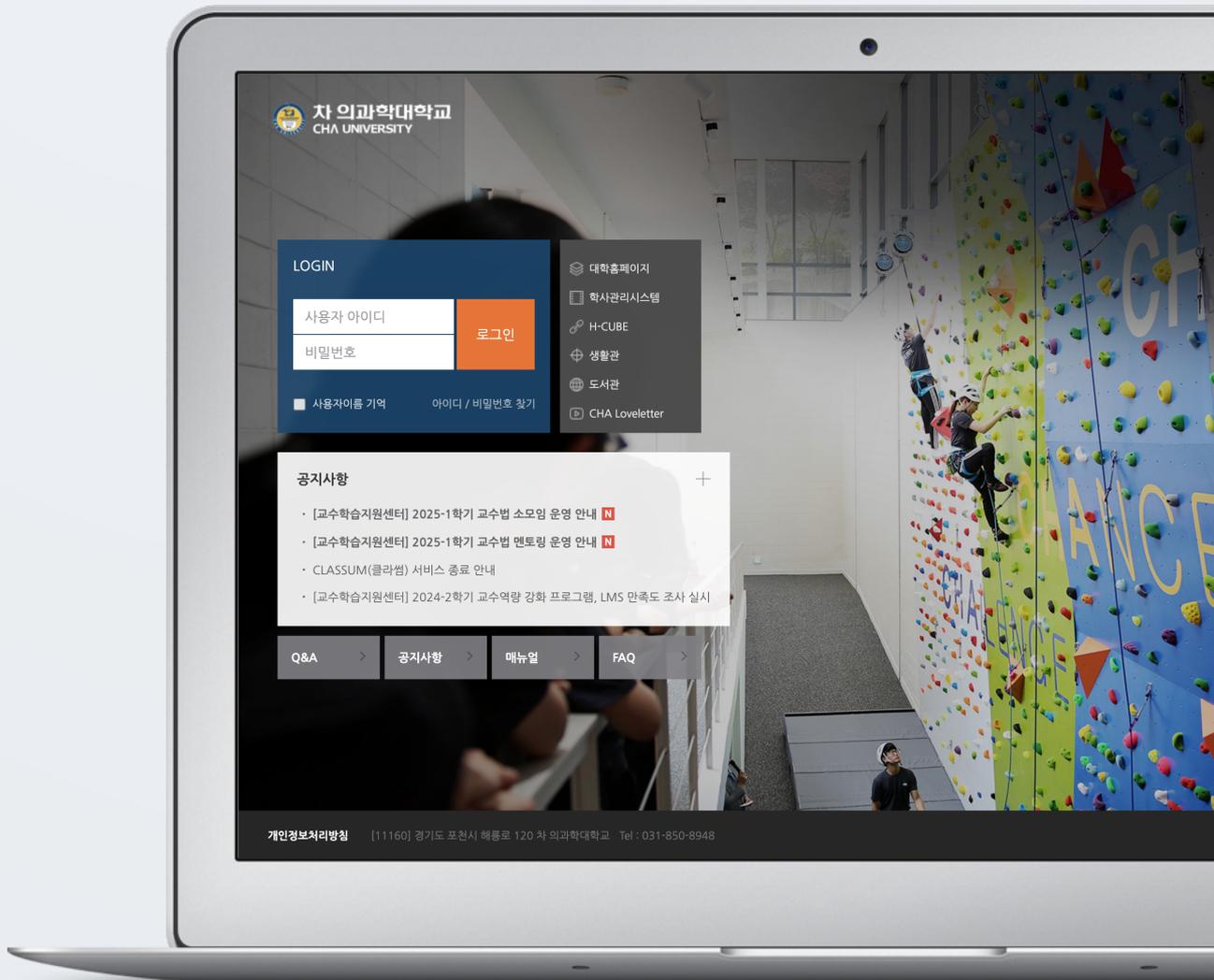


GUIDE OF LMS FOR PROFESSOR

2. COURSE PREPARATION



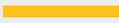
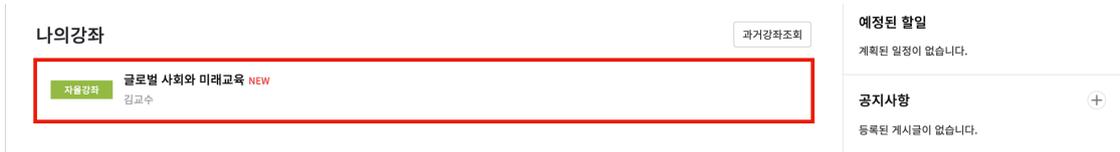


TABLE OF CONTENTS

Preparation before lecture design	3
Leaving an introduction to a lecture	4
Write Weekly Learning Objectives	5
Online Attendance Settings	6
Copy Previous Course	8

PREPARATION BEFORE LECTURE DESIGN

Two weeks before the opening day, a classroom for the new semester will be created at LMS. Before the start of the class, select the course to design the lecture and enter.



On the left menu, [Others], Click [Course settings].



In 'Others', change the use of notification to 'No', then click the Save button at the bottom of the screen.

Notifications of registered materials and learning activities are not sent to learners before the start of the class.



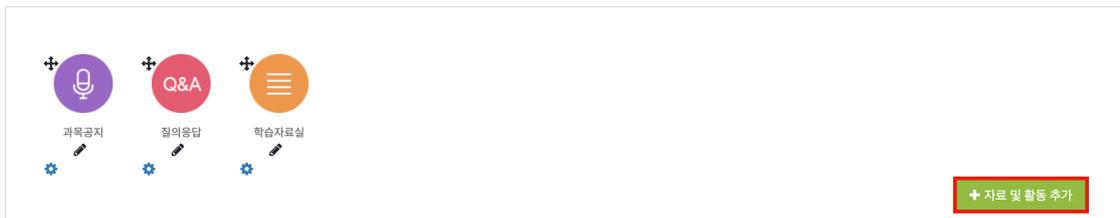
LEAVING AN INTRODUCTION TO A LECTURE

In the Lecture Overview column, you can highlight the text that introduces the lecture, or what is important in the lecture.

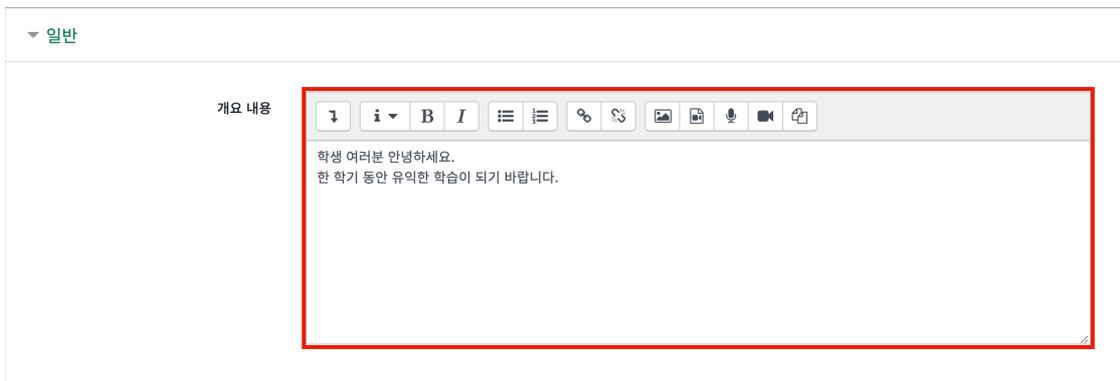
Let's leave an introduction to the lecture.



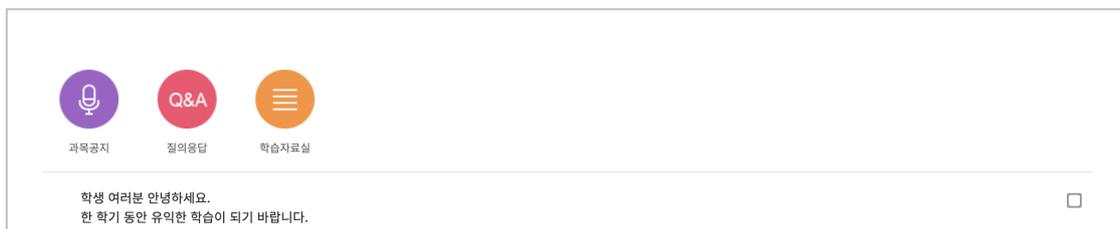
Click the (Turn editing on) button to the right of the classroom, and then click the [Add Resource/Activity] button in the lower right.



Press the (Label) button to create an introduction and press the [Save and return to course] button.



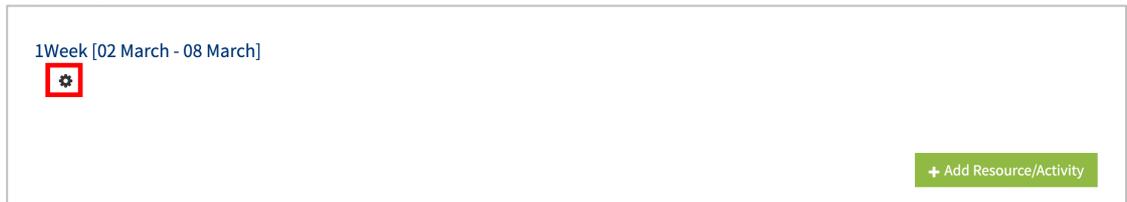
The introduction will appear as follows under the course outline.



Write Weekly Learning Objectives

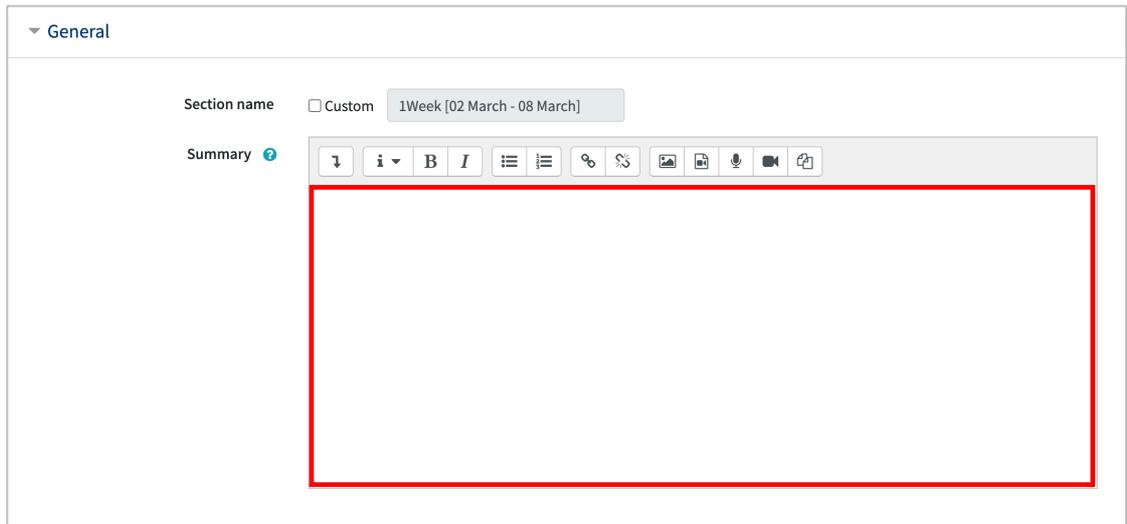
You can write learning objectives or course announcement or anything else you want to indicate for each week. For this;

Click cogwheel button next to the week where you will write learning objectives or anything else.



Then, write learning objectives, notification or anything else for that week.

* You can add images and videos as well.

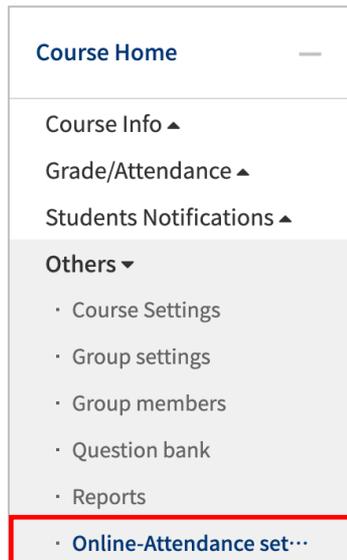


Thus, the content you have input will appear in the section of that week.

Online Attendance Settings

If the course is set as an online course, it is possible to track which videos learners watch, when they watch and how long they are watching. For this, LMS needs to be set as follows:

At "Course Home" menu, placing at the left-side of the course homepage, click "Others" and then click "Online-Attendance settings".



Identify the attendance score and the penalty score for being late or absent along with due date, meaning until which time the video should be watched, and then click "save" button.

Thus, the time period identified in online attendance settings will be the attendance recognition period.

* As default, the time period of videos is same with the university schedule.

** If you add a video during the semester, at online attendance settings without making any change, please input the time period and click "save" button.

Attendance Status **Online Attendance management**

Total grade	20
Lowest grade	0
Deduction for lateness	-1
Deduction for absence	-4

Week	Start Date	Period to take attendance	Take attendance percentage(%)	Recognize lateness until	Minimum standard to take Late(%)	Batch attendance
1	2021-03-02 00:00:00	2021-03-08 23:59:59	50	2021-03-15 23:59:59	30	<input type="checkbox"/>
2	2021-03-09 00:00:00	2021-03-15 23:59:59	50	2021-03-22 23:59:59	30	<input type="checkbox"/>
3	2021-03-16 00:00:00	2021-03-22 23:59:59	50	2021-03-29 23:59:59	30	<input type="checkbox"/>

Start Date	Date of start of attendance check
Period to take attendance	Date of end of attendance check *Learners who watched videos or elearning content within this period are recognized as attendance.
Take attendance percentage (%)	The minimum percentage against video length for attendance recognition
Period to take tardiness	Period to take tardiness after attendance period
Take tardiness percentage (%)	The minimum percentage against video length for tardiness recognition *Learning must be done within the perception period to be treated as perception.
Batch attendance	Apply attendance status of week in batch

You can see that attendance status is automatically recorded in the Course Home - Grade/Attendance - Online Attendance.

Attendance-O, Absence-X (▲ for late setting).

If you have not completed the course in the parking lot yet, it will appear as 'X', and it will be changed to 'O' after completion.

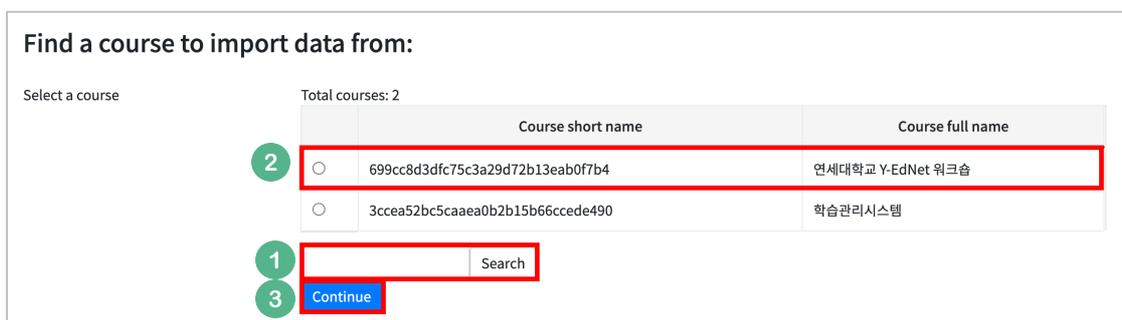
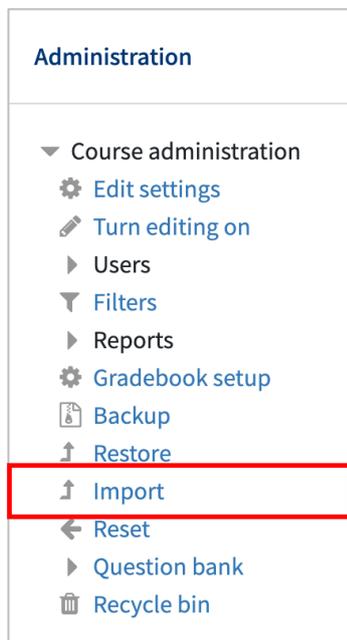
You can download attendance status as a document by clicking "Excel Download" button.

COPY PREVIOUS COURSE

When you have the same course in the next semester/year, it is possible to import the previously prepared course to current course. The import process is as follows:

There is "Administration" menu at the bottom-left of the course homepage. Click Administration and then "Import" button in the opening menu.

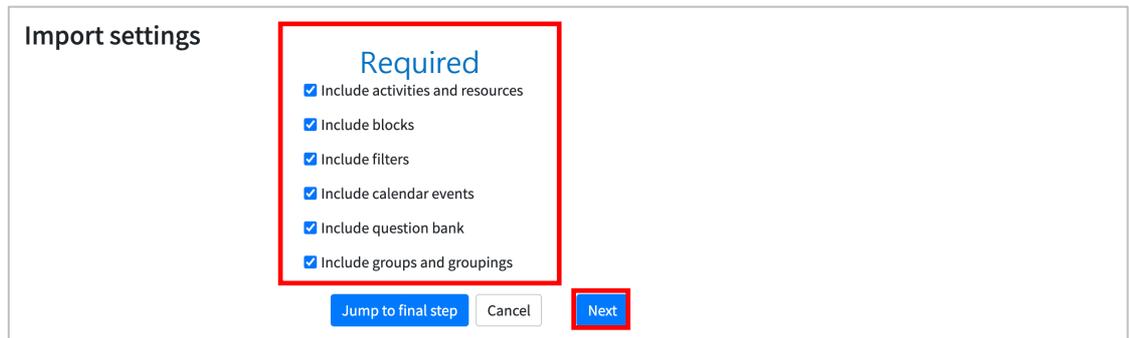
Then, in the opening page, search the old course with its short name which you want to import and then select it and click "Continue" button.



In the opening page, click "Next" button, as shown in the figure:

* If you want to import the old course as it is, just click "Jump to final step" button.

**Importing group settings is optional.



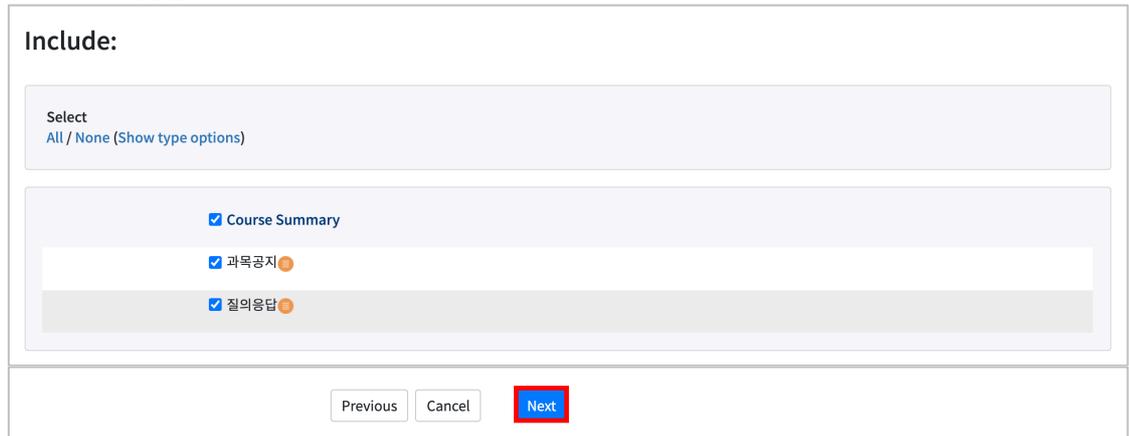
Import settings

Required

- Include activities and resources
- Include blocks
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings

[Jump to final step](#) [Cancel](#) [Next](#)

Select the items you want to import from the course and then click "Next" button if you want to copy just a part of the course.



Include:

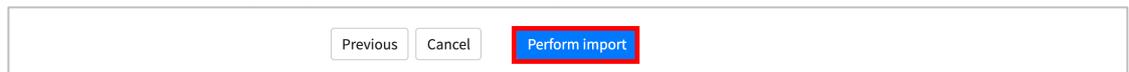
Select
All / None (Show type options)

- Course Summary
- 과목공지
- 질의응답

[Previous](#) [Cancel](#) [Next](#)

After checking the target items which will be imported, click "Perform import" button.

Thus, the course import process will be completed.



[Previous](#) [Cancel](#) [Perform import](#)

Lastly, click "Continue" button to return your course homepage.