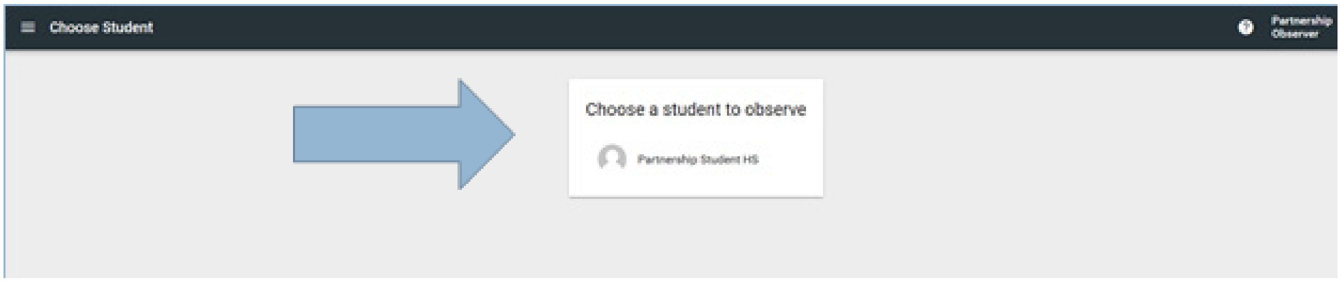
OBSERVER LMS GUIDE

Choosing a Student

When you first log in, you will choose the student you want to observe. If you only observe one student, you will only see one student.

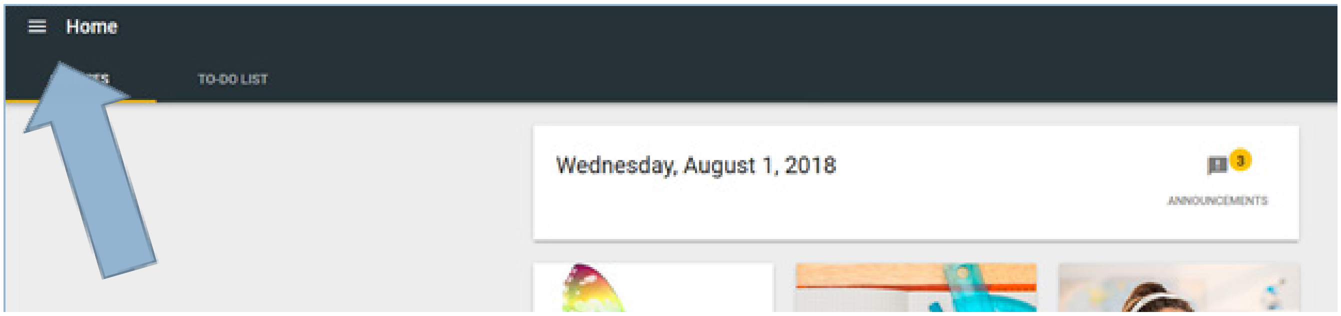
Click their name to begin.



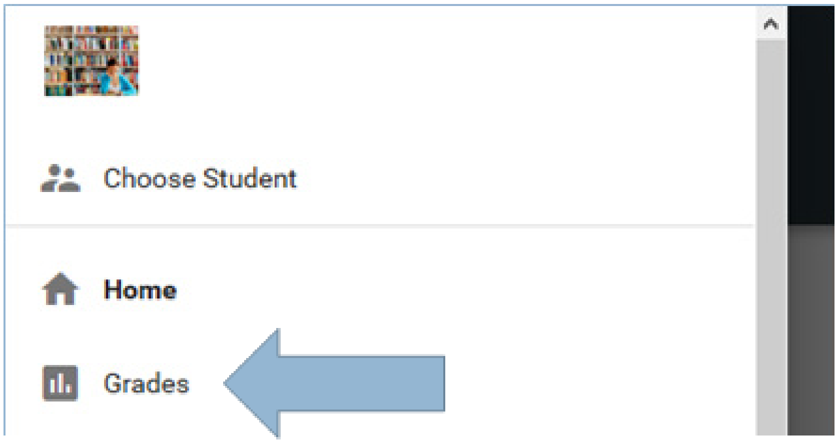
Then follow the Student LMS guide below to view specific course work.

See Overall Student Progress

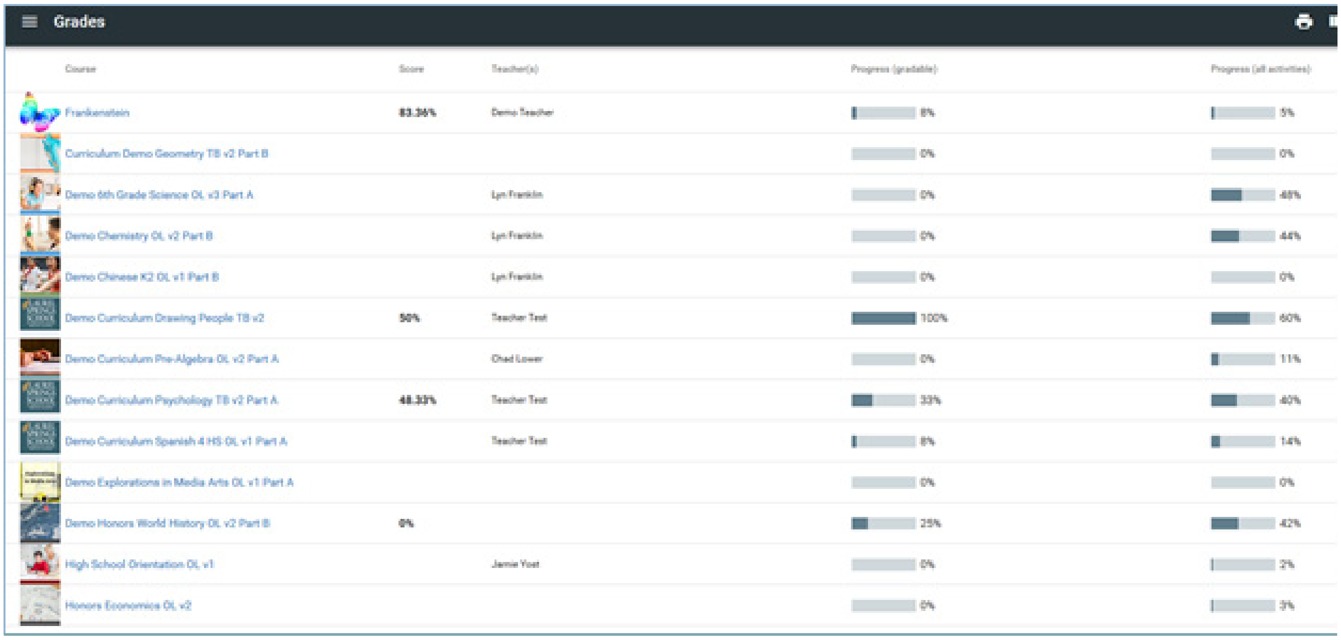
To see an overall student snapshot of progress, select the three-line menu in the top right corner.



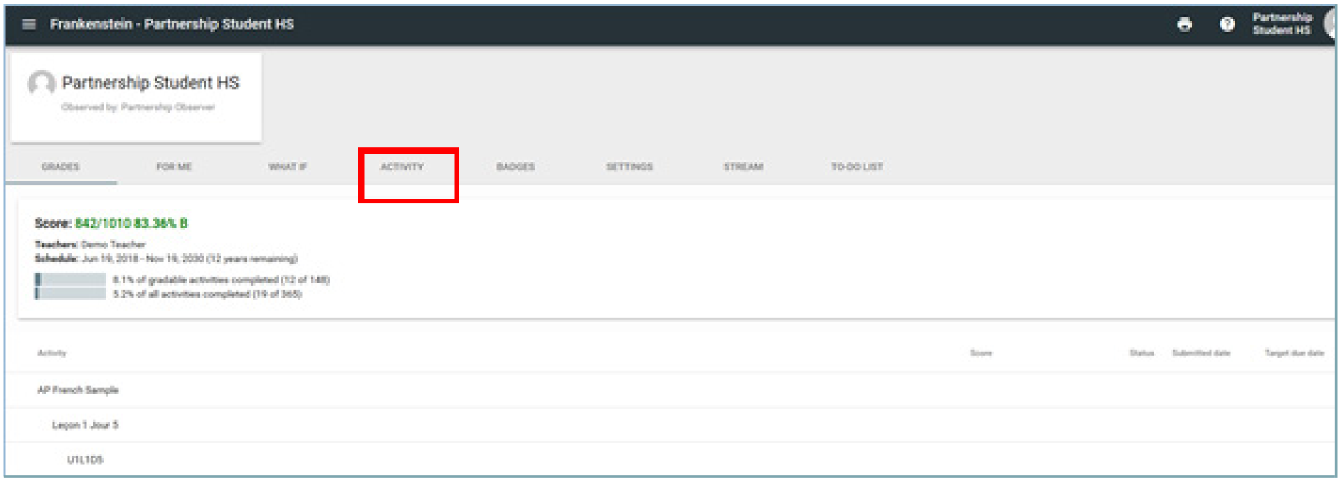
A menu will open. Select "Grades."



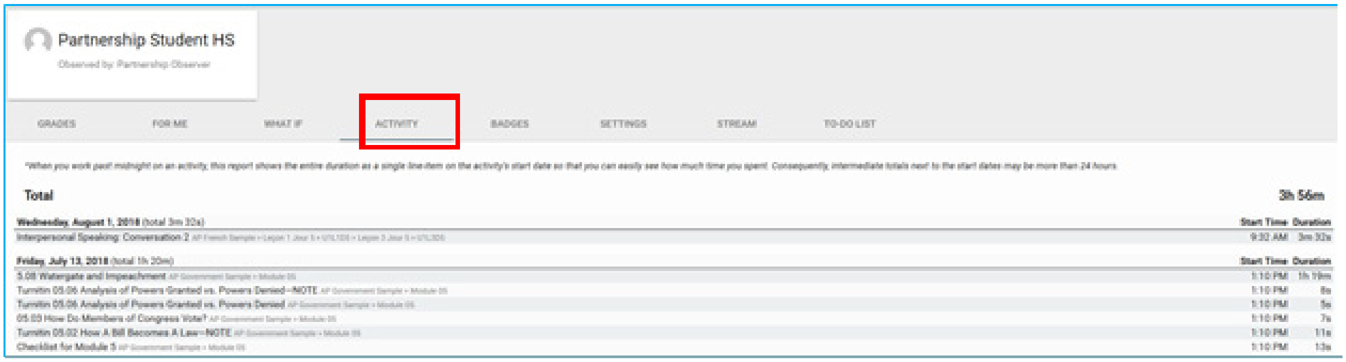
Here you will see the Student's past and present courses, their score, the teacher, the gradable progress and overall progress, which includes the instruction only pages in the course.



To see specific information on the student progress in a course, select the name of the course. Now you see the full progress including target due dates and time spent in the course.



Selecting the Activity Tab will show you time spent in each activity.



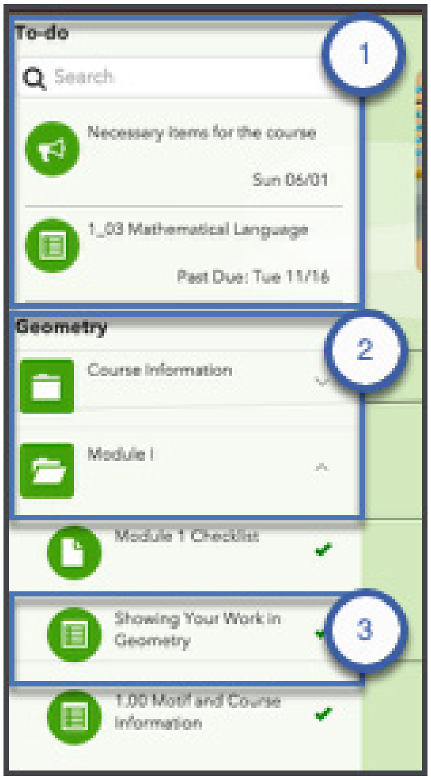
Reviewing Activities in the LMS

Access activities with the Activity tool

Open the **Activities** tool and select the course you want.

1. Review the **To-do List** on the far left; it lists activities that are:
    - Past due.
    - Due in the next seven days (the number of days can be altered by the course admins).

2. Below the **To-do List** is the course diebar navigation; click the folders to see their landing content and included activities.
3. Click an activity to review its details and/or complete it.

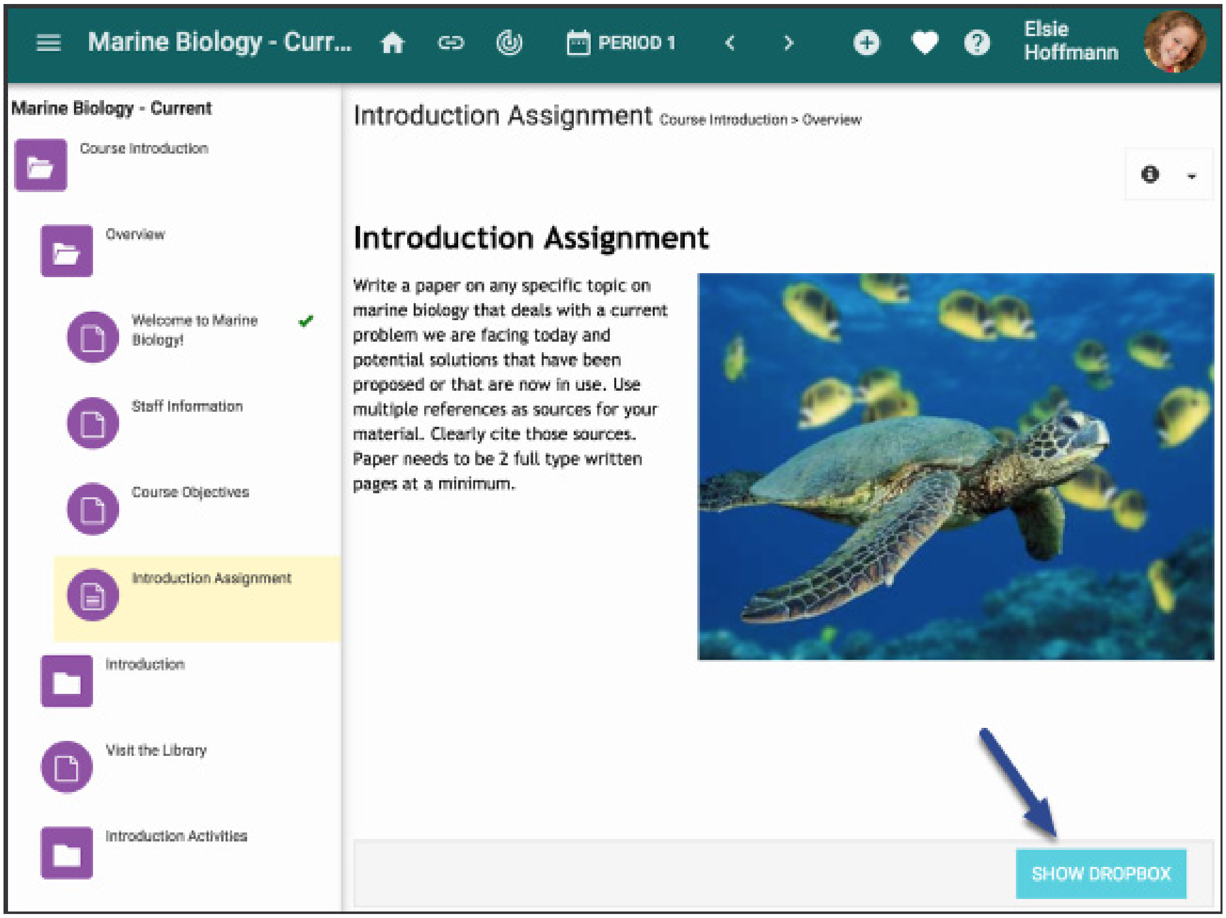


Dropbox Submissions

Dropbox submissions allow the student to attach files and enter text into an editor. Observers cannot submit.

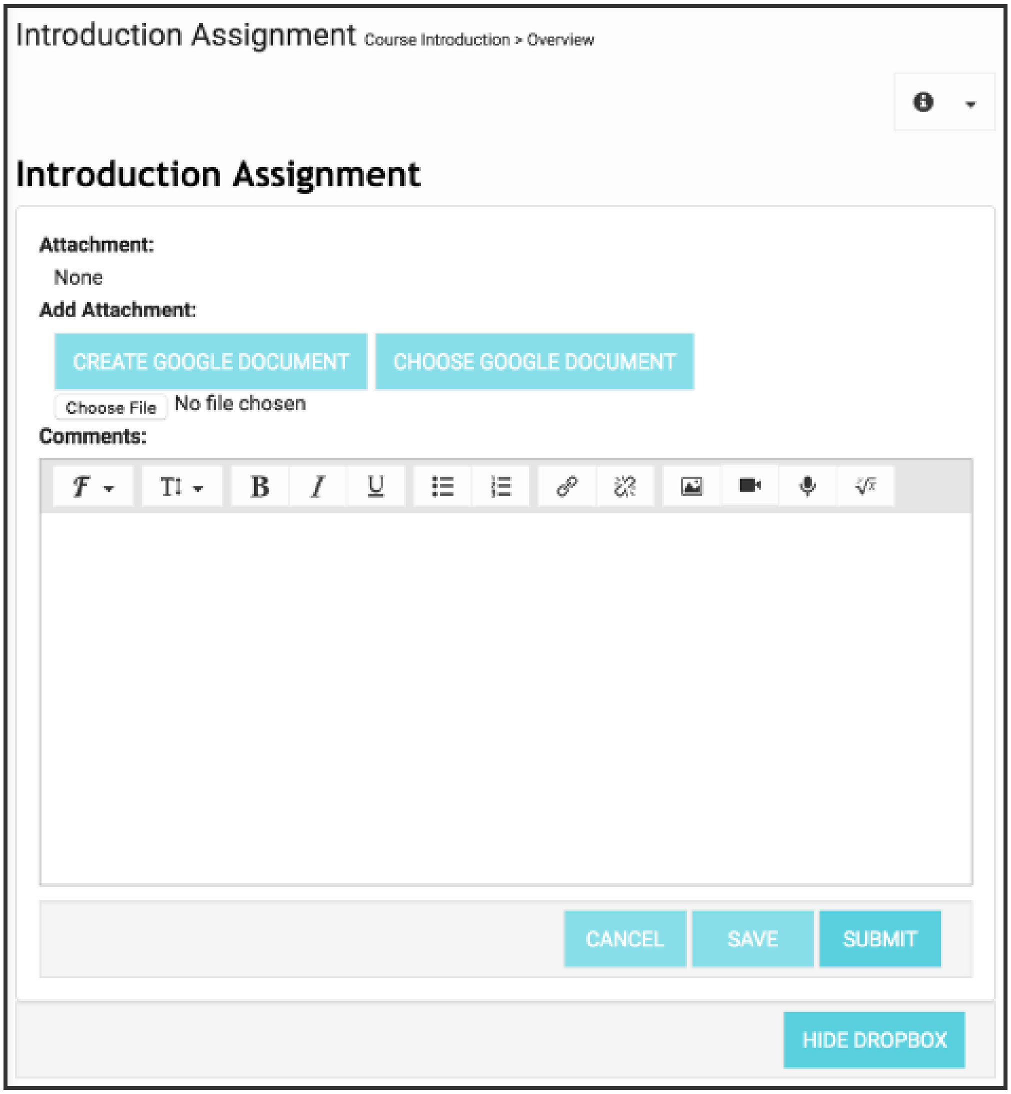
To complete a DropBox submission:

1. Click **Show Dropbox** with the activity open.



2. Your choices for selecting a file:
   - **Choose File** from your computer.
     - This option allows you to browse your computer to select a file.
   - **Choose Google Document**
     - This option allows you to browse your Google Drive to select a file. Once it's submitted, LMS also creates a PDF snapshot of the activity for you and your teacher.
3. Add comments or an audio/video file using the text editor.
4. **Save** if you want to edit and submit later or click **Submit**.

(Dropbox Submissions - Continued)



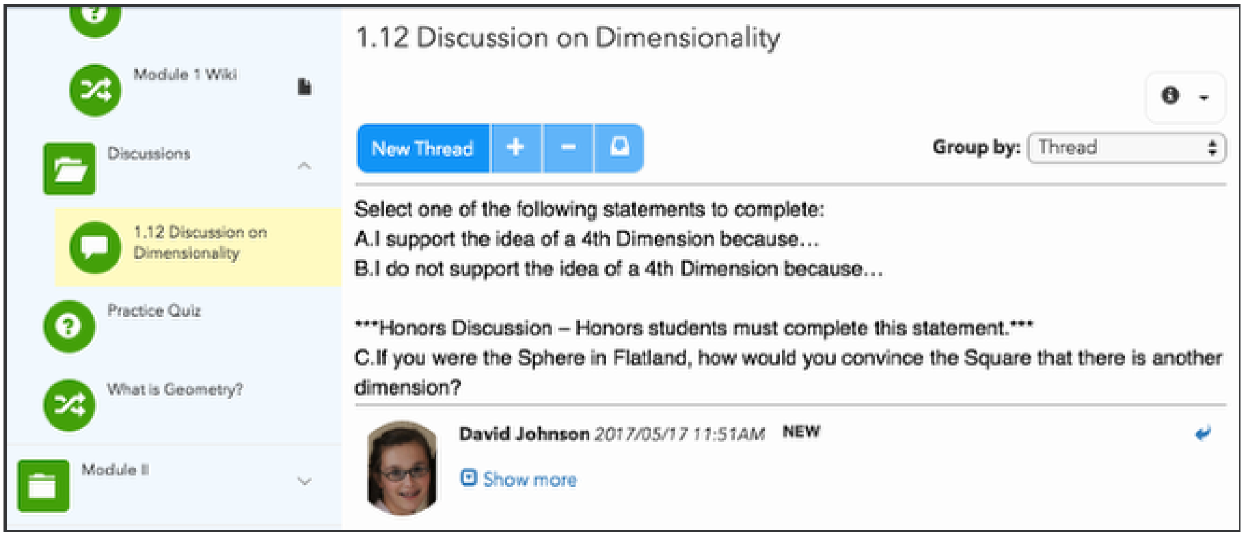
Discussion Posts

Students can respond to existing threads or begin your own.

To start a new thread:

1. Open the discussion in the **Activities** tool.
2. Review any directions from your teacher.
3. Click **New Thread**.
4. Enter your post in the text editor and add any relevant attachments.
5. Click **Post**.

To respond to another's post, click the reply arrow to the right of their post.

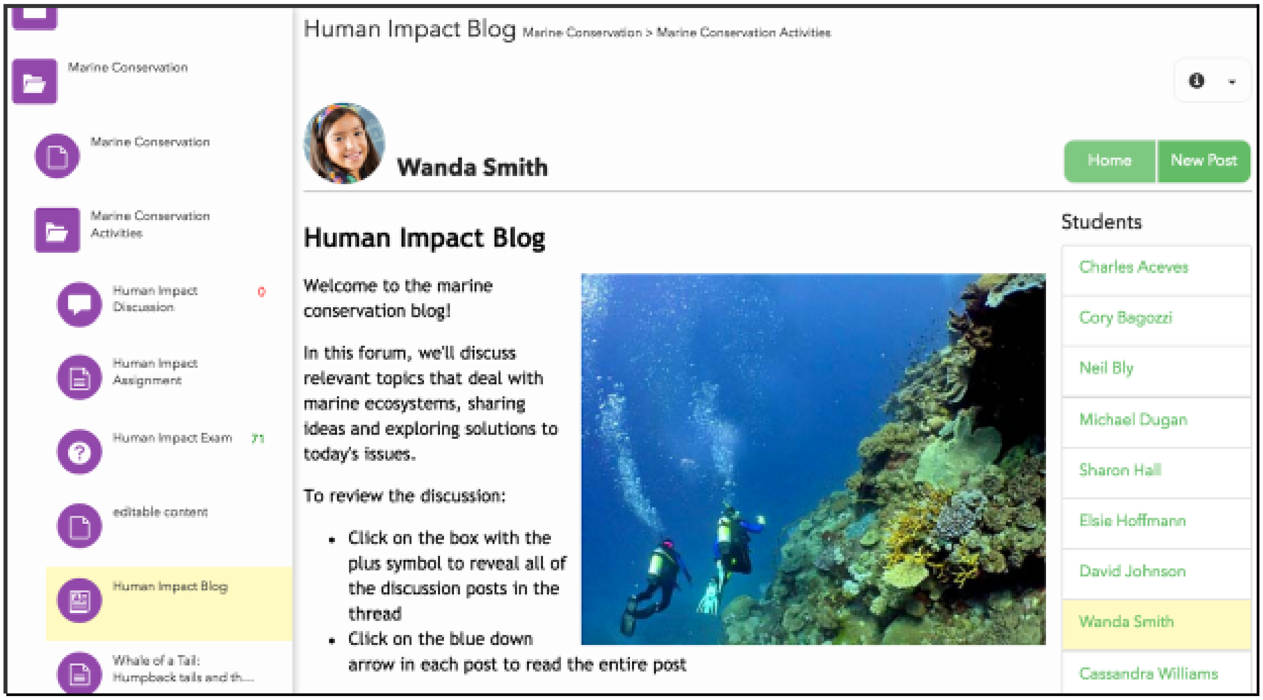


Blog or Journal Post

Your Teacher may ask your to record their thoughts and insights regarding the subject matter in a blog or journal.

To submit a blog or journal post:

1. Open the blog or journal in the **Activities** tool.
2. Click **New Post**.
3. Complete the editable fields.
4. Enter your post in the text editor and add any relevant attachments.
5. **Submit**.

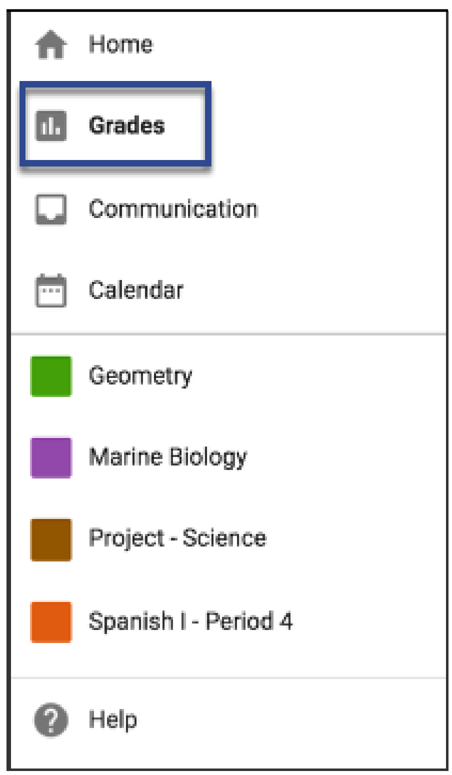


Checking Your Grades and Progress

The Performance tool enables you to track your progress in many specific areas.

View progress overviews for all courses on one screen

- To view your progress, open the **Grades** tool from the top section of the **Main Menu**

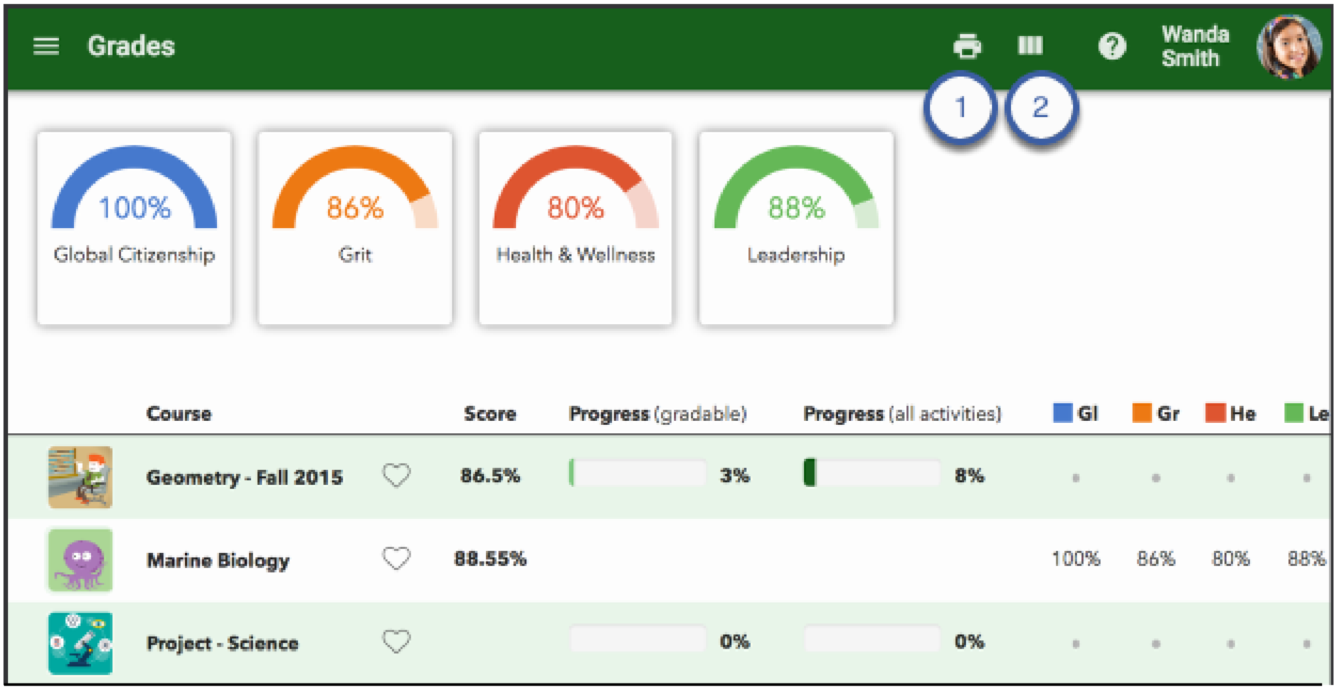


If you are enrolled in multiple courses, the LMS shows you an overview of your progress in all of your courses and past courses, including:

- Your overall score.
- Your overall progress on completing gradable activities.
- Your overall progress on completing all activities.

The toolbar on this screen allows you to:

1. **Print** this summary.
2. Modify what is displayed in the table; click the column headers to sort the data by that category. The column options include:
   - The course **Picture**
   - **Enrollment Start Date**
   - **Enrollment End Date**
   - **Days Left** in the course
   - **Score**
   - **Teacher(s)**
   - **Progress** on gradable activities
   - **Progress** on all activities

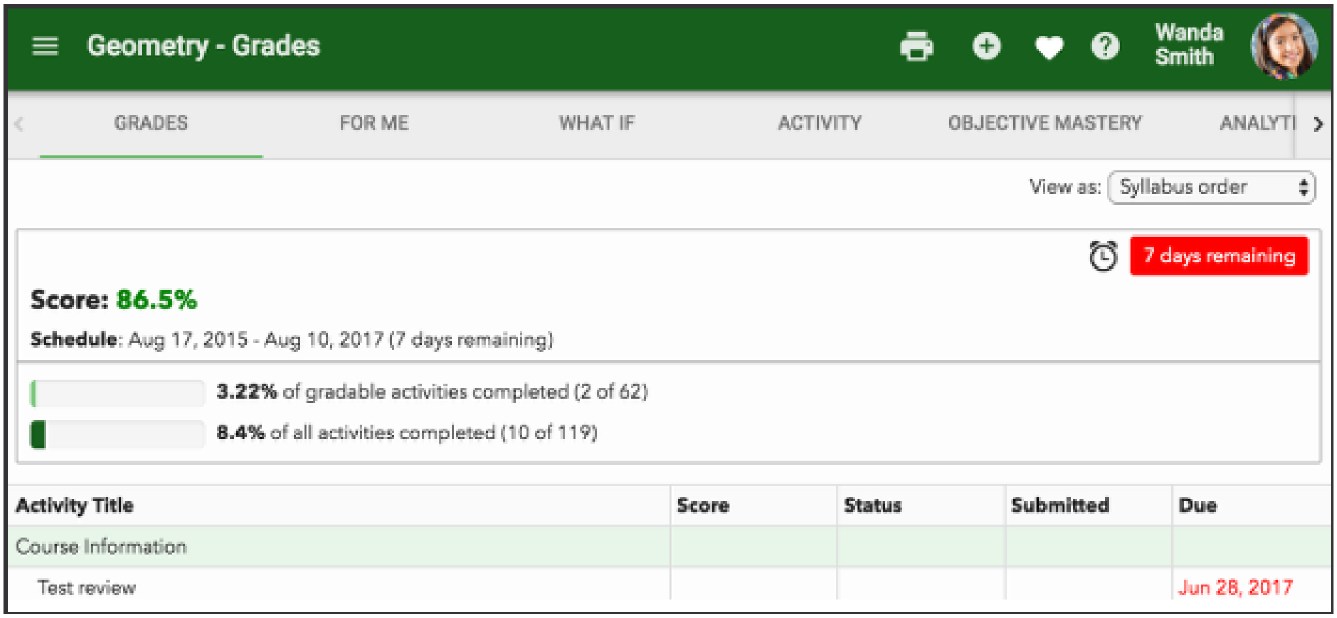


View Progress Details for Each Course

To view detailed progress in a course, select the course from the **Main Menu** and click **Grades**.
Here, you'll find:

- The **Grades** view displays detailed progress information. If the course uses periods and/or categories, you can choose to view the information organized by **Periods and Categories** or **Syllabus Order**. From this view, you can also print your grades. The detailed progress information includes:
  - The course's teacher(s) (if set up to show it).
  - How many days are left in the course (and an alert when it's almost over if set up for it).
  - Your overall percentage.
  - Your percentage of completed gradable activities, overall activities, and quizzes.
  - The due date, submission date, status, and your individual score on every graded activity.
- The **For Me** view and **Badges** view are currently disabled, but may be utilized in the future.
- The **What If** view, which helps you calculate possible grade outcomes.
- The **Activity** view, which displays each activity you've worked in, when you started working on it, and how long you've spent in it.
- The **Objective Mastery** view, which displays each learning objective, each aligned activity, and how well you seem to be mastering those objectives.
  - **Note:** This tab does not appear if the course author has not defined objectives for the course. Contact your teacher if you should have access to this tab, but it doesn't appear.
- The **Analytics** view, which breaks down the overall performance of the class as a whole.

- The **Settings** view (available only for continuous enrollment courses), which lets you change the course's end date that the LMS uses to schedule activity due dates.



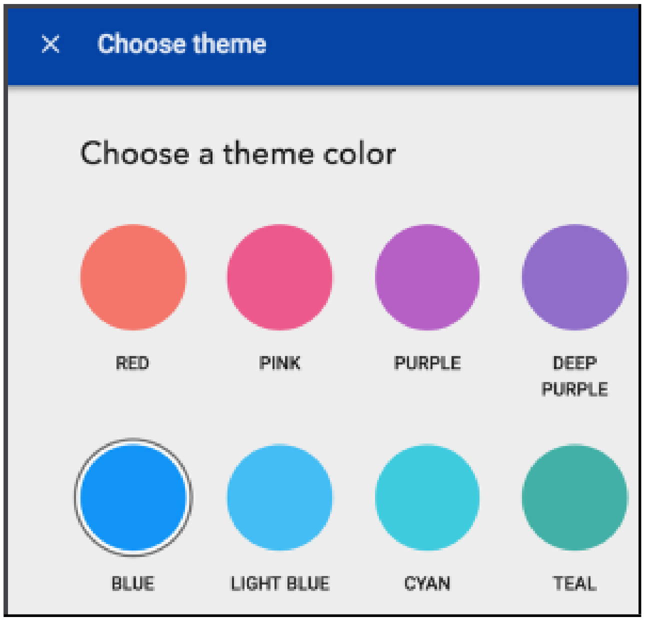
Being able to track your own progress in so many areas really helps you to take control of your own learning.

Customize your Laurel Springs LMS

Change Interface Colors and Backgrounds

To access your interface color controls:

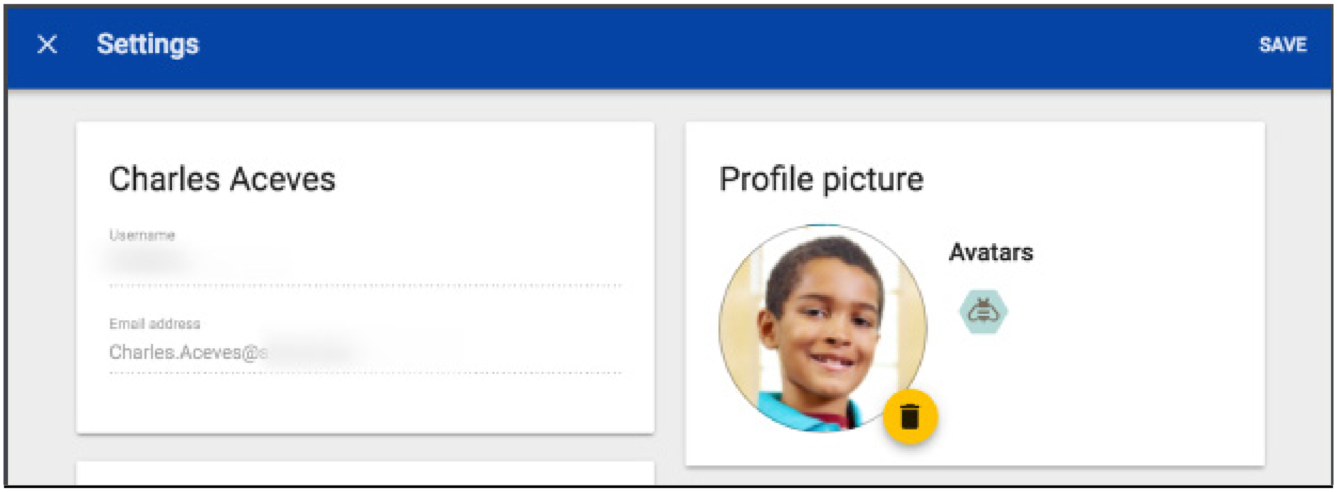
1. Open the **User Menu** in the top right corner.
2. Select **Choose theme**.
3. Select the color you Want.
4. Save.



Change Your Profile Picture

To change your profile picture:

1. Open the **User Menu** by clicking your name or picture in the top, right corner.
2. Select **Settings**; if you are allowed to change your picture, **Settings** includes a **Profile picture** card where you can**:**
    - Choose a profile picture from a library of pre-approved **Avatars**
    - Click the garbage can (delete) icon next to an existing profile picture and click the plus sign that replaces it to browse and choose a profile picture from your device (if allowed in your organization).
        - **Recommended file type:** PNG or JPG (The LMS converts all files into PNGs)
        - **Ideal Size:** 300px x 300px (The LMS automatically resizes images, so uploading images smaller than 300px x 300px may reduce quality)

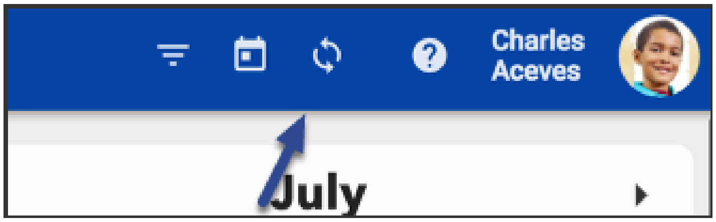


Sync Your To-Do List to External Calendars

To sync your LMS Calendar to an external calendar, follow the external calendar's "Add Calendar" directions.

Don't use your calendar's "Import" feature. Importing a calendar brings in a static snapshot of your LMS Calendar instead of syncing the calendars regularly, as the "Add Calendar" feature does.

To find your LMS Calendar's address (in iCal format), open your LMS **Calendar** from the **Main Menu** and click ***Sync**.



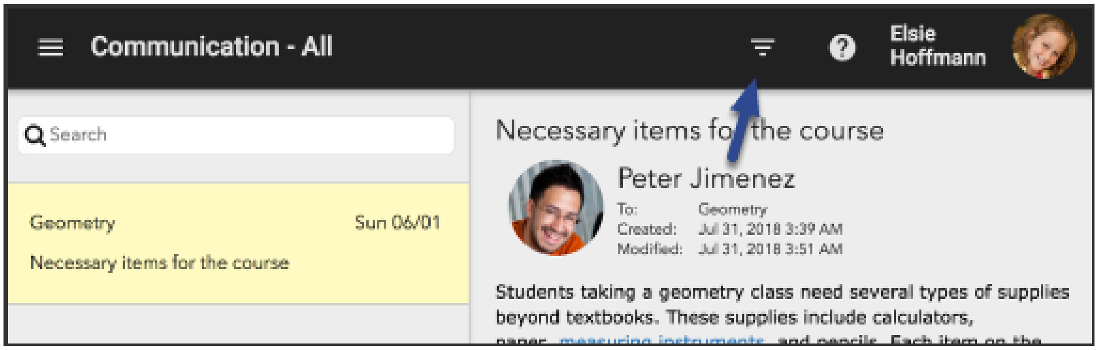
Syncing your LMS Calendar to an external calendar helps simplify and centralize scheduling.

Emailing Your Teacher

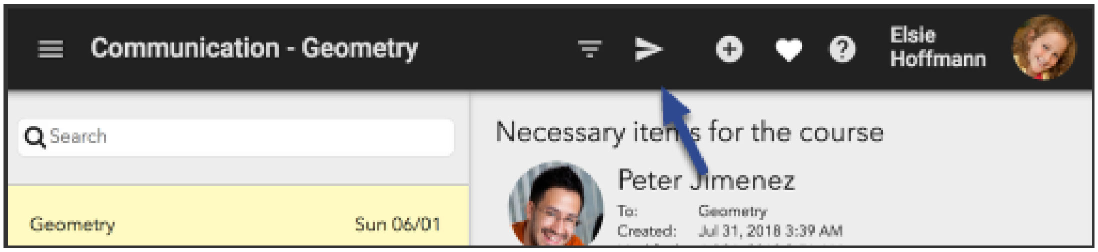
Parents/Observers cannot currently send mail using the Communication tool.

To send messages:

1. Open the **Communication** tool from the **Main Menu.**
2. Click the filter icon in the toolbar and select the desired course.



3. Click the send mail icon in the toolbar.



4. Write your message and click Send. Keep in mind that any message sent here is delivered to course graders in addition to your teacher. If you need to communicate with your teacher privately, use external email or another platform.

Review Course Announcmenets

1. While course announcements appear in your **Home** and **Activities** tools, you can also search for and review them with the **Communication** tool.
2. You can review messages from all courses or use the filter icon to review messages from a single course.