# **Study Guide**

**Global Cyber University** 

## 1. Lecture Flow

- 1. Please check the school schedule for announcements.
- 2. The lecture flow is as follows
- 3. Each semester consists of 15 weeks. It consists of 13 lectures (every week consists of 3 lessons of 25 minutes), midterm and final exams.

### login

 Login with ID / passwor d given by Global Cybe r University (Change password later)

# Classes and Attendanc

- 15-week lectures (open we ekly)
- Period of attendance: Partic ipation (viewing) of the vid eo lecture is required within two weeks after posting.
- Check lecture notice.
- Participate in evaluation act ivities such as tests, quiz an d assignments.
- Lecture Q & A, Learning Co nsultation, Debate.

#### Examination

- Tests will be conducted in accordance with the acade mic calendar announced in the lecture notice.
- Regular Exam: Midterm Exa m (Week 8), Final Exam (W eek 15)

#### Grading

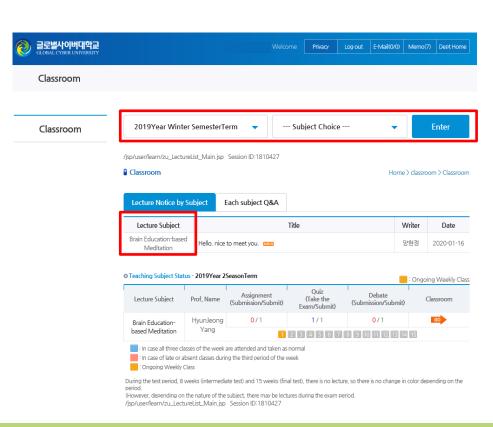
- Evaluation after the final exam
- Comprehensive Evaluation of Exam s and Learning Activities
- Grades are given based on at least three metrics, two of which are par ticipation and examination scores. ( midterm and final)
- Automatically "F" credits for two or more non-submitted exams
- Automatic "F" credits for attendanc e of less than 75% of all classes
- Grading is based on relative evalua tion.

### Credit Recognition

- Notify the University of Comprehensive Evaluati on Results
- Proceed according to yo ur university's rules and procedures

# 2. Sign In and Enter Classroom

- Login method
  - -Log in with the ID / Password.
  - Change your password later.





### Enter the classroom

 Click on a lecture subject and enter the classroom

# 3. Classroom Menu Guide

#### Classroom

Class Syllabus

Lecture

Lecture Viewing

Lecture Q&A

Learning Resources

Glossary

· Class Mgt.

My Class Mgt,

Quiz

Assignment

Debate

Team Project

Open Space

Free Board

1:1 Learning Counseling

Prof./Assistant Info

Video Conference

- Online Exam
- Lecture Survey
- Lecture Evaluation

#### Lecture Syllabus

• Lecture Outline, Evaluation Methods and Guideline, Weekly Lecture Plan: Please check the lecture plan and the evaluation methods by weekly lecture plan in detail before the lecture.

#### Lecture

- Lecture Viewing: Check the lecture by week and lesson through the lecture view.
- Lecture Notice: You can check the general matters such as test, assignment, quiz about class.
- Lecture Q & A: If you have any questions during the lecture, solve the problem by inquiring.

#### Class Mgt.

- My Class Mgt.: Attendance rate, Quiz, Assignments, etc. You can check the overall learning activities involved.
- · Quiz, Assignment, Debate, and Team Project: Participate in lectures within the announced period.

#### Open Space

• Free Board, 1: 1 Learning Counseling: Students can answer questions about the lecture or other general matters.

#### Online Exam

- Periodic examinations (Week 8 midterm, Week 15 final exam)
- Before taking the test, take the pre-test.

#### Lecture Survey

• Faculty can ask for students' opinions through lecture surveys.

#### Lecture Evaluation

- At the end of the semester, lecture satisfaction evaluations are made, and personal information on responses is anonymi zed in the evaluation system.
- After the lecture evaluation, the grade can be check

# 4. Class Syllabus

- (1) Click [Class Syllabus] from the Classroom Menu.
- ② Click [Lecture Outline], [Evaluation Methods and Guideline], [Weekly Lecture Plan] to check the general contents such as the lecture content and evaluation methods for one semester.

### -[Lecture Outline]

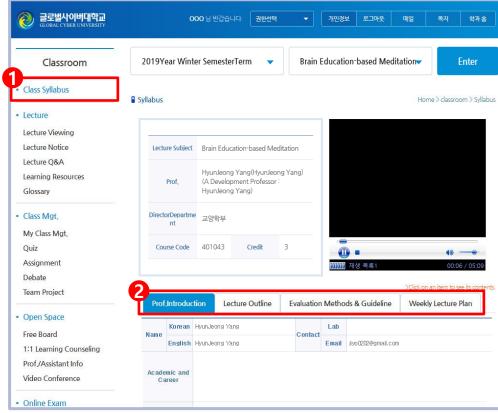
Check the general contents of the lecture, the learning objectives to be learned during the semester, and the textbooks required for the lecture.

### -[Evaluation Methods and Guideline]

You can manage your grades by checking the grade evaluation methods, evaluation items, and evaluation ratio.

### -[Weekly Lecture Plan]

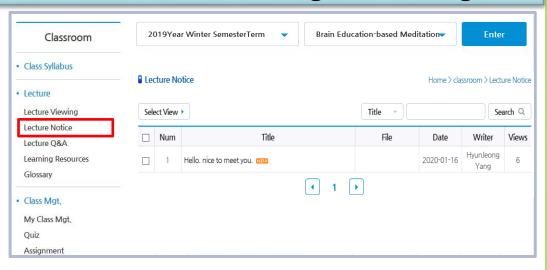
Check the learning contents by weekly and the start and end schedules of classes to confirm the attendance recognition date in advance, and to understand the difficulty of learning to enhance understanding.

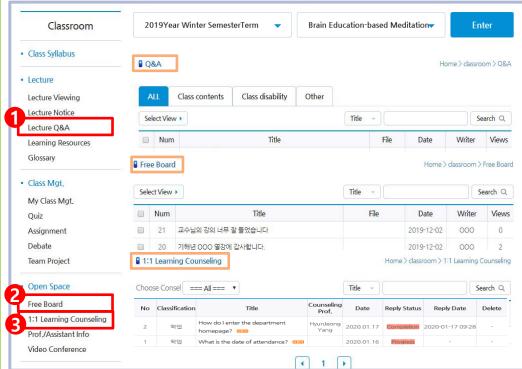


# 5. Use of Lecture Notice, Lecture Q & A, and Learning Counseling

### 1. Check the Lecture Notice

-Notices about the lectures of each subject and the general matters such as assignments and tests for learning are always checked during learning activities.



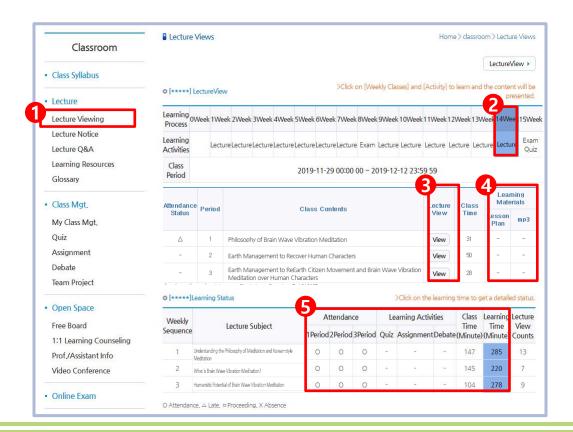


# 2. Lecture Q & A, Free Board, 1: 1 Learning Consultation

- -Click [Lecture Q & A], [Free Board], [1: 1 Learning Counseling] in the Classroom Menu.
- 1 Lecture Q & A: You can receive the answer through a learning query in public or privately.
- 2 Free Board: Freely write and share information.
- 3 1: 1 Learning Counseling: If you have private questions other than lectures, exams, etc.

# 6. Lecture Viewing

- 1 Lectures can be taken in the lecture room.
- ② Currently, weekly lectures are activated and learning activities are shown according to the 'weekly lecture plan' written in the syllabus. (Click on the lecture view to see the lecture.)
- ③ If the clicked lesson is shown by weekly, take the lecture through [View] in the lecture view.
- ④ Download and use the learning materials before the lecture, and may not be provided depending on the class operation.
- $\odot$  Manage learning by checking the learning status such as attendance rate, learning activity and time. (Attendance:  $\bigcirc$ , Tardy:  $\triangle$ , Absence: x)



# 7. Attendance Standard

- Opening day of lecture: Opening time at every week midnight 00:00 (Korea time)
- Standard: Within 2 weeks from the opening of the weekly lecture
- Attendance check criteria

division	Mark	standard
Progress		
Attendance	0	Pop-up check that appears in 20 minutes during class & lecture more than 50% of study time
Tardy	$\triangle$	If you take less than 50% of your time
Absent	Χ	Study time 0%

Criteria for checking outside of the admission period (after 2 weeks ~ end of class)

division	Mark	standard
Tardy	Δ	Study time 1 minute or more
Absent	Χ	Study time 0%

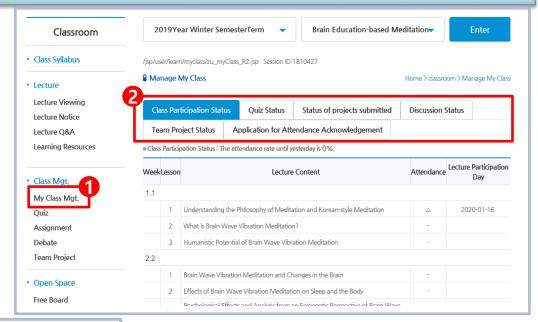
- Less than 75% of attendance

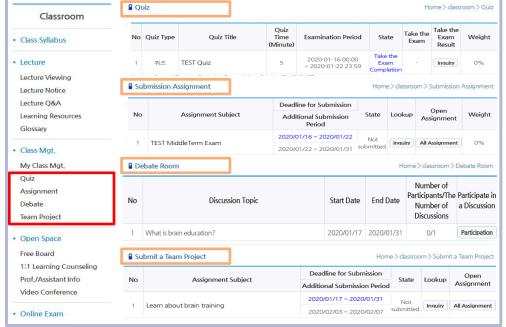
Automatically process "F" credits for less than 75% of class time, regardless of other scores

## 8. Check My Class Mgt. and participate in Learning Evaluation Activities

### 1. Check My Class Mgt.

- ① You can check the overall learning by clicking [My Class Mgt.].
- 2 You can check attendance rate, quiz, assignment, debate, team project application status and manage attendance by checking your attendance rate.



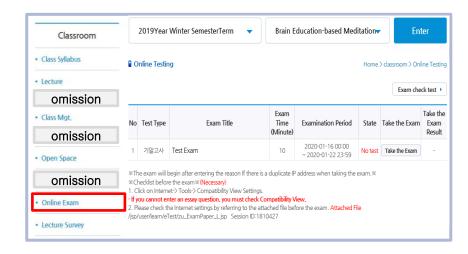


2. Participate in Learning Activities

-Check the notices according to the professor's class operation method and participate by clicking [Quiz], [Assignment], [Debate], [Team Project] in the classroom menu during the period.

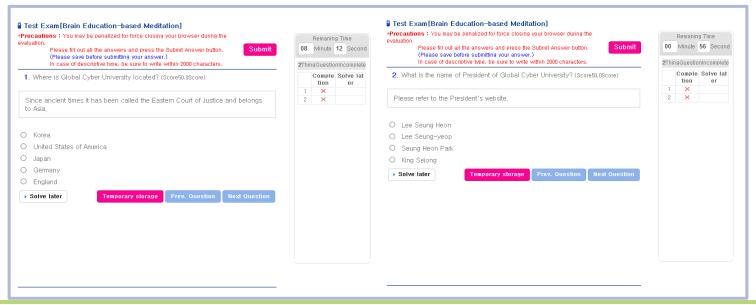
# 9. Online Exam

- -The test is conducted during the regular test.
- -Required as an online exam or alternative assignments at the discretion of the professor.
- -The test announcement is usually announced two weeks before the test, and the test can be taken only by PC.
- -Illegal acts such as ID / password sharing, proxy attendance, test answer sharing, test screen deviation and special key usage during the test are prohibited.



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- Online test
  - -Adjust the computer environment through test check test and take the test.
  - -The problem type and difficulty of each subject are different and can be taken only once.
- 2 Alternative Assignments: Submit within the period from the [Assignment] menu



# 10. Grading and Grades Check

### 1. Grading

- -Grades are based on relative evaluation, with the exception of some special courses.
- -After the final examination (Week 15), the grades will be evaluated according to the evaluation items and criteria specified in the syllabus.
- -The scores and comprehensive evaluations of each assessed detail should be returned to the relevant schools.
- -Credit recognition and grades will be reflected based on the school's procedures and regulations.

### 2. Grades Check

- -You can check the detailed score and comprehensive evaluation of each evaluation item in the classroom [Grades Check] during the end of each semester.
- -After checking the grades, you can raise the objection and submit a grade objection within the period.
- -If the grade objection is approved, the grade can be corrected.

