

# LEAP Online

## Learning Excellence Achievement Pathway Online Tutorial

### myBolton App

myBolton is the University of Greater Manchester's mobile application for both Staff, Students and Prospective Students. It is available on Apple, Android or over a web browser. The preferred method is using a tablet or mobile device.

The app can be accessed in a number of different ways. The preferred method is to download the app via the Apple store for iOS devices or the Google Play store for Android devices.

#### Download for Android

To download the app to your Android device, simply go to the Google Play store and search for 'mybolton'.

Download the 'mybolton' app and accept all the defaults, and accept all security warnings.

#### Download for Apple

To download the app to your iPhone or other Apple device, simply go to the app store and search for 'mybolton'.

Download the 'mybolton' app and accept all the defaults, and accept all security warnings.

#### Logging into myBolton

Current staff and student's login using the 'University Member' option.

Next, the University's Terms of Use will need to be accepted, followed by logging in with a University username and password.

#### App Settings

Individual personal preferences can be changed in a number of ways. The way to access these settings changes dependant on what device you use.

For Apple devices, these settings are displayed at the bottom of the device whereas these are displayed in the top right of Android devices.

## Tiles

Access information by selecting various on-screen icons called 'tiles'. Some of the more important tiles are:

- **Find a PC**

Locate free computers within the University computing areas

- **Email Tile**

Access your University email account

- **Timetable Tile**

The timetable tile provides some information of what classes you will have next

- **Library Tile**

The Library tile displays a live feed of your current Loans, Reservations and Charges. You can also access your Library account, search Discover@Bolton, access Reading Lists and view Subject Guides from the Library tile

- **Moodle Live Tile**

The Moodle Live tile displays course Dashboard information updated every 10 seconds. The Moodle Live tile displays:

**Courses:**

Displays a count of how many courses you are enrolled on

**Assignments:**

Displays a count of courses with active assignments

**Events:**

Displays a count of events due to happen in the next seven days

**Forum Posts:**

Displays a count of all unread forums posts

**Messages:**

Displays a count of all unread messages in Moodle

Select the Moodle Live tile to view your course list in more detail. To drill down further you will need to install the Moodle Mobile App if you do not have this installed already. Simply follow the on screen prompts to install Moodle Mobile. During the install you will be asked to enter the Moodle site URL:

Moodle Site URL: <https://moodle.bolton.ac.uk>

Then enter your University of Greater Manchester username and password. Both myBolton and Moodle Mobile will remember this for you the next time you log into the system.

Moodle Mobile pulls all your course information from Moodle. If courses are missing from Moodle, or Moodle Mobile, please contact your tutor(s).

- **Courses Tab**

The Courses tab displays a list of your Moodle courses either In progress, Past or Future. The default view is of all courses that are 'In progress' but remember to check under the 'Future' and 'Past' options as well.

Select a course from the Courses tab to view resources, activities, assignments and grades. Grades will be only be released on or after the assignment Post Date for all Turnitin assignments.

Access LEAP Online at: [www.bolton.ac.uk/leaponline](http://www.bolton.ac.uk/leaponline)