



# Student Guide: Online Classes at JAC

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## Equipment Checklist

Before you start your online classes, please make sure you have the following equipment at home:

- Computer or device with reliable Internet connection and a camera
- An updated browser (Google Chrome is recommended – not Microsoft Edge)
- Some older computers may require you to install the webcam on your computer. When using an external webcam, place it so that it can capture your face. Most laptops have a webcam.
- For best sound quality, please use a headset with a microphone that can be connected to your computer. The built-in speakers and microphone on your computer/laptop do not produce the best quality (for you or your classmates). EarPods /Air Pods are also not recommended.
- A quiet place at home.

If you do not have a computer or device, please email [studentonlinehelp@johnabbott.qc.ca](mailto:studentonlinehelp@johnabbott.qc.ca).

## Two Essential Online Course Delivery Platforms

### 1. **LEA:** teachers can use **LEA** to:

- Upload documents
- Post and correct assignments
- Grade assignments using the gradebook
- Post questions/comments in the Class Forum

Thus, you should:

- Check **LEA** often
- Use the Dropbox feature to submit your assignments
- Check and participate from the Class Forum

### 2. **Microsoft Office 365:** John Abbott will be using **MS TEAMS** to host online virtual classes. NB: On Teams, everyone and anyone can edit the files, (i.e. remove, add and edit).

## The Day Before your Class

- 1- Check MIO (regularly) in case your teacher sends reminders of the time you are going to meet them online.
- 2- Choose your preferred tool to keep track of assignments, readings and rescheduled quizzes and tests. (e.g. your phone, an agenda or a wall calendar)

## During your Class

- 1- Log in into Microsoft Office and find your class (team) a couple of minutes before the class starts
- 2- Mute your microphone, especially while the teacher is presenting
- 3- Use the chat or the hand raise feature to ask questions
- 4- If have posted questions in the chat box and for any reason the teacher did not see them, please contact them by MIO or email or during online office hours

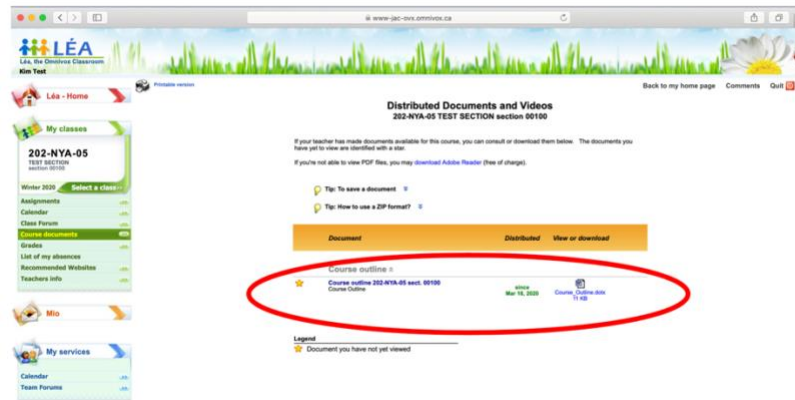
## How to use LEA?

To access LEA, visit <https://johnabbott.omnivox.ca/> and click on the LEA logo on the left-hand side.



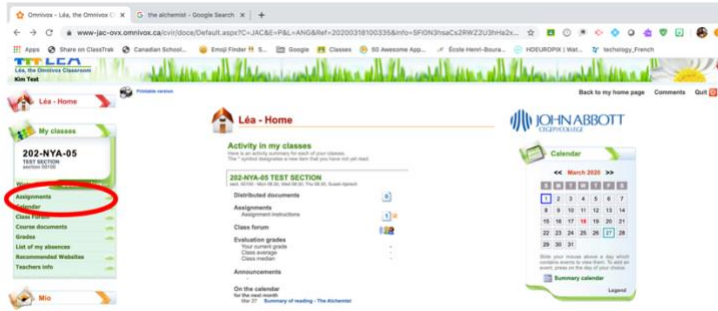
## How to check on new documents

Open Lea. You will see a notification when a new document is uploaded.

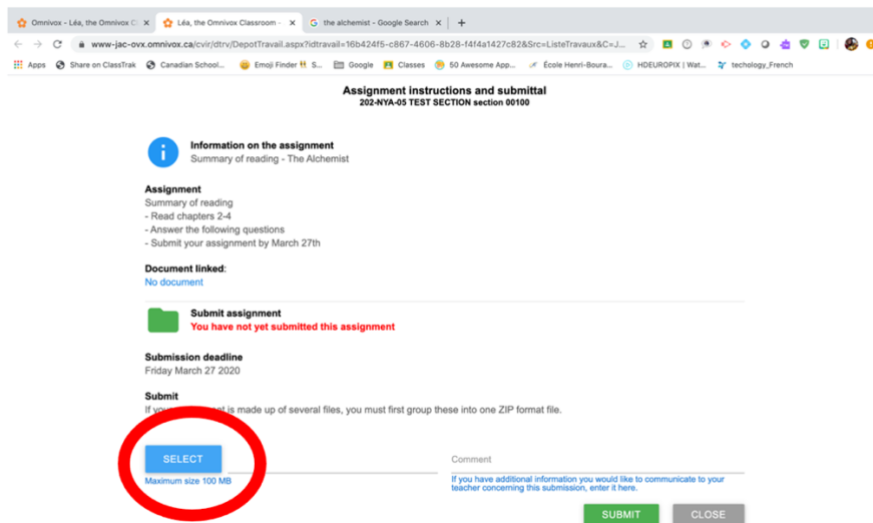


## How to submit an assignment?

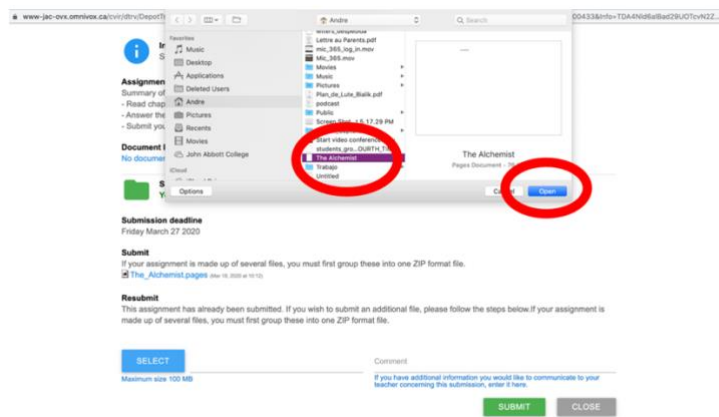
- 1- Log in to LEA to look for assignments
- 2- Click on the **assignment** you would like to submit



3. To upload the assignment, click on **select**



4. Select the file you would like to submit from your device and click on **open**.



5. Click on **submit**

Assignment Instructions and submittal  
202-NYA-05 TEST SECTION section 00100

**Upload completed successfully**  
Upload of your file The\_Alchemist.pages completed successfully

**Information on the assignment**  
Summary of reading - The Alchemist

**Assignment**  
Summary of reading  
- Read chapters 2-4  
- Answer the following questions  
- Submit your assignment by March 27th

**Document linked:**  
No document

**Submit assignment**  
You have submitted this assignment

**Submission deadline**  
Friday March 27 2020

**Submit**  
If your assignment is made up of several files, you must first group these into one ZIP format file.  
The\_Alchemist.pages (Mar 18, 2020 at 10:12)

**Resubmit**  
This assignment has already been submitted. If you wish to submit an additional file, please follow the steps below if your assignment is made up of several files, you must first group these into one ZIP format file.

Comment  
If you have additional information to add, click to comment to your teacher concerning this submission.

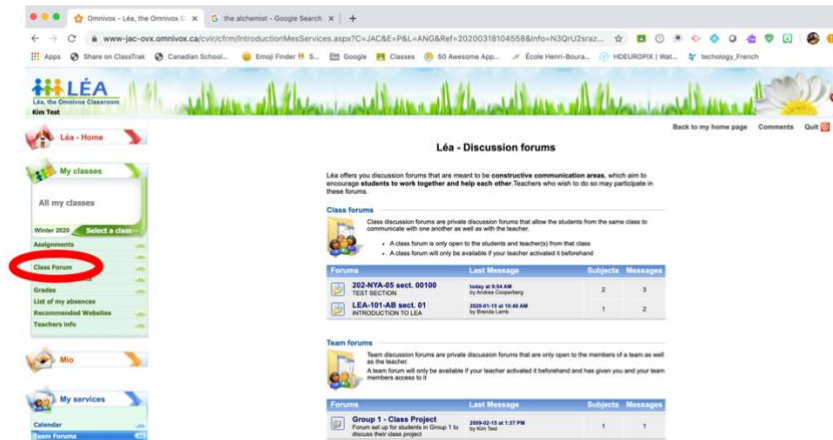
Please note that the maximum file size is 100 MB. If you exceed this size, please contact your teacher to find another way of sending your assignment (For example, if it is a video, create a link from your video and add it in a word document).

Checking for new assignments on the Calendar

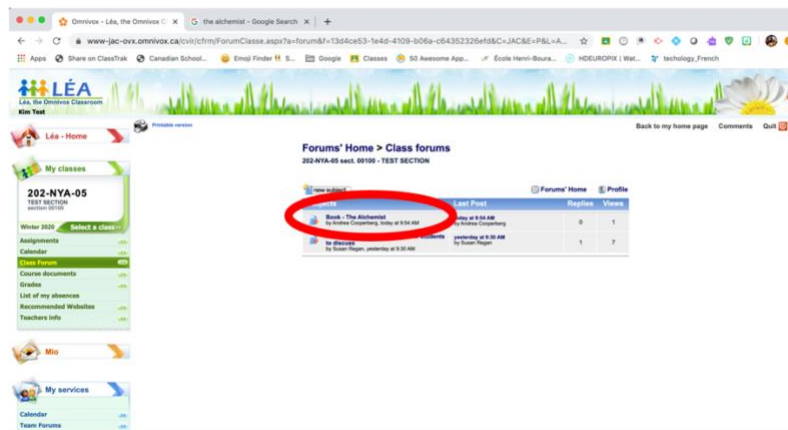
The screenshot shows the LEA (Lével Académique) online learning environment. The top navigation bar includes the LEA logo, user name 'Kin Yee', and links for 'Back to my home page', 'Comments', and 'Quit'. The main content area is titled 'Summary calendar' and features a calendar for March 2020. The calendar shows a '18 holiday' on Wednesday, March 18th, and a '27 Summary of...' on Friday, March 27th. The left sidebar contains various navigation options such as 'My classes', 'Assignments', 'Class Forums', 'Course documents', 'Grades', 'List of my absences', 'Recommended Websites', 'Teachers info', 'My services', and 'Team Forums'. The bottom of the page has a legend for 'Assessment' and 'Assignment to hand in'.

## How to participate in Forums?

1. Click on **Class Forum** and select the forum that you would like to participate

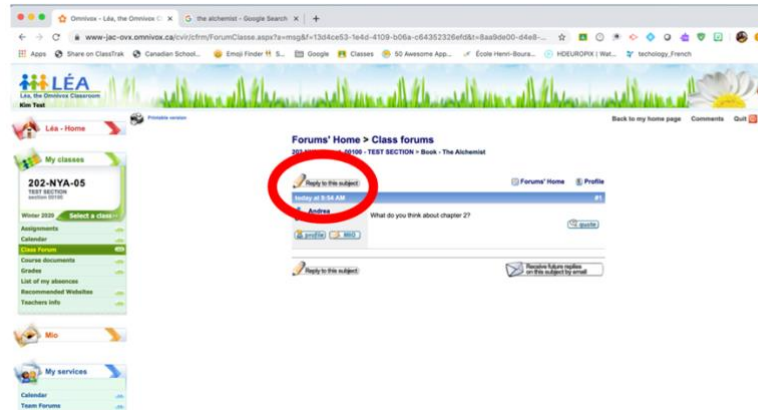


2. Click on the subject that you would like to collaborate

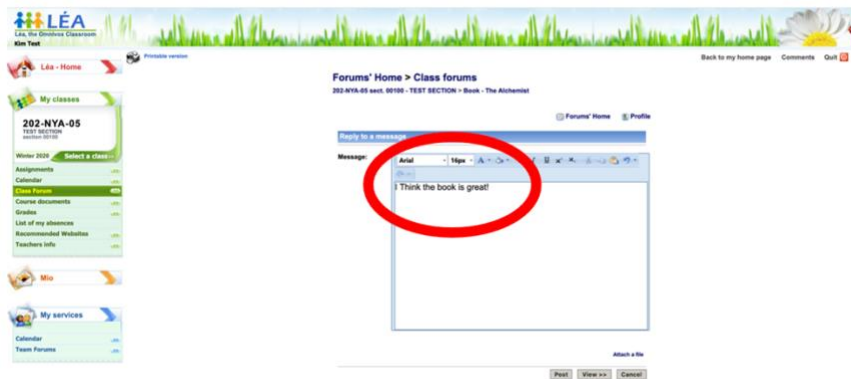




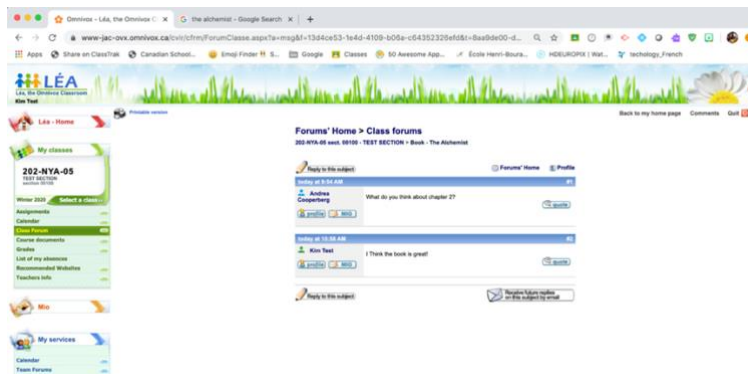
3. Click on Reply to this subject



4. Add your comment and click on **post**



Finally, you will see your post as well as the teacher's and students'.



## Access Microsoft Office

It is important to get familiar with Microsoft Office 365. Please refer to these steps:

- 1- Access [office.com](https://office.com)
- 2- Click on the Sign in button
- 3- Enter your Student ID followed by @johnabbottcollege.net  
Example: [9876541@johnabbottcollege.net](mailto:9876541@johnabbottcollege.net)
- 4- You will now be taken to the John Abbott College sign-in page
- 5- Click on the “sign in” button
- 6- Enter your password
- 7- You are now connected to Office 365

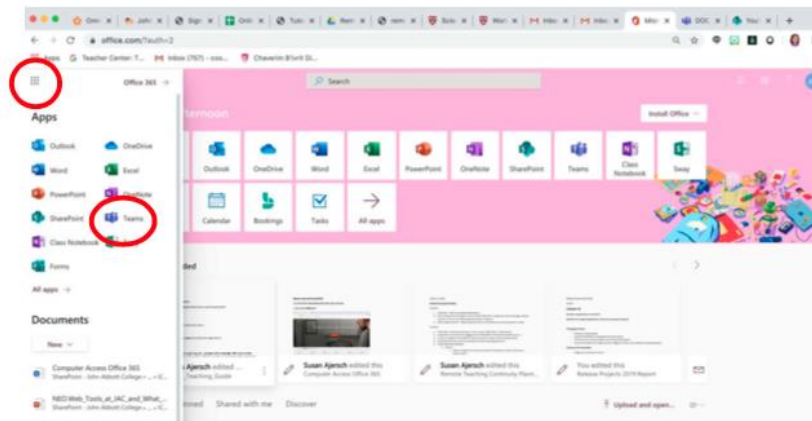
If you have **never logged in to your Office 365 account**, [click here](#) or visit <https://departments.johnabbott.qc.ca/publications/ITS/Info4students.pdf> for detailed instructions.

## Access MS Teams

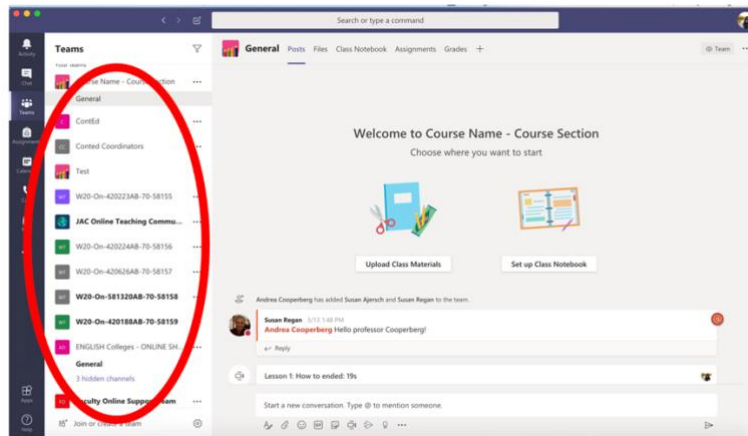
1. Log in to Microsoft Office 365 and click on “MS Teams”



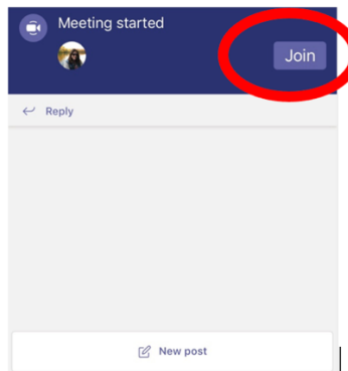
2. You can also open Teams by clicking on the App Launcher (please look for the waffle on top of the left of the page). Once you open the App Launcher, click on Teams.



- Once you are logged into Microsoft Office 365, you should be able to see all your classes by their Course Name and Course Section on the left side panel.

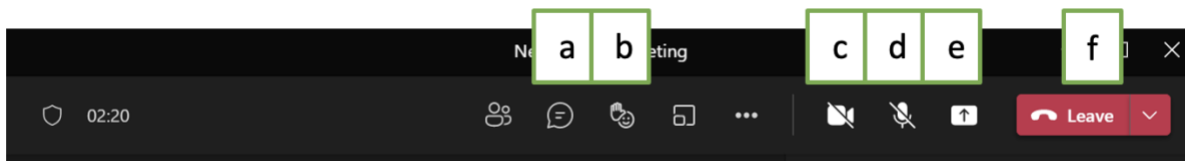


- Click on “Join” to attend your class



### Teams Features (Camera, Microphone, Chat, etc.)

Once you have joined the meeting, you will see the following bar:



- Use the “**chat**” option to ask questions or comment by clicking on the speech bubble.
- By clicking the **hand/emoji** option, you can raise your hand to ask a question or share an emoji response.
- Click the **camera** to turn your camera on/off.
- Click the microphone to **mute/unmute** yourself.
- Click the **box** with the arrow to share your screen/open the sharing tray.
- Click the **leave** button to exit the meeting.

If for any technical reason you are logged off, go back to the team/class and click on **Join** again.

**Suggestion:** Click on the link below to download the Teams App on your desktop or any of your devices in case the desktop version of the app is not working correctly.

<https://www.microsoft.com/en-ca/microsoft-teams/download-app>

## Teaméo

### What is Teaméo?

Teaméo is an application built-in to MS Teams. Through Teaméo, you can access your class space on Teams, as well as Moodle, and Omnivox.

### How do I access Teaméo?

Teaméo is built-in to MS Teams. To access, simply log in to MS Teams using the instructions above and select the Teaméo icon in the menu on the left-hand side.

For a more extensive guide on using Teaméo, [click here](#) or visit:

<https://www.johnabbott.qc.ca/wp-content/uploads/2021/10/296-Teameo-for-Students.pdf>

## Moodle

### What is Moodle?

Some teachers may choose to use Moodle to store course materials, create online activities and quizzes.

### How do I access Moodle?

You can access Moodle in 1 of 3 different ways:

- By visiting <https://moodle.johnabbott.qc.ca/>
- By logging onto Omnivox (<https://johnabbott.omnivox.ca/>) and clicking on “Moodle” under “My College Services” on the left-hand side.
- Through Teaméo on MS Teams.

See page 4 of this document for log in instructions for Moodle [by clicking here](#) or visit:

<https://www.johnabbott.qc.ca/wp-content/uploads/2021/10/296-Teameo-for-Students.pdf>

## Some Tips

- Although it is not mandatory, we highly recommend that you turn your camera on in class whenever possible.
  - This will help foster a better sense of community with your peers.
- Keep a daily routine:
  - Remember that it is very important to keep a structure and routine during the next few weeks. Get dressed every morning, get on the Teams classes and chats, and stay up to date on your schoolwork. Reach out to teachers whenever you feel you need help.
- Get outside and stay active:

- Try to take a walk every day and take advantage of the sunshine. Fresh air and exercise are great ways to relieve stress and feel good. There are tons on on-line exercise videos as well.
- Download the Teams App on your devices in case your computer is not working properly:
  - Teams Application for iPhone/iPad: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>
  - Teams Application for Android: [https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_CA](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_CA)

## Important Websites

John Abbott Website: [www.johnabbott.qc.ca](http://www.johnabbott.qc.ca)

Office: <https://www.office.com/>

### For any technical issues, contact ITS by using any of the following:

- Send an email to: [itsupport@johnabbott.qc.ca](mailto:itsupport@johnabbott.qc.ca)
- Go to the Microsoft Team called **Student Peer Online Support Group** (Within Teams, click on “Join or create team” and either click directly on “Student Peer Online Support Group” if you see it there or use the “Search teams” search bar in the top right and enter the team's name if you don’t see it in your group of Teams)."
- Visit IT Services at HE-411 between 8:30 am – 4:30 pm

## Other Resources

- For tips on getting and keeping organized:
  - <https://stlawrencecollege.libguides.com/online/getting-organized>
- Access a webinar recording on how to be a successful online learner:
  - <https://teachonline.ca/webinar/how-be-successful-online-learner-2>
- Read 12 Steps to Get Ready to Learn Online
  - <https://studyonline.ca/colleges-and-universities/12-steps-get-ready-learn-online>