

**LMS Expected Entry (Transition Guidelines)**  
**2<sup>nd</sup> Semester, AY 2020-2021**

1. Each faculty member is encouraged to create and set up at least one (1) subject with course description as shown below in the following subject name format. (Appendix A – Steps in Adding new Course)

Course Name:     **Subject/Course Code   Class Section   Time/Day**  
Example:        **CS 401 BSCS 4   7:30-8:30 MWF**  
Short Name:     **CS 401 Research**

*Note: For faculty members teaching the same subject in more than one class add “Group Number” in the Short Name ISMIS Generated Group Number. Example: **CS 401 Research Group 1***

**My courses**

CS 401 BSCS 4 7:30-8:30MWF

This is required for BSCS, a terminal project requirements that would not only demonstrate a student's comprehensive knowledge of the area of study and research methods used but also allow them to apply the concepts and methods to a specific problem in the area of specialization...

Teacher: Martina Tagacay

2. Organize your class with complete contents. (see Figure 1. Sample Output Class Set up)

Suggested Main Class Structure and Contents:

1. **General Announcement**

- Class Announcement (when necessary)
- Syllabus
- Course Instructional Plan

2. **Class Attendance** (can be organized by term e.g. trinal, midterm, final)

3. **First Trinal Term**

- Class Resources  
You can upload files and video links
- Class Requirements  
You can post forums, lessons, other class requirement, etc.
- Quizzes and Long Examinations  
Example: TG1 Quiz 1, TG2 Quiz 2, TG3 Quiz 3, First Trinal Examination

4. **Midterm Term** (same in the First Trinal Term structure)

5. **Final Term** (same in the First Trinal Term structure)

3. Complete Faculty Guide can be downloaded in the Site Home, **Faculty Instructional Manual PDF Format**. Other video tutorials for students are also available on Site Home.
4. A generic Gradebook Template will be made available during the transition implementation. It is designed based on the institutional policy on grading system. (see: Figure 2. Grade Book/Class Record Structure and Figure 3. Grade Book Set Up) A complete guide/tutorial of Setting up Gradebook is in Appendix B.

Figure 1. Sample Output Class Set up

**CS 401 BSCS 4 7:30-8:30MWF**

Dashboard / My courses CS 401 Research/

Course/ Subject Name

Course/ Subject Short Name

**General Announcements**

- Announcements
- Welcome Students  
Welcome to our class for second semester!
- Syllabus
- Course Instructional Plan

**Class Attendance**

- First Quarter Attendance
- Midterm Attendance
- Final Term Attendance

**First Trinal Term**

- Class Resources
- Formulating the Right Title for Research Article
- Types of Research Lesson
- Qualitative Research vs Quantitative Research
- Class Requirements
- Research Title Proposal Submission
- Title Proposal Defense
- Quizzes and Long Examinations
- TG1 Quiz 1
- TG1 Quiz 2
- First Trinal Exam

**Midterm & Final Terms**

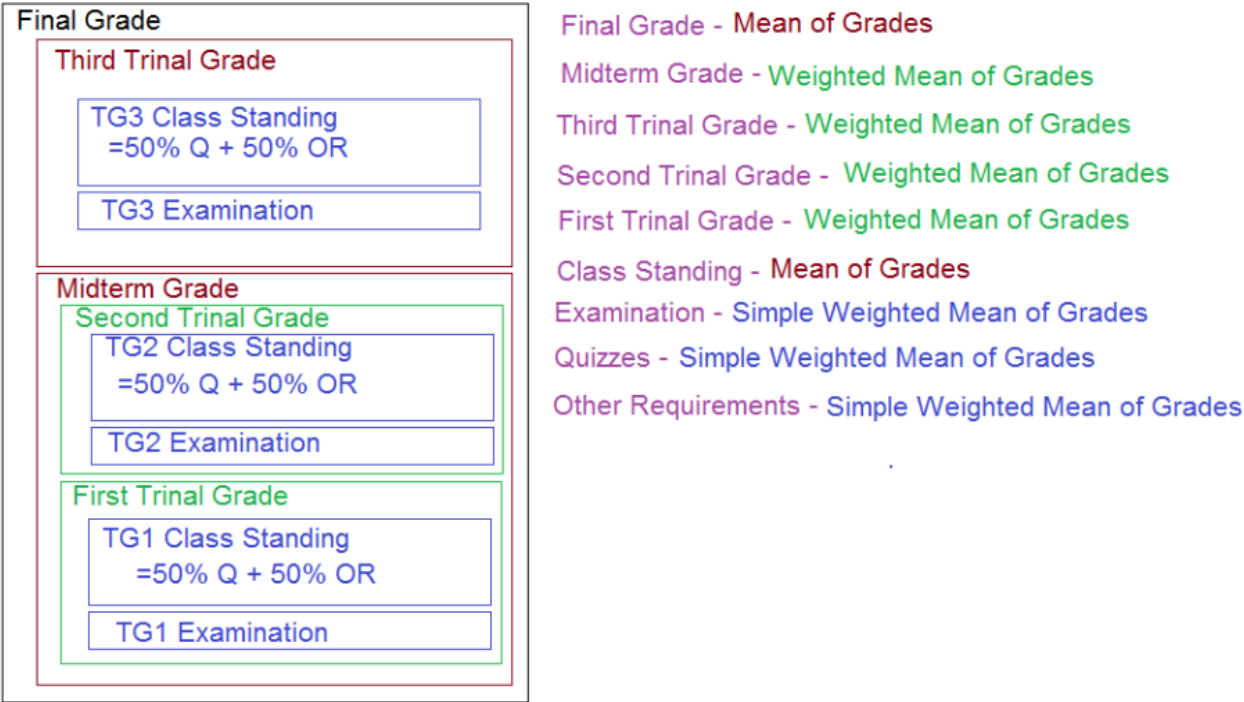
- Midterm
- Final Term

General Announcements, Class Attendance, First Trinal Term, and Midterm & Final Terms are grouped together in a box labeled "Midterm & Final Terms".

Each activity has an "Edit" button and a checkmark icon.

+ Add an activity or resource

**Figure 2. Grade Book/Class Record Structure**



**Figure 3. Grade Book Set Up**

**CS 401 BSCS 4 7:30-8:30MWF: Setup: Gradebook setup**

Dashboard / My courses CS 401 Research/ Grades/ / Grade administration / Setup Gradebook setup/

**Gradebook setup**

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions	Select
Final Grade		-	Edit	All / None

↓	📁 TG3 Class Standing	<input type="text" value="0.6"/>	-	Edit ▾	All / None
↓	📁 Final Term Attendance		100.00	Edit ▾	<input type="checkbox"/>
⌘	<b>TG3 Class Standing</b> Simple weighted mean of grades. Include empty grades.		100.00	Edit ▾	
↓	📁 Final Examination	<input type="text" value="0.4"/>	-	Edit ▾	All / None
⌘	<b>Final Examination</b> Simple weighted mean of grades. Include empty grades.		100.00	Edit ▾	
⌘	<b>Third Trinal Grade</b> Weighted mean of grades. Include empty grades.		100.00	Edit ▾	
↓	📁 Midterm Grade		-	Edit ▾	All / None
↓	📁 Second Trinal Grade	<input type="text" value="0.6667"/>	-	Edit ▾	All / None
↓	📁 TG2 Class Standing	<input type="text" value="0.6"/>	-	Edit ▾	All / None
↓	📁 Midterm Attendance		100.00	Edit ▾	<input type="checkbox"/>
⌘	<b>TG2 Class Standing</b> Simple weighted mean of grades. Include empty grades.		100.00	Edit ▾	
↓	📁 Midterm Examination	<input type="text" value="0.4"/>	-	Edit ▾	All / None
⌘	<b>Midterm Examination</b> Simple weighted mean of grades. Include empty grades.		100.00	Edit ▾	
⌘	<b>Second Trinal Grade</b> Weighted mean of grades. Include empty grades.		100.00	Edit ▾	
↓	📁 First Trinal Grade	<input type="text" value="0.3333"/>	-	Edit ▾	All / None
↓	📁 TG1 Class Standing	<input type="text" value="0.6"/>	-	Edit ▾	All / None
↓	📁 First Quarter Attendance		100.00	Edit ▾	<input type="checkbox"/>
↓	📁 Research Title Proposal Submission		10.00	Edit ▾	<input type="checkbox"/>
↓	📁 Title Proposal Defense		100.00	Edit ▾	<input type="checkbox"/>
↓	📁 TG1 Quiz 1		14.00	Edit ▾	<input type="checkbox"/>

↓  TG1 Quiz 2		10.00	Edit ▾	<input type="checkbox"/>
↓  [Deletion in progress] TG 1 Quiz 3		10.00	Edit ▾	<input type="checkbox"/>
<b>TG1 Class Standing</b> Simple weighted mean of grades. Include empty grades.		<b>100.00</b>	<b>Edit ▾</b>	
↓  First Trinal Examination	<input type="text" value="0.4"/>	-	Edit ▾	All / None
↓  First Trinal Exam		10.00	Edit ▾	<input type="checkbox"/>
<b>First Trinal Examination</b> Simple weighted mean of grades. Include empty grades.		<b>100.00</b>	<b>Edit ▾</b>	

<b>First Trinal Grade</b> Weighted mean of grades. Include empty grades.		<b>100.00</b>	<b>Edit ▾</b>	
<b>Midterm Grade</b> Weighted mean of grades. Include empty grades.		<b>100.00</b>	<b>Edit ▾</b>	
<b>Final Grade</b> Mean of grades. Include empty grades.		<b>100.00</b>	<b>Edit ▾</b>	

SAVE CHANGES