

TEACHER'S MANUAL

3. LEARNING MATERIALS

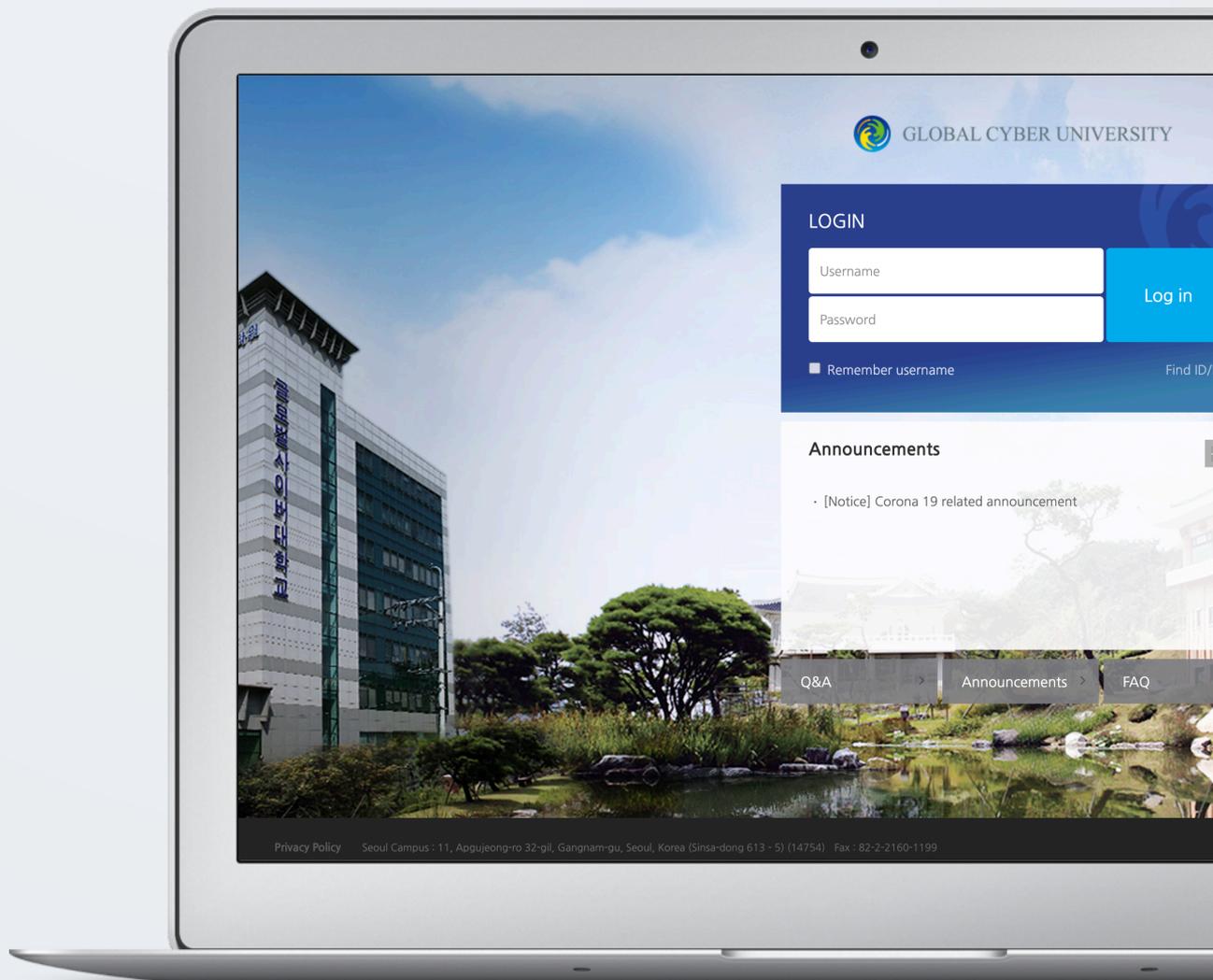




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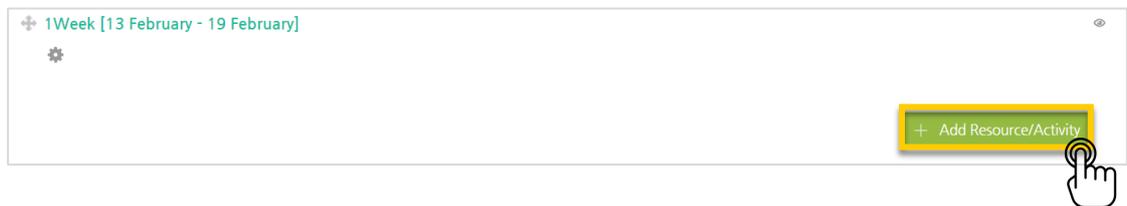
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1. Introduction

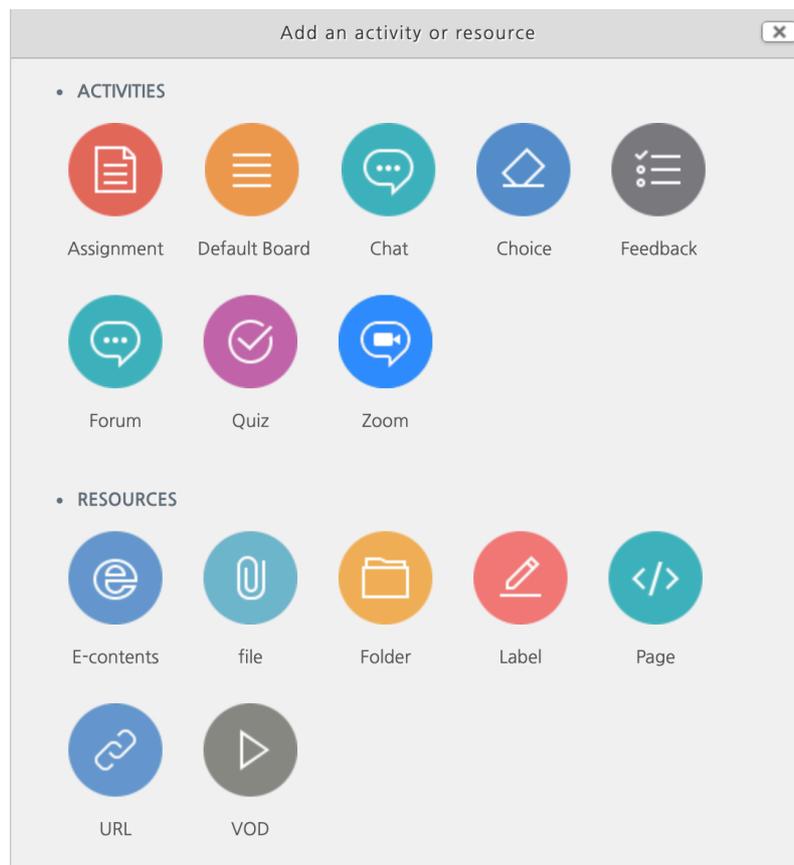
In order to add a new learning material or activity;
First, click "Turn editing on" button, located at the top-right of the course homepage.



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 material & activity.



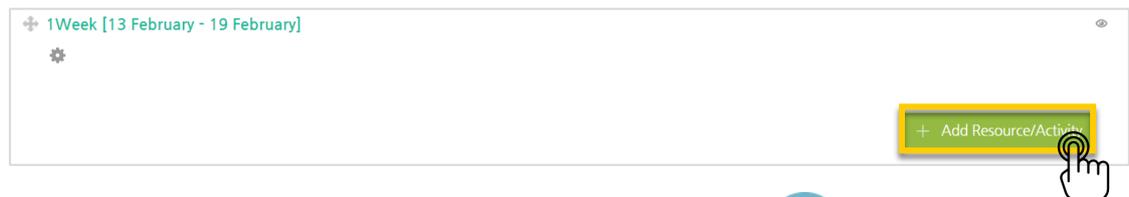
All learning materials and activities are listed as "Activities" and "Resources."



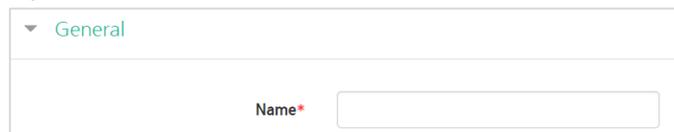
2. File

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 materials.

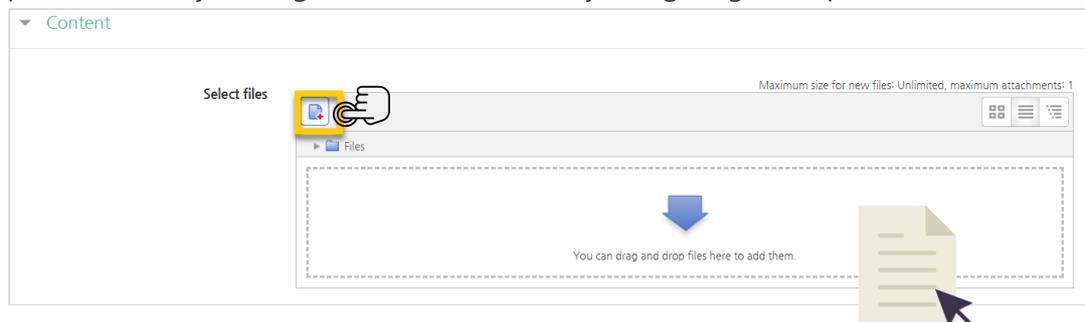
Click "Add Resource/Activity" button near the section where you want to add a file.



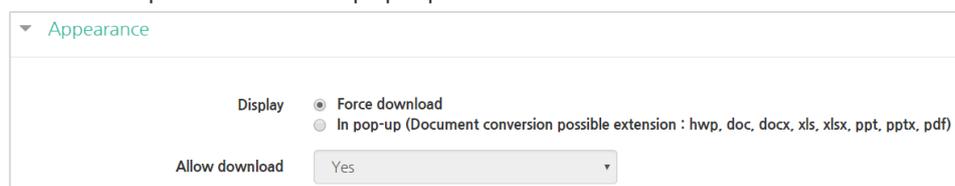
Then, in the opening panel, click "file" button, showed with  .
Input a name for the file.

A screenshot of the "General" tab in the file upload panel. It features a dropdown menu labeled "General" and a text input field labeled "Name*" with a red asterisk.

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

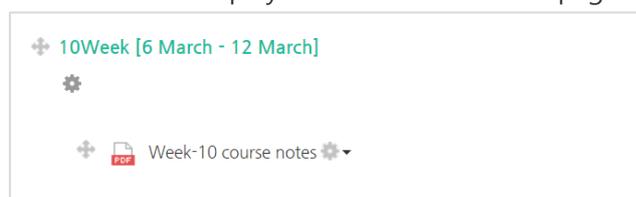


You can set the appearance way of the file: 1) force students to download the file, or 2) enable to open the file in a pop-up window.

A screenshot of the "Appearance" tab in the file upload panel. It has two sections: "Display" with two radio buttons, "Force download" (selected) and "In pop-up (Document conversion possible extension : hwp, doc, docx, xls,xlsx, ppt, pptx, pdf)", and "Allow download" with a dropdown menu set to "Yes".

Lastly, click  button.

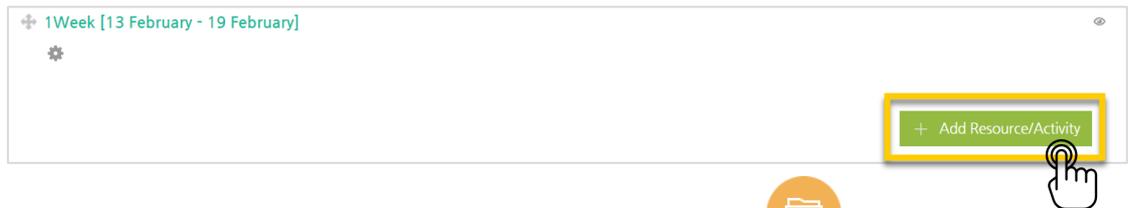
The file will be displayed in the course homepage as follows:



3. Folder

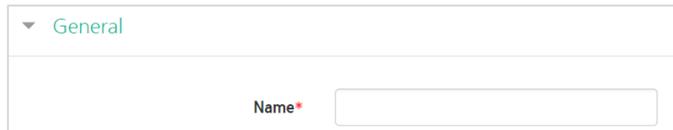
You can add a folder in the case of having too many documents (resources). For this, follow these steps:

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

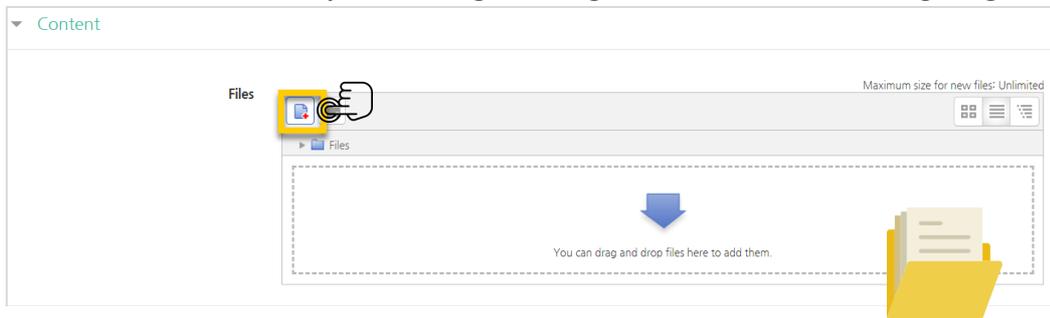


Then, in the opening panel, click "folder" button, showed with  .

Input a name for the file.

A form for creating a folder. It has a dropdown menu labeled "General" and an input field labeled "Name*" with a red asterisk indicating it is required.

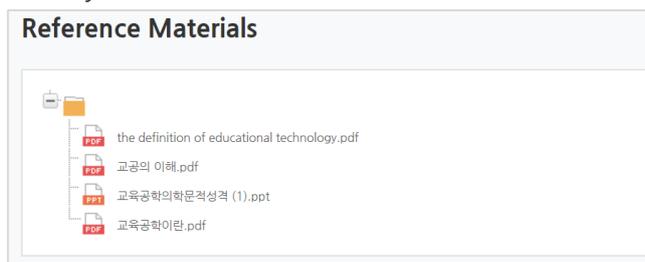
Add the documents one by one through clicking "Add file" button or doing drag & drop.



The newly created folder will be displayed on the course homepage as follows:



When you click the folder, the contents of the folder will appear as follows:

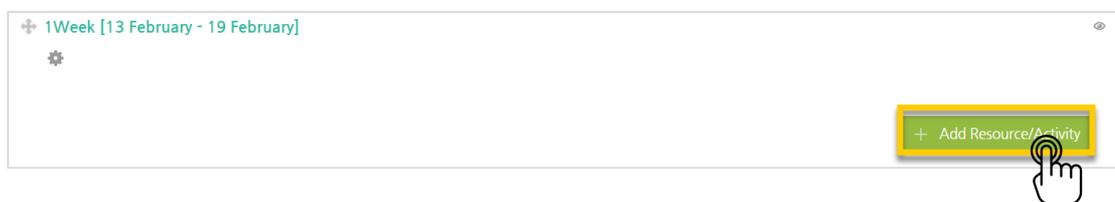


4. VOD

VOD is 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.

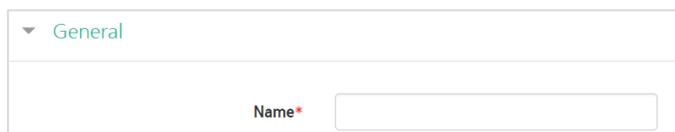
In order to add a video, follow these steps:

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

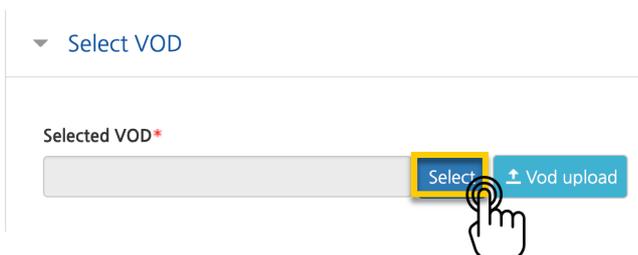


Then, in the opening panel, click "VOD" button, showed with  .

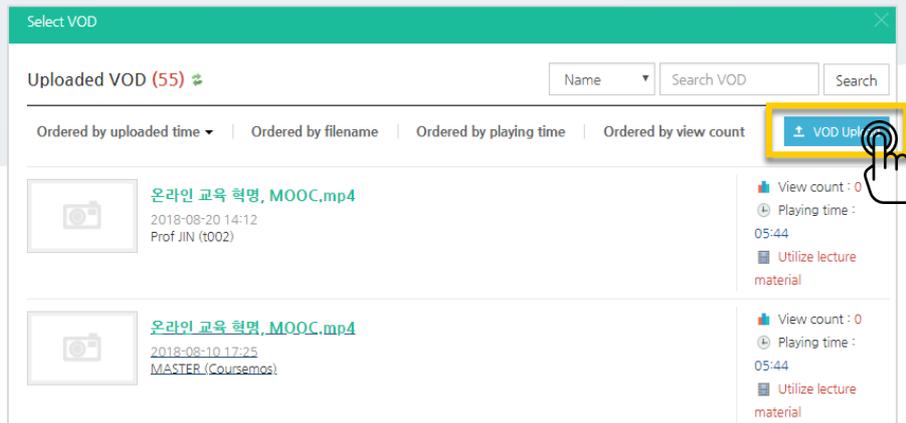
Input a name for the file.

A screenshot of a form titled 'General' with a dropdown arrow on the left. Below the title is a text input field labeled 'Name*' with a red asterisk indicating it is required.

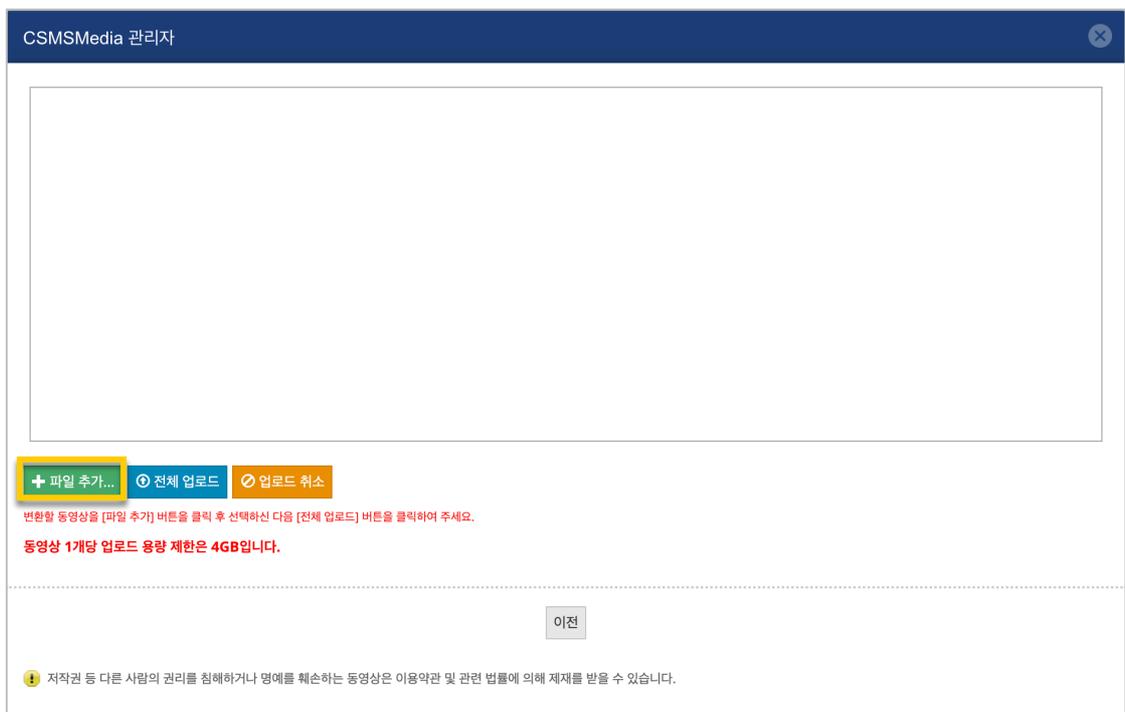
Click "Select" button at "Select VOD" section.

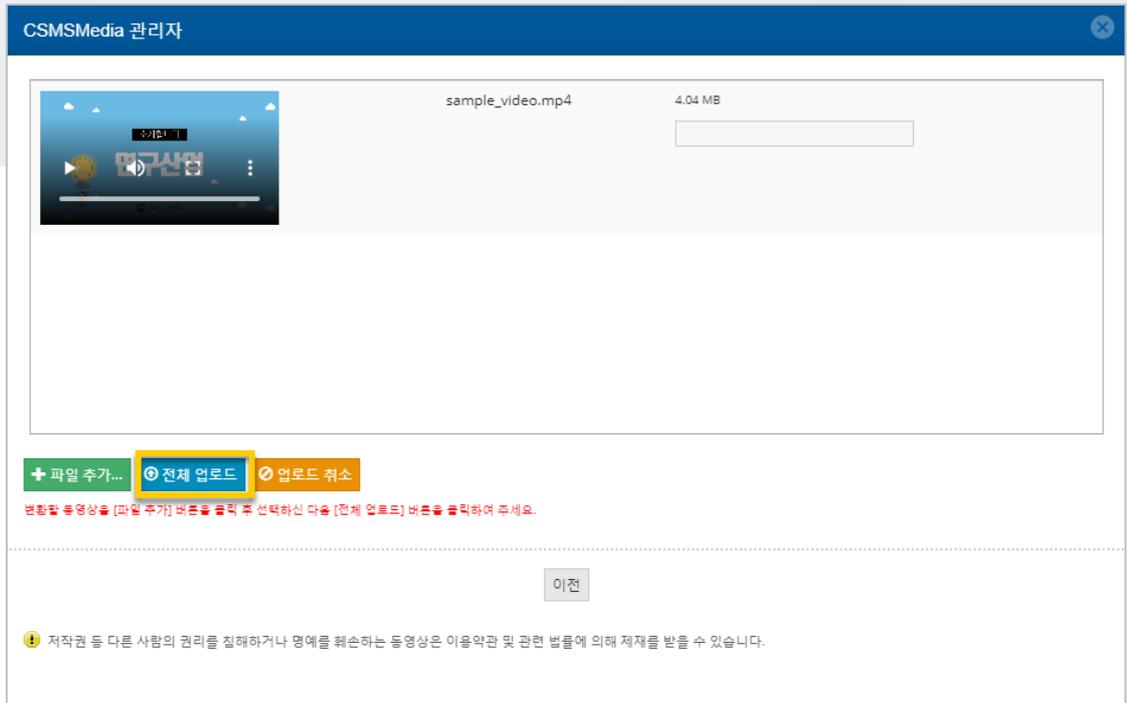
A screenshot of a form titled 'Select VOD' with a dropdown arrow on the left. Below the title is a text input field labeled 'Selected VOD*' with a red asterisk. To the right of the input field is a blue button with the text 'Select' and a hand cursor pointing to it. To the right of the 'Select' button is another blue button with an upload icon and the text 'Vod upload'.

Click "VOD Upload" in the opening panel.

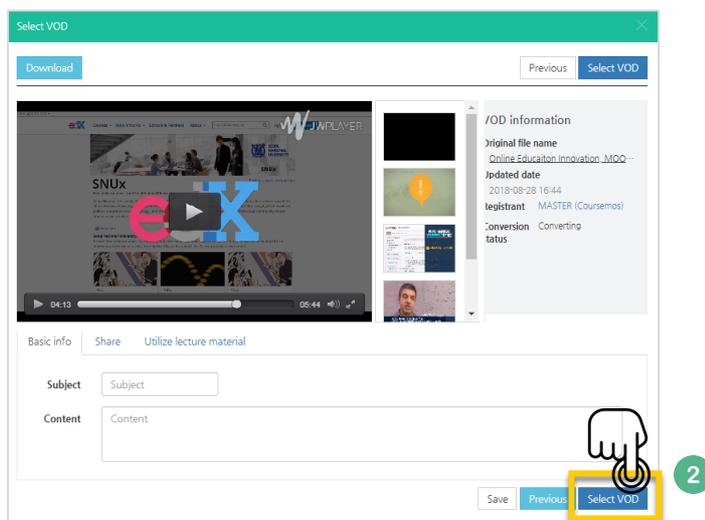
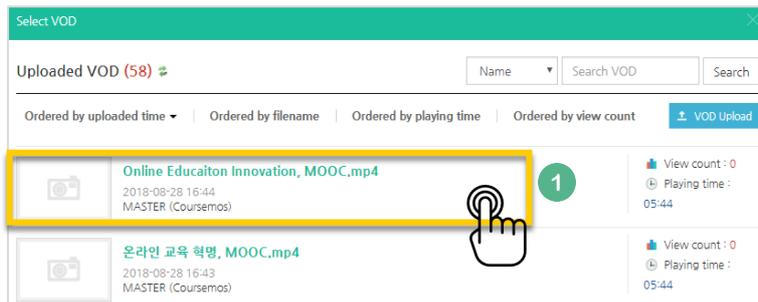


Click "Add Files" button and select the video you want to upload, and then click "Start upload".





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



Set time limitation for students' video watching(Thus, only when students watch the video at that time period, LMS will recognize students' video watching action)

▼ Progress Management

Progress check

Opening limited to Enable

Closing limited to Enable

View restrict

Lastly, click [Save and return to](#) button.

The video will be displayed in the course homepage as follows:

13Week [27 March - 2 April]

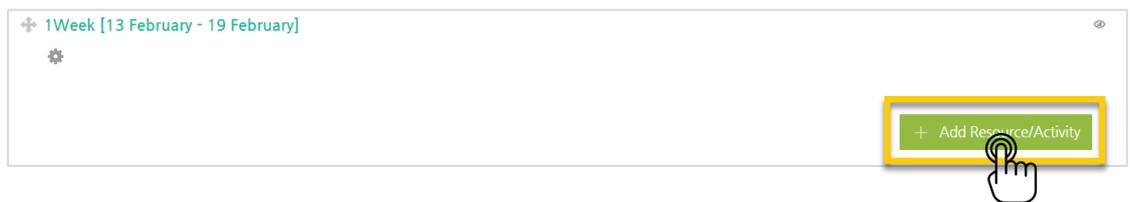
 Online Education Innovation, MOOC 2018-03-27 00:00:00 ~ 2018-04-02 23:59:59 (Late : 2018-04-02 23:59:59), 05:44

5. URL

With URL links, you can open the outside sources (news, videos, etc.) in a new tab without affecting your LMS use.

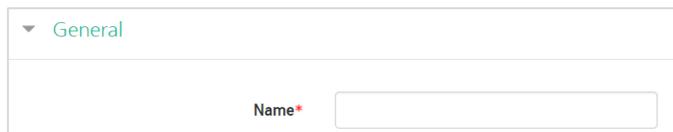
You can add a URL link by following these steps:

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

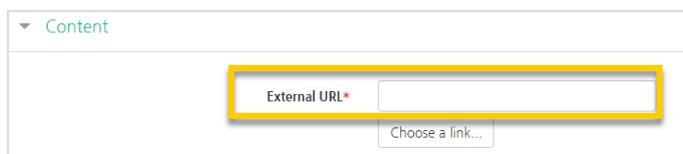


Then, in the opening panel, click "URL" button, displayed with .

Input a name for the file.

A form with a dropdown menu set to "General". Below the menu is a text input field labeled "Name*" with a red asterisk indicating it is required.

Copy the URL address of the outside website and paste it here:

A form with a dropdown menu set to "Content". Below the menu is a text input field labeled "External URL*" with a red asterisk. A "Choose a link..." button is located below the input field.

Lastly, click  button.

The URL link will be displayed at course homepage as follows:

