CAMBRIDGE LMS

Client Admin Guide
Welcome to the Client Administrator User Guide. This is a very important role in your institution – the Client Administrator is able to create classes in the Cambridge LMS,
register students, enrol students in their correct classes (or help students enrol themselves), register and enrol teachers and more. This Guide teaches you how to complete all the tasks you need to do.

This Guide covers the administrative functions in the Cambridge LMS.

**Receiving Client Administrator access to the Cambridge LMS**

To receive Client Administrator access to the Cambridge LMS please contact your local Cambridge sales representative. They will ensure you are given Client Administrator access to the LMS.

Once you have been given Client Administrator status you will automatically be taken to the My Admin page of the LMS whenever you log in:

![My Admin page](image)

**Setting your default campus**

When your institution is set up for you in the LMS any campuses you have requested should already be available. Whenever you log into the LMS you will be taken to the My Admin page and see your default campus. If you have more than one campus and would like to change the default campus please select the drop-down menu next to the school name and choose Choose default school:
You will then see a list of all the campuses in your institution. Choose the one you want to set as default and select Submit.

**Changing current campus**

If you would like to manage a different campus for now you can switch between campuses at any time. Just select the drop-down menu next to the current school/campus and choose the one you would like to view or manage:
Changing the School Code

You may need to give students or teachers the School Code so that they can join your institution in the LMS and so that you can add them to classes. If you ask your teachers or students to register in the LMS themselves give them the School Code before they register.

You can change the School Code at any time. You may want to do this because your school code is very similar to that of another institution and students in the two institutions frequently join the wrong school, or because your school code has been made public and you would prefer to keep it secret and secure.

To change the School Code select Edit School Code on the My Admin page:

![Image of the My Admin page with the School Code field highlighted]

You will then see the following popup window:

**School Code**

- **Please give the School Code to teachers in your schools before they register.**

**Change School Code**

- **We recommend that the School Code is changed when a teacher leaves the school.**
- **School Code:**
- **Confirm School Code:**

*The 'School Code' you are changing will be applied to all affected Campuses. You MUST communicate this change to other Client Administrators. These Client Administrators will need to communicate the new School Code to all teachers in their Campus before they register as a Teacher Plus on the OMS.*

![Change button]

Enter the new school code in the School Code and the Confirm School Code fields and choose Change.

**Note:** If you give your students a Class Code (see below) you do not also need to give them the School Code – the Class Code is enough. When a student enters a Class Code they automatically are joined to the Class and the School at the same time.
Adding New Products

When the LMS is first set up for your institution the products you requested will be set up for you. However, you may want to add more in order to create classes around new products.

To add a new product select the My Admin tab, then Manage Products and Add Products:

From the Product Title list select a product. If necessary make further choices such as Level and Product. Add any levels you need, and finally select Add Products:
The products you have added will now be available to you and you can create classes for them.

**Creating Class Groups**

Before you create classes you need to create at least one Class Group. Class Groups are like folders on your computer and allow you to organise your classes. You may want to give your Groups names such as “Semester 1”, “Semester 2” etc, or the year, or level – this is up to you.

To create a Class Group select the My Admin tab in the top navigation bar. Then select Manage Class Groups and then Create Group:
Give the Group a name, choose a Group Language if desired, and select Save.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Number of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>My groups</td>
<td>08 January, 2019</td>
<td>0</td>
</tr>
</tbody>
</table>

Creating a Single Class

1. To create a single class select Manage Classes and then Create a class:
2. Choose the series title, level and for which you want to set up a class. Alternatively if you have previously created a class template and would like to set up a class from that, choose the relevant template (see Creating a Class from a Class Template for more information).

3. You can enter a Class Code if you like; if not, the LMS will automatically create a Class Code for you. If you want students to join the class themselves you need to give students the Class Code.

4. Enter a Class Name, and choose the Group into which to save the class (if you haven't set up a Group yet please follow the instructions in the section Creating Class Groups.)

5. Set dates for the class to open and close. Students will only be able to work in a class while it is open. Once a class is closed teachers and students can still enter it but only to see past results – students will no longer be able to work in the class.

6. Choose Class Based Scoring if you think some of your students are likely to repeat a course. If you choose this option, when a student joins a second (new) class their gradebook will be empty so they can start from the beginning. If this option wasn’t chosen in their original class they will take their grades with them into the new class.

7. Once you have made your selections choose Submit and your class will be created. A popup window will now appear telling you the Class Code:
8. Copy this class code and paste it into an e-mail to your students. They can then join the class themselves (see Student’s Getting Started Guide); this means you don’t have to enrol the students yourself, saving you time.

Select OK and you will be back to your My Admin page.

Creating Multiple Classes

1. In addition to adding a single class you can create multiple classes at the same time. To do so go to the My Admin section, Manage Classes, Create multiple classes:

2. Choose the correct Series title, Level, Course and Class Group in which the classes should be created. If you want to create multiple classes for different products or levels, or want to create classes in different groups, you will need to create them in different steps.
3. Download the sample template from the link on that page.

4. This will open in Excel or a similar programme, and contains the headers Class name, Class code, From date, To date and CBS (Class-Based Scoring). Complete the spreadsheet (with Y for Yes or N for No in the CBS column to show whether you’d like to enable Class-Based Scoring for that class), save it on your computer, then Browse for it and find it. Finally select Check and Upload and the LMS will import the spreadsheet and create the classes. If there are any errors the LMS will alert you to them and you can make any necessary amendments and re-upload the spreadsheet.

Classes created using this method of bulk creation will be standard classes with generic features and settings. If you would like to create classes with personalised settings such as locked/unlocked content, personalised gradebook settings and more, you can use Class Templates (see separate section on this).

Creating a Class from a Class Template

If you would like to apply settings to a number of classes such as locked/unlocked content, gradebook settings and more, you can create a Class Template and then create one or more classes from that Template.

First follow the process of creating a single class, but this time select the option Make this a class template:

Give the template class a memorable name so you recognise it in future. Complete the class creation by clicking Submit.

Now go into the template class you have just created in order to change relevant settings. To do this go to My Teaching, find the template class you have just created, and select Class Home next to it:
Edit any of the class settings you would like to change such as locking/unlocking content or gradebook settings – see the Editing a Class section for details.

Once you have changed any settings you can create one or more classes from this template; the new classes will have the same settings as the template class you have just created. To do this go back to My Admin > Manage Classes > Create single class. This time, choose the Template you have just created from which to create your new class.

Complete the other fields as usual and choose Submit; your new class will now be created with the same settings you applied to the class template.

Creating Multiple Classes from a Class Template

If you would like to apply settings to a number of classes such as locked/unlocked content, gradebook settings and more, you can create a Class Template and then create one or more classes from that Template.

First create a Class Template following the instructions above (Creating a Class from a Class Template). Once you have created a Class Template and have applied the settings you would like to it, go to My Admin > Manage Classes > Create Multiple Classes. From the Class templates choose the template you have just created.

Now follow the rest of the process for creating multiple classes (detailed instructions are above - Creating Multiple Classes). All classes set up this way will have the same settings as the class template you created.

Editing a Class
If you'd like to change the details of a class – its Class Code, open/closing days etc – go to the My Teaching tab and select Class Home next to the class you’d like to Edit:

Once you're in the class select Class Details under the Class Home tab and you will be able to change the settings. Remember to select Save when you are finished:

Deleting a Class
You cannot delete classes yourself. If you want to delete a class, first, remove all students and teachers from the class. Then write to imssupport@cambridge.org with the name and class code of the class to be deleted and we will do this for you.
Searching for a Class

You can search for a class by a number of criteria – Class Code, Class Name, by product or Class Group. To find a class go to the My Admin page, then Manage Classes and select Class list. Enter the criteria or filter by one of the options and select Search:

Adding Users to a Class

Adding single users (students or teachers)

Students can join a class themselves using the Class Code – see the Student’s Getting Started Guide for more information. Teachers cannot join a class themselves, though, you will need to do this for them.

You can add students and teachers to a class by following these instructions.

1) To add a user to a class, go to the My Admin tab if necessary and select Manage Users then Add User:
2) Select the *Add an existing user to a class with their username* box to add a user who already has a username to a class. If the user is new to the Cambridge LMS leave this box un-ticked and complete their details.

3) Choose whether the user is a Student or a Teacher

Fill in the required information. You **must** include the Class Code.

You may also wish to enter an Activation Code for the product you are using. This way the student will see it as soon as they log in. If you prefer for the student to enter the Activation Code from their book then leave this blank.

The Cambridge LMS can send an email to the user to tell them that they are part of the class. You must choose whether to send the email now, later or never.
User is a *  

First name *

The content of this field is kept private and will not be shown publicly.

Last name *

The content of this field is kept private and will not be shown publicly.

 Preferred Username

*Your full name or your preferred username, only letters or numbers are allowed.

Age *

13 or younger  □  14 or older  □

Date of Birth *

DD  ▼  MM  ▼  YYYY  ▼

Email address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive new password or wish to receive certain news or notifications by e-mail.

Class Code *

Activation Code

Welcome email sending options ▼

These options also control new account emails, which include important account information. Please ensure you plan sending this if it is not being sent now

Send email in *

English  ▼

Sending options *

  o Send now
  o Set send date
  o Hold message
  o Never send

Submit
Adding multiple users (students or teachers)

At the beginning of a semester, you might have a lot of users to bring in at the same time. The easiest way to do this is to select Add Multiple Users. Here you can add a lot of users and put them straight into classes whether they are existing users in the LMS, new users, or a combination.

You should create the classes first and take a note of the Class Codes. If you have a list of Activation Codes you can also enter them during this process so that the students don’t have to do this themselves.

1) Go to My Admin > Manager Users > Add Multiple Users and download the sample template:
This will open a .csv file with columns for the following fields. If the user already exists in the LMS enter their first name, last name, e-mail address and date of birth and the LMS will recognise that they already exist in the LMS and use their existing username to add them to the class.

Role (student or teacher) *
First name
Last name
Username (preferred) *
Email address
Date of birth
Class code *
Activation Code (student)

On each row starting from row 2 enter your students’ details. You do not need to enter an activation code. When you have entered all the student information, save your CSV file on your computer, then select Choose File to find it. Select your file and choose Open.

The Cambridge LMS can send an email to the user to tell them that they are part of the class. You must choose whether to send the email now, later or never. When you have finished, select Add Users.

This will also send users new to the LMS an e-mail containing a link. They need to click this link in order to set their password and access the LMS.

You will receive two reports: one detailing successful enrolments and a second one with any errors. Please make sure to view at least the error report in order to make any necessary fixes.

**Moving students from one class to another**

Follow these instructions to move one or more students from one class to another.

1. Log into the LMS and go to the class which contains the students you would like to move. In that class select Manage Students:
You will now see a list of all the students in this class. Select all the students you would like to move, and choose Move to another class from the drop-down menu. Then select Apply:

Now select Campus, Group and Class name and select Next:
Select Confirm to continue, and the students will be moved to the other class.

**Viewing the content in classes**

1. To access the content in a class, log into the LMS. If necessary go to the My Teaching page. Find the class you would like to access and select Content next to the product you would like to view.

This will take you to the specific class and to the contents.

2. You will now see the Content page. Depending on the class or product you have chosen you may see different types of content. In this example the product has Assessment, Online Workbooks and Extension activities. To explore the contents
select on each heading at a time, then select the “Show all” link on the page. This will list all the units, activities or other components for you to view.

**Locking/Unlocking content in a class**
You can lock or unlock content in a class either to all students or to selected students. Locking a piece of content means that the students can still see that the piece of content exists, but can't access or use it.

To lock all content in a class please select the Lock All button. To unlock all content, please select Unlock All:
You can also lock or unlock individual pieces of content at e.g. Unit, Lesson or Activity level:

When you select a lock/unlock icon you will see the following window:
To lock this item, select the Lock box. If you like you can set a date range – this means the content will be locked until the “To” date, when it will be come visible to students.

The default mode is Edit by Class. This means that any lock/unlock settings will be applied to all students in the class. By changing the setting to User you can control who can access this item and when:

After changing settings please make sure to select Save to apply the changes.

**Setting activities as “To Do Next”**
You may want to highlight certain activities as the ones you’d like the students in a class to do next. To do this find the activity in the Content tab, select the Settings icon to the right of it and select the Add to Homepage option:
Once you have done this, the activity will appear on the students’ LMS Class Home Page in the To Do Next box:

**Using the Class Calendar**

You can use the Class Calendar to schedule reminders for students such as for deadlines or exams.

To schedule an event go to a Class Home page and select Class Calendar:
This will take you to the Calendar View:

Select New event to create a new event. Complete the relevant information and make sure to select Save & exit to save the event:
The event will then be visible in the teacher's and the students' Calendar.

**Using Announcements**

Administrators and teachers can post Announcements to a class. These messages appear in the class Announcements area on students' and teachers' Class Home pages.

From the Class Home page, select Announcements:
You will then see a list of Announcements you have sent to the class. To create a new announcement select New Announcement:

Fill in the title and write the message just like an email. Use the icons at the top of the box to format your Announcement:
Select the Announcement visibility. The default Announcement option makes Announcements available for the duration of the class. You can set Announcement beginning and end dates to make Announcements appear and disappear automatically. This feature allows you or instructors to prepare their course with Announcements (for example, due date reminders) and have them automatically appear at specific times.

If you want, you can include a deadline. Announcements with deadlines will display the number of days left next to the title.

You may want to attach a document, image or audio file to your announcement. To do this, select Choose File to locate the attachment on your computer. Select Open.

If you want the Announcement to also go to students as an email, choose Yes under Send email notification. If you choose No, then students will have to log in to the Cambridge LMS to see the Announcement.

If you want to see what the Announcement will look like before you post it, select Preview.

You can Edit from this page, or Cancel. Select Add. The students will now see your Announcement on their Class Home page.
Using the LMS Tools

1. To use any of the LMS Tools, log into the LMS if necessary and go to the My Teaching page. Find the class and select Class Home next to its name:

2. On the Class Home page you will see the Class Tools tab. Select it to show the tools available in that class.

Select the tool you would like to use, for example the Forum, and you will be taken there.
Using the Forum
You may want to pre-set questions or tasks on the Forums before a class begins. To do so, go to the Forums and select New forum:

First give the new forum a title:

After entering a title and selecting Add you will see the following. Now select Add a topic:
Enter a title for the topic and select Add:

Finally select Add a thread:

Complete the fields. This will create a new discussion thread to which your students can reply:
The teacher and students will be able to see a list of Forums and threads like this:
As an administrator or teacher you can Edit or Delete threads, topics or forums. You can also read and reply to students’ messages. Students can read your and other students’ messages and reply to them.

**Forum statistics**
In each forum it is possible to see the statistics of user interaction with the forums. On the Forums page select Statistics:

![Forum > All Forums](image)

This gives you information about the students in the class – how many posts they have written, read or commented on:

![Forum > Forum statistics](image)

**Using the Message board**

The Message Board is an instant messaging tool. Use it to have live online conversations with other students and teachers in the class. You may need to set up an event in the Calendar to remind the students to join in, so that everyone is online at the same time.
Top use the Message Board go to Class Tools and choose Message Board. To begin a conversation type in the chat box at the bottom and select Send:

You may need to select Refresh or Reload on your browser to see the most recent responses.

If you wish, you can also have students work in smaller groups by starting a Private Message board and inviting individuals to participate.

Select Private Message Board:
On the next screen select Create Message Board:

Write a title and a message. Select Save and Exit:
To invite students into the private board, select Add User and type the student’s user name:

Select Add, and the student’s username will appear in the Contributors box.
This conversation can only be seen by the teacher and the invited students.

**Using Blogs**

The Class Blog can be used to encourage students to write personally about their learning experiences, and to use the language learned more creatively. You can ask your students to read their classmates' posts, and comment on each other's entries.

From the Class Home page, select the Class Tools drop-down menu and choose Blog:
Here, you will see a list of all the posts made by the teacher or the students in this class. To write a new post, select New Post:

Give your post a title and write your message. If you’re not ready to post the message select Save as Draft, otherwise select Add:
You can correct or update a post, or finish a Draft, by selecting My Posts. Select the title of the post you want to edit. Select Edit, make your changes, and then select Add.

Teachers and administrators can edit posts made by students. To do Select Edit, make your changes, and then select Add.

To read a student's blog entry select the title of the blog post you want to read. To comment, select Reply. Give your comment a title and write your message in the Comment box. Select Add to finish and your comment will appear below the post.

You can change various settings across the blog:

Here you can choose whether students can write, edit, or delete their own and/or others' blog posts or comments. Make any changes you would like to and select Save:
To get an overview of student activity in the blogs, select Statistics on the main blog page:

Here you can see a list of the students and the number of posts they have written, read or commented on:
Using the Portfolio

In some courses, the Portfolio is linked to writing tasks as part of the course. It also offers students a chance to practice free writing.

To access the Portfolio, select the Class Tools drop-down menu and select Portfolio:

At the start of the semester, there will be no tasks in Portfolio:
Students can create their own tasks here, independently or on the teacher's instructions. To create a new task, the student selects Portfolio, then chooses Create a new task (note: this image is of the student's view, not the teacher's view):

They then complete the following form and select Submit:

- Title:
- Please add the title:
- Student post:
  - Please add text for the student post:
- Attach file:
  - Maximum file size: 5 MB
  - Allowed extensions: txt doc docx ppt pptx xlx xlsx jpeg jpg gif png bmp ogg ogg aac wav mp3 wav mp4 mov

Submit  Save as draft  Cancel
When a student submits a completed task, the teacher will receive a Notification in the Notifications area of your LMS:

From there the teacher can view the student's task, and comment on it.

**Using the Wiki**

The wiki can be used to do group projects and practise writing in a class.

To access a class wiki, go to Class Tools and select Wiki:

At the beginning the wiki will look like this:
It shows instructions for how to edit it and create subpages. It's a good idea to create subpages for each activity. That way, you can keep the wiki homepage clear and easy to follow, but students can have complete creativity within each activity page.

Here's the homepage for a Wiki for teacher Jane's class:
You can see she has already organised it into sections and added links to subpages.

To make changes to a wiki, select Edit. Add or delete text as appropriate and select Submit to finish.
To create a subpage and add a link to it, type in the following: two square beginning brackets, the word “nodetitle”, a colon, the title of the page, and two square closing brackets:

```
[ nodetitle:Stories from around the world ]
```

Make sure to put the instructions for the activity on the page so that students know what to do. As before, select Edit, delete the starter text, paste in your activity instructions and select Submit to finish.

You can also comment on the wiki work to encourage or congratulate students.

Before you instruct your students to start working on the wiki select Settings to see the Settings screen:

Make sure that students are able to edit the wiki before you begin by ticking All.
When you or the teacher are ready to end the activity, you can stop the students editing by selecting None. These settings apply to everyone in the class.

You can get an overview of student activity on the Wiki by choosing History:

This shows you the changes that were made to the Wiki, and who made them:
Using the Gradebook

The Gradebook gives you information about your students’ performance – which activities each student has done, what grades they have earned and more.

1) To view the Gradebook go to the class home page and select the Gradebook tab:

![Gradebook tab](image)

2) Scroll down that page to see a whole-class overview of the students, initially in Score view:
So in this example, 1 student has received an average score of 20 – 39% on the work they have done, 3 students each have received an average score of 40 – 59% and 60 – 79%, and 2 students have received scores of 80 – 100% on the work they have done.

Further down the page, under Students' Details, you can see how much of the materials a student has done (e.g. Student Three has done 5% of the course) and the average score on those activities (54%).

3) If you select Progress the view changes to give you information about students' progress rather than their scores:
So in this case, 16 students have completed between 0 and 19% of the materials, indicating that this is the beginning of term.

4) In both cases – Score view, and Progress view – you can select a particular student to find out more information about their studies. Selecting Student Three gives this view:
Next to each Unit you will see Score and Progress information. Select the unit header to reveal information about individual activities performed:

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Score</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Making friends</td>
<td>Completed</td>
<td>60 %</td>
<td>100 %</td>
</tr>
</tbody>
</table>
Here you can see Score and Progress for each activity, and also the number of attempts (the number 1 against a yellow circle).

Select the icon to the right of each activity to give you the opportunity to compare students’ grades on that particular activity, overwrite a grade that the LMS has given a student, or leave a student a comment on a particular activity:
Course -> Unit 1 Making friends -> Lesson A Getting to know you -> Lesson B Things in common -> Vocabulary preview: Getting to know you

Students' Details

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Username</th>
<th>Score</th>
<th>Teacher Score</th>
<th>Progress</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student One</td>
<td>demoStudent1</td>
<td>53%</td>
<td>%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Student Two</td>
<td>demoStudent2</td>
<td>78%</td>
<td>%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Student Three</td>
<td>demoStudent3</td>
<td>86%</td>
<td>%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
In products like Cambridge English Empower and Testbank where there is a lot of content, you can even see each student’s exact answers on each test. To do this, go to the ‘View by Student’ page.

Select a student’s name. This will take you to a list of content that the student can access. Expand the list to see specific content.

Select the Settings icon next to a test and choose See answers and comment:

![Image of test results with options to see answers and comment]

In the answers column, select the icon next to the student’s name:
This will show you the exact answers the student gave in the test.

**Customising the Gradebook**
Go to the Gradebook using the shortcut on your Teacher Home Page, or the Gradebook tab on your Class Home page. Select Gradebook Settings to begin:

There are 3 tabs in this section: Gradebook Structure, Class Grade Format and Class Grade Calculation. Select Class Grade Format:
Here you can see the ranges for different grades. Select Edit to change grade names and ranges. You can disable grades for this class.

You can also rename, add or delete grade levels if you wish. When you are ready for the students to see their grades, tick the box next to Let students see the course grades. Select Save, then select OK.
Now select Class Grade Calculation. Here, you can include or exclude certain activities from the Course Grade Calculation:
Tick the box next to items to include them. In this example, the teacher wants to assess students during class time so excludes the relevant items from the Course Grade. This means that the unticked items are now optional, while items that are included in the Grade are obligatory. This means that students have a minimum amount of work to do in the Cambridge LMS to pass the online part of their course, but that the teacher also has optional extra activities to assign to students who need additional practice.

Select Save to finish and then select OK.

Activities that are included will now be counted in Graded Score and Grade. Progress will not be affected by this. It will still be the percentage of all content that the student has accessed.

Now select Gradebook Structure and you will see the following:
Here you can create categories to put similar activities together. Type in the name of the category. Select Add and Save, then choose OK.

If you wish, you can also include offline activities in the Gradebook, such as ‘debating’ or ‘class participation’.

Under Add a Custom Gradebook Item type in the item. Select a category. Select Add and Save, then choose OK.

You can now make some categories more important than others by using Weighting. To do this tick Enable Weighting. Choose OK, then OK again:
Now you can assign a percentage to each category. 0% means it is not part of the course grade.

In this example, the online content counts for a greater part of the final grade (60%) than the Extension activity (40%).

Select Save to finish, then choose OK.

For more information on the Gradebook and how to set it up please visit the video playlist at [www.cambridge.org/clmsteacherplus](http://www.cambridge.org/clmsteacherplus) visit [www.cambridgelms.org/main/p/frequentlyaskedquestions](http://www.cambridgelms.org/main/p/frequentlyaskedquestions) or access the Teacher’s Guide to the Cambridge LMS.

**Exporting Student Data (Creating Reports)**

You can export two types of student data – this can be useful for moving students’ performance information into your own student management system if you have one. The two types of student data you can export are LMS Access (how long students were logged into the LMS) and Performance (which activities they did and the grade they received on them).

To generate a report select Reports in the top navigation bar:
You will then see:

![Report page with fields for organisation, class, and export options]

Select your organisation; if your organisation has more than one campus you will be asked to choose the Campus. Then choose the Class Group followed by the Class. Finally choose whether you would like to export the Student performance overview report or the CLMS Access report and select Apply. You will then be given a link to download the relevant report which will be in csv format.
Getting help with the LMS

For more help and information on using the Cambridge LMS please visit
www.cambridge-lms.org/main/p/frequentlyaskedquestions

You can also find this by selecting the Help button at the top of every LMS page.

As a Client Administrator you can also submit questions or problems to
lms.support@cambridge.org