

# Student Portal + Halo Learn – Students

## Script

### Greeting

Welcome to the GCU Halo Learn webinar! My name is \_\_\_\_\_ and I am a Technician with GCU's Technical Support team. We have quite a few people signed up for the webinar, but not everyone is here yet. We will start the webinar at five after the hour to give everyone a chance to sign in.

While we are waiting, I am going to launch a poll. If you are a new student, we can go through a more in-depth overview of the Student Portal. If you are not a new student, or are familiar with the Student Portal already, we may skip over that section and go straight into Halo Learn.

### Introduction

Welcome to the GCU Halo Learn webinar! My name is \_\_\_\_\_ and I am a Technician with GCU's Technical Support team. Today, we will take a tour through GCU's Halo Learn online classroom platform. Let's spend this next hour exploring the features of your classroom!

Before we get started, let's quickly cover how the webinar will work. We will begin by logging into the Student Portal homepage and then we will locate your courses. At the end of each section, we will address any questions you may have on what we just covered. All attendees will be placed on mute throughout the webinar. If you have a question, please click the Raise Hand button on your console and I will un-mute you so you can ask your question. If you do not have a microphone or are not calling in, you can also use the chat to ask a question at any time.

Please keep in mind that Technical Support did not create this online classroom platform, we simply provide support for it. If you have questions as to WHY certain things function the way they do, or if you have any feedback, I recommend going to **halo.ideas.gcu.edu** to, again, submit at questions or recommendations.

Let's get started!

### Logging into the Student Portal

The first step to accessing your online classroom is logging into the Student Portal. You can access your Student Portal by browsing to [gcuportal.gcu.edu](http://gcuportal.gcu.edu). If you would like to bookmark a page for quick access to your courses, this is the page we recommend. Click on the **Student Access** button. Enter your username followed by [@my.gcu.edu](mailto:@my.gcu.edu) and then click Next. Use the password that you established upon logging into the Student Portal your first time and **Sign In**. If prompted to "Stay signed in," you can select yes to reduce the number of times you are asked to sign in. Once you have successfully logged in, you will see the Student Portal homepage.

**Before we continue, are there any questions about logging into the Student Portal?**

### Homepage

Your GCU Student Portal is divided into several functional areas. By default, you will see **My Courses, My Surveys, My Counselors, My Information, and My Apps**.

You will be able to edit the appearance of the portal by selecting **Choose Theme** in the upper left corner.

If you navigate away from the homepage, an option will appear here called Portal Home, and you can return at any time by clicking the Portal Home option or selecting the Grand Canyon University icon.

### My Courses

The **My Courses** section is where you will find the links to your Halo Learn classroom when you have active classes.

### My Surveys

The **My Surveys** section is where you will find available surveys for you to take, such as the **End of Course Survey**. If there are no surveys under this section, this simply means there are currently no surveys for you to complete.

### My Counselors

The contact information for your Student Services Counselor or Field Experience Counselor will be listed in the **My Counselors** section.

### My Information

**My Information** displays your personal information, such as your student ID number and GPA. To see an expanded page of all of your information, click the three dots, then **View Details**. You can update your email, address, and telephone information by clicking the three dots again and then select the **Edit Information** option. Enter your updated information and click **Save**. Be sure to keep your information up to date.

You can return to the homepage by clicking **Portal Home** in the upper left corner.

**Are there any questions about the My Courses, My Surveys, My Counselors, or My Information sections before we move ahead?**

### My Apps

The **My Apps** dashboard contains links to the majority of the tools and resources available to GCU students.

If you do not see an app you need, click the three dots in the corner and select **Edit Apps**. From here, you can add more apps to the page by clicking the orange plus icon and selecting from the list of apps that appears. When adding an app, make sure to select a theme before selecting

Add App. From this page, you can also edit individual app appearances by clicking the settings gear for a particular app. You can change an app's size, color, and location.

Let's go over some of the helpful apps in the main dashboard.

### Email

To access your GCU email from the portal homepage, first click on the **Email** app located in the My Apps dashboard.

If you aren't signed in automatically, you can sign in with your username followed by @my.gcu.edu, along with your Student Portal password.

Your GCU email has some great features! If you have any questions on how to access or use your GCU Email, contact Technical Support directly and we will be happy to help! I will be discussing methods of contacting us at the end of this webinar.

### Academics

If you would like to view your class schedule or grades, click the **Class Schedule/Grades** app. You will be directed to a page where you can view current courses, scheduled courses, and previous courses. **Keep in mind that** your final course grades will appear within one week of your course ending. Clicking the **Download Unofficial Transcript** option will provide you with your unofficial transcript. Clicking the **Transcript Request** option will provide you with your official transcript form.

### Finances

To view financial information or make a payment, click on the **Finance Hub** app. From the finance hub page, you can view information by **Make Payment, Request Invoice, Account Details, Financial Estimate**, and **Financial Aid Links**. If you have questions about the information found here, reach out to your Student Services Counselor, or SSC.

**Are there any questions about the Email, Academic, or Finance apps?**

### Documents

The **Edocs** app and **Upload Documents** app can be used to view and submit any paperwork required by your SSC. Education documents that are required for your Halo classroom will be available through the **Document Management** app when needed.

### OneDrive

Your student OneDrive account is linked through the Student Portal. To access OneDrive, just click the **OneDrive** app, and you will be directed to your OneDrive account with GCU. You can use OneDrive to access Microsoft programs such as Word, Excel, or PowerPoint online, or you can click the individual apps from the app dashboard.

## Official Transcripts

To request an Official Transcript, click on **Transcript Request**. This will direct you to the Parchment Transcript Request service. From here, you can create an account and go through the process of requesting your Official Transcripts.

**Are there any questions about any of the Student Portal apps before we move ahead?**

## My Courses

The **My Courses** section is where you will find the links to your Halo Learn classroom. Since this is a demo portal account, it will only show the Halo TestDrive for me. On your portal, however, you should see a link to your course. Clicking that link will take you to Halo Learn. If you would like to practice using the website as well, navigate to the Test Drive by clicking on **Halo TestDrive** under My Courses, and select Start Exploring under one of the options in the middle of the page. The website will generate a fake username and password that you can use. I will wait a few moments in case anyone wants to go to the website.

## Halo Learn Dashboard

Now that you have logged into Halo Learn, you will be directed to the Halo Learn home page. From here, you can view your current courses and any past courses that ended within the last 6 weeks. To access your current course, click **Go to Class**. You will be taken to the Calendar for your class. This page provides a quick snapshot of your classroom. You will see the **Weekly Calendar**, which displays assignments, quizzes, and discussion questions with their respective due dates for the current week.

You can change the week displayed on the **Weekly Calendar** by clicking on any of the week numbers in the **Weeks** navigation bar. Unfortunately, because this isn't a real class, there is only one week available. Normally you would see more week numbers here so that you could navigate between them. If you would like to change the number of weeks shown on the dashboard, click on 1 Week, 2 Weeks, or All Weeks. This won't appear any different for me, but if you were to be in a regular Halo class you would be seeing the next weeks assignments as well. Clicking any task on the calendar displays the task status, start date, and due date.

**Are there any questions on how to access your classes before we continue?**

## Announcements

The next feature we're going to explore is the Announcements. Start by selecting Announcements from the Navigation menu on the left side of the course. Any new unread Announcements will be marked with a small yellow dot next to the instructor's name. To make sure the instructor knows that you read the announcement, select **Acknowledge** in the top right corner of the announcement.

## Syllabus

We are now going to explore the Syllabus. The Syllabus is where you'll find your course materials, assessments, and participation requirements. Start by accessing the Syllabus from the Navigation Menu. The Syllabus provides access to the course details, the instructor's contact information, and all of the study materials and tasks organized by topic. Assessments are the assignments, quizzes, and discussion questions for the Topic. You can view the assessment details from the Syllabus. Resources include any learning requirements for the current week, such as lectures, electronic resources, and chapters to read from the textbook. You can also find the Participation Requirements made by the University in the Syllabus. Keep in mind, instructors may have further requirements of their own. If you have any questions about the participation requirements, we recommend reaching out to your instructor. Your instructor's contact information can be located in the Syllabus. If there is no information available, you can contact your instructor through other means that we will discuss later in the Webinar.

## Gradebook

From the Navigation Menu, the Gradebook page is where you'll find all your class grades. The Gradebook page is a list of all of your class assessments and their due dates, submission dates, and scores. The assessments are grouped in the Topic that they are located in. After your instructor is finished grading your submissions, the score column will update with the points earned. If your instructor provides feedback on the assessment, a View Feedback button will appear next to the assignments name. You will also see some helpful indicators of the status of your assessment.

For example, if it's due in the next several days, you'll see an **Active** indicator. Assignments that have not been turned in by the due date will show as **Overdue**. It's important to check out the Gradebook a few times each week to make sure you're up to date on your class grade!

## Discussion Forums

Going back to the Navigation Menu, the Discussion Forum button is the best way to find the discussion questions in your class. The discussion questions are sorted by Topic and show the number of unread and total posts for each discussion question. You can access the discussion question by clicking on the **DQ topic name** which will navigate you to the discussion board. However, since we will be submitting a DQ response right away, we will proceed by clicking **Submit DQ Response**.

After selecting **Submit DQ Response**, you can submit a DQ response to the main question. Once you've submitted your response, you can click **Go to Discussion** to see the ongoing discussion thread. Responses are sorted with the newest on top and the oldest on bottom. If you want to quickly navigate the posts, you can use the **Post Navigation** menu on the left.

Traditional ground students may not be required to participate in discussion forums, so we recommend clarifying expectations with your instructor after starting your class.

## Class Questions

The next feature we're going to explore is the Class Questions. If you have any questions for the instructor that can benefit the whole class, you can post a question here. Any unanswered questions will show in the Open tab. After the instructor has provided an answer to your question, the question will appear in the Answered tab. Keep in mind this is a public forum and specific questions about grades or other private questions should be sent through the Messages View, which we will discuss later in this webinar.

## Classroom Materials

The Classroom Materials section provides another place to access your class resources and assessments. Selecting a topic will show you the assessments, resources, and objectives for that specific topic.

## Submitting an Assignment

Next, we're going to cover how to submit an assignment. You can quickly submit your assignment from the classroom Dashboard, Syllabus, or Classroom Materials. To submit from the Syllabus or Classroom Materials, select **Submit Assignment**.

After clicking on the assignment, you'll see the Assignment Details page. The Assignment Details page provides a description of the assignment, the attempt start and due dates, and any attachments or rubrics, if applicable. When you're ready to submit your assignment, click on the **Next** button and this will take you to the submission page. Next, click on the **Upload Files** button and locate your file. Once you select the file and click **Open**, you'll see the name of the file in the uploaded files box below. This can be done multiple times if you have multiple files to submit. Now that all of your files are uploaded, check the assignment description to determine if you need to submit the assignment to LopesWrite. If the assignment requires a similarity report, click Send For Report. It may take up to 15 minutes to over an hour for the report to generate. Once your report comes back, you are ready to submit.

Click the **Review & Submit** button and then select the checkbox next to the working files that you would like to submit to your instructor. If there is a file that you do not want to submit, unselect that checkbox. To submit all of the files, simply click the checkbox next to **All Working Files**. Once you're finished selecting your files, click **Submit Assignment**. You can confirm that the assignment is submitted by looking at the assessment status next to the attempt number on the left and also the submission date under submitted files.

**Are there any questions on submitting an assignment before we continue?**

## Institution Resources

If you need access to resources that could assist you with your schoolwork, check out the Institution Resources available from the Navigation Menu. Clicking any of these menu items will link you directly to the Mission Statement, Doctrinal Statement, Library, Student Success Center, Learning Support, and Classroom Policies page.

## Messages View

The next feature we're going to explore is the Messages View, which is where you can reach out to the instructor in a private manner. The Messages View will be available in the upper left corner. Your current instructors' name will appear on the left. Select the instructor to send them a message. After selecting your instructor, you can send them a private message. Be sure to check the Messages Inbox often for messages from the instructor. If you receive a message from the instructor, a number will appear on the Messages icon to indicate the number of unread messages you have.

## Interactive Guides

The Help Icon in the upper right corner provides access to any interactive Guides. Make sure to click on **User Guides** after clicking on the **Help Icon** in the upper right-hand corner of the screen. These guides were created to walk you through common processes like submitting assignments or viewing the gradebook.

## Accessibility Features

The **Accessibility features** icon in the upper right corner provides access to accessibility features. Using this feature provides you with a variety of different options that will affect the visual aspects of the classroom. You can adjust options such as text size, contrast options, cursor options, and more. Some options may have more than one option and will need to be clicked multiple times to cycle through them. These affects will all stack and can be reset to the default settings by **clicking Reset All Accessibility Settings**.

## Switching Classes

Lastly, if you ever need to get back into your class or switch classes, you can either click on the Halo Learn logo and select the Go to Class button or click on **My Classes** and select your class from the drop-down list. Now that we've covered all the features in the Halo Learn platform, we can see how useful the navigation menu is.

### Are there any questions on any aspect of Halo Learn?

I'm going to launch a quick poll. In the meantime, I am still available to answer any questions you may have about Halo Learn or the Student Portal.

## Conclusion

This concludes the Halo Learn webinar! Thank you so much for your participation today. I hope this has been an informative demonstration for all of you.

If you have any further questions, please visit our Technical Support Help Center at [support.gcu.edu](https://support.gcu.edu).

Here you can search the Help Center for articles that will assist you with your issue, or you can view the articles here on the homepage by category. If you need to contact us, click on the

Need help? icon on the right side of the page. You may contact us via email, phone, chat, or social media.

Additionally, visit the GCU Blog at [gcu.edu/blog](https://gcu.edu/blog) for university-wide updates. If you take classes on campus, check out the ACE Center for additional academic and career planning assistance.

If you are an iPhone, iPad, or Android device user, you can also attend webinars on the go by downloading the free GoToMeeting app from your appropriate app store. I'd recommend looking into another webinar if you found today's to be helpful.

From the Help Center homepage, scroll down and then click the Student Success Webinars link to view our full schedule of webinars!

Thanks again for attending this Webinar. Let me know if you still have any questions!

I will be closing the Webinar soon. Let me know if anyone has any last-minute questions.

Thank you again for attending and best of luck with your classes!