

The TOSLMS Manual (4.1.16) for Teachers provides an overview from a teacher's perspective, covering course setup, activity management, grading, and student engagement.

1. Accessing TOSLMS –

- **Login:** Visit www.TOSLMS.org and enter your username and password.
- **Dashboard:** After logging in, you'll see your dashboard with enrolled courses, deadlines, and recent activity.
- **Profile:** Click on your name (top-right) to edit profile settings, including preferences and notifications.

* Access your courses via the Dashboard or Course Overview.

Course Creation (If permitted)

- Admins usually create courses, but teachers can request one.
- Go to Site Administration → Courses → Add a New Course.
- Fill in course details (name, description, format, start/end dates).

Course Formats

Choose from:

- Topics Format (Sections by theme)
- Weekly Format (Sections by week)
- Single Activity Format (One main task, like a SCORM package)
- Social Format (Discussion-focused)

Enrollment Methods

- Manual Enrollment (Add students individually)
- Self-Enrollment (Students join via a key/link)
- Cohort Sync (Auto-enroll groups)
- LDAP/External Database (Automated via institution's system)

2. Adding & Managing Course Content

Adding Resources

- Files (PDFs, PPTs, videos)
- URLs (Link to external websites)
- Books (Multi-page content)
- Labels (Text/images for organization)

Adding Activities

- Assignments (Students submit work for grading)
- Quizzes (Multiple-choice, short answer, essays)
- Forums (Discussions, Q&A, peer interaction)
- Lessons (Branching scenarios with quizzes)
- Workshops (Peer assessment activities)
- H5P (Interactive content like games, flashcards)

Restricting Access

- Set activity completion conditions (e.g., "Student must submit Assignment 1 before accessing Quiz 2").
- Use restriction by date, grade, or group.

3. Grading & Feedback

Gradebook Setup

- Navigate to Grades in the course administration.
- Configure categories (e.g., "Exams," "Homework").
- Set weighting for different assessments.

Grading Assignments

- Open the assignment, view submissions, and:
- Leave feedback comments.
- Upload feedback files.
- Use rubrics or marking guides for structured grading.

Quiz Grading

- Automatically graded for most question types.
- Manually grade essay questions.
- Regrade if necessary (e.g., due to errors).

Offline Grading (Spreadsheet Upload)

- Export grades → Edit in Excel → Re-upload.

4. Communication & Engagement

Announcements

- Use the News Forum (automatically sends emails).
- Post updates visible to all students.

Messaging

- Send private messages via Moodle Messages.
- Enable notifications for student submissions.

Groups & Groupings

- Create groups for team projects.
- Assign activities to specific groups.

5. Tracking Student Progress

Activity Completion

- Set criteria (e.g., "Student must view all resources").
- Monitor via Reports → Activity Completion.

Logs & Participation Reports

- Check student access times and engagement.

Competencies & Badges

- Define learning outcomes and award badges for achievements.

6. Backup & Restore

Backing Up a Course

1. Go to Course Administration → Backup.
2. Select activities/resources to include.
3. Save as a `.mbz` file.

Restoring a Course

1. Go to Course Administration → Restore.
2. Upload the `.mbz` file.

7. Troubleshooting & Support

- Broken Links? Check file permissions.
- Students Missing? Verify enrollment methods.
- Grades Not Updating? Check aggregation settings.

