Student manual
Osiris, Blackboard and SIN-Online

Erasmus School of
History, Culture and Communication

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1. **MyEUR**

MyEUR is a portal which contains Osiris, Blackboard and SIN-Online.

You can find MyEUR at the studentpage: www.eshcc.eur.nl/english/students. At this student page you will also find important information like course schedules, course overviews, and teaching and examination regulations.

Click on the icon ‘I love My EUR’. You will see the following screen:
Behind `<username>` you can fill in: `studentnumber+initials@eur.nl`.
For example `123456az@eur.nl`.

And behind `<password>` you can fill in the "ERNA password" you have received together with your studentcard or together with your confirmation letter of your enrollment to the Erasmus University.

Click on `<Log-in>`.

The MyEUR portal appears:
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 for the courses in Blackboard.

Osiris Student is important because:

A. You can enroll for courses and exams.
B. You can view your official results of your exams and your study progress.

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

Attention:

* Exchange students and free movers have to use the course registration forms at the website: http://www.eshcc.eur.nl/english/exchange

Bachelor 1, Pre-master students and master students don’t have to register for the first term. This is done by the Student Office.

** If you have to do a resit, you’ll have to enroll through Osiris. This is not automatically done when you’re enrolled for the course.

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.
A. Enroll for courses and exams

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

The following page will appear:
Click on the flag for the English version on the bottom left of the page.

Fill in, before the enrollment deadline, the course code of the course you want to enroll; for example CC4112-11 for the course Cultural Economics: Applications. 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.

If you are registered for a course (‘Register for course module’) then you are also enrolled for the exam. In addition, the next day you are enrolled for the course in Blackboard.

When you have to register for a resit, you follow the same steps. But you have fill in the second line and choose ‘Register for test’.

Enrollment deadline (including exams)*:

- Term 1: 23-07-2012 to 01-09-2012
- Term 2: 23-07-2012 to 15-10-2012
- Term 3: 23-07-2012 to 17-12-2012
- Term 4: 23-07-2012 to 11-03-2013

Enrollment for resits in June 2013:

- Between 35 and 7 days before the exam.
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 (www.eshcc.eur.nl/english/students)

Press – after you log in at MyEUR – on “Blackboard main page” to access Blackboard.
A. Options in Blackboard

Under the chart ‘My Courses’ you can find the courses you are enrolled for. In this example you could press ‘Academisch Schrijven’ to enter the course page:

De course page appears:
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:** 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
A. Subscribe to Channels

After you have logged in on MyEUR you can press the button My Page under ‘SIN Online’ to enter your personal page. To receive messages from the Student Office you’ll have to subscribe to the Channels of your courses.

Press <Subscribe>. Next you see the page with all the courses you can subscribe for.

Beside the channels of your courses there are also channels for each study program. Subscribe to your own program. Through this channel you’ll receive important messages that are meant for groups of students.

There are also channels with the names ‘ESHCC Students’ and ‘ESHCC Bulletin Board’. Every student is automatically enrolled to these channels.

Make sure you check SIN-online frequently, so you can read the latest messages. This is the Student Office’s tool to communicate with students of the faculty.

Attention: 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 channels of ‘Studium Generale’, ‘Erasmus Student Service Centre (ESSC)’ and ‘Erasmus Cultuur’. 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.

To return to your messages, press <My page> in the menu. Now you can see your subscribed channels at <My channels>. And you will see the channel messages at <My messages>.
B. 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 press the button, the following page will appear:
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 himself sick or there is a change in lecture hall)

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

When you have problems with logging in with your username and/or password, contact the 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.: 010-4081850
E-mail: studentenhelpdesk@law.eur.nl

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

Also see http://www.eshcc.eur.nl/english/students/it for information about computers facilities, manuals etc and http://eshcc.sin-online.nl/channel/pub/link_doc.html?trid=365 for frequently ask questions.