



Student Guide to Omnivox, Léa, and Mio (Desktop)



1. Omnivox

2. Léa

3. Mio



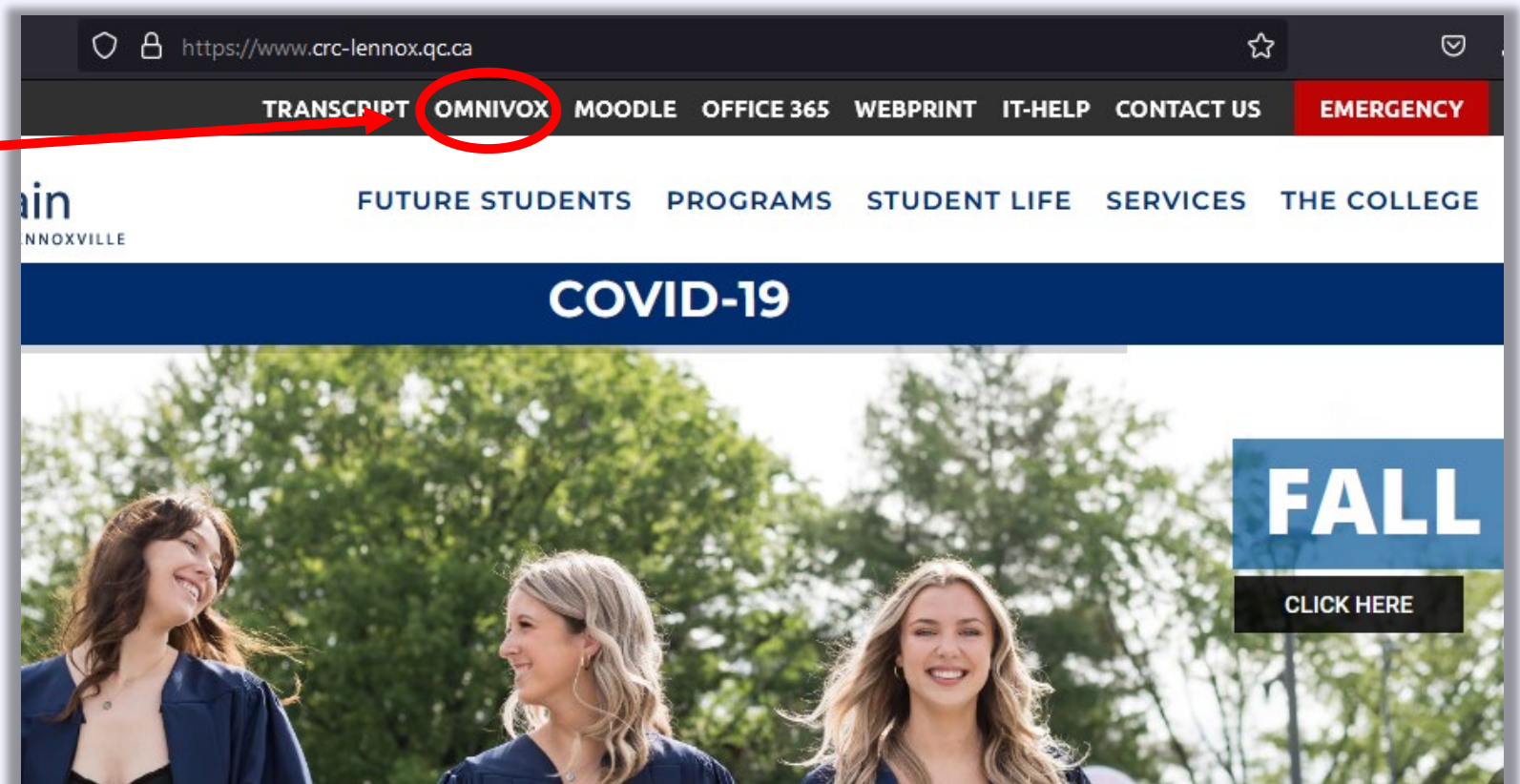
Fall 2022

Note that this tutorial is based on the desktop browser version of Léa/Omnivox/Mio.

The Mobile App version may exhibit small differences in appearance and functionality.

1. Omnivox

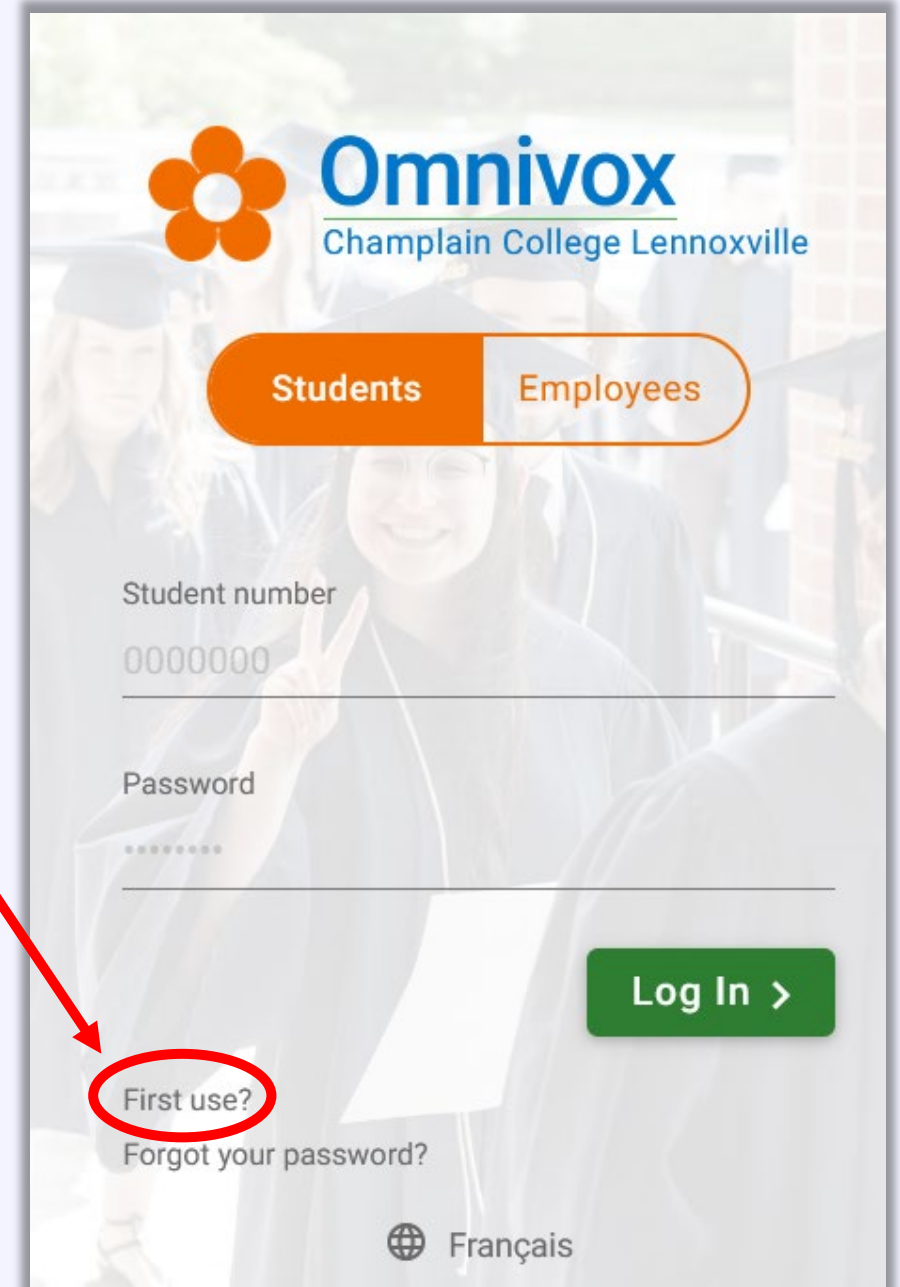
Go to the College homepage and select **Omnivox** from the main menu, or go [here](#).



Use your student ID number and password to log in.

If this is your first time accessing Omnivox, click **First use?** and follow the instructions to create your account.

You will be asked for your 7-digit student number, your permanent code from the Ministry of Education, and your date of birth. You will then be able to set up a password for your account.



The image shows the Omnivox login page for Champlain College Lennoxville. The page features the college's logo (an orange flower) and name at the top. Below the logo are two buttons: "Students" (orange) and "Employees" (white with orange border). The "Students" button is selected. Below these buttons are input fields for "Student number" (with a placeholder "0000000") and "Password" (with a masked password "*****"). A green "Log In >" button is positioned to the right of the password field. At the bottom left, there are two links: "First use?" (circled in red) and "Forgot your password?". A red arrow points from the text "If this is your first time accessing Omnivox" to the "First use?" link. At the bottom right, there is a globe icon and the text "Français".

Omnivox
Champlain College Lennoxville

Students Employees

Student number
0000000

Password


Log In >

First use?
Forgot your password?

Français

You may be prompted to associate an email address with your Omnivox account. You can use your College or personal email address.

You can also skip this step and save it for later. In that case, select **Proceed to Omnivox**.


 **Email confirmation**


You must associate an email address with your Omnivox account. It is recommended to enter an email address that you frequently use so that Omnivox can communicate with you quickly in certain situations. You will receive a link by email allowing you to confirm that your address is valid.

Current email

No email

New email

 Proceed to Omnivox

 Send the email

This is the Omnivox homepage.

Omnivox is the main portal that you will use to manage your affairs as a student at the College.

From this homepage you can access your courses, find out about College news, access your class schedule, access a general events calendar, and find other important documents.

The screenshot shows the Omnivox homepage for a student named Jane Doe at Champlain College Lennoxville. The interface is clean and modern, with a blue and orange color scheme. The header includes the Omnivox logo, the user's name, and navigation links for Search, Comments, and Quit. The main content area is divided into several sections: a 'My Services' sidebar on the left, a 'Latest News' section in the center, a 'What's new?' section on the right, and an 'Events' section at the bottom. The 'My Services' sidebar lists various services like Attendance Validation, Cancelled Classes, Carpooling, Course Registration, Course Schedule, Document Request, Documents & Messages, Exam Schedule, and Make an Appointment. The 'Latest News' section features two articles: 'Psychosocial Support Walk-In Hours' and 'Dean's List Winter 2022'. The 'What's new?' section highlights '1 new assignment instruction available' and '4 new documents from your teachers'. The 'Events' section shows a calendar for September 2022 and a 'Quiz 3' announcement for Friday, September 9.

Header: Omnivox, Jane Doe, Champlain College Lennoxville, Search, Comments, Quit

My Services: My Home Page

My Omnivox Services: Attendance Validation, Cancelled Classes, Carpooling, Course Registration, Course Schedule, Document Request, Documents & Messages, Exam Schedule, Make an Appointment

Latest News: Display all

- Psychosocial Support Walk-In Hours** (September 7, 2022)
- Dean's List Winter 2022** (September 6, 2022)

What's new?

- 1 new assignment instruction available
- 4 new documents from your teachers

Events: Quick view

September 2022

S	M	T	W	T	F	S
28	29	30	31	1	2	3

Previous

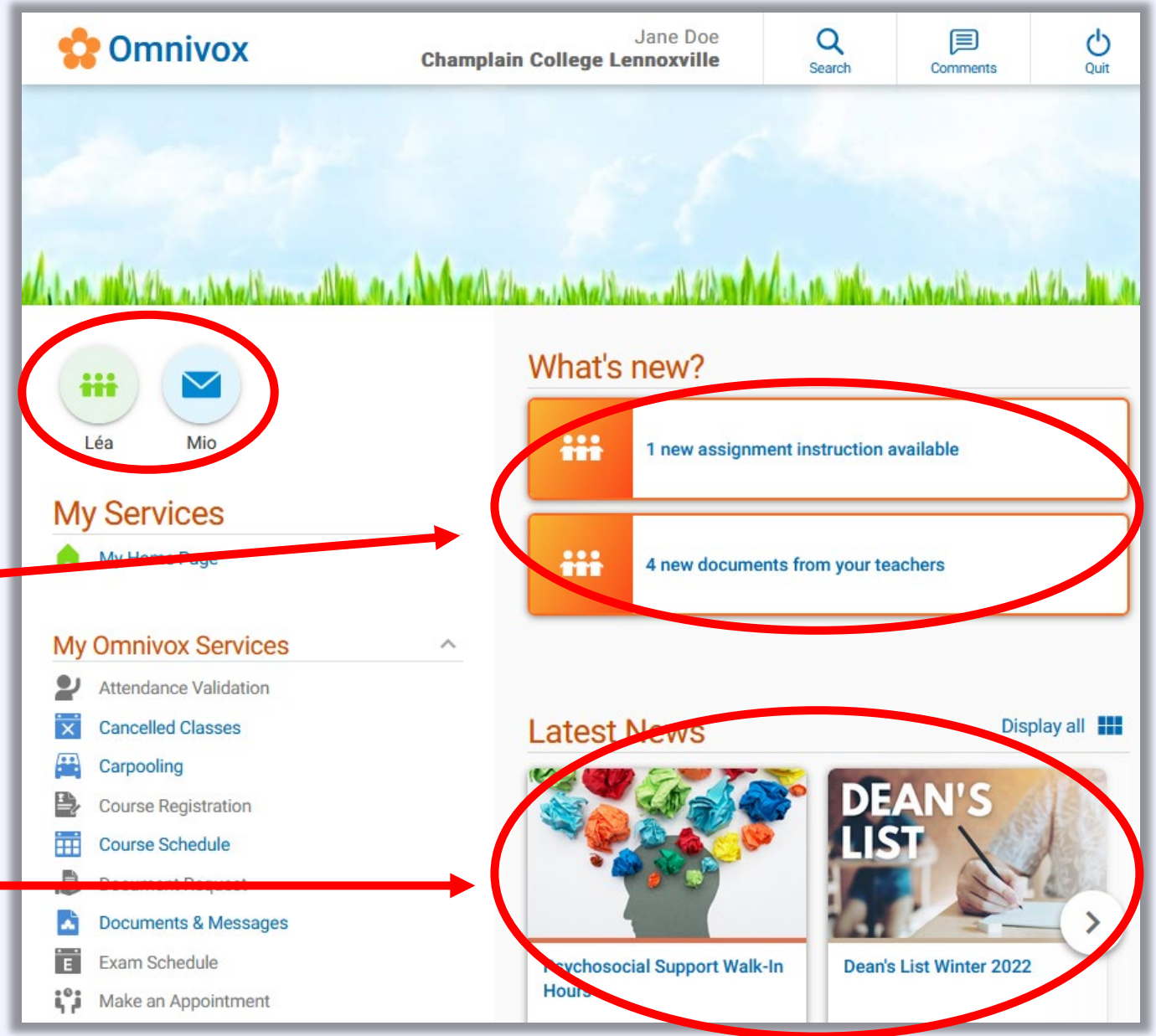
Friday September 9 | **Quiz 3**
Assessment (10%) - Discovering Psychology Through Film - 350-BED-LE gr. 00001

Here are a few important things to be found on this page:

Links to **Léa** and **Mio**.

Notices about new assignment instructions or new documents posted by your instructors. You may sometimes also see here invitations to complete College surveys or other information.

Latest **College news**.



A little further below, you can find an **Events calendar**.

You can **change the settings** to have the calendar **display** (1) only Academic dates and events, (2) only information about assignments and homework (Léa), or (3) only information about your class times (My courses).

You can also change the calendar format by clicking on **Quick view** in the top-right corner.

The screenshot shows the 'Events' section of a user interface. At the top right, the 'Quick view' link is circled in red. A red arrow points from the 'Quick view' link to the 'My courses' filter button. The calendar displays September 2022, with the 7th highlighted. The right sidebar shows a list of events for Friday, September 9, and Monday, September 12.

Events

Quick view

September 2022

Previous

Friday September 9

Quiz 3
Assessment (10%) - Discovering Psychology Through Film - 350-BED-LE gr. 00001

Quiz 3
via Léa
Assignment to submit - Discovering Psychology Through Film - 350-BED-LE gr. 00001

Monday September 12

Discovering Psychology Through Film
8:30 to 11:30
350-BED-LE sect. 00001

Classroom
COURSE COURSE

Thursday September 15

My student activity
Private event

Filters :

Academic Calendar

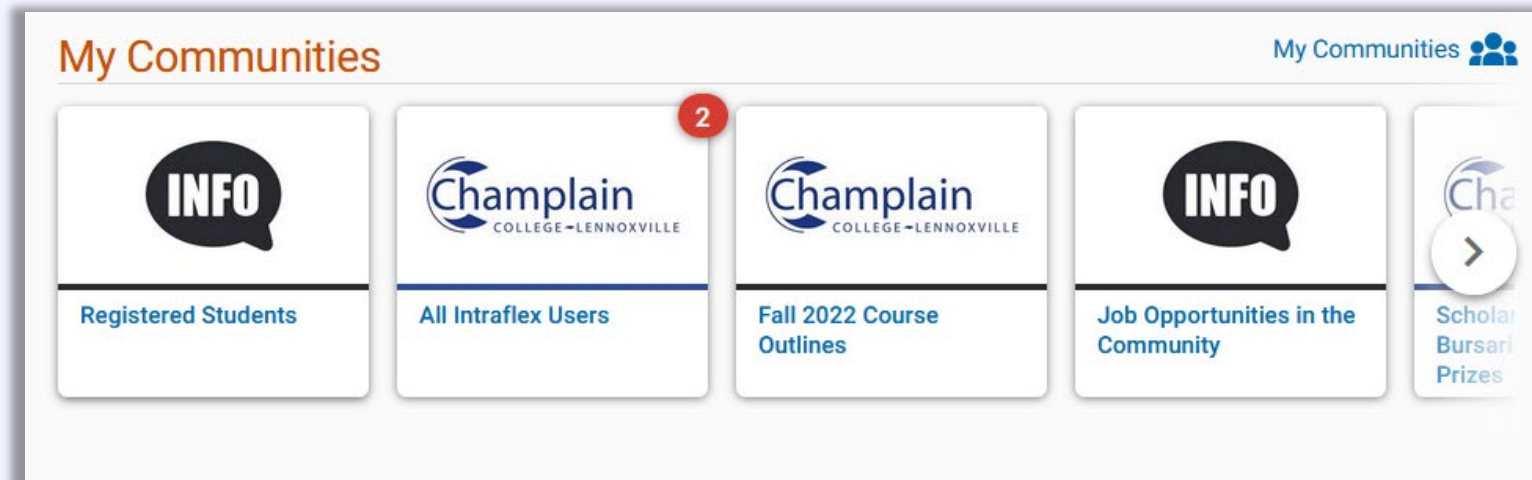
Léa

My courses

A little further down again, you can find the **My Communities** tab. This is a list of different groups to which you belong as a student. Within these community groups you can find documents and news items relevant to members of that group.

The **Registered Students** community contains useful documents for students, including for example a campus map, IPESA (the rules and regulations concerning how students' classwork is evaluated at the College), and a detailed **Registration Guide**.

Other groups contain course outlines, information about scholarships, and information about student work opportunities.



The left-hand menu, **My Omnivox Services**, contains links to some useful services and sources of information. Some of these include:

A listed of **cancelled classes**. (Using the Omnivox Mobile app., you can register for automatic updates to inform you when your own classes are cancelled.)

A forum to help you arrange **carpooling** to and from the College.

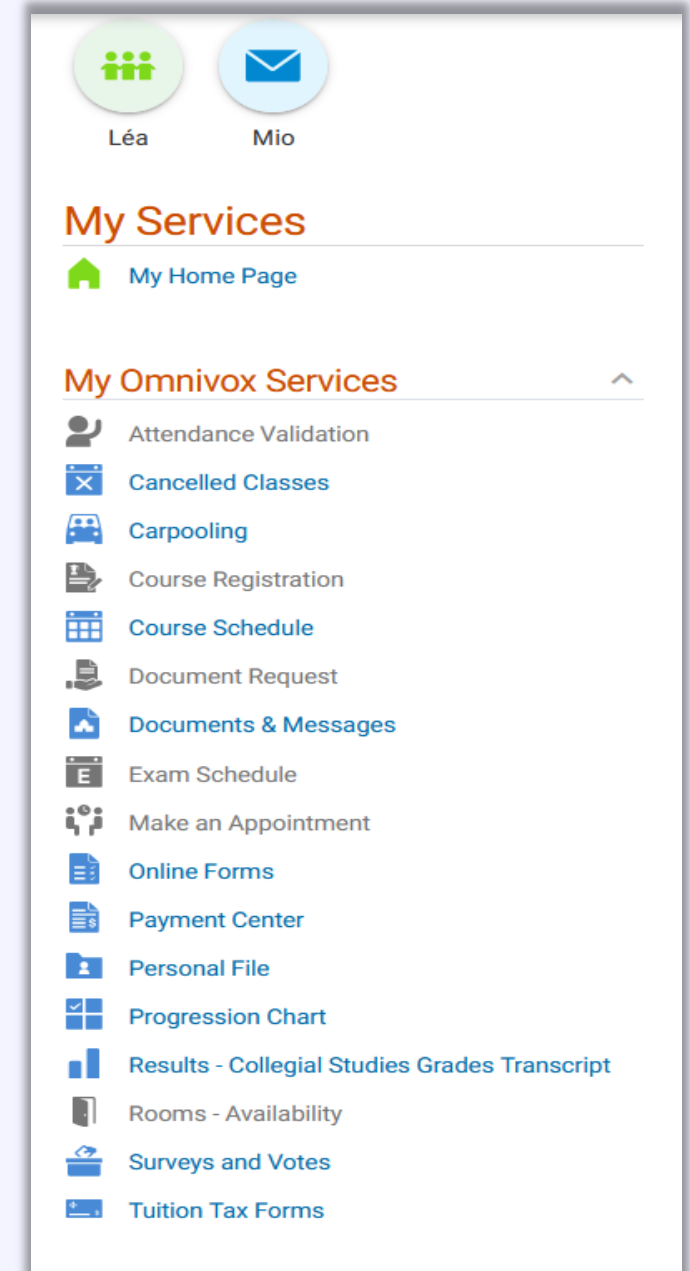
A procedure for **Course Registration**.

Your weekly **Course Schedule**.

Your **Personal File** where you can update your contact information.

The **Progression Chart** where you can see your program requirements and your progress.

Results – Collegial Studies Grades Transcript where you can view your course grades and R-score.

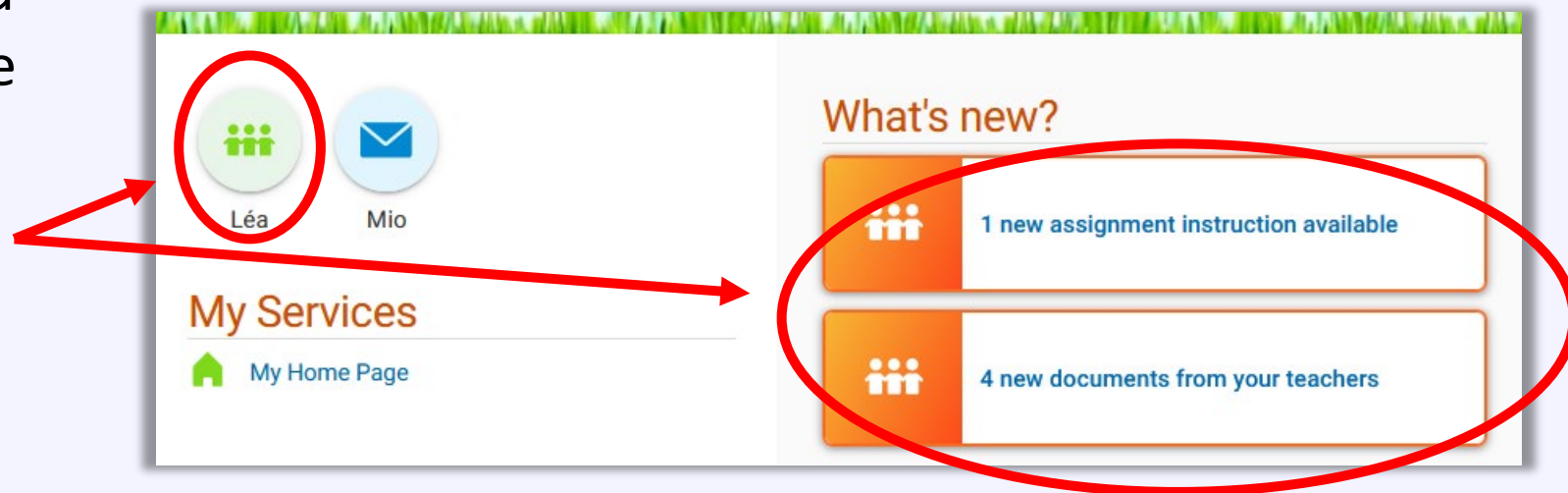


2. Léa

Léa is the platform that you can use to keep up with your classes and schoolwork. On Léa, you can find your course outlines, readings and documents, assignment details and submission links, and view your grades.

To access Léa, login to Omnivox (See slides 3-4).

On the Omnivox homepage, you can access Léa by clicking on the **icon** or by clicking on any of the Léa notices that appear.



The Léa homepage contains little overviews of each of your courses and a **calendar** that lists important course-related dates for all of your classes (assignment and quiz dates, etc).

In the left-hand navigation pane, you can select the term and particular course that you want to view.

The screenshot shows the Léa homepage interface. At the top, there are icons for 'Léa' and 'Mio'. The main content area is titled 'Activity in my classes' and features a course card for '350-BED-LE DISCOVERING PSYCHOLOGY THROUGH FILM' (sect. 00001 - Mon 08:30, Jordan Glass). The left-hand navigation pane is visible, with a red circle around the 'Fall 2022' and 'Select a class' dropdown menu. A red arrow points from the text 'In the left-hand navigation pane, you can select the term and particular course that you want to view.' to this dropdown. Another red arrow points from the text 'The Léa homepage contains little overviews of each of your courses and a calendar that lists important course-related dates for all of your classes (assignment and quiz dates, etc)' to the 'Calendar' icon in the top right. The calendar itself is displayed on the right, showing September 2022. A red circle highlights the calendar grid, and a red arrow points from the text 'The Léa homepage contains little overviews of each of your courses and a calendar that lists important course-related dates for all of your classes (assignment and quiz dates, etc)' to the calendar icon. The bottom right corner features a 'Mio' section with a message about its utility for communication.

Activity in my classes

350-BED-LE DISCOVERING PSYCHOLOGY THROUGH FILM
sect. 00001 - Mon 08:30, Jordan Glass

Online class Classroom

Documents and videos
Distributed documents 7
New documents 4

Assignments
Assignment instructions 3
New assignments 1
Corrected copies 1

Evaluation grades
Your current grade -
Class average -
Class median -

Announcements
No announcement

Class forum Enabled ✓

My classes

350-BED-LE
DISCOVERING PSYCHOLOGY T...
section 00001

Fall 2022 Select a class

Assignments >
Calendar >
Class Forum >
Course documents >
Grades >
List of my absences >
Online classes >
Recommended Websites >
Teachers info >

Calendar

<< September 2022 >>

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Slide your mouse above a day which contains events to view them. To add an event, press on the day of your choice.

Summary Legend

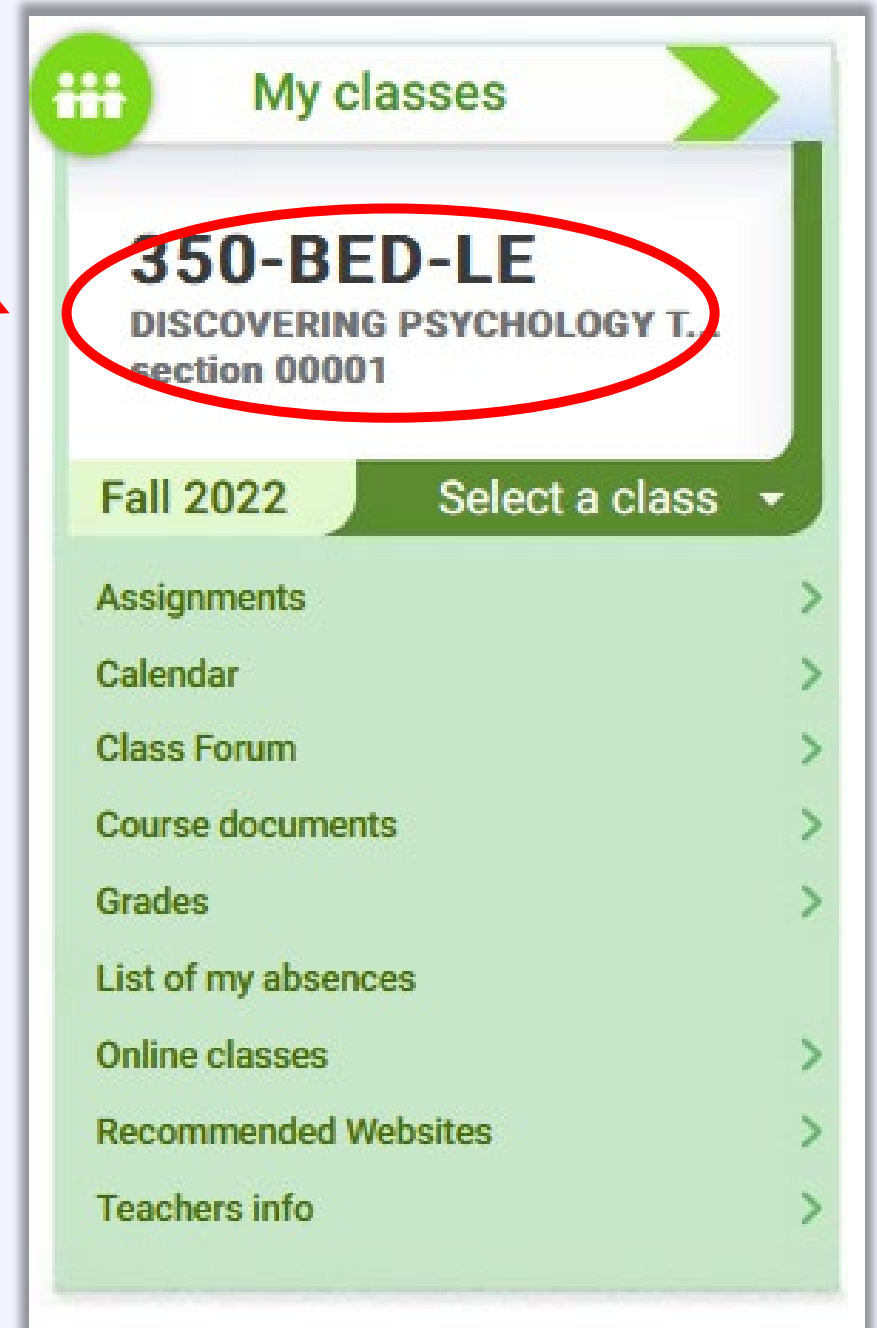
Mio

The Mio is especially useful when you wish to communicate with your teachers or students from your classes.

The **title** indicates which class you are viewing.

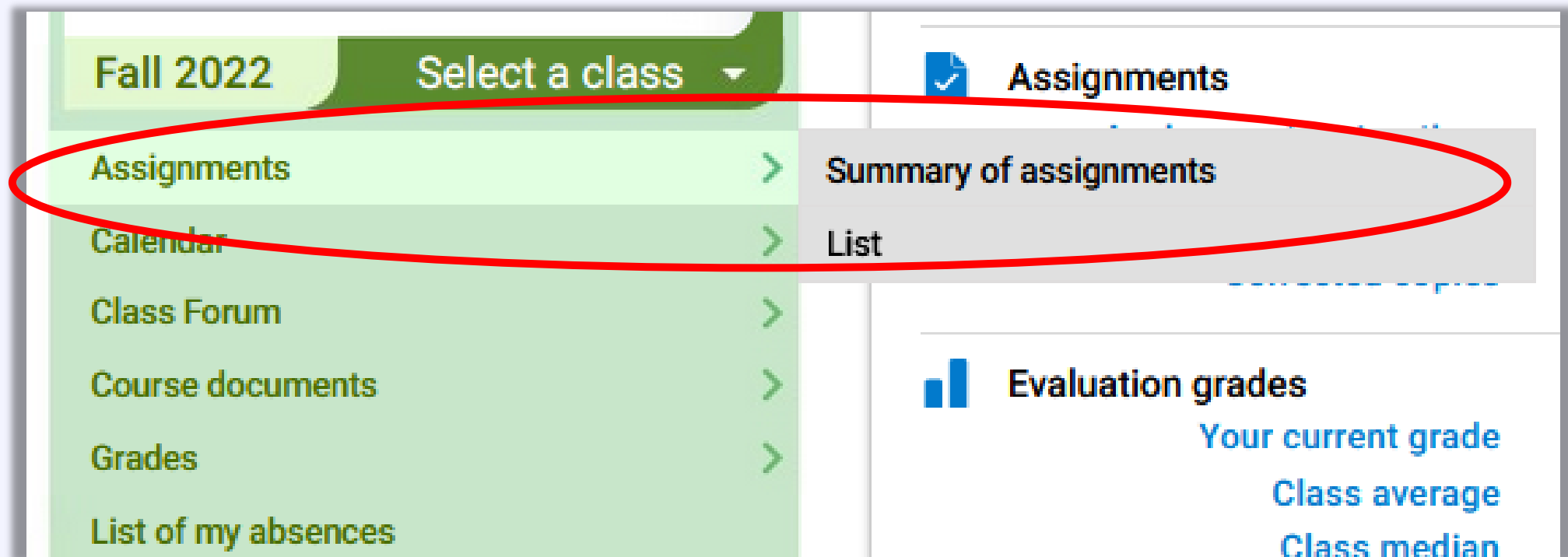
From here, you can view the details of class **assignments, course documents** (such as the course outline, readings, lecture slides, video links), and **information about your teachers**, such as their office hours and availability.

If your instructor has set up the **Class Forum**, you can also access that here; and you can view your current **Grades** in the course when those have been input by your instructor.



Assignments


To see your assignments, place your cursor over 'Assignments'. **Summary of assignments** will show you a list of your courses and their corresponding assignments. If you click on **List**, this will bring you to the detailed assignment list for the currently selected course.



This is the assignment list for a particular course.

The star  indicates a new assignment that you have not viewed.





The blue document name and green checkmark show an **assignment that you have already submitted**.

When the green arrow icon  is illuminated, it means that your instructor has uploaded **feedback on your assignment**. Click on the arrow to download it.






List of assignments
350-BED-LE DISCOVERING PSYCHOLOGY THROUGH FILM section 00001

View the assignment instructions
To view the instructions for an assignment, press on its title.
The assignments for which you have not yet retrieved instructions are marked with a star.

Submit your assignment
To submit an assignment to your teacher, press on the title of the assignment to be submitted in the list below and follow the instructions on the screen.

Assignment	Submission deadline	Submission status	Corrected copy
 Essay 1	Oct-19, 2022 via Léa	Submitted Sep-12, 2022 at 11:59 Assignment.docx	 
 Essay 2	Oct-03, 2022 via Léa	-	-

Legend

-  Assignment instructions which you have not yet retrieved
-  Assignment submitted
-  Assignment submitted late
-  Corrected copy viewed
-  New corrected copy

To view assignment instructions or upload your assignment (when your instructor has set this up to be done on Léa), click on the **blue assignment icon**.



Printable version

List of assignments

350-BED-LE DISCOVERING PSYCHOLOGY THROUGH FILM section 00001

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Assignment	Submission deadline	Submission status	Corrected copy
Essay 1	Oct-19, 2022 via Léa	Submitted Sep-12, 2022 at 11:59 Assignment.docx	✓
Essay 2	Oct-03, 2022 via Léa	-	-

Legend

- Assignment instructions which you have not yet retrieved
- Assignment submitted
- Assignment submitted late
- Corrected copy viewed
- New corrected copy


Clicking on the assignment will bring up a new window. Here you can see the **assignment instructions** and the assignment submission **deadline**.

You can **upload your assignment from your computer**.

Optionally, you can also leave a message for your instructor.

The screenshot shows a web interface for submitting an assignment. It features several sections: 'Information on the assignment' with a blue 'i' icon and the title 'Essay 2'; 'Document linked:' with a red circle around the text and a red arrow pointing to it from the left; 'Submit assignment' with a green folder icon and the text 'You have not yet submitted this assignment'; 'Submission deadline' with a red circle around the text 'Monday October 03 2022' and a red arrow pointing to it from the left; 'Submit' with instructions on ZIP format; a blue 'SELECT' button with a red circle around it and a red arrow pointing to it from the left; a 'Comment' section with a red circle around the text 'If you have additional information you would like to communicate to your teacher concerning this submission, enter it here.' and a red arrow pointing to it from the left; and two buttons at the bottom, 'SUBMIT' (green) and 'CLOSE' (grey).

Information on the assignment
Essay 2

Document linked:
 [2295000_Assignment_Instructions.docx](#)

Submit assignment
You have not yet submitted this assignment

Submission deadline
Monday October 03 2022

Submit
If your assignment is made up of several files, you must first group these into one ZIP format file.

SELECT
Maximum size 200 MB

Comment
If you have additional information you would like to communicate to your teacher concerning this submission, enter it here.

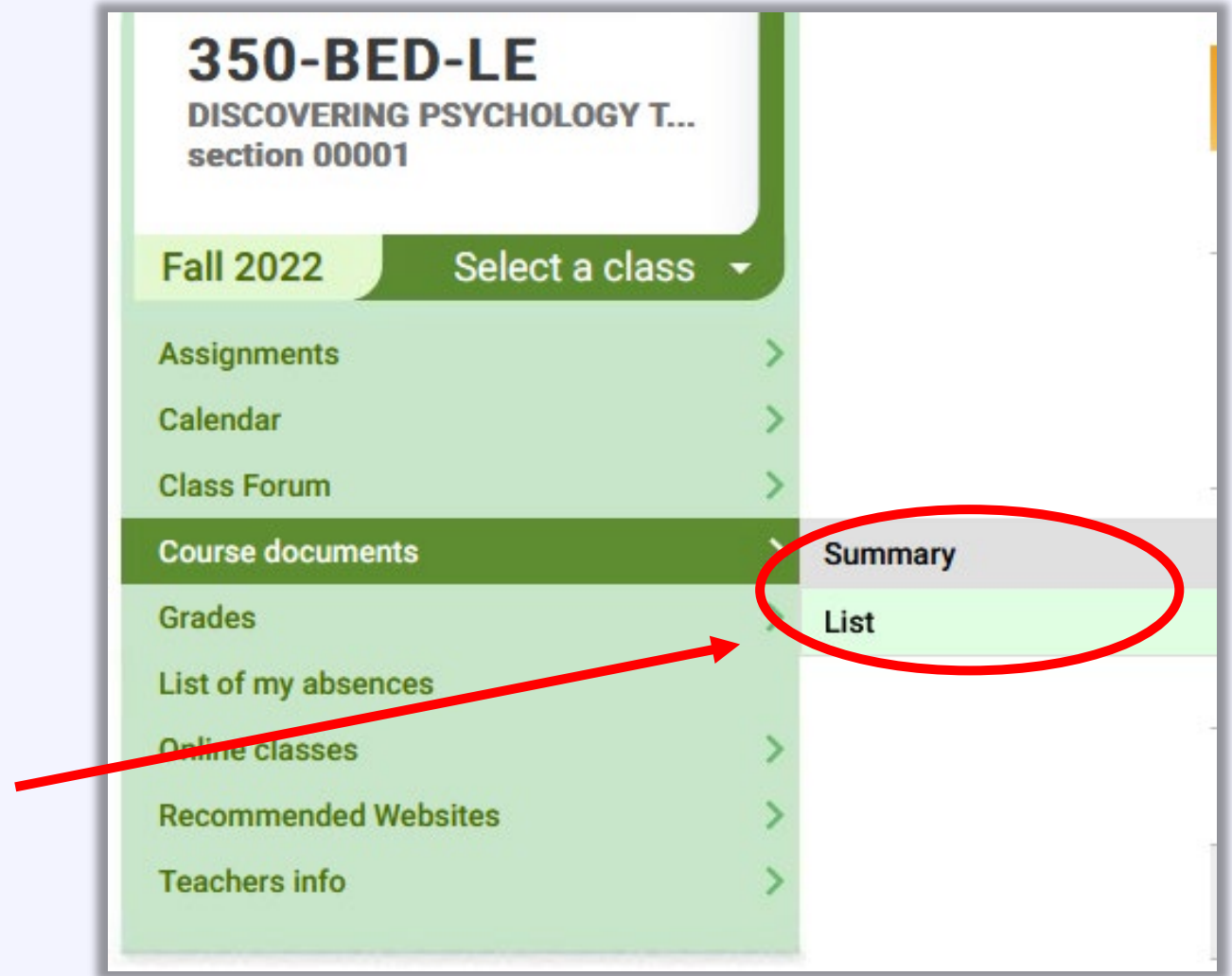
SUBMIT **CLOSE**

Course Documents

Your instructors can post readings, website links, videos, slides, or other assignment materials for you in Léa.

Go to **Course documents** in the left-hand menu.

From the drop-down menu, you can select **Summary** to see an overview of documents in all of your classes, or you can select **List** to see the documents posted in a single class.



This is the document list for a particular course. The **Course outline** will usually be displayed at the top. This is the document you can consult for details about your course as a whole.

Other kinds of documents will be listed below. The star icon  indicates new documents that you have not yet viewed.

Distributed Documents and Videos

350-BED-LE DISCOVERING PSYCHOLOGY THROUGH FILM section 00001

If your teacher has made documents available for this course, you can consult or download them below. The documents you have yet to view are identified with a star.

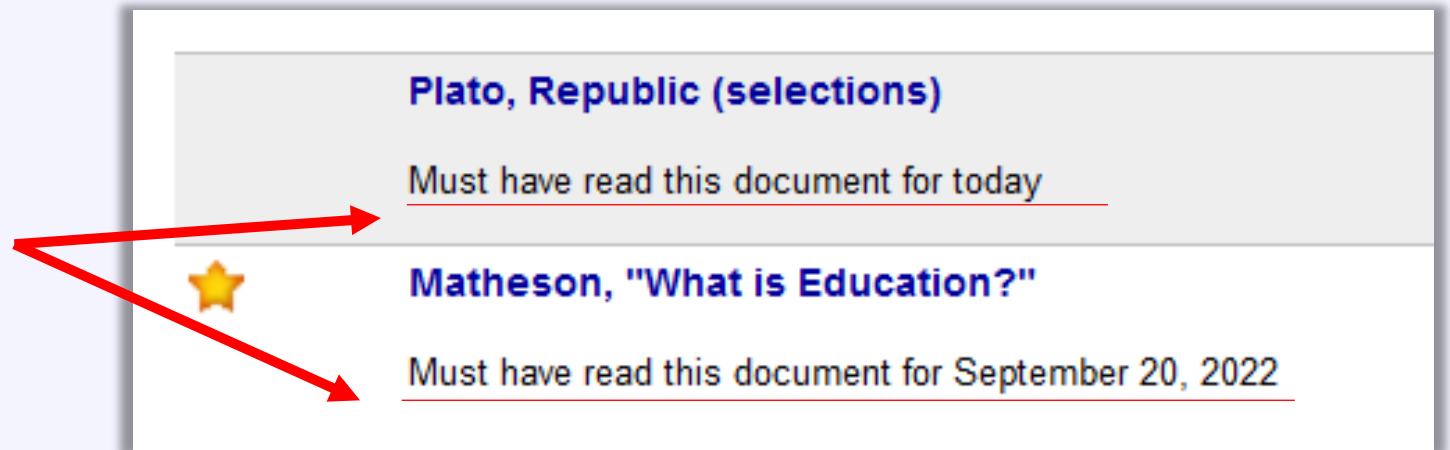
If you're not able to view PDF files, you may [download Adobe Reader](#) (free of charge).

Tip: To save a document

Tip: How to use a ZIP format?

Document	Distributed	View or download
Course outline		
Course outline 350-BED-LE sect. 00001 102, World Views - Course Outline - Education and the Formation of World Views	since Aug 30, 2022	Glass_Education_a... 196 KB
Texts		
Sire, "Camel, Kangaroo and Elephant"	since Aug 30, 2022	Sire_Camel_Kangar... 258 KB
Plato, Republic (selections) Must have read this document for today	since Aug 30, 2022	Student_Selection... 4.8 MB
Matheson, "What is Education?" Must have read this document for September 20, 2022	since Sep 12, 2022	Student_copy_sele... 1.1 MB
Comprehension Questions		
Sire, Comprehension Questions	since Sep 13, 2022	Questions_on_Sire... 8 KB
Comprehension Questions/Handout for Plato, Republic	since Sep 13, 2022	Plato_Republic_Qu... 11 KB
Questions on Matheson	since Sep 13, 2022	Matheson_What is

Your instructor may also specify the date by which you should consult a document, read a text, or watch a video. If so, that date will be displayed below the document.



	Plato, Republic (selections) <u>Must have read this document for today</u>
★	Matheson, "What is Education?" <u>Must have read this document for September 20, 2022</u>

Absences

Most instructors keep an attendance list. Sometimes instructors will record student absences into Léa. When they do, this will be visible to the student, to Student Services, and to the Dean. To view your absences, go to **List of my absences**.

Léa Mio

[Printable version](#)

Absences list

**Absences
semester Fall 2022**
as of 2022-Sep-14 09:07

My classes

350-BED-LE

DISCOVERING PSYCHOLOGY T...
section 00001

Fall 2022 Select a class ▼

- Assignments >
- Calendar >
- Class Forum >
- Course documents >
- Grades >
- List of my absences**
- Online classes >
- Recommended Websites >

Personal Data

Last, First name:	Desjardins, Anne	Study sector:	Econ. Ed.
Student number:	221000000	Program:	BBA COOP

List of absences by course

Course	Date	Hours of absence
1. Discovering Psychology Through Film 350-BED-LE sect.00001	Mon Sep 05	1.5
	Mon Sep 12	3
	Total:	4.5

Weekly absence

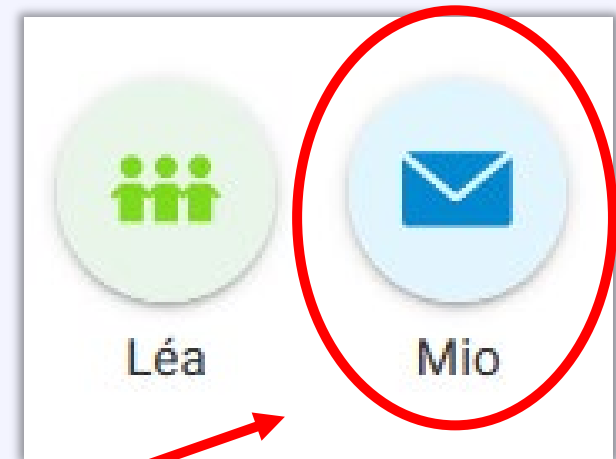
Week of Aug 22	
Week of Aug 29	
Week of Sep 05	<div style="width: 15px; height: 15px; background-color: green;"></div> 1.5 h.

3. Mio

Mio is the **messaging system** that students and instructors use to communicate with one another.

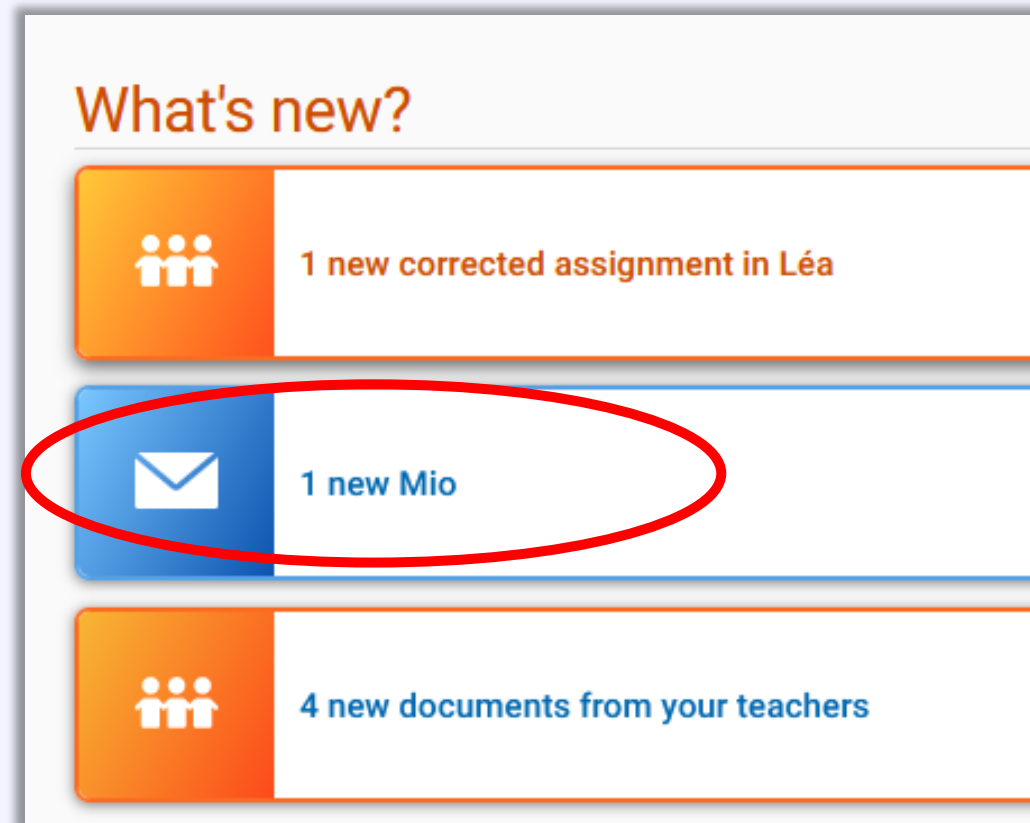
To access Mio, log in to OmnivoX (see slides 3-4).

On the OmnivoX homepage, you can access **Mio** by clicking on the **icon** at the top-left of the page. (The same icon is also at the top-left of Léa.)

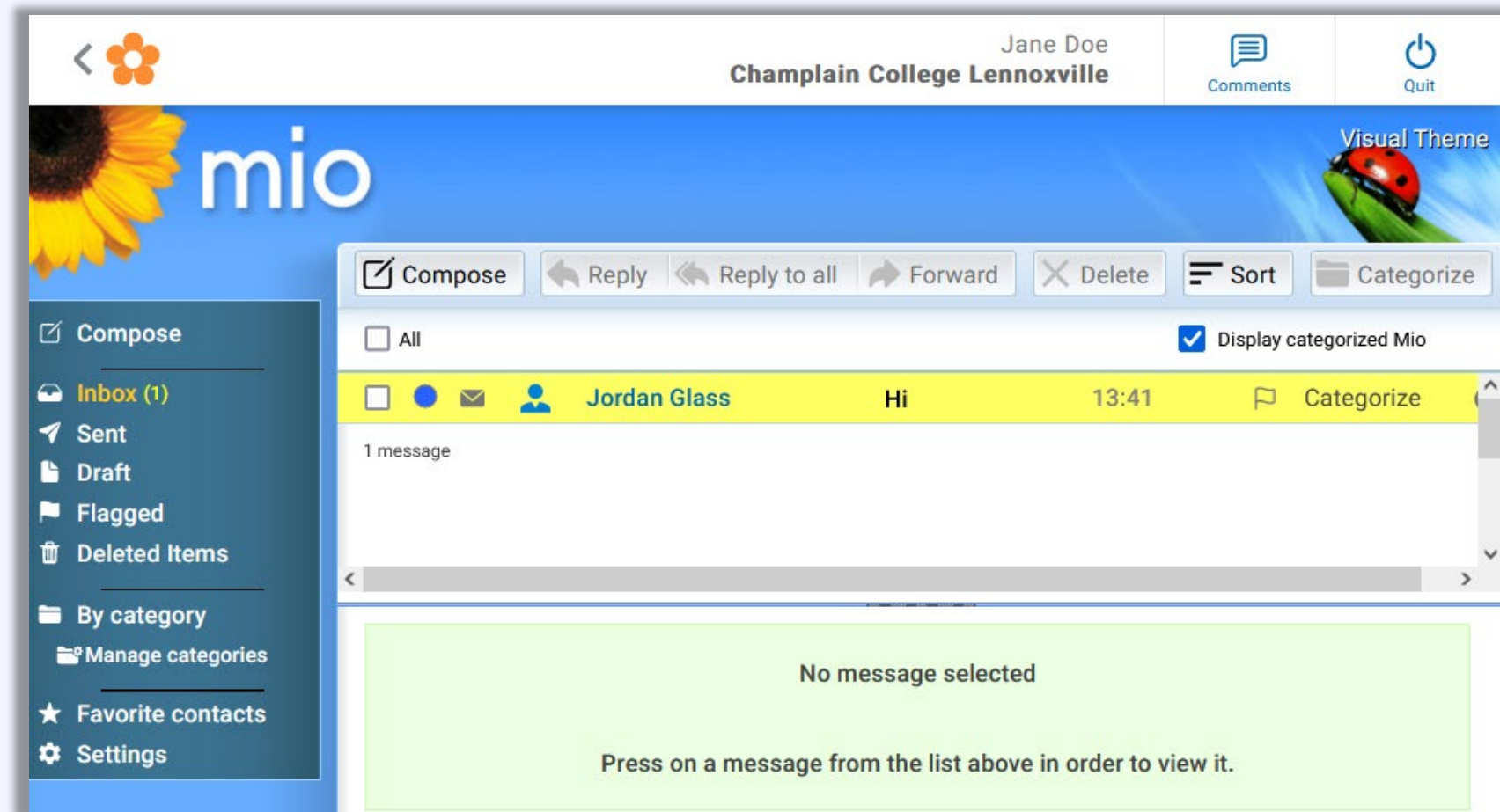


When you first log in to Omnivox, there will be a notification if you have one or more new Mio messages.

You can also access your Mio messages by clicking on this notification.




This is the Mio inbox. It is similar to many email messaging systems. On the left-hand side, you can view different messages: Received messages (your Inbox), sent messages, drafts that you are working on, flagged items, and deleted items.




Click on a message to view it.

From


 Jordan Glass (350-BED-LE sect.00001 (F2022))


To


 Jane Doe


Date


Mon Sep-12-2022 at 13:41 - 2 days ago

 Reply

 Reply to all

 Forward

 Delete

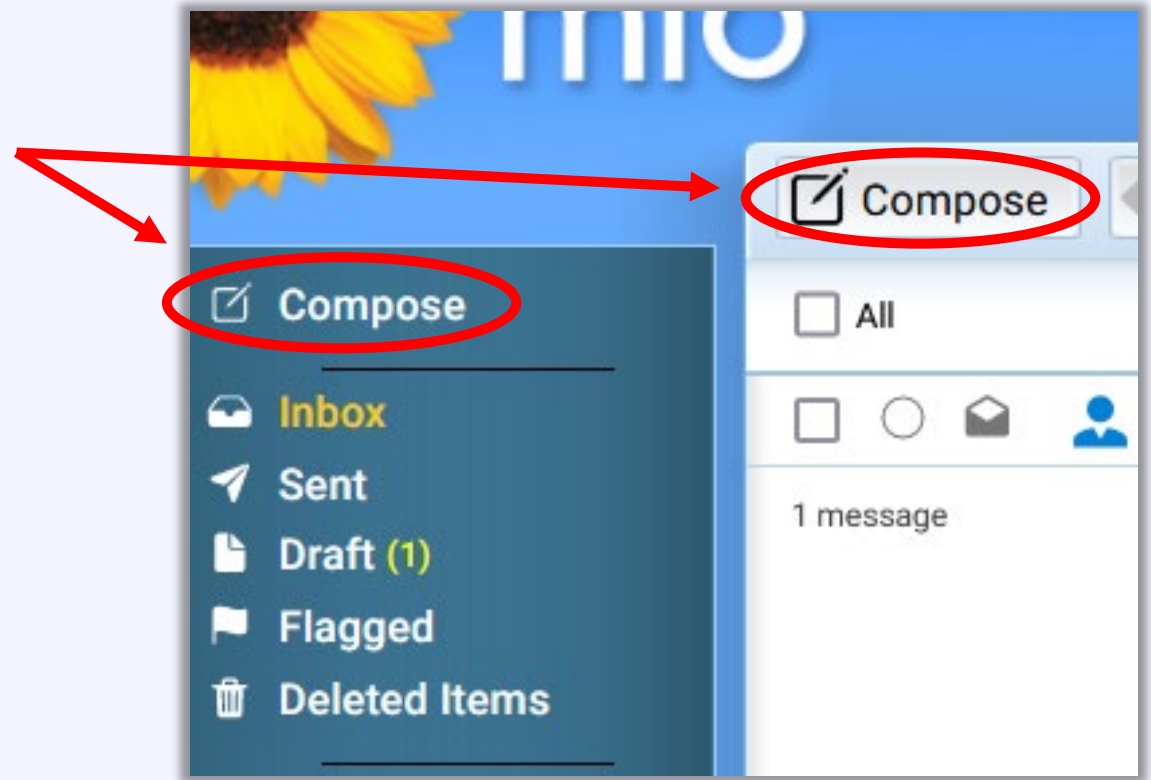
 Print

Hi Jane!

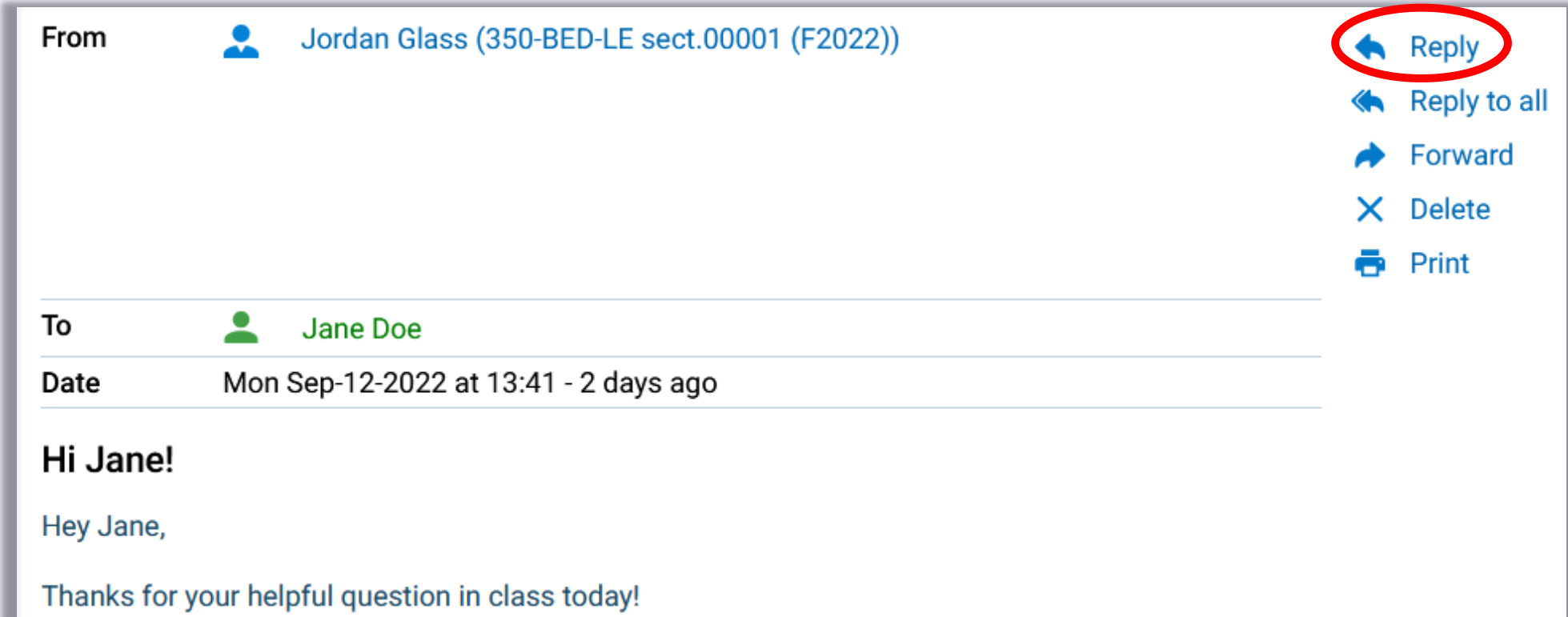
Hey Jane,

Thanks for your helpful question in class today!

To write a **new message**, click **Compose** in the top-left corner.

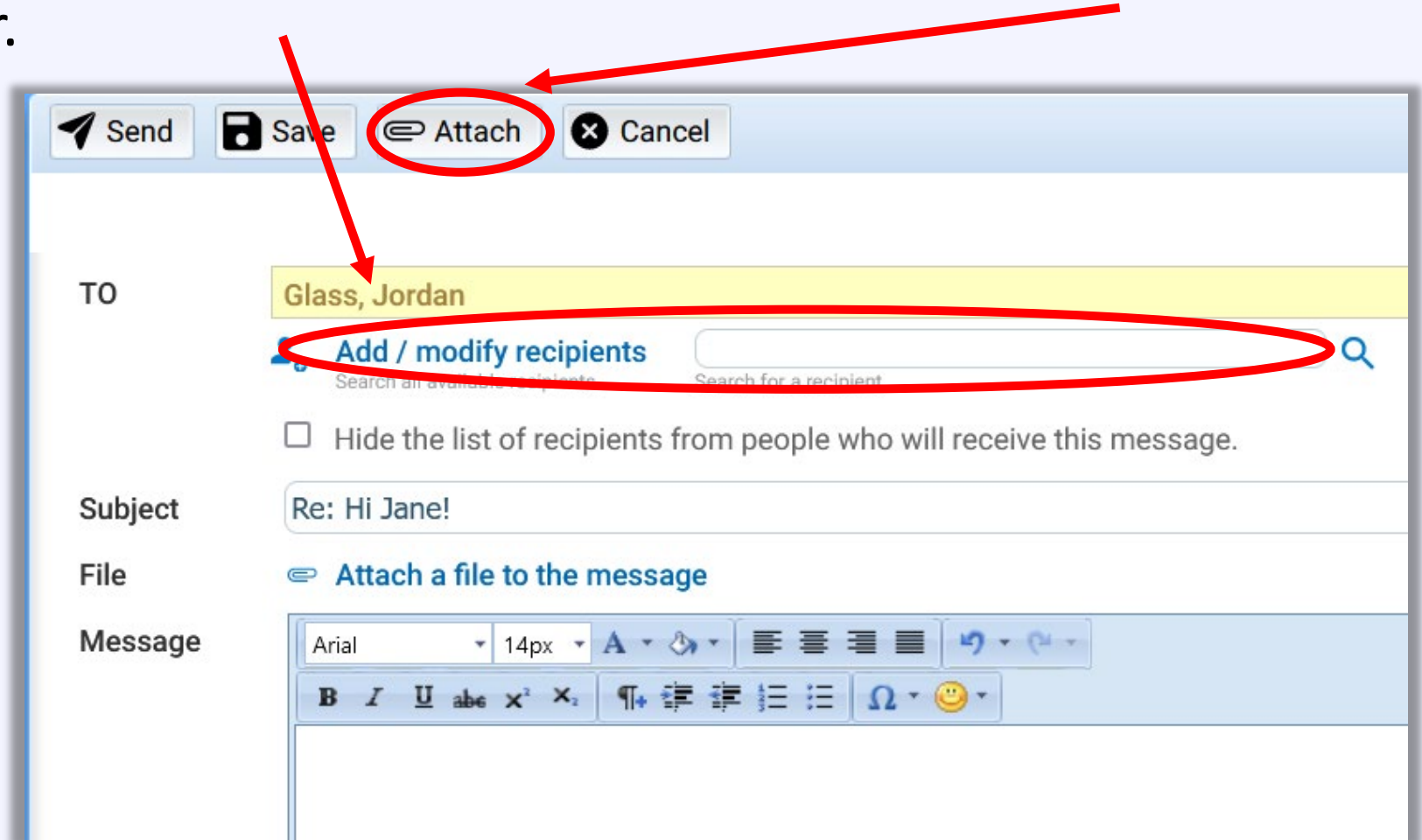


To respond to a message that you have received, view the message and click **Reply**.



Whether you are responding to a message or composing a new message, a similar window will appear in which you can enter your message.

You can add/modify the **recipients** as needed. You can also **Attach** files from your computer.



How to Write Mios to your Instructor

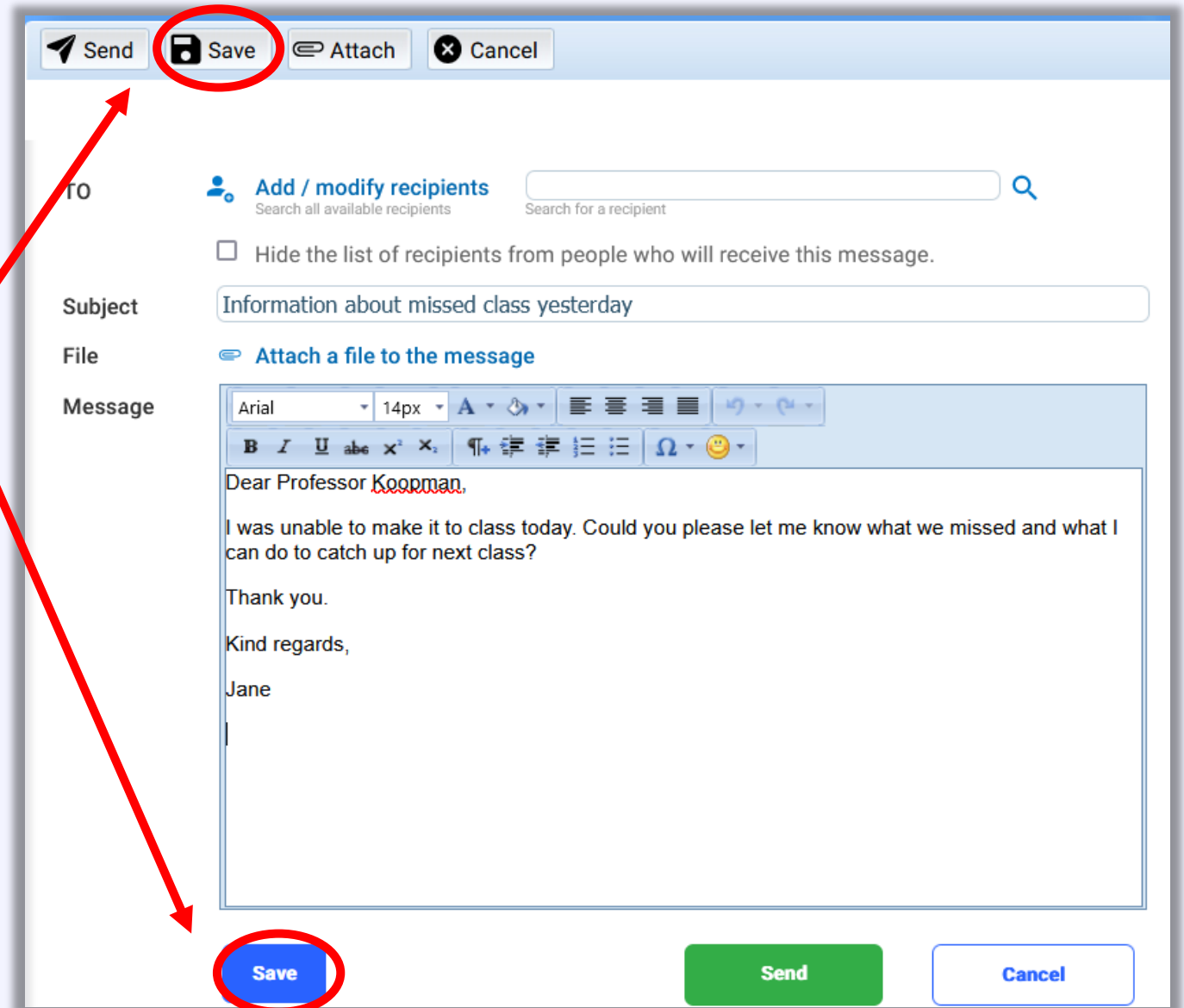
Your message should always have an **informative subject line**. (If you are responding to someone else's message, then the subject line they used will be included automatically.)

A Mio should always have a **greeting** (e.g., "Hi," or "Hello"); and it is always best if you can address the particular person from whom you are hoping to receive a response (e.g., "Hello Lisa," or "Dear Professor Koopman").

Try to **be clear and specific** about what you are asking or suggesting. For example, instead of saying, *"I missed class"* and letting your instructor guess what you want, you can say: *"I was unable to attend class. Could you please let me know how I can catch up? Or can we meet in person to discuss this?"*

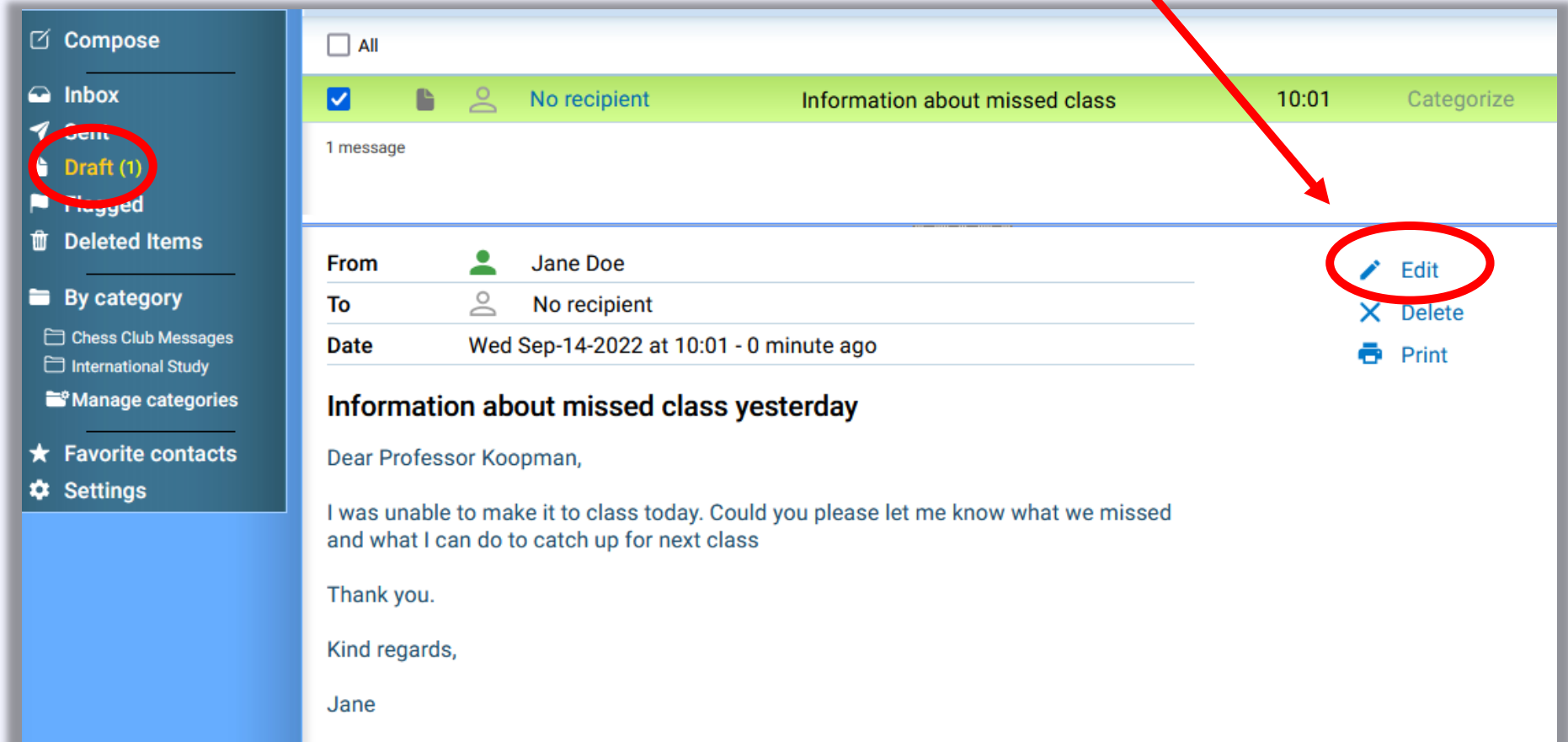
Saving Drafts

If you are writing a message but want to finish and send it later, click **Save** to save the draft. This will allow you to work on it later and revise it before sending it.



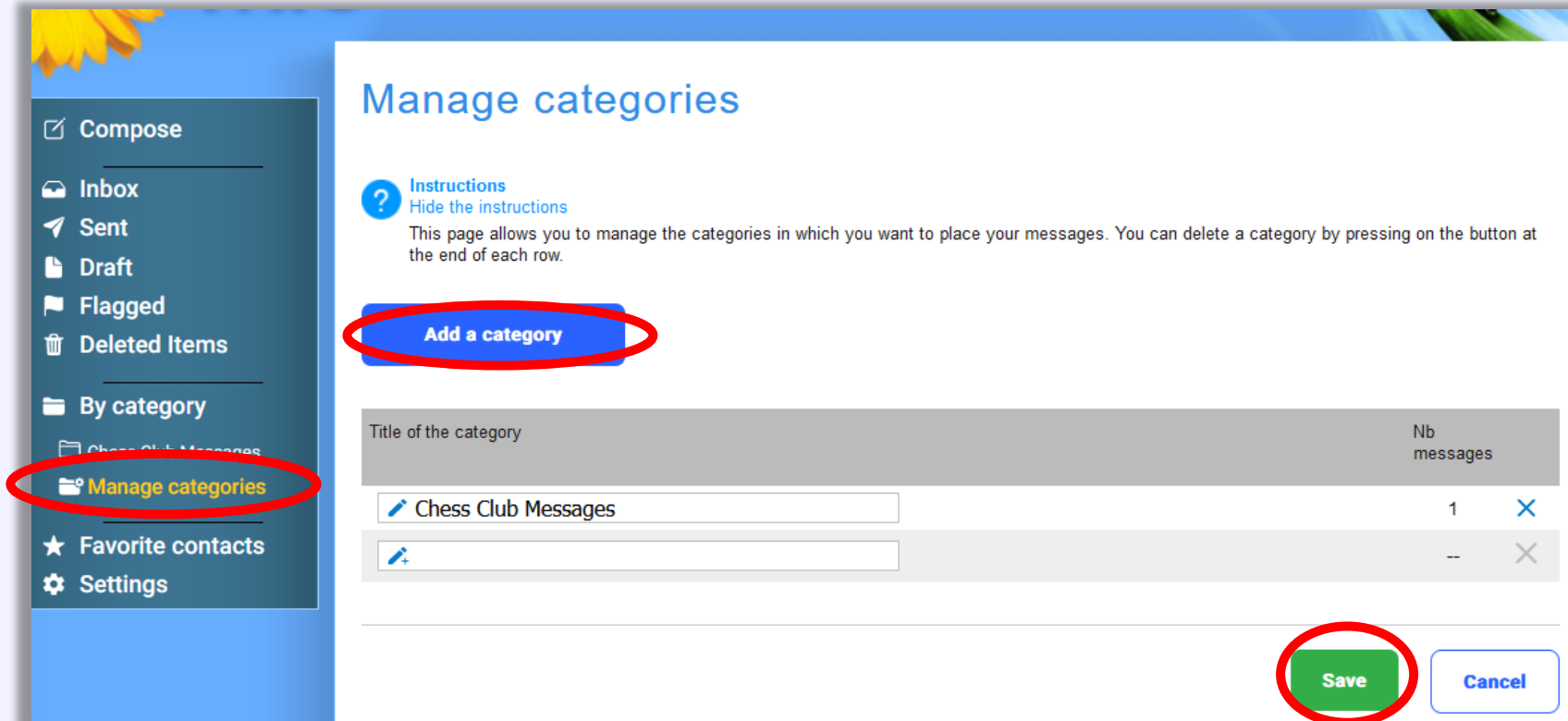
When you are ready to work on the message again, find it in the **Draft** folder.

Select the message that you want to work on, and then select **Edit**. This will bring you to a new window in which your message can be edited and from which it can be sent.



Custom Folders/Categories

If you find yourself receiving many messages, some of which contain information that you want to save for later, you might find it helpful to set up categories into which you can archive messages. To do this, click **Manage categories** in the left-hand menu. On the page that appears, click **Add Category** and enter in the name you want it to have. Click **Save** to finish.



The **categories** that you create will appear in the left-hand menu.

When you get new messages in your Inbox that you want to store in different folders, click on the drop-down menu and **select the folder to which you want to move the message.**

