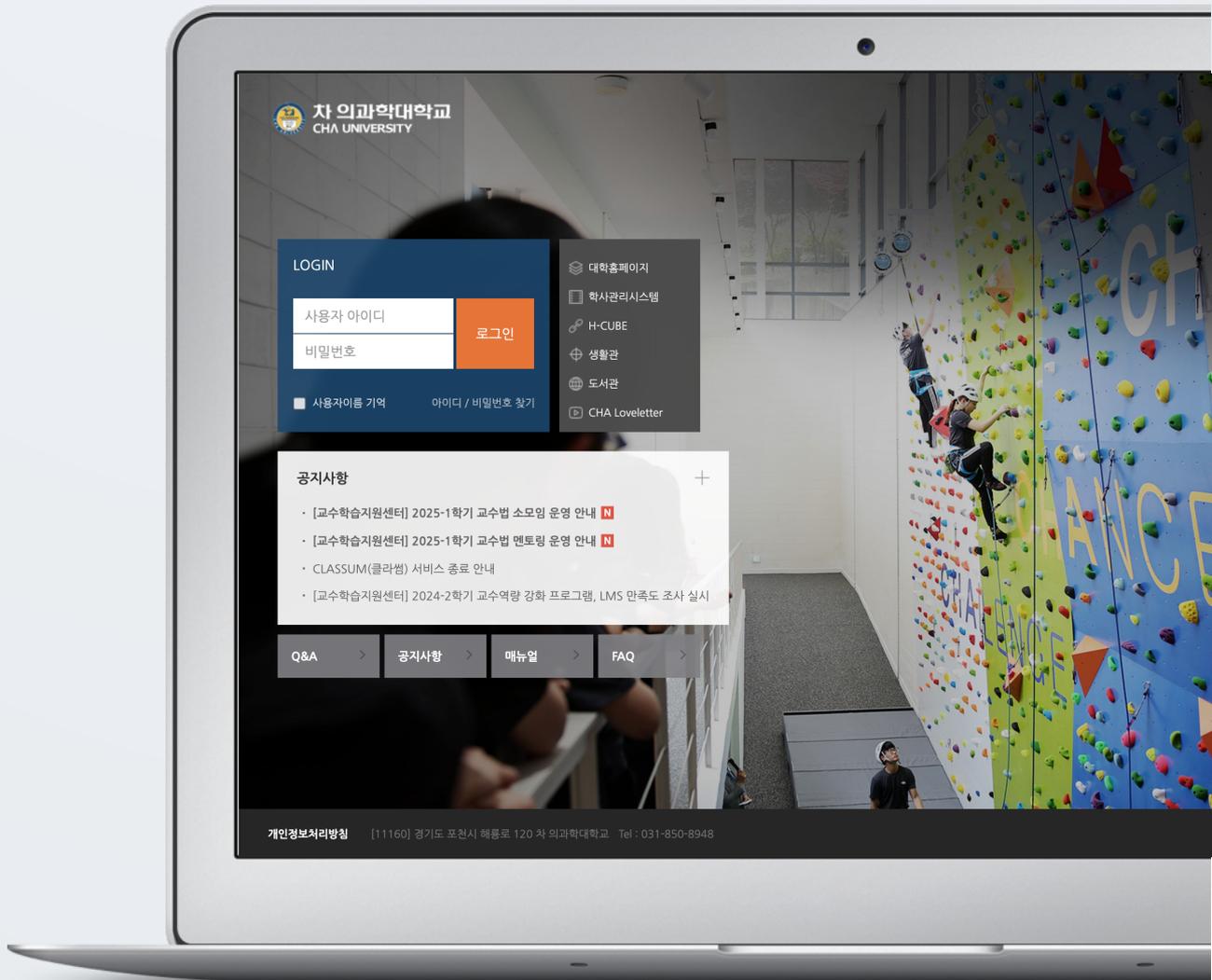


GUIDE OF LMS FOR PROFESSOR

1. LMS OVERVIEW



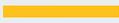


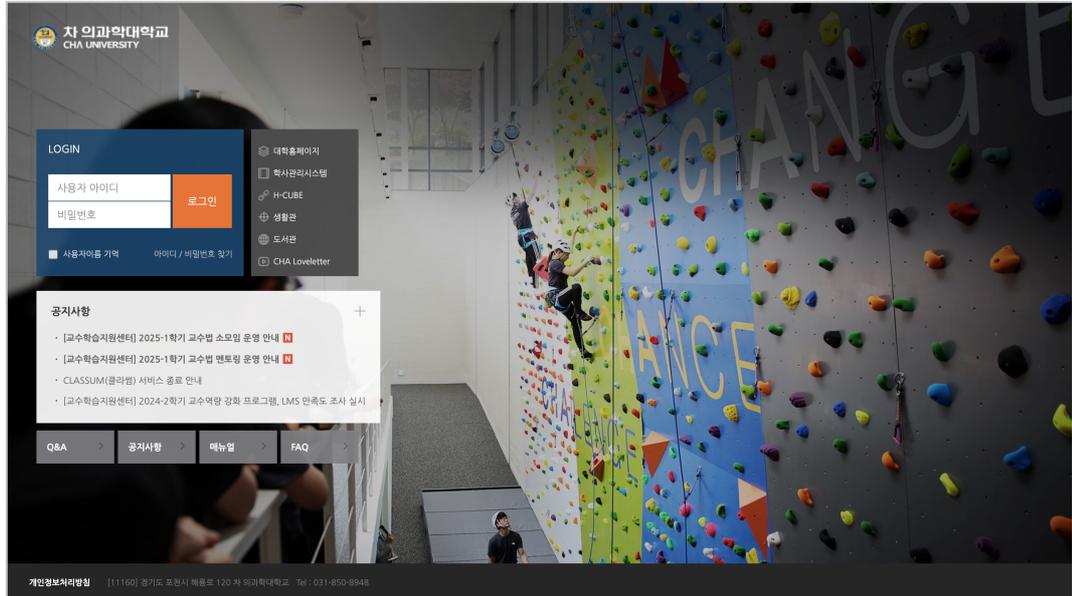
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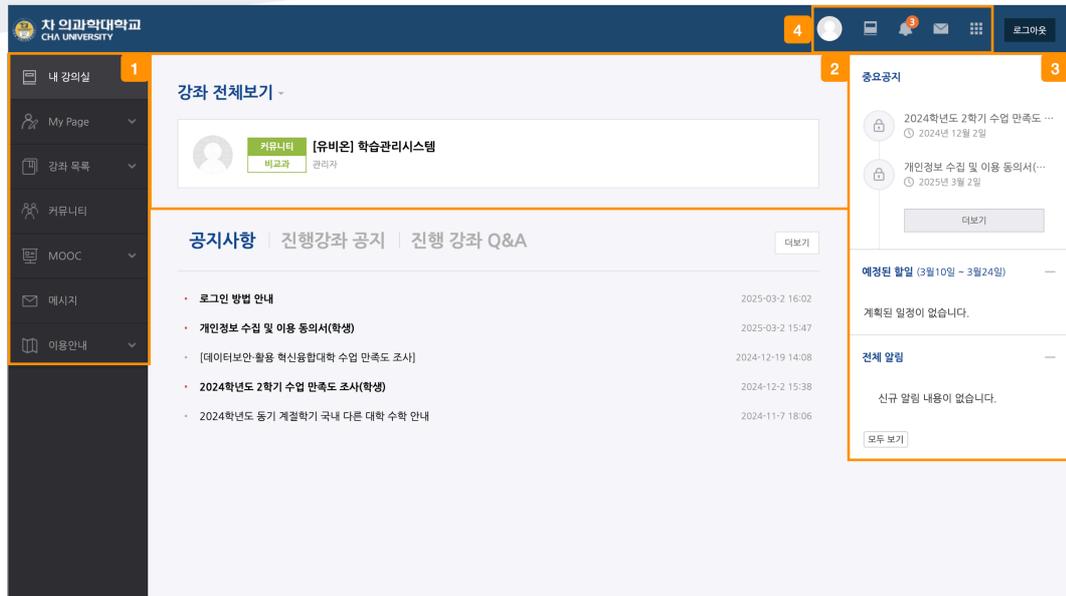
ACCESS/LOGIN

Connect to the Learning Management System (LMS) at Cha University.

Log in to by entering the username (username/password) and password you use on your school portal into the login window.



Dashboard



① Check the information about courses(including curricular & Extra-curriculum courses).

② All Courses

- You can check your courses from 2 weeks before the course starts to 2weeks after the course ends.

- There are 2 types of the list of course ; Basic form/Expanded form

③ Check notifications and courses' schedules.

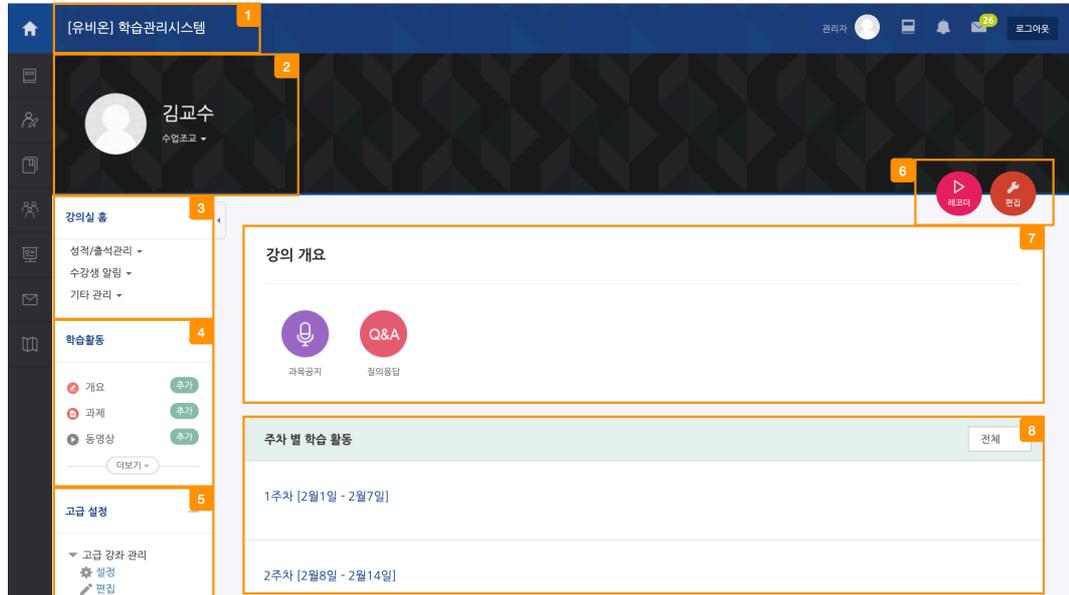
④ My page

- My: Languages / Edit profile / Private files / Log-out / My courses

- Notifications : It is about resources and activities of the course.

COURSE INTERFACE

Because the classroom is organized in a week format, you can effectively implement the overall and week-specific learning and objectives you set when planning your course into your classroom.



1. Course name

2. Instructor information

3. Course Menu

Course info	Syllabus (Study), Participants list
Grade/Attendance	Learning history, Completion status, Mixed-Attendance, Grades
Students Notifications	Sending Message, Sending Email, Send PUSH/SMS
Others	Course Settings, Users, Group settings, Group members, Question bank, Reports, Course completion, import

4. Announcement, Q&A, Learning Resources Management Page

5. Administration

6. Turn editing on and LECODER Button

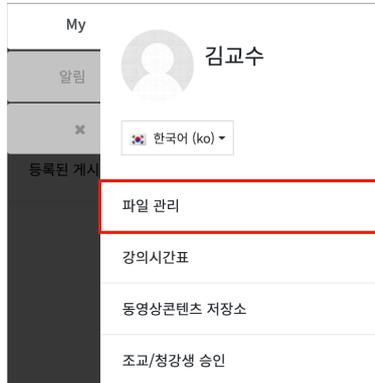
7. You can put an introduction and manage notifications and Q&A.

8. All course activities and resources are added by the week.

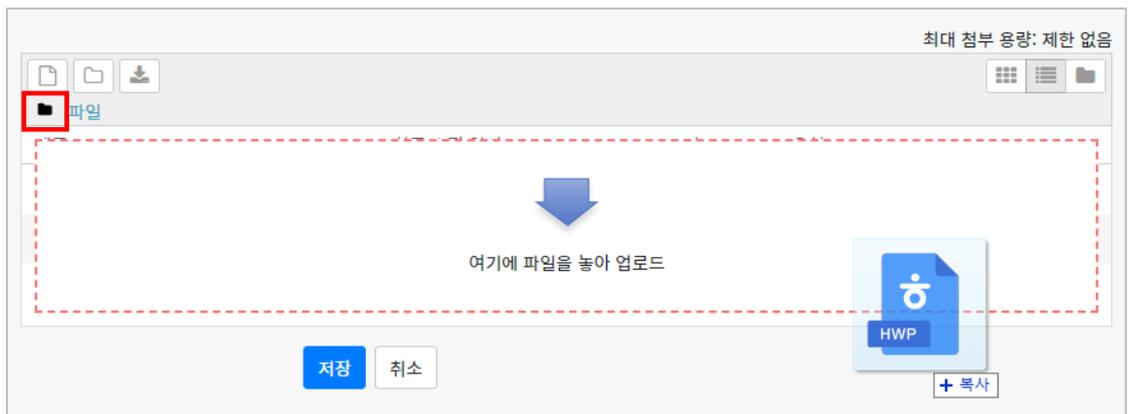
PRIVATE FILES

Without USB, you can conveniently manage files without the need to enter personal information for email/personal cloud services on your public PC.

Click the picture in the upper right corner, and then click 'Private files'.



Drag and drop the file to the area where the arrow is located, or add the file to import.



Press the [Save changes] button to save the file.

If you log in to the LMS from another PC and access 'Private Files', you can use the registered file again.

