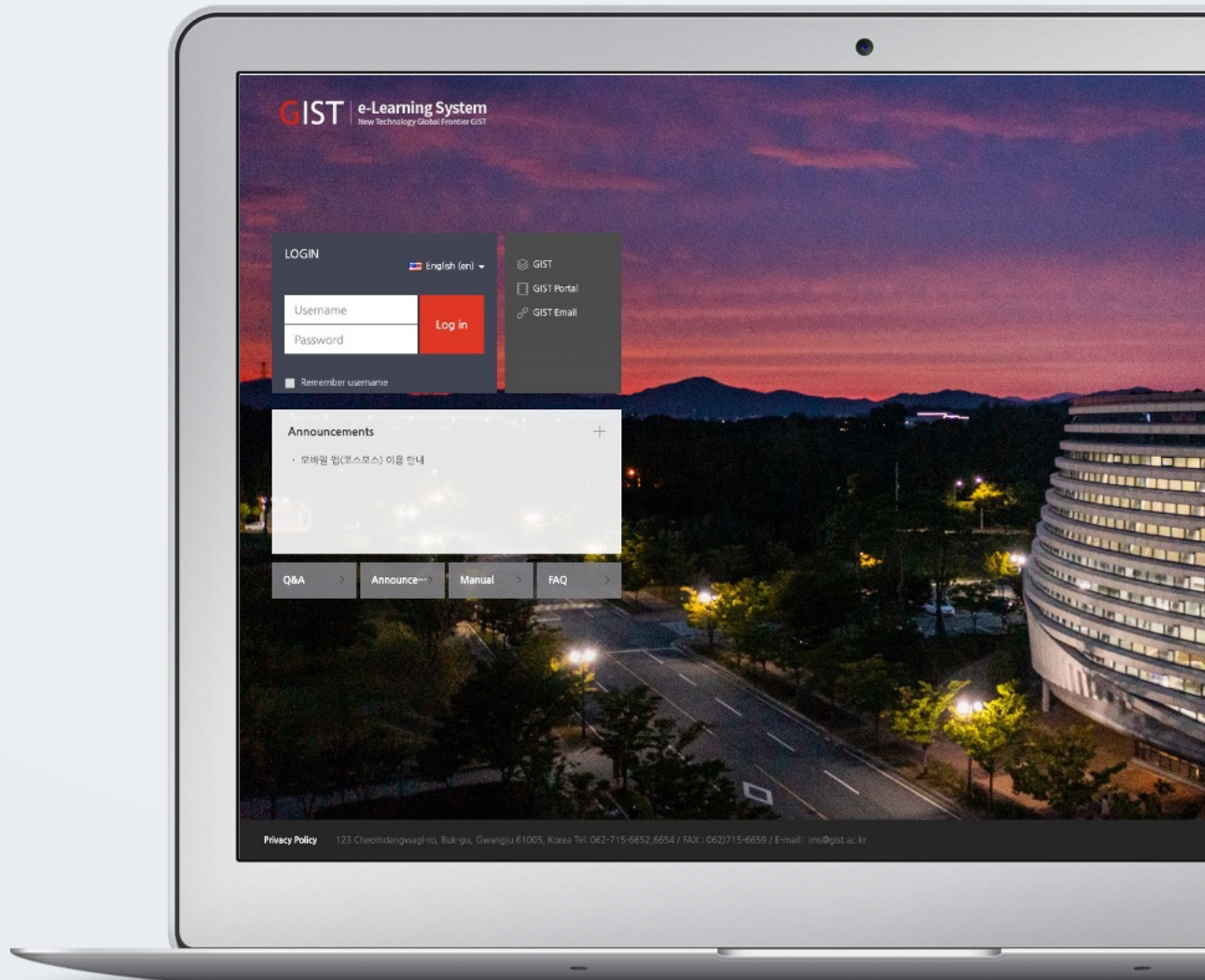


PROFESSOR MANUAL

6. GRADE/ATTENDANCE(MONITORING)



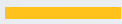


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— STATISTICS

'Statistics' measures how much students participate in activities and open the activities and resources. You can use the level of participation of student for grades, and you can use for improvement of teaching quality.

Click 'Statistics' below 'Grade/Attendance' section of 'Course Home' menu.

- Click the [Download] button to download it as an Excel file.
- You can check the general statistics of the course; number of students and auditors, weeks/topics, course resources, and course activities.
- Read(R): The access (opening) number of course resources and activities
- Wrote(W): Number of course activity participation (Assignment - Number of posting or uploading an assignment, Quiz - Number of taking a quiz)
- Comment(C): The number of times a comment was created on the board and forum.

PROGRESS STATUS

In courses that do not use online attendance, the data related to students' video watching can be checked in 'Progress Status' section.

'Attendance Period' is set up by content in VOD setting page and is checked by content.

- By clicking username, you can check student's details of progress status.
- Click the [Excel Download] if you want to download it as an Excel file.

No.	Full name	구분	ID number	Department	1Week [02 March - 0...		2Week [09 March - 1...			3Week [16 March - 2...			4Week [23 M	
					▶	▶	▶	▶	▶	▶	▶	▶	▶	
1		학생			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
2		학생			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
3		학생			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
4		학생			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
5		학생			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
6		학생			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

* You should select 'Yes' for 'Enable progress' at 'Course setting' below 'Others' section of 'Course Home' menu to use this menu.

* Attendance period is set up by content in VOD setting page.

Individual Progress Status

By clicking username in list of students, you can check his/her progress status in detail.

- **[Details (*)]**: Check the video records (start and end time) / learning time / IP address (device type).
- **[accesslog]**: Check records of clicks of students. You can move on 'Reports' menu below 'Others' section of 'Course Home' menu.
- **[detaillog]**: Check position value per second.
- **[recognition of study]**: Change students' progress rate manually.

ONLINE-ATTENDANCE

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.

- By clicking username, you can check student's details of attendance.
- By clicking the [Apply to Grades] button, you can reflect attendance score as a course grade.
- Click the [Excel Download] if you want to download it as an Excel file.

번호	이름	학번	학부	학과(전공)	학년	구분	출석	지각	결석	1...	2...	3...	4...
1					1		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0
2					1		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0
3					1		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0
4					1		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0
5					2		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0
6					1		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0
7					1		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0
8					4		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0
9					1		<div style="width: 100%;"></div> (5/6)	0	1	0	0	0	0

* You should select 'Yes' for 'Enable progress' and 'Yes' for 'Online-Attendance' at 'Course setting' below 'Others' section of 'Course Home' menu to use this menu.

* Attendance period is set up at 'Online Attendance Management' tap in 'Online-Attendance'.

Individual Attendance Status

By clicking username in list of students, you can check his/her online attendance status in detail.

- **[View : * time(s)]**: Check the video records (start and end time) / learning time / IP address (device type).
- **[Attendance/ Tardiness recognition]**: Change students' attendance manually.

COMPLETION STATUS

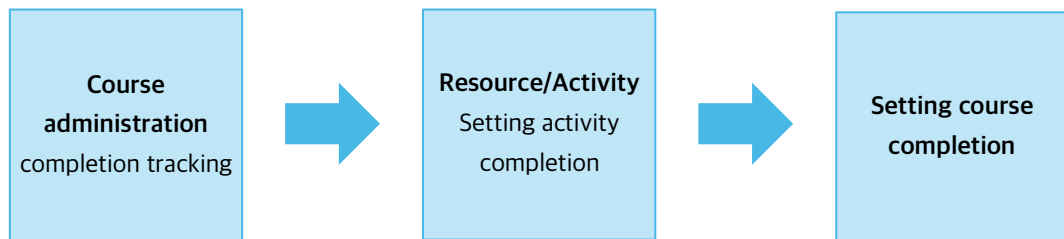
The 'Completion Status' checks the status of learners according to the completion conditions of resources and activities.

The screenshot displays the 'Completion status' page. It features a search bar with a dropdown menu for 'ID number' and a search button. Below the search bar are buttons for 'Progress recalculation' and 'Excel Download'. The main content is a table with columns for 'No.', 'Full name', 'ID number', 'Department', and several activity completion columns. The table shows completion status for 9 learners across various activities.

No.	Full name	ID number	Department	Co...	1,...	2,...	3,...	4.성회통성...	5.기정폭력...	6.성매매 예...	7.마무리
1					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To use 'Completion Status', there are 3 steps.

* The "Course Completion Settings" step is mainly conducted in MOOC classes in the form of completing learning.



Course Administration - Completion Tracking

(1) Click the left menu “Course administration> Edit settings”.

(2) Select ‘Yes’ for ‘Completion tracking> Enable completion tracking’.

(3) Click the [Save] button.

The screenshot displays the 'Edit course settings' interface. On the left sidebar, the 'Course administration' section is expanded, and 'Edit settings' is selected, indicated by a red box with the number '1'. The main content area shows the 'Edit course settings' form. The 'Completion tracking' section is expanded, and the 'Enable completion tracking' dropdown menu is set to 'Yes', indicated by a red box with the number '2'. The 'Save and display' button is highlighted with a red box and the number '3'. The form also includes sections for General, Appearance, Files and uploads, Groups, and Role renaming. A message at the bottom states: 'There are required fields in this form marked *.'

Resource/Activity- Setting Activity Completion

If you select 'Yes' for 'Completion tracking> Enable completion tracking' at the left menu "Course administration> Edit settings", an 'Activity completion' option is created when registering a resource/activity.

If you select 'Show activity as complete when conditions are met for 'Completion tracking', you can set completion conditions for each resource/activity.

1) VOD, E-contents

Require view	Student must view this activity to complete it.
Require grade	Student must receive a grade to complete this activity.
Learning time	Student must spend more time studying than listening to lectures.
Restriction	* This option is usually checked for VOD.

2) File, URL, Page, Folder, Wiki, Chat

Require view	Student must view this activity to complete it.
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3) Quiz

Require view	Student must view this activity to complete it.
Require grade	Student must receive a grade to complete this activity.
Require passing grade	Require passing grade / Or all available attempts completed * Enter 'Passing grade' in the Quiz Settings > Grade > 'Grade to pass' option. * If both options are selected, completion will be processed if only one of them is met. The 'Or all available attempts completed' option will be completed after completing the exam using the full number of times you submit your answers.

4) Assignment

Require view	Student must view this activity to complete it.
Require grade	Student must receive a grade to complete this activity.
-	Student must submit to this activity to complete it.

5) Survey

Require view	Student must view this activity to complete it.
-	Student must submit to this activity to complete it.

6) Forum

Require view	Student must view this activity to complete it.
Require grade	Student must receive a grade to complete this activity.
Require posts	Student must post discussions or replies.
Require discussions	Student must create discussions.
Require replies	Student must post replies.

Setting Course Completion

Set the conditions for completing the course. You can set completion conditions under various conditions such as activity completion and course grade. (Usually, it is set based on activity completion.) It is mainly conducted in MOOC classes in the form of completing learning.

(1) Click the left menu “Others> Course completion”.

(2) Select ‘Course is complete when ALL condition’ for ‘General>Completion requirements’.

(3) Under ‘Condition: Activity completion’, select the activity and set the ‘Condition requires’.

- The number of resources/activities must be set ‘Activity completion’ on their setting page before they appear on the list.

- Since hidden resources/activities are not completed, resources/activities excluded from the completion condition must be unchecked and hidden.

(4) Click the [Save] button.

The screenshot shows the 'Edit course completion settings' page. The left sidebar contains a menu with 'Course completion' highlighted (1). The main area is titled 'Edit course completion settings' and has an 'Expand all' link. Under the 'General' section, the 'Completion requirements' dropdown is set to 'Course is complete when ALL condition' (2). Under the 'Condition: Activity completion' section, a list of activities and contents is shown, all with checked boxes (3). Below this list, the 'Condition requires' dropdown is set to 'ALL selected activities to be completed'. At the bottom of the page, the 'Save changes' button is highlighted (4).

GRADES

All activities and assessments of the course are gathered at 'Grades'.

In 'Grades', you can check or edit the students' scores, and review the final grades of students and download them as a document.

EX. You can set up 'Evaluation Rate' and 'Grades items' in 'Grades'.

Midterm Exam 30%, Final exam 30%, Assignment 30%, Attendance 15% -> 100 points

Midterm Exam (30%)	-	Midterm Exam (100 points)
Final Exam (30%)	-	Final Exam (100 points)
Assignment (25%)	-	1st Assignment (100 points), 2nd Assignment (100 points)
Attendance (15%)	-	Online Attendance (20 points), Offline Attendance (20 points)

Category (Evaluation Rate)

Grade Item

Name	Weights	Max grade	Actions	Select
Educational Data Science				
Assignments	30.0	-	⚙️	All / None
Week1		100.00	⚙️	<input type="checkbox"/>
week7		100.00	⚙️	<input type="checkbox"/>
Assignments total		30.00	⚙️	
Test	50.0	-	⚙️	All / None
midterm		10.00	⚙️	<input type="checkbox"/>
final-exam		10.00	⚙️	<input type="checkbox"/>
Test total		50.00	⚙️	
Attendance	20.0	-	⚙️	All / None
offline		10.00	⚙️	<input type="checkbox"/>
online		10.00	⚙️	<input type="checkbox"/>
Attendance total		20.00	⚙️	
Course total		100.00	⚙️	

- 'Quiz' and 'Assignment' modules are automatically added as grade item to the grade.
- Add a grade item about off-line activities by clicking [Add grade item] button.
- You can set up different aggregation by category.

Gradebook Setup

Categories and grade items are set according to the course's grade evaluation method.

Name	Weights	Max grade	Actions	Select
Educational Data Science		-	⚙️	All / None
Assignments	30.0	-	⚙️	All / None
Week1		100.00	⚙️	<input type="checkbox"/>
week7		100.00	⚙️	<input type="checkbox"/>
Assignments total		30.00	⚙️	
Test	50.0	-	⚙️	All / None
midterm		10.00	⚙️	<input type="checkbox"/>
final-exam		10.00	⚙️	<input type="checkbox"/>
Test total		50.00	⚙️	
Attendance	20.0	-	⚙️	All / None
offline		10.00	⚙️	<input type="checkbox"/>
online		10.00	⚙️	<input type="checkbox"/>
Attendance total		20.00	⚙️	
Course total		100.00	⚙️	

- ① Category and grade items that is involved in the category.
- ② The maximum score a student can receive in this category.
- ③ The item weight is used in the category aggregation to influence the importance of the item compared with other grade items in the same category.
- ④ The maximum score that students can get by category and grade item.
- ⑤ Edit categories and grade items' setting.
- ⑥ Select a grade item to move it to a different category.
- ⑦ Add a grade item about off-line activities.
- ⑧ Add a new category.

Add Category

Add a category (Rate of evaluation) according to the course's grade evaluation method.

(1) At 'Grades' menu > 'Setup' tab > 'Gradebook setup', click the [Add Category] button.

The screenshot displays the 'Gradebook setup' page for the course 'Educational Data Science'. The left sidebar contains navigation menus for 'Course Home', 'Grade/Attendance', 'Activities/Resources', and 'Administration'. The main content area features a table with the following data:

Name	Weights	Max grade	Actions	Select
Educational Data Science	-	-	⚙️	All / None
Assignments	15.0	-	⚙️	All / None
Week1		100.00	⚙️	<input type="checkbox"/>
week7		100.00	⚙️	<input type="checkbox"/>
week7		100.00	⚙️	<input type="checkbox"/>
Assignments total		30.00	⚙️	
Test	25.0	-	⚙️	All / None
midterm		10.00	⚙️	<input type="checkbox"/>
final-exam		10.00	⚙️	<input type="checkbox"/>
Test total		50.00	⚙️	
Attendance	10.0	-	⚙️	All / None
offline		10.00	⚙️	<input type="checkbox"/>
online		10.00	⚙️	<input type="checkbox"/>
Attendance total		20.00	⚙️	
Week 10, Discussion	50.0	100.00	⚙️	<input type="checkbox"/>
Course total		200.00	⚙️	

Below the table, there is a 'Save changes' button, a 'Move selected items to' dropdown menu, and three buttons: 'Add grade item', 'Add category' (highlighted with a red box and a '1' in a red circle), and 'Add outcome item'.

(2) Type 'Category name', 'Aggregation', 'Maximum grade' and click the [Save] button.

The screenshot displays the 'Gradebook setup' interface for 'Educational Data Science'. The left sidebar shows navigation options under 'Course Home', 'Course Info', 'Grade/Attendance', 'Grades', 'Students Notifications', 'Activities/Resources', and 'Administration'. The main content area is titled 'Gradebook setup' and contains three sections: 'Grade category', 'Category total', and 'Parent category'. The 'Grade category' section has a 'Category name*' field and an 'Aggregation' dropdown menu. The 'Category total' section has 'Grade type' and 'Scale' dropdowns, and 'Maximum grade' and 'Minimum grade' input fields. The 'Parent category' section has a 'Weight adjusted' checkbox, a 'Weight' input field, and a 'Parent category' dropdown menu. At the bottom, there are 'Save changes' and 'Cancel' buttons. A small orange box with the number '2' is positioned above the 'Save changes' button.

Add Grade Item

Quiz' and 'Assignment' modules are automatically added as grade item to the grade.

If it is not automatically added to the grade item (EX. Off-line activities), the grade item is added directly.

(1) At "Grades" menu > 'Setup' tab > 'Gradebook setup', click the [Add grade item] button.

The screenshot displays the 'Gradebook setup' page for the course 'Educational Data Science'. The page features a table with the following data:

Name	Weights (?)	Max grade	Actions	Select
Educational Data Science		-	⚙️	All / None
Assignments	15.0	-	⚙️	All / None
Week1		100.00	⚙️	<input type="checkbox"/>
week7		100.00	⚙️	<input type="checkbox"/>
week7		100.00	⚙️	<input type="checkbox"/>
Assignments total		30.00	⚙️	
Test	25.0	-	⚙️	All / None
midterm		10.00	⚙️	<input type="checkbox"/>
final-exam		10.00	⚙️	<input type="checkbox"/>
Test total		50.00	⚙️	
Attendance	10.0	-	⚙️	All / None
offline		10.00	⚙️	<input type="checkbox"/>
online		10.00	⚙️	<input type="checkbox"/>
Attendance total		20.00	⚙️	
Week 10, Discussion	50.0	100.00	⚙️	<input type="checkbox"/>
Course total		200.00	⚙️	

At the bottom of the table, there is a 'Save changes' button and a 'Move selected items to' dropdown menu. A red box highlights the 'Add grade item' button, which is located below the 'Move selected items to' dropdown. Below this button are two other buttons: 'Add category' and 'Add outcome item'.

(2) Type 'Item name' and 'Maximum grade', select 'Grade category', and then click the [Save] button.

The screenshot shows the 'Gradebook setup' interface for 'Educational Data Science'. The left sidebar contains navigation options: Course Home, Course Info, Grade/Attendance, Grades, Students Notifications, and Others. The main content area is divided into two sections: 'Grade item' and 'Parent category'. In the 'Grade item' section, the 'Item name' text input, 'Maximum grade' text input (containing '100.00'), and 'Grade type' dropdown (set to 'Value') are highlighted with orange boxes. In the 'Parent category' section, the 'Grade category' dropdown (set to 'Educational Data Science') is highlighted with an orange box. At the bottom, the 'Save changes' button is highlighted with a blue box and a yellow box containing the number '2'. Other visible fields include 'Scale' (set to 'Use no scale'), 'Minimum grade' (set to '0.00'), 'Hidden', and 'Locked' checkboxes.

Grades View

At 'Grades' menu > 'View' tab > 'Grader report', enter and check students' grade.

* Grades that allow you to enter your grades directly within activity such as assignment and quiz are automatically added.

* The reason why the scores of assignments and quizzes are displayed in orange is that the scores are entered (overwritten) in the grades.

Fullname	ID number	Email address	Week 3	week7	Assignments total
유비온1	ubion01	Ubionid01@aa.net			
유비온2	ubion02	Ubionid02@aa.net			
유비온3	ubion03	Ubionid03@aa.net			
유비온4	ubion04	Ubionid04@aa.net			
유비온5	ubion05	Ubionid05@aa.net			
유비온6	ubion06	Ubionid06@aa.net			
유비온7	ubion07	Ubionid07@aa.net			
유비온8	ubion08	Ubionid08@aa.net	90.00	85.00	
유비온9	ubion09	Ubionid09@aa.net			
유비온10	ubion10	Ubionid10@aa.net			
Overall average					

① Click the [Turning edit on] button to switch to edit mode. You can delete and hide categories and grade items.

② Check the individual report for each student and enter the score of grade items for each individual student.

③ Sort by grade in ascending/descending order and enter each student's score of the grade item.

Single view

Enter and check the scores of all students or all grade items according to specific criteria.

- Select grade item: Check all students' score for a grade item.

- Select user: Check the score of the overall grade items for a student.

User report

Selecting user at 'Select all or one user' option, check a user's report.

Export

You can download 'Grades' in Excel file at 'Grades' menu > 'Export' tab.

The screenshot shows the 'Export to Excel spreadsheet' interface. On the left is a navigation sidebar with sections: 'Course Home', 'Course Info' (Participants list), 'Grade/Attendance' (Statistics, Online-Attendance, Offline-Attendance, Grades, Grade Rate), 'Students Notifications', and 'Others'. Below this is 'Activities/Resources' with options for Label, Assignment, File, and VOD, each with an 'Add' button. The bottom section is 'Administration' with 'Grade administration' options: Grader report, Grade history, and Outcomes report. The main content area shows the breadcrumb 'Educational Data Science > Excel spreadsheet' and a dropdown menu set to 'Excel spreadsheet'. The title is 'Export to Excel spreadsheet' with an 'Expand all' link. A section titled 'Grade items to be included' contains a list of items with checkboxes: Week1, week7, Category total (checked), midterm, final-exam, Category total (checked), offline, online, Category total (checked), and Course total (checked). Below this is an 'Export format options' section and a 'Download' button.