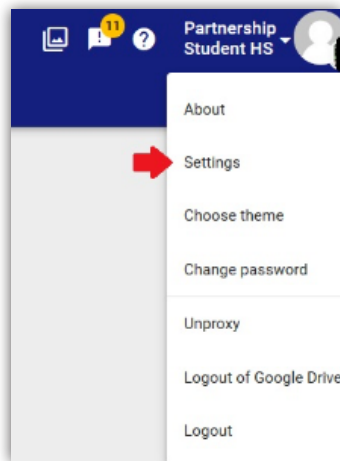


STUDENT LMS GUIDE

This guide is to help you as you navigate the Learning Management System of Laurel Springs School. Review the Orientation Course for more information, or contact our Student Services Department at studentservices@laurelsprings.com.

STUDENT SETTINGS

In the top right of your screen, next to your name, click the down arrow and choose Settings.

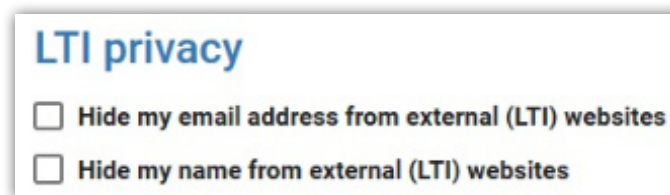


There are several items that can be customized, beginning with your Profile Picture or Avatar.

You can also choose to receive notifications from your teacher with regards to course activity and grade activity.

Once you edit your settings, be sure to click SAVE in the top right of your screen.

Note: In order for many of your courses to function properly, be sure that both boxes under LTI privacy are *unchecked*.

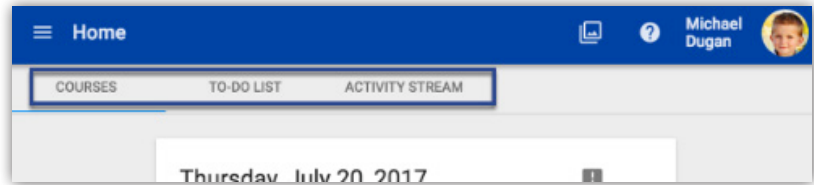


Your information is secure in our environment.

STUDENT DASHBOARD

Let's get to know the student dashboard! When you log in, the dashboard is the first page you will see. From the dashboard, you will be able to find the following:

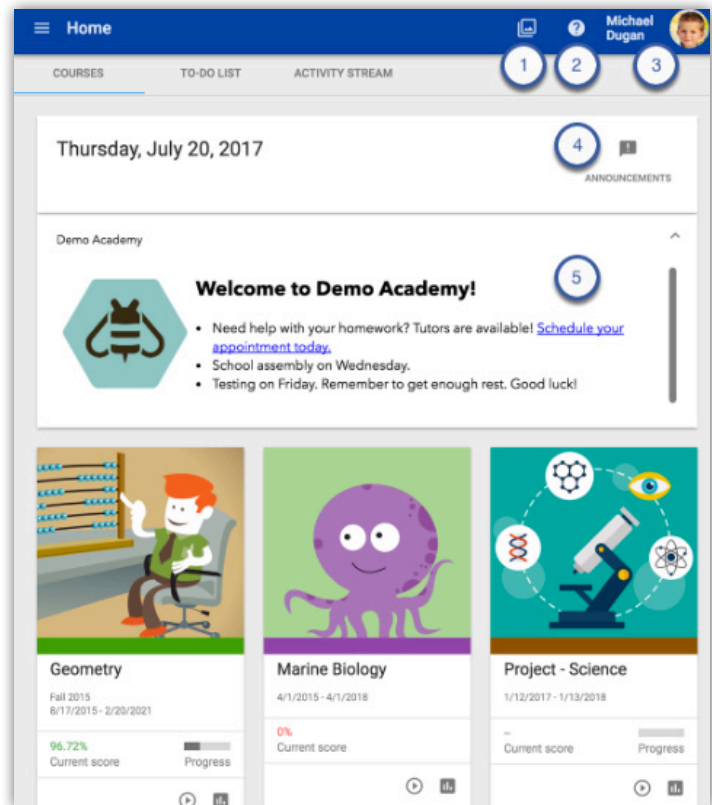
- ▶ **Courses**
- ▶ **To-do List**
- ▶ **Activity Stream**



COURSES

On the Courses screen, you can:

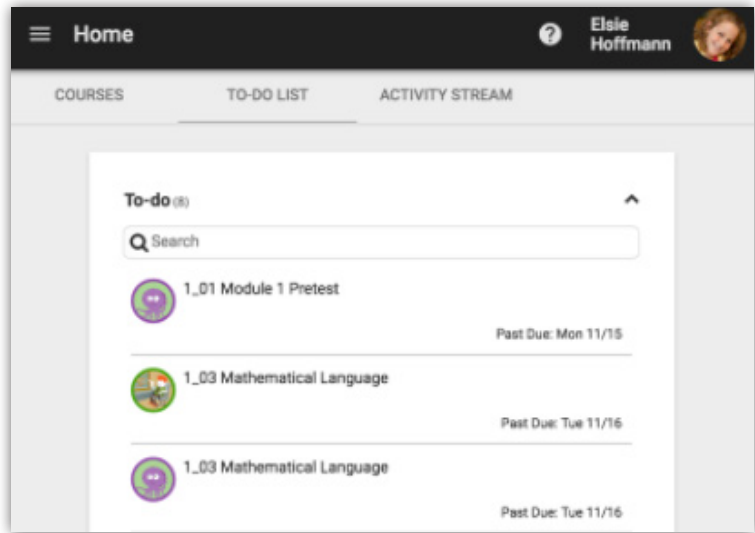
1. Manage your course cards
2. Access **Help**
3. Open the **User Menu**
 - ▶ *Customize your settings and themes*
 - ▶ *Change your password*
 - ▶ *Learn more about the Laurel Springs Learning Management System*
 - ▶ *Logout of the Laurel Springs Learning Management System*
4. Review **Announcements**
5. Review content from Laurel Springs.



TO-DO LIST

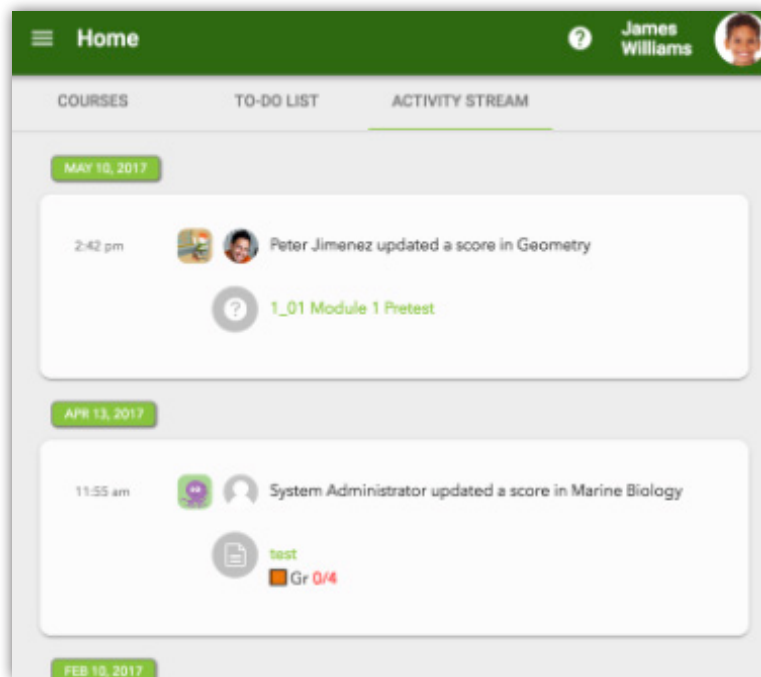
The **To-Do List** includes upcoming and past-due activities. By default, the **To-Do List** displays activities with due dates coming up within seven days.

Click the activity name to open the activity. The To-do List is a link to the assignment. Your instructions for the assignment may come before the activity in the course.



ACTIVITY STREAM

Review your recent activity, starting from the most recent, using the **Activity Stream**; click the posts to open the activity or announcement listed. Look for email messages sent from your teacher.

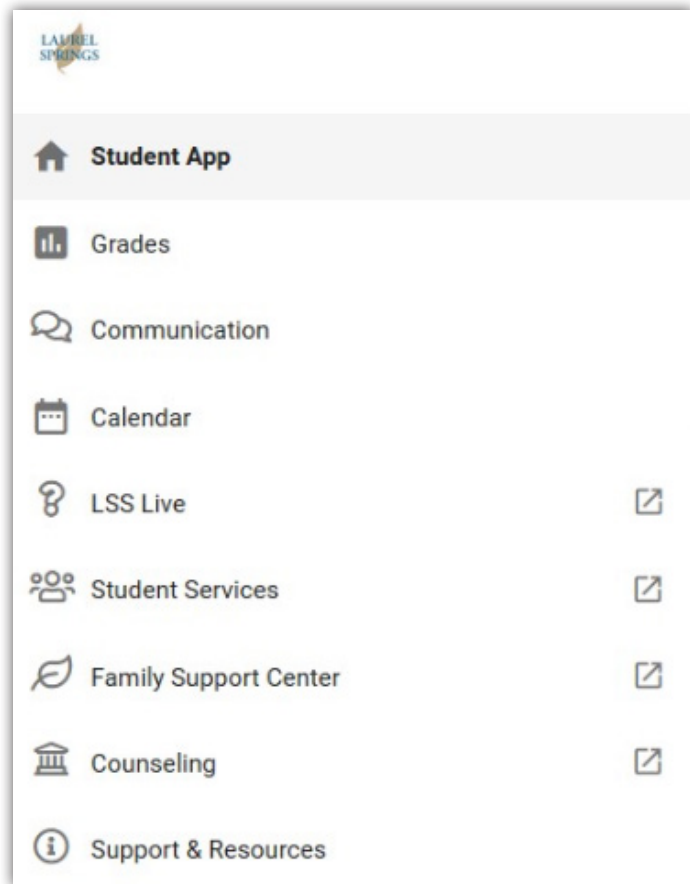


MAIN MENU

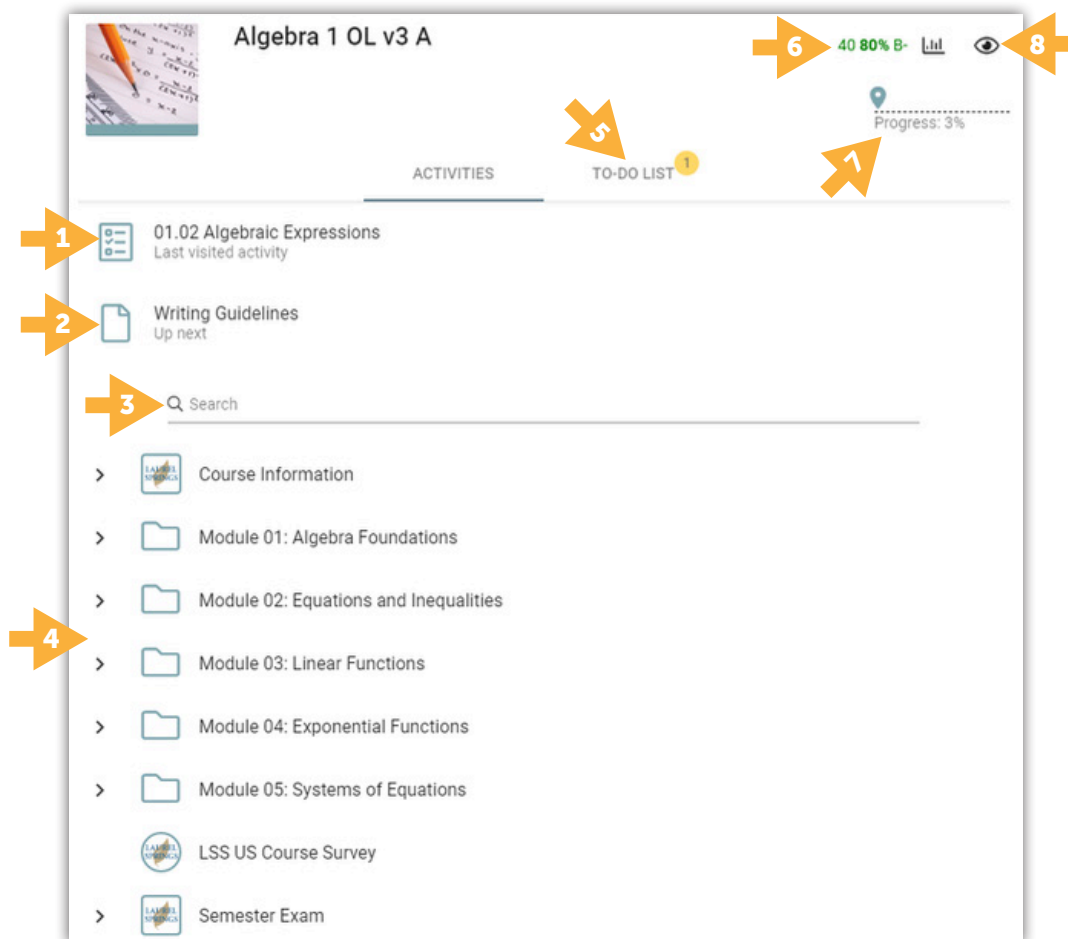
At the top left of your home page, there will be a three-bar menu. Clicking the three bars will show the main menu for our Learning Management System (LMS).

From this menu, you are able to access the following:

- ▶ **Grades** - A view of grades in all courses
- ▶ **Communication** - Announcements for the school and for individual courses
- ▶ **Calendar** - A calendar guide for suggested pacing
- ▶ **LSS Live** - A direct link to the LSS Live on-demand course help desk. Hours are Monday - Friday, 5:00 AM - 8:00 PM Pacific/8:00 AM - 11:00 PM Eastern
- ▶ **Student Services** - A direct link to the Student Services help desk
- ▶ **Family Support Center** - A direct link to our Family Support Center. Log in here using your LMS credentials to find helpful information regarding Laurel Springs School
- ▶ **Counseling** - A direct link to the Counseling help desk
- ▶ **Support and Resources** - Access the tech support help desk, as well as resources to support LSS Students



COURSE HOME



From your course home, you can see the following:

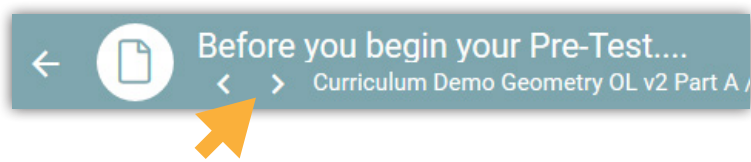
1. Last visited activity
2. Up next – the next content item in the course
3. Search bar – search the content by topic or title
4. Content Menu – listing of all content folders
5. To-Do List – suggested pacing guide
6. Grades access
7. Progress bar
8. Hide grades – hide the numerical grade showing on the course home page by clicking the eyeball

NAVIGATION

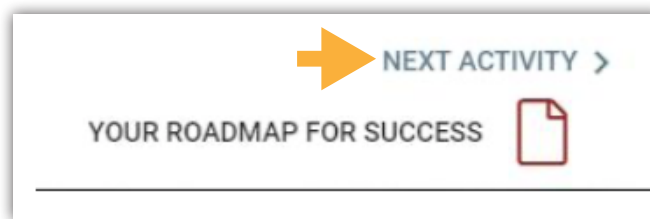
To access your content, click either the **Up next** item, or choose an item from the menu. Folders and activities will expand to fill your screen.

To navigate through your content, you have two options.

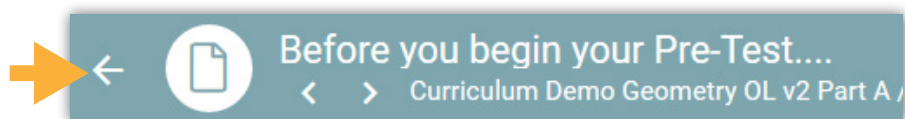
1. At the top left, you will see the < > arrows to move from lesson to lesson.



2. At the bottom of your page, you can choose **Next Activity** to move forward (bottom right) or **Previous Activity** to go back (bottom left).

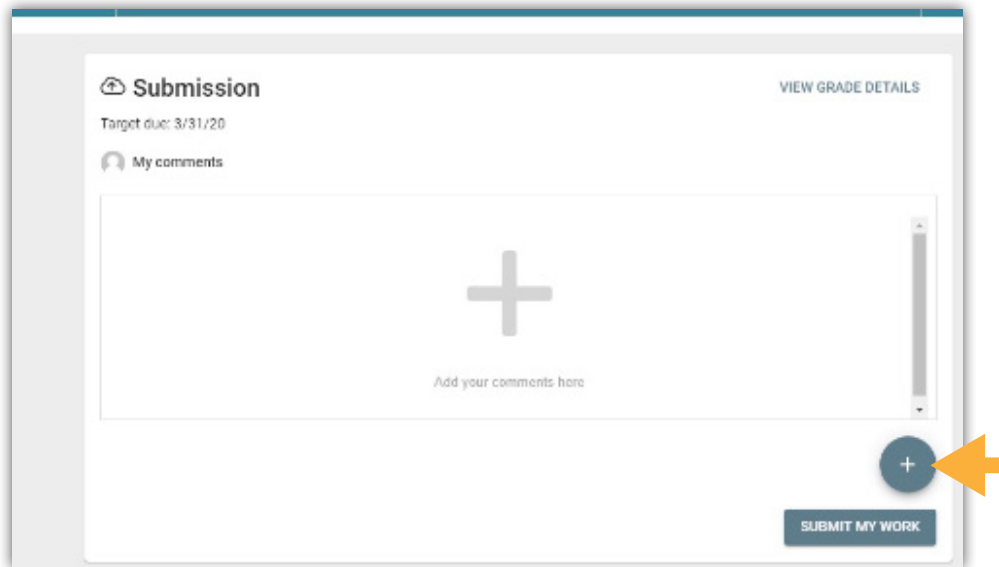


To return to the course home page, click the **Back Arrow** at the top left of your screen.



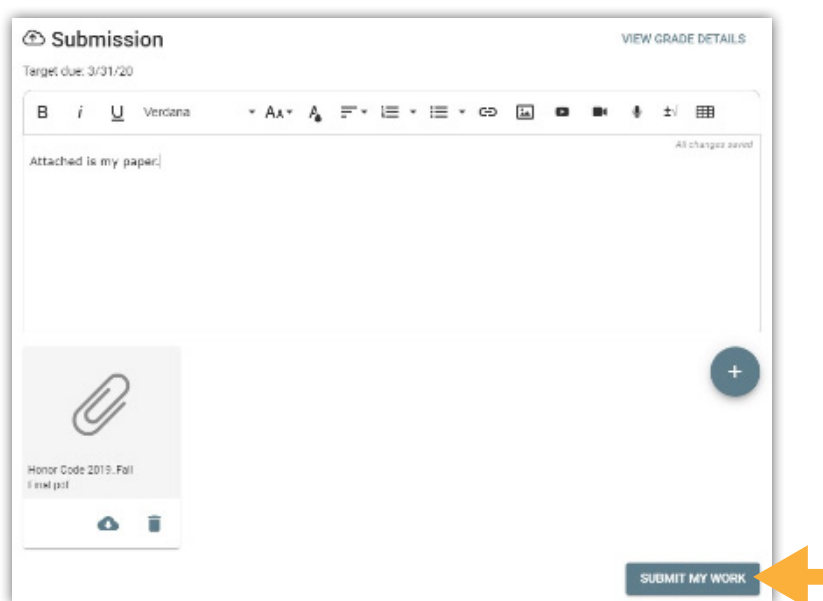
SUBMITTING WORK

To submit to a dropbox, you will scroll to the bottom of the assignment page and click the + (plus) sign to attach a file.



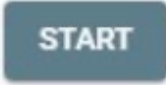
Choose **Attach File** and navigate to your saved folder on your computer. Choose the appropriate file to attach. You can also add a note to your teacher regarding your submission, but it isn't necessary in order to submit a file.

Once you have your file attached, click **Submit My Work**.



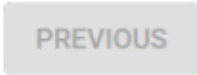
ASSESSMENTS

To begin a quiz or test, you will click the **Start** button, at the left of the page.



START

Once you have completed your assessment, click **Next** or **Review** at the bottom right of your page.



PREVIOUS

1-20 of 20



NEXT



REVIEW

SAVE & EXIT

Some, but not all, assessments may allow you to save your work and return at a later time. If you are not able to complete your assessment in one sitting, you may have the option to click **Save & Exit**.

When you are ready to submit your assessment, click the **Submit All Answers** button at the bottom right of the page and follow the prompts to submit your work.



PREVIOUS



REVIEW

SAVE & EXIT



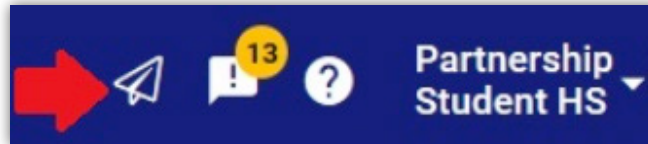
SUBMIT ALL ANSWERS

Please remember that you are NOT able to save and exit a semester exam. These must be completed in one sitting, and only one attempt is allowed on semester exams.

COMMUNICATION

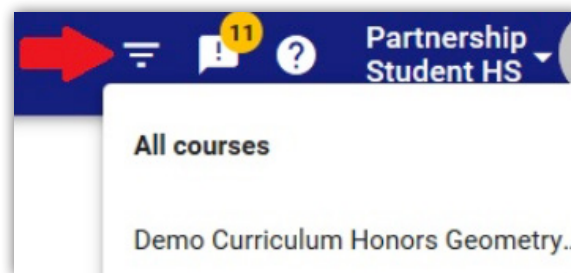
Email will be the primary form of communication between you and your teacher. There are two ways to access the email feature in the LMS:

1. When you are on the course homepage, you can easily email your teacher by selecting the mail icon in the top right corner.



When you select the mail icon, a new window opens that will be sent to the teacher assigned to your course. Simply fill in the subject, type your message, and click **send!**

2. From your Main Menu (three bars, top left), choose **Communication**. In the top right, select the Filter By Course Icon and choose your course. Then, follow the steps above.



COMMUNICATION (CONT.)

IMPORTANT

Teachers have 24 hours Monday - Friday to respond to your email. Your teacher will also have two hours of office hours each day during the week, but if you need help you can always log into LSS Live. Be sure to read about support options in the Support section of the course. **The reply email address for emails sent through the LMS is the email account you used for registration.** If you need to change your email address, please email our Student Services department at studentservices@laurelsprings.com.

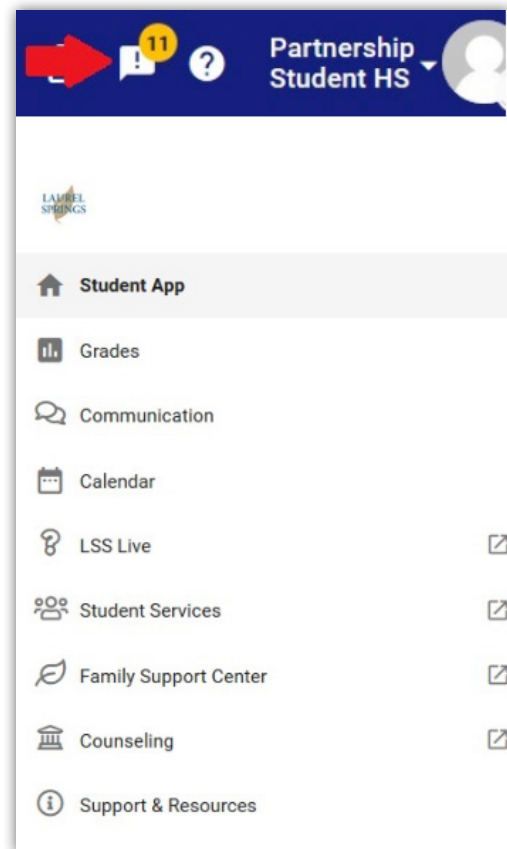
Announcements can be from your teacher or from Laurel Springs School. It is important that you check any new announcements to stay informed. School-wide announcements can be anything from weekly or monthly calendars to system updates.

There are two ways to access the Announcements.

1. From your Dashboard or from a course homepage, in the top right corner, select the announcements icon.

Choose a course to view course-specific announcements, or choose **Go to Communication** at the bottom of the list to view all announcements.

2. Using the Main Menu (three bar menu at the top left), choose **Communication**.



VIEWING COURSE PROGRESS AND GRADES

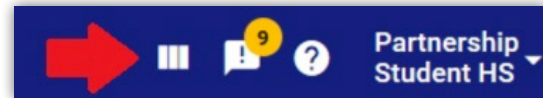
From your course homepage or your dashboard, select the three-bar menu at the top left and then select **Grades** to view progress in all courses at once.

Course	Score	Progress (gradable)	Progress (all activities)
Curriculum Demo Geometry OL v2 Part A	80/80 100% A+	5%	5%
3rd Grade English TB v1 Part A		3%	27%

By clicking on the column title, you can sort your view by course name, score, or progress.

Click on the name of any course to go to the Course Gradebook view.

You can choose to view additional columns by clicking the three-column icon in the top right.



To add additional columns to your overall progress view, simply check the box next to the columns and click **SAVE**.

- ▶ Start date is your enrollment start date for your course.
- ▶ End date is the enrollment end date for your course.
- ▶ Days left will tell you the number of days left in your enrollment period by course.
- ▶ Self assessment is not a tool used at LSS
- ▶ Score is your current grade in the course
- ▶ Teacher will list your assigned teacher for the course
- ▶ Progress (gradable) will provide you with a bar and percentage view of the graded items in your course.
- ▶ Progress (all activities) will provide you with a view of your progress through all content including graded and non-graded items within your course.

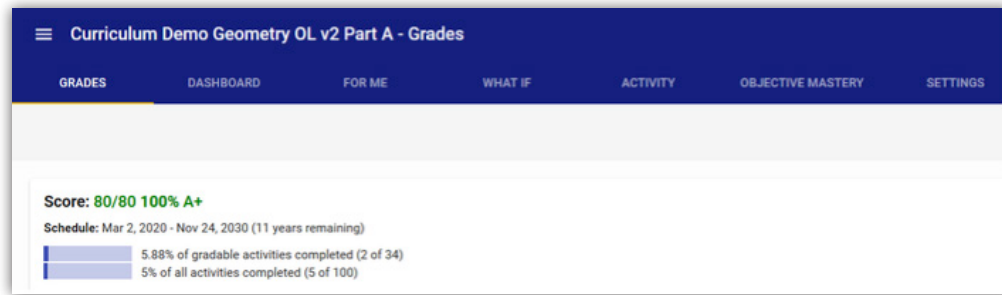
Edit visible columns

- Picture
- Start
- End
- Days left
- Self assessment
- Score
- Teacher(s)
- Progress (gradable)
- Progress (all activities)

CANCEL **SAVE**

YOUR INDIVIDUAL COURSE GRADEBOOK VIEW

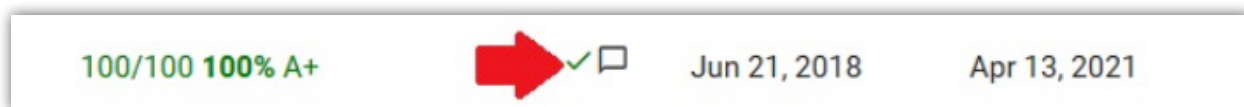
The individual course gradebook view provides you with important and detailed information regarding your progress, including feedback from your teacher on individual assignments. With our competency-based approach to learning, teacher feedback is a critical component to mastering your coursework.



- ▶ **Grades** - A view of grades in all courses
- ▶ **Dashboard** - A glimpse of the grades view from your dashboard
- ▶ **For Me** - Items with a suggested due date in the near future
- ▶ **What If** - This allows you the opportunity to estimate your final grade based on what you think you will score on any remaining graded items
- ▶ **Activity** - A listing of the last course items visited, with a summary of time spent per item.
- ▶ **Settings**- While you are not able to officially change your end date without contacting our [Student Services Department](#), you are able to change your target date to an earlier date to provide you with an updated pacing guide, should you choose to finish your course early.


At the far right of any individual grade item, you will see four items: *Score*, *Status*, *Submitted Date*, and *Target Due Date*.

Click on either the score, or the Status, to view detailed information and feedback from your teacher. The speech bubble in the Status indicates that your teacher has left you feedback on this item.



YOUR INDIVIDUAL COURSE GRADEBOOK VIEW (CONT.)



One of the key strategies for successful course completion at Laurel Springs School is reading feedback from teachers. Your feedback may be an image shared, a video included, or an audio recording of your teacher instructing you.



Module 1 Test

Course: Frankenstein - Semester

DETAILS QUESTIONS SUBMISSION HISTORY

Score: 250/250 **100% A+**  scaled to 100/100 **100% A+** 

Points possible: 100

Status: Completed, Has feedback

Target due: Nov 9, 2021

Submitted: Jun 21, 2018, 8:25:08 AM

Active time: 6m 12s

Category: Grades

Feedback:

Dear Partnership,

I have emailed the proctor letter to the proctor you submitted. The proctor now has your password and instructions. I am sure you will do great on the final!

