

La Trobe University's centrally supported Learning Management System (LMS is Blackboard/WebCT CE 6 (formerly WebCT).

The LMS provides academic staff with an internet based framework in which to situate unit study materials and a variety of tools with which to manage communication and interaction with and among students.

This document addresses those tools which students can use to monitor their progress, check grades and make notes in an online notebook – **My Progress**, **My Grades** and **Notes**.

My Progress



The My Progress tool allows students to view a report that includes information about their level of participation in the unit. This includes:

- First access
- Last access
- Total time spent in the unit
- Number of folders and files that have been viewed

My Grades



The My Grades tool allows students to view all of their grades and grade book information that has been released to them by the unit designer.

Notes



With the Notes tool your students can create general or learning module notes to use as a reminder. General notes are relevant to the entire unit; learning module notes are relevant to specific content within a learning module, such as a quiz or discussion topic. Both general notes and learning module notes are private and cannot be viewed by anyone else involved in the unit.