# **PROFESSOR MANUAL**

#### 7.SEND MESSAGE / OTHERS



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## MESSAGE

Send messages in LMS to users registered in the course.

\* You can check the messages you exchanged on the left side of the dashboard menu, "Messages".

(1) At the left-side of the course homepage, click [Sending Message], belonging "Students Notification" menu.

(2) Choose the recipient.

- You can sort recipients' list into alphabetical order or ID number order.

- If you send message to all, click the [Select all] button.

(3) Write message.

(4) Click the [Send] button.

8a	Course Home —	A ≥ Educational Data Science ≥ Sending Message	
	Course Info + • Participants list	Sending Message	
9 9	Grade/Attendance   Statistics  Online-Attendance  Offline-Attendance	Sort by : Fullname 🗸	Select all Deselect
ጵ	<ul> <li>Grades</li> <li>Grade Rate</li> </ul>	Recipient	1
5	Students Notifications +	C 및 유비온10 (ubion10) 최원	
<b>1</b>	<ul> <li>Sending Message</li> </ul>		
m	Sending Email	<sup>2</sup> · 유비온3 (ubion03) 회원 · 유비온4 (ubion04) 회원	
ΨΨ	Others 👻	🗆 🔍 유비온5 (ubion05) 최원 🗌 💭 유비온6 (ubion06) 최원	
	View Student screen	다 유비온7 (ubion07) 표명 다 유비온8 (ubion08) 희원	ļ
	Activities/Resources —	다. 유비온9 (ubion09) 패턴	
	Label     Add     Add     Add     Add     Add     File     Add     VOD     Add     More -	<sup>3</sup> Message	4 Send Message
	Administration + + & •		Schu message

### E-MAIL

Send E-mail in LMS to users registered in the course.

(1) At the left-side of the course homepage, click 'Sending Email', belonging 'Students Notification' menu.

(2) Choose the recipient.

- You can sort recipients' list into alphabetical order or ID number order.

- If you send e-mail to all, click the [Select all] button.

(3) Write message.

(4) Click the [Send] button.

8a	Course Home —	♠ > Educational Data Science > Sending Email
	Course Info A · Participants list Grade/Attendance A · Statistics · Online-Attendance	Sending Email Sending Email E-Mail sent History
₩ **	<ul> <li>Offline-Attendance</li> <li>Grades</li> <li>Grade Rate</li> </ul> Students Notifications ~	Sort by: Fullname v
	Sending Message     Sending Email Others      View Student screen	Recipient 유비온 1 책임 Ubionid01@aa.net 2 유비온 2 또한 Ubionid02@aa.net Ubionid03@aa.net
	Activities/Resources — 2 Label Add 3 Assignment Add	High Hard     High Hard       Ubionid05@aa.net     Ubionid05@aa.net       High Hard     High Hard       High Hard     High Hard       High Hard     High Hard       High Hard     High Hard       Ubionid05@aa.net     Ubionid05@aa.net
	File     Add     VOD     Add     More -     Administration     + & -	3     Subject       Content     □
	Course administration     Edit settings     / Turn editing off     Users     Unenrol me from     2022 - 10     Educational Data     Science     ▼ Filters	
	<ul> <li>▶ Reports</li> <li>✿ Gradebook setup</li> <li>✔ Outcomes</li> <li>▲ Backup</li> <li>▲ Restore</li> <li>▲ Import</li> <li>④ Publish</li> <li>Q Reset</li> <li>▶ Question bank</li> <li></li></ul>	Attachments  Attachments  Maximum size for new files: Unlimited, maximum attachments: 1
		4 Send Email

#### ASSISTANT/AUDITING APPROVAL

#### (Assistant/Auditor)

Students who want to become assistants/auditor can apply for authority to the professor. After a student applies, the professor approves it.

\* Students can access the classroom as an assistant and auditor only after applying for "Curriculum > Assistant/Auditor Registration" on the left side of the dashboard and obtaining approval from the professor.

(1) At the left-side of the course homepage, click 'Others > Assistant/Auditing approval' menu.(2) Click [Approval] button to approve the application for Assistant /auditor.

\* To cancel the approval, click [Cancel] button in the 'Approval' column.

8a	Course Home —	A ≥ Educational Data Science > Assistant/Auditing approval										
F	Course Info	Assistant/Auditing approval										
Ŵ	Others 🔺											
e	Course Settings     Group settings	n	classify equisition	Fullname (ID number)	Email address	Mobile phone	reporting date / processing date	Status	Approval			
88	Group members		Auditor	UBION (ubion20)	Ubionid20@aa.net		2022-03-29 / 2022-03-29	Approval	Cancel			
·^`	Question bank     Reports		Assistant	유비온15 (ubion15)	Ubionid15@aa.net		2022-04-11	wait for approval	Approval 2			
6 1	Assistant/Auditing app…											
Ű	Online-Attendance sett…     View Student screen											
	Activities/Resources —											
	Label     Add     Add     Add     File     VOD     Add      VOD     Add											