

# User Manual Students' App

iOs Devices



**Universiteit  
Leiden**  
The Netherlands

Discover the world at Leiden University



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## Quick overview

Below you can find a quick overview of the different aspects in the Students' App. In the next pages a more detailed description is provided.



### 1. Quick Menu

To quickly access last visited tiles

### 2. Bottom Menu

### 3. Timetable tile

Here you can see your weekly schedule

### 4. Grades tile

Here you can see your registered grades

### 5. Wish list tile

Here you can save courses you might want to enrol on.

### 6. Class enrollment

Here is where you can add courses or drop a course.

### 7. PC Availability

Here you can see available PCs per location

### 8. Blackboard

This tile leads you to the Blackboard Learn app

### 9. e-Prospectus

Here you can see the e-Prospectus

### 10. Maps

Here you can find the location of buildings, cafés and other facilities.

### 11. News

Here you can find news from Leiden University

### 12. Info and Links

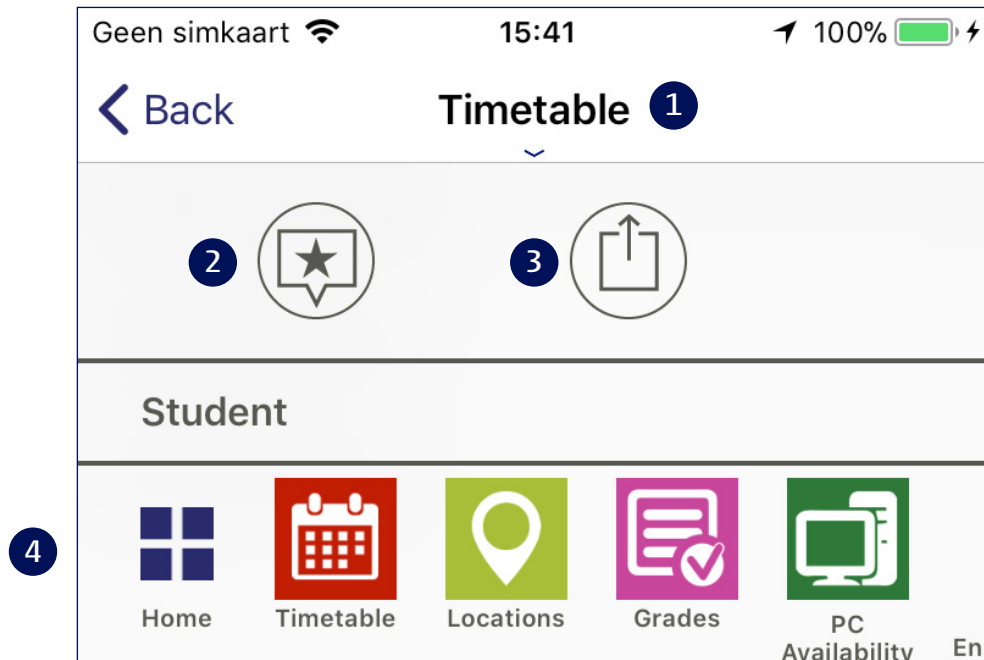
Here you can access important information, eg. contact student administrations and emergency contacts.

### 13. About us

Read about Leiden University as an organisation.

## Quick Menu

In the following section an overview of the quick menu is provided. The quick menu is only available on iOS devices. You can also access the quick menu by shaking your phone, provided that 'Shake to show recents' is switched on in the settings menu.



### 1. Acces Quick Menu

From an iOS device you can always access the quick menu by pressing on the header.

### 2. Feedback

By pressing on this icon you can easily send feedback, report a problem, tell us your ideas or tell your friends about the app.

### 3. Share

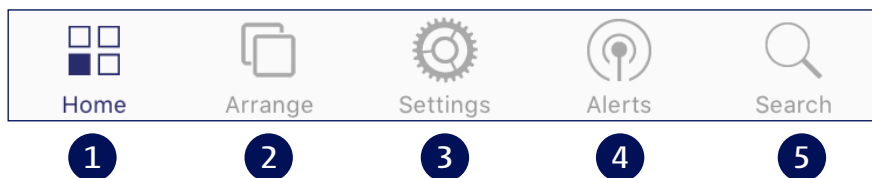
Through the share icon you are able to share your screen via mail, facebook or twitter with your friends. In that way you can quickly send a screenshot of your timetable to your fellow student.

### 4. Home button and recent visited tiles

In this section you can not only quickly access the home screen, but you can also see and access your recently visited tiles.

## Bottom Menu

In the following section an overview of the bottom menu is provided. Whenever one of the icons below is coloured dark blue, it means you are currently on that page.



### 1. Home

This menu item takes you to the home screen of the Students' App.

### 2. Arrange

Through the arrange page you are able to customise your homescreen. Reorder your tiles as you would like to. You can even remove tiles to adjust the overview as desired. There is also a reset option to put all the tiles back to the default lay out (see page 20 for more information).

### 3. Settings

On the settings page you can see your personal detail, adjust preferred settings and log out. Furthermore, this page also links to the Terms of Use and allows you to send feedback.

### 4. Alerts

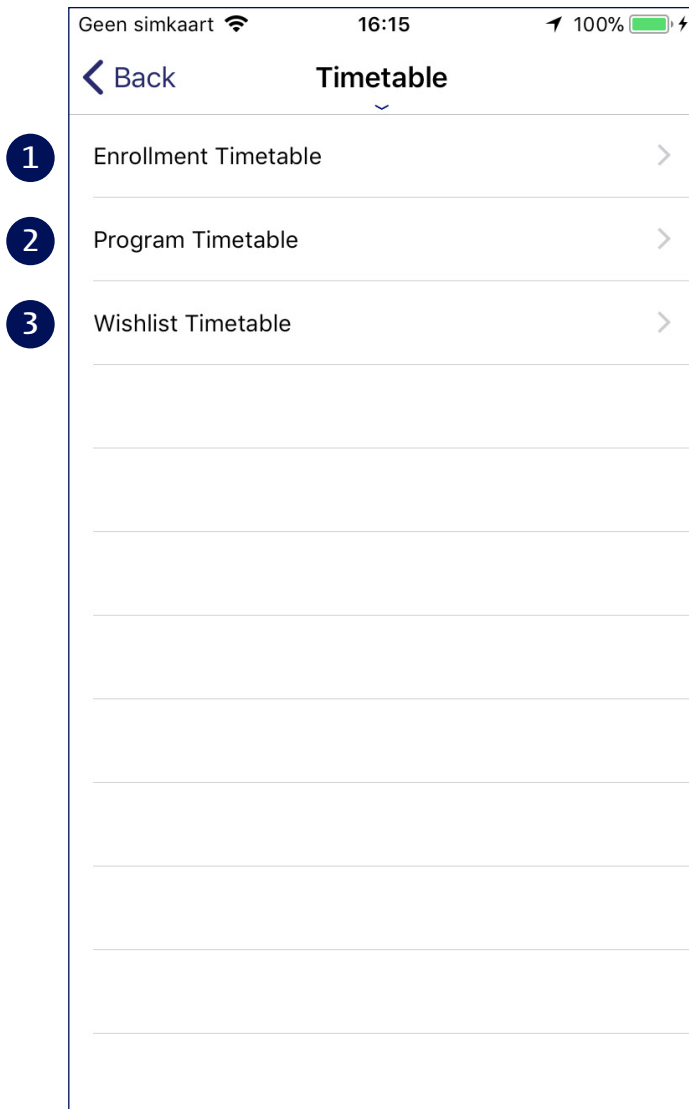
This section will provide important notifications.

### 5. Search

Finally there is an in app search option, where you can quickly find a location or a buiding that provides computers to work on.

# Timetable

The Students' App shows you a weekly overview of your timetable. In the following section an overview of the Timetable tile is provided.



## Three Timetables

Whenever you click on the Timetable tile the first screen you will see, is shown on the left. Currently you can access three different timetables, each with their own content.

*NB The developers are currently working on a blended calendar, that provides an overview of the three timetables in one calendar. This functionality will be available for the second release.*

### 1. Enrollment Timetable

This timetable will show the schedules of the courses you enrolled for through the Students' App, uSis or by your teacher. If you are not enrolled for any course, this timetable will be empty.

### 2. Program Timetable

The Program Timetable will show you all the courses of your curriculum. In that way you can get a clear overview of the schedules of the courses you can take before you enroll for a course (eg. If you are a second year Law student, you will see all the courses of the second year of the Law Bachelor).

### 3. Wishlist Timetable

Whenever you put a course in your Wish List you can check the schedule of that course in this timetable. Please be aware that this timetable is not showing any courses you are enrolled for, but shows you the course(s) you might want to take. If you did not put any courses in your Wish List, this timetable will be empty.

## Navigate through the timetables

independent from which timetable you chose, the interface works the same for all the timetables. The first screen you will see is the timetable of the current week we are in, as shown on the right.

### 1. Week by week navigation

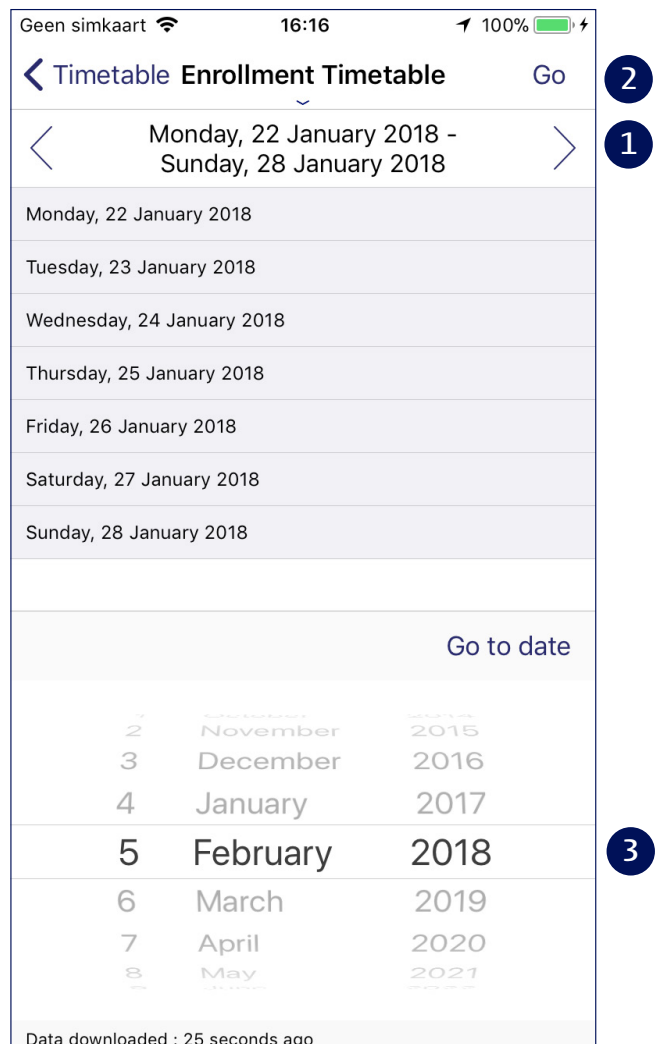
You can easily navigate through the timetable by using the back and forth arrows to see the schedule for the previous or forthcoming week(s).

### 2. Jump to date

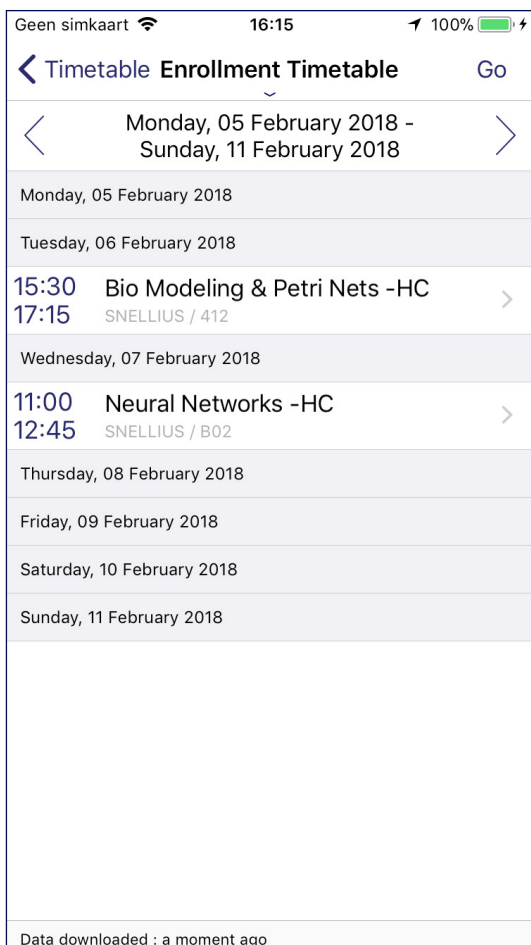
By clicking on 'Go' the date selection will pop up, so you can easily jump to the date of your choosing.

### 3. Date selection

Select the date you want to see your timetable and click on 'Go to date' to jump to the specified week.







## Weekly overview

The schedules of the courses are presented in a weekly overview, ordered by day of the week and then by starting time. Whenever you have two courses on the same day starting at the same time, the courses will be in alphabetical order.

### 1. Course instance

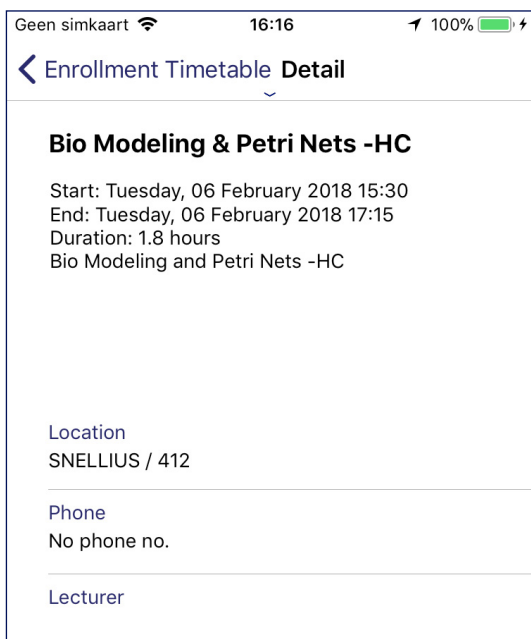
Each instance is provided with a start and end time, the name of the course, the kind of instance (HC stands for lecture, WC for workgroup, T for exam and H for retake) and finally the location.

### 2. Details

Whenever you click on a course instance in the weekly overview, you are able to see the details of that specific instance.

### 3. Additional information

If available, additional information such as contact information and name of lecturer is provided in this section.



# Grades

The Students' App grants you easy access to your grades. In the following section an overview of the Grades tile is provided.

## Overview

Your grades are presented in a chronically orderlist, with the newest grade on top. The Grades tile provides two lists of grades: one list shows you the grades for your exams/papers and the other list shows you your final grade for the score. For example, if one of your courses consisted of a midterm and a final exam, you can find those grades under 'Tests'. Your final grade for that course is shown in the tab 'Courses'.

### 1. Tests or Courses

The header on top tells you which courses you're looking at. Whenever you see **Tests** it concerns the grades for your exams and when it says **Courses** you're looking at your final grades, that will appear on your diploma. You can switch to either one at the bottom of the screen as indicated by nr. 3.

### 2. Navigate

The numbers in the grey area indicate the different pages on which your grades are listed. You can click the different numbers to quickly navigate through your grades. If you only see the number 1, it means you only have one page with grades.

### 3. Switch between tabs

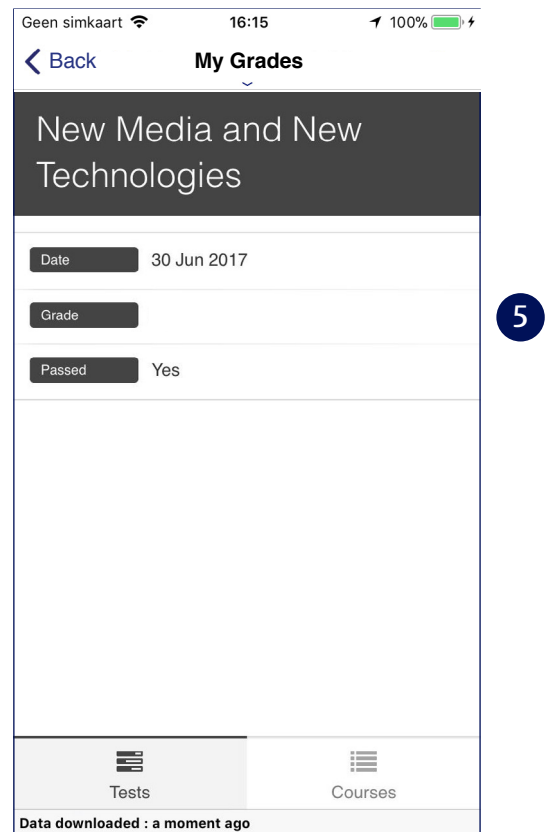
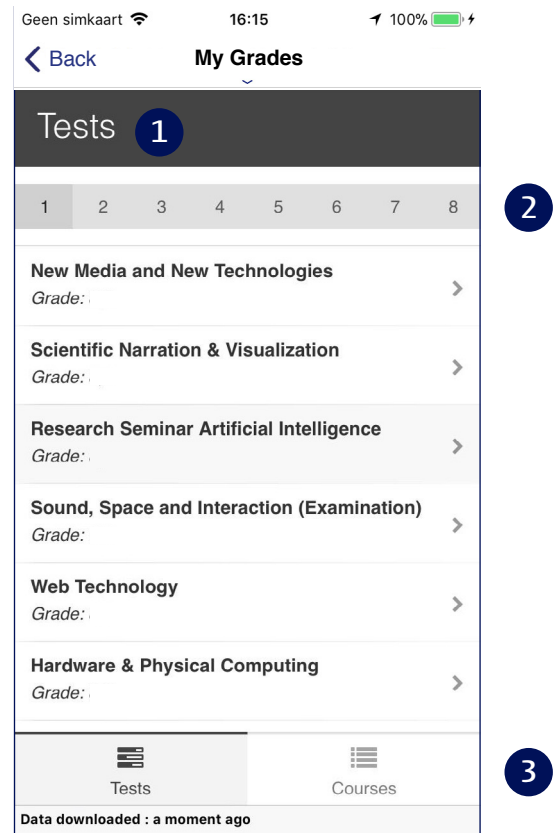
At the bottom of the screen you are able to select either Tests or Courses to see your grades accordingly.

### 4. Grade details

If you wish to see more details on a specific grade, you can click on an item.

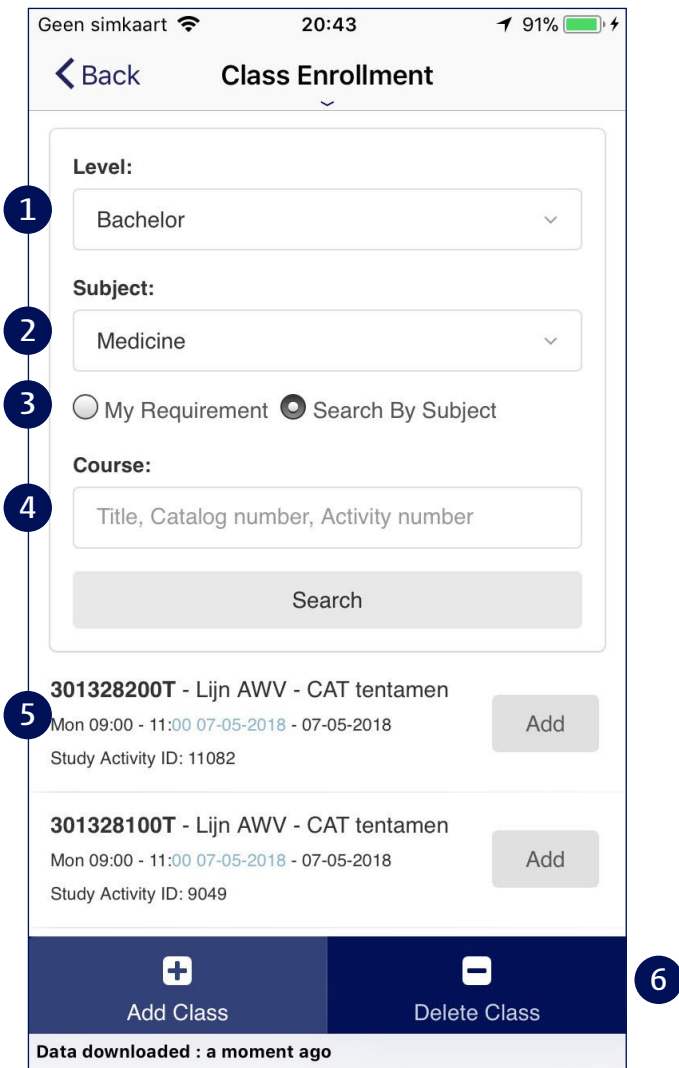
### 5. Additional information

After you click on an item additional information is provided.



# Class enrollment

The Students' App allows you to easily add and drop classes. In the following section an overview of the Class enrollment tile is provided.



## 2. Subject

Choose the field of subject accordingly. Please note, that this field is required in case you want to **Search by Subject**. If you choose to search by **My Requirements**, you can leave it empty.

## 3. Search options

Whenever you want to add a class that is part of your curriculum choose **My Requirements**, choose **Search by Subject** if you want to add an elective or a course that is not part of your program.

## 4. Course

In this field you can enter a Title, Catalog number or Activity number to make your search more effective. Please note that you can leave this field empty, since it is not a required field.

## 5. Class information

After you click on search a list of classes matching your search criteria will be shown. Per item you can see the Catalog number, Course name, kind of class (Lecture/Workgroup/Exam etc), the time and dates of the class and finally the activity number. If you found the class you were looking for, you can simply enroll for the class by clicking on **Add**.

You might see multiple instances of the same class but with different dates and/or times. This is just to make you aware that on some dates that class is on a different time or location. Keep in mind that whenever you add one of these multiple instances you are automatically enrolled for the whole series, provided that the Activity number is the same.

## 6. Delete Class

In case you want to drop a class you can click on **Delete Class**. More information is provided on the next page

## Add Class

Whenever you click on the Class enrollment tile from the home screen, you always start on the **Add Class** screen. In order to add a class, first you have to search for it. There are two ways to search for a class: either you search by **My Requirements** or you select **Search by Subject**, see nr. 3 for more information.

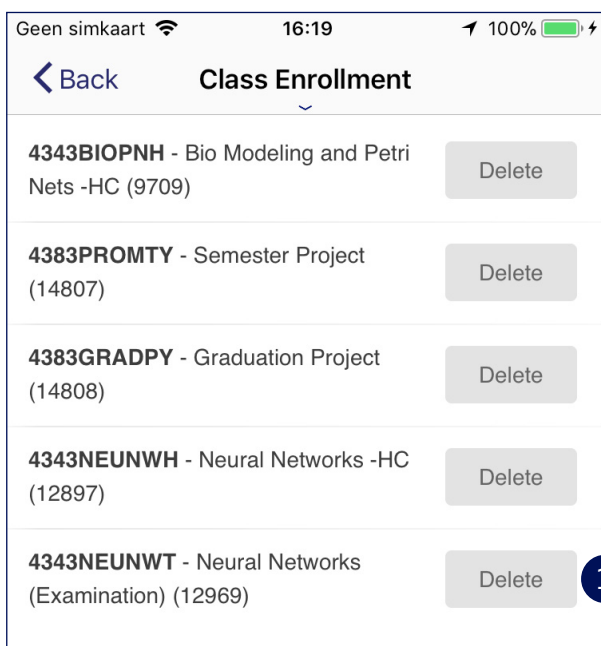
### 1. Level

If you want to search for a Bachelor level course, select Bachelor. Select Master if you're looking for a Master level course.

## Delete Class

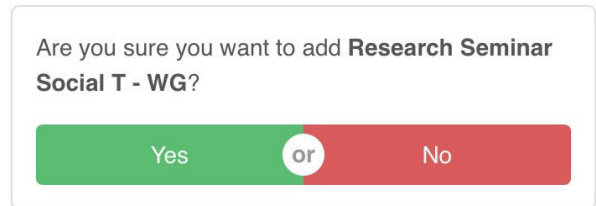
Whenever you click on the tab **Delete Class** at the bottom of the screen, the screen presented below will follow next.

As shown a list of your class enrollments is provided and you can easily drop a class by clicking on **Delete**, as indicated by nr. 1.

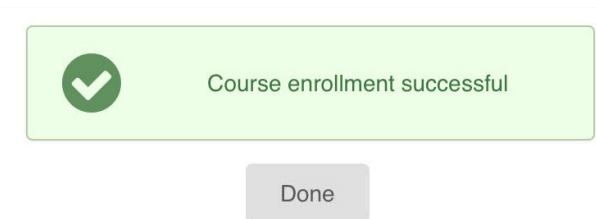


## Add a class confirmation

After you click on Add in the search results, the screen below will show up. Select **yes** to add the class or **no** to cancel.

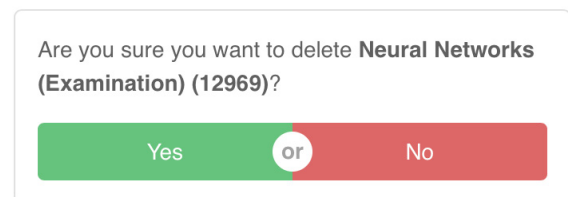


If your class enrollment succeeded, you will get the following notification.

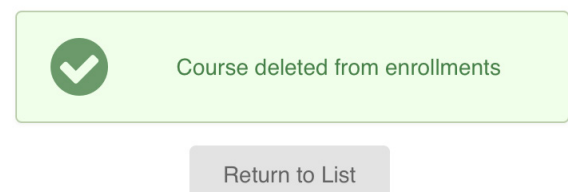


## Delete a class confirmation

After you click on Delete in the list of your course enrollments, the screen below will show up. Select **yes** to drop the class or **no** to cancel.



If you succeeded, you will get the following notification.



## Wish list

The Students' App allows you to store courses you might want to take later. In the following section an overview of the Class enrollment tile is provided.

### Purpose

This tile is developed for you to store courses you might want to take in the future. By adding classes to your Wish list, you are able to compare their schedules.

### Functionality

The functionality of this tile is the same as **Class Enrollment**. You can add and drop courses from your Wish list in the same way you would add and drop class enrollments.

### Linked with Wish list timetable

The schedules of the courses you store in your Wish list can be found in the **Timetable** tile under Wish list timetable. In that way you can check whether the class you might want to enroll for, fits in your current schedule.

### Remember to add a Class Enrollment

Whenever you want to enroll for one of your courses stored in your Wish list, don't forget to add the class via the **Class Enrollment** tile. Only then, you are officially enrolled for the course.

The screenshot shows the 'Wish list' screen in a mobile app. At the top, there's a status bar with 'Geen simkaart', '16:15', and '100%' battery. Below that is a navigation bar with a back arrow and the title 'Wish list'. The main content area has a search filter section with the following elements:

- Level:** A dropdown menu currently showing 'Bachelor'.
- Subject:** A dropdown menu currently showing 'Medicine'.
- Radio buttons for search criteria: 'My Requirement' (unselected) and 'Search By Subject' (selected).
- Course:** A text input field with the placeholder 'Title, Catalog number, Activity number'.
- A 'Search' button below the input field.

Below the search filters, there are two course listings, each with an 'Add' button:

- 301328200T - Lijn AWV - CAT tentamen**  
Mon 09:00 - 11:00 07-05-2018 - 07-05-2018  
Study Activity ID: 11082
- 301328100T - Lijn AWV - CAT tentamen**  
Mon 09:00 - 11:00 07-05-2018 - 07-05-2018  
Study Activity ID: 9049

At the bottom, there is a dark blue navigation bar with two buttons: 'Add Class' (with a plus icon) and 'Delete Class' (with a minus icon). Below the navigation bar, a small status bar reads 'Data downloaded : a moment ago'.

# PC Availability

If you need a computer to work on, you can use the app to find out if and where there are any computers available. In the following section an overview of the PC Availability tile is provided.



## Overview

The first thing you will see, is a list of buildings that have working environments with computers. You can narrow your search by selecting one of the buildings connected to your Faculty, or keep your options open and select all.

### 1. Selection

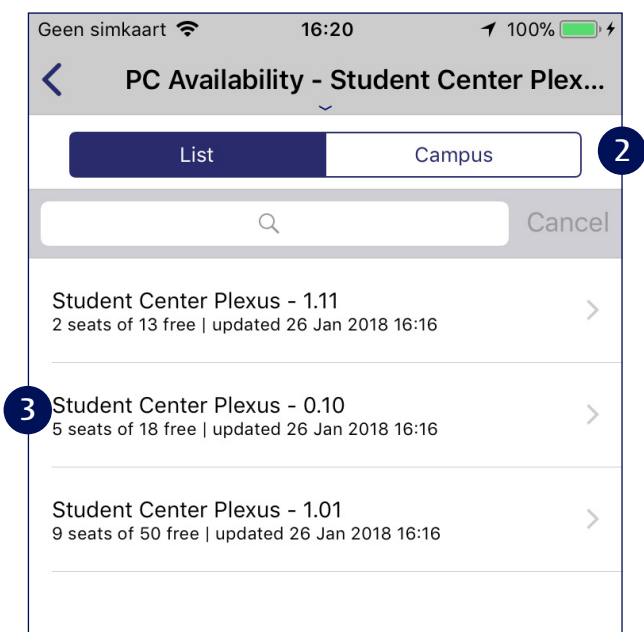
After selecting one of the buildings, the next screen will show a list of all the areas with computers in that building.

### 2. Campus

Click on **Campus** if you want to look at the locations on the map.

### 3. Additional information

From the list you can select any unique location to see some additional information.



## Map view

You are able to see any location listed in the overview on the map. This might help you choose the nearest location or to find out how far your favourite workplace is.

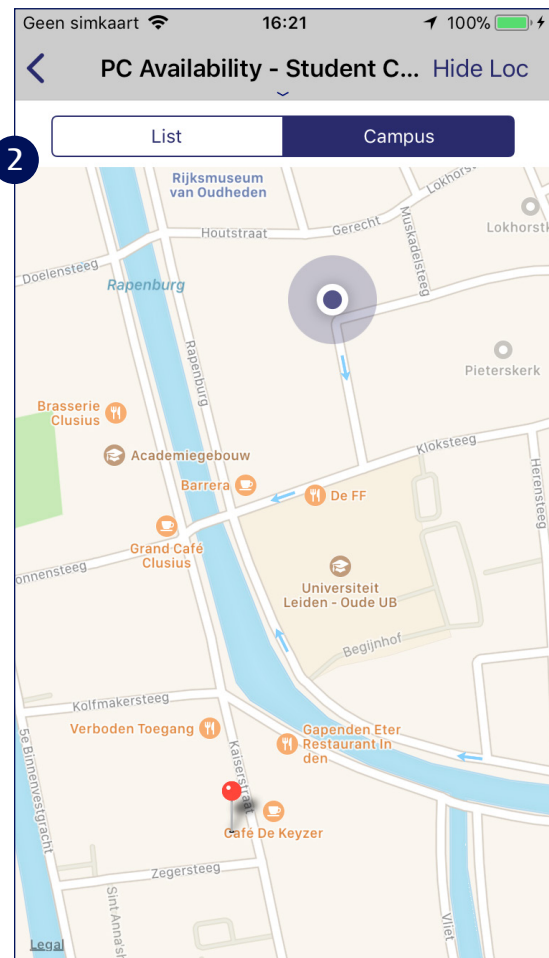
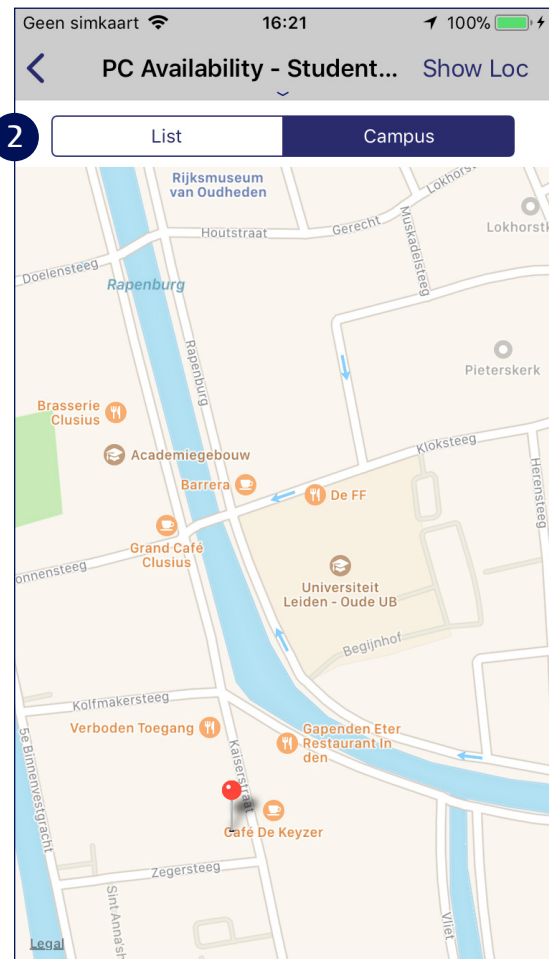
### 1. Show location

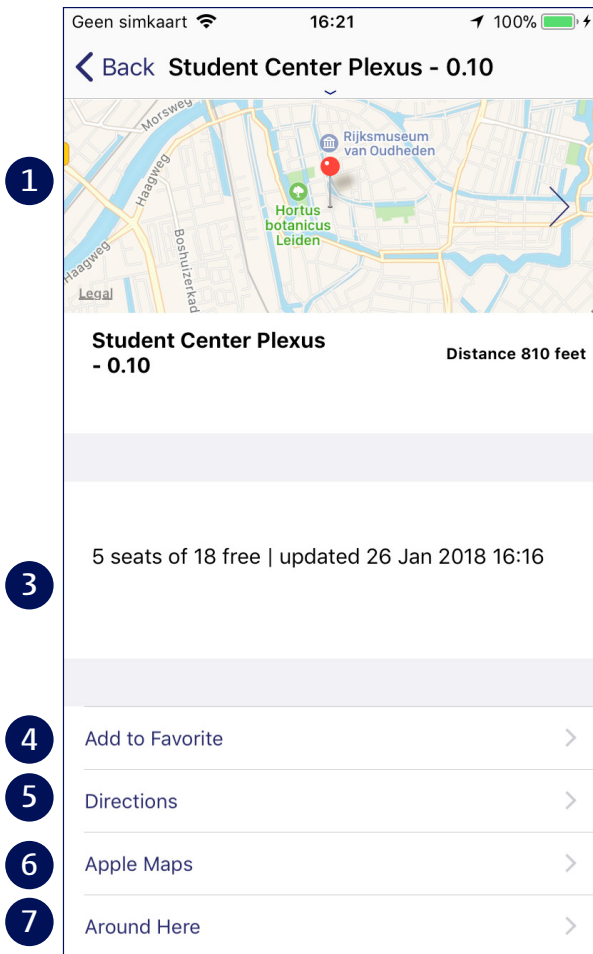
By default your location is hidden. By clicking on **Show Loc** you are able to see your own location on the map, provided that you have enabled location services or GPS.

If you want to hide your location, click on **Hide Loc**.

### 2. List view

You are always able to go back to the list view by clicking on **List**.





## Additional Information

After selecting a location from the list view you are able to see some additional information.

### 1. General map view

In this section you can get a general indication where this specific location is. You can click on the map, to open the map view.

### 2. Name and distance

This section provides the name of the location and the distance between the building and you.

### 3. Available seats

This section lets you know whether there are any computers available. Moreover, it shows the last time the data was updated. In that way you can estimate whether a seat is still available if you get there.

### 4. Add to Favourites

You can add your preferred working spots to your favourites. These locations will be stored and can be easily accessed via the **Maps** tile.

To remove this location from your favourites you can click on **Remove Favourite**.

### 5. Directions

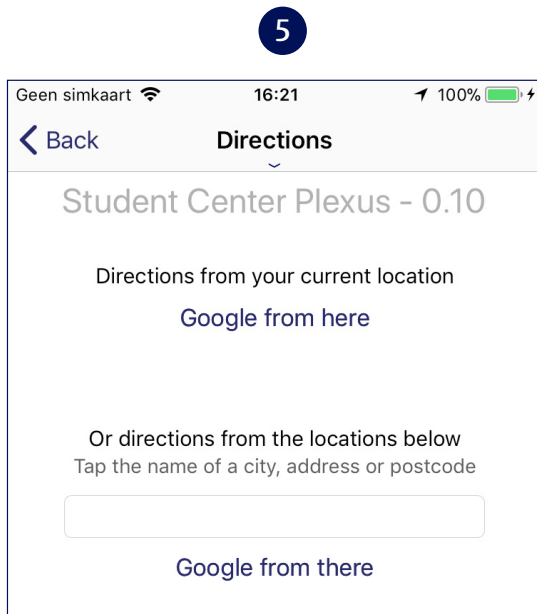
Click on directions to Google your way there.

### 6. Apple Maps

If you prefer Apple Maps over Google maps, click here to get directions via Apple.

### 7. Around Here

After clicking on Around Here, a list with locations near to this location will be provided.





# Maps

The Students' App provides an in app map to help you on your way through Leiden and The Hague. In the following section an overview of the Maps tile is provided.

## Overview

After clicking on the Maps tile you will get the option to choose between Leiden or The Hague. Furthermore, the menu on the bottom present two additional functionalities to help you find your way.

### 1. Leiden or The Hague

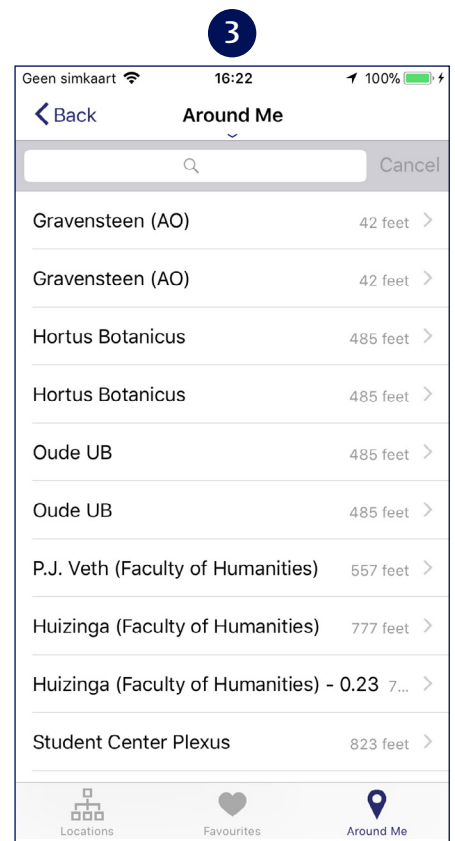
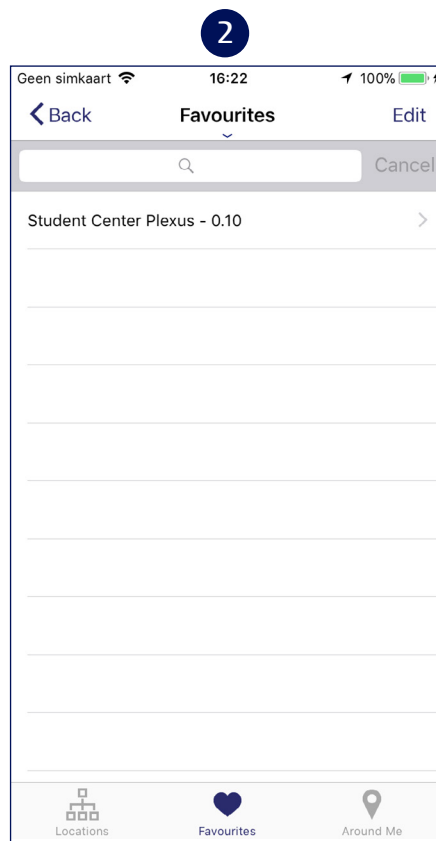
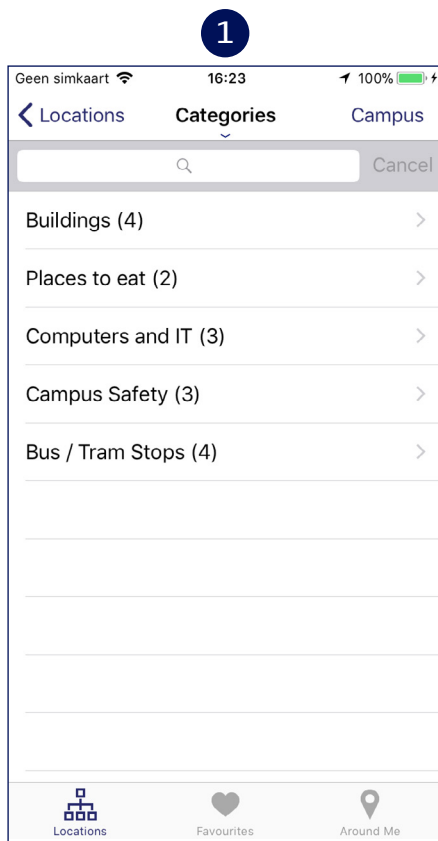
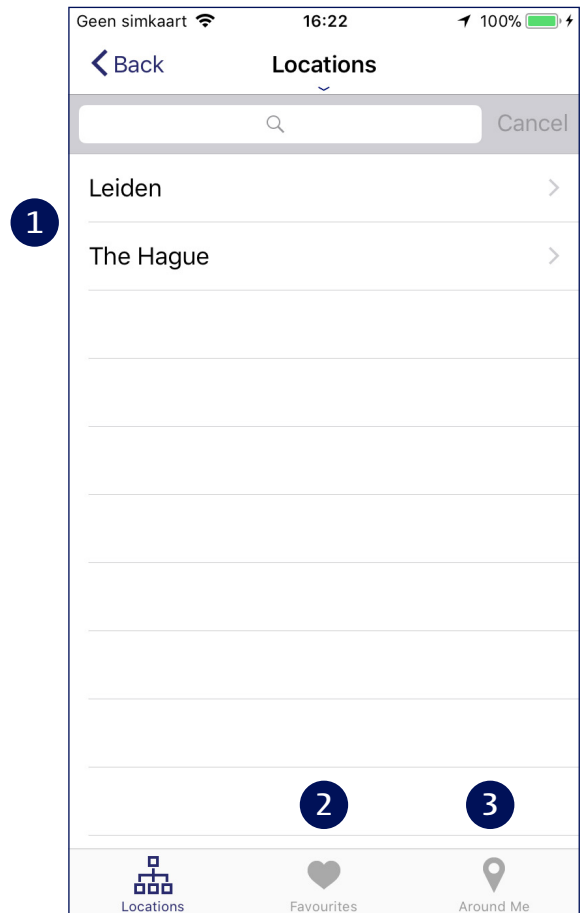
From this screen you are able to select either Leiden or The Hague. Each selection will take you to the next screen with a list of categories that you can choose from.

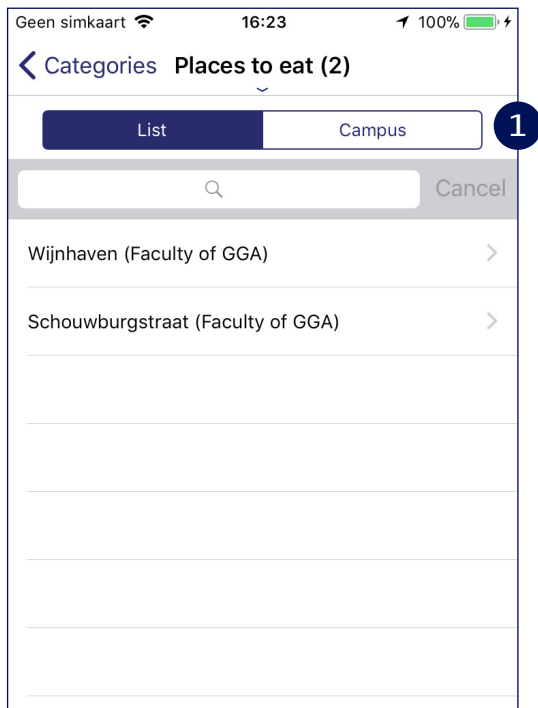
### 2. Favourites

Whenever you save a location to your favourites you can easily access them from here.

### 3. Around me

After clicking on Around Me, a list of nearby locations will be provided.





## Selecting a category

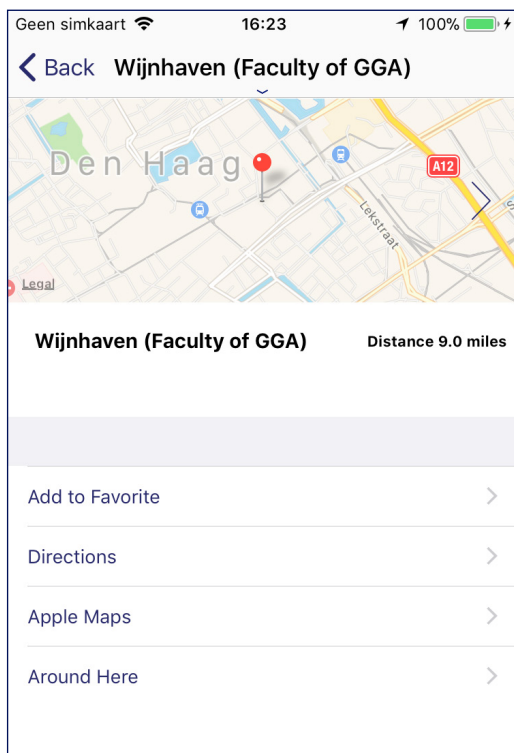
There are different categories provided to help you find the right locations (eg. Places to eat, Bus stop etc). After selecting a service category will see a list of locations that provide this service.

### 1. List and Campus view

In this section you can switch between the list and map view. Click on **Campus** if you want to look at the locations on the map. Click on **List** if you want to go back to list view.

### 2. Additional information

From the list you can select any unique location to see some additional information.



## Additional Information

After selecting a location from the list view you are able to see some additional information.

### 3. General map view

In this section you can get a general indication where this specific location is. You can click on the map, to open the map view.

### 4. Name and distance

This section provides the name of the location and the distance between the building and you.

### 5. Add to Favourites

Here you can add this location to your list of favourites.

### 6. Directions

Here you can choose to use Google Maps and/or Apple Maps to get directions.

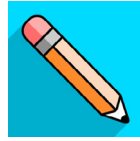
### 7. Around Here

After clicking on Around Here, a list with locations near to this location will be provided.

## Blackboard

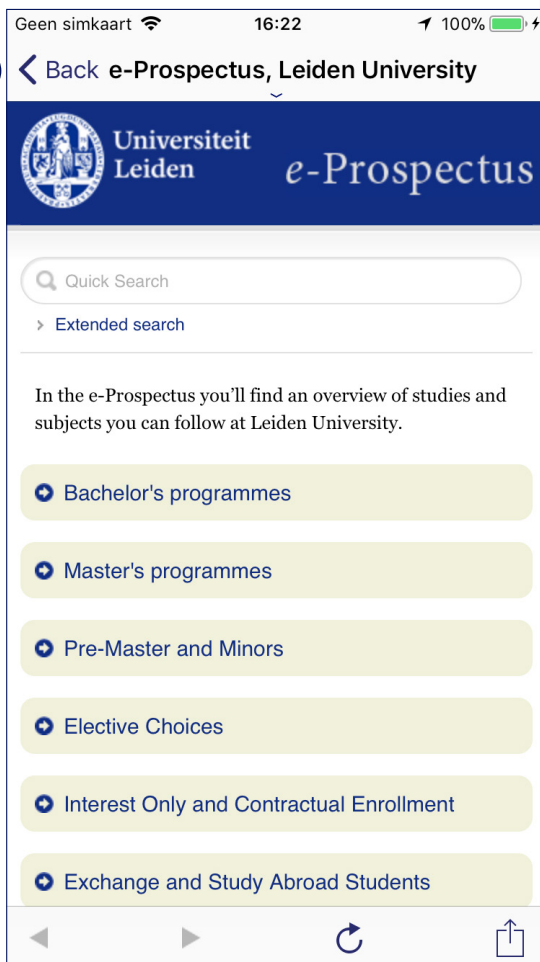
The Blackboard tile enables you to open the Blackboard app, provided that you have installed the app on your device.

Click [here](#) to download the Blackboard app, or search the App Store for Blackboard and look out for this icon:



## e-Prospectus

The e-Prospectus tile will lead you to the mobile website of the e-Prospectus. Since the website will be opened within the Students' App you can easily find your way back to the app's Home by clicking on Back, as indicated by nr. 1.



## News

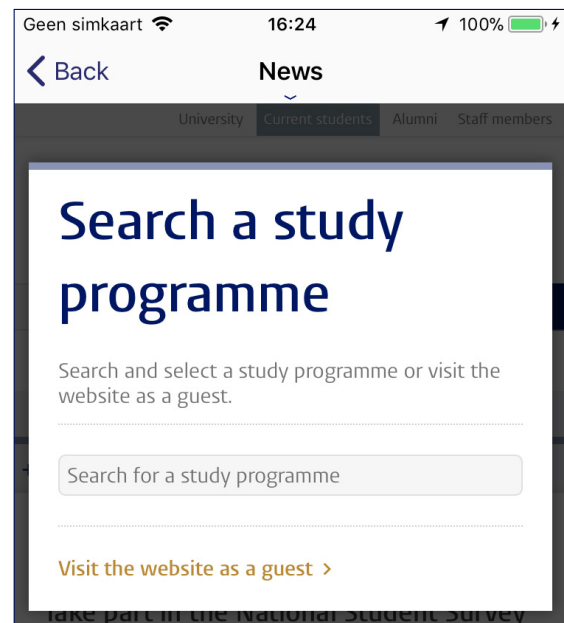
From the News tile you can access the news sections on the **Student Website**.

## Info and Links

The Info and Links tile provides a list of helpful links to the sections on the Student Website.

## Search for Study Programme

Please note that you have to select your study programme the first time you access the **Student Website**. In doing so you are not only able to see news relevant to your study field, but also the contact information of your **Educational Office**.



## Arrange

You are able to customise your homescreen to some degree with the arrange option in the bottom menu. In the following section an overview of the Arrange functionality is provided.

### Arrange your home screen

You are able to arrange your homescreen in two ways. Either use the grid mode to easily drag and drop tiles, or use the list view to check and uncheck tiles.

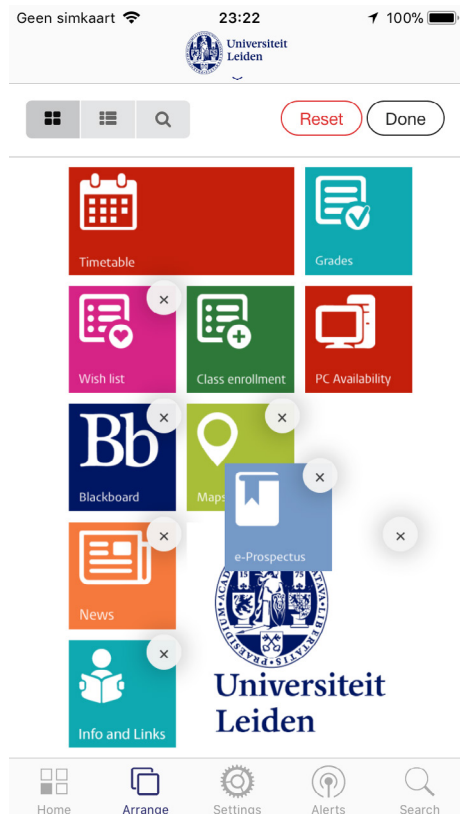
### Mandatory Tiles

Some tiles are mandatory and cannot be removed. In the grid mode, these tiles don't have a remove button and in the list view these mandatory tiles can be recognized by a lock icon.

### Grid mode

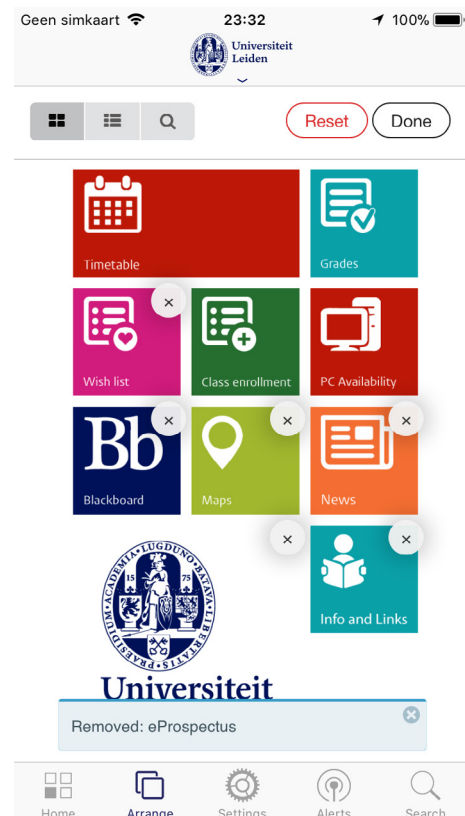
#### Arrange

In grid mode you are able to arrange your tiles by dragging and dropping them in your desired order.



### Remove

If you want to remove a tile, just click the remove button indicated by the grey circle with an X. Whenever you remove a tile you will get a notification, as shown below.



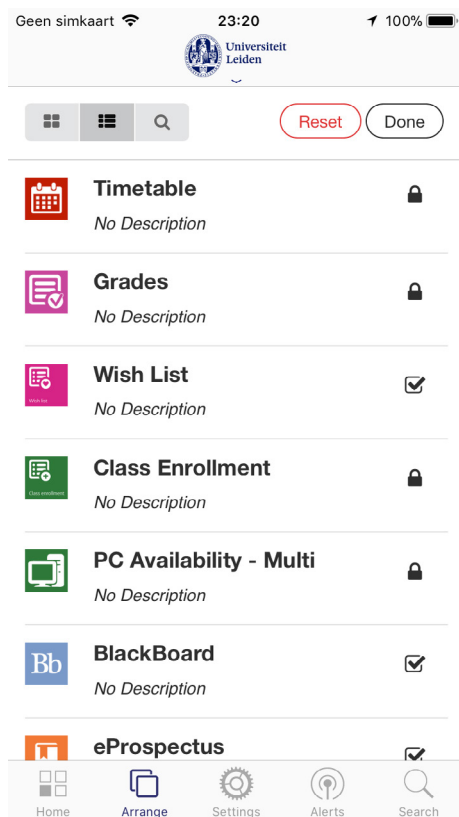
## List view

### Arrange

From the list view you are able to arrange your tiles by dragging and dropping the rows up or down.

### Remove

To remove a tile on your home screen, you can just uncheck the tile you want to remove.



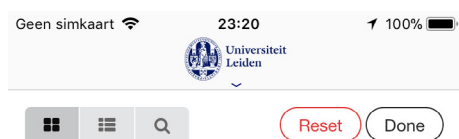
## Reset your home screen

You can reset your home screen to the default layout by clicking on **Reset** and click on the green box with the check icon.



## Save your Settings

If you are done arranging the tiles, click **Done** to save your new home screen.



# Troubleshooting

## FAQ

You can access the FAQ from the Info & Links tile, or see the [Students FAQ](#) if you are unable to access the Students' App.

Are you stuck? Please contact the [ISSC Helpdesk](#).

Phone number: 071 - 527 8888

E-mail: [helpdesk@isscleidenuniv.nl](mailto:helpdesk@isscleidenuniv.nl)

## App Development

The Students' App has been developed in close collaboration with students. Are you interested in contributing to the future development of the app, please send an e-mail to:

[appdevelopment@sea.leidenuniv.nl](mailto:appdevelopment@sea.leidenuniv.nl)