

## HOW TO HELP NON-TECHY TEACHERS ACCESS A LEARNING MANAGEMENT SYSTEM (LMS)

*by:*

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Learning Management Systems (LMS) are now widely used in schools to manage lessons, distribute resources, and monitor student progress. While these platforms offer many advantages, some teachers who are less familiar with technology may find it challenging to access and use them. To ensure that all educators can benefit, schools need to provide practical support and guidance.

The first step is simple onboarding and orientation. Non-techy teachers benefit from clear, step-by-step instructions on how to log in, navigate the dashboard, and access basic features. Short video tutorials, quick reference guides, or peer demonstrations can make the process less intimidating (Martin et al., 2020).

Another strategy is peer mentoring. Pairing non-techy teachers with colleagues who are more comfortable with digital tools encourages a collaborative learning environment. According to Rogers (2023), peer support reduces anxiety around innovation and helps teachers adopt new practices more confidently.

Schools should also ensure technical support is accessible. Having a help desk, IT personnel, or designated staff who can assist with common issues—like forgotten passwords or uploading files—gives teachers confidence that they won't be left struggling on their own (Anderson, 2019).

Finally, schools can promote gradual integration. Instead of overwhelming teachers with all the LMS features, they can start with basic tasks such as posting

announcements or uploading a single lesson. Over time, they can explore more advanced features like online quizzes, discussion boards, or grade tracking.

In conclusion, helping non-techy teachers access an LMS requires clear orientation, peer mentoring, technical support, and gradual exposure to platform features. With the right guidance, all teachers can use LMS tools to enhance teaching and learning, regardless of their technical background.

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