Laidlaw Logins

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

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

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Moodle, Microsoft 365 account	http://learn.laidlaw.ac.nz
Library catalogue	https://www.laidlaw.ac.nz/library/
Username:	<u>studentID#@student.laidlaw.ac.n</u> z
Password:	Same password

Laidlaw Campus Student Wi-Fi; Journals Databases, Proquest eBooks, Campus printing: Password manager https://pass.laidlaw.ac.nz/

Contact <u>ITHelpdesk@laidlaw.ac.nz</u> if you need to have it reset.

Password manager	https://pass.laidlaw.ac.nz/
Username:	studentID#
Password:	Same password
Student Portal:	https://ebsontrackprospect-laidl.tribal-ebs.com/

Username: Your personal email address

• TIP: Store in a safe place. Check your spam/junk folder if you reset your own password.

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
- You will be prompted to enter your details
 Username: studentID# (only)
 Password: (same as Moodle and Office365)

Open	
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Welcome to Laidlaw- Student Passe enter your UsernamotitustentD and Password to access the Internet.	UTERNAME PASSYOND
	Sgn In

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.



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 <u>https://www.laidlaw.ac.nz</u> OR Moodle <u>http://learn.laidlaw.ac.nz</u>
- 2. Laidlaw College's Learning Management System courses, help, timeline, announcements, calendar, events, resources, videos, office 365, guides, information, submissions, extensions, etc

≡ 📲 Home Groups - Studying@Laidlaw -	O-WEEK + Library + Studying at Home + My Email Accounts +	Q 🔺 🗭 Moira Krishna 🧥 -
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Course overview T in progress T in progress Course	Iž Last accessed • III Card ALL ST 2023 ** 111 Interpreting the Bible (HNS MNK CHC DL) 51 - Øbj.completa	Calendar March 2023 Mon Tue Wed The Fri Sta Sun 1 2 3 4 5 6 7 8 0 10 11 12 13 14 15 16 17 18 19 20 21 22 22 24 55 20 27 28 29 30 31 Network servers You can't begin a remote session while you are logged in
How to get help You can get many answers to your questions from the Stu Clicking their name will open an email or you can give us Student Support Henderson (Theology & Social Practice) Fiona Sherwin Manukau imaa Setefano, 09 905 4960 or Teams Chat (M Christchurch Rowens Stevenoro, 03 354 4270 or Teams Distance Learning Phil Cope. 09 836 7815 or Teams Chat (Christchurch Jauric Moord Support) Lorrale Taogaga Pasifika Support (Pastoral) Moira Krishna, 09 837 7845 Disability Support Fiona Sherwin, 09 836 7878 or Teams Partner Colleges Bishopdale Simon Terrill, Limon@bishopdale.ac.nz or 021 Equippers Steve Graham General	dying@Laidlaw or Studying at Home menus above. If you need further help please contact your Student Support Advisor or another person from the list below. a call. Another really great way to get in touch is by clicking on "Teams Char' to open a direct chat message in Microsoft Teams. (09.836 7875. or Teams Chat (Monday – Friday) onday – Friday) Chat (Monday – Friday) or Teams Chat (Monday – Friday) Chat (Monday – Friday) Chat (Monday – Friday)	as another user. My courses To Studying Dialidiaw Orientation Course 2023 To 106 Greek 1 (DL) S1 2022 To 111 Interpreting the Bible (HNS MINK CH-C DL) S1 2023 All courses Upcoming events Decoming events Decoming events Decoming events State Monday, 3 April, 11:55 PM Go to calendar

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

Apps					Get more Apps
Teams Word	X Excel	PowerPoint	Outlook	 OneDrive	0neNote

- 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.

2024 IT Handbook

Outlook

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

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

Settings	Layout	Forwarding	×
Search settings	Compose and reply	You can forward your email to another account.	
🔅 General	Attachments	Enable forwarding	
🖾 Mail	Rules	Forward my email to:	
🛗 Calendar	Sweep	1111111@gmail.com	
g ^R People	Junk email	Keep a copy of forwarded messages	
	Quick steps		

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:

- Profile Clicking on your name shows your profile. This shows personal information about you.
- 2. Preferences this contains another menu, see below.
- 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.



2024 IT Handbook

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 <u>http://www.laidlaw.ac.nz/library</u> 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.

<u>Turitin</u>

- 1. A **Turnitin plagiarism score** wil appear next to your file submission link within 30mins.
- 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 <u>https://www.laidlaw.ac.nz/assets/General-Information-and-Regulations-2023-v2.pdf</u> for guidelines. Note, time management e.g. birthday, holiday not valid grounds
- 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