

TEACHER'S MANUAL

6. STUDENT MANAGEMENT

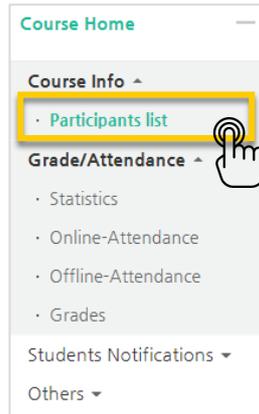


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1. Manage Participants

You can check all course participants with their roles including teacher, student, teaching assistant and auditor by clicking "Participants list" at "Course Info" section of "Course Home" Menu.



Participants list

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

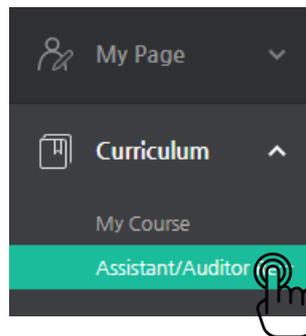
Select	No.	User picture	Program	ID number	Fullname	Role	Mobile phone	Last access	Notes
<input type="checkbox"/>	5		무술학부	Coursemos	MASTER	Teacher		1 sec	
<input type="checkbox"/>	4		LMS 개발팀	t002	Prof JIN	Teacher		53 days 19 hours	
<input type="checkbox"/>	3		LMS 개발팀	t004	Student LEE	Student		5 days 3 hours	
<input type="checkbox"/>	2		LMS 개발팀	t005	Student PARK	Student		5 days 3 hours	

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

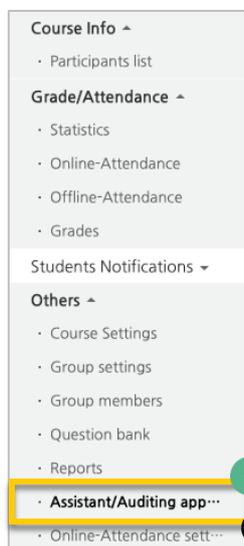
Excel Download

2. Manage Teaching Assistant/Auditor

You can allow people to participate your course as a teaching assistant or auditor. *However, you might need to inform the applicants on how to apply as a teaching assistant or auditor for your course. The applicants need to go to "Assistant/Auditor Registration" page through the main menu and then search and apply for your course there.



In order to check whether there is an Teaching Assistant or Auditor application or not and approve it, click "Assistant/Auditing approval" located below "Others" section of "Course Home" menu. Then, click "Approve" button near to the applicant.



Assistant/Auditing approval

classify requisition	Fullname (ID number)	Email address	Mobile phone	reporting date / processing date	Status	Approval
Auditor	ymcha (1002)	t002@aa.net		2020-08-28	wait for approval	Approval

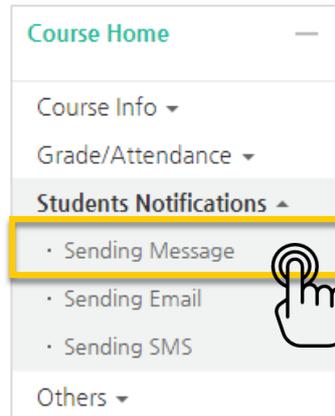
The 'Approval' button in the last row is highlighted with a yellow box and a green circle containing the number '2'. A hand cursor is pointing at this button.

If you want to cancel Teacher Assistant/Auditor application, just click "Cancel" button in the same page.

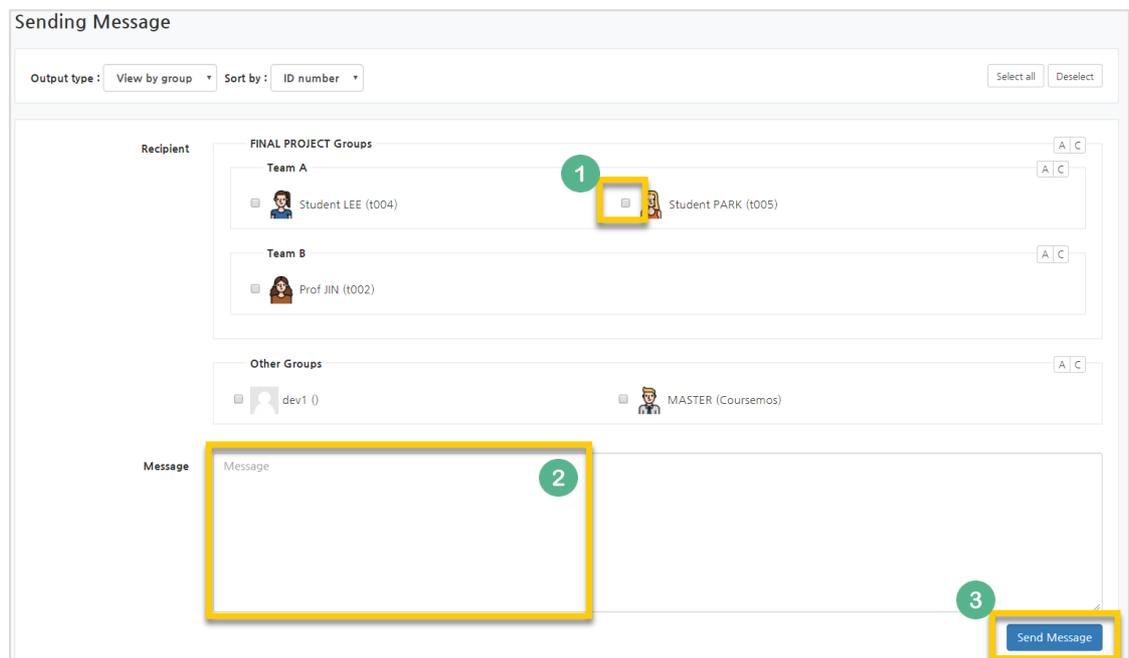
3. Send Message To Students

You can send message to enrolled students inside LMS system. For this,

Click "Sending Message" below "Student Notifications" section at "Course Home" menu.

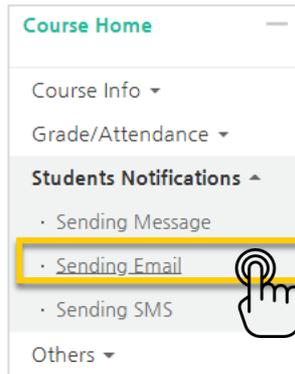


Select the receivers among the enrolled students, write the message and click "Send message" button.



4. Send Email To Students

Go to "Sending email" through "Course Home" menu, located left-side of the course homepage.



Select the receivers, write the email content and click "Send email" button.

