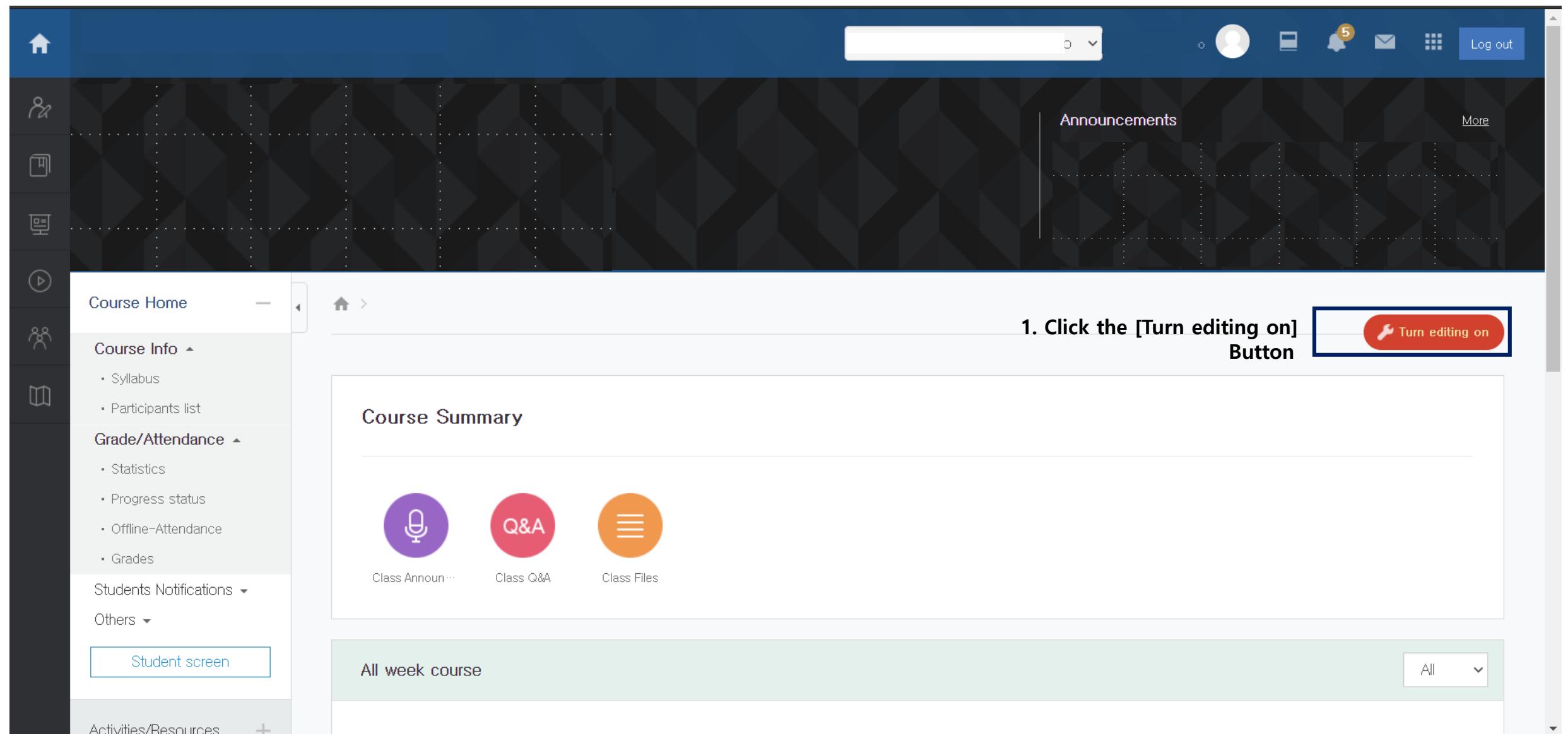


How to manually register assistant/auditor/student

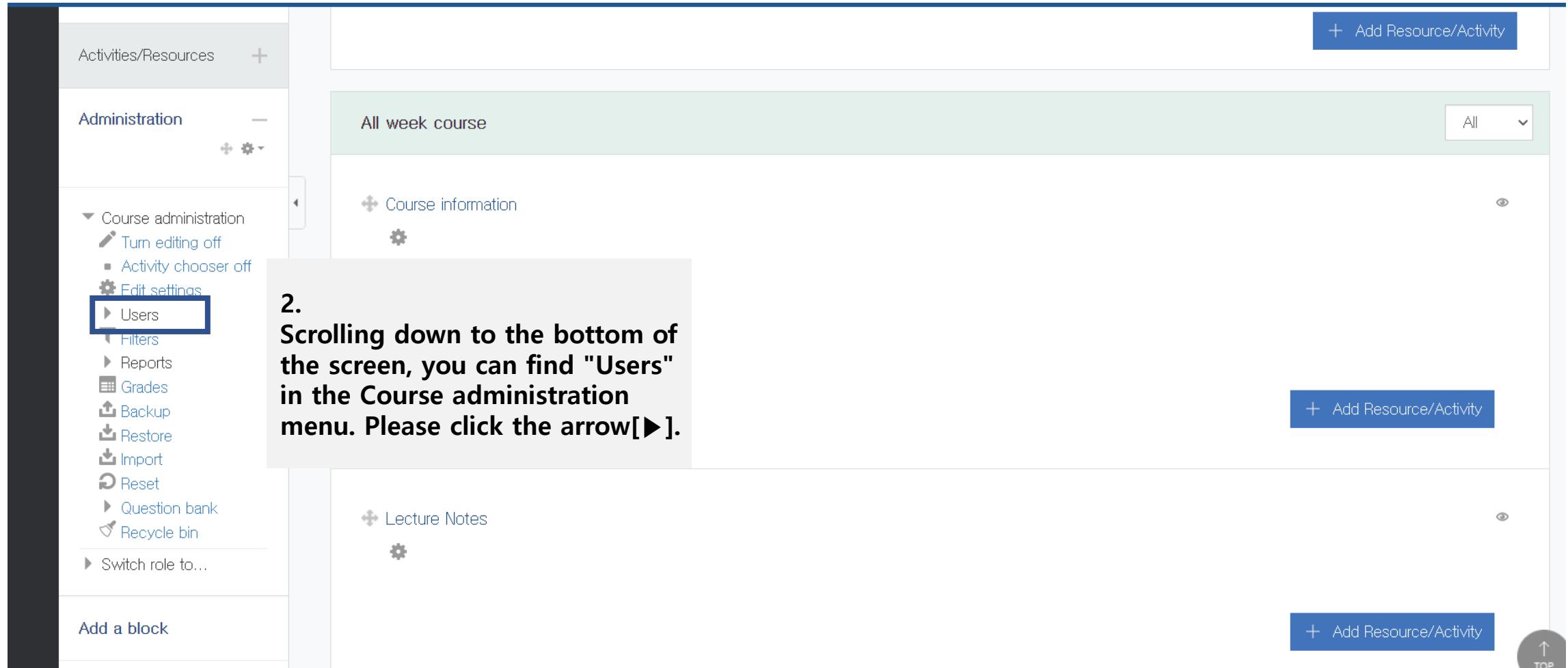


The screenshot shows a Moodle course page. On the left, a vertical sidebar contains icons for Home, Participants, Activities, Resources, and Help. The main content area has a blue header with a search bar, user icons, and a 'Log out' button. The main content area shows a 'Course Home' section with a 'Course Summary' box containing three buttons: a purple microphone icon for 'Class Announcements', a red Q&A icon for 'Class Q&A', and an orange three-line icon for 'Class Files'. Below this is a green box labeled 'All week course'. In the top right of the main content area, there is a red button with a white icon and the text 'Turn editing on'. A callout box with the text '1. Click the [Turn editing on] Button' points to this button. The top right corner of the main content area also has a 'More' link.

1. Click the [Turn editing on] Button

Turn editing on

How to manually register assistant/auditor/student



The screenshot shows the Moodle course administration interface. On the left, a sidebar lists various administrative options: Activities/Resources, Administration, Course administration (with sub-options like Turn editing off, Activity chooser off, Edit settings, Users, Filters, Reports, Grades, Backup, Restore, Import, Reset, Question bank, Recycle bin, and Switch role to...), and Add a block. The 'Users' option under 'Course administration' is highlighted with a blue box. The main content area shows a course titled 'All week course' with sections for Course information, Lecture Notes, and a 'TOP' button. A large callout box with a grey background and black text provides instructions: '2. Scrolling down to the bottom of the screen, you can find "Users" in the Course administration menu. Please click the arrow[▶].'

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

How to manually register assistant/auditor/student

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

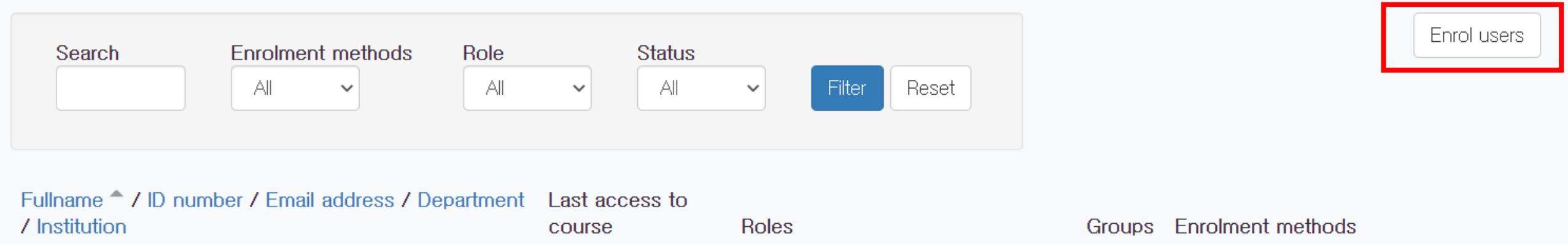
 Recycle bin

3. Click the [Enrolled users]

How to manually register assistant/auditor/student

Enrolled users

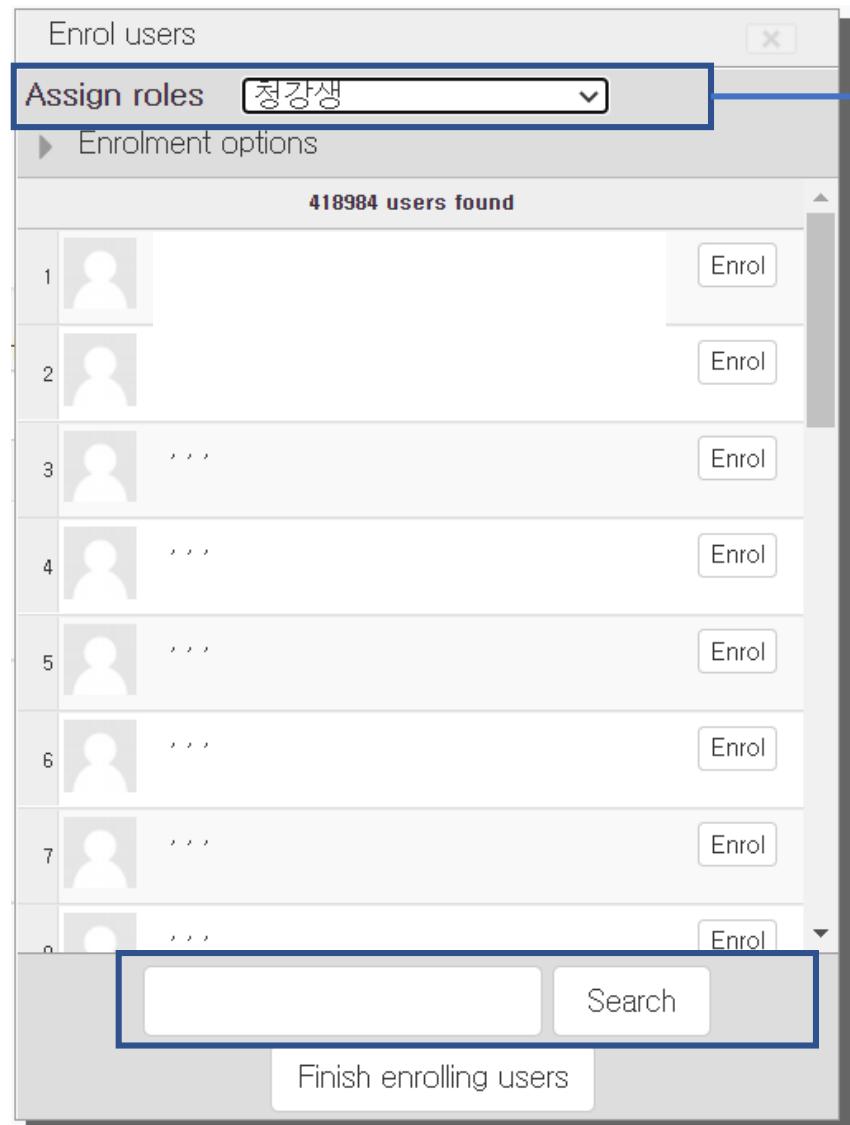
4. Click the [Enroll users] button



The screenshot shows a user interface for managing enrolled users. At the top, there are search and filter options: 'Search' (input field), 'Enrolment methods' (dropdown 'All'), 'Role' (dropdown 'All'), 'Status' (dropdown 'All'), 'Filter' (button), and 'Reset' (button). Below these, a table lists users with columns: 'Fullname ^ / ID number / Email address / Department / Institution', 'Last access to course', 'Roles', 'Groups', and 'Enrolment methods'. The 'Enrol users' button in the top right corner is highlighted with a red box.

Fullname ^ / ID number / Email address / Department / Institution	Last access to course	Roles	Groups	Enrolment methods

How to manually register assistant/auditor/student



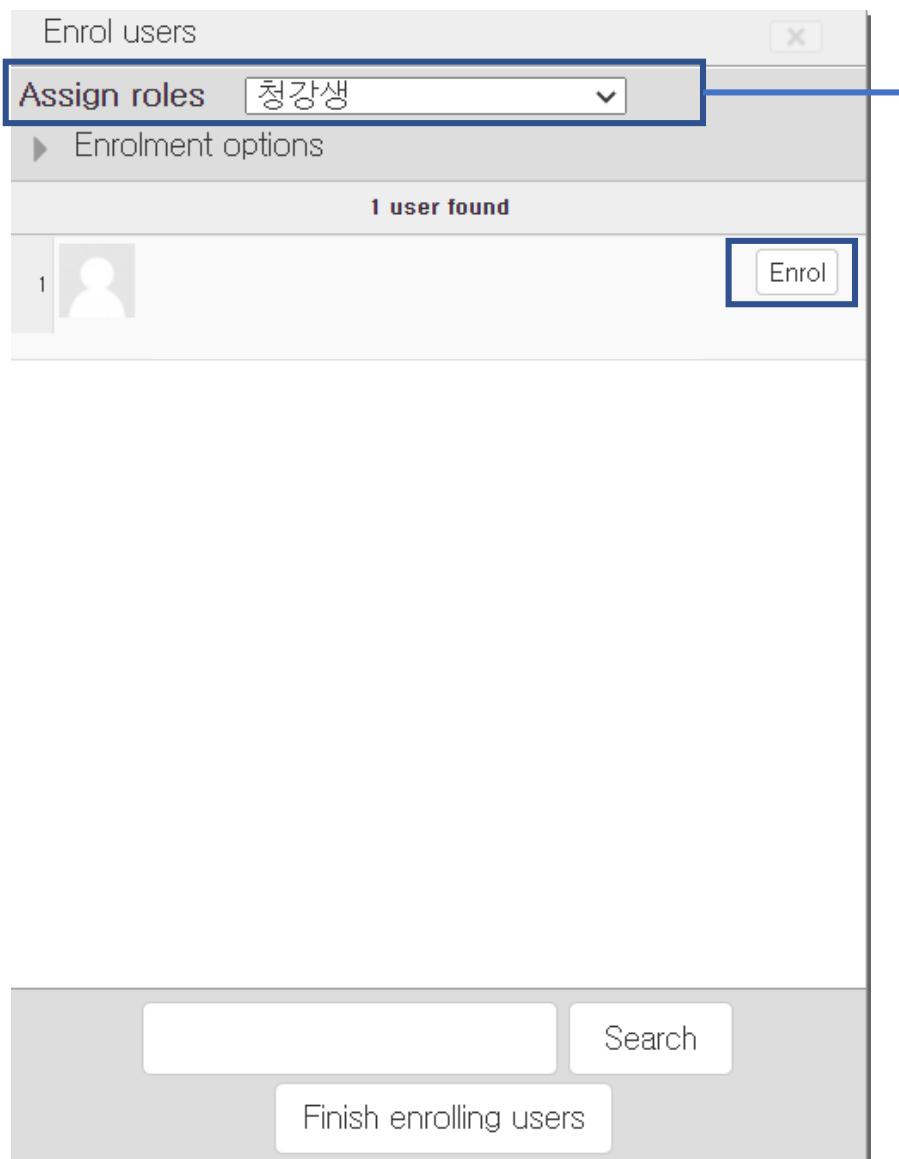
The screenshot shows a user interface for enrolling users. At the top, a dropdown menu is labeled 'Assign roles' with the text '정강생' (Lecturer) selected. Below this, a search bar contains the text '418984 users found'. The main area displays a list of users, each with a small profile icon and a number (1, 2, 3, 4, 5, 6, 7, 8) next to it. To the right of each user entry is a 'Enrol' button. At the bottom of the list, there is a search input field and a 'Search' button. A blue box highlights the 'Assign roles' dropdown and the search input field. A blue arrow points from the 'Assign roles' dropdown to the list of roles on the right.

5. Set the roles

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

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

How to manually register assistant/auditor/student



7. Confirm the roles

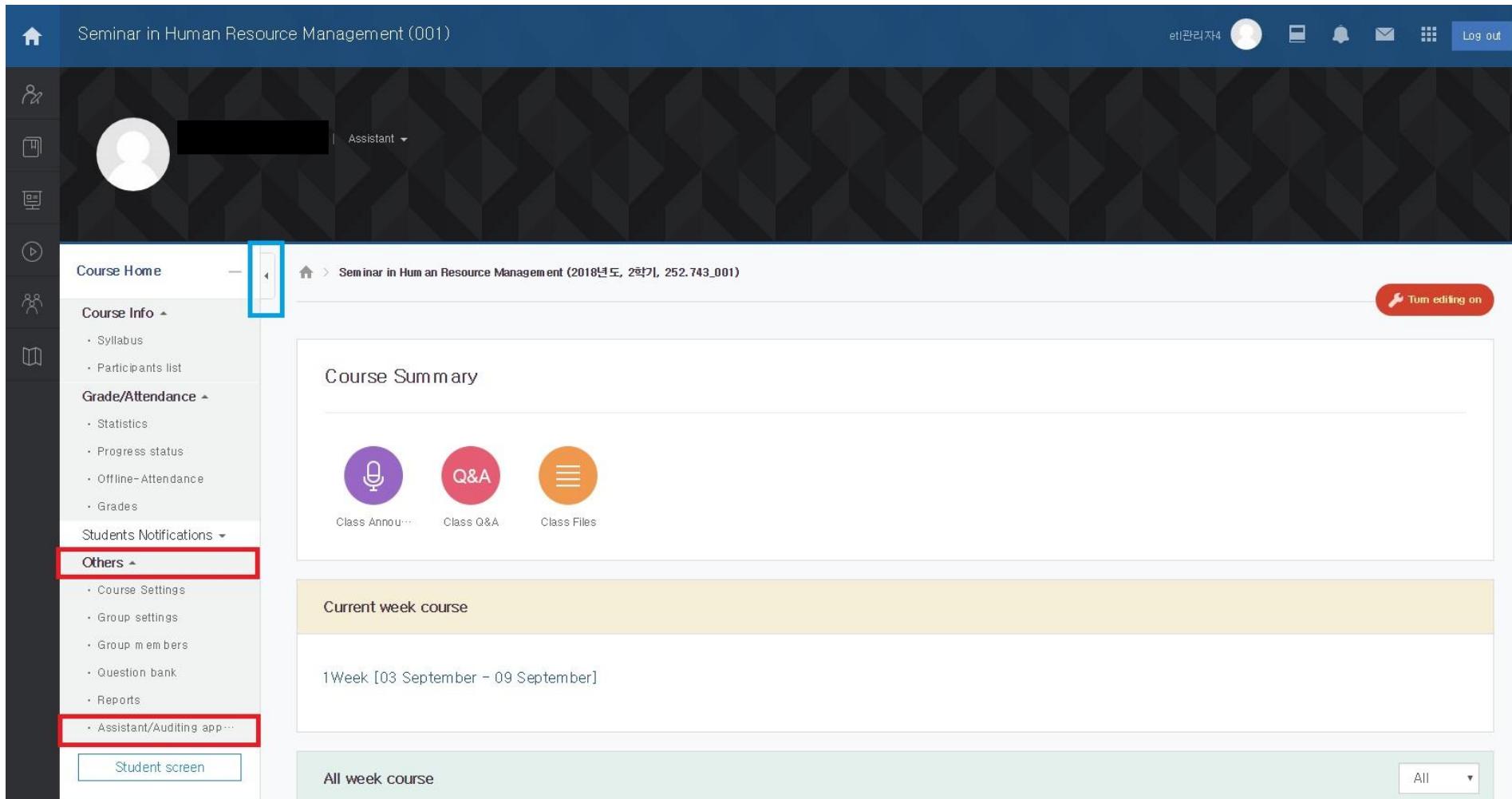
- 청강생: auditor
- 조교: assistant
- 수강생: student

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 shows the Moodle course home page for 'Seminar in Human Resource Management (001)'. The left sidebar contains several menu items: 'Course Home' (selected), 'Course Info' (with 'Syllabus' and 'Participants list' sub-items), 'Grade/Attendance' (with 'Statistics', 'Progress status', 'Offline-Attendance', and 'Grades' sub-items), 'Students Notifications' (with a red box around 'Others'), and 'Others' (with a red box around 'Assistant/Auditing approval'). A blue box highlights the 'Assistant/Auditing approval' button in the 'Others' menu. The main content area shows 'Course Summary' with icons for Class Announcements, Class Q&A, and Class Files. Below this is a yellow box for 'Current week course' showing '1 Week [03 September - 09 September]'. At the bottom, there is a green box for 'All week course' 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 a 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>