

TEACHER'S MANUAL

1. LMS OVERVIEW

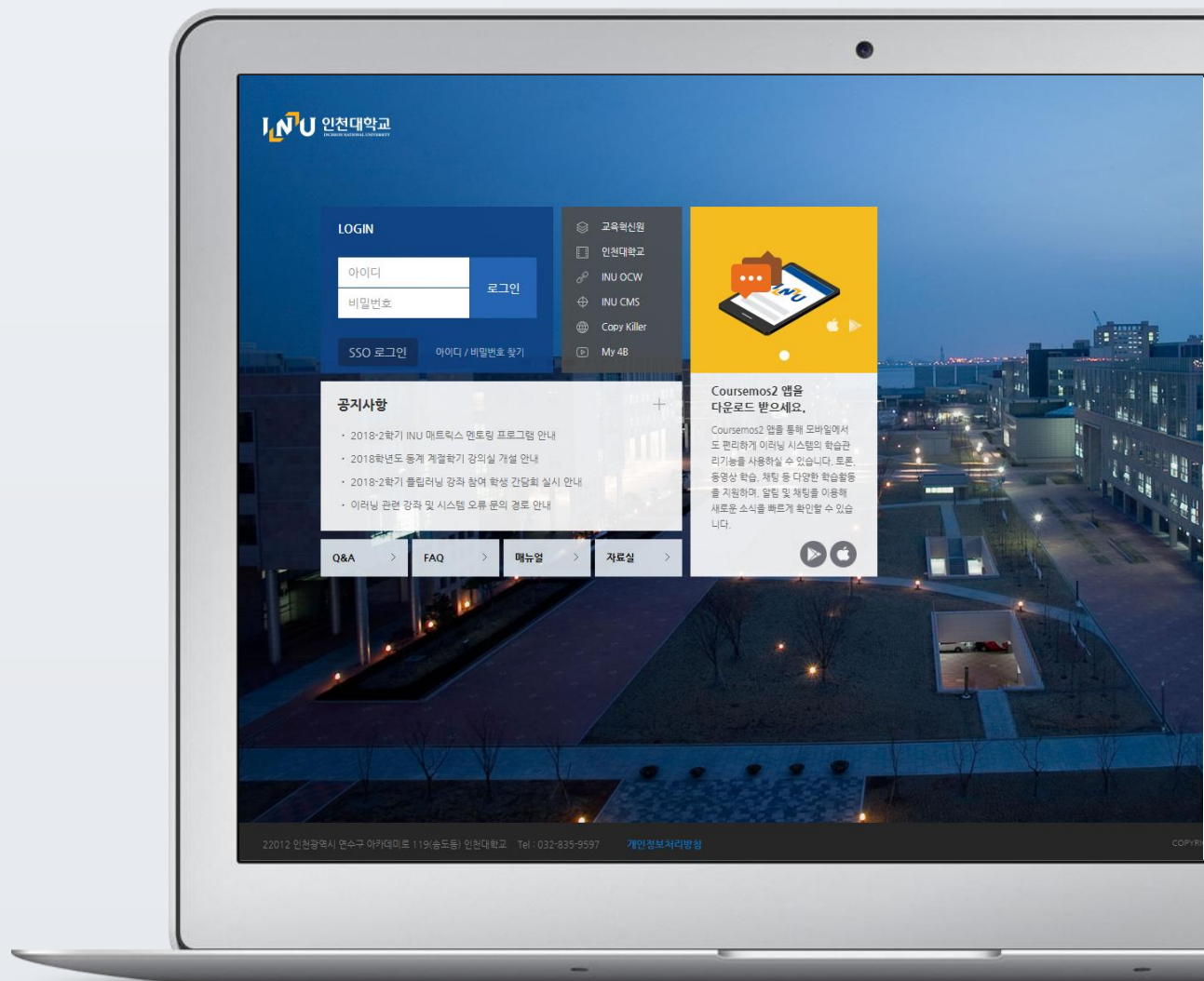


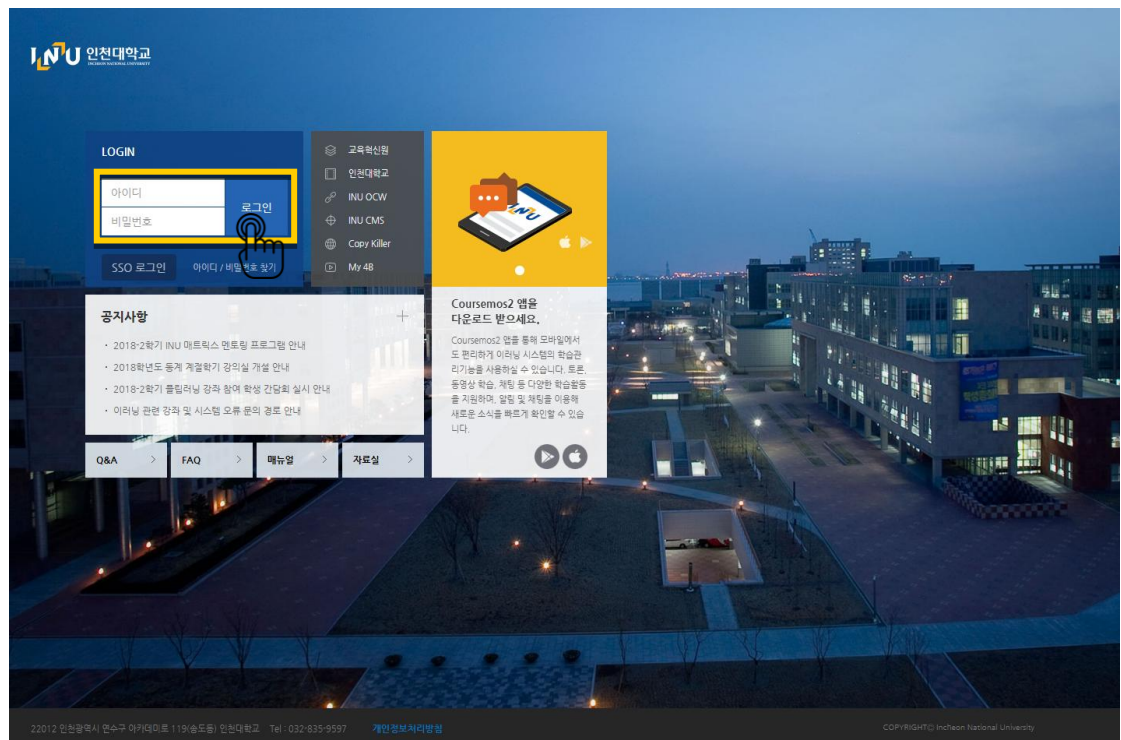
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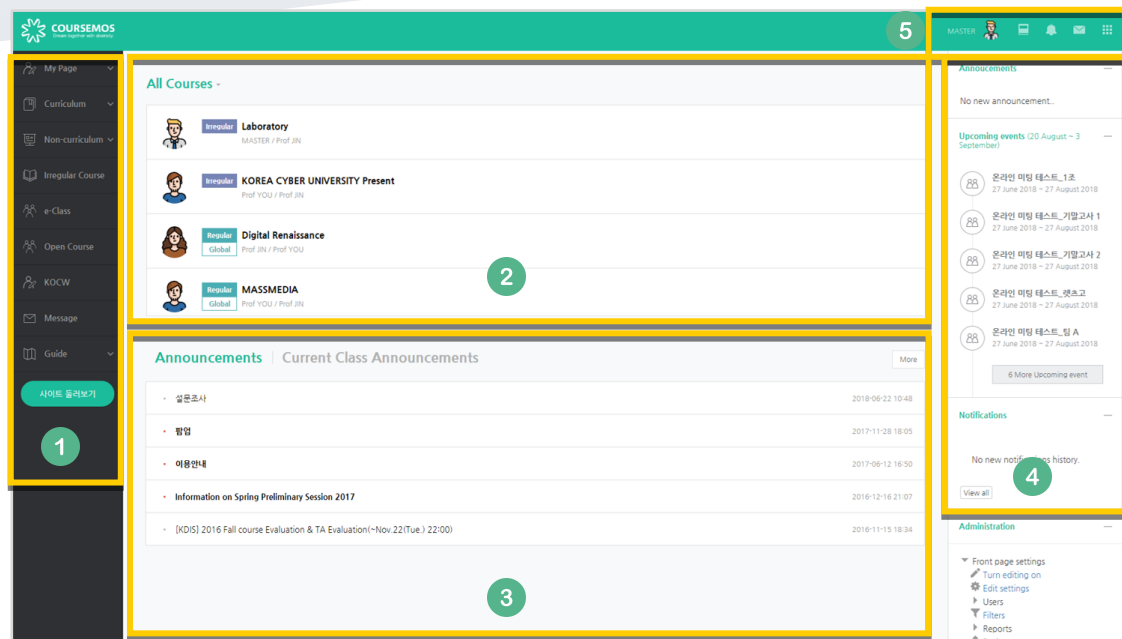
1. ACCESS

Access LMS site with the following link: <http://cyber.inu.ac.kr>

Login with username and password used for university portal site







2. MAIN PAGE



① Main Menu

Menu	Description
My Page	Dashboard, File Management, Notice Board and Profile Update options *Profile update is executed by Student Information System
Curriculum	Curricular courses that provide credits and lead to a degree
Non-curriculum	Non-curricular courses provided by various university offices such as Human Resource Development Centers
Open Course	Open courses any Incheon National University student can access and download documents without registration (no progress check, no grade management)
Message	Send and receive messages inside LMS
Guide	Access to Announcements, Q&A, FAQ, Files and Manual








② Your courses (including curricular & non-curricular courses)

All Courses ▾	
 Irregular Laboratory MASTER / Prof JIN	
 Irregular KOREA CYBER UNIVERSITY Present Prof YOU / Prof JIN	
 Regular Digital Renaissance Global Prof JIN / Prof YOU	
 Regular MASSMEDIA Global Prof YOU / Prof JIN	

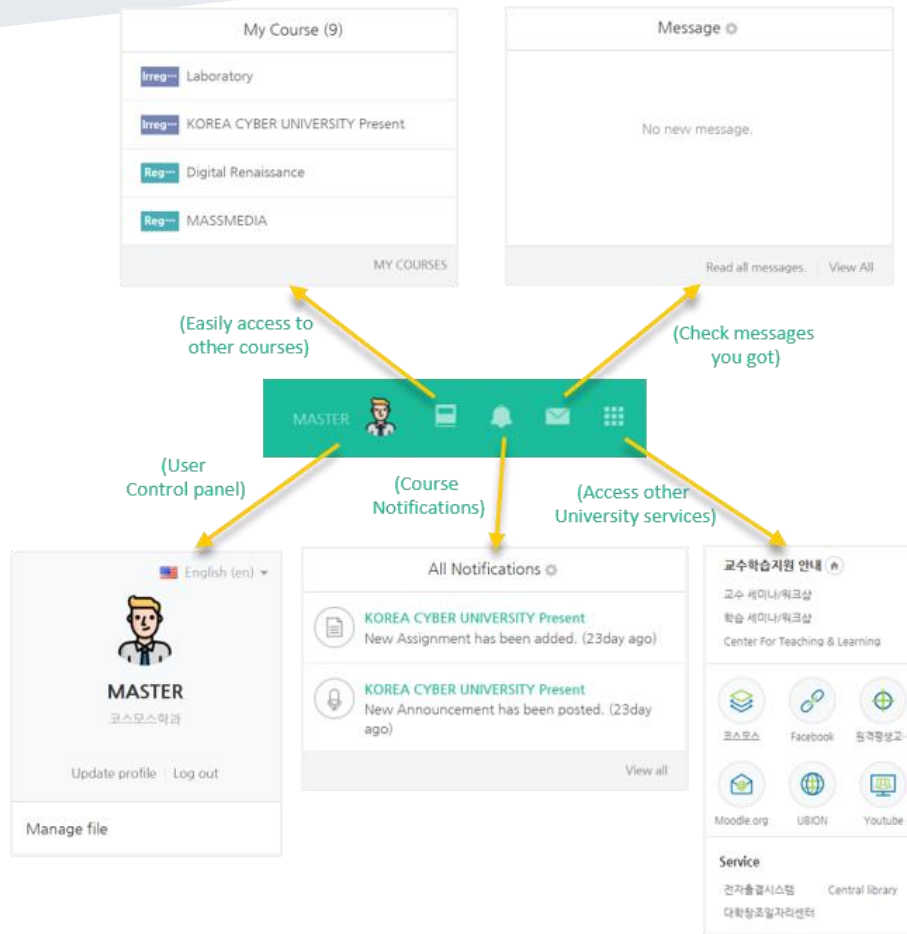
③ General and Course-specific Announcements

Announcements Current Class Announcements More	
• 설문조사	2018-06-22 10:48
• 편입	2017-11-28 18:05
• 이용안내	2017-06-12 16:50
• Information on Spring Preliminary Session 2017	2016-12-16 21:07
• [KDIS] 2016 Fall course Evaluation & TA Evaluation(~Nov.22(Tue.) 22:00)	2016-11-15 18:34

④ Announcements, Upcoming events (course schedule) and course notifications

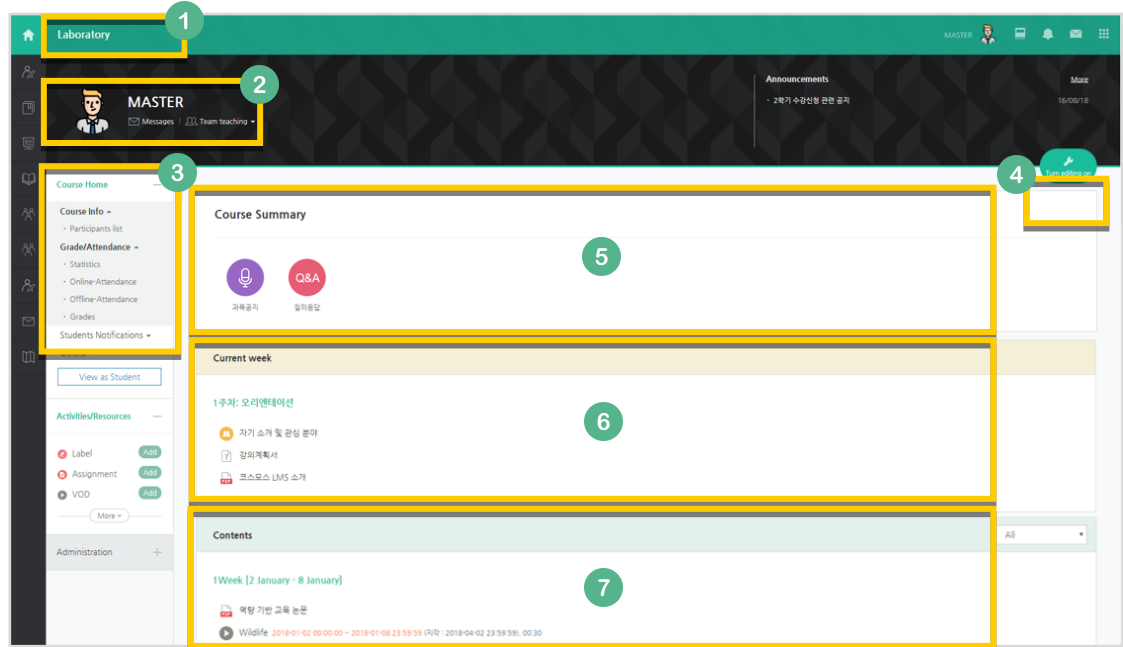
MASTER     	
Announcements ▾	
No new announcement..	
Upcoming events (20 August ~ 3 September) ▾	
 Online Test-3 27 June 2018 ~ 27 August 2018	
 Final Exam 27 June 2018 ~ 27 August 2018	
6 More Upcoming event	
Notifications ▾	
No new notifications history.	
View all	

⑤ Top Toolbar



3. COURSE HOMEPAGE

Each course is provided in a weekly form. Therefore, it is easy to put and organize learning contents and activities according to the dates when you plan to carry out them

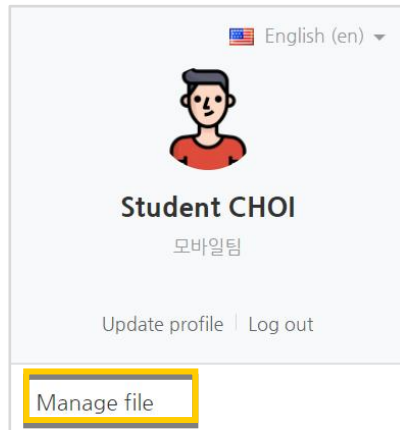


- ① Course name
- ② Instructor information
- ③ Course menu
 - Course info: Participation List, Course Syllabus
 - Grade/Attendance: Statistics, Progress Status, Online Attendance (available online for 100% online courses), Grades
 *Grade and attendance are just information collected through course activities. It is not linked with the Student Information System.
 - Student Notifications: Send message or email to the enrolled students.
 - Others: Course settings, Group Settings, Question Bank, Reports, Assistant/Auditing approval
- ④ Turn Edition On/Off Button: Click this button to enable edit mode in order to upload learning materials or create learning activities
- ⑤ Course Summary: Course Overview, Announcement, Q/A Management Page
- ⑥ Current Week: Current week's learning activities/materials are displayed at the top
- ⑦ Contents: All course activities and materials are displayed by weeks

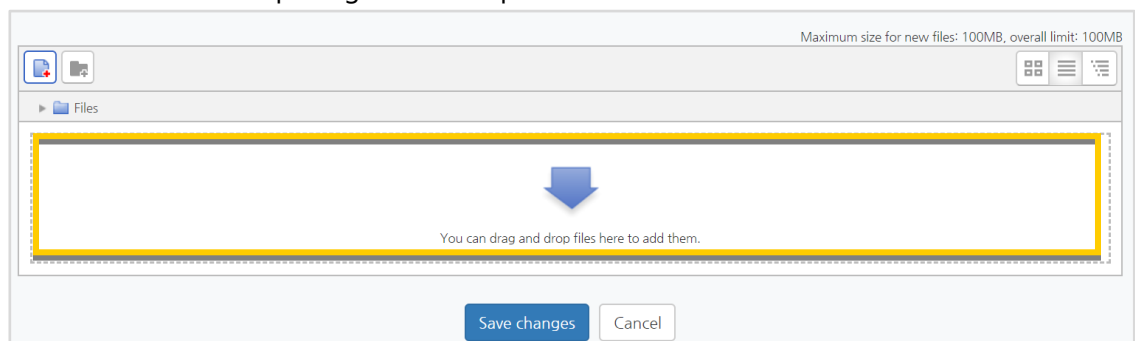
4. MANAGE FILE

Easily reach and manage your files in a public PC without using a USB or accessing an email or cloud service needing to input personal information.

First click the photo on the top-right corner of the screen, and then click “Manage File”



Drag and drop the file in the area having arrow or click any place of that area and select the file/document in the opening screen to upload.



Click ‘Save changes’ to complete file upload.

You can access the files uploaded here even if you log in to LMS from other PCs

