TEACHER'S MANUAL

6. STUDENT MANAGEMENT



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1. Manage Participants

You can check all course participants with their roles including teacher, student, teaching assistant and auditor by clicking "Participants list" at "Course Info" section of "Course Home" Menu.



| Sroups All participants Inactive for more than Select period Role All participants username, idnumber Search | | | | | | | | | |
|--|-----|-----------------|------------------|------------|--------------|---------|--------------|------------------|-------|
| Select | No. | User picture | Program | ID number | Fullname | Role | Mobile phone | Last access | Notes |
| | 5 | 1 | 무들학부 | Coursemos | MASTER | Teacher | | 1 sec | ſ |
| | 4 | Ŷ | LMS 개발팀 | t002 | Prof JIN | Teacher | | 53 days 19 hours | 6 |
| | 3 | 2 | LMS 개발팀 | t004 | Student LEE | Student | | 5 days 3 hours | |
| | 2 | 2 | LMS 개발팀 | t005 | Student PARK | Student | | 5 days 3 hours | |
| Select | all | Deselect al | With selected us | ers ⑦ Choo | se 🔻 | | | | |

2. Send Message To Students

You can send message to enrolled students inside LMS system. For this,

Click "Sending Message" below "Student Notifications" section at "Course Home" menu.

| Course Home — | |
|-------------------------------------|--|
| Grade/Attendance 👻 | |
| Students Notifications 🔺 | |
| | |
| Sending Message | |
| Sending Message Sending Email | |

Select the receivers among the enrolled students, write the message and click "Send message" button.

| Sending Message | | | |
|-----------------------------|--|---------------------|---------------------|
| Output type : View by group | • Sort by: ID number • | | Select all Deselect |
| Recipient | FINAL PROJECT Groups Team A Student LEE (t004) | Student PARK (t005) | A C |
| | Team B Prof JIN (t002) Other Groups | | A C |
| Message | Message | MASTER (Coursemos) | |
| | | | 3 Send Message |

3. Send Email To Students

Go to "Sending email" through "Course Home" menu, located left-side of the course homepage.

| Course Home — |
|--------------------------|
| Grade/Attendance - |
| Students Notifications 🔺 |
| Sending Message |
| Sending Email |
| Others - |

Select the receivers, write the email content and click "Send email" button.

| Recipient | FINAL PROJECT Groups | A C |
|-------------|---|-------------------------------|
| | Student LEE (tjay@naddle.net) Team B | AC |
| | Prof JIN (t002@test.kr) | |
| | e 🔽 dev1 (ace13@aa.com) e 🔯 MASTER (obj007@naddle.net) | AC |
| Subject | Subject | |
| Content | | |
| Attachments | Maximum size for new files: Unl | mited, maximum attachments: 1 |
| | Files You can drag and drop files here to add them. | <u>88</u> 3 |
| | | Send Email |