# TEACHER'S MANUAL

## 6. STUDENT MANAGEMENT
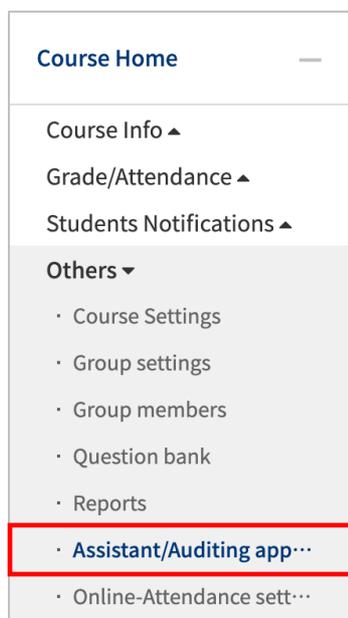
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LOGIN

English (en)

Username

Password

Log in

Remember username    Manual account   Find ID / PW

Announcements

- 사무조교 구함 N
- '화상강의' 학습활동 사용시 출석관리 N
- 국내대학(광운대, 동국대, 숙명여대, 전남대, 충북대) 공동강의 교과목 수강생 임시학번 조회 및 이용안내
- '가져오기' 기능 사용시 유의사항(교수자용)

Q&A    Announc···    Manual    FAQ

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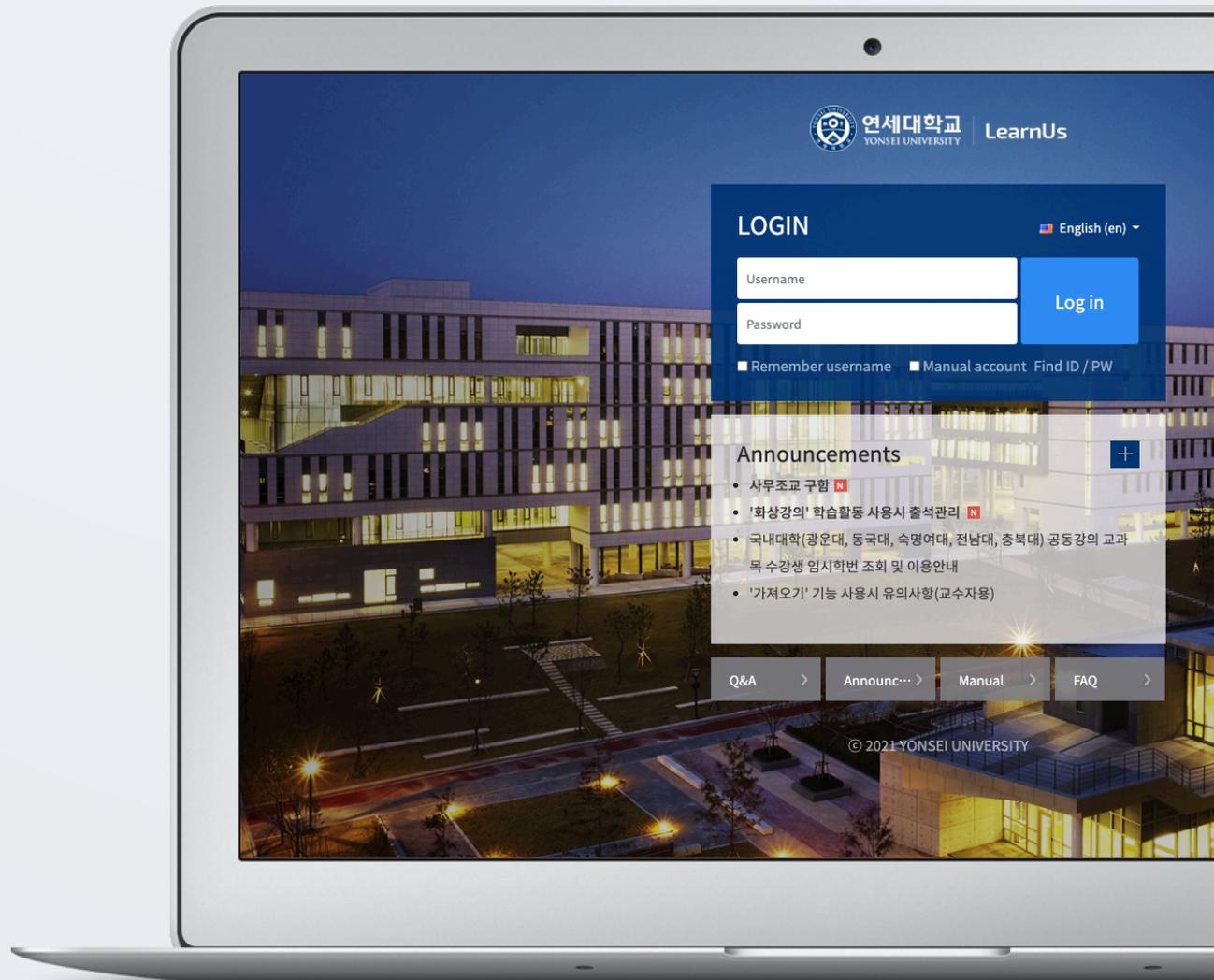
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# Manage Teaching Assistant /Auditor

You can allow people to participate in your course as a teaching assistant or auditor. *However, you might need to inform the applicants of how to apply as a teaching asssitant or auditor for your course. The applicants need to go to "Assistant/Auditor Registration" page through the main menu  and then search and apply for your course there.*

In order to check whether there is an Teaching Assistant or Auditor application or not and approve it, click "Assistant/Auditing approval" located below "Others" section of "Course Home" menu. Then, click "Approve" button near to the applicant.



If you want to cancel Teacher Assistant/Auditor application, just click "Cancel" button in the same page.
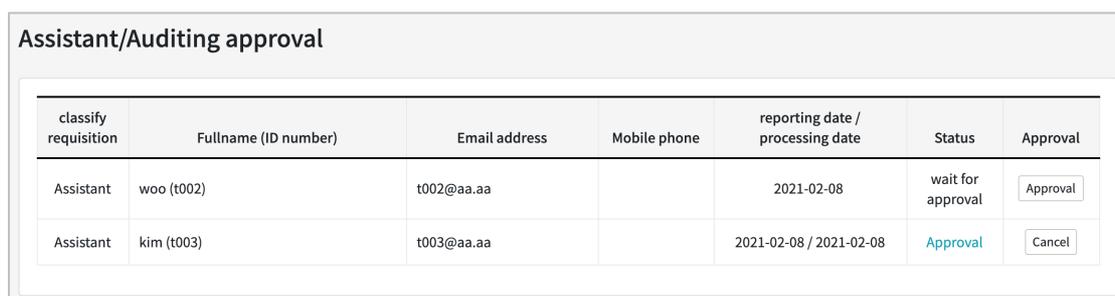
## Assistant/Auditing approval

| classify requisition | Fullname (ID number) | Email address | Mobile phone | reporting date / processing date | Status | Approval |
|---|---|---|---|---|---|---|
| Assistant | woo (t002) | t002@aa.aa | | 2021-02-08 | wait for approval | Approval |
| Assistant | kim (t003) | t003@aa.aa | | 2021-02-08 / 2021-02-08 | Approval | Cancel |

# Send Message To Students

You can send message to enrolled students inside LMS system. For this,

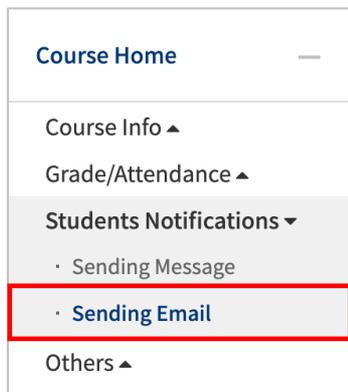Click "Sending Message" below "Student Notifications" section at "Course Home" menu.
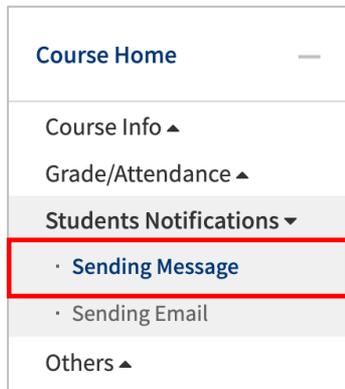


Select the receivers among the enrolled students, write the message and click "Send message" button.
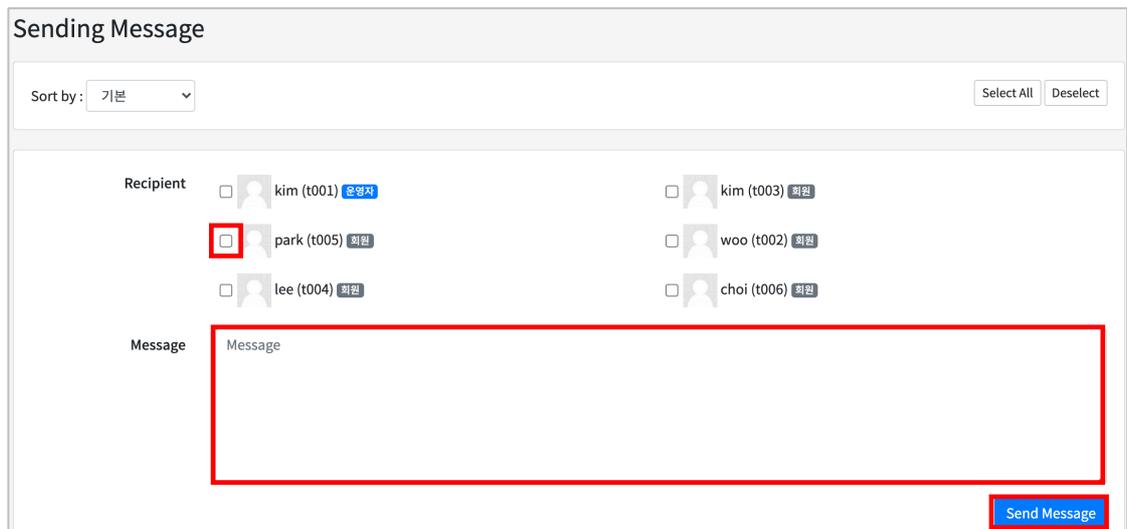
# Send Email To Students

Go to "Sending email" through "Course Home" menu, located left-side of the course homepage.



Select the receivers, write the email content and click "Send email" button.