LSUS

SHREVEPORT

ONLINE STUDENT GUIDE

2017-2018 EDITION

LSUS | ONLINE STUDENT GUIDE

Introduction:

As an LSU Shreveport online student, you have entered a vibrant learning community of fellow Pilots from around the globe. Our online community is connected through LSU Shreveport's internet-based applications and learning platforms. These services allow you to interact with students and faculty, access library research services, and manage your student account. This guide will explore our online student resources so you may reach your full potential in your degree program.

Student ID and PIN:

Your Student ID and PIN act as your username and password. They will allow you to access all of the internet-based applications.

Your Student ID and PIN were sent to the email you listed on your application upon submission of your application.

If you forgot your Student ID and/or PIN, please contact LSU Shreveport Informational Technology Services Department at:

(318) 797-5221
OR
its@lsus.edu

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Accessing Internet-based Applications:

myLSUS, Student Email, Moodle, and Library

Follow these steps:
- Go to www.lsus.edu
- Go to the Quick Links drop-down menu for links to all your Internet-based Applications.

myLSUS:

myLSUS is the web-based interface to student information at LSU Shreveport. Students use myLSUS to view class lists and search course offerings, register for classes, find required text books, track Financial Aid status and apply awards to tuition, pay tuition and fees, print unofficial transcripts, view grades, request official transcripts, update personal information, or verify enrollment for employers.
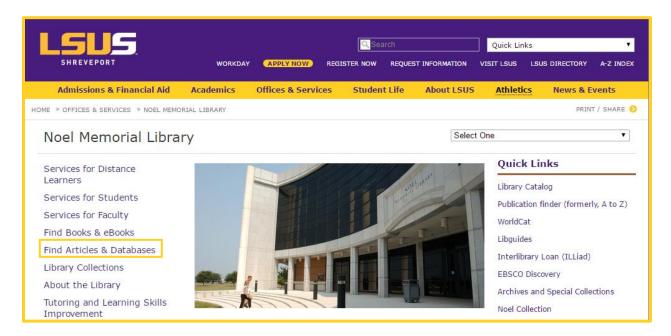
Student Email:

Your student email is a Microsoft Outlook Web App that allows you to receive communications from LSU Shreveport students, faculty, staff, and administration. New students' email addresses are generated 1-2 weeks prior to their starting term. Check your student email account frequently, because email is the main method LSU Shreveport uses to send you important information.

Moodle:

Moodle is LSU Shreveport's Learning Management System and serves as your virtual classroom. It allows teachers and students to share messages, assignments, quizzes and more. You will find course materials and communication tools for all of your current courses using this application.

Library and Research Services:

You have access to the LSU Shreveport Noel Memorial Library databases for your research purposes. Using our website, you can search for articles, e-books and other e-resources.

Proctoring Services:

LSUS is committed to academic integrity of fully online and hybrid courses. The university has designated ProctorU as the provider for live proctoring and Proctorio as the provider of for record and review proctoring.

Proctoring Fees

LSUS pays for standard fees associated with proctored exams for students; LSUS does not pay convenience fees. To avoid convenience fees, schedule ProctorU sessions at least 72 hours in advance. The following are convenience services and their fees offered by ProctorU:

- $5 Take It Soon scheduling fee allows a test to be scheduled less than 72 hours but more than one hour before the desired start time

- $8.75 Take It Now scheduling fee allows a test to be taken on-demand with no appointment needed

Proctoring Equipment Needed

You will need a webcam with microphone (internal or USB), a student ID or government issued ID, the Chrome browser, the Proctorio extension (if using record and review option), and a quiet, well-lit, private location with a reliable internet connection. You cannot use Internet Explorer to take a quiz in Moodle. ProctorU allows for Chrome and Firefox browsers while Proctorio only allows for Chrome browser.