

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://ggl.s.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

Password

Role

- 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

[Back to login page](#)

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



Start Page

- Communication
 - Messages
 - Announcements
- Classes
- Assignments
- E-Learning
- Attendance
- Reports & Transcripts
- Finance
- Enrollment & Schedules
- Reference
- Printing
- Tracking
- Setup & Customization

News & Announcements
Welcome to Orbund Test Institute's Student Information System

User guide for Students

You have **1 new messages**

Messages

(Administrator)	Aug 29, 2016
------------------	--------------

Upcoming Events

Orientation for Class of 2018	Aug 29, 2016
Orientation for Class of 2018	Aug 30, 2016
Orientation for Class of 2018	Aug 31, 2016

General Information

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:

News & Announcements
Welcome to Orbund Test Institute's Student Information System

User guide for Students

You have 1 new messages

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

Start Page

- Communication
- Messages**
- Announcements
- Classes
- Assignments
- E-Learning
- Attendance
- Reports & Transcripts
- Finance
- Enrollment & Schedules
- Reference

News & Announcements
Welcome to Orbund Test Institute's Student Information System

User guide for Students

You have 1 new messages

Messages

(Administrator)	Aug 29, 2016
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Upcoming Events

Orientation for Class of 2018	Aug 29, 2016
Orientation for Class of 2018	Aug 30, 2016
Orientation for Class of 2018	Aug 31, 2016

General Information

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

Communication

Messages / Read Message

Read Message

Recipients: Laura Test Student [Student]

Welcome to Orbund College!!

AUGUST 28, 2016 09:11 PM

Dear Laura,

Thank you for applying to Orbund College

The following criteria has been successfully met:

- Review of transcripts, criminal background check and drug screening
- www.atitesting.com Pre-admission Composite Test Score - TEAS-V for ADN with a minimum score of 48 ()
- Pre-admission interview

After all admission criteria have been met, a point system is utilized for selection. This includes: college GPA; college education; residency status; employee status; health related work experience; interview; and essay. In case of a tie, the following data will be utilized to determine priority; Pre-admission composite score; Anatomy/Physiology and Microbiology GPA.

Let us know if you have any questions.

Read Message
New Message
Messages

For all messages, go to Communication>Messages



- Start Page
- Communication
- Messages
- Announcements
- Classes
- Assignments
- E-Learning
- Attendance
- Reports & Transcripts
- Finance
- Enrollment & Schedules
- Reference
- Printing
- Tracking
- Setup & Customization

Communication

Messages / Folder

DATE	FROM	TITLE	STATUS
8/29/2016		Welcome to Orbund College	New

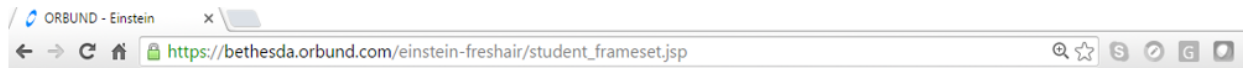
Move to

← Messages
New Message

Announcements

Class Announcements can be found under Communication>Announcements.

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



- Start Page
- Communication
- Messages
- Announcements
- Classes
- Assignments
- E-Learning

Communication

Class Announcements / Semester / Class

DATE POSTED	TITLE
8/29/2016	Course Outline

← Class Announcements

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:

Classes

Nursing Concepts - TEST CLASS (NU1000)

Completed Courses

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



- Start Page
- Communication
- Classes
- Nursing Concepts - TEST CLASS (NU1000)**
- Completed Courses
- Assignments
- E-Learning
- Attendance
- Reports & Transcripts
- Finance
- Enrollment & Schedules
- Reference
- Tracking
- Setup & Customization

Classes

NU1000 Nursing Concepts

NU1000 Nursing Concepts

- Course Syllabus**


Course Outline

Nursing Concepts

Studying the historical nursing perspectives, Nightingale through modern holistics, Nursing Concepts are explored. Major nursing theorists will be investigated with an emphasis placed on the thinking of Jean Watson as a method for organizing nursing practice. Concepts that shape a profession like ethical considerations, professional behaviors, values and communications are also considered. And, the human functioning concepts necessary to provide nursing care within the programs' conceptual framework are analyzed. Throughout the course, students have the opportunity to identify their own learning styles and begin to create strategies for positive learning and personal wellness

- Week 1**

- NU1000 Nursing Concepts**
- Assessments
- Class Discussions
- Class Journals
- Attendance Record

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

- Start Page
- Communication
- Classes
- Nursing Concepts - TEST CLASS (NU1000)**
- Completed Courses
- Assignments
- E-Learning
- Attendance
- Reports & Transcripts
- Finance
- Enrollment & Schedules
- Reference
- Tracking
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NU1000 Nursing Concepts

- Course Syllabus**

Course Outline

Nursing Concepts

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- Week 1**

Assignments  Recap in Microbiology (Due Dec 12, 2016 12:00 AM)

Discussion Forums  Let's talk about Pandemics! (Starts Aug 28, 2016, Ends Dec 12, 2016)

Assessments  Microbial systems (Starts Aug 28, 2016 12:00 AM, Ends Dec 12, 2016 12:00 AM)

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

The screenshot shows the Orbund Test Institute student dashboard. The top left features the institute's logo and name. The top right shows the user's name, 'Laura TEST Student', and a 'Logout' button. A navigation menu on the left includes 'Start Page', 'Communication', 'Classes', 'Assignments', 'Homework & Lecture Notes', 'Assignment Submissions', and 'E-Learning'. The 'Assignments' section is active, displaying a table of assignment submissions for the 'Fall 2016' term. The table has columns for 'ASSIGNMENT NAME CLASS', 'SUBJECT', 'SUBMITTED TIME', and 'CLOSING TIME'. One submission is listed: 'Recap in Microbiology Nursing Concepts - TEST CLASS Nursing Concepts 1' submitted on '12/11/2016 07:00 PM'.

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:

The screenshot shows the 'Submit Assignment' page for the assignment 'Recap in Microbiology'. The page includes a navigation menu on the left with 'Assignment Submissions' selected. The main content area displays the assignment details: 'Course: NURSING CONCEPTS - TEST CLASS Nursing Concepts 1', 'Assignment Name: Recap in Microbiology', and 'Closing Time: 12/12/2016 12:00 AM (Current Time: 8/28/2016 11:34 PM America/New_York)'. Below the details is a text prompt: 'Please write an Article of your choice to describe how one can utilise microbial systems to develop technologies and products that could improve our lives or our environment.' There is an 'Upload File' button with a red arrow pointing to it and the text 'You may upload a file from here if needed'. Below the upload button is a rich text editor with a toolbar and a text area containing the prompt 'Type a response or answer here'. At the bottom, there is a 'Comments' field with a 'Submit' button and a 'Delete' button.

E-learning

Class Discussions

Class Journals

Attendance

Attendance Records

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

Attendance

Attendance Records / Semester | Fall 2016 / Class | Nursing Concepts - TE

Attendance Records

P=Present; A=Absent; Ax=Absent excused; T=Tardy/Late; Tx=Tardy/Late excused; !=Left early

Class: Nursing Concepts - TEST CLASS
Subject: NU1000 Nursing Concepts
Student: Laura TEST Student
Attendance Rate: 100.00%
Total Lessons: 1.0
Times Present: 1.0
Times Absent: 0.0
Times Tardy: 0.0
Times Absent Excused: 0.0
Times Tardy Excused: 0.0
Times Left Early: 0.0
Total Hours Attended: 0.00

MONTH/DAY	SESSION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September 2016	1	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
October 2016	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
November 2016	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
December 2016	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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						
						Print 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							
							Print 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 <input type="checkbox"/>	0 <input type="text"/>
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 <input checked="" type="checkbox"/>	110 <input type="text"/>
Total					\$0	\$110	110.00 <input type="button" value="Enter Payment"/>

A window will pop up to select the Payment Method:

Enter Payment Information ✕

Payment Method Credit Card - Paypal Website ▼

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)

Payment schedule

#	DUE DATE	TUITION	FEES	INSTALLMENT	PAID	OWED	PAYING
1	8/31/2016	\$110	\$0	\$110	\$110	0	
				Total	\$110	0.00	<input type="button" value="Enter Payment"/>

Payment History

PAYMENT DATE	AMOUNT	PAYMENT METHOD	NOTE	POSTED BY
Aug 28, 2016	\$110	Credit Card(Onsite) - VISA	Transaction ID: 123456	(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.



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- E-Learning
- Attendance
- Reports & Transcripts
- Finance
- Enrollment & Schedules
- Class Enrollment
- Class Schedules
- Reference
- Tracking
- Setup & Customization

Enrollment & Schedules

Class Enrollment / Semester

Class Enrollment

Please select the appropriate semester and then click on 'Add by Dept' or 'Add by Program' to add the courses you want to enroll in. Click on 'Submit to submit your registration.

[Print enrollment report](#)

Courses

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:

Orbund Test Institute

Laura TEST Student student / active Logout

Enrollment & Schedules

Class Schedules / Semester Fall 2016

Class Schedules

Student: Laura TEST Student

Print schedule Print exam card

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00 am	Nursing Concepts - TEST CLASS (SKILLS LAB) 8:00am - 9:00am						
9.00 am							

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:

References

Graduation Requirements

Student ID
Student Name Laura TEST Student
Programme Nursing GPA N/A
Hours Required 74.0 Hours Completed 0.0

General Courses - YEAR ONE: FALL SEMESTER

COURSE NUMBER	COURSE TITLE	COMPLETED	CREDITS
NU1000	Nursing Concepts	Enrolled	1.0
NU1022L	Fundamentals of Nursing Skills Lab		
NU1023	Fundamentals of Nursing		
NU1023L	Fundamentals Clinical		
NU1879	Nursing Informatics		
			Total Credits 1.0
			Minimum Required 9.0

General Courses - YEAR ONE: SPRING SEMESTER

COURSE NUMBER	COURSE TITLE	COMPLETED	CREDITS
NU1026L	Medical/Surgical Nursing Skills Lab 1		
NU1144	Pharmacology		

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

Start Page

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- Graduation Requirements
- Course Information
- Events Calendar
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- Forms
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- Setup & Customization

References

Events Calendar / Semester Summer 2016 / Events Type General Events

Events Calendar Print calendar

May 2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 - Classes Begin	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 - MEMORIAL DAY/SCHOOL CLOSED	31				

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.

Start Page

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- Graduation Requirements
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INSTRUCTOR	CLASSES TEACHING	PHONE	EMAIL
 Test Teacher 1 [View Schedule]	<ul style="list-style-type: none"> NU1022L Fundamentals of Nursing Skills Lab NU1022L Fundamentals of Nursing Skills Lab NU1022L Fundamentals of Nursing Skills Lab NU2028L Medical/Surgical Nursing Skills Lab 2 NU2028L Medical/Surgical Nursing Skills Lab 2 	111-111-1111	testteacher@orbund.com
 Test Teacher 2 [View Schedule]	<ul style="list-style-type: none"> NU1000 Nursing Concepts 		
 Test Teacher [View Schedule]	<ul style="list-style-type: none"> RT1000 Introduction to Radiologic Technology RT2523L Radiographic Procedures 3 Lab RT2473 Radiographic Quality Management RT2473L Radiographic Quality Management Lab RT1804 Radiography Clinical Education 1 RT2834 Radiography Clinical Education 4 RT1503L Radiography Procedures Lab 1 RT1503 Radiography Procedures 1 RT1614 Radiologic Physics 		

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:

- Start Page**
- o Communication
- o Classes
- o Assignments
- o E-Learning
- o Attendance
- o Reports & Transcripts
- o Finance
- o Enrollment & Schedules
- o Reference
- o Graduation Requirements
- o Events Calendar
- o Staff Directory
- o Repository**
- o Forms

References

Repository

Repository				
<ul style="list-style-type: none"> o Root 				
FOLDER: ROOT				
FILES	LAST UPDATE	EDIT	MOVE	DELETE
 Student Guide.rtf (82863 Kb)	8/29/2016			

Repository

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.

- Start Page**
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- o Reports & Transcripts
- o Finance
- o Enrollment & Schedules
- o Reference
- o Tracking
- o Complaints & Issues**
- o Setup & Customization

Tracking

Complaints & Issues

Complaints & Issues					
ALL	LAST UPDATED	POSTED BY	SUBJECT	STATUS	DATE POSTED
Complaints & Issues Post Issue					

 Complaints & Issues
 Post Issue

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

Issue Type: Unknown ▾

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

◀ Post Issue Issues

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.