

LSM Instructor Portal

Quick Reference Guide

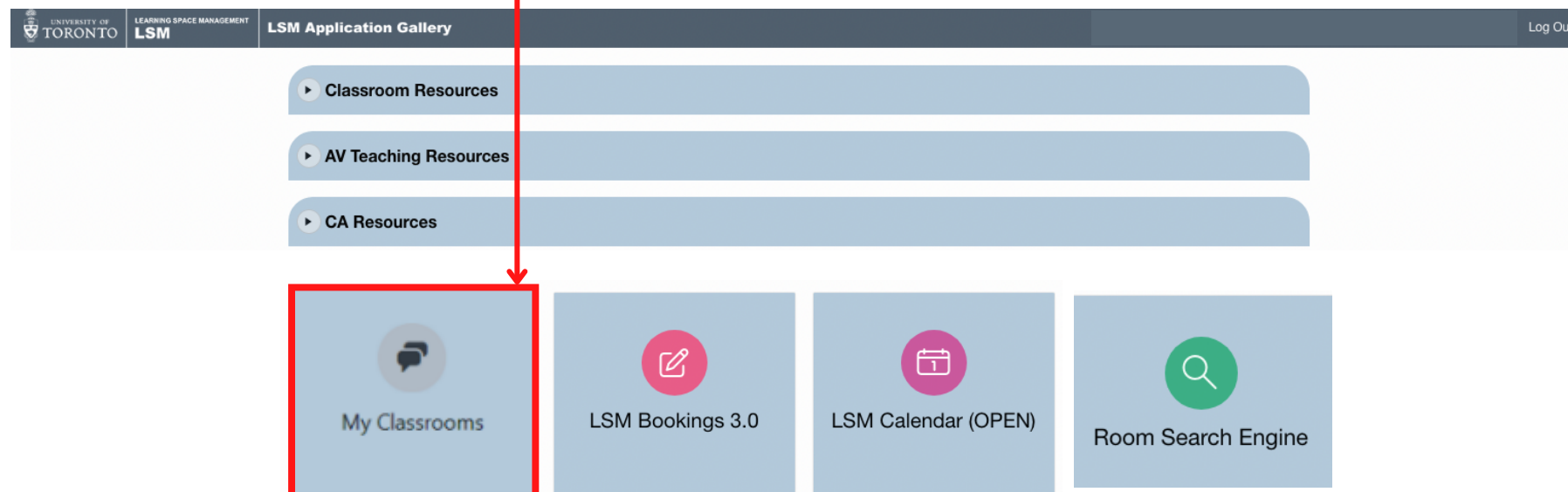


OVERVIEW: Instructors can book classroom technology equipment, view their booked classrooms, and request site visits through the LSM Instructor Portal, to best support teaching needs.

Accessing the LSM Instructor Portal

- 1 Login to Instructor Portal using your UTOR credentials: https://lsm.utoronto.ca/lsm_portal/.
- 2 Click on the "My Classrooms" Tile, on the LSM Portal homepage.

Experiencing difficulties in accessing the portal?
Email us at lsm.tech2U@utoronto.ca.



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Instructor Portal Features: If you are scheduled to teach in a *University Classroom*, you will have access to the following features:

3 Choose the applicable term from the drop-down and then click *Go* to view your course and classroom details.

The screenshot shows the 'Instructor Course View' page. At the top, there's a header with 'LSM' and 'Instructor Course View'. Below the header, there's a section for 'Your Courses** ()' with a table. The table has columns for Session, Course, Section, Day, Time, Room (click to see dtls), and Room Capacity. The first row shows a session for 20225F, CHM136H1F, LEC0101, Tuesday, 930-1200, in MC 102, with a capacity of 350. The 'Room' column is highlighted with a red box and labeled '3A'. The 'Go' button is highlighted with a red box and labeled '3B'. Below the table, there's a section for 'In Room Technology' with icons for REC, Teaching Station, and In Room PC. To the right of the table, there are buttons for 'Schedule Room Visit', 'AV Support', 'Content Capture Status', and 'Content Capture Options (must be registered with OCCS)'. The 'AV Support' button is highlighted with a red box and labeled 'Pre-arrange classroom AV tech support for one, some, or all of your class times where Tech2U staff will support you during your class.' The 'Content Capture Status' button is highlighted with a red box and labeled 'To learn how to register with OCCS, access our [OCCS guide](#).' The 'Schedule Room Visit' button is highlighted with a red box and labeled 'Request a visit to your classroom before the term starts, and a technician can guide you through the in-room AV technology.' Below the table, there's a section for 'View classroom details including the design and AV tech specifications.' At the bottom, there's a list of icons and their corresponding labels: Teaching Station, Junior Teaching Station, In Room PC, Teaching Dock with Monitor, Teaching Dock with Projector, and OCCS Available. To the right of this list, there's a button for 'AirMedia' and a text box with the URL <https://lsm.utoronto.ca/tech2u/>.

3A Choose term 20225 **3B** Go

Your Courses** ()

Session	Course	Section	Day	Time	Room (click to see dtls)	Room Capacity
20225F	CHM136H1F	LEC0101	Tuesday	930-1200	MC 102	350
		LEC0101	Wednesday	930-1200	MC 102	350

In Room Technology

REC Capable Teaching Station In Room PC

Schedule Room Visit

Click to Schedule a room visit

AV Support

Click to request AV Support

Content Capture Status

Not Registered

Content Capture Options (must be registered with OCCS)

Not Registered

View classroom details including the design and AV tech specifications.

Pre-arrange classroom AV tech support for one, some, or all of your class times where Tech2U staff will support you during your class.

To learn how to register with OCCS, access our [OCCS guide](#).

Request a visit to your classroom before the term starts, and a technician can guide you through the in-room AV technology.

Teaching Station

Junior Teaching Station

In Room PC

Teaching Dock with Monitor

Teaching Dock with Projector

OCCS Available

AirMedia

To learn more about classroom technology, visit: <https://lsm.utoronto.ca/tech2u/>

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Instructor Portal Features: If you are scheduled to teach in a *Department Classroom*, you will have access to the following features:

Please connect with your departmental admin to access room details, view in-room technology, and access AV support as needed.

UNIVERSITY OF TORONTO | LEARNING SPACE MANAGEMENT | LSM | Instructor Course View | LSM App Home

3A Choose term 20225 3B Go

Your Courses** ()

Session	Course	Section	Day	Time	Room (click to see dtls)	Room Capacity	In Room Technology	Schedule Room Visit	AV Support	Content Capture Status	Content Capture Options (must be registered with OCCS)
20225F	ARH306Y1F	LEC3001	Monday	900-1700	AP 130	-	Please contact your dept for room details	-		Not available	-
		LEC3001	Tuesday	900-1700	AP 130	-	Please contact your dept for room details	-		Not available	-
		LEC3001	Wednesday	900-1700	AP 130	-	Please contact your dept for room details	-		Not available	-
		LEC3001	Thursday	900-1700	AP 130	-	Please contact your dept for room details	-		Not available	-
		LEC3001	Friday	900-1700	AP 130	-	Please contact your dept for room details	-		Not available	-

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Room Details

No Details are available for this Room or RoomType

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Instructor Portal Features: If you are scheduled to teach in a *Federated University Classroom*, you will have access to the following features:

Please connect with the federated university admin to view in-room technology and access AV support as needed.

LEARNING SPACE MANAGEMENT
LSM

Instructor Course View

LSM App Home

3A Choose term 20225

3B Go

Your Courses** ()

Session	Course	Section	Day	Time	Room (click to see dtls)	Room Capacity	In Room Technology	Schedule Room Visit	AV Support	Content Capture Status	Content Capture Options (must be registered with OCCS)
20225F	CLA204H1F	LEC0101	Tuesday	1000-1300	EM 001	164	REC Capable Teaching Station In Room PC	-	vicu.helpdesk@utoronto.ca	Record with Autopublish Activated	
		LEC0101	Thursday	1000-1300	EM 001	164	REC Capable Teaching Station In Room PC	-	vicu.helpdesk@utoronto.ca	Record with Autopublish Activated	
20225S	LAT202H1S	LEC0101	Monday	1000-1300	LI 205	-	Please contact your dept for room details	-	Please contact dept	Not available	-
		LEC0101	Wednesday	1000-1300	LI 205	-	Please contact your dept for room details	-	Please contact dept	Not available	-
		LEC0101	Friday	1000-1300	LI 205	-	Please contact your dept for room details	-	Please contact dept	Not available	-

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Room Details

EM 001

Click to view PDF of room floor plan >>

REC
Capable Teaching Station In Room PC

Seating Type: Fixed Seating
Writing Surface: Tablet Arm
Floor Type: Tiered Floor
Room Type: Lecture Theatre
Capacity: 164
Teaching Station Type: Full