Digital Services

2019-2020

Digital department

University of Strasbourg

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Ernest – The digital and social work environment

In 2019-2020, the University of Strasbourg will change its digital working environment. *Ernest* replaces the E.N.T. to offer members of the university community a new **intranet** which is also an **internal social network**.

Find all the tools and services useful for your studies at the University of Strasbourg 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 the different libraries, online reviews, thesis and digital books…;
- your student webmail and various practical tools including software to manage your print-outs from your computer on the campus copiers, downloading free software, news about the University and your academic unit...

> **Warning!** At the **beginning of the 2019-2020 academic year, university enrolment will be on** the old digital working environment – **ent.unistra.fr**.

ERNEST

ernest.unistra.fr

ACCEPTABLE USE POLICY IN RESPECT OF THE UNIVERSITY'S DIGITAL RESOURCES

A commitment by the members of the Unistra community

Access to the software, equipment, IT tools and digital services of the University **requires that the "Acceptable use policy in respect of the Digital Resources of the University of Strasbourg"** (Charte des bons usages des moyens numériques de l'Université de Strasbourg) **be electronically signed**.

This policy defines the rights, duties and responsibilities of users of the Information System (IS), and applies to all users at the University.

Read the **policy** in the **footer** of your digital and social work environment: _**Ernest**_ – **ernest.unistra.fr**.

LOGIN

To log in or activate your "Unistra" user account

Once you have completed your first administrative registration with the University, visit:
ernest.unistra.fr.
→ "**Activer mon compte (Unistra)**": at the top right of the home page.

To recover or change your password

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

To correctly manage your password: Security Rules

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

Wi-Fi hotspots

The university has equipped digital open spaces: places arranged for work, exchange or relaxation. 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: U2-U3 Library, Atrium, Patio, Escarpe, Lebel, Faculty of mathematics and computer science, School and observatory of earth sciences... Other locations are under review.

Computers Rooms

Computers are available in resources rooms and libraries to allow you access to all of the university's digital services.

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

CONNECTED CAMPUS

Discover the campus

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

To make it easier for you to move around, use the route **search** and **sharing** features.

The network: Wi-Fi login

In order to facilitate campus life, the University of Strasbourg offers free wireless access to the network. More than 1500 Wi-Fi terminals are installed on all campuses and cover most of the living areas and teaching rooms.

Your **Unistra user account** allow you to access **Osiris** or **Eduroam** university Wi-Fi networks from your computer, tablet or smartphone.

Further information and documentation is available on **wi-fi.unistra.fr**.

ADE – Online timetable

Course timetables are online. At the beginning of the semester, use the application "**Configurer votre emploi du temps**", from the "**application launcher**" in *Ernest* – **ernest.unistra.fr** (icon ⊞, top right) to select the student groups or subjects in which you are interested.

More than giving you the opportunity to display only the information that interests you, the setup of your schedule allows you to export it to other calendar management clients.

Evento – Event planning

The University of Strasbourg provides you with **a polling tool**. Called *Evento*, it helps you to agree on several appointment dates, to define a meeting place, to carry out a quick survey...

It is available to all university staff and students for the creation of polls (after authentication).

Further information on the website **services-numeriques.unistra.fr**, in the section "**Catalogue des services / Organisation et sondages / Enquêtes et sondages**".

COMMUNICATION AND ORGANISATION

evento.renater.fr

Partage – Webmail and online agenda

After your administrative registration, you will receive a webmail 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. If you use a personal address **do not forget to check your address @etu.unistra.fr as a priority**.

Further information and documentation on the web page: info-partage.unistra.fr.

RENAvisio – Videoconferencing

RENAvisio is an instant booking videoconferencing service provided to the university community by Renater (the national telecommunications network for technology, higher education and research).

Access the documentation on **renavisio.renater.fr** and create a videoconference after connecting with your Unistra user account.

Seafile – Cloud service

Seafile, the university's cloud service, provides you with the opportunity to **store, synchronize and share your files**.

This service is **open to all students**.
Each student has a storage space of 10 GB.

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 with files on the cloud.

You can also find *Seafile* (and all the applications) in *__Ernest__*'s "application launcher" - **ernest.unistra.fr** (icon ⊞, top right).

Further information and documentation on the website
services-numeriques.unistra.fr, in the section "**Catalogue des services / Édition et partage**" under "**Stockage, synchronisation et partage de fichiers**".

seafile.unistra.fr

Print, digitize and photocopy at the university

PRINTING AND COPYING

[QR code]

passcampus.fr

About sixty copiers and multifunction printers are distributed 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;
* copy (in color on some sites);
* digitize.

Buy your copy credits at €0.06 per unit (from 1 to 199 units):
* online on **izly.fr** (from your Izly account, more info on **page 25**);
* online at **unistra-bnu-corep.fr**;
* or in coins and banknotes on "Corep" ATMs (Automated Teller Machines).

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

Applications server

The applications server provides remote access to teaching and office software operating under Windows, with no prior installation on your computer. To consult the documentation and the list of applications offered, connect to the website:

services-numeriques.unistra.fr, in the section
« **Catalogue des services / Pédagogie / Serveur d'applications** ».

Software library

In addition to the applications server, free software programs or software offered at preferential rates (Office 365, SAS, Kapsersky, Adobe, Azure Devtools For Teaching) are available to install on your personal workstation. You will also find DELL laptop offers.

Full information is available on *__Ernest__* – **ernest.unistra.fr**,
tab "**Ressources / Pratiques / S'équiper : logiciels et matériel informatique**".

Pix – Certification of digital skills

Pix certification has replaced the C2i in September 2018. This new certification is based on a European framework and becomes the reference in terms of digital skills.

DIGITAL SKILLS

pix.unistra.fr

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 level (8 levels) in 16 competencies divided into 5 main areas. Pix certification allows you to enhance your digital skills in a Curriculum Vitae and in the professional world.

At the **University of Strasbourg**, **Pix** has been implemented for **all students**, in all areas. Pix is integrated and prepared in a **license Educational Unit**.

For further information, please consult: **pix.unistra.fr**.

Moodle – Learning platform

The university's *Moodle* learning platform is accessible directly from **moodle.unistra.fr**.

It allows you access to teaching resources and information exchange tools made available by the teaching staff. *Moodle* contains course contents, teaching documents, multimedia resources, MCQs, forums...

You can also find *Moodle* (and all the applications) in ***Ernest***'s "application launcher" - **ernest.unistra.fr** (icon ⊞ , top right).

Further information and documentation on the website **services-numeriques.unistra.fr**, in the section « **Catalogue des services / Pédagogie / Plateforme pédagogique** ».

POD – Broadcast videos

pod.unistra.fr

The University of Strasbourg provides all users (teacher-researchers, staff and students) with a tool "*POD*" enabling you **to broadcast videos produced as part of your university activities**: **pod.unistra.fr**.

In addition to the usual functionalities you will find there advanced possibilities like those to chapter, enrich or add interactivity in your videos.

As a complement, workshops on video creation take place during the year at the Digital culture center (Centre de culture numérique – CCN): screencasts and tutorials (OBS), video editing (Shotcut), production of mobile video capsules (iMovie...).

More information about *POD* on the website: **services-numeriques.unistra.fr**, in "**Catalogue des services / Pédagogie**" section.

Thematic digital universities (UNT – Univerités Numériques Thématiques)

UNTs offer a large quantity of multimedia content, by domain, specially created for academics: documents, videos, podcasts, animations, exercises...

RESSOURCES

You can access it directly from the website:
univ-numerique.fr.

FUN-MOOC – Online course platform open to everyone

The University of Strasbourg is a partner of the Public Interest Group *FUN-MOOC* for the dissemination of its MOOC (**Massive Open Online Courses**).

The MOOCs proposed by France Université Numérique are accessible from the platform: **fun-mooc.fr/cours.**

Online libraries

Find the university libraries on **bu.unistra.fr**. This documentary portal offers you a single entry point to all printed and online resources (journals, ebooks, databases) of the university's libraries, the BNU, the INSA, the ENGEES and the ENSAS.

On the library portal, the tab "**Articles and +**" of the search bar offers the possibility to search from a single point the articles contained in the databases to which libraries subscribe.

You can also take advantage of the many features on this website: real-time schedules for the main libraries, search history, extensions and reservations of documents, reading lists...

A text-matching software

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.

Further information on: **info-plagiat.unistra.fr**, on the website **services-numeriques.unistra.fr**.

PREVENTING

PLAGIARISM

Accessibility and specific needs

DISABILITY AND DIGITAL

In direct contact with the University Life Department – "**Mission handicap**", the Digital department of the University of Strasbourg take part in improving the reception conditions **for students with special needs**. Concrete actions are taken to meet everyone's needs: checking and correcting the accessibility of the university's websites, awareness, training campaigns, advice on digital equipment and software. For a global and specific approach to needs, an initial contact with the Mission handicap is preferable: **svu-handicap@unistra.fr**.

For more information, visit **unistra.fr** in the section "**Vie des campus / Accompagnement du handicap**" or at the following address:

Service de la vie universitaire – Mission handicap
Campus Esplanade, le Platane, Allée René Capitant, F - 67084 Strasbourg Cedex

This address will change in 2020: the "mission handicap" will join the Studium building - which is currently under construction.

TRAINING AND STUDENT LIFE

Exam Results

The exam results will be available on *Ernest* – **ernest.unistra.fr** after the exam sessions, in the section "**Mes études**".

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

Grants, student social dossier

You can put together your student bursary or accommodation application and monitor your dossier online via the website: **messervices.etudiant.gouv.fr**.

More information on: **etudiant.gouv.fr**.

Student jobs at the university

The **University life department** (Service de la vie universitaire – SVU) regularly publishes job offers for Unistra students. You can consult them on the website: **unistra.fr**, in the section: "**Vie des campus / Jobs étudiants**".
Le Crous also publishes student job ads on **jobaviz.fr**.

Internships and jobs

Several departments of the university offer to assist you in your search for internship, job and apprenticeship.

Espace Avenir, the university's **guidance** and **professional integration** service, supports you in your choice of studies and your internship and job search, and provides you with a multi-media documentation selected and enriched daily.
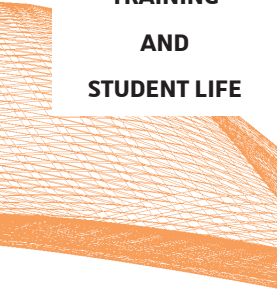
More information on the website :
espace-avenir.unistra.fr

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.

We invite you to discover the **job offers** posted on the alumni website: **alumni.unistra.fr**.

Remember to register beforehand to the Alumni Network with your Unistra account identifier.

The alumni website allows you to **apply** online (submit your CV, fill in your profile and your active search status), follow job events in the **calendar** or ask alumni for advice via the site's **directory**.

TRAINING AND STUDENT LIFE

Directory of associations

The University of Strasbourg has a wide network of **student associations** with varied activities: culture, sport, environment... Find all the student associations on the **directory**: **assoetu.sdvealsace.fr**.

Grant Application

Commission for assistance to students projects (Commission d'aide aux projets étudiants – CAPE) can provide students with logistical and financial support to help carry out a campus animation project... Access the grant application forms on the website: **unistra.fr**, in the section "**Vie des campus / Vie universitaire**".

Sports at the University of Strasbourg

The **University sports department** (Service universitaire des activités physiques et sportives – SUAPS), Sports and high level association, offers 81 activities (leisure or competition) to students and university staff.

Information and registration on the website: **sport.unistra.fr**.
You can also follow the **SUAPS on Facebook**.

WEB TELEVISIONS AND TV PROGRAM

www.canalc2.tv

CanalC2: 6,000 hours of programming to be sure you don't miss any of the scientific symposia and conferences.
Go to: **www.canalc2.tv**.

utv.unistra.fr

UTV: the web television of the University of Strasbourg campuses dedicated to the cultural, scientific and associative life of the University of Strasbourg.
Go to: **utv.unistra.fr**.

The medias of the University of Strasbourg

- 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 professional social network **alumni.unistra.fr**
- The research dedicated website **recherche.unistra.fr**
- The news magazine **savoirs.unistra.fr**
- The university's internal journal **lactu.unistra.fr**
- The student webmedia **France Culture Plus**, you can access lessons and lectures from universities and prestigious schools: **plus.franceculture.fr**
- The official University of Strasbourg account on social networks: **Youtube**, **Facebook**, **Twitter** and **Instagram**.
- The university's web televisions **www.canalC2.tv** and **utv.unistra.fr**
- The **Digital culture centre** (Centre de culture numérique – CCN) on **Facebook** and **Twitter**

CONNECTED

UNIVERSITY

Diffusion, observation, experimentation, advice, exchange...

DIGITAL

CULTURE

CENTRE

ccn.unistra.fr

On the **ground floor** of the **Atrium** building, the university has set up the **Digital culture center** (**Centre de culture numérique** – **CCN**) – a set of 3 areas dedicated to activities related to digital technology. CCN proposes to each...

- To be advised, to discover and to experiment in the **Digital Lab** .
- To be informed and to improve in the **training room** فُخفُخ .
- To work in a group and exchange in the **digital spot** .
  - → : infos+ about digital spots and their location on campus.

These spaces periodically host events highlighting the different aspects of digital technology.
These events are **open to all** and **free of charge** ċ̇n̊n̊n̊ì .

The calendar and registration forms are available on **ccn.unistra.fr** under the sections: "**Formations et ateliers**" and "**Manifestations**".

You can also find the CCN **Facebook** and **Twitter** (**@ccnunistra**).
For any questions please contact: **ccn@unistra.fr**

Your student identity card

A real student identity card, the "pass campus" allows you to identify yourself on campus and during exams, but also to benefit from a certain number of services.

PASS CAMPUS

With each registration, a sticker mentioning the academic year is provided to justify the validity of your "pass campus" and your student status. Make sure you keep your campus pass throughout your studies.

All the details on
passcampus.fr

Equipped with the **Izly** solution, secure and 100% connected, the "pass campus" integrates **contactless payment**, reloads online and contains a concentrate range of services:

- payment of meals in Crous restaurants and cafeterias;
- borrowing books in all libraries of alsatian universities;
- print / scan / photocopy on over 60 digital copiers;
- access to sports activities.

Activate your Izly account

To take advantage of your contactless payment solution, it is necessary to **activate your *Izly* account** at first.

This account will be created automatically when you receive your campus pass. You will receive an **activation email** that will allow you to access your account and fund it on the **izly.fr** website.

Access to your account via **izly.fr**

A method of payment

Pay in all university restaurants, cafeterias and laundries managed by the Crous of Straboug, as well as on vending machines displaying the *Izly* logo.

Freely photocopy, print and digitize

The university offers you an online printing service.

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

Printing activation is done with your "pass campus" (info+ on **page 9**).

HELP DESK

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 6:00 pm...

- using the online form: **sos.unistra.fr**
- by email: **support@unistra.fr**
- by phone at: **03 68 85 43 21**

You can also find the list of the university's main digital services and related documentation on the website: **services-numeriques.unistra.fr**