

# Quick Manual for E-learning System for Teacher

Rev. 1



Feb 2016

Life University Department of Computer Science

- What is E-learning System?
  - E-learning system delivers part or all of the academic course to students whether they are in the school or in far distance from school.
  - Repeatability
  - 24/7 learning
  - Close cooperation
  
- How can we use E-learning System in LU?
  - Supplementing purpose (now we will use it in this purpose)
  - Full-scale online class. (future plan. After government regulation will confirms...)
  
- Summary of Features
  - Online discussion board (real-time or non-realtime)
  - Online class material distribution
  - Online quiz or exam
  - Online submission for assignment
  - Online Gradebook
  
- User accounts
  - Administrator
    - Super user for whole system
    - Create/Edit/Delete "College" and "Department"
    - Create/Edit/Delete "Course"
    - Create/Edit/Delete "Topics", "Activity" and "Resource"
    - Create/Edit/Delete Teacher, Student account
    - Enroll/Delete Teacher/Student to "Course"
  
  - Teacher
    - Super user only for "Course"
    - Create/Edit/Delete "Topics", "Activity" and "Resource"
    - Enroll/Delete Additional Teacher and Student to "Course"
  
  - Student
    - Only able to access "Course" the student enrolled
    - Only able to participate the "Activity" or "Resource"
    - No right to create/edit/delete the "Activity" or "Resource"

- How to Make First Login?

- Teachers

- The email with activation link has been delivered.
    - By clicking the link, you can make a first login.
    - The Id for you is same as your 'faculty id number.'
      - e.g. "ft081" (it must be small letters...)
    - Use the temporary password delivered via email.
    - After login, the system will guide you to change your password.
    - You may change your profile detail, too (not mandatory).

- Students

- The id is same as "student id number"
      - e.g. "the0316011"
    - The password is same as "student id number" + "@LU"
      - e.g. "the0316011@LU"
    - All students must make first login and change the password.

- How to Create New Course for Your Class?

- Unfortunately, "Teacher" cannot create new course by himself.
  - All courses for each departments is already created.
  - If it doesn't match with your actual curriculum, please consult with e-learning administrator.
  - Contact info for "e-learning administrator"
    - Prof. Hong Suk Jung  
(mobile) 016-50-10-87  
(email) jung.hongsuk@gmail.com

- How to Enroll My Account to Existing Course?


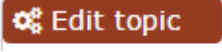
- Unfortunately, "Teacher" cannot enroll his account to the course by himself. Please consult with system administrator to enroll your account to the "Course".
  - To see your courses, move your mouse pointer to "My Courses" .
    - Enrolled Course will appear at the top left of the window.



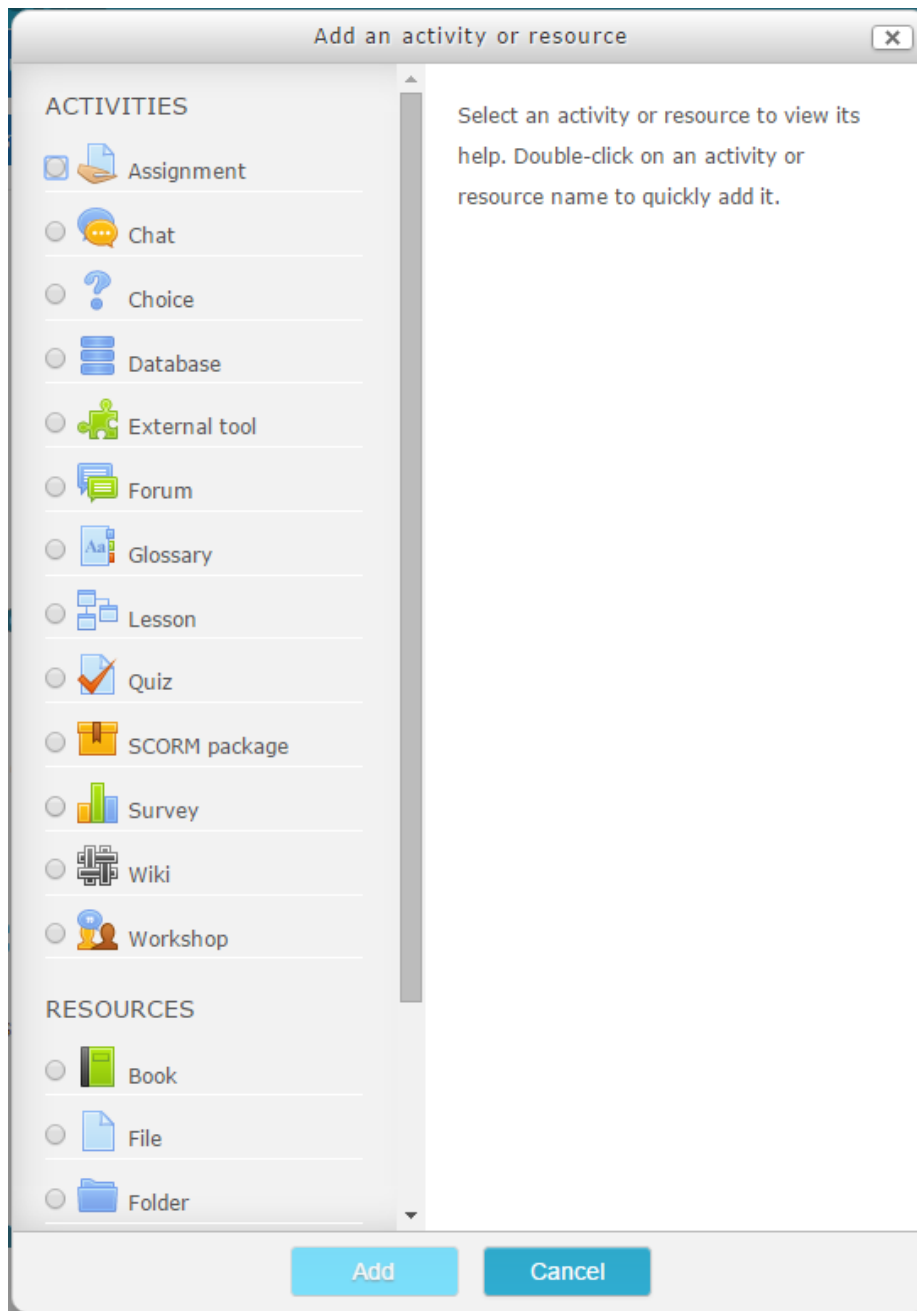
- Components of Course

- Topic sections
  - Activity
  - Resource
- Blocks
  - Navigation block
  - Administration block
  - Search Forums block
  - Latest News block
  - Upcoming Events block
  - Recent Activity block

- How to Manage/Edit Topic Section?

- Change Title for Topics
  - By default, every "Course" has 16 sections of "Topic."
  - To begin to edit, click 
  - When the editing mode is on, click "Edit" beside the Topic title.
  - Then, among the popup menu, click 
  - You can edit section name after unmarking the "Use default section name."
  - When you have done, click "Save changes"
  - You may hide the topic by clicking "Hide topic" from the popup menu.
  - You may delete the topic by clicking "Delete topic" from the popup menu.
- Adding Activity/Resource to Topics
  - Click "+Add an activity or resource"

- Choose activity among the pop-up list



- Adding/Removing Topic
  - Go down to the end of Topics
  - To increase the number of topics, click "+"
  - To decrease the number of topics, click "-"



- How to Manage Activity/Resource?
  - Assignment
    - What is "Assignment"?
      - Assignment enables online submission for student assignments.
    - How to add?
      - Click "+Add an activity or resource"
      - Choose "Assignment" and click "Add"
      - Next, type the name of chat room at the "General" > "Assignment name".
      - Next, configure some options at the Availability.
        - "Allow submission from" ... the assignment will open to the students from this date.
        - "Due date" ... the submission will be marked as "late" after this date.
        - "Cut-off date" ... the submission will not be accepted after this date.
      - Next, configure some option at the Submission types.
        - "Submission type - online text" ... student will write essay-type answer by browser.
        - "Submission type - File submission" ... student will hand in file attachment. (Word, pdf, Power Points, etc.)
      - Next, configure some option at the Grade.
        - "Grade type" ... choose one among 2 types: scale, point
        - "Maximum points" .... We suggest to make it "100."
      - There are many other option for assignment. Please check "?" for each option for detail.
      - Click "Save and return to course" or "Save and display" to finish up

## ○ Chat

- What is "chat?"
  - Chat enables a real-time discussion among teacher and class participants.
- How to add?
  - Click "+Add an activity or resource"
  - Choose "Chat" and click "Add"
  - Next, type the name of chat room at the "General" > "Name of this chat room".
  - Next, configure some options at the "Chat sessions". You may configure the chatting schedule.
  - There are many other option for assignment. Please check "?" for each option for detail.
  - Click "Save and return to course" or "Save and display" to finish up

## ○ Forum

- What is "Forum?"
  - Forum enables a non-realtime discussion among teacher and class participants.
- How to add?
  - Click "+Add an activity or resource"
  - Choose "Forum" and click "Add"
  - Next, type the name of forum at the "General" > "Forum name".
  - Choose the type of forum.
    - There are 5 forum types:
      - A single simple discussion - A single discussion topic which everyone can reply to (cannot be used with separate groups)
      - Each person posts one discussion - Each student can post exactly one new discussion topic, which everyone can then reply to
      - Q and A forum - Students must first post their perspectives before viewing other students' posts
      - Standard forum displayed in a blog-like format - An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links

- Standard forum for general use - An open forum where anyone can start a new discussion at any time
  - There are many other option for assignment. Please check "?" for each option for detail.
  - Click "Save and return to course" or "Save and display" to finish up
- Quiz
  - What is "Quiz?"
    - Quiz enables a teacher to create questions of various type on the web.
  - How to add?
    - Click "+Add an activity or resource"
    - Choose "Quiz" and click "Add"
    - Next, type the name of forum at the "General" > "Forum name". e.g. "Quiz #1" or "Mid-term Exam"
    - Next, configure the "Timing"
      - "Open the quiz" ... Students can only start their attempt(s) after the open time and they must complete their attempts before the close time.
      - "Close the quiz" ... Student cannot start the quiz after close time.
      - "Time limit" ... If enabled, the time limit is stated on the initial quiz page and a countdown timer is displayed in the quiz navigation block.
      - "When time expires" ... You can determine submit policy when the time expires.
    - Next, configure the "Grade"
      - "Grade to pass" ... teacher can setup the minimum grade required to pass.
      - "Attempts allowed" ... students will be allowed to take the quiz single or multiple times.
      - "Grading method" ... when multiple attempts is enabled, it determines grading policy.
    - Next, configure the "Question behavior"
      - "Shuffle with question" ... question will be shuffled in order.
      - "How question behave" ... teacher can decide when the feedback will be given. e.g. When all questions are answered or when each question is answered.
    - There are many other option for assignment. Please check "?" for each option for detail.



- Click "Save and return to course" or "Save and display" to finish up

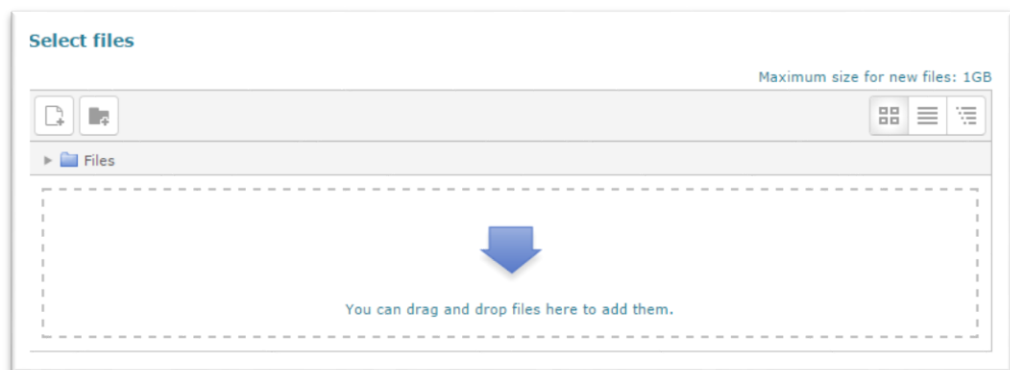
- File

- What is "File?"

- Quiz enables a teacher to create questions of various type on the web.

- How to add?

- Click "+Add an activity or resource"
    - Choose "File" and click "Add"
    - Next, type the name of forum at the "General" > "Name".
    - Next, drag and drop the file from your PC to following:



- There are many other option for assignment. Please check "?" for each option for detail.
    - Click "Save and return to course" or "Save and display" to finish up.

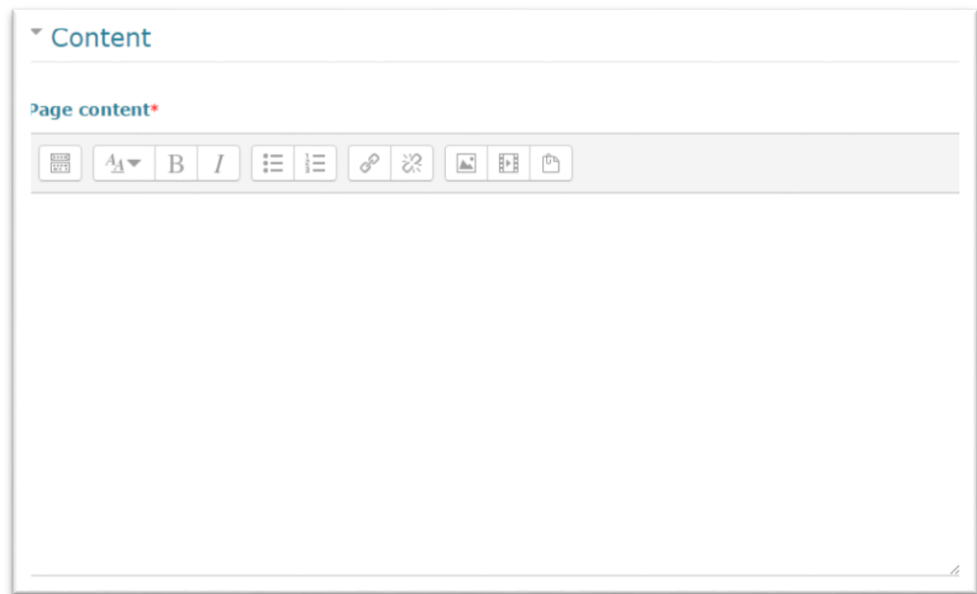
- Page

- What is "Page?"

- The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

- How to add?

- Click "+Add an activity or resource"
    - Choose "Page" and click "Add"
    - Next, type the name of forum at the "General" > "Name".
    - Next, edit the content from text editor.
    - There are many other option for assignment. Please check "?" for each option for detail.
    - Click "Save and return to course" or "Save and display" to finish up.

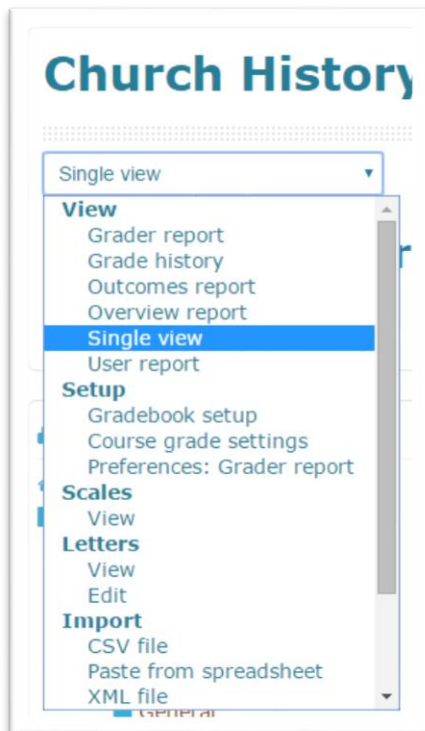


- **Components of Administration Block**
  - User ... teacher can enroll students to course
  - Grade ... teacher can setup gradebook and check grade reports.
  - Question bank ... teacher can create question pool for exam or quiz.
- **How to Enroll Student to Course**
  - Teacher cannot create new student account, but can enroll existing student account to the course.
  - Go to "Administration" > "Users" > "Enrolled Users"
  - Click [Enrol users](#)
  - Choose "assign roll" among "student" or "teacher"
  - If necessary, teacher can search student by name.
  - Click "Finish enrolling users" to finish up.
- **How to Setup Gradebook**
  - Teacher can setup the grading policy through gradebook.
    - Grade item could be "mid-term exam", "quize#1" or "participation."
    - Each grade item can be weighted. e.g. Mid-term 20%, Final Exam 30% ...
    - Quiz activity and Assignment activity will be automatically added to the gradebook.
    - It is highly recommended to make max. grade of each grade item to 100 points. It is easy to setup the weight of each item.

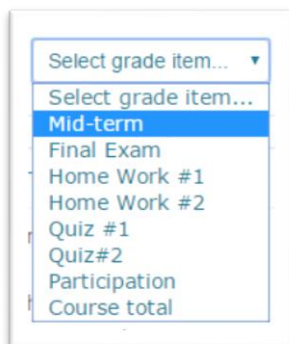
- To add up grade item, click "Add grade item"
  - We recommend to set "Grade type" as "Value"
  - We recommend to set "Maximum grade" as "100"
  - We recommend to set "Minimum grade" as "0"
  - We recommend to set "Weight adjusted" checked. Otherwise item's weight will be calculated automatically.
  - We recommend to set "Extra credit" unchecked.

- How to Input the Score of Offline Exam




- Go to "Administration" > "Grade"
- Choose "Single View" from the pull-down menu.



- Choose the grade item from "Select grade item" pull-down menu.



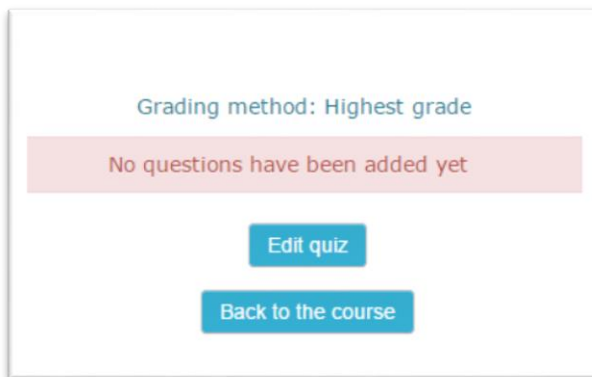
- Input the score into "Grade"

First name (Alternate name) Surname	Range	Grade	Feedback
 SREY NON BO	0.00 - 20.00	16.00	<input type="text"/>
 VICHHAY BO	0.00 - 20.00	16.00	<input type="text"/>
 SOVANKHORN CHHEANG	0.00 - 20.00	14.00	<input type="text"/>

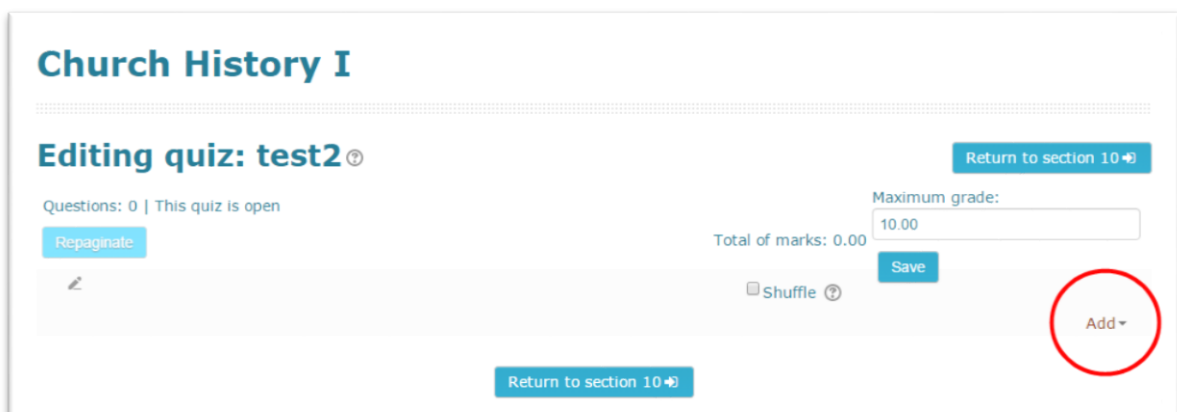
- Click "Save" to finish up

- How to Create Questions in Quiz

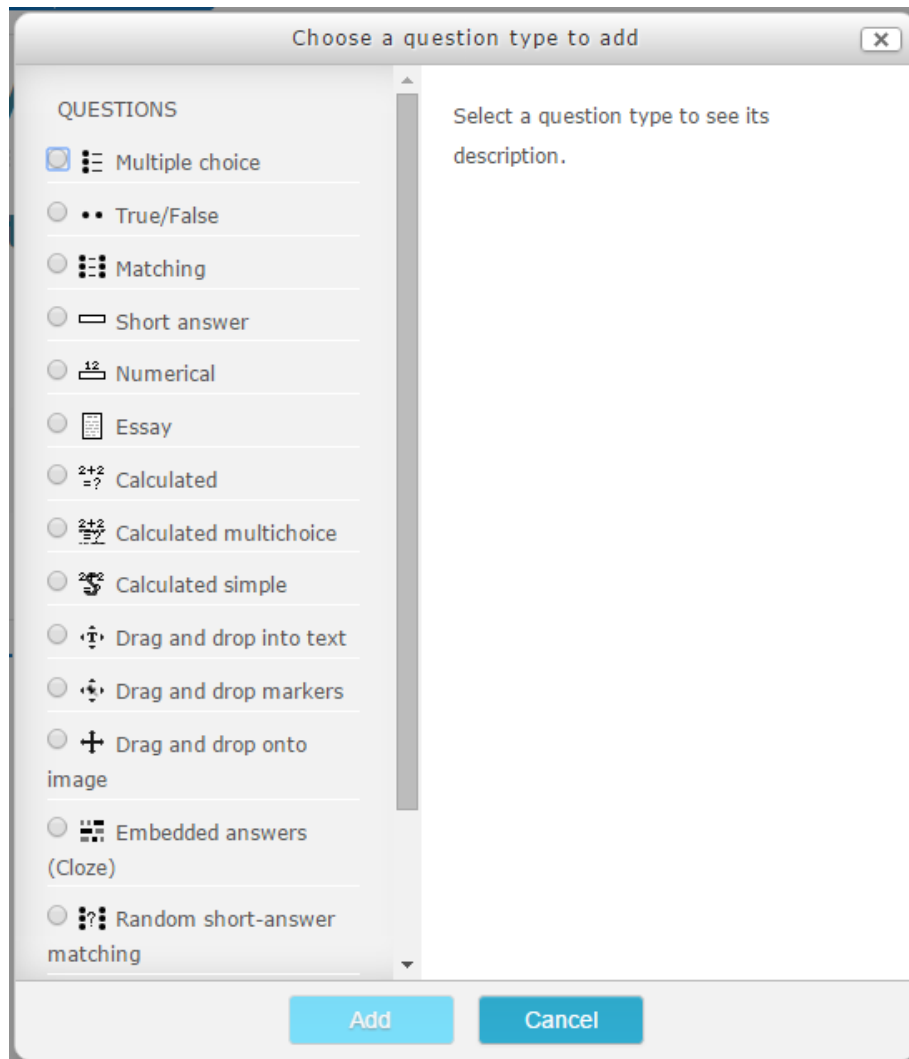
- Click "Quiz" activity which new questions will be added.
- After the window changed, click "Edit quiz" or go to "Administration" > "Quiz Administration" > "Edit quiz"



- Click "Add" and choose "a new question."



- Choose question type from the list and configure options for each type.



- After the creation, teacher must adjust the score of each question and Total of marks. We recommend that total of marks and Maximum grade are set up to equal value.



- To setup each questions score, click edit button.
- Please don't forget to click "Save" button before exit from the edit page.

- Random Question from Question Bank

- Click "Quiz" activity which new questions will be added.
- After the window changed, click "Edit quiz" or go to "Administration" > "Quiz Administration" > "Edit quiz"
- Click "Add" and choose "a random question."
- Teacher may choose random question from existing question bank category or create new question bank category.

The screenshot shows a web interface for adding a random question to a page. The window title is "Add a random question to page 1".

**Random question from an existing category**

Category:

Include questions from subcategories too

Number of random questions:

**Random question using a new category**

Name:

Parent category