

SURVIVAL GUIDE TO ONLINE LEARNING

Computer Skills and Technology Help



RESOURCES BY CATEGORY >

COMPUTER, CONNECTION AND MEDIA

- Do you have a reliable computer for your own use during course hours?
- Do you have a consistent and reliable internet connection?
- Do you have audio and video connection (speakers or headphones, camera, and microphone)?

If your access to the computer is limited and prevents you from participating in your classes, contact the [Help Desk](#) to find a solution.

COLLEGE COMMUNICATION TOOLS

- Do you know how to use the portal of your college Omnivox, Moodle, Lea and MIO?

Omnivox is a platform that houses all other services such as Moodle and Lea for online classes, and MIO for messaging. All other administrative services are also accessible through Omnivox. You should become familiar with it and check it regularly.

- [Omnivox](#) (video tutorial from Vanier college)
- [LEA](#) (video tutorial from Vanier college)
- [MIO](#) (video tutorial from Vanier college)
- [Moodle for students](#) (official Moodle help)

TEAMS AND ZOOM

- Do you know how to use video conferencing for online learning, such as MS Teams or Zoom?

To learn how to use a Video conferencing tool, see the instructions/tutorial:

- [MS Teams](#) tutorial for students
- [Zoom](#) tutorials

SURVIVAL GUIDE TO ONLINE LEARNING

Computer Skills and Technology Help

HELP AT THE COLLEGE >

Do you know where to seek help when computer and technology problems arise?

If you need help with technology required for the class, [contact the Help Desk](#) to find a solution.



DO IT YOURSELF >

PROBLEM-SOLVING

How to quickly learn to use new software or a platform:

- Ask someone who already knows it to show you how to use it efficiently.
- Watch online tutorials provided by the producer.
- Don't be afraid to just play with it.
- Practice using it before you need to use it for an official purpose: explore the menu, look for settings, help, log in and out, try to create new documents, edit and delete them, join and leave conversations.
- Start small, accept that you will be frustrated, and move on slowly to more advanced features.
- Remember, you don't have to know exactly how to do something as long as you know where this feature is located.
- Ask a friend or a classmate to practice it together if the software or platform is used for collaboration.
- Use keywords used by the producer (in help, in features) when looking for answers on the internet.
- Consult the built-in help, tutorials, books, and videos from reputable sources if you need to learn it on a more advanced level.

Champlain
COLLEGE SAINT-LAMBERT

St. Lawrence
CÉGEP CHAMPLAIN

Champlain
COLLEGE LENOXVILLE

DAWSON
COLLEGE

CÉGEP
Heritage
COLLEGE

JOHN ABBOTT
CÉGEP/COLLEGE

MARIANO
POLIS
COLLEGE

VANIER
CÉGEP/COLLEGE