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

If you have a username and password already (for example if the Client Administrator in your institution has e-mailed you the details) please go to the website address the Client Administrator has given you or which is in your book (for example www.cambridgelms.org/main). Then enter your username and password in the correct fields and select Log In:

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 please go to the website address in your book (for example www.cambridgelms.org/main)

1. Select the Register tab:
2. In the first field select "I am a Teacher". Complete the fields in the box that appears:

Choose a username that you would like to use. If somebody else is already using that username the LMS will suggest a different one, or you can choose another one in the next step.

Once you have entered your details, pull the key icon onto the lock icon and select Register.

3. Joining/setting up school

You will now be offered three options:

- Join an Existing School. If your institution is already set up in the LMS you will be invited to join it. You can do this by entering the School Code (please ask your Client Administrator for it) or by searching for it
- Ask for your institution to be set up in the LMS
• Continue as an individual teacher, without joining or creating an institution. Choose this option if you do not want to co-teach with any other teachers and are not part of a larger institution with multiple teachers and a Client Administrator.

Choose the appropriate option for yourself.

If you join an existing school the Client Administrator will be asked to accept you. Once this has been done and you have been assigned to a class you can make full use of the LMS.

If you request a School Account your local sales representative will contact you with further information.

If you continue as an individual teacher you will be asked some further details and you will then automatically be set up in the LMS. You will be able to create classes, manage your students and more.
Class Management functionalities

There are a number of Class Management functionalities which allow you to create classes, enrol students into classes and more. Teachers within an institution do not have access to these functions as these are usually performed by your Client Administrator. However, your Client Administrator can assign you these privileges. If you would like to manage your own classes please contact your Client Administrator asking them to give you Class Management privileges.

Individual Teachers who are not part of a larger institution automatically have access to the Class Management functionalities.

Creating Classes

To create a class select Create a Class on the My Teaching screen:

![Create a class interface](image)

You will then see the following popup window:

![Create a class popup](image)

Give the class a name that is meaningful to you and your students. Set the From and To date – these are the dates that your students will be able to work through the materials in the class. From the Series title drop-down menu choose the course that you are studying, and choose the correct level and any further variations from the “Course name” field:
Select Create class and the class will be created. You will be shown the class’s Class Code; copy this and send it to your students if you would like them to enrol in the class themselves. You will also be given the option of going directly to the class, adding students or remaining on the My Learning page by clicking the X in the top right-hand corner of the popup window:

Advanced options: Creating and using templates
During the Create class process select Advanced options if you would like to create a class template or use a class template to create a new class. Class templates allow you to change settings within a template class such as making pieces of content available at certain times and locking them at other times. Once you have set all the settings you would like you can then create as many classes as you like with the same settings by using the Template functionality.
To create a template, select Advanced options and then choose Make this class a template:

Select Create class and you will find the template class on your My Teaching page. Go into the class and change the settings you would like to change. Once you have made any relevant changes, use the process above to create a class from the template, this time choosing “Use a class template” and selecting the relevant template.

On your My Teaching page you can tell the difference between a template and a regular class by the icon:

**Please note** that you must set all settings in a template before creating classes from that template. If you make any more changes to the template after you have created classes from it, the new changes will not be applied to the other classes.
**Asking Students to Join your Class**

Once you have created a class it will have a unique Class Code. The LMS shows you the code immediately after you create a class but it is also on the class home page:

![Class 102 - Semester 1](image)

You can distribute this Class Code to your students for example by e-mail or in class. Students need to log into the LMS, click on Join a Class and then enter their Class Code. This will enable them to join your class. Many teachers find this the easiest way to add students to a class, especially if they have previously studied in the LMS. Alternatively you can add the students to your class yourself – for instructions on this please see the next sections.

**Adding Students to a Class**

Students can join a class themselves using the Class Code from the previous step. You can also add students to a class yourself though by following these instructions.

On your My Teaching page select Manage Students next to the relevant class, or go into the class and select the Manage Students tab. You can now add a single student, multiple students or change email settings to send an e-mail to any enrolled students.

![Class 102 - Semester 1](image)

**Adding single students**

To add a single student select Add student; you will see the following window:
Enter the student’s details. If you have the student’s Activation Code you can enter it here. In most cases though the student will enter their own Activation Code which they can find in their book. Choose whether to send the student a welcome e-mail now, later or not at all (click into the “Send it on” box to change the date).

**Advanced options**

To choose a username for the student select Advanced options in order to enter it:
Adding multiple students

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 your class.

To add multiple students go to the relevant class and click on Manage Students > Add multiple students:

You will then see the following window:

From this window click on Sample template in order to download the sample template which contains the fields you need to complete. Enter the details of all your students into this spreadsheet, save it, then upload it into the LMS by clicking on Browse on that window.
Choose whether you would like to send your students a welcome e-mail or not and click Add. The students will be added to the class and, if requested, they will be sent an e-mail welcoming them to the class.

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

To the class which contains the students you would like to move. In that class select Manage Students to display a list of 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:

You will then be shown a window in which you choose the Group and the Class to which you would like to move the student(s). Choose the relevant class and click Next, and the student(s) will be moved to that class:

Removing students from a class; blocking/unblocking students from a class; resetting a student’s password
You can remove one or more students from a class, temporarily block access to a class to one or more students, and reset one or more students’ passwords.
To access these functions go to the class and select Manage Students. Select the student(s) to whom you could like to apply the function, select the relevant function from the drop-down menu and click Apply:

Please note:

- Remove a student for example if they have left the institution, or if they need to be moved to a class to which you do not have access. The new teacher will need to add them to their class in this case
- You can temporarily block and then later on unblock their access to the course. This may be because they have not yet paid their course fees but you are expecting them to do so shortly
- If a student forgets their password they can use the Forgot Password functionality on the LMS homepage and this will e-mail them a link to reset their password. If they entered an incorrect e-mail address though or no longer have access to it you can reset their password for them.

Sending students an e-mail
You can send students an e-mail from within the LMS. To do so go into the class, then click on Manage Students > Email settings:
You will then see the following window:

**Email settings**

Use this section to send an email to students.

- **Subject**
- **Message body**

- **Send yourself a copy:**
- **Send**

**Advanced options**

Enter the Subject line, the message and choose to whom to send the e-mail and click Send.

**Advanced email options**

Using the Advanced options in the Email settings area you can change the standard e-mail that gets sent to students when they join a class or when you add them to a class:
Note that any text that begins with % (e.g. %first_name) is automatically generated by the LMS. You can remove these or replace them with other fixed text as you like.

Once you have made any changes you would like to make click Save and the next time you add a student to the class or a student joins the class they will receive the updated e-mail.

**Viewing the content in your class**

1. Go to the My Teaching page in the LMS. 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.
Enabling/Disabling content in your class

You can enable or disable content in your class either to all students or to selected students.

To lock all content in a class please select the Lock All button. To unlock all content, 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 become 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 your students 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 your 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 your and your 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 your 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 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 view 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 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, and you will be taken there.
Using the Forum
Go to the Forum using the instructions in Using the LMS Tools. What you see once you are in the forum will depend on the product you are using. It may contain some pre-written forum messages or be empty. In either case, to create a new forum 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:
You and your students will be able to see a list of Forums and threads like this:
As a 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.
To 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 will not be visible to anyone but the teacher and the invited students.

**Using Blogs**

You can use the Class Blog to encourage your 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 you or your 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 are able to edit posts made by students. To do so follow the same procedure: 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 your 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 choose 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:
When a student submits a completed task, you (the teacher) will receive a Notification in the Notifications area of your LMS:

Select Notifications. Choose the specific Notification to see the student’s completed work. Select the specific portfolio task to read it.

If you would like to write to the student about their task, choose Add a Comment. Write your comment and add an attachment if you wish. Select Post to finish.

The student will now receive a notification that you have commented on their work. They can read your comment by selecting the notification and scrolling to the comment section.

**Using the wiki**

You can use the wiki to do group projects and practise writing with your class.

To access your class wiki, go to Class Tools and select Wiki:
When you first start using your class wiki it will look like this:

![Wiki page](image)

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:

![Wiki Settings](image)

**Permission settings**

- Allow students to comment on wiki pages: None, All, Only their own
- Allow students to edit wiki pages: None, All, Only their own
- Allow students to view the wiki history: None, All, Only their own

**Email notification settings**

- Each time a page is edited in this wiki (or wiki sub-sections), send me an email.
- Do not send me emails when pages are edited in this wiki (or wiki sub-section)

Make sure that students are able to edit the wiki before you begin by ticking All.
When you 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.

Viewing the Gradebook

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

2) Scroll down that page to see a whole-class overview of your 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:
Here you can see Score and Progress for each activity, and also the number of attempts (the number 1 against a yellow circle).

**Overwriting a student’s grade and leaving a Comment**

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 Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Score</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit 1 Making friends</td>
<td>Completed</td>
<td>60 %</td>
<td>100 %</td>
</tr>
<tr>
<td>Unit A Getting to know you</td>
<td>Completed</td>
<td>61 %</td>
<td>100 %</td>
</tr>
<tr>
<td>Lesson B Things in common</td>
<td>Completed</td>
<td>65 %</td>
<td>100 %</td>
</tr>
<tr>
<td>Vocabulary notebook</td>
<td>Completed</td>
<td>63 %</td>
<td>100 %</td>
</tr>
</tbody>
</table>

### Scores and Progress

![Bar chart showing score distribution](chart.png)

### 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 Three</td>
<td>demostudent3</td>
<td>63 %</td>
<td>60 %</td>
<td>100 %</td>
<td></td>
</tr>
<tr>
<td>Student Four</td>
<td>demostudent4</td>
<td>78 %</td>
<td>60 %</td>
<td>100 %</td>
<td></td>
</tr>
<tr>
<td>Student Five</td>
<td>demostudent5</td>
<td>36 %</td>
<td>60 %</td>
<td>100 %</td>
<td></td>
</tr>
</tbody>
</table>
Viewing students’ answers on a test

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:

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 choose 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. In reality, 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. If necessary tick Enable Weighting. Select 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 than the class activity listed.

Select Save to finish, then choose OK.

**Assigning Grades to Activities that Require Teacher Attention**

Some products such as Touchstone Second Edition and Unlock contain activities that require teacher-marking. These include writing and speaking activities. This example is from Unlock in which the student has to write some free text:
Unit 1: Additional writing task

Choose one of the places mentioned in Unit 1 of the Student's Book. Write about the positives and the negatives.

1. Look at this list of places from this unit. Choose the place that you would like to know more about:
   - Khanty
   - Siwa
   - Tokyo
   - Delhi
   - Cairo
   - Doha

2. Try to find out more about your place on the internet. Make notes in the space below of some positive and negative things about your place.

3. Choose three positive and three negative things from your notes and write about them.

Until the first student has submitted some writing the teacher’s view will look like this:

There are no responses made under this Writing activity task.
Once one or more students have submitted their work you will see a list of students’ work including their names. You can then view and comment on each student’s work:

Select View and you will see this:

Select Add a comment and you will see this:
Write some feedback into the Comment box and select Post. Your comment will now be saved and the student will be able to see your feedback.
Getting help with the LMS

For more information on the Gradebook and how to set it up please visit the video playlist at
www.cambridge.org/clmsteacherplus

... visit
www.cambridgelms.org/main/p/frequentlyaskedquestions
or access the Teacher’s Guide to the Cambridge LMS

You can also submit questions or problems to
lms.support@cambridge.org