



Digital department

University of Strasbourg

Digital guide for students



TABLE OF CONTENTS

THE DIGITAL SERVICES BOOKLET	1	RESOURCES	18 / 19
ERNEST PORTAL	2	PREVENTING PLAGIARISM	20
DIGITAL SERVICES ON ERNEST	3	DIGITAL SKILLS	21
DIGITAL CHARTER	4	SELF-HELP COMMUNITIES	22
ACTIVATE AND MANAGE YOUR UNISTRA ACCOUNT	5	DIGITAL CULTURE CENTER	23
CONNECTED CAMPUS	6 / 7	STUDENT SUCCESS	24 / 25
COMMUNICATION AND ORGANISATION	8 / 9 / 10 / 11	DISABILITY AND DIGITAL ISSUES	26
APPLICATIONS	12	TRAINING AND STUDENT LIFE	27 / 28 / 29
PRINTING AND COPYING	13	ONLINE MEDIA	30
WEB CONFERENCE	14 / 15	WEB TELEVISION CHANNELS	31
ONLINE VIDEO	16	YOUR STUDENT IDENTITY CARD – PASS CAMPUS	32
ONLINE TEACHING AND LEARNING (MOODLE)	17	MONEY TRANSACTIONS ON CAMPUS – IZLY	33

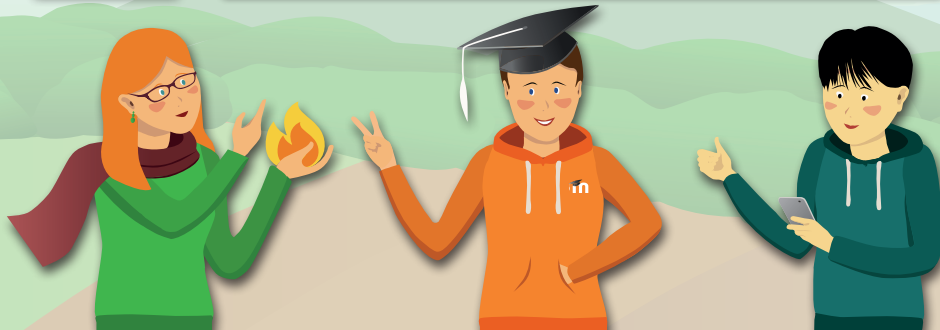
THE DIGITAL SERVICES BOOKLET



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.





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.

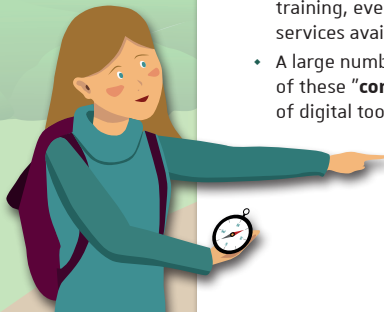
Find the **news about the University of Strasbourg and your academic unit** as well as **useful tools and services for your studies** on [Ernest](https://ernest.unistra.fr) – ernest.unistra.fr:

- ♦ 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...).

DIGITAL SERVICES ON ERNEST



ernest.unistra.fr



Ernest's application launcher

After logging in to Ernest, you will find the launcher in the top right corner of the 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



A COMMITMENT
BY THE MEMBERS
OF THE UNISTRA
COMMUNITY

the Digital charter
of the University of Strasbourg



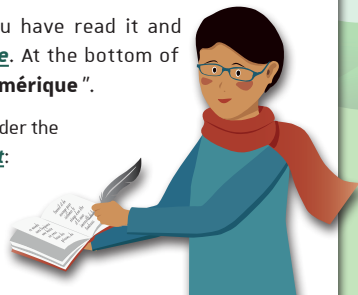
pandore.unistra.fr

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](https://pandore.unistra.fr). 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](https://ernest.unistra.fr):
ernest.unistra.fr.



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](https://ernest.unistra.fr) – 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.



CONNECTED CAMPUS



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 1750 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.



monedt.unistra.fr




My online schedule

Course timetables are online:

monemploiutemps.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](http://ernest.unistra.fr): ernest.unistra.fr (icon ).

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

COMMUNICATION AND ORGANISATION



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](#).



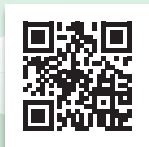
Rocket.Chat – Instant messaging

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](#).



Partage



evento.renater.fr

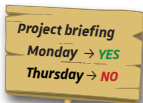


Evento Event planning

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).



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



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, Kaspersky, 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](#)).



PRINTING AND COPYING



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.

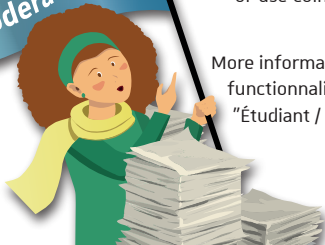
Buy your copy credits:

- 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, functionalities...) on passcampus.fr, in the "Étudiant / Services / **Impression & copie**" section.



Printing with
moderation !!!





bbb.unistra.fr



renavision.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 !"



Renavision

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 renavision.renater.fr.



WEB CONFERENCE



jitsi.unistra.fr



rendez-vous.renater.fr



Jitsi

Audio or video communications

The **Jitsi** software is a web conferencing application (free and multiplatform). It is very easy to use: you just need to log in and share the link of the virtual room with the participants. Hosted on Unistra servers, it allows you to organize meetings **for up to ten participants**.



Rendez-vous

Audio or video communications

This solution is powered by the same technical engine as **Jitsi Unistra**. Renater has implemented a second instance of **Rendez-vous** to manage a better distribution of the bandwidth and accommodate a large amount of users.

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





pod.unistra.fr

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 offered all along the academic year at the Digital culture center (Centre de culture numérique – CCN).

Read more about CCN on [page 23](#).

More information about **POD** on the "[Pod : contenus pédagogiques audios et vidéos](#)" page on [Ernest](#) – ernest.unistra.fr.





ONLINE

TEACHING AND

LEARNING



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 Moodle à l'attention des étudiants](#)) through the "**Vos ressources et activités de cours sur Moodle**" page on [Ernest](#).



RESOURCES



sup-numerique.gouv.fr



fun-mooc.fr

UNT	Thematic digital universities
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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 through the search engine of the "[Ressources pour l'auto-formation](#)" page on: sup-numerique.gouv.fr.

FUN-MOOC	Online course platform open to everyone
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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.



bu.unistra.fr

Find the **university libraries** on bu.unistra.fr. This documentary portal offers 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 "**Articles and +**" tab of the search bar helps you search articles contained in multiple databases. You can also enjoy many other features on this website: real-time schedules for the main libraries, search history, document reservation, reading lists...

Find more **information about university libraries** and **related digital services** on the dedicated page (L'Université / Services centraux / [Service des bibliothèques](#)) on:
[Ernest](#) – ernest.unistra.fr.



PREVENTING PLAGIARISM



info-plagiat.unistra.fr

C Compilation

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.





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 (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 pass placement tests and certification, registration on the national platform is required: pix.fr.

To read more about the *PIX* certification process at the University of Strasbourg, visit pix.unistra.fr or the "[Pix – Certification numérique](#)" page on [Ernest](#) – ernest.unistra.fr.

SELF-HELP COMMUNITIES



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) .
- Work in groups and exchange in the **digital spot** (when social distancing is not required) .

→ **Pages 6 and 7** : more information about Wi-Fi hotspots and their location on campus.

These activities are free and open to all (on-site or off-site, depending on the conditions of the moment) .


Events to come and registration on ccn.unistra.fr under the "**Formations et ateliers**" and "**Manifestations**" sections.

Find CCN on [Facebook](#) and [Twitter](#) (ccnunistra).

Contact: ccn@unistra.fr.



STUDENT SUCCESS

	MoodleAIR	Learning platform	
		for integration and success	



aidealareussite.unistra.fr

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 professional 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.

STUDENT

SUCCESS

Ibou

Assessing my needs



Missions of division
ARE on idip.unistra.fr

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.

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



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

For more information, visit unistra.fr on the
"Vie des campus / [Accompagnement du handicap](#)" section.

Service de la vie universitaire (SVU) – Mission handicap

Campus Esplanade, le Platane, Allée René Capitant
F - 67084 Strasbourg Cedex

This address will change in 2020-2021: the "Mission handicap" should soon settle in the Studium building - which is currently under construction.



TRAINING AND STUDENT LIFE

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.



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.



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

More information **on financial aid**:

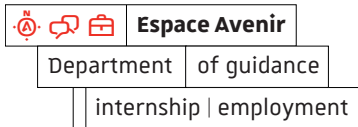
www.crous-strasbourg.fr ("**Bourses**" section).

For housing: trouverunlogement.lescrous.fr.

General information: etudiant.gouv.fr.

TRAINING AND STUDENT LIFE

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**", 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 offers** on the alumni website: alumni.unistra.fr.

The alumni website allows you to **apply for a position 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

Student jobs at the university

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.

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.

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 www.crous-strasbourg.fr website.



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. Special arrangements are available for high-performance athletes. Information and registration: sport.unistra.fr. You can also follow [SUAPS on Facebook](https://www.facebook.com/SUAPS).



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 research dedicated website recherche.unistra.fr
- The news magazine savoirs.unistra.fr
- The university's internal journal lactu.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: [Facebook](#) (unistra), [Twitter](#) (unistra), [Instagram](#) (unistraofficiel) and [Linkedin](#) (Université de Strasbourg)
- Digital culture center accounts: [Facebook](#) (ccnunistra) and [Twitter](#) (ccnunistra)

WEB TELEVISION CHANNELS



Unistra's Youtube official channel

Discover the diversity of the university, from
research news to campus life.

Connect to: youtube.com/unistra.

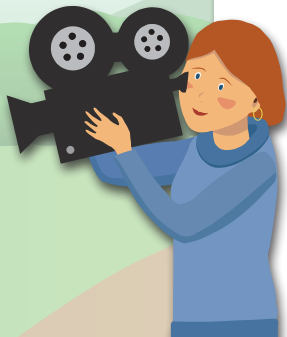


Canal C2

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.

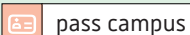
Connect to: www.canalc2.tv.



YOUR STUDENT IDENTITY CARD



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.

MONEY

TRANSACTIONS

ON CAMPUS



Access
your account via
izly.fr

Activate your **Izly** account

An **Izly account** is created automatically as your pass campus is issued. **Activating it is required** in order to use your pass for contactless payments. You will receive an **activation email** that will allow you to access your account and fund it on the izly.fr website.

A means of payment

Pay securely in all university restaurants, cafeterias and laundries managed by the **Crous of Strasbourg**. 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](https://ernest.unistra.fr).

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



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: 03 68 85 43 21

Find the list of the university's main digital services and related documentation on [Ernest](https://ernest.unistra.fr):

ernest.unistra.fr



ERNEST

Booklet produced by

Digital department

University of Strasbourg

