TEACHER'S MANUAL

3. LEARNING MATERIALS

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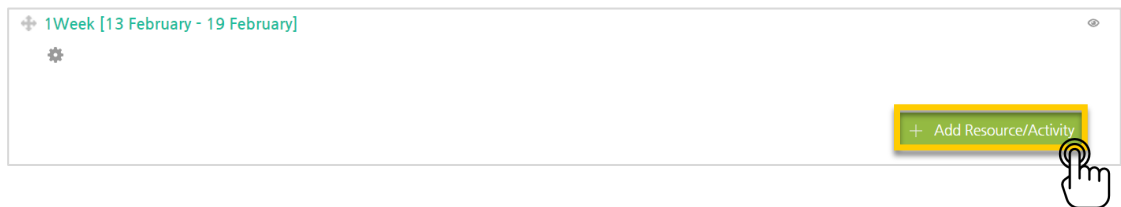
1. Introduction

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.
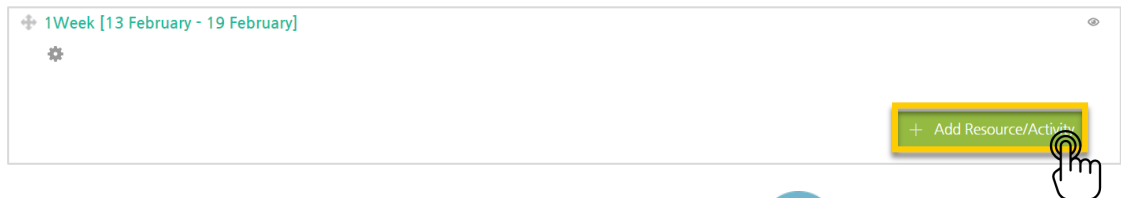

All learning materials and activities are listed as "Activities" and "Resources."
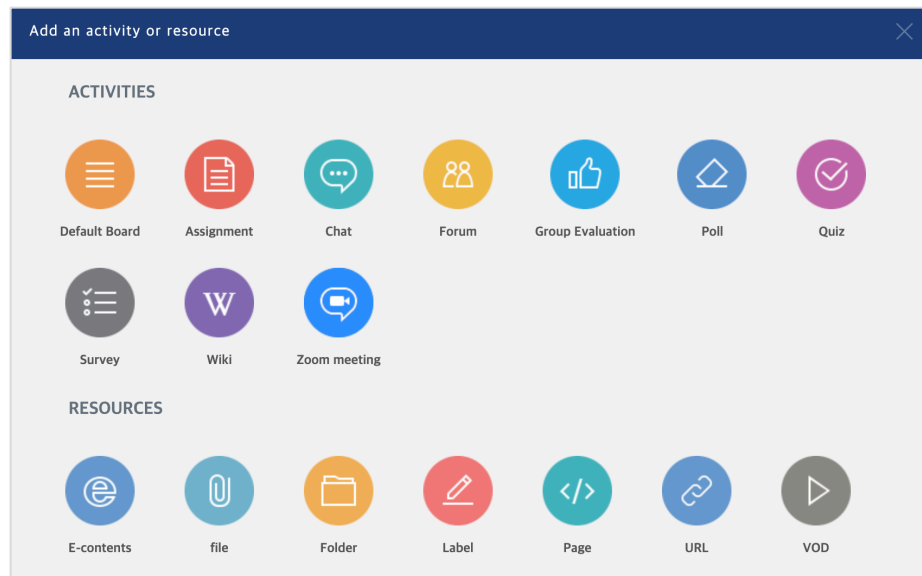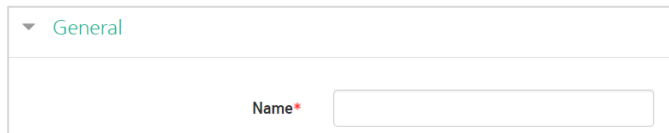
2. File

In this section, how to add reading files to a course is described. You can add PDF, MS WORD, MS POWERPOINT, HWP, etc. formatted reading materials.
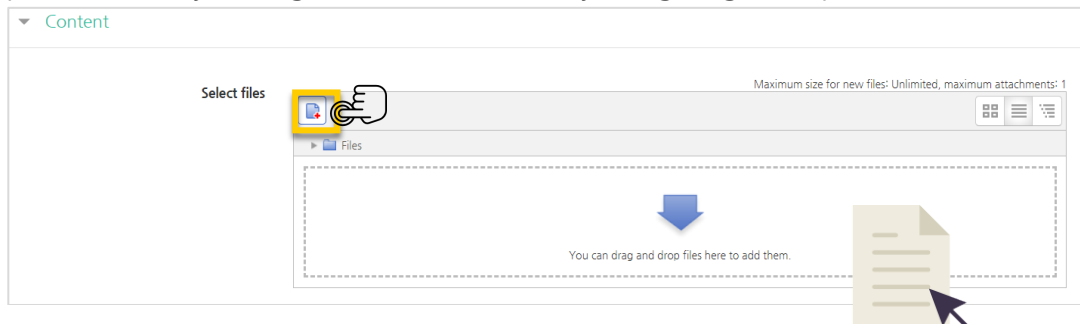
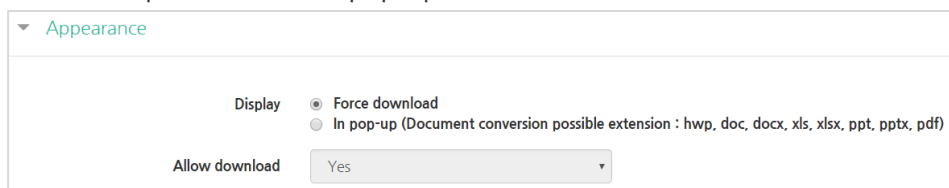Click "Add Resource/Activity" button near the section where you want to add a file.

Then, in the opening panel, click "file" button, showed with .
Input a name for the file.

Upload the file by clicking "Add file" button or by doing drag & drop.
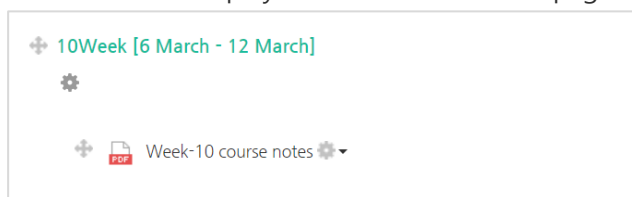

You can set the appearance way of the file: 1) force students to download the file, or 2) enable to open the file in a pop-up window.

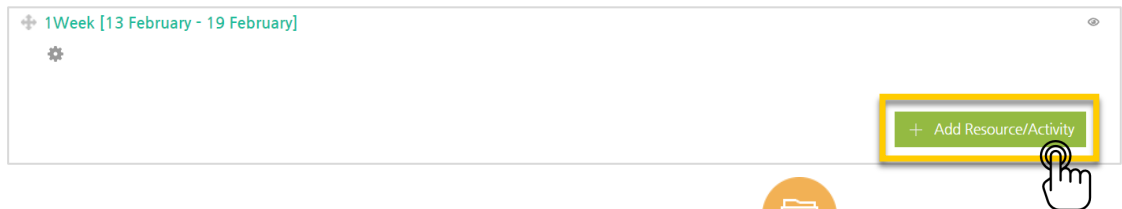Lastly, click **Save and return to course** button.
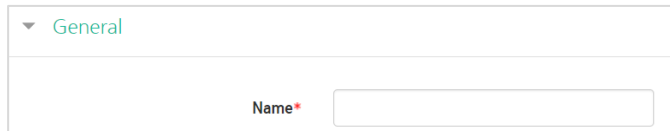The file will be displayed in the course homepage as follows:

3. Folder

You can add a folder in the case of having too many documents (resources). For this, follow these steps:

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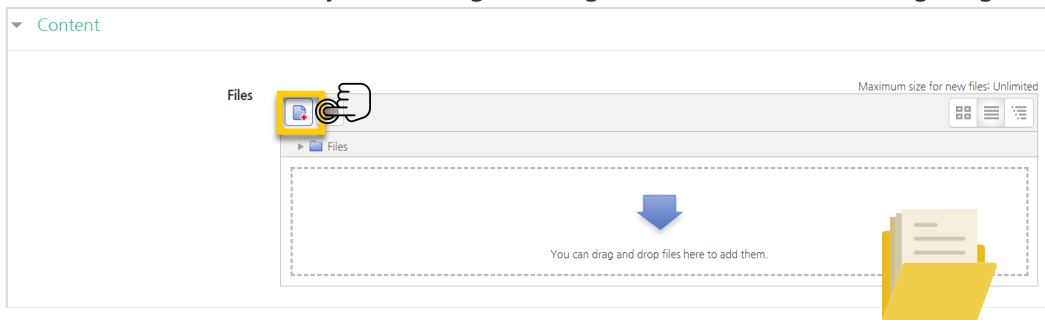

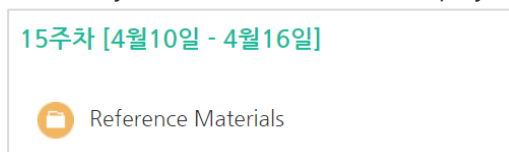Then, in the opening panel, click "folder" button, showed with .

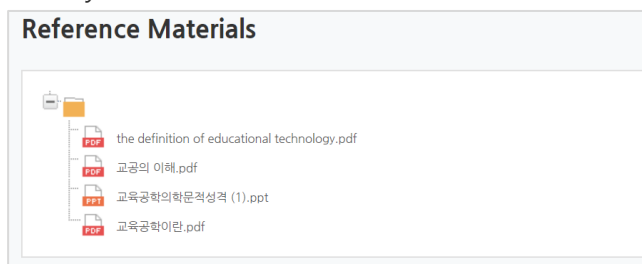Input a name for the file.

Add the documents one by one through clicking "Add file" button or doing drag & drop.

The newly created folder will be displayed on the course homepage as follows:

When you click the folder, the contents of the folder will appear as follows:
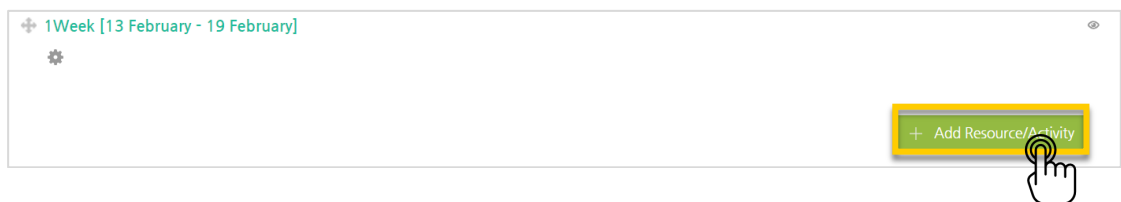
4. Video

Videos are added in two processes: 1) video uploading to the server, and 2) video format converting. The advantages of this system are that you can reuse the videos you have uploaded before and that users can watch any videos with any device (PC/Tablet/ Smartphone) regardless of the video format.
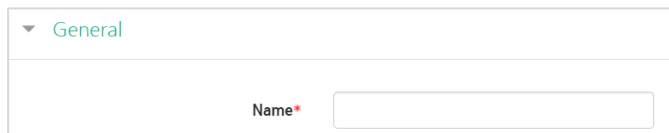
In order to add a video, follow these steps:

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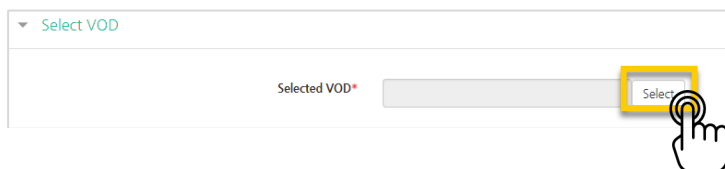

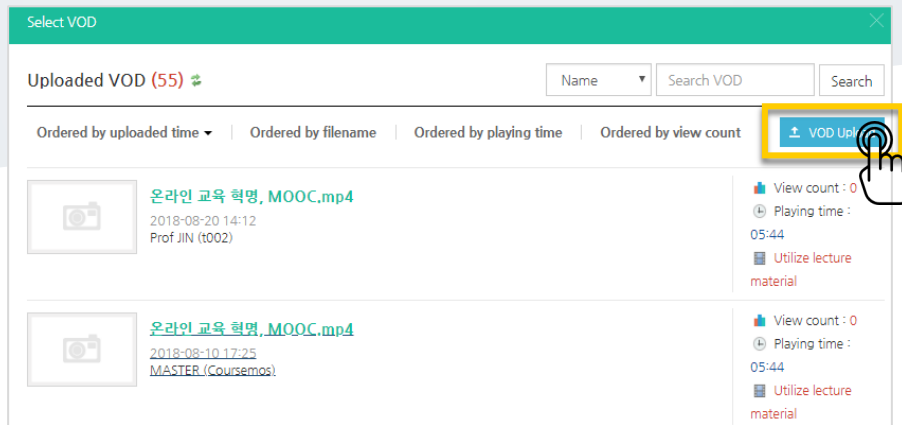Then, in the opening panel, click "video" button, showed with .
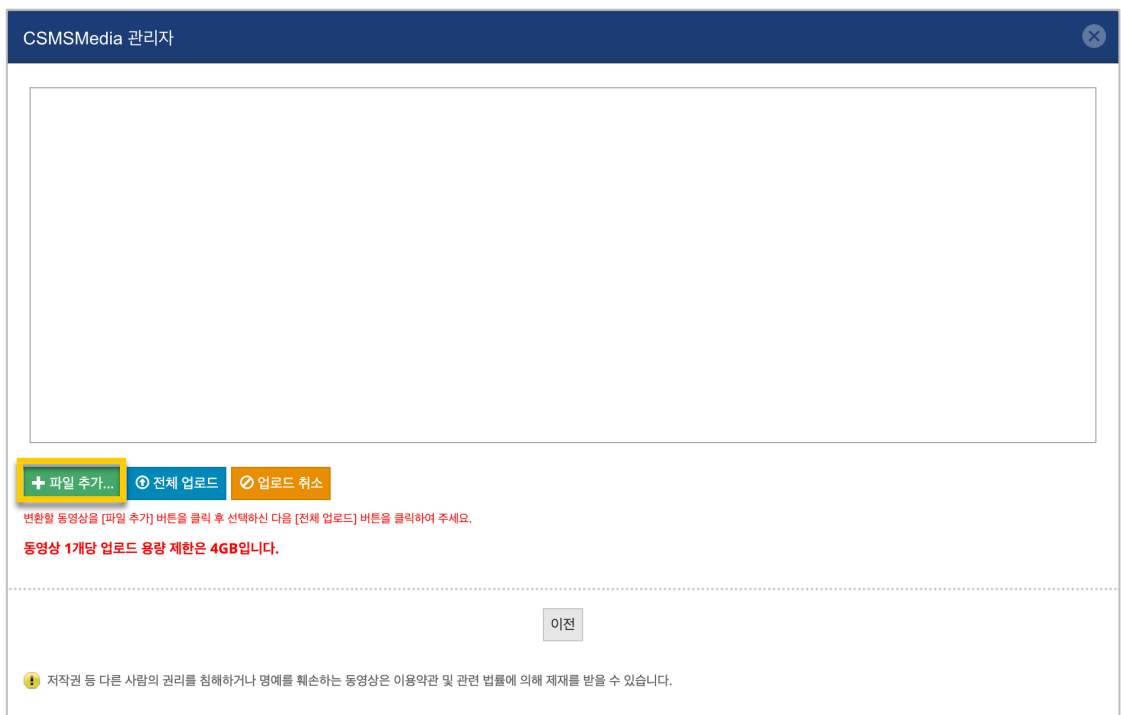
Input a name for the file.
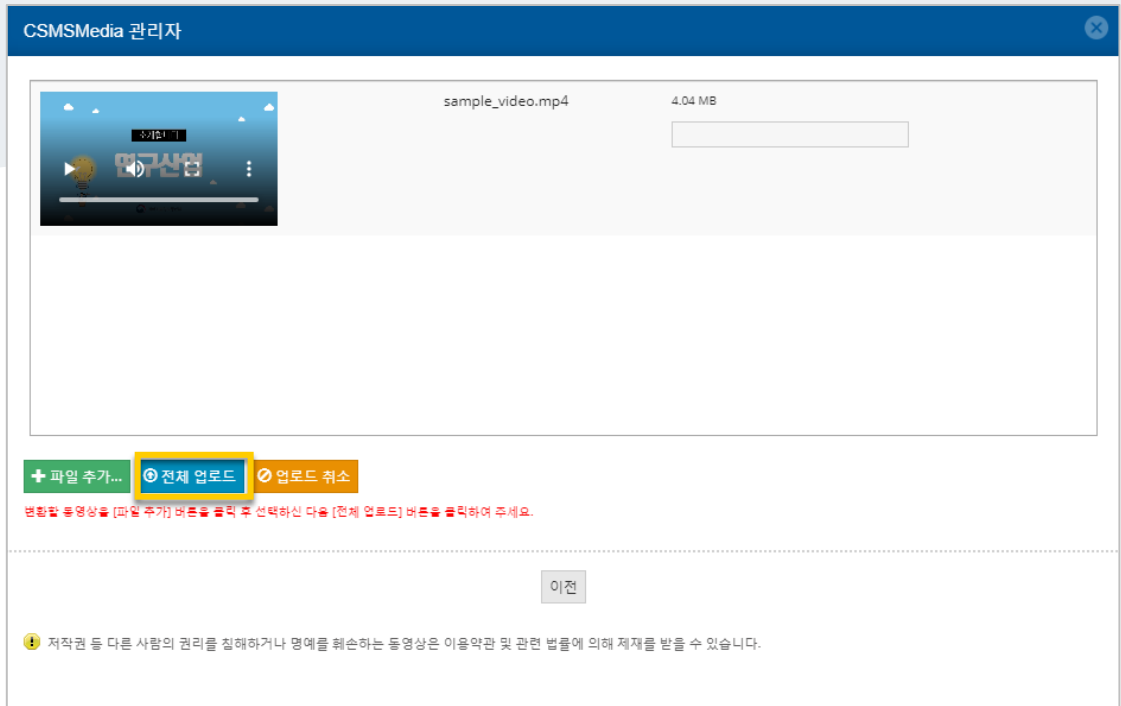

Click "Select" button at "Select VOD" section.

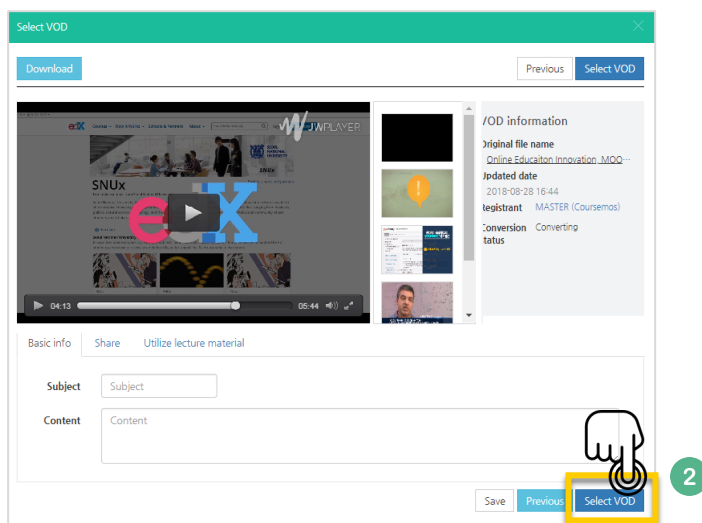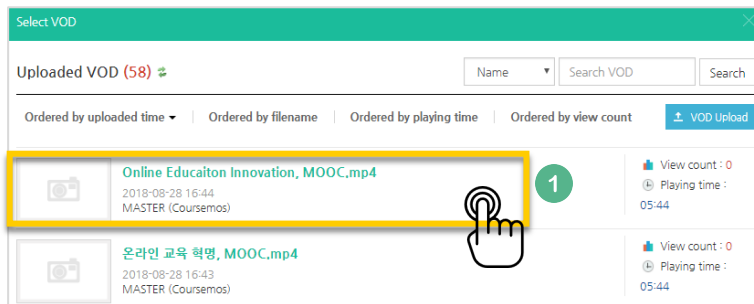Click "VOD Upload" in the opening panel.

Click "Add Files" button and select the video you want to upload, and then click "Start upload".

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Then, select the video you have uploaded and click "Select VOD" button.

Set time limitation for students' video watching(Thus, only when students watch the video at that time period, LMS will recognize students' video watching action)

Lastly, click **Save and return to** button.
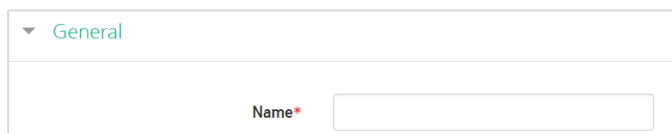The video will be displayed in the course homepage as follows:

5. E-Content

It is possible to utilize e-learning contents such as Flash and HTML files in the LMS. In order to upload this kind of contents, follow these steps:

First, find out the name of the file that the e-learning content is initiated with. If the e-learning content is a ZIP/RAR file, extract and find out its initiating file name/
Click "Add Resource/Activity" button near the section where you want to add the e-learning content.
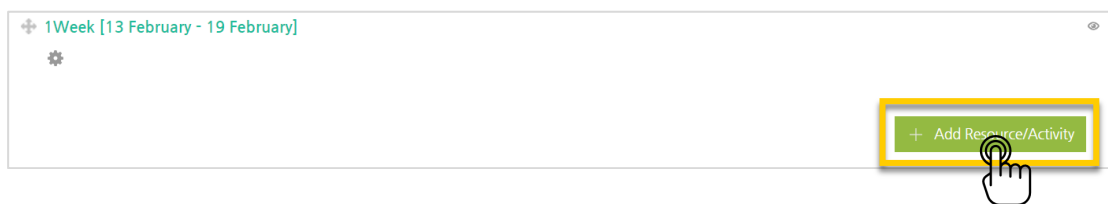
Then, in the opening panel, click "video" button, showed with .
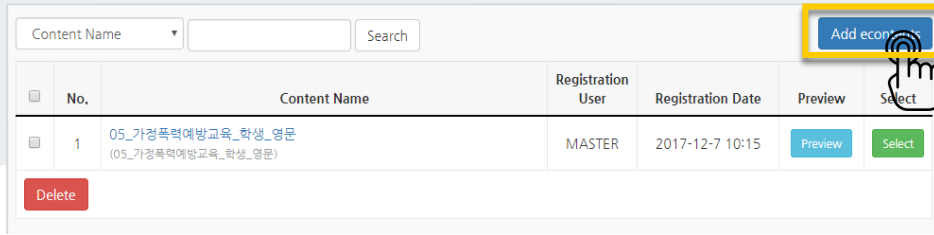
Input a name for the e-learning content.

Click "Select contents" button to choose the e-learning content you want to upload.


In the pop-up page, click "Add econtents" button on the top-right of the window.
*You can reuse the e-contents which you have uploaded before.*

Input a name for the content, select the file (as zip or html) from your computer files, and input the name of the file that the e-content will be initiated with, which you had taken note of in the beginning. And click "Save" button as the last step.
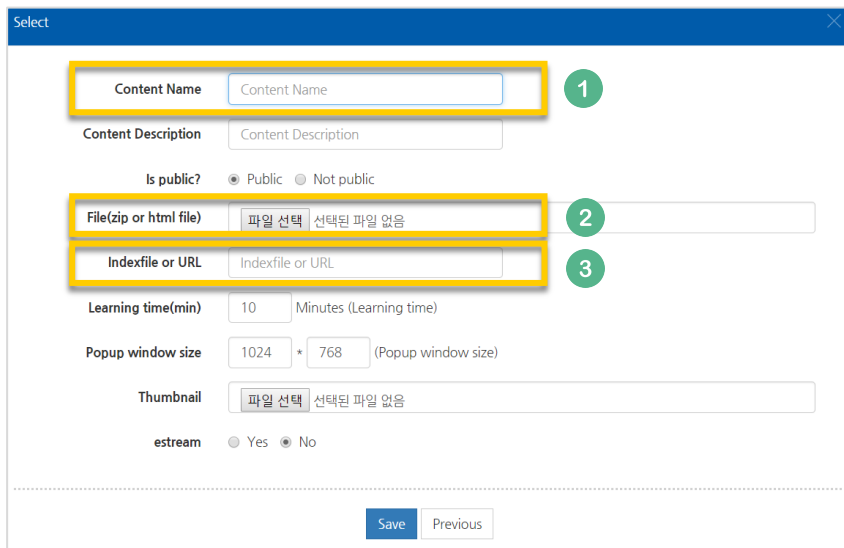
The e-learning content will appear on the course homepage as follows:

If you click the e-learning content, it will be displayed in a new window as follows:
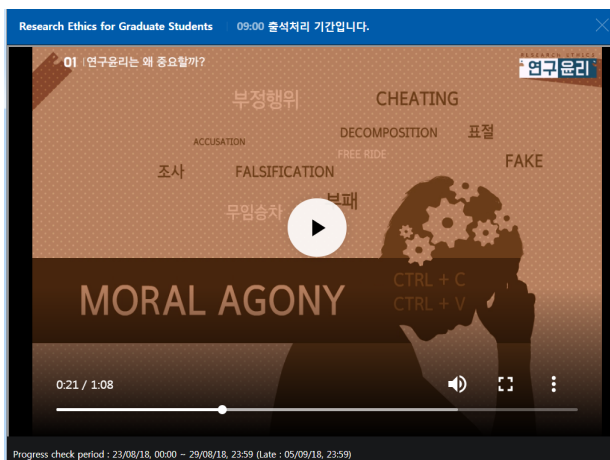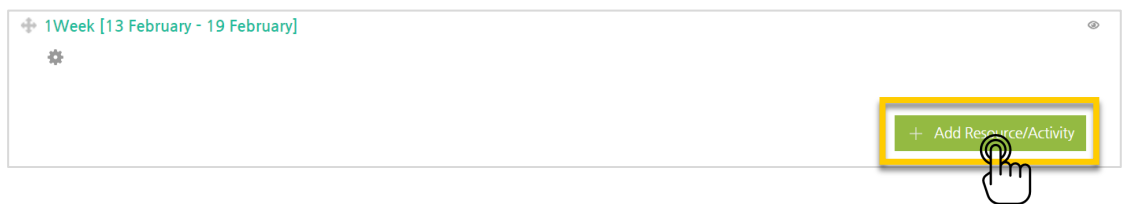
6. URL Link

With URL links, you can open the outside sources (news, videos, etc.) in a new tab without affecting your LMS use.
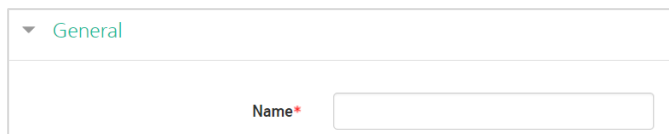
You can add a URL link by following these steps:

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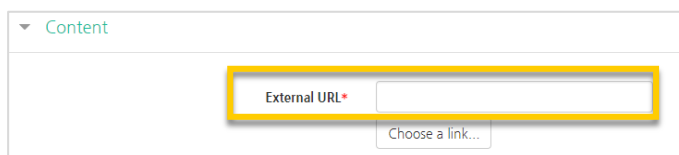

Then, in the opening panel, click "URL" button, displayed with .
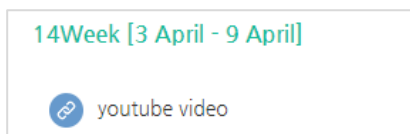
Input a name for the file.

Copy the URL address of the outside website and paste it here:

Lastly, click **Save and return to** button.

The URL link will be displayed at course homepage as follows:

7. Web Page

Apart from adding documents by uploading them, you can add the documents in a webpage format. The advantages of webpages are that you can utilize all functions of webpages like HTML and that you can rapidly edit the documents in the webpage format comparing to editing normal documents in LMS.
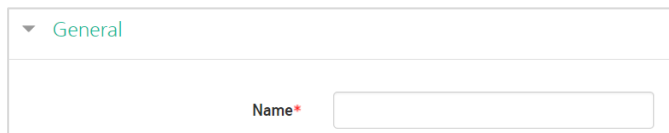
You can add a URL link by following these steps:

Click "Add Resource/Activity" button near the section where you want to add the URL link.
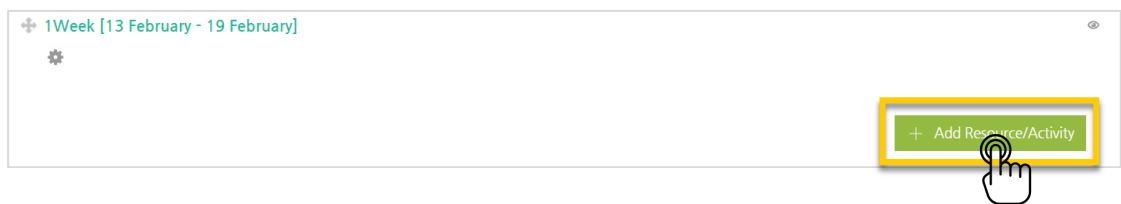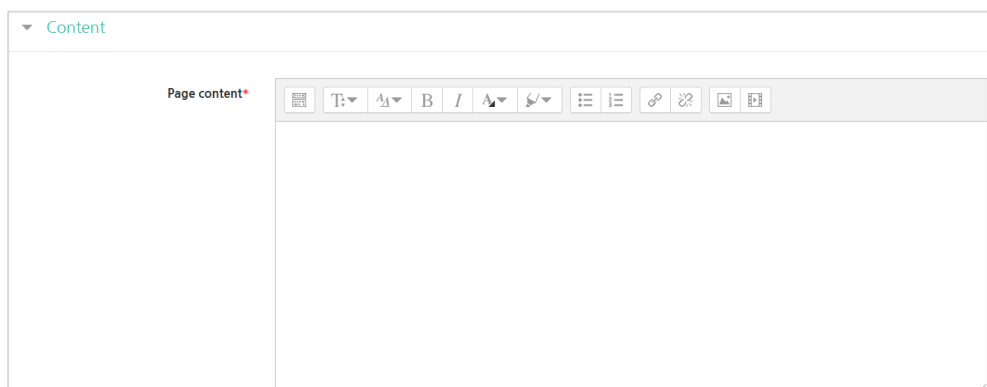
Then, in the opening panel, click "URL" button, displayed with   .

Input a name for the file.

Input the content to "Page Content"and click **Save and return to** button.

8. (COMMON) Edit/Delete Course Activities & Resources

In order to edit or delete a course activity or material;

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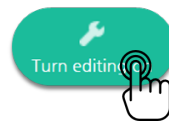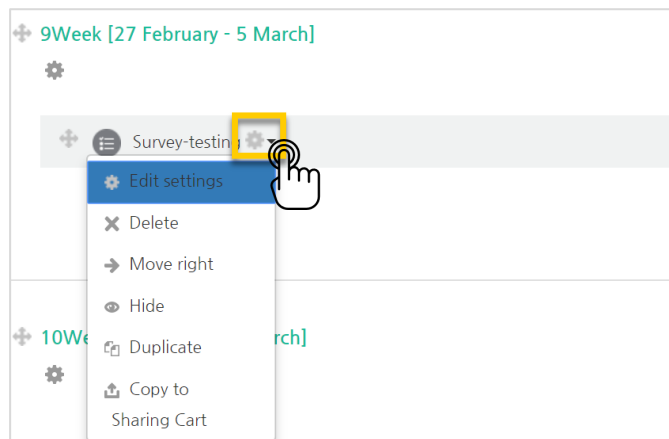

Then, click cogwheel button near to the course activity/material you want to edit or delete. The all actions you can do are as follows:

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

9. (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.
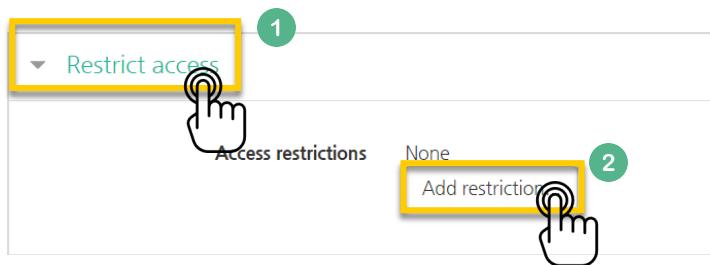
Then, select conditions for access restriction. For example, you can prevent students to access a resource/activity until a specified time, or you can enable to access it only for the students who have achieved a specified grade.