

LMS GUIDE FOR FIRST-TIME USERS - THE TEACHER

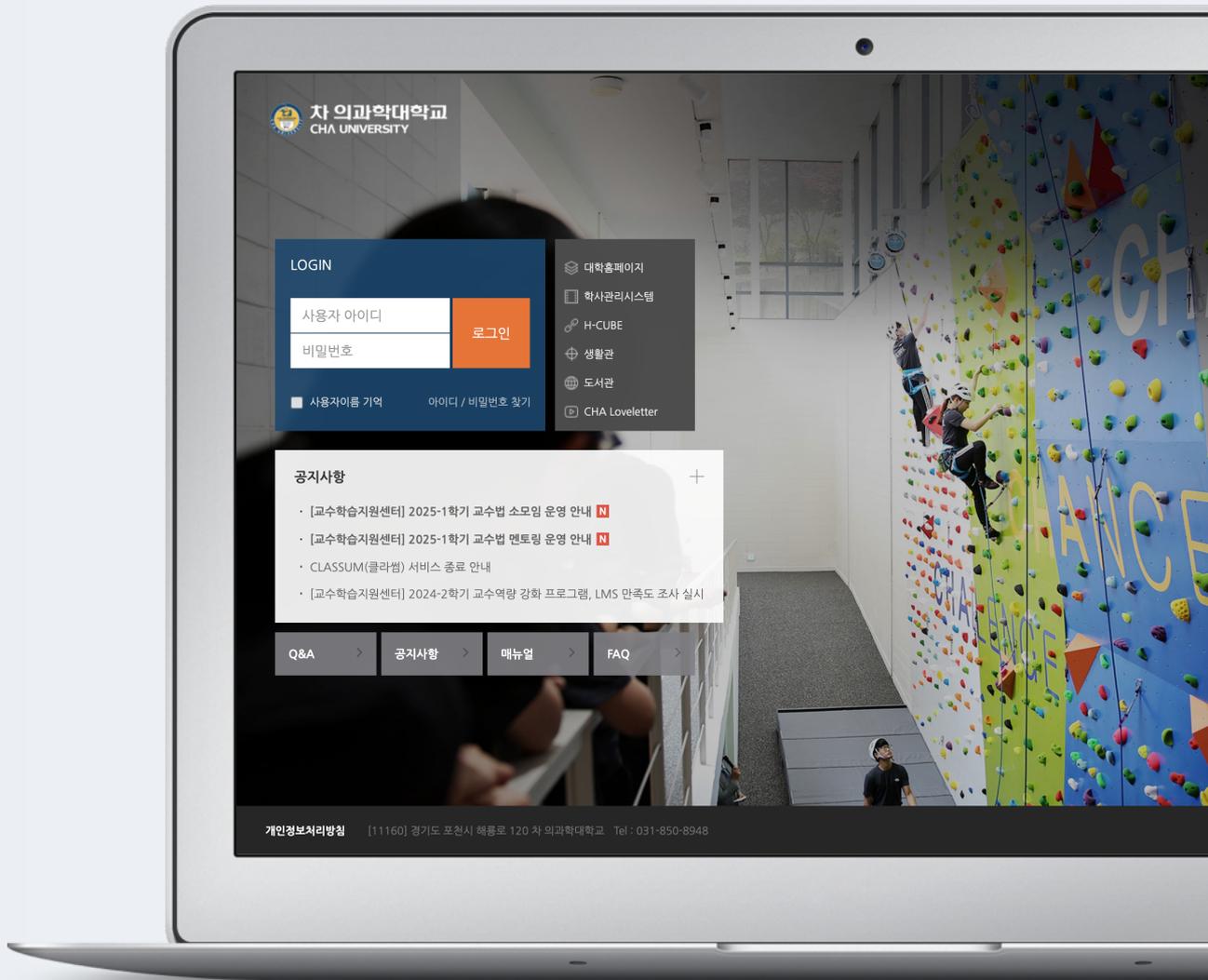


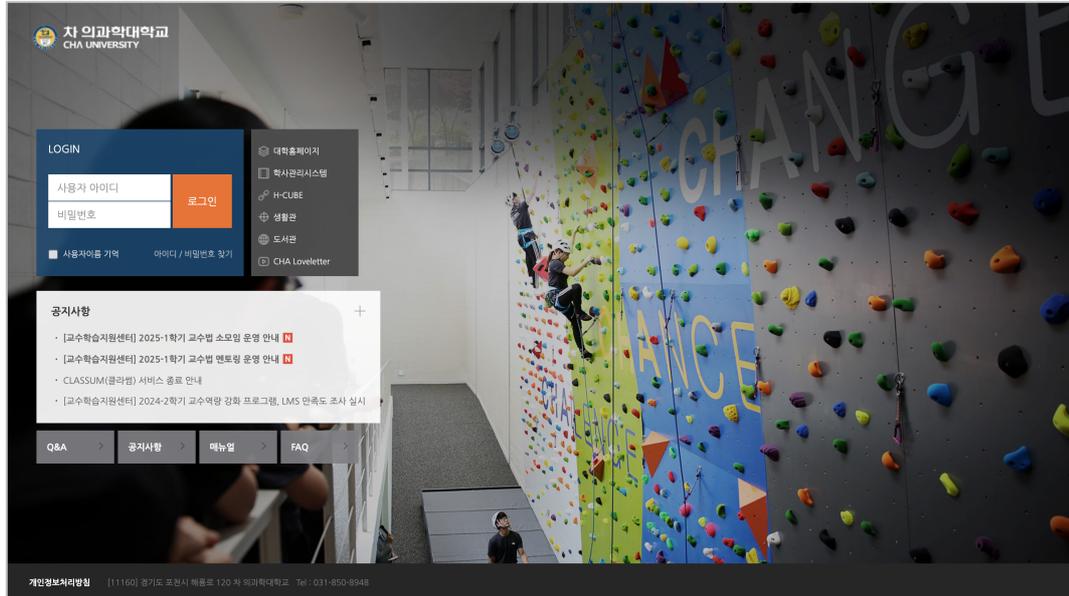
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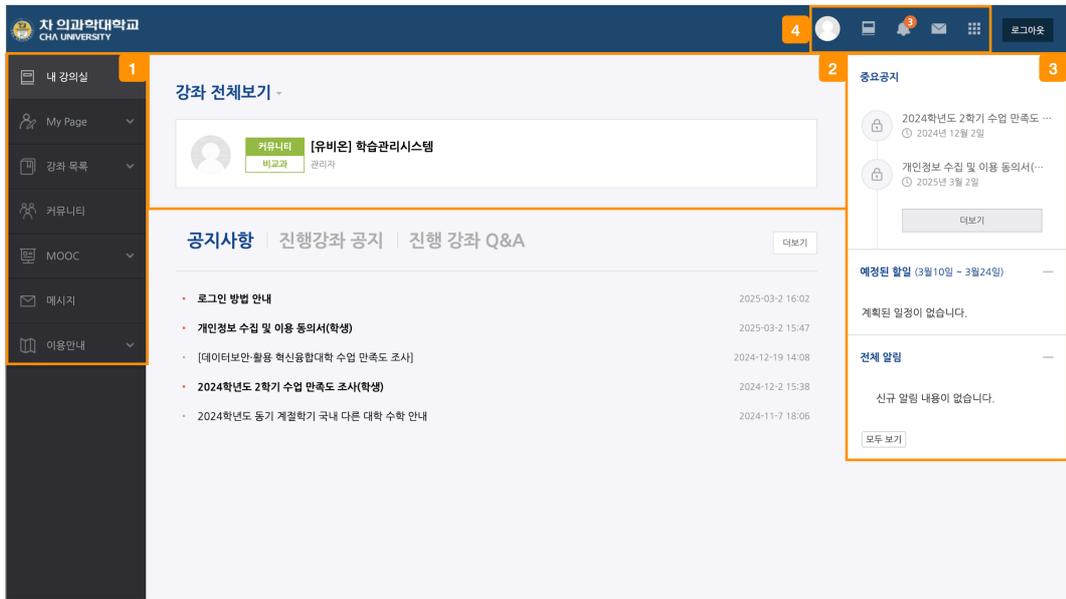
ACCESS/LOGIN

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.

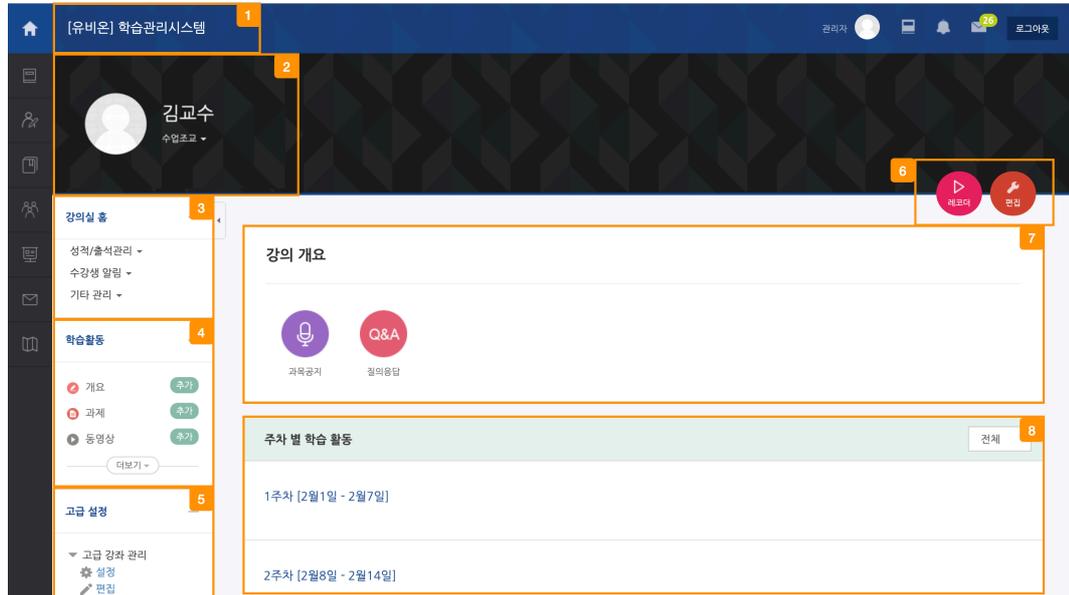
④ My page

- 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.

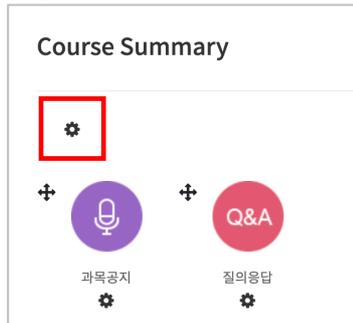
8. All course activities and resources are added by the week.

Type Course Summary

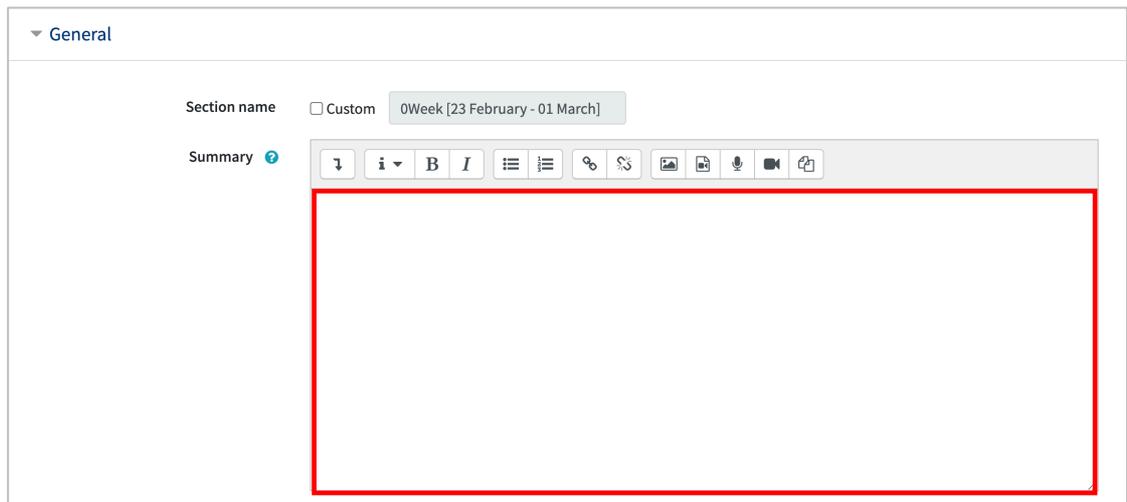
You can put a text summarizing the course and stating important points related the course on the "Course Summary" section locating at the top of the course homepage.

For this, you need to perform the following directions respectively.

After clicking "Turn editing on" button placed on right-of the course homepage, click the cogwheel button below "Course Summary" section.



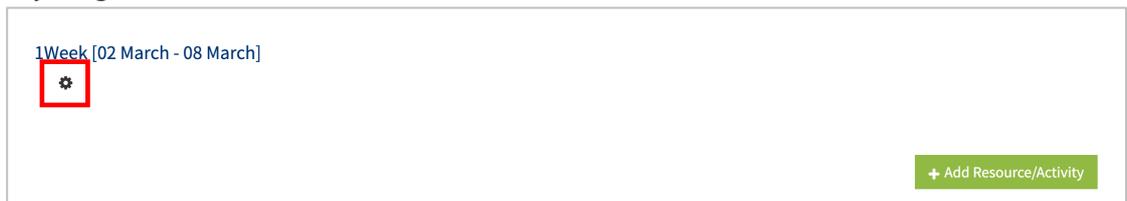
Then, type a text summarizing the course and save it by clicking.



Write Weekly Learning Objectives

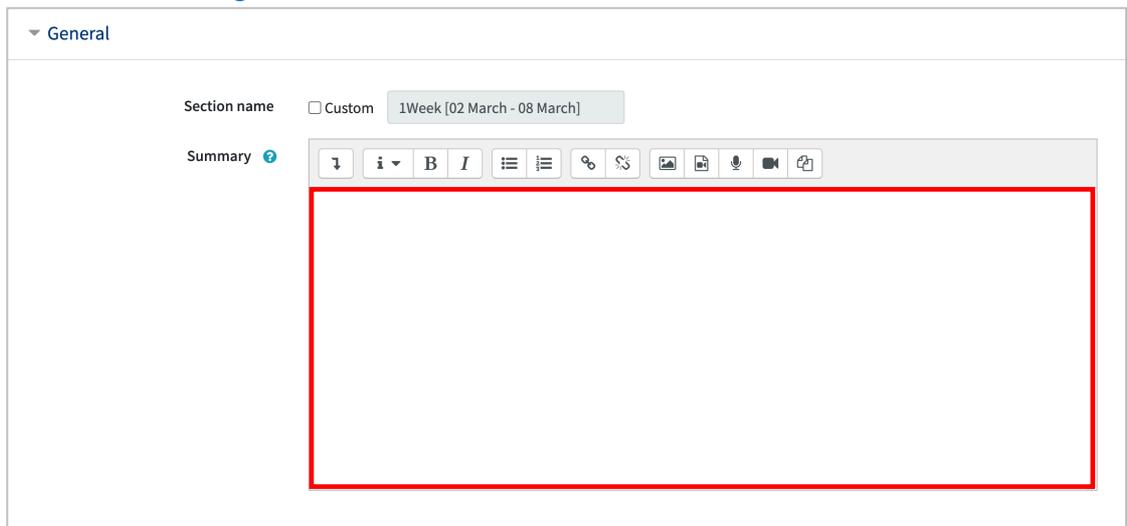
You can write learning objectives or course announcement or anything else you want to indicate for each week. For this;

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.

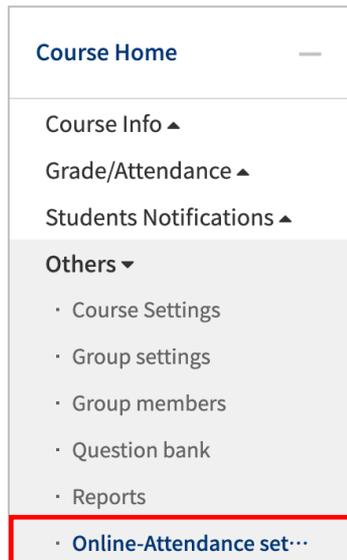


Thus, the content you have input will appear in the section of that week.

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 e-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.

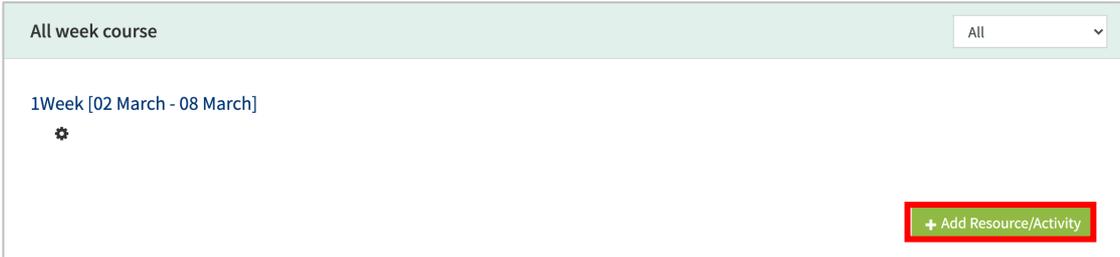
You can download attendance status as a document by clicking "Excel Download" button.

Learning Resources & Activities

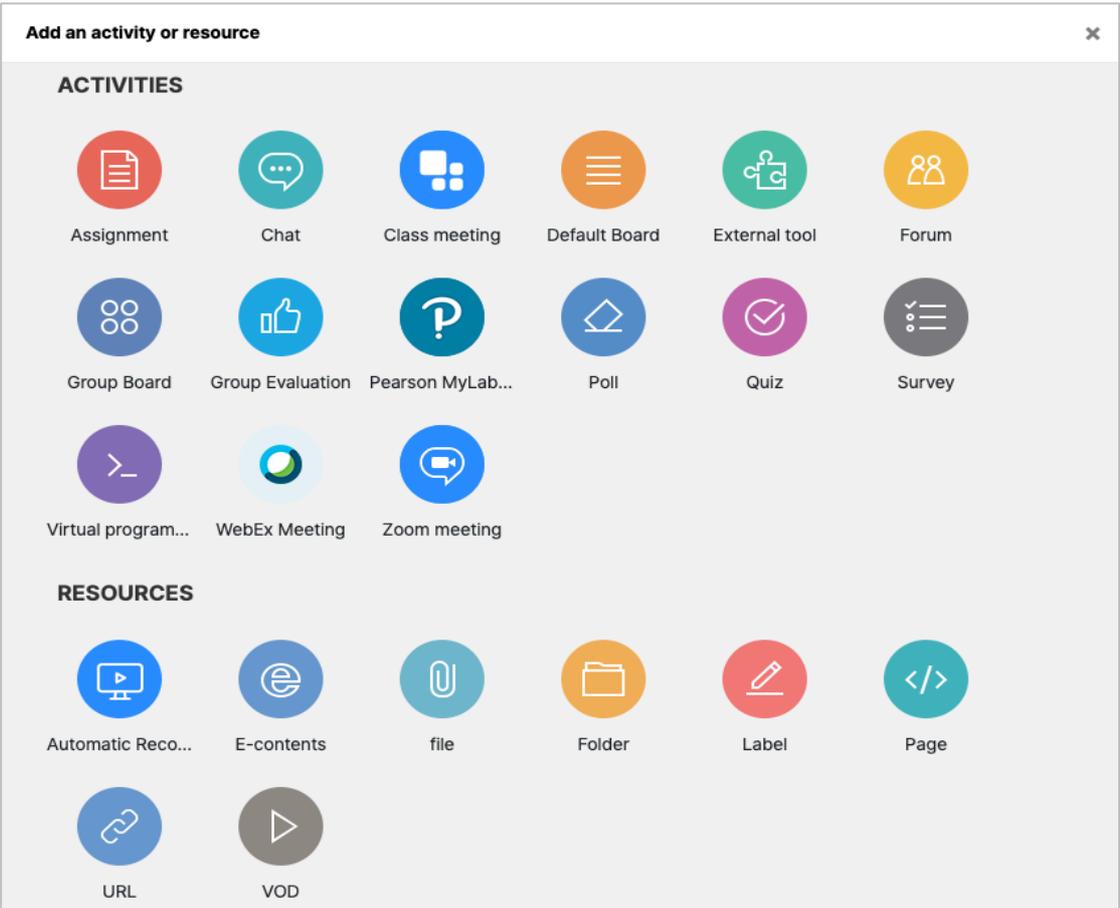
In order to add a new learning resource or activity;
First, click "Turn editing on" button, located at the top-right of the course homepage.



Thus, "Add Resource/Activity" buttons will show up for each week and course summary sections. Click any of them near to the section where you want to input course resource & activity.



All learning resources and activities are listed as "Activities" and "Resources."



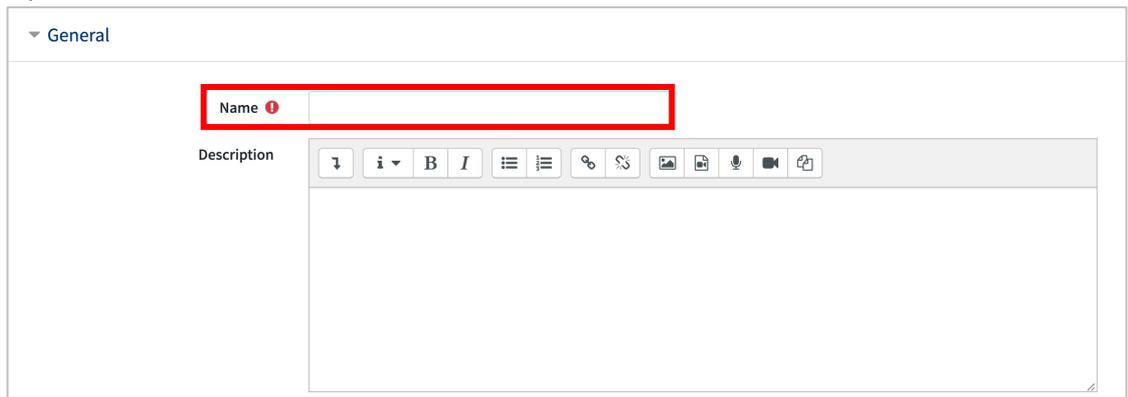
File

In this section, how to add reading files to a course is described. You can add PDF, MS WORD, MS POWERPOINT, HWP, etc. formatted reading resources.

Click "Add Resource/Activity" button near the section where you want to add a file.

Then, in the opening panel, click "file" button, showed with .

Input a name for the file.



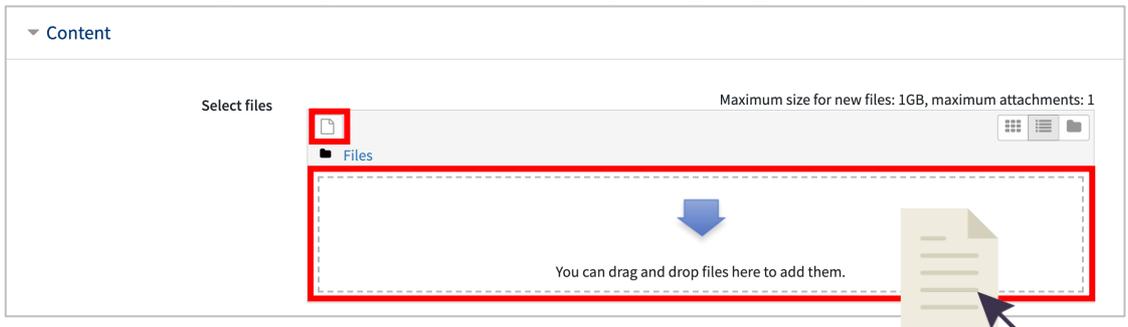
General

Name 

Description

Rich text editor toolbar: Undo, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, Video, Audio, Embed, Help.

Upload the file by clicking "Add file" button or by doing drag & drop.



Content

Select files

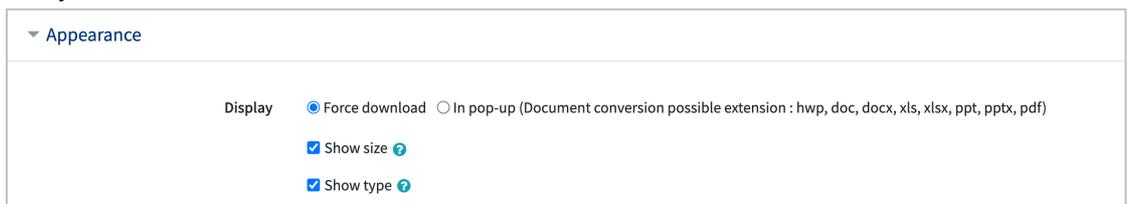
Maximum size for new files: 1GB, maximum attachments: 1

Files

You can drag and drop files here to add them.

You can set the appearance way of the file: 1) force students to download the file, or 2) enable to open the file in a pop-up window.

Lastly, click "Save" button.



Appearance

Display Force download In pop-up (Document conversion possible extension : hwp, doc, docx, xls,xlsx, ppt, pptx, pdf)

Show size 

Show type 

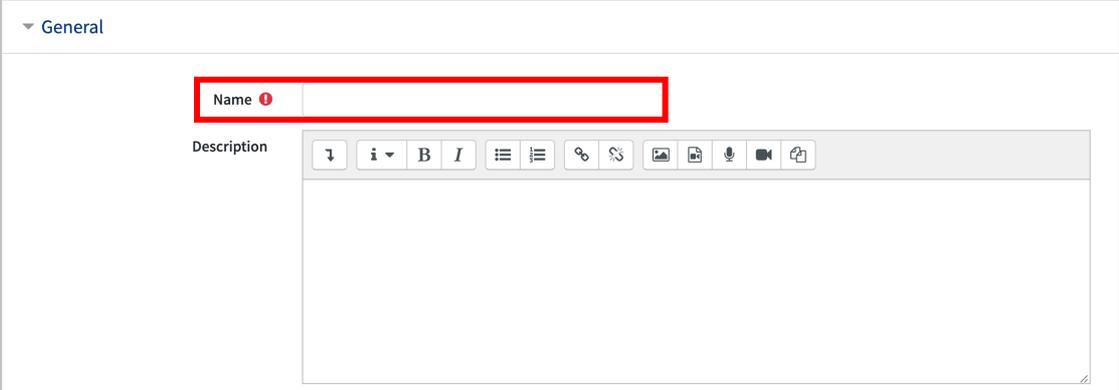
Video

Videos are added in two processes: 1) video uploading to the server, and 2) video format converting. The advantages of this system are that you can reuse the videos you have uploaded before and that users can watch any videos with any device (PC/Tablet/Smartphone) regardless of the video format.

Click "Add Resource/Activity" button near the section where you want to add the video.

Then, in the opening panel, click "video" button, showed with .

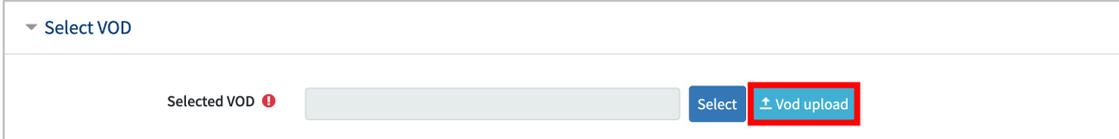
Input a name for the video.



The screenshot shows the 'General' section of a video upload interface. It features a 'Name' input field with a red border and a red error icon. Below it is a 'Description' text area with a rich text editor toolbar containing icons for undo, redo, bold, italic, list, link, unlink, image, video, audio, and document. At the bottom right of the description area is a 'Vod upload' button with an upward arrow icon.

Click "VOD Upload" button at "Select VOD" section.

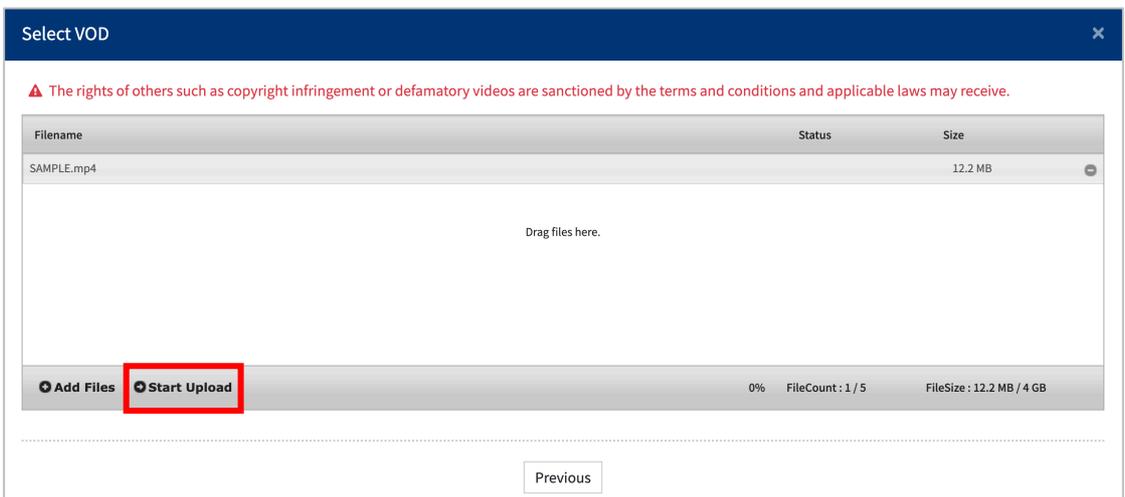
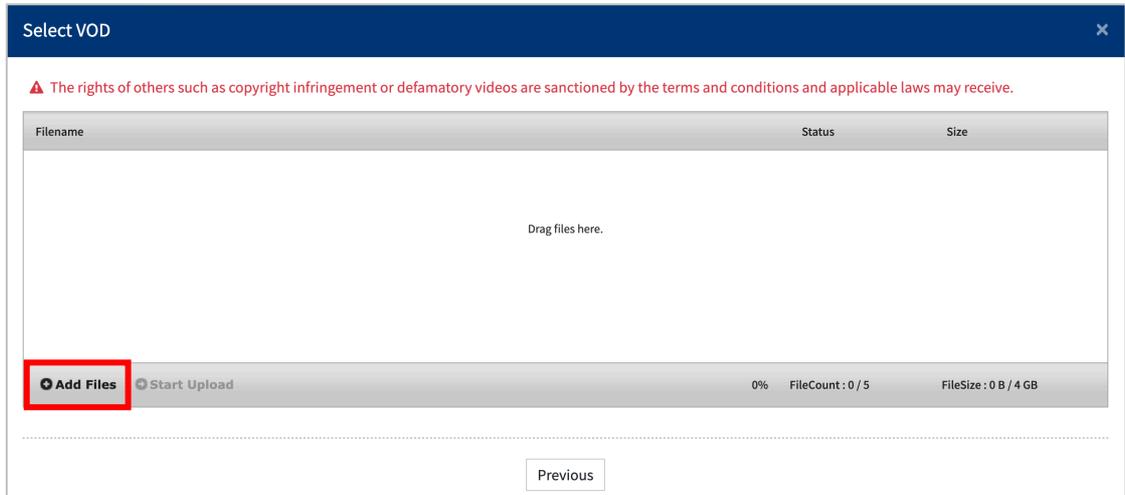
If you have an existing uploaded file, click "Select" button.



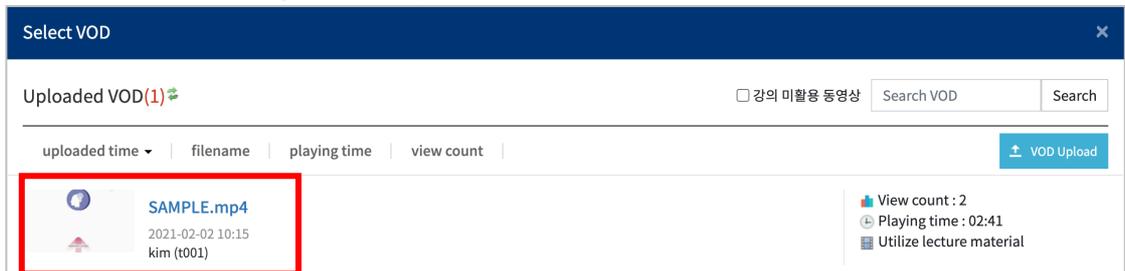
The screenshot shows the 'Select VOD' section of a video upload interface. It features a 'Selected VOD' input field, a 'Select' button, and a 'Vod upload' button with an upward arrow icon.



Click "Add Files" button and select the video you want to upload, and then click "Start upload".

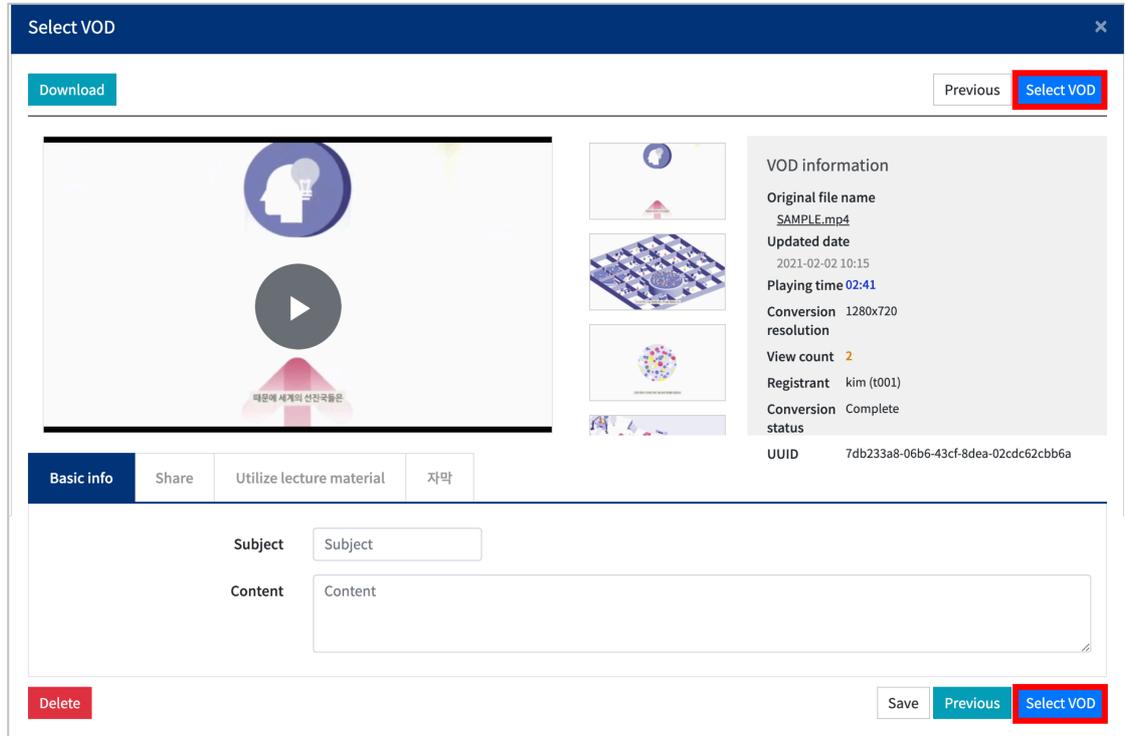


Then, select the video you have uploaded and click "Select VOD" button.



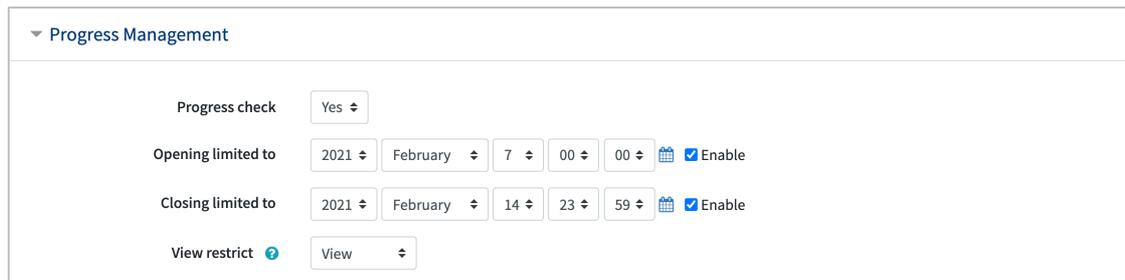
The conversion proceeds automatically by clicking "Select VOD" button to close the select VOD window.

The process of converting your videos to support them from anywhere on your PC or mobile is automatic.



Set time limitation for students' video watching and click "Save" button.

* If you use the online attendance, you can modify the attendance period in the online attendance.



Create Default Board

You can use "Default Board" as a resource center or as a place where you collect students' assignment papers.

Click "Add Resource/Activity" button near the section where you want to add the default board.

Then, in the opening panel, click "Default Board" button, showed with .

After that, input a Board Name and select a board Type.

▼ General

Board Name 

Board Type  Default Board 

Board Type	Description
Default Board	Users can write freely.
Notice Board	Only professors can write, and learners' replies/comments are restricted.
Q&A Board	Secret writing is possible, so it can be used for question and answer purposes.
Group Board	It can be used as a group unit created with 'Grouping' and 'Group'.
1:1 Board	The professor can check all the posts, and the learner can only check his or her own writings.
Anonymous Board	Anonymous processing is possible by leaving the author's name blank.

You can set the capacity and number of attachments for that bulletin board.

▼ Attachment

Enable Attachment Yes 

Number of File 5

Size of File Site upload limit (1GB) 

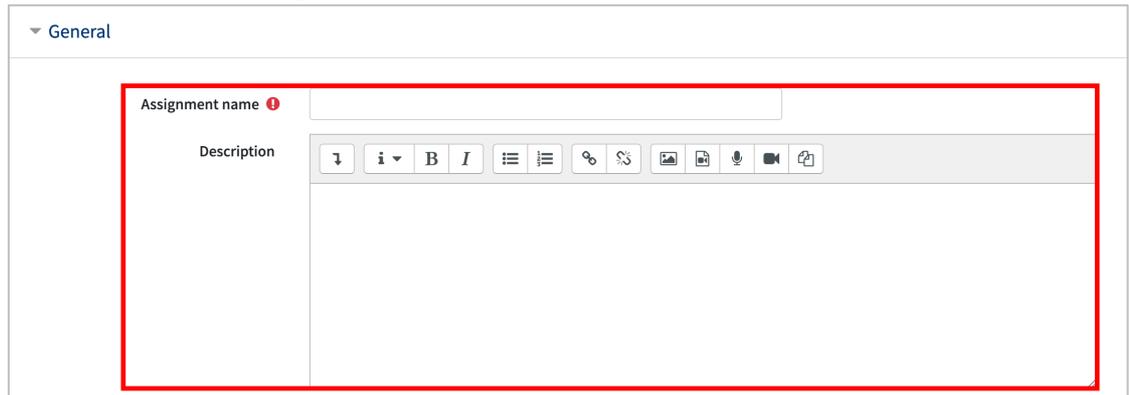
Click "Save" button below the page.

Create Assignment

Click "Add Resource/Activity" button near the section where you want to add the assignment.

Then, in the opening panel, click "Assignment" button representing with .

After that, input an assignment name and description. (ex: [self-reflection paper](#))



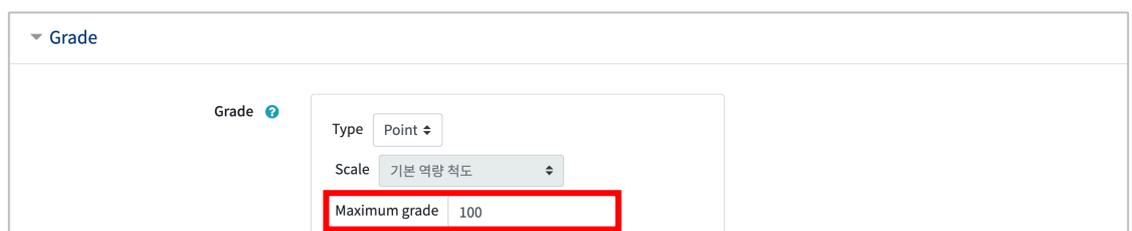
Set the submission and due date of the assignment

*You can specify submission and due date as well as cut-off date (if just due date is determined, students still will be able to send their assignments after the assignment is due. If you want to block students to send their assignments after due date, utilize "cut-off date")

- Allow submissions from: When the assignment can be submitted
- Due date: You can submit the assignment after the due date
- Cut-off date: Cannot be submitted after cut-off date



Set the grade of the assignment by specifying its maximum score and click "Save" button below the page.



Grade Assignment

Click the assignment which you will grade.

1Week [02 March - 08 March]

 1주차 과제

Click "View/grade all submissions".

1주차 과제

Grading summary

Participants	5
Submitted	0
Needs grading	0
Due date	2021-02-14 00:00
Time remaining	6 days 8 hours

[View all submissions](#)

Click "Download all submissions", download all assignment papers students submitted with one click.

1주차 과제

Grading action Choose...

[Download all submissions](#)

[View gradebook](#)

Select	Fullname	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	kim	t003	t003@aa.aa	Submitted for grading	<input type="text" value="Grade"/> / 100.00	Edit	2021-02-07 16:24	

Input grade scores for each student and press "Enter" button at keyboard.

* Also, you can leave a comment about the assignment for each student

* Click "Quick grading" in the Options" to enter your grades directly from the "View all submissions" screen

Select	Fullname	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	kim	t003	t003@aa.aa	Submitted for grading	<input type="text" value="90"/> / 100.00	Edit	2021-02-07 16:24	

Create Question Bank

Quiz(Test) is developed through two steps: 1) Input test items to my "Question Bank", and 2) Add "Quiz" to the course page in order students to reply in a specific date and time. Each step is described below:

First, it is the process of registering test questions in the problem bank.

* Questions registered once in the problem bank can be used again in the same/different subject.

Click "Question bank" below "Others", belonging to "Course Home" menu located at the left-side of the screen. Then, in the opening page, select a category and click "Create a new question".

The screenshot displays the LMS interface. On the left is a sidebar menu under 'Course Home' with options: Course Info, Grade/Attendance, Students Notifications, Others (expanded), and Reports. The 'Question bank' option under 'Others' is highlighted with a red box. On the right is the 'Question bank' page, which has tabs for Questions, Categories, Import, and Export. Below the tabs, there is a 'Select a category:' dropdown menu with the selected value '학습관리시스템 의 기본설정'. A red box highlights the 'Create a new question ...' button.

Select the type of the test item which you want to create and click "Add" button.

Choose a question type to add

QUESTIONS

Select a question type to see its description.

- ☰ Multiple choice 1
- True/False
- ☰ Matching
- ☐ Short answer
- 📄 Numerical
- 📄 Essay
- :€ All-or-Nothing Multiple Choice

OTHER

- 📄 Description

2 Add Cancel

Write "question name" and "question text". Question name(ex: Midterm Q-1) is to differentiate the question from others. Also, specify the mark of the question by inputting the score to "Default mark".

General

Category 학습관리시스템의 기본설정

Question name

Question text

Default mark 1

Write all choices including right and wrong answers. Then, set the grade as "100%" for the right options and "None" for the other options.

The screenshot shows the 'Answers' section of a question editor. It contains three main fields: 'Choice 1', 'Grade', and 'Feedback'. Each field has a rich text editor toolbar above it with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and help. The 'Choice 1' field is currently empty and has a red border. The 'Grade' dropdown menu is set to 'None' and also has a red border. The 'Feedback' field is currently empty.

After you input all choices of the question, click "Save" button to record the question to "Question Bank". Continue to create other questions with the same method.

Grade Quiz

After the quiz ended, you can grade test takers' responses. For this,

First click that quiz in the course homepage and then click "Attempts".

4Week [23 March - 29 March]

Midterm Exam

Midterm Exam

This quiz opened at 2021-02-07 17:00
This quiz will close on 2021-02-07 19:00.
Grading method: Highest grade

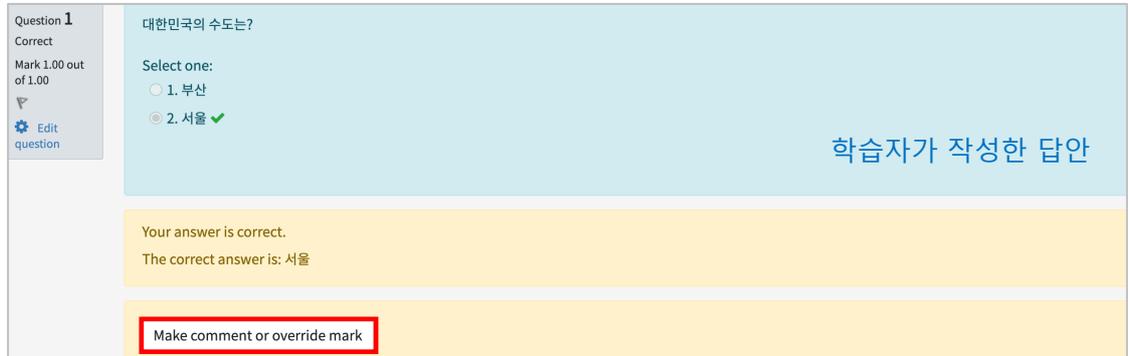
Attempts: 1

To review and grade student's responses, click "not yet graded" on the far-right side of the student's name.

*The questions like multiple-choice questions in which answers are defined in advance are marked automatically.

		Fullname	ID number	Email address	State	Started on	Completed	Time taken	Grade/10.00
<input type="checkbox"/>		kim Review attempt	t003	t003@aa.aa	Finished	07 February 2021 18:05 PM	07 February 2021 18:05 PM	8 secs	10.00

Then, review student responses and grade them. You can also give a comment. For this, click "Make comment or override mark" button of the question and then input its mark and click "Save" button.



Question 1
Correct
Mark 1.00 out of 1.00
Edit question

대한민국의 수도는?

Select one:

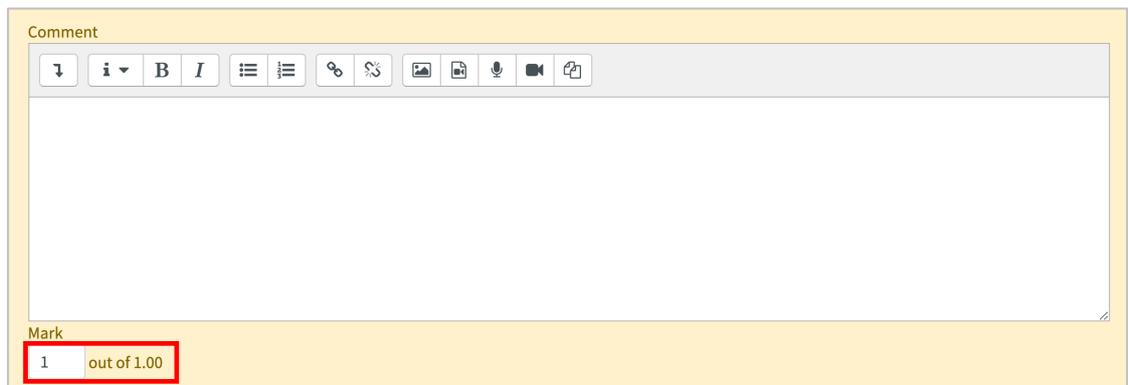
1. 부산

2. 서울 ✓

학습자가 작성한 답안

Your answer is correct.
The correct answer is: 서울

Make comment or override mark



Comment

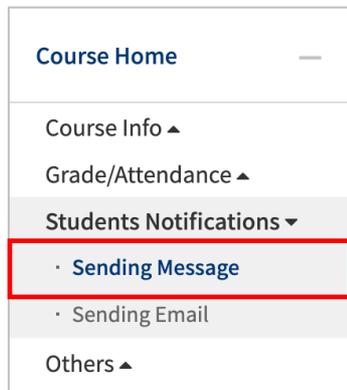
1 out of 1.00

After you grade all quiz, click "Finish review" button. Thus, you will be finished grading of one test taker.

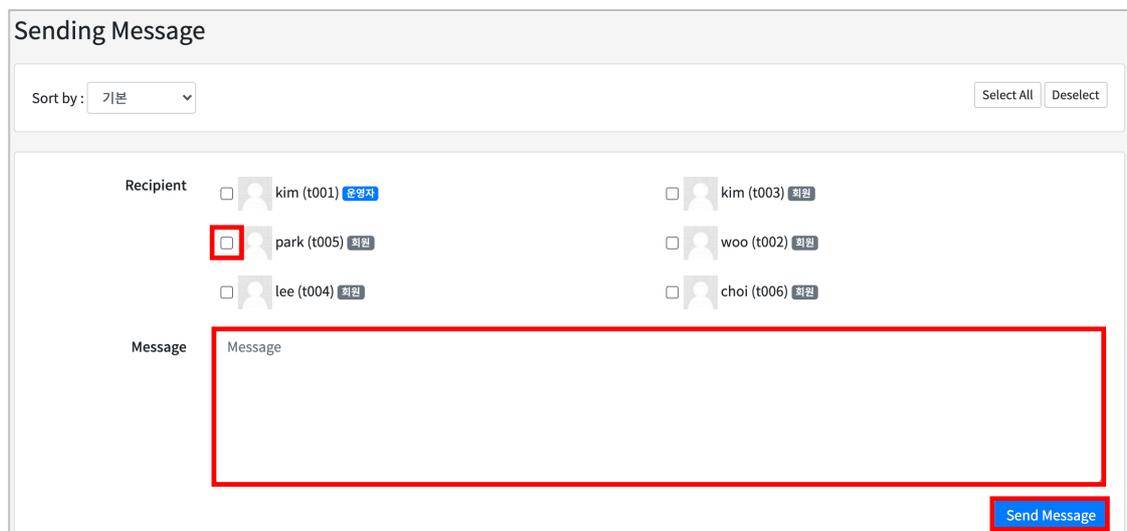
Send Message to Students

You can send message to enrolled students inside LMS system.

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.



Online Attendance

In the Course Home - Grade/Attendance - Online Attendance, 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.

Setting changed on : 29 January 2021 Apply to Grades Excel Download

No.	Full name	ID number	Grade	Department	1. ...	2. ...	3. ...	4. ...	5. ...	6. ...	7. ...	8. ...	Attendance	Absence
1					X	X	X	X	X	X	X	X	0	8
2					O	O	X	X	X	X	X	X	2	6
3					O	X	X	X	X	X	X	X	1	7

Attendance – O, Absence – X (▲ when late)

If you have not yet completed the learning in that week, it will appear as X and will change to O after completion.

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

You can manage students' online status. Due to some reasons, if you need to accept absent learners as attendance, you can change them by clicking "attendance" button on the right side of the video name.

ID number	sejong01
Fullname	세종01
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
1	1주차 영상 (1)	01:00	00:04 View: 1 time(s) filelog	X Attendance Tardiness	▲
	1주차 영상(2)	00:18	00:38 View: 1 time(s) filelog	O Tardiness Absence	

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.

Export to OpenDocument spreadsheet

View Setup Scales Import **Export**

OpenDocument spreadsheet Plain text file Excel spreadsheet XML file

Expand all

Grade items to be included

- 학습토론펙
- 1주차 과제
- First Project
- Midterm Exam
- Online Attendance
- Course total

Select all/none

Export format options

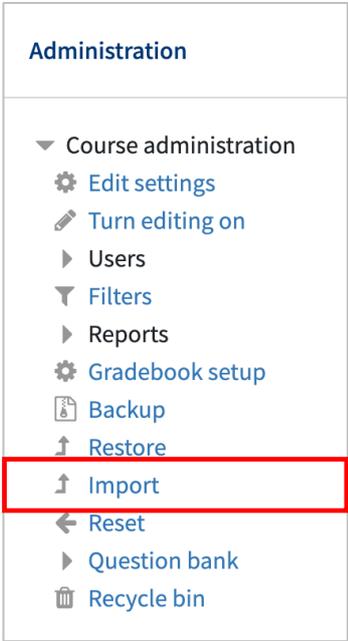
Download

Import Old Course

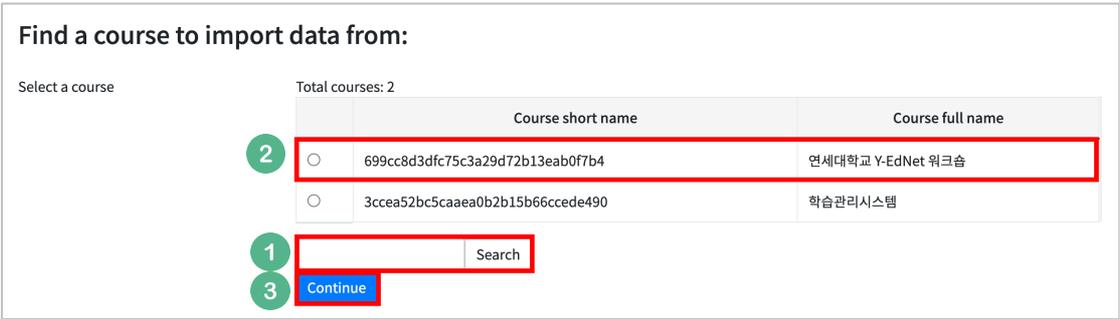
When you have the same course in the next semester/year, it is possible to import the previously prepared course to current course. The import process is as follows:

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.



The screenshot shows the 'Administration' menu. The 'Import' option is highlighted with a red box. The menu items are: Course administration (with a dropdown arrow), Edit settings (gear icon), Turn editing on (pencil icon), Users (right arrow), Filters (dropdown arrow), Reports (right arrow), Gradebook setup (gear icon), Backup (document icon), Restore (up arrow), Import (up arrow, highlighted), Reset (left arrow), Question bank (right arrow), and Recycle bin (trash icon).



The screenshot shows the 'Find a course to import data from' page. It includes a search bar, a table of courses, and a 'Continue' button. The search bar and the first row of the table are highlighted with red boxes. The 'Continue' button is also highlighted with a red box. The table has two columns: 'Course short name' and 'Course full name'. The first row is highlighted with a red box.

Find a course to import data from:

Select a course

Total courses: 2

	Course short name	Course full name
2	699cc8d3dfc75c3a29d72b13eab0f7b4	연세대학교 Y-EdNet 워크숍
	3ccea52bc5caaea0b2b15b66ccede490	학습관리시스템

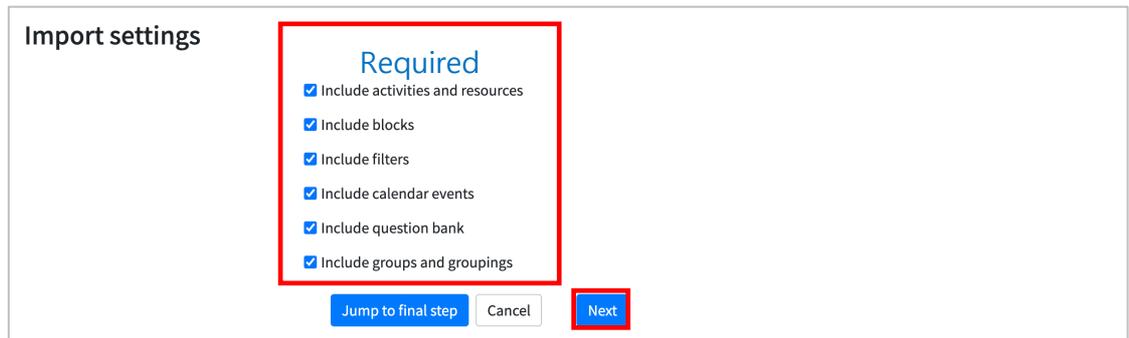
1 [Search] Search

3 Continue

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

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.



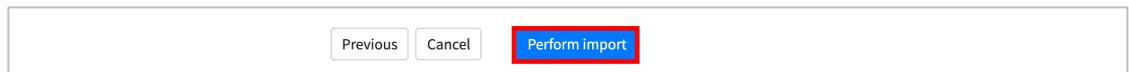
Include:

Select
All / None (Show type options)

- Course Summary
- 과목공지
- 질의응답

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.