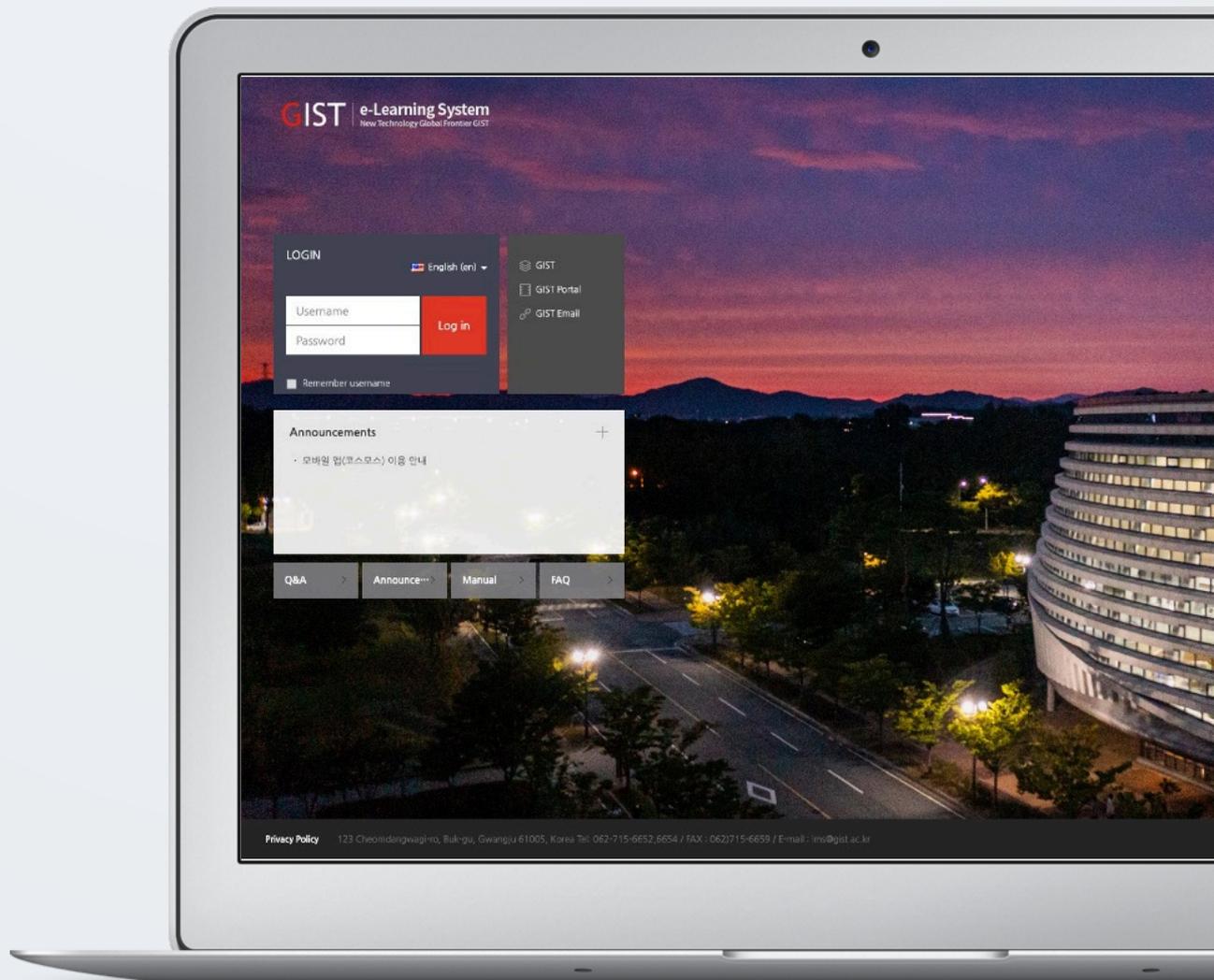


PROFESSOR MANUAL

3. ADD RESOURCE



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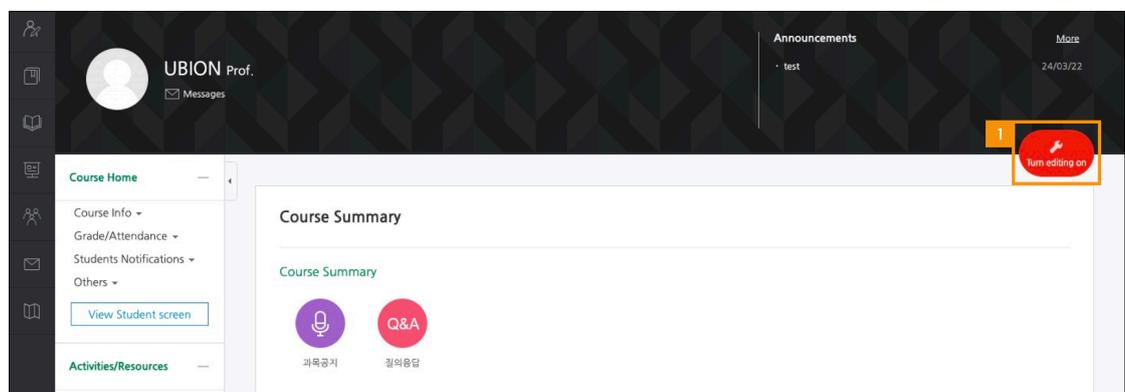
HOW TO ADD RESOURCES/ACTIVITIES (COMMON GUIDE)

You can select modules according to the format of class materials to be delivered to learners. It delivers various learning resources such as files, videos, and external resources (news, blogs, YouTube, etc.).

There are two ways in common when you add resources/activities in the course.

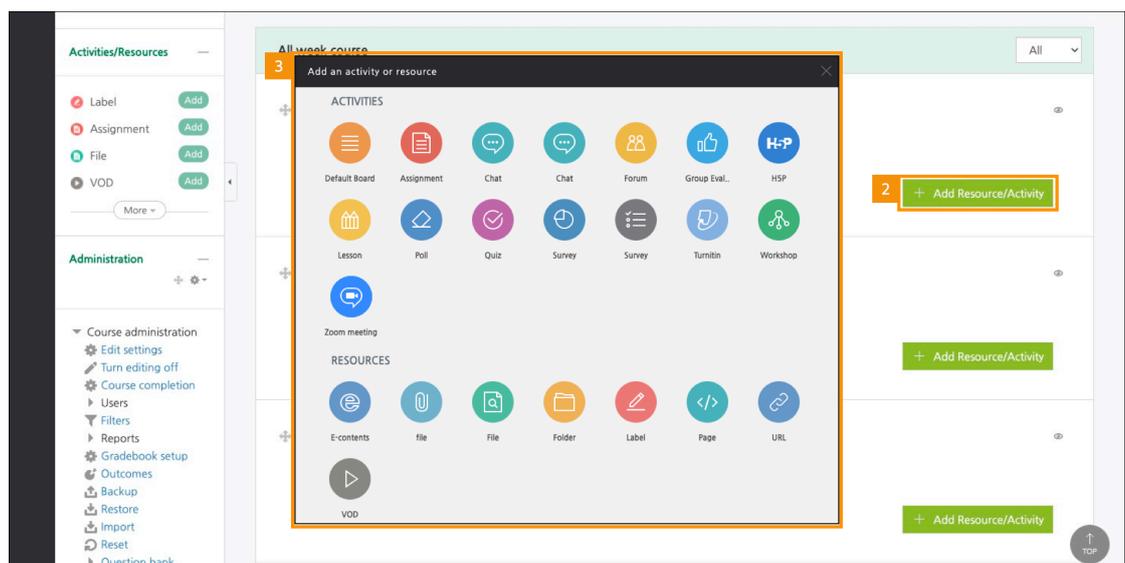
1) [Turn editing on] button at the bottom-right of the course homepage

(1) Click the [Turn editing on] button at the bottom-right the course homepage on the Dashboard.



(2) Click the [Add Resources/Activities] button near the section where you want to add a resource/activity.

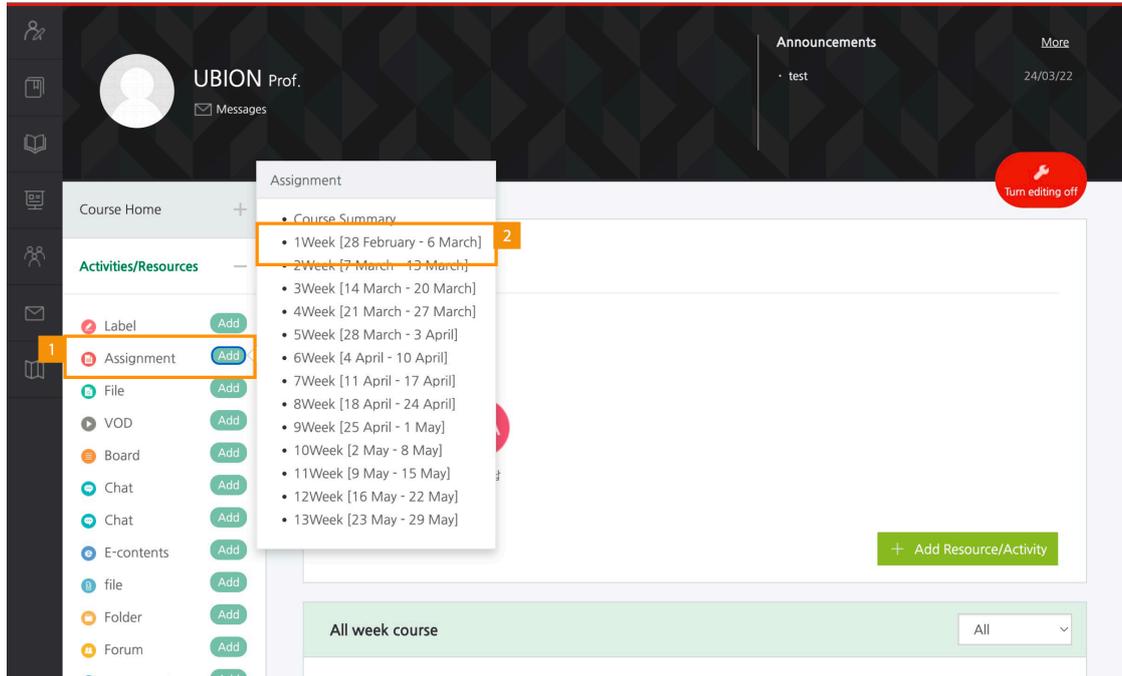
(3) Select a type of resources/activities at week section.



2) 'Activities/Resources' at the left-side of the course homepage

(1) Click the [Add] button at the right of resource/activity's name.

(2) Select week/topic to add this resource/activity.

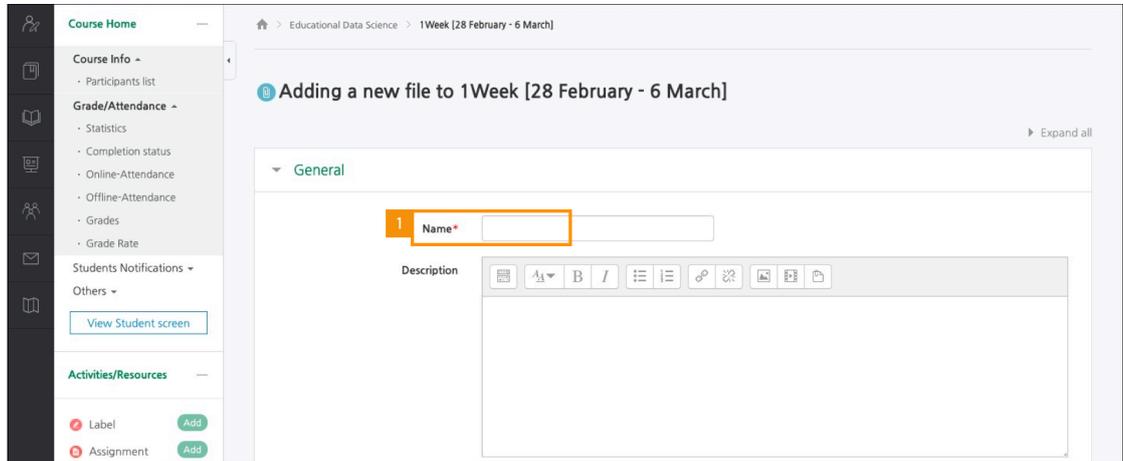


The screenshot displays a course homepage for 'UBION Prof.' with a dark header and a sidebar. The sidebar contains a menu with 'Activities/Resources' expanded, showing options like Label, Assignment, File, VOD, Board, Chat, E-contents, file, Folder, and Forum, each with an 'Add' button. The 'Assignment' option is highlighted with an orange box and a '1' in a yellow circle. A dropdown menu for 'Assignment' is open, listing 13 weeks with their respective dates, with the first item '1Week [28 February - 6 March]' highlighted by an orange box and a '2' in a yellow circle. The main content area shows a 'Course Summary' and a list of weeks. A green button '+ Add Resource/Activity' is visible at the bottom right of the main content area. The top right corner features an 'Announcements' section with a 'test' announcement and a 'Turn editing off' button.

FILE

Add PDF, MS WORD, MS POWERPOINT, HWP, etc. formatted reading materials.

(1) Type a name.



(2) Upload the file by clicking [Add file] button or by doing drag & drop.

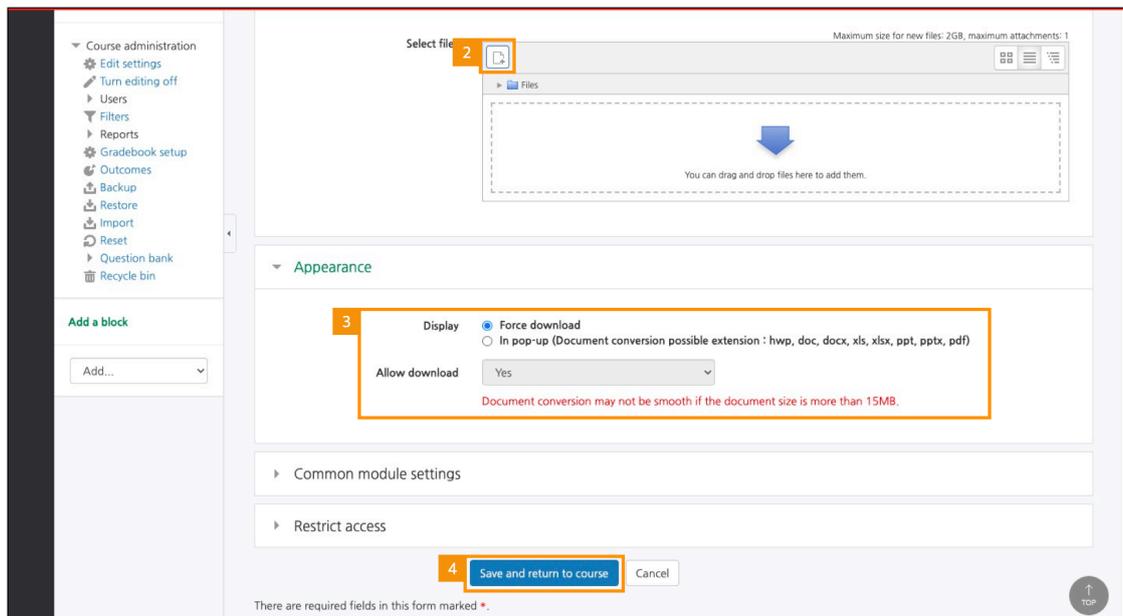
(3) Set the appearance way of the file (Display/ Allow download).

- Force download: Force students to download the file.

- In pop-up: Enable to open the file in a pop-up window.

- Allow download: If you select the 'In pop-up' option, you can choose whether to allow students to download the file or not.

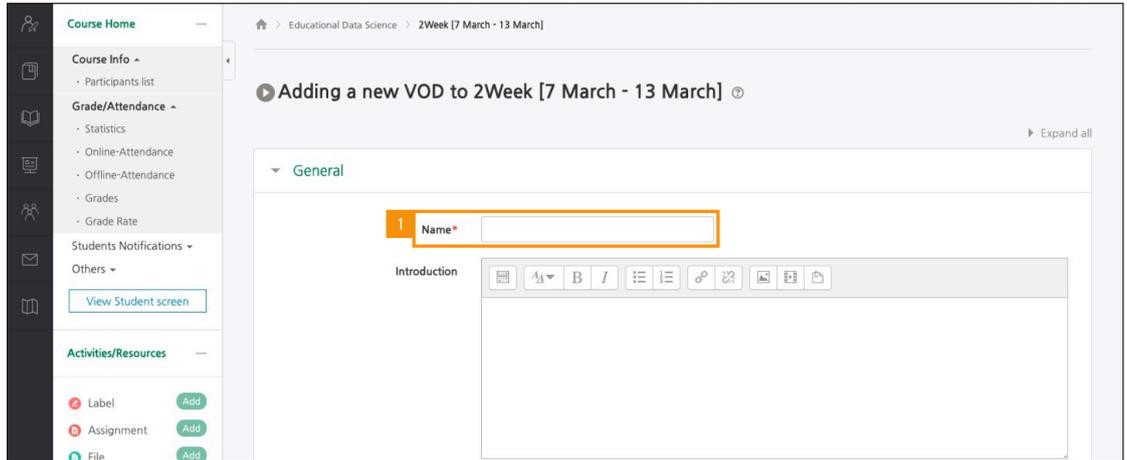
(4) Click the [Save] button.



VOD

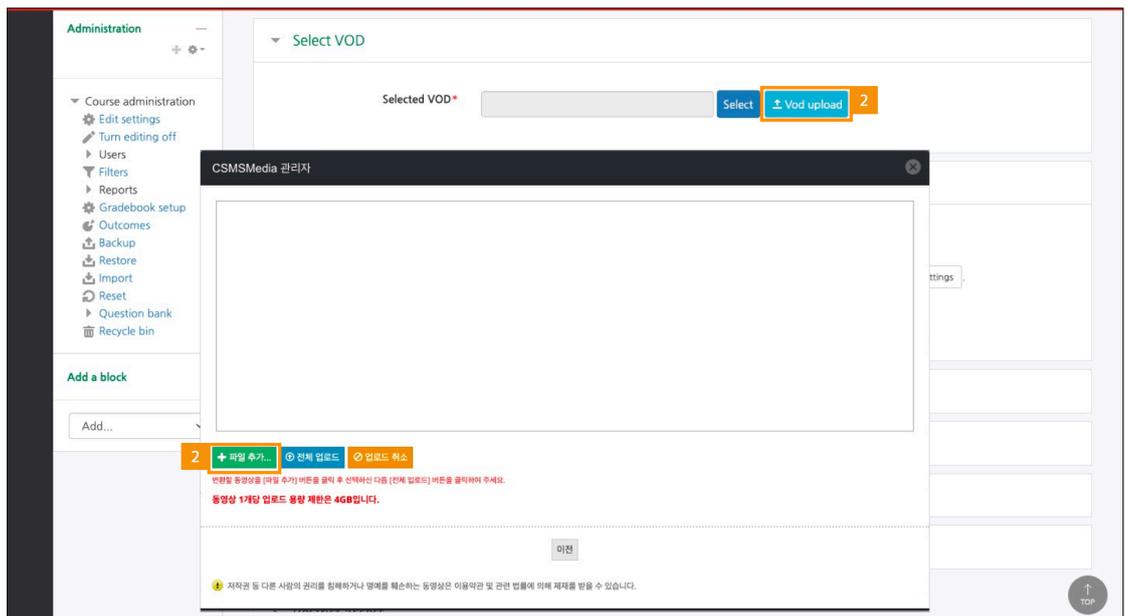
Upload video file formats. Users can watch any videos with any device like PC, mobile.
And professors can check students' learning records.

(1) Type a name.

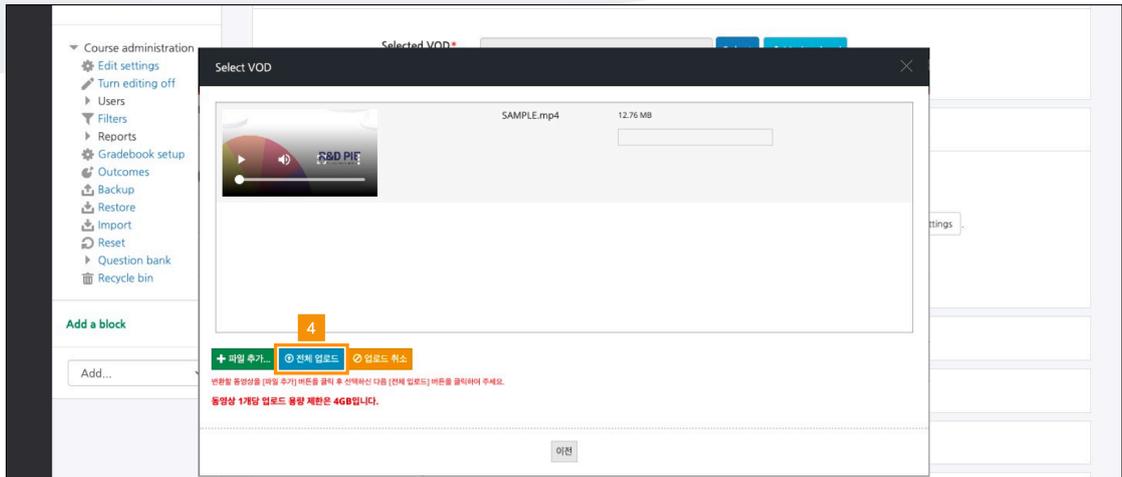


(2) Click the [VOD Upload] button.

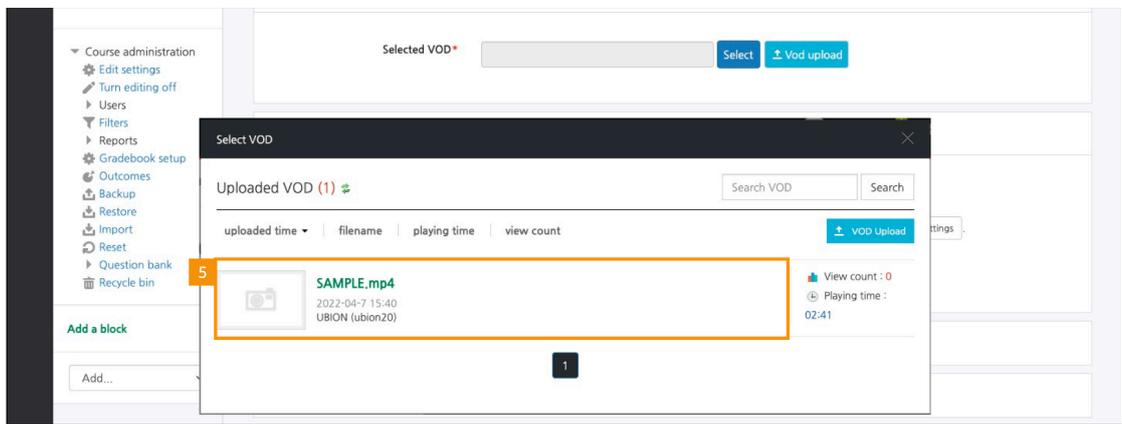
(3) Click the [Add Files] button, and then find VOD that you want to upload.



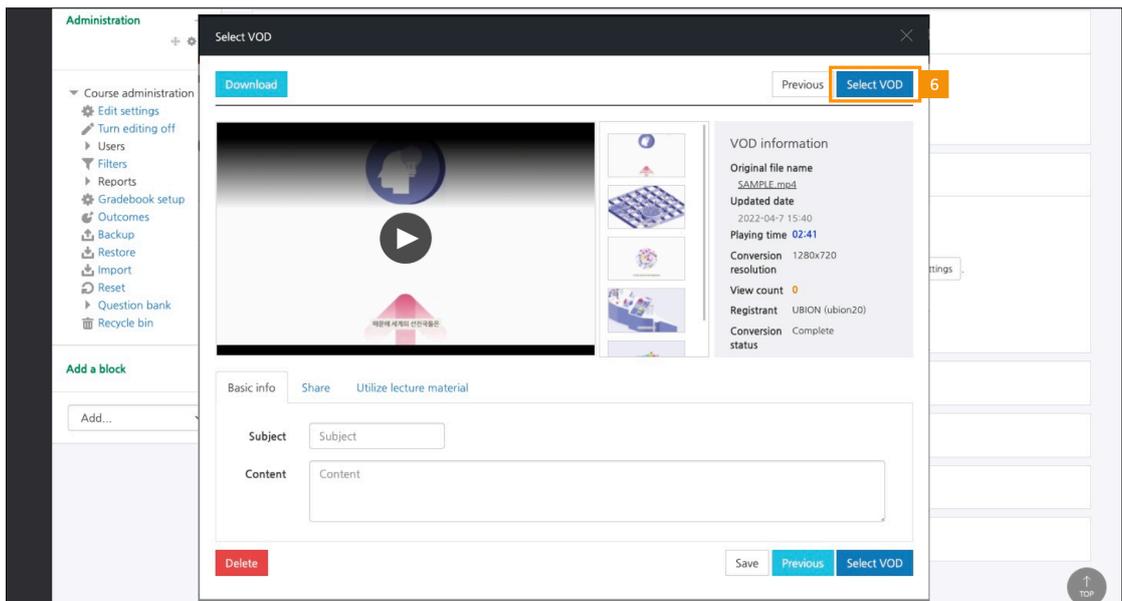
(4) Click the [Start Upload] button.



(5) Select VOD uploaded.



(6) Click the [Select VOD] button in the upper right or bottom-right.



(7) Choose whether to use “Progress check”/“Online-Attendance check” or not.

(The image is a screen of the course that use “Online-Attendance”.)

- If you use “Online-Attendance”, ‘Attendance Period’ is set up by the week.

- If you don’t use “Online-Attendance” and use “Progress status”, ‘Attendance Period’ is set up in VOD setting page.

(8) Click the [Save] button.

The screenshot shows the Moodle course settings page for Progress Management. The left sidebar contains navigation menus for 'Students Notifications', 'Activities/Resources', and 'Administration'. The main content area is titled 'Progress Management' and includes a 'Progress check' dropdown menu set to 'Yes', a 'View restrict' dropdown menu set to 'View', and a link for 'Online-Attendance settings'. Below these are expandable sections for 'Grade', 'Other Options', 'Common module settings', and 'Restrict access'. At the bottom, there is a 'Save and return to course' button and a 'Cancel' button. A message at the bottom states: 'There are required fields in this form marked *.'

URL

Click the link in the course, and then you can access external sites such as article, thesis, etc.

(1) Type a name, and then copy and paste external site's URL.

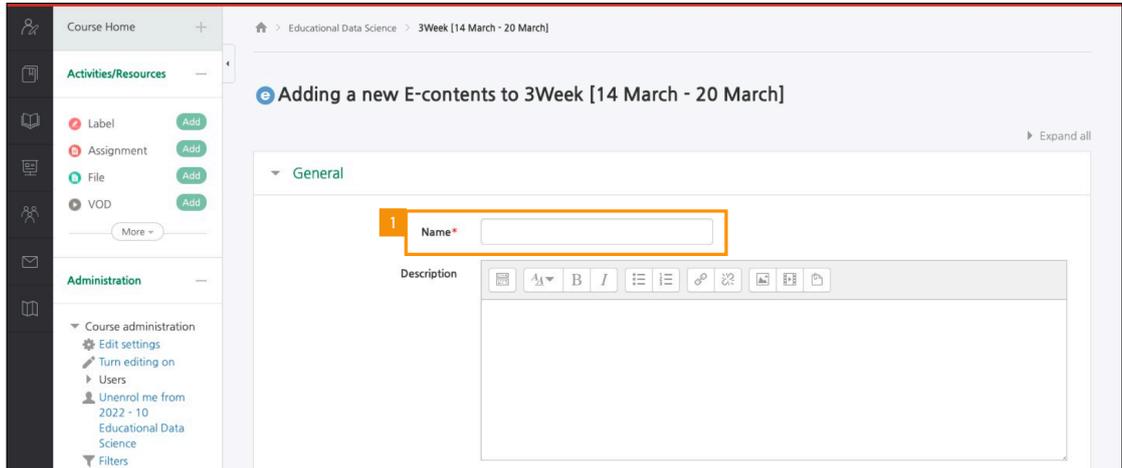
(2) Click the [Save] button.

The screenshot shows a course management interface. On the left is a sidebar with a list of activity types, each with an 'Add' button. The main area is titled 'Adding a new URL to 1Week [28 February - 6 March]'. The form is divided into sections: 'General', 'Common module settings', and 'Restrict access'. The 'General' section contains two required text input fields: 'Name' and 'External URL', both marked with an asterisk and a red dot. A '1' in a blue box highlights these fields. Below them is a 'Choose a link...' button. The 'Description' section has a rich text editor toolbar and a text area. A checkbox for 'Display description on course page' is present. At the bottom, a '2' in a blue box highlights the 'Save and return to course' button. A 'Cancel' button is also visible. A message at the bottom states: 'There are required fields in this form marked *.'

E-CONTENTS

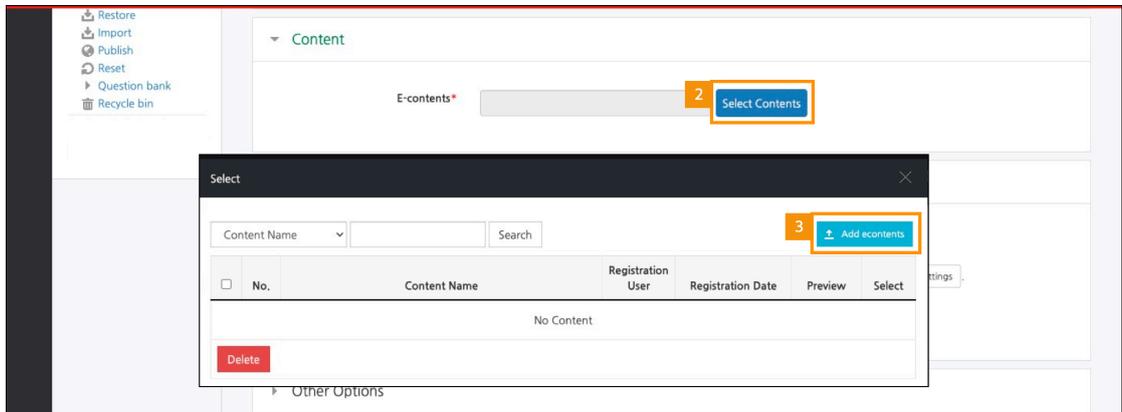
It is possible to utilize e-learning contents like outside data that support 'content packages (HTML5)', 'embed (ex.Youtube)'. Professors can check students' learning record.

(1) Type a name.



(2) Click the [Select] button.

(3) Click the [Add econtents] button.



(4) Type a name of content.

(5) Select 'content packages (HTML5) zip file' or 'html file'.

- In case of selecting zip file, type a first name of content (EX. index.html)

(6) Type Learning time.

(7) Click the [Save] button.

The screenshot shows a 'Content' creation form with several fields and options. The fields are: 'Content Name', 'Content Description', 'File(zip or html file)', 'Indexfile or URL', 'Learning time(min)', 'Popup window size', and 'Thumbnail'. The 'Is public?' section has radio buttons for 'Public' and 'Not public'. The 'estream' section has radio buttons for 'Yes' and 'No'. A 'Save' button is highlighted with a red box and the number 7. Other callouts include 4 for 'Content Name', 5 for 'File(zip or html file)', and 6 for 'Learning time(min)'. A 'Previous' button is also visible.

(8) Click the [Select] button.

The screenshot shows a 'Select' dialog with a table of content items. The table has columns for 'No.', 'Content Name', 'Registration User', 'Registration Date', 'Preview', and 'Select'. The first row contains the following data: '1', 'Test Contents', 'Administrator', '2022-04-11 11:23', and a 'Preview' button. The 'Select' button in the first row is highlighted with a red box and the number 8. A 'Delete' button is visible below the table. A 'Grade' dropdown is at the bottom.

No.	Content Name	Registration User	Registration Date	Preview	Select
1	Test Contents	Administrator	2022-04-11 11:23	Preview	Select

(9) Choose whether to use 'Progress check, Online-Attendance check' or not. (The image is a screen of the course that use 'Online-Attendance'.)

- If you use 'Online-Attendance', 'Attendance Period' is set up by the week.

- If you don't use 'Online-Attendance' and use 'Progress status', 'Attendance Period' is set up in Econtents setting page.

(10) Click the [Save] button.

Available duration

9 Progress check Yes

If Online-Attendance is used in this course, change progress through [Online-Attendance settings](#)

View restrict View

Other Options

Grade

Common module settings

Restrict access

10 Save and return to course Cancel

There are required fields in this form marked *

↑ top

PAGE

Add the resources in the form of webpage, not files.

- (1) Type a name.
- (2) Type a page content.
- (3) Click the [Save] button.

Course Home

Educational Data Science > 3Week [14 March - 20 March]

Adding a new Page to 3Week [14 March - 20 March]

Expand all

General

1 Name*

Description

Display description on course page

Content

2 Page content*

3 Save and return to course Cancel

There are required fields in this form marked *

FOLDER

Add a folder in the case of having too many document files.

(1) Type a name.

(2) Upload the files by clicking 'Add file' button or by doing drag & drop.

- You can also create folders to add files.

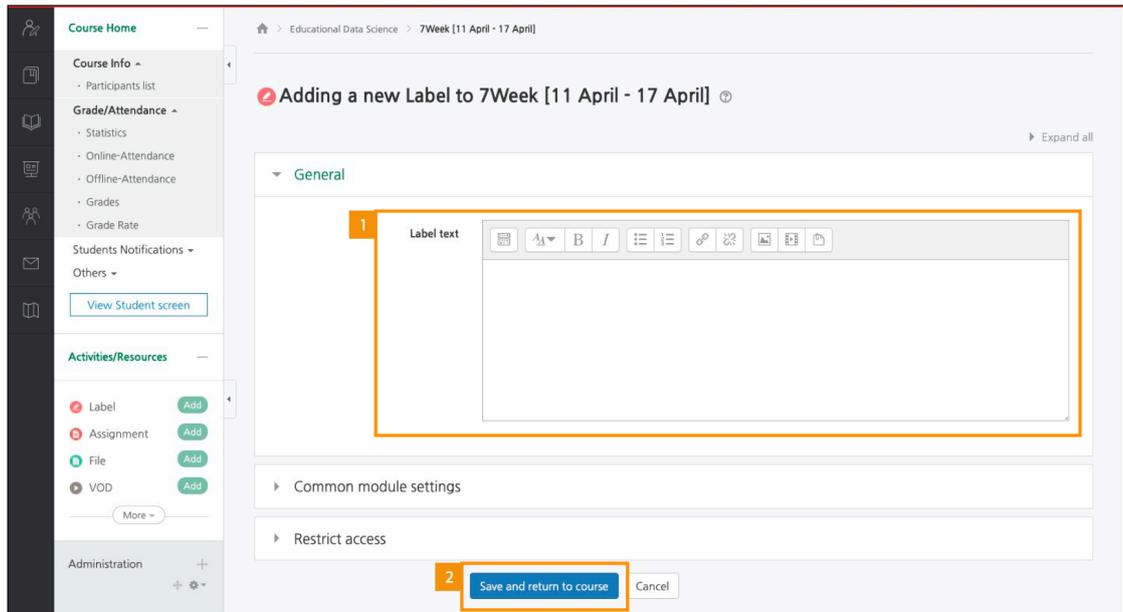
(3) Click the [Save] button.

LABEL

Type text or add multimedia resources to week course section in course home.

(1) Type a text.

(2) Click the [Save] button.

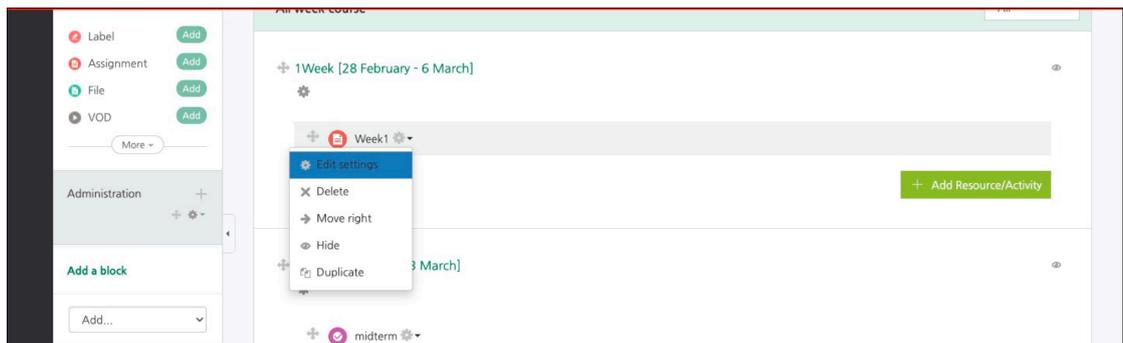


The screenshot displays the 'Adding a new Label to 7Week [11 April - 17 April]' interface. On the left, a sidebar contains navigation options: Course Home, Course Info (Participants list), Grade/Attendance (Statistics, Online-Attendance, Offline-Attendance, Grades, Grade Rate), Students Notifications (Others), and Activities/Resources (Label, Assignment, File, VOD, More). The main content area is titled 'Adding a new Label to 7Week [11 April - 17 April]' and includes an 'Expand all' link. A 'General' section contains a text input field labeled 'Label text' with a rich text editor toolbar above it. An orange box labeled '1' highlights the text input area. Below the text field are sections for 'Common module settings' and 'Restrict access'. At the bottom right, a blue 'Save and return to course' button and a 'Cancel' button are visible. An orange box labeled '2' highlights the 'Save and return to course' button.

HOW TO EDIT RESOURCES/ACTIVITIES (COMMON GUIDE)

Click [Turn editing on] button, located at the top-right of the course homepage,
And then click cogwheel button near to the course activity/material you want to edit.

- Edit settings: Edit its settings.
- Delete: Delete it. (it is moved to the recycle bin)
- Move right: Move it to right side by making an indentation.
- Hide: Hide it from students. (if you click it, students will not able to see it)
- Duplicate: Duplicate it.



HOW TO ADD ACCESS RESTRICTION

(COMMON GUIDE)

You can set a variety of restrictions to access course activities/materials for students. This function is useful especially for personalized/individualized learning.

When you add a course activity or material, there is 'Restrict access' option below the page.

- Activity completion: Student must complete other resources/activities before you can access them.

* You select 'Yes' for 'Completion tracking > Enable completion tracking' at the left menu "Course administration > Edit settings", and set up an 'Activity completion' option of other resource/activity. You can check 'How to set through [GRADE/ATTENDANCE \(MONITORING\) > COMPLETION STATUS](#)' manual.

- Date: Set the start/end date and time for access to learning activities.

- Grade: Student need to achieve a specified grade in other learning activities to access it.

- Group/ Grouping: Allow only students who belong to a specified group, or who belong to a group within a specified grouping.

- User profile: Control access based on fields within the student's profile.

