

How to Change your Time Zone Setting in LMS



1. Login to LMS at lms.lafilm.edu

Menu

THE LOS ANGELES FILM SCHOOL

CLASSES






SANDBOX

MESSAGES

HELP

Classes

All Current (5) Instructor Only

| | | | | |
|---|--|---------------|-----------------|-----|
|  | LMS Demo LMSDEMO | NS Section | FEB2019 Term | ... |
|  | Overview of Animation Production CAN 101-O | 1 Section | APR2019 Term | ... |
|  | Digital Painting 1 CAN 110-O | 1 Section | APR2019 Term | ... |
|  | Shading and Lighting 1 CAN 115-O | 1 Section | APR2019 Term | ... |
|  | Shading and Lighting 2 CAN 120-O | NS Section | APR2019 Term | ... |

2. Hover over your profile icon on the top right corner and click on “**Account**”

The screenshot displays a web interface for 'THE LOS ANGELES FILM SCHOOL'. On the left is a navigation menu with 'CLASSES', 'SANDBOX', 'MESSAGES', and 'HELP'. The main content area is titled 'Classes' and shows a list of five class entries. Each entry includes a profile picture, class name, ID, section number, and term. On the right, a user profile dropdown menu is open, showing options like 'Student impersonation', 'Student Portal', 'End impersonation', 'Account', 'Logout', 'Connect', 'Google Drive', 'Student Email', 'Faculty Email', 'Resources', and 'Terms of Use'. A blue arrow points to the 'Account' option.

| Profile | Class Name | ID | Section | Term |
|---------|----------------------------------|-----------|------------|--------------|
| | LMS Demo | LMSDEMO | NS Section | FEB2019 Term |
| | Overview of Animation Production | CAN 101-O | 1 Section | APR2019 Term |
| | Digital Painting 1 | CAN 110-O | 1 Section | APR2019 Term |
| | Shading and Lighting 1 | CAN 115-O | 1 Section | APR2019 Term |
| | Shading and Lighting 2 | CAN 120-O | NS Section | APR2019 Term |

Student impersonation
Student Portal

[End impersonation](#)

Account ←

[Logout](#)

[Connect](#)

[Google Drive](#)

[Student Email](#)

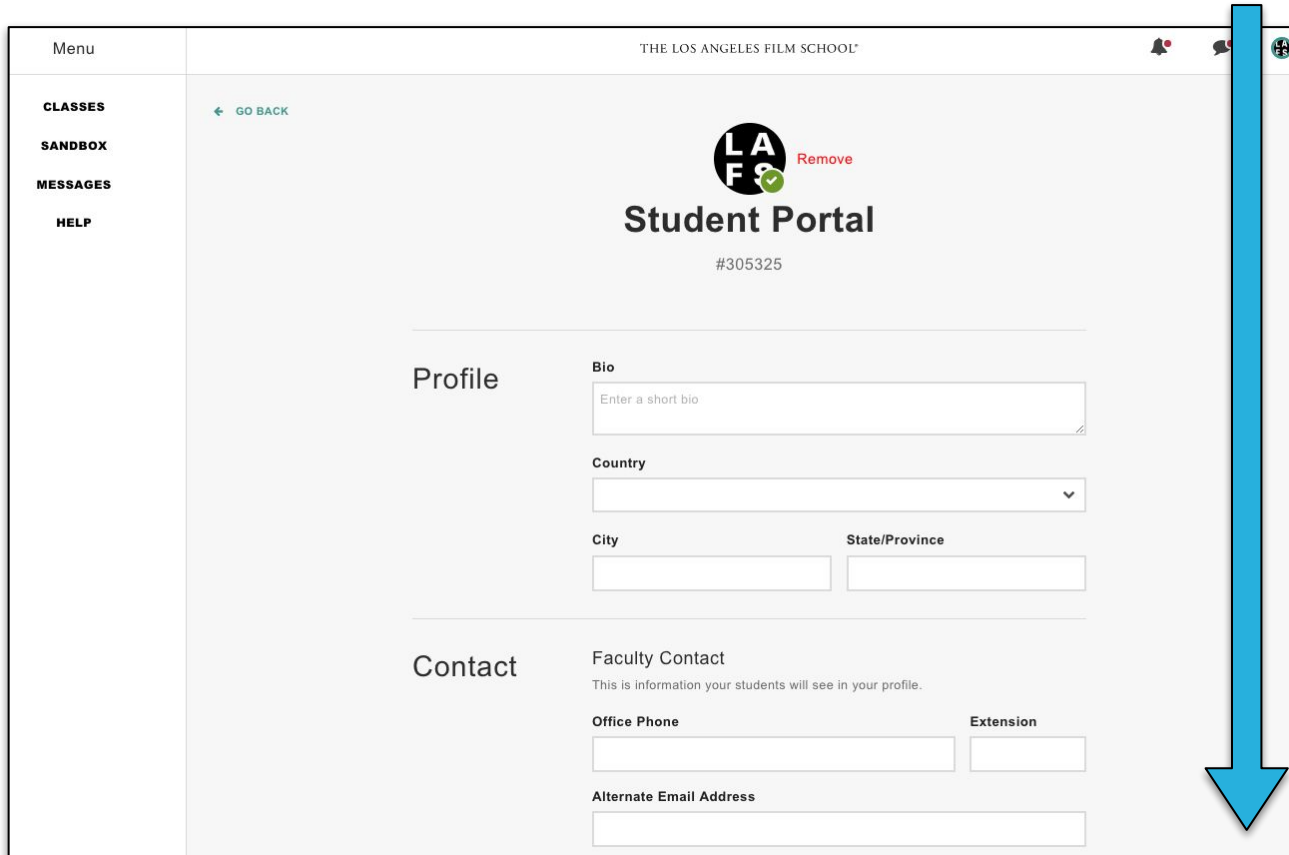
[Faculty Email](#)

🔍 [Resources](#)

[Terms of Use](#)

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3. Scroll all the way down to the bottom of the Accounts page



The screenshot shows the 'Student Portal' interface for user #305325. The page is divided into a left sidebar menu and a main content area. The sidebar menu includes 'Menu', 'CLASSES', 'SANDBOX', 'MESSAGES', and 'HELP'. The main content area features a 'GO BACK' link, a profile picture placeholder with a 'Remove' button, and the title 'Student Portal #305325'. Below this, there are two main sections: 'Profile' and 'Contact'. The 'Profile' section contains a 'Bio' text input field, a 'Country' dropdown menu, and two input fields for 'City' and 'State/Province'. The 'Contact' section contains a 'Faculty Contact' heading, a note that the information is visible to students, and input fields for 'Office Phone' (with an 'Extension' field), and 'Alternate Email Address'. A large blue arrow on the right side of the page points downwards, indicating the instruction to scroll to the bottom.

Menu

THE LOS ANGELES FILM SCHOOL

CLASSES

SANDBOX

MESSAGES

HELP

← GO BACK

Remove

Student Portal

#305325

Profile

Bio

Enter a short bio

Country

City

State/Province

Contact

Faculty Contact

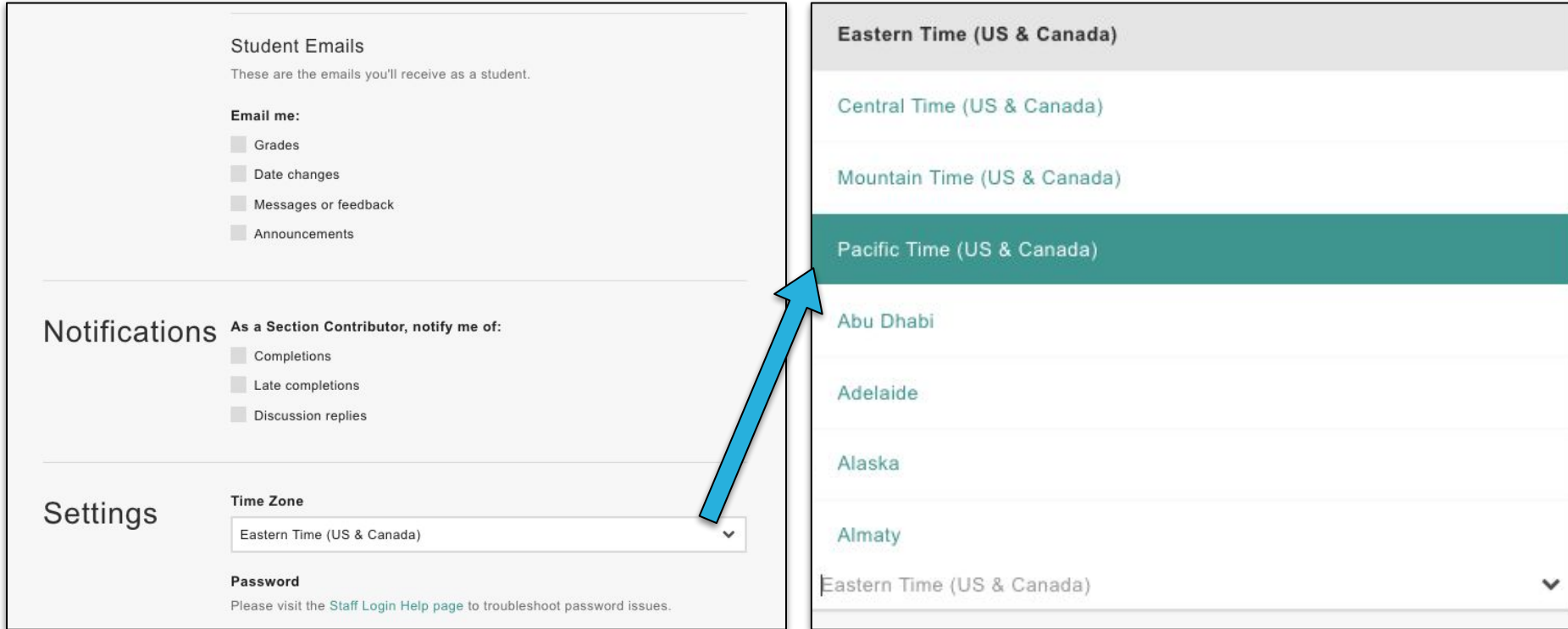
This is information your students will see in your profile.

Office Phone

Extension

Alternate Email Address

4. Under **Settings**, select the correct **Time Zone**



The image shows a user settings page with three main sections: Student Emails, Notifications, and Settings. A blue arrow points from the 'Time Zone' dropdown menu in the Settings section to a list of time zone options.

Student Emails
These are the emails you'll receive as a student.

Email me:

- Grades
- Date changes
- Messages or feedback
- Announcements

Notifications As a Section Contributor, notify me of:

- Completions
- Late completions
- Discussion replies

Settings

Time Zone
Eastern Time (US & Canada) ▼

Password
Please visit the [Staff Login Help page](#) to troubleshoot password issues.

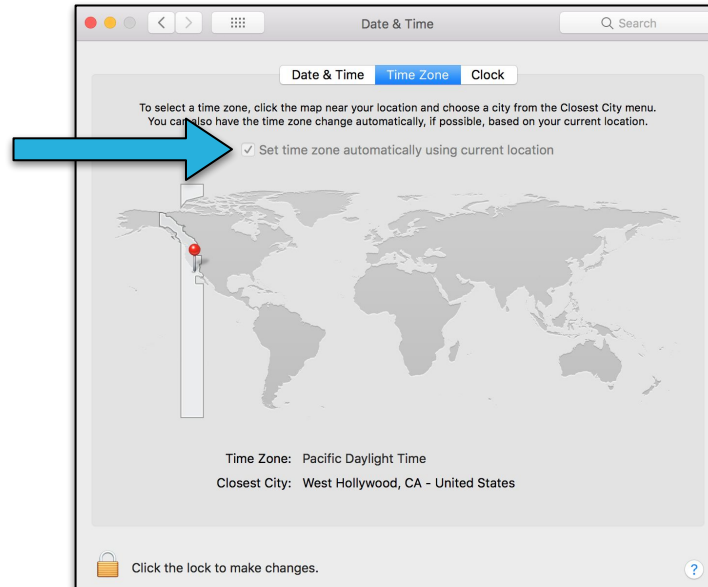
Time Zone Options:

- Eastern Time (US & Canada)
- Central Time (US & Canada)
- Mountain Time (US & Canada)
- Pacific Time (US & Canada)**
- Abu Dhabi
- Adelaide
- Alaska
- Almaty
- Eastern Time (US & Canada) ▼

5. Having the correct Time Zone in LMS is crucial and may result in a low grade or prevent you from turning in assignments.

6. Additionally, make sure your system time of your laptop/other device is set to automatically update to your current time zone.

🍏 System Preferences > Date & Time > Set time zone automatically using current location



7. Please visit the Helpdesk Support page at helpdesk.lafilm.edu/imt-support to get further assistance.

IMT Support Offers Technology Support and Resources

ON CAMPUS AND NEEDING ASSISTANCE?

Visit the LAFS Connect Desk

Location : B2, 1st Floor

6353 Sunset Blvd., Hollywood, CA 90028

Mon – Fri Hours : 8am – 5pm (PST)

Visit the LARS Connect Desk

Location : 1st Floor at LARS Equipment Room

6690 Sunset Blvd., Hollywood, CA 90028

Mon – Fri Hours : 8am – 11pm (PST)

Sat & Sun Hours : 9:30 am – 5:30pm (PST)



NEED HELP OFF CAMPUS OR AFTER HOURS?

Call LAFS Online Support

Daily Hours : 6am – 12am midnight (PST)

Call : 844.FIX.FILM | 844.349.345

