

**LMS DATABASE INSTRUCTOR'S GUIDE
and
MODULE QUIZZES**

LMS1

Revision 8.1
Work Certified™2.2018

LMS Database Instructor's Guide

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How to Register for Work Certified™

Go to: <http://www.workcertified.org/>

Thank you for your interest. Membership is the first step towards taking advantage of our many learning opportunities. You will be required to sign up for membership/registration to participate in the program. Simply fill in basic information about yourself and you're in!

Name & Training Site

First Name * Middle Name
 Last Name *
 Training Site Job Title *

Your Instructor

Instructor First Name * Instructor Last Name *
 City * State *
 Zip Code *

Contact Information

Email Address * Phone * Ext
 Alternate Phone Fax Number

Personal Information

Date of Birth * Gender * Ethnicity *

Address Information

Street Address *
 Address Line 2
 City * State * Zip Code *

Work Certified Log On Credentials

Username: Your username will be the email you entered into this form.
 Create a Password: Your password must contain at least 8 characters and is case sensitive. Use letters and numbers only (no symbols - examples: \$ # @ % *)
 *Please write down your usernames and passwords; these will be used throughout the program. These are confidential so keep this in a safe place.
 Password: *

An accurate e-mail address is extremely import, this e-mail address is used (1) when signing into your Work Certified account, (2) to send you important information about the site, (3) to compile a complete transcript and (4) sending confirmation messages. Also, correct address information ensures that you receive your Work Certification card.

If you do not have an email address at your office, you may create a free email account through www.hotmail.com

Submit

1. Click on **Register Here** ; Make sure every item marked with an * is properly completed.
2. Enter the required information *
 - Type your **first, middle and last name** as you would like it to appear on your **Work Certified™** card.
 - Use sentence **proper case** throughout the registration process.
 - *Enter your address information
 - You will need a valid *email address before you continue. If you have an email address, enter it carefully then go on to next step. If you do not have an email address **ask for further instructions before proceeding**. Go back to the top of the page and **verify** that all information entered is correct, then Click **Submit** at the bottom of the page.
3. Your username is your email address.
4. Your password must contain at least 8 characters and is case sensitive. Use letters and numbers only (no symbols - examples: \$ # @ % *)

**Please write down your usernames and passwords; these will be used throughout the program. These are confidential so keep this in a safe place.*

Computer Username: _____ **Password:** _____

Work Certified Username: _____ **Password:** _____

Email Username: _____ **Password:** _____

Email Address: _____

The Work Certified™ LMS Database Overview

The course is made up of several textbooks.

There are nine separate digital modules with e-textbooks and instructor training and instructor resources

Having nine individual textbooks will allow you the flexibility to teach the course in the sequence that best suits you.

However, it is recommend you instruct in sequence starting with first module if teaching the entire course.

To pick the course you would like to start with, simply click the course icon and set a start date for the course.

Navigate to settings and enter a start date.

To delay the start of all your courses, set a date that is in the future. By doing this your students will be able to see the course, but it will be locked until the start date set.

However, you can manually unlock the course. If you wish, you can block the students from even seeing the icon of the course that is set to start later.

Each course has its own set of grades.

You can download the grades for the each module after the student has completed the module.

How to Log in to your Dashboard

Instructors

To log in type:

1. msi.instructure.com (*NO WWW*)
2. Type your e-mail address
3. *Enter your password (accept your terms and conditions)*

This will take you to your dashboard.

Log in to www.workcertified.org

Click on “msi.instructure.com”

Type your e-mail address

Enter your password (accept your terms and conditions)

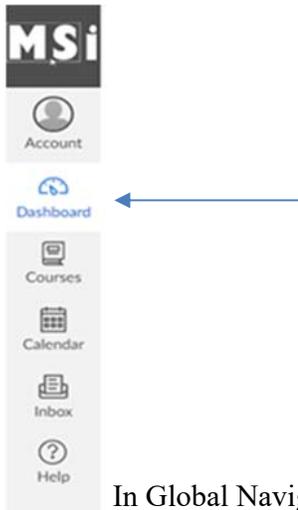
The Dashboard

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation. *The course card seen below is a hyperlink to the course.*



Open Dashboard



In Global Navigation, click the **Dashboard** link.

The Dashboard View

The Dashboard

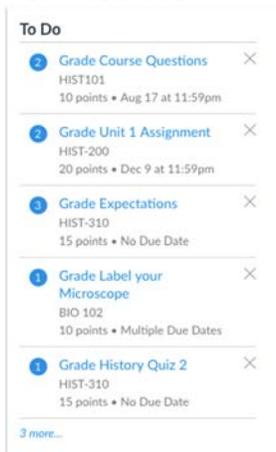
1. Is your landing page in Canvas and displays information about your current courses. The Dashboard also contains global announcements from your institution and a global activity stream that shows recent activity in all your current courses.
2. The Dashboard also includes a sidebar, which contains the To Do list, upcoming events, and access to grades.

Change Dashboard View

The Dashboard offers several views depending on your preference. The Dashboard defaults to the course card view, which displays course cards for all your favorite courses. To help manage Canvas activity, the Dashboard also supports the Global Activity Stream, which shows recent activity for all your Canvas courses.

To change your Dashboard view, click the Settings menu and select your preferred viewing option.

View Sidebar



The Sidebar helps you see what you need to do next across all your courses, including items in your To Do list. The sidebar also includes a link to the global Grades page.

Menu Setup

Menu Setup

The Instructor can configure the course menu. The items that are in the black group are visible to the student; the items that are greyed out are still usable but not visible to the student. If you would like a menu item to be visible to the student, follow the steps.

1. Click settings
2. Click navigation
3. Drag and drop the items to the desired location.

Items that are dropped into Student View area will be visible to students.

- Home
- Modules
- Grades
- SCORM
- Assignments
- Announcements
- People
- Discussions
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Conferences
- Collaborations
- Settings

Course Scheduling and Timing

Setting Course Start and End Dates

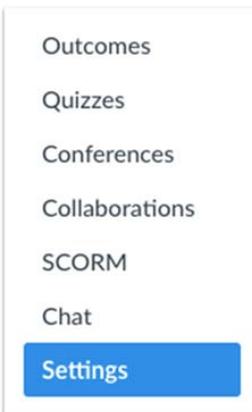
There are no start and end dates for the modules. As the instructor, you can change the start and end dates.

Entering an end date in the course will tell Canvas to conclude the course on the entered date. When the course is concluded, the course is removed from the Dashboard and the Course list. The course will be moved to the Past Enrollments section.

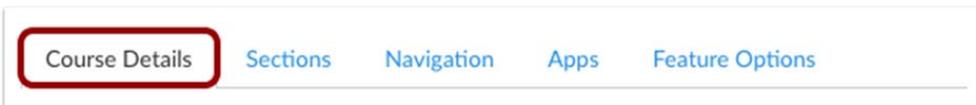
Additionally, you can also set whether students can only participate in the course during the specified course dates. Participation means that students can submit assignments, post discussions, upload files, or take part in any other action-based task within a course. If you require students only participate during the course dates, they can accept the course invitation, access the course, and look at content, but they cannot fully participate until the first day of the course. When the course is concluded, the course is placed in a read-only state.

If you do not want students to be able to view any content in your course until the course start date, use Course Settings, this allows you to restrict students from being able to access content. You can choose to restrict all access to your course after the course has concluded.

From Dashboard, click settings



Open Course Details



Click the Course Details tab.

Set Course Start Date

Starts: May 14, 2017 at 11pm [1]

Ends:

Language:

Time: 11 :00 pm Done

Click the Starts calendar icon [1]. Click a new start date for the course [2]. Set End Date

Starts: May 14, 2017 at 11pm [1]

Local: Sun May 14, 2017 11:00 am
Course: Mon May 15, 2017 10:00 am

Ends: Sep 2, 2017 at 11pm

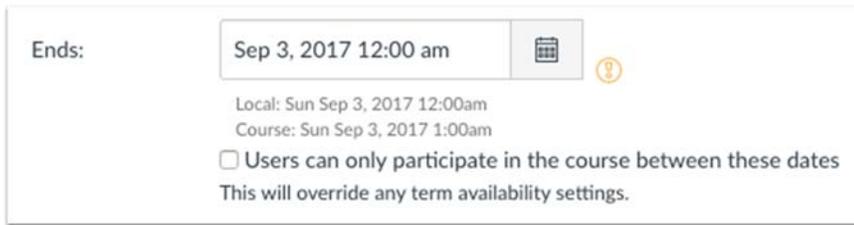
Language:

File Storage:

Time: 11 :00 pm Done

LMS10

Click the **Ends** calendar icon [1]. Click a new end date for the course [2].

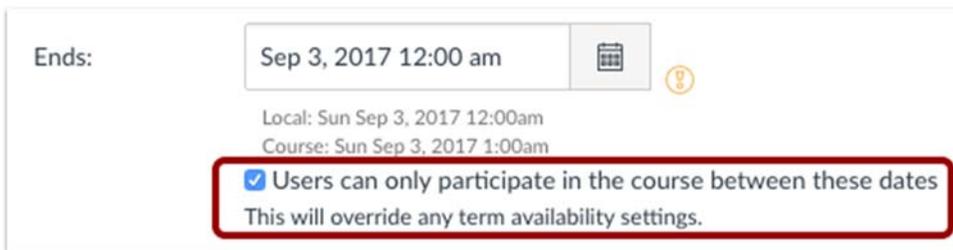


Ends: Sep 3, 2017 12:00 am

Local: Sun Sep 3, 2017 12:00am
Course: Sun Sep 3, 2017 1:00am

Users can only participate in the course between these dates
This will override any term availability settings.

Note: In your end date, if you do not set a time, or you set the end time to midnight, a warning icon will appear notifying you that the date prior to the set end date will be the last available day in the course. For instance, if the course were set to end May 26, the last full available date for the course would be May 25.



Ends: Sep 3, 2017 12:00 am

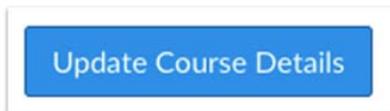
Local: Sun Sep 3, 2017 12:00am
Course: Sun Sep 3, 2017 1:00am

Users can only participate in the course between these dates
This will override any term availability settings.

If you do not want to let students participate in the course outside of the course dates, select the Users can only participate in the course between these dates checkbox.

Note: If this checkbox is not selected, students can participate in the course before and after the start date, and participation will only be limited by the term dates.

Update Course Details



Update Course Details

Unpublished and Publish Modules & Lessons

Publishing and unpublishing modules and lessons is a great way to control the flow of your course.

When you Unpublish a lesson or module the students will not be able to see it but you will. The lesson or module remains part of the course and can be reactivated by you at any time.



Your course has “Hands on Lab’s that are marked (Optional)” these lessons are unpublished by default. Optional lessons can be seen by the instructor but are hidden from the student, if you would like your students to complete the optional Hands On Labs follow these steps.



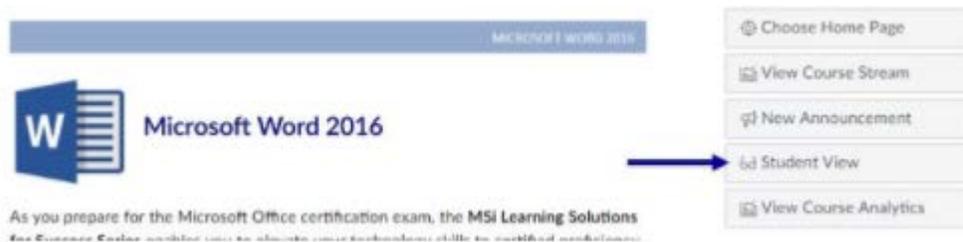
1. Navigate to Modules
2. Click the Publish/Unpublish icon

Student View

There is one way an instructor can to see a Canvas course the way a student is experiencing it - **Student View**. This can help troubleshoot a problem the student might be having.

To view a course in **Student View**,

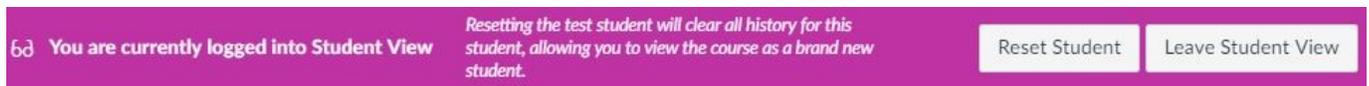
1. Click Settings
2. Select Student View.



This will enable you to see the course the way your students do.

However, this does not enable you to perform any actions as a student. Only an LMS admin has the role authority to act as a student user.

To exit Student View, select "**Leave Student View**"

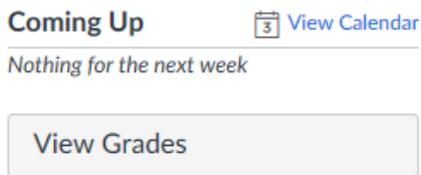


Grading

The View Grades Icon

Each course will have a set of grades that you can download from each course and import them into your district grade book. This gives you the flexibility to start with whatever course you prefer. Each course works as a standalone textbook to fulfill the curriculum.

Click the View Grades icon from your dashboard



This will give you quick access to the grades for all the courses that you are teaching.



Click the course hyperlink and that will take you to the grade book for that course.

Your Grade Book

Your Grade Book

Your grade book is broken up into chapters. This makes it easy for you to see how the students are doing on a section

 Individual View

 Import  Export 

Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6	Total
100%	-	-	-	-	-	100%

☰ [Word 2016](#) > Grades

Filter by student name or secondary ID

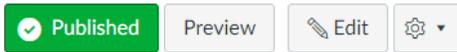
Student Name	Secondary ID	Virtual Activity 1.1 - Navigate the... Out of 100	Virtual Assessment 1.1 - Navigate... Out of 100	Virtual Activity 1.2 - Customize St... Out of 100
Test Student	09966686db735a	100%	100%	100%

Quizzes

Some courses will contain quizzes; your quizzes are customizable by the instructor.

You can decide how many times a student can take a quiz, you can also decide if you want to take the high score, the first score or an average of the two.

To edit your quiz simply click the edit icon in the beginning of the quiz and the following menu items will appear.



Quiz Type

Assignment Group

Options

Shuffle Answers

Time Limit Minutes

Allow Multiple Attempts

Quiz Score to Keep

Allowed Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only After Their Last Attempt

Only Once After Each Attempt

Let Students See The Correct Answers

Only After Their Last Attempt

Show Correct Answers at

Hide Correct Answers at

Show one question at a time

How to Use your Course

Course Flow

Modules

Your course is divided into modules. Each module contains all the information for that chapter.

When the student selects the **Click Here to Begin Your Course** icon on the home page, they will be taken to the modules page.

Click Here To Begin Your Course

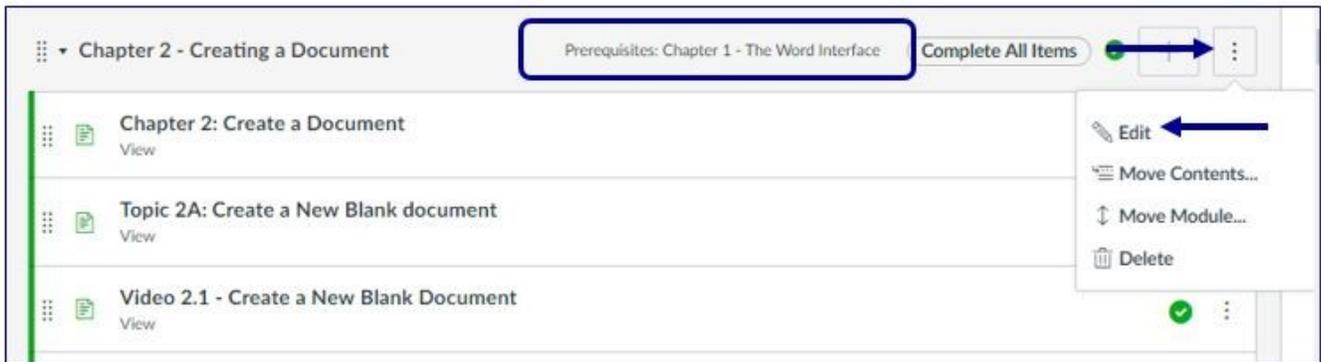
Prerequisites

The course is designed for students to move through in sequential manner, lessons remained locked until the preceding lesson is completed. This prevents students from skipping lessons.

This is important because the information from the preceding lesson is usually needed to complete the upcoming lessons.

As the instructor, you may remove the prerequisites and allow the students the freedom to move through the course on their own.

To view the prerequisites for a module, select the three dots above the module.



Then select Edit. The prerequisites for that module will appear and can be altered.

