NEW YORK COLLEGE

e-learning.nyc.gr

NYC e-learning services: a brief guide for students
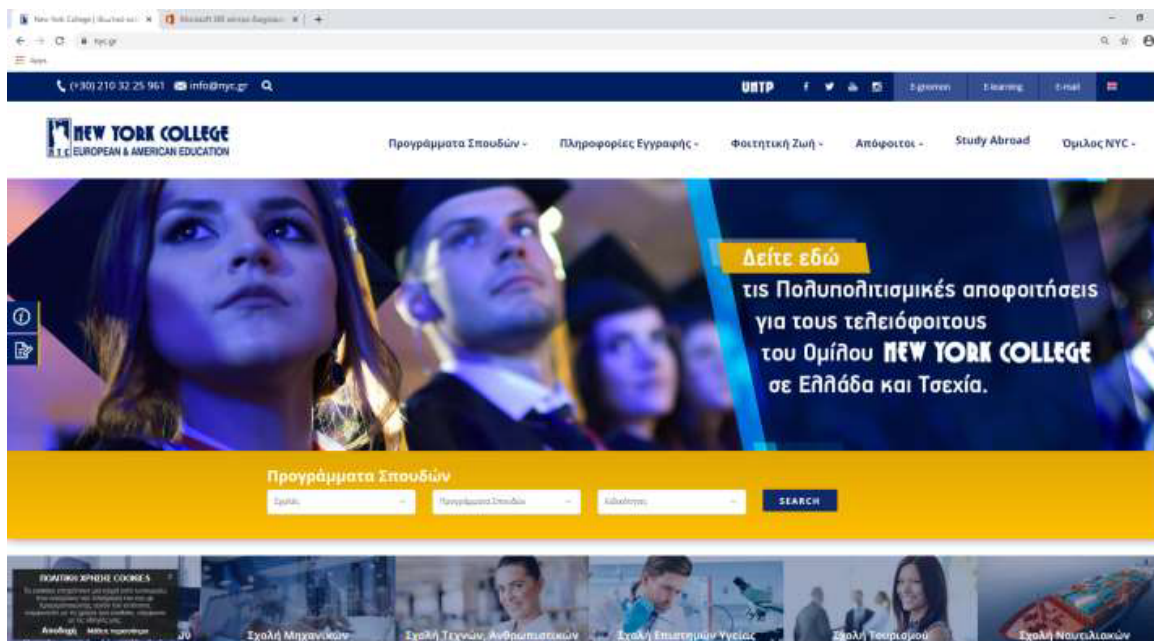
by NYC IT Department

NEW YORK COLLEGE
EUROPEAN & AMERICAN EDUCATION

DISCOVER A NEW WAY OF LEARNING

Index

New York College has an **e-learning platform** installed.

Every student and tutor has a username and password to access the platform.

We remind you that the link is available through the **NYC.GR** homepage (upper right corner, **"E-learning"** button).

ASYNCHRONOUS LEARNING SERVICES

In the following picture you can see the **Log in screen**.

Your credentials are of the type:

- **Username:** gpapadopoulos
- **Password:** 123456

Every student has their own login information.

Every student has already enrolled to the modules (courses) they attend.

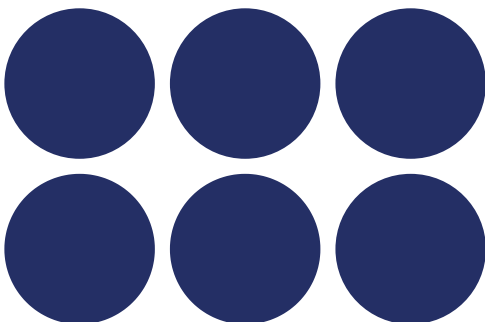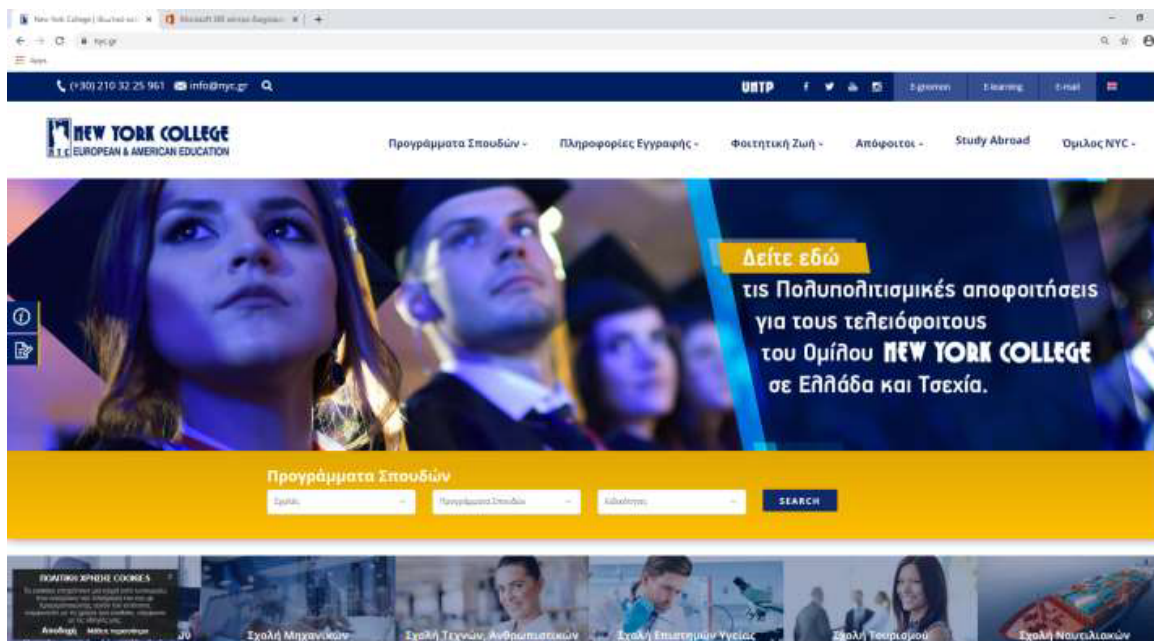**STUDENTS ARE ENCOURAGED TO USE THE PLATFORM, ACCESS COURSE MATERIAL AND SUBMIT QUESTIONS AND ASSIGNMENTS.**

One of NYC's services offered to students, tutors and staff is the **Office 365 suite**.
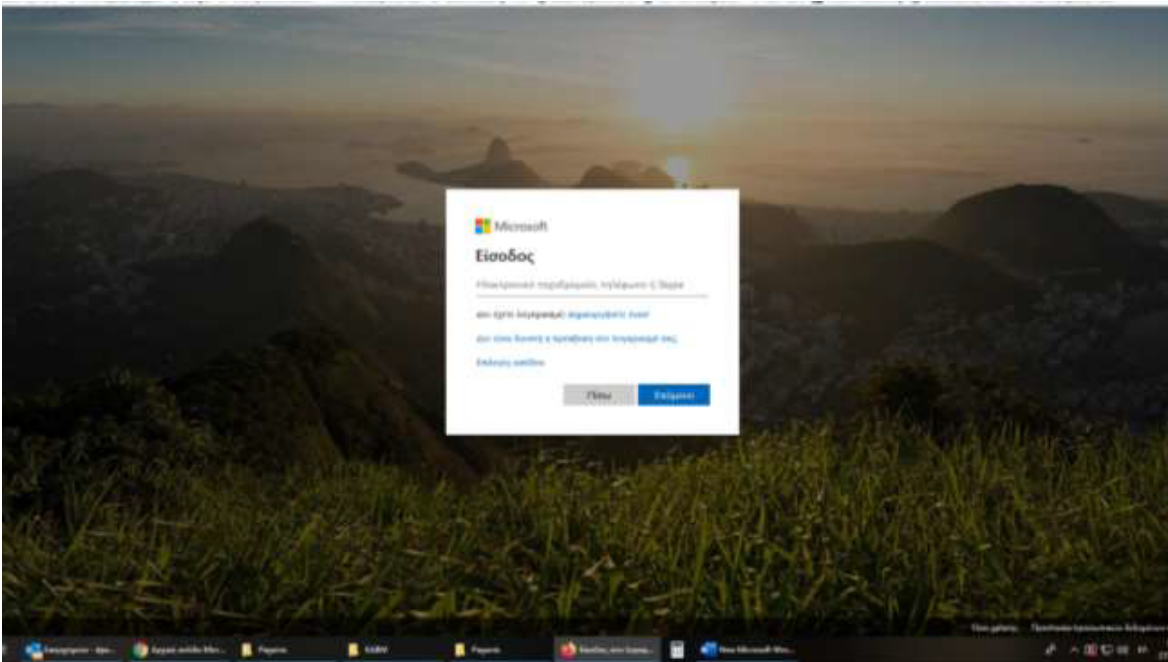
Every student and employee has an account (e.g. gpapadopoulos@nyc.gr) and a Password that he/ she only knows.

We remind you that the link is available through the NYC.GR homepage (upper right corner, **"E-mail"** button).

By clicking on the **"E-mail" button** you are redirected to the next screen where you can enter your login details.
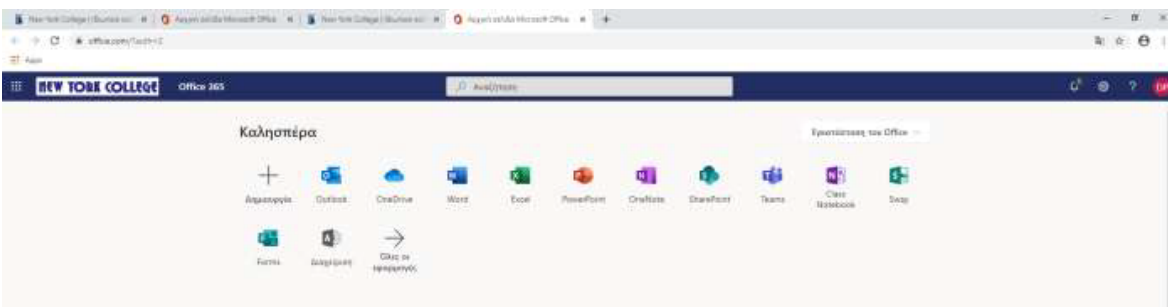
E-MAIL SERVICE

First, add your **e-mail address** and **password**.

When you **login** successfully you will see the following screen:

Microsoft Teams is the hub for team collaboration in Office 365 that integrates the people, content, and tools your team needs to be more engaged and effective.

Using Teams you can create groups, add members and schedule online meetings during which you can share video, audio and course material. Students can also ask questions and chat.

Advanced video conferencing is available, but all students are required to have high-speed internet access as well as camera and microphone equipment.

To save internet bandwidth and limit unnecessary noise during a meeting students are advised to turn off their camera as well as their microphone. Students can turn on their microphone to ask a question.

The following section provides information on how to use Teams for synchronous e-learning sessions.

Basic Steps:
1. Sign in
2. Download the app
3. Join a meeting and have an online session

3.1. Sign in and get started
• First, you need to sign in to your NYC e-mail account.
• Search for the "Teams" icon. If you can't locate it go to the top left corner and click on the 9 dots.
• Now you can see all the Microsoft Apps that are available and locate the Teams icon.

MS TEAMS AND SYNCHRONOUS E-LEARNING SESSIONS
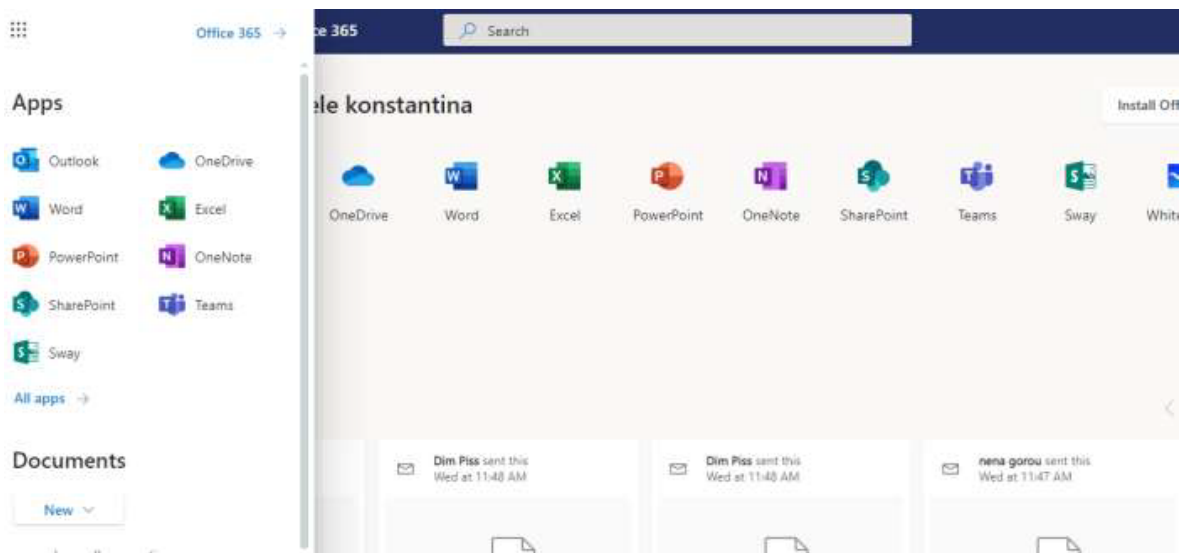
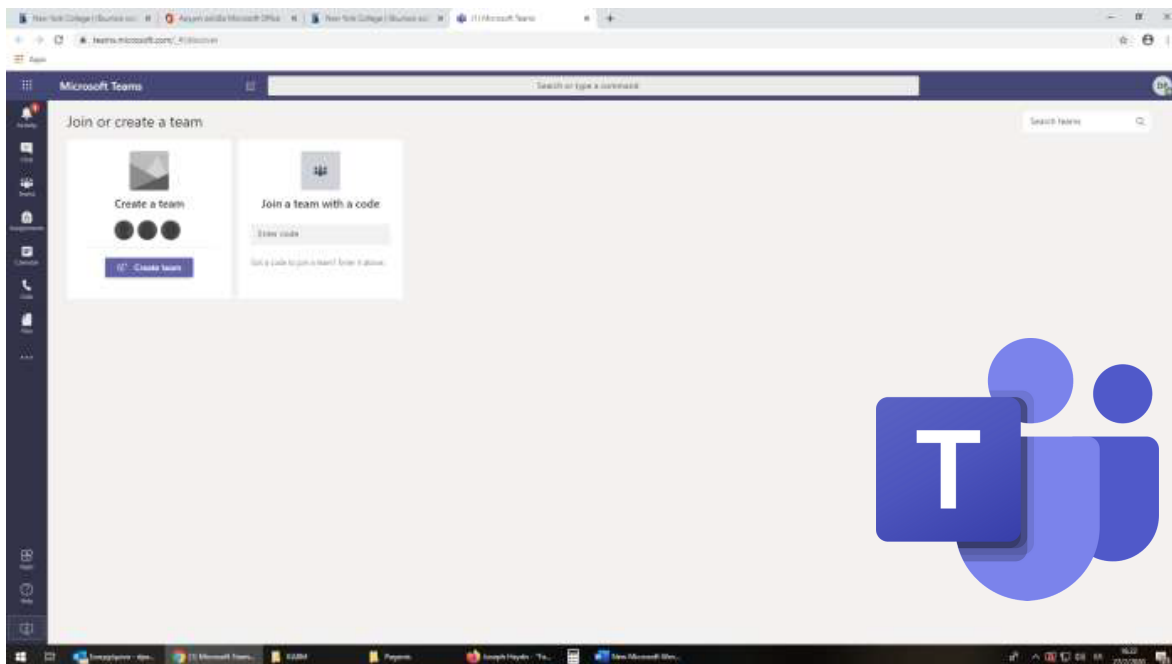Click on the **Teams icon**. Next, you'll see the following screen.
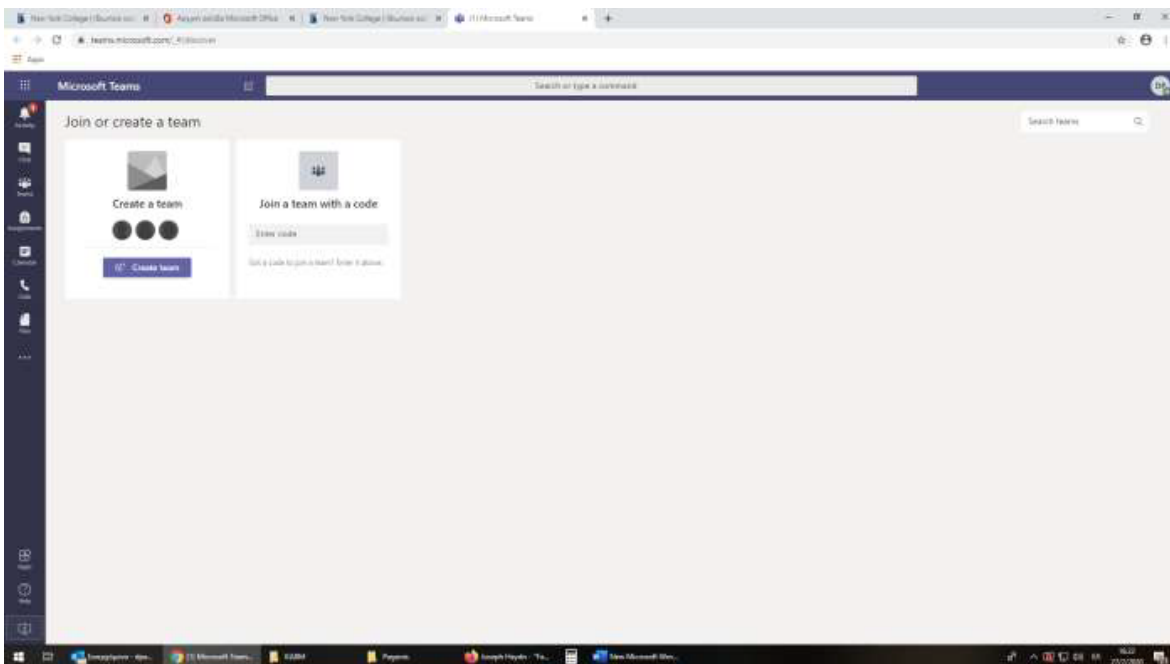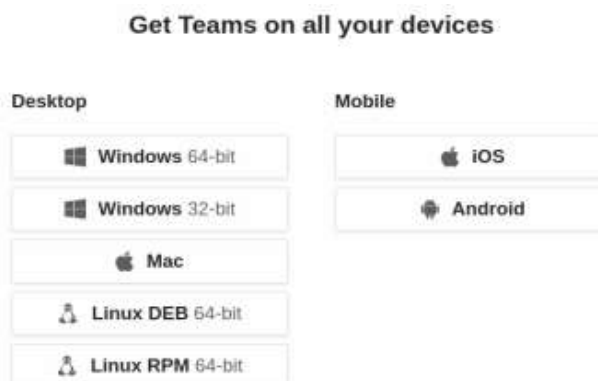
3.2 Download the app

You can use Teams from your web browser.

However, to be able to have access to all the Teams' features you are advised to download and install the desktop app or use Chrome Browser only.

Click on the **bottom left icon** as shown below.

Teams is available for the following operating systems.

Note: the first time you run the desktop app you'll be prompted to sign in. Use your NYC email account and password.

3.3. Join group and have an online session

Tutors will create a Team for each course.
Once added to a new team you will receive **(1) an email notification** and **(2) a notification on Teams**.

Inside the email body you will prompted to **"Open Microsoft Teams"**; by clicking this button you will be redirected to the course's Team.
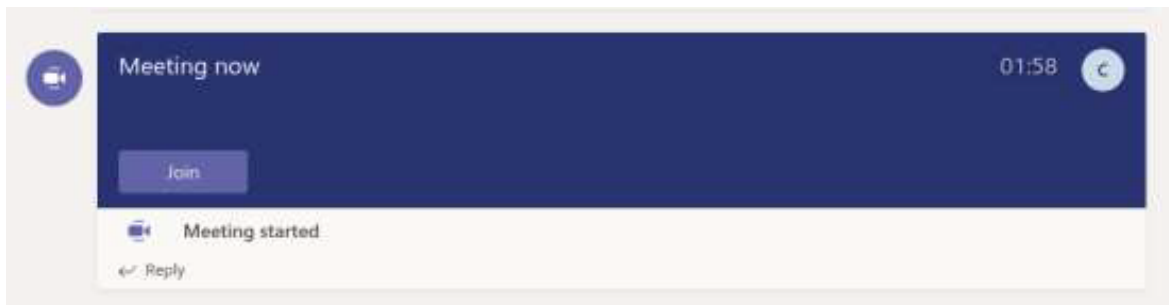
Once you access the Team you want you can locate the meeting notification to join, as show in the picture bellow.
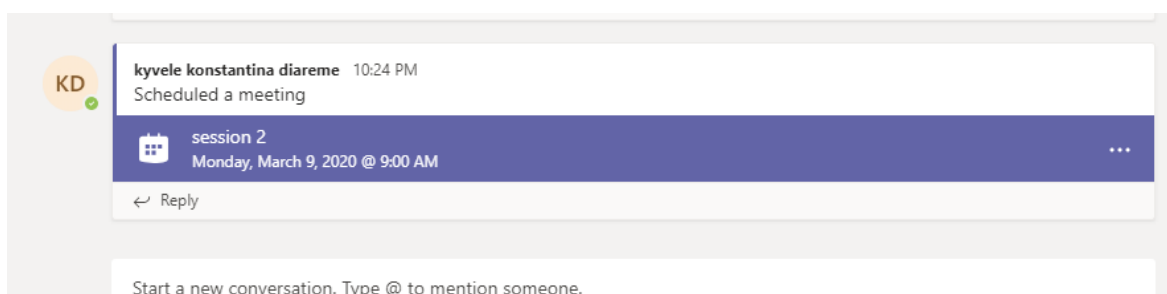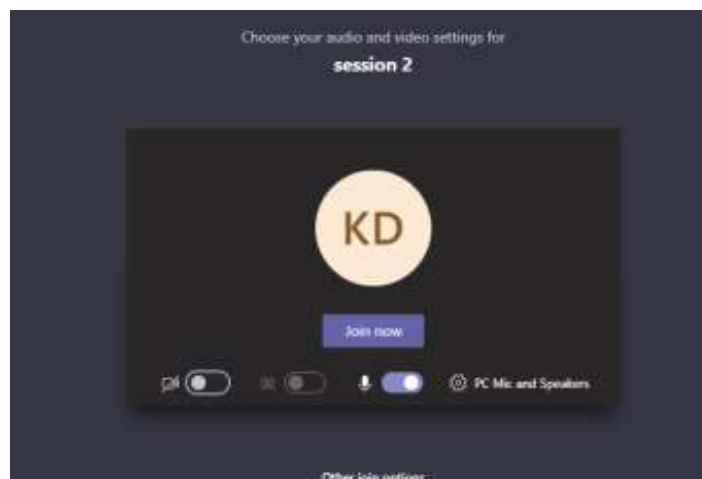

Click on the meeting and the click "**Join**"
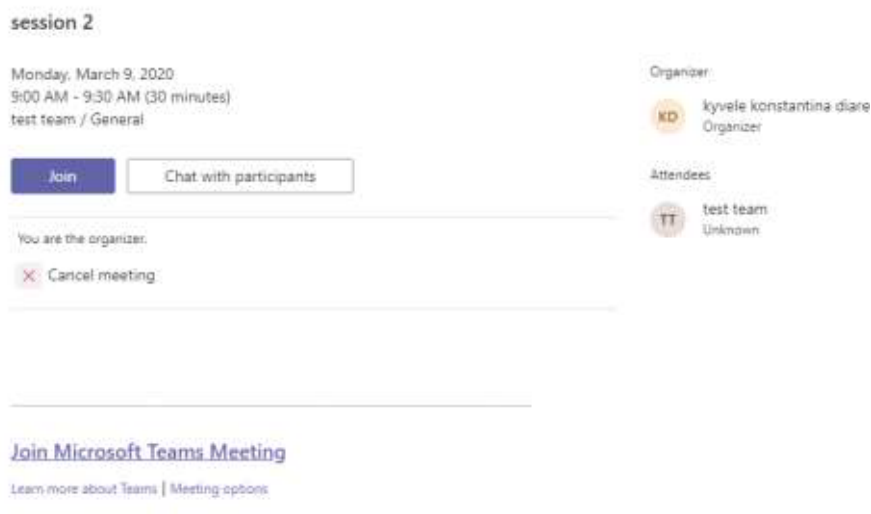
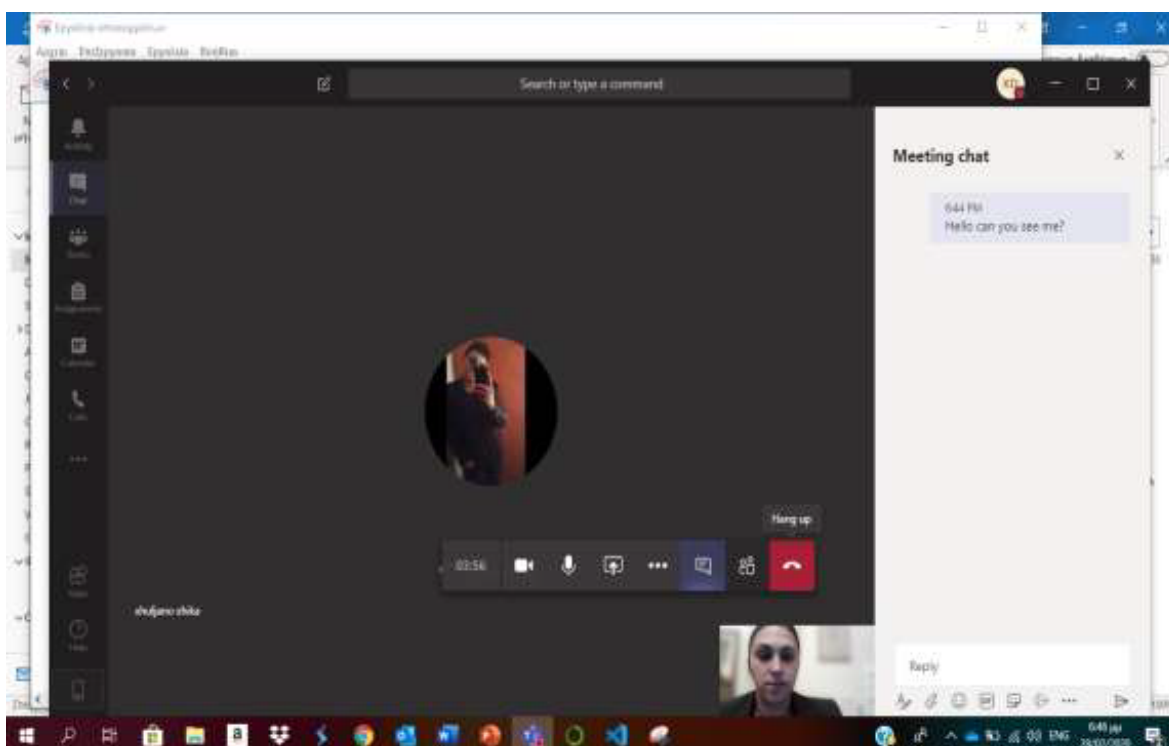If there is an ongoing meeting you will see the following notification to join.
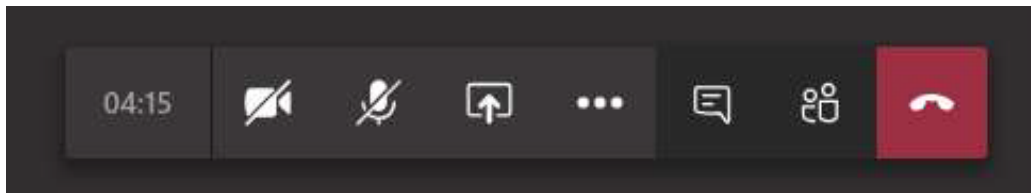
Meeting now   01:58

Join

Meeting started

Reply

Once you join a meeting, you can share your video and audio.

Turn of your camera and click "Join now".

Choose your audio and video settings for
session 2

KD

Join now

PC Mic and Speakers

Other join options

Once you join a meeting you can hover your cursor oven the main screen to see the following menu.
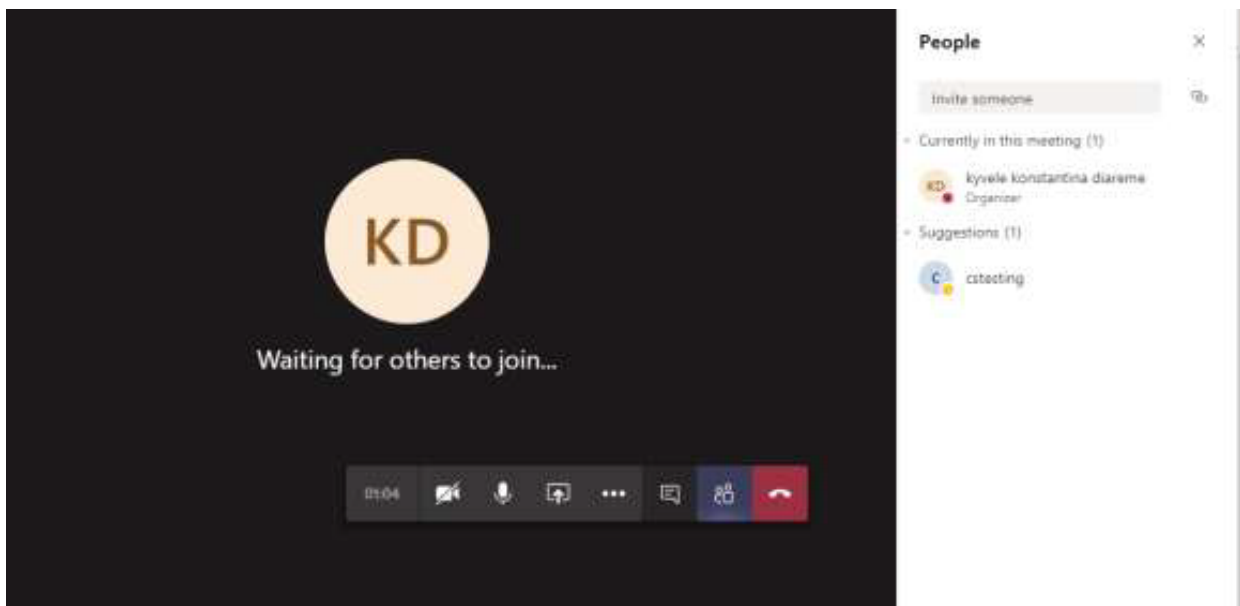
(1) (2) (3) (4) (5) (6) (7)

- Click (1) to turn video sharing on and off
- Click (2) to turn audio sharing on and off
- Click (3) to share your screen or a presentation
- Click (4) for more options
- Click (5) to chat
- Click (6) to see the participants
- Click (7) to leave the meeting (hang up)

3.3.1 See Participants

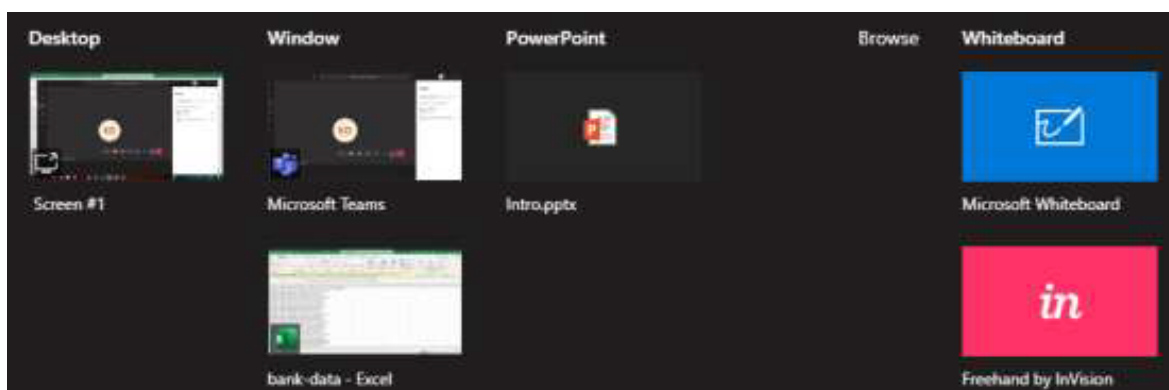Click (6) to see the participants (see page 11).

3.3.2. Share screen and files

If you have questions during the course that require you to show the tutor a specific document, spreadsheet or other you can request permission to share your screen.

Click (3) to share your screen or a file (see page 11).

If you are using windows you can share any Microsoft file or program that is open during the meeting, e.g. you can share an excel file as shown in the following image.

Click on the option you wish.

Additional material:
Microsoft Teams Documentation
https://support.office.com/en-us/article/microsoft-teamsvideo-training-4f108e54-240b-4351-8084-b1089f0d21d7

NEW YORK COLLEGE

For more information students are kindly requested to contact NYC IT department directly at support@nyc.gr, to ensure the smooth operation of their online services.