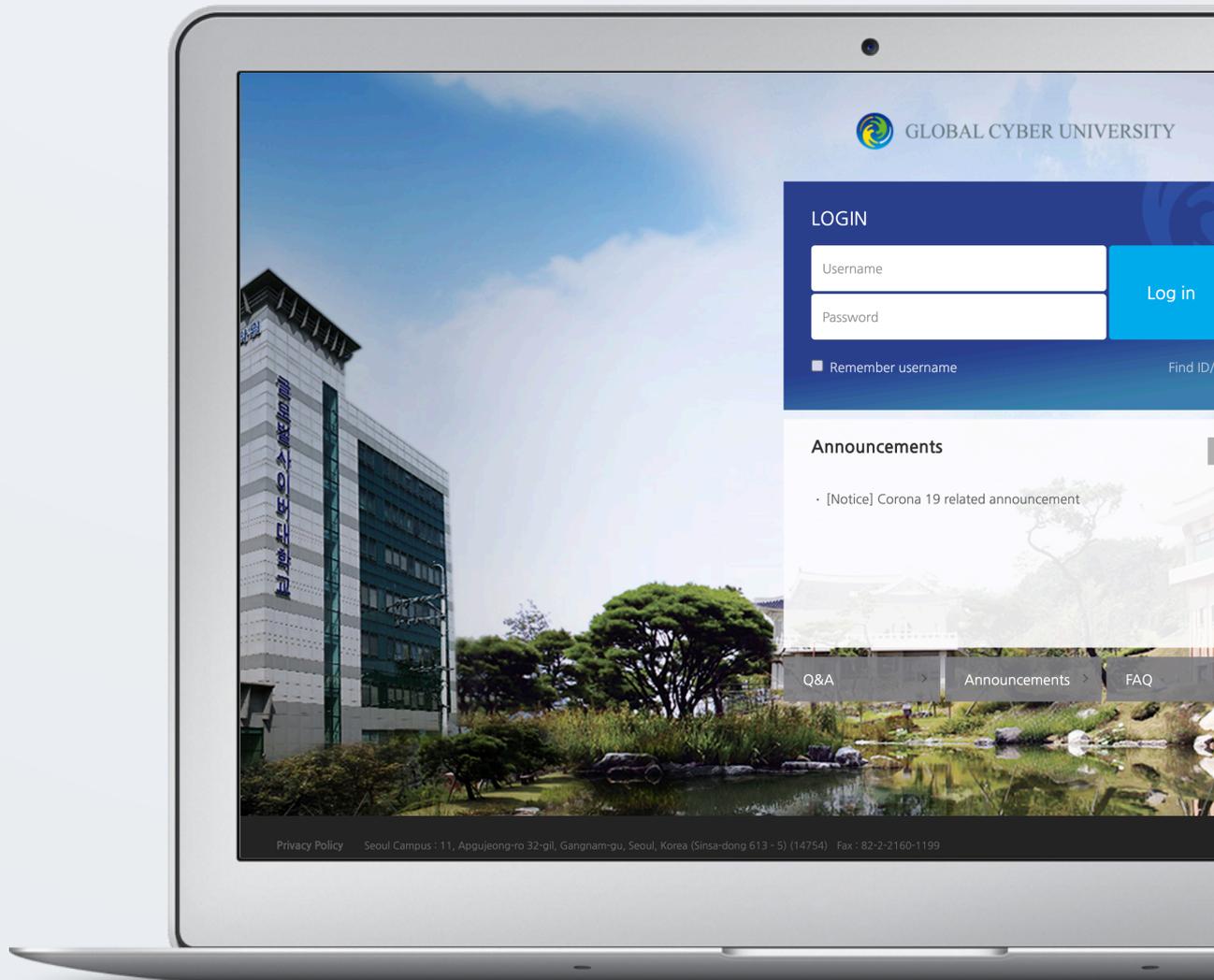


# TEACHER'S MANUAL

## 2. COURSE PREPARATION





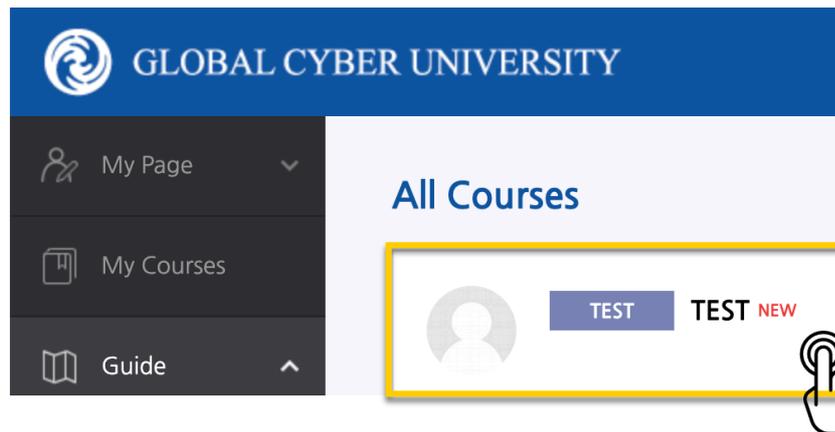
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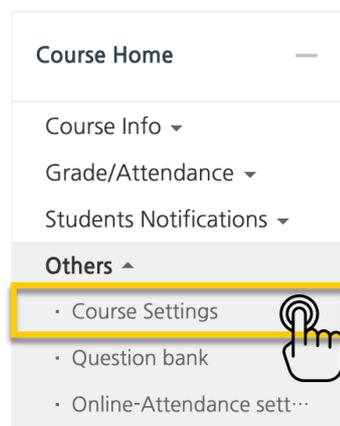
# 1. Preparations Before Course Design

Curricular courses are automatically created at LMS 2 weeks before the semester starts.

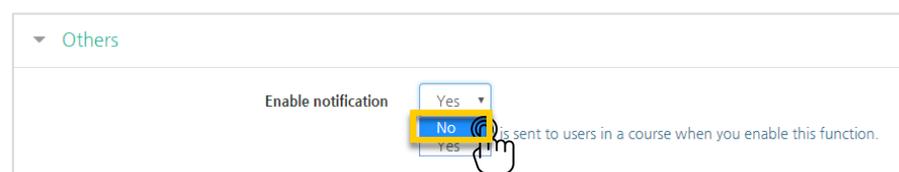
So, you need to choose the course you want to make settings before the semester starts.



In order to change course settings, first click 'Others', belonging to 'Course Menu', located at the left-side of the course page, and then click 'Course Settings' in the opening menu.



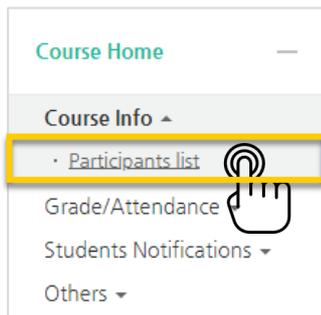
After that, in order not to send notifications to students when the learning materials and activities are uploaded to LMS before the semester begins, it is needed to disable notifications. For this, at "Course Settings", click "Others", then select "No" for "Enable Notification", and then save it.



## 2. Check Course Attendees

You can check all kind of users participating to the course such as teacher assistant and auditor in addition to the students who took the course through registration system.

For this, first click "Course Info" below "Course Home" menu, and then click "Participants List".



Thus, the list of all users who attend the course appears. However, the phone numbers of others are marked with a star (\*) in order to protect personal information.

Participants list

Groups: All participants | Inactive for more than: Select period | Role: All participants | username, idnumber | Search

Select	No.	User picture	Program	ID number	Fullname	Role	Mobile phone	Last access	Notes
<input type="checkbox"/>	5		무들학부	Coursemos	MASTER	Teacher	0109538995228	1 hour 52 mins	
<input type="checkbox"/>	3		LMS 개발팀	t004	Student LEE	Student	0109538995228	45 days 20 hours	
<input type="checkbox"/>	2		LMS 개발팀	t005	Student PARK	Student	0109538995228	35 days	

Select all | Deselect all | With selected users... | Choose...

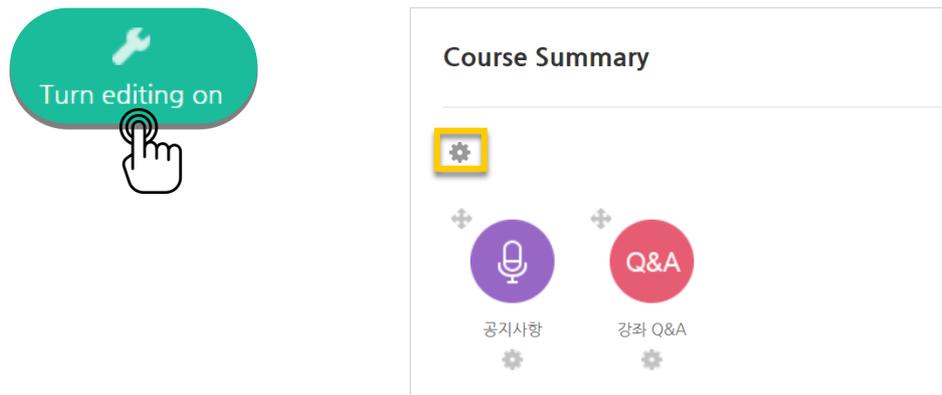
Excel Download

# 3. Type Course Summary

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

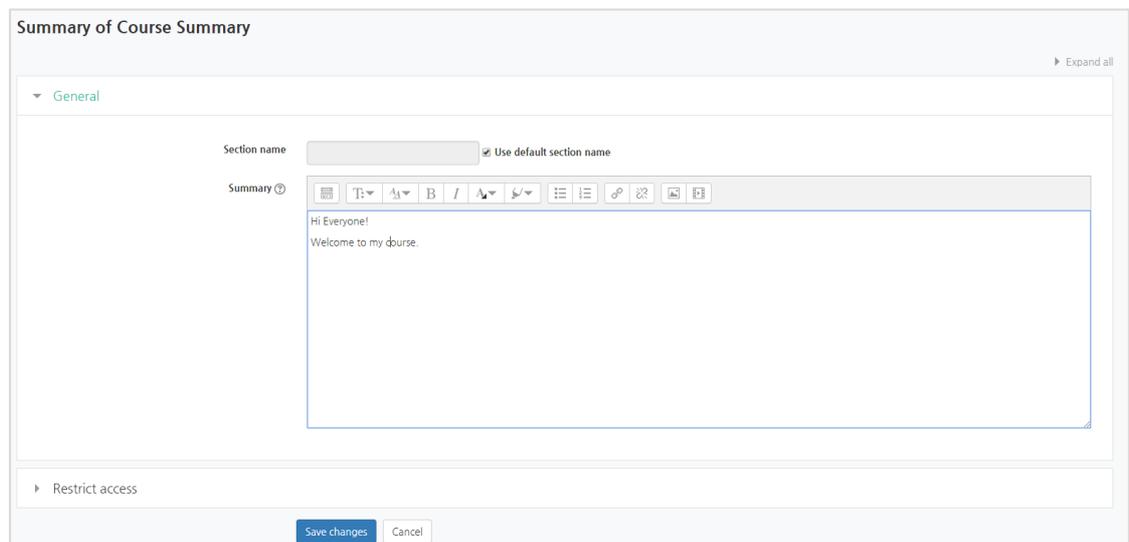
For this, you need to perform the following directions respectively.

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

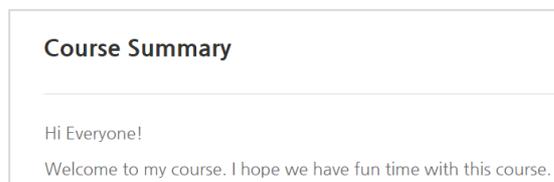


Then, type a text summarizing the course and save it by clicking.

Save



Thus, course summary will appear as follows:



# 4. Write Weekly Learning Objectives

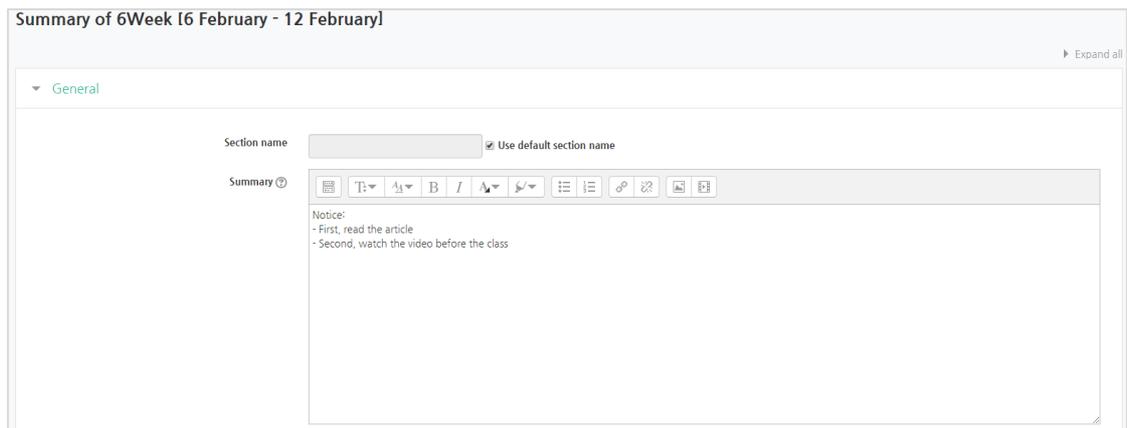
You can write learning objectives or course announcement or anything else you want to indicate for each week. For this;

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

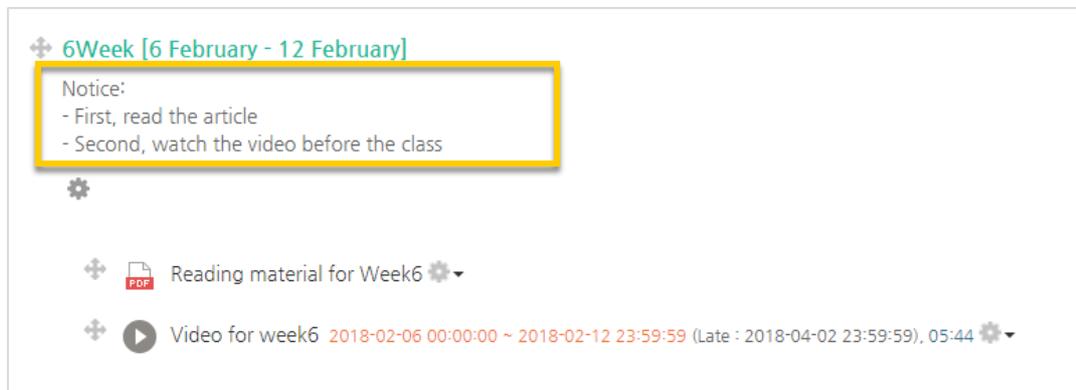


Then, write learning objectives, notification or anything else for that week.

\* You can add images and videos as well.



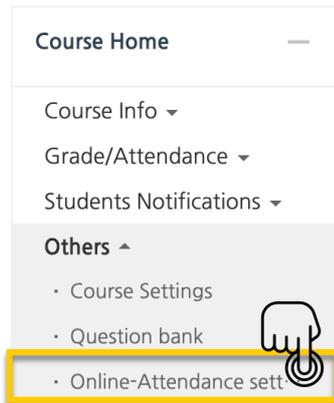
Thus, the content you have input will appear in the section of that week, as follows:



# 5. 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".

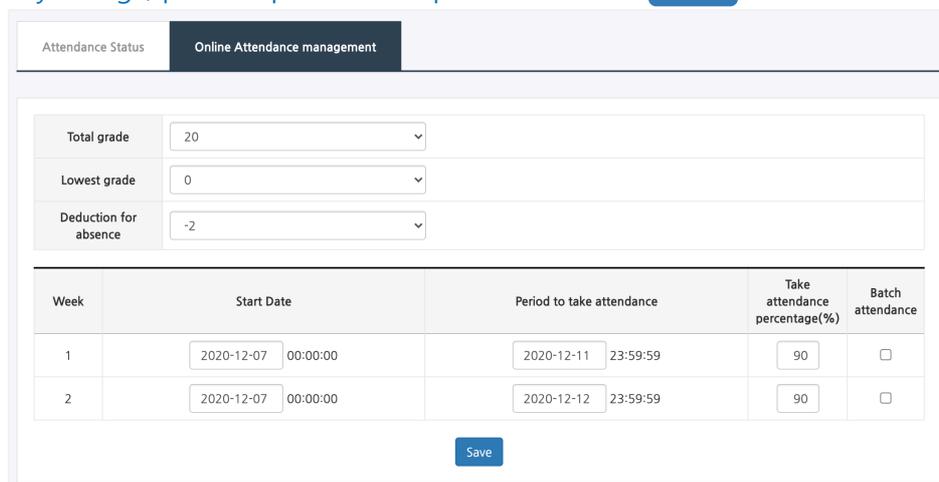


Identify the attendance score and the penalty score for being late or absent along with due date, meaning until which time the video should be watched, and then click  button.

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  button.



A screenshot of the 'Online Attendance management' settings page. The page has two tabs: 'Attendance Status' and 'Online Attendance management'. The 'Online Attendance management' tab is active. Below the tabs, there are three dropdown menus for 'Total grade' (set to 20), 'Lowest grade' (set to 0), and 'Deduction for absence' (set to -2). Below these are two rows of settings for different weeks. Each row has columns for 'Week', 'Start Date', 'Period to take attendance', 'Take attendance percentage(%)', and 'Batch attendance'. A 'Save' button is located at the bottom of the form.

Week	Start Date	Period to take attendance	Take attendance percentage(%)	Batch attendance
1	2020-12-07 00:00:00	2020-12-11 23:59:59	90	<input type="checkbox"/>
2	2020-12-07 00:00:00	2020-12-12 23:59:59	90	<input type="checkbox"/>

## 6. 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.

Administration

Course administration

- Turn editing on
- Edit settings
- Users
- Filters
- Reports
- Grades
- Backup
- Restore
- Import** (1)
- Publish
- Reset
- Question bank
- Recycle bin

Switch role to...

Site administration

Search in setting Go

Find a course to import data from:

Select a course More than 10 courses found, showing first 10 results

Course short name	Course full name
2011_03_MSI027_1	Understanding the World Economy
2013_01_MEA132_1	Korean Language and Culture I
2014_01_MCA003_2	Quantitative Methods
2015_01_MSE038_2	Macroeconomic Policy
2016_01_MSP073_1	Policy Process Analysis
2011_03_MSP029_1	International Financial Policy
2013_01_MEA145_3	Language in Public Policy and Management
2014_01_MEA132_4	Korean Language and Culture I
2015_01_MSR042_1	Planning and Managing Development Projects
2016_01_MCD002_1	Introduction to Research Methods

There are too many results, enter a more specific search.

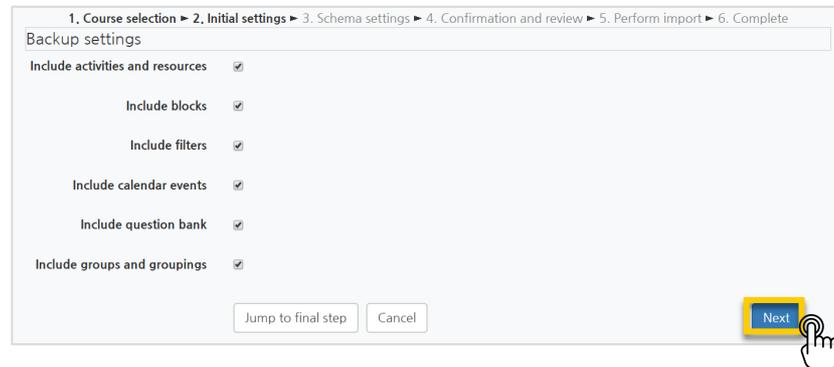
Search (2)

Continue (4)

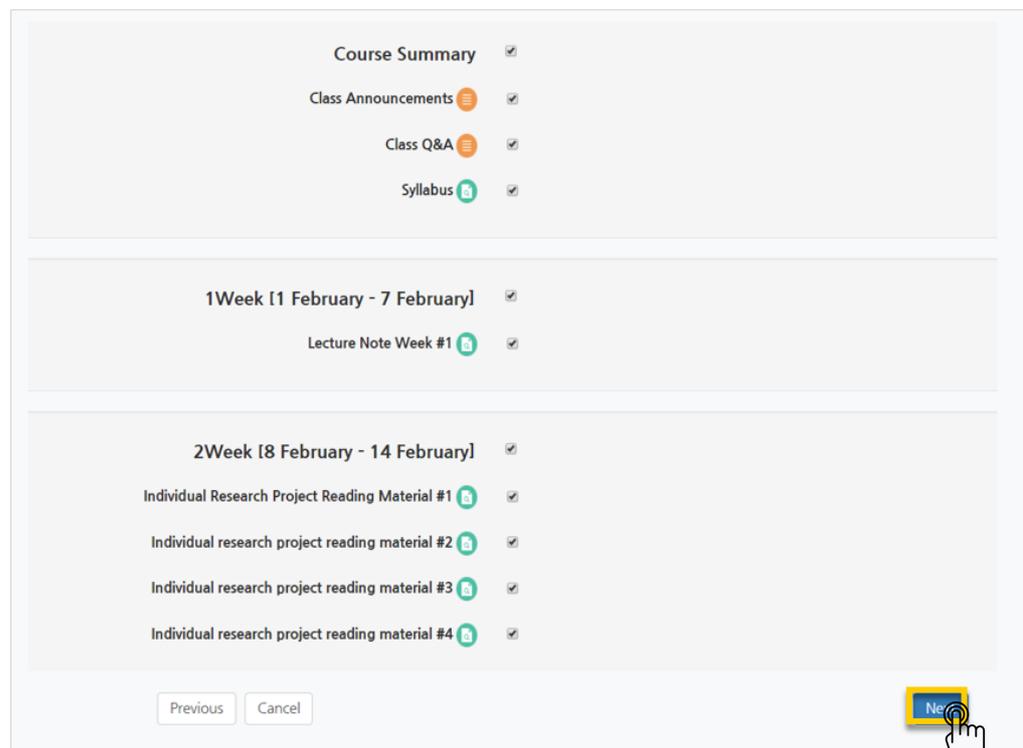
In the opening page, click "Next" button, as shown in the figure:

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

\*\*Importing group settings is optional.



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.



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

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ **4. Confirmation and review** ▶ 5. Perform import ▶ 6. Complete

Backup settings

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

Included items:

- Course Summary ✓
- Class Announcements ✓
- Class Q&A ✓
- Syllabus ✓

1Week [1 February - 7 February] ✓

- Lecture Note Week #1 ✓

2Week [8 February - 14 February] ✓

- Individual Research Project Reading Material #1 ✓
- Individual research project reading material #2 ✓
- Individual research project reading material #3 ✓
- Individual research project reading material #4 ✓

Previous Cancel **Perform import**

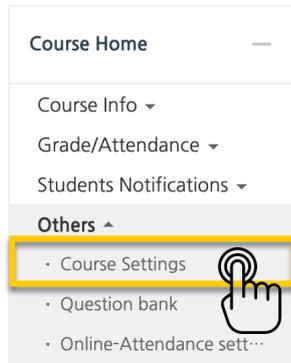
Lastly, click “Continue” button to return your course homepage.

Import complete. Click continue to return to the course.

Continue

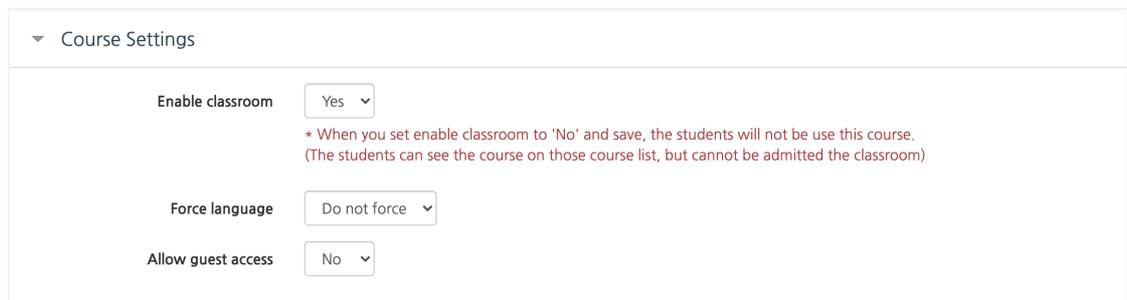
# 7. Other Course Settings

In this section, the other course settings are described. For this, first click "Others" at "Course Home" menu and then click "Course Settings".



"Enable classroom": Select "No" for the only courses that are not being utilized by LMS. Thus, it blocks learners to access and prevents to occur any strange situation.

"Force language": If you select a specific language from the menu, it will be not possible for users to change it as another language

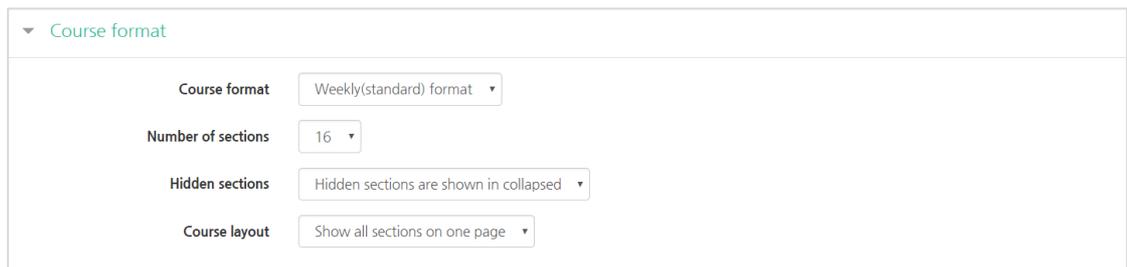
A screenshot of the "Course Settings" form. The form has a title "Course Settings" with a dropdown arrow. Below the title, there are three settings: "Enable classroom" with a dropdown menu set to "Yes", "Force language" with a dropdown menu set to "Do not force", and "Allow guest access" with a dropdown menu set to "No". A red asterisk warning is displayed below the "Enable classroom" setting: "\* When you set enable classroom to 'No' and save, the students will not be use this course. (The students can see the course on those course list, but cannot be admitted the classroom)".

“Course Format”: The format of course content organization has two options: “weekly format” and “topic format”. However, weekly format is selected as default since LMS system follows university’s course schedule.

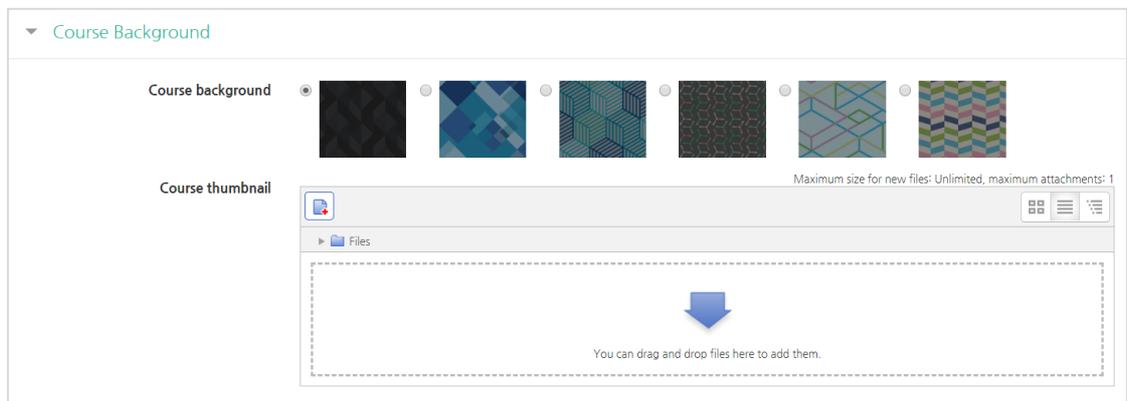
“Number of sections”: Set the number of sections displayed at the course homepage.

“Hidden sections”: Set the type of hidden sections, which is used to hide course contents from students. The options are completely invisible and showing just its title.

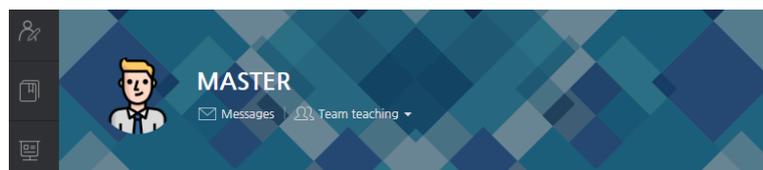
“Course layout”: Choose the course layout as showing whether all sections on one page or one section per page.



“Course Background”: It is possible to change the background of the course homepage.



If you change the background of a course, the course will be displayed as follows:



The completion/progression is automatically set as followed, according to the type of the course (online course/normal course):

As default, the data of online attendance is utilized for online courses and the data of offline attendance is used for normal courses.

“Late” concept is that when a learner watches the video after the due date of the video watching, specified by the instructor, he/she addressed as “late”. This function is available for only online courses.

▼ Completion/Progress

Enable progress	Yes	
	<small>* Progress Management to yes if you specify whether to enable learning resources and activities progress in menu is activated.</small>	
Enable Online-attendance	Yes	Online-Attendance check type Progress
Enable Late	No	<small>Announcement on the function 'Late'</small>
Offline attendance	No	