PROFESSOR MANUAL

2. COURSE PREPARATION

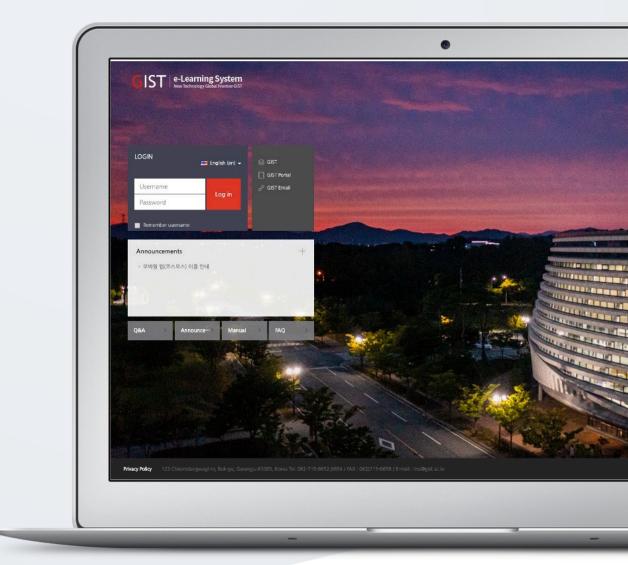


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PARTICIPANTS LIST

You can check all kind of users participating in the course such as teacher assistant, auditor and students who took the course through registration system.

Click 'Course Info' below 'Course Home' menu, and then click 'Participants List'.

- You can check attendees' information such as photo, ID number, name, roll, and so on.
- You can download the list of participants in Excel.

Course Home —		♠ > Educ	ational [Data Science	> Participants list						
Course Info 🔺 • Participants list	4	Particip	ant	c lict							
Grade/Attendance +		ratici	Jant	5 1151							
Statistics Online-Attendance Offline-Attendance		Groups	All p	articipants	~ Role All p	participants ~	username,	idnumber	Search	ı	
Grades											
 Grade Rate Students Notifications - 		Select	No.	User picture	Department	ID number	Fullname	Role	Mobile phone	Last access	Note
Others -			11	2		ubion01	유비온1	회원		23 hours	۵
view student screen			10	2		ubion02	유비온2	회원		17 hours 13 mins	
Activities/Resources —			9	2		ubion03	유비온3	회원		17 hours 13 mins	
Label Add Add Add Add			8	2		ubion04	유비온4	회원		17 hours 12 mins	6
File Add			7	2		ubion05	유비온5	회원		14 days 17 hours	6
VOD Add			6	2		ubion06	유비온6	회원		17 hours 12 mins	
		0	5			ubion07	유비온7	회원		17 hours 12	6

COURSE SUMMARY

Write an article introducing the lecture or information about the course to be delivered to the students. Click [Turn Edition On/Off] Button to create a course summary or to add resources and activities.

(1) Click the [edit] button at the bottom of course summary section.

			Announcements	More
	UBION Prof.		- test	24/03/22
₽				
멸	Course Home 4			Turn editing off
ጽ	Course Info - Participants list	Course Summary		
	Grade/Attendance - Statistics	Course Summary		
Ú	Completion status Online-Attendance Offline-Attendance	+ +		
	Grades			
	 Grade Rate Students Notifications - 	과옥공지 철의용답		
	Others - View Student screen		.+ Ad	dd Resource/Activity

(2) Type the introduction or information about the course.

(3) Click the [Save] button.

8a	Course Home —		science 🕆 Educational Data Science	
Ē	<u>Course Info</u> + Grade/Attendance + Students Notifications + Others +	4	Summary of Course Sumn	hary ▶ Expand all
Ē	View Student screen		 General 	
ጽ	Activities/Resources —		Section name	Use default section name [Week 0]
	🙆 Label 🛛 🚺		2 Summary 💮	■ 4× B / Ⅲ Ⅲ ♂ 沒 ≦ ⊡ ₾
Û	Assignment Add File Add			
	VOD Add More +			
			 Restrict access 	
			3	Save changes Cancel

COURSE SETTINGS

After Curricular courses are automatically created, you can prepare setting up the course by changing course settings at 'Others' menu> 'Course Settings', located at the left-side of the course page.

- If you manage attendance by multimedia learning, select 'Yes' for 'Online-Attendance', belonging to 'Completion/Progress'.

- At 'Course Settings', click 'Others', then select 'No' for 'Enable Notification' in order not to send notifications to students when the learning materials and activities are uploaded to LMS before the semester begins.

+ Course Setting Options

[Course Settings]

Enable classroom	 Choose whether to use 'Course' or not. No: Attendees cannot be admitted the classroom but can see the course on those course list.
Force language	Select the main language in the course. If you select a specific language from the menu, it will be not possible for users to change it as another language.

[Course format]

	The format of course content organization has two options:								
	'Weekly(standard) format' and 'Topic(standard) format'.								
Format	- Weekly(standard) format: Weekly format is selected as default since								
	LMS system follows university's course schedule.								
	- Topic(standard) format: You can set up resources/activities by topics.								
Number of	Cat the number of costions displayed at the course homonage								
sections	Set the number of sections displayed at the course homepage.								
Hidden sections	When you hide course contents from students, set the type of hidden								
Hidden sections	sections.								
Course layout	Choose the course layout as showing whether all sections on one page or								
Course layout	one section per page.								

[Course Background]

Course Background	It is possible to change the background of the course homepage.
Course image	Change the course image that is displayed in the course overview on the
Course image	Dashboard.

[Completion/Progress]

Enable progress	Choose whether to use 'Enable progress' or not.
Online- Attendance	Choose whether to use 'Online-Attendance' or not.
Online- Attendance check type	 Choose whether to use 'Online-Attendance' or not. Progress: Attendance is recognized if student plays more than the attendance recognition range entered in the 'Online Attendance management'. View: Regardless of the length of the video, attendance is accepted if the video is played.
Enable Late	If you use 'Online-Attendance', choose whether to use 'Check tardiness' or not.
Offline attendance	Choose whether to use 'Offline attendance' or not.

[Others]

Enable	When the learning resources/activities are uploaded to LMS and notices are
notification	posted, notification is sent to users by PC or App in the course.

OLINE-ATTENDANCE SETTING

Online-Attendance is that you manage attendance by multimedia learning.
(Attendance: O / Absence: X / Tardiness: ▲)
Set the attendance period by the week, and check attendance status by the week.

At "Course Home" menu, placing at the left-side of the course homepage, click [Others] and then click [Online-Attendance settings], or at [Grade/Attendance] click [Online-Attendance] and then click [Online Attendance Management] tap.

As default, the period be set every week according to the start date of the course and you can change "Period to take attendance", "Take attendance percentage".

Ē	Course Info 🔺 🕢 📢										
P	Participants list										
Ø	Grade/Attendance 🔺	Attendance	Status	Online Attendan	ce management						
w.	Statistics										
10-1	Completion status										
트	Online-Attendance	Total g	rade	20		~					
22	Offline-Attendance										
ጽ	Grades	Lowest	grade	0		~					
_	Grade Rate	Deductio	on for								
\square	Students Notifications +	laten		-1		~					
~	Others 🔺	Deductio	on for	-2		~					
	Course Settings	abser	ice	-2		v					
	Group settings								0	ly up to 99% c	an he entered
	Group members								U	Minimum	an be entered.
	Question bank	Week	C+	art Date	Period to take attendance		Take attendance percentage(%)	Recognize lateness until		standard to take Late(%)	Batch
	Reports	WEEK	50	art Date							attendance
	Assistant/Auditing app…									Late(70)	
	Online-Attendance sett…	1	2022-03-	02 00:00:00	2022-03-08	23:59:59	90	2022-03-15	23:59:59	30	
	Course completion				C			[
	View Student screen	2	2022-03-	09 00:00:00	2022-03-15	23:59:59	90	2022-03-22	23:59:59	30	
		3	2022-03-	16 00:00:00	2022-03-22	23:59:59	90	2022-03-29	23:59:59	30	
	Activities/Resources -	3	2022-03-		2022-03-22 2022-03-29	23:59:59	90	2022-03-29	23:59:59 23:59:59	30	

* If there are students' learning record, please do not change the attendance period.

IMPORT OLD COURSE

When you have the same course in the next semester/year, it is possible to import the previously prepared course to current course.

EX. Import the resources/activities registered in Class A to Class B.

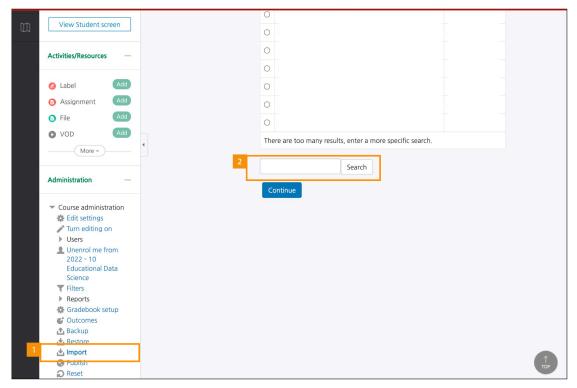
In Class B, click the left menu " Course administration> Import" to import the resources /activities of Class A.

(*warning) Since the imported resource/activity is copied exactly as the setting value set in the existing classroom, the detailed settings must be changed directly.

(1) Click the left menu " Course administration> Import".

(2) Search the old course with its short name which you want to import.

* When searching for a course, you can inquire about the course faster by entering the "Course short name". You can check "Course short name" at the " Course administration> Edit settings"
* In 'Find a course to import data from', professor can only search and inquire about courses run by him.



(3) Select the course and click [Continue] button.

8a	Course Home —		ightarrow Educational Data Science $>$ 1	mport			
Ħ	Course Info A Participants list 	4			he format		
	Grade/Attendance 🔺		Find a course to impor	t da	ta from:		
₩.	Statistics						
	Online-Attendance		Select a course	Total	courses: 1		
멸	Offline-Attendance				Course short name	Course full name	
<u>.</u>	Grades			0	2022 - 10 Educational Data Science	Educational Data Science	
ጵ	Grade Rate						
	Students Notifications 👻			edu	icational Search		
\square	Others 👻						
	View Student screen			Co	ntinue		

(4) After setting up Initial settings, click [Next] button. (Usually, we proceed with the basic check items.)

- Check " Include activities and resources" because it brings resources /activities.

- If you want to bring a quiz module, you have to bring the problem as well, so check " Include question bank".

8a	Course Home —		ightarrow Educational Data Science $>$	Import
Ħ	Course Info 🔺	4		
	Participants list			settings \rightarrow 3. Schema settings \rightarrow 4. Confirmation and review \rightarrow 5. Perform import \rightarrow 6. Complete
M	Grade/Attendance 🔺		Backup settings	
\square	Statistics		Include activities and	
	Online-Attendance		resources	
	Offline-Attendance		Include blocks	
88	Grades		Include filters	
	Grade Rate		include inters	-
_	Students Notifications 👻		Include calendar events	
\square	Others 👻		Include question bank	
	View Student screen		Include groups and	
			groupings	
	Activities/Resources —			Jump to final step Cancel Next
	🖉 Label 🛛 🗛 🗛 🖉			

(5) Select the items you want to import from the course and then click [Next] button.

Grades		
Grade Rate		_
Students Notifications 👻	Course Summary	
Others 👻	과목공지 😑	
View Student screen		-
	질의응답 []	
Activities/Resources —	1	
🙆 Label 🛛 🗛 🗛	1Week [28 February - 6 March]	
Assignment Add	Week1 📄	
a File		-
VOD Add		
More 👻	2Week [7 March - 13 March]	
Administration —	midterm 🧿	
	final-exam 📀	
 Course administration 		-
🗱 Edit settings		

	Previous Cancel
Privacy Policy	123 Cheomdangwagi-ro, Buk-gu, Gwangju 61005, Korea Tel: 062-715-6652,6654 / FAX : 062)715-6659 / E-mail : Ims@gist.ac.kr

(6) After checking the target items which will be imported, click [Perform import] button.

12Week [16 May - 22 May] 🖌	
13Week [23 May - 29 May] 🖌	
Previous Cancel There are required fields in this form marked *.	Perform import

(7) Click [Continue] button to complete the import.

<i>8a</i>	Course Home —		A ≥ Educational Data Science ≥ Import
Ħ	Course Info 🔺	4	
	Participants list		Import complete, Click continue to return to the course.
	Grade/Attendance 🔺		import complete. Click continue to retain to the course.
	Statistics		
	Online-Attendance		Continue