

# TEACHER'S MANUAL

## 6. STUDENT MANAGEMENT

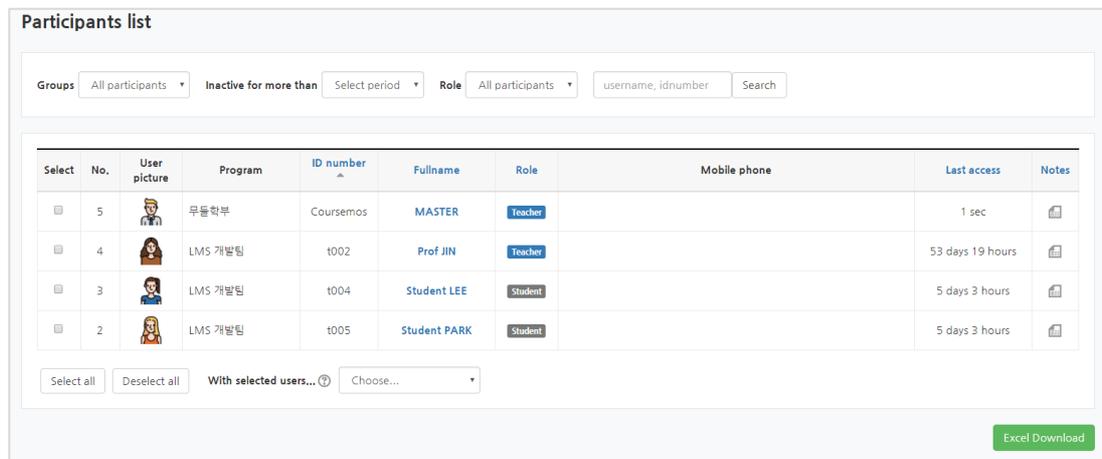
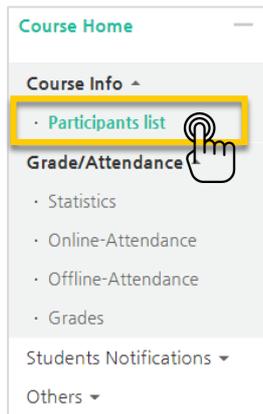


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# 1. Manage Participants

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.



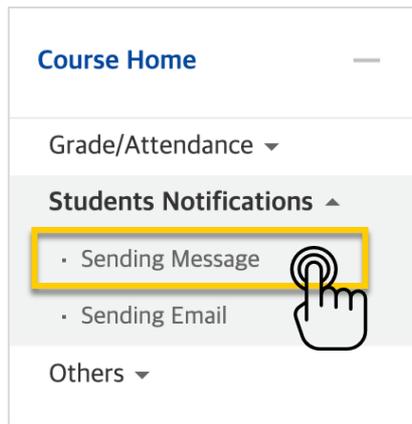
The 'Participants list' page features a table with columns for Select, No., User picture, Program, ID number, Fullname, Role, Mobile phone, Last access, and Notes. The table lists four participants: a MASTER (Coursemos), a Teacher (Prof JIN), a Student (LEE), and a Student (PARK). Below the table are controls for selecting users and an 'Excel Download' button.

Select	No.	User picture	Program	ID number	Fullname	Role	Mobile phone	Last access	Notes
<input type="checkbox"/>	5		무들학부	Coursemos	MASTER	Teacher		1 sec	
<input type="checkbox"/>	4		LMS 개발팀	t002	Prof JIN	Teacher		53 days 19 hours	
<input type="checkbox"/>	3		LMS 개발팀	t004	Student LEE	Student		5 days 3 hours	
<input type="checkbox"/>	2		LMS 개발팀	t005	Student PARK	Student		5 days 3 hours	

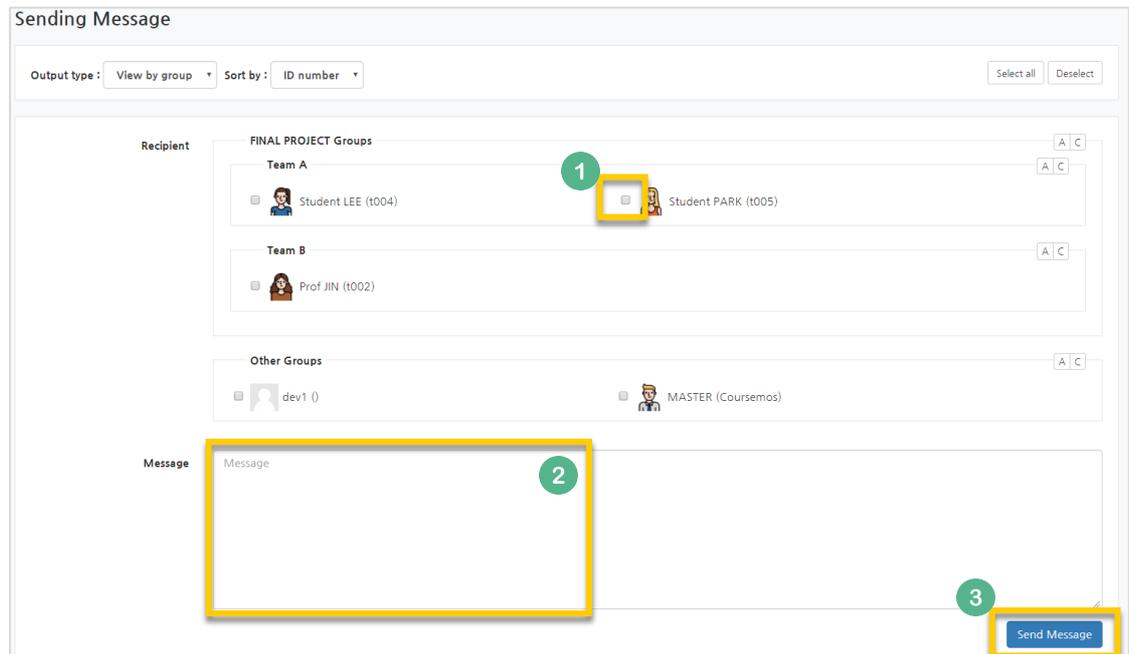
## 2. Send Message To Students

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

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

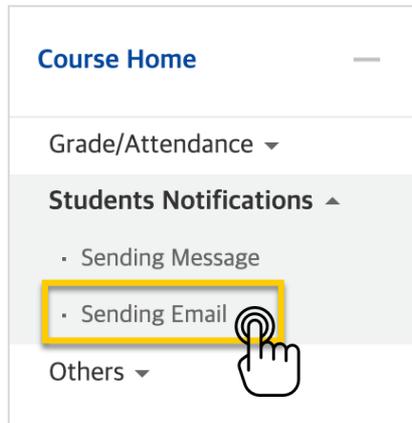


Select the receivers among the enrolled students, write the message and click "Send message" button.



# 3. Send Email To Students

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



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

