

LMS Training Guide: Gradebook, Pacing, & Calendar

Learn How To:

- Access and navigate your course gradebooks
- View and manage your calendar
- Adjust your pacing for completion of courses

How to Access Your Gradebooks

My Courses

92%	ART HISTORY OL	View Grades Objectives Activity	
	EARTH SCIENCE HS OL	View Grades Objectives Activity	
88%	ENGLISH FUNDAMENTALS OL	View Grades Objectives Activity	Target End Date: 4/8/2012
	HIGH SCHOOL ORIENTATION	View Grades Objectives Activity	Target End Date: 4/6/2013
92%	PRE ALGEBRA OL	View Grades Objectives Activity	Target End Date: 4/8/2012
89%	WORLD HISTORY HS OL	View Grades Objectives Activity	Target End Date: 4/8/2012

From your home page, click on “Grades” underneath a course name.

Or, when inside a course, click on the “Grades” tab in the top right of the screen.

[View](#) | [Grades](#) | [Objectives](#) | [Activity](#) | [Communicate](#) ▾

Navigating the Gradebook

This section shows your score to date, target end date (we will cover this later in the guide) and % of the course completed to date.

The Gradebook page for a course shows your score (points and percentage), date submitted, and suggested date due for each assignment.

A blue arrow indicates your teacher has marked that assignment to be redone.

	Score	Submitted	Due
30/36	83%	2	Fri 06/17 Fri 07/01
6/6	100%	1	Fri 06/17 Sat 07/02
6/6	100%	1	Fri 06/17 Mon 07/04
6/6	100%	0	Fri 06/17 Tue 07/05
2/2	100%	2	Fri 06/17 Wed 07/06
18/21	85%	8	Fri 06/17 Thu 07/07
40/50	80%	0	Fri 06/17 Sat 07/09
			Fri 06/17 Mon 07/11

Viewing Teacher Feedback

GRADES: ENGLISH FUNDAMENTALS OL

Active Versus Passive Voice Lesson 2

Gerunds Lesson 2

The Subjunctive Tense Lesson 2

Lie and Lay Lesson 2

Proofreading Lesson 2

Descriptive Essay Paragraph One

Lesson 3 184/214 85.98%

Adjectives vs. Adverbs Lesson 3

Good vs. Well Lesson 3

Adjective/Adverb Lesson 3

Action Verbs and Linking Verbs Lesson 3

Comparisons Lesson 3

Sentence Combining Lesson 3

More Sentence Combining Lesson 3

Proofreading Lesson 3

Descriptive Essay Paragraph Two

Lesson 4 115/126 91.26%

Types of Conjunctions Lesson 4

Use and Misuse of Conjunctions Lesson 4

Sentence Combining Lesson 4

Proofreading Lesson 4

Descriptive Essay Paragraph Three

Lesson 5 5/5

Pronouns and Prepositions Lesson 5

Interjections Lesson 5

Proofreading Lesson 5

Descriptive Essay Paragraph Four

Lesson 6

Review Quiz Lesson 6

Details for 'Descriptive Essay Paragraph Two and Three'

Item: [Descriptive Essay Paragraph Two and Three](#)

Score: **95/100** 95% 6 scaled to **57/60** 95% 6

Status: Completed

Submitted: Tuesday, June 21, 2011 9:37 PM

Feedback: Your descriptive essay is really taking shape. I'm enjoying your paragraphs for the insight into your world; just be sure to stay focused on your main point and include details to support it.

When you revise these paragraphs for the final paper, please pay particular attention to how you're using semicolons and commas. There are errors in the paragraphs, but I know you'll clean them up in the final draft.

Click on a score in the Gradebook to view details of the score, as well as teacher comments.

Reviewing teacher feedback on assignments is critical to your progress!

	Submitted	Due
1	Mon 06/20	Tue 07/12
1	Mon 06/20	Thu 07/14
1	Mon 06/20	Sat 07/16
1	Mon 06/20	Tue 07/19
1	Mon 06/20	Wed 07/20
0	Mon 06/20	Fri 07/22
1	Mon 06/20	Sat 07/23
1	Mon 06/20	Sun 07/24
1	Mon 06/20	Wed 07/27
	Submitted	Due
1	Tue 06/21	Fri 07/29
2	Tue 06/21	Sat 07/30
2	Tue 06/21	Mon 08/01
2	Tue 06/21	Tue 08/02
2	Tue 06/21	Fri 08/05
	Submitted	Due
2	Tue 08/09	Fri 08/12
2	Tue 08/09	Sat 08/13
2	Tue 08/09	Mon 08/15
	Submitted	Due
2	Tue 08/19	Fri 08/19

Gradebook Options

Student: **LSS Student**
 Score: **585/656 (89.17%)**
 Target end date: **4/8/2012**
 Completed: **22%**








Lesson 1 167/175 95.42%

	Score	Submitted	Due
Diagnostic Assessment Lesson 1	96/100 96% 11	Fri 06/17	Mon 06/13
Capitalization Lesson 1	20/23 86% 5	Fri 06/17	Wed 06/15
Plurals Lesson 1	5/5 100% 1	Fri 06/17	Fri 06/17
More Plurals Lesson 1	2/2 100% 0	Fri 06/17	Sat 06/18
Possessive Nouns Lesson 1	2/2 100% 0	Fri 06/17	Sun 06/19
Possessive Noun Exceptions Lesson 1	1/1 100% 3	Fri 06/17	Mon 06/20
Pronouns Lesson 1	10/10 100% 0	Fri 06/17	Wed 06/22
Different Types of Pronouns Lesson 1	7/8 87% 1	Fri 06/17	Thu 06/23



This page allows you to project your final percentage. All recorded assignment scores are visible below and may not be changed. You can predict your final percentage by entering hypothetical scores for your remaining assignments in the empty spaces and pressing the “Recalculate” button.



Allows you to view class statistics.



See how you are mastering learning objectives.



Check your activity log for the course



Change your intended end date for the course (see below for more information on this)



Click here to send a message to your teacher.

Calendar and Pacing

The LMS automatically creates suggested due dates for all assignments based upon your designated Laurel Springs end date. You can view your calendar by daily assignments, weekly, monthly or all. This can be a great help in understanding the pace at which you need to work so that you can best manage your time. We realize you may have a busy schedule and there may be times you will not be able to work as much as you would like. The system will show the suggested lessons you need to complete to get back on track by highlighting them in red.

NOTE: These are not set due dates that result in grade penalties if not met. It is not required that you follow this calendar. It is simply a resource. The primary deadline to keep in mind is your Laurel Springs enrollment end date; **but, you are expected to regularly send in work and stay on pace to finish.** If you are unable to work for whatever reason, it is important you communicate with your teacher.

ACCREDITED ONLINE PRIVATE SCHOOL
LAUREL SPRINGS SCHOOL

Home | **Calendar** | Communicate | Family Center | Get Help | LSS Live | LSS Student

CALENDAR

September 2011

View:
 Day
 Week
 Month
 All

Have another calendar?

Click on the "Calendar" link located in the top left of the homepage. It will take you to the calendar view.

If you have another calendar, such as on Google or Yahoo, the LMS calendar can be uploaded to the outside calendar to create a comprehensive calendar of schoolwork, appointments and commitments.

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Also, on your homepage you will see a "Due Soon" header that shows assessments and assignments with suggested due dates during the current week.

Due Soon	5 items due this week
Journal Entry/Creative Project - World History HS OL	Thu 06/16
SAS Web Inquiry - World History HS OL	Fri 06/17
Primary Source Reading/Secondary Source Discussion - World History HS OL	Sat 06/25
Create a Timeline - Art History OL	Yesterday
Poster - Art History OL	Sun 07/03

What if you want to finish a course before your enrollment end date?

At Laurel Springs, it is also acceptable to work on one course at a time or finish a course ahead of your designated end date. You can actually change your intended completion date for a course within the system so that your assignment calendar is automatically updated. The target end date can be adjusted from your Gradebook page.

The screenshot shows the LMS Gradebook interface. A callout box with a calendar icon containing the number 12 contains the text: "Here you may choose to click on the [calendar icon] icon and adjust your target end date if you plan to finish prior to your enrollment end date." An arrow points from this callout to a "Change" dialog box. The dialog box has two fields: "Enrollment End Date:" with the value "4/8/2012" and "Target end date:" with the value "4/8/2012". There are "OK" and "Cancel" buttons at the bottom of the dialog. The background shows a table of course progress with columns for Lesson, Score, Submitted, and Due.

Lesson	Score	Submitted	Due
Lesson 1 167/175 95.42%			
Diagnostic Assessment Lesson 1	96/100 96% 11	Fri 06/17	Mon 06/13
Capitalization Lesson 1	20/23 86% 5	Fri 06/17	Wed 06/15
Plurals Lesson 1	5/5 100% 1	Fri 06/17	Fri 06/17
More Plurals Lesson 1	2/2 100% 0	Fri 06/17	Sat 06/18
Possessive Nouns Lesson 1	2/2 100% 0	Fri 06/17	Sun 06/19
Possessive Noun Exceptions Lesson 1	1/1 100% 3	Fri 06/17	Mon 06/20
Pronouns Lesson 1	10/10 100% 0	Fri 06/17	Wed 06/22
Different Types of Pronouns Lesson 1	7/8 87% 1	Fri 06/17	Thu 06/23
Noun-Pronoun Agreement Lesson 1	4/4 100% 2	Fri 06/17	Fri 06/24
Proofreading Lesson 1	10/10 100% 1	Fri 06/17	Sun 06/26
Your Essay topic Lesson 1	10/10 100% 0	Fri 06/17	Tue 06/28
Discussion Board: Romeo and Juliet Lesson 33			Sat 03/24
Lesson 2 114/136 83.82%			
Verb Tenses Lesson 2	30/36 83% 2	Fri 06/17	Fri 07/01
Split Infinitives Lesson 2	6/6 100% 1	Fri 06/17	Sat 07/02
Active Versus Passive Voice Lesson 2	6/6 100% 1	Fri 06/17	Mon 07/04
Gerunds Lesson 2	6/6 100% 0	Fri 06/17	Tue 07/05
The Subjunctive Tense Lesson 2	6/9 66% 1	Fri 06/17	Wed 07/06
Lie and Lay Lesson 2	2/2 100% 2	Fri 06/17	Thu 07/07