



The Use of Learning Management Systems (LMS) in Zionsville Schools

Best practices in using a Learning Management System (LMS) are evolving quickly, with many skilled users already pressing the envelope of this important tool's capacity. Expectations for our use of a LMS and other technological tools in the work with 21st century learners are increasing, too. Basic expectations will include use of a LMS to facilitate the instructional process and communication.

RESOURCES TO ASSIST TEACHERS IN LEVERAGING THESE DIGITAL TOOLS FOR 21st CENTURY LEARNERS

- Summer technology training sessions.
- Building-Level live help sessions by ZCS technology trainer, or peer teacher.
- Building-Level LMS group (aka "Organization") with help sheets and videos.
- Online free instructional videos and webinars.

ALL GRADE LEVELS

All teachers must know how to:

- Create a course announcement
- Create a course calendar item
- Create/send a message to students (e-mail)
- Upload a file (document, video, presentation) to a course
- Create a discussion forum
- Create an assessment
- Create an online submission
- Grade assessments and online submission items

*Support for teachers on these topics is covered above in the "*Resources to Assist Teachers*" section.

Regular use of a LMS will vary. At a minimum, all teachers must regularly:

- Post classroom expectations for entire year.
- Post weekly activities in the calendar and/or as an announcement.
- Have all outside class resources linked from the course (i.e. link to online course textbook).

Specialty Preparation

Teachers will be equipped with skills to make a relevant lesson available online in the event of a school cancellation, etc. so that students could continue learning even if not present in class. To do this, teachers should have a lesson prepared containing the following elements:

- Page introducing a lesson
- Details about the teacher-selected learning topic (presentation, video, or reading)
- Additional resources for students to learn beyond the lesson
- Discussion forum relating to the lesson
- An assessment or online submission for a student to produce and turn in evidence of what was learned