

Digital Services

2018-2019



Direction du **numérique**

Université de Strasbourg

TABLE OF CONTENTS

ACCEPTABLE USE POLICY IN RESPECT OF THE UNIVERSITY'S DIGITAL	1	ONLINE CONTENTS	12
E.N.T. (DIGITAL WORK SPACE)	2	RESSOURCES	14
LOGIN	3	PREVENTING PLAGIARISM	16
CONNECTED CAMPUS	4	DISABILITY AND DIGITAL	17
COMMUNICATION AND ORGANISATION	6	TRAINING AND STUDENT LIFE	18
PRINTING AND COPYING	9	WEB TELEVISIONS AND TV PROGRAM	21
APPLICATIONS	10	CONNECTED UNIVERSITY	22
PIX, NEW DIGITAL SKILLS CERTIFICATION	11	DIGITAL CULTURE CENTRE	23
		PASS CAMPUS	24



ACCEPTABLE
USE POLICY
IN RESPECT
OF THE
UNIVERSITY'S
DIGITAL

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" be electronically signed. This policy defines the rights, duties and responsibilities of the users, Information System users and applies to all users at the University.

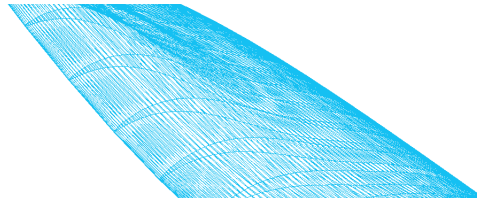
Read the policy under the tab "**University Life / Internal Regulations (Vie de l'université / Règlements intérieurs)**" of your [E.N.T.](#)

The access portal to the university digital services



E.N.T.

L'Espace Numérique de Travail (Digital Work Space) is the access portal to the university digital services. All the tools and services relevant to your studies at the University of Strasbourg can be found online:

- ♦ services related to your education and student life (timetable, exam results, re-enrolments, grants, sporting activities, culture card...);
 - ♦ teaching services (online courses, audiovisual resources or podcasts...);
 - ♦ the virtual library of the University - catalogues of the different libraries, online reviews, theses 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, etc.
- 

LOGIN

To log in or activate your E.N.T. user account

Once you have completed your first administrative registration with the University, visit: **ent.unistra.fr**.

→ "Activation" of your account: at the top right of the home page.



To activate or change your password

See the section "Catalogue des services / Identité et droits d'accès / Gestion des comptes" on the website **services-numeriques.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.






CONNECTED CAMPUS

Wi-Fi hotspots

The university has installed 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 Earth Sciences Observatory... Other locations are under review. To find out where the **Wi-Fi hotspots**  are: plans.unistra.fr.

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.

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**](http://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. Approximately 1500 Wi-Fi terminals installed throughout the campuses cover most of the living areas and teaching rooms.

Your **E.N.T. identifiers** allow you to access **Osiris** or **Eduroam** university Wi-Fi networks from your computer, tablet or smartphone.



Further information and documentation is available on the website [**services-numeriques.unistra.fr**](http://services-numeriques.unistra.fr), from the section

"Catalogue des services / Services d'infrastructures".



COMMUNICATION AND ORGANISATION

Online timetable

Course timetables are online in the **E.N.T.** To access it, select the student groups or subjects that concern you at the beginning of the semester via the tab: "**Mon dossier / Personnalisation de l'emploi du temps**". Then, you may check your timetable in "**Mon dossier / Mon emploi du temps**".

EVENTO

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).

Access from: **evento.renater.fr**.

Further information on the website **services-numeriques.unistra.fr**,
in the section "**Catalogue des services / Outils collaboratifs**".





Webmail and online agenda: SGO

After your administrative registration, you will receive a webmail address ending with **@etu.unistra.fr**, a 10GB 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 consult your address @etu.unistra.fr in priority.**

Access SGO from: **[agenda.unistra.fr](#)** and the "**Messenger**" tab of the **[E.N.T.](#)**

Further information and documentation on the website **[services-numeriques.unistra.fr](#)**, in the section "**Catalogue des services / Outils collaboratifs**" under "**Messenger**" or "**Agenda partagé**".

COMMUNICATION AND ORGANISATION



Seafile: file storage, synchronization and sharing

Seafile, the university's cloud service, is now open to all students. Each student therefore has 10 GB of storage space.

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.

To access Seafile : **seafile.unistra.fr** and the tab "**Services pratiques / Stocker, partager et synchroniser ses fichiers**" of the **[E.N.T.](#)**

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

Print, digitize and photocopy at the University

PRINTING AND COPYING



About fifty 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 copy credits from €0.03 per unit (payment online) on the E.N.T. or in cash on the "Corep" ATM (Automatic Teller Machines).

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

For this academic year, 10 copies are offered to you! Scans are free until december 31, 2018.

Go to your [E.N.T.](#) under the "**copies & printing**" tab.



APPLICATIONS

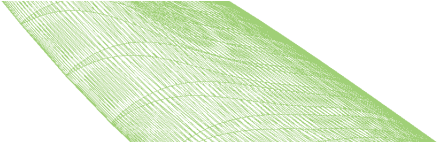
Applications server

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, click on "**Serveur d'applications**", tab "**Pédagogie**" of your **E.N.T.**

Software library

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

Full information is available in your **E.N.T.**, tab "**Services pratiques / S'équiper : logiciels et matériel informatique**".



PIX, NEW DIGITAL SKILLS CERTIFICATION



From C2i to Pix

The C2i is transformed and becomes Pix. This new certification is based on a European framework and becomes the reference in terms 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 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** will be implemented **from the start of the 2018-2019 academic year**, for **all students**, in all areas. Pix is integrated and prepared in a **license Educational Unit**.

For further information, please consult the page pix.unistra.fr.

ONLIGNE CONTENTS



Moodle

The university's Moodle teaching platform is accessible from the "**Pédagogie**" tab of your **E.N.T.** or directly from **moodle.unistra.fr**.

It allows access to teaching resources and information exchange tools made available by the teaching staff.

Moodle contains course contents, teaching documents, multimedia resources, MCQs, forums, etc.



Video broadcasting with pod.unistra.fr

The University of Strasbourg provides all users (teacher-researchers, staff and students) with a tool 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 tutoriels (OBS), video editing (Shotcut), production of mobile video capsules (iMovie...).

The videos are accessible on pod.unistra.fr and from the tab "**Pedagogy**" of your **E.N.T.** or the section "**Catalogue des services / Pédagogie**" of the website services-numeriques.unistra.fr.

RESSOURCES

Thematic Digital Universities (UNT – Univerités Numériques Thématiques)

UNT offer a large quantity of multimedia content, by domain, specially created for academics – documents, videos, podcasts, animations, exercises... You can access it directly from your E.N.T., tab "**Pédagogie / Universités Numériques Thématiques**".

FUN-MOOC

The University of Strasbourg is a partner of the Public Interest Group FUN-MOOC for the dissemination of its MOOC (**Massive Open Online Courses**, in french "Cours en ligne ouverts à tous"). The MOOC proposed by France Université Numérique are accessible from the platform: fun-mooc.fr/cours.





Online libraries

Find the university libraries on bu.unistra.fr, also accessible through the tab "**Documentation**" of your [E.N.T.](#)

The 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...

PREVENTING PLAGIARISM



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. Such software programs check for the correct or incorrect use of borrowed text and will determine if there has been any plagiarism.

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

DISABILITY AND DIGITAL



Accessibility and specific needs

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 Patio (rdc), entrée sur le côté droit du bâtiment 1
22 rue René Descartes, F - 67084 Strasbourg Cedex

TRAINING AND STUDENT LIFE

Exam Results

As a general rule, exam results can be consulted in the **E.N.T.** after the exam sessions, in "**Mon dossier / Résultats d'examens**".

Nota Bene: Exam results can be checked as a priority 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 from your **E.N.T.**, via the tab "**Vie étudiante / Dossier social étudiant**".



More information on:
www.crous-strasbourg.fr

Student jobs at the university

The **University Life Department** (Service de la Vie Universitaire – SVU) regularly publishes Unistra student job offers. You can consult them on the website: **unistra.fr**, in the section: "**Vie des campus / Jobs étudiants**".

Internships and jobs

All information relating to internship, job and apprenticeship offers, are accessible from your

E.N.T. under the tabs :

"**Vie étudiante**" et "**Mon dossier**".

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

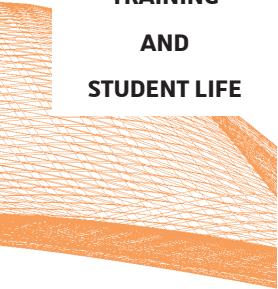
The **Alumni Relations Department** gives you access to the Alumni Network, the professional social network of graduates, staff and doctoral students from the University of Strasbourg.



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 E.N.T. identifiers.

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. More information on the tab "**Mon dossier / Pratique sportive SUAPS**" of your **E.N.T.**, or access to website : sport.unistra.fr.

You can also follow SUAPS on Facebook.

**WEB
TELEVISIONS
AND
TV PROGRAM**

www.canalc2.tv

Canalc2: 6,000 hours of program not to miss a single scientific conference or symposium.

Go on: **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 on: **utv.unistra.fr**



A program: "60 secondes... ou presque"

UTV produces a **program** for and with students...

"**60 seconds... or so**" to promote an association or a friendship, a cultural or sporting event, a charity event, a project, an idea...

More than 20 issues are online at:

utv.unistra.fr and on the **[facebook page of UTV](#)**.





**CONNECTED
UNIVERSITY**

The medias of the University of Strasbourg

- The University of Strasbourg website 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](#).
 - [CanalC2](#) (on [Facebook](#) and [Twitter](#)) and [UTV](#) (on [Facebook](#) and [Twitter](#)).
 - The **Digital Culture Centre** (Centre de culture numérique – CCN) on [Facebook](#) and [Twitter](#)
- 

**DIGITAL
CULTURE
CENTRE**



Diffusion, observation, expérimentation, conseil, échange,...

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 the digital in the **CCN'Lab** 🏠.
- To be informed and trained in the connected room, the **CCN'Hub** 📺.
- Work with your own digital tools at the **CCN'Spot** 🖨️.
→ Pages 4 and 5 : infos+ about digital spots and their location on campus.

Together with the adjoining amphitheatres, these spaces periodically host events highlighting the various facets of digital technology. These **events** are **open to all** and **free of charge** 🆓👤👤👤👤.

The calendar and registration forms are accessible from the section: "**Rendez-vous**" on ccn.unistra.fr.

The CCN is daily on [Facebook](#) and [Twitter](#) (@ccnunistra).

For any question contact: ccn@unistra.fr

Your student identity card

A real 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.

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

- payment of meals in CROUS restaurants and cafeterias ;
- borrowing books in all libraries of alsatian universities ;
- print / scan / photocopy on over 50 digital copiers ;
- access to sports activities.



All the details on
passcampus.fr

Activate your Izly account

To take advantage of your contactless payment solution, you must **activate your IZLY account** using the activation email received on your Unistra webmail. Once your account has been activated, you can **fund it online**.

A method of payment

Pay in all university restaurants, cafeterias and laundries managed by the "Centres Régionaux des Œuvres Universitaires et Scolaires" (CROUS), as well as on vending machines displaying the IZLY logo.

Freely photocopy, print and digitize

The university offers an innovative printing service. From the "**Services pratiques**" tab of your **E.N.T.** (in section "**Gérer mes impressions en ligne**"), upload your files then activate printing using your "pass campus" on one of the campus printers.

→ Further information on this service on [page 9](#).



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 support 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**