# Student Guide

To get to your Student Information system, you will need to go to your website OR the URL / Website or you may ask your administrator what site you need to type into your web browser's Address and click Enter.

Log in to [https://ggls.orbundsis.com/](https://ggls.orbundsis.com/).



You will be provided your Student information system Username & Password by your School Administration.

Once this has been provided to you, enter your given username and password, select your Role as Student and click on the Login button as seen in the example below:

**Test Site**

| Username | student11 |
|---|---|
| Password | •••••••••• |
| Role | Student ▾ |

Instructor

**Student**

Contact

Administrator

Staff

If at any time you should forget your password, click on the Forgot Password link. You will be required to enter your e-mail address and your Role: student. You will receive an e-mail notification with your password provided.

## Request Password

| Email | _____ |
|---|---|
| Role | Instructor ▾ |

Submit

Back to login page

Once you click on the Submit button, you will see the following screen:

There is a Main menu to the left, your dashboard is in the middle.

# Communication

## Messages

When you receive a message, you can find all your messages from Communication>Messages.

From your Start page, you will also see if you have received any messages on your Dashboard. You may click on this link to take you directly to your Messages:



For any Unread Messages, you will see the message in your Start page Widget as seen below:

It will let you know who you have received a message from. Click on the link to view the message:



For all messages, go to Communication>Messages
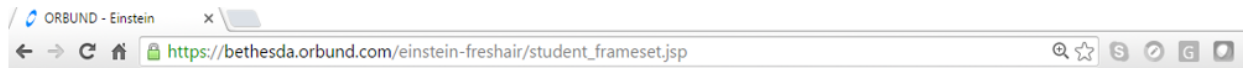
## Announcements

Class Announcements can be found under Communication>Announcements.

These are related only to the Classes that you are enrolled in.



## Classes

Under Classes, you will be able to see all the Classes you are currently enrolled in.

You may also view any classes that have been Completed. See the example below:

Click on the class name on the Main menu to view any class materials.



Click on the [+] icon to view more data. In the example above, click on Week 1 to view the class materials for Week 1.

You can click on any of the links to see what Assignments, Assessment or Discussion forums you can participate in.

# Assignments

## Homework & Lecture Notes

If you have any Homework or Lessons that your instructor has posted for your class, you will be able to view them on the Homework & Lecture Notes calendar.

Simply click on the calendar links if any are provided.

**Reports & Transcripts**

**Homework & Lecture Notes** / Semester [Fall 2016 ▼]

**Homework & Lecture Notes**                                              ◄ Homework & Lecture Notes

◄ **September 2016** ►

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
|  |  |  |  | 1. | 2. | 3. |
| 4. | 5. Nursing Concepts: Fundamentals of Microbiology - Homework (Due: Sep 6) | 6. Nursing Concepts: Genetics of Microbiology - Homework (Due: Aug 10) | 7. | 8. | 9. | 10. |
| 11. | 12. | 13. | 14. | 15. | 16. | 17. |
| 18. | 19. | 20. | 21. | 22. | 23. | 24. |
| 25. | 26. | 27. | 28. | 29. | 30. |  |

In the example above, clicking on the Homework (Due Sep. 6) link would display the following:

**Classes**

**View Homework**

**View Discussion**                                                         ◄ View Homework

| Date Posted | 08/29/2016 |
| Course | Nursing Concepts (Nursing) |
| Due Date | 09/06/2016 |
| Title | Fundamentals of Microbiology |
| Attachment | Test.txt |
| Homework | anatomy and physiology. See the attached worksheet. |

If there are any attachments, you will be able to select the Attachment name and it will download to your computer.

## Assignment Submissions



If you have received any assignments, look for any instructions provided by your instructor.

Clicking on the Assignment Name will allow you to view the content of the assignment and you may upload a file or provide an answer in the assignment text box as seen below:



# E-learning

## Class Discussions

## Class Journals

# Attendance

## Attendance Records

You may keep track of your attendance as logged by the college from here.



There is a key to the top of the page. Your attendance codes can be seen for the entire semester at a glance.

If you have any questions, you may always ask your instructor or administration.

# Reports & Transcripts

***The following reports are made available to you ONLY if your administration provides access.***

***Please consult with administration if you have any questions.***

## Progress Reports

Here is an example of a Progress report

**Student Progress Report**

| Subject | NU1000 Nursing Concepts |
| --- | --- |
| Student | Laura TEST Student |

Times Absent    0.0    Times Tardy    0.0

Accumulated Grade  C

Adjusted Grade

| DATE | TEST | SCORE | OUT OF | PERCENTAGE | COMMENTS |
| --- | --- | --- | --- | --- | --- |
| | Recap in Microbiology (Submission Box:525) | N/A | 20.0 | N/A | |
| | Microbial systems (Assessment:548) | 4 | 5 | 80% | |

| TEST CATEGORY | WEIGHT | SCORE | WEIGHTED SCORE | CLASS AVERAGE | WEIGHTED CLASS AVERAGE |
| --- | --- | --- | --- | --- | --- |
| Tests/Quizzes | 50% | 80% | 40% | 80% | 40% |
| Assignments | 25% | N/A | N/A | N/A | N/A |
| Lab | 25% | N/A | N/A | N/A | N/A |
| **Accumulated Total** | | | 80% (C) | | 80% (C) |

Instructor Comments:

# Mid-Term Reports

# Semester Reports

Here is an example of a Semester report

**Semester Report**

Student ID

| Student Name | Laura TEST Student |
| --- | --- |
| Program | Nursing (Nursing) |
| Cumulative GPA | 0.00 |

| COURSE NUMBER | COURSE TITLE | STATUS | INSTR. HOURS | CREDIT HOURS | GRADE | GP |
| --- | --- | --- | --- | --- | --- | --- |
| NU1000 | Nursing Concepts | | 0 | 1 | I | N/A |
| | | | | Total Instr. Hours | 0 | |

Key:

| Grading Policy | | | | Legend | |
| --- | --- | --- | --- | --- | --- |
| A | Excellent | 93 to 100% | 4.00 points | GP | Grade Point |
| B | Good | 88 to 92% | 3.00 points | GPA | Grade Point Average |
| C | Average | 80 to 87% | 2.00 points | PU | Pre-University course |
| D | Below average | 75 to 79% | 0.00 points | BE | Bridging/English course |
| F | Failing | 0 to 74% | 0.00 points | N/A | Not Applicable |
| IP | In Progress | 0% | 0.00 points | | |
| I | Incomplete | 0% | 0.00 points | | |
| P | Pass | 0% | 0.00 points | | |
| W | Withdraw | 0% | 0.00 points | | |
| AU | Audit | 0% | 0.00 points | | |
| TR | Transfer Credit | 0% | 0.00 points | | |
| R | Repeat Course | 0% | 0.00 points | | |

## Finance

# Payment & Invoice

You may view your payment & invoice as shown in the example below. You can also select the amount you wish to pay if you want to make an online payment to the college.

**Finance**

**Payment & Invoice** / Semester [Fall 2016 ▼] / **Payment Plan** [Full Payment ▼]

| Payment & Invoice | |
|---|---|
| | Print invoice & payment schedule |

Invoice Number: 13133
Student Id:

Student, Laura TEST

,

**TUITION**

| NU1000 Nursing Concepts (1.0) | $110/credit hour | $110 |
|---|---|---|
| Sub-Total | | $110 |
| Total Tuition | | $110 |

**FEES**
Fee [ ... ▼] Add Fee

| Total Amount | $110 |
|---|---|

---

**FEES**
Fee [ ... ▼] Add Fee

| Total Amount | $110 |
|---|---|

⊖ **Previous Due**

| Summer 2016 | $100 |
|---|---|
| Total Previous Due | $100 |

**Payment Schedule**

| # | DUE DATE | TUITION | FEES | INSTALLMENT | PAID | OWED | PAYMENT |
|---|---|---|---|---|---|---|---|
| 1 | Aug 31, 2016 | $110 | $0 | $110 | | $110 ☐ | 0 |
| | | | | Total | $0 | $110 | |

**Payment History**

| PAYMENT DATE | | AMOUNT | PAYMENT METHOD | | NOTE | POSTED BY |
|---|---|---|---|---|---|---|

To make a payment, select the checkbox for the amount owed then click on the Enter Payment button as seen below:

**Payment Schedule**

| # | DUE DATE | TUITION | FEES | INSTALLMENT | PAID | OWED | PAYMENT | |
|---|---|---|---|---|---|---|---|---|
| 1 | Aug 31, 2016 | $110 | $0 | $110 | | $110 ☑ | 110 | |
| | | | | Total | $0 | $110 | 110.00 | Enter Payment |

A window will pop up to select the Payment Method:

Click on the Submit Payment button

You will be asked to enter your credit card credentials.

Once a payment is made, you will be able to see your transaction from the Payment History section on the bottom of the invoice. (see example below- manual C.C. payment by administrator)



# Enrollment & Schedules

## Class Enrollment

If you have been given access permission to enroll yourself into a Class, you will be able to select a class from the semester you have been enrolled in.

## Class Schedules

If you are enrolled in any classes and the class schedule is setup, you will be able to view your class schedule in a calendar view as seen below:



You may also click on the Print schedule link to print a copy of your class schedule.

# Reference

## Graduation Requirements

You may view the breakdown of courses required to be taken to fulfill your Graduation Requirements from here. See example screenshot below:



## Events Calendar

If there are any events posted by Administration, you will be able to view them in the calendar view of the Events Calendar



## Staff Directory

You will be able to view the classes taught by the Instructors within the College along with their schedule and a contact number and e-mail.



## Repository

If anyone wants you to have access to Files on the system, they can be shared with you from here. You will find shared files and folders as long as you have been given access permissions.

See attached screenshot:

If you click on the file, it will start downloading to your computer.

## Forms

If there were any forms to be filled out by you, you will be able to view them from here.

## Tracking

## Complaints & Issues

As a student, you may feel free to make note of any general complaint or issue you are having. This will be seen by your Administration office staff.



Click on the Post Issue link on the right side of the screen as seen in the screenshot above.

You will be able to enter a Subject and the Description of the Complaint or Issue. See the example below.

**Tracking**

Complaints & Issues / Post Issue

| Post Issue | | ◀ Post Issue |
|---|---|---|
| Issue Type | Unknown ▼ | Issues |
| Subject | Temperature in my classroom is uncomfortable | |
| Description | The temperature in my classroom is noticeably warm. Are we able to make the air cooler? | |
| | Submit | |

# Setup & Customization

## Account & Profile

This page will enable you to update your profile information and help your Administration keep your data up to date.

You may change your student information system password from here. (Enter your new password in the Password field and then again under Confirm Password.



**Edit Account Information**

🛈 Any changes made to your profile will be displayed the next time you log in.

| General Info | Guardian Contact Info | Emergency Contact Info |
|---|---|---|

| | |
|---|---|
| Last Updated | 8/29/2016 |
| Username | student11 |
| Password | •••••• |
| Confirm Password | •••••• |
| First Name | Laura |
| Middle Name | TEST |
| Last Name | Student |
| Home Phone | |
| Cell Phone | |
| Faith/Religion | Unknown ▼ |
| Birth Date | |
| Street | |
| City | |
| State/Province | |
| Zip/Postcode | |
| Country | |
| Email | laurah@orbund.com |
| Nationality | |
| Residency Status | ▼ |
| Picture | Upload File    Delete |

Save    Add Task

There are multiple tabs you may select from to verify your data is correct. See the Guardian contact info and the Emergency Contact Info tabs.