor
Notes	Inbox for other study related messages

[1] Radboud University works with 2 semesters which are subdivided into 4 blocks: Academic Calendar

Would you like to change courses?

If you want to change a course, you will have to ask for approval at the IMO by means of a Change Form / During Mobility Form. Erasmus+ students should submit their changes through an Online Learning Agreement form for changes. This is a form to add or drop courses. Strict deadlines[2] apply. For more information, please see the 'NSM Study Guide for Exchange Students' document.

How to change courses?

1. Check in your personal schedule if there are any schedule clashes
2. Find a substitute course that does not cause a schedule clash
3. Submit the correct During Mobility Form / OLA (Erasmus+) or Change Form (Non-Erasmus) to IMO
4. Wait for approval from IMO
5. Once approved, the IMO will register you for the course(s).
6. Check if the registration in Osiris is correct.

OSIRIS app

View your timetable (schedule), exam results and study progress in one app. You also receive push notifications when a new exam result or note is added.

You can check your course timetable on your smartphone. This is very useful in case you've forgotten where you need to be on campus. Push notifications will tell you if a course is cancelled or when new grades have been published. You can even check your study progress on your phone, which means you'll always know where you stand academically.

The OSIRIS app is available via the Apple App Store and Google Play.

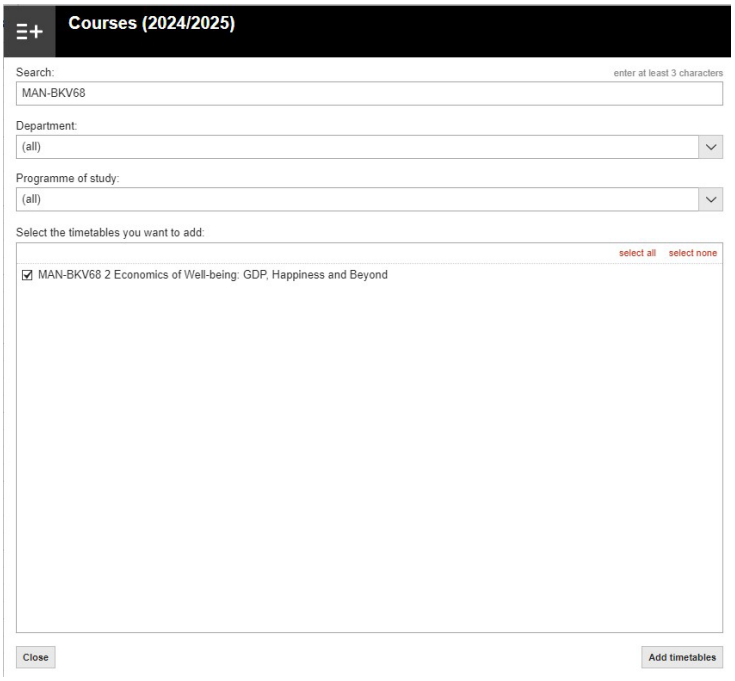
[2] For course registration deadlines, please see: Registering for courses | Radboud University. The website states that students have to register themselves but this is not the case for exchange students.

Personal Schedule

Your OSIRIS and your personal schedule are not synchronized. Adding a course to your personal schedule does not mean that you are registered for the course nor for the exams; this can be done only through OSIRIS. You can already add courses to your personal schedule once you have access to the personal schedule and once the courses on your Learning Agreement have been approved. This way, you can check for any lecture overlaps, exam clashes and working group options well in advance before the semester starts.
If you spot any clashes, you will have to change one of the courses that causes a clash (see 'How to change courses' above).

How can you add courses to your personal schedule?

1. Go to https://personalschedule.ru.nl and log in with your student number and password.
2. Click on "Add timetable" in the right upper corner. A menu will appear where you should select "Course".
3. The menu in the picture on the right appears. Search for the schedule of the course by typing in the course code in the top search bar.
4. Tick the boxes of the courses that you wish to add and press on "Add timetables" to add the course to your schedule
5. Repeat this step for every course you want to add.
6. On the right side of your screen, there is a menu where you adjust the settings for each course in your personal schedule. If you tap the little arrow next to the course name you can choose the option "Filter Activities". You can use this option to select and de-select all the working groups you follow. You can also check if your Exams are present in the schedule.



For a quick instruction you can watch the instruction video on the personal schedule.

Brightspace

Once you are registered for a course in OSIRIS, this course will be added to your Brightspace account by the next day. Brightspace is the main communication tool for lecturers. It is advisable to check it every day for new messages. You have access to your Brightspace via https://brightspace.ru.nl and log into your Brightspace with your student ID. Brightspace has many options; we have highlighted the most important features below.

Announcements – main page

On the main page of each course, the teacher has the opportunity to place announcements to inform you about anything that is important to the following of the course.

General course information

Under the subsection “Content”, you can find the general course information like a course manual and the PowerPoints that are used for the lectures.

Assignments

Under the subsection Activities, you can find the assignments page. Teachers have the possibility to upload the assignments themselves there, but also open folders where you can submit assignments. Brightspace has more functionalities than these three. For a full tour through Brightspace and its functionalities, please have a look at this video. Please do note that every teacher can arrange the Brightspace page of his/her own course. Not every teacher makes full use of Brightspace, so there might be some differences between the pages of each course.

Brightspace M-Space: Incoming Exchange Students NSM

Please note that there is also a Brightspace group for NSM exchange students to which you will be added before the new semester starts. Please check it regularly for announcements and important messages.

Books and Readers

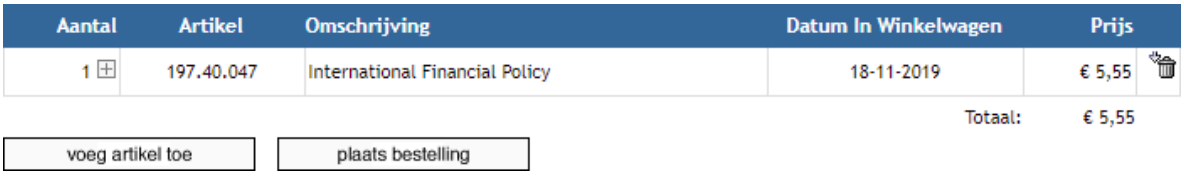
After enrolling for courses and setting up your other accounts, you can order your books and readers needed for the courses you are enrolled in.

Ordering books and readers

Please check the instructions on how to obtain the necessary books: [Ordering study books | Radboud University (ru.nl).]

There are not many courses that require a reader, yet some courses do. You can either check this manually or look at the literature list in the syllabi of the courses published on Brightspace.

1. Go to https://management.ru-bestel.nl/ and log in with your student details
2. You need to know from which year and which block (period) the course is. You can find this in the description of the course in the exchange course guide.
3. If you found the correct block and year, you can easily find the necessary readers via the menu on the left. If you need a reader, you can click on it and you will be referred to menu on the picture above.
4. To order the reader, click on “voeg artikel toe” (add item). This will add the reader to your shopping cart.



5. If you added the reader, you can either look for more readers or click on “plaats bestelling” (place order).
6. Once you have paid, you will get notified when you can pick up the reader at Post & Print, Erasmusplein 1, 6525HT Nijmegen, Erasmus Tower (on Campus).

E-mail

If you need to send an e-mail to a teacher, a study advisor or if you need to e-mail an organisation for a study assignment, you have to send the e-mail through your student account. You have access to your e-mail account via http://mail.ru.nl. When you login, please place ru\ before your student number (for instance: ru\s123456).

All confirmation emails from OSIRIS and some announcements from Brightspace are also sent to your student email. Please check your student email on a regular basis.

Printing – KUARIO

Through the Radboud University printing system, students are able to print, scan, and copy anywhere on campus, regardless of the faculty at which they study or work. When printing, you send your print job to a print queue instead of a specific printer. The next step is to simply retrieve your print job from any printer.

In order to print you have to have an active account on KUARIO and add credit to your Kuario balance.

1. Install the app
2. Activate your account
3. Add credit to your balance
4. You can pay with iDEAL, Maestro, MasterCard and VISA
5. Log in at the printer and print!

You can also connect your own laptop to the Campus printers. Here you can find both the instructions for Mac and for Windows.

If you have any difficulties with setting up a print account, please send an e-mail to icthelpdesk@ru.nl or go the IT helpdesk at the central university library.

WiFi

If you are a student at Radboud University, you can use the Wifi network named *eduroam*. If you have set up eduroam once, you will have wireless access to the Wifi network at almost all other higher education institutions in the Netherlands and abroad. In order to set up eduroam, please check the instruction page.

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