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Section 1: Getting Started

This section shows you how to log in to the LMS, set up your account information, manage your account, and log out of the system.
Introduction

The Learning Management System (LMS) is a powerful online environment that serves as the primary means by which you participate in your courses. The LMS provides you with a way to access your course, participate in activities, communicate with your instructor, interact with your peers, submit work, receive feedback on your work, and track your progress and achievement. This Student User Guide will walk you through the most important steps and information for navigating and using this web-based application.

If you have any questions about the LMS that are not addressed in this guide, please contact your institution's support department.
Signing In

To access the LMS, open your browser and enter the URL that is provided by your institution.

This will take you to the LMS Sign In page. Click on the Student Login button and type in your user name and password.

This will take you directly to the main page within the LMS.
Account Profile

If you are signing in for the first time, you will be asked to provide some account information. This includes:

- Profile photo
- City
- Biography
- Contact information

This information will be displayed to your instructor and peers. When you have filled in all of the input fields with the appropriate information, click the Submit button.

You will then be taken directly to the Classes page within the LMS.
Section 2: Key Navigation Features

This section examines key navigation features within the LMS, such as the main navigation bar, sub-navigation bar, and side panel navigation. It also covers how to access information about your instructor and the course using different navigation options.
UI Overview

The user interface (UI) consists of several components, each playing a role in enabling you to navigate through the UI, manage educational content, view system notifications, and interact with other users.

The components are as follows:

**Main Navigation**
- Page Header
- Navigation Bar
- Sub-Navigation Bar

**Navigation Side Panels**
- Side Panel
- Messages Panel
- Notifications

**Page Body**
Main Navigation

Follow the number guides and descriptions below.

1. Menu - Can collapse or expand to open side panel, messages panel; options to log out and adjust profile settings.
2. Course code - Context-sensitive; displays course code when in a section.
3. Page header/Institution logo.
5. Messages icon - Opens messages page.
6. Account Profile - Opens your account information.
7. Navigation header- Context-sensitive; serves as a visual indicator of which page you are on in the LMS.
8. Sub-navigation bar - Usually contains filter and search information.
Side Panel Navigation

On the left side of every page, the side panel is divided into two sections, the **Local Menu** on top, containing links pertaining to the class section you are currently navigating within, and the **Root Menu** on bottom, containing links pertaining to class sections, courses, etc. outside the class section you are currently navigating within.

The **Local Menu** of the **Side Panel** features the following links:

- **Avatar**: Displays the avatar of the primary section instructor, current course code, and class section.
- **Content**: Opens the Content page, which allows you to view the assignment and test content for a course.
- **People**: Opens the People page, which lists the students and faculty in the associated class.
- **Messages**: Opens the Messages list for the selected section. The list contains all the messages and feedback received in that particular section.
- **Announcements**: Opens the Announcements page for the specified class section.
- **About**: Opens the About page, which contains the course's description and downloads.
Side Panel Navigation (continued)

The Root Menu of the Side Panel features the following links:

- **Classes**: A link to the classes you are currently taking.
- **Messages**: Opens the Global Messaging list, which contains all the messages and feedback for all class sections.
- **Help**: Email link to the technical support email.
Text Editor

The text editor provides the ability to format text, add graphic elements, and embed media within your discussion posts and replies, test responses, comments, messages, or wherever the text editor feature is available. Most of these features will be familiar to you, as they are commonly used in word-processing applications.

The following formatting styles, graphic elements, and media options are available within the text editor:

Paragraph Styles
- Paragraph

Text Styles
- Left, Right, Center, Justified

Character Styles
- Bold, Italic, Strikethrough, Highlight

List Styles
- Bulleted list, Numbered list

Available Graphic Elements
- Table, Horizontal Rule, Math Formula

Embed Media Options
- Link, Video, Image, Audio

Word Count

0 words

Max size 500 MB
The People Page

The people page is your course roster, which displays your instructor and peers. When you hover over a peer's photo, a pop-up window appears that allows you to send a message or check out his or her profile. When you click on an instructor or classmate's photo, you will be taken to a detailed view of their information.
The About Page

The **About** page displays the course description and offers any reference materials your instructor has provided for download.
Section 3: Assignments and Tests

This section explores how to interact with assignments and tests within the LMS. These include assignments, discussions and tests.
Content Page

When accessing your class, you will land on the content page by default. You can also access your assignments and tests by clicking the Content link in the side panel.

On this page, you will see your progress in the class, your current grade, details about your progress, and the option to use a Grade Calculator.

You will also see a list of all the assignments and tests for the class.

Your instructor sets the order in which the Assignments and Tests appear in this list. You can sort the list by clicking on the All Content filter, and selecting Complete or Incomplete.

On Each Assignment or Test "card" you will see your status, tile, type, weight and publish/due date. You will also see that some assignments or tests are grouped in a Module. The Module displays the cumulative progress and average of all assignments and tests; the number of assignments and tests within the module; the next publish date; the earliest due date, and the option to expand or collapse.
Grade Calculator

The Grade Calculator is a tool located at the top of your Content page.

This tool helps you determine what your overall grade will be if you earn certain scores on various activities. It will also forecast how you would need to perform on various activities to achieve a desired grade within your course.

To project a final class grade, select "Calculate values based on a grade I enter". Then enter in the desired grade and select calculate. If you enter a value that is outside the current lowest to best possible grade range, the system will warn and provide you with the lowest best possible grade.

To project a final grade by entering in assignment or test grades, select "Calculate grade based on values I enter". Then, enter in assignment or test grades and hit calculate.
**Status Circles**

The module statuses showcase your progress and the average grade of the completed and graded assignments and tests within it.

The statuses include:

- Partially complete with an average grade
- Complete
- Graded
- Partially complete
- Incomplete and late
- Open
- All Items within the module are completed and graded
- All Items within the module are completed and a grade is pending
Types of Assignments

There are four ways to complete an assignment within the LMS: upload, completion, essay and discussion. Assignments are listed on the main Content page for your course.

In all assignments, the Instructions section provides details on how to complete your work and may also include videos or other media to review.
Assignment: Upload

The first assignment type is Upload. In this assignment type, you will submit a file through the uploader. To upload a file, simply drag and drop the file from your computer or select the files from the computer. Click on the submit button to start the upload. Make sure to allow for the files to fully upload before navigating away from the page. See the Supported File Types list for information on what types of files you can upload.
Assignment: Completion

The first type of assignment is a Completion. Once you are done reading the learning material, simply click on the "mark as completed" button to complete this type of assignment.
Assignment: Essay

The final assignment type is an Essay. In this assignment type, you will write an essay in the text input box. The text input box is the same as a discussion input box. Type in your response and press submit.
Assignment: Discussion

A third way to complete an assignment is to use a discussion board. Underneath the Completion title, you will see how many initial posts and replies are required to complete the assignment. The text input on this page creates your initial posts. To view the entire class thread and to create replies to your classmates, click on the "Go to Discussion" link. The discussion detail page will display all discussion posts and replies made for the assignment.
Tests

Tests can be composed of multiple choice, select-all-that-apply or essay questions.

For multiple-choice questions, select the best option from the ones provided.

For select-all-that-apply questions, select the best option from the ones provided.

For essay questions, click in the "Your response..." field to answer to the question. This field provides options to format your response.

After you have completed a test, you will be able to view your grade once your instructor evaluates all of your open-ended responses. You will not be able to review the test until after the due date has passed, as other students may not have completed it yet.
Section 4: Communications

The LMS provides multiple ways to engage with your peers and instructor, including messages and feedback. These features allow you to communicate quickly and directly.

In addition, the LMS provides you with a notification feature that alerts you when important updates or changes have been made to your course.

In this section, you will learn how to use the messages feature within the LMS. You will also learn how to access announcements, effectively use the feedback sections in your assignments, and understand the notifications feature.
Messages and the Messages Side Panel

Messages are direct communications between you and your instructor, you and a peer, or between you and groups of people - that can include your instructor or peers.

When you have new messages, an orange dot will appear on the messages icon in the navigation bar.

Clicking the messages icon will expand a panel from the right side of the screen and will display a snippet view of your received messages.

From here you can:

- Create a new message
- Toggle between your Messages or Feedback
- Click on any of the message cards to view the thread or activity
- Navigate to your main Messages page
- View all messages or view all feedback

Messages with a white background indicate that they are new and have not been read.
Messages Page

Clicking on Messages in the Navigation side panel or View all Messages/Feedback from the messages panel will you bring you to the Messages page.

Here you can see all of your messages and feedback from all classes from both past and current terms.

The messages list can be filtered by:

- All messages
- Messages
- Feedback
- Unread
- And by class section
Composing a Message

To compose a new message, click the **New** button. This will open a **New Message** pop-up window.

First, choose the class. You can then select one or more students or instructors for whom to address the message, and give the message a relevant subject.

Once your text is in place, you can use the formatting options available.

Click **send** when you are ready to send your message.
Announcements

From time to time, your instructor will send out announcements to the entire class.

Announcements include important updates and information in the course.

Along with clicking on an announcement in the notifications panel, you can access your announcements by clicking on **Announcements** from the side panel while accessing a class.
Notifications

The notifications bell icon in the top right of the site is used to let you know when important updates or changes happen in your class. You'll get a notification when:

- Your work has been graded
- You receive a reply to one of your discussion posts
- You are granted an extension on an assignment or test or if
- Your instructor changes the dates for an assignment or test
Global Messages

From time to time, you may see a message appear above the main navigation bar in the LMS. These messages are Global Messages that contain important information communicated by your institution.

Normal alerts will be displayed in a yellow bar above the top of the main navigation bar. Important Global Messages will be displayed in a red bar above the top of the main navigation bar.
Supported File Types

Refer to the table below for supported file types:

<table>
<thead>
<tr>
<th></th>
<th>Video</th>
<th>Audio</th>
<th>Image</th>
<th>Document</th>
<th>Compression</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3gp · 3gpp · asf · avi · band · divx · f4v · fcp · fcpx · flv · m1v · m4a · m4v · mod · mov · mp2 · <strong>mp4</strong> · mpe · mpeg · mpg · mpv2 · ptf · ptx · qt · swf · vob · wm · <strong>wmv</strong> · xlt</td>
<td>aac · ac3 · aif · aiff · asx · caf · flac · m3u · <strong>mp3</strong> · wav · wm · wma · wmx · mid · mpa · ra · sib</td>
<td>ai · <strong>bmp</strong> · dng · dds · esp · <strong>gif</strong> · hdp · <strong>jpeg</strong> · jpg · png · psd · pspimage · raw · svg · targa · tga · thm · tif · tiff · wdp · wdp · yuv</td>
<td>accdb · celtx · csv · doc · docx · dot · fdx · graffle · indd · key · numbers · odt · pages · pdf · pot · potm · pps · ppsm · ppsx · ppt · pptm · pptx · pub · rtf · txt · vsd · wps · xls · xlsx · xlsb · xlsm · xlsx</td>
<td>7z · cbr · gz · pkg · tar.gz · rar · sit · sitx · zpx · zip</td>
<td>3ds · db · dbf · ics · ma · mb · mba · max · mdb · obj · pdb · ps · rpm · sql · sx</td>
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