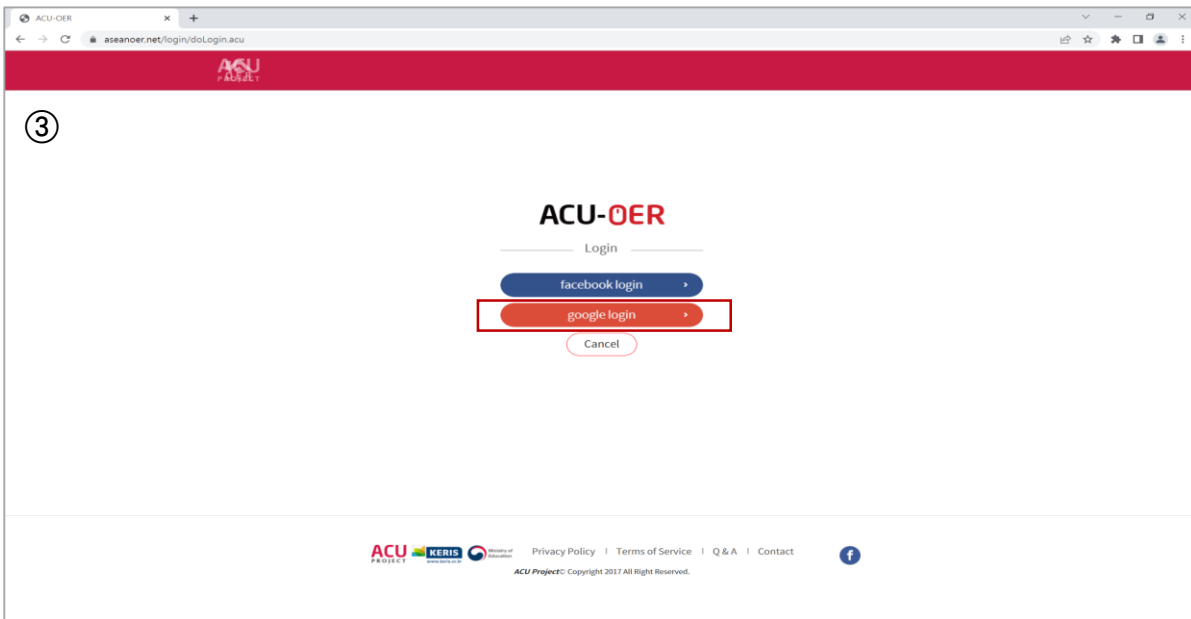
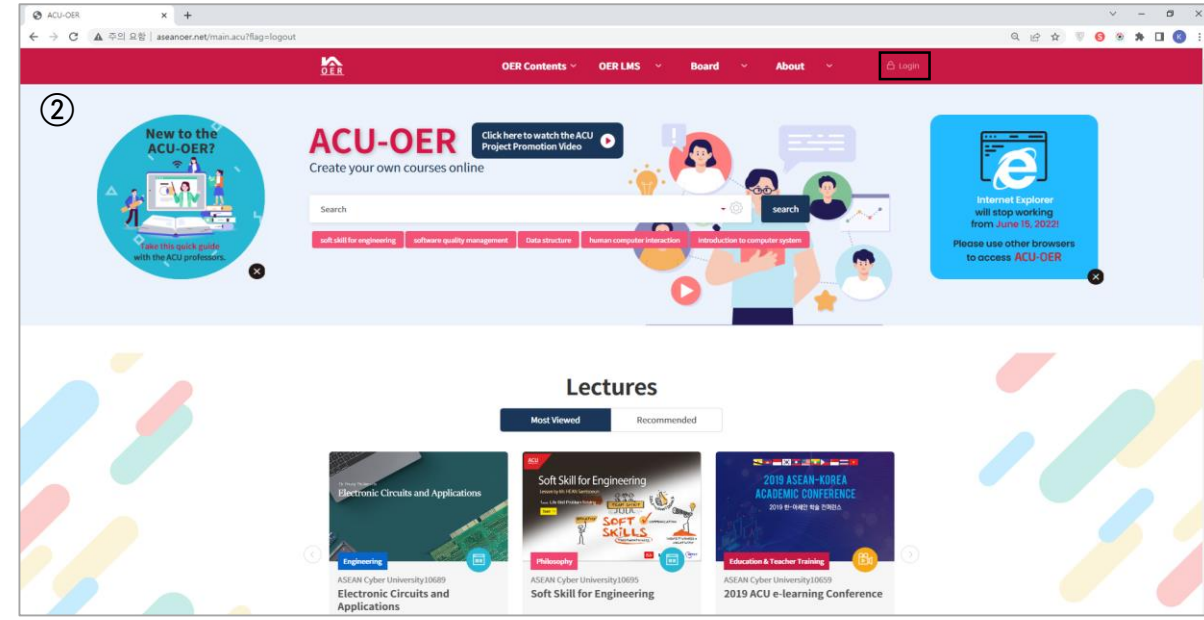
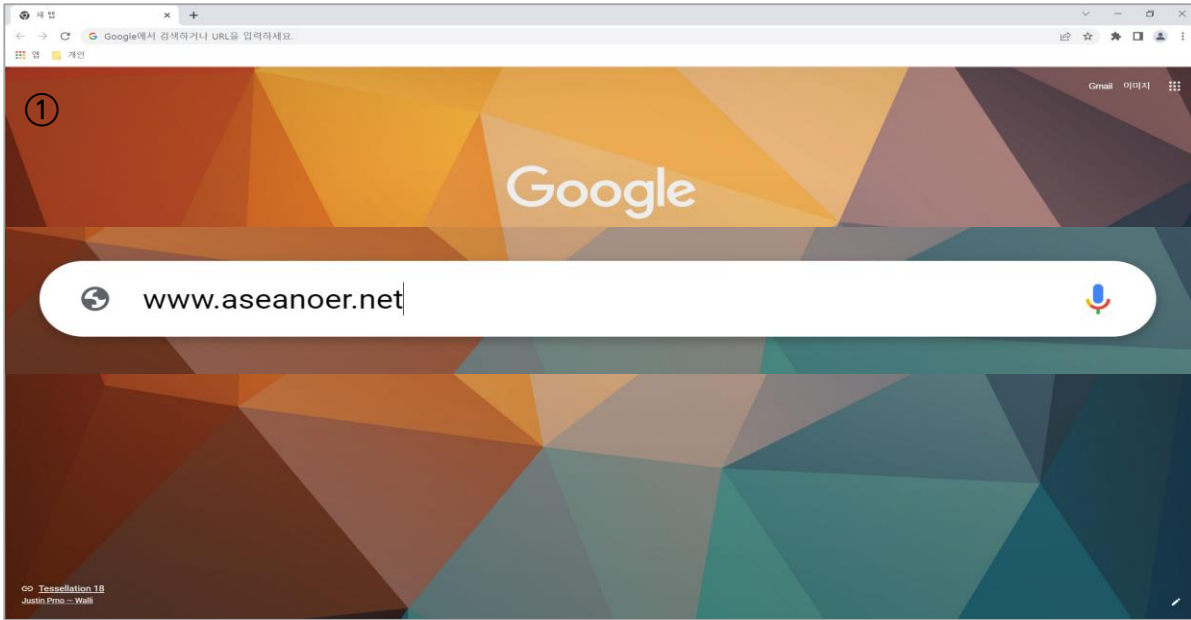


Summary of major functions currently used in the ACU-LMS online classes

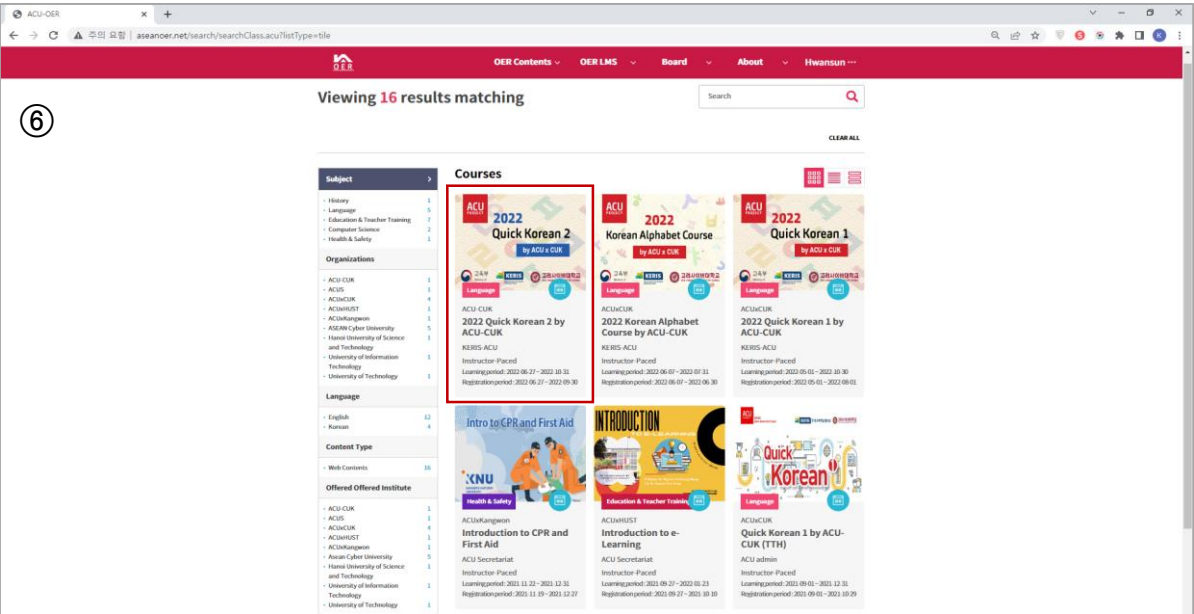
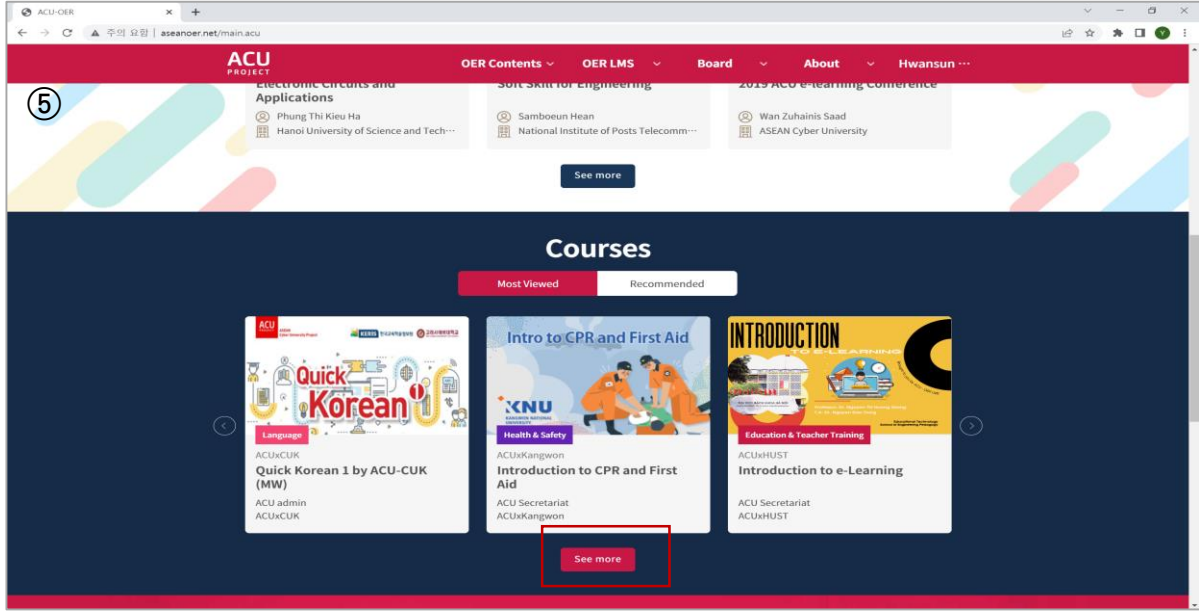
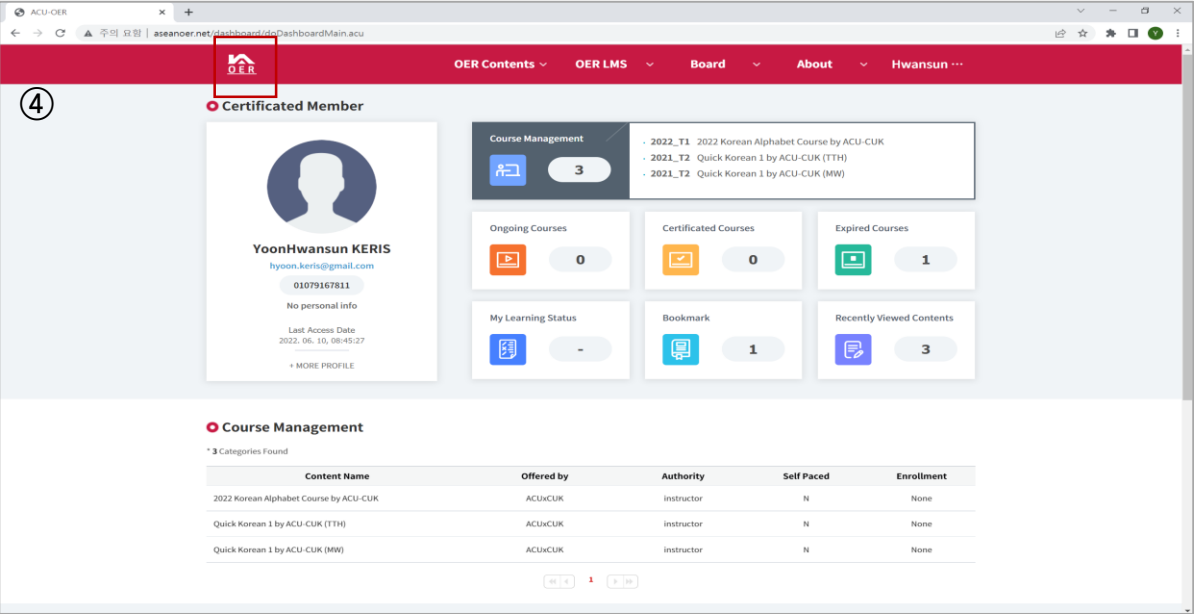
- I. Enroll in the LMS page – for learners enrolling for the first time
- II. Access the LMS page after enrolling – for learners
- III. Access the LMS (staff) & switch between staff $\leftrightarrow$ learner modes
- IV. Major functions of the ACU-LMS Studio
- V. Upload contents (video, pdf/ppt materials, etc.)
- VI. Adjust grading components
- VII. Generate homework
- VIII. Check & set homework
- IX. Observe student participation in the LMS

I. Enrolling in the LMS page – for learners enrolling for the first time



1. Access the ACU-OER platform(www.aseanoer.net)
2. Click “Login” in the upper right part
3. Select from Facebook or Google account to Login
 ↳ (Google Login best recommended)

I. Enrolling in the LMS page – for learners enrolling for the first time



4. In the Dashboard page, click the ACU–OER icon in the upper left corner

5. In the ACU–OER main page, click “Courses” and “See more”

6. Click on the LMS page of the class

I. Enrolling in the LMS page – *for learners enrolling for the first time*

⑦

2022 Quick Korean 2 by ACU-CUK

[Enroll in acu-cuk103](#)

Introduction

"Quick Korean 2" is the second series of the four online Korean language courses developed by the Cyber University of Korea (CUK), one of the major cyber universities in Korea. The contents are part of CUK's education package developed for people of all ages around the world to freely engage in self-directed learning. The main expressions, vocabulary and grammar in the dialogue are explained in detail by professional Korean language instructors.

Learning Goals

1. Learn how to communicate in various situations encountered in public places (ex. supermarkets, restaurants, workplaces, schools, etc.)
2. Learn how to communicate actively about personal interests (daily areas)

Course Operation Period

Period : July 4, 2022 – October 19, 2022

(This course is a limited course designated for selected students through an online application process.)

Course Number	acu-cuk103
Classes Start	Jun 27, 2022
Classes End	Oct 31, 2022

⑧

My Courses



2022 Quick Korean 2 by ACU-CUK

ACU-CUK - acu-cuk103

Started - Jun 27, 2022

[View Course](#)

⑨

2022 Quick Korean 2 by ACU-CUK

[Search](#)[Start Course](#)[Collapse All](#)

- ▼ (0704-0708) Lesson 01: Everyday life
 - ▼ [Unit 1-1] 한국말을 할 수 있어요?
Quiz
 - ↳ Watch video (28 mins)
 - ▼ [Unit 1-2] 오늘 바빠?
↳ Watch video (31 mins)
- ▼ (0711-0715) Lesson 02: Greetings
 - ▼ [Unit 2-1] 유학을 가려고 해요.
↳ Watch video (24 mins)
 - ▼ [Unit 2-2] 한국어를 배운 지 9개월 됐어요.
↳ Watch video (29 mins)
 - ★ Homework 1
- ▼ (0718-0722) Lesson 03: Leisure
 - ▼ [Unit 3-1] 피아노 칠 줄知道吗?
↳ Watch video (26 mins)

Course Tools

[Bookmark this page](#)

Important Course Dates

Today is Jul 4, 2022 14:41 ACST

Course End
in 4 months - Oct 31, 2022

After this date, course content will be archived.

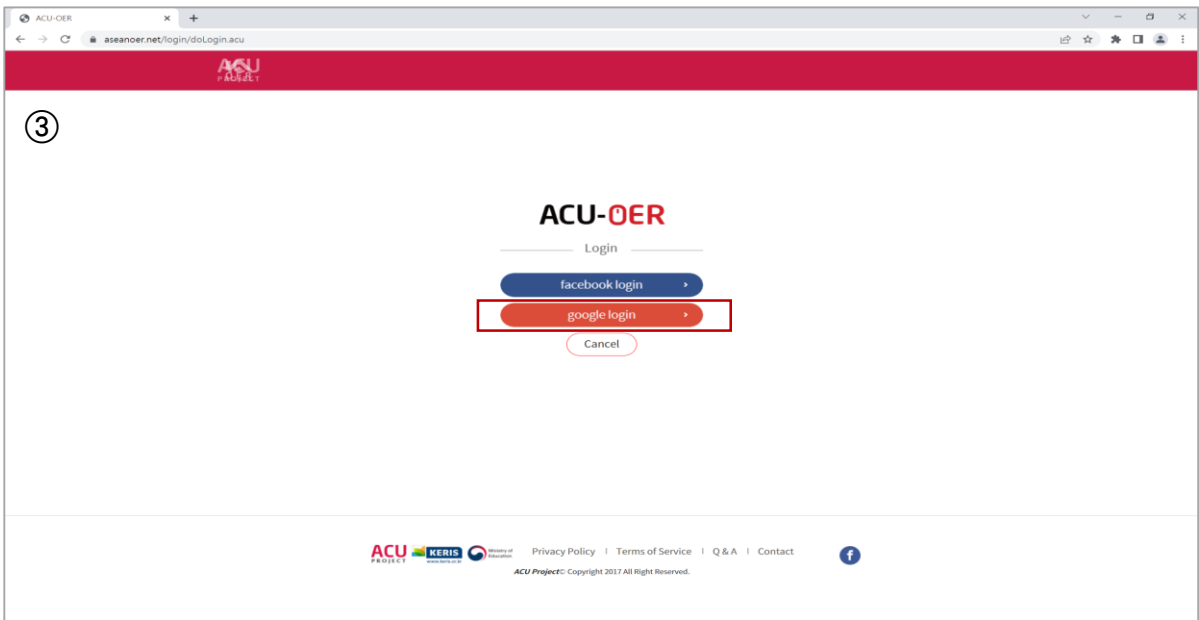
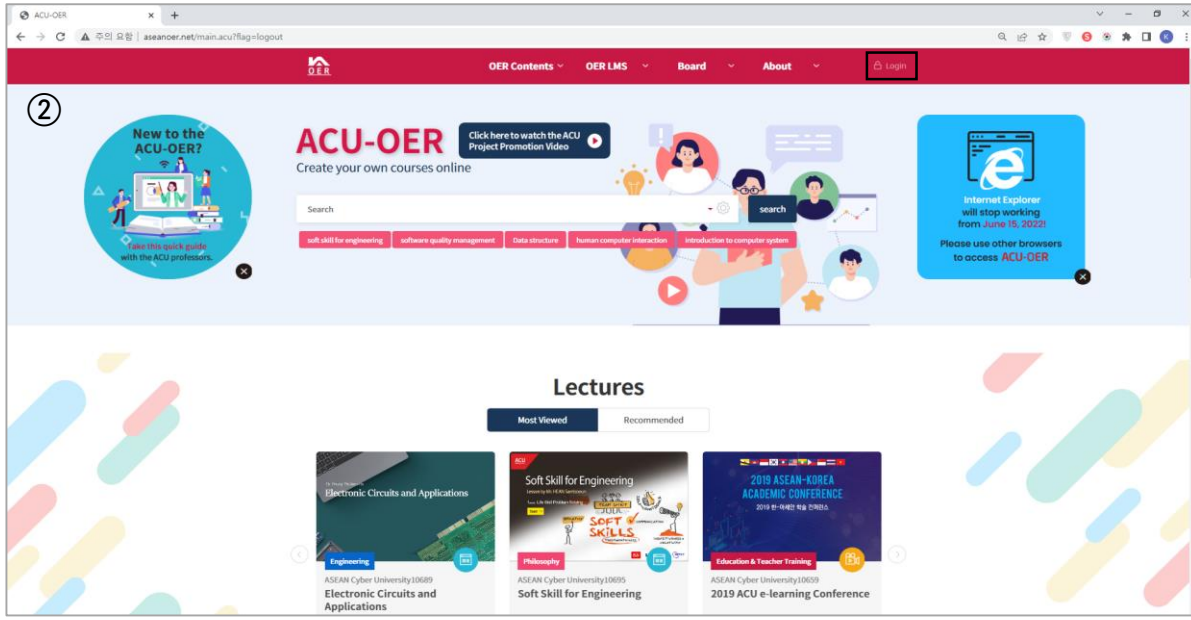
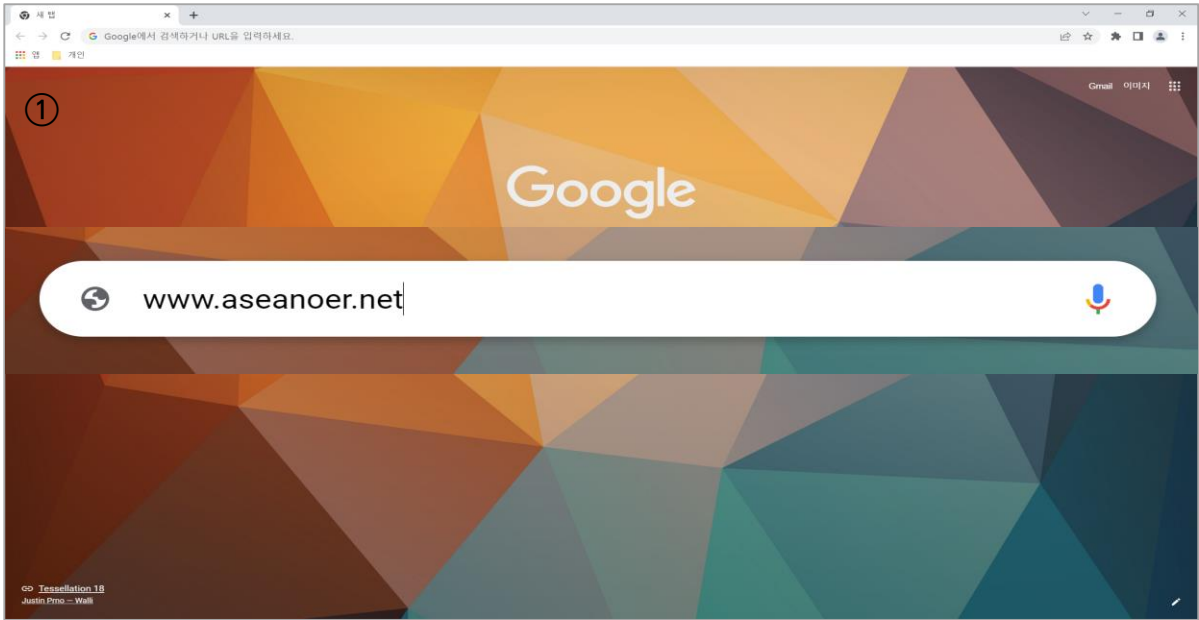
7. Click “Enroll in (name of class)”

8. Click “View Course” in the “My Courses” screen

9. Once you see the course outline screen, enrolment is successfully completed

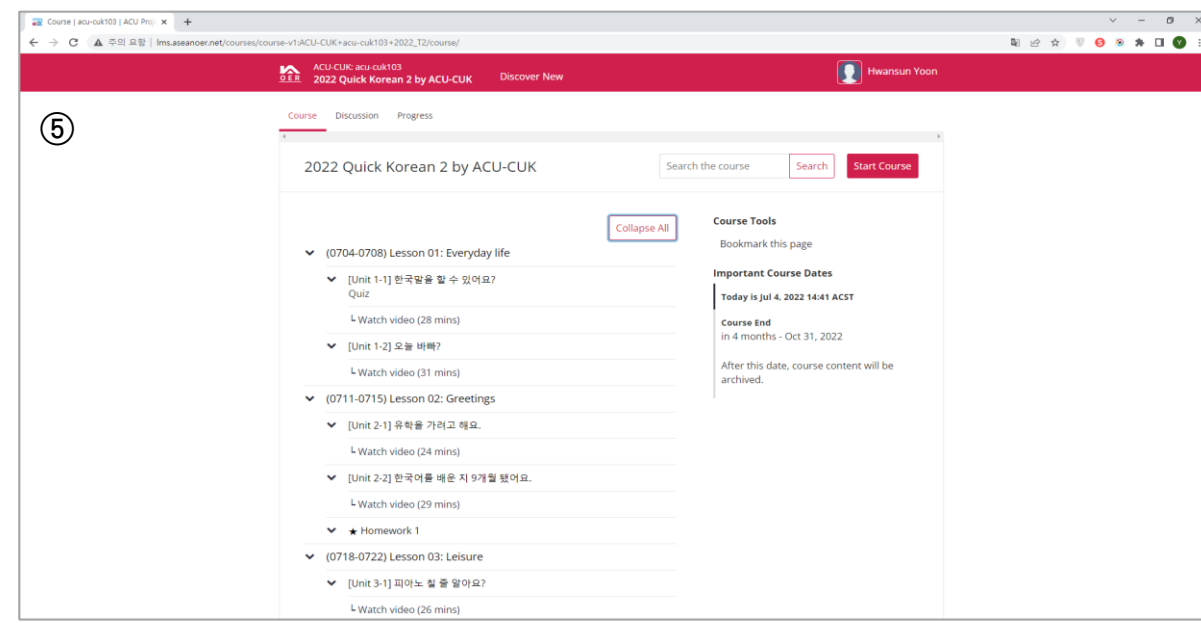
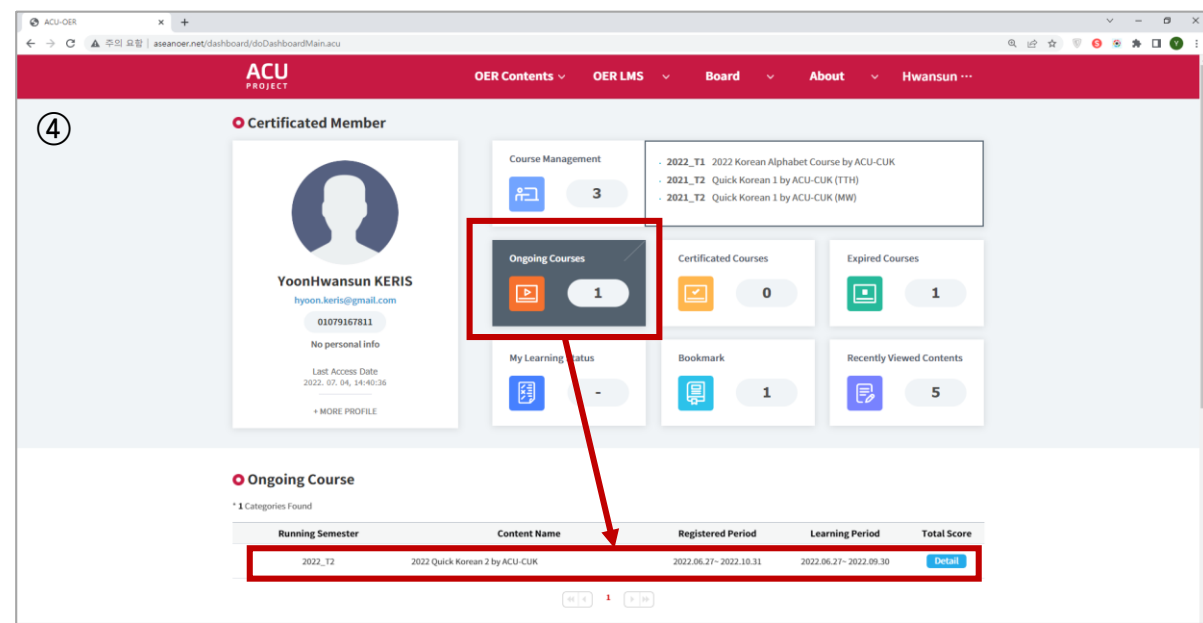
↳ Steps 1~9 needed only for first time enrolment and not needed afterwards

II. Accessing the LMS page after enrolling – *for learners*



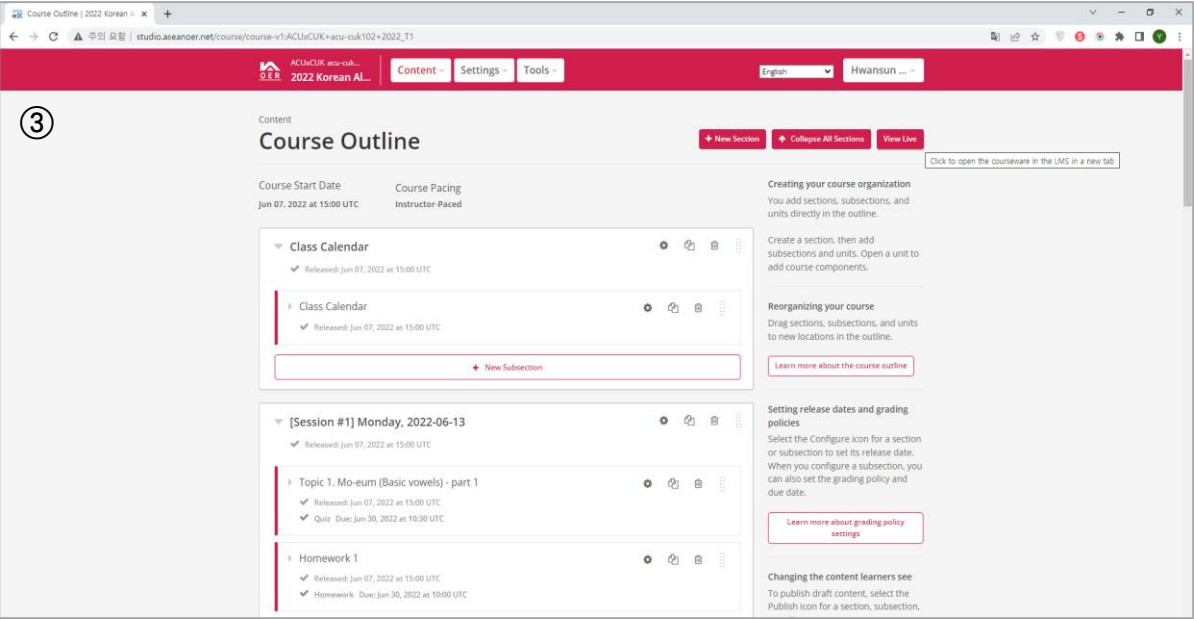
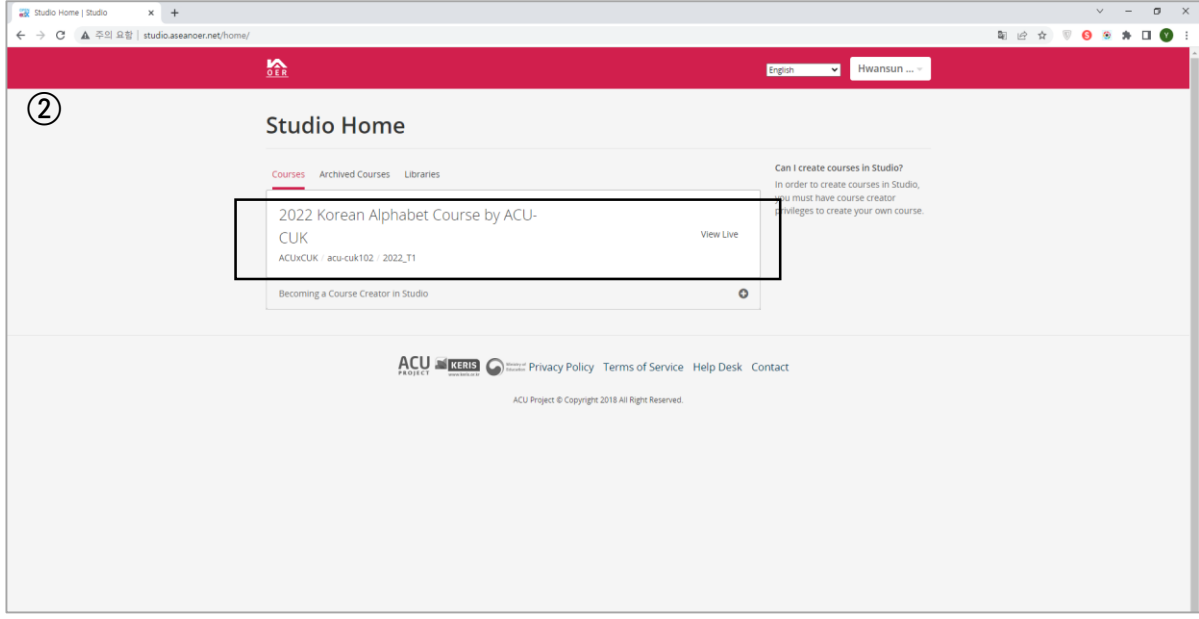
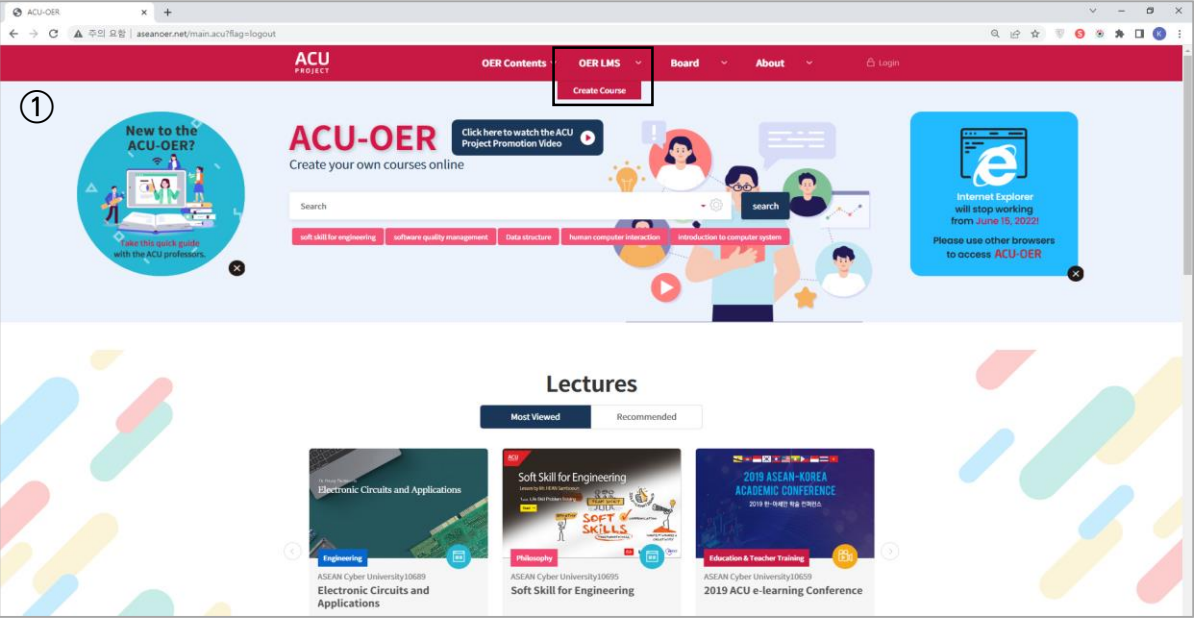
1. Access the ACU-OER platform(www.aseanoer.net)
2. Click “Login” in the upper right part
3. Select from Facebook or Google account to Login
↳ (Google Login best recommended)

II. Accessing the LMS page after enrolling – *for learners*



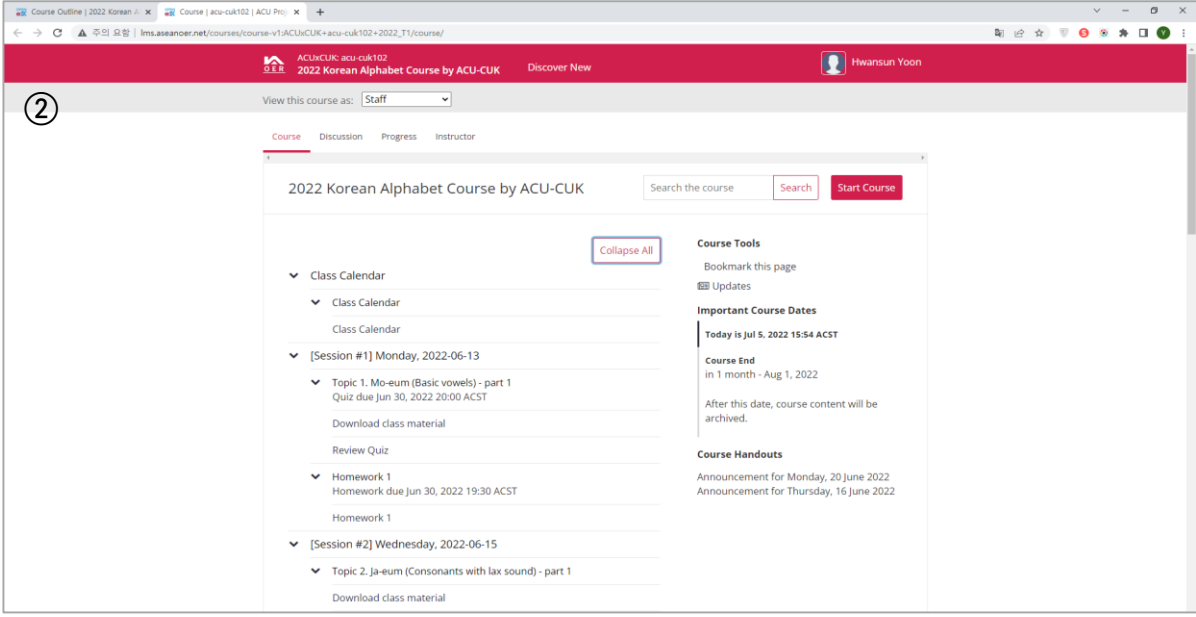
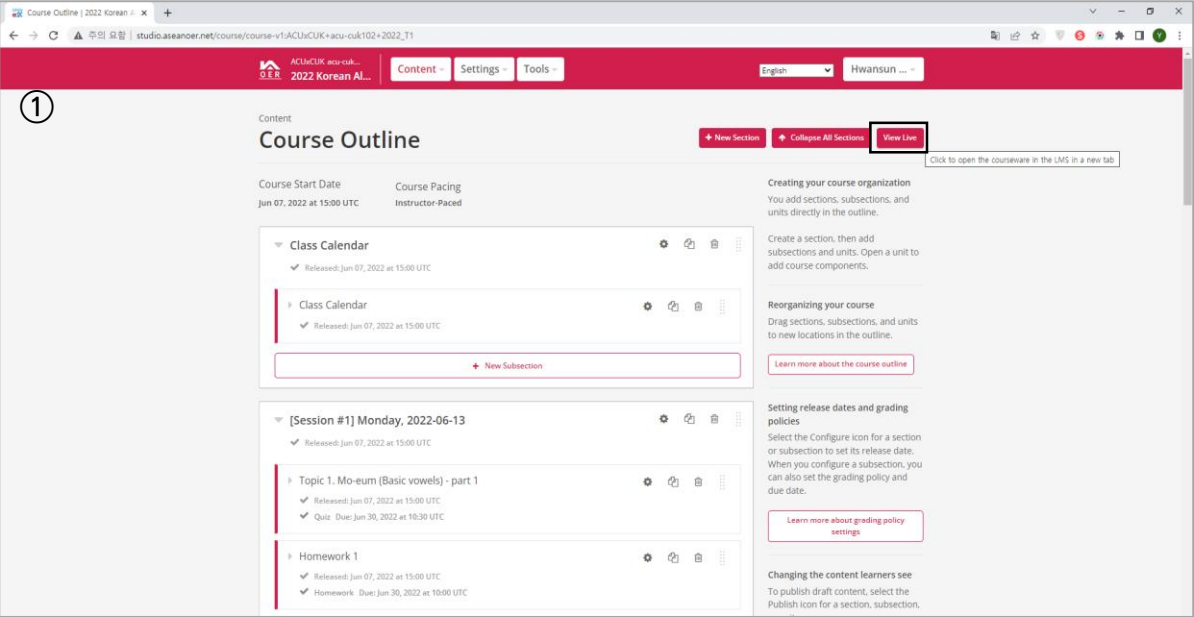
- In the Dashboard page shown after login, click “Ongoing Course” in the middle part and the name of the course shown in the lower part of the Dashboard page
- You should be able to see the course outline screen

III. Accessing the LMS – *for staff*



1. After logging in, click “OER–LMS” in the upper bar → “Create Course”
2. Click the name of your course to move to the class Studio Home
3. The Studio home screen you should be able to see

III. Switching pages between staff↔learner modes



1. In the studio (staff) mode, click the “View Live” tab in the upper right corner
2. Move to the learner more (“View Live”) to check if the uploaded contents are being shown properly

IV. Major functions of the ACU-LMS Studio

①

The screenshot displays the ACU-LMS Studio interface. At the top, a red navigation bar contains the OER logo, the course title "ACUxCUK acu-cuk... 2022 Korean Al...", and three main menu items: "Content", "Settings", and "Tools". The "Content" menu is expanded, showing a list of options: "Outline" (highlighted in red), "Updates", "Pages", "Files & Uploads", and "Textbooks". Below the navigation bar, the main content area is titled "Course Outline". On the left, it shows the "Course Start Date" as "Jun 07, 2022 at 15:00 UTC" and the course type as "Instructor-Paced". On the right, there are three buttons: "+ New Section", "Collapse All Sections", and "View Live". At the bottom right, a message reads: "Creating your course organization. You add sections, subsections, and units directly in the outline."

- (Outline) Studio home screen
- (Updates) Upload short announcements
- (Pages) Re-order the different tabs shown in the learner mode & generate additional tabs
- (Files & Uploads) Upload class materials to be shared with learners
- (Textbooks) Upload class textbooks and other materials

ACU PROJECT IV. Major functions of the ACU-LMS Studio

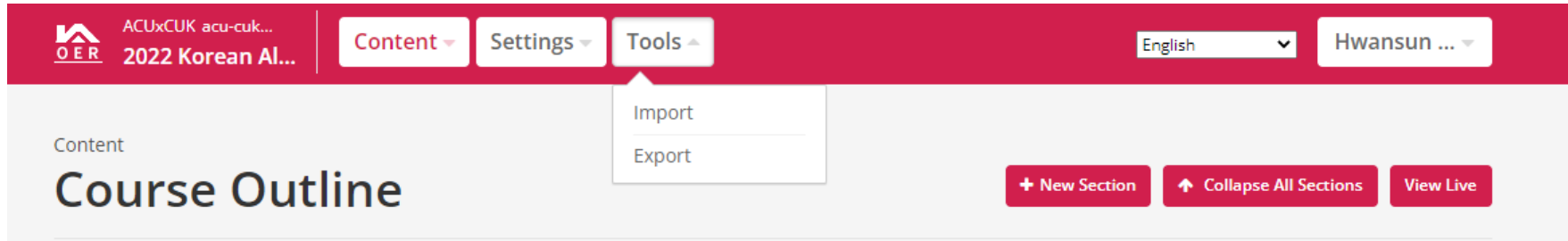
②

The screenshot shows the ACU-LMS Studio interface. At the top, there is a red navigation bar with the ACU PROJECT logo, the course name 'ACUxCUK acu-cuk... 2022 Korean Al...', and three main menu items: 'Content', 'Settings', and 'Tools'. The 'Settings' menu is currently open, displaying a list of options: 'Schedule & Details', 'Grading', 'Course Team', 'Group Configurations', 'Advanced Settings', and 'Certificates'. Below the navigation bar, the main content area is titled 'Course Outline'. On the right side of this area, there are three buttons: '+ New Section', 'Collapse All Sections', and 'View Live'. Below these buttons, there is a section titled 'Creating your course organization' with the text 'You add sections, subsections, and units directly in the outline.' On the left side of the main content area, there is a sidebar with the title 'Content' and the subtitle 'Course Outline'. Below this, there are two fields: 'Course Start Date' with the value 'Jun 07, 2022 at 15:00 UTC' and 'Course Pacing' with the value 'Instructor-Paced'.

- (Schedule & Details) Manage basic settings of the class LMS
- (Grading) Make settings to the grade components
- (Course Team) Include/remove email accounts to the course staff team
- (Group Configurations) Make content group settings
 - ↳ *Set specific contents (Section → Subsection → individual units) visible/invisible to specific learners*
- (Advanced Settings) Advanced settings (*mainly technical*)
- (Certificates) Make settings on class certificates

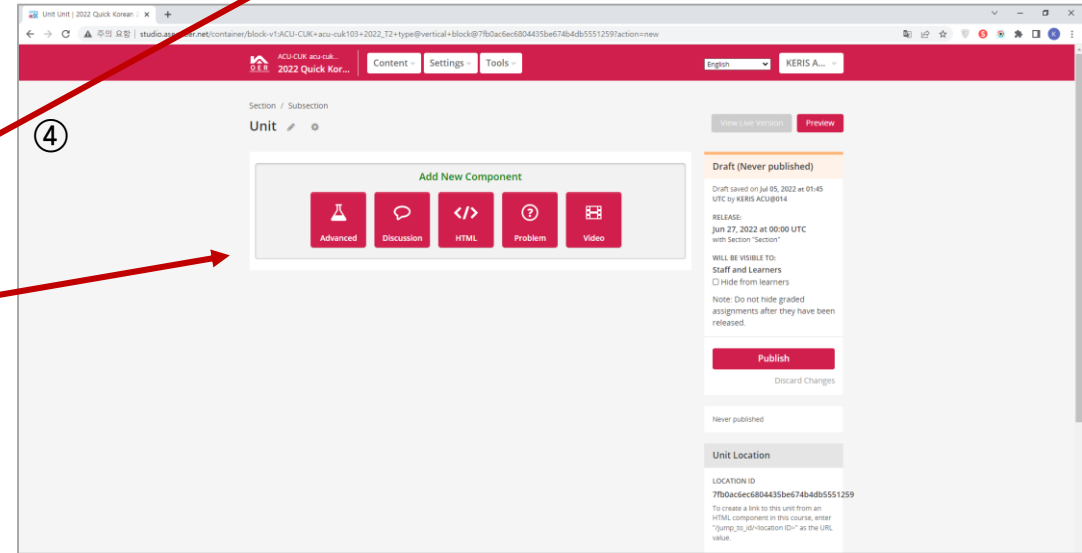
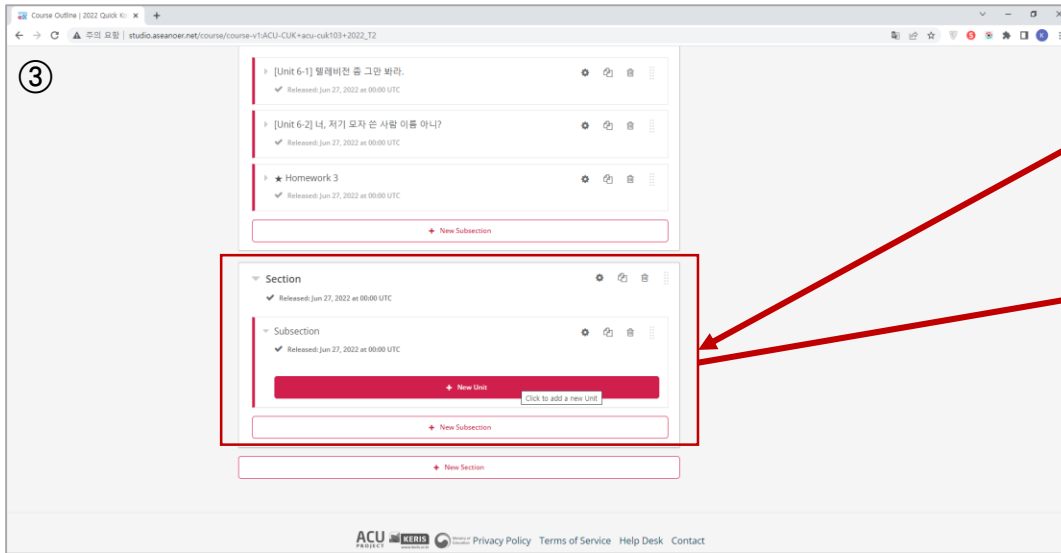
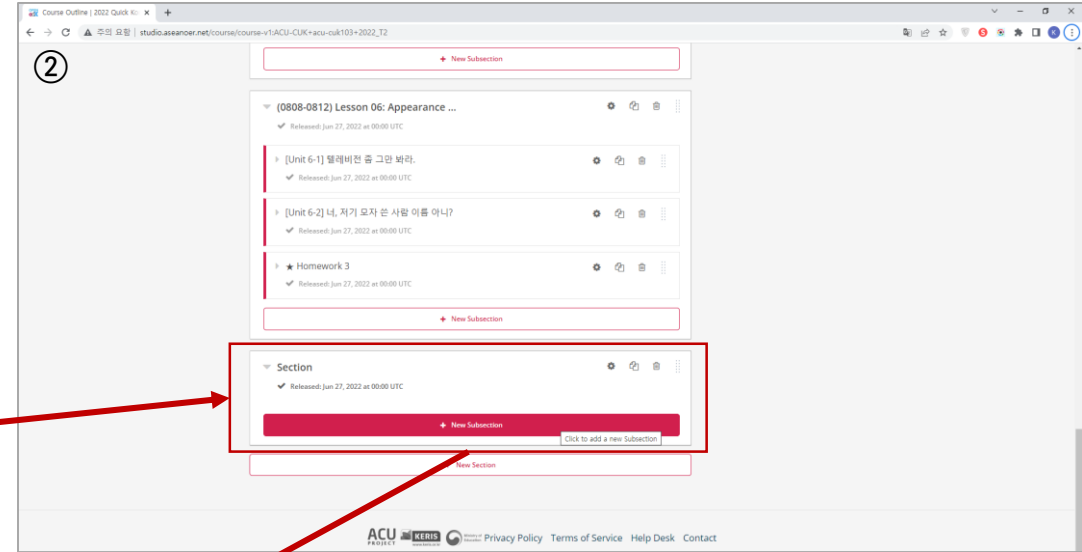
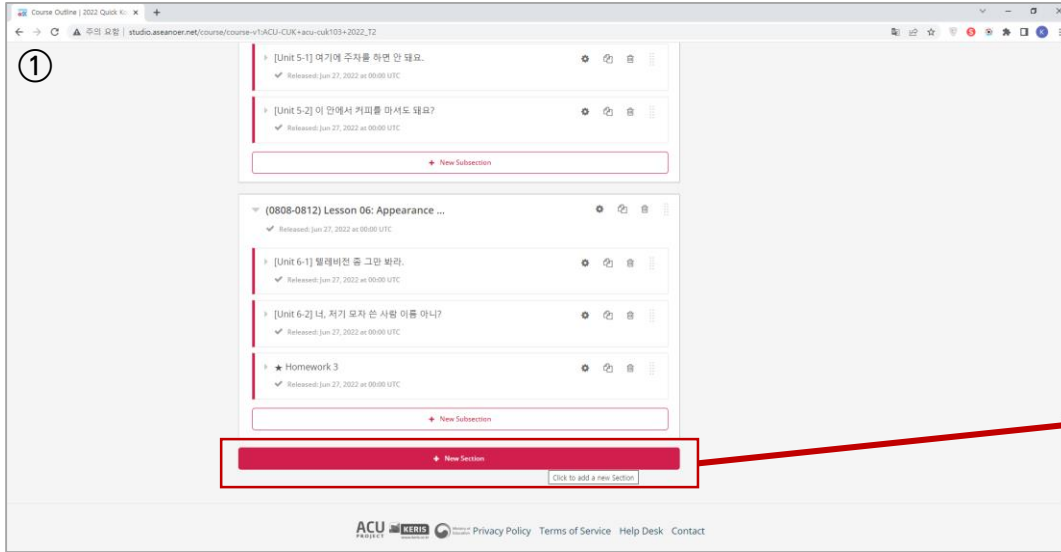
IV. Major functions of the ACU-LMS Studio

③



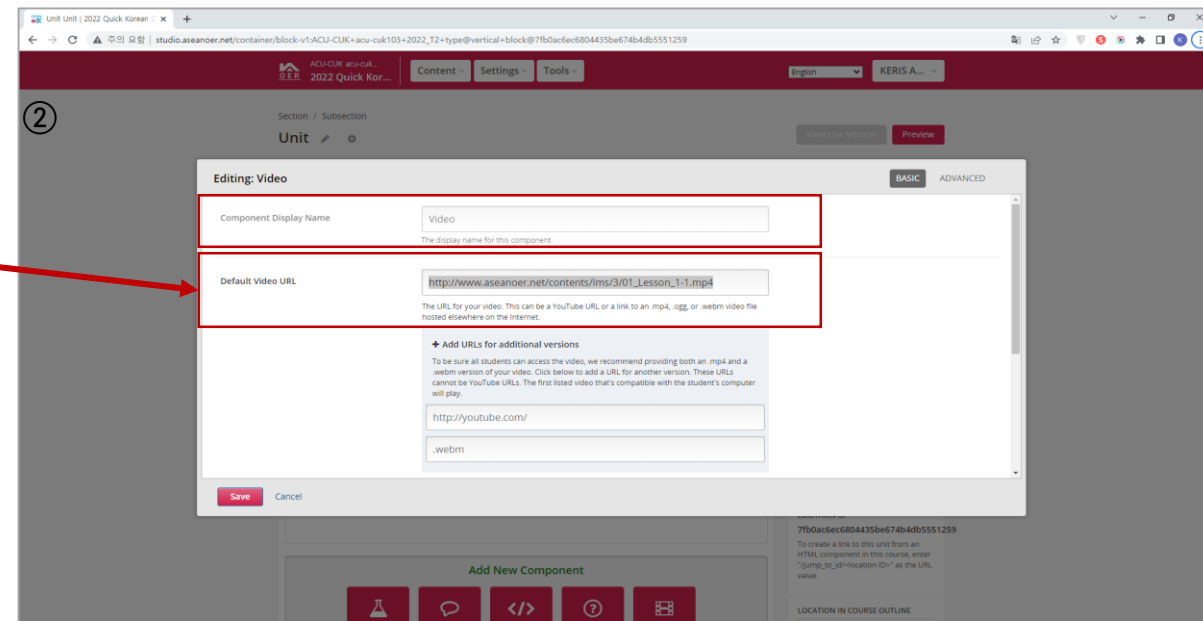
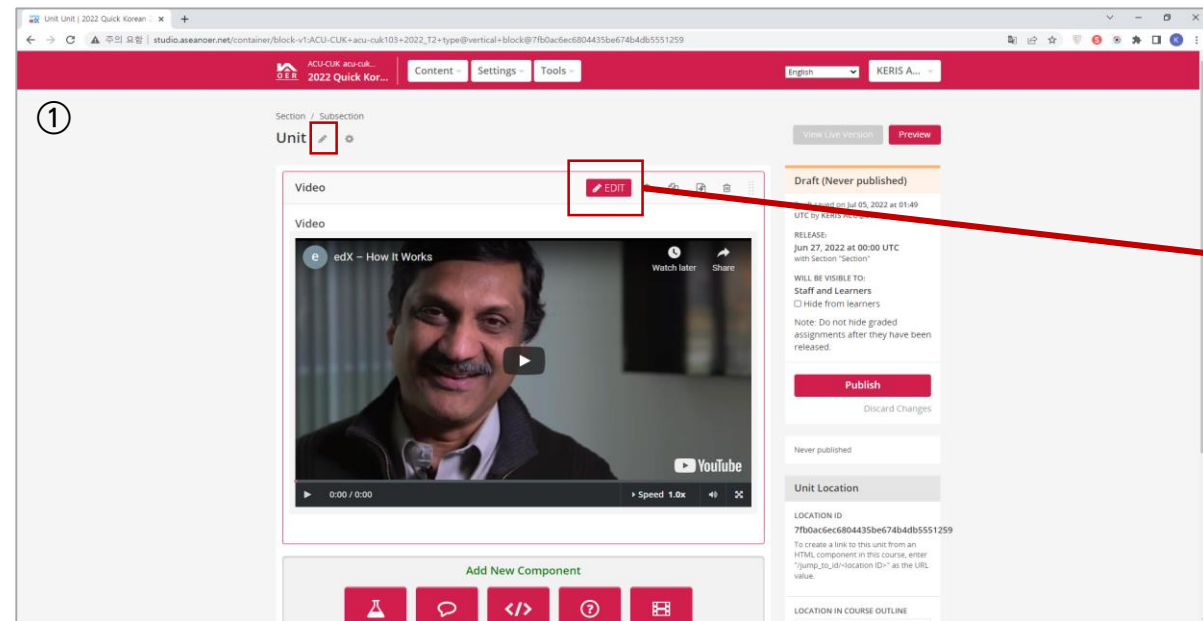
- (Import) Load LMS contents within class LMS studio
- (Export) Send my class LMS contents to outside platforms

→ Currently disabled in the ACU-LMS server



Upload contents by clicking “New Section” → “New Subsection” → “New Unit.”
(Individual contents can be uploaded only in the local units.)

V. Upload contents (videos)

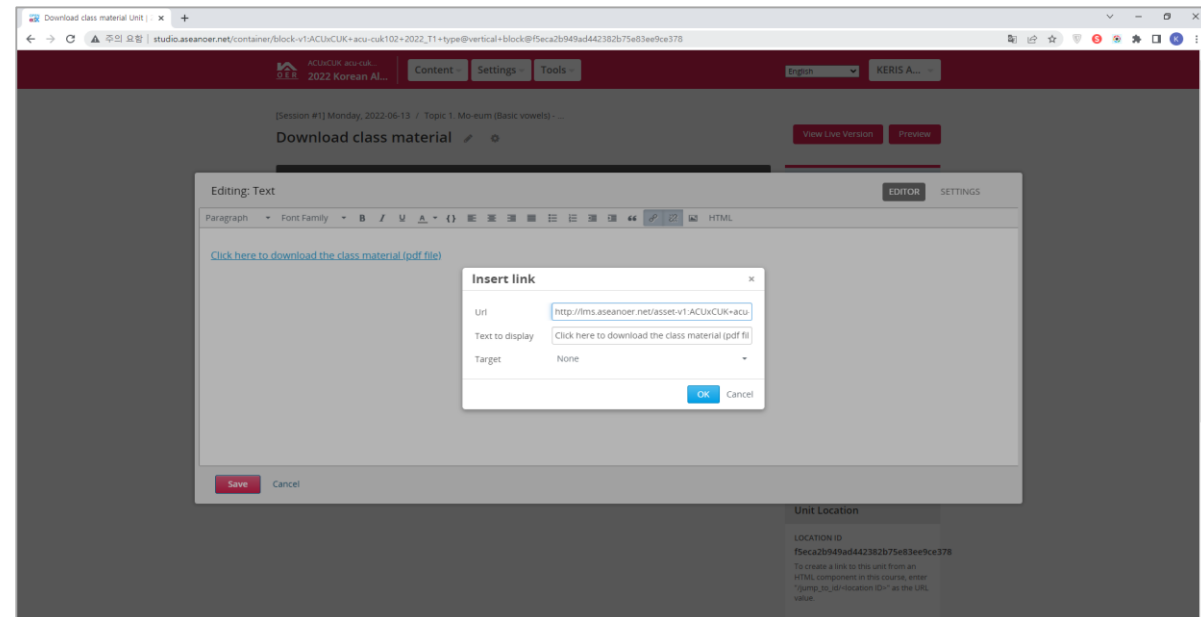
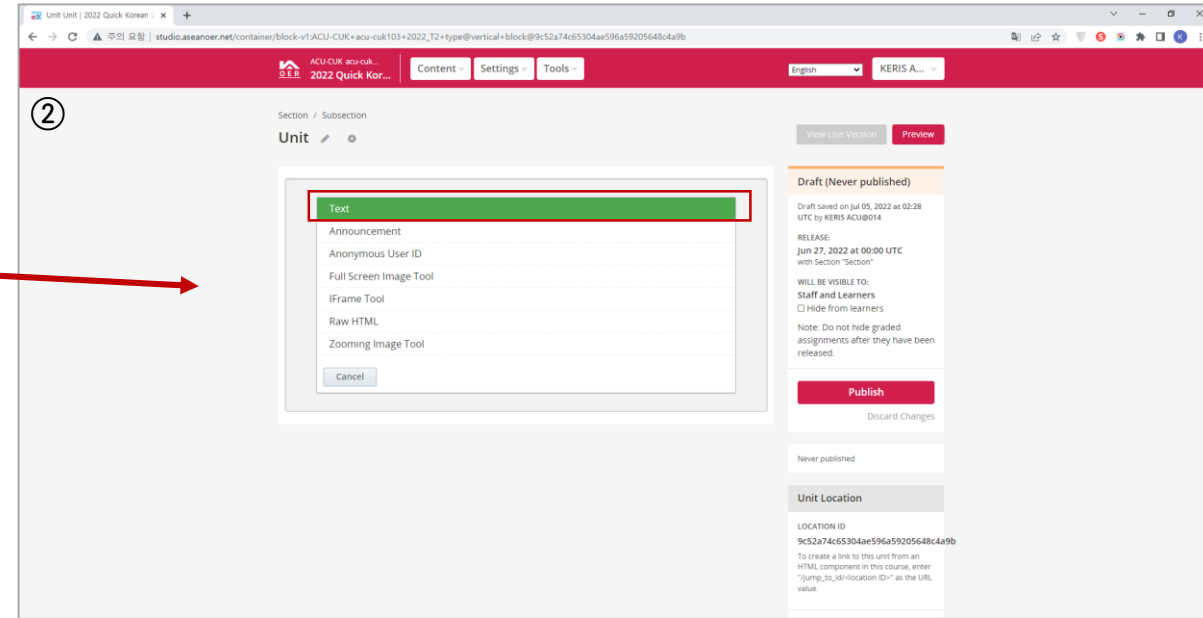
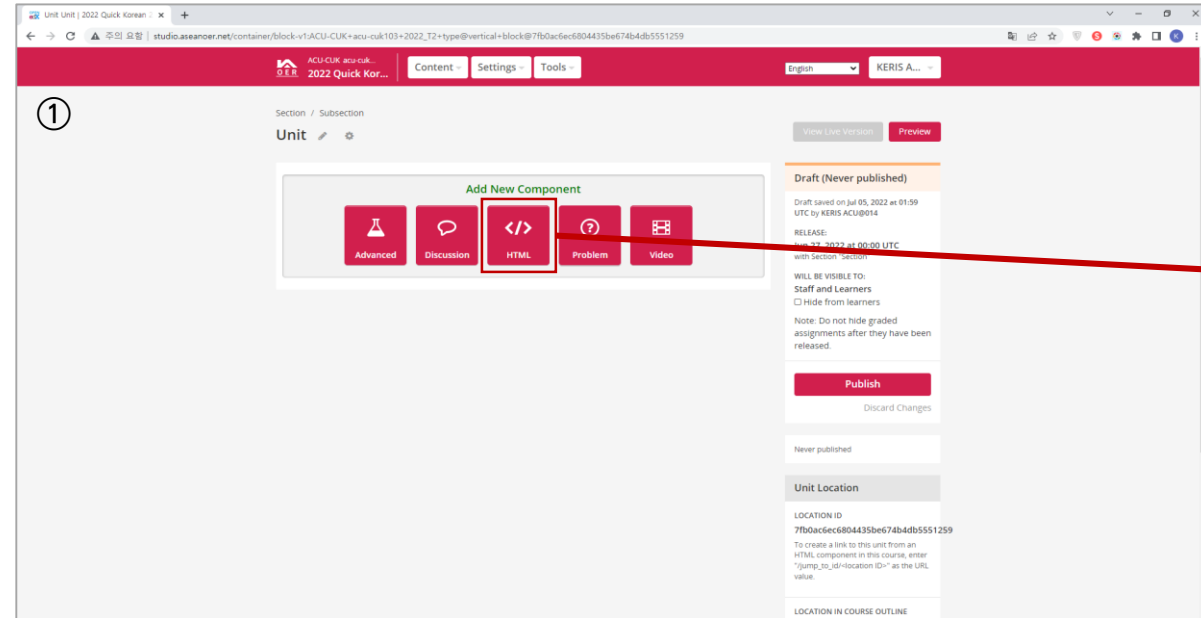


“Add New Component” → Select “Video” → Click “Edit” to upload videos (URLs)

[Remarks]

- You cannot directly upload the original video file → You must first upload the file to the ACU-OER local server (which will be uploaded by the ACU staff) → You will then be given the URL to the video, which can be used to upload the contents in the LMS
- You can edit the content's name by clicking “Edit” tab or the pencil icon shown in slide ①

V. Upload contents (print materials such as pdf, ppt, etc.)

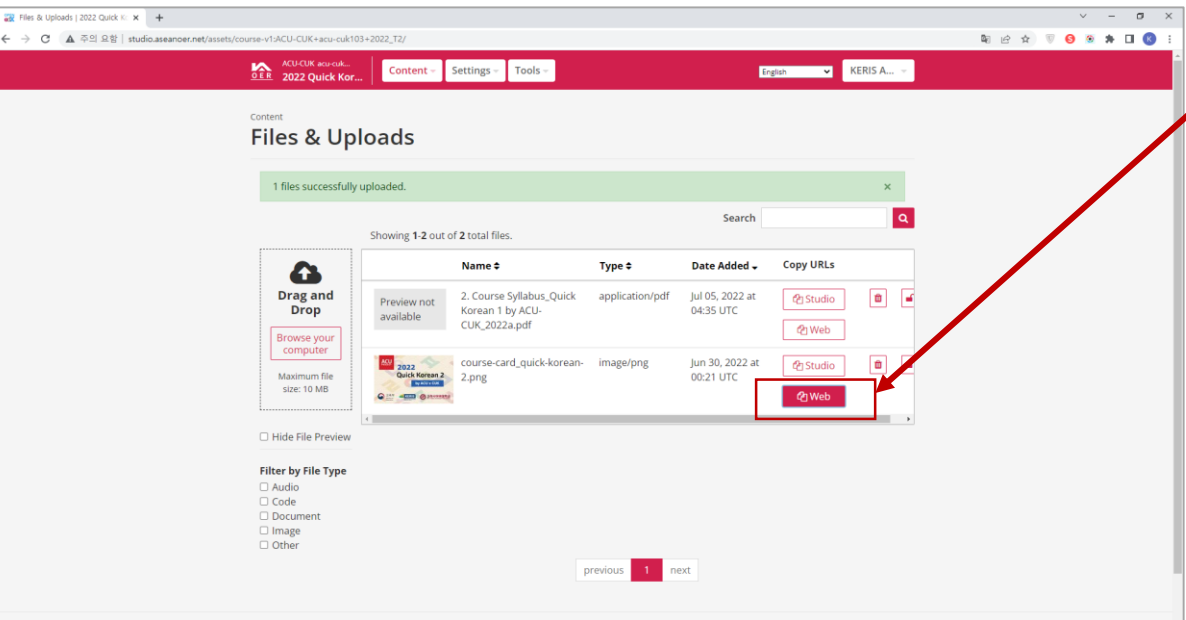
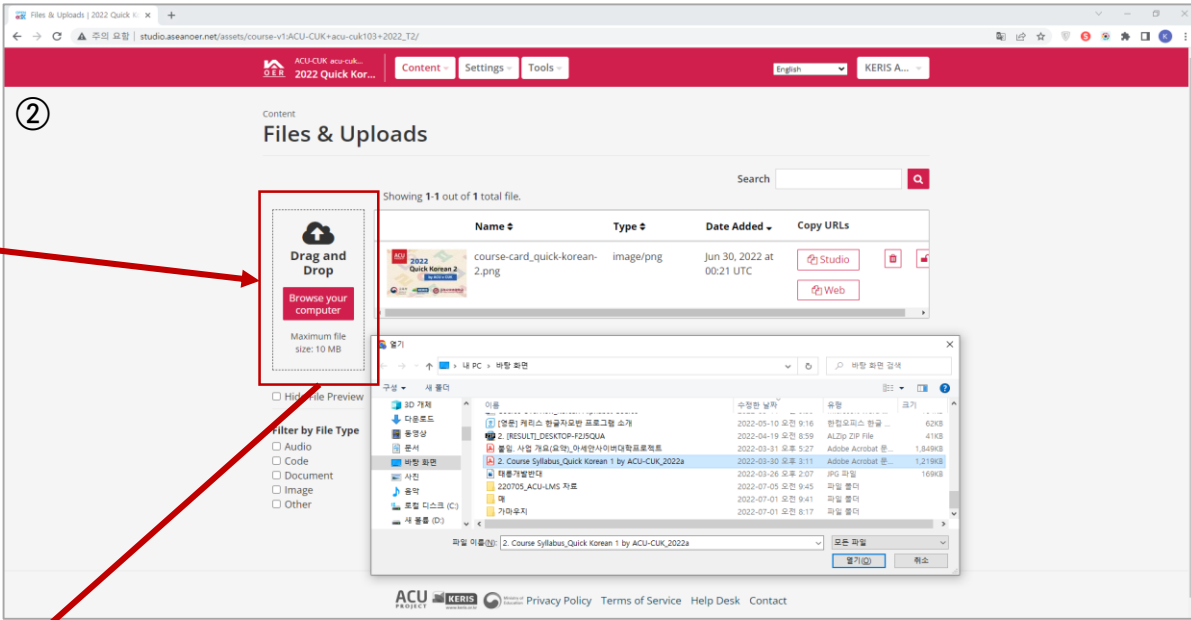
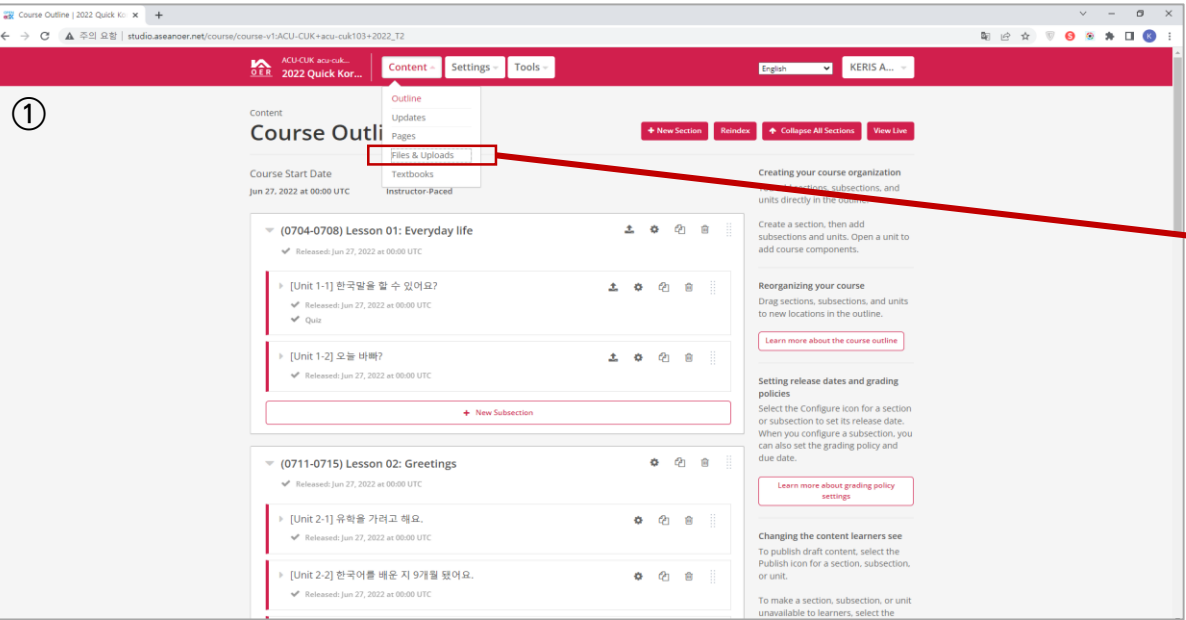


“Add New Component”→“HTML”→“Text”→”Edit” to add the link to your print materials

[Remarks]

- You cannot directly upload files in the unit section → You must first upload the files in the “Files & Uploads” tab, then upload the URL to the file
- You can edit the content’s name by clicking “Edit” tab or the pencil icon shown in slide ①

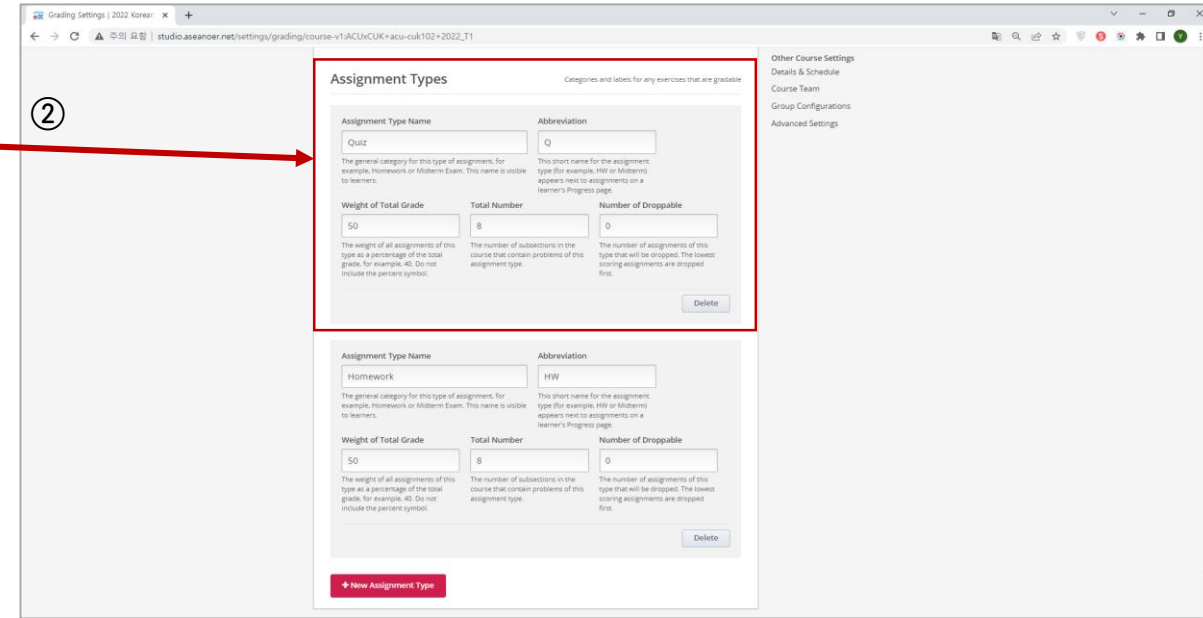
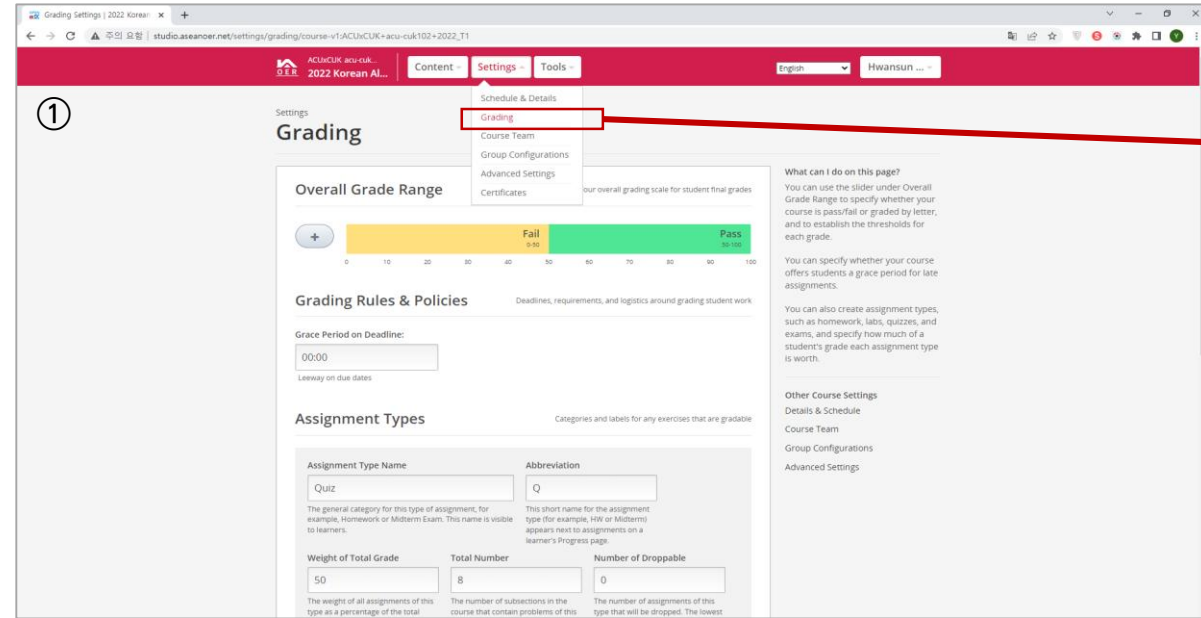
V. Upload contents (generate URL link to files)



In the LMS Studio, select “Content” → “Files & Uploads”
Select or drag file to upload →
Select “Copy URLs” → “Web” →
Use the URL to upload file in the section units

[Remarks]
– Maximum file size is 10MB

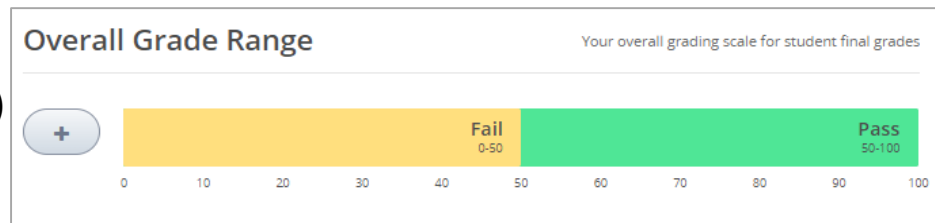
VI. Adjust grading components



In the LMS Studio, select “Settings” → “Grading” to adjust the grade components.

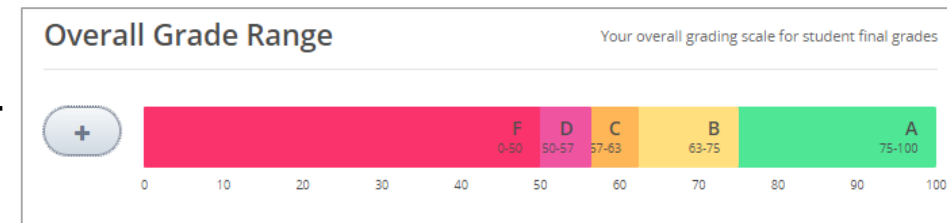
[Grade Types]

- (Overall Grade Range)



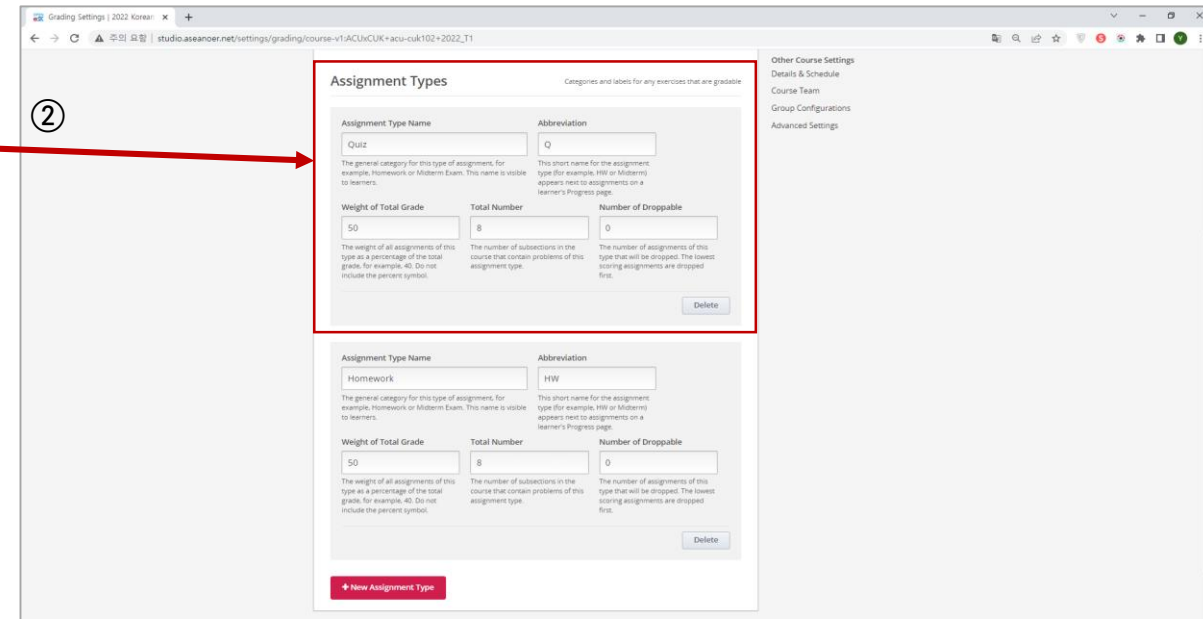
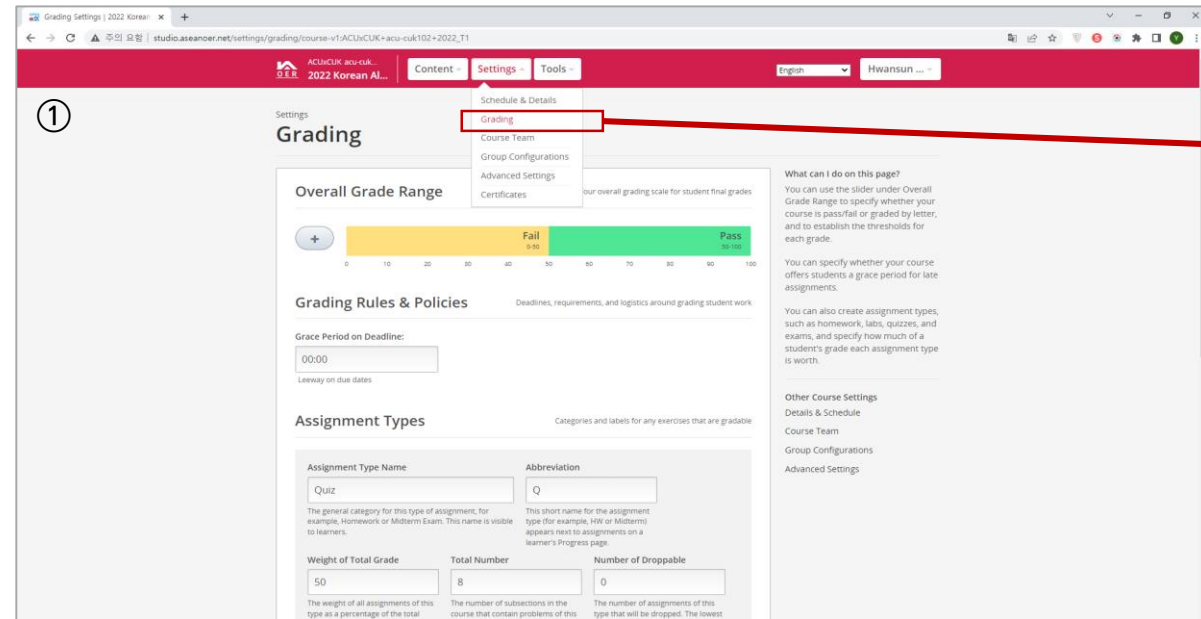
(Pass/Fail)

또는



(Score Range)

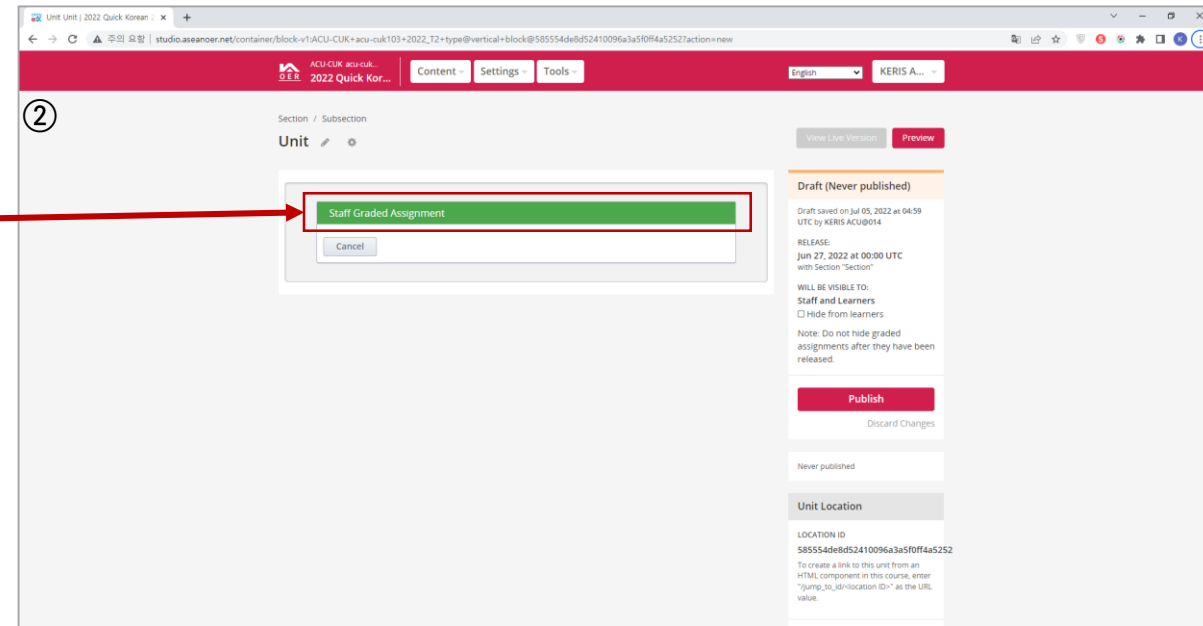
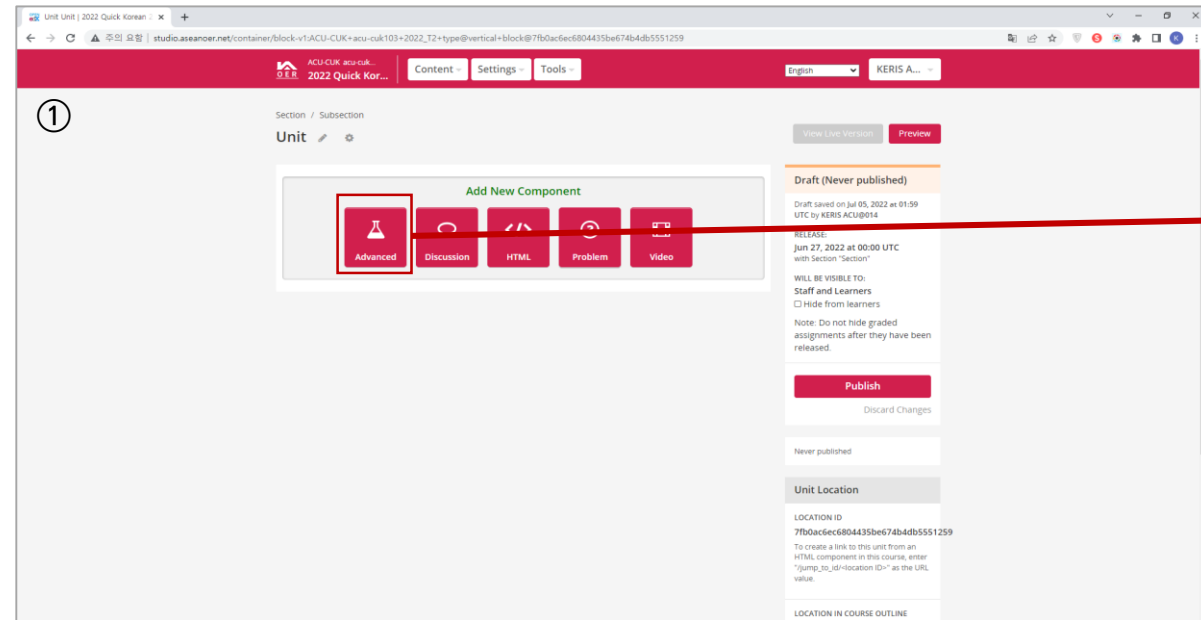
VI. Adjust grading components



In the LMS Studio, select “Settings” → “Grading” to adjust the grade components.

[Major functions]

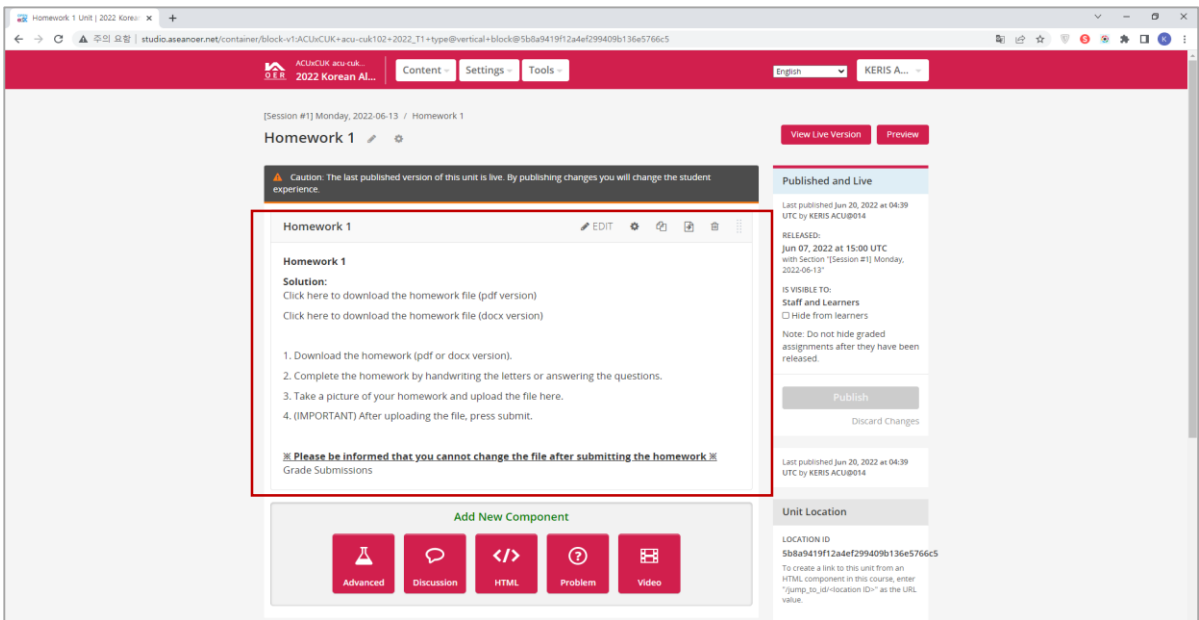
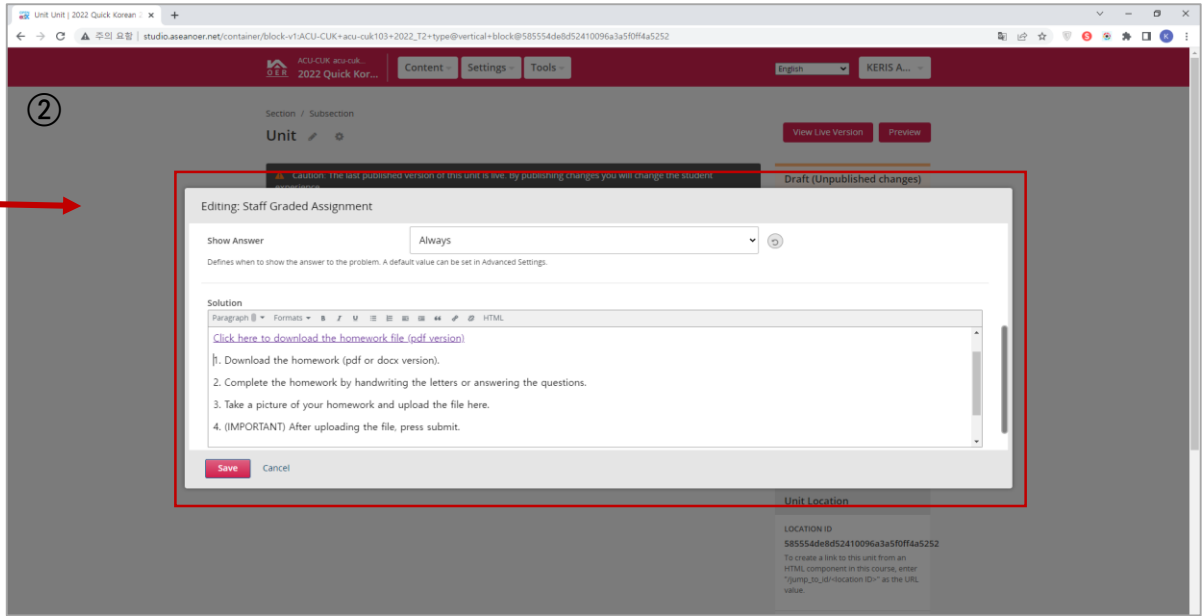
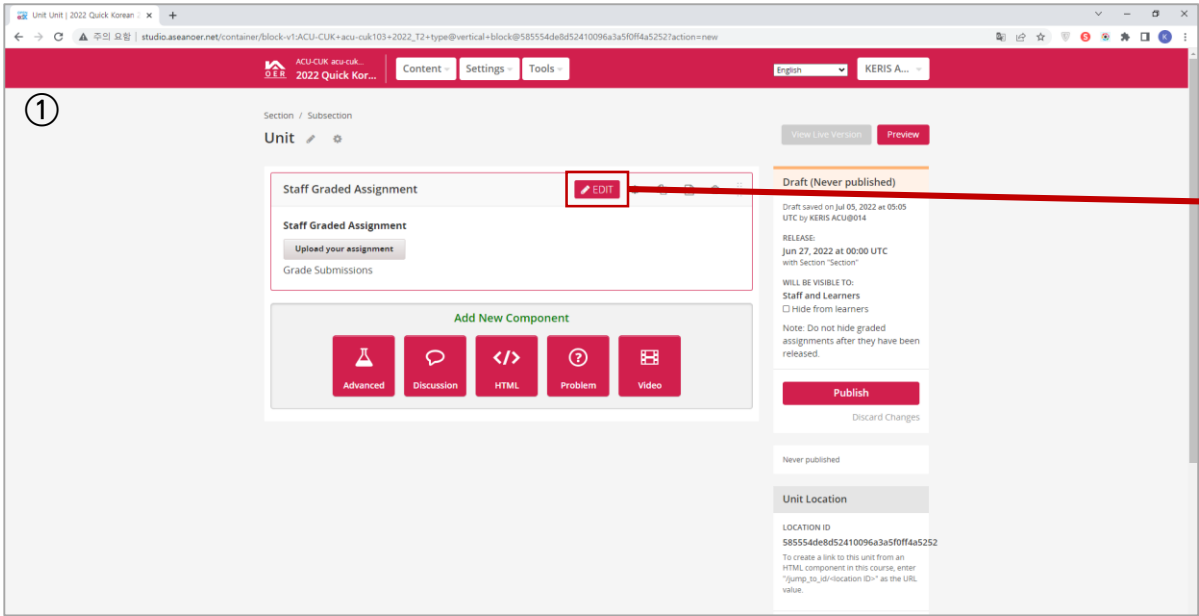
- (Assignment Type) Create different kinds of grade components
 - Assignment Type Name – name of assignment (ex. Quiz, Homework)
 - Abbreviation – name to be shown in staff list
 - Weight of Total Grade – Weight of the assignment in the total grade (from a total of 100)
 - Total Number – total number of assignments
 - Number of Droppable – number of assignments that will be counted in the grade (assignment with the lowest score will be excluded automatically)



In the LMS Studio, select “Add New Component” → “Advanced” → “Staff Graded Assignment” to create a new homework

[Remarks]

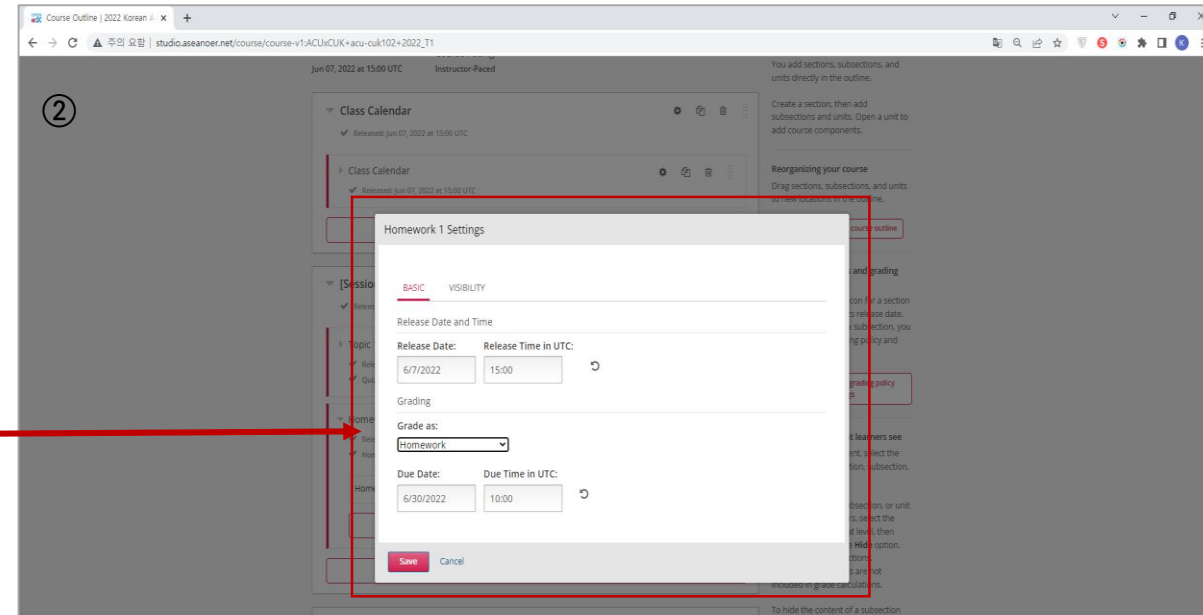
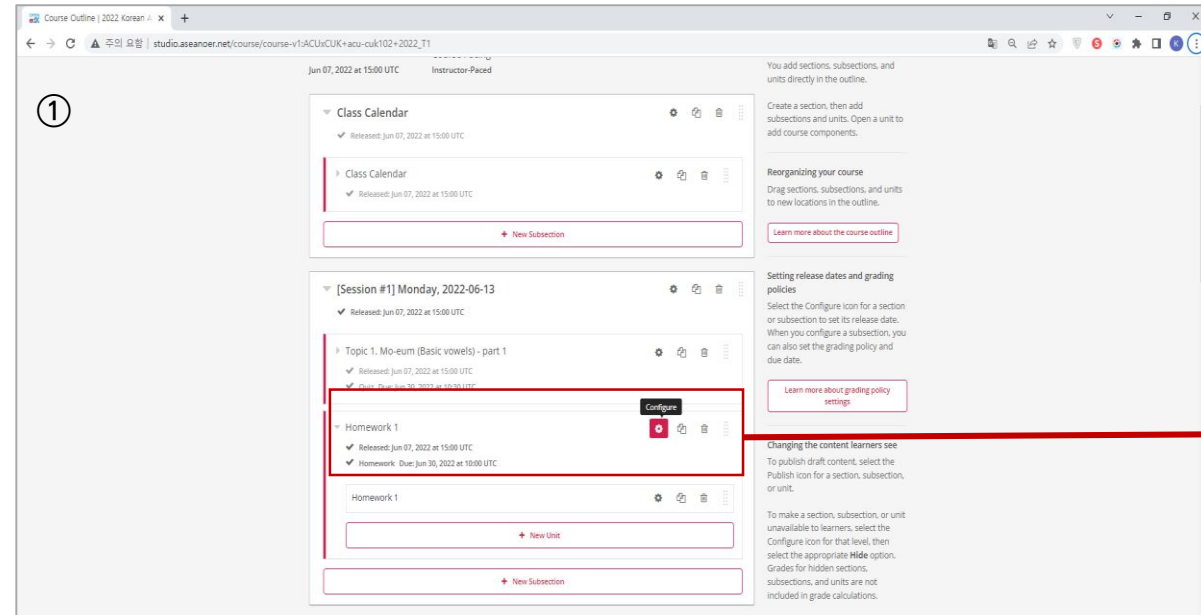
- You can edit the content’s name by clicking “Edit” tab or the pencil icon shown in slide ①



After generating a new homework, click “Edit(연필 아이콘)” to add additional explanations

[Remarks]

- Select “Show Answer : Always” to show additional explanation about the homework



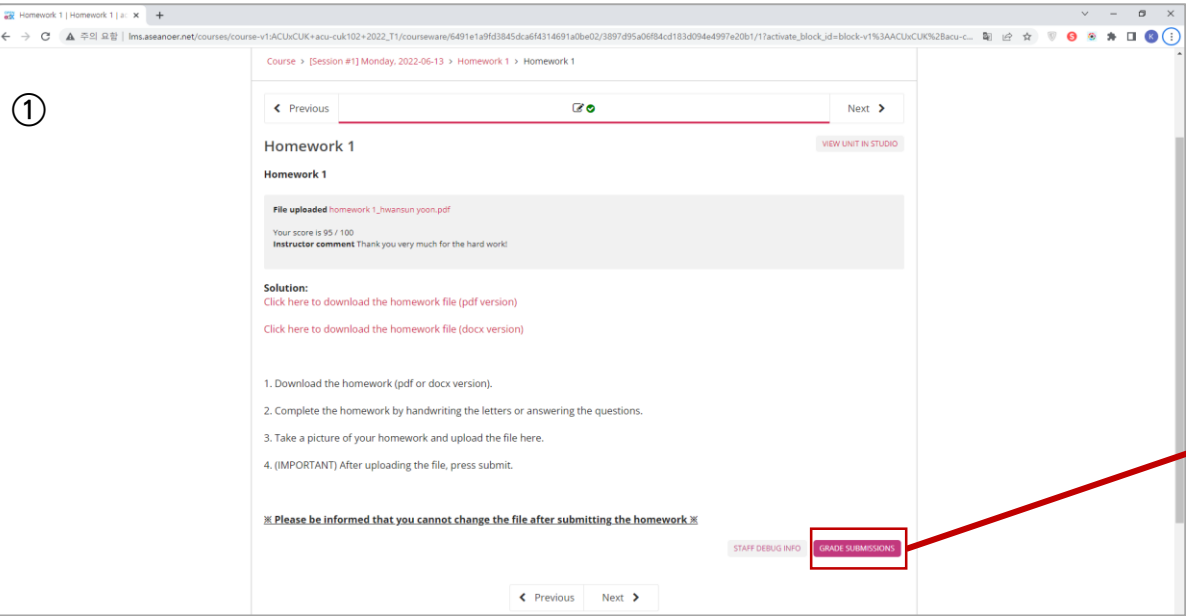
In the LMS Studio, select “Outline” → Select the homework subsection → Click “Configure” within the subsection

In Homework Settings, change “Not Graded” to the type of homework you want it to be (ex. Quiz/homework) for it to be included in the homework

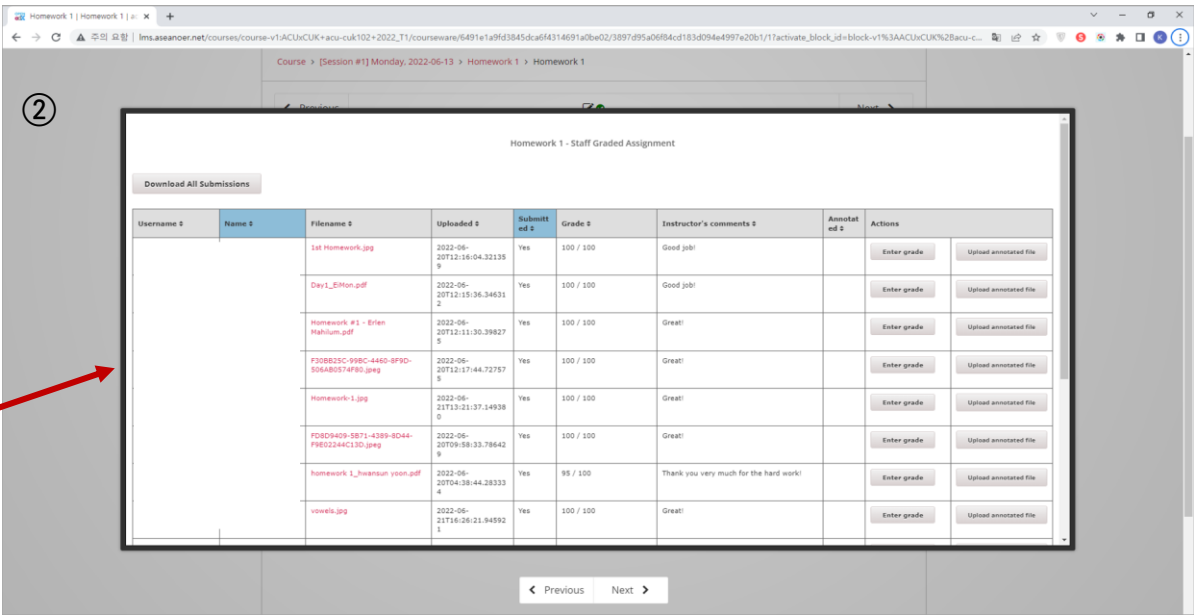
(FYI) To generate graded homeworks, you must first **set your grade components.**
(Refer to slide # 17)

VII. Check & set homework

①



②

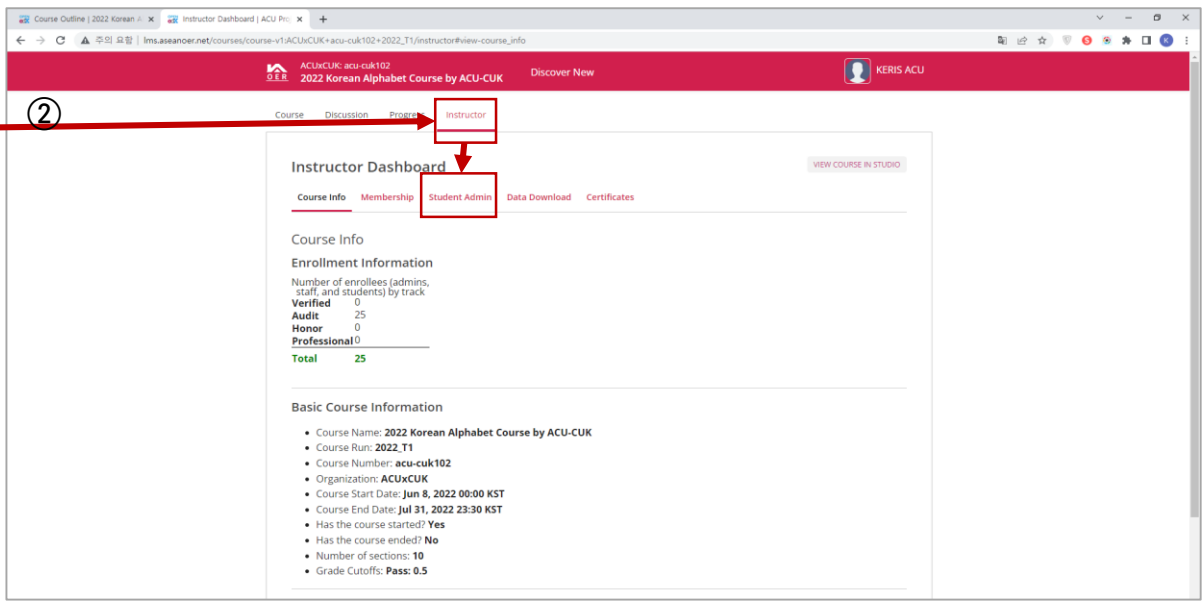
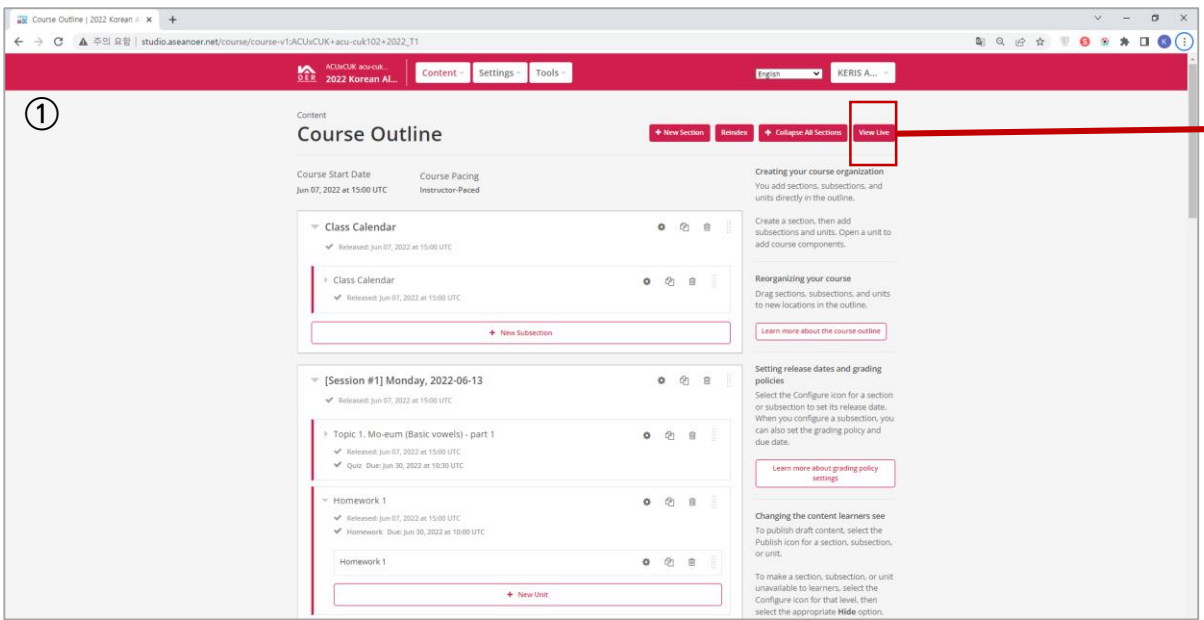


In the LMS Studio, select “View Live” to switch to learner mode → select the homework subsection → Click the “Grade Submission” tab at the bottom right corner to monitor the homework submission

[Major functions]

1. (Download all submission) Download all submitted files at once
2. (Username/Name/Filename/Submitted)
3. (Grade) Score given by instructor
4. (Instructor's comments) Additional comments given by instructor
5. (Annotated) Feedback file uploaded by instructor
6. (Enter grade) Tab to enter the score of the student's homework
7. (Upload annotated file) Tab to enter the feedback file of the student's homework

ACU PROJECT IX. Observe student participation in the LMS

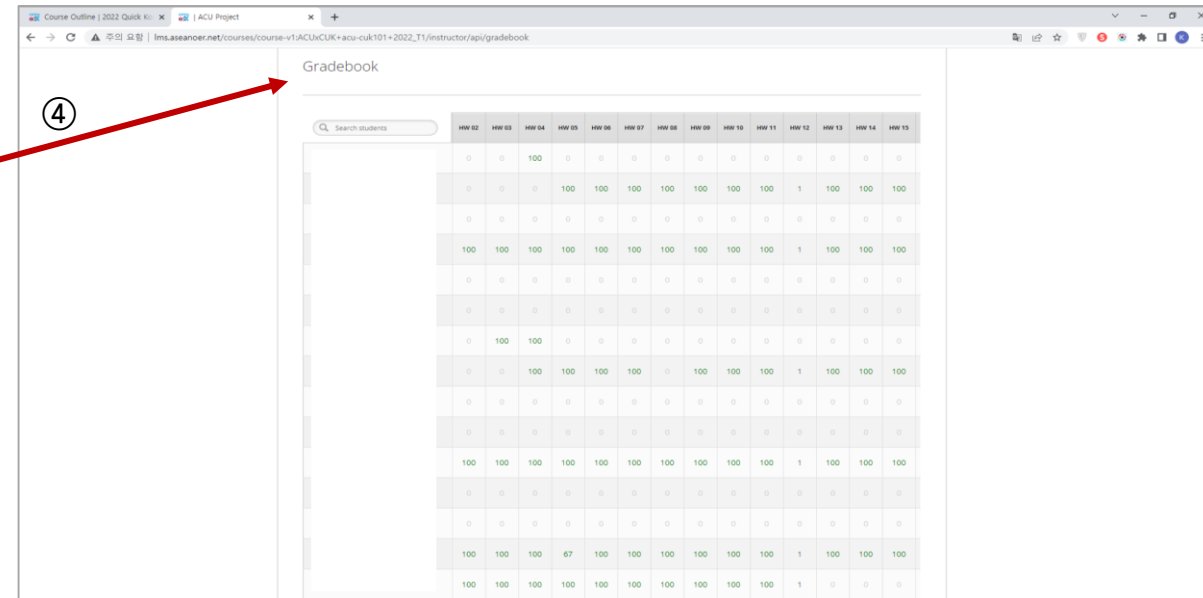
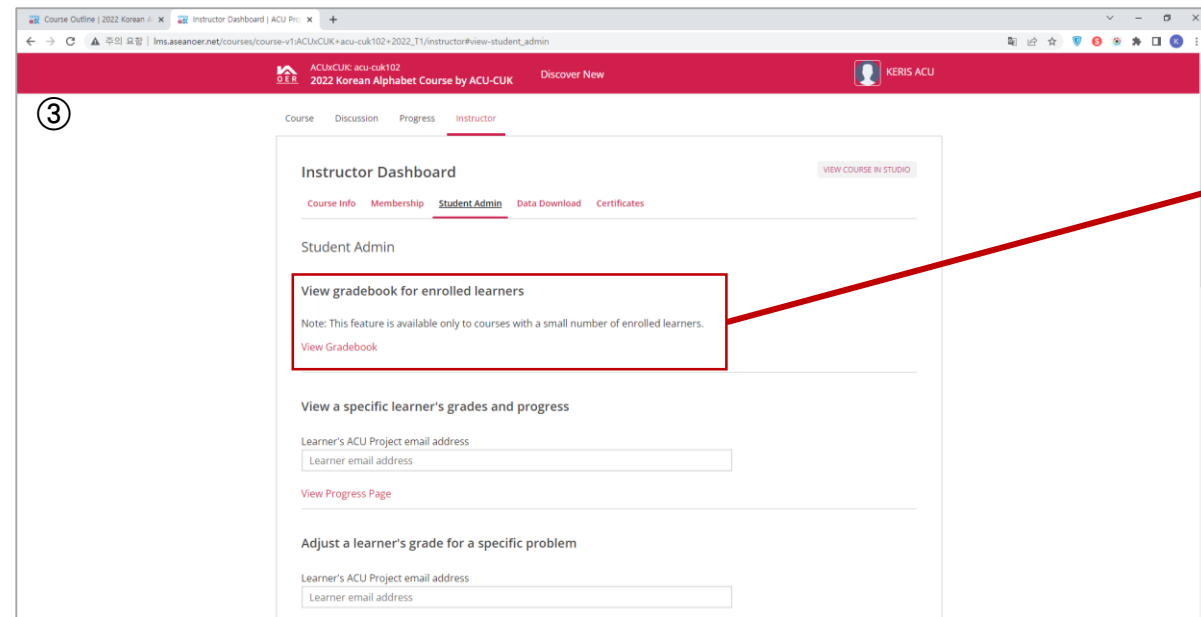


In the LMS Studio, select “View Live” to switch to learner mode →

Click “Instructor” → Instructor Dashboard

Click “Student Admin” to view the staff’s student list
(List can only be viewed in learner mode – “View Live” mode)

ACU PROJECT IX. Observe student participation in the LMS



In the Instructor's "Dashboard" → Select "Student Admin" →

"View gradebook for enrolled learners" → Select "View gradebook" to monitor students' participation and current scores.

specific grade components & homework must be set first in order to monitor students' scores and participation

(Refer to slides 17, 20)