



OFFICE OF SILLIMAN ONLINE UNIVERSITY LEARNING
SILLIMAN UNIVERSITY
Building Competence, Character & Faith



STUDENT-USER'S MANUAL

<https://soul.su.edu.ph>





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For the FREQUENTLY ASKED QUESTIONS,

Click this link <https://tinyurl.com/SOUL-FAQ-S>

OR

Go to the Virtual Library at your MY COURSES!

(not applicable for SU BEAMM)

For the tutorial videos,

go to Youtube by clicking this link <https://tinyurl.com/SOUL-YT-S>

Like&Subscribe

For the Frequently Asked Questions, go to <https://tinyurl.com/SOUL-FAQ-S>

For the YouTube Tutorial, go to <https://tinyurl.com/SOUL-YT-S>

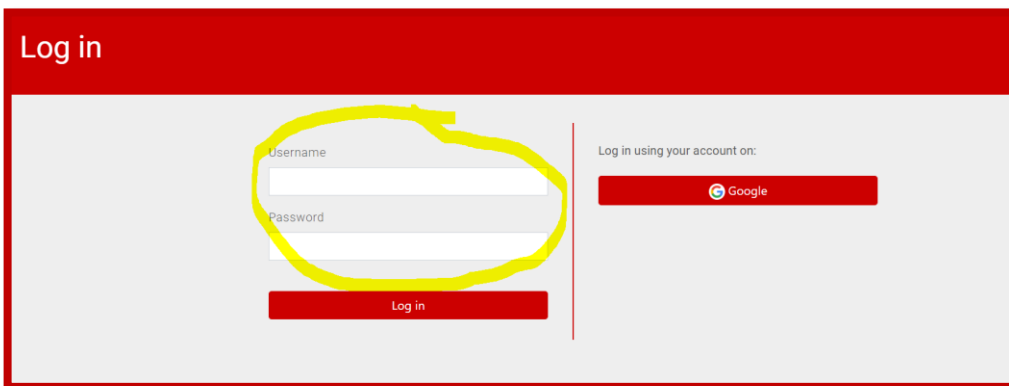


LOG-IN to mySOUL

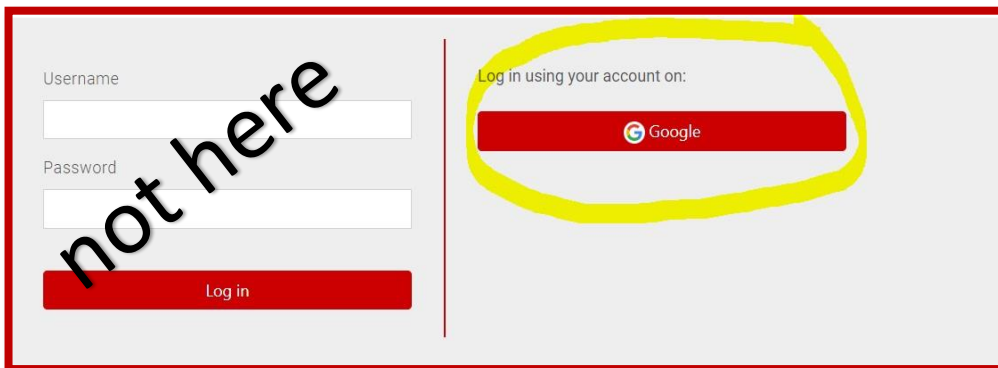
1. Open a browser (Firefox or Chrome) and type <https://soul.su.edu.ph>. You should see the landing page then click LOG IN button.



2. For **SU BEAMM**, input the username and password then click LOG IN button. Usernames and passwords are provided in a separate file.

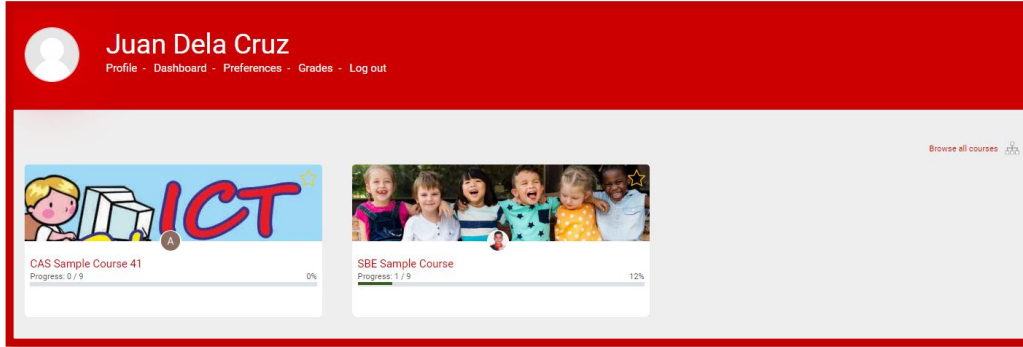


For Parents of Early Childhood and Elementary students, and JHS, SHS, College, Graduate Students, login using your Google Silliman Email address (@su.edu.ph). To activate your SU email, click this [link \(https://tinyurl.com/SOUL-act-S\)](https://tinyurl.com/SOUL-act-S).

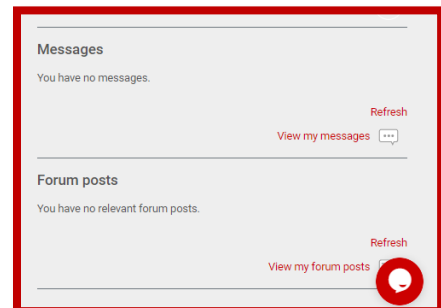
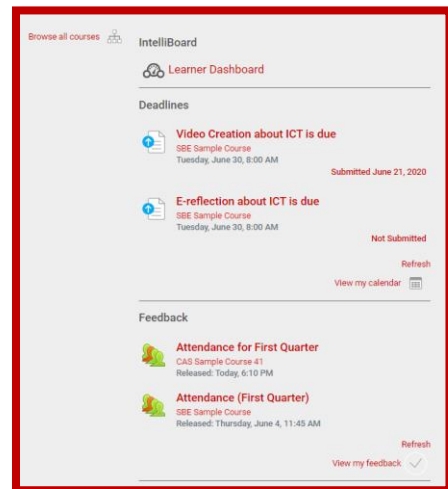





- Once logged in, you should see your name and the list of virtual classrooms that you are officially enrolled. In this example, Juan Dela Cruz has two virtual classrooms.



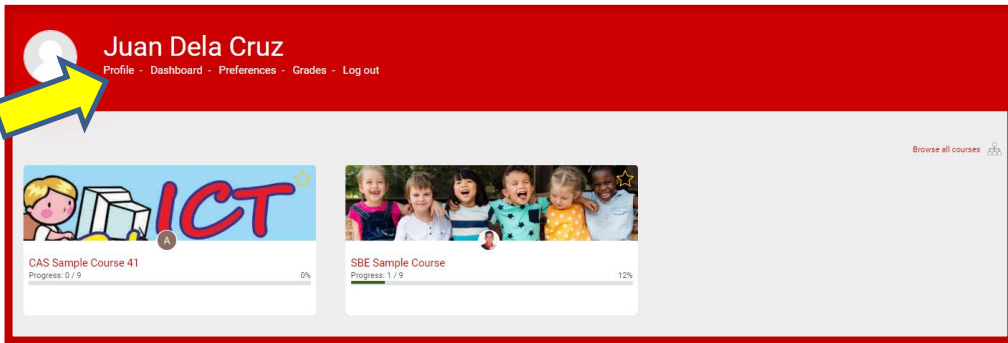
At the right corner of the screen, you should be able to view the section for Deadlines, Feedback, Messages, and Forum Posts. So, check this area every time you logged in to your account.



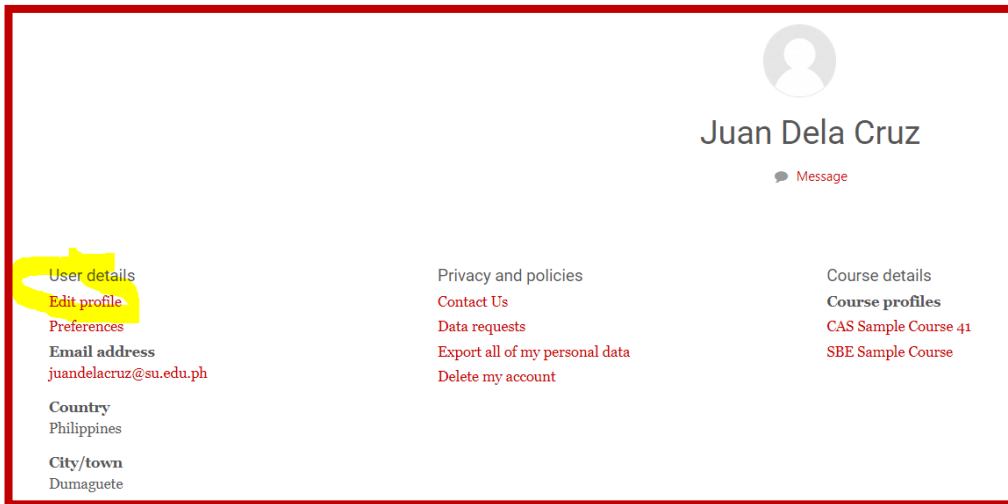
If you see this icon , click this to contact mySOUL technical support.




4. To complete the process, add an ID photo in your profile. To add, click PROFILE.



5. Click EDIT PROFILE.

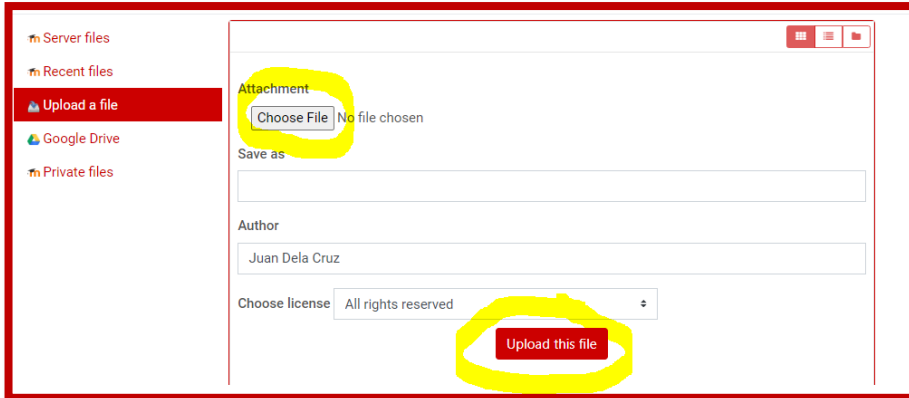


6. Scroll down and look for the field USER PICTURE. Click .

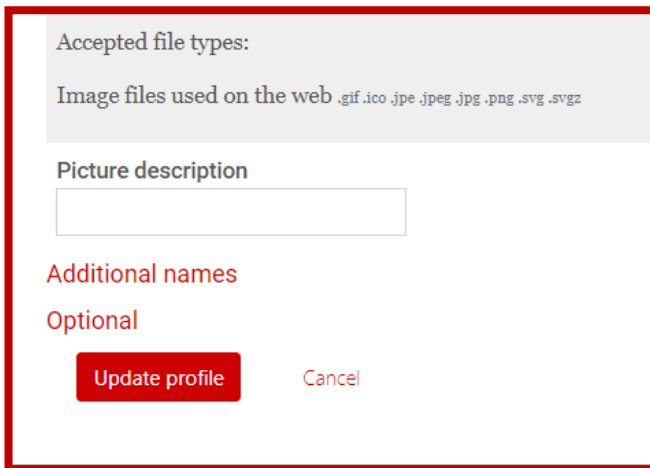




7. Click CHOOSE FILE then select a scanned ID photo from your computer. After selecting a photo, click UPLOAD THIS FILE.



8. Scroll down and look for the button UPDATE PROFILE. Click the button UPDATE PROFILE to save your photo. Your photo should appear in your dashboard.



9. To go back to the list of your virtual classrooms, click MY COURSES.





Once you are in MY COURSES, you should see your photo.

Juan Dela Cruz
Profile - Dashboard - Preferences - Grades - Log out

CAS Sample Course 41
Progress: 0 / 9 0%

SBE Sample Course
Progress: 1 / 9 12%

10. To log out, click LOG OUT.

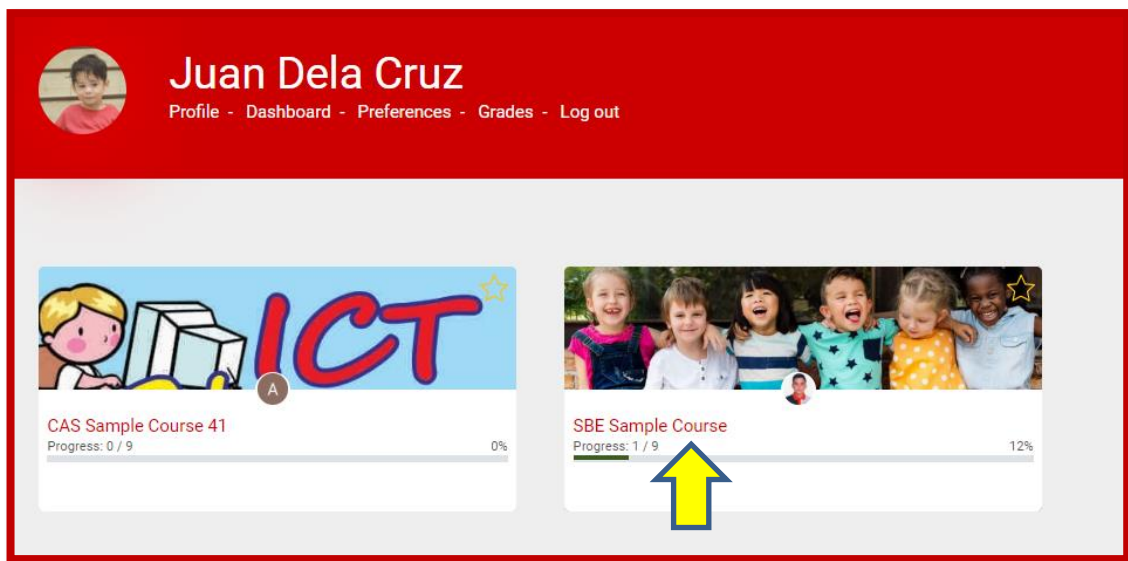
11. To log in again, follow steps 1-3.

Tip: To receive notifications, click PREFERENCES, then click NOTIFICATION PREFERENCES. Change all items in ACTIVITY STREAM to **ON** state.



ENTERING AND NAVIGATING A VIRTUAL CLASSROOM

1. Go to the list of your virtual classrooms, like the screenshot below. If you can't find the list of your virtual classrooms, click MY COURSES. MY COURSES is found at the upper right corner of your screen.
2. To enter, click a virtual classroom. In this example, we will navigate *SBE Sample Course*.



3. Your virtual classroom is composed of several sections. These are (1) content section, (2) course dashboard, (3) resources and activities section. The *content section* is the area where you can view the list of topics. These are clickable. The *resources and activities section* is the area where you can view and click resources such as video, links, files, texts. In this area, you can also view and participate in classroom activities such as quizzes, assignments, chats, and video conference sessions. The *dashboard section* will allow you to view all enrolled students in the virtual classroom.

At the bottom part of the classroom, you can see all the recent activities (4) conducted in the virtual classroom. You can also click the quick links for your technical assistance needs (5), such as the link to the SU website, directory of contact information, and privacy policy. You can also see clickable links for students (6) such as the library, student affairs, and guidance and counseling. We also encourage you to like our fan page (7).



The screenshot shows the 'SBE Sample Course' interface. On the left is a 'CONTENTS' sidebar with a search icon. The sidebar lists: 'Introduction' (Progress: 0 / 1), 'Announcements' (Progress: 0 / 4), 'First Quarter Topics' (Progress: 0 / 1), and '1. Introduction to ICT' (Current: Progress: 1 / 3). The 'Course Dashboard' link is highlighted with a yellow box and labeled '3'. The main content area is titled 'Introduction' and features a large '2' and a 'FENGLISH' logo. Below the logo is a video player showing a person wearing a blue face mask and a white shirt with a red collar. A red play button is visible in the center of the video player.

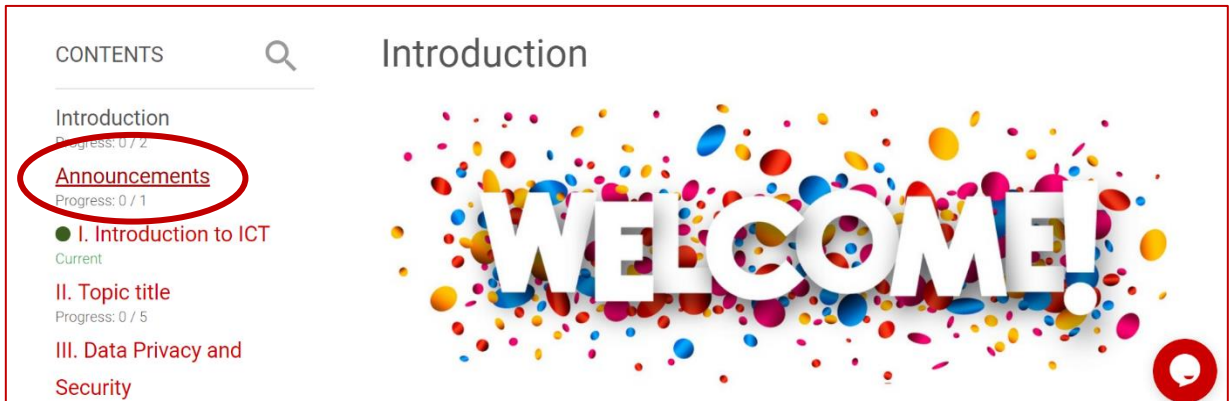
The screenshot shows the footer area of the course interface. On the left, the 'Course Contacts' section features a profile for 'Fredlie Bucog' with a 'message' icon, highlighted with a yellow box and labeled '4'. Below this is the 'Recent activity' section, showing a post from 'Participant 80086' at '12:54 PM, Jun 21' titled 'Video Creation about ICT', with a 'Reset user tour on this page' link. In the center, the 'Help & Support' section is highlighted with a yellow box and labeled '5', providing instructions for mobile device users and links to 'MySilliman', 'www.su.edu.ph', 'Directory', 'Accessibility', and 'Privacy Policy'. To the right, the 'Links for Students' section is highlighted with a yellow box and labeled '6', listing 'Library', 'Student Affairs', and 'Guidance Counseling'. Further right, the 'Links for Teachers' section lists 'mySOUL How To' and 'SU FB Page'. At the bottom left, a Facebook icon with the number '7' is highlighted with a yellow box.

Tip: Don't be afraid to click any part in the virtual classroom. It is designed for you. Feel free to navigate.

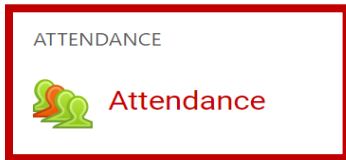


ATTENDANCE CHECKING

1. Be on your subject, then look for the attendance button. In this example, attendance button is found at the **Announcement** section. Click **Announcements** on the left side (it comes as the second topic after **Introduction**).



2. Click on **Attendance**.



3. A page appears where you need to **Submit attendance**. If the clickable **Submit attendance** does not appear, then that means your class period has not started yet.

Date	Description	Status	Points	Remarks
Sun 21 Jun 2020 8:45AM - 9:30AM	Regular class session			Submit attendance

4. Once you have click on **Submit attendance**, your attendance status appears on the left side.

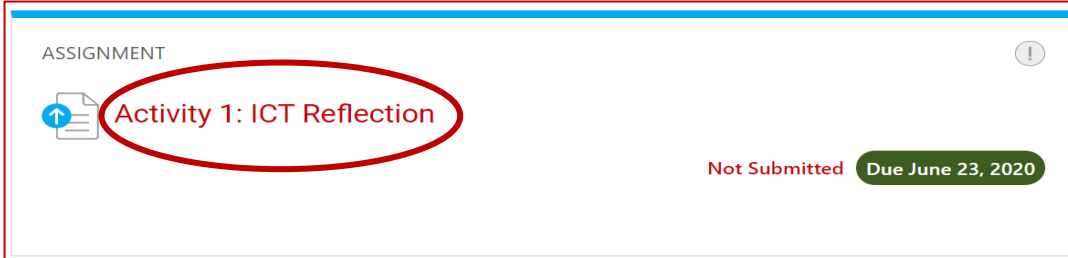
Date	Description	Status	Points	Remarks
Sun 21 Jun 2020 8:45AM - 9:30AM	Regular class session	Present	2 / 2	Self-recorded

5. You are done with Attendance checking. You can now proceed to the lesson of the day.

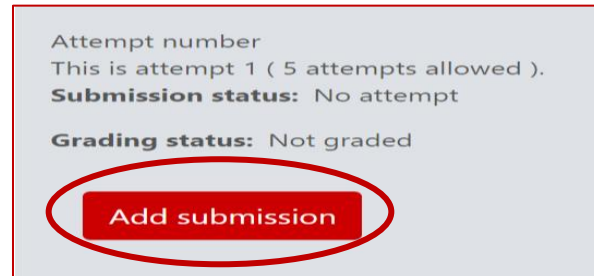


SUBMITTING AN ASSIGNMENT

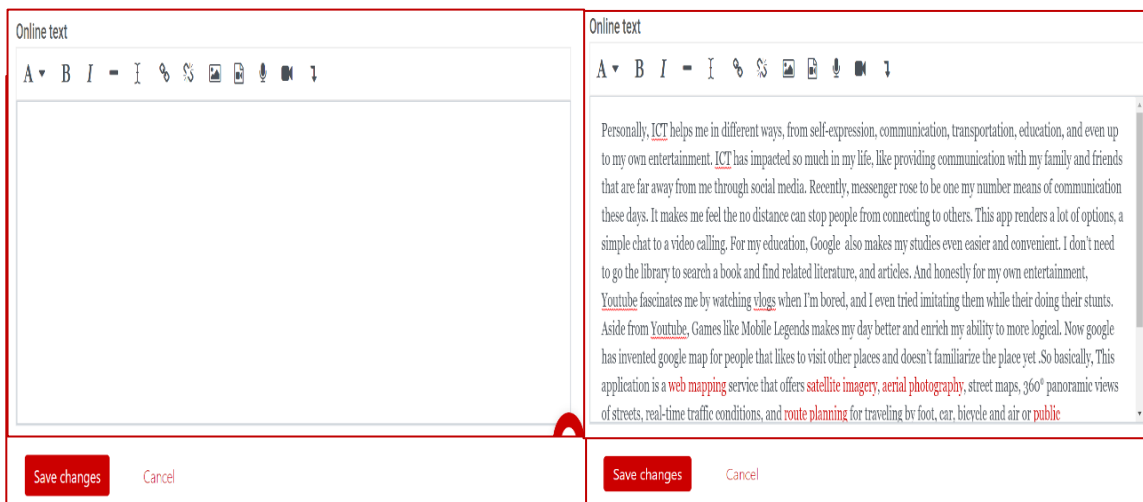
1. Be on your subject and on the topic where you need to submit your assignment/activity.



2. Click on the assignment; in this example, it is Activity 1: ICT Reflection.
3. Once the assignment is clicked, scroll down a bit, and an **Add submission** button can be seen on the right side.

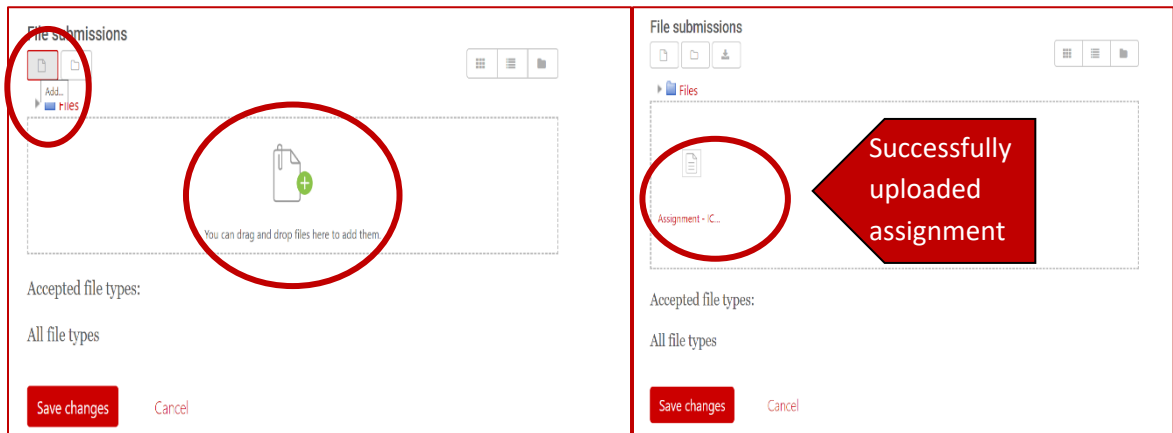


4. For assignments where online text is needed, the left image is what you will see. You have to type your answers in the space provided (right image) before hitting the **Save changes** button.

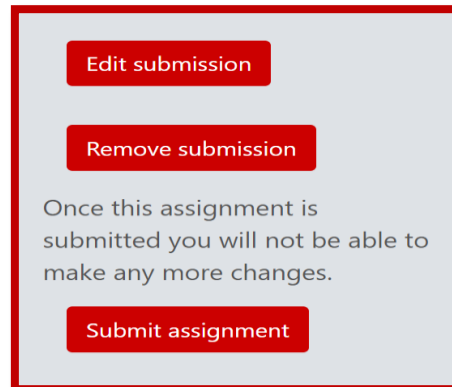




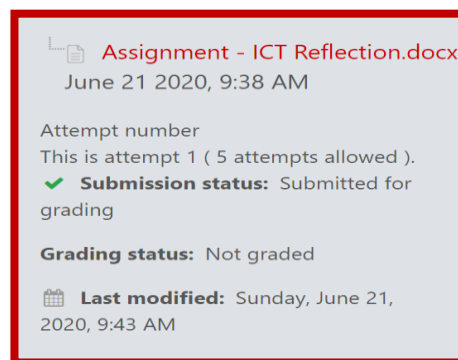
- For assignments where you need to submit a file, you will see the image below. You have a choice to either **drag and drop** your file in order to submit or click on the **Add file** icon.



- Once the file is successfully uploaded, click **Save changes**.
- You are then directed to a page where you can **edit** or **delete** your submission and finally click on the **Submit assignment** button.



- Once you click on **Continue**, you are done submitting your assignment, and the details of your submission will appear.





TAKING A QUIZ

1. Your teacher will tell you where the quiz is located. Be on the topic where you need to take the quiz. Click on the quiz; in this example, it is Unit 1 Exam.

QUIZ ✓

Unit 1 Exam

Not attempted **Due June 21, 2020**

2. Click on **Attempt quiz now, start attempt**, and place the password that the teacher just told the class if a password was given.
3. You will then be directed to the questions for answering. A clock is located at the lower left corner to remind you of the time left to take the exam. Just click on the **Next** button found at the lower right of the page to go to the next set of questions.

Question 1

Not yet answered Marked out of 3.00 Flag question

Match the symbol to its function

+	Choose... ▾
x	Choose... ▾
	Choose... ▾
-	Choose... ▾

Time left 0:27:00

4. Once done, you click on Finish attempt found at the lower right of the page.

Question 4

Not yet answered Marked out of 1.00 Flag question

The air inside the balloon is solid.

Select one:

True

False

Finish attempt ...



5. You can go back, and review if you still have time by clicking on **Return attempt**, but if you wish to finish the attempt, click on the **Submit all and finish** button.

[Return to attempt](#)

This attempt must be submitted by Sunday, June 21, 2020, 10:26 AM.

[Submit all and finish](#)

6. Once you click **Submit all and finish**, a pop-up message asks you to confirm if you really want to submit your exam.

✕

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

[Submit all and finish](#) [Cancel](#)

7. Finally, when you click on **Submit all and finish**, you will automatically see your score if it is an objective type of exam. Click on **Back to course** to go back to your subject.

Summary of your previous attempts

State	Grade / 6.00	Review
Finished Submitted Sunday, June 21, 2020, 10:10 AM	6.00	

Your final grade for this quiz is 6.00/6.00.

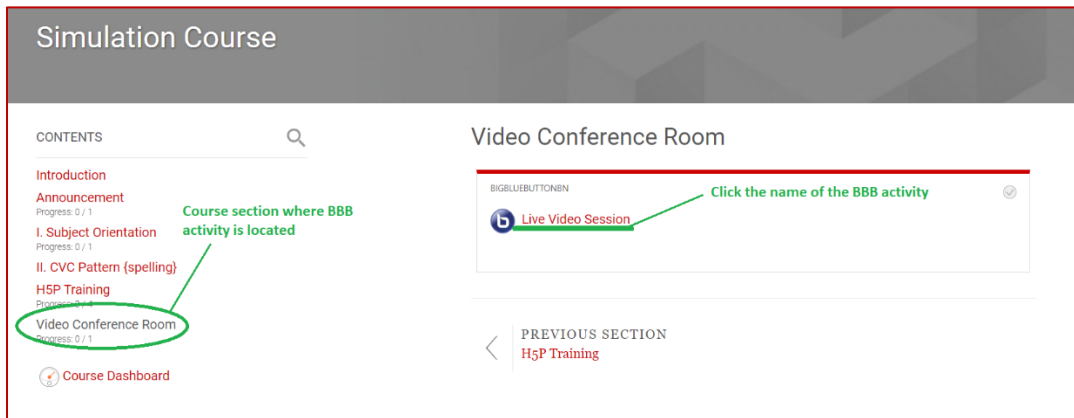
No more attempts are allowed

[Back to the course](#)

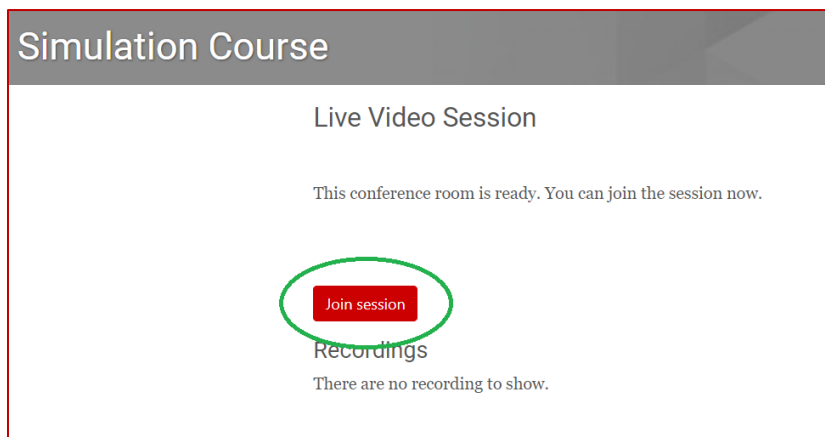


JOINING A BIGBLUEBUTTON (BBB) VIDEO SESSION

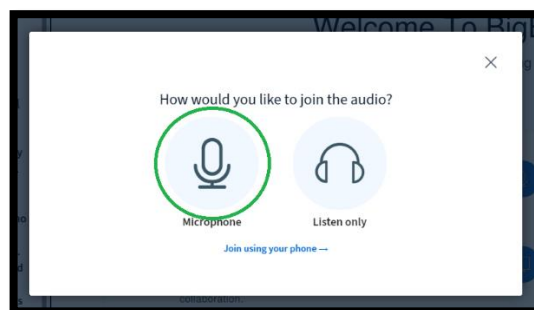
1. Log in to mySOUL and open your subject.
2. Go to the section where the designated BigBlueButton video session is located and click the name of the BBB activity. In this example, the video session is located at the **Video Conference Room** section.



3. Click the **Join session** button.

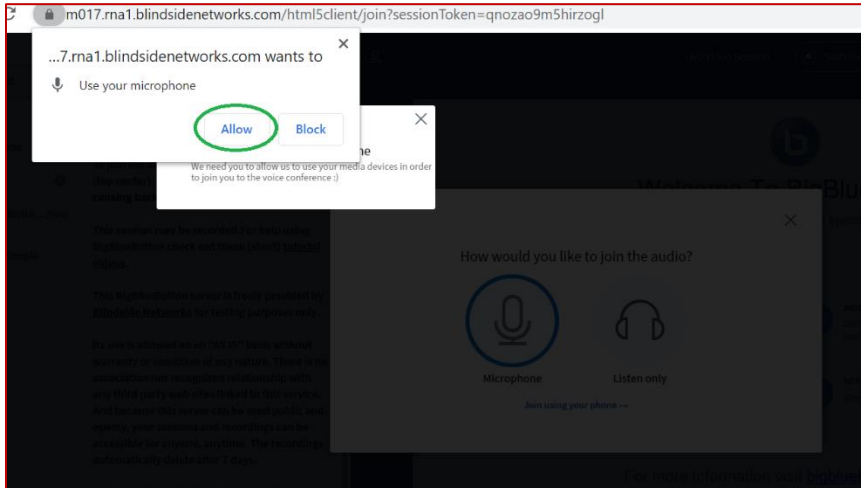


4. A separate tab for BBB site will open. You will then be asked if you are joining via Microphone or Listen only. At first, please choose **Microphone**. You can disable this later should the need arise.

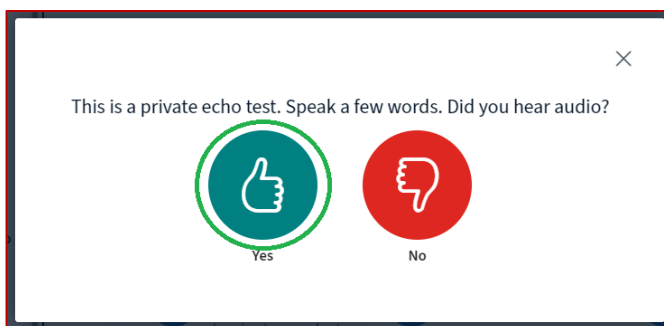
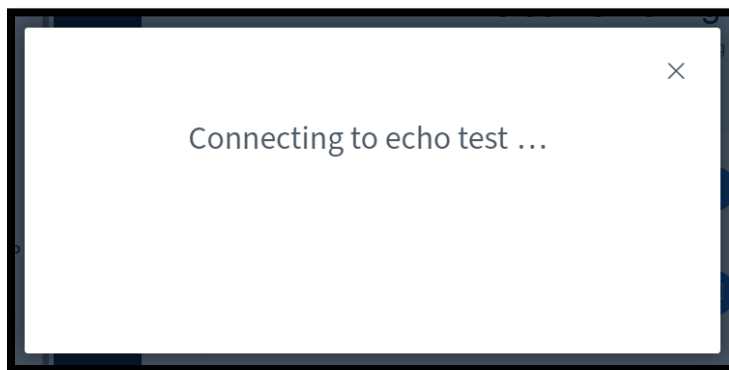




5. A pop-up message will appear asking permission the microphone of your device. Please select **Allow**.

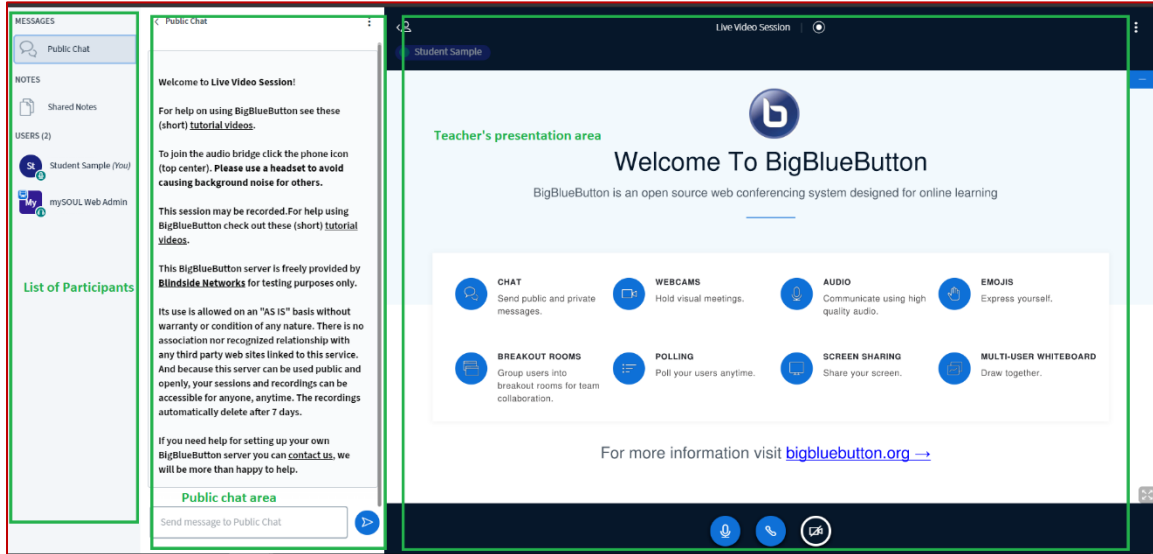


6. An echo test will appear. This will test if the microphone is properly working. It is working if you will hear your own voice during the test. Choose thumbs up once done.

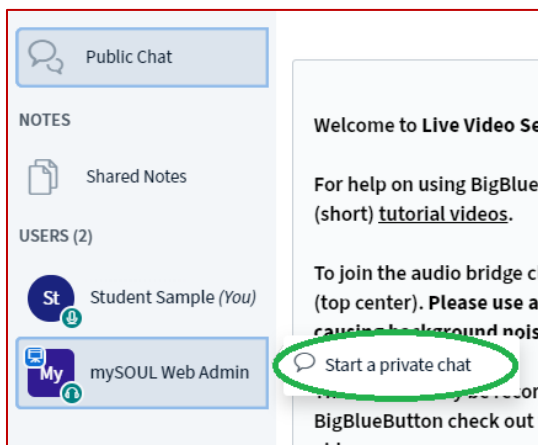




7. There are three major areas in BBB video session platform. You have the **list of participants** at the leftmost side, followed by the **Public chat** area, and the **Teacher's presentation** area.

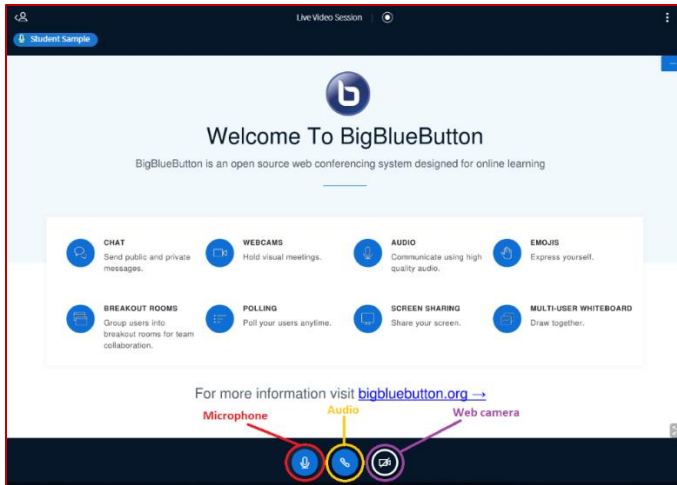


8. You can post messages in the public chat area, and this is visible to everyone. If you have questions while the teacher is discussing, you can type it in the public chat area rather than interrupting the teacher in his/her presentation. Students must not speak simultaneously during an online video conference because it can cause chaos to other students who are listening or watching the presentation.
9. If you want to send a private message to your teacher, you can click the name of your teacher on the participant's list and select **Start a private chat**. The same is true if you want to send a private message to your classmate/s.

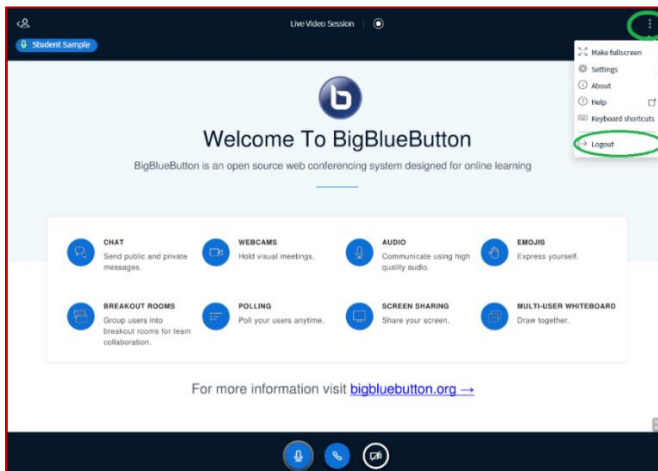




10. If you want to enable/disable the microphone, audio, and web camera, click the corresponding icon at the bottom part of the presentation area. If the icon is in blue (see screenshot), it means that it is enabled. If the icon is grayed out, it means it is disabled. **During an online video session, leave your microphone disabled. Only enable it if you need to speak.



11. To log out from the video session, click the three vertical dot icon on the upper right corner of the presentation area, and select **Log out**.



12. If you need further assistance, you can chat us via the mySOUL live support widget located at the lower right corner of mySOUL website. You can also email us at mysoul@su.edu.ph.

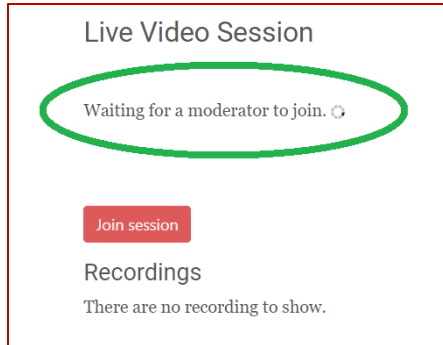
TO VIEW THE YOUTUBE VIDEO, go to <https://youtu.be/uYYnryIM0Uw>

FREQUENTLY ASKED QUESTIONS ABOUT VIDEO CONFERENCING SESSION USING BIGBLUEBUTTON

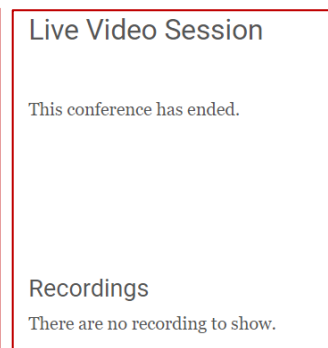
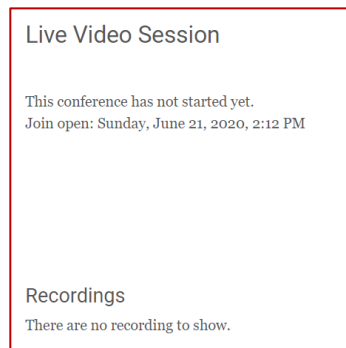
For the Frequently Asked Questions, go to <https://tinyurl.com/SOUL-FAQ-S>
For the YouTube Tutorial, go to <https://tinyurl.com/SOUL-YT-S>



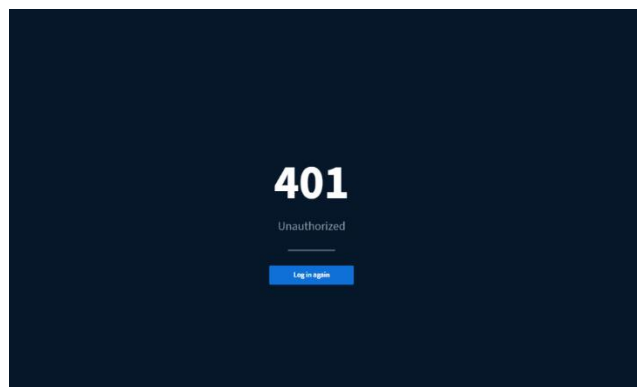
- If the Join session button is not clickable, your teacher has set the session in such a way that students can only join the session if he/she is inside the session.



- If there is no Join session button, it only means two things: your teacher has set a specific date and time for the online video conference to start or the session has ended.



- If you encounter an error (401), it means you have been restricted from joining the session by your teacher.



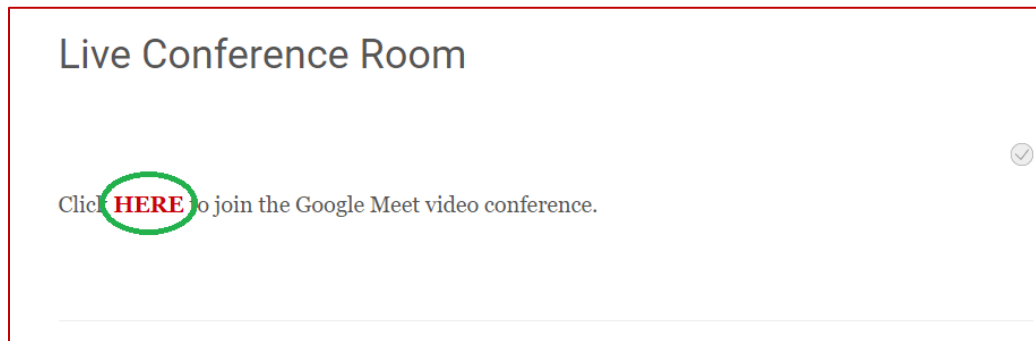
Troubleshooting Fix Muted Microphone, go to <https://youtu.be/IJ-g9UWofcU>



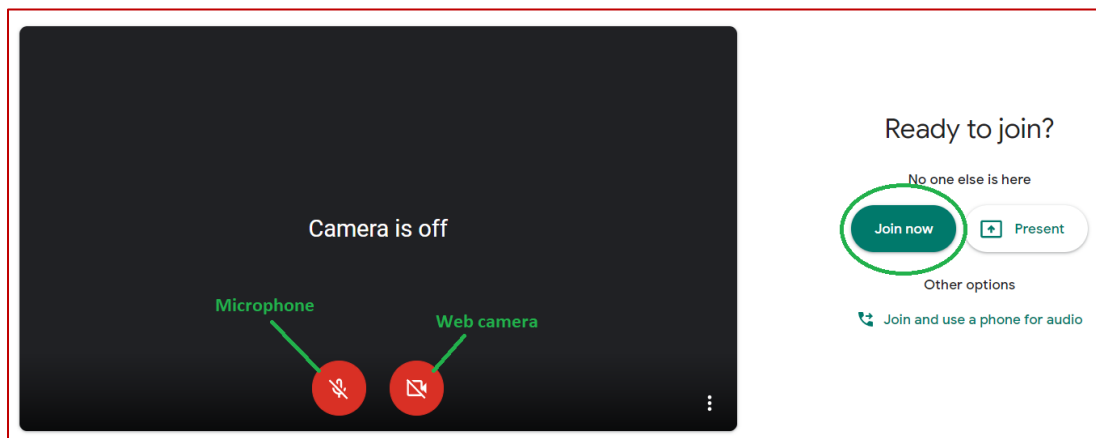
JOINING A GOOGLE MEET VIDEO CONFERENCE

1. Log-in to mySOUL and open your subject.
2. Go to the section of the course where the designated Google Meet video session is located. A teacher can use the actual link of the session or use a label and linked the session through that label (see example below).

**If the teacher is using a label, read the label and look for colored word/s. The color indicates that this word/s is linked to an external website. Clicking the word/s will redirect to the Google Meet session room.

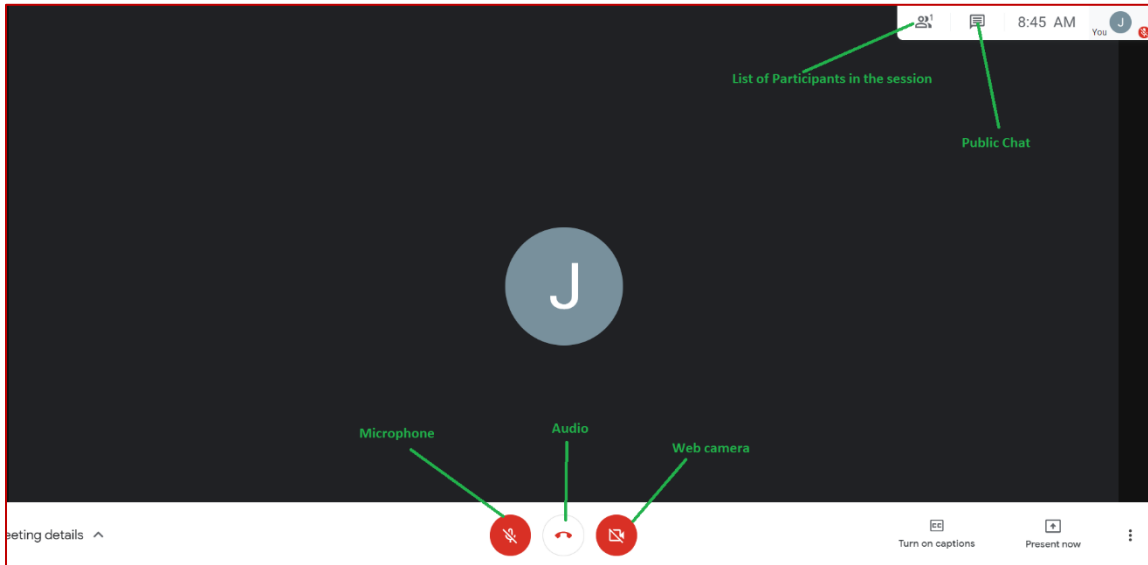


3. On the next page, you can choose whether to enable or disable your mic or web cam by just clicking the microphone or web camera icon (see screenshot). First time users might see a pop-up box asking the user to allow Google Meet to access the mic or camera of the system, simply choose Allow. Once set, click **“Join now”**.

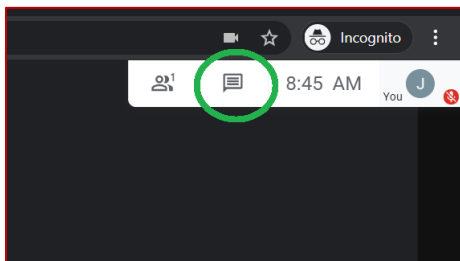




4. After clicking Join now, you will now join the actual video conference room where you can interact with the participants. Here are the important buttons in the actual Google Meet video conference room.

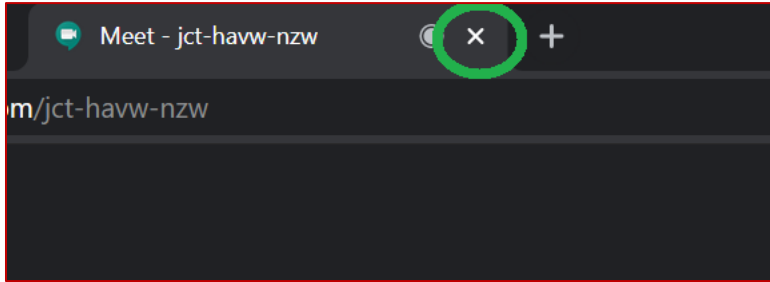


5. If you want to enable/disable the microphone, audio, or web camera, simple click the corresponding buttons.
6. If you want to open the public chat area, you click the Chat icon in the upper right corner of the session. Once public chat area is opened, you can type your message on the bottom part of the chat space and press the enter key on your keyboard or the arrow in the right side of the textbox to send.





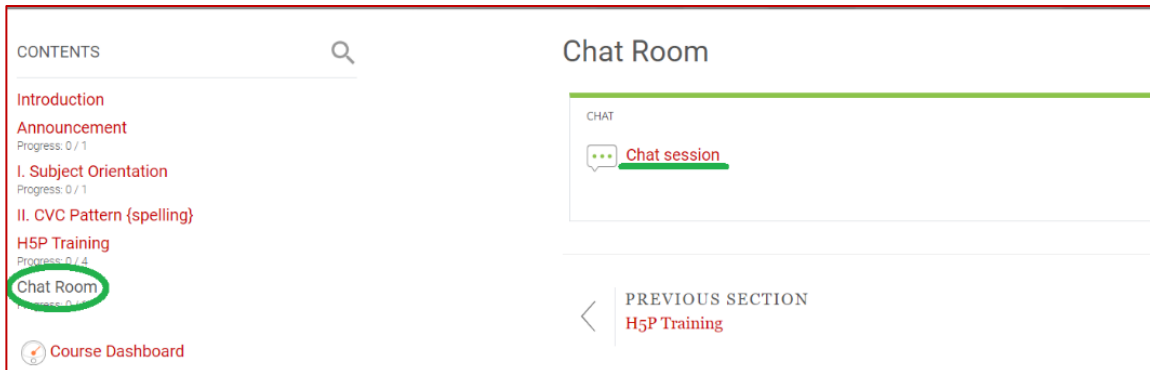
7. To exit from the meeting, you simply close the tab for Google Meet.



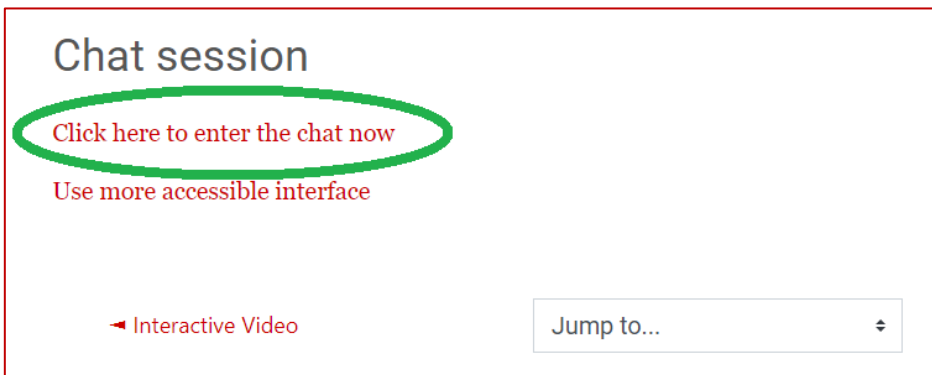


JOINING A CHAT SESSION

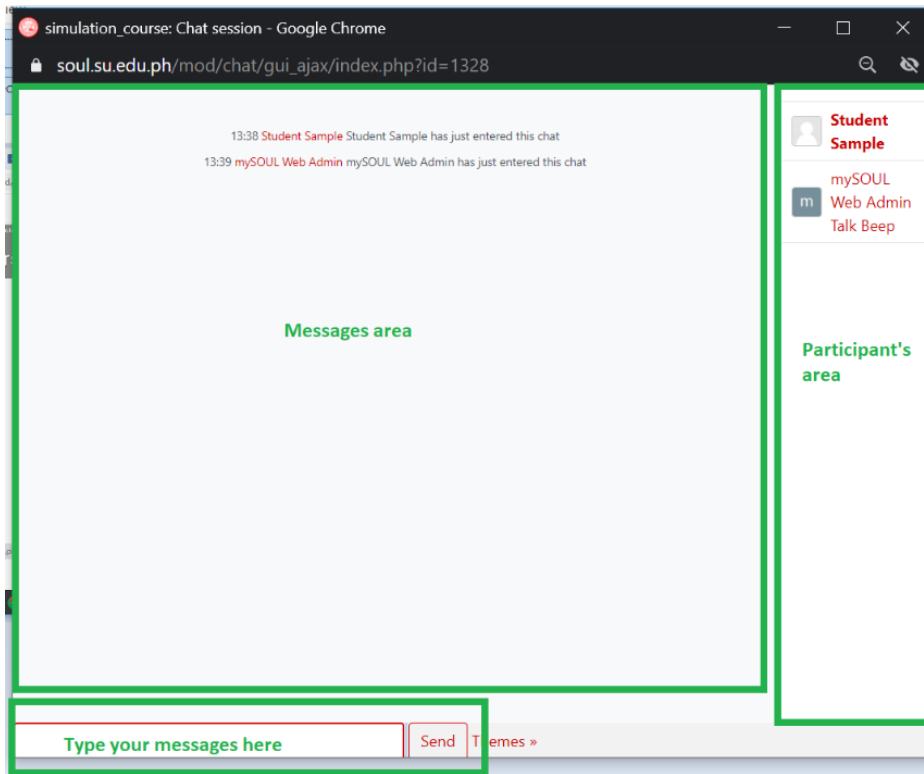
1. Log in to mySOUL and open your subject.
2. Go to the section where the designated **Chat** activity is located and click the name of the Chat activity. In this example, the chat room is found in the section area.



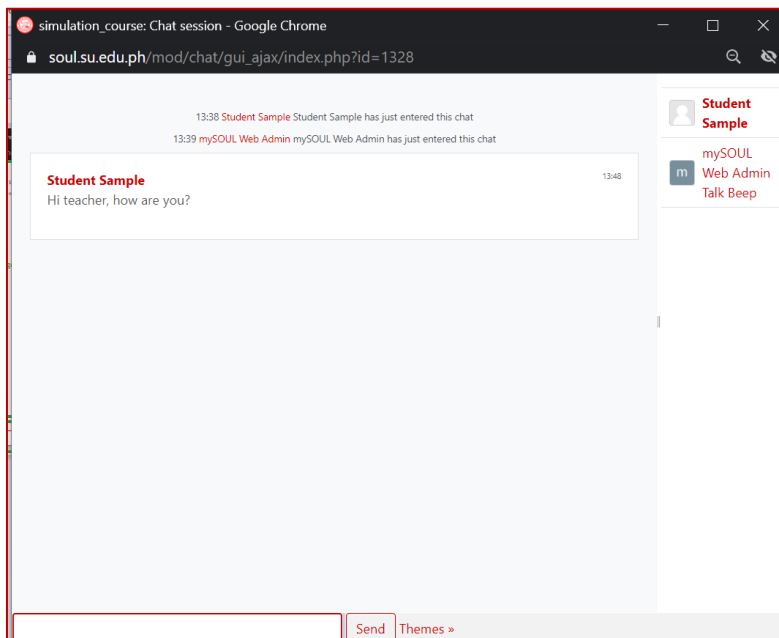
3. To join the chat session, click **Click here to enter the chat now**.



4. There are two main parts of a chat session window: the *participants* area on the right side and the *messages* area on the left side.

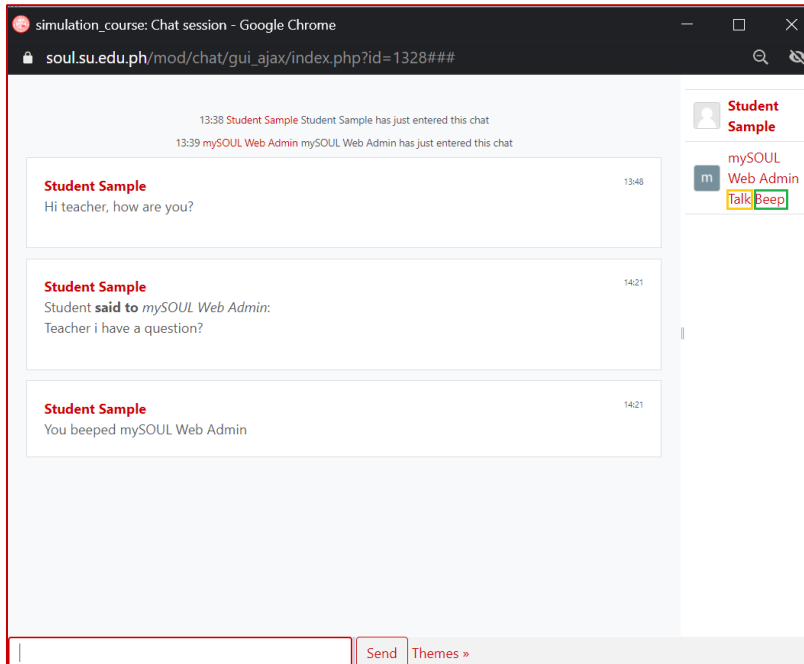


5. To post your message on the chat room, type on the textbox in the lower portion of the messages area. Once done, hit the enter key on your keyboard to send, or you can press the **Send** button on the right side of the textbox.

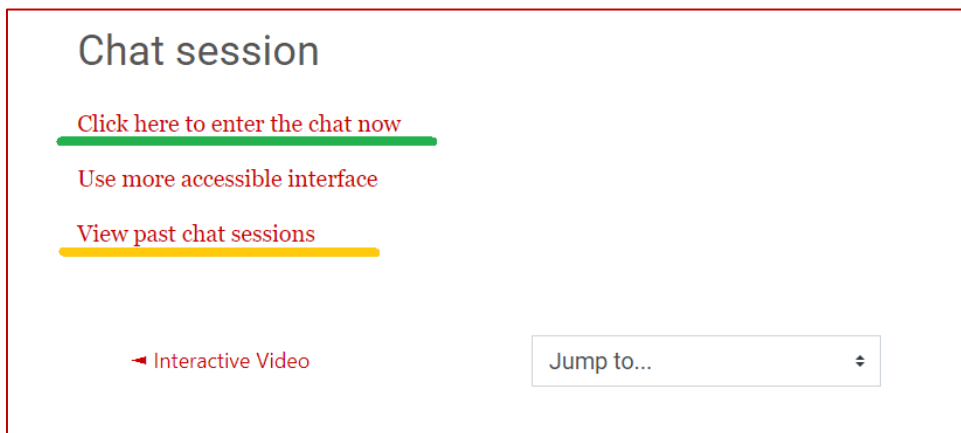




- To direct your message to your teacher or someone else in the chat session, you can click the **Talk** button just below the name of that person. The message is still public, and everyone in the chat session can see your message. If you want to call the attention of someone, you can click the **Beep** button below the person's name.



- If you close the chat session window, all the previous conversations will be moved to the category of the past session. By default, if you want to rejoin, you cannot see the past conversations in the chat room. You can review them in the **View past chat sessions** option.





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8. You could also contact your teacher so he/she can set the necessary adjustment to the setting of the chat activity so that when you rejoin the chat session, you can still see the previous conversations.

Reminder: All the messages in the chat session room is visible
by your classmates and your teacher.

For the Frequently Asked Questions, go to <https://tinyurl.com/SOUL-FAQ-S>
For the YouTube Tutorial, go to <https://tinyurl.com/SOUL-YT-S>



POSTING A REPLY IN AN OPEN FORUM

1. Log in to mySOUL and open your subject.
2. Go to the section where the *Open forum* activity is located.
3. By default, there is an *Announcement* open forum inside the course. This can be used to post announcements and important communications within a class. *Students cannot post replies to this particular open forum activity.*

OPEN FORUM

Announcements

Recent forum posts

mySOUL Web Admin
19 secs ago
Final Project

General news and announcements

Announcements

General news and announcements

1 discussion

mySOUL Web Admin
10 mins ago
Final Project

Search

« **Announcements**

mySOUL Web Admin

Final Project

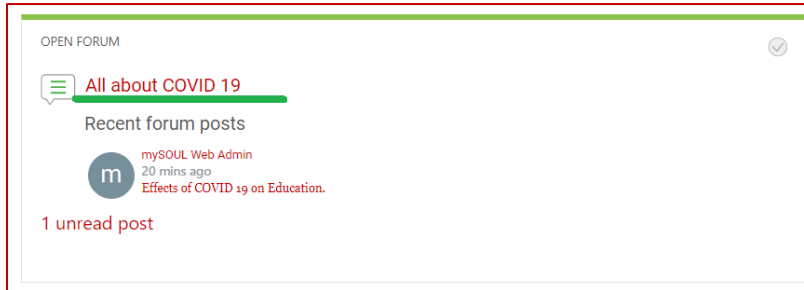
11 mins ago

Please create a short video animation about the origin on planet Earth.

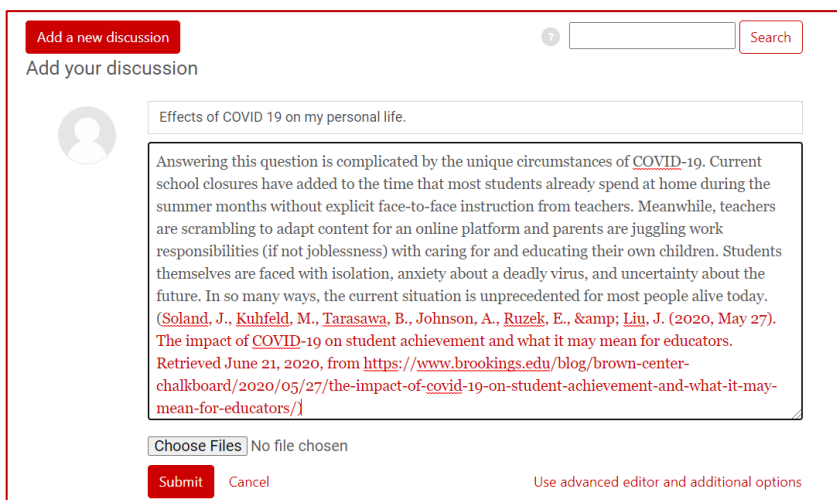
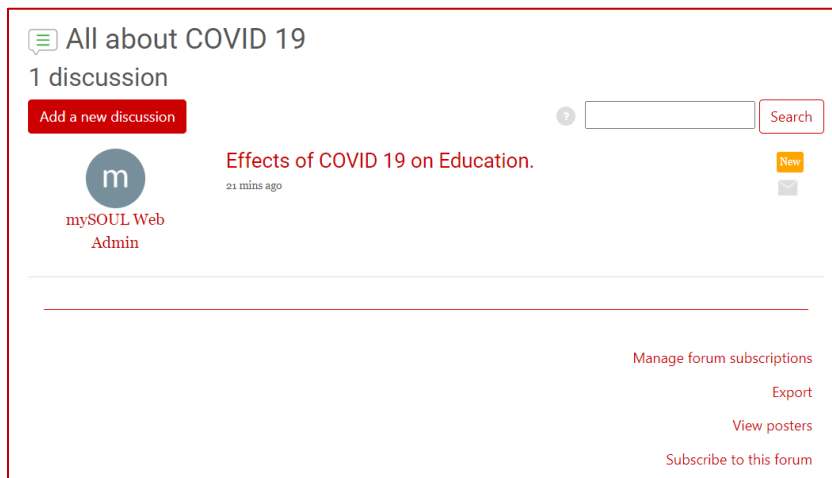
0 replies



- Again, there is only one (1) announcement open forum in the entire course. Students can add discussions and replies to all the other open forums in the virtual classroom (subject to settings set by the teacher). To access an open forum, click the name of the activity.




- On the next page, you can see all the discussions posted in the forum. Depending on the instruction of the teacher, a student can add a discussion by clicking the **Add discussion** button on the upper left corner of the current page.






6. If you want to add multimedia files like images and videos, you click **Use advanced editor and additional options** link on the lower right corner of the current page. It will open the default text editor of mySOUL platform. If you are done, you click the **Submit** button, and your discussion will be posted on the thread and will be available to the entire class.
7. If you want to post replies to the discussion, click the title of the discussion and click the **Reply** button.

Effects of COVID 19 on Education. 

34 mins ago



The COVID-19 pandemic is first and foremost a health crisis. Many countries have (rightly) decided to close schools, colleges and universities. The crisis crystallises the dilemma policymakers are facing between closing schools (reducing contact and saving lives) and keeping them open (allowing workers to work and maintaining the economy). The severe short-term disruption is felt by many families around the world: home schooling is not only a massive shock to parents' productivity, but also to children's social life and learning. Teaching is moving online, on an untested and unprecedented scale. Student assessments are also moving online, with a lot of trial and error and uncertainty for everyone. Many assessments have simply been cancelled. Importantly, these interruptions will not just be a short-term issue, but can also have long-term consequences for the affected cohorts and are likely to increase inequality. (Burgess, S., & Sievertsen, H. (2020, April 01). The impact of COVID-19 on education. Retrieved June 21, 2020, from <https://www.researchgate.net/publication/351111111>)






0 replies

8. The cursor will then be automatically moved to the reply textbox. You can add an optional subject to your reply. You can even add a file if necessary by clicking the **Add file** button. If you want to add multimedia files to your reply, just click the **Use advanced editor and additional options** link. Once done, click the **Submit** to post your reply.
9. After posting the reply, you still have the option to **Edit** the reply or **Delete** if needed. You can even create a reply to your own reply.

1 reply

  Post by **Student Sample** 1 min ago
Re: Effects of COVID 19 on Education.

This is very true.



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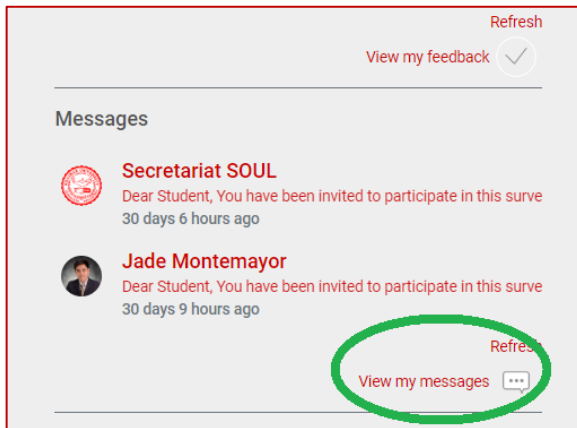
10. By default, you can post replies to all the discussion. Should you need further assistance in posting replies or adding discussions in an open forum activity, you can contact us via the live support widget located at the lower right corner of mySOUL page, or you can email us at mysoul@su.edu.ph.

For the Frequently Asked Questions, go to <https://tinyurl.com/SOUL-FAQ-S>
For the YouTube Tutorial, go to <https://tinyurl.com/SOUL-YT-S>

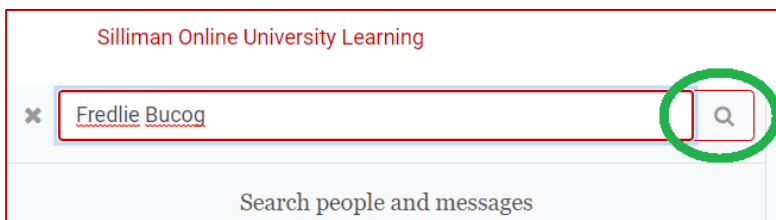
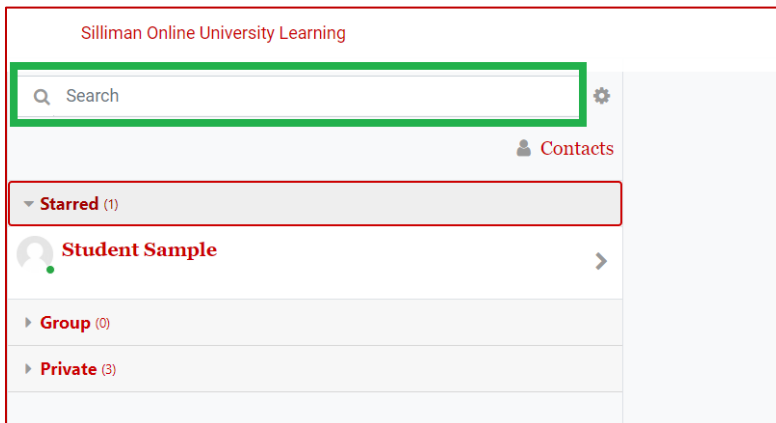


SENDING A PRIVATE MESSAGE TO A TEACHER OR A CLASSMATE

1. Log in to mySOUL.
2. Upon log-in, you will be brought to the personal menu page where you can see all the virtual classrooms that you are enrolled in the current semester. On the left side of this page, look for **Messages** category and click the **View my messages** link.

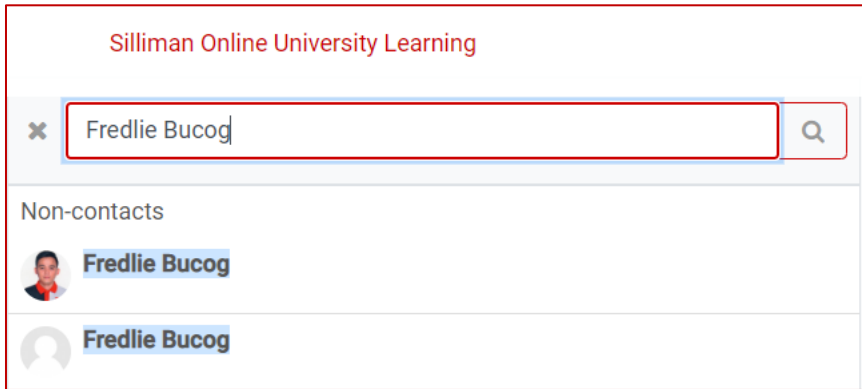


3. Use the search box in the upper right corner of the messaging platform to search or look up someone in mySOUL system. Type the first name or last name of the person that you want to look up and press the search icon on the right side of the search box.

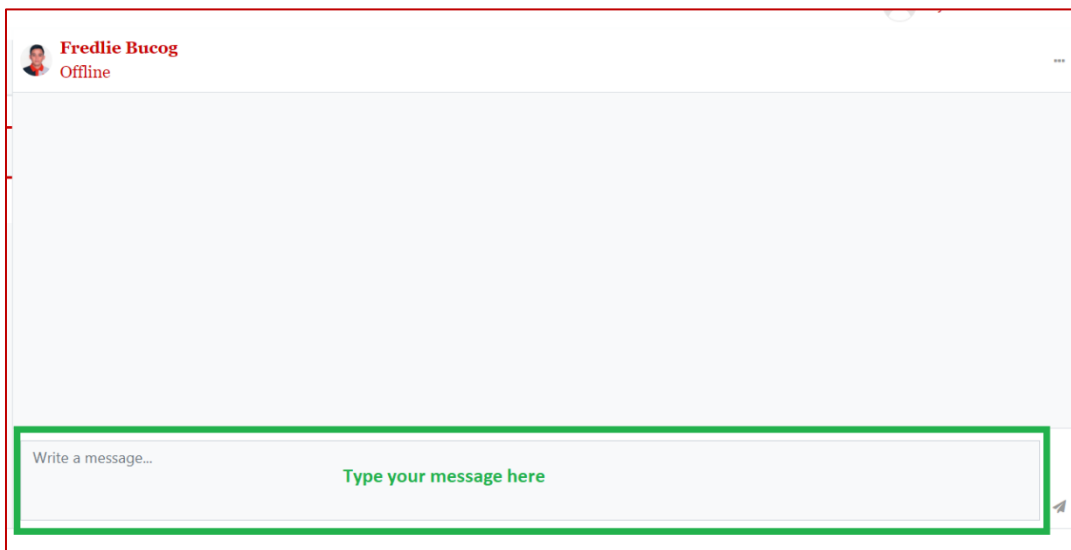




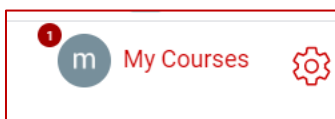
- Results will then be listed depending on the search criteria. Click or tap the name of the person that you want to send a message.



- Type your message on the box provided in the lower portion of the conversation. To send, press the **Enter** key on your keyboard or press the arrow on the right side of the textbox.

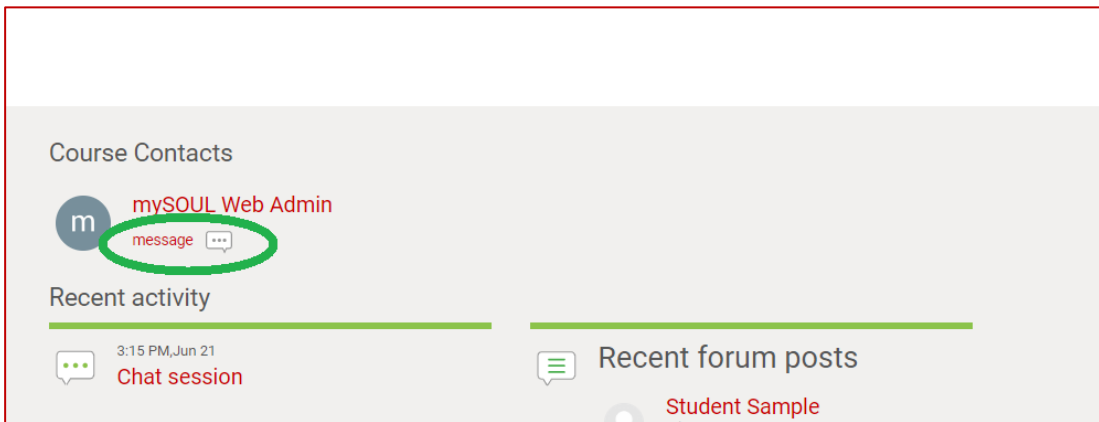


- A bubble notification will appear just above your **My courses** link, indicating the number of unread messages in your inbox. Also, an email will be sent to the recipient containing the information from the message.

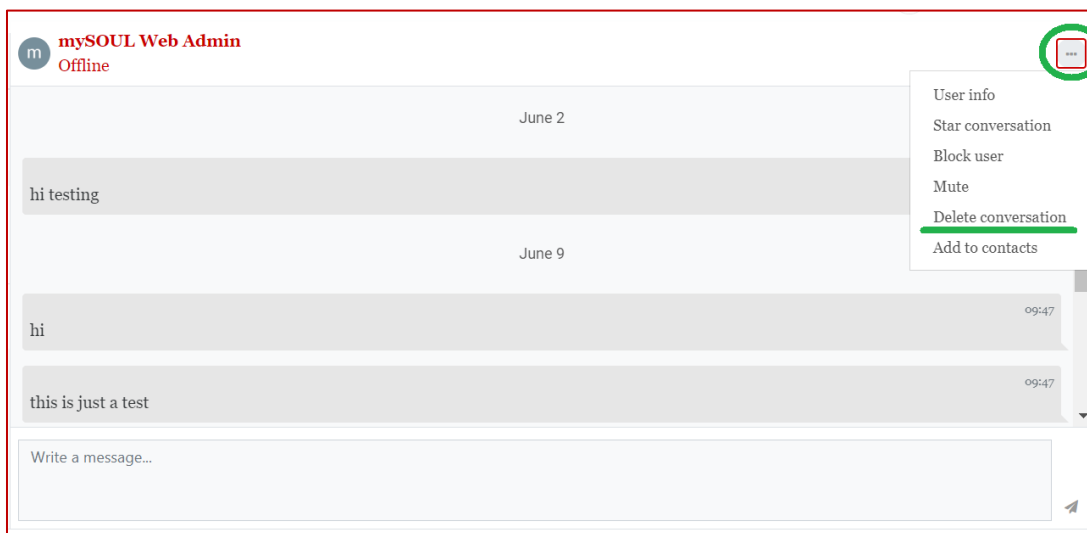




- To message your teacher in a particular subject, in the subject homepage, scroll down to the bottom, and you will see in the lower-left corner the name of the teacher assigned in this particular subject. Just below the name of the teacher is an option that says **message**. Click this option to open the messaging platform and a direct conversation box to the teacher.



- Follow procedure #5 in typing and sending your message to your teacher.
- To delete an entire conversation, click the more options icon in the upper right corner of the conversation, and choose **Delete conversation**.



- There is no bulk delete function, so you have to delete each conversation if necessary.



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For the FREQUENTLY ASKED QUESTIONS,

go to <https://tinyurl.com/SOUL-FAQ-S>

OR

Go to the Virtual Library at your MY COURSES!

For the tutorial videos,

go to Youtube by clicking this link <https://tinyurl.com/SOUL-YT-S>

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