INTRODUCTION

The finalsite Learning Management System (LMS) lets teachers, coaches and other administrators manage their website groups with a flexible, customizable portal. Beyond that, Site Admins can control a wide range of options to set the features and controls that teachers can use in their classes. All LMS content is fully responsive – it scales from a desktop monitor down to a smartphone screen with no loss of functionality.

The LMS also brings together all of the various pages and groups that each user is able to access in one clean, readable format. Teachers, students, parents and other site users can easily switch between classes, athletic teams, faculty groups, or any other groups that they belong to.
THE LMS LAYOUT

LMS pages have a unique visual style and a clean interface that gives teachers, students and other users quick access to group features.

USER ACCOUNT SETTINGS

LMS pages share a common header and footer; on the right-hand side, a button offers the current user quick access back to their default Portal page. A dropdown menu also lets users adjust the settings of their user account. A red circle icon over the user's avatar lets them know how many unread messages they have.

LMS NAVIGATION

Throughout the LMS, a persistent navigation bar allows users to move between their groups. The precise contents of the navigation bar will depend on the user's group memberships.

Dropdown Menu Navigation

At the upper-left, a gray button bar links the user to the various LMS pages that they can access. Exactly which buttons appear depends on each user's group assignments and account rights. Everyone will see the “Dashboard” button at the left; the other buttons on the button bar come from the user's own group assignments. In this illustration, the user is a teacher, a coach and a parent. She can access the academic classes she teaches and the athletic teams she coaches, as well as faculty and parent groups that her school has setup in Group Manager. Since this person can access multiple classes and teams, they can see a number of buttons in the dropdown menu, such as “Classes,” “Athletics,” “Faculty Groups,” and so on.

The Dashboard

The LMS Dashboard can be accessed by teachers by clicking the “Activity” link in the finalsite status bar, displayed at the bottom of the screen when a teacher first logs in, or via the “Dashboard” icon on any LMS page. The Dashboard shows a unified Activity Stream, displaying the most recent actions taken in each of a teacher's groups, as well as upcoming
calendar items scheduled for each of the user’s groups. Further, the Dashboard also includes a comprehensive calendar view showing ALL of a user's calendars, including those for academic classes, Athletics teams, site calendars, and their children’s groups, if applicable. A full-screen Messages view is also available, if this feature has been enabled for any of the user's roles. The Dashboard color theme can be configured by site administrators.

**CLASS AND GROUP ADMIN INFO**

The group name and group administrators are listed beneath the dropdown menu navigation. If academic classes have been given a period number in Group Manager then that will display, as well. Users can hover over the name of a group admin to reveal a link to their profile, a link to open up an email to the admin, and a link to send a fsSocial message to the admin (if fsSocial features are activated). Admins are listed in alphabetical order by default, but this can be customized by a group administrator.

At the left, the group's icon is shown – group admins can edit the icon by clicking the “gear” icon (see LMS controls, below).

**GROUP SPACE FEATURES**

Beneath the LMS Navigation button bar, another set of buttons takes the user to the various sections of the group space they are currently viewing. For more details on each of these features, see the corresponding section of this document:

- Home
- Calendar
- Resources
- Dropbox
- Quizzes
- Media
- Bulletins
- Blog
- Discussions
- Members

**Disabling LMS Features**

Site administrators can choose to disable any of the LMS features if they don't plan to use them. Features can even be activated for some groups and deactivated for others. If a feature is disabled, the button will not appear in the Group Space, either for group admins or for members. No content will be lost, so site admins can edit the availability of individual features at any time.

When Site Administrators open up Group Manager, they can select an entire category of groups and edit their settings collectively. Select a group category (or “node”) by clicking on its name – in this example, “Academic Classes” has been selected and is highlighted in orange.

Once a node has been selected, site admins can use the controls in the Group Space tab to determine feature availability. In the “Features” section, use the dropdown menu next to each LMS feature to set whether or not it is visible to group admins and.
LMS Controls

At the upper-right of any LMS page, a series of buttons allows teachers to quickly interact with group space features, customize the page appearance, and more.

The left-most button, the '+', shaped “Quick Add,” lets group admins create new events, assignments, blog posts, or any other group space activity with a single click (see right).

The 'paintbrush' icon allows teachers to change the theme of the group's pages by selecting the combination of main color, highlight color and background image. There are 12 available themes for teachers to choose from. Site Admins can set the default colors, and can also restrict teachers from making changes, using the controls in the Group Manager Options.

Click the green “Save” button to apply a theme to all of a group space's pages.

Site Administrators can set a default color scheme for LMS pages collectively using the Dashboard Theme controls in the Site Admin settings.

The 'gear' icon will pop open the Group Manager in a new window. Here, Group Space admins can adjust additional options that affect the appearance of the page.

Finally, the '?' icon will allow teachers/group admins to browse the finalsite Knowledge Base from directly within the LMS. The Knowledge Base contains instructions on how to use all of the LMS features, as well as questions that other users have asked of finalsite Support, and general tips on how to get the most out of the group space tools.

LMS Calendar

The LMS includes a new Calendar Manager interface, allowing group admins and members to see all of their events in a streamlined, easy-to-use format that’s compatible with standard and mobile devices. To open the calendar, click on the “Calendar” button from the LMS Dashboard. Admins can add events from this comprehensive calendar view, or from the individual group space calendars. Events can be shared or cloned to any of the admin’s other Group Spaces.

The main calendar display shows events from all of the user's classes or other groups (such as Athletic teams). Events from different calendars are color-coded.

Creating Calendar Events

New calendar events can be created in a number of different ways. Users can navigate to the calendar display and click on a day; they could also select “new event” from the Quick Add menu, or create an event from within a group space calendar. Any approach will bring the user to the same Create New Event screen.
At the top of the screen, users are required to enter a title for the event, as well as an Event Type. The default Event Types are Event, Assignment, Quiz, and Exam; additional custom Types can be defined by Site Admins in Constituent Manager > Settings > Global Options. (Once created, Custom Types will also appear as filters on the main Calendar view.) The “Location” field is available, but is optional.

The “Date Assigned” and “Date Due” fields are required, users can click on them to bring up a date-picker control. The “Time due” field is optional; if a teacher is creating an assignment and collecting students’ files via a Dropbox, the “Time due” field controls when the Dropbox will stop accepting submissions. (Teachers can override this however by setting the Dropbox to accept late submissions. If “Time Due” is not set, the Dropbox will remain open until midnight on the date due.)

The “Repeat” controls determine whether or not the event will happen only once, or if it will recur on the calendar. Events can be set to recur on one of several regular schedules:

- None (event only takes place once)
- Daily
- Weekly
- Monthly
- Yearly
- Every Weekday (Monday through Friday)
- Every Monday, Wednesday and Friday
- Every Tuesday and Thursday

After selecting a recurrence schedule, users can set the end date of the event (if any), and any additional options pertaining to the schedule they selected.

If the school uses one or more Block Calendars to automatically skip over certain days of the year, then they can be applied to an event's schedule. Applying a Block Calendar will ensure that the event is not scheduled for any of the blocked dates.

The Description field includes the Popup Editor, so group admins can use rich HTML, include Media Manager and File Manager files, and otherwise format the event’s description text.
The “Calendars” control is required – the settings here determine which group calendar(s) the event will be applied to. Group admins must select at least one calendar. Depending on the method the user took to create the new calendar event, the Calendars control may already have a group selected. Users can click “Share to more calendars” to select additional groups for this event. Selecting multiple calendars means that the same event will be displayed on each of those calendars. See the sidebar for more information about the distinction between “sharing” events between calendars vs. “copying” them.

Underneath the Description, the Notes field allows teachers to add ancillary information to the event. The “Attachment” control lets admins upload a file from their computer to attach to an event. (Note that this only works for files that are on the admin’s computer – files that have been uploaded to File Manager or to a group’s Resources page cannot be attached to events.)

The Dropbox settings let teachers create a Dropbox for an assignment and collect students’ work via the group space. Teachers can use the follow-on checkboxes to choose whether the Dropbox will accept submissions after the deadline has passed, and whether or not users will receive an email anytime a Dropbox submission is uploaded.

At the lower-right, the “Publish” checkbox ensures that the event will be visible on the selected calendars when it’s saved. If the event is not completed and needs additional editing, users can deselect “Publish” and then click “Save Event.”

The “Save and Clone” control lets users create a duplicate of this event and save it to another calendar. See the sidebar at right for details about how this differs from sharing an event onto another group’s calendar.

**Sharing vs. Cloning**

When events are “shared” among multiple calendars, there is only one single event that is viewed by the members of multiple groups. If that event is edited after it’s been created, then all of the various group members will see the changes, because they’re all viewing the same event.

Cloning, on the other hand, creates a new copy of the event, and saves that copy to another group’s calendar. Any changes made to the original event will not be reflected on the clone.

**CALENDAR VIEW CONTROLS**

When viewing the calendar, users can hover over shortened event listings to view the full event title, and click on them to bring up a new window displaying full details about the event. (iPad and other touchscreen-device users can tap once for the full title, and tap again to bring up the detail view.) The controls along the left edge of the calendar let users configure exactly which events are displayed on the main calendar screen.

Group admins will see additional controls in the detail view, allowing them to edit, clone, delete or unpublish the event, and to view the corresponding Dropbox (if applicable).
Type and Status Filters

The “Event Types” and “Event Status” filters determine what kind of events show up on the calendar – use the checkboxes to activate or deactivate events of a given type or status. These selections will affect all of the displayed events, from any visible calendar. The numbers next to them in parentheses indicate how many events fall under each filter in the viewable date range.

Calendar Filters

Farther down the left-hand side of the Dashboard Calendar display, the “My Calendars” section contains a series of checkboxes that change depending on users’ personal group memberships. The example calendar pictured belongs to a user who is a member of the Parent and Faculty roles, and who teaches a number of classes. Additionally, this user has two children in the 'Student' role.

Expanding the first category of filters, “My Groups,” displays checkboxes corresponding to all of the groups the user belongs to, either as a Member or as an Admin. Select one or more calendars using their associated checkboxes; events from the selected calendars will appear on the main calendar display. The checkbox to the left of the “My Groups” label will select or deselect all of the calendars in this category.

The “My Teams” category serves the same purpose for any Athletics teams the user plays on or coaches. Each team can be displayed separately on the main calendar. This section will only display for users who are attached to one or more Athletics teams.

Parents can see events from their students' calendars. Students' names will appear as filter categories; opening up the category will show entries for every group that student belongs to, including classes and Athletics teams. Select one or more individual groups using the corresponding checkboxes, or select/deselect all teams using the checkbox next to the students' name. Parents will see a separate filter category for each of their students.

The Site Calendars filter category contains all of the site-wide calendars that have been made publicly visible.
Customizing the Calendar Display

Each of the filter categories – as well as the calendars within them – can be customized in terms of how they're displayed on the main calendar view. Hover over a category to reveal the ‘gear’ icon, and click on it to open up the calendar menu.

The first option allows the user to edit the color that's displayed on the main calendar view. Changing the color of a filter category (as opposed to changing the color of an individual calendar) will affect all of the calendars in that category. Users can edit the colors for individual calendars as well for more granular control of the main calendar view. A user's color selections will persist even after they logout and come back to the LMS.

The “Select All” and “Deselect All” functions will toggle the visibility of all calendars in this category on the main display.

The “Show only these Calendars” option will hide the calendars from all other filter categories from the main display.

Individual calendars can also be customized with their own ‘gear’ icons. The calendar-specific menus give users the same “Change Color,” “Export” and “Show only this Calendar” options as the filter menus. Users also have the option to create events directly on the selected calendar.

Exporting Calendar Events

The calendars within a category can also be exported for use in another calendar system. When exporting, users can opt to include events from just one calendar, or from any other calendar they are able to view. Users can also select a date range for the export, and the file format – options include iCal, .XML, .CSV, MS Excel, and others.

Users can also create a “live” calendar export, so that they can continuously update another calendar system with events from a group calendar. To do this, click on “Calendar Tools” at the top of the calendar page. This will generate an .ical file, or display an RSS feed URL. Select the appropriate option for the external calendar system and either upload the .ical file or copy-and-paste the RSS feed link. The resulting file/URL will contain all of the events for a single group's calendar. To export live calendars for more than one group, the process must be repeated for each individual group.

Note also that this feature must be enabled first in Calendar Manager > Settings > Group Settings (see the illustration at right.)

WORKLOAD CALENDAR

The LMS calendar also allows teachers to see at a glance how many tests, quizzes and other assignments their students have scheduled so that they can craft their lesson plans accordingly. The Workload Calendar displays a week at a time, and color-codes the days according to how much work a teacher’s students have been assigned in all of their classes.

The Workload Calendar can be accessed from the LMS Calendar screen by clicking the “Planner” button.
Workload Calendar Layout

Use the miniature calendar display in the left banner to choose a week to view. Teachers can also select a week using the left and right arrow buttons at the top of the main display.

Beneath the miniature calendar, a series of filters allow teachers to select which types of assignments are shown on the calendar. The “Assessment Types” filter lets teachers choose what kinds of assignments the Workload Calendar will display. If a teacher only wants to look at their students’ upcoming exam schedule without seeing things like quizzes or homework assignments, they can do that using the filter checkboxes.

Teachers can also filter by the classes they teach, and any athletic teams they might coach. The Workload Calendar will track the assignments for students in all of the selected groups.

Each row of the Workload Planner corresponds to one of the teacher’s classes. Each column corresponds to a day of the week.

Using the Workload Calendar

After a teacher has selected at least one group (class or athletic team), the Workload Calendar will populate with events. These events correspond to tests, quizzes, homework or other assignments that the students in the selected classes have coming up, in any of their own classes. In other words, the Workload Calendar shows students’ upcoming assignments even if they’re from groups that the user doesn’t teach.

The days on the Workload Calendar are color-coded according to the number of assignments on that students have been assigned, either in the current week or on the current day. Use the dropdown menu at the upper-right to toggle between a daily or weekly view.

Days are shaded in green when students have 1 assignment, in yellow when students have 2 assignments, and in red when students have three or more assignments. The image above displays two classes, English I and English III. On Tuesday, the students of English I have four assignments listed; as a result, that day is shaded red. Wednesday shows only one assignment for those students, so it’s colored green. The key above the calendar display explains the color coding.
Teachers can hover over an assignment to display more details, including the class where the assignment originated, and which specific students have that assignment.

Likewise, each class row has an “i” icon in the left-hand column. Clicking this icon shows a list view of the students in that class, and each of their upcoming assignments in the currently selected week. Events that have been created but not yet published are shown in italics.

GROUP SPACE SECTIONS

Each Group Space comes with a number of specialized sections, allowing admins to determine how information is presented to group members.

HOME

The Home section is an executive summary of a group’s content, resources, recent activity, and other information. It functions essentially like a mini-Portal page for a particular group. Information on a Home page is displayed in elements. There are elements for individual group space sections (such as media, bulletins, calendar, and so on), as well as for popular social media sites such as YouTube, Flickr, and Facebook.

Customizing the Home Page

Teachers can rearrange the element display by clicking the “Customize” button at the upper-right of the home page. In the new window that pops up, teachers can select which elements to display, and set the arrangement. Use the dropdown menu at the bottom to select a one, two or three-column layout. Next, click-and-drag each element from the list at the top of the window into its appropriate column underneath. (Users on iPads or other touchscreen devices can tap to rearrange elements instead of dragging.)

Some content elements can be placed on the home page more than once. These elements have a small number next to the title in the element list showing how many copies of that element type can be dropped onto the home page. Each time one of these elements is added to the home page, the number of available copies drops by one.

As with all other aspects of the LMS the home page is fully responsive, meaning that the elements will not be lost off the edge of smaller screens. Instead, when viewed on a tablet or a smartphone, the columns will collapse so that they are stacked vertically rather than laid out horizontally. Mobile device users will have the same functionality as computer users.

Home Page Elements

- **Activity Stream:** Displays a copy of the Activity Stream for this group, including messages from the group admin and group members, as well as events such as new calendar items, new assignments, new
resources, and so on. Group admins can hover over an Activity Stream update and click the red “X” icon to delete it.

- **Bulletins**: Shows the three most recent Bulletins. Group admins can click a “New Bulletin” link directly from the element to post new content or navigate to the Bulletin tab. Users can click the Bulletins button or click ‘All bulletins’ from the element to navigate to that page.

- **Calendar**: Upcoming class events are displayed, along with a link to pop open the full Calendar. A “Manage Calendar” link lets admins jump directly to the calendar, as well.

- **Content**: The content element is a blank slate. Editing this element will bring up an empty space that admins can fill with any content they want to post. The full Pop Up editor is available so that rich HTML content can be added. If this element is included on a Home page but is not filled out with content, it will remain invisible to group members. Once something is added to a content element, it becomes visible. Up to 6 Content elements can be added to a Home page. **Embed**: The Embed element allows admins to include content from other sites. Virtually every social media, video-sharing or other content site has some kind of “embed codes” function. The Embed element includes shortcut links to many popular content sites – clink on an icon to jump directly to that site. Whenever possible, the link will take users to that site’s embedding instructions.

Admins can copy the embed code from another site, click “Settings” on the element, and paste the provided code directly into the Embed element. Forms in Forms Manager also have embed codes too, so the Embed element could be a great tool to include a survey or other form on a group page.

- **Facebook**: Use the Facebook element to include content from a Facebook page on a group’s home page. Group Admins simply need to enter the Facebook page's name, select how many Facebook content items should be displayed at one time (anywhere from 1-20), and whether to display all posts on the targeted page's own Wall feed, or just those posts created by the Facebook page's owner.

- **Flickr**: The Flickr element accepts the URL of a Flickr stream feed, and displays the photos saved there. Users can also set the number of photos to be shown, and whether or not the photo titles appear.

- **Media**: Use the Media element to share content from the group’s Media folder. See the Media group space section for more details about using Multimedia Manager within groups.

- **Overview**: The Overview element is unique in that it cannot be dropped into a column; it will only appear as a header at the top of the home page, spanning across all of the other columns. Removing the Overview element in the Customize window will not move it back up to the list of elements, but will just gray it out. The Overview element’s content can be edited by clicking on the pencil icon along its right-hand edge.

- **Resources**: Resources are files, links or other documents that are meant to be shared among group members. Admins can post content to the Resources group space section, and display them on the Home page using this element. The Resources element shows those resource folders that are saved at the top level of the Resources section – nested folders and resources within folders are not displayed.

- **RSS**: RSS feeds are a way for one website’s content to appear on another site. Group admins can copy the RSS feed URL from another site or page, and paste it into this element. Any time the other site publishes new content, that content will appear on the group home page.
Vimeo: Use this element to include videos posted to Vimeo.com on the group home page.

Youtube: This element allows YouTube.com videos to be embedded on the group space.

Copying Element Layouts to Other Groups

The “Copy” button at the upper-right of the group space allows the customized element layout of one group to be applied to another group's pages. Once an admin has setup their columns and elements, they can click “Copy” and select one or more of their other groups. The dashboard settings from the source group will be copied to the destination group(s). Any existing customization on the destination group(s) will be overwritten.

Calendar (Groups)

The Calendar page within a group space shows all of the events related to that particular group. To see all events (regardless of which group they're associated with), members can click “view all calendars,” and admins can click “manage calendars” - the labels are different, but either way the link will direct the user to the main Dashboard calendar.

On the left, the “Event Types” and “Event Status” filters allow the user to select which kinds of events are displayed. Click the appropriate checkbox to display Events, Assignments, Quizzes and Exams, as well as Published or Unpublished events. The number to the right of each category indicates how many calendar events are currently in it.

The rest of the page displays the calendar view. By default the calendar will depict the entire current month, but the display can be narrowed using the controls at the upper-right to focus on the current week or the current day, or to display an agenda view showing a detailed list of upcoming events.

Creating New Simple Events

The simplest way to create a new event is by clicking on a day on the calendar. The Add Event window will pop up, giving the user basic options for creating new calendar entries. The user will give the event a title, and select which group it applies to from the dropdown menu (the menu will show all of the user’s groups). The user can then select an event type (Event, Assignment, Quiz or Exam). The “Publish” checkbox is selected by default, so clicking “Save Event” will automatically create the event on the class’ calendar.

Other Events

To create more complex events, such as events that are shared among multiple classes, or events that repeat on a set schedule, see the LMS Calendar section.
RESOURCES

The Resources tab allows admins to share files, links and other custom content with all of the group members. Resources are organized into folders. Folders can be made visible only to their native class, to any or all of a group admin's other classes, or can be shared among all classes in Group Manager. Group admins also have control over the order in which folders and resources are displayed.

Resources and folders are displayed as icon tiles. The responsive interface provides more information to users about what each resource icon represents. Resource icons at the upper-right of each tile indicate the type of resource: links, files or custom content. Underneath each resource tile, group admins have controls for moving resources up and down in the display, as well as archiving, editing and deleting resources.

Creating New Resources

Click the green “New Resource” button to create a new resource. Give the resource a title, and use the dropdown menu to select a folder for this resource. A Description of the resource can also be added – the name and description will give end users more information about the resource before they click to open it. Name and description info are superimposed over resources icons on a semi-opaque gray background.

Admins can also add a Thumbnail image to folders or resources. Thumbnails will be displayed when the Resources page is set to Grid View (see Resource Page Layout, below, or the screenshot to the right). If no thumbnail image is applied, the resource/folder will be represented by an icon indicating the resource type.

The “Display Date” and “Archive Date” controls allow admins to set a date range for the resource. The item will only be visible during that date range, and will be considered archived at the conclusion of the date range. Prior to the date range, the resource will display the date on which it will be made active (when resources are displayed in the List View).

Archived resources are still present and attached to a group, but are not visible to its members. On the Resource page, archived resources are displayed at the bottom of the list, and are grayed out to distinguish them from active resources. Admins can access and edit archived resources at any time. Files in archived folders can still be shared to other classes.

At the bottom of the New Resources window, select the resource type, either Link, File, or Content.

Link resources are simply hyperlinks to external sites. File resources are files that have been uploaded to be shared with group members, and Content resources are short text/multimedia files that group admins fill out when creating resources.

Paste in the full web address for links; for custom content, enter the text, images, etc. into the text field. Teachers can use the full Popup Editor when creating content resources, making them effectively mini-webpages within
the group space itself. When creating a 'file' type resource, users can browse their local file system (or drag a file and drop it onto the 'choose file' button); existing files from File Manager can also be added as class resources.

**Resource Folders**

**Resources must be saved within a folder.** Click the “New Folder” button to create a new organizational folder.

As with individual resources, folders can be given a name and a description, and can be placed inside of other folders. Thumbnails and display date ranges can be applied to folders just as with individual resources.

Admins can elect to archive an entire folder, or to designate a resource folder as a “dynamic file folder.”

Dynamic file folders point to a location in File Manager, and display any files placed there. If the files in a dynamic file folder are moved, changed, or deleted, those edits will be reflected in any associated dynamic file folder resources. Dynamic file folders are limited to files only – they cannot contain “Link” or “Content” resources; additionally, whatever’s in a dynamic file folder will always be sorted alphabetically. The contents of resource folders, on the other hand, can be given a custom order by the group admin.

Clicking “Share this folder with several of my groups” will allow an admin to copy this folder into one or more of their other groups. Sharing to an admin’s other groups streamlines future updates, as any changes made to those resources will update automatically in all of the other group spaces, regardless of where the update is made. In other words, the resources don’t have to be edited from the original group, but can be edited from any of the groups they’ve been shared to. Clicking “Enable other groups to share this folder” will allow any other group to include that folder on their own resource pages (see next section).

**Using Other Groups' Shared Folders**

Admins can add another group’s “Shared folders” to their own resource pages. Shared folders are Resource folders that have been set to “Enable other groups to share this folder.”

When a group admin clicks “Add Shared Folder,” a new window will pop up that will allow teachers to select from a list of their own resource folders as well as resource folders that have been shared from other classes. The dropdown menu lets users filter the list to only display folders shared from their own active groups, their own archived groups, all active groups, or all archived groups. The “Optional Group Filter” lets a user simply type the name of a group whose shared resources they want to display.

Admins can then click on the name of a group to select from a list of its shared resource folders. An admin can choose to display a shared folder onto more than one of their groups in a single operation.

Enabling sharing with other groups will give the admins of those other groups rights to edit – and delete – a resource folder.
Resource Page Layout

After creating resources, the page can be toggled between “List View” and “Grid View.” In both views, the order of folders and resources can be customized. The order of the listed resource folders can be adjusted by group admins, either by clicking-and-dragging the resources or (for mobile device users) by tapping first on the resource, and then on the up or down arrows associated with it.

In List view, users can click on a folder to see its contents directly on the Resources page. Archived resources are shown to the admin as grayed-out items below the main list (group members cannot see archived resources at all).

Grid view lays out all resources and folders as tiles. If a resource has an assigned thumbnail image, that image will be displayed as the folder tile; the resource type icon (file, link, content or folder) is overlaid on the upper-right corner.

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**DROPBOX**

Dropboxes are calendar events representing classroom assignments. They allow students to upload files directly to the teacher via the group space.

As with other calendar events, Dropboxes can be created on a repeating schedule; this allows teachers to accept submissions related to ongoing assignments, or individual components of a larger project.

**Creating a New Dropbox**

New Dropboxes can be created with the green “Add Dropbox” button, or by creating a new “Assignment” event on a group calendar. As with other calendar events, teachers will be prompted to enter the Assignment Title, the dates the assignment is assigned and when it’s due, and which group calendar(s) the assignment should appear on. Teachers can also optionally provide a location, description, notes, and attach files to the assignment entry that group members can download.

Dropbox behavior can be customized, as well. Teachers can override the assigned due date and allow the Dropbox to accept late submissions from students. They can also elect to receive an email any time a new submission is received.

**Managing Dropbox Submissions**

On a class Dropbox page, group admins can see a list of all the Dropboxes that have been created for the class, including both recurring and single-occurrence Dropboxes. Dropboxes can be edited after they have been created, and Dropboxes
on a recurring schedule can be edited individually or collectively. Teachers can get a summary of which Dropboxes have recent activity, and then focus on a single assignment.

Students can access the Dropbox and submit documents to it from any device, including tablets and smartphones. If members of the student role are given storage space in File Manager, then students using mobile devices can upload documents from their device to File Manager, and from there they can submit the uploaded file(s) directly to a Dropbox. Students can also post comments on the documents they upload.

### Reviewing Dropbox Submissions

The Dropbox page lists all of the Dropboxes that admins have created. Teachers can click on the name of a Dropbox to open it up. The Dropboxes that are currently active and accepting submissions will be highlighted in green on the “Status” column. A filter allows teachers to sort the list based on the Dropboxes’ status, as well as whether they have any unread submissions. On the right, the icons in the “Actions” column allow users to edit the Dropbox (adjusting parameters such as the name, due date, recurrence schedule, etc.), or to delete it entirely. **Deleting a Dropbox will also delete any submissions it has received.**

Clicking on an individual Dropbox will open up a detailed view of its submissions. At the top of the summary view, teachers can click on the links to edit the Dropbox assignment, copy it to another one of their classes, or delete the entire Dropbox. Clicking the “Show details” link will reveal additional settings configured when the Dropbox assignment was first created, including when it was assigned, the due date, the current status, and whether or not the Dropbox is set to allow students to submit responses after the due date has passed.

Group members are listed along the left-hand side, allowing teachers to see who has submitted responses to the Dropbox. If the Dropbox is set to allow multiple submissions from students, a number next to each name indicates how many files the student has uploaded. To the right, teachers can click the “word-balloon” icon to send feedback and
other messages back to students.

When reviewing submissions, teachers can reply to students’ comments in an Activity Stream-like dialog (these comments are not public like regular Activity Stream messages though, they can only be seen by the teacher and the student). Teachers can also attach files to their messages, in order to send corrected submissions back to students.

**QUIZZES**

Teachers can use Quiz Manager to create self-grading multiple choice and short-answer quizzes for their classes. Quizzes can be shared among different classes, and results can be collated easily. Teachers can set quizzes to automatically grade students’ responses, and quizzes can be time-limited so that they’re only visible to students within a specified time frame.

**Creating a New Quiz**

Creating Quizzes is very similar to creating forms in Forms Manager. Use the green “Create New Quiz” button to start building a new quiz.

After giving the quiz a name, teachers will be prompted to begin entering quiz questions and their answers. There are four types of quiz question:

- **Multiple Choice/Single Answer**: Students are given a range of possible answers, and must select one
- **Multiple Choice/Multiple Answer**: From a range of possible answers, students select all that apply
- **Short Answer**: Students write a short response that must include at least one keyword/keyphrase that teachers identify in advance as being ‘correct.’
- **Long Answer**: The same as Short Answer, but students are given much more room to write their response.

When creating either of the Multiple Choice-type questions, teachers first enter the question, and then add each of the proposed answers on a separate line underneath. Use the “Add” button to generate additional proposed responses.

On the next screen, teachers then indicate which of the proposed responses are correct.

Teachers can then finish editing questions, or move onto the next one.
Short-answer and Long-answer questions work similarly, except that students must write out their response. Teachers supply one or more keywords or key phrases; students responses must match *one or more* of the provided responses in order to be considered correct by the automatic grading system.

After adding all the questions they want to include, teachers can save their changes and publish the quiz.

### Giving a Quiz to a Class

When it's time to present a quiz, teachers can add it to a group space by scheduling a time for the quiz to run. Click the blue “Manage Quizzes” button to bring up the Quizzes List. The list can be filtered according to the user's classes (or other group assignments) in order to make it easier to select a given quiz from the list.

After opening the quiz, click the green “Schedule Quiz” button on the left. If the quiz has previously been scheduled for any class, those time periods are displayed above the “Schedule Quiz” button.

With the “Create a quiz date” window open, first select one or more classes. Use the calendar displays to choose a start date and an end date for when the quiz will be available; the dropdowns below set the times that the quiz will be published and withdrawn, respectively. Finally, use the “Quiz Timer” dropdown menu to set the length of time students have to complete the quiz once they've opened it.

If the “Quiz Timer” is not set, there will be no time restriction on students taking the quiz. As long as a student opens the quiz before its end date they will be allowed to submit their responses, even if they finish and submit it after the time the quiz is scheduled to end.
Notifications

The Notifications & Redirec.ts tab controls what occurs after students submit a quiz response.

Teachers can set the LMS to send them an email whenever a student submits a quiz using the Admin Notification Email controls. Emails can be sent to more than one admin by entering multiple emails in the “Send Email to” fields. The “Email Contents” checkboxes determine the information that will be included in those emails.

The Student Confirmation controls determine what students will see upon submitting a quiz response. Use the “Submission Message” field to write the message that will be displayed on the Quiz page after a student submits their responses. The Popup Editor allows teachers to include rich text, images, media files and more. Click the “Show results of quiz” checkbox to include the quiz questions and the students’ responses to them in this message. If Automatic grading is turned on for the quiz, students will see their grade along with their responses. Finally, the “Email confirmation” section lets teachers opt to send students an additional email message confirming their submissions. As with the admin notification email, teachers can configure the contents of the email message, including the results of the quiz submission and/or a custom message.

Automatic Grading

Quiz Manager can be set to automatically grade students' responses as they are submitted; students can receive immediate feedback on their performance.

Teachers can go to the “Auto-Grading” tab to select how the quizzes will be graded. There are four options:

- Individually weight questions by point value: teachers enter the total value of all the questions on the quiz, and manually assign a point value to each individual question. The system will tally up the number of points each student earns based on which questions are answered correctly.
- Individually weight questions by percentage: the total point value of all the questions will always add up to 100. Teachers can use sliders to adjust the relative value of each individual question.
- Equally weighted into a total point value: teachers enter the total value of the quiz, and the system automatically assigns each question the same equal value.
- Equally weighted into 100%: all questions have the same relative value, and they collectively add up to 100 points.

The auto-grading method can be adjusted after a quiz is saved, and even after responses have been received. If the grading method is altered after responses have been received, students who have already submitted quizzes will see their assigned grades change.

Reviewing Quiz Submissions

Quiz results can be viewed by opening the Quiz Manager and selecting a quiz as above, and then clicking the “Results” tab. All of the submitted responses to the quiz will be displayed on a table; unreviewed submissions are shown in bold.
The table columns display the date each response was submitted, the students' names, their usernames, email addresses, quiz grades (if auto-graded), their class, and their responses to each individual question. Quiz submissions can be exported and printed using the buttons above the table.

Click on the document icon in the left-hand column of a submission to open up a more detailed view. This will display all of the quiz questions and the students' responses. The student's name, email address, the class the quiz was assigned to and the date it was submitted are also shown. If the quiz was graded automatically, the teacher can override the grade awarded by clicking the “edit grading” link at the top of the detail view. Individual responses can also be saved as a PDF.

**Grading Quizzes**

If Automatic Grading is not turned on, teachers can manually enter grades for each quiz response by opening up a detailed view of a submission as above and clicking “edit grading.”

Teachers can then assign a numerical grade to each question.

**MEDIA**

The Media tab provides a full-featured Media Player that allows group members to view videos, images and audio files uploaded to the group’s media channel. The Media Player in a Media element on the group Home page doesn’t have all of the sharing and navigation features available in the full Player.

The full-featured Media Player lets group members share, embed and download media content (although these options can be disabled for individual items from within the Media Manager interface), as well as view descriptions, navigate through content folders and channels, and search uploaded media.

**BULLETINS**

The Bulletins tab lets group admins create and track short content items. Bulletins are automatically posted to the Bulletins element on the group Home Page.

Existing bulletins appear in a table. The newest bulletins – or those
scheduled the farthest in the future (see below) – are at the top. A label under the bulletin title shows author, as well as the date and time when it was posted (if a bulletin is scheduled to be displayed in the future, the date/time of its scheduled publication is shown instead.)

Each bulletin entry shows both the bulletin title and its content. On the right, buttons allow the admin to either edit or delete each bulletin.

Creating New Bulletins

Click the green “New Bulletin” button to add a bulletin. In the Editor window, create a title and enter the bulletin text. The Popup Editor allows admins to add rich-text formatting, create links, embed media, and so on.

The optional “Display Date” field captures the date when the bulletin should go ‘live’ on the page. Until that date is reached, the bulletin will be hidden.

Likewise, the optional “Archive Date” field captures the date on which the bulletin will be pulled down and archived. Admins will still see archived posts on the Bulletins tab, but they won’t be visible to other group members.

Bulletins can be cloned to one or more of the admin’s other groups. Click the “+ Clone to my other groups” link, and select at least one group from the list. When the bulletin is saved, a new copy will be created in each of the selected groups. **Cloned Bulletins are class-specific.** As these new bulletins are copies, they are not linked to the original, nor to one another. Edits made to a bulletin in one class will **not** carry over to bulletins in other classes.

**BLOG**

The blog lets group admins create blog posts to share with other group members. The blog automatically lists newer posts at the top of the page; older posts can be accessed through the “Latest Posts,” “Categories” and “Archive” sections of the blog page, on the right. “Categories” can be made up by the group space admins and assigned to any post.

**Blog Settings**

The “Settings” link at the top of the list of posts allows admins to control how the blog behaves when new posts are created.

The first field sets the email address of the moderator, which is a group admin who has overall responsibility for the blog.

- **Email Moderator...**: Selecting this checkbox will mean that whenever any group admin creates a blog post, the blog moderator will receive an email notification.

- **Enable Comments...**: Use this control to allow group members to leave comments in response to blog posts. The first subsequent checkbox activates notification emails to the blog moderator when new comments are posted, and the second hides those comments from the blog itself unless and until the moderator reviews them and posts them to the blog.
the page.

- **Allow contributors to edit...**: This option gives blog post authors the option to go back and correct any copy errors after the post has been published.

- **# of Posts displayed...**: Fill in this field with the number of posts that should be shown on the blog page. Posts are listed in reverse-chronological order, with the newest posts at the top of the page.

- **Remove email links...**: By default, whenever a user posts a comment their name is listed alongside, with a link to the commenter’s email address. Select this option to hide the email links – the commenter’s names will still appear, however.

- **Disable Avatar display**: If a user has selected an avatar for use in fsSocial messages, that avatar will also be displayed next to their blog comments, unless this checkbox has been selected.

### Creating Blog Posts

Click the green “New Post” button to create a new post.

Give the post a title, and use the large text area to create the post content. The Popup Editor allows for formatted rich text, site links, embedded content from Media Manager, and so on.

Use the “Hide User Comments” checkbox to keep readers from being able to see any comments until after they have posted one of their own.

The “Categories” feature lets writers create content groups for their posts. Any existing categories will be displayed with checkboxes; posts can be assigned to multiple categories, if needed.

Use the “+add a category” link to create a new category, and edit the ones that already exist with the “edit categories” link.

When finished, click either the green “Save Draft” or the blue “Publish” button. Publishing a post will make it live on the site right away. Saved posts are stored in their current form and can be edited by admins, but are not yet visible on the site to other group members.

Group admins can configure a blog post to be published on a specific date in the future. When the Blog post is published, the author is prompted to either “Publish now,” or “Schedule for” and select a date. The blog post will go live at midnight on the chosen date (that is, very early in the morning). Posts can also be saved to more than one class’ blog at a time. Use the checkboxes provided to select the teacher’s class blogs where the post will be visible.
Discussion Board Page

The Discussions tab displays each new discussion topic on its own line, along with the number of replies and views each topic has received, the time of the most recent post, and the identity of the last poster. Dedicated buttons allow users to create new topics, or display a topic shared from another class. Additionally, admins have buttons at the upper-right of the topic table allowing them to add a topic, edit a discussion board, delete a topic, or toggle the topic list on or off.

On the left, the Recent Activity column displays the most popular current discussion topics and the last posts made to each.

Discussion Board Setup

Admins have a number of options when configuring discussion boards. Each discussion board can have a different configuration.

- **Board Title**: The Board Title should describe the topic being addressed

- **Reply display format**: The display format how posts are displayed. “Chronological” will list all posts in order. This is best used with short topics, or discussion replies that don't necessarily need to become longer conversations. “Threaded” allows posts to be displayed as replies to one another, even if they are separated chronologically. In Threaded view, any post that is a direct reply will show up indented and immediately below its parent. This allows longer conversations to develop without confusion over who’s replying to whom.

- **Allow contributors to post...**: Select this option to allow group members (and not just admins) to start new discussions.

- **Allow contributors to edit...**: This option allows users to go back and make changes to their responses even after they've been posted.

- **Disable avatar display**: When users participate in a discussion, their name as well as their fsSocial avatar will display next to their post. Use this option to disable the icon (users' names will still appear, though).
• **Enable other classes to share this discussion**: Topics from one class can be set to appear on another class’ Discussions tab, as long as this checkbox is selected.

• **Do not share comments...**: If a discussion topic is shared to another class (see above), admins can elect not to share the original class’ comments from that discussion.

• **Email moderator... (2)**: Use these controls to set whether or not the board moderator should receive an email every time a new topic and/or new topic reply is posted.

• **Moderator email**: enter the email address of the user who’s responsible for the discussion board and for editing comments posted to it.

• **Moderation**: If the Moderation options are selected, the board moderator will have to approve each post and/or reply by logging in and manually publishing them in turn.

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**MEMBERS**

The Members tab displays a group’s members and admins, as well as some information from their profiles. The membership list shows names, graduation years (if applicable), role and grade (again, if applicable), as well as links directly to each user’s email address and site profile. If a user’s account has an associated icon image, that can be displayed as well.

Site Admins can also click the “bulk email” link to send an email to all members of a group. Teachers can choose to send an email to some or all of the students in one class, to some or all students in multiple classes that they teach, or all members of any other group that the teacher belongs to. Additionally, emails can be sent not just to the class roster, but also to students' parents, and/or to class administrators. Bulk emails sent from the Members tab will always come from the admin’s own email address.

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**Reordering Group Administrators**

If there’s more than one admin assigned to a group, the order that the admins are displayed can be manually set (the default is alphabetical by last name). To do this, click the “edit members” link in the Members tab. A new Group Manager window will pop open. In this window, the group administrators will all have a number entered in the “Position” column. If a number is entered into more than one administrator’s “Position” field, then the admins will be listed in numerical order on the LMS page.
GROUP MANAGER OPTIONS

The 'gear' icon near the top of the LMS layout opens up the Group Manager window, giving admins additional options for customization.

The “Group Space” tab in Group Manager has controls for configuring the Activity Stream, the LMS features, the Dashboard appearance, and the Theme.

ACTIVITY STREAM

An Activity Stream Update is a short message that’s included in the group’s activity stream; a Comment is a reply to that message. Admins can control who can post updates and comments to the class activity stream, granting permission to group admins and group members, as well as for updates and comments (replies to updates) separately.

There are three possible settings for each set or permissions: Allow, Disallow, or Inherit. When a field is set to Inherit, it will mirror the setting of the next group up in the Groups hierarchy, which is shown on the left side of Group Manager.

As an example, at the top level of the Group Manager structure, the “Academic Classes” folder contains all of the class groups; the “Athletics” folder contains all of the sports teams, and so on. Activity Stream permissions can be set at those top level folders; any groups within those folders can then be set to 'inherit' the permission settings of the parent folder. This allows administrators to set the permissions for multiple groups simultaneously. Those settings can later be overridden at the group level, without impacting any of the other groups in that folder.

FEATURES

Features refers to specific sections of the LMS, such as Blogs, Discussions, Calendars and so on. Each of these can be toggled on or off individually for each group. As with the Activity Stream settings, groups can be set to inherit the Feature settings of their containing folders.

Use the dropdown menus to control the accessibility of the Blog, Bulletins, Calendars, Discussions, Dropboxes, Media, Quizzes and Resources tabs.

DASHBOARD

The Dashboard section of Group Manager lets admins configure the layout of LMS home pages.

Layouts configured at the top level of Group Manager (such as in the “Academic Classes” folder) will be the default for any groups within that folder. Group admins can later override this default by setting their own layout.
THEME

The Theme section allows admins to set the default colors for a group. Again, setting a theme at a top-level folder in Group Manager will automatically propagate that theme to other groups contained within that folder. Group admins can override the default colors by selecting their own theme.

SITE ADMIN SETTINGS

Site Administrators can configure default settings for the appearance of all LMS pages, including the header text/images, footer text/images, and theme colors for the LMS Dashboard. Go to Site Manager > Site Administration > Site Modules > Group Manager to find the header image and header color controls.

LMS PAGE HEADERS

Page Headers contain the content that appears at the very top of every LMS page. The Page Header can contain both text and images. Header content can be edited with the Popup Editor. The “Background Color” control sets the color of the bar at the top of each page. The example images below show how an image and background color appear on site pages.

LMS PAGE FOOTERS

As with the header, the footer appears on all LMS pages. Use the Popup Editor and the Background Color control to add any desired text (such as school contact info) and to set the footer color.

DASHBOARD THEME

The Dashboard Theme controls set the color for the Dashboard page, where users land upon logging in to the LMS. The chosen theme will also become the default color theme for all LMS pages; group admins, however, will be able to override the default to give their pages a unique color scheme.
Activity Stream

The Activity Stream is a chronological history of group activity, plus text updates and comments created by group admins and group members. Activity Stream updates can be triggered by a group admin creating a new calendar event, quiz, or other group resource. Messages that group members post to the Activity Stream can be viewed by the other group members. Depending on the Activity Stream's settings, users may also be able to post comments in response to an Activity Stream update. The Activity Stream is a component of fsSocial. Each class has its own activity stream; likewise, individual site users (students, teachers, etc.) all have their own Activity Streams, which display information from across all of their groups.

Administrators

Administrators are users who have the authority and rights to make changes to a group. For academic groups, the administrator is generally the teacher. Athletic group administrators are usually coaches, and so on.

Block Calendar

The Block Calendar is a special type of calendar. Instead of containing events, the Block Calendar contains days on which events from other calendars should not be scheduled ("block days.") A Block Calendar can be applied to other calendars in Calendar Manager. When this is done, events from the other calendar(s) will NOT be scheduled for any of the days which appear on the Block Calendar.

Constituent Manager

Constituent Manager is the finalsite software tool used to edit, update and delete individual user accounts associated with the website.

Dashboard

The Dashboard is the default landing page users see upon logging into the LMS. It contains a 'unified' Activity Stream displaying content from all of the user's groups, as well as a list of upcoming calendar items.

DropBox

DropBoxes are calendar events that represent class assignments. DropBoxes allow students to upload their files directly to their class page; teachers can then download and review the file, and provide feedback on the content to the student.

Dynamic File Folders

Dynamic file folders represent a view into a particular folder in File Manager. When a Resource is set to "Dynamic File Folder," the group admin will be prompted to select a folder from within File Manager. The contents of that folder will be displayed as a resource. Any changes to the contents of the folder within File Manager will be reflected on the resource.

Element

An element is a modular block of content which can be customized and placed on a Group Space home section. Most elements are specialized to perform a specific task, such as to display content from Media Manager, to show Resource folders, show upcoming Calendar events, and so on. Elements can be added, moved and rearranged by group admins.

File Manager

File Manager contains files uploaded by admins and other site users, for use throughout the site.

Group

Groups are a collection of users with a common purpose. The most common use for Groups would be for academic classes. Athletic teams are also Groups. Groups can also encompass activities, parent organizations, or other collections of users. Each Group can have its own Group Space on the website.

Group Manager

Group Manager is the software tool used to manage Groups and Group Spaces. Using Group Manager, Site Admins and Group Admins can configure what sorts of content will be displayed on the website, the group space's appearance, and many other parameters.

Group Space

Every group defined in Group Manager can be setup with a Group Space. The Group Space is the web presence for that...
group within the LMS software. Also known as "class pages." ................................................................. 3

Knowledge Base.................................................................................................................................................. 3

The finalsite Knowledge Base is a collection of FAQs about the finalsite CMS. It is broken up into a number of subject areas. Knowledge Base content related to the fsLMS is available by clicking the '?' icon at the top of any LMS page. Admins browsing the Media Manager can view media-specific Knowledge Base content on the "Help" tab. Additional KB articles are available only to site administrators................................................................. 4

Media Manager................................................................................................................................................... 5

Media Manager is the finalsite module that hosts and distributes video, image and sound files for use throughout the website.......................................................................................................................................................... 5

Media Player..................................................................................................................................................... 5

The Media Player is where audio, video and image files saved to Media Manager are displayed to the user. Group admins can manage media files for each of their groups separately. The Media Player can be accessed either from a Media element on each group’s home page, or from the Media page in a group’s LMS pages................................. 19

Popup Editor.................................................................................................................................................... 19

The Popup Editor is finalsite’s full-featured page editing interface. Using the Popup Editor, users can configure the text and images on a page, as well as accessing other finalsite features such as MultiMedia Manager.......................... 19

Portal................................................................................................................................................................. 5

Portal pages are dynamic landing pages that are geared toward all users in a particular role, such as faculty & staff, or parents, or students............................................................... 1

Resources.......................................................................................................................................................... 1

Resources are files, links or web content created by group admins and shared with members of a group. Resources can also be shared to other groups................................................................. 1

Roles............................................................................................................................................................... 1

Roles are categories of website users. Common roles are "Faculty," "Student," "Parent," "Coach" and so on. Roles are configured and managed within Constituent Manager............................... 2

Site Administrator........................................................................................................................................... 2

Site Administrators, or site admins, are school staff with rights that allow them to control how the website itself functions. Site Admins have access to many more features and controls than most users. By contrast, Group Admins have rights to determine how their own specific groups function, but can't adjust the settings for the website as a whole......................................................................................................................................................... 2

Status Bar....................................................................................................................................................... 2

The Status Bar appears at the bottom of the screen whenever a user logs into finalsite. It provides quick links to the user’s profile, portal pages, groups, activity stream, messages and bookmarks................................. 2

Theme.............................................................................................................................................................. 4

The color scheme for a group’s pages in the LMS............................................................................................. 4