

# LearnMate



## Teacher's Quick Start Guide



Copyright © 2026 Intelitek Inc.

LearnMate 8 Teacher's Quick Start Guide

June 2026

Every effort has been made to make this guide complete and as accurate as possible. However, no warranty of suitability, purpose, or fitness is made or implied. Intelitek Inc. is not liable or responsible to any person or entity for loss or damage in connection with, or stemming from, the use of software, equipment, and/or the information contained in this publication.

Intelitek Inc. bears no responsibility for errors which may appear in this publication and retains the right to make changes to the product and manual without prior notice.

Intelitek Inc.

Toll Free: 800-221-2763

Phone: 603-413-2600

Fax: 603-437-2137

Email: [info@intelitek.com](mailto:info@intelitek.com)

# Contents

- 1. Welcome to LearnMate 8 ..... 4
  - 1.1. Introducing LearnMate 8 ..... 4
- 2. Course Layout and Navigation ..... 5
  - 2.1. Turning on Edit Mode ..... 5
  - 2.2. Updating the Course Settings ..... 5
  - 2.3. Hiding or Unhiding Course Sections ..... 5
- 3. Course Layout and Navigation ..... 6
  - 3.1. Adding a File or Folder ..... 6
  - 3.2. Adding a URL or External Link ..... 6
  - 3.3. Adding a Text and Media Area ..... 6
- 4. Creating Assessments and Activities ..... 7
  - 4.1. Creating an Assignment ..... 7
  - 4.2. Adding a Quiz ..... 7
  - 4.3. Importing Quiz Questions ..... 7
  - 4.4. Creating a Discussion Forum ..... 8
- 5. Managing Students and Labs ..... 9
  - 5.1. Viewing the Participants List ..... 9
  - 5.2. Creating Student Groups ..... 9
  - 5.3. Messaging Students ..... 10
- 6. Grading and Tracking ..... 11
  - 6.1. Grading an Assignment ..... 11
  - 6.2. Accessing the Gradebook Setup ..... 11
  - 6.3. Exporting the Gradebook ..... 11

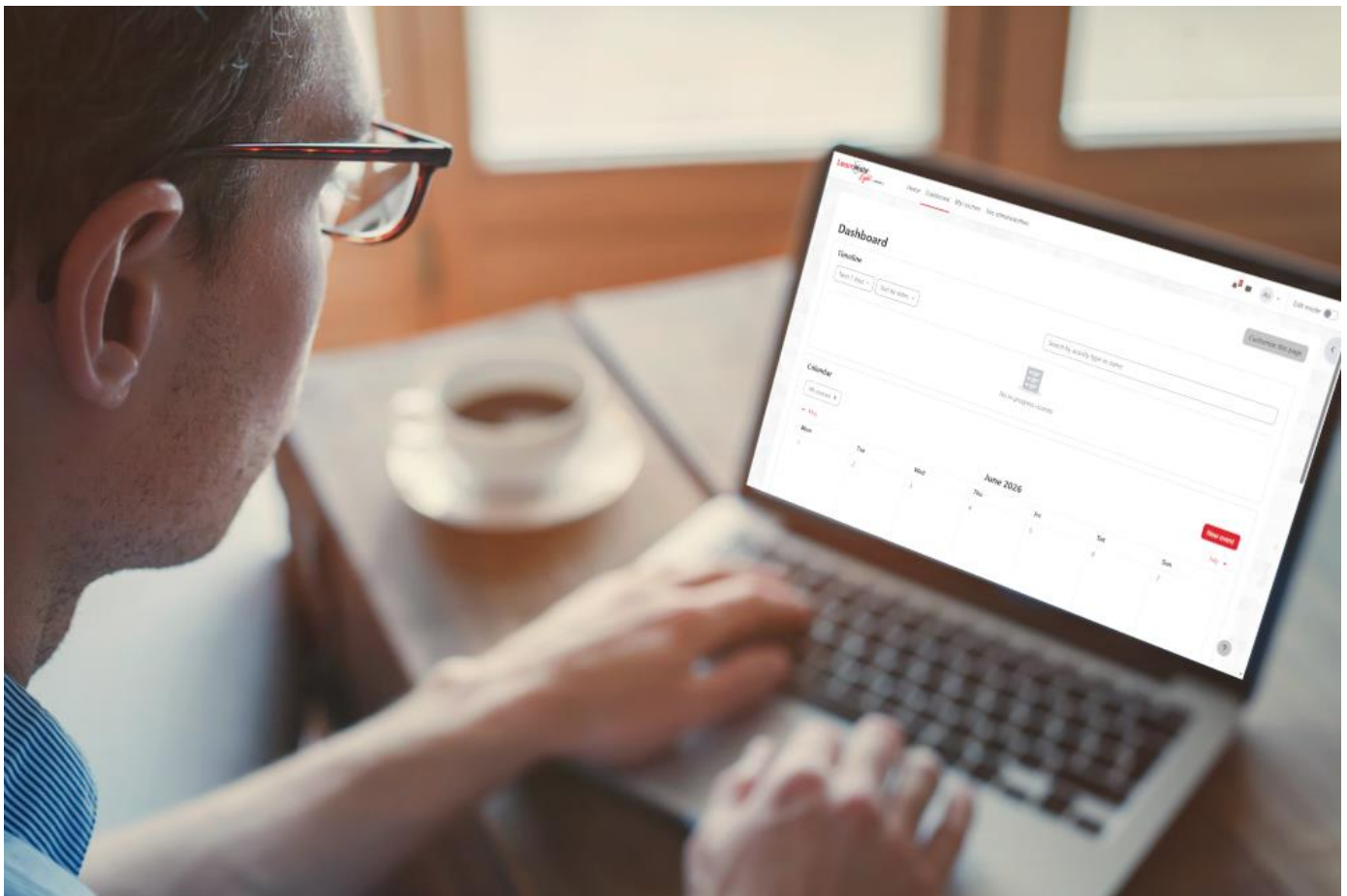
# 1. Welcome to LearnMate 8

## 1.1. Introducing LearnMate 8

Welcome to *LearnMate 8 (Eight)*!

Designed specifically for educators, this intuitive platform makes creating and managing your courses a breeze. LearnMate 8 prioritizes ease of use, modern accessibility, and strict privacy, ensuring a safe and inclusive environment for every student. You will love the streamlined grading workflows that save you valuable time, as well as the ability to visually organize your lessons into clear subsections. With powerful, user-friendly tools like built-in screen recording directly in the text editor, delivering engaging, media-rich content has never been simpler. Focus on what you do best – teaching - while LearnMate handles the rest!

The following sections contain common procedures to help you get started with the LearnMate 8 learning management system (LMS).



## 2. Course Layout and Navigation

### 2.1. Turning on Edit Mode

Edit mode must be enabled before you can add, move, or modify any content within your LearnMate course. This gives you the necessary controls to design your learning environment.

To turn on edit mode:

1. Navigate to the specific course you wish to edit.
2. Locate the Edit mode toggle switch in the top right corner of the screen next to your user profile.
3. Click the toggle switch so it turns red. This indicates that editing is on.

### 2.2. Updating the Course Settings

Course settings allow you to change the course name, description, format, and start dates. Adjusting these settings ensures your students see accurate information and the course layout matches your teaching style.

To update the course settings:

1. Navigate to your course homepage.
2. Click the **Settings** tab in the course navigation menu located beneath the course title.
3. Expand the various sections to adjust the course details, format, and appearance.
4. Scroll to the bottom of the page and click **Save and display**.

### 2.3. Hiding or Unhiding Course Sections

Hiding sections allows you to keep future or draft content hidden from students until you are ready to reveal it. This helps keep the course page uncluttered and focused on current materials.

To hide or unhide course sections:

1. Ensure Edit mode is turned on in the top right corner.
2. Locate the section you want to hide or reveal on your course page.
3. Click the three vertical dots (Options) next to the section title.
4. Select **Hide section** (the eye with a line through it) or **Show section** (the open eye) from the dropdown menu.

## 3. Course Layout and Navigation

### 3.1. Adding a File or Folder

Providing files like syllabi, presentations, or reading materials gives your students the necessary resources for your class. You can upload single files or group related documents together in a folder.

To add a file or folder:

1. Ensure edit mode is turned on.
2. Navigate to the section where you want to add the resource and click **Add an activity or resource**.
3. Select either **File** or **Folder** from the chooser menu.
4. Enter a name and optional description, then drag and drop your file(s) into the upload area.
5. Scroll to the bottom and click **Save and return to course**.

### 3.2. Adding a URL or External Link

Sharing external web pages or videos points students toward valuable information outside of LearnMate. This is a quick way to curate external readings or resources.

To add a URL or external link:

1. Ensure edit mode is activated.
2. Click **Add an activity or resource** in the appropriate course section.
3. Select **URL** from the list of options.
4. Enter a name for the link and paste the web address into the External URL field.
5. Click **Save and return to course** at the bottom of the page.

### 3.3. Adding a Text and Media Area

A text and media area (formerly known as a label) allows you to insert text, images, or embedded videos directly onto the main course page. This is useful for providing subheadings, brief instructions, or visual banners between other activities.

To add a text and media area:

1. Turn edit mode on in the top right corner.
2. Click **Add an activity or resource** in the section you wish to modify.
3. Select **Text and media area**.
4. Use the text editor to type your content, insert images, or embed media.
5. Click **Save and return to course**.

## 4. Creating Assessments and Activities

### 4.1. Creating an Assignment

Assignments allow students to submit digital files or text directly to you for grading and feedback. This streamlines the collection and evaluation of student work within LearnMate.

To create an assignment:

1. Turn on edit mode in your course.
2. Click **Add an activity or resource** in the target section and select **Assignment**.
3. Provide an assignment name, description, and optionally upload reference files.
4. Set your preferred availability dates, submission types, and grading criteria in the sections below.
5. Scroll down and click **Save and display**.

### 4.2. Adding a Quiz

Quizzes allow you to build automated assessments using a variety of question types like multiple-choice, true/false, and short answer. They are excellent for knowledge checks, midterms, or final exams.

To add a quiz:

1. Ensure edit mode is enabled.
2. Click **Add an activity or resource** in your chosen section and select **Quiz**.
3. Enter a name and description, and adjust settings like timing, grade thresholds, and review options.
4. Click **Save and display**.
5. On the next screen, click **Add question** to begin building the quiz content or pulling from your question bank.

### 4.3. Importing Quiz Questions

Importing questions allows you to reuse existing question banks from textbook publishers or other courses instead of typing them manually. This drastically reduces the time needed to build comprehensive quizzes.

To import quiz questions:

1. From the course navigation menu, click **More** and select **Question bank**.
2. Click the dropdown menu at the top left of the Question bank page and choose **Import**.
3. Select the appropriate file format for your questions (such as Aiken or Moodle XML).
4. Drag and drop your question file into the import area.
5. Click the **Import** button to process the file and view the imported questions.

## 4.4. Creating a Discussion Forum

Forums provide a space for asynchronous communication, allowing students to post responses, ask questions, and interact with peers. This fosters engagement and collaborative learning outside of live class time.

To create a discussion forum:

1. Turn on edit mode.
2. Click **Add an activity or resource** in the desired section and select **Forum**.
3. Enter a forum name and a description outlining the discussion prompt or rules.
4. Choose the forum type (such as *Standard forum for general use* or *Single simple discussion*) from the dropdown.
5. Adjust any subscription or grading settings, then click **Save and display**.

# 5. Managing Students and Labs

## 5.1. Viewing the Participants List

The participants list shows everyone enrolled in your course and their assigned roles. You can use this page to check when students last accessed the course or to review their group assignments.

To view the participants list:

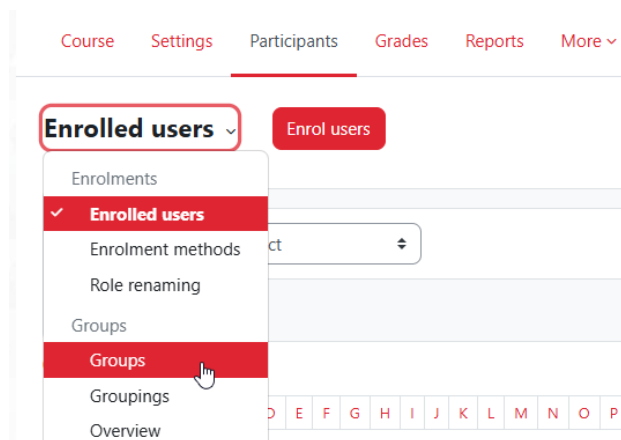
1. Navigate to your course homepage.
2. In the course navigation menu below the course title, click the **Participants** tab.
3. Use the filters at the top to search for specific users by name, role, or group status.
4. Review the list of users, their roles, and their last access times in the table provided.

## 5.2. Creating Student Groups

Groups allow you to divide your class into smaller teams for collaborative assignments, specific lab activities, or filtered grading. This makes managing large courses much easier.

To create student groups:

1. From the course navigation menu, click the **Participants** tab.
2. Click the dropdown menu at the top left of the page labeled *Enrolled users* and select **Groups**.



3. Click the **Create group** button at the bottom of the left column.
4. Enter a Group name and optional description, then click **Save changes**.
5. Select your newly created group and click **Add/remove users** to assign specific students to the group.

## 5.3. Messaging Students

Sending direct messages allows you to easily communicate with individual students or multiple learners at once. This keeps course-related communications centralized within LearnMate.

To message students:

1. Navigate to the **Participants** tab from the course navigation menu.
2. Check the boxes next to the names of the students you want to message.
3. Scroll to the bottom of the list and choose **Send a message** from the *With selected users...* dropdown menu.
4. Type your message in the pop-up text box.
5. Click **Send message to [number] people**.

## 6. Grading and Tracking

### 6.1. Grading an Assignment

The grading interface provides a streamlined view to review student submissions, add comments, and assign scores. You can easily navigate from one student's work to the next without leaving the page.

To grade an assignment:

1. Click the specific Assignment link from your course homepage.
2. Click the **Grade** button to open the grading interface for the first submission or click **View all submissions** to select a specific student.
3. Review the student's submitted file or text in the main window.
4. Enter a numeric grade in the Grade field and provide any feedback in the Feedback comments box.
5. Click **Save changes** or **Save and show next** to move to the following student.

### 6.2. Accessing the Gradebook Setup

The gradebook setup allows you to organize grading categories, configure weights, and manage how final course grades are calculated. Proper setup ensures students have a clear and accurate understanding of their progress.

To access the gradebook setup:

1. Navigate to your course homepage.
2. Click the **Grades** tab in the course navigation menu.
3. Click the dropdown menu at the top left of the Grader report page.
4. Scroll down to the *Setup* section in the menu and select **Gradebook setup**.
5. Add categories, adjust weights, or move items as needed, then click **Save changes**.

### 6.3. Exporting the Gradebook

Exporting your gradebook allows you to download a copy of all student scores into an external spreadsheet. This is essential for archiving final grades or uploading them to an external student information system.

To export the gradebook:

1. Navigate to the **Grades** tab from the course navigation menu.
2. Click the dropdown menu at the top left of the Grader report page.
3. Scroll down to the *Export* section in the menu and select your preferred format, such as **Excel spreadsheet**.
4. Check or uncheck the specific grade items you want to include in the export.
5. Click the **Download** button to save the file to your computer.