

# LMS Evaluation Workshop: Instructors

This handout lists common instructor tasks in an LMS to be used in evaluating different platforms in a workshop setting. .  
**Expected workshop time: 60 – 75 min** (however you may need to cut or expand tasks based on your situation).

## 1. Share files and resources with students

### Go to the files area

- Drag and drop files from your computer
- Create a folder
- Move files into the folder

### Go to course home

- Set the home page layout to a page you design
- Edit the page and add a link to a file

## 2. Create an Assignment

### Go to assignments

- Create an assignment with due date, points
- Access more options to specify details
- Create a description
- Include link to another part of the course
- Add a link to embed a file
- Specify a submission type with options
- Save/update the assignment and review it

## 3. Student View: Submit an Assignment

### Switch to student view

- Access the Assignment just created
- Submit a file as the student's assignment
- Switch out of student view

## 4. Assess student submissions

### Go to assignments or your to do list

- Open the assignment with submission(s)
- View a student submission
- Annotate or comment on the submission
- Use a rubric or enter a score
- Write a private message using audio or video

## 5. Enter scores in the gradebook

### Go to grades

- Reorder columns (drag and drop)
- Enter scores for several students
- Message students who didn't submit an assignment
- Adjust grade category weights
- View the gradebook history

## 6. Adjust events in the calendar

### Go to the calendar

- Try different calendar views (e.g. week, agenda)
- Find course assignments (created above)
- Drag and drop to change due dates
- Find the calendar feed to subscribe

