

# Motivis Orientation Guide

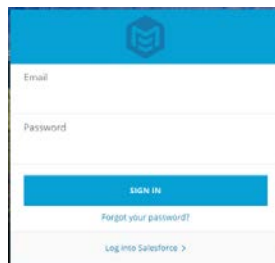
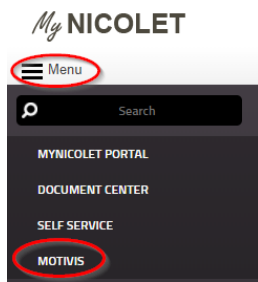
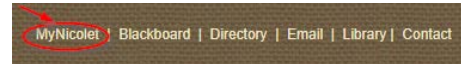
For more instructions on how to use Motivis, please click [here](#) or contact IT Help Desk: 715.365.4478 or [helpdesk@nicoletcollege.edu](mailto:helpdesk@nicoletcollege.edu).

## How to Instructions

- [Navigating to Assignments](#)
- [Submitting Assignments](#)
- [Submitting a Quiz](#)
- [Working with Due Dates](#)
- [Receiving Assignment Evaluations](#)
- [Posting to Discussion Assignments](#)
- [Checking My Grades \(Point Based Course\)](#)
- [More Instructions for Student User](#)

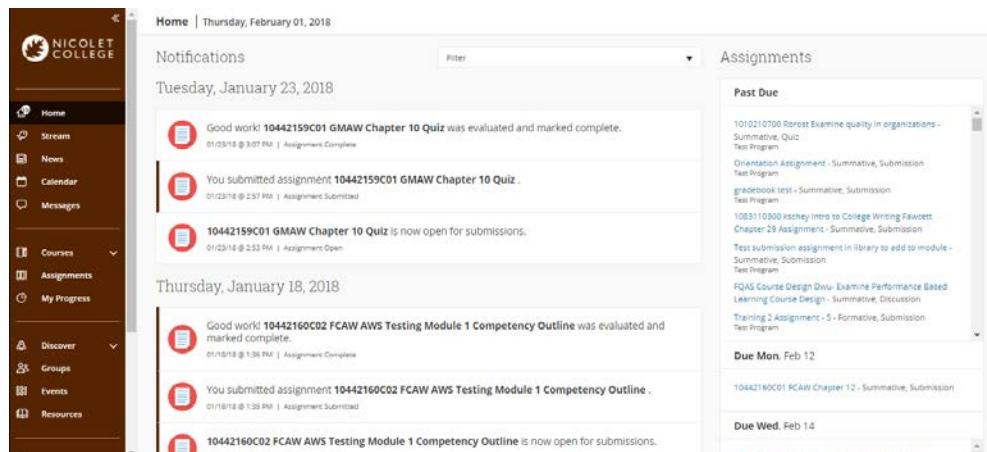
## Accessing Motivis


1. Click on the “MyNicolet” link at the top of [Nicolet Homepage](#).
2. Login using your Nicolet email and your email password.
3. Hover on Menu on the left top and click “MOTIVIS”. (First time user needs to enter your Email and Password which is the same as your Nicolet email and password.)



## Home Page Navigation

1. Your **Home** page is where you can quickly check your notifications and upcoming or past due assignments. If you navigate away from this page, you can always return by clicking your school’s logo or the **Home** link in the left-hand navigation menu.



2. The **Notifications** section displays a scrollable list of your most recent updates. You receive notifications about assignment status, instructor feedback and level of mastery for a performance indicator or competency.
3. The number to the right of the **Home** icon  represents new notifications. The blue bar on the left side of a notification tile identifies a new notification.
4. The **Assignments** section lists your past due assignments, followed by upcoming assignments with the soonest due date at the top. Only assignments with due dates are displayed in this list. Click an assignment title to view the assignment details.

## Menu Navigation

Icon	Name	Description
	Home	Learner Dashboard/ Home page.
	Stream	Includes your feed, upcoming events, current news, and tweets.
	News	All available news stories.
	Calendar	Displays assignment due dates and session start/end dates.
	Messages	Direct messages between you and another person that are private.
	Courses	All courses you are enrolled in.
	Assignments	All available assignments for all your courses.
	My Progress	Mastery/progress overview.
	Discover	Search for things you may be interested in (interests and topics).
	Groups	Manage and join groups.
	Events	Create and follow events.
	Resources	Access helpful and relevant resources.
	Your Name	Personal, academic, and message information, account settings.
	Search	Search throughout the product for specific information.

## Course Page Navigation

1. The **Courses** drop-down menu, in the left-hand navigation menu, lists the courses you are enrolled in.
2. The course page includes the following tabs: **FEED**, **ASSIGNMENTS**, **COMPETENCIES**, and **PROGRESS**.

The screenshot shows a course page for 'Di Wu CBE Sandbox-Di Wu Sandbox' from 10/17/2017 to 10/17/2021. At the top, there are four navigation tabs: FEED, ASSIGNMENTS, COMPETENCIES, and PROGRESS, each with a red circle and a number (1, 2, 3, 4) above it. Below the tabs, the 'Assignments' section is active, displaying a card for 'FCAW Pacing Guide'. The card includes a description of the competency, a document icon, and the title '10442160C01 FCAW Competency Pacing Guide - Summative, Discussion'. Below the title, it shows 'Status Scheduled', 'Available 12/5/2017 to 10/17/2021', and 'Due Date 2/14/2018'. To the right of the assignment card is a 'Due Dates' calendar for February 2018. A red circle with the number 5 is placed over the calendar, highlighting the due date of 2/14/2018.

#	Tabs	Description
1	FEED	View public course communications. Post comments to the discussion thread - may include uploaded files, URLs, and polls. Reply to posts and view general course announcements.
2	ASSIGNMENTS	View a list of course assignments and a list of completed or closed assignments. Includes assignment information: assignment type, Status, available dates and due date.
3	COMPETENCIES	View course competencies and your progress within each competency.
4	PROGRESS	Check your grades and Mastery/progress of your Assignments and Competencies.
5	DUE DATES CALENDAR	The expanded Due Dates calendar on the right side of the Assignments tab provides an overview of upcoming course assignments. Click the View Due Date Calendar button.