UNIVERSITÉ MOHAMMED VI
DES SCIENCES DE LA SANTÉ
CASABLANCA

CENTRE D'INNOVATION
UM6SS - CASABLANCA

DIGITAL USAGE GUIDE

V.2021-2022

- Fully aware of the importance of digital technology and its strengths in the field of instructing and training, UM6SS is committed to a process of digital transformation of its teaching practices. Its objective is to provide you with the technological tools that will allow you to enhance your learning flexibility and improve communication between you and your teachers.

- This guide introduces you to the digital features the university provides. Its objective is to give all the information on the various digital tools acquired by the university and made available to you in order to support you in your university life.

Digital infrastructure

Secure Wifi access:

UM6SS offers you **free access** to the wireless network in all areas of the premises, from your laptop, smartphone or tablet.

To connect :

Log in to the "**Student"** wireless network,

Password: **um6ss @ 2016**

Self-service computers:

Computers are available for self-service in various areas of the university library.

You can connect with the **open session** (without password) **"Student"**

Digital student card: *Your student passport*

Your **student card** certifies your registration at UM6SS and also secures access to the university. Your student card is valid for the duration of your course at the university.

The reader's card is acquired free of charge. Its renewal due to loss is possible but you will be charged a fee set by the university.

MOHAMMED VI UNIVERSITY OF HEALTH SCIENCES CASABLANCA — STUDENT ID CARD

Name :
Date Of Birth :
Student ID :

STUDENT

FACULTY OF MEDICINE UM6SS - CASABLANCA   2021-2022

Student messaging: Your best communication tool

All UM6SS students have a personal email "*pnom@um6ss.ma*".

The password for the mailbox is sent by email to the address provided upon registration. It is similar to that of Konosys.

To access your email, all you need to do is log in to Outlook and enter your username and password.

Signing your emails is required. It will allow your recipients to identify you simply and quickly.

To do this, the signature of your emails should be as follows:
Last name First Name
Xth year student
Faculty of XXX
Mohammed VI University of Health Sciences *
* The name of the university must be written in full, do not use the abbreviation (UM6SS)

Check your UM6SS mailbox regularly!
Frequent consultation is essential throughout your university career. Your **UM6SS address is the only communication mailbox** used where you will receive all educational, administrative and event information from the university.

I forgot my password, what should I do?
If you have forgotten your password, request a reset from your institution's IT department.

Digital tools and services

UM6SS Portals: University information and news

The **"www.um6ss.ma"** portal has been designed to answer all questions about studying at UM6SS. It centralizes access to the various schools and university services;

From this platform, you can access all of the university's websites; at the service of the library, the Language Center or the UM6SS Digital course platform.

This site is also the ideal way where you can consult all the news and events of the university.
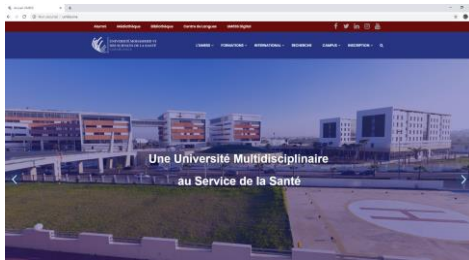
Faculty / School Websites:

Each UM6SS faculty / school has its own website. Each site gives access to all their information and news.

http://medecine.um6ss.ma/

http://dentaire.um6ss.ma/

Digital tools and services

KONOSYS, Digital Workspace (DW)

Konosys gives you simplified access to many administrative and educational services. students have a Konosys account which allows them to enter and update their **personal information**, consult their **schedule** and **grades** and request the **administrative documents** they need (Certificate of achievement, School Certificate , etc.) .

To connect you:

- Go to the page:

https://um6ss.konosys.com/konosys/

- Enter your Username and password (received by email from the IT department)
- Click on Connect

For your administrative requests:

Student Portal / Administrative request.
You can use this page to submit your request for administrative documents to the tuition service.
Your documents will be ready within 48 hours.

To consult your notes, absences and timetables:
All this information is made available to you in the Konosys Student portal.

Digital tools and services

CANVAS, E-learning Plateform

Canvas is an **online course** platform where all your courses are deposited. It will allow you to consult and prepare your courses freely and at your own pace thanks to course materials in different formats (Pdf, Mooc Capsules, etc.) and to quizzeswith key answer made available to you.

Canvas is also an ideal means of exchange and communication between you, your coll, your teachers and your administration (forums, online discussions, announcements and messaging)

Guide for using Canvas:

The university has made several tutorials available to guide you in using Canvas and which are available at:

https://um6ss.instructure.com/courses/1623

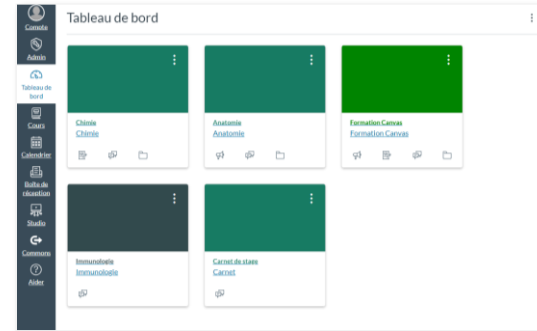**To log in:**

Go to the page:

https://um6ss.instructure.com

➜ Enter your Username and password (received by email from the IT department)
➜ Click on Connect

To view your courses online:

Connect to Canvas / Dashboard:

➜ Go to the chosen course by clicking on it
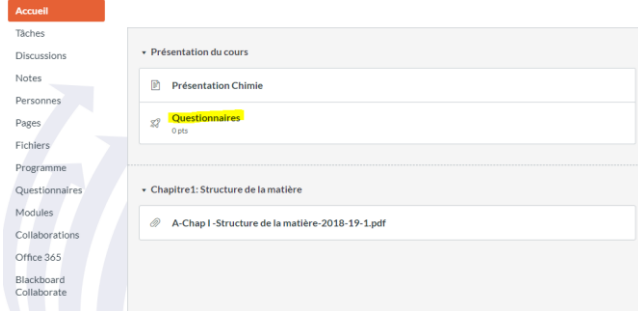➜ Consult the different course materials

➜ You can download the course material by clicking on "Download chapter XXX" below the chapter title.

To answer a Quiz:
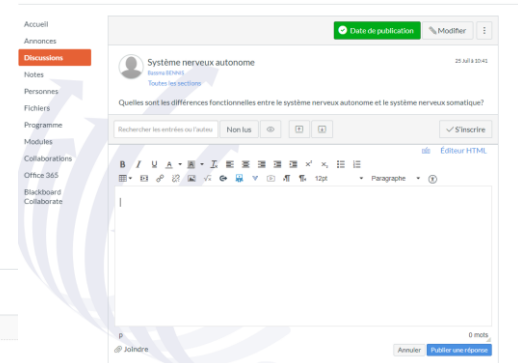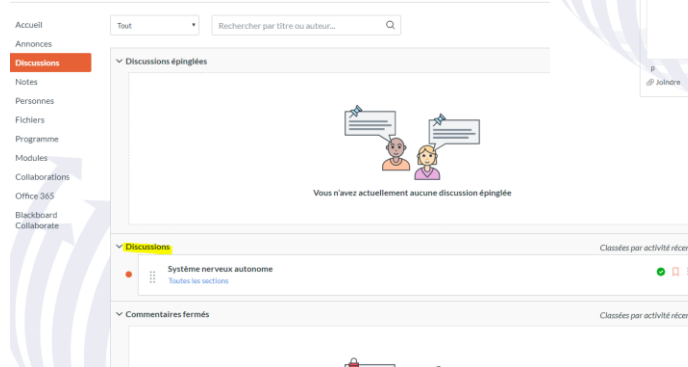➔ Access the course
➔ Click on Questionnaires
➔ Complete the questionnaire
➔ Send the questionnaire

To participate in a forum / discussion

➔ Go to the course / Discussions
➔ Select the current discussion
➔ Click on Reply
➔ Complete your answer
➔ Publish your response

Digital tools and services

UM6SS DIGITAL, A digital culture to understand the transformation of the world and of health

UM6SS Digital is a streaming course platform designed by UM6SS which allows better learning and teaching.
It is accessible via the website:

http://digital.um6ss.ma/

and gives you access to several digital resources.

Practical Nursing Platform:

Nursing Practice is an online platform of more than 120 nursing education programs, covering a wide range of specialties, and based on standards of nursing practice.

HS Talks:

A Collection of over 2000 online lectures, specially prepared by renowned experts around the world, on a wide range of biomedical and life sciences topics.

Resources & useful links:

These resources are sorted by faculty and provide access to multiple research platforms.

Access to the online library:

Do not hesitate to create a UM6SS Digital account to take full advantage of the resources available on the platforms

UM6SS online Library portal

The Library offers its users the consultation and loan of books, educational material (bone plaques) and also access to electronic documentary resources on campus and off campus from the site http://www.um6ss.ma /library/ ;

Remote access to books, periodicals and multimedia content requires institutional authentication, which the user is strongly encouraged to request the first time on site from the Loan / Return Service.

To discover the documentary collection, the user is invited to search the online catalog at http://www.um6ss.ma/bibliotheque/ from a workstation or a mobile device connected to the university network;

- ClinicalKey
- Cochrane Library
- HSTalks
- JSTOR
- Pratique Infirmière
- Research4Life
- Trip Pro
- Publications UM6SS
- Accès Libre
- Thésaurus MeSH

Depuis un poste de travail relié au réseau de l'université, interroger le **catalogue en ligne (OPAC)** pour :

- Explorer le fonds documentaire et prendre connaissance des ouvrages existants ;
- Localiser un ouvrage : **Campus principal** Anfa City ou **Annexe** Parc de la Ligue Arabe ;
- Vérifier la disponibilité d'un ouvrage ;
- Visualiser la description bibliographique d'un ouvrage.

Prière de s'adresser au Service de Prêt/Retour pour consulter un ouvrage. La consultation des ouvrages/documents sur support papier se fait selon les dispositions du règlement intérieur de la bibliothèque.

UM6SS online Library portal

To borrow a document, the student card is required. The loan is granted individually for a limited period and under the responsibility of the borrower;

The loaned document is deemed to be in perfect condition. The user is responsible for checking the condition and reporting the defect he finds prior to electronic registration;

At the Anfa City campus, the Library is located on the first floor of Building A, near the esplanade;

At the Annexe Parc de la Ligue Arabe campus, the Library is located on the ground floor, near Amphitheater 1 and the cafeteria;

A question, a comment ? Do not hesitate to write to us: bibliotheque@um6ss.ma

EVALU6: Online evaluation applications: For continuous improvement

To follow the university's continuous improvement process, the evaluation of various elements of training at UM6SS is essential. Konosys centralizes all these evaluations and allows you to grade your courses, your internships and your tutors (for students in the Faculty of Medicine).

Teaching assessment:

An email will be sent to you systematically after the end of each course. You will be asked to answer objectively the various questions that will assess the organization, achievement of objectives and mastery of teaching knowledge.

Internship assessment :

The internship evaluation will allow you to assess the progress of the internship, the quality of the exchange with your internship supervisor, the achievement of objectives and the relevance of the missions put in place.

Tutorials assessment :

The first objective of the tutorial evaluation is to evaluate the exchanges between you and your tutor and his support.

We count on your participation for a continuous improvement of your university

Digital tools and services

Digital tools and services

Recording studio:

A recording studio is at your disposal and which enables you to film all your presentations and your corporate films. You will be assisted by an IT specialist throughout your registration.

Prior reservation required by sending an email to studio@um6ss.ma

Facebook, Twitter, LinkedIn account:

https://www.facebook.com/UM6SS/

https://twitter.com/UM6SS

https://www.linkedin.com/company/universit%C3%A9-hammed-vi-des-sciences-de-la-sant%C3%A9/

Track your university to:

- Know all the events that take place there
- Ask for information
- Share your works and projects
- Support projects of other students
- Report a problem

Training and support for users

The university supports you in the use of digital technology within the university through:

-Tutorials for the use of platforms accessible on Canvas: https://um6ss.instructure.com/courses/1623

-User's guides

- IT department / Innovation center: the two IT and innovation departments of your faculty are at your disposal to answer all your digital and technical questions.

User rights and intellectual property

-Intellectual property / copyright:

The use of digital resources made available to you by your teachers must recognize and respect copyright.

The university offers you free access to digital course materials under conditions of respecting the intellectual property of your teachers. You are under no circumstances authorized to distribute these resources outside the university or via means of communication (websites, social networks, Youtube, etc.).

Charter of good use of the University's IT resources

Article 1: Purpose

The purpose of this charter is to define the conditions of use and the rules for the proper use of the University's IT resources and to ensure the development of the use of IT in compliance with laws and regulations.

Article 2: Scope

The charter applies to all people who, whatever their status, have access to the University's IT resources.

Article 3: IT resources

Computers, including servers, workstations, consultation stations, internal and external networks of the University, microcomputers of departments, laboratories, institutes, centers, etc.

as well as all the software, databases, multimedia products or peripherals assigned to the operation of the elements described.
External resources accessible through the University's networks are also considered as IT resources.

Article 4: Purpose of the use of the University's IT resources
The use of IT resources is limited to the strict framework and solely to the needs of activity and university life.

Article 5: Special authorizations
Any other use of the University's IT resources must be authorized in advance by the President of the University or his representative.

Article 6: Prohibited uses
Are strictly prohibited the uses contrary to the laws and regulations in force and in particular those which have for object or for effect, the diffusion of political ideologies, or which are likely to attack good morals, dignity, honor. , or the privacy of individuals.

Charter of good use of the University's IT resources

Article 7: Identification of users
By user, we mean any person who, habitually or not, professional or not, is authorized to access the computer resources of the University.

Article 8: Obligations of users
Users are required to respect the University's IT charter.
Users must respect the laws and regulations in force as well as the rules of courtesy and politeness when using the University's computer resources.
Users must make non-abusive use of the IT resources to which they have access.
Users must comply with the security measures for IT resources provided for in article 16 of this charter.
Users are required to comply with the decisions of the IT manager.

Article 9: User files
Users can create private files for which they have exclusive access rights.

These files should be considered private until their creator has made them available to the public.

The destruction, alteration or reproduction of a file made available to the public is prohibited, except in cases where they are expressly authorized.

Article 10: Preservation of equipment and premises
Users are required to respect the hardware, software and premises made available to them.

Users who notice a degradation or a malfunction must, as soon as possible, inform the IT manager.

Article 11: Unauthorized penetration into IT resources

Unauthorized entry and maintenance in a computer medium by a user is prohibited.
Users must not use or attempt to use the account of a third party. Any manoeuver that aims to gain access to IT resources under a false identity or by masking the true identity of the user is also prohibited.

Charter of good use of the University's IT resources

Article 12: Use of accounts and access control devices

- Users must take all measures to limit fraudulent access to IT resources, as such they must in particular:
- Ensure the confidentiality of codes, passwords, magnetic cards, keys or any other access control device entrusted to them on a strictly personal basis;
- Ensure the confidentiality of user accounts assigned to them on a strictly personal basis;
- Not to lend, sell or transfer user accounts, codes and other access control devices or to benefit a third party;
- Disconnect immediately after the end of their period of work on the network or when they are absent;
- Immediately inform the IT manager of any attempted fraudulent access or any suspicious malfunction;

- Regularly change access codes;
- Make sure that files that they consider confidential are not accessible to third parties;
- Inform the IT manager of the periods during which they will not be using their accounts.

Article 13: Responsibility for uses

Users are responsible for the use they make of the University's IT resources and for all the information they make available to the public.

Article 14: Accountability and access control devices

The holders of accounts, or of an access control device, are responsible for local or remote operations carried out from their accounts or under cover of the access control devices assigned to them.

Article 15: Sanctions

In the event of non-compliance with their obligations, users may be subject to the penalties provided for in article 19 and following.

Charter of good use of the University's IT resources

Article 16: Modification and alteration of IT resources
Apart from modifications that do not affect the proper functioning of IT resources, no modification of the software, hardware and peripheral environments can be made without the prior consent of the IT manager.

By modification of the environment, we mean any deletion or addition of software or hardware components or any configuration that may affect the normal functioning of IT resources.

Article 17: Viruses

The introduction, use, distribution of any software or hardware device that could alter the functionality of IT resources is prohibited.

Research on viruses and other devices that could alter the functionality of IT resources must first be authorized by the IT manager.

Article 18: Measures and sanctions applicable in the event of breaches of the charter and prosecution
- The IT manager can in an emergency:
- Disconnect a user, with or without notice depending on the seriousness of the situation;

- Temporarily isolate or neutralize any data or file manifestly in contradiction with the charter or which would jeopardize the security of IT resources.

Article 19: Measures giving rise to information

- Provided that the director or the head of the department is informed, the IT manager can:
- Notify a user;
- Temporarily limit the access of a user;
- Temporarily, withdraw access codes and close accounts;
- Erase, compress or isolate any data or file manifestly in contradiction with the charter or which would jeopardize the security of IT resources;
- Inform the President of the University.

18

Charter of good use of the University's IT resources

Article 20: Measures subject to authorization by the director or head of the service

Subject to prior authorization from the director or department manager, the IT manager can:

Remove access codes or other access control devices and close accounts;

Definitely prohibit a user from any access to the IT resources for which he is responsible.

Article 21: Other internal sanctions

Without prejudice to the sanctioning power of centers, institutes, UFR and other components of the University, the President of the University may take all internal sanctions that would ensure compliance with the charter and the proper functioning of the university. or its services.

In particular, disciplinary sanctions can be taken. Internal or disciplinary sanctions are not exclusive of civil or criminal proceedings.

Article 22: Civil and criminal proceedings

The President may, after consulting the University Board of Directors, initiate civil proceedings against users.

The President may, after consulting the University Board of Directors, inform the Public Prosecutor of offenses committed by users.