

Agora and Pedagogical Tools

The particular context of this new school year 2020-2021 makes it imperative for us to make sure that your access to digital and educational tools work (Agora, Hyperplanning, Icampus, Zoom...). Here below is some information allowing you to initialize your access whether you are a new speaker or not.

1. Your User Number (Catho Number and Passwords)

a. New stakeholders (excluding ICL alumni)

When you are first assigned to one of our courses, your ICL identity must be initiated in our computer system. To do so, you will need to activate your Agora account. This activation will be done in several steps:

The first step consists of an email that you may have received or that you will receive (please check in your spam) with the subject line:

Creation of your AGORA Teacher account sent by *Institut Catholique de Lille* noreply@univ-catho-lille.fr
This email contains your Catho number and a link allowing you to create your password to access your account. This password will be the one you will use on Icampus (the pedagogical platform on which you will be able, among other things, to do your TEs remotely).

You are not obliged to fill in your entire administrative file right away.

Second step: Once you have clicked on the link to create your password, you will receive an email notifying you that your ICL account has been created (Access to your Teacher Portal - The faculties of the Catholic University of Lille sent by My ICL Account noreply@univ-catholille.fr).

In this message, you will find your Catho number which will be the basis of your login for the ICL tools. We thank you to note it down and to keep it precious (we encourage you to note it down and to keep it precious / we thank you in advance for writing it down and keeping it precious).

You will then be able to go to <https://agora.univ-catholille.fr> and connect to your teacher portal with your login (Catho number) and password. From this portal you will be able to complete your administrative file to generate your contract but also to access all the resources and tools made available to you by ICL (your online schedule, your student list and space for entering absences and continuous control notes, your administrative file, links to tools, access to your @lacatholille email box, access to Icampus...).

This preliminary step is essential for you to access Icampus and create your Zoom ICL account.

b. New stakeholders (former ICL students)

At the time of your assignment, the e-mails mentioned above or any information coming from Agora, can arrive on the e-mail address you had given when you were a student. If you no longer have access to this email address, please contact the study assistant in charge of the year in which you are working so that he or she can modify the information in your account and generate a new password if necessary. Your user number is the Catho number you had when you were a student with us.

Attention: once you log into your student portal for the first time, you will find a link to the teacher's portal in the MY DOCUMENTS section on Agora's home page.

This link will appear as soon as you are assigned to a course as a teacher.

c. Speakers who have already given a course at LWF or ICL and permanent teachers

For permanent teachers or speakers who have already taught at LWF or ICL, you do not need to activate your account as it already exists.

If you have never been to Agora or if you have forgotten your login and password, you can go to the Agora portal (<https://agora.univ-catholille.fr/>) and click on forgotten password and enter your catho number or your personal email address.



You will then receive a link to reset your password then an email with a direct link to your teacher portal and your catho number.

2. Once your account is created or retrieved

Once your account is created or retrieved, you will be able to connect to the various services and tools made available to you by ICL.

Some information about Agora

On your Teacher portal you will find a number of headings. Find below those which will be most useful to you:

My courses (at the bottom of the window in the middle)

- DIRECTORY = general directory and student list (emails)
- MY COURSE SHEETS = the course sheets in which you intervene
- ENTER ABSENCES = student call list and space to enter attendance/absences
- ENTER MARKS = space to enter your grades from continuous or ongoing assessment

Useful Links (bottom right of the page)

- Contract Administrative Form = Link for the creation of your administrative file

- LaCatholille Messaging / Office 365 = Link to your email inbox @lacatholille.fr and Microsoft tools :

- To connect to the Outlook mailbox @lacatholille.fr or to Microsoft tools (Teams etc.) you will need to use the following identifiers:

o Identifier : cathonumber@lacatholille.fr

o Password : Agora password

- From this space, you will be able to consult the @lacatholille.fr email inbox but also create virtual workspaces/visio/classes with the TEAMS tool or use the office suite. For any questions you can contact the ICL's IT department: SERVICE INFORMATIQUE <SI@univ-catholille.fr>

- Planning = Direct link to your online planning :

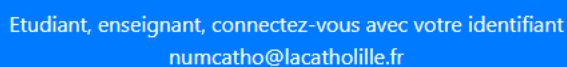
o You will be able to click on the link 2020-2021 then fill in your name in the box provided for this purpose, to find all the planning information for your courses (face-to-face and distance learning) and, if applicable, the rooms in which they will take place.

o Direct address to HyperPlanning: <https://planning.univ-catholille.fr/20202021/invite>

- **Direction** of the digital campus = link to the DCN which will be able to help you with online tools such as Icampus or Zoom and on whose site you will find tutorials or self-training information on the tools.

- Icampus portal = access to ICL's pedagogical platform on which you will be able to offer your courses online but also to consider different pedagogical or evaluation activities. You are automatically registered for the courses you teach and your students too, sometimes in groups depending on the size of the class.

- To connect to the Icampus you must click on the blue line on the home page or login page:



Etudiant, enseignant, connectez-vous avec votre identifiant
numcatho@lacatholille.fr

and use the following identifiers:

o Login: cathonumber@lacatholille.fr

o Password : password Agora

- Training and tutorials are offered by the Digital Campus Management.

- Direct address to Icampus: <https://icampus.univ-catholille.fr/>

- Library access = access to the library online/account reader

3. ICL Zoom Accounts

DCN has created a Zoom account for you so that you can conduct virtual classes with your students. This account allows you to have up to 300 people connected to a virtual meeting.

An email has been sent or will be sent to you on your @lacatholille.fr mailbox once the activation procedure of your Agora account has been completed (see the first part of this document).

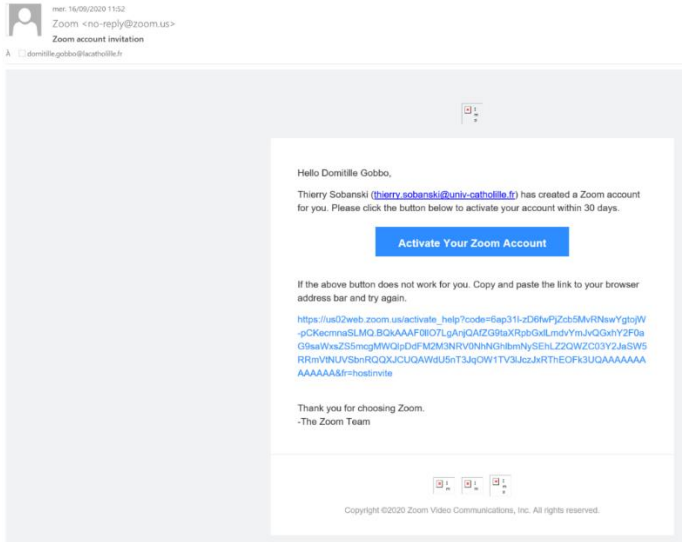
You must then connect to your @lacatholille email box by following the link available on Agora and by using the identifiers and passwords

o Login: cathonumber@lacatholille.fr

o Password : password Agora

Once logged in on the page, you must choose Outlook in the tool line to access your mailbox.

In your mailbox, you will have to look for the Zoom email and click on the activation link:



The following page will open:



Make sure that the email address is your @lacatholille.fr address.

On the next page :



Bienvenue à Zoom

Bonjour, Domitille Gobbo\Votre compte a été créé avec succès.
Veuillez lister votre nom et créer un mot de passe pour continuer.

En m'inscrivant, j'accepte la [Politique de confidentialité](#) et les [Conditions de service](#).



Complete your form with the password of your choice and then click on Continue.
Your Zoom account is created!

Please make sure to use your email address (votreprenom.votrenom@lacatholille.fr) to generate your Zoom account so that it is also recognized at **(on)** Icampus.

If you did not receive this message after creating or retrieving your account, you can send an email to the department in charge: sun@univ-catholille.fr adding the assistant in charge of your year of teaching in copy and Mrs Domitille Gobbo (domitille.gobbo@univ-catholille.fr).

Once your Zoom account is activated :

You will be able to go to the Icampus platform and start creating your online sessions in your course space. To accompany you in this creation, specific FLD training sessions will be organized very soon and you will also be able to follow tutorials proposed by the DCN (on the site accessible from Agora or Icampus) and or training sessions organized by the HR department of ICL.

4. Your contacts in the LWF Research Department

Véronique Degrandsart : secretary in charge of reception (Office RS007)
Veronique.degrandsart@univ-catholille.fr / 03.20.13.4100

Domitille Gobbo : in charge of studies campus Lille / PrepaD1 (Office RS009)
Domitille.gobbo@univ-catholille.fr / 03.59.56.7959

Licence 1 (first year bachelor students)

Elodie Delhomez : assistant of studies L1 (Office RS008)

elodie.delhomez@univ-catholille.fr / 03.20.13.41.61

Louis Da Silva : assistant of Visiting L1 subject studies / Pedagogical workshops (Office RS008)

Louis.dasilva@univ-catholille.fr / 03.20.13.4720

Licenses 2 : (second bachelor students)

Graziella Pellitteri: assistant of studies L2 (Office RS008)

Graziella.pellitteri@univ-catholille.fr / 03.20.13.4045

Licenses 3 :

Vanessa Vigier : assistant of studies L3 (Office RS008) (until December 2020)

Vanessa.vigier@univ-catholille.fr / 03.20.13.4192

(from December 2020)

Sabrina Flament : design assistant L3 (Office RS008)

sabrina.flament@univ-catholille.fr / 03.20.13.4192

Master 1 initial francophone & L3, M1 and M2 BLM

Florian Morais de Santa Rita: assistant of the BLM and M1 French studies (Office RS010)

Florian.morais-de-santa-rita@univ-catholille.fr / 03.20.13.4162

Master 1 and Master 2 International (DIE)

Clothilde Turck : assistant of M1&M2 DIE studies (Office RS010)

clothilde.turck@univ-catholille.fr / 03.59.56.6967

Master 2 in French :

Caroline Phulpin : M2 studies assistant (Office RS010)

Caroline.phulpin@univ-catholille.fr / 03.59.56.7919

Masters in Alternating, DU and Prep courses

Louis Da Silva : assistant of the Alternance, DU and Prep studies (Office RS008)

Louis.dasilva@univ-catholille.fr / 03.20.13.4720