

TEACHER'S MANUAL

7. ATTENDANCE & GRADE MANAGEMENT



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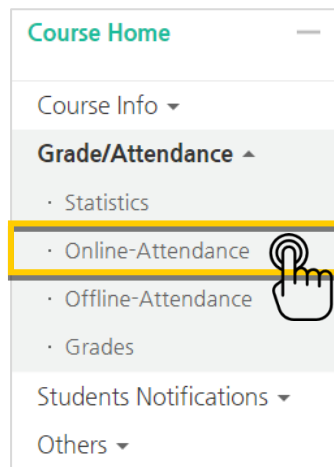
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1. Online Attendance

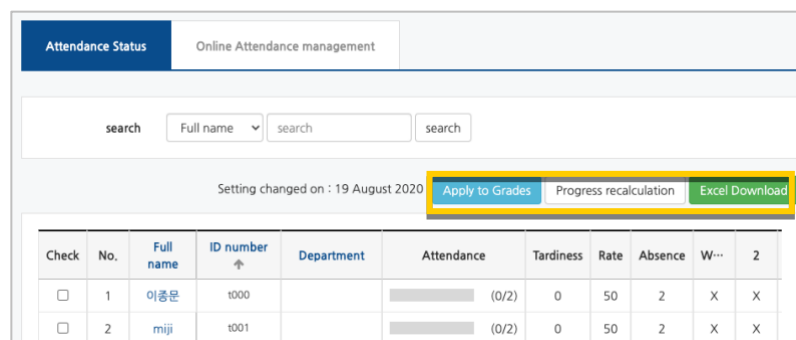
In online learning environments such as e-learning, flipped classroom or blended learning, students' watching videos is extremely important. Therefore, this LMS records whether students watched the videos or not and how long they watched the videos and it acknowledges video watching as "Online Attendance". How to check online attendance and use its features is described in this section.

*You need to make some settings first to use this feature, which was described at "Online Attendance Settings" of "2. Course Preparation" Manual.

Go to "Online Attendance" page located at "Grade/Attendance" Section of "Course Home" menu.



Here you can check the attendance status of status, automatically recorded according to whether students watched videos sufficiently or not. If there is no any problem, then you can reflect attendance score as a course grade by clicking "Apply to grades". Also, you can download the attendance situation of students as an Excel file.



Attendance Status Online Attendance management

search Full name search search

Setting changed on : 19 August 2020 Apply to Grades Progress recalculation Excel Download

Check	No.	Full name	ID number	Department	Attendance	Tardiness	Rate	Absence	W...	2
<input type="checkbox"/>	1	이종문	1000		<div style="width: 50%; background-color: #ccc;"></div> (0/2)	0	50	2	X	X
<input type="checkbox"/>	2	miji	1001		<div style="width: 50%; background-color: #ccc;"></div> (0/2)	0	50	2	X	X

Click to the student name to check his/her online attendance status in detail.

No.	Full name	ID number ↑	Program	Groups	1...	2...
1	dev1				O	▲
2	Student LEE	t004	바일팀	Team A	O	X
3	Student PARK	t005	바일팀	Team A	▲	O

You can manage students' online status. Due to some reasons, you can change online status such as canceling or acknowledging attendance.

ID number		t005			
Fullname		Student PARK			
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
6	▶ Video for week6	05:00	-	X tardiness attendance	X
7					

The changed attendance situation is directly reflected to the table.

ID number		t005			
Fullname		Student PARK			
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
6	▶ Video for week6	05:00	-	O Recognized cancel	X
7					

2. Offline Attendance

Offline attendance, used for face-to-face normal courses, can be taken with two methods: manual and smart attendance.



Manual attendance (Instructor counts students directly)

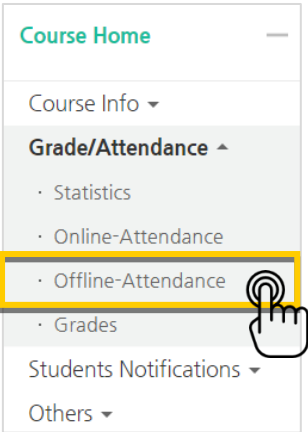


Smart attendance
(Students enter an attendance code with their smart devices)

2.1. Manual Attendance

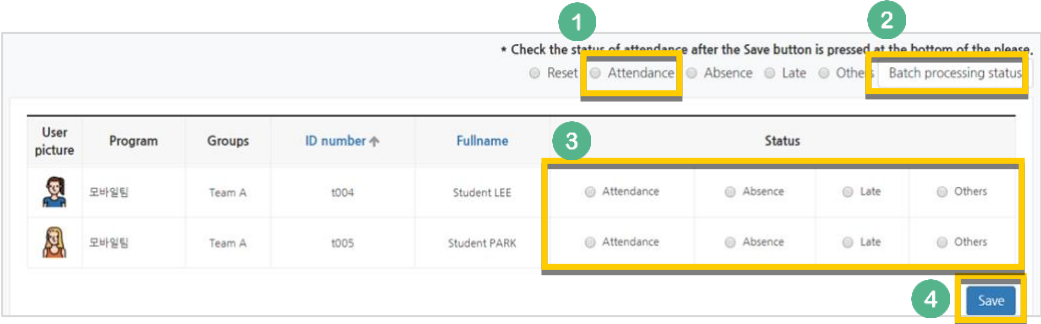
You can take attendance manually by performing the following steps:

First, go to "Offline-Attendance" page through "Course Home" □ "Grade Attendance" □ "Offline-Attendance".



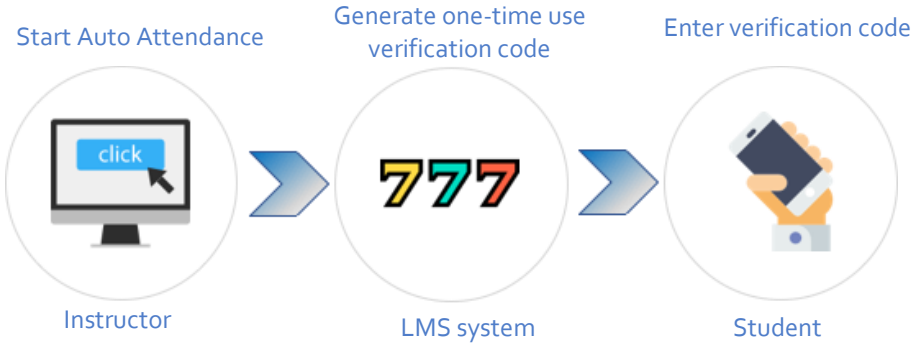
You can select the attendance status of students one by one.

If there are too many students, you can also take attendance collectively. For this, select the overall attendance status of students and then click "Batch processing status". After that, make changes on each student whose status does not match with overall status of students and click "Save button".



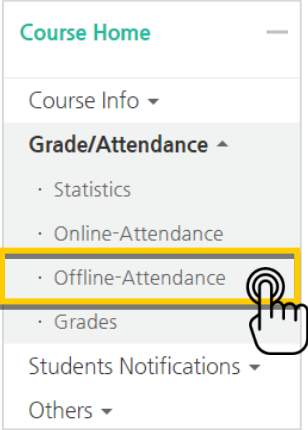
2.2. Smart Attendance

Smart attendance is that students open LMS app with their mobile devices and input a verification code to show their attendance to the course.

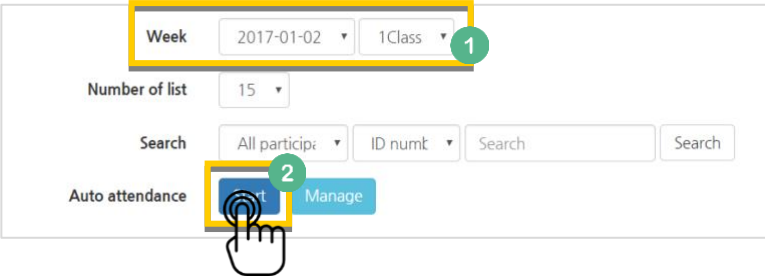


To implement smart attendance, follow these steps:

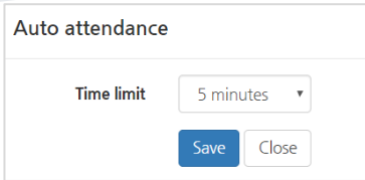
First, go to "Offline-Attendance" page through "Course Home" > "Grade Attendance" > "Offline-Attendance".



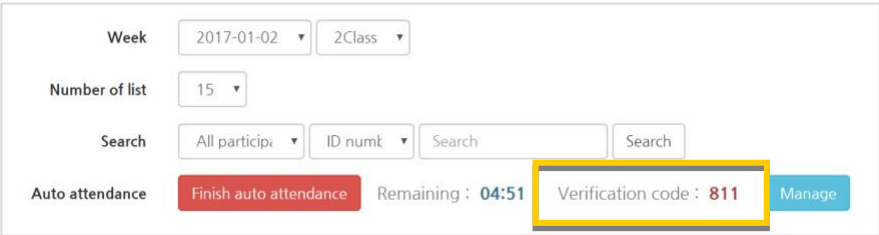
Select the date and course time and click "Start" button.



Set the time available for auto attendance and click "Save" button. Thus, a verification code will be created.



Tell your students the verification code and to enter this code at the LMS app.

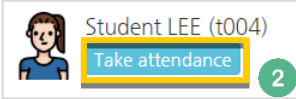


Attendance process continues until the given time ends. After attendance finishes, you can check the attendance status of students by clicking [Manage](#) button. Here you can easily identify the students who checked and did not check their attendance status. Also, you can check the attendance status of students who did not bring their smart phones by clicking "Unchecked" option and then clicking "take attendance" button below the student who is in classroom.

2017-01-02 Class 1

#	Date & Time	Checked	Unchecked	Remark
1	2018-08-27 17:04 ~ 2018-08-27 17:09	0	3	Delete

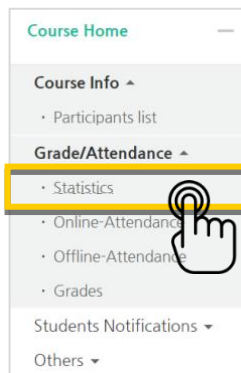
Attendance management



3. Statistics

Statistics display to what extent students use LMS; to what extent participate to course activities and open the course activities and materials. Therefore, instructors can easily check the students' learning progress with this feature. Besides, they can check which files/documents opened the most and least, which might help instructors improve their course design for future.

You can access learning statistics page by clicking "Statistics" below "Grade/Attendance" section of "Course Home" menu.



You can check the general statistics of the course; number of students and auditors, weeks/topics, course resources, and course activities, as shown in the following figure. Also, you can search a specific course activity or material.

Statistics

Read: The access (opening) number of course resources and activities
 Wrote: Number of course activity participation (posting a forum)

Category: All Read Wrote

Search: ID number [] Search [] Excel Download

General Structure

Students	Auditor	Weeks/Topics	Course Resources	No. of course activities
10	0	12	52	24

You check all statistics by students, by weeks/chapters, and by course activity/material name.

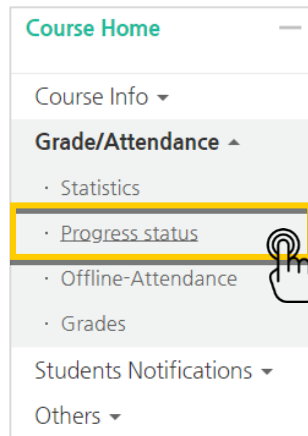
Statistics

No.	Fullname	ID number	Week 1			Week 2					Week 3												
			R	W	Wrote	R	W	R	W	R	W	R	W	Wrote									
1	은섭	dmstja	15	1	-	6	-	2	-	2	-	3	-	-	52	5	-	1	-	1	-	-	
2	주디	judy	22	1	-	2	-	1	-	3	-	1	-	-	39	2	-	-	4	-	2	-	2
3	S. W. CHO	swcho	-	-	-	2	-	-	-	-	-	-	-	-	10	1	-	-	-	-	-	-	-
4	Student KIM	1003	6	1	-	1	-	-	-	-	-	-	-	-	-	-	-	4	1	-	-	-	-

4. Progress Status





In courses that do not use online attendance, the data related to students' video watching can be checked at "Progress Status" (of students' learning) section.

Click "Progress Status" below "Grade/Attendance" section of "Course Home" menu.



The percentage of video watched by the student is displayed as follows (Student names are on the left side and videos by weeks/chapters are on the right side. 100% means the student has watched all video).

Click on the student name to see the detailed progress of the individual student.

No.	Full name	ID number ↑	Program	1...	Ch.2: What is EdTech?			
					 17:49	 13:32	 14:42	 11:53
1	Eunseob	dmstjq	코스모스팀		100%	100%	100%	99.86%
2	Judy Kim	judy	코스모스팀					
3	S. W. CHO	swcho						
4	Student KIM	t003	모바일팀		10.01%			
10	Jean Lee	wlsdl	코스모스팀		100%	100%	100%	100%

Here you can view data on video watching progress of the student for all videos. Click "details" near to the video that the student has watched in order to the detailed data on video watching progress of the student.

Eunseob Student Progress

Whole list

ID number	dmstjq
Fullname	Eunseob
Mobile phone	

Week	Resources	Contents time	Required	Watched	Progress
1	▶ 교육공학의 정의 (1)	17:49	16:02	17:49 Details (3) accesslog detaillog	100%
	▶ 교육공학의 정의(2)	13:32	12:10	13:33 Details (1) accesslog detaillog	100%
2	▶ 교육공학의 역사적 발전	14:42	13:13	14:43 Details (1) accesslog detaillog	100%

You can view various data including which time and how long the student has watched, which device he has used to watch (PC, mobile), what IP address he has accessed, etc.

What is EdTech? (1) (2018-08-10 00:00:00 ~ 2018-08-31 23:59:00) ×

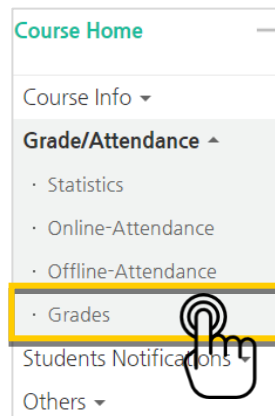
No.	Start time	End time	Watching time	IP address(Device type)
1	2018-08-22 08:59:28	2018-08-22 08:59:28	0	211.193.3.41 (PC)
2	2018-08-22 09:00:28	2018-08-22 09:26:45	17:49	211.193.3.41 (PC)
3	2018-08-22 09:27:07	2018-08-22 09:27:11	Completed	211.193.3.41 (PC)
Required (16:00)		Total learning time (17:49)		

5. Grades

All activities and assessments of the course are gathered at "Grades".

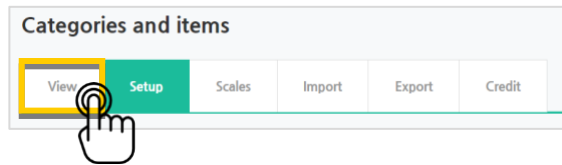
In "Grades", you can check or edit the students' scores, and review the final grades of students and download them as a document.

To access "Grades", go to "Course Home" menu □ "Grades/Attendance" section □ "Grades". The detailed features of "Grades" are described in this section.



5.1. Check/Edit Grades

Click "View" on the Tab menu first.



You can check the all grades of course activities including quizzes (tests), assignments, discussions and so on.

All participants: 9/9

		Intro to EdTech						
		Assignment						
Fullname ^	ID number	Quiz	Disc.	Assig.	Attend.	Total Assig.	Course total	
STDUENT JEGAL	t017	100	30	50	10	50	100.00	
STDUENT JOO	t014	50	30	48	3	50	72.22	
STDUENT KIM	t011	50	30	40	5	45	69.44	
STDUENT LEE	t012	-	-	-	-	-	-	
Overall average		67	30	46	6	48	80.56	

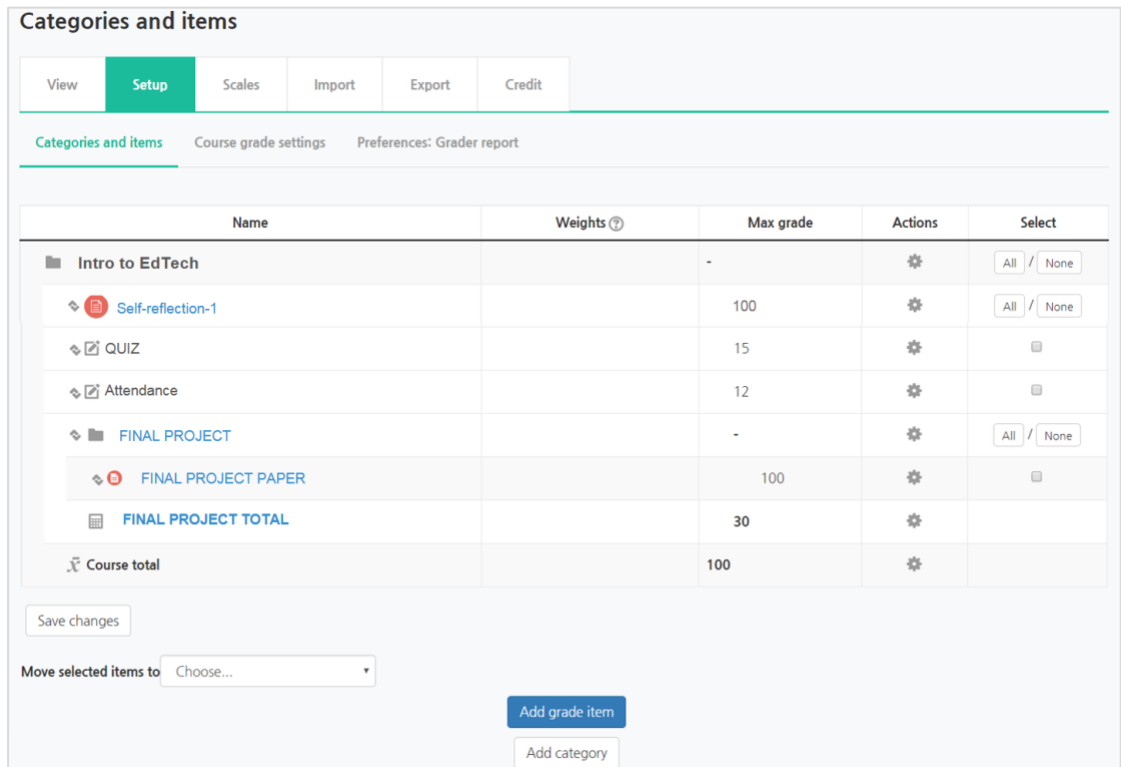
To edit a grade of a course activity, click that cell. Press "Enter" button on keyboard after you edit the grade.

Fullname ^	ID number	Quiz	Disc.	Assig.
STDUENT JEGAL	t017	100	<input type="text" value="30"/>	50

*If a score of a course activity is edited in "Grades", it cannot be edited again in the concerned course activity. Therefore, we recommed you to edit scores in "Grades" page as soon as late.

5.2. Grade Categories

When you click "Grades", the first opening page is "Categories and items" (of grades). You can view and edit the categories and items concerning grades.



The screenshot shows the 'Categories and items' interface for a course named 'Intro to EdTech'. The interface includes a navigation bar with tabs for 'View', 'Setup', 'Scales', 'Import', 'Export', and 'Credit'. Below the navigation bar, there are links for 'Categories and items', 'Course grade settings', and 'Preferences: Grader report'. The main content is a table with the following columns: Name, Weights, Max grade, Actions, and Select.

Name	Weights	Max grade	Actions	Select
Intro to EdTech		-	⚙️	All / None
Self-reflection-1		100	⚙️	All / None
QUIZ		15	⚙️	☐
Attendance		12	⚙️	☐
FINAL PROJECT		-	⚙️	All / None
FINAL PROJECT PAPER		100	⚙️	☐
FINAL PROJECT TOTAL		30	⚙️	
Course total		100	⚙️	

Below the table, there is a 'Save changes' button, a 'Move selected items to' dropdown menu (currently showing 'Choose...'), an 'Add grade item' button, and an 'Add category' button.

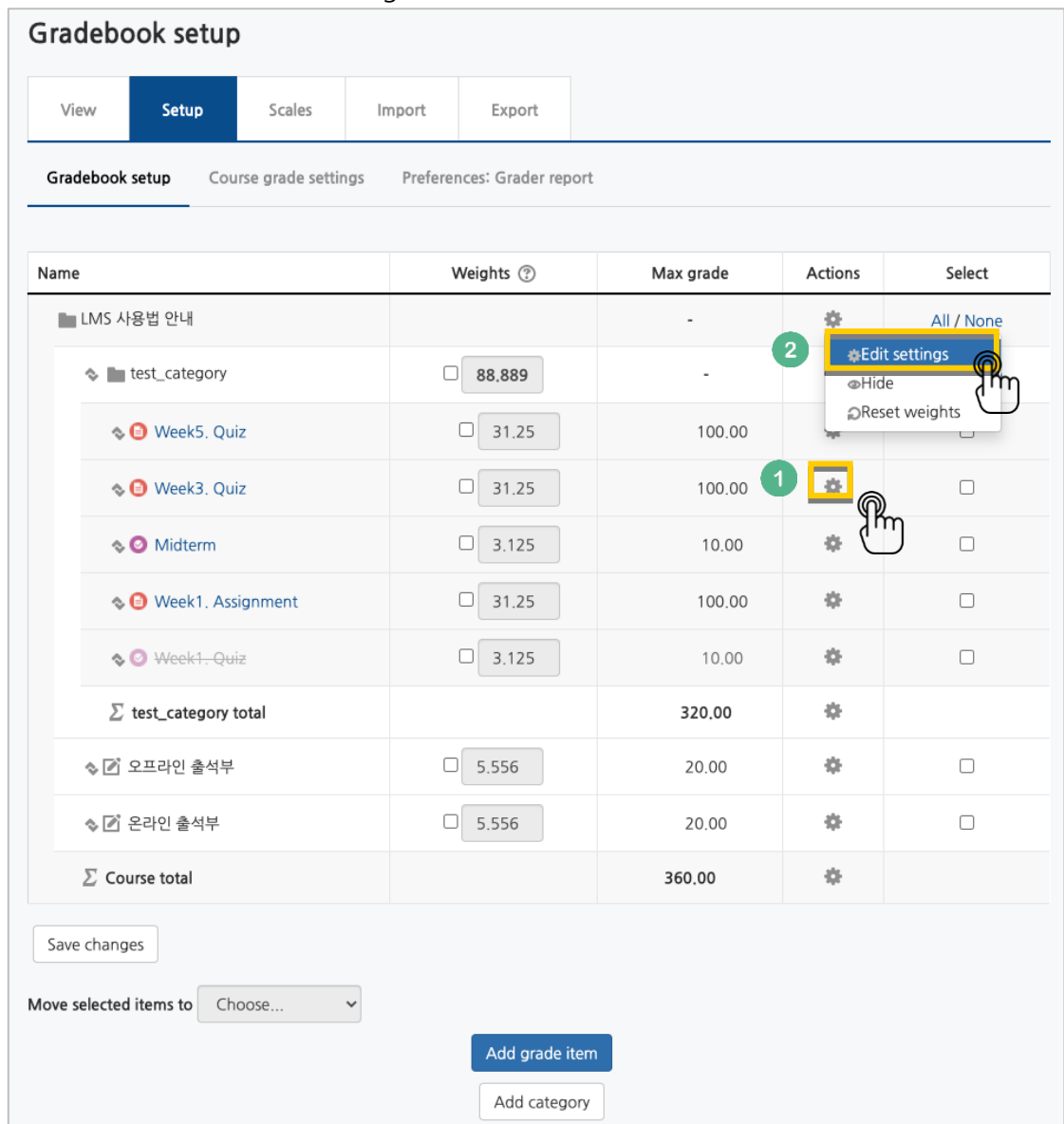
There are two methods to manage grade categories and items, as follows:

5.2.1. Aggregation Methods

There are various aggregation methods. You can utilize them for the all course activities in your course. It is also possible to set the grade aggregation method for a group of course activities in a category.

To change the aggregation method for the all grades in the course, perform the following steps:

On "Grades" page, click the cogwheel button at the top of the table, near to the course name, and then click "Edit Settings".



The screenshot displays the 'Gradebook setup' page with a table of course items. The table has columns for Name, Weights, Max grade, Actions, and Select. A hand cursor is shown clicking the 'Edit settings' button in the Actions column for the 'test_category' row. A green circle with the number '1' highlights the cogwheel icon in the Actions column for the 'Week3. Quiz' row, and a green circle with the number '2' highlights the 'Edit settings' button in the Actions column for the 'test_category' row.

Name	Weights	Max grade	Actions	Select
LMS 사용법 안내		-		All / None
test_category	<input type="checkbox"/> 88.889	-		<input type="checkbox"/>
Week5. Quiz	<input type="checkbox"/> 31.25	100.00		<input type="checkbox"/>
Week3. Quiz	<input type="checkbox"/> 31.25	100.00		<input type="checkbox"/>
Midterm	<input type="checkbox"/> 3.125	10.00		<input type="checkbox"/>
Week1. Assignment	<input type="checkbox"/> 31.25	100.00		<input type="checkbox"/>
Week1. Quiz	<input type="checkbox"/> 3.125	10.00		<input type="checkbox"/>
test_category total		320.00		
오프라인 출석부	<input type="checkbox"/> 5.556	20.00		<input type="checkbox"/>
온라인 출석부	<input type="checkbox"/> 5.556	20.00		<input type="checkbox"/>
Course total		360.00		

Save changes

Move selected items to

Add grade item

Add category

Click "Show more" button to view detailed settings.

Grade category

Category name

Exclude empty grades

Show more...

Select the desired aggregation method in the aggregation menu and click "Save changes" button.

Grade category

Category name

Aggregation

Exclude empty grades*

Keep the highest*

Drop the lowest*

* Aggregation methods are described in the following table.

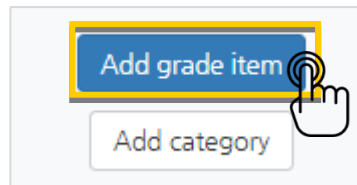
Aggregation Type	Description
Natural	This aggregation method is the sum of all grade values, scaled by weight. When its weights are not adjusted, it is the same as points earned divided by points possible.
Weighted mean of grades	Each grade item can be given a weight that influences the importance of each item in the overall mean. The process is as follows: 1) Multiply each score by its weight. 2) Find the sum of these weighted scores. 3) Divide by the sum of weights.
Simple weighted mean of grades	Its difference than "weighted mean of grades" is that simple weight is calculated as maximum grade for each item. Its process is that 1) Calculate weight for each assignment by finding the difference of maximum and minimum, 2) Multiple each score by its weight, 3) Find sum of weighted scores, 4) Find sum of maximums, 5) Divide sum of weighted scores by sum of maximums

5.2.2. Add Grade Item

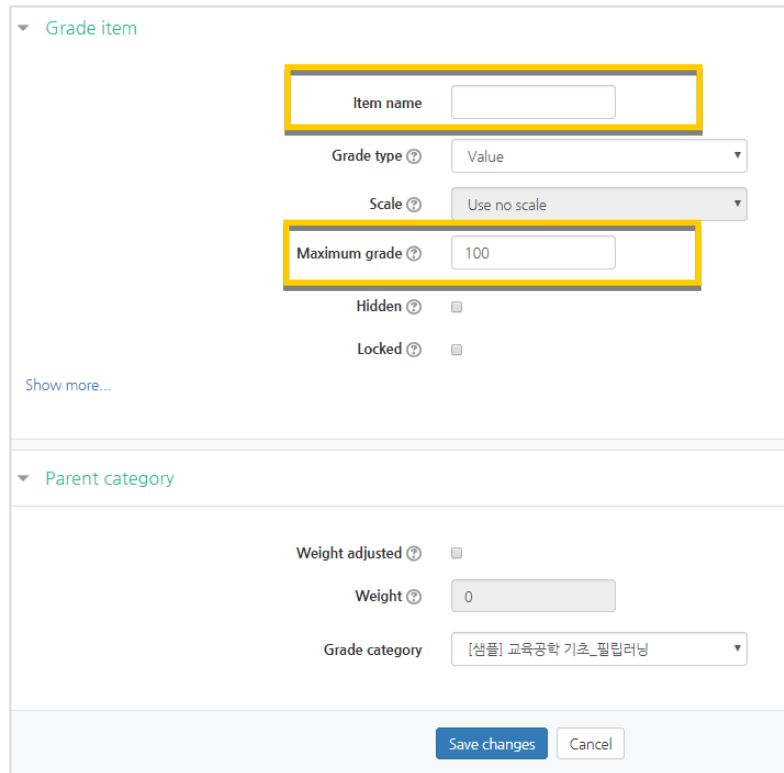
You can add grade items manually as well. This is especially useful for the offline (face-to-face) courses which have offline scorable activities such as exams and quizzes.

In order to add a grade item, follow these steps:


Click "Add grade item" button below "Grades" page.



Input a name for the grade item and specify the maximum score. Then, click "Save changes" button.

A screenshot of a form titled "Grade item" with a dropdown arrow. The form contains several fields: "Item name" (text input), "Grade type" (dropdown menu with "Value" selected), "Scale" (dropdown menu with "Use no scale" selected), "Maximum grade" (text input with "100" entered), "Hidden" (checkbox), "Locked" (checkbox), "Weight adjusted" (checkbox), "Weight" (text input with "0" entered), and "Grade category" (dropdown menu with "[샘플] 교육공학 기초_필립러닝" selected). A "Show more..." link is located below the "Hidden" and "Locked" fields. At the bottom of the form are "Save changes" and "Cancel" buttons.

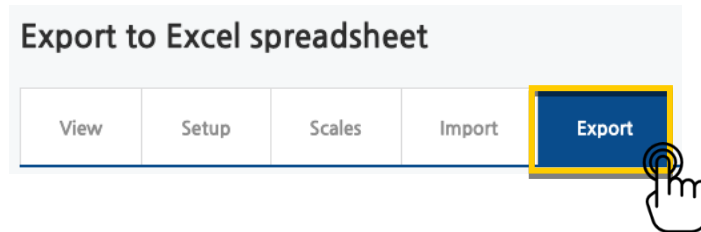
Thus, the new grade item will be added successfully:

 FINAL EXAM	40
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To give score to the students for this newly created item, follow the directions mentioned in "5.1. Check/Edit Grades" section.

5.3. Download Grades

You can download data of all grades you have inputted. For this, first click "Export" button at the top section of "Grades" page.



Click "Download" button to download all grades of the students.

* If you want to exclude some grade items, deselect them, and then click "Download" button.

