

**GLOBAL CYBER UNIVERSITY**  
**Learning Management System**  
**Student Manual**

# Usage environment and Connection

## Usage environment

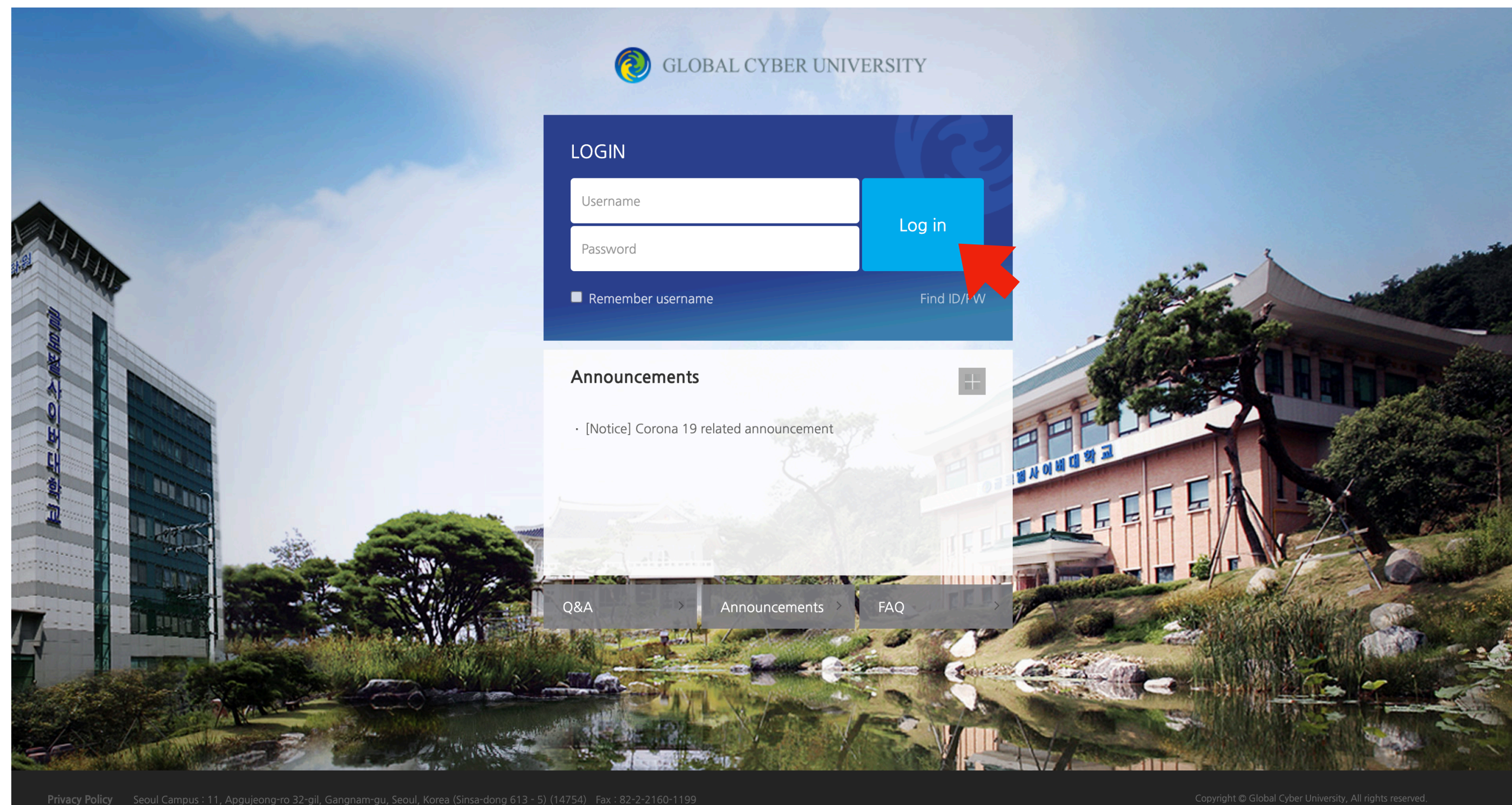
- Device: PC, Tablet, Smart Phone
- OS: Windows, MacOS, Linux, iOS, Android
- Web browser: Chrome(PC, Tablet, Smart Phone), Safari(iOS, MacOS) etc.

## Connection Method

- Web browser: You can connect by entering the following URL
- URL: [gcu.kr](http://gcu.kr)

## Login

- Web browser: After entering your ID(Student number) and Password in the center of the screen, Click the [Login] button





# Dashboard

Left Menu

GLOBAL CYBER UNIVERSITY

학생 이

Log out

My Page

My Courses

Guide

All Courses

Joining Lecture list

기분교육 Ubion test

Training Center for Health Personnel / UBION

Announcements

Current Class Announcements

[Notice] Corona 19 related announcement

Monday, 8 February 2021, 7:27 PM

System notice & Lecture notice

Announcement

Information on activities and content for the current learning period

News

No new notifications history.

View all

Personal Menu

## Left Menu

- |            |  |
|------------|--|
| My Page    | Dashboard, Update profile              |
| My Courses |  |
| Guide      | Announcements, Files, Q&A, FAQ, Manual |

## Personal Menu

- |           |   |
|-----------|---|
| Profile   | Update profile(Photo)                       |
| My Course | Joining lecture list                        |
| Notice    | Announcement, Upcoming event, News          |
| Message   | New message(sent from professor or learner) |
| Log out   | Site Log out                                |

# Classroom interface

- You can move page up and down
- You can use the Learning Resources(file, VOD etc.) and learning activities(Assignment, Quiz, Forum etc.) by clicking

The screenshot displays the Classroom interface for an Administrator. The top navigation bar includes a home icon, the text 'Education', a 'Course Name' input field, and user information 'Administrator' with a profile icon, a desktop icon, a notification bell, a mail icon, and a 'Log out' button. A left sidebar contains icons for a person, a book, and a document, with the text 'Administrator' below them. The main content area is divided into sections: 'Course Home' (with a minus icon), 'Course Info' (with a plus icon and sub-items: 'Participants list'), 'Grade/Attendance' (with a plus icon and sub-items: 'Progress status', 'Offline-Attendance'), and 'Students Notifications' (with a minus icon). The 'Course Summary' section features a 'Notification' icon (purple circle with a microphone) and a 'Q&A' icon (red circle with 'Q&A' text). The 'Progress status' section shows a row of 15 numbered circles (1-15) with minus signs below them, and a legend below indicating 'Attendance 0' (blue dot), 'Absence 0' (red dot), and 'Late 0' (green dot). The 'Current week course' section has a yellow header and shows '1Week [24 August - 30 August]'. The 'All week course' section has a green header, a dropdown menu set to 'All', and shows '1Week [24 August - 30 August]'. A dashed arrow points downwards at the bottom right of the interface.

Course Summary: Notification / Q&A etc.

Progress status: Check your progress

Current week course: Check this week activities and resources

All week course: Check every weeks activities and resources



# Learning Resources: File

- You can use by clicking on the learning resources registered in the classroom
- Document data can be viewed in the web document viewer
- The document file displays the document format (PDF, XLSX, DOCX, PPTX, HWP) as an icon

The screenshot displays a learning management system interface. On the left, a sidebar titled "All topic course" shows a course structure for "Week1. Education Theories" with sub-items "Concept definition" and "Using case". Below this, a list of resources is shown, including "Week1. Wildlife\_87" and "Week1. Become a human". A dropdown menu is open, showing three PPT files: "Learning Resource1. Data Mining", "Learning Resource2. Education theories", and "Learning Resource1. Mind Set". On the right, a document viewer titled "[Teachers Manual] 3. Learning Materials.docx" is shown. The document content includes a section titled "7. Web Page" with instructions on adding URL links. A yellow box highlights the "Add Resource/Activity" button. Below this, a "General" section contains a "Name" input field. A "Content" section contains a "Page content" input area. The document also includes a section titled "8. (COMMON) Edit/Delete Course Activities & Resources" with instructions on how to edit or delete course activities. A "Turn editing on" button is visible at the bottom left of the document viewer.

All topic course

Week1. Education Theories

- Concept definition
- Using case

Week1. Wildlife\_87 2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 02:01

Week1. Become a human 2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 00:30

- Learning Resource1. Data Mining
- Learning Resource2. Education theories
- Learning Resource1. Mind Set

Forum

Board

Resources

[Teachers Manual] 3. Learning Materials.docx

Down Print

## 7. Web Page


Apart from adding documents by uploading them, you can add the documents in a webpage format. The advantages of webpages are that you can utilize all functions of webpages like HTML and that you can rapidly edit the documents in the webpage format comparing to editing normal documents in LMS.

You can add a URL link by following these steps:

Click "Add Resource/Activity" button near the section where you want to add the URL link.

1Week [13 February ~ 19 February]

Add Resource/Activity

Then, in the opening panel, click "URL" button, displayed with 

Input a name for the file.

General

Name\*

Input the content to "Page Content" and click **Save and return to course** button.

Content

Page content\*

## 8. (COMMON) Edit/Delete Course Activities & Resources

In order to edit or delete a course activity or material;

First, click "Turn editing on" button, located at the top-right of the course homepage.

Turn editing on

Then, click cogwheel button near to the course activity/material you want to edit or delete. The all actions you can do are as follows:

# Learning Resources: Folder

- You can use by clicking the folder registered in the classroom
- Folders are used by instructors to deliver multiple class materials
- You can download data in the folder

The screenshot displays a learning management system interface. The top section, titled "All topic course", includes a dropdown menu set to "All". Below this, the "Week1. Education Theories" section lists topics: "Concept definition" and "Using case". It also features two video links: "Week1. Wildlife\_87" (2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 02:01) and "Week1. Become a human" (2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 00:30). A list of learning resources follows, including "Learning Resource1. Date Mining", "Learning Resource2. Education theories", and "Learning Resource1. Mind Set", each with a PPT icon. At the bottom of this section are links for "Forum", "Board", and "Resources".

The "Resources" section, titled "Resources", shows a folder icon with a list of files: "Sample.docx", "Sample.hwp", "Sample.pdf", and "Sample.pptx". A "Download folder" button is located at the bottom of this section.

**Folder**

## Learning Resources: VOD

- You can use by clicking the video registered in the classroom
- Check the learning period(indicate the duration in red letters on the right of the video title)
- Click the play button (▶) to play it (determine whether or not to learn based on the actual played record)
- After completing the study, you must close the window to save the study record

The screenshot displays the VOD Viewer interface. On the left is a teal sidebar menu with the following items: 'All topic course' (with a dropdown menu set to 'All'), 'Week1. Education Theories' (with sub-items '- Concept definition' and '- Using case'), 'Week1. Wildlife\_87' (with a red duration '2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 02:01'), 'Week1. Become a human' (with a red duration '2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 00:30'), 'Learning Resource1. Date Mining', 'Learning Resource2. Education theories', 'Learning Resource1. Mind Set', 'Forum', 'Board', and 'Resources'. The main area on the right shows a video player for 'Week1. Wildlife\_87' at 01:00. The video shows a speaker on a stage in front of a large audience. The player controls at the bottom indicate a current time of -1:37, 1x speed, and an available duration of 1/08/20, 00:00 ~ 7/08/20, 23:59.

**VOD Viewer**



# Learning Activities: Assignment


- You can click the assignment registered in the classroom to check the information (content, period, submission status)
- You can go to the page to submit by clicking submit assignment button
- If you submit assignment after the submission deadline, the submission status will be changed to Late Submission


Week1. Education Theories


- Concept definition
- Using case


▶ Week1. Wildlife\_87 2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 02:01


▶ Week1. E-Learning content 2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 00:30


 Learning Resource1. Date Mining


 Learning Resource2. Education theories


 Learning Resource1. Mind Set


 Forum


 Board

 Resources

 Week1. E-Learning 2020-08-01 00:00:00 ~ 2020-08-07 23:59:59, 15:00

 About Moodle

 Reference

 **Week1. Assignment**

How do you think about Education

Write your opinion

## Week1. Assignment

How do you think about Education

Write your opinion

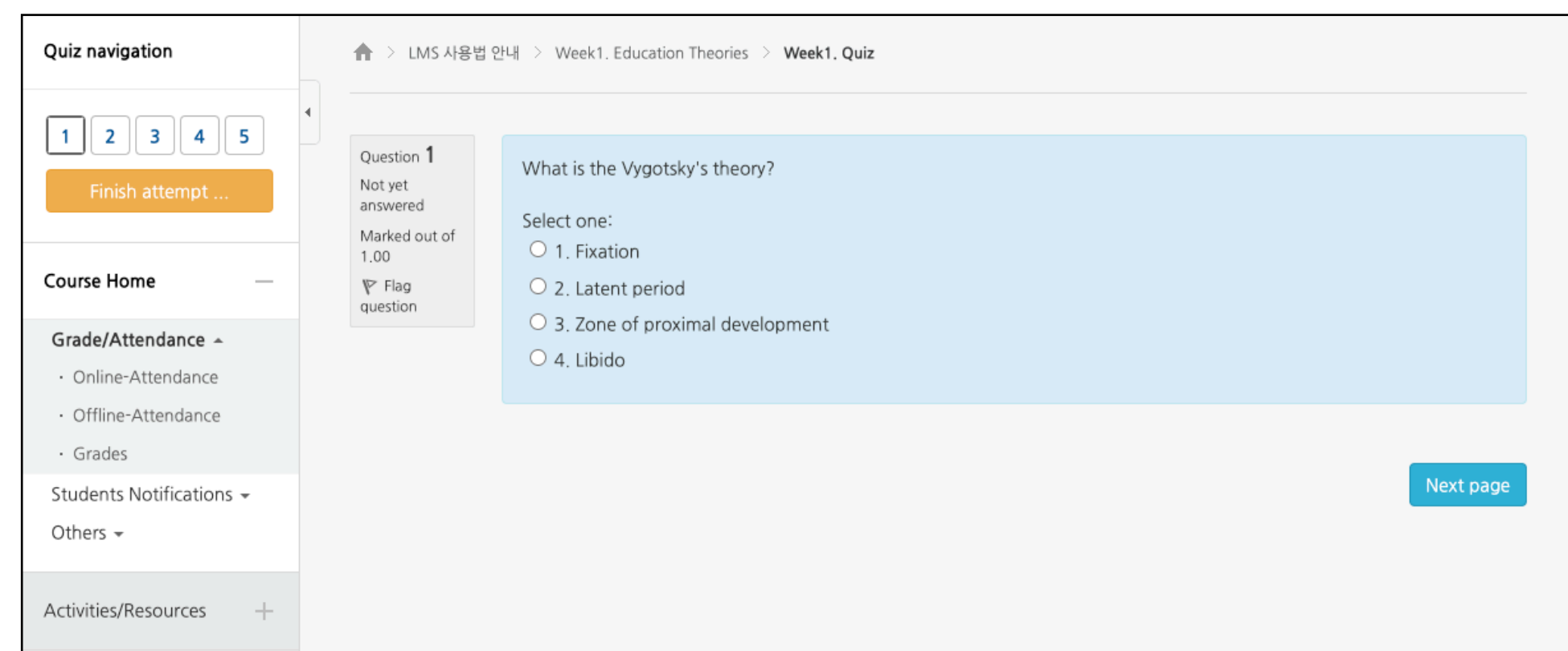
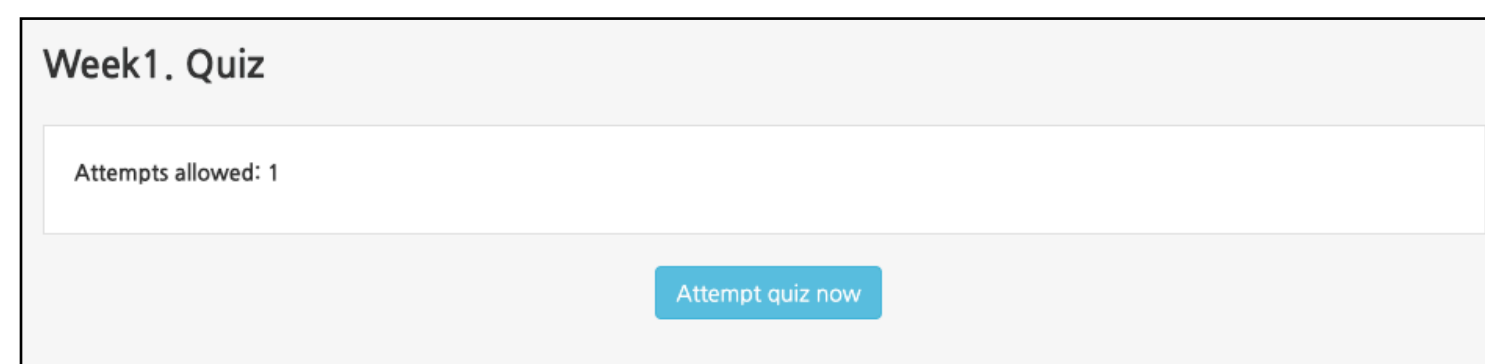
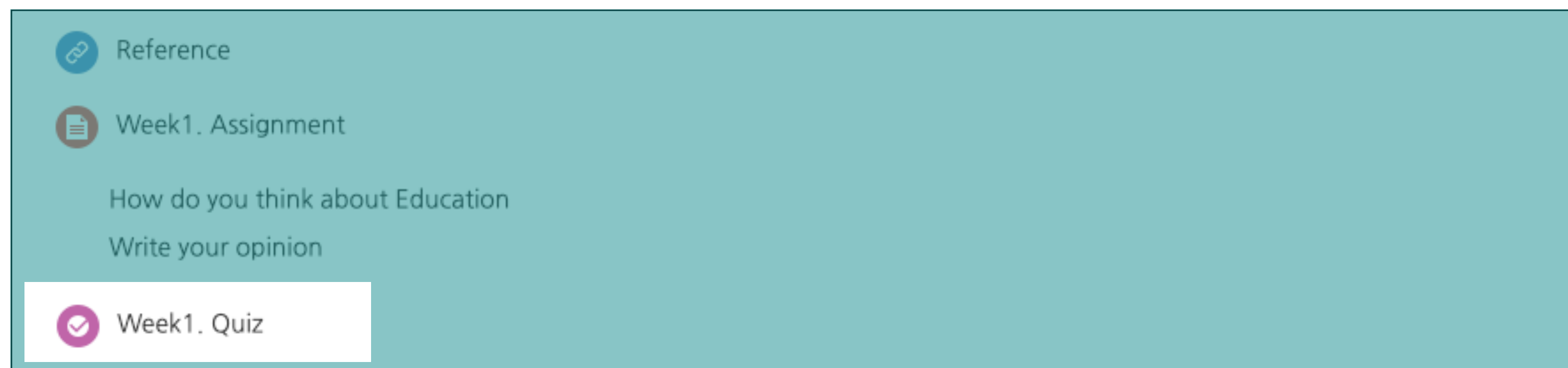
### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	2020-08-31 00:00
Time remaining	6 days 5 hours
Last modified	-
Submission comments	▶ <a href="#">Comments (0)</a>

Add submission

# Learning Activities: Quiz


- You can start the Quiz by clicking the registered in the classroom
- Quiz is different depending on options instructor chose
- Start quiz, click **Attempt quiz now** button
- After taking a quiz, be sure click **Finish attempt** and complete the test





## Learning Activities: Default Board

- You can use the board by clicking the default board registered the classroom(Notifications, Q&A)
- You can post by clicking **Write** button

### Course Summary

  
Notification

  
Q&A

 Board

### Q&A

Total Count : 1   Total Page : 1 / 1   15   View

Number	Title	Writer	Created Date	Hit
1	Question! <small>NEW</small>	이지영	2020-08-24	1

List Write

Title ▼

Keyword

Search



## Learning Activities: Poll

### Poll

- Poll is an activity in which you choose one of the options for questions
- Poll is conducted anonymously or by name, depending on the instructor's setting
- Poll also includes a first-come-first-served option

The image shows a screenshot of a learning management system interface. On the left, a sidebar contains four navigation links: 'Week1. Assignment' (with a document icon), 'Week1. Quiz' (with a checkmark icon), 'Survey' (with a list icon), and 'Poll: Choose the date of Midterm' (with a bar chart icon). The 'Poll' link is highlighted. To the right, a modal window titled 'Poll: Choose the date of Midterm' is open. It displays five radio button options: '6.30', '6.31', '7.1', '7.2', and '7.3'. Below these options is a blue button labeled 'Save my poll'.

Week1. Assignment

How do you think about Education

Write your opinion

Week1. Quiz

Survey

Poll: Choose the date of Midterm

**Poll: Choose the date of Midterm**

☐ 6.30 ☐ 6.31 ☐ 7.1 ☐ 7.2 ☐ 7.3

Save my poll

# Learning Activities: Online-Attendance

- In the e-learning class classroom, the 'Online Attendance' is activated
- For classrooms where the online attendance is not activated, the 'Grade/Attendance' page provides some of Online-Attendance page
- You can check the learning level by week and by content, and click the 'O times' button to check the detailed record

Course Home

Grade/Attendance

Online-Attendance

Offline-Attendance

Grades

Students Notifications

Others

Activities/Resources

Label

Assignment

file

VOD

More

Home

LMS 사용법 안내

이지영 Student attendance

Attendance Status

ID number	
Fullname	이지영
Mobile phone	

\* Attendance Requirements : Case of you learning more than the required time that attendance accepted on period.

Attendance-[O], Tardiness-[▲], Absence-[X]

	Resources	Required	Watched ?	Attendance	Week attendance
1	Week1. Wildlife_87	01:00	-	X	X
	Week1. E-Learning content	00:27	-	X	
	Week1. E-Learning	13:00	-	X	
2	SAMPLE	02:00	-	X	X
3					
4					
5					