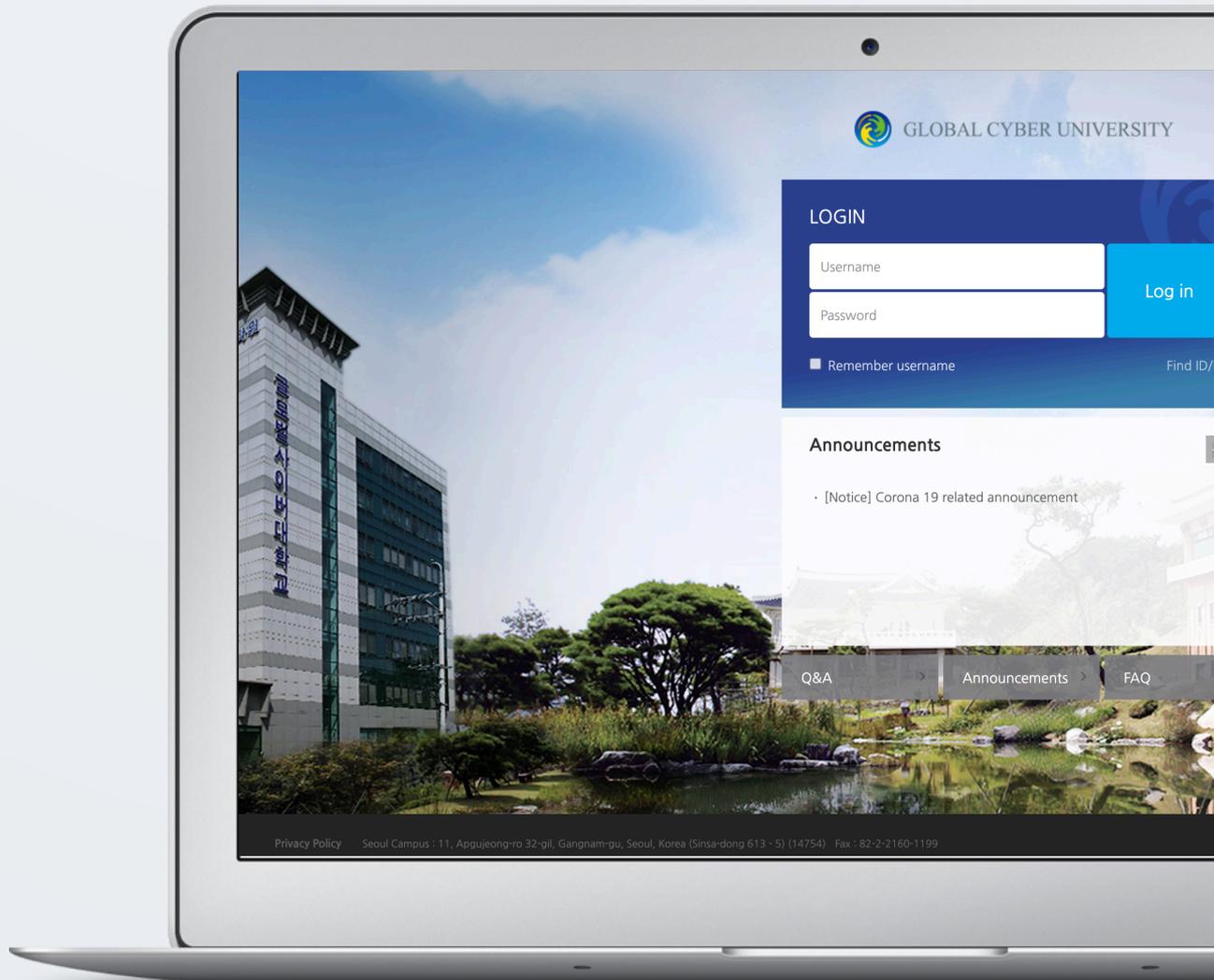


# TEACHER'S MANUAL

## 1. LMS OVERVIEW





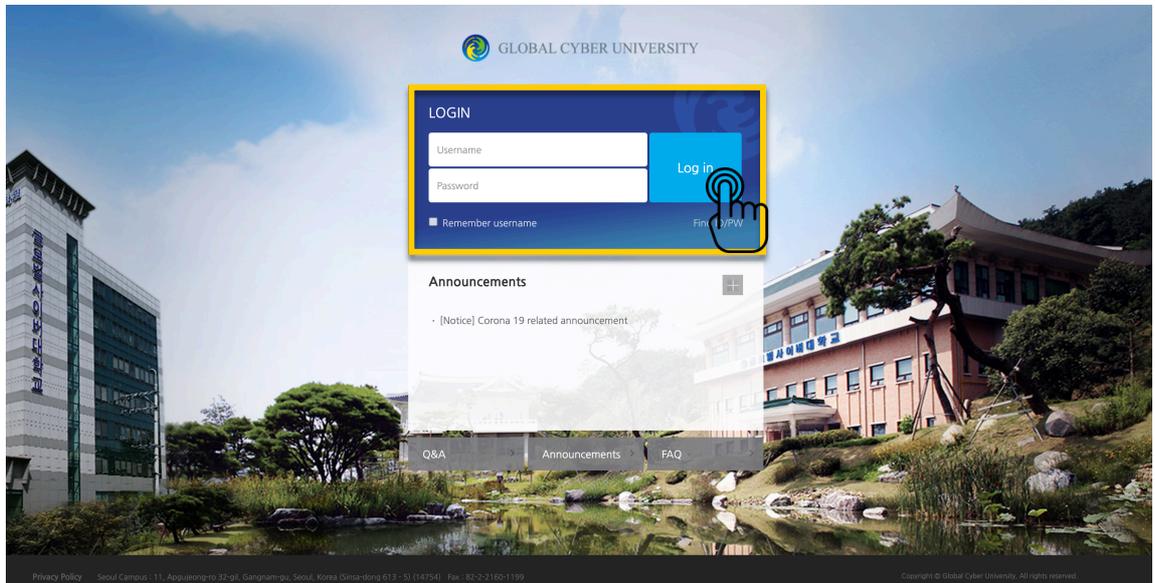
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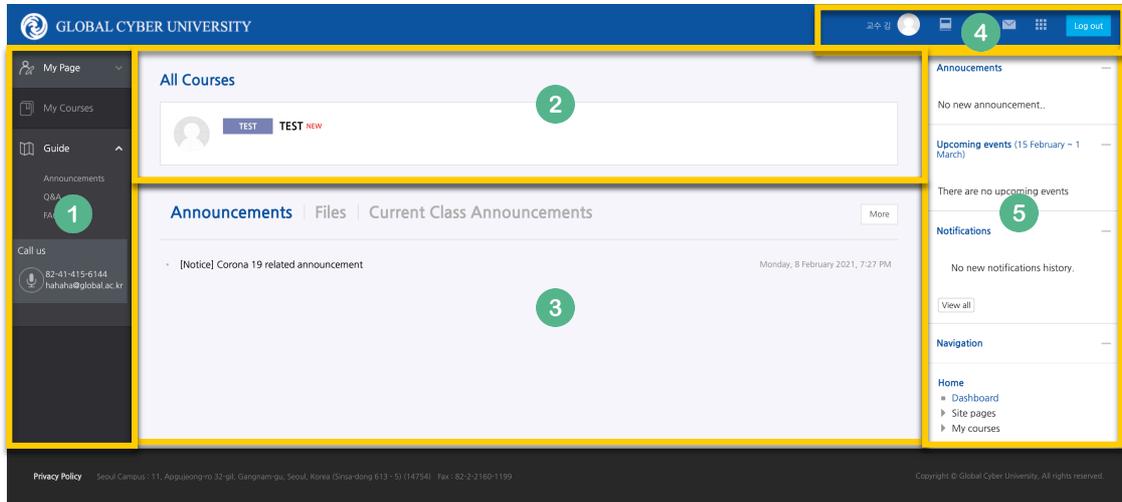
# 1. Access

Access LMS site with the following link: **gcu.kr**

Login with username and password used for university portal site



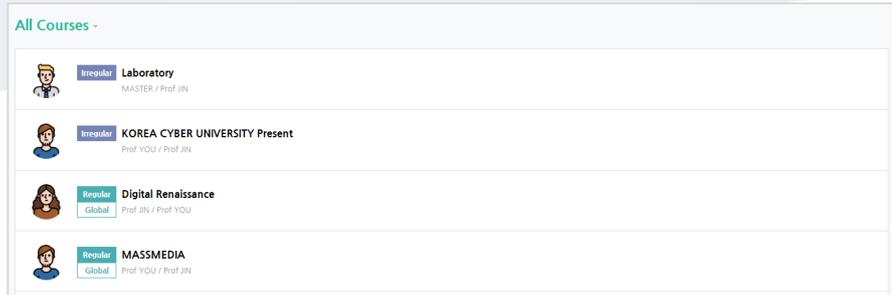
## 2. Main Page



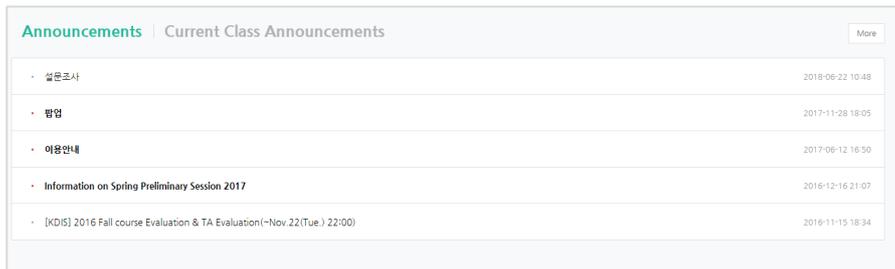
### ① Main Menu

Menu	Description
My Page	Dashboard, Update Profile *Profile update is executed by Student Information System
My Courses	List of my courses
Guide	Access to Announcements, Files, Q&A, FAQ, Files and Manual

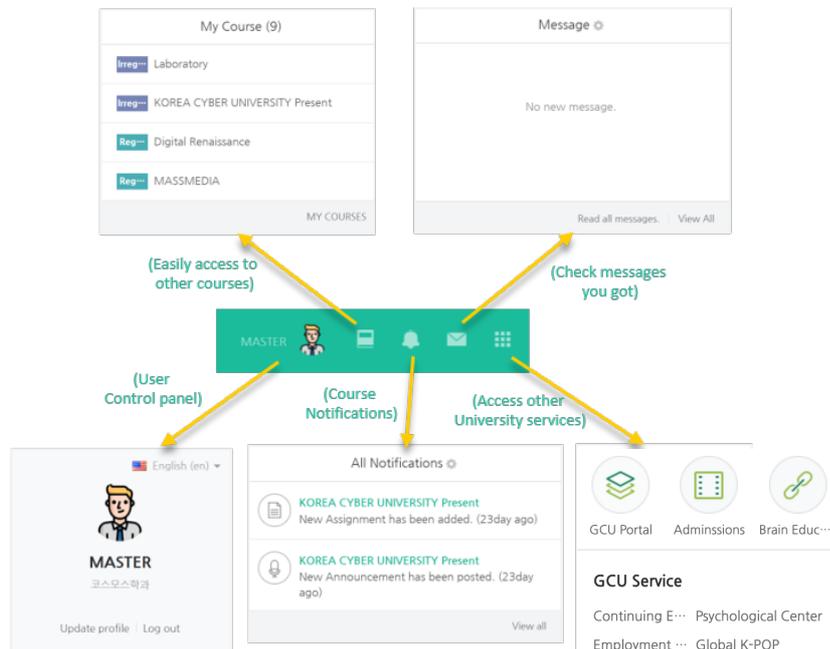
② Your courses



③ General and Course-specific Announcements



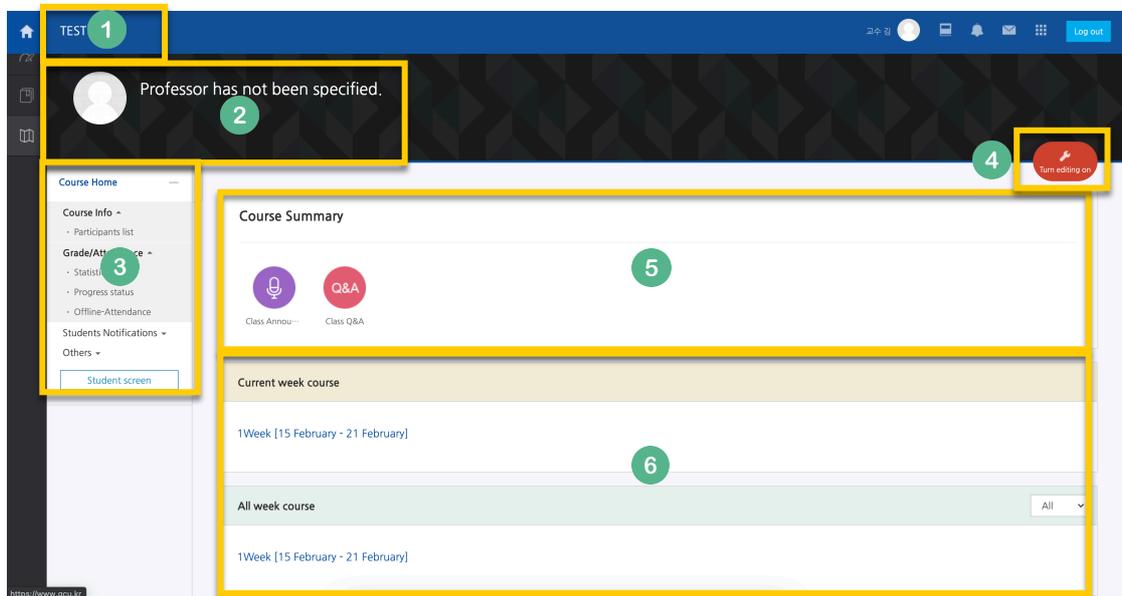
④ Top Toolbar



⑤ Announcements, Upcoming events (course schedule) and course notifications

# 3. Course Homepage

Each course is provided in a weekly form. Therefore, it is easy to put and organize learning contents and activities according to the dates when you plan to carry out them



- ① Course name
- ② Instructor information
- ③ Course menu
  - Course info: Participation List
  - Grade/Attendance: Statistics, Online Attendance (available online for 100% online courses)
  - Student Notifications: Send message or SMS to the enrolled students.
  - Others: Course settings, Question Bank, Online Attendance management
- ④ Turn Edition On/Off Button: Click this button to enable edit mode in order to upload learning materials or create learning activities
- ⑤ Course Summary: Course Overview, Announcement, Q/A Management Page
- ⑥ Contents: All course activities and materials are displayed by weeks