
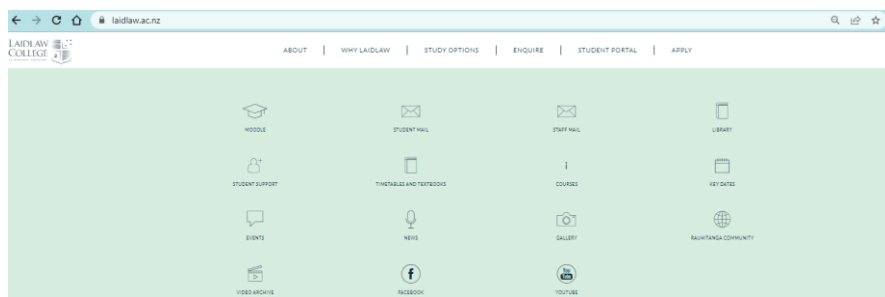


Laidlaw Logins

You can access Moodle from the Laidlaw Website: <https://www.laidlaw.ac.nz>



Click on the 9 dot icon  on the top right to reveal the options below



Moodle, Microsoft 365 account

<http://learn.laidlaw.ac.nz>

Library catalogue

<https://www.laidlaw.ac.nz/library/>

Username:

studentID#@student.laidlaw.ac.nz

Password:

Same password

Laidlaw Campus Student Wi-Fi; Journals Databases, Proquest eBooks, Campus printing:

Password manager

<https://pass.laidlaw.ac.nz/>

Username:

studentID#

Password:

Same password

Student Portal:

<https://ebsontrackprospect-laidl.tribal-eb.com/>

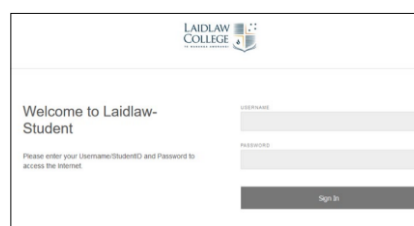
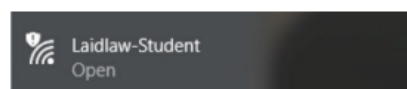
Username:

Your personal email address

- TIP: Store in a safe place. Check your spam/junk folder if you reset your own password. Contact ITHelpdesk@laidlaw.ac.nz if you need to have it reset.

How to Access “Laidlaw-Student” WiFi Network

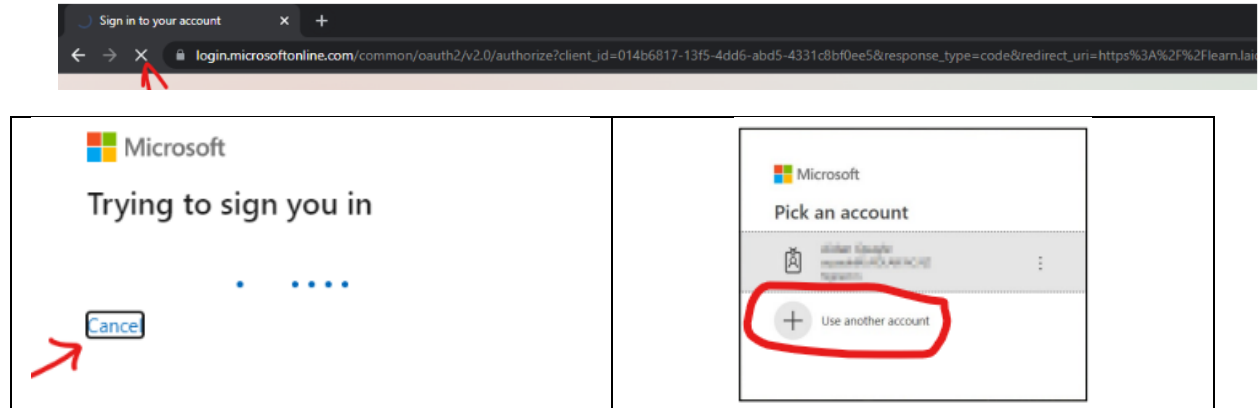
1. Enable WIFI on your device
2. Select “Laidlaw-Student”
3. Click connect (automatically connect)
4. Open your internet browser
5. You will be prompted to enter your details
Username: studentID# (only)
Password: (same as Moodle and Office365)



Microsoft Student Account

1. Access from <https://www.laidlaw.ac.nz> OR <http://learn.laidlaw.ac.nz> OR <https://office.com>

1. If you already have a Microsoft account, it may cause a loop error. To fix this stop the page refreshing (top left x) then click on the “Cancel” sign in the Microsoft dialog box.



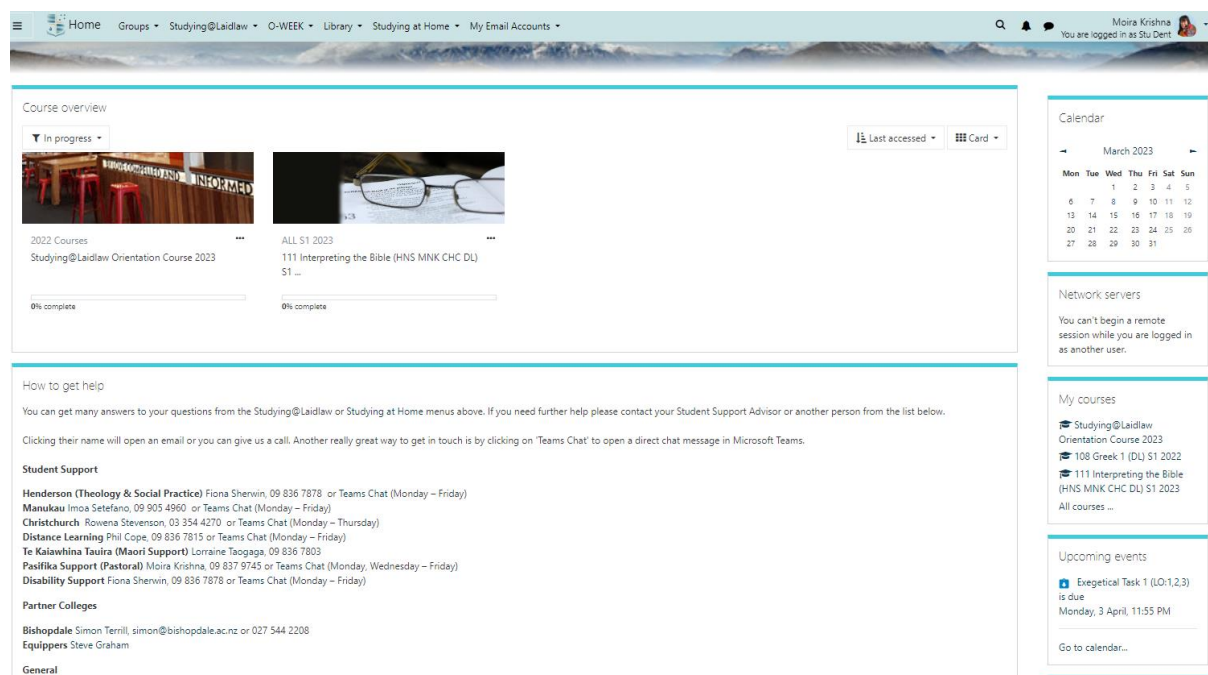
2. To add another account click on “use another account” and add your details:

Username: studentID#@student.laidlaw.ac.nz - Your student email and same password

Moodle

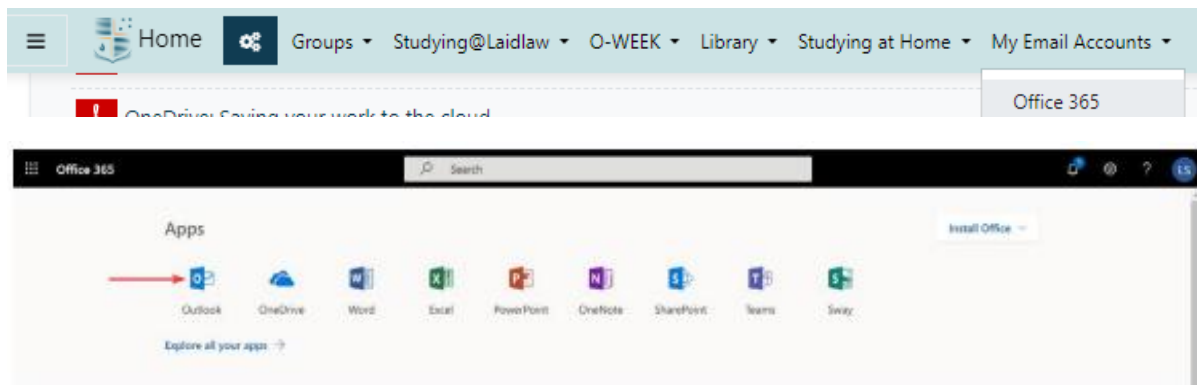
1. Access from home page <https://www.laidlaw.ac.nz> OR Moodle <http://learn.laidlaw.ac.nz>

2. Laidlaw College’s Learning Management System – courses, help, timeline, announcements, calendar, events, resources, videos, office 365, guides, information, submissions, extensions, etc

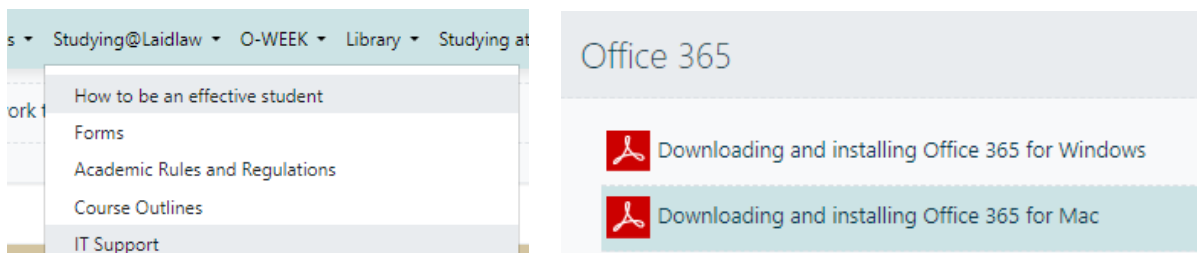


Microsoft Office 365

1. Access from <https://www.laidlaw.ac.nz> OR <http://learn.laidlaw.ac.nz> OR <https://office.com>
2. Click on My Email Accounts menu then Office 365



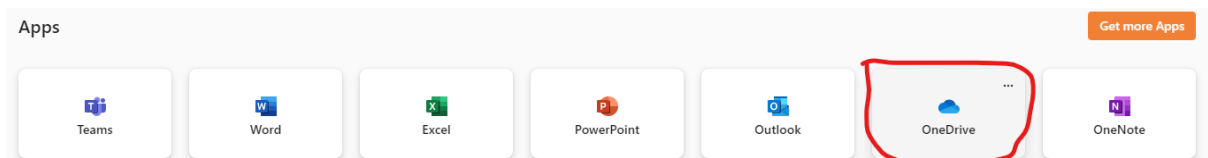
3. To install this onto your device follow the guidelines in Moodle – Studying@Laidlaw – IT Support



One Drive

1. It is highly recommended to save all your study related files to Laidlaw College OneDrive (cloud)
2. Access from Moodle <http://learn.laidlaw.ac.nz> OR <https://office.com>

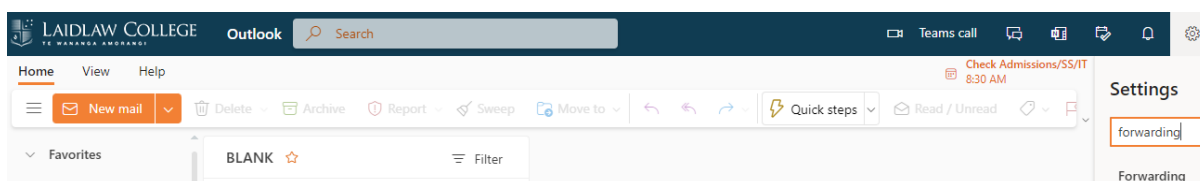
3. Click on the OneDrive button



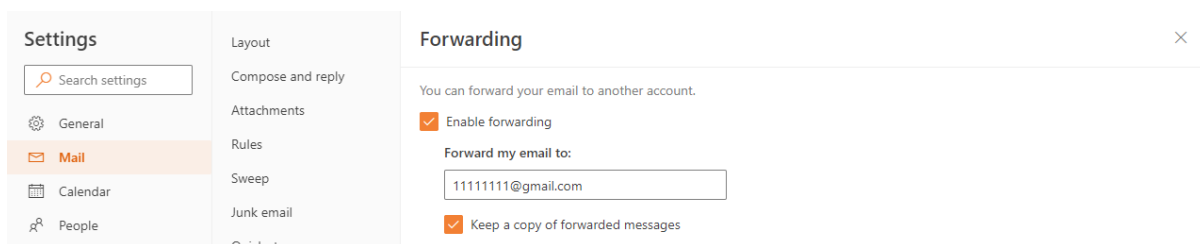
4. To upload existing files, drag and drop your file onto the page or click "Upload" -> Files to upload a file/files to your personal OneDrive cloud storage account.
5. To create a new folder/file, click the menu New and select the type of document or folder
6. Working off the cloud allows you to access from other devices and auto-save. Save as different versions if you wish to keep more than one draft.

Outlook

1. Access from Moodle <http://learn.laidlaw.ac.nz> OR <https://office.com>
2. All student related emails will be sent to your student email account in outlook.
It is vital that you regularly check your student email account.
3. Forwarding your student email to your personal email account:
 - a. Click the settings cog in the top right of your screen
 - b. Type 'forwarding' into the search bar
 - c. Select 'Forwarding' from the results



- d. Select 'Enable forwarding' and input your personal email account

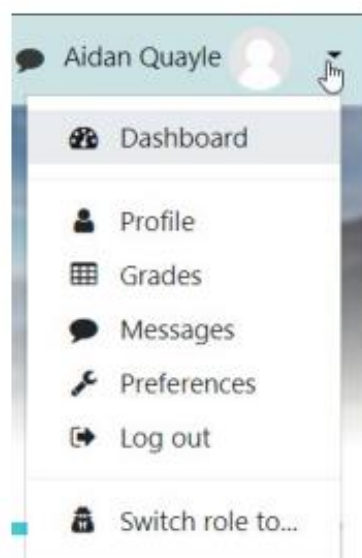


- e. Click 'Save'

Dashboard

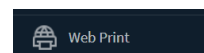
When you are logged into Moodle and you click on your name, you will see a menu of information relating to you:

1. **Profile** – Clicking on your name shows your profile. This shows personal information about you.
2. **Preferences** – this contains another menu, see below.
3. **Messages** – Moodle has a built in messaging system. Moodle users can use this to send messages to each other.
4. **Logout** – this will log you out of Moodle.



How to use WebPrint

1. Connect to “Laidlaw-Student” Wi-Fi.
2. Login to <http://llc-prt.laidlaw.ac.nz:9191/>
3. Username: studentID# (your Student# only)
Password: (same one for Moodle and Office365)
4. Click “Web Print” on the far-left menu.
5. Click “Submit a job”. On the next screen, ensure that “Student_Printer”
6. Click “Print Options and Account Selection”.
7. Enter the number of copies needed and then click “Upload Documents”.
8. Find and drag the file onto the white area to upload directly. Please note that only the file types listed on this page can be recognised by the WebPrint system.
9. When done uploading your file, click “Upload & Complete” (able to upload multiple files)
10. Wait for the print job to finish processing, then go to the photocopier to release it.




11. Printing and photocopying use the same account. You can top up at reception.

Library

1. Access from Laidlaw home page <http://www.laidlaw.ac.nz/library> or from Moodle menu
2. From here you can search the Library Catalogue and access a variety of valuable online databases such as EBSCO, Proquest, and the New Zealand Libraries Catalogue as well as a selection of online journals, electronic resources and thesis research tools.
3. Search the catalogue only by clicking the Library Catalogue button.
4. To access all of the Library’s resources, type your search terms into the One Stop Search.
5. Attend Library Orientations and workshops to discover more.

Submissions

1. Login to Moodle - <https://www.laidlaw.ac.nz> OR <http://learn.laidlaw.ac.nz>
2. Select your course. Click on the “Assignments overview” quick link button.
3. Click on the assignment you want to submit
4. Read through the submission information on the assignment and any instructions included
5. Click on the ‘Add submission’ button 
6. Read through and confirm the work is your own by clicking on the check box. Locate your file or drag and drop into the file submission box and click on “Save Changes”
7. The submission status will display on your screen and an email receipt is sent to your student email. Contact ITHelpdesk if you have submitted but the status isn’t confirmed.

Turitin

1. A **Turnitin plagiarism score** will appear next to your file submission link within 30mins.
2. Plan to submit your assessment well before due time so that you can generate a Turnitin report edit your submission. You can then remove this and replace with updated version. You can edit your submission right up until the due date. Note Turnitin report takes longer to generate with each version that you upload with..
3. Read more on Submissions and Turnitin on Moodle

Extensions and Resubmissions

1. Please read <https://www.laidlaw.ac.nz/assets/General-Information-and-Regulations-2023-v2.pdf> for guidelines. Note, time management e.g. birthday, holiday not valid grounds
2. There is an online application form under the assignment submission points on your course. You will need to speak with Student Support first and then add them as a contact for your request. Please speak with Student Support ASAP and if your situation will affect your other courses an Individual Learning Plan can be created with their help to support you with your studies.

Getting Help

ithelpdesk@laidlaw.ac.nz

Phone (0800) 999 777