

# **Manual**

# **Student Portal**

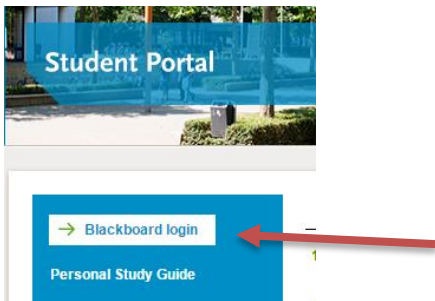
for Tilburg School of Humanities

## Inhoud

1. Login to the Student Portal .....	3
2. Choosing your study Program .....	4
3. Selecting Groups in COMAP .....	5
4. Group registration in the Personal Study Guide .....	6
5. Checking your timetable .....	6
6. Enrollment in Blackboard courses .....	7
7. Register for Exams.....	8

# 1. Login to the Student Portal

The Student Portal is the starting point of this workshop. You will be using the Student Portal to start other applications and services. Go back to the Student Portal now and then, to check if you made the right moves.



Open in Internet Explorer the site of Tilburg University (TiU)  
<http://www.tilburguniversity.edu/>

- Select in the top of the screen *Students*, and you get to Student Portal
- In the blue box, click on: *Blackboard login*

If you have questions about the Student Portal, try to find an answer using *Student Portal Help, FAQ*.

Or you can contact IT support  
 Telephone: (013) 466 2222  
 E-mail: itsupport@uvt.nl

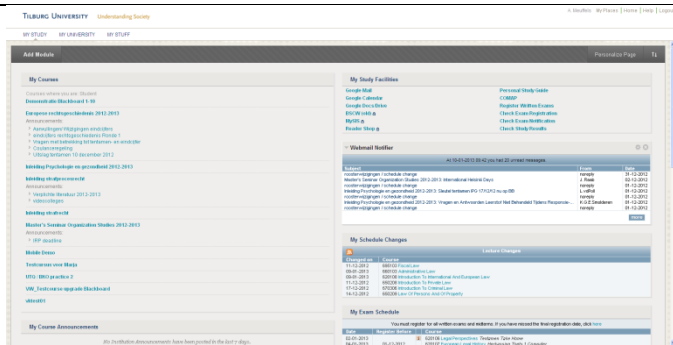
## Log in

Enter your Tilburg University username and password. Click 'Log in' or press 'Enter' to continue.

Log in with your TiU username en TiU password

Your TiU username starts with the letter U followed by 7 digits

You received your TiU username by mail. In this mail there is a link to set your password. For questions: LIS Service Desk, Library, Level 1



Now you get to the **Student Portal**, on the tab My Study.

On the left side you will notice information concerning Blackboard (e.g. Blackboard courses), on the right you will find other TiU applications and services.

## My Study Facilities

- [Google Mail](#)
- [Google Calendar](#)
- [Google Drive](#)
- [MySIS](#)
- [Reader Shop](#)
- [My Library Account](#)
- [Personal Study Guide](#)
- [COMAP](#)
- [\(De\)register & Check Written Exam](#)
- [Check Study Results](#)

On the right side, on top, you will find the module My Study Facilities.

This module consists of links to applications and Websites to organize the administrative part of your study at TiU, like: Register for courses; sign up for Exams; and get access to Google Apps.

## 2. Choosing your study Program

First you have to select your Study Program. You have to indicate the School of your choice as well.

### My Study Facilities

- [Google Mail](#)
- [Google Calendar](#)
- [Google Drive](#)
- [MySIS](#)
- [Reader Shop](#)
- [My Library Account](#)



- [Personal Study Guide](#)
- [COMAP](#)
- [\(De\)register & Check Written Exam](#)
- [Check Study Results](#)

- Click in the module **My Study Facilities** on **Personal Study Guide(PSG)**
- The first time you get to this page, you will see a welcome screen. Read the information and click OK.

### Personal Study Guide of Tilburg University.

Up to date information concerning YOUR subjects and YOUR schedule.

Home > Public Guide > Personal Electronic Guide

- Select or change
  - my programme
  - my subjects
  - my optional subjects
  - my groups
  - my Blackboard cursussen



Today there are NO lectures for you.

You are now on the Start Page of your **Personal Study Guide (PSG)**. On the basis of the choices you make in the PSG, specific information is being added to the module My Week Schedule at the Student Portal, like your personal timetable.

Go to the section "Select or change"

- Select *My program*

- Select: your School
- The Programs of your School are shown.
- Select your program
  - Click *Continue*

Spring semester (januari 2015 - juli 2015)

Compulsory subjects

ECTS 15

Compulsory optional subjects		ECTS	cluster
<input checked="" type="checkbox"/>	(650081) Construction Law	6	C2
<input checked="" type="checkbox"/>	(650087) Capita Selecta Civil Procedure	6	C2
<input type="checkbox"/>	(650114) Matrimonial Property Law/Inheritance Law	6	C2
<input type="checkbox"/>	(650025) Intellectual Property Law	6	C2
<input checked="" type="checkbox"/>	(650086) International Private Law	6	C2
<input checked="" type="checkbox"/>	(650298) Transnational Corporate Finance and Commercial Law	6	C2
<input type="checkbox"/>	(650081) Construction Law	6	C3
<input checked="" type="checkbox"/>	(650087) Capita Selecta Civil Procedure	6	C3
<input checked="" type="checkbox"/>	(650298) Designing and Managing Contracts	6	C3
<input type="checkbox"/>	(650114) Matrimonial Property Law/Inheritance Law	6	C3
<input type="checkbox"/>	(650025) Intellectual Property Law	6	C3
<input checked="" type="checkbox"/>	(650086) International Private Law	6	C3
<input type="checkbox"/>	(650048) Juvenile Law II	6	C3
<input type="checkbox"/>	(650075) Negotiation, Mediation en Dispute Resolution	6	C3
<input type="checkbox"/>	(650298) Transnational Corporate Finance and Commercial Law	6	C3
<input type="checkbox"/>	(650075) Labour Law in Social Economic context	6	D
<input type="checkbox"/>	(650097) Psychiatry for Lawyers	6	D
<input type="checkbox"/>	(620046) Legal History	6	D
<input type="checkbox"/>	(620220) Regulation: Ethics, Acceptance, Legitimacy	6	D
<input type="checkbox"/>	(650885) Optional courses in the Master's programmes	6	MK

Tot. 15

- Select all appropriate courses for the first (fall) semester.
- Go to the bottom of the page and click **OK**

You will return to the Start Page of the **Personal Study Guide**.

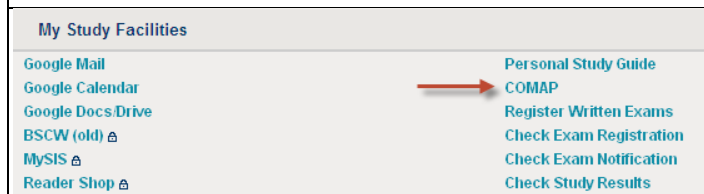
By clicking *subjects* you will return to the page where you selected your courses to make possible adjustments. Using *my optional subjects* you can select extra courses

### 3. Selecting Groups in COMAP

COMAP is an application, specially made for Tilburg University to register for special groups in your Educational Program, like workgroups and practicals. If you need to use COMAP for a specific course in your program, it is mentioned in your **Personal Study Guide**.

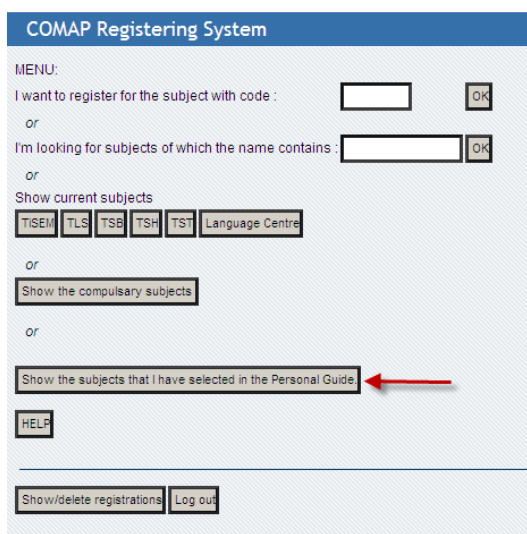
Together with the Group registration in COMAP, you have to select the same groups in your Personal Study Guide as well, in order to adjust your personal timetable.

You will find the link to COMAP on the Student Portal in the module My Study Facilities.



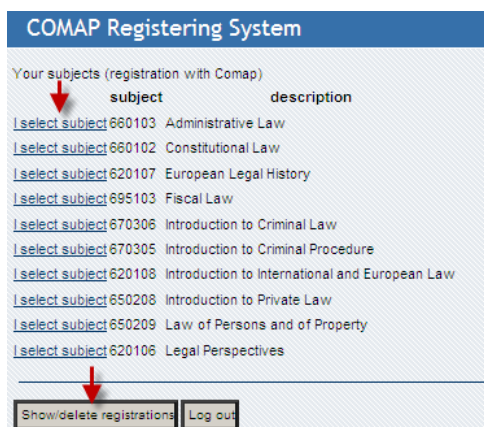
- In the module My Study Facilities, click on *COMAP*.

You get to the Start Page of COMAP.



- Select the method to register for a specific group. Choose *Show the subject that I have selected in the Personal Study Guide*. You will see a summary of all available courses for your program.
- Click *I select subject* to select a course. You will now see a summary of all available groups.
- Select a Group and click on *register* to make the registration complete. You will receive a confirmation that you have registered. For some courses you need to register for more than one Group. Simply repeat the above steps.
- When you're done, click Log Out

You can make your registration undone until the closing date:

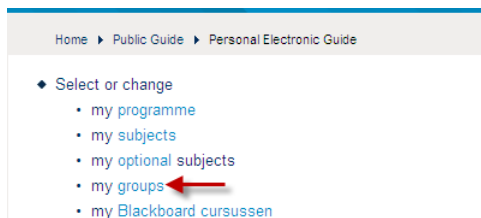


- Go to the summary page with all available courses, click *Show/delete registrations*. You will now see a summary page for the specific course, with all the groups for which you registered.
- Click on *delete* to make the registration undone.

You will receive a confirmation for having undone the registration.

## 4. Group registration in the Personal Study Guide

Together with the registration of groups in COMAP, you have to adjust the information in your Personal Study Guide to obtain a correct timetable in the Student Portal. In the **Personal Study Guide** sometimes all groups are shown, not only the group you are registered for. You can select a different group, but if your selection differs from that in COMAP, the teacher may refuse your participation in the group. The registration in COMAP is leading in this case.



You now continue in your **Personal Study Guide**

- (click in the module My Study Facilities on *Personal Study Guide* (the tab My Study on the Student Portal))
- Select under "Select or changes": *My Groups*.



You now get to the overview page with all available groups of all the courses that you selected.

- Select a group for all the courses of your program. Click:

You get back to the Start Page of the Personal Study Guide

## 5. Checking your timetable

Go to the **Student Portal** to check your personal timetable.

If necessary, select *Refresh* in your Browser (Internet Explorer) to update the information coming from the Personal Study Guide.



In the module My Week Schedule you can now check if you selected the right courses and groups. Use the right arrow to select the proper week.

Check if all your classes and groups are in the timetable.

If the timetable does not hold the proper information, go back to the **Personal Study Guide** and make adjustment in *My program* or *My groups*

## 6. Enrollment in Blackboard courses

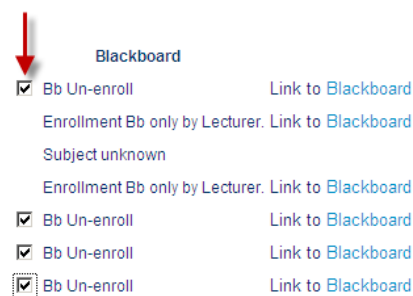
Blackboard is an important part of the Digital Learning Environment of Tilburg University. Each course has its own counterpart in Blackboard and for each Blackboard course you have to register separately. In Blackboard this is called enrollment. In a Blackboard course you can find all important study information, like class sheets, literature, internet addresses of video classes, assignments and other useful information about the course.

Every student at Tilburg University will receive automatically a Blackboard account. After logging in at the Student Portal and selecting the tab My Study, you can see an overview of all the courses for which you enrolled, in the module My Courses.



Go to your **Personal Study Guide**

- Select *My Study, Personal Study Guide*
- Select at the part “Select or changes”: *my Blackboard courses*



You now see an overview with the courses you selected on the left and the Blackboard counterparts on the right.

Check if all of your courses are on the left side. Next, click on all of the checkboxes on the right side (Blackboard).

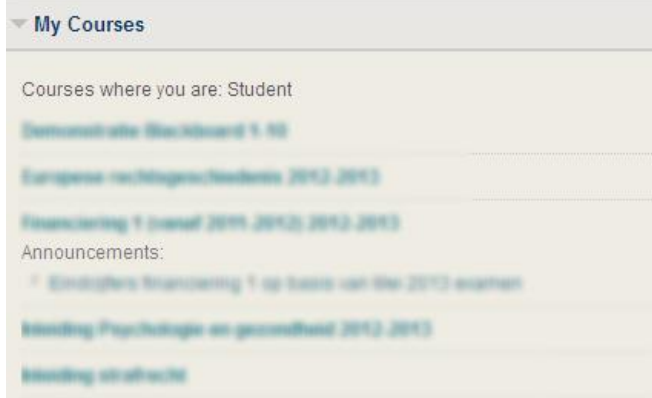
You do not have to confirm your choices; after clicking on the checkbox you are immediately enrolled in the course.

Choices Personal Guide only		Blackboard	
Code	Subject	PSG	Blackboard
660103	Administrative Law	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bb Un-enroll <a href="#">Link to Blackboard</a>
660102	Constitutional Law	<input checked="" type="checkbox"/>	Enrollment Bb only by Lecturer. <a href="#">Link to Blackboard</a>
600999	Dutch Language Test	<input checked="" type="checkbox"/>	Subject unknown
620107	European Legal History	<input checked="" type="checkbox"/>	Enrollment Bb only by Lecturer. <a href="#">Link to Blackboard</a>
695103	Fiscal Law	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bb Un-enroll <a href="#">Link to Blackboard</a>
670306	Introduction to Criminal Law	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bb Un-enroll <a href="#">Link to Blackboard</a>
670305	Introduction to Criminal Procedure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bb Un-enroll <a href="#">Link to Blackboard</a>
620108	Introduction to International and European Law	<input checked="" type="checkbox"/>	Enrollment Bb only by Lecturer. <a href="#">Link to Blackboard</a>
650208	Introduction to Private Law	<input checked="" type="checkbox"/>	Enrollment Bb only by Lecturer. <a href="#">Link to Blackboard</a>
660209	Law of Persons and of Property	<input checked="" type="checkbox"/>	Enrollment Bb only by Lecturer. <a href="#">Link to Blackboard</a>
620106	Legal Perspectives	<input checked="" type="checkbox"/>	Enrollment Bb only by Lecturer. <a href="#">Link to Blackboard</a>
Enrollments Blackboard only			
mobiledemo Mobile Demo		Subject not known in Electronic Guide	Bb Un-enroll not possible <a href="#">Link into Blackboard</a>

Refresh lists  
Back

If you return to this page a next time, you can change your enrollment. But be careful!

You can only change your choice once yourself. After that, you have to go to the LIS Service Desk.



On the **Student Portal** you can now check if you are properly enrolled for all of your courses

- Select *Refresh* if necessary to update the information coming from your Personal Study Guide.

Check the module My courses on the left side if it contains all the courses for which you have to enroll.



## 7. Register for Exams

Apart from registering for courses you have to register for each exam as well. If you do not register on time, you can't participate at the exam.

You can register until **10 working days** before the exam. Then registering is only possible via the Student Desk until **5 working days** before the exam. There are rules for paying €20 administration costs.

It is recommended that you make use of the [Automatic e-mail notification](#) to get a notification when registering for an exam opens or is about to close.

If you decide not to participate at the exam, please deregister. This is possible until one day before the exam takes place.

For further questions click on the [Help?](#)-button, see the [website](#) or go to the Student Desk, Academia building, A301

**My Study Facilities**

- [Google Mail](#)
- [Google Calendar](#)
- [Google Drive](#)
- [MySIS](#) ▾
- [Reader Shop](#) ▾
- [My Library Account](#)
- [Personal Study Guide](#)
- [COMAP](#)
- [\(De\)register & Check Written Exams](#)
- [Check Study Results](#)

Go to the **Student Portal**

- Select *My Study*
- Select in the module *My Study Facilities: (De)register & Check Written Exams*

**Rules for registration**

1. Registration is required for each exam that you wish to take.
2. You will see only the *written* exams for the courses and subjects you have selected in your PEG and which have not yet been held.
3. The online registration period closes 10 working days prior to the exam date.
4. If you didn't register in time the Student Desk will accept late registrations up until 5 working days prior to the date of the exam.
5. In case of too late exam registration a one-time-only warning follows. For each subsequent late registration an administration fee of € 20 will be charged.

If you have questions about exam registration. Check de [Help Page](#) or contact the [Student Desk](#).

You now get on the page 'Register exams'.

The 5 most important rules about exam registration are presented when you click the button [Rules for registration](#).

**Exam Registration**

Overview exams | Edit my PEG | Admin Page

You are logged in as [Name] | Announcement

Your last visit was on 29-07-2015 | Since then your overview of written exams has not been changed.

Automatic email notification | Rules for registration

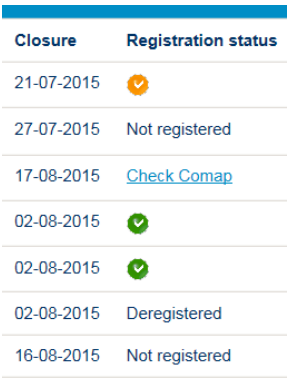
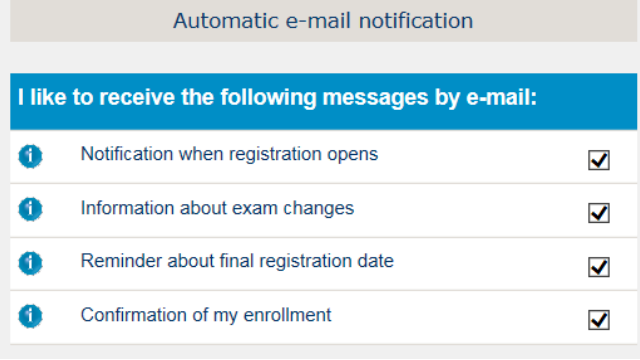
Code	Subject	Date	School	Type	Closure	Registration status	(De)register	Time	Room	Seat
500840	Klinische Psychologie	17-08-2015	TSB	Comap	17-08-2015	Check Comap	<input type="checkbox"/>			
500301	Hersenen en gedrag	17-08-2015	TSB	Exam	02-08-2015	Not registered	<input type="checkbox"/>			
500841	Work Group Psychology	17-08-2015	TSB	Exam	02-08-2015	Not registered	<input type="checkbox"/>			
500301	Hersenen en gedrag	31-08-2015	TSB	Resit	16-08-2015		<input type="checkbox"/>			
500304	Inleiding psychologie voor maatschappijwetenschappen	31-08-2015	TSB	Resit	16-08-2015		<input type="checkbox"/>			
500841	Work Group Psychology	31-08-2015	TSB	Resit	16-08-2015		<input type="checkbox"/>			

You see an overview of the written exams of the courses you have selected in your Personal Electronic Guide.

Do you miss an exam? Then check first if you did select the course in your Personal Electronic Guide ([Edit my PEG](#)).

Sometimes a red star is presented. This means extra information is available. Put your mouse on the item to see this information.



	<ul style="list-style-type: none"> <li>• Select the exams you want to participate in and which are already opened for registration.</li> </ul>
	<p>You can always check the status of your registration in 'Registration status'. For explanation put your mouse on the status or see the Help-page.</p> <p>After the exam is planned you also see information appear about the (<i>tentative</i>) time and finally the room and seat number where you are expected.</p>
	<p>With the button <u>Automatic e-mail notification</u> you can select which e-mails you would or would not like to receive.</p> <p>By default all e-mail notifications are selected.</p>
<p>After registering for an Exam, you will receive a notification mail, 5 working days before the exam, containing date and time, room and seat number. Print this mail and take it with you to the exam, together with your TiU student card or any other I.D. Exam results can be checked using <i>Check Study Results</i>.</p>	

If you have questions about the Student Portal, check the Help Page First:

- On the Student Portal page, click the Help button
- Click 'Support for Students',
- Click Frequently Asked Questions.

If you can't find your answer, go to:

IT-support

Telephone: (013) 466 2222

E-mail: [itsupport@uvt.nl](mailto:itsupport@uvt.nl)