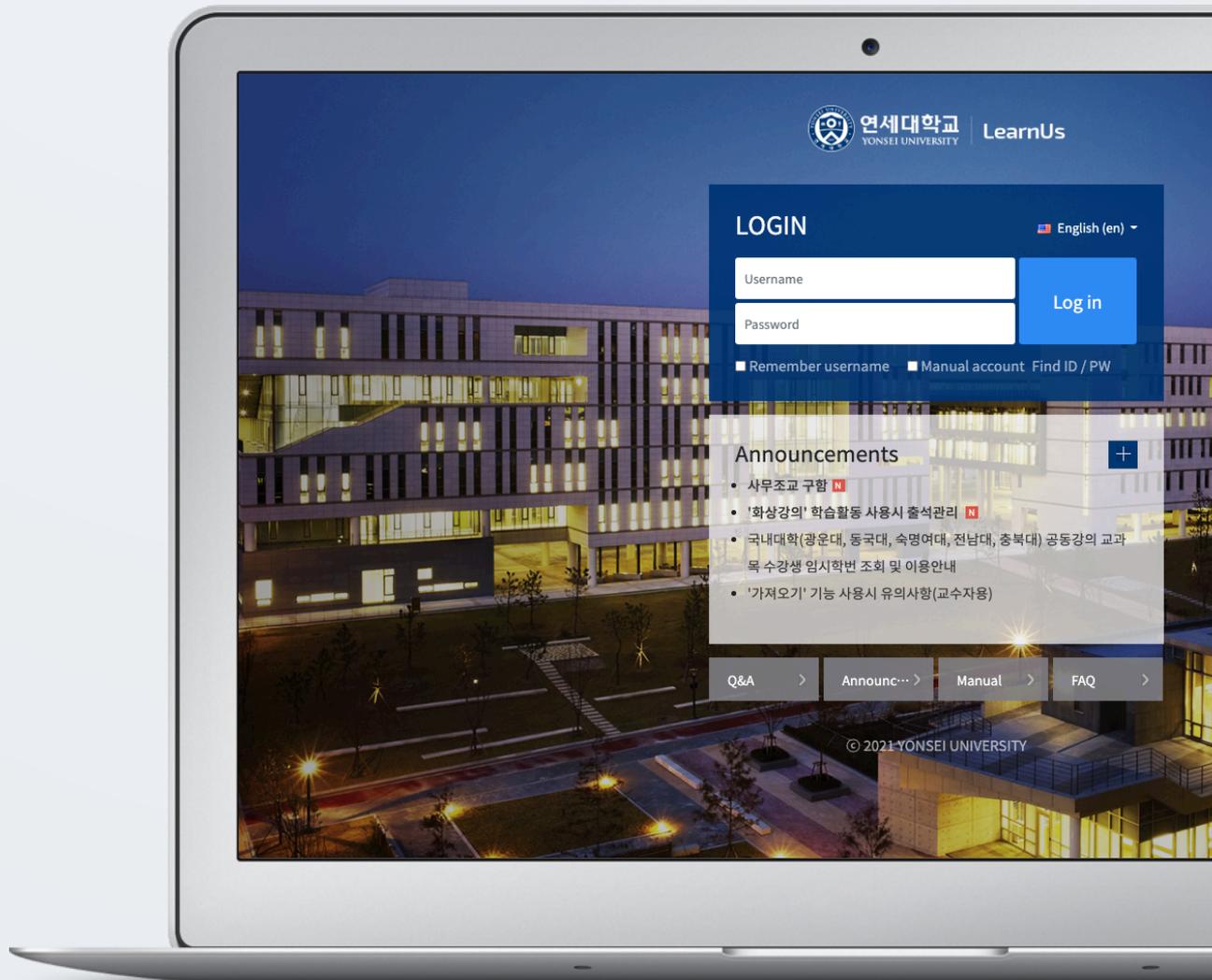


# TEACHER'S MANUAL

## 2. COURSE PREPARATION



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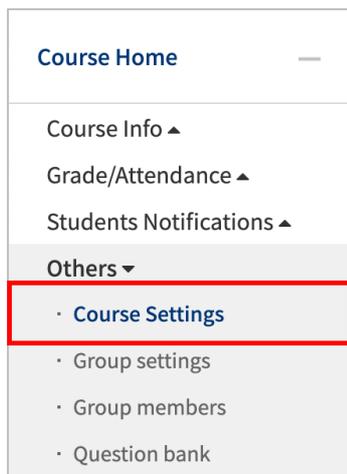
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# Preparations Before Course Design

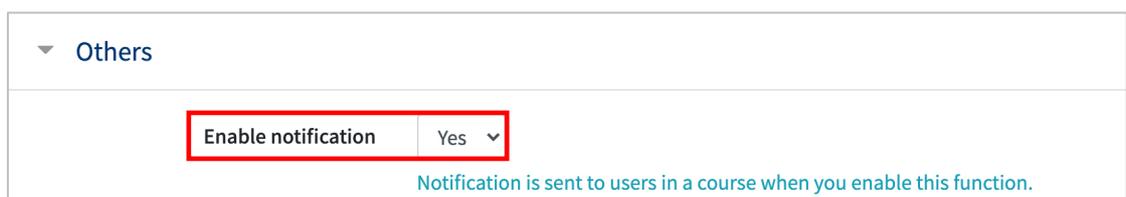
Curricular courses are automatically created at LMS 2 weeks before the semester starts. So, you need to choose the course you want to make settings before the semester starts.



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.



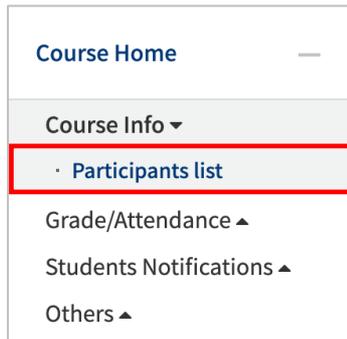
After that, in order not to send notifications to students when the learning materials and activities are uploaded to LMS before the semester begins, it is needed to disable notifications. For this, at "Course Settings", click "Others", then select "No" for "Enable Notification", and then save it.



# Check Course Attendees

You can check all kind of users participating in the course such as teacher assistant, auditor and 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.

The screenshot shows the "Participants list" page. At the top, there are filters: "Inactive for more than" with a "Select period" dropdown, "Role" with an "All participants" dropdown, and a "Search" field containing "username, idnumber" and a "Search" button. Below the filters is a table with the following columns: Select, No., User picture, Department, ID number, Fullname, Role, Mobile phone, Last access, and Notes. The table contains six rows of data. The "Role" column shows "회원" (Member) for most users and "운영자" (Admin) for the user with ID t001. The "Mobile phone" column for most users is empty, while for the user with ID t001, it contains a star (\*). At the bottom of the table, there are buttons for "Select all", "Deselect all", "With selected users...", and "Choose...". A green "Excel Download" button is located at the bottom right of the page.

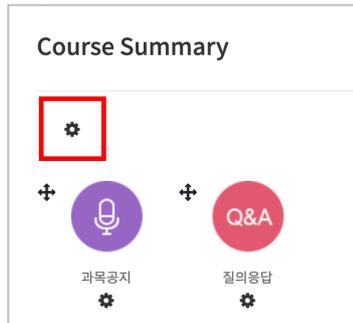
Select	No.	User picture	Department	ID number	Fullname	Role	Mobile phone	Last access	Notes
<input type="checkbox"/>	6			t003	kim	회원		2021-01-14 10:35	
<input type="checkbox"/>	5			t005	park	회원		Never	
<input type="checkbox"/>	4			t002	woo	회원		2021-01-28 17:55	
<input type="checkbox"/>	3			t004	lee	회원		Never	
<input type="checkbox"/>	2			t006	choi	회원		Never	
<input type="checkbox"/>	1			t001	kim	운영자	*	2021-02-07 13:00	

# Type Course Summary

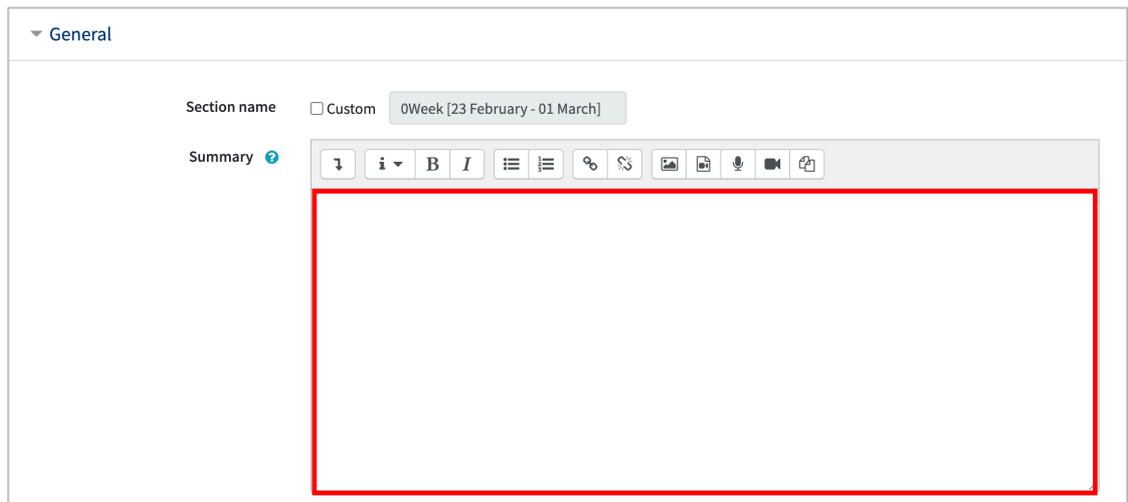
You can put a text summarizing the course and stating important points related the course on the "Course Summary" section locating at the top of the course homepage.

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.



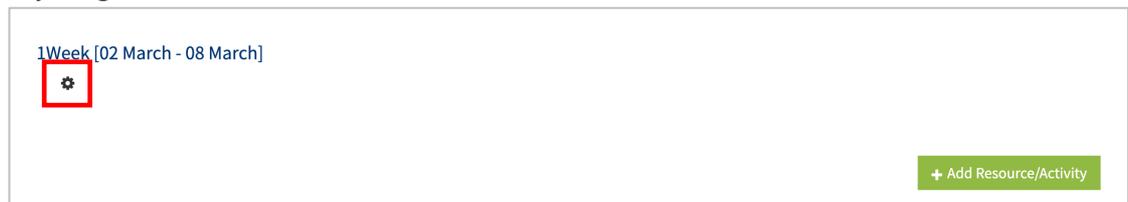
Then, type a text summarizing the course and save it by clicking.



# Write Weekly Learning Objectives

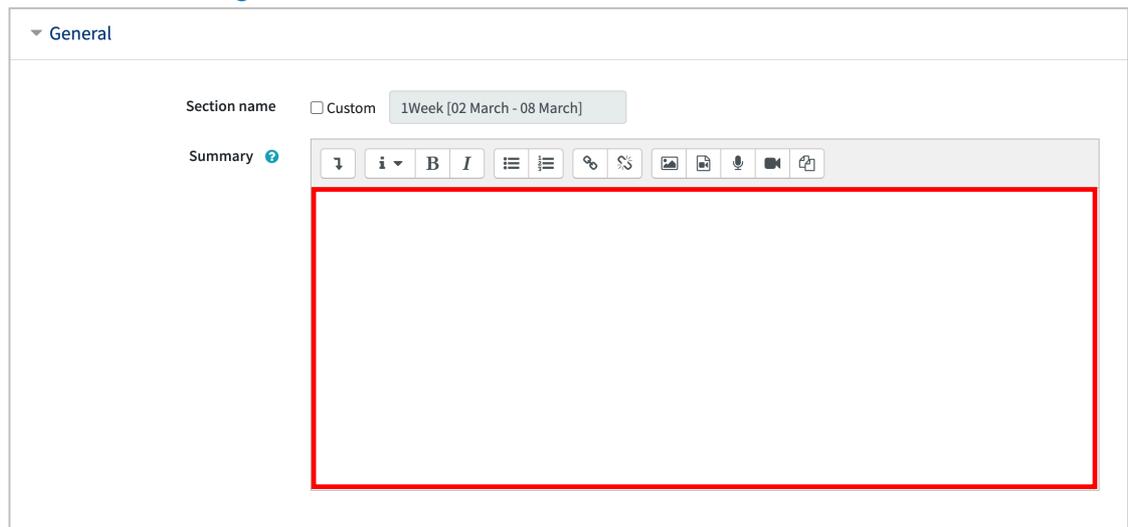
You can write learning objectives or course announcement or anything else you want to indicate for each week. For this;

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.

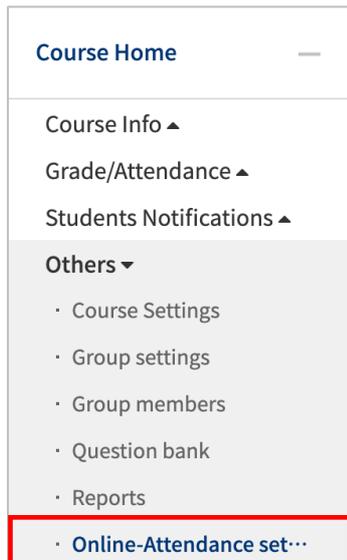


Thus, the content you have input will appear in the section of that week

# 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.

Total grade	20 ▾
Lowest grade	0 ▾
Deduction for lateness	-1 ▾
Deduction for absence	-4 ▾

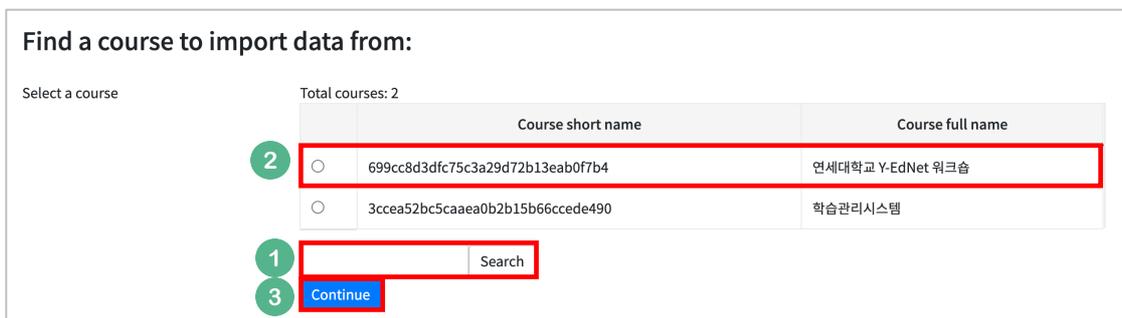
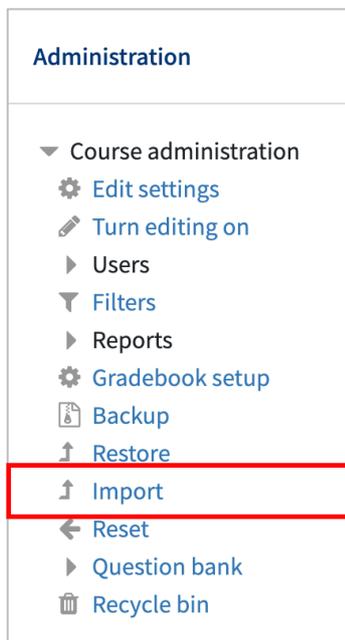
Week	Start Date	Period to take attendance	Take attendance percentage(%)	Recognize lateness until	Minimum standard to take Late(%)	Batch attendance
1	2021-03-02 00:00:00	2021-03-08 23:59:59	50	2021-03-15 23:59:59	30	<input type="checkbox"/>
2	2021-03-09 00:00:00	2021-03-15 23:59:59	50	2021-03-22 23:59:59	30	<input type="checkbox"/>
3	2021-03-16 00:00:00	2021-03-22 23:59:59	50	2021-03-29 23:59:59	30	<input type="checkbox"/>

# 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.

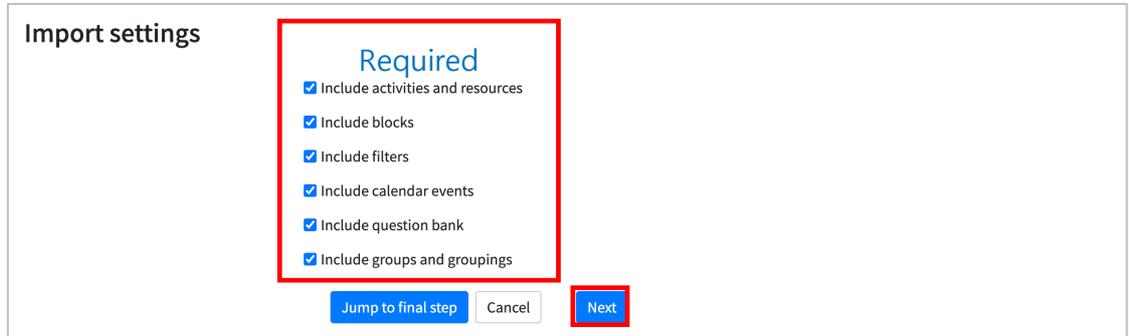
Then, in the opening page, search the old course with its short name which you want to import and then select it and click "Continue" button.



In the opening 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.



**Import settings**

**Required**

- Include activities and resources
- Include blocks
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings

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.



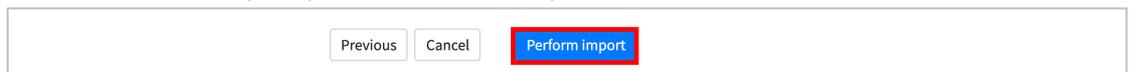
**Include:**

Select  
All / None (Show type options)

- Course Summary
- 과목공지
- 질의응답

After checking the target items which will be imported, click "Perform import" button.

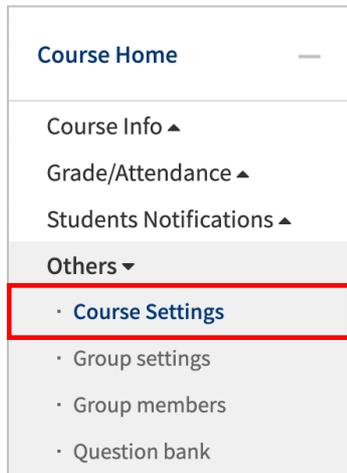
Thus, the course import process will be completed.



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

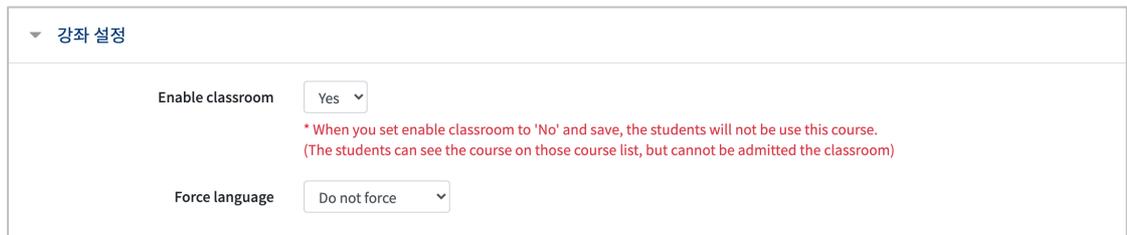
# Other Course Settings

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



The image shows a form titled "강좌 설정" (Classroom Settings) with a dropdown arrow on the left. It contains two settings:

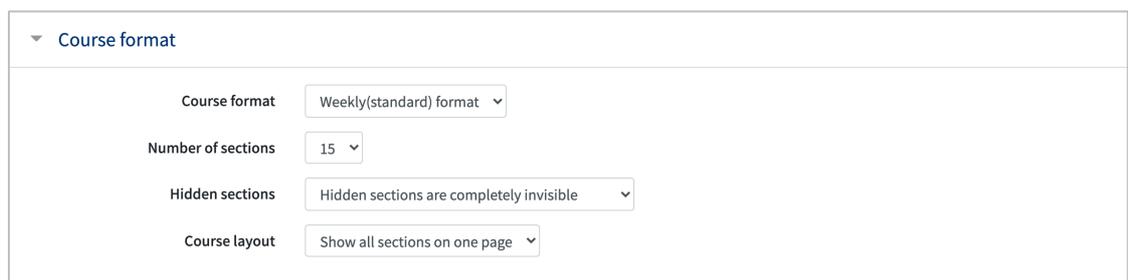
- Enable classroom**: A dropdown menu currently set to "Yes". Below it, a red asterisk note reads: "\* When you set enable classroom to 'No' and save, the students will not be use this course. (The students can see the course on those course list, but cannot be admitted the classroom)".
- Force language**: A dropdown menu currently set to "Do not force".

"Course Format": The format of course content organization has two options: "weekly format" and "topic format". However, weekly format is selected as default since LMS system follows university's course schedule.

"Number of sections": Set the 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 format

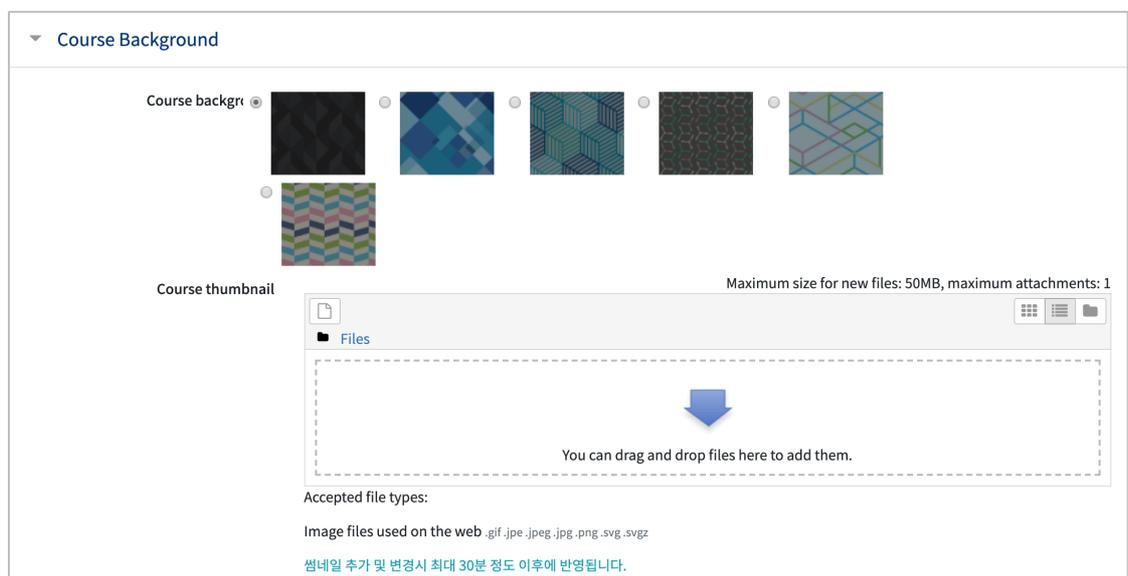
Course format Weekly(standard) format ▾

Number of sections 15 ▾

Hidden sections Hidden sections are completely invisible ▾

Course layout Show all sections on one page ▾

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



▼ Course Background

Course background

Course thumbnail

Maximum size for new files: 50MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Accepted file types:

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

썸네일 추가 및 변경시 최대 30분 정도 이후에 반영됩니다.

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.

▼ Completion/Progress

Enable progress	Yes	
	<small>* Progress Management to yes if you specify whether to enable learning resources and activities progress in menu is activated.</small>	
Enable Online-attendance	Yes	Online-Attendance check type: Progress
Enable Late	Yes	<small>Announcement on the function 'Late'</small>
Offline attendance	Yes	