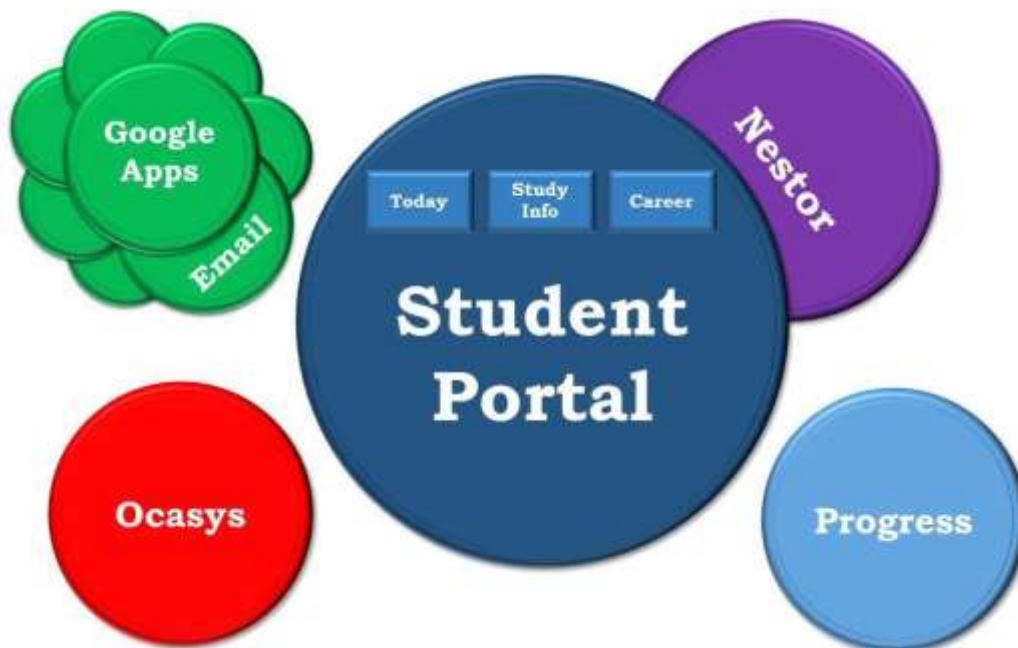# INFORMATION AND COMMUNICATION CHANNELS

This document is a tool to quickly familiarize yourself with the most important digital information and communication channels of the Faculty of Science and Engineering (FSE). Reading this document, logging into the various computer systems and making the short assignments will prepare you optimally to find your information in and around your degree programme.

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CONTENTS

1.   YOUR PERSONAL ACCOUNT

After enrolling for your degree programme through Studielink, you receive an email with instructions about a username and password, representing your personal computer account. The username is identical to your student number, preceded by the letter *s*. Your personal account provides access to the university computer applications. Please follow the instructions in that email to activate your account, and also check if your account is working correctly: visit http://studentportal.rug.nl and log in. A two-step verification method is needed to log in, so-called Multi-factor Authentication (MFA). After typing in your username and password, a second authentication step follows via a separate device, e.g. a mobile phone or tablet. This two-step verification method makes it harder for malicious parties to gain access to your account. Follow the instructions on how to set up MFA. If you experience problems or lose your password, please contact the CIT Servicedesk.

2.   STUDENT PORTAL: THE INTERNAL INFORMATION PORTAL

The Student Portal is the intranet information portal for students of the University of Groningen. The School of Science and Engineering (SSE) and your degree programme publish all of their information via this portal. It also contains information about all services, regulations and policies of the university. Moreover, Brightspace (chapter 3) is implemented in the student portal as well. You can log in to the portal with your personal account.

Assignment

Use your personal account to log in via http://studentportal.rug.nl. After login, you will see three main tabs, named 'Today', 'Study Info' and 'Career'. Browse extensively through the content of the three main tabs, as described below.

Today tab

This is the starting tab, on which several widgets are published. On the upper left side you will find 'Need to Know' messages. These are generally important messages from your degree programme, faculty and university. It is essential that you regularly read these messages, to stay updated about important issues regarding your studies. A message is colored **red** if you haven't read the contents before, and turns **grey** after reading it. Click on one or a few of the current messages to find out what kind of information is published here.

In the middle of the screen, you will find 'Nice to Know' messages. These messages are less essential to read: examples are announcements for symposia and summer courses, or calls for participation in study support workshops or interviews. Skipping these messages will not put you at a disadvantage with regard to your studies, but reading them every once in a while will keep you informed about interesting study-related activities.

On the right side of your screen you will see widgets that are related to Brightspace (chapter 3). All other elements of the 'Today' tab are more or less self-explanatory.

Study Info tab

This tab is divided into different subcategories, including Quick links, Bachelors and Masters. Under Quick links you can find information about general aspects of the FSE or facilities that are shared by several programmes. Under Bachelors and Masters you can find specific information about your degree programme. Click on your degree programme and have a thorough look around, to find out what kind of information is

available here.

Career tab

This tab is dedicated to all kinds of information that may help you to develop a clearer view of your future options for employment, and to prepare yourself for the job market. You can find a calendar with upcoming career events as well as vacancy postings, including student assistant positions in our faculty. It is worthwhile to visit this tab every now and then, during your studies.

3.   Brightspace: THE ONLINE LEARNING ENVIRONMENT

Brightspace is the electronic learning environment of the University of Groningen. Lecturers use Brightspace to provide information about their course units, to exchange documents with their students and possibly, to give online education or exams. Students use Brightspace to find course unit-related information, to read announcements, to cooperate with fellow students and to hand in assignments. Brightspace is integrated in the Student Portal.

After logging in to the Student Portal, you arrive at the 'Today' tab, which includes relevant Brightspace widgets on the left side of your screen. Here, you will see the widget "My Courses", which lists all the course units you have enrolled in via Progress www(see chapter 7). The courses will be sorted by year and semester/block. If you have enrolled in a course unit, but it is not visible here, the lecturer has probably not made it available yet. Clicking on a course link directs you to the course information page, which contains the latest updates on the course unit. If there already are course units listed under "My Courses", click on one of them and see if there is any course material available under "Content". Some lecturers upload a lot of material before the course unit starts, while others publish their course information simultaneously with the course lectures.

On the 'My Courses' widget, you will also find a 'Communities' tab. Some associations or committees publish their information via this. You will probably not be enrolled in many of these Brightspace communities at the start of your programme.

4.   GOOGLE APPS FOR EDUCATION

The University of Groningen uses Google Apps for Education. These apps include an email account (Gmail, see chapter 5 below), a calendar (Google Calendar), and a file storage service (Google Drive), among other things.

To gain access to these services, log in to http://googleapps.rug.nl using your personal account. You will receive a single request to share your email address with SURFconnext, an authentication service that is trusted by both the University of Groningen and Google. Click "Yes, share this data" to continue. After accepting the Google Terms of Service and the Google Privacy Policy, you can make use of your Google apps. More information about Google Apps for Education is available.

5.   UNIVERSITY E-MAIL SERVICE

Along with your Google Apps account comes a university email address (xxxxx@student.rug.nl). UG-staff (such as academic advisors, lecturers, teaching assistants) will only communicate with you via this email address. It is therefore important that you check this account on a daily basis.

For your own convenience, you may choose to forward your university email to your private email. After having logged into Gmail, go to 'Settings' (top right and click the tab "Forwarding and POP/IMAP". At the top of the page, select "Forward a copy of incoming mail to [ ]" and select your email address. If your private email address cannot be selected here, click "Add a forwarding address" and enter your private email address. You should receive a verification email to that address. Because there is always a small risk that forwarding breaks down, or that spam messages are not forwarded to your private email, make sure to check your university email account regularly.

If you would like to communicate with your academic advisor or other UG-staff, UG-committees or the board of examiners, please, for safety reasons, always use your university email address. Only then we know for sure that it is YOU sending the email.

6.   OCASYS: THE COURSE CATALOGUE

Ocasys is the online course catalogue of the University of Groningen. It provides an overview of the course units in your degree programme. More importantly, it also provides extensive information about all course units that are offered by the university. You can use it to find the course unit specifications, its learning objectives, the name of the teacher(s), the period in which the course unit is taught, the number of ECTS involved, the textbooks to be studied, and a link to the timetable.

This database is indispensable when planning your study programme. Ocasys may be consulted via http://www.rug.nl/ocasys, for which you don't need your personal account.

7.   PROGRESSWWW: ENROLLING FOR COURSE UNITS

ProgRESSWWW (in short: 'ProgRESS') enables you to enroll for course units. You must enroll for course units **at least four weeks** before the start of a period. ProgRESS also gives you an overview of your grades. <u>Note for first-year</u> <u>bachelor- and master students</u>: course units in period 1a of the first year of your bachelor or master degree programme will remain open for enrollment up to and including the first week of the academic year.

There is no separate examination enrollment procedure for course units that are organized by the Faculty of Science and Engineering: being enrolled for a course unit is sufficient to participate in the exam as well. Note that other regulations and enrollment deadlines may apply for course units that are organized by other faculties!

Last but not least, always make sure that you are present at the first lecture or meeting of a course unit for which you are enrolled. This is mandatory to confirm your enrollment. Not showing up without notification to the course coordinator may result in de-enrollment for the course unit.

Assignment

Go to http://progresswww.nl/rug/, log in, and check the following:
- Is the information about your address and telephone number correct? To check this, click the "Info" tab. If the wrong address or number is displayed, please correct it through Studielink.
- Are you enrolled for the right course units? Go to the tab named "Enrolling". You can register for course units by navigating through the menu on the left. Go to *Enrollments RUG – Faculty of Science and Engineering – School of Science and Engineering (SSE) BSc – Your degree programme*. Register for the necessary course units in periods 1a and 1b by checking the boxes behind them and, importantly, clicking on "Enroll". If you have done this correctly, the items for which you are registered appear in a list on the right side of your screen.

8.   WiFi

You can access WiFi via the Eduroam network everywhere inside and around the buildings of the University of Groningen. For information about how to connect to the WiFi network, see:
http://student.portal.rug.nl/infonet/studenten/ict/servicedesk/handleiding/