Student Guide to Omnivox, Léa, and Mio (Mobile Application)

1. Omnivox
2. Léa
3. Mio

Fall 2022

Champlain
COLLEGE · LENNOXVILLE

Note that this tutorial is based on the mobile application version of Léa/Omnivox/Mio.

The desktop version may exhibit small differences in appearance and functionality.
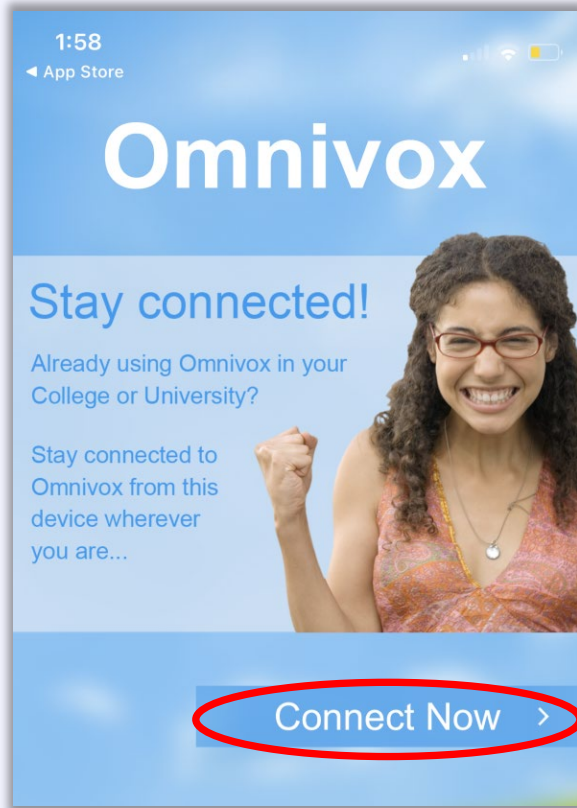
1. Omnivox

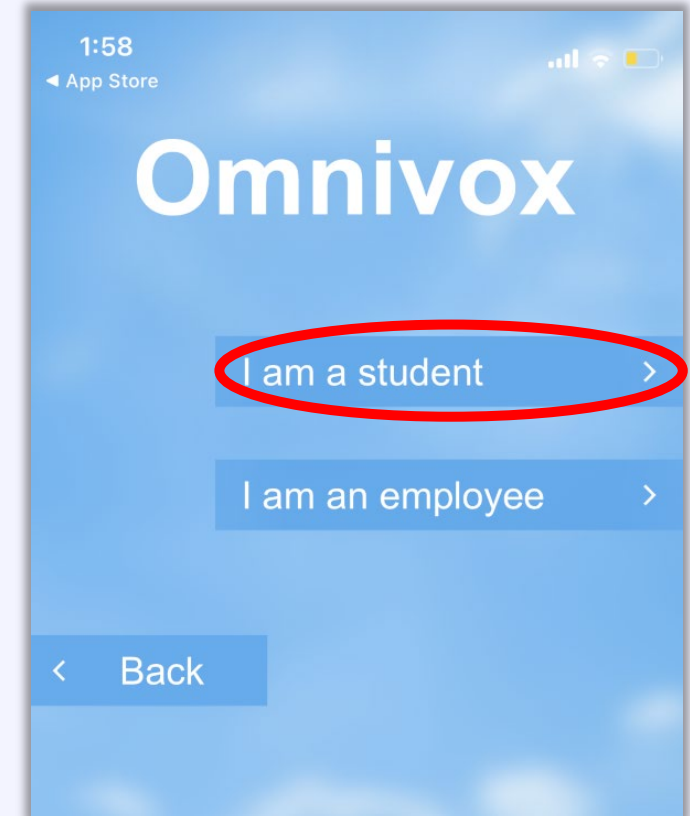Begin by downloading the Omnivox mobile application.

Omnivox is the main portal that you will use to manage your affairs as a student at the College.
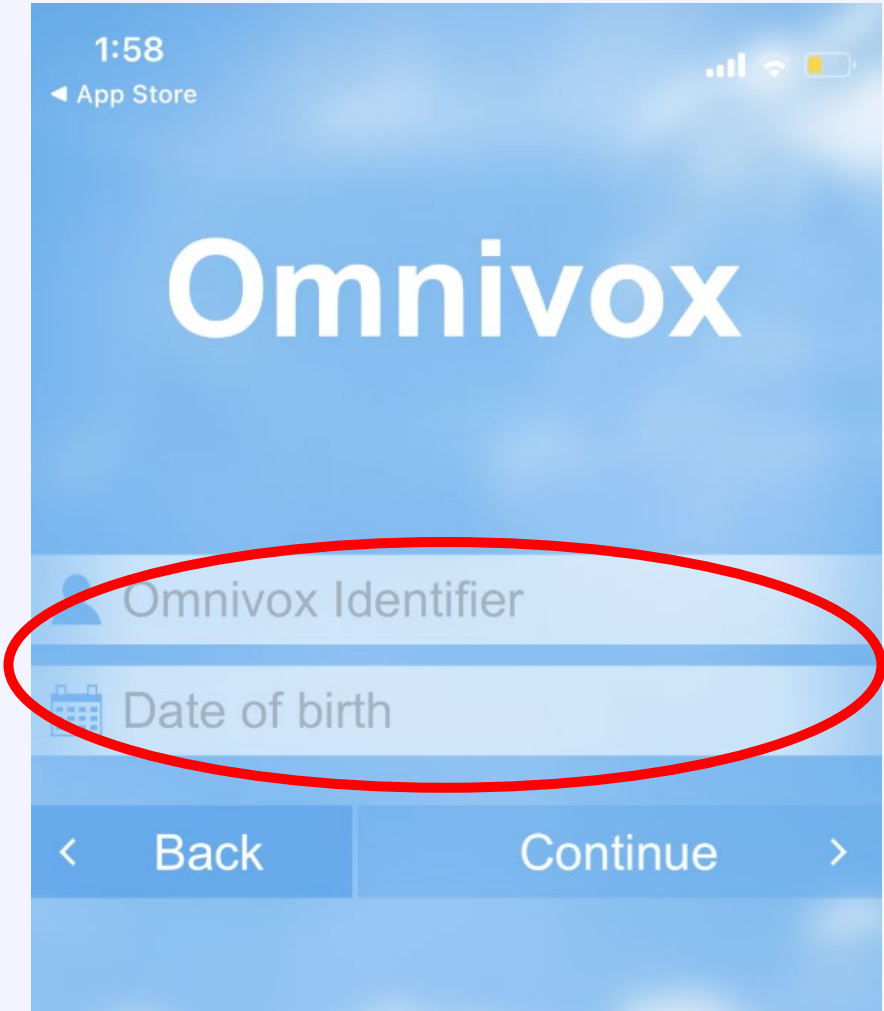
Once downloaded, open the app and click **Connect Now**.
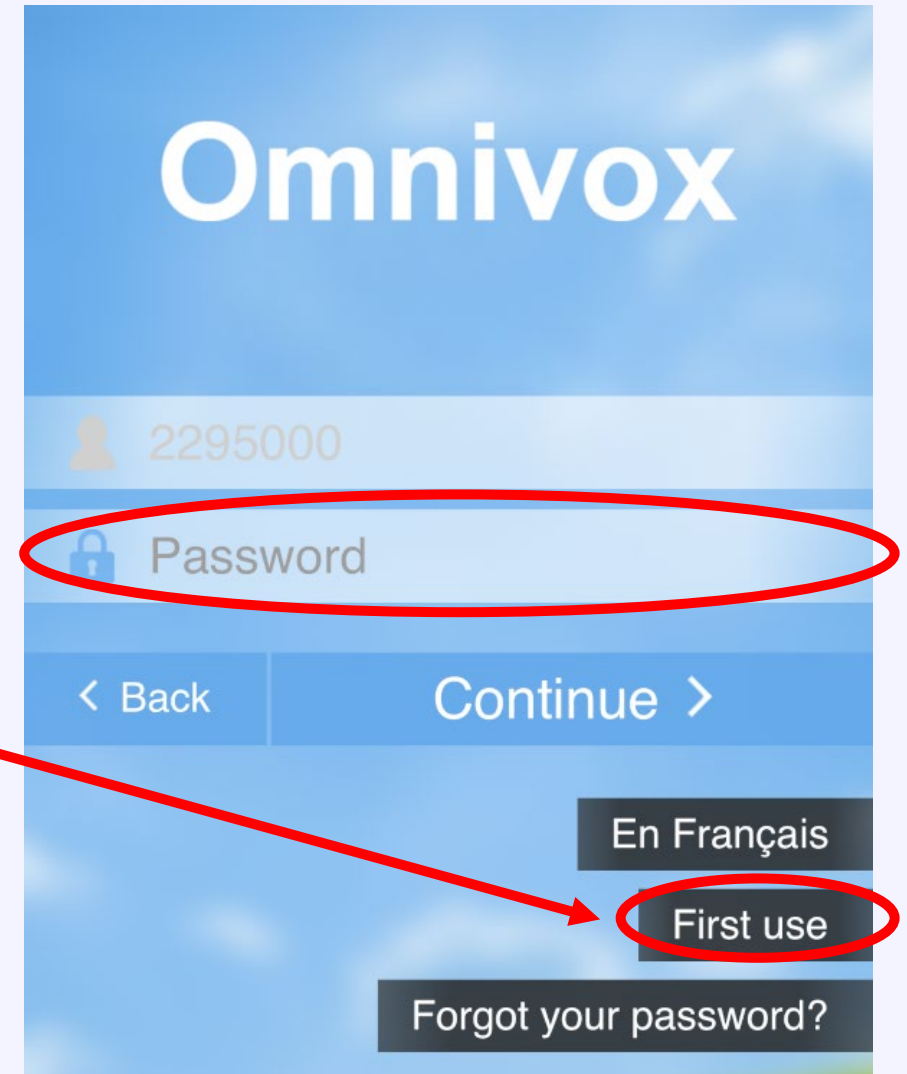
Then select **I am a student**.

Enter your **student ID number** into the field that says **Omnivox Identifier**, and enter your **Date of birth** to confirm your identity.

If you have used Omnivox before, you can enter your **Password**.

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.

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 the back arrow **<** to proceed to **Omnivox**.

< Email address

Your email address

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

Current email

Send the link to this email

This is the Omnivox **homepage**.

At the top you will find a **News item**. You can click on it to see the details and swipe left to see more news items. A **full list of recent news events** is also found further down on this page.

Below you will 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). To do this, click on the icon best Events.
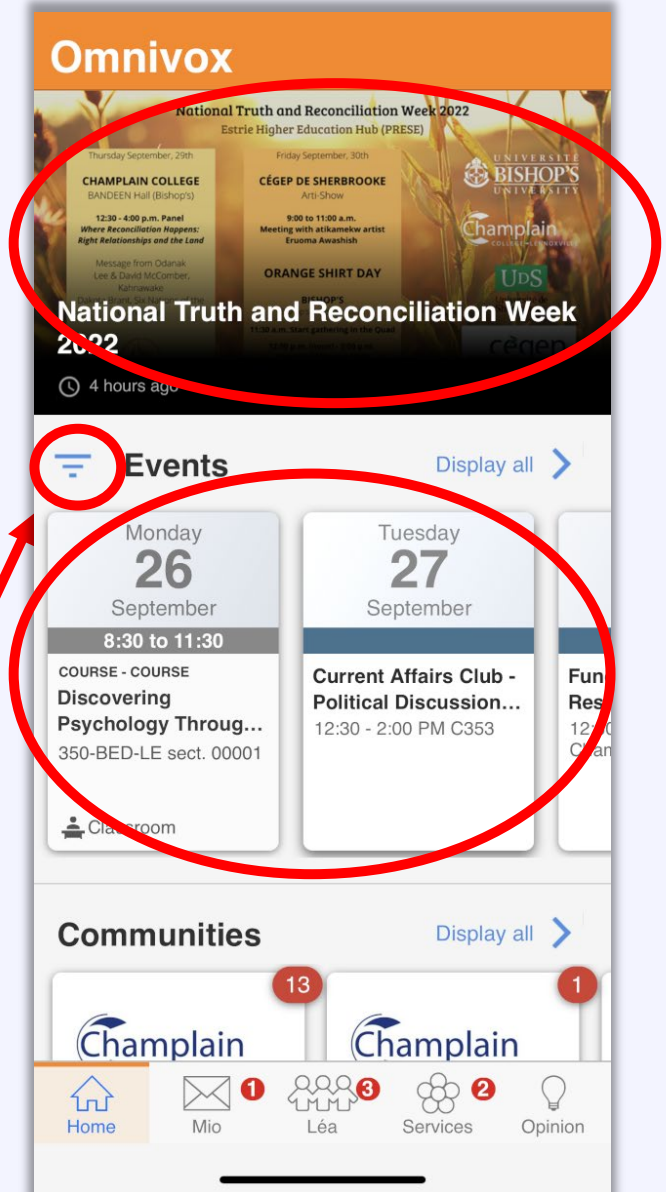
A little further down, the **Communities** scroll bar contains a list of different groups to which you belong as a student. Within these community groups you can find documents and news items relevant to members of that group.

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.
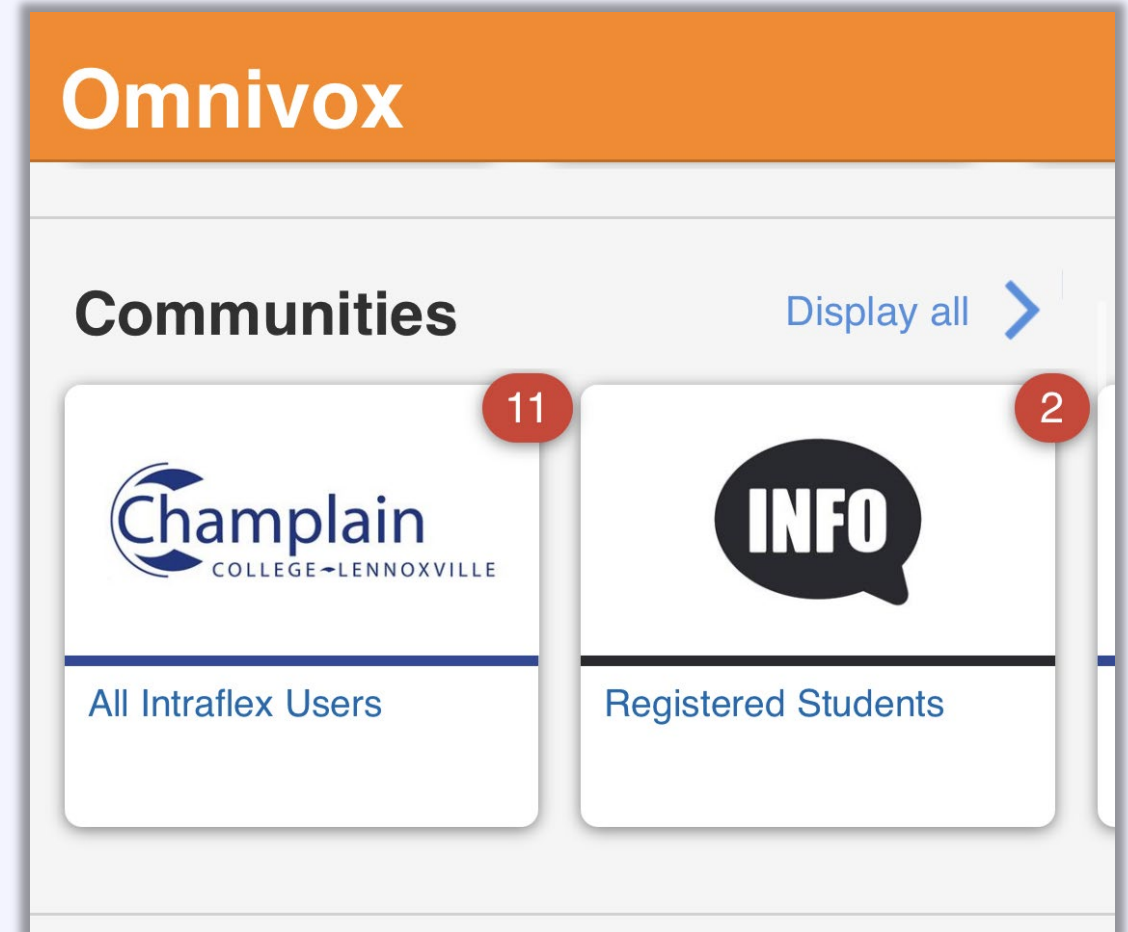
At the bottom of the page you will find a menu with important features.

Clicking on **Services** will bring you to a list of Omnivox tools and services.

The **red icons containing numbers** ② represent new items that you have not yet consulted.
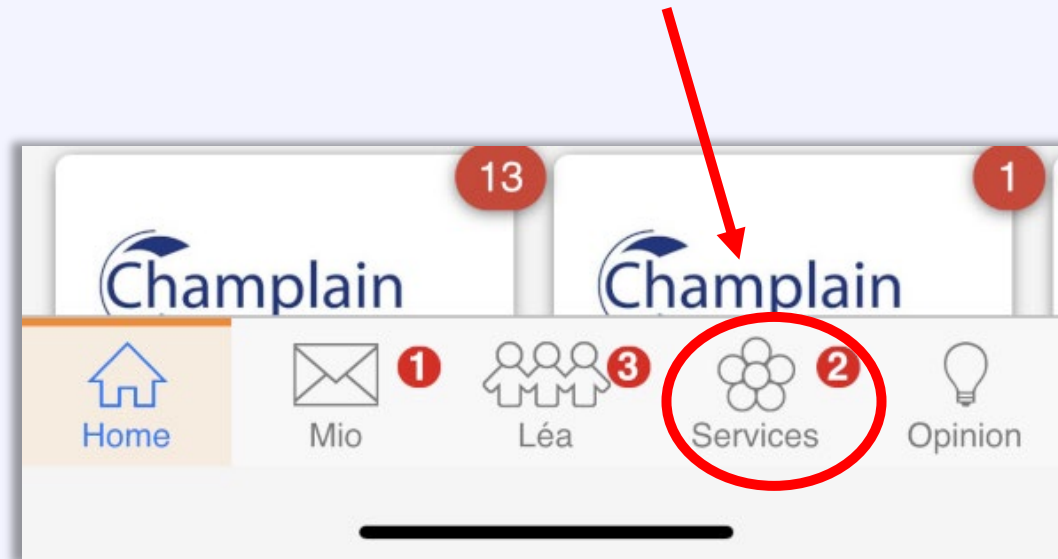
The **Services** menu contains links to some useful services and sources of information. Various **notices**, such as invitations to complete surveys, **will appear at the top**. Other available tools and resources include:

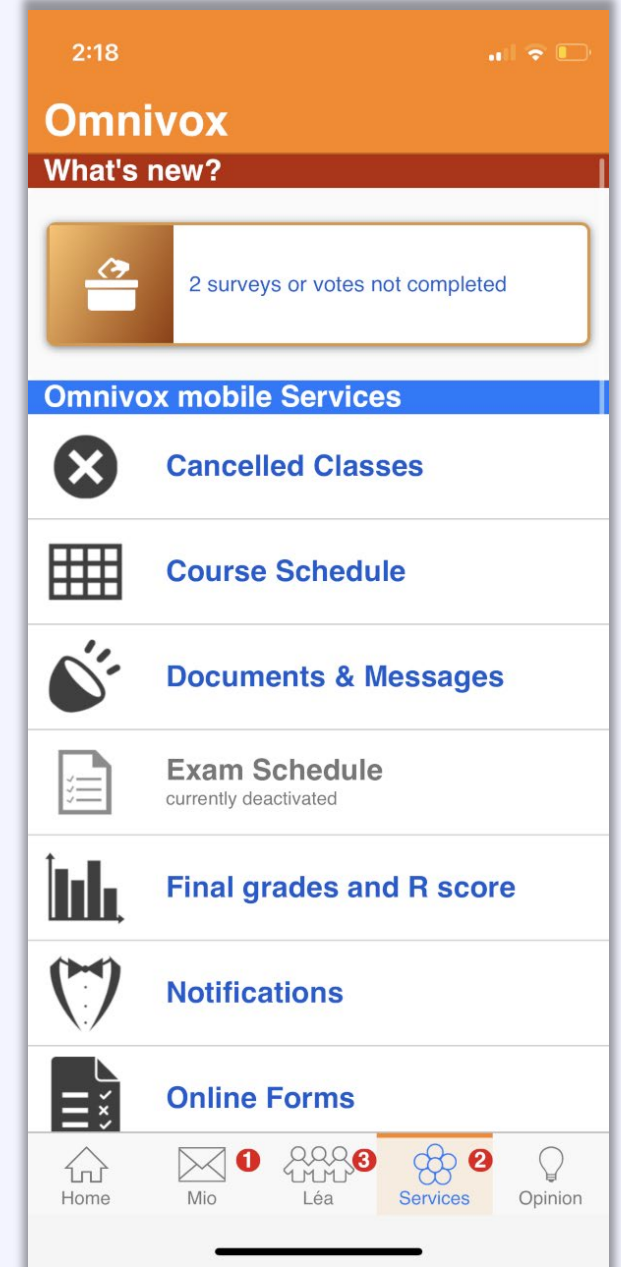A listed of **cancelled classes** at the College.

Your weekly **Course Schedule** (which can be displayed in different ways).

You can consult your **final grades and R score**.

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

A procedure for **Course Registration**.

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

By selecting **Notifications**, you can choose to receive notices about your own cancelled classes, new grades, messages, etc. (You can change the settings on your phone to determine how these notifications are displayed.)
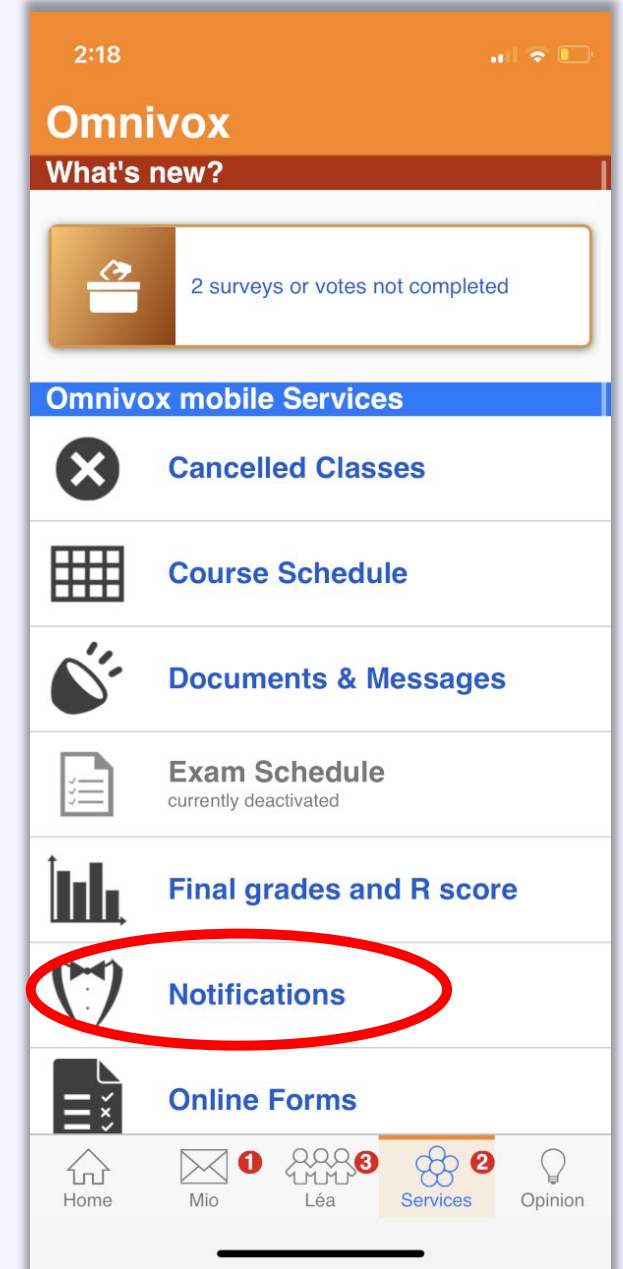
2. Léa

The other two important icons at the bottom of Omnivox bring you to Léa and Mio.

Léa is used to manage class work. Through Léa, you can access important documents that your instructor has sent you for class. You can sometimes see assignment instructors here and upload your assignments if your instructor elects to do this online through Léa.

Click on the icon to go to **Léa.**
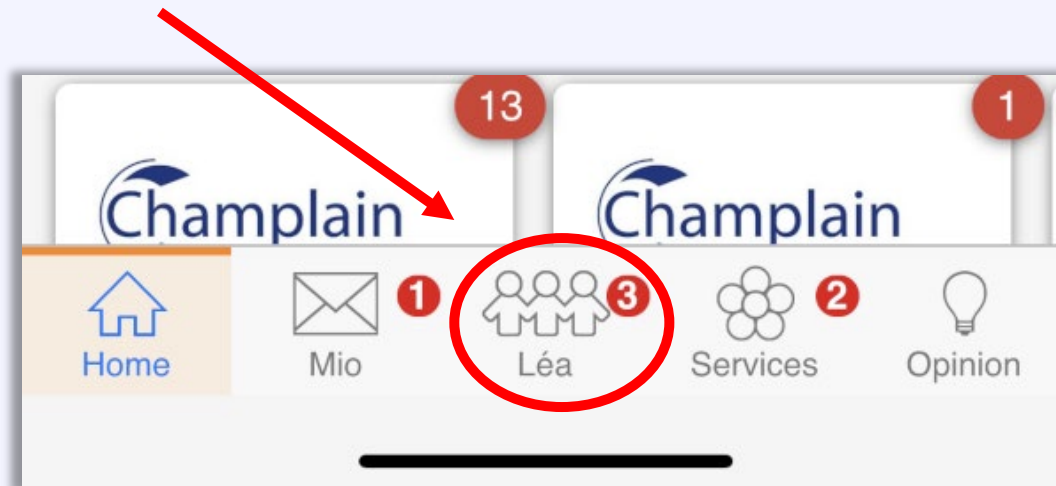
The Léa mobile application homepage shows an overview of information pertaining to your classes.

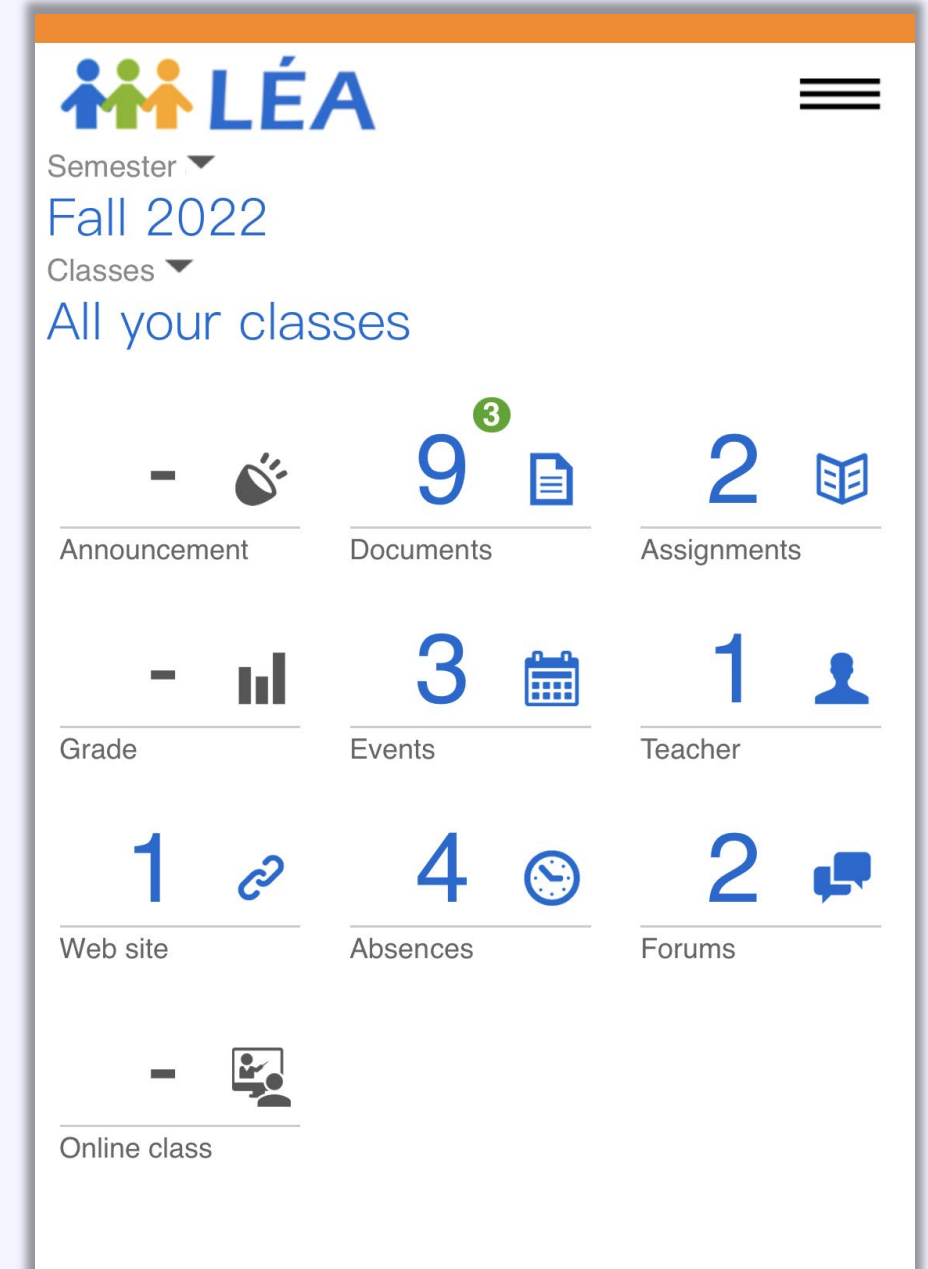The page links to important resources related to your classes, including:

Class **Documents** available for download (such as readings and lecture notes).

Assignments posted to your classes.

Grades that you have received on assignments.

An account of your **Absences**.

A calendar of **Events** related to your classes (such as assignment due dates).

At the top, you can change the semester and elect to view a specific class by itself. If you want to view a specific class within the currently selected semester, you can also swipe left.

The small numbers in green circles ③ indicate items that you have not yet consulted.
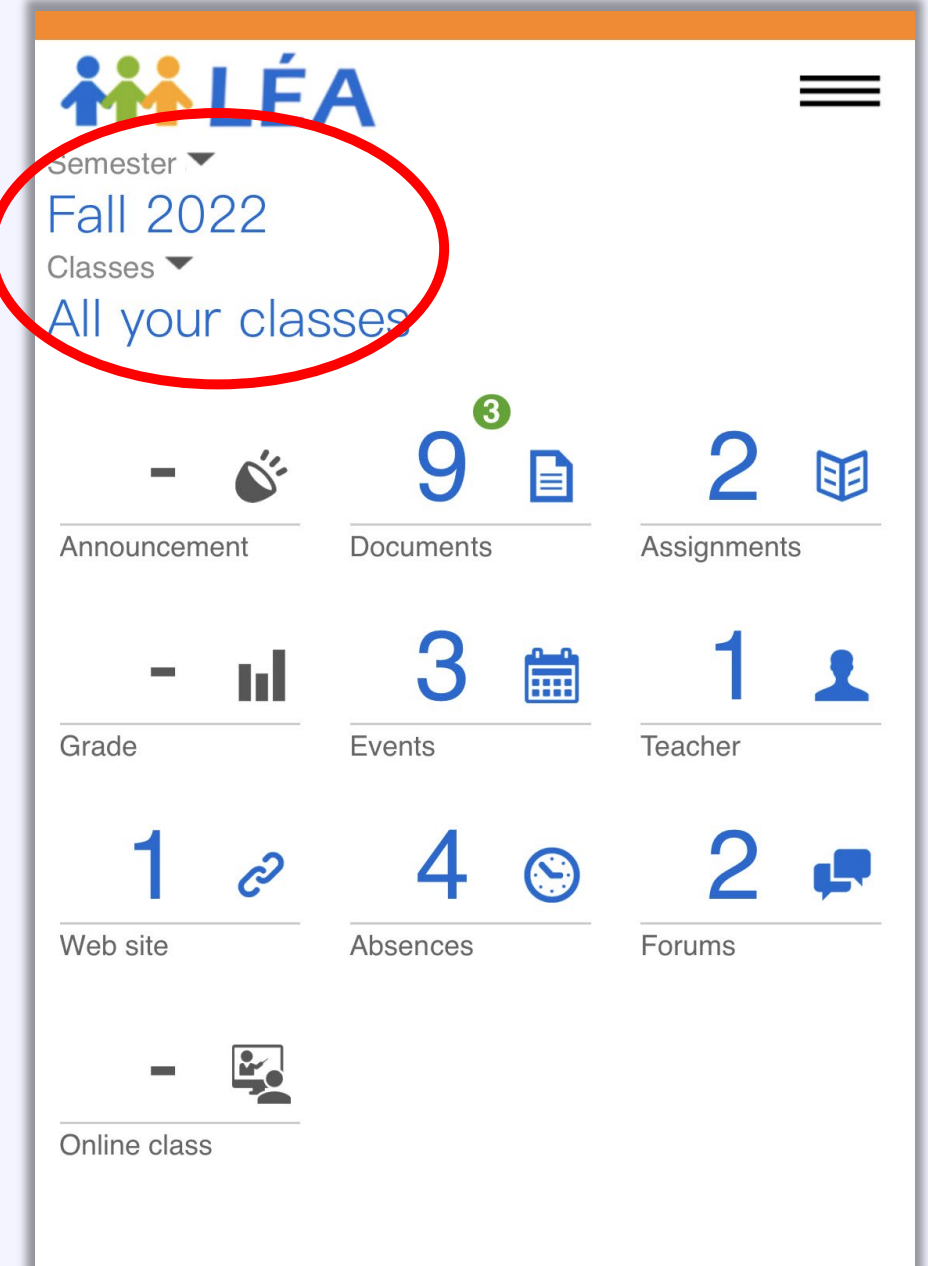
While the mobile application version of Léa is handy for quickly checking upcoming deadlines and verifying other information, **the desktop version** will usually be better for uploading assignments and reviewing documents. Most written and multi-media assignments should be done on a computer.

You can find the desktop version by logging into Omnivox online and navigating to Léa. A tutorial on the desktop version of these platforms is available on the student IT help page of the College website.
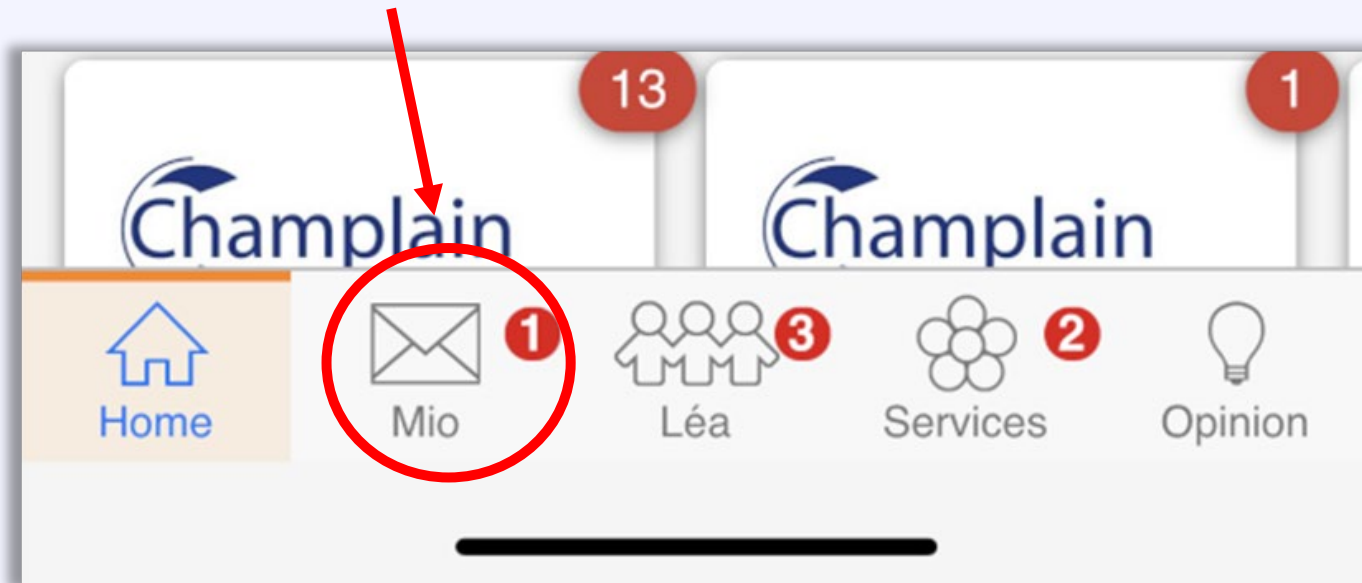
Web Version of Omnivox/Léa
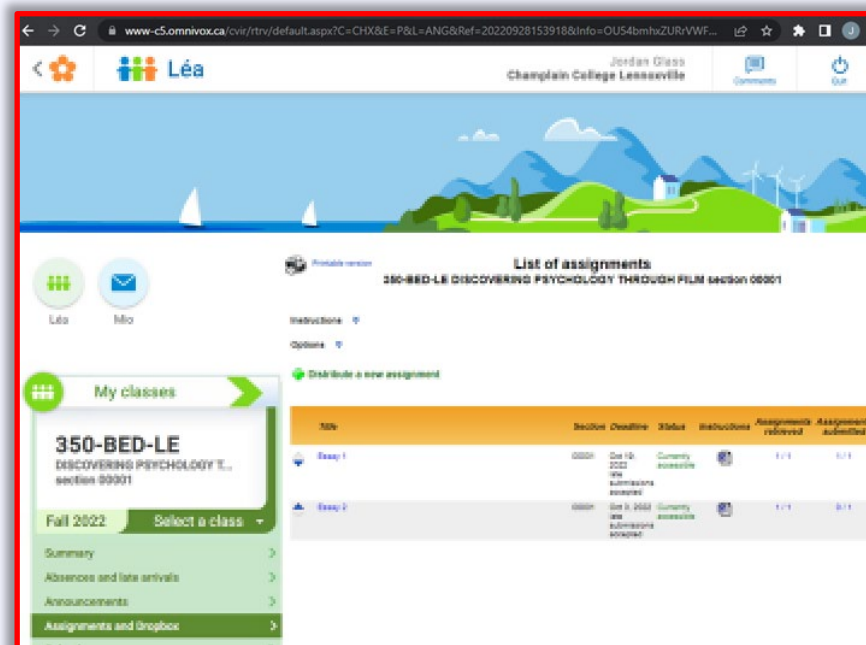
3. Mio

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

To access Mio, click the Mio icon at the bottom of Omnivox. The number in the red circle indicates that you have one or more new messages.
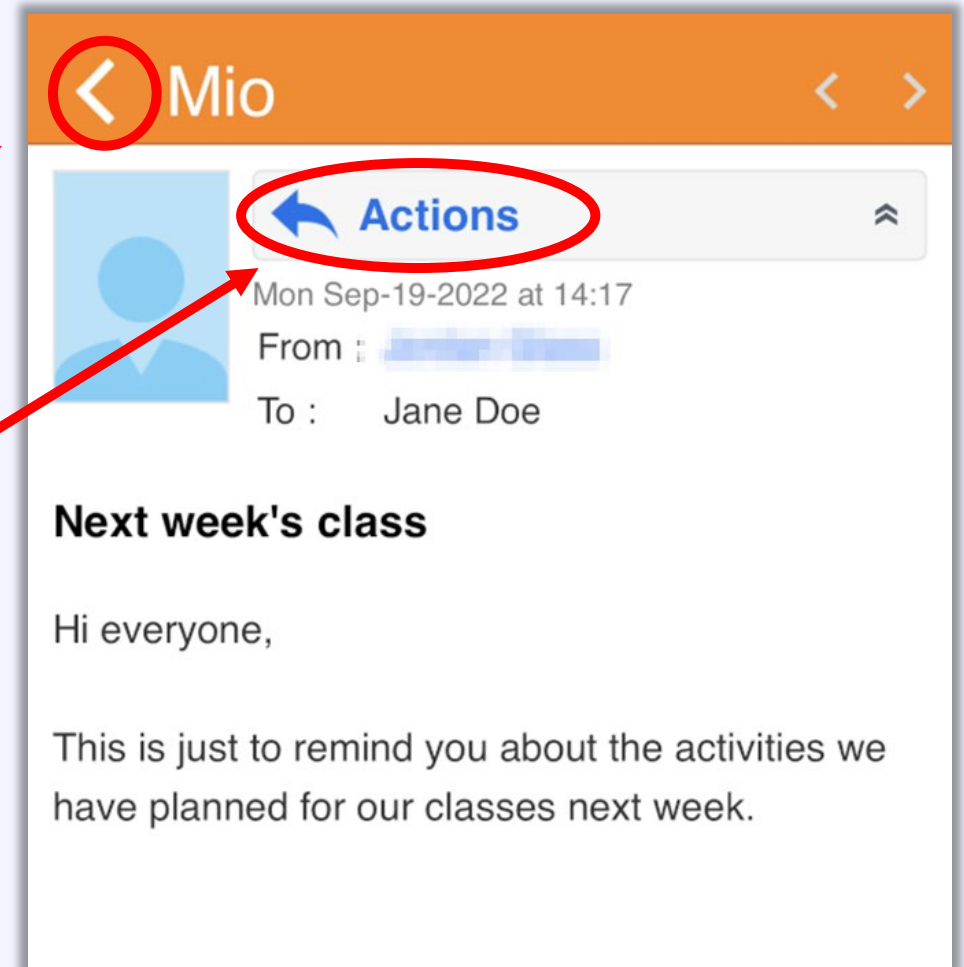
Mio is a messaging system much like email.

From the Mio homepage you can review your inbox. The blue circle indicates a message that has not yet been read.
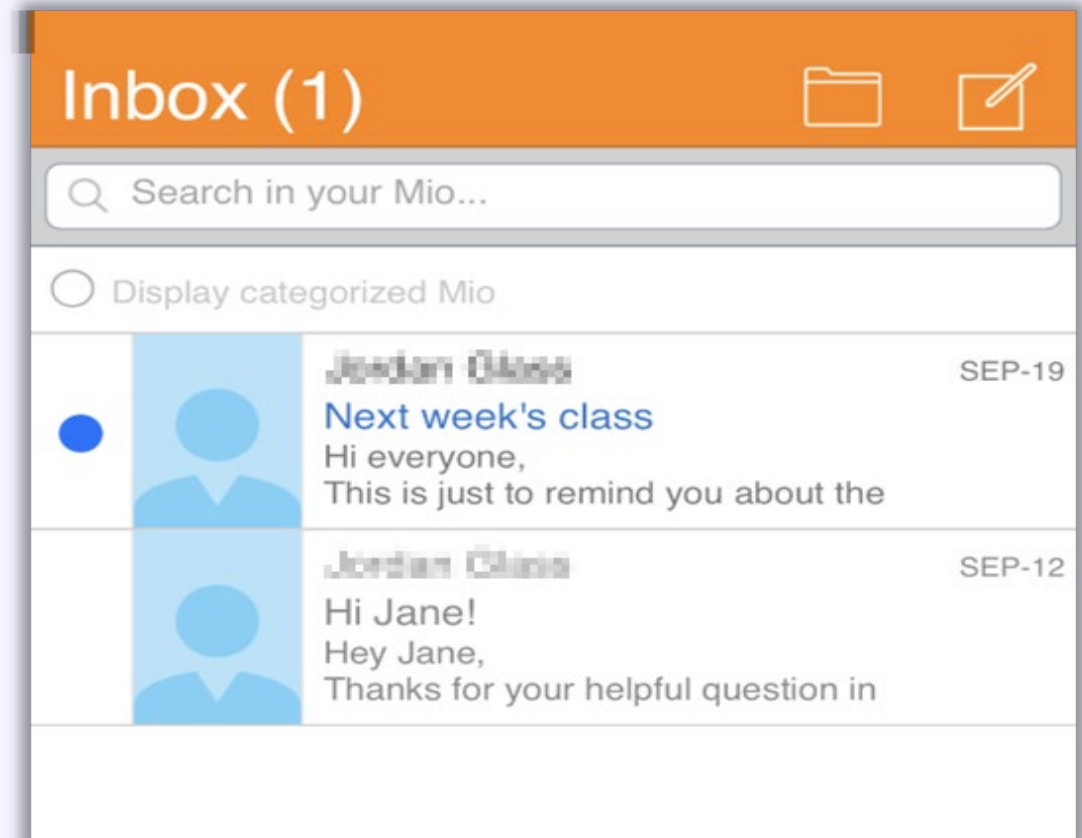
Click on a message to view it.

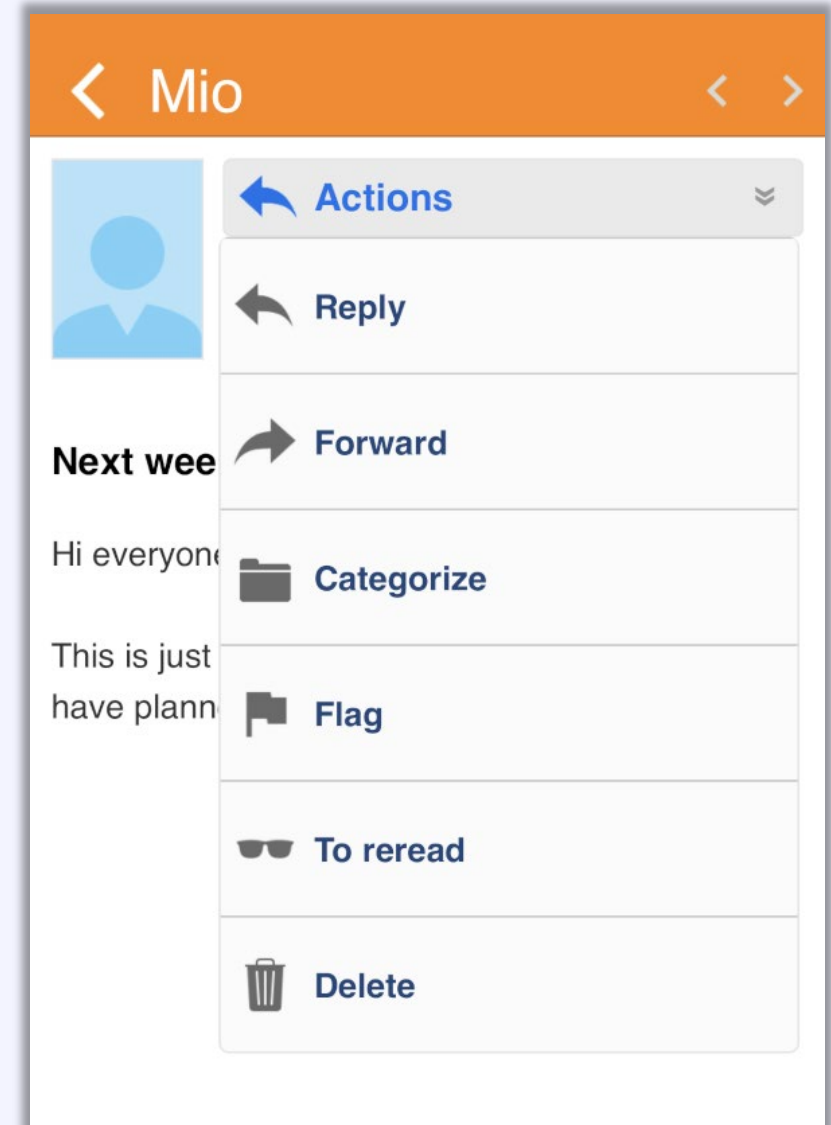Once you have read a message, you can **return to your inbox by clicking the back arrow**.

Or click on **Actions** for various options...

From here you can choose to **Reply** to the message, **Forward** the message to someone else, **Categorize** the message within a special folder, or mark the message to remind yourself to **Reread** it later on. You can also flag the message or **Delete** it.

Create Folders or 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 store messages within **categories**.

To do this, select **Actions** and then select **Categorize** from the drop-down menu.
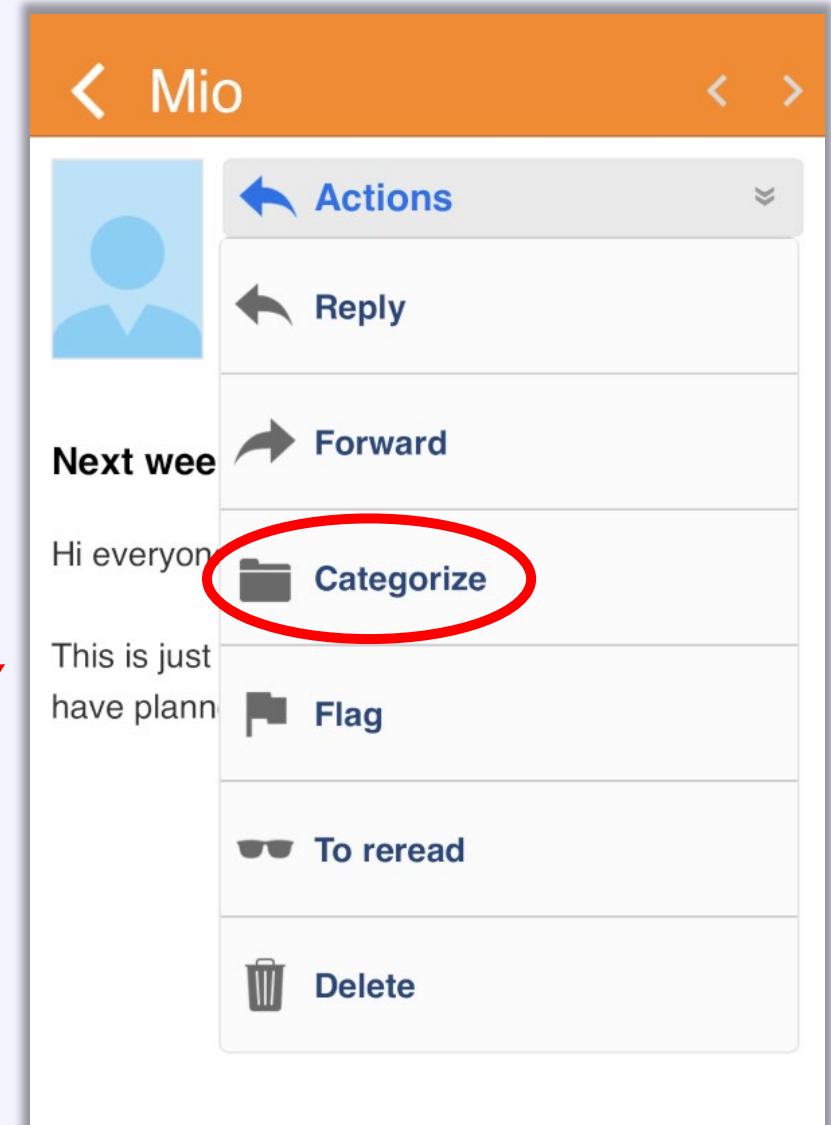
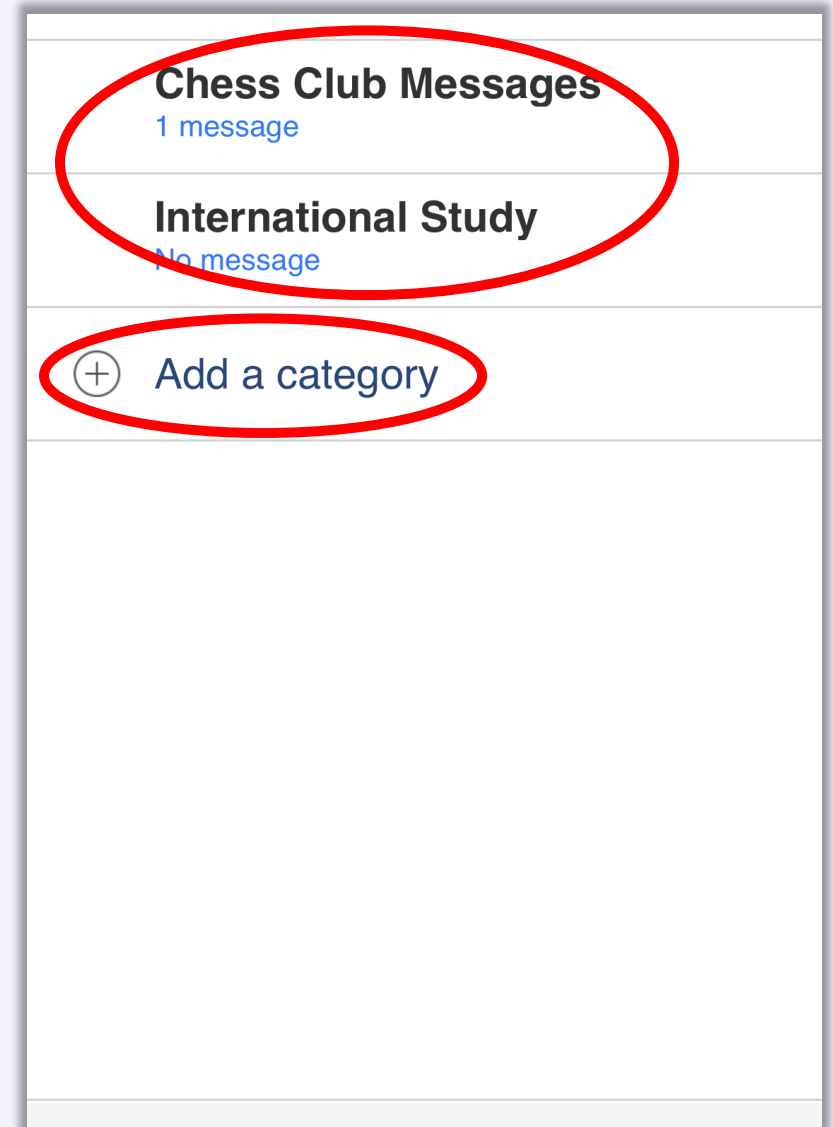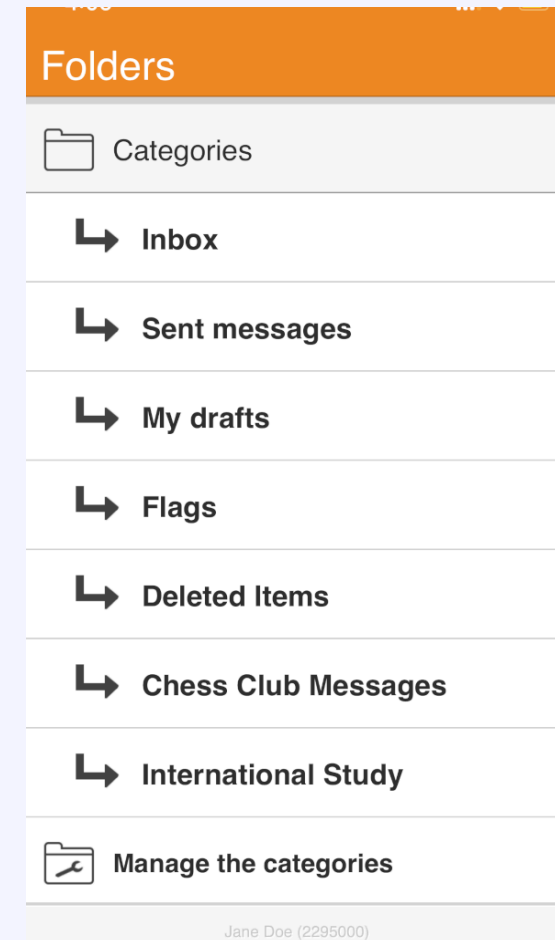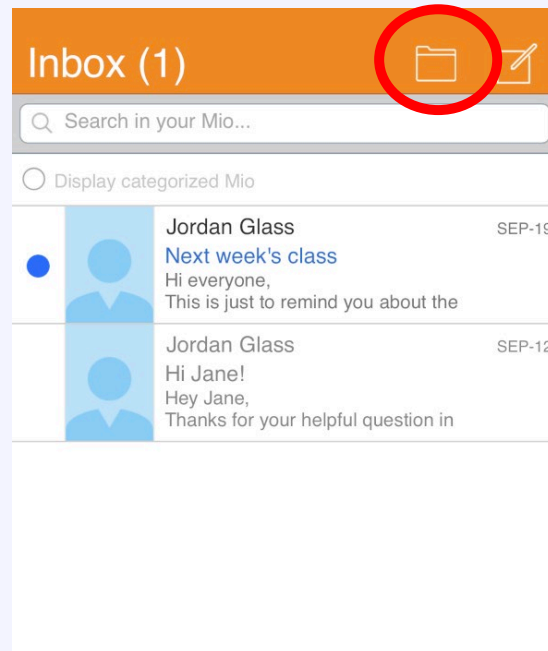From the new window, you can **select the existing category into which you want to put the message**.

You can also **create or add a new category**.

From the homepage again, **you can click on the folder icon** 📁 **to view your default and custom made email folders**, including your Inbox, Sent messages, in progress email drafts, and other categories that you have created.

Inbox (1)

🔍 Search in your Mio...

◯ Display categorized Mio

Jordan Glass   SEP-19
Next week's class
Hi everyone,
This is just to remind you about the

Jordan Glass   SEP-12
Hi Jane!
Hey Jane,
Thanks for your helpful question in

Folders

📁 Categories

↳ Inbox

↳ Sent messages

↳ My drafts

↳ Flags

↳ Deleted Items

↳ Chess Club Messages

↳ International Study

🔧 Manage the categories

Jane Doe (2295000)

Compose a New Message

From the Mio homepage, again, you can compose a new message by clicking on the pencil icon 🖊 .
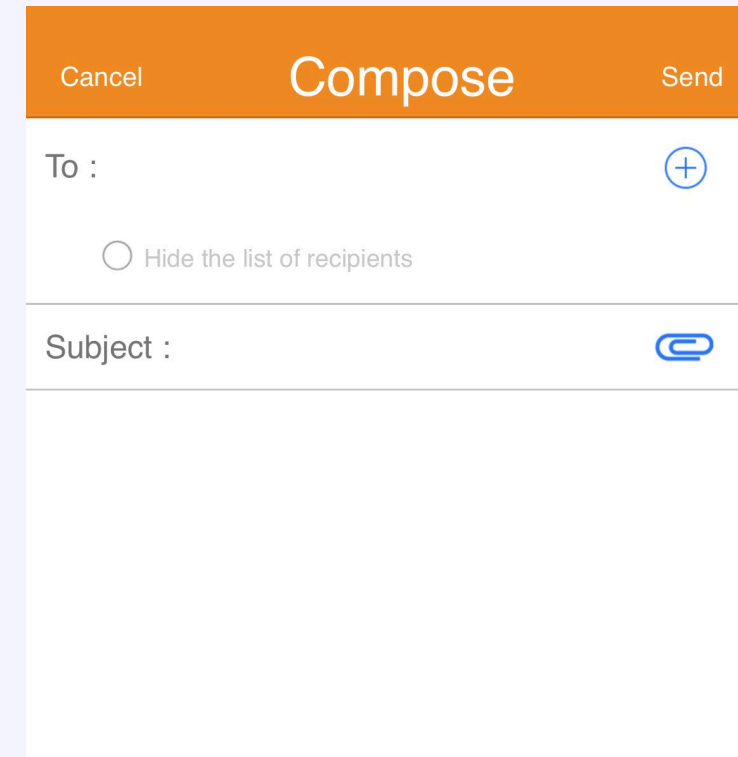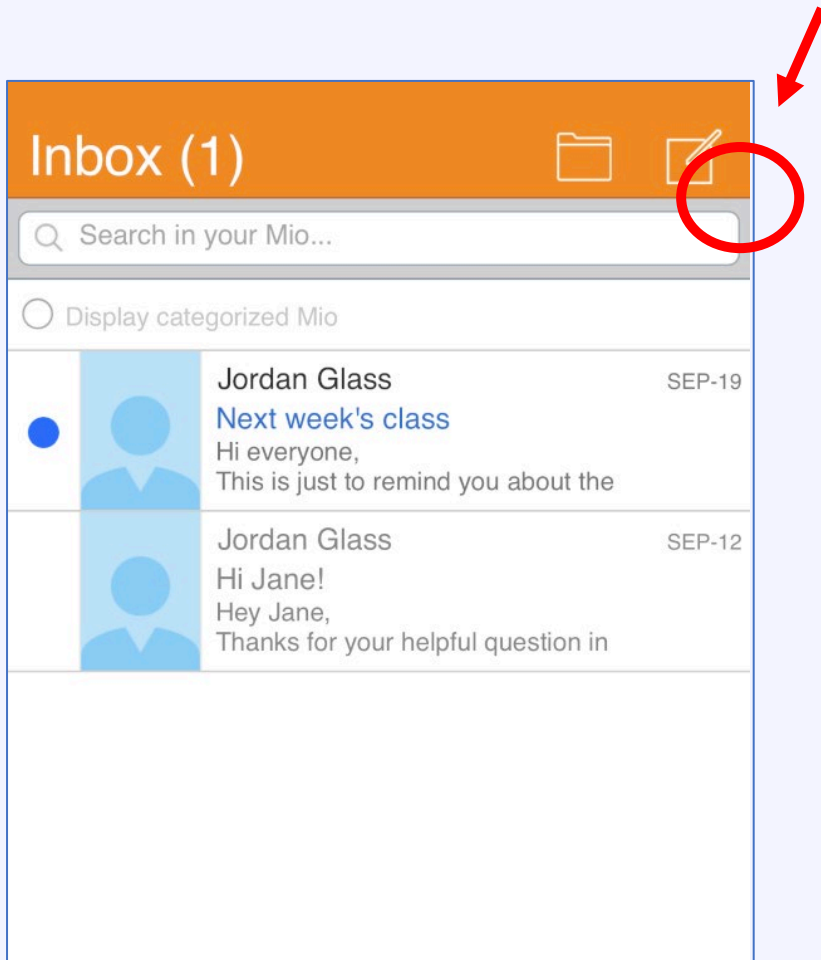
To respond to a message that you have received, view the message and click **Reply**.

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

↩ Reply

« Reply to all

➡ Forward

✕ Delete

🖨 Print

To   👤   Jane Doe

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

Hi Jane!

Hey Jane,

Thanks for your helpful question in class today!
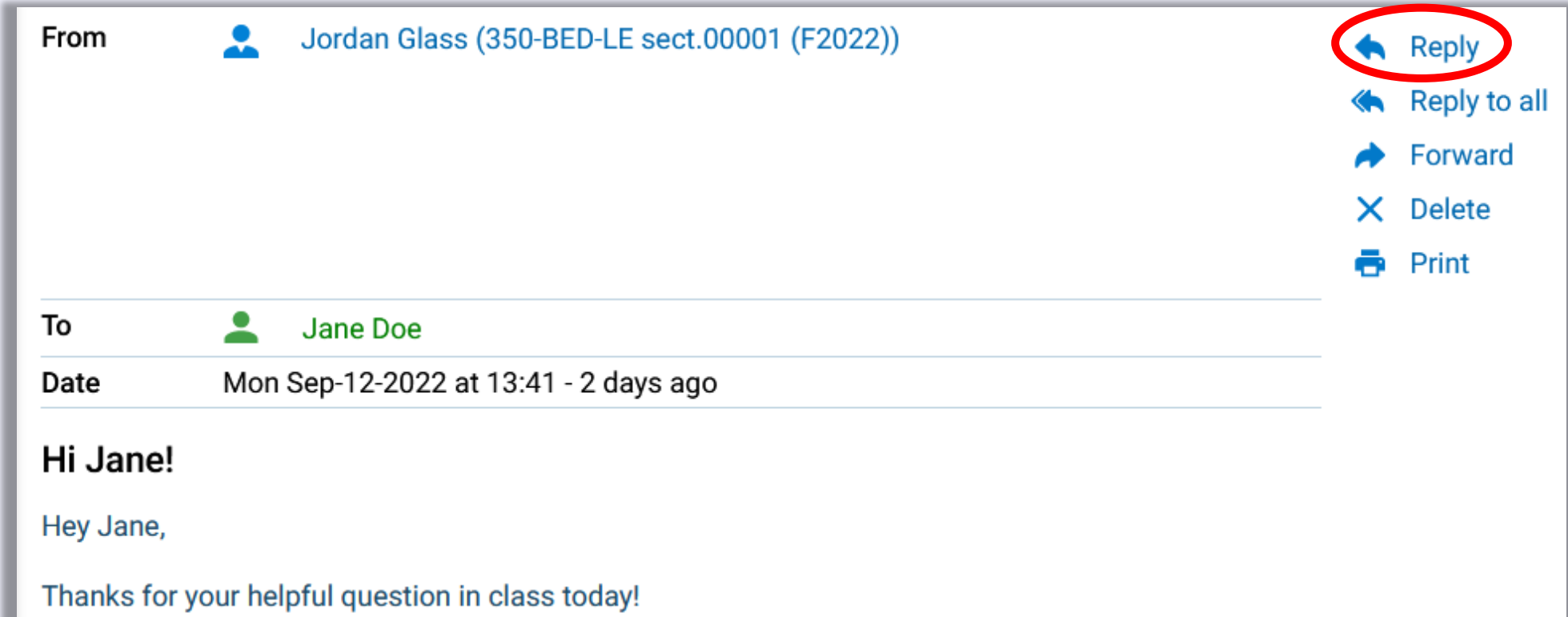
Whether you are responding to a message or composing a new message, a similar window will appear in which you can enter your message.

You can add/modify the **recipients** as needed. You can also **Attach** files from your computer.
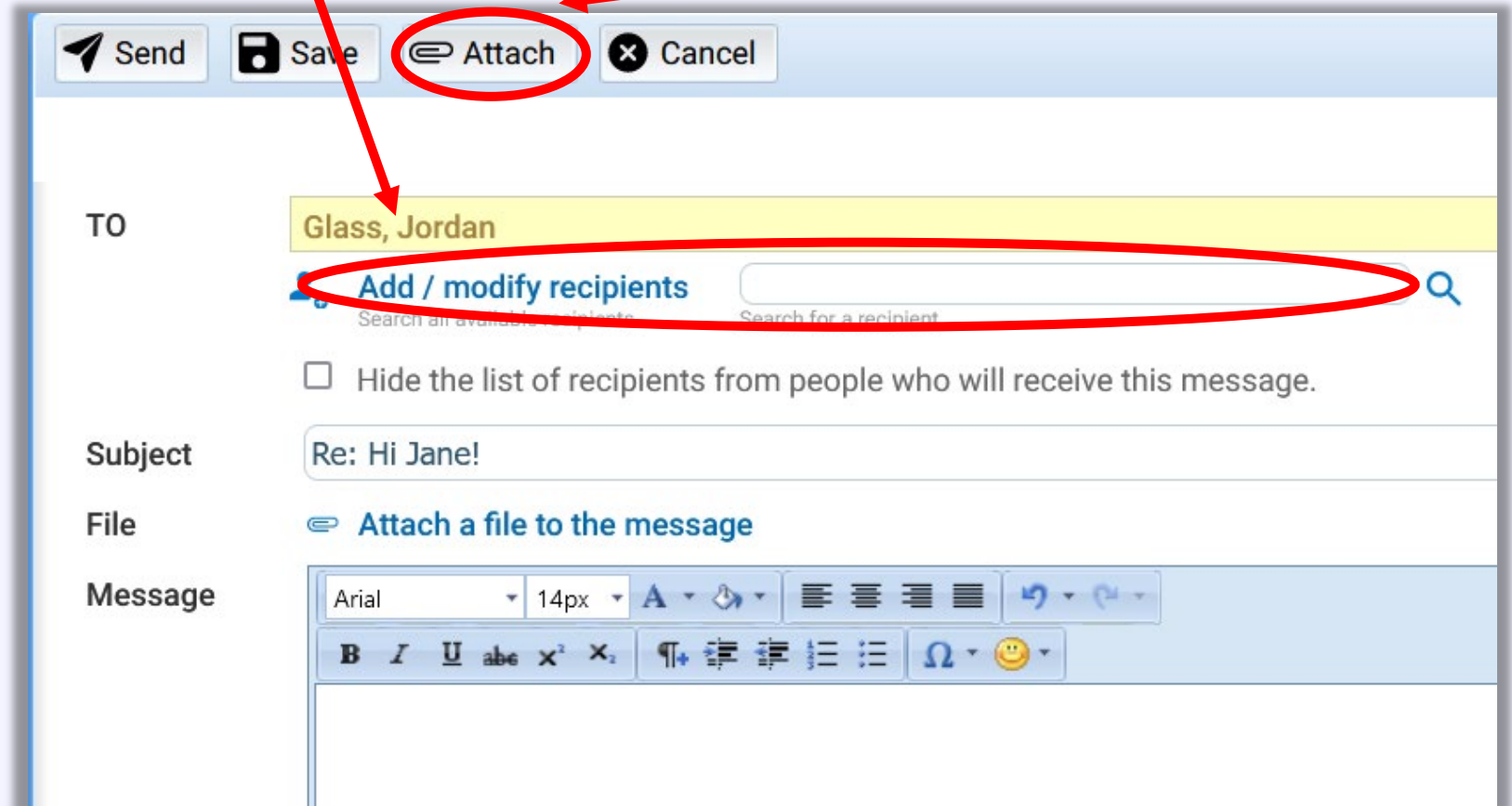
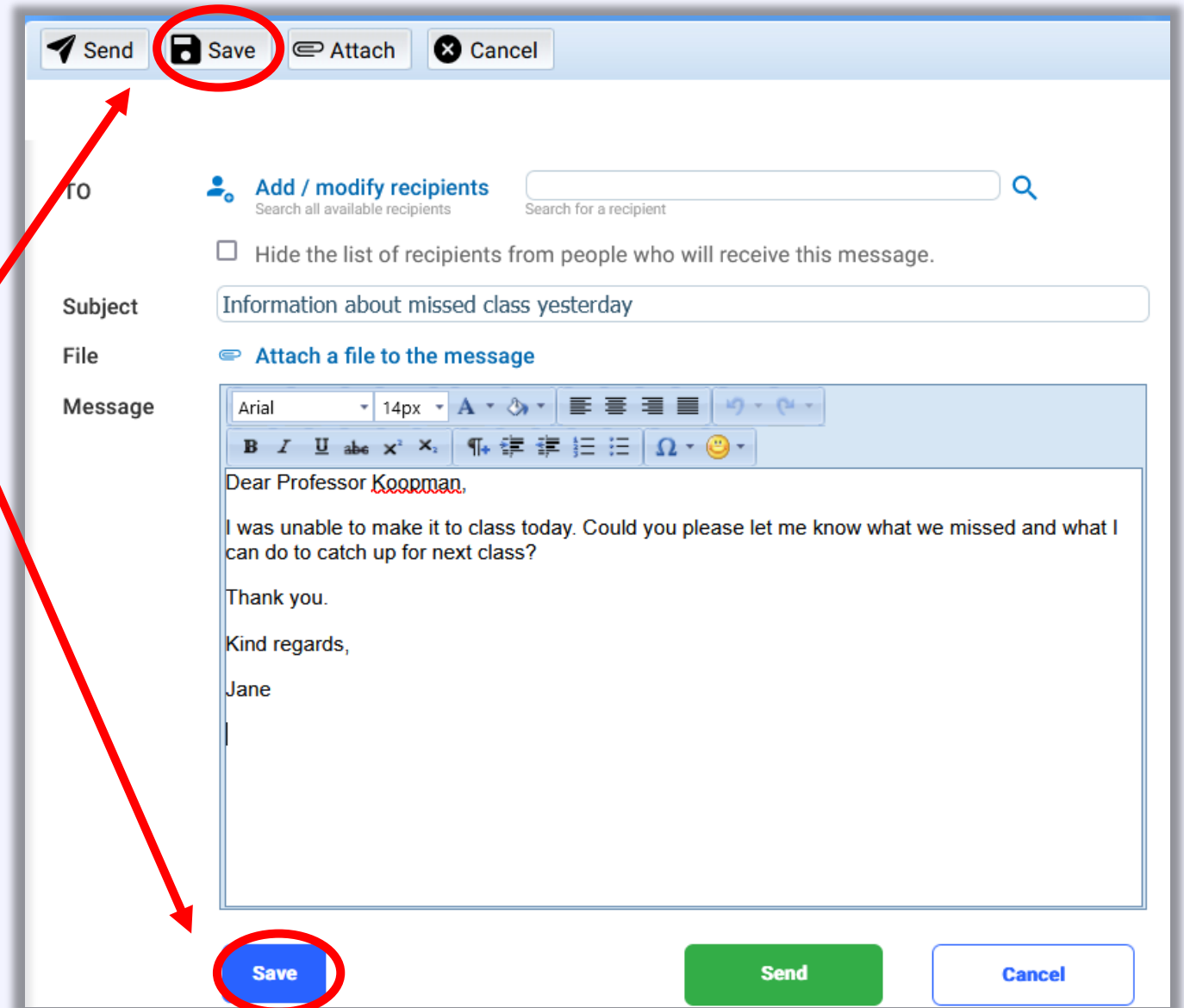**How to Write Mios to your Instructor**

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.
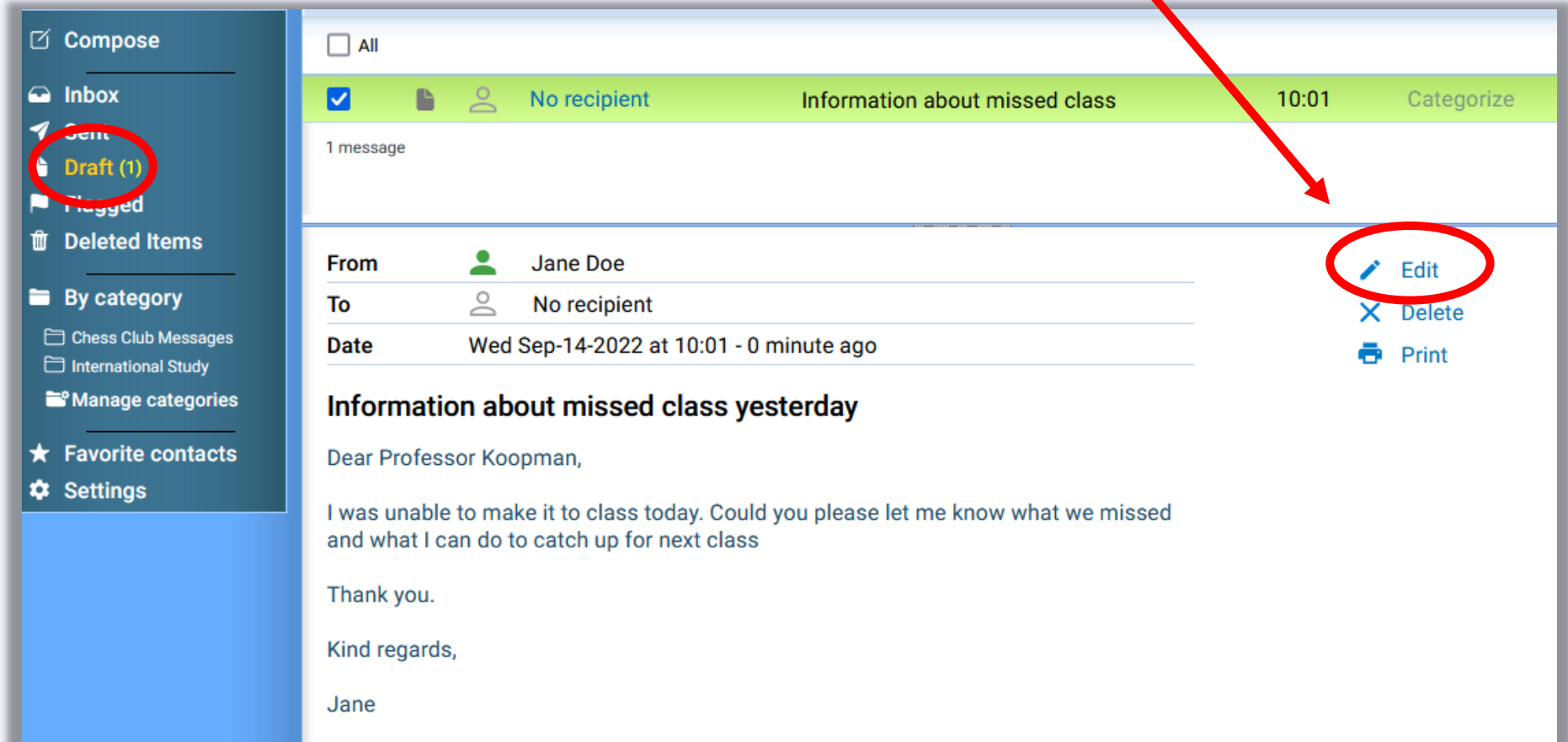
Custom Folders/Categories

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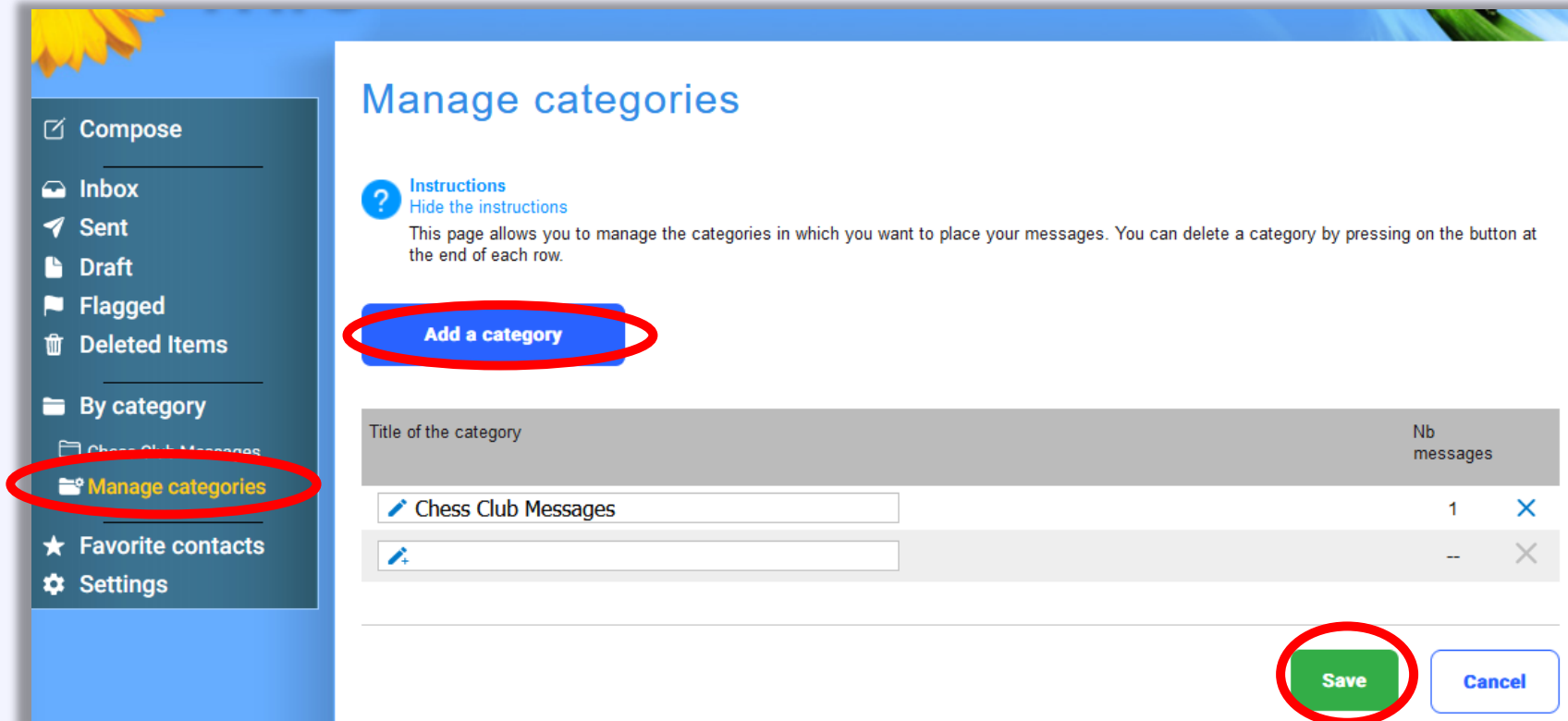
The **categories that you create will appear** in the left-hand menu.

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**.

Compose

Inbox

Sent

Draft

Flagged

Deleted Items

By category

Chess Club Messages
International Study
Manage categories

All

Display categorized Mio

Jordan Glass   Hi Jane!   Hey Jane,   2022-09-12   Chess Club ...

1 message

Chess Club Messages

International Study

Uncategorized