

How to learn REMOTELY

STUDENTS

at Universidad Rey Juan Carlos



From any **PLACE**



At any **TIME**



With any **DEVICE**

PREPARATION

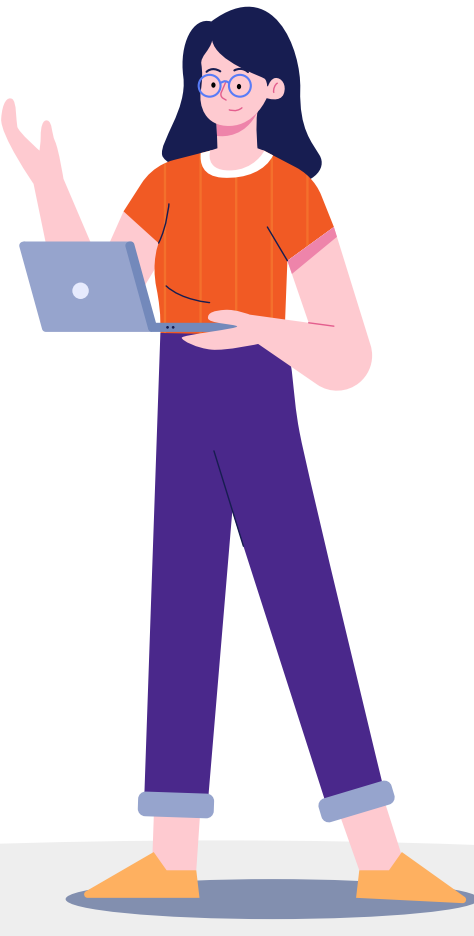
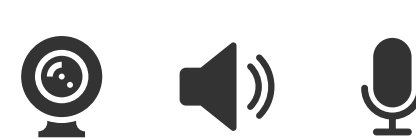
You need

A **device** which can connect to the **Internet**



Optional

A **device** with camera, speakers and microphone



ONLINE TOOLS

Aula Virtual

[Log on](#)

Aula Virtual is Rey Juan Carlos University's virtual learning platform. Log on using your username to view all your subjects. You can access all the material that your lecturer uploads for student use.

OFFICE 365 COLLABORATIVE TOOLS

Webmail

[Log on](#)

As a student of the URJC, you have an email account of 50Gb capacity, which corresponds to your "username"@alumnos.urjc.es. Log on through the navigator or set up the account on your preferred mail manager.

OneDrive

[Log on](#)

You have a large amount of storage space in the cloud and Office 365 allows you to synchronise your files with your equipment through the desktop application to share them or work collaboratively on your documents.

Teams

[Log on](#)

Teams is a collaborative work tool which enables seamless on-line communication for groups to have chats, meetings, calls or share files.

Office Online

[Log on](#)

Office Online gives you access to all manner of Microsoft Office applications available in the cloud such as Word, Excel, PowerPoint, OneNote, Outlook, OneDrive or Teams, which make it possible you to create and edit documents online, in collaboration with others.

Office 365 ProPlus

[See manual](#)

Office 365 ProPlus allows you to download and install, in up to 5 devices connected to your account, Microsoft Office Applications compatible with PC, Mac or smartphones which are updated automatically.

App URJC

[Download](#)

The URJC app allows you to receive notifications directly on your mobile phone regarding situations which require your immediate attention.

Videoconference

You can easily hold videoconferences with your course mates using Teams. You can also participate in video lectures set up by your teacher, who will send you the link from the Virtual Classroom to your email or via the URJC app.

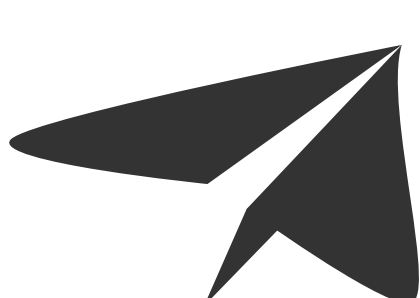
I have never used Aula Virtual!



Don't worry, this manual will help you.



MORE TOOLS



Intranet

[Log on](#)

Intranet is the gateway to the tools and procedures which are used frequently. All you need to access the intranet is your username and password.

Oficina del Estudiante

[Log on](#)

The student office has provided a comprehensive handbook to help resolve the most frequently asked questions. If you do not find the solution to the problem, you may send a message through the Student service mailbox [Buzón de ayuda al Estudiante].

myApps

[Log on](#)

Throughout the academic year, you can find all the applications you require to study successfully on this platform in the cloud.

CONTINUE LEARNING REMOTELY

DO YOU NEED HELP?

Consult [this handbook](#)



Attend class

If your professor sends you a link through the Virtual Classroom news forum [novedades] to your email account or by means of the URJC app (you should have the URJC app installed), you will be able to attend a live video class by using the mentioned link (without needing to go through Aula Virtual).



Consult material in Aula Virtual

In the Virtual Classroom you can access the material your lecturer makes available for students.



Resolve doubts

Use the communication tools available in the Virtual Classroom (forum and mail), or your student email account, to contact your teacher or your course mates.



Submit assignments

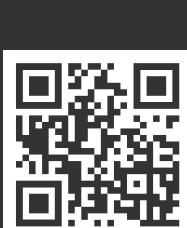
The teacher may request you submit an assignment through the Virtual Classroom. Consequently, the teacher will indicate exactly where to upload your assignments for each subject.



Stay informed

It is important to check not only your university email account, but also your Virtual Classroom mail box as frequently as possible.

Remember to install the URJC app on your mobile to stay informed at all times.



Access the updated version of this document at:
<https://bit.ly/3d6vWxn>