Guide to candidate, participant and attendance lists

The 'List of candidates' feature in VU.nl gives an overview of all students who are registered in your course(s) and the accompanying activities, such as lectures, seminars and examinations. Special measures granted to facilitate students with a disability are also included in the overview. You can use this information when preparing for your teaching activities and during teaching, or when preparing and administering exams.

Where can I find the list of candidates?
You can find the list of candidates with the Apps on the VU.nl homepage:

On the following screen you will see an overview of the courses you have been coupled with as a lecturer, examiner or course coordinator in the system (SAP/SLM). The standard view shows your courses for the current academic year. You can adjust this in the drop down menu at the top left of the screen.

Are there any courses missing from your list? Please contact your faculty's Education Office.

View, filter and sort the list of candidates
If you click on a course, you will be presented with the list of candidates.

There are different columns in the blue bar you can use to filter and sort the results.
- Name or student number: these can be sorted alphabetically or numerically
- Teaching method: you can distinguish between different teaching methods used in the course. If you click on the filter, you can tick the teaching methods you want to see. If different groups can been distinguished for one teaching method, a separate column labelled 'group' appears.
- Group: all teaching methods and accompanying groups
- Late registration: yes or no when a student has submitted a request for late registration, they appear in this column without teaching method with 'yes'. As soon as the student has been placed in an available group, their status changes to 'no'.
- Returning student: This column indicates whether a student was enrolled in the course in a previous academic year.
- Facilities: This column indicates the special facilities that have been granted to the student. In the export lists for the examination you can choose between the attendance list with all students and the attendance list with students with special facilities.
    - The attendance list with all students includes students with special facilities.
    - The attendance list with students with special facilities is intended for the facilities hall. This list includes students with facilities *Low stimulus room* and/or *Laptop* (only students with one of these two facilities are allowed to enter the facilities hall).
  The information about facilities granted to students must be treated confidentially. Do not share this information with others.

Use the 'Results per page' pull-down button to set the number of students you want to see on each page.

Exporting the list of candidates

Above the blue bar are a number of buttons that you can use to print the list of candidates.

- **Export Excel/CSV**:
  Export all the information to an Excel/CSV file, regardless of whether you are using a filter.
  Note: the use of a filter is usually advised.
  The list shows:
    o All students registered for all teaching methods
    o All special facilities allocated by the faculty (extra time, laptop, dictionary, etc.).

- In the column 'Extra time for exams' a Y (Yes) or N (No) indicates whether the student wants to use the extra time facility.

- **Export Excel/CSV with filter**:
  Export only the list with the filter that you have indicated in the blue bar. This option remains grey if no filter is applied.

- **List of participants:**
  Generates an attendance list for the teaching method you filtered for in the blue bar. This option remains grey if no filter is applied.
  The list shows all students registered for the teaching method selected; <u>no special facilities</u> are shown and the list of participants cannot be selected if the teaching method 'Examination' has been selected.

- **Printing the attendance list for examinations:**
  The attendance list is for students to sign at the examination. Select examination in the column 'teaching method'. Be sure to select the correct examination in the 'group' column. You have a choice between two attendance lists: attendance list with all students and attendance list for students in the facilities hall.
  The attendance list with all students shows:
    o All students registered for the examination
    o For all students with permission for extra time, you will see ET between the name and the signature field.
    o The other facilities, such as laptop or dictionary, are not shown on this attendance list for privacy reasons, but are shown on the list of candidates.

  The attendance list for students in the facilities hall shows:
    o All students registered for the examination with the facility *Low stimulus room* and/or *Laptop* (students with one of these two special facilities are allowed to enter the facilities hall).
    o For all students with permission for extra time, you will see ET between the name and the signature field.

- If you want an overview of all special facilities allocated by the faculty, filter for facilities and use the button 'Export Excel/CSV with filter'.

KANDIDATENLIJST — Exporteer alle gegevens / Exporteer gegevens met filter / Print deelnemerslijst voor werkvorm / Print deelnemerslijst voor tentamen

< terug   Exporteer Excel / CSV   Export Excel / CSV met filter   Deelnemerslijst   Presentielijst tentamen

Studenten in selectie: 41   Resultaten per pagina: 25

NAAM⇕	STUDENTNR.⇕	WERKVORM ▼	GROEP ▼	RECIDIVIST ⑦ ▼	VOORZIENINGEN ▼
		Tentamen	20-09-2017	Ja	Extra tijd tentamen
		Tentamen	20-09-2017	Ja	

Any questions?

If you have questions or comments about the list of candidates, please contact your faculty's Education Office or the Process Manager, Educational progress monitoring.