Erasmus School of
History, Culture and
Communication

Manual

MyEUR

Canvas

Timetables.eur.nl

Erasmus University Rotterdam

Educational systems

We work with various education systems at Erasmus University. The most important messages are shown in your personal dashboard: **https://my.eur.nl/**

Advice = make this webpage your default homepage when opening the internet browser[1].

This is not an app but a website and logging in is necessary because the information is personalized. We recommend checking this dashboard **on a daily basis**.
The information you will see is extracted from various educational systems. It is important to know the difference between all these systems:

Osiris
Osiris is the system at Erasmus University where personal data is registered. Not only basic information such as address, nationality, prior education, etcetera but also yearly information such as:
- Course registrations and examination registrations
- Study progress: grades obtained, exemptions, compensations, Binding Study Advice etcetera. Should you want to have a study progress overview for your own administration you can download it yourself via https://sis.eur.nl/osiris_student.

SIN-Online (http://eshcc.sin-online.nl)
SIN-Online is an abbreviation of Student Information Network. This is the platform for communication between the *Education Coordination/Education Office* and the *students*. SIN-Online is based on **channels**.
After a timely and correct course registration in Osiris, you will be subscribed to the course channels in SIN-Online automatically within a few hours. Then, the information is shown in your MyEUR dashboard:
- ➢ the **timetable** (Timetable)
- ➢ the **messages** (Announcements) concerning examination room arrangements, timetable changes, enrolments, major deadlines, informative events and so on.
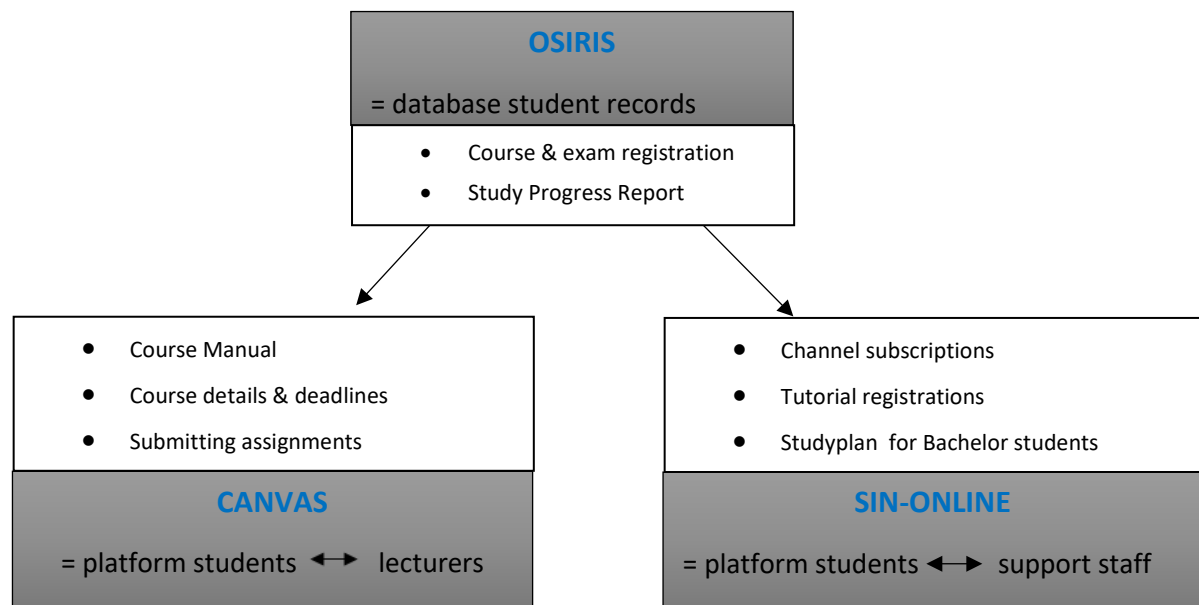
Besides course channels, SIN-Online also has generic student channels per programme. For example " ESHCC Master Studenten Maatschappijgeschiedenis - GHIR". Education Office will subscribe you to this channel.

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[1] In Chrome via Settings, On Startup, open a specific page or set of pages, add a new page. In Internet Explorer open MyEUR.nl first, go to Internet options: 'home page' "use current".
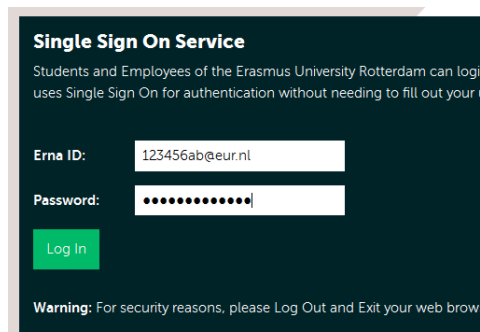
Canvas

Canvas is a Learning Management System or in other words, the students' learning environment. It is the means of communication between *lecturers* and *students*.
Canvas works on the basis of **Courses** where you can find course-specific information such as the Study Guide, assignments and deadlines for handing in assignments, and all other messages that lecturers post.

> ➢ You will <u>automatically</u> receive access to the Courses after you are enrolled for the course in Osiris.

OSIRIS

= database student records

- Course & exam registration
- Study Progress Report

- Course Manual
- Course details & deadlines
- Submitting assignments

CANVAS

= platform students ◄► lecturers

- Channel subscriptions
- Tutorial registrations
- Studyplan for Bachelor students

SIN-ONLINE

= platform students ◄► support staff

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. For questions, please feel free to ask your mentors or the programme coordinator Marlinde Hutting.

START = Go to the main portal www.myeur.nl and log in with your ERNA ID
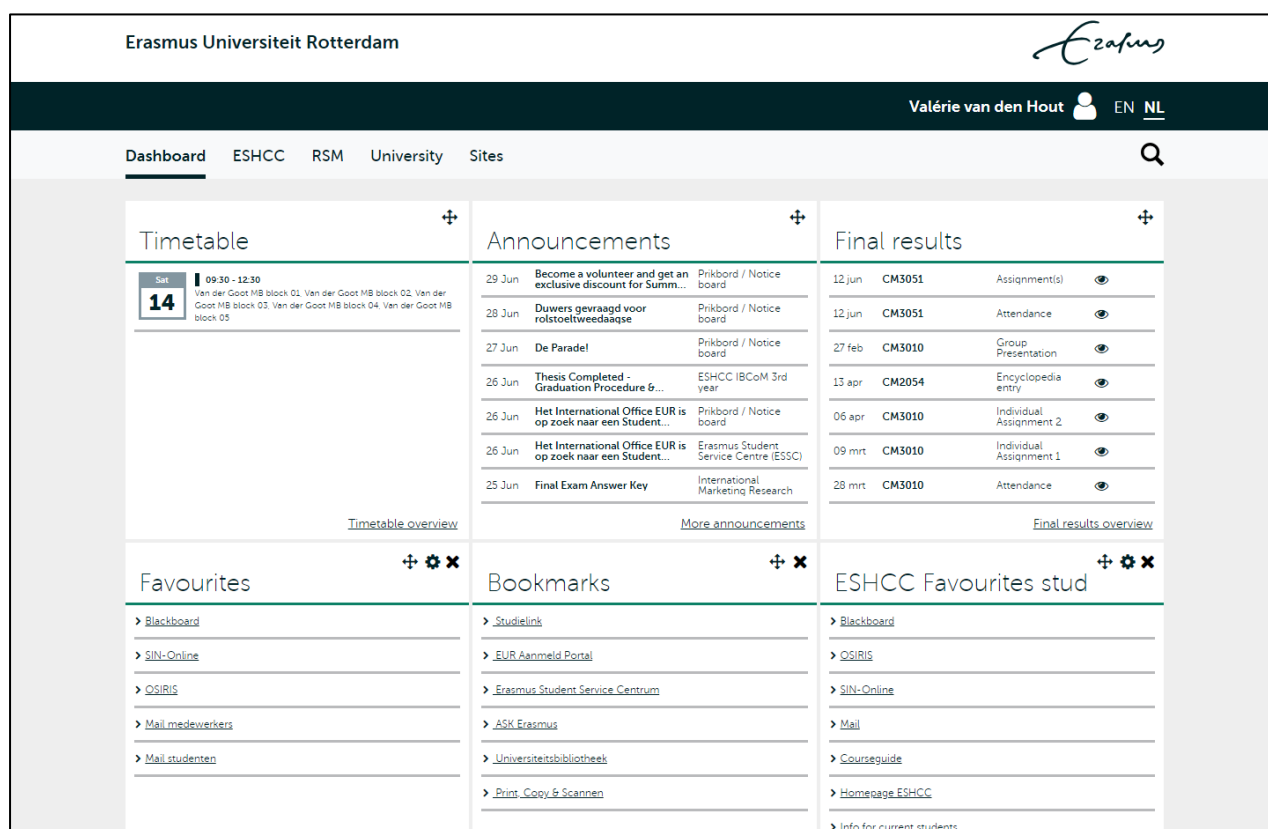
You will get to the MyEUR homepage that looks like the image below.

You can change the lay-out of this screen according to your preferences:

As you can see, there are two widgets called "Favourites".

If the "ESHCC" widget is not included in your Dashboard, please add it manually by using the icon ⚙ .

Configure ESHCC Favourites widget

Title

ESHCC Favourites

Leave empty to show the default title ("*Favourites*")

Select organisation

Erasmus School of History, Culture and Communication E ⌄

Save

Open the pulldown menu and select "*Erasmus School of History, Culture and Communication STUDENTS*".

The "Favourites" widget is the key to accessing other important university portals: Canvas, OSIRIS, your student mail, SIN-Online and the Erasmus University Course Guide.

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:

Planning your studies

If you are **planning your studies,** you might want to check different timetables for different courses, to see when classes/tutorials take place and to figure out what works well together without any overlaps. We recommend using **https://timetables.eur.nl**.

MyTimetable provides students with a personal timetable, provided they have logged on with their ERNA-ID. This manual offers a brief explanation of the most important screens and features.

The main grid shows the timetable and offers different views. By default, the week view is chosen.
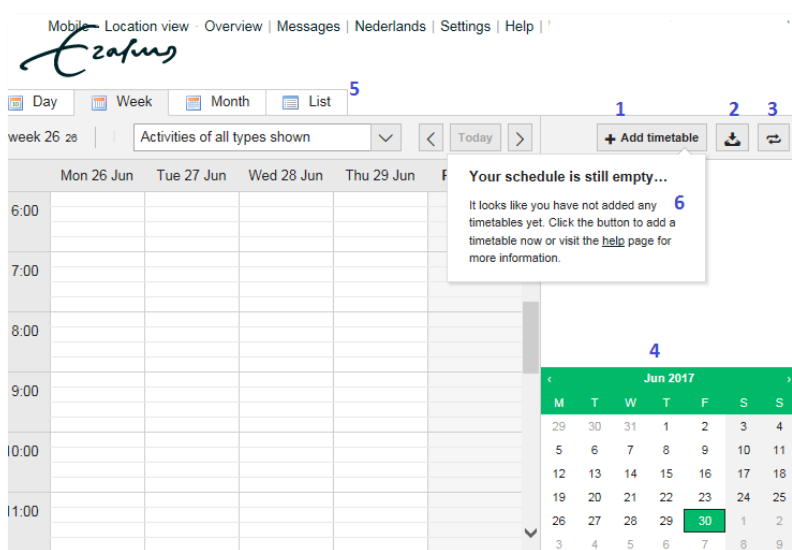
1 = manually add timetables

2 = download & print option (PDF, Excel). We recommend to always check your **actual** timetable online: https://my.eur.nl/

3 = connect your timetable to calendar applications on your smartphone or tablet.

4 = choose a different date.

5 = tabs to switch between various viewing options.

6 = once properly enrolled, these timetable activities will be added automatically to your personal timetable due to a synchronization between these educational systems.

Example of a personal timetable:
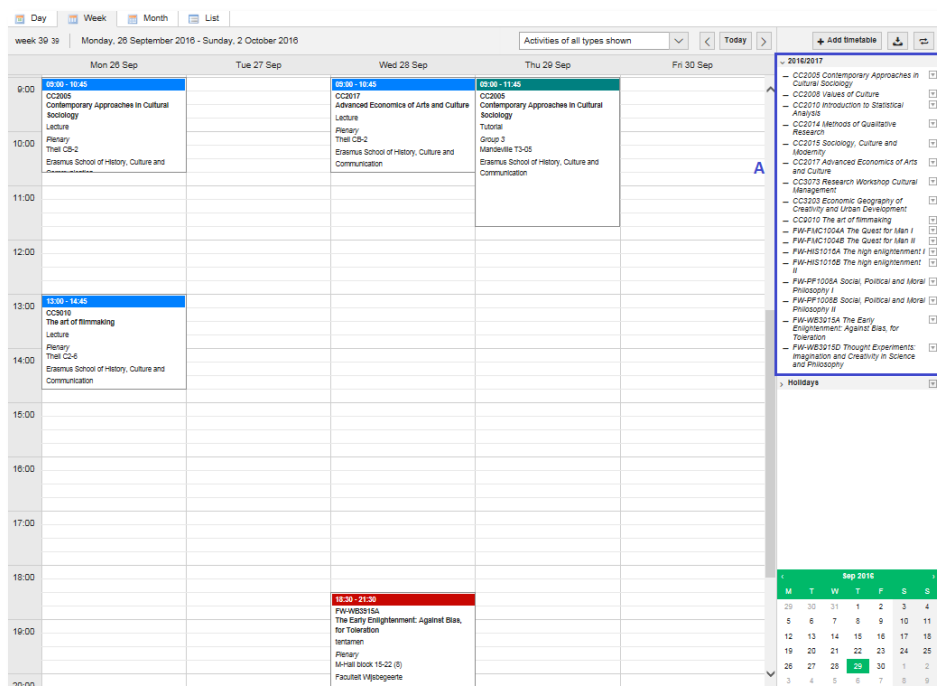
A = these courses are **a**utomatically **a**dded to your personal timetable, based on the correct enrolment via Osiris and/or SIN-Online and the synchronization between MyTimetable and Osiris/SIN-Online.

Recognizable by the -

Blue = plenary session (lecture)
Green = group session (tutorial)
Red = exam

PLEASE NOTE:

Courses that are added to your personal timetable automatically after the synchronization with Osiris and SIN-Online **cannot** be removed by you. If you don't want to take a course and you want to have it removed from your personal timetable, please unroll yourself from the course via Osiris or SIN-Online.

Manually adding courses to your personal timetable:

You can **add** various timetables to your personal timetable **manually**. For example if you have some particular **Electives** in mind and you want to check their timetables in connection with your own personal timetable.
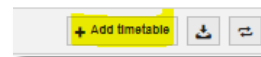
- To add a timetable, click the button _Add timetable_:
- The easiest way to add a course is to click on the option Course in the relevant year. **Search for a course**= enter (a part of the) the course title or the course code. Or select the department.

- Then select the course you would like to add to your timetable.
  In case there are **tutorials** included in this course, you will see a pop up screen: "All groups".
- Click on the arrow/pulldown menu and you will see the different tutorials.

- You can select the group(s) you would like to include in your timetable., followed by clicking on OK.
- Close the course selection window once you have added all the courses you are interested in.
  NOTE: *plenary* sessions are automatically added to your timetable when you select a group.
- The course has been added to your list.

Manually added courses in your timetable can be recognized by a different lay-out: **grey cursive stripes.** And in the right overview you can recognize these courses by the √
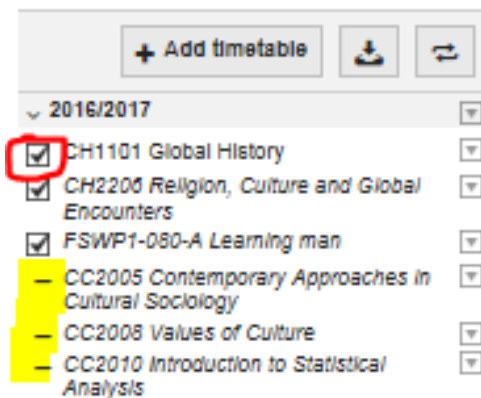
Unlike the courses for which you have been enrolled, this course can be deselected.

It is also possible to change the group you would like to see by clicking on the button.

You can't derive rights from the <u>manually</u> added timetables!

Checking for *timetable conflicts:*

Regardless of whether the courses are added to your timetable automatically or manually by yourself, overlapping activities (= conflicts) in your timetable are clearly visible in two ways:

1. **Directly in the weekly overview:**

2. **Or by using the view tab "List" in combination with "viewing options":**

Changing a group/tutorial

In case you want to change from one tutorial to another tutorial to check again for conflicts, for example in the above mentioned example you cannot take Tutorial CH1101 **EE** so let's check if CH1101 **F** is a better choice:

- Click on "choose group(s)"
- Select the tutorial(s) you want to add to the timetable
- Close.
- Now group F is added to your timetable and you can check again for conflicts.
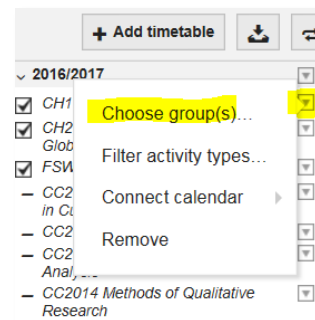
Note: this pulldown menu is only available for courses you added manually.

If you are already enrolled for a tutorial via SIN-Online but this tutorial causes conflicts and you want to look for other options, you have to add the complete course manually first, select all the groups and thereafter check for conflicts again. If another tutorial suits you better than the one you are enrolled for in SIN-Online, please correct your SIN-Online registration.

Removing a course

To remove a course that was manually added to your timetable, click on the and click on Remove.
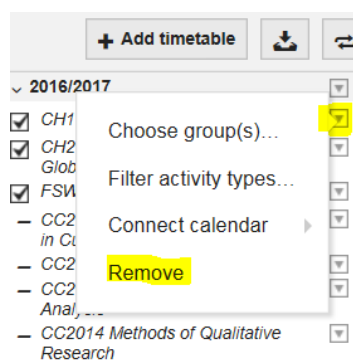
Note: courses that are added to your personal timetable automatically after the synchronization with Osiris and SIN-Online cannot be removed by you.

If you don't want to take a course and have it removed from your personal timetable, please unroll yourself from the course first (in Osiris and/or SIN-Online).

Connecting timetables to your calendar app on smartphones or tablets

You can synchronise your personal timetable with the calendar app on your smartphone or tablet. This way, timetable changes will appear in your calendar automatically.

See https://timetables.eur.nl/help#mobile and https://timetables.eur.nl/help#export for a description of how to connect your timetable to your calendar app for each type of smartphone or tablet.

NOTE: we strongly recommend that you only sync courses that are automatically added to your schedule from the Osiris enrolment and/or the SIN-Online enrolment. In other words, do not synchronize the *manually* added courses to prevent you from assuming you are enrolled for those courses. Manually added timetables are not the same as course enrolments! Course enrolments are made via Osiris and SIN-Online, not via timetables.eur.nl!

SMS ALERT in case of last-minute timetable changes:

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.

ANNOUNCEMENTS

Here, you will find study related messages. These messages are retrieved from Osiris, Canvas and SIN-Online.

Please be aware that not all messages are sent by email, so check the MyEUR page regularly for the announcements!

<u>With regards to the SIN-Online messages</u>: these are published in so called "channels", mostly by the student advisor, Education Office and the programme coordinator Marlinde Hutting. Below you can find an example of how SIN-Online looks like:

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 that will look like this:

GRADES

These results are retrieved from Osiris.

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

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 helps 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 about your study planning, please consult your student advisor.
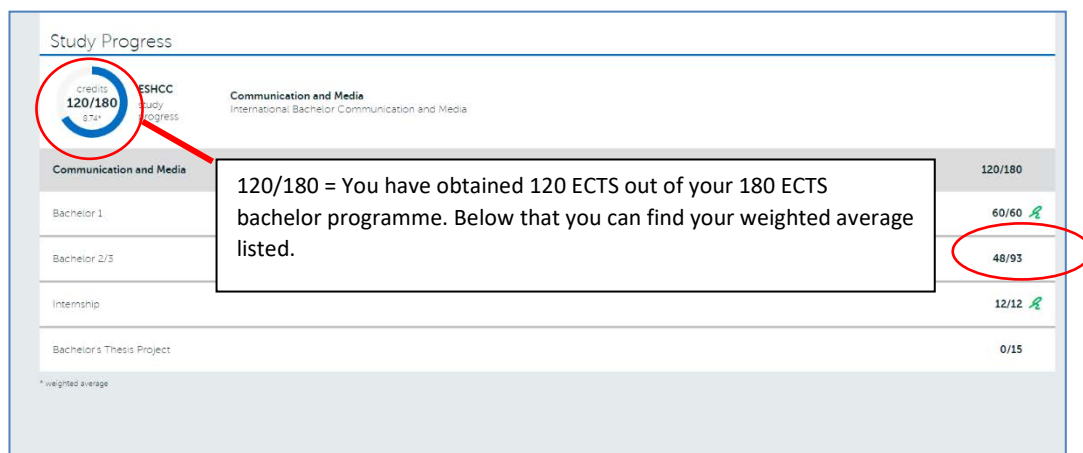
If any grades listed are incorrect, immediately contact the course coordinator of that particular course.

CANVAS

Canvas is the new learning management system of the EUR that provides you with access to the course related information and sources that you need. We are providing you with this Canvas Student Manual to help you use this new system for your learning experience.

How to access Canvas? Go to https://my.eur.nl and find the Canvas link under "Favourites". Alternatively, go to **https://canvas.eur.nl via your web browser**.
When you enter Canvas, please **select Erasmus University Rotterdam**. For both ways of accessing Canvas, you will have to log in via a consent-screen from SURF context. SURF context takes care of IT logistics for Dutch higher education and is a trusted organization. Please agree to proceed.

The Dashboard: When you log in to Canvas, you will first arrive on the "Dashboard". The dashboard has two views:
1) a 'Card view' (showing your courses), or
2) a 'Recent activity' view.
You can change the view via the three dots on the top right

On the Dashboard, you can find a selection of courses for quick access. Next to that, the Dashboard shows you a general To-Do-List with submission deadlines and upcoming events. This To-Do-List is not course-specific but indicates deadlines and events for all courses you are enrolled in. By clicking on a course, you will go to the course-specific page.
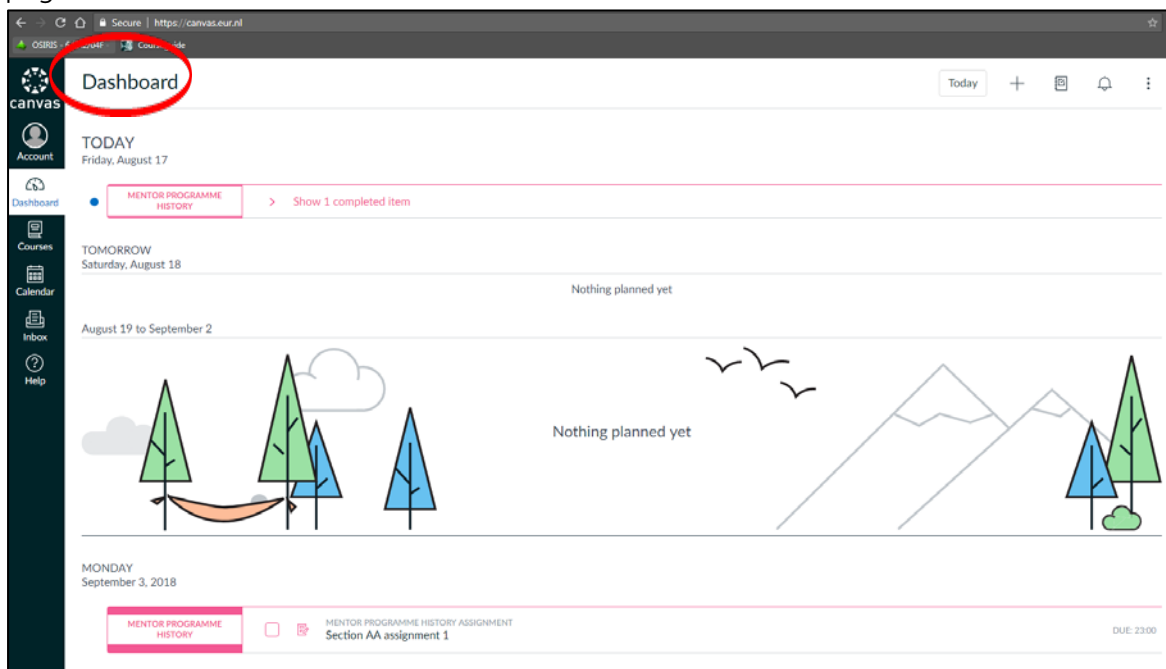
When using Canvas, please go to your Account page on Canvas, followed by Profile. There, you are able to **upload your personal photo**.
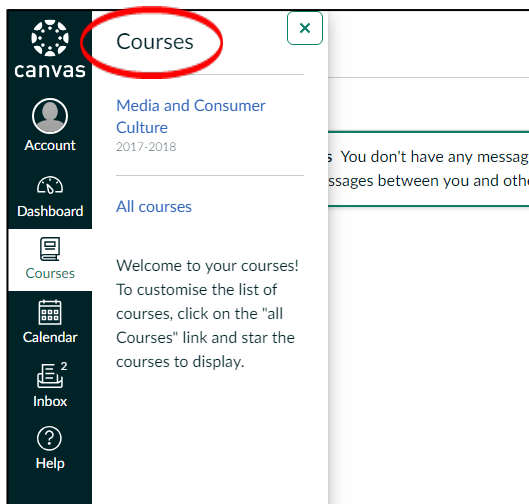
Accessing Canvas is essential for your coursework. Each course you will take will have its own page on Canvas. You can find the course guide, additional readings, and assignment instructions per course. On the left you will find a button saying 'courses', when clicking this the following will appear (see image on the left).

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:

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.

The Canvas Menu

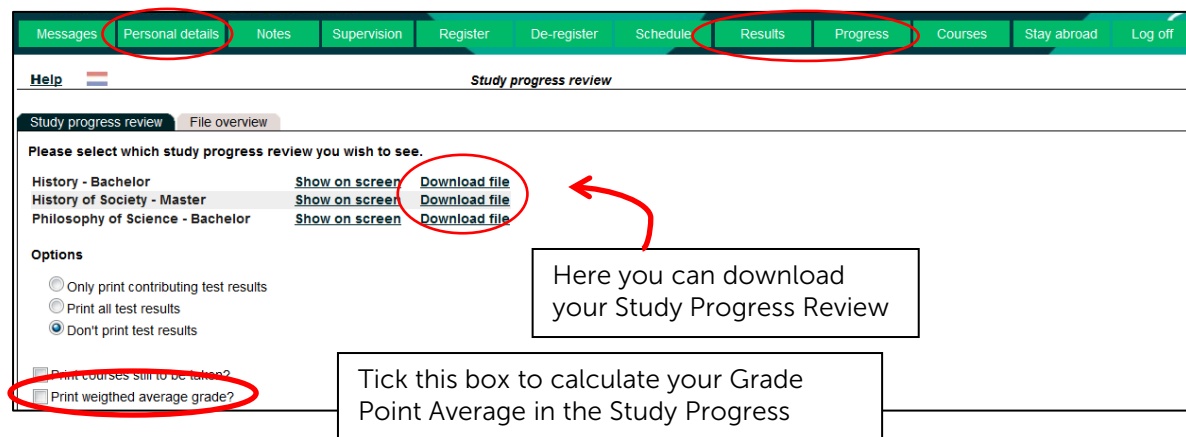|	
Account	Via *"Account"* you can change your profile picture if you would like to. Other personal information is transferred to Canvas from the Student Information System and cannot be changed within Canvas. Furthermore, when clicking on "Notifications", you have the possibility to decide how often you receive notifications for events within Canvas such as announcements, a new discussion post, and a new grade. These are your personal preferences, and they apply to all of your courses. Make sure that you have the correct notification settings, so you do not miss out on any important messages from the courses you are enrolled in.
Courses	Next to the Dashboard, you can find your courses also by clicking on *"Courses"* in the left side menu. When clicking on "All Courses" you will see a list of current and previous courses you have been or are enrolled in. In this list, you can give courses a star, which bookmarks them and makes them appear on your Dashboard. In a course you can find information such as course related announcements, information about the set-up of the course, learning material, learning activities such as quizzes, groups, etc.
Groups	When clicking on *"Groups"*, you can see and enter all the groups you are enrolled in. Within the groups you can have discussions with your group members, share documents with each other and you can receive messages from your teacher that are meant for your group only. Other students outside of your group cannot see what is happening in your group environment, your teacher however, can.
Calendar	You also have a *"Calendar"* in Canvas. Deadlines for course assignments and quizzes are automatically added to this calendar. Important for you to know is, that this calendar is not automatically synched with the timetable systems. Therefore, please always check https://my.eur.nl or https://timetables.eur.nl for your official schedule.
Inbox	Teachers can communicate with you via Canvas through announcements or by sending you a canvas-mail. You can find your Canvas-mails in *"Inbox"*. However, when you receive an email in your Canvas Inbox or when a teacher posts an announcement, you also receive those in your students' mail. So, check your student mailbox regularly.
Help	You can find a *"Help"* button in the left side menu as well. When clicking on it, you can get support for Canvas-related questions.

The Canvas App

Canvas has an app for mobile devices (smartphone and/or tablet) which you can easily download via Google Play on Android devices or via the App Store on iOS devices. Search for "Canvas Student" and download the app. When you log in please choose "Erasmus University Rotterdam" and not "RSM Erasmus University" (this is used by the post-graduate programs such as the MBA). The advantage of using the app is that you receive push messages on your device, and you can access your courses anytime and anywhere.

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 Osiris2.

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: