

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.

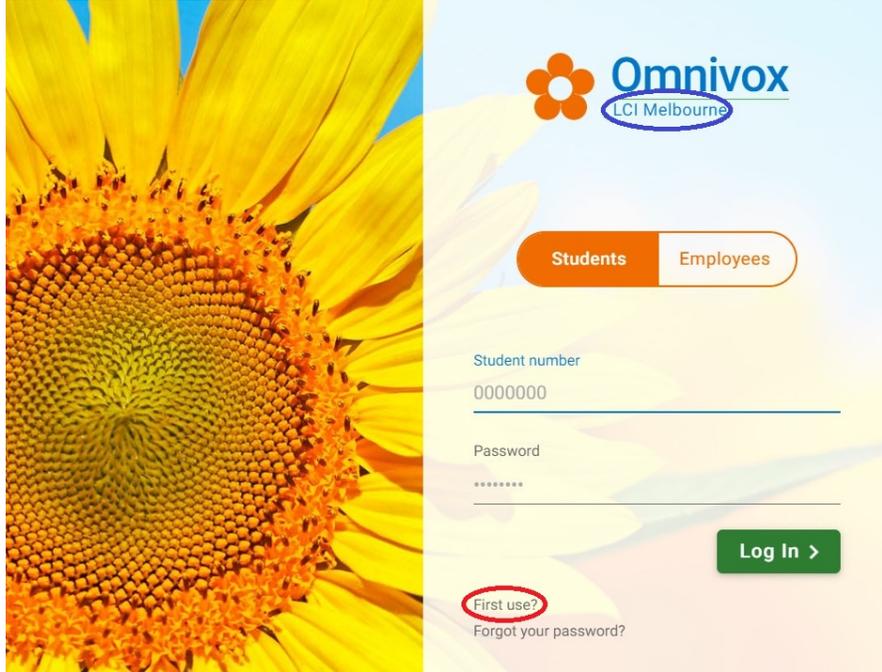


1. User Identification

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).

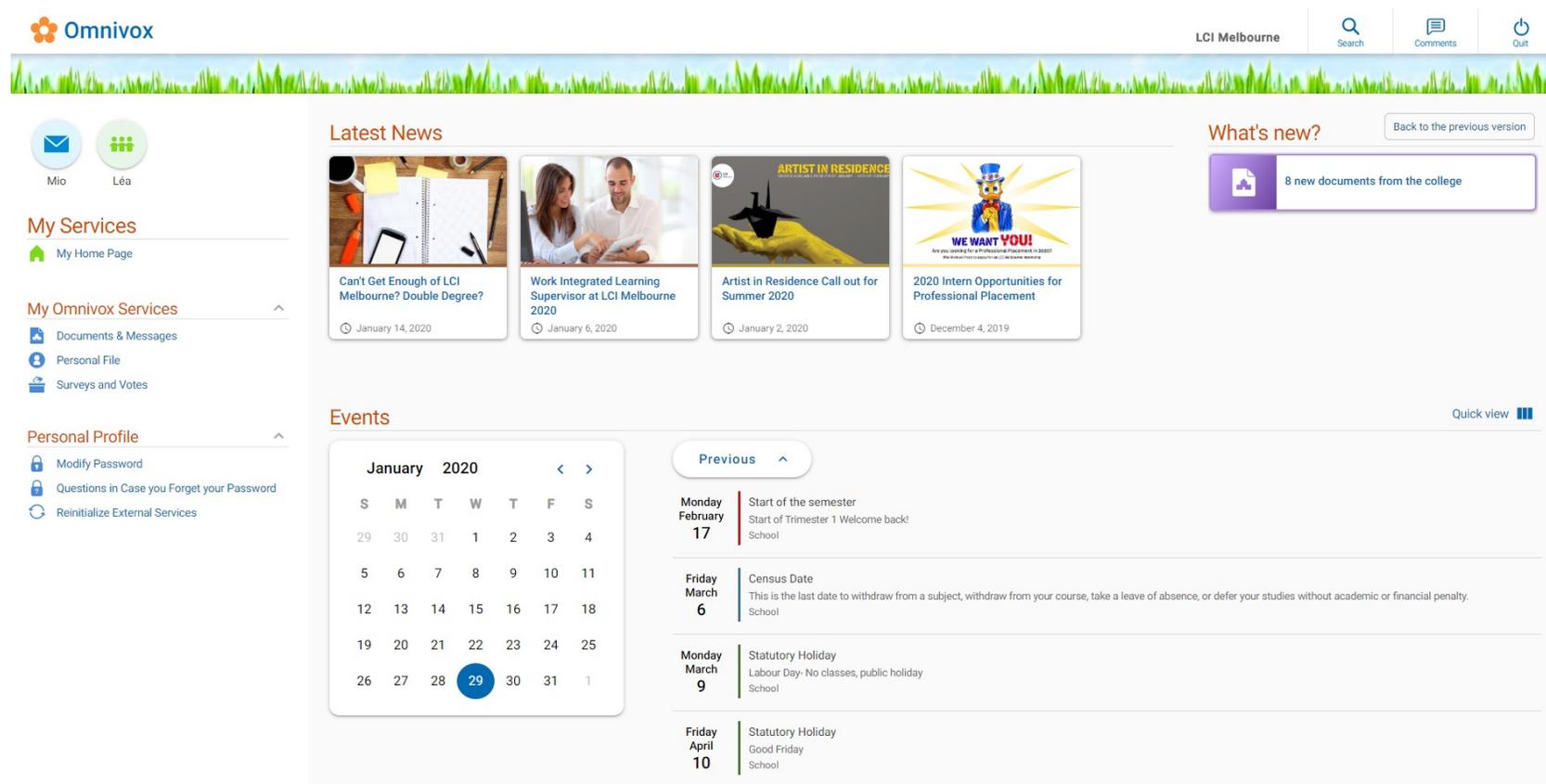
- Next, identify yourself by entering your student number without the dash and go through a once-off process to verify your identity
- Select three (3) questions and enter an answer for each of them.
- Choose your password according to the required criteria and click on **Confirm** to submit.
- Finally, 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



The screenshot shows the Omnivox homepage with a navigation bar at the top containing the Omnivox logo, the user's name 'LCI Melbourne', and icons for Search, Comments, and Quit. Below the navigation bar is a green grass border. On the left side, there is a sidebar with user avatars for 'Mio' and 'Léa', and sections for 'My Services' (My Home Page), 'My Omnivox Services' (Documents & Messages, Personal File, Surveys and Votes), and 'Personal Profile' (Modify Password, Questions in Case you Forget your Password, Reinitialize External Services). The main content area is divided into three sections: 'Latest News' with four news cards, 'What's new?' with a notification for 8 new documents, and 'Events' with a calendar for January 2020 and a list of upcoming events.

Latest News

- Can't Get Enough of LCI Melbourne? Double Degree? (January 14, 2020)
- Work Integrated Learning Supervisor at LCI Melbourne 2020 (January 6, 2020)
- Artist in Residence Call out for Summer 2020 (January 2, 2020)
- 2020 Intern Opportunities for Professional Placement (December 4, 2019)

What's new?

8 new documents from the college

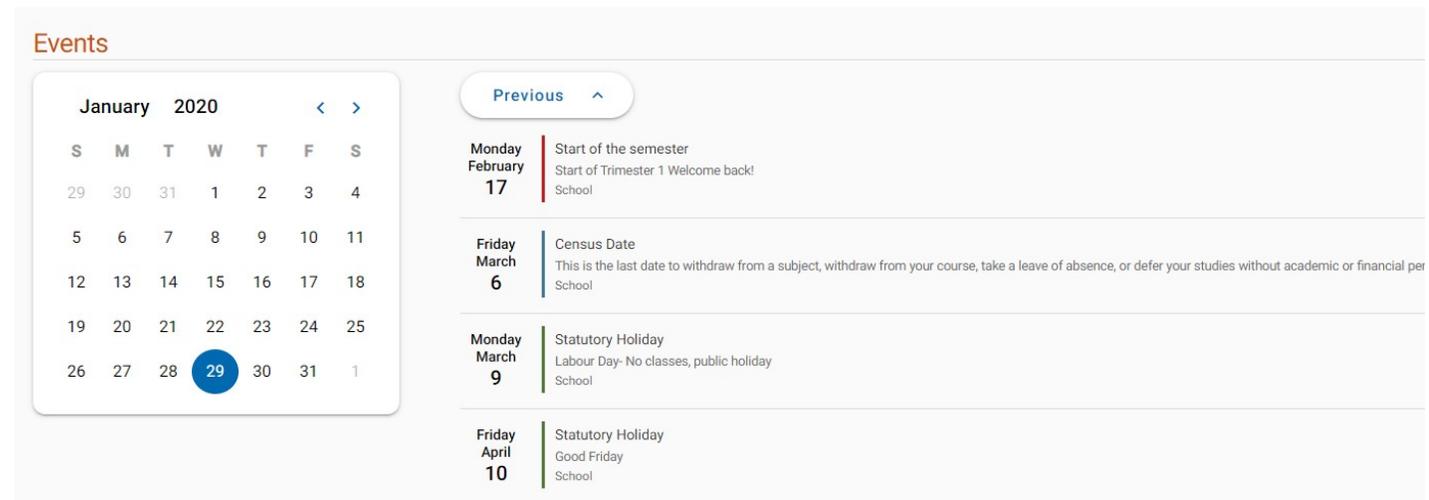
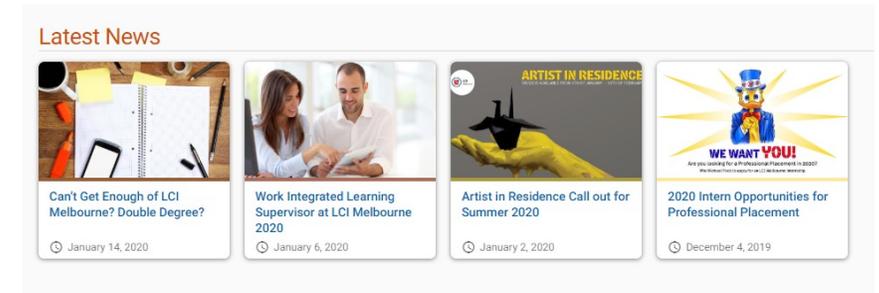
Events

Day	Month	Year	Event
Monday	February	17	Start of the semester Start of Trimester 1 Welcome back! School
Friday	March	6	Census Date This is the last date to withdraw from a subject, withdraw from your course, take a leave of absence, or defer your studies without academic or financial penalty. School
Monday	March	9	Statutory Holiday Labour Day- No classes, public holiday School
Friday	April	10	Statutory Holiday Good Friday School

2. Omnivox Homepage (Cont)

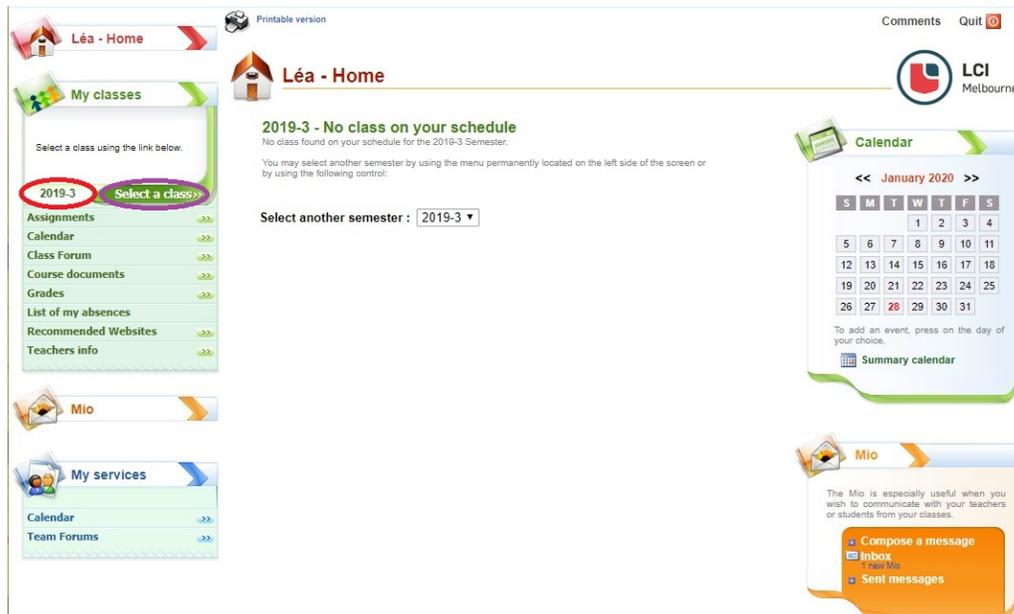
Some of the key features are:

- MIO- Internal messaging service for communicating with tutors and peers
- Léa- Your online "classroom" with resources and information about classes
- Latest news- Keep an eye on this section for exciting opportunities and notices
- Events Calendar- 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.



The screenshot displays the 'Léa - Home' interface. On the left, there is a 'My classes' section with a '2019-3' tab highlighted in red and a 'Select a class' tab highlighted in purple. Below this are links for Assignments, Calendar, Class Forum, Course documents, Grades, List of my absences, Recommended Websites, and Teachers info. A 'Mio' section is also visible. The main content area shows a message: '2019-3 - No class on your schedule' with a dropdown menu for 'Select another semester' set to '2019-3'. To the right, there is a 'Calendar' widget for January 2020, showing a grid of dates with the 28th highlighted in red. Below the calendar is a 'Mio' widget with options to 'Compose a message', 'Inbox', 'Team Forums', and 'Sent messages'.

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)

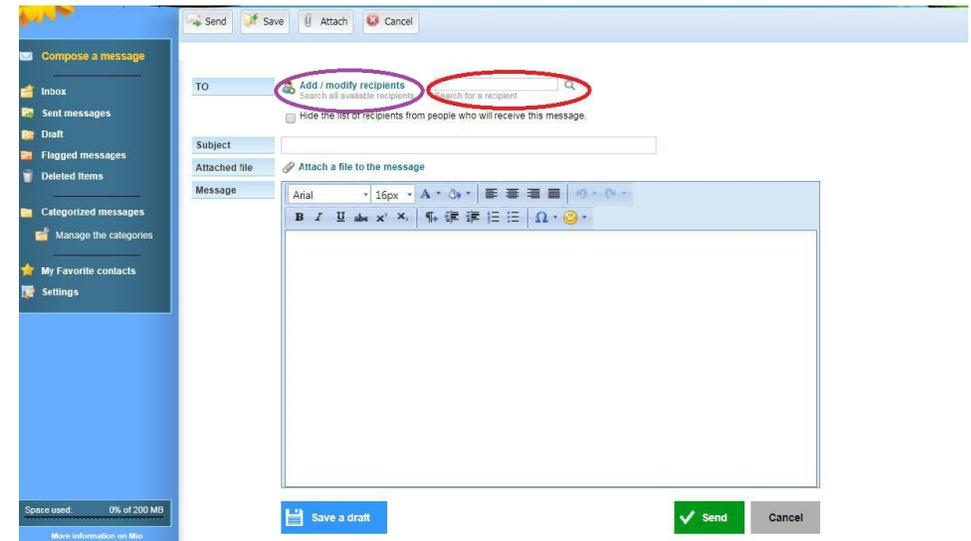
4. MIO – Messaging in Omnivox (Cont)

1. Search by name

- 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**

2. Search by course:

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



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	[REDACTED]	Study sector	Regular sector
Student number	[REDACTED]	Your Program Coordinator	Masson Valérie
Program	500.AJ	Generated	2018-Jul-31 11:11



Courses List

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

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.

Schedule for the week January 8, 2018

[Show my semester schedule](#)

<< Previous **week January 8, 2018** Next >>

	Mon. Jan 8	Tue. Jan 9	Wed. Jan 10	Thu. Jan 11	Fri. Jan 12
08:00					
09:00					
09:00					
10:00				Critical Apprais 502-CR34AS & 02514 2206	Library Themes 603-103-LAC & 00648 5510
11:00					
12:00					
12:00					
13:00					
13:00			Media Productio 502-MP2AS & 02528 3309		
14:00					
14:00					Contemporary at 345-FLA-AC & 00390 5504
15:00					
15:00					
16:00					
16:00					
17:00					
17:00					
18:00					

Course Schedule
Printer-friendly version
~~XXXXXXXXXX~~ - Winter 2018

Please select the schedule version to print

- Full format printable semester schedule
 - Schedule
 - Courses List
 - Book list
 - Access to Omnivox
- Full format printable weekly schedule
Week of January 8, 2018
- Compact printable semester schedule

[Back to schedule](#)

[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

- 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

Personal file

You can consult or modify the following information online:



Email

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

Program Term Number	1	2	3	4	5	6
Concentration 1	TO DO WRK101 WRK101	TO DO LABV101 LABV101	TO DO LABV102 LABV102	TO DO LABV203 LABV203	IN PROGRESS LABV204 LABV204 2020-1	TO DO LABV205 LABV205
Concentration 2	TO DO WRK102 WRK102	COMPLETED APV121 APV121 2018-3 Grade: 81	TO DO BPC351 BPC351 Prerequisites	TO DO AXE241 AXE241	COMPLETED ACC241 ACC241 Prerequisites 2019-1 Grade: 74	TO DO BPC361 BPC361 Prerequisites
Concentration 3	COMPLETED AXC111 AXC111 2018-1 Grade: 88	COMPLETED ACC111 ACC111 2018-1 Grade: 80	COMPLETED AXC231 AXC231 2018-3 Grade: 71	COMPLETED AMA121 AMA121 2019-1 Grade: 70	COMPLETED ACC231 ACC231 Prerequisites 2018-3 Grade: 68	TO DO BCC352 BCC352
Concentration 4		COMPLETED AXC121 AXC121 2018-2 Grade: 80	COMPLETED AMA111 AMA111 2018-3 Grade: 75			

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.

