

Instructions: How to generate a list of participants for an exam

5 steps to generate the participants list from Osidoc:

1. Use **Google Chrome** or **Firefox** as internet browser and log into <https://osidoc.tudelft.nl> and select Menu > **Reports**
2. **Open Report:** 9.2.67 – Test participants per room
3. **Type** in your **course code**
4. **Type** in exam **date**
5. **Run** the report (this can take about 1 minute)

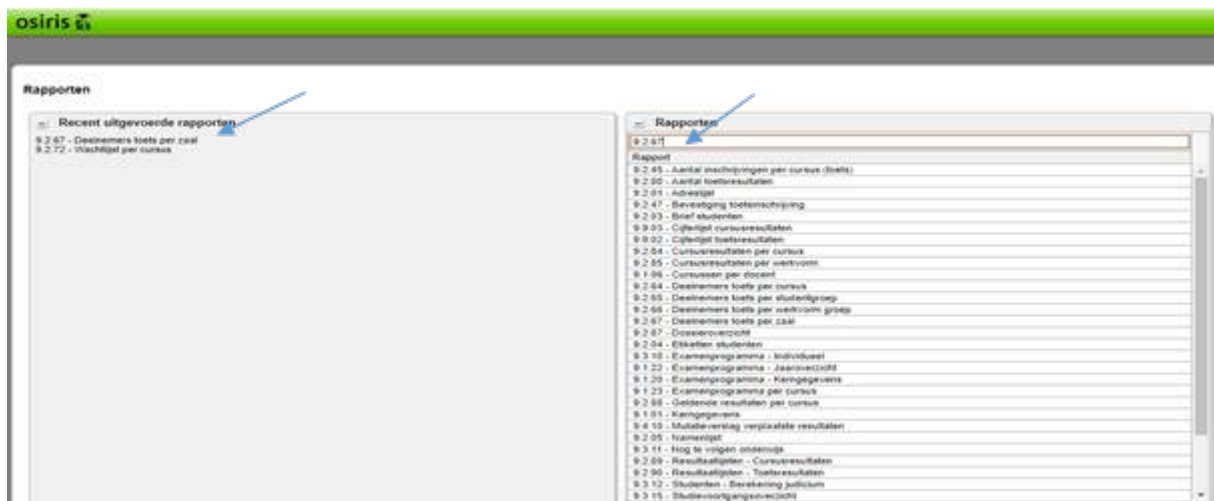
These 5 steps are visualised below with some screenshots.

How to generate your exam participant lists from OSIRIS

- Log in to: <https://osidoc.tudelft.nl/> with your TU Delft NetID and Password (Teachers from Leiden University need to use a guest account)
- Click on **Menu** and select **Reports**



- Click on report **9.2.67 – Test participants per room** to open it.



On the left side of your screen you see the search options:

- Course: **is required**
- Test date: **is required**



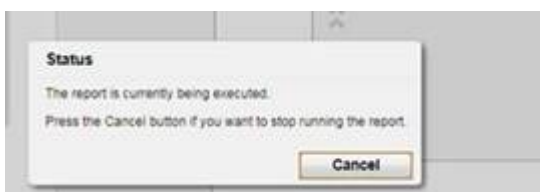
- Select on the right side the **format** you want the report to be: Acrobat Reader =.Pdf or Microsoft Excel =*.xlsx



- Run the report



- After you have clicked **Run**, the report will start running and the following screen appears. This will take approximately 1 minute.



Depending on your browser settings the report will:

1. be downloaded to your download files
2. be opened immediately
3. appear as a download at the bottom or top of your screen.
4. Students with extra time have 'ET' next to their name