

**EDUCATION**

OUT OF THE BOX

**An introduction to**

**Course**

**management tools**

What are course management tools and how can we use them?



# The concept

## Course management

*Teaching involves not only identifying and addressing pedagogical challenges but management challenges as well. These include working with teaching assistants, handling communications to and from students, organizing and managing student groups, dealing with attendance, recording grades, returning student work, using media technologies, and organizing special events (e.g., field trips, guest speakers).*

(Carnegie Mellon University, 2022)

# Did you know about... Online course management tools?

All the tools you can find online for course management may resemble social networks in many ways (while providing a safer, more closed environment).

They are virtual platforms you can usually access with an email and password.



# THE LMS PLATFORMS

LMS is the abbreviated term many people use to refer to the online course management tools. It stands for **Learning Management System**. These systems are also known as E-learning platforms, although it is not the most appropriate term (better to use LMS!).

(Almonte, 2021)



## Method 01

Presentations are typically introduction, meant to inform a new idea.

## Method 02

Presentations are typically introduction, meant to inform a new idea.

## Method 03

Presentations are typically introduction, meant to inform a new idea.

DO YOU  
RECOGNISE  
THIS LOGO?



The Moodle platform is likely to be the most famous LMS in the whole world. Thousands of institutions use it for course management: schools, universities, companies... But there are many others!





# MANAGEMENT TASKS

What can you do with a course management tool?

(Vanderbilt University, 2022)

## Interact and communication

Some tools include chats for asynchronous communication between class participants.

## Course contents

Most platforms allow you to upload documents in different formats (even mp4).

## Calendar

Management tools usually include calendars in which the students and their families can see upcoming tasks, exams, events...

## Planning

You can plan the course of the subject: the order of lessons, the contents, tasks dates...

## Assignments

In these tools we can set up tasks the students upload in the virtual platform.

## Grading

This is probably an essential aspect. We can upload grades (per course and task) visible for the students and their parents.

# PEGAGOGICAL TIPS

## YOUR COURSE

According to Vanderbilt University's Center for Teaching (2022)

- Will the CMS be the **primary setting** for class announcements? If so, make it clear to the students how often you expect them to check there for announcements.
- Do you expect the **course schedule** as given in the CMS at the beginning the semester to remain basically the same (as one might expect a paper syllabus to remain basically the same), or do you rather plan to take advantage of the online environment to modify the **syllabus** as you work through the semester? Again, make your intentions clear to the students, and consider a commitment to tell them when you make changes to the syllabus.
- If you're using an **online discussion** or **chat tool**, tell the students the role you plan to play in that discussion forum. Will you be an active participant? Will you make it a point to correct student postings that indicate that they have misunderstood course material? (See the CFT web module on using online communication environments in face-to-face classes.)

What now?

**IT'S TIME TO CHOOSE A COURSE  
MANAGEMENT TOOL PLATFORM.**

Other than Moodle, there is large list of  
platforms you can use...



# References

Almonte, M. G. (2021, August 24). Plataformas LMS: qué son, características, tipos y diferencias con otros sistemas. *Aprendizaje en red*. <https://aprendizajeenred.es/plataformas-lms-definicion-caracteristicas-tipos-diferencias/>.

Carnegie Mellon University. (2022). Handle Course Management Issues. <https://www.cmu.edu/teaching/design/teach/managecourse.html>.

Vanderbilt University. (2022). Course Management Systems. <https://cft.vanderbilt.edu/guides-sub-pages/course-management-systems/>.