



# TronClass

# Quick Guidance for Teachers

# TronClass (TC) Features

Easy  
Access

+

Up-to-  
date  
Function

+

Low  
Cost

→

**Cloud-based Service**

Web-App  
Synchronisation

+

Learn  
Anywhere

+

Learn  
Anytime

→

**Mobile Teaching & Learning**

Micro  
Course

+

Activity  
Recording

+

Interactive  
Feedback

→

**Blended Course Design**

Student  
Behaviour

+

Teacher  
Behaviour

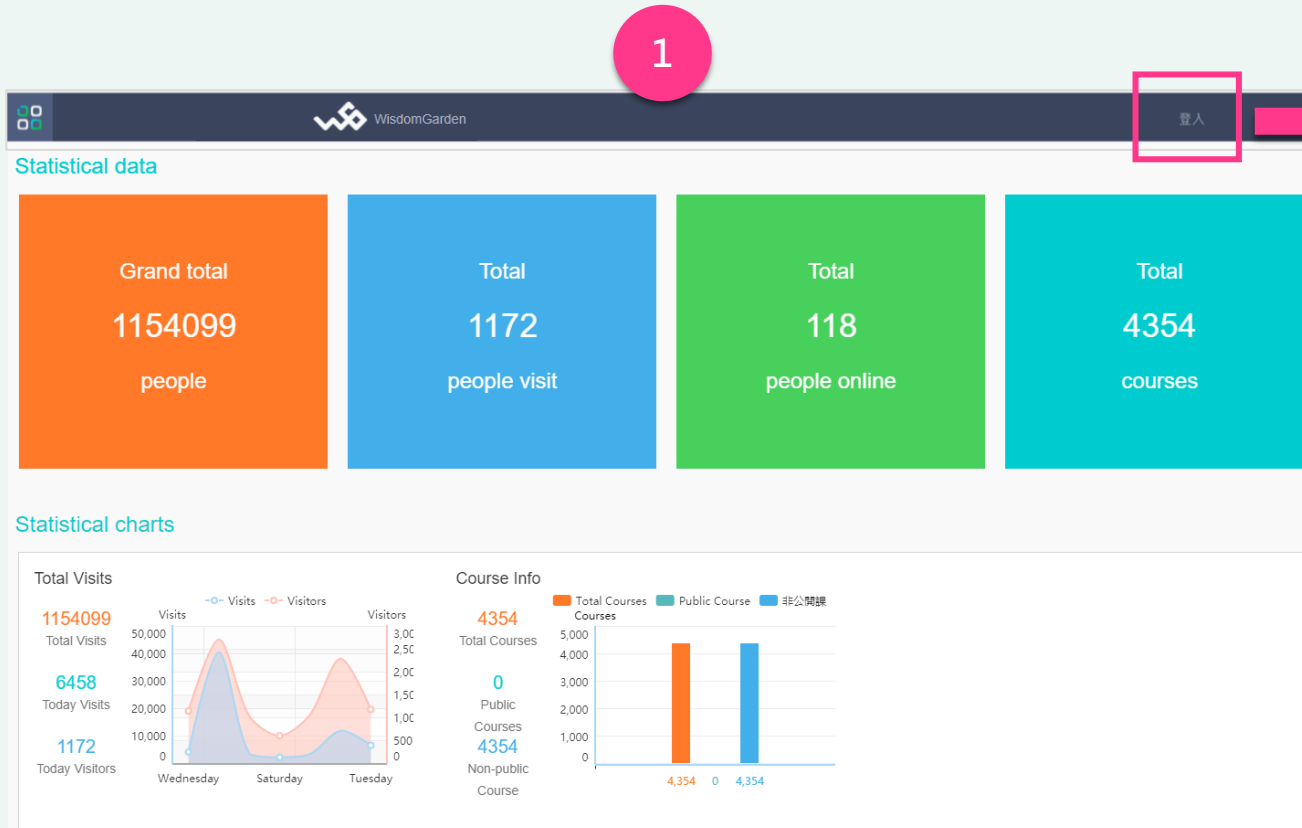
+

Open  
API

→

**Teaching & Learning Analytics**

# Basic Introduction (1/5) – Login TC Web



1. Click **“Login”**

The screenshot shows the login form. A red circle with the number '2' is positioned above the 'Username' field. The form includes fields for 'Username:', 'Password:', and a 'LOGIN' button.

2. Type your account ID and password (same as the ID and password in school information system)

# Basic Introduction (2/5) – Layout of TC Web

## 1 Home Page of User

## Overview of a Course

The screenshot shows the user's home page. At the top is a header with navigation links and a user profile. On the left is a sidebar menu with options like 'Home', 'Timetable', 'Courses', 'Bulletin', 'My Resources', 'File', 'Interaction', 'Question Bank', and 'Rubrics'. The main area features a notification feed with exam-related alerts and a 'Statistics of Org' table.

	Today	This ...
Number of Users I...	0	11
Number of Subjec...	0	1
Number of Users ...	0	1
Number of Views ...	0	1
Total		
Number of Subjects		139
Number of Users		2570

The screenshot shows the course overview page. It includes a course information sidebar (1), a main content area with a course structure menu (2) and a list of activities (3). The activities list includes audio, assignments, and online tests.

1. **Header:** course search, App QR code, language setting, access to your courses are provided.
2. **Menu:** accesses to “Courses”, “Files”, “Rubrics”, etc. that are classified by attributes .
3. **News:** notifications of activities and alerts such as assignment information and exam reminder.
4. **Recently views:** course/pages that you visited recently.

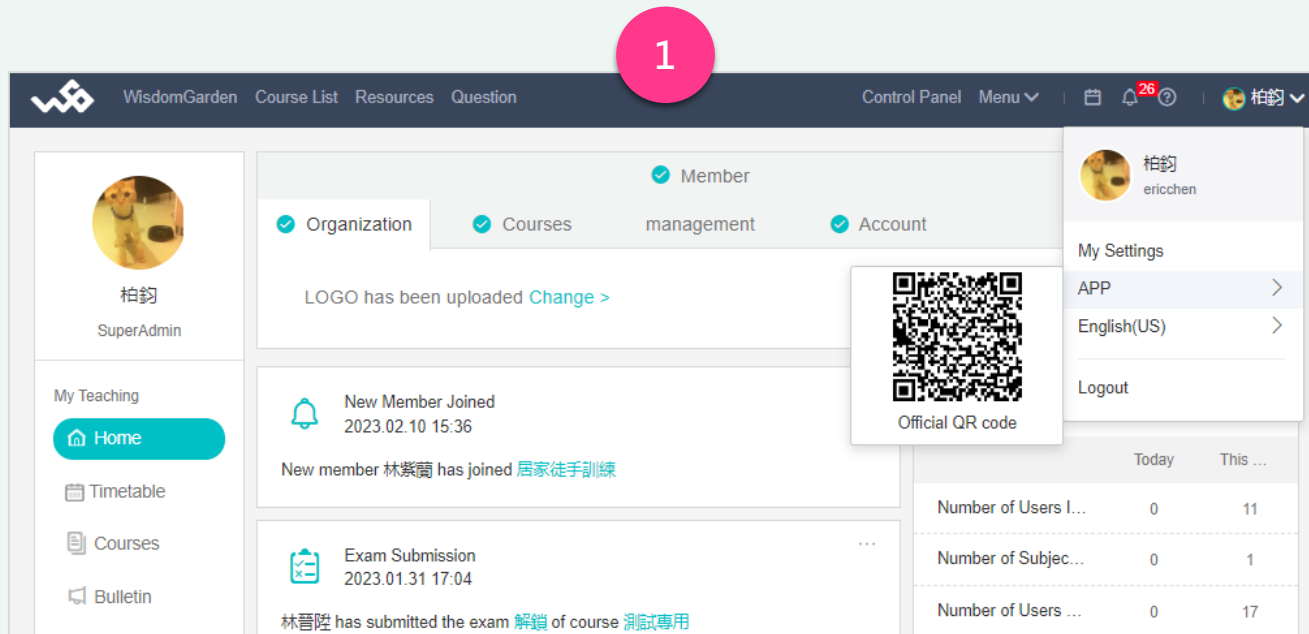
1. **Course menu:** check and manage course content classified by attributes such as exams, members, and gradebook.
2. **Course structure:** develop, edit, and manage chapters, units, and learning activities.
3. **Preview:** view your course through “student view” .

# Basic Introduction (3/5) – Enter a Course

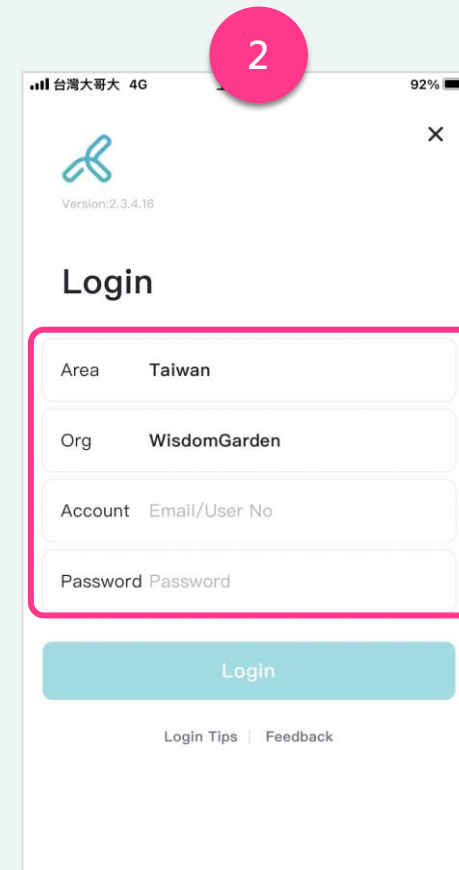
The screenshot displays the WisdomGarden user interface. At the top, there is a navigation bar with the WisdomGarden logo, user name 'Rora', and language 'English(US)'. Below this, a sidebar on the left contains navigation options: 'My Teaching', 'Home', 'Courses' (highlighted with a pink box), 'Bulletin', 'Calendar', 'My Resources', 'File', 'Interaction', and 'Subject Library'. The main content area features a search bar and filters for 'Academic Year', 'Semester', 'Course Status', 'Role', 'Department', 'Grade', and 'Class'. A list of courses is shown below, with the first course, 'WG Demo Day', highlighted by a pink box. This course has a course code of WG888, is for WISDOMGARDEN ACADEMY, 1st grade, A, and has a submit date of 2017.12.25. Other courses listed include '0714 Demo Day' and 'Introduction to General Economics (DEMO)'.

Click “**Courses**”, then choose one of your courses to edit and manage

# Basic Introduction (4/5) – Login TC App



1. Scan the QR Code to download TronClass App.



2. Choose your location and school/organisation, and login by your ID and password (same as the ID and password in school information system).

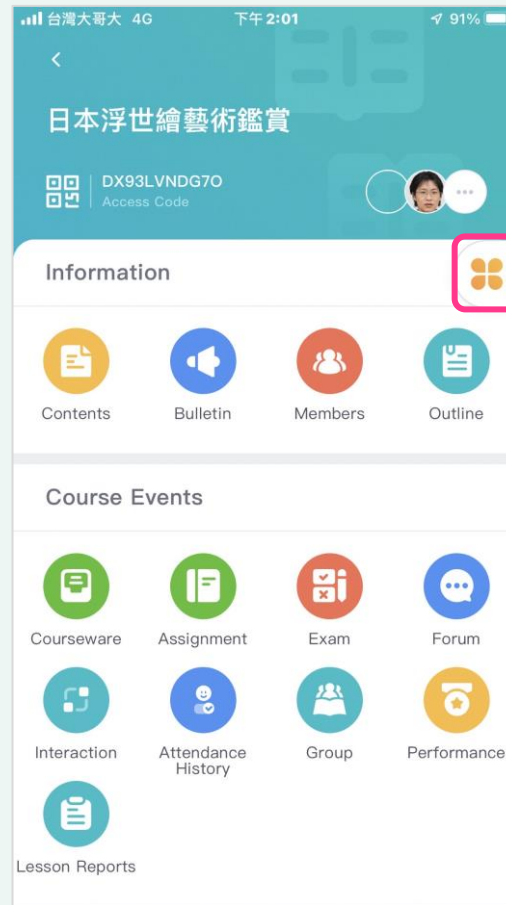
# Basic Introduction (5/5) – Enter a Course



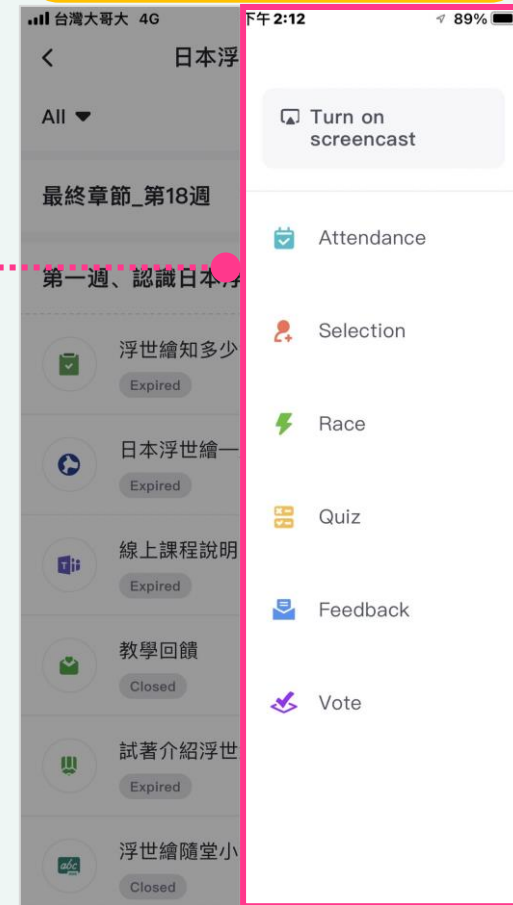
Choose a course.



## Overview of a Course



## Course Tools



# 12 Steps to Master TronClass

Step	
1	Course Framework
2	Material Management
3	Assignment Management
4	Examination Management
5	Video Conference
6	Rollcall
7	Interaction in Class
8	Learning Activity Publishing Status
9	Checkpoint Learning
10	Gradebook
11	Learning Analytics
12	Announcement Management



# Step 1: Course Framework (1/2)

The screenshot displays a course management interface. On the left is a sidebar with navigation options: Module, Bulletin, Information, Courseware, Homework, Exam, Discussion, Classroom, Group, Rollcall, Members, Grade, Analysis, Course Settings, and Invite. The main content area shows a course structure. At the top, there are buttons for '+ Syllabus', '+ Learning Activity', and a three-dot menu. Below these is a section titled 'Chapter One' (highlighted with a red box and a pink circle with the number 1). Underneath 'Chapter One' is 'The first unit' (highlighted with a red box and a pink circle with the number 2). Below 'The first unit' is a grid of learning activity buttons (highlighted with a red box and a pink circle with the number 3). The buttons include: Video, Files, Interaction, Homework, Exam, Page, Link, Discussion, Quiz, Feedback activity, Video Slide, Recorded Lessons, Chatroom, SCORM, and Questionnaire. A dropdown menu is open over the three-dot menu, with 'Copy Sections' highlighted (highlighted with a pink circle with the number 4). Below the grid, there is a section titled 'Second unit' with a list of learning activities: 'Introduction to Economics Principles of Archeology' (Expired), 'Introduction to Economics' (Expired), 'Quiz 1014-1' (Opened), and 'Introduction to Economics retired tests principle (on)'. Each activity has a 'View' button and a three-dot menu.

1. Create a new chapter (first-tier of the course framework).

2. Click “+Syllabus” to create a new unit (second-tier of the course framework).

3. Click one of the button to create a learning activity or manage instructional materials.

4. Click “Copy Sections” to copy and add learning activities to your other courses.

# Step 1: Course Framework (2/2) –Copy Sections

Course Information

+ Section/Unit + Activity Batch Settings ...

Section

▼ 章節一

1

Download Syllabus  
Print Summary  
Copy Sections

Step1: Select the course content Step2: Select the target courses Step3: Copying by adjustment interval

Please note that all related activities should be copied and added to the target course(s) if 'Rule-Based Learning' is set in this course. Live event does not support copying.

select all

章節一

線上測驗 Number of Questions: 4 | Total points: 100.0 | Time: 2024-07-01 00:00 ~ 2024-07-12 12:20 Personal (All students)

2

Next Cancel

1. Click “Copy Sections”
2. Select the learning activity you want to copy.
3. Select the chapter to which you want to copy.
4. Adjust the learning activity time if necessary after copying.

Step1: Select the course content Step2: Select the target courses Step3: Copying by adjustment interval

Academic Year All Semester All Course Status Ongoing Role All Course Name / Course Code

<input type="checkbox"/>	Academic	Semester	Department	Grade	Class	Teaching	Course Code	Role	Course Name	Operate
<input checked="" type="checkbox"/>			測試院系					Instructor	TronClass初階教...	章節二
<input type="checkbox"/>			測試院系					Instructor	TronClass初階教...	Select section
<input type="checkbox"/>			測試院系					Instructor	TronClass初階教...	Select section
<input type="checkbox"/>								Instructor	WG 測試課程	Select section

Previous Next Cancel

Step1: Select the course content Step2: Select the target courses Step3: Copying by adjustment interval

Transfer course sections and activities  Yes  No, skip this step

4

If you click "Confirm", all selected learning activities will be copied and added to target course(s) with adjusted date based on "Adjustment Interval". Note: "Adjustment Interval" refers to the interval between first days of original course and target one(s). Example: 1. First day of an original course is 2018.01.01 and that of a target course is 2018.02.02, meaning there is a 31-day interval between them. 2. If a learning activity is set to start at 2018.01.10 in the original course, and the copied one will start at 2018.02.10 in the target course.

If you want to group students in this course, please set up now because all "group" activities will be swapped for "individuals" (including group assignments, exam and discussion). If there are peer review assignments, please manually re-assign the number of copies for each group reviewing. Once you clone either a group or individual activity, the grade composition of it will be "100% by the instructor." You will have to set up manually if wanting it to be graded by students.

Previous Start Copying Cancel

# Step 2: Material Management (1/2) – Documents

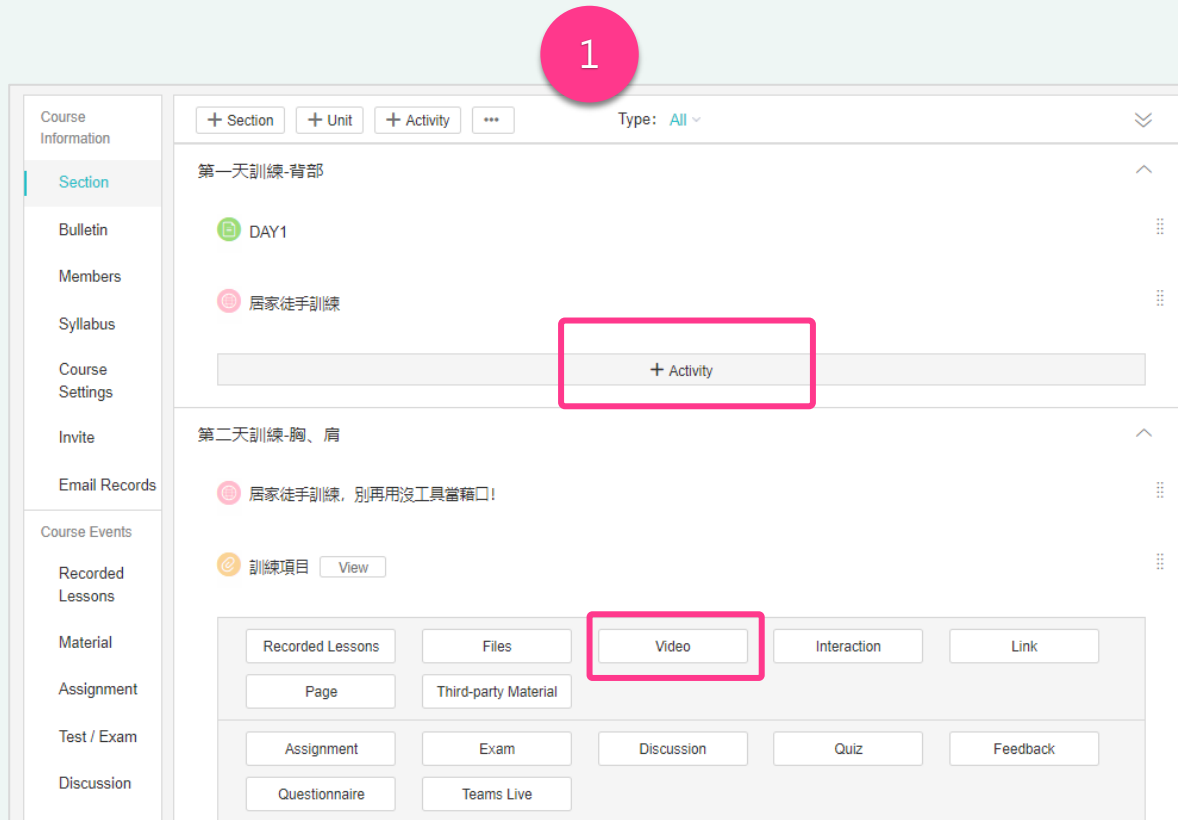
The screenshot shows a course management interface. On the left is a sidebar with navigation options like 'Section', 'Bulletin', 'Members', etc. The main area displays course sections. At the top, there are buttons for '+ Section', '+ Unit', '+ Activity', and a 'Type: All' dropdown. A red circle with the number '1' is positioned above the '+ Activity' button, which is also enclosed in a red rectangular box. Below the sections, there is a grid of activity type buttons: Recorded Lessons, Files, Video, Interaction, Link, Page, Third-party Material, Assignment, Exam, Discussion, Quiz, Feedback, Questionnaire, and Teams Live. The 'Files' button is highlighted with a red rectangular box.

1. Click “+ Add Learning Activity”, then click “Files”.

The screenshot shows a 'Create Files' dialog box. It has a 'Section / Unit' dropdown menu set to '第二天訓練-腿、腹肌'. Below it is a '\* Select Files' dropdown menu set to '<Create Files>'. The '\* Title' text input field is highlighted with a red rectangular box. Below the title field is a rich text editor for the 'Description' with various formatting options. At the bottom, there is a '\* File' label and an 'Add File' button with a document icon, which is also highlighted with a red rectangular box. A red circle with the number '2' is positioned above the dialog box.

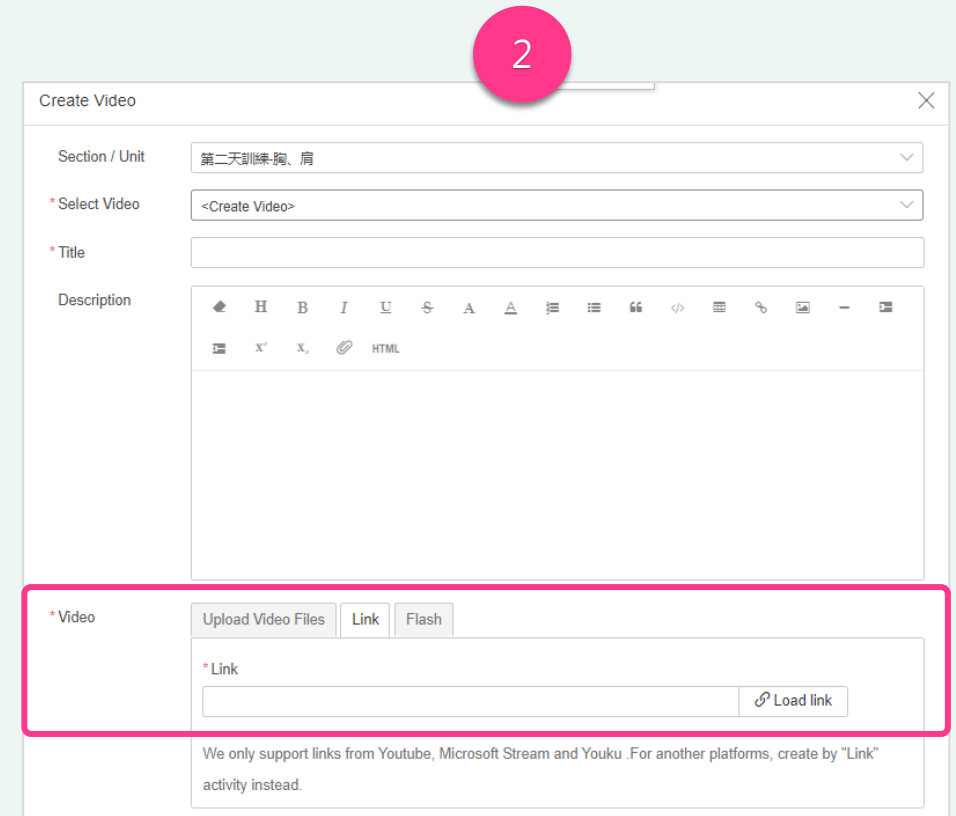
2. Type title and click “Add File” to use existing files from “My Resources” on TronClass or upload from your computer.

# Step 2: Material Management (2/2) – Videos



The screenshot shows the course management interface. A red circle with the number '1' is positioned above the '+ Activity' button, which is highlighted with a red rectangular box. The interface includes a sidebar with navigation options like 'Section', 'Bulletin', 'Members', 'Syllabus', 'Course Settings', 'Invite', 'Email Records', 'Course Events', 'Recorded Lessons', 'Material', 'Assignment', 'Test / Exam', and 'Discussion'. The main content area shows two sections: '第一天訓練-背部' and '第二天訓練-胸、肩'. The 'Video' button in the 'Material' section is also highlighted with a red box.

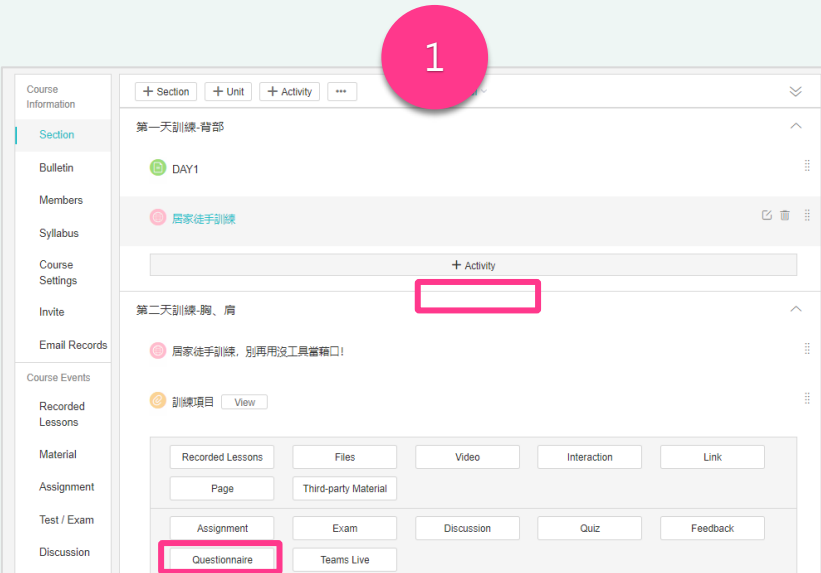
1. Click “+Add Learning Activity”, then click “Video” to add a new video to this course.



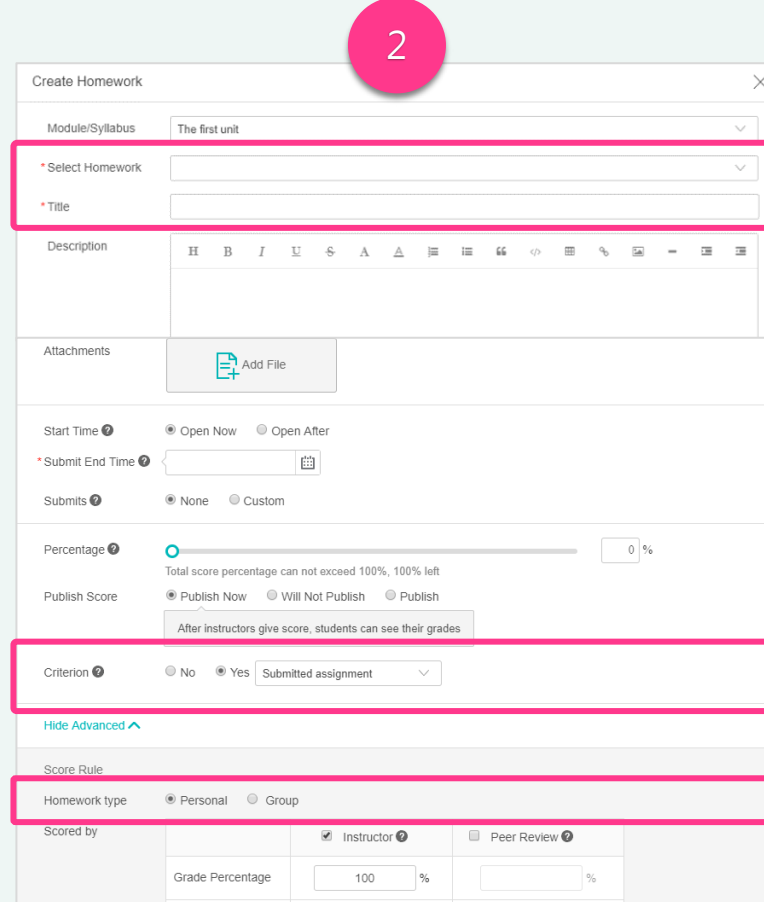
The screenshot shows the 'Create Video' dialog box. A red circle with the number '2' is positioned above the dialog. The 'Video' section at the bottom is highlighted with a red rectangular box. This section includes options for 'Upload Video Files', 'Link', and 'Flash'. Below these options is a text input field for the video link, with a 'Load link' button to its right. The dialog also features a rich text editor for the video title and description.

2. Choose a video from “My Resources” or upload from your computer. You can also directly paste video link address in the textbox.

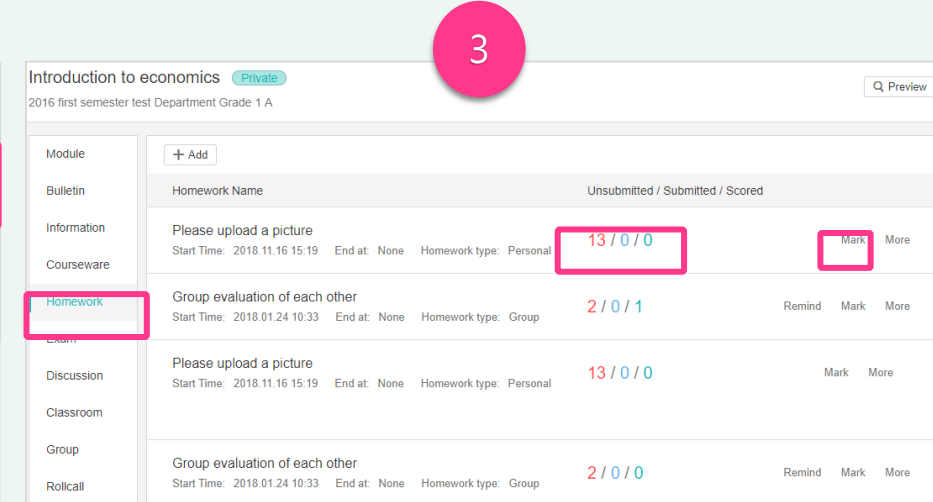
# Step 3: Assignment Management (1/2)



1. Click “+Add Learning Activity”, and then click “Assignment”.



2. Type title and adjust settings such as the weight, submission times, and rule of scoring.



3. Click “Assignment” on your course menu to check students’ submission (i.e. the number of unsubmitted, submitted, and scored). Click “Mark” in the right column to enter the page of the assignment management where you can browse, mark, and manage students’ assignments.

# Step 3: Assignment Management (2/2)

4

分組互評

View Rubric Edit

Homework Attributes Homework Correction Score Statistics

Recommend

You don't recommend any homework

Enter Score

Recommend Remind Make Up Homework Resubmit Homework Download Zip View Logs Set it as "unsubmitted" Set it as "submitted"

Status All Name

Name	Status	Submit Time	Grade	Final Score	Mark	Notes
第一組 (4 students)	Submitted	2018.02.26 12:25				
jhchi 紀榮勤 WISDOMGARDEN學院						
roras@email.com 劉宇宏 測試學院						
stu02@wg.com 趙偉倫 資訊教育學系 2年級 A						
stu03@wg.com 林家豪 資訊教育學系 1年級 A						
第二組 (6 students)	Absent					

4. Move your mouse to the column of **“Mark”** (this page shows students’ group assignments) to mark assignments.

5

Homework

First group Second Group

Name the first group

Versions 2018.02.26 12:25

Attachment Name Size

Case report\_sec....docx 15 KB

Grade

Rubric

Use Rubric

Comment

You can input comment for submission of student here...

Attachment

Add File

Save Cancel

5. You can view assignment details, give students scores and your comments, and click **“Save”** to save results or **“Second Group”** to mark another assignment. Plus, you can mark assignments via TC App.

# Step 4: Examination Management (1/3)

The screenshot shows a course management interface. On the left is a sidebar with navigation options like Bulletin, Information, Courseware, Homework, Exam, Discussion, Classroom, Group, Rollcall, Members, Grade, Analysis, Course Settings, and Invite. The main area is titled 'First Module' and contains a '+ Add Learning Activity' button highlighted with a pink box and a pink circle with the number 1. Below this, there are sections for 'The first unit' and 'Second unit'. In the 'The first unit' section, the 'Exam' button is highlighted with a pink box and a pink circle with the number 2. Other activity options include Video, Files, Interaction, Homework, Page, Link, Discussion, Quiz, Feedback activity, Video Slide, Recorded Lessons, Chatroom, SCORM, and Questionnaire.

1. Click “+Add Learning Activity”, then click “Exam”.

The screenshot shows the 'Exam' configuration dialog box. The 'Module/Syllabus' is set to 'Chapter One'. The 'Select Exam' dropdown is set to '<New Exam>'. The 'Title' field is highlighted with a pink box and a pink circle with the number 2. The 'Start Time' and 'Submit Start Time' fields are empty. The 'End Time' is set to 'Always Open'. The 'Submit Times' are set to 'Single'. The 'Time Limit' is set to 'None'. The 'Percentage' slider is highlighted with a pink box and a pink circle with the number 3, and is currently set to 0%. The 'Publish Score' is set to 'Will Not Publish'. The 'Publish Answer' is set to 'Will Not Publish'. The 'Criterion' is set to 'Submitted exam'. The 'Hide Advanced' section is expanded, showing options for 'Select Randomly' (No), 'Subjects sort' (Default), 'Options sort' (Default), 'Browser Security' (None), and 'Exam Type' (Personal). The 'Save' button is highlighted with a pink box and a pink circle with the number 4.

2. Type the title, assign weight to this exam, the order of questions/items, etc. After that, click “Save” or “Save&Publish” to save settings of this exam.

The screenshot shows the 'Exam Management' page. The 'Basic Info' tab is selected. The 'Publish Time' is 2022.10.19 12:00, 'End Time' is 2022.10.22 00:00, 'Publish Answer' is 'Publish After Submitting', 'Limited Attempt(s)' is 10, and 'Grading Rules' is 'Highest Score'. The 'Start Time' is 2022.10.19 14:00, 'Publish Score' is 'Publish After Submitting', 'Percentage' is 0.0%, 'Exam Type' is 'Personal ( All students : 20People )', and 'Criterion' is 'Submitted exam'. The 'Exam Question' summary shows 1 Multiple-Choice, 1 Multiple-Answer, and 2 Fill In Blanks, with a total score of 100. The 'Question Management' button is highlighted with a pink box and a pink circle with the number 3.

3. Click “Manage Exam Questions” to manage question(s) of this exam.

The screenshot shows the 'Exam Management' page with the 'Subjects' tab selected. The 'Start Time' is 2016.10.31 16:17, 'End Time' is 2016.11.04 16:17, 'Publish Answer' is 'Will Not Publish', 'Time Limit' is 30 minutes, 'Exam Type' is 'Personal', and 'Criterion' is 'Submitted exam'. The 'Submit Start Time' is 2016.11.01 16:17, 'Publish Score' is 'Will Not Publish', 'Percentage' is 30.0%, 'Submit Times' is 3, and 'Score Rule' is 'Highest Score'. The 'Manage Exam Subjects' button is highlighted with a pink box and a pink circle with the number 3.

# Step 4: Examination Management (2/3)

4

The screenshot shows the 'Add New Question(s)' button highlighted with a pink box. The interface includes a top navigation bar with 'Back', '期中考试', and 'This test has been ...'. Below the navigation bar, there are tabs for 'Add New Question(s)', 'Score Setting', and 'Preview'. The main area is divided into sections for 'Question', 'Points', and 'Options'. The 'Question' section has a rich text editor with a toolbar. The 'Points' section has a text input field. The 'Options' section has a list of options with radio buttons. The 'Save' and 'Cancel' buttons are at the bottom.

4. Click “Add New Question(s)” and choose one of question types that you need.

5

The screenshot shows the question editing process. The 'Question' section is highlighted with a pink box. The 'Points' section is highlighted with a pink box. The 'Options' section is highlighted with a pink box. The 'Add or delete item(s)' button is highlighted with a yellow box. The 'Save' button is highlighted with a pink box. The interface includes a top navigation bar with 'Back', '期中考试', and 'This test has been ...'. Below the navigation bar, there are tabs for 'Add New Question(s)', 'Score Setting', and 'Preview'. The main area is divided into sections for 'Question', 'Points', and 'Options'. The 'Question' section has a rich text editor with a toolbar. The 'Points' section has a text input field. The 'Options' section has a list of options with radio buttons. The 'Save' and 'Cancel' buttons are at the bottom.

5. Type the question statement and items, set the score, set correct answer(s), and click “Save” to save this question.



# Step 4: Examination Management (3/3)

1

Introduction to economics Private Preview

2016 first semester test Department Grade 1 A

Module + Add

Bulletin	Name	Number of Subjects... Unsubmitted / Submitted		
Information	Online test	5 / 100	13 / 0	View More
Courseware	Introduction to Economics Chapter I Quiz	0 / 0	13 / 0	View More
Homework	Introduction to Economics Chapter I Quiz	0 / 0	13 / 0	View More
Exam	Online test 1018	1 / 100	12 / 1	View More
Discussion	Online test 1018	1 / 100	12 / 1	View More
Classroom	Introduction to Economics Chapter I Quiz	4 / 100	12 / 1	View More
Group				
Rollcall				
Members				
Grade				
Analysis				

1. Click “Exam” on course menu, then you can check all course examinations and the number of student submissions.

2

Introduction to economics Private Preview

2016 first semester test Department Grade 1 A

< Return

Introduction to Economics Chapter I Quiz Edit Export Download Student Paper

Basic Info **Result** Score Statistics Subjects

Start Time	2016.08.26 12:29	Submit Start Time	2016.08.26 16:00
End Time	2017.03.31 17:17	Publish Score	2017.04.01 17:17
Publish Answer	2017.04.01 17:17	Percentage	5.0%
Submit Times	3	Exam Type	Personal
Score Rule	Average Score	Criterion	Submitted exam

This exam has 1 Single Selection , 1 True/False , 1 Multiple Selection , 1 Short Answer , total score is 100

Make Up Exam

Department All Grade All Class All Status All Name / User No. Q

	User No. ◆	Name ◆	Belong To	Status	Submit Times	Raw Score ◆	Final Score ◆
<input type="checkbox"/>	1 evelyn@wg.com	Gong Xiaoping	Test college	<span>Absent</span>	0		
<input type="checkbox"/>	2 jhchi	Ji Rong Xun	WISDOMGARDEN A...	<span>Absent</span>	0		
<input type="checkbox"/>	3 roras@email.com	Liu Yuhong	Test college	<span>Submitted</span>	1	Unrated	
<input type="checkbox"/>	4 stu02@wg.com	Zhao Wei Lun	Year 2 of Information ...	<span>Absent</span>	0		

2. Check basic information of an exam, results, statistical analysis, and question analysis. Teachers will be able to manually enter and edit students' final scores if necessary.

# Step 5: Video Conference (1/2)

1

Account Bind

Email chra .com [Change Email](#)

Google [Bind Google Drive](#)

Microsoft [Bind](#)

1. "My Settings" → "Account Bind"  
→ "Microsoft", click "Bind"

If the teacher has multiple Microsoft accounts, please use "Incognito Window" to log in to iLearn and bind it.

2

Microsoft

登入

chra .com

無法存取您的帳戶嗎?

下一步

WisdomGarden

← chra .com

輸入密碼

.....

忘記密碼

登入

3

Account Bind

Email chra .com [Change Email](#)

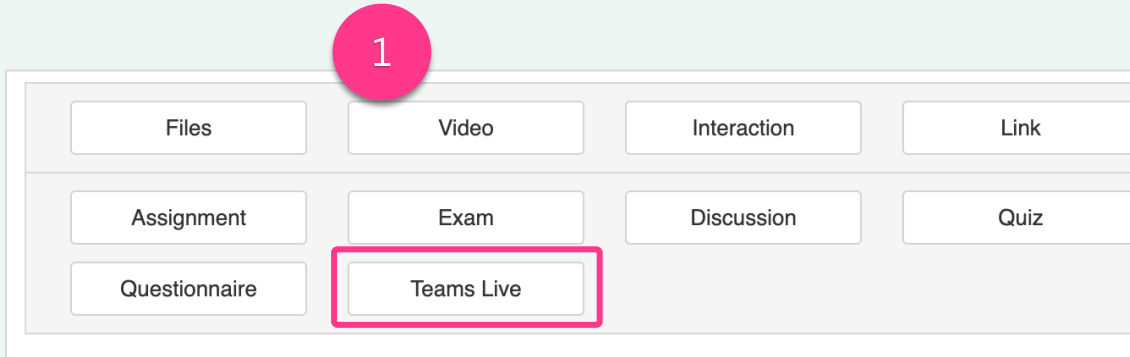
Google [Bind Google Drive](#)

Microsoft [Unbind](#)

3. Operation has been done successfully.

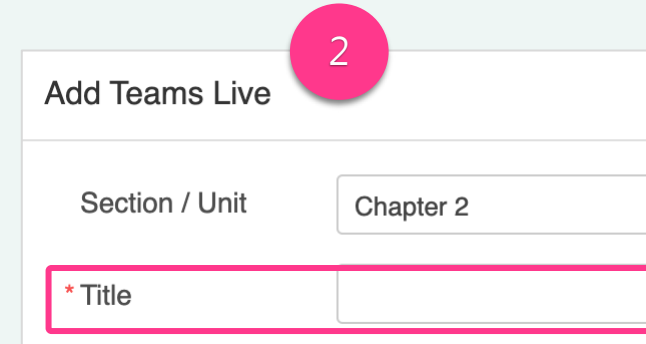
2. Log in by entering your Office365 account)as user name and password.

# Step 5: Video Conference (2/2)



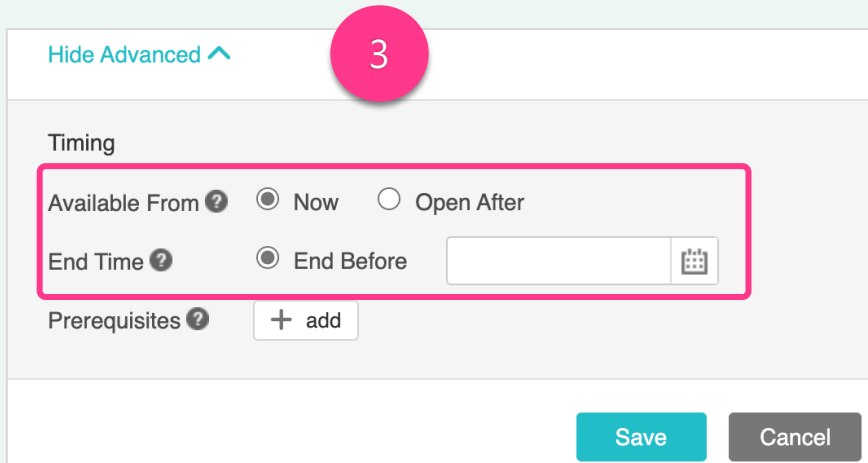
A screenshot of a software interface showing a grid of activity options. The options are arranged in three rows and four columns: Files, Video, Interaction, Link; Assignment, Exam, Discussion, Quiz; and Questionnaire, Teams Live. The 'Teams Live' button is highlighted with a red rectangular border. A red circle with the number '1' is positioned above the grid.

1. Add a **“Teams Live”** activity.



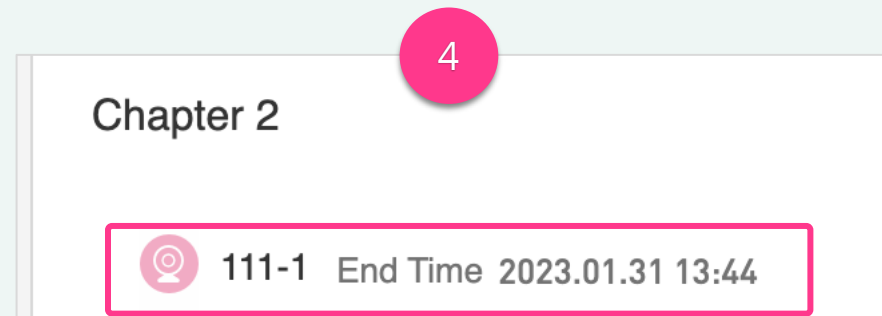
A screenshot of a form titled 'Add Teams Live'. The form has a 'Section / Unit' field containing 'Chapter 2' and a '\* Title' field which is highlighted with a red rectangular border. A red circle with the number '2' is positioned above the form.

2. Type title.



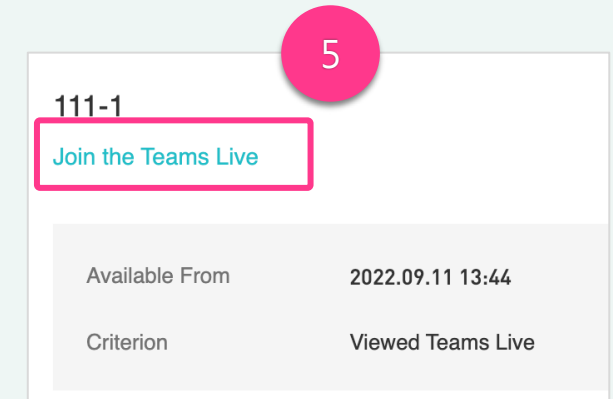
A screenshot of the 'Timing' settings for the activity. The 'Available From' section has 'Now' selected. The 'End Time' section has 'End Before' selected with a date and time input field. A red rectangular border highlights the 'Available From' and 'End Time' sections. A red circle with the number '3' is positioned above the settings. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Adjust settings such as the available time and end time. And click **“Save”** to create the activity.



A screenshot of a section page titled 'Chapter 2'. Below the title, there is a red rectangular box containing a camera icon, the text '111-1', and 'End Time 2023.01.31 13:44'. A red circle with the number '4' is positioned above the box.

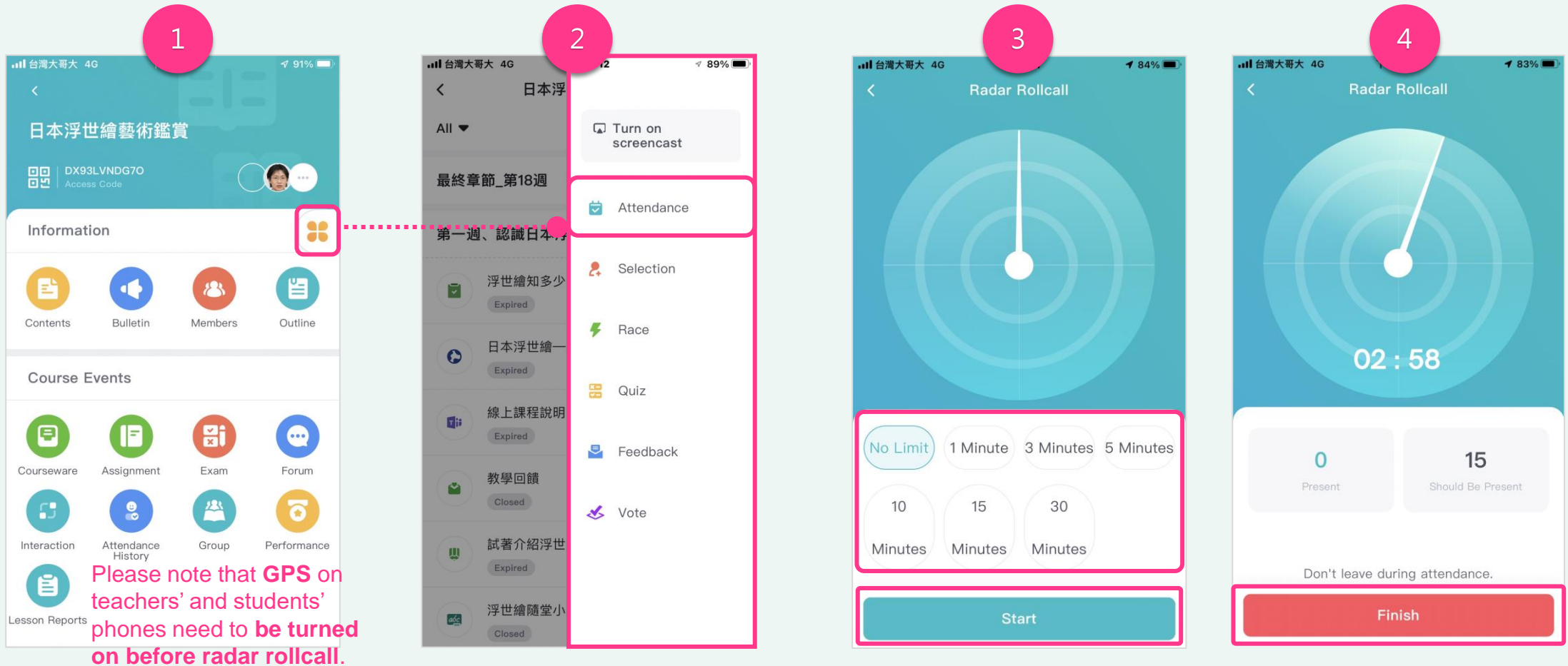
4. You can check the **“Teams Live”** activity on Section page.



A screenshot of a course page titled '111-1'. A red rectangular box highlights a button labeled 'Join the Teams Live'. Below this, there is a table with two rows: 'Available From' with the value '2022.09.11 13:44' and 'Criterion' with the value 'Viewed Teams Live'. A red circle with the number '5' is positioned above the button.

5. Click **“Join the Teams Live”** to enter the online course.

# Step 6: Rollcall(1/2)-Radar Rollcall



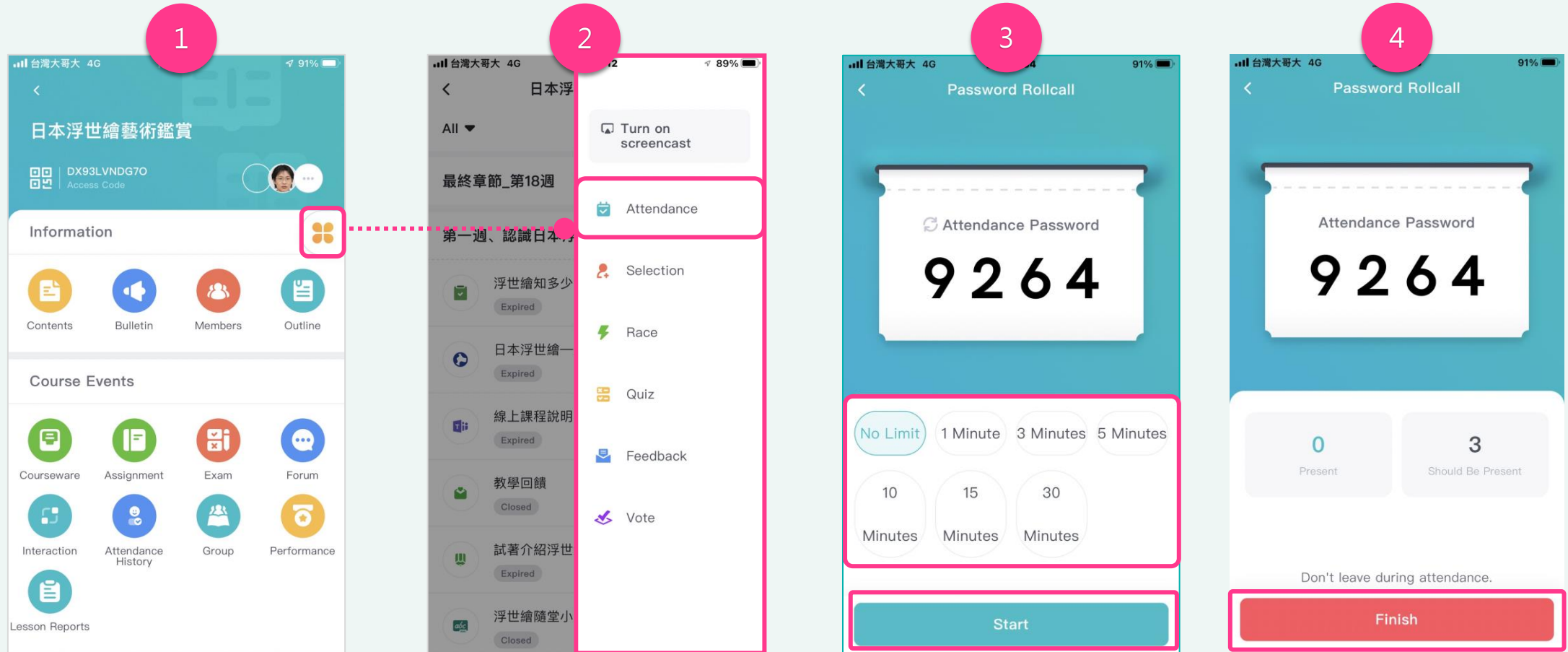
1. Enter a course and tap "the button on right side".

2. Tap "Attendance" and choose "Radar Attendance".

3. Set time duration and tap "Start", then to start the this rollcall.

4. Tap "Finish" to finish this rollcall.

# Step 6: Rollcall(2/2)- Number Rollcall



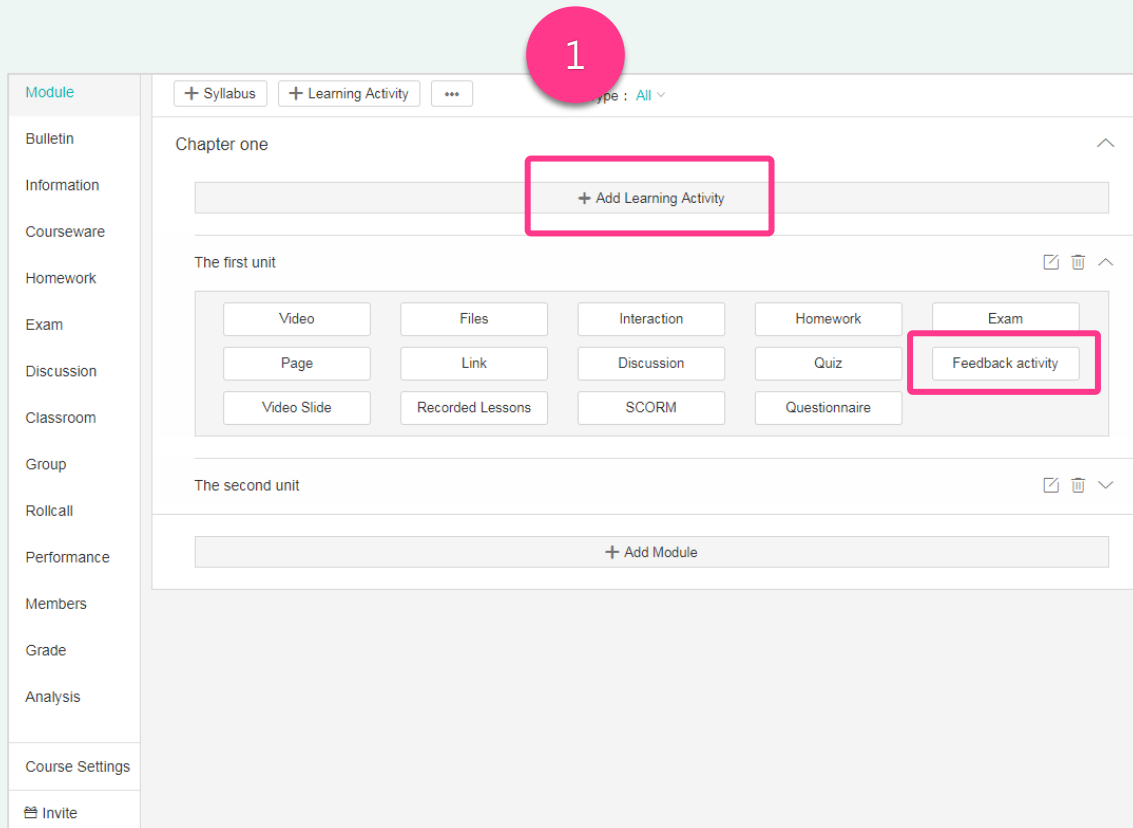
1. Enter a course and tap "the button on right side".

2. Tap "Attendance" and choose "Password Attendance".

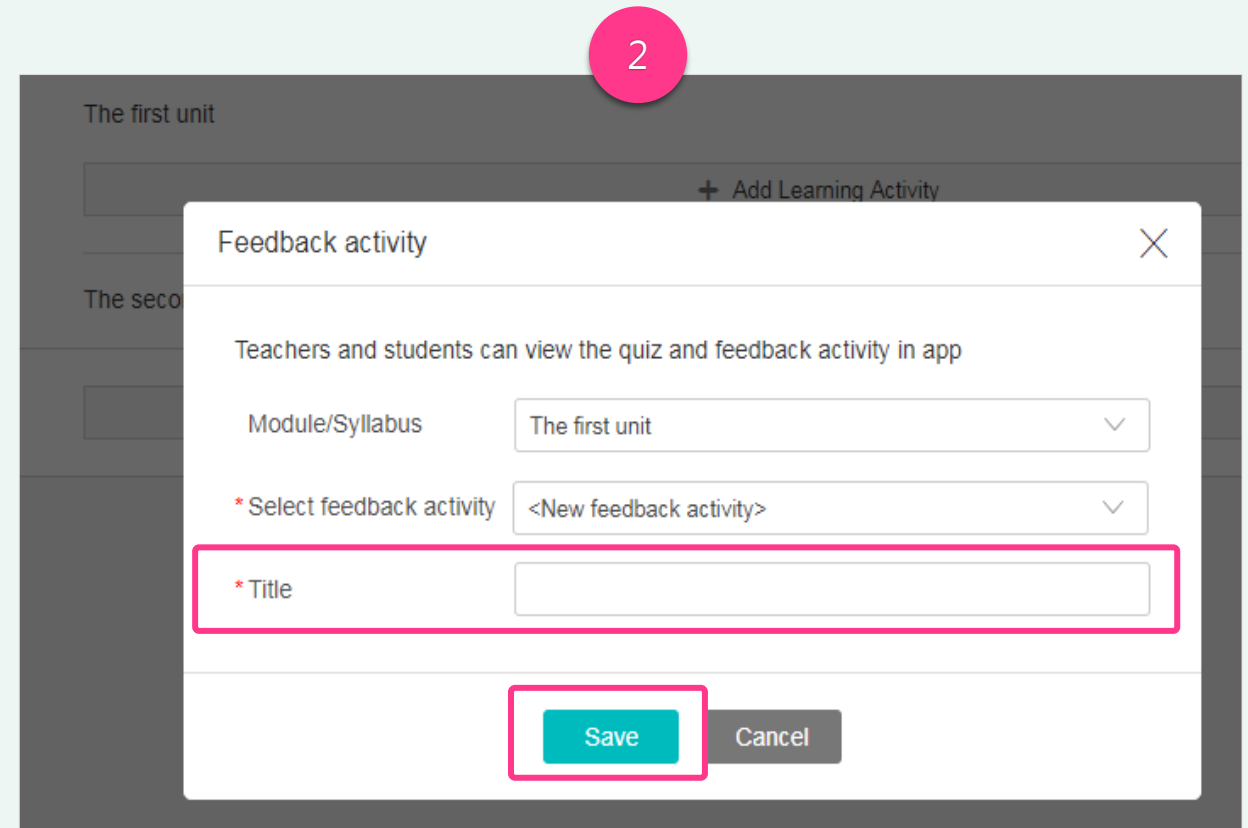
3. Set time duration and tap "Start", then to start the this rollcall.

4. Tap "Finish" to finish this rollcall.

# Step 7: Interaction in Class (1/5) – Feedback

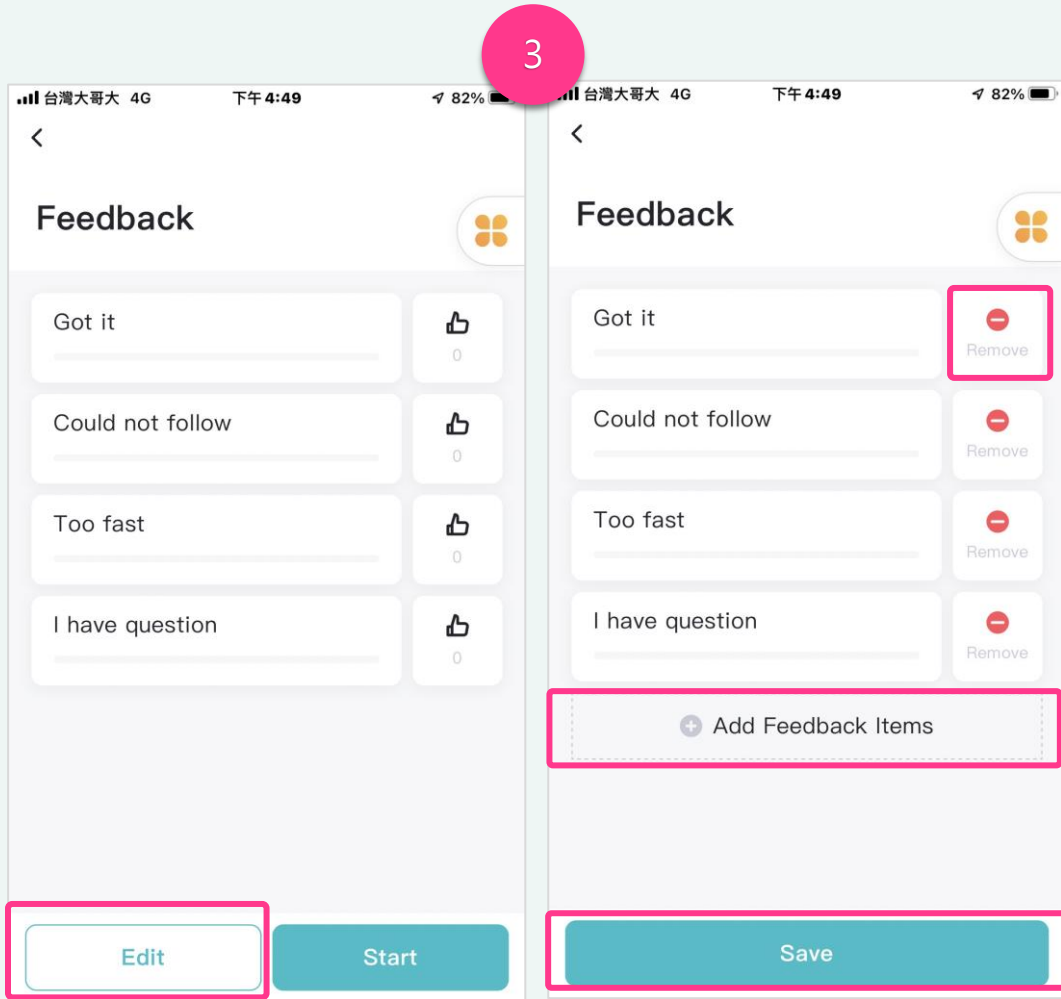


1. Click “+ Activity”, then click “Feedback”.

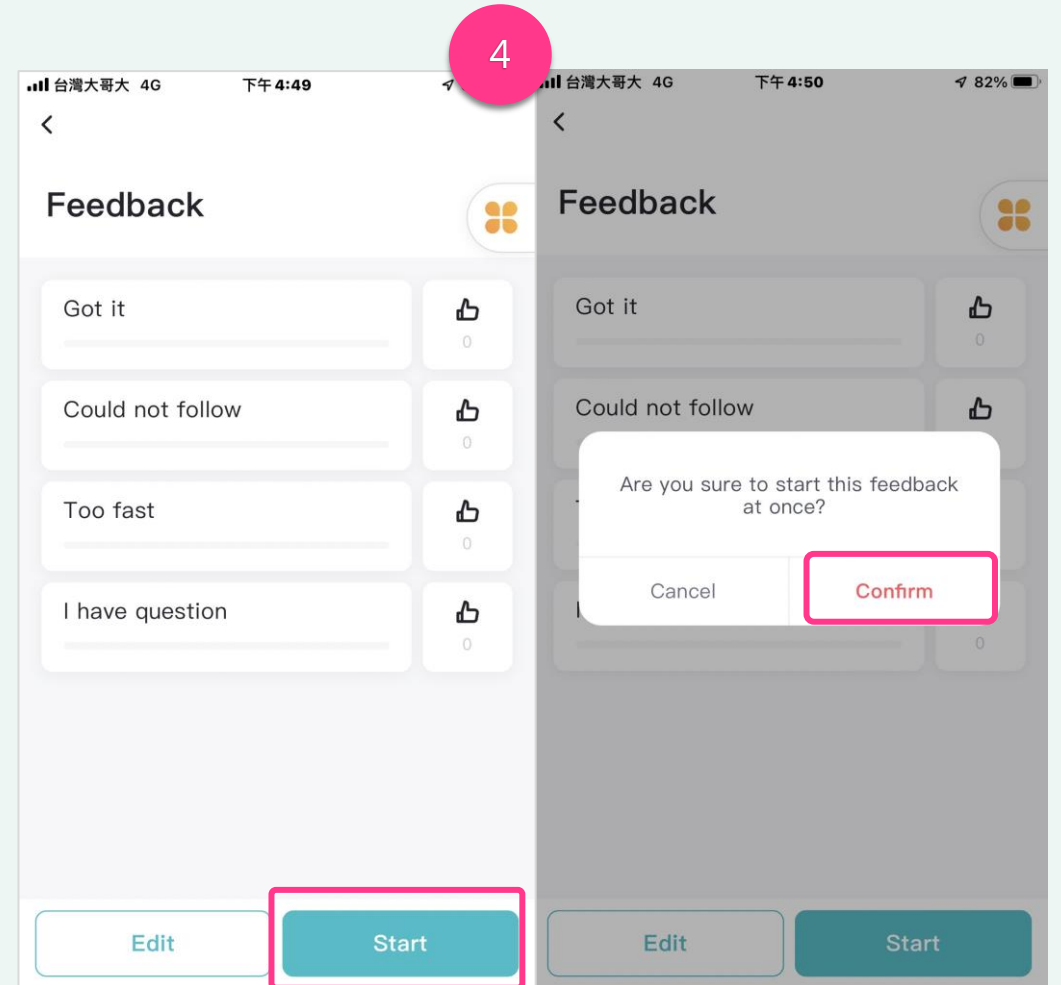


2. Type the title and click “Save”.

# Step 7: Interaction in Class (2/5) – Feedback

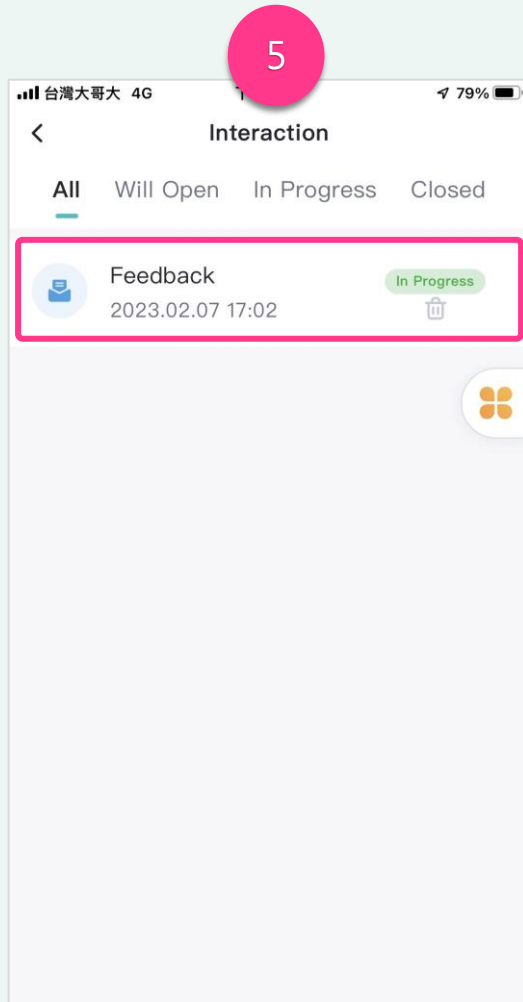


3. Vote, collect students' feedback, give feedback, or delete your own comments.

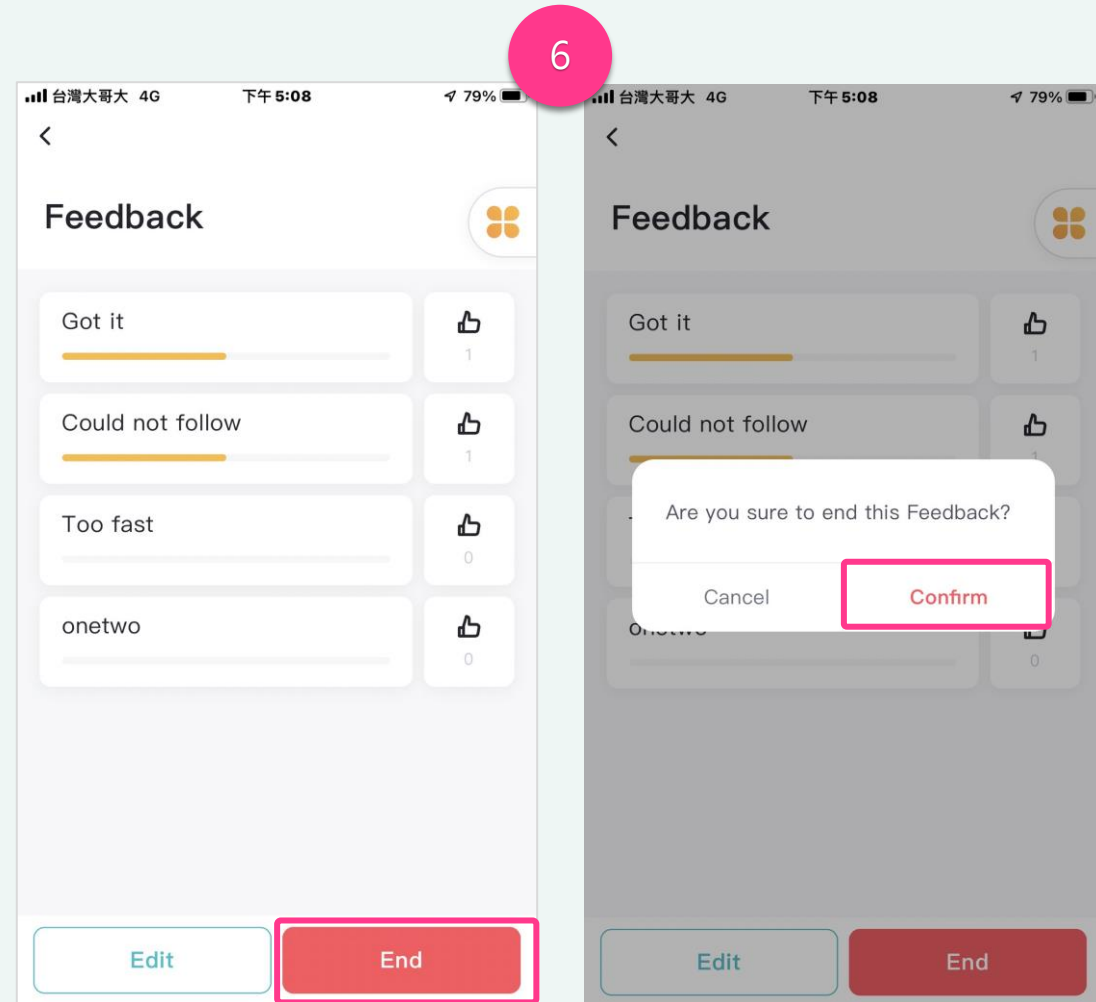


4. Start the feedback by tapping "Start" and "Confirm".

# Step 7: Interaction in Class (3/5) – Feedback



5. Check students' feedback in each feedback activity by tapping one of them.

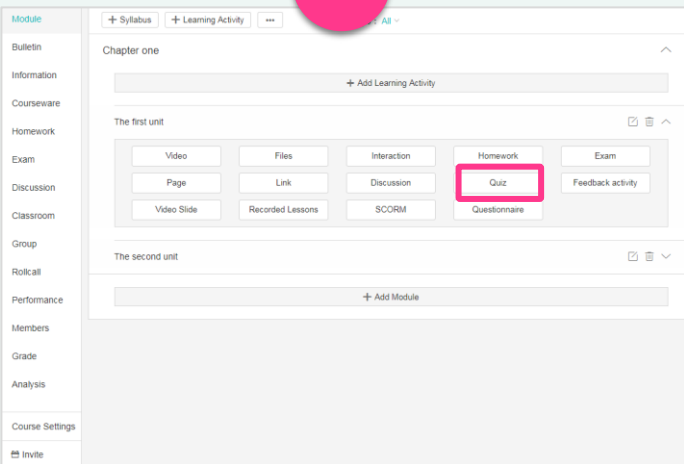


6. End the feedback by tapping "End" and "Confirm".

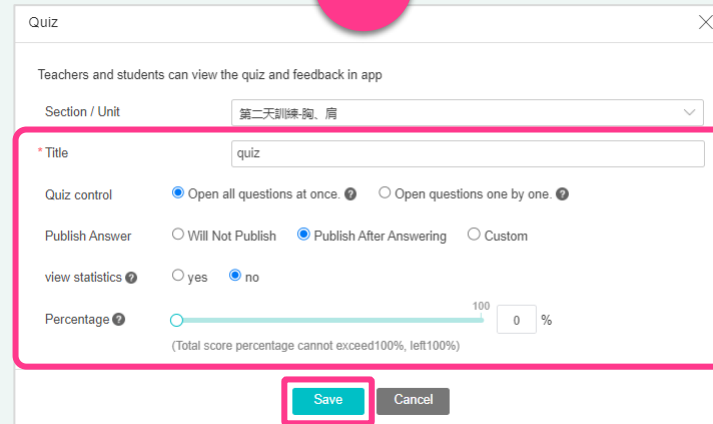


# Step 7: Interaction in Class (4/5) – Quiz

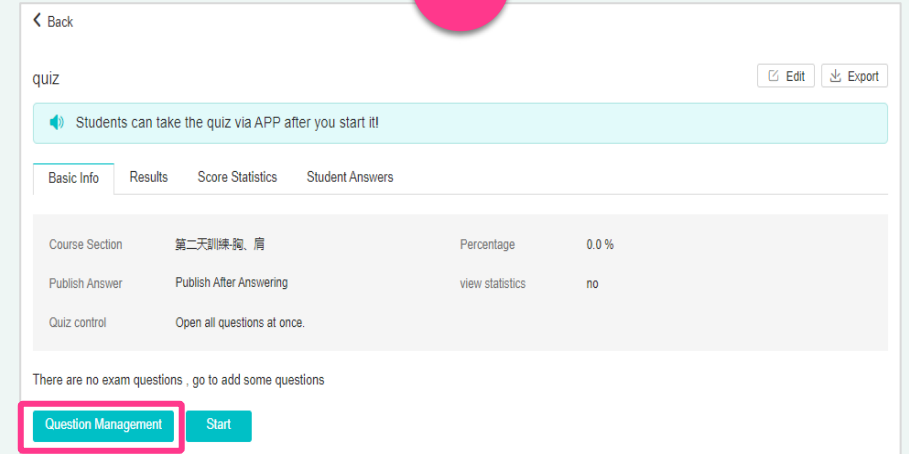
1



2



3

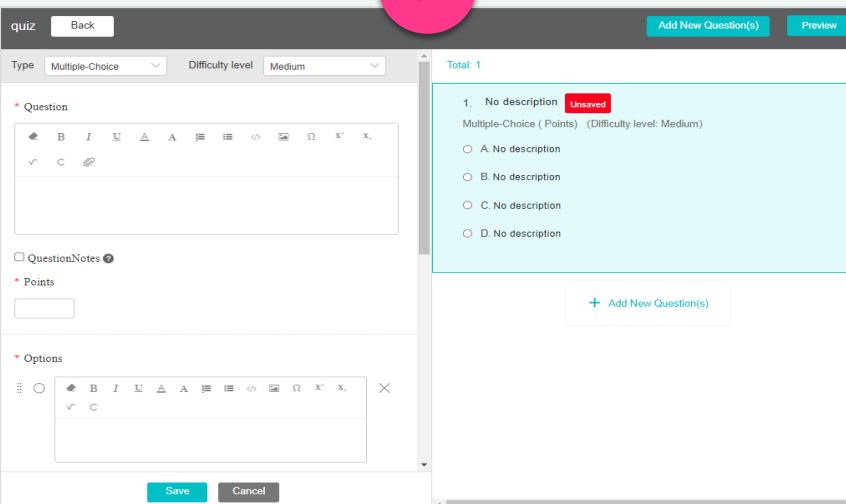


1. Click “+ Activity”, then click “Quiz”.

2. Type the title, assign weight to this quiz, and click “Save”.

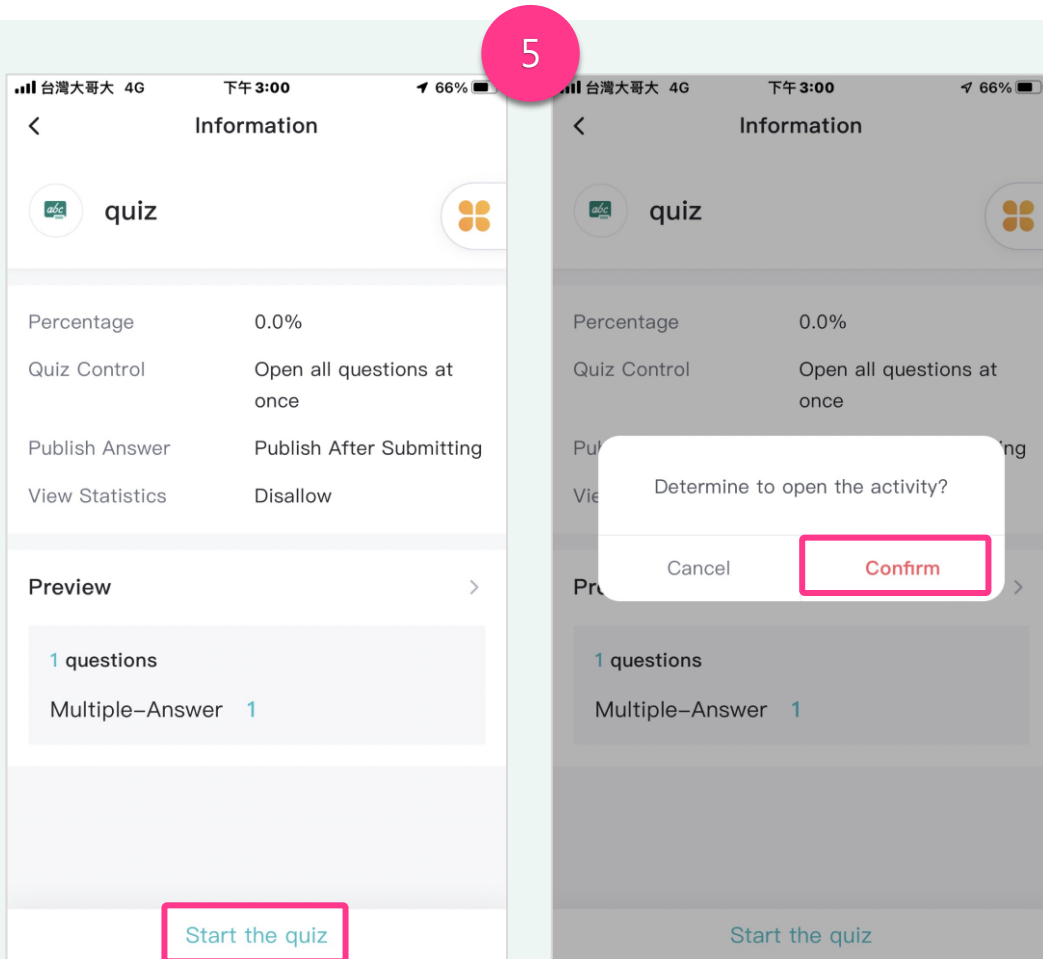
3. Click “Question Management” to manage quiz question(s).

4

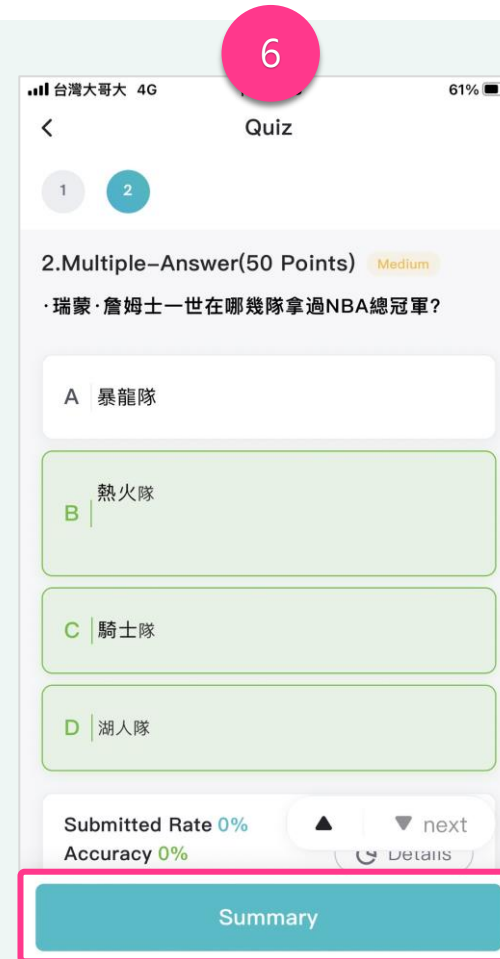


4. You can create, edit, or delete quiz question(s) if necessary, and do not forget to click “Save” before you leave this page.

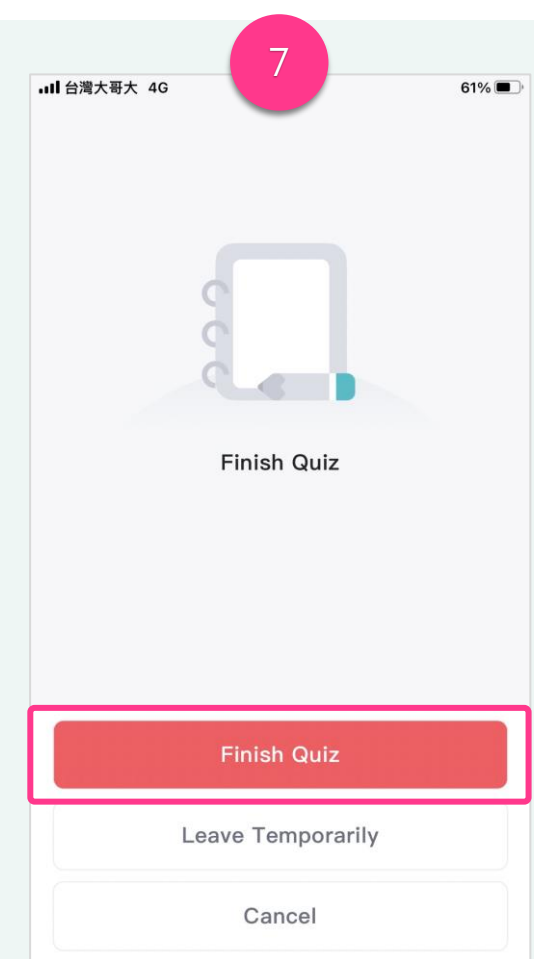
# Step 7: Interaction in Class (5/5) – Quiz



5. Tap “**Start the quiz**” and “**Confirm**” to start the quiz.



6. Tap “**Summary**、**Details**” to see the overview of results.



7. Tap top-left “<” icon to finish quiz.  
The details of student answers and statistical results.

# Step 8: Learning Activity Publishing Status(1/2) – setting

Start Time <sup>?</sup>

End Time <sup>?</sup>  Always Open  End Before

Criterion  No  Yes

After setting the Completion Index, students must meet the conditions to be considered complete. This activity will be included in the completion statistics of the learning analysis and used as the denominator condition of the student's learning progress

Method 1

**Method 1 :** After the teacher has added the learning activity, they can click "Save and Publish" to publish the learning activity.

**Method 2 :** On the "Chapter" page, click "Batch Settings" to "Batch Set Learning Activity Publishing Status."

**Method 3 :** On the "Chapter" page, click the "Publish" paper airplane icon on any chapter or unit to uniformly set the publishing status of the learning activities under that chapter or unit.

"Note: The 'Start' and 'End' periods of a 'Learning Activity' define the time frame during which students can 'participate in the activity,' while the 'Published/Unpublished' status determines whether students can 'see the learning activity.' Therefore, it is recommended that when a learning activity is within its start time, the status of the activity should also be set to 'Published' to avoid a situation where the activity has started but students are still unable to see it."

Course Information

Section

Bulletin

Members

Syllabus

+ Section/Unit + Activity Batch Settings ...

Publish Status: All Type: All

▼ 章節一

Method 2

Set Publish Status

Specify learning activity ownership

Batch Edit Time of Activities

Method 3

Page 本日課程大綱

Unpublished More

Method 3

# Step 8: Learning Activity Publishing Status(2/2) – Batch setting of the publish status

2

Course Information

Section

Bulletin

Members

Syllabus

Course Settings

Invite

Email Records

Course Events

Material

Assignment

Test / Exam

select all

Publish Status: All

Type: All

Setting

Cancel

Unable to batch edit publish status of learning activities: quizzes, teaching feedback, meeting-type learning activities

▼ 章節一

本日課程大綱

Page

參考檔案一: 操作說明

View

Files

Unpublished 影音教材一: TC簡介

Video

Length 00:03:00

Unpublished 個人作業: 今天誰是你妳的好鄰居?

Assignment

Finished Personal ( All students )

3

Publish setting

2 learning activities have been selected

Publish

Publish  Unpublish

Once published, students can view the learning activities immediately

Save

Cancel

1. On the "Sections" page, click on "Batch Settings" to "Batch Set Learning Activity Publish Status" (Method 2 mentioned on the previous page).

2. Adjust the publish status of the learning activities as needed by selecting the activities, then click the "Set" button to batch change the publish status.

3. Once you have completed the "Batch Set Publish Status" and confirmed that the information is correct, click "Save".

# Step 9: Checkpoint Learning (1/2)

Course Information

Section

Bulletin

Members

Syllabus

Course Settings

Invite

Email Records

Course Events

Basic Info Scope Access **1** Over **Teaching Mode** Course Navigation Criterion

\* Checkpoint Learning  Close  Open

Changing the learning mode during the teaching period will only act on these un-started learning activities:  
Scenario 1: Students are required to complete the prerequisites of the locked activity. Completed learning activities are not affected.  
Scenario 2: Students can freely choose learning activities for learning without being limited by the opening conditions. The open prerequisites will work again when reversing the mode.

I have read the mode switching instructions

Save Cancel

1. Click on " Course Settings " in the " Course Main Menu, " then select " Learning Mode. " Choose " Challenge-based Learning ", check the box for " Switch Reading Learning Mode Instructions ", and click " Save " to enter Challenge-based Learning Mode.



# Step 10: Gradebook (1/2) – TC Web

1

The screenshot shows the course menu for 'Introduction to economics'. The 'Grade' option is highlighted with a red box. The menu includes options like Bulletin, Information, Courseware, Homework, Exam, Discussion, Classroom, Group, Rollcall, Members, and Analysis.

1. Click “**Grade**” on course menu to check students’ scores of all learning activities (e.g. assignment, examination, and rollcall).

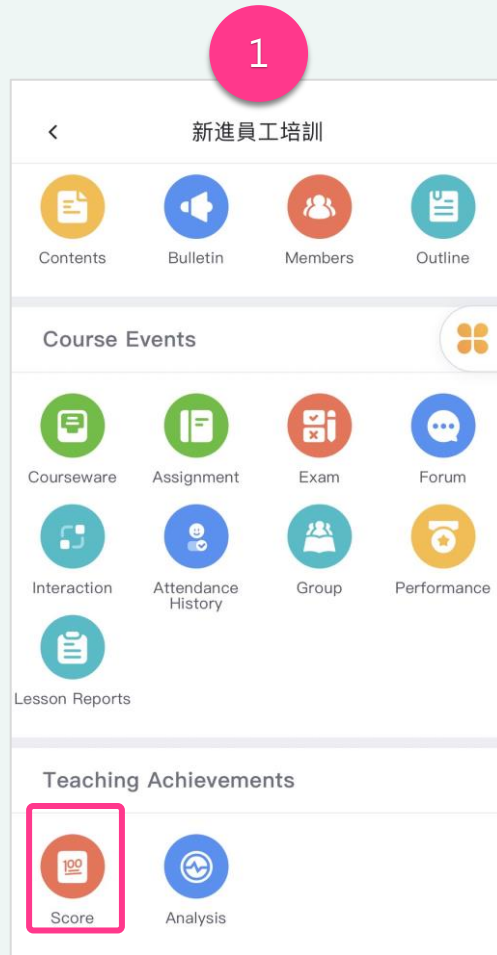
2

The screenshot shows the gradebook interface for 'Introduction to ec...'. The 'Raw Score' and 'Final Score' columns are highlighted with a red box. The table displays student names, rollcall scores, and final scores.

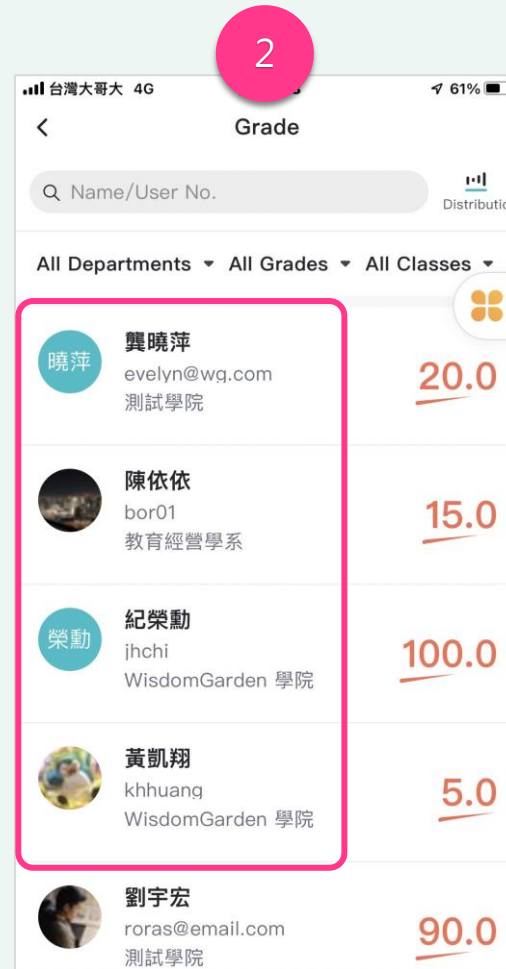
Members	Rollcall Score	Classroom pe...	Introduction to...	Quiz 1014-1	Do you think ...	Assignment 1...	Online test 101...	Raw Score	Final Score	Notes
Gong Xiao... evelyn@wg...	100							30	20	
Ji Rong Xun jhchi	50	100						20	100	
Liu Yuhong roras@ema...	50	90						19.5	90	
Zhao Wei ... stu02@wg...	50							15	15	
Lin Hao stu03@wg...	50							15	15	
Chen Jin ... stu04@wg...	50							15	15	
Chen Zhe... stu05@wg...	50							15	15	
Lv Melyu stu06@wg...	50							15	15	

2. Students’ original scores will be calculated based on weights assigned by teachers, and teachers will be able to adjust final scores if necessary.

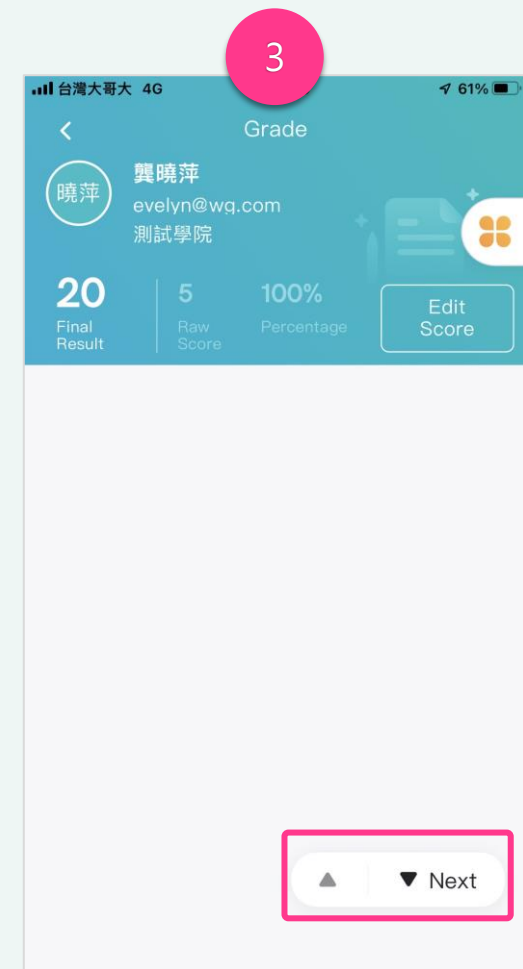
# Step 10: Gradebook (2/2) – TC App



1. Enter a course and tap “Score”.



2. Check each student’s grades.

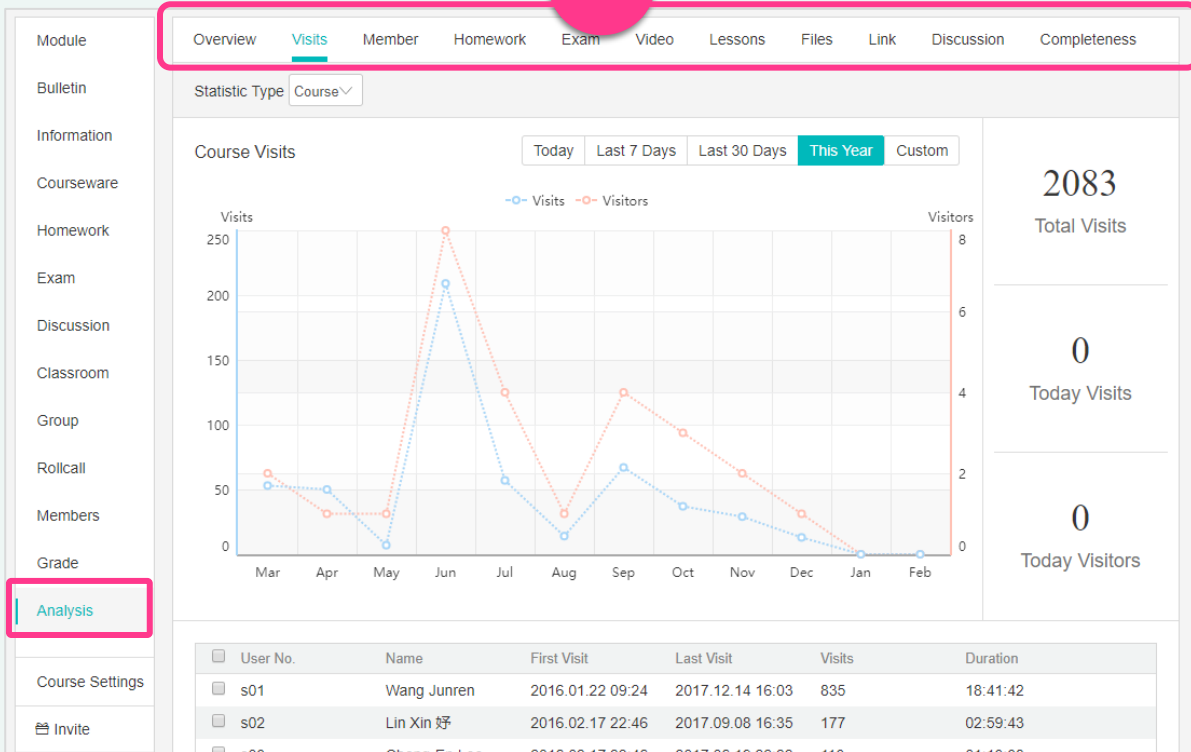


3. Tap “Previous” or “Next” to quickly check details of student grades.



# Step 11: Learning Analytics (1/2) – Progress

1



2

Module Overview Visits Member Homework Exam **Completeness** Video Lessons Files Link Discussion

Show Chart

Finished Part Completed Unstarted Failed Lower than average

Members	Module co...	Syllabus co...	Chapter One - Innovative Management	W1 - Course Introduction and...	What is innovation	Technical innovation case sha...	Slide micro class briefing	Video Quiz1	Quiz 2	Course co...
Wang Jun... s01	84.6%	83.3%	✓	✓	✓	✓	✓	✓	80.0%	
Lin Xin 好 s02	67.3%	79.2%	✓	Complete 75%	✓	✓	✓	✓	63.0%	
Cheng-En... s03	51.3%	61.2%	✓	Completed 67%	✓	✓	✓	✓	54.7%	
Lin Bo Yu s04	30.8% <span>!</span>	33.3% <span>!</span>	✓	✓	✓	✓	✓	✓	40.0% <span>!</span>	
Liu Weihao s05	56.4% <span>!</span>	55.5% <span>!</span>	✓	Complete 33%	✓	✓	✓	✓	49.3%	
Wang Jing... s06	46.2% <span>!</span>	66.7%	✓	✓	✓	✓	✓	✓	44.0% <span>!</span>	
Zhang Mi... s07	48.7% <span>!</span>	55.5% <span>!</span>	✓	Complete 33%	✓	✓	✓	✓	49.3%	
Zhang Han s08	59.6%	62.5%	✓	Complete 75%	✓	✓	✓	✓	59.0%	
Wang Wei... s09	33.3% <span>!</span>	38.8% <span>!</span>	✓	Complete 33%	✓	✓	✓	✓	25.2% <span>!</span>	

Analysis

1. Click “**Analysis**” on course menu to check results and related details of learning analytics based on students’ behavioural data.

2. Click “**Completeness**” to check every student’s learning progress of every chapter, unit, and learning activity.

# Step 11: Learning Analytics (2/2) – Video Watching

1

The screenshot shows the course menu on the left with 'Analysis' highlighted in a pink box. The main area shows the 'Course Events' dropdown menu with 'Video' highlighted in a pink box. Below the menu is a 'Video Visits' chart showing a peak in September. At the bottom, a table lists video items with a 'View' button highlighted in a pink box.

Name	Type	Criterion	Views	No. of people completed	Hot spot distribution
Economic Systems...	Upload	Cumulative wat...	1	1	1
1215 影音	Link	Cumulative wat...	0	2	2
1215 互動影音	Interaction	Viewed interacti...	0	2	1

1. Click “**Analysis**” on course menu, and click “**Course Events**”, “**Material**”, “**Video**” to see students’ video viewing records. You will be able to see more details by clicking “**View**” button in the right column.

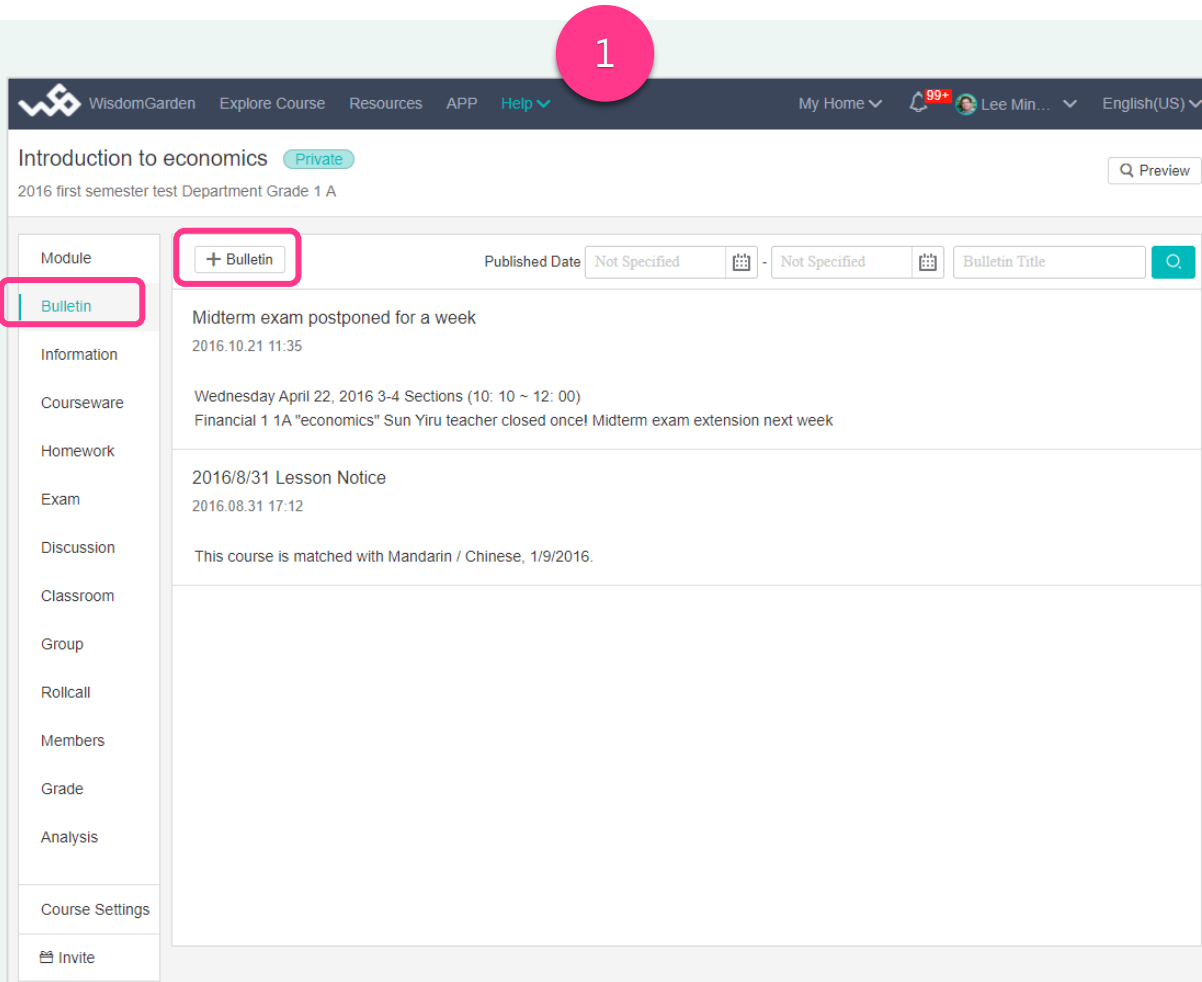
2

The screenshot shows the 'video's Statistics' page. A line chart displays 'Total views', 'Average views', and '陳依依' (Chen Yiyi) over time. Below the chart is a table with a 'Members' section where '陳依依' (bor01) is selected in a pink box. The table shows her click times, watch time, and watch time of video.

Members	Click times	Watch time	Watch time of video	Hot spot distribution
<input type="checkbox"/> 龔曉萍 evelyn@wgc.com	0	00:00:00	0%	0 1 2 3 4
<input checked="" type="checkbox"/> 陳依依 bor01	32	00:12:39	100%	0 1 2 3 4

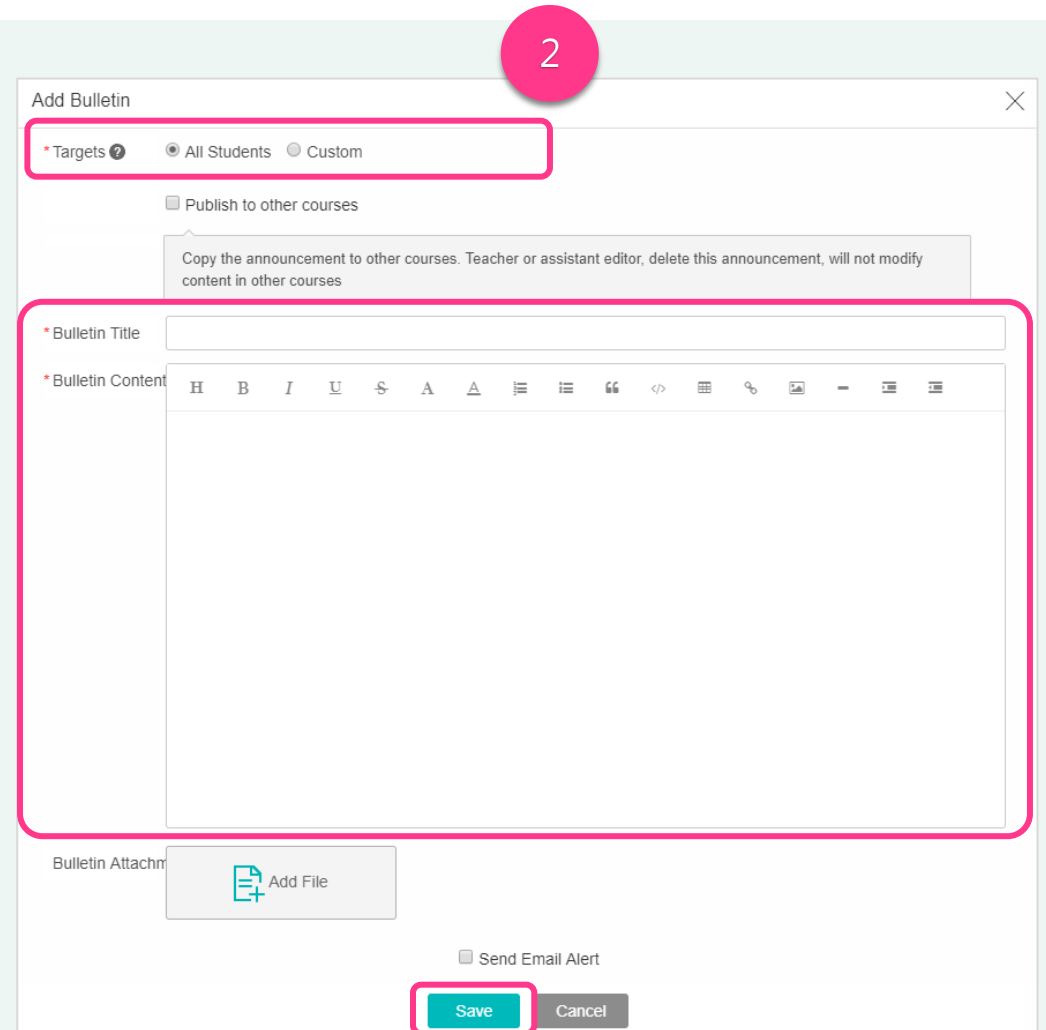
2. You can check each student’s video watching records, and the statistical results presented in the above chart will be changed by selecting certain students.

# Step 12: Announcement Management



The screenshot shows the course page for "Introduction to economics" (2016 first semester test Department Grade 1 A). The left sidebar contains a menu with "Bulletin" highlighted. The main content area shows a list of announcements. A red circle with the number "1" is positioned above the "+ Bulletin" button in the top right of the announcement list.

1. Click **"Bulletin"**, then click **"+Bulletin"** to make your announcement.



The screenshot shows the "Add Bulletin" dialog box. A red circle with the number "2" is positioned above the dialog. The dialog contains the following elements: a "Targets" section with radio buttons for "All Students" and "Custom"; a "Publish to other courses" checkbox; a text area for "Bulletin Title"; a rich text editor for "Bulletin Content"; a "Bulletin Attachments" section with an "Add File" button; and a "Send Email Alert" checkbox. The "Save" button is highlighted with a red box.

2. Choose receiver(s) and target course(s) if necessary, draft title and content, and click **"Save"** to publish your announcement. You can also send a notification email to receivers at the same time.



M a k e t e a c h i n g a n d l e a r n i n g e a s i e r !

—  
Thank You

