ORIENTATION

STUDENT USER GUIDE

Presenter: Donna Kirkwood

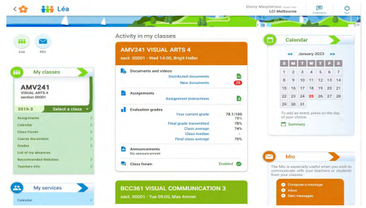
OMNIVOX, LEA, STUDENT EMAIL USER GUIDE

LCI Melbourne

The World is Your Classroom

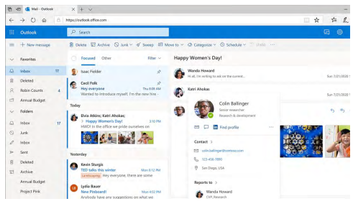
Omnivox

Léa



https://www.lcimelbourne.edu.au

Outlook



OVERVIEW

1. Omnivox

Omnivox is LCI Melbourne's *Student Portal* and digital *Community Hub*.

Here you will find all relevant information relating to your scheduled timetable, messages from the Dean, campus announcements, events, industry job opportunities, creative call-outs, surveys, SRC initiatives, and all key communications.

Students use Mio (messaging feature) in Omnivox to communicate with Academic Mentors or other students. In the event a class may need to be cancelled, Academic Mentors aim to give at least 3 hours' notice, via Mio. All cancelled classes are rescheduled to a time later in the trimester.

Assess CAN statements, invoices, update personal details and contact student services.

2. Léa

Léa is your *Classroom Portal* and LCI Melbourne's Learning Management System (LMS). Within Léa you will find all enrolled Course Units, documents relating to Unit Outlines, Unit Assessment Tasks, weekly Unit Learning Activities, access to Grades, and other relevant resources relating to your studies, including class announcements.

All assigned unit assessment, with the Assignment Cover Sheet, is submitted via Léa.

3. LCI Melbourne Website

Our website contains information about course offerings, processes for Credit/RPL, forms and all LCI Melbourne *Policies and Procedures*.

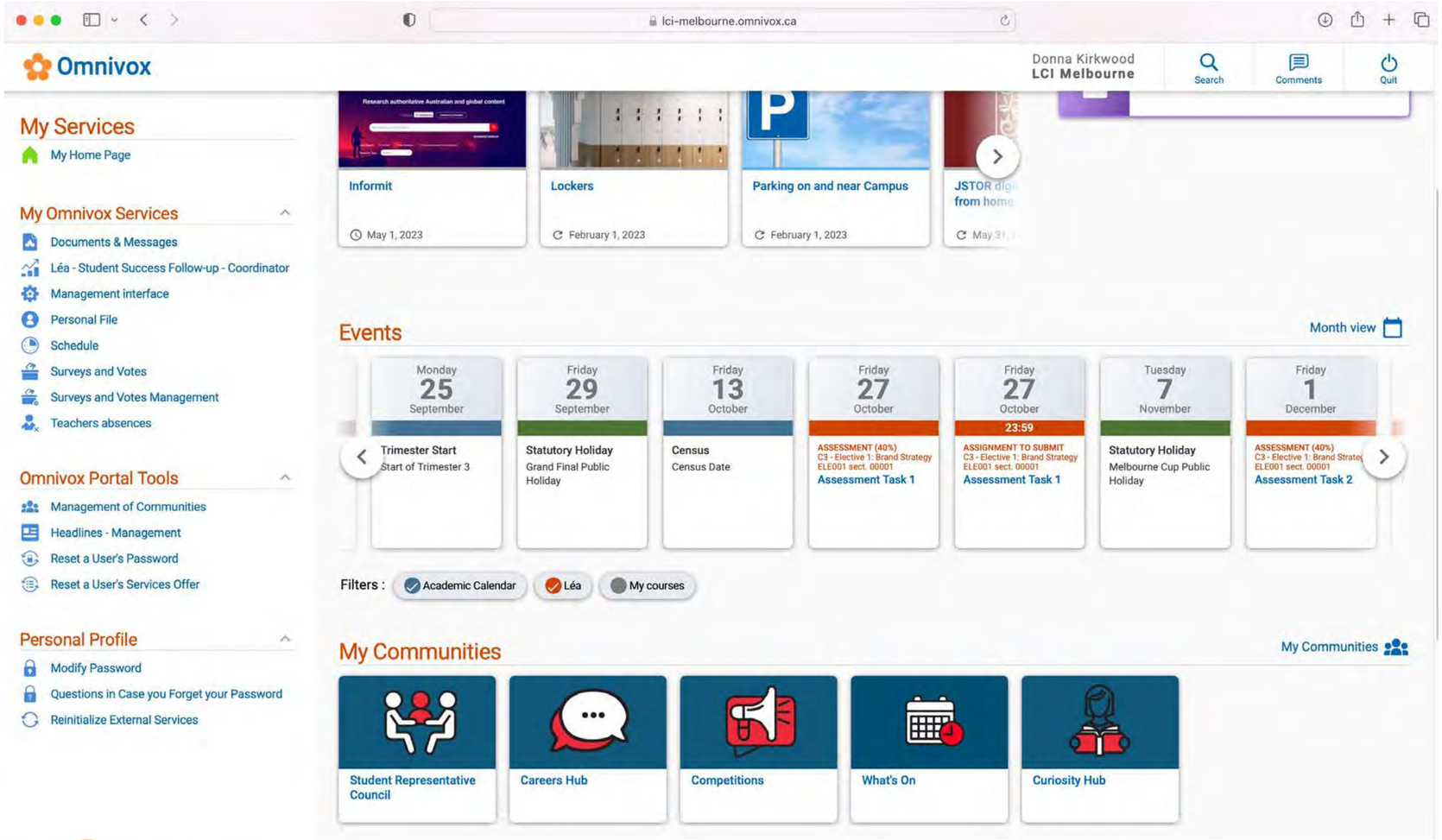
4. Student Emails

As a student at LCI Melbourne, you will be allocated an LCI Melbourne Student email address. Email via Office 365 Outlook is used for formal LCI Network communication.

5. Microsoft Teams

Microsoft Teams is only used by Academic Mentors to call in regional and interstate students that qualify for online learning. Microsoft Teams is used by Academics to record lecturers when applicable.

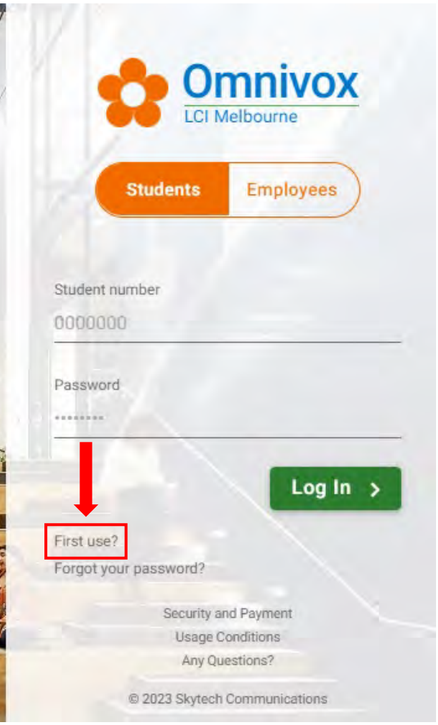
OMNIVOX



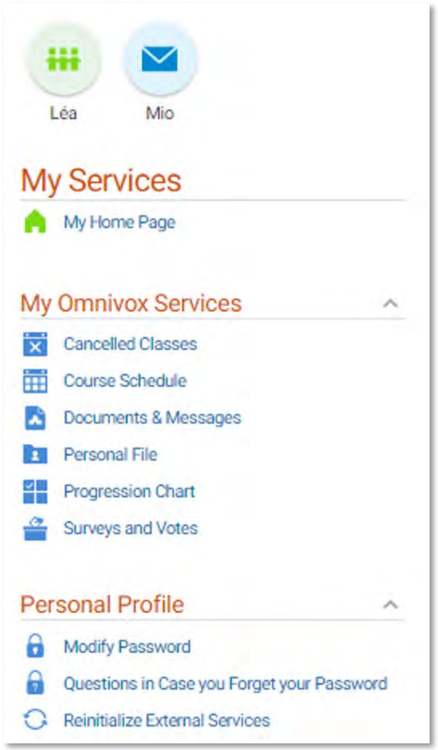
Omnivox

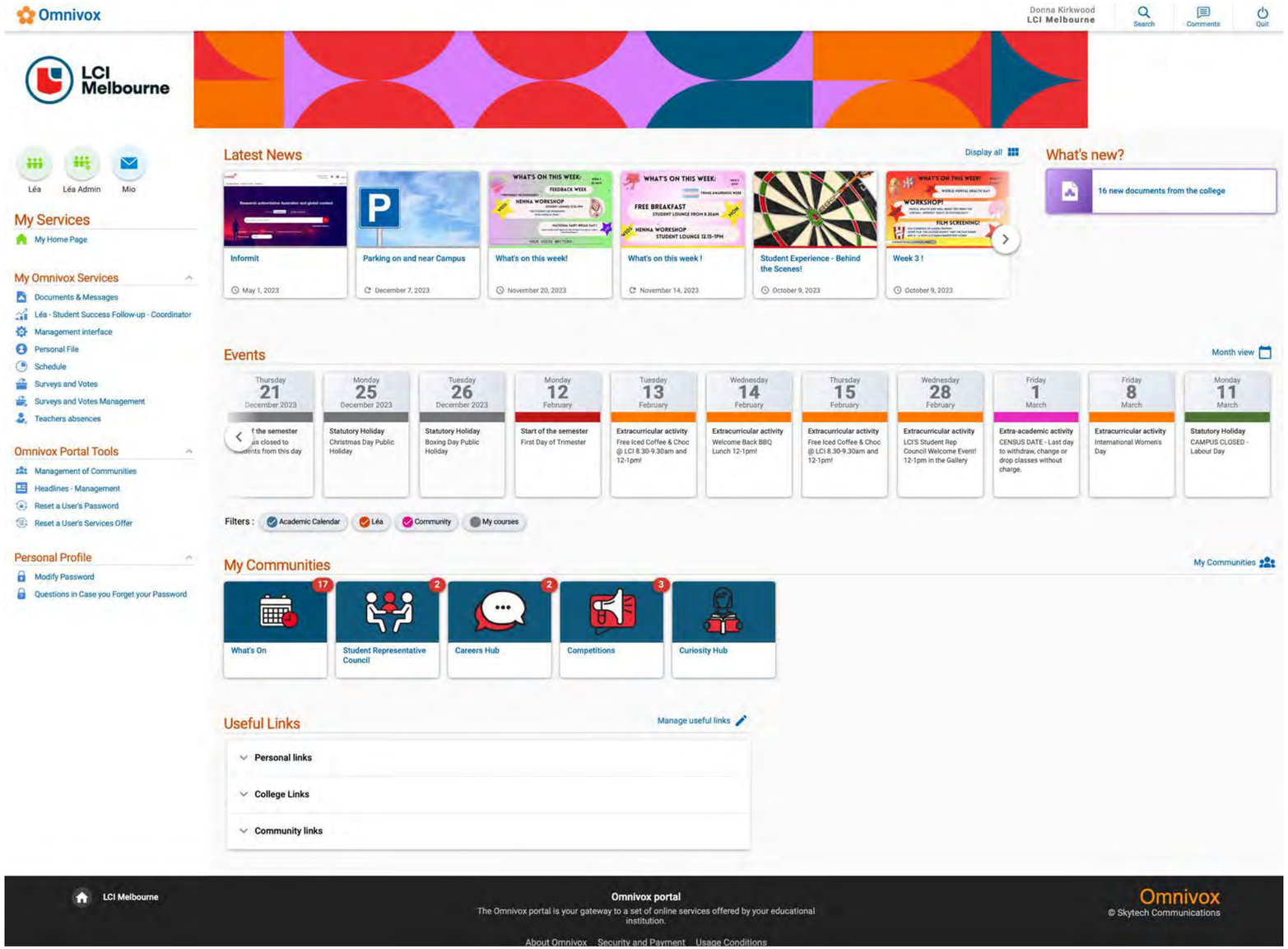
LOGGING ONTO OMNIVOX FOR THE FIRST TIME

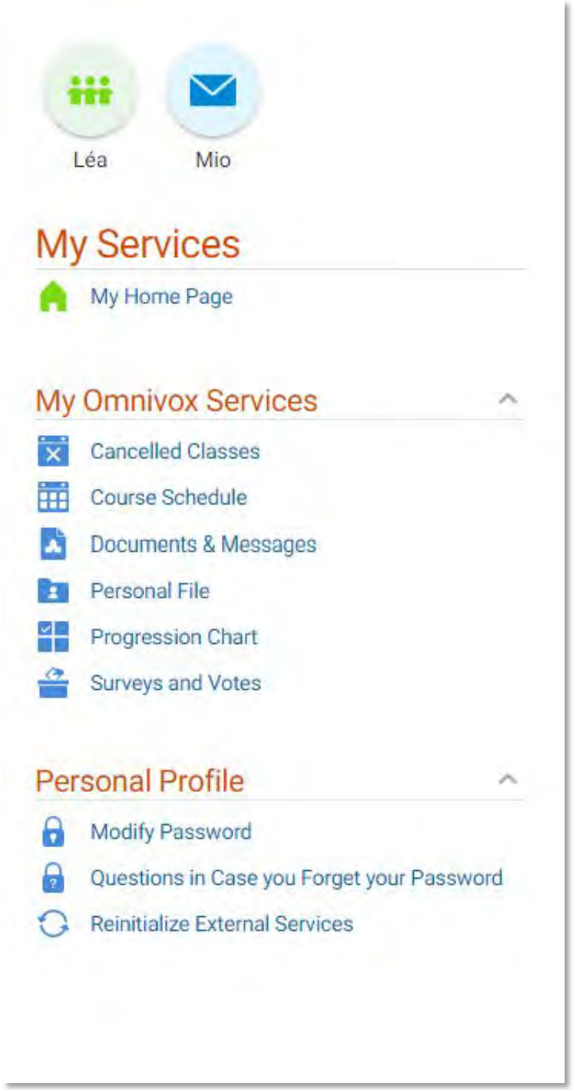
1. To access Omnivox, in a web browser, head to https://lci-melbourne.omnivox.ca/
2. When you use Omnivox for the first time, click on the **First Use** link (in red).
3. Next, identify yourself by entering your student number minus the (-) i.e 2023XXX and your birth date. Check the verification box and then click Validate.
4. Select three (3) questions and enter an answer for each of them.
5. Choose your password according to the required criteria and click on **Confirm** to submit.
6. Finally, click on **Next** to access the platform.



INTRODUCTION TO THE HOME PAGE







MY OMNIVOX SERVICES

Get to know what each item of the “My Omnivox Services” menu do.

1. **Cancelled Classes**
   The Cancelled Classes tab allows you to see the classes cancelled that day

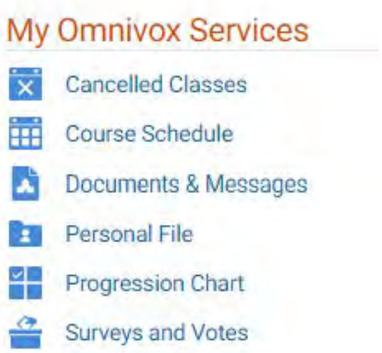
2. **Course schedule**
   Here you will find your Trimester Schedule. It indicates the day, time and duration of your scheduled class as well as the room number. (more information on how to retrieve you schedule to follow)

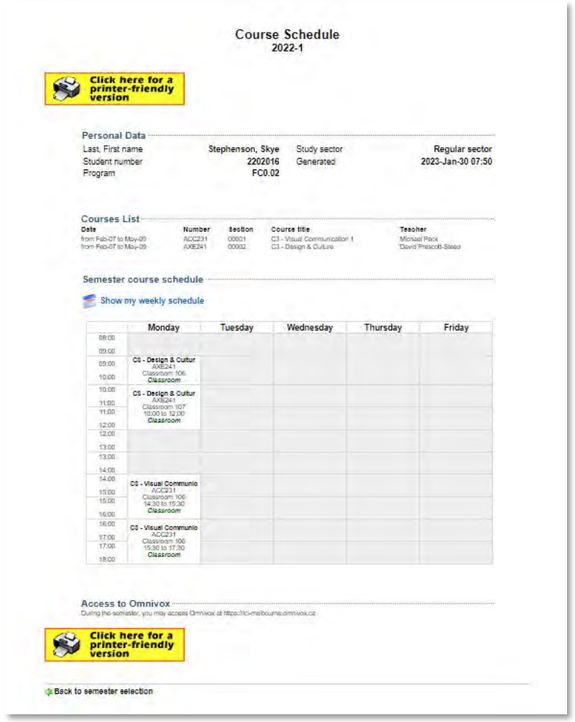
3. **Documents & Messages**
   This tab allows you to review documents or messages intended for you personally.

4. **Personal File**
   This section allows you to review or modify your personal information, such as your address, phone number or email address. In this section, you can also turn on notifications for course cancellations

5. **Progression Chart**
   This tab allows you to review your progression chart. On it, you will see the courses chosen for the upcoming trimester, courses to be taken and courses you are currently taking, as well as completed courses, trimester by trimester.

6. **Surveys and Votes**
   This section contains all the surveys or votes LCI Melbourne would like you to respond to. In general, these are course evaluations. Most of the evaluations are required, with one or two that are optional. This practice is used in order to ensure a sufficient response rate to interpret trends and allow us to improve.





HOW TO RETRIEVE YOUR SCHEDULE

It is essential to retrieve your schedule at the beginning of each Trimester.

On the Omnivox home page, under the “My Omnivox Services” click on Course Schedule.

1.Click on Course Schedule

2.Choose trimester from the drop-down menu

3.Click “Obtain my schedule

4.On the first section of the page, you will see your personal data, while the section below details your units for that trimester. This is where you will find the name and number of the course and your section number.

5.The third and last part consists of your schedule. You may view it by semester (in orange) or by week (in green), but we advise you to view it by week in order to avoid scheduling conflicts and changes to the day.

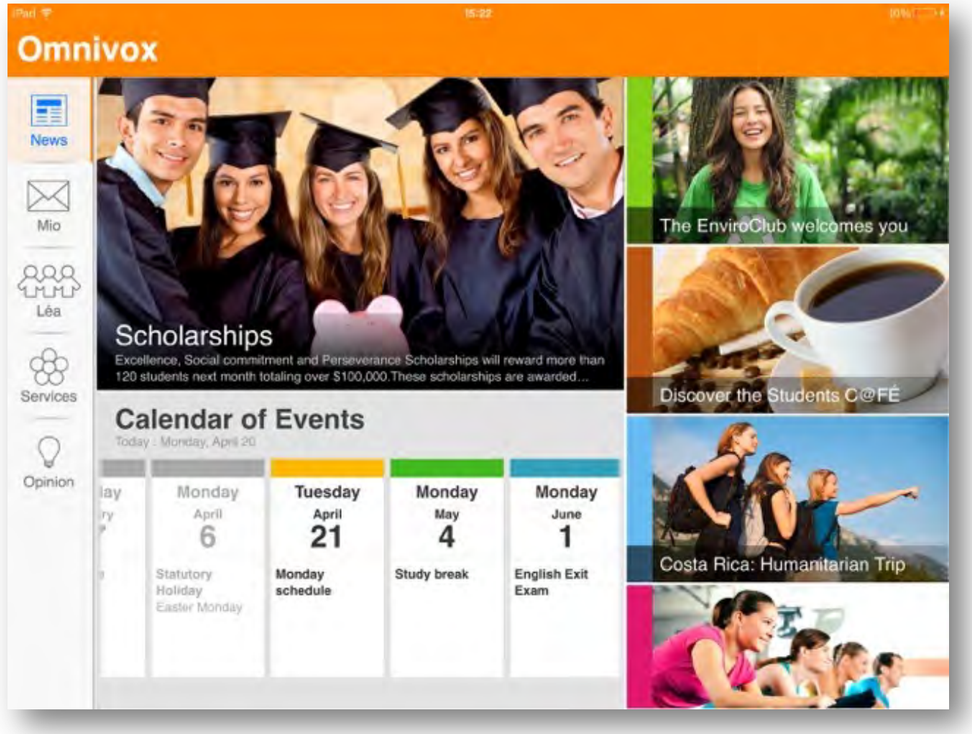
6.You can print your schedule at any time by selecting the icon “Click here for a printer-friendly version”. When clicked you will be given options on what data you would like included. Select View and your printer friendly version will appear ready to print.

OMNIVOX APP MOBILE DEVICES

The Omnivox application can be downloaded free on your smartphone or tablet (Android or Apple)

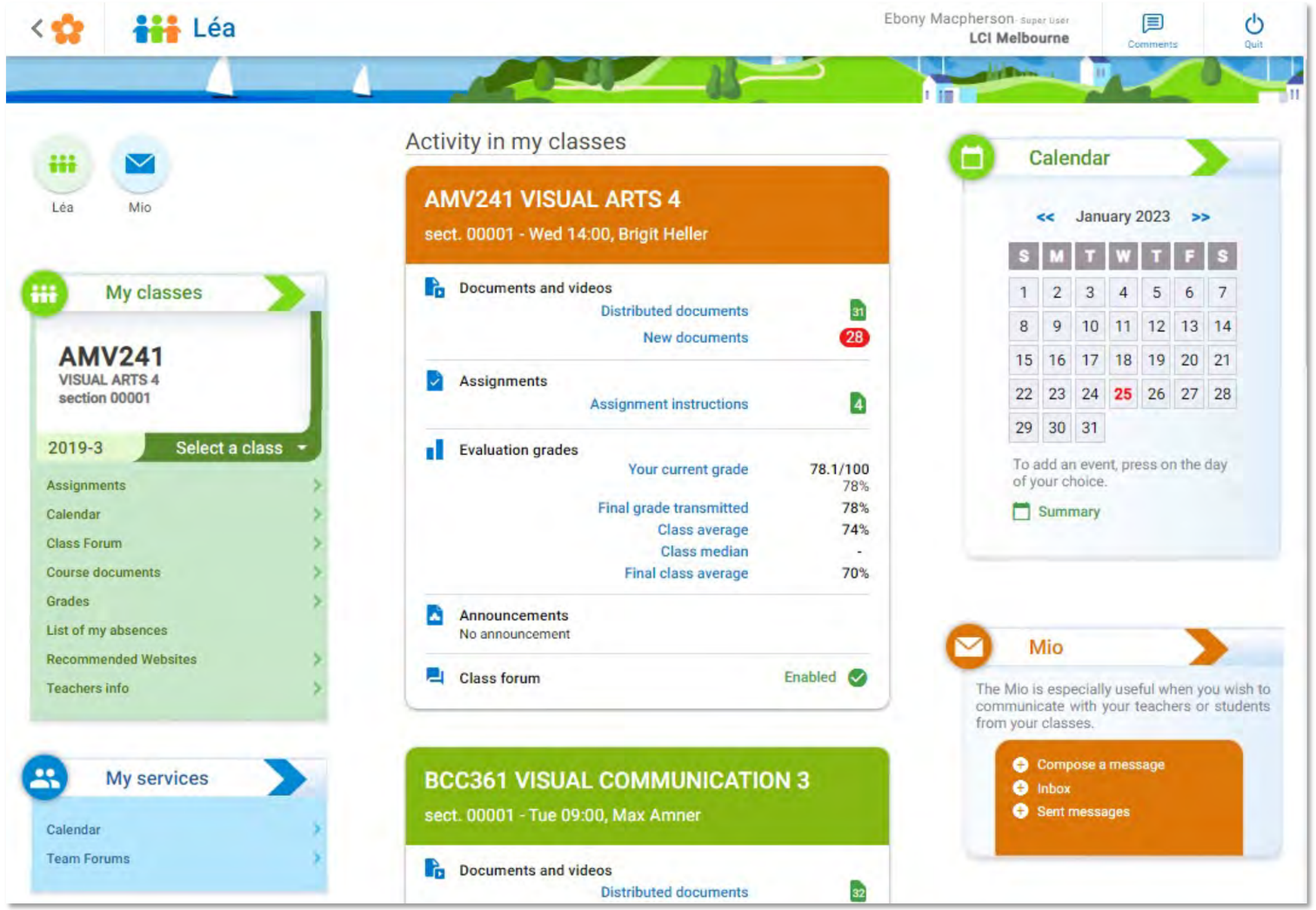
GET IT ON Google Play

Download on the App Store

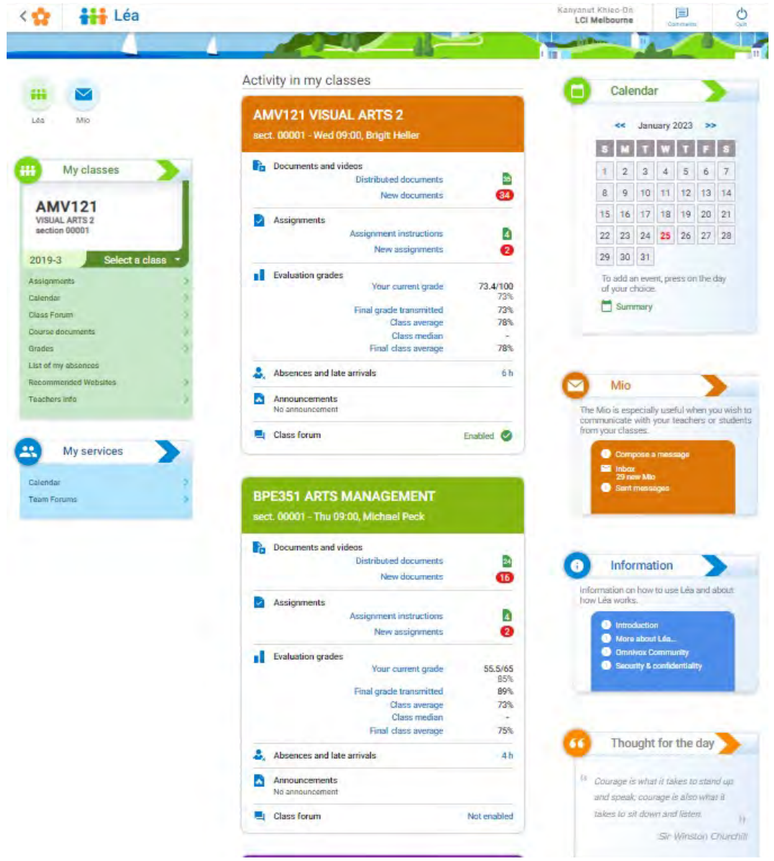


LEA

The Omnivox application can be downloaded free on your smartphone or tablet (Android or Apple)



INTRODUCTION TO LEA THE CLASSROOM PORTAL



Léa is your Classroom Portal, within Léa you will find all enrolled units, documents relating to your studies, unit outlines, assigned assessments and other relevant items relating to your studies. Léa is the place you will spend most of your time.

Navigating the Léa home page

My classes
Here you can view all current and past units, to access relevant documents, assessment information, calendar bookings, grades, monitor your absences, find recommended websites and teacher information

Activities in my classes
Here you can see an overview of your units at a glance. It will show you the most relevant information relating to each unit.

Calendar
Will display your daily schedule and any events that are scheduled on that day. You can also add events for yourself.

Information
Information on how to use Léa and how Léa works.

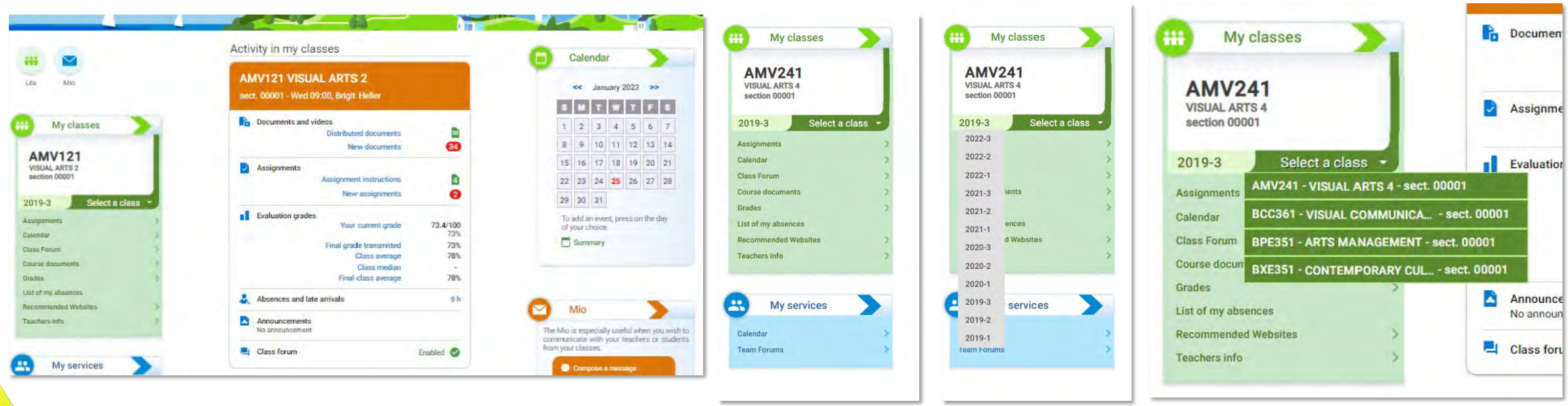
Return to Omnivox
Clicking this will return you back to the Omnivox home page.

UNDERSTANDING THE INDIVIDUAL SECTIONS

Activity in my classes
When you enter your Léa classroom, you will automatically see a list of your courses for the current semester. They appear in ascending numerical order. It contains handouts for each course, assessment instructions, your grades and your absences, as well as messages from the teacher and what is on the calendar for the month.
To access it, just click on the corresponding link.

My Classes
In the **My Classes** section, located on the left of the screen, you will see two tabs: **Session 20XX** (in red) and **Select Class** (in purple).

The first tab allows you to review your courses from previous semesters, while the second allows you to select one of your courses, which will give you access to various modules for this class.



UNDERSTANDING THE INDIVIDUAL SECTIONS

Assignments

The assignments tab is where you will find all your assignments for the units you are studying. It will outline the Stages, submission deadlines and submission status.
The legend indicates what each symbol means next to each assignment

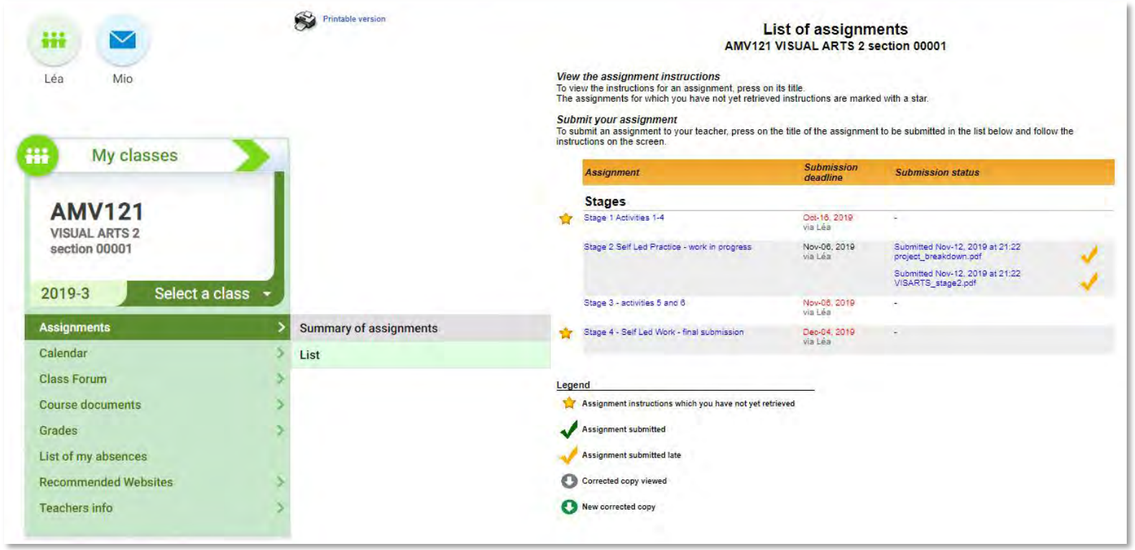
Viewing and Submitting Assignments

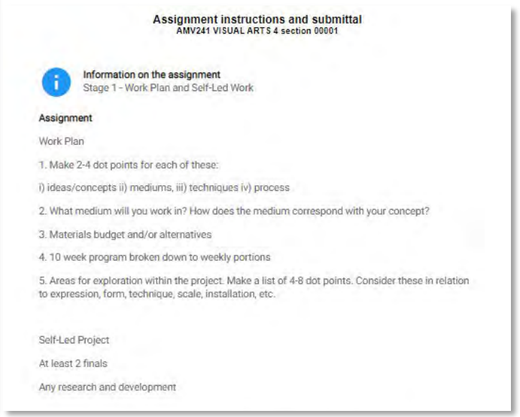
Clicking on an assignment will bring up information on the assignment. This information will include; Assessment requirements, document links, submission deadline and details on how to submit.

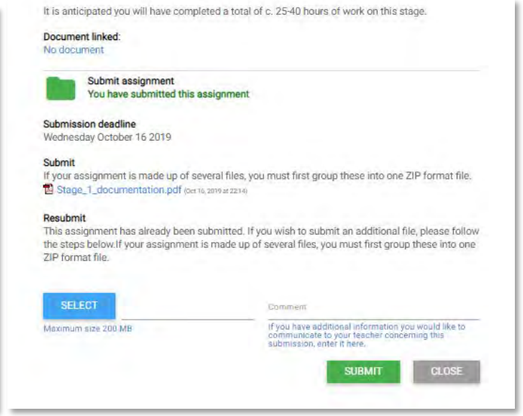
To submit an assignment, scroll down to the bottom of the "Information on the assignment" page to find information on how to submit.

Using the Select button, search for your file (Reduced sized PDF is recommended) attach the file, add a comment and then click Submit.

You will receive a confirmation of submission.







UNDERSTANDING THE INDIVIDUAL SECTIONS

Calendar

The Calendar tab will take you to the campus calendar, here you will find important dates relating to the trimester, upcoming events, student experience events and campus wide events.

You can even add your own private events.

Class Forum

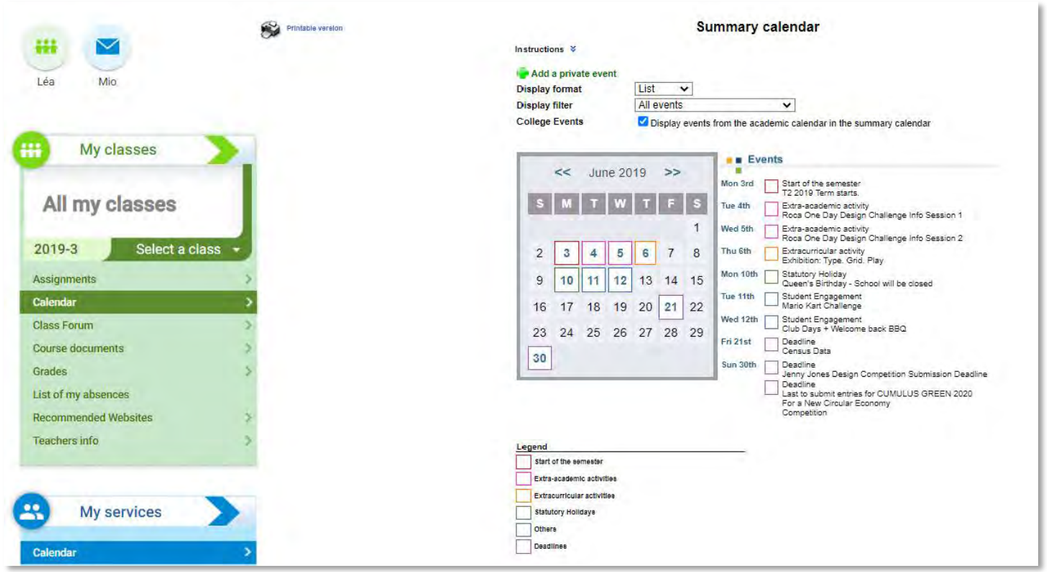
The Class forum tab will take you to your class Discussions.

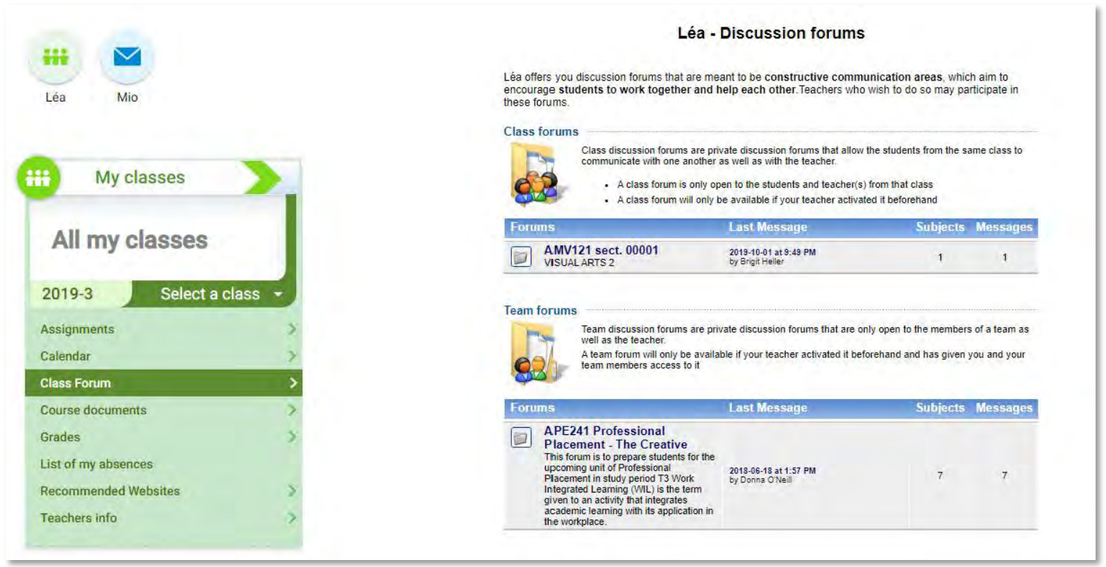
If your Academic has set up a class discussion page within Lea, here is where you will find it.

Click the “Class Forum” tab

Find your class forum and click

You will be taken to the page, where you can read and reply.





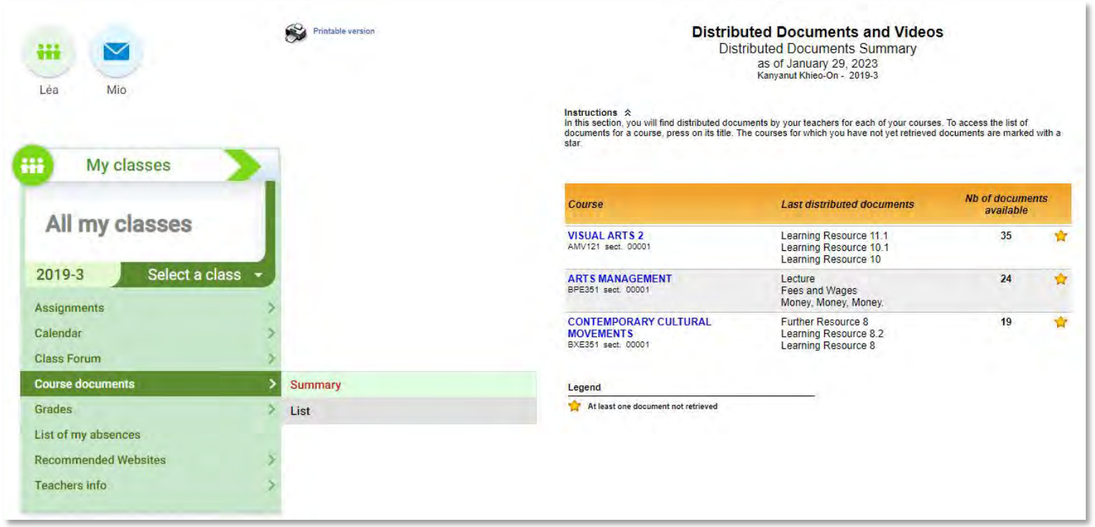
UNDERSTANDING THE INDIVIDUAL SECTIONS

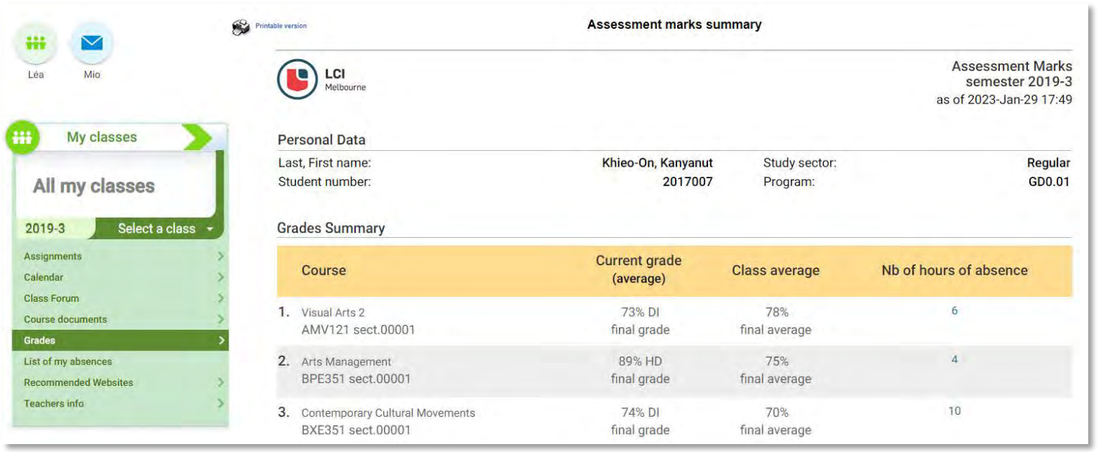
Course Documents

The Course Documents tab will take you to a summary of all the documents that relate to your units.
Clicking on the Course will take you to the relevant documents for that class.
It is important to check these documents regularly as new documents will be upload.

Grades

The Grades tab will show you a summary of your Current grade (average), Class average and number of ours absent.
You can use this tab to keep track of your grades for each unit you are studying.
If you find any discrepancies, please notify Student Experience.

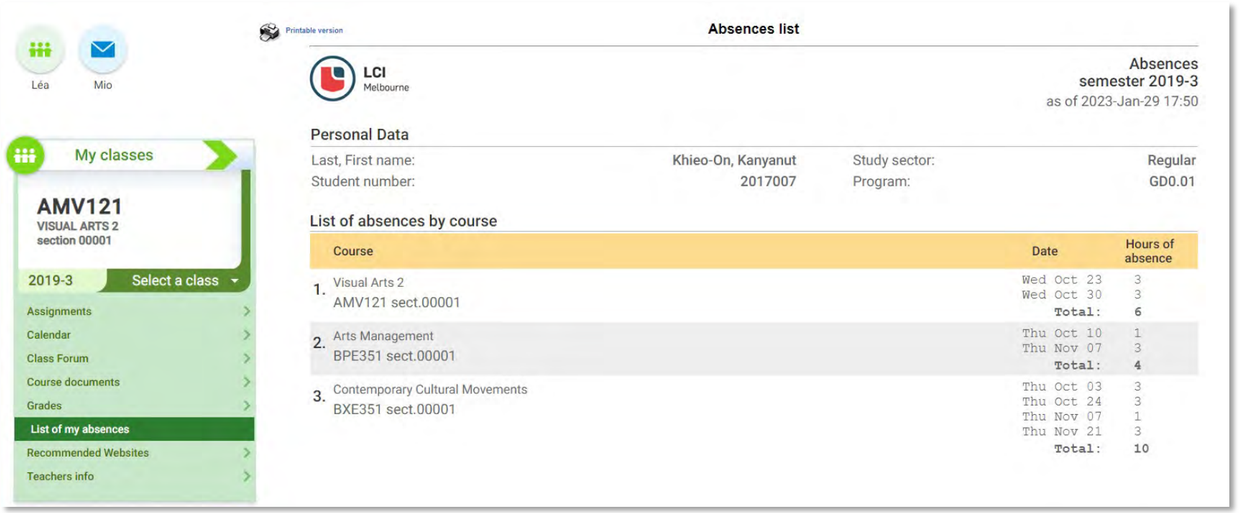


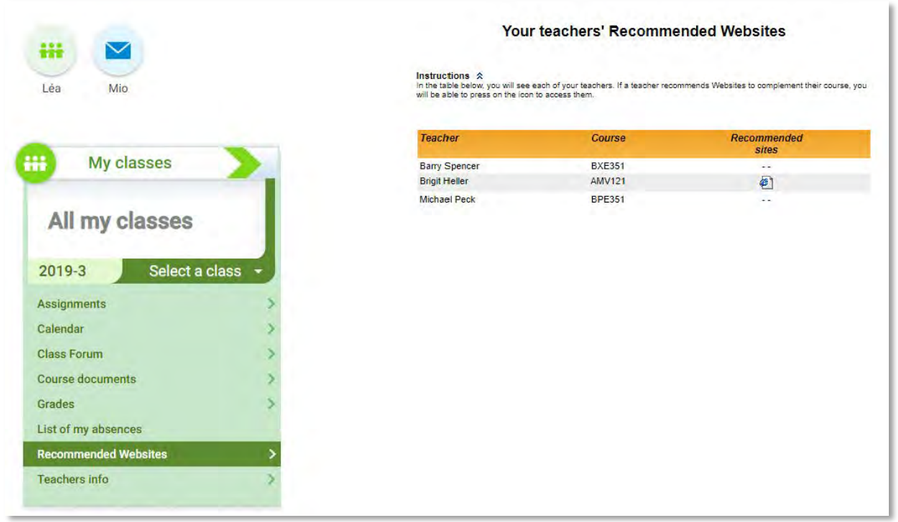


UNDERSTANDING THE INDIVIDUAL SECTIONS

List of my absences
The List of my absences tab will give you a summary of your absences from each unit you are studying. Check this regularly

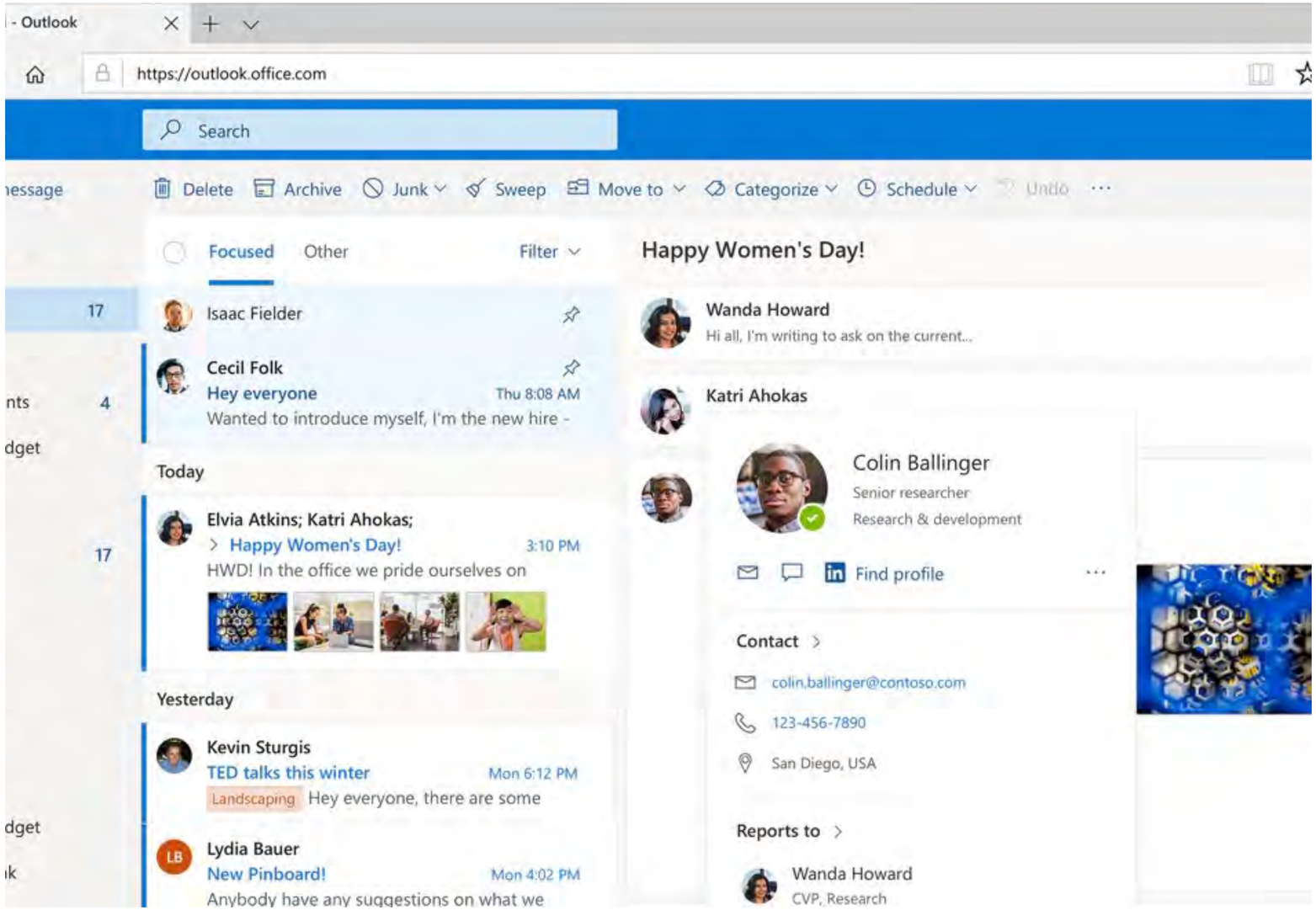
Recommended Websites
The Recommended Websites tab will take you to an overview of all the recommended websites for your units. Clicking on the individual links will direct you to the website.





STUDENT EMAILS

Outlook



LOGGING ONTO YOUR STUDENT EMAILS FOR THE FIRST TIME

As a student at LCI Melbourne you will be issued a student email address to help make the on-campus experience easy and enjoyable.
You would have received your LCI Melbourne email address details via the LCI Education Network on successful activation of your Omnivox account.
Please check your personal email account for an email from noreply@lcieducation.net for your email login details. Remember check your spam just in case.

If you have not yet received these details, please contact responseteam@lcimelbourne.edu.au.

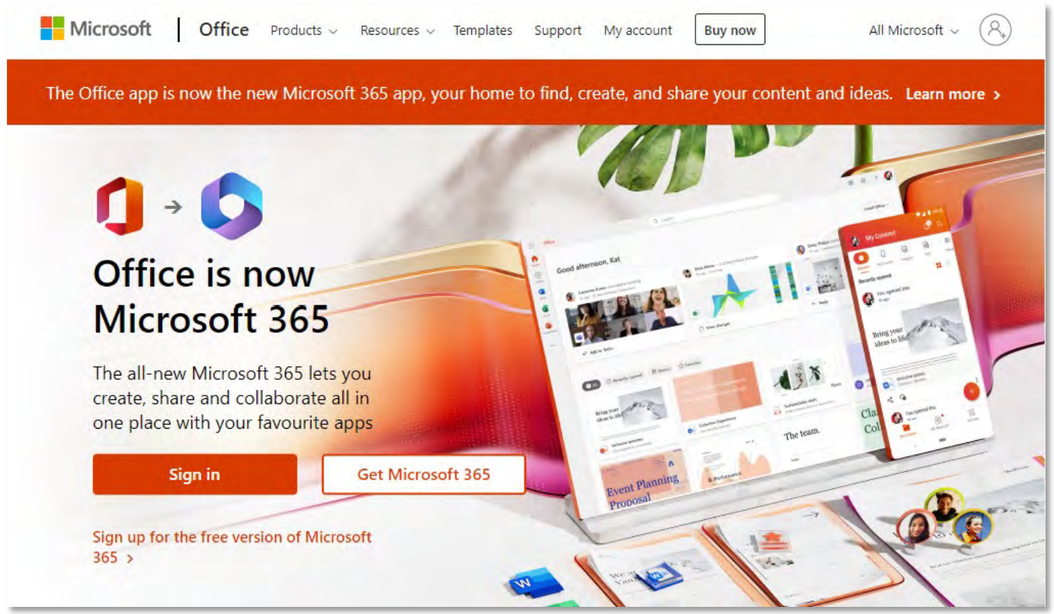
Please have your student email and password ready. (Your password is the same as the password for Omnivox). Your student email should look like this.

(firstname.lastname)@lcieducation.net

e.g.jane.cameron@lcieducation.net

Step One:
To access your student email for the first time and activate your Office account, you will need to log into your Omnivox account first to generate your LCIM email address. On receipt of your email address details from the LCI Education Network, head to www.office.com to set up your Microsoft Office account. It is best to do this on a computer, laptop or tablet device if you can.

Click on Sign in.



Microsoft 365

Outlook

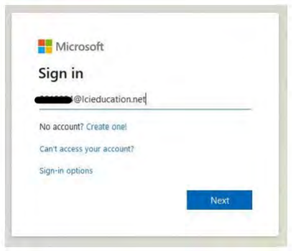
LOGGING ONTO YOUR STUDENT EMAILS FOR THE FIRST TIME

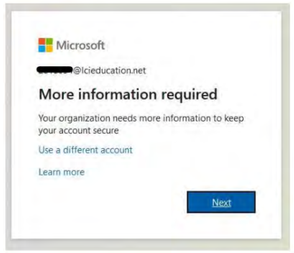
Step Two: Enter Email
When prompted, enter your student email, then click Next.

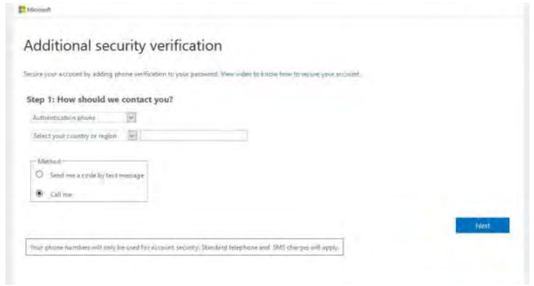
Step Three: Enter Password
When prompted, enter your password, then click Sign in. (Remember, your email password is the same as your Omnivox Password)

Step Four: Multi Factor Authentication (MFA)
The next message you will see is More information required.
To ensure the safety of your data LCI Melbourne has Multi Factor Authentication (MFA) enabled. With MFA, you will be required to enter a code that is sent to you by Microsoft to access your Office account, email, and other Office software. You have 3 options to select from. Authentication Phone (Text message), Phone call, Mobile App. We will look at the most common choices, Text Message.
To set up MFA to text you the code, select Authentication Phone in the first dropdown tab. Select your country of origin in the second dropdown tab. Australia is +61. In the text box to the right, enter your mobile number. In the box that says Method select Send me a code by text message. **Click Next**.

Step Five: Enter your Code
You will receive a text message to your phone with a numeric code. Enter the code as indicated and then **Click Verify.**







LOGGING ONTO YOUR STUDENT EMAILS FOR THE FIRST TIME

On first login you will be given a quick walk through. Please follow this to familarise yourself with the dashboard and the applications you have access too. All LCI Melbourne students have access to the web versions of the Microsoft Office Suit, which includes; Outlook for accessing your student emails, Microsoft Teams to access “I Love LCI” community team and to chat with other students and staff, Word, Excel, PowerPoint and many more app.

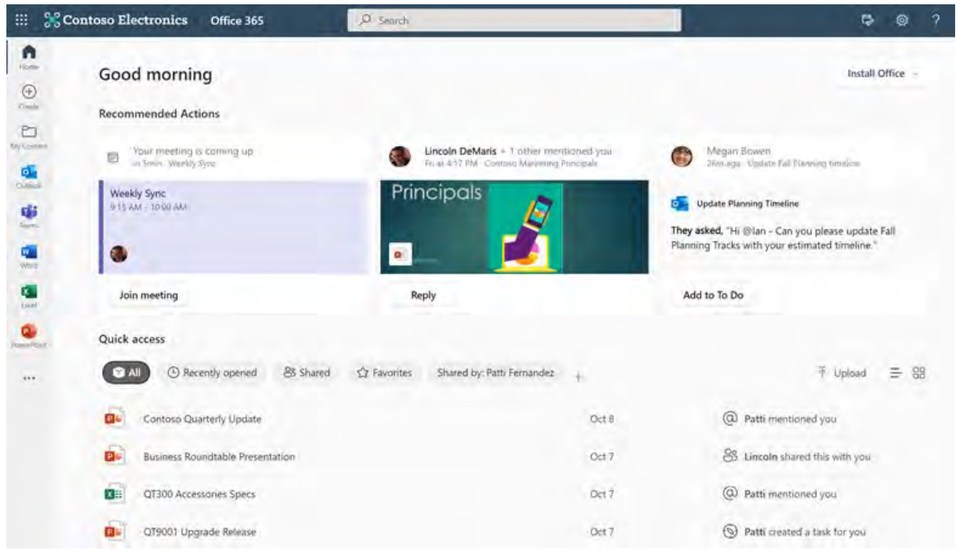
1.Quick access to Office Applications
2.Recommended Action
3.Quick Access
4.My Day, Settings and Help

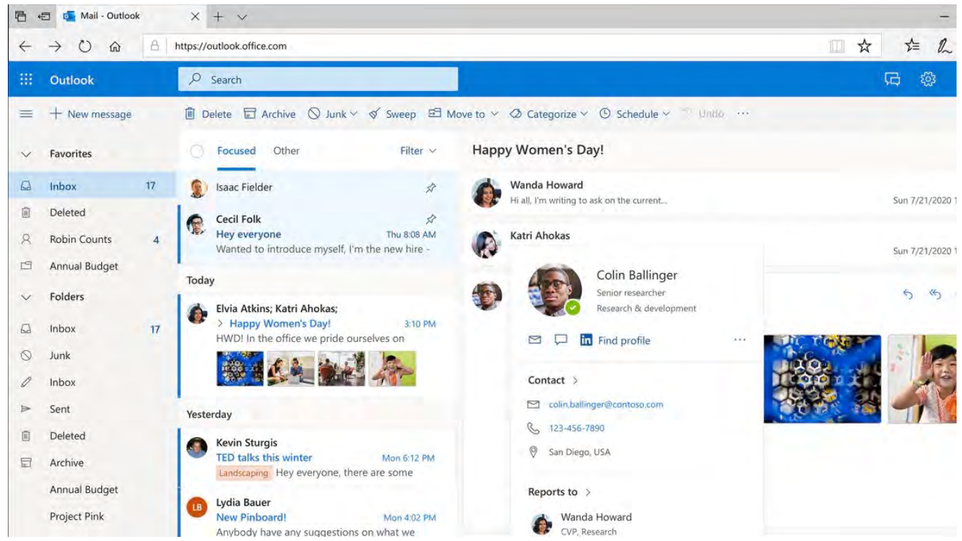
Outlook

Outlook is where you will access your LCI Melbourne Student email.
It is important to check your student email regularly as this is our primary form of communication for official correspondence.
To access Outlook online, click the Outlook icon

when in the Office 365 dashboard.

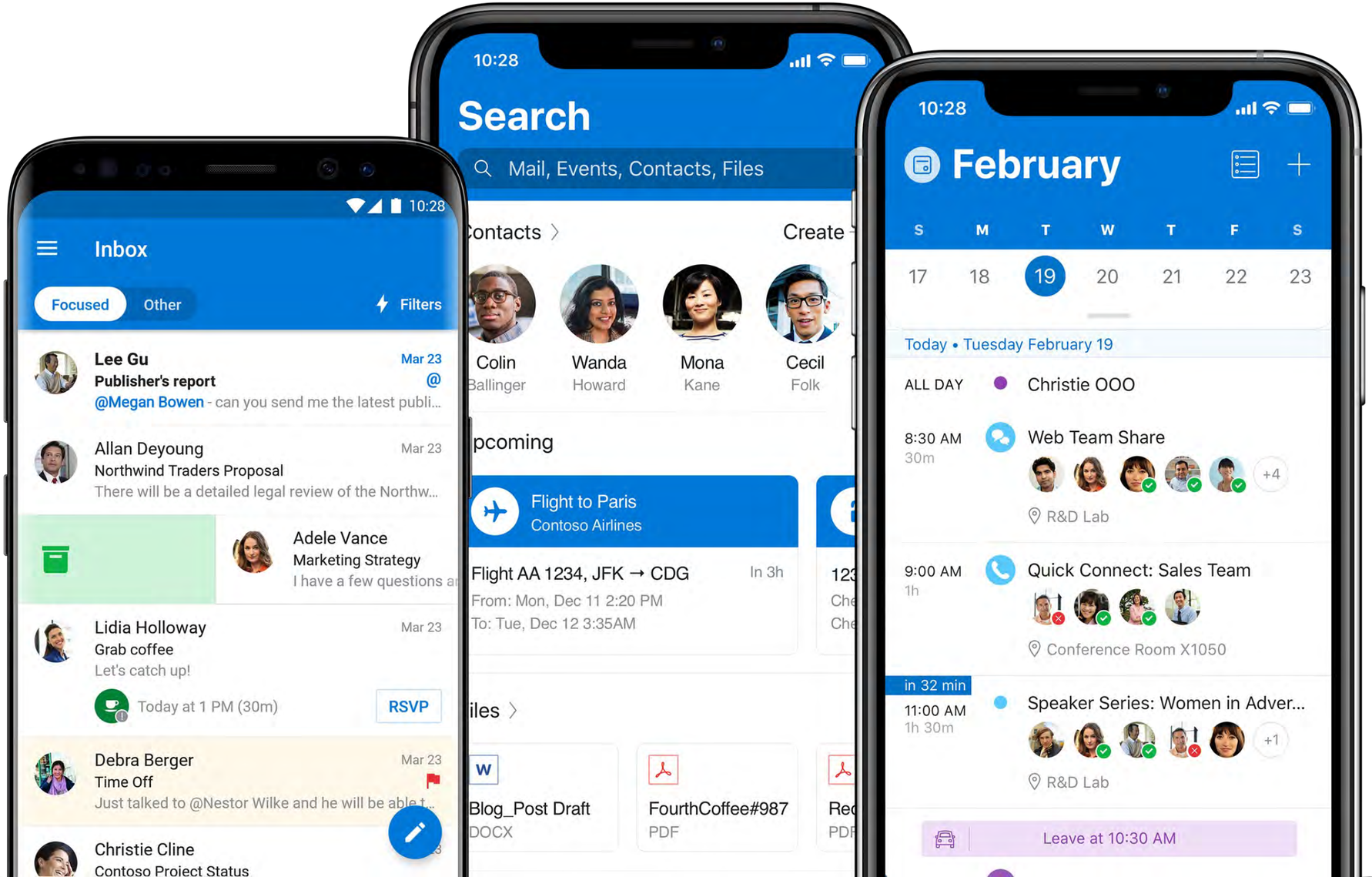
1.This section contains the task bar; + New Message, Delete, Archive, Junk etc
2.This section is your inbox folders, received mail and email content.





LOGGING ONTO YOUR STUDENT EMAILS FOR THE FIRST TIME

The Outlook application can be downloaded free on your smartphone or tablet (Android or Apple)



SUPPORT

If you need support with any of the items discussed in this document, please email the **LCI Melbourne Response Team** explaining your query, and someone will get back to you within 24hrs with either a detailed guide or to organize a one-on-one training session.

LCI Melbourne Response Team
ResponseTeam@lcimelbourne.edu.au

Questions?