



JICS 6.4

Learning Management System

Student Guide

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Overview

The Learning Management System (LMS) provides functionality that can be used by faculty members and students to facilitate classroom and distance learning in the Web-based environment.

Faculty can view course schedules, course descriptions, and enrolled students. They can also organize and present course documents, create and monitor course groups, make and grade assignments, and track attendance.
















Students can view their course schedules, course descriptions, assignments, grades, and attendance. They can also complete online assignments and participate in chat groups and forums.

The following table details the default LMS portlets/pages that make up a course shell:

Page	Portlet	Faculty	Student	Public
Main Page (default)	Custom Content	X	X	
	Calendar	X	X	
	Announcements	X	X	
	Handouts	X	X	
	Bookmarks	X	X	
Attendance	Attendance	X	X	
Coursework	Coursework	X	X	
Gradebook	Gradebook	X	X	
Course Information	Course Information	X	X	X
Collaboration	Forums	X	X	
	Coursemates	X	X	
	Chat	X	X	
	Task Manager	X	X	
Syllabus	Course Syllabus (Course Content)	X	X	
	Downloadable Version (Handouts)	X	X	
	Readings	X	X	
Quick Links (Useful LMS items on the sidebar)	My Courses (current)	X	X	
	My Pages	X		
Other LMS Portlets	All My Courses	X	X	

	Course Search	X	X	X
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The following icons associated with links are used throughout LMS:

	Customize portlet
	Add units/sections
	Reorder units/sections
	Edit units/sections
	Delete units/sections
	Import from File Cabinet
	Up one level
	Item
	Edit item
	Add item
	Delete item
	Online assignment
	File Exchange assignment
	Offline assignment
	My Info
!	Ready to grade manually



All My Courses

The **All My Courses** portlet allows both students and faculty to view current, past, and future courses, depending on the value you select in the **Show** drop-down list box. If you are not registered for any course in the selected drop-down, the following message appears: "There are no courses to display."

Courses are grouped by academic terms, and maximize and minimize icons allow you to expand (Show) or collapse (Hide) the list of courses associated with each term. Each course listing displays the following:

Course Code	This code is the official code from the academic catalog. The section number is displayed in parenthesis. This element is only displayed on the Main Screen of the portlet.
Course (name)	The course name is also a link to the Main Page (default page) of the course context. Available functionality is dependent on your security settings.
Avg	This link shows one's current overall average (grade) in a course. It brings the student to his/her Gradesheet for that course.
Schedule	This column lists the meeting times of the course.




Course Search

The **Course Search** portlet allows you to enter search criteria for locating courses in the course catalog. You must enter at least one of the following search parameters before you click the **Search** button: **Course Title**, **Course Code**, **Faculty Last Name**, **Term**, and/or **Course Description**. If you want the course description to display in the search results, select the **Show Course Descriptions** check box.

If no courses are found that match the search criteria, the following message appears: "There are no items to display."


If courses are found that match the search criteria:

- The **Course Code**, **Course Name**, **Faculty** (name), and **Schedule** (meeting times) are displayed in the **Search Results** section.
- Clicking on a particular Course Name link in the **Search Results** section will display the Main Page of its course context if you have access to it; otherwise, the **Course Information** page/portlet will display.
- Clicking on the  icon beside a faculty member's name opens the **My Info** portlet for that particular faculty member. Since **My Info** is a popup window, it may be blocked by your browser or toolbars like Yahoo and Google.



Course Information

The **Course Information** portlet displays read-only information for a particular course, including the name and term.

The **Faculty** section can display a photo of the faculty member along with an email address and office hours. Clicking the  icon beside the faculty name opens the **My Info** portlet for that faculty member. Clicking the email address link opens a blank email addressed to the faculty member.

The **Schedule** section displays the schedule information for the course section and includes class meeting days, start/end times for the class periods, start/end dates of the class, and the classroom in which it will meet.

The **Description** section displays the description of the course to which this section belongs.



- **Student**

You can view attendance for a course by clicking on the **Attendance** page in the course's sidebar.

Attendance Stats include the total number of excused, unexcused, and missed sessions and the number of minutes attended if your instructor uses minutes to track attendance.

Your **Attendance Record** displays the date of each session, your attendance status for each session, and the number of minutes you attended each session if your instructor uses minutes to track attendance. Blank listings mean that your instructor has not yet saved the attendance for those days.

If make-up times have been set, they are displayed at the bottom of the page.



- **Student**

You can view your Gradesheet for a course by clicking on the **Gradebook** page in the sidebar of the respective course. The following grade information is displayed:

- **Grade Results**

This table displays your overall grade in both letter and percentage formats and any feedback entered by the instructor.

- **Overview**

This table displays a summary of the **Attendance & Other Detail** scores **Coursework Detail** scores.

- **Attendance & Other Detail**

This table details attendance and custom Gradebook scores.

The **Attendance** section shows total number of sessions or minutes and number of sessions or minutes attended for each student. The score includes any loss of attendance credit as set in the initial Gradebook setup.

The **Other** section includes a column for each custom item, such as field trips, class participation, etc.

The **Overall Attendance & Other** is a summary of the information in the two sections.

- **Coursework Detail**

This table shows a detailed view of the coursework assignments and their scores.

Clicking the linked type/unit displays all assignments for that type/unit. There may be ungraded items and some items that have not been assigned values.

Clicking the [View All Assignments](#) link displays all of your individual assignments and grades by type. Clicking the [Hide All Assignments](#) link displays only the averaged grade for all assignments by type or unit.



The **Readings** portlet is used to display various textbooks, journals, and other reading materials that are associated with this course. By default, this portlet located on the Syllabus page of all courses.

Readings can be grouped according to similar characteristics and identified with a set. Readings that are identified with a particular set will appear within the same category when they are viewed. If a reading is not associated with a specific set, it will display within the **Ungrouped** set that is automatically created.

The main view of the portlet displays the Header of a set along with maximize and minimize icons that allow you to expand (Show) or collapse (Hide) the list of readings associated with that set.

Preferences

- **Order Readings Alphabetically**

From the **Readings** portlet:

1. Click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Order Readings Alphabetically** check box to always have readings be displayed in alphabetical order. However, you will not be able to manually order readings if this preference is selected.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

- **Order Sets Alphabetically**

From the **Readings** portlet:

1. Click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Order Sets Alphabetically** check box to always have sets be displayed in alphabetical order. However, you will not be able to manually order sets if this preference is selected.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

- **Show Empty Sets**

From the **Readings** portlet:

6. Click the **Wrench** icon to customize the portlet.
7. Click the **Preferences** tab.

8. Select the **Show Empty Sets** check box to display sets for which no readings are available. For example, if this preference is *not* selected and the default **Ungrouped** set is empty, then this Set/Header will not display.
9. Click the **Save** button.
10. If this is the only setting you want to change, click the **Exit** button.

Functions

- **Student**

The **Readings** portlet allows you to view textbooks, journals, or other reading materials that may be needed for this course. These reading materials are made available to you by your instructor.

The readings are usually grouped, and clicking the linked title displays details about the selected reading. Also displayed within a reading's information may be an external link to a Website related to the reading.

Clicking the [Go to Main Screen](#) link displays details about all readings. Maximize and minimize icons are available and allow you to expand (Show) and collapse (Hide) the list of readings associated with each set.



Handouts (Downloadable Version)

The **Handouts** portlet is used to provide syllabi or other handouts that can be uploaded by a faculty member and downloaded by students. By default, this portlet located on the Syllabus page of all courses.

Handouts can be grouped according to similar characteristics and identified with a set. Handouts that are identified with a particular set will appear within the same category when they are viewed. If a handout is not associated with a specific set, it will display within the **Ungrouped** set that is automatically created.

The Main Page of the portlet displays the Header of a set along with maximize and minimize icons that allow you to expand (Show) or collapse (Hide) the list of handouts associated with that set. The listing for each handout in a set includes the file type, file size, and the number of times the handout has been downloaded.

Preferences

- **Order Handouts Alphabetically**

From the **Handouts** portlet:

1. Click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Order Handouts Alphabetically** check box to always have handouts be displayed in alphabetical order. However, you will not be able to manually order handouts if this preference is selected.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

- **Order Sets Alphabetically**

From the **Handouts** portlet:

1. Click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Order Sets Alphabetically** check box to always have sets be displayed in alphabetical order. However, you will not be able to manually order sets if this preference is selected.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

- **Show Empty Sets**

From the **Handouts** portlet:

6. Click the **Wrench** icon to customize the portlet.

7. Click the **Preferences** tab.
8. Select the **Show Empty Sets** check box to display sets for which no handouts are available. Also, if this preference is not selected, the default **Ungrouped** set will not display.
9. Click the **Save** button.
10. If this is the only setting you want to change, click the **Exit** button.

Functions

- **Student**

The **Downloadable Version** or **Handouts** portlet allows you to view and/or download handouts made available to you by your instructor.

The handouts are usually grouped, and clicking the link opens the handout. Right-clicking on the link gives you other options, such as printing, copying, emailing, saving as, saving as a favorite, etc.



Course Syllabus and About This Course

The **Course Syllabus** and **About This Course** portlets are Custom Content portlets, which allows instructors to add content relevant to the syllabus for this particular course context or the course itself.



The registered students and instructor(s) of a course are listed on the main view of **Coursemates**. Each name may also be identified by the role (Student or Faculty) to which they have been assigned. By default, images are not shown in order to speed up the loading time.

The level of information available for each member depends on the details that have been entered by each individual in their respective **My Info** portlet. A photo of the coursemate/faculty may be displayed, depending on whether the photo was attached to their **My Info** and whether they have elected to show or hide the image.

In addition to viewing information for coursemates/faculty, you can also email selected course members.

NOTE: This same functionality is also available for campus groups. When it is used in that context, the portlet is called **Group Mates**.

Preferences

- **Highlight Faculty/Leaders**

From the **Coursemates** portlet:

1. Click the **Wrench** icon to open the **Portlet Settings and Preferences** screen.
2. Click the **Preferences** tab.
3. Select the **Highlight Faculty/Leaders** check box to have names of faculty or leaders of groups displayed with highlighting on **Coursemates**.

Functions

- **View My Info for Coursemates**

From the main view of the **Coursemates** portlet:

1. Click the **i** associated with the name of a particular person to open **My Info** for that person.
2. The information shown is determined by the individual coursemate in his/her own **My Info** portlet.

- **Show/Hide Images**

- Depending on individual settings in a person's **My Info** portlet, pictures may or may not be available.

From the Main Page of the **Coursemates** portlet:

1. Click the [Show Images](#) link to display the images of the coursemates.
2. Click the [Hide Images](#) link to not display any images of the coursemates.

- **Email Selected Members**

From the main screen of the **Coursemates** portlet:

3. Select the check box beside the name(s) of the individual(s) you want to email and click the [Email Selected Members](#) link.

OR

Select the **Select All** check box if you want to email all coursemates.

4. The **Recipients** page opens. In order to comply with security measures and FERPA requirements, the actual email addresses will not appear. Only the full name of the recipient(s) will be displayed.
5. If you need to include others in this message, select one of two views:
 - o **Basic**

The **Basic** view allows you to select or unselect recipients of the message. It includes only members associated with the current course context.
 - o **Advanced**

The **Advanced** view includes additional group folders that you may have access to. This view allows you to add recipients from outside this particular course.
3. Select recipients by users or by roles. If you select to view by users, the role also displays. However, user names do not display if you select to view by role.
4. Enter the subject and the body.
5. Click **Send**.



Coursework

Student

Coursework assignments will always be one of three formats (see further details on each of the following pages):

- Online (📄)
- File Exchange (📁)
- Offline (✍️)

These assignments can be organized by **Unit** or **Type** *and* are sorted by **Due Date** by default. Each assignment listing includes the format, the due date, type, and status. The listing of assignments can be sorted by any of the five columns on a Unit by Unit or Type by Type basis depending on how the portlet was organized. Details of the assignment can be viewed by clicking the assignment name. Information displayed depends on the assignment type and state.

Online Assignments

Online (📝) assignments are quizzes/tests/exams created by your instructor and which you complete within the portlet.

Clicking a linked assignment name in the **Coursework** portlet will display different views of the **Student Assignment Detail** screen, depending on the state of the assignment. An Online assignment might be viewable but inactive, which means that you can learn about the assignment but you cannot complete it. The Online assignment could also be Active and thus ready to be completed. If the Online assignment has already been completed, you will see a screen informing you of that fact and possibly providing access to the grade and any feedback received.

The **Student Assignment Detail** screen displays the following:

- The **Header** displays the type and name of assignment, unit, format, grading method, time limit, grading information, status message, and due date information.
- A **Description** is always displayed.
- **Instructions** are displayed once the assignment is active or has been completed.
- Any links to relevant **Files** are displayed following the same parameters as the **Instructions**.
- The **Coursework** section allows you to complete the assignment and view completed and graded assignments.
 - **Single-Attempt Assignment**
 - If you have not yet taken the test, a message to that fact displays in the **Header**, the **Coursework** section displays some **Important Information** about the test, and the [Take this Test](#) link is available.
 - If you started the test but did not complete it, the test is assumed to be in progress. If the assignment allows re-entry, the **Important Information** will display the time remaining and the [Resume this Test](#) link is available.
 - If the test is complete but not graded, the following message appears: "You took this test (time and date). Your grade is not available."
 - If the test is complete and graded, the **My Results** table displays the final grade, completion and graded dates, and a [Review completed/graded test](#) link (if allowed by the instructor). If you submitted an assignment that was returned to you for rework, which you edited and re-submitted, a **Workflow** table may display the flow of the assignment. If so, an **Individual Results** table will display each attempt and its completion date, the score, time spent on the attempt, and status. If the assignment has been completed and graded, [Review](#) links are available for viewing all attempts.
 - **Multiple-Attempt Assignment**
 - If you have not yet taken the test, a message to that fact displays in the **Header**, the **Coursework** section displays some **Important Information** about the test, and the [Take this Test](#) link is available. The **Header** may also display how many times the test has been attempted and how many attempts are remaining.

- o If you started the test but did not complete it, the test is assumed to be in progress. If the assignment allows re-entry, the **Important Information** will display the time remaining and the [Resume this Test](#) link is available.
- o A **Mark as Final** button is available for you to submit an attempt as the final one, even if all attempts were not used. For example, you may make a perfect score on the first attempt, making it unnecessary to use remaining attempts.
- o The **Individual Results** table shows the number of attempts allowed and results of any attempts that have already been made. If a review is allowed, each attempt will have a [Review](#) link.
- o If the test is complete but not graded, the **Important Information** will indicate this fact.
- o If the test is complete and graded, the **My Results** table displays the final grade, any adjustments, feedback, and a [Review](#) link to review the graded test (if allowed by the instructor).

Functions

- **Take this Test**

From the **Coursework** portlet:

1. Click the appropriate assignment.
2. Click the [Take this Test](#) link.
3. Answer the questions on each screen. Each screen displays the section name and section source material followed by questions for that section. Your instructor determines how many questions are displayed per screen for each section.
4. Although moving from screen to screen automatically saves your work, you may want to periodically click the **Save Progress** button if you work on one screen for a significant amount of time.
5. Review and change (if necessary) your answers.
6. Click the **Submit for Grading** button.

- **Resume this Test**

From the **Coursework** portlet:

1. Click the appropriate assignment.
2. If you started a test and did not complete it and if you are allowed multiple sessions, click the [Resume this Test](#) link.
3. Answer the questions on each screen. Each screen displays the section name and section source material followed by questions for that section. Your instructor determines how many questions are displayed per screen for each section.
4. Although moving from screen to screen automatically saves your work, you may want to periodically click the **Save Progress** button if you work on one screen for a significant amount of time.
5. Review and change (if necessary) your answers.
6. Click the **Submit for Grading** button.

- **Review completed/graded test**

From the **Coursework** portlet:

7. Click the hyperlinked name of the appropriate assignment.
8. Click the Review completed/graded test link in the **My Results** table.
9. You may see the following:
 - o The test name, unit, format, grading method, time limit, and time spent taking the test
 - o Each question marked with a green circle (🟢) for a correct answer and a red block (🔴) for an incorrect answer.
 - o Number of points earned for each correct answer
 - o Feedback (if any) from the instructor
10. Click the **Exit Test** button.

File Exchange Assignments

File Exchange (↔) assignments involve downloading files by your instructor and/or uploading files by you. The instructor may include one or many uploaded files, and you can upload one or many assignments back to the instructor for grading. An example of a file exchange assignment is a term paper.

Clicking an assignment name displays the details of the assignment. This view will differ, depending on the state of the assignment.

- The **Header** displays the type and name of assignment, unit, format, grading method, time limit, grading information, status message, and due date information.
- A **Description** is always displayed.
- **Instructions** are displayed once the assignment is active.
- The **Coursework** section allows you to download any hyperlinked files uploaded by the instructor, upload and submit the assignment, and view completed and graded assignments.
 - The **Upload a File** box allows you to locate and upload files that will be submitted to the course instructor for grading.
 - The **My Files** table lists the files that you have uploaded for the assignment, along with upload dates and notes that were entered. You can also edit or delete the file by clicking the file name.
 - The **Mark as Final** button is used to indicate that the assignment is complete. Before the assignment is indicated as complete, you can add, edit, and delete files and the instructor cannot view the files or assign a grade. Once the assignment is completed and you click the **Mark as Final** button, files cannot be added, edited, or deleted, and the instructor can view and grade the files.

An assignment that has not been submitted by the due date will be automatically submitted with the files that have been uploaded. It will automatically be given a grade of 0, but the instructor can manually change the grade.

- A **Workflow** table may display the life cycle of an assignment. For example, you may have submitted an assignment that was unacceptable and returned to you for rework, which you edited and re-submitted. The **Workflow** table would display the flow of this assignment.
- The **My Results** table is visible after the assignment has been graded and shows the final grade for the assignment, when it was completed, when it was graded, any course-wide bonus points applied, and any instructor feedback. The graded and returned file may also be available (if allowed by the instructor).

Functions

- **Upload a File**

From the **Coursework** portlet:

1. Click the appropriate File Exchange assignment.
2. In the **Upload a File** table, click the **Browse** button to locate the file to be uploaded.
3. Enter any note you want to add.
4. Click the **Upload** button.
5. The file is uploaded, and the **My Files** table lists the file and uploaded information.

- **Edit an Uploaded File**

From the **Coursework** portlet:

1. Click the appropriate File Exchange assignment.
2. In the **My Files** table, click the edit icon beside the appropriate uploaded file name.
3. Only the **Note** field is available for editing.
4. Click the **Save** button.

- **Delete an Uploaded File**

From the **Coursework** portlet:

5. Click the appropriate File Exchange assignment.
6. In the **My Files** table, click the trash can icon beside the appropriate uploaded file name.
7. The following message appears: "Are you sure you want to delete this item?"
8. Click the **OK** button to confirm the delete process.

- **Submit a File**

From the **Coursework** portlet:

9. Click the appropriate File Exchange assignment.
10. Click the **Mark as Final** button. Once you submit the file, you cannot reverse the submission.

- **Review a Graded File**

From the **Coursework** portlet:

11. Click the appropriate File Exchange assignment.
12. When the assignment has been graded, the results are displayed in the **My Results** table.

Offline Assignments

Offline (✍) assignments have no online component. They are listed within the portlet and graded within the portlet, but they are completed offline. Examples of offline assignments are a reading from a textbook, viewing of a video, or attending a lecture.

Clicking an assignment name displays the details of the assignment.

- The **Header** displays the type and name of assignment, unit, format, grading method, grade information, status message, and due date information.
- A **Description** is always displayed.
- **Instructions** are displayed once the assignment is active.
- Any available **Files** are displayed.
- The **My Results** table is visible after the assignment has been graded and shows the final grade for the assignment, when it was graded, any course-wide bonus points applied, and any instructor feedback.

Functions

- **View Grade for Assignment**

From the **Coursework** portlet:

1. Click the appropriate Offline assignment.
2. When the assignment has been graded, the results are displayed in the **My Results** table.