

eLMS Teacher Guide

Virtual Transition Planning Resource

Purpose: At times, teachers and students may need to access learning materials virtually due to weather, illness, or other unexpected events. In order to support short-term or long-term virtual transitions, staff and administrators must consider and plan for a variety of teaching and learning needs. This document supports staff planning for a virtual transition.

How to Use: Select the icon below to access information based on user type and/or implementation speed.

Administrators &
NASIS Specialists

Teachers & Staff

Students &
Families

Immediate Need:
1-2 days notice

Additional Planning:
1+ week notice



Select the image to join office hours.

Need assistance?

Drop into the STEP Education and Training team office hours during any of the times below. Be prepared to share your screen so we can best support you.

Mondays 1:30 – 3:30pm MST

Tuesdays 2:00 – 4:00pm MST

Wednesdays 7:00 – 9:00am MST

Wednesdays 2:00 – 4:00pm MST

Thursdays 7:00 – 9:00am MST

For NASIS support, go [here](#).

Bison Support System: [Employees/Staff](#)
[Students](#)

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Administrator & NASIS Specialist Setup

More information can be found for school leaders and systems administrators can be found [here](#) (using your BIE login).

The [BIE NASIS website](#) has important resources as well.


Course Verification

1. Ensure that courses have been created in NASIS.
 - a. Select “Courses” from the eLMS navigation bar.
 - b. Select “My Courses” at the upper lefthand side of the dropdown.
 - c. Select the “Course Listing” tab.
 - d. Scroll between pages or manually search for course titles or instructors to locate courses.

Course Enrollments

2. Verify that courses in NASIS are assigned to the appropriate teacher(s) and students. When the NASIS courses have been established, they will rollover nightly to the eLMS.
 - a. In your Administrator account in the eLMS, select “Tools” from the eLMS navigation bar.

Note: If “Tools” is not visible in your eLMS login, you must change your access in NASIS to reflect an administrative role. Your access should then be updated in the eLMS the following day.


 - b. Select “User Management” to view all members enrolled in your school or filter by role.

Username and Passwords

3. Provide all staff and students with their usernames and passwords for the eLMS.
 - a. In your Administrator account in the eLMS, select “Tools” from the eLMS navigation bar.
 - b. Select “User Management”.
 - c. Select “Filter” in the upper righthand corner. Then filter by the desired role and enter 1000 into the “Users per page” box. This ensures that all users are able to be selected and printed at the same time.
 - d. Select the checkbox to the left of “First Name” to select all filtered users.
 - e. Then select the dropdown “Select Bulk Action” menu and choose “Print Login Info”. You may also choose to select “Print Passwords by Course”, which allows you to print course logins individually.
 - f. Printed login information can now be distributed to staff and students.

Note: If courses are not setup in NASIS, teachers and administrators are able to create their own courses. However, all staff and students will need to be added manually to the courses.

Teacher Setup

Immediate Need (1-2 days notice)

If you only have a limited time to plan for a virtual transition, you will want to ensure that two essential components of virtual learning have been met including a [virtual schedule](#) that is posted with frequent reminders and an understanding of how to utilize [virtual conferences](#) in the eLMS.

Setting Up Your Virtual Schedule

1. **Create and post a daily or weekly schedule:** When students can view a visual schedule of their week or day that includes their work to be completed and/or live class times, they are more likely to engage in virtual classes and complete assignments. To create a daily or weekly schedule, follow the steps below:

- a. Use the [pre-created schedule template](#) or create your own using Microsoft PowerPoint, Word, or the program of your choice.
Note: The template is only accessible using your BIE login.



- b. Edit the schedule with the information for the week/day. This may include activities that have been added to the eLMS, such as assignments, assessments, videos, etc. This may also include the times of classes and what tool students will use to access the virtual class meeting.

Note: Use precise language when describing the assignment to complete. The title of the work should match the title of the material added in the eLMS to ensure student clarity.

- c. Save the document by selecting "Save As", naming the file, and selecting one of the following file types from the dropdown menu: .png, or .jpg. Then select "Save".
- d. Return to your course in your eLMS and post the image as an Update and mark as an Announcement ([steps found here](#)).

The screenshot shows a digital calendar template titled "WEEK 1: MS. DEMO'S CLASS". It is organized into five columns representing the days of the week: Monday (October 31), Tuesday (November 1), Wednesday (November 2), Thursday (November 3), and Friday (November 4). Each day's column contains a list of activities and assignments, each preceded by a checkbox. The activities include class conferences, research group updates, video reviews, literature assignments, and various quizzes and assignments. At the bottom of the calendar, there are navigation options like "Add Materials", "Options", and "Upcoming" events.

MONDAY OCTOBER 31	TUESDAY NOVEMBER 1	WEDNESDAY NOVEMBER 2	THURSDAY NOVEMBER 3	FRIDAY NOVEMBER 4
<input type="checkbox"/> Class: 9:00-11:00am Conferences <input type="checkbox"/> Activity: Research group video chat: Updates <input type="checkbox"/> Video: Literature: William Shakespeare <input type="checkbox"/> Activity: Research: Words coined by Shakespeare <input type="checkbox"/> Video: Media Literacy <input type="checkbox"/> Activity: Class discussion via video about Media Literacy and its importance.	<input type="checkbox"/> Class: 9:00-11:00am Conferences <input type="checkbox"/> Video: Math 100 - Algebra review <input type="checkbox"/> Activity: Prepare for Math 100 quiz <input type="checkbox"/> Video: Social Science - The Amazon rainforest. <input type="checkbox"/> Activity: (Video call) Class discussion about life in the Amazon.	<input type="checkbox"/> Class: 9:00-11:00am Conferences <input type="checkbox"/> Activity: Finish typing first draft; submit for editing round 1 <input type="checkbox"/> Library work: Check if ebook is available to download <input type="checkbox"/> To do: Reaction paper for Mass Media and Society	<input type="checkbox"/> Class: 9:00-11:00am Conferences <input type="checkbox"/> Activity: Why is it important that we always wash our hands? <input type="checkbox"/> Video: COMM 150 - Mass Media and Ethics <input type="checkbox"/> Activity: Discuss: Why is ethics important when you're a media practitioner?	<input type="checkbox"/> Class: 9:00-11:00am Conferences <input type="checkbox"/> Activity: Create a simple workout plan <input type="checkbox"/> Video: COMM 100 - Mass Media and Society <input type="checkbox"/> Activity: Discuss: Is media a gatekeeper? <input type="checkbox"/> Video: "I Have A Dream" by Martin Luther King, Jr. <input type="checkbox"/> To do: Prepare for next's week quiz on COMM 100

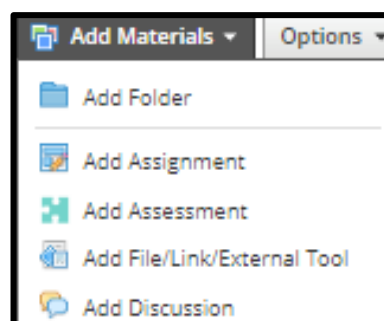
- To embed the image, select the “Insert Content” button .
 - i. Select “Image/Media” from the dropdown menu.
 - ii. Select “Attach File” and a pop-up window will appear.
 - iii. Select the appropriate saved file.
 - iv. The image will now appear in the Rich Text Editor field. You can enlarge or shrink the image by selecting the image and moving the corners.
 - v. Select the button to the right  of the “Post” button and mark the checkbox next to the bell to make your post an announcement.
 - vi. Then select “Post”.
 - vii. Your schedule will now be visible from the “Materials” page for all learners.

2. Establish Due Dates:

- a. Creating class materials with due dates helps manage the information flow in your classroom. Students can see when something is due, and you can see what needs to be graded using the Gradebook in the eLMS.
- b. Due dates can be added to materials that require a student submission the following materials have the “Due Date” section available.
 - Assignment
 - Assessment
 - Discussion
- c. Due dates are not required, if there are no due dates for materials students can submit that assignment at any time during the grading period.

Adding a due date when creating an assignment:

- a. Open the eLMS to the “Course Dashboard.”
- b. Select the course in which you would like to add an assignment.
- c. Select “Add Materials”.
- d. Select “Add Assignment, Assessment or Discussion”. Other materials that have the due date feature operate in the same fashion.
- e. Add the following information:
 - Name of assignment
 - Description of the assignment



- Due Date: Select the calendar icon and chose the date that this assignment is to be completed by.

Note: The default time is set for 11:59pm on the day the assignment is due. Any assignment submitted after 11:59 PM will be marked as late, the assignment can still be submitted but the instructor will see “Late” next to the submission. You can change that time if you would like to make it earlier.

- Point value
- Category
- Select “Create” and the assignment is created.

3. Create a Reoccurring Calendar Invitation for Live Classes, Small Groups, and Regular Events:

a. From your course, select “Add Event” in the “Upcoming” column on the right.

b. Fill out the required information:



- When: Indicate a start date as well as the time of the reoccurring event.
- Repeat: Select “Every weekday” or another applicable choice.
- Title: Enter a title that will be clear for your students.
- Description: This field is optional. However, it is best practice to provide explicit step-by-step instructions for how your students will access the conference or meeting.
- RSVP: This field is optional.
- Options: Comments can be enabled or disabled, and the event can be copied to other courses.

c. Select “Create”.

d. Your reoccurring event will now appear for students in the Upcoming column of their course dashboard.


Note: The Upcoming column will not be visible for courses that use the “Elementary Theme”. Students will still be able to view calendar invitations using the main calendar feature, but students will not have easy access to them within the course.

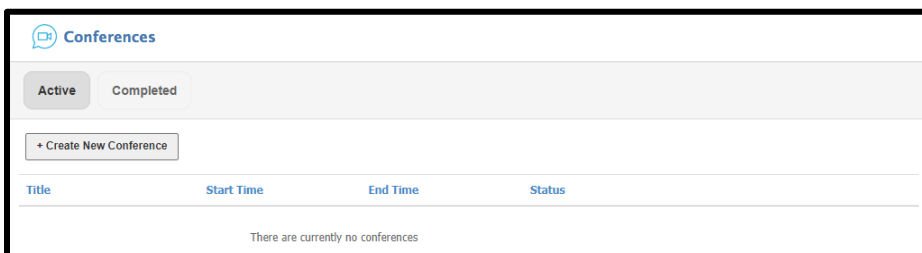
Virtual Conferencing Tool

To meet with students in a virtual setting, teachers and staff can utilize the Conferences Feature (Big Blue Button) in the eLMS. This feature requires less bandwidth than using Microsoft Teams Meetings.


Note: If only using audio, be mindful of your engagement strategies while cameras are off. Conversely, if using webcams, remind your students to be mindful of their environment and distractions.

Creating Conferences (via Big Blue Button) in the eLMS

1. After logging into the eLMS, select “Courses” and open the course that will be the source of your classroom conference.
2. On the navigation bar on the left of your course, select “Conferences” , which will open the Conference dialog.
3. Select the “Create New Conference” button.
4. Enter the Conference Name.
5. Enter the Start Time, including the Date and Time to allow your students to know when to enter the conference.
6. Select Add End Time, and enter the End Time, including the Date and Time to allow your students to know when the conference will be over.
7. Select the “Create” button and the conference will be added to the list.
8. Additional conferences for additional days or times can be created in advance by following the steps above.
9. When you are ready to begin the conference, select the “Start Conference” button and a new browser window will open and you will be added to the conference.



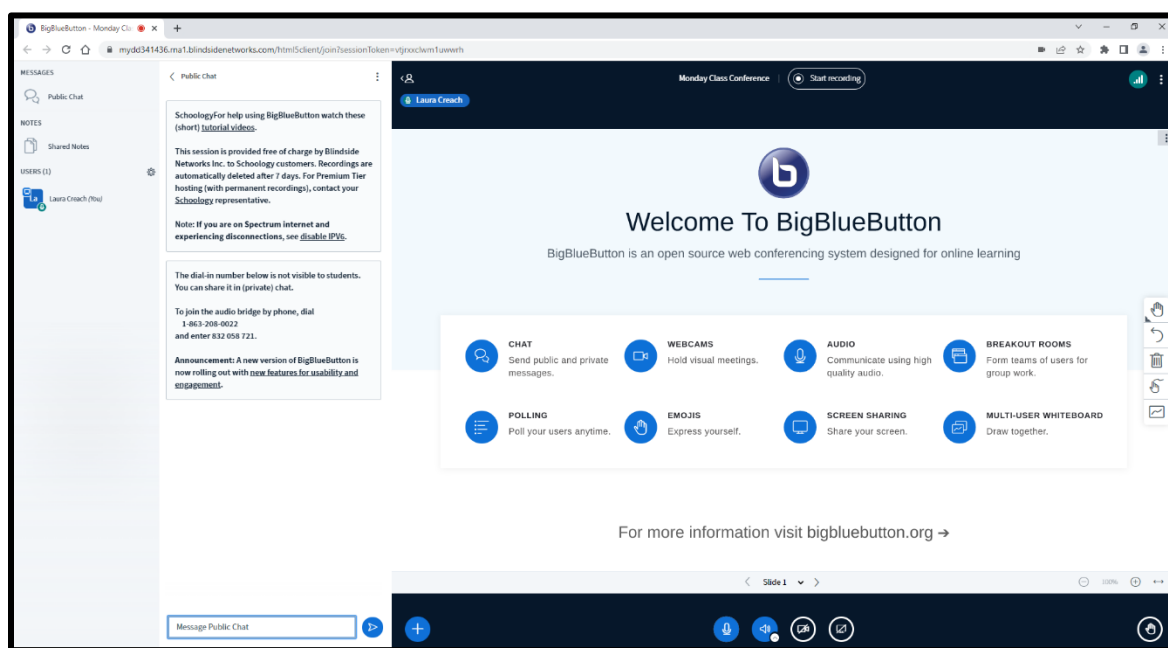
Note: Conferences remain open while someone is present, unless the “End Conference” button is selected in the Conferences dialog in the eLMS.


Title	Start Time	End Time	Status	
Monday Class Conference	11/7/2022 at 8:30 AM	11/7/2022 at 3:30 PM	Not started	Start Conference 

10. A “How would you like to join the audio?” dialog is presented, select “Microphone” if you plan to speak, as Listen Only is used to listen to presentation-only conferences.

11. An authorization dialog to use the microphone will appear in the top left corner of the window to establish the audio connection, select “Allow”.
12. The dialog will perform a private echo test, asking you to speak and confirm if you heard audio. Select “Yes” if the audio played through the speaker or headphone.
 - a. If you did not hear the audio and select “No”, you will be presented with a “Change your audio settings dialog” and need to troubleshoot and resolve the issue, then select the “Back” button to try the microphone again.
13. Once added to the conference, you will see the following window with your conference name at the top middle next to a button that will allow you to Start Recording the conference, a participant list on the far left, a Public Chat window on the left, and a slide noting **Big Blue Button** functionality just right of center.

Note: The top of the Public Chat window includes a link to Big Blue Button tutorials. Just above the Public Chat window, a dial-in number is present which is not visible to students but can be shared by you if anyone is having difficulty with audio.




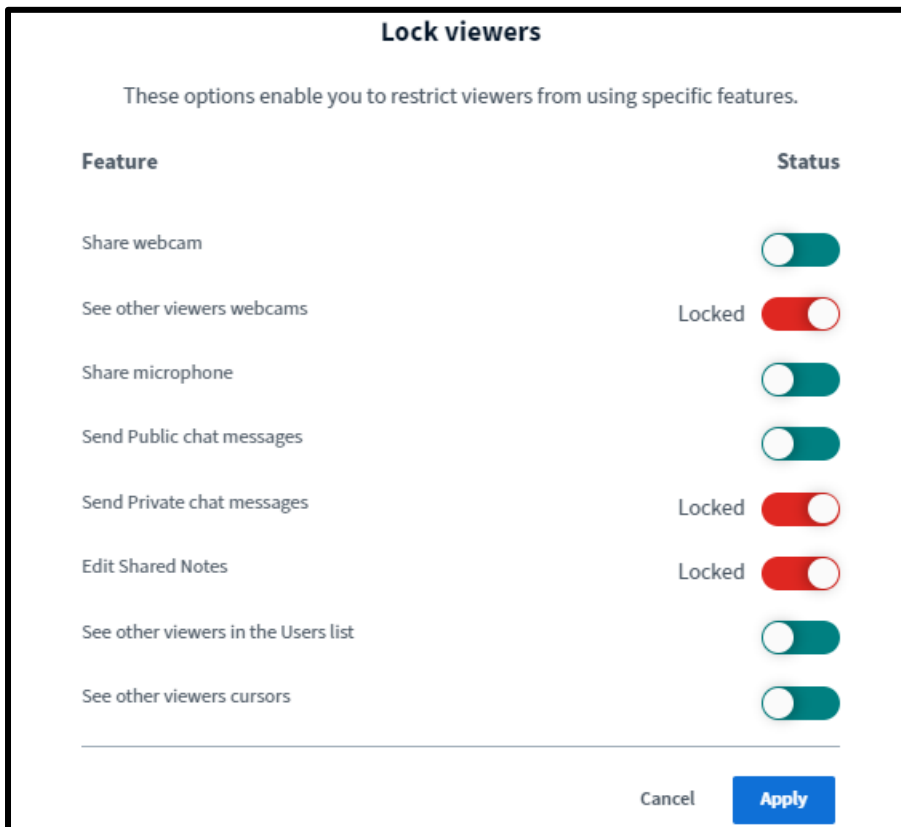
14. To make the conference full screen on your monitor, select the  icon in the top right corner of the conference window and then select, “Make full screen”.

Lock Student Conference Features

During a conference, you may lock some conference features to disable students from using them such as:

- Share webcam.
- Share microphone.
- Send Public Chat messages.


- Send Private Chat messages.
 - Edit Shared Notes.
 - See other viewers in the Users list.
1. To lock conference features for students, from the Users panel on the left, select the gear  icon to display the “Manage Users” dialog.
 2. Select “Lock viewers” to display the features that can be locked.



3. Select the toggle next to each feature you wish to lock/unlock for students.
4. Select the “Apply” button to activate or deactivate conference features.

Create & Assign Breakout Rooms from an eLMS Conference

During a conference, you may create and assign students to breakout rooms to allow different groups to work independently or on different tasks.

1. To create and assign breakout rooms for students, from the Users panel on the left, select the gear  icon to display the “Manage Users” dialog.
2. Select Lock viewers to display the features that can be locked.


3. From an eLMS conference, select “Create Breakout Rooms” to display the dialog.
4. Select the “Number of rooms” dropdown to select the quantity of rooms to be created.
5. Enter the number of minutes for the breakout rooms to be open by entering a value directly into the field, or by using the drop down or Minus/Plus buttons.

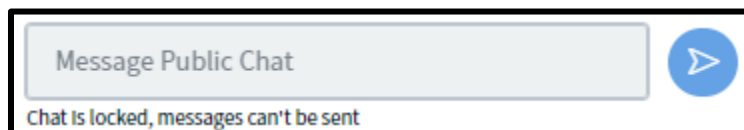
6. Either select the “Allow users to choose a breakout room to join” or select “Randomly Assign” to randomly apply all students across the number of breakout rooms specified.
 - a. As the teacher, you can choose to add yourself to any breakout room by selecting and dragging your name in the “Not assigned” column and releasing over a particular room.
 - b. You can also choose to move students from “Not assigned” to a particular room or from room to room if you would like.
 - c. Selecting “Reset assignments” button will return all students and you to the “Not assigned” column.
7. Select the “Create” button to activate the breakout rooms. Each student, including you if you added yourself to a room, will be invited to join their assigned breakout room.
8. Select the “Join Room” button to enter the breakout room.
 - a. If you have closed this dialog, you may select Breakout Rooms on the left navigation bar in the conference and choose “Join room” or “Ask to join” to enter a particular breakout room.


Chat in an eLMS Conference

During a conference, the Public Chat feature is available to your students unless you have locked the Public Chat feature. Private Chat is locked among students by default unless you have enabled the Private Chat feature.

Note: As the teacher, you can always create and send a Public Chat. Additionally, you as the teacher, and students who are messaging you can always use a private chat.

- To comment publicly, enter text into the “Message Public Chat” field on the bottom left of the conferences window, and then press Enter or select the “Send Message” icon .
 - If you have locked the Public Chat conference feature, students cannot enter text into the window.



- To create a private chat, select a name in the “Users” panel on the left, then select “Start a private chat”. You can now enter text into the “Message Private Chat with [User]” field on the bottom left of the conferences window and then press Enter or select the “Send Message” icon .

Start a Poll in an eLMS Conference

During a conference, you wish to create a poll to collect responses from your students regarding a particular question.

- To create a Poll, select the + button in the bottom center of the conference window and then select, “Start a poll” to display the “Polling” dialog.
- Enter the question into the “Write your question (optional)...” text field.
- Select a response type:
 - True / False
 - A / B / C / D
 - Yes / No / Abstention
 - Typed Response
- Additional fields will appear allowing you to change, add or delete Response Choices and to “Allow multiple answers per respondent” if desired.
- If an “Anonymous Poll” is desired, select the toggle.
- Select the “Start Poll” button to activate the poll for students to respond. The Polling panel will display a live response tally allowing you to monitor the poll.
- From the Polling panel, select the “Publish poll” button if or when you wish to display the results of the poll to the students.
- When published, the students will see a dialog in the bottom right of their conference window that looks like the image for all the types of polls.

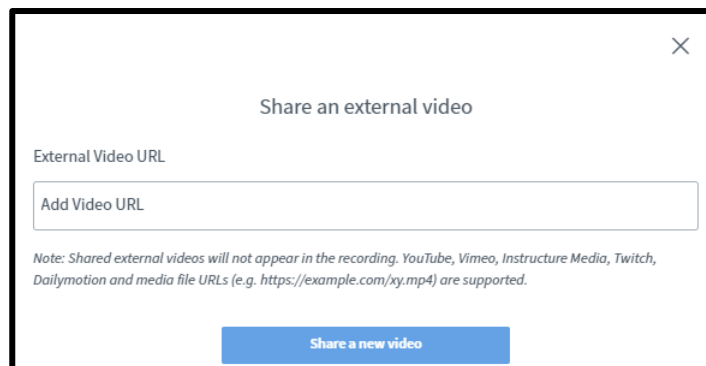
Question		
Waiting for responses (0/1).		
True	0	0%
False	0	0%

True	1	100%
False	0	0%

Share an External Video in an eLMS Conference

During a conference, you may wish to share a video with your students.

1. To share an external video, select the + button in the bottom center of the conference window and then select, “Share an external video”.
2. Copy or type the link to the video in the “Add Video” URL field.
3. Select “Share a new video” and it will immediately be presented to your students who are logged into the conference.



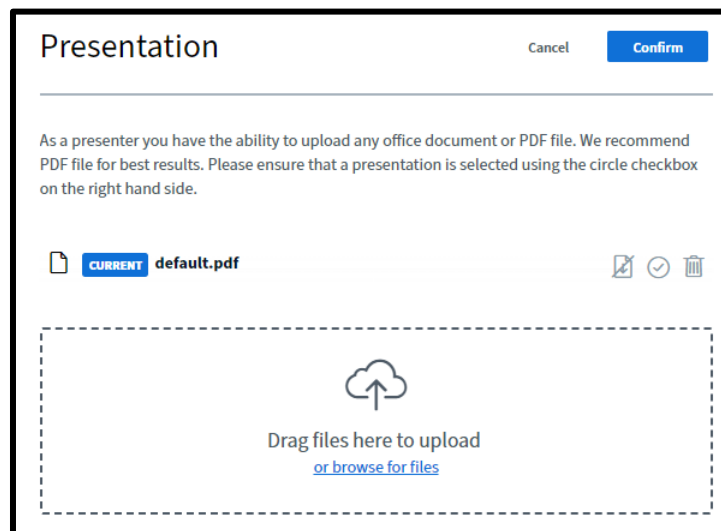
- a. Depending on the video source, you have the ability to interact with the video, such as pausing or advancing, which will also affect the student videos.
Note: Students are not provided the ability to advance, pause or stop the shared video.



4. To stop the video, select the + button in the bottom center of the conference window and then select, “Stop sharing external video”.

Manage and Display Files & Presentations in eLMS Conference

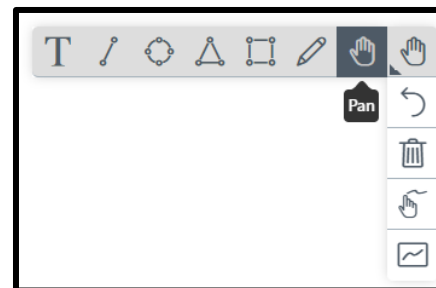
During a conference, you may wish to upload and share a presentation with your students.

1. To share a document or presentation, select the + button in the bottom center of the conference window and then select, “Manage Presentations” which opens the “Presentation” dialog.
2. Drag and drop the file or presentation or click the “or browse for files” link and select the document to be presented.
3. Select Upload and the document will be immediately visible to students in the right center panel of the conference window.




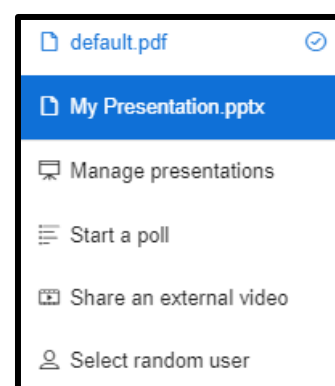
- a. If you wish to allow students to download the document, select the  icon.
- b. With multiple uploads, select the next to the document that you wish to display.
- c. To delete a document, select the  icon.

4. If a multiple slide presentation is uploaded, you will have to advance the slides.
 - a. The 'Annotation' "Tools" available on the right side of the slide window include the ability to Pan, with your cursor functioning as a pointer to direct student attention to areas of the document.
 - b. Tools also includes the ability to draw, create shapes, or create a text box, and to undo an annotation or clear all annotations. You can also allow students to create annotations over the slides.





Note: Any links included in the document or presentation are not accessible to you or the students.

5. To control what document is visible in the conference window, select the + button in the bottom center of the conference window.
 - a. The currently displayed document will be indicated by a  and select which document should be displayed.



Leaving / Ending an eLMS Conference

A conference will remain open as long as you or at least one student is in the conference it will remain open and available.

1. To leave the conference, select the  icon in the top right corner of the conference window and then select, "Leave meeting".
 - a. If no one is present in the meeting when you leave, the meeting will be closed.
2. If you wish to end the conference entirely, select the  icon in the top right corner of the conference window and then select, "End meeting".
 - a. This will end the meeting for all participants.

Activate your webcam in an eLMS Conference

A variety of options are available in the conference window such as making the conference full screen and controlling settings.

Note: Remember that having cameras off saves bandwidth.

1. To activate your webcam, select the  button in the bottom center of the slide window and then select, "Manage Presentations" which opens the "Presentation" dialog.

2. A “Webcam Settings” dialog is presented if a webcam is available, select “Start sharing” to activate your webcam.
3. An authorization dialog to use the webcam will appear in the top left corner of the window, select “Allow”.

Note: Be mindful of your environment and distractions while cameras are on.

Sharing your Status / Emojis

The conferences feature allows you to share your status, thoughts, or current mood using emojis in the conference window.

1. User will select their name located in the “Users” panel section of the conference.
 - a. Select “Set Status”.

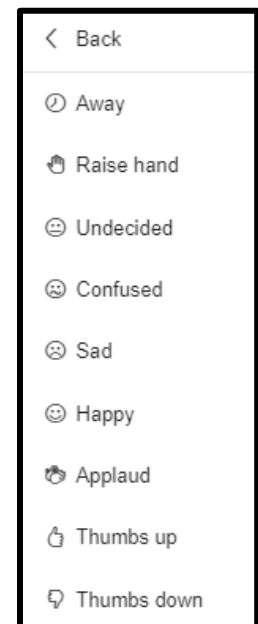
- b. You can select one of



the following statuses

from the list below to share with other users in the conference.

- Away
- Raise hand
- Undecided
- Confused
- Sad
- Happy
- Applaud
- Thumbs up
- Thumbs down



2. The status will appear in area to the left of your name. All users in the conference will be able to view the status.
3. To clear the chosen status, you can select your name again and select “Clear status” to return to seeing your first and last initial.
4. Teachers can clear the status of a user by selecting the name of the user and selecting “Clear Status”.



Additional Planning (1+ week notice)

If you have a week or more notice before transitioning to virtual instruction, you should ensure that the components listed in the [immediate planning section](#) have been met and use the information below to ensure that your course is setup to best meet the needs of learners. This information includes: [setting up your course](#), [adding updates and announcements](#), and [using the Schoology App](#).

Course Setup Example

For an example of how you might structure your virtual courses, follow the steps below:

1. Select “Courses” on the eLMS navigation bar.
2. Select “My Courses” on the righthand side of the screen.
3. Select “Join a Course” and enter the following access code: QZXB-XV84-P9DNZ
4. Select “Join”.
5. View the contents of the course as an example of how you might structure your virtual course.

The example course also includes tips and reminders for teachers about student navigation in the eLMS as well as Social Emotional Learning strategies for virtual settings.

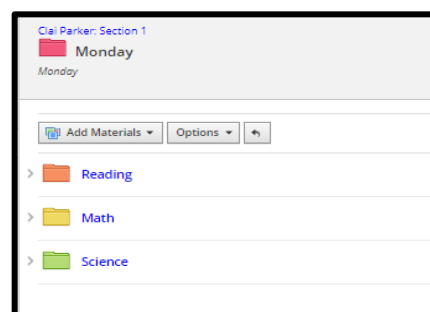
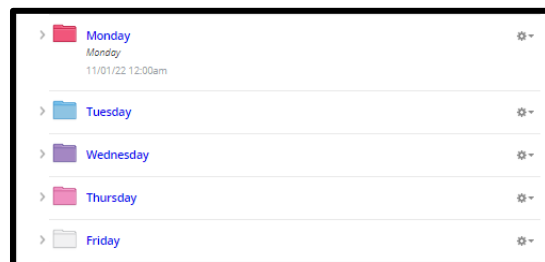
Setting Up Your Course

Your NASIS System Administrator and/or your principal will ensure that your course(s) are available in the eLMS and that students are automatically enrolled. However, if your course(s) do not yet exist in the eLMS or if students are not yet enrolled, you can create and/or share a course using the [directions linked here](#) using your BIE login.


1. **Creating and Organizing Folders:** To support student learning and work completion, folders are essential to organizing your class materials in a way all learners will be able to access and understand.

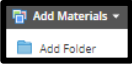

Ideas for Folder Organization and Structure:

- Days of the Week:
 - Create a folder for each day of the week.
 - Inside each main folder create sub folders by subject area.
 - Select a specific “Subject” folder to create materials for students to access, complete and submit.
- Full Week:
 - Create Folders for the full week.
 - Inside the Weekly folder create folders for specific lessons/subject.
 - Inside the lesson/subject folder create the materials needed for that week. You can separate the lesson into folders by day or add materials in the Subject folder for students to complete and submit.
- Lesson Specific:
 - Create Folders by subject.
 - Create sub folders by lesson title.
 - Create materials in the lesson title folder for students to complete and submit.



Follow the steps below to create and organize folders:

- a. Select the “Add Materials”  button located in the middle of your course homepage.

- b. Select the “Add Folder”  icon.
- c. Create the folder by completing the following items:
- Title
 - Folder Color
 - Description: Within the description, the teacher can add links to outside content and embed items from sites such as YouTube.
 - Date
 - Availability
 - Published: Seen by students as soon as the folder is created.
 - Unpublished: Cannot be seen by students until the folder is published by the teacher.
- d. Select “Create.” 

2. **Course Materials:** For more information on creating course materials, select one of the links below.

- [Creating and Viewing Assessments](#)
- [Creating and Viewing Assignments](#)
- [Creating and Participate in a Discussion](#)

3. **Course Gradebook:** For information on accessing and using the gradebook in the eLMS, select the link below.

- [Grading](#)

Adding Updates, Posting Announcements, and Using Polls

1. **Updates:** The Updates feature allows staff to create announcements and post course updates. You might post a visual of the weekly (or daily) schedule for students to follow or announce that class is about to begin. Follow the steps below to add a course update:
 - a. Select your course from the Courses menu and then select “Updates” on the left-hand course panel.
 - b. Add your update to the text box using the Rich Text Editor and select “Post”.

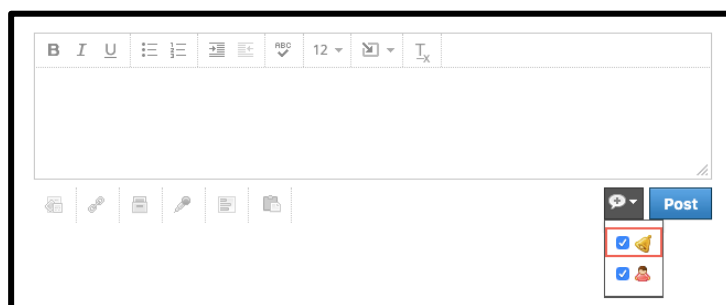
There are several options available for editing, formatting, and sharing your updates:

Formatting:	Other Options:
<ul style="list-style-type: none"> • Bold • Italics • Underline • Bullet List • Number List • Increase Indent • Decrease Indent • Spellcheck • Font Size • Insert Content <ul style="list-style-type: none"> ○ Image/Media ○ Link ○ Symbol ○ Equation • Clear Format 	<ul style="list-style-type: none"> • Add File • Add Link • Add Resource • Audio/Video Recording • Poll • Copy <p style="text-align: center;">Sharing:</p> <ul style="list-style-type: none"> • Mark as Announcement • Share with Parents (default)

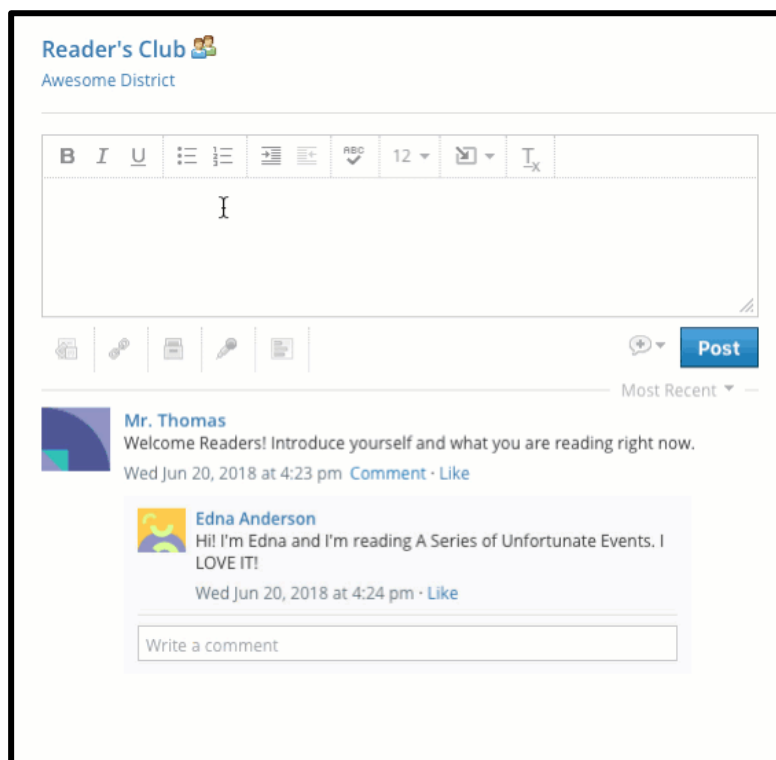
To edit or delete an update or comment after posting, follow the steps below:

- a. Select the gear icon of the update or comment to be modified.
- b. Select “Edit” or “Delete”.

2. **Posting Announcements:** Marking an update as an announcement promotes the update to the first section of Course page until you remove the announcement. This is helpful when you want students to see an item when they login to the course, such as an image of the weekly or daily schedule.



- a. When creating a new update, check the bell icon in the update editor at the bottom right corner to the left of post.
3. **Using Polls:** Polls can also be created to receive live feedback and check-in with students. You can create anonymous polls in your course to receive live feedback as members vote. To create a poll, follow the steps below:
- Type an update in the text box.
 - Select the “Poll” option.
 - Two fields display by default. To add more options, select the “Add Option” link.
 - Select the “Post” button to complete.



Using the Schoology Application for Teachers

Teachers can access their materials and courses using the Schoology App found in the Google Play Store or Apple App Store. For more information on Using the Schoology Application as an instructor, select the [link here](#) (using your BIE login).

Student & Family Setup

School Level Device Distributions Reminders

Ensure that all students have access to technology to support virtual classroom instruction according to school policy. The following items must be in place to ensure student virtual success:

1. Device distribution (computers, tablets, mobile hotspots, etc.): Follow your school policy.
2. Student login information: Your principal and/or systems administrator has access to this information and can provide staff with required logins.
3. Parent login information: Your principal and/or systems administrator has access to this information and can provide staff with required logins.
4. Classroom materials and instruction added to the eLMS: Staff that are administrators within a course (often the core teacher) are able to add and edit course materials.

Logging into Schoology

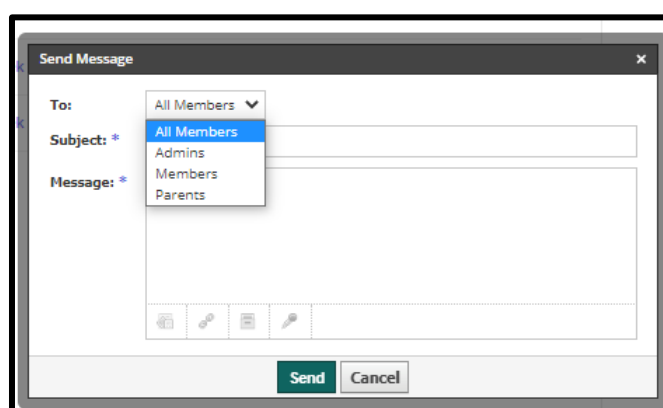
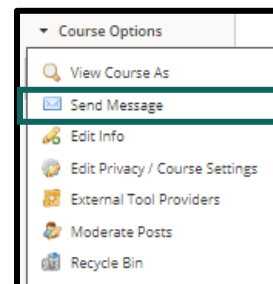
Student Login: Access, print, and provide [instructions](#) for how students can login to Schoology on a school issued device and personal device. The link can only be accessed using your staff BIE login.

Parent Login: Access, print, and provide [instructions](#) for how parents can login to Schoology on a personal device. The link can only be accessed using your staff BIE login. Parent access codes can be provided by your principal or system administrator.

Communication Features

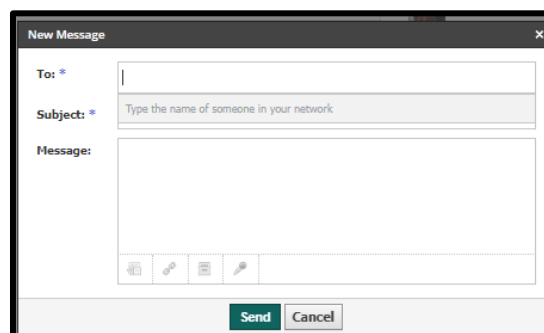
1. Course and Group Messages

- Select the course or group that you administer.
- Select Course [or Group] Options from the menu. This is located at the top left just under your picture.
- Select "Send" Message.
- Select who you would like to send the message to.
 - All Members: This refers to all enrolled participants listed in the Members area of the course. This will send the message to users enrolled as members and admins. All All-Members option does not include parents who are associated with the members.
 - Admin: Will only send to Admin of the course or group.
 - Members: This will send to members only. This typically refers to students in the course or group.
 - Parents: Will only send to parent of the course or group.
- Enter a subject for the message.
- Enter your message.
- Select "Send" to complete.



2. Send Individual or Small Group Messages

- Select the "envelope" icon in the header.
- Select "New Message."
- Enter the recipient's name in the "To" field. A list of users automatically populates as you type. Select the user from the list.
- Enter a subject and message.
- Select "Send" to complete.

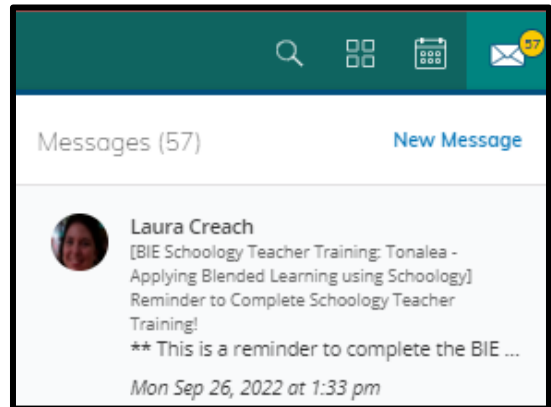


Note: If a user does not appear when you type their name, it's possible they've restricted messaging from their account privacy settings.

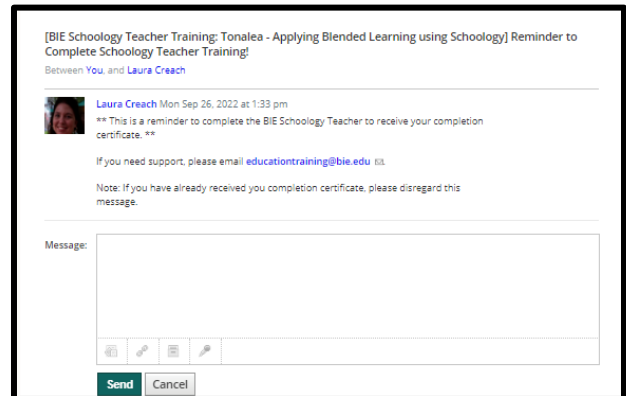
Note: You must set your eLMS permissions to receive email notifications to “Receive a private message” you can respond directly from the notification by selecting “Reply” in your email account. This mirrors how you would respond to a message in Google, or Outlook.

3. Responding to a Message from Your Email Account

- a. Select the envelope icon in the header.
- b. Select the message you would like to send a response to.
- c. Enter your response in the text box provided.
- d. Select “Send” to respond to the message.



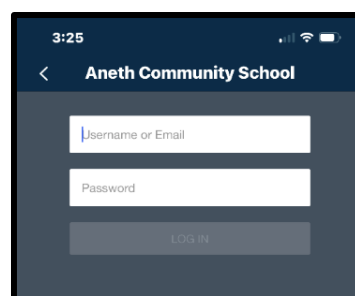
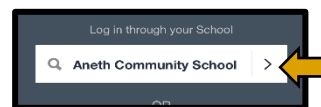
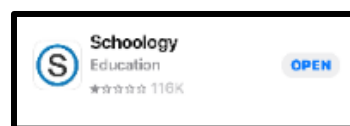
Note: Once a message is sent, it can only be deleted from the sender's inbox. Deleting it will not delete it on the receiving end.



Using the Schoology App

From an iPhone device:

1. Download the Schoology App from the App Store.
2. Select “Open”.
3. Log in through your school by typing the name of the school in the box.
 - a. If your school appears more than once in the dropdown screen, select the one with the green dot next to it.
 - b. Select the arrow at the far right of the school name.
 - c. Select “Log in using schoology.com”
 - i. Student will type in their NASIS ID.
 - ii. Student will type in password.
 - iii. Select “Log In” to enter the application.
 - d. The Schoology App will open, and the student’s courses can be viewed.

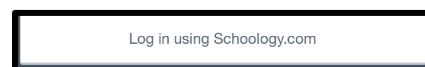
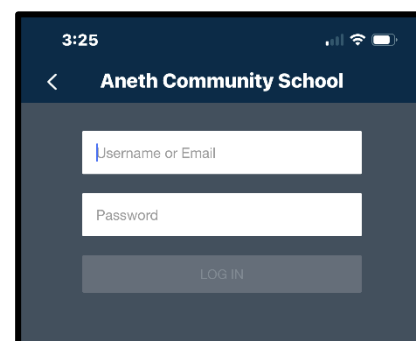
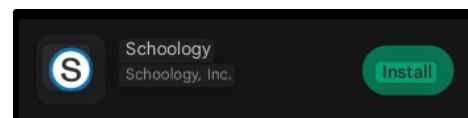


From an Android Device:

1. Download the Schoology App from the Google Play Store.
2. Select “Open” once the App is installed.
3. Log in through your school by typing the name of the school in the box.
 - a. If your school appears more than once in the dropdown screen, select the one with the green dot next to it.
 - b. Select the arrow at the far right of the school’s name.


NOTE: If a user logs in for the first time and is sent to a Microsoft login page, view the bottom of the screen, and select “Log in through Schoology.com”.

 - c. Student will type in their NASIS ID.
 - d. Student will type in password.
 - e. Select “Log In” to enter the application.
 - f. The Schoology App will open, and the students’ courses can be viewed.



Joining Conferences (via Big Blue Button) in the eLMS

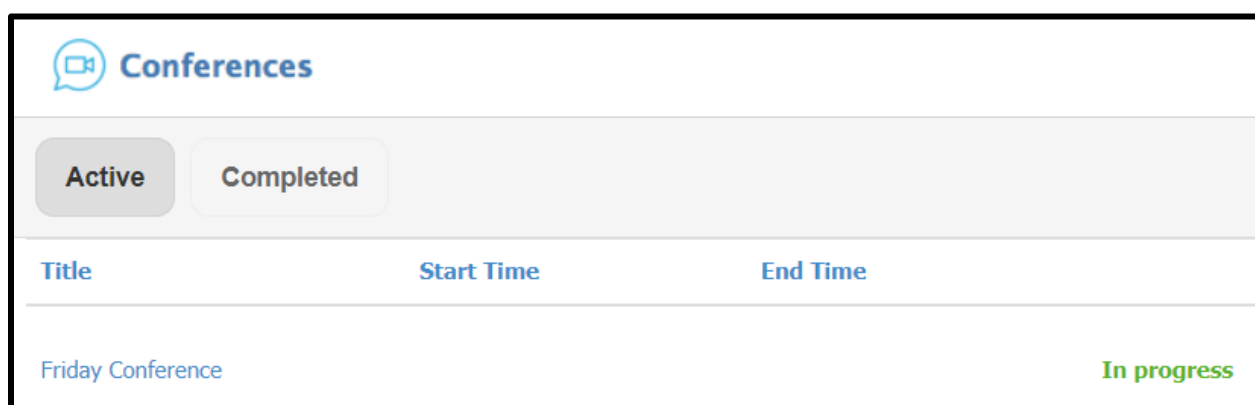
Note: For more information on joining a conference select this [link](#).

1. After logging into the eLMS, select “Courses” and open the course that for your class.
2. On the navigation bar on the left of your course, select “Conferences” , which will open the Conference dialog.

Note: If your teacher has created multiple conferences in your course, covering different days, for example, there may be many visible on this list.

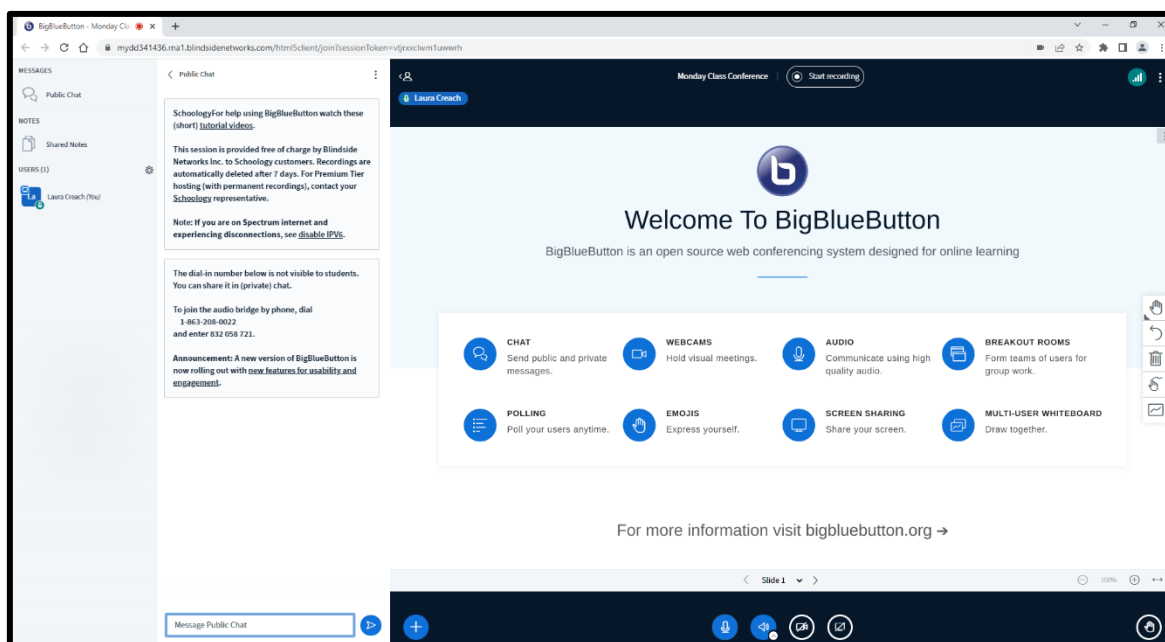
3. Select the Conference Name link which is “In Progress” that you wish to enter.

Note: You cannot join a conference that has not been started by your teacher.



4. A “How would you like to join the audio?” dialog is presented, select “Microphone” if you plan to speak, as Listen Only is used to listen to presentation-only conferences.
5. An authorization dialog to use the microphone will appear in the top left corner of the window to establish the audio connection, select “Allow”.
6. The dialog will perform a private echo test, asking you to speak and confirm if you heard audio. Select “Yes” if the audio played through the speaker or headphone.
 - a. If you did not hear the audio and select “No”, you will be presented with a “Change your audio settings dialog” and need to troubleshoot and resolve the issue., then select the “Back” button to try the microphone again.
7. Once added to the conference, you will see the following window with your conference name at the top middle next to a button that will allow you to Start Recording the conference, a participant list on the far left, a Public Chat window on the left, and a slide noting Big Blue Button functionality just right of center.


Note: The top of the Public Chat window includes a link to Big Blue Button tutorials. Just above the Public Chat window, a dial-in number is present which is not visible to students but can be shared by you if anyone is having difficulty with audio.



Activate your webcam in an eLMS Conference

A variety of options are available in the conference window such as making the conference full screen and controlling settings.

Note: Remember that having cameras off can help with bandwidth issues.


1. To activate your webcam, select the  button in the bottom center of the slide window and then select, “Manage Presentations” which opens the “Presentation” dialog.
2. A “Webcam Settings” dialog is presented if a webcam is available, select “Start sharing” to activate your webcam.
3. An authorization dialog to use the webcam will appear in the top left corner of the window, select “Allow”.

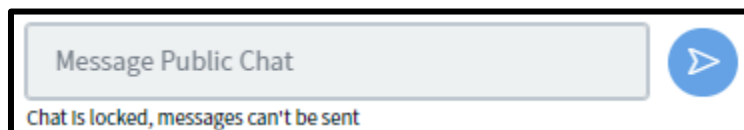
Note: Be mindful of your environment and distractions while cameras are on.



Chat or Raise Hand in an eLMS Conference

During a conference, the Public Chat feature is available unless it has been locked. Private Chat is also available to communicate privately with your teacher.

Note: Private Chat between students is locked by default.

- To comment publicly, enter text into the “Message Public Chat” field on the bottom left of the conferences window, and then press Enter or select the “Send Message” icon .
 - If the Public Chat conference feature is locked, you cannot enter text into the window.

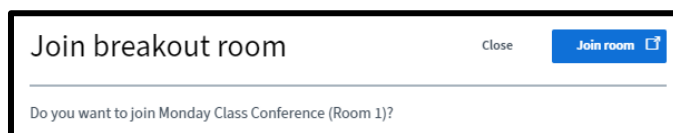


- To create a private chat, select your teacher’s name in the “Users” panel on the left, then select “Start a private chat”. You can now enter text into the “Message Private Chat with [User]” field on the bottom left of the conferences window and then press Enter or select the “Send Message” icon .
 - To simply raise your hand, select the  button in the bottom right of the conference window.

Join a Breakout Room in eLMS Conference

During a conference, your teacher may create and assign students to breakout rooms to allow different groups to work independently or on different tasks.

- Select the “Join Room” button to enter the breakout room.



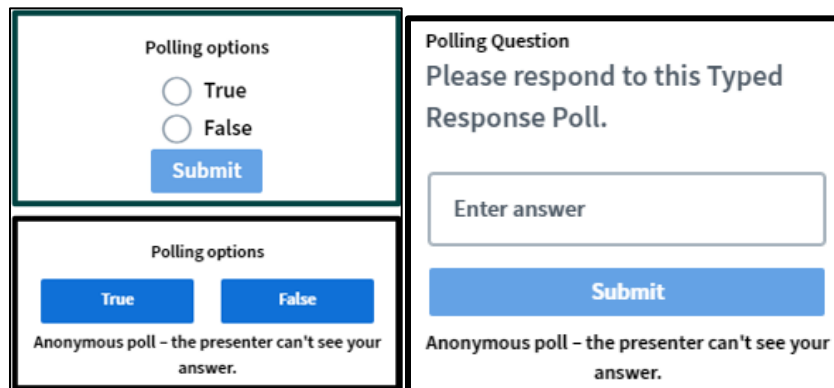
- If you have closed this dialog, you may select Breakout Rooms on the left navigation bar in the conference and choose “Join room” or “Ask to join” to enter a particular breakout room.

Respond to a Poll in an eLMS Conference

During a conference, your teacher may create a poll to collect responses from students regarding a particular question or topic.

- When a Poll is created, it will appear in the bottom right of your conference window, which may be one of the following types:
 - True / False
 - A / B / C / D
 - Yes / No / Abstention
 - Typed Response
- Select your response in the window by clicking the corresponding button or by entering text into the field if a Type Response poll.

- a. If “Anonymous poll – the presenter can’t see your answer.” is at the bottom, the teacher will not be able see the specific answer that you provided.
- i. Examples noted below:



The image shows two examples of a polling interface. The left example is titled "Polling options" and features two radio buttons labeled "True" and "False", with a blue "Submit" button below them. The right example is titled "Polling Question" and contains the text "Please respond to this Typed Response Poll." followed by a text input field labeled "Enter answer" and a blue "Submit" button. Both examples include a note at the bottom: "Anonymous poll - the presenter can't see your answer."

3. If the teacher publishes the results of the poll, a dialog like this will appear in the bottom right of your conference window.

True	1	100%
False	0	0%