



Universidad
de Jaén

UJa.
Digital

HOW TO WORK REMOTELY

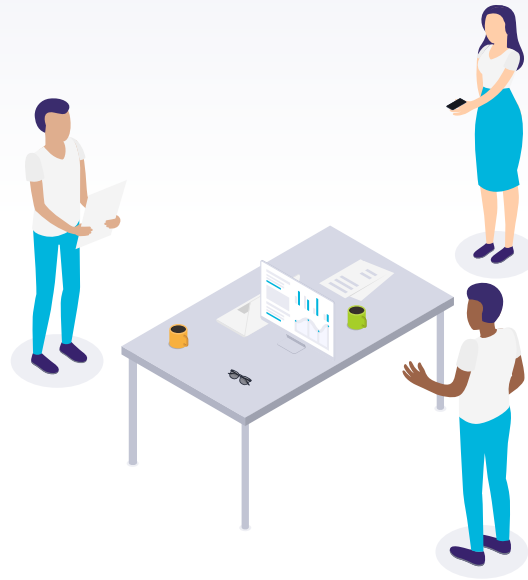
Student



► What do you need?

Required

1 **device** with
Internet connection



Optional

- Speakers/Headphones
- Camera
- Microphone

(most mobiles and tablets have these accessories)



► *Docencia virtual*

Docencia virtual is the learning environment of the University of Jaén.

It is based on ILIAS and personalized to cover the needs of your teaching.

Log in with your user to see your courses.

GO



Universidad Virtual

Through the *Universidad Virtual* you can see direct notifications sent to you by your professors as well as consult your academic and teaching data



G Suite

Gmail

GO

As a UJA student, you have a high capacity email account, which matches your "username"@red.ujaen.es, and allows you to attach files of up to 25Mb.

Drive

Download

You have a large capacity cloud storage space, which allows you to sync your files with your computer using the desktop application and share them.

Office

GO

With G Suite you have access to office applications such as Documents, Spreadsheets, Presentations, Calendar or Forms, which allow you to collaboratively create and edit documents online.

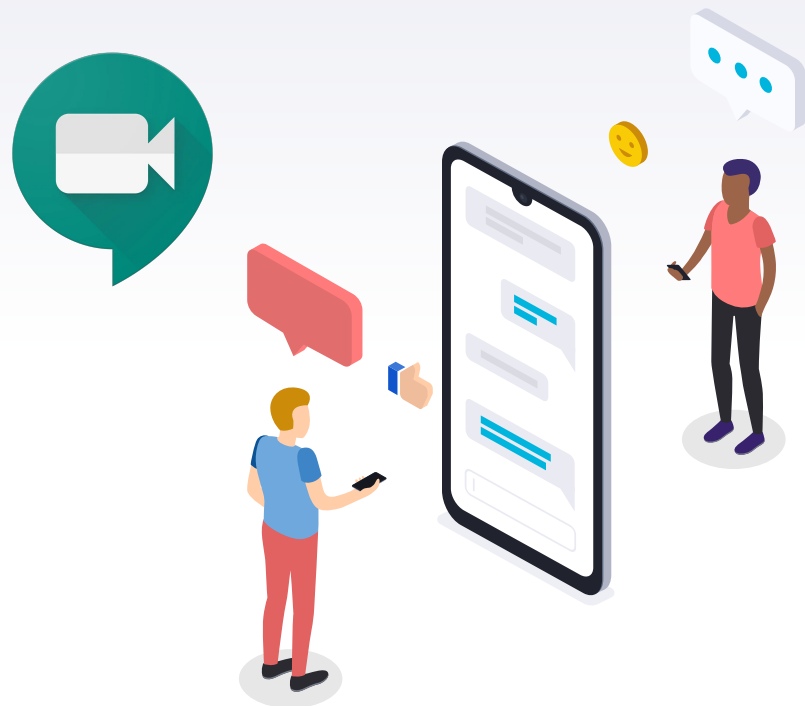


▶ Videoconference

Your teachers will probably give you some lessons using the **Google Hangouts Meet** application that allows video conferencing.

Don't worry, because he or she will show you how to connect.

You also have a [manual](#) available that you can consult.



Continue with your remote teaching

Doing exercises and class Works



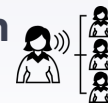
Your teachers will program you activities (exercises, works...) through *Docencia Virtual*.

Consulting teaching materials



Your teachers will make different materials available to you through *Docencia Virtual* to help you with your learning (presentations, notes, mini-videos...).

Communicating with your teachers and classmates



From *Docencia Virtual* or your corporate mail you can be in touch with your class.

Don't forget to be informed and consult the forums and news in *Docencia Virtual*.

Resolving doubts



Use the *Docencia Virtual* forums, or your corporate email.

Attending class



Some of your teachers will teach you virtually using Hangouts Meet. They will send you a link to join the class at the agreed time through different means (email, subject forum...).

Do you need help?

Check all the information in

<https://www.ujaen.es/gobierno/victinf/como-trabajar-en-remoto>



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Access the updated version (in Spanish) of
this document at :
<https://bit.ly/39SCwFL>

