



MyICN – New version

Professors' documentation



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25 August 2016

Version 1.2

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Log in & homepage

Log in

The log in page is the same for everybody, professors, learners and administrators. The URL access is www.myicn.fr.

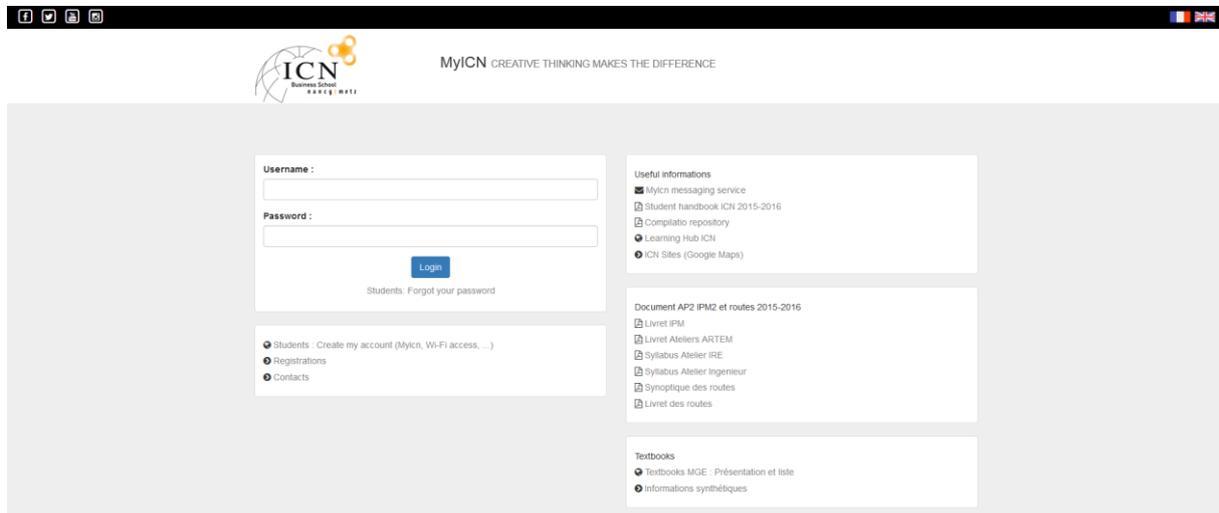


Figure 1- Connexion

You will find, in the first white block, the inputs to connect. If you don't have your login or your password, or if you have lost them, please contact the [IT department](#).

Homepage

After a successful log in, you can access your personal homepage.

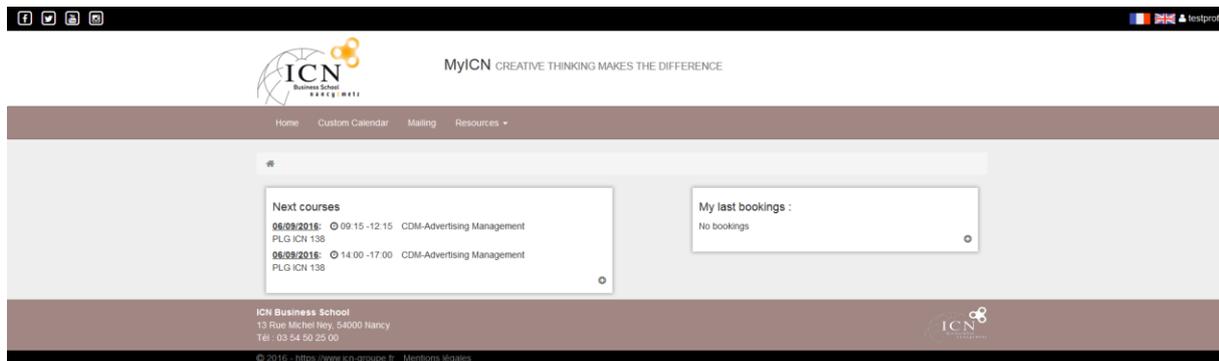


Figure 2 - Homepage



Figure 3 - outer links

In the top left corner you will find the ICN links to Facebook, Twitter, Youtube and Instagram.



Figure 4 - Languages flags

In the upper right corner you will find different flags to change the language of the site.

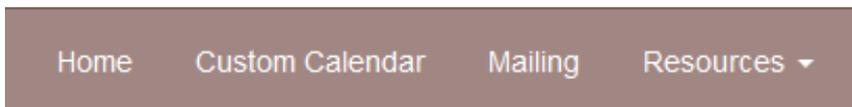


Figure 5 - The menu

The menu bar allows you to navigate through the different features of the site.

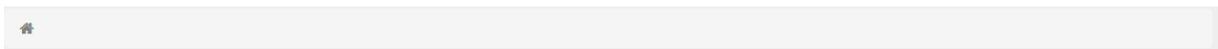


Figure 6 - The breadcrumb

The breadcrumb below the menu allows you to know where you are in the web site and go back at any time.

In the first block in the center of the page, you will find your next courses and the link to view your complete schedule. In the second block, you will see the summary of your booking requests.

Custom Calendar

Basic operations

This calendar is personal; you will only see your courses, and actions that you can have on it.

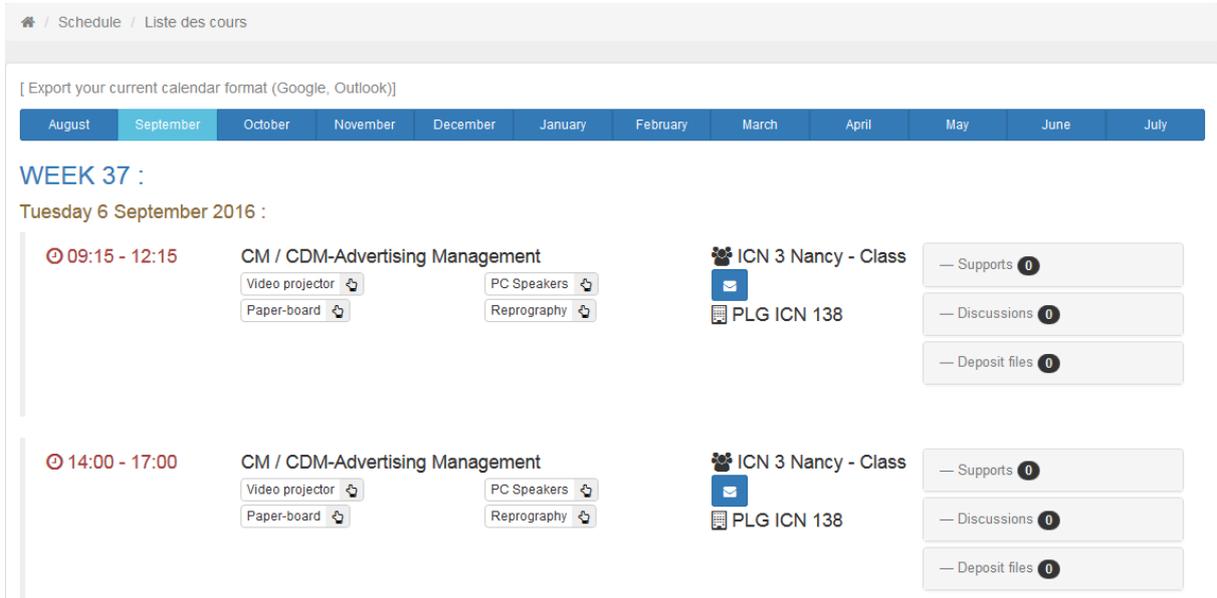


Figure 7 - Full calendar

The blue bar is used to change the month. By default, it is the current month.



Figure 8 - Month bar

Classes are grouped by week (blue), then day (gold).

WEEK 37 :
Tuesday 6 September 2016 :

Figure 9 - Weeks and Days

Then you will see on the left and red the time of the course.

🕒 09:15 - 12:15

Figure 10 - Time

In the next column is the type of course and its name. Below the name of the course you will find bookings buttons explained later in this chapter.

CM / CDM-Advertising Management



Figure 11 - Type, name and booking

Further to the right you will find the promo, the group and the room of course. Next to the group, you can, by clicking on the button, do a mailing of students of the course. This functionality is detailed later in this chapter.

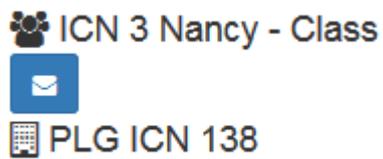


Figure 12 - Courses details

Finally, three links to the Supports, Discussions and deposit files. These functionalities are detailed later in this chapter.

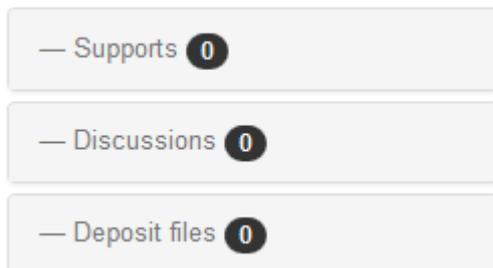


Figure 13 - other links

Mailing promo/group in the planning

In your planning, just next to each group / Promo, you have a button with a letter in.



Figure 14 - Mailing group button

By clicking on it, you will be on the usual page mailings.

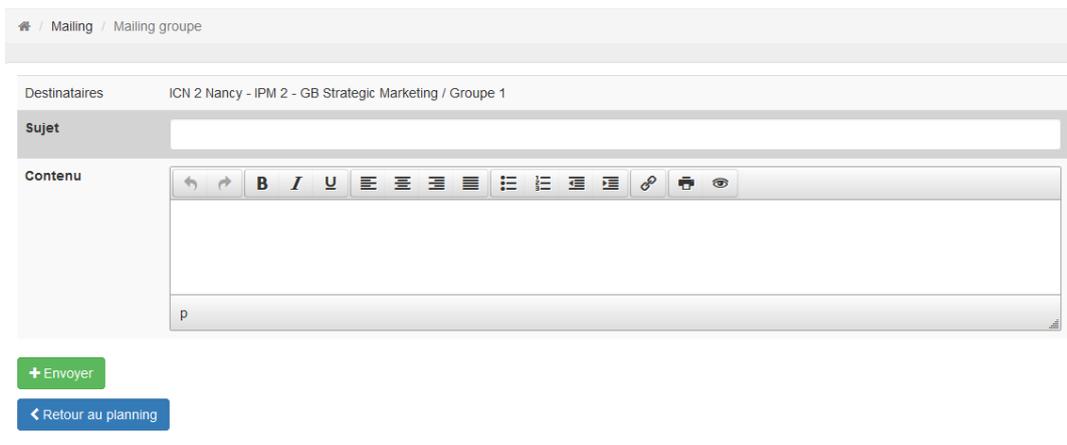


Figure 15 - Mailing group page

Refer to Chapter Mailing to learn more about it.

Booking materials

In your planning, just click on object you want to book. If it's grey, it's not booked. If it's green, it's booked. Reservations are accepted up to 72 hours before the course

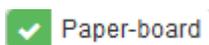


Figure 16 - Booking OK



Figure 17 - Booking not OK

Supports management

Add a support

In your planning, click on “Supports” in the courses you want. And click on the green button.

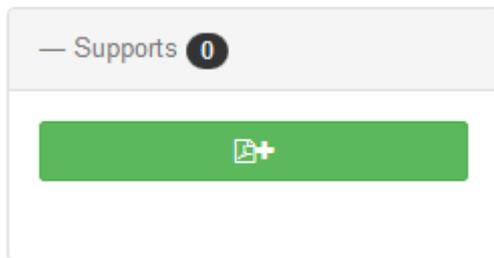


Figure 18 - Supports add button

You have now to choose a final name (the file will appear with this name to the students) and choose the file to upload.



Figure 19 - Adding a support page

Manage a support

To manage the support, click on « Supports » on the course, click on the file you want to modify.

On the menu, use the eye button to open the file, and the cross to delete your file.

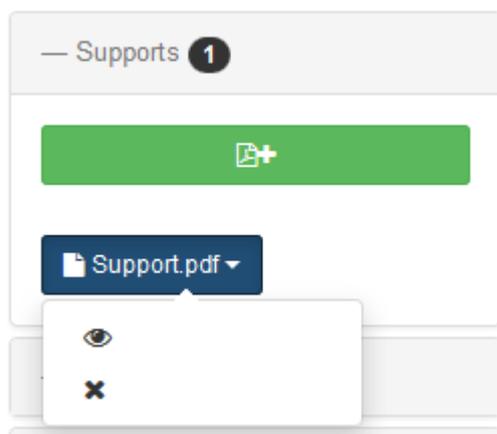


Figure 20 - Manage a support

Discussions management

Add a new discussion

In your planning, click on “Discussions” in the courses you want. And click on the add button.

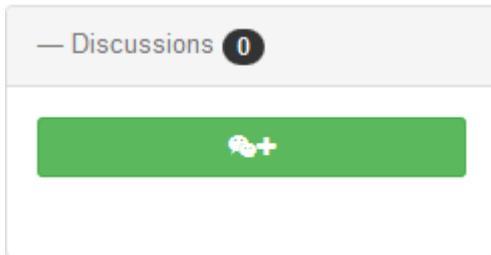


Figure 21 - Discussions add button

You have to choose a subject for the discussion and finish by clicking on the add button.



Figure 22 - Adding a discussion page

Manage a Discussion

You have to click on your discussion to go on the discussion management menu

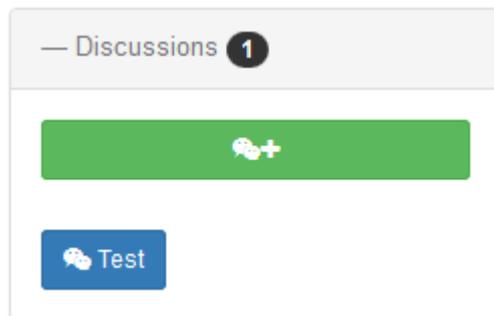


Figure 23 - Link to discussion management

Go to the “Resources” chapter to know how to use discussions, delete and moderate them.

File repository

Add a file repository

In your planning, click on “Files repository” in the courses you want. And click on the add button.

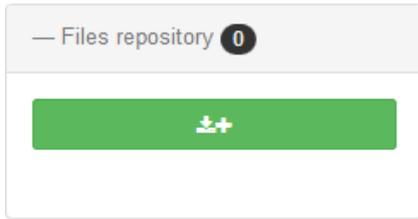


Figure 24 add button - File repository

You have to choose an opening and a closing date. Add a comment to help students to know what you're waiting for.

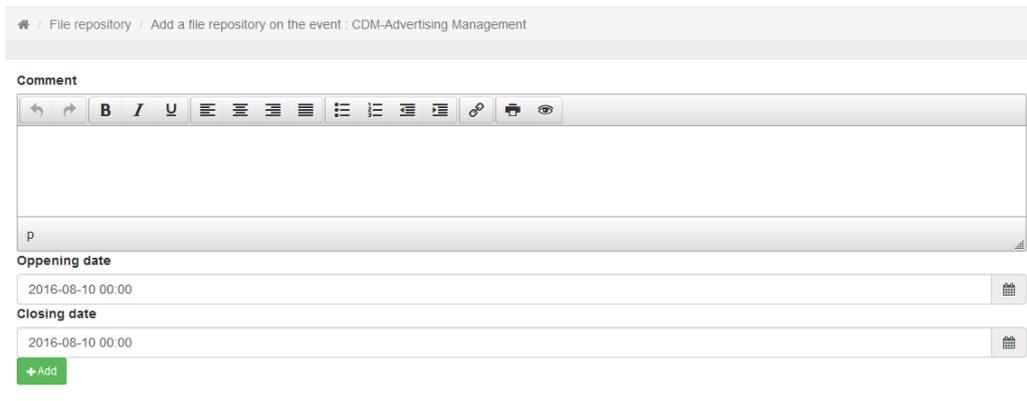


Figure 25 - File repository add page

Manage a file repository

By clicking on your file repository and you will have 2 options. The pencil will allow you to modify your file repository. You can change the parameters, like the closing date. With the eye button you will enter in the file repository and see the files let by the students.

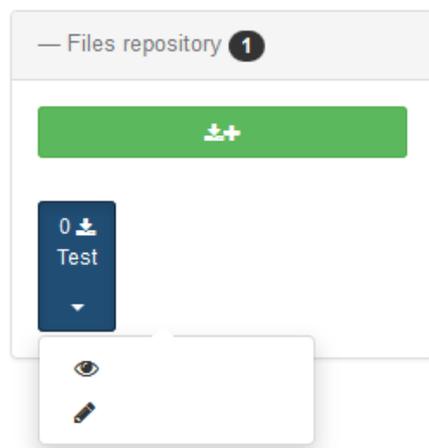


Figure 26 - File repository options

For more information, go to the "Resources" chapter to know how to use file repository.

Export my calendar to Google or Outlook

First, you have to download the file by clicking on the link which is over the calendar.

[Export your current calendar format (Google, Outlook)]

And open it directly (or after download) with your Outlook.

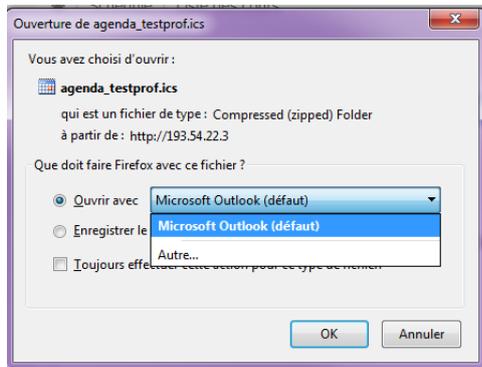


Figure 27 - Download calendar

Mailing

Mailing history

By clicking on « Mailing » in the menu, you will see the history of your mailing.



Figure 28 - Mailing history

New mailing to a Promo

By clicking on the "New mailing" button you will see the mailing form. You must choose the promo concerned, your subject, and your message. The message will be sent in HTML format, allowing you to add an image or a link. The mail is sent with the name ICN Business School via noreply@icn-groupe.fr mail. Specify in the content your details if you want to be recognized.

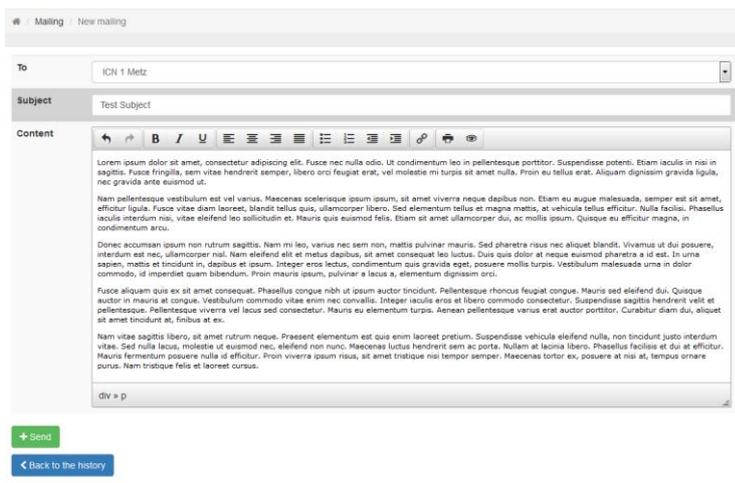


Figure 29 - Add a mailing

Reusing a content of a previous mailing

To “forward” the content of previous mailing, just click on the “Forward” button in the mailing history.

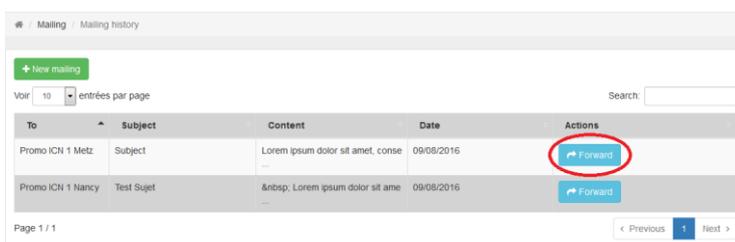


Figure 30 - Forward a mailing

Resources

Booking (train, hotel)

- By clicking on "Booking" in the "Resources" menu you will find the homepage of reservation requests that will tell you important information to know about booking requests.

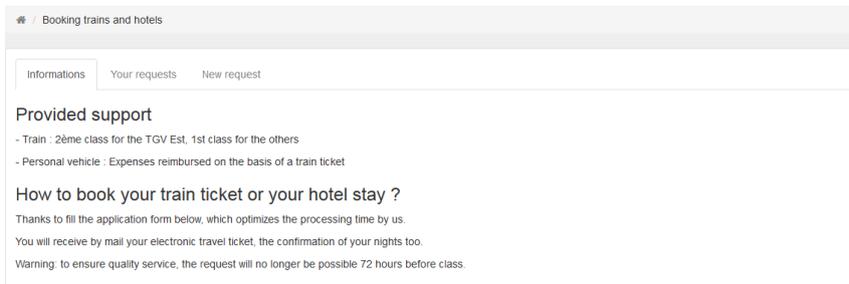


Figure 31 - Booking informations page

- By clicking on the "Your requests" tab you can monitor your last requests.



Figure 32 - Booking history page

- Clicking on the "New request" tab, you will have access to the reservation request form. Do not forget to fill up field to facilitate the processing of the request.

The screenshot shows the 'Booking trains and hotels' page with the 'New request' tab selected. The form includes the following fields:

- Your birth date (essential for e-ticket)
- Personal email (address to which we will respond): christophe.rethore@icn-groupe.fr
- Phone number
- TRAIN**
 - Go: Departure date, Departure time, Departure Station
 - Return: Return date, Return time, Return station
 - If you have an SNCF discount card, specify the type and number
- HOTEL**
 - Arrival day
 - Departure day
 - Place

A 'Save' button is located at the bottom left of the form.

Figure 33 - Add a booking form

Reimbursement

By clicking on the « Reimbursement » link, you will find the document and the process to make you reimbursement form.

My textbooks

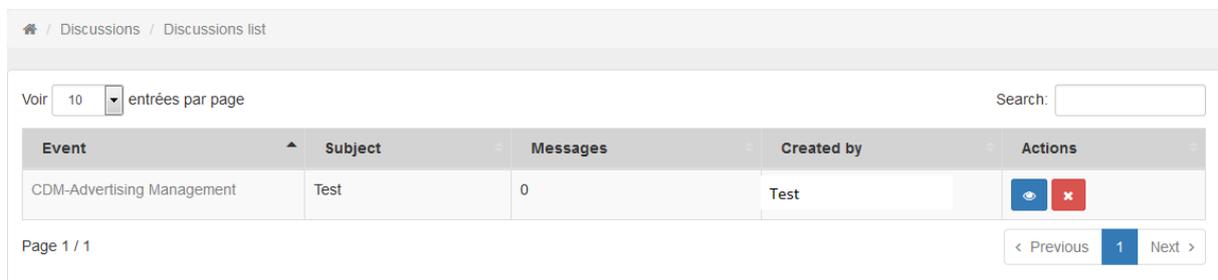
By clicking on the « Textbooks » link, you will find the list of all the textbooks. You can see them by clicking on the eye button in the « Action » column.

If a textbook you know you access is not in the list, Please contact [Mme Sophie REMY](#) or [Mme Virginie Richard](#).

Discussions management

Home page

On the home page, you can find the list of all the discussions where you can participate.

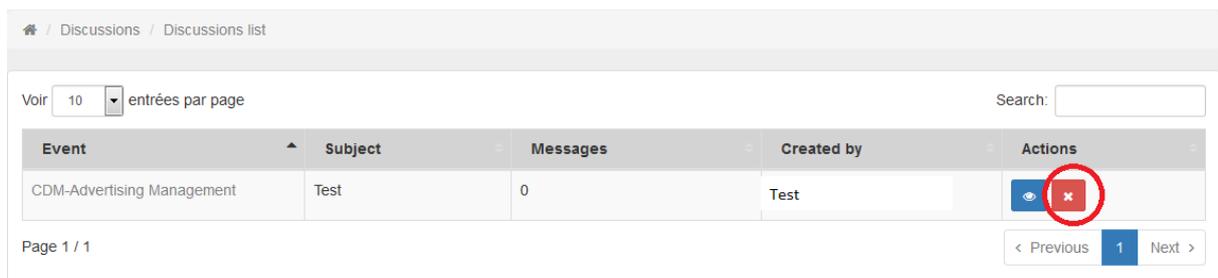


Event	Subject	Messages	Created by	Actions
CDM-Advertising Management	Test	0	Test	 

Figure 34 - Discussions homepage

Delete

To delete the discussion, click on the delete button (red with a cross inside). Warning, all the messages will be definitely deleted.



Event	Subject	Messages	Created by	Actions
CDM-Advertising Management	Test	0	Test	 

Figure 35 - Delete button

Send messages and moderate

By clicking on the eye button on the homepage, you will see the discussion. For adding a message, fill the form and press “Send”.

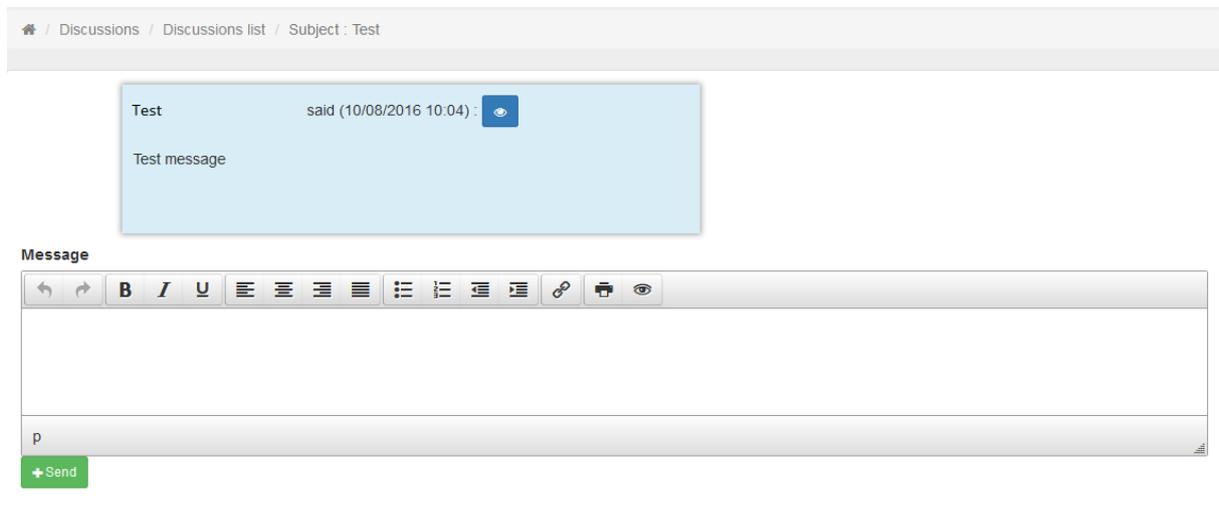


Figure 36 – Discussion

On each messages, you can activate or deactivate a message by clicking on the eye. A deactivated message will not be visible for the students.

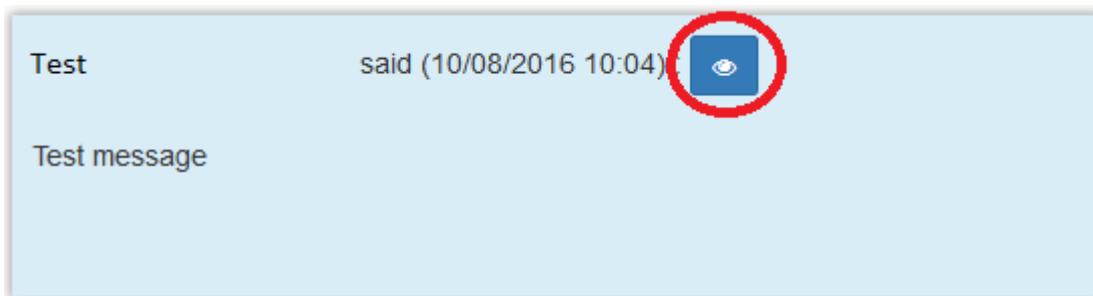


Figure 37 - Activated message

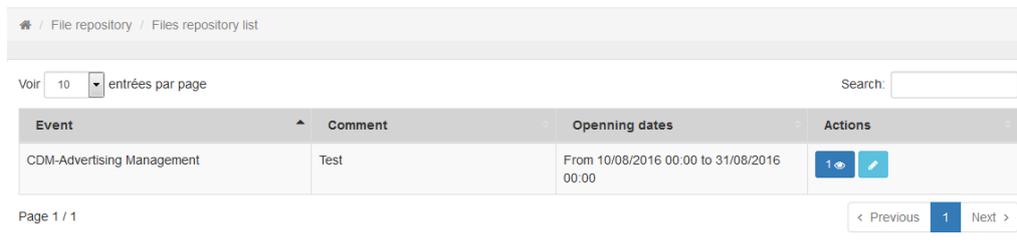
If the message is deactivated, the icon is a crossed eye.



Figure 38 - Deactivated message

File repository

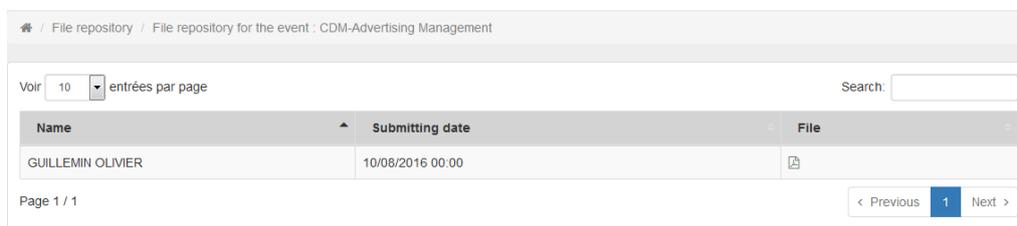
The homepage of the file repository is a list of the entire file repository you can access. The button with a pencil allows you to modify the parameters of the file repository, for example the opening date.



Event	Comment	Opening dates	Actions
CDM-Advertising Management	Test	From 10/08/2016 00:00 to 31/08/2016 00:00	

Figure 39 - Files repository list

The button with an eye shows you how many files are submitted and by clicking on it, you will see the list of those files.



Name	Submitting date	File
GUILLEMIN OLIVIER	10/08/2016 00:00	

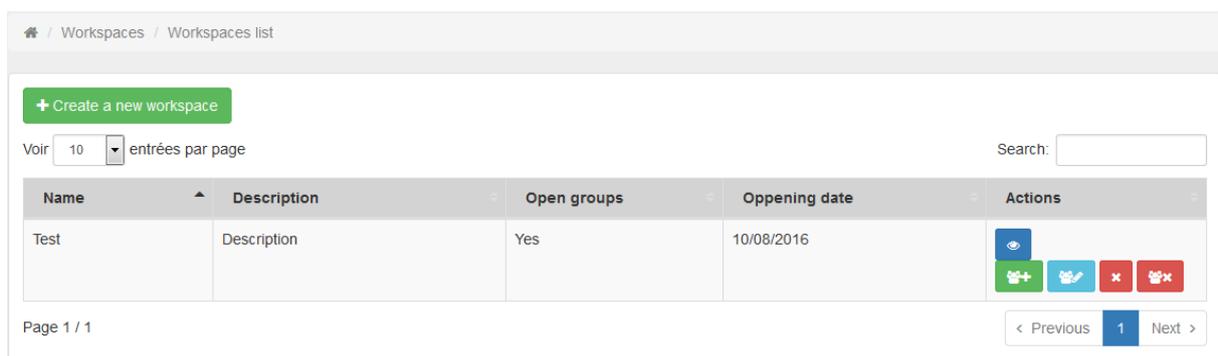
Figure 40 - Inside the files repository

You can download the files by clicking on the pdf icon on the right.

Workspaces

Home page

The homepage is the list of the workspaces you can access.



Name	Description	Open groups	Opening date	Actions
Test	Description	Yes	10/08/2016	

Figure 41 - Workspaces homepage

For each workspace, you have a blue button with an eye to access the workspace.



Figure 42 - Button to enter the workspace

If you are the creator, you have four more buttons:

- Add a user to the workspace



Figure 43 - Button to add a user

- Manage the users, change their groups



Figure 44 - Button to manage the users

- Delete users from the workspace



Figure 45 - Button to delete users

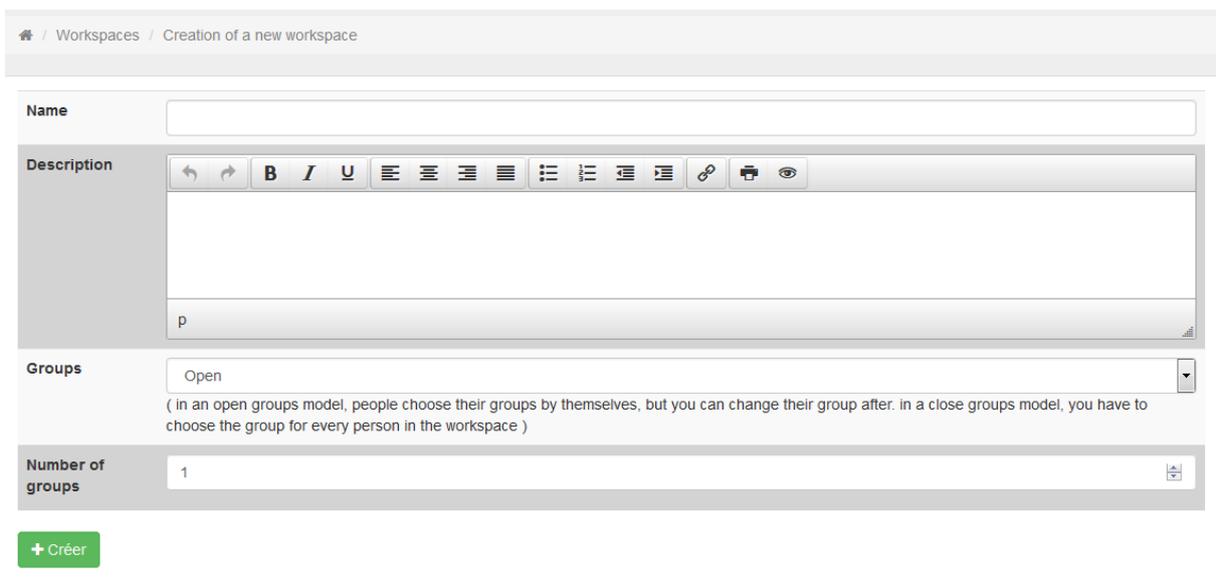
- Delete the workspace completely. Warning, non-reversible operation.



Figure 46 - Button to delete a workspace

Create a new workspace

By clicking on the green add button, you will have to fill the form to create a new workspace.



Workspaces / Creation of a new workspace

Name

Description

Groups (in an open groups model, people choose their groups by themselves, but you can change their group after. in a close groups model, you have to choose the group for every person in the workspace)

Number of groups

+ Créer

Figure 47 - New workspace form

Participate, add files, send messages

First time

Some workspaces will be in open groups. If the creator of the workspace doesn't give you a group, you have to choose it.



Figure 48 - Choosing a group

But sometimes, it will be close groups. In this case, you have to wait for the dispatch of the creator.

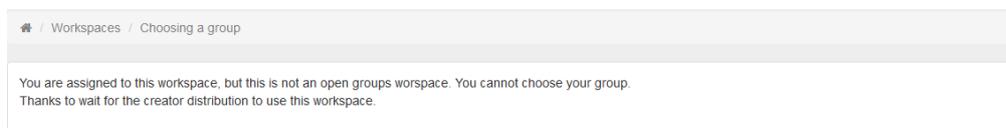


Figure 49 - Close groups choice

Next times

You will access the workspace. Just take a look to the message form and the file form. It's really easy to use. If you prefer to look at a tutorial, take a look to the discussions.

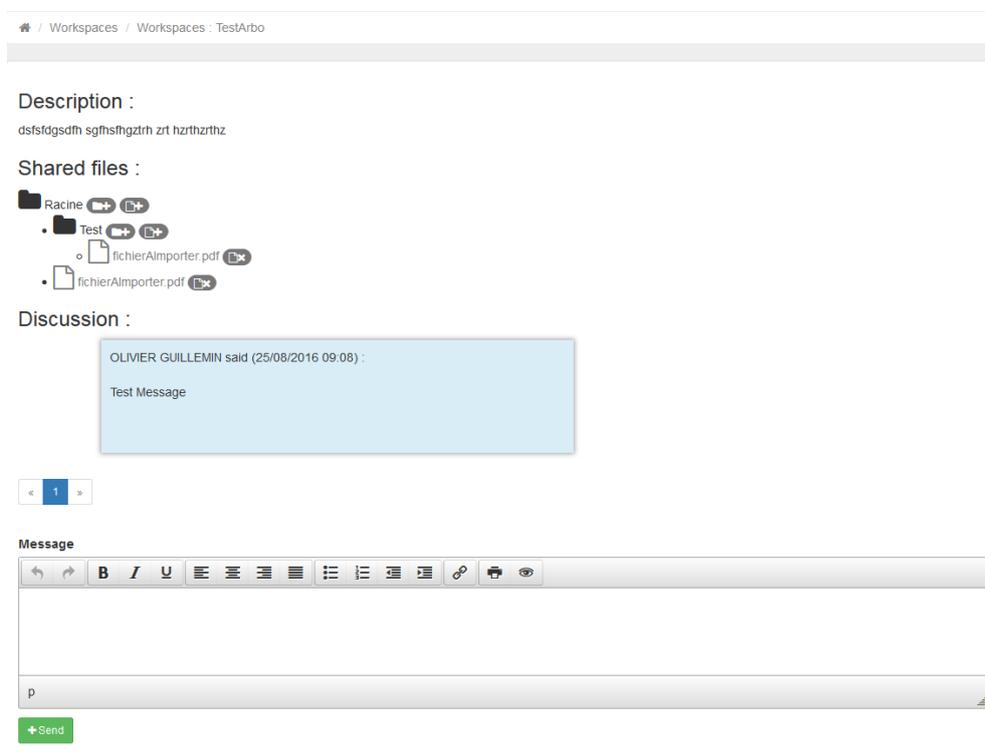


Figure 50 - The workspace

List of documents buttons :

 Delete a folder, available only if it's empty.

 Add a folder..

 Delete a file.

 Add a file.

Add a user

You have to choose a person in the autocompletor, or choose one “predefined” list of people.

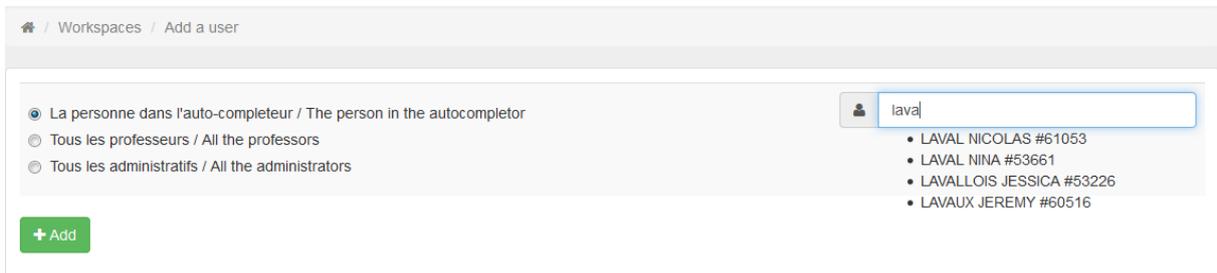


Figure 51 - Add a person form

Managing users

With the person you will have add to the workspace, you will have to choose their groups. An autofill function will be available soon.

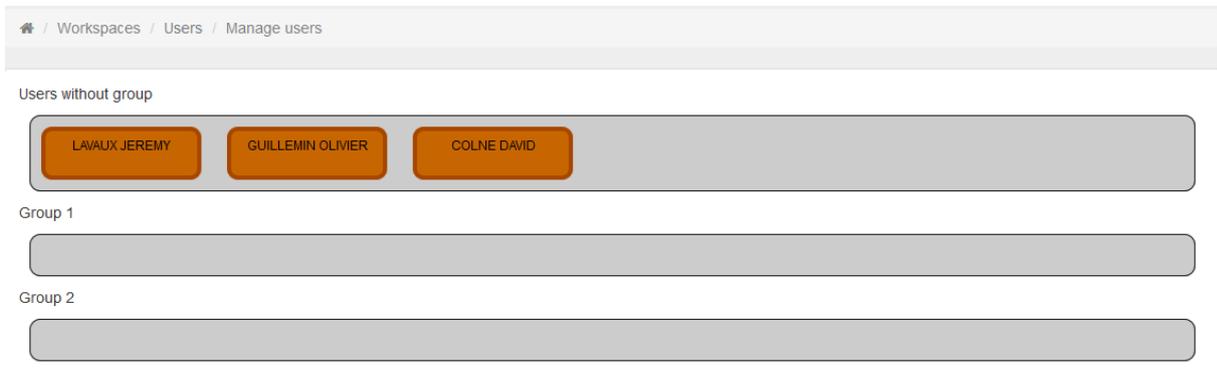


Figure 52 - Initial users positions

Just drag the person you want.

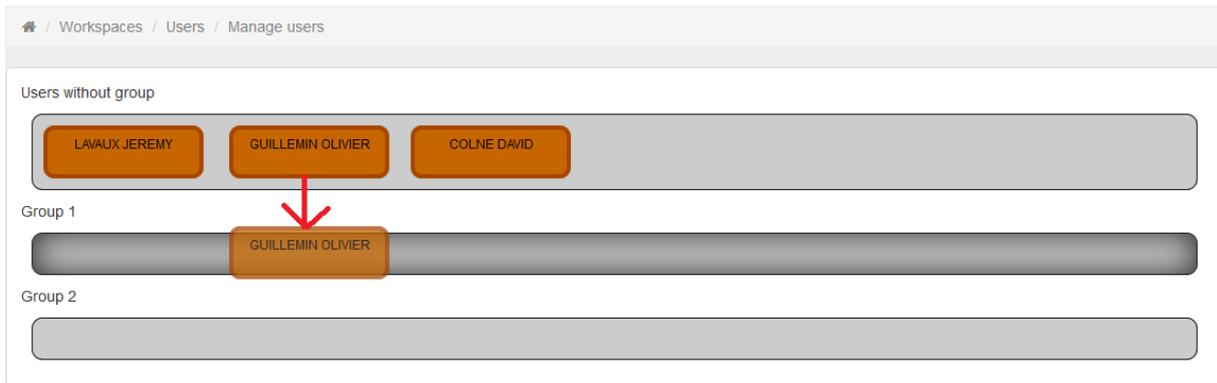


Figure 53 - Dragging a user to another group

And drop him in the group of your choice

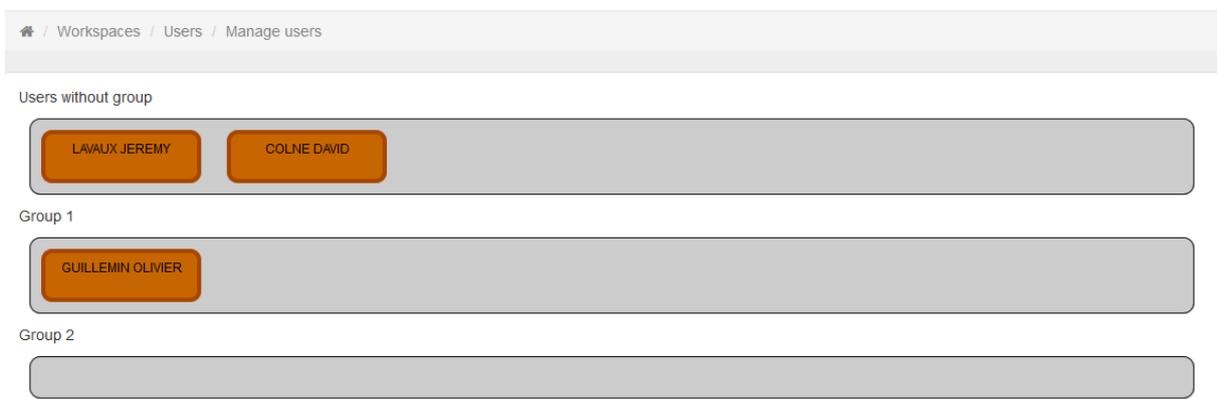


Figure 54 - Final users positions

Delete a user

Just click on the red button to delete a user from the workspace.

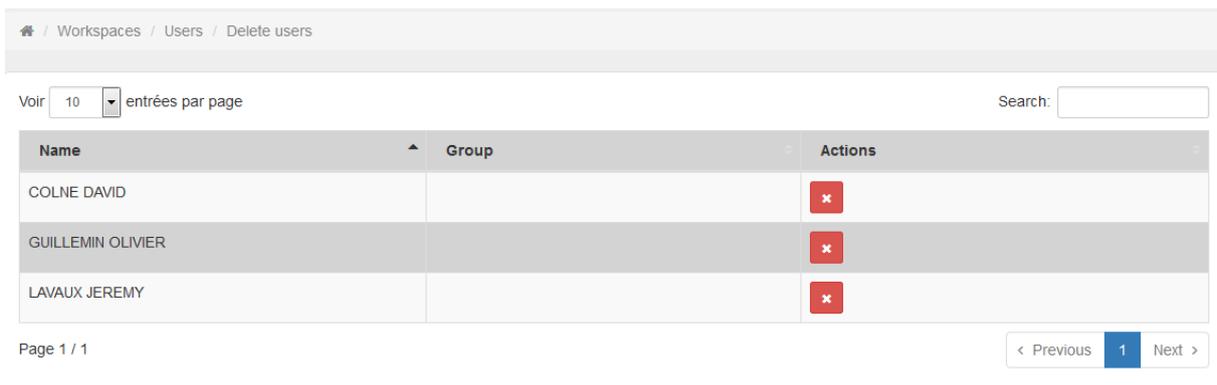


Figure 55 - Delete form

Link to Academ

The link « Academ » of the menu « Resources » is just a link to Academ.

ICN campus access map

On the « Access » link of the « Resources » menu you will see three Google Maps with the ICN building location.

Usefull contacts

The "Contacts" link of the "Resources" menu gives you a list of people to join in ICN depending on the nature of your problem to direct you to the right people.

F.A.Q.

How to change the language of the site



Figure 56 - Languages flags

In the upper right corner you will find different flags to change the language of the website.

I lost my login / password

Thanks to contact the [IT department](#) .

I encounter a bug or I'm stuck

Thanks to contact [the development department](#) with, if it's possible, a screenshot.

My TextArea in a form is too small

You can enlarge your textarea by dragging the right-back corner.

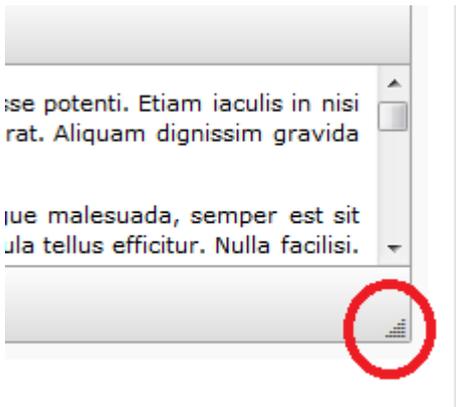


Figure 57 - Enlarge a textarea