Student Manual
MyEUR, Osiris, Blackboard and SIN-Online

Exchange students
Erasmus School of
History, Culture and Communication

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Index

1. MyEUR p. 2
2. Osiris p. 2
   2.1 Enroll for courses and exams p. 2
   2.2 Studyresults/-progress p. 2
3. Blackboard p. 3
4. SIN-Online p. 3
   4.1 Subscribe to channels p. 3
   4.2 Extras p. 4
5. Helpdesk p. 4
1. MyEUR

MyEUR is a portal which contains links to Osiris, Blackboard and SIN-Online. You can find MyEUR on http://www.myeur.nl or click the MyEUR banner on the website of ESHCC. You have to login with your erna-id (studentnr + initials) and password in order to use MyEUR, Osiris, Blackboard or SIN-online.

2. Osiris

Osiris means: Onderwijs en Studenten Informatie, Registratie en Inschrijf Systeem (translated: Education and Student Information, Registration and Enrollment System).

Osiris Student is used for the enrollment for courses. As soon as you are enrolled for a course, you are automatically enrolled for the exams. Plus you are automatically enrolled (on the next day) for the courses in Blackboard. You can also view your official results of your exams and your study progress.

Osiris Student has more functions, but they will not be discussed here.

2.1 Enroll for courses and exams

To register for courses, please go to the Exchange students website: http://www.eshcc.eur.nl/english/incomingexchangehistoryculture/information1314/courses/

The international office will check your registration and send you a confirmation. After you have received this confirmation, the Education Office will register you for the course and exam.

Re-sit exams
Students who are only here for the first semester and have a re-sit exam, please check the Study Guide for the procedure. To register for a re-sit exam for the second semester, please follow the following steps:

When you are in MyEUR, click at <register> below the title ‘Osiris’.

Click on the flag for the english version on the bottom left of the page.

Fill in the course code of the course second line; for example CH2005-13 for the course Business History; and choose ‘Register for test’. To check the course codes please visit the student page (Information – Course descriptions). It’s also possible to fill in a (part of the) course name.

IMPORTANT: If you change your mind about following a course, please unsubscribe for this course well before the course begins to give other students a chance to enroll. You can do this by clicking on the option De-register in Osiris.

2.2 Studyresults/-progress

At the chart <Results> you will find an overview of all your results. Make sure you check your results on frequent basis. When the results aren’t shown after a month, inform the student office. Because then something went wrong with the administration.
At the chart <Progress> you will find an overview of the obtained credits you have so far.

3. Blackboard

Blackboard is the digital learning environment that is used by the teachers for educational purposes. Every course has its own pages which contain course material, means to communicate, means to hand in assignments and virtual discussion platforms. You can access Blackboard by MyEUR or the banner on the ESHCC website.

Under the chart ‘My Courses’ you can find the courses you are enrolled for.

The first page always shows the Home Page where you can find among others My Announcements, My Tasks, My Calendar, To do and What’s new.

The teachers will inform you were you can find the information that is needed. You can find several options in the left menu. For example:

- **Course Information:** Study outline and important messages
- **Course Documents:** Additional texts
- **Assignments:** Here you can find take-home exams and assignments etc. This is also the place where you will have to send them in. Sometimes the paper/document will be checked with plagiarism (through Safe Assignment) (Also see: http://www.eshcc.eur.nl/english/students/it)
- **Communication:** It’s possible to send an e-mail to the teachers and students of the course.
- **Tools:** Blogs, Collaboration, Discussion Board, Wikis, Blackboard Help
- **Help:** Blackboard Help for students with Frequently Asked Questions (FAQ)

4. SIN-Online

SIN-Online is the portal that contains important messages for students. SIN stands for study Information Network. You can access SIN-online by MyEUR or through the banner on the ESHCC website. There is also an app available for your smartphone.

4.1 Subscribe to Channels

To receive messages from the Student Office you’ll have to subscribe to the Channels of your courses.
Beside the channels of your courses there are also channels for each study program. You will be subscribed to the channel ‘ESHCC Exchange Students’ by the international office. Through this channel you’ll receive important messages that are meant for groups of students.

Make sure you check SIN-online frequently, so you can read the latest messages. This is the Education Office’s tool to communicate with students of the faculty. Some channel messages are also made into email messages, but not all of them.

If you want to be informed about cultural activities that are organized at the Erasmus University, you can also subscribe to the channel of ‘SG Erasmus’. Then you’ll have to change ‘ESHCC’ (left) to ‘EUR’. Then you are able to choose from different channels of the Erasmus University.

Select the name of the channel of your choice (or select more channels at the same time) to subscribe. Press <Add subscription>. The chosen Channels will appear in the second screen. Press <Save changes> to confirm your subscription.

4.2 Extras SIN-Online:

<My Webmail> This is your personal university e-mail address. Your address is your student number+initials@student.eur.nl (for example: 123456ab@student.eur.nl). This e-mail address is used by the faculty to send you important messages like changes in schedules. The Erasmus Student Service and the University Library will also send their messages to this address. So, it’s important that you check your e-mail on a regular basis.

<My Timetable> When you are subscribed to the course channels of your choice, you’ll find a weekly overview of your course schedule at <My Timetable>. Whenever there’s a change in the schedule, you will be informed by e-mail or channel message.

<My Grades> Here you can find an overview of all your results. These are temporary results, the official results can be found in Osiris (see page 6).

<Config> When you enter your cell phone number (red arrow) and mark this free service below, you will receive your grades through text messages. The Student Office can also send you short notice messages (for example: when the professor has called in ill or there is a change in lecture room).

Help> When you click on the Help link you can find Frequently Ask Questions (FAQ) and other useful links about SIN-Online.

5. Helpdesk

You can find the Helpdesk in front of the PC-labs in the L-building (yellow desk). Or contact them by email or telephone.
Tel.: 010 - 40 81850 E-mail: studentenhelpdesk@law.eur.nl

Go to http://www.eur.nl/english/erna for more information (f.e. how to change your password).