



MONASH
University

ONLINE EDUCATION SYSTEMS STUDENT USER GUIDE



USING THIS DOCUMENT

This document has been created to help you access the various Monash University education platforms and tools you'll need for your online studies.

If you're familiar with which applications and systems you'll be using, and their purpose, you can quickly find the information you need using the table of contents on the following page.

However, if you're not sure what to use our applications and systems for, the "What would you like to do?" section of this document will guide you to the right system.

If you're still having problems accessing the applications and services you need after reviewing this document, please contact Service Desk via servicedesk@monash.edu or on +61 3 9903 2777.

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WHAT WOULD YOU LIKE TO DO?

Find the task you want to do and check which system you should use to complete it.

WHAT DO YOU WANT TO DO?	SYSTEM TO USE	WHAT IT DOES
Securely access Monash University systems from mainland China.	Monash International VPN (Page 6)	Monash International VPN is a virtual private network created specifically for students in China to access Monash University applications and services. This is the recommended VPN to use.
Securely access Monash University systems from all other regions.	Monash VPN (Page 13)	This is the Monash VPN network. It allows you to securely access most Monash services when you're not on a campus. It improves the stability of your connection with the Monash services referenced in this guide.
Access my curriculum details.	Moodle (Page 18)	Moodle is Monash's learning management system. It's an online space for learning and teaching. It contains all your curriculum details, activities and quizzes.
Access my personal timetable.	Allocate+ (Page 21)	Allocate+ is the tool for creating your personal timetable.
Access library materials related to my course.	Library Search (Page 23)	Library Search is your gateway to Databases, ejournals and ebooks. We recommend you access these e-resources using a Monash VPN option.
Access specialised software for my course.	MoVE (Page 27)	MoVE (Monash Virtual Environment) is the way for students to access software and applications needed for their units.

WHAT DO YOU WANT TO DO?	SYSTEM TO USE	WHAT IT DOES
Join a video or audio meeting created by someone else. Start my own video or audio meeting.	ZOOM (Page 32)	Zoom is a tool that allows one-on-one and group virtual meetings with your lecturer or tutor.
Participate in a poll my tutor is running as part of a lesson.	FLUX (Page 38)	FLUX is a web and SMS based student response system. During class, tutors display a Poll Everywhere activity on-screen and students respond on their device. The results appear live on-screen for the class to discuss or for the tutor to grade.
Participate in a poll my tutor is running as part of a lesson.	Poll Everywhere (Page 41)	Poll Everywhere is a web and SMS based student response system. It's an alternative to FLUX that some lecturers or tutors use.
Access learning resources in Alexandria.	Alexandria (Page 48)	Alexandria contains various learning resources. It's used by lecturers and tutors to share information and facilitate learning activities.
Access learning resources in EQUELLA.	EQUELLA (Page 52)	EQUELLA is used for storing and managing digital documents, images and other forms of multimedia. At Monash University, this system is only used by the Faculty of Medicine, Nursing and Health Sciences.
Watch a Panopto video in my Moodle unit.	Panopto (Page 56)	Panopto is used to store and provide access to non-lecture recordings created by academics for students.
Access pre-recorded or live streamed lectures.	Echo360 (Page 58)	Echo360 allows students to access and download lecture video recordings, which are pre-recorded or live streamed.

MONASH INTERNATIONAL VPN

Monash International VPN is a virtual private network created specifically for students in mainland China to access Monash University applications and services. This is the recommended VPN to use for Monash students in mainland China. This section will give you information on how to access Monash International VPN.

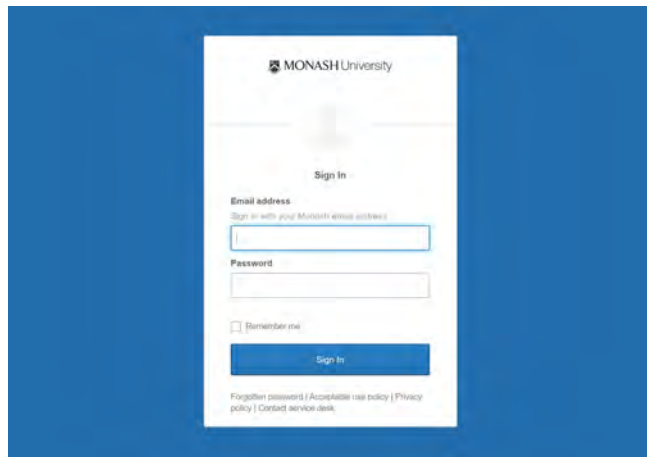
INSTALL MONASH INTERNATIONAL VPN ON YOUR LAPTOP OR DESKTOP

Go to the URL:

<http://vpn.monashuniversity.cn>

1. Sign in using your Monash email address and password.

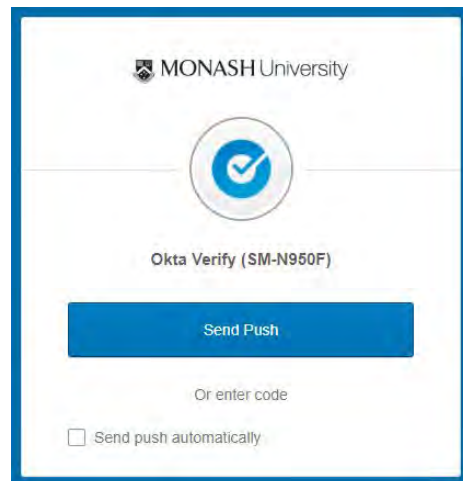
Select **Sign In** to continue.

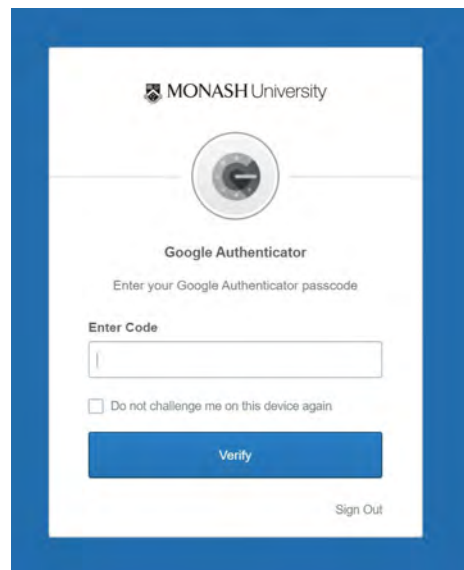


- 2.

You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.





3.

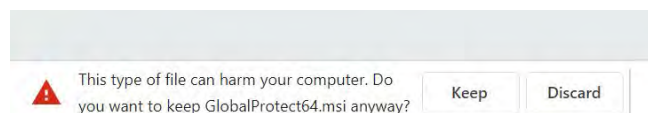
Select the appropriate GlobalProtect installer based on the operating system you are using.



4.

Your browser may prompt you that the file you are downloading may be harmful to your computer. If this happens, select **Keep** to continue.

Once the file has downloaded, double click it to launch the installer.



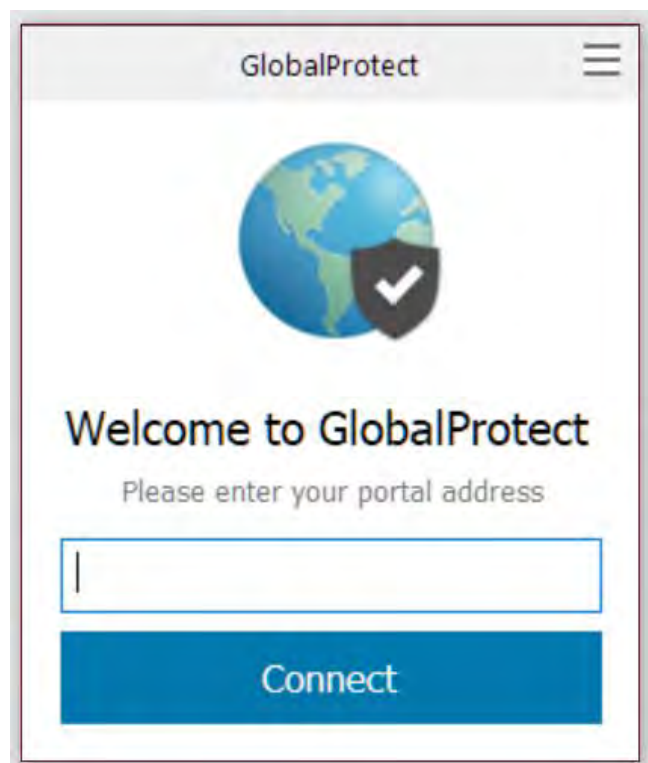
5. Follow the instructions in the Setup Wizard.



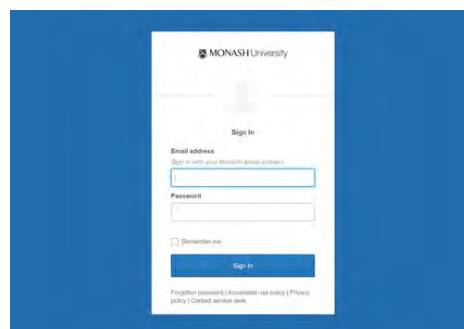
When the installation finishes, the application will launch.

Type **vpn.monashuniversity.cn** into the textbox, then select the **Connect** button.

6. You will only need to do this step for this session. Connecting to this VPN in future sessions is slightly different and it is demonstrated in the next section, [Connect to the Monash International VPN service](#).



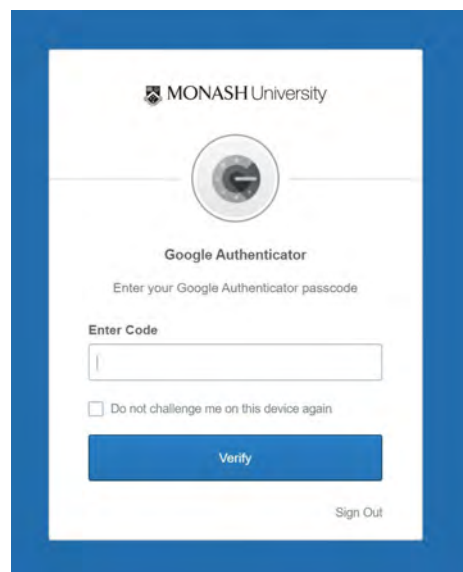
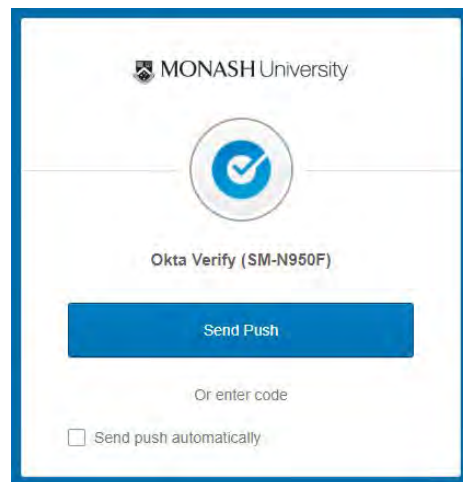
7. Sign in using your Monash email address and password.
- Select **Sign In** to continue.



8.

You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

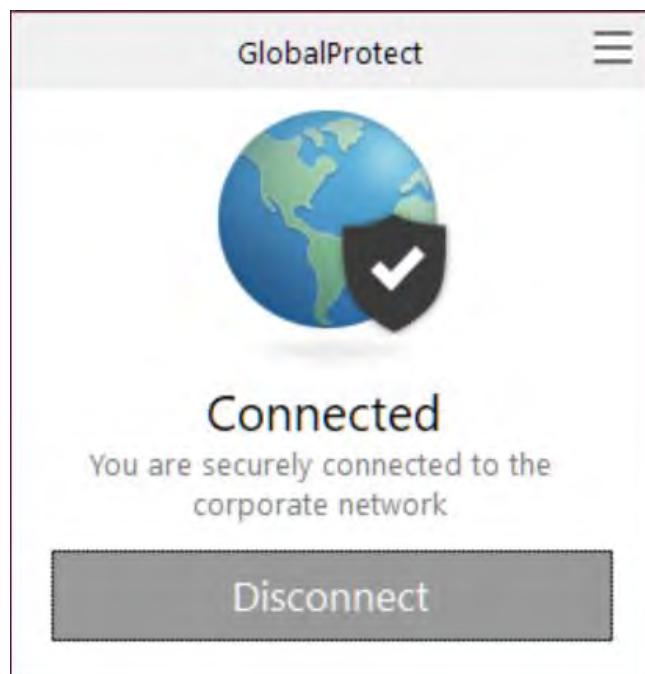
If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.



9.

When you have successfully connected, you will see this pop-up.

When you have finished using the VPN, select the **Disconnect** button.





10.

Once the installation is complete,
you will find the application
GlobalProtect in your applications
menu.

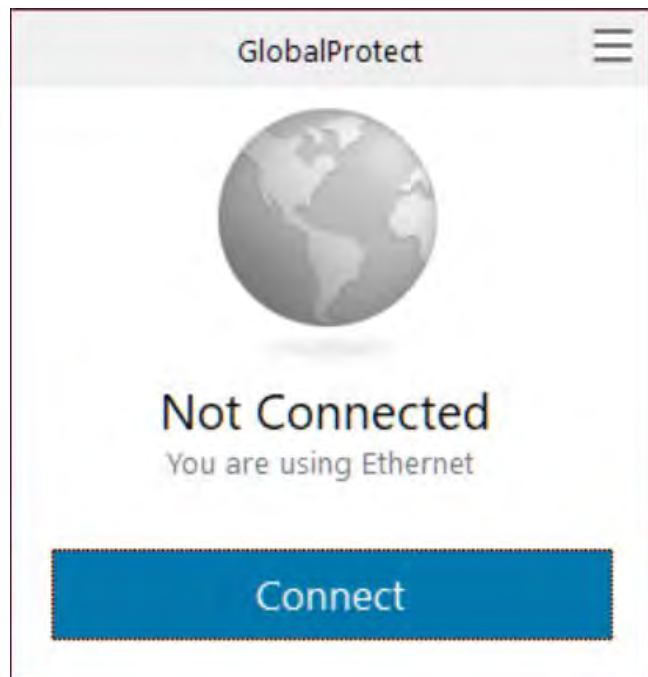


CONNECT TO THE MONASH INTERNATIONAL VPN SERVICE

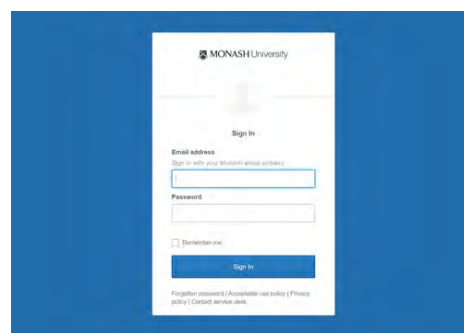
1. Find and launch the **GlobalProtect** application.



2. Select the **Connect** button.



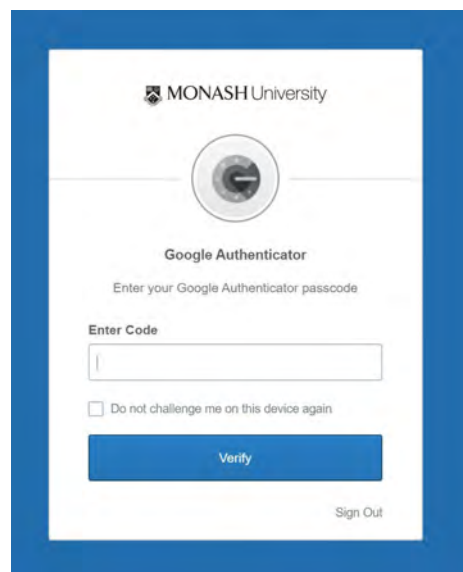
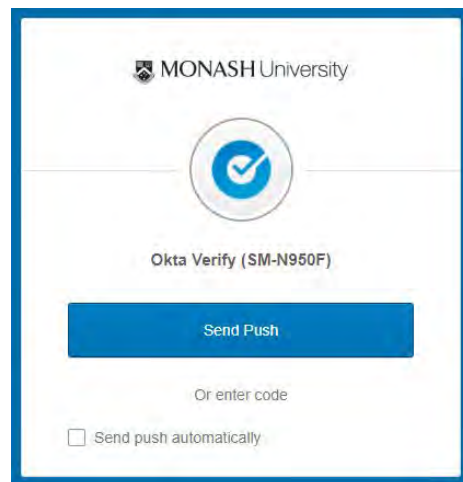
3. Sign in using your Monash email address and password.
Select **Sign In** to continue.



4.

You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.

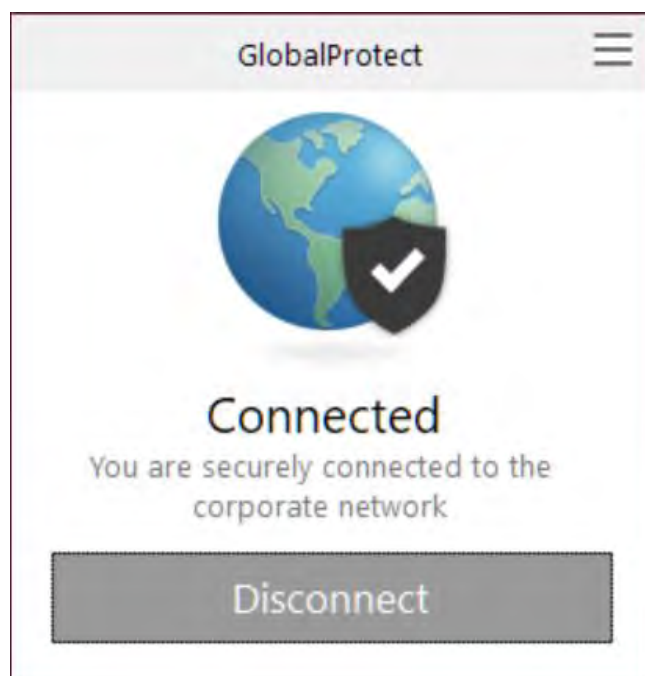


5.

When you have successfully connected, you will see this pop-up.

Now you are connected, continue to use your computer like you normally would.

When you have finished using the VPN, select the **Disconnect** button.



MONASH VPN

This is the Monash VPN network. It allows you to securely access most Monash services when you're not on a campus. It improves the stability of your connection with the Monash services referenced in this guide. This section will give you information on how to access Monash VPN. For information on using the system, visit the URL at the end of this section.

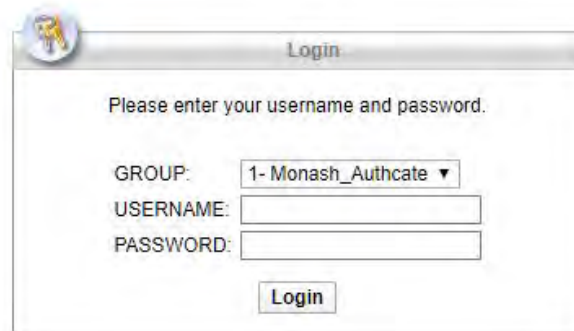
INSTALL MONASH VPN ON YOUR LAPTOP OR DESKTOP

Go to the URL:

<http://vpn.monash.edu>

1. Sign in using your Monash username and password. Use your username, not your email.

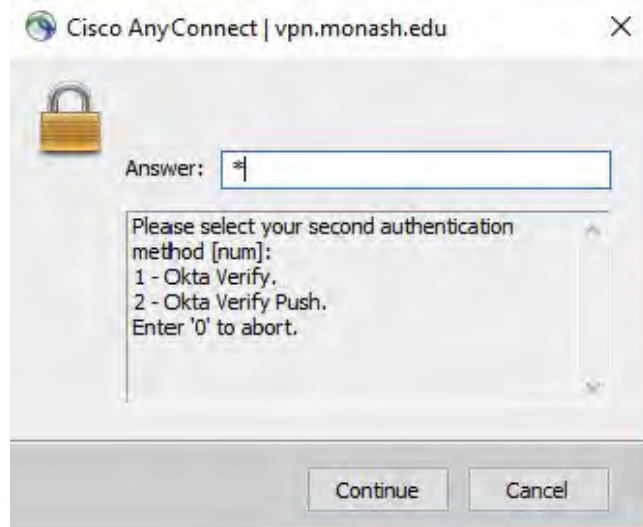
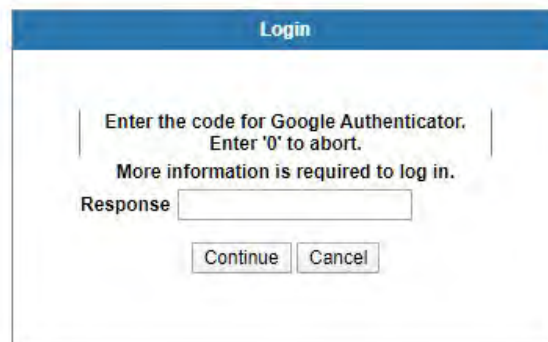
Select **Login** to continue.

A login dialog box titled "Login" with a small icon of a person. It contains the text "Please enter your username and password." Below this, there are three fields: "GROUP:" with a dropdown menu showing "1- Monash_Authcate", "USERNAME:" with an empty text box, and "PASSWORD:" with an empty text box. At the bottom right is a "Login" button.

- 2.

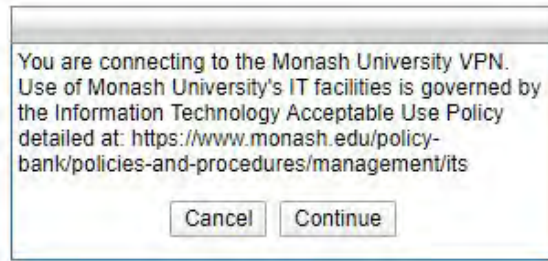
You will now have to authenticate your login. If you're using Okta Verify, type "2" and select **Continue**. Then approve the sign in on your mobile phone.

If you're using Google Authenticator, enter your authentication passcode, then select **Continue** to continue.

A Cisco AnyConnect authentication dialog box titled "Cisco AnyConnect | vpn.monash.edu". It features a padlock icon and an "Answer:" field containing the number "2". Below this is a list box titled "Please select your second authentication method [num]:" with options: "1 - Okta Verify.", "2 - Okta Verify Push.", and "Enter '0' to abort.". At the bottom are "Continue" and "Cancel" buttons.A login dialog box titled "Login" with a blue header. It contains the text "Enter the code for Google Authenticator. Enter '0' to abort." and "More information is required to log in." Below this is a "Response" field with an empty text box. At the bottom are "Continue" and "Cancel" buttons.

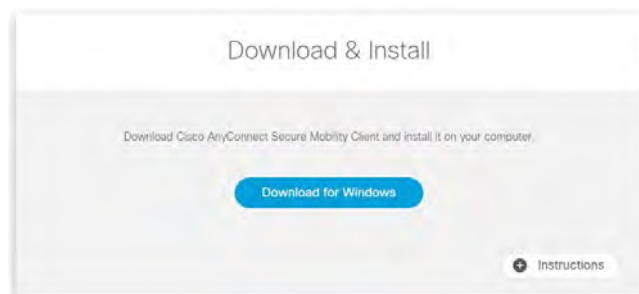
3.

When the window with terms and conditions appears, select **Continue** to accept the VPN conditions.

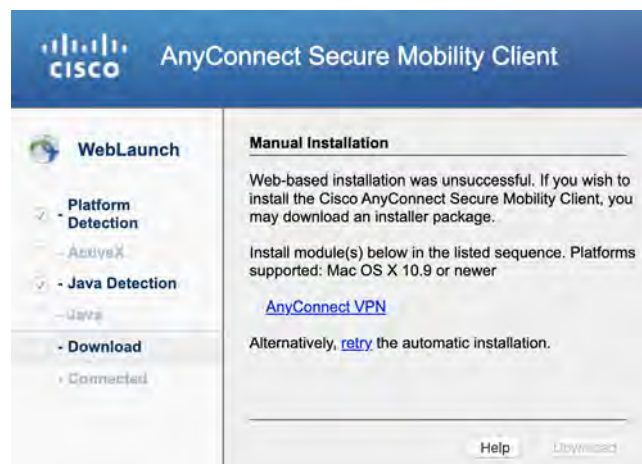


4.

On Windows computers, the **Download & Install** page will appear. Select the **Download for Windows** button.

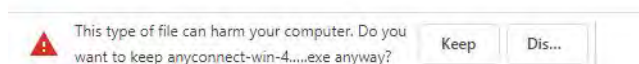


On MAC OS computers - Select **AnyConnect VPN** and it will install. You can skip the remaining steps in this section.



5.

Your browser may prompt you that the file you are downloading may be harmful to your computer. If this happens, select **Keep** to continue.

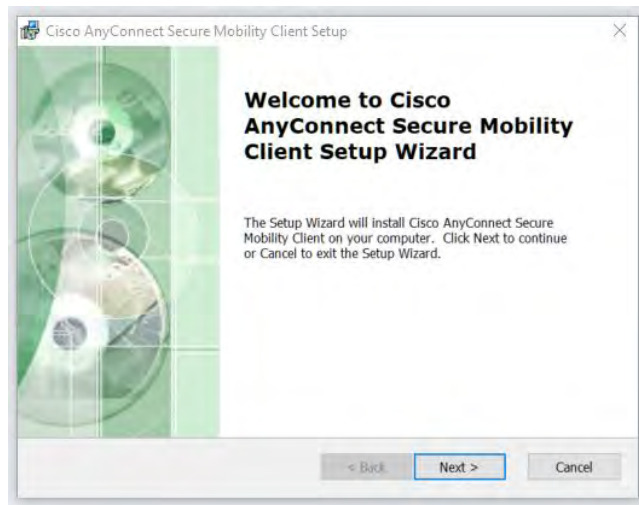


Once the file has downloaded, run the installation file.



6.

Follow the instructions in the Setup Wizard.



7.

Once the installation is complete, you will find the application **Cisco AnyConnect Secure Mobility Client** in your applications menu.

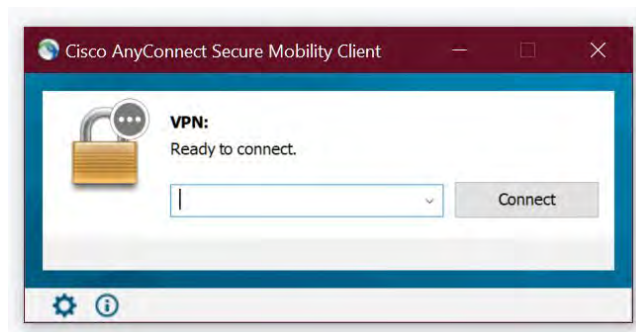


CONNECT TO THE MONASH VPN SERVICE

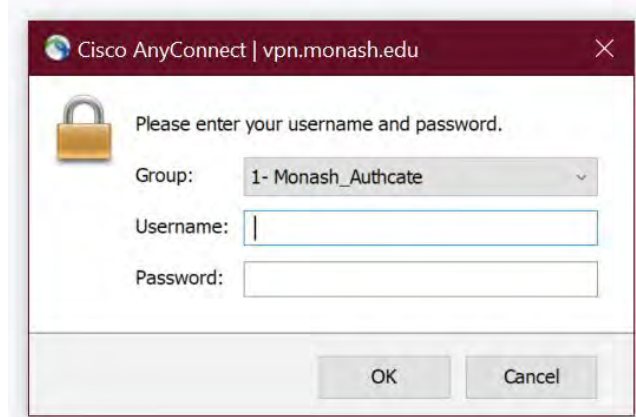
1. Find and launch the **Cisco AnyConnect Secure Mobility Client** application.



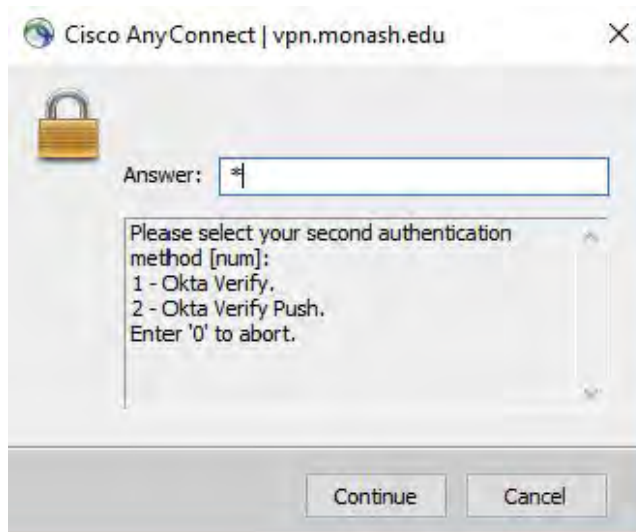
2. When the application starts, type "**vpn.monash.edu**" into the textbox, then select the **Connect** button.
Next time you launch the application, the textbox will be pre-populated with the address above.

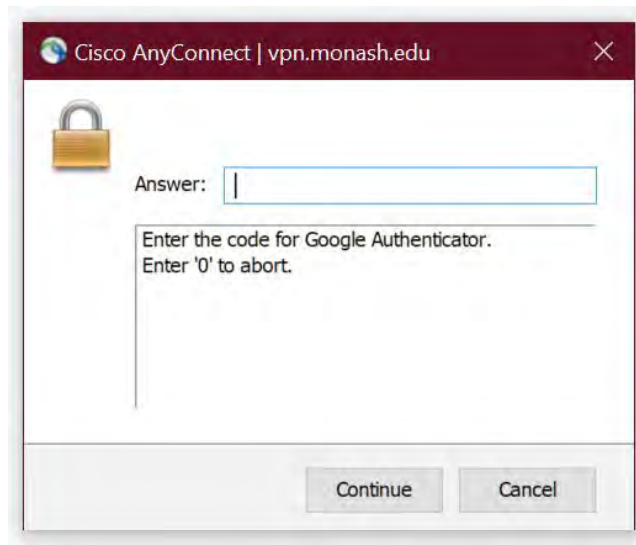


3. Sign in using your Monash username and password. Use your username, not your email.
Select **OK** to continue.



4. You will now have to authenticate your login. If you're using Okta Verify, type "**2**" and select **Continue**. Then approve the sign in on your mobile phone.
If you're using Google Authenticator, enter your authentication passcode, then select **Continue** to continue.



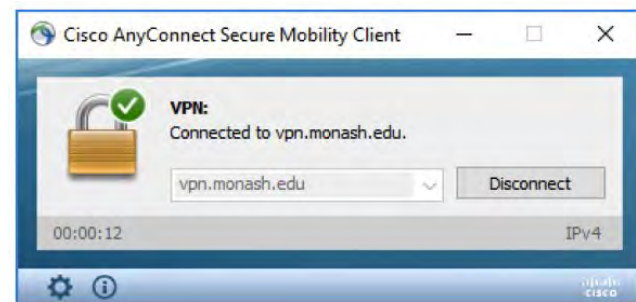


5. When the window with terms and conditions appears, select **Accept** to accept the VPN conditions.



6. When you have successfully connected, you will see a message that says "**Connected to vpn.monash.edu.**" in the application popup.

When you have finished using the Monash VPN, select the **Disconnect** button.



FURTHER RESOURCES

For more information on how to use this system, visit:
<https://www.monash.edu/esolutions/network/vpn>

MOODLE

Moodle is Monash's online learning management system. It contains all your curriculum details, activities and quizzes. This section will give you information on how to access the system. For information on using the system, visit the URL at the end of this section.

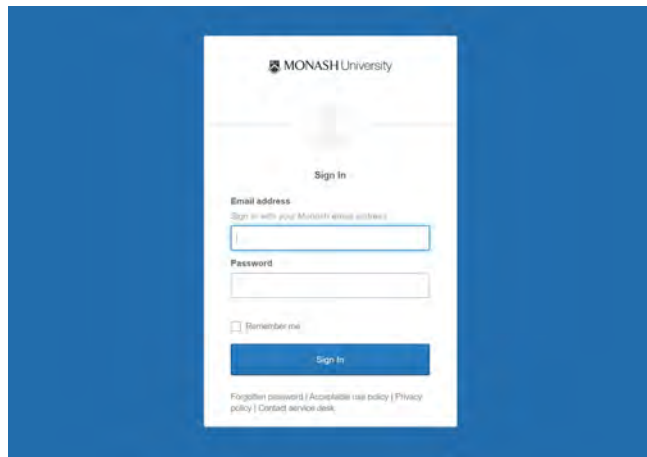
SIGN INTO MOODLE

Go the URL:

<https://lms.monash.edu>

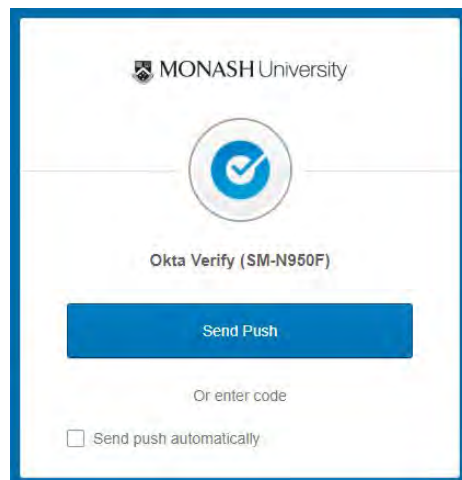
1. Sign in using your Monash email address and password.

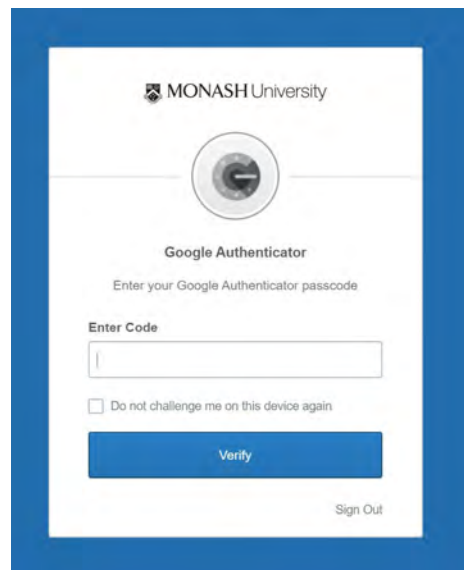
Select **Sign In** to continue.



2. You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

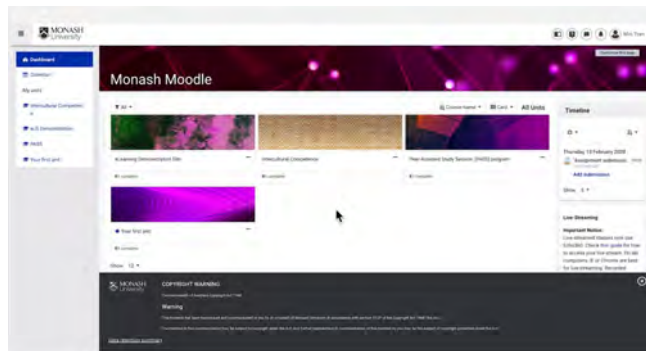
If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.





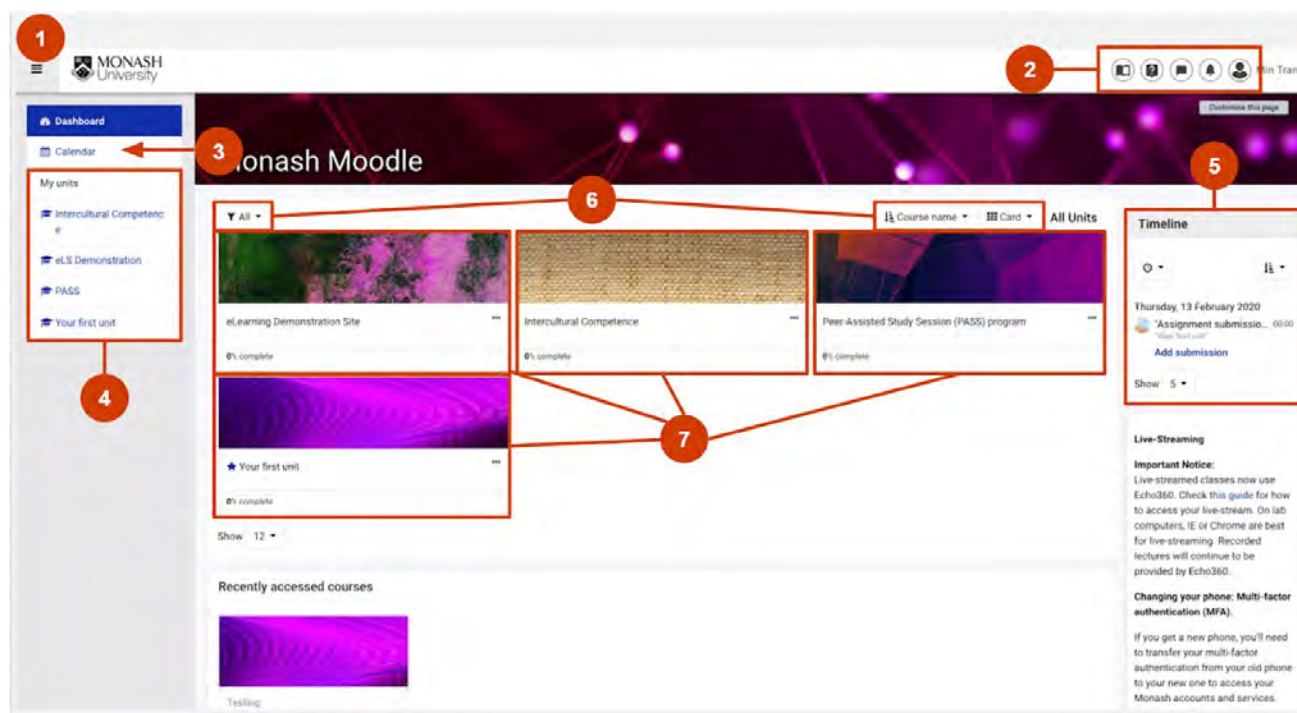
You will now be taken to the Moodle homepage.

3. The copyright message appears at the bottom of the page. Select the **X** button to close it.



INTERFACE OVERVIEW

The guide below will help you navigate through the Moodle interface.



1.	Navigation drawer	Toggles the left hand-side menu.
2.	Toolbar	Buttons that link to unit guides, help, messages, notifications and your profile.
3.	Calendar	This takes you to your calendar.
4.	My units	List of your enrolled units.
5.	Timeline	Shows upcoming assessment tasks.
6.	View/Sort	Options for viewing and sorting your course units.
7.	Classes	Your enrolled units.

FURTHER RESOURCES

For more information on how to use this system, visit: <https://guides.lib.monash.edu/moodle>

ALLOCATE+

Allocate+ is the tool for creating and managing your own personal timetable. This section gives you information on how to access the system. For information on using the system, visit the URL at the end of this section.

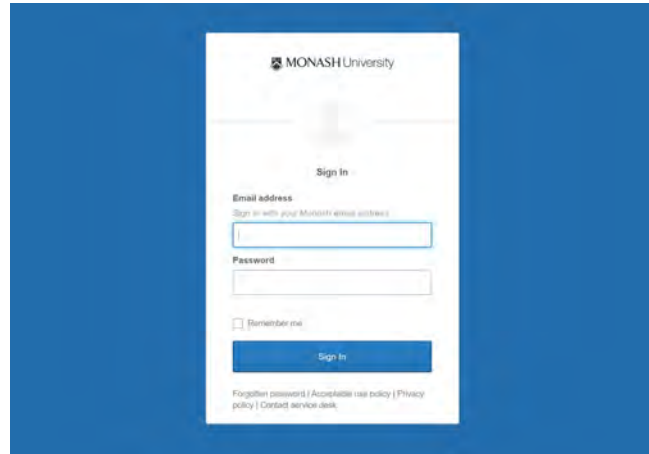
SIGN INTO ALLOCATE+

Go the URL:

<https://my-timetable.monash.edu/ven/student>

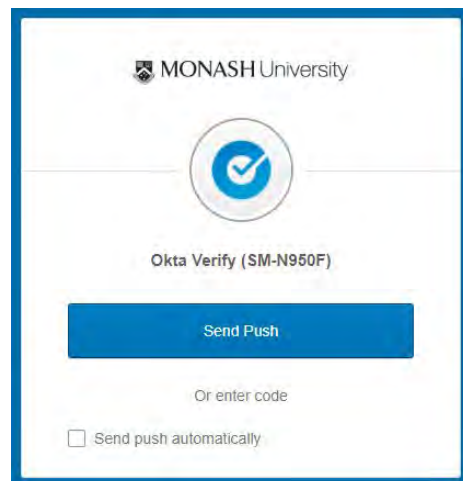
1. Sign in using your Monash email address and password.

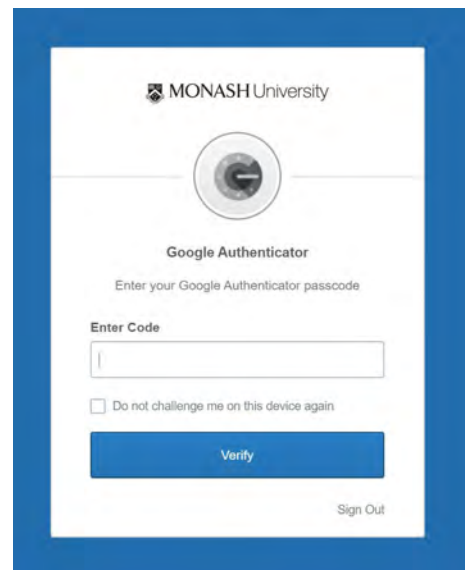
Select **Sign In** to continue.

A screenshot of the Monash University 'Sign In' page. The page has a blue header with the Monash University logo. Below the header, there is a 'Sign In' section with a 'Email address' field (with a hint 'Sign in with your Monash email address') and a 'Password' field. There is a 'Remember me' checkbox and a 'Sign In' button. At the bottom, there are links for 'Forgotten password', 'Acceptable use policy', 'Privacy policy', and 'Contact service desk'.

2. You now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

If you're using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.

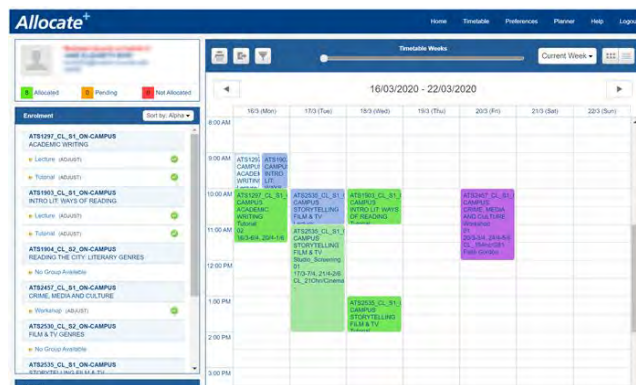
A screenshot of the Monash University 'Okta Verify' page. The page has a blue header with the Monash University logo. Below the header, there is a large blue circle with a white checkmark. Below this, it says 'Okta Verify (SM-N950F)'. There is a 'Send Push' button. Below the button, it says 'Or enter code'. At the bottom, there is a 'Send push automatically' checkbox.



3. On the menu at the top of your screen, select **Timetable**.

Home Timetable Preferences Planner Help Logout

4. You will now be taken to your Allocate+ timetable.



FURTHER RESOURCES

For more information on how to use this system, visit:
<https://www.monash.edu/timetables/allocate/how-to-use>

LIBRARY SEARCH

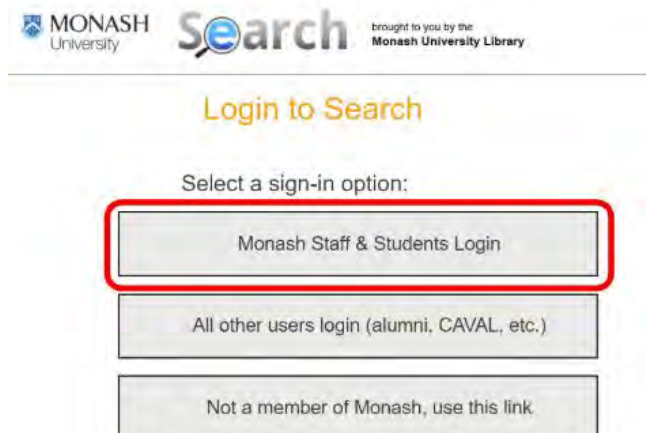
The Library search allows you to search for resources across all of Monash University's physical and digital libraries. While you can access the search publicly, it's recommended you sign in first to make sure you can easily access the resources once you have found them. Being signed in also means your searches will be stored in your search history, so you can easily refer back to previous searches. For information on using the system, visit the URLs at the end of this section.

SIGN INTO THE LIBRARY SEARCH

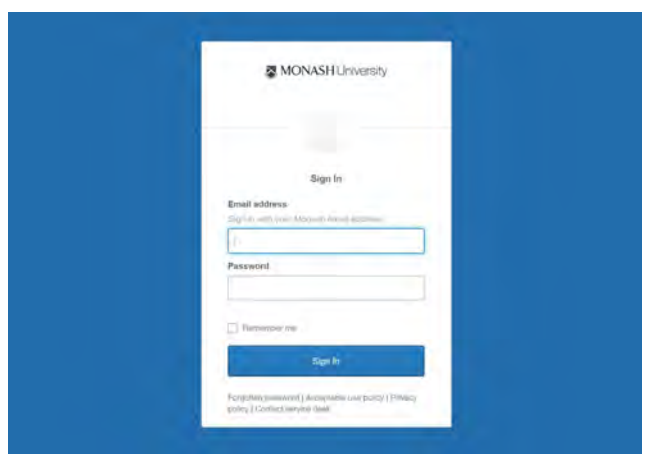
1. Go to the URL:
<https://www.monash.edu/library>
Then select **Sign in**.



2. Select **Monash Staff & Students Login**.



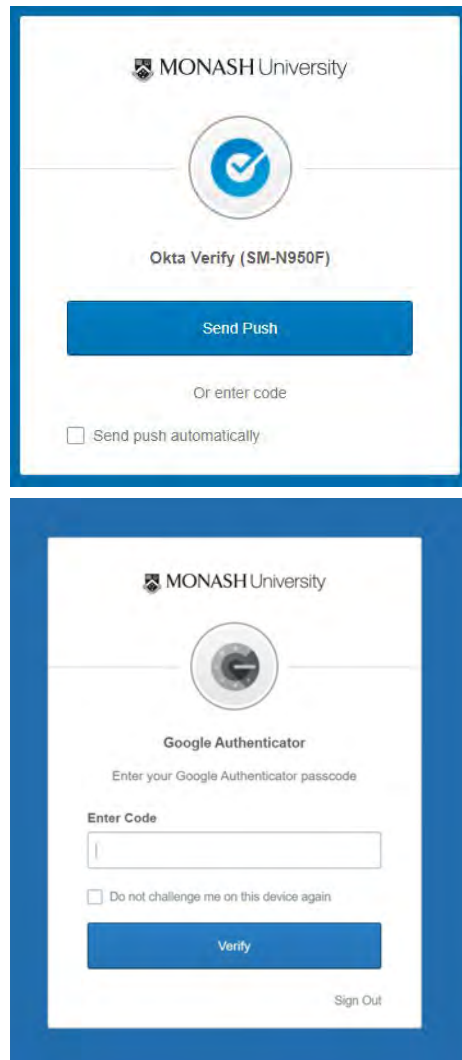
3. Sign in using your Monash email address and password.
Select **Sign In** to continue.



4.

You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.



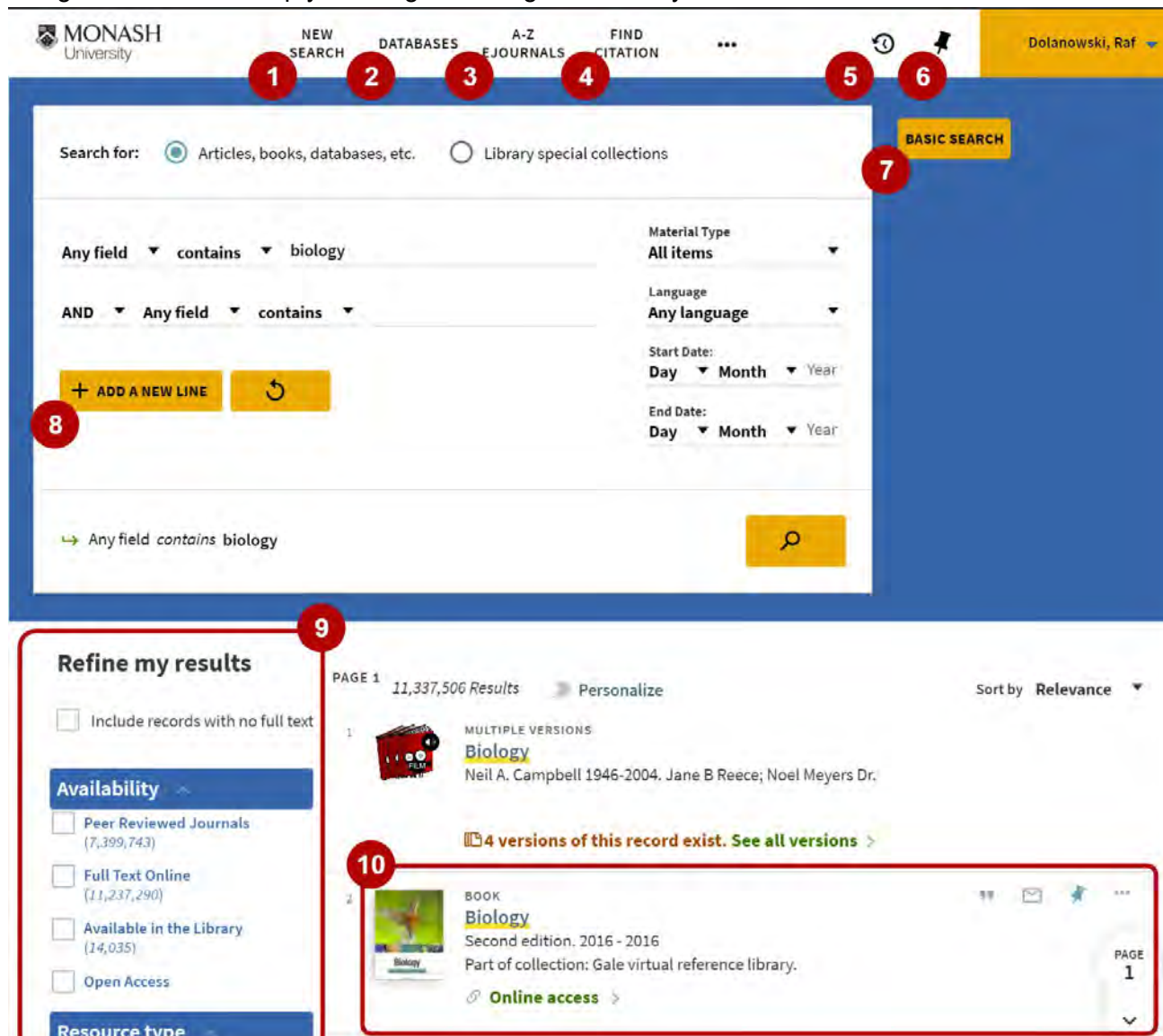
5.

You will now be presented with the **My Account** page. Click the **Go Back to Search** link to begin searching.



DASHBOARD INTERFACE OVERVIEW

The guide below will help you navigate through the Library Portal interface.



- | | | |
|----|-----------------------|---|
| 1. | New search | This will display the basic search page. |
| 2. | Databases | Select this button to browse available databases. |
| 3. | A-Z eJournals | Select this button to browse available eJournals. |
| 4. | Find Citation | This will take you to the citation search page. |
| 5. | History | This will display your search history. |
| 6. | Favorites | This will display a list of your favorites. |
| 7. | Basic search | This will display the basic search page. |
| 8. | Add a new line | Add another criteria to your search. |



9.	Refine my results	Narrows down your search to specific types such as resources available online.
10.	Brief record	An overview of the item. Links at the bottom of each record provide further access options such as online access and download.

FURTHER RESOURCES

For more information on how to use this system, visit:

<https://guides.lib.monash.edu/search/basic-search>

<https://guides.lib.monash.edu/search/advanced-search>

<https://guides.lib.monash.edu/search/finding-specific-resources>

MoVE

MoVE (Monash Virtual Environment) is the way for students to access the specialised software and applications they need. This section will give you information on how to access the system. If you are accessing MoVE from a public computer, it's recommended that you use MoVE Light as it does not require an app installation and can be accessed via your web browser. For information on using the system, visit the URLs at the end of this section.

SIGN INTO MoVE ON YOUR COMPUTER

From China:

If you're accessing MoVE from mainland China, you will need to connect to Monash first by using the [Monash International VPN](#).

Once an International VPN connection has been established go to this URL:

1. <https://move-apac.monash.edu>

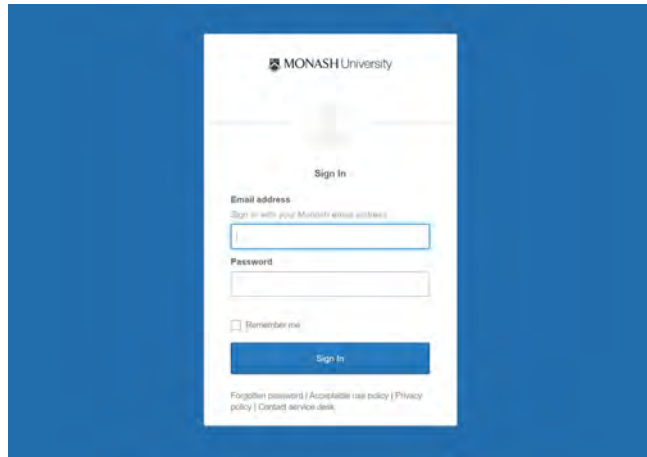
From all other regions:

Go to this URL:

<https://move.monash.edu>

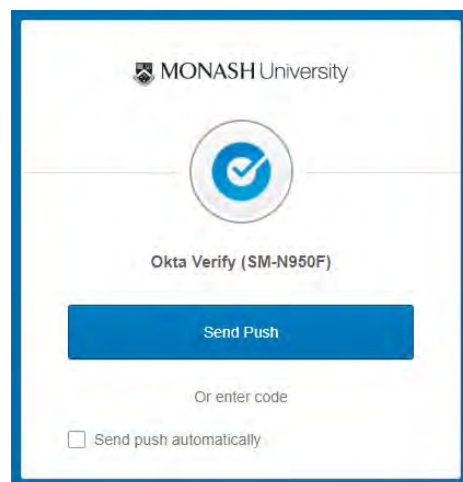
Sign in using your Monash email address and password.

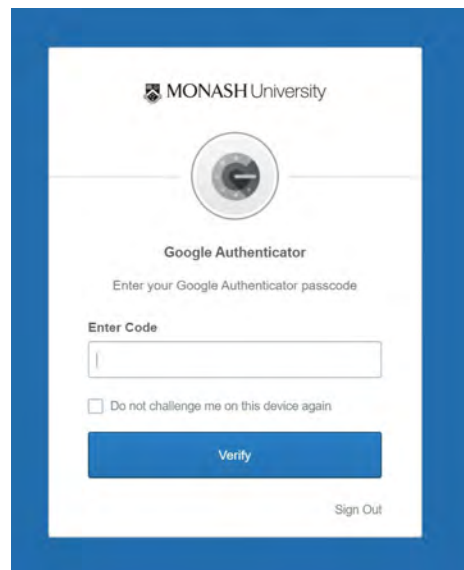
Select **Sign In** to continue.



You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

2. If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.



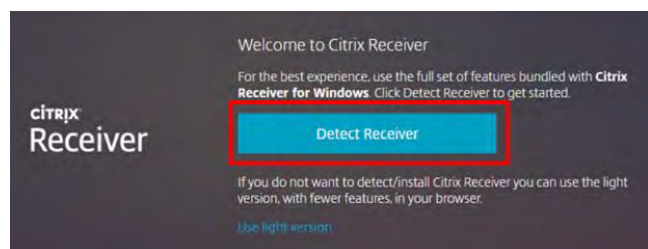


Once you have logged on to the MoVE website, you will see the Welcome screen.

3.

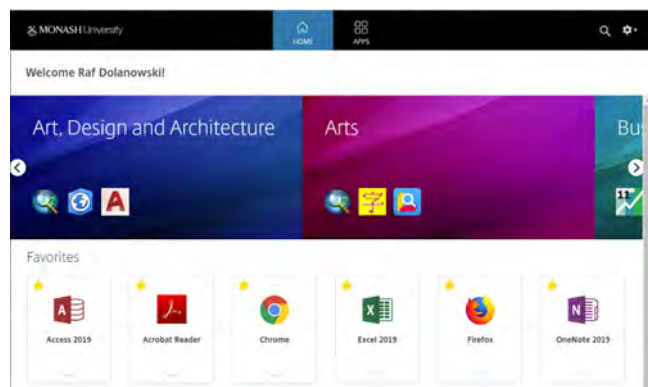
Click **Detect Receiver**. The detection will take a few seconds to complete – don't click the button again.

If the Receiver is not detected after a few seconds, select the **I agree with the Citrix license agreement** tick box and proceed to **Download** and install the Receiver manually.



4.

Once the Receiver has been detected successfully, the MoVE home page will launch providing access to applications. Click on an application icon to launch the application.



SIGN INTO MoVE LIGHT ON A PUBLIC COMPUTER

From China:

If you're accessing MoVE from mainland China, you will need to connect to Monash first by using the [Monash International VPN](#).

Once an International VPN connection has been established go to this URL:

1. <https://move-apac.monash.edu>

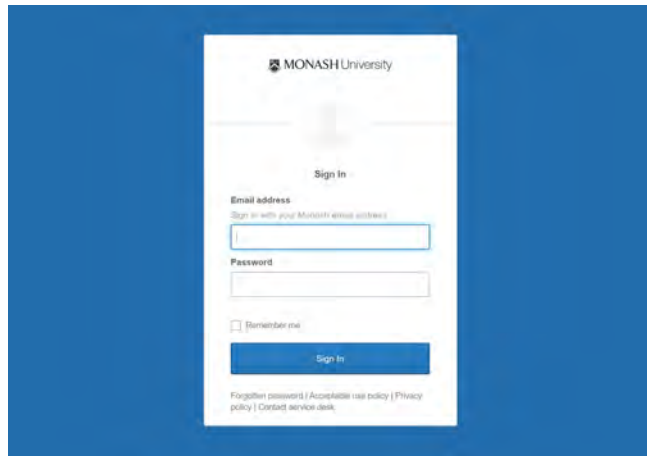
From all other regions:

Go to this URL:

<https://move.monash.edu>

Sign in using your Monash email address and password.

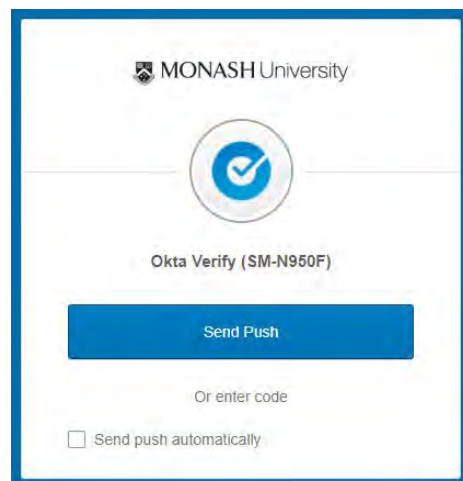
Select **Sign In** to continue.

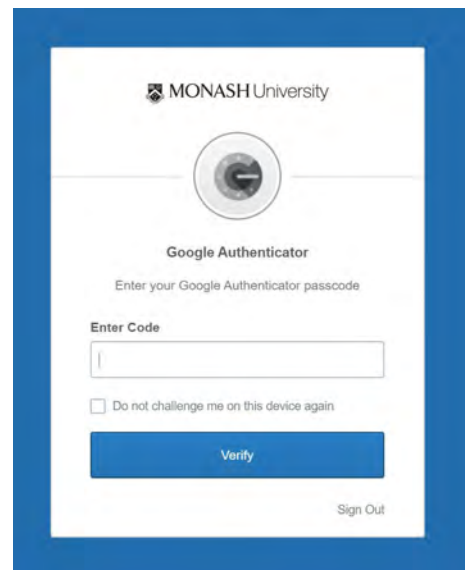


- 2.

You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

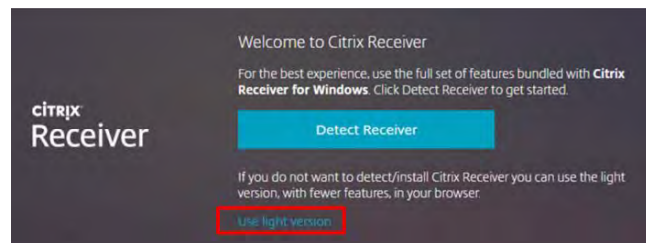
If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.



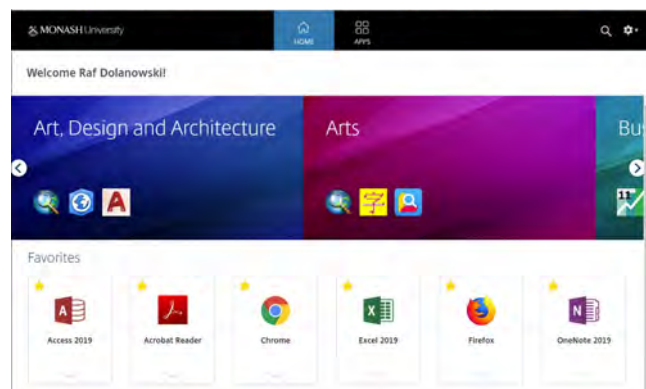


3. Once you have logged on to the MoVE website, you will see the Welcome screen.

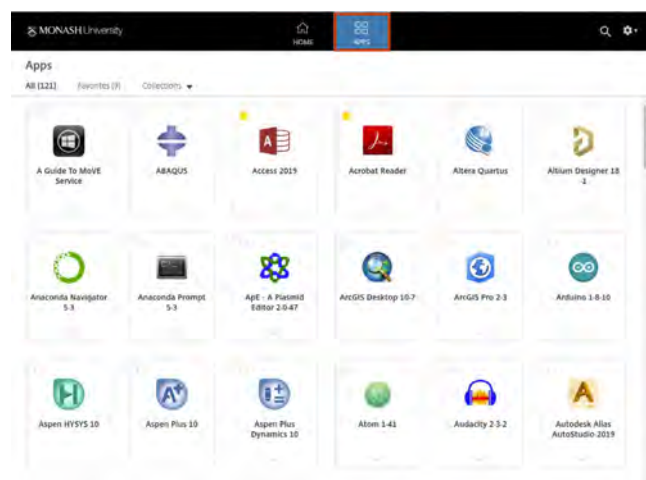
Select **Use light version**.



4. The MoVE homepage will now display with a shortlist of applications that you have access to. Double-click the applications to launch them.



5. For a complete list of available apps, select the **Apps** button on the menu at the top.





FURTHER RESOURCES

For more information on how to use this system, visit:

<https://www.monash.edu/learning-teaching/innovation/user-guides/move-user-guide>

https://www.monash.edu/__data/assets/pdf_file/0003/1480665/MoVE-student-and-staff-access-guide-2019.pdf

ZOOM

You can use Zoom to attend video and audio meetings that have been scheduled by your lecturer or tutor, as well as individual virtual calls. You can use Zoom as an application on your computer or as an app on a mobile device. We recommend that you install Zoom on your computer. For information on using the system, visit the URL at the end of this section.

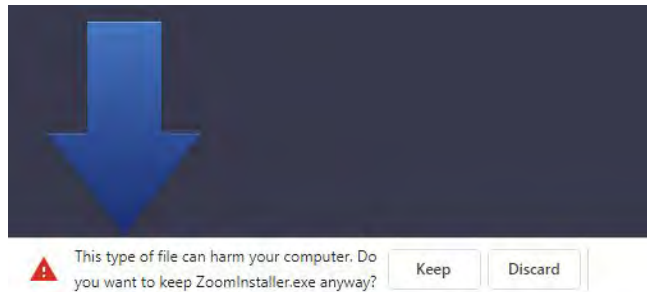
INSTALL ZOOM ON YOUR LAPTOP OR DESKTOP

1. Go to the URL:
<https://zoom.us/support/download>
The download will automatically start.



2. Your browser may prompt you that the file you are downloading may be harmful to your computer. If this happens, select **Keep** to continue.

Once the file has downloaded, select it to launch the installer.



3. Once the application has been installed, the sign-in window will appear.



4. You can also launch the application from your applications list. You will find it in the **Zoom** folder.

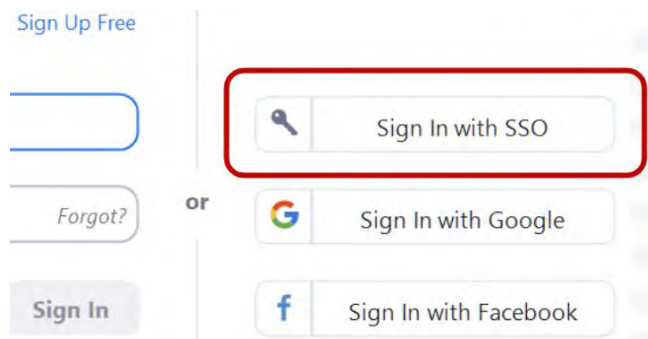


SIGN INTO ZOOM

1. Launch the application and select **Sign In**.

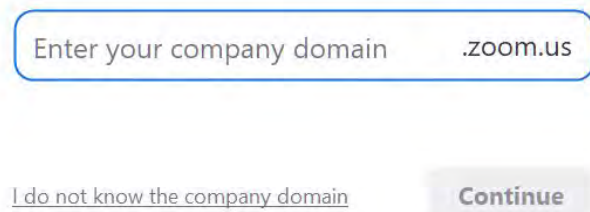


2. Select **Sign in with SSO**.

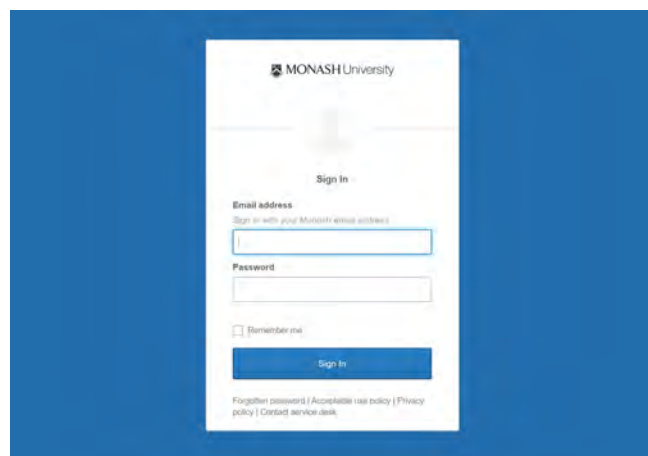


3. Type "**monash.zoom.us**" and select **Continue**.

Sign In with SSO



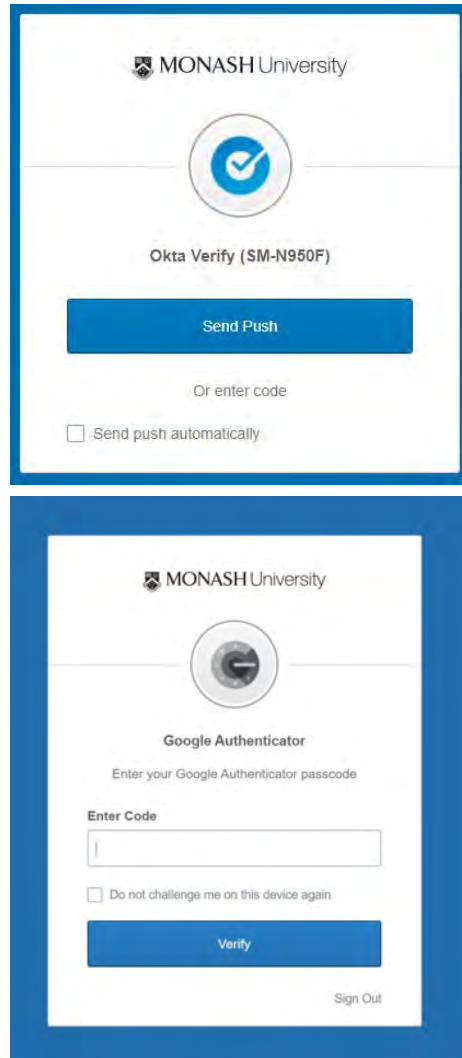
4. Sign in using your Monash email address and password.
Select **Sign In** to continue.



5.

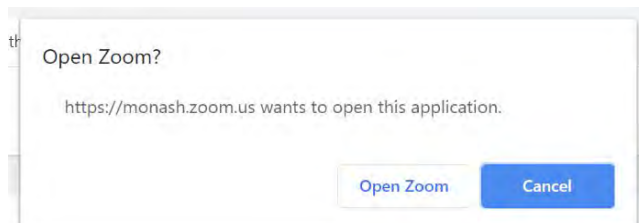
You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.

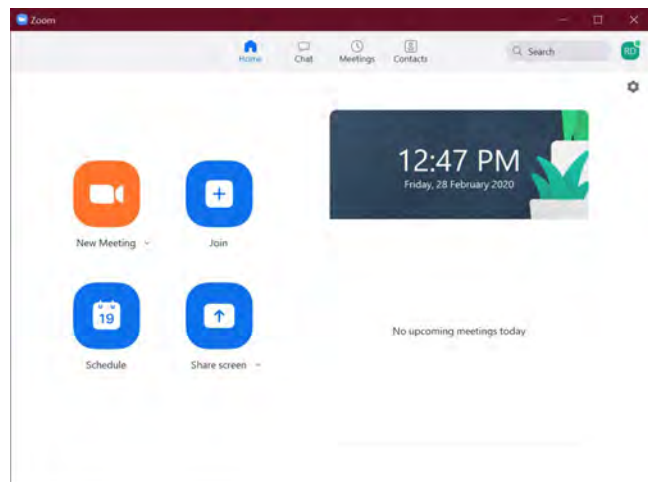


6.

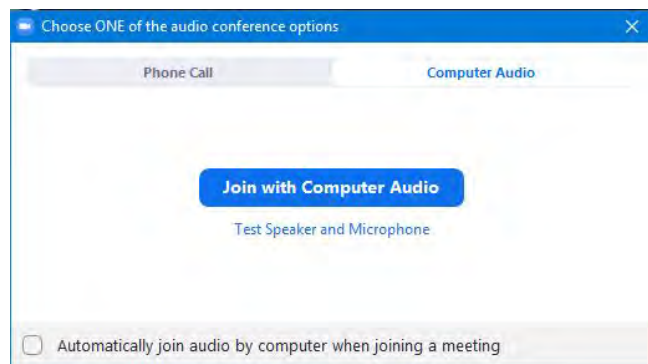
Your internet browser will open and the **Open Zoom?** Prompt will appear. Select **Open Zoom**.



7. The Zoom application will launch and you will be signed in.

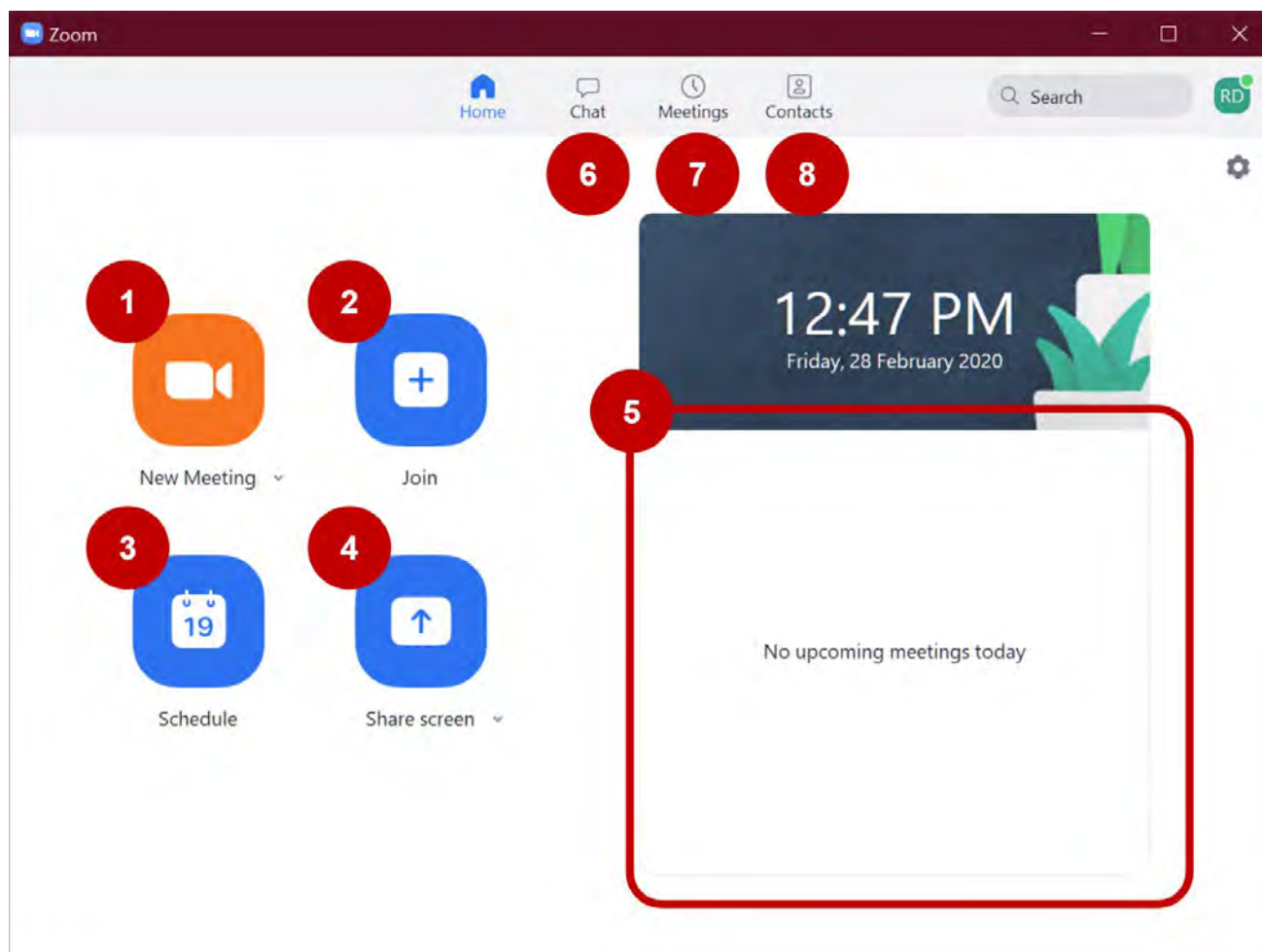


8. When joining a meeting, make sure you select **Join with Computer Audio**.



DASHBOARD INTERFACE GUIDE

The guide below will help you navigate through the Zoom interface.



1.	New Meeting	This will start a new meeting now.
2.	Join	This will allow you to join a meeting by manually entering the meeting ID.
3.	Schedule	This is where you can schedule a meeting in the future and invite people to attend.
4.	Share screen	This will allow you to share your screen with a meeting.
5.	Schedule	Here you will see a list of all of your upcoming meetings.
6.	Chat	This will allow you to start an instant chat with a contact.
7.	Meetings	Here you will see a list of all of your upcoming meetings.
8.	Contacts	This is where you can find a contact to meet with.

FURTHER RESOURCES

For more information on how to use this system, visit:

<https://guides.lib.monash.edu/learning-tools/zoom>

FLUX

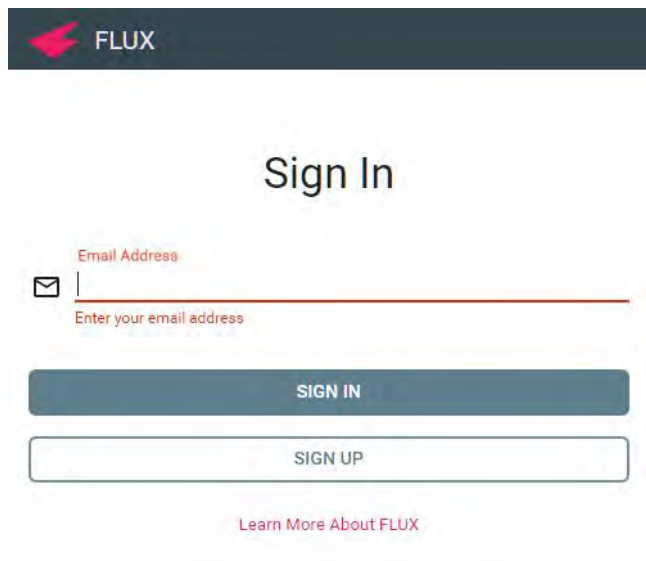
Your lecturer or tutor may use FLUX during lessons to gather student responses to specific questions. You do not need to create an account for FLUX, but you will need to sign in using Okta Verify or Google Authenticator. This section will give you information on how to access FLUX. For information on using the system, visit the URL at the end of this section.

SIGN IN AND JOIN POLL

1.

Go to the URL: <https://flux.qa/> on your phone, tablet or laptop.

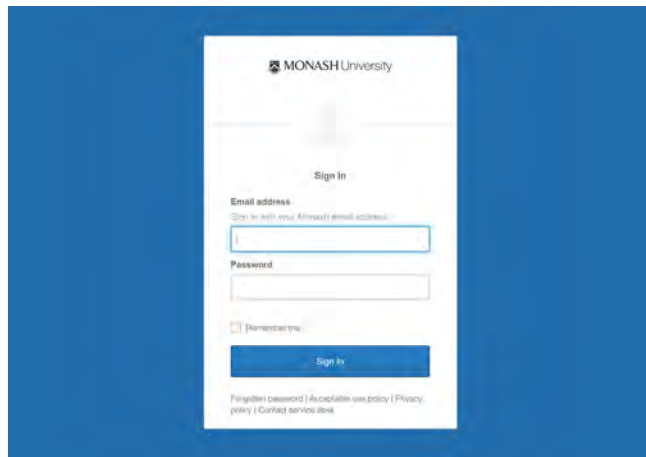
Type your Monash student email address and select **SIGN IN**.

The image shows the FLUX Sign In interface. At the top, there is a dark blue header with a red arrow icon and the word "FLUX". Below the header, the title "Sign In" is centered. Underneath, there is a red "Email Address" label above a text input field. To the left of the input field is an envelope icon. Below the input field, the text "Enter your email address" is displayed. There are two buttons: a dark blue "SIGN IN" button and a white "SIGN UP" button with a blue border. At the bottom, there is a link that says "Learn More About FLUX".

2.

Sign in using your Monash email address and password.

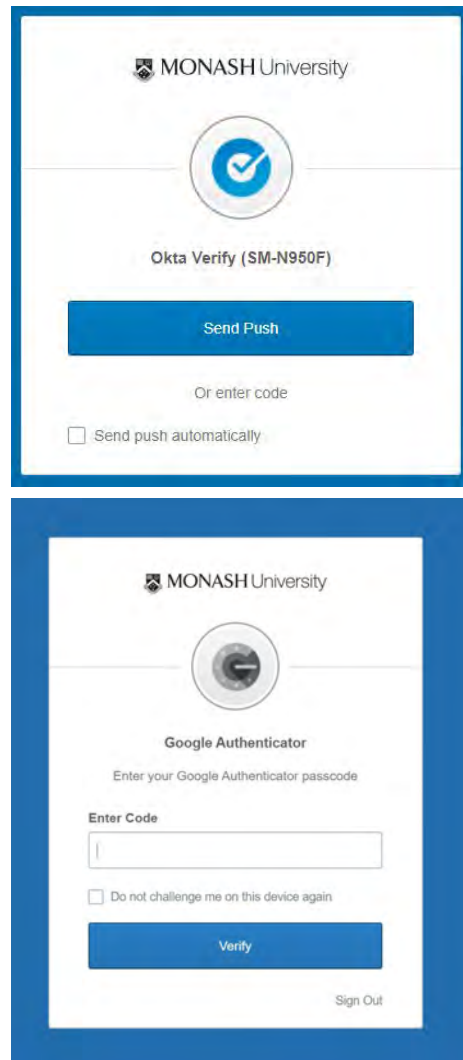
Select **Sign In** to continue.

The image shows the Monash University Sign In interface. At the top, there is a blue header with the Monash University logo and name. Below the header, the title "Sign In" is centered. Underneath, there is a red "Email address" label above a text input field. To the left of the input field is an envelope icon. Below the input field, the text "Sign in with your Monash email address" is displayed. There is a "Password" label above a text input field. Below the password field, there is a checkbox labeled "Remember me". There is a blue "Sign In" button. At the bottom, there are links for "Forgotten password", "Acceptable use policy", "Privacy policy", and "Contact service desk".

3.

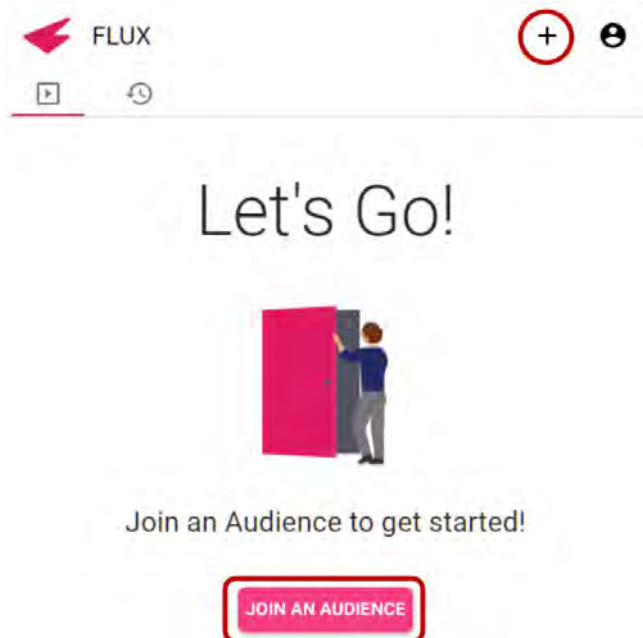
You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.



4.

Now select either the (+) icon at the top right of the page, or the **JOIN AN AUDIENCE** button.





5. Type the audience code your lecturer or tutor has provided you, then select **JOIN**.

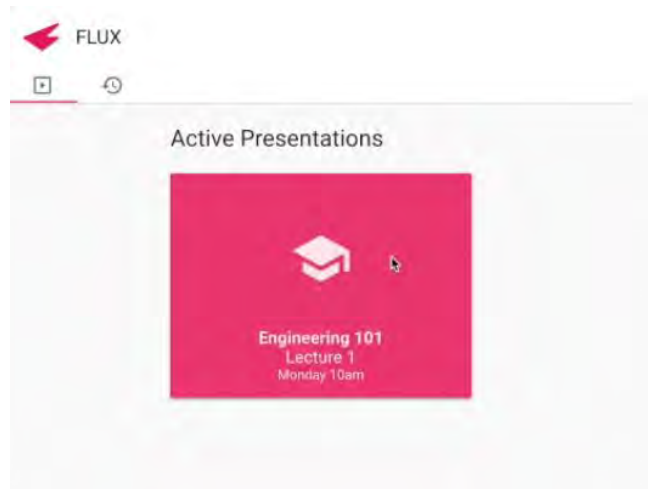
Join an Audience

Audience Code

Type your audience code above

CANCEL JOIN

6. Once a presentation with a poll is active, select it to join.



FURTHER RESOURCES

For more information on how to use this system, you may visit the following URL:
<https://www.monash.edu/learning-teaching/innovation/educational-technologies/flux>

POLL EVERYWHERE

Your lecturer or tutor may use Poll Everywhere during lessons to gather students responses to specific questions. Some polls require you to sign in before participating. To sign in and join a poll, you need to first create an account.

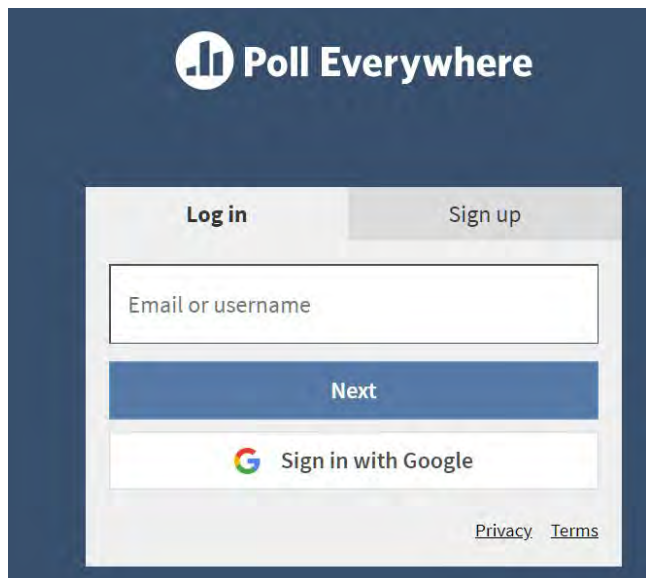
This section will give you information on how to access the system. For information on using the system, visit the URLs at the end of this section.

CREATE AN ACCOUNT

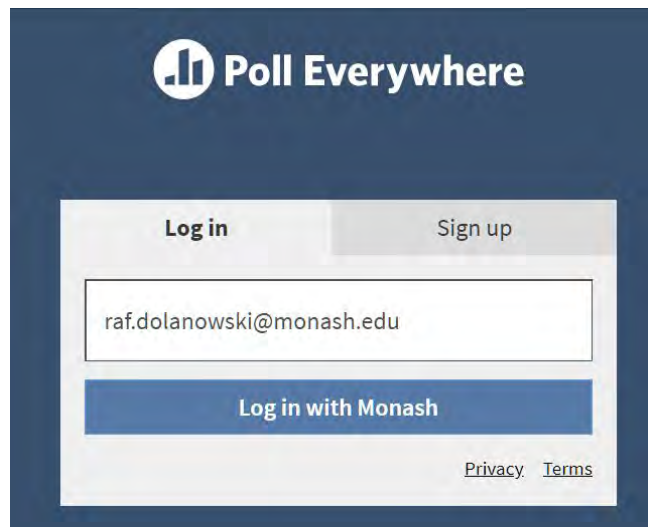
1. Go to the URL: <http://pollev.com> on your phone, tablet or laptop.
To create an account, select the **Log in** button in the top left corner.



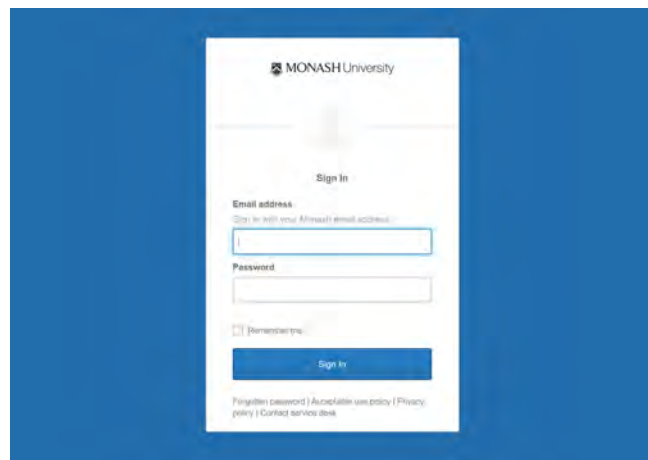
2. Type your Monash student email address and select **Next**.



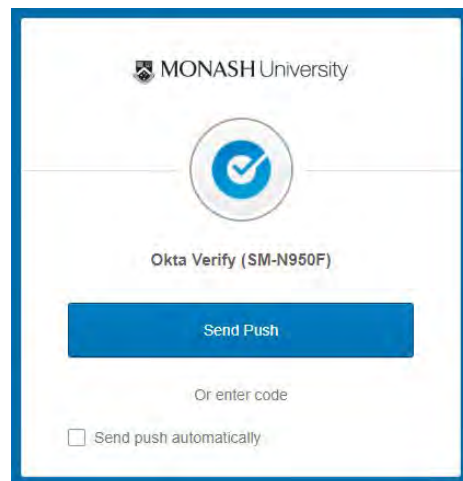
3. Select **Log in with Monash**.

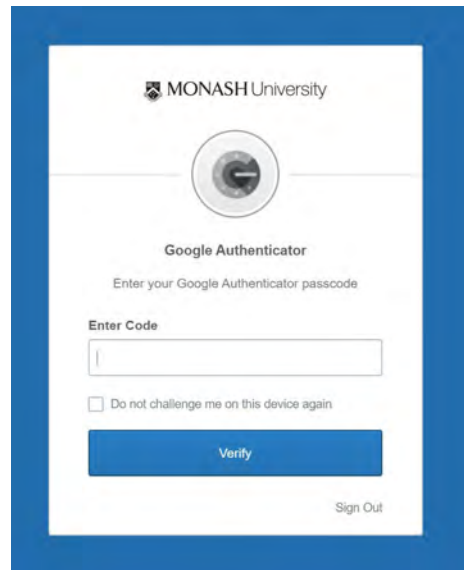


4. Sign in using your Monash email address and password.
Select **Sign In** to continue.



5. You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.
If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.





6.

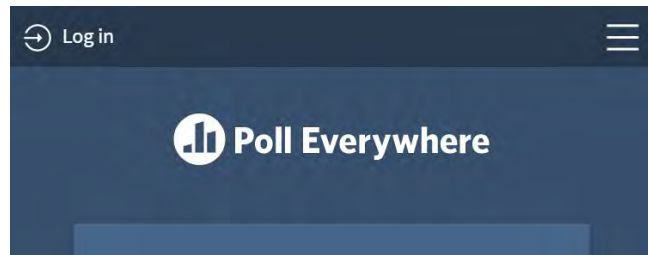
When prompted, select the checkbox to accept the Poll Everywhere terms and conditions, then select **Sign up for my Poll Everywhere account**.

☐ I have read and agree with the Poll Everywhere [Terms and Conditions](#). Poll Everywhere collects and processes data as described in the [Privacy Policy](#). (required)

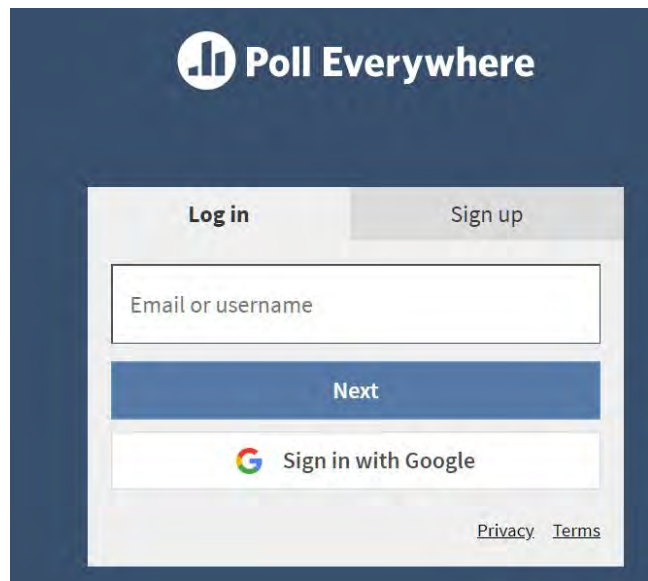
Sign up for my Poll Everywhere account

SIGN IN AND JOIN POLL

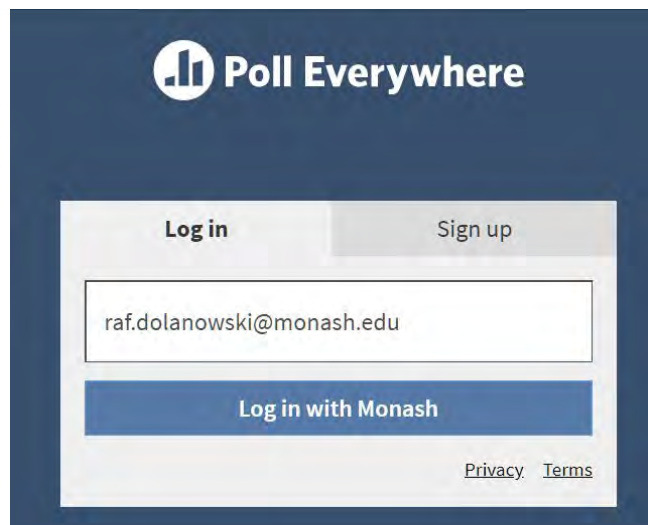
1. Go to the URL: <http://pollev.com> on your phone, tablet or laptop.



2. Type your Monash student email address and select **Next**.



3. Select **Log in with Monash**.

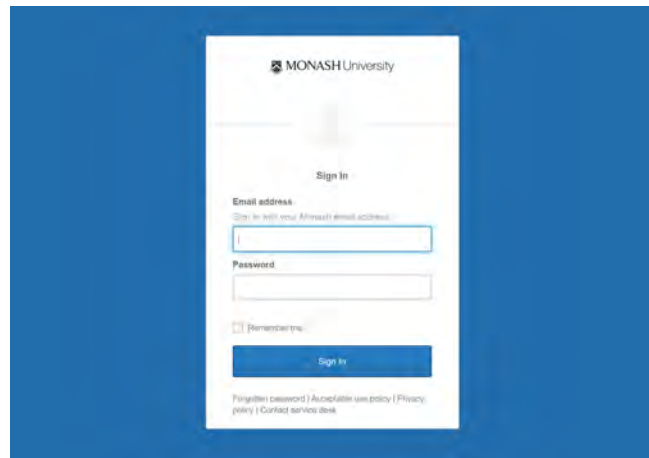




4.

Sign in using your Monash email address and password.

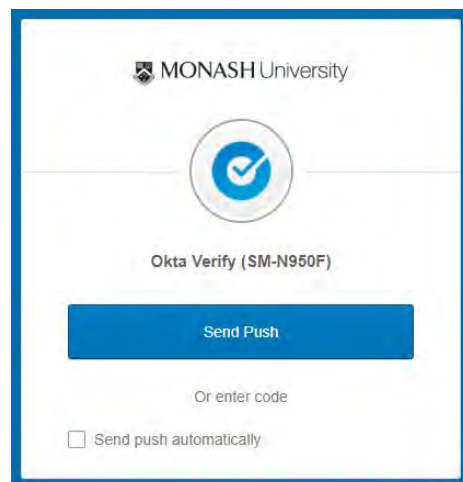
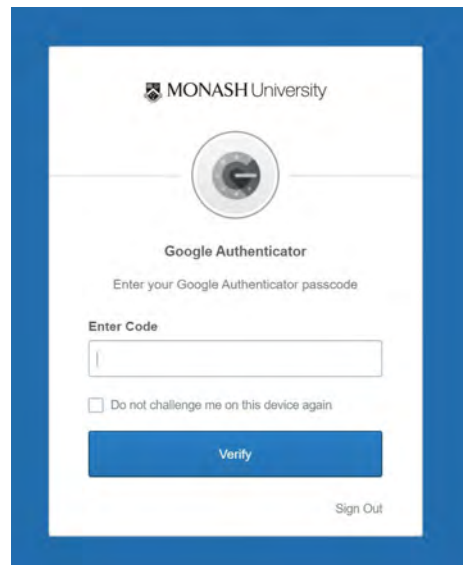
Select **Sign In** to continue.

The image shows the Monash University Sign In page. At the top is the Monash University logo. Below it is a 'Sign In' heading. There are two input fields: 'Email address' with a hint 'Sign in with your Monash email address' and 'Password'. Below the password field is a checkbox for 'Remember me'. A blue 'Sign In' button is at the bottom. At the very bottom, there are links for 'Forgot password', 'Acceptable use policy', 'Privacy policy', and 'Contact service desk'.

5.

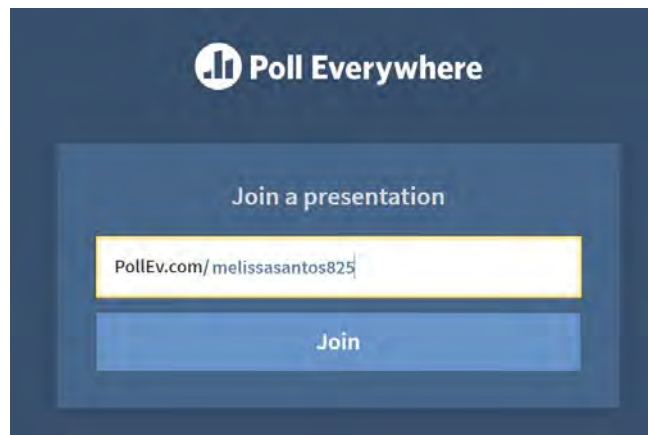
You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.

The image shows the Monash University Okta Verify (SM-N950F) page. At the top is the Monash University logo. Below it is a large blue circular icon with a white checkmark. The text 'Okta Verify (SM-N950F)' is displayed. There is a blue 'Send Push' button. Below it, the text 'Or enter code' is shown. At the bottom, there is a checkbox labeled 'Send push automatically'.The image shows the Monash University Google Authenticator page. At the top is the Monash University logo. Below it is a large blue circular icon with a white 'G'. The text 'Google Authenticator' is displayed. Below it, the text 'Enter your Google Authenticator passcode' is shown. There is an 'Enter Code' input field. Below it, there is a checkbox labeled 'Do not challenge me on this device again'. A blue 'Verify' button is at the bottom. At the very bottom right, there is a 'Sign Out' link.



6. Once you have signed in, join the presentation by typing your lecturer's or tutor's username and click **Join**.



JOIN POLL WITHOUT SIGNING IN

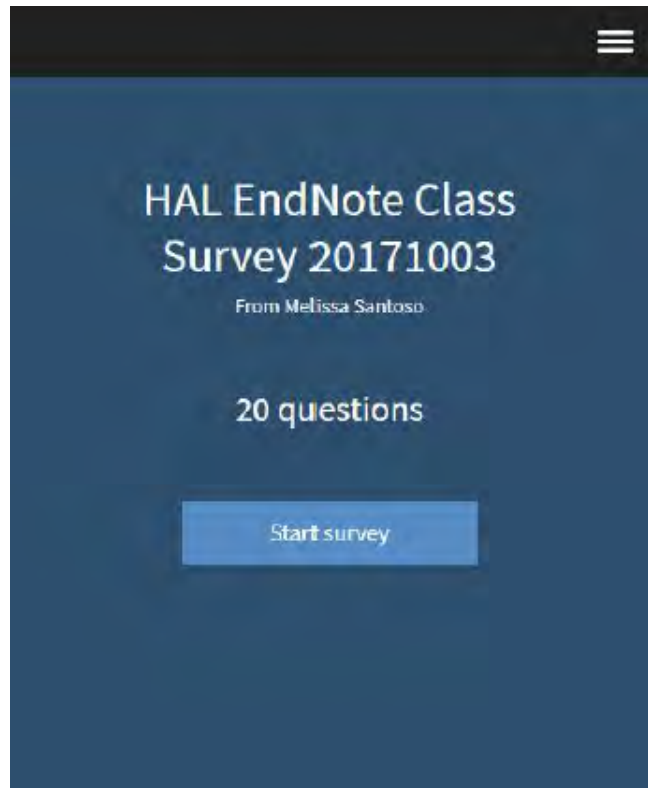
Your lecturer or tutor will share the link to the poll with you. It will look something like this:

<https://PollEv.com/surveys/ExamPLeLink0221/web>

1.

Go to the URL, then select **Start survey**.

You can now answer the poll questions.



FURTHER RESOURCES

For more information on how to use this system, visit:

<https://guides.lib.monash.edu/learning-tools/polling>

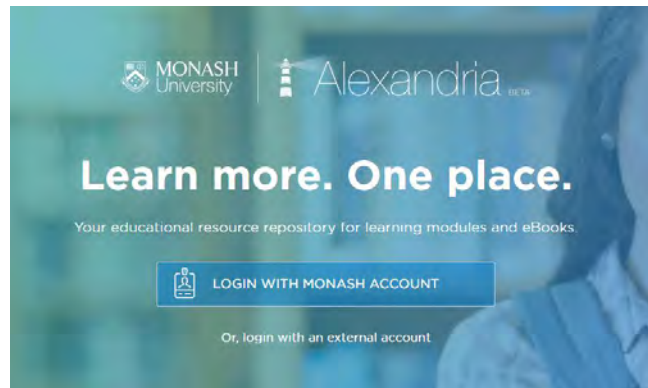
https://guides.lib.monash.edu/ld.php?content_id=47721897

ALEXANDRIA

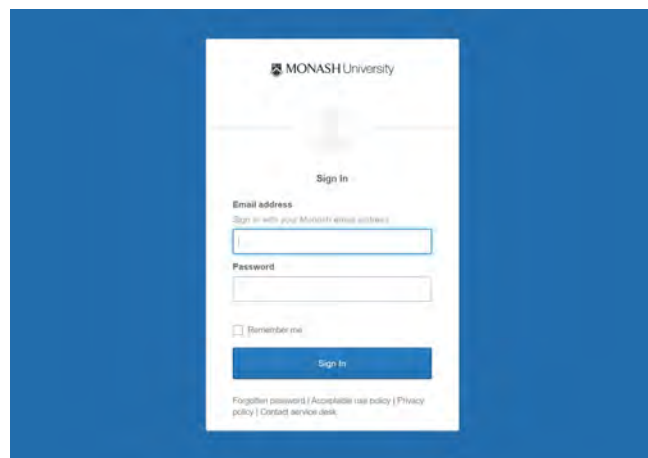
Alexandria contains various learning resources. This section will give you information on how to access the system. For information on using the system, visit the URL at the end of this section.

SIGN INTO ALEXANDRIA

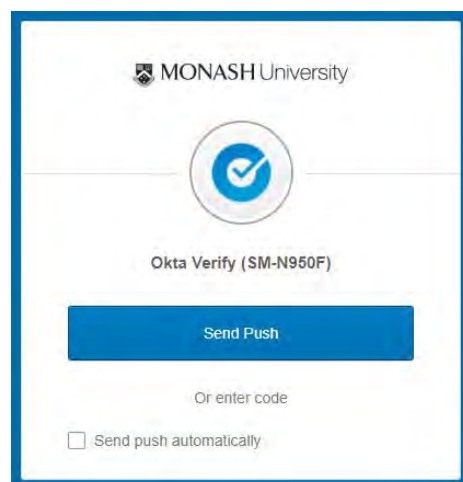
1. Go the URL:
<https://www.alexandriarepository.org/>
Select **Login with Monash Account**.

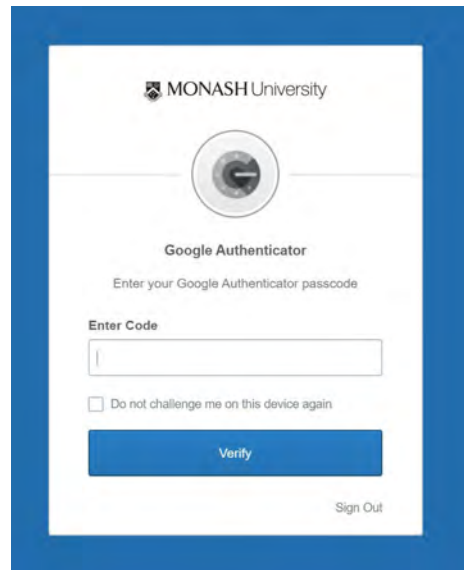


2. Sign in using your Monash email address and password.
Select **Sign In** to continue.

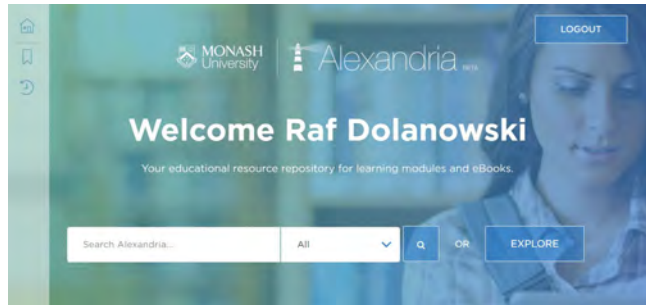


3. You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.
If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.



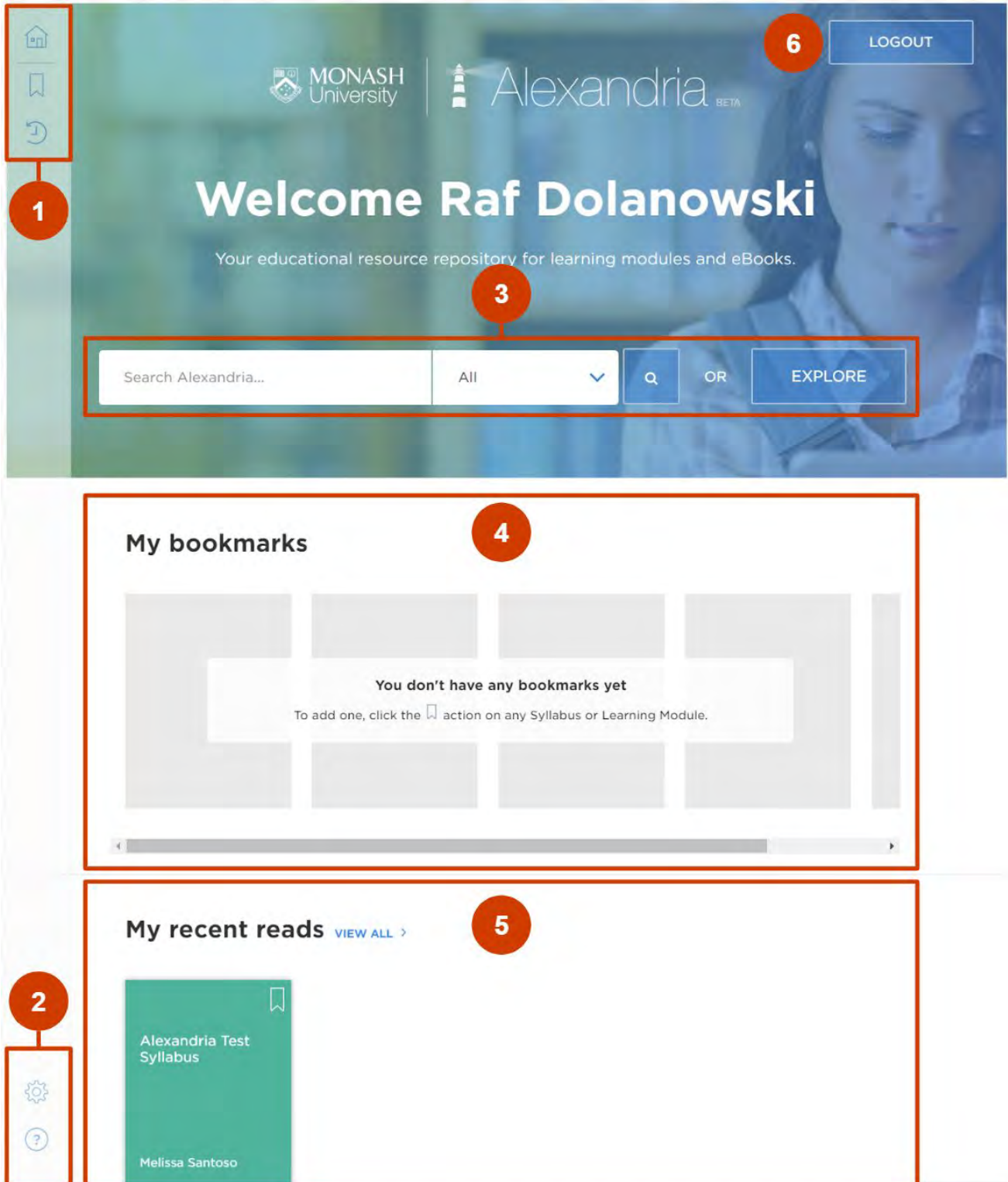


4. You will now be taken to the Alexandria homepage.



DASHBOARD INTERFACE OVERVIEW

The guide below will help you navigate through the Alexandria interface.



The screenshot displays the Alexandria dashboard interface with the following components and callouts:

- Callout 1:** A vertical sidebar on the left containing three icons: a home icon, a bookmark icon, and a refresh icon.
- Callout 2:** A box at the bottom left of the sidebar containing a settings gear icon and a help question mark icon.
- Callout 3:** The main header area featuring the Monash University logo, the 'Alexandria BETA' logo, and a large welcome message: 'Welcome Raf Dolanowski'. Below the name is the text 'Your educational resource repository for learning modules and eBooks.'
- Callout 4:** The 'My bookmarks' section, which displays a message: 'You don't have any bookmarks yet. To add one, click the [bookmark icon] action on any Syllabus or Learning Module.'
- Callout 5:** The 'My recent reads' section, which includes a link to 'VIEW ALL >' and a card for 'Alexandria Test Syllabus' by 'Melissa Santoso'.
- Callout 6:** A 'LOGOUT' button located in the top right corner of the dashboard.

At the bottom of the search bar, there is a dropdown menu currently set to 'All', a search button with a magnifying glass icon, and an 'EXPLORE' button.



1.	Navigation (A)	Buttons that link to the homepage, bookmarks and recent reads. These are accessible even when you are reading resources within the system.
2.	Navigation (B)	Buttons that link to account settings and help guide.
3.	Search	Tools that allow you to search or browse resources in Alexandria.
4.	Bookmarks	List of bookmarks you have saved in your readings.
5.	My recent reads	Shows your most recent activities in Moodle.
6.	Logout	Logs your account out of Alexandria.

FURTHER RESOURCES

For more information on how to use this system, visit:

<https://monash.edu/elab/node/109>

EQUELLA

EQUELLA is used for storing and managing digital documents, images and other forms of multimedia. At Monash University, this system is only used by the Faculty of Medicine, Nursing and Health Sciences. This section will give you information on how to access EQUELLA. For information on using the system, visit the URL at the end of this section.

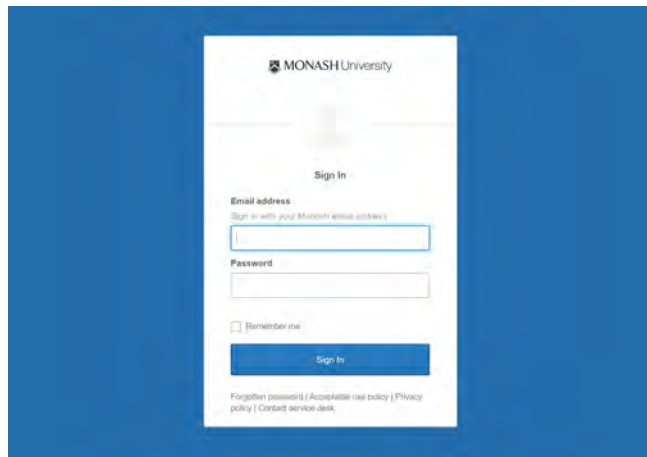
SIGN INTO EQUELLA

Go to the URL:

<https://equella.monash.edu/more/>

1. Sign in using your Monash email address and password.

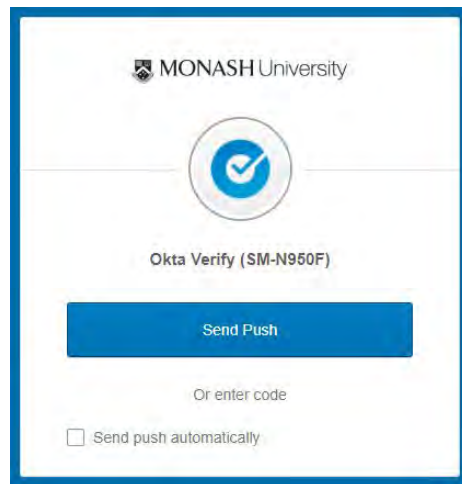
Select **Sign In** to continue.

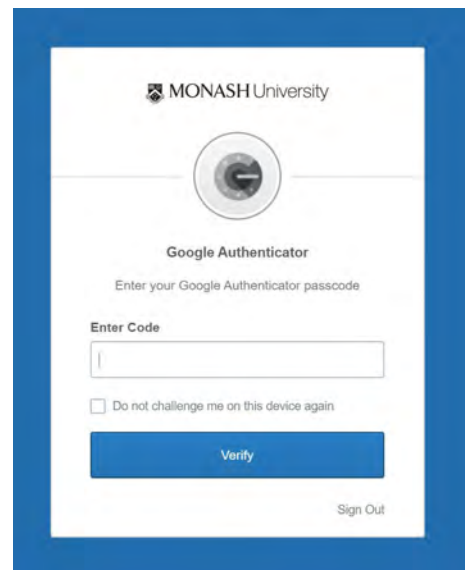
The image shows a web page for signing into Monash University. At the top, there is the Monash University logo and the text "MONASH University". Below this, there is a "Sign In" heading. Under the heading, there are two input fields: "Email address" and "Password". Below the "Email address" field, there is a small text that says "Sign in with your Monash email address". Below the "Password" field, there is a checkbox labeled "Remember me". At the bottom of the form, there is a blue button labeled "Sign In". Below the button, there is a link that says "Forgotten password / Acceptable use policy / Privacy policy / Contact service desk".

- 2.

You will now have to authenticate your login. If you are using Okta Verify, select **Send Push** and then approve the sign in on your mobile phone.

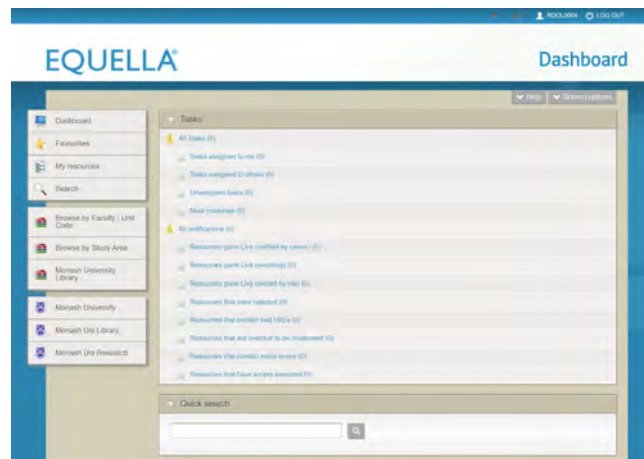
If you are using Google Authenticator, enter your authentication passcode, then select **Verify** to continue.

The image shows a page for Okta Verify authentication. At the top, there is the Monash University logo and the text "MONASH University". Below this, there is a large circular icon with a blue checkmark. Below the icon, there is the text "Okta Verify (SM-N950F)". Below this, there is a blue button labeled "Send Push". Below the button, there is the text "Or enter code". At the bottom, there is a checkbox labeled "Send push automatically".



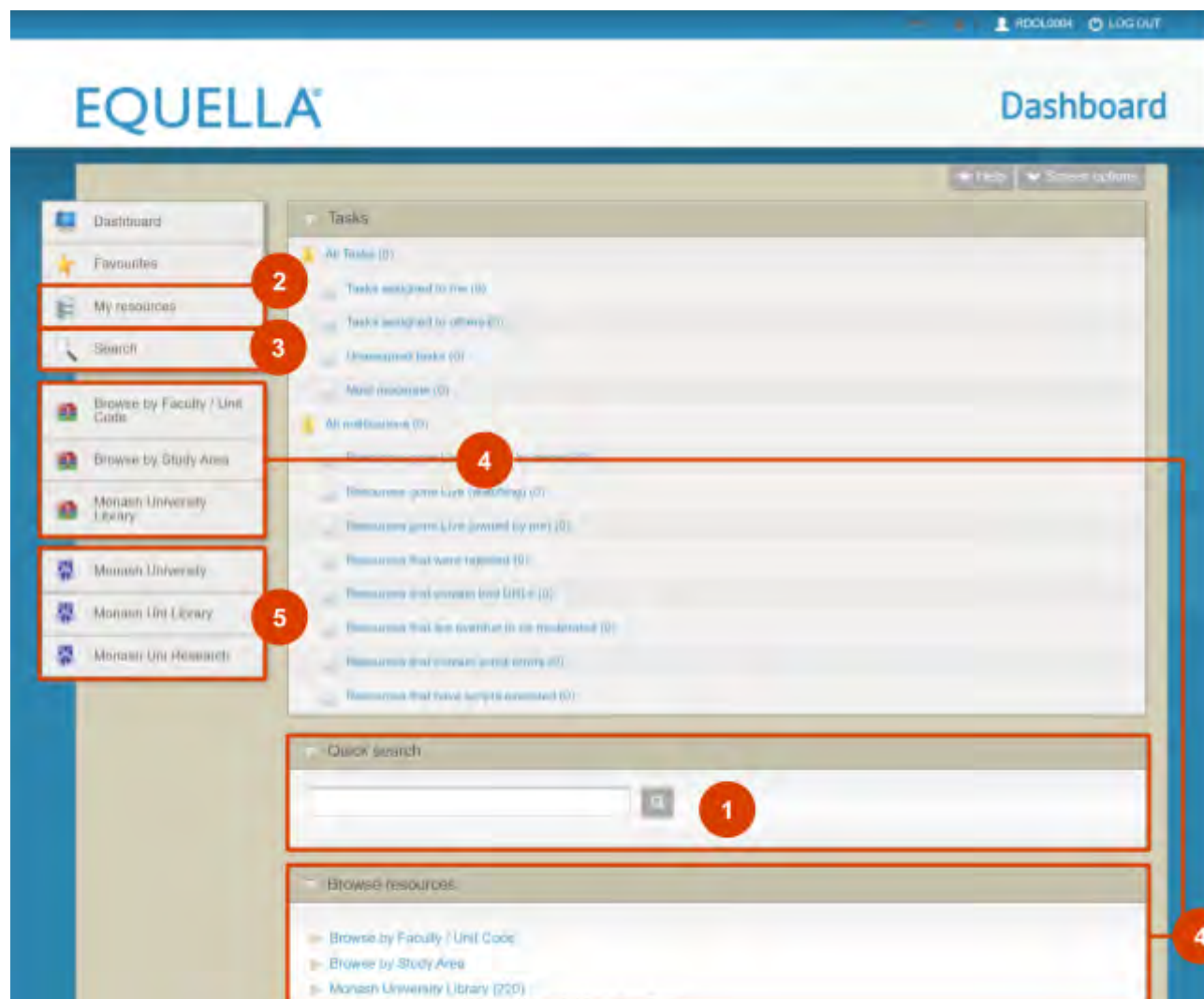
3.

You will be taken to the EQUELLA homepage.



INTERFACE OVERVIEW

The guide below will help you navigate through the EQUELLA interface.



1.	Quick search	Used for quick keyword search for resources in EQUELLA.
2.	My resources	Enables you to see a full listing of the resources you own within EQUELLA.
3.	Search	Used for advanced searching, such as resources within a particular University collection, with a particular owner, of a particular file type, etc.
4.	Browse resources	Enables you to browse through the EQUELLA resources by faculty, unit code or study area.
5.	Useful websites	Various external Monash University websites.



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FURTHER RESOURCES

For more information on how to use this system, visit:

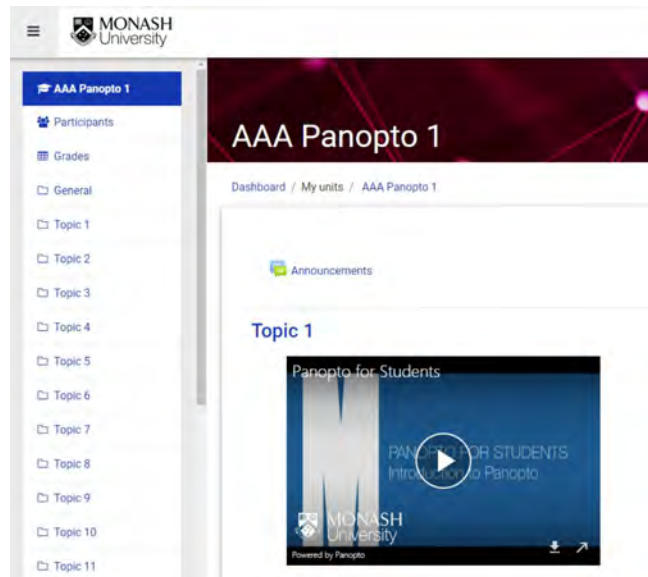
<https://ocio-web41-v02.ocio.monash.edu.au/assets/images/monash-equella-user-guide.pdf>

PANOPTO

Panopto is the University's system for storing and providing access to non-lecture recordings created by academics for students. You don't have to sign in to Panopto, and you will be able to watch relevant videos. For information on using the system, visit the URL at the end of this section.

WATCH A PANOPTO VIDEO ON MOODLE

1. Once you have signed into Moodle, find and open the unit your lecturer or tutor asked you to access.



2. If the unit has a Panopto video, select it to play it.

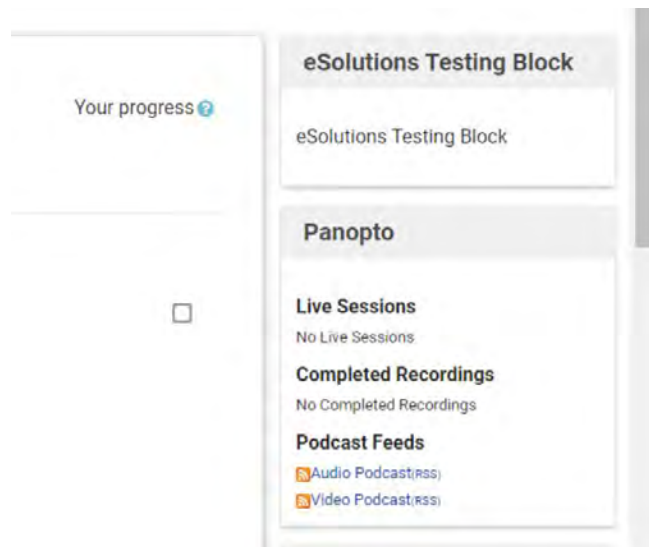
Topic 1





3.

You may also see a Panopto widget that lists all the videos for this unit.



FURTHER RESOURCES

For more information on how to use this system, visit:

<https://guides.lib.monash.edu/learning-tools/video>

ECHO360

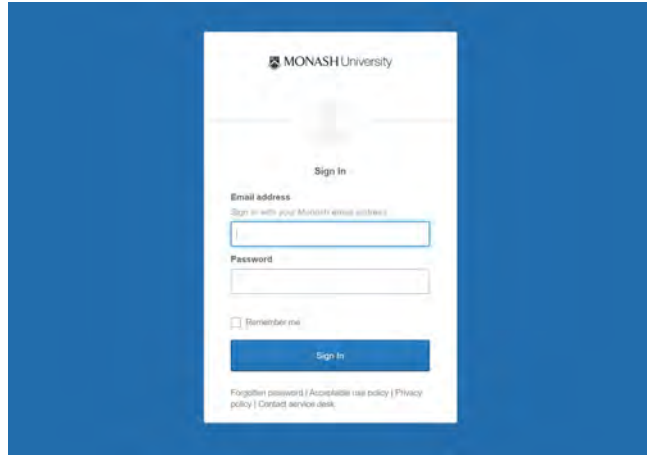
Echo360 allows students to access and download lecture video recordings, which are pre-recorded or live streamed. For information on using the system, visit the URLs at the end of this section.

ACCESSING LECTURES IN ECHO360

To access your lectures in Echo360, you must first sign in to your Moodle account.

1. Go to the URL:
<https://lms.monash.edu>.

Follow the steps in the section [Sign into Moodle](#) in this document.



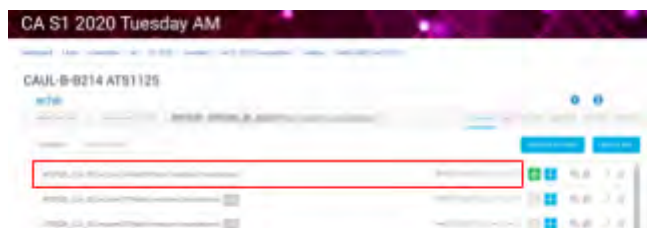
2. Select the Moodle unit that you want to access.



3. Select **Lecture Recordings**.



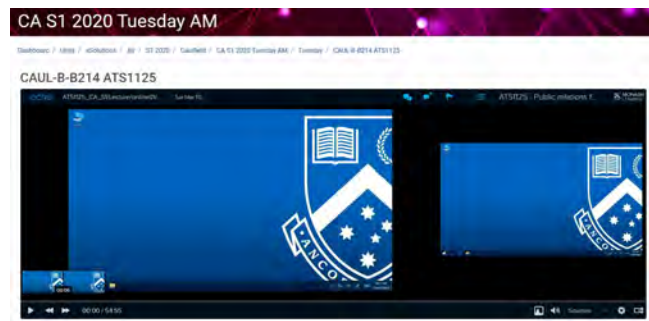
4. Select the lecture recording you wish to view from the list. The names of these will differ depending on what your professor has chosen.





5.

You will be taken to the player where you can now view the lecture recording.

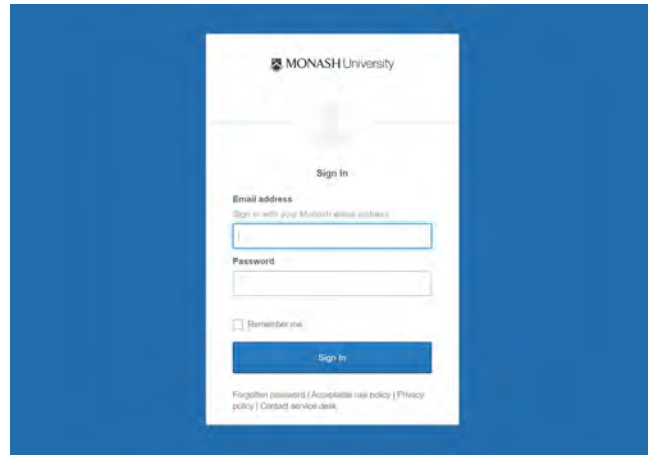


DOWNLOADING LECTURES

You must first sign in to your Moodle account.

1. Go to the URL:
<https://lms.monash.edu>.

Follow the steps in the section [Sign into Moodle](#) in this document.



2. Select the Moodle unit that you want to access.

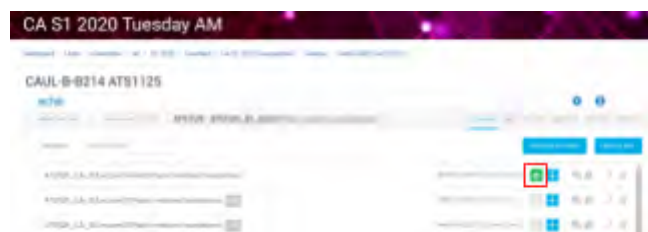


3. Select **Lecture Recordings**.



The list of recordings will pop up in a new window or frame.

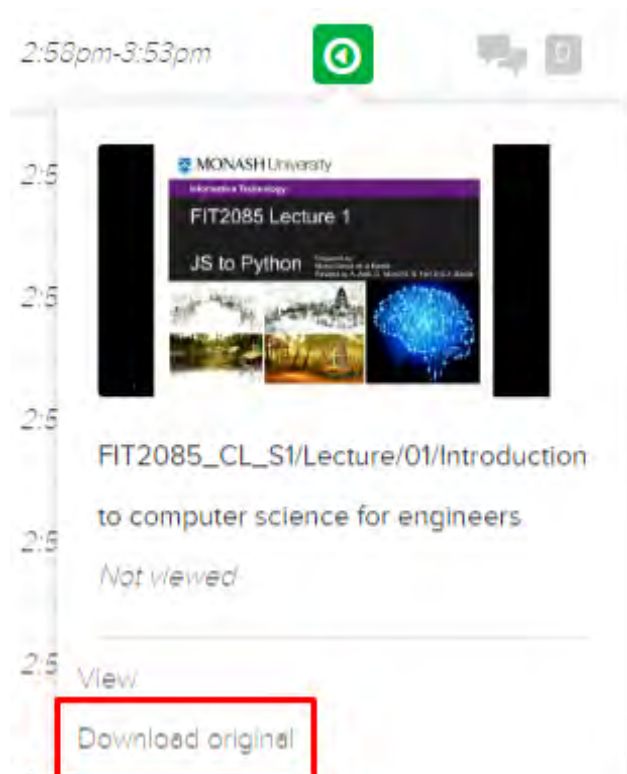
4. Select the **Play** icon on the right hand panel of the lecture recording you wish to download.



5.

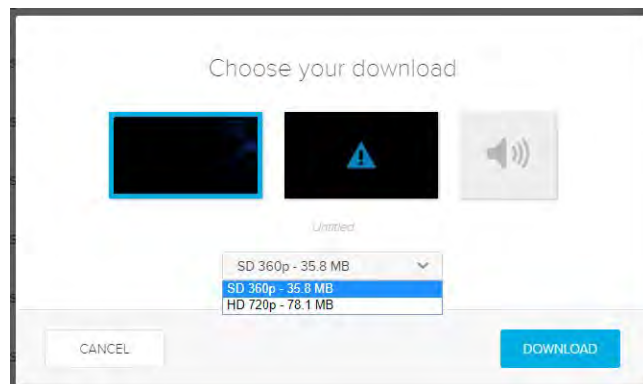
Select **Download original** from the dropdown menu.

The lecture will begin to download.



6.

Select the download quality you want, then select **Download** to begin.



FURTHER RESOURCES

For more information on how to use this system, you may visit the following URL:

<https://guides.lib.monash.edu/learning-tools/lecture-recordings>

https://guides.lib.monash.edu/ld.php?content_id=47928218