

LMES

User Manual

for Instructor



Center for Enhanced Learning and Teaching



Hong Kong University of Science and Technology

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1. Starting a LMES course

LMES (Learning Management and Evaluation System) is a comprehensive eLearning platform developed by CELT to provide instructors, researchers and students an integrated teaching and learning environment via the Internet. LMES is highly customizable since it was built on an open source framework.

1.1. Signing up for a LMES course

Normally, all regular course sites will be automatically created in the beginning of every semester. If you want to apply a course site for non-regular courses or want to have the course site earlier, you can fill in the application form at <http://celt.ust.hk> (click "Sign up for LMES" under Faculty Toolbox) or send an email to imes@ust.hk.

The screenshot shows the LMES sign-up form for faculty and teaching staff. The page header includes the CELT logo and navigation links for Faculty and Teaching Staff, Research Postgraduates, Students, and About CELT. A search bar is also present. The main content area is titled "Sign up for LMES" and includes a breadcrumb trail: Home > Faculty and Teaching Staff > Technology-enhanced T & L >. A note specifies that the form is for faculty or teaching staff only and that course site creation takes 1 to 2 working days. The form contains several mandatory fields: Course Code, Course Title, and Course Section. There is a question about combining sections into one course site with radio buttons for Yes and No. A Semester dropdown menu is set to "- Select -". The Number of Students field is also present. Under the "Default Tools" section, there are two options: "Announcements" and "Syllabus", both of which are currently unchecked.

1.2. Logging into LMES

To log into LMES

1. Open a web browser and go to the URL <http://lmes.ust.hk> (or just simple type 'lmes' when you are in the University network).

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CELT System Authentication Service

To access the protected service, please enter your ITSC network account username and password.

Username

Password

Remember to Logout - It is important to log out and close all your web browser windows when you finish using services that require authentication.

Password Management:
For ITSC account users, click [here](#) if you want to change your password. Contact cchelp@ust.hk or call 2358-6200 if you want to retrieve your password.
For non-UST users, please authenticate yourself with the credentials provided by CELT. Click [here](#) if you want to change/retrieve your password.

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2. Log in with your **ITSC account name** and **password**.
3. Click the **LOGIN** button.
4. Courses are organized by semesters. Click on the semester to expand or hide the list.
5. Click on a course title to get into the course sites.

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
LMES Learning Management and Evaluation System

My LMES

Account
SFQ
HKUST Survey Tool
Copyright Info
Help

Users Present:

LMES LMS Course List
Please click the below link to enter your course.

- SPRING 2012-13
 - New Faculty Orientation Spring 2013
 - SPRING2012-13 CIVL3720 (L1)
 - SPRING2012-13 ENGG2990C (L1)
 - TA Program 2012-13
 - TA Program 2012-13
- FALL 2012-13
- SPRING 2011-12
- FALL 2011-12

View all older courses

PROJECT SITE

Can't find your courses on LMES? Click here.

Recent Announcements
Announcement(s) (viewing announcements from the last 10 days)

View: All

Showing 1 - 2 of 2 items

show 20 items...

Subject	Search By	Site
...
...

Message Notifications

Courses	New Messages
...	none
...	none
...	none
...	1
...	none
...	none

Message Of The Day

Options

There are currently no messages at this location.

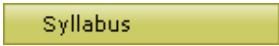


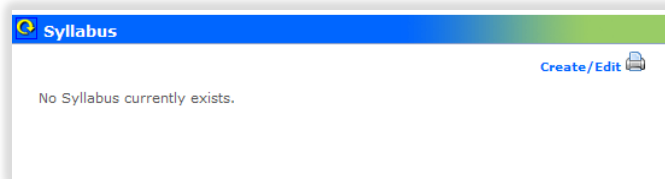
Tips: Course sites marked with "Unpublished Site" are invisible to students. See section 7.6 for publishing the site.



2. Providing Background Information of Your Course

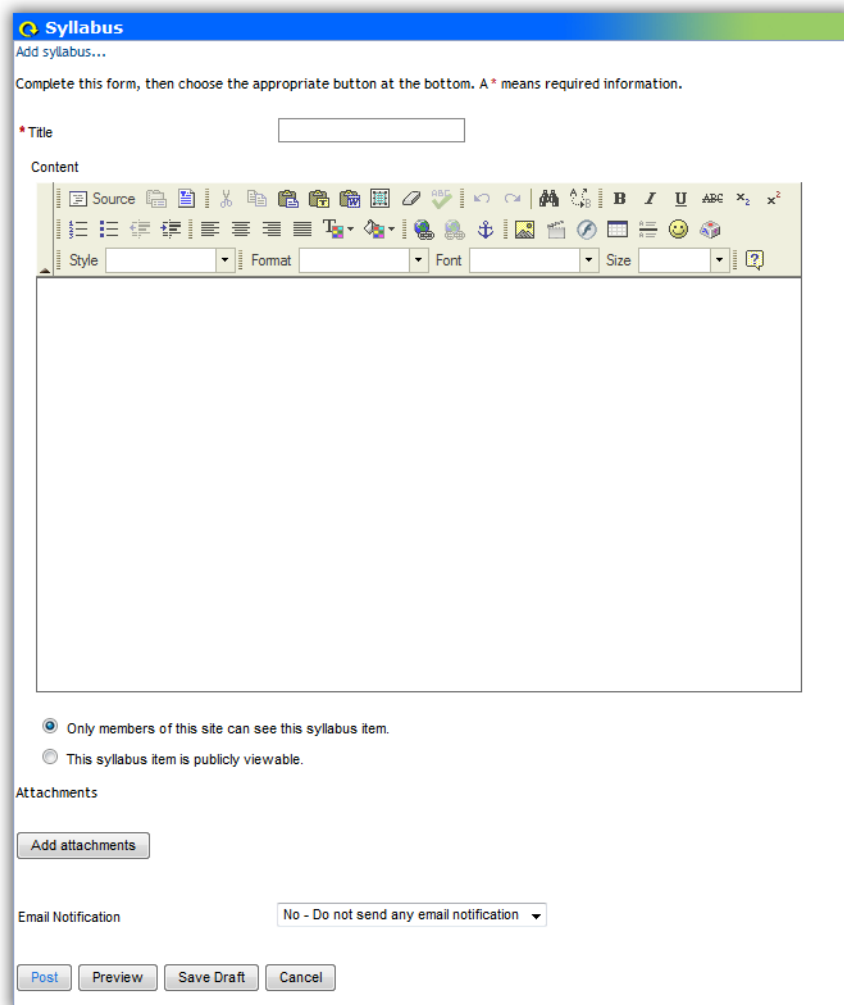
2.1. Course syllabus

To edit the syllabus

1. Click **Syllabus**  on the LMES menu.



2. Click **Create/Edit**  in the Syllabus tool menu.
3. Then Click **Add** . The Add Syllabus... window will appear.


 A screenshot of the "Add Syllabus..." form. The title bar says "Syllabus". Below the title bar, the text reads "Add syllabus...". Below this, it says "Complete this form, then choose the appropriate button at the bottom. A * means required information."

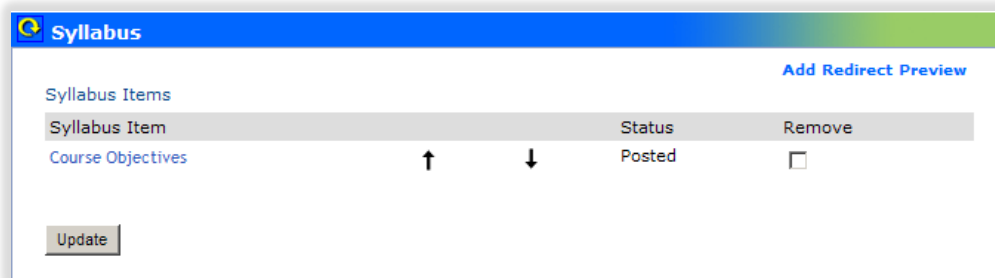
 The form has the following fields and controls:

- Title:** A text input field with a red asterisk indicating it is required.
- Content:** A rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar are dropdown menus for "Style", "Format", "Font", and "Size".
- Visibility:** Two radio buttons: "Only members of this site can see this syllabus item." (selected) and "This syllabus item is publicly viewable."
- Attachments:** A button labeled "Add attachments".
- Email Notification:** A dropdown menu currently set to "No - Do not send any email notification".
- Buttons:** "Post", "Preview", "Save Draft", and "Cancel" buttons at the bottom.



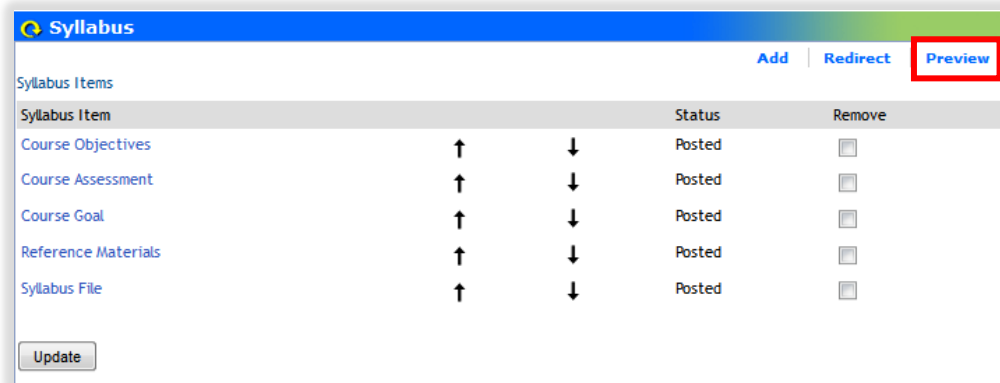
Tips: Usually a syllabus consists of a few sections, such as “Course Objectives”, “Instructor Information” and “Assessment” etc. You need to add these sections one by one.

4. Type in “**Course Objectives**” in the Title text box.
5. Type in the objectives of the course in the **Content text box**.
6. Click **Post** when finished.



7. Repeat the above steps for the other syllabus items like “Instructor Information” and “Assessment”, etc.

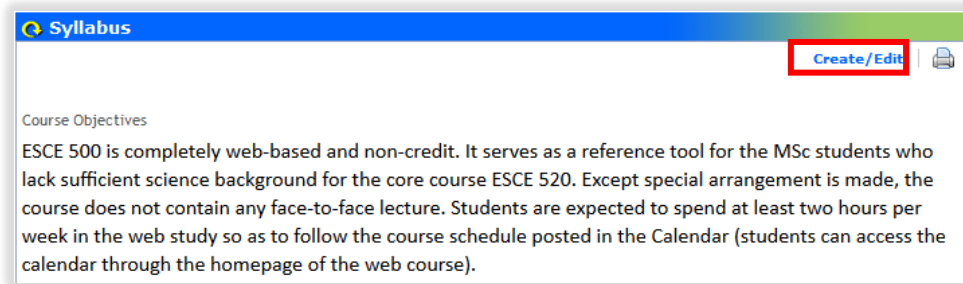
To preview the syllabus



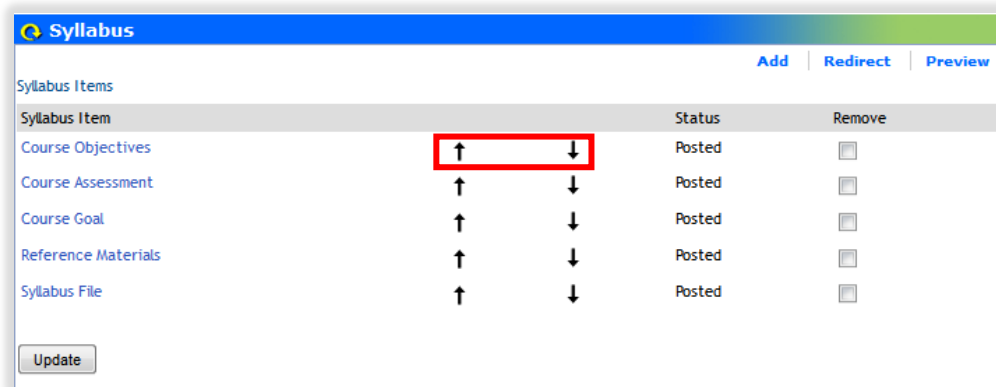
1. Click **Preview** on the upper right menu to view the Syllabus in preview mode.

To reorder the syllabus items

1. Click **Create/Edit**  to exit the preview mode.

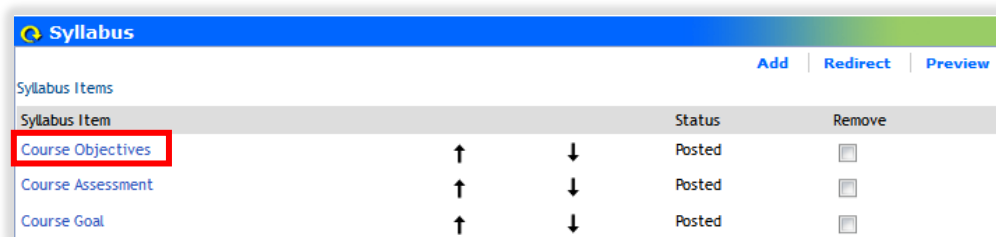



2. Click **Move Up** ↑ or **Move Down** ↓ to rearrange the order of the items.



To edit a syllabus item

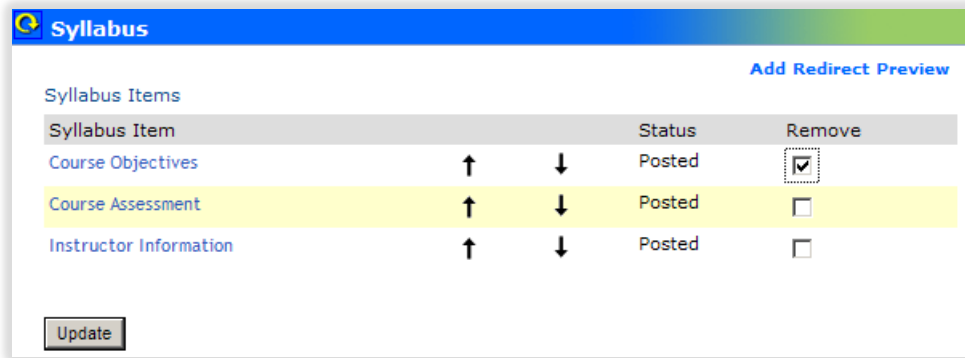
1. Click on the **Title of the syllabus item**. Then you can start editing the syllabus.



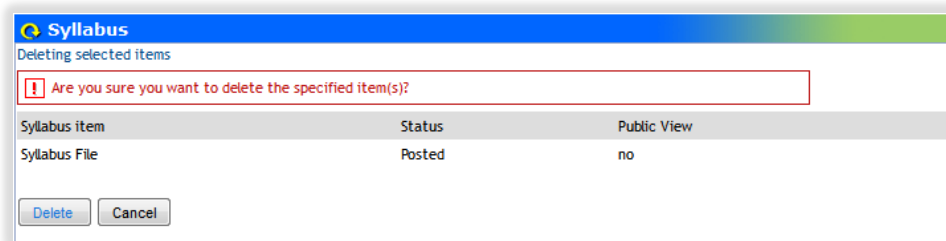
2. Click **Post**  when finished.

To remove a syllabus item

1. Check the **check box** of the item(s) to be removed in the **Remove** column.

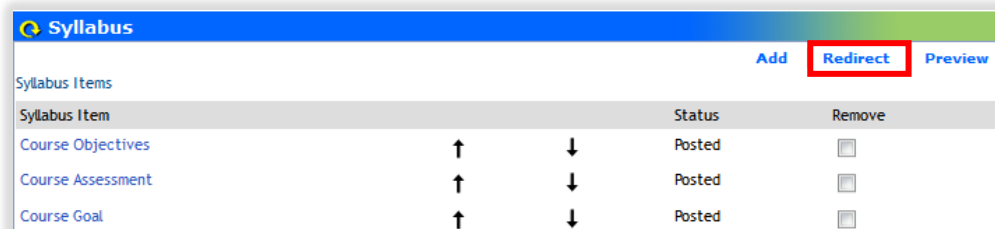


2. Click the **Update** button to remove the item(s).
3. Check the listed item(s) to be removed and click the **Delete** button to proceed.

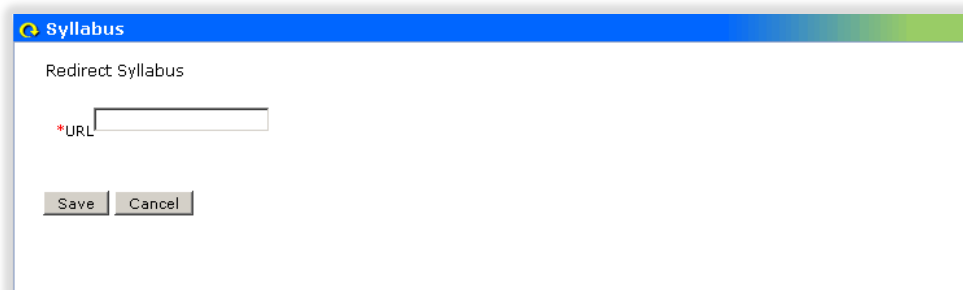


To use a webpage as the syllabus

1. Click **Redirect** in the syllabus tool menu.



2. Enter the full URL of the webpage with http:// in the **URL** text field.



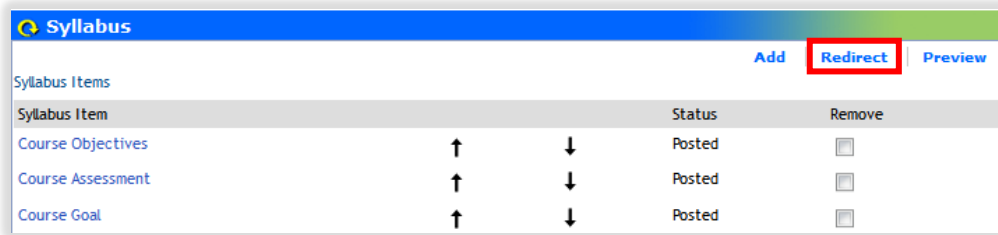
3. Click **Save** when finished.




Tips: After you have used a webpage as the syllabus, the syllabus items that you built with the syllabus tool will not be displayed in the syllabus. You need to remove the redirected URL to display the syllabus items again.

To remove the redirected URL

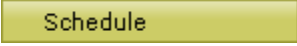
1. Click **Redirect**  in the syllabus tool menu.

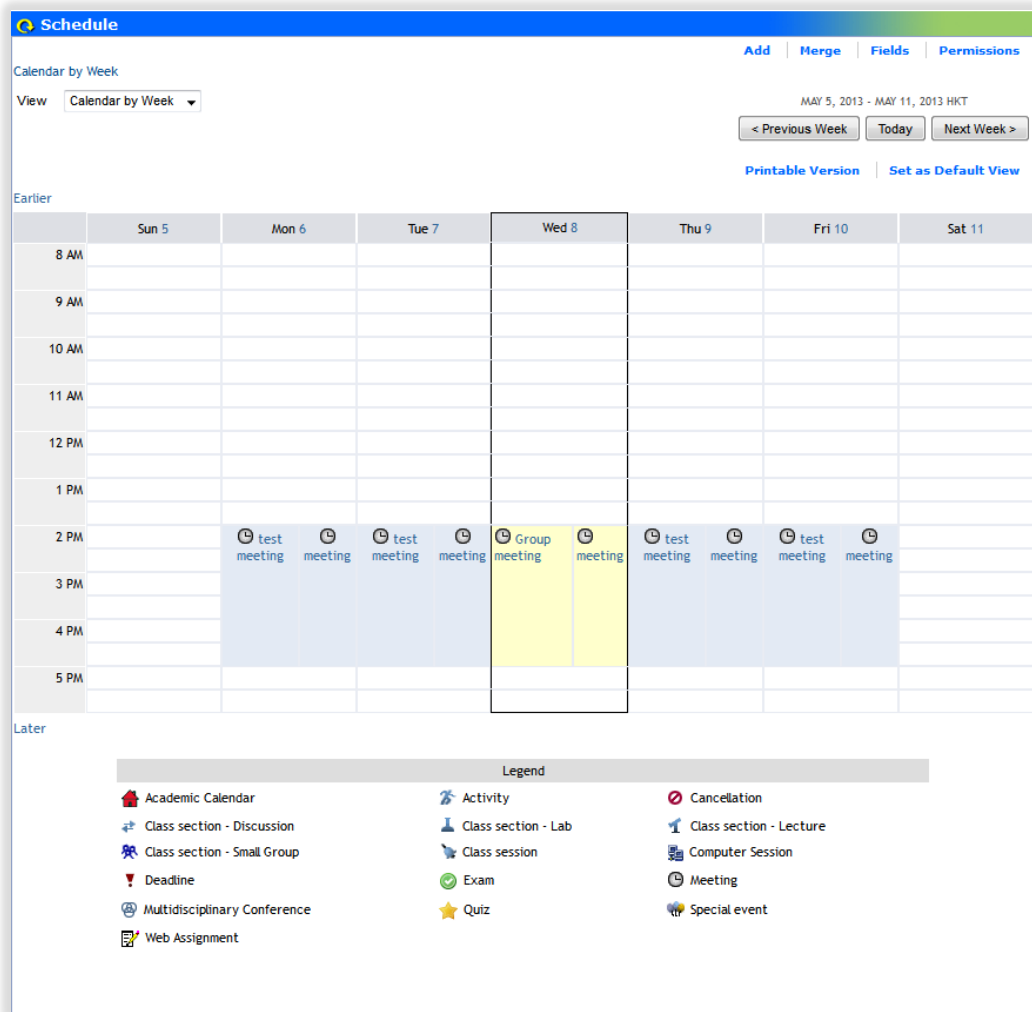


2. Clear the contents in the **URL** text field.
3. Click **Save**  when finished.

2.2. Course Schedule

To view the Course Schedule

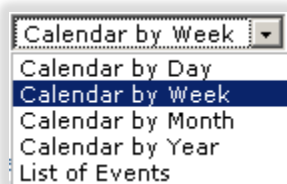
1. Click **Schedule**  in the LMES menu.




2. Navigate the schedule with the **navigate buttons**,

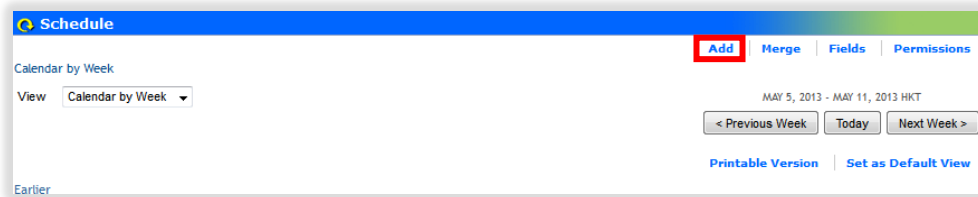


3. Select the view of the calendar by Day / by Week / by Month / by Year in the **View** pull down menu.



To add an event in the Schedule


1. Click **Add**  in the Schedule tool menu at the top.

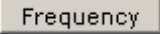


2. Type in the event title in the **Title text box**.

3. Select the event date from the **pull down menus**.



Tips: You can also select the date in the mini calendar by clicking .

4. Select the start time of the event from the **pull down menus**.
5. Select the duration of the event from the **pull down menus**. You can also specify the end time of the event. Either specifying duration or end time will update each other.
6. If you have any additional notes or extra information of the event. You can type them in the **message text box**.
7. If the event is a recurring event, click the **Frequency button**  to specify how often it will occur.

Schedule

Frequency


Required items marked with *

* **Event Frequency**


* **Every:** week(s)

Ends:

















After time(s)

On 

Never

- a. Select the frequency in the **Event Frequency** pull down menu.
 - b. Select the pattern of the repeating frequency at the **Every:** pull down menu.
 - c. Specify the duration by choosing the appropriate information under **Ends:**.
 - d. Click **Save Frequency**  when finished.
8. Select an **Event Type** from the pull down menu. An icon of the corresponding event type will then be displayed in the schedule.

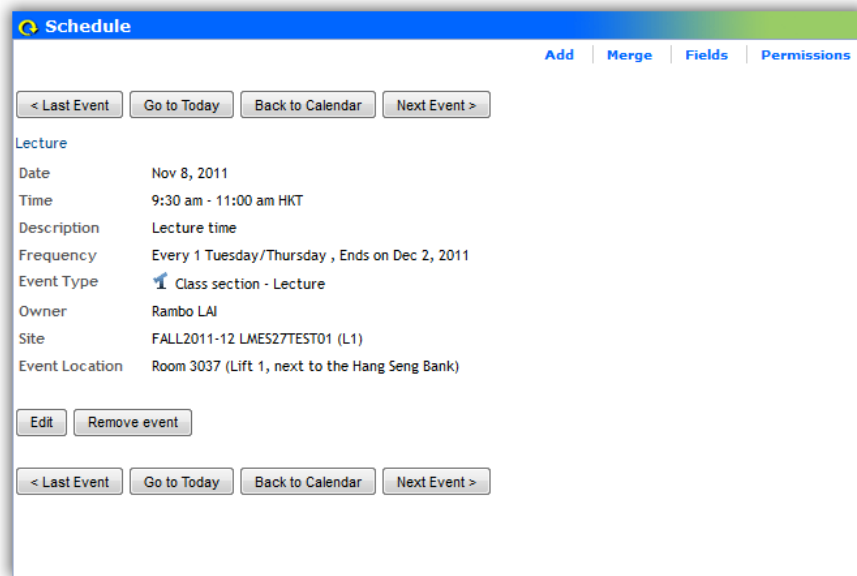
Legend

 Academic Calendar	 Activity	 Cancellation
 Class section - Discussion	 Class section - Lab	 Class section - Lecture
 Class section - Small Group	 Class session	 Computer Session
 Deadline	 Exam	 Meeting
 Multidisciplinary Conference	 Quiz	 Special event
 Web Assignment		



9. Click the **Save Event**  button when finished.

To view an event



1. Locate the date when the event occurs.
2. Click on the event title to view the details of the event.




To edit an event

1. Locate the date when the event occurs.
2. Click on the event title you want to edit.
3. Click the **Edit**  button.
4. After editing the event details, click the **Save Event**  button.

To delete an event

1. Locate the date when the event occurs.
2. Click on the event title you want to delete.
3. Click the **Delete**  button.
4. If this event is a recurring event. Choose between “**Delete all occurrences**” or “**Delete only this occurrence**” in the pull down menu.
5. Click the **Delete**  button to proceed.



To print the schedule

1. Choose the view that you want to print.
2. Locate the date when the event occurs.
3. Click the **Printable Version**  button. A PDF version of the schedule will be opened in a pop-up window.



Tips: You need Adobe Acrobat reader to view or print the calendar in PDF format.

It can be downloaded at <http://get.adobe.com/reader/>.

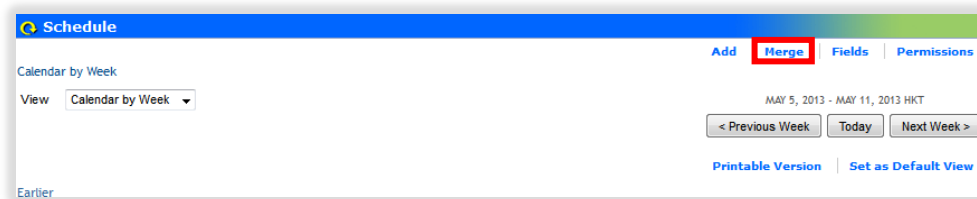
- Click the **Print**  button in the Adobe Acrobat reader to print a hard copy of the schedule or click the **Download**  button to save a copy to your desktop.
- Close the pop-up window when finished.


To add events from the schedule of other LMES courses

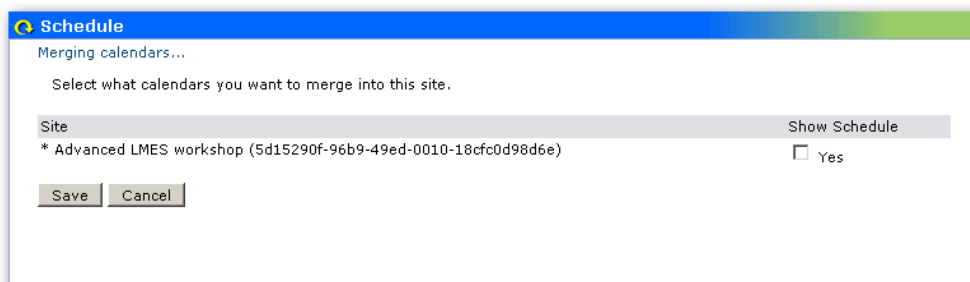



Note: If you want to add events from another course, make sure that the course is accessible to you.

- Click the **Merge**  button in the Schedule tool menu.



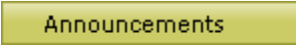
- Check the **Yes** check box  of the course(s) that you want to import into the current course schedule.

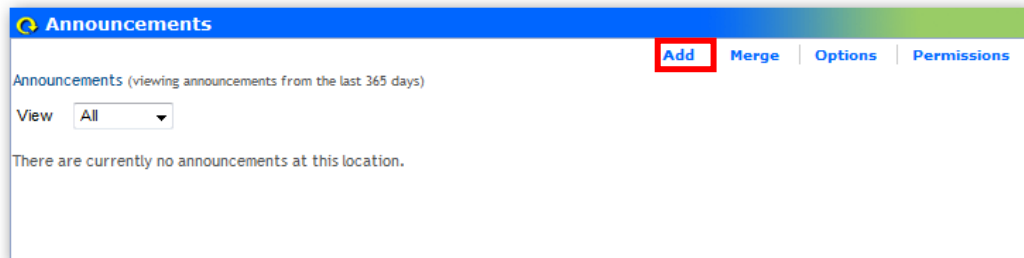



- Click the **Save**  button when finished. The events in the corresponding course will appear in the current course schedule.

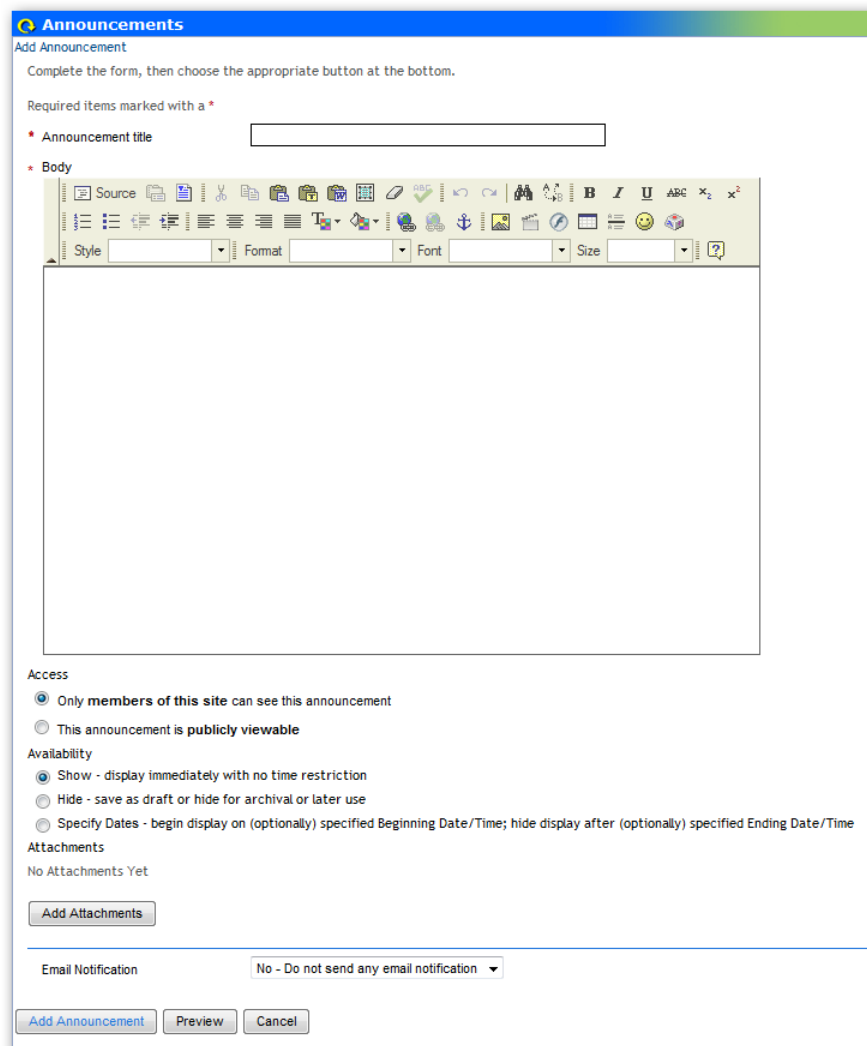
2.3. Announcements

To add an announcement

1. Click **Announcements**  in the LMES menu.




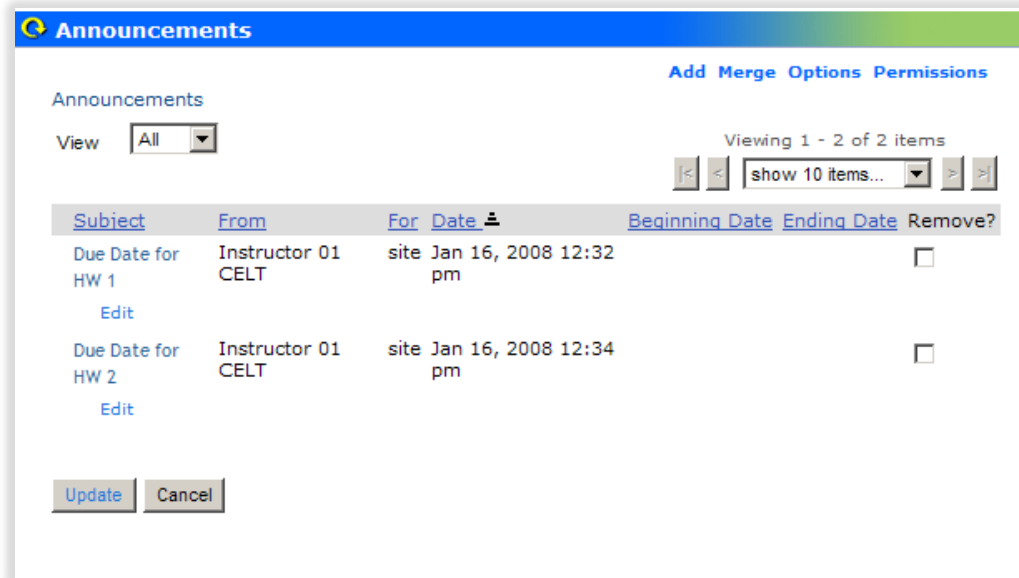
2. Click **Add**  in the Announcement tool menu at the top.



The screenshot shows the 'Add Announcement' form. It includes the following sections:

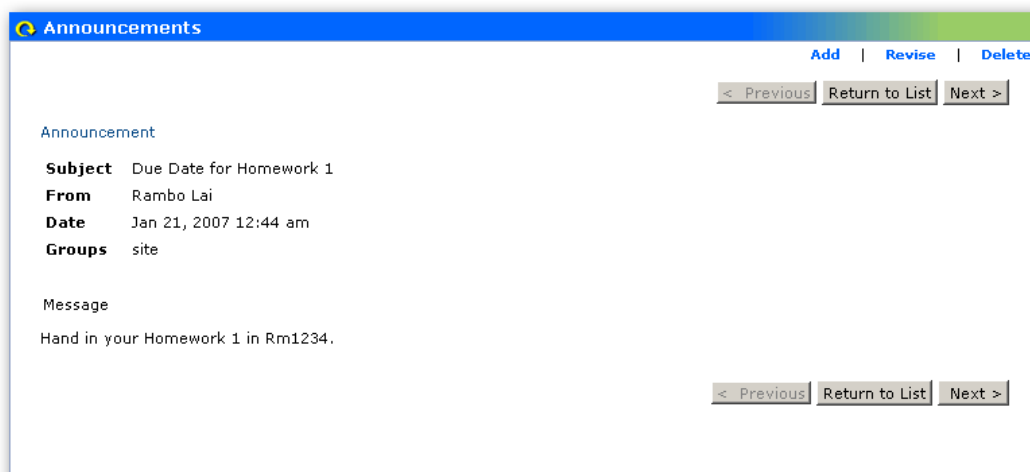
- Required items marked with a ***
 - * Announcement title:
 - * Body: A rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, etc.) and a large text area below it.
- Access**
 - Only **members of this site** can see this announcement
 - This announcement is **publicly viewable**
- Availability**
 - Show - display immediately with no time restriction
 - Hide - save as draft or hide for archival or later use
 - Specify Dates - begin display on (optionally) specified Beginning Date/Time; hide display after (optionally) specified Ending Date/Time
- Attachments**
 - No Attachments Yet
 -
- Email Notification**
 -
- Buttons at the bottom:

- Enter the title of the announcement in the **Announcement title** text box.
- Enter the announcement in the **Body** text box.
- If you want to send an email to notify participants about the announcement, choose "**Yes - Send to all participants**" in the **Email Notification** pull down menu.
- Click the **Add Announcement** button  when finished.




To view an announcement

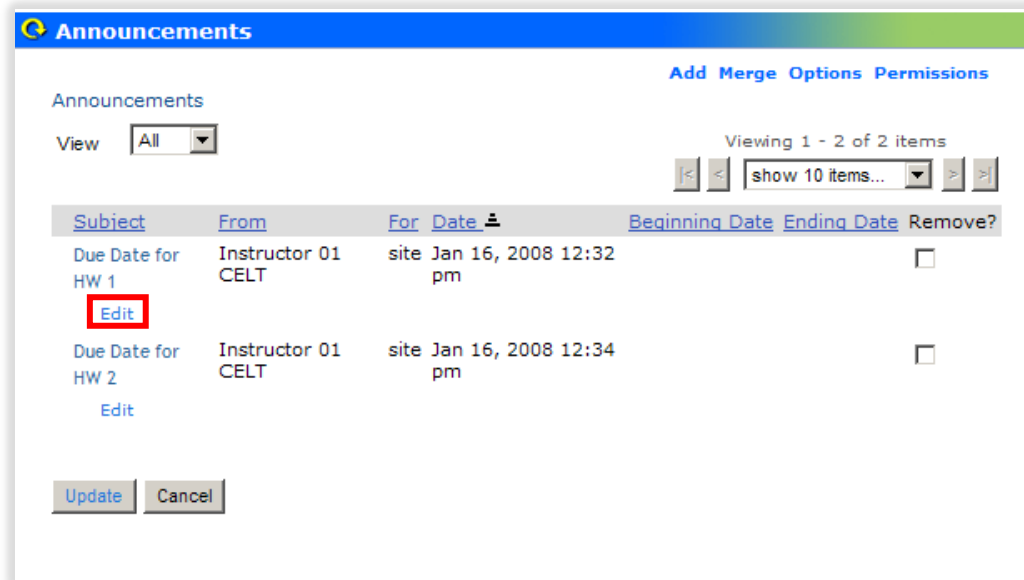
- Click the subject of the announcement to view the announcement.



- Click the **Return to List** button  when finish

To edit an announcement

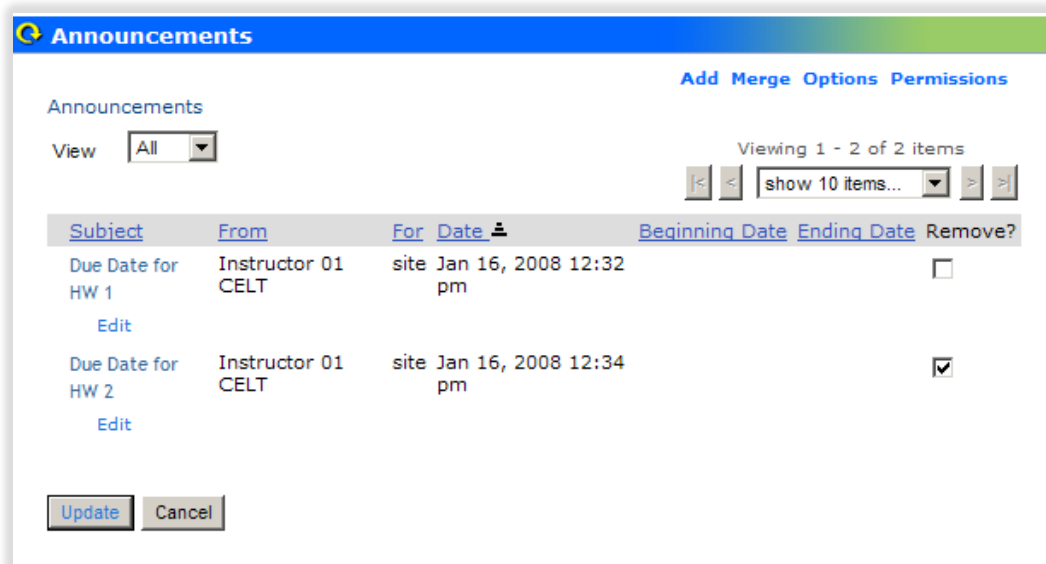
1. Click **Edit**  under the title of the announcement. Then you can edit the details of the announcement.

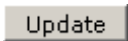


2. Click the **Save Changes** button  when finished.

To delete an announcement

1. Check the check box of the announcement(s) to be removed at the **Remove?** column.




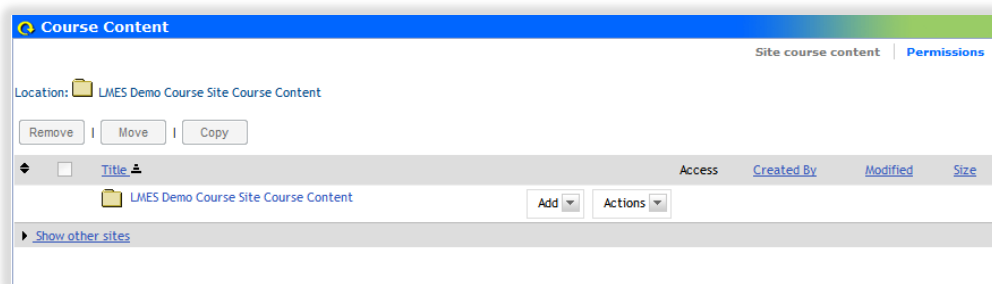
2. Click the **Update** button  to remove the item(s).
3. Check the listed item(s) and click the **Remove** button to confirm removing the announcement(s).

3. Delivering course contents

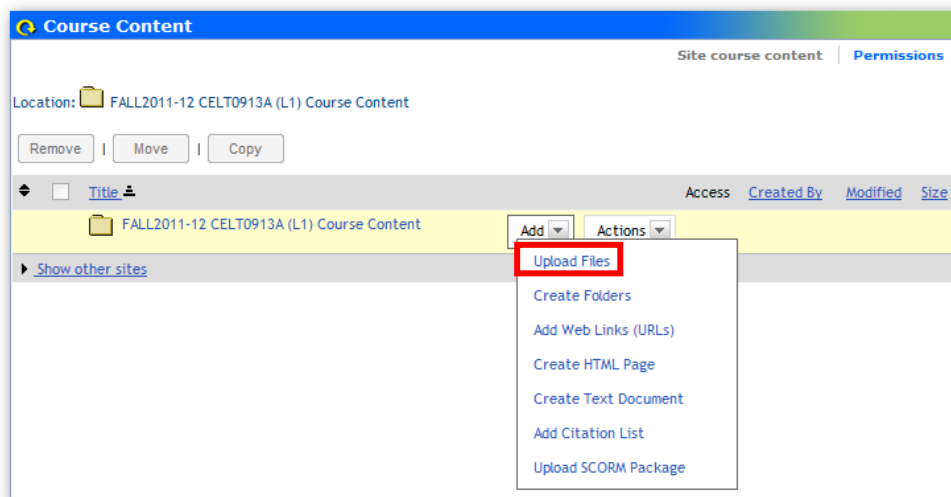
3.1. Uploading course materials

To add files to course content list

1. Click **Course Content**  in the LMES menu.

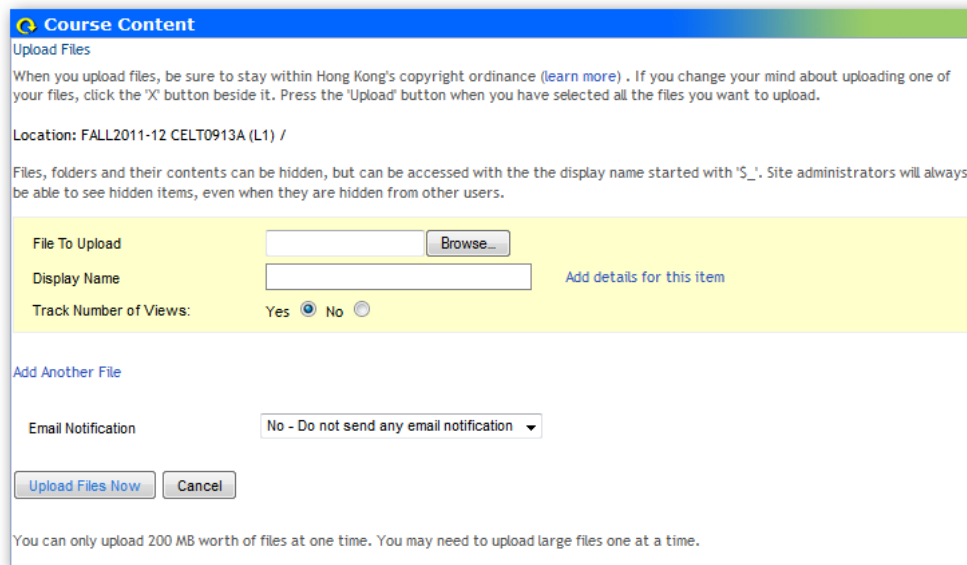


2. Click **Add**  and select **Upload Files** from the pull down menu.



Tips: The file size limit for each upload is 200MB; and the total limit for each course is 1GB.

3. Click the **Browse...** button  of the **File To Upload**.



Course Content

Upload Files

When you upload files, be sure to stay within Hong Kong's copyright ordinance ([learn more](#)) . If you change your mind about uploading one of your files, click the 'X' button beside it. Press the 'Upload' button when you have selected all the files you want to upload.

Location: FALL2011-12 CELT0913A (L1) /

Files, folders and their contents can be hidden, but can be accessed with the the display name started with '_S_'. Site administrators will always be able to see hidden items, even when they are hidden from other users.

File To Upload

Display Name [Add details for this item](#)

Track Number of Views: Yes No

[Add Another File](#)

Email Notification

You can only upload 200 MB worth of files at one time. You may need to upload large files one at a time.

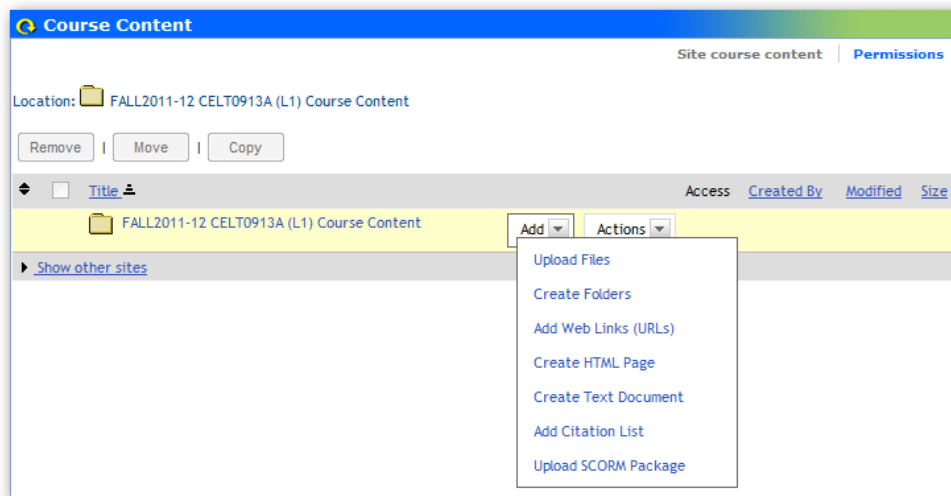
- a. Locate and select the file you want to upload.
 - b. Click **Open**.
4. Enter the title of the file in the **Display Name** text box. This title will be displayed in the Course Content List.
 5. If you want to track the hit count of this file, select Yes in **Track Number of Views**.
 6. Click **Add Another File** to add more files with the same steps as above.
 7. If you want to send an Email to notify students about the uploaded contents, choose “**Yes – Send to all participants**” in the **Email Notification** pull down menu.
 8. Click the **Upload Files Now** button when finished.



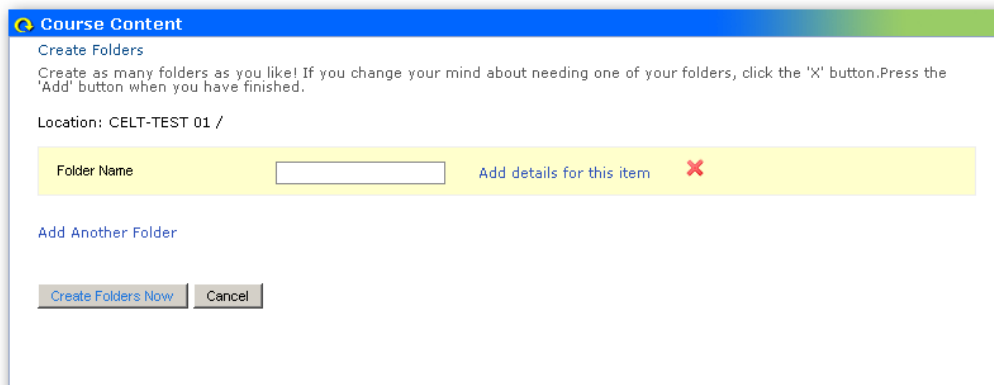
Tips: If the files uploaded can be handled by a web browser (for example: HTML, TXT, JPG, GIF, etc.), the file will be opened in a new window. Otherwise, the web browser will prompt you to save the file when student click on it.


To add folder to the course content list

1. Click **Add**  and click **Create Folders** from the pull down menu.



2. Enter the name of the folder in the **Folder Name** text box.



3. Click **Add Another Folder** to add more folders.
4. Click the **Create Folder Now** button  when finished.

3.2. Organizing course materials

To arrange the files in the course content list





Notes: You need to create folders and files in the course content list before arranging the files.

1. Select the item(s) you want to move by checking the check box.

The screenshot shows the 'Course Content' interface for 'LMES Demo Course Site Course Content'. At the top, there are buttons for 'Remove', 'Move', 'Copy', 'zip', and 'unzip'. Below these is a table with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table lists several folders (Week 1, Week 2, Week 3) and files (1.1 - Assessing student.pdf, 1.2 - Customizing the LMES course.pdf, 1.3 - Delivering course contents.pdf, 2.1 - Interacting with student.pdf, 2.2 - LMES Key Features.pdf, 2.3 - Providing Background Information of Your Course.pdf). Each row has a checkbox in the 'Title' column. In this screenshot, the checkboxes for files 1.1, 1.2, and 1.3 are checked.

Title	Access	Created By	Modified	Size
LMES Demo Course Site Course Content				
Week 1	Entire site	May TSE	May 8, 2013 10:54 am	0 items
Week 2	Entire site	May TSE	May 8, 2013 10:54 am	0 items
Week 3	Entire site	May TSE	May 8, 2013 10:54 am	0 items
1.1 - Assessing student.pdf	Entire site	May TSE	May 8, 2013 10:35 am	0.7 MB
1.2 - Customizing the LMES course.pdf	Entire site	May TSE	May 8, 2013 10:35 am	370.4 KB
1.3 - Delivering course contents.pdf	Entire site	May TSE	May 8, 2013 10:35 am	208.2 KB
2.1 - Interacting with student.pdf	Entire site	May TSE	May 8, 2013 10:35 am	214.4 KB
2.2 - LMES Key Features.pdf	Entire site	May TSE	May 8, 2013 10:35 am	65.7 KB
2.3 - Providing Background Information of Your Course.pdf	Entire site	May TSE	May 8, 2013 10:35 am	565.6 KB

2. Click the **Move** button  at the top.
3. Select the If you want to move the item(s) to another folder, click the **Paste** icon  of the folder.


This screenshot shows the same 'Course Content' interface. The 'Move' button is now highlighted in blue. In the table, the 'Add' button next to the 'Week 3' folder is highlighted in blue, indicating it is the selected destination for the move operation.

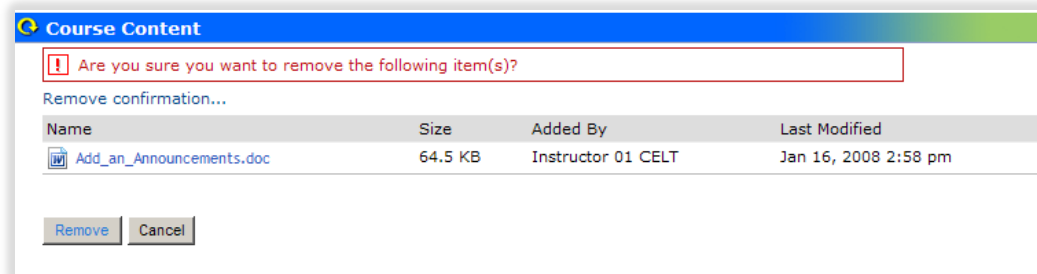
Title	Access	Created By	Modified	Size
LMES Demo Course Site Course Content				
Week 1	Entire site	May TSE	May 8, 2013 10:54 am	0 items
Week 2	Entire site	May TSE	May 8, 2013 10:54 am	0 items
Week 3	Entire site	May TSE	May 8, 2013 10:54 am	0 items
1.1 - Assessing student.pdf	Entire site	May TSE	May 8, 2013 10:35 am	0.7 MB
1.2 - Customizing the LMES course.pdf	Entire site	May TSE	May 8, 2013 10:35 am	370.4 KB
1.3 - Delivering course contents.pdf	Entire site	May TSE	May 8, 2013 10:35 am	208.2 KB


To delete file in the course content list

1. Select the item you want to delete.


	Actions	site	CELT	pm
<input checked="" type="checkbox"/>	Edit_the_Schedule.doc	Entire site	Instructor 01 CELT	Jan 16, 2008 2:58 pm 122.5 KB
<input type="checkbox"/>	Edit_the_syllabus.doc	Entire site	Instructor 01	Jan 16, 2008 2:58 pm 57 KB

2. Click the **Remove** button  at the top. Then you will be prompted to confirm to delete the selected items.



3. Click the **Remove** button  to delete the files in the list or click **Cancel** to select the files once again.

To upload multiple files in a zipped package

1. Locate the zipped file in your computer.
2. Upload the zipped file as a single file.
3. Check the zipped file.
4. Click the **Unzip** button . The files in the zipped package will be unzipped and placed in a folder
5. Organize the unzipped files.
6. **Delete** the zipped package file.



Tips: It is advised to organize the file structure with different sub folders if needed before zipping the files. File structure will be retained after unzipping.

4. Interacting with student

4.1. Using online discussion

In discussion, Posts are organized by Category, Forum and Topic.

The first screenshot shows the 'Discussion List' page. It features a navigation bar with links like 'Discussion Home', 'Search', 'Recent Topics', 'Member Listing', 'Manage', 'My Profile', 'My Bookmark', 'Private Messages', and 'Mark All As Read'. Below this, it shows the user's last visit and current date/time. The main content is a table with columns: 'Discussions', 'Topics', 'Messages', and 'Last Message'. A red box highlights the 'Main' category, and a callout labeled 'Category' points to it. Another red box highlights the 'Questions' forum entry, and a callout labeled 'Forum' points to it.

Discussions	Topics	Messages	Last Message
Main			
Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!	0	No messages	No messages
Class Discussions Use this forum to participate in class discussions.	0	No messages	No messages


The second screenshot shows the 'Questions' forum page. It has a 'new topic' button and a 'Mark Topic As Read' checkbox. A table lists topics with columns: 'Topic', 'Posts', 'Author', 'Last message', and 'Check All / Uncheck All'. A red box highlights the 'Question about Homework 1' topic, and a callout labeled 'Topic' points to it.

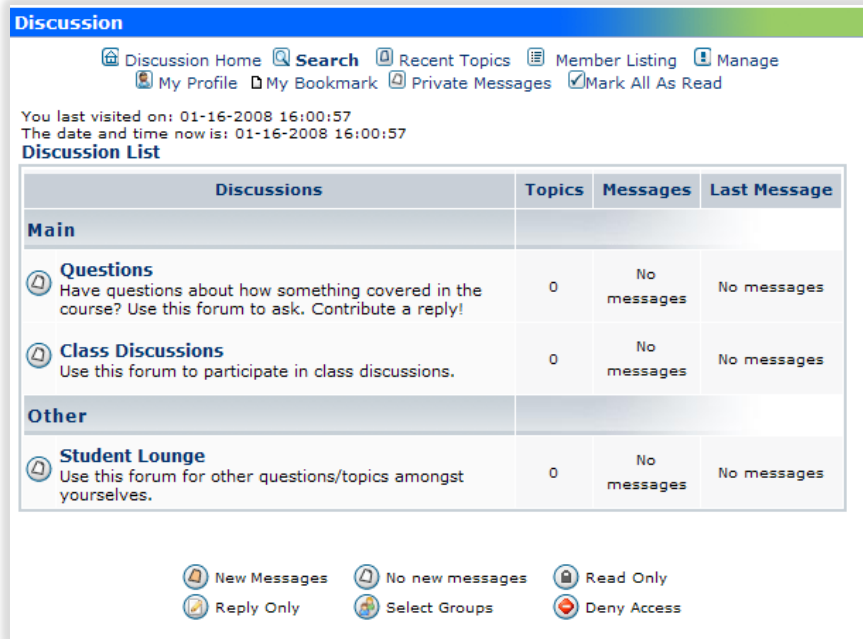
Topic	Posts	Author	Last message	Check All / Uncheck All
Question about Homework 1	0	089 demo	07-13-2009 16:22:20 089 demo	<input type="checkbox"/>

The third screenshot shows the 'Question about Homework 1' topic page. It includes a 'postreply' button, 'Watch', 'Bookmark it!', and 'Mark Topic As Read' options. A table shows the author and message details. A red box highlights the message content, and a callout labeled 'Post' points to it.

Author	Message
07-13-2009 16:22:20 089 demo (demo089) (inactive) Last edited: 07-13-2009 16:22:14 Messages: 1	Subject: Question about Homework 1 I want to know about xxxxxx xxxxx xxxxx xxxxx ?

To add a category in discussion

1. Click **Discussion**  in the LMES menu.



Discussion

[Discussion Home](#)
[Search](#)
[Recent Topics](#)
[Member Listing](#)
[Manage](#)
[My Profile](#)
[My Bookmark](#)
[Private Messages](#)
[Mark All As Read](#)

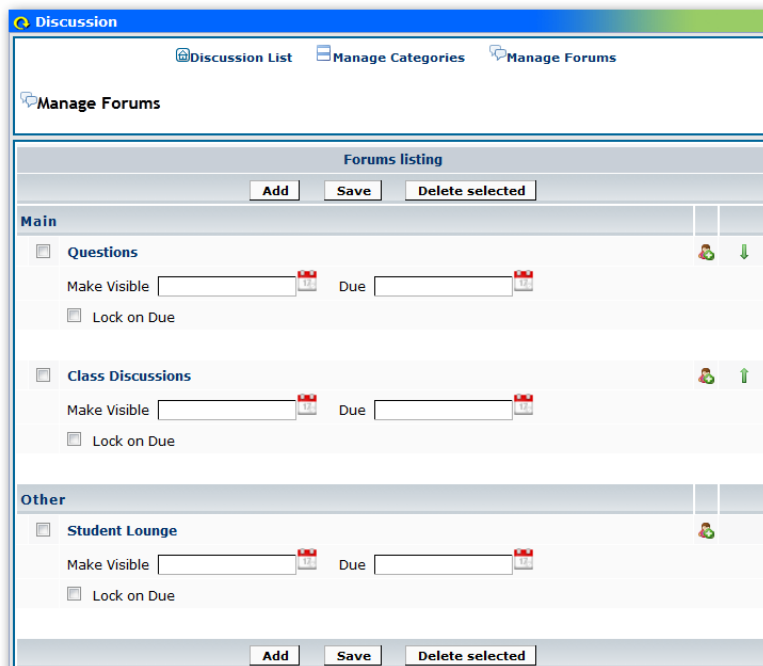
You last visited on: 01-16-2008 16:00:57
 The date and time now is: 01-16-2008 16:00:57

Discussion List

Discussions	Topics	Messages	Last Message
Main			
Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!	0	No messages	No messages
Class Discussions Use this forum to participate in class discussions.	0	No messages	No messages
Other			
Student Lounge Use this forum for other questions/topics amongst yourselves.	0	No messages	No messages

New Messages
 No new messages
 Read Only
 Reply Only
 Select Groups
 Deny Access

2. Click **Manage**  at the top.



Discussion

[@Discussion List](#)
[Manage Categories](#)
[Manage Forums](#)

Manage Forums

Forums listing

Main			
<input type="checkbox"/> Questions Make Visible <input type="text"/> Due <input type="text"/> <input type="checkbox"/> Lock on Due			↓
<input type="checkbox"/> Class Discussions Make Visible <input type="text"/> Due <input type="text"/> <input type="checkbox"/> Lock on Due			↑
Other			
<input type="checkbox"/> Student Lounge Make Visible <input type="text"/> Due <input type="text"/> <input type="checkbox"/> Lock on Due			

3. Click **Manage Categories**  on the top.

Discussion

Discussion List Manage Categories Manage Forums

Manage Categories

Category Listing

Add Save Delete Selected

Main Invisible Until Due Lock on Due ↓

Other Invisible Until Due Lock on Due ↑

Add Save Delete Selected

4. Click the **Add** button .

Discussion

Discussion List Manage Categories Manage Forums

Manage Categories

Category Management

Category Name

Enable Grading by Category Yes No


Points

Invisible Until

Due Date/Time

Lock on Due

Update

5. Type the category name in the **Category Name** text box.
6. Click the **Update** button  when finished.

Category Listing

Add Save Delete Selected

Main Invisible Until Due Lock on Due ↓

Other Invisible Until Due Lock on Due ↑ ↓



Homework Invisible Until Due Lock on Due ↑


Add Save Delete Selected

To add a forum in a category

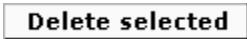
1. Click **Manage Forums**  on the top.
2. Click **Add** button .

Forum Management

Forum Name	<input style="width: 80%;" type="text"/>
Category	<input style="width: 80%;" type="text" value="Main"/>
Description	<div style="border: 1px solid #ccc; height: 40px; width: 80%;"></div>
Anonymous Post	<input type="checkbox"/> Enabled
Make Forum Visible on Date/Time	<input style="width: 80%;" type="text"/> 
Lock Forum on Date/Time	<input style="width: 80%;" type="text"/> 
Forum Type	<input checked="" type="radio"/> Normal (allow post/reply) <input type="radio"/> Reply only <input type="radio"/> Read only
Allow Access	<input checked="" type="radio"/> All Site Participants <input type="radio"/> Deny Access <input type="radio"/> Allow Access to Selected Groups
Note: To setup groups for this site, go to Course Admin >> Manage Groups.	
Grading	<input checked="" type="radio"/> Not Enabled <input type="radio"/> Enabled
<input type="button" value="Update"/>	

3. Enter the name of the forum in the **Forum Name** text box.
4. Choose the category for the forum.
5. Enter the description of the forum in the **Description** text box.
6. Click the **Update** button  when finished.


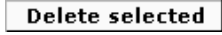

To delete a forum

1. Select the forum you want to delete.
2. Click **Delete Selected** button .

To delete a category

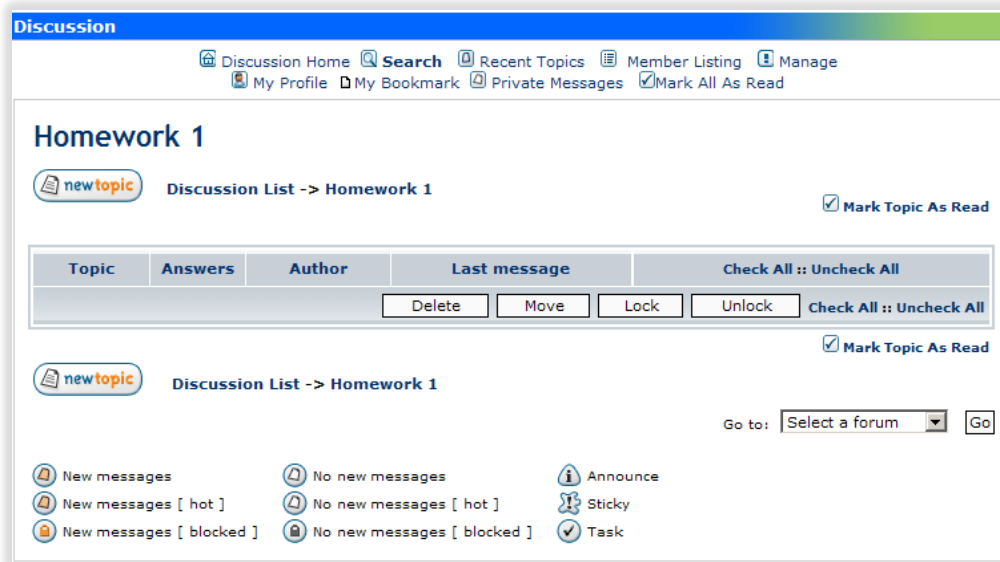


Note: Only an empty category can be deleted.


1. Click **Manage Categories**  under Forum Admin in the menu on the left.
2. Select the category you want to delete.
3. Click **Delete Selected button** .
4. Click **Discussion List**  under Administration in the menu on the left when finished.

To post a message

1. Click the title of the forum.





The screenshot shows the 'Discussion' forum interface. At the top, there are navigation links: Discussion Home, Search, Recent Topics, Member Listing, Manage, My Profile, My Bookmark, Private Messages, and Mark All As Read. The main heading is 'Homework 1'. Below it is a 'newtopic' button and a link 'Discussion List -> Homework 1'. There is a 'Mark Topic As Read' checkbox. A table with columns 'Topic', 'Answers', 'Author', 'Last message', and 'Check All :: Uncheck All' is visible. Below the table are buttons for 'Delete', 'Move', 'Lock', 'Unlock', and 'Check All :: Uncheck All'. Another 'newtopic' button and 'Discussion List -> Homework 1' link are present. A 'Go to:' dropdown menu is set to 'Select a forum' with a 'Go' button. At the bottom, there are icons for 'New messages', 'No new messages', 'Announce', 'Sticky', and 'Task'.

2. Click the **new topic button** .
3. Enter the subject in the **Subject** text box.
4. Enter your message in the **Message body** text box.
5. Click the **Submit button**  when finished.

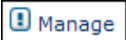

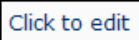


Notes: The number of characters for the subject is limited to 255. Also the max file size for an attachment is 2MB.


To reply a message

1. View the message that you want to replay.
2. Click the **Post Reply button** .
3. Enter your reply in the **Message Body** text box.
4. Click the **Submit button**  when finished.


To allow grading

1. Click the **Manage** button .
2. Click the **Forums** button .
3. Click the **Click to edit** button  for the forum you want to grade.
4. Select **Enabled** in the **Grading** column.

Grading	<input type="radio"/> Not Enabled <input checked="" type="radio"/> Enabled <input type="radio"/> By Topic <input checked="" type="radio"/> By Forum Point Value <input type="text" value="20"/> (max)
Update	

5. Select **By Topic** or **By Forum**.
6. Enter the **Max Point Value** in the text box.
7. Click the **Update** button .


To grade a forum

1. Click the **Discussion List** button  to return to the list.


Discussions	Scores	Topics	Messages	Last Message
Main				
Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!		0	No messages	No messages
Class Discussions Use this forum to participate in class discussions.		0	No messages	No messages
Other				
Student Lounge Use this forum for other questions/topics amongst yourselves.		0	No messages	No messages
Case Study				
Case Study	Grade Forum	0	No messages	No messages


2. Click the **Grade Forum** button  to start grading.

Case Study






 Discussion List -> Case Study

Points Max : 20.00

 Adjust the score of all users with posts by

 Add comments to all users with posts

Send to Gradebook

Name	Posts	Grade Forum	Comments
demo003	0	<input type="text"/>	 Grader Comments
demo003			
demo004	0	<input type="text"/>	 Grader Comments
demo004			
demo005	0	<input type="text"/>	 Grader Comments
demo005			
demo006	0	<input type="text"/>	 Grader Comments
demo006			
demo007	0	<input type="text"/>	 Grader Comments
demo007			

Send to Gradebook

- Type in the grades one by one.
- Check the **Send to Gradebook** checkbox if the grades need to be automatically sent to the Gradebook.
- Click the **Update** button when finished.



Notes: The final grade in discussion shows the last input grade of each user but not the average or sum of the grades.


To grade a topic

- Click the **Discussion List** button to return to the list.


Discussions	Scores	Topics	Messages	Last Message
Main				
 Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!		0	No messages	No messages
 Class Discussions Use this forum to participate in class discussions.		0	No messages	No messages
Other				
 Student Lounge Use this forum for other questions/topics amongst yourselves.	 Grade Topics	0	No messages	No messages


- Click the **Grade Topics** button to start grading.

Demo for Grading Topics




 Discussion List -> Student Lounge

Points Max : 100.00

 Adjust the score of all users with posts by

 Add comments to all users with posts


Send to Gradebook









Name	Posts	Grade Topic	Comments
084 Demo	1	<input type="text"/>	 Grader Comments
086 Demo	0	<input type="text"/>	 Grader Comments
Student Demo	0	<input type="text"/>	 Grader Comments


Send to Gradebook


- You can type in the grades of each student one by one; or
- You can click on the student name to view all the post in that topic of the student.

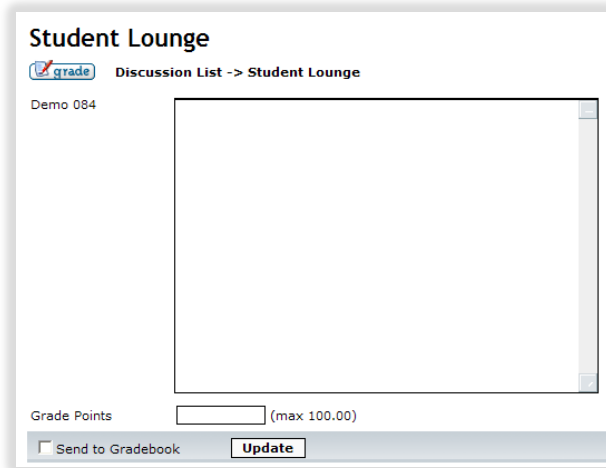
Demo for Grading Topics

 Discussion List -> Student Lounge


Author	Message
07-21-2010 09:55:50	Subject: Re:Demo for Grading Topics   084 Demo (demo084) Click Grade Topic in the discussion list and input grades for each student. Last edited: 07-21-2010 10:11:08 Messages: 2  
07-21-2010 09:58:11	Subject: Re:Demo for Grading Topics   084 Demo (demo084) The final grade appears will be the last input grade for each student. Last edited: 07-21-2010 10:13:29 Messages: 2  

 Discussion List -> Student Lounge

5. You can click **grade**  at each post to enter grade and give comment post by post.




Student Lounge

 Discussion List -> Student Lounge

Demo 084

Grade Points (max 100.00)

Send to Gradebook

6. Check the **Send to Gradebook** checkbox if the grades need to be automatically sent to the Gradebook.
7. Click the **Update** button  when finished.

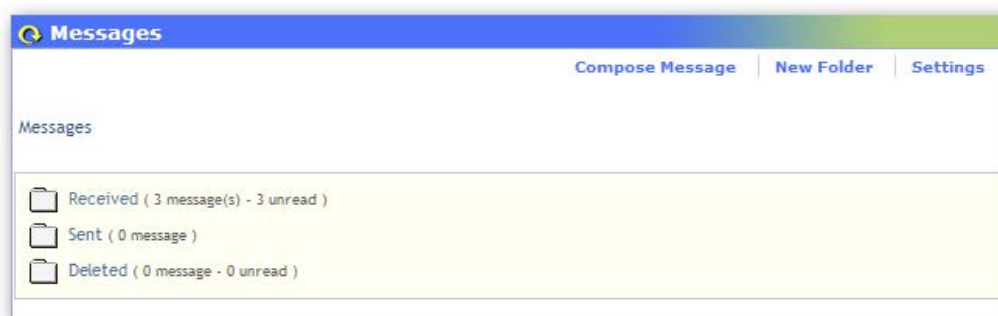


*Notes: The final score of the grading is the **last** score given to that student but not the average or sum of all the given scores.*

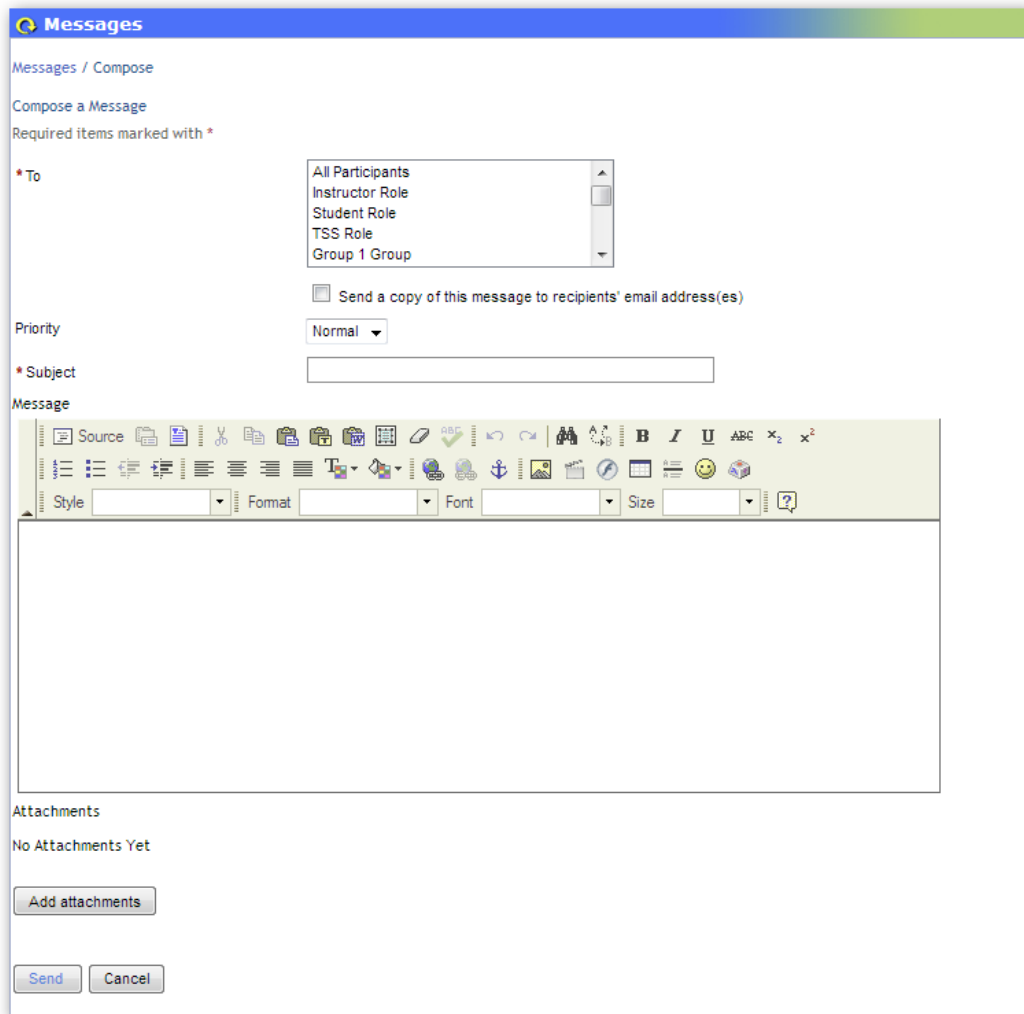
4.2. Sending message to student


To send a message

1. Click **Messages**  in the LMES menu on the left.



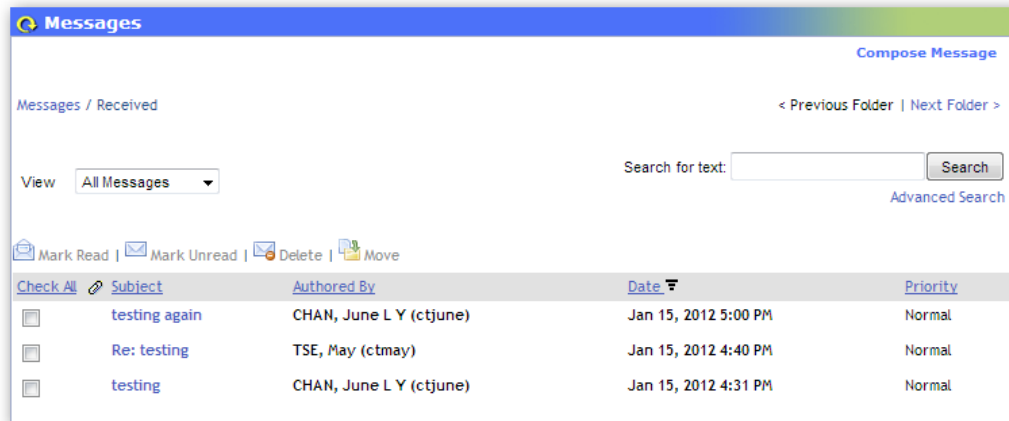
2. Click **Compose Message**  in the Message tool menu on the top.



3. Select the Recipient in the **To** selection menu. You can select multiple recipients by Ctrl-Click.
4. Type in the **Subject** of the message.
5. Type the message in the **Message** text box.
6. Click the **Send** button  when finished.

To read a message

1. Click the **Received** Folder .

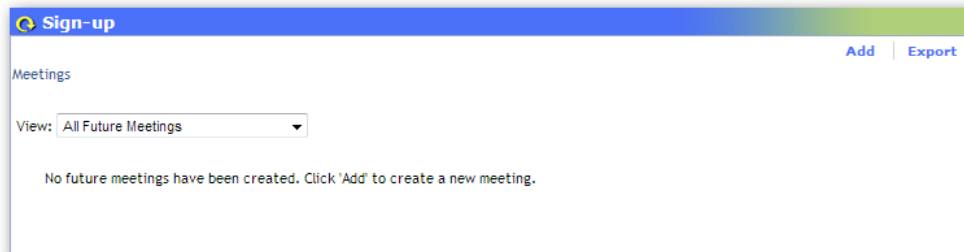


2. Click on the **Subject** to view the message.

4.3. Arranging meeting with student

To setup a meeting time for student to sign up

1. Click **Sign-up**  in the LMES menu on the left.



2. Click the **Add** button 

Sign-up
Create New Meeting: Basic Information

To create a meeting, enter the required information and click Next.
* Indicates required information.

*Title:

*Location:

Description:

Source Image Table Link Undo Redo Text Font Size Style

Add Attachments

*Start Time: 29 January 2012 01 : 00 AM

*End Time: 29 January 2012 01 : 00 AM

*Meeting Frequency: Once Only

Sign-up begins: 6 Days before meeting begins

Sign-up ends: 1 Hours before meeting finishes

*Available To:

Summer0809 DEMO083 L1 (Current Course)

Group 1

Group 2

Lecture2

Lecture1

+ Other Courses


*Meeting Type:

Open meeting (no sign-up required) Number of slots available for sign-up:

Single slot Number of participants per time slot:

Multiple slots Estimate duration per time slot (min):

Modified timeslots

3. Type in the **Title** of the meeting.
4. Type in the **Location** of the meeting.
5. Select the **Start Time** and the **End time** of the meeting.
6. Type in the number of timeslot available in the meeting.
7. Type in the number of participants that can join in each of the time slot.
8. Click the **Next** button  when finished.

Sign-up
Meeting Summary

Title: Project Meeting

Description:

Start Time: Monday, January 30, 2012, 9:00 AM

End Time: Monday, January 30, 2012, 5:00 PM

Location: Room 3005

Sign-up Begins: Tuesday, January 24, 2012, 9:00 AM

Sign-up Ends: Monday, January 30, 2012, 4:00 PM

Meeting Type: Multiple slots

Number of Time Slots: 15

Duration of Each Time Slot (min): 32

Max # of Participants per Time Slot: 1

Available To: Summer0809 DEMO083 L1 (Site Level)

Display Participant Names: Display names of participants to others.

Receive Notification: Send email notification to me when a participant signs up or cancels an appointment.

Announce Availability: Send email notification to all the potential participants that this meeting has been published.

Other Default Settings: [Hide other settings](#)


Allow Wait List: Allow participants to join wait list.

Allow Adding Comment: Allow participant to add a comment during sign-up.

User ID Input Mode: Change from name list selection to the use of User ID for adding participants.

Auto Reminder: Send email reminder to attendee of the meeting one day in advance.

Publish to Calendar: Show the meeting in the Calendar tool.

9. Click **Show Other Settings** to expand.
10. You can enable or disable the waiting list function.
11. Click the Publish button  when finished.

Sign-up [Add](#) | [Export](#)

Meetings
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings

Meeting Title	Created by	Location	Date	Time	Status	Remove
Project Meeting	Rambo LAI	Room 3005	Mon, 1/30/12	9:00 AM - 5:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

To view and export the signup result

1. Click **Meeting Title**. Name of the student will show up after they have signed up to a time slot.

Sign-up Modify | Copy | Export | Print

Meeting Details

Title: Project Meeting
 Owner: Rambo LAI
 Location: Room 3005
 Meeting Date: Monday, January 30, 2012
 Time Period: 9:00 AM - 5:00 PM
 Sign-up Begins: Tuesday, January 24, 2012, 9:00 AM
 Sign-up Ends: Monday, January 30, 2012, 4:00 PM
 Available To: [Show site\(s\)/group\(s\) details](#)
 Description:

Email Notification: Send email notification to related participant(s) about the changes. ▲ Hide meeting info above

Time Slot	Max # of Participants	Participants	Wait List
9:00 AM - 9:32 AM	1	Add Participant	Add Participant
9:32 AM - 10:04 AM	1	Add Participant	Add Participant
10:04 AM - 10:36 AM	1	Add Participant	Add Participant
10:36 AM - 11:08 AM	1	Add Participant	Add Participant
11:08 AM - 11:40 AM	1	088 demo (demo088) Add Participant	Add Participant

- Click **Export**  to export the signup result to XLS file.

4.4. Viewing the photo of your students

To view the photo of your students

- Click **Roster**  in the LMES menu on the left.

Roster Overview | Pictures | Group Membership

Overview Export Print

This page is for viewing participants in the course, to add or remove participants from the course, use the Course Admin tool.

View All Available Participants

Name or ID Find Clear Currently showing 10 participants (5 in Instructor role, 3 in Student role, 2 in TSS role)

Name	User ID	Email Address	Role
012222222222.test	test01	lmes.test.1462@lmes.ust.hk	TSS

- Click the **Pictures**  button.



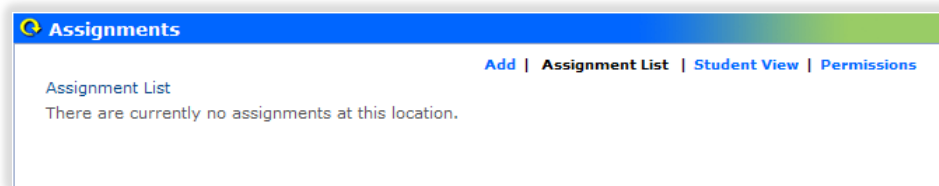
Notes: This page only show the accounts in student role and it is not available in student view.

5. Assessing student

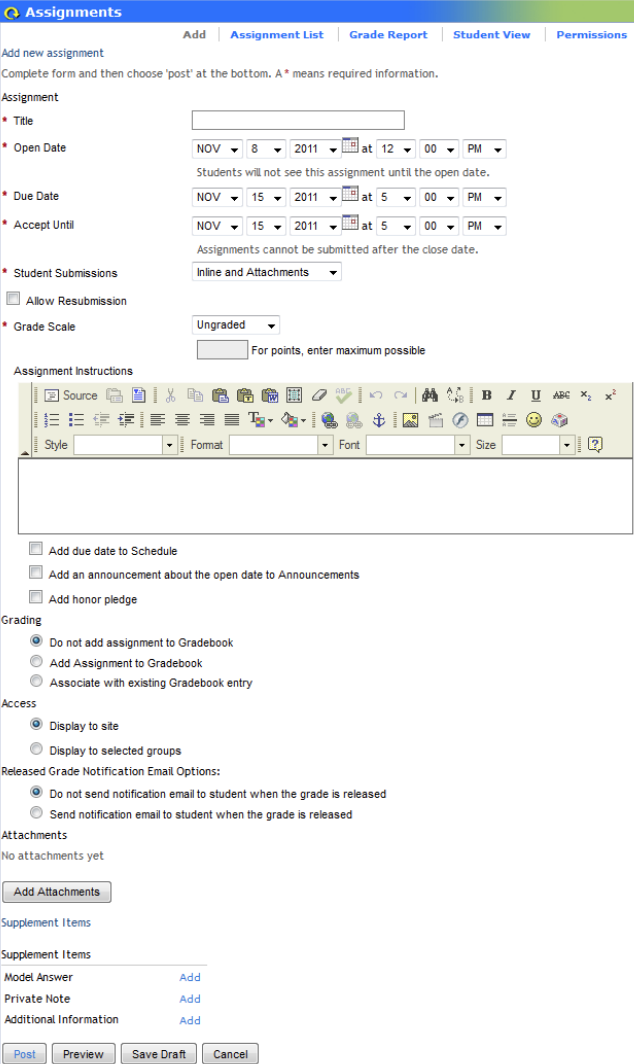
5.1. Adding and grading assignments

To add an assignment

1. Click **Assignments**  in the LMES menu on the left.



2. Click **Add**  in the Assignments tool menu on the top.



Assignments Add | Assignment List | Grade Report | Student View | Permissions

Add new assignment
Complete form and then choose 'post' at the bottom. A * means required information.

Assignment

- * Title
- * Open Date NOV 8 2011 at 12 00 PM
Students will not see this assignment until the open date.
- * Due Date NOV 15 2011 at 5 00 PM
- * Accept Until NOV 15 2011 at 5 00 PM
Assignments cannot be submitted after the close date.
- * Student Submissions
- Allow Resubmission
- * Grade Scale

Assignment Instructions

Add due date to Schedule
 Add an announcement about the open date to Announcements
 Add honor pledge

Grading

- Do not add assignment to Gradebook
- Add Assignment to Gradebook
- Associate with existing Gradebook entry

Access

- Display to site
- Display to selected groups

Released Grade Notification Email Options:

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

Attachments
No attachments yet

Supplement Items

Supplement Items

- Model Answer
- Private Note
- Additional Information

3. Enter the assignment title in the **Title** text box.
4. Select the date and times to release the assignment in the **Open Date** pull down menus.
5. Select the date and times of the due date of the assignment in the **Due Date** pull down menus.
6. Specify the collection time at the **Accept Until** pull down menus.
7. Select the submission format in the **Student Submissions** pull down menus. You can choose between “**Inline**” and “**Attachments**” or both.
8. Select how the assignment is graded in the **Grade Scale** pull down menu.
9. Enter the details or instructions of the assignment in the **Assignment Instructions** text box.
10. If you want to add the due date of the assignment as an event in the schedule automatically, check **Add due date to schedule**.
11. If you want to attach a file to the assignment, click the **Add Attachments button**

Add Attachments

Assignments

Add Attachments to Assignment

Add an item from your computer or select an existing item from Resources. Once you've made your selection, select 'Continue', or select 'Cancel' to return without making any changes. You will return your assignment - which you should then save.

Upload local file

or a URL (link to website)



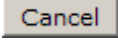
Select a resource

Location:

Title	Actions
CELT-TEST 01	
Add_an_Announcements.doc (1)	Attach a copy
Edit_the_Schedule.doc (1)	Attach a copy
Edit_the_syllabus.doc	Attach a copy
LMES 2.ppt	Attach a copy
LMES_tools.txt	Attach a copy
Login_to_LMES.doc	Attach a copy
SCORM_2004_Overview.pdf	Attach a copy
Upload_course_materials.doc	Attach a copy
DummyMaterials.zip (1)	Attach a copy
Show other sites	

- a. Click the **Browse...** button
 - b. Locate and select the file you want to add.
 - c. Click **Open**.
 - d. Click **Continue** to add the attachment.
12. Click **Post** when finished.




To preview an assignment

1. Click **Student View**  to preview the assignment.
2. Click **Submit as Student**  to view the assignment details in student view.
3. Click **Cancel**  when finished.



*Notes: If you click the **Submit** button in student view, the submission will be recorded.*


To edit an assignment

1. Click **Assignment List** .
2. Click **Edit**  under the Assignment title. Then you can start editing the assignment.
3. Click **Post**  when finished.



Notes: An alert message will be displayed if students have already submitted their assignments.

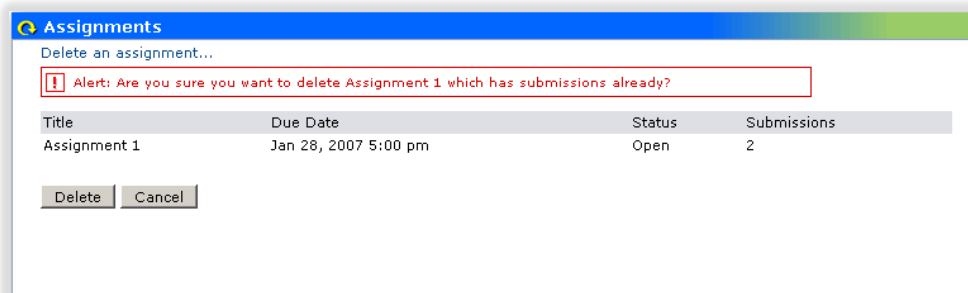
To delete an assignment

1. Select the assignment you want to delete. Check it in the remove column.
2. Click the **Update** button  to remove the item.




Notes: An alert message will be displayed if some students have already submitted their assignment.

3. Click the **Delete** button  to delete.



To grade an assignment

1. Click the **Grade** button  under the assignment title that you want to grade.

Assignment title	Status	Open	Due	In / New	Scale	Remove?
Assignment 1	Not Open	Jul 21, 2010 12:00 pm	Jul 28, 2010 5:00 pm	0/0	No Grade	<input type="checkbox"/>
Edit Duplicate Grade						

2. Click the name of the student to view the submitted assignment.

Assignments

Submissions for "Assignment 1" [Add](#) | [Assignment List](#) | [Grade Report](#) | [Student View](#) | [Permissions](#)

[Download All](#) | [Release Grades](#)

Viewing 1 - 4 of 4 items

[<](#) [<<](#) [>](#) [>>](#)

Student	Submitted	Status	Grade	Release
Administrator, Support		No Submission		
CELT, Student 01	Jan 21, 2008 11:30 am	Ungraded		
CELT, Instructor 01		No Submission		
Lai, Rambo		No Submission		

Assignment Details

Assignment title: Assignment 1

Created by: Instructor 01 CELT (Jan 16, 2008 4:44 pm)

Modified: Jan 16, 2008 4:44 pm

Open: Jan 16, 2008 12:00 pm

Due: Jan 23, 2008 5:00 pm


Accept Until: Jan 23, 2008 5:00 pm

Student Submissions: Inline and Attachments

Grade Scale: Ungraded

Honor pledge: No

Attachments

 [Add_an_Announcements.doc](#) (65 KB)

3. You can view the student's submitted text in the **Submitted Text** text box.

Assignments Add | Assignment List | Grade Report | Student View | Permissions

"Assignment 1" - Grading

Student: CELT, Student 01
 Submitted Date: Jan 21, 2008 11:30 am
 Status: Ungraded

▶ Assignment Instructions

Submission

Submitted Text
 Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, {{like this}}, will appear red to the student.

the answer to this question is ...XXXXX.XXXXX.XXXXX.XX

Submitted Attachments
 No attachments submitted

Instructor Comments
 Use the box below to enter additional summary comments about this submission

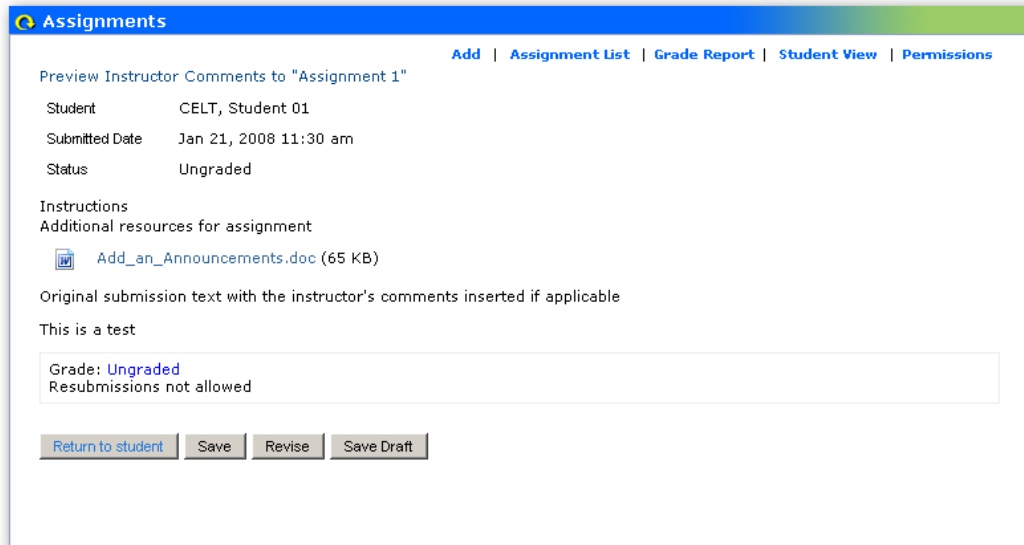
We'll done.

Attachments to Return with Grade
 No attachments yet

Grade: No Grade

Allow Resubmission

4. You can directly type your comments in the **Submitted Text** text box.
5. You can also type your comments in the **Instructor Comments** text box.
6. Enter the grade of the assignment.
7. If you allow student to re-submit the assignment, check **Allow Resubmission**.
8. Click **Preview** when finished.
9. Click **Save** to confirm.




10. Repeat the above steps to grade another assignment.

To release the grades to student

1. Click **Release Grades** button  to release the grades to students.

To backup student submission

1. Click **Download All** button  to package all the submitted text and attachments in a ZIP file.
2. Click **Save** when you are prompted to save the ZIP file.

To view the grade of the students

1. Click the **Grade Report** button  to view the grade in a list.
2. Click **Download Spreadsheet**  to download the grade list in .xls format.

The screenshot shows the 'Grade Report' interface. At the top, there are navigation links: 'Add', 'Assignment List', 'Grade Report', 'Student View', and 'Permissions'. The main content area displays the following information:

- Grade Report
- Download Spreadsheet
- Viewing 1 - 2 of 2 items
- Show 20 items...

Student Name	Assignment	Grade	Scale	Submitted
Lai, Rambo	Assignment 1	50.0	0-100.0	Jan 21, 2007 10:34 am
Tse, May	Assignment 1	80.0	0-100.0	Jan 21, 2007 10:45 am

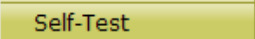
3. Then you can view the grade report in MS Excel.

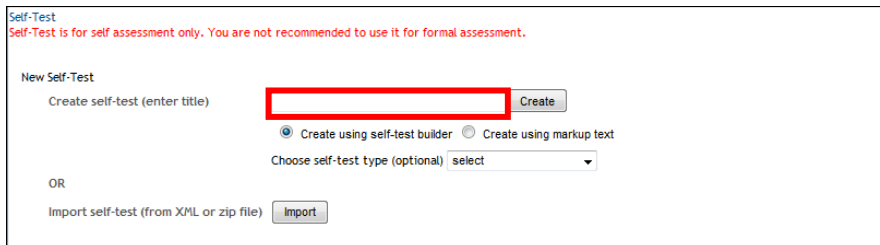
5.2. Setting up online self-assessment



*Notes: Self-Test is for online **self-assessment**, you are not suggested using it as formal assessment.*

To create a self-test

1. Click **Self-Test**  on the LMES menu.
2. Enter the title of the test in the **Title** text box.



Self-Test
Self-Test is for self assessment only. You are not recommended to use it for formal assessment.

New Self-Test

Create self-test (enter title)

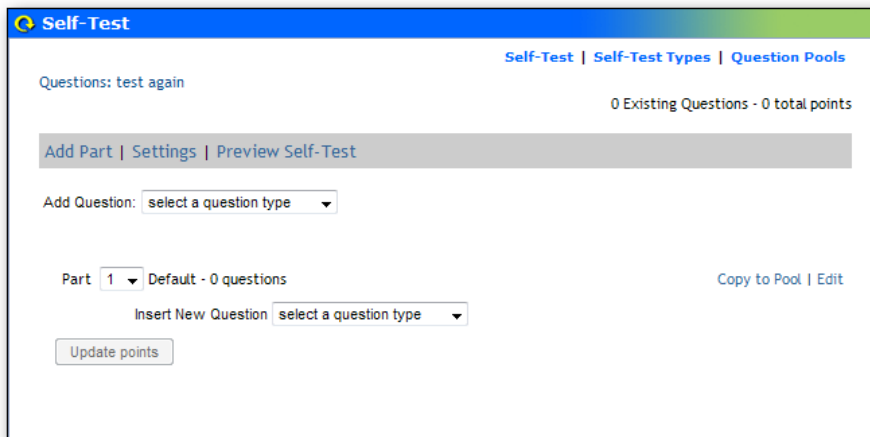
Create using self-test builder Create using markup text

Choose self-test type (optional)

OR

Import self-test (from XML or zip file)

3. Click the **Create** button .



Self-Test

Questions: test again Self-Test | Self-Test Types | Question Pools

0 Existing Questions - 0 total points

Add Part | Settings | Preview Self-Test

Add Question:

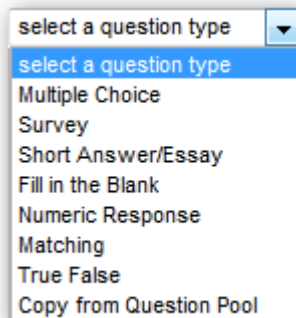
Part Default - 0 questions Copy to Pool | Edit

Insert New Question

4. Click **Self-Test** in the Self-Test tool menu at the top to view the list of your tests.

To add questions to the test


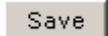
1. Click the title of the test that needs to add question.
2. Select a question type in the pull down menu. For example, select **Multiple Choice**.



3. Enter how much the question contributes to the whole test in the **Answer Point Value** text box.
4. Type the question in the **Question Text** text box.
5. Choose between "**Single correct answer**" and "**Multiple Correct Answers**".
6. Type the choices in the answer text boxes.
7. Check the correct answer.
8. Click **Remove** to delete extra choices.
9. If you need extra choices, select the number of extra choices required in the **Insert Additional Answers** pull down menu.
10. Enter the feedback of the answer in the **Correct/Incorrect Answer text box**.
11. Click **Save** when finished.

12. Repeat the above steps to add other questions in the Self-Test.

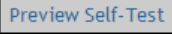
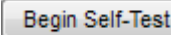
To edit a question

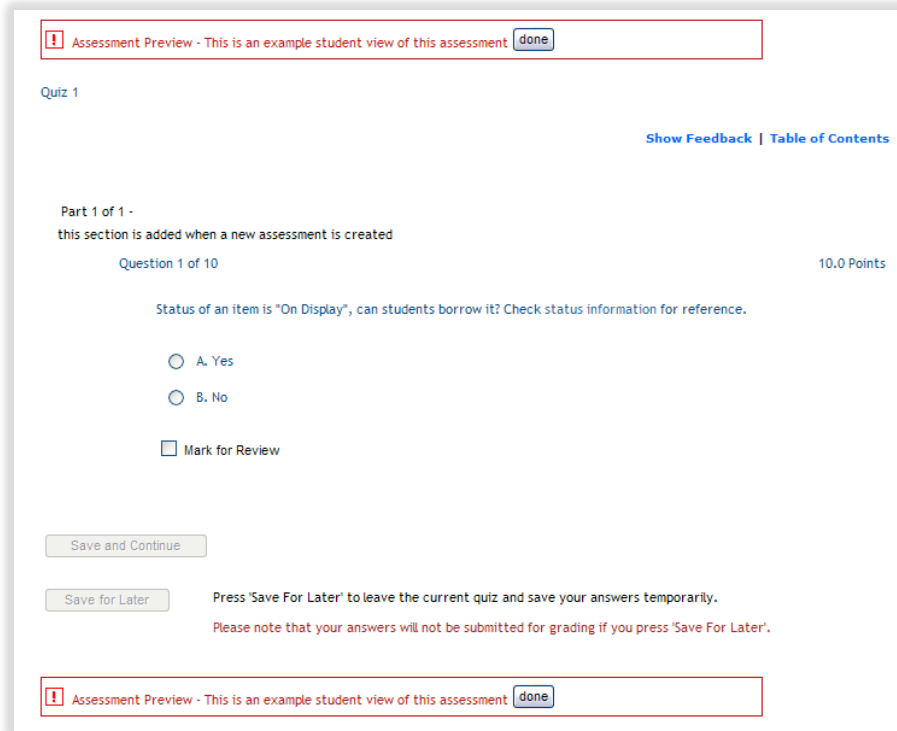
1. Click **Edit**  at the right of the question. Then you can edit the corresponding question.
2. Click **Save**  when finished.




To arrange the order of questions

1. Select the appropriate orders of your questions by choosing the number from the **Question** pull down menu.



To preview the quiz

1. Click **Preview Assessment** . The details of the test will then be displayed.
2. Click the **Begin Self-Test** button  to preview. Questions will then be shown one by one.




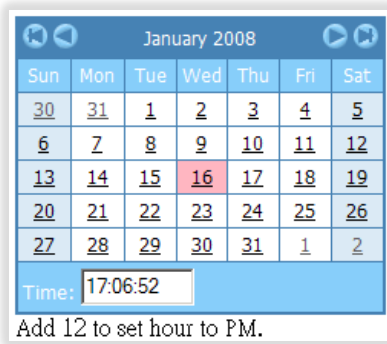
3. To view more questions in the test, click **Table of Contents** .
4. Click the **Arrow key**  to expand the question list.
5. Click on the question you want to preview.
6. Click the **Done** button  in the alert box after previewing.



To release a self-test

1. Click **Settings**  under the title of the self-test.
2. Click the **arrow**  next to **Delivery Dates** to expand the item.



3. Click on the icon  to select a date for **Available Date**.



- Enter the exact release time in the mini calendar. The mini calendar will then be closed.
- Repeat the above steps for the **Due date**.
- Click the **Save Settings and Publish** button  when finished. Details of the test will then be displayed or you to confirm.
- Click the **Publish** button  again to confirm.
- The published test will show in the **Active** column.

Self-Test Self-Test | Self-Test Types | Question Pools

Self-Test
Self-Test is for self assessment only. You are not recommended to use it for formal assessment.

New Self-Test

Create self-test (enter title)

Create using self-test builder Create using markup text

Choose self-test type (optional)

OR

Import self-test (from XML or zip file)

Pending Self-Test

Action	Title	Last Modified
-- Select Action --	Quiz1 - About LMES	Rambo LAI 10/26/2011 10:49:30 AM

Published Self-Test

Active (testing in progress)

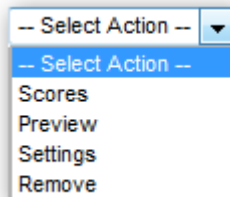
Action	Title	In Progress	Submitted (existing student only)	Release To	Release Date	Due Date	Last Modified
-- Select Action --	Quiz1 - About LMES	0	1	Entire Site	10/25/2011	11/15/2011	Rambo LAI 11/08/2011 05:22:25 PM

Inactive (no student access)

Action	Title	In Progress	Submitted (existing student only)	Release To	Release Date	Due Date	Last Modified

To view the submissions

1. After student submission, Click [Scores](#) to view the submission.



2. Click the student name to view the student answers.

Total Scores : Quiz 1 Assessments | Assessment Types | Question Pools

Submission Status | Total Scores | Questions | Statistics | Export

Max Score Possible:100
View: All Sections | Highest Submission

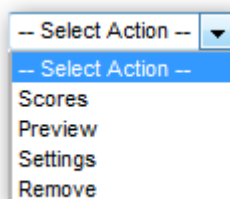
Search: Student name or ID Viewing 1 - 3 of 3 items

Name	UserID	Role	Submit Date	Status	Total Score	Adj	Final	Comment
Demo, 084	demo084	Student	07/30/2009 05:18:23 PM	Auto-scored	35	<input type="text" value="0.0"/>	35	<input type="text"/>
Demo, 086	demo086	Student	No Submission		0	<input type="text" value="0"/>	0	<input type="text"/>
Demo, 085	demo085	Student	No Submission		0	<input type="text" value="0"/>	0	<input type="text"/>

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

To edit or remove a published self-test

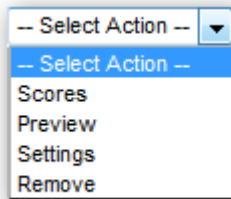
1. It is not allowed to edit a published self-test. You need to remove the published self-test and republish the edited self-test. First click [Remove](#) in the Active quiz column to remove a published self-test. After remove, the submitted result will also be erased.



2. Click the test title in the **Core Self-Test** column to edit.
3. Edit the questions. After that, click [Settings](#).
4. Click [Save Settings and Publish](#) to republish the Self-Test.

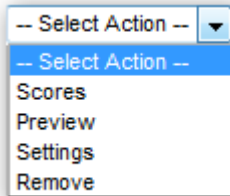
To completely remove a self-test

1. If you want to remove a published self-test, click **Remove** in the active self-test column.



Note: After removing a published self-test, the submitted results will also be erased.

2. Click **Remove** in the Core self-test column to remove the self-test. The questions and the settings will be completely removed.




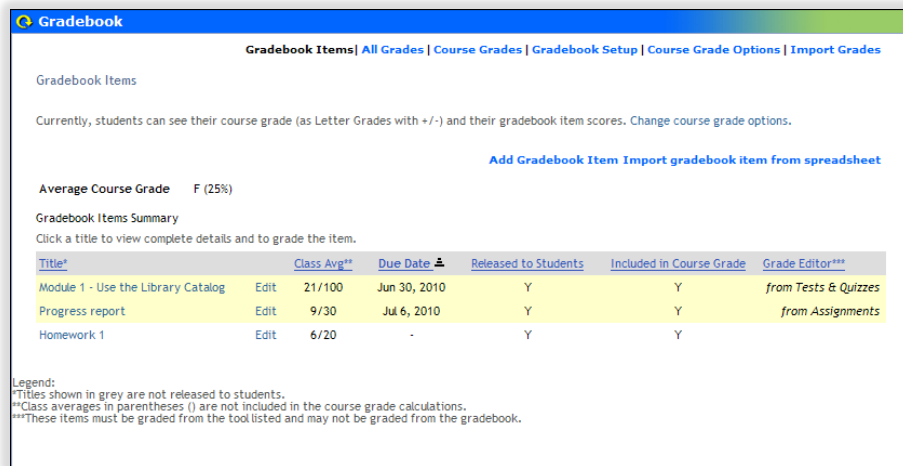
Notes: Please remind your students don't open a new browser window when working in LMES, especially in Self-Test. It will influent the test scoring.

6. Tracking student performance

6.1. Showing student grades and marks

To add an assignment in the Gradebook

1. Click **Gradebook**  in the LMES menu on the left.



Gradebook

Gradebook Items | All Grades | Course Grades | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items

Currently, students can see their course grade (as Letter Grades with +/-) and their gradebook item scores. Change course grade options.

[Add Gradebook Item](#) [Import gradebook item from spreadsheet](#)

Average Course Grade F (25%)

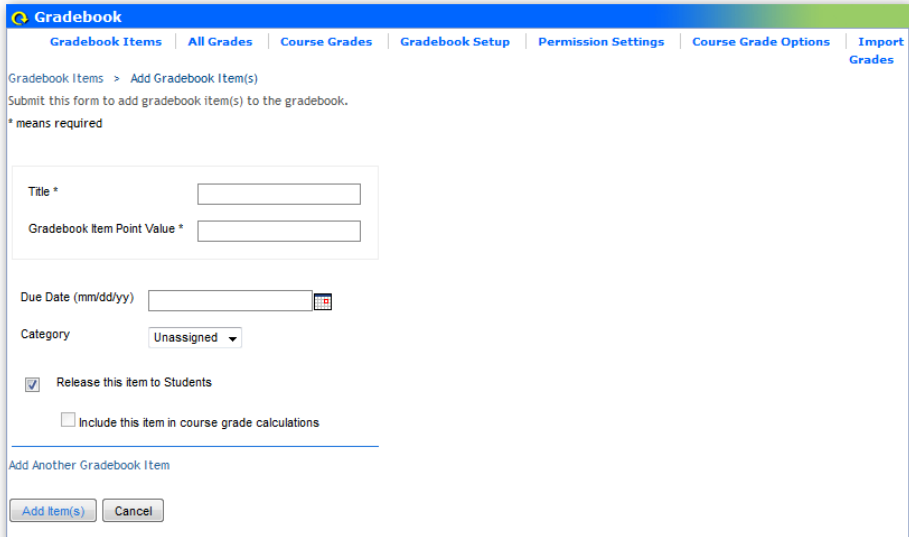
Gradebook Items Summary

Click a title to view complete details and to grade the item.

Title*	Class Avg**	Due Date	Released to Students	Included in Course Grade	Grade Editor***
Module 1 - Use the Library Catalog	Edit 21/100	Jun 30, 2010	Y	Y	from Tests & Quizzes
Progress report	Edit 9/30	Jul 6, 2010	Y	Y	from Assignments
Homework 1	Edit 6/20	-	Y	Y	

Legend:
 *Titles shown in grey are not released to students.
 **Class averages in parentheses () are not included in the course grade calculations.
 ***These items must be graded from the tool listed and may not be graded from the gradebook.

2. Click **Add Gradebook Item**  in the Gradebook tool menu.



Gradebook

Gradebook Items | All Grades | Course Grades | Gradebook Setup | Permission Settings | Course Grade Options | Import Grades

Gradebook Items > Add Gradebook Item(s)

Submit this form to add gradebook item(s) to the gradebook.

* means required

Title *

Gradebook Item Point Value *

Due Date (mm/dd/yy)

Category

Release this item to Students

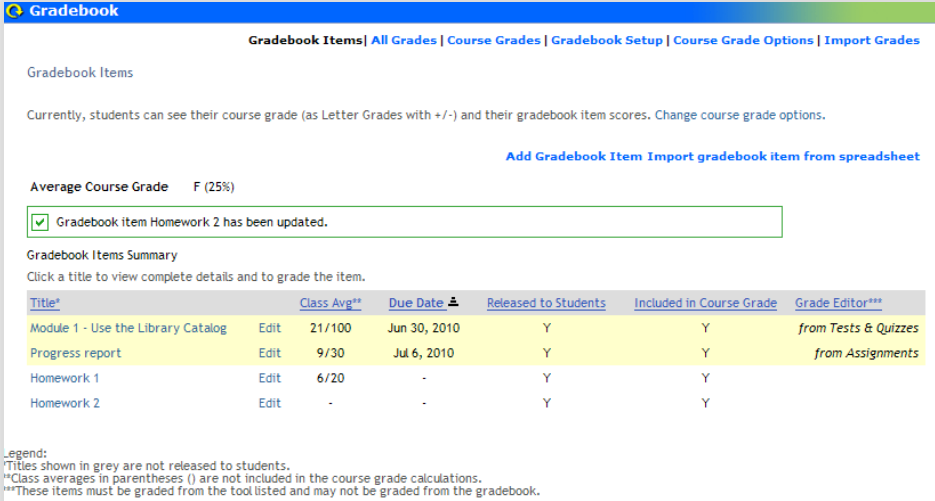
Include this item in course grade calculations

Add Another Gradebook Item

3. Enter the title of the grade in the **Title** text box, for example, homework and project etc.
4. Enter the point value of the grade in the whole course in the **Gradebook item point value** text box.
5. Check the **Release this item to students** if you want to release the grade now.
6. Check the **Include this assignment when calculating final grade** check box if you want

to include the grade for the final grade.

- Click the **Add Item(s)** button  when finished.



Gradebook

Gradebook Items | All Grades | Course Grades | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items

Currently, students can see their course grade (as Letter Grades with +/-) and their gradebook item scores. Change course grade options.

[Add Gradebook Item](#) [Import gradebook item from spreadsheet](#)

Average Course Grade F (25%)

Gradebook item Homework 2 has been updated.

Gradebook Items Summary

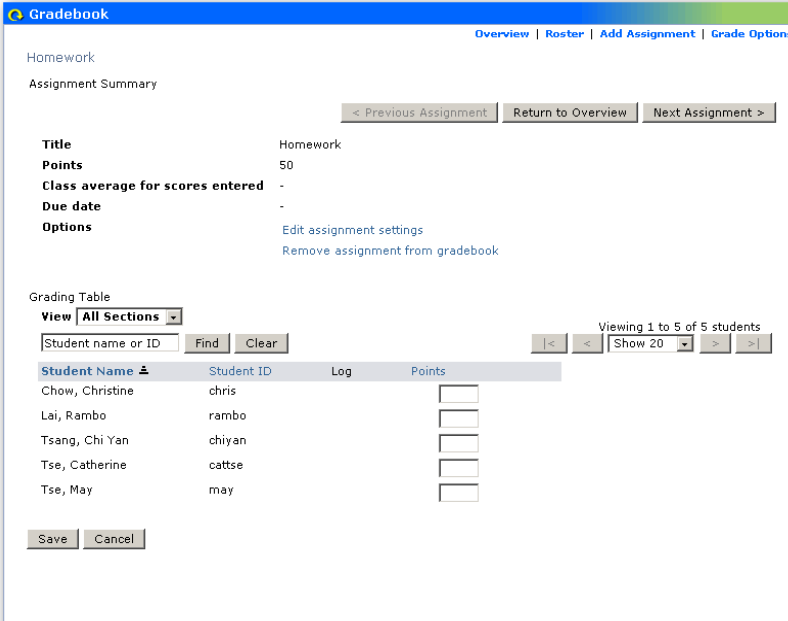
Click a title to view complete details and to grade the item.

Title*		Class Avg**	Due Date	Released to Students	Included in Course Grade	Grade Editor***
Module 1 - Use the Library Catalog	Edit	21/100	Jun 30, 2010	Y	Y	from Tests & Quizzes
Progress report	Edit	9/30	Jul 6, 2010	Y	Y	from Assignments
Homework 1	Edit	6/20	-	Y	Y	
Homework 2	Edit	-	-	Y	Y	

Legend:
 *Titles shown in grey are not released to students.
 **Class averages in parentheses () are not included in the course grade calculations.
 ***These items must be graded from the tool listed and may not be graded from the gradebook.

To enter the grade of students.

- Click the title of the assignment.



Gradebook

Overview | Roster | Add Assignment | Grade Options

Homework

Assignment Summary

< Previous Assignment | Return to Overview | Next Assignment >

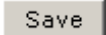
Title Homework
Points 50
Class average for scores entered -
Due date -
Options [Edit assignment settings](#)
[Remove assignment from gradebook](#)

Grading Table

View **All Sections**

Student name or ID Find Viewing 1 to 5 of 5 students

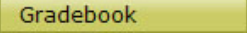

Student Name	Student ID	Log	Points
Chow, Christine	chris		<input type="text"/>
Lai, Rambo	rambo		<input type="text"/>
Tsang, Chi Yan	chiyan		<input type="text"/>
Tse, Catherine	cattse		<input type="text"/>
Tse, May	may		<input type="text"/>

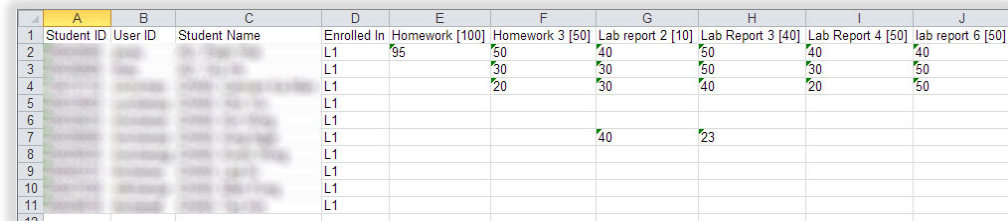
- Enter the points of the students in the **Points** text box.
- Click **Save**  when finished.



Notes: The Average Course Grade is the average grade from the online items. It is not the same as the official course grade.

To import grades from a .csv or .xls file

1. Click **Gradebook**  in the LMES left menu.
2. In Gradebook, click **Import Grades**  in the top menu.
3. Click **Download Spread sheet Template for Excel -or- Download Spreadsheet Template as CSV** to export the spread sheet into your computer.
4. Open the file in MS Excel or other appropriate software.



	A	B	C	D	E	F	G	H	I	J
1	Student ID	User ID	Student Name	Enrolled In	Homework [100]	Homework 3 [50]	Lab report 2 [10]	Lab Report 3 [40]	Lab Report 4 [50]	lab report 6 [50]
2				L1	95	50	40	50	40	50
3				L1		30	30	50	30	50
4				L1		20	30	40	20	50
5				L1						
6				L1						
7				L1			40	23		
8				L1						
9				L1						
10				L1						
11				L1						
12				L1						



Notes: Details about the spreadsheet structure:

Column A: Student ID (HKUST Student number)

Column B: User ID (ITSC account name)

Column C: Student Name (Last name, First name)

Column D: Enrolled In (Section of the student enrolled in)

Column E and later: Gradebook items [max mark]

5. To update grades, simply change the number of the corresponding student.




Notes: Don't change those grades from other tools, e.g. Self-test and Assignment.

6. To add new Gradebook item, insert the title of the new Gradebook item at the first row in a new column with a standard format as: Title [max. mark]



Notes: A space must be inserted between the title and the [].


7. Enter marks of each student on the same column.
8. Save the file when finished.
9. Back to the Gradebook in LMES, on the Import Grades page **Point 3. Import Spreadsheet**, click **Browse...** to locate the file from the computer and click **Import Spreadsheet**.
10. A confirm screen will be shown.
11. Click **OK** to confirm.
12. A dialog box will be shown for success import.

 Your spreadsheet has imported successfully

To grant access right for TSS to import grades




Notes: TSS is not allowed to import grades by default, instructor have to grant their permission before they can import grades in Gradebook.

1. Click **Permission Settings**  from the **Gradebook** menu.
2. Select the TSS who will be granted permission.


Grader Permission Settings




Grading permissions can be specified for each teaching assistant defined in the Site Info tool. By default, a teaching assistant has permission to grade anything within their assigned sections/groups. Adding or modifying these rules overrides the default permission and restricts their capabilities within your specifications below. Delete all rules to revert to the default permission setting.

Select a grader to edit:

Select... 




Select...
Demo, TSS

3. Click **Add a rule**  to create the permission level.
4. Select **Grade** from the first pull down menu.

can View  All Categories  

View
Grade

5. Select the corresponding category from the second pull down menu.

can Grade  All Categories  

All Categories
Quiz 1
Homework 1



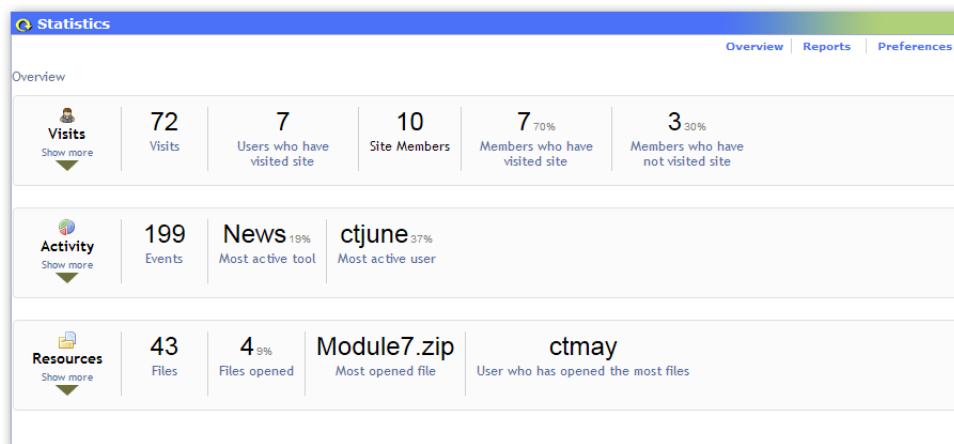
*Notes: You can add more than one rule for each TSS. You can also choose **All Categories** if the TSS is allowed to import grades for all items in Gradebook.*

6. Click **Save Changes**  when finished setting.

6.2. Viewing statistics on student activities

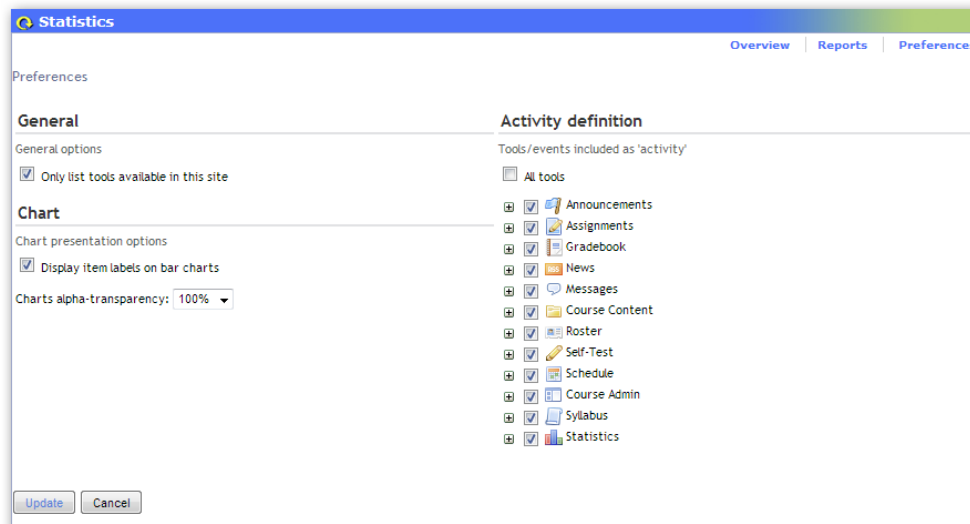
To view the statistics



1. Click **Statistics**  in the LMES menu on the left.



To customize the activities included in the statistics

1. Click **Preferences** .



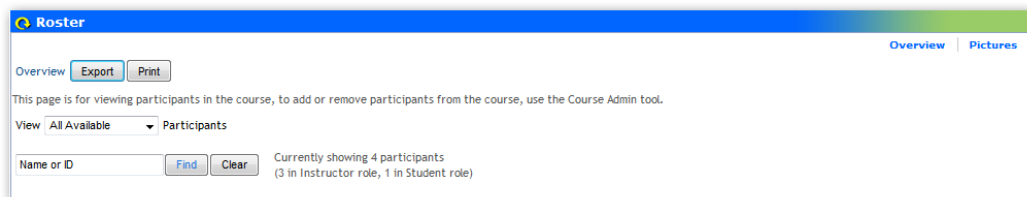
2. Uncheck the **All tools** checkbox under **Activity definition**.
3. Select (or unselect) the tools you want to included in the statistics.
4. Click **Update**  when finished.
5. Click **Overview**  to view the statistics.


6.3. Exporting Student List

When working on some other applications, such as Turnitin, it may require instructors to import a student list. LMES allow instructors to export the roster. Instructors can edit the exported roster list and use in other applications.

To export the roster

1. Click **Roster**  in the LMES menu on the left.



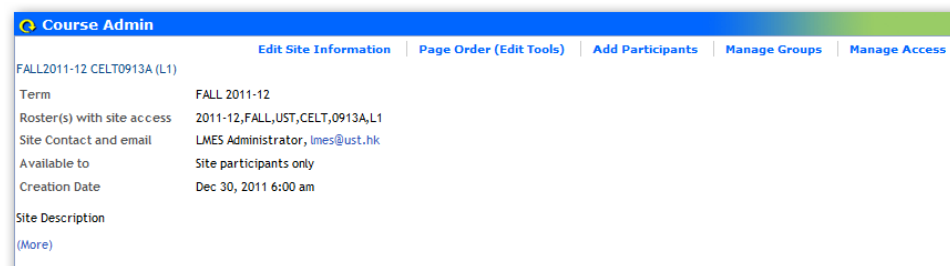
2. Click **Export**  on the top.
3. Save the file. You can edit the exported list to required format with Microsoft Excel or other applications.

7. Customizing the LMES course

7.1. Editing course title



To edit the course title

1. Click **Course Admin**  in the LMES menu on the left.



2. Click **Edit Site Information**  on the top.

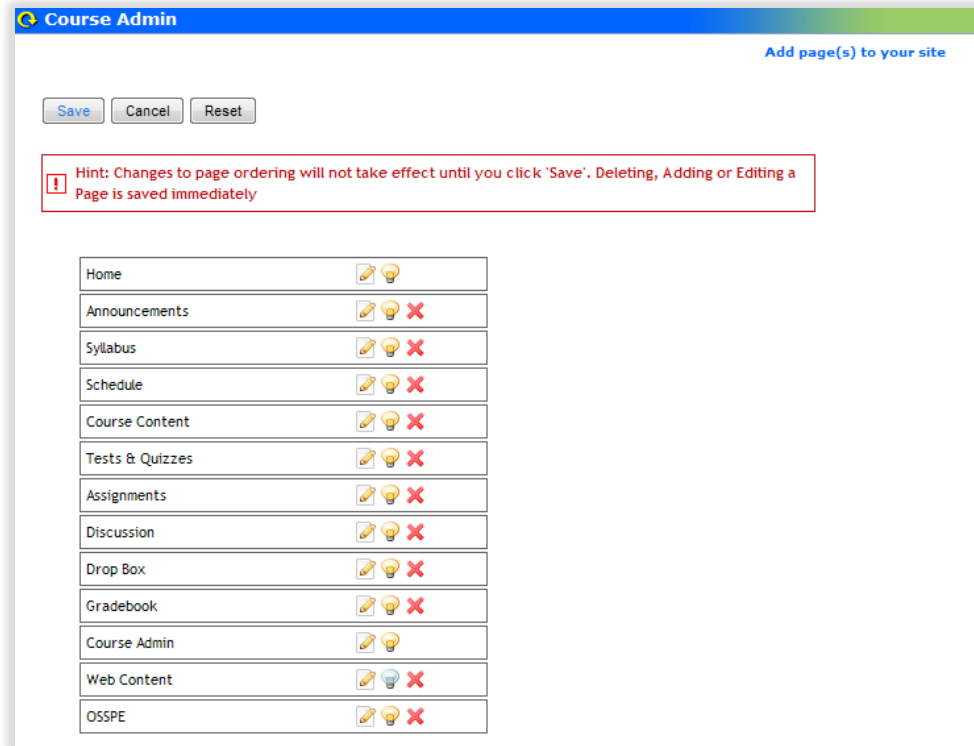
The screenshot shows a web application window titled "Course Admin" with a blue header. Below the header, the URL "chef_site-siteInfo-editInfo.vm" is visible. The main content area is titled "Revising Site Information for CELT-TEST 01". It contains several form fields: a "Site Title" field with the value "CELT-TEST 01", a "Term" field, and a "Description" field. Below the "Description" field, there is a note: "Displayed on the site's home page." There is also a "Short Description" field with a note: "Displayed in publicly viewable list of sites. Max 80 characters." At the bottom, there are "Site Contact Name" and "Site Contact Email" fields, with "Support Administrator" entered in the name field. At the very bottom, there are "Continue" and "Cancel" buttons.

3. Enter the course title in the **Site Title** text box, that is, your course title.
4. Enter the description of the course in the **Description text box**.
5. Click the **Continue** button  to save the changes.
6. Click the **Finish** button  to confirm changes.

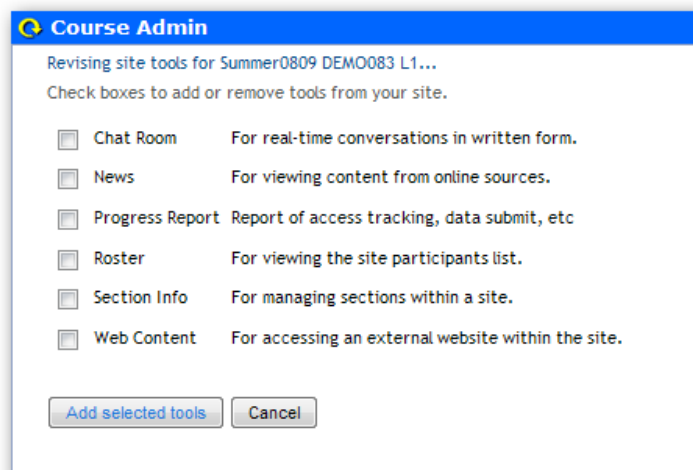
7.2. Managing the Page(s)

To activate, inactivate and reorder the pages in the LMES course menu

1. Click [Page Order \(Edit Tools\)](#) in the Course Admin tool menu at the top.



2. Drag the pages on the list to a preferred order.
3. Click the icon to edit the name of the page.
4. Click the icon to hide the page.
5. Click the icon to remove the page.
6. To add more page, Click **Add page(s) to your site** [Add page\(s\) to your site](#)



7. Check the tools to select it.
8. Click the **Add selected tools** button  to save the changes.

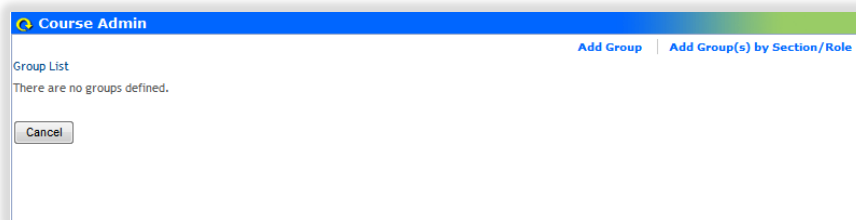


Notes: It is advised to remove those unused page from the menu.

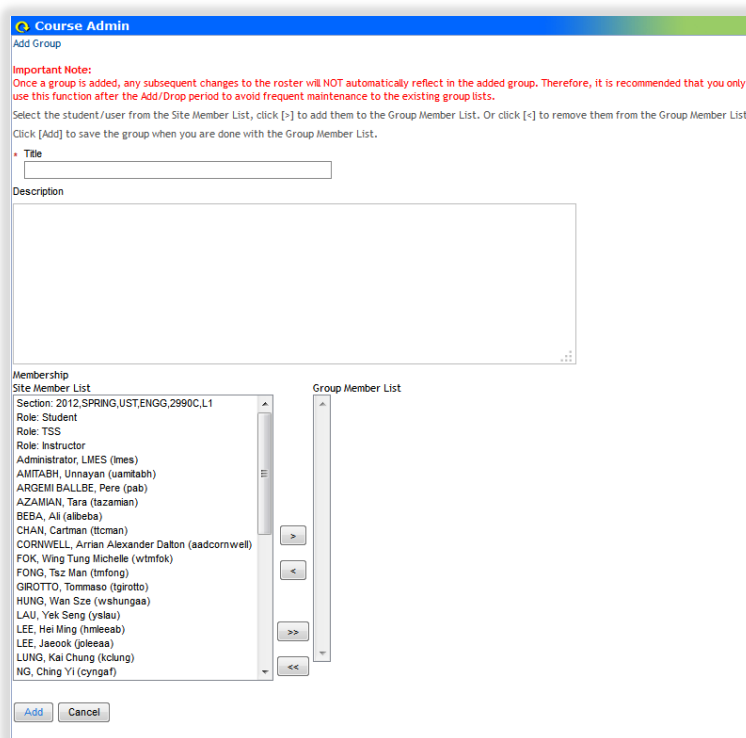
7.3. Managing Groups

To create a new group

1. Click  in the Course Admin tool menu at the top.






2. Click **Add Group**  to create a new group.



3. Type the name of the group in the title text box.
4. You can add students to the group by either selecting students by their name with holding “Ctrl” click to select multiple students; or you can select students by their **Role** or **Section**.

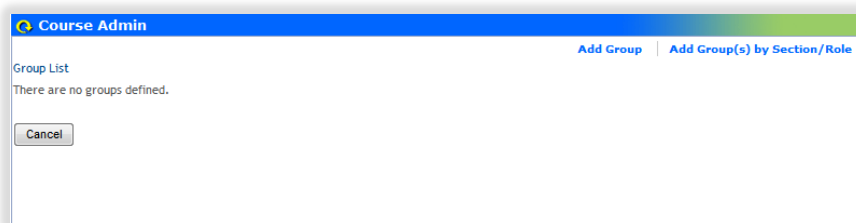


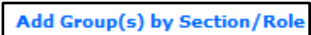
Notes: Once a group is added, any subsequent changes to the roster will NOT automatically reflect in the added group. Therefore, it is recommended that you only use this function after the Add/Drop period to avoid frequent maintenance to the existing group lists.

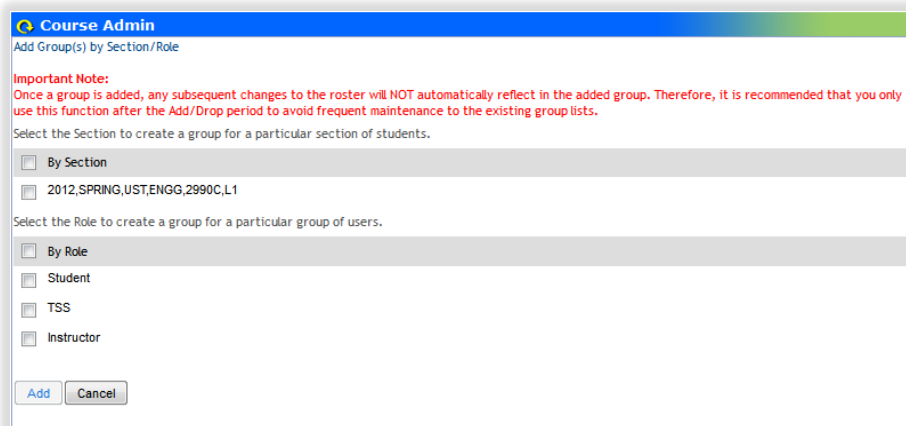
5. Click  to add the student(s) to the group. Students' names should then be appeared in the "Group Member List".
6. To remove a student form the group, select the student and click .
7. Click  when finished.

To quick create group(s) by Section or by Role

1. Click  in the Course Admin tool menu at the top.



2. Click **Add Group(s) by Section/Role**  to create a new group.
3. Select the Section or Role to create the group(s) of students.



Notes: Once a group is added, any subsequent changes to the roster will NOT automatically reflect in the added group. Therefore, it is recommended that you only use this function after the Add/Drop period to avoid frequent maintenance to the existing group lists.

4. Click  when finished.

To revise a group

1. Click **Manage Groups** in the Course Admin tool menu at the top.

Title	Size	Remove?
Group 1	0	<input type="checkbox"/>

2. Click **Edit** **Edit** to edit group.
3. Click **>** to add student(s) or click **<** to remove student(s) from the group.
4. Click **Update** **Update** when finished.

To remove a group

1. Click **Manage Groups** in the Course Admin tool menu at the top.

Title	Size	Remove?
Group 1	0	<input checked="" type="checkbox"/>

2. Check the box of the group to be remove under the **Remove?** column.
3. Click **Remove Checked** **Remove Checked**.
4. Click **Remove** **Remove** to confirm.

7.4. Adding Participants to the course

1. Click **Add Participants** **Add Participants** in the Course Admin tool menu at the top.

Add participant(s) to CELT-TEST 01...

Enter the participants below that you would like to add to your site. You may enter more than one name in each text area below by putting each one on a separate line (no commas).

Username(s)


Multiple usernames are allowed by placing each on its own line (Press Return or Enter on your keyboard between each entry)

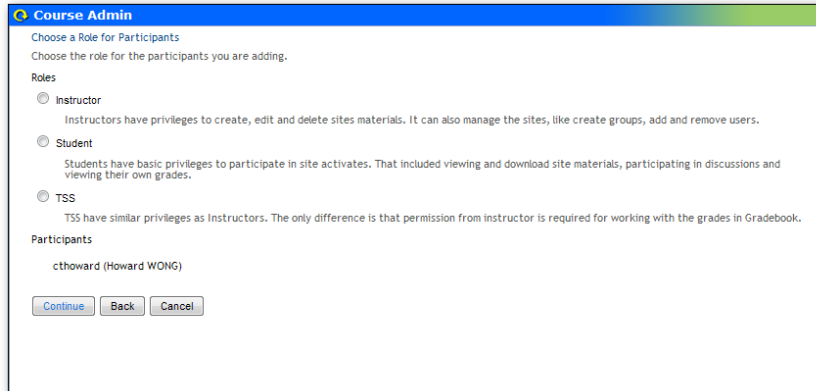
Participant Roles

Assign all participants to the same role

Assign each participant a role individually

Continue **Back** **Cancel**

2. Type the ITSC account name in the Usernames text box.
3. You may enter multiple accounts by putting the username in separate line.
4. Click **Continue**  when finished.



Course Admin


Choose a Role for Participants
Choose the role for the participants you are adding.

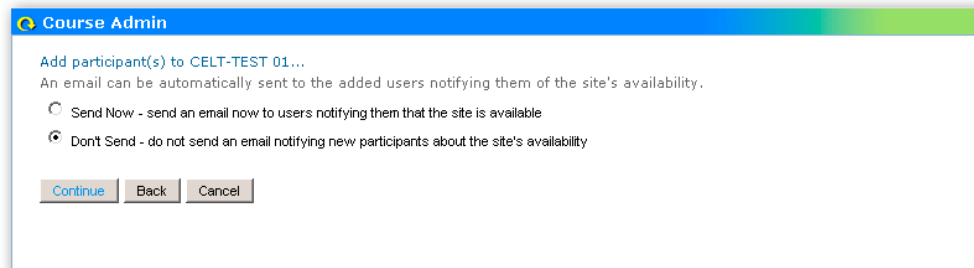
Roles

- Instructor**
Instructors have privileges to create, edit and delete sites materials. It can also manage the sites, like create groups, add and remove users.
- Student**
Students have basic privileges to participate in site activities. That included viewing and download site materials, participating in discussions and viewing their own grades.
- TSS**
TSS have similar privileges as Instructors. The only difference is that permission from instructor is required for working with the grades in Gradebook.

Participants

ctoward (Howard WONG)

5. Choose the **Roles** of the account.
6. Click **Continue**  when finished.
7. You may send an email to notify they user that the account have been added to the course.
Select "**Send Now**" or "**Don't Send**".



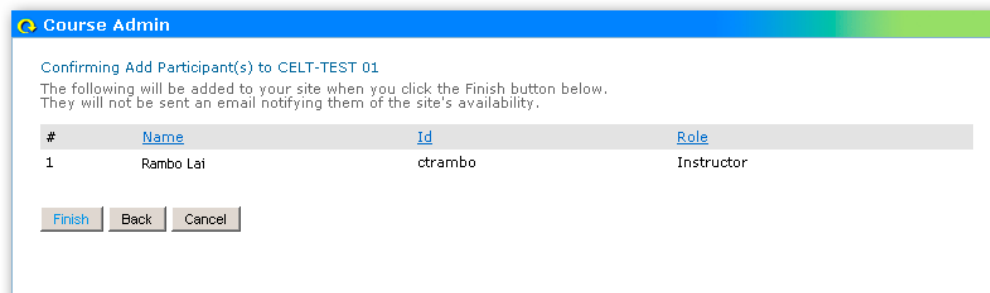
Course Admin

Add participant(s) to CELT-TEST 01...

An email can be automatically sent to the added users notifying them of the site's availability.

- Send Now** - send an email now to users notifying them that the site is available
- Dont Send** - do not send an email notifying new participants about the site's availability

8. Click **Continue**  when finished.
9. Click **Finish**  to confirm.



Course Admin

Confirming Add Participant(s) to CELT-TEST 01

The following will be added to your site when you click the Finish button below.
They will not be sent an email notifying them of the site's availability.

#	Name	Id	Role
1	Rambo Lai	ctrambo	Instructor

7.5. Managing Participants in the course

1. Click on the **Status** menu of the participant.

Name	Enrolled In	Id	Role	Status	Remove
Administrator, Support (admin)			Instructor	Active	<input type="checkbox"/>
Demo, 081 (demo081)			Instructor	Active	<input type="checkbox"/>
Demo, 082 (demo082)			Instructor	Active	<input type="checkbox"/>
Demo, 083 (demo083)			Instructor	Active	<input type="checkbox"/>
Demo, 084 (demo084)			Student	Active Inactive	<input type="checkbox"/>
Demo, 085 (demo085)			Student	Active	<input type="checkbox"/>
Demo, 086 (demo086)			Student	Active	<input type="checkbox"/>
Lai, Rambo (ctrambo)			Instructor	Active	<input type="checkbox"/>

Update Participants

2. Select **Active / Inactive** to change the participant's status.
3. Click [Update Participants](#) when finished.

7.6. Publishing the course

1. Click **Manage Access** [Manage Access](#) in the Course Admin tool menu at the top.

Course Admin

Change Access for FALL2009-10 DEMO002 (L1)

Site Status

Publishing your site makes it available to the site participants. Global access settings allow you to decide who has access to your site once it is published. You can change these settings later by going to Site Info.

Publish site

[Update](#) [Back](#)

2. Check the [Publish site](#) check box.
3. Click [Update](#) to apply.

8. Contact

For any enquiries on the LMES, please email to imes@ust.hk or call the enquiry hotline 2358-8036 at office hour.