

PROFESSOR MANUAL

7.SEND MESSAGE / OTHERS

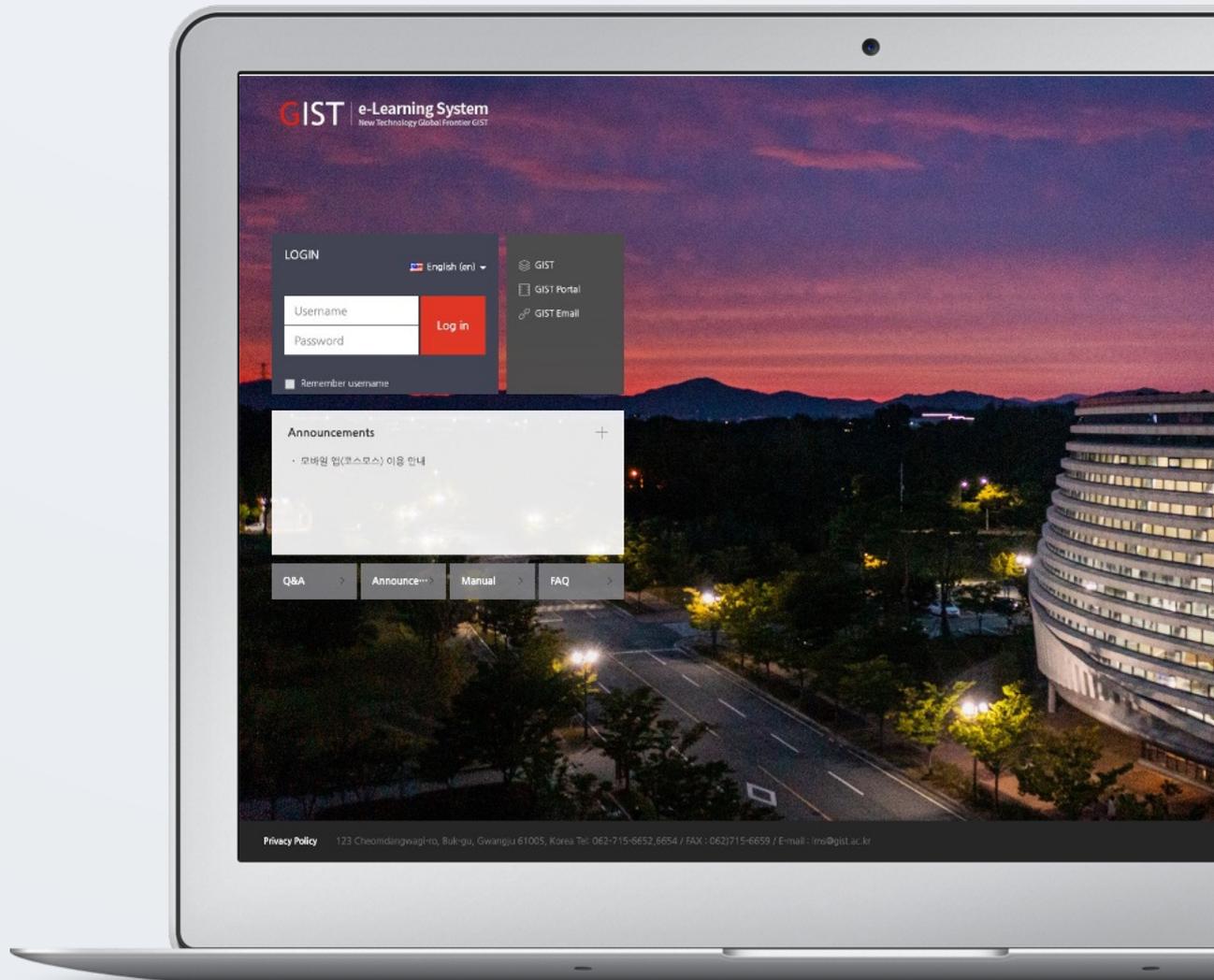




TABLE OF CONTENTS

Message 3

E-mail 4

Assistant/Auditing Approval 5

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.

The screenshot shows the 'Sending Message' interface in an LMS. On the left sidebar, under 'Students Notifications', the 'Sending Message' option is highlighted with an orange box and the number 1. The main content area is titled 'Sending Message' and includes a 'Sort by' dropdown menu set to 'Fullname' and 'Select all' and 'Deselect' buttons. Below this is a list of recipients, each with a checkbox and a name/ID. The recipient '유비온3 (ubion03)' is highlighted with an orange box and the number 2. Below the list is a text input field labeled 'Message' (3) and a 'Send Message' button (4).

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.

The screenshot shows the 'Sending Email' interface in an LMS. The left sidebar contains a navigation menu with 'Sending Email' highlighted under 'Students Notifications' (callout 1). The main content area shows a list of recipients (callout 2) with a 'Sort by' dropdown set to 'Fullname' and 'Select all' and 'Deselect' buttons. Below the list is a form for writing the email (callout 3) with fields for 'Subject' and 'Content', and a rich text editor. At the bottom, there is an 'Attachments' section with a dashed box and a 'Send Email' button (callout 4).

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.

classify requisition	Fullname (ID number)	Email address	Mobile phone	reporting date / processing date	Status	Approval
Auditor	UBION (ubion20)	Ubionid20@aa.net		2022-03-29 / 2022-03-29	Approval	Cancel
Assistant	유비온15 (ubion15)	Ubionid15@aa.net		2022-04-11	wait for approval	Approval