

In this document, information is included to help you prepare for the classes for the academic year 2023 – 2024. Below are the points discussed in this document.

1. Applications, Tools, and Software used within the HAN.
2. Class or Group allocation
3. Timetable
4. OnderwijsOnline
5. Handin
6. Osiris
7. MS Teams
8. Software used

*For all the applications, you must log in using your HANACCOUNT credentials. For external students, it is assumed you have received information regarding your HAN account, and you have activated your account.

1. Applications, Tools, and Software.
During the Minor programme, the following Apps, Tools, and Software will be used to communicate, store information, access information.
 - a. OnderwijsOnline
 - b. Handin
 - c. Alluris & Osiris
 - d. MS Teams
 - e. Office365

2. Class or Group Allocation

You will be allocated to a group/class and together with that group you will be following the lessons. You are placed in the group/class MDD-01. Therefore, you must follow your lessons at the times and places/locations as scheduled for that specific group.

3. Timetable

Where do I have class? At what time? On which days do I have classes and when do I have time to work on my homework, assignments, and project activities?

Answer:

The timetables/schedules for lecturers, classes/groups, and lecture rooms (facilities) can be consulted using the Self-service Application of Xedule. You can access this device- and browser-independent application via the link <https://sa-han.xedule.nl/>.

For those that have never used the application xedule, here is a link to the step-by-step instructions on how to access this application. https://www1.han.nl/insite/en/students/timetables-lecture-times-academic-calendar/Manual_consulting_timetables_2924_0.pdf

Under settings, select “International School of Business in ORE Bus en Comm-Int Bus-Fin Econ Man” where you must choose the ‘organisation unit’ or ‘academy’.

How to read the xedule application?

▶ MDD-01 ✕

Today ◀ ▶ Week 35-2022	
<div style="display: flex; justify-content: space-between;"> Mon 8/29 Tue 8/30 </div>	
9:00 AM	<div style="display: flex;"> <div style="width: 30px; text-align: center;">1</div> <div style="flex-grow: 1; background-color: #0070C0; color: white; padding: 5px;"> MDDF-WDC 9:00 AM - 12:15 PM R31/B4.09 MDD-01 </div> </div>
10:00 AM	<div style="display: flex;"> <div style="width: 30px; text-align: center;">2</div> <div style="flex-grow: 1; background-color: #0070C0; color: white; padding: 5px;"> MDDP-PRO 9:45 AM - 1:00 PM R31/B4.09 WBRT NTNJO MDD-01 </div> </div>
11:00 AM	<div style="display: flex;"> <div style="width: 30px; text-align: center;">3</div> <div style="flex-grow: 1; background-color: #0070C0; color: white; padding: 5px;"> MDDP-PRO 9:45 AM - 1:00 PM R31/B4.09 WBRT NTNJO MDD-01 </div> </div>
12:00 PM	<div style="display: flex;"> <div style="width: 30px; text-align: center;">4</div> <div style="flex-grow: 1; background-color: #0070C0; color: white; padding: 5px;"> MDDP-PRO 9:45 AM - 1:00 PM R31/B4.09 WBRT NTNJO MDD-01 </div> </div>
1:00 PM	<div style="display: flex;"> <div style="width: 30px; text-align: center;">5</div> <div style="flex-grow: 1; background-color: #0070C0; color: white; padding: 5px;"> MDDP-PRO 9:45 AM - 1:00 PM R31/B4.09 WBRT NTNJO MDD-01 </div> </div>
	<div style="display: flex;"> <div style="width: 30px; text-align: center;">6</div> <div style="flex-grow: 1; background-color: #0070C0; color: white; padding: 5px;"> MDDP-PRO 9:45 AM - 1:00 PM R31/B4.09 WBRT NTNJO MDD-01 </div> </div>

MDDP-PRO → Module name e.g., MDD Project.

R31/B4.09 → Classroom. R31 (address Ruitenberglaan 31); B4.09 → 'B' Wing, 4th floor, room number 09. There are no online classes scheduled. All classes will take place at the HAN-ISB in Arnhem.

MDD-01 → Class or Group 1 of the Minor students.

WBRT; NTNJO → Short form of the lecturers teaching this subject. In this case it is a project and most of the lecturers will be there.

The Timetable is not published yet.

The schedule for the first week is as follows:

Date	Starting time	Ending time	Course/Activity	Lecturer	Room or location
29/01/2024	13.00hrs	16.15hrs	Workshop (Python)	Witek ten Hove	R31/B4.07
31/01/2024	14.30hrs	17.45hrs	Minor Kick-off session	Oliver Ntenje, other lecturers.	R31/D4.08
02/02/2024	09.45hrs	13.00hrs	Workshop (The Art of Skepticism)	Tijmen Weber	R31/D4.06

4. Onderwijsonline

OnderwijsOnline is the online learning environment where you can find educational material and up-to-date information about your course. The following link takes you to the onderwijsonline (landing)page of the minor: <https://onderwijsonline.han.nl/elearning/content/RDaaRBDE>

Below is the landing page of the learning environment, onderwijsonline, after login.

IB Minor Data Driven Decision Making in Business

70 lessons

The screenshot shows the landing page of the 'IB Minor Data Driven Decision Making in Business' course on the OnderwijsOnline platform. The page has a light gray header with a breadcrumb trail: 'Dashboard / Content / IB Minor Data Driven Decision Making in Business'. Below the header, the main content area is divided into two columns. The left column contains a list of course sections, grouped into four main categories: 1. General information (1.1 Coursebook), 2. FMSR-Foundation Mathematics & Statistics in R (2.1 Introduction, 2.2 Lecture week 1, 2.3 Lecture week 2, 2.4 Lecture week 3, 2.5 Lecture week 4, 2.6 Lecture week 5, 2.7 Lecture week 6), 3. FDBC-Data science for business - the CRISP model for data mining (W ten Hove) (3.1 Introduction, 3.2 Planning, Workspaces and Assessment), and 4. FSDV-Storytelling with Data- the art of data visualization (F Zondervan) (4.1 Introduction, 4.2 Learning Outcomes). The right column contains a sidebar with a dark blue 'Export' button at the top, followed by a 'Files' section stating 'No files available at this level', a 'Selections' section with a blue button 'Select a text to save th' and a green button 'Add s', and a 'Tags' section.

The following link will take you to the online page where you can access the instruction video and manual, in case this is the first time for you to use this platform:

<https://www1.han.nl/insite/en/students/facilities-it/software-applications/onderwijsonline/>

All teaching materials will be posted here, unless otherwise stated.

5. Handin

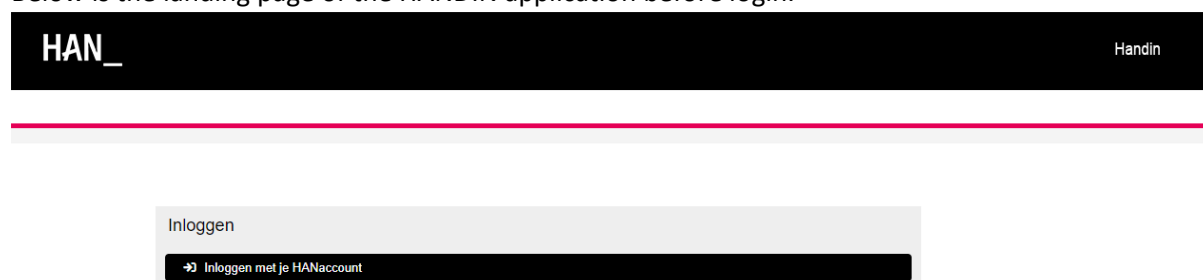
Handin is the HAN application for online submission of assignments and assessment products. Therefore, all products that are assessed and receive a grade, will be handed in using this platform. A lecturer may ask you to send your reports to them. This does not replace the HANDIN. ALL MUST BE HANDED IN HANDIN!!

All documents handed in are subject to 'plagiarism check'.

The following link will take you to the online page where you can access the instruction video and manual, in case this is the first time for you to use this platform:

<https://www1.han.nl/insite/en/students/facilities-it/software-applications/handin/>

Below is the landing page of the HANDIN application before login.



Instructions on how to name your assignments handed in HANDIN is provided here:



6. Osiris Exam Registration / Enrolment

Alluris is the student information system used at HAN. OSIRIS is where you track your study results and study progress. It's also where you'll be organizing your studies, like registering for educational components and exams.

For you to receive the grade for each of the modules, you must enrol in Osiris for the specific examination.

HAN and Visiting students enrol as follows:

1. Go to Osiris and choose to enrol for exams. [OSIRIS Student Mobile \(osiris-student.nl\)](https://osiris-student.nl)
2. Choose the Course code and then the exam. The exam codes are the same for everyone. The course code differs, though. Below are the course codes that you must choose:

HAN students COURSE CODE IS: DATDRD05. This applies to all exams, except for 'TOETS-02'.

Visiting students COURSE CODE IS: DATDRD06. This applies to all exams, except for 'TOETS-02'.

For TOETS-02, all students enrol under COURSE CODE: DATDRD02.

In all cases, make sure to choose the correct:

COURSE STARTING BLOCK ➔ P1A or P2A / P3A or P4A. P stands for PERIOD. See screenshot below.

TEST MOMENT ➔ OPPORTUNITY 1 or 2. Opportunity means either you take the exam for the first time or it is a resit/retake. See screenshot below.

Below a list of courses you must enrol for, for the upcoming semester.

Course name	Enrolment period
TOETS-02 Assignment Mathematics & Statistics in R or Python	1/3
TOETS-03 Presentation - Data science for business - the CRISP model for data mining	1/3
TOETS-04 Storytelling with Data - the art of data visualization	1/3
TOETS-05 Written report - Business intelligence	1/3
TOETS-06 Report - Introduction to data mining	1/3
TOETS-07 Report - Introduction to modelling	1/3
TOETS-08 Portfolio - Data Science Tools and Techniques	2/4
TOETS-01 Project - MDDDM	2/4

7. MS Teams

MS Teams is a Microsoft 365 / Office 365 app that facilitates working in small groups and sharing documents. This app will be used when lessons are given/taught using distance learning. When distance learning takes place, this will be communicated to you.

The following link takes you to the page with extra information on how to work with Microsoft 365 / Office 365 and Teams. <https://www1.han.nl/insite/en/students/facilities-it/software-applications/microsoft-365-and-teams/>

8. Software used

The software used in the various lessons can be found on each page of the specific subject on Onderwijsonline. Here you can also find what you must do before the lessons start in the week of 28 August 2023 and/or 29 January 2024.

9. Certification

After you have successfully completed the minor, a certificate will be issued. Only non-HAN students receive a certificate. This is a certified certificate that includes the grades obtained. This takes time and won't be available right after the course closes on 26 January or 12 July 2024 as the Board of Examiners are the only responsible entity when it comes to certification. The exact date when you can expect the certificate will be communicated to you at a later stage. The certificate will be sent to your private email address / postal address. If you need a verified transcript of results, for whatever reasons, please let me know.

If you have questions, please do not hesitate to email us at: minor.datadriven-decisionmaking@han.nl. This email address is administered very often.