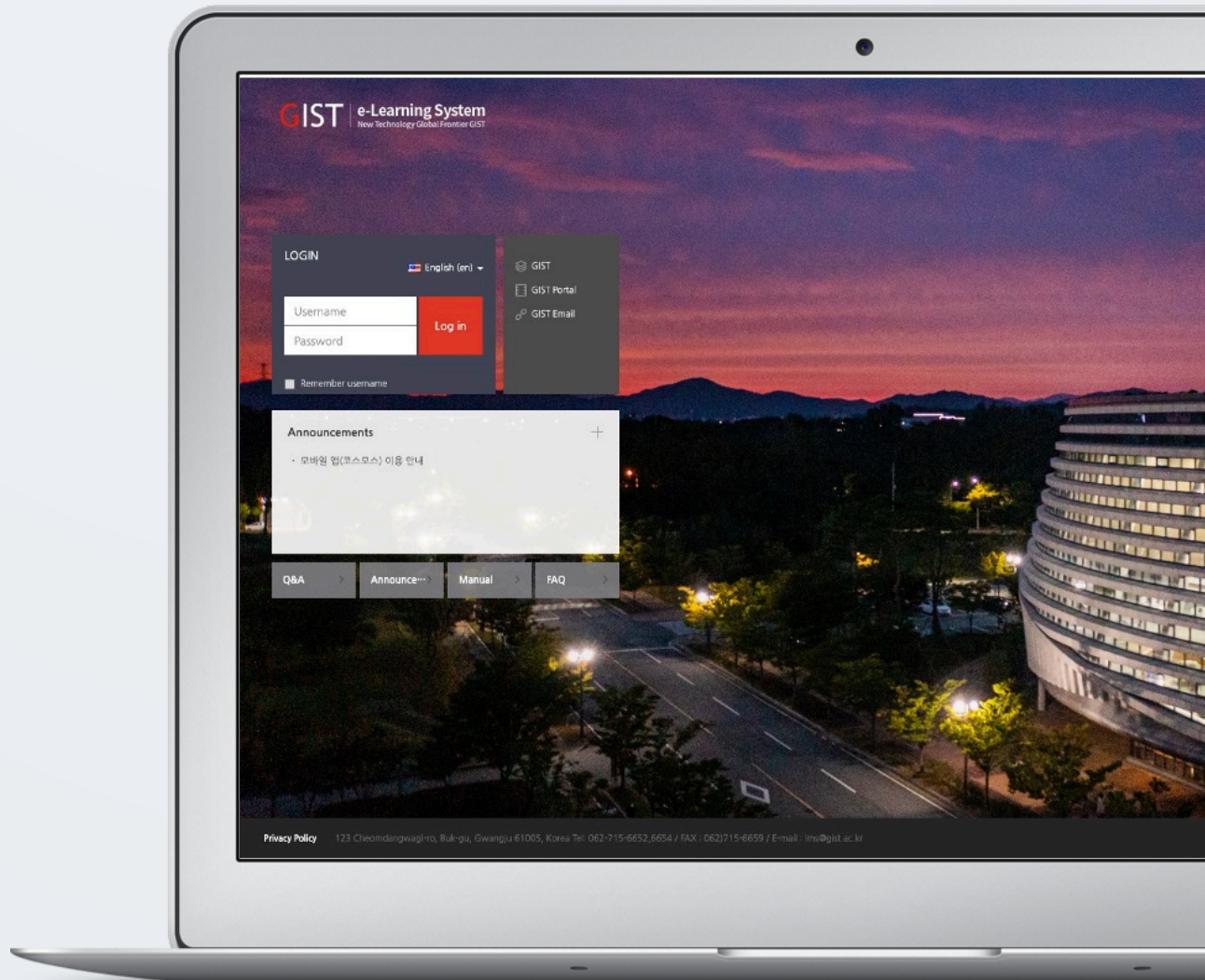
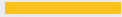


# PROFESSOR MANUAL

## 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

Course Info

- Participants list

Grade/Attendance

- Statistics
- Online-Attendance
- Offline-Attendance
- Grades
- Grade Rate

Students Notifications

Others

View Student screen

Activities/Resources

- Label Add
- Assignment Add
- File Add
- VOD Add

More

Administration

Educational Data Science > Participants list

### Participants list

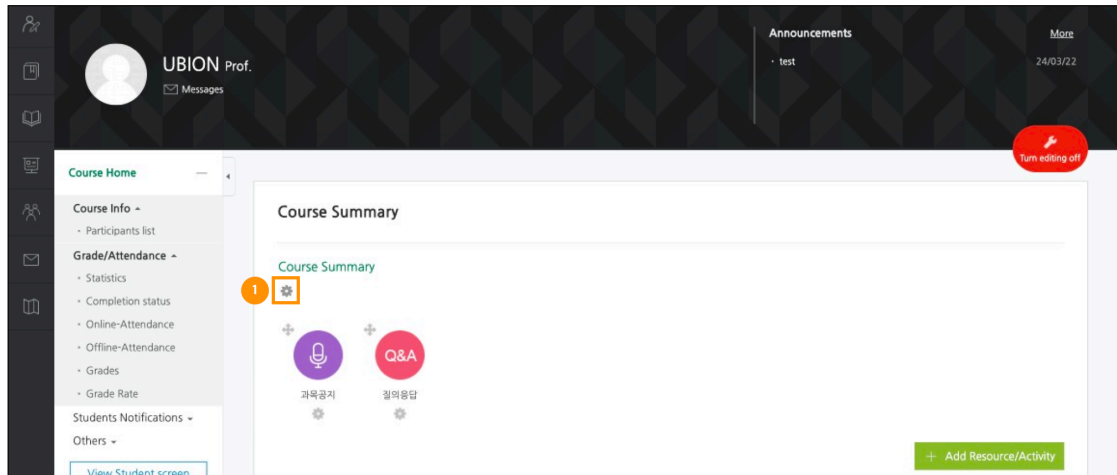
Groups: All participants Role: All participants username, idnumber Search

Select	No.	User picture	Department	ID number	Fullname	Role	Mobile phone	Last access	Notes
<input type="checkbox"/>	11			ubion01	유비온1	회원		23 hours	
<input type="checkbox"/>	10			ubion02	유비온2	회원		17 hours 13 mins	
<input type="checkbox"/>	9			ubion03	유비온3	회원		17 hours 13 mins	
<input type="checkbox"/>	8			ubion04	유비온4	회원		17 hours 12 mins	
<input type="checkbox"/>	7			ubion05	유비온5	회원		14 days 17 hours	
<input type="checkbox"/>	6			ubion06	유비온6	회원		17 hours 12 mins	
<input type="checkbox"/>	5			ubion07	유비온7	회원		17 hours 12 mins	

# COURSE SUMMARY

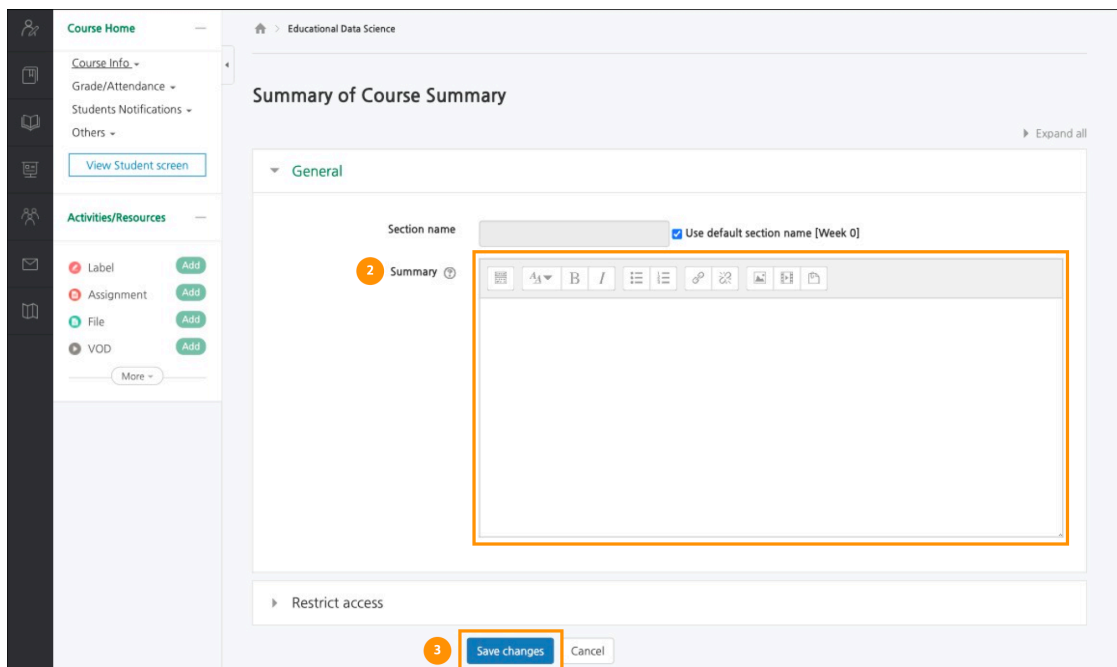
Write an article introducing the lecture or information about the course to be delivered to the students. Click [Turn Edition On/Off] Button to create a course summary or to add resources and activities.

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



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

(3) Click the [Save] button.



# 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]

<b>Enable classroom</b>	Choose whether to use 'Course' or not. - <b>No</b> : Attendees cannot be admitted the classroom but can see the course on those course list.
<b>Force language</b>	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]

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

[Course Background]

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

[Completion/Progress]

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

[Others]

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

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

The screenshot displays the 'Online Attendance management' interface. On the left is a sidebar menu with categories like 'Course Info', 'Grade/Attendance', 'Students Notifications', and 'Others'. The main content area has a top bar with 'Attendance Status' and 'Online Attendance management'. Below this are four settings: 'Total grade' (20), 'Lowest grade' (0), 'Deduction for lateness' (-1), and 'Deduction for absence' (-2). A table below these settings shows weekly attendance periods. A red note above the table states 'Only up to 99% can be entered.' The table has columns for Week, Start Date, Period to take attendance, Take attendance percentage(%), Recognize lateness until, Minimum standard to take Late(%), and Batch attendance.

Week	Start Date	Period to take attendance	Take attendance percentage(%)	Recognize lateness until	Minimum standard to take Late(%)	Batch attendance
1	2022-03-02 00:00:00	2022-03-08 23:59:59	90	2022-03-15 23:59:59	30	<input type="checkbox"/>
2	2022-03-09 00:00:00	2022-03-15 23:59:59	90	2022-03-22 23:59:59	30	<input type="checkbox"/>
3	2022-03-16 00:00:00	2022-03-22 23:59:59	90	2022-03-29 23:59:59	30	<input type="checkbox"/>
4	2022-03-23 00:00:00	2022-03-29 23:59:59	90	2022-04-05 23:59:59	30	<input type="checkbox"/>
5	2022-03-30 00:00:00	2022-04-05 23:59:59	90	2022-04-12 23:59:59	30	<input type="checkbox"/>

# 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.

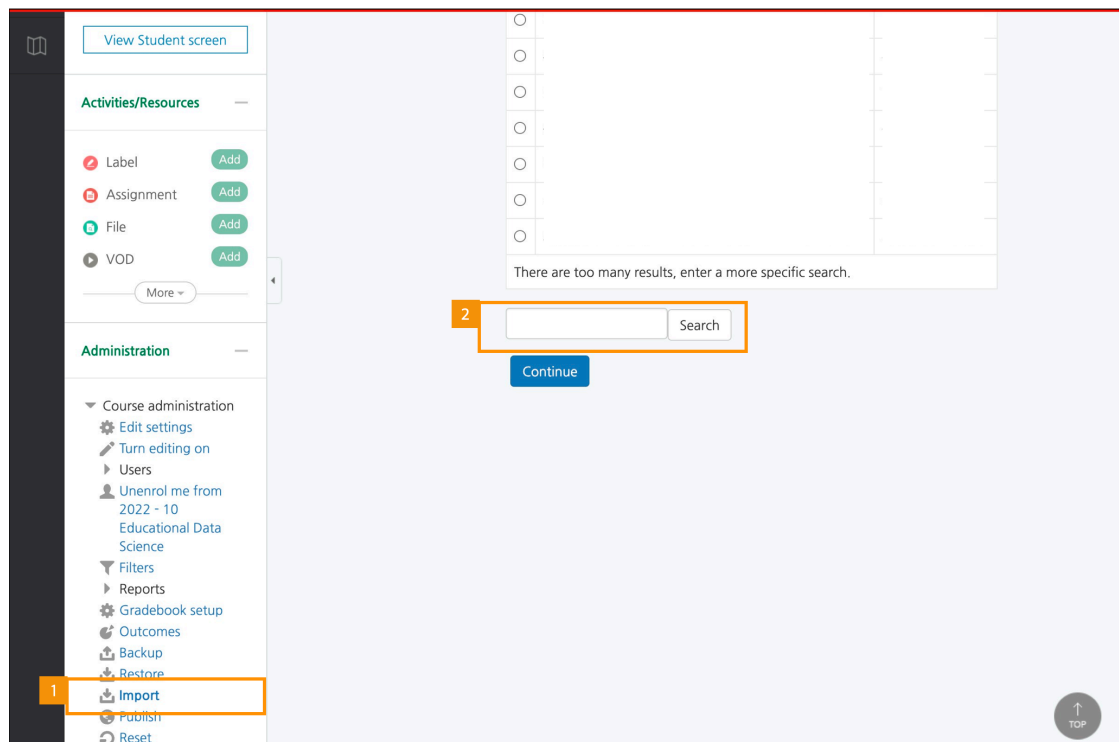
(\*warning) Since the imported resource/activity is copied exactly as the setting value set in the existing classroom, the detailed settings must be changed directly.

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

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

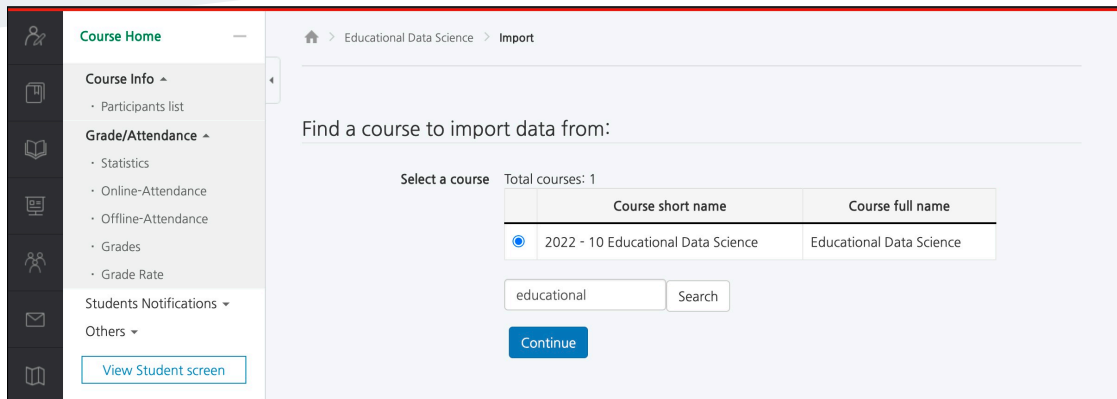
\* When searching for a course, you can inquire about the course faster by entering the "Course short name". You can check "Course short name" at the " Course administration> Edit settings"

\* In 'Find a course to import data from', professor can only search and inquire about courses run by him.



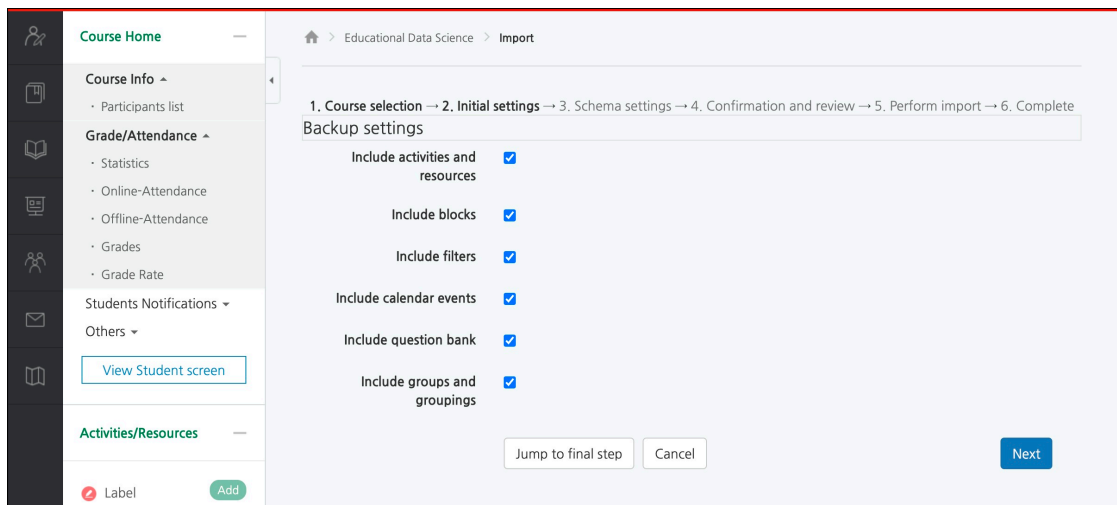


(3) Select the course and click [Continue] button.

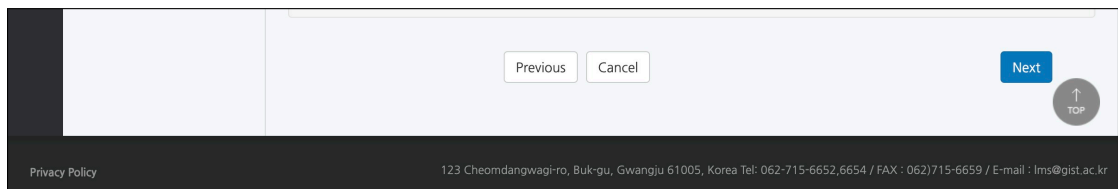


(4) After setting up Initial settings, click [Next] button. (Usually, we proceed with the basic check items.)

- 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".



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



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



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

