

Checklist for new lecturers

Osiris - online module for teaching staff. Lecturers can enter grades for the tests of their courses, as well as course information.

☐ <https://osiris.ru.nl/docent>

☐ Get authorized via osiris-support-science@ru.nl

Brightspace - Digital Learning Environment. The system allows you to provide your students with a powerful learning environment.

☐ <https://brightspace.ru.nl/>

☐ Request an authorization for Brightspace in the RU accountportal at **account.ru.nl** (log in with u-number and password). It works like a webshop.



VPN (working off campus) – for some topics/access you need a VPN connection.

There are two ways for setting up a VPN connection

☐ EduVPN: <https://www.ru.nl/ict-uk/staff/working-off-campus/>

☐ VPN FNWI: <https://wiki.cncz.science.ru.nl/Vpn>

Visit the **Team Coordination** in the **Education Centre (OWC)**, room HG00.827, to meet your Educational coordinator and for an introduction into the following topics:

☐ Access to your courses in Osiris

☐ Mailinglist

☐ Step-by-step Plan for Courses <https://www.radboudnet.nl/science/education/step-by-step-plan-for-courses/course-details/>

☐ Personal schedule: <https://personalschedule.ru.nl/>

☐ Registration of grades: <https://www.radboudnet.nl/science/education/step-by-step-plan-for-courses/exam-planning/grading-exams/>

☐ TiQR app: TIPScience@ru.nl

☐ Course Evaluation

☐ Course dossier <https://www.radboudnet.nl/science/education/step-by-step-plan-for-courses/course-dossier/how-can-access-my-course-dossier/>

☐ Supervision of internships

☐ Course guide : <https://www.ru.nl/courseguides/science/>

☐ BKO https://www.ru.nl/science/education/about-our-education/university-teaching-qualification-(utq)/		
☐ Guided tour ○ Team Coordination: edu.coord-science@ru.nl ○ Team Scheduling: roosteringNWI@ru.nl ○ Team student and exam administration: onderwijsadministratie@science.ru.nl ○ TIPScience: TIPScience@ru.nl		
Consider adding the following websites to your favorites	Login	Helpdesk
☐ Osiris: https://osiris.ru.nl/docent	U-/Z-number	Osiris-support@science.ru.nl
☐ Brightspace: https://brightspace.ru.nl/	U-/Z-number	TIPscience@ru.nl
☐ Step-by-step plan for courses: https://www.radboudnet.nl/science/education/step-by-step-plan-for-courses/step-step-plan-courses/	U-/Z-number	Edu.coord-science.ru.nl
☐ Personal schedule: https://personalschedule.ru.nl/	U-/Z-number	roosteringNWI@ru.nl
☐ Course dossier: https://dossiers.science.ru.nl/	Science-account	Edu.coord-science@ru.nl
☐ Course guide: https://www.ru.nl/courseguides/science/		
☐ Telephone and Email Guide Faculty of Science: https://wiki.cncz.science.ru.nl/FNWI Telefoon en E-mail gids VPN connection needed if not working at faculty		

Please help us to keep this form up to date. In case you come across a link or information that is out of date, let us know at edu.coord-science@ru.nl