

Erasmus School of  
History, Culture and  
Communication

# MyEUR Manual

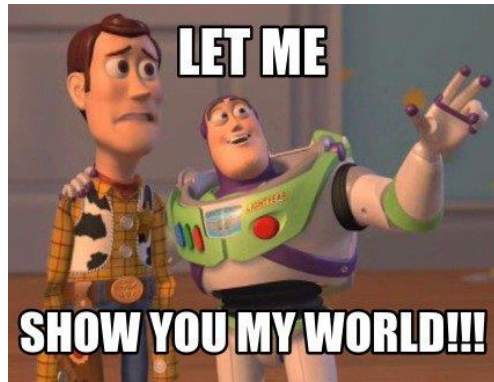
2017-2018

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*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



By Eline Kimmel, updated by Ted Hoogkamer

## 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](http://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 login form.

Erna ID:

Password:

**Warning:** For security reasons, please Log Out and Exit your web browser when you are finished.

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

Erasmus University Rotterdam

1. Your name: Jasmin Seijbel

2. Your grades

3. Your timetable

4. Your courses

5. Links to important portals

6. Messages from channels you are subscribed to & other info

7. Main programme info

8. Other useful links

Beta MyEUR Live!

Curious about the newest features? Go to [beta.myeur.nl](http://beta.myeur.nl) for: Study Progress, Overview of Registrations, Subscribe to MyEUR Timetable. Try it out and leave your feedback!!

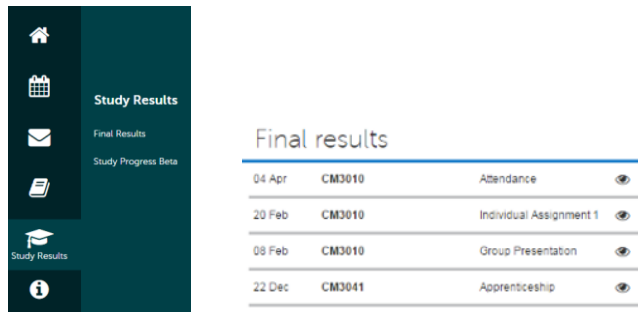
**BETA TESTING**

## 1. Your name

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

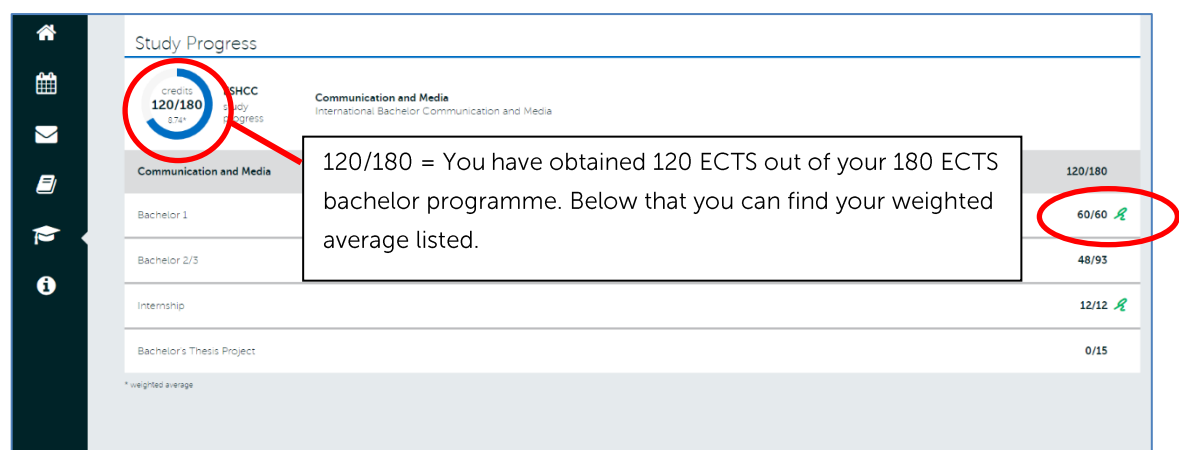
## 2. Your grades

You can simply hover over the eye symbol to see the grades or click on them to get to a full overview, alternatively you can click on the cap in the left-hand menu bar.



Date	Course Code	Assignment Name	View
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](#).



Category	Credits	Weighted Average
Communication and Media	120/180	60/60
Bachelor 1		48/95
Bachelor 2/3		12/12
Internship		0/15
Bachelor's Thesis Project		

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

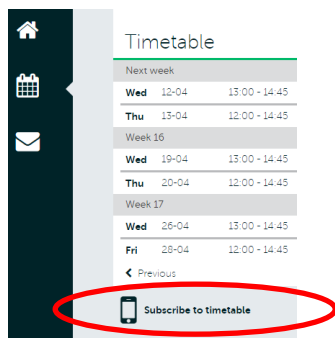
You can check your assignment and final **grades** per course by clicking on each category and on the courses listed there. If any grades listed are incorrect, immediately contact the course coordinator of that particular course.

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 subscribed to the SIN-channels of the concerning courses. If you click on the calendar timetable in the vertical bar on the left 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.



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

Timetable			
<b>This week</b>			
Yesterday			
Today			
<b>Tomorrow</b>			
	09:00 - 10:45	Timbergen H5-01	Group session (Seminar)
	09:00 - 11:45	VB-33	Group session (Workshop)
	13:00 - 15:45	G3-32	Group session (Seminar)
	16:00 - 17:00	m6-40	Group session (Question Hour)
<b>Thu</b> 16-03	13:00 - 15:45	VB-05	Group session (Workshop)
	13:30 - 16:30	Van der Goot M-Hall block 13-15	Exam
<b>Fri</b> 17-03	11:00 - 12:45	Mandeville T3-36	Group session (Seminar)
<b>Next week</b>			
<b>Mon</b> 20-03	10:00 - 11:45	G3-45	Lecture
	11:00 - 12:45	Theel CB-2	Lecture
	12:00 - 13:00	G3-46	Lecture
	12:00 - 13:00	G3-46	Lecture
	13:00 - 13:45	G3-46	Lecture
	13:00 - 14:45	Mandeville T3B-17	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.

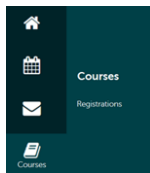
If you are creating your BA-2/3 studyplanning you might want to check different timetables for different courses, to see when classes take place and figure out what works well together without any overlaps. We recommend to use <https://timetables.eur.nl> for situations like that. Remember that this website is just to check your timetable, registering for courses and/or tutorials goes through Osiris and SIN, unless indicated otherwise by your programme coordinator.

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**

Courses that you will add manually to timetables will show with diagonal tentative stripes if you look closely. This means that you still have to register for the courses and/or tutorials through Osiris and/or SIN. In some cases you need to fill out a studyplan, so make sure to check what applies in your situation. For more advice about timetables, please use the help function in the upper right hand corner.

#### 4. Your courses

Click on the book in the left-hand menu to register and check for which courses and exams you are registered. Please note that registrations for courses and exams still happens through [Osiris](#) and registration for workgroups/tutorials is still through [SIN-online](#). It is however work in process at the ICT department to include this option here.



## Registrations

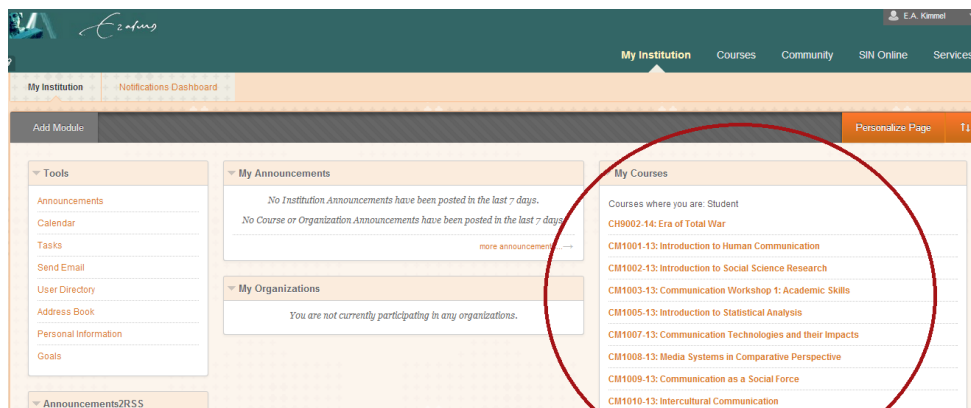
CH2217	Rethinking History 2	Examination	Written exam 1	Registered 12 Dec 2016
CH2217	Rethinking History 2	Examination	Attendance	Registered 12 Dec 2016
CH2217	Rethinking History 2	Examination	Written paper 1	Registered 12 Dec 2016

## 5. Favorites

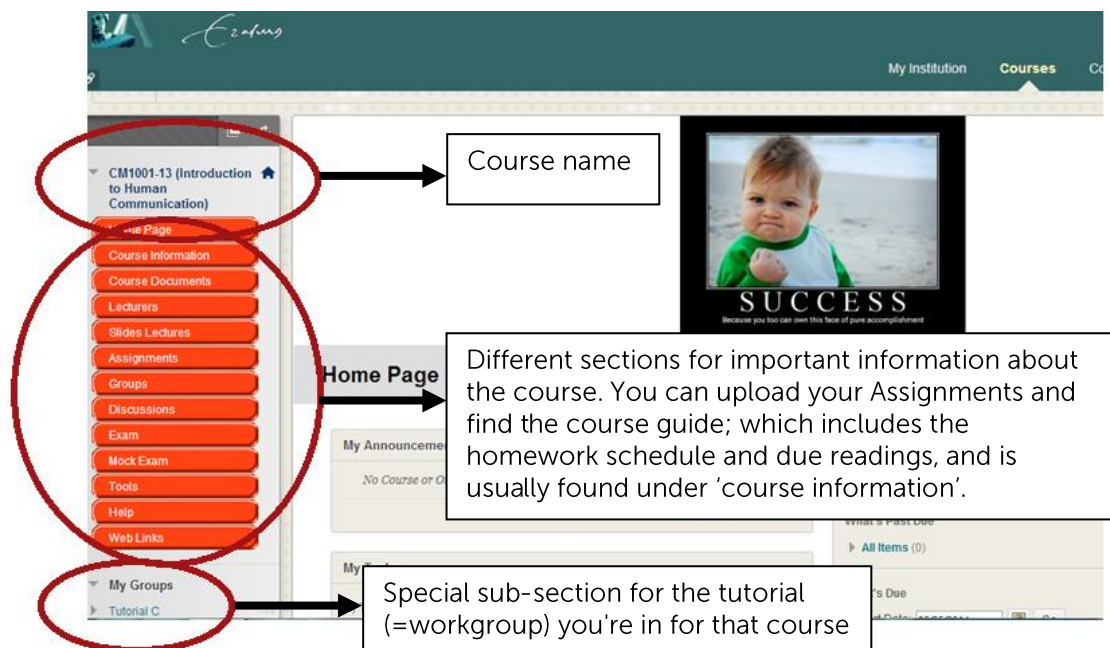
The “Favorites” column will probably be the one you use most, as it is the key to accessing other important university portals: [Blackboard](#), [OSIRIS](#), your [studentmail](#), [SIN-Online](#) and the [Erasmus University Course Guide](#).

### 5a. BlackBoard

Accessing BlackBoard is essential for your coursework. Each course you will take will have its own page on BlackBoard. You can find the course guide, additional readings, and assignment instructions per course. You will see your courses on the right:



Clicking on a course will take you to the specific BlackBoard page of that course. Different course coordinators use BlackBoard a bit differently (e.g. some teachers prefer to e-mail assignment instructions and others post them on BlackBoard) but every BlackBoard page of a course will look something like this:



You can also access lecture slides and other tools and 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 tutor an email with the attached file before the deadline and include a screenshot of the error message in BlackBoard.

## 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 Osiris<sup>1</sup>.

In addition, you will use Osiris to:

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

<sup>1</sup> Check the current student website of your programme for further details.



### 5c. Studentmail 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 e-mail service. Your personal e-mail address is almost identical to your ERNA ID (*Student number + initials + @student.eur.nl*, e.g. [123456mh@student.eur.nl](mailto:123456mh@student.eur.nl)). Via the [ERNA page](#) you can change your password, and find more information about PC-related matters.

Many students have their regular e-mail 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 e-mail account when you reply to a message. Please go to your studentmail 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 e-mail address, please make sure to enter your studentmail (e.g. [123456ab@student.eur.nl](mailto:123456ab@student.eur.nl)), instead of your regular e-mail (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 (=6) 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 however. 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 Blackboard and Osiris (Programme) announcements.

Once you access SIN-Online through your favorites (=5) you will be re-routed to the main page which will look like this:

**My SIN-Online** E.A. Kimmel

My Page  
My Webmail  
My Calendar  
**My Timetable**  
My Grades  
My Registrations  
My Literature  
My Uploads  
My Papers

Date: 21-08  
Message: Temporary Assistant Student Advisor for IBCoM  
Channel: ESHCC

**My 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

**Subscribe**

**A. Overview of your subscribed channels**

**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:

**My SIN-Online** Channel selector

ESHCC 2014 2015 Search: ibcom Find Clear

ESHCC - Bachelor's Thesis Class IBCoM [CM3051-14]  
ESHCC - Bachelor's Thesis IBCoM [CM3050-14]  
ESHCC - ESHCC IBCoM 1st year [IBCoM1]  
ESHCC - IBCoM 2nd year [IBCoM2]  
ESHCC - IBCoM 3rd year [IBCoM3]  
ESHCC - IBCoM all students  
ESHCC - IM Honours Programme [CM2100-14]  
ESHCC - IM Incoming Exchange  
ESHCC - IM Internship  
ESHCC - IM Outgoing Exchange

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.

Save changes

## 5e. Erasmus University Course Guide

For detailed information on each course, go to the [Erasmus University Course Guide](#) (also listed under Favorites (=6) and fill in the name of the course or the course code. For example CM1001:

Back to Eur.nl Nederlands English

Course guide


**Erasmus**

**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 

## 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	<a href="#">prof.dr. J Jansz</a>

Channel >  
Blackboard >  
Timetable >

Here you can also access the Channel, Blackboard 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. For more information, please read these [instructions](#). 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 [ICT Servicedesk](#).

### 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

