



Southwest University
Student SU Learning User Guide

Updated 08/11/2021

Get the Help You Need

In order to help students attain the success they envision, we want to ensure that the correct resources are made available to them. One such resource is SU Learning, which is an online companion tool used to facilitate course learning. The majority of the student's course material for each of their courses will be located on SU Learning. The SU Learning classes are also a great platform to connect to your instructor and fellow classmates.

To help students use SU Learning to its fullest extent we have created the following support resources. They are intended to guide and help students navigate through SU Learning. Please take advantage of any of the following resources:

SU Learning Support Representative

Our SU Learning support rep will be available to help students with their SU Learning questions. They will be available in person, virtually, and via phone to help student with questions specific to SU Learning.

Availability:

Monday – Thursday: 8am – 5pm

Friday: 9am – 1pm

Contact info:

915-206-2125 ext 2023

sulearningsupport@southwestuniversity.edu

SU Learning Tutorial Resources

To help students help themselves, we have worked hard to create several tutorials on how to do several activities on SU Learning. These videos will be available by clicking on the following link and subscribe to our [SU Learning Support YouTube Channel](#)

Help Topics

- [SU Learning Tutorial Resources \(Pg. 2\)](#) – These video tutorials will help you understand how to do several of the common SU learning activities required for your classes
- [SU Teaches SU \(Pg. 3\)](#) – These lectures, given by SU Faculty, go over general topics that can be of benefit to all students
- [SU Studies with You \(Pg. 4\)](#) – These short study videos presented by SU Faculty, 4-10 minutes in length, give a refresher to common topics in English and Math

Help Topics

SU Learning Tutorial Resources – Click on the links to view the related video tutorials:

- Learn How to Use Your University Email
 - Reset your SU Password: [Video](#)
 - Writing an Email: [Video](#)

- Learn to Navigate SULEarning
 - View Important Announcements: [Video](#)
 - View Your Schedule: [Video](#)
 - Access Your Courses: [Video](#)
 - View Your Grades: [Video](#)
 - Locating and Accessing EBSCO: [Video](#)
 - View and Respond to Messages on SU Learning: [Video](#)
 - Send Messages on SU Learning: [Video](#)

- Learn How to Access Your eBooks
 - Access Hardcopy and VitalSource Books: [Video](#)
 - Accessing Your Cengage eBook: [Video](#)

- Learn to Complete Course Activities
 - Download OneDrive to iPad: [Video](#)
 - Create folder on OneDrive iPad: [Video](#)
 - Download Dropbox to iPad: [Video](#)
 - Create a PDF: [Video](#)
 - Download a File from SULEarning:
 - **Mobile** - [Video](#)
 - **Desktop** - [Video](#)
 - Submit a Document to SULEarning on your iPad
 - **Mobile** - [Video](#)
 - **Desktop** - [Video](#)
 - Editing or Removing a Submitted File: [Video](#)
 - Share a Document on iPad with Office 365: [Video](#)
 - Save a Microsoft Word Document to OneDrive on iPad: [Video](#)
 - Post Answers and Responses to Discussion Boards: [Video](#)

- Learn the Use Virtual Meeting Platforms (Teams/Zoom)
 - ZOOM
 - Schedule a Meeting ([Video](#))
 - Meeting Controls ([Video](#))
 - Schedule a Meeting with Outlook ([Video](#))
 - Record a Zoom Meeting ([Video](#))
 - Configure Video and Audio when Joining Meeting ([Video](#))
 - Share Your Screen ([Video](#))
 - TEAMS
 - What is Teams ([Video](#))
 - Overview of Teams and Channels ([Video](#))
 - Create and Format a Post ([Video](#))
 - Upload and Share Files ([Video](#))

- Join a Teams Meeting ([Video](#))
- Show Your Screen During a Meeting ([Video](#))
- Schedules
 - Request a Schedule Change Online: [Video](#)
- University Services
 - Request Official Transcripts: [Video](#)

SU Teaches SU

These long form lectures give information regarding the titled topics. Click on any of the titles to be taken to a recording of these virtual lectures given by SU Faculty

[Full Playlist](#)

- [What SU Can Make You with Ms. Rincon](#)
 - Hear an amazing story of an SU graduate who is not an instructor at SU. See what SU can make you
- [APA Format for Paper Writing with Ms. Flores](#)
 - Learn the recent updates to APA format and how to format a paper following APA guidelines
- [Write an Email Like a Pro with Dr. Kappus](#)
 - Understand the different parts of an email and how to write one professionally
- [EBSCO and Online Library Resources with Ms. Quintela](#)
 - Learn where the online library resources are and how to use them
- [How to Create a YouTube Channel with Mr. Castillo](#)
 - Interested in making videos on YouTube? Learn how to create your very own YouTube channel
- [Resume Writing with Mr. Garcia](#)
 - Check out some tips and tricks straight from human resources on how to write a great resume
- [Self Motivation and Self Esteem with Dr. Baird and MS. Barreras](#)
 - Understand the importance that self-motivation and self-efficacy can have on your everyday success
- [Mental Health Awareness and Overcoming Stigmas with Mrs. Naomi Cortez](#)
 - Overcome the stigma and understand the importance of talking about and taking care of your mental health. Ms. Cortez is not a licensed mental health professional and is simply sharing info based on her own research and knowledge.
- [Program Director Q&A](#)
 - Pick the brains of the program directors with questions submitted by students
- [Get to Know the Nursing and Imaging Programs with Dr. Gutierrez, Ms. Fong, and Ms. Henningham](#)
 - See what the entrance requirements are and tips on meeting them for the specialty programs
- [Views on Transitioning from Active Duty to the Civilian World with Mr. Taylor and Mr. Guzman](#)
 - Watch a discussion given by two military veterans on their transitions to civilian life
- [How to invest in the Stock Market with Mr. Salcido](#)
 - Mr. Salcido is not a licensed financial advisor, but he is happy to share his knowledge and experience with the stock market.

SU Studies with You

These short study videos (4-10 minutes) give a review of common topics in English and Math that students struggle with. Use them to help with your studying or as a simple refresher. Click on the title links to view the respective videos

[Full Playlist](#)

- English
 - [Main Idea of a Paragraph with Major and Supporting Details](#)
 - Join Ms. Cortez to learn about the main idea of a paragraph with major and supporting details.
 - [Five Common Ways to Use Commas](#)
 - Join Ms. Flores to learn about the five common ways to use commas.
- Math
 - [Adding and Subtracting Whole Numbers and Integers](#)
 - Join Mr. Castillo to learn tips on adding and subtracting whole numbers and integers.
 - [Multiplication and Division of Whole Numbers and Integers](#)
 - Join Mr. Castillo to learn tips on multiplication and division of whole numbers
 - [Absolute Values](#)
 - Join Mr. Castillo to learn how to calculate absolute values.