



ACU e-Learning System Quick User Guide for Lecturer

**ACU Secretariat
2015.4**

II. User Registration

❖ ACU e-Learning System URL : www.aseancu.org

The screenshot displays the ACU Project website interface. On the left, a navigation menu includes 'ACU PROJECT ASEAN Cyber University', 'ACADEMICS', 'INFORMATION', 'COMMUNICATION', and 'HELP'. The 'SIGN UP' button is highlighted with a red box and a red circle containing the number '1'. The main content area features sections for 'SOCIAL ECONOMICS', 'ENGINEERING', and 'SAMPLE LECTURE'. A 'Sign Up' modal window is overlaid on the page, containing a registration form with the following fields:

- Full Name *
- English Name *
- ID * (Note: The ID must be composed of 5 to 20 small case characters/numbers.)
- Password * (Note: The password should consist a combination of 8~15 alphanumeric and special characters.)
- Confirm Password *
- Student ID
- E-mail * (Note: Please use your university e-mail address.)
- Phone Number *
- Date of Birth
- Gender (Male, Female)
- University Information * (Note: Select your University.)

A red circle with the number '4' highlights a question mark icon in the top right corner of the modal window.

1. Click 'SIGN UP' button. Then Sign Up window will be displayed.
2. Refer to next page for detailed information.
3. You must request lecturer responsibility to admin after completing sign up.
4. If you click "?" on each screen, you can see a guide for the screen.
5. Compatible web browsers are higher version than Chrome Ver22, Internet Explorer 9, Safari Ver6, Firefox Ver15.

II. User Registration

Sign Up ?

* Required items

! The ID must be composed of 5 to 20 small case characters/numbers.

The password should consist a combination of 8~15 alphanumeric and special characters.

8

@
Please use your university e-mail address.

7

Gender Male Female

ASEAN University Network (ASEAN University Network)

Use

Country *

Language *

Local Time Zone * Current time : 2015.03.25 16:00:10

@
* A G-mail address is recommended for your convenience.

1. Fill in each fields. * marked fields are required fields.
2. For user ID, it should consist of lower-case alphanumeric characters between 8-20 digits.
3. Click 'Duplicate Check' button after you fill in ID field.
4. The password should consist of alphanumeric and special characters between 8-15 digits for security purpose.
5. Insert your e-mail address. If you forget your password, a new password will be sent to the e-mail address that you have inserted here.
6. Click 'Duplicate Check' button after you fill in E-mail.
7. For University Information, select ASEAN University Network.
8. If you and your students use Gmail, you can use Google Doc Learning tools.

III. Log into ACU LMS System

The screenshot shows the ACU e-Learning system interface. At the top left, the ACU Project logo is displayed. The main header includes navigation links for Lecture Search, Notice, Q&A, Lecture List, ACU Prof 001, and Logout. Below the header, the ACU e-Learning system logo is visible, along with icons for Lecture Search, Notice, and Q&A. The central banner features a large image of a lecture hall and the text 'Welcome to ACU LMS'. To the right of the banner, a red box contains the ACU Project logo and a message about the project's purpose. Below the banner, there are three featured course cards: 'ACU Ambassadorial Scholar Program', 'Social Economics', and '[ACU Course Fair] e-Learning Basic'. A 'Lecture Search' button is located in the bottom right corner.

1. Enter your ID and password and click LOG IN button. Then you will be able to see the "Go to LMS" button.
2. Click the "Go to LMS" button, then you will be able to see portal screen.
3. You can use Q&A Board to ask a question for ACU e-Learning System.
4. Refer to next page for detailed information.

IV. Lecture Home and Classroom

The screenshot displays the ACU e-Learning system interface. At the top, there is a navigation bar with links for Lecture Search, Notice, Q&A, Lecture List, ACU Prof 001, and Logout. Below this, the ACU e-Learning system logo is visible, along with a search bar and a notification icon. A red circle with the number '1' highlights the 'Lecture List' dropdown menu, which is open and shows options: Lecture Home, My Posts, User Information, and LMS Manual. Below the navigation bar, the ACU LMS section is shown, featuring a sidebar with '2015 year 1st semester' and icons for Assignment, Survey, and Board. The main content area displays two lecture cards. The first card is for 'The Past and Future of Korean Art (The Past and Future of Korean Art)'. It shows a 'STAND BY' status with 0% progress, learning period from 2015.01.20 00:00 to 2015.03.31 23:59, and lecturer Lee Juhyeong (acu008). A red circle with the number '2' highlights the 'Go to Class' button. The second card is for '[VNC-HCM] Case Study of Socio-economic Development of Korea (Case Study of Socio-economic Development of Korea)'. It shows a 'STAND BY' status with 3% progress, learning period from 2015.03.09 00:00 to 2015.06.26 23:59, and lecturer Mai kim chi (maikimchi). A 'Go to Class' button is also present. At the bottom, there are statistics for student registration and progress.

1. Click Name File, then you can see Menu List. And click "Lecture Home". Then you can see your lecture list.
2. Click Go to Class to go Classroom.

IV. Lecture Home and Classroom

1. Click Play button to see Contents Viewer, learning tools like Q&A, Assignment.
2. If you want to hide a subject from student, click Show icon. It will be changed Hide. And then, student can't see the subject.
3. Lecturer and student can use Lecture Notice and Counseling board
4. Tabs for detail information for learning status.(See next page)
5. Click "Lecture Home" to see all lecture list again.

IV. Lecture Home and Classroom : Lecturer Plan

ACU LMS | Lecture Search | Notice | Q&A | Lecture List | ACU Prof 001 | Logout

The Past and Future of Korean Art (The Past and Future of Korean Art)

Lecture Notice > | Lecture Counseling > | Error Contact > | Lecture Home | The Past and Fu

1

Topics | **Lecture Plan** | Student Registered/Learning Status | Progress status

Enrollment : 200 | Period : 2014.08.06 22:00 ~ 2015.01.16 21:59 | Grade :

Professor Introduction Vu Thi Huong Giang

Assistant Introduction Trinh Thanh Trung , Nguyen Manh Tuan , Ha Quoc Trung

Course Information

1. Classes, Objects and Object Oriented Concepts
2. Inheritance and Polymorphism
3. GUI and Event Programming
4. Exception Handling and I/O

Course goals

This course continues the development of problem solving, logical thinking and object oriented programming techniques using JAVA. Topics and techniques covered include

After completion of this course, students will achieve the following:

1. Able to describe feature of Java.
2. Able to describe grammar the Java language.
3. Able to describe Java object oriented programming.
4. Able to describe exception handling.
5. Able to describe the wrapper class and collection.
6. Able to create a GUI program.

Text Book / Reference

Text Book	Reference
1. Thinking in Java., Bruce Eckel, Second Edition, MindView Inc., 2000 2. Object-Oriented Programming and Java, Danny Poo, Derek Kiong and Swarnalatha Ashok, Springer 978-1-84628-962-0 (ISBN-10: 1846289629), 2nd Edition, 2008.	1. Object-oriented Programming With Java: An Introduction, David J. Barnes, Prentice Hall, 0-13-086900-7 2. Learning Java Second Edition, Patrick Niemeyer and Jonathan Knudsen, O'Reilly, ISBN-10:0596002858

Evaluation Item

Item	Score
Attendance	10
Examination	50
Assignment	30
Discussion	10
Activity	0

2

Edit Lecture Plan

1. Click "Lecture Plan" tab to see syllabus.
2. Click "Edit Lecture Plan" to edit the syllabus. You can assign score for each learning activities like Attendance, Exam, Assignment, Discussion, Activity.

IV. Lecture Home and Classroom : Lecture Status

Name	Progress	Evaluation	Assignment	Discussion	Activity	Final Scores	Register All	Cancel Application			
Issue authentication certificate											
University	Name(ID)	STUDENT ID	Learning Status	E-mail	Progress(10%)	Assignment(30%)	Discussion(10%)	Evaluation(50%)	Activity(0%)	Final Scores	Issue authentication certificate
Hanoi University of Science and Technology	Biên Tuấn Anh(20110111096)	20111096	SIGNED	20111096@student.hut.edu.vn	0	0	0	0	0	0	N
Hanoi University of Science and Technology	Bùi Quang Nhật(20112639)	20112639	SIGNED	20112639@student.hut.edu.vn	0	0	0	0	0	0	N
Hanoi University of Science and Technology	Chu Tiến Trung(20112373)	20112373	SIGNED	20112373@student.hut.edu.vn	0	0	0	0	0	0	N
Đăng											

1. Click Student Registered/Learning Status tab to see student list and their learning status.
2. You can cancel wrong student in your lecture by using Cancel Application button.
3. Click Progress status tab to see learning status of students.

Topics	Lecture Plan	Student Registered/Learning Status	Progress status				
Provides information on each learner's content progress status. Completed In progress Not entered							
* Total Members150 , Student Registered150 , Progress Slowed150 , Cancel Application0							
University	Name(ID)	STUDENT ID	Learning Status	TOPIC1	TOPIC2	TOPIC3	TOPIC4
Hanoi University of Science and Technology	Phạm Văn Thủy(20082610)	20082610	SIGNED	1	1	1	
Hanoi University of Science and Technology	Vũ Thanh Bình(20090255)	20090255	SIGNED	1	1	1	
Hanoi University of Science and Technology	Ngô Thái Dương(20090597)	20090597	SIGNED	1	1	1	

IV. Lecture Home and Classroom : Topics Edit

ACU LMS

Lecture Search Notice Q&A Lecture List ACU Prof 001 Logout

The Past and Future of Korean Art (The Past and Future of Korean Art)

Lecture Notice > Lecture Counseling > Error Contact >

Lecture Home The Past and Fu >

> The Past and Future of Korean Art Save ?

Tools Content structure Information

Content tools

* Only weeks and assignments created/edited/structure.

Week

Group

Tools

Assignment

Discussion

2 Evaluation

Survey

Regular board

Notice board

Q&A board

1:1 board

Materials board

Schedule board

Contents ID

Google Docs

LTI

The Past and Future of Korean Art

ing of Korean Art

chedule

Q&A

Wa Up

Study Up - What is art?

Study Up - What kinds of expr

Study Up - The beginning of K

Study Up - How can we under

Sum Up

Assignment

Course Evaluation

Mural paintings of Goguryeo, the

Artworks of Silla, hard to reprodu

Koryo celadon, an earthen jade

Paintings of Joseon, which descri

Architecture art of Gyeongbokgu

Korean art in the world

Contents information

Contents name The Past and Future of Korean Art

Explanation 한국예술의 과거와 미래

Edit

1. You can add topic and learning tools by Drag and Drop function onto Content structure region for your lecture.
2. You can use Assignment, Discussion, Quiz or exam on this screen.

IV. Lecture Home and Classroom : Topics Edit

The screenshot displays the 'The Past and Future of Korean Art' topic edit page. The 'Tools' sidebar on the left lists various learning tools. The 'Content structure' panel shows a list of items, with 'Q&A' selected and highlighted by a red box and the number '1'. The 'Information' form on the right contains fields for 'Item name' (Q&A), 'Item type' (Q&A Bulletin Board), and 'Explanation'. A 'Set' button is highlighted with a red box and the number '2'. A 'Setting' dialog box is overlaid on the bottom, with a red box and the number '3' highlighting the 'Reply/Comment Setting' section, which includes checkboxes for 'Reply Allowed' and 'Comment Allowed', and a 'Scores Assigned' field.

1. After you attach learning tools, you need to set up before using it. Select the attached tools
2. And then, click "Set" button.
3. You need to set up date fields and reply, comment function. You can also use score or group function for these learning tools.

IV. Lecture Home and Classroom : Bulletin Board

Q&A Bulletin Board

Details Status Setting

Path The Past and Future of Korean Art > Understanding of Korean Art

Title [Q&A](#)

Participating Type Individual

* Total

277 [how to use bbs?? \(1\)](#)

Total

Course Schedule

Warm Up

Q&A Bulletin Board

Details Status Setting

Path The Past and Future of Korean Art > Understanding of Korean Art

Title [Q&A](#)

Participating Type Individual

List

how to use bbs??(1) Reply 2 Like

김동현 (djhan) | 2015.01.30 10:25
Views 134 # of Like 2 [Attached Files\(0\)](#) ↓

Comment Allowed1

Admin(admin) | 2015.02.28 10:28
Hi,
You can see user guide attached on your menu.
Thanks

Reply1

Admin(admin) | 2015.02.28 10:10
of Like 0 [Attached Files\(0\)](#) ↓

Hello,
You can use Reply region or click Number on left side of Commt Allowed.

1. Click subject sentence you want to see in bulletin board.
2. Then, you can see detail contents window.
3. You can post "Reply" or "Comment" for the subject.
4. You can upload files.

V. Quiz and Exam: Question Bank

❖ Assessment System : www.aseancu.org/test/

1

1. Use Assessment System URL.

2. Log in with the same ID and password to ACU LMS.

3. Click Create Item to make questions and these are stored in question bank. Following 4 type are supported.

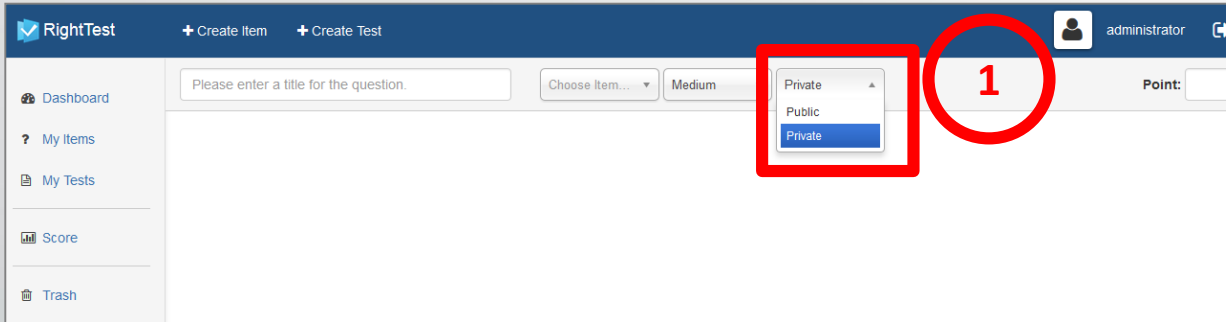
- Choice Type
- Extended Text(Essay Type)
- Hot Text(Choice in sentence)
- Text Entry(Fill Blank Type)

4. Click Create Test to make test sheet.(See next page)

5. Click to score test sheet.

The screenshot shows the ACU LMS Assessment System interface. The browser address bar displays www.aseancu.org/test/login. The main content area contains a login form with fields for 'User Name' and 'Password', and a 'Login' button. Below the login form is a dark blue navigation bar with the 'RightTest' logo and two buttons: '+ Create Item' and '+ Create Test'. A sidebar on the left contains navigation links: 'Dashboard', 'My Items', 'My Tests', 'Score', and 'Trash'. A dropdown menu is open over the '+ Create Item' button, showing options: 'Choice', 'Extended Text', 'Hot Text', and 'Text Entry'. Red circles and rectangles highlight specific elements: a circle with '1' around the URL, a circle with '2' around the login form, a circle with '3' around the '+ Create Item' button, a circle with '4' around the '+ Create Test' button, a circle with '3' around the dropdown menu, and a circle with '5' around the 'Score' link in the sidebar.

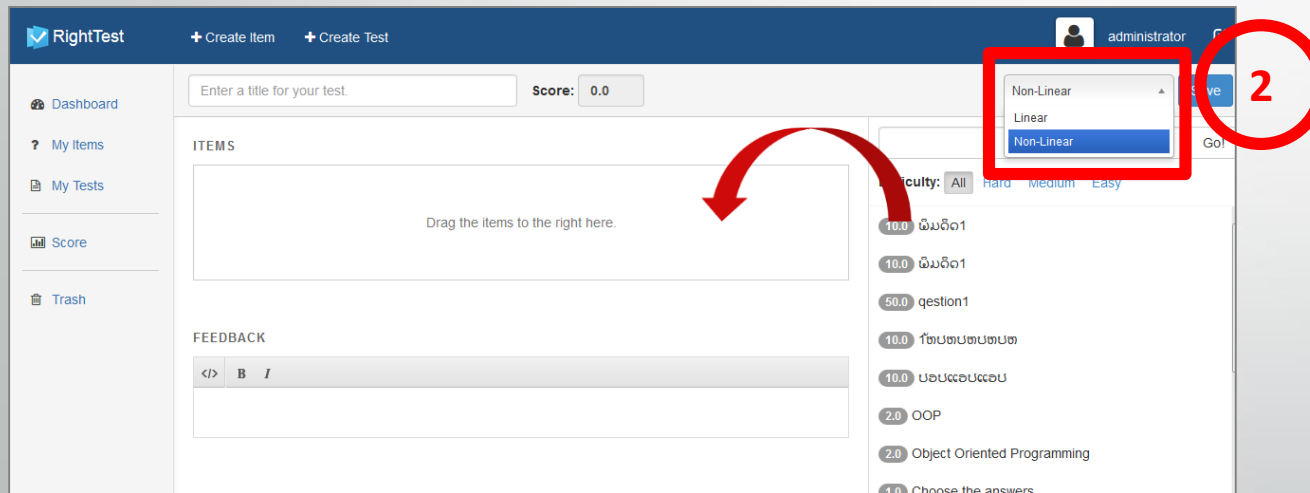
V. Quiz and Exam: Creation



1. For question, you have to use "Private".

2. For test sheet, **Non Linear** is recommended.

3. Drag and Drop to add question onto your test sheet. Total score will be calculated automatically.



V. Quiz and Exam: Student test sheet

The screenshot shows a student test sheet interface. On the left, a sidebar displays the student's name 'ACU 학생 005', a progress bar, and a list of questions. The first question, 'java - You must always use the reserved', is highlighted with a red box and a red circle containing the number '1'. The main area shows the question details: 'Choose correct answer' and 'You must always use the reserved word super to use a method from the superclass in the subclass'. Below this are two radio buttons for 'True' and 'False'. At the bottom of the sidebar, an 'Exit Exam' button is highlighted with a red box and a red circle containing the number '4'. On the right side of the main area, there are two buttons: 'End Test' (highlighted with a red box and a red circle containing the number '3') and 'Submit Answer' (highlighted with a red box and a red circle containing the number '2'). A red arrow points from the 'End Test' button towards the 'Submit Answer' button.

1. Click question list, then student can see question detail information on the right region.
2. To save answer, click "Submit Answer" icon.
3. To complete quiz or exam, you must click "End Test" icon.
4. Click "Exit Exam" icon.
5. Students can modify their answer "BEFORE" you click End Test and Exit Exam.

V. Quiz and Exam: Scoring

Topics | Lecture Plan | Student Registered/Learning Status | Progress status | Tool Management | Topics Edit

Unfold All | Fold All | Study topics set as HIDE are not shared with students.

Topic 1

01(01:07:26) SHOW > **1**

이것이 불고기입니까?(01:07:26) SHOW > PLAY > **1**

Evaluation [2014.10.01 00:00 ~ 2014.10.07 00:00] Apply 0 Not Attended 1 HIDE PLAY > SCORING

Quiz [2014.10.07 00:00 ~ 2014.10.10 00:00] Apply 0 Not Attended 1 SHOW > **PLAY >** SCORING

Test **2**

Details | **Status** | Setting

* Total of posts 1, 1 not attended

Name | Status of Application | Scoring Result | Please enter name/ID

Name(ID)	E-mail	Status of Application	Scoring Result 3
ACU 학생 005(acu005)	acu005@aseancu.org	NOT ACCEPTED	Not Attended

Scoring completed

Click the scoring completed button to reflect the evaluation on the student's score.

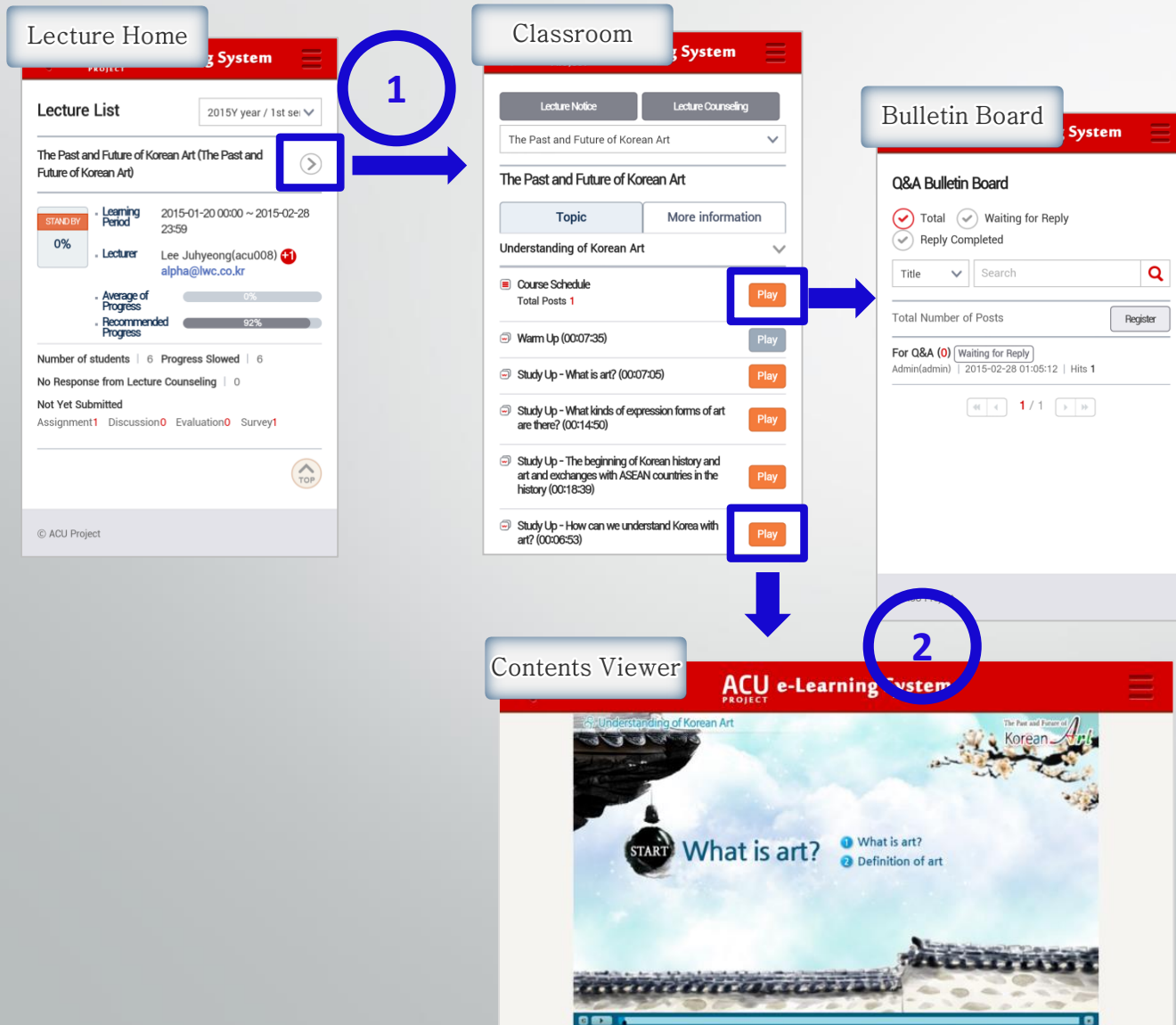
1. To see quiz or exam status, click Play button of those.
2. Click Status tab.
3. If you click Scoring Completed, student can see the score on their status screen.

VI. Mobile App: Installation



1. ACU e-Learning System Supports Mobile App for Mobile device.
2. You can install the App from "App Store" for iOS and "Play Store" for Android phone
3. Please search the App with key word "acu e-learning system" or just "acu"
4. Menu bar
 - Home
 - Notification
 - Q&A
 - Set Up
 - Log Out
 - Language

V. Mobile App: Lecture Home, Classroom



1. Lecture Home displays lectures and related information like progress, learning activities.
2. Lecturer and Student can use Contents Viewer and Bulletin board.
3. For contents play, Wifi is recommended as data consumption.