# Guide to using PlanApp 2.0
## for the student


Version 0.1

# Contents

# Introduction

This guide describes how students can put together a draft or default program in the PlanApp. It will then describe how to submit the profile choice proposal to the examination committee once all criteria have been met.

The following topics will be discussed in this guide:

- Making a draft plan;
- Making a default plan;
- Searching for and adding courses or coherent packages using the Course Catalog;
- FAQ with frequently asked questions and possible solutions.

You can create your personal study plan in the PlanApp.
Since the PlanApp is integrated in OSIRIS, the system knows the mandatory part of your study program. This gives you a starting point – your basic & major courses have already been entered. You now need to complete your study plan by adding USE courses, elective courses and elective packages. You can find detailed descriptions of these courses in the Course Catalog, which can be accessed through the PlanApp.

# Practical Information

## OSIRIS PlanApp URL

The PlanApp can be accessed via your personal portal of MyTUE:
https://mytue.tue.nl/dashboard/home

or via the direct link:
https://osirisplanapp.tue.nl/#/

## ESA Helpdesk
If you have any questions or comments about the PlanApp, you can contact the ESA Helpdesk.
They will either help you themselves or, if they are unable to do so, contact the relevant department that can help you.

The ESA Helpdesk can be contacted at:
Email:                    esahelpdesk@tue.nl
Telephone:            +31 40 2472000

# Definitions & terminology

## Draft and default plan

When you log in to the PlanApp for the first time, your data will be automatically retrieved from OSIRIS and you exam program will become visible. A *default plan* will be automatically created, but you are advised to create a draft plan first.

### Draft plan

You can try out various options in a draft plan without the effects becoming visible to others or directly affecting your study program. It allows you to explore all paths and determine which path is best for you. You can create multiple drafts and each draft can be given a unique name. Once your draft plan is ready to be discussed with your academic advisor, for example, or ready to be submitted to the examination committee, you can convert it into your default plan.

### Default plan

The default plan is your actual program. This plan is directly linked to your program in Osiris. Changes made to this default plan will also affect the plan in Osiris. It is not possible to have multiple default plans. If you want to add a new default plan – because you are switching study programs, for example – you can first create a new draft plan and then make it your default Plan. Keep in mind that your original default plan will have become a draft plan again. In other words, you will still be able to view it.

## Explanation of screens and fields

### The timetable screen

The overview shows that the courses are displayed per year and per quarter in the timetable.
The periods are shown as a block on the screen for each academic year. If the current date is later than the final date of a period in an academic year, the relevant block will be displayed in a dark gray color different from the color of the other periods.



In the example above, you can see three subjects in Quarter 2, with one colored gray and the other still white. Only the courses that have not yet been successfully completed are shown in white.
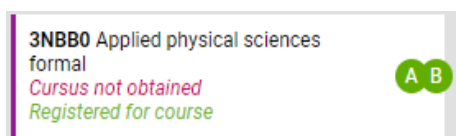
This example shows a course that the student has not passed, but it also shows that the student has re-registered for that course in order to improve the result.

## The information in the course fields

- *Course code* – is displayed in **bold**
- Name of the course - This is the short name of the course for the academic year in which the course is incorporated in the timetable.
- *Time slots** –  These are the time slots that are linked to a course in the academic year and the period in which the course is incorporated in the timetable. The time slots are displayed in a circle on the right-hand side.
- *Color of the exam component* – A small bar with the color of the exam component containing the course – as indicated in the exam program – is displayed to the left of the block.
- *Multiple-quarter course* – In some situations, a course will be shown in multiple periods on the screen. A multiple-quarter course can be recognized by the 'link' icon. This occurs in the following situations:
  - A course is taught across multiple blocks;
  - The block in which the course is taught falls within multiple periods, as defined for the academic progress periods.
- *Status of the course* – The status of the course for the student is displayed here. The status is shown in italic. The following statuses are possible:
  - Course passed – The course has been successfully completed. If a course is shown in the past for a particular period, a check mark will be displayed to the right to indicate that the course has been passed. Although the check mark will not be shown if the course has not been scheduled yet, the time slot will be visible.
  - Course not passed – This is shown in the event of an unsatisfactory result. This text is displayed in purple red.
  - Registered for the course – The student has an open registration for the course. This text is displayed in green. If the period for which the student is registered deviates from the period shown in the timetable, the period will also be displayed behind the text.

*\*A course can be offered in multiple time slots in a period; all offered time slots will be shown here. The code of a time slot will be displayed in a green circle. If a course in a period is in the past, no time slot information will be shown for this course if it has been passed.*
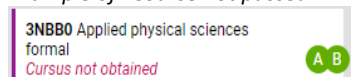
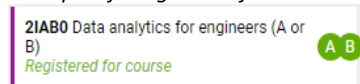**Screen examples**

*Example of "Course passed"*
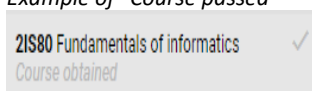
*Example of "Course not passed"*



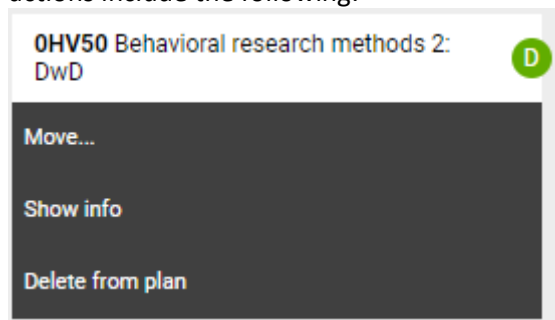*Example of "Registered for the course"*



*Example of "multiple-quarter course"*



## Possible actions for courses

Clicking on the field of a course reveals the possible actions that can be taken for that course. These actions include the following:



*Move* – This option allows the course to be moved. An overview is shown of the periods in the timetable in which the course is offered. This has the following features:

*Display information* – The information about the course can be retrieved from the Course Catalog with this option.



*Remove from timetable* – The course can be removed from a student's timetable with this option. This course will no longer be present in "Plan Later", unless the course is from the fixed part of the program or a mandatory elective component.

# Guide to the procedure

## Making a draft plan

When you are logged in to the PlanApp, you will always see a default plan.

You are advised to create a draft plan first in order to explore which path you want to follow. A draft plan is created in the following manner:
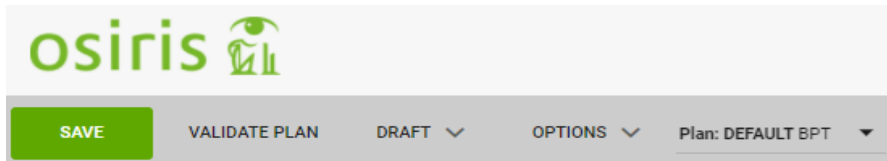


@ Click on Draft and the following dropdown menu will appear:
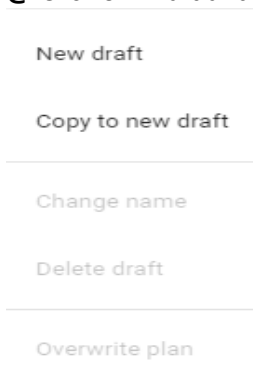


@ Click on "New Draft".

The following screen will appear:



@ Complete the fields and click on "Add".

➢ Name: choose a name
➢ Start year: the year you started your program

> ➢ Major: the study program you are in*
> ➢ Exam program: Combination of start year, major and specialization (if applicable)**

*Please note! Bachelor's and master's programs are both listed here.*
*\*\*For cohorts up to and including the 2016 cohort, the exam program comprises 2 phases: Propaedeutic year & bachelor's. Both phases must be selected consecutively, with the same start year for both. For example: BBK-PB-2015 and BBK-B-2015 refers to the complete propaedeutic year and bachelor's program for students who started the study program in 2015.*

The top of the screen in the PlanApp will now inform you that the program displayed is the draft plan. This bar is also light green.



This draft plan shows all the mandatory courses, planned into the ideal timetable for your study program. You can change anything you need here.
The courses that you are required to choose are listed under "mandatory choice" on the right side in the "Plan Later" column. A status is also displayed for the courses. "Registered" or "passed", for example.

***From draft to default plan***
If you want to use your plan as the default plan, you can do so by clicking on "Overwrite plan" via Draft.
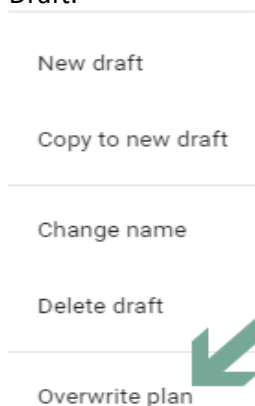


You can save the previous default plan by checking the box here. This plan is then saved as a draft plan. You can make as many draft plans as you want, including drafts for other study programs if you intend to switch or want to plan your master's program. You can only create these timetables as drafts until you are enrolled in the study program concerned.

## The allocation of courses to the timetable

Courses that have not yet been incorporated in the timetable can be included via the Plan Later section.

*Column: Plan Later*

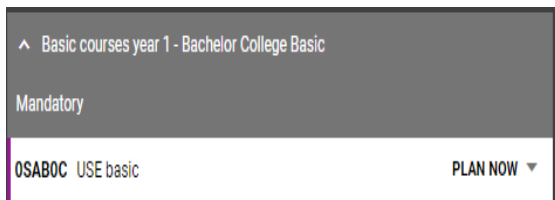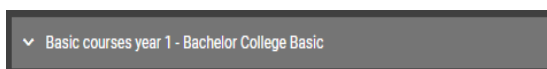The Plan Later column looks like this the first time:
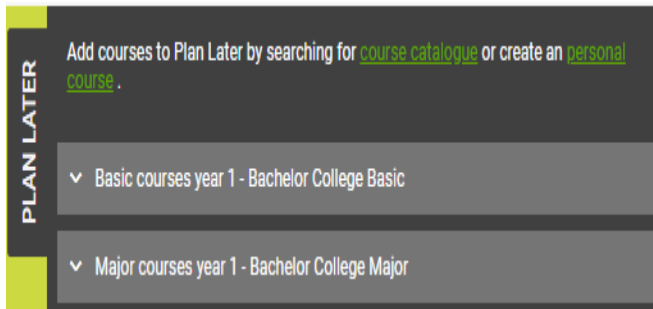


Each part can be opened by clicking on it in the dropdown menu. You will see the word "mandatory" above the courses.





In the example below, you can see various courses in the Plan Later section that you are required to choose from. You can see courses on white and gray fields here. If the field is colored white, the course has not yet been incorporated in your timetable. If the field is gray, the course is incorporated in your timetable and you can see the course in the timetable on the left side of your screen. If you want to add a course from this list to your timetable, you can do so by dragging it or clicking on "Plan Now" and selecting the appropriate quarter.
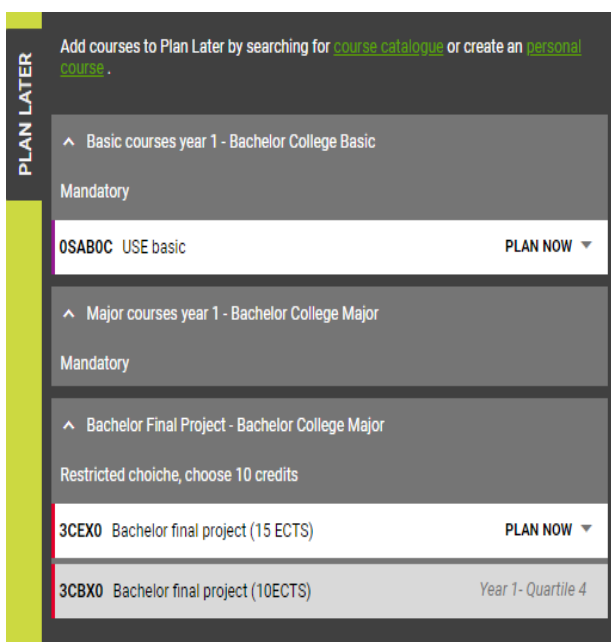
***Replacement rules***
If there is a replacement scheme whereby the old course has not yet been passed, the replacement course will be shown here.

## Adding additional courses from the Course Catalog

The Course Catalog allows you to search for coherent packages, USE learning trajectories and individual electives, and add them to your timetable immediately or to your Plan Later list.
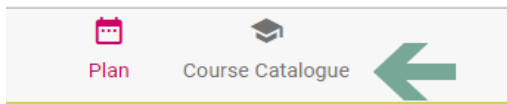


*Course Catalog example:*
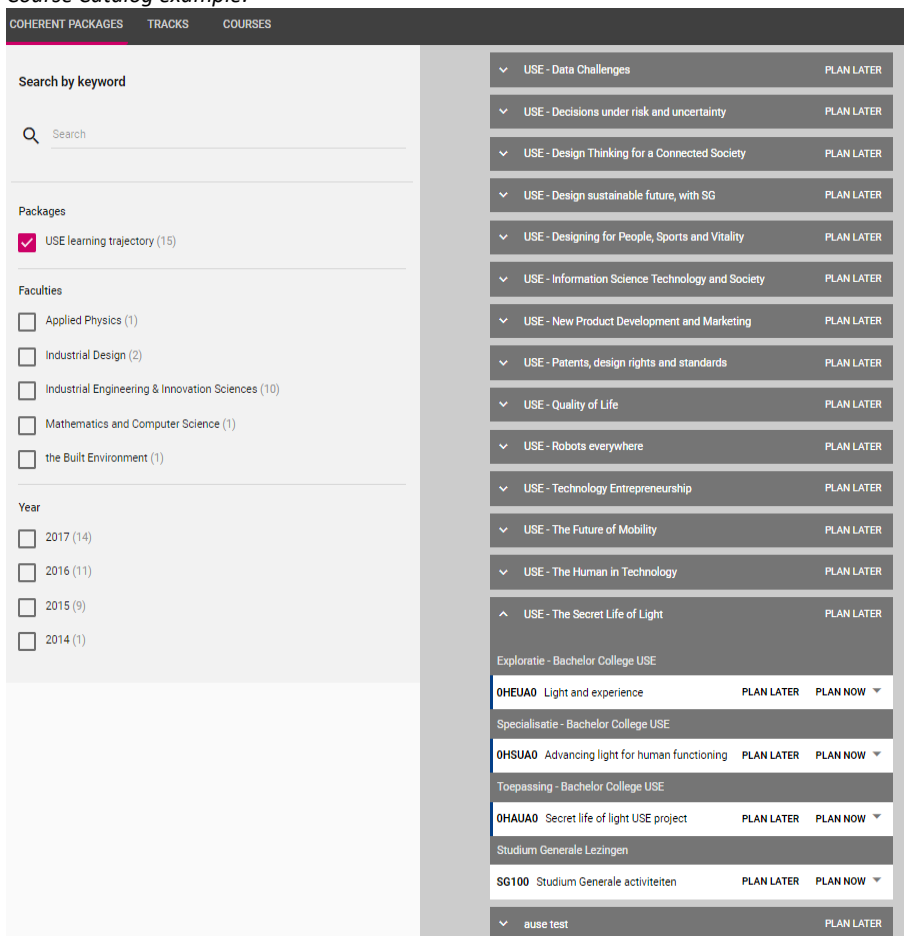


There are two search options: searching for coherent packages and searching for courses, which can be selected via the top bar on the picture. The filtering possibilities are differentiated by these options.

'Coherent packages' has been chosen in the example above, whereby only the USE learning trajectories have been selected. The expanded 'The Secret Life of Light' USE at the bottom shows the options for selecting either a complete USE learning trajectory or the individual courses. The courses can first be moved from this place to the Plan Later section or directly to Plan Now.

When you have finished adding individual courses or a coherent package, you can use the  button to return to your timetable.

## Saving and validating the plan

The button "Validate plan" can always be used to determine the extent to which all criteria[1] have been met. The following validation criteria are checked:

- *Course level* – Checks whether all entry requirements for the course have been met. If this is not the case, the notification "Entry requirements not met" will appear.
- ***Check if the course is still offered***
- ***Block level***
  - Checks whether the maximum number of credits per block that students may register for has not been exceeded.
  - Checks for overlap in time slots within a period.

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[1] Some courses may overlap with other courses. The PlanApp will not check this.

- *Timetable level*
  - o Checks whether the minimum number of credits for the exam program can be obtained with the course that the student has already passed and the courses incorporated in the timetable.
  - o Checks whether the mandatory courses of the exam program have been scheduled.
  - o Checks whether the mandatory choice requirements of the exam program have been met.
  - o Checks whether the category requirements of the exam program have been met.
  - o The student's profile choice within the exam program may require the presence of at least one minor of a particular type.
  - o If a personal selection of courses has been included in the timetable, the notification "personal selection of courses included" will appear.
  - o If there are no error notifications or warnings at the program level, the text "no notifications" will be displayed here.

## Submission of the profile for approval

If you have obtained 90 ECTS, scheduled at least 180 ECTS in your default plan and also complied with the notifications displayed via "Validate Plan", you can submit your plan for approval.

**@** Go to Options and click on "Submit for approval".



The following screen will appear:



**@** Select the courses that you want to include in your profile.
**@** Choose "Next".

You will now be given the option of entering comments on the left side.
Note that the field is black. You can click on it and enter your comments.

**@** Enter comments.

Once the plan has been submitted, you will return to the PlanApp. You will now see "submitted for approval" at the top of the screen. After this action has been taken, you will not be able to submit the plan again unless the supervisor rejects it.

Submitted for approval (April 19th 2018)

The person mandated on behalf of the examination committee to approve/reject plans will now receive a message notifying them that a request for approval has been received and will assess the plan.
The assessment of the plan will result in the following:

**Approval** – The person mandated on behalf of the examination committee approves the plan and the status in your PlanApp will change to "approved".

(i) Approved study programme (April 19th 2018)

The submission of the plan is now 'frozen', but the scheduled courses can still be moved and other courses can still be added to the timetable.

If you want to change an approved program, contact the administration office of your study program.

**Rejection** – The person mandated on behalf of the examination committee rejects the plan and provides an explanation. The status in the PlanApp will change to "rejected".

(i) Rejected (April 19th 2018)

If you hover over   (i)   with your mouse, the explanation provided by the supervisor will appear.

Depending on the content of the explanation, you must adjust your plan and then submit it again. The steps described above will once again apply.