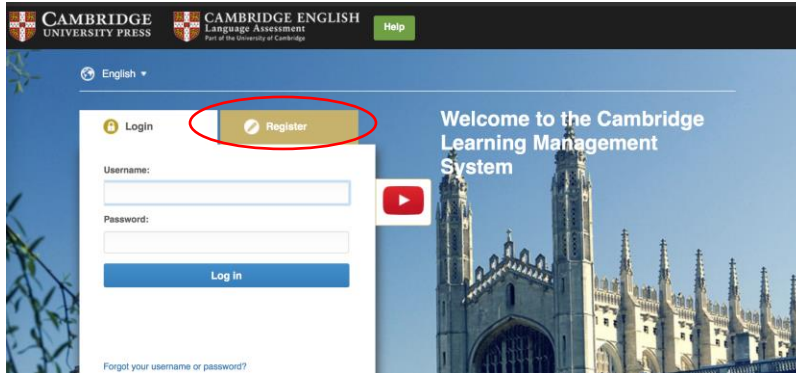


Welcome to the Cambridge Learning Management System

How to register in Cambridge LMS:

1. Go to www.cambridgecms.org/main and select “Register”



2. Select “Teacher” from dropdown box
3. Complete fields and check “I accept and agree to the [Terms of Use](#) and [Privacy Policy](#)”
4. Drag key over lock, then click on “Register”

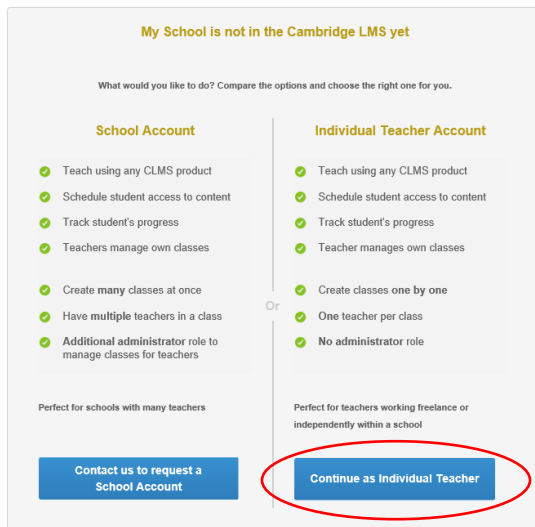
LOCKED: Drag the key to the lock. Then select Register. **UNLOCKED:** Select Register.



5. Verify your email to complete registration

Once registered, you must finish creating your account:

1. Select “Continue as Individual Teacher”



2. Enter school information and select “Submit”

You are now able to create a class:

1. Select “Create a Class”



2. Enter the name of your class. Use caution in naming your class. Multiple classes will appear in your “My Teaching” tab
3. Select the Series Title, Level, and Course Name (**Writing Skills Interactive**)
4. Select “**Create Class**”

5. Record the **Class Code** to give to your students

Congrats! You have created a class for your students! Now, a quick walkthrough of the Class Dashboard:

1. Click on “My Teaching” to view list of classes
2. Click on “Class Name” to enter class dashboard
3. There are 4 tabs in the Dashboard: **Class Home**, **Content**, **Class Tools**, and **Gradebook**



- a. **Class Home** shows class calendar and announcements\class deadlines

- b. **Content** contains the class exercises. You can lock\unlock sections to limit student access. Select “Show All” to view each exercise in a unit

- c. **Class Tools** allows you to add a Forum, Message Board, Blog, or Portfolio to provide one on one access with students







d. **Gradebook** tracks students grades and also allows for grade customization (weighting)

Manage Gradebook Structure

Enable weighting

Online Workbook %

Enable grades for this course

	Grade	Threshold		
	A	90%	Edit	Delete
	B	80%	Edit	Delete
	C	70%	Edit	Delete
	D	60%	Edit	Delete
	E	50%	Edit	Delete
	F	0%	Edit	Delete

[Add another grade level](#)

Let students see the course grades.

For additional help, click on **HELP** at top of page to access FAQ, videos, and user guides for all user types. You can also contact Cambridge Support by emailing ptsupport@cambridge.org or calling 844-682-0042 (4am – 5pm EST)