



# Back to School, Back to Basics

SUMMER SERIES - SUMMER 2023

JULY 25<sup>TH</sup>

SONYA FOOR

# Technology

MyLaurelRidge

Student Gmail

Canvas

Zoom

Microsoft Office 365/Google Docs

WEPA Printing on Campus

Respondus

Student Information System (SIS)

Navigate Student

Academic Support for all these things!

# Multi-Factor Authentication



<https://laurelridge.edu/techsupport/multi-factor-authentication-mfa-setup-for-students/>



Need Help?

GO



[FORGOT MY PASSWORD](#)

[FORGOT MY USERNAME](#)

[SETUP MFA](#)

# MyLaurelRidge – the GATEWAY to EVERYTHING!

MyLaurelRidge

Filter

My Applications

All

Bookmarks

Faculty and Staff

☒ Students

Support

Laurel Ridge

System Office

My Applications

SIS

SIS: Student Information System

Canvas

My Courses - syllabi, assignments, homework submission

Gmail

Google Email

Google Drive

Store, share, and collaborate on files and folders

EAB Navigate Student - LR

EAB Navigate Student

The Virginia Education Wizard

Your Future, Your Way

Credits2Careers

Transform your experience into college credits

Recent

ZOOM

Audio and video web conferencing

TimelyCare (previously ...)

Access to Mental Well-being Counseling with Flexible Features & Visit ...

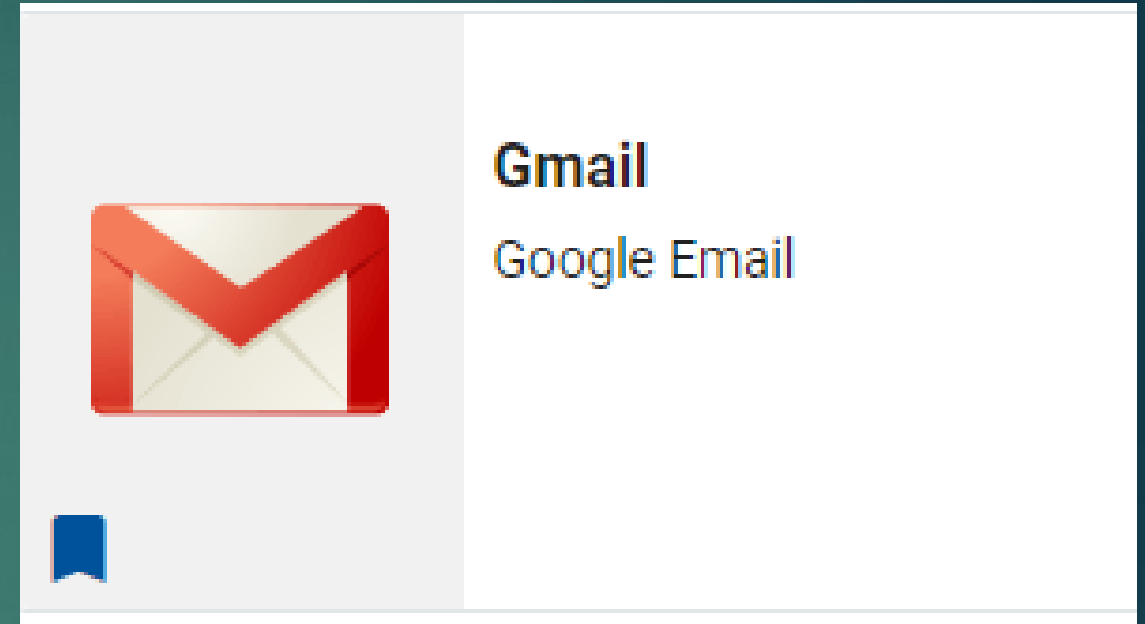
Transfer Virginia

Your credits. Your degree. Your move.

Google Chat

# Student Gmail – CHECK IT!

YOURUSERNAME  
@email.vcccs.edu



PRO TIP: Put your student email address on your RESUME! The .edu notifies employers immediately that you are a student!




# Canvas for Classes


Recent




Canvas


My Courses - syllabi, assignments, homework submission









Account




Dashboard



Courses




Calendar




52

Inbox




History



Studio


Dashboard

Published Courses (11)



Building with Canvas:  
Student Tutorial


Building with Canvas: Student Tut...  
LF298.building.with.canvas.W...





Foundations of  
Life Science


(NAS 2)


Laurel Ridge NAS 2 ORG  
LF298.NAS2.ORG











# Canvas Tutorial

<https://learn.vccs.edu/courses/115929>

## Building with Canvas: Student Tutorial

# Building with Canvas

Welcome to **Building with Canvas**! This course is a great way to learn how to use Canvas as a student. As you progress through this course, you will complete several modules that you can access directly from the buttons below: [Start Here](#) | [Canvas Help](#) | [Student Handbook](#)

**START HERE**

Access self-paced orientation materials in modules.

**CANVAS HELP**

Access the Canvas help guides, video tutorials, and other resources.

**STUDENT HANDBOOK**

Access the student handbook for college policies and procedures.





Account



Dashboard



Courses



Calendar



Inbox



History



Studio



Laurel Ridge  
Resources



Build

Welcome  
the b



Account

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Courses

Calendar

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History

Studio

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Resources

Commons

Help

<https://learn.vccs.edu/courses/107092>

## Tech Resources

Technology can play a big part in courses with an online component. We want to ensure you have all the tech resources you need to be successful in your courses. Please review the topics below for more information.

Looking for [Student Support Services and Policies?](#)

⚠️ For multi-factor authentication (MFA) options, set-up guides, and videos, check out [laurelridge.edu/mfastudent](https://laurelridge.edu/mfastudent). For Dual Enrollment students, see [laurelridge.edu/mfadult](https://laurelridge.edu/mfadult) for equivalent MFA resources. For assistance with setting up or troubleshooting MFA, please email [mfahelp@laurelridge.edu](mailto:mfahelp@laurelridge.edu). If you are unable to access your MyLaurelRidge account, please contact the Enrollment Services Office at 540-868-7110 and they can assist you with your account and password recovery issues.

For other technical support resources, please visit [laurelridge.edu/techsupport](https://laurelridge.edu/techsupport).

### CANVAS



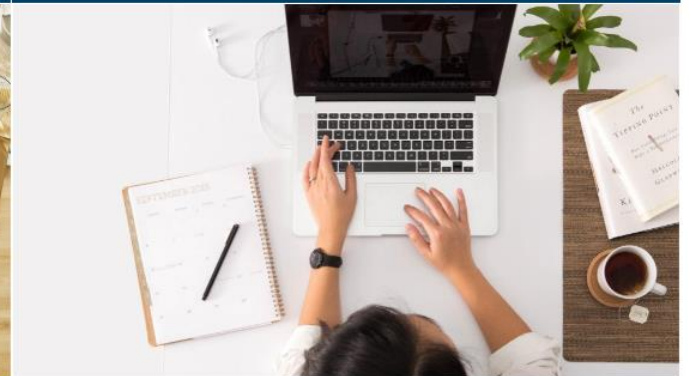
Student tutorial, mobile app, self-help guides, and 24/7 access to support.

### ZOOM



Using Zoom features, installing the app, testing equipment, and getting support.

### RESPONDUS



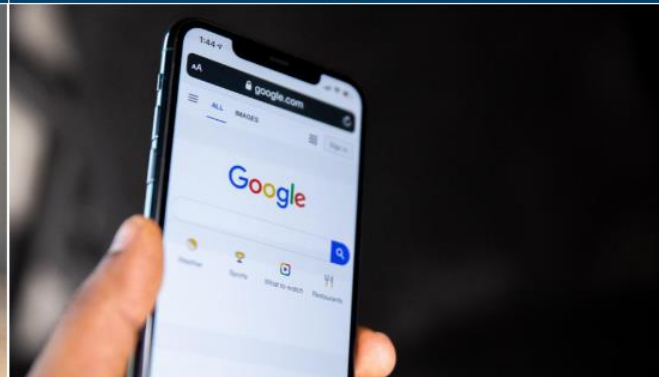
Download Respondus LockDown Browser for online test proctoring.

### COMPUTING



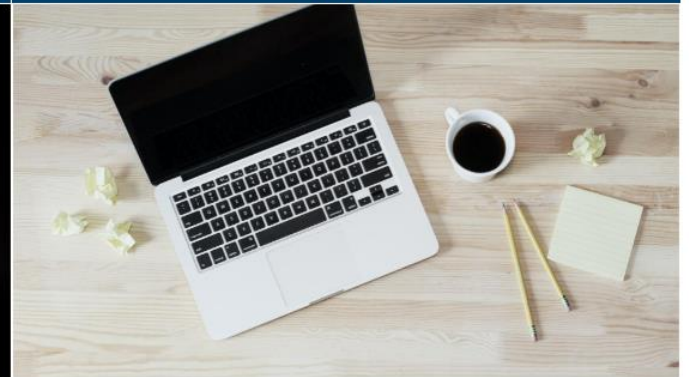
Microsoft Office, web browsers, other software, troubleshooting, and more.

### GOOGLE



VCCS Google for Education products including Gmail, Google Drive, and more.

### ITO SUPPORT



Get support from the Instructional Technology Office (ITO).



# ZOOM for Synchronous Classes and Virtual Meetings

## Zoom

Use Zoom to participate in online, real-time, interactive class meetings, and faculty office hours. In Zoom, you can share your computer screen, participate in breakout rooms. But before we dig into any of the advanced Zoom features, let's start by reviewing the basics.

### Test it Out

[Join a test Zoom meeting](#) to test your internet connection, microphone/speakers, video, and familiarize yourself with the Zoom meeting controls. By joining, you will also manually [download the Zoom application](#), including the Add-In for Outlook, Google Chrome Extension, and mobile app. You may find it in your app store.

Watch a 10-minute video on using the [Zoom Meeting Controls](#) or review the attendee controls page in the [Zoom Help Center](#).

When using Zoom, be sure you're signing in with SSO using your VCCS username and password.

See also: [Sign in to your VCCS Zoom account on a computer](#)

# Microsoft Office – FREE account for creating documents!

## Download Microsoft Office 365

Current VCCS students can [download Microsoft Office 365](#) (Word, PowerPoint, Excel, OneNote, and others) for free.



 Word  PowerPoint  Excel

 OneNote  Outlook

### Additional Resources

- [Save a Microsoft Word file as a PDF](#)
- [Convert a Google Docs file to Microsoft Word](#)
- [Convert an Apple Pages file on a Mac to Microsoft Word](#)
- [Make your Outlook email accessible to people with disabilities](#)
- [Integrate free, high-quality, copyright-free images into Microsoft Office](#)

# Google Docs – another option for documents!

## Google Docs



Learn to edit and format a document.

- [Applied Digital Skills - Google Workspace: Docs - Part 1](#) ➞
- 45 - 90 Minutes

Learn tools and settings for working in a document.

- [Applied Digital Skills - Google Workspace: Docs - Part 2](#) ➞
- 45 - 90 Minutes

## Google Slides



Learn presentation themes, text, and transitions using Google Slides.

- [Applied Digital Skills - Google Workspace: Slides - Part 1](#) ➞
- 45 - 90 Minutes

Learn how to add photos, images, videos, and shapes to a presentation.




- [Applied Digital Skills - Google Workspace: Slides - Part 2](#) ➞
- 45 - 90 Minutes

Learn how to add tables, diagrams, and charts, and share your presentation.

- [Applied Digital Skills - Google Workspace: Slides - Part 3](#) ➞
- 45 - 90 Minutes

# WEPA

<https://support.wepanow.com/>

1-800-675-7639 SUPPORT HOMECHECK WEPA CARD BALANCE 

SUBMIT SUPPORT TICKET →

Search for a specific question, answer or topic ...

SEARCH

Common searches: refund, Cost, how to print

Popular Questions

[Windows Print App](#)  
[Depositing Funds to wēpa Account Balance](#)  
[How to Print: Upload / Print Methods](#)  
[Mac Print App](#)  
[Email-To-Print \(ETOP\)](#)  
[Web Uploads](#)  
[Scanners](#)  
[Wepa Express](#)  
[Print Cost](#)  
[Refund Procedure for Defective Prints](#)

TOPICS

[Account/Payment](#)  
[Alerts](#)  
[Billing](#)  
[Cleaning](#)  
[Cloud Printing](#)  
[FAQs](#)  
[How to Print](#)  
[Login](#)  
[Mac Print App \(Driver\)](#)  
[Mobile Print App](#)  
[Print App \(Driver\)](#)  
[Print Station](#)



# Support for the Technology

## Get Help

For questions or assistance with Canvas or other instructional technology, contact ITO by...

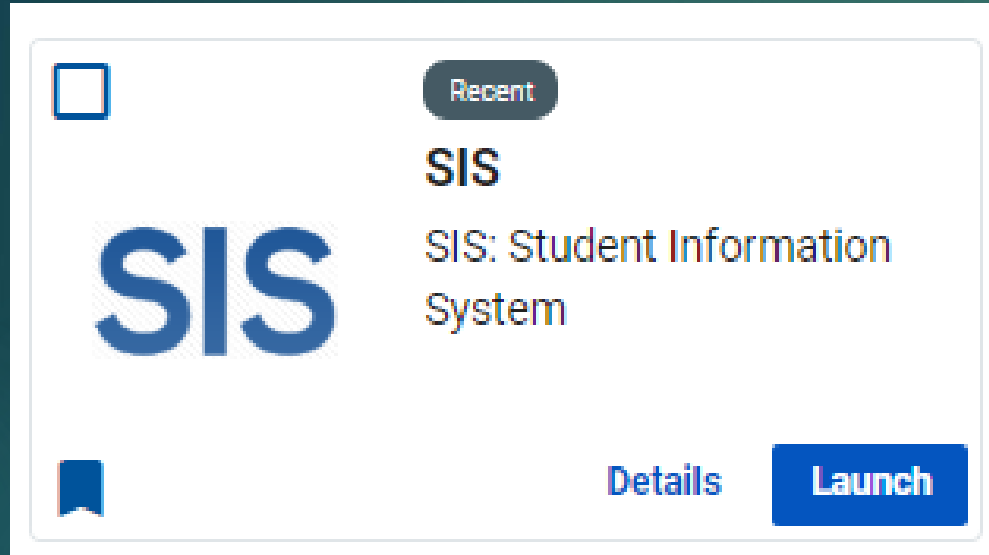
- Submitting an [ITO Help Request](#) ➞
- Calling 540-868-7185

## Support for Managing the Technology

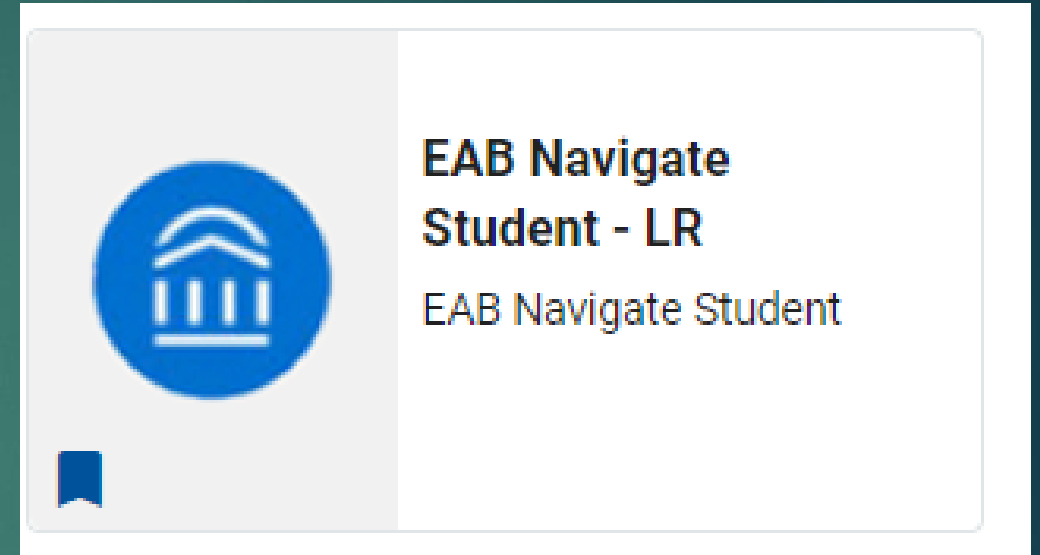
Send email to: [TutoringCenter@laurelridge.edu](mailto:TutoringCenter@laurelridge.edu)

Make an appointment for “Course Tutoring & Academic Success Coaching → Academic Skills / College Computing

# SIS & EAB



Personal Data  
Register Courses  
Manage Finances



To-Do's  
Making Appointments  
Academic Planner





**Sonya Foor**  
**Academic Success Coordinator**  
**[sfoor@laurelridge.edu](mailto:sfoor@laurelridge.edu) 540-869-0762**