GUIDELINE FOR
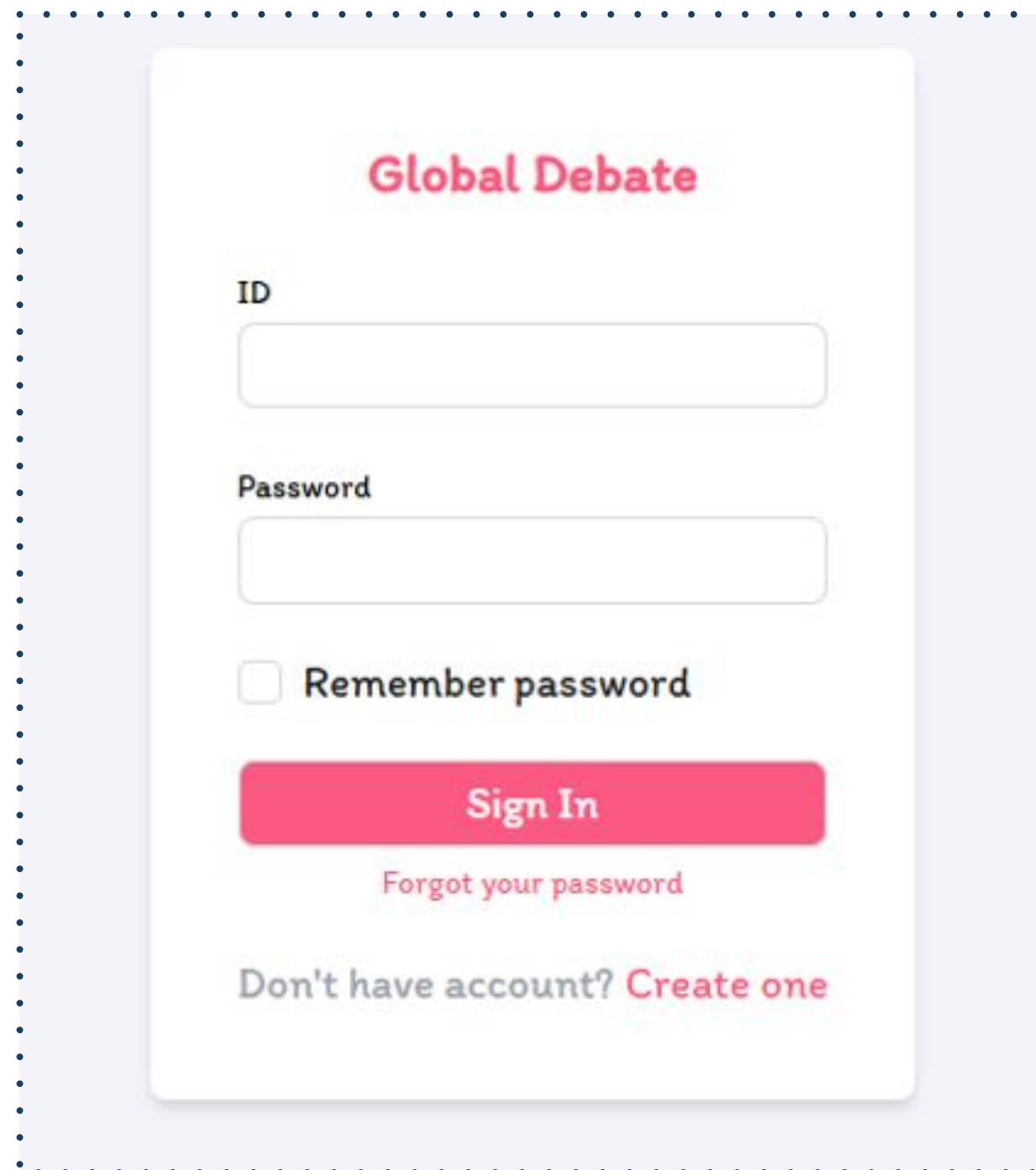
NEWSAY GLOBAL DEBATE

How to use our LMS Site

- **When you first access to our LMS site, you can see this page.**

Please click the button "Create one"

1 Please fill in all the required information to create your account.

2 If you are a student who does not belong to any campus, please do not select a campus.
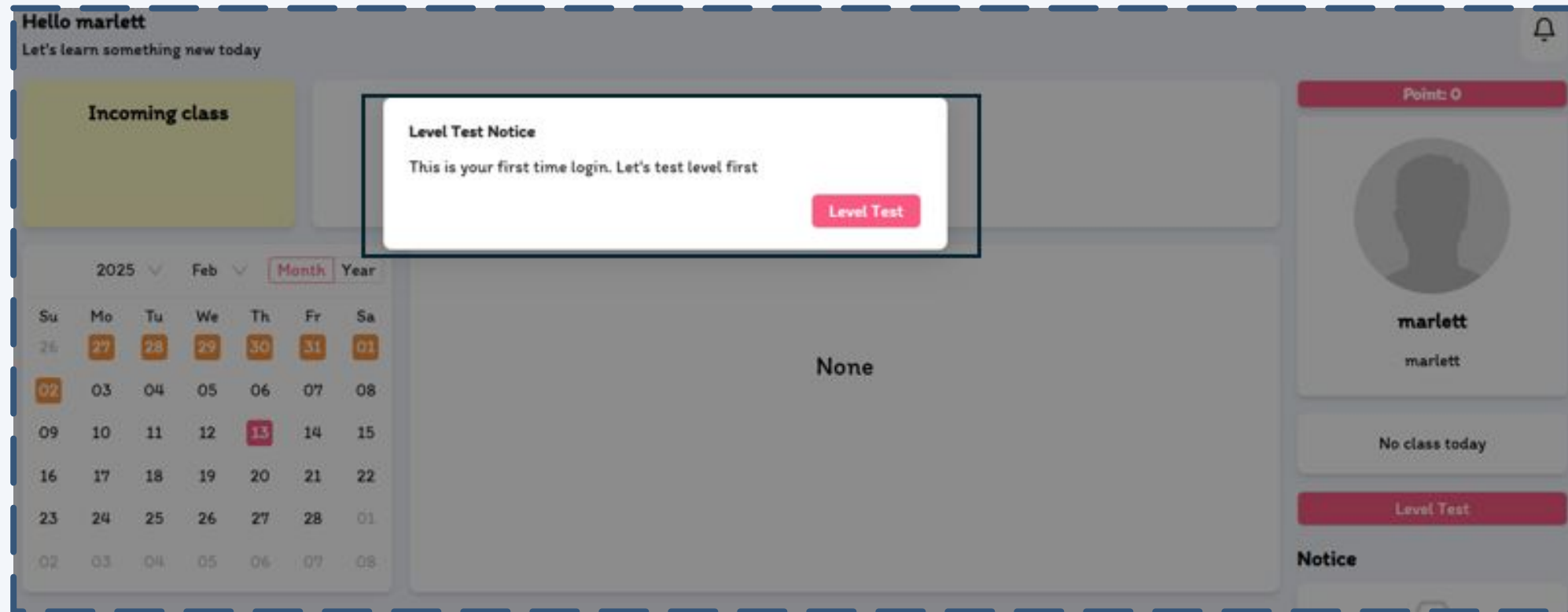
① When you create a new account and log in for the first time, a message will appear prompting you to take the Level Test.
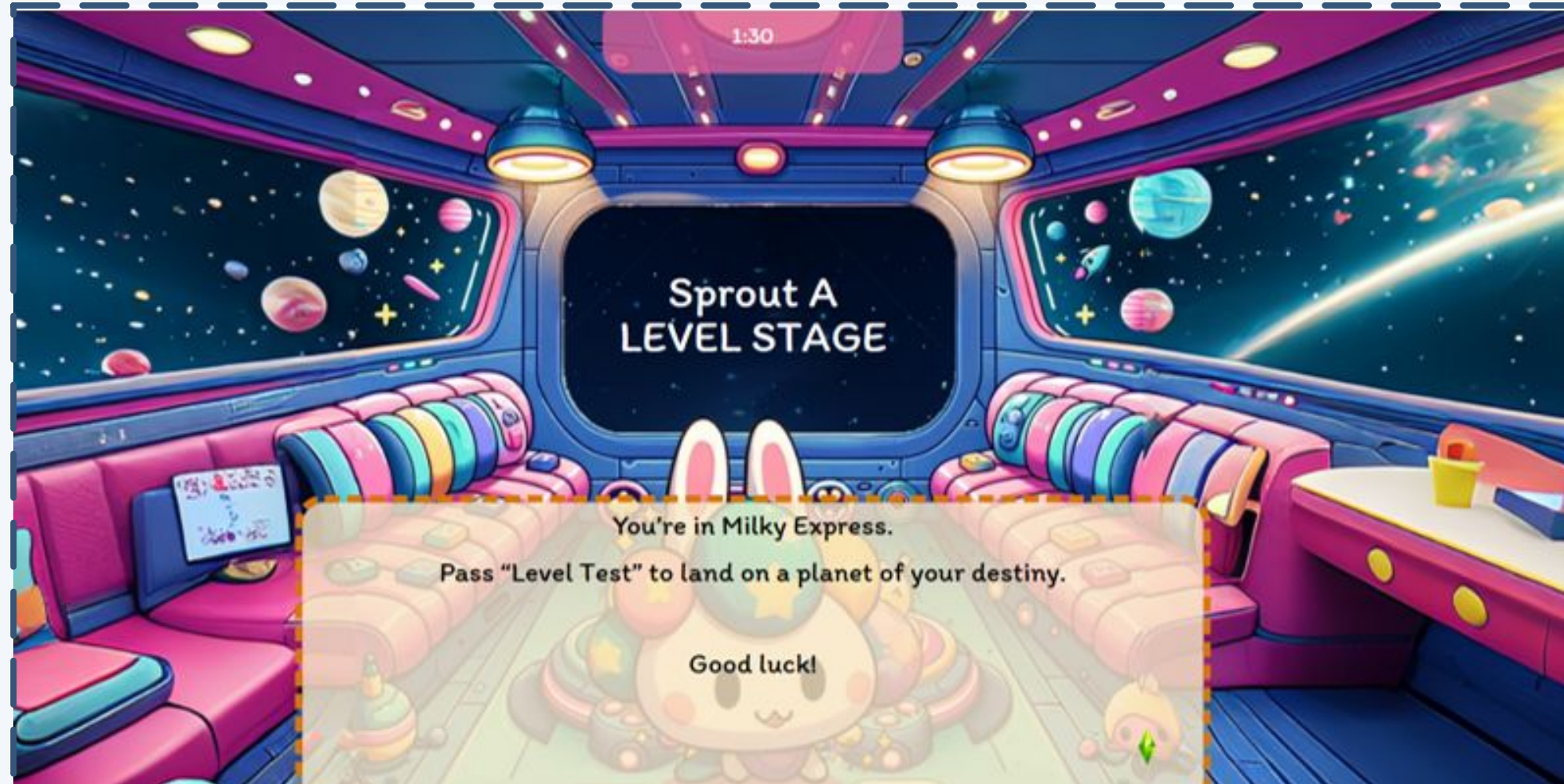
② Click the pink "Level Test" button to begin your level assessment.

Level Test & Check the Level

•After completing the **Level Test**, click the **Back button** at the top.
Your **Level Test results** will be automatically saved on the site and can be checked in the **Application menu**.

•You can retake the **Level Test** as many times as you like from **My Page**. If you achieve a **higher level** upon retesting, the new level will be **automatically updated** and reflected in the **Application menu.**

How to assign the class?(Application Banner)

When you click "Application", the tab "New" will be highlighted, showing the results of available classes accordingly to their level Test. For example: Their level is E4 and the result will show E4-1, E4-2 classes with all their dates, times, prices accordingly.

If you want to take a class at a **higher level than your Level Test result**, or if the available classes for your current level **do not fit** your schedule and you need to adjust your level, click the **"Find New Classes"** button.

If you click [Find New classes] button, the pop up to select LV / Curriculum will appear > filter result of search accordingly.

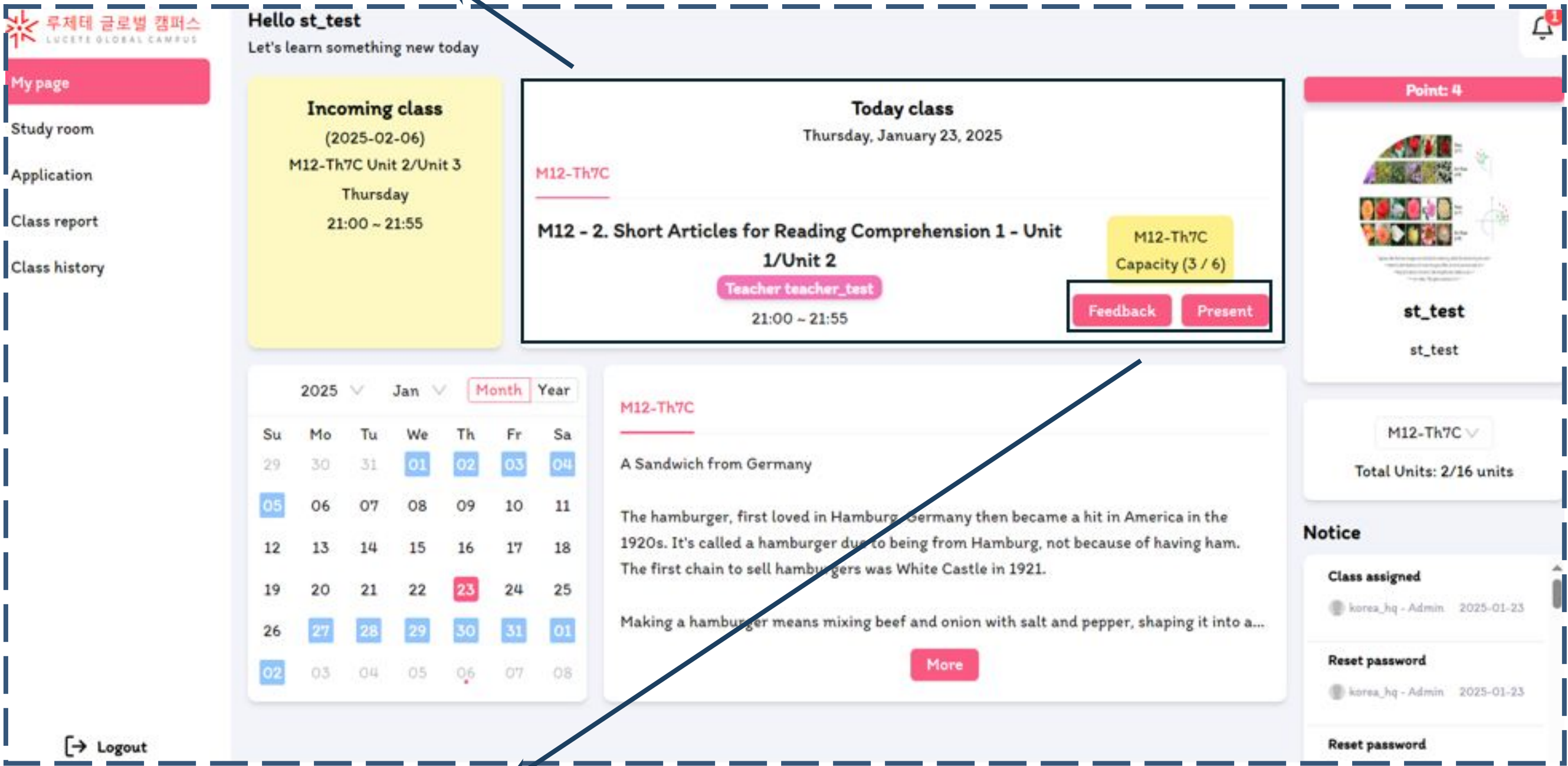# How to assign the class? (Application Banner)

When you click "Application" > tab "History", the history of your class applications will be here.

My Page Banner

①Students can view their assigned classes here.

②You can check details such as their **level, book title, unit to be covered, assigned teacher, and class capacity.**

1.On class days, the "Ready" button will be displayed. One hour before class starts, the "Enter" button will appear, allowing
students to enter the Global Campus lobby and move to the Metaverse classroom.
 (You can check the guideline "how to get enter to the metaverse from LMS site.)
2.After class starts, the "Feedback" button will appear along with the attendance status (Present/Absent).
3.Clicking the "Feedback" button allows you to complete the satisfaction survey for that day's class.
4.Further details can be found on the next page.

You can rate your satisfaction with the class using a star rating system.

After selecting the stars, you need to click **"Submit"** to complete the process.
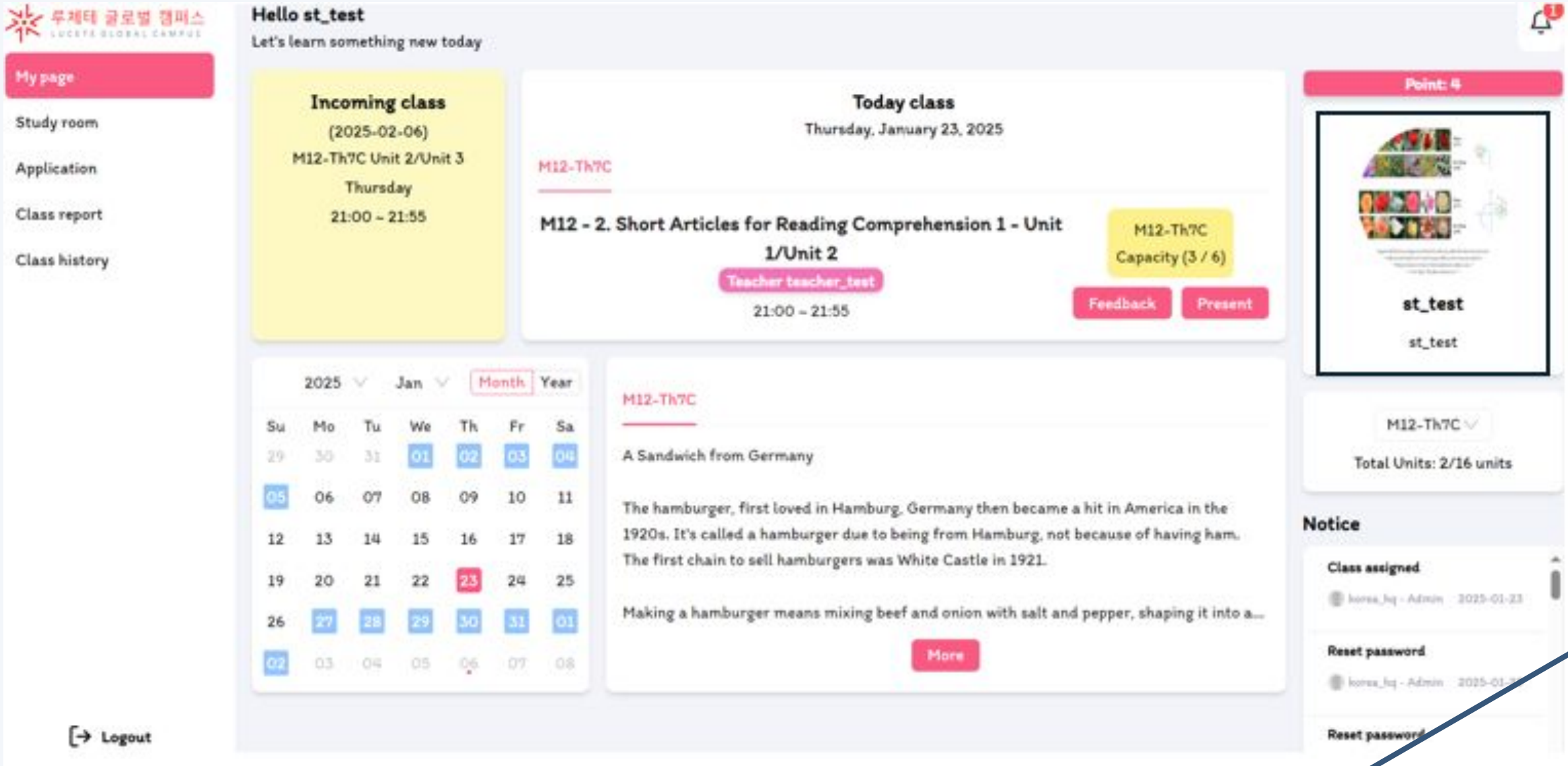
My Page Banner

Current stamp balance
(you can check your points)

For M-level courses, which follow a two-month program, you will complete 2 out of 16 total units.

For Ekong to E-level courses, total units are displayed as "TotalUnits: X/8 units".
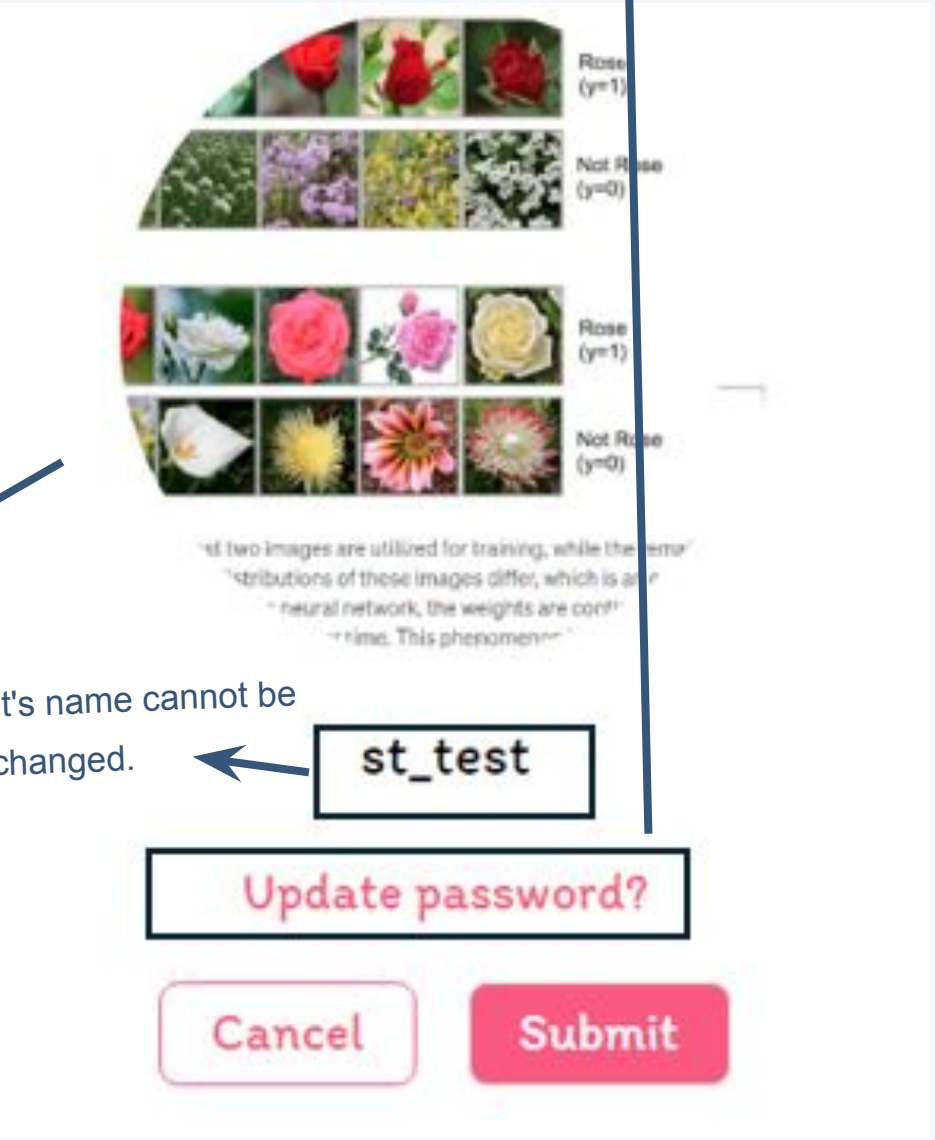
My Page Banner

Password Update:

> Clicking on **"Update password?"** allows students to change their password.

> After entering the new password, clicking **"Submit"** will apply the changes

Click

The student's name cannot be changed.

Clicking on the profile picture allows students to change their picture.

My Page Banner

Global campus holidays are marked in light blue, and the reason for the holiday is displayed on the right side.

The days with scheduled classes in the student's timetable are marked with a red dot under the date. Additionally, the unit to be covered in that class is displayed as text on the right side.
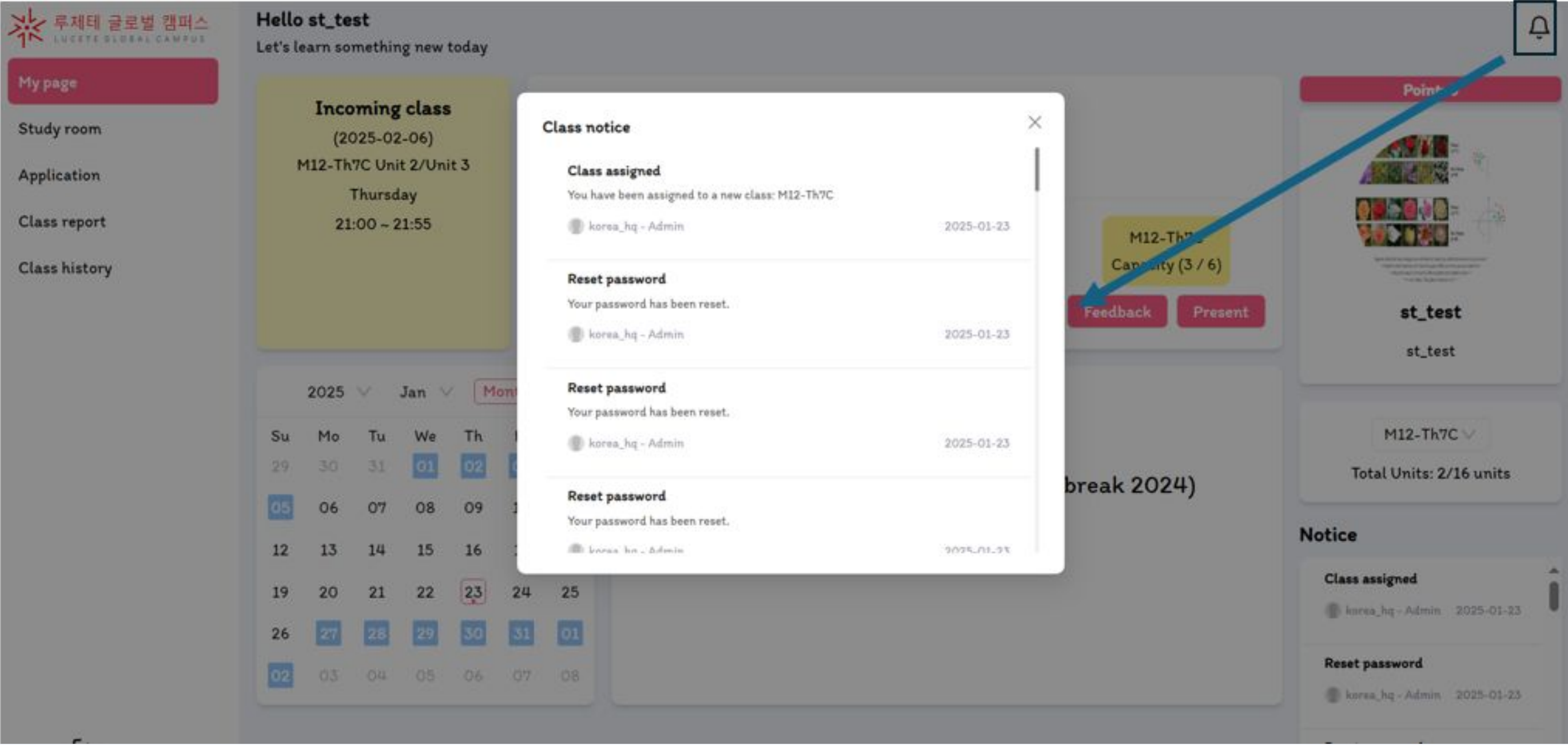
When you click the notification button, all notifications received by the specific student will be displayed. These notifications are primarily sent by the administrator.

For example, students may receive notifications about class assignments, class cancellations, password changes, and more.

These notifications can also be viewed in the **Notice** banner on the right. However, the messages in the lower right banner are abbreviated. To view the full message, please click the notification button above

Study Room

In the **Study Room**, you can explore various programs introduced on the homepage.

Here, you'll find different tools to help you understand reading texts, such as the **Intro Video, Reading Text, Speaking Mate, and Metaverse Map.**

For **Speaking Mate** and **Metaverse Map,** please refer to the program-specific guides for more details.

Class Report

In the **Class Report** Banner, you can directly view reports written by your teachers.

By clicking the **Learned Day** calendar button, you can select a date.

When you click on a date you attended a class, you will be able to view the teacher's report for that lesson.

You can check all your currently assigned classes as well as the list of classes you have attended before.

In the **Start Date** section, please select the date of your first class.

THANK YOU