LAAT
London Academy For Applied Technology

LAAT DIGITAL PLATFORMS FOR STUDENTS

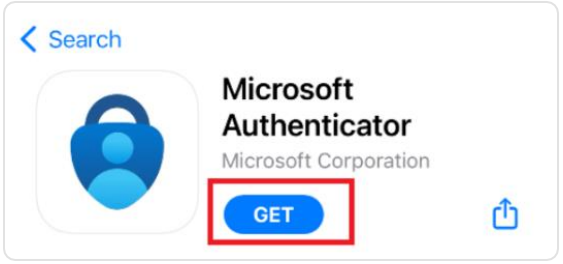
BEFORE YOU START

LAAT digital learning apps

These are the apps you need to **download on your devices**. Get them from the App Store or Google Play.

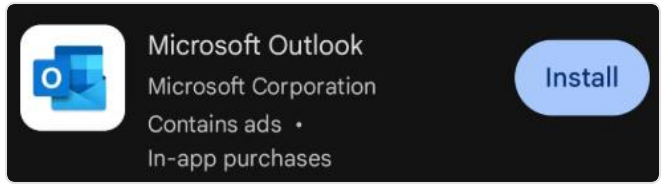
1 Microsoft Authenticator

Set up first: signs you in



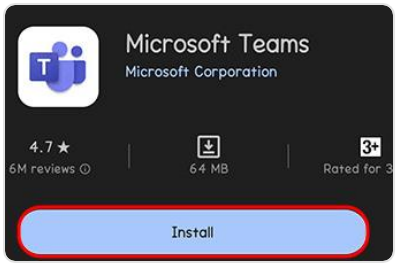
2 Microsoft Outlook

Your LAAT school email



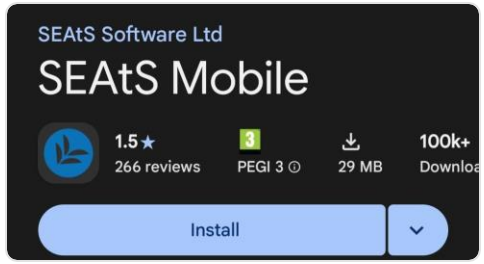
3 Microsoft Teams

Your classes and calendar



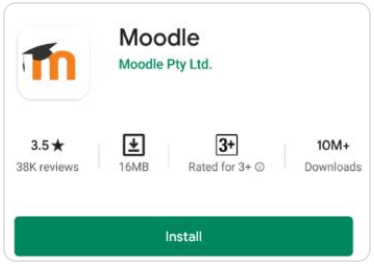
4 SEATS Mobile

Check in to class



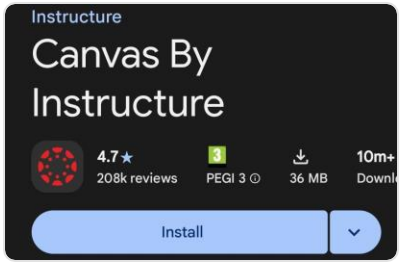
5 Moodle

Your course materials



6 Canvas

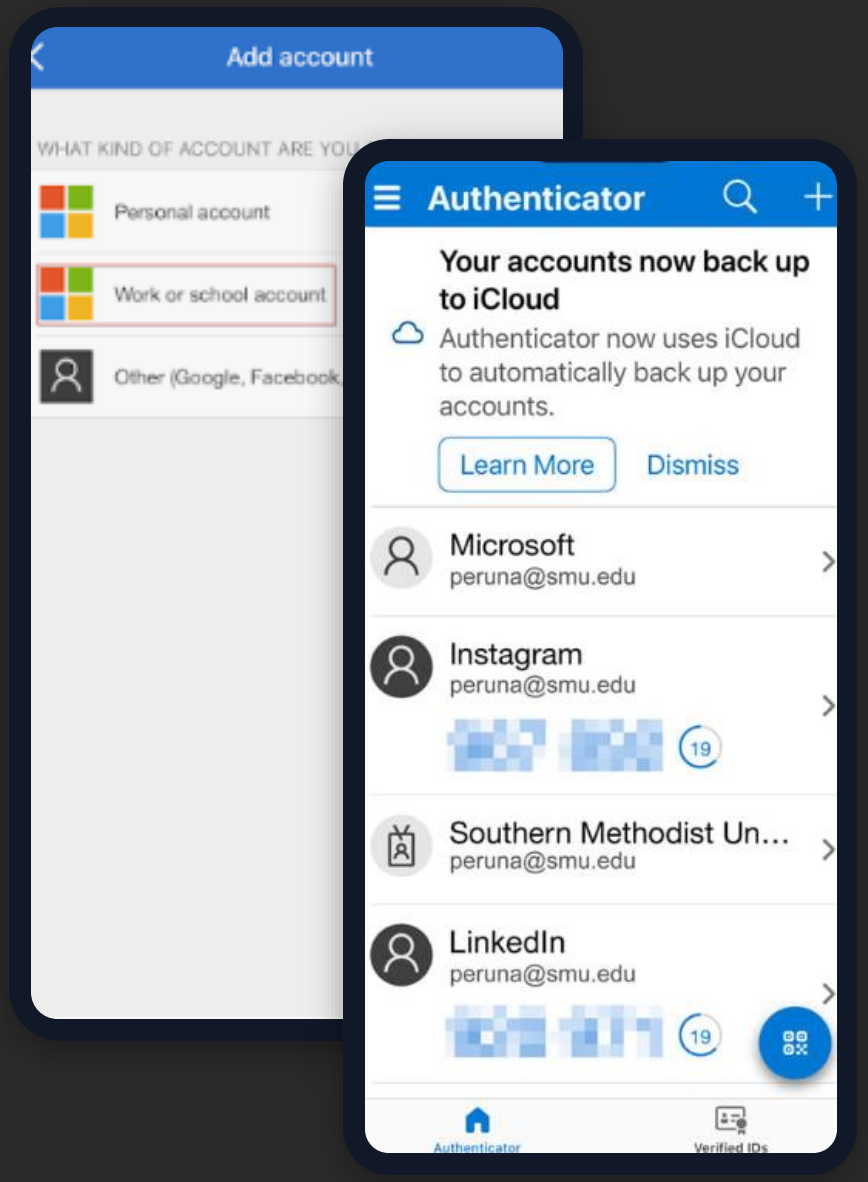
Marjon assignments



STUDENT GUIDE · MICROSOFT AUTHENTICATOR

How to set up Microsoft Authenticator

Set this up first. 4 simple steps with pictures. Use your **@laat.ac.uk** school email.



AUTHENTICATOR · BEFORE YOU START

First, download the Microsoft Authenticator app



IPHONE OR IPAD

Open the **App Store**

Search for **Microsoft Authenticator**



ANDROID PHONE

Open the **Google Play Store**

Search for **Microsoft Authenticator**

THEN FOLLOW THESE STEPS

1. Open your app store
2. Search **Microsoft Authenticator**
3. Press **Get** or **Install**
4. Open the app and go to Step 1

Tip: Check that the app is by **Microsoft Corporation** before you install it. You only need to download it once.

LAAT

AUTHENTICATOR · HOW IT WORKS

Authenticator links all your LAAT apps

Outlook
Your school email

Teams
Classes, calls and chat

Moodle
Course materials

SEATS
Attendance check-in

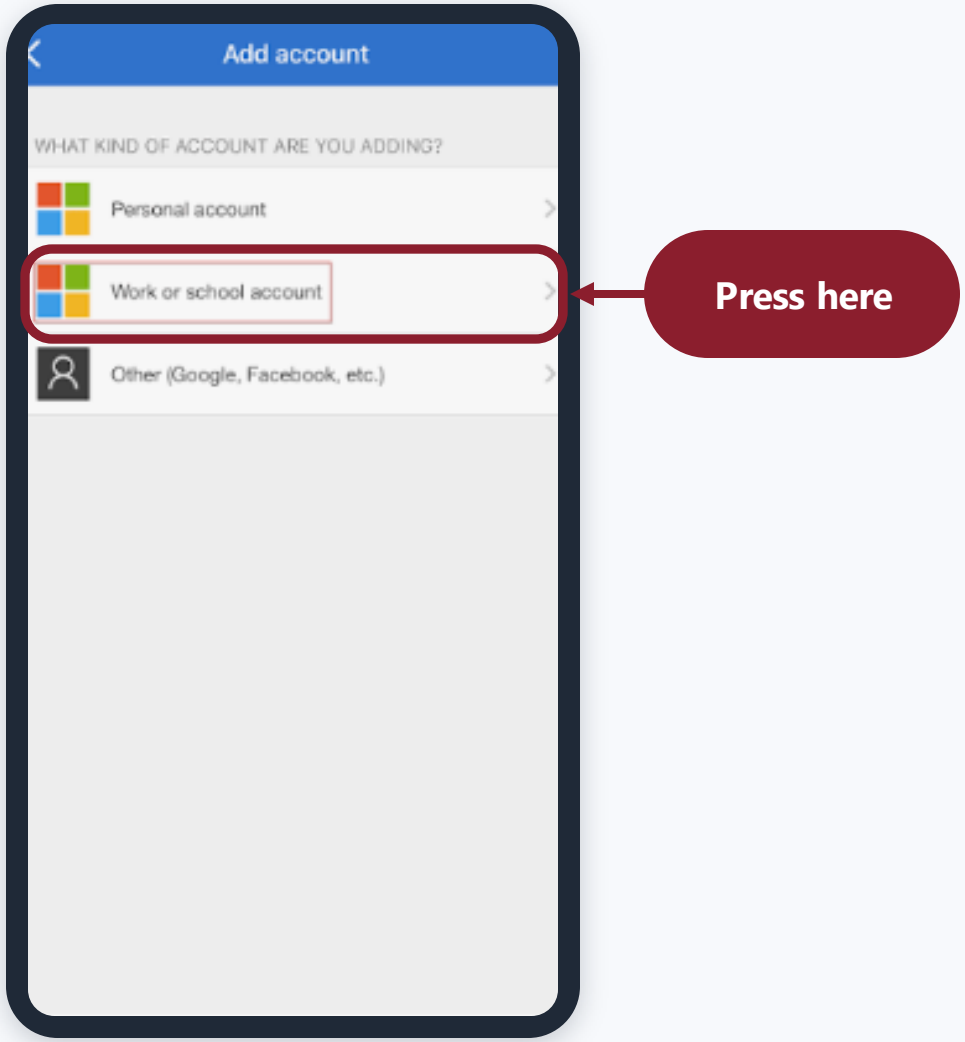
Set up Authenticator first. Then Outlook and Teams sign you in without a password.

Tip: Use the same **@laat.ac.uk** email in every app. One school account works for all four.

Press Work or school account

WHAT TO DO

1. Open Authenticator. The **Add account** screen opens
2. Press **Work or school account**



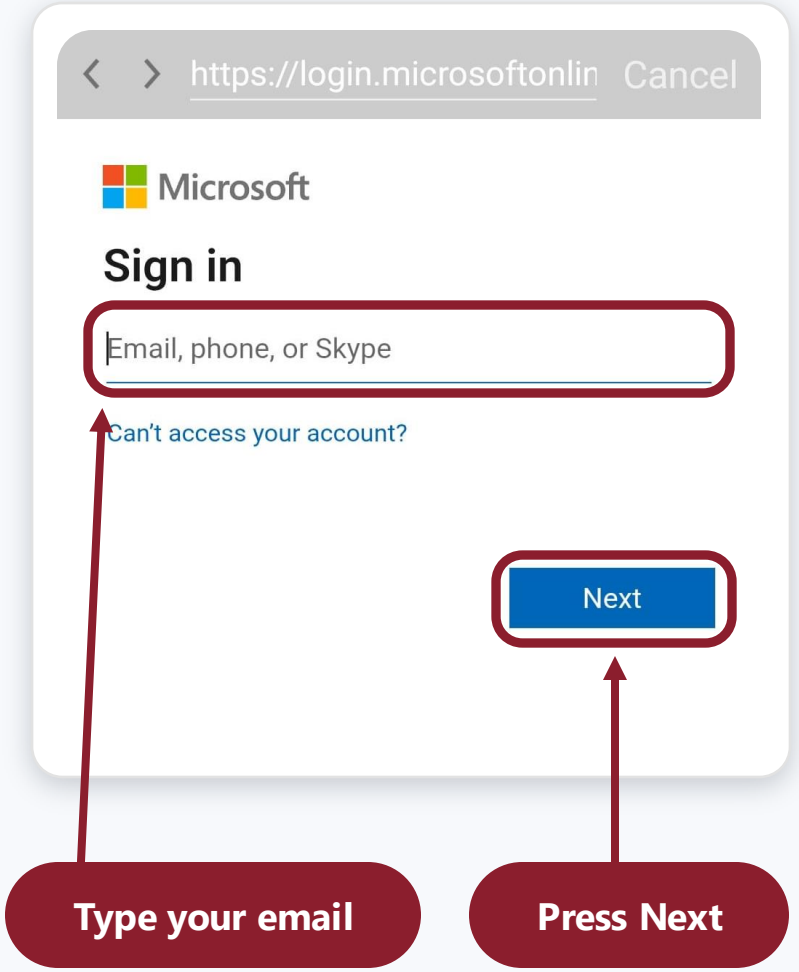
Tip: Don’t choose Personal account. Your LAAT account is a school account.

Enter your school email and press Next

WHAT TO DO

1. Tap the email box
2. Type your school email, ending in **@laat.ac.uk**
3. Press **Next**

Tip: Use your school email, not a personal one.



Enter your school email password

WHAT TO DO

1. Type the password for your **@laat.ac.uk** email
2. Press **Sign in**



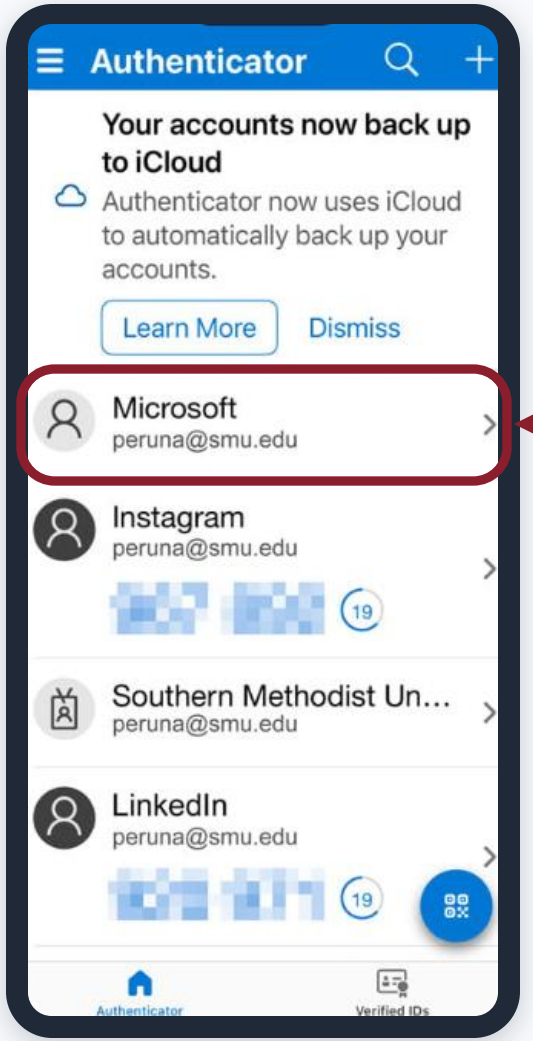
Tip: Use your school email password, not the password for your personal email.

Your LAAT account is now in Authenticator

WHAT TO DO

1. Your accounts are listed on the main screen
2. Your LAAT account is added but **not active yet**: it shows no code
3. It becomes active when you log in to **SEATS or Moodle** (slide 8)

Tip: For now you are done. Outlook and Teams will not ask for a code.



Your LAAT email should show here

AUTHENTICATOR · WHAT HAPPENS NEXT

Authenticator becomes active when you log in to SEATS or Moodle

1 NOW

Outlook and Teams

They work straight away. No code is needed.

2 LATER

SEATS or Moodle asks for a code

Pair your account and type the number shown. See SEATS slides 27–29 or Moodle slides 43–45.

3 THEN

Press Yes on Stay signed in?

Authenticator is now active for SEATS and Moodle.

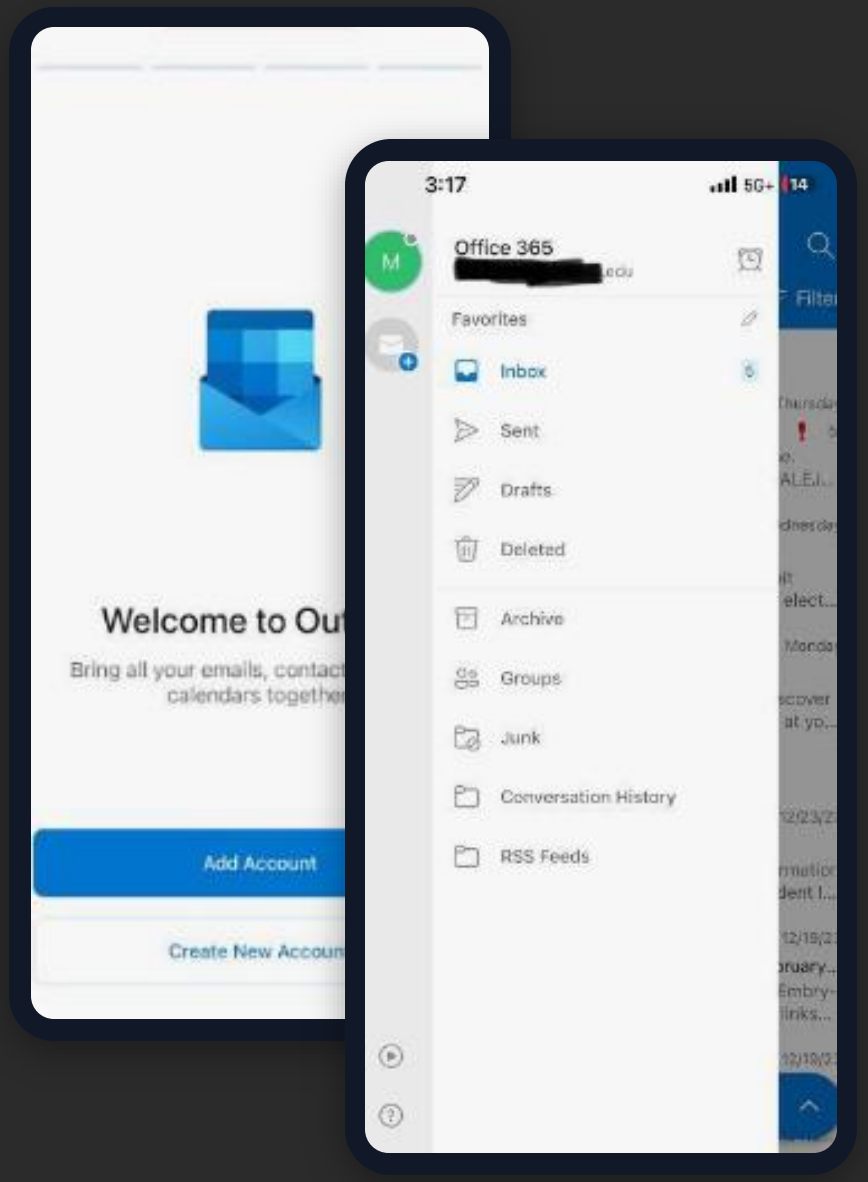
Tip: Only one of them asks: SEATS or Moodle, whichever you log in to first.

LAAT

STUDENT GUIDE · OUTLOOK APP

How to log in to Outlook for your school email

4 simple steps with pictures. Set up Authenticator first.



OUTLOOK · BEFORE YOU START

First, download the Microsoft Outlook app



IPHONE OR IPAD

Open the **App Store**

Search for **Microsoft Outlook**



ANDROID PHONE

Open the **Google Play Store**

Search for **Microsoft Outlook**

THEN FOLLOW THESE STEPS

1. Open your app store
2. Search **Microsoft Outlook**
3. Press **Get** or **Install**
4. Open the app and go to Step 1

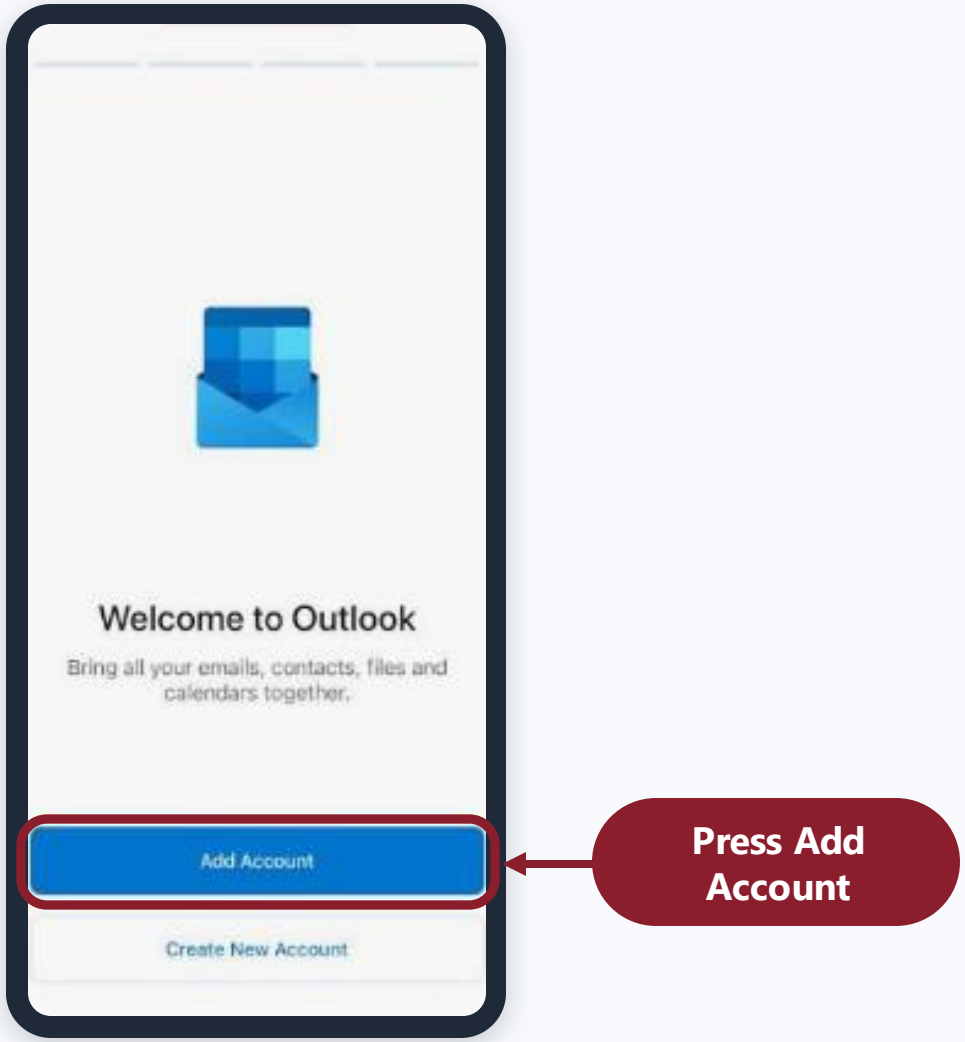
Tip: Check that the app is by **Microsoft Corporation** before you install it. You only need to download it once.

LAAT

Open Outlook and press Add Account

WHAT TO DO

1. Open the **Outlook** app
2. Press **Add Account**

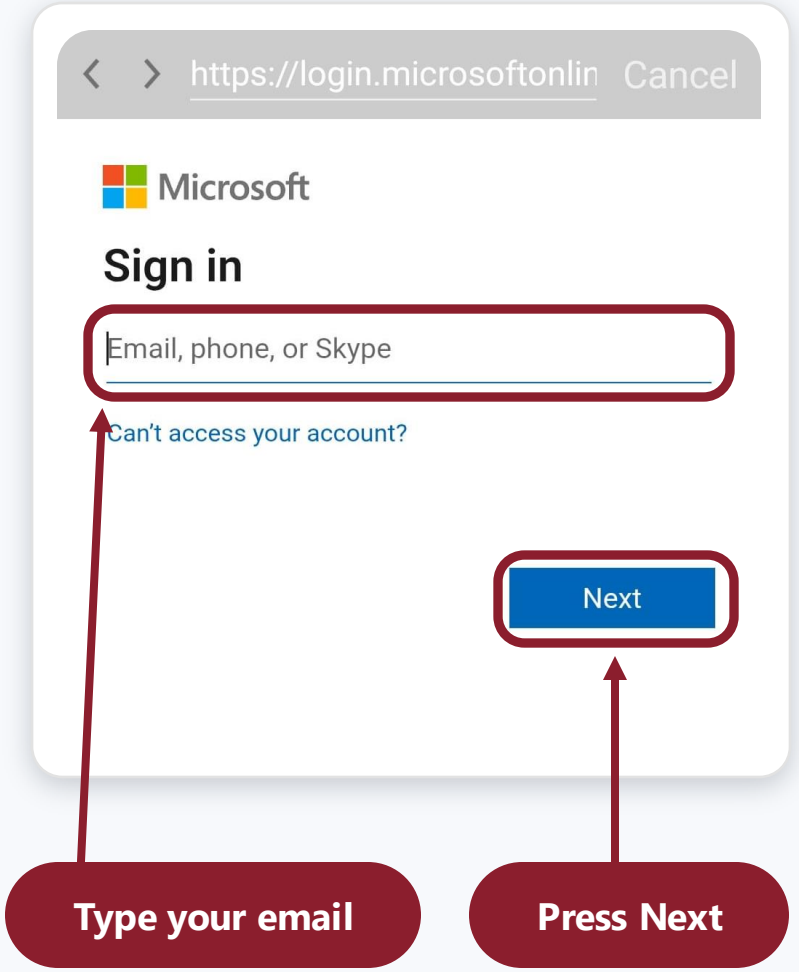


Tip: Don’t press Create New Account. You already have a school email.

Enter your school email and press Next

WHAT TO DO

1. Type your school email, ending in **@laat.ac.uk**
2. Press **Next**
3. If Authenticator is set up, you **won't be asked for a password**



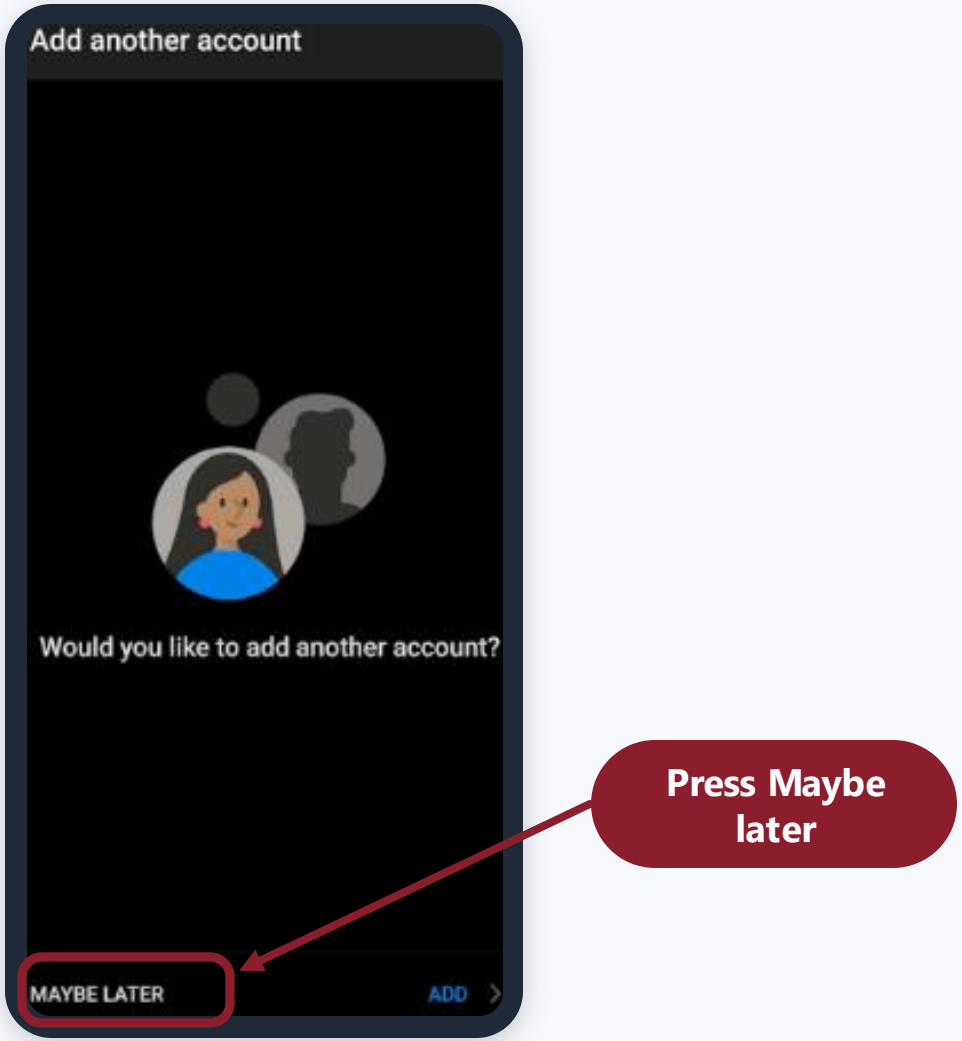
Tip: Set up Authenticator before any other app (slides 4–7). If you skip it, Outlook asks for your password.

Press Maybe later

WHAT TO DO

1. Outlook asks: Would you like to add another account?
2. Press **Maybe later**. You don't need to add another account

Tip: Maybe later is at the bottom left of the screen.

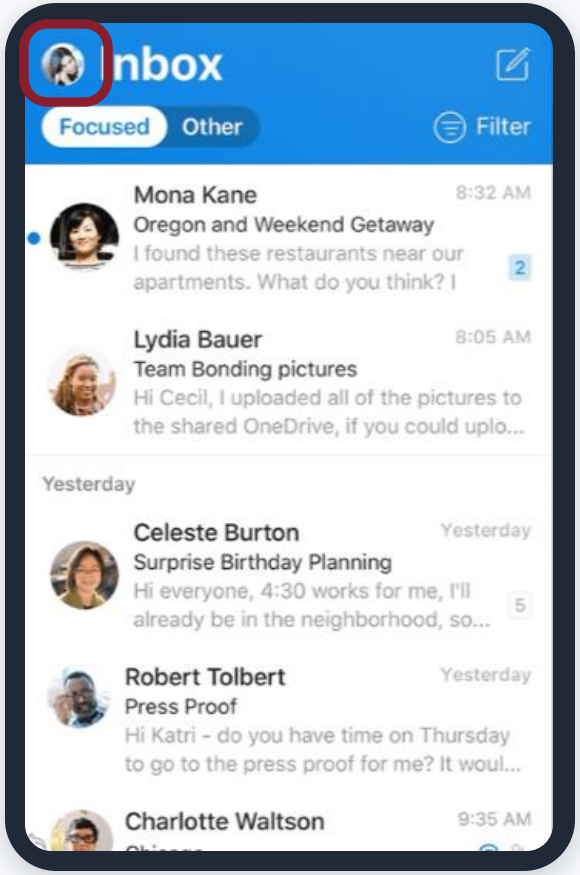


You’re in: your LAAT inbox opens

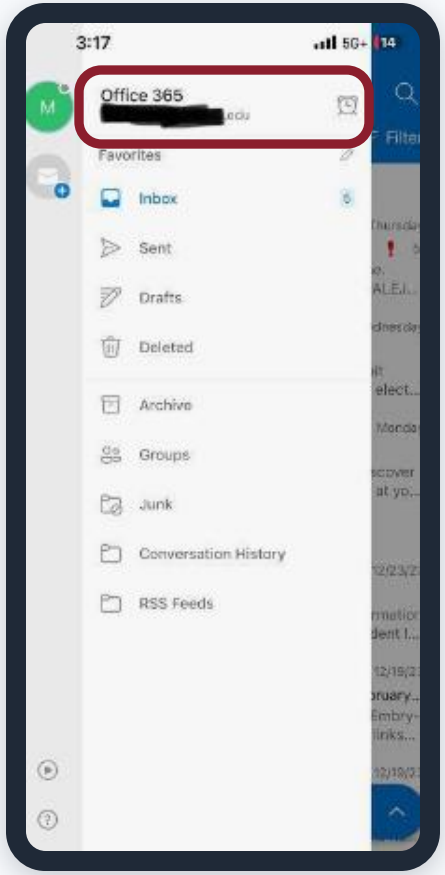
WHAT TO DO

1. Your school inbox opens
2. Press your **profile picture** (top left)
3. Your **LAAT email** address shows at the top

Tip: Not sure what your school email is? This is the quickest way to check.



1. Tap your picture

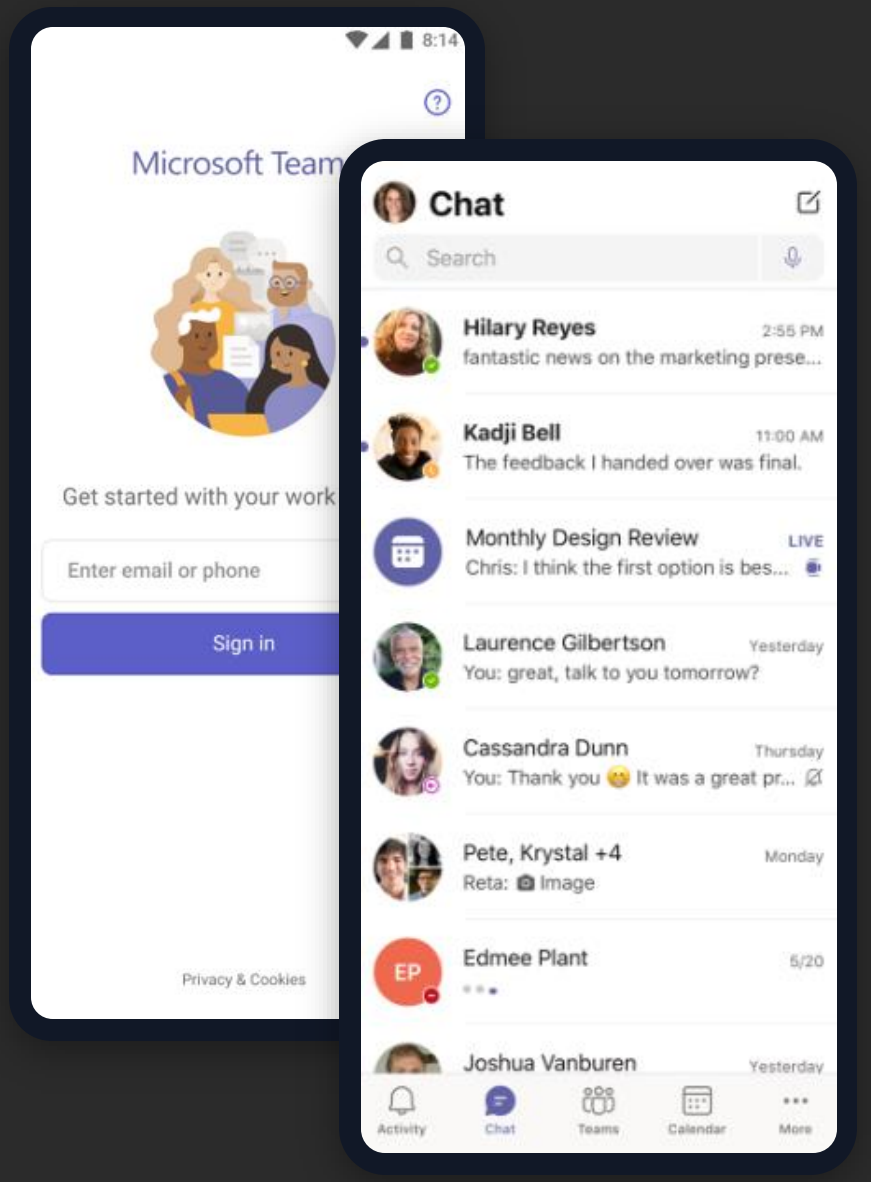


2. Your LAAT email

STUDENT GUIDE · MICROSOFT TEAMS APP

How to log in to Teams and see your classes

3 simple steps with pictures. Set up Authenticator first.



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TEAMS · BEFORE YOU START

First, download the Microsoft Teams app



IPHONE OR IPAD

Open the **App Store**

Search for **Microsoft Teams**



ANDROID PHONE

Open the **Google Play Store**

Search for **Microsoft Teams**

THEN FOLLOW THESE STEPS

1. Open your app store
2. Search **Microsoft Teams**
3. Press **Get** or **Install**
4. Open the app and go to Step 1

Tip: Check that the app is by **Microsoft Corporation** before you install it. You only need to download it once.

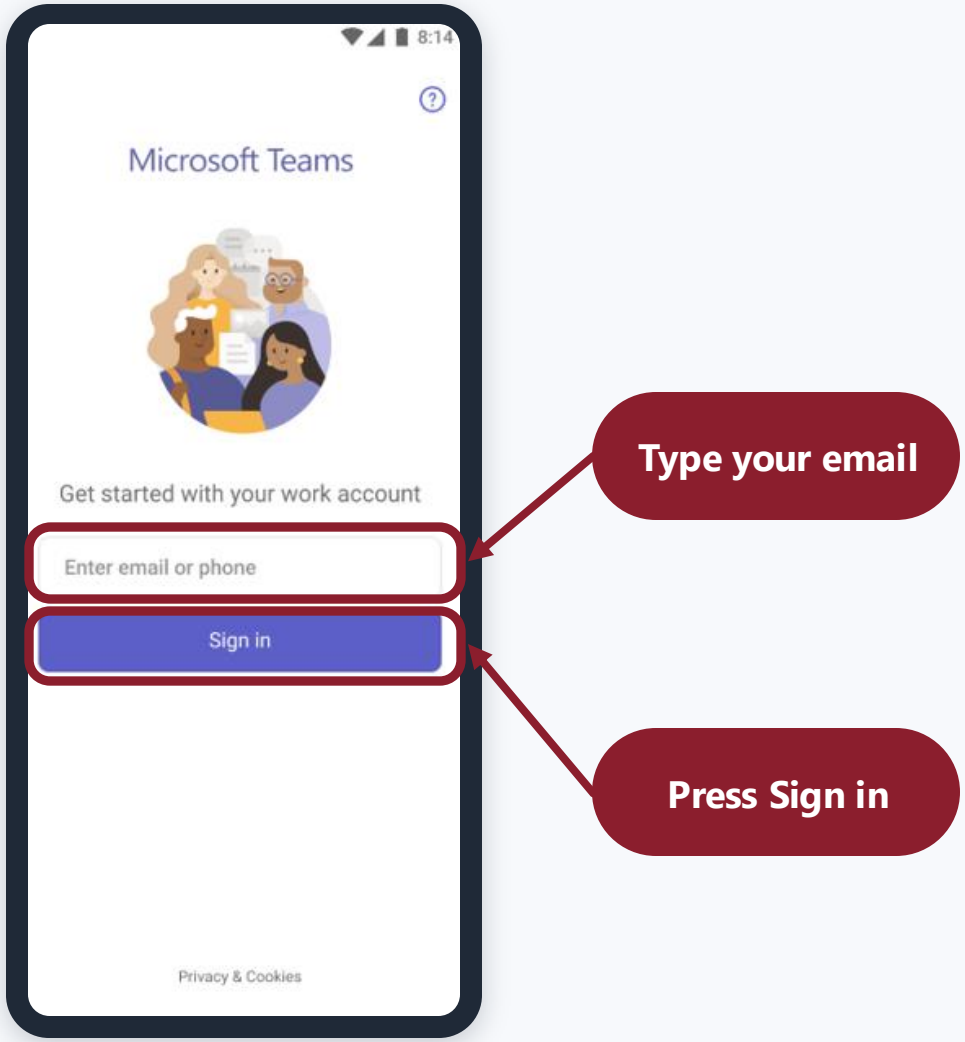
LAAT

Enter your school email and press Sign in

WHAT TO DO

1. Type your school email, ending in **@laat.ac.uk**
2. Press **Sign in**
3. If Authenticator is set up, you **won't be asked for a password**

Tip: Set up Authenticator before any other app (slides 4–7). If you skip it, Teams asks for your password.

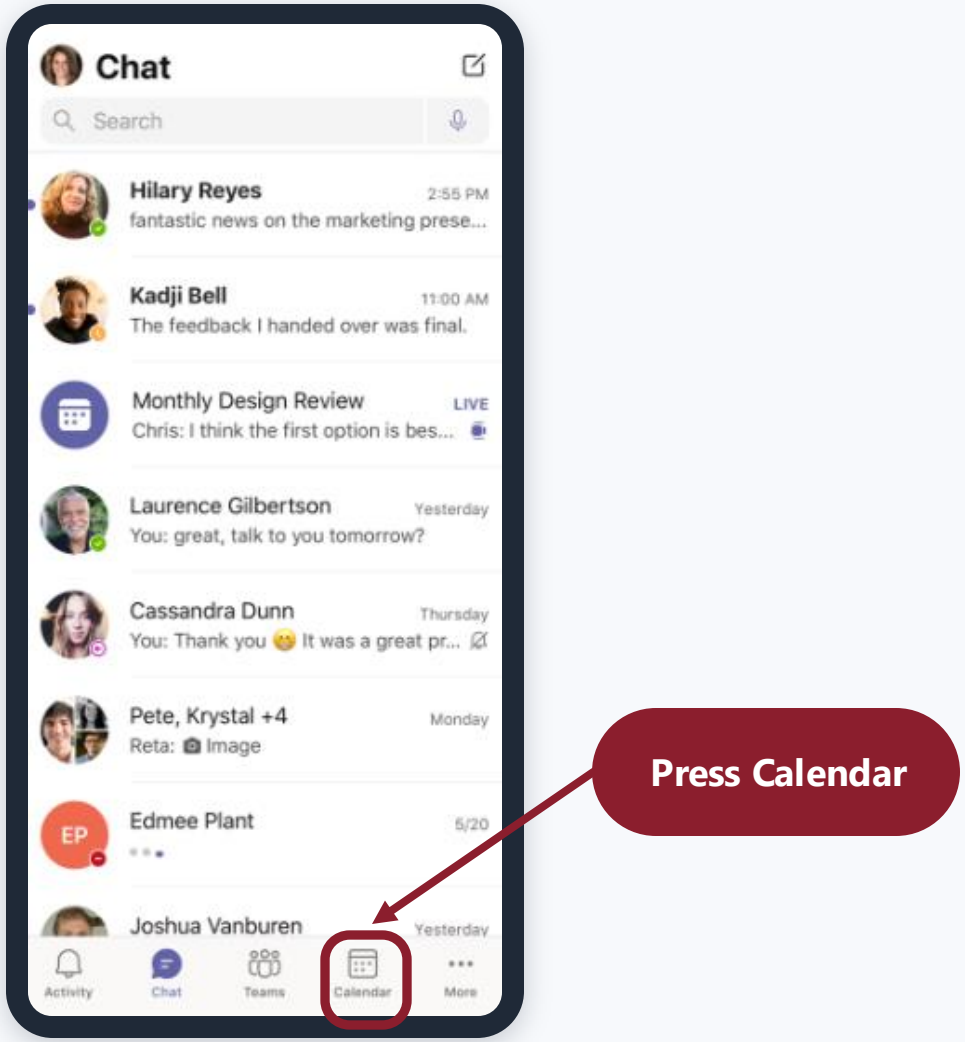


Teams opens: press Calendar to see your classes

WHAT TO DO

1. The Teams main page opens
2. Press **Calendar** at the bottom
3. Your **classes** are listed by day

Tip: Can’t see your classes? Check that you are using your LAAT account (next slide).



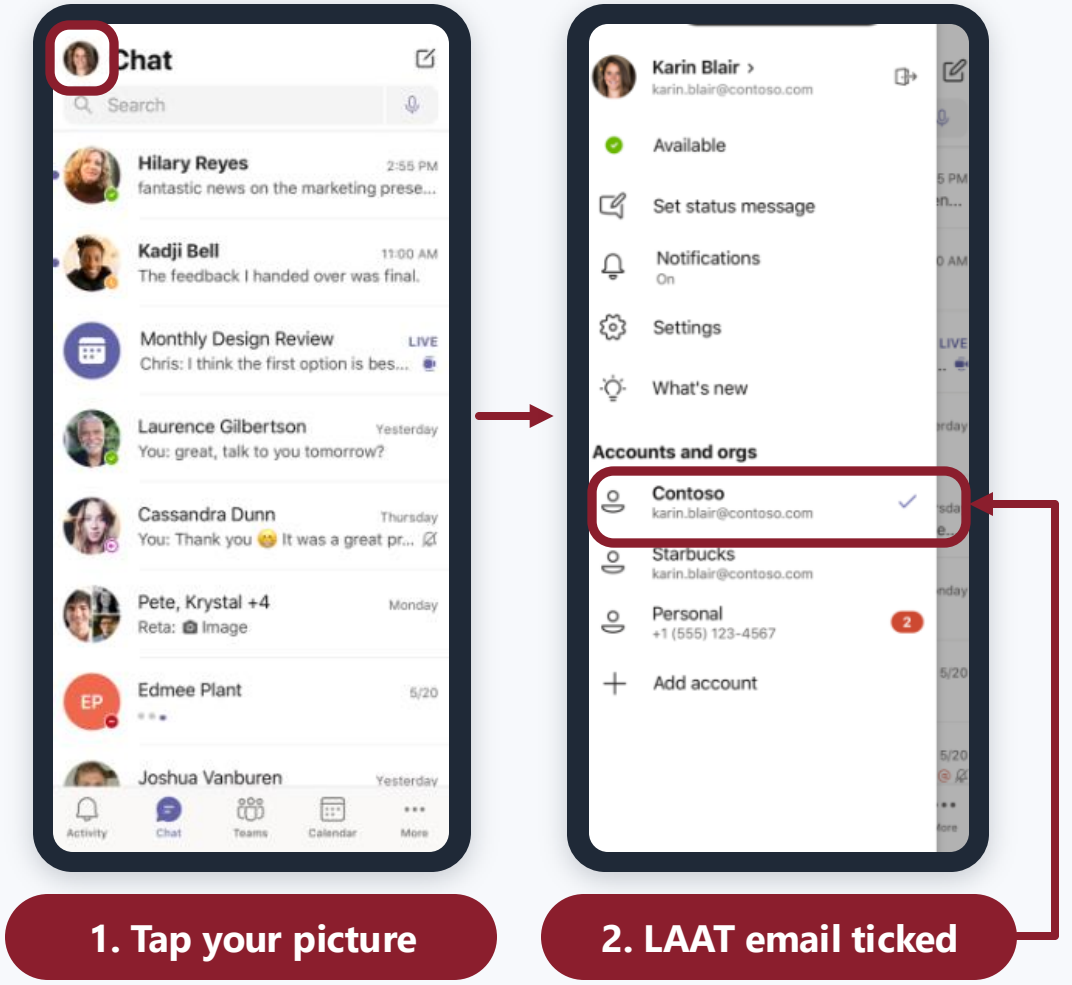
TEAMS · STEP 3 OF 3

Check you are logged in with your LAAT email

WHAT TO DO

1. Press your **profile picture** (top left)
2. Find **Accounts and orgs**
3. Make sure your **LAAT email** has the tick

Tip: Personal account ticked? Tap your LAAT account to switch to it.

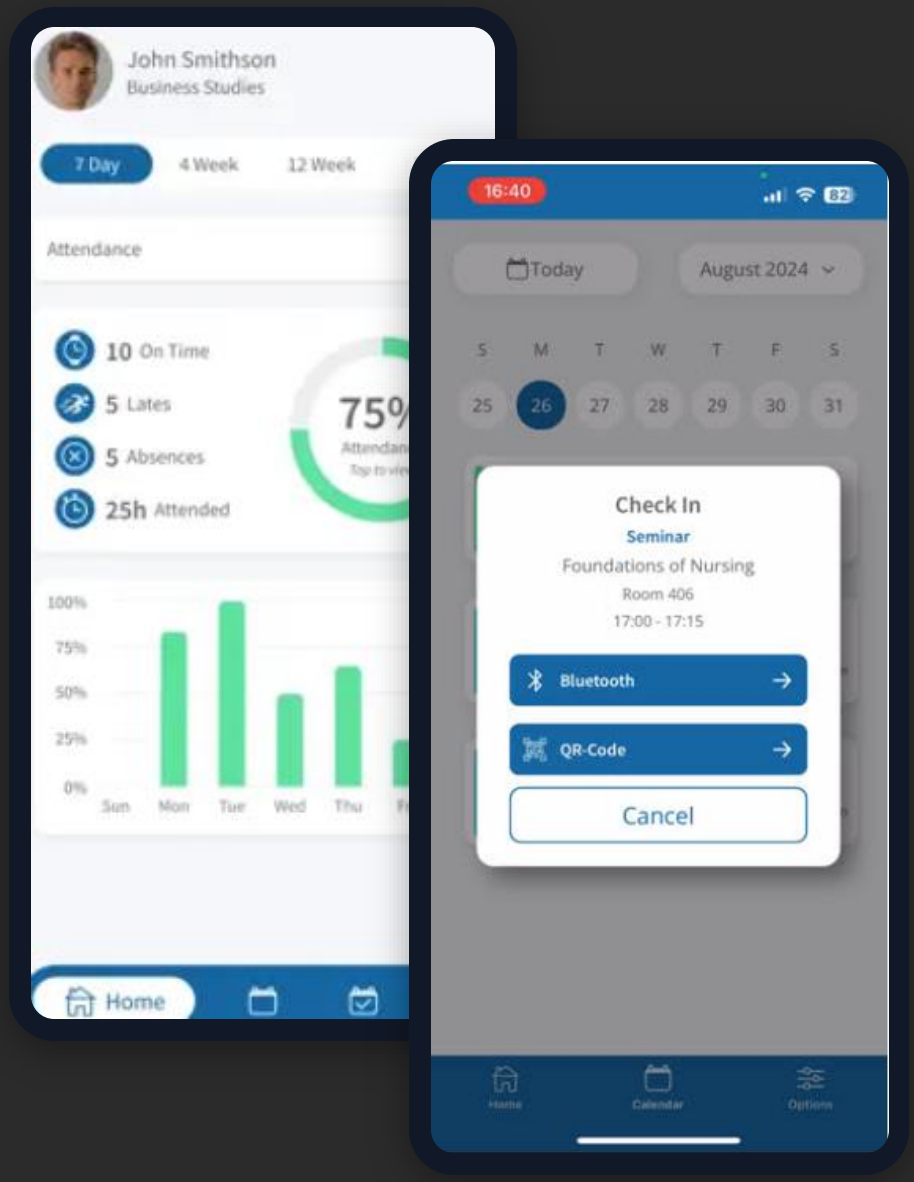


STUDENT GUIDE · SEATS APP

How to log in to SEATS and check in to class

7 simple steps with pictures. Use your **@laat.ac.uk** school email.

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BEFORE YOU START

First, download the SEATS Mobile app

IPHONE OR IPAD

Open the **App Store**

Search for **SEATS Mobile**

ANDROID PHONE

Open the **Google Play Store**

Search for **SEATS Mobile**

THEN FOLLOW THESE STEPS

1. Open your app store
2. Search **SEATS Mobile**
3. Press **Get** or **Install**
4. Open the app and go to Step 1

Tip: Check that the app is by **SEATS Software** before you install it. You only need to download it once.

LAAT

OVERVIEW

7 steps from logging in to checking in

LOG IN · first time only (steps 1–4)

CHECK IN · every class (steps 5–7)



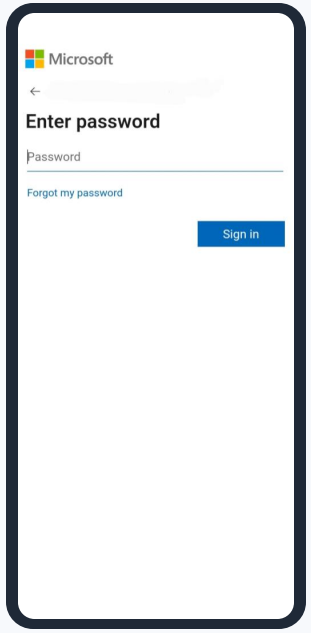
1

Enter email



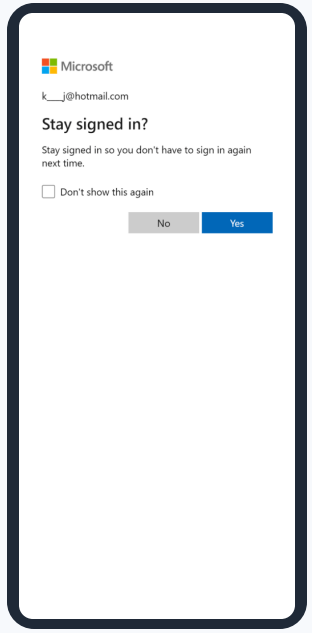
2

Press Continue



3

Enter password



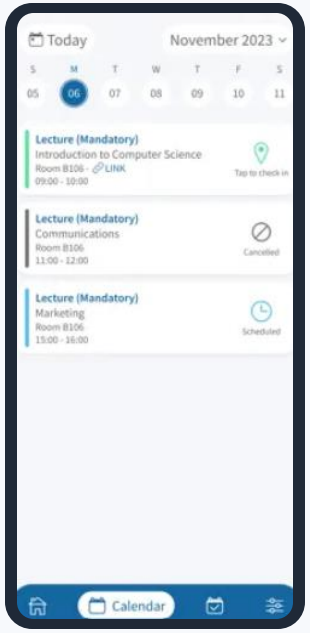
4

Press Yes



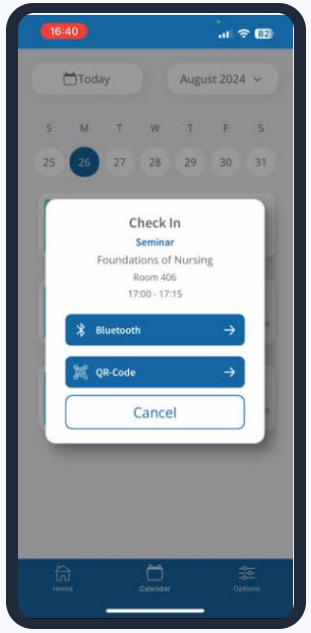
5

See attendance



6

Tap to check in



7

Scan the QR code

LAAT

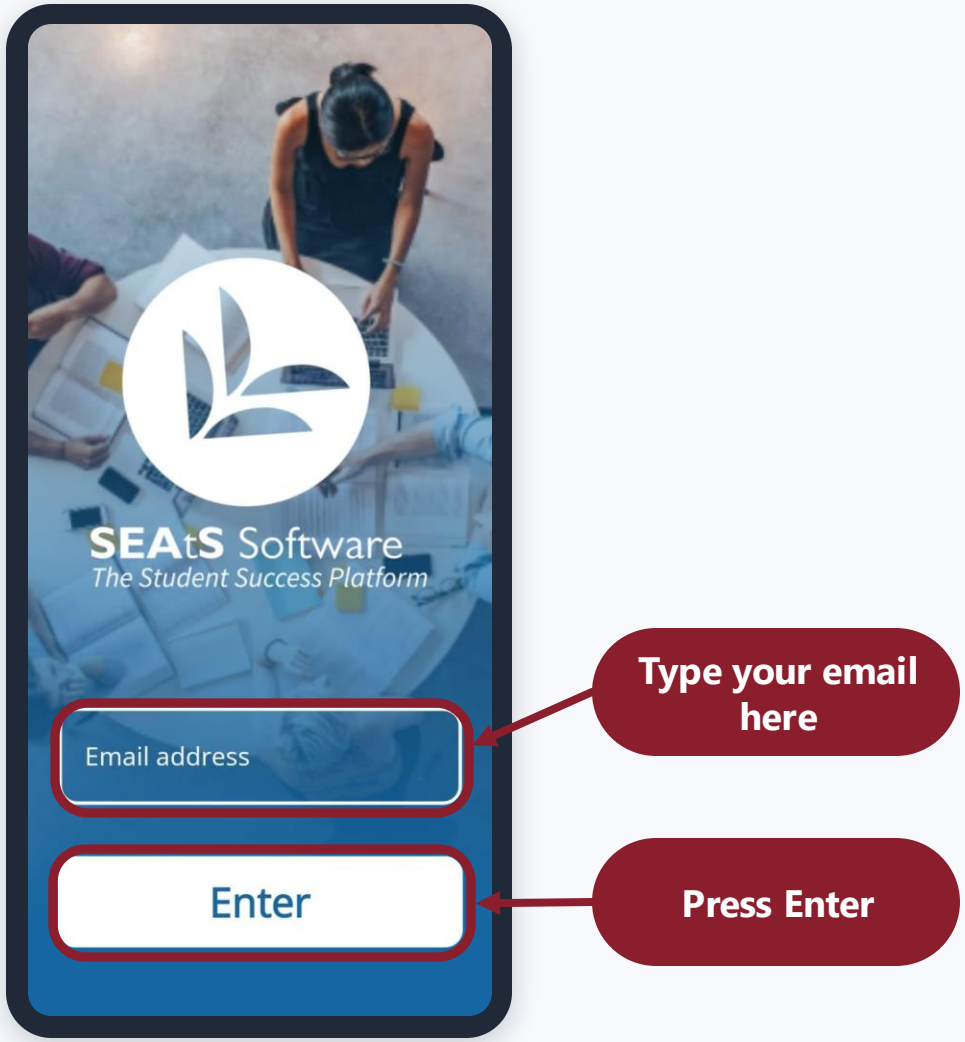
STEP 1 OF 7

Enter your school email and press Enter

WHAT TO DO

1. Tap the email box
2. Type your school email, ending in **@laat.ac.uk**
3. Press **Enter**

Tip: Use your school email, not a personal one. Not sure what it is? Open Outlook and tap your profile to see it.

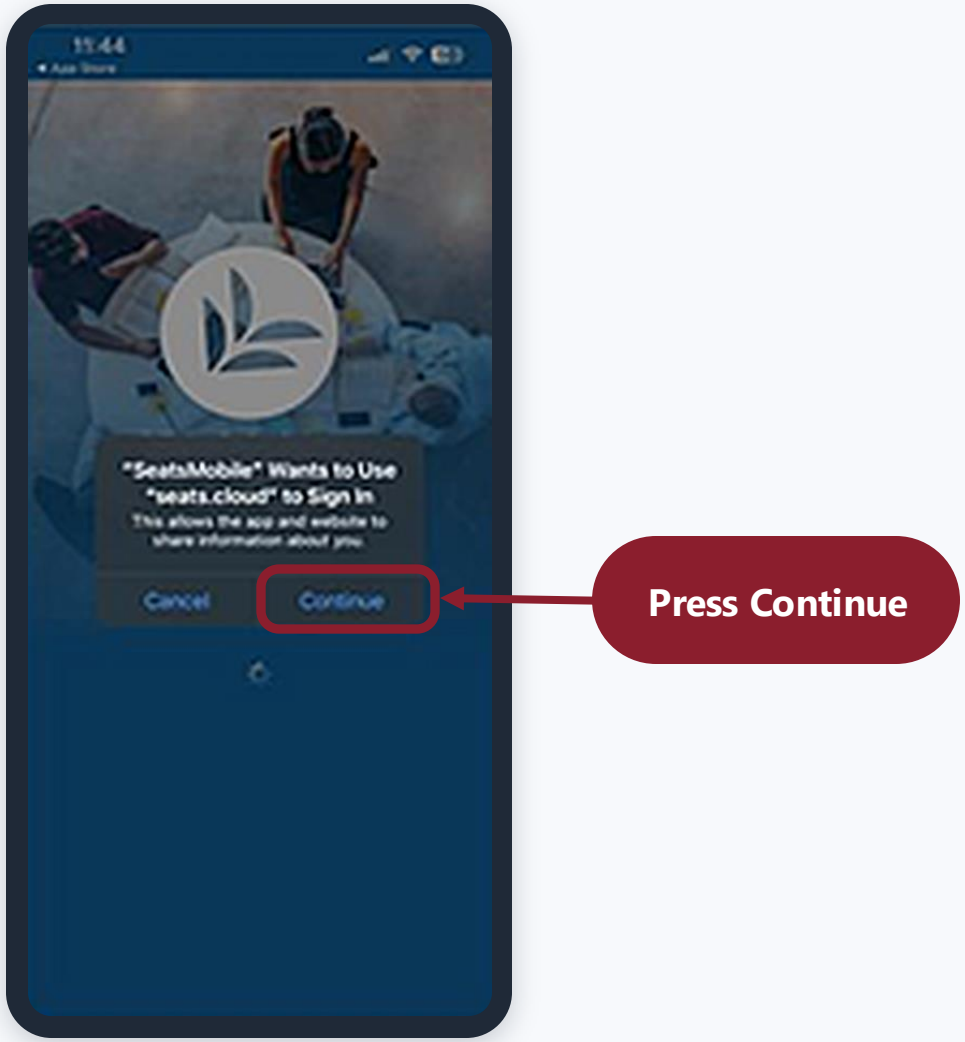


STEP 2 OF 7

Press Continue

WHAT TO DO

1. A pop-up asks if SeatsMobile can use **seats.cloud** to sign in
2. Press **Continue**



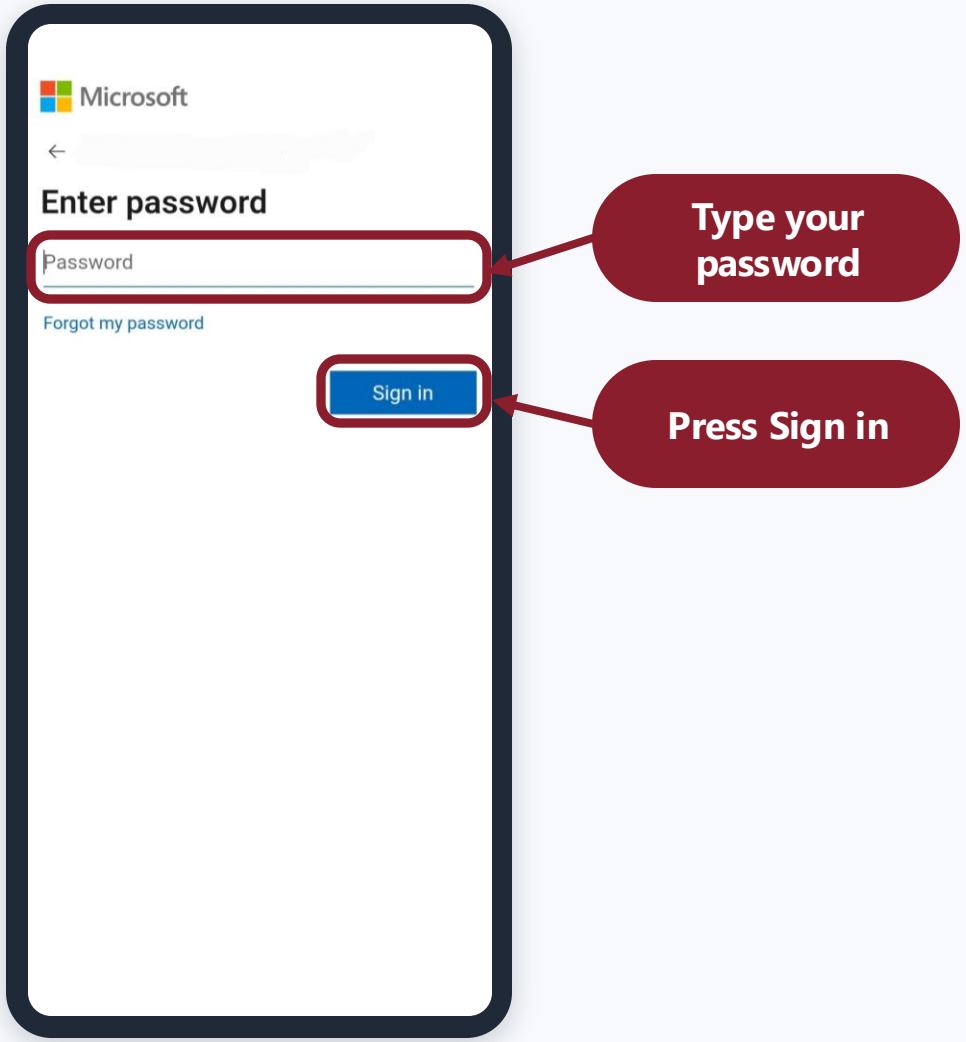
Tip: This pop-up is normal. It opens your school's secure login page.

STEP 3 OF 7

Enter your school email password

WHAT TO DO

1. Type the password for your **@laat.ac.uk** email
2. Press **Sign in**



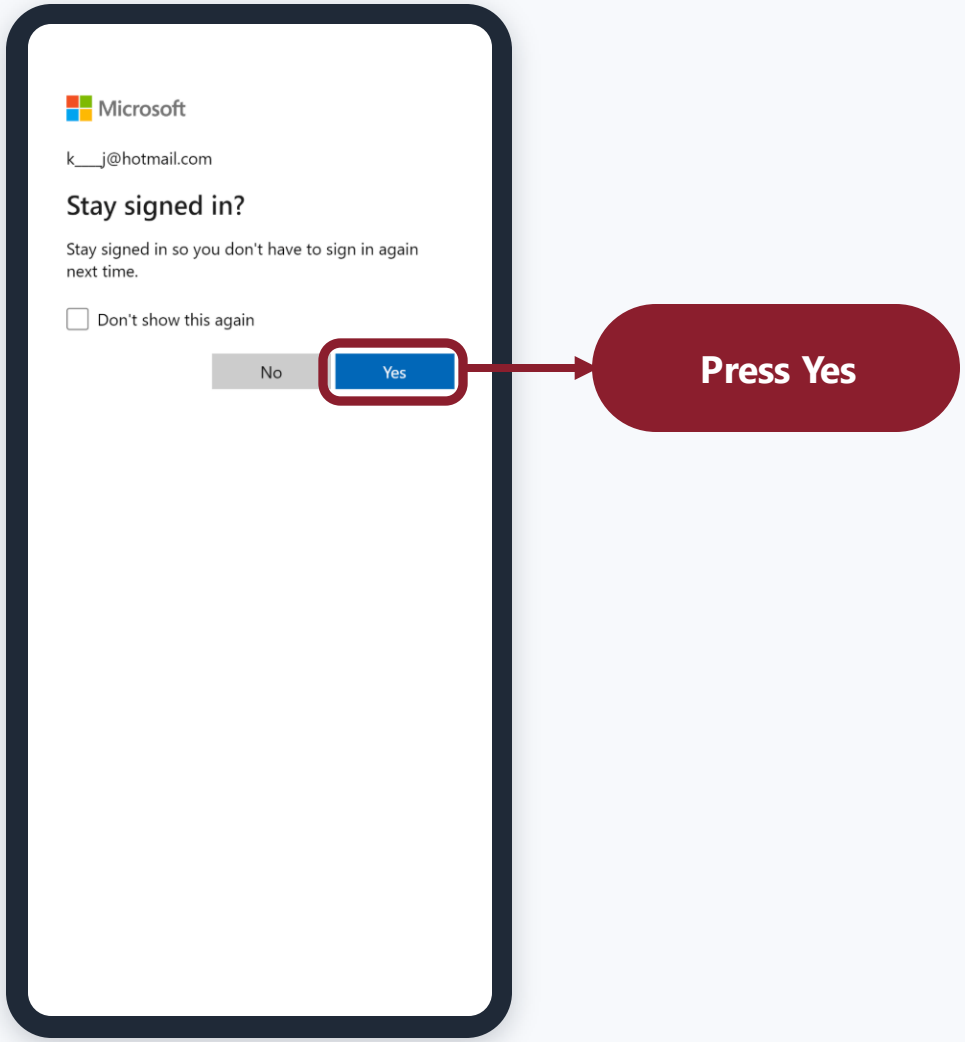
Tip: Use your school email password, not the password for your personal email.

STEP 4 OF 7

Press Yes to stay signed in

WHAT TO DO

1. The app asks: **Stay signed in?**
2. Press **Yes**
3. Next time the app opens, you are already logged in



Tip: Using a shared or borrowed phone? Press No instead, so nobody else can use your account.

SEATS · IF YOU SEE THESE SCREENS

Scenarios

You may see these screens while you log in. If you don't, go to **Step 5**.

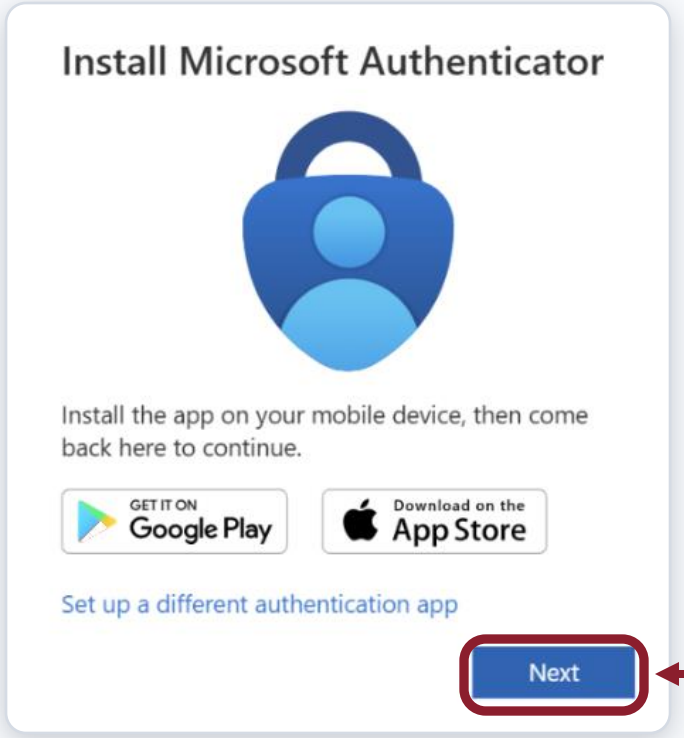
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SCENARIO · IF YOU SEE THESE SCREENS · 1 OF 3

Authenticator is already on your phone, so press Next

WHAT TO DO

1. This screen may ask you to install Microsoft Authenticator
2. You already have it, so **skip the download**
3. Press **Next**



Press Next

Tip: You may not see this. It only appears if your Authenticator account is not set up yet. If you don't see it, go to Step 5.

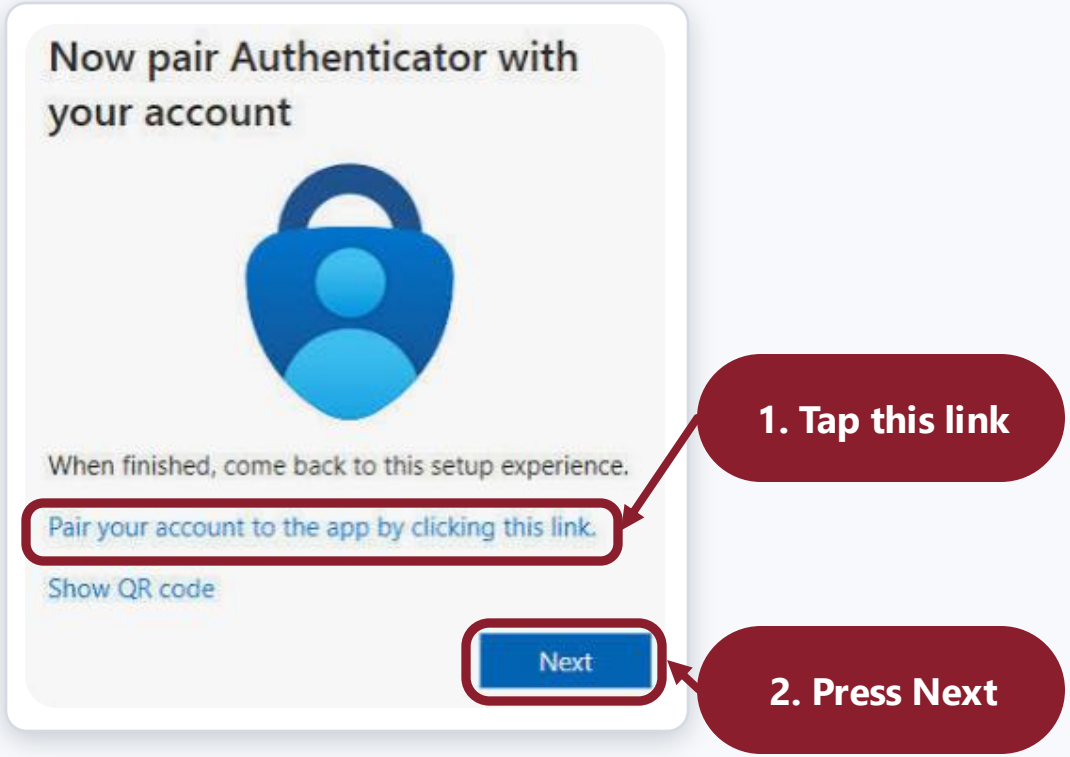
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SCENARIO · IF YOU SEE THESE SCREENS · 2 OF 3

Pair your account with Authenticator

WHAT TO DO

1. Tap **Pair your account to the app by clicking this link**
2. Authenticator opens. Unlock it with **Face ID** or your **passcode**
3. Come back to this screen and press **Next**



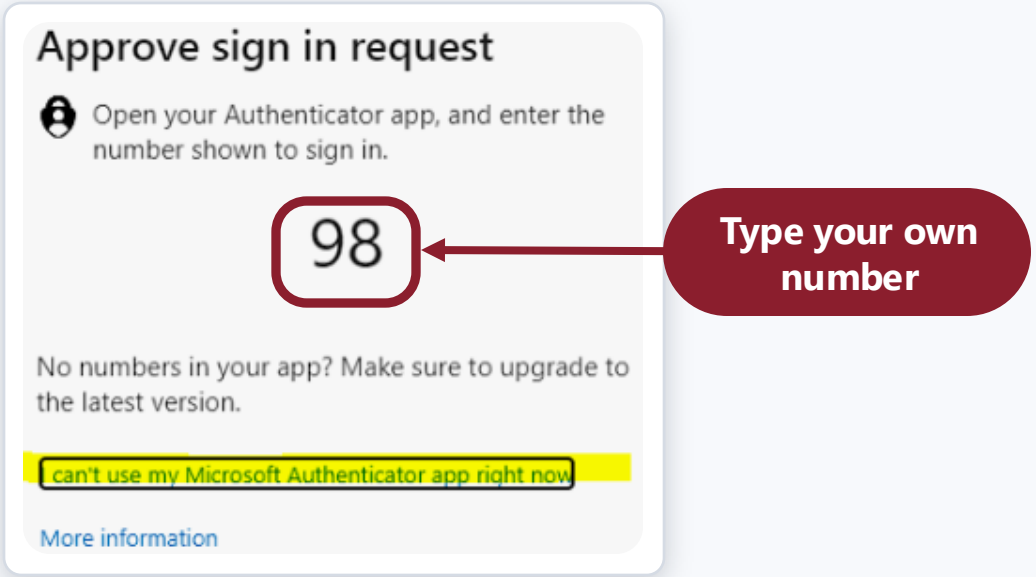
Tip: Keep this screen open while you switch to Authenticator, then come back to it.

SCENARIO · IF YOU SEE THESE SCREENS · 3 OF 3

Enter the number in Authenticator

WHAT TO DO

1. A number appears that is unique to you (98 is just an example)
2. Open Authenticator and type in that number
3. Confirm with **Face ID** or your **passcode** (it asks twice)



Tip: After this, the “Stay signed in?” screen from Step 4 appears again. Press Yes, then carry on with Step 5.

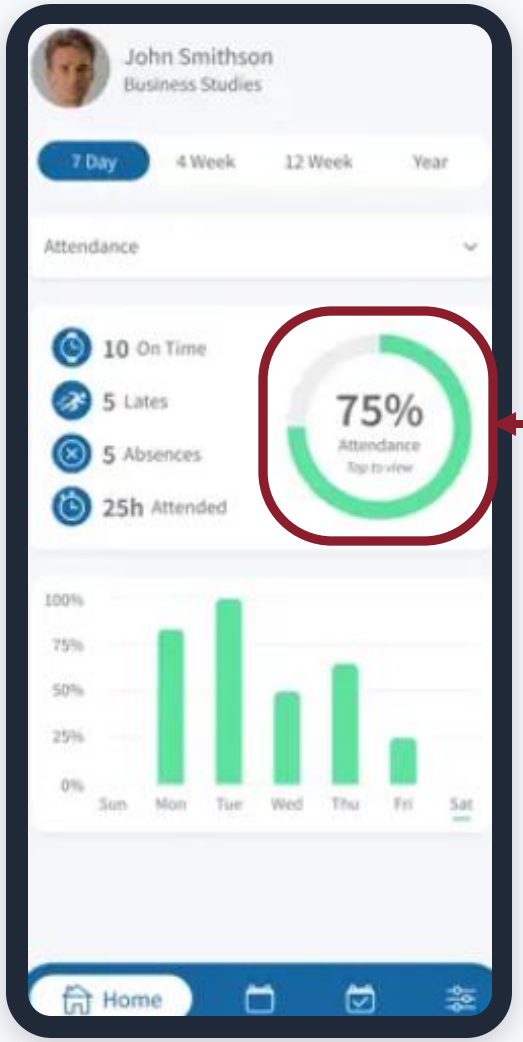
STEP 5 OF 7

You're logged in and can see your attendance

WHAT TO DO

1. Your name and course appear at the top
2. Your **attendance percentage** is shown in the circle
3. Below it: sessions you attended on time, late and absent

Tip: Check your percentage regularly so you always know where you stand.



Your attendance %

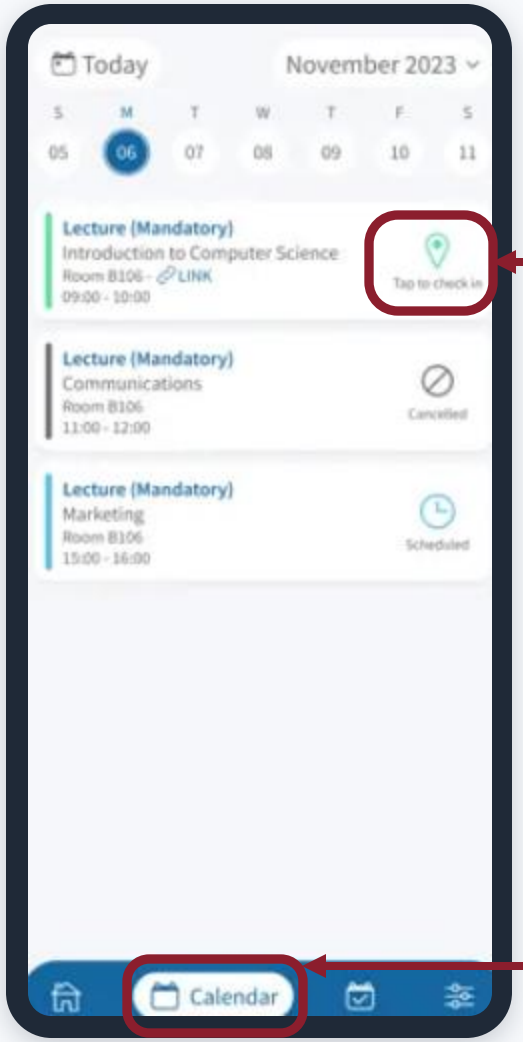
STEP 6 OF 7

Open the Calendar and press Tap to check in

WHAT TO DO

1. Press **Calendar** at the bottom of the screen
2. Find your class for today
3. Press **Tap to check in** on that class

Tip: Your classes for each day are listed under the date you select.



Tap to check in

Open Calendar

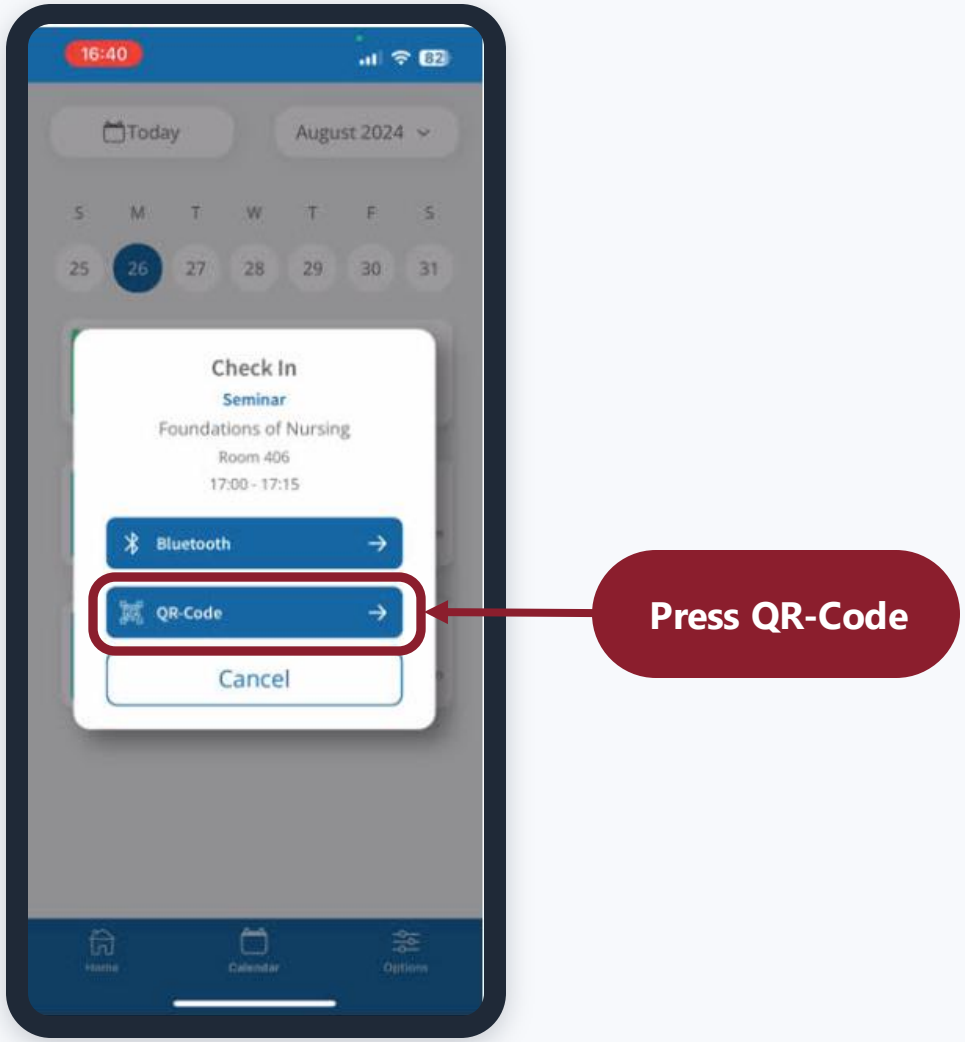
LAAT

STEP 7 OF 7

Press QR-Code and scan your lecturer's code

WHAT TO DO

1. Press **QR-Code** in the Check In window
2. Point your camera at the QR code your lecturer shows in class



Tip: Scan as soon as the lecturer shares the code. A late scan can be marked late or absent.

IMPORTANT: HOW ATTENDANCE IS MARKED

Scan the QR code early, or you may be marked late

TWO WAYS TO MARK ATTENDANCE



QR code

Your lecturer shares a QR code in class and you scan it in the app (Step 7).



Manual

Your lecturer marks your attendance for you. You do not need to do anything.

WHEN THE LECTURER SHARES THE QR CODE

As the class starts — **On time**

After the class has started — **Late**
Late is not an absence, so don't worry

Long after the class started — **Absent**

FOR LECTURERS

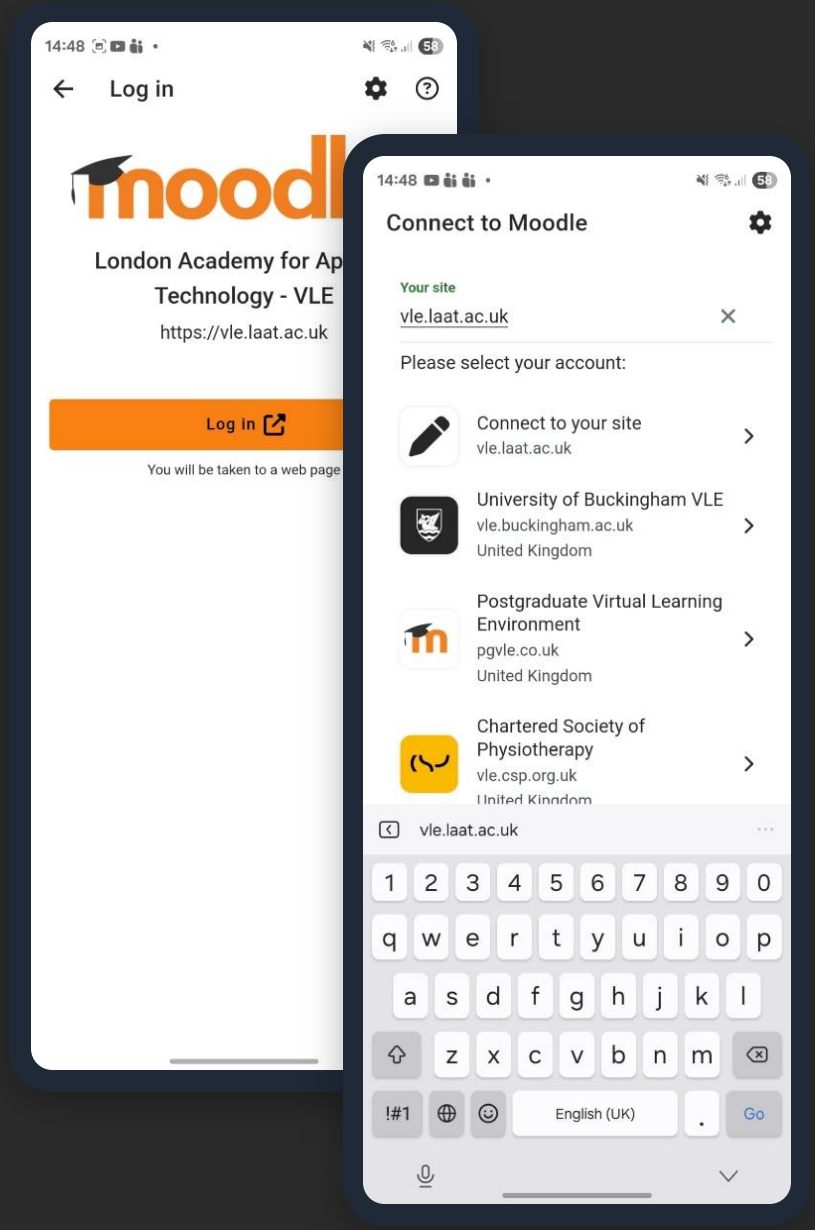
If you use the QR code, **share it as soon as the class starts**. If you can't, mark attendance manually instead.

LAAT

STUDENT GUIDE · MOODLE APP

How to log in to Moodle and find your courses

8 simple steps with pictures. Our site is **vle.laat.ac.uk**



MOODLE · BEFORE YOU START

First, download the Moodle app

IPHONE OR IPAD

Open the **App Store**

Search for **Moodle**

ANDROID PHONE

Open the **Google Play Store**

Search for **Moodle**

THEN FOLLOW THESE STEPS

1. Open your app store
2. Search **Moodle**
3. Press **Get** or **Install**
4. Open the app and go to Step 1

Tip: Check that the app is by **Moodle Pty Ltd** before you install it. You only need to download it once.

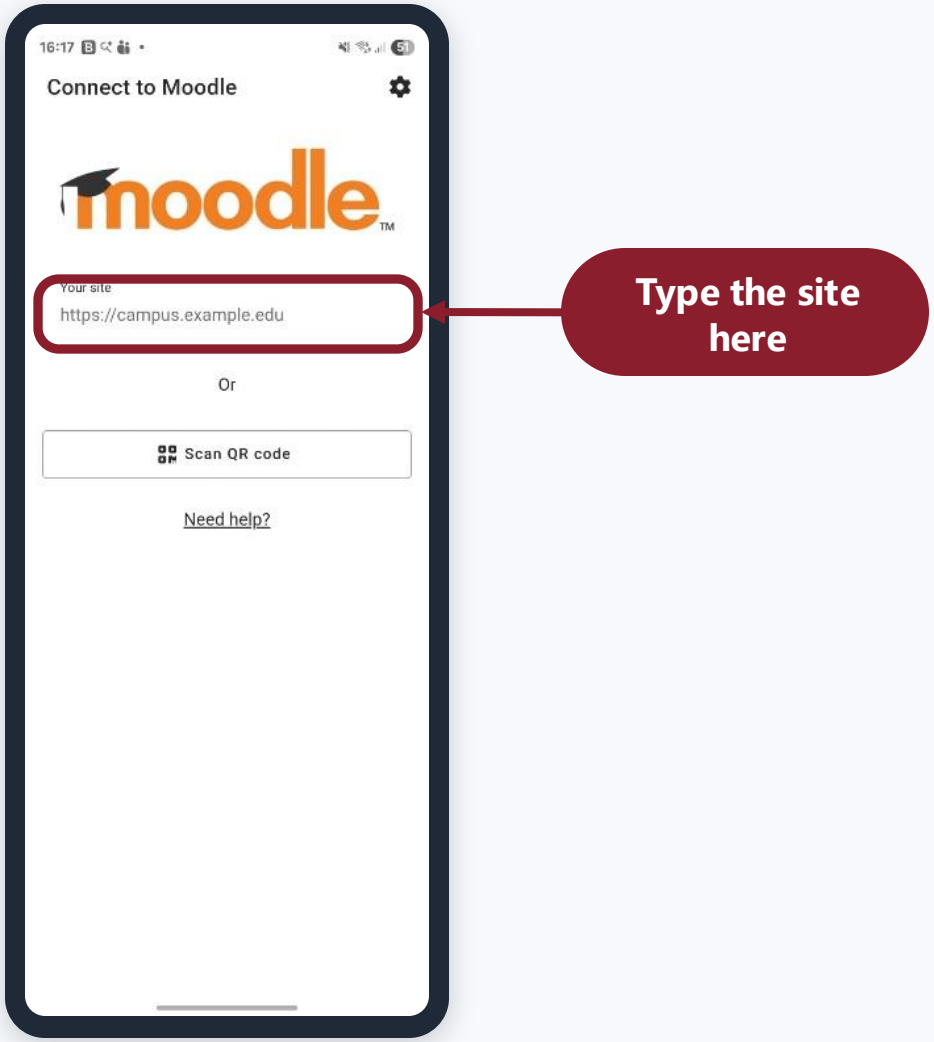
LAAT

MOODLE · STEP 1 OF 8

Type the Moodle site address

WHAT TO DO

1. Open the **Moodle** app
2. Tap the **Your site** box
3. Type **vle.laat.ac.uk**



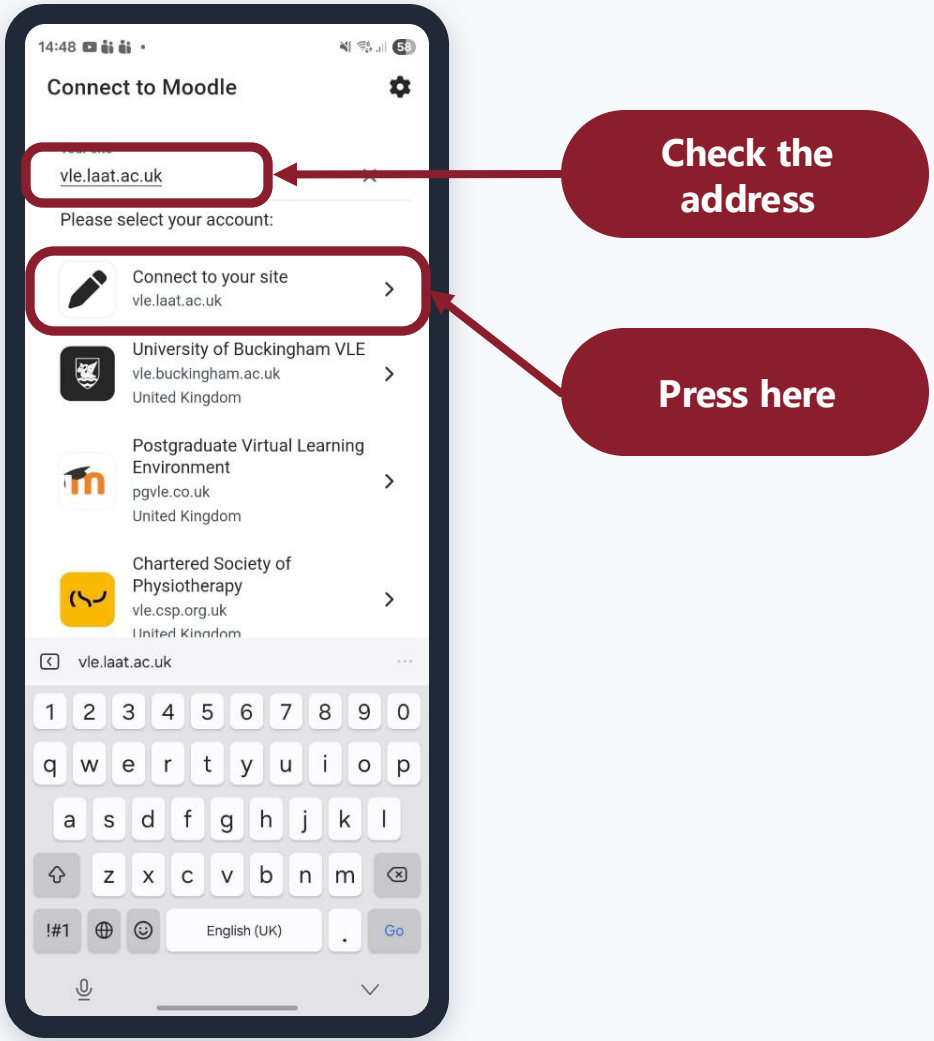
Tip: You do not need the Scan QR code button. Just type the site address.

MOODLE · STEP 2 OF 8

Press Connect to your site

WHAT TO DO

1. Check the box shows **vle.laat.ac.uk**
2. Press **Connect to your site** at the top of the list

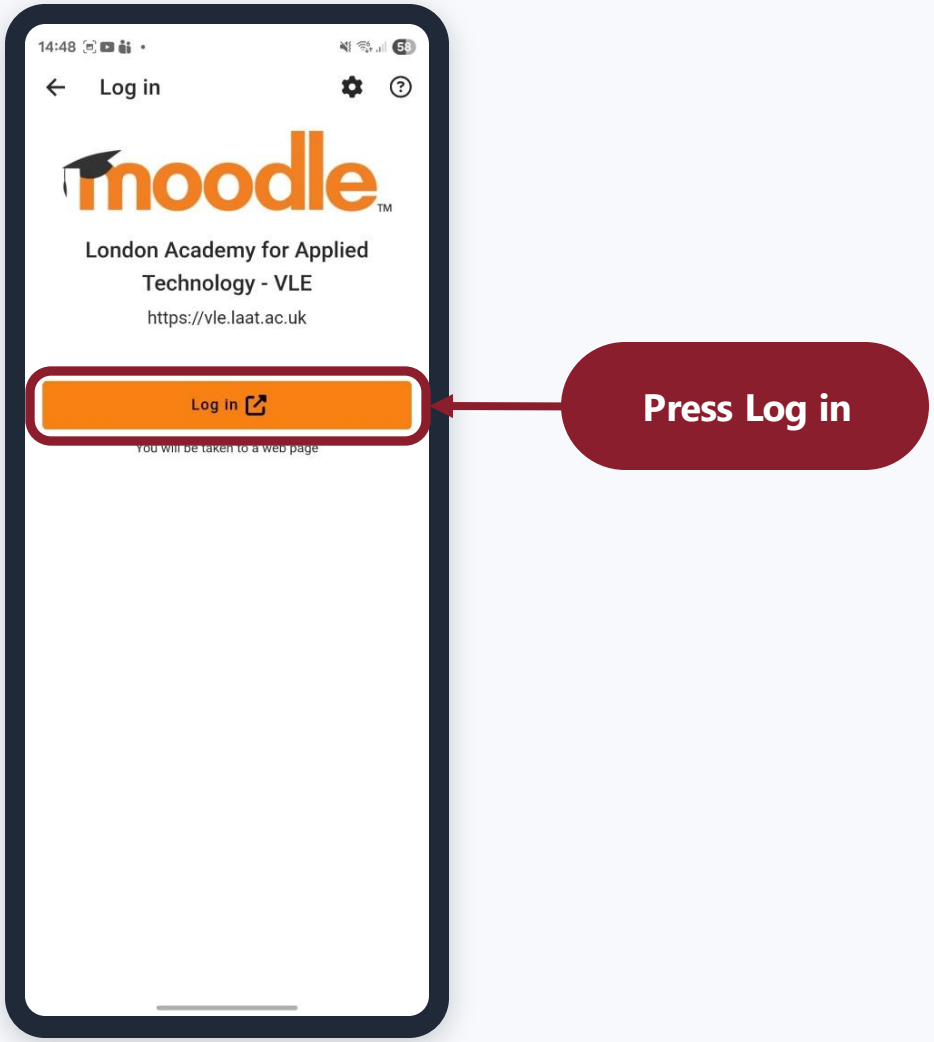


Tip: Do not pick another site from the list. Only vle.laat.ac.uk is our school.

Press Log in

WHAT TO DO

1. Check the page shows **London Academy for Applied Technology - VLE**
2. Press the orange **Log in** button



Tip: Moodle opens a web page to sign you in. This is normal.

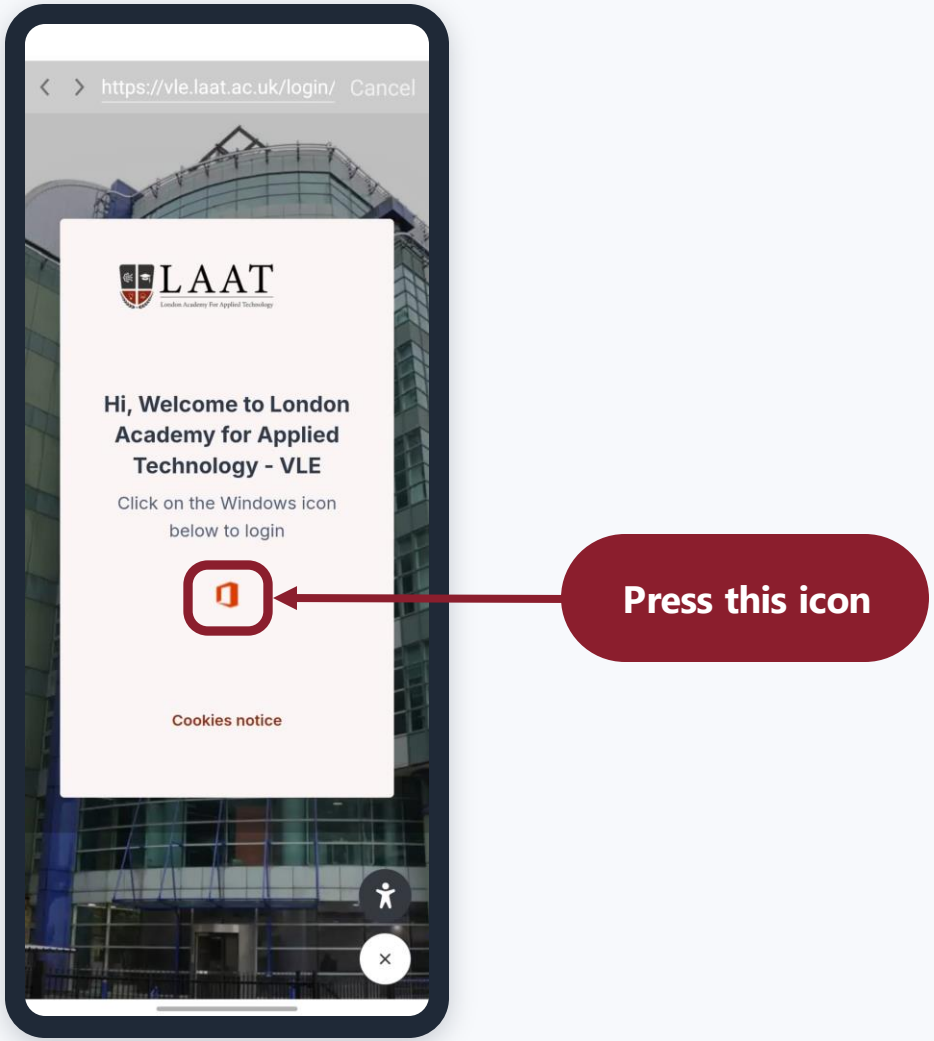
MOODLE · STEP 4 OF 8

Press the red Microsoft Office icon

WHAT TO DO

1. The LAAT welcome page opens
2. Press the small red **Microsoft Office** icon in the middle of the page

Tip: This icon signs you in with your school Microsoft account.

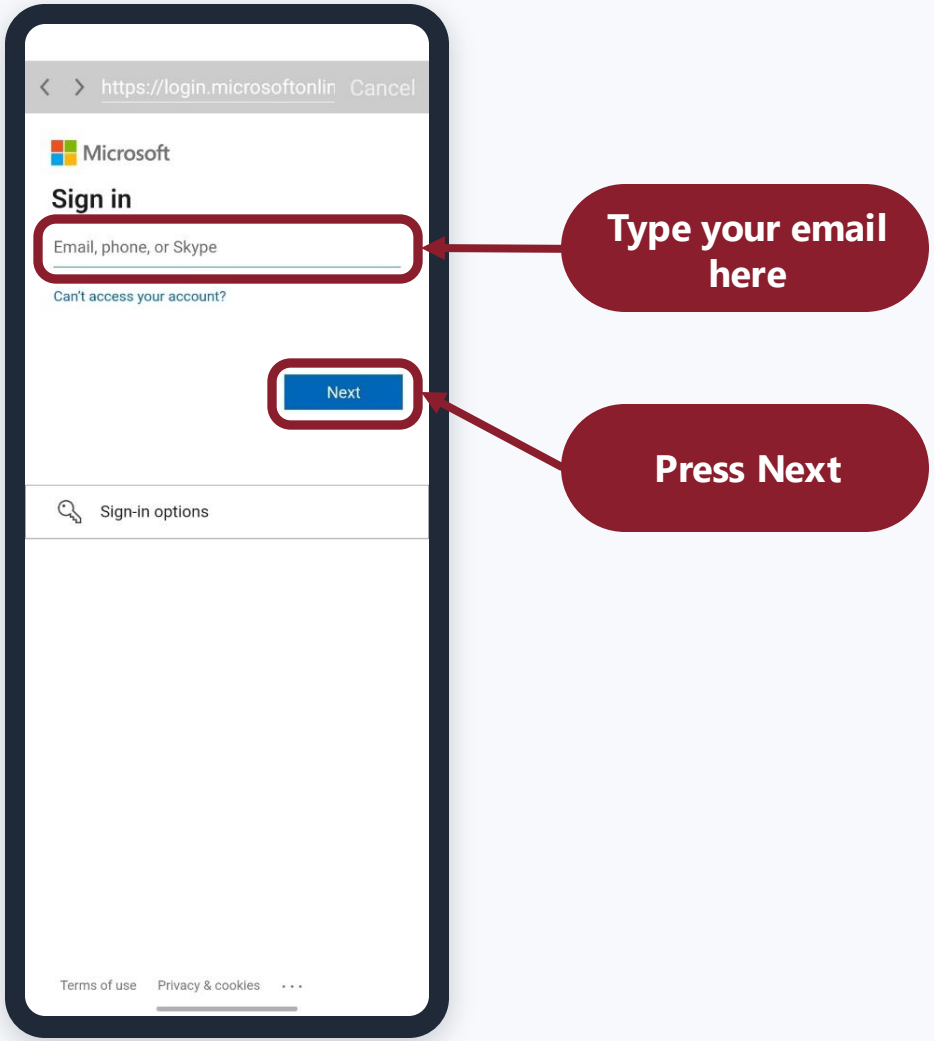


MOODLE · STEP 5 OF 8

Enter your school email and press Next

WHAT TO DO

1. Tap the email box
2. Type your school email, ending in **@laat.ac.uk**
3. Press **Next**



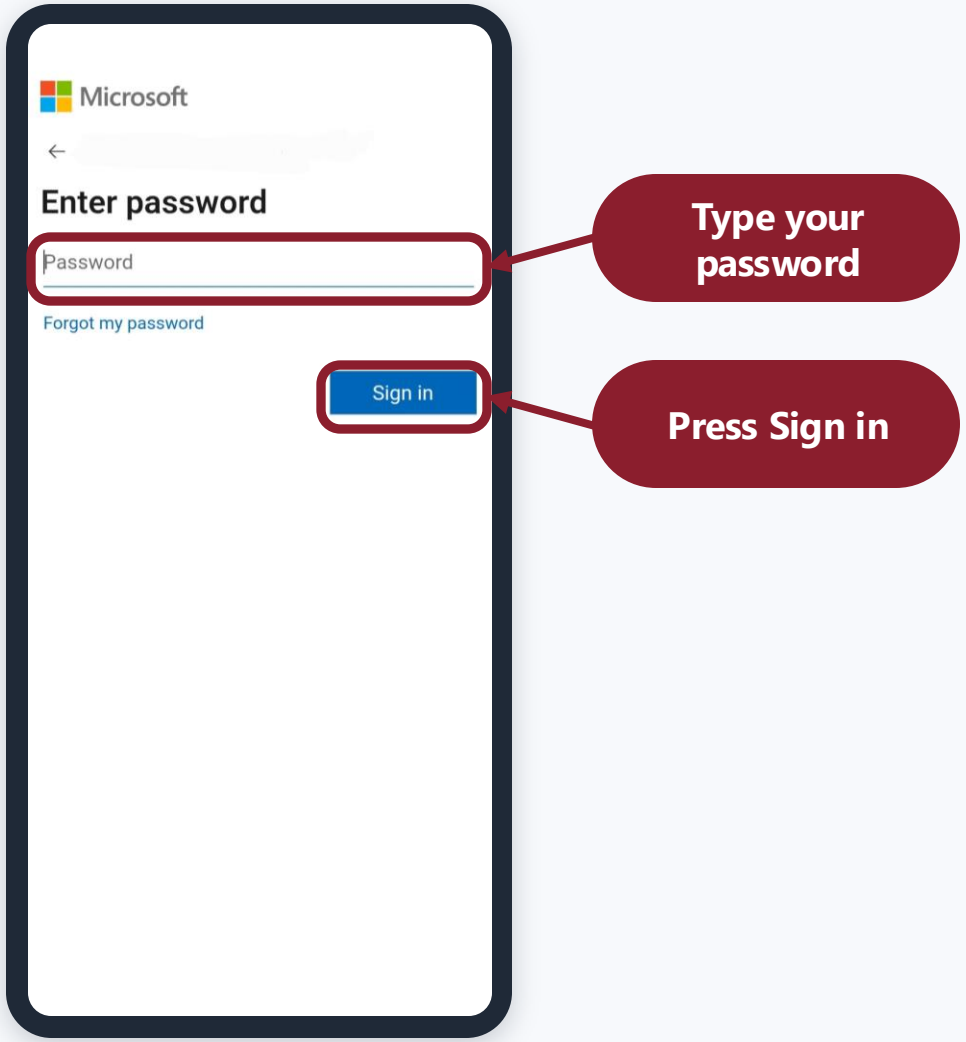
Tip: Use your school email, not a personal one. Not sure what it is? Open Outlook and tap your profile to see it.

MOODLE · STEP 6 OF 8

Enter your school email password

WHAT TO DO

1. Type the password for your **@laat.ac.uk** email
2. Press **Sign in**



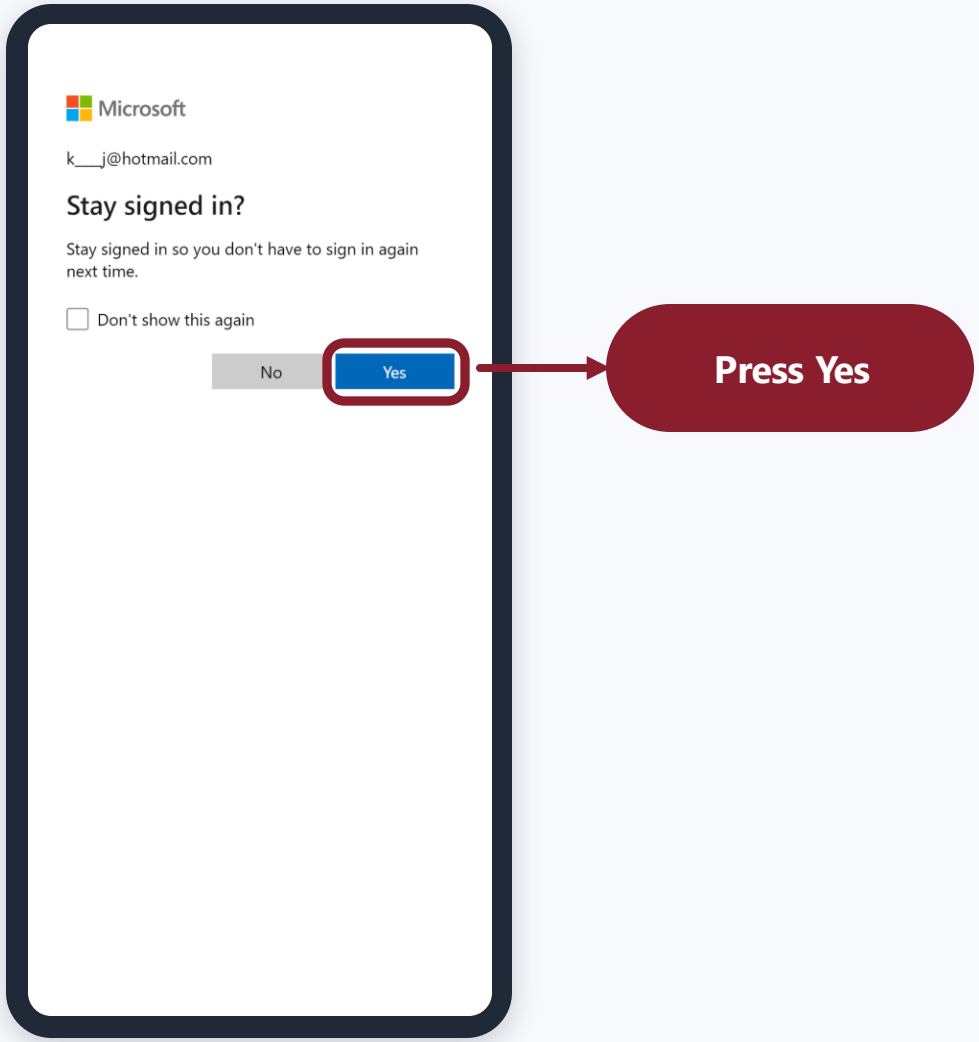
Tip: Use your school account password, not the password for your personal email.

MOODLE · STEP 7 OF 8

Press Yes to stay signed in

WHAT TO DO

1. The page asks: **Stay signed in?**
2. Press **Yes**
3. Next time Moodle opens, you are already logged in



Tip: Using a shared or borrowed phone? Press No instead, so nobody else can use your account.

MOODLE · IF YOU SEE THESE SCREENS

Scenarios

You may see these screens while you log in. If you don't, go to **Step 8**.

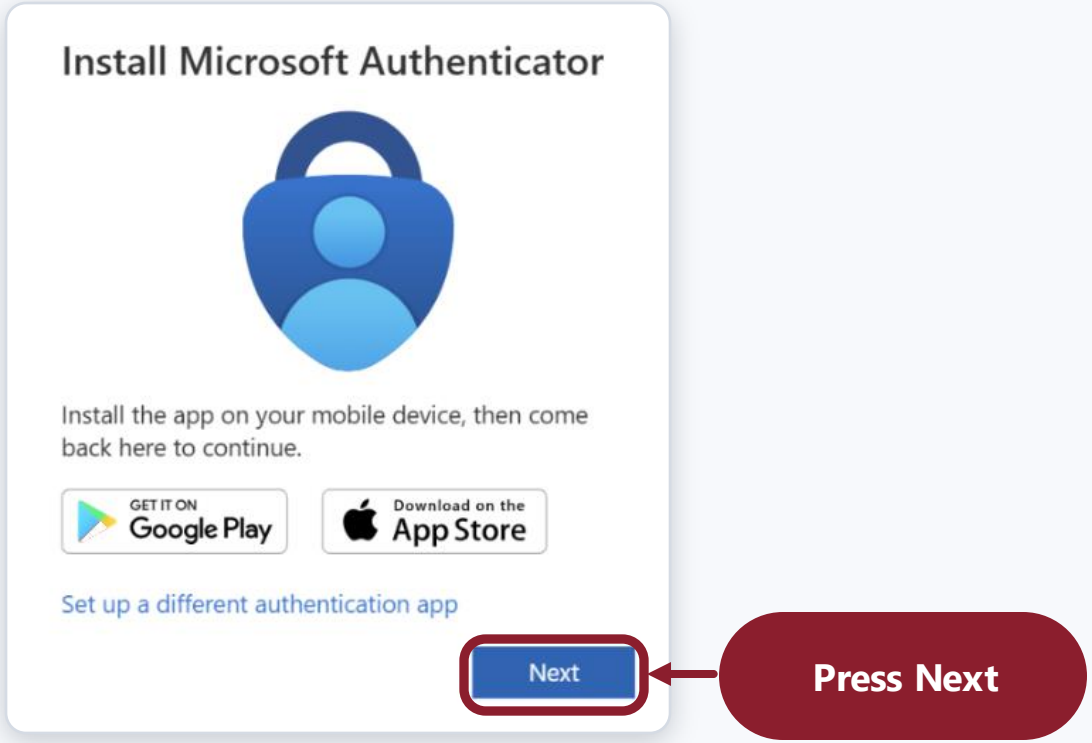
LAAT
London Academy For Applied Technology

SCENARIO · IF YOU SEE THESE SCREENS · 1 OF 3

Authenticator is already on your phone, so press Next

WHAT TO DO

1. This screen may ask you to install Microsoft Authenticator
2. You already have it, so **skip the download**
3. Press **Next**



Tip: You may not see this. It only appears if your Authenticator account is not set up yet. If you don't see it, go to Step 8.

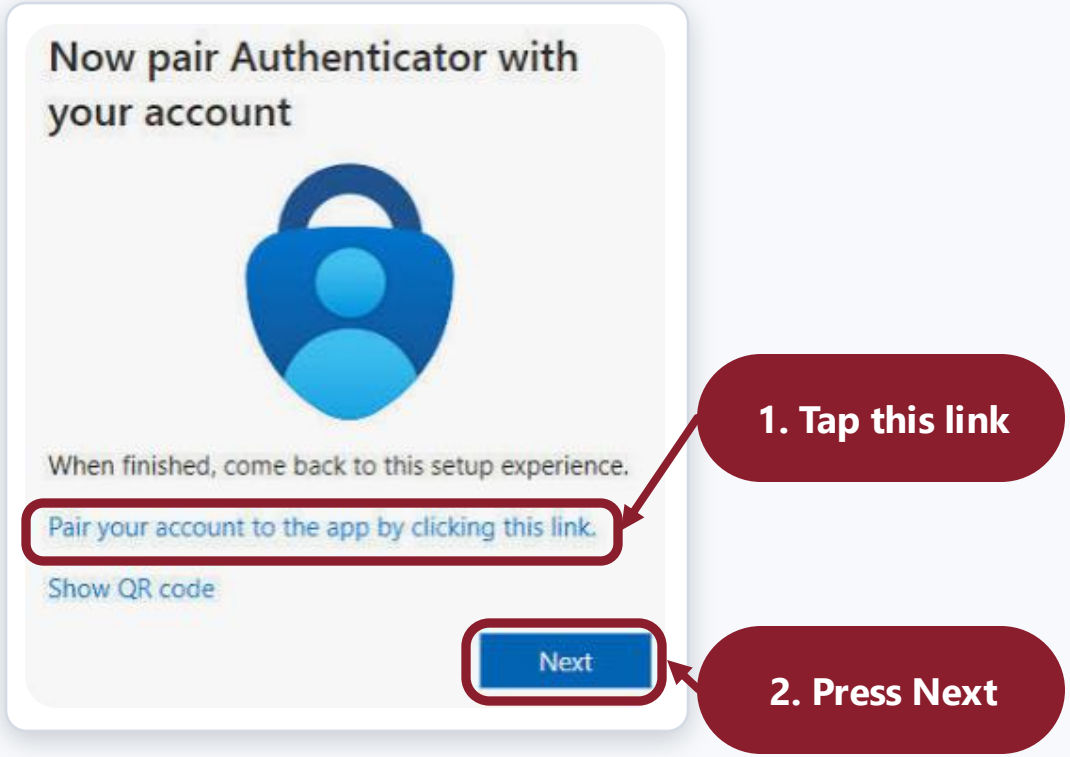
LAAT

SCENARIO · IF YOU SEE THESE SCREENS · 2 OF 3

Pair your account with Authenticator

WHAT TO DO

1. Tap **Pair your account to the app by clicking this link**
2. Authenticator opens. Unlock it with **Face ID** or your **passcode**
3. Come back to this screen and press **Next**



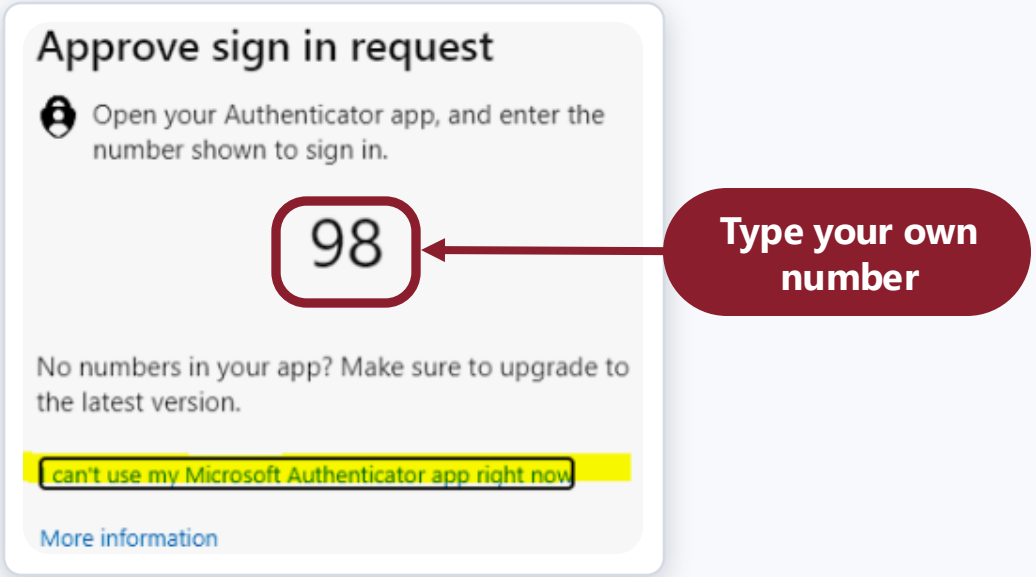
Tip: Keep this screen open while you switch to Authenticator, then come back to it.

SCENARIO · IF YOU SEE THESE SCREENS · 3 OF 3

Enter the number in Authenticator

WHAT TO DO

1. A number appears that is unique to you (98 is just an example)
2. Open Authenticator and type in that number
3. Confirm with **Face ID** or your **passcode** (it asks twice)

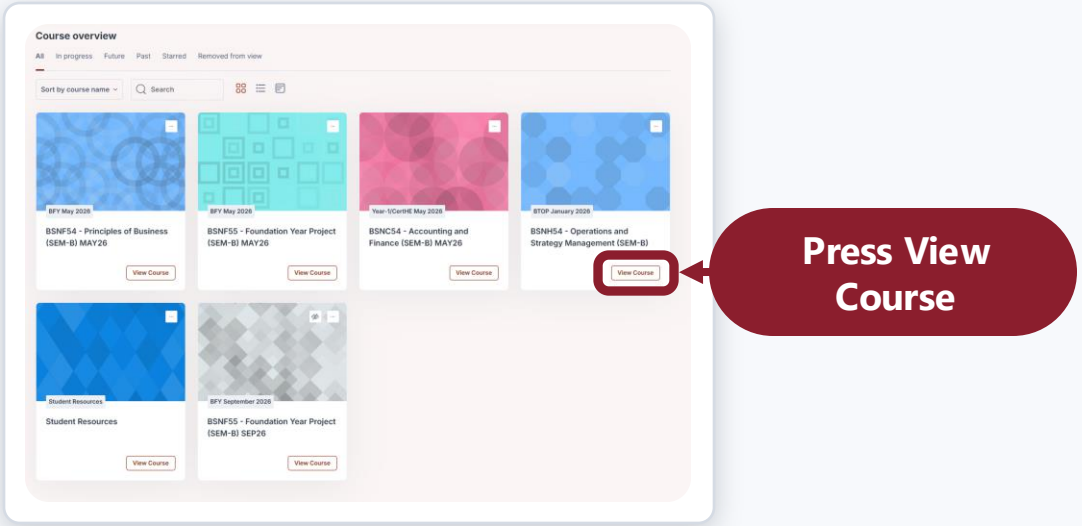


Tip: After this, the “Stay signed in?” screen from Step 7 appears again. Press Yes, then carry on with Step 8.

You're in: your courses are on the dashboard

WHAT TO DO

1. Your courses appear under **Course overview**
2. Press **View Course** to open a course and its materials



Tip: Moodle is for course materials only. You do not submit assignments here.

IMPORTANT: WHAT MOODLE IS FOR

Moodle is for course materials only



Use Moodle to

Open your **courses**

Read and download your **course materials**



Do not

Submit assignments on Moodle

Moodle is not used for assignment submissions

NOT SURE WHERE TO HAND IN AN ASSIGNMENT?

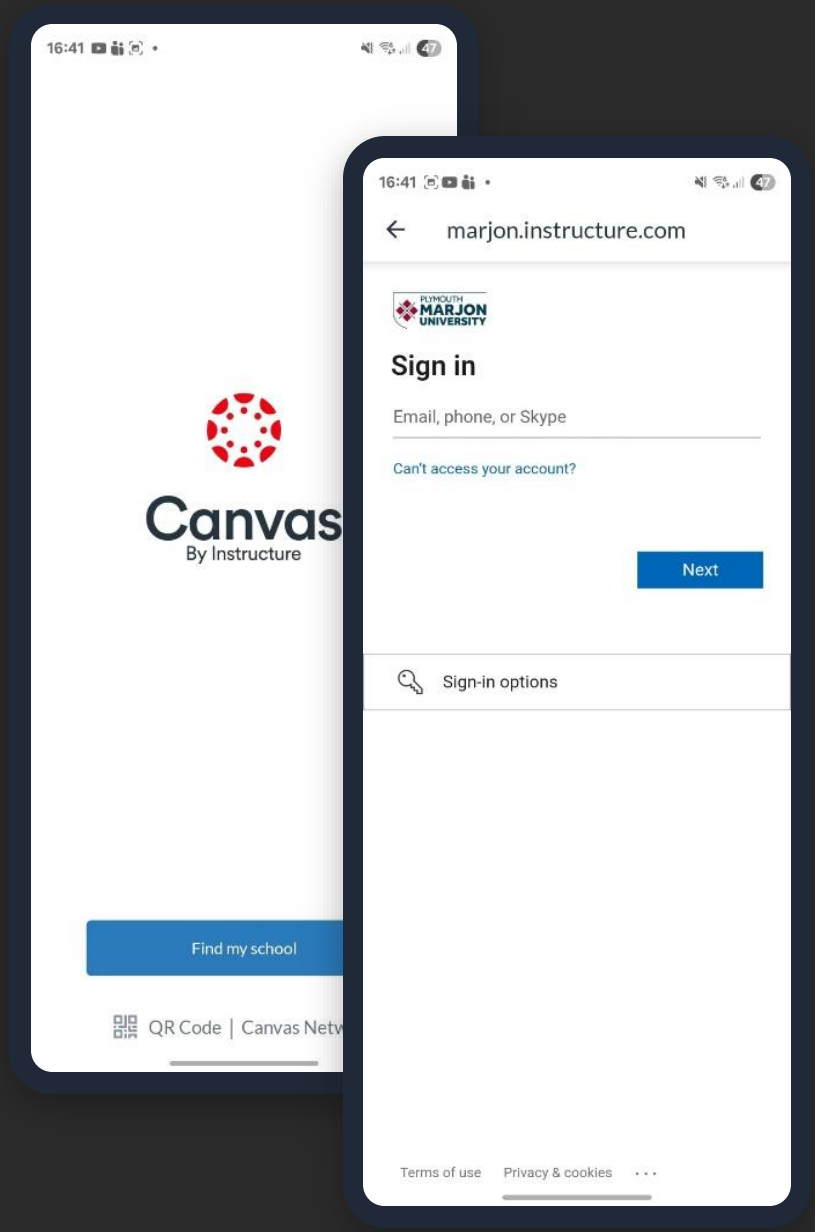
Ask your lecturer how to submit it.

LAAT

STUDENT GUIDE · CANVAS APP

How to log in to Canvas (Plymouth Marjon)

Two short guides: **iPhone (iOS)** and **Android**. Read the login email first.



CANVAS · BEFORE YOU START

First, download the Canvas Student app



IPHONE OR IPAD

Open the **App Store**

Search for **Canvas Student**



ANDROID PHONE

Open the **Google Play Store**

Search for **Canvas Student**

THEN FOLLOW THESE STEPS

1. Open your app store
2. Search **Canvas Student**
3. Press **Get** or **Install**
4. Open the app and go to Step 1

Tip: Check that the app is by **Instructure** before you install it. You only need to download it once.

LAAT

BEFORE YOU START: YOUR LOGIN EMAIL

Your Canvas login details are in your personal email



Find this email

Open your **personal email** (Gmail, Yahoo, etc.)

From: **Marjon**

Subject: **Online Enrolment Completion**

It has your Canvas login details



Didn't get it?

Complete your **online enrolment** first. The email is sent after that.

Completed it and still no email? Contact the **Admissions team**.

CHECK THE RIGHT INBOX

This email goes to your personal email, not your @laat.ac.uk inbox. Check your spam folder too.

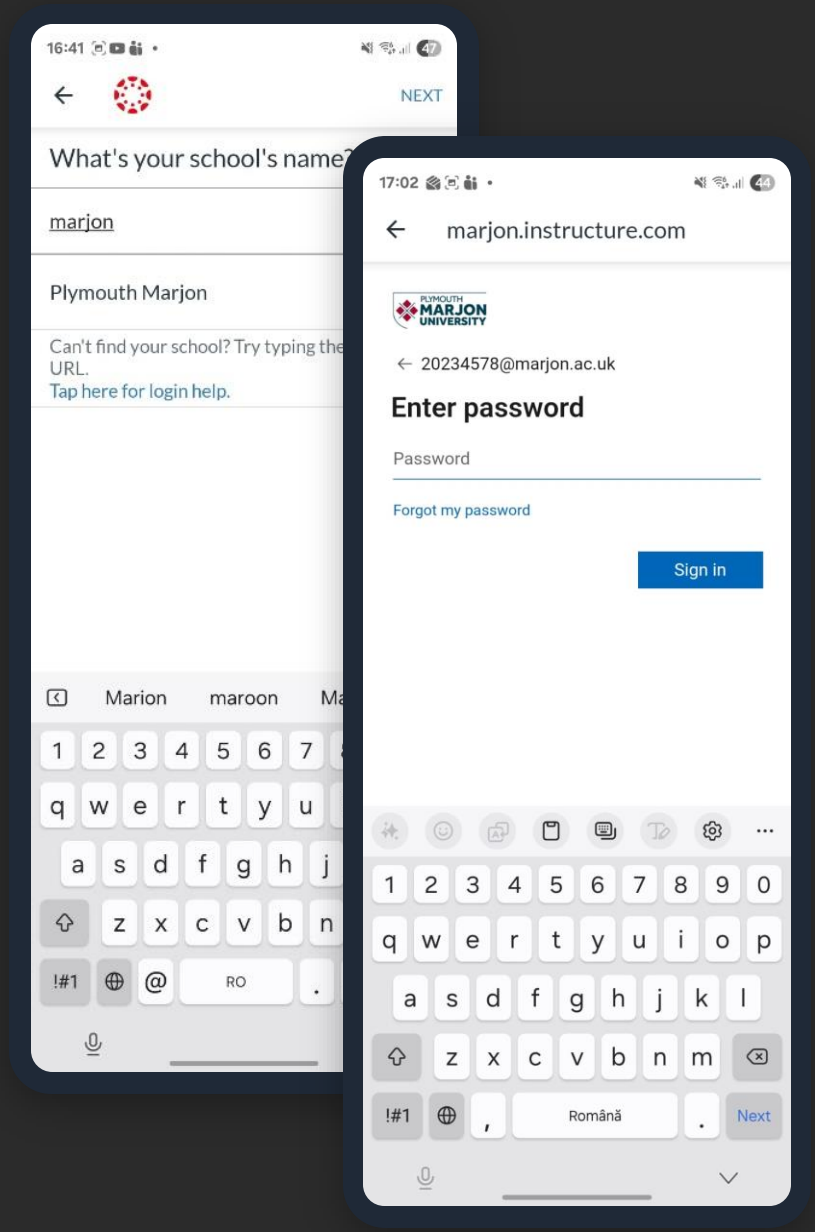
LAAT

CANVAS · PHASE 1 OF 2

Login process for iPhone (iOS)

7 steps with pictures, from **Find my school** to your **course dashboard**

> **Note:** Marjon Canvas is where you **submit your assignments**.

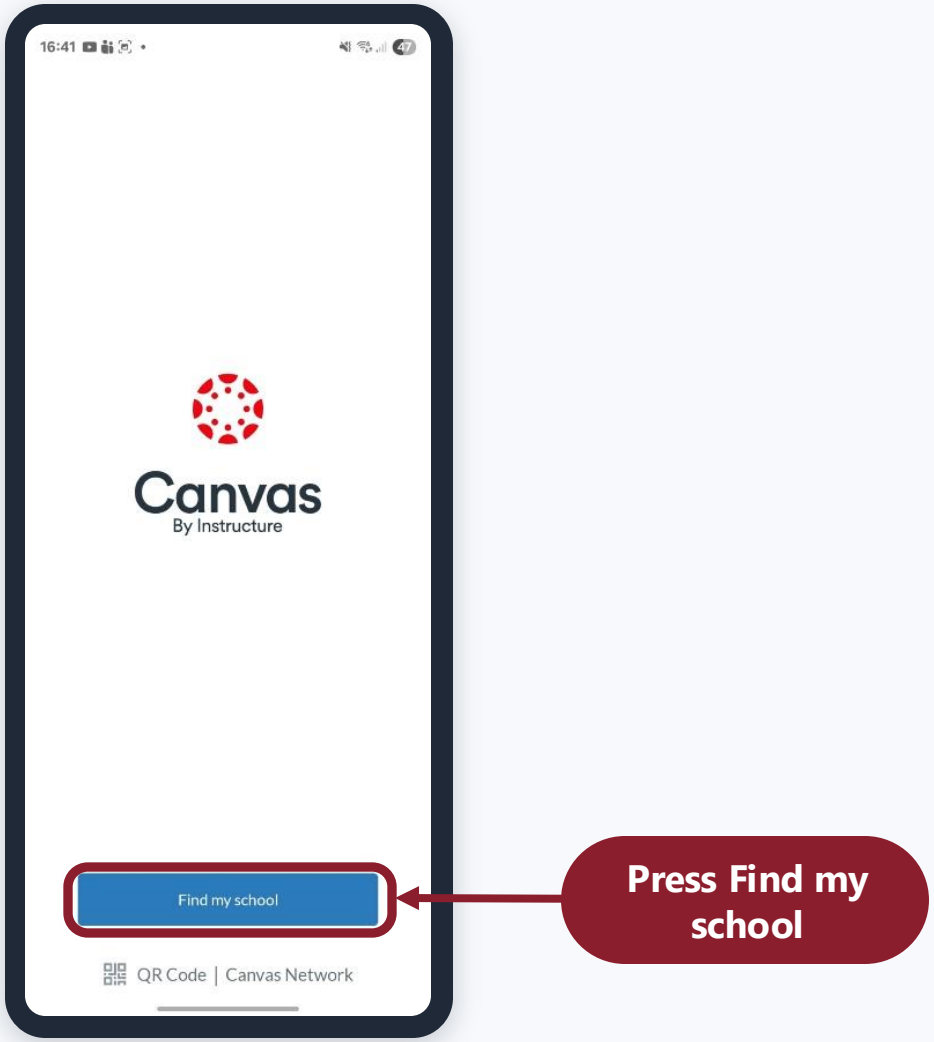


Open Canvas and press Find my school

WHAT TO DO

1. Open the **Canvas Student** app
2. Press **Find my school** at the bottom

Tip: Don’t have the app? Download Canvas Student from the App Store first.

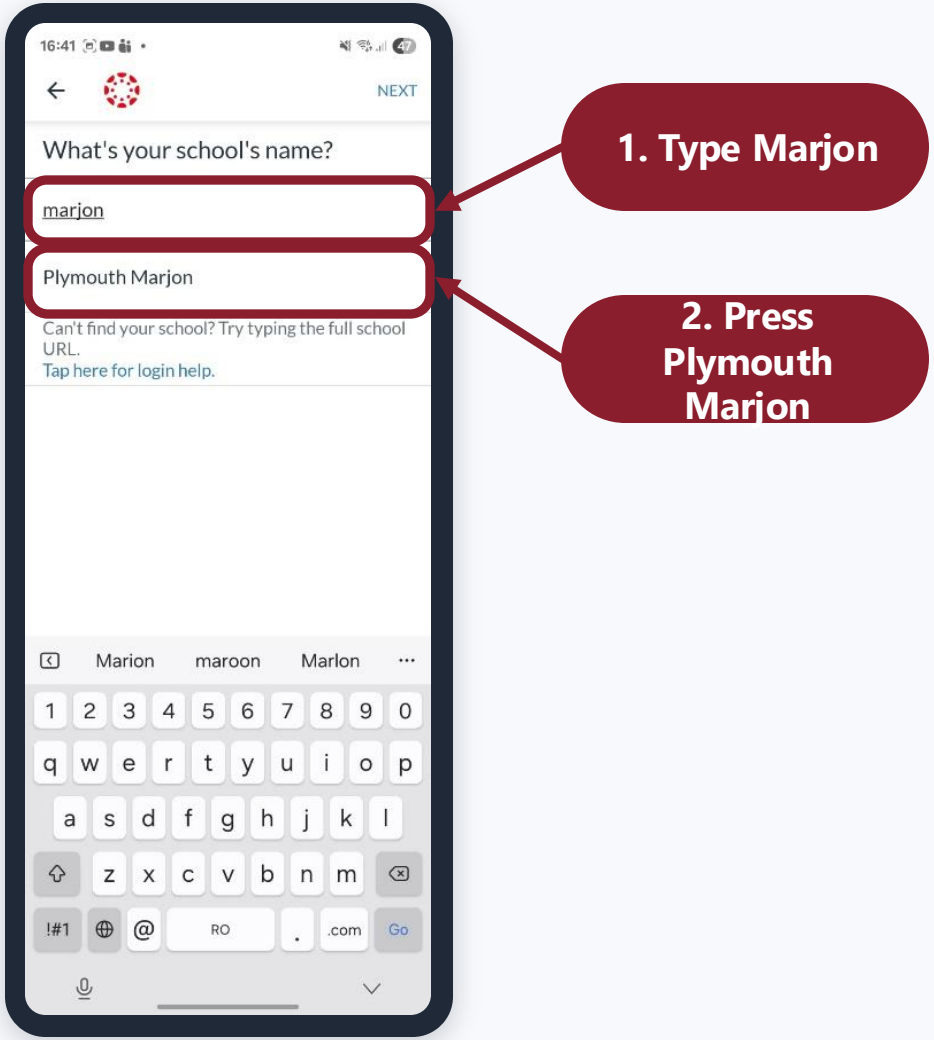


Type Marjon and press Plymouth Marjon

WHAT TO DO

1. Type **Marjon** in the box
2. **Plymouth Marjon** appears below
3. Press **Plymouth Marjon** to open the sign-in page

Tip: Can’t see it? Check the spelling: M-A-R-J-O-N.

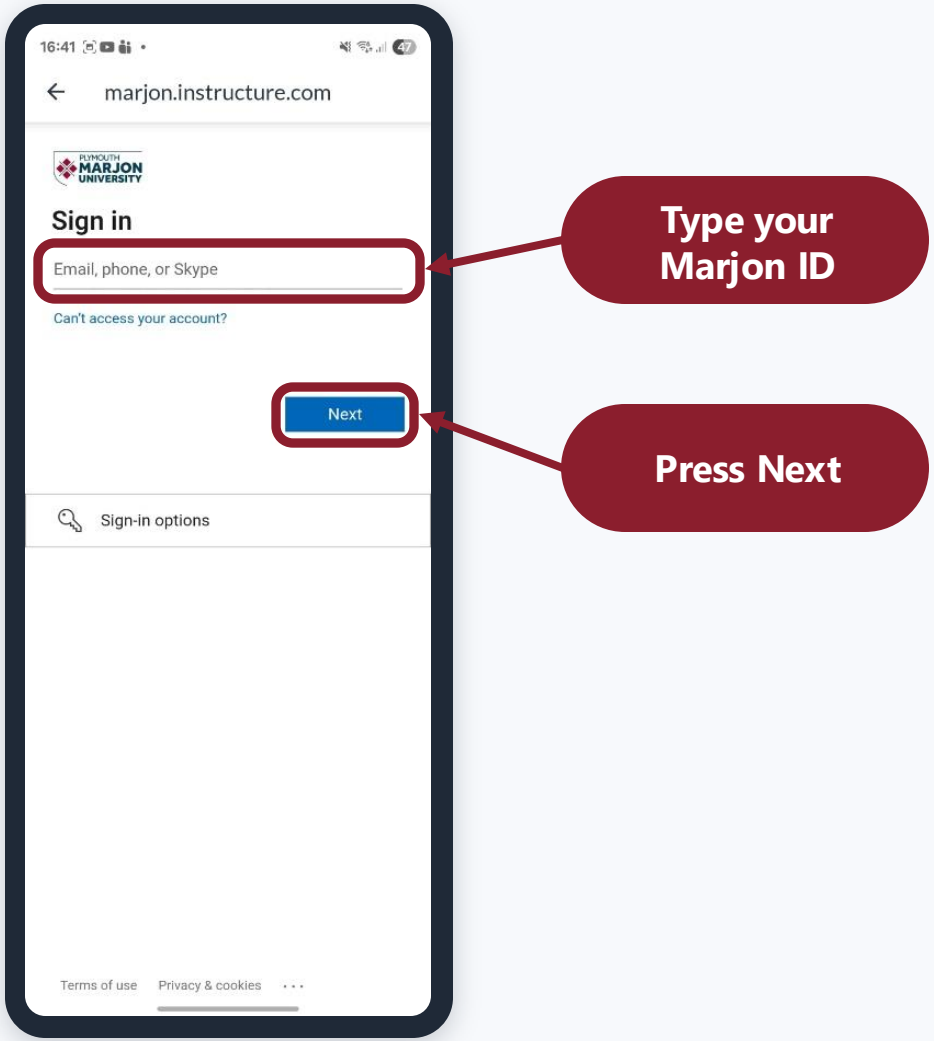


Enter your Marjon ID and press Next

WHAT TO DO

1. Type your Marjon ID: **your student ID@marjon.ac.uk**
2. Example: **20234578@marjon.ac.uk**
3. Press **Next**

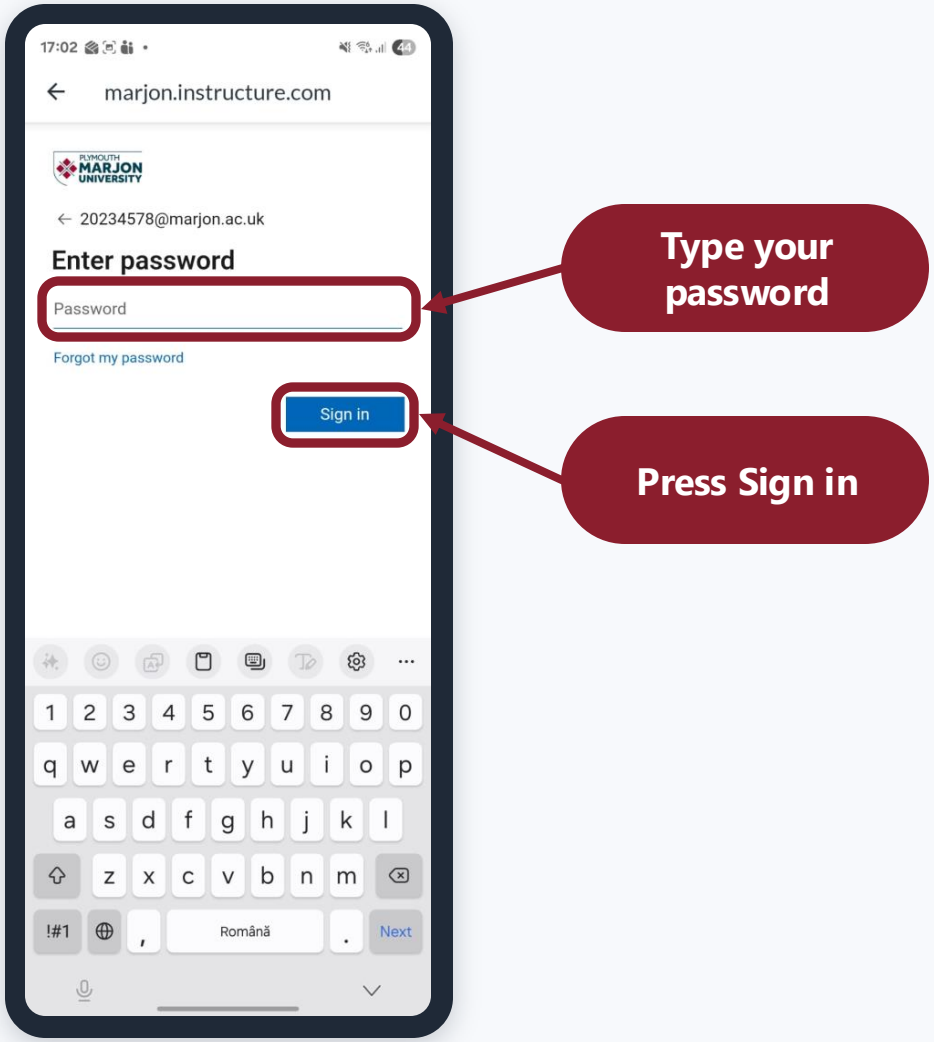
Tip: Your student ID is in the Online Enrolment Completion email in your personal inbox.



Enter the password from your email and press Sign in

WHAT TO DO

1. Type the **auto-generated password** from your personal email
2. Press **Sign in**

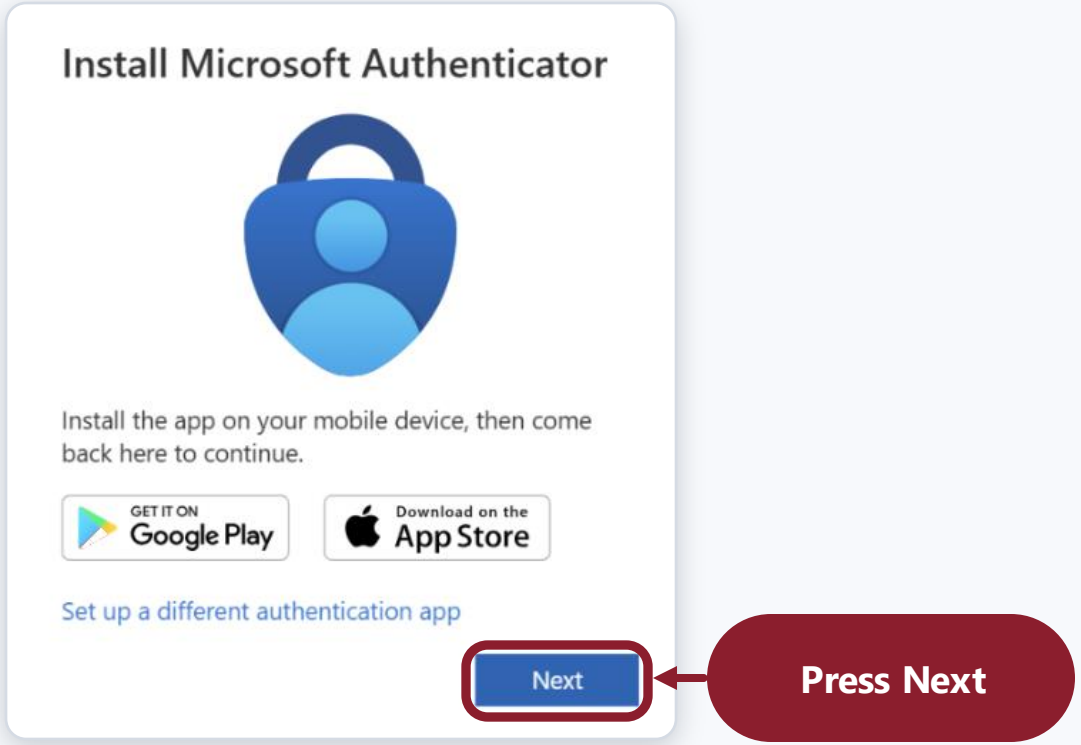


Tip: Password not working? Contact the IT department. They will add you to the list sent to Marjon for a password reset.

Set up Microsoft Authenticator, then press Next

WHAT TO DO

1. Authenticator is already on your phone, so press **Next**
2. Pair your account and enter the number shown, the same way as on **slides 27–29**
3. Then you will be asked to add your phone number



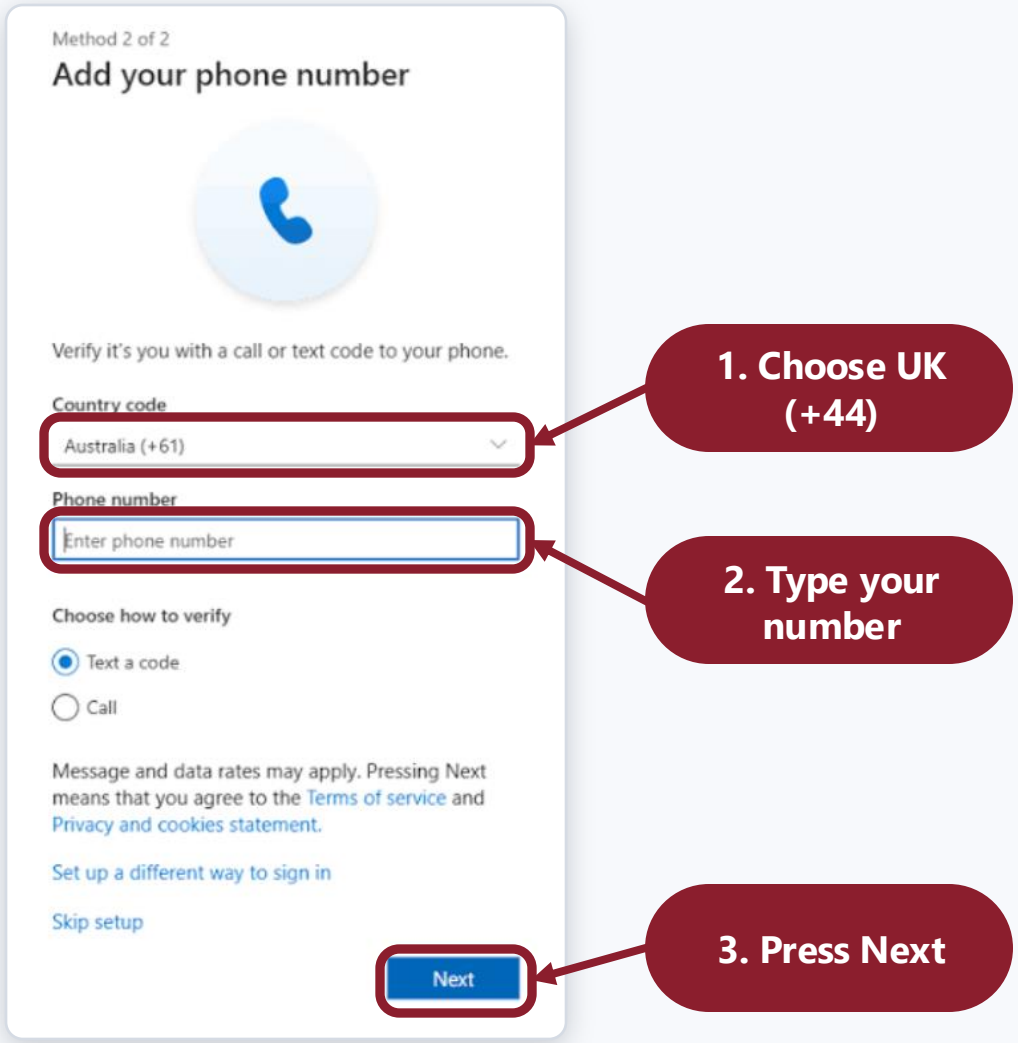
Tip: Follow the Authenticator steps exactly as you did for SEATS. Your Marjon account appears in Authenticator after this.

Add your phone number and enter the text code

WHAT TO DO

1. Choose country code **United Kingdom (+44)**
2. Type your **phone number** and press **Next**
3. Type the code you get by text and press **Next**
4. Press **Done**, then **Done** again

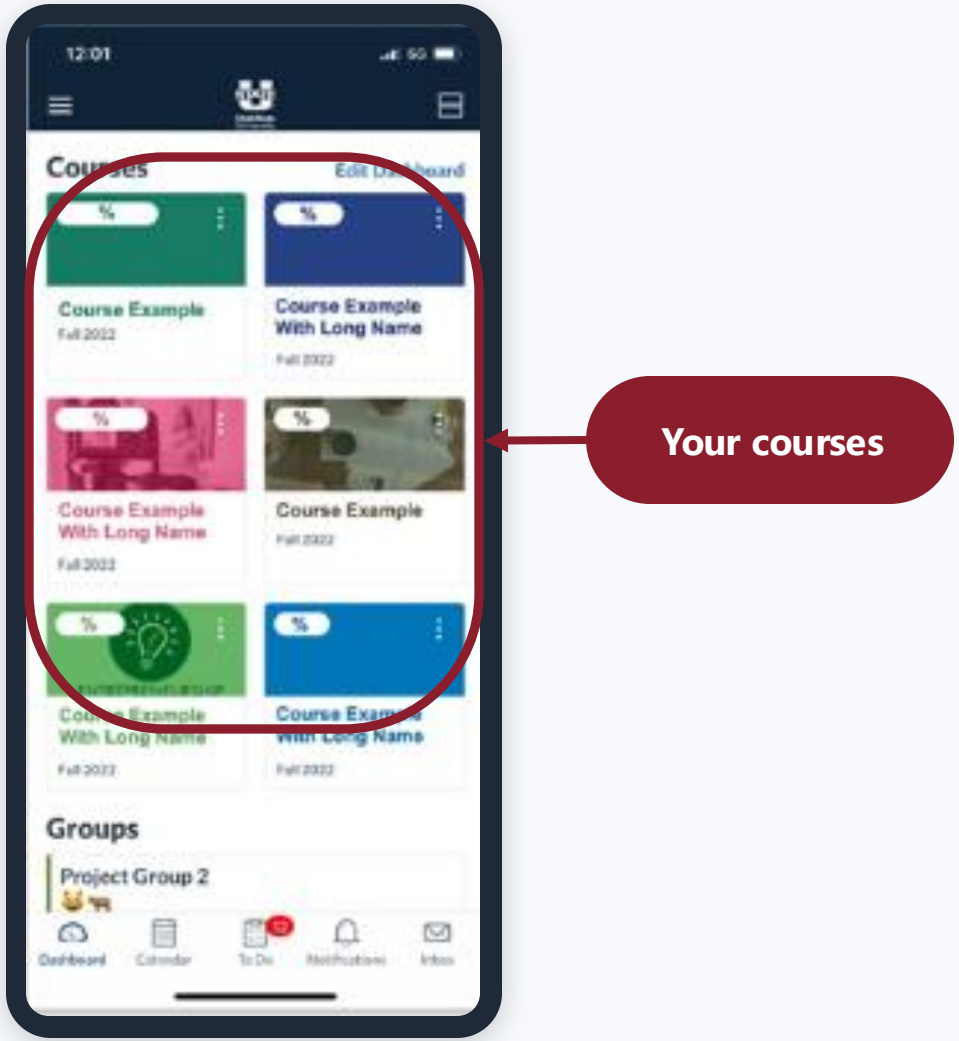
Tip: Keep “Text a code” selected. The code arrives by text message within a minute.



You’re in: your courses are on the dashboard

WHAT TO DO

1. On iPhone, the **courses dashboard** opens straight away
2. Tap a **course** to open it

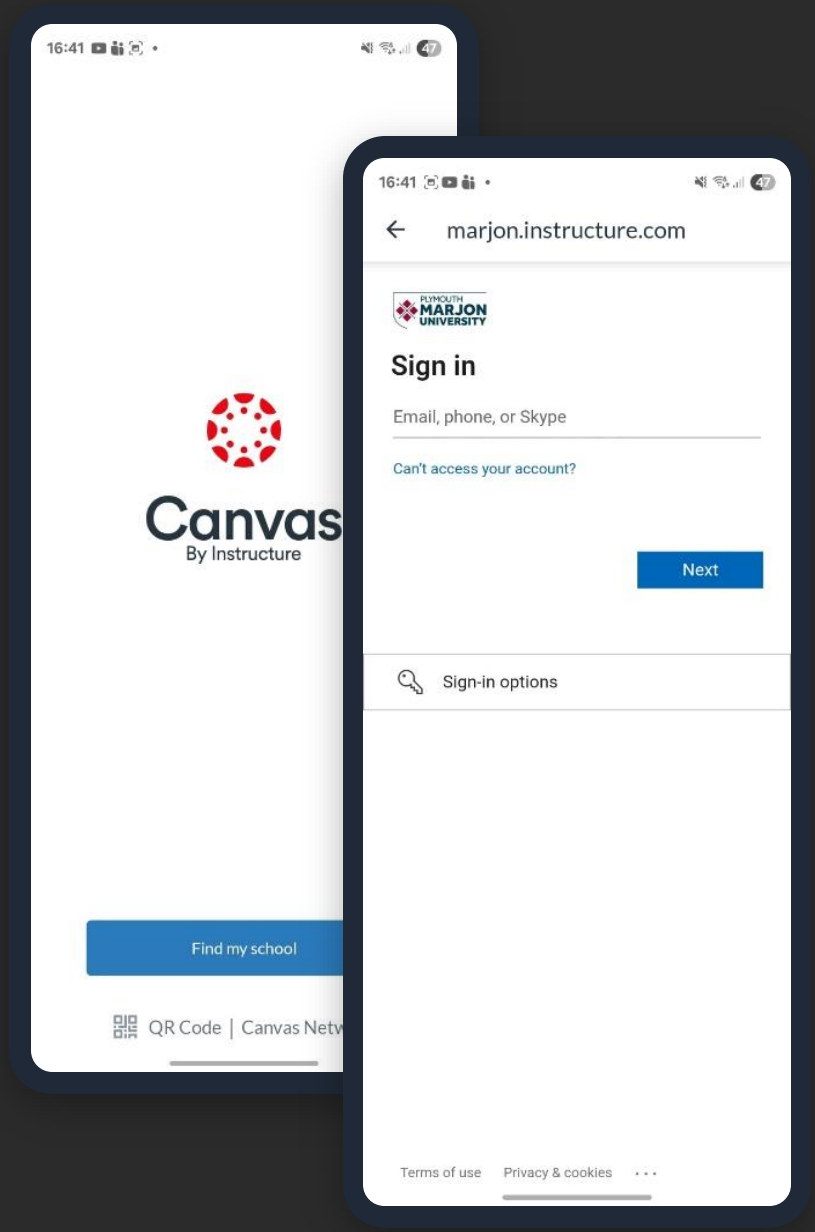


Tip: Next time you open Canvas you go straight to this dashboard.

CANVAS · PHASE 2 OF 2

Login process for Android phones

Same as iPhone until the **Authenticator** screen. Then you use **Phone** and **Email**.

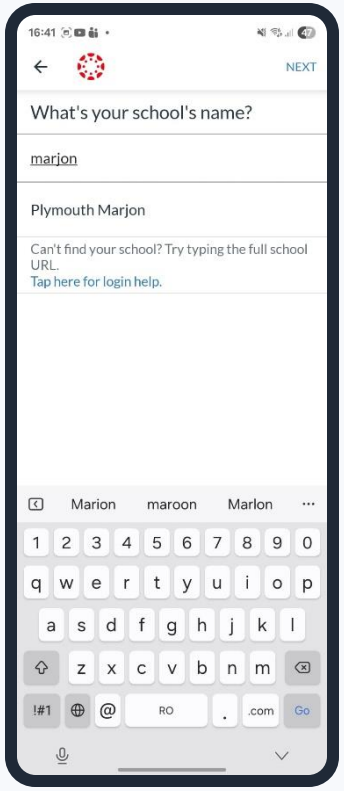


Steps 1–4 are the same as on iPhone



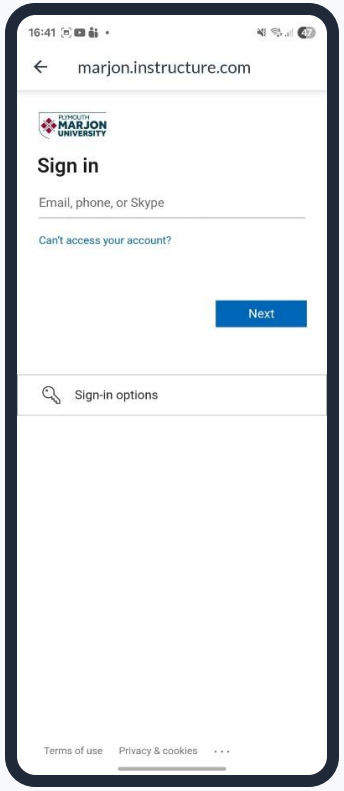
1

Press **Find my school**



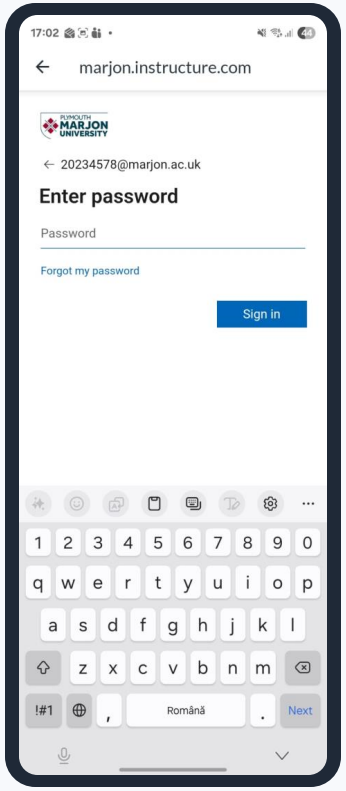
2

Type **Marjon**, press **Plymouth Marjon**



3

Enter your **Marjon ID**



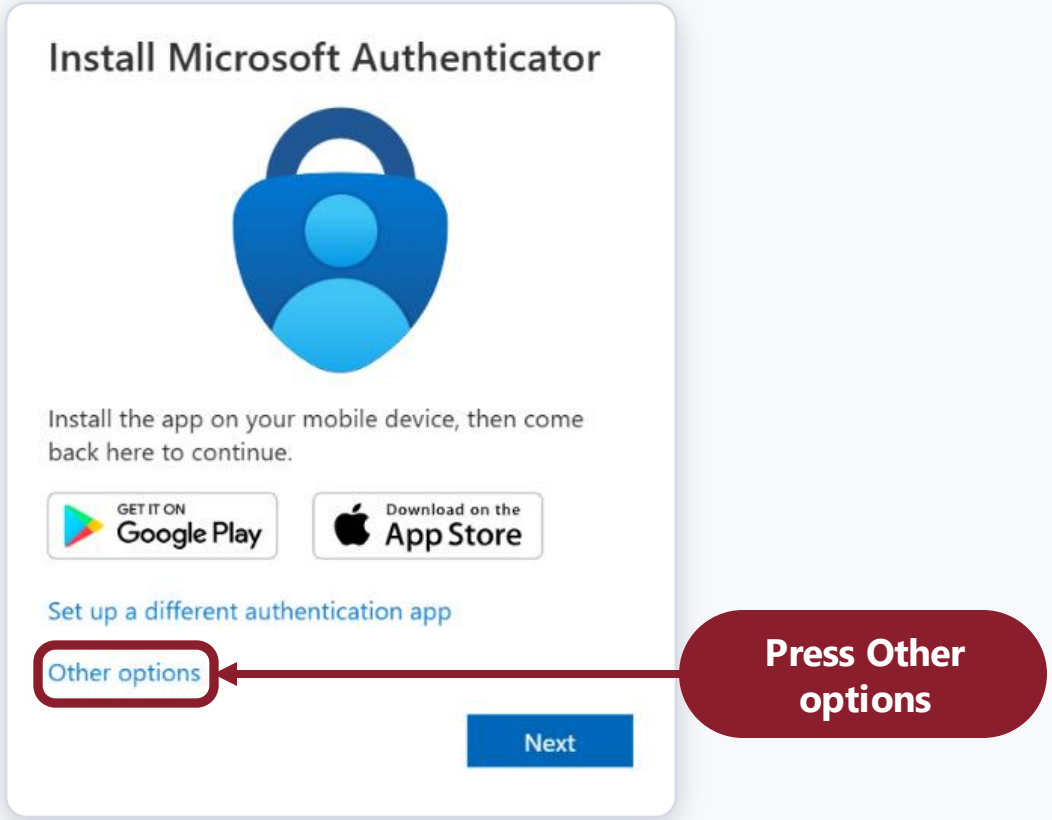
4

Enter your **password**

Press Other options

WHAT TO DO

1. You see **Install Microsoft Authenticator**
2. On Android, **do not** press Next
3. Press **Other options** at the bottom

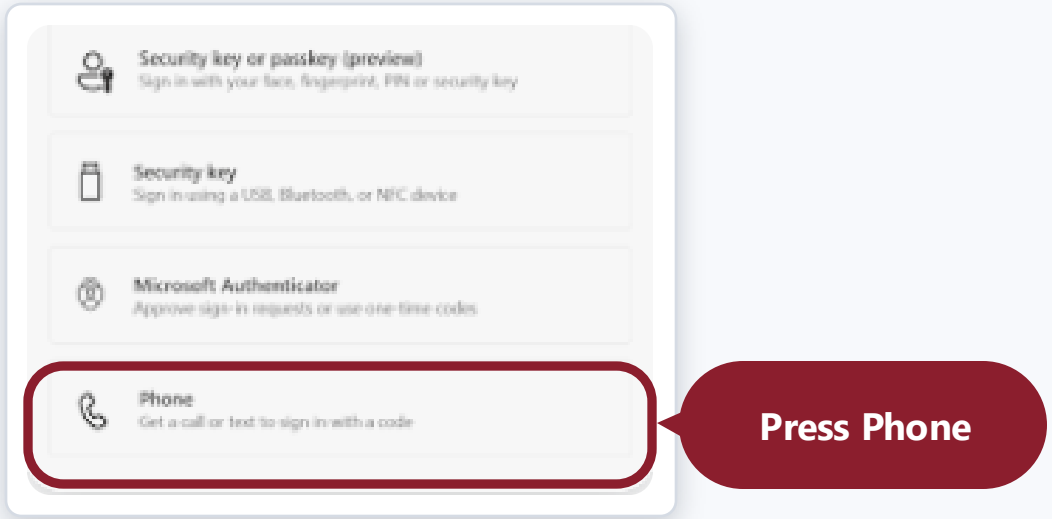


Tip: This is the first step where Android is different from iPhone.

Choose Phone

WHAT TO DO

1. A list of sign-in options appears
2. Press **Phone** (get a call or text to sign in)



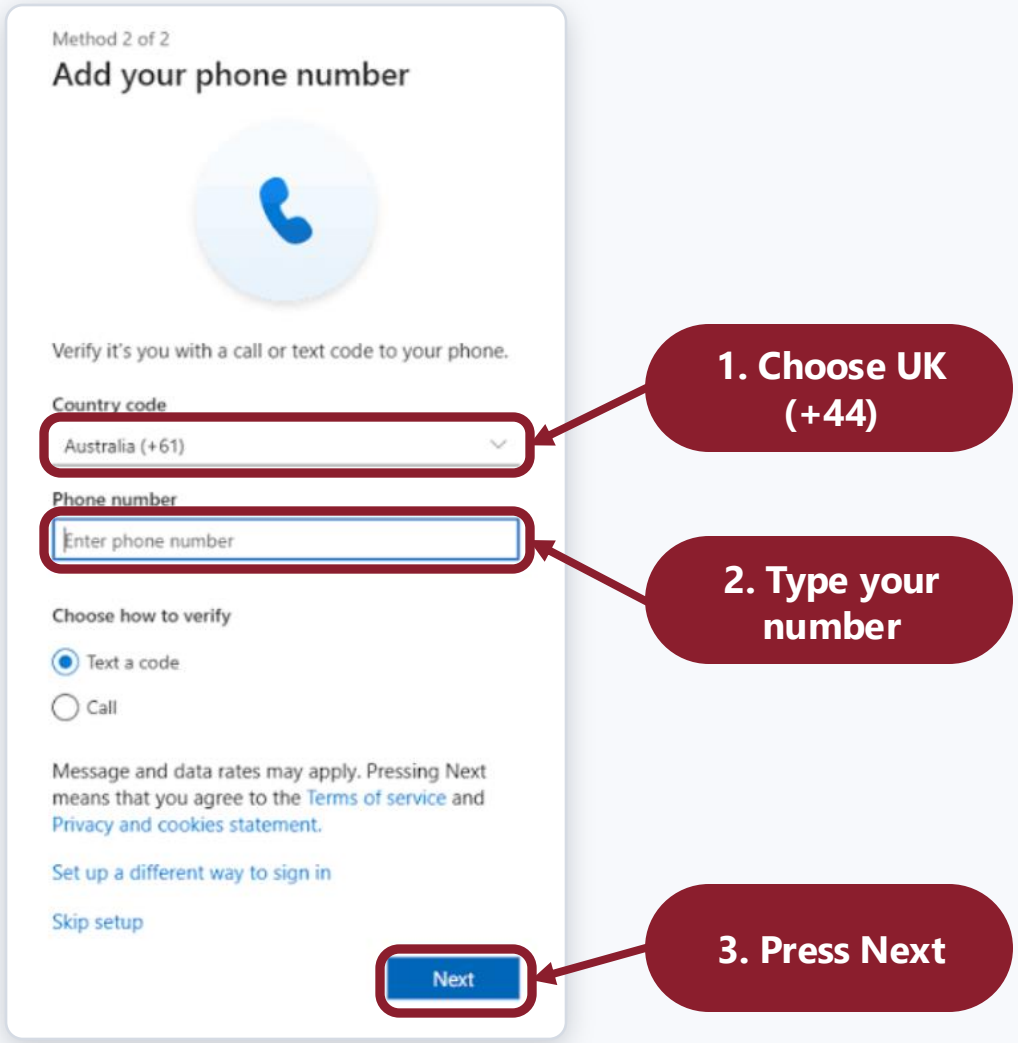
Tip: Don't choose Security key or Passkey. Phone is the option you need.

Add your phone number and enter the text code

WHAT TO DO

1. Choose country code **United Kingdom (+44)**
2. Type your **phone number** and press **Next**
3. Type the code you get by text and press **Next**

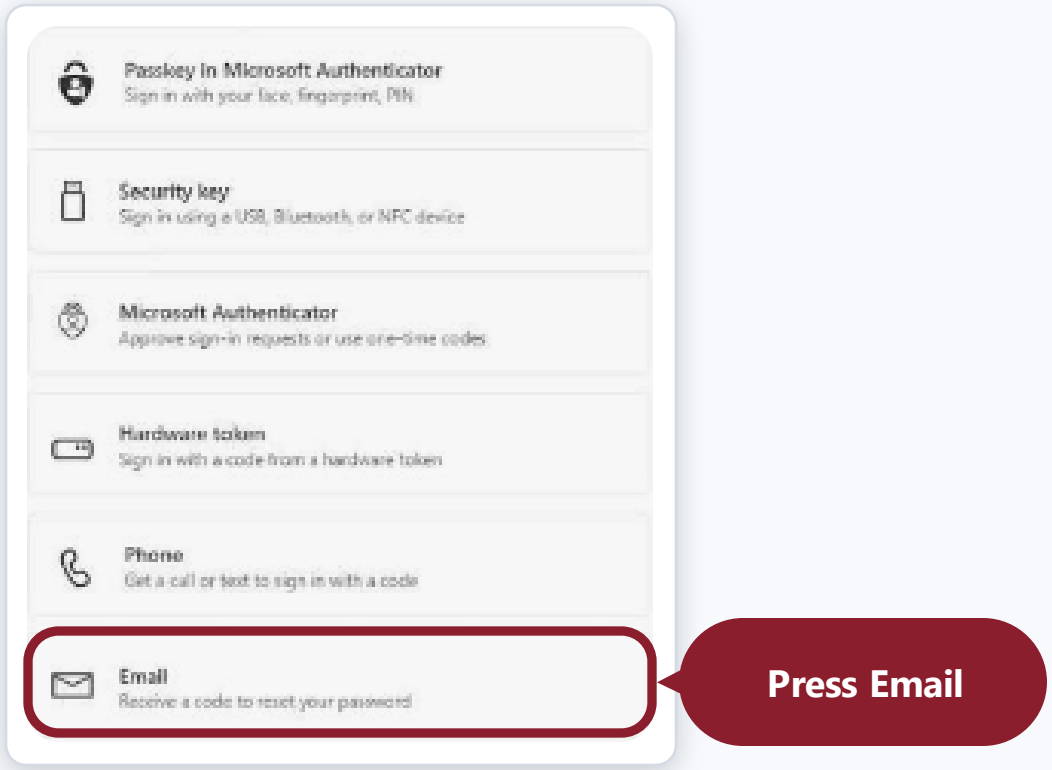
Tip: Same as iPhone step 6. Keep “Text a code” selected.



Choose Email and get the code from Outlook

WHAT TO DO

1. Press **Email** as your second sign-in method
2. Type your **@laat.ac.uk** email and press **Next**
3. Open **Outlook**: the code is in your LAAT inbox
4. Type the code, then press **Done** twice

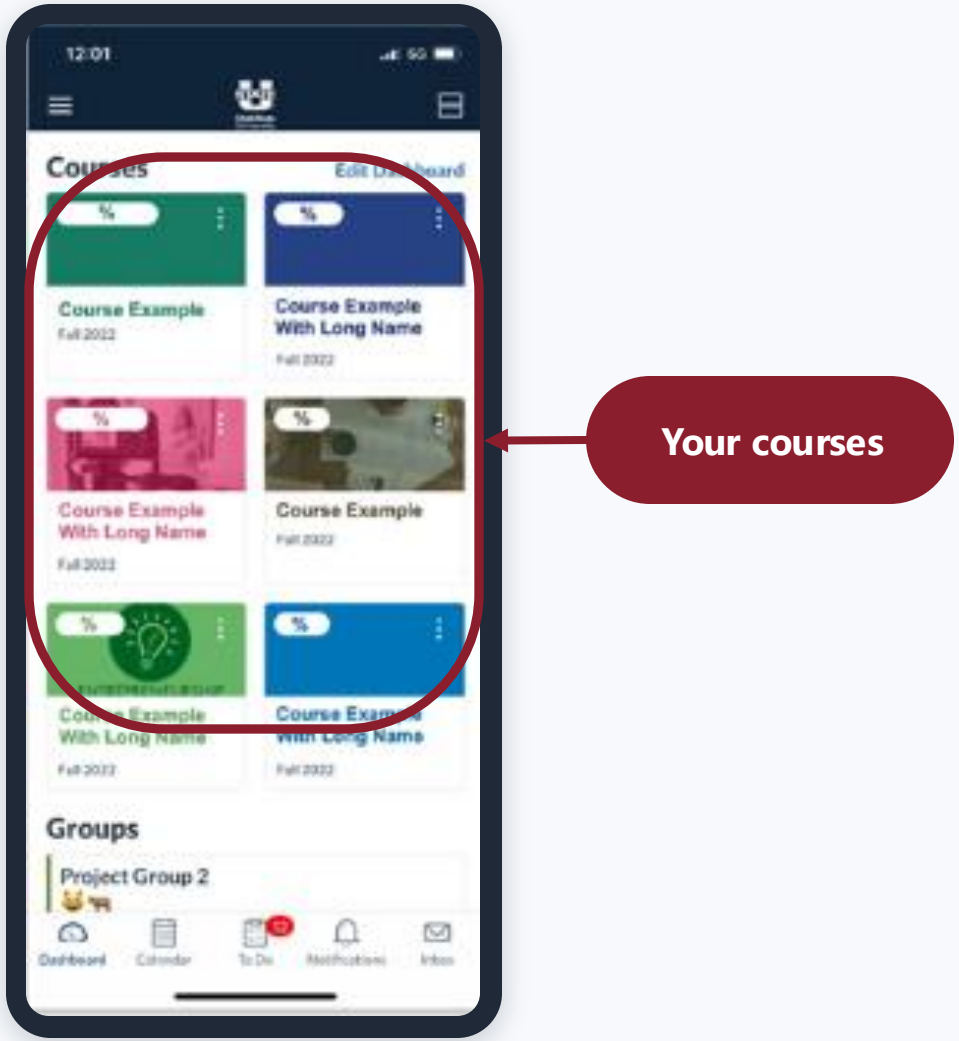


Tip: The code goes to your @laat.ac.uk inbox in Outlook, not your personal email.

You’re in: your courses are on the dashboard

WHAT TO DO

1. The **courses dashboard** opens
2. Tap a **course** to open it



Tip: Next time you open Canvas you go straight to this dashboard.

LAAT

CANVAS · IF YOU SEE THESE SCREENS

Scenarios

You may see these screens while you log in. Each slide shows what to do.

LAAT
London Academy For Applied Technology

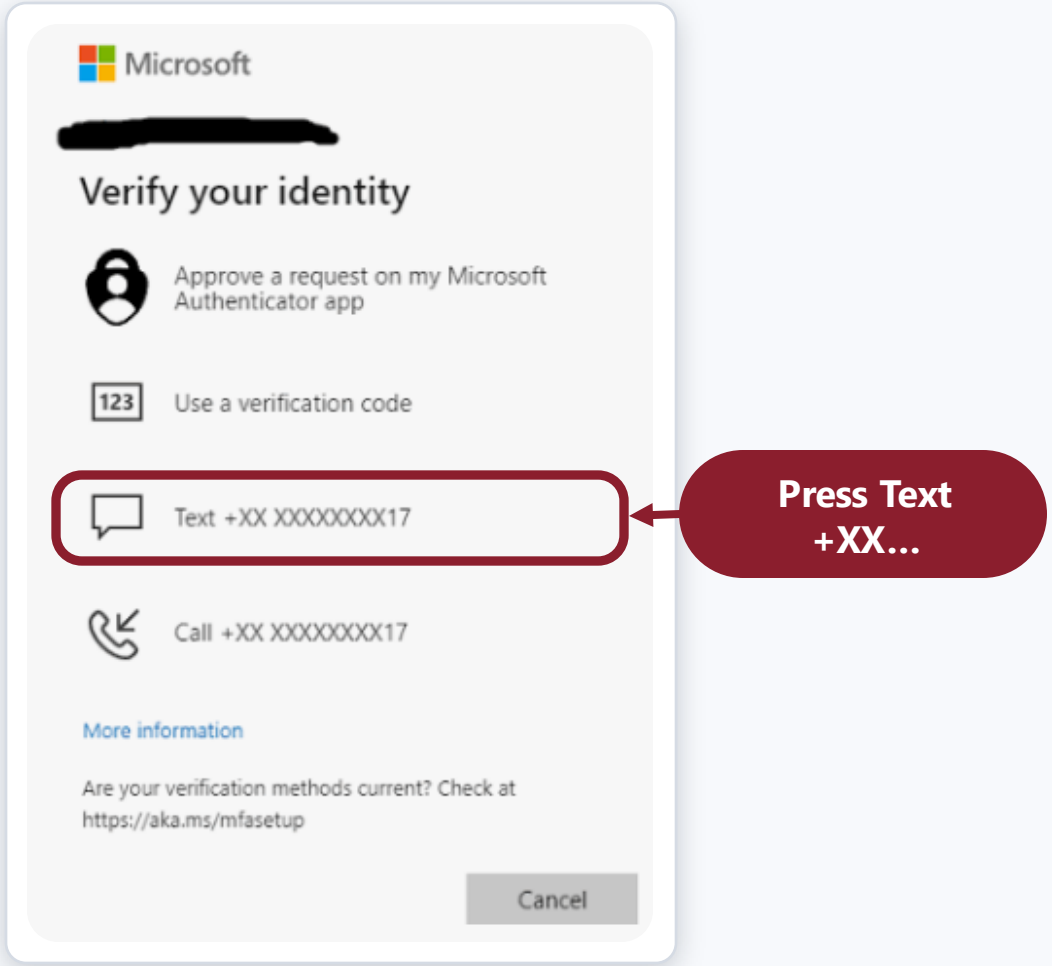
CANVAS · SCENARIO · IF YOU SEE “VERIFY YOUR IDENTITY”

Verify your identity: press Text +XX…

WHAT TO DO

1. Press **Text +XX XXXXXXXX** (your phone number)
2. A code is sent to your phone by text
3. Type the code. You go straight to your **courses dashboard**

Tip: You may see this if you have logged in before or tried to log in recently. iPhone and Android.

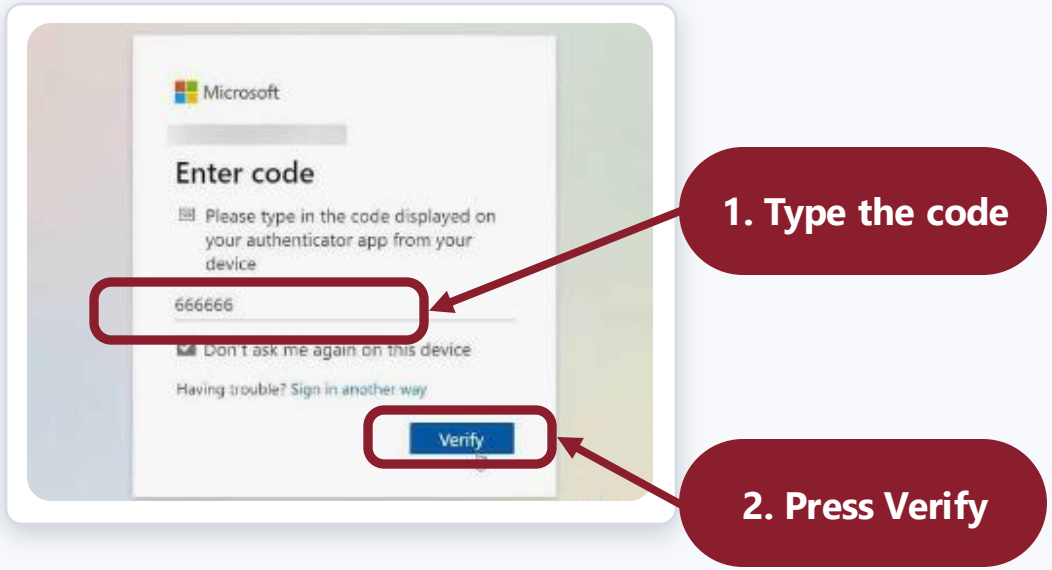


CANVAS · SCENARIO · IF YOU SEE “ENTER CODE”

Enter code: get it from Authenticator

WHAT TO DO

1. Open **Microsoft Authenticator**
2. Tap your **Marjon** account to see the code
3. Type the code here and press **Verify**



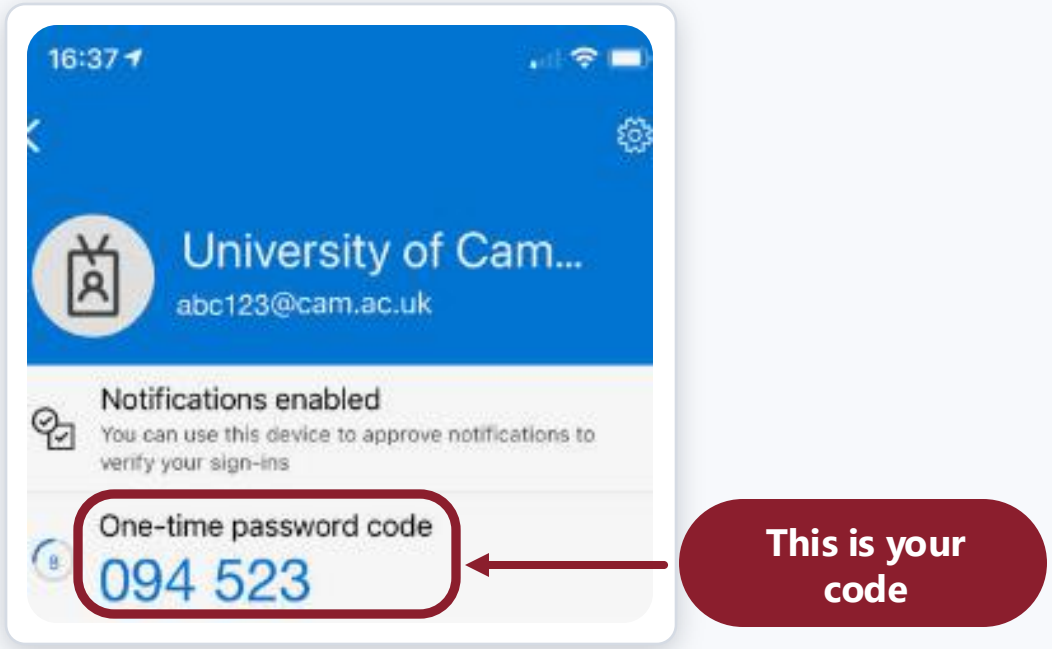
Tip: No Marjon account in Authenticator? Contact the IT department.

CANVAS · SCENARIO · WHERE TO FIND THE CODE

Find the one-time password code in Authenticator

WHAT TO DO

1. In Authenticator, tap the **Marjon** account
2. Look for **One-time password code**
3. Type it in the Enter code screen, press **Verify**, and you go to your **course dashboard**



Tip: The code changes every 30 seconds. If it runs out, type the new one.



Thank you!

Welcome to LAAT!