TEACHER'S MANUAL

2. COURSE PREPARATION

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1. PREPARATIONS BEFORE COURSE DESIGN

Curricular courses are automatically created at LMS 2 weeks before the semester starts.

So, you need to choose the course you want to make settings before the semester starts.
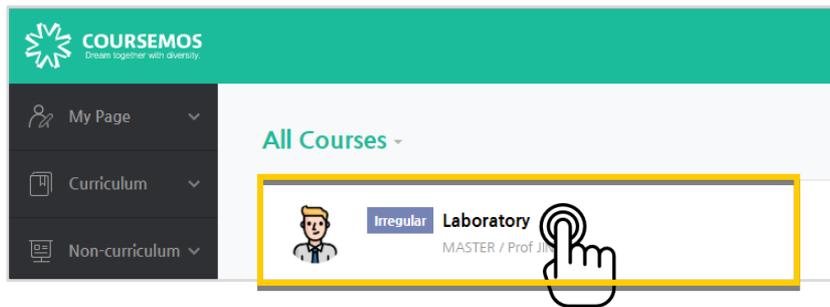
In order to change course settings, first click 'Others', belonging to 'Course Menu', located at the left-side of the course page, and then click 'Course Settings' in the opening menu.
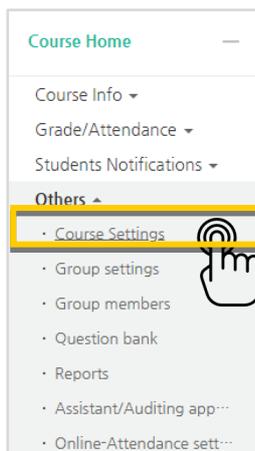

After that, in order not to send notifications to students when the learning materials and activities are uploaded to LMS before the semester begins, it is needed to disable notifications. For this, at "Course Settings", click "Others", then select "No" for "Enable Notification", and then save it.
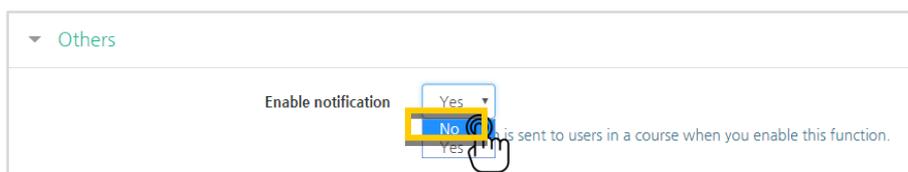
2. CHECK COURSE ATTENDEES

You can check all kind of users participating to the course such as teacher assistant and auditor in addition to the students who took the course through registration system.

For this, first click "Course Info" below "Course Home" menu, and then click "Participants List".
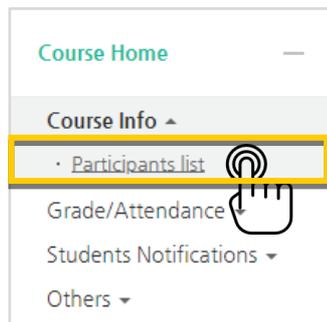
Thus, the list of all users who attend the course appears. However, the phone numbers of others are marked with a star (*) in order to protect personal information.

3. TYPE COURSE SUMMARY

You can put a text summarizing the course and stating important points related the course to the "Course Summary" section locating at the top of the course homepage.

For this, you need to perform the following directions respectively.

After clicking "Turn editing on" button placed on right-of the course homepage, click the cogwheel button below "Course Summary" section.
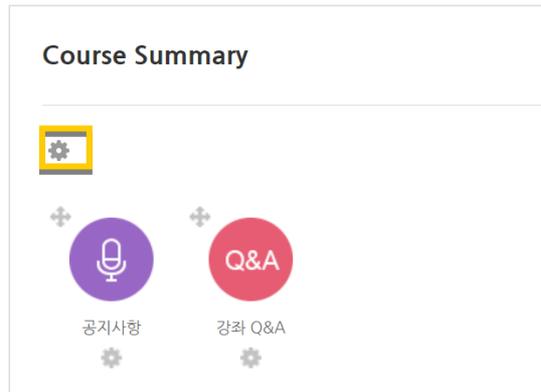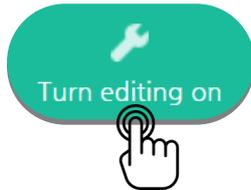

Then, type a text summarizing the course and save it by clicking   .   Save changes
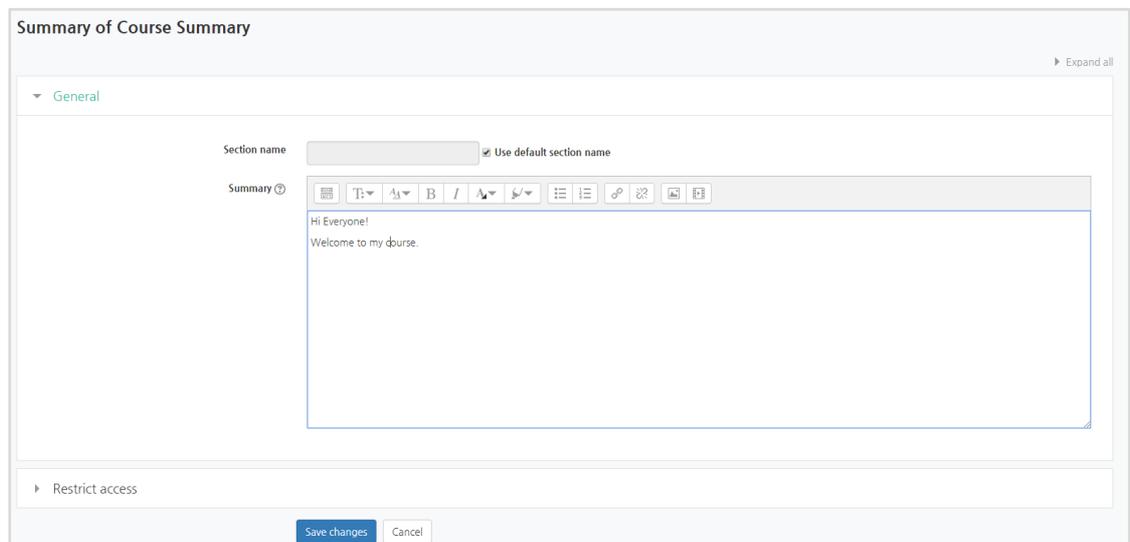
Thus, course summary will appear as follows:

Course Summary

Hi Everyone!

Welcome to my course. I hope we have fun time with this course.
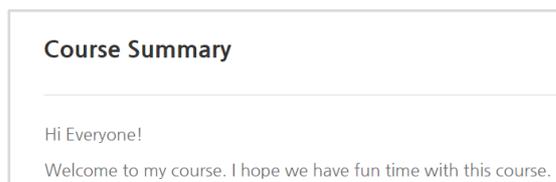
# 4. WRITE WEEKLY LEARNING OBJECTIVES

You can write learning objectives or course announcement or anything else you want to indicate for each week. For this;

Click cogwheel button next to the week where you will write learning objectives or anything else.
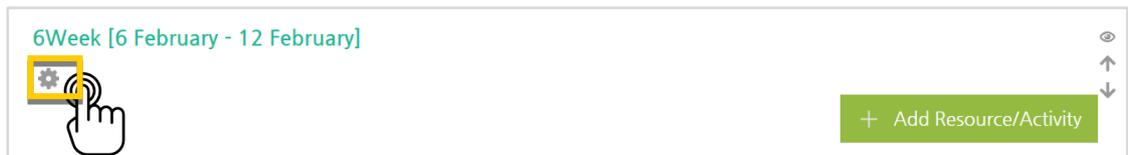
Then, write learning objectives, notification or anything else for that week.
* You can add images and videos as well.
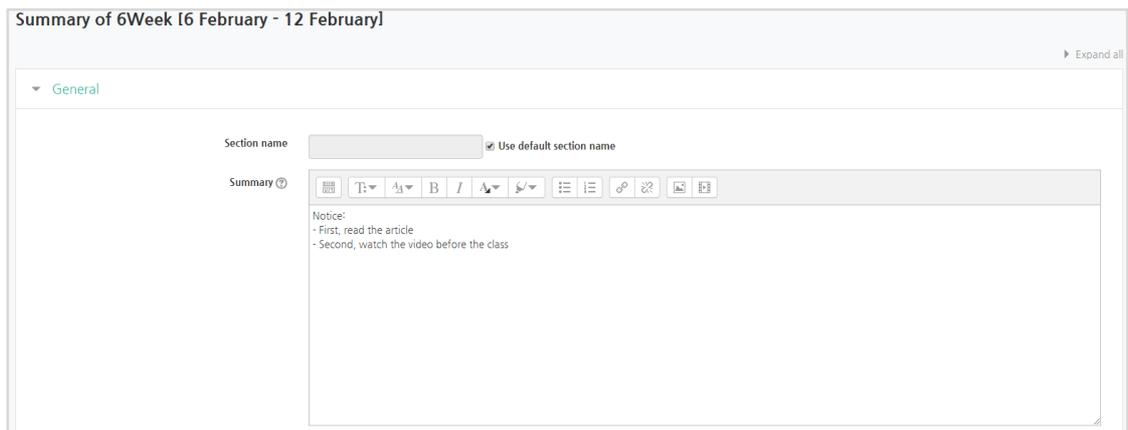


Thus, the content you have input will appear in the section of that week, as follows:
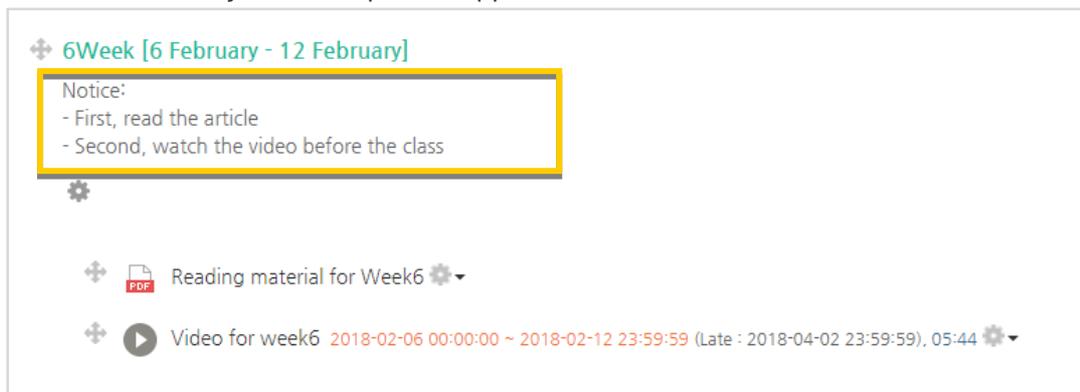
5. ONLINE ATTENDANCE SETTINGS

If the course is set as an online course, it is possible to track which videos learners watch, when they watch and how long they are watching. For this, LMS needs to be set as follows:

At "Course Home" menu, placing at the left-side of the course homepage, click "Others" and then click "Online-Attendance settings".
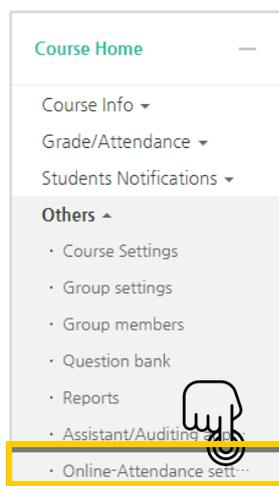
Identify the attendance score and the penalty score for being late or absent along with due date, meaning until which time the video should be watched, and then click [Save] button. Thus, the time period identified in online attendance settings will be the attendance recognition period.

*As default, the time period of videos is same with the university schedule.
**If you add a video during the semester, at online attendance settings without making any change, please input the time period and click [Save] button.

6. OFFLINE ATTENDANCE SETTINGS

You can easily manage course attendance in normal classes as well. For this;

Click "Offline-Attendance" below "Grade/Attendance" of "Course Home" menu.
Click "Move to Week Management" button appearing "next to Course Home" menu, and then identify course hours.
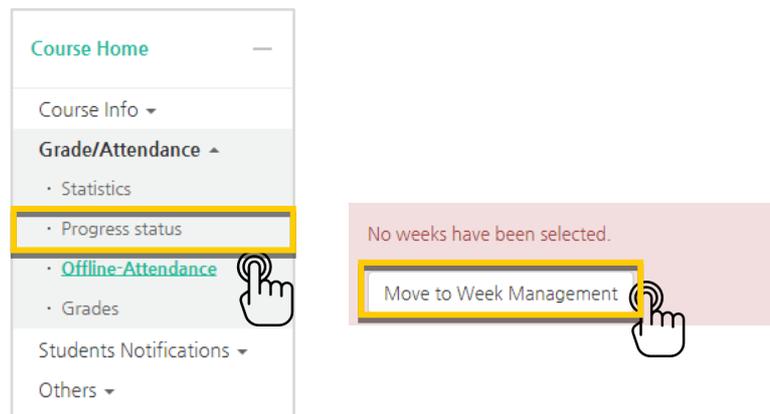
If you want to add course hours with one step, click "Batch setting" and if you want to add course hours for each course one by one, click "Add week/class".

"Batch Setting" is used as follows:
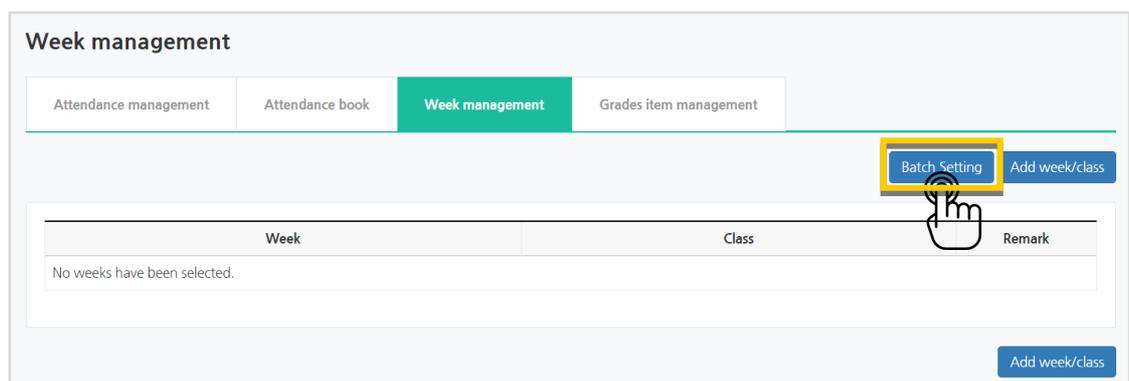
Select the day and the class hour that the course will be carried out every week, and then click [Submit] button.

Then, you will see that the attendance list is created automatically.

In order to link attendance with course grades, firstly, click "Grades Item Management" at the opening page when you click "Offline-Attendance" on the course homepage. Then, give a name for the attendance-related grades and click [Add] button. In the opening page, input attendance score and penalty scores for being late and absent and click [Save] button. Thus, the attendance score will be automatically calculated and presented at "Grades" page whenever you change the attendance situation of learners.

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Grades item management

Attendance management	Attendance book	Week management	Grades item management

Item name	Attendance book
Attendance score	20 ▼
Lowest grade	0 ▼
Deduction for lateness	-1 ▼
Deduction for absence	-2 ▼

Save

As a result, the attendance grade is shown on grade book as follows:

Fullname ▲		ID number	✎ Attendance book ⇕ ✎	⅀ Course total ⇕ ✎
STDUENT LIM	▣ ✎	t009		-
STDUENT YOON	▣ ✎	t008		-
Student CHOI	▣ ✎	t006		-
Student KIM	▣ ✎	t003		-
Student LEE	▣ ✎	t004		-
		Overall average		

7. 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. The import process is as follows:

There is "Administration" menu at the bottom-left of the course homepage. Click Administration and then "Import" button in the opening menu.

Then, in the opening page, search the old course with its short name which you want to import and then select it and click "Continue" button.

In the openning page, click "Next" button, as shown in the figure:
* If you want to import the old course as it is, just click "Jump to final step" button.
**Importing group settings is optional.
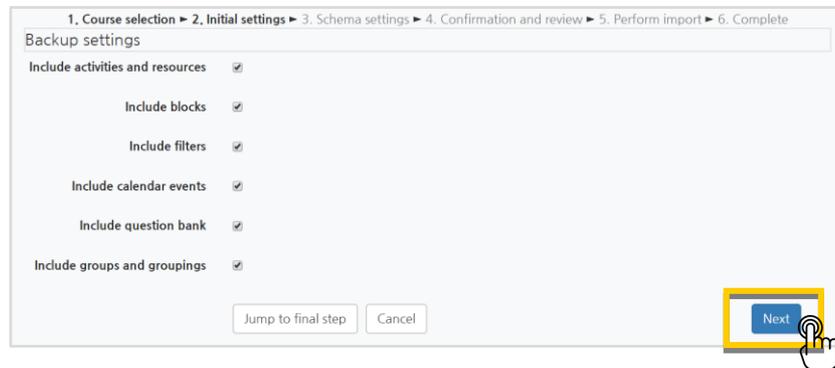
Select the items you want to import from the course and then click "Next" button if you want to copy just a part of the course.
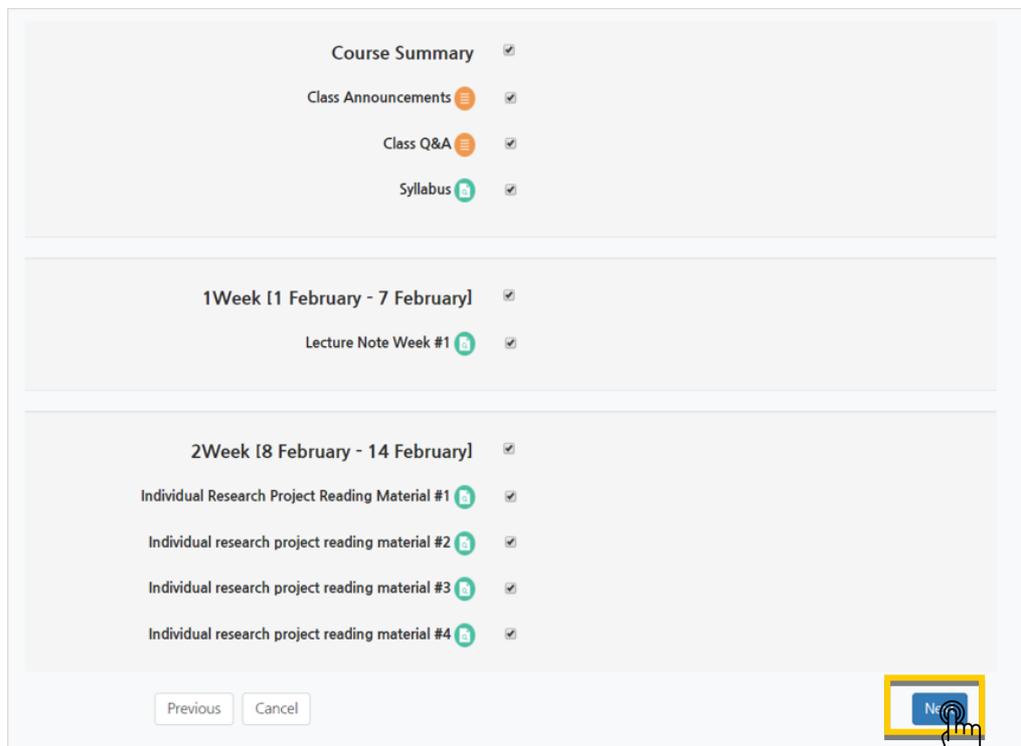
After checking the target items which will be imported, click "Perform import" button. Thus, the course import process will be completed.

Lastly, click "Continue" button to return your course homepage.

8. OTHER COURSE SETTINGS

In this section, the other course settings are described. For this, first click "Others" at "Course Home" menu and then click "Course Settings".
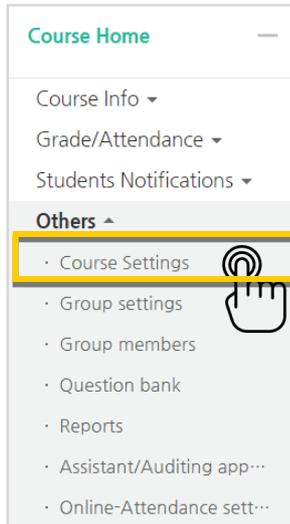
"Enable classroom": Select "No" for the only courses that are not being utilized by LMS. Thus, it blocks learners to access and prevents to occur any strange situation.

"Force language": If you select a specific language from the menu, it will be not possible for users to change it as another language
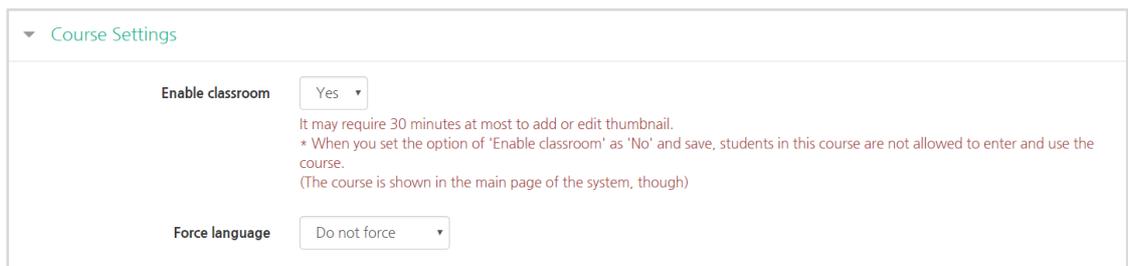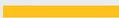
"Course Format": The format of course content organization has two options: "weekly formant" and "topic format". However, weekly format is selected as default since LMS system follows university's course schedule.

"Number of sections": Setthe number of sections displayed at the course homepage.

"Hidden sections": Set the type of hidden sections, which is used to hide course contents from students. The options are completely invisible and showing just its title.

"Course layout": Choose the course layout as showing whether all sections on one page or one section per page.

"Course Background": It is possible to change the background of the course homepage.

If you change the background of a course, the course will be displayed as follows:
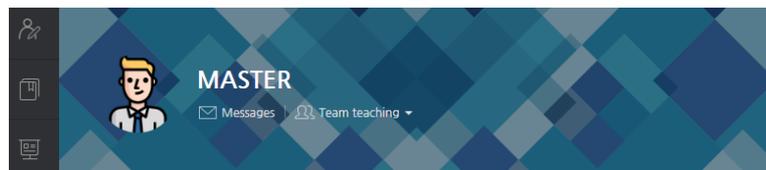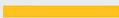
The completion/progression is automatically set as followed, according to the type of the course (online course/normal course):

As default, the data of online attendance is utilized for online courses and the data of offline attendance is used for normal courses.

"Late" concept is that when a learner watches the video after the due date of the video watching, specified by the instructor, he/she addressed as "late". This function is available for only online courses.