Omnivox User Guide
for Students

Key notes

- Omnivox and MIO (Omnivox Internal Messaging) are your best friends. It is through the MIOs that you will be able to communicate with your teachers and the administrative staff and it is through this platform that they will communicate with you.

- We advise you to prioritize the communication by MIO for your requests.

- During busy periods, the treatment of your request might take up to 48 hours.

- It is important to get your schedule from the Omnivox's *Course Schedule* tab as soon as possible (see page 10 for more details).

1. User Identification

- To log into your Omnivox account, enter the last seven (7) numbers (digits) of your admission number (student number) and your password in the appropriate boxes, in the Students section.

- When you use Omnivox for the first time, click on the **First Use** link (in red).

- Next, identify yourself by entering your admission number (student number), your permanent code and your birth date.

- Select three (3) questions and enter an answer for each of them.

- Choose your password according to the required criteria and click on **Confirm** to submit.

- Finally, click on **Next** to access the platform.

2. Tools in the Main Menu

- When you enter your Omnivox account, you will see a long menu. There, you will find links to important websites and other information.

- The Documentation Center has four useful links, including the Home page, the Catalog of the entire collection, Your personal account and an FAQ section.

- Portfolio, a digital platform that allows students to present work they completed during their studies and shows many employment opportunities, is also available through Omnivox. If you have any questions about using the platform, ask your teacher or send an email to the Career Services at the following address: career.services@lcieducation.com.

Documentation Centre

- **Home**
  Website of the Documentation Centre

- **Catalog**
  Search a document in our collections

- **Your personal account**
  Manage you borrowings, renewals and hold requests

- **FAQ**
  Frequent asked questions at the Documentation Center

Student Services

- **Portfolio**

2. Tools in the Main Menu (Continued)

- A section called *My Virtual Portal* assembles all the important documents students need. Please review the *Policies and Procedures* and *International Students* sections in particular.

Mon portail virtuel/My Virtual Portal
- Informations utiles pour les étudiants
- Useful Information for Students

- You can now access the forms to complete in Omnivox at the bottom of the main page.

Forms
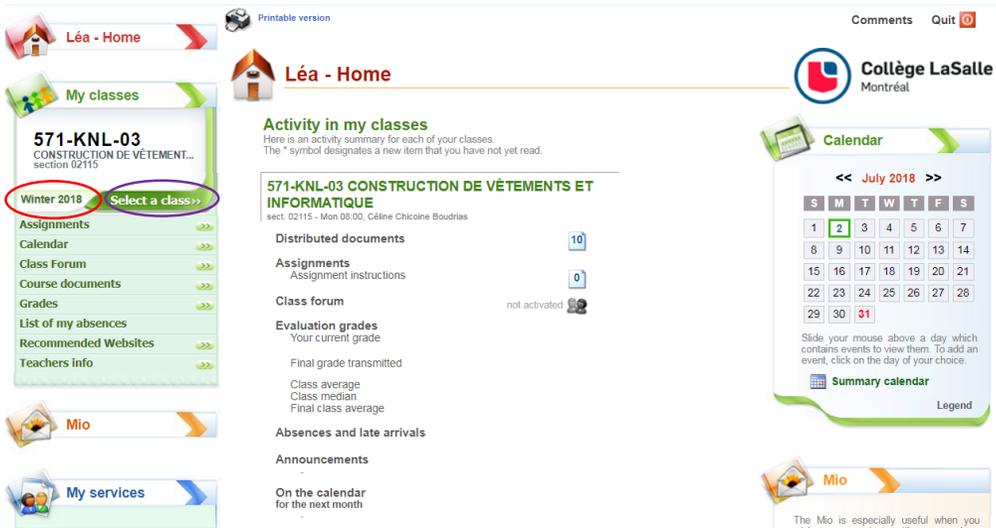
☐ Formulaire de plainte
You have already completed this form. Click on the name of the form to view your Confirmation slip.

☐ Student Complaint Form
If the student is not satisfied with the decision and wishes to take his or her complaint further, s/he must lodge a formal complaint using the following form.

3. Léa, the Omnivox Classroom

- 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, homework 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.

- 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.

4. Cancelled classes

- The *Cancelled Courses* tab allows you to see the courses cancelled that day.

- You can also receive notifications by downloading the Omnivox Mobile app on your cell phone and turning on notifications.

Omnivox
LaSalle College - Montréal

Quit

CLASS CANCELLATION LIST
as of 2018-Jul-31 10:34

Did you know that...

Omnivox can contact you in advance whenever one of your courses is cancelled?
To take advantage of this service, download the **Omnivox Mobile** app on your phone (iOS or Android) and activate Notifications.

Today,
Tuesday 2018-Jul-31

No course has been cancelled for this day

5. Carpooling

- Omnivox's carpooling service allows participating students to find other participants (drivers and passengers) living nearby that have a similar schedule.

- You can sign up as a driver or passenger and search for students according to your needs.

- To participate, select your situation by clicking on the corresponding icon in the *Your Participation* section.

5. Carpooling (Continued)

- Next, fill out the fields about your place of residence, your travel times, your preferences and your consent. Click on **Save**.

- Once your profile is active, you can search for other participants according to your needs.

- The system will suggest students who meet your search criteria and indicate the time slots you do and do not have in common. You can communicate with the person by MIO or by telephone.

Legend

06:45	Your ideal time of arrival
16:15	Your ideal departure time
08:00	The desired time of arrival of the other person
10:35	The desired departure time of the other person

The car shows who will be the driver
When the car is over the hour, it indicates the arrival at the college
When the car is under the hour, it indicates the departure from the College

Moments when the carpooler will need to arrive earlier or leave later to comply to your schedule

Moments when you will need to arrive earlier or leave later to comply to the carpooler's schedule

Day for which there is no carpooling possibility.

Around 1 km south-west

Around **1 km south-west** of your home
City of residence   Montréal
Home telephone

Map location (approximate)

Send a Mio to this passenger

6. Course Schedule

- When you click on *Course Schedule*, Omnivox asks you to choose the semester for which you would like to review your schedule, using an expandable menu. Select the semester you would like to see.

- It is essential to get your schedule at the beginning of each semester.

- On the first part of the page, you will find personal information, while the details about each of your courses will appear in the second section.

- This is where you will find the deadline to drop each course, the name and number of the course and your section number.

Personal Data

Last, First name		Study sector		Regular sector
Student number		Your Program Coordinator		Masson Valérie
Program	500.AJ	Generated		2018-Jul-31 11:11

Click here for a printer-friendly version

Courses List

Date	Number	Section	Course title
from Jan-10 to Apr-24	109-403-AS	00074	Be your own trainer
Max. cancellation: Feb-14			
from Jan-10 to Apr-24	345-KLA-AS	00380	Contemporary Ethical and Political Issues
Max. cancellation: Feb-14			
from Jan-10 to Apr-24	502-CA3-AS	02514	Critical Approaches
Max. cancellation: Feb-14			
from Jan-10 to Apr-24	502-MH2-AS	02502	Media History
Max. cancellation: Feb-14			
from Jan-10 to Apr-24	502-MP2-AS	02526	Media Production I
Max. cancellation: Feb-14			
from Jan-10 to Apr-24	603-103-MQ	00648	Literary Themes
Max. cancellation: Feb-14			

6. Course Schedule (Continued)

- 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. Course Schedule (Continued)

- You may print your schedule at any time by selecting the icon **Click here for a printer-friendly version**.

- Now you may choose the items to print by selecting the ones you want and clicking on View.

7. Course Schedule Modification

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- This module will be available during the two weeks prior to the start of classes and will allow you to change your schedule, according to all possible configurations, while taking into account courses on your schedule and available seats in each section. Be aware that schedule changes are only possible during this period.

- In the example below, one other schedule configuration is possible. To make the schedule change, just click on **Select this schedule** (in red).

COURSE SCHEDULE CONFIGURATIONS

Here is your current course schedule:

Legend
1. 105-RSS-AS sect. 00314 - COMP 2 ANG
2. 109-512-AS sect. 00032 - 109 102 ANG BLOC B
3. 345-102-MQ sect. 00350 - World Views
4. 502-AP3-AS sect. 02010 - Visual Production II
5. 502-CQ2-AS sect. 02012 - Refusal, Protest and Transfor
6. 502-PA3-AS sect. 02022 - Planning an Artistic Event -
7. 602-101-MQ sect. 00740 - BLOC B: 602 SPE 3 POTENTIEL

There is currently 1 valid course schedule configuration in which there are open seats.

Please note that the schedule below includes a course change:

109-512-AS 109 102 ANG BLOC B   replaced by   109-212-AS Badminton

These courses are valid for your progression. You can then make the modification as you wish. In case of a replacement, the new course will be displayed in blue in the legend of the schedule.

If you see a course schedule configuration you like, you should make your modification as soon as possible while seats are still available in each of the classes. We can not guarantee that your preferred configuration will still be available when you access the system in the future.

If you have questions on course schedule modification, consult our frequently asked questions (FAQ).

CONFIGURATION # 1   Select this schedule

Legend
1. 105-RSS-AS sect. 00314 - COMP 2 ANG
2. 109-212-AS sect. 00024 - Badminton
3. 345-102-MQ sect. 00350 - World Views
4. 502-AP3-AS sect. 02010 - Visual Production II
5. 502-CQ2-AS sect. 02012 - Refusal, Protest and Transfor
6. 502-PA3-AS sect. 02022 - Planning an Artistic Event -
7. 602-101-MQ sect. 00740 - BLOC B: 602 SPE 3 POTENTIEL

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7. Course Schedule Modification (Continued)

- If other configurations exist, but there aren't any available seats, the system will display the following message:

Sorry, there are no available configurations with open seats for your course schedule.

However, the system has detected that other configurations for your course shedules which are currently full.

Because other students are also changing their course schedule, seats may become available in certain groups at any moment. If you wish, you can try to access the system another day to verify if seats have become available.

- You can try again at another time, since some places may have been released, for example following a course drop by another student.

8. Course Selection

- The *Course Selection* module will be available to you only at certain times of the academic year, when it is time to select your courses. At other times, this module will be unavailable.

- Before entering your course selection, the system will give you the opportunity to review your progression chart or to continue on to your course selection template. Select the option you would like.

Course selection template - Summer 2018

If you have not already done so, we strongly recommend that you consult your progression chart before viewing your course selection template.

View my progression chart

Proceed to my course selection template

- When your course selection template is displayed, you will see a list of all the courses that would normally be on your schedule for the next semester. As soon as you remove a course from this selection, it will not be put on your schedule. You will need to take it at another time, which may potentially cause scheduling conflicts or a delay in your progression/graduation.

8. Course Selection (Continued)

- In some cases, you must make a more detailed choice for some courses, such as complementary courses and some physical education courses.

PERSONAL DATA			
Last, First name			
Student number			
Institution	LaSalle College - Montréal		
Program	571.A0, Design de mode		
Locker			
Generated	2018-Jul-31 13:15		

COURSE SELECTION TEMPLATE			
Fall 2018			

FIRST LANGUAGE

Selection	Course num.	Reference num.	Course name
[x]	601-103-MQ	03001017	Littérature québécoise

HUMANITIES

Selection	Course num.	Reference num.	Course name
[x]	340-101-MQ	03002016	Philosophie et rationalité

SECOND LANGUAGE

Selection	Course num.	Reference num.	Course name
[x]	604-103-MQ	03005024	Culture anglaise et littérature

CONCENTRATION

Selection	Course num.	Reference num.	Course name
[x]	571-KNR-05	03006018	Recherche de concepts de mode distincts
[x]	571-KNE-03	03007019	Mode et société
[x]	571-KC3-AS	03008020	Faisabilité de vêtements
[x]	571-KND-AS	03009021	Composition de vêtements élaborés
[x]	571-KNL-03	03010022	Construction de vêtements et informatique
[x]	571-KX8-AS	03011023	Développement de produits mode

9. Document Request

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Montréal

- This section allows you to quickly request certain official documents. At this time, only the letter certifying your student status at LaSalle College appears.

Document Request

All of the documents found in the list below can now be ordered via Omnivox in a matter of minutes. Once the document has been selected, Omnivox will inform you of the anticipated production time, the cost of the document (if any) as well as the method of obtaining the document (by mail, in person, etc.)

If there are production fees associated with the document you have requested, you will be invited to pay these using Omnivox's online payment at the time of your request. Other methods are available if you make your request in person the Academic Affairs.

In order to request one of the documents listed below, please select the document and click on the 'Continue' button.

Available documents	Associated fees
○ ATTESTATION LETTER (ENGLISH - DOWNLOADABLE) Attestation letter (text in English - downloadable)	5.00$
○ ATTESTATION LETTER (FRENCH - DOWNLOADABLE) Attestation letter (text in French)	5.00$

✔ Continue

Document Request

Details of the request

Document	ATTESTATION LETTER (ENGLISH - DOWNLOADABLE)
Description	Attestation letter (text in English - downloadable)
Semester selection	[▼] Select the semester for which this document should be produced.
Fees	5.00$
Document delivery	This document is downloadable online.
Availability period	The document will remain available on Omnivox until October 31st, 2018.
Email address (optional)	[ ] Email address where you would like the document to be sent.
Payment amount	Your document request will **only be processed once the fees associated with this document have been paid**. Please make sure that you have a credit card on hand.

◀ Back to previous step   ✔ Continue

- Once you select a document, Omnivox will show you the anticipated processing time, the cost of processing the document (if any) and the method by which you will receive the document (by mail, at the counter, etc.). Next, you can pay the processing fees for this document.

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10. Documents & Messages

- This link allows you to review documents or messages intended for you personally.

- Examples of documents you may find there:

  - Description of related fees found on your registration contract

  - Information about Humania Assurance

  - Request form for equivalencies or substitutions

  - Guide to various LaSalle College resources

  - College Code of Conduct

11. Exam Schedule

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Montréal

- This module gives you access to a list of your exams, which may take place at another time and in a different location from your regular course. Therefore, you should take note of this list as soon as it becomes available.

- The system will ask you to choose the semester for which you would like to display the exam schedule. Expand the menu to make a selection and click on **Obtain my schedule**.

Personal exam schedule - Semester selection

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

Semester: Winter 2018   ▼

Obtain my schedule

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11. Exam Schedule (Continued)

- The following information will be displayed for each exam: the date, the start and end times, the location, the name and number of the course, the section number, and the name of the teacher. You can get a printable version by clicking on the corresponding icon.
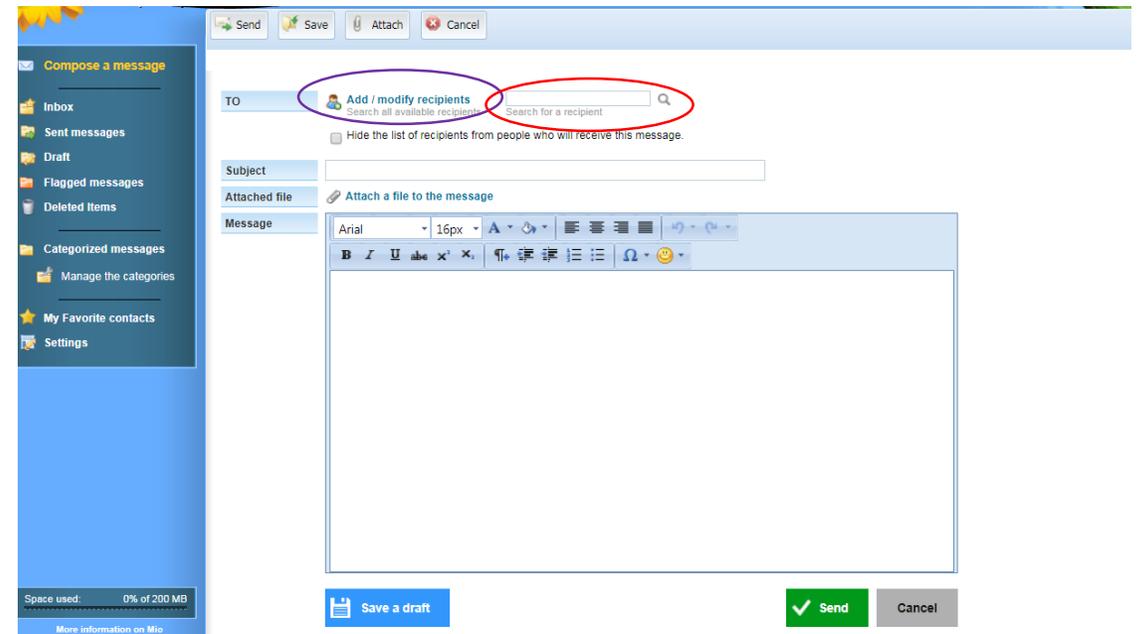
12. Information Request

- In the *Information Request* tab, you can get information about academic programs at LaSalle College Montréal

- All you need to do is fill in the requested fields and we will get back to you soon.

13. MIO – Messaging in Omnivox

- Omnivox's internal messaging (MIO) is your way of communicating with your teachers, members of the administration, classmates and the College's various departments. It is important to note that this is not an email address associated with the College.

- <u>Inbox management tools:</u>

  - Delete: to delete one or more messages

  - Reply: to reply directly to the selected message

  - Reply all: to reply directly to everyone

  - Forward: to forward the selected message to someone else

  - Categorize: to sort messages into folders

  - Full screen: to display the inbox in full screen mode

13. MIO – Messaging in Omnivox (Continued)

- Adding, modifying and searching for recipients:

  - When you compose your message and choose your recipient, you have two options: search by name or search by course

- 1. Search by name:

  - Type the last and/or first name of the person in the **Search for a recipient field** (in red)
  - Click on the magnifying glass
  - Select the recipient you were looking for
  - Click on **Save**
  - Repeat as needed

13. MIO – Messaging in Omnivox (Continued)

- 2. Search by course:

  - Click on **Add/Modify recipients** (in purple on the previous image)

  - Choose **One or more students in my classes**

  - Select the desired semester, the academic department and the campus. You can leave the last two menus on All

  - Click on **Display the list of individuals** for the particular course in order to see the list of students in this course

  - Select the recipient you were looking for

  - Click on **Save**

  - Repeat as needed

14. OPUS Card Form

- This section enables you to directly generate a form to get the Opus card reduced student rate.

- You will have access to each semester for which you are registered as a full-time student and only for that time.

15. Attendance Validation

- You will have access to the attendance validation module approximately 1 month after the start of classes each semester and after the deadline for dropping a course. This module allows you to confirm your attendance or absence for **each** of your courses.

- Note that a confirmed absence from a course automatically leads to a failing grade for that course.

16. Payment Center

- The Payment Center allows you, as its name indicates, to pay your account statements online, directly on the Omnivox platform, using a credit card.

- To enter it, once you are on the Payment Center tab, click on **Pay your statement of account**, at the bottom of the page.

16. Payment Center (Continued)

- Next, fill out each of the required fields and click on **Pay fees now**.

- You will then receive a payment confirmation that you can keep for your records.

- **Important**: If you pay your registration fees using Omnivox, you must give two copies of your signed contract to the cashier located on the second floor, either by mail or in person.

17. 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.

Personal file

You can consult or modify the following information online:

Main address

Secondary address

Phone number

Email

Notification in case of class cancellation

Social insurance number

18. Progression Chart

- This module allows you to review your progression chart. On it, you will see the courses chosen for the upcoming semester (in yellow), courses to be taken (in orange) and courses you are currently taking (in blue), as well as completed courses (in green), semester by semester.

- When you click on Prerequisites, you will get a list of prerequisites for this course, which are courses you must complete before you can take this course.

- For example, the prerequisite for 502-MC6-AS is 502-MC1-AS.

502-MC6-AS - Media Realisation

Prerequisites

502-MC1-AS - Introduction to Media Production - Absolute

PROGRESSION CHART

Course category	Program Term Number			
	1	**2**	**3**	**4**
English	Completed — 603-101-MQ Introduction to College Engli Grade: 63 Fall 2014 Prerequisites	Completed — 603-102-MQ Literary Genres Grade: 73 Fall 2017 Prerequisites	Completed — 603-103-MQ Literary Themes Grade: 76 Wint 2018 Prerequisites	To do — 603-KL4-AS Communication and Literature Prerequisites
Humanities	Completed — 345-101-MQ Knowledge Grade: 82 Wint 2017 Prerequisites	Completed — 345-102-MQ World Views Grade: 64 Fall 2017 Prerequisites		Completed — 345-KLA-AS Contemporary Ethical and Poli Grade: 86 Wint 2018 Prerequisites
Physical education	Completed — 109-101-MQ Physical Activity and Health Grade: 80 Fall 2014	Completed — 109-512-AS Dance Fit Skill Grade: 67 Fall 2017	Completed — 109-403-AS Be your own trainer Grade: 83 Wint 2018	
Complementary		Completed — 305-KPY-03 Sciences humaines I	Completed — 305-KPZ-03 Sciences humaines II	
Second language			Completed — 602-100-MQ Basic French Grade: 60 Fall 2014 Prerequisites	To do — 602-KLX-AS Notions de base en français P Prerequisites
Concentration 1	Completed — 502-CE1-AS Introduction to Creative Arts Grade: 60 Wint 2017	Completed — 502-MP2-AS Media Production I Grade: 82 Wint 2018	Chosen — 502-MP3-AS Media Production II Fall 2018	To do — 502-MQ4-AS Current Issues in Culture and
Concentration 2	Completed — 502-CH1-AS Major Movements in Arts Grade: 80 Wint 2017	Completed — 502-MH2-AS Media History Grade: 77 Wint 2018	Chosen — 502-MA3-AS Conceptualisation and Plannin Fall 2018	To do — 502-MC6-AS Media Realisation Prerequisites
Concentration 3	Chosen — 502-MC1-AS Introduction to Media Product Fall 2018	Completed — 502-CA3-AS Critical Approaches Grade: 78 Wint 2018	To do — 502-CQ2-AS Refusal, Protest and Transfor	
Concentration 4	Completed — 502-ME1-AS The Art of Analysis - Culture Grade: 90 Wint 2017			

18. Progression Chart (Continued)

- The first part of this chart gives you personal information, such as your program, the number of the semester you are on, the status of your Ministerial Language Examination, and your Program Comprehensive Examination, if appropriate.

PERSONAL DATA	
Last, First name	
Student number	
Institution	LaSalle College - Montréal
Service	Regular sector
Program	500.AJ, Arts, lettres et communication - Option Médias
Reform	R.R.E.G
Cohort	2017-2019
Program Term Number (SPE)	3
Ministerial Language Examination	Success
Program Comprehensive Examination	To do
Generated	2018-Jul-31 11:03

19. Repères - My Webfolio

- Repères is a tool that allows you to review programs at the professional, college and university levels. In addition to the academic orientation service, it can help you find a program that meets your needs.

20. Results - Collegial studies grades transcript

- A college transcript is a grade report for all the courses you have taken at the college level in real time. It includes the course number, grade, pass/fail note and grade point (R score) average. The overall grade point (R score) average is also indicated in this section, at the bottom. This is not an official document, but it allows you to quickly review your status.

21. Surveys and Votes

- This section contains all the surveys or votes the College 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.

22. Teachers Directory

- This tab allows you to quickly find a teacher's contact information.

- The link to this module takes you to a search bar where you can enter the name of the teacher and then click on **Search**.

The system will show you all the items found, according to your search terms. If you click on the name of a teacher you will see information about him/her, their office hours, and the courses they are teaching during the current semester.

Teachers Directory
Search

? Instructions
Display the instructions

Name, first name or Department : anna

🔍 Search

Results

5 teachers found

	Name ∧	Department	Room	Phone		
1.	Balint, Anna-Maria	Mode	5009		📅	✉
2.	Cutrona, Anna	Mode			📅	✉
3.	Farinelli, Anna	Mode			📅	✉
4.	Maiolo, Anna	Formation Générale Et Compl.	3322		📅	✉
5.	Oreskovic, Susanna	llasalle			📅	✉

23. Tuition Tax Receipts

- This module will be accessible only at certain times. You can then view your tuition tax receipts.
  To view them, just select the year you would like from the drop-down menu and click on **Continue**.

- You can then review and print the Relevé 8 (Provincial) and T22202A (Federal) forms for the chosen year. Just click on the document you want.

Tuition tax receipts
Year 2017

You can consult and print your federal (T2202A) and Provincial (Relevé 8) tuition and education amounts certificates.

To be compliant, the receipts should be printed on standard letter-size (8.5"x11") white paper.

Cut out the indicated sections and enclose them with your provincial and federal income tax form.

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

Relevé 8 (provincial)
You retrieved this receipt on April 1st, 2018

T2202A (federal)
You retrieved this receipt on April 1st, 2018