

# HOW TO REGISTER FOR ORAL EXAMS VIA CANVAS/POINTCARRÉ

## Step 1.

Click on the link that can be found under 'Announcements' in Canvas of the course concerned.



Inschrijven mondeling examen / Enrolment oral exam  
Evellien VERHOFSTADT  
Alle secties

26 okt op 10:59

Beste studenten

Inschrijven voor het mondeling examen kan vanaf 12/11/2018 (9u) tot 13/01/2018 (23u55) via volgende link:

[https://pointcarre.vub.ac.be/index.php?go=course\\_viewer&application=application%5Cweblcms&course=13294&tool=appointment&brower=table&pub\\_type=2&tool\\_action=brower](https://pointcarre.vub.ac.be/index.php?go=course_viewer&application=application%5Cweblcms&course=13294&tool=appointment&brower=table&pub_type=2&tool_action=brower)

Dear students,

It is possible to enroll for the exam between 12-11 (9h) and 13-01 (23h55) through the link below:

[https://pointcarre.vub.ac.be/index.php?go=course\\_viewer&application=application%5Cweblcms&course=13294&tool=appointment&brower=table&pub\\_type=2&tool\\_action=brower](https://pointcarre.vub.ac.be/index.php?go=course_viewer&application=application%5Cweblcms&course=13294&tool=appointment&brower=table&pub_type=2&tool_action=brower)

## Step 2.

Click on the corresponding list of appointments.



The screenshot shows the VUB PointCarré interface. At the top, there is a navigation bar with links for Homepagina, Cursussen, Portfolio, Help, VUB, Kalender, Mijn account, Repository, and Afmelden. Below this, there is a section titled 'Gepubliceerde afsprakenlijsten'. A search bar and several filters are visible. The main content is a table with the following columns: STATUS, TITEL, BESCHRIJVING, GEPUBLICEERD, GEPUBLICEERD DOOR, GEPUBLICEERD VOOR, VOLGORDE WEERGAVE, and a final column with icons. Two rows are visible in the table, both of which are highlighted with an orange border. The first row has a status of 'Gepubliceerd' and a title 'academiejaar 2018-2019 - Eerste zittijd - januari'. The second row has a status of 'Gepubliceerd' and a title 'academiejaar 2018-2019 - Eerste zittijd - januari - Werkstudenten'. The description for both rows indicates that the exam can be taken between 12/11 and 13/01 in rooms D2.19 and F4.104.

STATUS	TITEL	BESCHRIJVING	GEPUBLICEERD	GEPUBLICEERD DOOR	GEPUBLICEERD VOOR	VOLGORDE WEERGAVE	
<input type="checkbox"/>	academiejaar 2018-2019 - Eerste zittijd - januari	Inschrijven voor dit examen kan tussen 12/11 en 13/01. Het examen gaat door in lokaal D2.19 (17/01) en F4.104 (25/01). It is possible to enroll for the exam between 12-11 (9h) and 13-01 (23h55). The exam will take place in room D2.19 (17/01) en F4.104 (25/01).	24/10/2018 om 15:26	Evellien VERHOFSTADT	Iedereen	3	
<input type="checkbox"/>	academiejaar 2018-2019 - Eerste zittijd - januari - Werkstudenten	Inschrijven voor dit examen kan tussen 12/11 en 13/01. Het examen gaat door in lokaal F4.104. It is possible to enroll for the exam between 12-11 (9h) and 13-01 (23h55). The exam will take place in room D2.19 (17/01) en F4.104 (25/01).	24/10/2018 om 15:28	Evellien VERHOFSTADT	Iedereen	4	

### Step 3.

You will now see an overview of the dates and hours during which the exam can take place, as well as how many students can register per hour and how many students have already registered so far.

START DATUM ↓	STARTTIJD	EINDTIJD	BESCHIKBAAR	AFSPRAKEN IN DIT TIJDSLOT	AFSPRAKEN	ACTIES
17/01/2019	14:00	14:20	✔	0/1	-	✖ 📅 👤 🗑️
17/01/2019	14:20	14:40	⊖	0/1	-	✖ 📅 👤 🗑️
17/01/2019	14:40	15:00	⊖	0/1	-	✖ 📅 👤 🗑️
17/01/2019	15:00	15:20	⊖	0/1	-	✖ 📅 👤 🗑️
17/01/2019	15:20	15:40	⊖	0/1	-	✖ 📅 👤 🗑️
17/01/2019	15:40	16:00	⊖	0/1	-	✖ 📅 👤 🗑️
17/01/2019	16:00	16:20	⊖	0/1	-	✖ 📅 👤 🗑️
17/01/2019	16:20	16:40	⊖	0/1	-	✖ 📅 👤 🗑️
17/01/2019	16:40	17:00	⊖	0/1	-	✖ 📅 👤 🗑️
25/01/2019	16:00	16:20	✔	0/1	-	✖ 📅 👤 🗑️



: registration is possible



: timeslot is full – registration is no longer possible



: registration is (currently) not possible; you can only register for this timeslot once the previous one is completely booked

At the top of the page, you will find more information about the **registration period**: only during this time will you be able to register and deregister by yourself. You might also find additional information from the teacher.

#### Examen Professionele stage FFG deel II juni 1718

*Inschrijven en uitschrijven kan vanaf 25 april 22u tot en met 8 juni 24u.*

#### Eigenschappen van deze afsprakenlijst

- Standaard maximaal aantal afspraken per tijdslot = 3
- Maximaal aantal afspraken per gebruiker = 1
- Gebruikers mogen hun eigen afspraken opnieuw verwijderen
- Gebruikers mogen de namen van gebruikers met een afspraak zien
- Logica volgens dewelke de tijdslots vrijkomen = opeenvolgend vanaf begin van elke dag
- Inschrijvingsperiode = 25/04/2018 om 22:00 until 08/06/2018 om 00:00

### Step 4.

Click on  in the column "actions" to register for your preferred date and time.

START DATUM ↓	STARTTIJD	EINDTIJD	BESCHIKBAAR	AFSPRAKEN IN DIT TIJDSLOT	AFSPRAKEN	ACTIES
26/04/2018	09:00	10:00	✔	0/3	-	
26/04/2018	09:00	10:00	✔	0/3	-	
26/04/2018	10:00	11:00	✔	0/3	-	
26/04/2018	10:00	11:00	✔	0/3	-	
26/04/2018	11:00	12:00	✔	0/3	-	

If your registration is successful, your name will appear in the list with this icon:  .



## **DEREGISTRATION**

During the registration period, you can deregister for an exam by yourself if you decide not to take part in the exam. To do this, click on **✘** in the column "actions".

→ *This is not obligatory, but highly appreciated by the teacher!*

## **CHANGES**

Should you wish to change timeslots with another students, please send an e-mail (with the other student in CC) to [faclw@vub.ac.be](mailto:faclw@vub.ac.be) during the registration period. The faculty secretariat will then change the appointments.

## **PROBLEMS**

In case of problems during the registration, please contact [faclw@vub.ac.be](mailto:faclw@vub.ac.be). If possible, try to include a screenshot of the issue.