

TEACHER'S MANUAL

3. LEARNING MATERIALS



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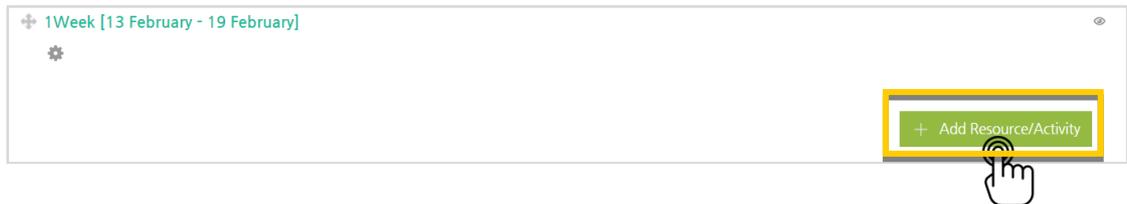
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1. INTRODUCTION

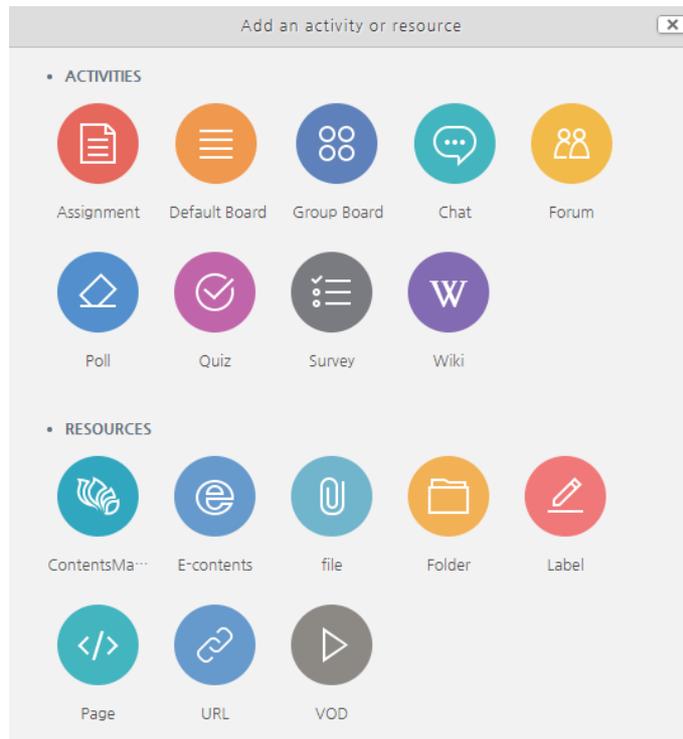
In order to add a new learning material or activity;
First, click “Turn editing on” button, located at the top-right of the course homepage.



Thus, “Add Resource/Activity” buttons will show up for each week and course summary sections. Click any of them near to the section where you want to input course material & activity.



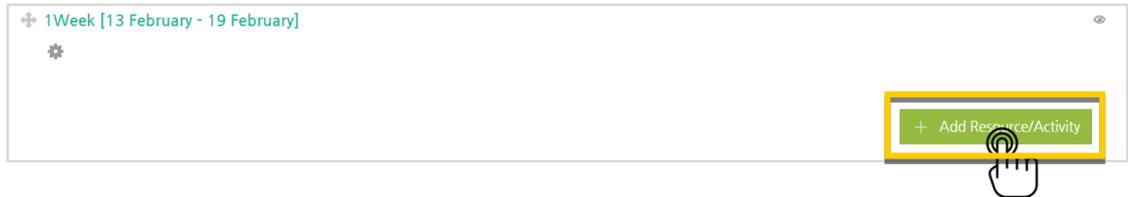
All learning materials and activities are listed as “Activities” and “Resources.”



2. FILE

In this section, how to add reading files to a course is described. You can add PDF, MS WORD, MS POWERPOINT, HWP, etc. formatted reading materials.

Click “Add Resource/Activity” button near the section where you want to add a file.

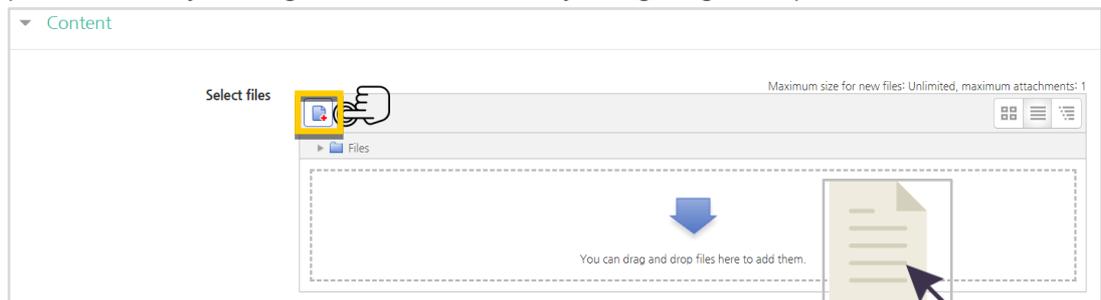


Then, in the opening panel, click “file” button, showed with .

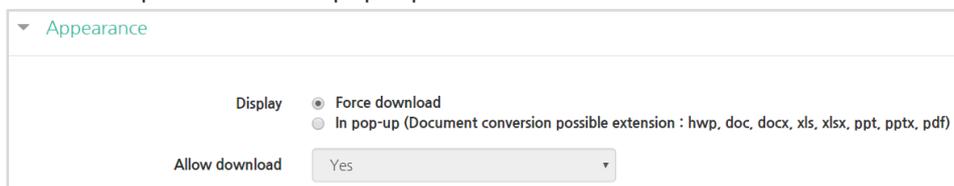
Input a name for the file.

A screenshot of the "General" settings panel. It has a dropdown menu labeled "General" and a text input field labeled "Name*" with a red asterisk indicating it is required.

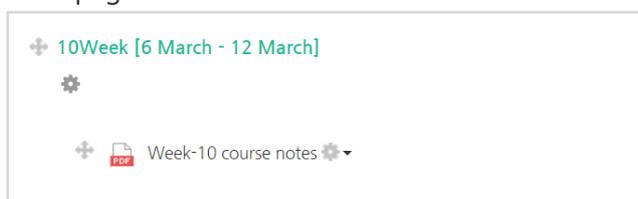
Upload the file by clicking “Add file” button or by doing drag & drop.



You can set the appearance way of the file: 1) force students to download the file, or 2) enable to open the file in a pop-up window.

A screenshot of the "Appearance" settings panel. It has a dropdown menu labeled "Appearance". Under "Display", there are two radio buttons: "Force download" (which is selected) and "In pop-up (Document conversion possible extension : hwp, doc, docx, xls, xlsx, ppt, pptx, pdf)". Below this, there is a section for "Allow download" with a dropdown menu set to "Yes".

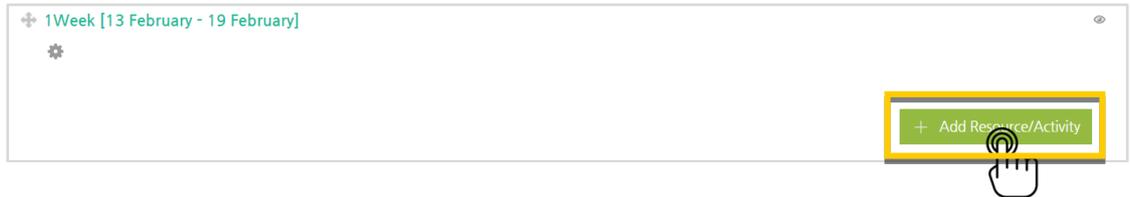
Lastly, click [Save and return to course](#) button. The file will be displayed in the course homepage as follows:



3. FOLDER

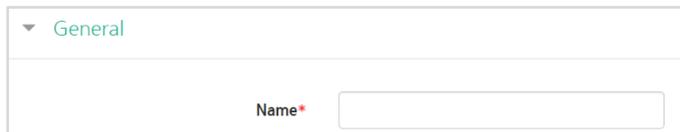
You can add a folder in the case of having too many documents (resources). For this, follow these steps:

Click “Add Resource/Activity” button near the section where you want to add a file.

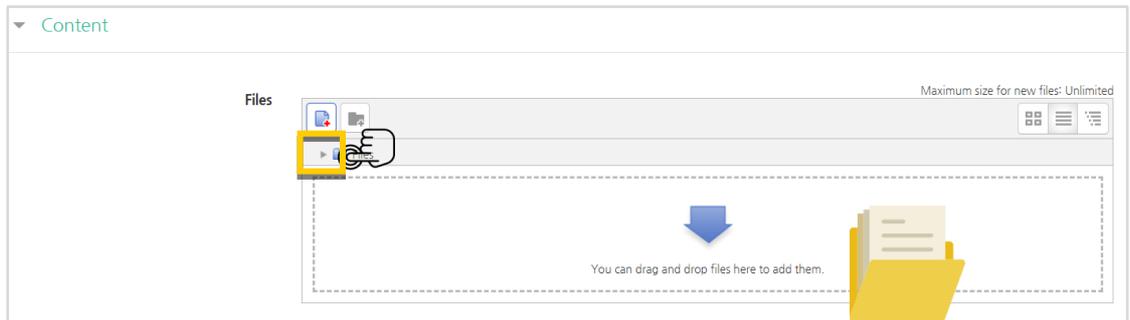


Then, in the opening panel, click “folder” button, showed with  .

Input a name for the file.



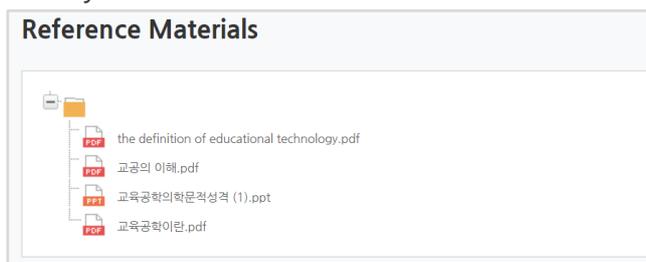
Add the documents one by one through clicking “Add file” button or doing drag & drop.



The newly created folder will be displayed on the course homepage as follows:



When you click the folder, the contents of the folder will appear as follows:

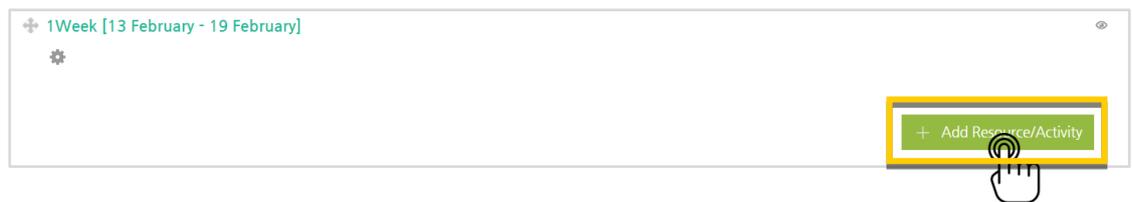


4. VIDEO

Videos are added in two processes: 1) video uploading to the server, and 2) video format converting. The advantages of this system are that you can reuse the videos you have uploaded before and that users can watch any videos with any device (PC/Tablet/Smartphone) regardless of the video format.

In order to add a video, follow these steps:

Click “Add Resource/Activity” button near the section where you want to add the video.



Then, in the opening panel, click “video” button, showed with .

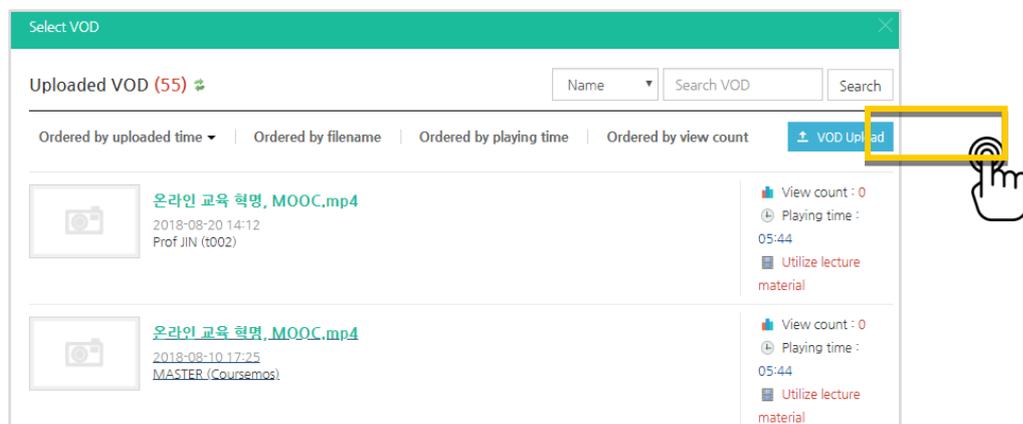
Input a name for the file.



Click “Select” button at “Select VOD” section.

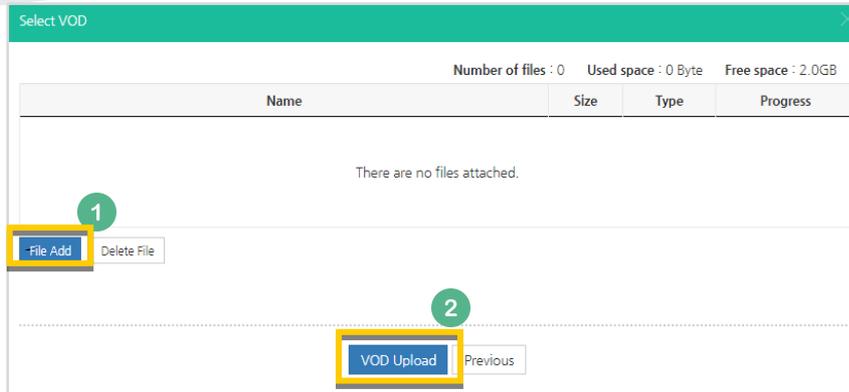


Click “VOD Upload” in the opening panel.

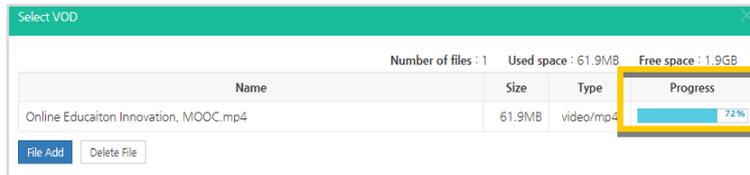


Uploaded VOD (55)		Name	Search VOD	Search
Ordered by uploaded time	Ordered by filename	Ordered by playing time	Ordered by view count	VOD Upload
	온라인 교육 혁명, MOOC.mp4 2018-08-20 14:12 Prof JIN (t002)	View count : 0 Playing time : 05:44 Utilize lecture material		
	온라인 교육 혁명, MOOC.mp4 2018-08-10 17:25 MASTER (Coursemos)	View count : 0 Playing time : 05:44 Utilize lecture material		

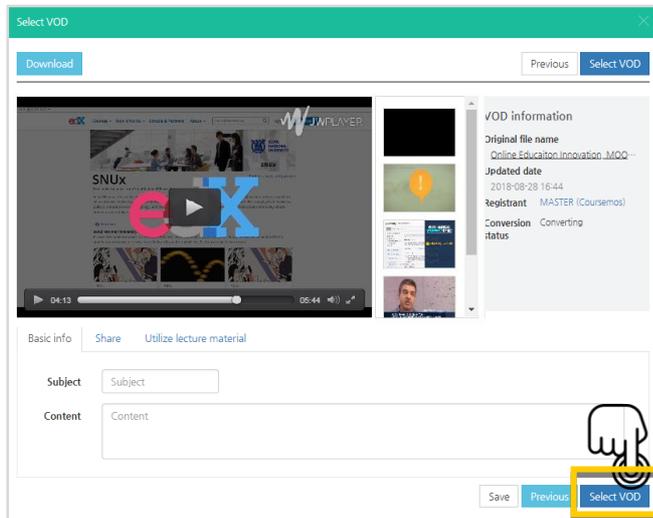
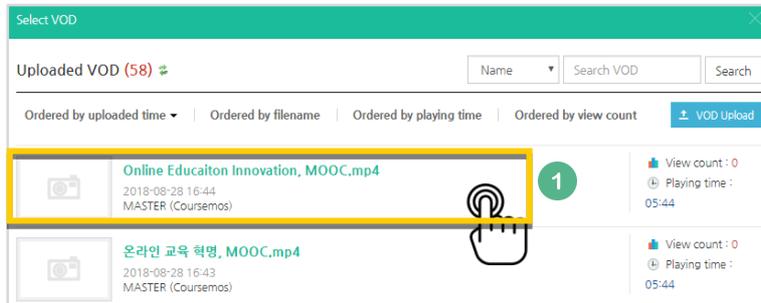
Click “File Add” button and select the video you want to upload, and then click “VOD upload”.



Wait for completing video processing by LMS.



Then, select the video you have uploaded and click “Select VOD” button.



Set time limitation for students' video watching (Thus, only when students watch the video at that time period, LMS will recognize students' video watching action)

▼ Progress Management

Progress check

Opening limited to Enable

Closing limited to Enable

View restrict

Lastly, click [Save and return to course](#) button. The video will be displayed in the course homepage as follows:

13Week [27 March - 2 April]

 Online Education Innovation, MOOC 2018-03-27 00:00:00 ~ 2018-04-02 23:59:59 (Late : 2018-04-02 23:59:59), 05:44

5. E-CONTENT

It is possible to utilize e-learning contents such as Flash and HTML files in the LMS. In order to upload this kind of contents, follow these steps:

First, find out the name of the file that the e-learning content is initiated with. If the e-learning content is a ZIP/RAR file, extract and find out its initiating file name/
Click “Add Resource/Activity” button near the section where you want to add the e-learning content.



Then, in the opening panel, click “video” button, showed with .

Input a name for the e-learning content.

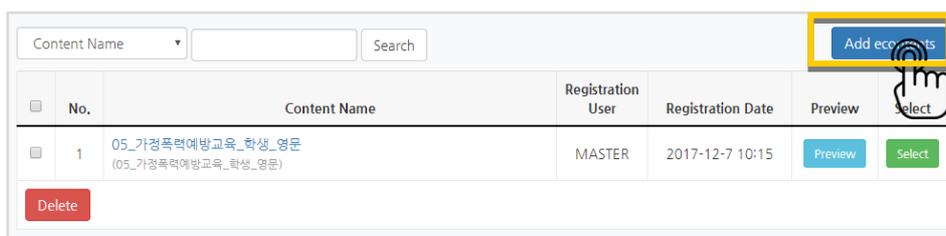


Click “Select contents” button to choose the e-learning content you want to upload.



In the pop-up page, click “Add econtents” button on the top-right of the window.

***You can reuse the e-contents which you have uploaded before.**



Input a name for the content, select the file (as zip or html) from your computer files, and input the name of the file that the e-content will be initiated with, which you had taken note of in the beginning. And click “Save” button as the last step.

The 'Select' form contains the following fields and options:

- Content Name:** A text input field with a yellow border and a green circle '1' next to it.
- Content Description:** A text input field.
- Is public?:** Radio buttons for 'Public' (selected) and 'Not public'.
- File(zip or html file):** A file selection button with the text '파일 선택' and '선택된 파일 없음', highlighted with a yellow border and a green circle '2'.
- Indexfile or URL:** A text input field with a yellow border and a green circle '3' next to it.
- Learning time(min):** A numeric input field set to '10' and the text 'Minutes (Learning time)'.
- Popup window size:** Input fields for '1024' and '768' with the text '(Popup window size)'.
- Thumbnail:** A file selection button with the text '파일 선택' and '선택된 파일 없음'.
- estream:** Radio buttons for 'Yes' and 'No' (selected).

At the bottom, there are 'Save' and 'Previous' buttons.

The e-learning content will appear on the course homepage as follows:



If you click the e-learning content, it will be displayed in a new window as follows:

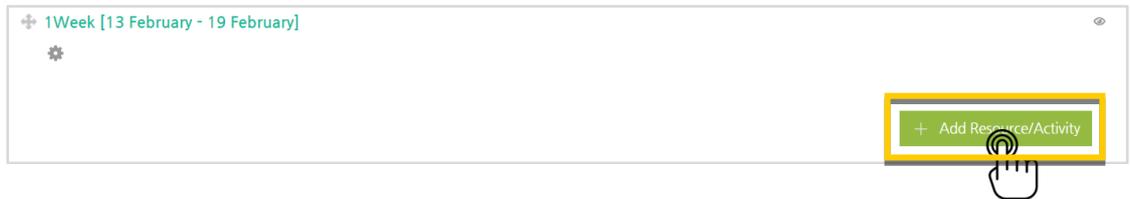


6. URL LINK

With URL links, you can open the outside sources (news, videos, etc.) in a new tab without affecting your LMS use.

You can add a URL link by following these steps:

Click “Add Resource/Activity” button near the section where you want to add the URL link.



Then, in the opening panel, click “URL” button, displayed with .

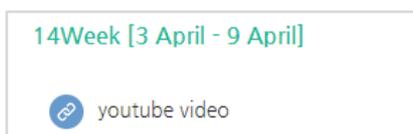
Input a name for the file.

A screenshot of the "General" tab in the resource creation panel. It features a "Name*" input field with a red asterisk indicating it is required.

Copy the URL address of the outside website and paste it here:

A screenshot of the "Content" tab in the resource creation panel. It features an "External URL*" input field with a red asterisk, and a "Choose a link..." button below it. A yellow box highlights the input field.

Lastly, click  button. The URL link will be displayed at course homepage as follows:

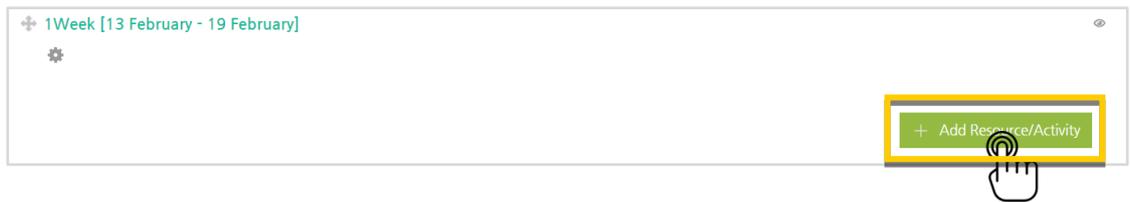


7. WEB PAGE

Apart from adding documents by uploading them, you can add the documents in a webpage format. The advantages of webpages are that you can utilize all functions of webpages like HTML and that you can rapidly edit the documents in the webpage format comparing to editing normal documents in LMS.

You can add a URL link by following these steps:

Click “Add Resource/Activity” button near the section where you want to add the URL link.

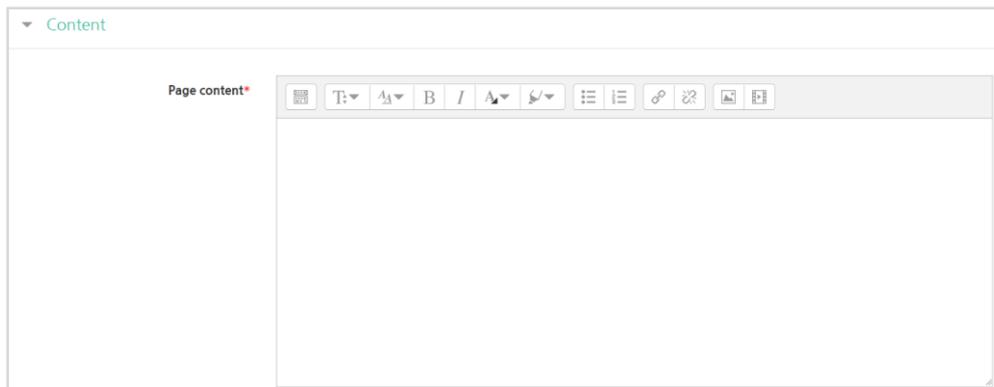


Then, in the opening panel, click “URL” button, displayed with .

Input a name for the file.

A screenshot of the "General" tab in the resource editor. It shows a dropdown menu labeled "General" and a text input field labeled "Name*" with a red asterisk indicating it is required.

Input the content to “Page Content” and click  button.

A screenshot of the "Content" tab in the resource editor. It shows a text area labeled "Page content*" with a red asterisk. Above the text area is a rich text editor toolbar with various icons for text formatting, alignment, and linking.

8. (COMMON) EDIT/DELETE COURSE ACTIVITIES & RESOURCES

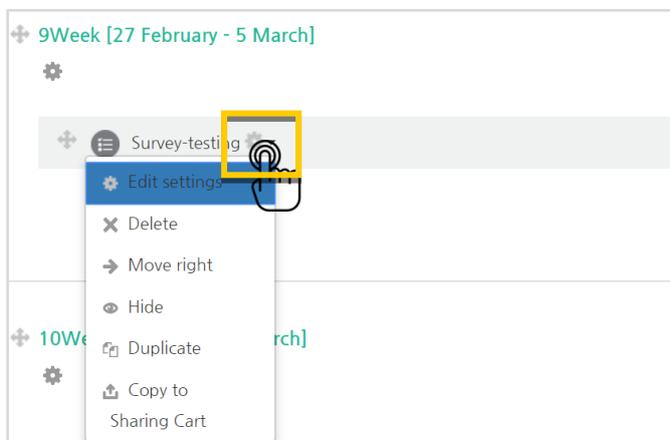
In order to edit or delete a course activity or material:

First, click “Turn editing on” button, located at the top-right of the course homepage.



Then, click cogwheel button near to the course activity/material you want to edit or delete. The all actions you can do are as follows:

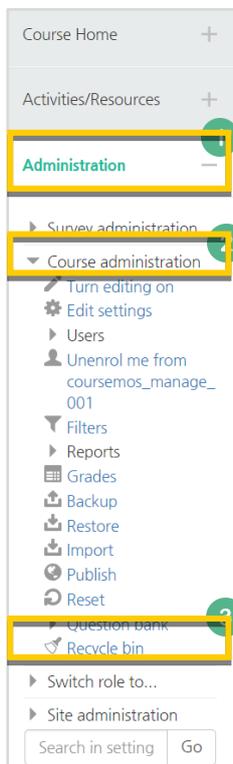
- Edit settings: Edit its settings
- Delete: Delete it (it is moved to the recycle bin)
- Move right: Move it to right side by making an indentation
- Hide: Hide it from students (if you click it, students will not able to see it)
- Duplicate: Duplicate it.



9. (ADVANCED) RECYCLE BIN

For each course, all deleted course activities and resources are temporarily stored in “Recycle bin”.

To access Recycle bin, go to “Administration” menu on the left-side of the course homepage, then click “Course administration” option and then click “Recycle bin”. You can restore or permanently delete the items in the recycle bin.



Recycle bin

Items that have been deleted from a course can be restored if they are still in the recycle bin, and will appear at the bottom of the section from which they were deleted.

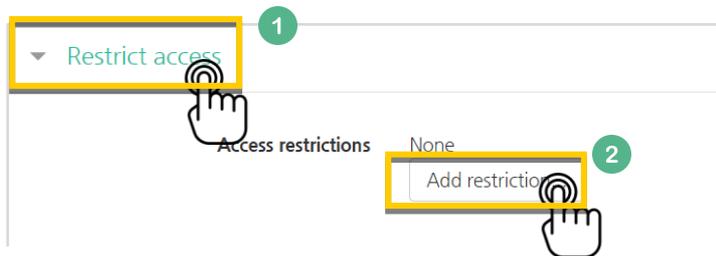
Activity	Date deleted	Restore	Delete
test	2018-06-26 10:32		
test2	2018-06-26 10:32		
test	2018-06-26 10:32		
test5	2018-06-26 10:32		
test	2018-06-26 10:32		

10. (ADVANCED) ADD ACCESS RESTRICTION

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

Follow these steps to use this function:

When you add a course activity or material, there is “Restrict access” option below the page. Click it and then click “Add restriction” button.



Then, select conditions for access restriction. For example, you can prevent students to access a resource/activity until a specified time, or you can enable to access it only for the students who have achieved a specified grade.

Add restriction...	
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
<input type="button" value="Cancel"/>	