

Course Files

USER GUIDE

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Please note: the chapter headings in the table of contents above are actual hyperlinks which will redirect you to the corresponding chapters. So, if you wish to consult a specific chapter, press and hold the Ctrl-key and click the title in the table of contents above.


Introduction

Each course within Radboud University will have its own course file. This file will contain documents such as a user guide for students (including schedule, assessment criteria, learning objectives), exams, assignments, an assessment matrix, course evaluations and teacher evaluations. Together they form an integral part of the faculty education quality system. The course file has multiple purposes, but is mostly intended for the programme committee and review committee. The file should be filled with information by (mostly) teachers and secretarial offices but it should also be widely accessible.

The cursusdossiers@ru.nl e-mail address, which is monitored by the administrative office on a daily basis, has been specially created for course files.

About this document

In this user guide, you will find instructions for using course files as a coordinator or secretarial office. Information on standard user activities can be found in the course files User Manual. This document is an extension of that manual.

The  icon is often used in this document for the purpose of pointing out where certain details need to be filled in. All accounts have been made unidentifiable for privacy reasons. Each faculty has its own policy on the contents of the course files (number of folders) and they will therefore differ per faculty.

The user guide on content contains specific instructions on the information that must be added to the course file. The user guides will differ per faculty and will also be distributed as such.

Preconditions for course file use

A valid username (U-, E, or S-number) and corresponding (RU) password is needed in order to access and use course files.

Your workstation does not need any additional software. The course files program is an online application.

We recommend that you use Internet Explorer to access the course files program.

Your computer must have a word processor on it in order to make use of course files.

If you wish to edit a course file as a coordinator or secretarial office, you will need the proper authorisations to do so. Please check with your administrator if you have any questions on this matter.

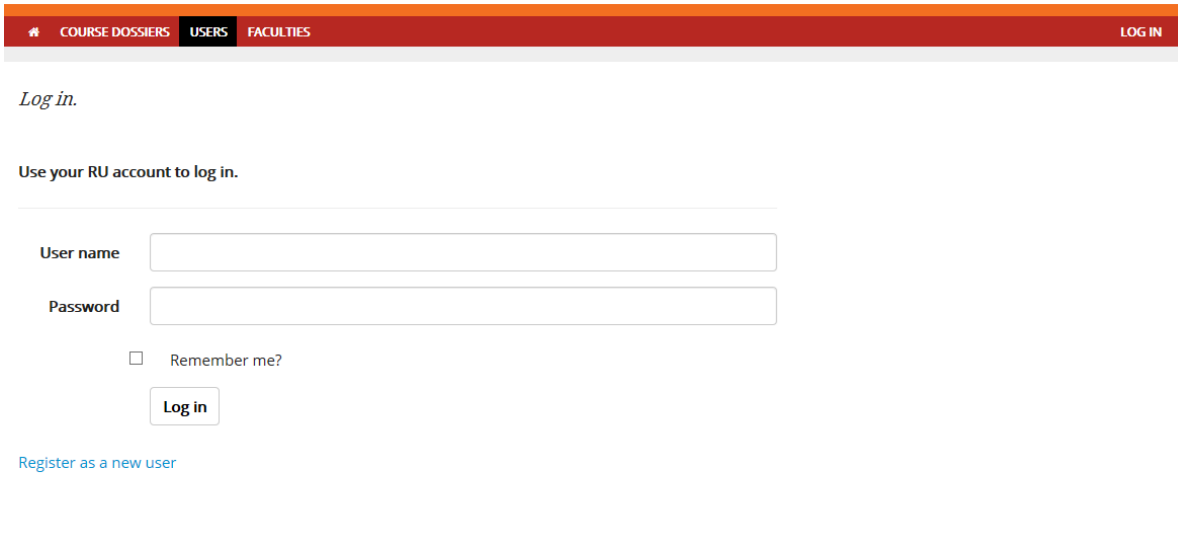
Work with COURSE FILES

Starting Cursusdossiers

Open your web browser (preferably Internet Explorer)

Open this webpage: <https://cursusdossiers.ru.nl>

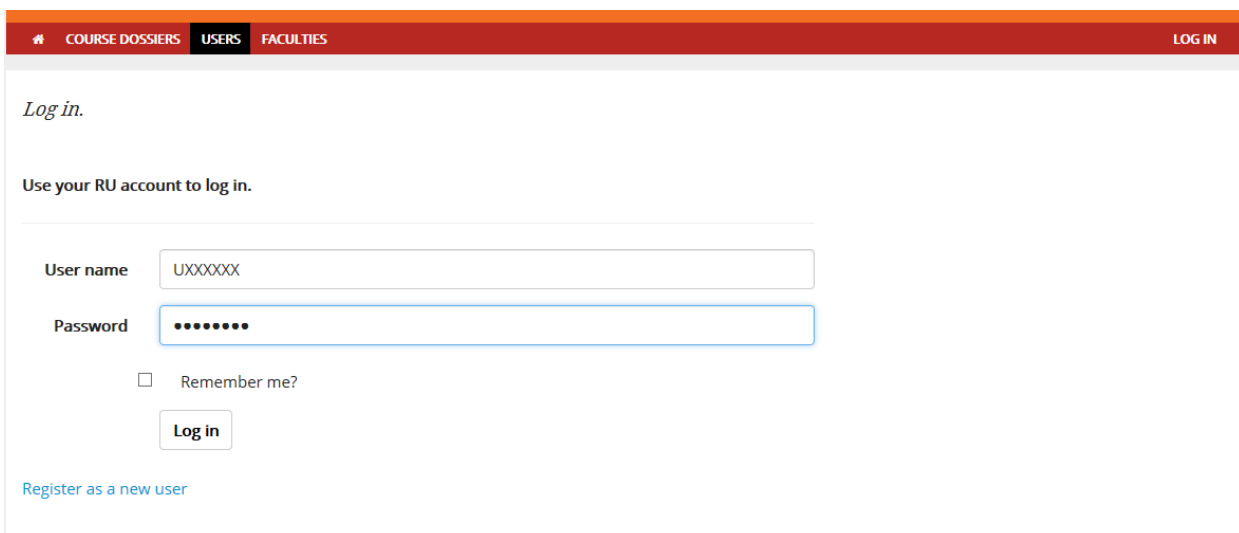
The following window will now appear.



The screenshot shows the login page of the Cursusdossiers system. At the top, there is a navigation bar with three tabs: 'COURSE DOSSIERS', 'USERS', and 'FACULTIES'. The 'USERS' tab is currently selected. In the top right corner of the navigation bar, there is a 'LOG IN' button. Below the navigation bar, the page content starts with the text 'Log in.' followed by the instruction 'Use your RU account to log in.' There are two input fields: 'User name' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember me?' which is unchecked. A 'Log in' button is positioned below the checkbox. At the bottom left of the form area, there is a link that says 'Register as a new user'.

Logging in

Enter your username (your U-, E, or S-number) and (RU) password as is shown in the illustration below and click 'Log in'.



This screenshot shows the same login page as the previous one, but with the input fields filled. The 'User name' field contains the text 'UXXXXXX' and the 'Password' field contains seven dots. The 'Remember me?' checkbox remains unchecked. The 'Log in' button and the 'Register as a new user' link are still visible at the bottom of the form area.

The home page

If you have logged in successfully, you will be directed to the home page.

From the home page, you can perform the various steps needed for managing COURSE FILES, but only if you have been assigned with the proper authorisations for the course files system.

USERS part

This section is only accessible to Administrators. If you click on it as a user without administrative rights, you must log in with an administrative account.

Component FACTS

This section is only accessible to Administrators. If you click on it as a user without administrative rights, you must log in with an administrative account.

COURSE DOSSIERS part

When you select COURSE DOSSIERS and click with your mouse, you will see all course files for which you are authorized (example user with JUR permissions).

The screenshot shows a web interface for 'COURSE DOSSIERS'. The navigation bar includes a home icon, 'COURSE DOSSIERS', 'USERS', and 'FACULTIES'. The main content area displays the title 'Course dossiers' and the subtitle 'A list of your course dossiers.' Below this, there are two course dossier entries, each with a red heart icon, a progress indicator, a timestamp, and a category name.

Course Dossier	Progress	Timestamp	Category
JUR / 2016 / JUR-1ACAVA	✓ 0%	9/29/2016 3:05:53 PM	Academic Skills
JUR / 2016 / JUR-1IEURREC	✓ 0%	n/a	

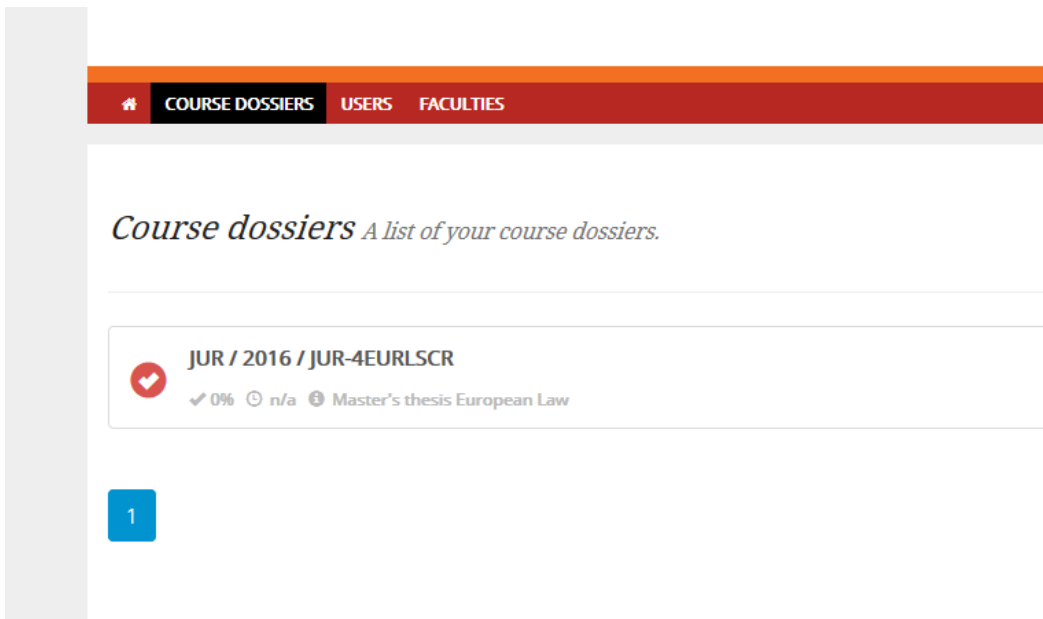
Work with COURSE FILES

You can fill a course file in two ways, the end result is the same.

- Log in from the internet browser and from there go to the file directory.
- Go directly from the Explorer to the file directory.

Go to the course file directory from the internet browser

When you are logged in, select one of the course files for which you are authorized. You can then fill this course file with your files. The structure within a course file is determined by the faculty itself.

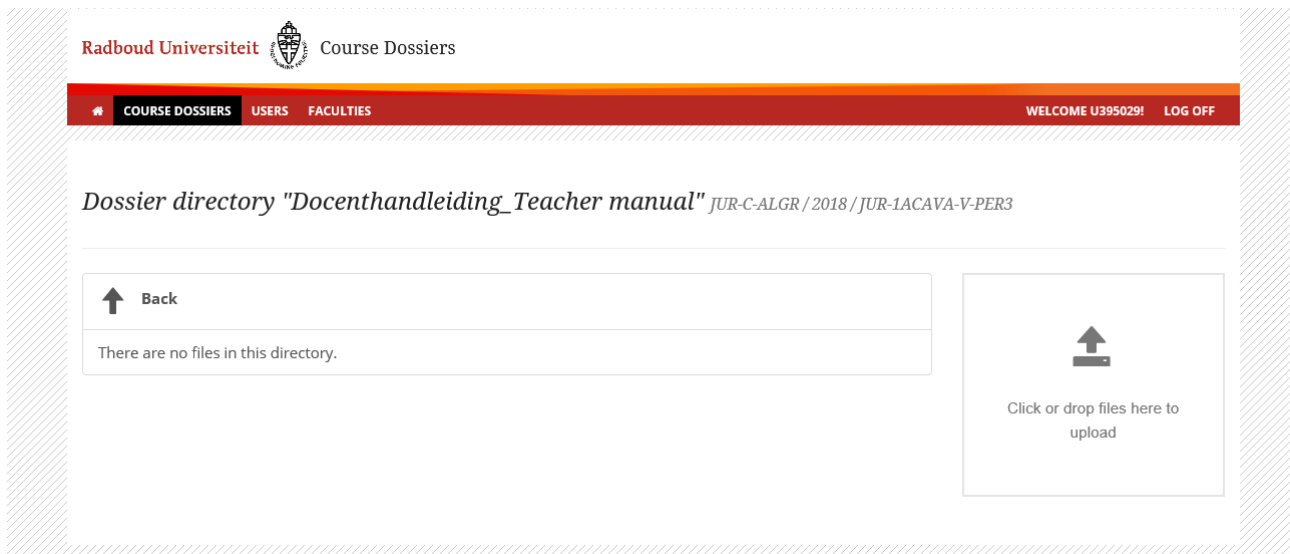


Select one of the course files and you will enter the following menu:



Placing documents in a course file

If you want to place a document in one of the parts of a course file, select one of the sub folders within the course.



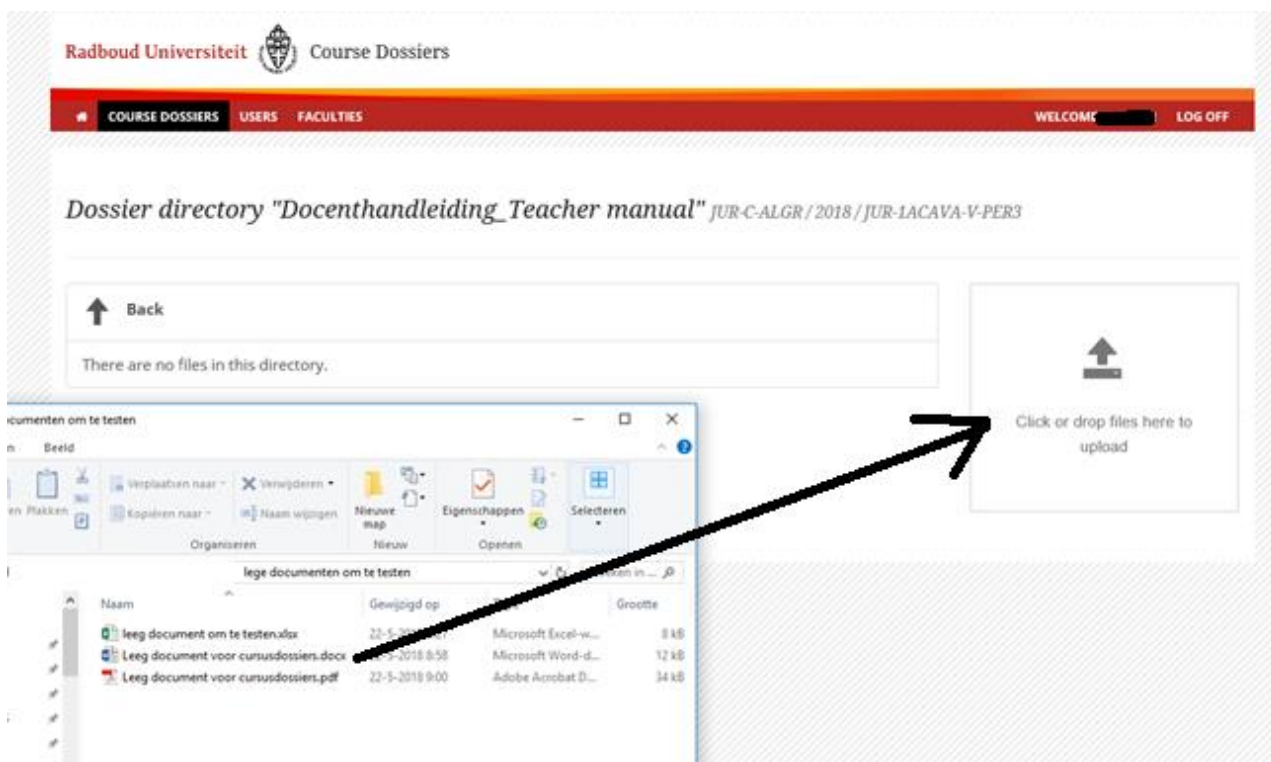
As you can see there are no files in it yet.

Allowed characters in a file name

The characters a to z, the numbers 0 to 9 and the special characters% are allowed in a file name.

Add files to a course file

You can drag and drop documents from a folder at your own workplace to the window in course file:

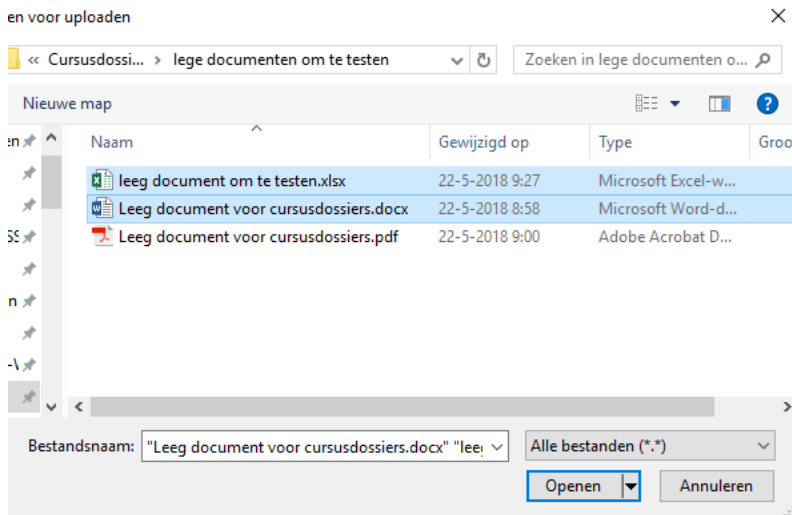


Or you click in the course file on the window



Click or drop files here to upload

Select the folder from which you want to copy.



Select the file (s) to copy to the window in course file.

Select Open and the document (s) will be copied to the folder in the course file.

You can also do this with the other folders.

View files within a course file

You can view an existing file within a course file.

Select the document that you want to view.

The next screen appears:

The screenshot shows the 'Course Dossiers' interface of Radboud University. The header includes the university logo and the text 'Radboud Universiteit Course Dossiers'. A navigation bar contains 'COURSE DOSSIERS', 'USERS', and 'FACULTIES', with 'WELCOME U' on the right. The main content area displays the dossier directory path: 'Dossier directory "5 Hertentamen_Resit" FTR-TH/2018/FTR-INDI-TH-V-JAAR'. Below this is a file upload area with a 'Back' button and a file named 'Empty document for testing.docx'. A file explorer dialog is open at the bottom, asking 'Wilt u Empty document for testing.docx (11,2 kB) van alesund.hosting.ru.nl openen of opslaan?' with buttons for 'Openen', 'Opslaan', and 'Annuleren'.

Select Open to open the document. If you want to open a document with an unknown extension (not like DOCX, XLSX, JPG, PDF, etc), Windows will ask you with which program you want to open the document.

Select Save to save the document on your own computer.

Search for a course

If you are looking for a specific course, you can use the Search functionality. Open COURSE DOSSIERS and select Search at the top right.

Type a part of a course or an attribute that has a number of courses.

For instance:

You search within FTR for all courses with SEM @ at the end then enter it in the Search field. Then you get:

Course dossiers A list of your course dossiers.

FTR-RS / 2019 / FTR-CC300-V-SEM2 ✔ 0% ⌚ 9/4/2019 2:20:39 PM ⓘ Humanities in Society	Search sem2
FTR-RS / 2019 / FTR-FTRMI01-V-SEM2 ✔ 0% ⌚ 9/4/2019 2:19:20 PM ⓘ At the Edges of Europe	Faculty ▼
FTR-RS / 2019 / FTR-OTH702-V-SEM2 ✔ 0% ⌚ 9/4/2019 2:21:12 PM ⓘ Hebrew II	Coordinating branch ▼
FTR-RS / 2019 / FTR-OTR704-V-SEM2 ✔ 0% ⌚ 9/4/2019 2:18:58 PM ⓘ Syriac I	Dossier status ▼
FTR-RS / 2019 / FTR-RSBA107-V-SEM2 ✔ 0% ⌚ 9/4/2019 2:19:29 PM ⓘ Buddhism	Year 2019 ▼
FTR-RS / 2019 / FTR-RSBA201-V-SEM2 ✔ 0% ⌚ 9/4/2019 2:19:32 PM ⓘ Textual Sources of Asiatic Religions	Sort by Course ▼
FTR-RS / 2019 / FTR-RSBA207-V-SEM2 ✔ 0% ⌚ 9/4/2019 2:22:11 PM ⓘ Psychology of Religion	Sort order Ascending ▼
FTR-RS / 2019 / FTR-RSBA210-V-SEM2 ✔ 0% ⌚ 9/4/2019 2:22:03 PM ⓘ Pedagogy of Religion	Apply
FTR-RS / 2019 / FTR-RSBA301-V-SEM2	

If you are looking for all courses that contain the word 4crim, you will see:

Course dossiers A list of your course dossiers.

JUR-C-STRAF / 2019 / JUR-4CRIMENG-V-MSEM1 ✔ 0% ⌚ 9/18/2019 12:15:21 PM ⓘ Criminology	Search 4crim
JUR-C-IER / 2019 / JUR-4CRIMRES-V-MSEM2 ✔ 0% ⌚ 9/18/2019 12:13:17 PM ⓘ Int. Individual Criminal Responsibility	Faculty ▼
	Coordinating branch ▼
	Dossier status ▼
	Year 2019 ▼
	Sort by Course ▼

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For example, if you want to search more directly, you can use multiple search arguments:

The screenshot shows the 'Course Dossiers' page on the Radboud University website. The header includes the university logo and navigation links for 'COURSE DOSSIERS', 'USERS', and 'FACULTIES'. A user is logged in as 'WELCOME U395029!' with a 'LOG OFF' option. The main content area is titled 'Course dossiers' and shows a search result for 'FTR-RS / 2019 / FTR-CC300-V-SEM2'. The search criteria are: 0% progress, 9/4/2019 2:20:39 PM, and Humanities in Society. A blue box with the number '1' is visible. On the right side, there is a search filter panel with the following fields: 'Search' (text input with 'FTR-RS cc300 sem2'), 'Faculty' (dropdown), 'Coordinating branch' (dropdown), 'Dossier status' (dropdown), 'Year' (dropdown with '2019'), 'Sort by' (dropdown with 'Course'), and 'Sort order' (dropdown with 'Ascending'). An 'Apply' button is at the bottom of the filter panel.

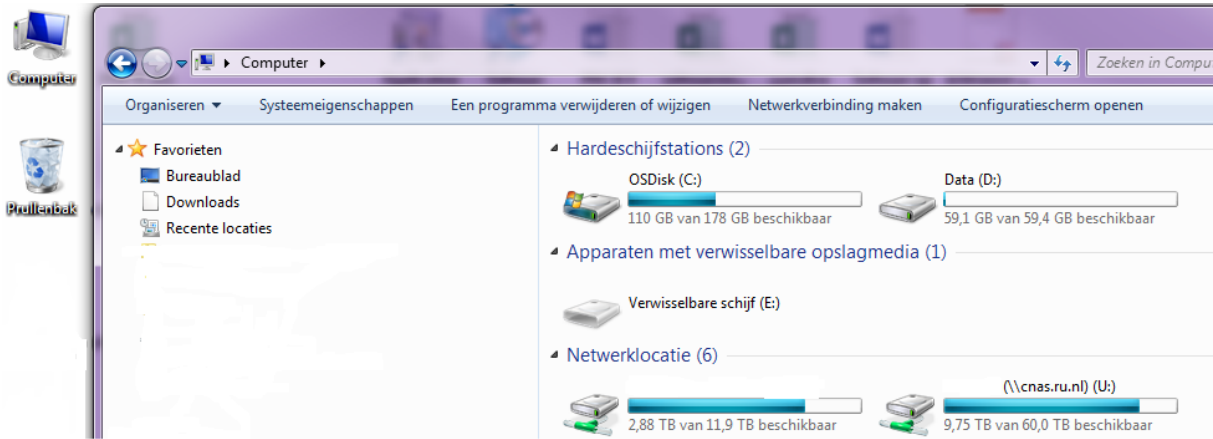
Comments about the Search functionality

- Searching for a file part is not possible, regardless of the role it plays and that is correct, it only searches within course file names, not folder names within a course.
- The search string may be a part of a word to be searched for, but that part must be at the front of that word
- The year that is entered at YEAR is leading, if it is 2019 and you enter 2018 in the search string, it will come up with no result. So do not enter a year in the search string but enter it in YEAR.
- If you enter three search criteria and one of the search criteria does not exist, it will not show the other results of the other two search criteria.
- If you make choices in the other fields and another in the search string, then he does not display anything, eg coordinating branch you choose FTR-TH and in the search string you enter in FTR-RS year then that leads to no result.
- The search arguments in a search string do not have to be in order, so ftr-rs year indi produces the same search result as ftr-rs indi year and also as year ftr-rs indi.

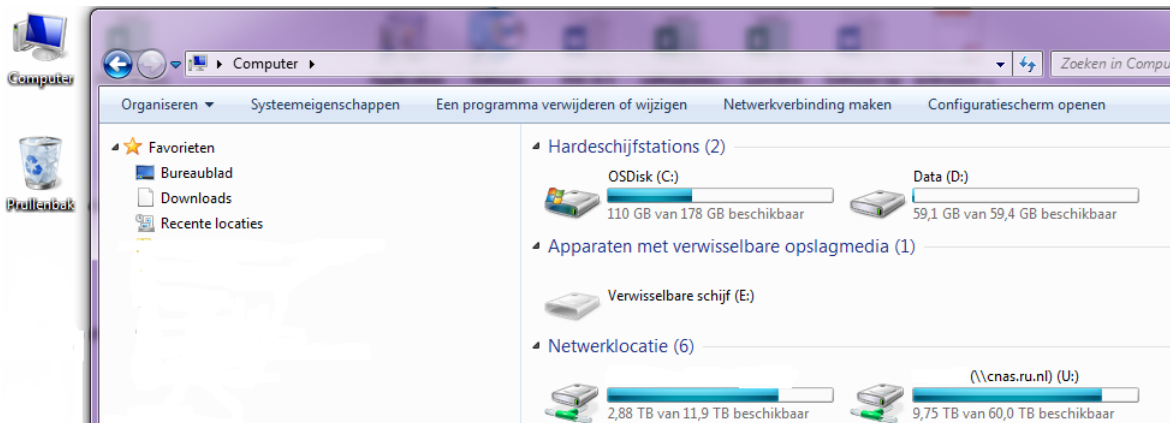
Go from the Explorer to the course directory

You can also go from the Explorer to the directory where the folders with files are located in the course file. Then you do not have to log in via a browser and from there go to the folders. Select My Computer with your mouse and double click on it.

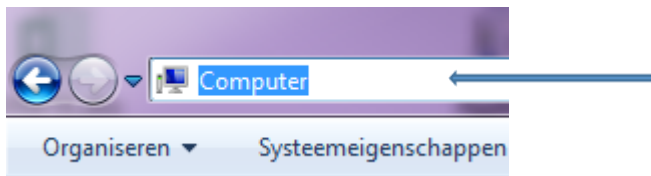
My Computer opens:



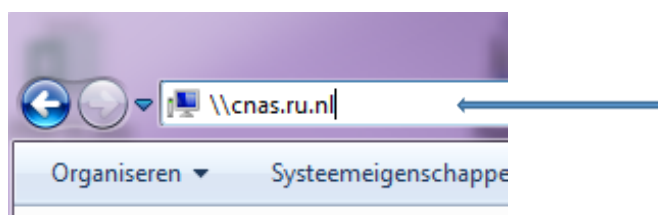
Here you will see your favorites on the left with links you have created yourself.



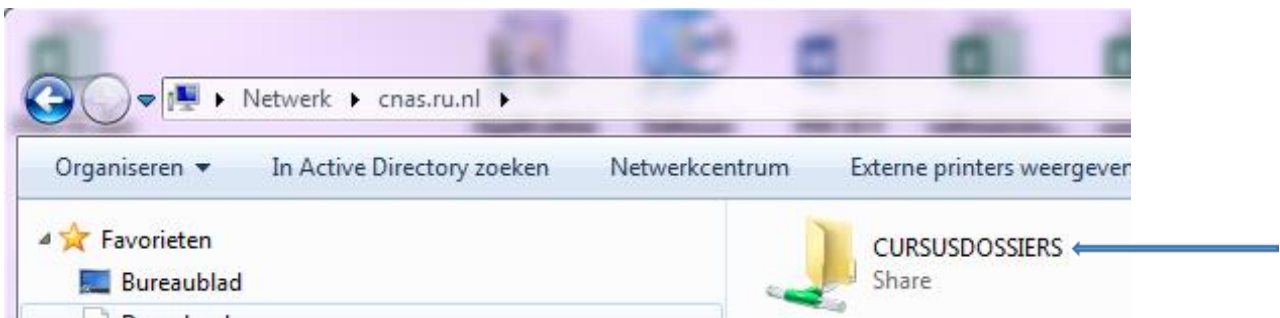
Select Computer so that it becomes colored.



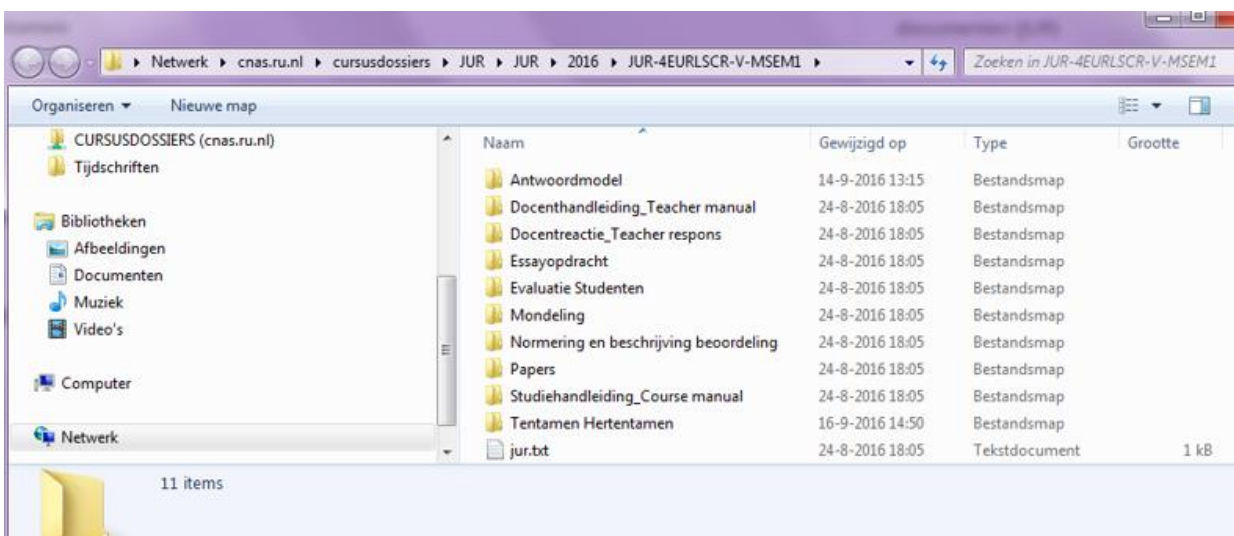
Type over it: [\\cnas.ru.nl](http://\cnas.ru.nl)



Press the Enter key. You will then see CURSUSDOSSIERS.



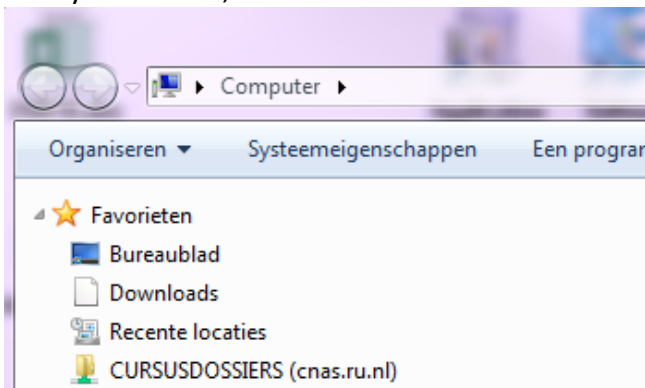
Open COURSUSDOSSIERS then you will see all the folders where you are authorized to fill them



The content with specific information about which data should be placed in the course file, will differ per faculty and will also be distributed per faculty.

Make a favorite

You can easily create a favorite (shortcut) of the actions just performed, select CURSUSDOSSIERS with your mouse, hold down the left mouse button and then drag it to Favorites.



If you click on it with your mouse, you will immediately enter course files and you can fill the correct folders with documents.