The Learning Management System component of Koala Connection allows professors and students to interact online using a “virtual classroom”. Users are able to access the course content (once posted) from any computer that has internet access.

This manual has been developed as an exhaustive ‘how-to’ for all parts of LMS that faculty will use. Please read the parts of this manual that pertain to your class needs and call the CC IT Help Desk with any questions. 803.786.3007

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Class List
Access and print a list of the students registered for a particular class you are teaching

1. After you Login, click the “Faculty” tab

2. Then, select Faculty Course Information from the “Faculty Main Page” menu

3. Notice classes for the current term are listed– From the “Go Directly To” drop down menu, select Class list beside the class you wish to see the roster for. (If you prefer a different term, choose one from the drop down menu, then click Search)

4. Notice the name of the class is listed
   * To print, click Print Friendly

5. Click the Send to Printer button
Overview of LMS
Short Summary of each portal available within an online class.

Attendance
Allows professors to keep track of student attendance based on default class meeting times (set by the Registrar). Additional class meetings may also be created. Required for all professors for the first two weeks of class. This portal may be used with the Gradebook.

Collaboration
This portal has three parts:
Forums—Threaded discussions may be facilitated through 'email'-like messages organized by instructor-set topics.
Chats—conversation can happen online in real time (currently unavailable).
Coursemates—shows a list of all students and allows the student or professor to send email messages from LMS if they use Outlook.

Course Information
Basic course facts: class name, academic term, faculty name/email/office hours, class schedule/meeting location, description.

Coursework
An extensive tool that allows professor to post many different types of assignments online. (Quizzes, Tests, Homework, etc).

Gradebook
Provost does not recommend using this tool. If you would like to set it up, please refer to the LMS faculty manual (or contact the IT Helpdesk).

“Class Name” Home
The portlets on this page can be modified or deleted. The default settings include information about the course, a calendar, a space for announcements, a handouts section and a place for website links.

Syllabus
The portlets on this page can also be modified or deleted. The default settings include information about the syllabus, a spot for a downloadable version, and a place for reading assignments.
1. After you Login, click the “Faculty” tab

2. Then, select Learning Management System from the list of portals on the left

3. Choose All My Courses

4. You may need to change “Current courses” to “Future Courses” by clicking the drop down menu

5. Once you see the correct term, click the name of the class

LMS Accessing the Class
Find the online components of your classes.
Entering Attendance
Log absences for students—required for all classes during the first two weeks of each semester.

1. Access your class through KC’s LMS
   *Choose Attendance from the list on the left

2. By default, the ‘Most Recent Session’ date will be shown.
   If any students were late or absent, use the drop down menu beside their name to choose the appropriate option. Then click Save (To change the session: click the date on the calendar).
   *Please use “Absent (Unexcused)” when a student misses a class

3. Notice the absences are shown in red.
   *These steps need to be repeated for each class meeting during the first 2 weeks of the semester.
Collaboration (Forum)
Create a threaded discussion for your class to participate in.

1. Access your class through KC's LMS
   *Choose Collaboration from the list on the left

2. Notice that the three Collaboration portlets are shown as boxes on the page and are also listed as hyperlinks on the left toolbar.
   Click Forums (The Forums Portlet editing window will open).

3. Click the green plus sign to create a new forum for discussion.
Collaboration (Forum)
Create a threaded discussion for your class to participate in.

4. Notice all the editing options!
Add a Name and Text
Define the starting and end dates OR keep the default settings
Choose users who will be allowed to see this post (click the plus box)

5. Once you’ve entered your information, click Save.

*If you need to delete a post, simply click on the trash can icon beside the blue hyperlink.
*To edit the post, click the pencil icon.
1. Access your class through KC’s LMS
   *Choose Collaboration from the list on the left

2. Click Coursemates

3. If you are using Outlook and have it open, you may email selected class members from this window, and send them a message.
   You may also choose to View Printable Roster
Introduction
LMS' Coursework is the most helpful and complicated portal. Please read this page carefully before beginning to create assignments. It is strongly recommended that you completely organize your syllabus before embarking on the creation of online assignments. Many users also find it helpful to create much of their coursework in Microsoft Word documents before creating the assignments in LMS. It is easier to copy and paste text from Word than compose long paragraphs in LMS. This section will guide you through the development of LA100 (Liberal Arts 100: Foundations for Learning in the Liberal Arts). In this example class, the instructor will utilize Coursework to post campus event attendance requirements, create online quizzes, remind students of the reading assignments, and offer extra credit opportunities. After you develop your course online, please make sure to reflect the requirements clearly on your syllabus. This may require you to do some editing of your original document.

Organization of ‘Coursework’
Most professors will use a chronological structure for their classes Coursework portal. Some may choose a topical approach. Either way, you will probably want to personalize the unit titles. For the following example both will be used. Some of the units will be labeled according to the chapter in the text book that they correspond with. Before you begin creating assignments, you should define the organizational structure. If you have ten chapters, you might create and name ten ‘units’ then create assignments for each of those units OR you may only use LMS for a few assignments—in which case you will probably use a topical structure. You might create one unit called “Tests” or “Group Project” and have information in those units about the assignments.

Assignments
Name: All assignments must have a name—be as specific as you can! (“Genealogy Group Project Evaluation” is a stronger name than the more ambiguous “Essay” or “Evaluation”)

Format options
Online: student completes within the Portlet (on the class' webpage)
[examples: Online Quiz or Online Exam]

File Exchange: student submits work created in another program (like Microsoft Word) just like they would attach a document to an email message.
[examples: submitting an essay or filling out a professor designed evaluation form]

Offline: student completes away from the computer, but grade is posted online-only useful if you are using the LMS Gradebook
[examples: Attending a Campus Event or Delivering an Oral Presentation]

Type options: Exam, Homework, Lab Report, Paper, Quiz, Reading, and Test
1. Access your class through KC’s LMS
   *Choose Coursework from the list on the left
   *Begin by selecting Add a Unit

2. Name your first unit, write a description (or leave it blank), and choose the proper position. (The example below is the first real unit, so I’ve left the position set to ‘first’. You need to change this setting if you are creating the second unit.)
   *Click the Save button

3. Notice how the new ‘unit’ appears on the list.
   *Delete the default “Unit 1” by clicking the trashcan icon, then select OK
Coursework (Change units)
Create a logical flow for the assignments you will post online

If you forget to select the appropriate “position” for your unit, you can reorder them by selecting Reorder Units.

Type numbers in the white boxes to reflect the correct order of the units. Then click Save.

Notice the three different descriptions for the chronological units and the fourth, a topical unit. Make the class yours by being creative!
Coursework (Online Tests/Quizes)

Part 1: Create the framework for your test

- Click Add an Assignment
- Choose a name, format (“online” if you are making a quiz/test), type, and Unit name.
- Fill out the Description and Instructions sections if you want to (not required).
- Personalize the other options (Start/Due dates, show grades, allow review).
- Click the Save button.
1. Choose the Question Type and Number of Questions. *These steps need to be repeated for each different group of questions (unless your test has only one type of questions).

2. Type the questions and select/define the answers.

3. To add more questions, choose the questions type and number of new questions then click save These and Add More OR click Save if you are finished.
When using the Multiple Choice question type, you must create the answers.

In order for the test to be valid, you must enter a point value for each question, then click Save.

When you finish designing your test and entering questions, Click the Activate button then select Preview this Test.
Coursework (File Exchange)
Allow students to submit work through Koala Connection

1. Click Add an Assignment for the appropriate unit.

2. Name the assignment, choose File Exchange for “format”, Choose a Type. If you are using the Gradebook, choose Graded for the grading method, and enter the total possible points. Describe and/or give Instructions.

3. Choose your preferences for Activation, Start/Due dates, and Showing grade, then click Save.
To view a submitted File Exchange assignment, click on the name of the assignment, then select the student’s name.
1. Click **About This Course**, then select **Create Content**.

2. Check the boxes corresponding to the options you would like for the Portlet.

3. If you receive this error message, you need to resize your picture. (It must be really small!)

   Portlets look great with a picture!
1. Click Announcements, then hover mouse over Manage and select New Announcement.

2. Fill out the sections and check the boxes corresponding to the options you would like for the Portlet (make sure to check the boxes beside faculty and students in the send to section).

The Portlet will look like this from the Home page, once you’ve added an announcement.
1. **Click Handouts or Bookmarks**, then select **New Handout or New Bookmark**.

You add a file to the Handouts Portlet the same way you attach a document to an email (simply locate it on your computer).

The Portlets will look like this from the Home page, after you’ve added handouts and bookmarks.
To put your Syllabus online, click Syllabus from the left menu. Choose Downloadable Version and then upload it from your computer files. Click Save when you’re done.
Deleting Portlets

1. You may decide that you don’t want to use all of the portlets that are offered for each class. To “clean-up” a Portal, Select Edit Page.

2. Click the Content tab.

3. Notice the portlets are listed. Click the trashcan icons next to each Portlet you wish to delete. Click ok then click the Exit button.
Adding Portlets

1. You may decide that you need to add a Portlet. Select **Edit page**, choose the **Content** tab, then Select **Add a portlet**

2. Click the **Add Portlets to page** button

3. Notice the portlets are listed. If you are done adding portlets, Click the **Exit** button