GRAND CANYON
U N I V E R S I T Y ™

Student Learning Management System Tutorials

LMS Student – Introduction

Welcome to Grand Canyon University's learning management system tutorial. If you're looking for help navigating your online classroom, you've come to the right place! We want you to walk away with answers to three simple questions: What do I need to do in my classroom to be successful? Where do I find my course materials and assignments? And how do I complete those assignments? As we answer these questions, we'll move around to various places within the learning management system. This tutorial is designed to get you started with our online classroom. For more in-depth guides, please visit our Technical Support Help Center at support.gcu.edu. We've got a lot to cover, so let's get started!

LMS Student – Logging into the GCU Portal

Let's start with logging into the GCU Student Portal. You can think of the Portal as your hub for all things Grand Canyon University: a place to access helpful resources for your degree program, including your courses. First, you'll want to open your web browser and enter gcuportal.gcu.edu in the address bar at the top. Once you're there, enter your GCU email address and your password. Now that you're logged in, let's check out the My Courses section located in the top left-hand corner. This is where you can find all of your current classes, as well as your recently completed ones. When you're scheduled for a new course, it will appear here three days before the start date. You can easily jump to your classroom by clicking on the course you want to enter. And that's it! Getting to your online classroom is quick and easy. You can learn more about your GCU Student Portal and watch our other tutorials at support.gcu.edu.

LMS Student – Class Dashboard

The Classroom Dashboard provides a quick snapshot of your classroom. The first thing you'll notice is the Weekly Calendar widget, which displays assignments, quizzes, and discussion questions with their respective due dates for the current week. You can change the week displayed on the Weekly Calendar widget by clicking on any of the week numbers in the Weeks navigation bar. Hovering over any task displays the task status, start date, and due date. Next up is the Forums card. The Forums card shows a preview of the discussions taking place in your class. Here, you'll find a few of the most recent posts in the forums, as well as a link to read more of that particular post. Moving to the right, you'll find the class announcements posted by your instructor or global announcements posted by the University. You can also view a full list of announcements for your class by clicking on the megaphone icon. Moving down, you'll find some activity cards near the bottom of the Class Dashboard. You can view your recently completed tasks on the Assessments (*Now called "Assignments")* widget. Once those tasks have been graded, you'll see them pop up on your Gradebook widget. Now that you're more familiar with your Class Dashboard, let's dive deeper into some of the features of your classroom.

LMS Student – Planner

The Planner is the best way to stay organized in your classroom. You'll find the Planner located in the Navigation menu. The Planner delivers a holistic view of the important dates for each of your current classes. From here, you can see a monthly, weekly, or daily view of your assessment due dates and other events. You can dynamically filter what shows up on your calendar using the pane on the left. In addition to due dates, you can add personal events and export the calendar.

LMS Student – Path

The Path is where you'll find your course materials and assessments. Start by accessing the Path from the Navigation Menu. The Path landing page delivers the course details, a link to download the Syllabus, and all of the study materials and tasks organized by topic. Study Materials include learning requirements for the current week, such as lectures, electronic resources, and chapters to read from the textbook. Tasks are composed of learning assessments such as assignments, quizzes, and discussion questions. You can view more details for any of the resources or assessments by clicking on them from the Path. If you prefer to view all of the resources and assessments together rather than individually by topic, check out the Content page. Here, you'll find all of the electronic resources and assessments in one place. Finally, if there are any competencies tied to your course, you'll find them on the Competency page.

LMS Student – Submitting an Assignment

You can quickly submit your assignment from the classroom Dashboard, Planner, or Path. After clicking on the assignment, you'll see the Assignment Details page. The Assignment Details page provides a description of the assignment, the attempt start and due dates, and any attachments or rubrics, if applicable. When you're ready to submit your assignment, click on the Browse From My Computer button to start the process. Next, click Browse and find your file. Once you select the file, you'll see the name in the box below. After selecting all of the files you want to submit, click Upload. Now that all of your files are uploaded, click the checkbox next to the file name for each file you would like to submit to your instructor. If you want to send all of them, simply click the Select All checkbox. Once you're finished selecting your files, click Submit Assignment. You'll receive a message to confirm that the submission will be treated as your final submission for the assignment. You can complete the task by clicking Yes. Once the page refreshes, you'll see the date and time of your submission. You're all set!

LMS Student – Connect

Connect is where most of the interaction in your classroom will happen. Connect is accessible from the Navigation Menu and broken up into three different sections: Forums, Class Wall, and Roster. Let's start off with the Class Wall. On your first day of class, you'll want to introduce yourself to your classmates and get to know them. You can do this on the Class Wall by posting a short introduction about yourself. Be sure to check out some of your classmates' posts as well! If you find one that you relate to, you can Like or Reply to their post. Now that you're done introducing yourself on the Class Wall, let's head to the Roster. The Roster is where you can see who else is in the class with you, including the instructor and all of the other students. If

you click on your instructor's name, you can see contact information like their email address and phone number, which may come in handy if you ever need to reach them. You can also message your instructor privately through the Forums, so let's head there now. There are three different forums within the learning management system. The Discussion Question forum is where you will answer the discussion questions within your class. Typically, you will have two to answer each week and these questions will also be on your calendar. The Private Forum is where you can send one-on-one messages to anyone in your class. This is great for having private conversations with your instructor that you might not want anyone else to see, like questions about your grades. Finally, the Questions to Instructor Forum is used to ask the instructor anything in an open format. If you have a question about an assignment that isn't private but rather a clarification, you should use the Questions to Instructor Forum. Think of the Questions to Instructor Forum like raising your hand in class, something that everyone can benefit from learning the answer to!

LMS Student – Progress

Progress is the place where you'll find all of your class grades. You can find Progress from the Navigation Menu. The Progress page is a list of all of your class assessments and their due dates, submission dates, scores, and instructor comments. After your instructor is finished grading your submissions, the score column will update with the points earned and any comments left by your instructor will show up just to the right. You will also see some helpful indicators of the status of your assessment. For example, if it's due in the next several days, you'll see an Upcoming indicator, along with the number of days you have left until it's due. Assignments that have not been turned in by the due date will show as Overdue. It's important to check out the Progress page a few times each week to make sure you're up to date on your class grade!