

# TEACHER'S MANUAL

## 7. ATTENDANCE & GRADE MANAGEMENT



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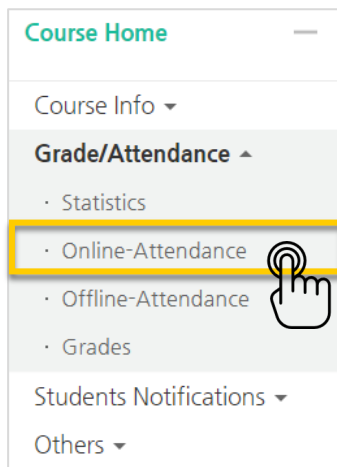
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# 1. Online Attendance

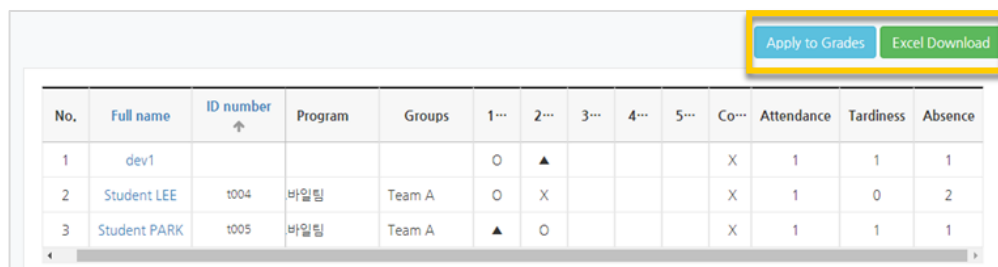
In online learning environments such as e-learning, flipped classroom or blended learning, students' watching videos is extremely important. Therefore, this LMS records whether students watched the videos or not and how long they watched the videos and it acknowledges video watching as "Online Attendance". How to check online attendance and use its features is described in this section.

\*You need to make some settings first to use this feature, which was described at "Online Attendance Settings" of "2. Course Preparation" Manual.

Go to "Online Attendance" page located at "Grade/Attendance" Section of "Course Home" menu.



Here you can check the attendance status of status, automatically recorded according to whether students watched videos sufficiently or not. If there is no any problem, then you can reflect attendance score as a course grade by clicking "Apply to grades". Also, you can download the attendance situation of students as an Excel file.



The image shows a table with attendance data. The table has columns for No., Full name, ID number, Program, Groups, and five columns for attendance (1... to 5...). The 'Attendance' column has values 1, 1, 1. The 'Tardiness' column has values 1, 0, 1. The 'Absence' column has values 1, 2, 1. There are also columns for 'Co...' and 'X'. Above the table, there are two buttons: 'Apply to Grades' and 'Excel Download', both highlighted with a yellow box.

No.	Full name	ID number	Program	Groups	1...	2...	3...	4...	5...	Co...	Attendance	Tardiness	Absence
1	dev1				O	▲				X	1	1	1
2	Student LEE	1004	바일림	Team A	O	X				X	1	0	2
3	Student PARK	1005	바일림	Team A	▲	O				X	1	1	1

Click to the student name to check his/her online attendance status in detail.


No.	Full name	ID number ↑	Program	Groups	1…	2…
1	dev1				O	▲
2	Student L...	t004	바일팀	Team A	O	X
3	Student PARK	t005	바일팀	Team A	▲	O

You can manage students' online status. Due to some reasons, you can change online status such as canceling or acknowledging attendance.

ID number: t005  
Fullname: Student PARK  
Mobile phone:

\* Attendance Requirements : Case of you learning more than the required time that attendance accepted on period.  
Attendance-[O], Tardiness-[▲], Absence-[X]

	Resources	Required	Watched (?)	Attendance	Week attendance
6	Video for week6	05:00	-	X tardiness attendance	X
7					



The changed attendance situation is directly reflected to the table.

ID number: t005  
Fullname: Student PARK  
Mobile phone:

\* Attendance Requirements : Case of you learning more than the required time that attendance accepted on period.  
Attendance-[O], Tardiness-[▲], Absence-[X]

	Resources	Required	Watched (?)	Attendance	Week attendance
6	Video for week6	05:00	-	O Recognized cancel	X
7					

## 2. Offline Attendance

Offline attendance, used for face-to-face normal courses, can be taken with two methods: manual and smart attendance.



Manual attendance  
(Instructor counts students directly)

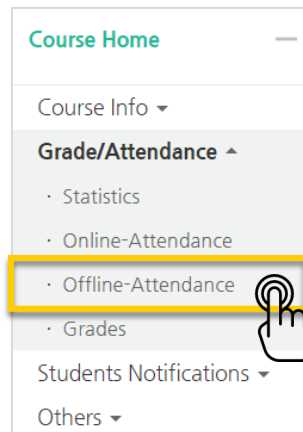


Smart attendance  
(Students enter an attendance  
code with their smart devices)

## 2.1. Manual Attendance

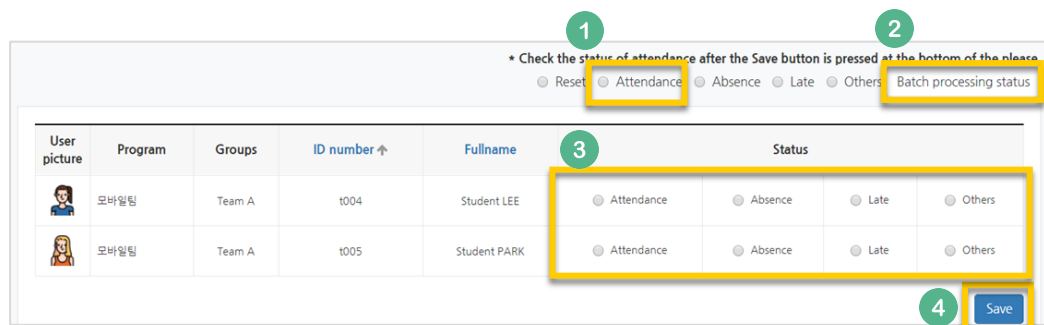
You can take attendance manually by performing the following steps:

First, go to "Offline-Attendance" page through "Course Home" → "Grade Attendance" → "Offline-Attendance".



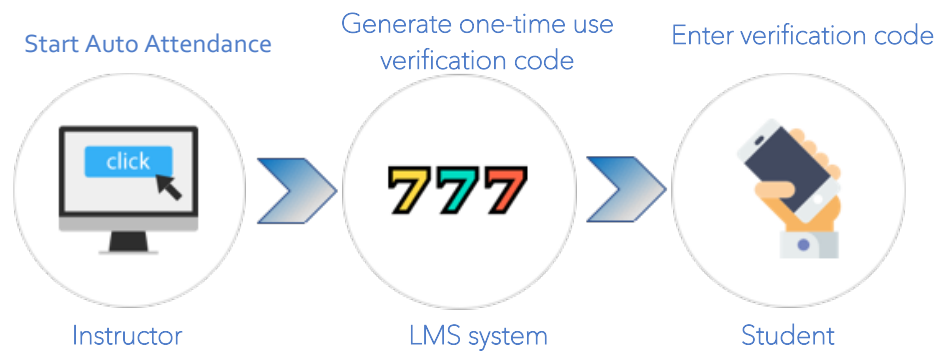
You can select the attendance status of students one by one.

If there are too many students, you can also take attendance collectively. For this, select the overall attendance status of students and then click "Batch processing status". After that, make changes on each student whose status does not match with overall status of students and click "Save button".



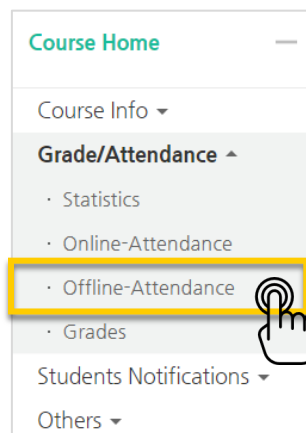
## 2.2. Smart Attendance

Smart attendance is that students open LMS app with their mobile devices and input a verification code to show their attendance to the course.

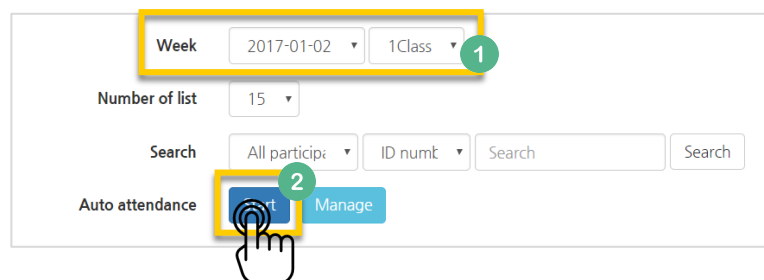


To implement smart attendance, follow these steps:

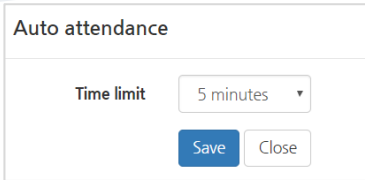
First, go to "Offline-Attendance" page through "Course Home" → "Grade Attendance" → "Offline-Attendance".



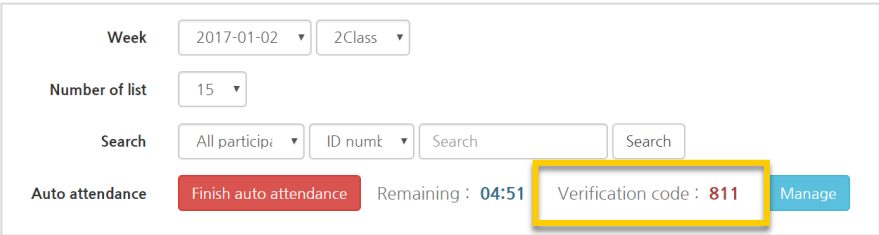
Select the date and course time and click "Start" button.



Set the time available for auto attendance and click "Save" button. Thus, a verification code will be created.



Tell your students the verification code and to enter this code at the LMS app.

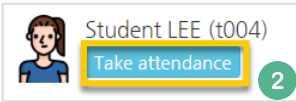


Attendance process continues until the given time ends. After attendance finishes, you can check the attendance status of students by clicking [Manage](#) button. Here you can easily identify the students who checked and did not check their attendance status. Also, you can check the attendance status of students who did not bring their smart phones by clicking "Unchecked" option and then clicking "take attendance" button below the student who is in classroom.

2017-01-02 Class 1

#	Date & Time	Checked	Unchecked	Remark
1	2018-08-27 17:04 ~ 2018-08-27 17:09	0	3	Delete

Attendance management

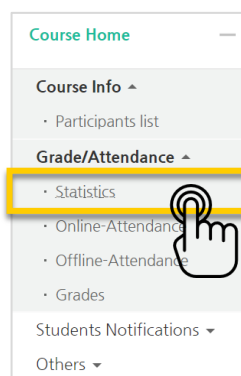




# 3. Statistics

Statistics display to what extent students use LMS; to what extent participate to course activities and open the course activities and materials. Therefore, instructors can easily check the students' learning progress with this feature. Besides, they can check which files/documents opened the most and least, which might help instructors improve their course design for future.

You can access learning statistics page by clicking "Statistics" below "Grade/Attendance" section of "Course Home" menu.



You can check the general statistics of the course; number of students and auditors, weeks/topics, course resources, and course activities, as shown in the following figure. Also, you can search a specific course activity or material.

**Statistics** Read: The access (opening) number of course resources and activities  
Wrote: Number of course activity participation (posting a forum)

Category:  All  Read  Wrote

Search: ID number

**General Structure**

Students	Auditor	Weeks/Topics	Course Resources	No. of course activities
10	0	12	52	24

You check all statistics by students, by weeks/chapters, and by course activity/material name.

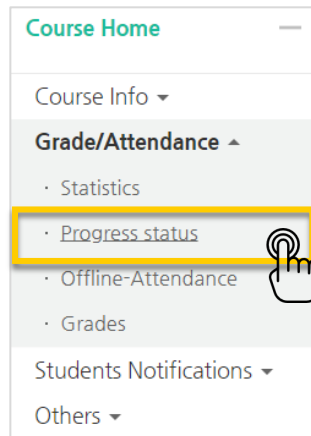
**Statistics**

No.	Fullname	ID number	Week 1			Week 2					Week 3													
			#	?	📄	▶	▶	▶	▶	📄	📄	📄	📄	📄										
			R	W	R	W	R	W	R	W	R	W	R	W										
1	은성	dmsta	15	1	-	-	6	-	2	-	2	-	3	-	-	52	5	-	1	-	1	-	-	
2	주디	judy	22	1	-	-	2	-	1	-	3	-	1	-	-	39	2	-	-	4	-	2	-	2
3	S. W. CHO	swcho	-	-	-	-	2	-	-	-	-	-	-	-	-	10	1	-	-	-	-	-	-	-
4	Student KIM	1003	6	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	4	1	-	-	-	-

## 4. Progress Status





In courses that do not use online attendance, the data related to students' video watching can be checked at "Progress Status" (of students' learning) section.

Click "Progress Status" below "Grade/Attendance" section of "Course Home" menu.



The percentage of video watched by the student is displayed as follows (Student names are on the left side and videos by weeks/chapters are on the right side. 100% means the student has watched all video).

Click on the student name to see the detailed progress of the individual student.

No.	Full name	ID number ↑	Program	1...	Ch.2: What is EdTech?			
					 17:49	 13:32	 14:42	 11:53
1	Eunseob	dmstja	코스모스팀		100%	100%	100%	99.86%
2	Judy Kim	judy	코스모스팀					
3	S. W. CHO	swcho						
4	Student KIM	t003	모바일팀		10.01%			
10	Jean Lee	wlsdl	코스모스팀		100%	100%	100%	100%

Here you can view data on video watching progress of the student for all videos. Click "details" near to the video that the student has watched in order to the detailed data on video watching progress of the student.

Eunseob Student Progress

Whole list

ID number	dmstjq
Fullname	Eunseob
Mobile phone	

Week	Resources	Contents time	Required	Watched ②	Progress ②
1					
	▶ 교육공학의 정의 (1)	17:49	16:02	17:49 Details (3) accesslog detaillog	100%
	▶ 교육공학의 정의(2)	13:32	12:10	13:33 Details (1) accesslog detaillog	100%
2					
	▶ 교육공학의 역사적 발전	14:42	13:13	14:43 Details (1) accesslog detaillog	100%

You can view various data including which time and how long the student has watched, which device he has used to watch (PC, mobile), what IP address he has accessed, etc.

What is EdTech? (1) (2018-08-10 00:00:00 ~ 2018-08-31 23:59:00) ×

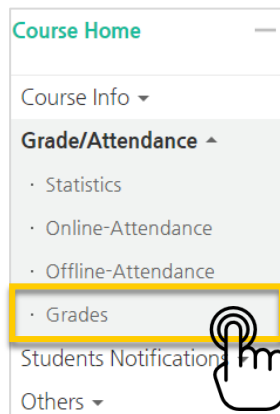
No.	Start time	End time	Watching time	IP address(Device type)
1	2018-08-22 08:59:28	2018-08-22 08:59:28	0	211.193.3.41 (PC)
2	2018-08-22 09:00:28	2018-08-22 09:26:45	17:49	211.193.3.41 (PC)
3	2018-08-22 09:27:07	2018-08-22 09:27:11	Completed	211.193.3.41 (PC)
<b>Required (16:00)</b>		<b>Total learning time (17:49)</b>		

## 5. Grades

All activities and assessments of the course are gathered at "Grades".

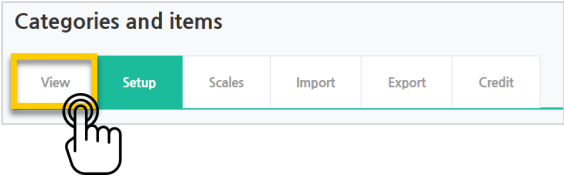
In "Grades", you can check or edit the students' scores, and review the final grades of students and download them as a document.

To access "Grades", go to "Course Home" menu → "Grades/Attendance" section → "Grades". The detailed features of "Grades" are described in this section.







# 5.1. Check/Edit Grades

Click "View" on the Tab menu first.



You can check the all grades of course activities including quizzes (tests), assignments, discussions and so on.

All participants: 9/9

		Intro to EdTech						
		Assignment						
Fullname ^	ID number	Quiz	Disc	Assig	Attend	Total Assig	Course total	
 STUDENT JEGAL	t017	100	30	50	10	50	100.00	
 STUDENT JOO	t014	50	30	48	3	50	72.22	
 STUDENT KIM	t011	50	30	40	5	45	69.44	
 STUDENT LEE	t012	-	-	-	-	-	-	
Overall average		67	30	46	6	48	80.56	

To edit a grade of a course activity, click that cell. Press "Enter" button on keyboard after you edit the grade.

Fullname ^	ID number	Quiz	Disc	Assig
 STUDENT JEGAL	t017	100	<input type="text" value="30"/>	50

\*If a score of a course activity is edited in "Grades", it cannot be edited again in the concerned course activity. Therefore, we recommed you to edit scores in "Grades" page as soon as late.

## 5.2. Grade Categories

When you click "Grades", the first opening page is "Categories and items" (of grades). You can view and edit the categories and items concerning grades.

**Categories and items**

View **Setup** Scales Import Export Credit

Categories and items Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions	Select
Intro to EdTech		-	⚙️	All / None
Self-reflection-1		100	⚙️	All / None
QUIZ		15	⚙️	☐
Attendance		12	⚙️	☐
FINAL PROJECT		-	⚙️	All / None
FINAL PROJECT PAPER		100	⚙️	☐
FINAL PROJECT TOTAL		30	⚙️	
Course total		100	⚙️	

Save changes

Move selected items to

Add grade item

Add category

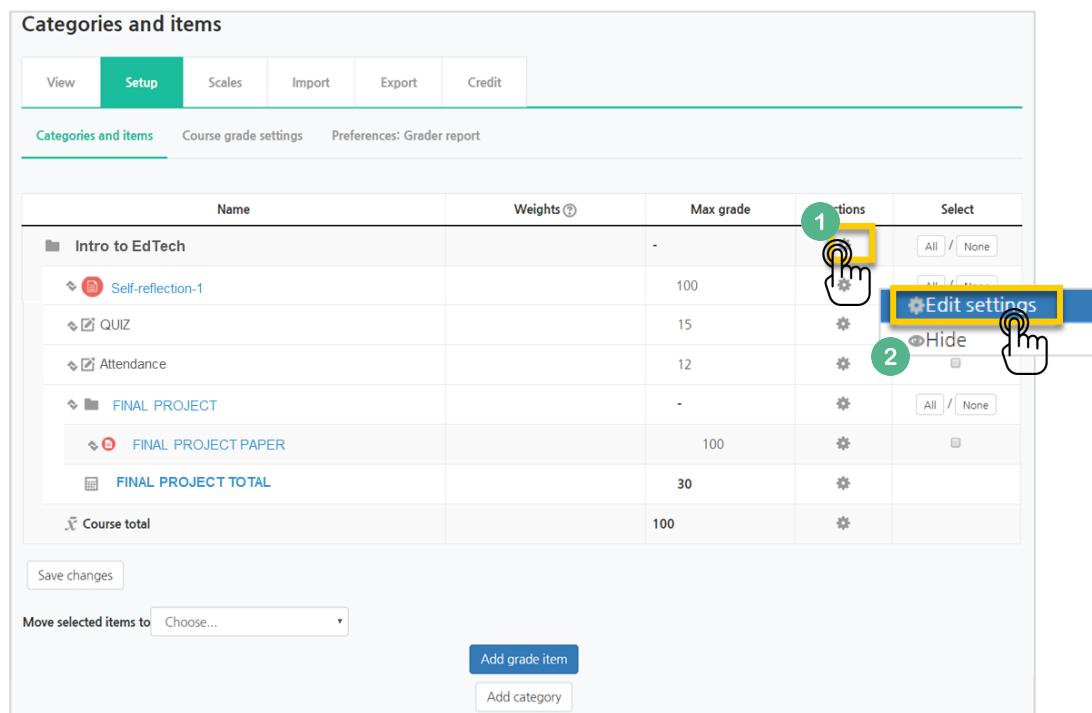
There are two methods to manage grade categories and items, as follows:

## 5.2.1. Aggregation Methods

There are various aggregation methods. You can utilize them for the all course activities in your course. It is also possible to set the grade aggregation method for a group of course activities in a category.

To change the aggregation method for the all grades in the course, perform the following steps:

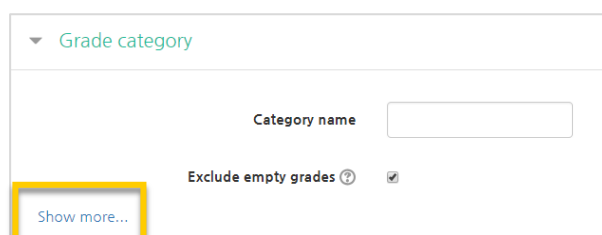
On "Grades" page, click the cogwheel button at the top of the table, near to the course name, and then click "Edit Settings".



The screenshot shows the 'Categories and items' page with the 'Setup' tab selected. A table lists course items with columns for Name, Weights, Max grade, and Actions. Annotations include a yellow box around the gear icon in the 'Actions' column for the 'Intro to EdTech' category (labeled '1') and a blue box around the 'Edit settings' button in the expanded menu (labeled '2').

Name	Weights	Max grade	Actions	Select
Intro to EdTech		-		All / None
Self-reflection-1		100		
QUIZ		15		
Attendance		12		
FINAL PROJECT		-		All / None
FINAL PROJECT PAPER		100		
FINAL PROJECT TOTAL		30		
Course total		100		

Click "Show more" button to view detailed settings.



The screenshot shows the 'Grade category' settings page. It includes a 'Category name' input field and a checked 'Exclude empty grades' checkbox. The 'Show more...' button is highlighted with a yellow box.

Select the desired aggregation method in the aggregation menu and click “Save changes” button.

▼ Grade category

Category name

Aggregation ? Simple weighted mean of grades ▼

Exclude empty grades\* ? Weighted mean of grades

Keep the highest\* ? Simple weighted mean of grades

Drop the lowest\* ? Natural

0

0

\* Aggregation methods are described in the following table.

Aggregation Type	Description
Natural	This aggregation method is the sum of all grade values, scaled by weight. When its weights are not adjusted, it is the same as points earned divided by points possible.
Weighted mean of grades	Each grade item can be given a weight that influences the importance of each item in the overall mean. The process is as follows: 1) Multiply each score by its weight. 2) Find the sum of these weighted scores. 3) Divide by the sum of weights.
Simple weighted mean of grades	Its difference than “weighted mean of grades” is that simple weight is calculated as maximum grade for each item. Its process is that 1) Calculate weight for each assignment by finding the difference of maximum and minimum, 2) Multiple each score by its weight, 3) Find sum of weighted scores, 4) Find sum of maximums, 5) Divide sum of weighted scores by sum of maximums

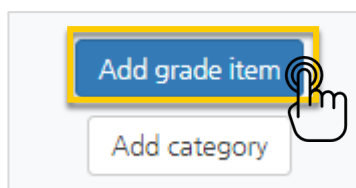


## 5.2.2. Add Grade Item

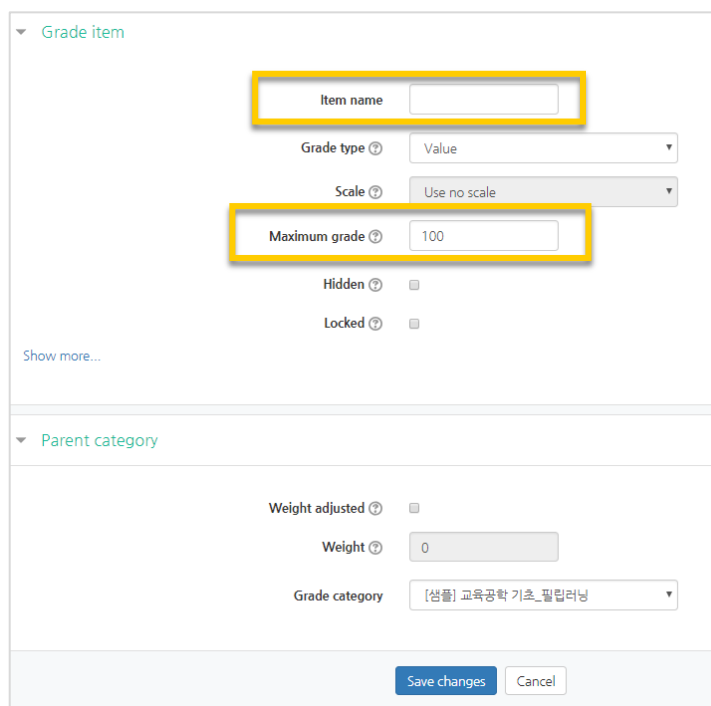
You can add grade items manually as well. This is especially useful for the offline (face-to-face) courses which have offline scorable activities such as exams and quizzes.

In order to add a grade item, follow these steps:

Click “Add grade item” button below “Grades” page.



Input a name for the grade item and specify the maximum score. Then, click “Save changes” button.

A screenshot of a 'Grade item' form. The form has two sections: 'Grade item' and 'Parent category'. In the 'Grade item' section, the 'Item name' field is highlighted with a yellow border. Below it are 'Grade type' (set to 'Value'), 'Scale' (set to 'Use no scale'), and 'Maximum grade' (set to '100'). There are also checkboxes for 'Hidden' and 'Locked'. A 'Show more...' link is below these fields. The 'Parent category' section has a 'Weight adjusted' checkbox, a 'Weight' field (set to '0'), and a 'Grade category' dropdown menu (set to '[샘플] 교육공학 기초\_필터링'). At the bottom are 'Save changes' and 'Cancel' buttons.

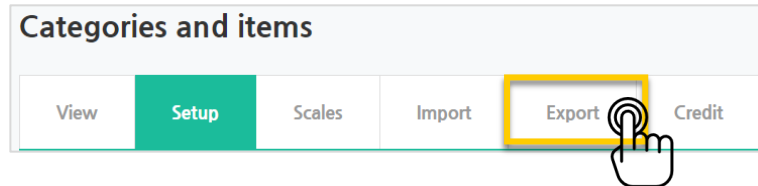
Thus, the new grade item will be added successfully:

 FINAL EXAM	40
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To give score to the students for this newly created item, follow the directions mentioned in “5.1. Check/Edit Grades” section.

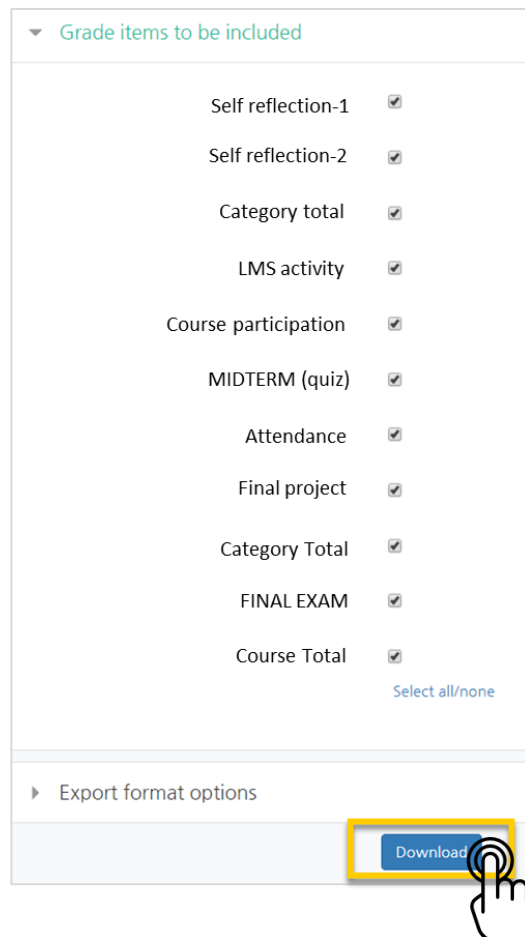
## 5.3. Download Grades

You can download data of all grades you have inputted. For this, first click "Export" button at the top section of "Grades" page.



Click "Download" button to download all grades of the students.

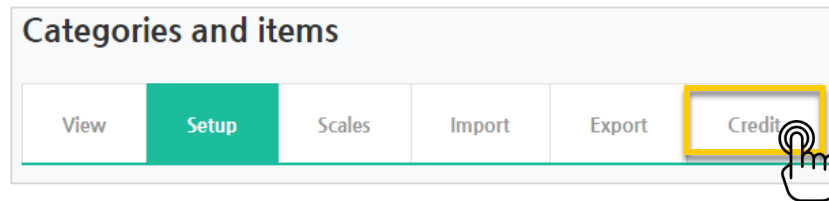
\* If you want to exclude some grade items, deselect them, and then click "Download" button.



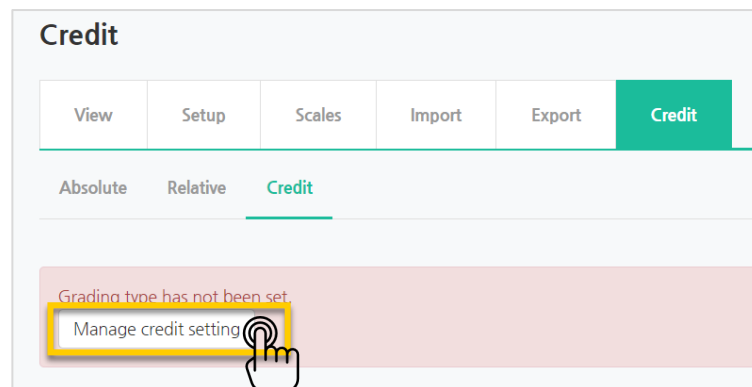
## 5.4. Show Marks In LMS

Typically, the final grade (A+, A, A-, B+, etc.) is entered into the Student Information Systems (SIS). However, you can let students see their final grades in LMS. For this,

Click "Credit" at the tab menu of "Grades" page.



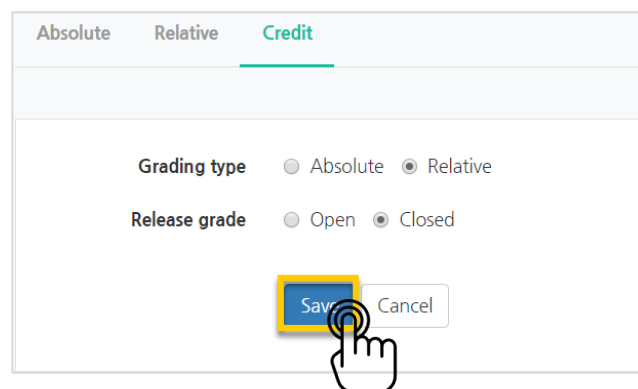
Click "manage credit setting" in order to configure grading settings



Set the grading type and decide whether the grade will be able to viewed by students.

\* If you want to make public students' grades only when the semester ends, make sure to do it as "Closed" during the semester. Then, change it as "Open" at the end of the semester.

\*\* Click "Absolute"/"Relative" buttons here to change absolute/relative grading settings.



When you click "Apply" button, the students' final grades will be automatically calculated according to the grading settings and displayed below.

Grading type: Relative  
Release grade: Closed  
Number of list / Credit: 15 / All  
Search: ID number [Search] [Search]

**Apply** Grade setting

No.	Program	Grade	ID number	Fullname	Grade	Percentage	Credit	Final grade
Grade shows after being applied.								

**Apply** **Save changes**

Check the students' final grades and edit if it is needed. Then, click "save changes". Thus, all marks are calculated and all preparations are completed to show students their final grades. (In this case, the grades are closed to students. The only remaining thing is to change the visibility of final grades as open by making "release grade" as "open".)

Latest reflection : 29 August 2018 **Reflect** Grade setting **Excel Download**

No.	Program	Grade	ID number	Fullname	Grade	Percentage	Credit	Final grade
7	모바일팀		t003	Student KIM	90.00	90%	A-	A-
6	모바일팀		t004	Student LEE	80.00	80%	B	B
5	모바일팀		t005	Student PARK	85.00	85%	B+	B+
4	모바일팀		t006	Student CHOI	95.00	95%	A+	A+
3	대학사업팀		t007	STUDENT YOU	80.00	80%	B	B

**Save changes**