

TEACHER'S MANUAL

4. LEARNING ACTIVITIES

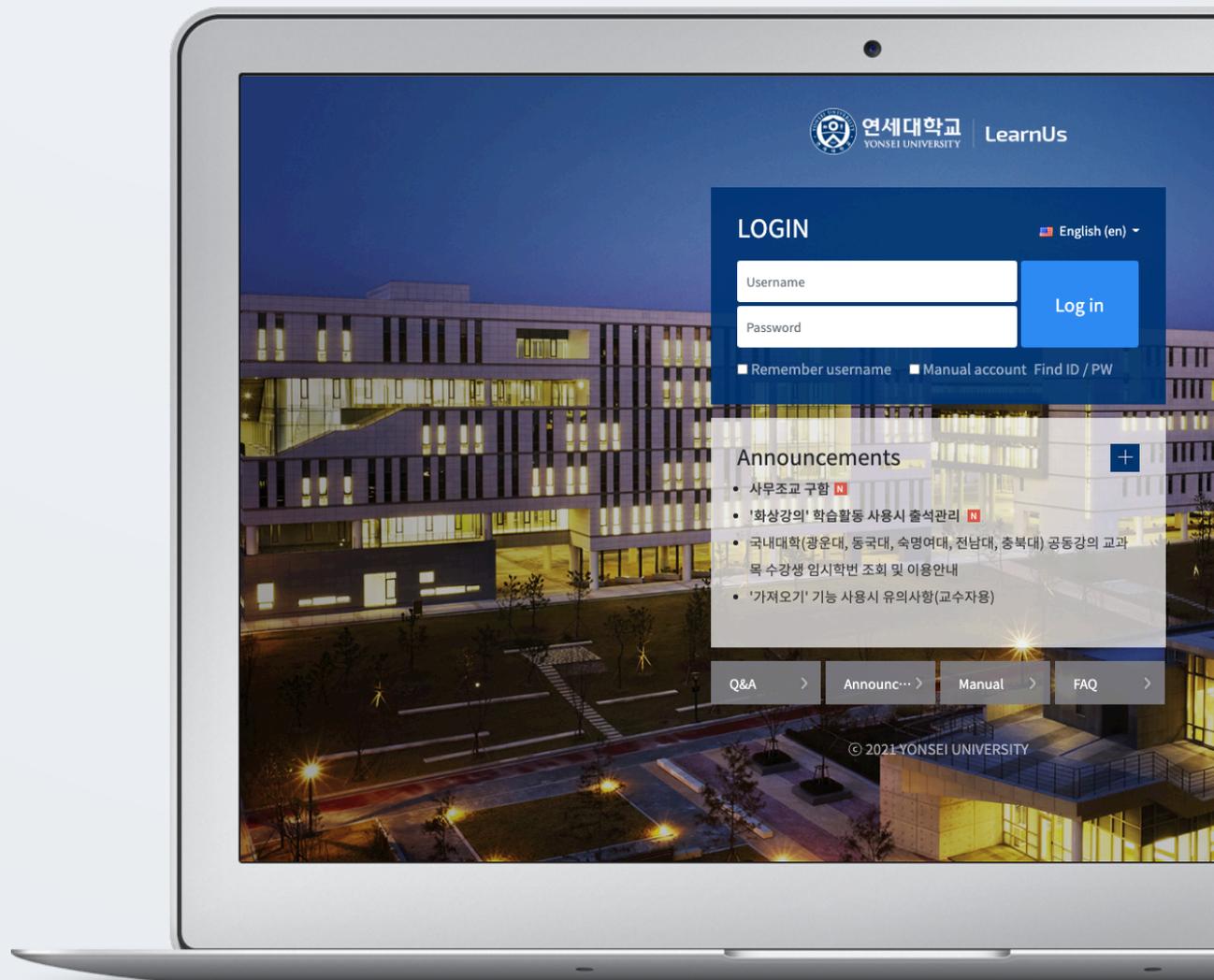


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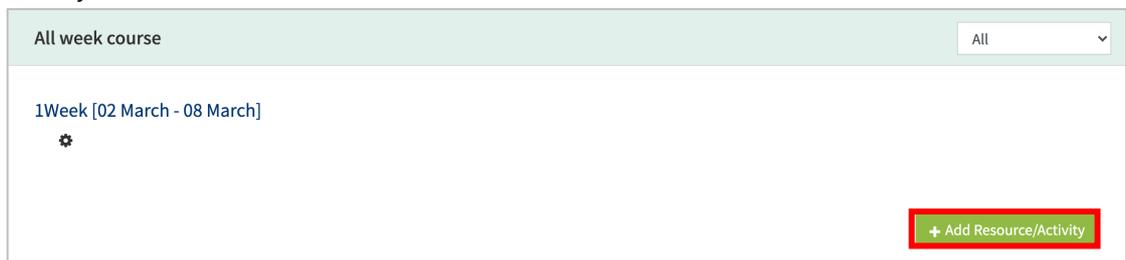
Introduction

In order to add a new learning material or activity;

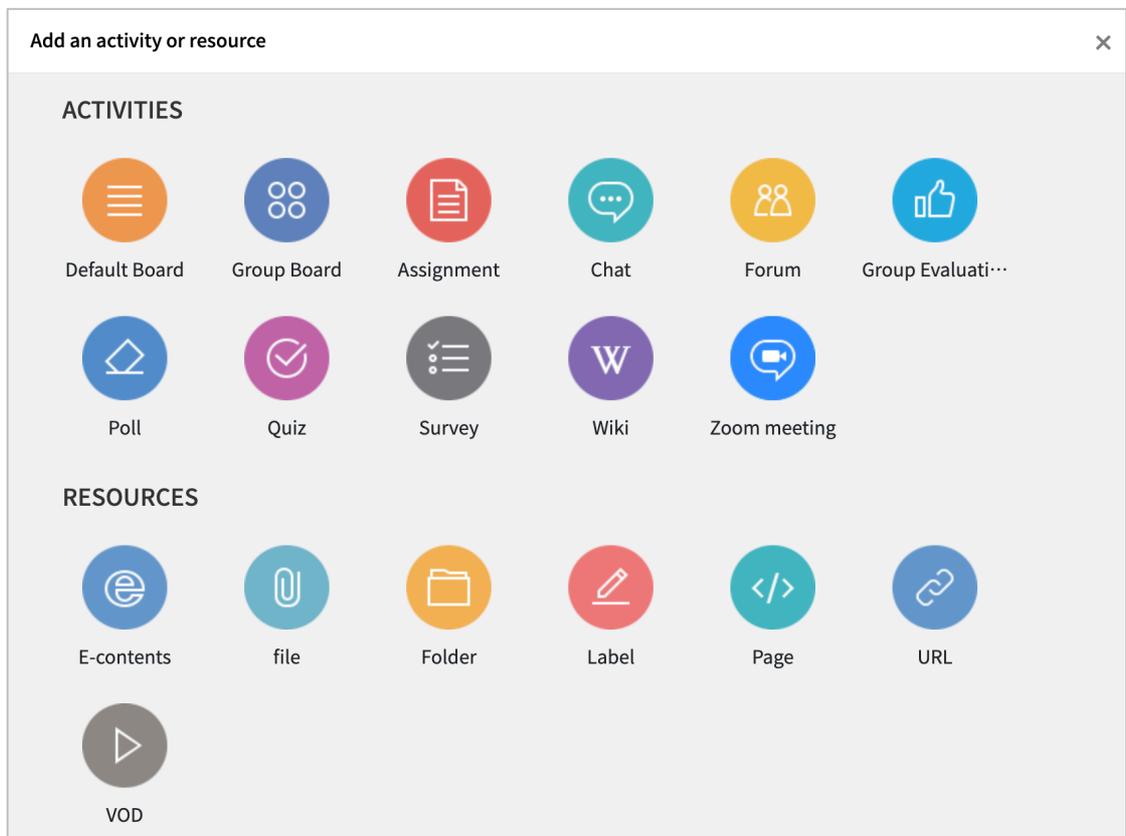
First, click "Turn editing on" button, located at the top-right of the course homepage.



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."



Create Default Board

You can use "Default Board" as a resource center or as a place where you collect students' assignment papers.

Click "Add Resource/Activity" button near the section where you want to add the default board.

Then, in the opening panel, click "Default Board" button, showed with .

After that, input a Board Name and save it.

Lastly, click [Save] button.

▼ General

Board Name 

Board Type  Default Board 

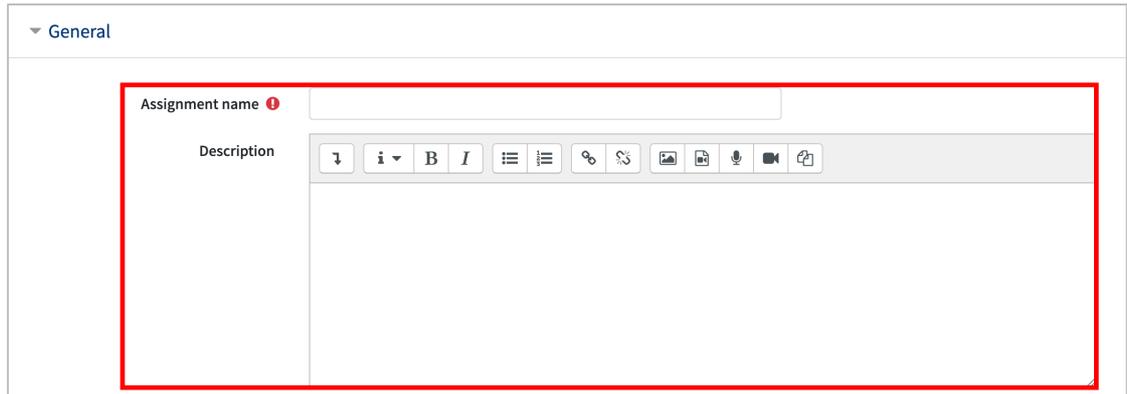
Board Type	Description
Default Board	Users can write freely.
Notice Board	Only professors can write, and learners' replies/comments are restricted.
Q&A Board	Secret writing is possible, so it can be used for question and answer purposes.
Group Board	It can be used as a group unit created with 'Grouping' and 'Group'.
1:1 Board	The professor can check all the posts, and the learner can only check his or her own writings.
Anonymous Board	Anonymous processing is possible by leaving the author's name blank.

Create Assignment

Click "Add Resource/Activity" button near the section where you want to add the assignment.

Then, in the opening panel, click "Assignment" button representing with .

After that, input an assignment name and description. (ex: self-reflection paper)

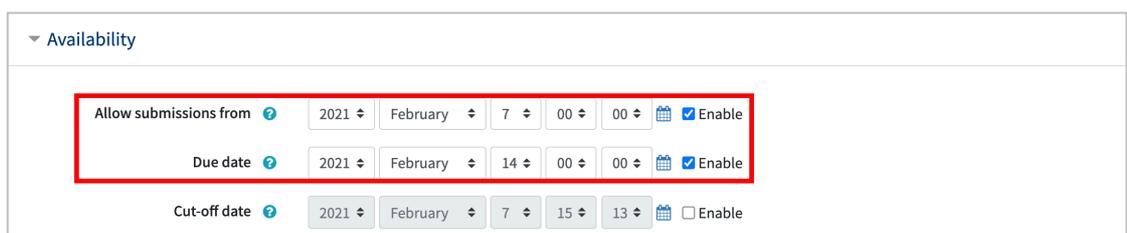


The screenshot shows the 'General' tab of the assignment creation interface. It features two main input areas: 'Assignment name' and 'Description'. The 'Assignment name' field is a simple text input. The 'Description' field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and embed. Both the text input and the rich text editor are enclosed in a red rectangular border.

Set the submission and due date of the assignment

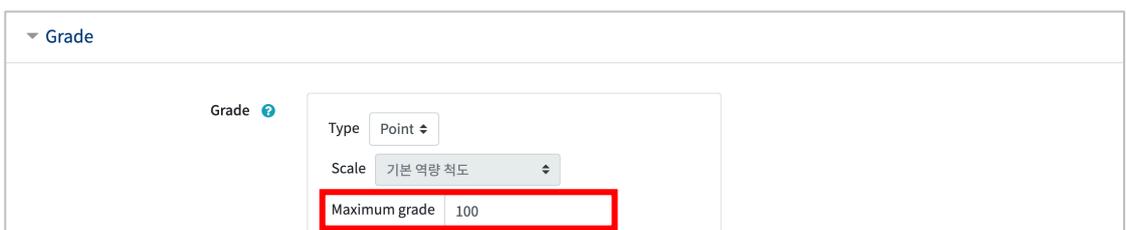
*You can specify submission and due date as well as cut-off date (if just due date is determined, students still will be able to send their assignments after the assignment is due. If you want to block students to send their assignments after due date, utilize "cut-off date")

- Allow submissions from: When the assignment can be submitted
- Due date: You can submit the assignment after the due date
- Cut-off date: Cannot be submitted after cut-off date



The screenshot shows the 'Availability' tab of the assignment creation interface. It contains three rows of date selection controls, each with a calendar icon and an 'Enable' checkbox. The first row is 'Allow submissions from' (2021, February, 7, 00, 00, Enable). The second row is 'Due date' (2021, February, 14, 00, 00, Enable). The third row is 'Cut-off date' (2021, February, 7, 15, 13, Disable). A red rectangular border highlights the date and time selection components of the first two rows.

Set the grade of the assignment by specifying its maximum score and click "Save" button below the page.



The screenshot shows the 'Grade' tab of the assignment creation interface. It includes a 'Type' dropdown set to 'Point', a 'Scale' dropdown set to '기본 역량 척도', and a 'Maximum grade' input field with the value '100'. The 'Maximum grade' field is highlighted with a red rectangular border.

Grade Assignment

Click the assignment which you will grade.

1Week [02 March - 08 March]

 1주차 과제

Click "View/grade all submissions".

1주차 과제

Grading summary

Participants	5
Submitted	0
Needs grading	0
Due date	2021-02-14 00:00
Time remaining	6 days 8 hours

[View all submissions](#)

Click "Download all submissions", download all assignment papers students submitted with one click.

1주차 과제

Grading action Choose...
 Download all submissions
 View gradebook

Select	Fullname	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	kim	t003	t003@aa.aa	Submitted for grading	<input type="text" value="Grade"/> / 100.00	Edit	2021-02-07 16:24	

Input grade scores for each student and press "Enter" button at keyboard.

* Also, you can leave a comment about the assignment for each student

* Click "Quick grading" in the Options" to enter your grades directly from the "View all submissions" screen

Select	Fullname	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	kim	t003	t003@aa.aa	Submitted for grading	<input type="text" value="90"/> / 100.00	Edit	2021-02-07 16:24	

Create Question Bank

Quiz(Test) is developed through two steps: 1) Input test items to my "Question Bank", and 2) Add "Quiz" to the course page in order students to reply in a specific date and time. Each step is described below:

First, click "Question bank" below "Others", belonging to "Course Home" menu located at the left-side of the screen. Then, in the opening page, select a category and click "Create a new question".

The screenshot shows the 'Question bank' interface. On the left, the 'Course Home' sidebar menu is visible, with 'Question bank' highlighted in red. On the right, the 'Question bank' page is displayed, showing a 'Create a new question ...' button highlighted in red.

Select the type of the test item which you want to create and click "Add" button.

The screenshot shows the 'Choose a question type to add' dialog box. The 'Multiple choice' option is selected and highlighted in red, with a green circle containing the number 1 next to it. The 'Add' button is also highlighted in red, with a green circle containing the number 2 next to it.

Write "question name" and "question text". Question name(ex: Midterm Q-1) is to differentiate the question from others. Also, specify the mark of the question by inputting the score to "Default mark".

▼ General

Category: 학습관리시스템의 기본설정

Question name:

Question text:

↶ i B I ☰ ☰ 🔗 🔗 🖼️ 📹 🎤 🎥 📄

Default mark:

Write all choices including right and wrong answers. Then, set the grade as "100%" for the right options and "None" for the other options.

▼ Answers

Choice 1:

↶ i B I ☰ ☰ 🔗 🔗 🖼️ 📹 🎤 🎥 📄

Grade: None

Feedback:

↶ i B I ☰ ☰ 🔗 🔗 🖼️ 📹 🎤 🎥 📄

After you input all choices of the question, click "Save" button to record the question to "Question Bank". Continue to create other questions with the same method.

Multiple Choice

Multiple-choice is a question type in which students choose the correct answer among options. When you create a multiple-choice question, you need to write the options as well. So that, the result of a multiple-choice questions is automatically calculated.

▼ General

Category: 학습관리시스템의 기본설정

Question name: Question name here

Question text: Question text here

Default mark: 1 Points obtained for correct answer

One or multiple answers?: One answer only One : One answer only
 Shuffle the choices? more than two : Multiple answers allowed

Number the choices?: 1., 2., 3., ...

Input all choices for the question, including correct answer.

▼ Answers

Choice 1: '100%' for correct answer,
'None' for wrong answer

Grade: None

Feedback:

Lastly, click [Save] button to complete test item development.

Essay

Essay type enables a response of a few sentences or paragraphs. The test taker writes the response freely. The instructor or a grader must grade responses to this kind of questions manually.

The screenshot shows the 'General' settings panel for an essay question. It includes the following fields:

- Category:** A dropdown menu with the selected value '학습관리시스템의 기본설정'.
- Question name:** A text input field containing 'Question name here'.
- Question text:** A rich text editor with a toolbar (bold, italic, list, link, unlink, image, video, audio, help) and a large text area containing 'Question text here'.
- Default mark:** A text input field containing '1'.
- Points obtained for correct answer:** A text input field containing 'Points obtained for correct answer'.

You can configure various settings of essay response, including response format, the size of response box, whether allowing attachments, so on.

The screenshot shows the 'Response Options' settings panel for an essay question. It includes the following fields:

- Response format:** A dropdown menu with the selected value 'HTML editor'.
- Require text:** A dropdown menu with the selected value 'Require the student to enter text'.
- Input box size:** A dropdown menu with the selected value '15 lines'.
- Allow attachments:** A dropdown menu with the selected value 'No'.
- Require attachments:** A dropdown menu with the selected value 'Attachments are optional'.

Besides, you can identify a response template, which will be displayed in the response input box when the student type an answer.

The text you input to "response template" will appear to students.

The screenshot shows the 'Response Template' settings panel for an essay question. It includes the following fields:

- Response template:** A rich text editor with a toolbar (bold, italic, list, link, unlink, image) and a large text area for inputting the response template text.

Finally, click [Save] button to complete test item creation.

Short Answer

Short answer is a question type which enables a response of one or a few words that is graded by comparing against various model answers. So, possible correct answers are inputted and the score is automatically displayed after the quiz is finished.

▼ General

Category: 학습관리시스템의 기본설정

Question name: Question name here

Question text: Question text here

Default mark: 1

Points obtained for correct answer

Then, input all partial and 100% correct answers with their grading percentage. (Ex. 100% grade for fully correct answer, 50% for partially correct answer)

* It is much better If you input the words with their short and long names.

(Ex. Answer 1: U.K. / Answer 2: United Kingdoms)

▼ Answers

Answer 1: [Empty]

Grade: None

Feedback: [Empty]

Finally, click [Save] button to complete test item creation.

True/False

True/False type is used for asking whether the given sentence/expression is true or false.

▼ General

Category

Question name

Question text

Default mark Points obtained for correct answer

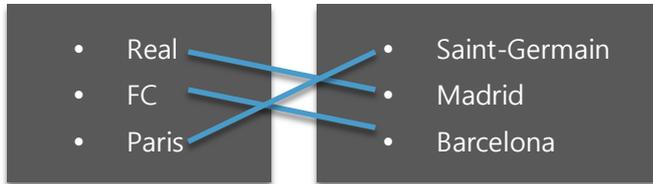
Select whether correct answer is "TRUE" or "FALSE".

Correct answer

Finally, click [Save] button to complete test item creation.

Matching

Matching is a question type where the answer to each of a number of sub-question must be selected from a list of possibilities.



▼ General

Category: 학습관리시스템 의 기본설정

Question name: Question name here

Question text: Question text here

Default mark: 1 Points obtained for correct answer

Input the related answers and questions below. It requires 2 questions and 3 answers at least.

▼ Answers

Available choices: You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1: Ex: France

Answer: Ex: Paris

Finally, click [Save] button to complete test item creation.

Embedded Answers (Cloze)

Embedded answer is a question type where a sentence or paragraph including various blanks test takers need to fill in is displayed. It requires a special code when creating it. Therefore, please refer to codes with their examples.

▼ General

Category: 학습관리시스템의 기본설정

Question name: Question name here

Question text: Question text here
Please refer to the codes and examples below to write the text of this type of question.

In order to create blanks in the text, please use the following the code types according to question type you want to add, as shown in their examples:

- Short answer : {Grade(Number):SHORTANSWER:=Correct answer}
Ex) {1:SHORTANSWER:=Paris}
- Multiple choice : {Grade(Number):MULTICHOICE:=Correct answer#OK~Wrong answer#Wrong}
* The answer after "=" is correct.
* "~" separates the answers.
* "#" followed by feedback.
Ex) If you write it with {1:MULTICHOICE:A~B~C~D}, 'B' is the correct answer.
- Numerical : {Grade(Number):NUMERICAL:=Correct answer:error range}

Finally, click [Save] button to complete test item creation.

An example to embedded question is as follows:

문제 1
아직 답하지 않음
총 5.00 점

Match the following cities with the correct state: * San Francisco: [dropdown] * Tucson: [dropdown]
* Los Angeles: [dropdown] * Phoenix: [dropdown] The capital of France is [dropdown].

Numerical

Numerical question type is similar to short answer. However, test takers can answer numerical questions with only numbers.

▼ General

Category: 학습관리시스템의 기본설정

Question name: Question name here

Question text: Question text here

Default mark: 1 Points obtained for correct answer: 1

Fill in each possible answer with its error scope and grade degree.

Ex: grade is 100% for fully correct answer, 50% for partially correct answer, etc.

▼ Answers

Answer 1: [Empty]

Error: 0

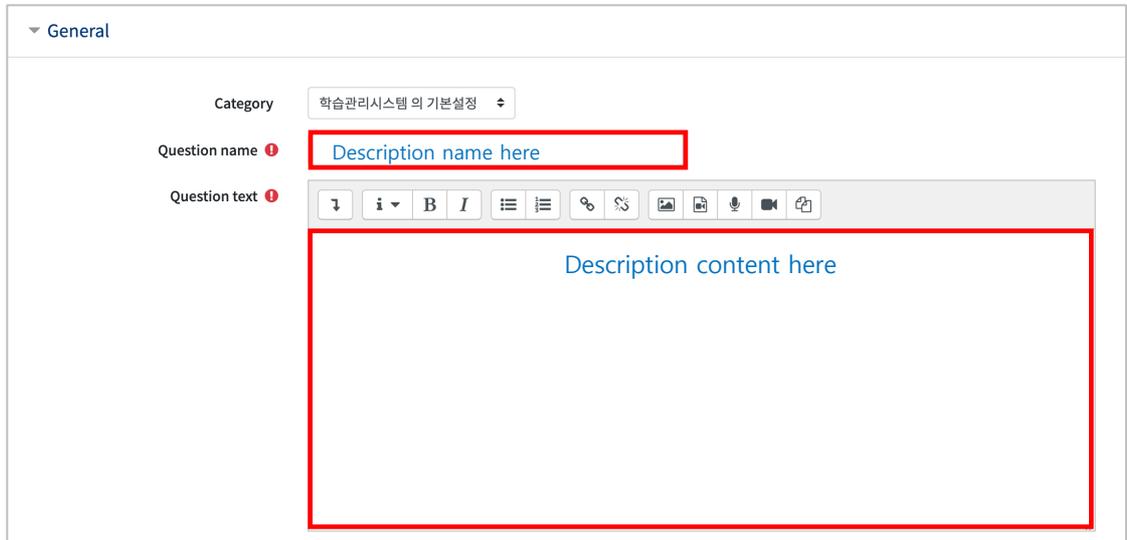
Grade: None

Feedback: [Empty]

Finally, click [Save] button to complete test item creation.

Description

Description can be used when you need to make announcement about the quiz(test), inform about quiz start and finish time, input explanations needed for some questions.



▼ General

Category: 학습관리시스템의 기본설정

Question name: Description name here

Question text: Description content here

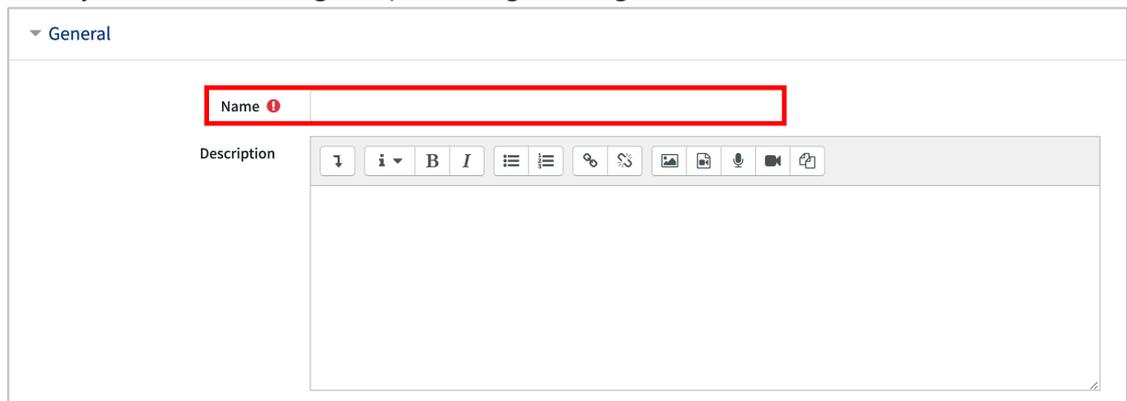
Finally, click [Save] button to complete test item creation.

Create Quiz

Click "Add Resource/Activity" button around the section where you want to add the quiz.

In the opening panel, click "Quiz" button, showed with .

Then, you need the configure quiz settings. First, give a name (Ex: MIDTERM QUIZ)



▼ General

Name 

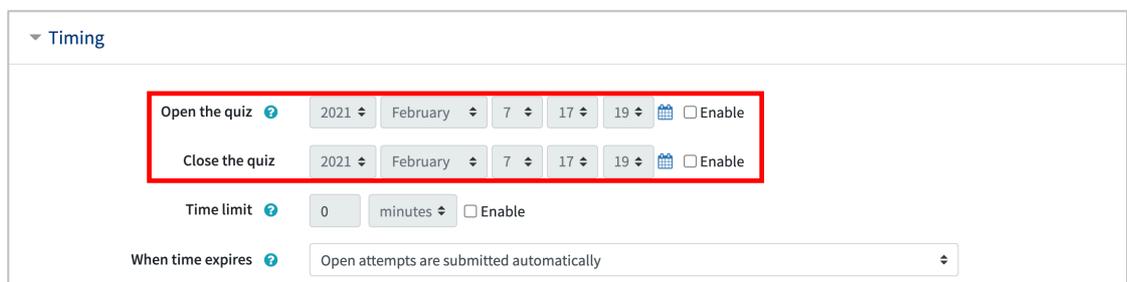
Description



After clicking "Enable" button on the right side, set the opening and close date and time of the quiz and identify time limit to perform quiz.

*If you do not set any time/date, anyone will be able to access and take to the quiz anytime.

*You can limit students' time to take quizzes through time limits.



▼ Timing

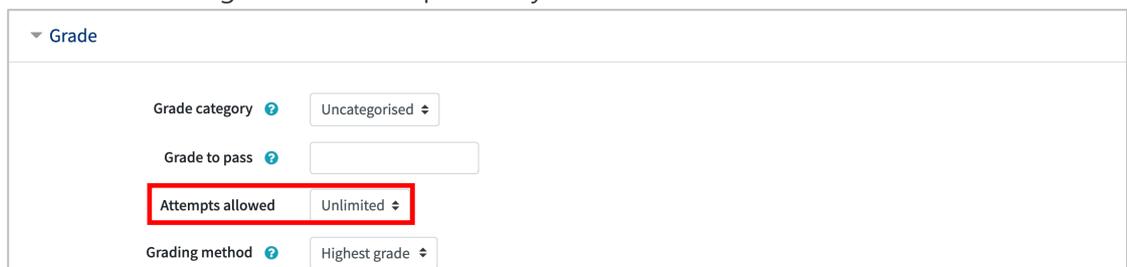
Open the quiz  2021 ▾ February ▾ 7 ▾ 17 ▾ 19 ▾  Enable

Close the quiz 2021 ▾ February ▾ 7 ▾ 17 ▾ 19 ▾  Enable

Time limit  0 minutes ▾ Enable

When time expires  Open attempts are submitted automatically ▾

Set quiz grade. Especially, it is important to set how many attempts will be allowed for the test takers. Change "Unlimited" option as you wish.



▼ Grade

Grade category  Uncategorised ▾

Grade to pass 

Attempts allowed ▾

Grading method  Highest grade ▾

You can identify the review options of the quiz for the test takers by utilizing “Review options” section. Quizzes can be set in such a way that test takers check their grades, the number of attempts, right answers while performing the quiz, right after they finish the quiz or after the quiz close date.

*Its general use is to put a check to “Marks” option in “After the quiz closed” area.

▼ Review options ⓘ

During the attempt	Immediately after the attempt	Later, while the quiz is still open
<input checked="" type="checkbox"/> The attempt ⓘ	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct ⓘ	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Marks ⓘ	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback ⓘ	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ⓘ	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer ⓘ	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ⓘ	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

After you click “Save changes” button, the newly created quiz will be displayed like as follows. Now we need to add quiz items(questions) to this quiz. For this, click “Edit quiz” button.

Midterm Exam

This quiz opened at 2021-02-07 17:00

This quiz will close on 2021-02-07 19:00.

Grading method: Highest grade

No questions have been added yet

[Edit quiz](#)

You can add test items(questions) by creating new ones or by bringing questions from the "Question Bank". To add questions from question bank, First, click "Add" button on the right-side of the screen and then click "+from question bank" option. Thus, the saved questions to question bank will be displayed in a new page. Select the questions you want to add to the quiz and click "Add selected questions to the quiz" button below the page. After that, specify the maximum score and click "Save" button. Thus, the quiz activity creation will be completed.

Editing quiz: Midterm Exam
 Questions: 0 | Quiz open (closes 07/02/21, 19:00)
 Repaginate Select multiple items

5 **Maximum grade** 10.00 **Save**
 Total of marks: 0.00

Shuffle ?
 1 **Add**

2 **+ from question bank**

Add from the question bank at the end x

Select a category: 학습관리시스템 의 기본설정 (1) ▾
 문제의 기본 카테고리가 문맥 '3ccea52bc5caaea0b2b15b66ccede490'에서 공유되었습니다.
 Search options ▾
 Also show questions from subcategories
 Also show old questions

Question
 + 3 중간고사 1번 문항 대한민국의 수도는?
 Add selected questions to the quiz 4

Grade Quiz

After the quiz ended, you can grade test takers' responses. For this,

First click that quiz in the course homepage and then click "Attempts".

4Week [23 March - 29 March]

 Midterm Exam

Midterm Exam

This quiz opened at 2021-02-07 17:00
This quiz will close on 2021-02-07 19:00.
Grading method: Highest grade

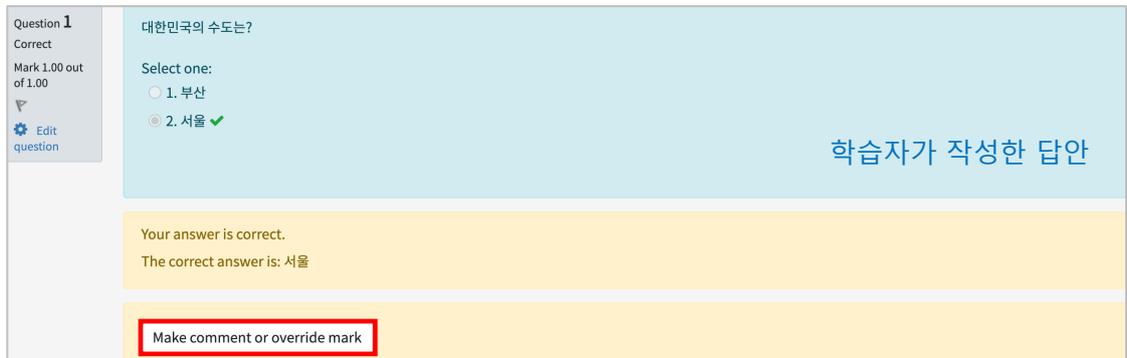
Attempts: 1

To review and grade student's responses, click "not yet graded" on the far-right side of the student name.

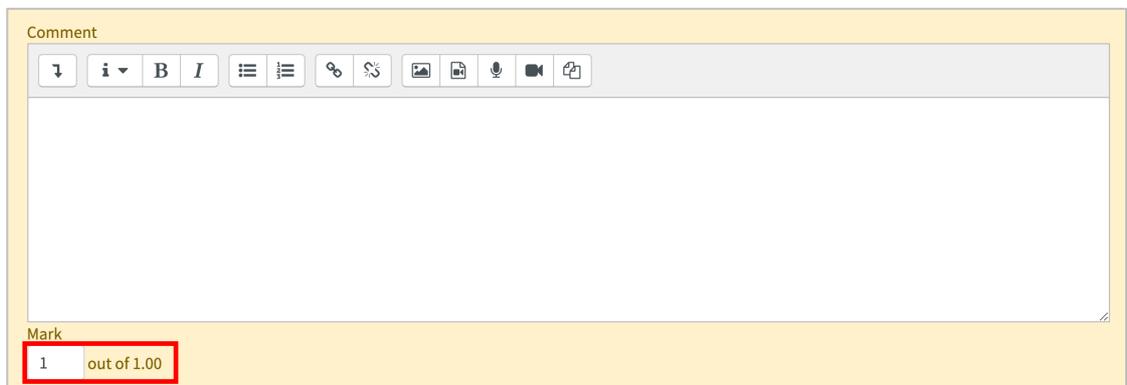
*The questions like multiple-choice questions in which answers are defined in advance are marked automatically.

	Fullname	ID number	Email address	State	Started on	Completed	Time taken	Grade/10.00
<input type="checkbox"/>	 kim Review attempt	t003	t003@aa.aa	Finished	07 February 2021 18:05 PM	07 February 2021 18:05 PM	8 secs	10.00

Then, review student responses and grade them. You can also give a comment. For this, click "Make comment or override mark" button of the question and then input its mark and click "Save" button.



The screenshot shows a quiz question interface. On the left, a sidebar displays 'Question 1', 'Correct', and 'Mark 1.00 out of 1.00'. The main area contains the question '대한민국의 수도는?' (What is the capital of South Korea?) and two radio button options: '1. 부산' (Busan) and '2. 서울' (Seoul), with the second option selected and marked as correct. A blue box on the right contains the text '학습자가 작성한 답안' (Answer written by the learner). Below the question, a yellow box states 'Your answer is correct. The correct answer is: 서울'. At the bottom, a red-bordered button labeled 'Make comment or override mark' is highlighted.



The screenshot shows a comment input form. At the top, it is labeled 'Comment'. Below the label is a rich text editor toolbar with icons for undo, bold, italic, bulleted list, numbered list, link, unlink, image, video, microphone, and document. The main area is a large empty text box for entering the comment. At the bottom, there is a 'Mark' field with a red-bordered input box containing the number '1' and the text 'out of 1.00'.

After you grade all quiz, click [Finish review] button. Thus, you will be finished grading of one test taker.

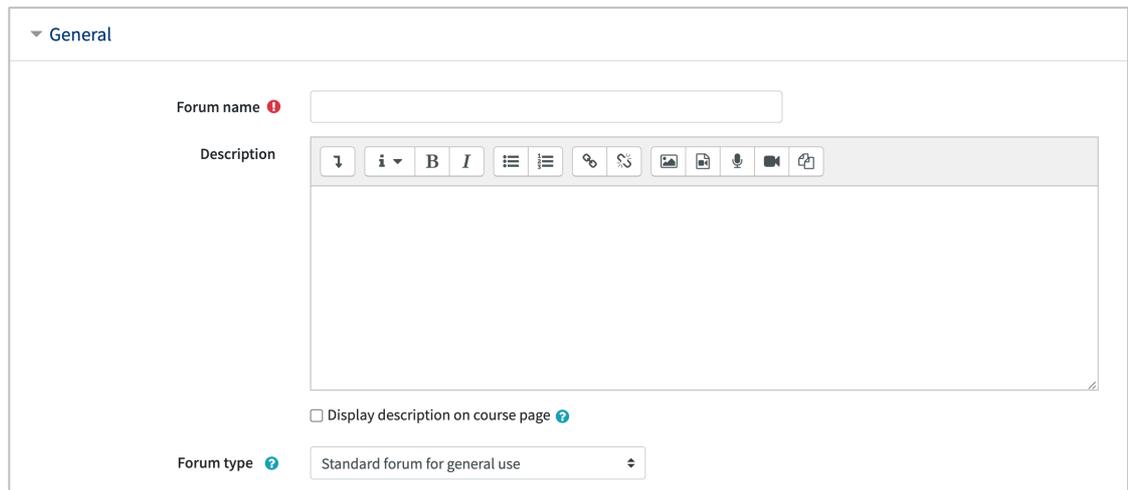
Create Forum

Click "Add Resource/Activity" button around the section where you want to add forum. In

the opening panel, click "Forum" button, showed with .

Enter the forum name and select the type of forum:

- A single simple discussion: Instructor presents a discussion topic and students give comments on this single topic.
- Each person posts one discussion: each student able to post only one discussion topic and students able to comment all discussion topics.
- Q and A forum: student can see others' responses only if he/she writes a response on a topic.
- Standard form displayed in a blog-like format: Standard form in a blog format where anyone can post any discussion topics and response any discussion topic freely.
- Standard forum for general use: Anyone can post any discussion topics and response any discussion topic freely.



▼ General

Forum name 

Description

Display description on course page 

Forum type  Standard forum for general use

You can utilize rating feature for discussions as a way of grading them. Choose the rating type and identify the maximum point. Thus, the discussion will be displayed in Gradebook.

[Aggregate type]

- * Average of ratings: The mean of all ratings
- * Count of ratings: The number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
- * Maximum: The highest rating becomes the final grade
- * Minimum: The smallest rating becomes the final grade
- * Sum: All ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

▼ Ratings

Roles with permission to rate ⓘ Capability check not available until activity is saved

1 Aggregate type ⓘ No ratings ⇅

Scale ⓘ

Type Point ⇅

Scale 기본 역량 척도 ⇅

2 Maximum grade 100

Restrict ratings to items with dates in this range:

From 2021 ⇅ February ⇅ 7 ⇅ 21 ⇅ 22 ⇅ 📅

To 2021 ⇅ February ⇅ 7 ⇅ 21 ⇅ 22 ⇅ 📅

Lastly, click "Save" button to save the settings of the forum activity.

Grade Forum

Click "Grades" placed below "Grade/Attendance" section of "Course Home" menu, located at the left-side of the course homepage.

Course Home —
Course Info ▲
Grade/Attendance ▼
· Learning history
· Progress status
· Offline-Attendance
· Grades
Students Notifications ▲
Others ▲

Go the forum you want to grade, click the "Turn editing on" button at the top right, enter the score, and click the "Save changes" button. Do the same thing for each student.

Fullname	ID number	Department	Email address	학습토론방	1주차 과제
 kim	t003		t003@aa.aa	90.00	-
 park	t005		t005@aa.aa	-	-
 woo	t002		t002@aa.aa	-	-

When you grade students' forum activities, use user activity statistics as a reference. For this, go to "Learning history (Statistics)" page through "Course Home" menu. Then, check how many times students read and answered the discussions.

No.	Fullname ↑	ID number	1Week							
										
			R	W	C	R	W	R	W	
1	kim	t003	5	1	1	2	1	-	-	
2	park	t005	-	-	-	-	-	-	-	

The Number of Participants

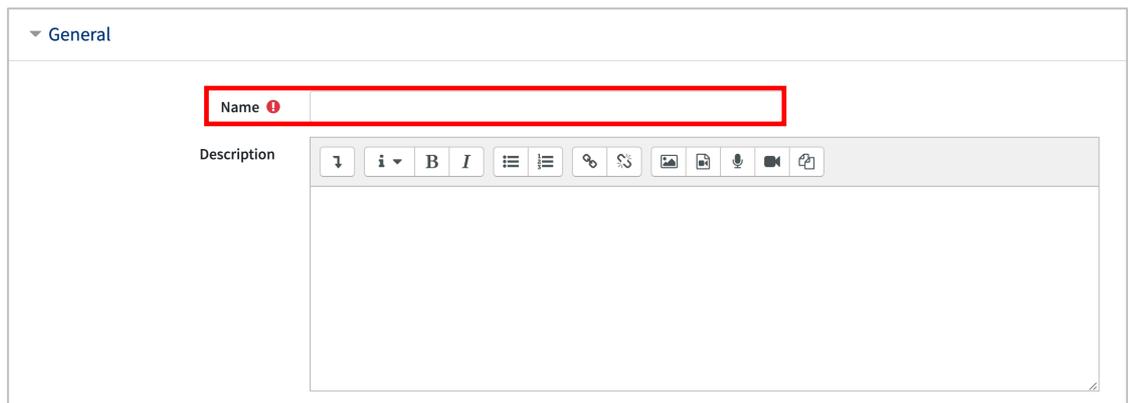
Create Survey

In order to create a survey activity, you need to design it and make its settings.

Click "Add Resource/Activity" button near the section where you want to add the survey.

Then, in the opening panel, click "Survey" showed with .

Input a name.



▼ General

Name 

Description



Specify start/end date & time that students are able to participate. If you do not specify, students will be able to answer survey questions any date & time.

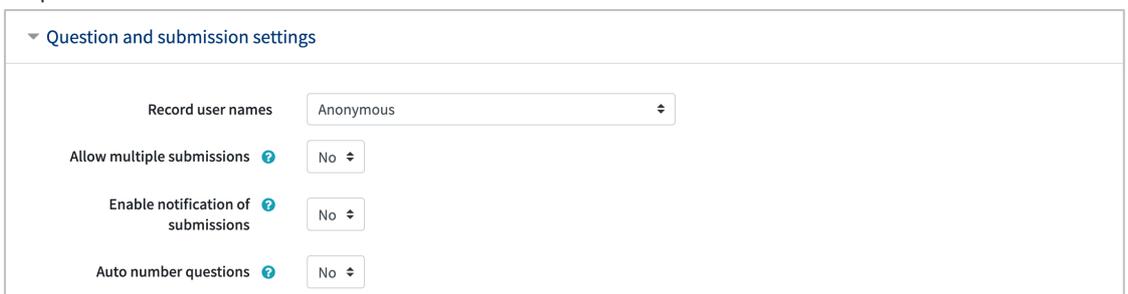


▼ Availability

Open the survey at 2021 February 7 21 43  Enable

Close the survey at 2021 February 7 21 43  Enable

Surveys have various settings options. You can create anonymous surveys, allow multiple response submissions and so on.



▼ Question and submission settings

Record user names Anonymous

Allow multiple submissions  No

Enable notification of submissions  No

Auto number questions  No

You can also create a message which will appear after the students complete the survey, such as "You have completed the survey. Thank you for your response". If you do not create a message, then the students will be routed to the course homepage after survey completion.

▼ After submission

Show analysis page

Completion message



Link to next activity  Enter the URL for the location if you want learners to automatically move to the next activity or view specific resources after completing the survey.

Click [Save] to complete survey design with its settings. Then, you will be routed to the survey page where you can add survey items (questions), which is described in the next section.

Create Survey Item

After you design a survey and configure its settings, you need to add items (questions) to that survey. For this.

After you design the survey and click "Save and display" button, you will be directed to the survey page where you can add survey items(questions). Also, you can access survey page by clicking it on the course homepage.

At the survey page, click "Edit questions" to add survey items/questions.

Click "Select" to select the type of survey items/questions to add to the survey.

The screenshot shows the 'Edit questions' interface for a survey titled '중간 강의평가'. The interface has a navigation bar with tabs: Overview, Edit questions (selected), Templates, Analysis, and Show responses. Below the navigation bar, there is a section labeled 'Add question' with a dropdown menu. The dropdown menu lists the following options: Choose... (selected), Add a page break, Captcha, Information, Label, Longer text answer, Multiple choice, Multiple choice (rated), Numeric answer, and Short text answer.

Longer Text Answer

▼ Longer text answer

Required

Question

Label

Width

Number of lines

Position

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Width	Width of the input window used to answer
Number of lines	Number of lines of the input window
Position	Position of the question in the survey

Short Text Answer

▼ Short text answer

Required

Question

Label

Textfield width

Maximum characters accepted

Position

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Textfield Width	Width of the input window used to answer
Maximum characters accepted	Maximum number of characters accepted for the answer
Position	Position of the question in the survey

Multiple Choice

▼ Multiple choice

Required

Question

Label

Multiple choice type

Adjustment

Do not analyse empty submits

Multiple choice values

Use one line for each answer!

Position

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Adjustment	Specify sorting methods of choices (horizontal/vertical)
Multiple choice type	Set the type of multiple choice: Single answer (as radio button or dropdown list) / Multiple answer
Do not analyse empty submits	If it is yes, unanswered items are excluded from the analysis scope.
Multiple choice values	Put choices here. There should be one choice at each line.
Position	Position of the question in the survey

Multiple Choice (Rated)

▼ Multiple choice (rated)

Required

Question

Label

Multiple choice type

Adjustment

Do not analyse empty submits

Multiple choice values

Use one line for each answer!

Position

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Adjustment	Specify sorting methods of choices (horizontal/vertical)
Multiple choice type	Set the type of multiple choice: Single answer (as radio button or dropdown list) / Multiple answer
Do not analyse empty submits	If it is yes, unanswered items are excluded from the analysis scope.
Multiple choice values	Put choices here. There should be one choice at each line. Each choice should also have a number, shown in the figure.
Position	Position of the question in the survey

Numerical

▼ Numeric answer

Required

Question

Label

Range from

Range to

Position

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Range from	Put the possible maximum value of the question
Range to	Put the possible min value of the question
Position	Position of the question in the survey

Information

Information item is used when you want to provide additional information such as question response time to the survey participants. It is used with other survey items.

▼ Information

Question

Label

Information type

Position

Menu item	Description
Question	Put question text here
Information-Type	Response time/Course/Course category
Position	Position of the question in the survey

Add a Page Break

“Page break” is used to divide survey pages. So, it enables create survey pages. If you do not add a page break, then all questions will be on one page.

Label

The screenshot shows a configuration window for a 'Label'. At the top left, there is a dropdown menu labeled 'Label'. The main area is divided into two sections: 'Contents' and 'Position'. The 'Contents' section features a rich text editor toolbar with icons for undo, redo, bold (B), italic (I), bulleted list, numbered list, link, unlink, image, video, and audio. Below the toolbar is a large, empty text input area. The 'Position' section has a dropdown menu currently set to '1'. At the bottom of the window are two buttons: 'Save question' (highlighted in blue) and 'Cancel'.

Menu item	Description
Input place	Input the text of label which will be displayed on the screen.
Position	Position of the question in the survey

Save And Manage Surveys

You can save surveys as a template file for future use purposes and also use the templates created before. So, you can create one survey and reuse it now and future at multiple courses.

The screenshot shows the 'Templates' tab in a survey management interface. It features a navigation bar with 'Overview', 'Edit questions', 'Templates' (selected), 'Analysis', and 'Show responses'. Below the navigation bar, there are two main sections: 'Use a template' and 'Save these questions as a new template'. The 'Use a template' section displays 'No templates available yet'. The 'Save these questions as a new template' section includes a 'Name' input field and a 'Save as new template' button. At the bottom, there are links for 'Delete template...', 'Export questions: Export survey question in an XML file', and 'Import question: Import questions into survey by uploading an XML'.

You can export survey questions in an XML file or import questions into your survey by uploading them as an XML file.

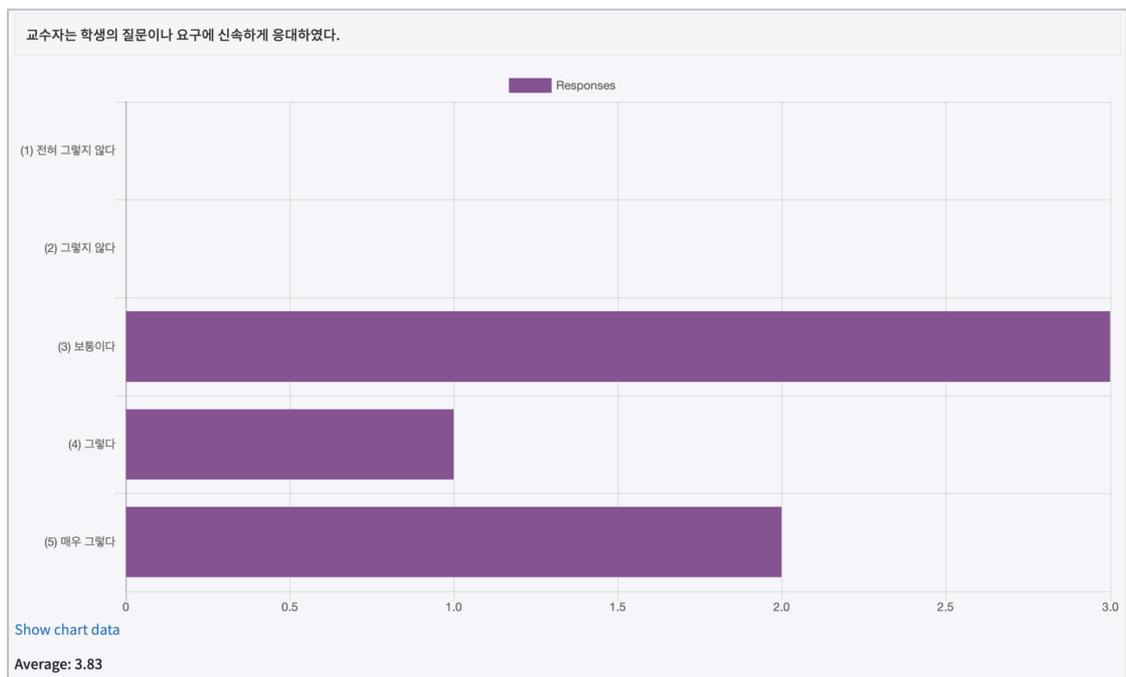
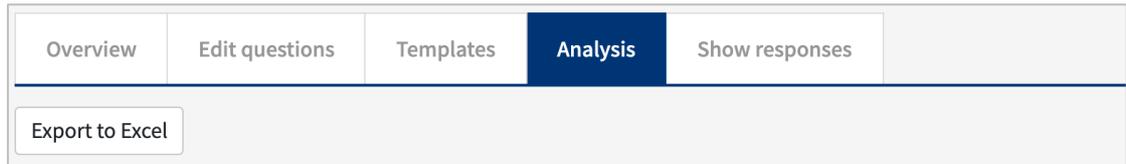
The screenshot shows the 'Import questions' dialog box. It features a warning message at the top: '미리 저장한 문항이 삭제되지 않게 꼭 확인해 주세요.' Below the warning, there are two radio button options: 'Delete old items (Current questions and all responses will be deleted.)' (selected) and 'Append new items (All old questions and the assigned values will be preserved)'. The 'File' section includes a 'Choose a file...' button and a note 'Maximum size for new files: 1GB'. Below this is a dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' At the bottom, there are 'Yes' and 'Cancel' buttons.

Check Survey Results

Go to the survey activity you want to check the results.



Click "Analysis" on the menu to check the results.



You can also check answers by users.

For this, click "Show responses" in the survey page. Then, click "Show responses" button near to the student who you want to see.

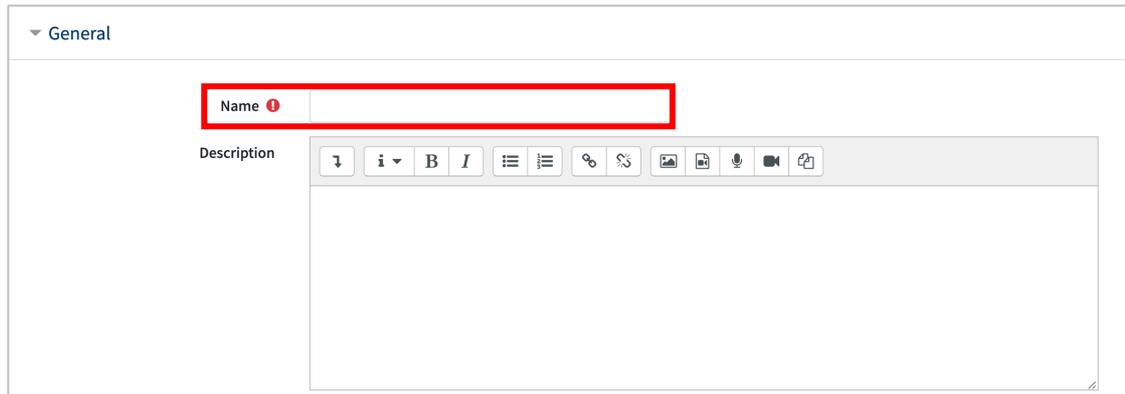
*If you set the survey as anonymous, the answers will be presented as anonymous.

Create Chat Room

Click "Add Resource/Activity" button around the section where you want to add the chat room.

In the opening panel, click "Chat" button, showed with  .

First, give chat a name.



▼ General

Name 

Description



Specify the starting time to chat. If you do not set it, the chat room will be accessible right away.

Click [Save] to complete chat room creation.



▼ Chat Setting

Next Chat Time 2021 February 7 16 17  Enable

Publish Chat Logs No

(COMMON)

Edit/Delete Course Activities & Resources

In order to edit or delete a course activity or resource.

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 be able to see it)
- Duplicate: Duplicate it.

The screenshot shows a course activity card with the following details: a play button icon, the title "1주차 강의자료", and the date range "2021-03-02 00:00:00 ~ 2021-03-15 23:59:00, 17:00". A cogwheel icon is highlighted with a blue box. A dropdown menu is open, listing the following actions: "Edit settings" (gear icon), "Delete" (trash icon), "Move right" (arrow icon), "Hide" (eye icon), and "Duplicate" (copy icon).

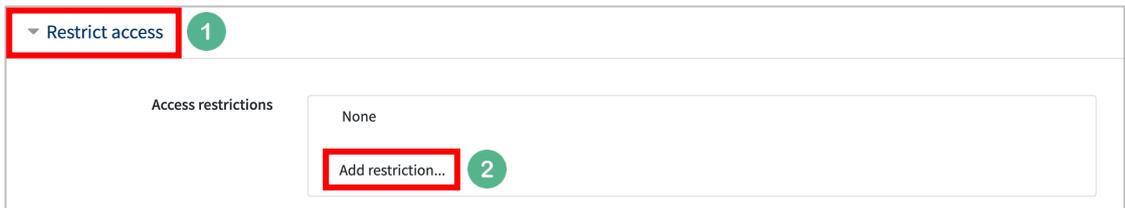
(ADVANCED)

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.

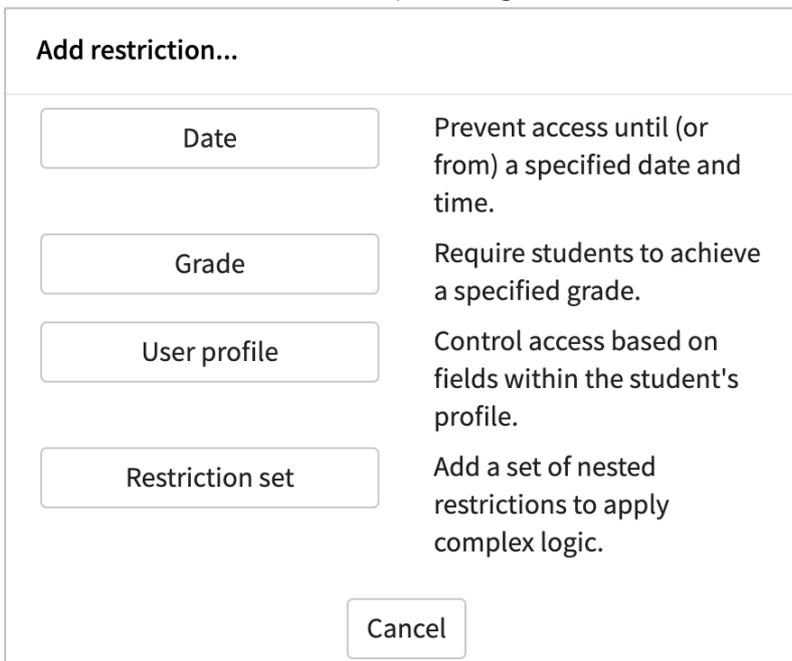
Follow these steps to use this function:

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



The screenshot shows a dropdown menu with the text "Restrict access" and a circled "1" next to it. Below the dropdown, there is a section labeled "Access restrictions" containing a list with the option "None" and a button labeled "Add restriction..." with a circled "2" next to it.

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.



The "Add restriction..." dialog box contains four options, each with a description:

- Date**: Prevent access until (or from) a specified date and time.
- Grade**: Require students to achieve a specified grade.
- User profile**: Control access based on fields within the student's profile.
- Restriction set**: Add a set of nested restrictions to apply complex logic.

A "Cancel" button is located at the bottom of the dialog.