For: Faculty

Prerequisite: Tech 101

Introduction to the LMS

Log-in reminders

Basic Navigation:

How to find your class (if created in a system such as Blackbaud)

Options to customize landing page

Options to create related units/topics

How to create a class (in systems such as Google Classroom and Microsoft Teams)

Rosters

Contact Information for students and parents

Gradebook Settings

Defaults

Views

Options for self- setting based on school policy

Assignment Creation

Rubric Creation (if available)

Are assessments a built-in tool - what are the options

LTI available

Toggling to a student view (if available)

Options for differentiation of assignments within your course

Grading assignments

Comment visibility, abbreviations in gradebook for late, missing, exempt

Suggested assignments for faculty before meeting with them - they should be able to glean this information from the module that is built:

1. Ensure you can log in! Save the LMS URL as a bookmark in your browser. Advanced: Add a shortcut to your desktop
2. In your homeroom class (or as appropriate to pick one) Add a headline, picture, and syllabus to your landing page
3. Set up your gradebook
4. Create an assignment and call it Test assignment 101
   1. If your school has integrated learning tools, suggest a tool to add to the assignment