

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

