My first day at the Online School

Collège LaSalle

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Introduction

Welcome to the Online School at LaSalle College! We are delighted to have you among our students! As an online student, your classes will be 100% remote—all you will need is a computer, a good internet connection and the software needed for your program.

Throughout your program, you will have to use several platforms. In particular:
- Omnivox – for your schedule, your messaging service (Mio) and to benefit from all the college's services.
- Léa – for your assignments and grades.
- Microsoft Office 365 to obtain all the apps you need for free (Word, Excel, PowerPoint, Teams…)
- The Moodle platform – for access to your courseware and a link to Microsoft Teams.

This guide will explain how to log into and use each of the platforms. You can refer to it throughout the semester.

Accessing your Omnivox

To access your Omnivox, go to the following address: https://collegelasalle.omnivox.ca/Login/Account/Login?L=ANG

If this is your first-time logging into the platform, you should click on "First use?" and set up your Omnivox account.

You will need your **student number** as well as your **permanent code**. This information can be found in the contract that you signed during admission.
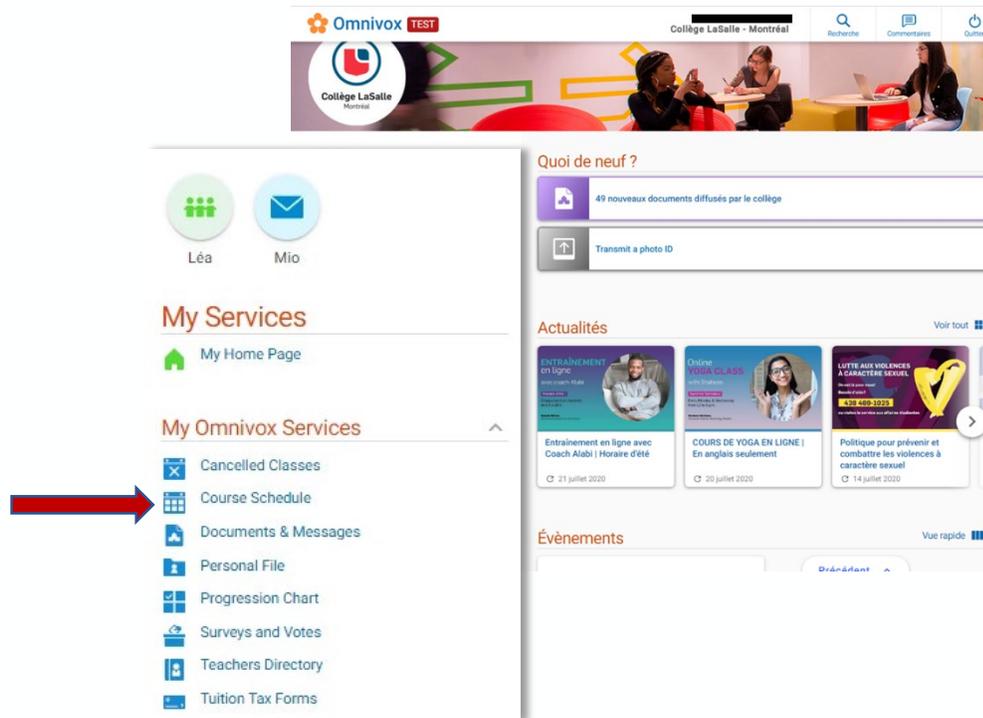
To change the language of the site, just click on the little globe below the "Log In" button.

You can find a detailed tutorial here: https://www.lasallecollege.com/student-ressources/omnivox-guide/omnivox#/

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Confirming your enrolment and accessing your course schedule on Omnivox

1. Connect to Omnivox and access your course schedule in the menu on the left.

2. Choose the next semester.

Course Schedule

Semester selection

Please select the semester for which you want to obtain your course schedule.

Semester: WINTER 2023

Obtain my schedule

3. Enter your Omnivox password then click **Confirm** when you are ready to confirm your registration.

4. You can now see your course schedule.

NOTE: *Be sure to view your schedule in **Weekly Mode** and not in **Semester Mode**, to prevent scheduling conflicts from appearing.*

Note that you will always have 3 to 4 courses per semester, consisting of two 90-minute courses per week. Courses run on alternate weeks.

Accessing and using your Omnivox Instant Messaging Service (Mio)

1. Log into Omnivox.
2. Access your Mio by clicking on its icon.
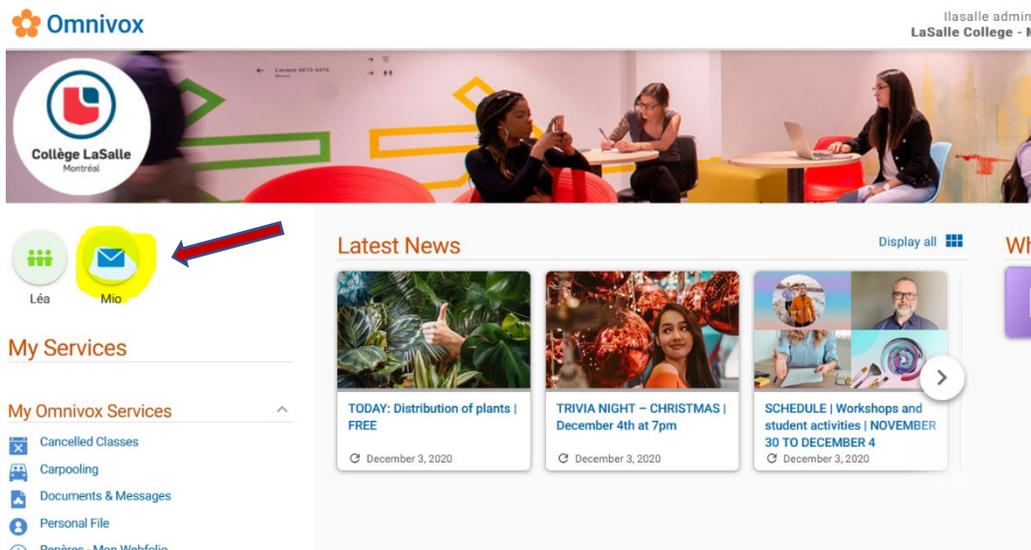
3. Click on **Compose a message** to open a new message. Then enter the name of the person or service that you want to write to. For example, to contact administration for the Online School, search for **Administration ilasalle**.
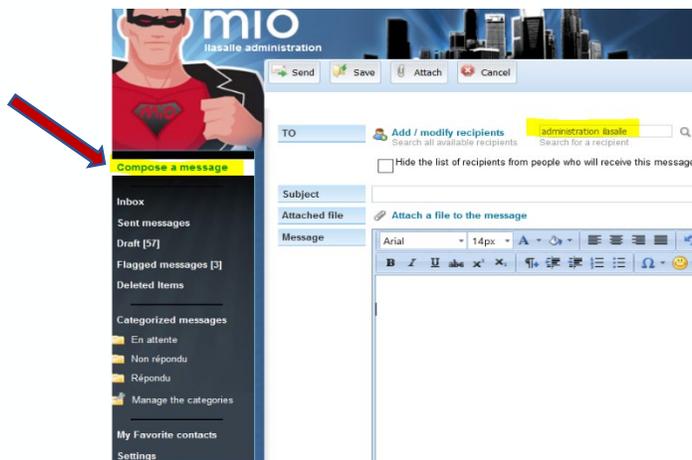
Accessing Communities on Omnivox

As a student of the Online School you have access to several services, found in the **My Communities** section, such as our Career Services, our Psychosocial Support, our Academic Information and much more.

1. Log into Omnivox.

2. Scroll down to find the **My Communities** section.

3. Click on the Community of your choice to open it and to view the content offered: Events, documents, videos, links to make an appointment with the resource person for a specific matter and more.
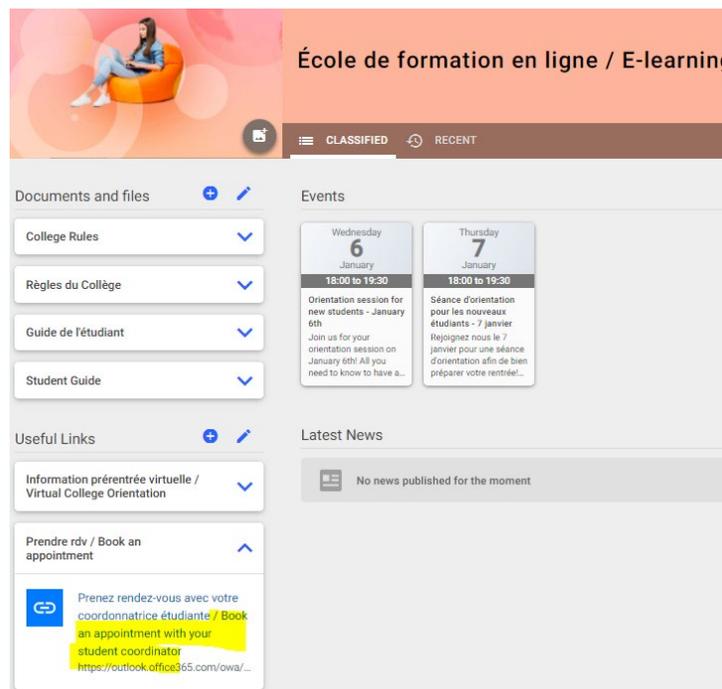
Accessing Léa

1. Log into Omnivox.
2. Access Léa by clicking on its icon.
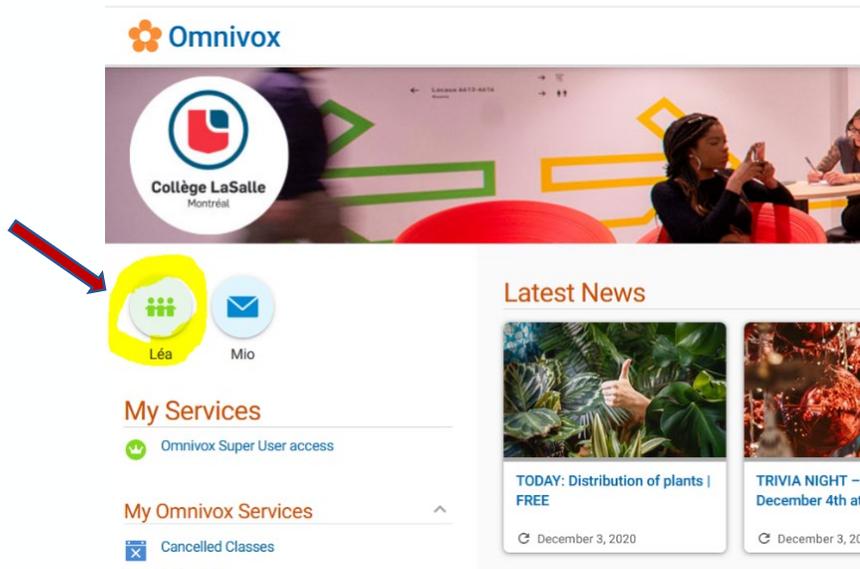
Using Léa

Once in Léa, you will be able to access a menu with all your courses for the semester. For each course, you will have access to assignments to hand in, additional documents for your courses, as well as your grades.

1. To access your assignments, click on **Assignments**. You will find assignments that have been assigned by your tutors with their due date. You will also submit your assignments here.

Note: Your tutor will inform you if the documents will be distributed on a different platform

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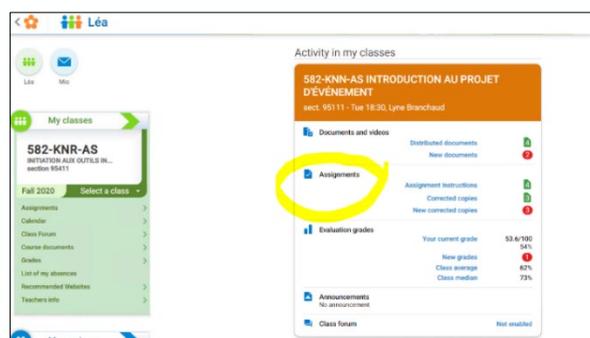
2. To access your grades, click on **Evaluation grades**. You will find your grades for assignments that have been submitted and corrected, as well as the weight of the assessment, the group average for this assignment and your tutor's comments.

Get Microsoft Office 365 for free

Did you know? As a student of the online school, you have access to the basic Microsoft Office suite, including the following software: Outlook, Word, Excel, PowerPoint, OneNote, Publisher, and Teams.

1. You will receive an email **from LCI Education** with your own school email. As a new student, you will be using this email to connect to your school Moodle platform as well as Teams. This lcieducation.net email will be automatically generated when you confirmed your registration on Omnivox. Check your Spam or Junk folder, just in case.

2. Visit the following website: https://portal.office.com

3. Click **Sign In**.

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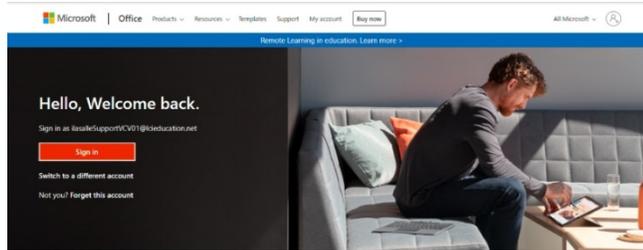
4. Enter your **LCI credentials (@lcieducation.net)** where requested. Do not forget your password for Office 365 is the same as **your Omnivox password**!

5. As a part of Microsoft security procedures, you will have to verify your identity. We recommend setting it to **Send me a text**.
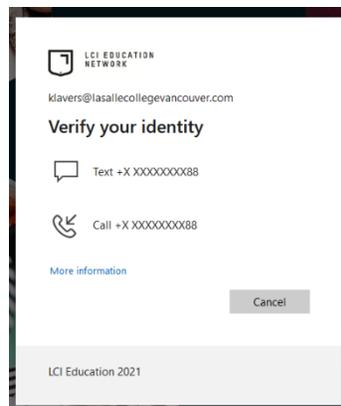
6. You now have plenty of Microsoft apps, for free!
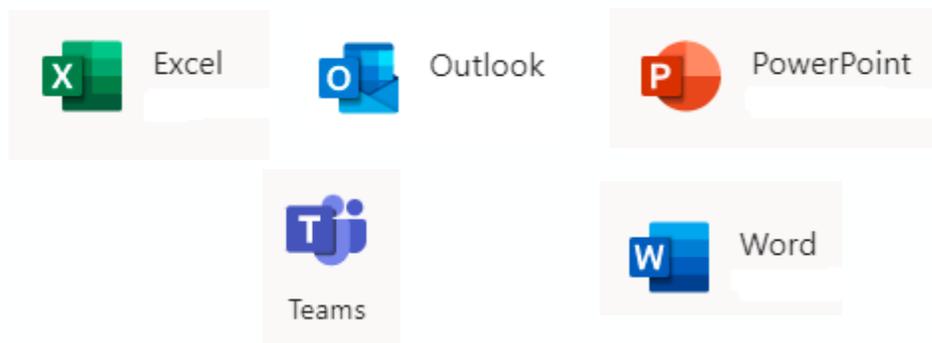
NOTE: If you have a personal Hotmail.com or Outlook.com email, you must log out of it to log in with your lcieducation.net email address.

We recommend that you use different browsers to use your personal email and your school emails.

Your Office 365 account is linked to your Omnivox account.

To reset your Office365 or Teams password you must reset your Omnivox password.

Accessing the Moodle platform

In addition to Omnivox and Léa, the Moodle platform will be essential to your learning, as this is where you access your courseware and find the Microsoft apps. To be able to use the Moodle platform, **you must have already logged into your Office 365 account**. Click this link to access Moodle.
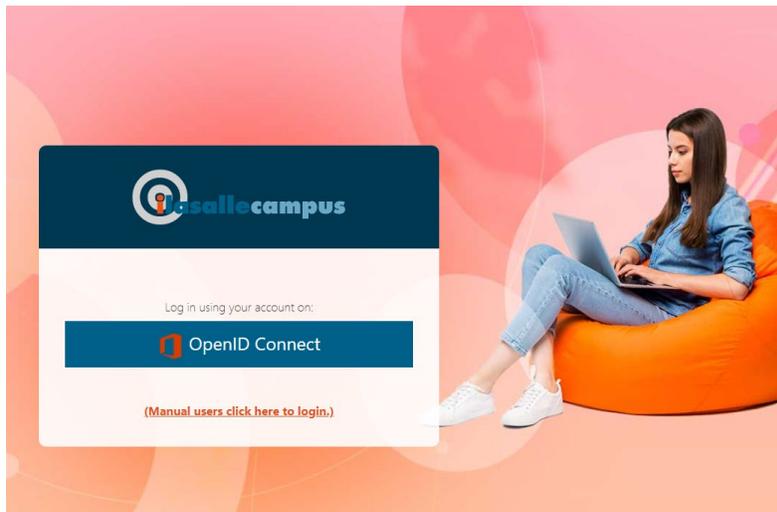
To log in, click **OpenID Connect.**

If you are already logged into your Office 365 account, you will be automatically logged in to Moodle.

If you are not logged into your Office 365 account, Moodle will ask you to log in. Use your **lcieducation.net email address** and your **Omnivox password**.

Special groups available in your Moodle account

Along with your classes for the semester, you will also see other groups on your Moodle dashboard:

The Welcome Course
*Essential information and links
for your student journey

Workshops
*workshops from your program

Bienvenue / Welcome
Welcome to LaSalle College: Your
Online school

ATELIER/WORKSHOP
ATELIER /WORKSHOP _ Graphic Desig...

ATELIER/WORKSHOP
Atelier/Workshop_ Video Games

ATELIER/WORKSHOP
Atelier/ Workshop_ Interior Design
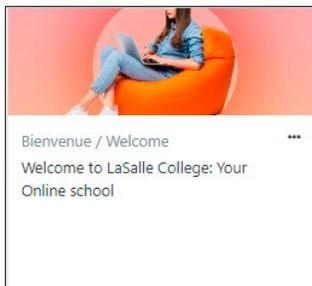
Viewing your courseware on the Moodle platform

Your courseware is where your course material is. You must go through each of your modules before the corresponding virtual class as your tutor will expand on the material that is in the modules.

1. Log into the Moodle platform.
2. Click on the course you want to see.
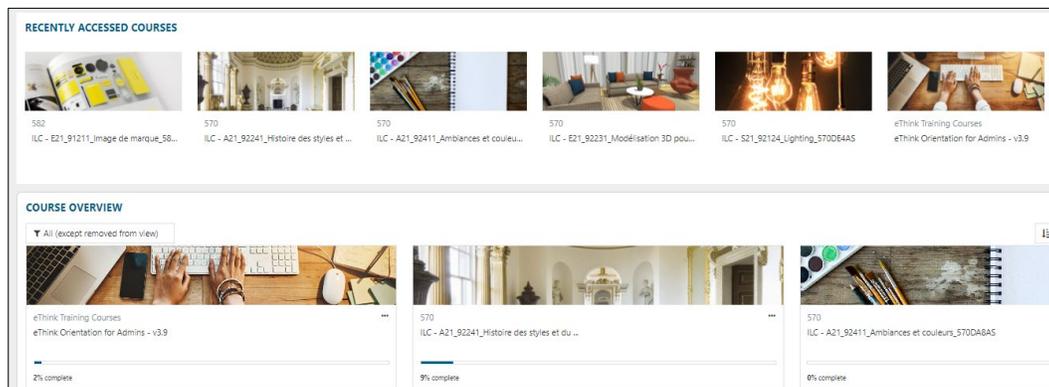
3. Once, in the course of your choice, click on the package of the module you want to open.
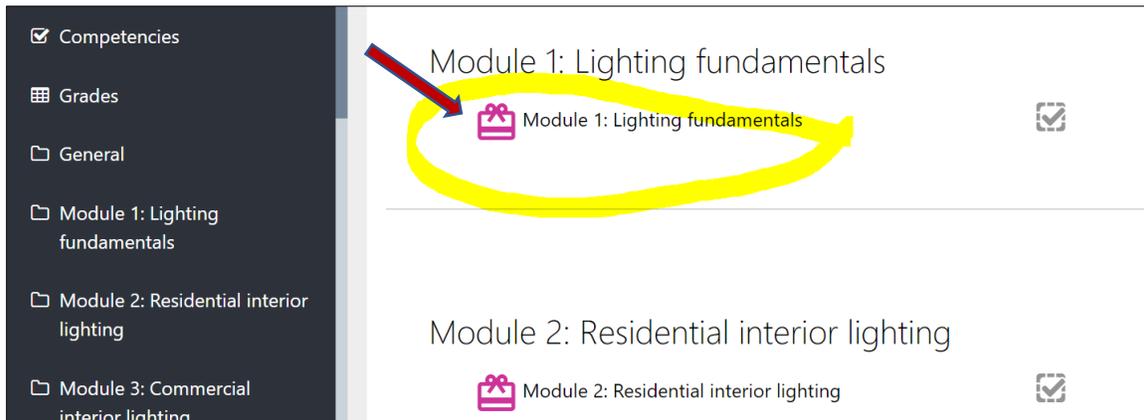
4. Then, in the module Summary page, click on **Enter.** The courseware will open in a new window.

5. Note that you must watch the videos and answer the questions before you can continue to the next section.

> **NOTE:** *If the module does not open right away, make sure that you have allowed pop-ups in your browser. To allow pop-ups, click the little box in the top right corner in your URL and click.*
>
> ***Always allow pop-ups for this website****.*

Discussion Forums in your Moodle classes

In your class, the tutor will activate the discussion forum option. This is a wonderful way to ask questions about the courseware and assignments. You can answer your classmates' questions for an interactive exchange.

Look for this symbol to signify a **discussion forum**:
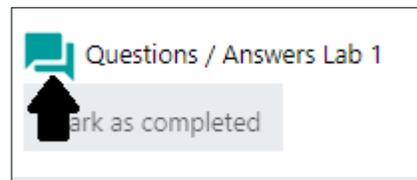
Logging into your virtual classroom

1. Log into the Moodle platform using your **Icieducation.net email address** and your **Omnivox password**.

2. Enter the course of your choice

3. Next, on the right, you will find the Microsoft block. Click on the **Microsoft Team icon.**
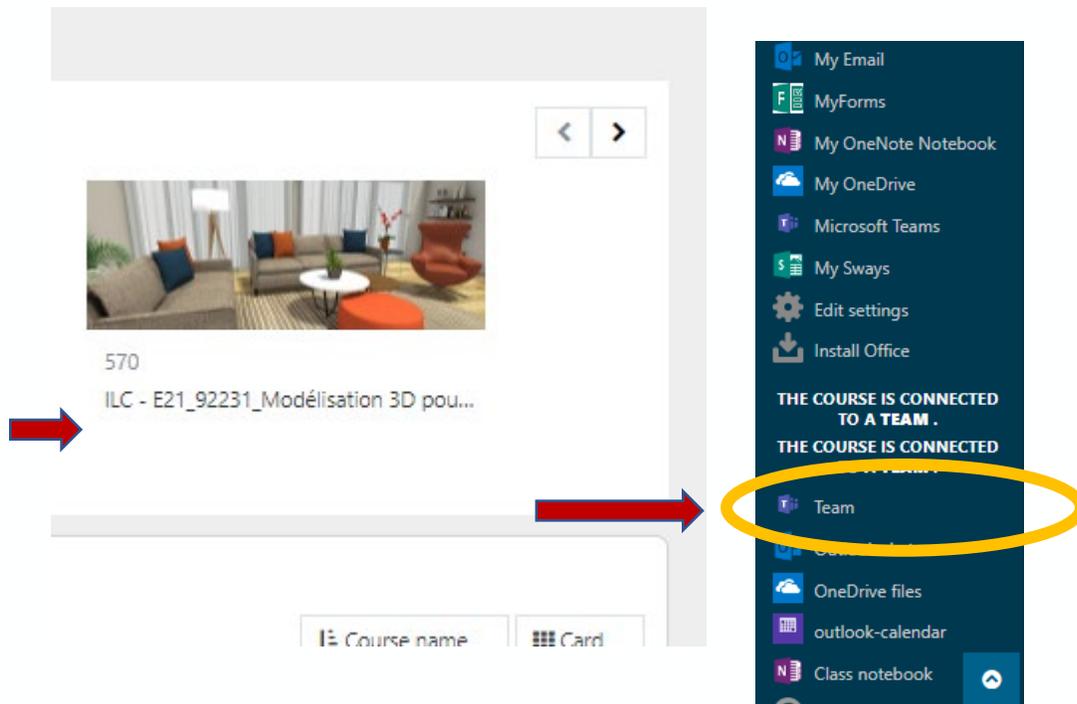
4. The Team for that specific class will open in your browser.
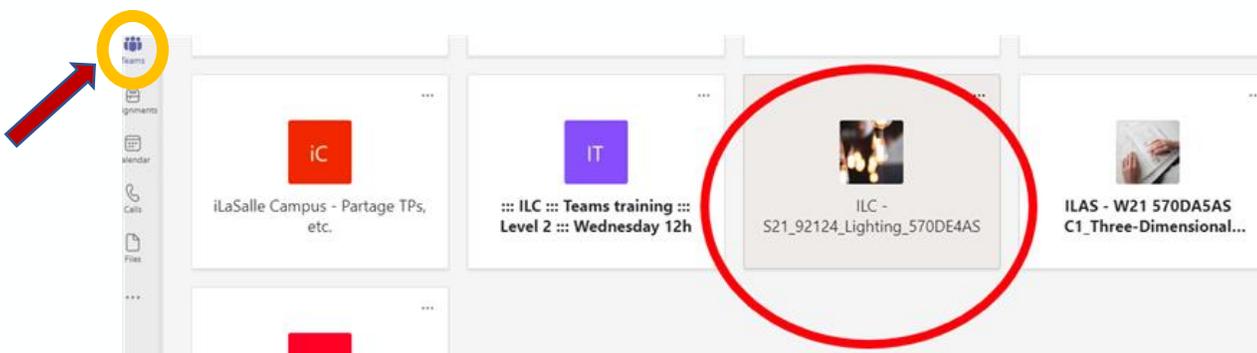
5. Once in the Team of the course, you will see your virtual class scheduled. Click on the little calendar and JOIN to enter your virtual class.

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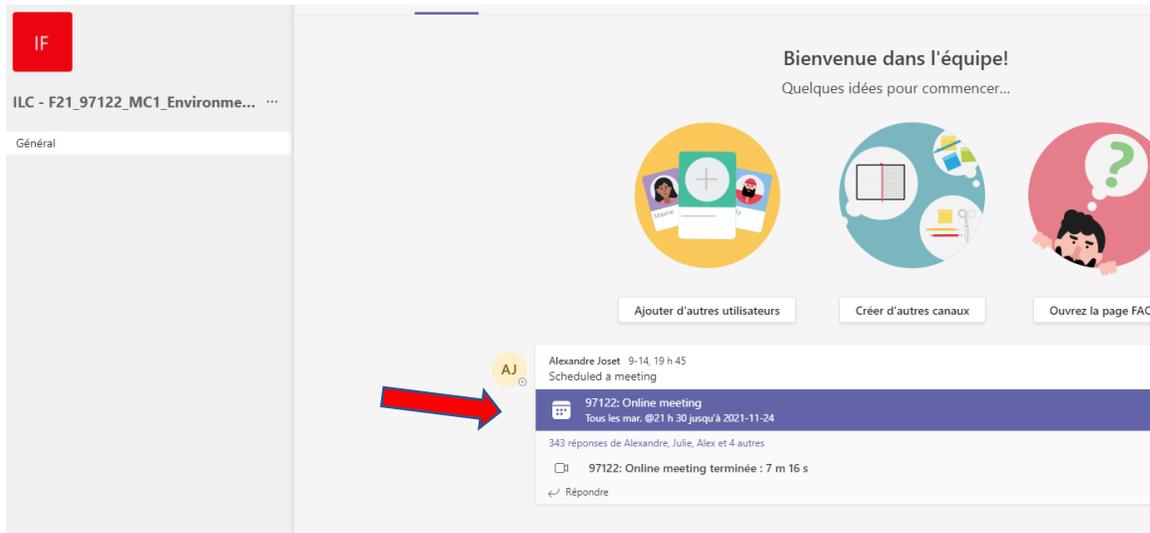
Adding your scheduled class meetings to your Teams calendar

To see your scheduled classes on your Teams calendar, here is the procedure to follow.

Note:

- If your tutor re-schedules a class due to a postponement, you will have to follow the same procedure below.
- Please use your Omnivox Schedule and scheduled meetings in your Teams class as your guide. Your Teams calendar is dependant on you accepting your meeting invitations.

1. Click on the Class and enter the General Channel.
2. Click on the scheduled meeting.

3. Click **Add to Calendar**.
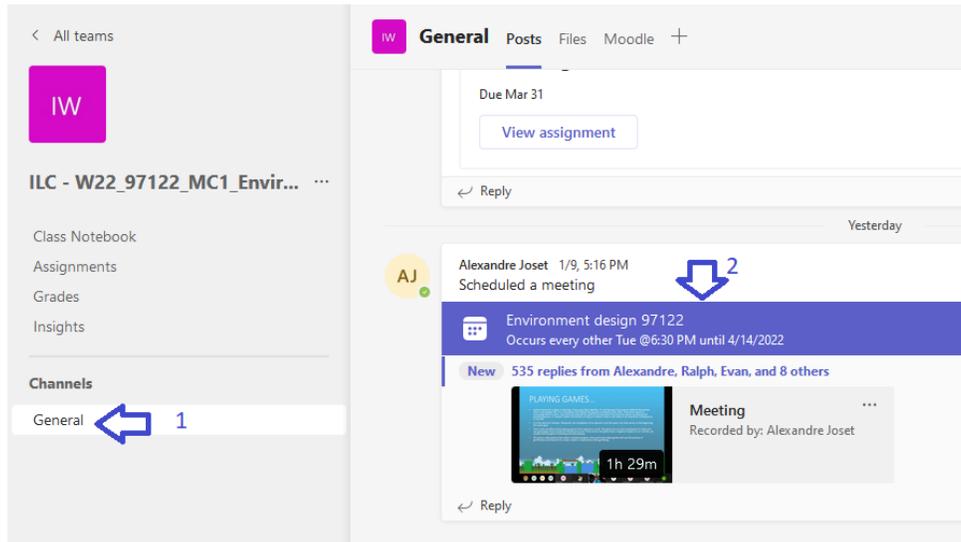
Finding your recordings in Microsoft Teams

1. Enter the course you want.
2. Click on the **Files** tab at the top of the Team.
3. Once in the Files tab you will see **Recordings**. That is where all your recordings for this course are.
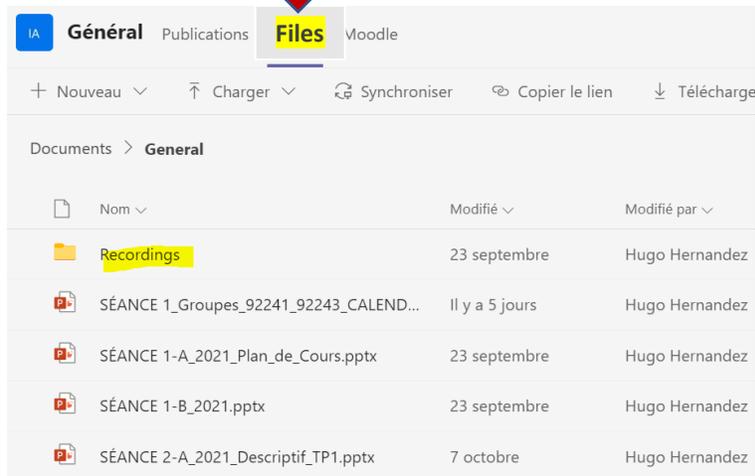
Recordings cannot be downloaded.

NOTE: You can also find the recording in the discussion thread of the class when you click *See previous replies*.

Knowing the college rules

As an online school student, it is important that you be aware of the college rules and policies to know your rights but also your responsibilities.

How to Access Important College Documents

1. Log in your Omnivox and click on the **new documents from the college** section.
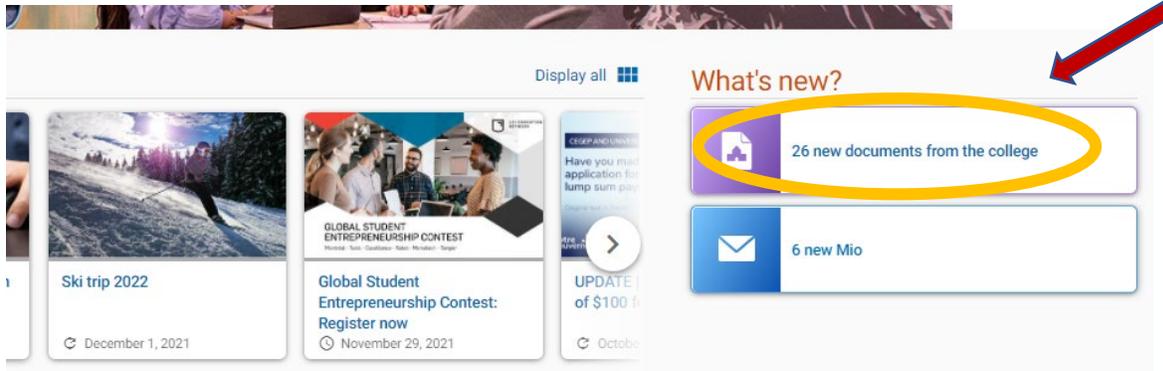
2. You will find many useful documents and forms you can download.
3. Read the Community Code, the Netiquette document and the IPEL (**Institutional Policy on Evaluating Learning**)

> **NOTE:** You can also find a simplified version of the IPEL in the Community called **Academic Information.**

Important Rules

Attendance: Students are responsible for attending their virtual classes

5.11.1. Class Attendance

Students who have exceeded the allowed number of absences in an on-ground or online course may be expelled from it. In such cases, teachers will refuse them access to class and will not accept any work submitted in relation to the class.

5.12.1 Class attendance

Students who have cumulated more than the tolerated number of absences in a course may find themselves excluded from said course.

In the case of online learning, the use of a microphone is mandatory, when asked. The tutor has the right to indicate as absent any student that does not use the microphone. Thus, the allowable number of absences, with or without justification, is as follows:

➤ 45-hour course, consisting of 9 hours of virtual class time: 1 hour and 30 minutes of absence
➤ 60-hour course, consisting of 12 hours of virtual class time: 2 hours and 30 minutes of absence
➤ 90-hour course, consisting of 21 hours of virtual class time: 3 hours and 15 minutes of absence

The Procedure for Assignment Extension Request:

a. In special cases, an extension may be given for an assignment.
b. If the student contacts the tutor directly, they may be given a 24-hour extension at the discretion of the tutor.
c. If there is a medical emergency or a situation beyond your control, like a death in the family, the administration might give a longer extension (48hrs – 72hrs) for the first and second assignment, however proper documentation, like a doctor's note, is required.

Attention: Extensions are not given for the final assignment.

Plagiarism: Students need to be aware of the differing types of plagiarism as it could result in a failing grade.

5.16 PLAGIARISM AND FRAUD *UPDATED*

5.16.1 Definition of plagiarism

Plagiarism, attempted plagiarism or complicity in plagiarism during an assignment or any evaluated task contravenes the rules. This includes (but is not limited to):

a) the whole or partial presentation (reference, paraphrase, summary, translation, insertion) of the work of another (text, illustration, film, music, etc. on paper or online) as one's own, or failing to cite a source;

b) the use of another student's exam during an exam;

c) the use of an assignment done for another course or a project already submitted in the past, which is passed off as an original work.

Requesting official documents

During your studies, you might need official documents such as a grade transcript or a proof of enrollment. With Omnivox, you can request everything you might need, quickly and easily.

1. Log into Omnivox.
2. Go to the menu on the left, **My Omnivox Services**
3. Click on **Document Request.**
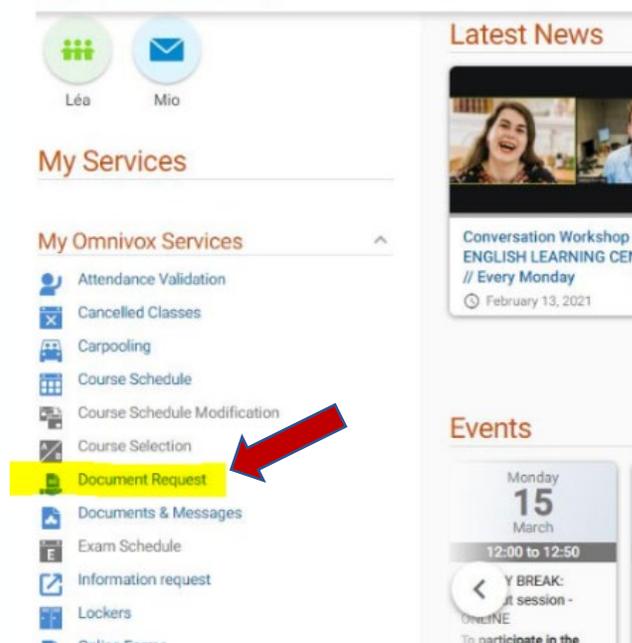
Contacting student services via Mio

To contact your tutors, the administration, or other student services, Mio's are the preferred method for a response within 48 hours.

Be sure to direct your request to the right department for a quick and optimal response. Here is the list of services to contact:

- For questions related to your enrolment, schedule, or courses: **Administration ilasalle**

- For questions related to your invoice or payments: **Student Financial Services**

- To request adapted services for a condition for which you have an official medical diagnosis: **Adapted Services**

- To discuss any personal difficulties in confidence: **Ineedtotalk**

Appendix 1: Trouble Shooting for technical issues

Why don't I see my classes in my Teams Calendar?

Please refer to page 16.

1. Go to your class in Teams
2. Open the scheduled meeting in the General channel
3. Click Add to Calendar

Note: Always check your Omnivox Schedule and your courses' Teams as they will have the most up to date information.

Why does my Moodle/my Teams not open?

1. Have you confirmed your schedule in Omnivox?
2. Make sure that you are logged out of any other Hotmail or outlook account that you might have.
3. Clear your browser history.
4. Make sure to log in with your lcieducation.net email.

Note: We recommend you use different browsers for your different Outlook/Teams accounts.

Why won't my module open in Moodle?

1. Make sure that you have allowed pop-ups in your browser.
2. To allow pop-ups, click on the little square in your URL and click "**Always allow pop-ups.**"

Why didn't my progress save in Moodle?

1. Make sure that you close your module properly every time you stop as leaving the module inactive too long, will prevent it from saving your progress.

Why can't I see my classes in Moodle?

1. Make sure that you select *In progress* in the drop-down menu.
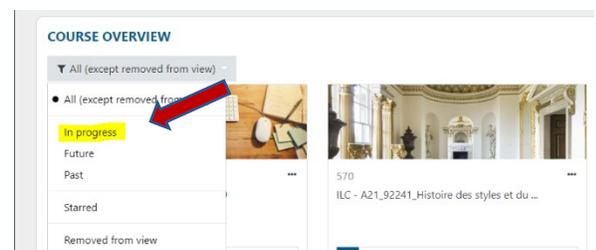
Do not forget there is a Moodle app available for your phone.

1. Go to your App Store and search for **Open-LMS**
2. Enter the website: lci.ilasallecampus.com
3. Click Return (enter)
4. Click on Open ID Connect as you would on a computer browser
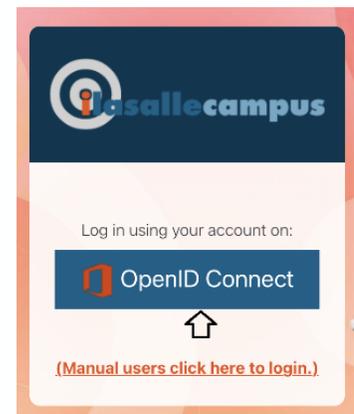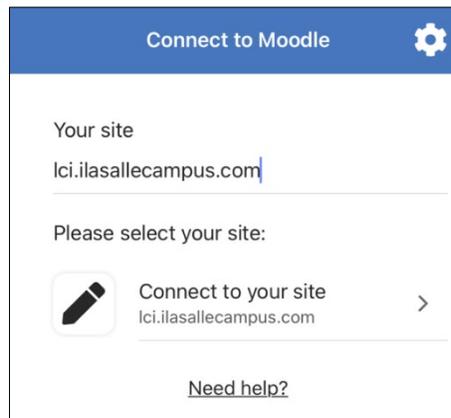
Do not forget there is an Omnivox app for your phone.

1. Go to your application store on your mobile device and search for **Omnivox**
2. Once you have clicked "I am a student," type LCI to bring up the various campuses
3. Choose LaSalle College Montreal
4. Enter your student number and password
5. Turn on your notifications to be alerted when you receive a new Mio.
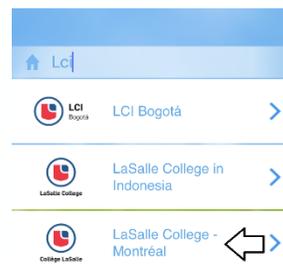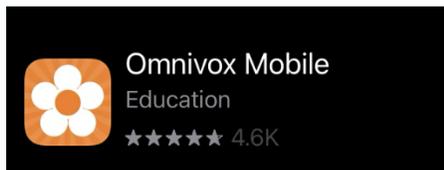
Appendix 2: New Student Checklist

There are many steps follow before you start your classes – use this checklist to stay on track!

☐ **Read the student guide that was sent to your personal email**
If you haven't received it in your inbox, click here.
Check out our orientation platform here.

☐ **Set up your Omnivox account**
You will need your student number and permanent code. Both are in your contract. Click here for Omnivox.
Remember your Omnivox password as it will be your password for all school platforms

☐ **Confirm your schedule on Omnivox**
Sign in to Omnivox and select **course schedule** from the menu on the left.
Choose the correct semester, enter your Omnivox password, confirm your enrollment.
View your schedule in **week mode** not semester mode.

☐ **Set up your Office 365 account**
24 hours after confirming your schedule, you will receive your school email address from LCI Education in your personal inbox. Use your lcieducation.net school email and Omnivox password to sign in here: https://portal.office.com
If you haven't received your email address after 48hrs, check your spam folder and if it is still not there, send us a Mio at **Administration ilasalle**

☐ **Download and sign into the Microsoft Teams application**
Download the Teams application: Click here
Use your lcieducation.net email address and Omnivox password to log in. You will see a Team for each course you are enrolled in. Add your scheduled meetings to your calendar

☐ **Sign into the Moodle platform**
Sign in with your lcieducation.net email and Omnivox password if you are not automatically connected. Click here.
Explore the Welcome to LaSalle College course found on your dashboard.
Start studying the first module of your classes courseware before your classes begin.

☐ **Do a tech check**
Make sure you have a quiet place set up for your virtual class and a good internet connection. Check that your headphones, camera, and microphone are easy to turn on. Open your MS Teams settings to check your camera, microphone, and audio. Choose a Teams background or blur your background if needed before your virtual class.

☐ **Register with Adapted Services (if needed)**
If you're a student with a documented disability or diagnosed mental health concern who requires academic accommodations, be sure to register with Adapted Services before classes start. You can Mio them at Adapted Services to book an appointment.

☐ **Ask questions**
Contact ilasalle administration via MIO (Omnivox email system). It's best to ask right away! All questions are important.

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Appendix 3: Online Learning Netiquette

Keep in mind that the outcome of your learning experience depends on the interactions you have with your tutors and your classmates. Make the most of it!

Upload a profile picture on TEAMS (same picture as your Omnivox account)

Arrive on time.

Activate your camera and change your background (blur or choose an image).

Wear appropriate attire.

Ensure your learning environment is free of noise and distractions.

Raise your hand using TEAMS reaction tools or wait for an appropriate time to speak.

Use the chat and forum for content relevant to the class.

Use professional language.

Use respectful manners towards tutors, classmates, and staff.

Refrain from eating during class.