Digital guide for students

2022-2023

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Each year, the Digital Department (DNum) updates the digital services booklet. This guide helps you find quickly the digital tools that are necessary for your studies at Unistra.

This booklet is available online

- On the **services-numeriques.unistra.fr** website under the "Documentations / **Guide numérique du nouvel arrivant**" tab.
- And on *Ernest* – **ernest.unistra.fr**, on **the DNum page**.

Ernest Portal

digital and **social working environment**

Ernest is the digital working environment of the University of Strasbourg. This portal is an **intranet which is also an internal social network** open to all members of the university community.

Find the **news about the University of Strasbourg** as well as **useful tools and services for your studies** on *Ernest* – **ernest.unistra.fr**:

- services related to your education and student life (timetable, exam results, grants, sporting activities…);
- teaching services (online courses, audiovisual resources or podcasts…);
- the virtual library of the University - catalogues of different libraries, online reviews, theses and digital books…;
- your student webmail and various practical tools (print-outs management from your computer to the campus copiers, free software...).

ernest.unistra.fr
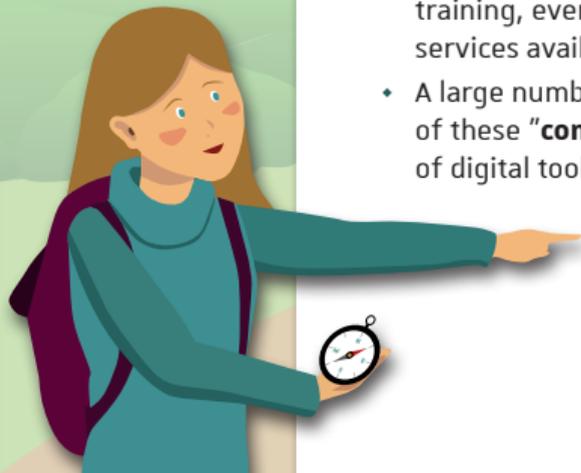
Ernest's application launcher ⊞

You can find it in the top right corner of the *Ernest*'s interface. There you will find a selection of helpful applications for your studies. With the application launcher you are free to:

- find applications, directly by doing a search or by consulting the application library,
- organize the display of your favorite applications.

The digital services are on *Ernest* !

- Go to the "Ressources / **Numériques**" page to discover the services, training, events and also to follow the latest news about the digital services available.
- A large number of **collaborative spaces** can be found on Ernest: several of these "**communities**" are dedicated to questions related to the use of digital tools.

La boussole is a collaborative area that will help you find your way in *Ernest* ernest.unistra.fr.

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the Digital **charter** of the University of Strasbourg

You have to sign the "Digital Charter of the University of Strasbourg" (**Charte du numérique de l'Université de Strasbourg**) electronically in order to access and use the software, equipment, IT tools and digital services of the University.

This charter applies to all users of the Information System (IS) of the university. It defines their rights, duties and responsibilities.

To sign the charter and certify that you have read it and agree with its terms, connect to *Pandore*. At the bottom of the page, click on "**Signer la charte du numérique**".

You can also find the "**Digital Charter**" under the "Ressources / **Numériques**" tab on *Ernest*: **ernest.unistra.fr**.

pandore.unistra.fr

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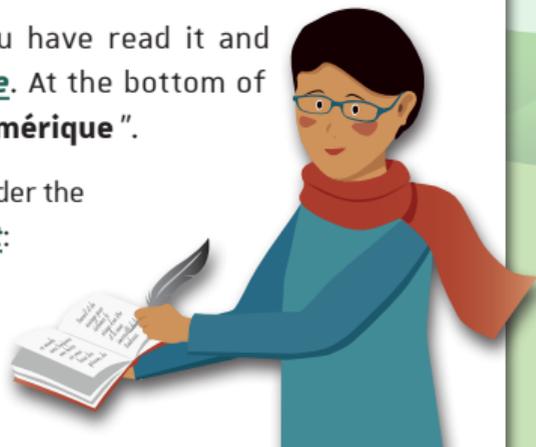
Activate and manage your Unistra account to access digital services

To log in or activate your "Unistra" user account

Once you have completed your first administrative enrolment with the University, visit *Ernest* – **ernest.unistra.fr**.

→ "**Activer mon compte (*Unistra*)**": at the top right of the home page.

To recover or change your password

See the "**Assistance guidée / J'ai un problème avec mon compte *Unistra* / J'ai perdu mon mot de passe**" section on the **support.unistra.fr** website.

To manage correctly your password: Security Rules

To help you manage correctly your password, we invite you to read our recommendations on: **motdepasse.unistra.fr**.

Connected campus

📶 Wi-Fi hotspots

Some university buildings are equipped with digital open spaces: places arranged for work, exchange or relaxation. There, you will find adapted furniture, a Wi-Fi connection and sockets to recharge your mobile devices.

Wi-Fi hotspots are accessible to everyone in many buildings (when social distancing is not necessary for sanitary reasons): Library L'*Alinéa*, *Atrium*, *Patio*, *Escarpe*, *Lebel*, *Faculty of mathematics and computer science*, *School and observatory of earth sciences*...

🖥️ Computer rooms

Workstations are available in computer rooms and libraries. They provide access to all of the university's digital services.

For further information on the computer rooms: check the "Catalogue des services / **Pédagogie**" section on the **services-numeriques.unistra.fr** website.

🔍 Interactive campus maps

Check our interactive campus maps: they can be used on all digital media (computer, tablet, telephone) to help you find your way around campus and find the resources you need: **plans.unistra.fr** .

To make it easier for you to move around, use the **search** engine.

📶 The network: Wi-Fi login

In order to facilitate campus life, the University of Strasbourg offers free wireless access to the community. More than 1950 *Wi-Fi* terminals are installed on all campuses and cover most of the areas and teaching rooms.

Your Unistra user account allows you to access the **osiris** or **eduroam** university *Wi-Fi* networks from your computer, tablet or smartphone.

More information and documentation on: **wi-fi.unistra.fr**.

My online schedule

Course timetables are online:
monemploidutemps.unistra.fr

At the beginning of the semester, customize the application "***Mon emploi du temps***" (*My online schedule*) by selecting the right student groups or subjects.

The information displayed can easily be limited to the topics you are interested in. In addition, the .ics link allows you to integrate your personalized schedule in the calendar tool of your choice.

Connect to "***Mon emploi du temps***" from the application launcher of ***Ernest***: **ernest.unistra.fr** (icon ⊞).

Visit the dedicated page (**Mon emploi du temps – personnalisation et consultation**) under the "Ressources / **Numériques**" tab in ***Ernest***.

monedt.unistra.fr

✪ Partage – Webmail and online calendar

Once you have completed your administrative enrolment, you will be given an email address ending with @etu.unistra.fr, a 1 GB mailbox and a personal online calendar.

Warning: your Unistra webmail address is used primarily by the university's services to contact you. **Henceforth, do not forget to check your @etu.unistra.fr address regularly**.

Further information on the: "**Partage : messagerie et calendrier**" webpage on *Ernest*.

💬 Rocket.Chat – Instant messaging

Rocket.Chat is the university's instant messaging. It is available to all Unistra community members.

Go to **rocketchat.unistra.fr** or access from "application launcher" ⊞ of *Ernest* – **ernest.unistra.fr**.
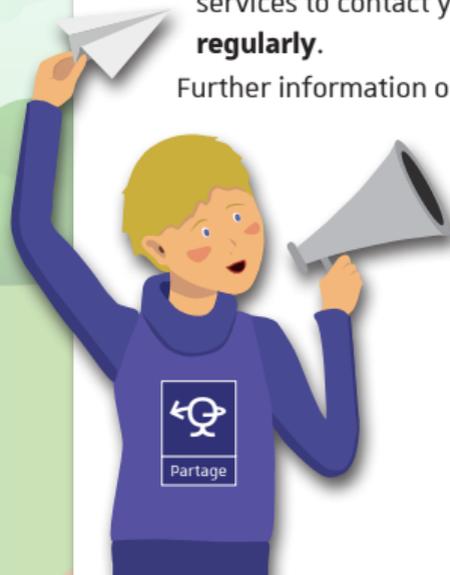
⌛ **Evento** | Event planning

The University of Strasbourg provides you with a polling tool: **to plan events, meetings, appointments**.

Evento is a tool that lets you invite guests by email in order to schedule an appointment, to set a meeting place, to conduct a quick survey...

It is available to all university staff and students (after authentication).

evento.renater.fr

Project briefing
Monday → YES
Thursday → NO

Check the documentation on the "**User guide**" page on **evento.renater.fr**.

COMMUNICATION AND ORGANISATION

🦭 Seafile | Cloud service

Seafile, the university's cloud service, lets you **store, synchronize and share your files**. Each student has a storage space of 10 GB.

Go to: **seafile.unistra.fr**
or access *Seafile* from "application launcher" ⊞ of *Ernest*.

This tool is designed to give you permanent access to your files anytime, anywhere, from any connected device (computer, smartphone or tablet). It allows you to organize your documents and share them with the people of your choice. You can also install the *Seafile* application on your computer to synchronize file changes in the cloud.

Find the related documentation on the "***Seafile : box / cloud Unistra***" page
on *Ernest* – **ernest.unistra.fr**.

APPLICATIONS

| App | Applications server |

The applications server provides remote access to teaching and office software running on *Windows*, with no prior installation on your computer. To consult the documentation and the list of available applications, go to the "**Serveur d'applications à distance**" page on *Ernest*: **ernest.unistra.fr**.

| → 🖵 | Software library |

Free software programs are available and can be installed on your personal workstation. In addition, preferential rates are offered for specific software (*Office 365*, *SAS*, *Adobe*, *Azure* Devtools For Teaching) .

Full information is available on *Ernest*, under the dedicated tab (Ressources / **Numériques** / **S'équiper : logiciels et matériel informatiques, logithèque Unistra**).

📄🖥️📑 Print, digitize and photocopy at the university

About sixty copiers and multifunction printers are available on campus, with free access in some libraries and cafeterias.

With your pass campus card, you can: print from university computers, print from your personal computer via cloud printing, make copies and digitize documents.

Buy your copy credits:
- online on **izly.fr** (from your Izly account, more info on **page 33**);
- online at **unistra-bnu-corep.fr**;
- or use coins and banknotes on **"Corep" terminals**.

More information (copiers, cards, prices, functionnalities...) on **passcampus.fr**, in the "Étudiant / Services / **Impression & copie**" section.

Print in moderation !!!

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bbb.unistra.fr

renavisio.renater.fr

BigBlueButton | Web conferencing and webinar

Your teachers may invite you to use *BigBlueButton (BBB)* to follow distance learning sessions. Via BBB you will be able to participate in **virtual classes or conferences** (up to 100 participants).

For proper use of *BBB*, visit *Ernest*. A user's guide is available online: "**Une visio ou un oral sur BigBlueButton ? On vous dit tout !**".

Renavisio | Audio or video communications

Renavisio is an instant booking videoconferencing solution provided to the university community by *Renater* (the national telecommunications network for higher education and research). Log in with your *Unistra* ID and start a conference.

Consult the documentation on the "**User guide**" page on **renavisio.renater.fr**.

rendez-vous.renater.fr

🖳 **Rendez-vous** | Audio or video communications

Rendez-vous is provided to the university community by *Renater*, as well. This multiplatform web conferencing application is free and very easy to use. One just needs to log in with their *Unistra* account and share the link of the virtual conference room with the participants.

Meetings with up to eight participants can be held.

In 2020, *Renater* enhanced the application's performance to manage a better distribution of the bandwidth and accomodate a large amount of users.

Go to ***Ernest***: **ernest.unistra.fr**, for more information on web conferencing tools.

| ▶ **Pod** | Video broadcast tool |

The University of Strasbourg provides all users (faculty, staff and students) with "*Pod*", a **broadcasting tool for the videos you may have to produce as part of your university activities**.

Pod offers advanced functionalities: chapter management, content enrichment or interactive features.

Besides, workshops on video creation are occasionally offered at the *Digital culture center* (*Centre de culture numérique – CCN*).
Read more about *CCN* on **page 23**.

pod.unistra.fr

More information about *Pod* on the
"***Pod : contenus pédagogiques audios et vidéos***" page
on *Ernest* – **ernest.unistra.fr**.

moodle.unistra.fr

| Moodle | **Learning** platform |

The ***Moodle*** learning platform of the university allows you to access the teaching resources and communication tools shared by your teachers.

You will find course contents, teaching documents, multimedia resources, MCQs, forums, etc.

Go directly to Moodle: **moodle.unistra.fr**. You can also connect to Moodle (via the "**application launcher**" in *Ernest* – **ernest.unistra.fr**).

Consult the dedicated documentation (**Guide de l'étudiant**) accessible from the ***Moodle*** homepage (top left), under the "**Aide** *Moodle*" tab.

| **UNT** | Thematic digital universities |

UNTs offer a large quantity of multimedia content, by teaching domain: health and sports, engineering sciences, economy and management, humanities (arts, literature and languages, human and social sciences), environment and sustainable development, technology. These resources are in open access and in most cases free of charge.

Access these resources:
www.fun-ressources.fr.

| **FUN-MOOC** | Online course platform open to everyone |

The University of Strasbourg is a partner of *France Université Numérique* (*FUN*), a public interest group in charge of the dissemination of MOOCs (Massive Open Online Courses).

Many MOOCs are accessible on the *FUN-MOOC* platform.

Online libraries

Find the **university libraries** on <u>bu.unistra.fr</u>.

This documentary portal offers a single entry point to:

- a powerful search engine that helps you find many printed and online resources available at the university and also at *BNU*, *INSA*, *ENGEES* and *ENSAS*.

- a location map of all libraries, with real-time information on schedules.

- your personal library account, with many features: borrowing history, request and renewal forms, reading lists...

- the news and events of the library network, as well as thematic lists of suggested readings.

Find more **information about university libraries** and **related digital services** on the dedicated page (L'Université / Services centraux / *Service des bibliothèques*) on *Ernest* – <u>ernest.unistra.fr</u> and through the "**application launcher**".

<u>bu.unistra.fr</u>

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Compilatio

A text-matching software

info-plagiat.unistra.fr

In order to promote the creation of original content, intellectual integrity, respect for the work of others and personal work, the University of Strasbourg has implemented a system that encourages good practices in citing authors and the correct use of third-party ideas in assignments, dissertations and theses.

As part of this approach, the teaching and research staff of the university are able to use text-matching software. The teaching and research team will monitor the correct or incorrect use of borrowed text and will determine if there has been any plagiarism.

DIGITAL SKILLS

pix | Certification of digital skills

Pix is an **online public service for the lifelong assessment and certification of digital competences**. It allows each citizen to obtain a competency profile ranging from beginner to expert (8 levels) in 16 fields divided into 5 main areas.

At the University of Strasbourg, the *Pix certification* has been implemented at the beginning of the 2018-2019 academic year **for students in all fields of study**. It is integrated as a pedagogical element in a L2 UE (first or second term) or in the DUT courses.

In order to take the exam, you will first be required to register an account on the **pix.fr** national platform, then build up your profile gradually in order to meet the standards of excellence that have been established by the university.

To read more about the *Pix* certification process at the University of Strasbourg, visit the "**La passation de la certification *Pix***" page on *Ernest* – **ernest.unistra.fr** or **pix.unistra.fr**.

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forum.dnum.unistra.fr

| 💬 🗨 🖥 | Support forum |
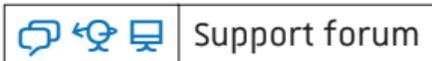
The Digital department has set up a **self-help forum** on the use of the **university's digital tools and services**. Feel free to ask questions and help other users.

| 🔥 **Feu !** | University self-help forum |

Feu ! is a mobile application which is accessible on all media. It will help you **connect with students having common interests** through classified ads. If you need help with your studies or are looking for a friend to play sports, play music or practice a language, meet the Unistra student community!

Go to: **feu.unistra.fr**.

And visit: ***Ernest*** – **ernest.unistra.fr** for more information about *Feu !*

DIGITAL CULTURE – TRAINING AND DISCOVERY

| ✕ | **CCN** | Digital culture center |

The ***Digital culture center*** (***Centre de culture numérique – CCN***) is located on the ground floor of the Atrium building. It is dedicated to digital technology.
There, everyone can...

- Be advised, discover and experiment (in the ***Digital Lab*** or online) 💡.
- Learn and improve (in the **training room** or online) 🎓.
- Enjoy the amenities of the **digital spot** (when social distancing is not required) 🖐.
  → **Pages 6 and 7**: more information about *Wi-Fi hotspots* and their location on campus.

The center regularly hosts free events (on-site or online, depending on the conditions of the moment): find these activities on **ccn.unistra.fr** 🖥.

Keep posted on digital issues and follow *CCN*...

- on 📘 and 🐦 (@ccnunistra),
- on **rocketchat.unistra.fr** 💬 (#culture-numerique),
- on ***Ernest*** ("**culture numérique**" group).

For any question, please contact: **ccn@unistra.fr**.

	MoodleAIR	Learning platform
		for integration and success

You can follow
@are_unistra on:

MoodleAIR is a pedagogical platform, open to all and designed by the ***Support for student success division*** (*Pôle d'appui à la réussite étudiante – ARE)* to facilitate your studies at *Unistra*.

Developing a working methodology, transversal skills and even choosing a suitable working environment is essential for achieving both academic and professionnal success. Training on *MoodleAIR* will help you in a wide range of topics such as taking notes, managing time, managing projects, discovering *Unistra*'s services, effective reading and proofreading...

Go to: **aidealareussite.unistra.fr**.

For any suggestion, contact ***Idip*** (*Institut de développement et d'innovation pédagogiques*):
idip-reussite-etudiante@unistra.fr.

Ibou

Assessing my needs

Ibou (in French : *Identifier mes Besoins pour Outiller mon parcours Universitaire*) is **a tool that helps you assess your skills and consequently refine your academic path**.

Many surveys on various topics are available: they will give a precise overview of your strengths and weaknesses. After each survey session, you will be provided with a list of resources to help you develop the skills that you seem to be missing.

Missions of *division ARE* on idip.unistra.fr

Go to the surveys on the "*Ibou*" page in the "Mes études / **Soutien à ma réussite** / Outils" workspace on *Ernest* – ernest.unistra.fr.

DISABILITY AND DIGITAL ISSUES

| ⚕ 🖥 ﺦ | Accessibility and specific needs |

The *Digital department* of the university works together with the "***Mission handicap***" team. They provide **special accommodation for students with disabilities** and promote their autonomy and social integration. Concrete actions are taken to meet special needs: checking and correcting the accessibility of the university's websites, awareness, training campaigns, advice on digital equipment and software.

For more information, visit **unistra.fr** on the
"Vie des campus / **Accompagnement du handicap**" section.

Appointments can be arranged on site, by phone or though
videoconferencing: **Campus Esplanade - Batiment l'Escarpe**
11 rue du Maréchal Juin
67000 Strasbourg

For **accommodation requests regarding your exams or courses**, please use the dedicated online form: **amenagements-handicap.unistra.fr**.

For a global and specific approach of your needs, **a first contact with the "*Mission handicap*" team** is recommended: **svu-handicap@unistra.fr**.

MR | My exam results

The exam results will be available, on **_Ernest_ – ernest.unistra.fr**, after each exam session, in the "Mes études / **Scolarité**" section.

Nota bene : Exam results can also be checked on the display panels of your academic unit.

Sport activities

The **University sports department** (_Service universitaire des activités physiques et sportives – SUAPS_) together with sports associations offers 81 activities (leisure or competition) to students, faculty and staff. Information and registration: **sport.unistra.fr**.

SUAPS on Facebook (@suaps.unistra).

Li | **Lise** | Proofs of schooling

Lise allows you to print or download documents such as your school certificate, proof of payment, anonymity codes for exams...

lise.unistra.fr

Directory of associations

The University of Strasbourg has a large network of **student associations** which cover a wide range of activities: culture, sports, environment... Find these associations in the dedicated **directory**: **assoetu.sdvealsace.fr**.

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*Several services of the university offer to help you in your search for **an internship**, **a job** or **an apprenticeship**. Find them on **Ernest**.*

🧭 💬 💼 **Espace Avenir**

Department of guidance, internship, employment
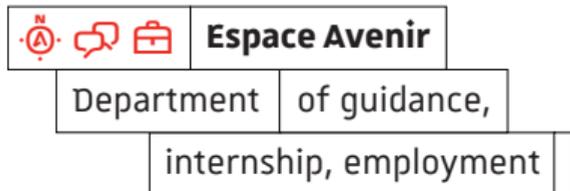
"***Espace Avenir***", the university's **guidance and professional integration service**, will assist you in choosing your studies and searching for an internship or a job. It provides you with a selected multi-media documentation which is enriched daily.

More information on:
espace-avenir.unistra.fr.

🪙 **Alumni** network

The ***Alumni relations department*** gives you access to the *Alumni network*, the professional social network of graduates, staff and doctoral students from the University of Strasbourg.

Sign up to the *Alumni Network* with your Unistra account ID and discover a wide selection of **job and internship offers** on the alumni website:
alumni.unistra.fr.

The alumni website allows you to:

• **apply for a position online** (fill your profile, submit your CV and check the "active search" status box),
• follow job events in the **calendar**,
• ask alumni for advice via the site's **directory** or through the online sponsorship programme.

| 🚶 🔄 🏠 | Grants, student social dossier |

You can gather your scholarship and student housing files in the same cloud service and keep track of them online: **messervices.etudiant.gouv.fr**.

More information on financial aid:
www.crous-strasbourg.fr ("**Bourses**" section).
For housing: **trouverunlogement.lescrous.fr.**
General information: **etudiant.gouv.fr**.

Activities offered by *Crous* on:
🅕 **@chilltoncrous** / **@crous.de.strasbourg**
▶️ **Crous Strasbourg** (YouTube channel)

Student jobs at the university

All along the year, the *University life department* (*Service de la vie universitaire – SVU*) regularly publishes job offers for *Unistra* students. You can browse them on the **unistra.fr** website ("Vie des campus / **Jobs étudiants**" section). You can also find job offers on **jobaviz.fr** (*Crous* online job ads platform).

Grant application

Bring your campus to life! The *University life department* and *Crous of Strasbourg* support student projects through the "*Commission d'Aide aux Projets Étudiants*" (*CAPE*). Check the "**Vie des campus** / **Vie universitaire**" section on **unistra.fr**, or the "**Culture** / **Aide aux projets étudiants**" section on **www.crous-strasbourg.fr**.

Online **media**

unistra.fr

ernest.unistra.fr

On the Web

- The University of Strasbourg website **unistra.fr**
- The university's intranet and internal social network **ernest.unistra.fr**
- The digital services website **services-numeriques.unistra.fr**
- The Digital culture center website **ccn.unistra.fr**
- The news magazine **savoirs.unistra.fr**
- The professional social network **alumni.unistra.fr**
- The *France Culture Plus* student webmedia: you can access lessons and lectures from universities and prestigious schools **plus.franceculture.fr**

On social networks

- University official accounts: (@unistra) on and (@unistraofficiel) on and (@Université de Strasbourg) on
- Digital culture center accounts: (@ccnunistra) on and

▶ Unistra's Youtube official channel

Discover the diversity of the university, from research news to campus life.
Connect to: **youtube.com/unistra**.

C2 **Canal C2** | Scientific symposia and conferences

6,000+ hours of programming available online, to make sure that you don't miss any of the scientific events on and off campus.
Connect to: **www.canalc2.tv**.

YOUR STUDENT IDENTITY CARD

pass campus

All details on
passcampus.fr

Pass campus is your student card. Every year, a new colored sticker is applied on your pass to certify its validity. You can use it as an ID on campus, particularly during exams.

Besides, this card is **equipped with the *izly* payment solution**, can be loaded online and offers a wide range of services:

- contactless payment for meals in Crous restaurants and cafeterias;
- contactless payment for prints, scans and photocopies on over 60 digital copiers;
- library borrowing privileges in all Alsatian universities;
- access to sport activities.

Make sure that you keep your pass with you all through your studies.

Access
your account via
izly.fr

Activate your **izly** account

Your *izly* account is created automatically as your pass is issued. An activation email is then sent to you at the address you used to register with *Crous* (when applying for a scholarship or when paying the CVEC fee).

⚠ **Activating this** *izly* **account is required** in order to use your pass for contactless payments. Upon activation, you will also be able to use the many features of the **izly.fr** website (balance checking, online funding...).

If you have any problem with your account, go to: **help.izly.fr**.

A means of payment

Pay securely in all university restaurants, cafeterias and laundries managed by the *Crous of Strasboug*. You can also use your pass to buy food and beverages from vending machines displaying the *izly* logo.

Photocopy, print and digitize

The university offers an online printing service.

Check the "Ressources / **Pratiques** / **Gérer ses impressions**" tab in *Ernest* – **ernest.unistra.fr**.

Please note that printing activation must be done with your *pass campus* (see **page 13**).

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For any question or problem concerning digital services, the University of Strasbourg offers an **online assistance service**: **support.unistra.fr**.

You can also contact the help desk, monday to friday, from 7:45 am to 5:00 pm...

- using the online form: **sos.unistra.fr**
- by email: **support@unistra.fr**
- by phone: 03 68 8**5 43 21**

Find the list of the university's main digital services and related documentation on *__Ernest__*:

ernest.unistra.fr

HELP DESK

ERNEST