The Project for the Educational Quality Improvement of Adama Science and Technology University through ICT Integration

LMS System Student User Manual





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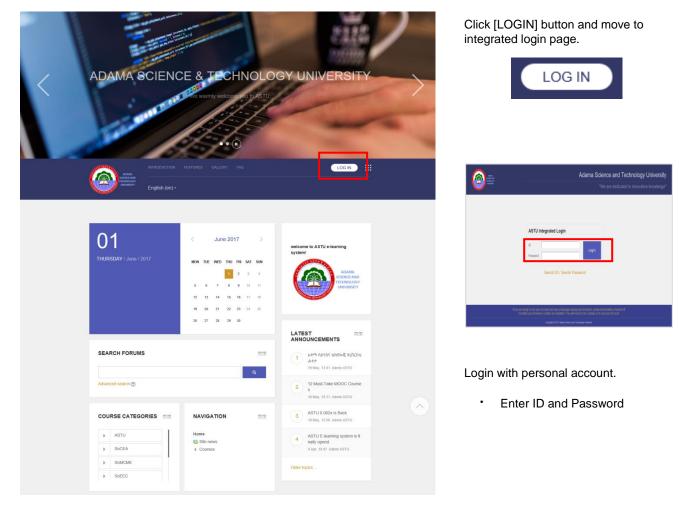
1. Website Access and Login

1.1. Access website

Access to ASTU LMS website as below.

- https://uglms.astu.edu.et (Undergraduate)
- https://pglms.astu.edu.et (Postgraduate)
- https://plms.astu.edu.et (Open Courseware System)

1.2. Login and Register Profile





	ASTU WEBSITE	Student A
SCINCE AND FORGOLOGY UNIVERITY	My courses - English (en) -	
Student A Dashboard > Preferences > Edit profile +		
	Student A	
Dashboard = Site home	▼ General	Expand all
 ASTU e-learning system My courses 	First name* Student	
	Surname* A	
	Email address* sld01@test.com	
	Email display Allow only other course members to see my email address	
	City/town	
	Select a country Ethiopia	
	✓ User picture	
	Current picture	
	2	
	Delete New bicture Mauinum size for new files: 60	
	> 🔐 Fies	
	Vox can drag and drap film here is add films.	
	Picture description	
	► Additional names	
	→ Interests	
	▶ Optional	
	 ■ Belong to 	
	Major* Choose	
	Update profile	
	There are required fields in this form marked *.	
		<u>^</u>
	You are logged in as Student A LOG OUT	FAMILY SITE •

Profile must be registered when initially logging in to the LMS system. You cannot move to the next page if required fields are not registered.

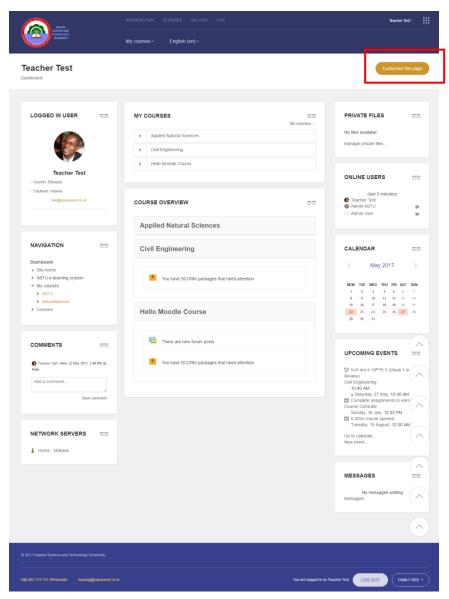
- First name
- Surname
- Email address
- Current picture
- All * fields are required

My profile information is important since it is linked with the course to be taken and grade. Therefore, enter the exact information of yourself.



2. Dashboard

2.1. Dashboard Setting



2.2. Detailed Function of Dashboard

2.2.1. Navigation

NAVIGATION	- <
Dashboard	
Site home	
ASTU e-learning system	
 My courses 	
ASTU	
Miscellaneous	
Courses	

Click [Dashboard] from [Navigation] block and move to dashboard screen. Customising the dashboard screen is available following the user's preference. Click [Customise this page] at the top-right and add block from [Add a block] menu at the bottom.

Use ⁺ button located in each block to change location of blocks and click

button to change setting, hide, delete the selected blocks.



Select [Reset page to default] to initialise all settings during customisation and click [Stop customising this page] to finish customising.

Reset page to default Stop customising this page

[Navigation] block among dashboard block enables quick move to each course and to specific page within the site.

[Site home] moves to the main page of LMS website, [My courses] goes to the course page currently taking, [Courses] moves to all the course page opened in LMS.



2.2.2. My Course

IY (COURSES	
		All courses
Þ	Applied Natural Sciences	
Þ	Civil Engineering	
•	Hello Moodle Course	

[My Course] block checks the course name currently taking and leads to relevant course page when clicking it.

2.2.3. Course Overview

COURSE OVERVIEW	- <
Applied Natural Sciences	
Civil Engineering	
You have SCORM packages that need attention	
Hello Moodle Course	
There are new forum posts	
You have SCORM packages that need attention	

[Course Overview] allows checking details of learning activity which is designed in current course and it moves to relevant activity when clicking it.

[Calendar] checks not only the learning schedule within the course but also all the event schedule related to LMS site. [Upcoming Event] checks the latest event.

2.2.4. Calendar and Upcoming Events

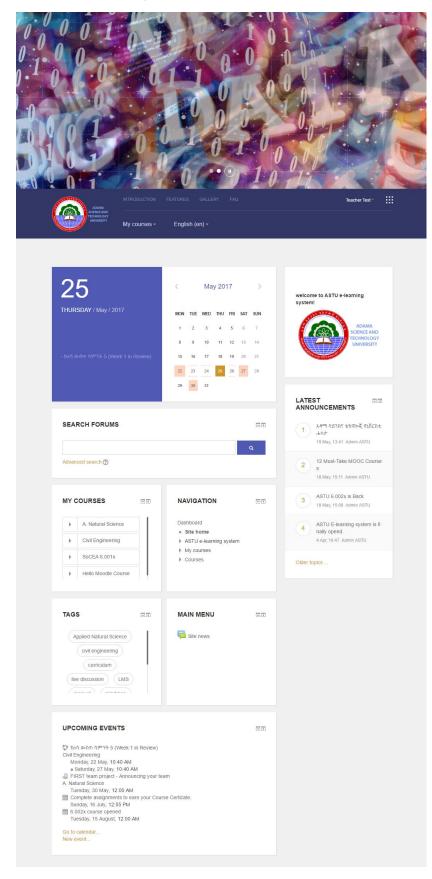
CAL	END	AR				- <
<		Ma	y 20′	17		>
MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
8 15	9 16	10 17	11 18			
-	-	17	18			

 われ かわ
Go to calendar New event



3. Front Page

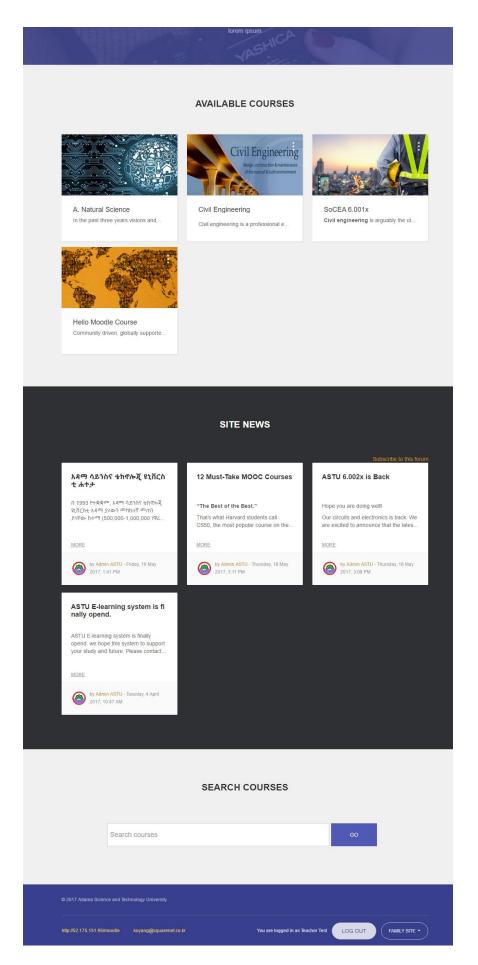
3.1. Check Front Page



Personalised learning information depending on logged in users can be found in the front page.

- Today's schedule and calendar (My course learning calendar and LMS site event calendar)
- Search forums
- My courses
- Site navigation
- Tags
- Main menu (LMS site announcement)
- Upcoming events
- · Latest announcements

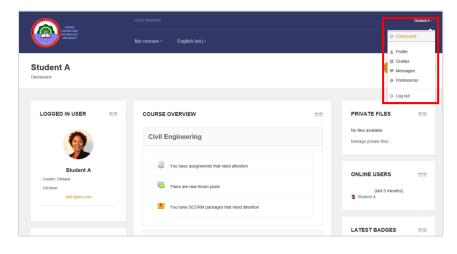




- Available courses
- Site news (Click 'More' for details)
- Search course



4. User Quick Menu



Click logged in user name at the topright of the screen to move to [Dashboard], [Profile], [Grades], [Message], [Preferences] page or to [Logout].

Student A 🔻
Dashboard
1 Profile
Grades
Messages
Preferences
▷ Log out

4.1. Profile

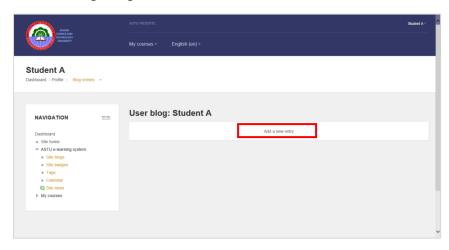
Student A Dashboard > Profile					Res	et page to default	Customise this p
NAVIGATION Desthoard = Ste tome → ASTU e-keaming system → My courses	- Country Ethiopia - Clyrfrom:			ident A			80
	CALENDAR		Jur	ne 2017			
	MON	TUE	WED	THU	FR	SAT	SUN
	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25
	User details country Ethiopia Major Applied Chemistry		Edit profile	Biog entri Forum po Forum dis Learning	sts scussions		
	Course details			Repor			
	Civil Engineering SoCEA 6.001x Computer Science_P1 Geomorphology_P2			First acco Monday	activity ess to site , 3 April 2017, 10 ess to site	131 AM (66 days 19	hours)

Click [Profile] to see profile page as shown on the left.

Check your user information and calendar. Edit profile by clicking [Edit profile] in [User details] area. Move to my blog, check forum post/forum discussion record/study plan in [Miscellaneous] section. Check my learning and activity record by courses in [Course details] area. Check browser session information and login record in [Reports].



4.1.1. Manage Blog

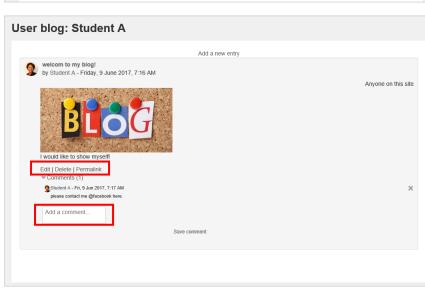


Click [Blog entries] and move to my blog page. Click [Add a new entry] and move to writing page of the blog.

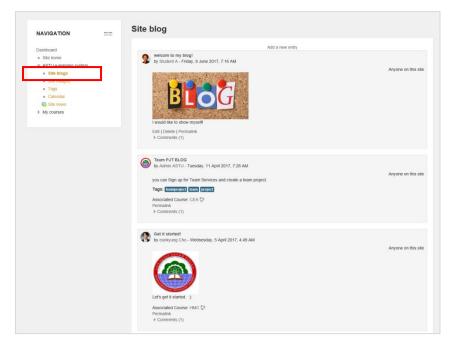
Decide publishing option of [Entry title], [Blog entry body], [Publish to] and [Save changes].

✓ General	✓ Collapse :
Entry title*	
Blog entry body*	
Attachment	
Attachment	Maximum size for new files. 600MB, maximum attachments
Attachment	
Attachment	

My blog posting can be checked as shown on the left. You can [Edit], [Delete], [Permalink] or write comment with [Add a comment].







4.1.2. Manage Forum Post

Dashboard		Posts made by Student A	
 Site home 		CEA -> Self-presentation -> I am Ying Ying Lu> Re: I am Ying Ying Lu. by Student A - Friday, 9 June 2017, 7:53 AM	
 ASTU e-learning system My courses 		HI, NICE TO SEE YOU!	
P My Couraca		Sum of ratings: -	Permalink Show parer See this post in contex
		CEA -> 5elf-presentation >> I am Bally. by Student A - Friday, 9 June 2017, 7.47 AM Noce to join this class.	*
		Sum of ratings	Permalin See this post in contex
NAVIGATION	ÐZ	Posts made by Student A	
NAVIGATION Dashboard = Sile home > ASTU e-learning system > My courses		Posts made by Student A Student A - Finlay, 9 June 2017, 7.47 AM Note to join this class.	
Dashboard = Site home I ASTU e-learning system	22	CEA → Self-presentation → I am Sally. by Student A - Friday, 9 June 2017, 7:47 AM	
Dashboard = Site home I ASTU e-learning system	20	CEA -> Self-presentation -> I am Sally. by Student A - Friday, 9 June 2017, 7 47 AM Note to join this class.	Perm See this post in co

All blog posts that are opened to public can be checked by clicking [Site blog] of [Navigation] block.

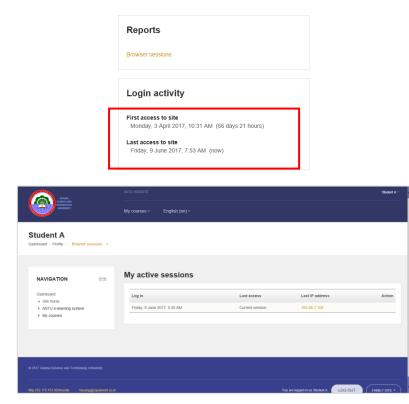
from [Profile] page to check all forum posts written by you. This includes not only the post written by me but also the comments. Click text and move to the forum of the relevant course where the forum is created.

Click [Miscellaneous] > [Forum post]

Forum post by me can be checked when clicking [Forum discussions].



4.1.3. Login Activity Report



Click [Browser sessions] of [Reports] area to check my session information.

Check first and last access to site in [Login activity] for login record.

Click course name in [Course details] to check relevant user's profile (Function of course profile is explained in 5. My course)

4.1.4. Course Profile

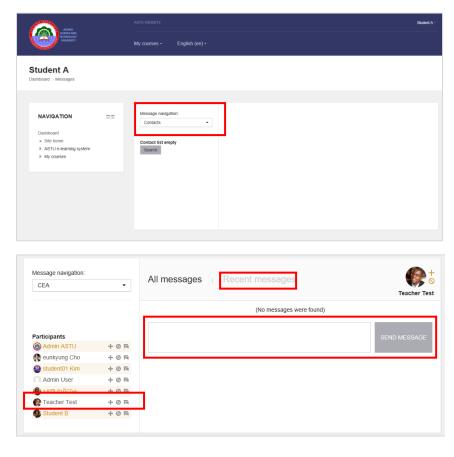
			Saud
Increased		My courses - English (en) -	
ivil Engineering			
NAVIGATION Dashboard * Site home ASTU e-learning system * Current course * Current course			Student A
 Participants Course biogs Student A Badges General Week 1 Week 2 Week 3 Week 4 Week 6 		User details Country Ethiopia Major Applied Chemistry	Edit profile Full profile Blog entites Forum politis Forum discussions Learning plans
My courses		Course details	Reports Today's logs
ADMINISTRATION Course administration		Course profiles Chill Englineering SIGEEA, BLOTIX Computer Science, P1 Geomorphology, P2 Roles	All logs Outline report Complete report Statistics Browser sessions Grade
SEARCH FORUMS	Q	Student Group Aleam	Login activity
Advanced search (2)			Last access to course Friday, 9 June 2017, 8:00 AM (now)



4.2. Grades

ACUAL MERCANIC MERCANICIPAL MER		ASTU WEBSITE	eunkyun	ıg Cho -
		My courses • English (en) •		
eunkyung Cho Dashboard > Grades				
NAVIGATION				
		Courses I am taking		
= Site home		Course name	Grade	
 ASTU e-learning system My courses 		A. Natural Science	91.00	
		Civil Engineering	144.00	
		SoCEA 6.001x		
		Computer Science_P1		
		Geomorphology_P2		
		Hello Moodle Course	0.00	_

4.3. Message



Teacher Test	+0雨
--------------	-----

Student A ▼
Dashboard
1 Profile
Grades
Messages
Preferences
⇒ Log out

Click Quick menu > [Grades] to check 'Courses I am taking' as shown on the left image. Click course name and move to [Grade] page of the relevant course.

Click Quick menu > Message and move to message management page like the left.

С	ontacts
Сс	ontacts
Re	ecent conversations
Re	ecent notifications
(Courses
	CEA
	SoCEA 6.001x
	CS
	GMP

Select my contact list, recently communicated contact, recent notification or my course from Message navigation. Select course name to check list of participants, send message to users or to check recent conversation from [Recent messages].

Use icon on the right side of user name to add in [Contact] or Block.



nboard > SoANS > PHASE 1	•				
NAVIGATION		PHASE	1		
Dashboard = Site home > ASTU e-learning system ~ Current course ~ A Natural Science > Participants > Badges > General > Topic 1 > Topic 2		Contents • cs01 • □ cs01	Number of attempts allowed: Unlimited Number of attempts you have made: 0 Grading method: Highest attempt Gradin reported: None	Mode: O Preview® Normal Enter	
 Topic 2 Topic 3 PHASE 1 PHASE 2 PHASE 3 Topic 4 Topic 5 Topic 5 Topic 6 My courses 					New messages Go to messages tr

New messages alert can be checked below the system screen through POP. Click [Go to messages] to check the message or click [Ignore] to get rid of the alert window.

Click Quick menu > Preferences to move to main pages used recently by the user.

4.4. Preferences

ACAMA SCENEX AND	ASTU WEBSITE			Student A
ISCINCE AND INVERSITY	My courses • English (en) •			
Student A Dashboard > Preferences				
NAVIGATION	Preferences			
Destituand a Stitchome b ASTU elemaning system b My courses	User account • Gar profie • Proferred singuage • Course preferences • Estator preferences • Basagang Badges • Ange preferences • Basagang statings	Portfolios • configue • Transfer logs	Blogs = Biog preferences = External Hogs = Register an external Hog	

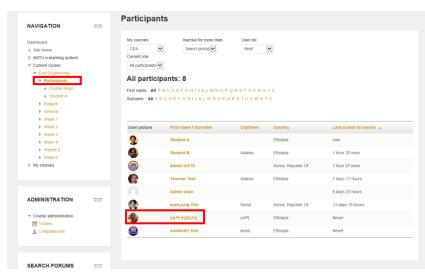


5. My Course

5.1. Move to Currently Taking Courses

			Student
Science and Science of University	My courses + English (en) +		
Civil Engineering Dashboard > SoANS > CMI Engineering			
	General	Your progress 🕐	SEARCH FORUMS
Dashboard • Site home • ASTU e-learning system • Current course • Civil Engineering • Participants	News You need to check-out this course news. Course Curriculum Sociate Contractum		ব Advanced search প্র
Participants Badges General Week 1 Week 3 Week 4	Week 1		LATEST ANNOUNCEMENTS
 Vreek 6 Wreek 6 My courses 	SetF presentation Lefts present yourself to your classimate. with text, video, audio what kinds of way you want to annouce yourse	L	Older topics
ADMINISTRATION	D Week 2		 Complete assignments to earn your Course Certicate. Sunday, 16 July, 6:55 AM 6:002x course opened Monday, 14 August, 6:00 PM
Competencies	User Charra's last speech Listen carefully and find the correct word in the blank.		Go to calendar New event
	? Your choice		
	Database		Activity since Wednesday, 7 June 2017 5:46 AM Full report of recent activity
	Making Thinking Maps Please explain and spread your thinking here.		COURSE UPDATES: Added Workshop Course Community
			G

5.2. Check Participants Taking Course



Click course name in [Course] or [My course] and move to course details like the left screen.

[Navigation] on the left side of the page provides course menu. My Grade and Competencies can be checked in [Administration].

Learning activity by learning module designed by the teacher(or administrator) can be checked in the middle of the page and learning page of relevant activity appears when clicking it.

[Search Forums], [Latest Announcements], [Upcoming Events], [Recent Activity] can checked on the right side of the page.

List of current participants of the course can be checked by clicking [Participants] from the [Navigation] block on the left side of the page.

Click user's profile photo or name to check user information.



	አዳማ ዩኒቨርስቲ
User details	Miscellaneous
Country	View all blog entries
Ethiopia	Forum posts
City/town	Forum discussions
አዳማ	
	Login activity
Course details	Last access to course Never
Course profiles	Never
A. Natural Science	
Civil Engineering	
SoCEA 6.001x	
Computer Science_P1	
Geomorphology_P2	
Roles	

5.3. Check Course Blog

NAVIGATION	Blog entries about Civil Engineering	
Dashboard = Site home > ASTU e-learning system ~ Current course ~ Civil Engineering ~ Parkingants = Course blogs	Biog about this Course Team PUT BLOG by Admin ASTU - Turesday, 11 April 2017, 128 PM you can Sign up for Team Services and create a team project. Tags::::::::::::::::::::::::::::::::::::	Anyone on this site
Notes Teacher Test Badges General Week 1 Week 2	Comments (0)	
 Week 3 Week 4 Weeek 5 Week 6 		
 My courses Courses 		

5.4. Course Profile

_		My courses • English (en) •			
vil Engineering					
NAVIGATION Dashboard = Site home } ASTU e-learning system * Current course	αđ		Stud	ent A	
 CAUE Engineering Planticipants Course blogs Student A Badges General Week 1 Week 2 Week 3 Week 4 Week 5 		User details Country Ethiopia Majer Applied Chemistry	Edit profile.	Miscellaneous Ful profie Big entries Fourn discusses Learning plans	

Click student name to check user details. Sending direct message to the user, checking post written in forum/blog post/course record/login activity record is available in this page.

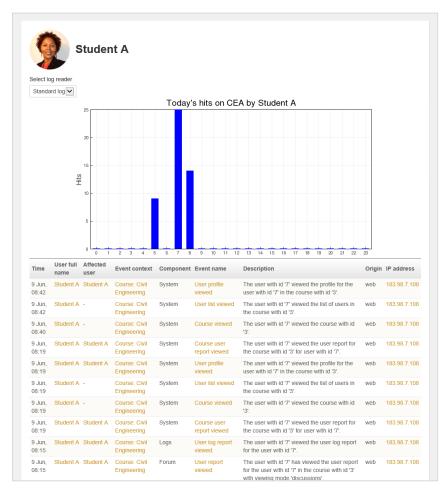
Click [Navigation] > [Participants]> [Course blogs] to check blog posts opened in relevant course. Depending on viewing availability of the post, it is exposed as 'Anyone on this site' or 'yourself'. Click [Comments] to comment on post. Click [Blog about this course] to move to new blog posting page.

Click [Current course]> [Course name] > [Your name] or my name from full student list. My learning record regarding the course can be checked in details from [Report] area.

Reports
⁻ oday's logs \II logs
Dutline report
Complete report Statistics
Browser sessions Grade



5.4.1. Today's Log



[Today's log] page shows all pages accessed today regarding the course and record of all activities. Mainly accessed time zone can be checked through graph.

[All logs] page shows all pages accessed up to now regarding the relevant course and all activities used. Mainly accessed time zone can be checked through graph.

5.4.2. All logs





5.4.3. Outline Report

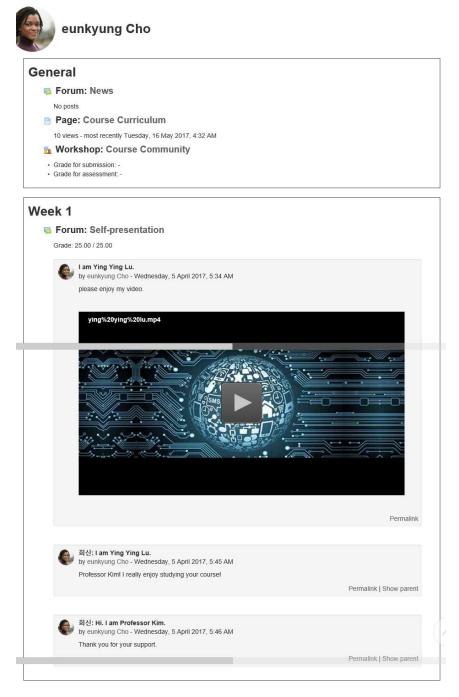
	News -	
	Course Curriculum 10 views Tuesday, 16 May 2017, 4:32 A	JM (24 days 4 hours)
2	Course Community -	
Wee	•k 1	
P	Self-presentation 3 posts, Grade: 25.00 / 25.00 Wednesday,	, 5 April 2017, 5:46 AM (65 days 3 hours)
Wee	:k 2	
H-9	Obama's last speech 7 views	Thursday, 25 May 2017, 11:36 AM (14 days 21 hours)
?	Your choice 'first story'	Tuesday, 11 April 2017, 10:25 AM (58 days 22 hours)
	Database - Making Thinking Last updated: Tuesday, 16 May 2017, 4:3	5 Tuesday, 16 May 2017, 4:35 AM (24 days 4 hours)
	Maps AM	
Wee	ek 3	
~	Wrap-up Quiz Grade: 10.00 / 10.00 Wednesday, 5 April 20	17, 11:09 AM (64 days 22 hours)
V		, 5:07 AM (64 days 4 hours)
_	e-learning Grade: 0.00 / 10.00 Thursday, 25 May	2017, 11:37 AM (14 days 21 hours)
Wee	ek 5	
	Group Assignment Grade: -	
	additional png files -	
	self presentation png file	
	E-Book -	
	PDF Files(uploaded to moodle) -	
	Excel file -	
	PPT file -	
	WORD file -	
	Only Additional Docs (NO descriptions) -	
0	PDF Files (LCMS URL) -	
0	Excel file (LCMS URL) -	
	JPG Files (LCMS URL) -	
B		
	Video File (LCMS URL) -	

Participated activity record and performance related to all activities designed in current course can be checked in [Outline Report] page.

- Number of page view(latest date)
- Number of post
- Grade etc.



5.4.4. Complete Report



Check my learning record regarding currently accessed course from [Complete Report].

- Content of post and comment
- Quiz attempt history and date
- Content of submitted report and teacher's feedback
- e-Learning content learning record and grade
- Attachment file check record etc.



5.4.5. Grade

rade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Civil Engineer	ing					
Be Obama's last speech	6.06 %	0.00	0–10	0.00 %		0.00 %
Belf-	15.15 %	25.00	0–25	100.00 %		15.15 %
✔ Wrap-up Quiz	6.06 %	10.00	0–10	100.00 %		6.06 %
Vid term exam	6.06 %	9.00	0–10	90.00 %		5.45 %
Solo Assignment	60.61 %	100.00	0-100	100.00 %	Good analysis of similarities between the two novels. Perhaps the length of discussion of each similarity could be shortened as you tightened up the writing and then the number of similarities could be increased by two or three. Intro is too long and the central idea isn't quite clear enough, because of the way the last sentence of paragraph two ends. Much better than the draft. Grade: 100	60.61 %
🍃 Group Assignment	0.00 % (Empty)	-	0–100	-		0.00 %
e-learning	6.06 %	0.00	0-10	0.00 %		0.00 %
🚹 Course Community (submission)	0.00 % (Empty)	-	0-80	-		0.00 %
🚹 Course Community (assessment)	0.00 % (Empty)	-	0–20	-		0.00 %
∑ Course total	-	144.00	0-165	87.27 %		

Grade status regarding the activity counted within the course can be checked in [Grade] page.

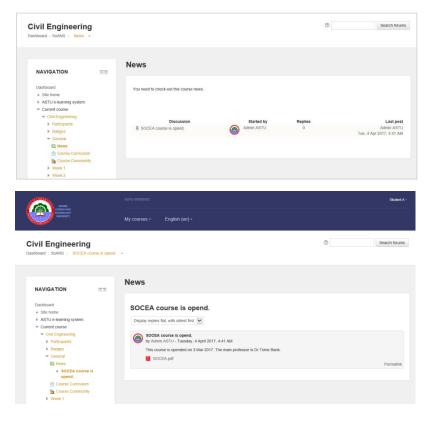
- Grade item (activity name)
- Calculated weight (weight)
- Grade (my grade)
- Range (grade range)
- Percentage
- Feedback
- Contribution to course total



6. Course Learning Activity

<u> </u>				Student A
SCENET AND TECHNOLOGY MAYESSITY		My courses - English (en) -		
Civil Engineering ashboard > SoANS > Civil Engineering)			
NAVIGATION		General	Your progress 🕐	SEARCH FORUMS
Dashboard = Site home > ASTU e-learning system = Current course = Civil Engineering		Vous eed to check-out this course news.		Q Advanced search 💮
Participants Badges General Week 1 Week 2 Week 3		Week 1		LATEST ANNOUNCEMENTS
 Week 4 Week 5 Week 6 My courses 		Self presentation Let's present yourself to your classmalle. with text, video, audio. what kinds of way you want to annouce yourself?		Older topics
ADMINISTRATION	- 4	Week 2		UPCOMING EVENTS Construction of the statements of earn your Course Certicate. Sunday, 16 July, 655 AM
	_	Column's last speech Listen carefully and find the correct word in the blank.		Monday, 14 August, 6.00 PM Go to catendar New event
		Your choice		RECENT ACTIVITY
		Database		Activity since Wednesday, 7 June 2017, 5:46 AM Full report of recent activity
		Making Thinking Maps Please explain and spread your thinking here.		COURSE UPDATES: Added Workshop Course Community

6.1. Announcement



Move to the course page to check designed learning activity which appears in the middle of the screen. Click activity to move to the start page of learning.

Learning Activity provides function of Advanced Mindmap, Assignment, Chat, Choice, Database, External tool, Feedback, Forum, Glossary, Interactive Content, Lesson, Quiz, SCORM package, Survey, Tin Can Launch Link, Wiki, Workshop.

Resources provides function of **Book**, **File**, **Folder**, **IMS Content Package**, **Label**, **Page**, **URL**(each function is explained later in details).

Announcement is exposed on top of the course if [Announcement] is established within the course by the teacher. Only teachers can write announcement.

Click post in the list to check details and attachment files.



6.2. Advanced Mindmap

Group n	ame	Group members	Last u	pdated:
	Link to this mindmap:	http://52.175.151.95/moodle/mod/advmindmap/vi	ew.php?id=51&viewgroup=6	(Ctrl+C to copy)
			Moodle	
			Iayout	al 🔻 - 🦲 +
This	group mind map is	locked by you, click this button to uolock and return	n to course:	eturn to course
orapaa	ted: 2017-6-9 10:41			

[Advanced Mindmap] is which user writes the mindmap and submitting it.



Click [+][-] button to add block or delete and click save button to save. When working together by groups, [Unlock and return to course] must be clicked so that other users within the group can continue the work.

[Assignment] is an activity of submitting the assignment within the period set by the teacher. Click activity to check [Submission status] like the left.

Click [Add submission] to enter text or attach file.

6.3. Assignment

hboard > SoANS > FIRST team project - Ann	iouncing your team 🗢	
NAVIGATION DO	FIRST team projec	t - Announcing your team
Dashboard Site home ASTU e-learning system	Submission status	
✓ Current course	Group	Group C
 A. Natural Science 		
Participants	Submission status	Nothing has been submitted for this assignment
Badges	Grading status	Not graded
General	Due date	Monday, 29 May 2017, 6:00 PM
Topic 1	-	
Draw your thinking	Time remaining	Assignment is overdue by: 10 days 16 hours
FIRST team project - Announcing your team	Last modified	8
Discuss on this week project	Submission comments	Commentation
group chatting		
Topic 2		Add submission
Topic 3		
Topic 4		Make changes to your submission
Topic 5		

FIRST team project - Announcing your team

Online text	₩ 4# B I ₩ ₩ Ø 22 ₩ E 色	
	my submission output here.	
File submissions	Maximum size for new Bes	500MS, maximum atlachmeetis:
File submissions	Madman Kir for new West	100M), naoinun attachmente 121 = 1
File submissions		
File submissions	10 Å	



Submission status	
Group	Group C
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 29 May 2017, 6:00 PM
Time remaining	Assignment is overdue by: 10 days 16 hours
Last modified	Friday, 9 June 2017, 10:53 AM
Online text	my submission output here. Export to portfolio
File submissions	Lesson 3 - Soc Psych - Self and Self-Presentation.ppt Export to portfolio
Submission comments	Comments (0)
Once the	Edit submission Make changes to your submission Submit assignment s assignment is submitted you will not be able to make any more changes.

Availad

Exporting content from Assignment: FIRST team project - Announcing your team
Exporting content to Mahara ePortfolio

Available export formals

File

Do you want to wait for this

Wait
Don't wait

Kenter Cancel

Kenter

Kenter Cancel

Kenter

Kenter Cancel

Kenter

Kenter Cancel

Kenter

Kenter Cancel

Kenter C

Status screen is changed like the left when assignment is saved.

Click [Edit submission] to edit submitted content and click [Submit assignment] for final submit.

Click [Export to portfolio] to save submitted assignment to my e-portfolio.

[Configure exported data] page appears as shown on the left when saving it as e-portfolio. Select file type to be exported and click [Next].

Available export formats

File Leap2A portfolio format

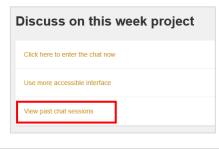
Result page that shows export completion can be checked like the left screen(refer to 8. Portfolio Management for portfolio management function).

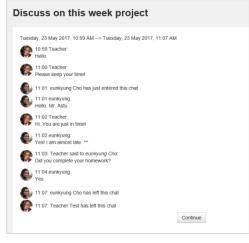
Portfolio export complete!	
Return to where you were Continue to your portfolio	



6.4. Chat

	s: Group A				
The next chat	t session will start on Tuesday, 23	May 2017, 11:15 AM, (1 sec from	now)		
Click here to	enter the chat now				
Use more acc	cessible interface				
52.175.15	1.95/moodle/mod/chat/	/gui_ajax/index.php?id=	1		
	16:58 Teacher Test Teac	her Test has just entered this	s chat	Teacl	her Test
Teache Hello.	r Test		16:59	eunky Talk E	/ung Cho Beep
Teache Please I	r Test keep your time!		17:00		
	17:01 eunkyung Cho eunk	kyung Cho has just entered t	this chat		
eunkyur Hello. M	-		17:01		
Teache Hi. You a	r Test are just in time!		17:02		
	ng Cho m almost late. ^^		17:02		





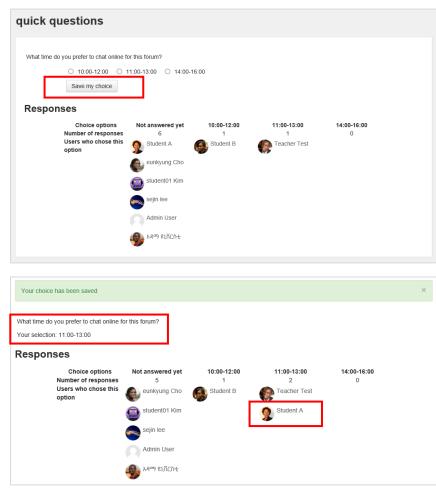
[Chat] is an activity that allows all the students taking the course or groups to participate in online conversation at a specific date. Click activity to check the starting date of the chat and enter the chatting room.

Chatting is available between users when you enter the chatting room as shown in the left screen.

Previous conversation can be checked in [View past chat sessions] if teacher allowed to check the content of chatting in the future.



6.5. Choice



[Choice] is an activity which student answers to 1 multiple choice question generated by the teacher. Results can be seen right after the student chose their answer or in specific date or in private. Also, availability of exposing the student name can be selected.

Result page that shows my answer and answers from different participants appears after making the choice.

6.6. Feedback

I would like to hear your opinion!
Mode: User's name will be logged and shown with answers
what is your favorite color?*
☑ red
✓ pink
□ yellow
Due blue
Dlack
✓ green
how old are you? (15 - 30)*
21
There are required fields in this form marked *.
Submit your answers Cancel
I would like to hear your opinion! $\@$
You've already completed this activity.

[Feedback] is an activity that collects participant's response to the survey questions designed by the teacher. It is answering to various types of question such as multiple-choice question, subjective question, Y/N question.

Choose your answer and click [Submit your answers].



6.7. Forum

Let's present yourself to your classmate.			
with text, video, audio what kinds of way	you want to annouce yourself?		
,,	,,		
		to start one discussion tonic	
	This forum allows each person	to start one discussion topic.	
Add a new discussion topic	i his forum allows each person	to start one discussion topic.	
Add a new discussion topic	i his torum allows each person	to start one discussion topic.	
Add a new discussion topic	i nis torum allows each person	to start one discussion topic.	
Add a new discussion topic	i nis torum allows each person	to start one discussion topic.	
Add a new discussion topic	i nis torum allows each person	to start one discussion topic.	
Add a new discussion topic	i nis torum allows each person Started by	Replies	Last po:
			Student
Discussion I am Ying Ying Lu.	Started by eunkyung Cho	Replies 3	Student . Fri, 9 Jun 2017, 7:53 Al
Discussion	Started by	Replies	Student . Fri, 9 Jun 2017, 7:53 Al Student .
Discussion I am Ying Ying Lu.	Started by eunkyung Cho Student A	Replies 3	Student. Fri, 9 Jun 2017, 7:53 Al Student. Fri, 9 Jun 2017, 7:47 Al
Discussion I am Ying Ying Lu.	Started by eunkyung Cho	Replies 3	Student . Fri, 9 Jun 2017, 7:53 Al Student .

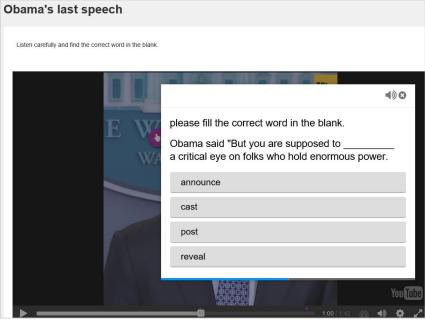
[Forum] is an activity which participants make a discussion with other participants without a time limit. Click [Add a new discussion topic] to move to forum writing page as shown below.

Check other participant's forum content in the list below. Comment can be written when clicking the relevant text of the forum. All posts written by yourself are graded from the teacher.

Self-presentation		
Let's present yourself to your classmate. with text, video, audio what kinds of way	you want to annouce yourself?	
✓Your new discussion topic		
Subject*		
Message*		
	2 Maximum size for new files: 500K	
Attachment ⑦		
	> 🔛 Files	1
	-	
	You can drag and drop files here to add them.	
	Post to forum Cancel	



6.8. H5P



H5P is an activity which student do their learning with question sets, drag & drop question, multiple-choice question etc. by looking at the interactive video based on designed video from the teacher or the course presentation content based on slides.

Results are reflected in final grade.

H5P Course presentation	
Oislo is a capital of Norway X . You got 0 of 1 points	` `
	0 M
4 7/9 ►	м² Н:Р



6.9. Quiz

6.9.1. Multiple Choice

A. Natural Science	
QUIZ NAVIGATION	Construint Complete a sentence. You must choose the best answer for each of the given questions. Native veryonefor home by the time we arrived. Weeked of the given questions. P Flag askin Select one: 0 a had left 0 b leave 0 e. left 0 d. leaves
Mid term Quiz	
Summary of attempt	Status
QUIX 1	
-	Answer saved
	Return to attempt Submit all and finish
QUIZ NAVIGATION	Started on Monday, 12 June 2017, 4.41 AM State Finished Completed on Monday, 12 June 2017, 4.45 AM Time taken: Smins 28 socs Manss: 10.001 00 Grade: 50.00 (100%)
	Curstine 1 Complete a sentence. You must choose the best answer for each of the given questions. Carset Almost everyone for home by the time we anneed. Mask to 80 and by Fing question V Fing question Select one: ○ In able Mt ○ In able Mt ○ In able Mt ○ In able Mt ○ In able Mt ○ In able Mt
	C di lon y O di lon seres Your answer is correct. Good joti
	The correct answer is left
QUIZ NAVIGATION	Started on Monday, 12 June 2017, 4-87 AM State Finished Completed on Monday, 12 June 2017, 4-87 AM Time taken 17 secs Marks 1.0010, 00 Grade 6.00 out of 50.00 (10%)
	Complete a sentence. You must choose the best answer for each of the given questions. Paralay cound Mank too aid Mank too aid Y Pray cound
	Beschme: ○ a left ○ b leave ○ c leaves ● d had left √
	Your answer is partially correct.
	Good job The correct answer is: left
	Fatish review

Multiple choice quiz is an activity that submits answer after checking the multiple choice question designed by the teacher.

Question number appears on the left. Choose your answer and click [Finish attempt] to temporary save. Click [Return to attempt] to edit your answer and click [Submit all and finish] to submit.

My grade and teacher's feedback can be checked after submission. In case of wrong answer, flagged question can be re-examined when clicking [Flag question].

My result and [Re-attempt quiz] can be done as below when re-entering the submitted activity.

	Grading me	thod. Highest grade		
Summar	y of your previous attempts			
Attampt	State	Marks / 10.00	Grade / 50.00	Review
1	Finished Submitted Monday, 12 June 2017, 4:45 AM	10.00	50.00	Revie
	Highest grade: 50.00 / 50.00			
		attempt guiz		



6.9.2. Short Answer

QUIZ NAVIGATIO	ON	Question 1	Almost every ne for home by the time we arrived.
		Not yet answered	
SHORT WORDS QU	UIZ	Marked out of 1.00	
1 2	U.L.	P Flag question	
Finish attempt			
rinisii auempt			
			Next pa
		Start	ted on Monday, 12 June 2017, 4:48 AM
QUIZ NAVIGA	ATION		State Finished
		Complet	ted on Monday, 12 June 2017, 4:49 AM
SHORT WORDS	S QUIZ	Time	taken 55 secs
1 2			Marks 1.00/11.00
		(Grade 4.55 out of 50.00 (9%)
Show one page at	t a time		
Finish review		Question 1	Almost everyone left v for home by the time we arrived.
		Correct	
		Mark 1.00 out of	
		1.00	
		V Flag question	
			The second second is in the
			The correct answer is: I e ft
		Question 2	
		Incorrect	Almost everyone had left X for home by the time we arrived.
		Mark 0.00 out of	
		Mark 0.00 out of 10.00	
		P Flag question	
		A. Lind dreaton	
			Good jobl
			The correct answer is: left
			Finish rev
	. .		
lid term	Quiz		Grading method: Highest grade
	Quiz y of your pre	vious atte	
		vious atte	
Summary	y of your pre	vious atte	empts
		vious atte	
	y of your pre	vious atte	empts
Summary	y of your pre	vious atte	empts

User checks the short answer question designed by the teacher and submits the answer.

Enter your answer in blanked field and check your result after submission.

My result and [Re-attempt quiz] can be done like the left when re-entering the submitted activity.

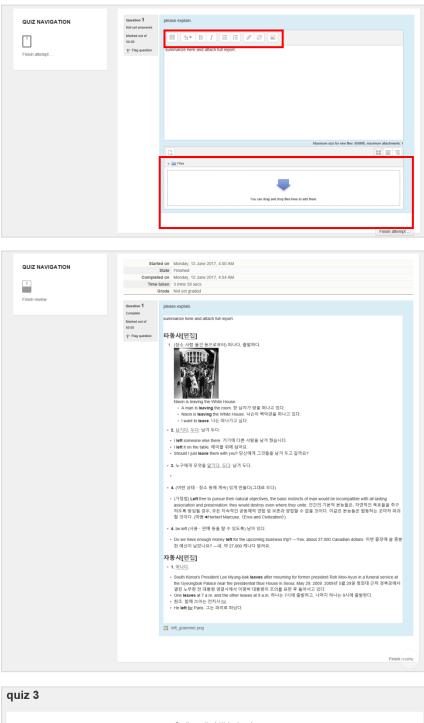
	Grading	method: Highest grade		
mmar	y of your previous attempts			
Attempt	State	Marks / 11.00	Grade / 50.00	Review
1	Finished Submitted Monday, 12 June 2017, 4:49 AM	1.00	4.55	Review
	Highest grade: 4.55 / 50.00	0.		



6.9.3. Essay

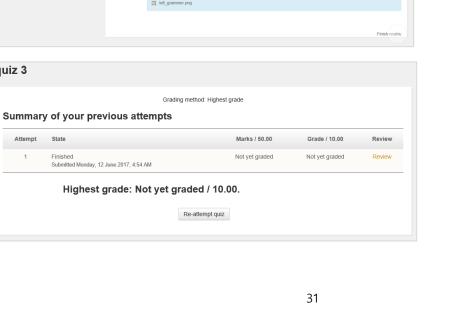
Attempt

1



Essay quiz is an activity which student checks the essay(descriptive type) question already designed by the teacher and submitting the answer and report.

Enter text, insert image/video, attach separate file using editor.



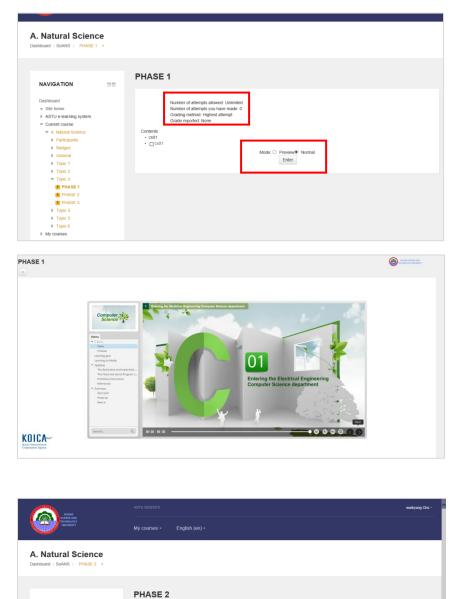
In case of essay activity, teacher marks the quiz later rather than the automatic grading method. Personal grade can be checked in result page after getting the grade.



6.10. Scorm Package(e-Learning Content)

NAVIGATION

Dashboard Site home ASTU e.les - -



Click SCORM packaged e-Learning content and move to welcoming page like the left. Click [Enter] to move to e-Learning content page.

Information below can be checked depending on the value set by the teacher.

- · Number of attempts allowed
- Number of attempts you have made
- · Grading method
- · My achieved points
- Structure of e-Learning content
- · Preview availability

Grade is automatically calculated depending on the answer if question is designed within the e-Learning content. Whether you completed the learning and your grade can be checked after finishing the learning. Check [Start a new attempt] to initialise completion availability and grade.

KUILA 한국국제협력단 KOREA INTERNATIONAL COOPERATION AGENCY



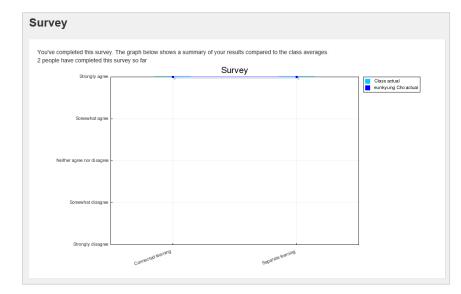
Start a new attempt

6.11. Survey

Dashboard	The purpose of this questionnaire is to help us evaluate your attitudes						
Site home ASTU e-learning system	interested only in your opinion. Please be assured that your response assessment	s will be trea	ited with a ne	gn degree of	confidentiality	, and will n	ot affect your
ASTU e-learning system Current course	All guestions are required and must be answered.						
A. Natural Science		2					
Participants	Attitudes Towards Thinking and Learn						
Badges Genetal	Responses	Not yet answered	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
Topic 1	In discussion						
 Topic 2 Quick questions 	 In evaluating what someone says, I focus on the quality of their argument, not on the person who's presenting it. 	۲	0	0	0	0	0
•4 I would like to hear your	2 I like playing devil's advocate - arguing the opposite of what someone is saving.	۲	0	0	0	0	0
epinion H5P Course presentation	3 I like to understand where other people are 'coming from', what experiences have led them to feel the way they do.	۲	0	0	0	0	0
Mid term Quiz	A The most important part of my education has been learning to understand people who are very different to me.	۲	0	0	0	0	0
Mid term Quiz	5 I feel that the best way for me to achieve my own identity is to	۲	0	0	0	0	0
Survey	interact with a variety of other people.						
Tin Can Launch Link	6 I enjoy hearing the opinions of people who come from backgrounds different to mine - it helps me to understand how the same things can be seen in such different ways.	۲	0	0	0	0	0
Topic 3	7 I find that I can strengthen my own position through arguing with someone who disagrees with me.	۲	0	0	0	0	0
Topic 4 Topic 5	8 I am always interested in knowing why people say and believe the things they do.	۲	0	0	0	0	0
Topic 6 My courses	9 I often find myself arguing with the authors of books that I read, trying to logically figure out why they're wrong.	۲	0	0	0	0	0
	 It's important for me to remain as objective as possible when I analyze something. 	۲	0	0	0	0	0
	11 I try to think with people instead of against them.	۲					0
ADMINISTRATION							
ADMINISTRATION	12 I have certain criteria I use in evaluating arguments.	۲	0			0	
Course administration	13 I'm more likely to try to understand someone else's opinion than to try to evaluate it.	۲	0	0	0	0	0
	14 I try to point out weaknesses in other people's thinking to help them clarify their arguments.	۲	0	0	0	0	0
	15 I tend to put myself in other people's shoes when discussing controversial issues, to see why they think the way they do.	۲	0	0	0	0	0
	16 One could call my way of analysing things 'putting them on trial' because I am careful to consider all the evidence.	۲	0	0	0	0	0
	17 I value the use of logic and reason over the incorporation of my own concerns when solving problems.	۲	0	0	0	0	0
	18 I can obtain insight into opinions that differ from mine through empathy.	۲	0		0	0	0
	19 When I encounter people whose opinions seem alien to me, I make a deliberate effort to 'extend' myself into that person, to try to see how they could have those opinions.	۲	0	0	0	0	0
	20 I spend time figuring out what's 'wrong' with things. For example, I'll look for something in a literary interpretation that isn't argued well enough.	۲	0	0	0	0	0
	Click here to continue						

Survey is an activity answering to few questions regarding the course.

Result graph like the left can be checked regarding users' answer after answering all the questions in survey.



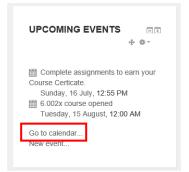


7. Calendar Management

- Repeated events

Repeat this event

EVENTS KEY	Calendar
Hide global events Hide course events Hide group events	UPCOMING EVENTS FOR: CEA
 Hide group events Hide user events 	Complete assignments to earn your Course Certicate. Sunday, 16 July, 12 55 PM
	You still have time to complete all assignments before this session ends on July 16, 12:55 AM PDT.
IONTHLY VIEW	Now is a great time to get back on track to earn your Course Certificate.
MAY 2017 MON TUE WED THU FRI SAT SUN	6.002x course opened Tuesday, 15 August, 12 00 AM
1 2 3 4 5 6 7 8 9 10 11 12 13 14	We are excited to announce that the latest run of 6.002x has begun on August 15 2017f Enrollment is still open.
15 16 17 18 19 20 21 22 23 24 25 26 27 28	
30 31 JUNE 2017	Export calendar Manage subscriptions Icat
WON TUE WED THU FRI SAT SUN 1 2 3 4	
5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	
26 27 28 29 30 JULY 2017	
WON TUE WED THU FRI SAT SUN	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	
17 18 19 29 21 22 23 24 25 26 27 28 29 30	
31	
	▼ Collanse all
w event	▼ Collapse all
ew event	
ew event	ant* Course
ew event General Type of eve Group ev	ent* curse v
e we event C General Type of eve Group ev Event tit	ent* course
ew event General Type of eve Group ev	ent Dourse
e we event C General Type of eve Group ev Event tit	ent* course
e we event C General Type of eve Group ev Event tit	ent* course
e we event C General Type of eve Group ev Event tit	ent* course
e we event C General Type of eve Group ev Event tit	ent* course
ew event Ceneral Type of eve Group ev Event tit	ent* course
ew event Ceneral Type of eve Group ev Event tit	ent* course
ew event Ceneral Type of eve Group ev Event tit	ent* course
ew event General Type of eve Group ev Event til Descript	ent* course
ew event General Type of eve Group ev Event til Descript	ent iourse vent Aleamy tite tion ☐ A_x B I := i= ♂ ≥≥ ▲ ₽ ♠



Move to calendar page relevant to the course by clicking [go to calendar] of [upcoming event] in [dashboard] page.

EVENTS KEY
Hide global events
Hide course events
Hide group events
 Hide user events

Each event is marked different; event within calendar is shown as global events(site's full event), course events, group events, user events(personal event). Check schedule by selecting all course or course name in [upcoming event for] field.

Click [new event] to register new event as shown in the left screen.

Only user's own event can be selected in [Type of event]. Enter [Event title] and [Description]. Enter start date in [date] and end date in [until] of [duration] area. Select [repeat this event] when event is periodically repeated.



8. Portfolio Management

8.1. Access Portfolio System

Portfolio plugin

Mahara ePortfolio

Mahara ePortfolio

Mahara ePortfolio

Mahara ePortfolio

		 Backpack settings 		
		 Manage badges Badge preferences Backpack settings 		
		= Messaging		
 ASTU e-learning sy My courses 	stem	 Preferred language Forum preferences 	 Transfer logs 	 Biog preferences External blogs Register an external blog
ASTU e-learning sy	stem		Transfer logs	
 Site home 	etem	User account	Portfolios	Blogs
		User account	Portfolios	Blogs
Dashboard Site home		User account	Portfolios	Blogs
 Site home 			Portfolios	
	stem	= Edit profile		= Blog preferences
	stem	 Preferred language 	 Transfer logs 	External blogs
My courses		 Forum preferences 	= manster togs	
		 Editor preferences Messaging 		
		= widssaging		
		Badges		
		Badges		
		 Backpack settings 		
		Backpack settings		
sama Science and Tec	chadagy University			
tuma Science and Tec	chndogy University			
tama Science and Tec	chinalogy University			
ma Science and Tec	dnidogi University			
Science and Tec	thindiagy University			
ama Science and Tec	zhndogy University			
Same Science and Tec	choslogy University			
dama Science and Toc	dnalogy University			
		transfors		
	redoy thereaty	transfers		
		transfers		
urrently	queued			
		transfers Export info		Transfer expiry time
urrently	queued			Transfer expiry time Friday, 26 May 2017, 8:16 AM

Transfer time

Monday, 29 May 2017, 7:10 AM

Thursday, 25 May 2017, 8:26 AM

Thursday, 25 May 2017, 8:23 AM

Thursday, 25 May 2017, 8:19 AM

Export area

Assignment

Assignment

Assignment

Forum

Click [Preference] in User quick menu, click [Transfer logs] to check my transfer logs.

Click [Portfolio plugin] and move to Mahara e-Portfolio system. It will be automatically logged in depending on user account.

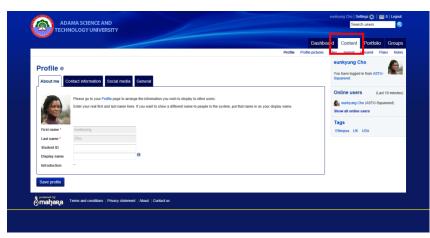
TECHNOLOGY UNIVERSITY				Search users
			Dashboar	d Content Portfolio Group
Welcome Name of your installation here] is a fully featured electronic				eunkyung Cho You have logged in from ASTU- Squarenet.
For more information you can read About [please ensure you You can edit this text via "Static pages" in "Configure site" in "		tad us.		Online users (Last 10 minutes
- Create Develop your portfolio	Share	Engage	×	euniyung Cho (ASTU-Squarenet) Show all online users
Latest pages	Inbox	/E	dit dashboard	
Latest pages My career Here Is my overses career experience. employe Cho-Updated 16 May 2817	inbox 평 Institution membr Topics I am follo	ership confirmation	dit dashboard	
My career Here is my overseas career experience.	To Institution member	ership confirmation	dit dashboard	



8.2. Manage Content

Tab Menu	Description	Details/Function
Profile	Manages additional information registration besides LMS basic information	- About me - Contact information - Social media - General
Profile Picture	Manages separate pictures besides the profile picture of LMS system	 Default picture setting Delete picture Upload profile picture
Files	Manages file sent from LMS/new content upload	- Create folder - Upload file - Edit and delete files - Download folder content
Journals	Manages journal production	- New entry - Settings
Resume	Manages resume production	 Add introduction Add education and employment Add achievements Add goals and skills Add interests
Plans	Manages design goals	- New plan - Save plan
Notes	Manages note saved in html	-Browse my notes

8.2.1. Register Profile

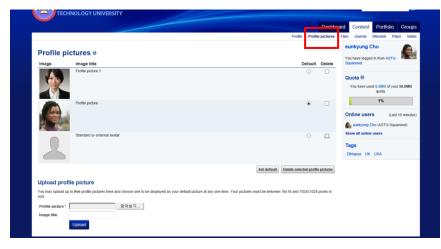


Register/Modify profile from [content] page.

	The information is not do until you in	Code if it a page that is shared with other	Online users duet to
	# angela che@egawarat.co.iz		💁 earlying the (ASTO-Squar
Official website address		•	Show all online aners
Personal website address			Tags
illeg address			Ethiopea UK USA
Postal address		~	
Town	adama		
Cityingine			
Country	Ethopia	(v)	
Hame phone			
Business phone			
Hobbe phone			
Fax sumber			



8.2.2. Register Profile Picture



Use default image from LMS system or register new image.

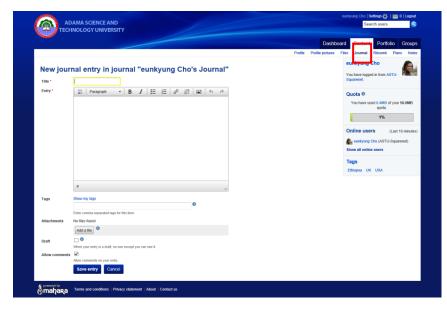
8.2.3. Upload File

				Dashboa	rd Content Portfolio G
				Profile Profile pictures	Files Journal Résumé Plans
Files o Here are your images, docum	rents and other files for inclusion in pages. Drag and drop a file or folder ic	can to move the file or folder bet	ween folders.	L	You have logged in from ASTU- Squarenet.
You can select multiple files	to upload them at once.				Quota @
Upload file	찾아보기 (Maximum upload size 49.6MB)				You have used 0.4MB of your 50. quota.
	Drop files here to	upload			1%
	Create folder				Online users (Last 10 m
Home Name	Description	Size	Date		Tags
images	Image files		06/04/2017	/ 	Ethiopoa UK USA
fincoming	Files imported from other networked hosts		25/05/2017	II	
My Assignment			25/05/2017	1	
maxresdefault.jpg		256.7K	16/05/2017	1	

Manages learning files exported from LMS system. Create folder to manage file, upload new file and download file within the system.

Create new journal of my own and modify/manage.

8.2.4. Register Journal



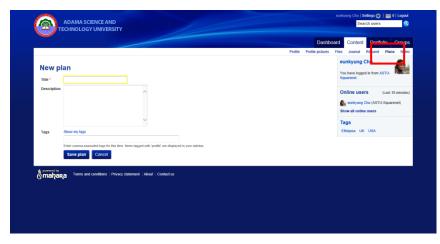


8.2.5. Register Resume

		Dashboard Content Portfolio
Résumé	d employment Achievements Goals and skills Interests	Profile Profile pictures Files Journal Résumé P eurnik yong Sho You have logged in from ASTL Siguarenet.
Cover letter 0	on	Chline users (La Character (La Character) Show all colline users Tags Ethicpes UK: USA
Date of birth	Use the format YYYY/MM/DD	
Place of birth		
Citizenship		
Visa status	(Not specified) Female Male	
Gender Marital status	(Not specified) Permaie Male	

Register resume and manage it. Register information such as introduction, education and employment, achievements, goals and skills, interests in resume content.

8.2.6. Register Plans



Use editor to modify/register my plan.

8.2.7. Register Notes

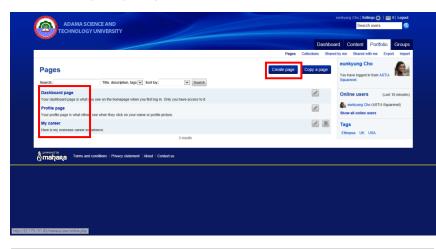
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Newly created html notes are exposed in [Note blocks] in My Page.



8.3. Produce Portfolio

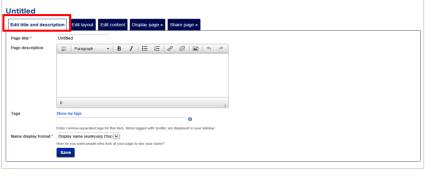
8.3.1. Manage Page Registration



[Page] means the unit of portfolio 1p. Move to [Portfolio] tab to check list of pages you produced. Click to see the editing screen of the relevant page.

Click [Create page] to move to the screen that creates new pages as shown on the left.

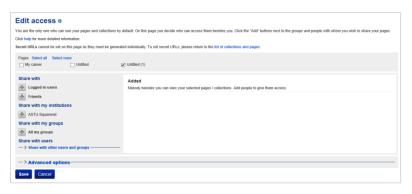
Enter title of the portfolio page and introduction in [Edit title and description]. Choose page layout in [Edit layout] and register content which is registered within the page at [Edit content]. For example, register text, image, media, journals, general, personal info, external data.



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÷	This area shows a preview of what your page will look like.
쿧 Text	Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.
🛦 Image	
🖞 Media	
Journals	
🗊 General	
Personal info	
Z External	





[Share page] sets created pages to be shared to specific person or group.

Manage Collections Registration 8.3.2.

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all created pages and make it as one or various collections. Create collections first and select

preferred pages among already created pages and add it to collection.

[Collections] is a function that collects

8.3.3. Shared by Me



Pages that are shared by me can be checked in [Shared by me]. Portfolios shared to me by other users can be seen in [Share with me].



8.4. My Page and Message

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Click logged in user name to move to My Page. Click [Edit this page] to edit this page.

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