



LMS Lab for Beginners

Presented by Mark Horst
May 29, 2008

JENZABAR®

Agenda

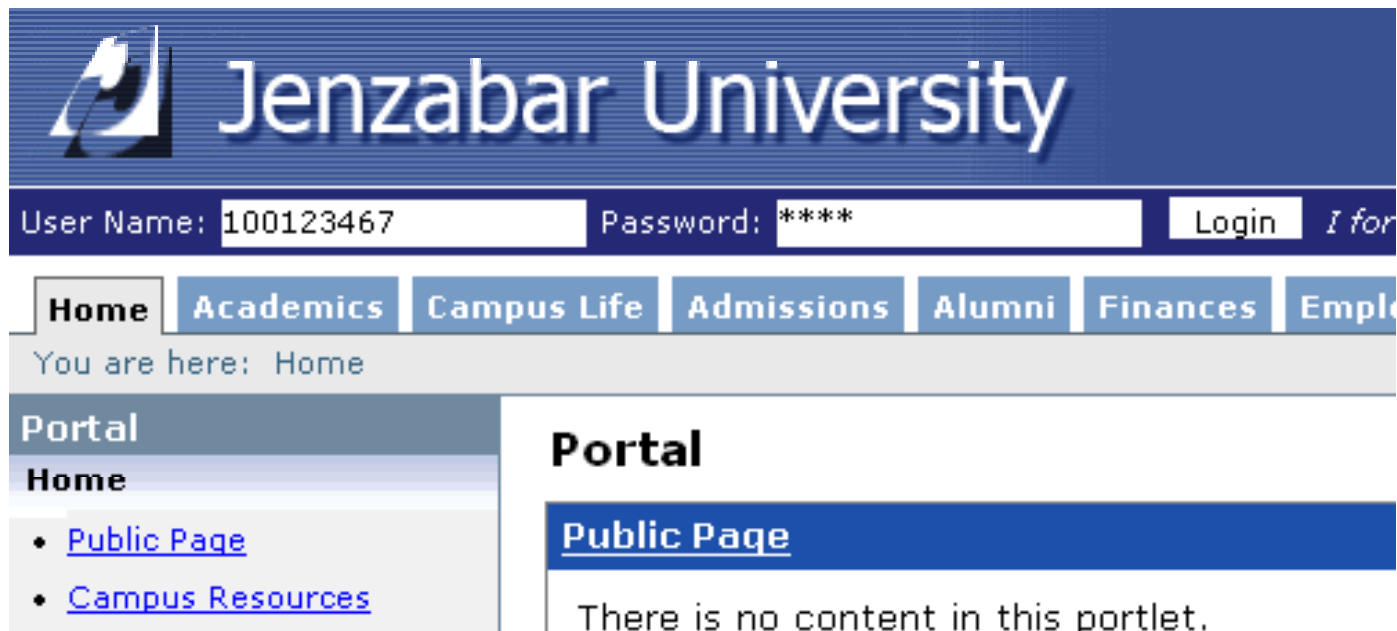
- **What can I do with Learning Management System?**
- **Overview of the course pages**
- **Hands-on with the Coursework and Gradebook pages**
- **Save time by duplicating your content (Course Copy & File Cabinet)**

What can I do with Learning Management System?

- **Course calendar**
- **Online tests, essays, and file exchange**
- **Gradebook**
- **Attendance**
- **Downloadable files of any type**
- **Class announcements**
- **Forums and chat**
- **Email classmates and view each classmate's photo**
- **View the class schedule, location**
- **View the instructor's name, photo, and office hours**

Lab Exercise I: Logging in to JICS

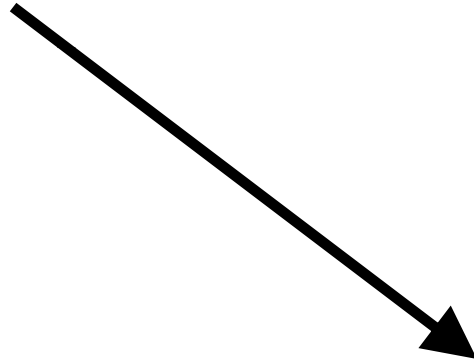
1. Open Internet Explorer
2. In the Address bar, enter **http://jamexweb01/ics**
3. Login with the username and password assigned to you



The screenshot displays the Jenzabar University website interface. At the top, the university's logo and name are visible. Below this, there is a login section with a 'User Name' field containing '100123467' and a 'Password' field containing '****'. A 'Login' button is present next to the password field. A navigation menu below the login section includes links for 'Home', 'Academics', 'Campus Life', 'Admissions', 'Alumni', 'Finances', and 'Employment'. The 'Home' link is currently selected. Below the navigation menu, a breadcrumb trail indicates 'You are here: Home'. The main content area is divided into two sections. The left section, titled 'Portal Home', contains a list of links: 'Public Page' and 'Campus Resources'. The right section, titled 'Portal Public Page', contains a message: 'There is no content in this portlet.'

Accessing Your Courses in LMS

- Use the Quick Links if you have current courses

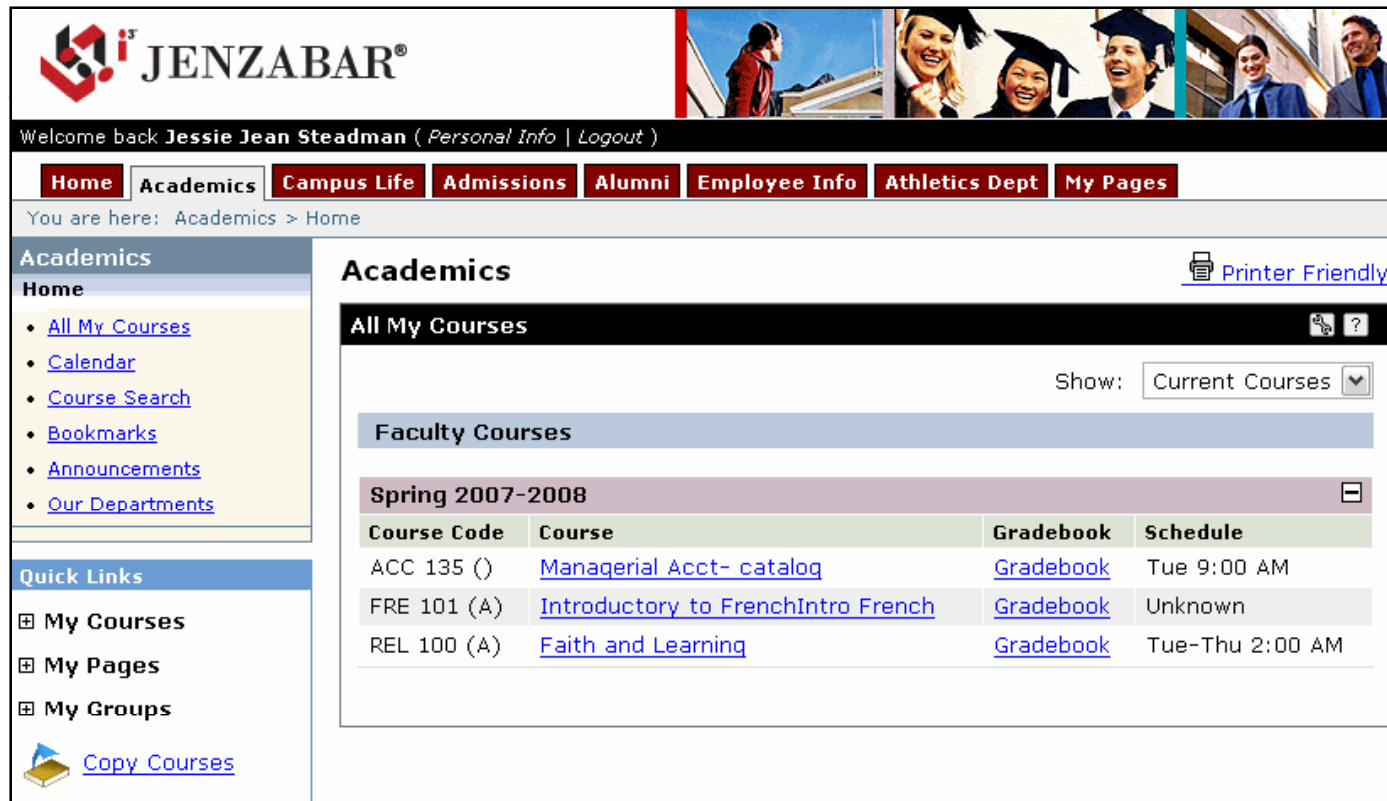


The screenshot shows the JENZABAR LMS interface. At the top is the JENZABAR logo and the text 'Welcome back Jessie Jean Steadman (Personal Info | Logout)'. Below this is a navigation bar with buttons for Home, Academics, Campus Life, Admissions, Alumni, and Employment. A breadcrumb trail reads 'You are here: Alumni > Home'. The main content area is divided into two columns. The left column has a sidebar with 'Alumni' and 'Home' sections. The 'Home' section contains links for Custom Content, Calendar, Online Giving, Bookmarks, and Announcements. Below this is the 'Quick Links' section, which is expanded to show 'My Courses'. Under 'My Courses', there are three course entries: 'ACC 135 - Managerial Acct section', 'FRE 101 A - Introductory to FrenchIntro French', and 'REL 100 A - Faith and Learning'. Below the courses are sections for 'My Pages' and 'My Groups', and a 'Copy Courses' link with a book icon. The right column has a 'Custom Content' section with the message 'There is no content in this portlet.' and a 'Calendar' section for May 2008. The calendar table is as follows:

< May 2008 >				
Sun	Mon	Tue	Wed	TH
27	28	29	30	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Accessing Your Courses in LMS

- Use the **All My Courses** portlet to access all of your courses in LMS (past, current or future)
 - It is possible for the All My Courses portlet to be on any tab



The screenshot displays the Jenzabar LMS interface. At the top, the Jenzabar logo is on the left, and a banner image of students is on the right. Below the banner, a navigation bar contains tabs for Home, Academics, Campus Life, Admissions, Alumni, Employee Info, Athletics Dept, and My Pages. The Academics tab is selected. A breadcrumb trail shows 'You are here: Academics > Home'. The Academics sidebar on the left lists links for Home, All My Courses, Calendar, Course Search, Bookmarks, Announcements, and Our Departments. The main content area is titled 'Academics' and features a 'Printer Friendly' link. Below this is the 'All My Courses' portlet, which includes a 'Show:' dropdown menu set to 'Current Courses'. The portlet displays a table of 'Faculty Courses' for the 'Spring 2007-2008' semester.

Course Code	Course	Gradebook	Schedule
ACC 135 ()	Managerial Acct- catalog	Gradebook	Tue 9:00 AM
FRE 101 (A)	Introductory to FrenchIntro French	Gradebook	Unknown
REL 100 (A)	Faith and Learning	Gradebook	Tue-Thu 2:00 AM

Lab Exercise 2: Accessing your courses

- 1. Click on the Academics tab. This takes you to the home page of the Academics tab.**
- 2. In the All My Courses portlet, click the drop-down and select “Past Courses.”**
- 3. Click on the course name link for one of the courses listed. Once you have done so, you should be on the Main Page of that course.**
- 4. Go back to the All My Courses portlet to select another course (if you have more than one)**
- 5. Browse through the pages of one of the courses**
 - page links are listed in the sidebar

Main Page: The Default page for every course

Welcome back **Issac Baker** ([Personal Info](#) | [Logout](#))

[Home](#) [Academics](#) [Faculty and Advisors](#) [Campus Life](#) [Admissions](#) [Alumni](#) [Finances](#) [Employee Info](#) [My Pages](#)

Home > ART > Art Appreciation > ART 1112 01 - Art Appreciation > Main Page

ART 1112 01 - Art Appreciation

About This Course

There is no content in this portlet.
You can add content in the following way(s):
[Create Content](#)

Calendar

< May 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

[Full Size Calendar](#)

Announcements

You have no incoming announcements.

Handouts

[Add a Handout](#)

There are no Handouts for this portlet.

[Go to Main Screen](#)

Bookmarks

[Add a Bookmark](#)

Coursework

Gradebook

Main Page

- [About This Course](#)
- [Calendar](#)
- [Announcements](#)
- [Handouts](#)
- [Bookmarks](#)

Syllabus

[Add a Page](#)

[Context Manager](#)

Quick Links

My Pages

[Copy Courses](#)

Add text and photos here

Add events for your students (assignments, field trips, etc)

Post an announcement for your students

Upload any type of file for your class: doc, mp3, ppt, etc

Create web links

Attendance page



- Record attendance, manage settings
- Export attendance

Welcome back **John Sacra** ([Personal Info](#) | [Logout](#))

[Home](#) [Academics](#) [Campus Life](#) [Admissions](#) [Employee Info](#) [Athletics Dept](#) [My Pages](#)

You are here: [Academics](#) > [Communications - COMM](#) > [FEATURE WRITING](#) > [COMM 221 A - FEATURE WRITING](#) > [Attendance](#)

Attendance [Edit page](#) [Printer Friendly](#)

Attendance  

< May 2008 >

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Weekly View](#)


[Add a Session](#)

[Manage Sessions](#)

[Settings](#)

[Export Full View to Excel](#)

Most Recent Session

Name	Tuesday 5/13
Robinson, Nikki 	<input type="text" value="Present"/>

Collaboration page

- Initiate forums and chat sessions
- Email classmates, view class roster/photos

Welcome back **John Sacra** ([Personal Info](#) | [Logout](#))

[Home](#) [Academics](#) [Campus Life](#) [Admissions](#) [Employee Info](#) [Athletics Dept](#) [My Pages](#)

You are here: [Academics](#) > [Communications - COMM](#) > [FEATURE WRITING](#) > [COMM 221 A - FEATURE WRITING](#) > [Collaboration](#)

COMM 221 A - FEATURE WRITING

[Attendance](#)

[Collaboration](#)

- [Forums](#)

[Add a Page](#)

[Context Manager](#)

Quick Links

[My Courses](#)

Collaboration [Edit page](#) [Printer Friendly](#)

Forums

General

Name	Threads	Messages	Last Message
Open Discussion	0	0	5/15/2008 4:04:03 PM

[Go to Main Screen](#)

Coursemates

There are 2 members of this Course (1 Faculty, 1 Students).

[Go to Main Screen](#)

Chat - Chat

Chat Rooms

[General Discussion \(0\)](#)

Our chat rooms open in a pop-up window. You must turn off your browser's pop-up blocker (or set it to accept pop-ups from this site) to use our chat rooms.

Admin Chat

NOTE: The Chat Admin only works in Internet Explorer (5.5 and later) for Windows OS.

Use Coursemates portlet to email, view photos, and view roster with IDs

Course Information page

- A read-only page
- Displays the course schedule and description
- Instructor name(s), photo, and office hours

The screenshot shows a web page for a course. At the top, it says 'Welcome back Jessica Jean Steadman Jr (Personal Info | Logout)'. Below that is a navigation bar with links: Home, Welcome, Faculty, Alumni, Employee, Admissions, Campus Life, Academics, Financial Aid, Student, Advisor, Ad. The breadcrumb trail reads: 'You are here: Academics > French - FRE > Introductory to French > FRE 101 A - Introductory to French > Course Information'. The main content area is titled 'Course Information' and includes sections for 'Course Information', 'Faculty', 'Schedule', and 'Description'. The 'Faculty' section shows a photo of Jessica Jean Steadman Jr, her name, email 'jsteadman@ju.net', and office hours: Monday 12:00 AM to 4:00 AM, Tuesday 12:00 AM to 12:00 AM, and Wednesday 12:00 AM to 12:00 AM. The 'Schedule' section shows 'Mon-Tue, 6:00 AM - 6:20 AM (1/15/2008 - 5/15/2008) Location: Room201'. The 'Description' section shows 'Introductory to French'. A red speech bubble points to the 'Personal Info' link in the top navigation bar.

Welcome back **Jessica Jean Steadman Jr** ([Personal Info](#) | [Logout](#))

[Home](#) [Welcome](#) [Faculty](#) [Alumni](#) [Employee](#) [Admissions](#) [Campus Life](#) [Academics](#) [Financial Aid](#) [Student](#) [Advisor](#) [Ad](#)

You are here: [Academics](#) > [French - FRE](#) > [Introductory to French](#) > [FRE 101 A - Introductory to French](#) > [Course Information](#)

FRE 101 A - Introductory to French

- Main Page
- Attendance
- Collaboration
- Course Information**
- Coursework
- Gradebook
- Syllabus

[Add a Page](#)
[Context Manager](#)

Quick Links

- My Courses
- My Pages
- My Groups
- [Copy Courses](#)


[ESPN](#)
[test a link](#)

Course Information

Course Information

Introductory to French (FRE 101)
Term: Spring 2007-2008

Faculty

 **Jessica Jean Steadman Jr** [i](#)
jsteadman@ju.net

Office Hours:
Monday 12:00 AM to 4:00 AM
Tuesday 12:00 AM to 12:00 AM
Wednesday 12:00 AM to 12:00 AM

Schedule

Mon-Tue, 6:00 AM - 6:20 AM (1/15/2008 - 5/15/2008) Location: Room201

Description

Introductory to French

You can't edit your faculty info here. Instead, use your *Personal Info* link at the top of the page

Syllabus page

- Upload syllabus documents and/or put the syllabus text right on the page
- Post textbook information

Welcome back **Issac Baker** ([Personal Info](#) | [Logout](#))

[Home](#) [Academics](#) [Faculty and Advisors](#) [Campus Life](#) [Admissions](#) [Alumni](#) [Finances](#) [Employee Info](#) [My Pages](#)

You are here: [Academics](#) > [Art - ART](#) > [Art Appreciation](#) > [ART 1112 01 - Art Appreciation](#) > [Syllabus](#)

ART 1112 01 - Art Appreciation

- [Attendance](#)
- [Collaboration](#)
- [Course Information](#)
- [Coursework](#)
- [Gradebook](#)
- [Main Page](#)
- Syllabus**
 - [Course Syllabus](#)
 - [Downloadable Version](#)
 - [Readings](#)
- [Add a Page](#)
- [Context Manager](#)

Quick Links

- [My Pages](#)
- [Copy Courses](#)

Syllabus

[Edit page](#) [Print Friendly](#)

Course Syllabus

There is no content in this portlet.
You can add content in the following way(s):
[Create Content](#)

Downloadable Version

[Add a Handout](#)
There are no Handouts for this portlet.
[Go to Main Screen](#)

Readings

[Add a Reading](#)
There are no Readings for this portlet.
[Go to Main Screen](#)



Coursework page

- Create online and offline assignments
- Enter grades

Welcome back **Issac Baker** ([Personal Info](#) | [Logout](#))

[Home](#) [Academics](#) [Faculty and Advisors](#) [Campus Life](#) [Admissions](#) [Alumni](#) [Finances](#) [Employee Info](#) [My Pages](#)

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ART 1112 01 - Art Appreciation

[Attendance](#)

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[Course Information](#)


[Coursework](#)

[Gradebook](#)


[Main Page](#)


[Syllabus](#)

 [Add a Page](#)



 [Context Manager](#)




Quick Links



 [My Pages](#)



 [Copy Courses](#)

Coursework [Edit page](#) [Print Friendly](#)

Coursework  

Organize by:  [Add a Unit](#)  [Reorder Units](#)  [Manage Types](#)

Unit 1  

 [Add an Assignment](#)  [Import test from File Cabinet](#)

Lab Exercise 3: Create two assignments

- 1. Create an online quiz for Unit I that is required and due tomorrow.**
- 2. Add 4 different types of questions.**
- 3. Give the quiz a 10-minute time limit (hint: click “Edit Settings” in Test Builder)**
- 4. Activate the quiz.**
- 5. Create at least one more assignment. Make this one an “offline” assignment**

Gradebook page

- **Configure (Weighted mode or Basic mode)**
- **Export gradebook**

Welcome back **Issac Baker** ([Personal Info](#) | [Logout](#))

[Home](#) [Academics](#) [Faculty and Advisors](#) [Campus Life](#) [Admissions](#) [Alumni](#) [Finances](#) [Employee Info](#) [My Pages](#)

You are here: [Academics](#) > [Art - ART](#) > [Art Appreciation](#) > [ART 1112 01 - Art Appreciation](#) > [Gradebook](#)

ART 1112 01 - Art Appreciation

- Attendance
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- Course Information
- Coursework
- Gradebook**
- Main Page
- Syllabus

[Add a Page](#)

[Context Manager](#)

Quick Links

My Pages

[Copy Courses](#)

Gradebook

[Edit page](#) [Print Friendly](#)

Gradebook

Setup **Gradebook**

Introduction to the Gradebook

Welcome to the Gradebook for Art Appreciation.

Before you can use your Gradebook, you must set-up your grading methods.

There are two main parts of a student's final grade: Attendance and Coursework. Attendance information and Coursework assignment scores are automatically imported directly into the Gradebook. But first, you must assign weights to these elements, so that the Gradebook can later determine final grades for your students.

[Continue](#)

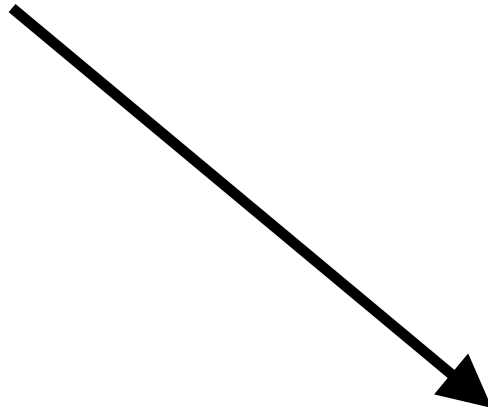
Exercise 4: Configure your gradebook

- 1. Go to the Gradebook Setup tab and configure your gradebook to use “Basic mode - points”**
- 2. Organize by either Units or Type**
- 3. On the Setup tab, assign point values to any assignments that are without point values**
- 4. Look at the Gradebook tab – probably without grades at this point**

Save Time

Copy Courses

- Copy all content or selected content from one course to another.
- i.e. handouts, coursework, images, text, calendar events



The screenshot shows the Jenzabar University website interface. At the top, there is a blue header with the Jenzabar logo and the text 'Jenzabar Univer'. Below the header, a navigation bar contains links for 'Home', 'Academics', 'Faculty and Advisors', and 'Car'. A user greeting reads 'Welcome back Issac Baker (Personal Info | Logout)'. Below the navigation bar, a breadcrumb trail indicates 'You are here: Home'. The main content area is divided into several sections: 'Portal Home' with links to 'Public Page', 'Campus Resources', 'Events Calendar', and 'Campus Announcements'; 'Public Registration'; 'Quick Links'; and 'My Pages' which includes a 'Copy Courses' link accompanied by a book icon. On the right side, there are two 'Portal' sections, each with a title and a message: 'Public Page' with 'There is no conte' and 'Campus Resourc' with 'There are no Boc'.

Save Time

Copy Courses

- **Copy FROM** any course that you teach
- **Copy TO** any current or future courses that you teach

- **Be careful what you overwrite!**

- **Administrators can use the Copy Courses tool**
 - Can copy from any course
 - Can copy to any current or future course

- **Use Administrator when you need to copy course content from one instructor to another**

Save Time

File Cabinet

- **Upload/Import items to and from your File Cabinet**
 - Coursework, Bookmarks, Handouts, Readings
- **All File Cabinet items are stored on the My Pages tab | File Cabinet page.**

The screenshot shows the 'File Cabinet' interface with tabs for Coursework, Bookmarks, Handouts, and Readings. The 'Coursework' tab is active, displaying a list of items. At the bottom, there are controls for deleting or moving selected items, and a 'Create a New Folder' button.

<input type="checkbox"/>	Coursework	Format	Type	Edit	Delete
<input type="checkbox"/>	ACC 135				
<input type="checkbox"/>	IQ test				
<input type="checkbox"/>	quiz 1		Exam		
<input type="checkbox"/>	final exam		Exam		
<input type="checkbox"/>	Short Answer				
<input type="checkbox"/>	Test 1				

Delete Selected or Move Selected to: ACC 135 [Create a New Folder](#)

Thanks for attending!

Please fill out a session evaluation form.

Have a great day!