Getting Started Guide for the Cambridge LMS for Students

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Logging into the Cambridge LMS if you have a username and password
If you have a username and password already (for example if your institution has e-mailed you the details) please go to the website address in your book (for example 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 classes you will see these listed 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 the website address in your book (for example www.cambridgelms.org/main)

1. Select the Register tab:
2. 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. The first time you log into the LMS you will see our Terms and Conditions. Please scroll down to the bottom of that page, select Accept and select Submit.
CAMBRIDGE LEARNING MANAGEMENT SYSTEM (‘CLMS’)

END USER LICENCE AGREEMENT (‘EULA’)

This EULA (together with the documents referred to in it) is a legal agreement between You, the End User, and Us. By clicking to accept the EULA and by using the Website You are indicating that You agree to be bound by the EULA. Please note there are sections within this EULA which are applicable to you depending on your access level and usage rights. Please read these EULA very carefully.

If you do not agree to the EULA, You are not authorised to use or continue to use the Website.

We may amend the EULA at any time and any revised version will be displayed on the Website. Please check this page from time to time to take notice of any changes We make.

1. INFORMATION ABOUT US

1.1. The Website is a site operated by Cambridge University Press. Cambridge University Press is a trading name of the Chancellor, Masters and Scholars of the University of Cambridge and Our principal place of business is at the University Printing House, Shaftesbury Road, Cambridge, CB2 8BS. Our VAT number is 823847609.

1.2. In the event of any comments or questions concerning the EULA, please contact us by e-mailing the Legal and Business Affairs at legalservices@cambridge.org or writing to Legal and Business Affairs at University Printing House, Shaftesbury Road, Cambridge, CB2 8BS.

I Agree.

Submit

You are now in the Cambridge LMS.
Activating your Product

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

   ![My Learning screen]

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]

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

Joining a Class

1. Go to your LMS Home page. Select Join a Class in the top right-hand corner:
2. Your teacher 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 teacher 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 content you have activated, log into the LMS. You will be on the My Learning page. Find the product you would like to access and select Content next to the product you would like to study.
2. You will now see the Content page. Choose an area of content (for example Assessment; Online Workbook; Extension...), then select Show All to choose an activity.

Using the LMS Tools
1. 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, for example the Forum.
Using the Gradebook

The Gradebook shows you how much of a product 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:

In this picture:

- My progress = how much of the course I have studied (=2%)
- How much of each unit I have studied (Unit 1 = 63%; Unit 2 and 3= 0%)
- My score in each unit of the activities I have done (in Unit 1, of the 63% of the activities I have done I scored 99%).

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 [http://www.cambridgelms.org/main/p/frequentlyaskedquestions](http://www.cambridgelms.org/main/p/frequentlyaskedquestions). You can also find this by selecting the Help button at the top of every LMS page.