

## Assigning an Activity

1. Click the **Activities** icon.
2. Select the **Assign** tab.
3. (Activities are listed on the left of the screen.) Click on the + sign to see the list of activities. Click on the name of the Activity you wish to assign.
4. (Your classes are on the right of the screen.) Click the + sign next to your classes and click the checkbox to select the class/students.
5. Click the **Next** button to continue.
6. Select the **Start Date** and **Due Date**.
7. Click the **Assign** button.

## Generating a Report

1. Click the **Reports** Icon.
2. Select the **Class** or **Student** tab.
3. Select the class or student for which you want to generate a report from a drop-down list.
4. Select **Report Type**, Activity or Test.
5. Select **Report for**
6. Select the **between** dates of activity or test.
7. Click the **Generate Report** button to generate the report in PDF format.
8. Click the **Export** button to export the report to CSV format, may be opened in Excel.

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## Resources

1. You must be completely “**Logged Out**”
2. From the Main LMS Log-in Screen, Find the **Green RESOURCES** button.
3. Click on this Resource Button
4. See all of the choices on the left side.
5. Choose the Course or Correlation information you would like.
6. Find Print, Classroom and Take-home Activities.



## Contact Information

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DESTINATION™  
LEARNING MANAGEMENT

# LEARNING MANAGEMENT SYSTEM

## Quick Reference Guide



<http://riverdeeplms4.broward.k12.fl.us>

## Accessing the Portal

http://beep.browardschools.com

http://riverdeeplms4.broward.k12.fl.us

## Teacher Log In

Username – p (personnel number)  
ex. p000(your five digits)

Password – personnel number  
ex. 000(your five digits)

## Student Log In

Username – student’s 10 digit ID #  
Password – student’s 4-digit school #

## Saving Shared Activities

1. From Home Page, click the **Activities** icon.
2. From the **Manage** tab, click the blue arrow next to **Shared Activities**.
3. Click the blue arrow next to **Shared Activities** of (ex. Florida Treasures First Grade Teacher, DIBELS 3<sup>rd</sup> Grade, Reading First Teacher, etc.)
4. Highlight the activity by clicking on it.
5. Click the **Open** button.
6. Click the **Next** button.
7. Click the **Save** button. (Note: you can organize your activities by clicking on the **New Folder** button and creating folders. ex. Florida Treasures, Math Group A)
8. Click **Save**
9. Click **OK** to confirm that “A copy of this Activity will be saved to your Folder.
10. Click **OK** to confirm that “The Activity has been saved”.

## Assigning Activities from Lesson Plans

1. From Home Page, click the **Lesson Plans** icon.
2. From the **Manage** tab, click the blue arrow to the left of **Shared Lesson Plans...**
3. Select the **subfolder** based on the grade level/content area you are planning to assign.
4. Select a lesson plan by clicking the name
5. Click **Open** and scroll to the bottom of page.
6. Click **Assign** next to **Activities** or **Tests**
7. Click the **plus (+)** sign next to your classes, and then use the **plus (+)** buttons to select the student(s) you wish to complete the chosen activity.
8. Click **Next**.
9. Choose your start dates and due dates (about two weeks apart) by using the calendar icon.
10. Click **Assign**.



## Creating a New Class (Group)

1. Click the **Class Roster** icon.
2. Click the **Create** tab.
3. Type the **Class Name** and select the grade level.
4. Click the **Next** button.
5. Click on the students names from the left side of the screen.
6. Click the green arrow in the center to move students into your class.
7. Click the **Save** button.

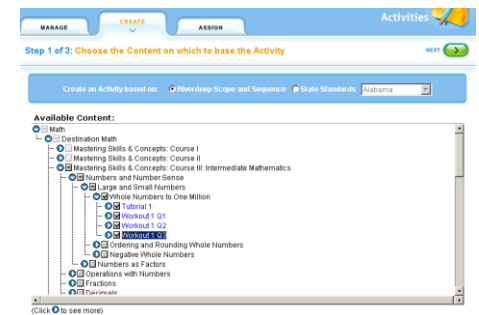
**Students may be in more than one class or group**

## Adding/Removing Students To/From Your Class

1. Click the **Class Roster** icon.
2. Select the class that you want to add/remove students from the **Select Class** drop down menu.
3. Click on **Edit Students (-+)** button.
4. To add student(s), select students from the **left** and click the green arrow in the center.
5. To remove student(s), select students from the **right** and click the green arrow in the center.
6. Click the **Save** button.

## Creating an Activity

1. Click the **Activities** icon.
2. Select the **Create** tab.
3. Add content to your Activity by clicking the blue arrows and checking the boxes of the desired content.



4. Click the **Next** button to continue.
5. Specify the **Activity name** and select the folder to save your activity.
6. Click the **Save** button.
7. To assign the Activity right away click the **Yes** button. Otherwise click the **No** button.