Welcome to the course guide!

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Getting started

Download and install the software:

In this course we support three different vector drawing software: Adobe Illustrator, Affinity Designer and Inkscape.







Depending on your university or workplace you might have access to an Affinity Designer or Adobe Illustrator license. If not, you can purchase your own licenses or choose to work in Inkscape which is open source and free.

If you are unsure which software is right for you, you might find our blog on this topic helpful: https://www.visualizeyourscience.com/blog/software

Access the course at <u>www.visualizeyourscience.com</u>

Under "My school", you click on the current course and which takes you to the online school where you can:

- Find all online course material (22 modules with video lectures and tutorials to get you started in your software of choice.)
- Book your times for the feedback meetings
- Take quizzes
- Submit your homework assignments
- Download instructions, fact sheets and source files

Go to the community to present yourself! https://www.visualizeyourscience.com/social Here you can also interact with fellow students, post images of your drawing progression for extra feedback, and ask for help.

Preparation ahead of the first online meeting

To ensure a smooth and productive learning experience, please make sure you have the following:

Stable internet connection: A reliable internet connection is essential for attending online meetings and accessing course materials.

Microphone: A microphone is necessary for participating in discussions and asking questions during the meetings and live sessions.

Mouse: For the best experience when learning vector graphic software and completing assignments, having a mouse is highly recommended.

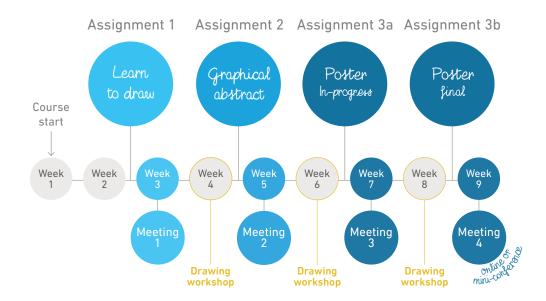
Workload & timeline

The course work is equivalent to a 4 ECTS PhD course, which means approximately 120 hours (~3 weeks) of work spread out over 9 weeks.

The course consists of 22 modules containing lectures and tutorials and four assignment sections. In the online school you will see these modules (and sections) represented by a menu on the left side and the selected activity (video, pdf etc displayed in the "play" window.

The course is set up **linearly**, meaning that you can simply start at the top of the menu with the "**Welcome to Visualize your Science**" videos and work your way through module 1, 2, 3 etc downward.

All modules that precede a "Meeting x: Assignment x" section are recommended watching before attempting the assignment. When it comes to the tutorials, you only need to watch the tutorials for the software that you chose to work in.



To complete the course you will have to successfully submit all four assignments.

The submission of each assignment will be followed by a feedback meeting. Check out page 4 of this guide for a more detailed schedule and **page 5 for instructions on how to book meetings.**

Postponing the course

If you feel you do not have enough time to finish the course or complete the assignments, you always have the option to postpone. From the moment that you purchased the course you have **two years** to finish the course and get the credits.

You will **keep any progress** you have made and can simply pick up where you left off in the next edition of the course. If you are in doubt whether or not to postpone you can always contact one of your teachers to ask for advice.

To postpone the course you simply need to fill in the "Postpone the course" form in the online school, or click here for a direct link to that form.

Course schedule & deadlines

- Assignments should be submitted two days before the respective online meeting
- Assignments submitted after the online meeting week won't get any feedback
- All assignments must be submitted before the 8th of May to pass the course

For each assignment you only need to be present at **one** of the time slots (1.5h). You will be able to book and select your time slot yourself on a **first-come**, **first served** system, so the earlier you book, the more options you will have.

Booking can be done in the "Meeting & Assignment x" sections in the online school. (See next page for more detailed description)



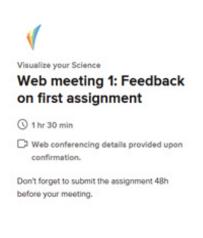
Note: drawing workshops are held between 10:00 and 11:30 (CET) and are optional

Scheduling and rescheduling meetings

Each assignment and its associated meeting occupy a separate section in the online school. This means that under section "Meeting 1 Assignment 1" you will be able to find the "Book the date and time for Web meeting 1" as shown in the image to the right here.

Clicking on a meeting entry will take you to a calendar where you can select the date and time at which you would like to attend.







Usually dates and times are spread out across several days and there are times from 08:00 to 17:00 available.

We use a **first-come-first choose** system, so the earlier you book the more options you will have.

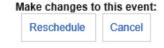
The booking of meeting 1 will be available immediately. The booking of the other meetings will become available later during the course.

You will be asked to fill in your name and **email address**. The confirmation of the booking, **including the zoom link to the meeting** will be sent to this email address, so make sure you spell it correctly. It might take **10-15 minutes** for the confirmation email to arrive, so please do not immediately make a new booking if you do not get a confirmation and make sure to check your spam folder.

It does occur that students accidentally double-book, which creates a deficit in available time slots. If there are no times available as in the example above, please let us know at your.team@visualizeyourscience.com and we will have a look if more slots can be made available.

If you would like to **reschedule** your booking because your plans have changed, you can do this at any time before the booking deadline as long as timeslots are still available.

Please use the "Reschedule" link at the bottom of the confirmation email of your initial booking looking like this:



Doing so ensures that your initial booking **is cancelled**, and that timeslot becomes available to other students do not have a slot yet.

Mini Conference



Why come?

Instead of the last web meeting you can **choose** to come to the mini-conference and present your poster. It will be an excellent opportunity to **meet the other students** and get inspiration from each other. You will also meet the Visualize your Science **team** and get feedback from them **in person**. We are also proud to present a **special guest lecturer** who will give a lecture on infographics and give feedback on your poster.

Instructions

Sign up in the online school under "Meeting 4 Final poster" – Mini-conference

Print your final poster in A0 Portrait format and your poster in-progress in A4 format and bring to the conference **Submit** your final poster also via the online school: Name the file: "Poster_Firstname_Surname.pdf/png" - 2 days before the conference

Schedule

09.00 - 09.30 - Mounting of posters

09.30-10.00 - Introduction

10.00-11.30 - Poster session 1

11.30-12.15 - Infographics 1:2

12.15-13.45 - Lunch break (at own expense)

13.45-14.30 - Infographics 2:2

14.30-15.30 - Poster session 2

15.30-16.00 - Conclusions and course diplomas

16.45 - Food and drinks, location nearby (at own expense and completely optional)

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Address: TBA

Questions?

If you have urgent questions or need help:

Send an email to your.team@visualizeyourscience.com

Questions about meeting bookings, zoom links and other technical issues are best handled this way.

If you have software-specific questions or want extra feedback:

Go to the community by clicking here: https://www.visualizeyourscience.com/social

If you want extra feedback on an assignment or have run into issues with Affinity Designer, Adobe Illustrator or Inkscape, it's best to reach out to us via the community so that others may benefit from the answers and can help give feedback.

Alternatively, you can save your questions for the optional drawing workshops and ask them live.

I didn't get the link to my meeting, where do I find it?

You should have gotten a link either in the confirmation email when you book your time slot, or it's sent in a separate email from one of our instructors sent to you about a week before the meeting. Check your inbox and search for "visualizeyourscience" or check your spam folder. If you still cannot find it, send us an email and we'll send you the link again.

For frequently asked questions and common issues check out our still-growing Help center: https://visualizeyourscience.kb.help/