

Erasmus School of
History, Culture and
Communication

MyEUR Manual

2018-2019

Table of contents

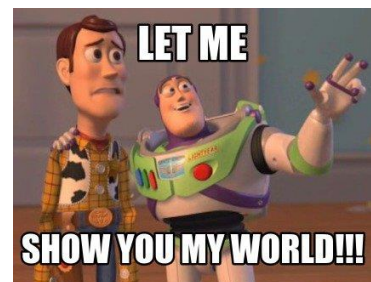
How to log in.....	3
1. Your name.....	4
2. Your grades	4
3. Your timetable.....	5
4. Favorites.....	8
4a. Canvas.....	8
5b. Osiris.....	9
5c. Student mail and free online storage.....	10
5d. Subscribing to channels through SIN-Online	10
5e. Erasmus University Course Guide.....	11
Where to study, get online & print on campus	12
Facebook.....	12
Appendix 1 Coherence between the different systems.....	13

Please note that this MyEUR Manual is for all ESHCC programmes. For programme specific information, please consult the current students' pages of your specific [programme](#).

MyEUR Instruction Manual

This manual is a quick guide to the several online systems that Erasmus University Rotterdam works with. This document explains how we use these systems within the Erasmus School of History, Culture and Communication. For questions, please feel free to ask your mentors or the support staff. For technical issues with your account, please visit the Front Office on campus.

By Eline Kimmel, updated by Valérie van den Hout

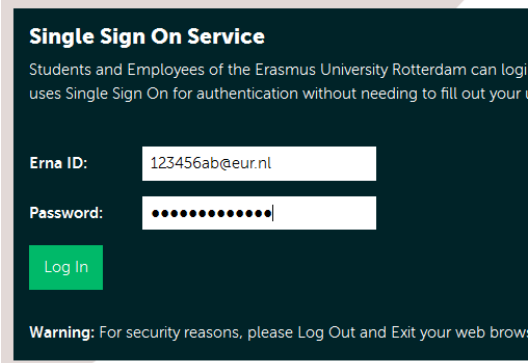


How to log in

What do you need?

- Connection to the internet 
- Your ERNA ID (= Student number + initials + @eur.nl) & your password

Go to the main portal www.myeur.nl and log in with your ERNA ID



Single Sign On Service
Students and Employees of the Erasmus University Rotterdam can log in using Single Sign On for authentication without needing to fill out your details.

Erna ID:

Password:

Warning: For security reasons, please Log Out and Exit your web browser.

After logging in you will get to the MyEUR homepage that looks like this:

The screenshot shows the MyEUR homepage for Erasmus Universiteit Rotterdam. The user is logged in as 'Stélie van den Hout'. The page is divided into several sections:

- 1. Your name:** Located in the top right navigation bar.
- 2. Your grades:** A table showing course grades, including CM3051, CM3010, and CM2054.
- 3. Your timetable:** A section for viewing the user's schedule.
- 4. Messages from channels you are subscribed to & other info:** A central area displaying various announcements and messages.
- 5. Links to important portals:** A list of quick links such as Blackboard, SIN-Online, OSIRIS, and Mail medewerkers.
- 6. Other useful links:** A list of additional resources like Studielink, EUR Aanmeld Portal, and ASK Erasmus.
- 7. Links to ESHCC portals:** A list of links for the Erasmus Student Home Centre, including Mail, Courseguide, and Homepage ESHCC.

1. Your name

Make sure that you are always logged in under your own account, also when using computers in the University Library for instance.

2. Your grades

You can simply hover over the eye symbol to see the grades or click on them to get to a full overview.

04 Apr	CM3010	Attendance	👁
20 Feb	CM3010	Individual Assignment 1	👁
08 Feb	CM3010	Group Presentation	👁
22 Dec	CM3041	Apprenticeship	👁

Here, it is also possible to access a study progress overview, containing the amount of ECTS obtained so far, as well as your weighted average. If you click on each of the categories (e.g. Bachelor 1) you can see a detailed overview of all your courses as well as whether you have passed a certain category, which is signed off in green. Please note that all categories have to be like that in order to graduate. The study progress overview can also help you to check

which (type) of course(s) you still need to take. Please be aware that the categories (exam programmes) can be different for students who went on exchange compared to students who have taken a minor. If you have questions with regards to your study planning, please consult your [student advisor](#).

Study Progress

credits **120/180** 67%

ESHCC Study Progress

Communication and Media
International Bachelor Communication and Media

120/180

60/60

48/93

12/12

0/15

* weighted average

120/180 = You have obtained 120 ECTS out of your 180 ECTS bachelor programme. Below that you can find your weighted average listed.

You can check your assignment and final **grades** per course by clicking on each category and on the courses listed there. If any grades listed are incorrect, immediately contact the course coordinator of that particular course.

An example of a course grade overview looks like this:

▼ Consumer Behavior and Marketing Action 5/5

Courseguide: CM2272 **3 Apr 2017** **9.0**

Quizzes	weight 20	22 Mar 2017	9	
Assignment Group Project	weight 30	20 Mar 2017	9	
Class Participation	weight 10	22 Mar 2017	7.7	
Final Exam	weight 40	2016/RE-SIT		
Final Exam	weight 40	3 Apr 2017	9.2	
Attendance	weight 0	22 Mar 2017	Passed	

3. Your timetable

Here you can see when and where you have lectures and tutorials, as well as your exam(s) and re-sit(s). You can only see your timetable if you are registered to the concerning courses. If you click on 'Dashboard' followed by 'Timetable' you will get an overview of your entire timetable. Please note that if you click on the phone icon below, you can add your timetable to the calendar app you are using on your phone.

Timetable

Next week

Wed	12-04	13:00 - 14:45
Thu	13-04	12:00 - 14:45

Week 16

Wed	19-04	13:00 - 14:45
Thu	20-04	12:00 - 14:45

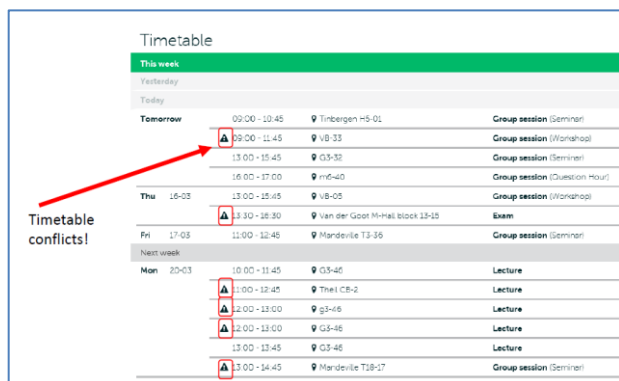
Week 17

Wed	26-04	13:00 - 14:45
Fri	28-04	12:00 - 14:45

◀ Previous

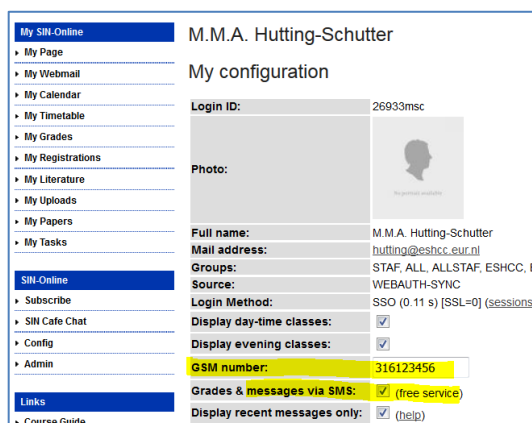
Subscribe to timetable

Should there be a **timetable conflict** (= overlapping courses) this will be marked as follows:



Timetable			
This week			
Yesterday			
Today			
Tomorrow	09:00 - 10:45	Tinbergen H5-01	Group session (Seminar)
	A 09:00 - 11:45	VB 33	Group session (Workshop)
	13:00 - 15:45	G3-52	Group session (Seminar)
	16:00 - 17:00	m6-40	Group session (Question Hour)
Thu 16-03	13:00 - 15:45	VB-05	Group session (Workshop)
	A 13:30 - 16:30	Van der Goot M-Hal block 13-15	Exam
Fri 17-03	11:00 - 12:45	Mandeville T3-35	Group session (Seminar)
Next week			
Mon 20-03	10:00 - 11:45	G3-46	Lecture
	A 11:00 - 12:45	Theil CB-2	Lecture
	A 12:00 - 13:00	G3-46	Lecture
	A 12:00 - 13:00	G3-46	Lecture
	13:00 - 13:45	G3-46	Lecture
	A 13:00 - 14:45	Mandeville T3B-27	Group session (Seminar)

Timetable changes & SMS alert: occasionally a last-minute timetable change takes place for which you can be alerted via SMS. You need to register your mobile phone number here in [SIN-Online, "config"](#) Please note that this service is free of charge and that the phone number listed here will only be used for this purpose.



My SIN-Online M.M.A. Hutting-Schutter

- My Page
- My Webmail
- My Calendar
- My Timetable
- My Grades
- My Registrations
- My Literature
- My Uploads
- My Papers
- My Tasks

SIN-Online


- Subscribe
- SIN Cafe Chat
- Config
- Admin

Links

- Course Guide

My configuration

Login ID: 269933msc

Photo: 

Full name: M.M.A. Hutting-Schutter
Mail address: hutting@eshcc.eur.nl
Groups: STAF, ALL, ALLSTAF, ESHCC, ...
Source: WEBAUTH-SYNC
Login Method: SSO (0.11 s) [SSL=0] (sessions)

Display day-time classes:
Display evening classes:
GSM number: 316123456
Grades & messages via SMS: (free service)
Display recent messages only: (help)

If you are planning your studies you might want to check different timetables for different courses, to see when classes take place and figure out what works well together without any overlaps. We recommend to use <https://timetables.eur.nl> for situations like that. Remember that this website is just to check your timetable, registering for courses and/or tutorials goes through Osiris, unless indicated otherwise, so make sure to check what applies to your situation by checking the Current Students website of your programme on MyEUR.

1. Move it to the day week/month you want to view
 2. On the top right click the button **+ Add timetable**
 3. Under the current ac. year, click **Course**, this will prompt a pop up screen
 4. Search the course code(s): tick the **checkbox** & click **Add timetables** below
 5. **Select** the groups you want to load into the timetable & close the pop up screen
 6. **Courses that you add manually will show with diagonal tentative stripes**
 7. Here you can download your timetable to your iCalendar

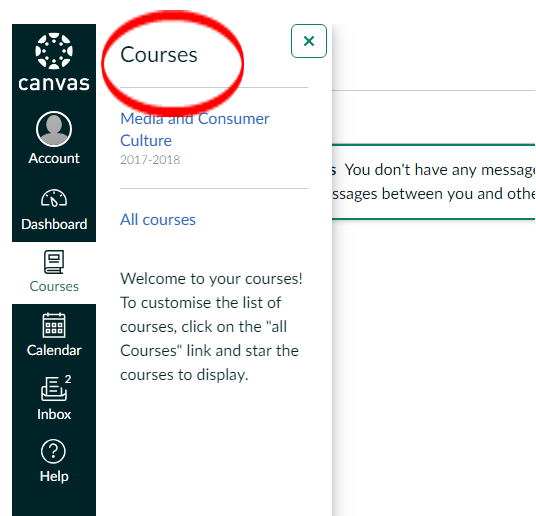
Courses that you add manually to timetables will show with diagonal tentative stripes if you look closely. Please do not confuse timetables that you merely opened for viewing with timetables of courses you are actually registered for! For more advice about timetables, please use the help function in the upper right hand corner.

4. Favorites

The “Favorites” column will probably be the one you use most, as it is the key to accessing other important university portals: [Canvas](#), [OSIRIS](#), your [student mail](#), [SIN-Online](#) and the [Erasmus University Course Guide](#).

4a. Canvas

Accessing Canvas is essential for your coursework. Each course you will take will have its own page on Canvas. You can find the course guide, additional readings, and assignment instructions per course. On the left you will find a button saying ‘courses’, when clicking this the following will appear:



Clicking on a course will take you to the specific Canvas page of that course, which shows announcements, files, and options to hand in your assignment(s). Every Canvas page of a course will look something like this:

CM2054 > Syllabus

2017-2018

Home

Syllabus

People

Announcements

Files

Assignments

Course information

Course	Media and Consumer Culture
Academic year	2017-2018
EC	5
Languages	English
Programme	BA-2 / International Bachelor Communication and Media BA-3 / International Bachelor Communication and Media
Contact	Dr. S.J. Oprea

Commencement period

Course schedule

Lecturer(s)

Lecturer	Dr. S.J. Oprea
Contact	Dr. S.J. Oprea

Purpose

Students have knowledge and understanding of:

- Current theoretical perspectives and research methods in the field of consumer culture
- The history and commercial and social aspects of advertising
- Consumer typologies

Course name

Different sections for important information about the course. You can upload your Assignments and find the Course Guide; which includes the homework schedule and due readings and is usually found under Files.

You can also access lecture slides and other tools, upload your papers/assignments, and receive feedback. Assignments that are uploaded after the deadline are marked red and will not be graded. If, due to technical difficulties, it is not possible to upload your assignments, please check if a different browser solves the issue and whether fellow students are experiencing the same troubles. If so, please send your lecturer an email with the attached file before the deadline and include a screenshot of the error message in Canvas.

5b. Osiris

Osiris is the official system of the Erasmus University Rotterdam to keep track of all important information from students. For you, this means that you use Osiris to register for your courses and exams. Registration for some courses is done automatically, for other courses you need to register yourself via Osiris¹.

In addition, you will use Osiris to:

- check if your personal details are accurate (if not, please change them in Studielink)
- register for re-sit examinations in summer (if applicable)
- to download a study progress overview when needed, see also screenshot below:

¹ Check the current student website of your programme for further details.

5c. Student mail and free online storage

Having access to your university webmail is very important, because it is the way for teachers and support staff to contact you, about assignments, grades and other important information with regards to your studies. Moreover, any correspondence with (support) staff should **always** go through this email service. Your personal email address is almost identical to your ERNA ID (*Student number + initials + @student.eur.nl*, e.g. *123456mh@student.eur.nl*).

Many students have their regular email accounts linked to their EUR account. To make sure that this works properly, you need to double-check the following option otherwise it will look as if you are sending an email with your regular email account when you reply to a message. Please go to your student mail inbox, at the top of the page there is an "Options" button, select it. From there select "Personal Information", here you can type in your email address, please make sure to enter your correct student mail (e.g. *123456ab@student.eur.nl*), instead of your regular email (gmail, yahoo, etc.).

[24EUR7](#) also offers free online storage (**to back-up your assignments**), a digital calendar, online office applications and instant messaging/chat and/or voice/video call via Skype.

5d. Subscribing to channels through SIN-Online

Under announcements you will find study related messages. Channels are platforms for faculties, courses, committees etc. to post news and announcements. You can subscribe yourself to so-called news channels through SIN-Online. For ESHCC course channels you are automatically subscribed once registered for the course in Osiris. For elective courses at other faculties you may need to subscribe yourself. Make sure to also sign up for your year channel, for example "ESHCC IBCoM 1st year" or "ESHCC IBHistory Bachelor 1" or "ESHCC IBACS 1st year". Please be aware that not all messages are sent by email, so check the MyEUR page regularly for the announcements, not just from SIN channels (General), but also for Canvas and Osiris (Programme) announcements.

Once you access SIN-Online through your favorites, you will be re-routed to the main page which will look like this:

A. Overview of your subscribed channels

Course	Fac	Channel
CM2042-14	ESHCC	Communication and International Relations
CM2008-14	ESHCC	Communication and Media Practice
CM2011-14	ESHCC	Communication Workshop 2: New Media Production

B. Subscribing yourself to new channels

You can get access to and manage these channels through the button 'subscribe' (B, see screenshot above). Make sure to double check if you are subscribed to all the necessary channels. By clicking on subscribe you will get to a page which will look like this:

Here you can also search for channels like Sports, Culture (Studium Generale) and ESN

Here you can search for channels to subscribe for. You can do this by searching for the name of a course/institution etc.

Highlight what you want to subscribe to and press 'add subscription'. Remember to press 'save' changes as well.

5e. Erasmus University Course Guide

For detailed information on each course, go to the [Erasmus University Course Guide](#) (also listed under Favorites and fill in the name of the course or the course code. For example CM1001:

Course guide

All course information in one place

Please do note that all information about the academic year 2016-2017 is provisional, no rights can be derived.

CM1001

This will bring you to a page that looks like this:

Course guide Erasmus

Introduction to Human Communication Download

< BACK

Course information	
COURSE	CM1001
ACADEMIC YEAR	2016-2017
EC	5
LANGUAGES	English
PROGRAMME	BA-1 / International Bachelor Communication and Media
CONTACT	prof.dr. J Jansz

Channel >

Blackboard >

Timetable >

Here you can also access the Channel, Canvas and Timetable of a course

Scroll down that page for:

- Short summary about the content of the course
- Mandatory literature (which books to get)
- Information on the type of examination
- Course coordinator

Where to study, get online & print on campus

At Erasmus University Rotterdam you can [study](#) on different locations. You can also use a number of classrooms and PC rooms, like Polak Building, when not in use for teaching or exams, or the [University Library](#). You can quickly check which study spaces are available with the EUR Study Rooms app, by downloading it for your [Android](#) phone or [iPhone](#). If you want to get online on campus, just use your Erna ID and password. You can [also print, scan or copy](#) from any mobile device to any of the MultiFunctionals on campus via [MyPrint](#). If you have any questions or have issues with your (Erna) account, please contact the [USC Front Office](#).

Facebook

While your teachers are undoubtedly a great source of information, your fellow students can also be extremely helpful. This is why it is advisable to ask general questions (such as 'where can I find this or that') on either your year's official Facebook page or in a Facebook group that your year has established on its own. If something is unclear to you, chances are the same goes for a lot of your fellow students and in this way everyone can contribute and give each other aid and advice. Although we appreciate that you are helping each other out, we also know that unfounded rumors spread quickly, so double-check with the source (current students website) or (support) staff, if in doubt.

Appendix 1 Coherence between the different systems

