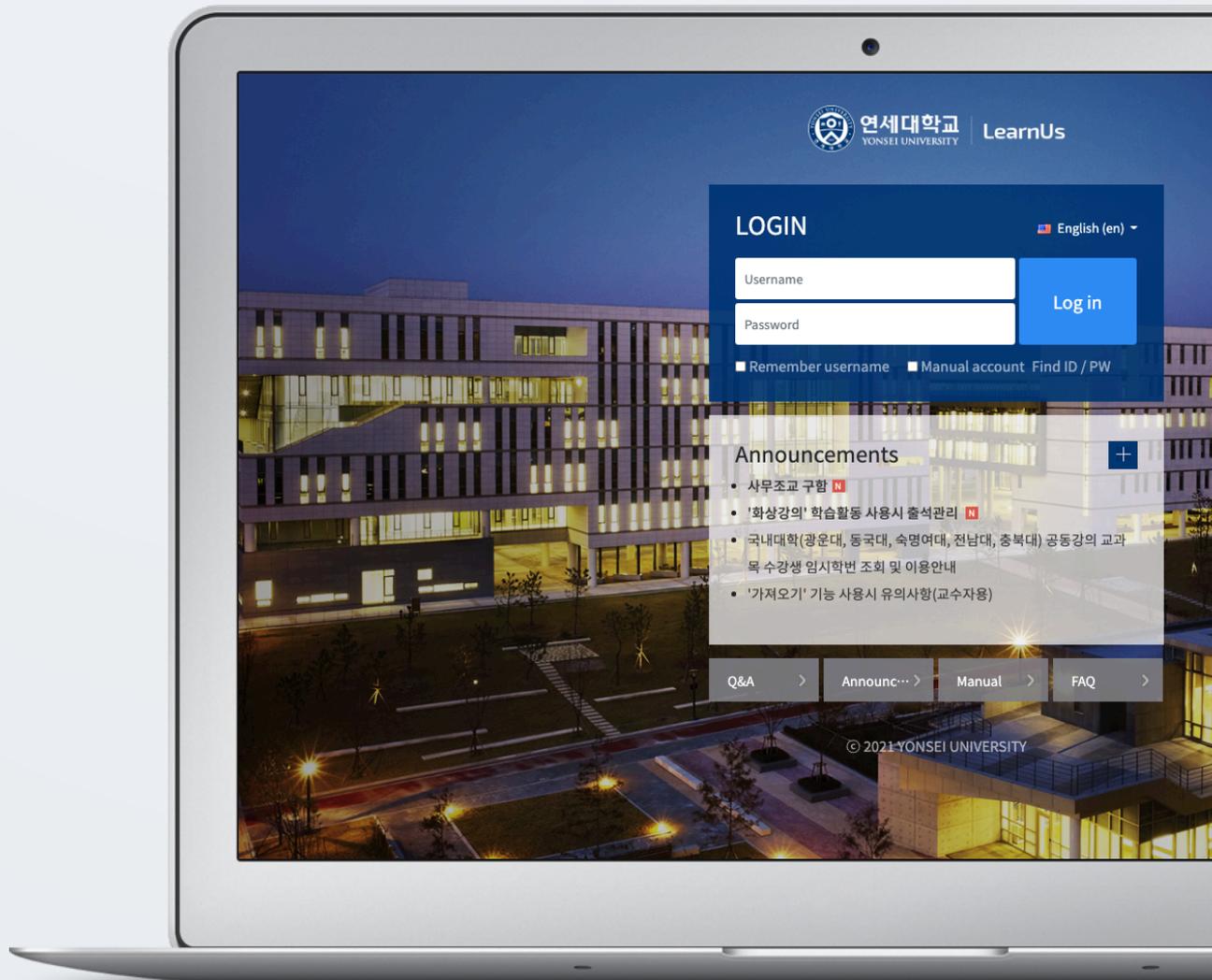


TEACHER'S MANUAL

7. ATTENDANCE & GRADE MANAGEMENT



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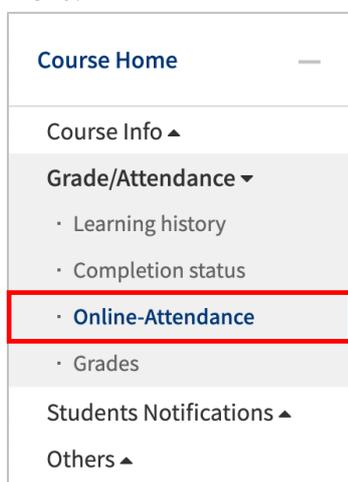
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Online Attendance

In online learning environments such as e-learning, flipped classroom or blended learning, students' watching videos is extremely important. Therefore, this LMS records whether students watched the videos or not and how long they watched the videos and it acknowledges video watching as "Online Attendance". How to check online attendance and use its features is described in this section.

*You need to make some settings first to use this feature, which was described at "Online Attendance Settings" of "2. Course Preparation" Manual.

Go to "Online Attendance" page located at "Grade/Attendance" Section of "Course Home" menu.



Here you can check the attendance status of status, automatically recorded according to whether students watched videos sufficiently or not. If there is no any problem, then you can reflect attendance score as a course grade by clicking "Apply to grades". Also, you can download the attendance situation of students as an Excel file.

Setting changed on : 29 January 2021 [Apply to Grades](#) [Excel Download](#)

No.	Full name	ID number	Grade	Department	1. ...	2. ...	3. ...	4. ...	5. ...	6. ...	7. ...	8. ...	Attendance	Absence
1					X	X	X	X	X	X	X	X	0	8
2					O	O	X	X	X	X	X	X	2	6
3					O	X	X	X	X	X	X	X	1	7

Attendance – O, Absence – X (▲ when late)

If you have not yet completed the learning in that week, it will appear as X and will change to O after completion.

Click to the student name to check his/her online attendance status in detail.
 You can manage students' online status. Due to some reasons, you can change online status such as canceling or acknowledging attendance.

ID number	t003
Fullname	kim
Mobile phone	

* Attendance Requirements : Case of you learning more than the required time that attendance accepted on period.
 Attendance-[O], Tardiness-[▲], Absence-[X]

	Resources	Required	Watched ?	Attendance	Week attendance
1	오리엔테이션	04:00	08:09 View: 1 time(s) filelog	O tardiness 결석인정	O
	1주차 강의자료	08:00	10:31 View: 1 time(s) filelog	O tardiness 결석인정	

* To modify the online attendance period, you can modify it in the Course Home – Grade/Attendance Management – Online Attendance – Online Attendance Setting or in the Course Home – Others – Online Attendance Setting.

* If you modify the period, the attendance status of students may change their attendance.

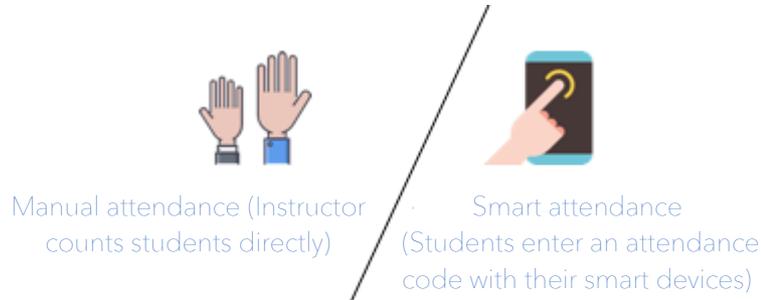
Attendance Status	Online Attendance management
-------------------	------------------------------

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"/>

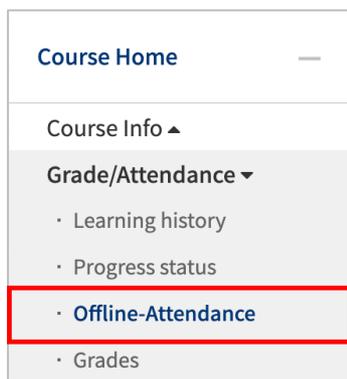
Offline Attendance

Offline attendance, used for face-to-face normal courses, can be taken with two methods: manual and smart attendance.



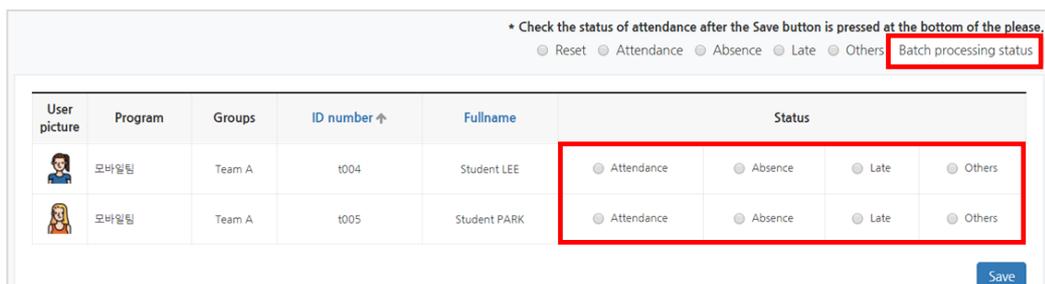
You can take attendance manually by performing the following steps:

First, go to "Offline-Attendance" page through "Course Home" → "Grade Attendance" → "Offline-Attendance".



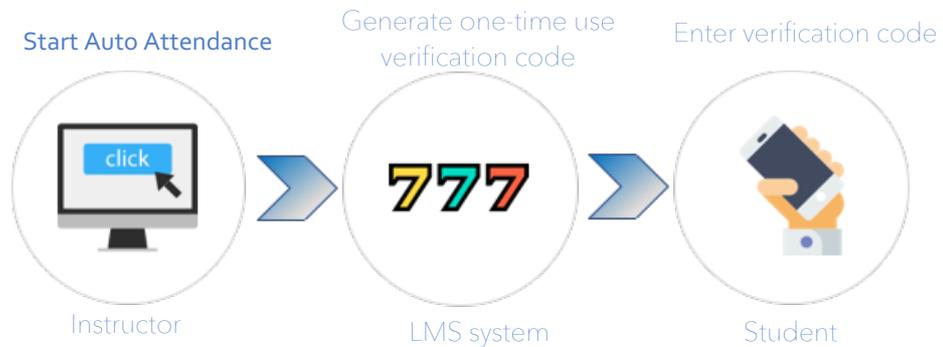
You can select the attendance status of students one by one.

If there are too many students, you can also take attendance collectively. For this, select the overall attendance status of students and then click "Batch processing status". After that, make changes on each student whose status does not match with overall status of students and click "Save button".

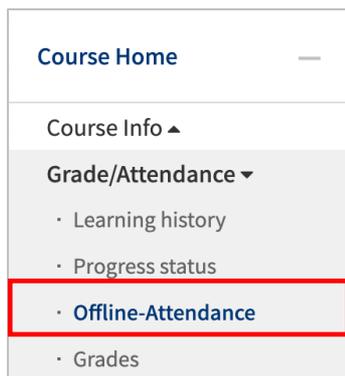


Smart Attendance

Smart attendance is that students open LMS app with their mobile devices and input a verification code to show their attendance to the course.



First, go to "Offline-Attendance" page through "Course Home" → "Grade Attendance" → "Offline-Attendance".



Select the date and course time and click "Start" button.

Week: 2017-01-02 | 1Class

Number of list: 15

Search: All participants | ID number | Search

Auto attendance: **Start** | Manage

Set the time available for auto attendance and click "Save" button. Thus, a verification code will be created.

Auto attendance

Time limit

Tell your students the verification code and to enter this code at the LMS app.

Week

Number of list

Search

Auto attendance Remaining : **04:51**

Attendance process continues until the given time ends. After attendance finishes, you can check the attendance status of students by clicking [Manage] button. Here you can easily identify the students who checked and did not check their attendance status. Also, you can check the attendance status of students who did not bring their smart phones by clicking "Unchecked" option and then clicking "take attendance" button below the student who is in classroom.

Week

Number of list

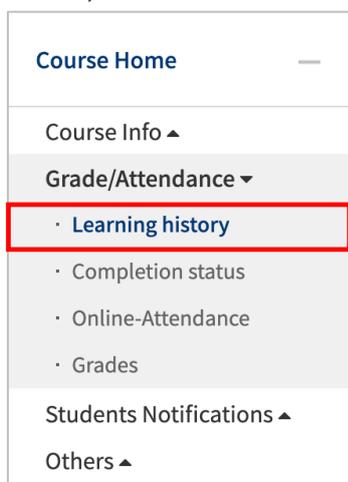
Search

Auto attendance

Statistics

Statistics display to what extent students use LMS; to what extent participate to course activities and open the course activities and resources. Therefore, instructors can easily check the students' learning progress with this feature. Besides, they can check which files/documents opened the most and least, which might help instructors improve their course design for future.

You can access learning statistics page by clicking "Learning history (Statistics)" below "Grade/Attendance" section of "Course Home" menu.



You can check the general statistics of the course; number of students and auditors, weeks/topics, course resources, and course activities, as shown in the following figure. Also, you can search a specific course activity or material.

* **Read:** The access (opening) number of course resources and activities

* **Wrote:** Number of course activity participation (posting a forum)

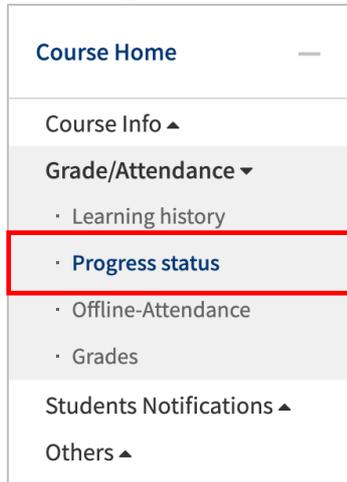
* **Comments:** The number of times a comment was created on the bulletin board and forum.

No.	Fullname ↑	ID number	Department	Course Summary											
				👤			📄			▶		▶		▶	
				R	W	C	R	W	C	R	W	R	W	R	W
1				-	-	-	-	-	-	-	-	-	-	-	-
2				5	-	-	2	1	-	3	-	2	-	1	-
3				4	-	-	-	-	-	2	-	4	-	2	-

Progress Status

In courses that do not use online attendance, the data related to students' video watching can be checked at "Progress Status" (of students' learning) section.

Click "Progress Status" below "Grade/Attendance" section of "Course Home" menu.



The percentage of video watched by the student is displayed as follows (Student names are on the left side and videos by weeks/chapters are on the right side. 100% means the student has watched all video).

Click on the student name to see the detailed progress of the individual student.

Excel Download														
No.	User picture	ID number	Fullname	Department	1Week [2 March...		2Week [9 Mar...		3Week [16 Ma...		4Week [23 M...		5Week [30	
					▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
1		coursemos01	김학생		100%	100%	100%	100%	100%	100%	100%	100%		
2		coursemos02	이학생		100%	100%	100%	100%	96.89%	100%	100%	100%		
3		coursemos03	박학생		100%	100%	100%	100%	100%	100%	100%	100%		
4		coursemos04	최학생		100%	100%	100%	96.89%	100%	100%	100%	100%		
5		coursemos05	오학생		100%	100%	100%	100%	100%	100%	100%	9.94%		
6		coursemos06	조학생		96.89%	95.03%	100%	99.38%						

Here you can view data on video watching progress of the student for all videos. Click "details" near to the video that the student has watched in order to the detailed data on video watching progress of the student.

ID number	t003			
Fullname	kim			
Mobile phone				

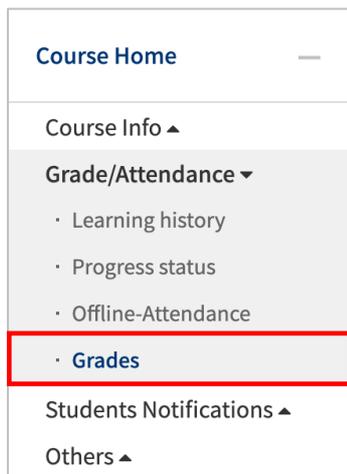
Week	Resources	Contents time	최대 학습위치	Progress
1	 오리엔테이션	08:08	08:09 Details (1) accesslog detaillog filelog	100% 학습미인정
	 1주차 강의자료	17:00	09:58 Details (1) accesslog detaillog filelog	58.63% Recognition of study

Grades

All activities and assessments of the course are gathered at "Grades".

In "Grades", you can check or edit the students' scores, and review the final grades of students and download them as a document.

To access "Grades", go to "Course Home" menu → "Grades/Attendance" section → "Grades". The detailed features of "Grades" are described in this section.



Check/Edit Grades

Click "View" on the Tab menu first.

You can check the all grades of course activities including quizzes (tests), assignments, discussions and so on.

Grader report

View Setup Scales Import Export

Grader report Single view User report

All participants: 5/5

Fullname	ID number	Department	Email address	학습관리시스템	학습토론방	1주차 과제	First Project	Midterm Exam
kim	t003		t003@aa.aa	90.00	-	-	-	10.00
park	t005		t005@aa.aa	-	-	-	-	-
woo	t002		t002@aa.aa	-	-	-	-	-
lee	t004		t004@aa.aa	-	-	-	-	-
choi	t006		t006@aa.aa	-	-	-	-	-
Overall average				90.00	-	-	-	10.00

When modifying a score, click the "Turn editing on" button at the top right, enter the score, and click the "Save changes" button.

*If a score of a course activity is edited in "Grades", it cannot be edited again in the concerned course activity. Therefore, we recommend you to edit scores in "Grades" page as soon as late.

Fullname	ID number	Department	Email address	학습관리시스템	학습토론방	1주차 과제	First Project
				Controls			
kim	t003		t003@aa.aa	90.00			
park	t005		t005@aa.aa				
woo	t002		t002@aa.aa				
lee	t004		t004@aa.aa				
choi	t006		t006@aa.aa				
Overall average				90.00	-	-	-

Save changes

Grade Categories

When you click "Grades", the first opening page is "Categories and items" (of grades). You can view and edit the categories and items concerning grades.

The max grade is the highest grade you entered when you created each activity.

By adding categories, activities can be grouped and scored.

You can also add grade items to give scores for offline activities.

The screenshot shows the 'Gradebook setup' interface. At the top, there are tabs for 'View', 'Setup', 'Scales', 'Import', and 'Export'. Below the tabs, there are links for 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. The main content is a table with the following columns: 'Name', 'Weights', 'Max grade', and 'Actions'. The table lists several items, including '학습관리시스템', '학습토론방', '1주차 과제', 'First Project', 'Midterm Exam', and '온라인 출석부'. A red box highlights the 'Max grade' column, which contains values: '-', '100.00', '100.00', '100.00', '10.00', '20.00', and '330.00'. Below the table, there is a 'Save changes' button and two buttons: 'Add category' and 'Add grade item'.

Name	Weights	Max grade	Actions
학습관리시스템		-	Edit
학습토론방	30.30	100.00	Edit
1주차 과제	30.30	100.00	Edit
First Project	30.30	100.00	Edit
Midterm Exam	3.03	10.00	Edit
온라인 출석부	6.061	20.00	Edit
Course total		330.00	Edit

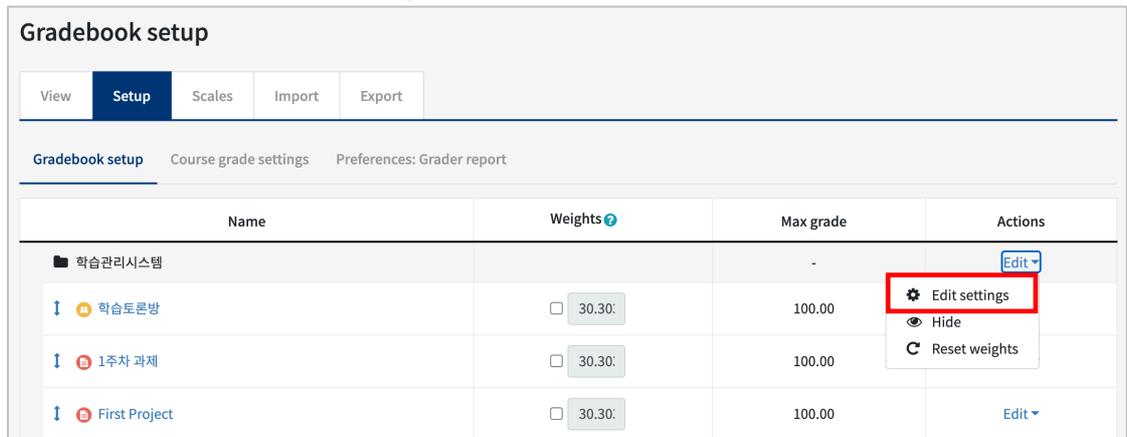
There are two methods to manage grade categories and items, as follows:

Aggregation Methods

There are various aggregation methods. You can utilize them for the all course activities in your course. It is also possible to set the grade aggregation method for a group of course activities in a category.

To change the aggregation method for all grades in the course, perform the following steps:

On "Grades" page, click the cogwheel button at the top of the table, near to the course name, and then click "Edit Settings".

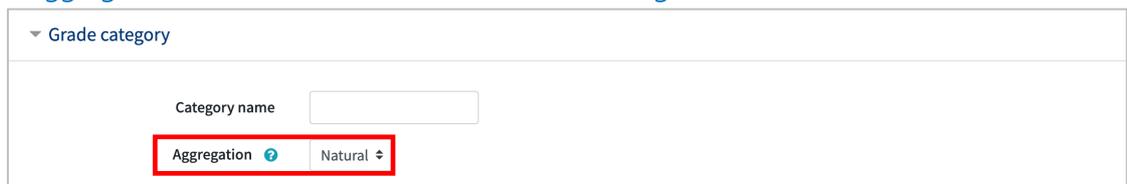


The screenshot shows the 'Gradebook setup' page with tabs for View, Setup, Scales, Import, and Export. The 'Setup' tab is active. Below the tabs are links for 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. A table lists course activities with columns for Name, Weights, Max grade, and Actions. The 'Edit settings' button in the Actions column for the first activity is highlighted with a red box.

Name	Weights	Max grade	Actions
학습관리시스템		-	Edit
학습토론방	30.30	100.00	Edit settings, Hide, Reset weights
1주차 과제	30.30	100.00	
First Project	30.30	100.00	Edit

Select the desired aggregation method in the aggregation menu and click "Save changes" button.

* Aggregation methods are described in the following table.



The screenshot shows the 'Grade category' settings form. It includes a 'Category name' input field and an 'Aggregation' dropdown menu. The 'Aggregation' dropdown is highlighted with a red box, showing the current selection 'Natural'.

Grade category

Category name

Aggregation Natural

Aggregation Type	Description
Natural	This aggregation method is the sum of all grade values, scaled by weight. When its weights are not adjusted, it is the same as points earned divided by points possible.
Weighted mean of grades	Each grade item can be given a weight that influences the importance of each item in the overall mean. The process is as follows: 1) Multiply each score by its weight. 2) Find the sum of these weighted scores. 3) Divide by the sum of weights.
Simple weighted mean of grades	Its difference than "weighted mean of grades" is that simple weight is calculated as maximum grade for each item. Its process is that 1) Calculate weight for each assignment by finding the difference of maximum and minimum, 2) Multiple each score by its weight, 3) Find sum of weighted scores, 4) Find sum of maximums, 5) Divide sum of weighted scores by sum of maximums

Add Grade Item

You can add grade items manually as well. This is especially useful for the offline (face-to-face) courses which have offline scorable activities such as exams and quizzes.

Click "Add grade item" button below "Grades" page.

The screenshot shows the 'Gradebook setup' page with a table of grade items. The 'Add grade item' button is highlighted with a red box.

Name	Weights	Max grade	Actions
■ 학습관리시스템		-	Edit ▾
↓ 📄 학습토론방	<input type="checkbox"/> 30.30	100.00	Edit ▾
↓ 📄 1주차 과제	<input type="checkbox"/> 30.30	100.00	Edit ▾
↓ 📄 First Project	<input type="checkbox"/> 30.30	100.00	Edit ▾
↓ 📄 Midterm Exam	<input type="checkbox"/> 3.03	10.00	Edit ▾
↓ 📄 온라인 출석부	<input type="checkbox"/> 6.061	20.00	Edit ▾
Σ Course total		330.00	Edit ▾

Buttons: Save changes, Add category, Add grade item (highlighted)

Input a name for the grade item and specify the maximum score. Then, click "Save changes" button.

The screenshot shows the 'Grade item' configuration form. The 'Item name' and 'Maximum grade' fields are highlighted with red boxes.

Grade item configuration fields:

- Item name: []
- Grade type: Value ▾
- Scale: Use no scale ▾
- Maximum grade: 100.00
- Minimum grade: 0.00

Download Grades

You can download data of all grades you have inputted. For this, first click "Export" button at the top section of "Grades" page.

Click "Download" button to download all grades of the students.

* If you want to exclude some grade items, deselect them, and then click "Download" button.

Export to OpenDocument spreadsheet

View Setup Scales Import **Export**

OpenDocument spreadsheet Plain text file Excel spreadsheet XML file

Expand all

Grade items to be included

- 학습토론방
- 1주차 과제
- First Project
- Midterm Exam
- Online Attendance
- Course total

Select all/none

Export format options

Download