

TEACHER'S MANUAL

6. STUDENT MANAGEMENT

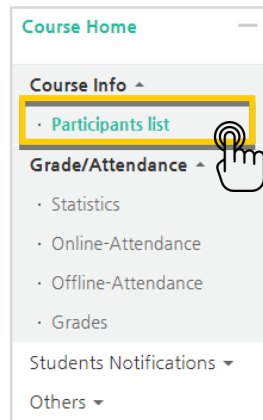


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1. MANAGE PARTICIPANTS

You can check all course participants with their roles including teacher, student, teaching assistant and auditor by clicking “Participants list” at “Course Info” section of “Course Home” Menu.



Participants list

Groups: All participants | Inactive for more than: Select period | Role: All participants | username, idnumber | Search

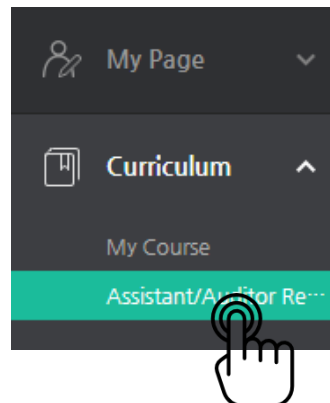
Select	No.	User picture	Program	ID number	Fullname	Role	Mobile phone	Last access	Notes
<input type="checkbox"/>	5		무들학부	Coursemos	MASTER	Teacher		1 sec	
<input type="checkbox"/>	4		LMS 개발팀	t002	Prof JIN	Teacher		53 days 19 hours	
<input type="checkbox"/>	3		LMS 개발팀	t004	Student LEE	Student		5 days 3 hours	
<input type="checkbox"/>	2		LMS 개발팀	t005	Student PARK	Student		5 days 3 hours	

Select all | Deselect all | With selected users... | Choose...

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2. MANAGE TEACHING ASSISTANT/AUDITOR

You can allow people to participate your course as a teaching assistant or auditor.
 *However, you might need to inform the applicants on how to apply as a teaching assistant or auditor for your course. The applicants need to go to “Assistant/Auditor Registration” page through the main menu and then search and apply for your course there.



In order to check whether there is an Teaching Assistant or Auditor application or not and approve it, click “Assistant/Auditing approval” located below “Others” section of “Course Home” menu. Then, click “Approve” button near to the applicant.



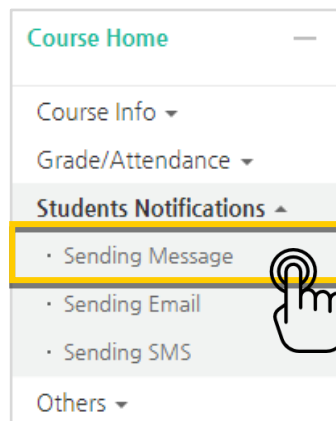
If you want to cancel Teacher Assistant/Auditor application, just click “Cancel” button in the same page.

신청구분	이름 (학번)	이메일 주소	휴대 전화	신청일 / 처리일	상태	승인
조교	박학생 (t005)	t005@test.kr		2018-01-31 / 2018-01-31	승인	취소

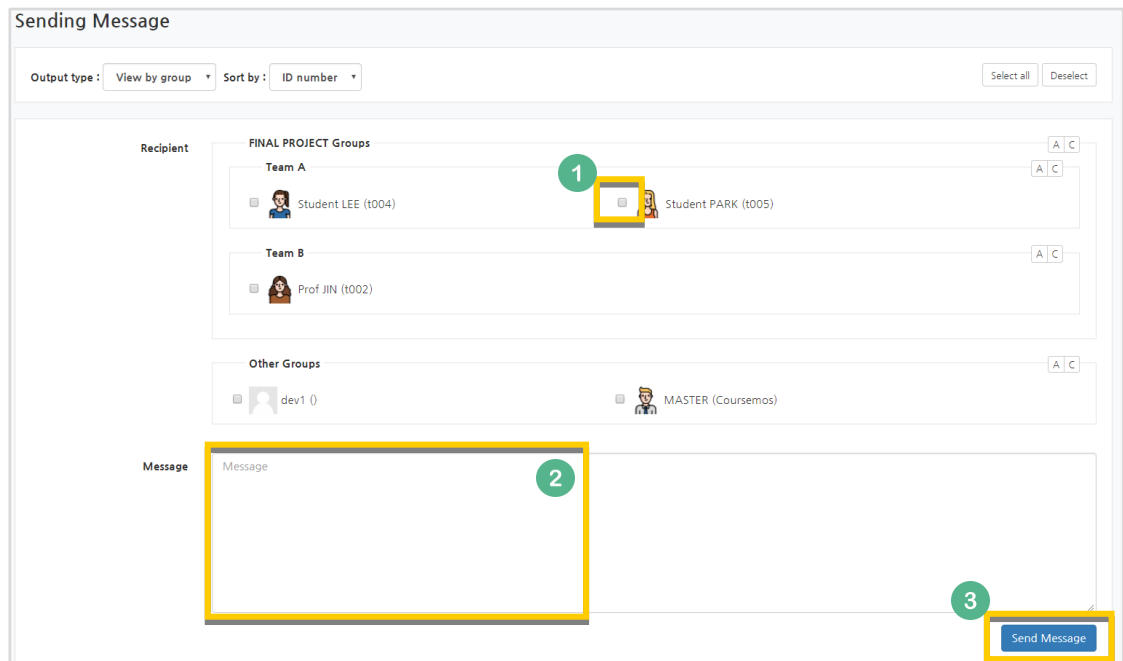
3. SEND MESSAGE TO STUDENTS

You can send message to enrolled students inside LMS system. For this,

Click “Sending Message” below “Student Notifications” section at “Course Home” menu.

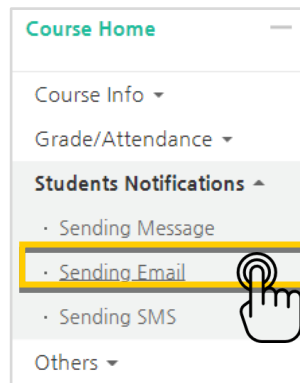


Select the receivers among the enrolled students, write the message and click “Send message” button.

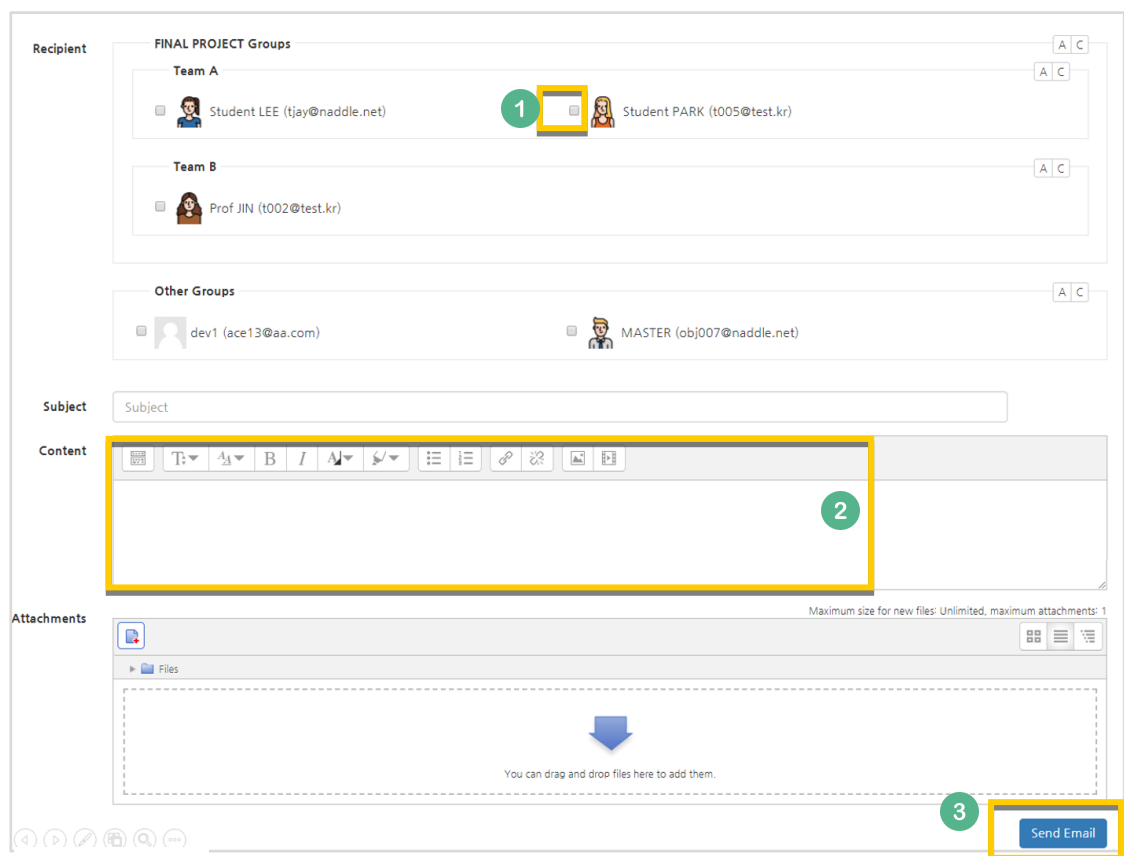


4. SEND EMAIL TO STUDENTS

Go to “Sending email” through “Course Home” menu, located left-side of the course homepage.



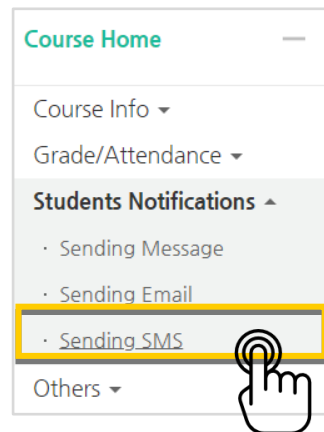
Select the receivers, write the email content and click “Send email” button.

A screenshot of the email composition interface. It is divided into several sections: 'Recipient', 'Subject', 'Content', and 'Attachments'. The 'Recipient' section has three expandable groups: 'FINAL PROJECT Groups', 'Team A', and 'Team B'. Under 'Team A', two students are listed: 'Student LEE (tjay@naddle.net)' and 'Student PARK (t005@test.kr)'. A green circle with the number '1' is next to the selection checkboxes. The 'Subject' section has a text input field with the placeholder 'Subject'. The 'Content' section has a rich text editor with a toolbar and a large text area. A green circle with the number '2' is in the bottom right of the text area. The 'Attachments' section has a file upload area with a dashed border and a blue arrow pointing down. A green circle with the number '3' is next to the 'Send Email' button at the bottom right of the interface.

5. SENDSMS TO STUDENTS

You can send SMS to students as well. However, the transmission fee belongs to the school, different than email system. For this,

Click “Sending SMS” below “Students Notifications” section at “Course Home” menu.



Select the SMS receivers, write SMS content and then click “Send SMS” button.

