

Setting guide for the Course Evaluation Types Based on the Lecture Format

Academic Service Team(2020.12)

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*** The instructor in charge of the course must choose the settings (personally)**

1. Setting the Course Evaluation Types Based on the Lecture Format

A. Setting Menu: HY-in > My Home > Courses by Semester > Lecture Syllabus > Type of Course Evaluation Based on Lecture Forms

B. Deadline: Finish setting until **15:00 P.M., 3rd of December(Thurs)**

C. Subject: All Professor/Lecturer who has more than 1 lecture that is subjected for the Course Evaluation

***Required to choose at least one type of lecture format among In-person Lectures, Online-Recorded Lectures, Live-video Lectures, Hybrid-Lectures for each class.**

*** *If the lecture format is not chosen, basic questionnaire (Course Evaluation Questions for In-person lectures) will automatically be chosen.**

D. Set up Method: Professor/Lecturer of the course needs to set it up individually (Refer to the Picture1)

<Picture 1> The screen to set the Course Evaluation Types Based on the Lecture Format

The screenshot shows a web interface for setting course evaluation types. At the top, there are language options (Korean, English) and buttons for Excel and Print. Below this is a 'Syllabus' section with a table for course information. The table includes fields for School year (2020), School Semester (second semester), Class number, Class code, Course name, Course classification, Course name (English), 이수단위, 6C핵심역량, Credit (3), Theory, Practice, and Department in charge. Below the syllabus is 'Information about faculty' with fields for Department, Name, Contact, E-MAIL, and Homepage. The 'Course progression' section includes 'Course Measure' (COMBINED), 'Progression Type' (General class, Discussion class, Exploratory class, Media utilization class, Small group class, Individualized class, Seminar class, Design-oriented class, Other), and 'lecture evaluation (private)'. The 'lecture evaluation (private)' section contains text about evaluation criteria and a 'Lecture evaluation items' button. At the bottom, a red box highlights the 'Type of course evaluation based on lecture forms' section, which has four radio buttons: In-person Lectures, Online-recorded Lectures, Live-video Lectures, and Hybrid Lectures.