UEI

STUDENT USER GUIDE

A starter guide for navigating your career journey and staying on track in your Virtual Classroom

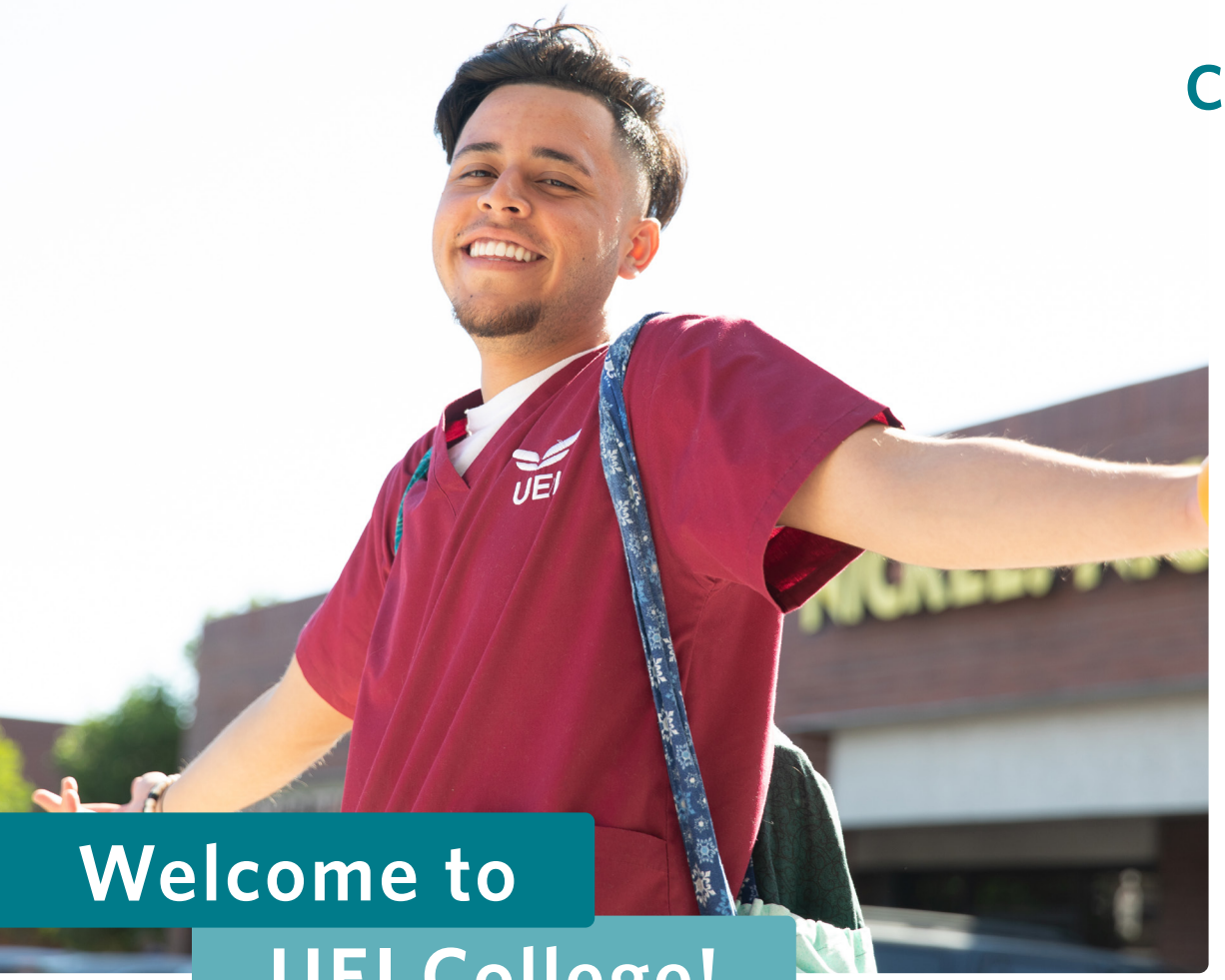






STUDENT NAME

STUDENT ID



Welcome to UEI College!

We are excited you have started your career journey. We will be with you every step of the way to help you succeed. In this guide, you will find tips to navigate through the set-up process of your tech equipment and UEI Student Portal. We'll help you access and navigate your SOAR Virtual Classroom, grades, and set up a weekly schedule so you will be ready to start your program.

Contents

3 On Your First Day of Class

6 Student Tech Kit

7 How to Set Up Wi-Fi

9 Student Portal Registration

11 Save as an Icon

13 Inside the Student Portal

15 Complete Emergency Information

17 Inside the SOAR Virtual Classroom

19 Inside Your Course within SOAR

21 Communicating with Your Instructor

23 Navigating Hybrid Learning

25 Class Schedule

27 Attendance & Grades

29 Accessing Your Grades

31 Student Expectations

33 Tips for Success

34 Student Support

On Your First Day of Class

Let's Get Started!

To set you up for success on the first day of class, our faculty and staff will help you get the following items completed:

Checklist to Complete

- [ ] **Set up Wi-Fi connection**
- [ ] **Save your Student Portal icon on your tablet/Chromebook**
- [ ] **Register in the Student Portal with your Student ID**
- [ ] **Access your syllabus to complete your first quiz**

TIP

Check off the items once finished. This will help you remember what you have completed!





Student Tech Kit

Congratulations! You are one step closer to building your future. Below are the items that are included in your Student Tech Kit. Some programs will be provided a Chromebook in place of a Tablet. If you are missing any items, have network issues, or have general questions, please contact your instructor or Director of Education.

Tablet, Tablet Case, Charging Cord, and Charging Block

Chromebook and Power Cord

Need Help? Contact us at: 877-373-4839 or email: SOARHotline@ieccolleges.com

How to
Set Up Wi-Fi

Setting up Wi-Fi on your device.

At the main screen, swipe up to access all of the apps located on your device.

1. Tap on the Settings icon, then tap on “Network & Internet”
2. Move the Wi-Fi switch to On
3. Tap “Add Network” and type in “UEISTUDENT”**
4. For Identity, input your information in the format “FirstInitialLastNameStudentID”
5. For Password, input your information in the format “StudentIDNumberLast4SSN”
6. Tap “Connect”
7. Check connection by looking for the word “connected” under UEISTUDENT

Device Setup Information Sheet
You will receive this with your device.

DEVICE SETUP INFORMATION FOR STUDENTS:

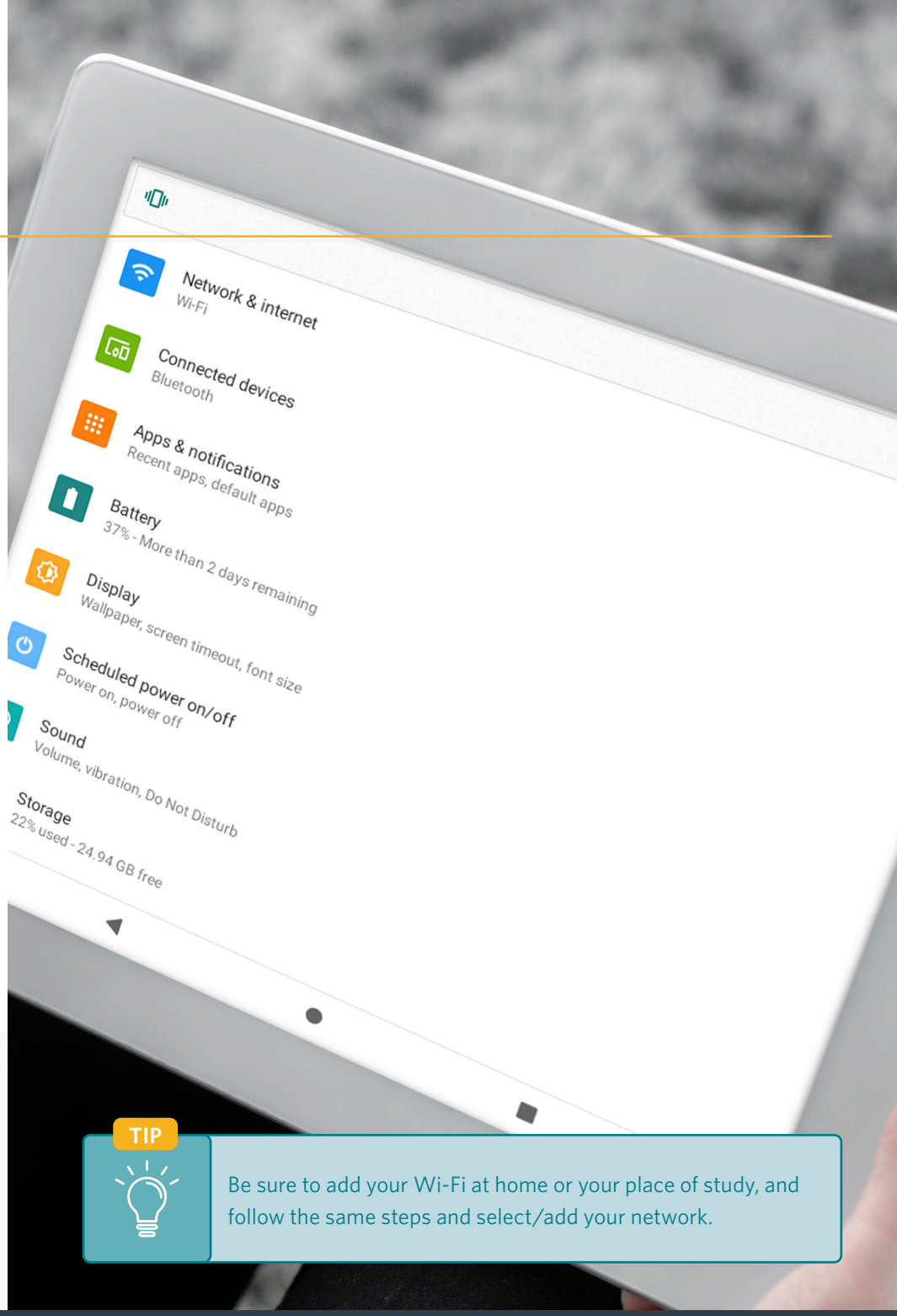
Student Name :	Last Name, First Name
Student ID:	XXXXXX
Device Serial # :	WSTABCOM092020-0000
Instructor :	Last Name, First Name

Connect to UEI Network: (Applies to UEI Only)

Username :	FirstInitialLastNameStudentID
Password :	StudentIDNumberLast4SSN

Redshelf Will Send Login Information to the Personal Email Address on File

**Under CA Certificate, select “Do Not Validate”



TIP

Be sure to add your Wi-Fi at home or your place of study, and follow the same steps and select/add your network.

Student
Portal Registration

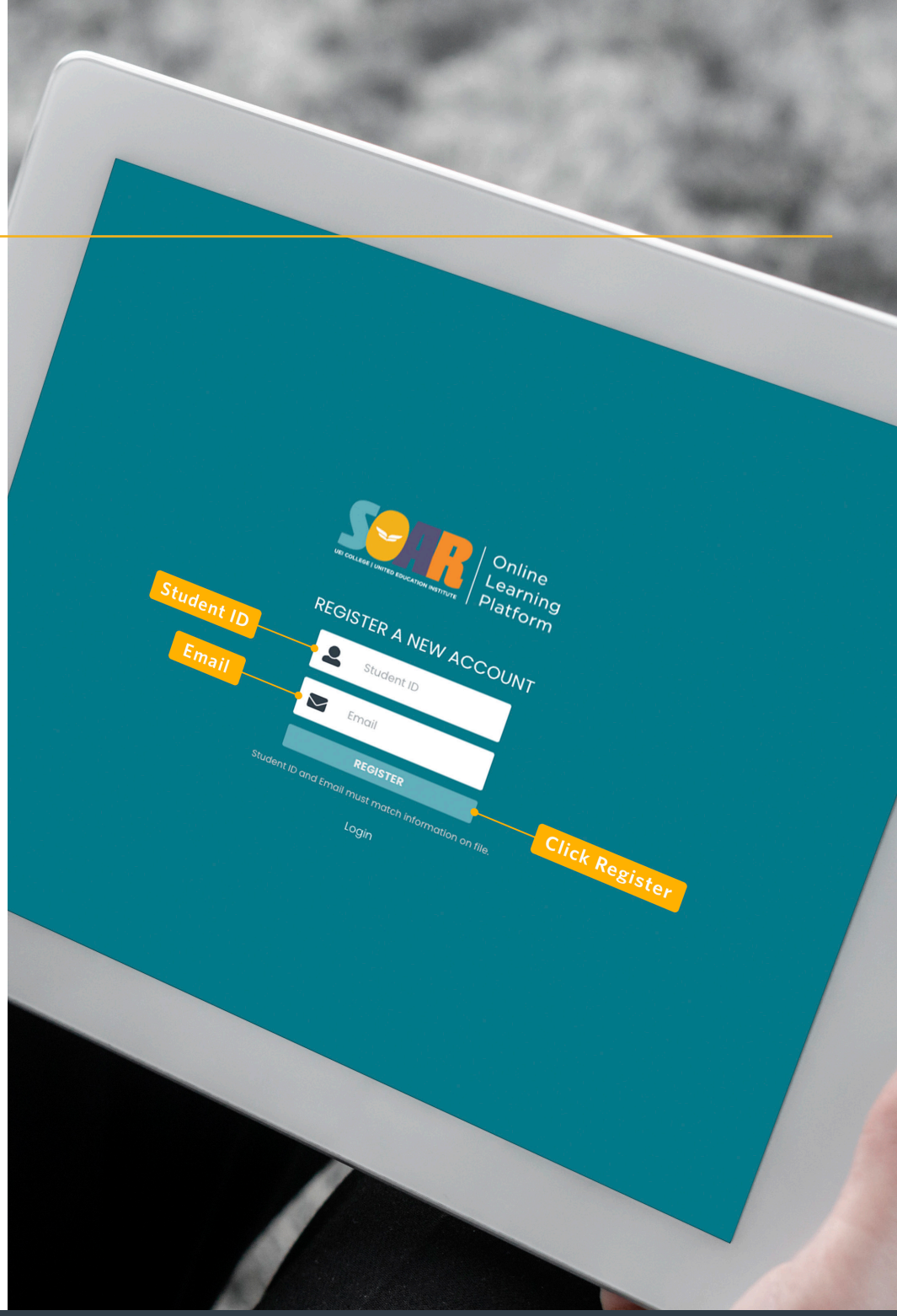
Your Access to SOAR

Go to
my.uei.edu
on your browser to register in the Student Portal.

1. Enter your Student ID
2. Enter your email address
3. Click "Register"
4. Once you are registered, check your email for "reset your password" link to set up your password
5. You will use your Student ID and password to login

TIP

Make sure you have your Student ID. Once registered, save your ID and password!



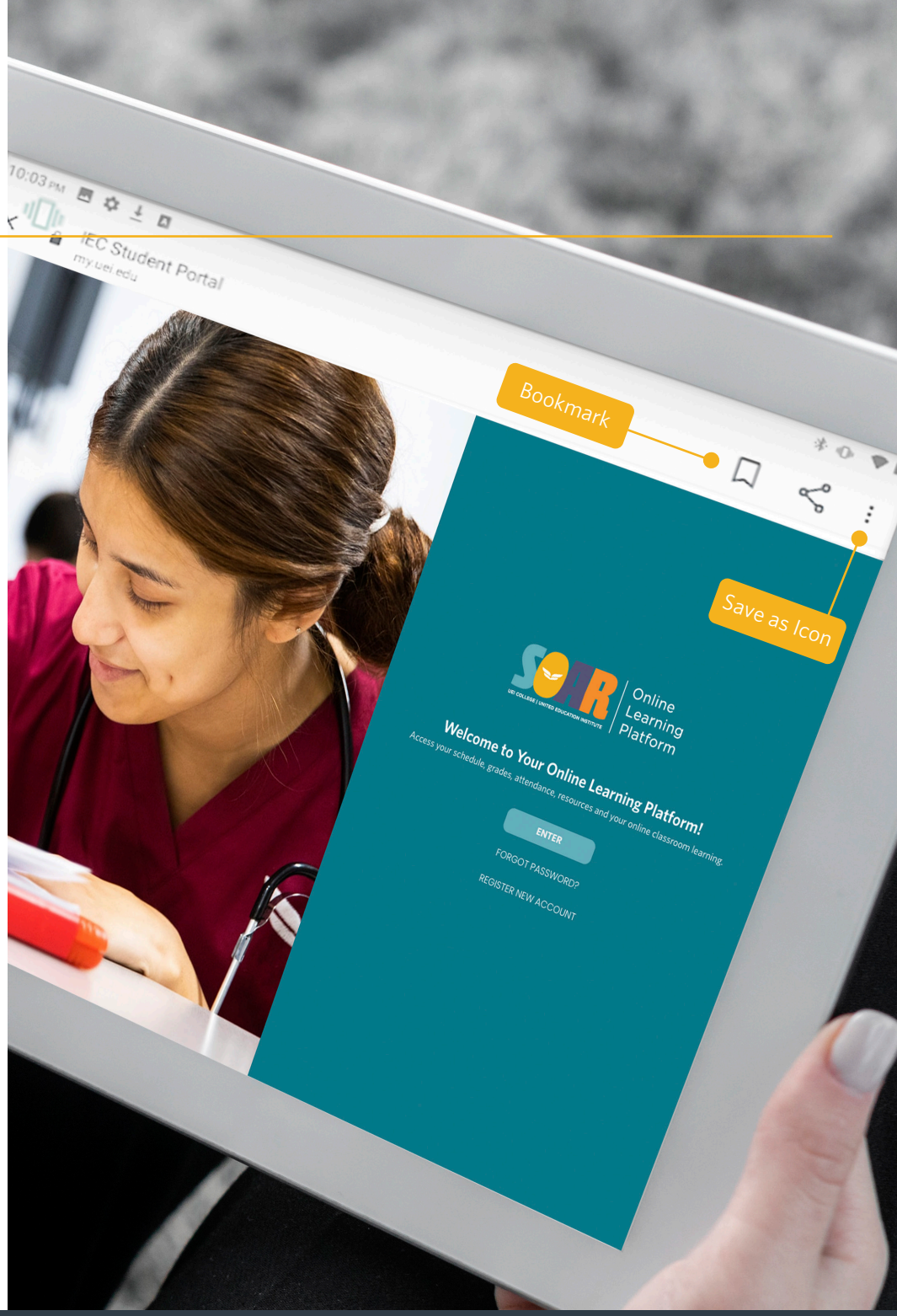
Save
as an Icon

You can create a direct link from your home screen to open the Student Portal, just like an app on your device.

On Your Tablet or Chromebook/Laptop

Once you have logged in to the Student Portal in your browser:

1. **Tap on the Bookmark icon to save the Student Portal in your browser**
2. **Tap the three dots in the upper right corner to view your bookmarks**
3. **Select "Save as Icon" on screen**



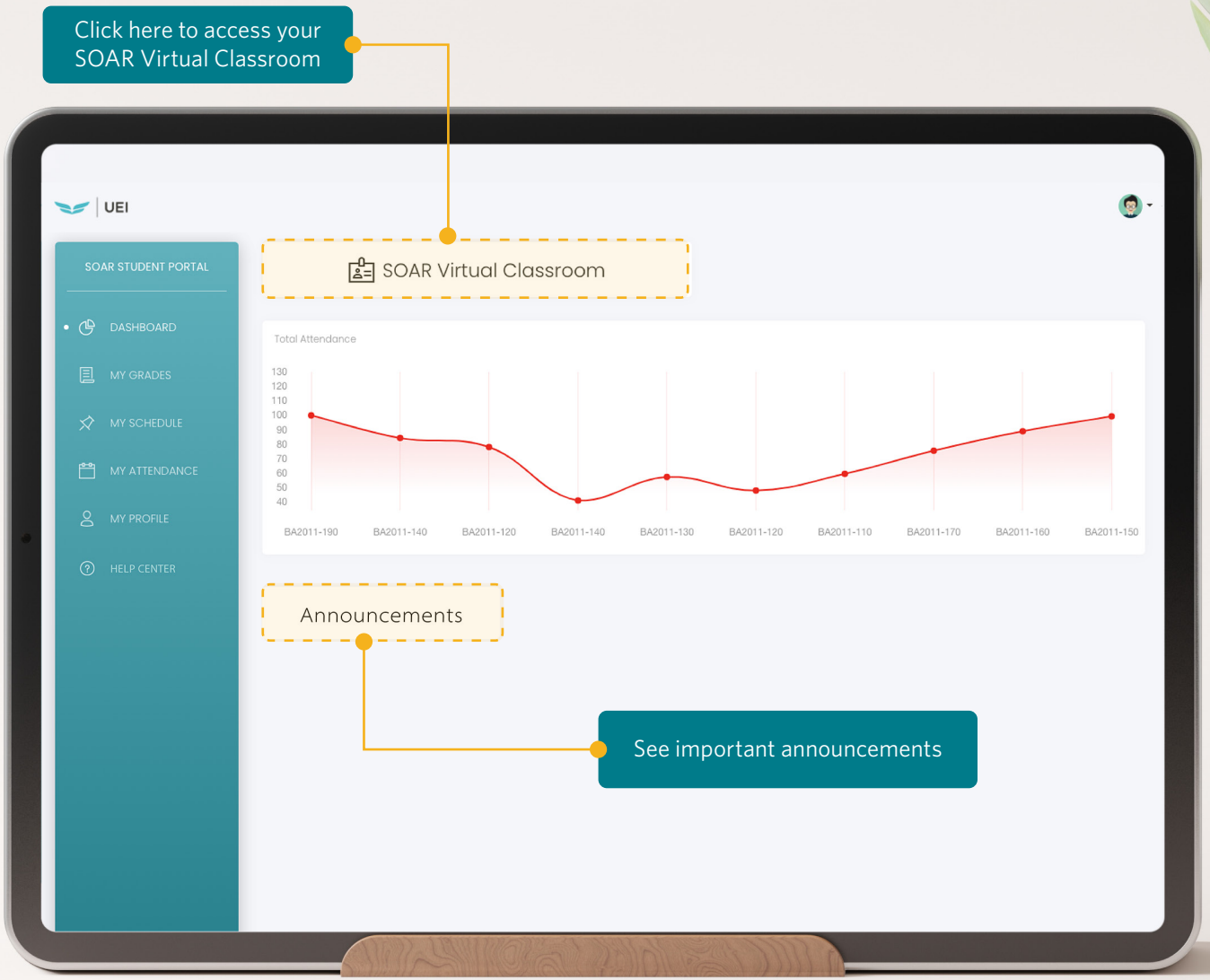
TIP

You can also save the Student Portal as an icon on your phone from your home screen.

Inside the Student Portal

In the Student Portal, you will have access to:

- Your Dashboard
- Your Grades
- Your Class Schedule
- Your Attendance
- Your Profile Details
- Help Center



uei.edu

Complete
Emergency Information

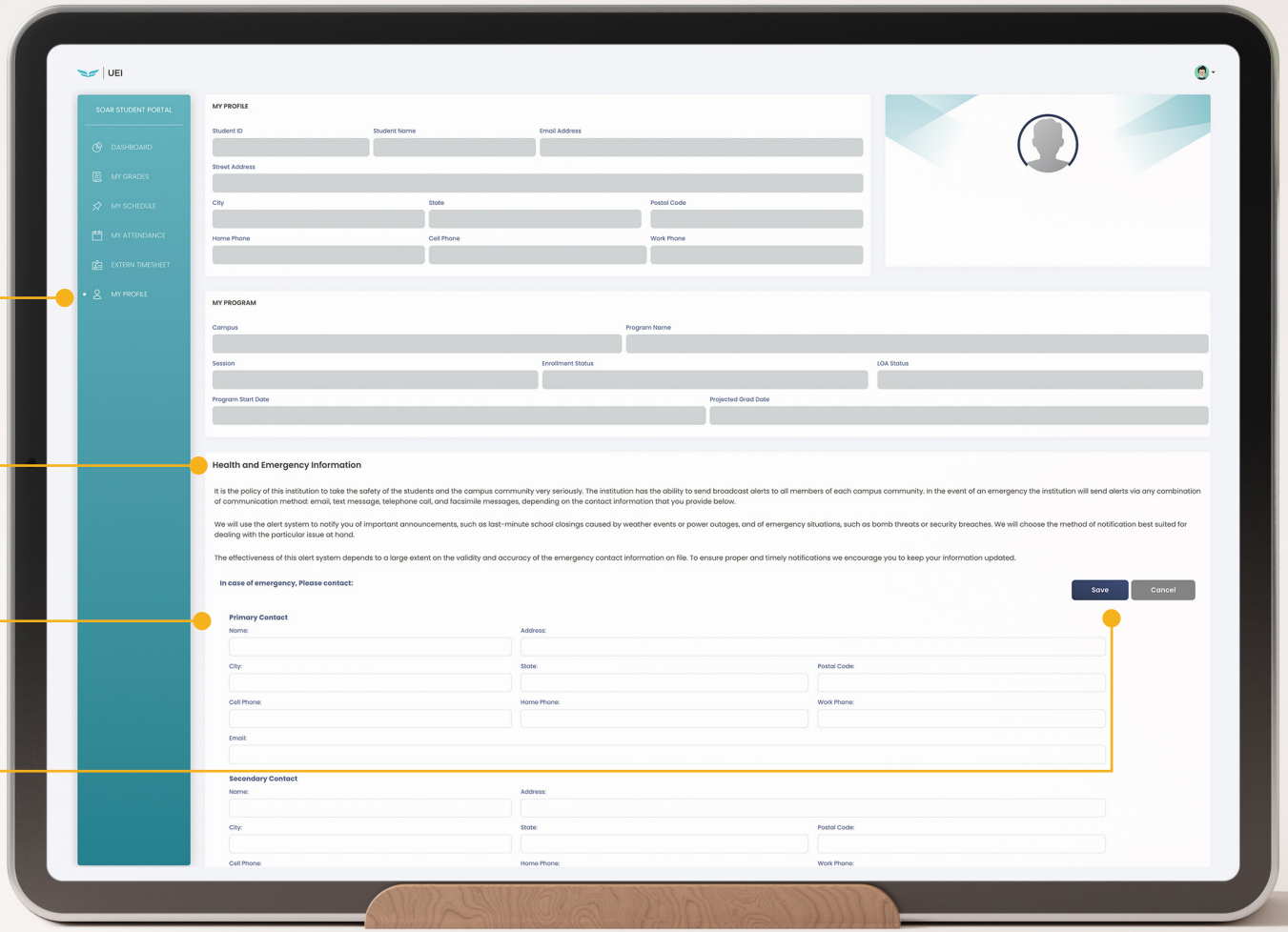
In your profile details, you are required to complete your emergency contact information.

Select My Profile

Scroll down to the Health and Emergency Information section

Add your Primary Contact information *(If applicable, add a Secondary Contact)*

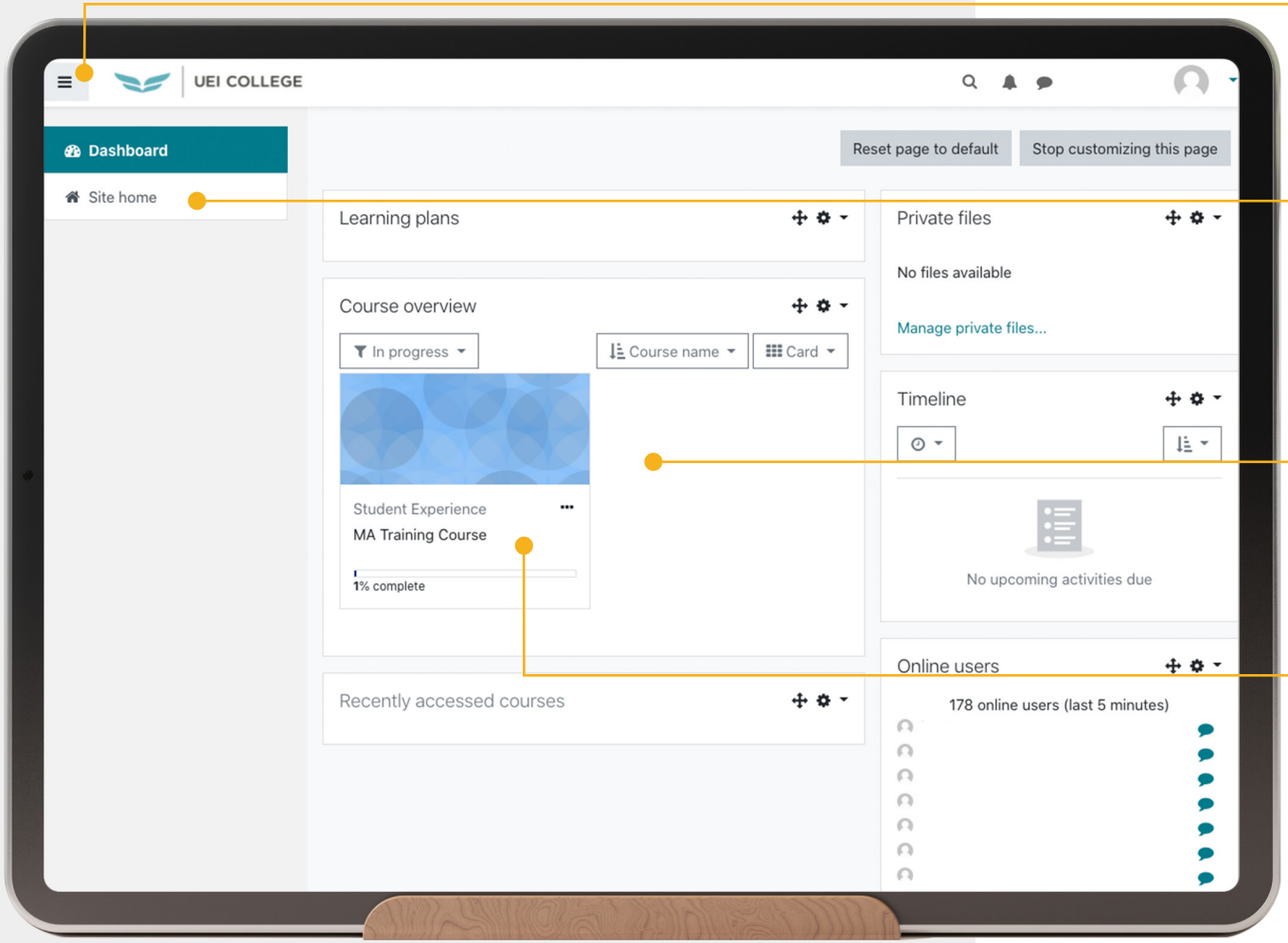
Save your contact information



uei.edu

Inside the
SOAR Virtual Classroom

How to find your course in the SOAR Virtual Classroom.



Click on the Menu

Click on Site Home

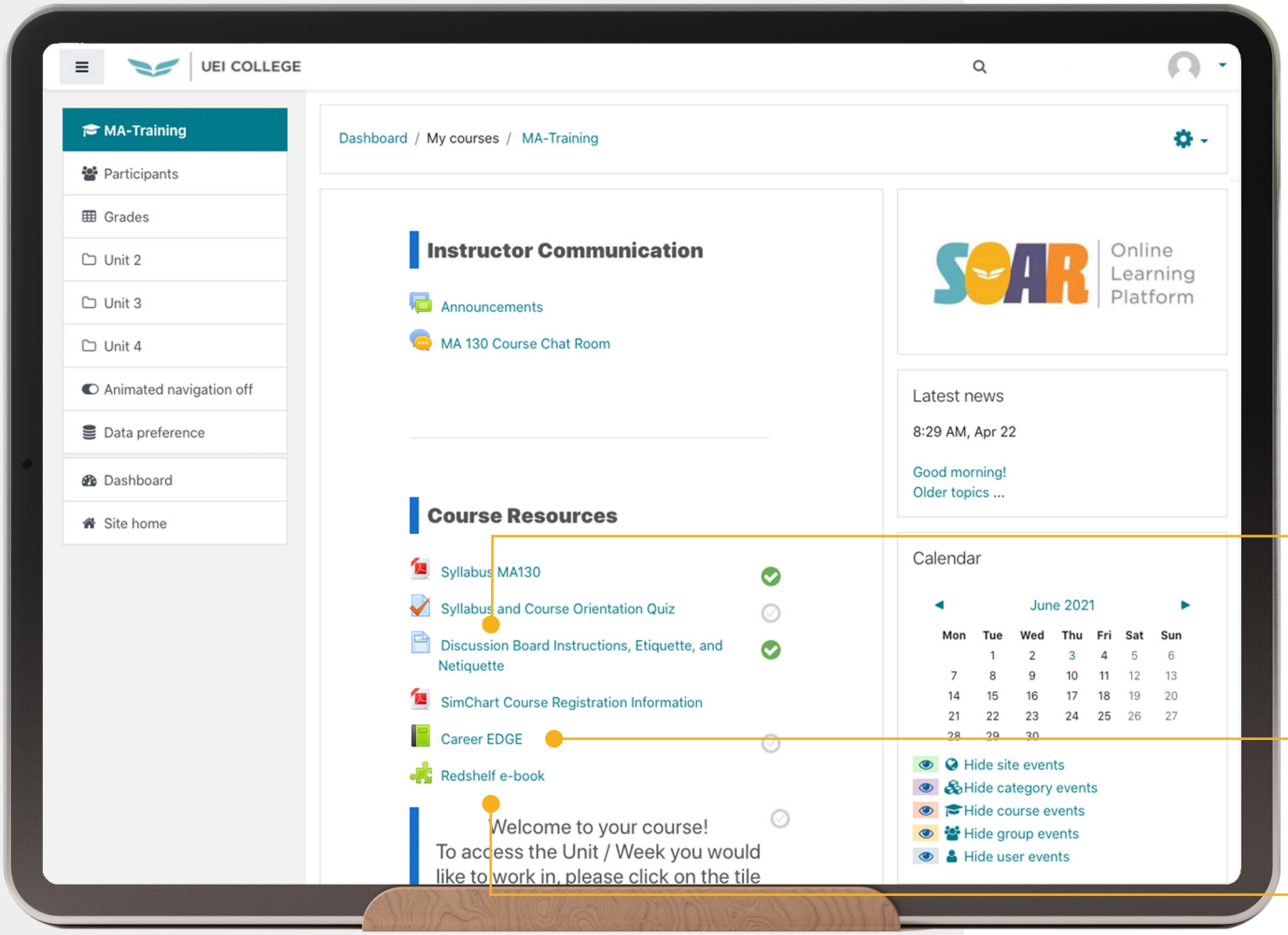
Scroll down to find your course number for your current module. Courses may be displayed in a box or as a list.

Click into your course

uei.edu

Inside Your
Course within SOAR

Below are the course resources to help you navigate your online class activities.



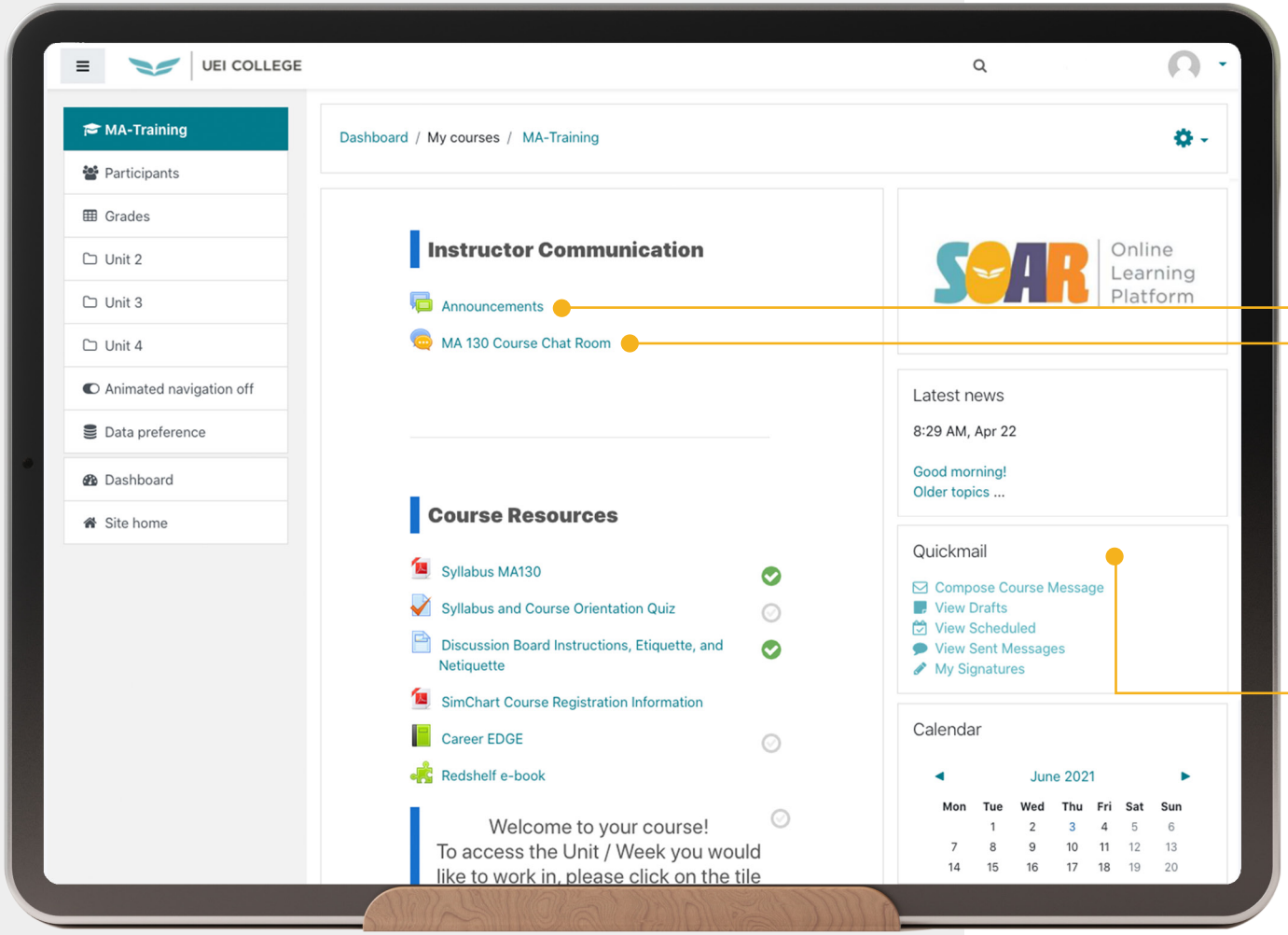
Discussion Board
You can find instructions on how to submit answers to the discussion board here.

CareerEdge
This is the professional development tool that will help you build your career portfolio.

Redshelf e-book
Access your textbooks, workbooks, and e-book tools to help you study.

Communicating with Your Instructor

There are multiple ways within SOAR Virtual Classroom to communicate with your instructor and classmates.



Announcements
Instructor will post information about your class.

Chat Room
Live chat with instructor and other students in your class.

Quickmail
Easily email your instructor and classmates through Quickmail. This allows for one-to-one or group emails with your readily available class contacts.

Navigating
Hybrid Learning

On-Campus Lab Days

Attending your scheduled lab days are mandatory and important for your success. In lab, you will learn and practice the skills needed for your career.

SOAR Virtual Classroom Days

SOAR Virtual Classroom days are your non-lab days. Online days will include classroom activities, live Zoom lecture hours in SOAR Virtual Classroom, and live chat with your instructor. Online classes are designed to prepare you for the next lab, theory and exams. You will receive daily assignments to reinforce topics in lecture.

Daily Tasks

You will:

- Check your announcements
- Complete daily assignment
- Participate in discussion boards
- Check your email

Homework

Homework is very important and must be completed throughout the week. The topics assigned will help reinforce learning objectives from lab and theory.

Externship
(if applicable)

If you have enrolled in a program that requires externship, Career Services will help you secure an off-site location to complete your externship hours at the end of your SOAR Virtual Classroom Days and On-Campus Lab Days.



Class Schedule

As a student, you will have a combination of On-Campus Lab Days and SOAR Virtual Classroom Days.

Add your schedule to the week view below for easy access.

**Homework is to be completed outside of your On-campus Lab Days and SOAR Virtual Classroom Days.*

Your schedule will consist of:

- ☐ On-Campus Lab Days
- ☐ SOAR Virtual Classroom Days
- ☐ Live Zoom Lecture Hours in SOAR Virtual Classroom
- ☐ Live Chat with Instructor
- ☐ Open Lab Days
- ☐ Homework Time

SUNDAY	MONDAY	TUESDAY	WEDN ESDAY	THURSDAY	FRIDAY	SATURDAY
					Open Lab Day	

uei.edu

Attendance & Grades

As a student at UEI, you have attendance and grade requirements to complete your program. Below you will find a breakdown for attendance-taking activities on SOAR Virtual Classroom Days and On-Campus Lab Days, as well as a breakdown for your program grade requirements.



Attendance

Attendance-taking activities on SOAR Virtual Classroom Days

- Syllabus quiz
- Knowledge Assessments
  - After live Zoom lecture
  - After online presentation
- Discussion Boards
- Quizzes
- Exams

Attendance-taking activities on On-Campus Lab Days*

- Arrive on time to avoid "tardy."
- Attend full session to avoid "leave early."
- Sign into the roster next to your printed name. Enter time in and time out.
- Participate and engage in lab activities.
- Complete skills check-offs.

On-Campus Lab Days attendance is mandatory. You will not be able to graduate in your field of study without successful completion of lab skills.

Grades

Your program grade will consist of a combination of lab skills evaluation, theory and assignments, and quizzes and exams.

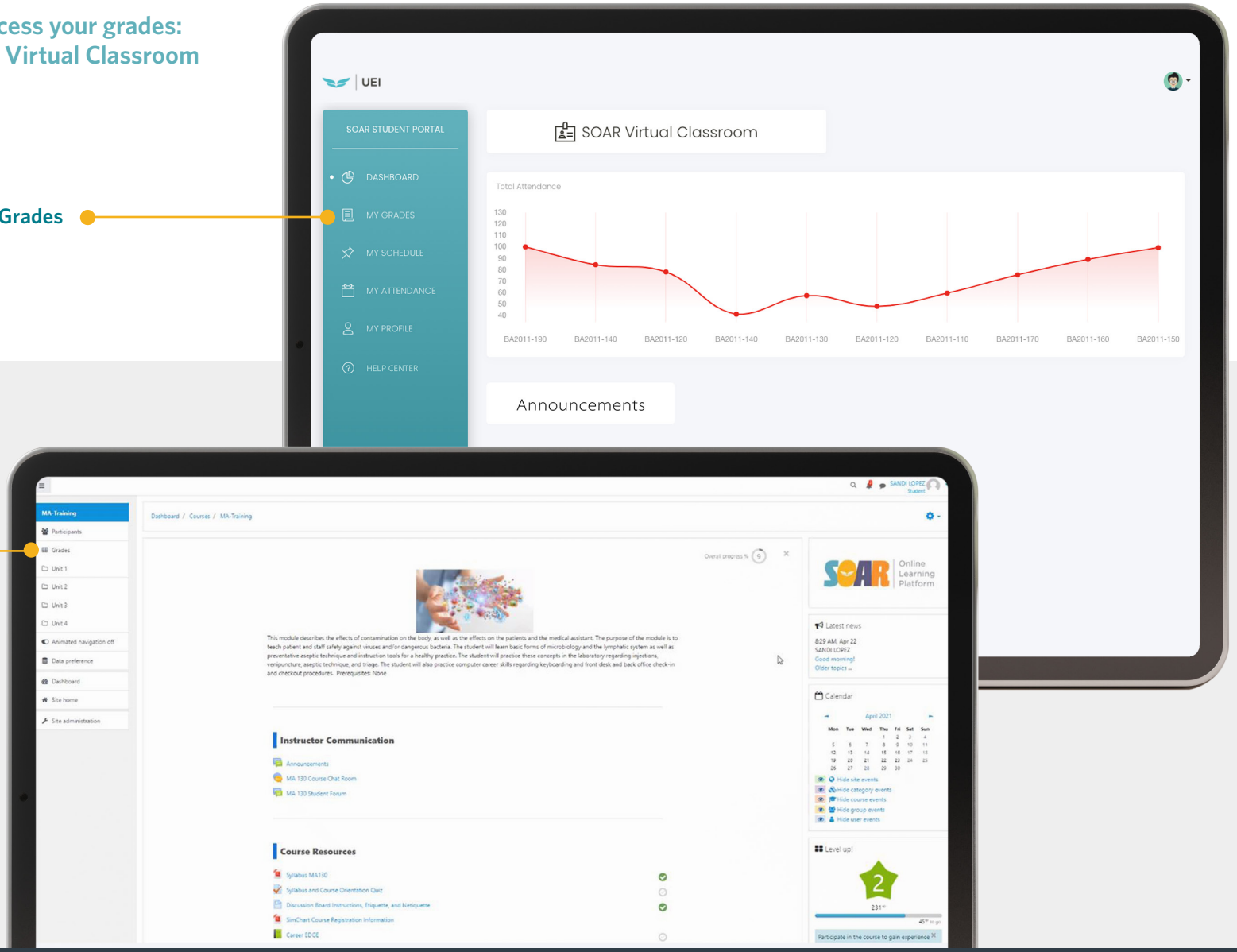
Quizzes & Exams	20%
Theory & Assignments	40%
Lab Skills Evaluation	40%
Cumulative Grade	100%

Accessing
Your Grades

There are two ways to access your grades: Student Portal and SOAR Virtual Classroom

Overall Class Grades

Individual Assignment Grades



uei.edu

Student Expectations

Our staff and faculty are dedicated to your success. To help guide you through your career education journey, students are expected to attend, participate and complete the following to be successful in their program.



Participate and complete within academic unit/week on SOAR Virtual Classroom Days

- Attend live Zoom lectures in SOAR Virtual Classroom.
- View presentations and complete knowledge assessments.
- Complete activities and assignments.
- Participate in discussion boards.
- Take quizzes and exams.

Attend On-Campus Lab Days

- Receive instruction, demonstration, and practice hands-on skills.
- Apply hands-on training with industry relevant equipment, supplies and tools.
- Practice and engage with classmates on skills development.

Complete Homework

Tips for Success



- Attend all scheduled lab days.
- Participate and complete your daily assignments.
- Pace your assignments to help you absorb all the information.
- Check instructor announcements.
- Set calendar reminders.
- Work with your classmates to keep each other on track.
- Ask for help if needed! We are here for you every step of the way.
- Schedule study time for yourself.
- Commit 20-40 Externship hours per week to increase your chances of being hired *(if applicable for your program).*

Student Support

Ask for help if needed! We are here to assist you with your learning experience and support you in reaching your goals. If you need additional help, please contact the appropriate resource below.

SOAR Hotline

For assistance with SOAR, contact:

(877) 373-4839

SOARHotline@ieccolleges.com

Student Hotline

For assistance with concerns at your campus or if you are not receiving the help you need, contact:

(866) 591-8588

StudentHotline@ieccolleges.com

Notes

Notes

UEI

Our faculty and staff are here for you every day, at every step, to help you through your journey at UEI.

Add your instructors and campus support team contact below to have easy access to reach them.

Instructor	Contact
Instructor	Contact
Campus Support Team	Contact
Campus Support Team	Contact
Campus Support Team	Contact
Campus Support Team	Contact

