# GUIDE OF LMS FOR PROFESSOR

#### 2. COURSE PREPARATION



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### 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.

과거리	'ক্রুহ্র	<b>예정된 할일</b> 계획된 일정이 없습니다.	
<mark>국문법 사회와 미래교육 NEW</mark> 김교수		공지사항	+
		등록된 게시글이 없습니다.	

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

강의실 홈				
강의정보 ▲				
성적/출석관리 ▲				
수강생 알림 ▲				
기타 관리 🔻				
· 강좌설정				
• 사용자 관리				
• 팀 설정				
· 팀원				
• 문제 은행				
· 강좌기록				
· 이수기준관리				
· 학습자료 가져오기				

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.

▼ 기타 설정		
	알림 사용여부	아니오 ~
		알림 미 사용시 강좌 참여자들에게 알림 메시지가 전송되지 않습니다.

## 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.

▼ 일반	
개요 니	3 1 i • B I = = % % A • 4 • 4
	학생 여러분 안녕하세요. 한 학기 동안 유익한 학습이 되기 바랍니다.
	<i>6</i>

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.

▼ General	
Section name	Custom 1Week [02 March - 08 March]
Summary 💡	

\* 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".

Course Home —					
Course Info 🔺					
Grade/Attendance 🔺					
Students Notifications 🔺					
Others 🕶					
· Course Settings					
· Group settings					
Group members					
Question bank					
· Reports					
· Online-Attendance set…					

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.

tendance	Status Online Attendance ma	anagement				
Total g	rade 20 Y					
Lowest	grade 0 🗸					
Deductio lateno	on for ess					
Deductio	on for					
abser	-4 ~					
abser Week	Start Date	Period to take attendance	Take attendance percentage(%)	Recognize lateness until	Minimum standard to take Late(%)	Batch attendanc
abser Week 1	-4 V Start Date	Period to take attendance 2021-03-08 23:59:59	Take attendance percentage(%)	Recognize lateness until 2021-03-15 23:59:59	Minimum standard to take Late(%) 30	Batch attendanc
abser Week 1 2	-4         ~           Start Date         2021-03-02         00:00:00           2021-03-09         00:00:00         00:00:00	Period to take attendance 2021-03-08 23:59:59 2021-03-15 23:59:59	Take attendance percentage(%) 50 50	Recognize lateness until           2021-03-15         23:59:59           2021-03-22         23:59:59	Minimum standard to take Late(%) 30 30	Batch attendance

Start Date	Date of start of attendance check		
	Date of end of attendance check		
Deried to take attendance	*Learners who watched videos or elearning		
Period to take attendance	content within this period are recognized as		
	attendance.		
Taka attandanca parcantaga (0()	The minimum percentage against video length for		
Take attendance percentage (%)	attendance recognition		
Period to take tardiness	Period to take tardiness after attendance period		
	The minimum percentage against video length for		
Taka tardinasa parcantaga (%)	tardiness recognition		
Take tardiness percentage (%)	*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 ( $\blacktriangle$  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.

Administration
<ul> <li>Course administration</li> <li>Edit settings</li> <li>Turn editing on</li> </ul>
<ul> <li>Users</li> <li>Filters</li> <li>Reports</li> </ul>
Backup Restore Import
<ul> <li>Reset</li> <li>Question bank</li> <li>Recycle bin</li> </ul>

Find a course to import data from:					
Select a course Total courses: 2					
		Course short name	Course full name		
2	0	699cc8d3dfc75c3a29d72b13eab0f7b4	연세대학교 Y-EdNet 워크숍		
	0	3ccea52bc5caaea0b2b15b66ccede490	학습관리시스템		
1 Search 3 Continue					

In the openning 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 <mark>●</mark>
☑ 질의응답 <mark></mark>
Previous     Cancel

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

|--|

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