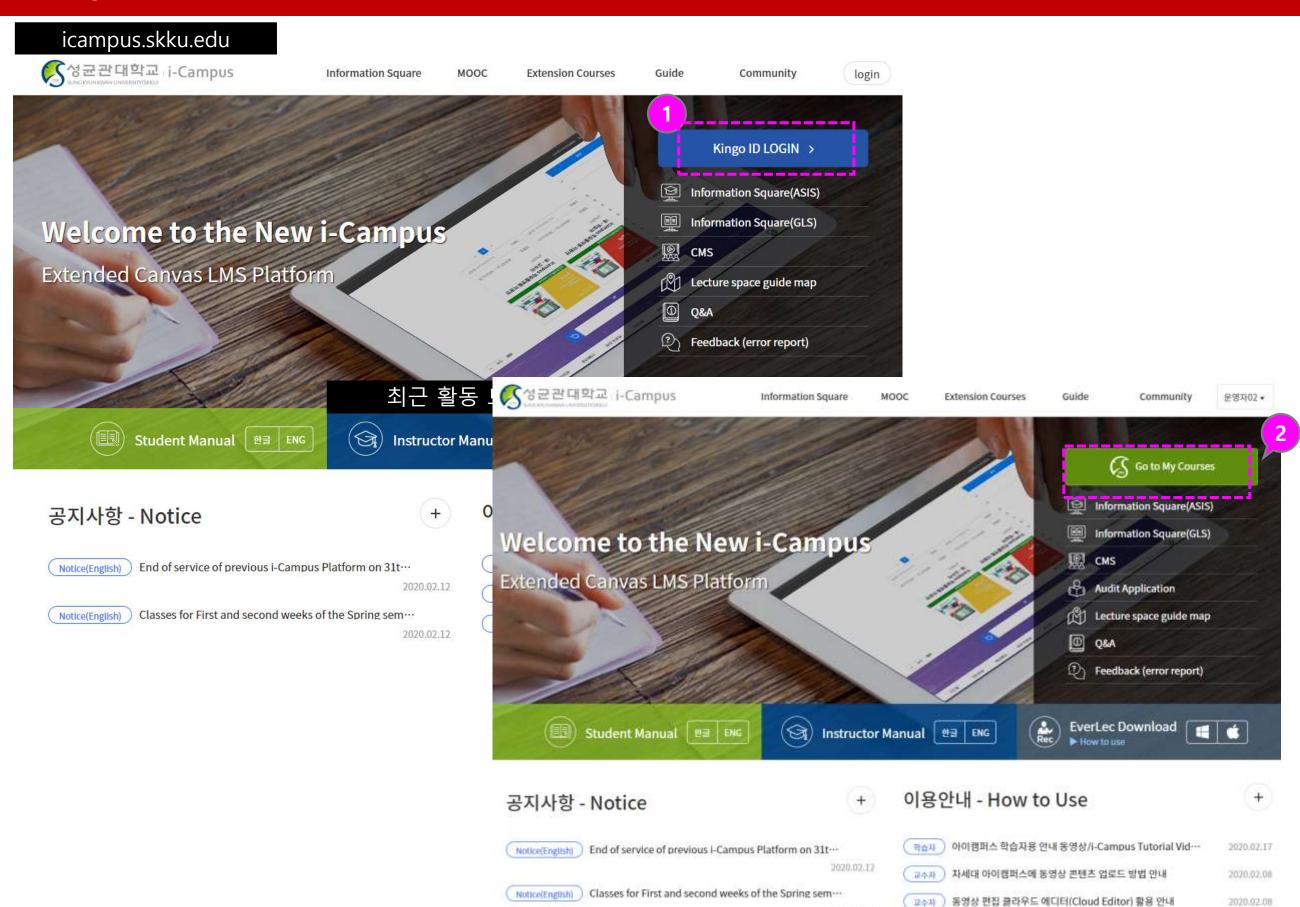




Extended



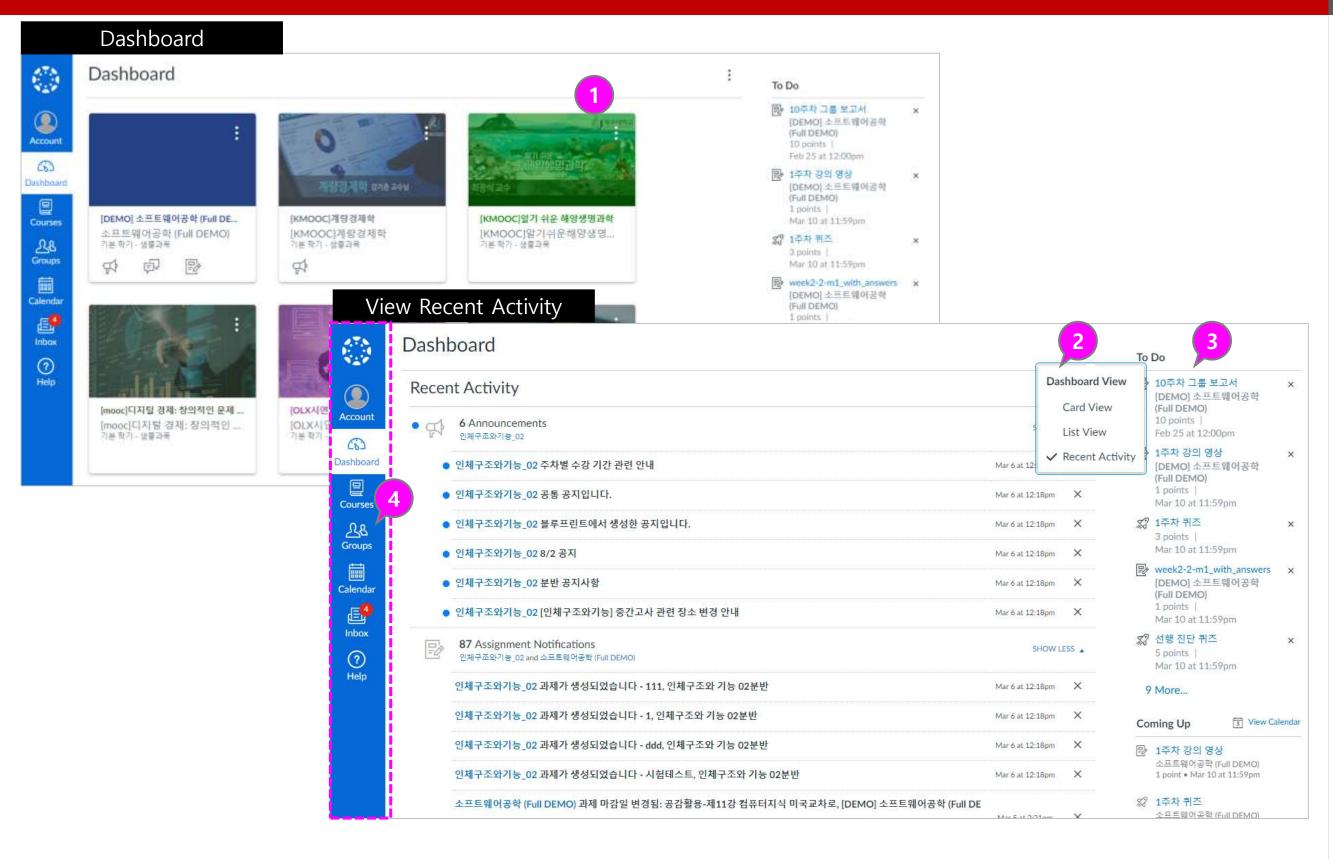




2020.02.12

- ① Go to 'icampus.skku.edu' and click "KINGO ID LOGIN".
- ② Sign in with your personal account and click "Go to my courses".
- ③ Change 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 English.
  - (Based on Chrome) Select the language from [Settings> Language] and check 'Display Google Chrome in this language' to display it in that language.

# **Login** → **Dashboard**



- 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.

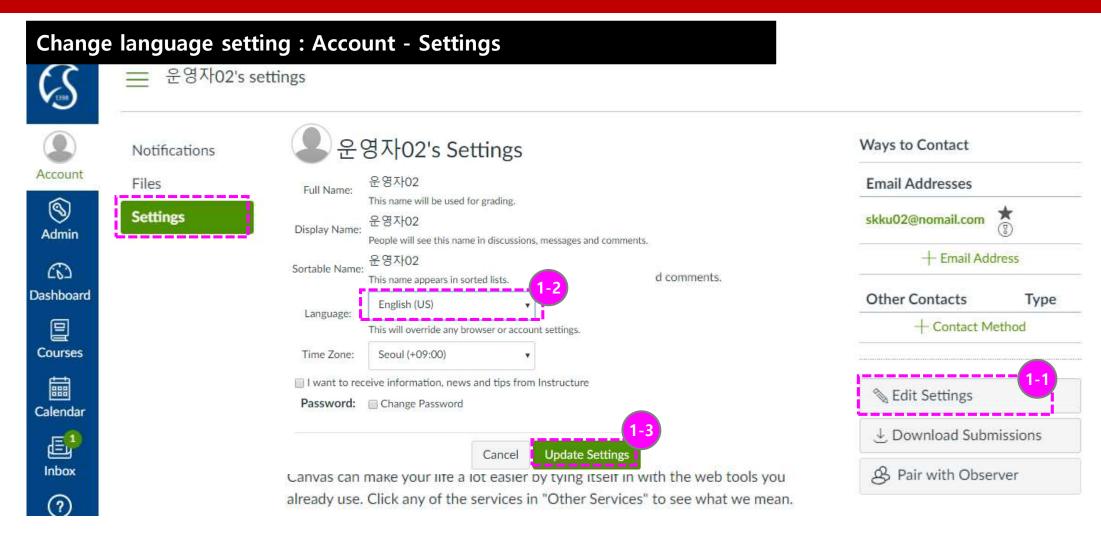
### ③ To-do List

- 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.

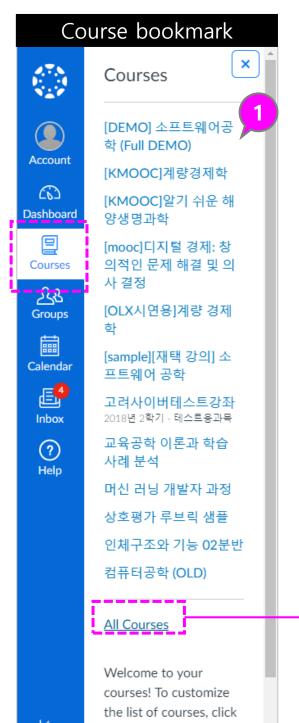
### **4** Global navigation menu

- 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 XINICS

# [Note] Language Setting



- **1** Change the default language setting
  - Account Settings
  - Click Account-Settings menu.
  - Click 'Edit Settings' button on the right side of the page.
  - Choose the language
  - Click 'Update Settings'





### **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
  - ★ You can set the star to appear in the course shortcuts and in the dashboard list.





## View all groups

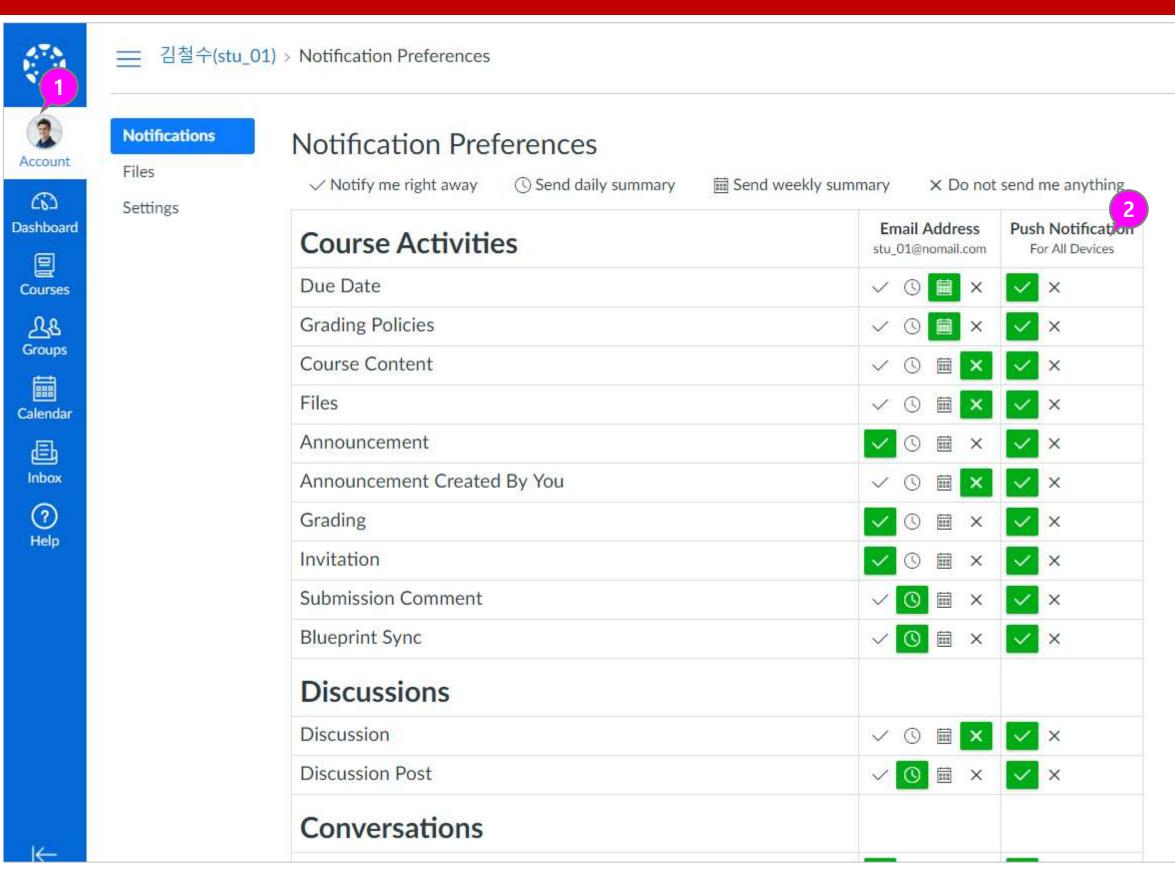
	Groups		
Account	Current Groups		
<u>(6)</u>	Group	Course	Term
Dashboard	2팀	[DEMO] 소프트웨어공학 (Full DEMO)	기본 학기 - 샘플과목
Courses	final project 1	[DEMO] 소프트웨어공학 (Full DEMO)	기본 학기 - 샘플과목
<u></u> Groups	PBL토론 2	[DEMO] 소프트웨어공학 (Full DEMO)	기본 학기 - 샘플과목
	PBL활동그룹 4	[DEMO] 소프트웨어공학 (Full DEMO)	기본 학기 - 샘플과목
Calendar	계량경제학 1주차 팀프로젝트 그룹 1	[KMOOC]계량경제학	기본 학기 - 샘플과목
Inbox	기말 2	[DEMO] 소프트웨어공학 (Full DEMO)	기본 학기 - 샘플과목
? Help	기말 프로젝트2 2	[DEMO] 소프트웨어공학 (Full DEMO)	기본 학기 - 샘플과목
	기말과제 그룹 2 1	[DEMO] 소프트웨어공학 (Full DEMO)	기본 학기 - 샘플과목
<b>→</b>	기말프로젝트 2	[DEMO] 소프트웨어공학 (Full DEMO)	기본 학기 - 샘플과목
	날씨 입력 프로그램 개발 팀 2	컴퓨터공학 (OLD)	기본 학기 - 샘플과목

### ① Group shortcut list

- The list appears when there are teams / groups the instructor has created for each subject.
- A list of all the group / team shortcuts of the multiple subjects to which you belong will appear and you will be taken to the appropriate group home.

### 2 View all groups

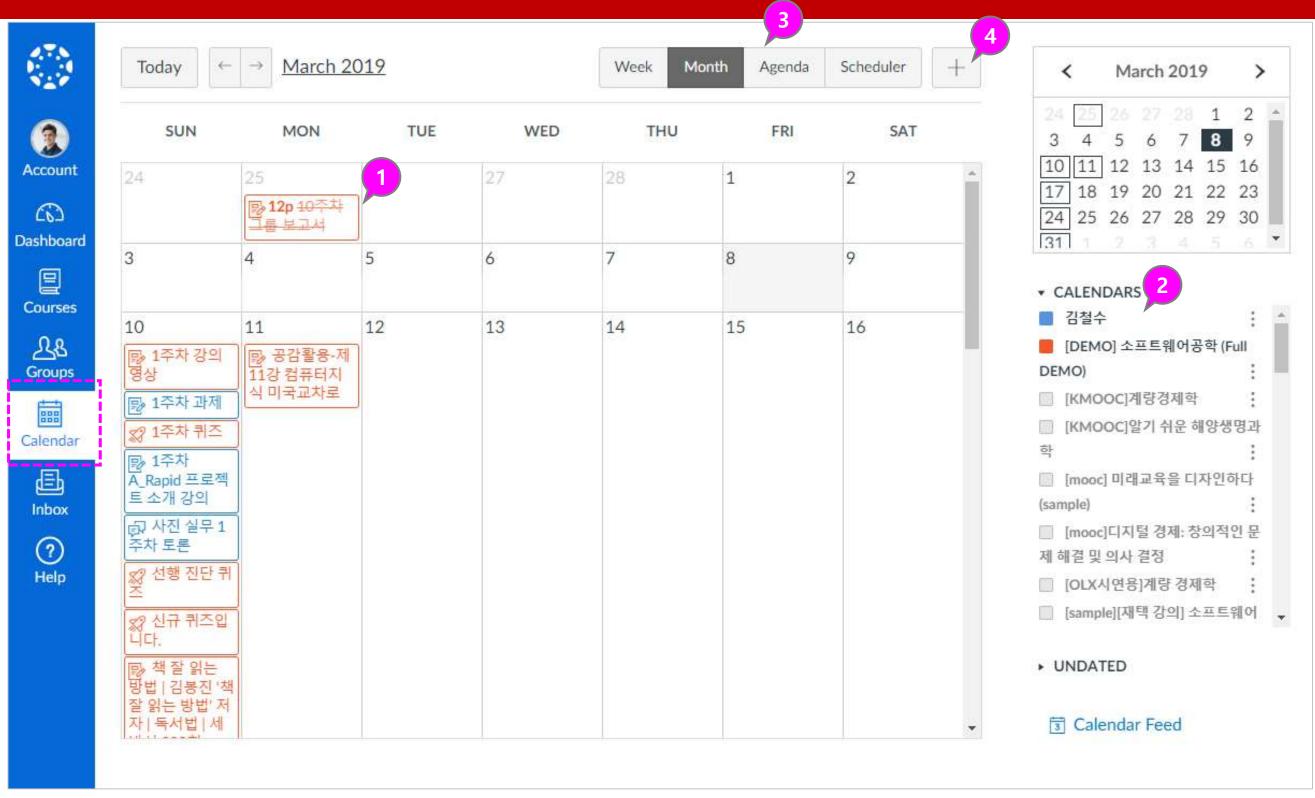
 If you select 'All groups' menu, you will see a list of all your groups and you can distinguish which group of subjects you have.



- 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.

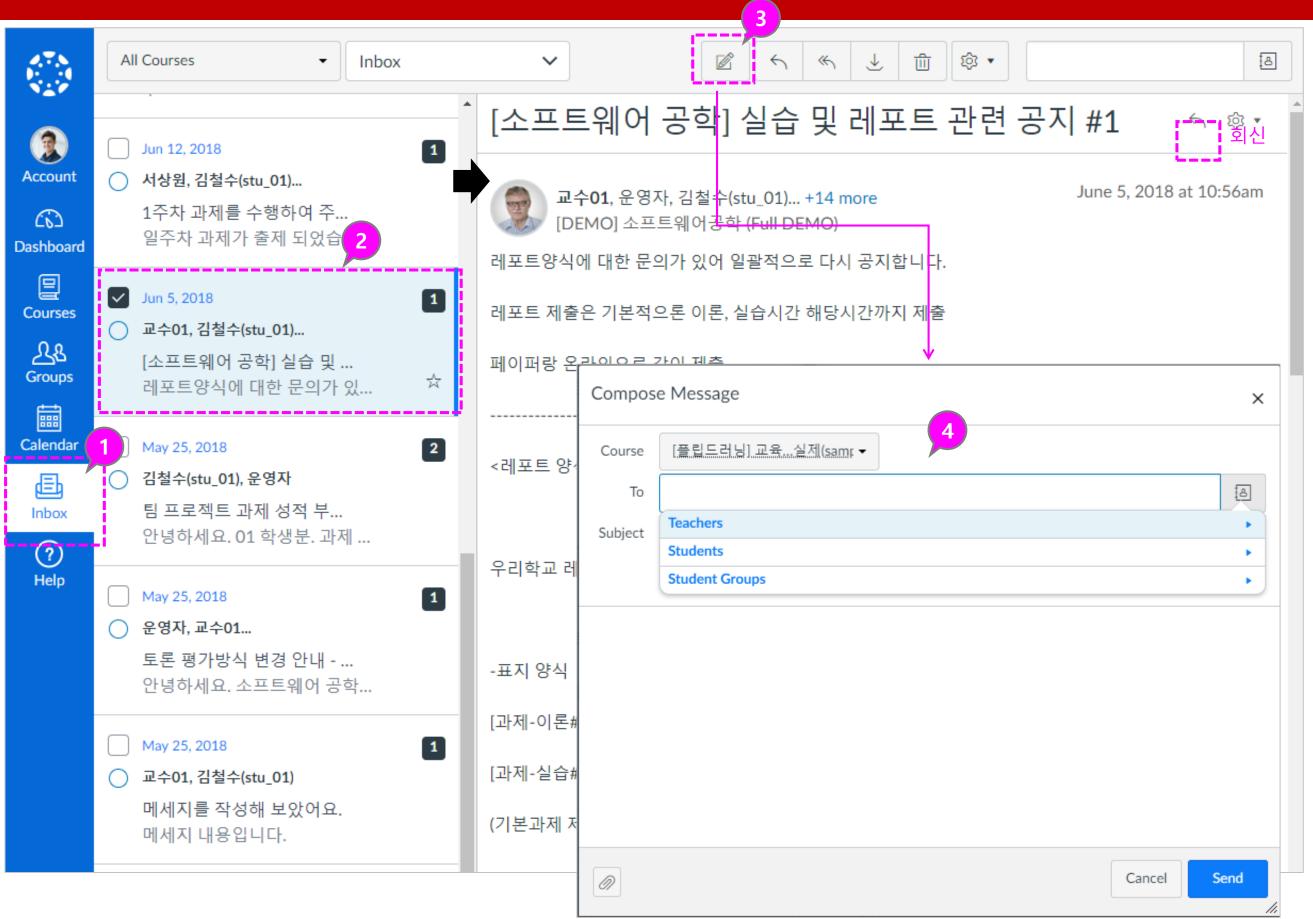
### ② Notification settings

- In the Notification settings, you can fine-tune which items are received on an ongoing basis by email / push notifications for each activity.
  - Email notifications may not be available if you do not have an email delivery service for this site.



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

# Inbox



#### ① Inbox

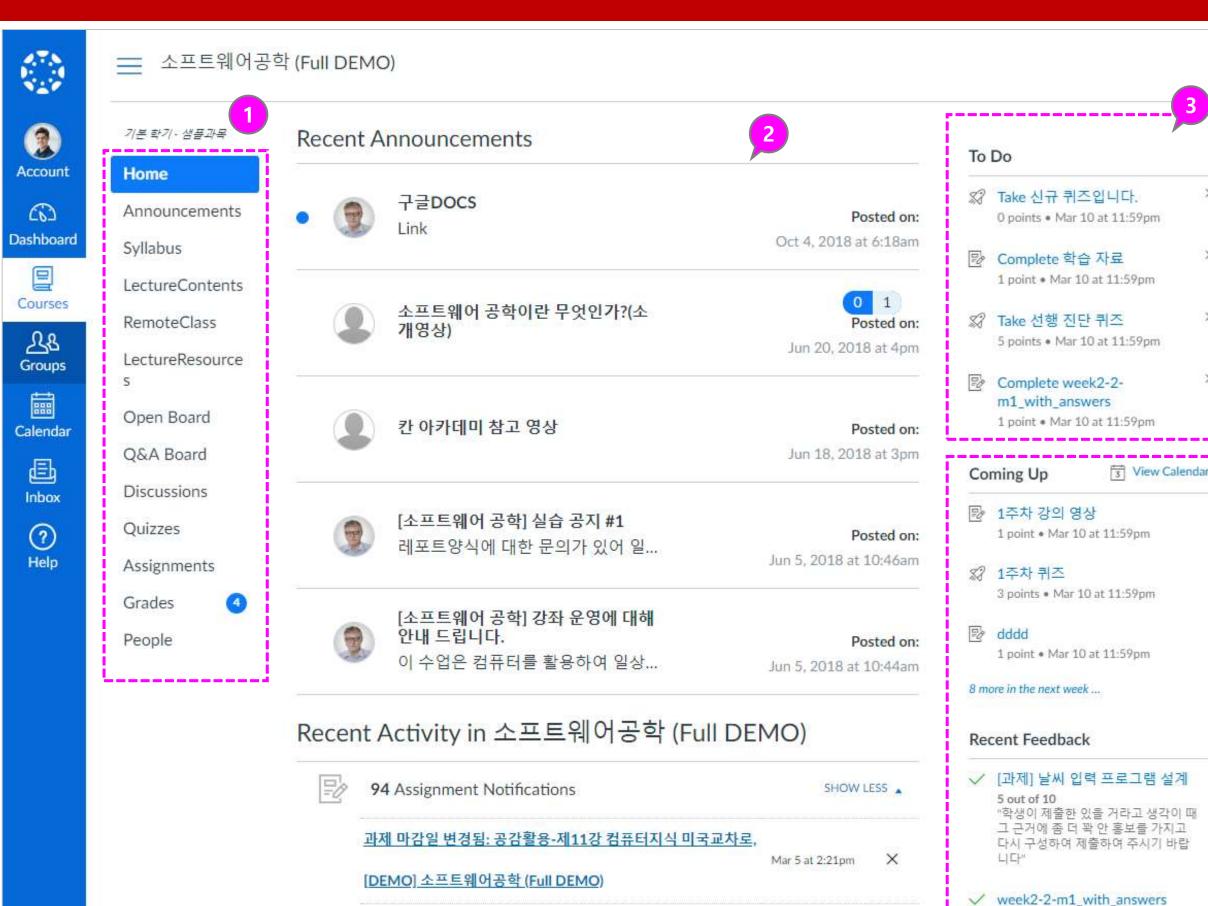
- Select the 'Inbox' menu on the global navigation menu to go to the Inbox.
- If there are new messages, a new message badge is displayed in the message box menu.

# 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].







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### 1 Course menu

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

### 2 Course Home - Activity Stream Type

 If you select course home as an activity stream, you will see recent announcements / activities.

### **3** To Do in the course

 The 'To Do' item displays tasks for lessons and assignments.

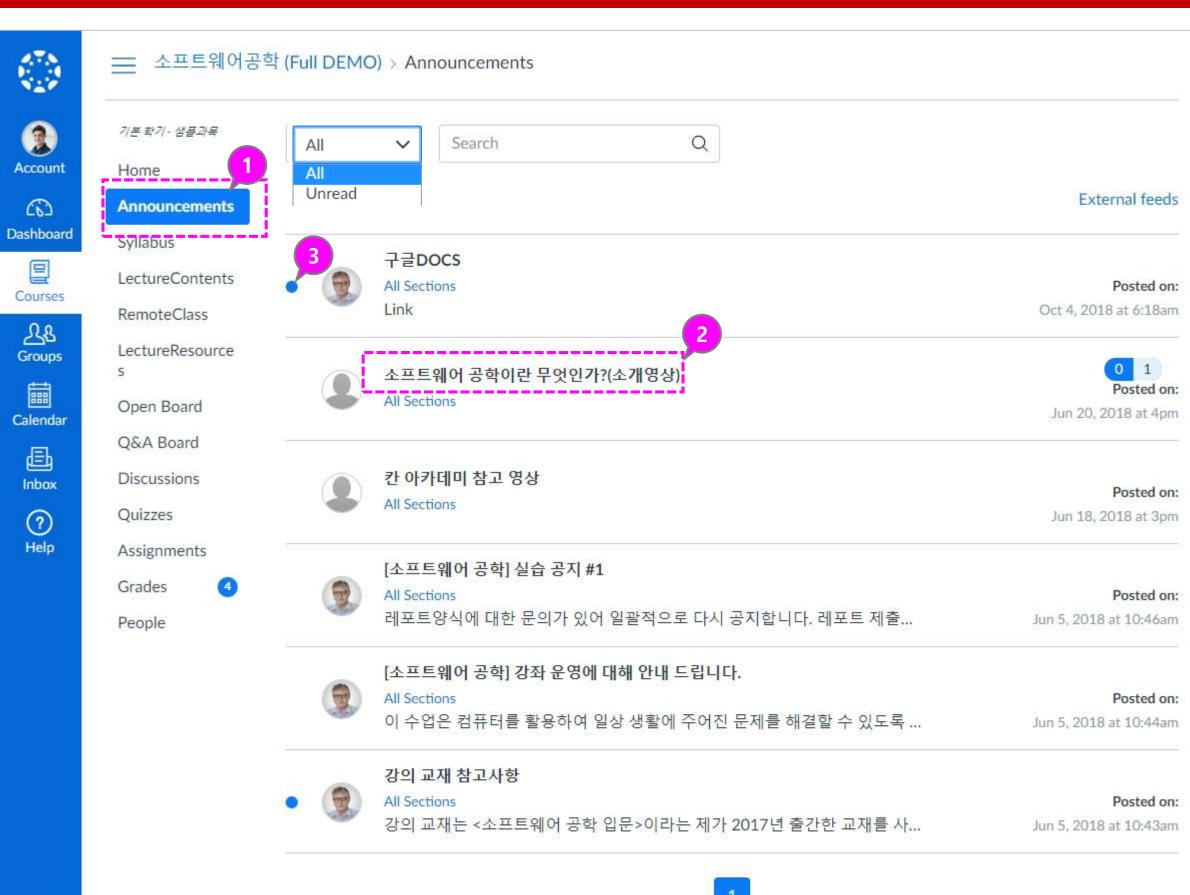
#### **4** Recent feedback

Complete

 If a recent evaluation or feedback comment has been written for the submitted assignment, it will be displayed.







### **1** Announcements Menu

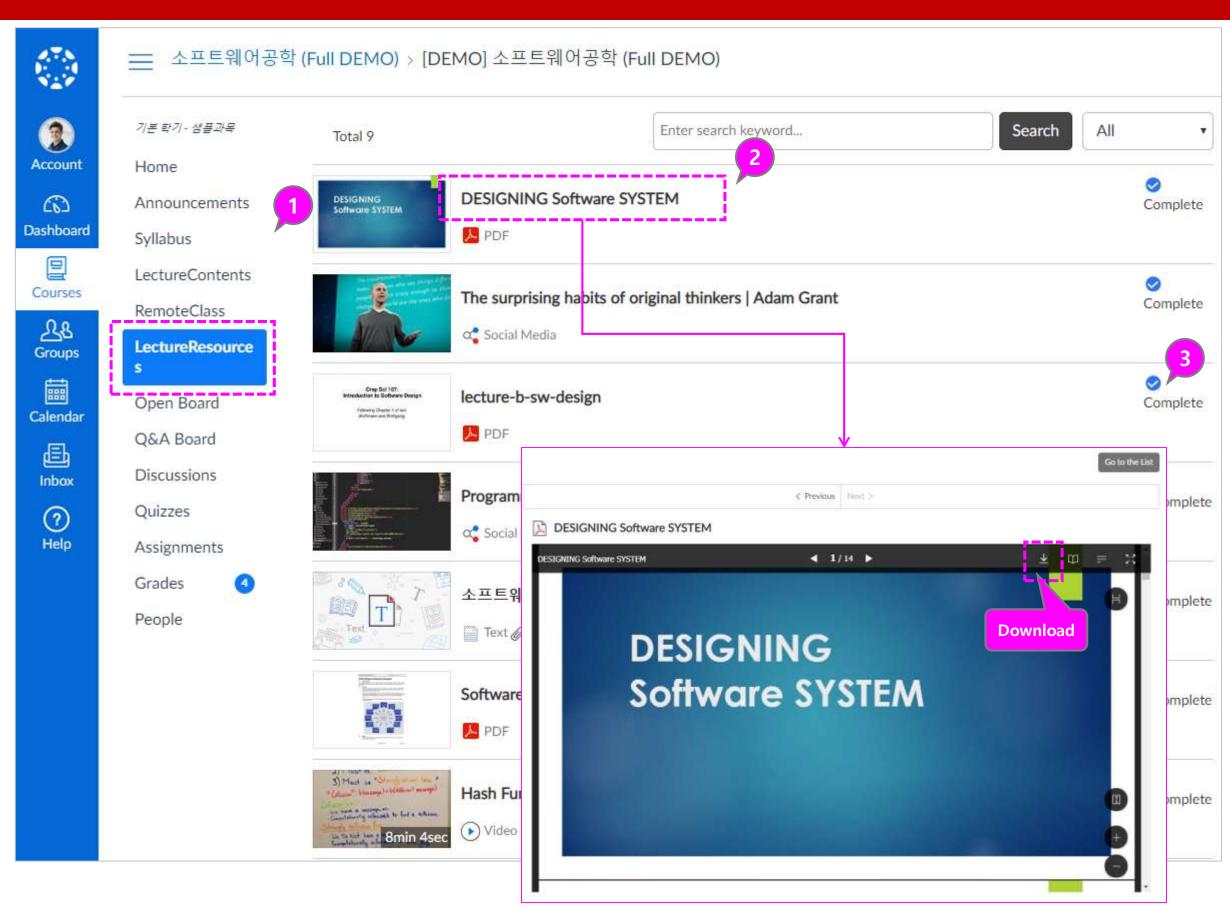
- You can see the announcement post in the 'Announcements' menu in the course menu.
- You can also check the newly posted announcements on the course home or on the dashboard and go directly to the post.

#### **② View Announcements**

• Click the title to view the announcement details.

### **3 Unread posts**

- Posts that have not yet been read will appear in front of the posting list with a new mark.
- You can check the unread text only by using the filter at the top.



### **1** Lecture Resources

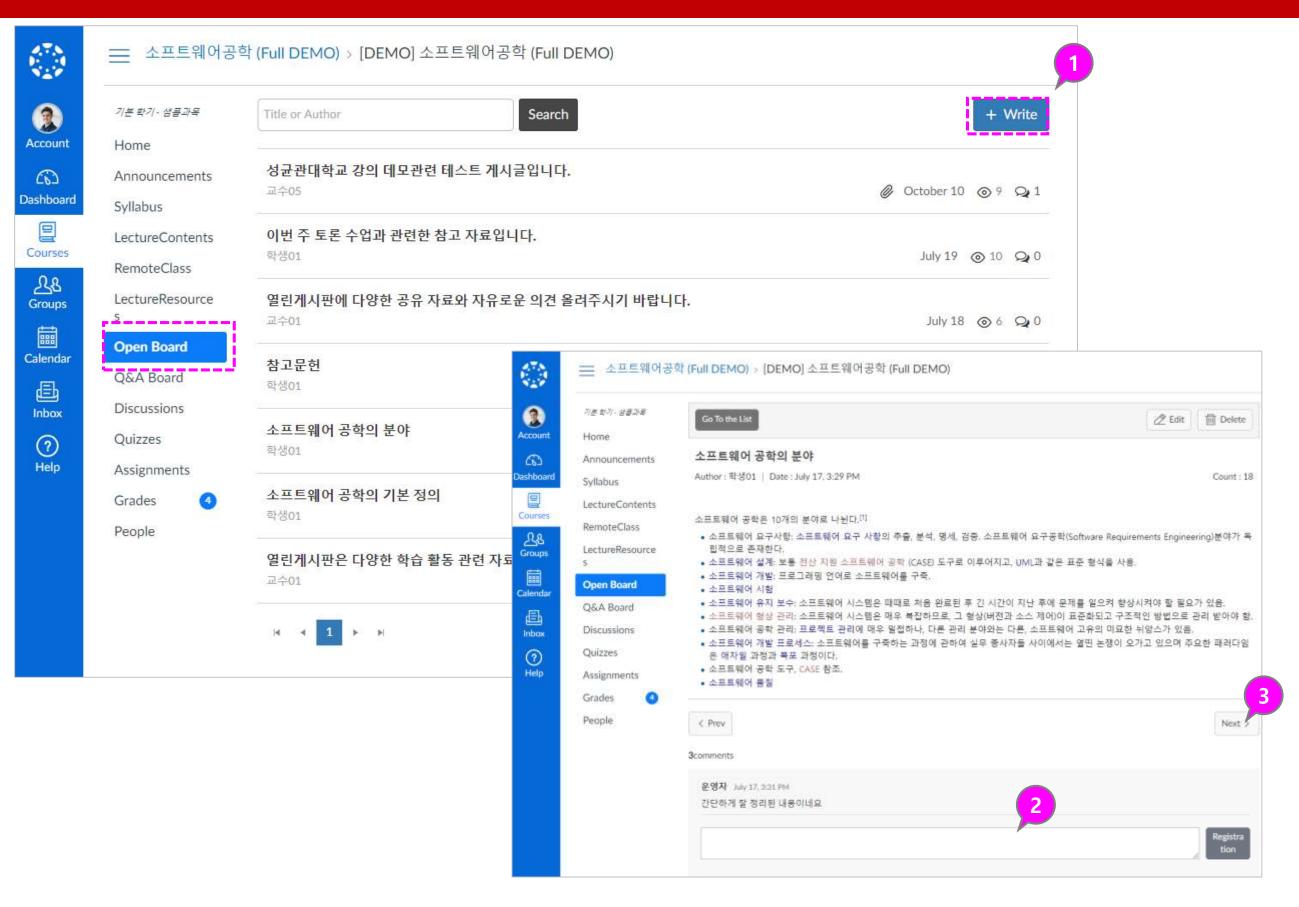
 You can view or download Lecture Resources by selecting 'Lecture Resources' from the course menu.

#### **② View Lecture Resources**

- Click on the thumbnail or title of each Lecture Resource to go to the details view.
- Depending on the type of Lecture Resources, viewers or downloads, links, etc. can be displayed, and documents and file materials can be downloaded.

### **3 Show Completed Status**

 When you download or watch Lecture Resources, you can see what has not yet been viewed by marking it complete.



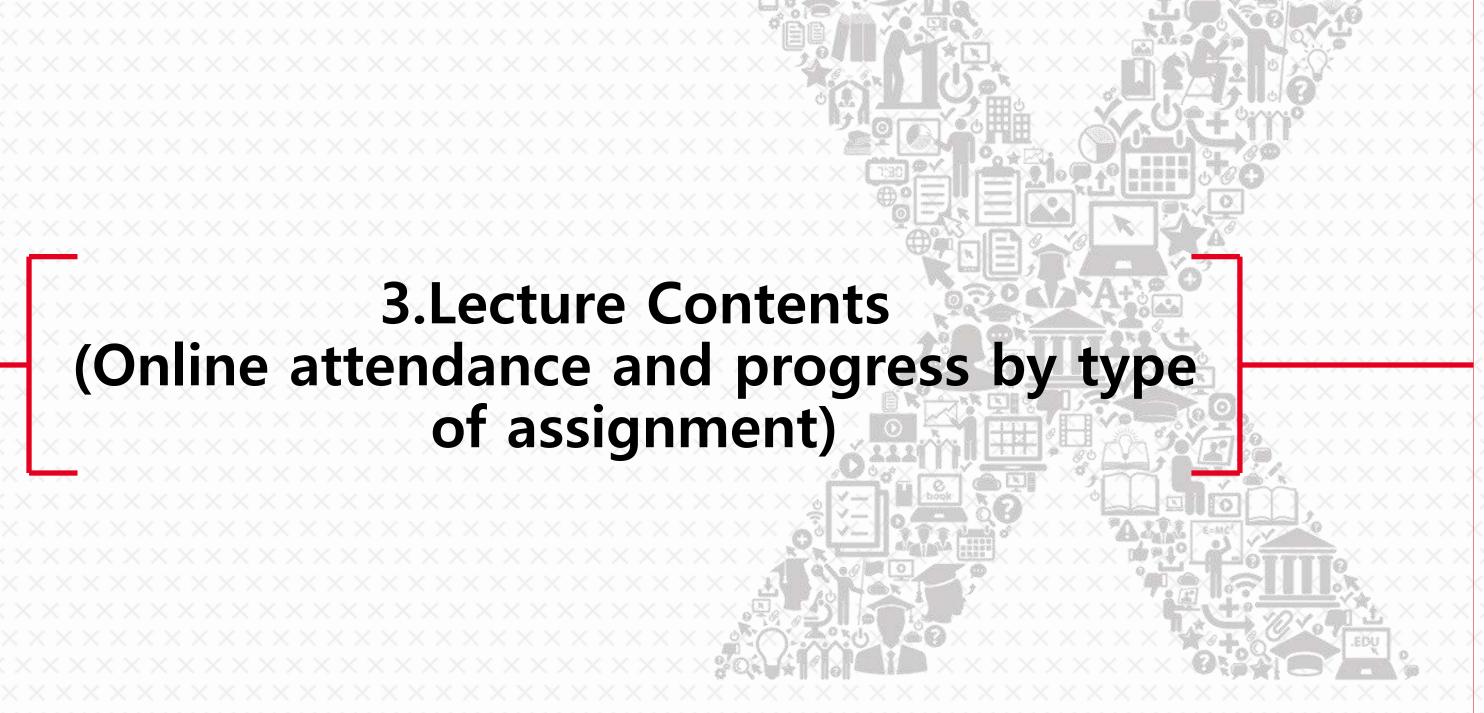
### ① Write a post

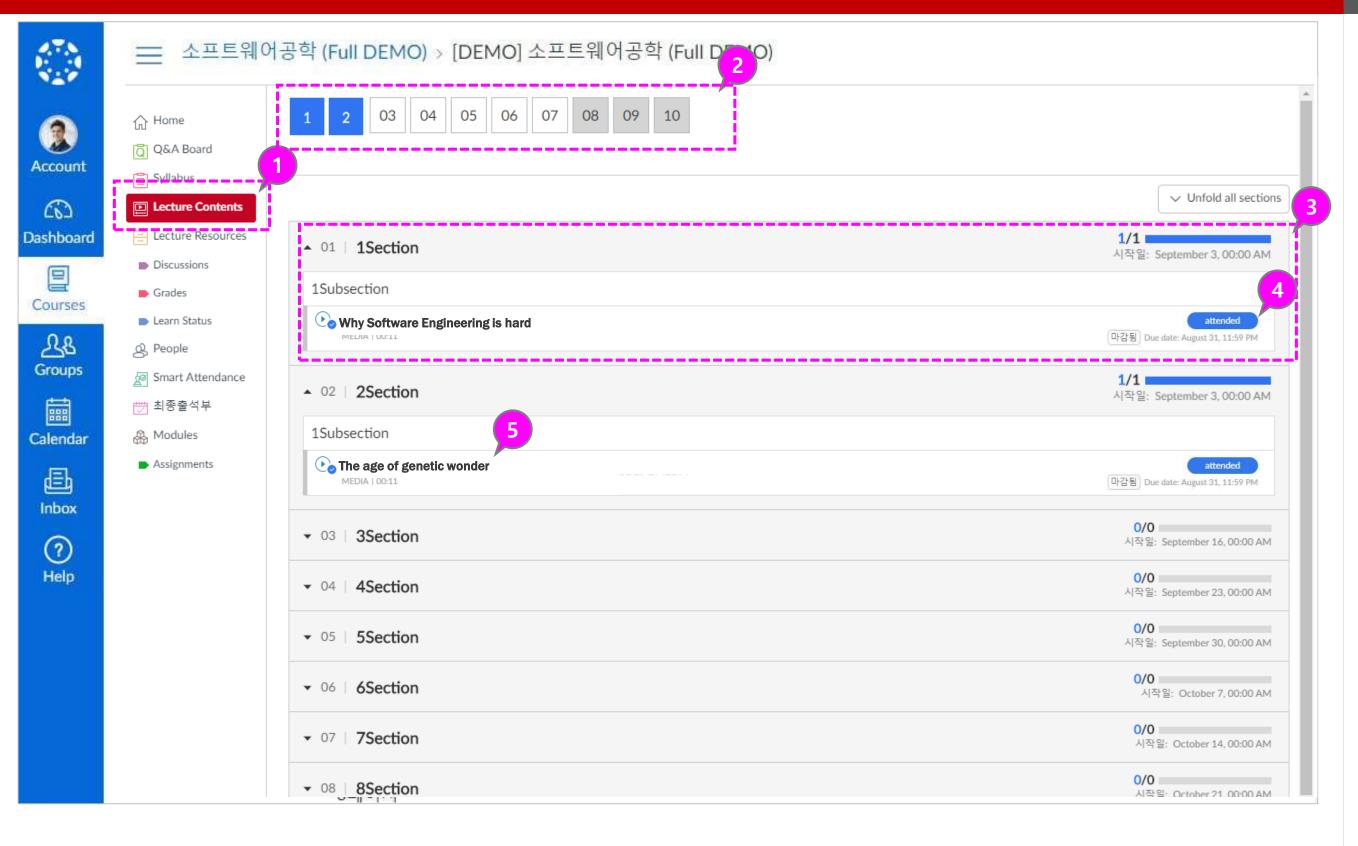
 You can create new post and write comments for each post in the Q&A board menu.

### ② Go to post view

 You can browse the post by moving to previous / next button continuously.







#### 1 Lecture Contents menu

 If the instructor has organized the lecture content for each week within the subject, you can proceed to weekly lecture in Lecture Contents menu.

### **② Overall Week Learning Status**

- The whole Week Learning Status area displays each Week block according to the number of weeks that you have been teaching and published, and all the lessons in each Week are displayed in blue when completed within the specified period.
- You can select the Week block and move to the Week. At the top, the progress rate for the whole learning history is displayed as progress bar and percentage.

# **③ Contents configuration and information for each element**

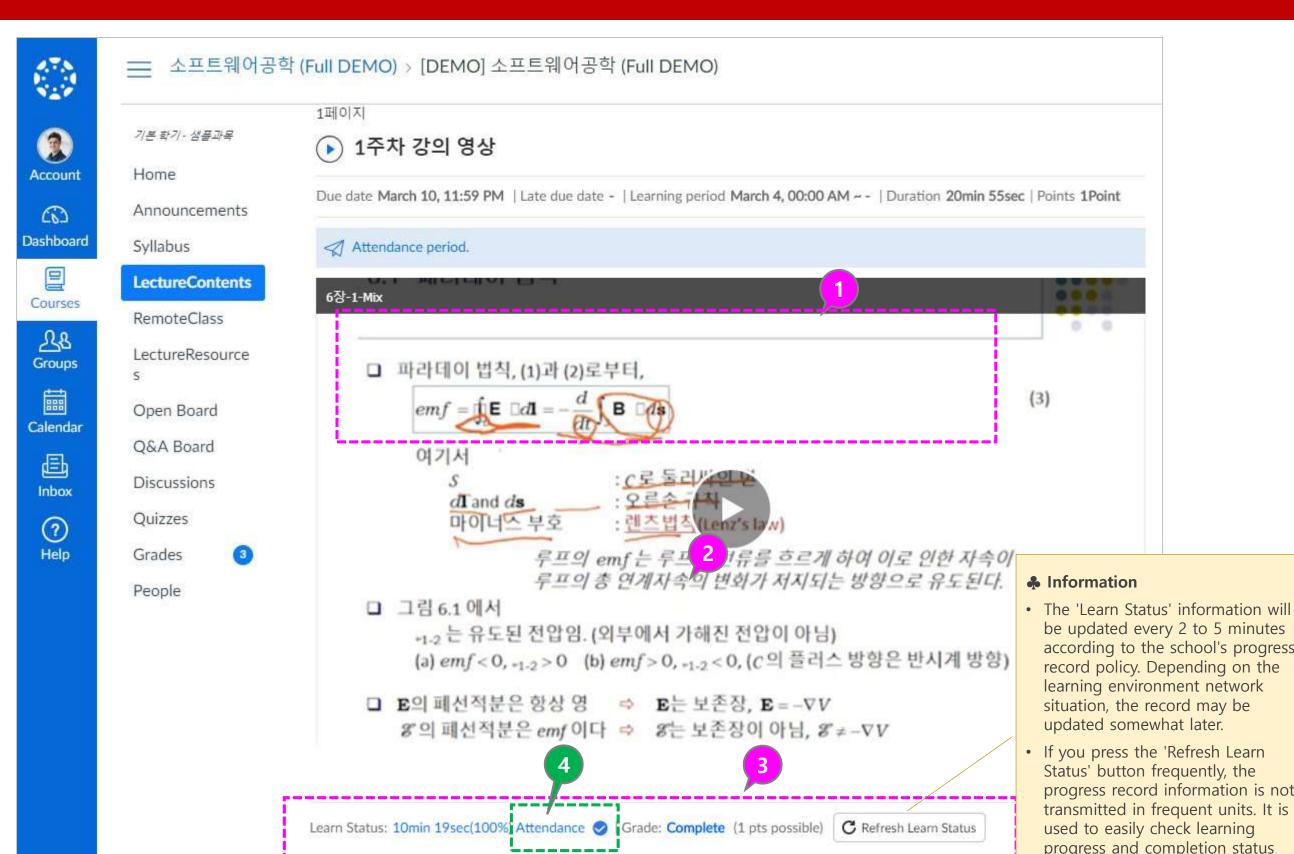
- On the right side of the Week title, the period of attendance for the week is displayed.
- The learning items that are configured in the page are displayed with a icon, title, acknowledgment of attendance or deadline, and period of reading and grading for each type.

# 4 Display of learning completion status

 When the learning is completed, mark the status as 'attended' on the right side.

### **5** Learning

 Click the title of each item to go to the learning page.



### (1) Check the duration and basic information of the lecture video attendance

 The attendance and lateness period and the viewing period at which you can start study are displayed.

### **② Playing a video of a lecture**

- Click the play button in the center of the lecture video to watch the video.
- Check progress record and update learning status information

0 0

be updated every 2 to 5 minutes

record policy. Depending on the learning environment network

situation, the record may be

If you press the 'Refresh Learn

progress record information is not

transmitted in frequent units. It is

Status' button frequently, the

used to easily check learning

viewing page or refresh.

progress and completion status even if you do not get out of the

updated somewhat later.

according to the school's progress

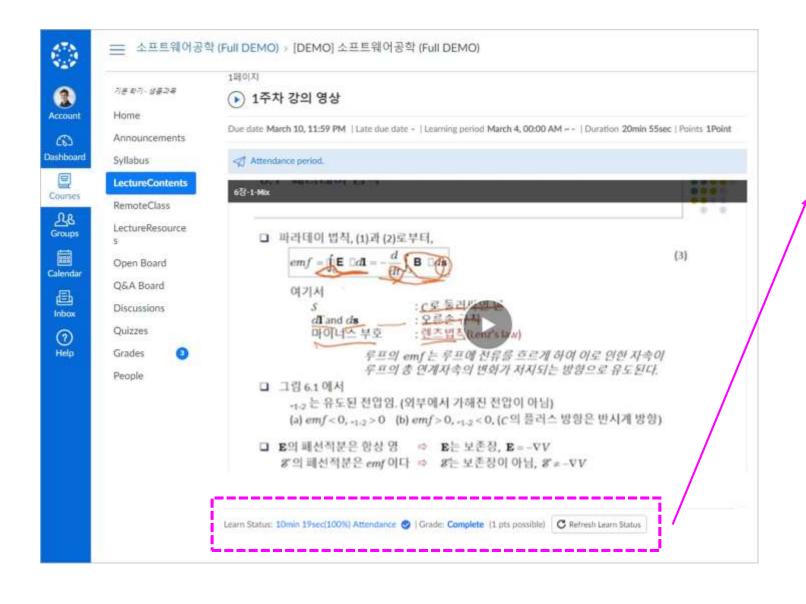
 In order to check the progress check and learning completion status, you can check the learning progress status by clicking the 'Check learning status' button at the bottom of the image.

### **3** Checking attendance

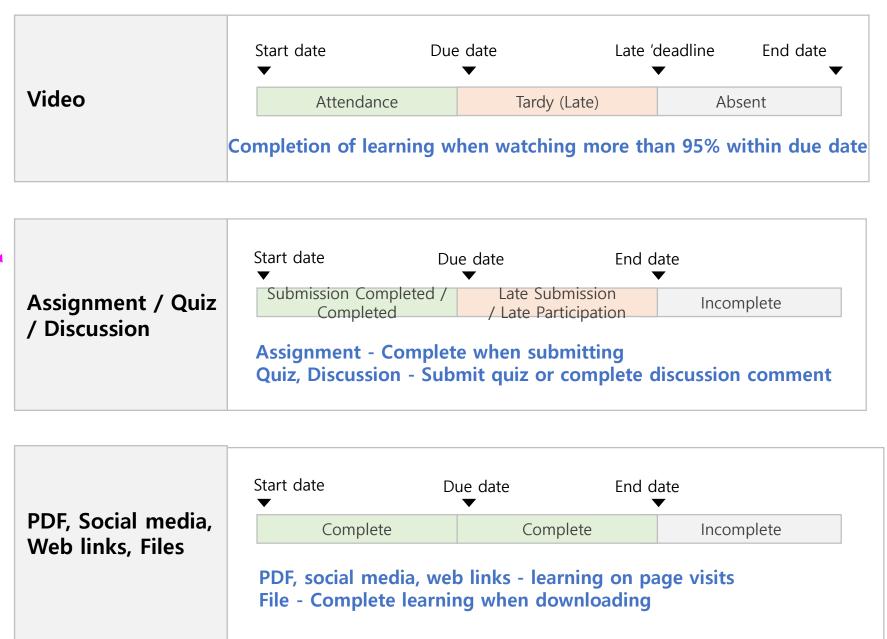
- If you have watched more than 95% of the video during the attendance period, you will be shown as completed and 'attended'.
- If you have not been able to watch within the due date, you will automatically be marked as "absent" after that time period.

# [Additional Guide] How to check progress and display completion status by learning material type

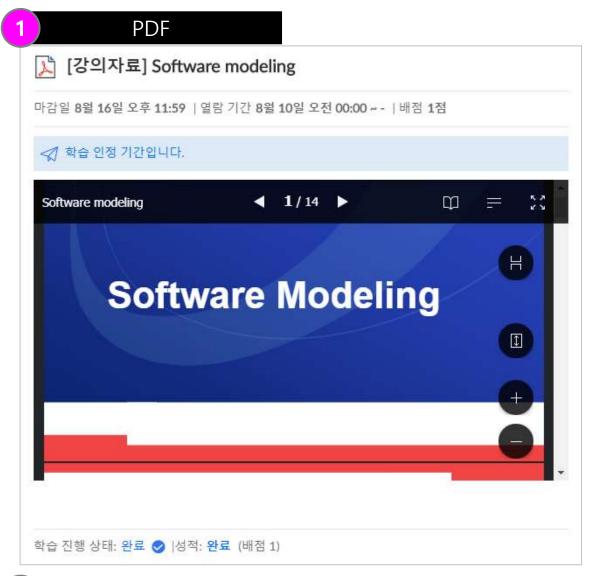
• How to check the status of completion and attendance check for various learning elements within the course content.



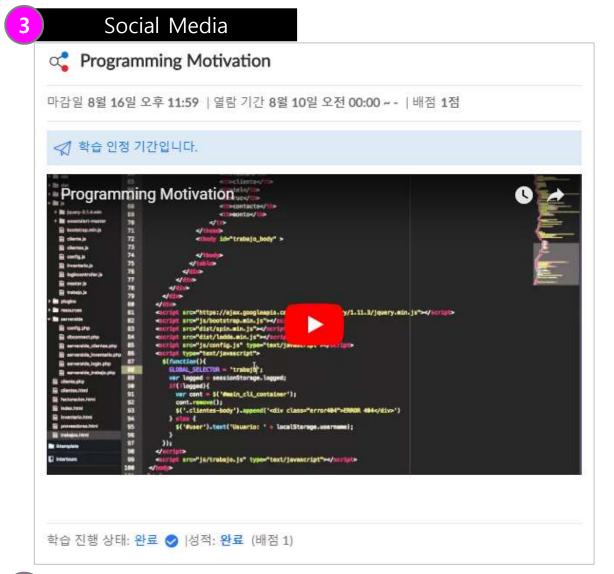
# Attendance by type



# **Learning the lesson materials**









### **View Learning Materials**

 In the contents of the lecture contents, click the item of the material you want to study and move to the learning screen.

### ① PDF

- PDF types can be viewed directly within the page using the PDF document viewer,
- If necessary, you can download the material by clicking the download link.

### ② File

 The learning material of the file type is provided as a download link and can be downloaded by clicking on the title of the material.

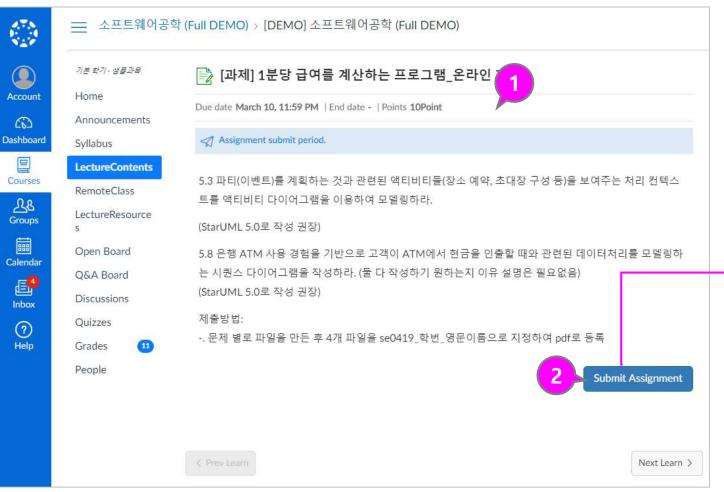
### **3** Social media

- YouTube, TED, and other social media types can be viewed and viewed right from within the page.
- Unlike regular lecture videos, even if it is an image-type social media, the progress is not checked in time units.

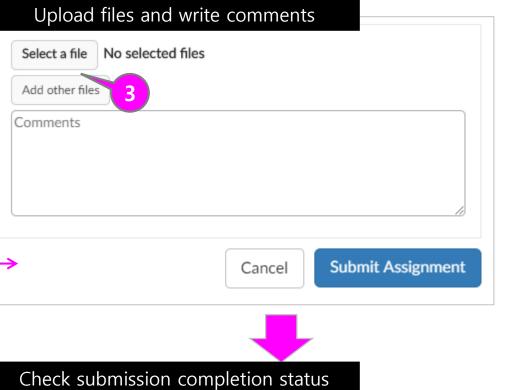
#### 4 Web link

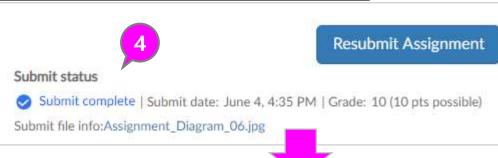
 Link-type material is learned by clicking on the link and going to a web page or site.

# Submit an assignment





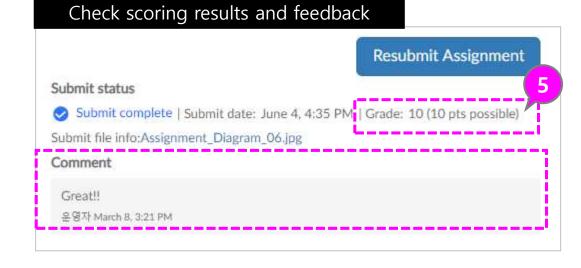




#### Information

The assignment will still be visible in the assignment list, even if submission is complete.

If you submit the assignment again, you will only be able to view the most recent submission. However, the instructor can view all submissions, including previous submissions.



# (1) Identify the submission requirements and descriptions

 At the top of the homework page, review the basic requirements and descriptions, such as submission deadline, review period, rating, and submission type.

#### 2 Submit an assignment

 To submit an assignment, click the submit assignment button to submit the assignment.

# ③ Select a file → Submit assignment

- Select a file and upload it.
- When you're ready to submit, click the "Submit assignment" button.

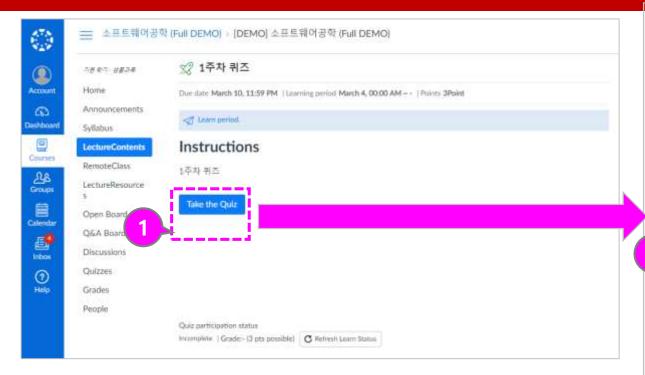
#### **4** See results submitted

- When you submit an assignment, information about the submission is displayed at the bottom.
- If the task allows the submitter to resubmit, you can resubmit the edited assignment using the Resubmit assignment button.

# **(5)** Check scoring results and feedback

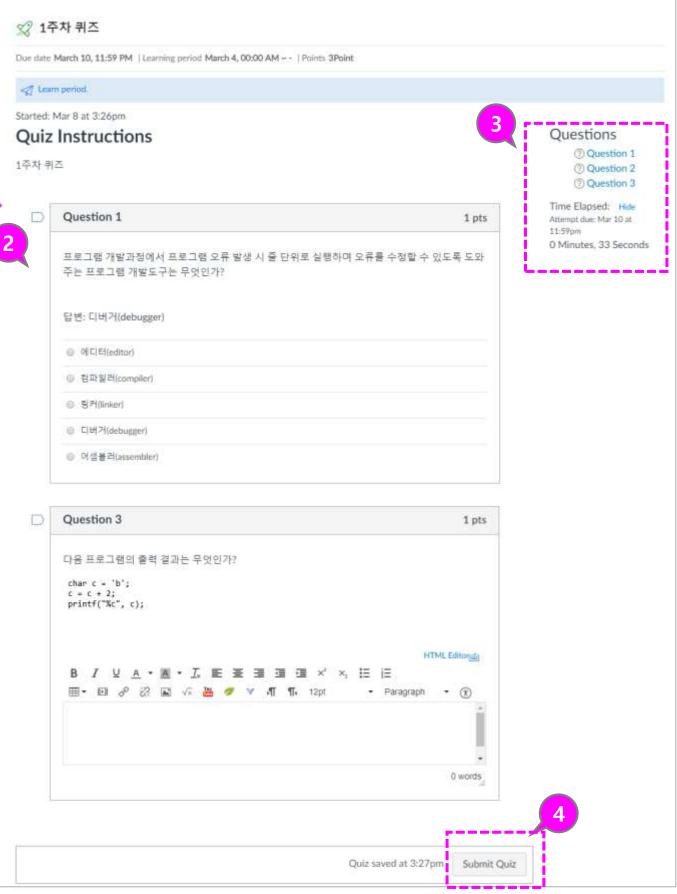
- When the teacher marks the submission, the number of the task that has been graded in the grade link on the subject menu is displayed as a badge.
- You can also view details about the assignment and see links to additional feedback on the sexual pages.

# Quiz





- In the case of a time-limited quiz, the timer continues to run even if you interrupt it, and the quiz is automatically submitted when the time is up.
- If you allow your browser to leave the quiz, you can pause the quiz by closing the quiz page.
- When the quiz is ready to start again, the quiz will resume where it left off



### ① Check quiz requirements / explanations and participate in quizzes

 Check the basic requirements and explanation contents such as the quiz submission deadline, the reading period, the score, the number of questions, and start the discussion by selecting the 'Take this Quiz' button.

### ② Solve quiz questions

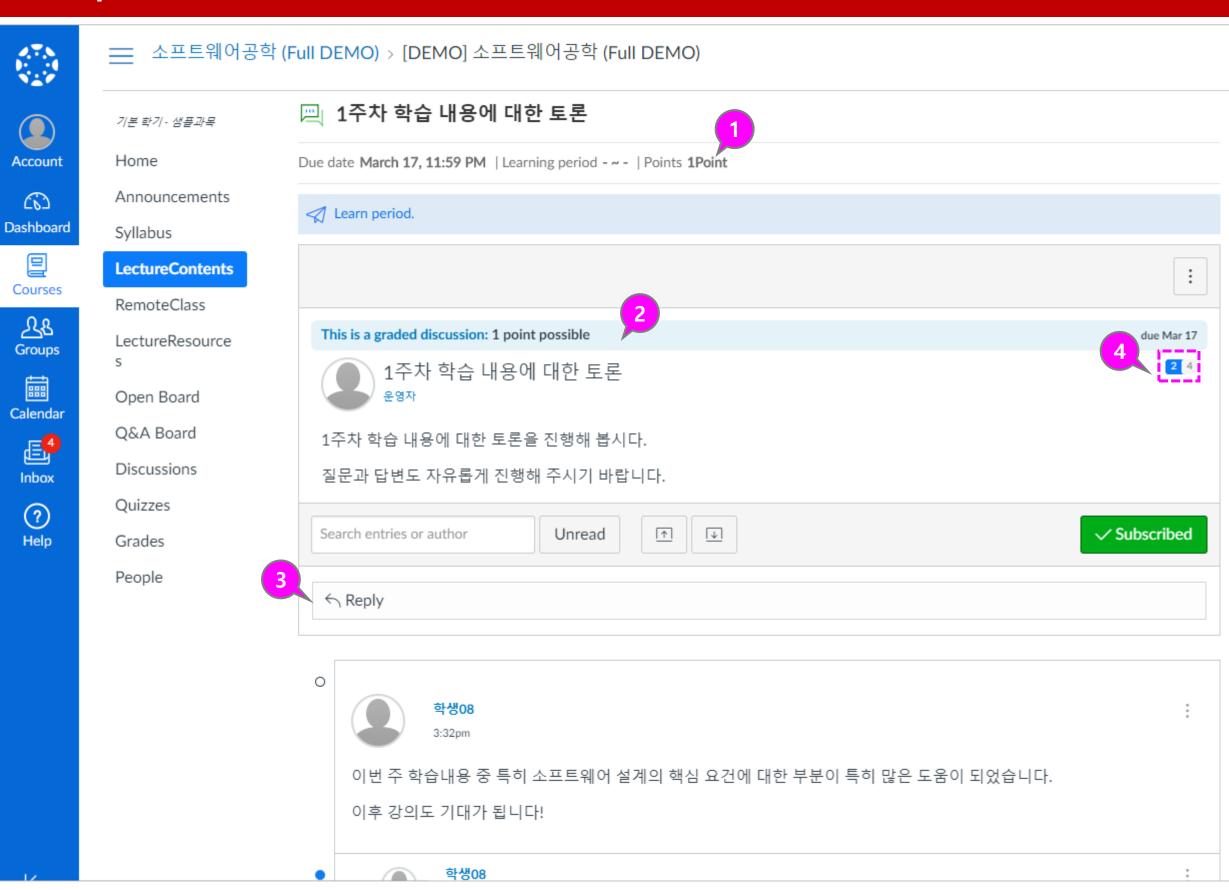
 A quiz basically shows all the questions on one page. Depending on the setting of the instructor, one problem may be displayed.

# **③ Check the status and elapsed time**

 On the right side, you will see whether the item is solved by item (check) and elapsed time.

### **4** Submit quiz

 Once you have completed your quizzes, you can submit a quiz and view the results.



# ① Checking discussion participation requirements and descriptions

 At the top of the discussion page, review the basic requirements and descriptions, such as submission deadline, viewing period, rating, and submission type.

### **② View Scored Discussion**

- If the topic is a scoring subject that is included in the grade, additional information will be displayed at the top.
- Scoring Target Discussion Information: Additional information will be displayed, such as a scoring target discussion, points and deadlines.

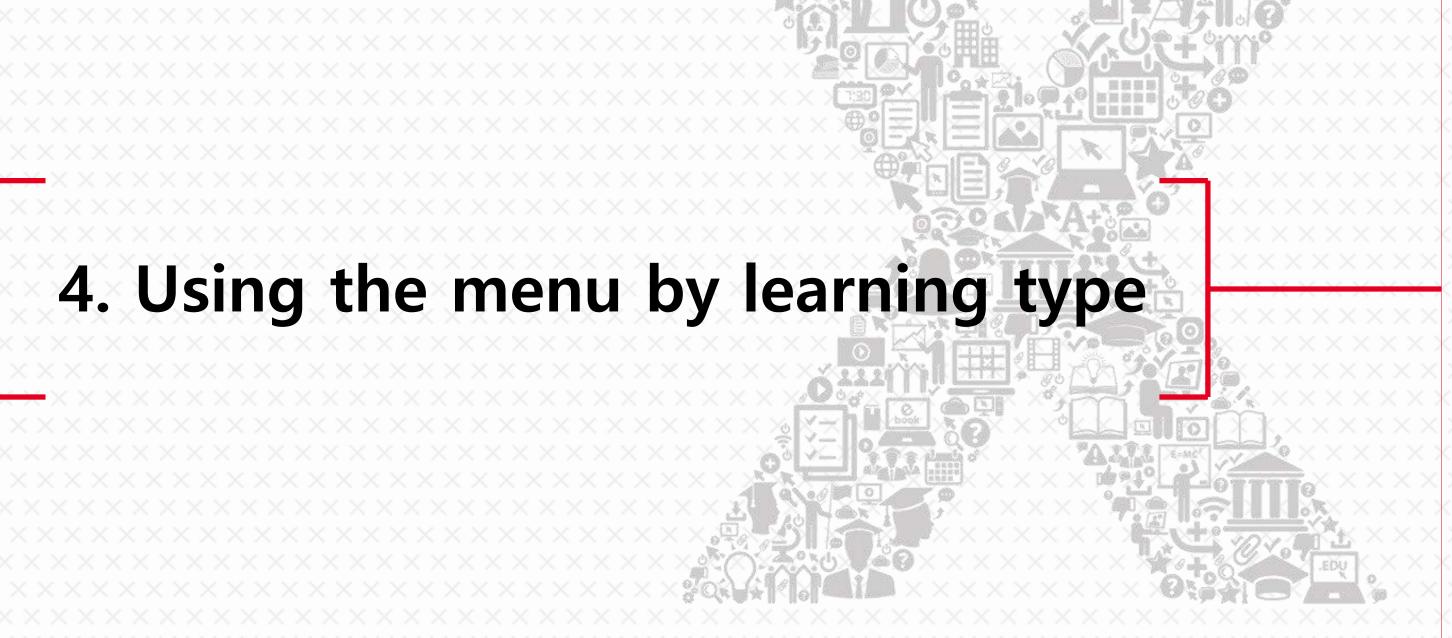
#### **3** Write a comment

 You can create additional comments by selecting the "Comment" area at the bottom or "Commenting" for each comment.

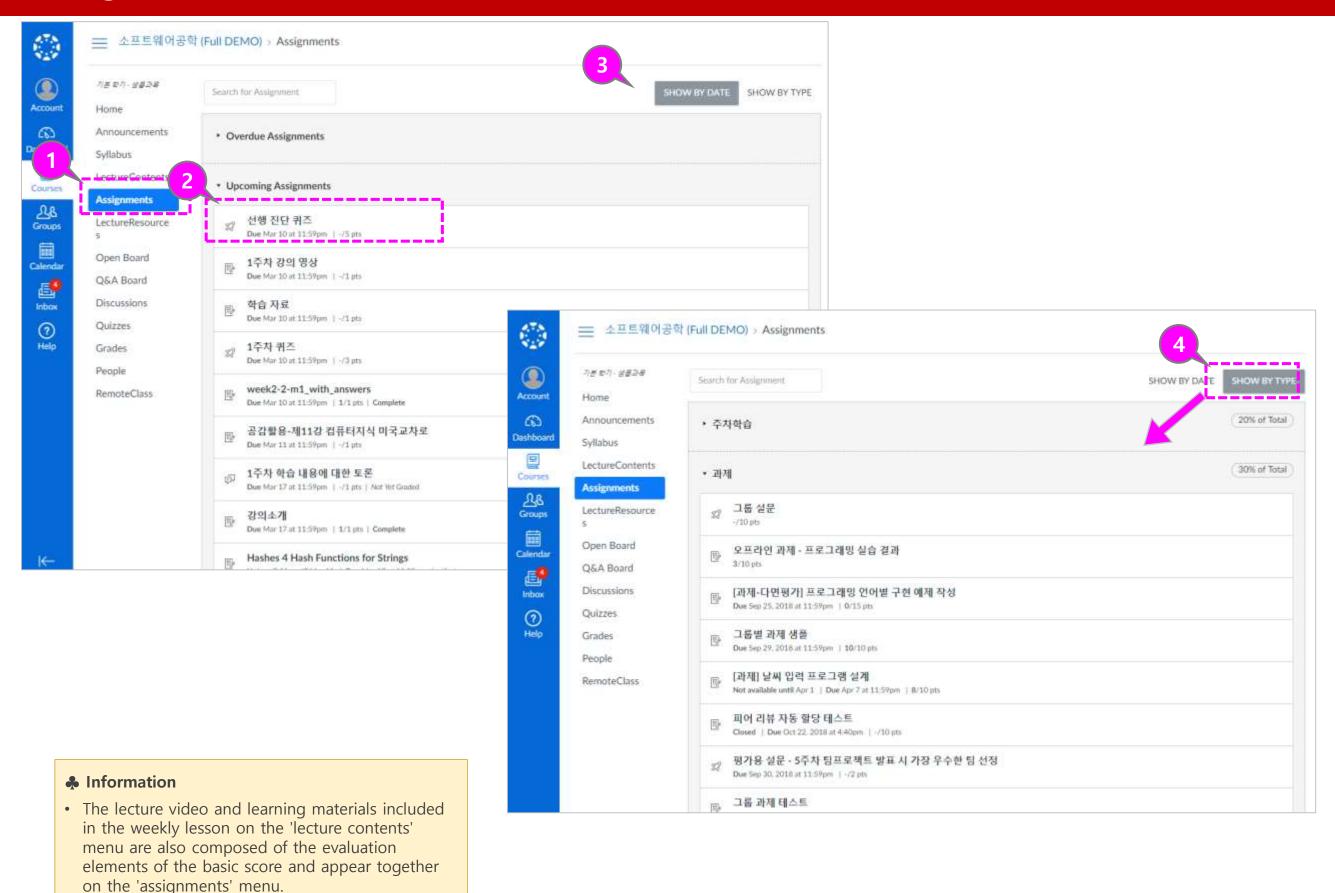
#### **4** See unread new comments

- The top of the discussion content and the lecture content list will show the total number of comments and unread comments.
- You can revisit the discussion page to see your new comments and add additional comments. (You can only add comments within the time period allowed for commenting.)





# **Assignments**



### 1 Assignments

- In the Assignments menu, you can view all of the learning elements, including assignments and grades.
- On the subject menu, click the Assignments and Assessments link.

# ② See summaries by assignment

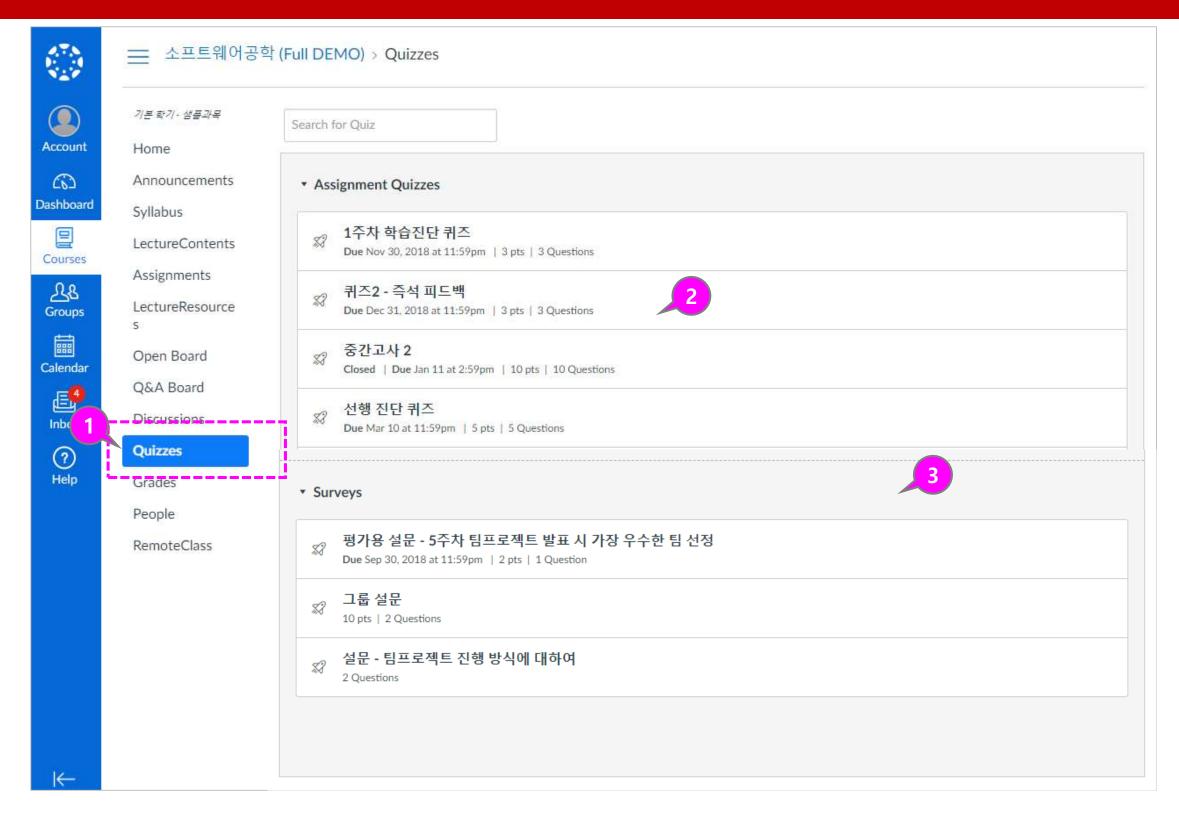
- You'll see an icon that identifies the type of assignment and rating element.
- Information such as the title of the assignment, the deadline / deadline, and the marking and completion status are displayed.

### **3** View on fly

 Basically, assignments are grouped by date, delayed assignment, scheduled assignment, date-less assignment, and past assignment.

### **4** View by type

 You can switch to groups for each type, such as assignment / discussion / parking learning.



### 1 Quizzes Menu

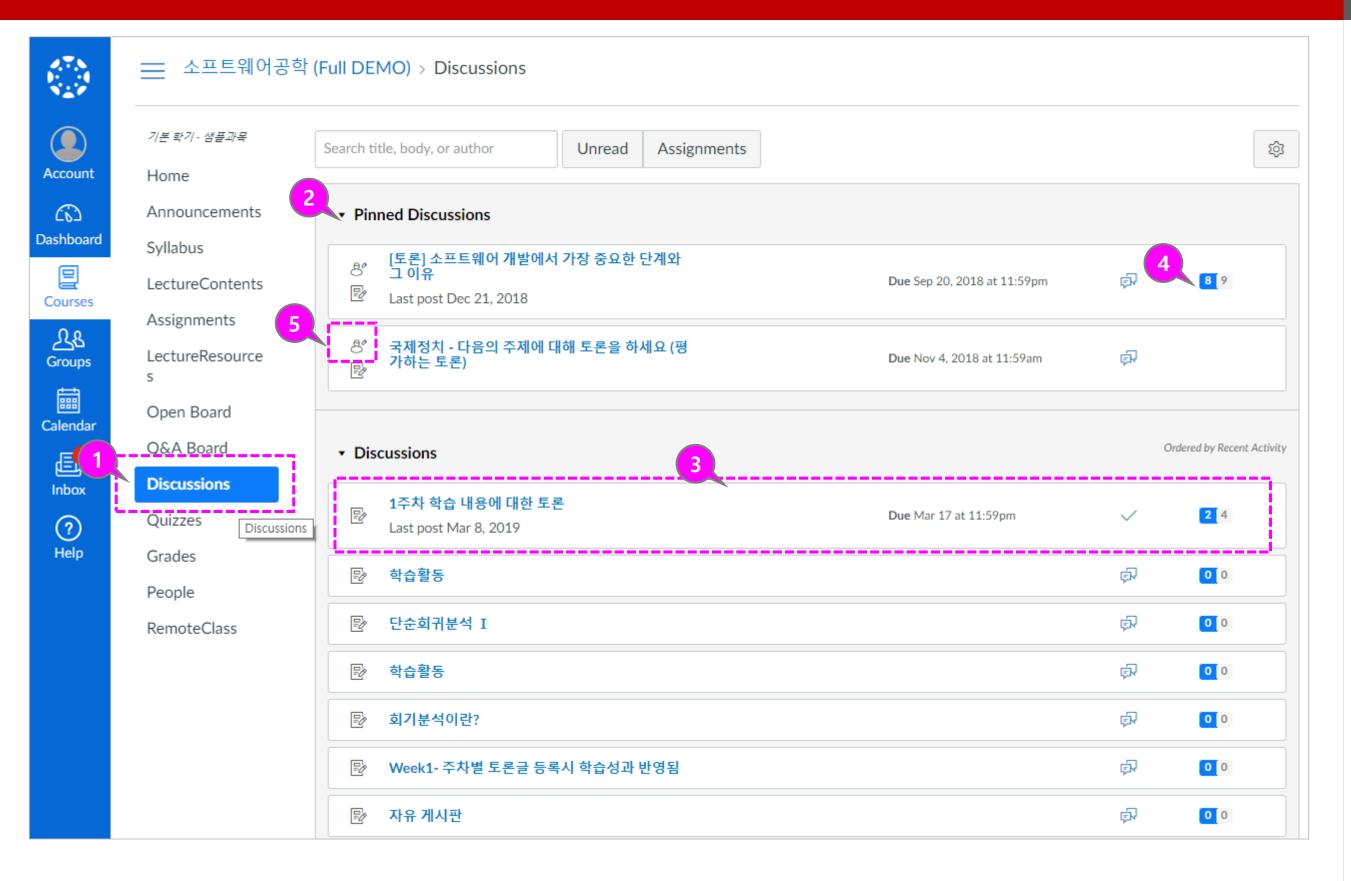
- All the quizzes and questionnaires included in the course can be collected and viewed.
- All parking learning quizzes
   / exams / surveys in the
   'Lecture Contents' menu are
   also displayed.

# ② Basic information about quizzes

 The Test and Survey List page displays the name of each quiz, the availability date of the quiz, the quiz submission deadline, the quiz rating, and the number of questions included in the quiz.

### **3** Sort list

- Quizzes are sorted by default. Depending on the teacher's settings, there may be quizzes that do not specify a due date.
- If there are surveys, they will be displayed in a group separated from the task type quiz.



#### 1 Discussions menu

 In the Discussions menu, you can see all of the discussions you've added as a weekly lesson in the "Lesson Content" menu, as well as all of the separately created discussions in the "Discussions" menu.

#### 2 View a list of Discussion

- Discussions consist of three main areas.
- **Discussion:** General discussion.
- Pinned Discussion: Pinned discussions are fixed discussions that are intended to be displayed at the top to allow the instructor to specifically participate.
- Comments Closed discussion: Instructor randomly quit or end of use date
- Discussions are sorted by recent activity. This section will only display the title of this section if there is a discussion.

#### **③ View discussion summary**

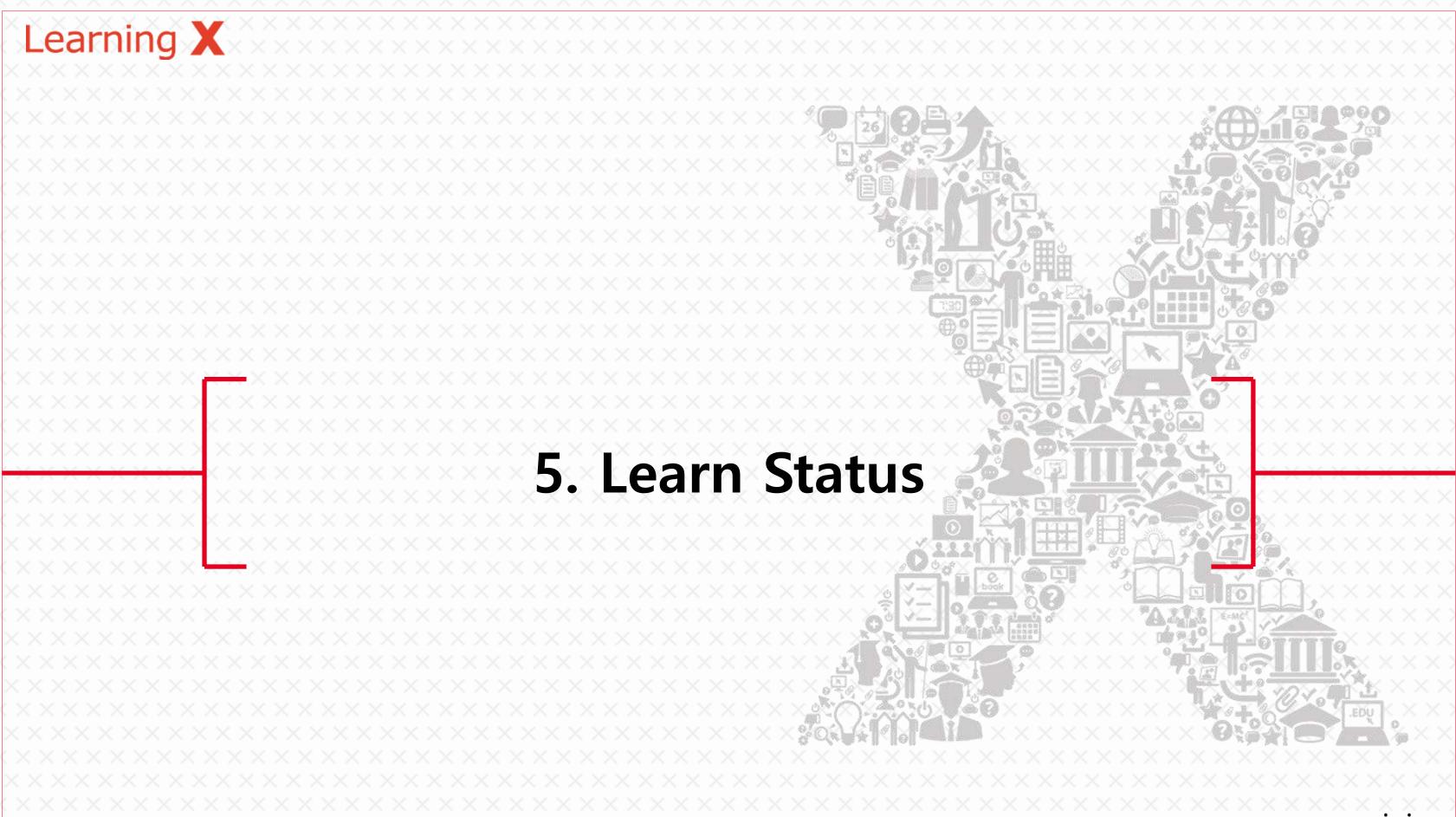
 Each discussion will show the title, the date of the last discussion post, the deadline, the number of unread comments / the total number of comments in the discussion, the availability of discussion subscriptions, and the availability date.

#### **4** Check unread comments

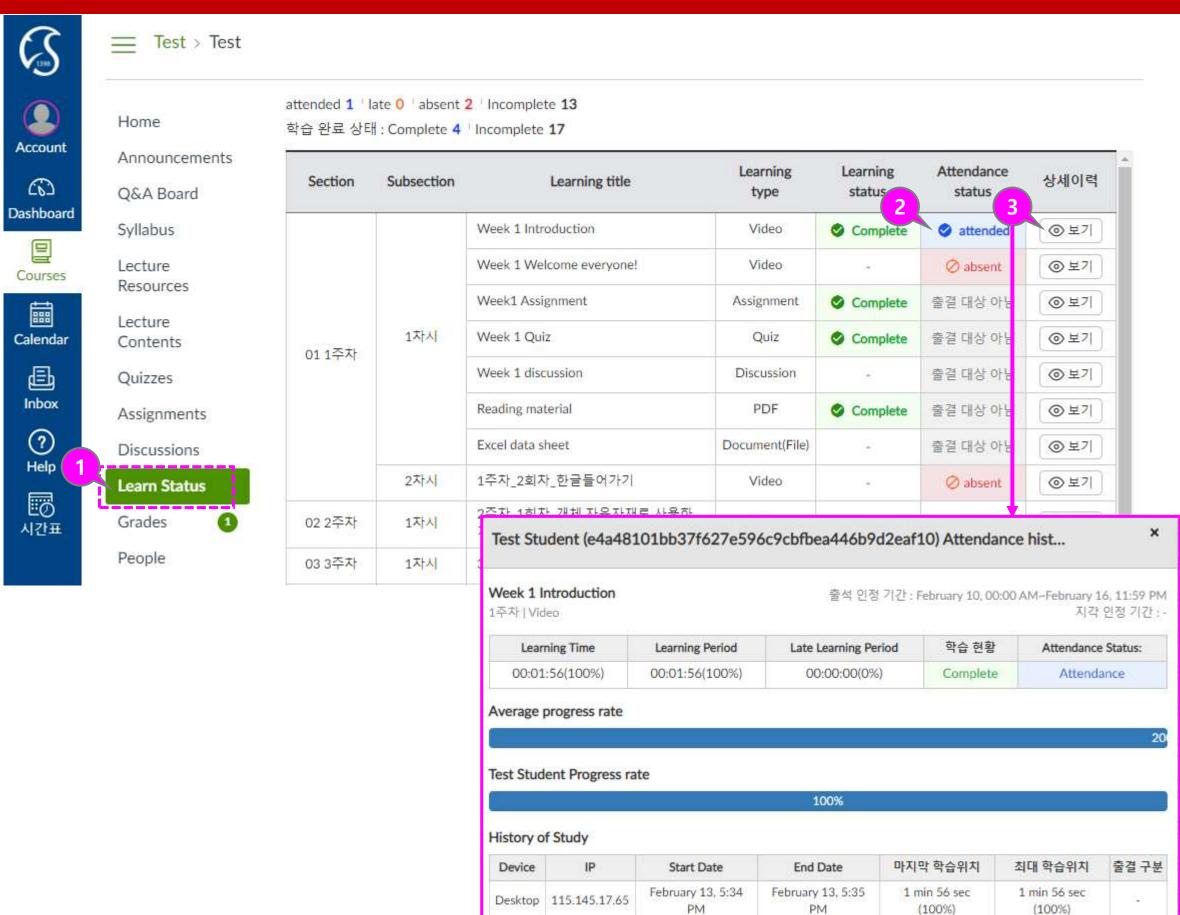
- Unread icons next to discussions indicate unread discussions.
- Discussions without group discussions and comments will not show the total number of unread posts.

#### **5** Peer review discussion

 For discussions presented in peer review discussions, peer review icons are also displayed when peer reviewers are targeted.



# **Check your Learn Status**



### **1** View your Learn Status

 The subject's Learn Status page shows the attendance status for all lecture contents in the subject.

### **② Checking attendance**

- If you have watched more than 95% of the video during the attendance period, you will be shown as completed and 'attended'.
- If you have not been able to watch within the due date, you will automatically be marked as "absent" after that time period.

### **③ Checking History of Study**

 You can check with which device, when, and how long you have watched the lecture video in this menu.