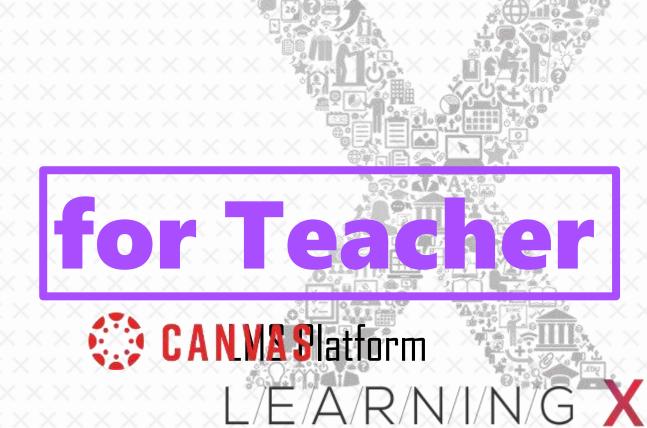


Quick Guide

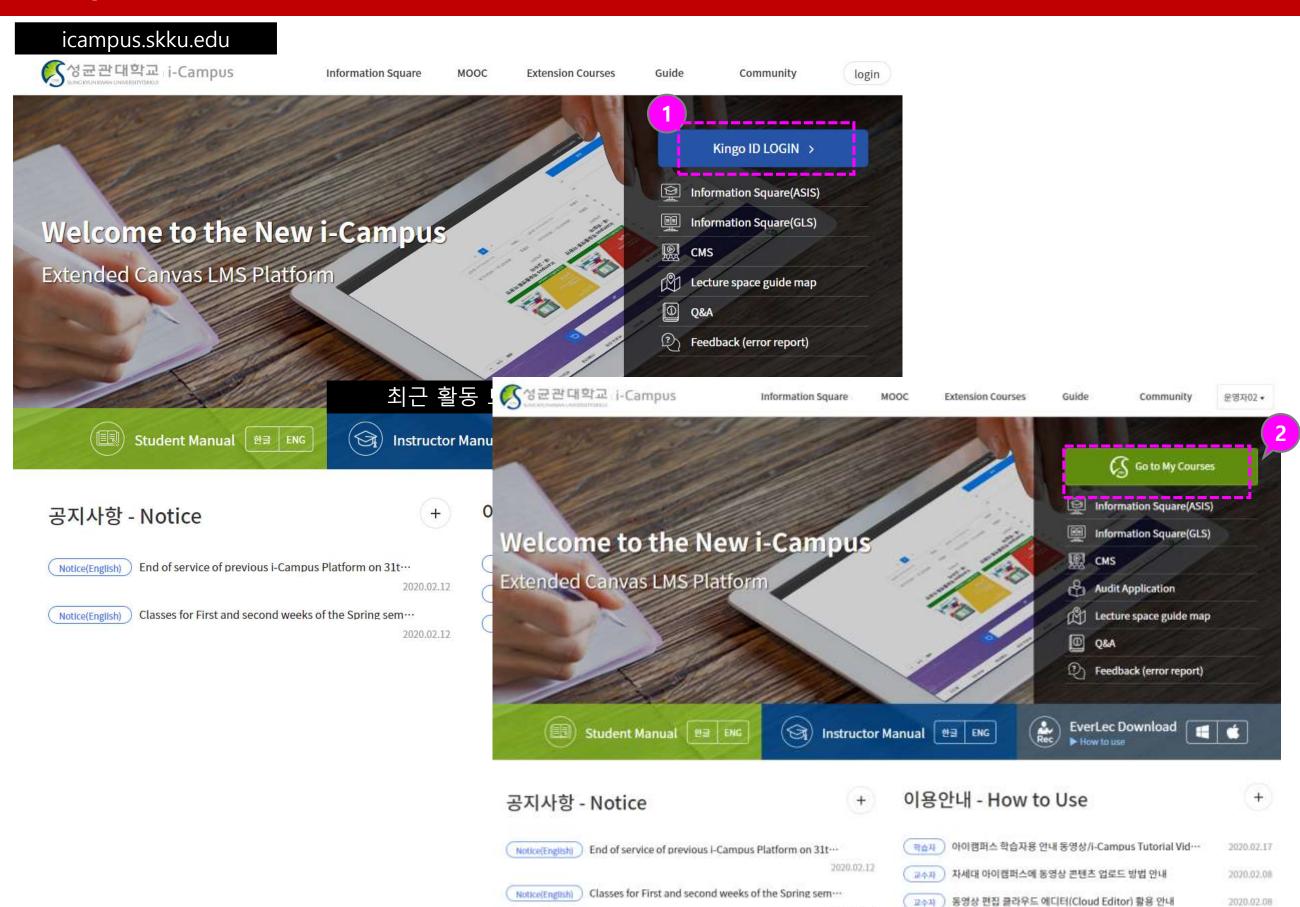






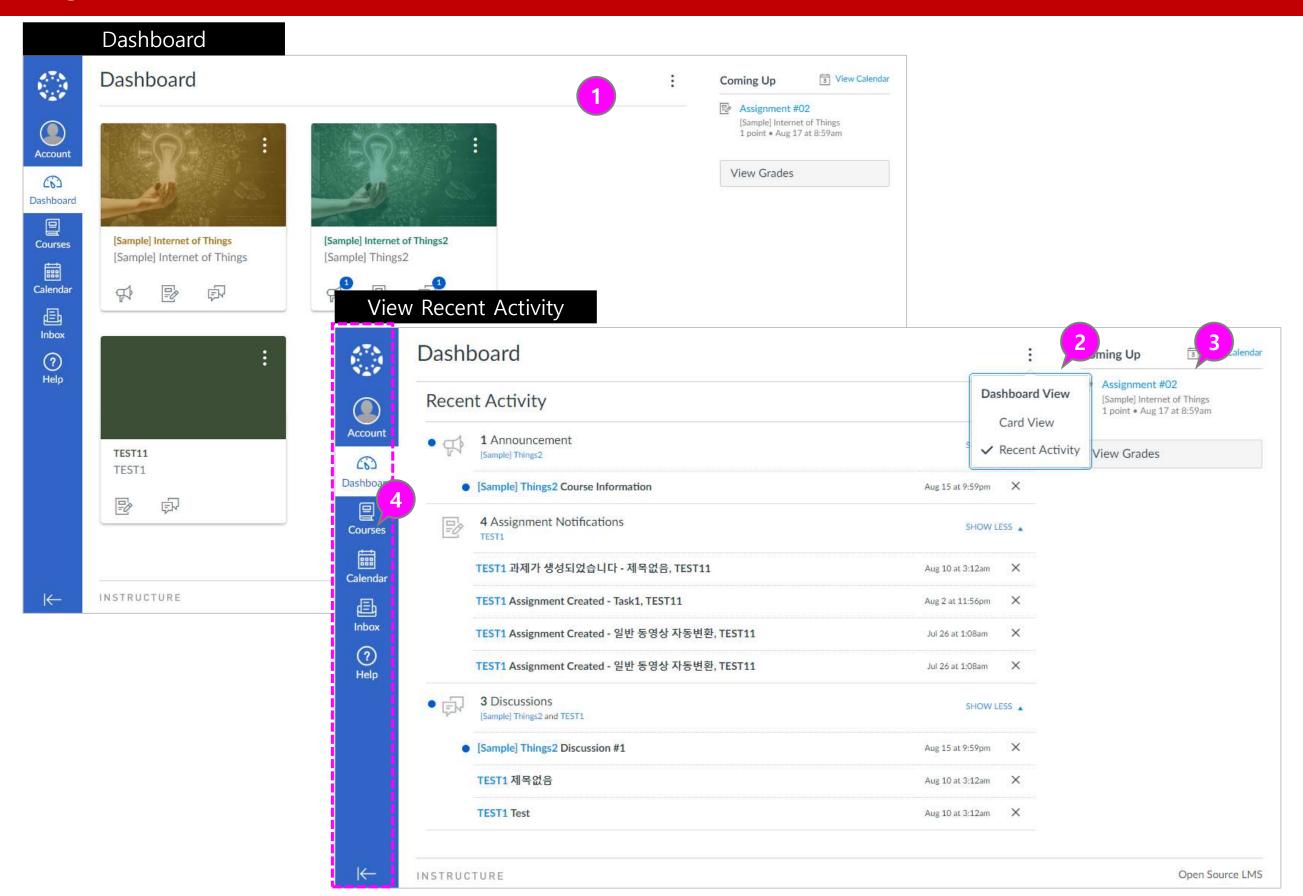
L/E/A/R/N/I/N/G X





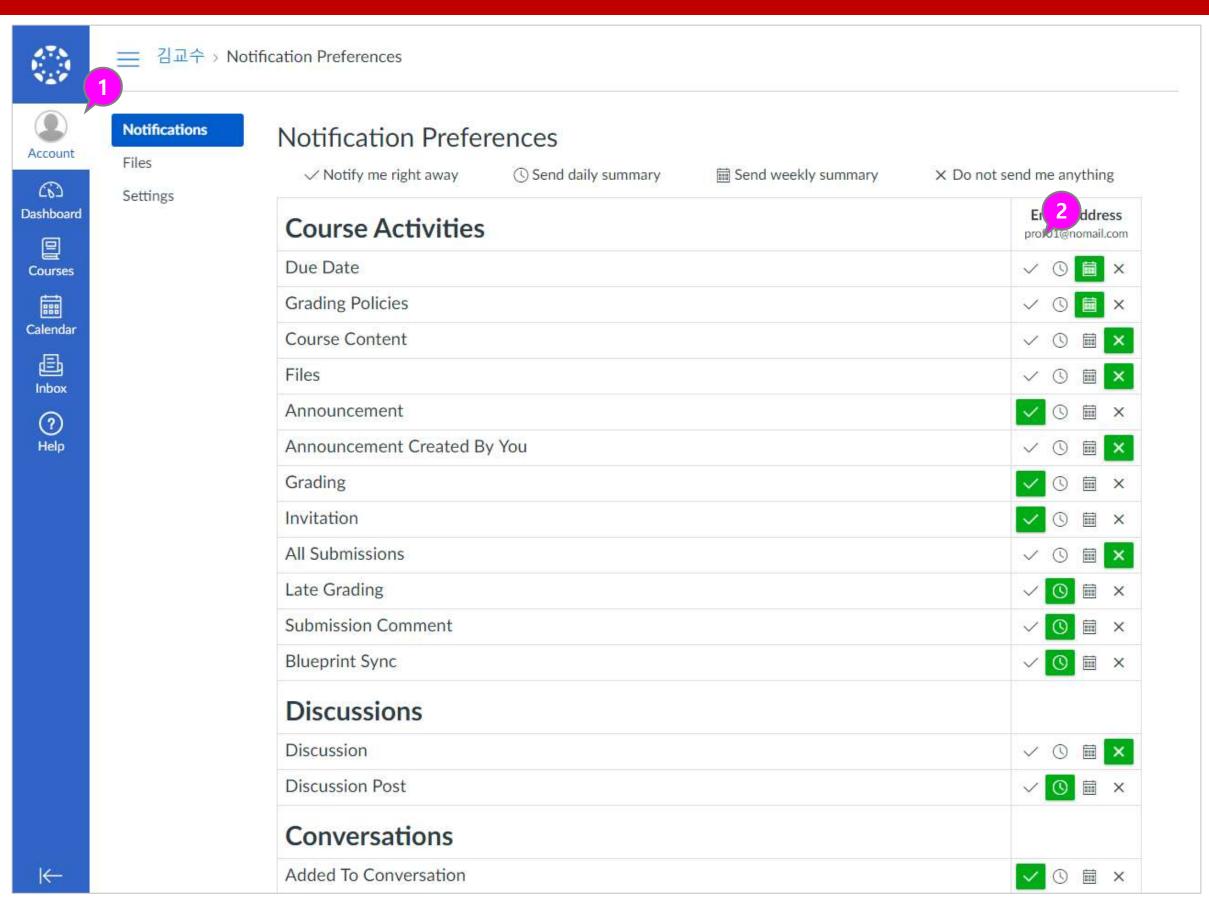
2020.02.12

- 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.



- 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

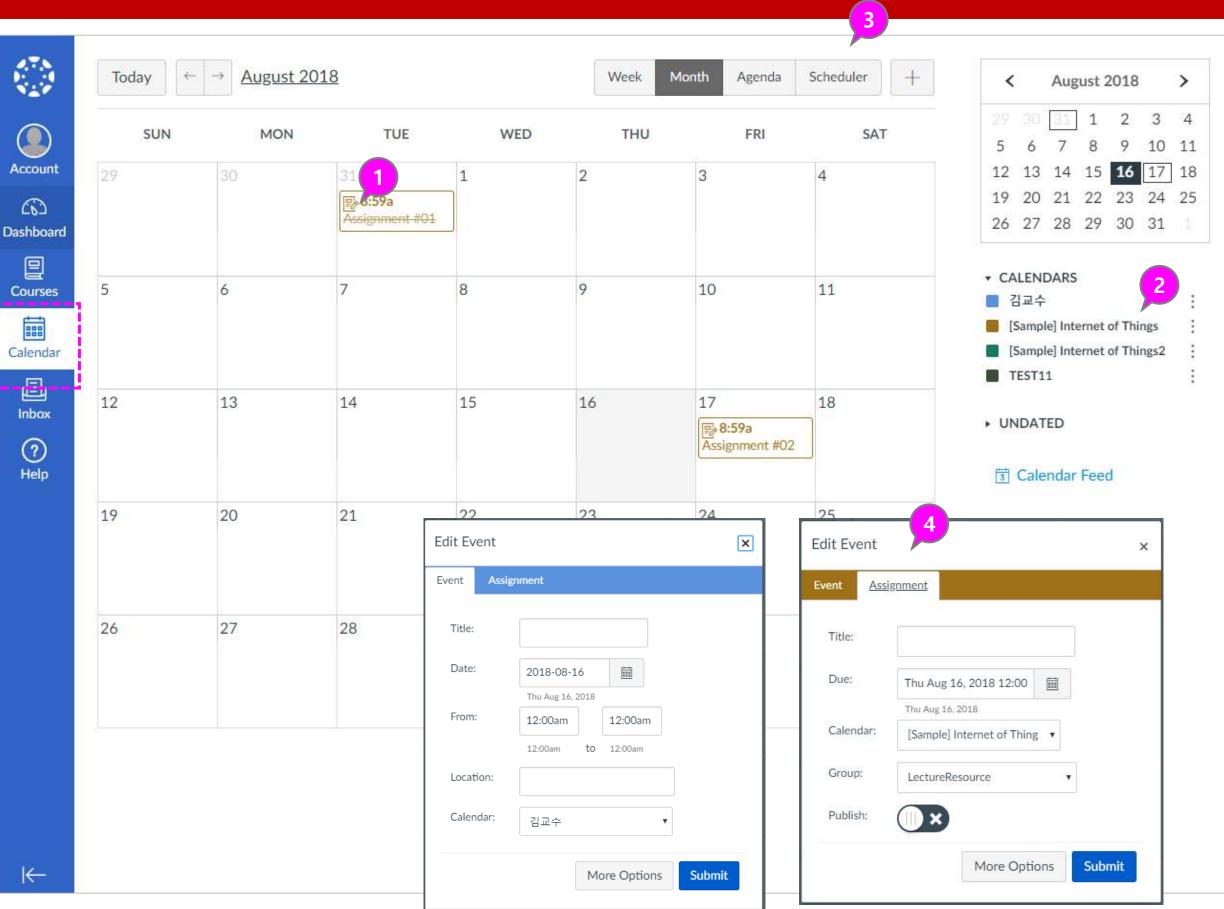
Account & Notification settings



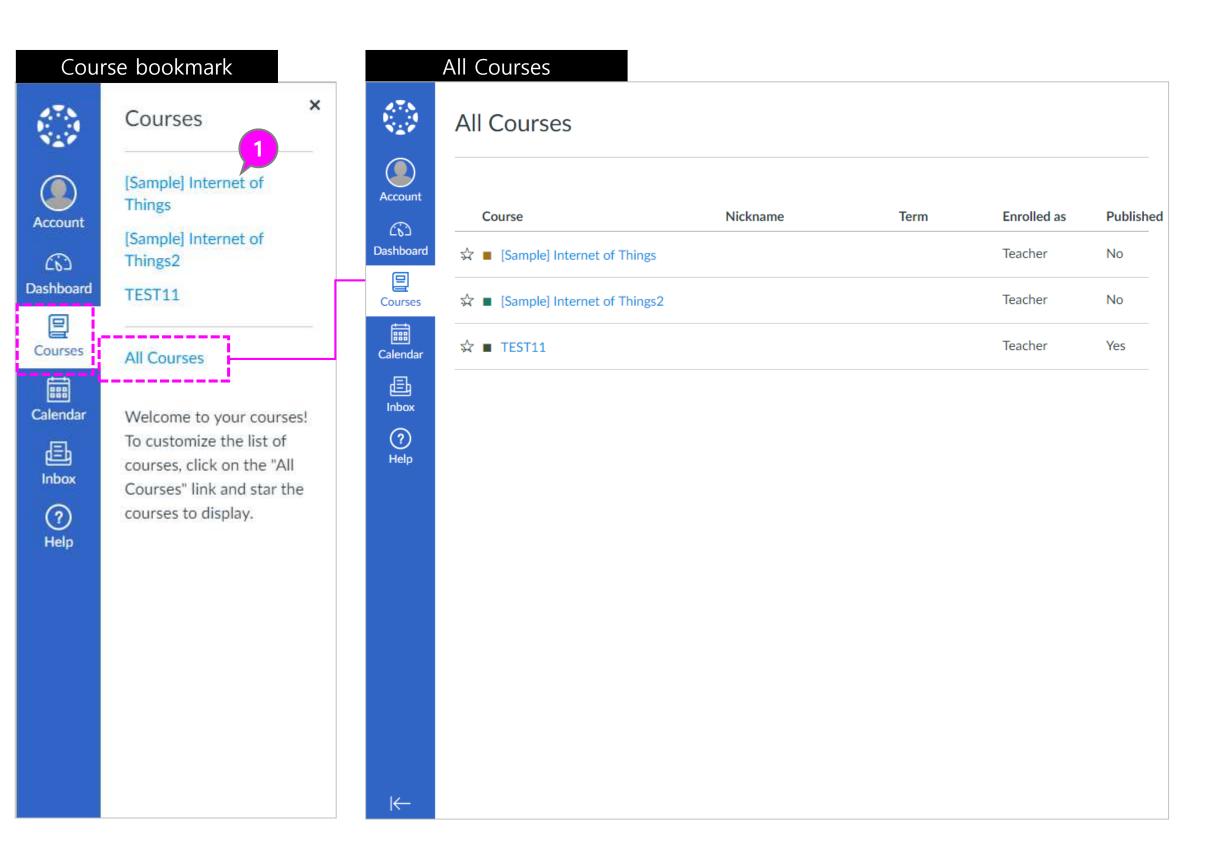
- ① Account menu sub items: In the Account menu, you can view / set the following items.
 - Notifications: Set up email / mobile push notifications for various activities.
 - File: You can check the whole file collection that you uploaded from the site. (Commons registration files and other materials that are directly attached)
 - **Settings**: Set up your personal profile or registration service.

② Notification settings

 In the Notification settings, you can finetune 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.



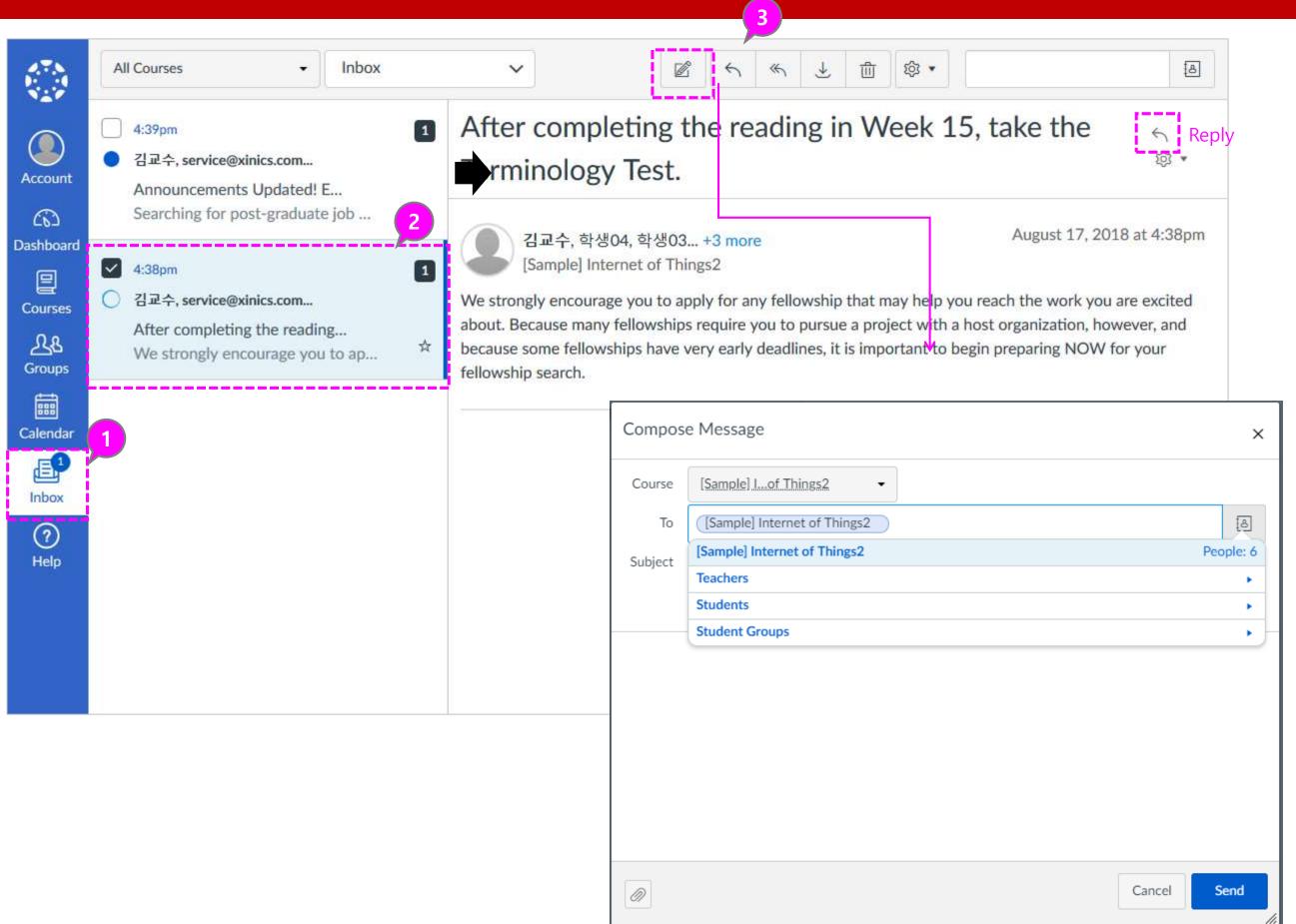
① Course bookmark

- 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



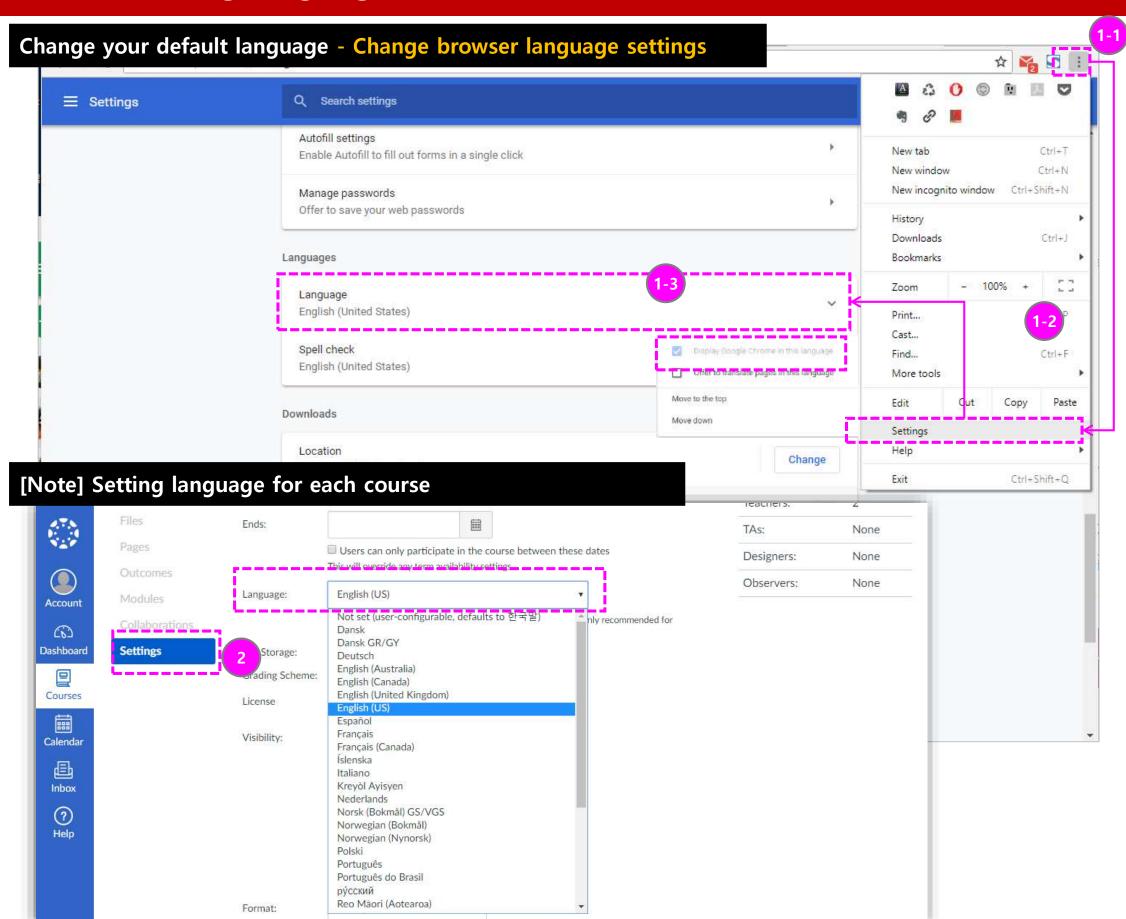
1 Inbox

- 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].

[Note] Setting language



① Change the default language setting- Change browser settings

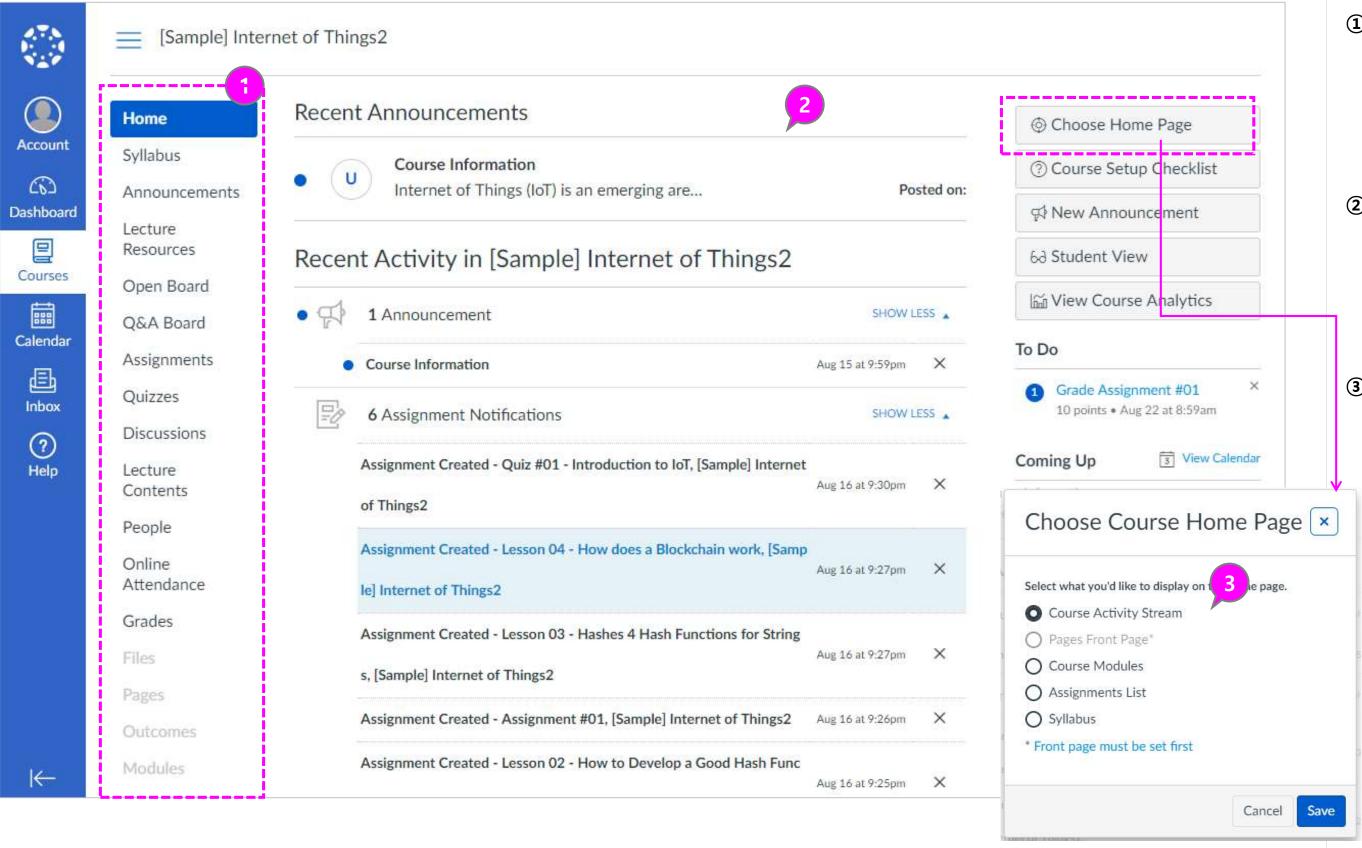
- The site display language depends on the browser language setting, so you can change the browser language setting to display it in the desired language.
- (Based on Chrome)
 Select the language from
 [Settings> Language]
 and check 'Display
 Google Chrome in this
 language' to display it in
 that language.

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.

L/E/A/R/N/I/N/G X





① Course menu

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

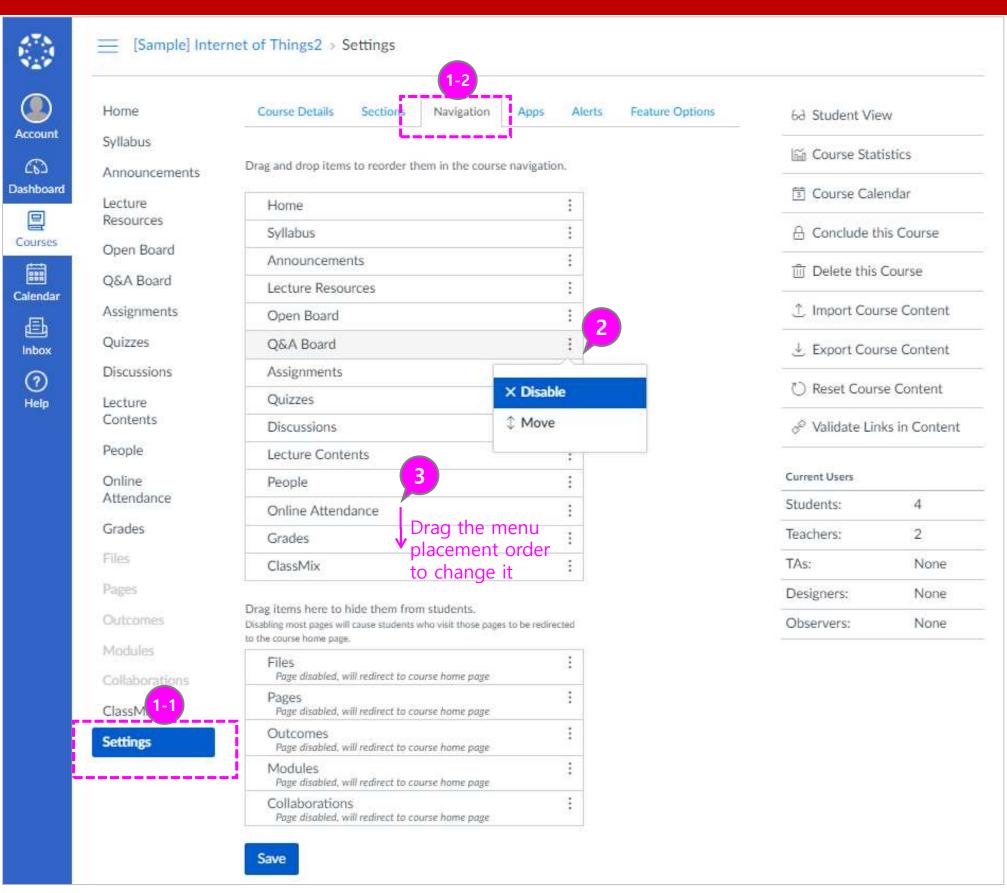
② Course Home - Activity Stream Types

 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.

Course menu settings



① Course menu Location to set

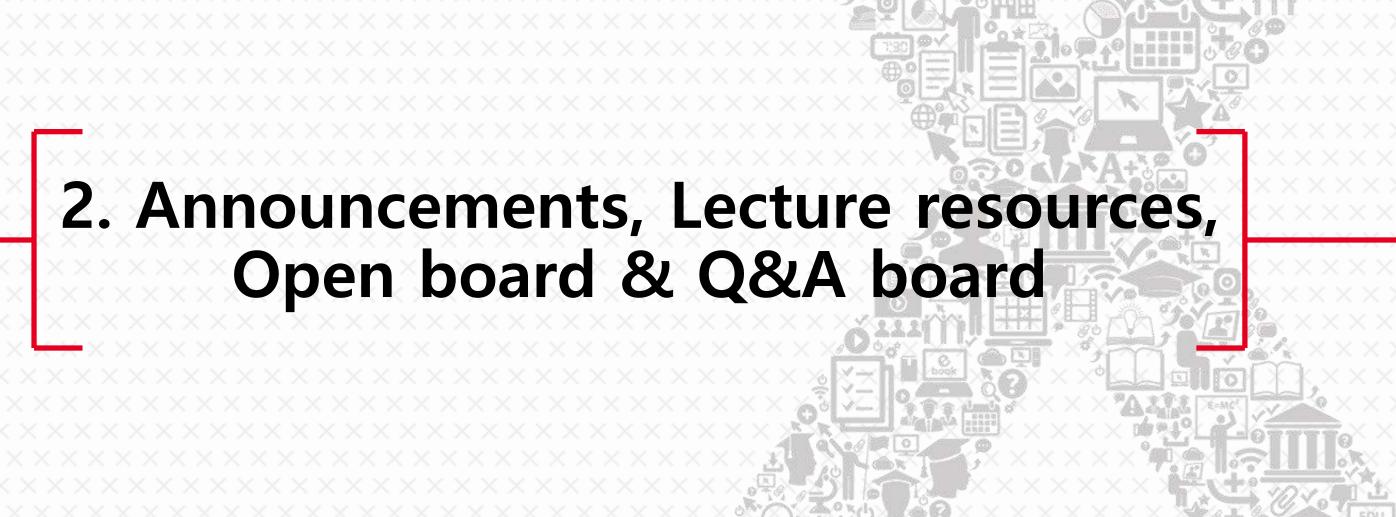
 You can set the order and use of course menu in the [Setup> Navigation] menu in the course menu.

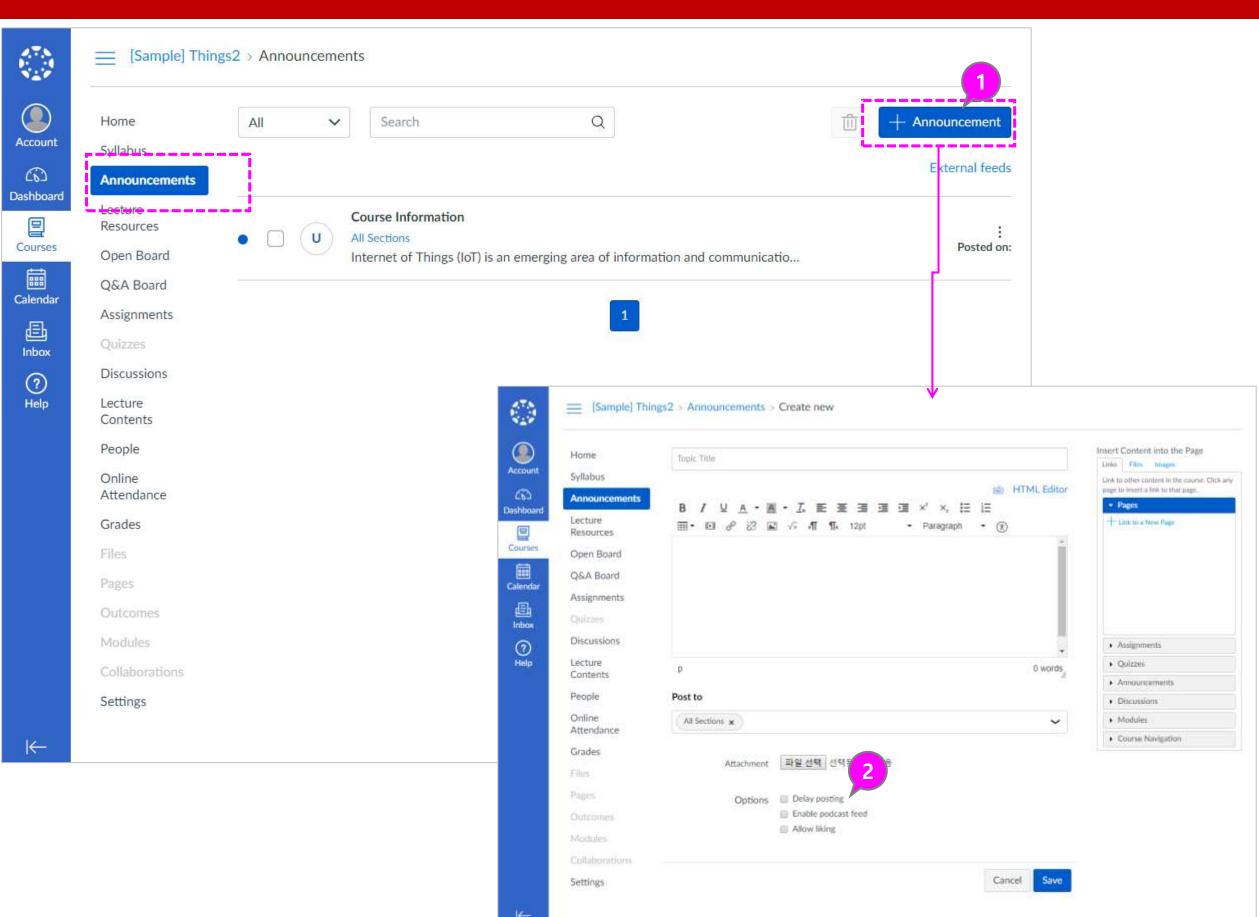
② Select menu to disable

 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. L/E/A/R/N/I/N/G X



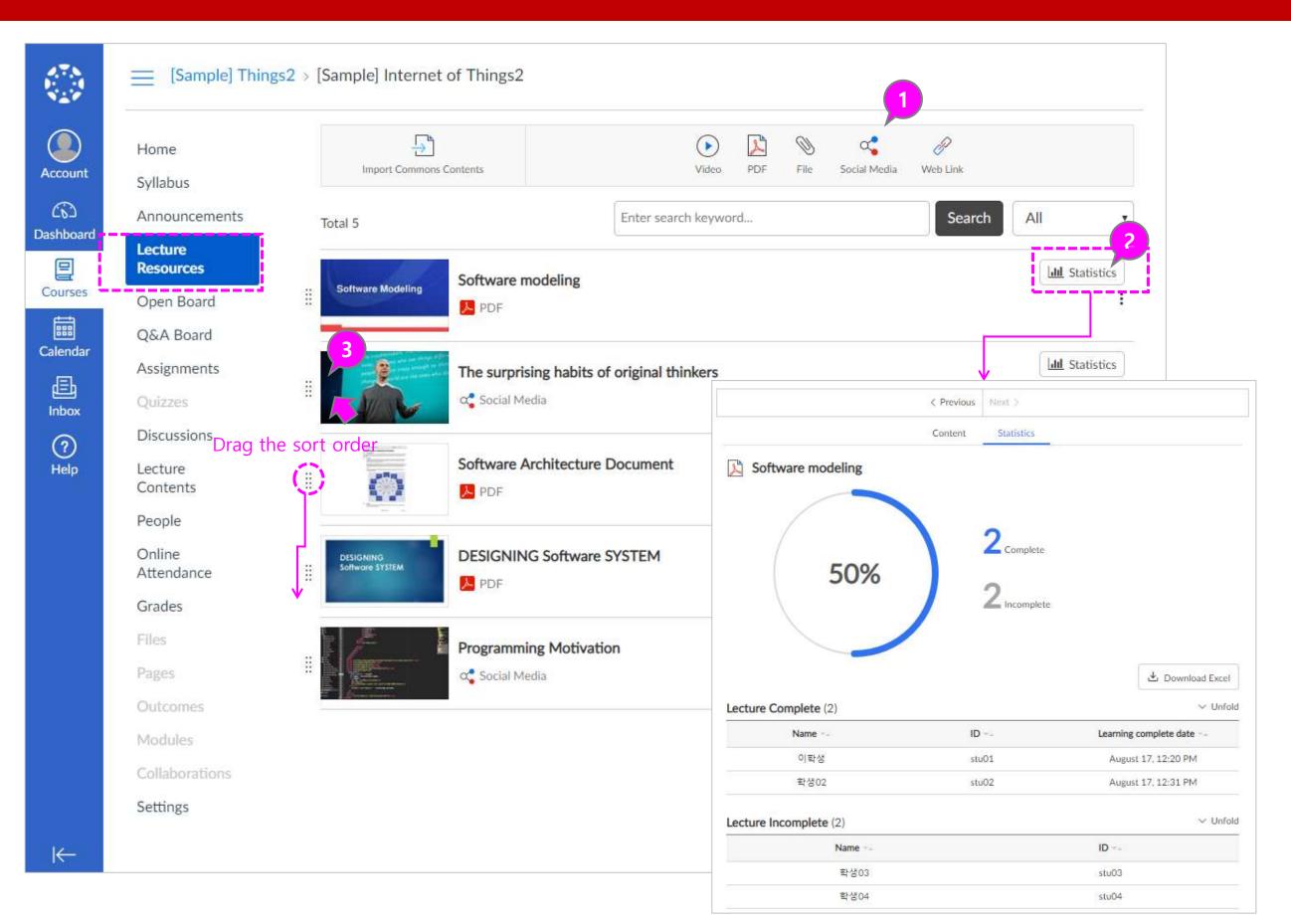


1 Add Announcement

 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.



① Register new material in Lecture Room

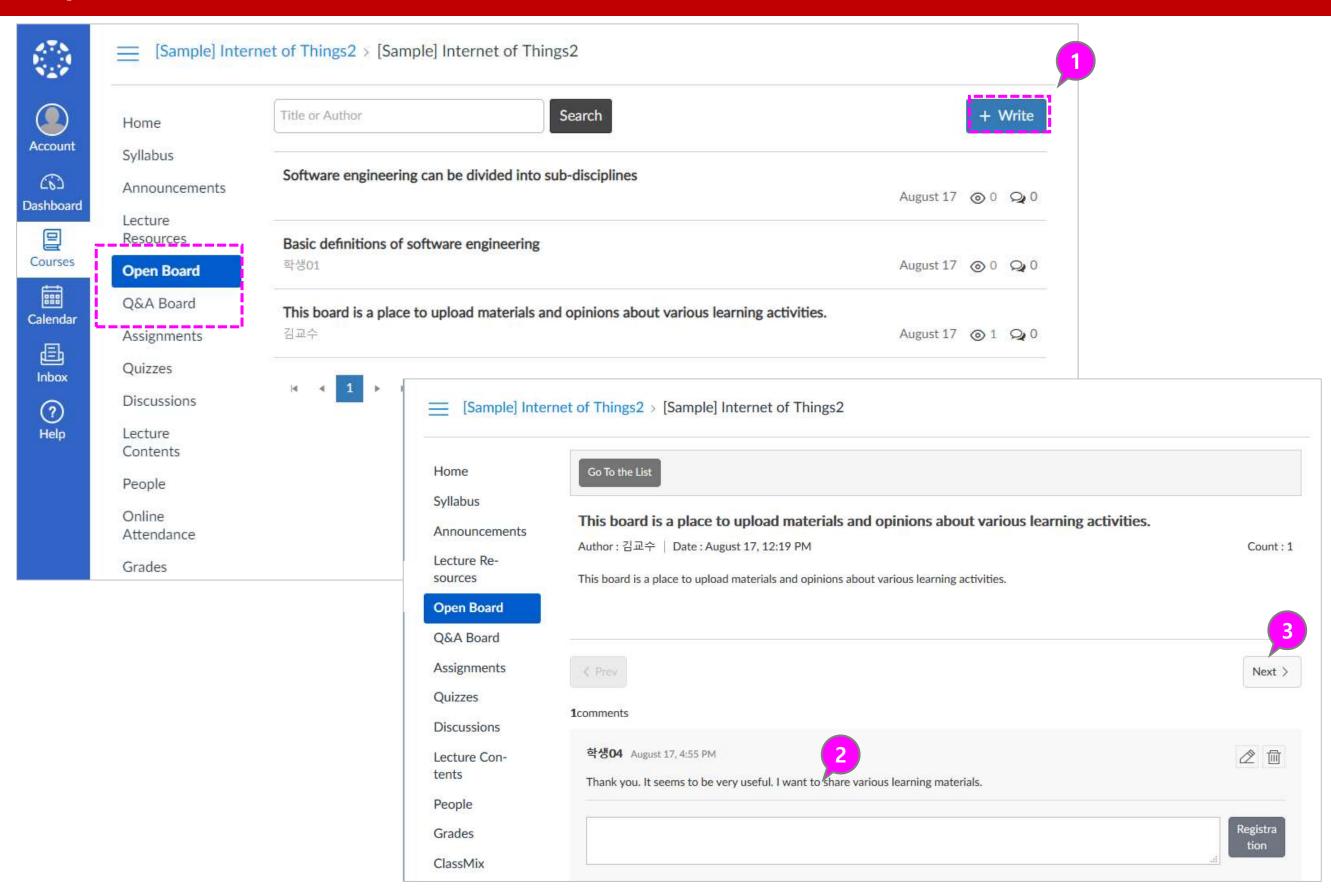
- You can register various materials by selecting the register button for each type at the top of the lecture archive.
- You can create a post by registering the post title / content and additional attachments.
- Registerable type
- Resources from Commons
 - Video
 - PDF (Document Viewer + Download Type)
 - 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.



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.

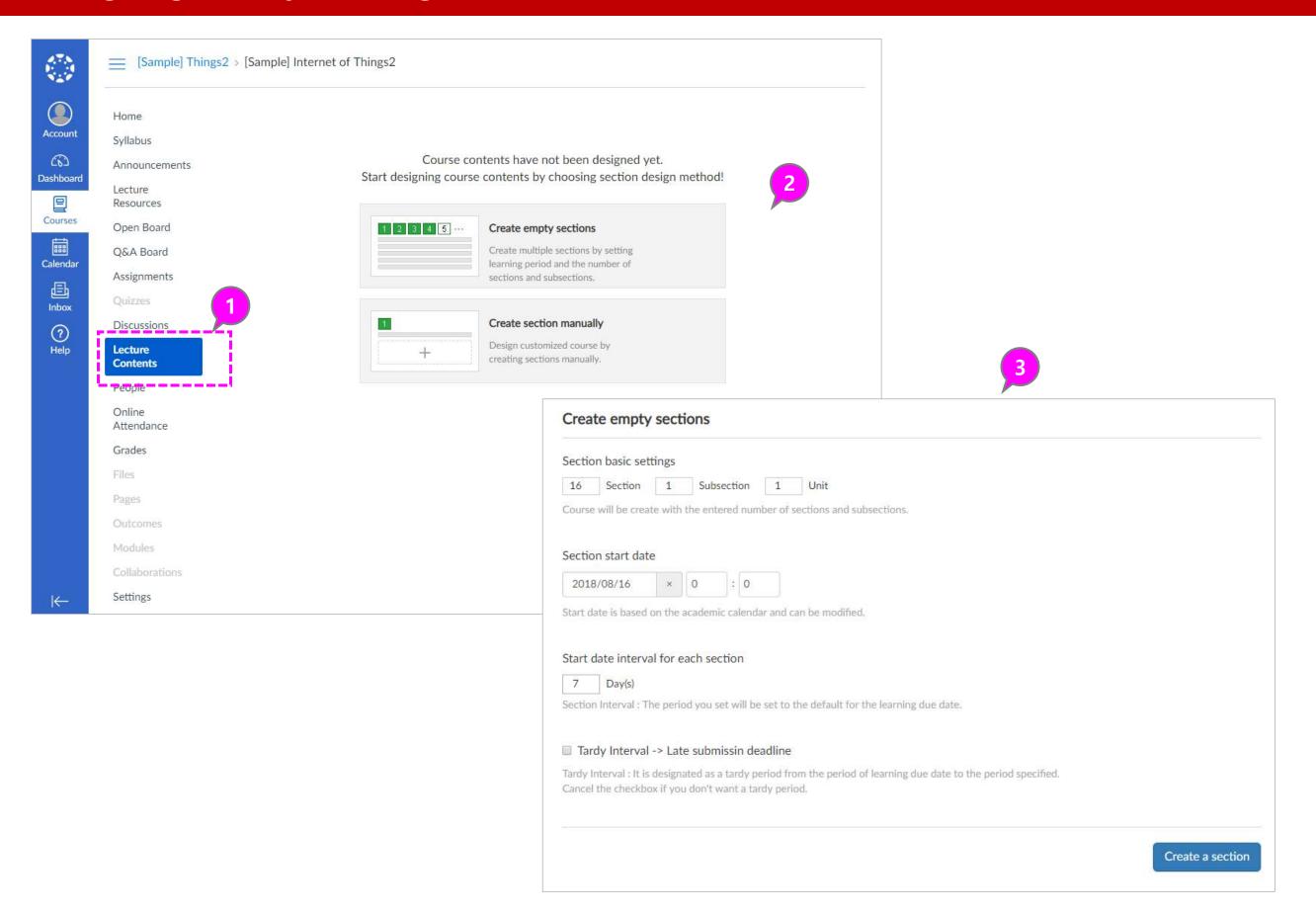
3 Go to post view

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





Designing weekly learning courses

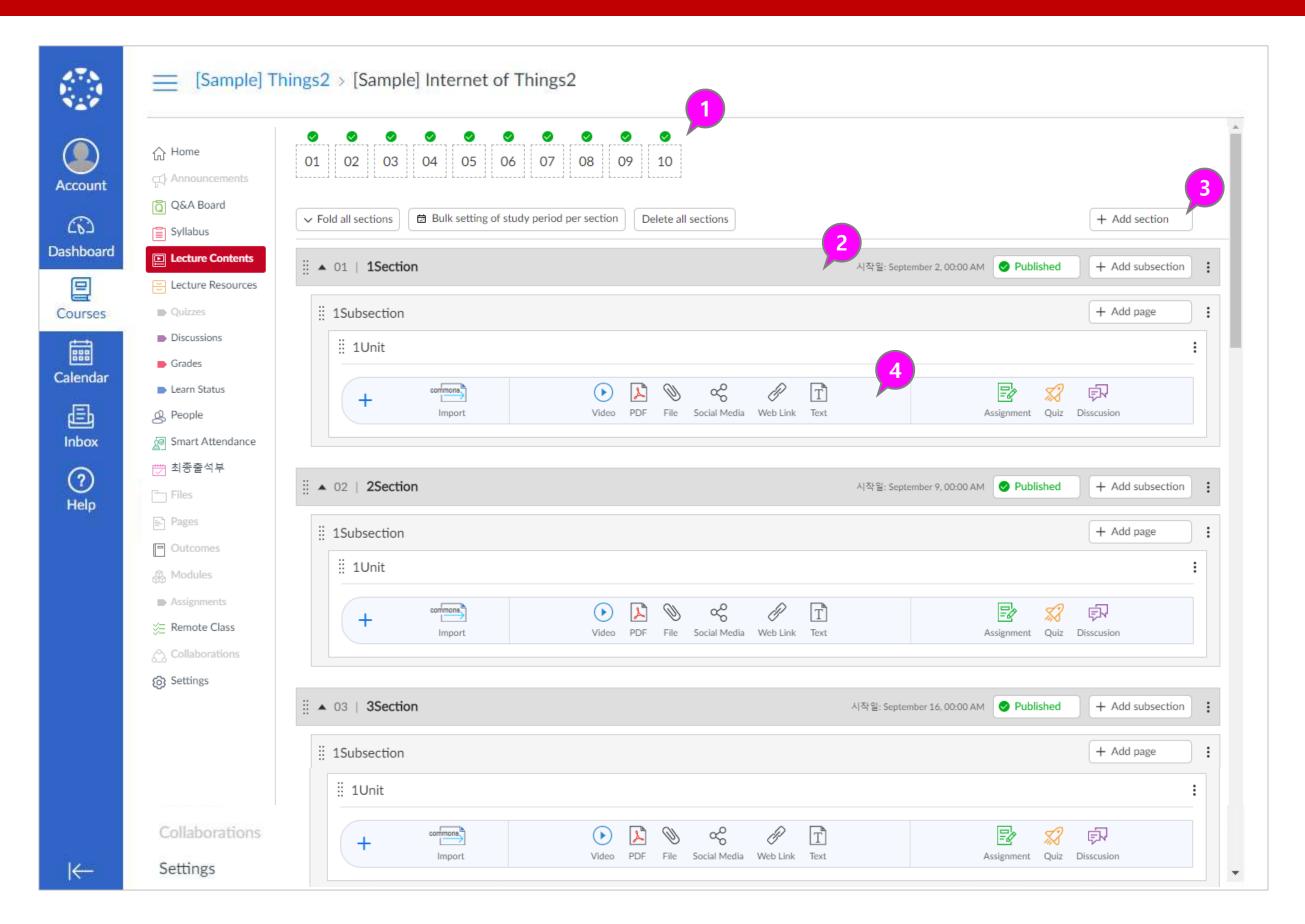


① Start on the lecture content menu

- 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.

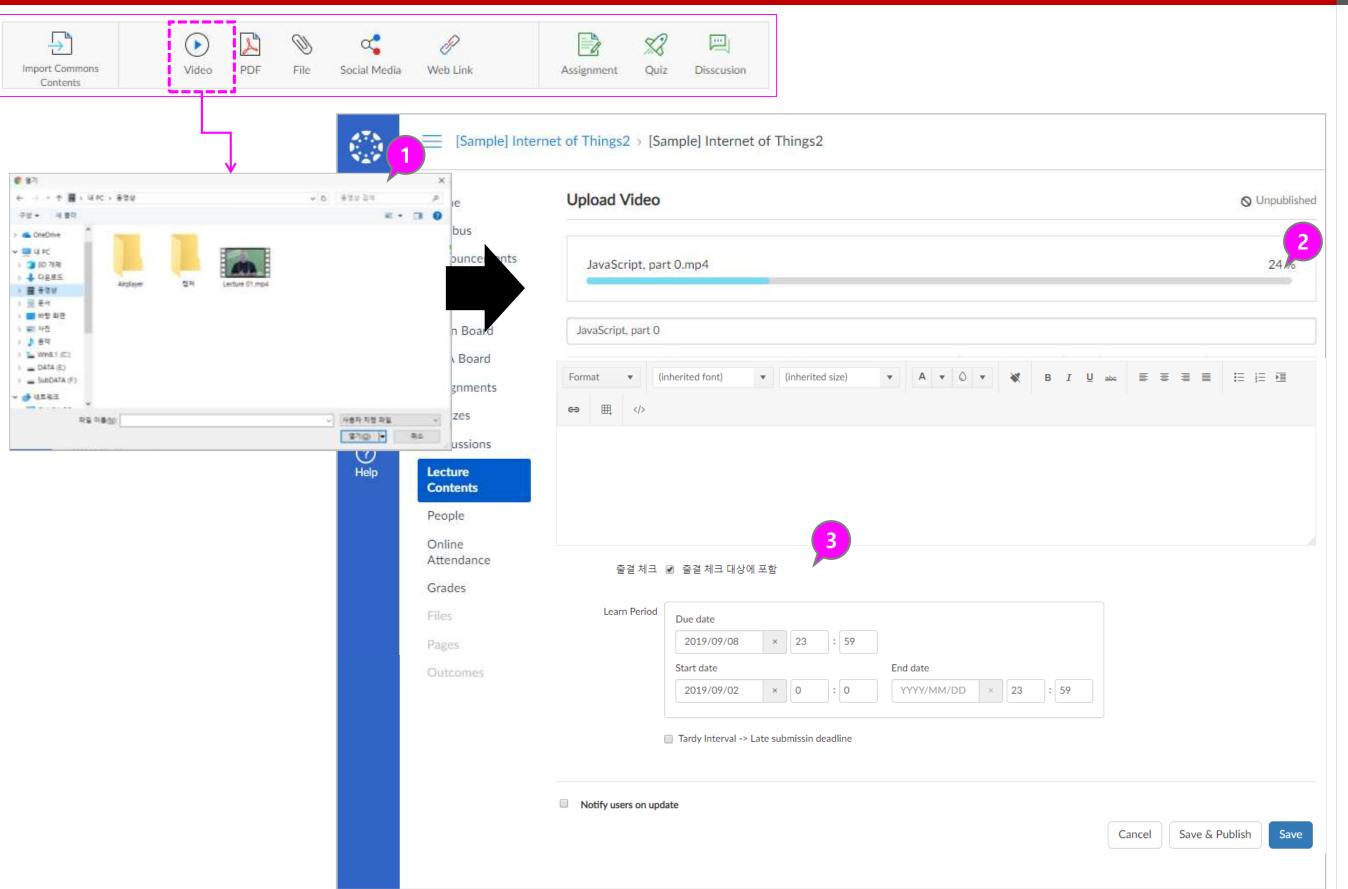
Empty sections Batch Generation Settings : Set the following items for Empty sections Batch Generation.

- 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)
- Late period: If you want to use the period of lateness, check the period of lateness and set the period of lateness from the deadline for acceptance. (Default is 1 day)



- 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

Adding Learning Elements - Uploading and Adding Video Files



(1) Select video file

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

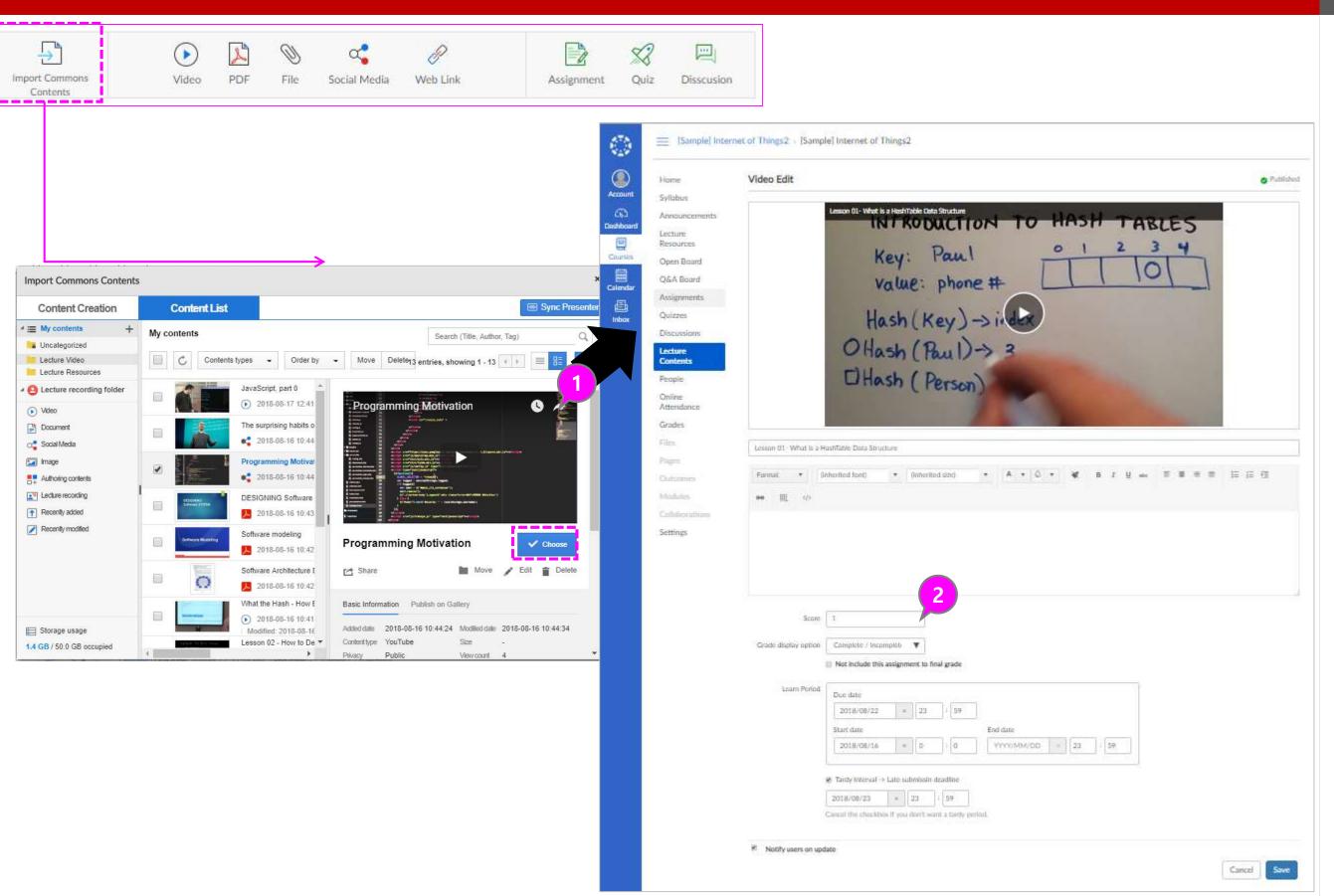
2 Check your video upload status

• The progress of the video upload is displayed.

3 Confirm settings

 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.

Add Learning Elements - Importing Commons Contents



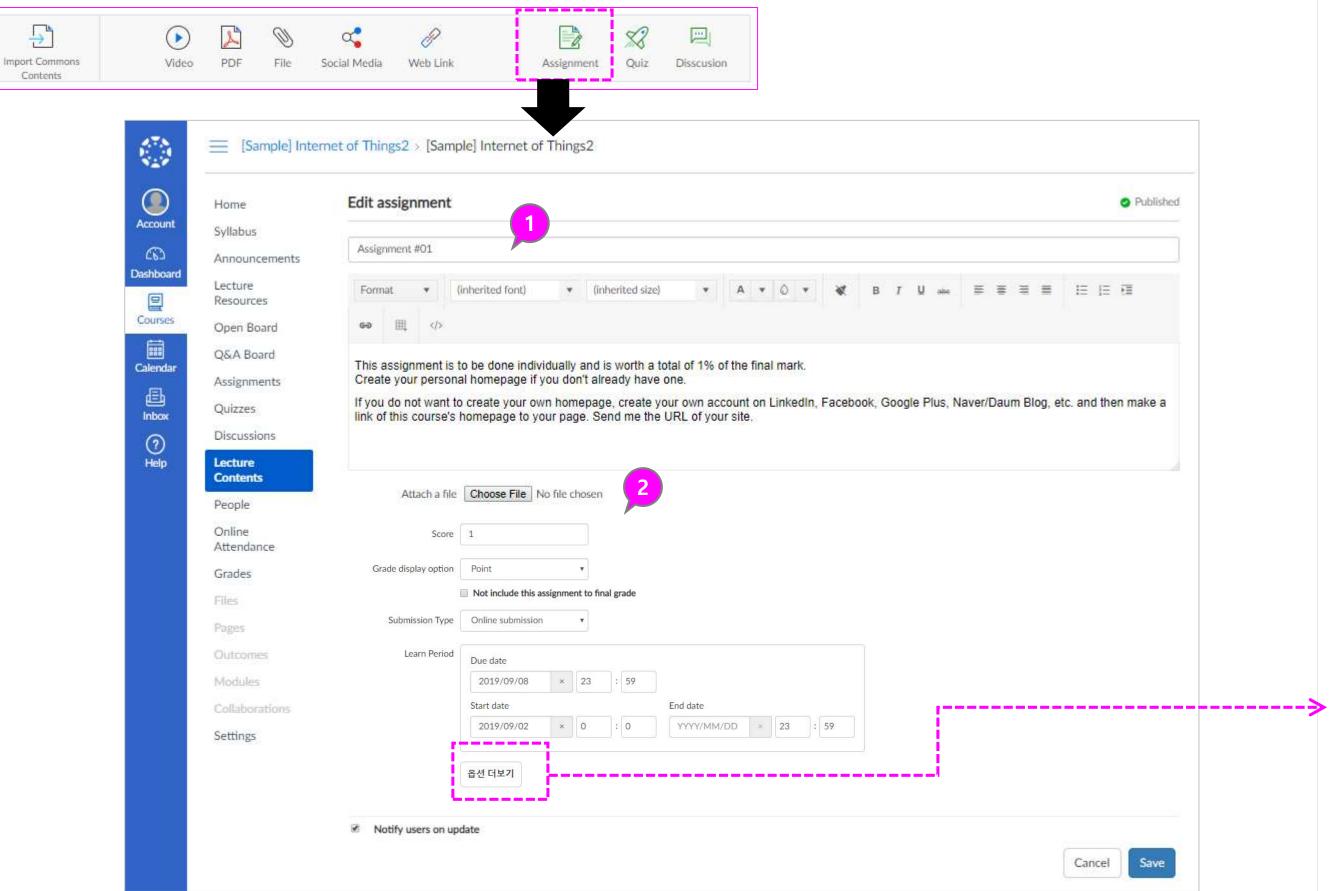
① Select Import from Commons

 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.

Add Learning Elements - Assignment



1 Enter assignment information

 Enter the title and description of the assignment and register the attachment if necessary.

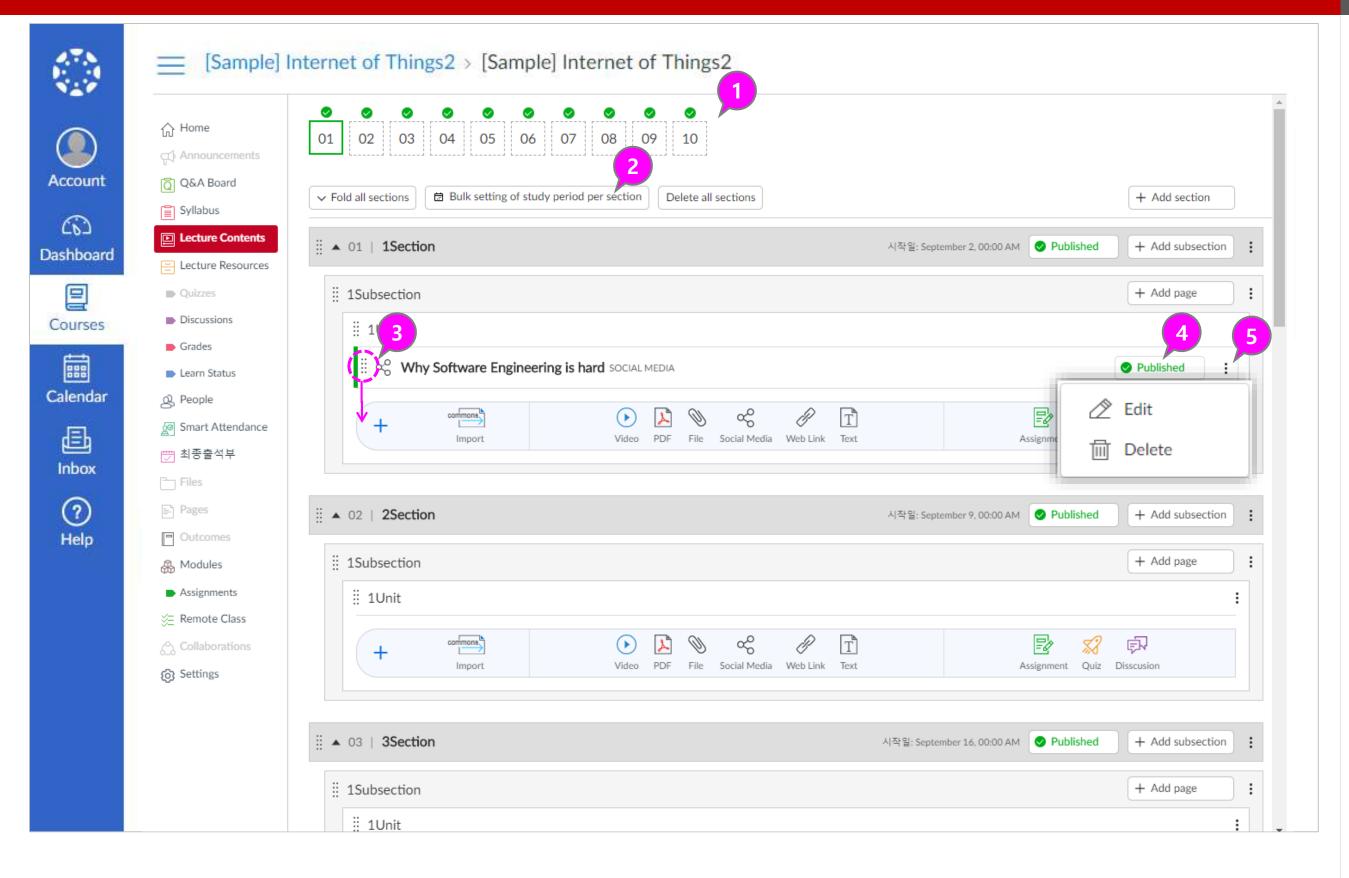
② Set assignment

- : 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.

[More options]

Click the buttion 'More options' if you need more options-group assignment, group discussion or peer review.

Editing course design



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

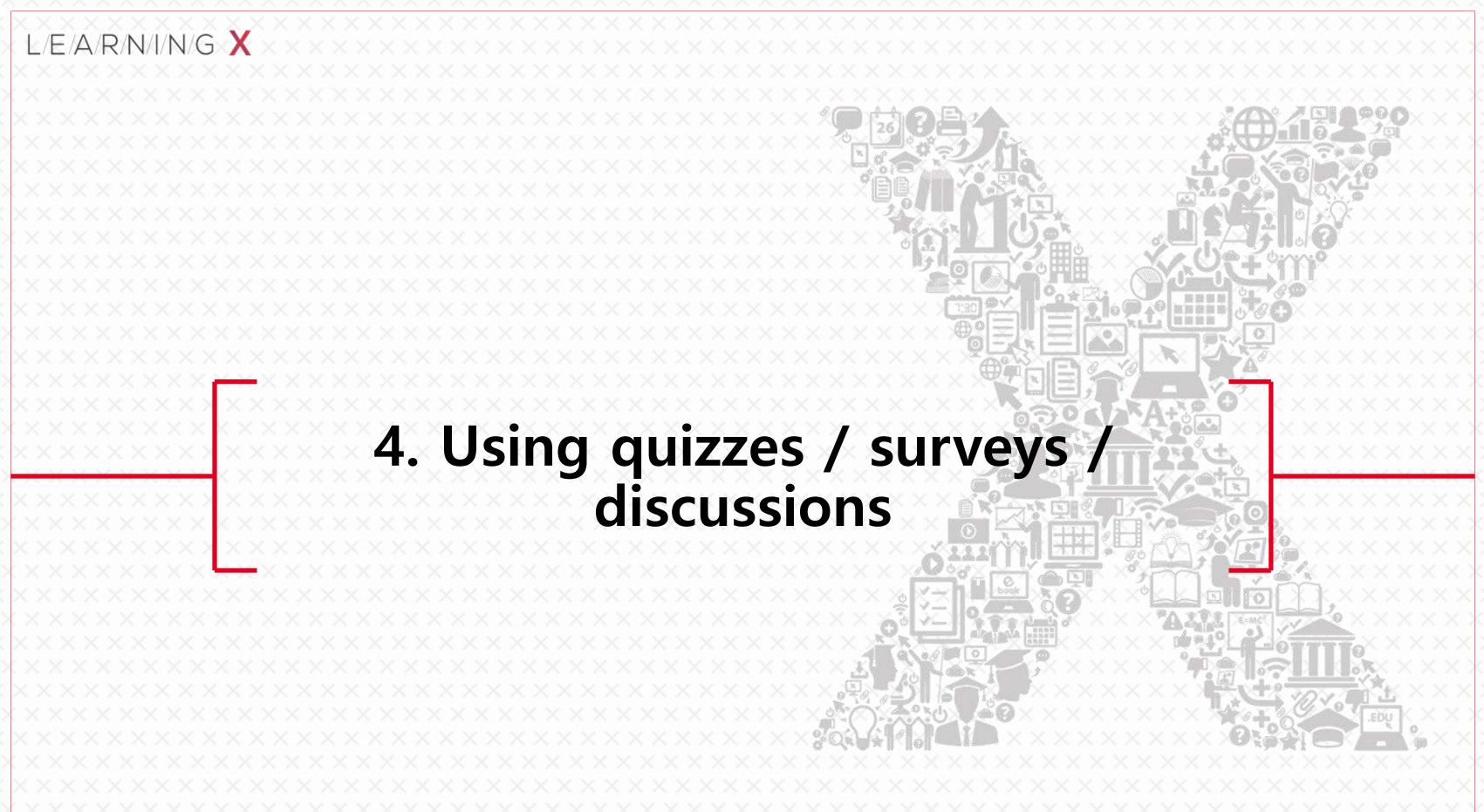
 You can change the order by clicking each handle of the section / main / page / element.

4 Change visibility status

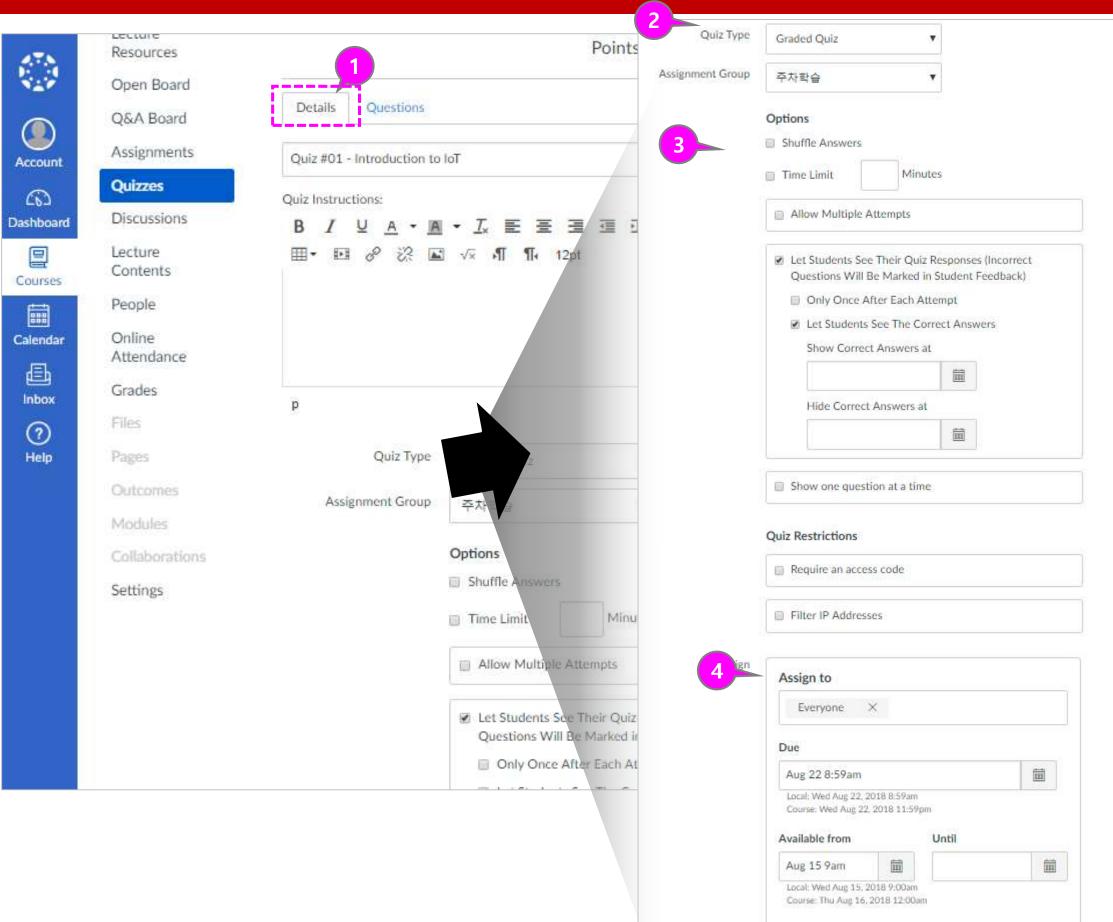
You can change the visibility of each item.

⑤ Edit / Delete

 Modify or delete information for each item.



Exam / Quizzes - (1) Setting quiz basic policy



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

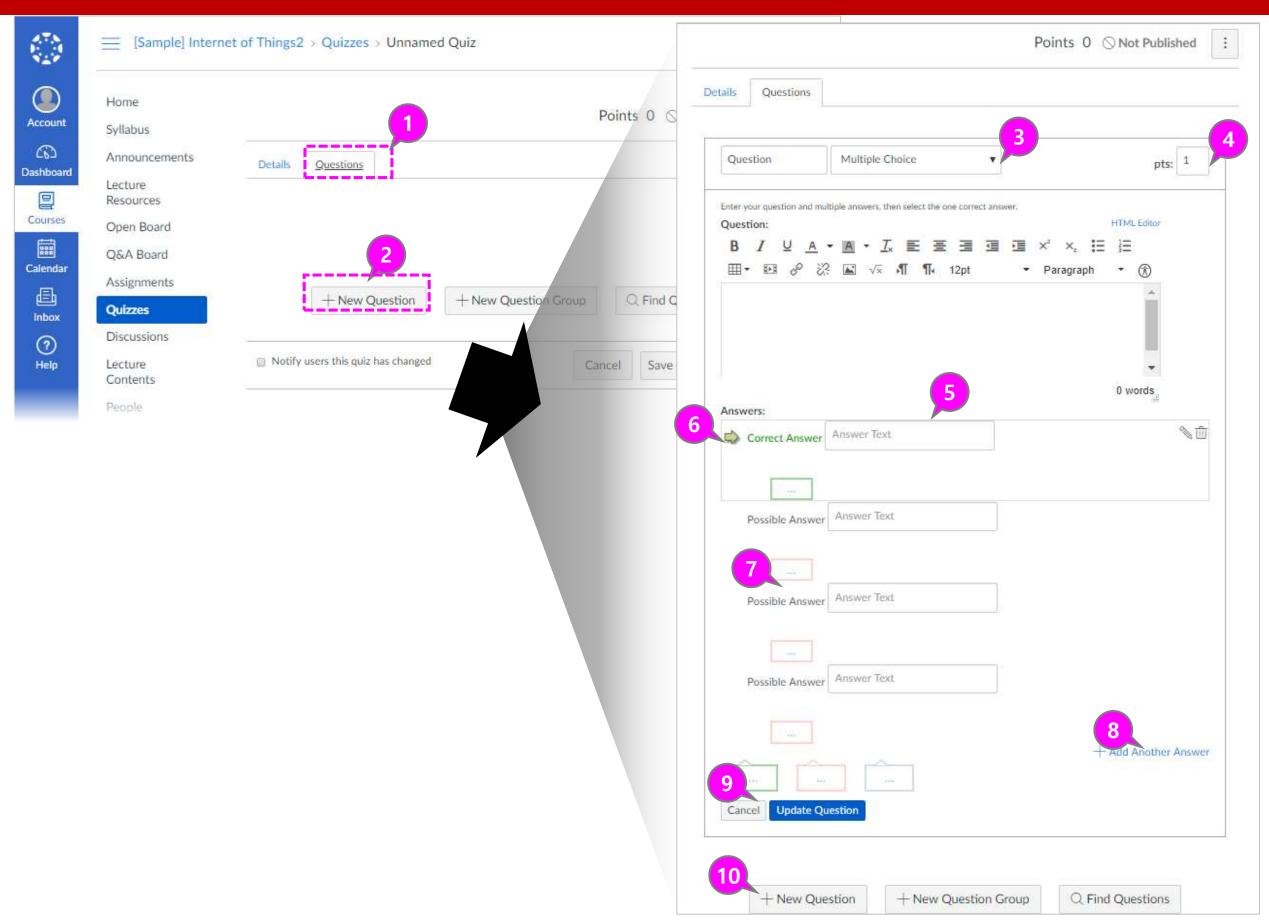
- Shuffle answer order
- Time limit
- Allow Retry
- Set answer display style
 - Set whether to publish the correct answer immediately after the presentation or after a certain date.
- Show only one issue at a time

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.

Exam / Quizzes - (2) Writing a quiz question





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.

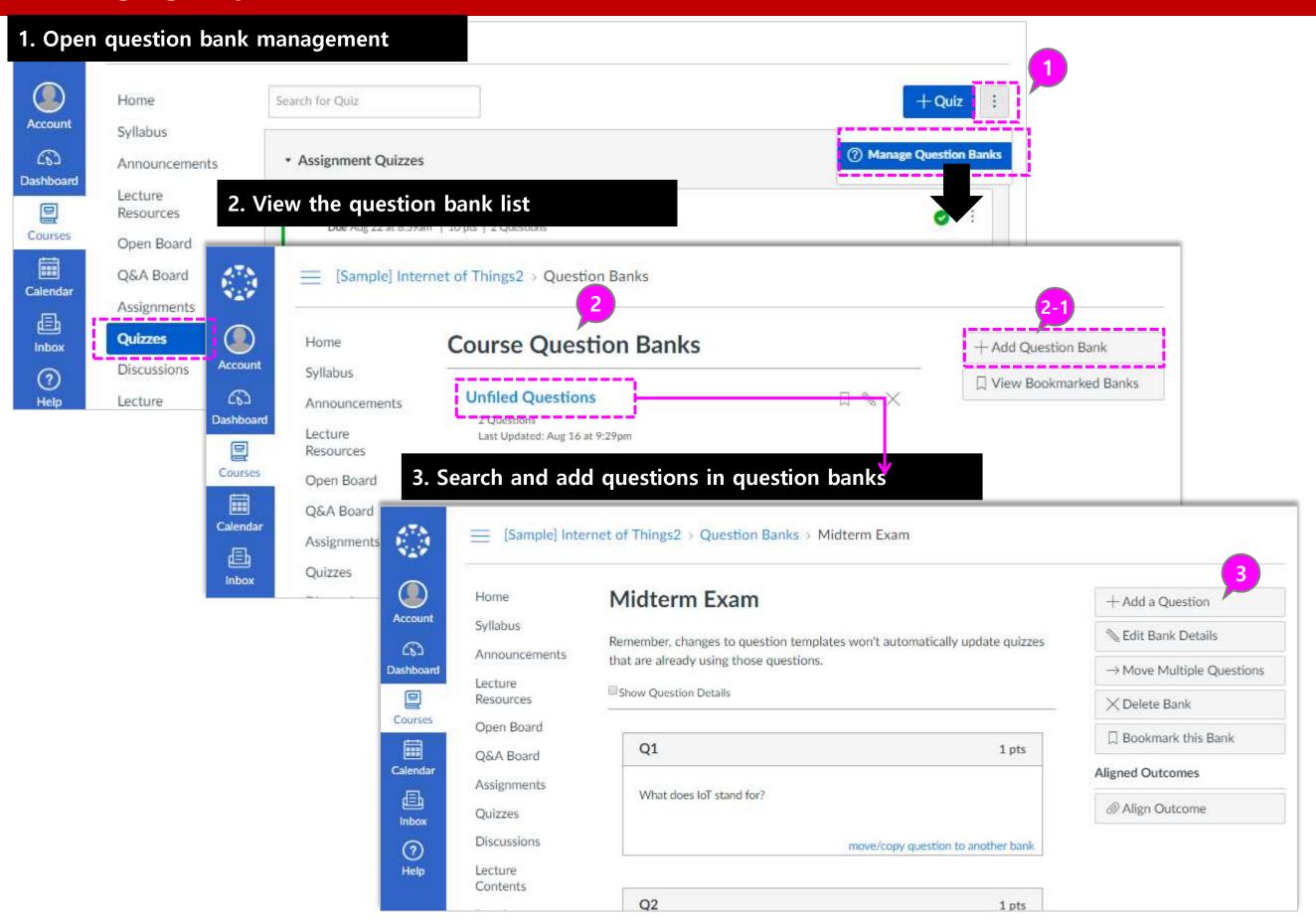
Update questions

 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"

Managing a question bank



① Select question bank administration

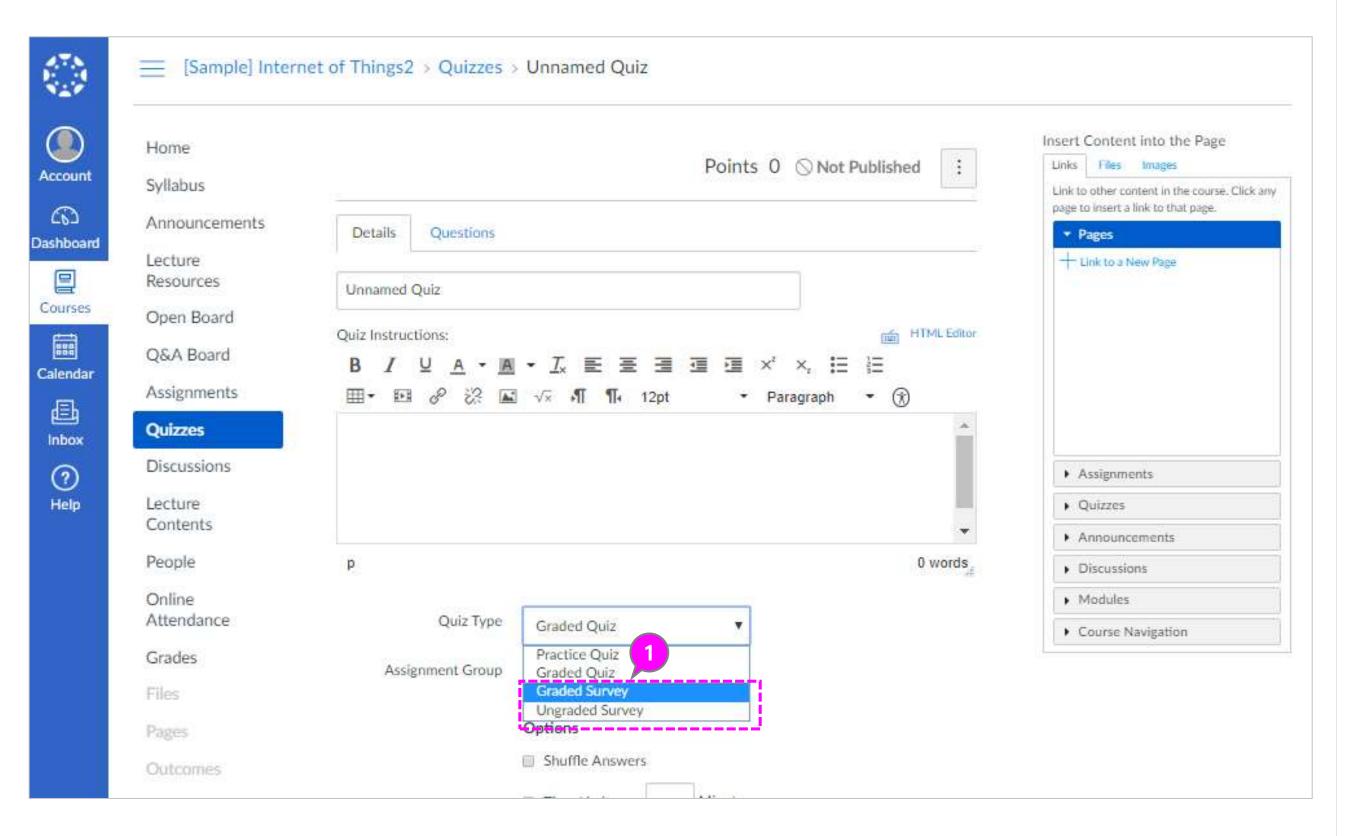
 Select the menu item in the top right corner of the quizzes and select the 'Manage Question banks' item.

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.

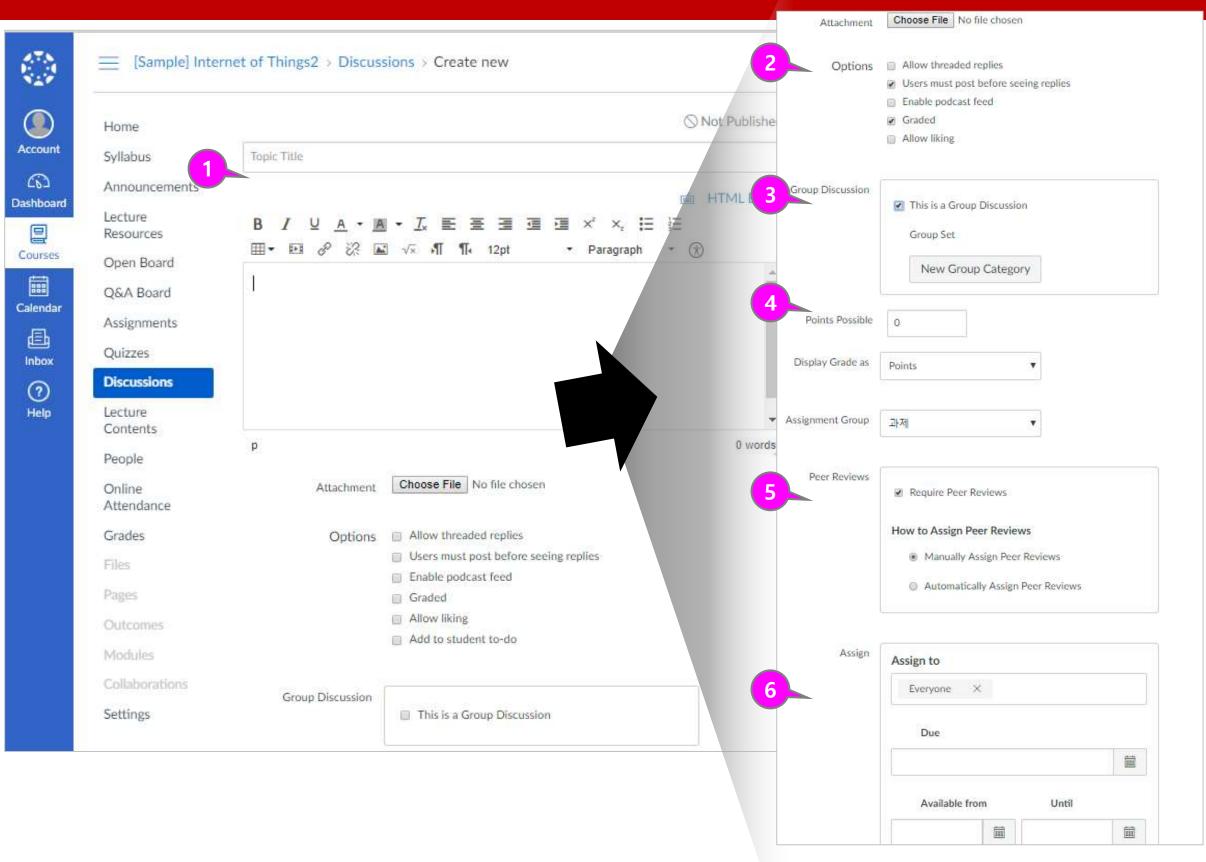


1 Create a survey

- 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.

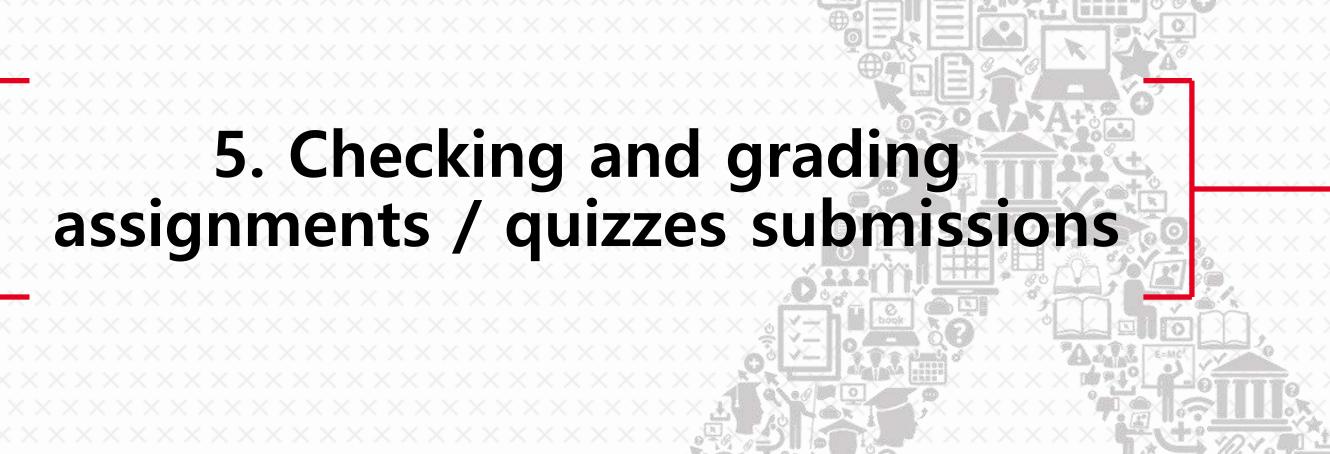
⑤ Peer review settings (optional)

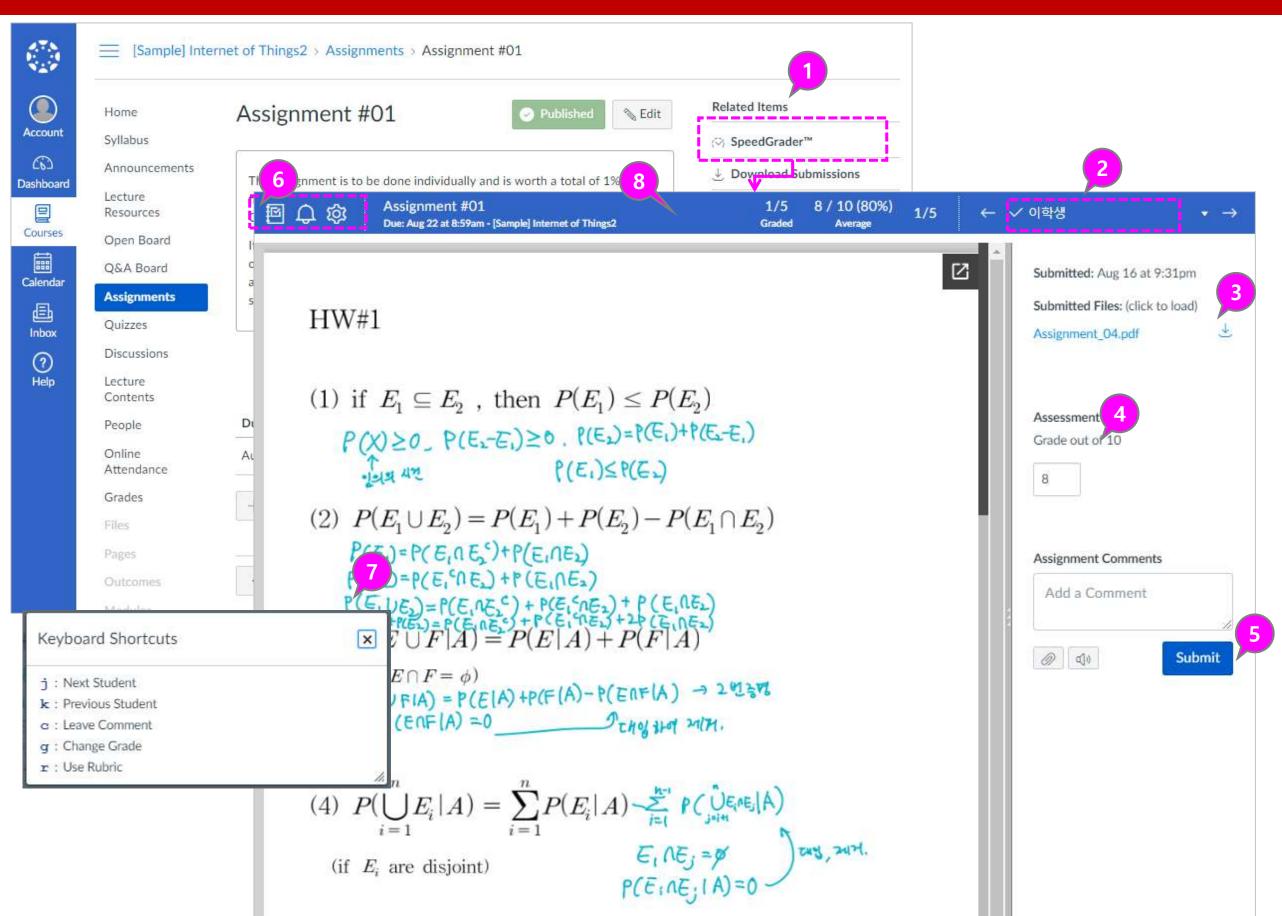
- Peer reviews can be set up when peers are evaluated by students.
- Specify how many feedback evaluations will be performed automatically, and the due date for review.

6 Set date range

 Set the duration, such as the deadline for participation in discussions.







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.

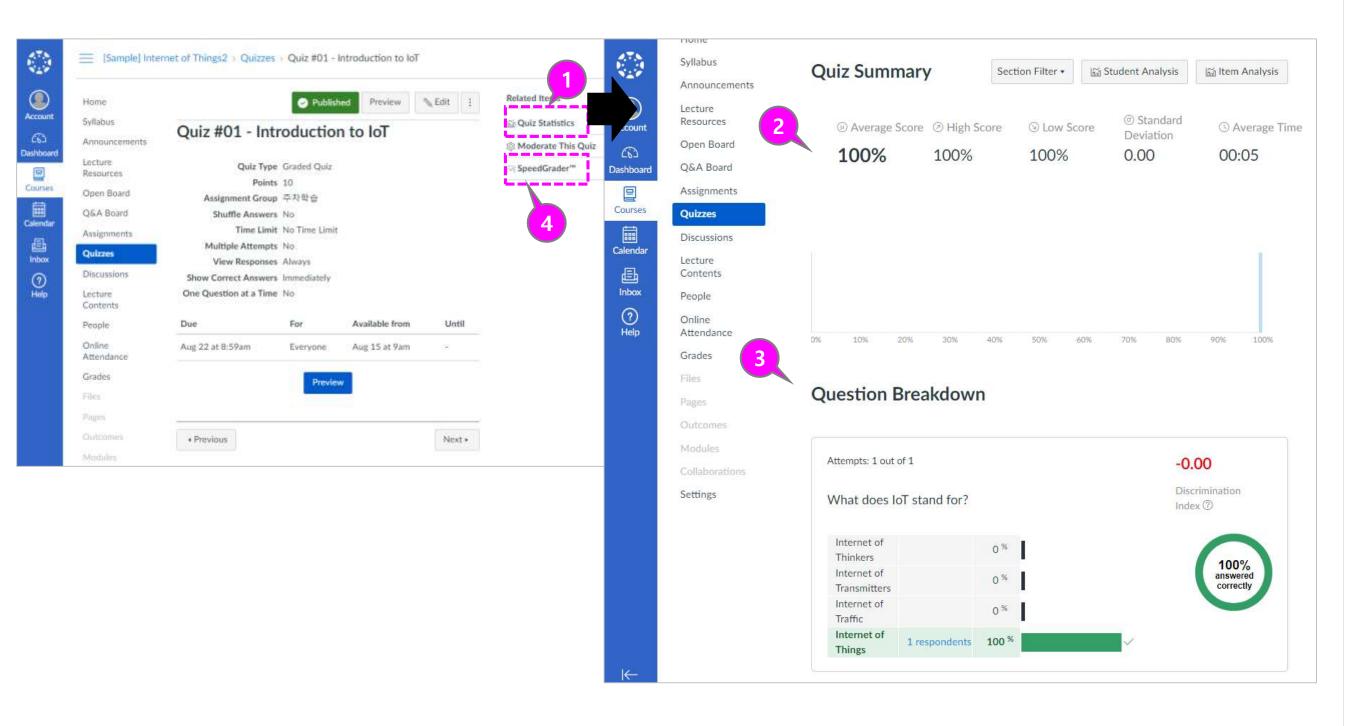
7 Keyboard Shortcuts

 You can use keyboard shortcuts to make continuous scoring more convenient.

Wiew 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.

Scoring quizzes and checking statistics



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.

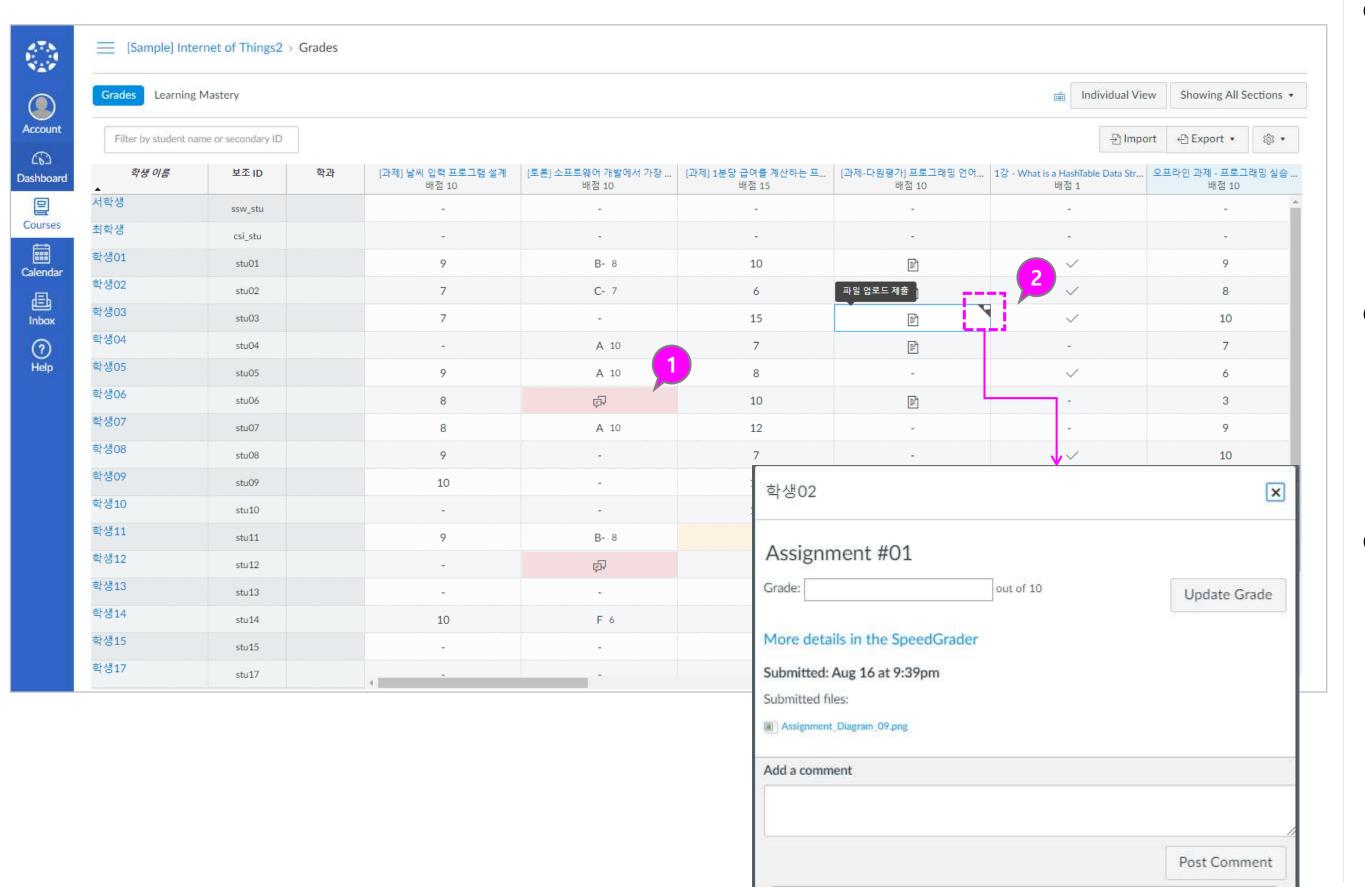
3 Question analysis

 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.

View and grade on gradebook



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

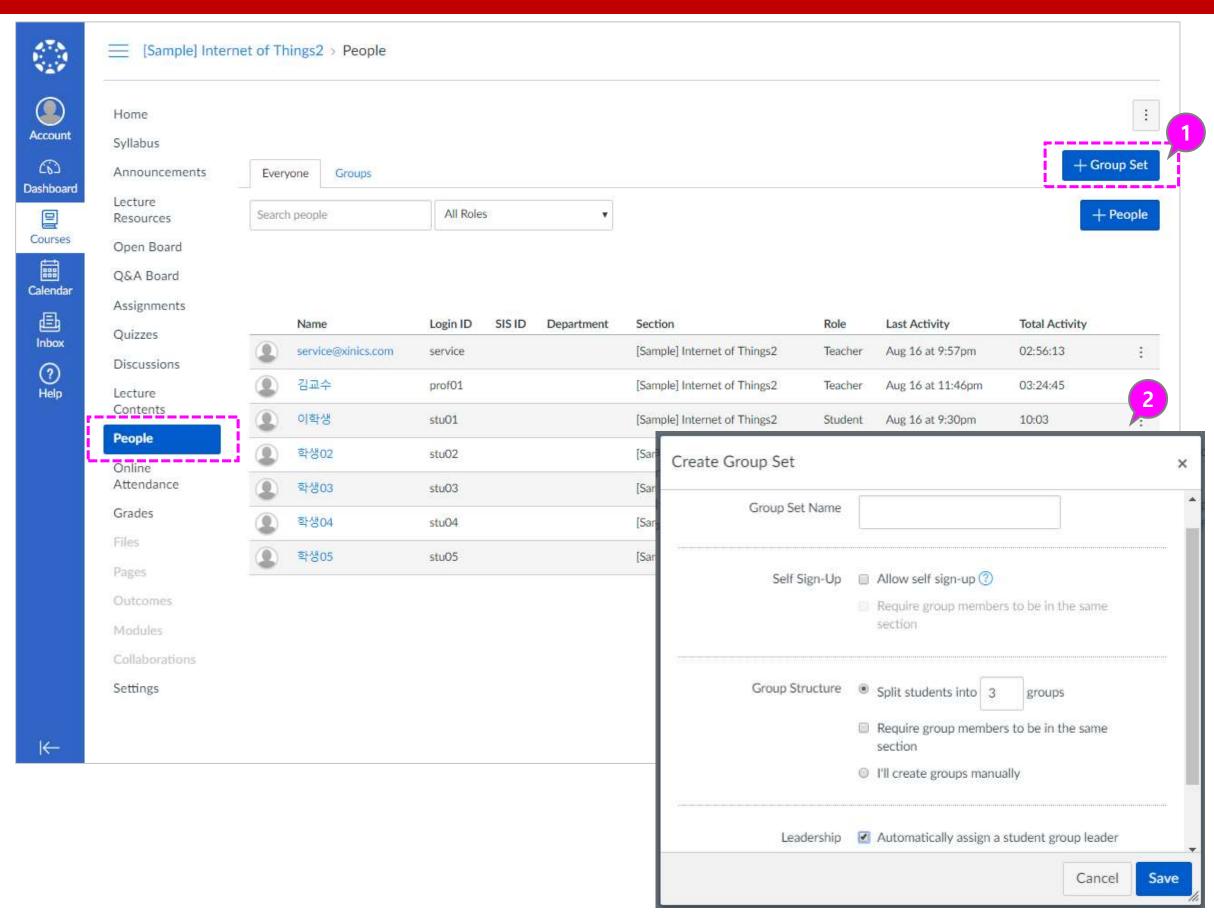
 When you select a specific item, you can open a summary assessment to create an assessment and status setting or feedback for the student / assignment.

③ Open SpeedGrader and view details

 You can open SpeedGrader for that item for more details and evaluation. L/E/A/R/N/I/N/G X



Create groups



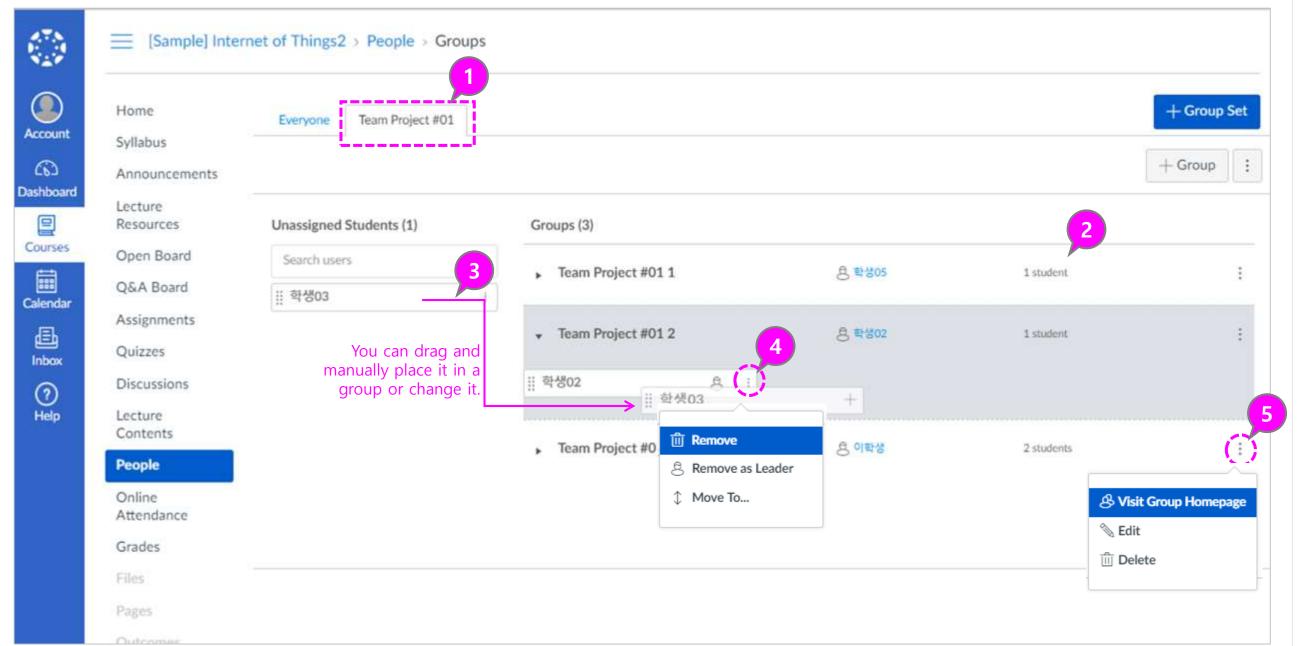
① Create a group set for a team project

 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.

Manage groups created within a group set



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.

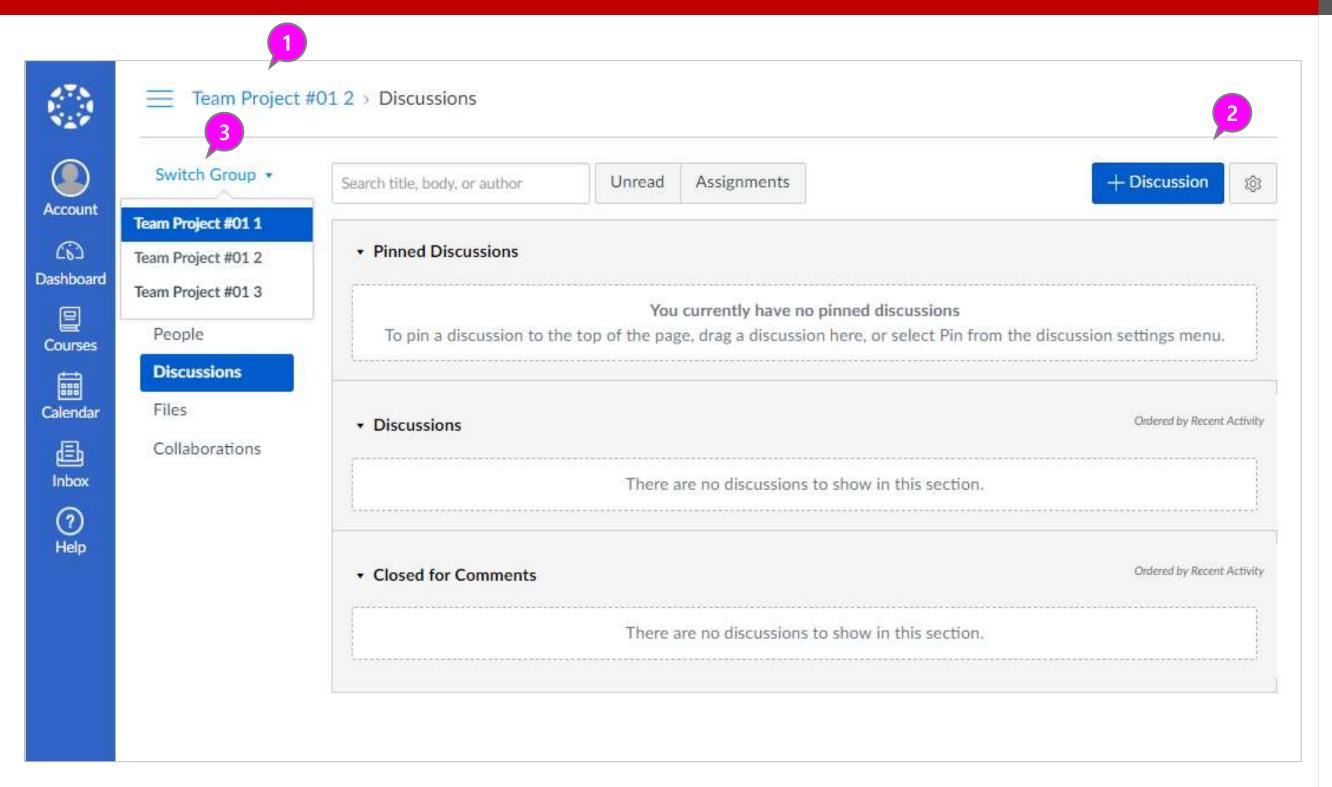
4 Student menu

 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.

Visit each group (team) homepage



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.

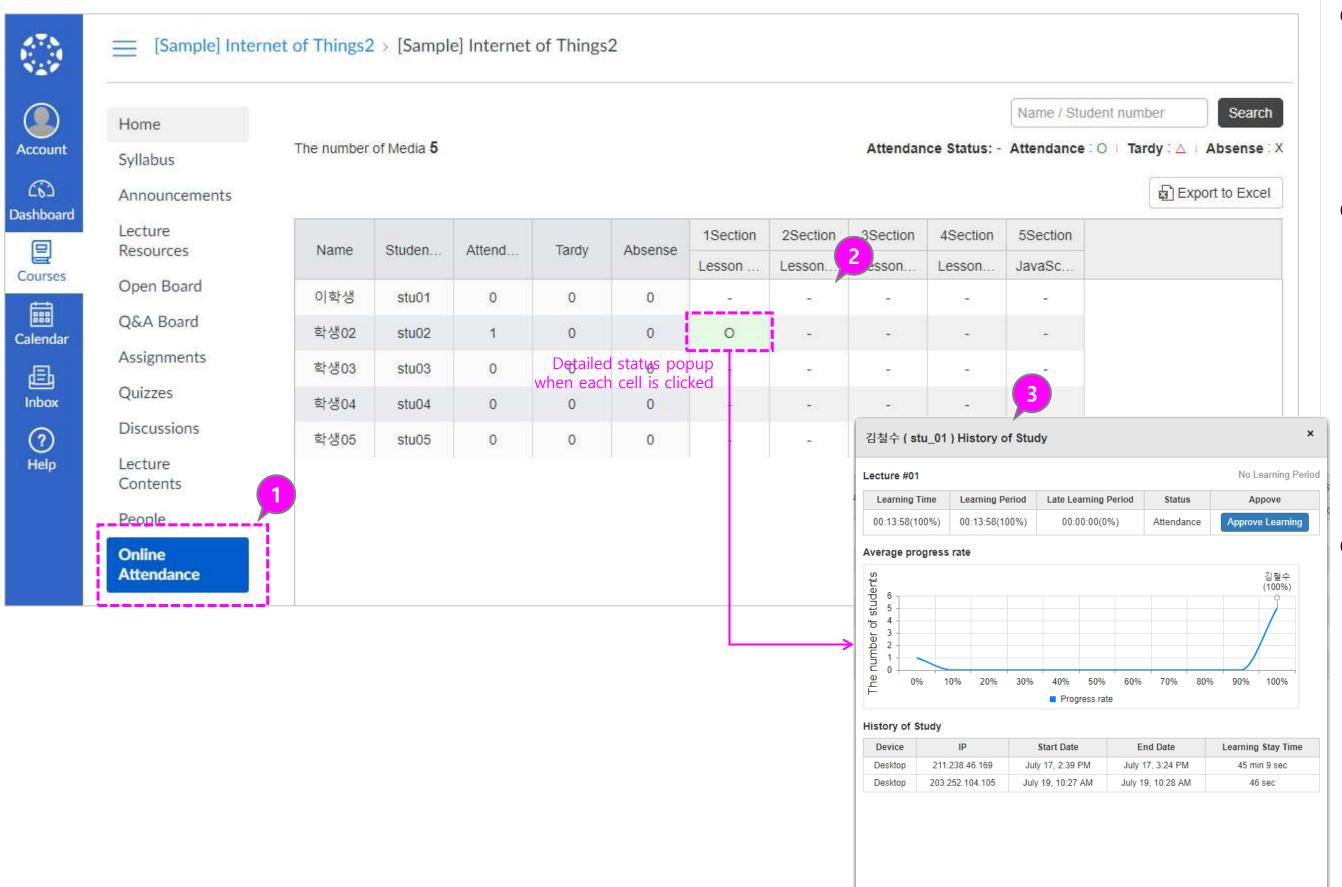
② Post in group

 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. L/E/A/R/N/I/N/G X





1 Check online status

- You can display the learning status of the 'video' learning element among the elements added in the lecture contents menu as the attendance status by period.
- [Online Attendance] menu.

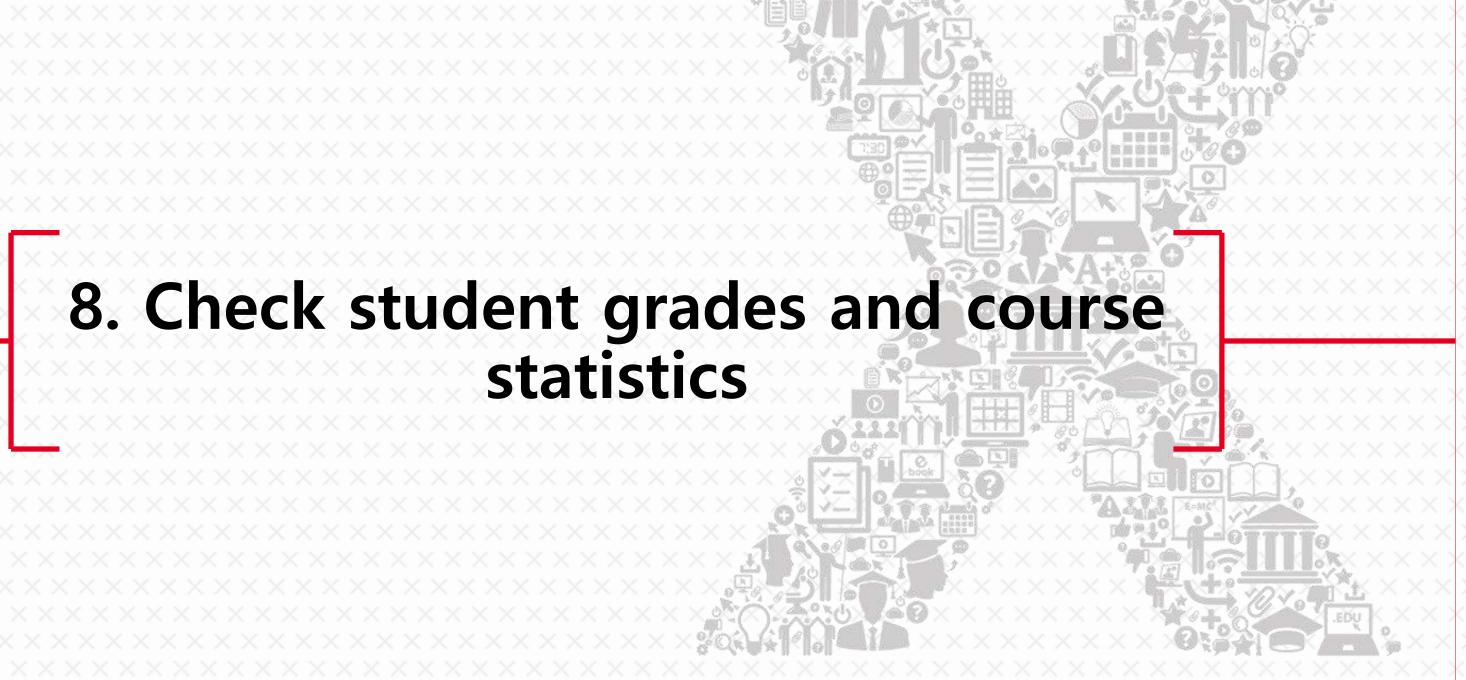
② Classification by type

- Attendance: If you watch more than the attendance approval rate within the accreditation period, it will be displayed as 'Attendance \(\circ\)'.
- Tardy: If you watch more than the attendance approval rate within the 'Late 'period, it will be displayed as "Late △".
- Absence: If you have not studied more than the attendance approval rate n rate until attendance period, it will be displayed as 'absence X' status.

③ Check detailed status by item and learning approval processing

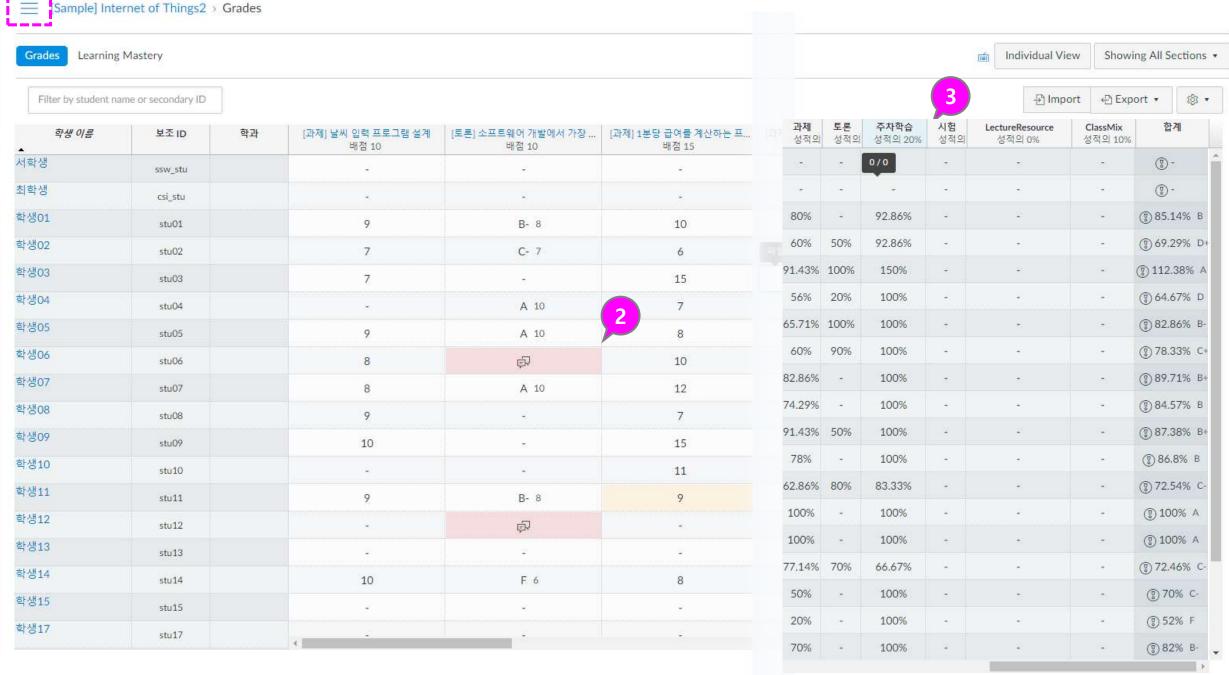
• If you select each item, you will be able to view the details of the student's learning status, check the learning progress manpower, or select the [Approve Learning] button to accept the status of 'Attendance'.

L/E/A/R/N/I/N/G X









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.

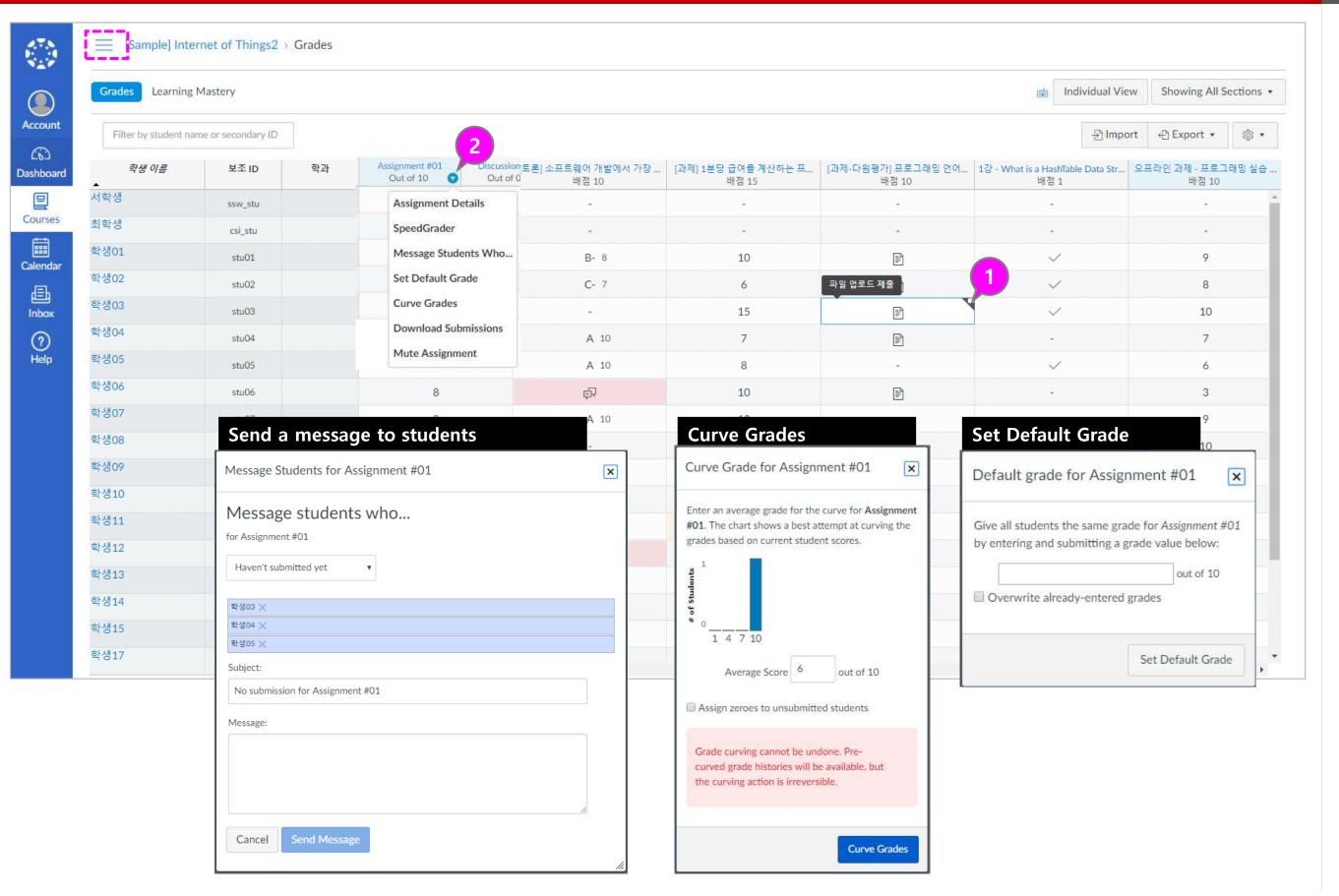
③ Assignment group and total grade

 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 messages by filtering specific learners / Relative evaluation / Enter basic score in bulk



Assess each assignment

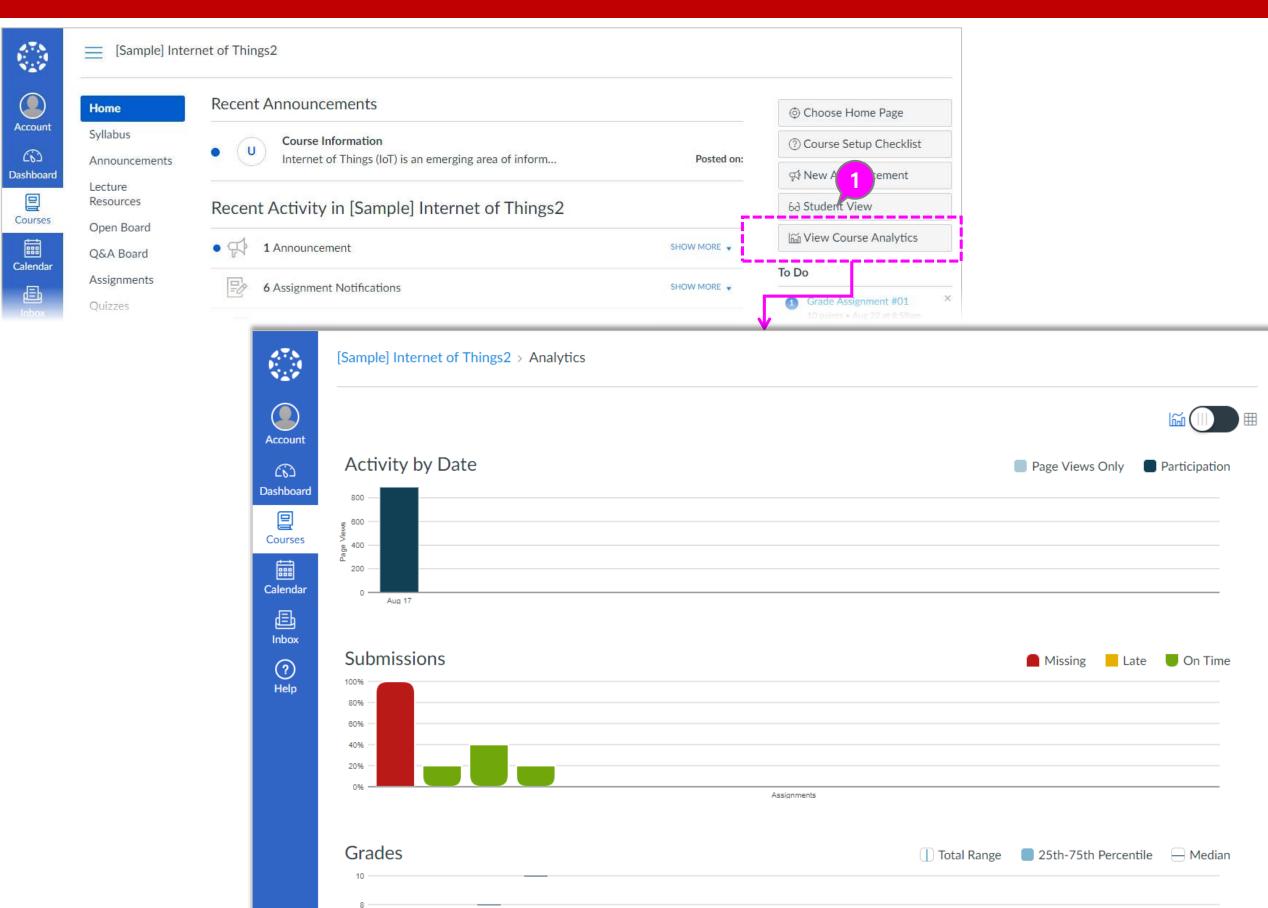
- You can select each assignment item to enter a score in the summary evaluation window, or create feedback.
- You can open SpeedGrader to view details and progress scoring.

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

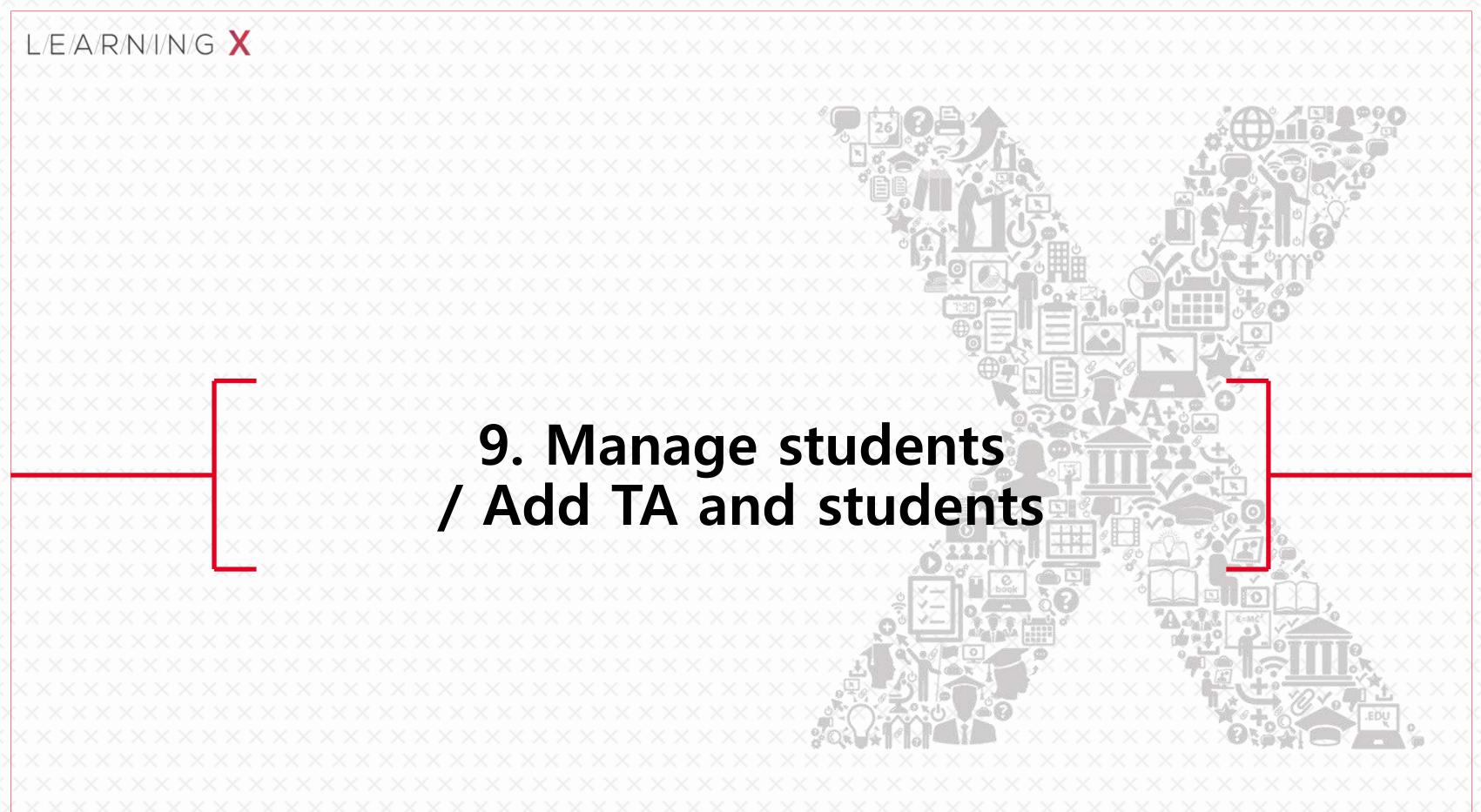
 You can adjust the
 assessment by setting an
 average score for Curve
 Grades.
- Default Grade Settings

 You can set the Default
 Scores for all
 assignments and adjust
 each scores.

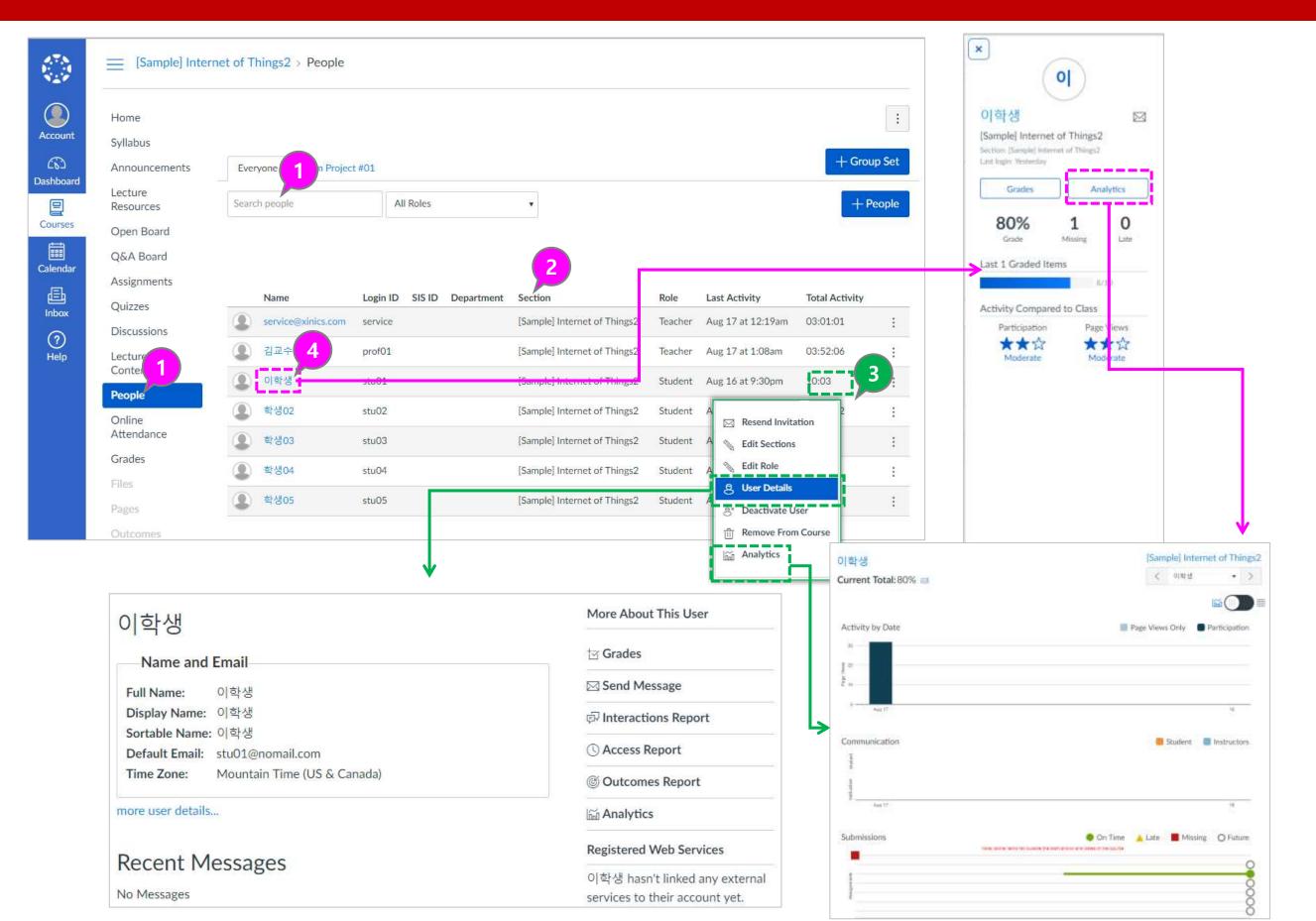


1 View Course Analytics

• 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.



View course students and members



1 Search people

 You can search people or filter by role.

② View user lists and information

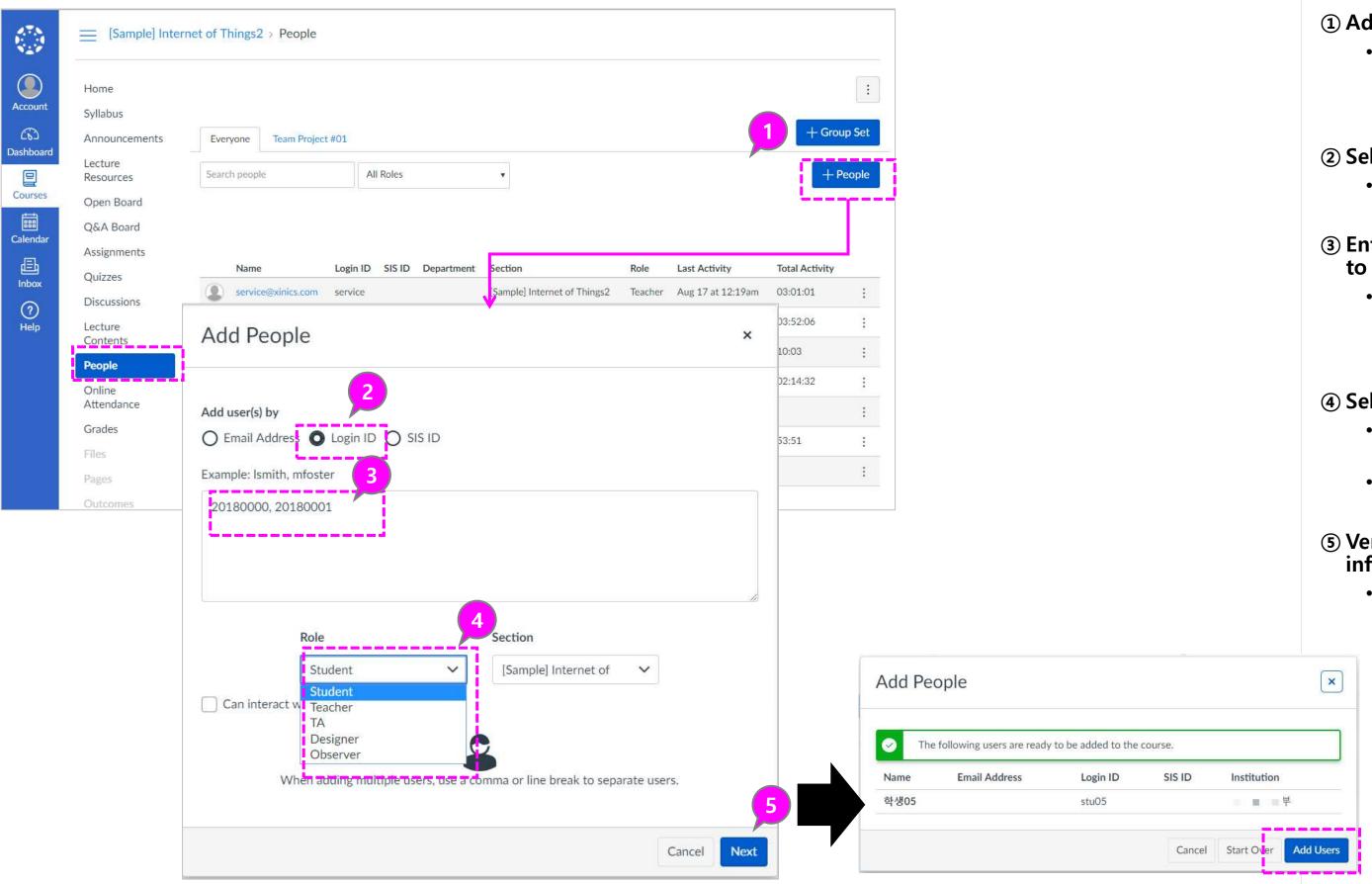
- You can view the user list.
- Name / ID / Student ID / Department information and role, latest activity time, total activity time can be inquired.

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.



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.

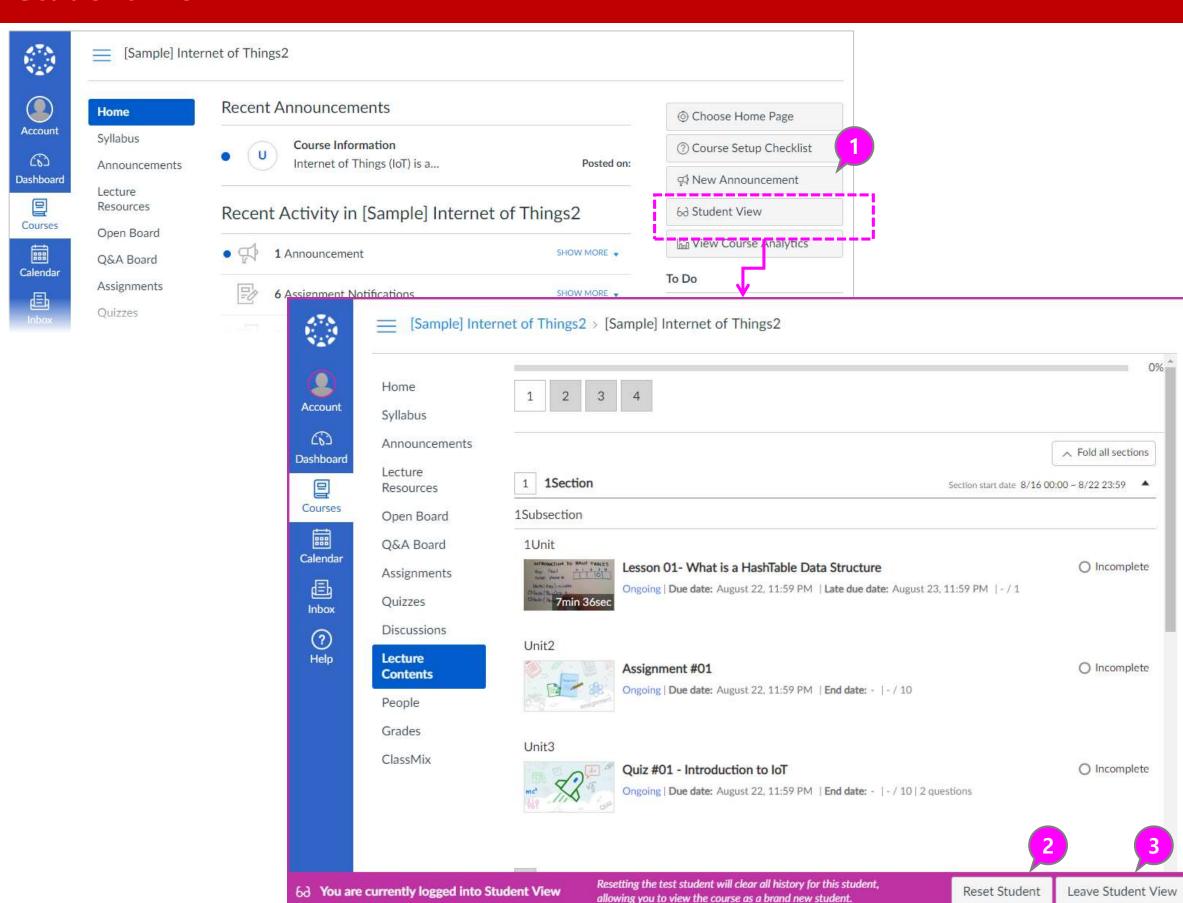
4 Select role to grant

- 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'.





1 View student screen

 You can switch to student view by selecting [Student View] menu on the right side of the course.

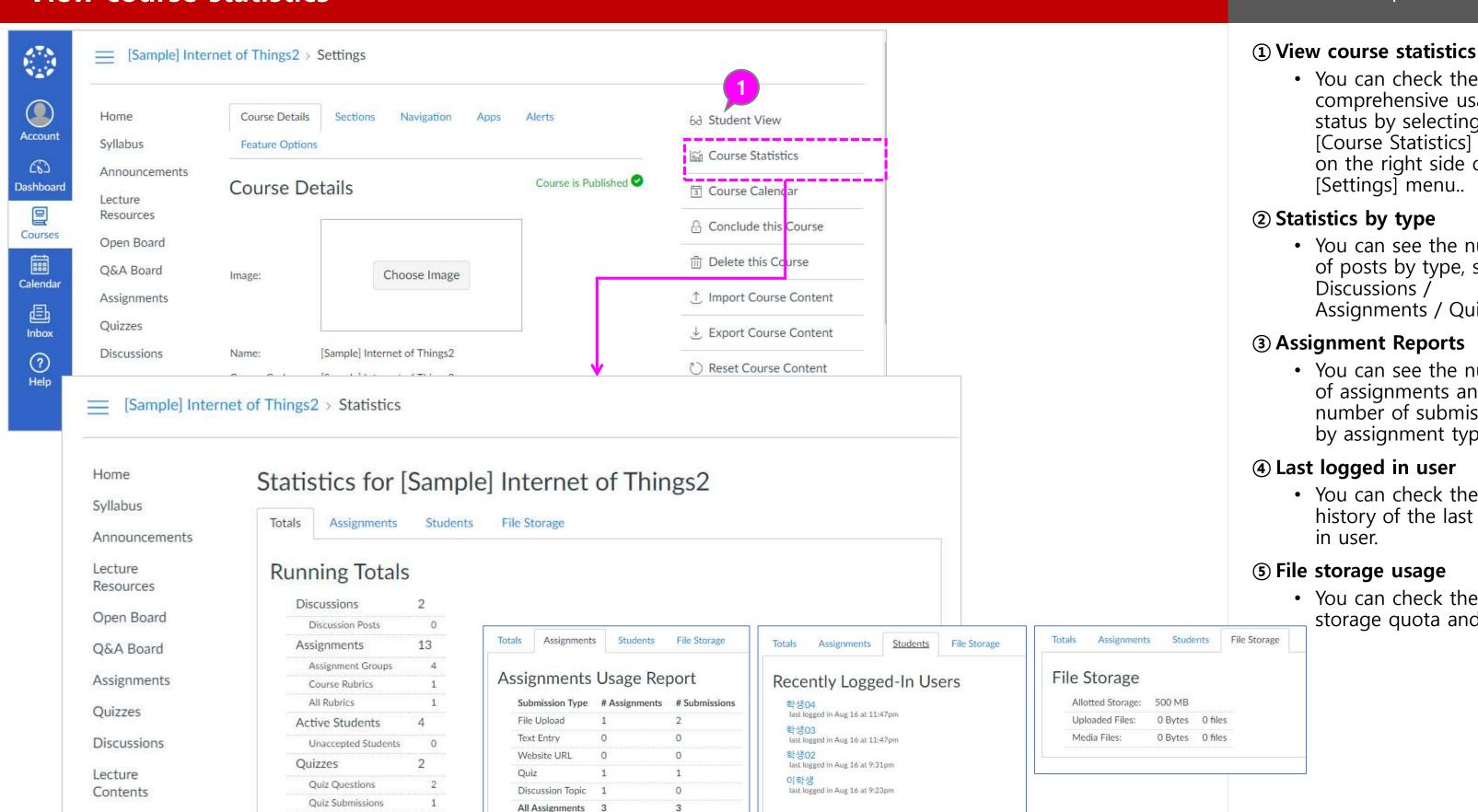
2 Reset student data

 You can see that nothing has been learned by initializing it in a nonprogressed state.

3 Leave Student View

 Exit the student screen view and return to the original Teacher mode.

People



 You can check the comprehensive usage status by selecting [Course Statistics] menu on the right side of the [Settings] menu..

 You can see the number of posts by type, such as Assignments / Quizzes.

 You can see the number of assignments and the number of submissions by assignment type.

 You can check the history of the last logged

 You can check the file storage quota and usage.