

- Use the bar in order to **mute** your microphone/camera in order to listen to the session
- Use the “**chat**” box in order to ask questions or comments
- If for any technical question you are logged off, go back to the team/class and click on **Join** again

## How to use LEA?

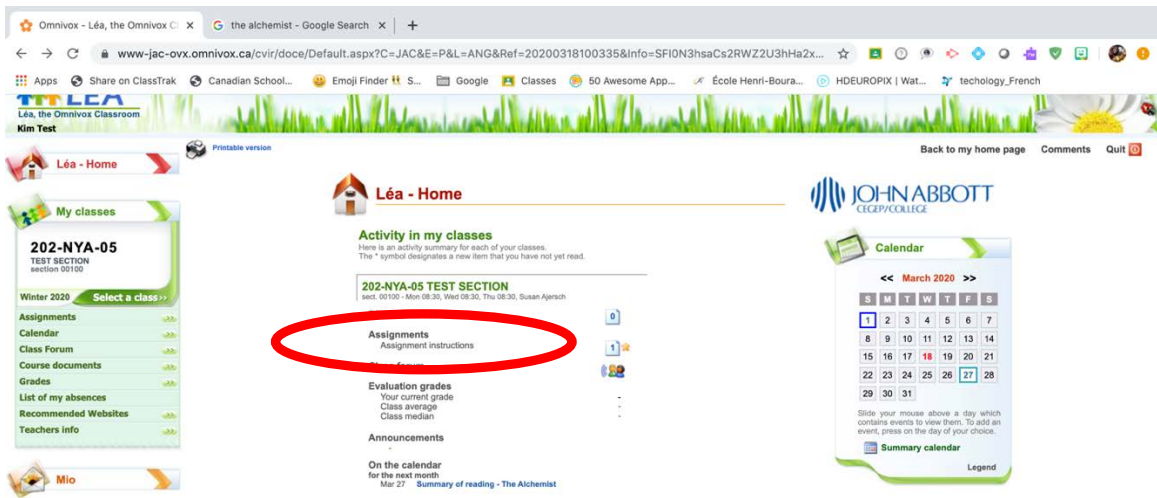
## How to check on new documents?

Open Lea. You will see a start flashing when a new document was uploaded

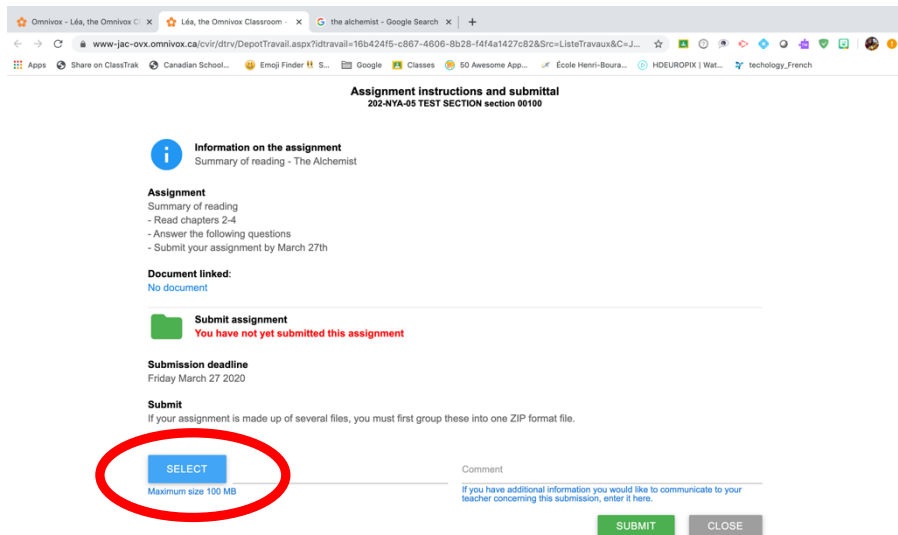
The screenshot shows the LEA interface. The main content area is titled "Distributed Documents and Videos" for "202-NYA-05 TEST SECTION section 00100". It includes instructions: "If your teacher has made documents available for this course, you can consult or download them below. The documents you have yet to view are identified with a star." and "If you're not able to view PDF files, you may download Adobe Reader (free of charge).". There are two tips: "Tip: To save a document" and "Tip: How to use a ZIP format?". A table lists documents with columns "Document", "Distributed", and "View or download". One document is highlighted with a red circle: "Course outline 202-NYA-05 sect. 00100" (marked with a star), "since Mar 18, 2020", and "Course\_Outline.docx 11 KB". A legend indicates that a star icon means "Document you have not yet viewed".

## How to submit and assignment?

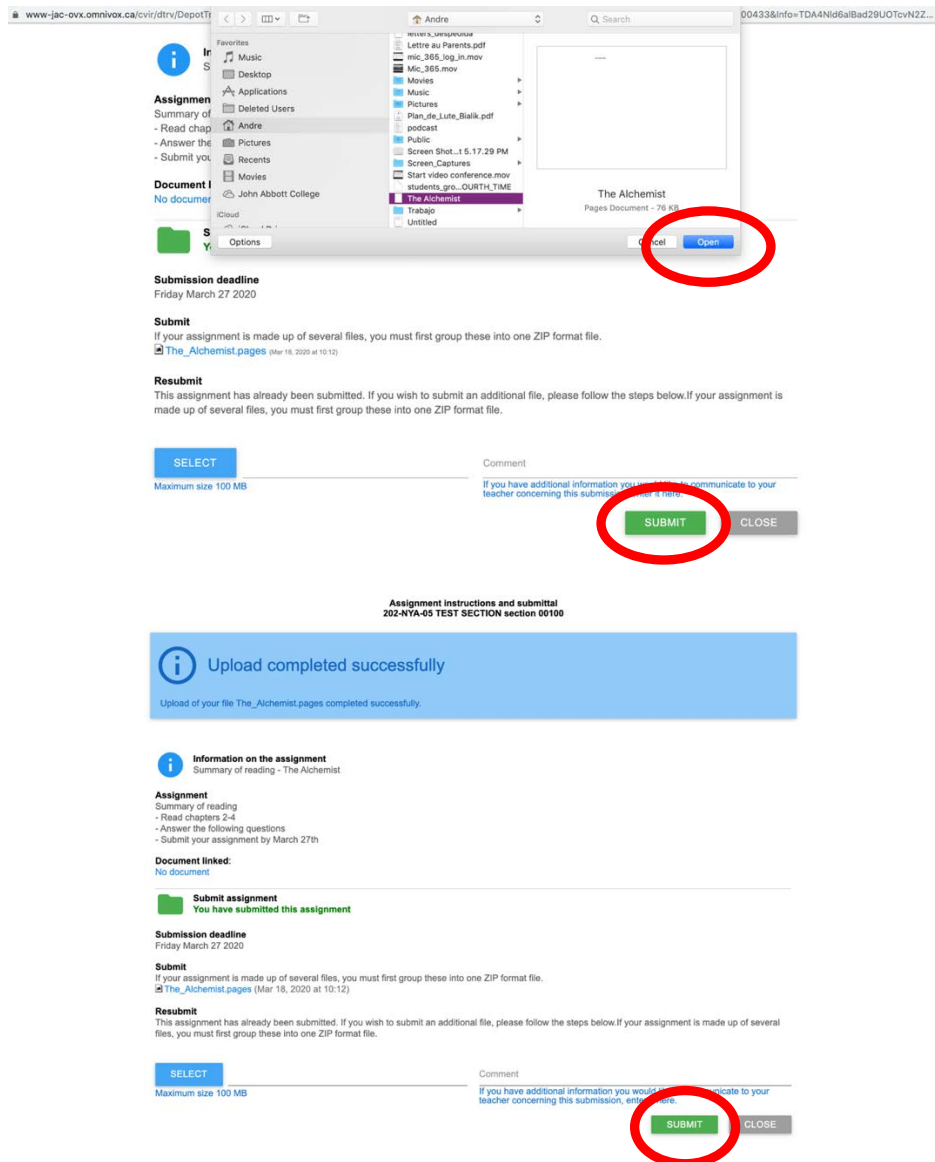
- 1- Log in to LEA to look for assignments
- 2- Click on the **assignment** you would like to submit



3. To upload the assignment, click on **select**

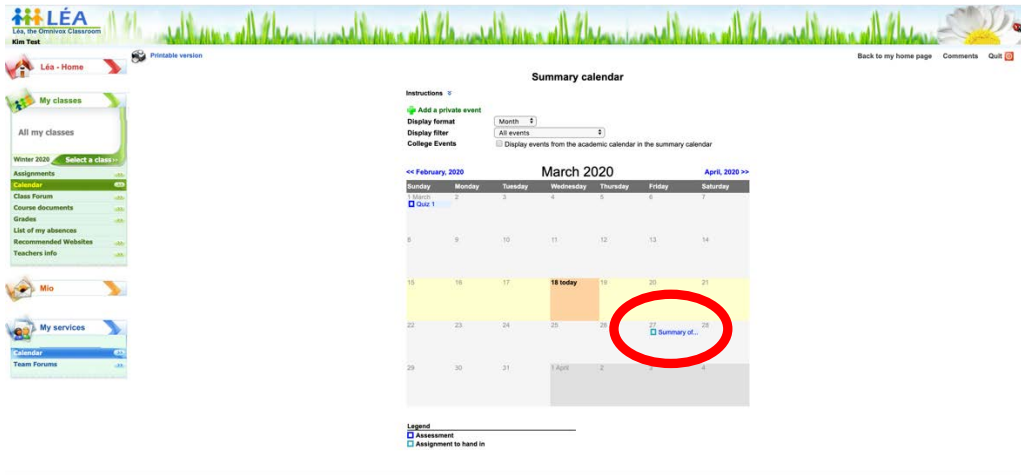


4. Select the file you would like to submit from your device and click on **open**
5. Click on **submit**



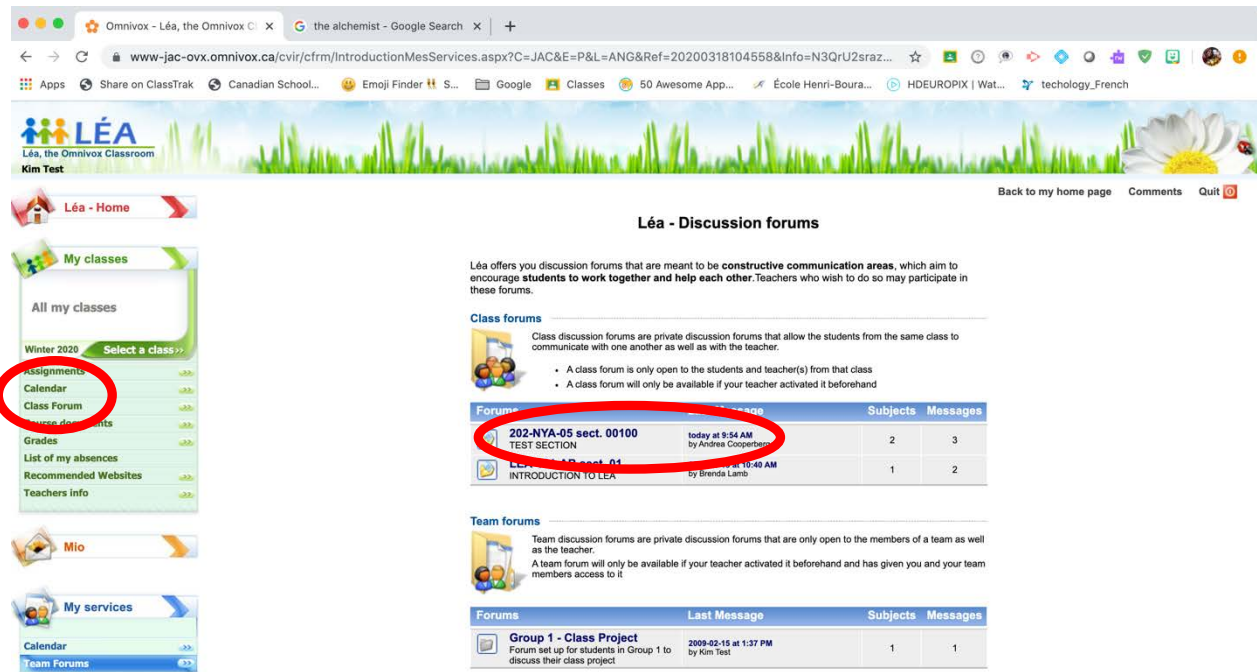
**Please note that the maximum file size is 100 MB.** If you exceed this size, please contact your teacher to find another way of sending your assignment (For example, is this a video, create a link from your video and add it in a word document)

Click on Calendar in order to check on new assignments



## How to participate in Forums?

1. Click on **Class Forum** and select the forum that you would like to participate



## 2. Click on the subject that you would like to collaborate

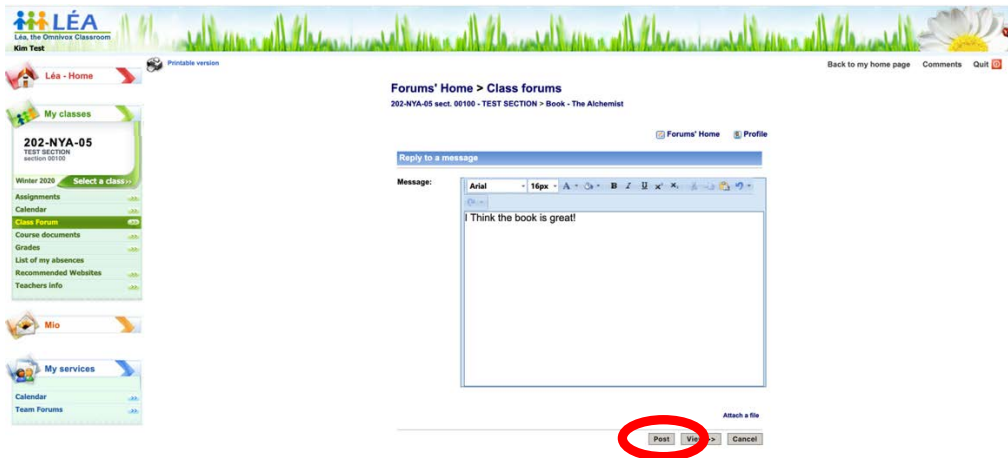
The screenshot shows the LÉA forum interface. On the left is a navigation menu with sections like 'My classes', 'My services', 'Mio', and 'Léa - Home'. The main content area is titled 'Forums' Home > Class forums' and shows a list of forum subjects. The subject 'Book - The Alchemist' by Andrea Cooperberg is circled in red. Below the subject list is a table with columns for 'Last Post', 'Replies', and 'Views'.

	Last Post	Replies	Views
<a href="#">Book - The Alchemist</a> by Andrea Cooperberg, today at 9:54 AM	today at 9:54 AM by Andrea Cooperberg	0	1
<a href="#">There are great resources for students to discuss</a> by Susan Regan, yesterday at 9:30 AM	yesterday at 9:30 AM by Susan Regan	1	7

## 3. Click on Reply to this subject

The screenshot shows the LÉA forum interface with the subject 'Book - The Alchemist' selected. The 'Reply to this subject' button is circled in red. Below the subject title, there is a post by Andrea Cooperberg with the text 'What do you think about chapter 2?'. At the bottom of the page, there is a 'Reply to this subject' button and a checkbox for 'Receive future replies on this subject by email'.

4. Add your comment and click on **post**



Finally, you will see your post as well as teachers and students

