

How to manually register assistant/auditor/student

The screenshot displays a course management dashboard. At the top, a dark blue header contains a home icon, a search bar, a user profile icon, a calendar icon, a notification bell with a '5' badge, an email icon, a grid icon, and a 'Log out' button. Below the header is a dark banner area with a grid pattern. On the right side of this banner, the word 'Announcements' is visible, followed by a 'More' link. A left sidebar contains several icons: a home icon, a person icon, a document icon, a calendar icon, a play button icon, a group of people icon, and a book icon. The main content area is titled 'Course Home' and includes a breadcrumb navigation path 'Home >'. Below this, there is a 'Course Info' section with links to 'Syllabus' and 'Participants list'. A 'Grade/Attendance' section contains links to 'Statistics', 'Progress status', 'Offline-Attendance', and 'Grades'. There is also a 'Students Notifications' section and an 'Others' section. A 'Student screen' button is located at the bottom of the sidebar. The main content area features a 'Course Summary' section with three circular icons: a purple microphone icon labeled 'Class Announ...', a pink circle with 'Q&A' labeled 'Class Q&A', and an orange circle with three horizontal lines labeled 'Class Files'. At the bottom of the main content area, there is a light green bar with the text 'All week course' and a dropdown menu currently set to 'All'.

1. Click the [Turn editing on] Button

Turn editing on

Course Home

Course Info

- Syllabus
- Participants list

Grade/Attendance

- Statistics
- Progress status
- Offline-Attendance
- Grades

Students Notifications

Others

Student screen

Activities/Resources

Course Summary

Class Announ...

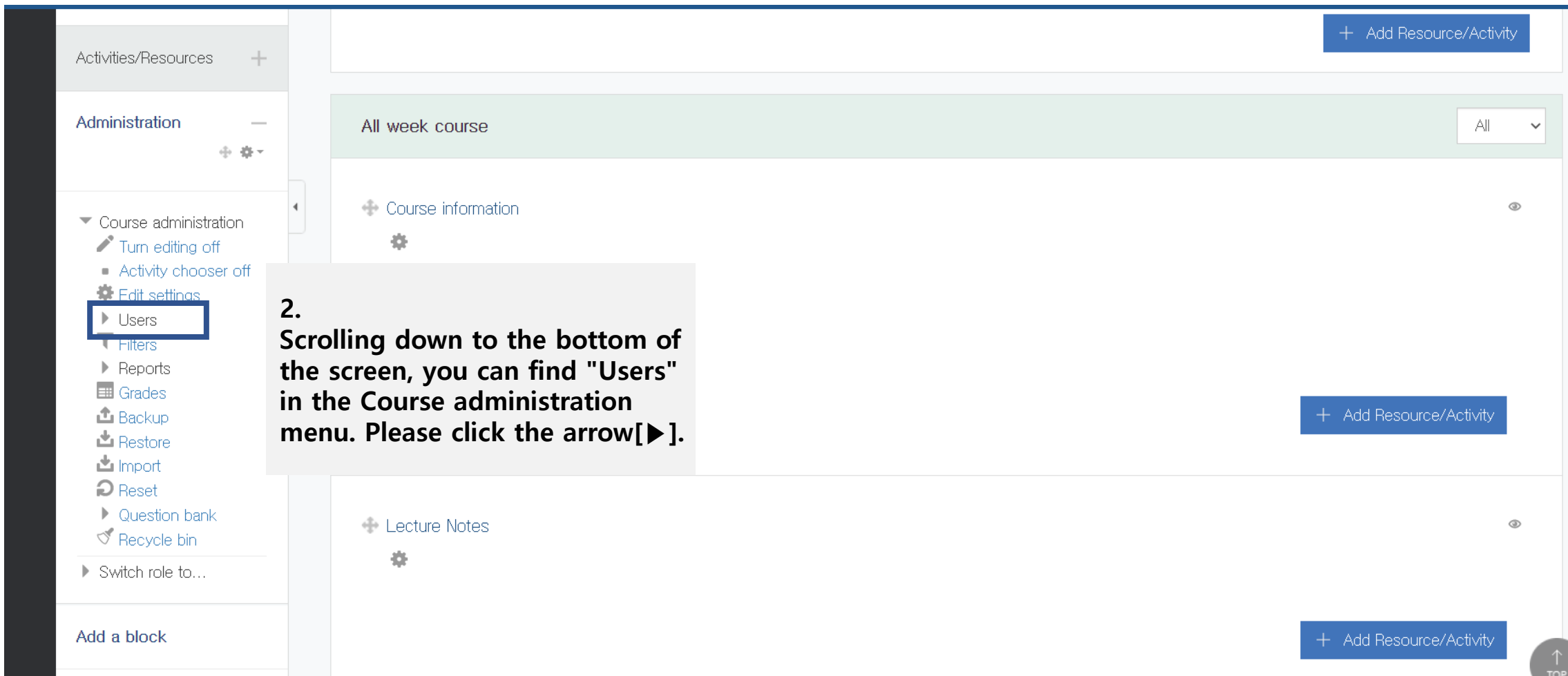
Class Q&A

Class Files

All week course

All

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The screenshot displays the Moodle course interface. On the left, the 'Administration' menu is expanded, showing 'Course administration' with a sub-menu containing 'Turn editing off', 'Activity chooser off', 'Edit settings', 'Users', 'Filters', 'Reports', 'Grades', 'Backup', 'Restore', 'Import', 'Reset', 'Question bank', and 'Recycle bin'. The 'Users' option is highlighted with a blue box. A text box with the number '2.' and instructions is overlaid on the 'Users' option. The main content area shows the 'All week course' section with a dropdown menu set to 'All'. Below this, there are two blocks: 'Course information' and 'Lecture Notes', each with a plus icon and a settings gear icon. The bottom right corner features a 'TOP' button with an upward arrow.

2.
Scrolling down to the bottom of the screen, you can find "Users" in the Course administration menu. Please click the arrow[▶].

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▼ Course administration

 Turn editing on

 Edit settings

▼ Users

 Enrolled users

▶ Enrolment
methods

 Groups

▶ Permissions

 Other users

▼ Filters

▶ Reports

 Grades

 Backup

 Restore

 Import

 Publish

 Reset

▶ Question bank

 Recycle bin

3. Click the [Enrolled users]

How to manually register assistant/auditor/student

Enrolled users

Search

Enrolment methods

All ▼

Role

All ▼

Status

All ▼

Filter

Reset

Enrol users

4. Click the [Enroll users] button

Fullname ▲ / ID number / Email address / Department
/ Institution

Last access to
course

Roles

Groups

Enrolment methods

How to manually register assistant/auditor/student

The screenshot shows the 'Enrol users' window. At the top, there is a tab labeled 'Assign roles' with a dropdown menu currently set to '청강생'. A blue arrow points from this dropdown to the list of roles on the right. Below the dropdown is a section titled 'Enrolment options'. A list of users is displayed, with the header '418984 users found'. Each user entry consists of a number (1-8), a profile icon, and an 'Enrol' button. At the bottom of the window, there is a search bar and a 'Search' button, both highlighted with a blue box. Below the search bar is a button labeled 'Finish enrolling users'.

5. Set the roles

- 청강생: auditor
- 조교: assistant
- 수강생: student

6. Put the ID number, then click the [Search] button


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Enrol users

Assign roles 청강생 ▼

Enrolment options

1 user found

1		Enrol
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Search

Finish enrolling users

7. Confirm the roles

- 청강생: auditor
- 조교: assistant
- 수강생: student

8. Click the [Enroll] button

How to approve roles of assistant/auditor

1. You can see as below, click 'others' button -> and then click 'Assistant/Auditing approval' button in 'Course Home' column.

(If you can not see any button of both, please click the triangle button in the blue box of the below picture.)

The screenshot displays a web interface for managing a course titled "Seminar in Human Resource Management (001)". The top navigation bar includes a home icon, the course title, and user information (eti관리자4) with a profile picture, calendar, notifications, email, and a "Log out" button. The left sidebar contains a "Course Home" section with a blue box around a triangle icon. Below it are sections for "Course Info", "Grade/Attendance", "Students Notifications", "Others", and "Assistant/Auditing approval". The "Others" and "Assistant/Auditing approval" sections are highlighted with red boxes. The main content area shows the "Course Summary" with icons for "Class Annou...", "Class Q&A", and "Class Files". Below this is the "Current week course" section for "1Week [03 September - 09 September]". At the bottom, there is an "All week course" section with a dropdown menu set to "All".

How to approve roles of assistant/auditor

2. Click an 'Approval' button of a student who you want to approve as an assistant or an auditor in your class.

(You can see whether students ask for permission as assistants or auditors in the 'classify requisition' column.)

Assistant/Auditing approval

classify requisition	Fullname (ID number)		Email address	Mobile phone	reporting date / processing date	Status	Approval
Assistant	Jun	(2015-)	@snu.ac.kr	010- -	2018-08-29 / 2018-09-05	disapproved	<button>Approval</button>