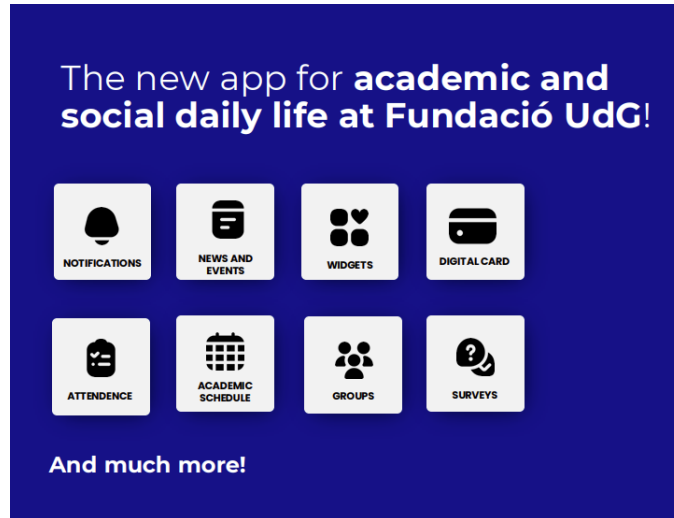




UNIVERSITY OF GIRONA FOUNDATION: INNOVATION AND TRAINING STUDENT GUIDE

1. TOOLS AVAILABLE TO STUDENTS

- **NEW APP FROM THE UDG Foundation:**



- **DIGITAL STUDENT CARD**

Within the UdG Foundation App you will find your ID card active and available to use. You will find it in the drop-down menu and it verifies your status as a member of the university community.

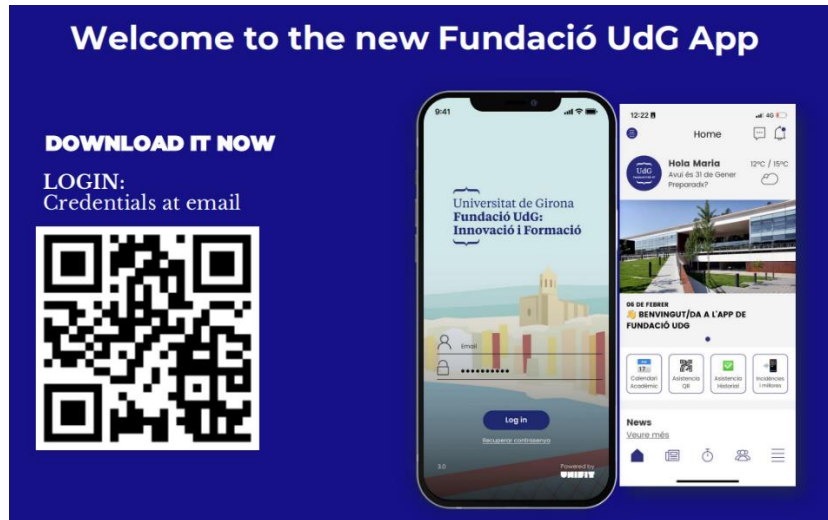
- **CARD SERVICES: Services Consult**
 - Book loans in the UdG libraries.
 - Access to the UdG computer rooms.
 - Access to the UdG sports facilities.
 - Access to other university areas.





2. STEP BY STEP:

Log in with your username and password that you will receive by e-mail.

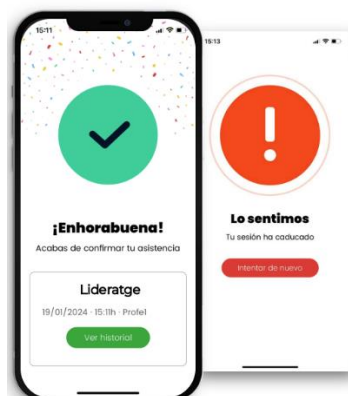


- **UDG ASSISTANCE PLATFORM:**

The courses will use the new platform to register attendance through the UdG Foundation App. Attendance will be recorded by scanning a QR code and you will always be able to view your %.

Once inside:

1. Click on the "QR Attendance" widget.
2. Scan the QR code that will be projected on the screen. It is essential to authorize the use of the camera.
3. A screen will immediately appear confirming your attendance with the day and time.



STEP BY STEP

3. You will immediately see a screen confirming your attendance with the day and time.



4. You will be able to check your history from the "Attendance history" widget. As your sessions are completed your % will be updated.



STEP BY STEP

4. You will be able to check your history from the "Attendance History" widget and see the list of all scheduled sessions.
5. As the sessions take place, your attendance percentage will be updated.

3. PLATFORM: LA MEVA UdG – MOODLE

On this platform you will be able to follow the course and find all the related **materials and resources**.

Universitat de Girona
Fundació UdG
Innovació i Formació
+25 anys
www.fundacioudg.org

moodle

Com trobar el vostre curs?

- 1/ Aneu a la pàgina web: <https://cursos.udg.edu/>
- 2/ Inicieu la sessió (part superior dreta).
- 3/ Introduïu el vostre usuari i contrasenya.
- 4/ Accediu a "Els meus cursos" (menú superior) i es mostrarà el curs.

¿Cómo encontrar vuestro curso?

- 1/ Dirigirse a la página web: <https://cursos.udg.edu/>
- 2/ Clicar en "Acceder" (en la parte superior derecha del menú).
- 3/ Introducir el usuario y la contraseña.
- 4/ En el apartado "Mis cursos" (menú superior) se mostrará el curso.

How to find your course?

- 1/ Go to the website: <https://cursos.udg.edu/>
- 2/ Sign in (top right).
- 3/ Enter your username and password.
- 4/ Access "My courses" (top menu) and the course will be displayed.

If you have any questions during the procedure, you can contact us at this email address:
assumpcio.rost@udg.edu


4. VIRTUAL CLASS PLATFORM: ZOOM

In **virtual or hybrid** courses you must use **the Zoom link that we will provide via email** before the start of the course. It is mandatory to **activate the camera during the class** so your attendance will be counted and to register with your **NAME AND SURNAME**.




How to access online classes


Universitat de Girona Fundació UdG: Innovació i Formació +25 YEARS
www.fundacionudg.org

- 1 Click on the link you've received via email or copy and paste it to the browser** (although you shouldn't have to download ZOOM, it is possible that on some devices you will be asked to do so).


¿Abrir Zoom Meetings?
https://zoom.us quiere abrir esta aplicación.
 Permitir siempre que zoom.us abra este tipo de enlaces en la aplicación asociada.
Abrir Zoom Meetings Cancelar

Haga clic en **Abrir Zoom Meetings** en el cuadro de diálogo mostrado en su navegador.
Si no ve un cuadro de diálogo, haga clic en **Iniciar reunión** a continuación.
Al unirse a una reunión, acepte los **Términos del servicio** y la **Declaración de privacidad**.

Iniciar reunión
- 2 If you have the ZOOM application downloaded and you haven't used it recently you may need to update it.** You only have to accept the conditions warning that will appear and wait a few moments.


Se requiere actualización
La versión de su aplicación debe ser 5.14.2 o superior para unirse a esta reunión. Actualice su aplicación.
Actualizar Cancelar
- 3 Once you're signed in, make sure you have both your microphone and camera turned on.** It is very important that your first and last names are visible so that your class attendance can be validated correctly.


Maria Puig

5. ACADEMIC AND ADMINISTRATIVE PROCEDURES

Below you can find all the academic and administrative procedures that you can carry out with the FUDGIF.

- [Diplomas and Certificates/ Recognition of credits.](#)
- [Regulations and normative.](#)
- [Documentation/ Financing/ Insurance / Invoice.](#)
- [Verification of documents](#)
- [International students](#)
- [External Practices](#)

6. HELP US TO GET BETTER!

Do you have any suggestions, complaints, claims or compliments? **[WE LISTEN!](#)**

7. CONTACT

If you have any questions, you can contact us in one of the following ways:

- Email: maite.ogalla@udg.edu or doe.ene@udg.edu
- Telephone: 972 18 32 18
- Check the opening hours [here](#).

8. LOCATION AND INSTALLATIONS

Our offices located in the Business Centre – Giroemprèn building, in the Science and Technology Park of the University of Girona (C. Pic de Peguera, 11). The FUDGIF is in wing B of the building, on the ground floor.

[Google maps](#)