Logging into the Cambridge LMS if you have a username and password

If you have a username and password (for example if your institution has e-mailed you the details) please go to www.cambridgelms.org/main. Enter your username and password in the correct fields and select Log In:

If your institution has already added you to one or more Teacher Development classes you will see these listed on the My Learning tab once you have logged in. If this is the case you can go straight to your class by selecting Class Home next to the class name:
Registering in the Cambridge LMS
If you don't have a username and password for the Cambridge LMS please register. To register in the Cambridge LMS go to www.cambridgelms.org/main.

1. Select the Register tab:
2. From the "I am a:" field please choose “student” – as a participant in a Teacher Development course you will be a learner. Complete the fields in the box that appears. Choose a username that you would like to use. When you have finished pull the key to the lock symbol, and select Register.

If somebody else is already using that username the LMS will suggest a different one, or you can choose another one:

3. Once you have chosen a username you will be in the Cambridge LMS.
Activating your Teacher Development course

1. Log into the Cambridge LMS. If you don’t have any courses yet you will see the following screen:

![My Learning screen](image1)

2. Select Activate a New Product and you will see the following screen. Enter your activation code and select Activate a Product.

![Product Activation screen](image2)

You can now use your teacher development course in Self-Study mode. Please note that any work you do in self-study mode cannot be seen by your tutor or institution. If you are studying in a class, please follow the Joining a Class instructions below.

Joining a Class

1. Go to the My Learning tab in the LMS. Select Join a Class in the top right-hand corner:
2. Your tutor or institution will give you a Class Code. Enter it here and select Join a Class:

You are now in the class.

If you need to join more than one class do the same for each class.

**Joining a School**

If you have joined a Class you do not need to join a School. Sometimes your institution will ask you to join the School in the LMS though; if so, please follow these instructions.

1. Go to your LMS Home page. Select Join a School in the top right-hand corner:
2. Your tutor or institution will give you a School Code. Enter it here and select Join a School:

You are now in your LMS School.

**Using your Content**

1. To access the course you have activated, log into the LMS. You will be on the My Learning page. Find the course you would like to access and select Content next to the course you would like to study.
2. You will now see the Content page. Select Show All under the unit you would like to study and then choose an activity to begin studying.
Using the LMS Tools

1. If you are studying in a class you may have access to a number of tools such as a Forum, Wiki and more. If this is the case go to the My Learning page. Find your 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.

**Using the Gradebook**

The Gradebook shows you how much of a course you have completed and your grades. To view the Gradebook go to the class home page and select the Gradebook tab:
The Gradebook gives you information about your studies:

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Score</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome</td>
<td>Completed</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Unit 1: Reading skills and text types</td>
<td>In progress</td>
<td>76%</td>
<td>25%</td>
</tr>
<tr>
<td>1.1 Introduction (1)</td>
<td>Completed</td>
<td>78%</td>
<td>100%</td>
</tr>
<tr>
<td>1.2 Introduction (2)</td>
<td>In progress</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>1.3 Introducing reading skills</td>
<td>Completed</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>1.4 Exploring task types</td>
<td>Not started</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>1.5 Using previewing and predicting skills</td>
<td>Not started</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>
In this picture:

- My progress = how much of the course I have studied (=3%)
- How much of each unit I have studied (Unit 1 = 25%)
- My score in each unit of the activities I have done (in Unit 1, of the 25% of the activities I have done I scored 76%. On Activity 1.1 I scored 78%, on Activity 1.2 50% etc).

You can see more information about each Unit by selecting the unit name:

This way you can get information about your studies in each Unit, Activity etc.
Getting help with the LMS

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

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