

TEACHER'S MANUAL

1. LMS OVERVIEW





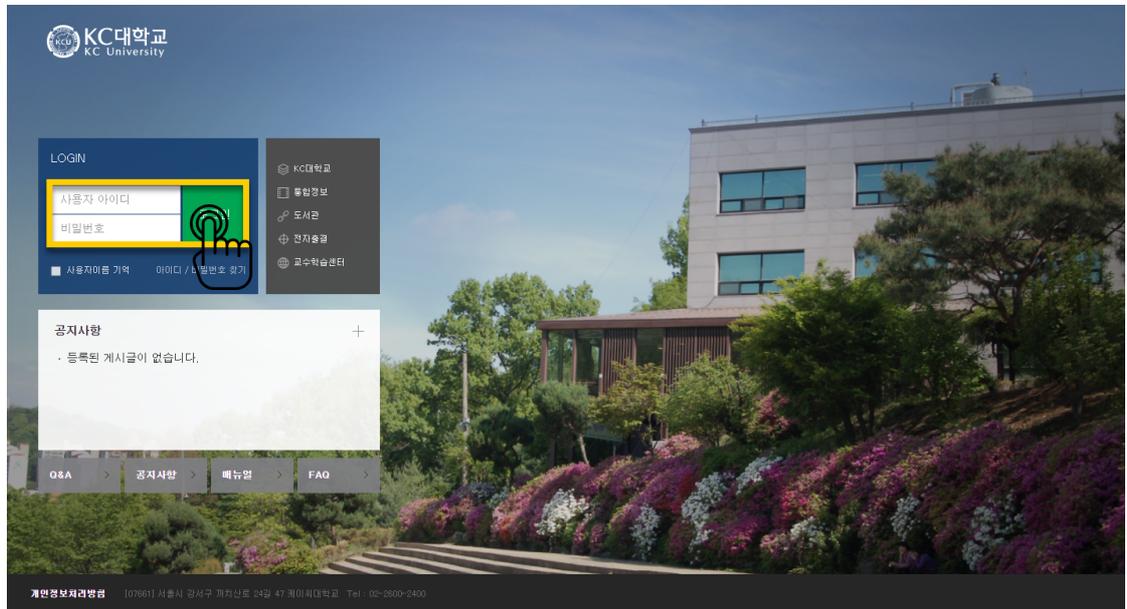
TABLE OF CONTENTS

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

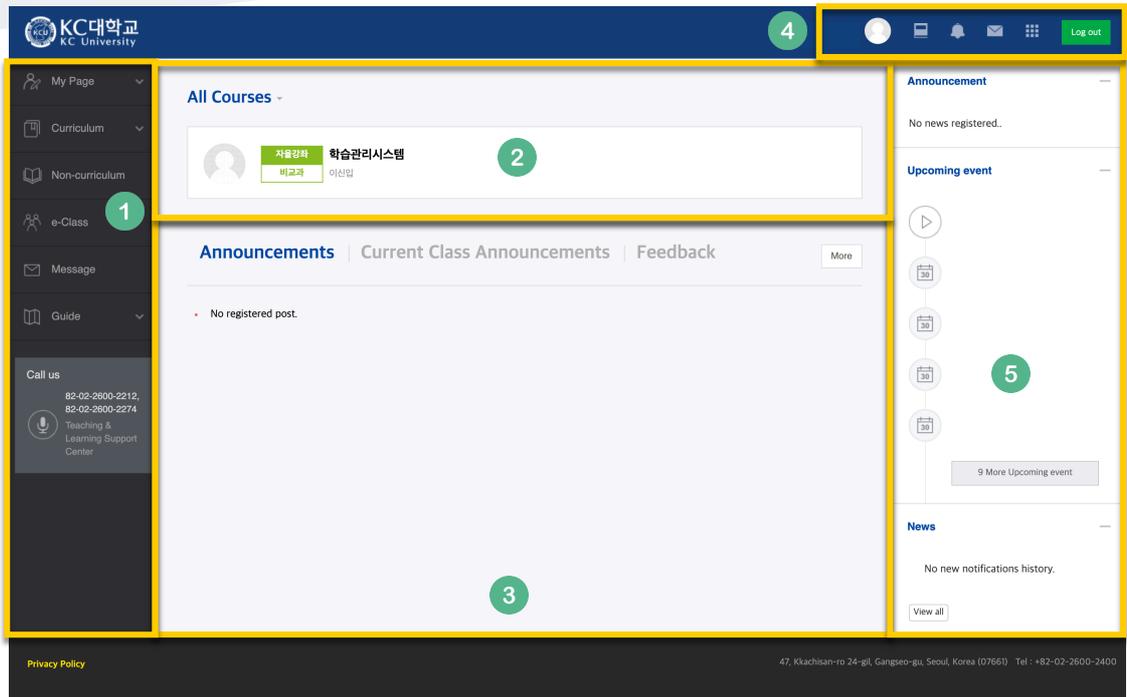
1. Access

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

Login with username and password used for university portal site



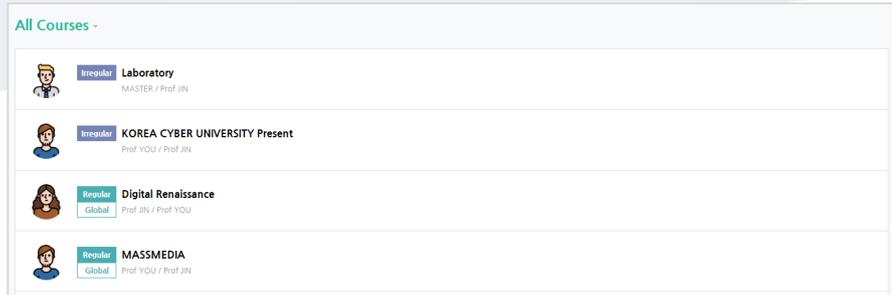
2. Main Page



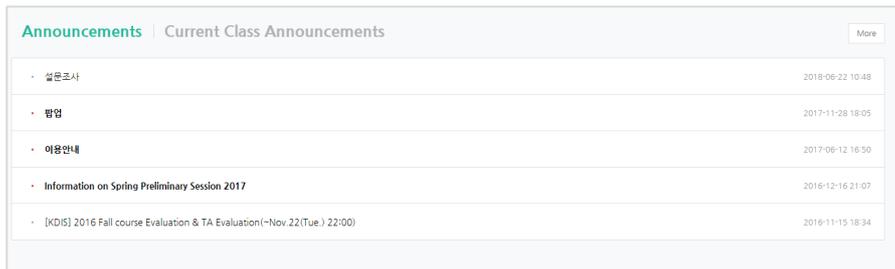
① Main Menu

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

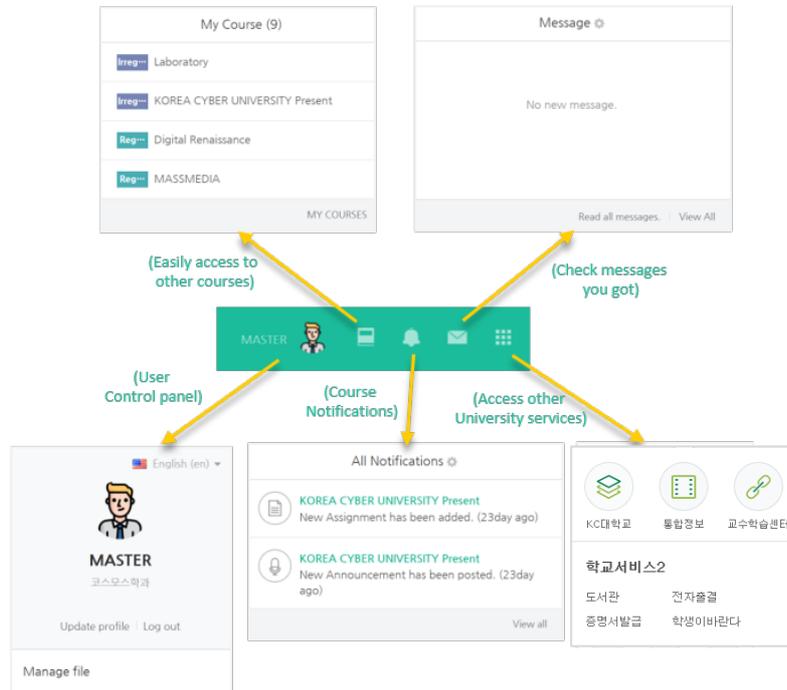
② Your courses (including curricular & non-curricular courses)



③ General and Course-specific Announcements



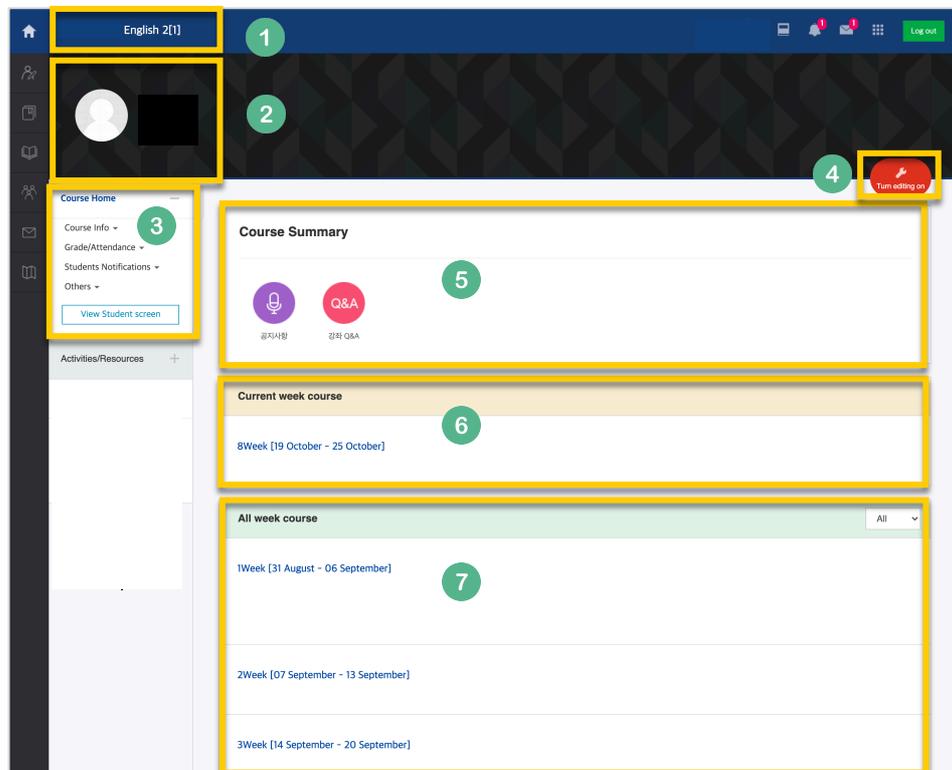
④ Top Toolbar



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

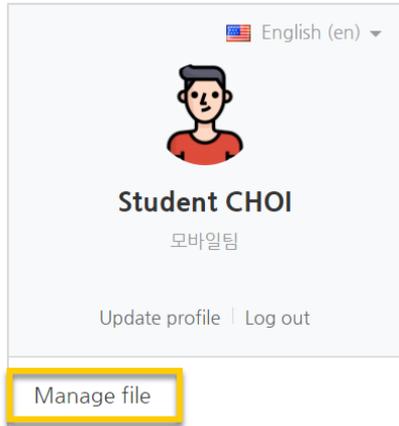


- ① Course name
- ② Instructor information
- ③ Course menu
 - Course info: Participation List, Course Syllabus
 - Grade/Attendance: Statistics, Progress Status, Online Attendance (available online for 100% online courses), Grades, Grade Rate
 - *Grade and attendance are just information collected through 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
- ④ 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

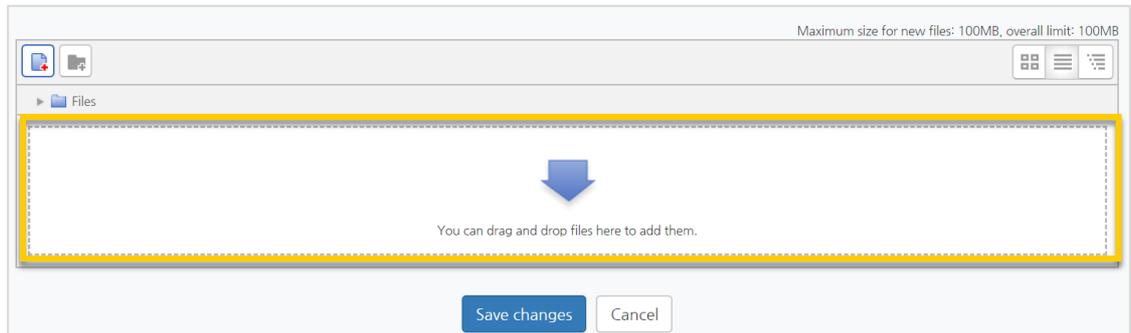
4. Manage File

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.



Click 'Save changes' to complete file upload.

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

