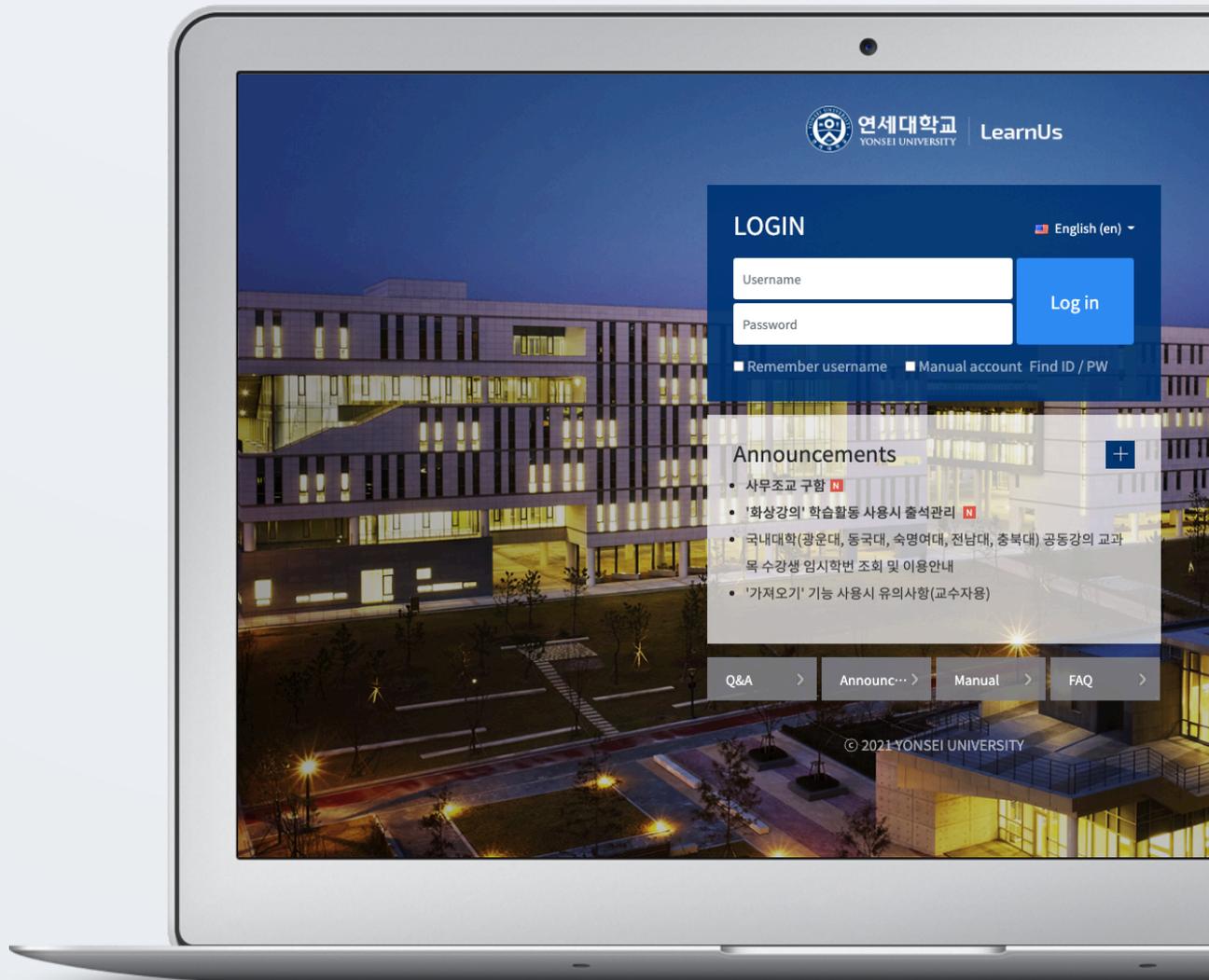


TEACHER'S MANUAL

1. LMS OVERVIEW

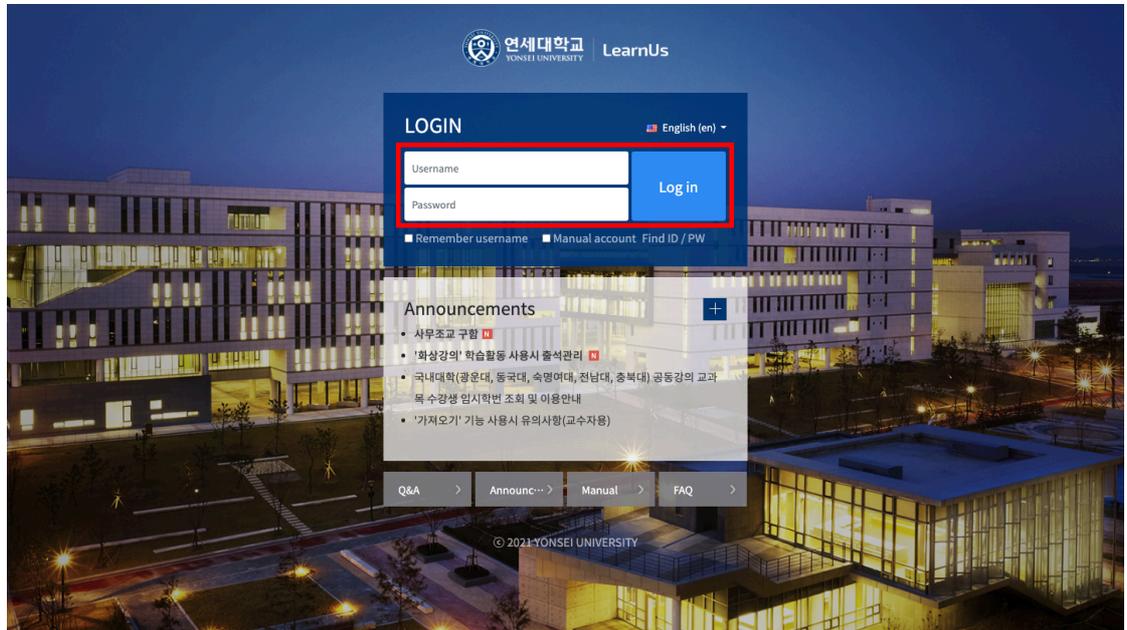


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Access

Login with username and password used for university portal site.



Main Page

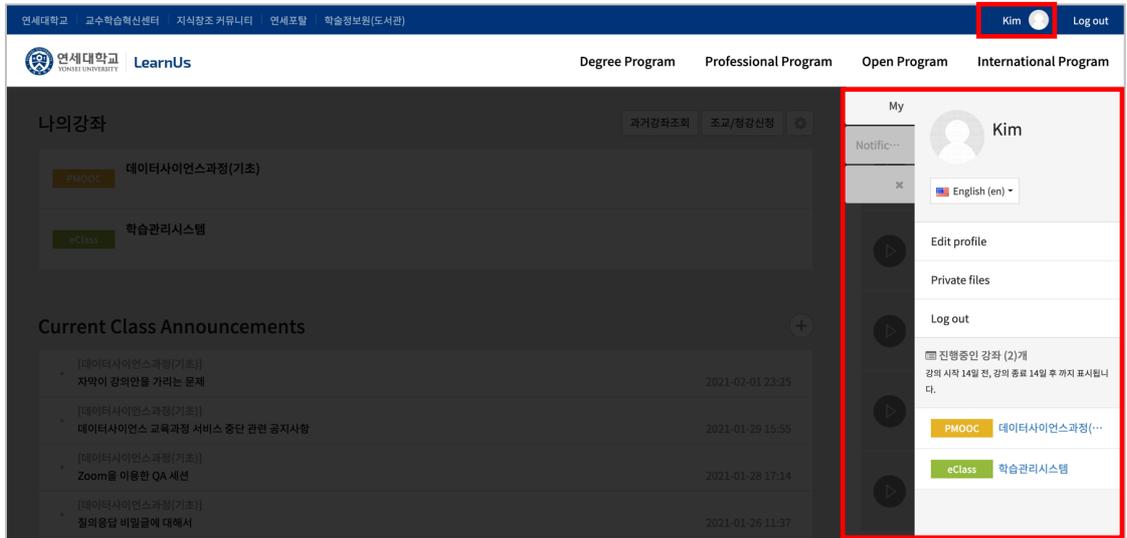
The screenshot shows the LearnUs main page with the following elements and callouts:

- 1**: Top navigation bar containing links for '연세대학교', '고수학습혁신센터', '지식창조 커뮤니티', '연세포탈', and '학습정보원(도서관)'. A 'Log out' button is also present.
- 2**: Program navigation tabs: 'Degree Program', 'Professional Program', 'Open Program', and 'International Program'.
- 3**: 'My Course' section showing a list of courses, including 'PMOOC 데이터사이언스과정(기초)' and 'eClass 학습관리시스템'.
- 4**: 'Upcoming event' section listing events such as '3&4 데이터사이언스과정(기초)의 정역' and '5 데이터사이언스 적용'.
- 5**: 'Current Class Announcements' section displaying a table of announcements with dates and times.
- 6**: 'Announcement' section at the bottom right, currently showing 'No registered post.'.

1. Websites associated with University
2. Degree Program, Professional Program, Open Program, International Program
3. My courses (including curricular & Extra-curriculum courses)
4. Upcoming events in course schedule
5. Current Class Announcements
6. Announcements of LMS

My Page

Click the profile icon in the upper right corner to see [My page] and [Notifications].



My page: Edit profile, Private files, My course

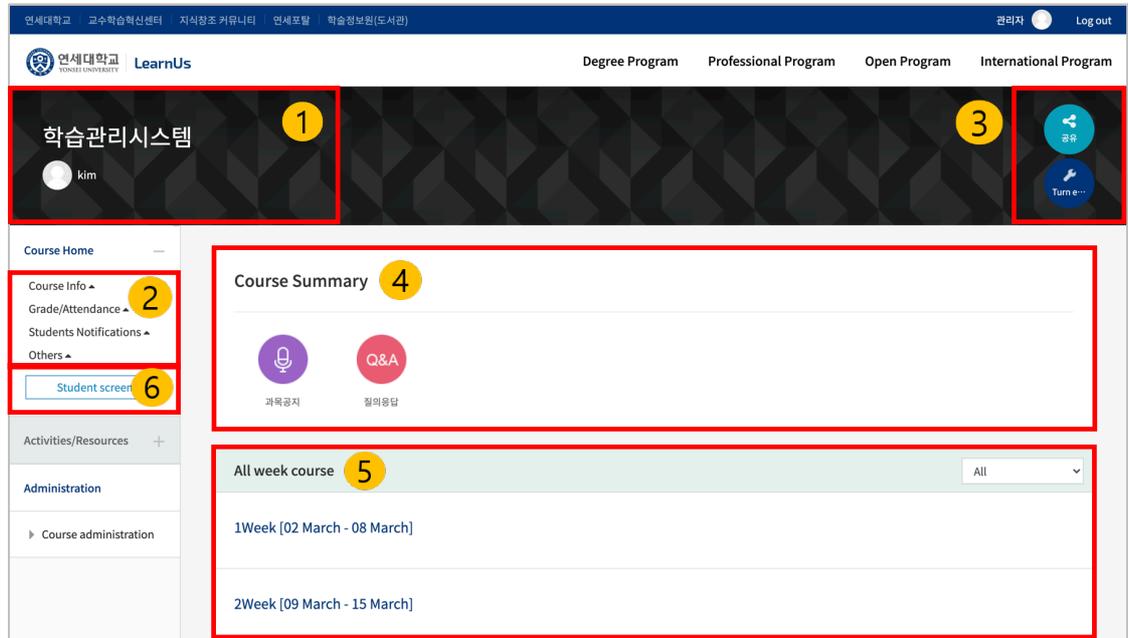
Edit profile	Email registration and personal information modification are only available on the portal system. To register a photo, you must register an email on the portal system first. After registering your email, you can register your photo in this page the next day.
Private files	Easily reach and manage your files in a public PC without using a USB. And you don't need to input personal information to access an email or cloud services.
My course	Easily check your current courses and access to other courses.

Notifications: Notification, Message

Notification	Course notifications
Message	Check messages you got

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, Instructor information

2. Course menu

Course Info	Participants list
Grade/Attendance	Learning history, Online-Attendance, Grades * Grade and attendance are just information collected through course activities. It is not linked with the Student Information System.
Students Notifications	Sending message, Sending email
Others	Course settings, Group settings, Question bank, Reports, Online-Attendance settings

3. Turn editing on/off, Sharing (Copying) resources and activity

4. Course Summary: Course Overview, Announcement, Q/A Management Page

5. All week course: All course activities and materials are displayed by weeks.

* Current week's learning resources/activities are displayed at the top

6. Student screen: You can check the screen that students see.

* You must click the [Professor screen] button to add resources and activities.

Share (Copy)

You can share (copy) the resources/activities added in the course to other courses.

Click the [Share] icon at the top right or bottom right, then select the courses you want to share among the courses you participate in as a professor.

학습자원/활동 공유

- 공유한 학습자원/활동의 수정/삭제는 공유한 강좌에서 직접 진행하셔야 합니다.
- 퀴즈, 설문조사 등 학습활동 내에서 개별적으로 항목을 추가하는 경우에는 반드시 항목 셋팅이 완료된 뒤 공유해주셔야 합니다.

공유할 강좌 선택

- 모두 선택/취소
- 온라인 강의실 사용안내 (001)
- [소통] 학생상담, 어떻게 할 것인가
- 기업재무보고및성과관리 (001)

공유할 학습자원 / 활동 선택

강의 개요

1주차 [3월16일 - 3월22일]

- 동영상 강의
- 1주차 강의자료
- 결과 보고서

Select the resources and activities you want to share with the selected course, then scroll down and click the [Share] button.

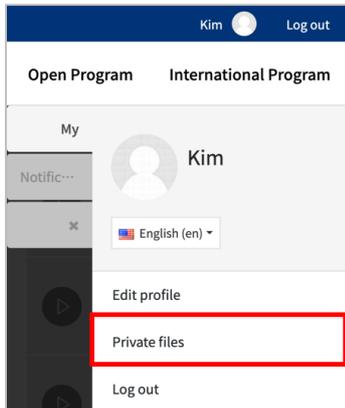
* Modification/deletion of shared resources/activities must be carried out directly in the shared course.

* If you add items (EX. questions) individually within activities such as quizzes and surveys, you must share them after setting them up.

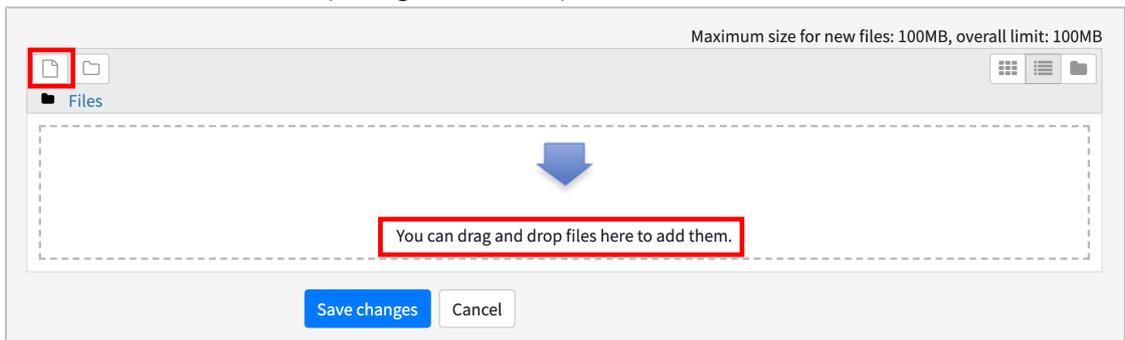
File Management

Easily reach and manage your files in a public PC without using a USB. And you don't need to input personal information to access an email or cloud services.

First click the photo on the top-right corner of the screen, and then click "Private 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 even if you log in to LMS from other PCs