



# STUDENT GUIDE TO InGage LMS

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**Revision****History:**

May 2023 Version  
1.0 --

Initial Creation 'Student guide to InGage LMS

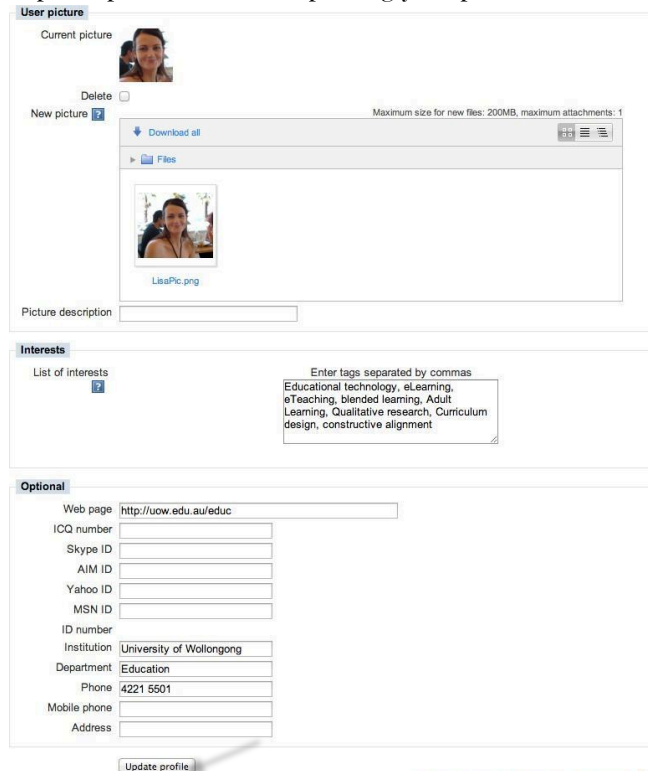
# Editing your Student Profile

InGage LMS provides you with a personal profile that applies to all the InGage LMS subjects you are enrolled in. You can edit your profile information at any time. You can choose to hide or display your email address, include a photo or an avatar, or add a link to your website.


Go to My home page and in the Settings block, click 'My profile settings' (to display dropdown menu) then 'Edit profile'.




Scroll down to User picture and select 'Add'. A file picker window will appear. Select and press the button to locate and upload an image. Scroll down to the bottom of the screen and press 'Update profile' to finish updating your profile.




**User picture**

Current picture 


Delete ☐

New picture 

Maximum size for new files: 200MB, maximum attachments: 1

Download all 


Files



LisaPic.png

Picture description

**Interests**

List of interests 

Enter tags separated by commas

Educational technology, eLearning, eTeaching, blended learning, Adult Learning, Qualitative research, Curriculum design, constructive alignment

**Optional**

Web page

ICQ number

Skype ID

AIM ID

Yahoo ID

MSN ID

ID number

Institution

Department

Phone







Mobile phone

Address

There are required fields in this form marked \*

# Engaging with InGage LMS Resources/ Activities





All activities and resources in InGage LMS have a small icon next to their title (link). The icon helps you to see what type of activity or resource it is. Below are a few examples of icons and what they mean.


	Resources can be prepared files uploaded to the course, pages edited directly in InGage LMS, or links to external web pages.		Books contains multiple pages in a book--like format, with chapters and subchapters
	Forum -- It is here that most discussion takes place. Used for announcements, questions or unit activities.		Assignments specify a task and are where students submit assignments to their Teacher.
	Folder help organise files -- One folder may contain other folders.		File -- uploaded pdf or Microsoft Word document, a spreadsheet, a sound file, a video file or a picture file. The icon alerts you to the type of file.

To open a resource/ activity, click on the relevant link.

**Topic 1: What is literacy?**


Please use the link below to access this topic's content and resources.

 What is literacy?  
 Topic1  
 Short video: What Does it Mean to be Literate in the 21st Century?  
 Introductions and Defining 'literacy'  
Discussion One: Please open our first forum topic detailed in the link below and then post your reply online.

 Recommended reading: Barton, D. 1994


After viewing/ engaging with the activity/ resource you are able to return to the Subject main page by using the breadcrumbs to go back.

You are logged in as Lisa Carrington-Long (Logout)

**EDGS918 (DS113) Approaches to Reading Difficulties [Distance]** 

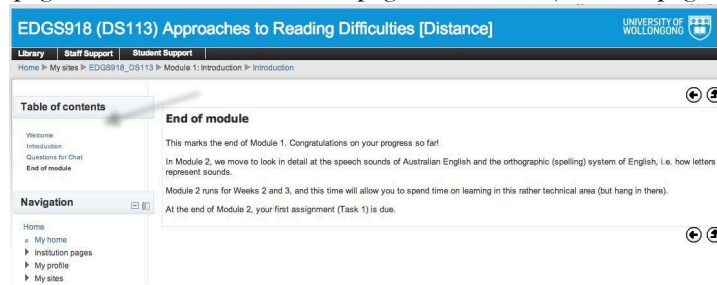
**Library** **Staff Support** **Student Support**

Home ► My sites ► EDGS918\_DS113 ► General ► Class Discussion Space

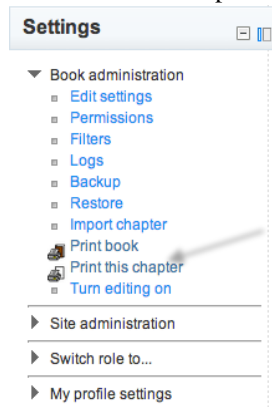
  Search forums

## InGage LMS books

Inside a book there is a table of contents on the top left corner. You can use the table of content or page arrows to move between pages of content (the final page has a close book arrow).

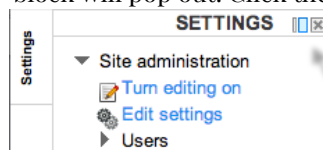


If you wish to print a book, first you need to open a printable version of the book (by opening the book and selecting 'Print book' or 'Print this chapter' from the Settings block on the left--hand side -- This will open a new window displaying a printer--friendly version.



## Docking /Undocking blocks

If a block has been docked it will be displayed in a narrow bar on the left hand side of the page. To undock a block, place the mouse pointer on the side bar where the block name appears. The block will pop out. Click the rectangle next to the cross.



## Forums/ Discussions

Forums in InGage LMS allow teaching staff and students to exchange comments and questions in a public discussion space, within the InGage LMS site. This allows everyone in the site to share information and benefit from each other's opinions and input. Simply, it's a place where messages can be posted for public display.

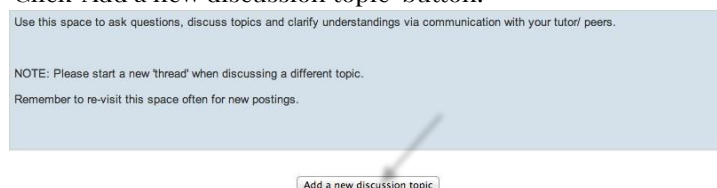
To open the forum, click on the forum link.



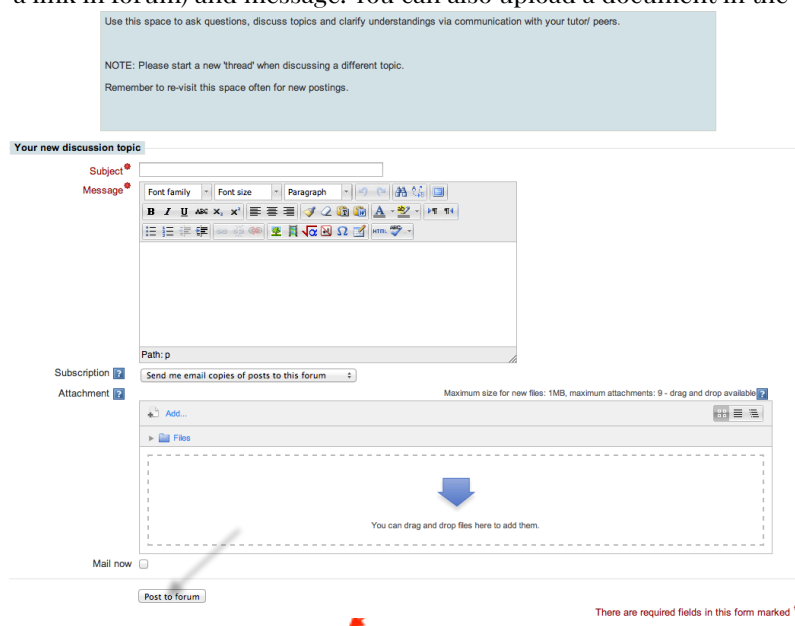
### Composing

Read the instructions provided in the forum description (top on page).

Click 'Add a new discussion topic' button.



This brings up an editor where you can type in your subject title (this will be the text displayed as a link in forum) and message. You can also upload a document in the 'attachment' area.



When you are ready to post your message, click on the 'Post to forum' button.











## Reading & Replying

When you click on a forum topic link, a list of messages will be shown. To read the message, click on the subject line.


Use this space to ask questions, discuss topics and clarify understandings via communication with your tutor/ peers.

NOTE: Please start a new thread when discussing a different topic.  
Remember to re-visit this space often for new postings.

[Add a new discussion topic](#)


Discussion	Started by	Replies	Last post
1.3 Class Blog 1: Your questions and answers on pp 13-17 1.3.3 Discussion Forum: Sounds which students confuse	 Virginia Sipos	0	Virginia Sipos Thu, 14 Mar 2013, 11:26 AM
Task 1 submission	 Ann Staples	3	Virginia Sipos Thu, 14 Mar 2013, 10:14 AM
HELP	 Lyndsay Kubiak	6	Susan Seymour Wed, 13 Mar 2013, 11:36 PM
Awareness of phonological awareness	 Kathleen Tanner	17	Susan Seymour Wed, 13 Mar 2013, 10:49 PM
referencing web sites??	 Susan Seymour	2	Susan Seymour Tue, 12 Mar 2013, 9:54 PM
Readings for Assessment task 1?	 Gregory Wright	9	Talia Iaconis Tue, 12 Mar 2013, 7:46 PM
HELP	 Deborah Armour	0	Deborah Armour Tue, 12 Mar 2013, 5:36 PM
Private Journal...Class Blog?	 Michelle Mack	1	Lyndsay Kubiak Mon, 11 Mar 2013, 10:22 PM
chat group 8:30 pm 7 march	 Ann Staples	1	Virginia Sipos Fri, 8 Mar 2013, 11:26 AM
Chat room fail	 Leasa Clark	4	Leasa Clark Thu, 7 Mar 2013, 10:09 PM

This will bring up the message and any replies to it.

 **referencing web sites??**  
by [Susan Seymour](#) - Tuesday, 12 March 2013, 8:29 PM

Anyone help me in referencing web sites which i used for definitions????Do i need to reference after each definition or do leave it to the end in my reference page.And do i simply write down the web site for each one?????

[Reply](#)

 **Re: referencing web sites??**  
by [Jen X](#) - Tuesday, 12 March 2013, 9:42 PM

Hi Susan,


I think you have to in-text reference after each definition and full reference in your reference list.

1. Go to UOW Library website.
2. Go to Referencing and citing on left side of page.
3. Go to UOW Style Guides.
4. Click on havard referencing.
5. Click on World Wide Web (it will show you how to reference any type of website and how to in-text reference these)

Hope this helps :)

Jen X


[Show parent](#) | [Split](#) | [Reply](#)

 **Re: referencing web sites??**  
by [Susan Seymour](#) - Tuesday, 12 March 2013, 9:54 PM

Than Jen, I will give it a go. Don't want to fail first assignment because i can't reference definitions

[Show parent](#) | [Split](#) | [Reply](#)

To reply to the message, click the reply button for the message you are replying to. In the lower section of the page below the messages will be an editor where you enter your reply. You can also attach a file.

 **Re: referencing web sites??**  
by [Susan Seymour](#) - Tuesday, 12 March 2013, 9:42 PM

Hi Susan,

I think you have to in-text reference after each definition and full reference in your reference list.

1. Go to UOW Library website.
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Hope this helps :)


Jen X

[Show parent](#) | [Split](#)

**Your reply**

**Subject:** **Re: referencing web sites??**

**Message:**



**Attachments:**

[Add...](#)

[Post](#)

[Cancel](#)

[Post to forum](#)

There are required fields in this form marked \*




When you are ready to post your reply, click on the 'Post to forum' button.

*NOTE: As soon as you post your message it will be visible to others in the subject. View your post by clicking on it. You can make changes or delete it within 30 minutes after making the post. Once the 30 minutes is up, only the teaching staff or a InGage LMS administrator can remove the message.*

### Editing a Post

The editor that is built in to InGage LMS has several features that are like those available in word processing software. At the top of the editor are buttons and tools that you can use to enhance your text.

Some useful buttons are:

-  Bullets, numbered lists & indents. Use these if you want to do a bulleted or numbered list, or if you want text indented.
-  Links. Links can be pasted directly into the editor and will work but rather than pasting the link in full, you can put the link behind text such as [UOW](http://uow.edu.au) instead of <http://uow.edu.au>. To do this, select your text in the editor that you wish to make into a link, click the 'insert/edit link' button (the left button in this image) and enter or paste your URL into the Link URL field.
-  Insert picture or media. The first button is used to insert a picture. Place the cursor where you want the picture to be located, click the first button, select 'Find or upload an image' and use the upload a file to add the image. The InGage LMS media button is similar but is used to add sound or video files from your computer or videos from YouTube. YouTube links can also be pasted directly into the text in the body of the editor and will automatically display as a video when you post the message.

### Displaying Messages

At the top of a discussion posting, you will see a drop--down menu. It will probably be set to 'Display replies in nested form' and is a common way of viewing forums.

The two most common settings are:

- Display replies in threaded form  
Only the post starting the discussion will be displayed in its full form; replies will be reduced to the headlines (including information about the author and date) and organised chronologically; replies will be shifted towards the right so that only replies to the same post are in the same line.
- Display replies in nested form  
All posts are displayed in their full forms; replies will be reduced to the headlines (including information about the author and date) and organised chronologically; replies will be shifted towards the right so that only replies to the same post are in the same line.

### Keeping Track of Viewed Posts

Read tracking keeps track of the threads and posts that you have been to. To update this, go to your 'home page' and in the Settings block, click 'My profile settings' (to display dropdown menu) then 'Edit profile'. Edit your user profile and change the 'Forum Tracking' setting to 'Yes: highlight new posts for me'.

**General**

First name

Surname

Email address

Email display

Email format

Email digest type

Forum auto-subscribe

Forum tracking ☒ No: don't keep track of posts I have seen

When editing text ☒ Yes: highlight new posts for me

Screen reader

City/town

Select a country

Timezone

Preferred language

Description

With forum tracking enabled a message is displayed on the sites main page next to the forum showing there are unread posts.







## Assignment submission

Assessment tasks for most subjects must be submitted electronically within your subject's InGage LMS site. Assessment tasks are usually listed in an 'Assignment Submission' section of your subject's InGage LMS site and also in the Calendar (assignment due date).

To open the assignment, click on the assignment link.



### Submit an Assignment

Read the instructions provided in the assignment description (top on page).

Click 'Add submission' button.

Assessment task 1 - Essay (40%)

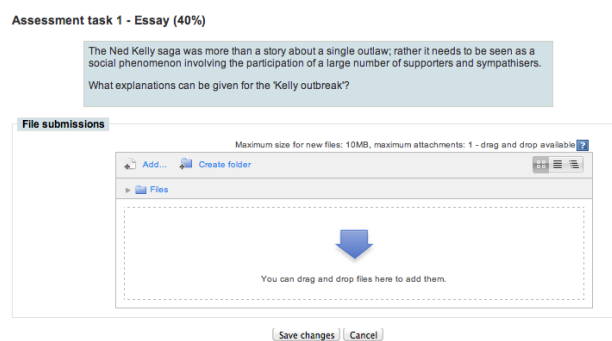
The Ned Kelly saga was more than a story about a single outlaw; rather it needs to be seen as a social phenomenon involving the participation of a large number of supporters and sympathisers. What explanations can be given for the 'Kelly outbreak'?

#### Submission status

Submission status Nothing has been submitted for this assignment  
Grading status Not graded  
Due date Thursday, 21 March 2013, 5:00 PM  
Time remaining 7 days 1 hour

Add submission

This brings up a file uploaded.



You can drop and drag a document into the submission area or click 'Add' to use a file browser. Some assignments may have been setup with a text box for answers (in addition to the file uploader).

**Assessment task 1 - Essay (40%)**

The Ned Kelly saga was more than a story about a single outlaw; rather it needs to be seen as a social phenomenon involving the participation of a large number of supporters and sympathisers. What explanations can be given for the Kelly outbreak?

**File submissions**

Maximum size for new files: 10MB, maximum attachments: 1

Create folder Download all

Files

Task1.docx


Save changes Cancel

When you are ready to submit your assignment, click on the ‘Save changes’ button. Once you have ‘Saved changes’ a submission status page will open.

**Assessment task 1 - Essay (40%)**

The Ned Kelly saga was more than a story about a single outlaw; rather it needs to be seen as a social phenomenon involving the participation of a large number of supporters and sympathisers. What explanations can be given for the ‘Kelly outbreak’?

**Submission status**

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 21 March 2013, 5:00 PM
Time remaining	7 days 1 hour
Last modified	Thursday, 14 March 2013, 3:05 PM
File submissions	 Task1.docx
Submission comments	<div>Comments (0)</div> <div><input type="text"/></div> <div><a href="#">Save comment</a>   <a href="#">Cancel</a></div>

[Edit my submission](#)

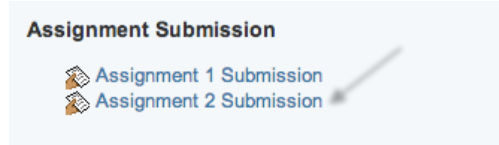
*Note: You can add comments to your teacher/ marker on this page. You can also edit your submission (such as changing the uploaded document to a newer version). You will be able to edit your submission up until the due date.*



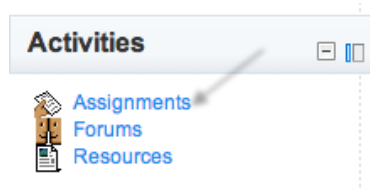
## Receiving Assessment Task Marks/ Feedback

### Accessing Assignment Marks and Feedback

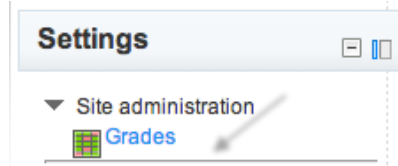
When marking is completed, it may be possible that your marked assignment is available by clicking on the assignment title (e.g., Assignment 1) again.



Alternatively, if your subject site has an Activities block, you can click 'Assignments' which will open an assignment overview page.



Some lecturers use the Gradebook to make assignment marks available to students. If available in your subject, click on 'Grades' in the Administration block on the left side of the InGage LMS screen.



This will take you to the Grades module. The table on this screen will list all the assessable items (assignments, quizzes, etc) included in the subject, the maximum score for each assignment, and the mark or grade you have achieved for each assignment. Feedback comments may also be included. This is called the User Report – Reports on user within the subject site.

### User report - Lisa Carrington-Long

					View	
					Overview report	User report
Grade Item	Weight	Grade	Range	Feedback		
Showcase: Introduction to Peace Studies (PROJ589_12)						
Tutorial presentation	10.00%	-	0-10			
Bibliography	5.00%	-	0-5			
Commentary	15.00%	66.00	0-100	Some very good work. See the marking guide for a breakdown.		
Essay or dialogue plan	10.00%	68.00	0-100	some good work		
Essay or Dialogue	30.00%	-	0-100			
Part A - 90 min limit with 2min grace period	10.00%	-	0-10			
Part B - 90 min limit auto submission	10.00%	-	0-10			
Part A - 90 min limit auto submission	10.00%	-	0-10			
Part A - 45 min limit with 2min grace period	10.00%	-	0-10			
Part A - 45 min limit auto submission	10.00%	-	0-10			
Part B - 45 min limit auto submission	10.00%	-	0-10			
Part A	10.00%	-	0-10			
Participation	10.00%	-	0-10			
Testing XML Import	-	-	0-100			
test 451	-	-	0-100			
Site total	-	-	0-100			

*Note: Some tasks may be marked out of 100, but be worth only 40% of the subject's mark.*

An Overview report (an optional view in the Grades module) provides you with an overview of your marks for any subject site you are enrolled in.

Overview report ▾

Overview report - Lisa Carrington-Long

View

Overview report

User report

Site name	Grade
EDFE101_S113	-
EDGE900_S113	-
EDGE903_S213	-
EDGE904_S213	-
EDGE905_S113	0.00

Types of Feedback

Depending on how your teacher setup the Assignment Submission drop box, your feedback may be in a number of forms. If your teacher decided to provide ‘simple and direct’ feedback, your feedback may include some text comments and/or a feedback file to download.

Your teacher may have marked your assignment using an online ‘rubric’. If this is the case, you will receive feedback according to the rubric – with or without additional comments.

Your teacher may have set up an online ‘marking guide’. If this is the case, you will receive feedback according to the marking guide – with or without additional comments or files to download.

Below are some examples of what your assignment feedback may look like.

Commentary

For this assignment, you have a choice from the following:

1. Reflect on the actions of residents, a community group, or others involved in action over an issue.
2. Reflect on the strategies and actions of a public interest group.
3. Review a biography or autobiography of a prominent person/activist.
4. Review a film that critically engages with, comments on, or showcases peace, war or non-violence.

Write a 700-word commentary which links course material and readings to the themes and subject of the case study.

[Consult your TA regarding your choice of case study, biography/autobiography or film.](#)

Submission status

Submitted for grading

Graded

Friday, 29 March 2013, 11:55 PM

Assignment was submitted 45 days 12 hours early

Tuesday, 12 February 2013, 11:16 AM

PadWebinars.doc

Comments (1)

Feedback

Grade	Commentary for PS1A03 Commentary
	Clear and engaging
	Introduction Effective and clear indication of focus and scope
	Case Study Conveyance of clear understanding of case study?
	Level of engagement Depth of engagement and reflection, linking key themes from course material
	Conclusion Representative of material presented, strong and concise
	Spelling and grammar very good
	Bibliography Well done
	Approval sought for case study

88.00 / 100.00

Graded on: Tuesday, 12 February 2013, 11:16 AM

Graded by: Colin Satter

Feedback comments

Feedback file: keep calm.jpg

Essay or dialogue plan

This task has two parts:

1. Write a 200 word outline for your essay or dialogue. Introduce and outline your proposed case study and how it relates to the study of peace and/or conflict transformation.
2. Write an accessible bibliography identifying four sources.

If you have chosen to write the dialogue, you will need to include the participants (see details under 'Essay or Dialogue' below). The topic of the discussion and the perspectives of each of the participants within the outline.

**Submission of this assessment task is mandatory.** Failure to do so will lead to a grade of zero for both the proposal and the essay.

You will submit this plan with your essay/dialogue. If you wish to change your case study and focus before writing your essay/dialogue, you must consult with your TA.

Submission status

Submitted for grading

Graded

Friday, 18 April 2013, 11:00 PM

Assignment was submitted 50 days 14 hours early

Monday, 18 February 2013, 9:59 AM

Education\_ScholarCase13.pdf

Comments (0)

Feedback

Grade	Knowledge & understanding	Thinking & Inquiry	Communication	Use of Visual Aids	Presentation skills
	poor or not completed	poor or not completed	poor or not completed	poor or not completed	poor or not completed

88.00 / 100.00

Graded on: Monday, 18 February 2013, 1:23 PM

Graded by: Colin Satter

Feedback comments

Feedback file: some good work.