


Blackboard Online Course Instruction Guideline

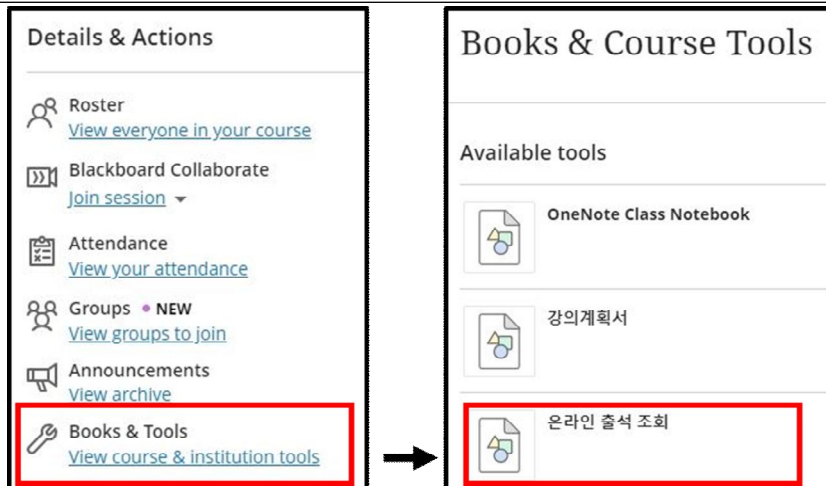
(For Students)

1. Semester Preparation (August)

Notice	
	<ol style="list-style-type: none"> 1. Check the lecture type and the course weekly plan on the syllabus. 2. Manage your schedule for online and offline lectures in advance. 3. Check individual system settings to receive announcements and SMS. <ul style="list-style-type: none"> • To receive activity-stream and email announcements: Login to Blackboard - Click Name - Profile - Global Notification Settings • To receive SMS: Hanyang Portal - Personal Information - Confirm phone number/ permit messages 4. You should understand how to use the Blackboard user guide. <ul style="list-style-type: none"> • Blackboard user guide • Attendance confirmation for each course type • Blackboard online lecture guide FAQ

2. Semester operation period (September ~ December)

Notice	
[I] Online Recorded lectures	<ol style="list-style-type: none"> 1. When watching a lectures video <ul style="list-style-type: none"> • Check the weekly attendance period before watching the lectures. • Downloading lecture videos is prohibited (copyright violation and attendance will not be accepted). • [checking progress] must appear at the bottom of the video to confirm the progress and attendance. • After watching the lecture, press [End Lecture] to save (transfer) the viewed time properly into the system.
	 <ol style="list-style-type: none"> 2. After watching the recorded lectures <ul style="list-style-type: none"> • After watching the lecture, refresh the page (F5), then check attendance from [Books & Tools] - [Online Attendance].

	<div data-bbox="464 152 1294 636">  </div> <ul style="list-style-type: none"> When learning is completed, the 'PERCENTAGE' 100 / 'STATUS' P should be marked as normal attendance. If students access/view recorded lectures before or after the designated time period, students will be marked as absent. <ul style="list-style-type: none"> Check the attendance recognition period accurately, and if there is a problem with the attendance recognition period, contact the instructor directly The recorded lecture system does not count late attendance, so all recorded lectures must be watched on-time. If lectures have been viewed on a mobile device (cellphone, tabletPC), recheck the attendance using a PC web browser. Make sure to check the attendance status through online attendance inquiry after learning to avoid any disadvantages in attending online lectures. When attending a mobile web or mobile app using WIFI, attendance may not be smooth depending on the personal network status. <p>3. Attendance Confirmation Request</p> <ul style="list-style-type: none"> The course instructor is in charge of attendance. Submit proof of attendance that the lecture was viewed (e.g., Chrome browser history, notes taken for the lecture, the video screen of the viewing completion progress, assignment submission records, etc) directly to the instructor after completing the [Attendance confirmation request form]. Attendance can only be accepted if the [attendance confirmation request form] has been submitted within the designated attendance period. Correction of the attendance is unavailable after the attendance period. If additional log records are required, contact the Blackboard Support Center by email.
<p>[II] Online lectures</p>	<p>1. When attending an online lecture</p> <ul style="list-style-type: none"> Familiarize yourself with your online platform (Zoom, Collaborate, etc.) and check the audio/video system. If there is an error during the lecture, contact Blackboard Support Center. Online lecture attendance is reflected by the instructor's roll call, use of room reports, and electronic attendance input. Therefore, you should check the online attendance approach with your instructor directly (only electronic attendance can be checked). <p>2. After attending online lecture</p> <ul style="list-style-type: none"> Recordings of online lectures may or not may not be provided and vary by course instructor. For copyrighted and learning material protection, contact your course instructor directly if necessary.

[III] Online Exam	<p>1. Before taking an online examination</p> <ul style="list-style-type: none"> • It is your responsibility to be well-informed of the exam method and schedule made by the instructor. • Check the condition of your computer, update your browser, and check your internet connection. • Mobile phones and Tablet PCs should not be used to take an exam. <p>2. During online examination</p> <ul style="list-style-type: none"> • Enter the exam according to the time set by the course instructor. • Cheating is not allowed. • Mobile phones and Tablet PCs should not be used to take the exam. • [Save and close] is not for final submission. Make sure to click [Submit] after reviewing your answers. • In the event that your answers were not saved nor submitted, screenshot the answers and submit it. How to submit your screen shot: See the bottom of the exam page - [Add file]. • Answers once submitted cannot be changed or deleted. <p>3. After online examination</p> <ul style="list-style-type: none"> • Final check of answers that have been submitted are to be done from the [report] screen.
[IV] Assign ments	<p>1. Assignment check and submission</p> <ul style="list-style-type: none"> • Click [Submit Assignment] to check the assignment then use [Add contents] or [Edit] to submit the assignment. • Click [Submit] at the bottom right of the screen to submit. <p>2. After submitting the assignment</p> <ul style="list-style-type: none"> • Check whether the assignment has been submitted properly on the [report] screen. • You must check if the file has been temporary saved or submitted.

3. End of Semester (December)

Notice
<p>1. Final check of the attendance</p> <ul style="list-style-type: none"> • Go to [Books and tools] - [Online attendance check] and check the online attendance. • The course instructor is in charge of the attendance. If there is a need for change in attendance, submit proof of attendance that the lecture was viewed (e.g., Chrome browser history, notes taken for the lecture, the video screen of the viewing completion progress, assignment submission records, etc.) directly to the instructor after completing the [Attendance confirmation request form]. • If additional log records are required, contact the Blackboard Support Center by email. <p>2. Your attendance status cannot be changed after the grade correction period.</p>

※ For Blackboard related inquiries

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SEOUL	02-2220-2034/2068/1455	elearning@hanyang.ac.kr
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