

TEACHER'S MANUAL

2. COURSE PREPARATION



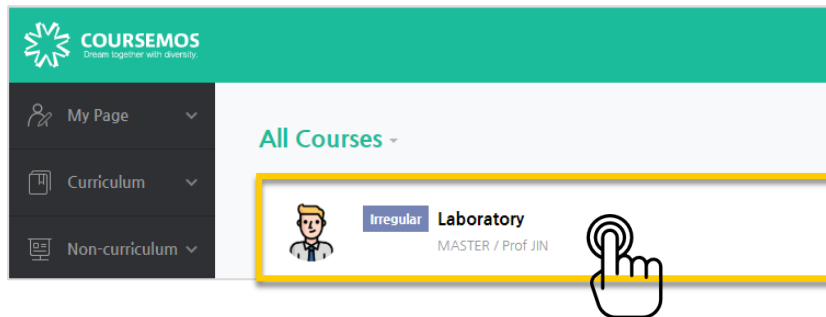
TABLE OF CONTENTS

1. Preparations Before Course Design	3
2. Check Course Attendees	4
3. Type Course Summary	5
4. Write Weekly Learning Objectives	6
5. Online Attendance Settings.....	7
6. Offline Attendance Settings	8
7. Import Old Course	11
8. Other Course Settings.....	14

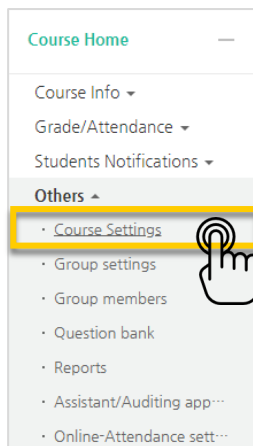
1. Preparations Before Course Design

Curricular courses are automatically created at LMS 2 weeks before the semester starts.

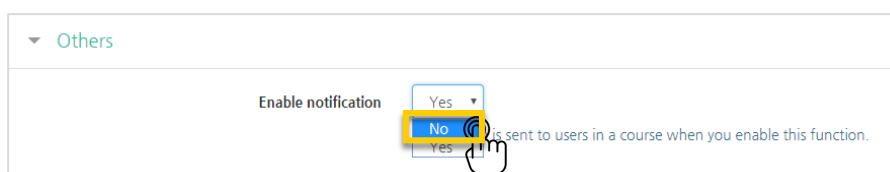
So, you need to choose the course you want to make settings before the semester starts.



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.



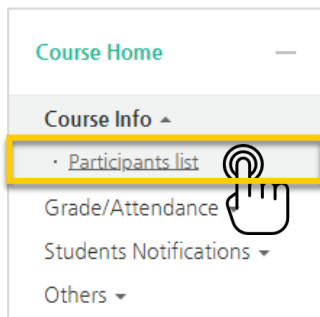
After that, in order not to send notifications to students when the learning materials and activities are uploaded to LMS before the semester begins, it is needed to disable notifications. For this, at "Course Settings", click "Others", then select "No" for "Enable Notification", and then save it.



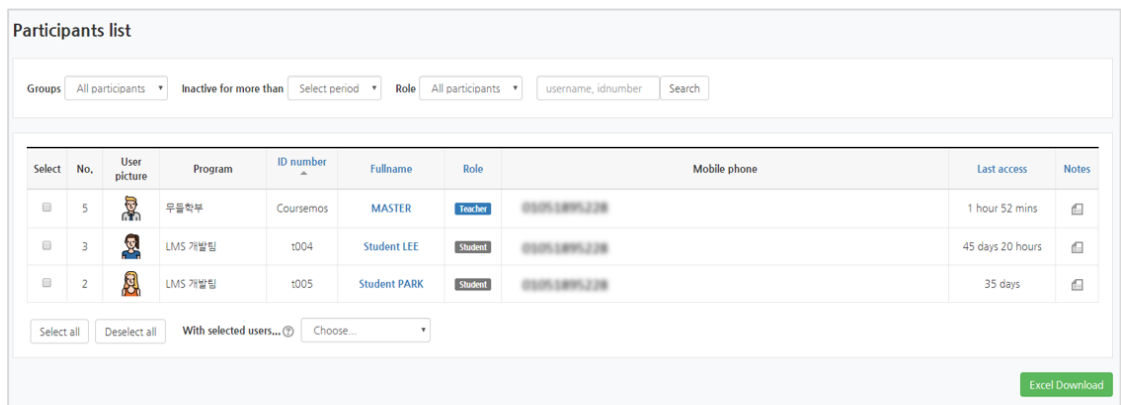
2. Check Course Attendees

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

A screenshot of the 'Participants list' page. It features a table with columns for 'Select', 'No.', 'User picture', 'Program', 'ID number', 'Fullname', 'Role', 'Mobile phone', 'Last access', and 'Notes'. The table contains three rows of data. Below the table are buttons for 'Select all', 'Deselect all', and a dropdown menu for 'With selected users...'. An 'Excel Download' button is located at the bottom right of the page.

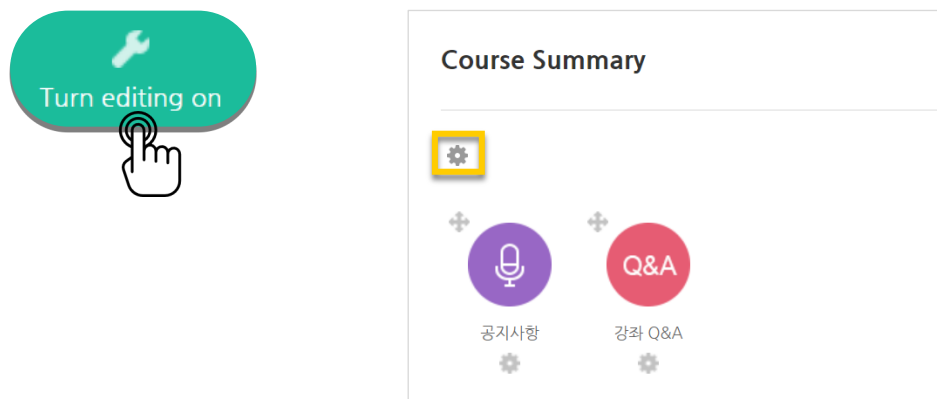
Select	No.	User picture	Program	ID number	Fullname	Role	Mobile phone	Last access	Notes
<input type="checkbox"/>	5		무들학부	Coursemos	MASTER	Teacher	0109518995228	1 hour 52 mins	
<input type="checkbox"/>	3		LMS 개발팀	t004	Student LEE	Student	0109518995228	45 days 20 hours	
<input type="checkbox"/>	2		LMS 개발팀	t005	Student PARK	Student	0109518995228	35 days	

3. Type Course Summary

You can put a text summarizing the course and stating important points related the course to 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.

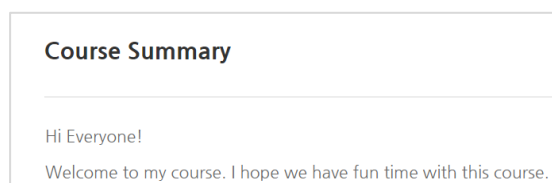


Then, type a text summarizing the course and save it by clicking.

Save

A screenshot of the "Summary of Course Summary" editing form. The form has a "General" section expanded. It includes a "Section name" field with a "Use default section name" checkbox checked. Below that is a "Summary" field with a rich text editor toolbar. The text in the editor reads "Hi Everyone! Welcome to my course." At the bottom of the form, there is a "Restrict access" section and two buttons: "Save changes" and "Cancel".

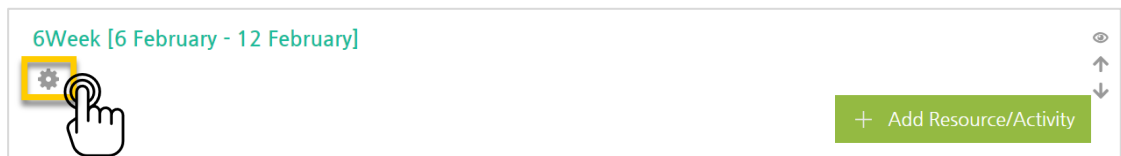
Thus, course summary will appear as follows:



4. Write Weekly Learning Objectives

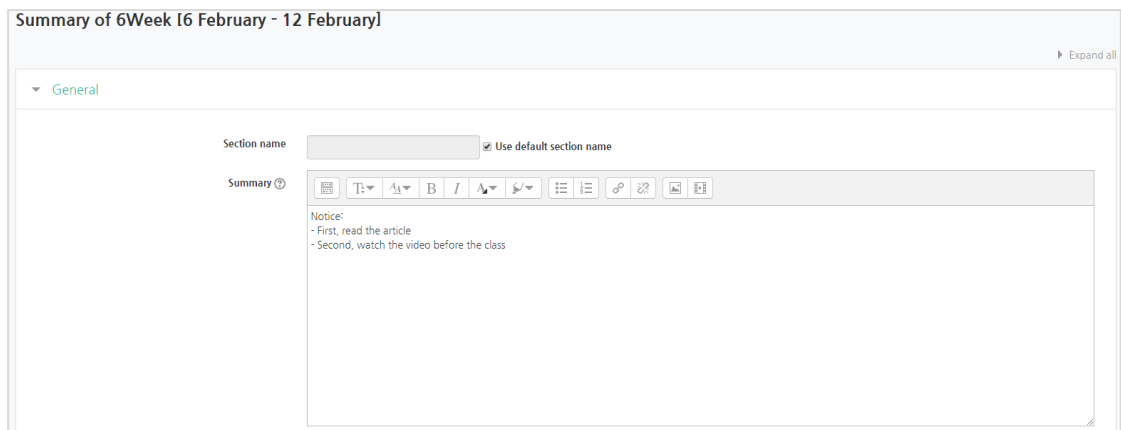
You can write learning objectives or course announcement or anything else you want to indicate for each week. For this;

Click cogwheel button next to the week where you will write learning objectives or anything else.

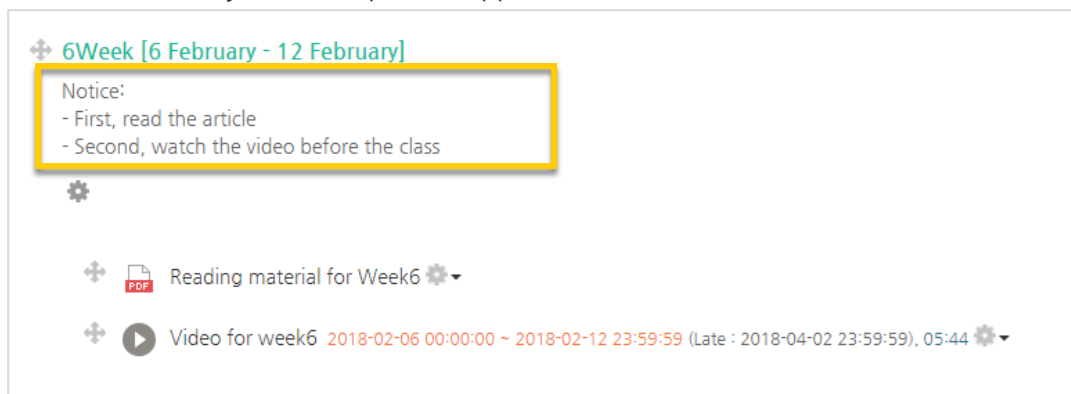


Then, write learning objectives, notification or anything else for that week.

* You can add images and videos as well.



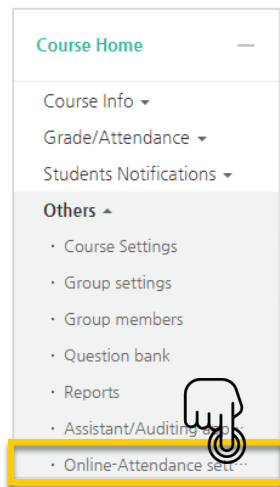
Thus, the content you have input will appear in the section of that week, as follows:



5. 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".

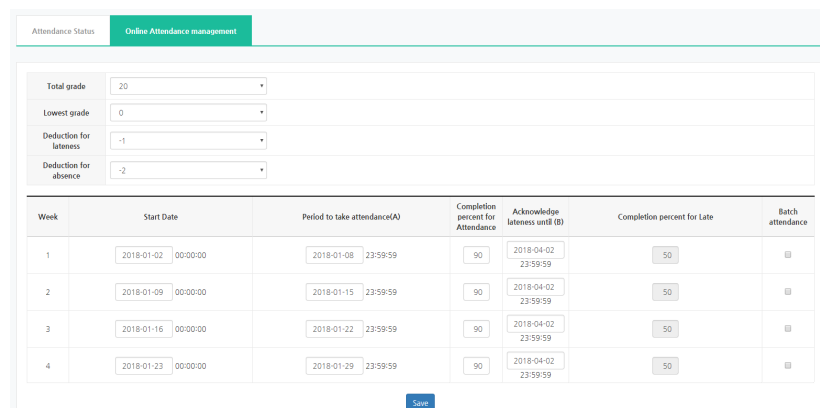


Identify the attendance score and the penalty score for being late or absent along with due date, meaning until which time the video should be watched, and then click [Save](#) button.

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.

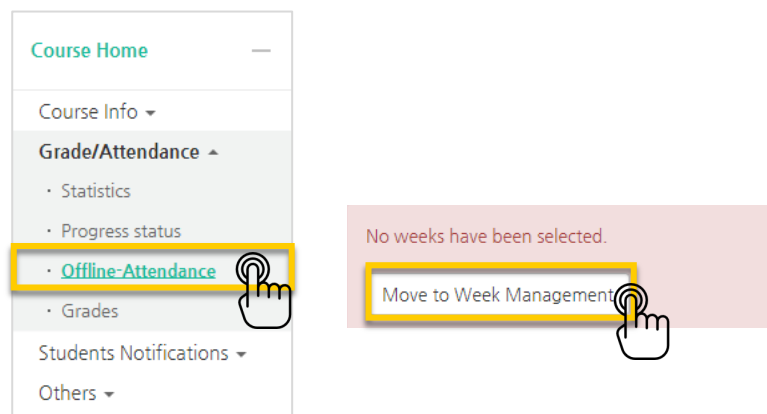
A screenshot of the 'Online Attendance management' settings page. It shows a form with fields for Total grade (20), Lowest grade (0), Deduction for lateness (-1), and Deduction for absence (-2). Below the form is a table with columns: Week, Start Date, Period to take attendance(A), Completion percent for Attendance, Acknowledge lateness until (B), Completion percent for Late, and Batch attendance. The table contains four rows of data for weeks 1 through 4, each with a 'Save' button at the bottom.

6. Offline Attendance Settings

You can easily manage course attendance in normal classes as well. For this;

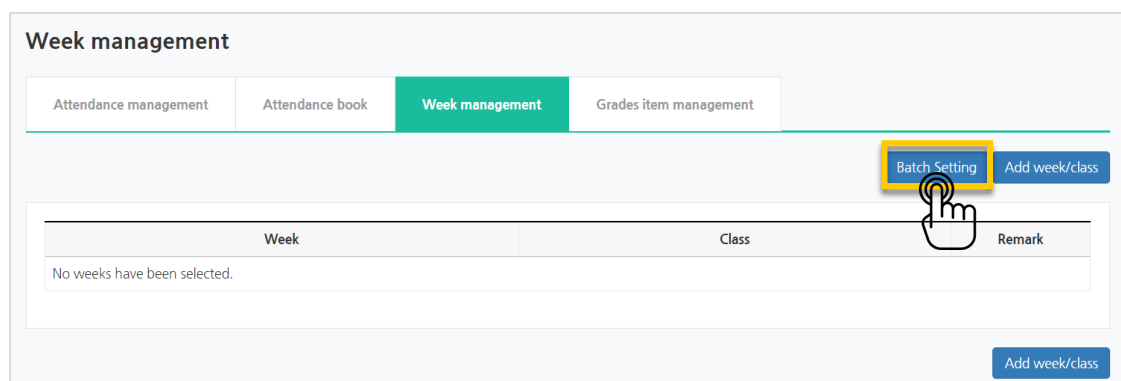
Click "Offline-Attendance" below "Grade/Attendance" of "Course Home" menu.


Click "Move to Week Management" button appearing "next to Course Home" menu, and then identify course hours.



If you want to add course hours with one step, click "Batch setting" and if you want to add course hours for each course one by one, click "Add week/class".

"Batch Setting" is used as follows:





Select the day and the class hour that the course will be carried out every week, and then click  button.













Week management

Attendance management Attendance book **Week management** Grades item management



-	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10
monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Then, you will see that the attendance list is created automatically.

Week	Class	Remark
2018-08-20	1Class	 
	2Class	 
2018-08-22	5Class	 
	6Class	 
2018-08-27	1Class	 
	2Class	 

In order to link attendance with course grades, firstly, click "Grades Item Management" at the opening page when you click "Offline-Attendance" on the course homepage. Then, give a name for the attendance-related grades and click



 button. In the opening page, input attendance score and penalty scores for being late and absent and click  button. Thus, the attendance score will be automatically calculated and presented at "Grades" page whenever you change the attendance situation of learners.

Grades item management

Attendance management Attendance book Week management **Grades item management**

You haven't added a grade item.
Do you want to add a new grade item?

Item name

Grades item management

Attendance management | Attendance book | Week management | **Grades item management**

Item name: Attendance book

Attendance score: 20

Lowest grade: 0

Deduction for lateness: -1

Deduction for absence: -2

Save

As a result, the attendance grade is shown on grade book as follows:

Fullname	ID number	Attendance book	Course total
STUDENT LIM	1009		-
STUDENT YOON	1008		-
Student CHOI	1006		-
Student KIM	1003		-
Student LEE	1004		-
Overall average			

7. 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.

Administration

Course administration

- Turn editing on
- Edit settings
- Users
- Filters
- Reports
- Grades
- Backup
- Restore
- Import** (1)
- Publish
- Reset
- Question bank
- Recycle bin

Switch role to...

Site administration

Search in setting Go

Find a course to import data from:

Select a course More than 10 courses found, showing first 10 results

Course short name	Course full name
2011_03_MSI027_1	Understanding the World Economy
2013_01_MEA132_1	Korean Language and Culture I
2014_01_MCA003_2	Quantitative Methods
2015_01_MSE038_2	Macroeconomic Policy
2016_01_MSP073_1	Policy Process Analysis
2011_03_MSP029_1	International Financial Policy
2013_01_MEA145_3	Language in Public Policy and Management
2014_01_MEA132_4	Korean Language and Culture I
2015_01_MSR042_1	Planning and Managing Development Projects
2016_01_MCD002_1	Introduction to Research Methods

There are too many results, enter a more specific search.

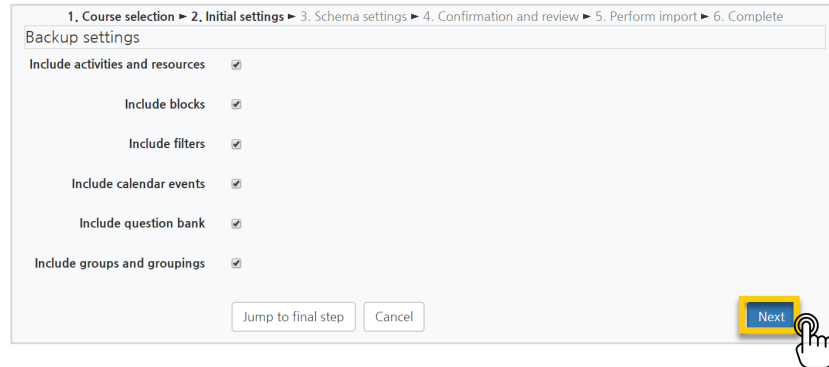
Search (2)

Continue (4)

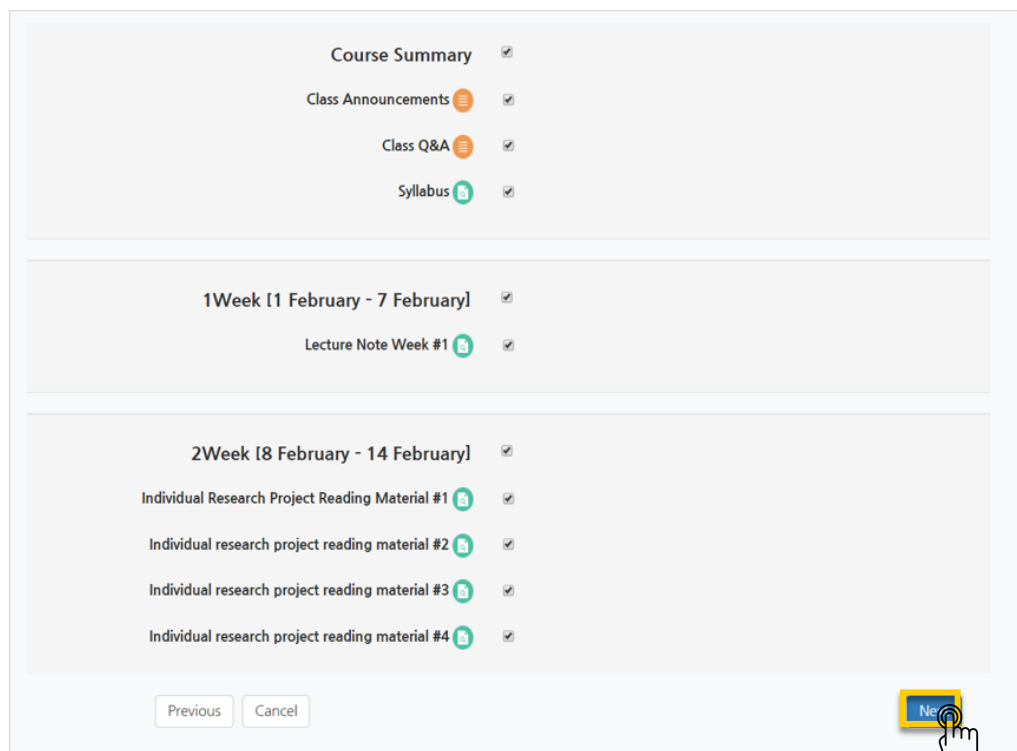
In the opening page, click "Next" button, as shown in the figure:

* If you want to import the old course as it is, just click "Jump to final step" button.

**Importing group settings is optional.



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.



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

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ **4. Confirmation and review** ▶ 5. Perform import ▶ 6. Complete

Backup settings

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

Included items:

- Course Summary ✓
- Class Announcements ✓
- Class Q&A ✓
- Syllabus ✓

1Week [1 February - 7 February] ✓

- Lecture Note Week #1 ✓

2Week [8 February - 14 February] ✓

- Individual Research Project Reading Material #1 ✓
- Individual research project reading material #2 ✓
- Individual research project reading material #3 ✓
- Individual research project reading material #4 ✓

Previous Cancel Perform import

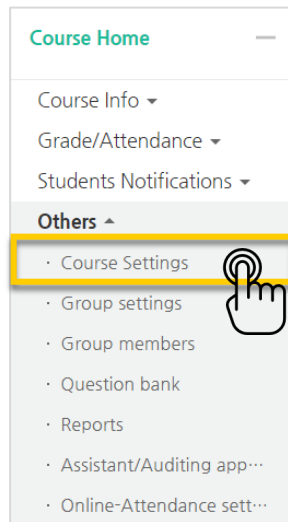
Lastly, click "Continue" button to return your course homepage.

Import complete. Click continue to return to the course.

Continue

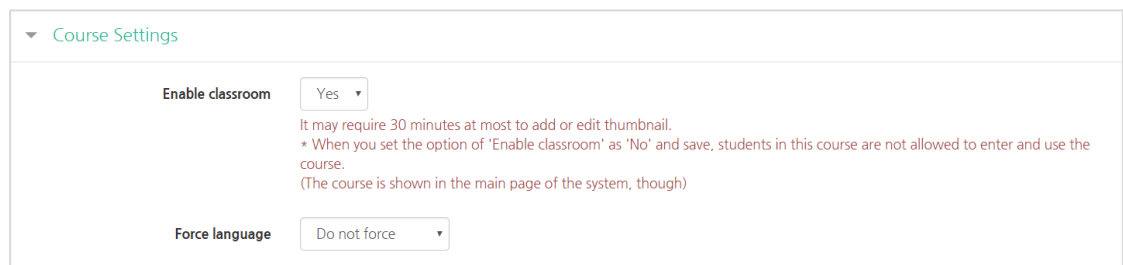
8. Other Course Settings

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

A screenshot of the 'Course Settings' form. It contains two settings: 'Enable classroom' with a dropdown menu set to 'Yes', and 'Force language' with a dropdown menu set to 'Do not force'. Below the 'Enable classroom' dropdown, there is a note: 'It may require 30 minutes at most to add or edit thumbnail. * When you set the option of 'Enable classroom' as 'No' and save, students in this course are not allowed to enter and use the course. (The course is shown in the main page of the system, though)'.

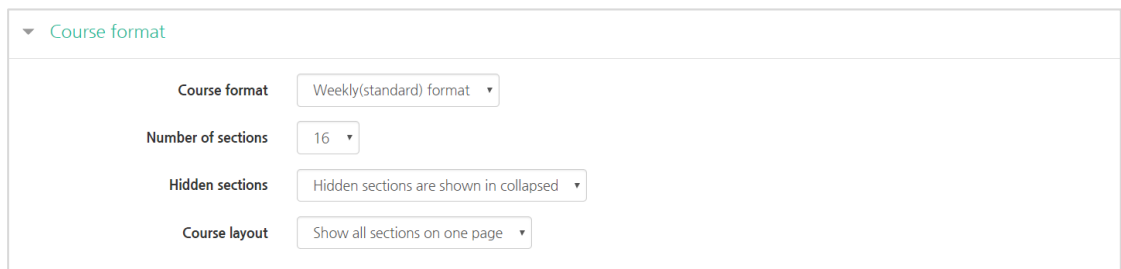
▼ Course Settings	
Enable classroom	Yes ▼
It may require 30 minutes at most to add or edit thumbnail. * When you set the option of 'Enable classroom' as 'No' and save, students in this course are not allowed to enter and use the course. (The course is shown in the main page of the system, though)	
Force language	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.

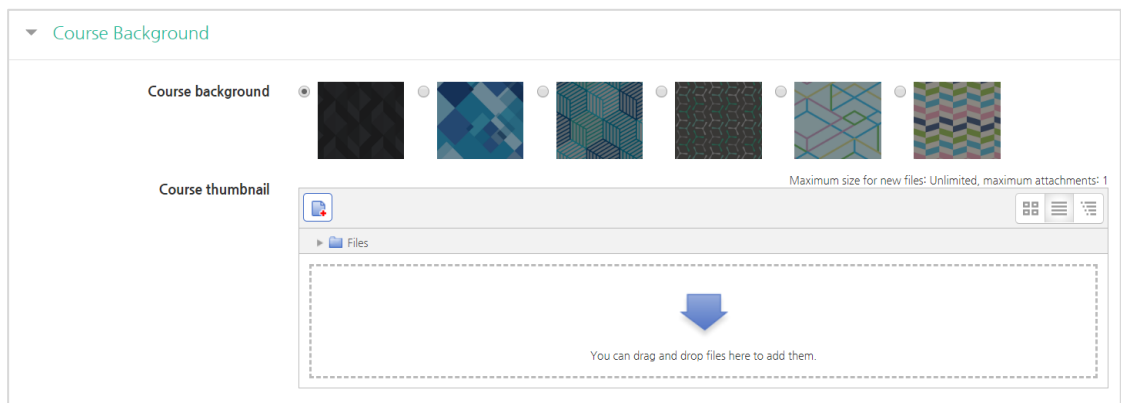
“Number of sections”: Set the number of sections displayed at the course homepage.

“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.

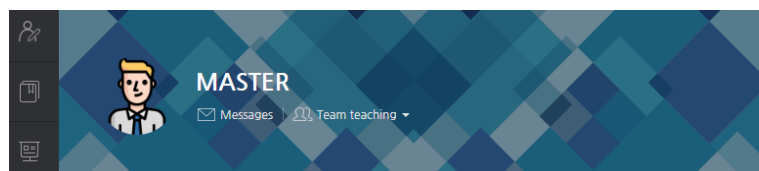
“Course layout”: Choose the course layout as showing whether all sections on one page or one section per page.



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



If you change the background of a course, the course will be displayed as follows:



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	<input type="text" value="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	<input type="text" value="Yes"/>	Online-Attendance check type	<input type="text" value="Progress"/> 출석인정방법 <input style="width: 50px;" type="text" value="%"/>
Enable Late	<input type="text" value="Yes"/>	<small>Announcement on the function 'Late'</small>	
Offline attendance	<input type="text" value="Yes"/>		