DKU
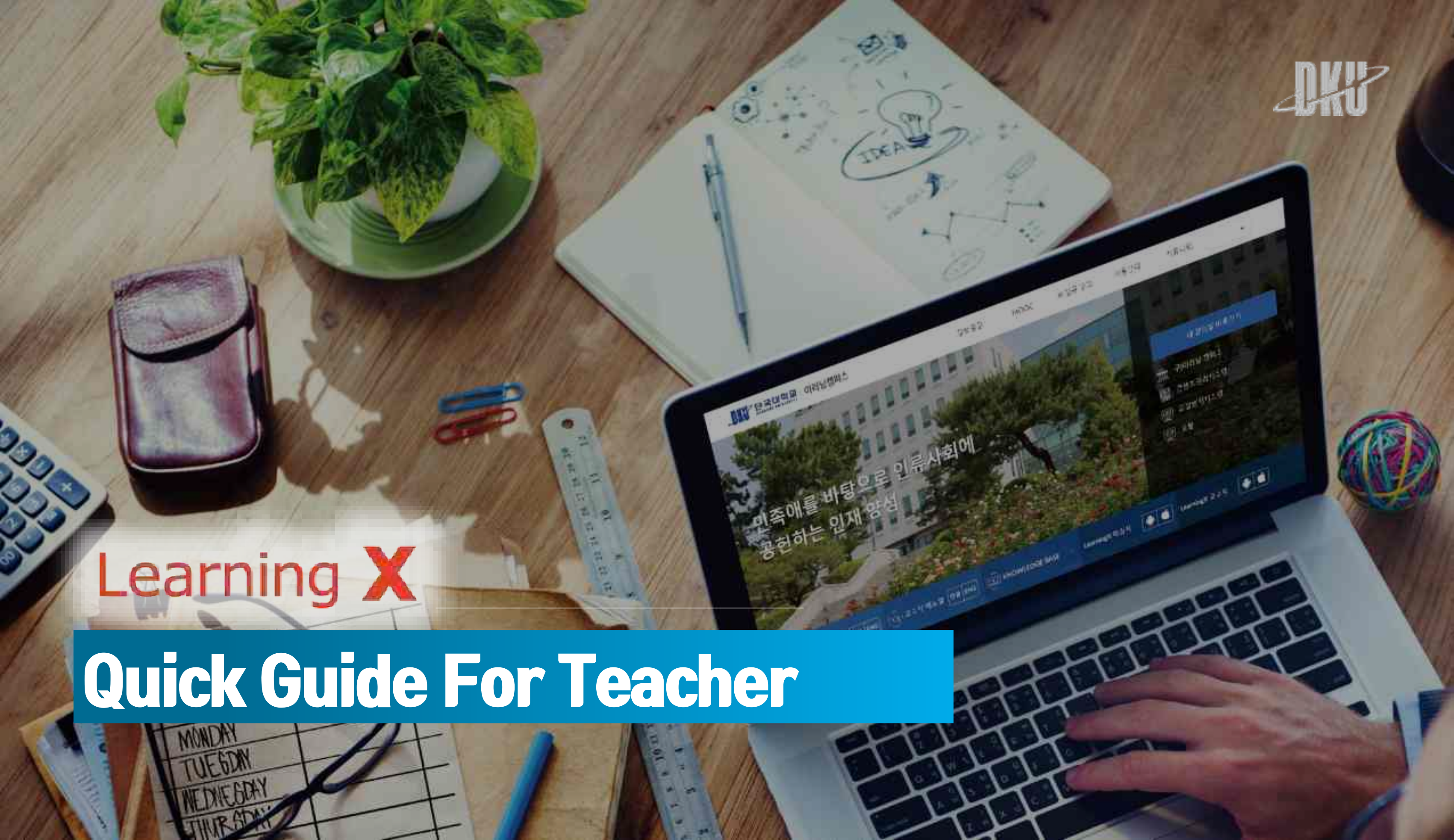
Learning X

Quick Guide For Teacher

Learning X

1. Login & Getting Started / Main Menu Guide

Dashboard

View Recent Activity

① **When you sign in with your personal account, you will see a dashboard of all courses.**
  • Select a course card and move to the course.

② **You can choose from dashboard forms, course card view, and recent activities.**
  • **Card View** : My courses are displayed in a card list, and you can navigate to them.
  • **Recent activity**: You can collect the latest registration notifications for each corner of my course.

③ **To-do List**
  • Displays tasks for all courses.
  • In the case of instructors, you can check the grades to be graded or completed in the To-Do list.

④ **Global navigation menu**
  • **Accounts**: Check your personal account and change settings / notifications
  • **Dashboard**
  • **Courses:** Full list of Courses.
  • **Group:** List of affiliations
  • **Calendar**: Collection of all courses and individual / group schedules
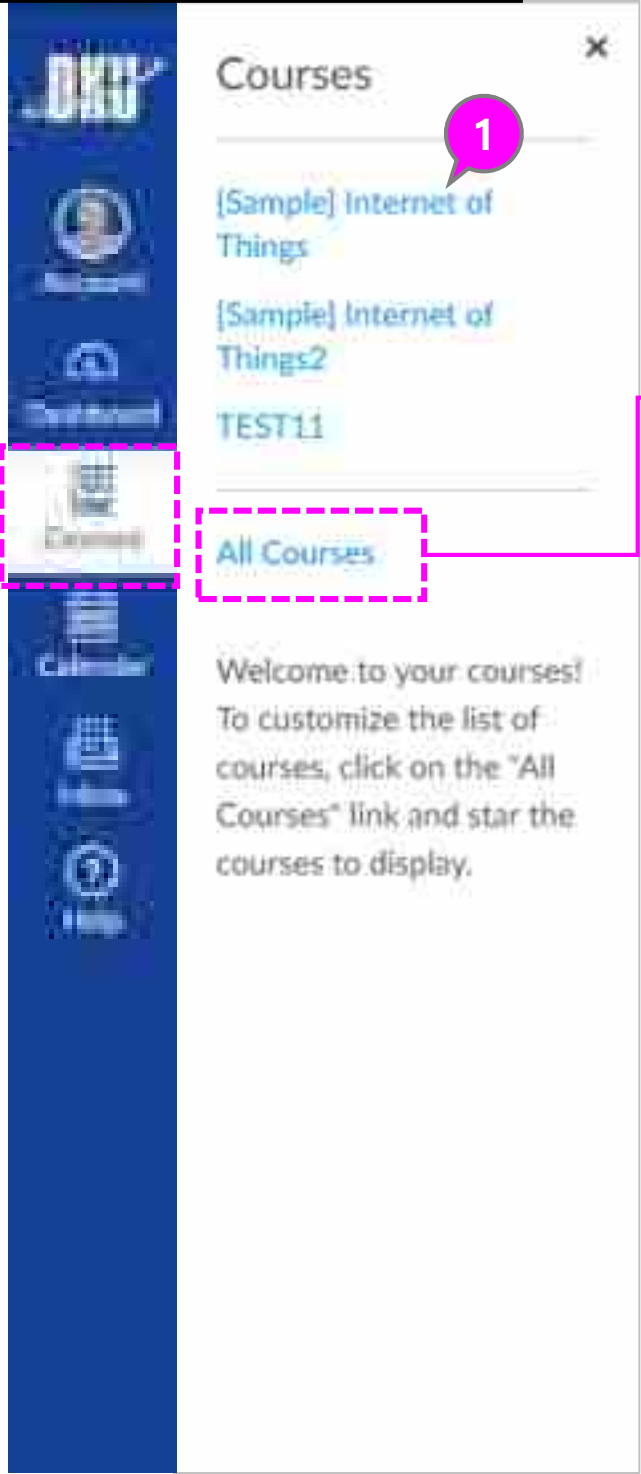 • **Inbox:** send / receive messages by courses / group / individual

① Account menu sub items
: In the Account menu, you can view / set the following items.

- **Notifications**: Set up email / mobile push notifications for various activities.
- **File:** You can check the whole file collection that you uploaded from the site. (Commons registration files and other materials that are directly attached)
- **Settings**: Set up your personal profile or registration service.

② Notification settings

- In the Notification settings, you can fine-tune which items are received on an ongoing basis by email / push notifications for each activity.
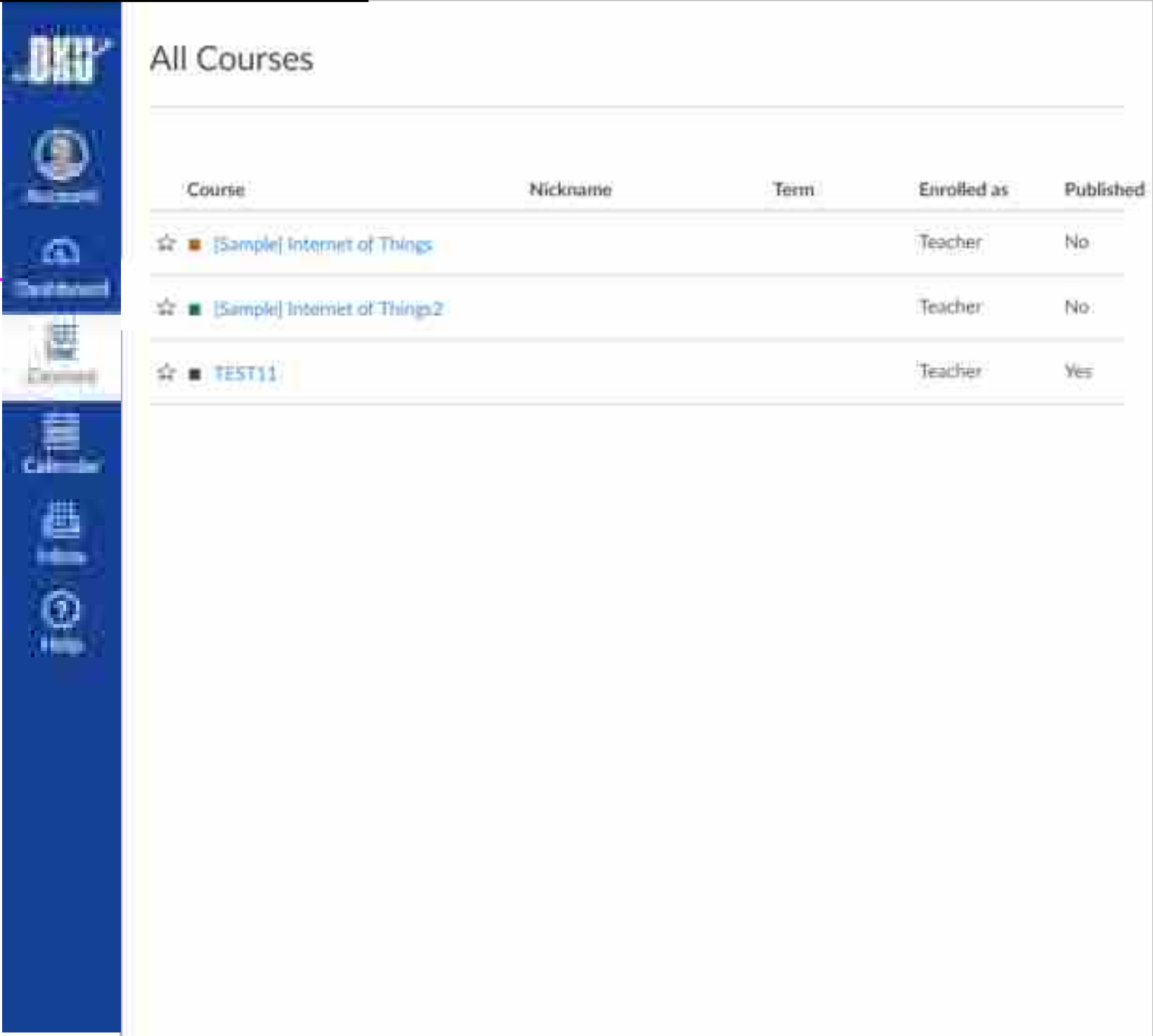
① You can check on the schedule for the set time periods for all courses.

② You can choose whether to display by Course or not.

③ You can check the schedule view status by selecting week / month / schedule list type.

④ You can add your own schedule or easily create assignments based on due dates.

Course bookmark

Courses ✕

[Sample] Internet of Things

1

[Sample] Internet of Things2

TEST11

All Courses

Welcome to your courses!
To customize the list of courses, click on the "All Courses" link and star the courses to display.

All Courses

All Courses

| Course	Nickname	Term	Enrolled as	Published
☆ ■ [Sample] Internet of Things			Teacher	No
☆ ■ [Sample] Internet of Things2			Teacher	No
☆ ■ TEST11			Teacher	Yes

① **Course bookmark**
- When you select the Course menu, you can quickly display a list of frequently visited favorite courses.
- The favorite course is also displayed in the card view list on the dashboard.

② **View all courses**
- If you select the 'All courses' menu, you will see a complete list of my courses. ★ You can set the star to appear in the course shortcuts and in the dashboard list.
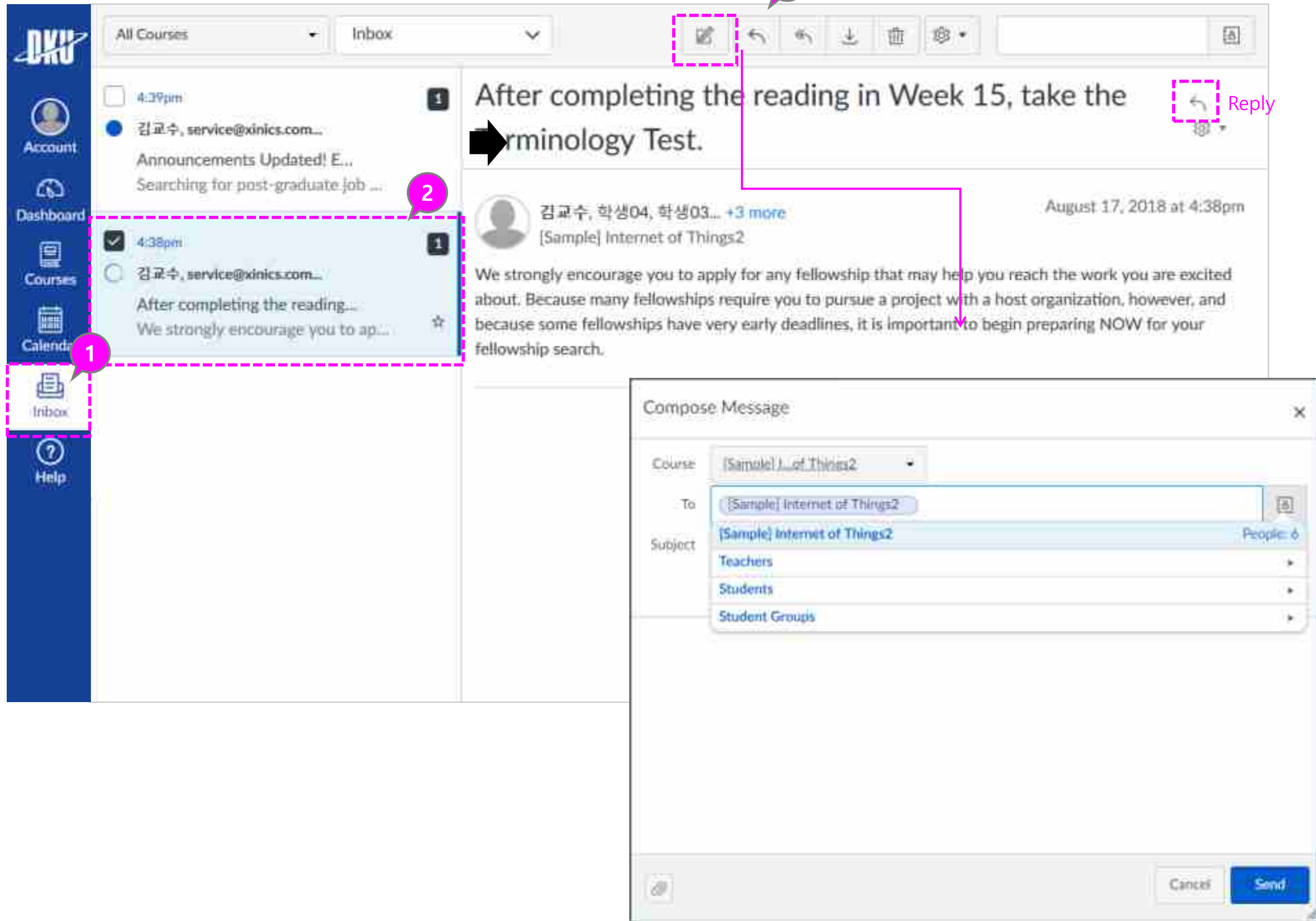
INBOX

① **Inbox**
- Select the 'Inbox' menu on the global navigation menu to go to the Inbox.
- If there are new messages, a new message badge is displayed in the message box menu.

② **Select message list and browse contents**
- By selecting a message list, you can view the contents displayed on the right side and reply as needed.
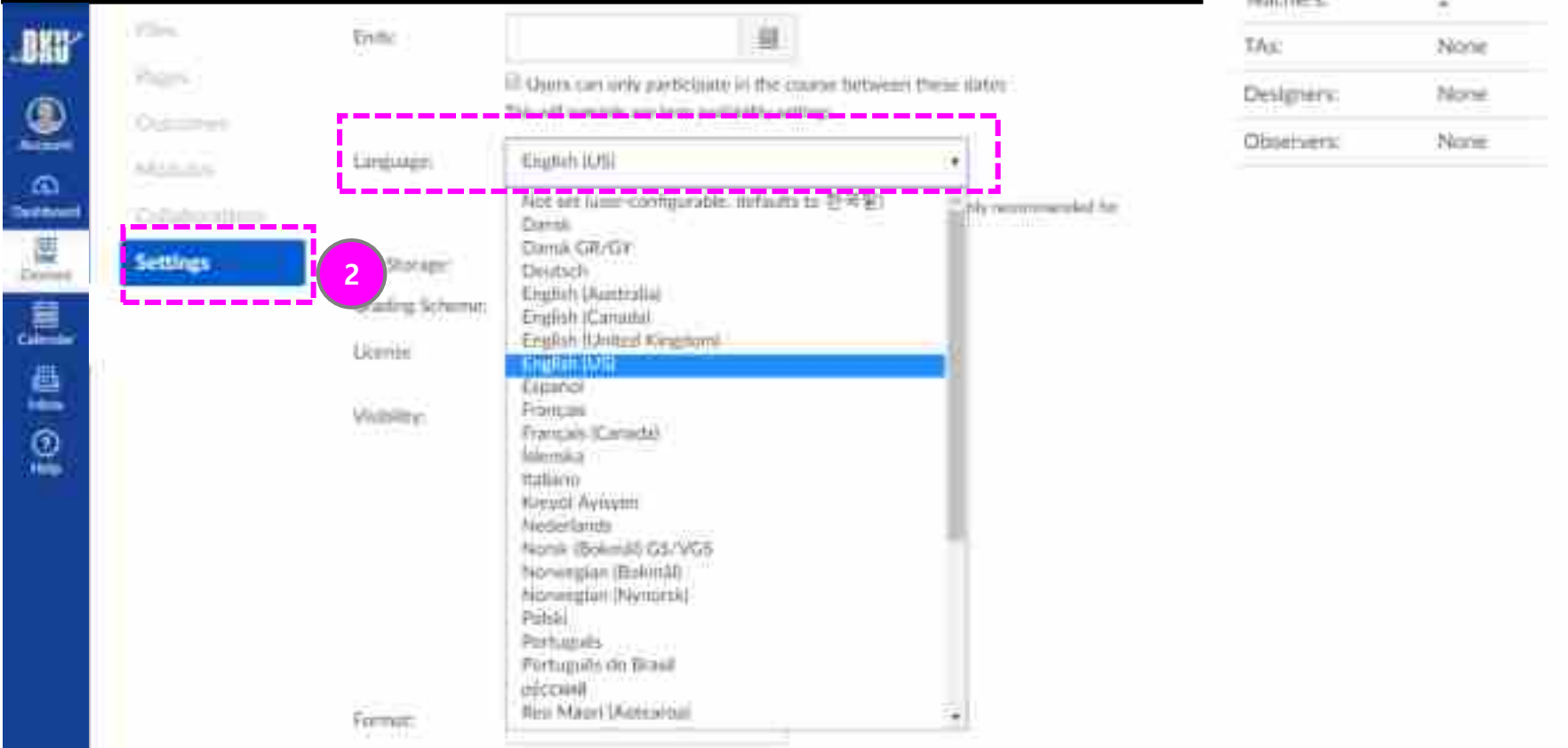
③ **Create a new message**

④ **Select recipients and write content**
- After selecting the course of the message, you can select all the users of the course or the group of the professor / student, or send the selected person directly.
- After writing the content, click [Send].

Change your default language - Change browser language settings
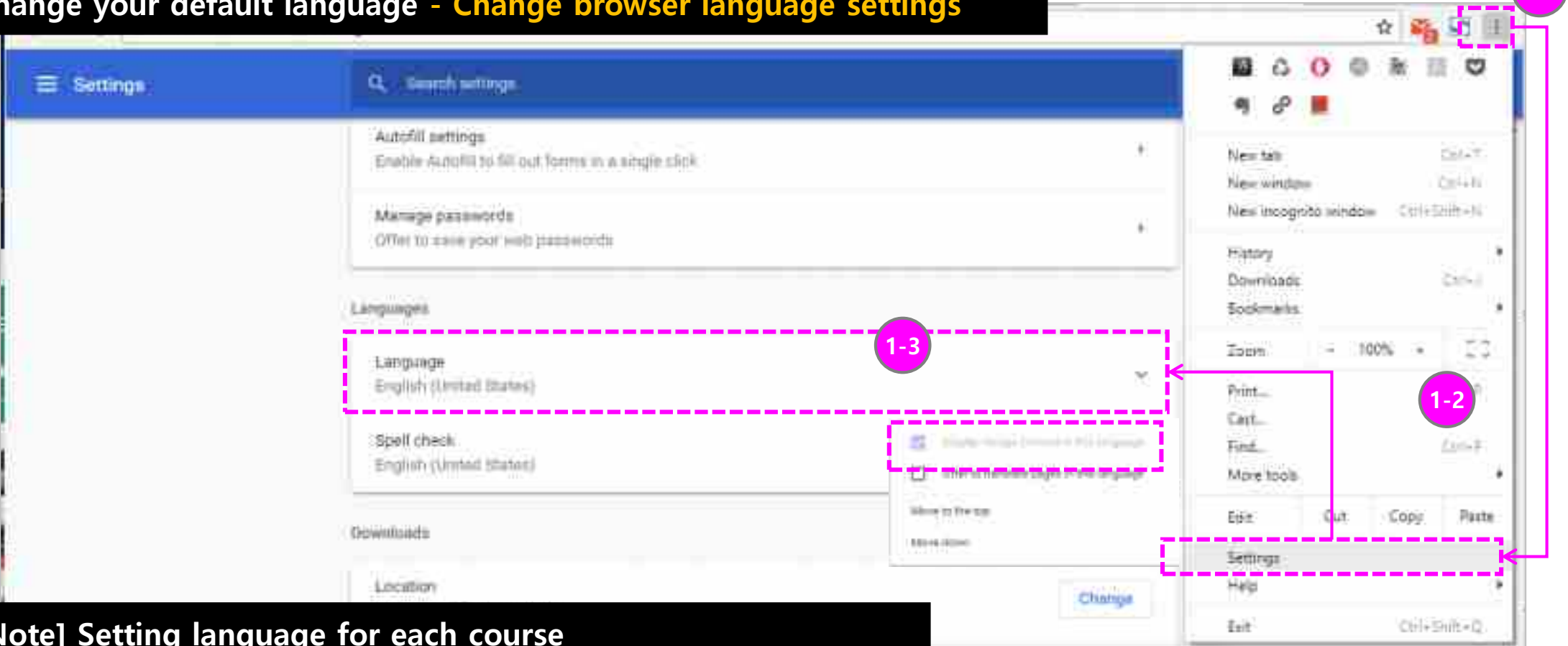
[Note] Setting language for each course

① **Change the default language setting**
  - Change browser settings
  - The site display language depends on the browser language setting, so you can change the browser language setting to display it in the desired language.
  - (Based on Chrome) Select the language from [Settings> Language] and check 'Display Google Chrome in this language' to display it in that language.

② **Fixed setting of course language**
  - You can set specific courses to be used only in the specified language. (Overrides user language settings)
  - Set the 'Language' item in the [Settings] menu within the course.

Learning X

2. Course Home and Course Settings

① Course menu

- When you select a specific course, the course home appears and the menu of the course is displayed on the left.

② Course Home - Activity Stream Types

- If you select the course home as an activity stream, the latest announcements / activities are displayed.

③ Set the course home view

- If you want to change the course home, you can change it to another item by clicking the 'Choose Homepage' button.

① **Course menu Location to set**
- You can set the order and use of course menu in the [Setup> Navigation] menu in the course menu.

② **Select menu to disable**
- Selecting the right icon of a specific menu and selecting 'Disable' or dragging it to the bottom area will not be visible to students.

③ **Drag the menu placement order to change it**
- You can adjust the placement order by clicking on the menu and dragging up / down.

Learning X

2. Announcements, Lecture resources, Open board & Q&A board
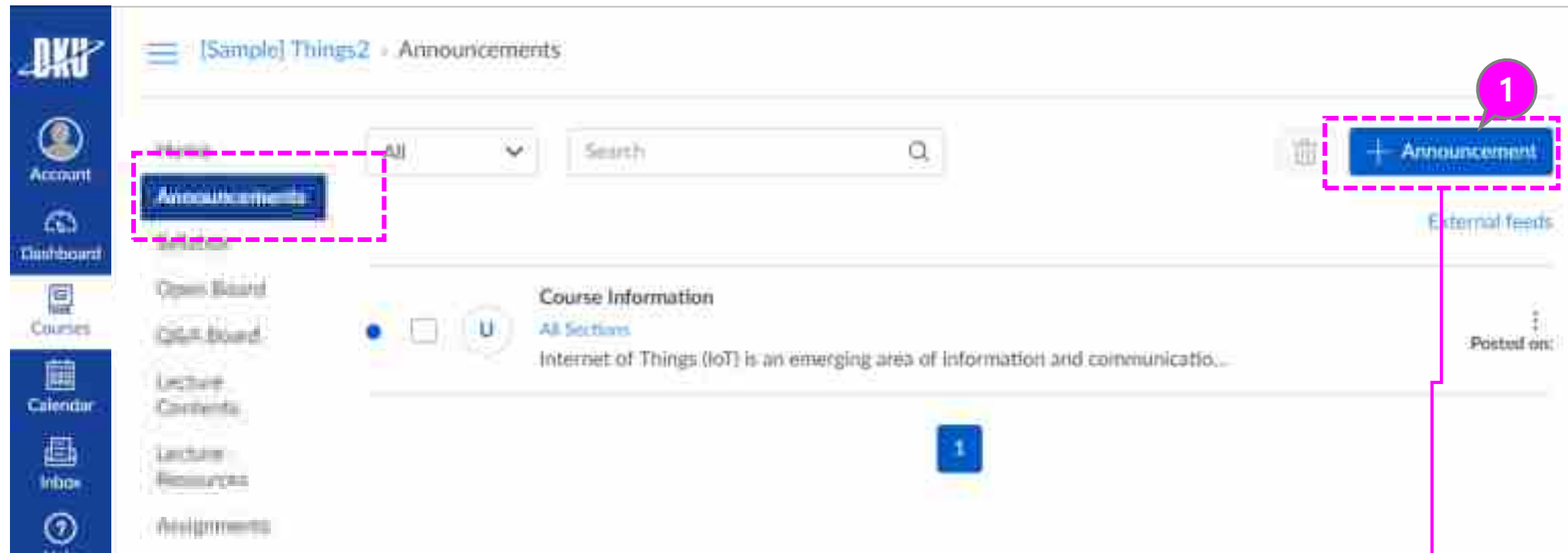
① Add Announcement

- You can create a new announcement by clicking the **[+Announcement]** button in the 'Announcements' menu in the course.

② Delay posting

- Announcements can be set to be open to students from a specific point in time.
- Check 'Delay posting', set the date and time to start public, and save.

LECTURE RESOURCES

① **Register new material in Lecture Room**
- You can register various materials by selecting the register button for each type at the top of the lecture archive.
- You can create a post by registering the post title / content and additional attachments.
- Registerable type
- Resources from Commons
  - Video
  - PDF (Document Viewer + Download Type)
  - File (download type)
  - Social Media
  - Web-link

② **View statistics by learning materials**
- For each learning resource, you can see the statistics that students have learned / viewed.

③ **Changing the sort order of a list**
- You can adjust your lecture archives posts to show them in any order you like.
- Click and drag the left hand handle to make the desired placement sequence.

Home
Announcements
Syllabus
Open Board
Q&A Board
Lecture Contents
Lecture Resources
Assignments
Quizzes
Discussions
Grades
Learn Status
People

Title or Author   Search   + Write

Software engineering can be divided into sub-disciplines
August 17 0 0

Basic definitions of software engineering
위의01
August 17 0 0

This board is a place to upload materials and opinions about various learning activities.
김교수
August 17 1 0

[Sample] Internet of Things2 › [Sample] Internet of Things2

Home
Announcements
Syllabus
Open Board
Q&A Board
Lecture Contents
Lecture Resources
Assignments
Quizzes
Discussions
Grades
Learn Status

Go To the List

This board is a place to upload materials and opinions about various learning activities.
Author : 김교수 | Date : August 17, 12:19 PM   Count : 1

This board is a place to upload materials and opinions about various learning activities.

< Prev   Next >

comments

학생04 August 17, 4:55 PM

Thank you. It seems to be very useful. I want to share various learning materials.

Registration

① **Write a post**
- You can create posts in the open bulletin board / contact bulletin board menu. (Students can also write posts)

② **Write comment**
- You can create a comment for each post.

③ **Go to post view**
- You can browse the post by moving to previous / next button continuously.
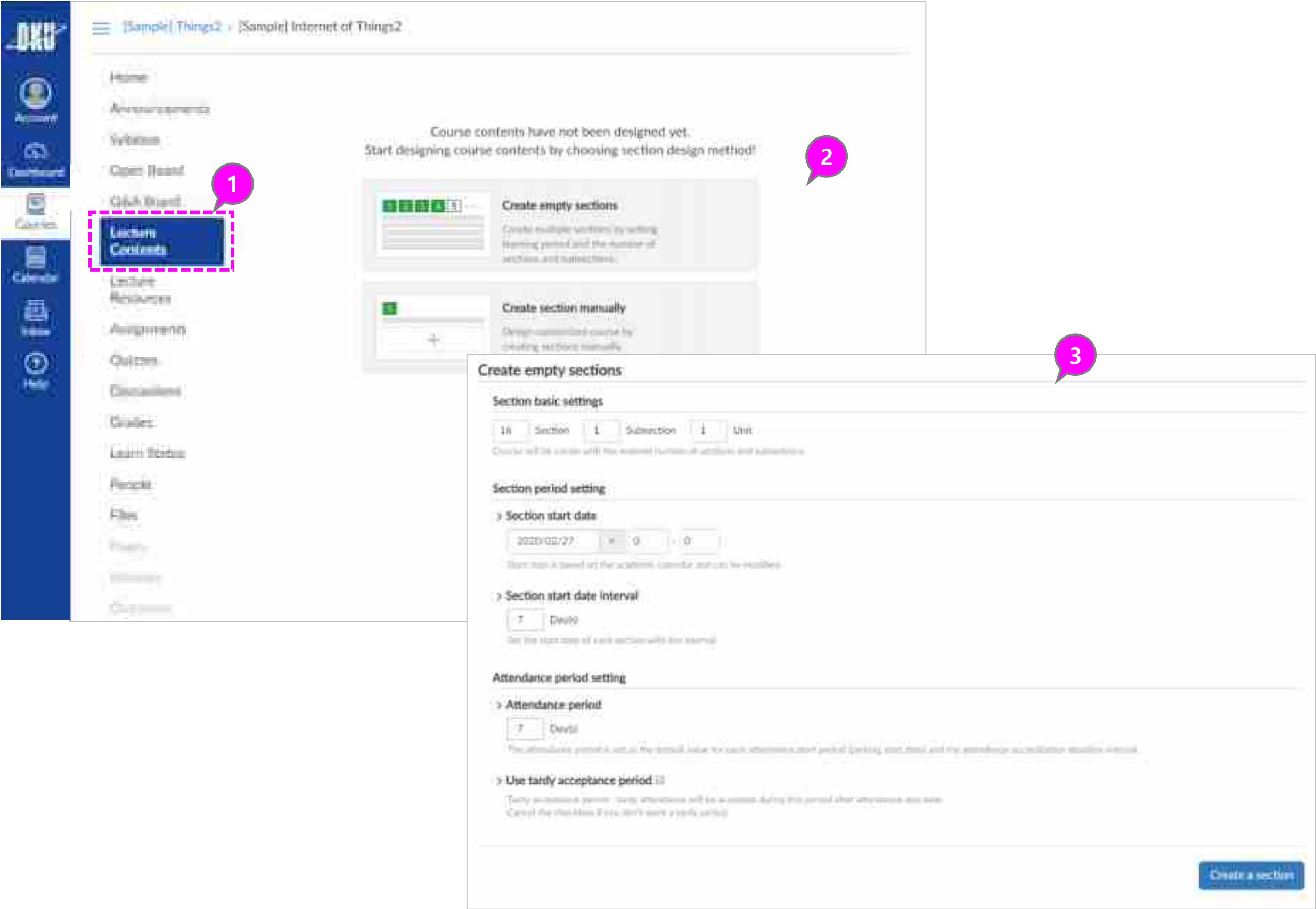
Learning X

3. Designing weekly learning courses

① **Start on the lecture content menu**
- Select section method
- To create a blank section : Create multiple empty Sections.
- Manually create section : Select this method when you want to create a manual section by one.

② **Empty sections Batch Generation Settings**
: Set the following items for Empty sections Batch Generation.
- **Section basic settings**: Enter the number of sections to create and the sub-page / page configuration.
- **Section start date** : Specify the start date of the first section for the period setting for each section.
- **Start date interval for each section** : Specify how many days from the section start date you want to create the section and set the period. (Default is 7 days)
- **Set up attendance period (learning period):** Set a default period for learning period (learn date from start date) for each learning element (default 7 days).
- **Set up tardy period:** If you want to use late tardy period, check Use late tarry period and set how many days later you will be late. (Default 1 day) – Only use if needed for video attendees

LECTURE CONTENTS - SCREEN AND MAIN FUNCTIONS

① **Show section and design / visibility**
- Blocks are created for the number of section spaces created and displayed separately.

② **Section / subsection / Page / Learning Elements**
- Displays the sub-frame / page structure for each section, and displays basic information such as the disclosure status and start date.

③ **Add / edit / delete pages**
- You can add section / pass / page separately.
- Modify / delete information can be modified.

④ **Add Learning Elements**
- You can add a variety of learning elements, including videos within each page.
- **Learning Material Elements**
  - Import from Commons
  - Video
  - PDF (document viewer type)
  - File (download type)
  - Social Media
  - Link
- **Graded Elements**
  - Quiz
  - Assignment
  - Discussion
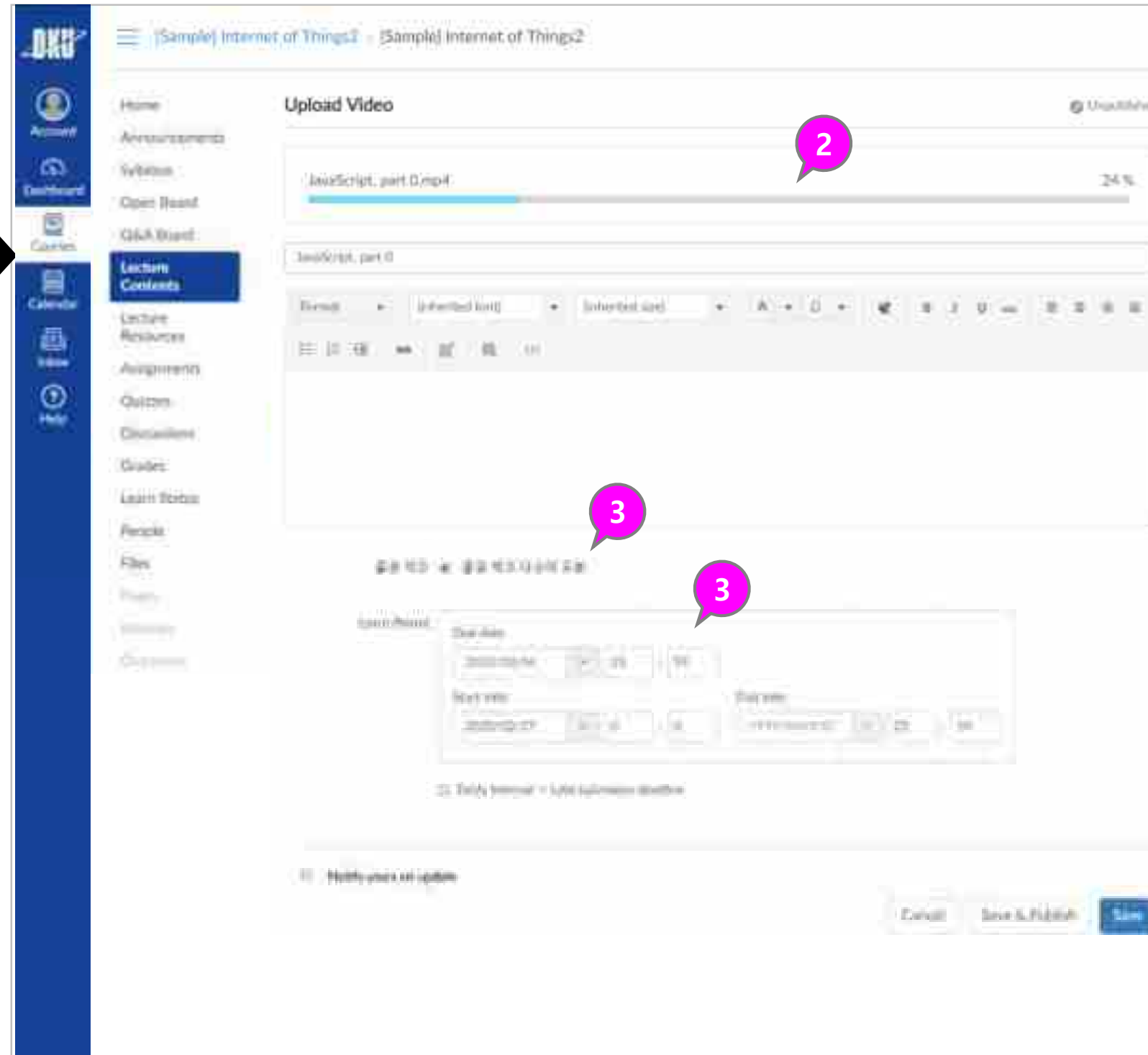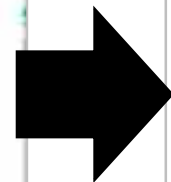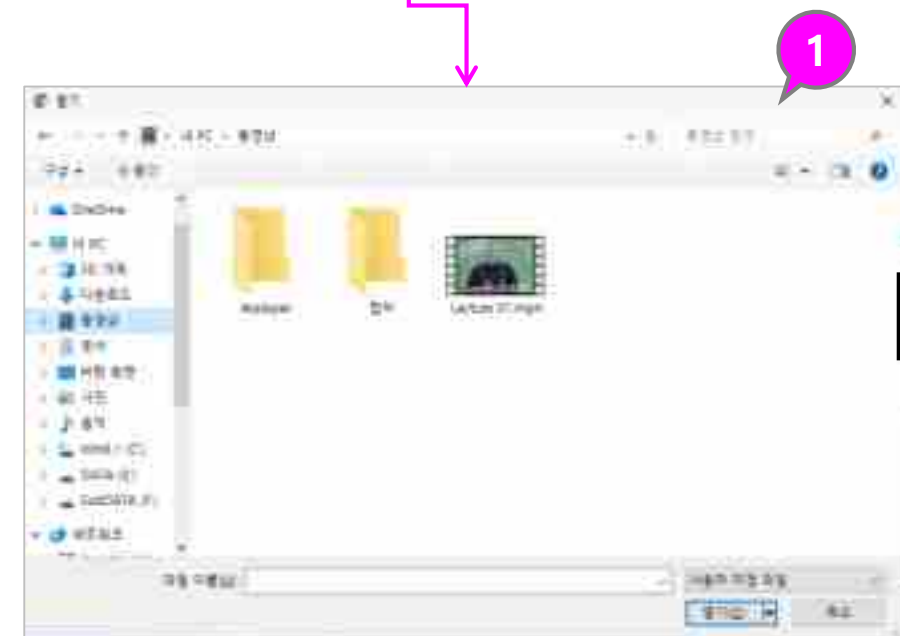
① Select video file

- Select the "Video" icon, then select the file you want to upload.

② Check your video upload status

- The progress of the video upload is displayed.

③ Confirm settings

- **[출결 대상에 포함 (Attendance check)]:**Attendance Check: You can select whether or not to be included in the attendance check target.

- Set the start date and the deadline (learning authorization deadline) day according to the section period, and check and save the lateness period setting if necessary.
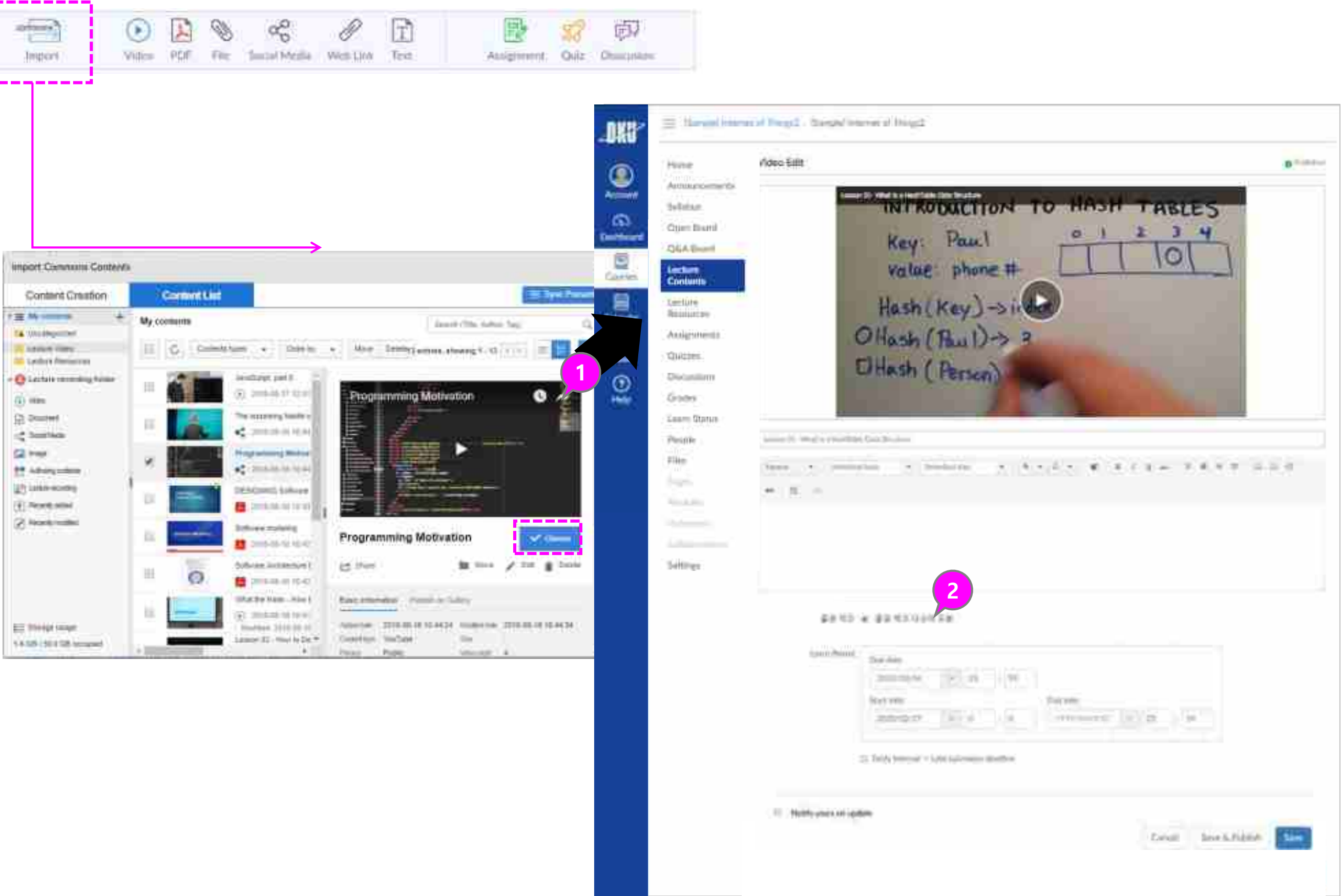
① Select Import from Commons
- Select the "Import Commons contents" icon, and click the [Choose] button in the item to be imported.

② Check imported content and settings
- You can preview the imported content.
- According to the section period at the bottom, set the start date and the deadline (learning approval deadline) day, and if necessary, set the permission period and save it.

① **Enter assignment information**
- Enter the title and description of the assignment and register the attachment if necessary.

② **Set assignment**
: View and adjust assignments default policy settings.
- **Score Grade display option**
- **Check whether they are excluded from grades**
- **Submission type**
- **Learn Period**
  - Submission deadline
  - Star/End date of submission
    - Submissions from the deadline to the 'end date' are acceptable, but are marked 'late'.
    - If you do not set an end date, you will not be allowed to submit your deadline, but only by the deadline.

① **Check section design / Publishing Status**

- You can see whether the section is filled and whether it is open.

② **Change learning start date of all sections/ Delete all**

- Changing learning start date of all sections : You can change the start date of the sections all at once, different from the initial setting.

- Delete all sections: You can delete all sections and restart it to initialize your design.
※ Please be careful because it can not be reversed.

③ **Change order**

- You can change the order by clicking each handle of the section / main / page / element.

④ **Change Publishing status**

- You can change the Publishing status of each item.

⑤ **Edit / Delete**

- Modify or delete information for each item.

Learning X

4. Using quizzes / surveys / discussions

① **Quiz policy setting**
- On the Details tab, set the policy for the quiz / exams.

② **Select quiz type**
- Graded quiz
- Practice d quiz
- Graded Survey
- Ungraded Survey

③ **Option setting**
- Shuffle answer order
- Time limit
- Allow Retry
- Set answer display style
  - Set whether to publish the correct answer immediately after the presentation or after a certain date.
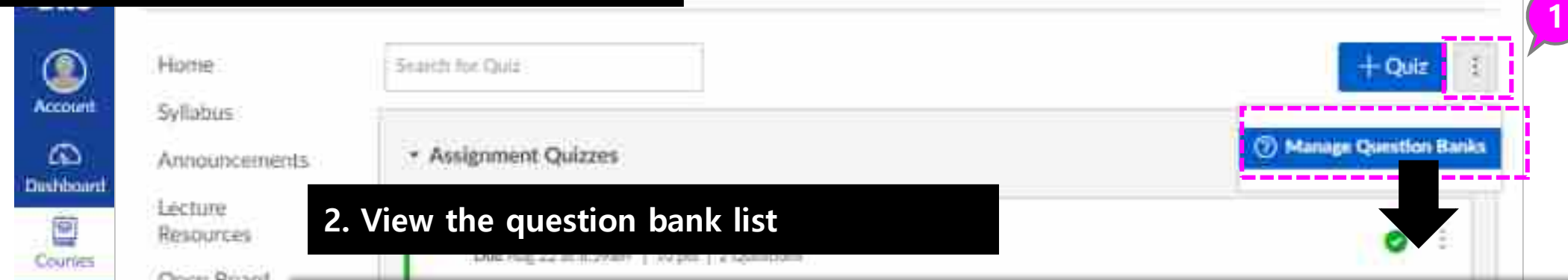- Show only one issue at a time

④ **Set date range**
- **Set Due:** Set the date and time when the pool / stake ends.
- **Setting the start date / end date:** Set the date on which the pool / star will start and the period to allow.

① **Write a problem**
  - Go to the "Questions" tab and add individual questions.

② **Add new question**
  - Write and add new question.

③ **Select question title and type**
  - Enter the title of the question.
  - The default value is the same as the 'problem', so you can enter a title or number for easy identification.
  - Select the question type.

④ **Set Points**
  - Correct the item score as necessary. (Default 1 point)

⑤ **Writing content and answers**
  - Write a description of the problem and the answer to choose. (In case of multiple choice)

⑥ **Confirm correct answer setting**
  - Select the view you want to accept as the correct answer. (Default first item)

⑦ **Enter commentary**
  - If necessary, enter commentary by view / issue.

⑧ **Add another answer**
  - You can add an optional view count.

⑨ **Update questions**
  - Select 'Update question ' to save the question.

⑩ **Add new issue**
  - You can then add a new question or load it from the question bank as a "Find question"
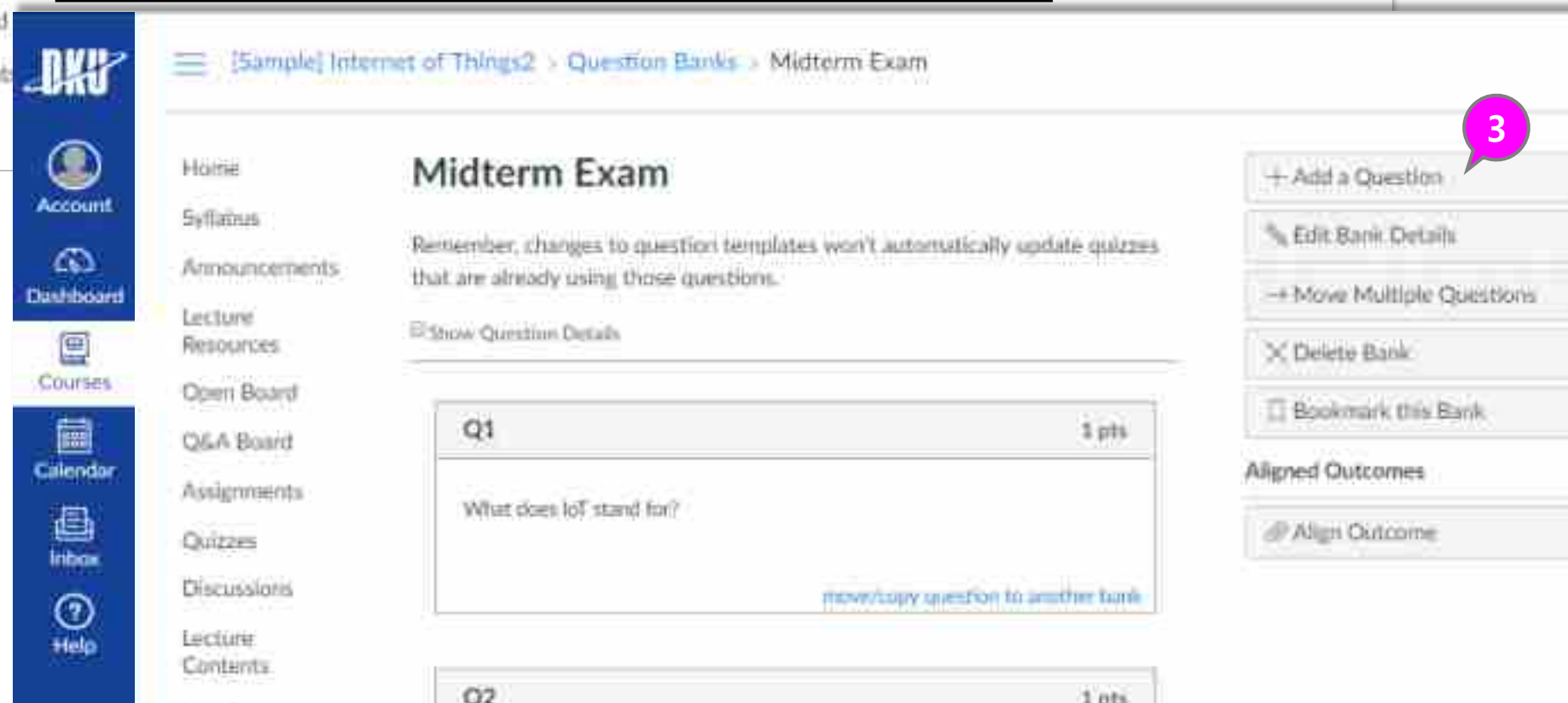
1. Open question bank management

1

+ Quiz ⋮

⑦ **Manage Question Banks**

2. View the question bank list

[Sample] Internet of Things2 › Question Banks

2

Course Question Banks

2-1

+ Add Question Bank

⛶ View Bookmarked Banks

Unfiled Questions

Last Updated: Aug 16 at 9:29pm
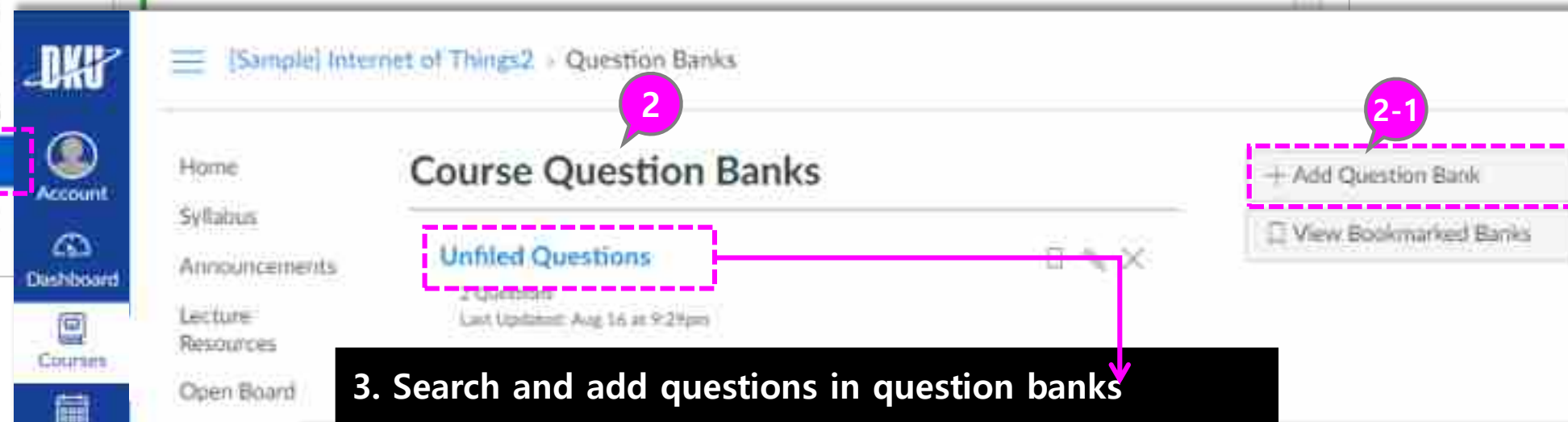
3. Search and add questions in question banks

[Sample] Internet of Things2 › Question Banks › Midterm Exam

3

Midterm Exam

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

☑ Show Question Details

+ Add a Question

✎ Edit Bank Details

→ Move Multiple Questions

✕ Delete Bank

⛶ Bookmark this Bank

Aligned Outcomes

⌁ Align Outcome

| Q1 | 1 pts |

What does IoT stand for?

move/copy question to another bank

| Q2 | 1 pts |

---

① **Select question bank administration**

- Select the menu item in the top right corner of the quizzes and select the 'Manage Question banks' item.

② **View the question bank list**

- Basically, you can change the title to the question bank that has been added as an unclassified problem, or add a new question bank.

③ **View question bank / Add problem**

- You can open the question bank item to see the questions included in that question bank, and add new questions.

① Create a survey

- Surveys are conducted in the same way as adding 'quizzes', but by selecting 'Graded Survey/Ungraded Survey'.
- **Graded Survey**
  : It can be reflected in the grades based on the participation of the survey.
- **Ungraded Survey**
  : Used as a survey to collect opinions without reflecting on the grades.

① **Write a discussion**
- Create a title / content for the discussion topic.

② **Set Discussion Options**
- Set the type of participation in the discussion, how it will be graded, and how it will be sorted.

③ **Group discussion settings (optional)**
- When you want to serve as a group discussion other than individual discussions, select the group set (team project) to which you want to assign the discussion.
- If you do this, each team will have a discussion room.

④ **Scoring / grading (when evaluating)**
- Set grading and grading for grades.

⑤ **Peer review settings (optional)**
- Peer reviews can be set up when peers are evaluated by students.
- Specify how many feedback evaluations will be performed automatically, and the due date for review.

⑥ **Set date range**
- Set the duration, such as the deadline for participation in discussions.

Learning X

5. Checking and grading assignments / quizzes submissions

① **Open SpeedGrader for grading assignments**
- Select the [SpeedGrader] menu on the right side of the assignment.

② **Check submissions by student**
- Check and evaluate the submissions for each student.
- You can expand the student list, move to the next / previous student, and view and evaluate the submissions sequentially.

③ **View and Download Submissions**
- You can preview the submission on the left screen, or download the submission by selecting the link to download the file on the right.

④ **Enter your score**
- Enter your score. If you have rubric settings, you can open and view the rubric view.

⑤ **View & Add comment**
- Students can view the comments they made at the time of submission and leave feedback on the evaluation.

⑥ **Check options**
- You can choose to view or view your grades, scoring visibility, keyboard shortcuts, and setting options.

⑦ **Keyboard Shortcuts**
- You can use keyboard shortcuts to make continuous scoring more convenient.

⑧ **View assignment / evaluation information**
- You can go to the assignment by selecting the assignment title.
- You can check the status of the assignment and the overall average score.

① View quiz statistics

- To check the statistics of each quizzes / surveys, select the [Quiz statistics] button on the right.

② Quiz summary

- You can see a summary of all submissions and average / high / low scores.

③ Question analysis

- You can see the answer statistics for each question.

④ Check scoring and student submission

- If you have submitted a quiz that requires a descriptive score, or you want to check the student's solving status, you can check and mark it by selecting the [SpeedGrader] button.

① **Check and report on your submission status**

- You can check the submission status and evaluation status for each student / assignment on the gradebook.

- Your submission history will be represented by an icon and, if evaluated, as a score.

② **Select items and view them individually**

- When you select a specific item, you can open a summary assessment to create an assessment and status setting or feedback for the student / assignment.

③ **Open SpeedGrader and view details**

- You can open SpeedGrader for that item for more details and evaluation.

Learning X

6. Managing team projects (groups)

① **Create a group set for a team project**

- You can create a team project group set by selecting the [+ Group Set] button in the upper right corner of the 'People' menu.

② **Group Configuration Settings**

- Sets the group set name and group settings.
- You can automatically create N groups by specifying them, and you can specify the leader automatically.
- If you choose manual generation, you can view the student list directly from the group set and configure the team.
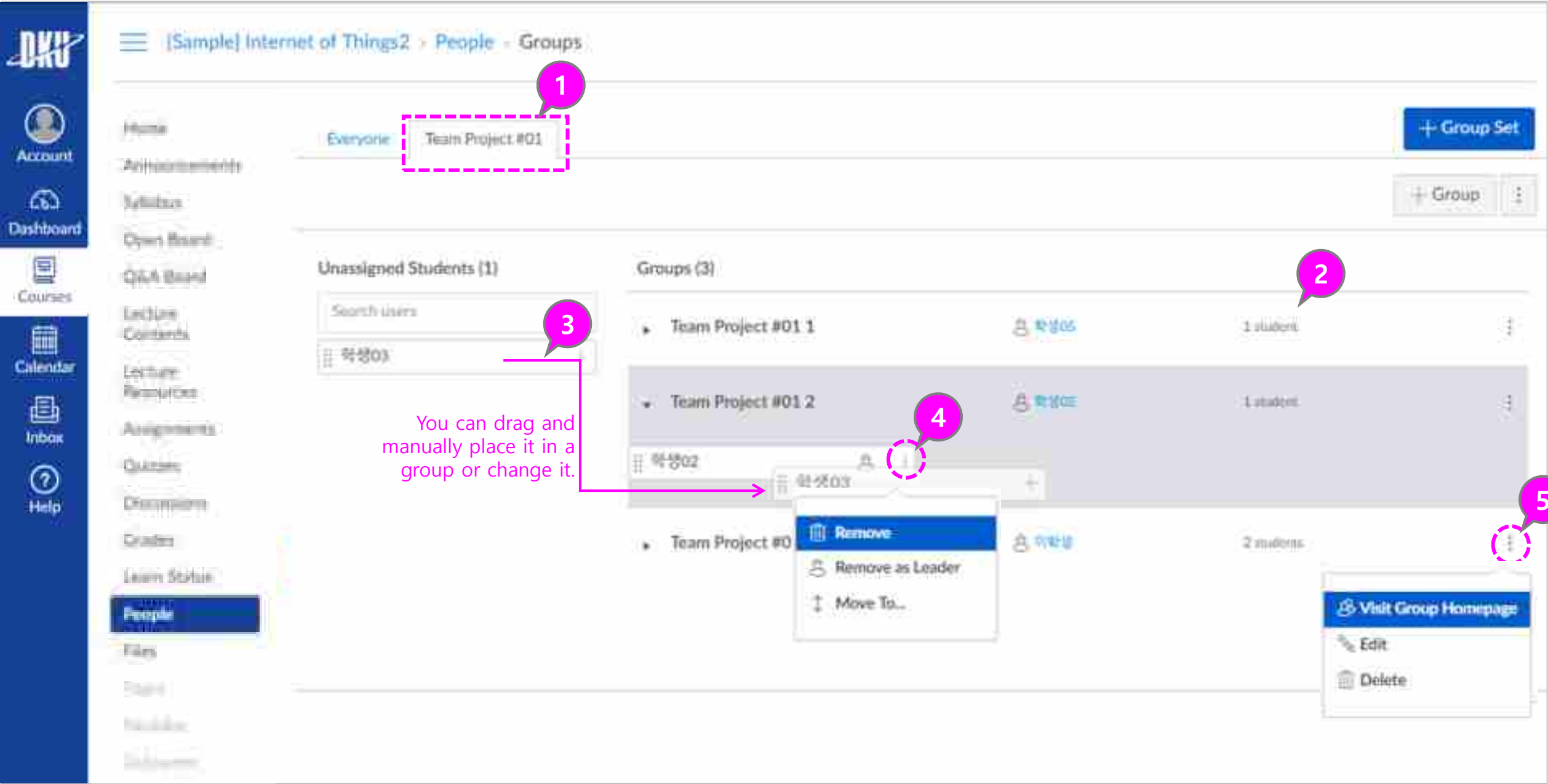
① **Choose a group set**
- Select the group set you created on the Set Up Groups tab.

② **Verifying Created Group Configuration**
- If auto-generated, you can see the group that was created and the configuration month for each group by expanding it.

③ **Manual teaming or moving members**
- To move a particular student to another team, you can drag the student block to another team.
- For manual teaming, you can drag a specific student from the 'Unassigned Student' list to the team you want to assign, or you can add it to your team by selecting the [+] button to the right of the student's name.

④ **Student menu**
- Specific students can be removed from the group / moved to another group, or set as a reader.

⑤ **Menu by group**
- You can visit the group homepage, or edit / delete the group.

① Visit the group homepage
- You can visit the homepage of each created group team to check.
- On the left side, a group sub-menu of each group appears, and you can check the activities in the group.

② Post in group
- You can register posts and shared files such as discussions / announcements that are shared only within the group homepage.

③ Move to another group
- To go to another group's homepage, expand the "Switch groups" item at the top of the menu and select the group you'd like to move.

XINICS

Learning X

7. Checking online attendance status
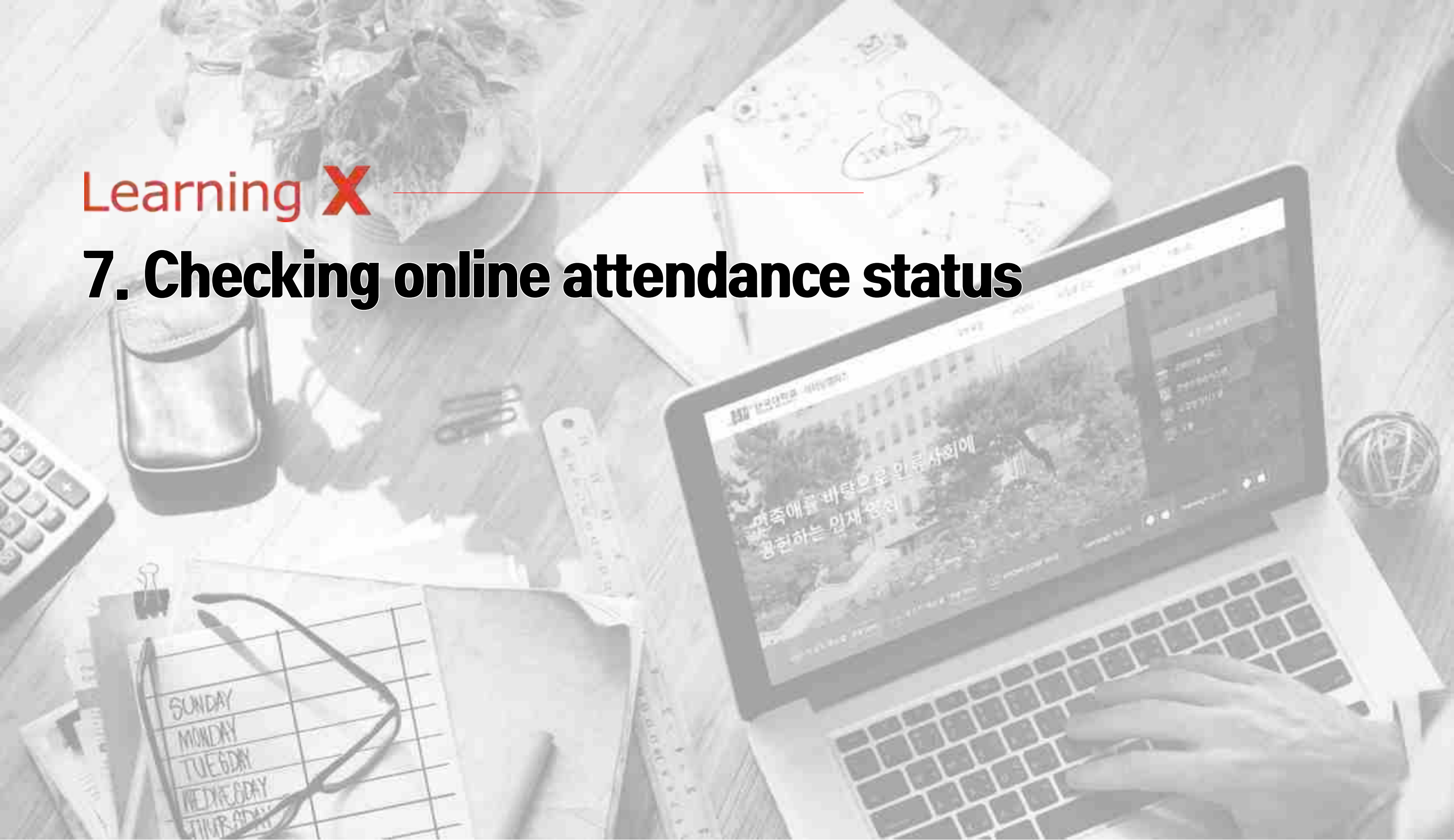
① **Online attendance check**
- Among the elements designed for parking in the lecture contents menu, the learning status of the 'video' learning element can be viewed by counting attendance by period.
- View attendance status for each student in [Learn Status] menu.

② **Classification by Attendance Type**
- **Attendance:** If you watch more than the recognition rate within the study period, it will be displayed as 'Attendance ○'.
- **Tardy**: If you watch more than the rate of recognition within the late recognition period after the recognition period, it will be displayed as 'Tardy△'.
- **Absence**: If you have not studied more than the accreditation rate by the attendance / tardiness accreditation period, you will be marked as 'Absence X'.

③ **Detailed status inquiry by item and learning recognition processing**
- If you select each item, the detailed study status of the student is displayed and you can check the learning progress history.

Progress rate relative to the average progress rate of all students

Record the reason for manually accepting attendance

① **View detailed history**
- Click View to access the detailed history of learning elements for a particular week.

② **Learning Status Summary**
- **Learning Time** : The total learning time of the total playback time of the image is displayed.
- **Learning Period** : The time and percentage learned during the Attendance Acceptance Period is displayed
- **Late Learning Period** : The time and percentage learned during the 'Late Learning Period' is displayed. (There is no record of the period when the Late Learning Period is not set.)
- **학습현황** : If you learn more than 95% of the playback time, mark 'Complete' status.
- **Attendance status** : Only 'attendance' will be displayed if 95% of the study has been completed within the attendance period.
- **Approve** : Click [Approve Learning] to change the student's record to Attendance.

⑥ **Download Logs**
- Click [Downlad Logs] to view the Learner's Excelized Learning Details log.

Learning X

8. Check student grades and course statistics

① **Checking of grades and learning status**
- By selecting 'Grades' in the course menu, you can check the learning status, evaluation status and the grades of all evaluation subjects.

② **Checking and evaluating submission status and score for each item**
- If there are submissions for each item, an icon will be displayed, and if it is evaluated, the mark will be changed to score or evaluation status.
- You can also select each item and enter your score directly in the table.

③ **Assignment group and total grade**
- Scrolling to the right displays the subtotal and total grade for each rating type group.

④ **Reopen folded Course menu**
- When selecting the grades menu, the Course menu is automatically collapsed to show the wide screen.
- When you want to reopen the Course menu, you can reopen the folded Course menu by clicking the icon on the left side of the Course name.

Send a message to students

Curve Grades

Set Default Grade

① **Assess each assignment**
- You can select each assignment item to enter a score in the summary evaluation window, or create feedback.
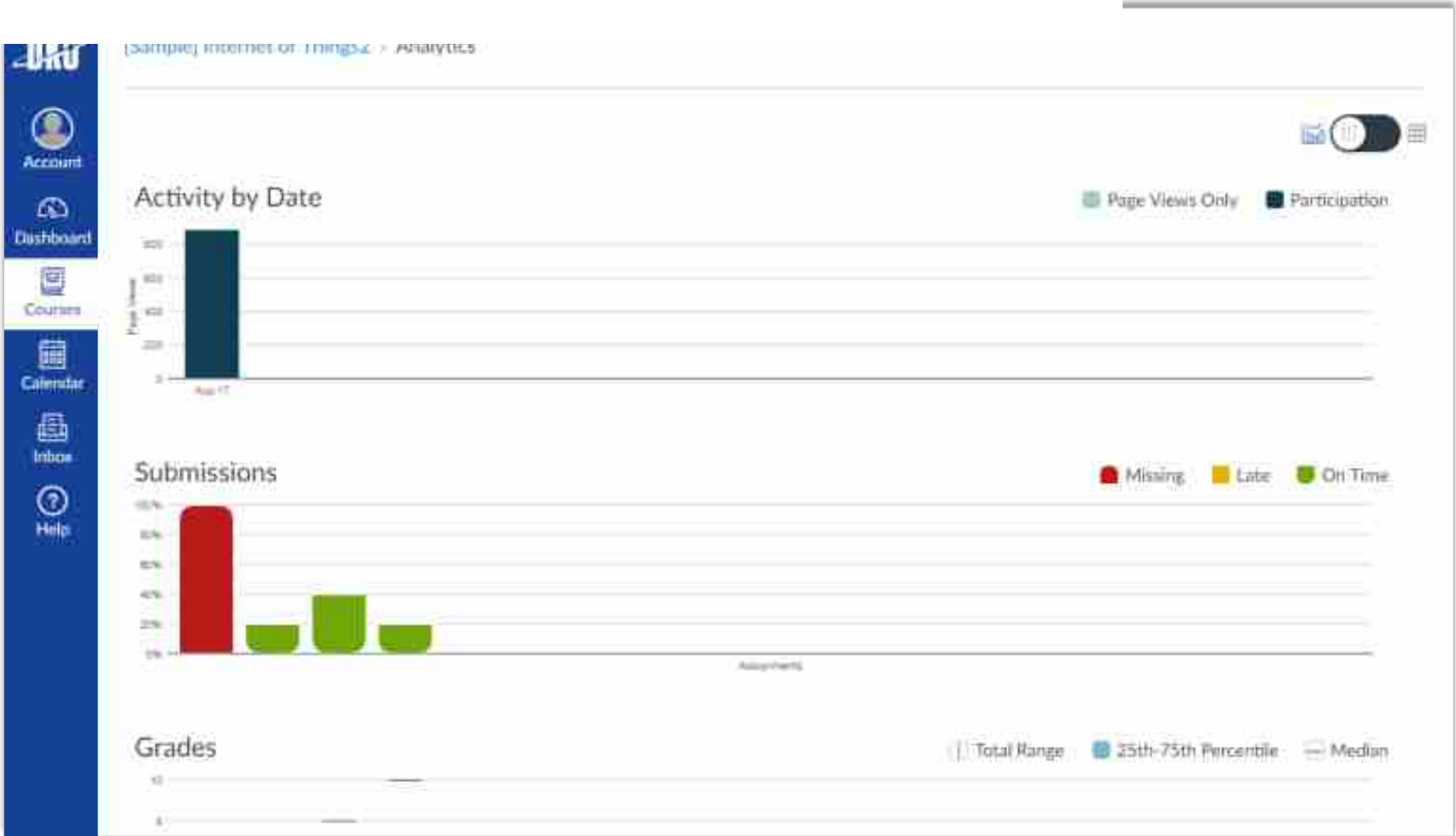- You can open SpeedGrader to view details and progress scoring.

② **Set assignment evaluation and send message to students**
- You can open the menu on the right side of the assignment title and select the following items to work on.
- Send a message to a student
  : You can send a message to a specific group of students, such as students who are not yet submitted.
- Curve Grades
  : You can adjust the assessment by setting an average score for Curve Grades.
- Default Grade Settings
  : You can set the Default Scores for all assignments and adjust each scores.

① View Course Analytics

- You can view the status of the submissions in the course, the distribution of the grades, and the activity of the students through comprehensive statistics through the [View Course Analytics] on the right side of the course home.

Learning X

9. Manage students / Add TA and students

① **Search people**
- You can search people or filter by role.

② **View user lists and information**
- You can view the user list.
- Name / ID / Student ID / Department information and role, latest activity time, total activity time can be inquired.

③ **User-specific menu**
- You can change the role by selecting the menu on the right side of each user, view user details, and check Analytics information.

④ **View user performance summary**
- You can select a user to view the grade summary.
- You can go to the screen for individual grades and analysis by selecting the grades / analysis menu.

① **Add user**
- Select the [+People] button to add the user, such as assistant / tutor / students

② **Select login ID**
- Select 'Sign-in ID' from the user add-on.

③ **Enter the student number to add**
- To register multiple users at the same time, enter them consecutively separated by commas.

④ **Select role to grant**
- Student: Select this when registering as an student.
- TA: Select this when registering as a TA.

⑤ **Verify and add user information**
- Select the 'Next' button, finally confirm the user you want to add and complete 'Add Users'.

Learning **X**

10. Other features
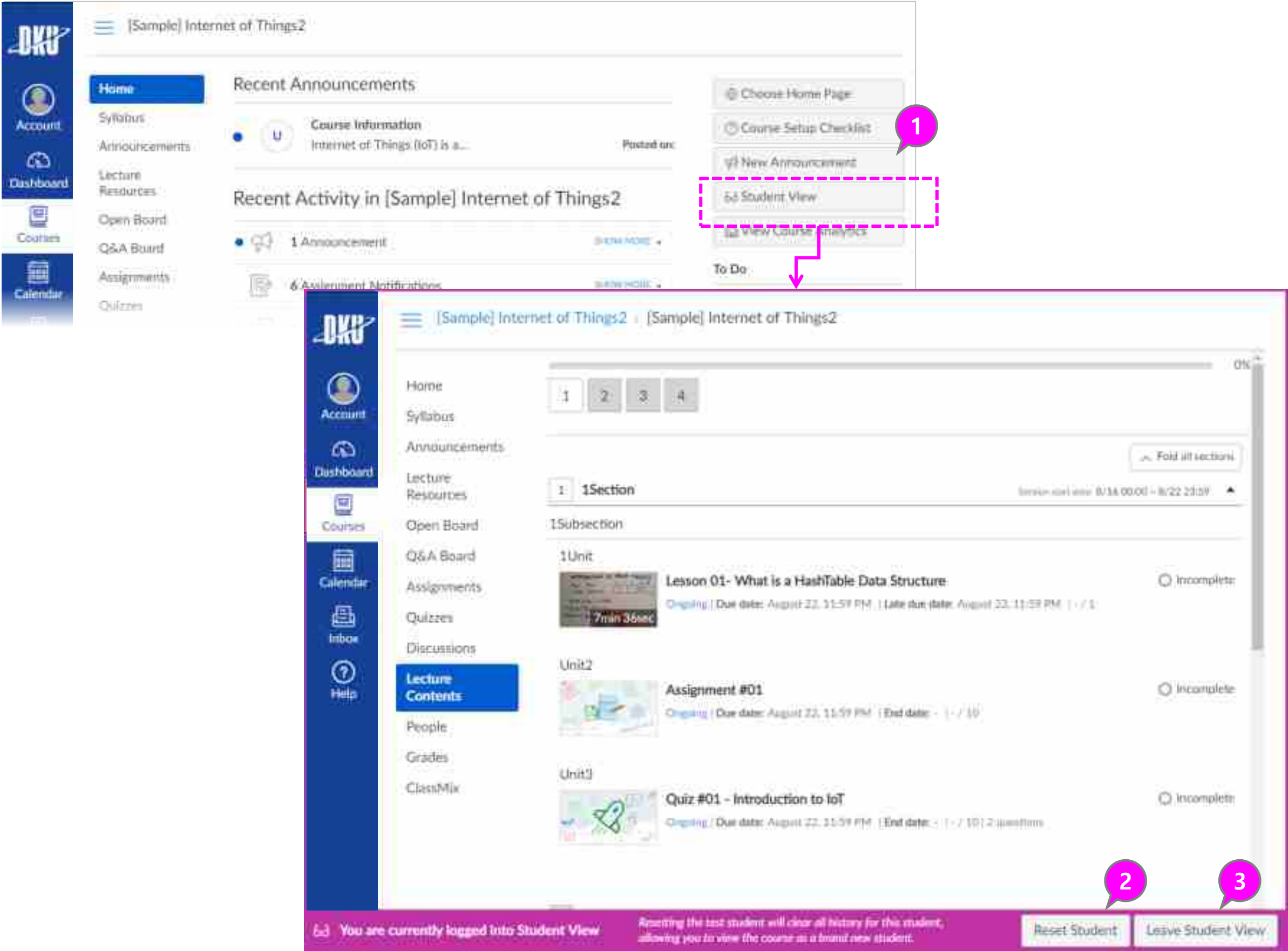
① **View student screen**
- You can switch to student view by selecting [Student View] menu on the right side of the course.
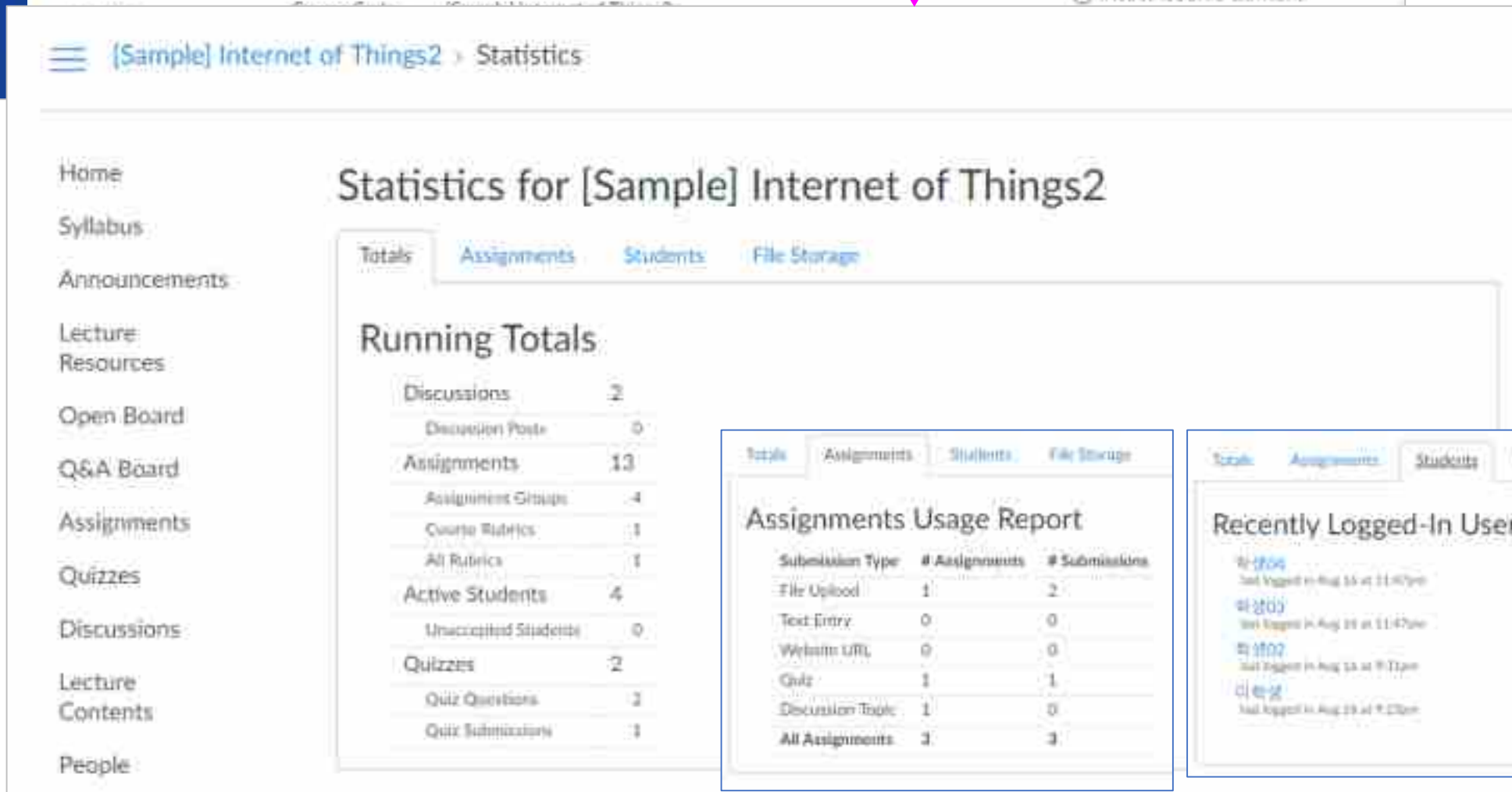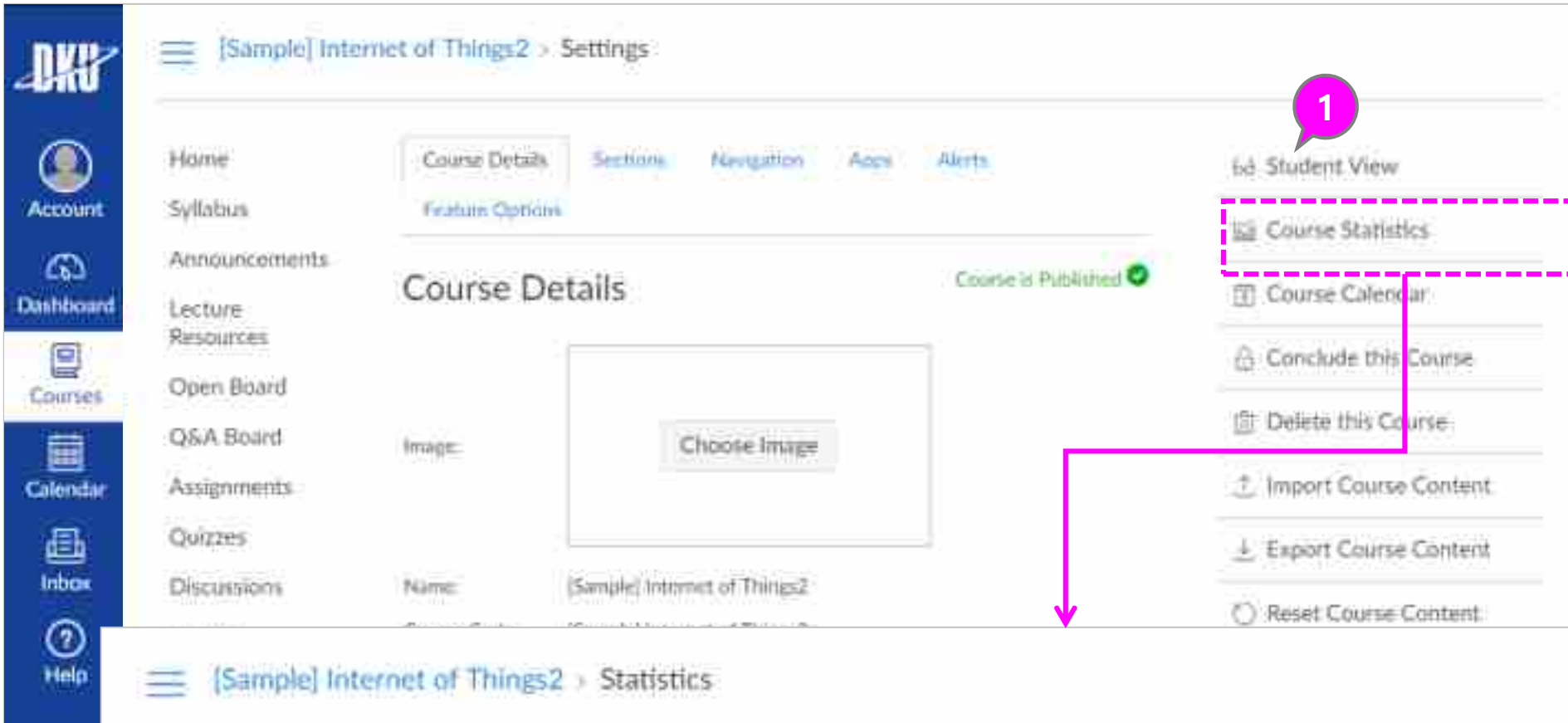
② **Reset student data**
- You can see that nothing has been learned by initializing it in a non-progressed state.

③ **Leave Student View**
- Exit the student screen view and return to the original Teacher mode.

① **View course statistics**
- You can check the comprehensive usage status by selecting [Course Statistics] menu on the right side of the [Settings] menu..

② **Statistics by type**
- You can see the number of posts by type, such as Discussions / Assignments / Quizzes.

③ **Assignment Reports**
- You can see the number of assignments and the number of submissions by assignment type.

④ **Last logged in user**
- You can check the history of the last logged in user.

⑤ **File storage usage**
- You can check the file storage quota and usage.

XINICS