

## *MyLane Guided Tour*

- A. Login and Navigation
  1. Navigate to myLane login page (myLane link on [www.lanecc.edu](http://www.lanecc.edu))
  2. Open the myLane tutorial index in a 2nd browser tab by right-clicking on [See Entire Library] and selecting [Open in new tab]. Leave this window open for the rest of this tour, so that you can review the help tutorials conveniently.
  3. Log into myLane. If you have trouble, open and read the login help page.
  4. When you log in, the myLane Home page will open.
  5. The **tabs** across the top open the various **pages** you have access to, based on your job class. What tabs do you have?
  6. On each page, there are various **channels** with different content and links in them.
  7. In your other browser window, open and quickly review the Home Page Overview from the list of myLane Training Documents.
  8. Return back to your myLane window. What are the three icons at the top right, next to Logout and Help?
- B. Explore your myLane
  1. Take a second to look around the features and get acquainted with the information. MyLane provides quick access to many types of information and tools for students and employees.
  2. Look at the myEnrollment, Student Success, and Campus Life pages. Think about how the channels on these pages might facilitate student success. Can you think of any other channels or content that might also contribute? MyLane is a work in progress; please let us know what you think should be included.
  3. Check out [This Week At Lane] to see a summary of what is happening at LCC this week.
  4. Some of the tabs and channels may look familiar; this is because many of the links go to ExpressLane. However, myLane includes many valuable resources besides access to ExpressLane.
- C. Click on the Employee tab
  1. On this page you will find your payroll information and time sheets. The various links under Payroll go directly into ExpressLane.
  2. In the Benefits channel, HR has provided links to the most commonly requested information and web sites.
  3. You can open the current time sheet by clicking the [More] link under Time Reporting, or you can open any past or current timesheet by selecting [Timesheets] on the Payroll channel.
  4. Where on this page do you see employment opportunities?
  5. Notice the various support and training resources on the Training channel.
  6. Click on the Benefits and Deductions Menu link under Your Personal Benefits. This is an ExpressLane screen. Click on the HELP button at the top right. Each screen in the Employee section of Expresslane has it's own HELP tutorial, as do all screens in the Personal Information and Faculty/Advisor modules. Close the HELP screen and return to myLane.
- D. Click on the Faculty/Advisor tab
  1. The Faculty/Advisor tab appears only on faculty members' and advisors' myLane accounts.
  2. The Faculty/Advisor Links channel includes favorite links selected by a faculty focus group.
  3. The Faculty/Advisor ExpressLane channel provides direct links to the screens in the ExpressLane Faculty/Advisor module.
  4. Try clicking on Class List. Select the current term and choose one of your classes. Click on the HELP button at the top right to open a tutorial on use of the Class List screen. Every screen in the Faculty/Advisor module has a similar HELP page.
  5. Notice the Academic Technology Support channel at the bottom right. What is today's Hot Tip?
  6. The Course Leader Activity Channel opens your MyCourses page, showing the courses you are attending and/or teaching. Clicking on a course name takes you to the Course Studio. Course Studio provides you with a variety of communication and collaboration tools to use with your students. See more about Course Studio at the bottom of this Tour guide.
- E. Click on the Library tab
  1. This page provides a wide variety of digital library services.
  2. Which channel allows you to manage your library account and check out items?
  3. Notice that you can chat with the librarian.
  4. Take a moment to browse the Services for Faculty channel. There are many items in here that you may want to link to in your Moodle courses.
- F. Click on the myMoney tab
  1. Use this page to make student payments, view account balances and holds, accept financial aid awards, get FAFSA help, and view scholarship information.

- G. Click on the myEnrollment tab
  1. This page provides direct links to ExpressLane screens for enrollment and registration.
  2. The My Courses channel opens the student's MyCourses list, showing the current course schedule. Clicking on a course name takes the student to the Course Studio. Course Studio provides students with a variety of communication and collaboration tools to use in the course.
- H. Click on the Student Success tab
  1. This section has useful student information. Notice that several of the channels on this page feature rotating articles to provide students with the information and connections they need to succeed.
  2. Under the Timely Term Tip block take a moment to read this week's Student Success Tip.
- I. Click on the Campus Life tab
  1. The Campus life tab is a good resource to refer to for news about active and involved students, student groups, athletics, and student life resources.
  2. Notice the Group Studio Activity Channel. This channel is also displayed on the bottom of the Employee page. In the next section of the tour, we will take a look at Group Studio tools social and work groups.
- J. Go to the Group Studio Activity Channel in either the Campus Life or Employee page
  1. Group Studio is used to create and participate in LCC clubs and groups.
  2. Select [View All Groups] and open the Groups Index. Pick a category and see what groups have been formed in that area.
  3. [Request a Group] provides any myLane user with the ability to create a group in Group Studio.
  4. Switch to the browser window where you have the myLane training tutorials open. Notice all the Group Studio tutorials, where you can learn more about setting up and participating in Group Studio groups.
  5. Take a minute to review the Group Studio – General Overview. What Group Studio features might help you manage committee and team collaboration?
- K. Go to the Course Studio from either Faculty Advisor > Course Leader Activity Channel, if you are an instructor, or from myEnrollment > My Courses, if you are a student.
  1. Course Studio includes the same tools as Group Studio, but students and instructors are automatically populated based on registration and teaching assignments.
  2. Instructors may choose to use the Course Studio, or replace it with a link straight to Moodle.
  3. Instructors: If you are interested in using the Course Studio, review the tutorials on Course Studio in the myLane Training modules.
  4. To set up your Course Studio to navigate straight to Moodle, follow the directions in the Course Studio and Moodle tutorial in the myLane training modules.
- L. myPage
  1. myPage is a page that you create and organize yourself. You can use it to collect together any channels or content that you want.
  2. To organize your page select [Content Layout] link in upper left hand corner.
  3. From here select the myPage tab
  4. Click on any New Channel button and choose Select All from the drop-down list under Select a Category. Choose one of the available channels to display in the current location on your myPage.
  5. Clicking on the X at the top right corner of the new channel will delete it from your myPage. Use the arrows to move your channels around on your myPage.
- M. Managing Content and Layout of your myLane
  1. You can make some changes to the content and organization of your myLane by selecting [Content Layout] in the top left corner of the screen.
  2. You can add new tabs or delete certain tabs.
  3. Open the Employee page. Notice that each channel has a delete icon [X] in the top right corner. Which one looks different? What does this mean?
- N. Add your own tabs
  1. Go into [Content Layout]
  2. If you want to add another tab to your myLane, select the [add tab] button on the far right
  3. A new window will appear allowing you to name your tab, select if it is traditional or framed, select a position for your tab, and then submit.
  4. Your tab should appear along with your other tabs when you navigate to your homepage.