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.

1. User Identification

To log into your Omnivox account, enter your student number without the dash and your password in the appropriate boxes, in the Students section. Make sure you are logging into LCI Melbourne Omnivox (in blue)

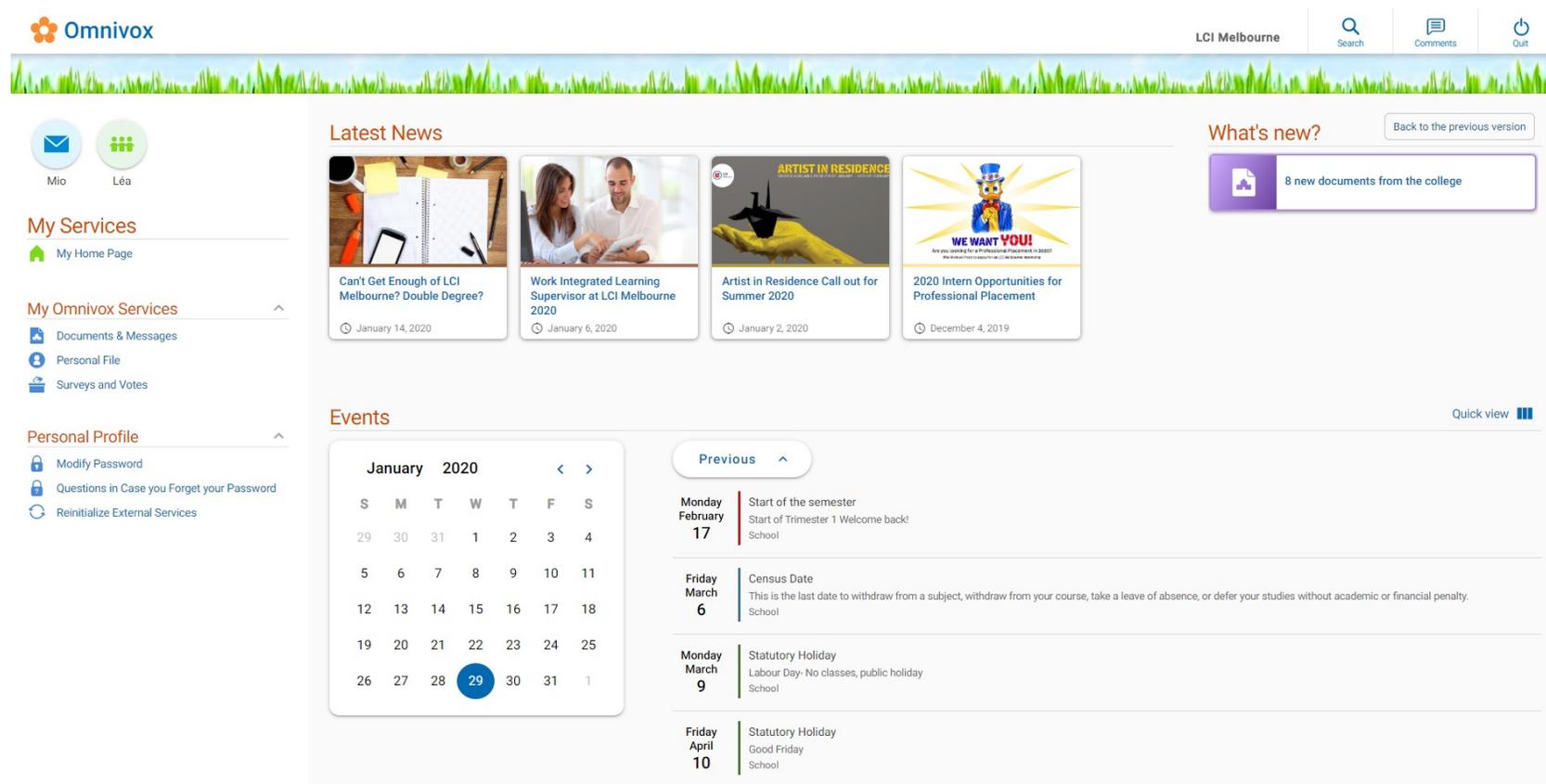When you use Omnivox for the first time, click on the **First Use** link (in red).

- Next, identify yourself by entering your student number without the dash and go through a once-off process to verify your identity
- 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.
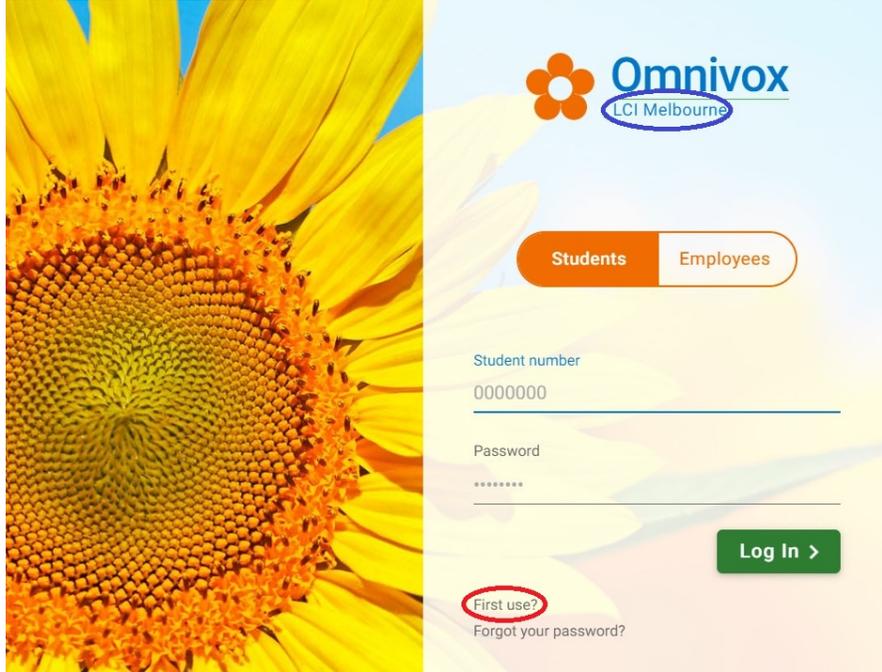
After that, if you ever forget your password you can simply go to the log on page and click on '**Forgot your password?'**

2. Omnivox Homepage

When you enter your Omnivox account, you will see a long menu. There, you will find links to important websites and other information. The front page, where you can check the school's calendar, unread messages and documents and recent news and announcements

2. Omnivox Homepage (Cont)

Some of the key features are:

- <u>MIO</u>- Internal messaging service for communicating with tutors and peers
- <u>Léa</u>- Your online "classroom" with resources and information about classes
- <u>Latest news</u>- Keep an eye on this section for exciting opportunities and notices
- <u>Events Calendar</u>- Keep up to date with important dates and events that happen throughout the trimester
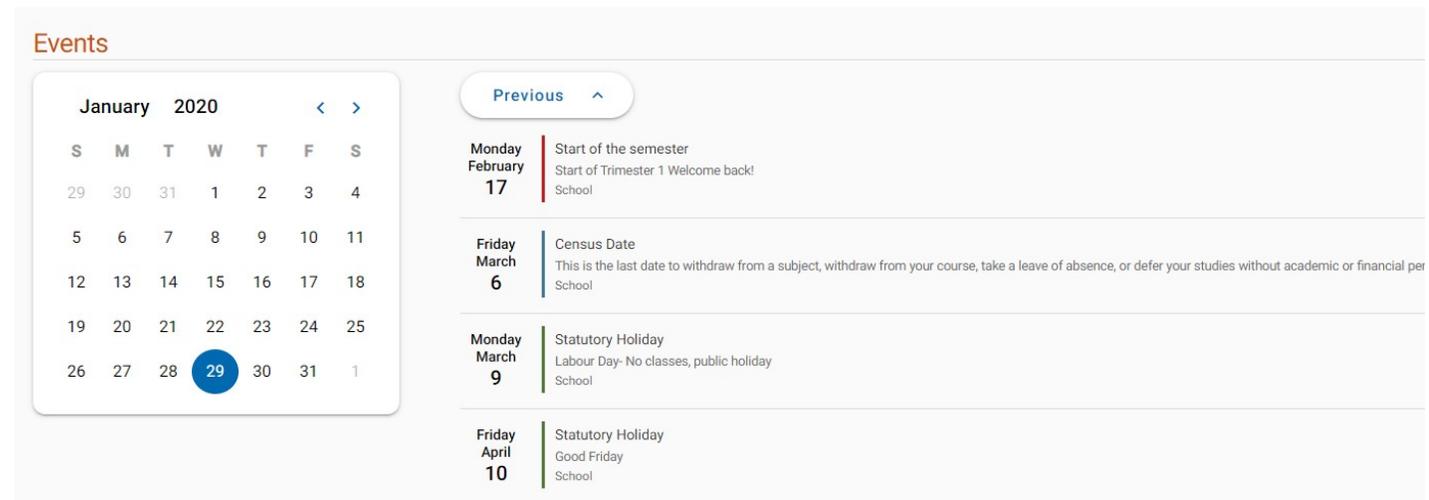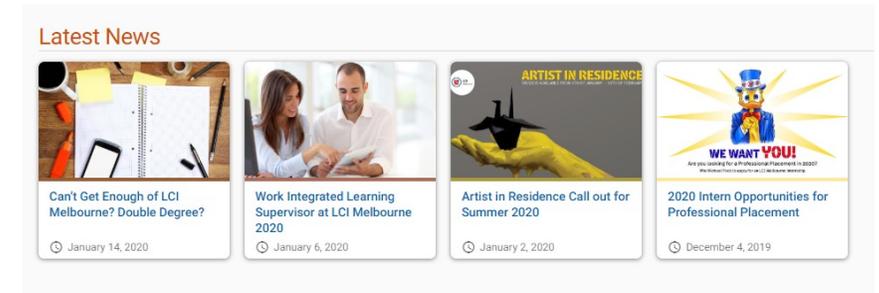
3. Léa, the Omnivox Classroom
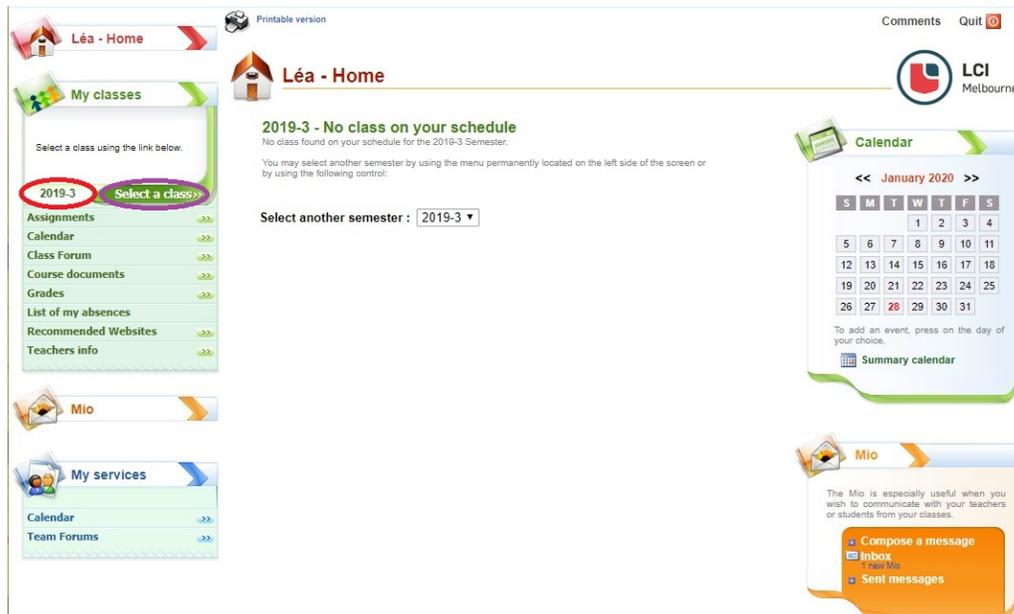
- LÉA is where you will spend most of your time in Omnivox. When you enter your LÉA classroom, you will automatically see a list of your courses for the current trimester. They appear in ascending numerical order.

- 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 classes from previous semesters, while the second allows you to select one of your subjects, which will give you access to class start time and the mentor's name, and you can click through to the class document list or assignments and check your grades/assessment results.

Please Note: The system is based in LCI's northern hemisphere server, the school's Trimester 1 is 'Fall' and Trimester 2 is 'Winter' and Trimester 3 is 'Summer'.

4. MIO – Messaging in Omnivox

Omnivox's internal messaging (MIO) is your way of communicating with your teachers, classmates, and student services. MIO is internal to LCI Melbourne, you can't email people in MIO from your ordinary email address, or send emails from MIO to the 'outside world'.

It is important to note that MIO was designed for messaging rather than transmitting large files. It has a limit to 400MB

Email notifications:
If you would like to get an email notification whenever you receive a MIO message,,go to 'Settings' in MIO, and add your preferred email address in the 'Email notification' section.

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 (see next page)

4. MIO – Messaging in Omnivox (Cont)

1. **Search by name**
   a. Type the last and/or first name
      of the person in the **Search for a recipient field** (in red)
   b. Click on the magnifying glass
   c. Select the recipient you were looking for
   d. Click on **Save**

2. **Search by course:**
   a. Click on **Add/Modify** recipients (in purple)
   b. Choose One or more students in my classes
   c. Select the desired semester, the academic department
      and the campus. You can leave the last two menus on
      All
   d. Click on Display the list of individuals for the particular
      course in order to see the list of students in this course
   e. Select the recipient you were looking for
   f. Click on **Save**
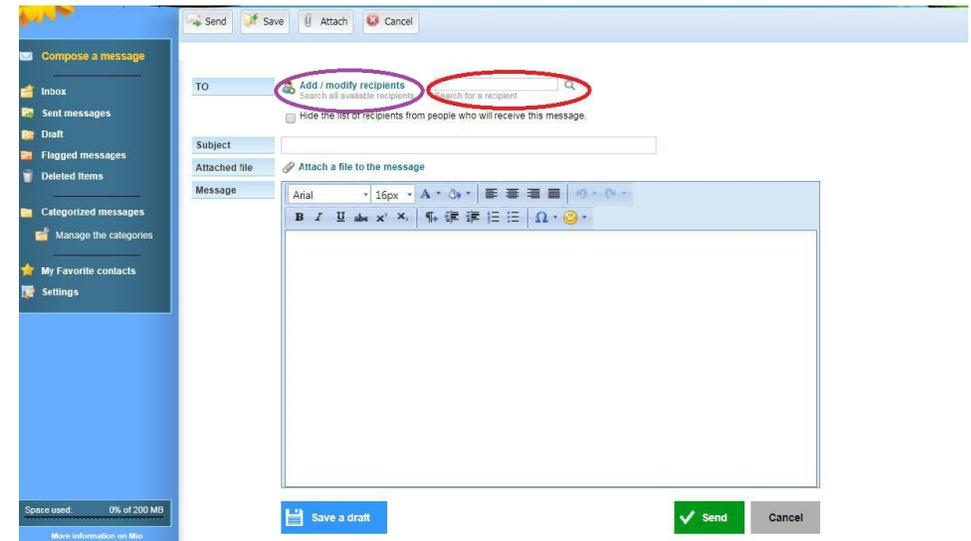
6. Course Schedule (Timetables)

- When you click on *Course Schedule*, Omnivox asks you to choose the trimester for which you would like to review your schedule, using an expandable menu. Select the trimester you would like to see. Timetables will become available to students the week before class commences

Course Schedule

Semester selection

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

Semester: 2019-3 ▾

Obtain my schedule

Here you can print your personal information, and the details about each of your courses will appear in the second section. This is where you will find information such as the name and number of the course.

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			

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6. Course Schedule (Continued)

From here you can:

- View by trimester (in orange) or by week (in green)

- Print your schedule at any time by selecting the icon **Click here for a printer-friendly version**. You can choose the items to print by selecting the ones you want and clicking on View.

7. Documents & Messages

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

- Examples of documents you may find there:

  - Assignment Cover Sheet
  - Assessment Extension Application
  - Library Resources
  - Help Sheets (IT, Health & Safety, Campus Services)

More forms and policies are available at: https://www.lcimelbourne.edu.au/student-resources/policies-forms

8. Personal File

Personal file
You can consult or modify the following information online:

@   Email

- This section allows you to change your email address. If you need any other personal details changed, please visit reception Monday to Friday 8:30 to 4:30pm

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9. Progression Chart

- Your progression chart lets you track how far along you are in your course. On it, you will see the courses to be taken (in orange) and courses you are currently taking (in blue), as well as completed courses (in green), semester by semester

10. Omnivox App

- Once you have initialized your profile in a desktop computer, you can also download a free Omnivox app to use with your phone or other mobile device. The app has many of the desktop features

- It is available for available on GooglePlay, Android Apps and Apple App Store.