



# MOVIDIS



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## TIPS FOR FUTURE UCA MOVIDIS TUTORS



UNIVERSIDAD  
COMPLUTENSE  
MADRID



Università  
di Genova

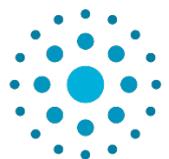


Fachhochschule des  
Mittelstands (FHM)



UNIVERSITÀ  
DEGLI STUDI  
DI TORINO

UNIVERSITÉ  
CÔTE D'AZUR



## Small tips to facilitate communication between managers, teachers and other tutors

Create a WhatsApp or Messenger group or by e-mail of tutors to exchange with each other on courses, the problems that students may encounter and all information concerning tutors in general.

Do not hesitate to contact the managers as soon as you have a doubt or a problem with the organization or to contact a student.

Likewise, do not hesitate to contact the teachers if you need to help one of your students (by helping with exercises or scheduling problems...)

Fill in your Movidis Week every Sunday evening (to avoid forgetting)

Remember to take photos with your students, it will make you memories and it is useful for making the testimony book at the end of the mission. 😊

## First call

The first call is really a first contact, a personal presentation of yourself and the student to get to know each other.

This is also the time to present the university platforms (Moodle, ENT, mailbox). To show the student, this first meeting can be done on Zoom to make screen sharing more easily.

Before starting, the student must have:

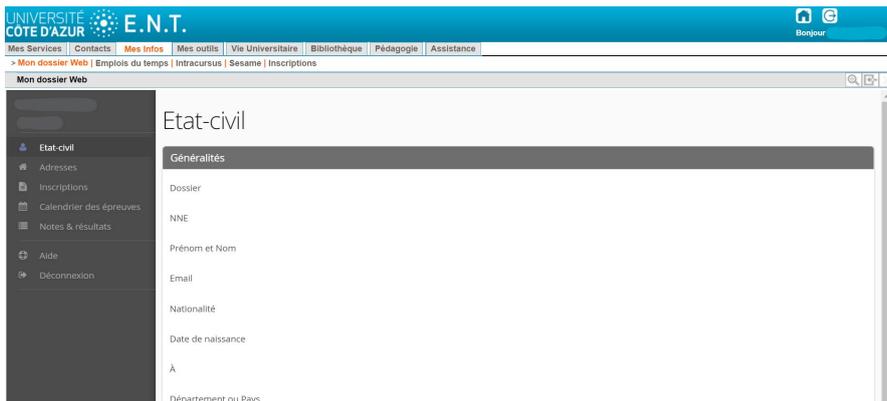
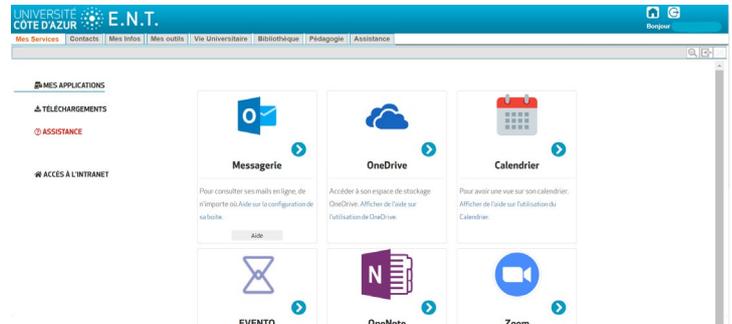
- His/her student number (the one that starts with 2200 ...). It can be useful to find his/her grades or if the student has administrative problems.
- His/her student email address from Université Côte d'Azur: [firstname.lastname@etu.univ-cotedazur.fr](mailto:firstname.lastname@etu.univ-cotedazur.fr)
- His/her identifier (first letter of the name + first letter of the first name + last 6 digits of his student number)
- His/her password

## The ENT

Present the ENT

(<https://ent.unice.fr/uPortal/tag.idempotent.render.userLayoutRootNode.uP>) and the tools available:

- Student messaging (Outlook)
- The personal Drive (which can also be shared)
- The Zoom application for scheduling meetings. Recommend that the student install Zoom on their computer: useful and more practical for following teachers' meetings and Movidis meetings during the semester (<https://zoom.us/fr-fr/meetings.html>)

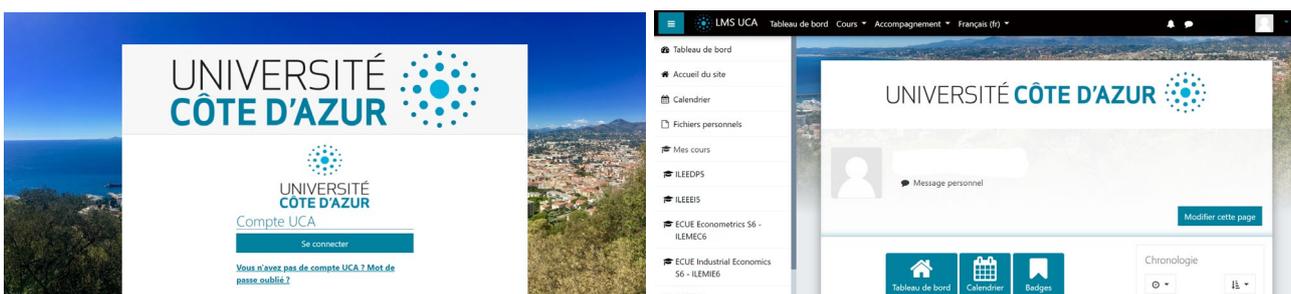


In the My info tab (Mes infos, in French), the student can find his/her personal information and can also access his/her grades for subjects taken at the Université Côte d'Azur (in Grades & Results in the scrolling on the left)

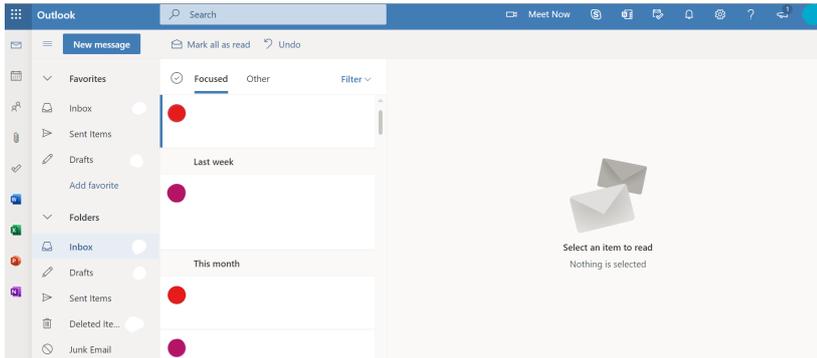
## The Moodle platform

Present the Moodle platform (<https://lms.univ-cotedazur.fr/login/index.php>) on which the student will find course slides, exams etc.

To access this platform, you need the student's username and password.



## The student mailbox (Outlook)



Present the student mailbox (<https://outlook.office365.com>) with the email address [firstname.lastname@etu.univ-cotedazur.fr](mailto:firstname.lastname@etu.univ-cotedazur.fr)

This mailbox allows teachers to send Zoom links, work to be done on them...

Also, if the student has questions, this is the one they should use to send an email to the professor concerned. If the student prefers to use his university email from his/her home University, remind him to clearly specify his name, level of studies and background in the email.

## What about the other calls?

Then it depends on you and your students. Your role as tutor is to adapt to each of your students according to their needs. Several criteria are considered:

- The frequency of your calls. Some students will prefer weekly calls, others every two weeks.
- The help you can give in the subjects they are studying. One student may need more help answering homework questions or understanding the lesson while another will be very independent, and you never need to help! In either case, make sure your students follow the course progress and assignments and offer your help if needed.
- The more informal conversations about their country, the differences between their country and France, French culture, what they like to do as sport, art, hobby, news...

## Regarding meetings with all students

Do not hesitate to propose and organize calls (not organized by Movidis managers) with all Movidis students so that the students can talk to each other during these meetings.

Two examples of meetings we have had:

- A debate (1h): “for or against the coordination of the economic policies of the member countries of the European Union?”
- A group activity (1h) with the theme: “how to develop culture in Europe?” Presentation of ideas in groups to all students.