# **TEACHER'S MANUAL**

### **1. LMS OVERVIEW**



# TABLE OF CONTENTS

1. Access	3
2. Main Page	4
3. Course Homepage	6
4. Manage File	7

### 1. Access

Access LMS site with the following link: eclass.kcu.ac.kr

Login with username and password used for university portal site



# 2. Main Page



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				
e-Class	Anyone at the University Can be operated by opening a learning space				
Message	Send and receive messages inside LMS				
Guide	Access to Announcements, Q&A, FAQ, Files and Manual				

Main Menu

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

All C	ours	ses -		
, S		Irregular	Laboratory MASTER / Pot IN	
2	2	Irregular	KOREA CYBER UNIVERSITY Present Prof YOU / Prof JN	
		Regular Global	Digital Renalisance Prof IN / Prof YOU	
2	9	Regular Global	MASSMEDIA prof YOU / Pod IN	

#### ③ General and Course-specific Announcements

Announcements   Current Class Announcements	More
- 설문조사	2018-06-22 10:48
· 평업	2017-11-28.18:05
• ગક્ષ્ટ્રપ્પ	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 Top Toolbar

⑤ Announcements, Upcoming events (course schedule) and course notifications

# 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

<b>A</b>	English 2[1]	
Pa		
Ē		
•		
× M	Course Home - Course Info - 3	Course Summary
M	Grade/Attendance - Students Notifications - Others -	5
	View Student screen	480 8748 88 664
	Activities/Resources +	
		Current week course
		8Week [19 October - 25 October]
		All week course
		Week [31 August - 06 September]
		-
		2Week [07 September - 13 September]
		3Week [14 September - 20 September]

- 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 Rate
    \*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
- 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.

	Maximum size for new files: 100MB, overall limit: 100MB
▶ 🚞 Files	
You can drag and drop	iles here to add them.
-	
Save changes	Cancel

Click 'Save changes' to complete file upload.

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

Maximum size for new files: 100MB, overall limit: 100MB					OMB		
▶ 🚞 Files							
Name	Last modified	\$	Size	\$	Type		÷
Upload feature-testing.docx	17/08/18, 18:12		21.6KB		Word document		
	Save changes Cancel						