

## HOW DO I ... ? Get Started?

Getting Started | June 2009

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All existing staff will have an LMS username and password. These details are the same as those used for University email, ESS etc. For new staff members - your LMS username and password will be active within 24 hours of you receiving your email details. This account will allow you to log in to the LMS Administration System and request new LMS Subjects, populate those subjects with student data and add colleagues to the subjects in any role (See Information on Roles below).

Requests for LMS usernames and passwords for non - La Trobe staff (guests and affiliates) must be made by a current member of staff. Guests and affiliates cannot request an LMS Subject, this request must be made by a current member of staff who can then request that guests are added to the subject as Designers, Instructors or teaching assistants. Please send a request for such access to the ICT Service Desk either by email [ICT Service Desk](#) or contacting them by phone on +613 9479 1500.

### Apply for a new subject in the LMS

An application for a new subject can be made at the LMS Administration website - <https://www.latrobe.edu.au/onlineteaching/lmsadmin> Log in using your La Trobe University username and password.

### Grant access to your Subject to Colleagues

You may want a colleague to have access to your subject in the LMS either to help with the design of the subject, to assist you with teaching or both. You can add a colleague to your subject at the LMS Administration System - <https://www.latrobe.edu.au/onlineteaching/lmsadmin>

**INFORMATION ON ROLES** There are four roles in the LMS:

1. **DESIGNER** – The designer of a subject has access to the Design palette and can add, hide and remove tools. The Designer also has access to the File Manager and can upload and organise files of any type and can use the Selective Release function to control the release of any content or items.
2. **INSTRUCTOR** – An Instructor can prepare Assessment and Assignments, use the Grade Book to view and enter student grades, place students into groups using the Group Manager, create activity reports using the Tracking function and control the release of content and items using the Selective Release feature.

3. TEACHING ASSISTANT – A Teaching Assistant has similar access as a student to all of the tools and in addition can view the Grade Book. The Primary Designer of the unit can specify which additional tools and functions are available to a Teaching Assistant. [Download the GUIDE: Teaching Assistant Settings from <http://www.latrobe.edu.au/onlineteaching/howto.html>

**NOTE:** An individual can be assigned both Unit Designer and Unit Instructor status. A Teaching Assistant cannot be assigned Designer and/or Instructor status.

4. STUDENT: Students can see and use all of the tools made available for them by the Subject Designers. For students to have access to a subject in the LMS, the Primary Designer must apply to Populate the LMS Unit Database with student data. See <https://www.latrobe.edu.au/onlineteaching/lmsadmin>