

2020

***KDI SCHOOL***

*of Public Policy and Management*

Guidelines  
for  
CLASS  
ASSISTANT

*Academic Affairs Division*

## *Duty\_Class*

1. Class and Teaching materials Preparation (for offline class)
2. Attendance check
3. Upload class materials ([www.ekdis.ac.kr](http://www.ekdis.ac.kr))
4. Send email notices ([www.ekdis.ac.kr](http://www.ekdis.ac.kr))
5. Class gathering
6. Notification of Class Cancellation & Make-up class
7. Submission of Student Roster and Work Confirmation

## 1. Class and teaching materials preparation

**1) Please turn on the computer and the electronic lecture desk and prepare a pointer and a microphone before class starts.**



Pointer



Wireless  
Microphone



Electronic  
Lecture Desk

## 1. Class and teaching materials preparation

### **Electronic Lecture Desk**

- Please refer to the file 'Touch Screen Manual'.
- **Use only the touch screen and monitor.**
- If you have a technical problem, please contact IT staff or the Academic Affairs

### **Pointer**

- When it doesn't work, check the batteries, and go the reception desk (2<sup>nd</sup> floor) and get a new battery
- **DO NOT BRING other class room's Pointer**

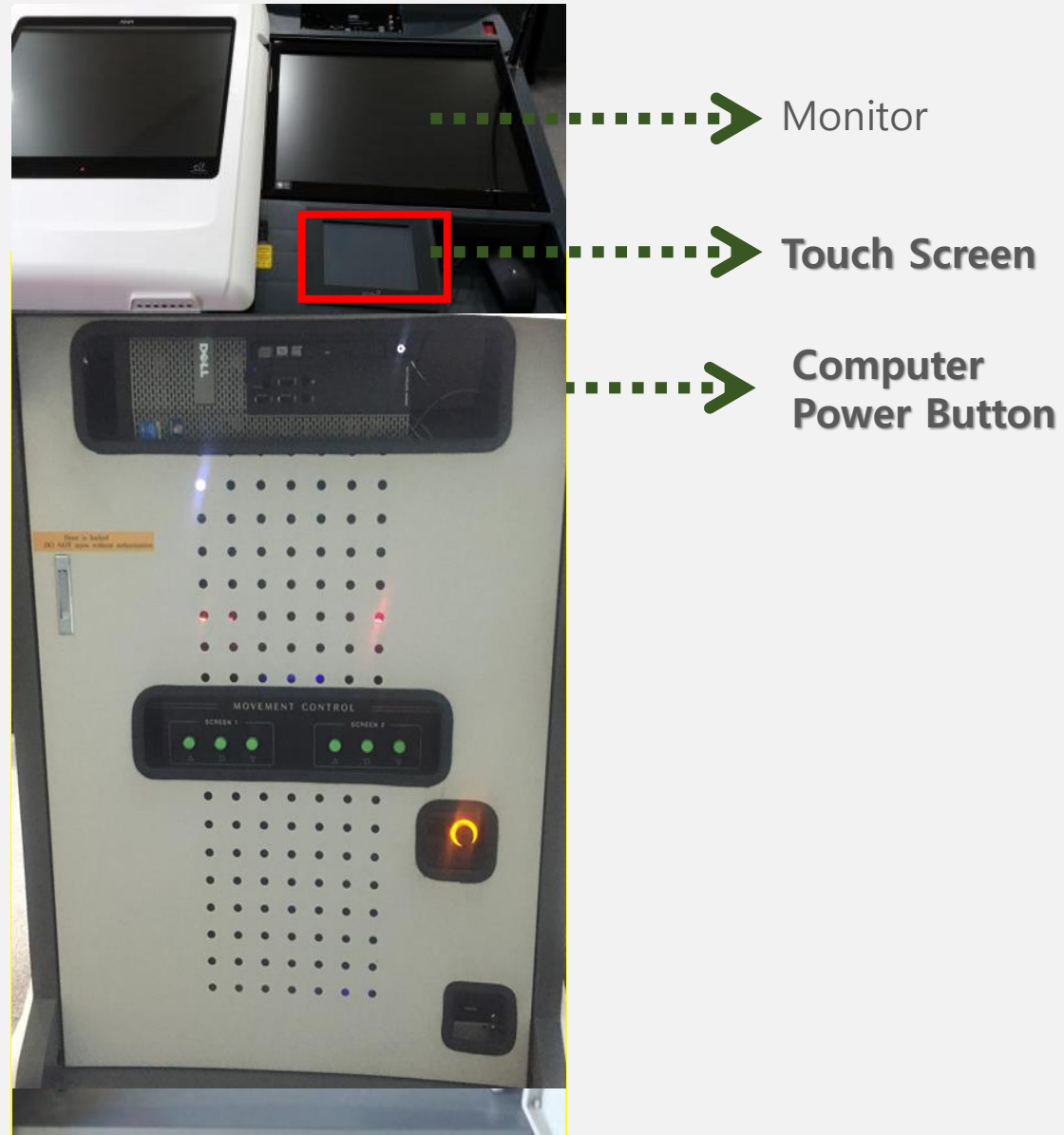
### **Wireless Microphone**

- Do not push any button except for "on/off" switch
- When it doesn't work, check the batteries, and go to the reception desk (2<sup>nd</sup> floor) and get a new battery
- **DO NOT BRING other class room's Microphone**

### **Reception Desk(2<sup>nd</sup> floor)**

- Pointer battery, Board marker, **HDMI cable for lab-top etc.**
- You have to Sign on the sheet borrow materials.

# Electronic Lecture Desk



① Print out the student roster at [mis.kdischool.ac.kr](http://mis.kdischool.ac.kr)

**View Student Roster**

Academic > Course > Report > View Student Roster

Year: 2015 Term: Spring Course: Academic Writing Section: 1

Roster Roster(Empty) Profile

Student Roster

Course Code: MEA141 Professor: Lisa Lim Course Title: Academic Writing Section: 1 Total Students: 16 Room Number: S306

No.	ID	Name	Program	Week	Week												Report	Mid Exam	Fin Exa
					1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th			
1	2015201	ABO, SeonHee, SeonHee	MPP	[Profile]	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	2015202	ABO, SeonHee, SeonHee			-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2	2015203	ABO, SeonHee, SeonHee	MDP	[Profile]	-	-	-	-	-	-	-	-	-	-	-	-	-		
	2015204	ABO, SeonHee, SeonHee			-	-	-	-	-	-	-	-	-	-	-	-	-		
3	2015205	ABO, SeonHee, SeonHee	MPP	[Profile]	-	-	-	-	-	-	-	-	-	-	-	-	-		
	2015206	ABO, SeonHee, SeonHee			-	-	-	-	-	-	-	-	-	-	-	-	-		
4	2015207	ABO, SeonHee, SeonHee	MDP	[Profile]	-	-	-	-	-	-	-	-	-	-	-	-	-		
	2015208	ABO, SeonHee, SeonHee			-	-	-	-	-	-	-	-	-	-	-	-	-		

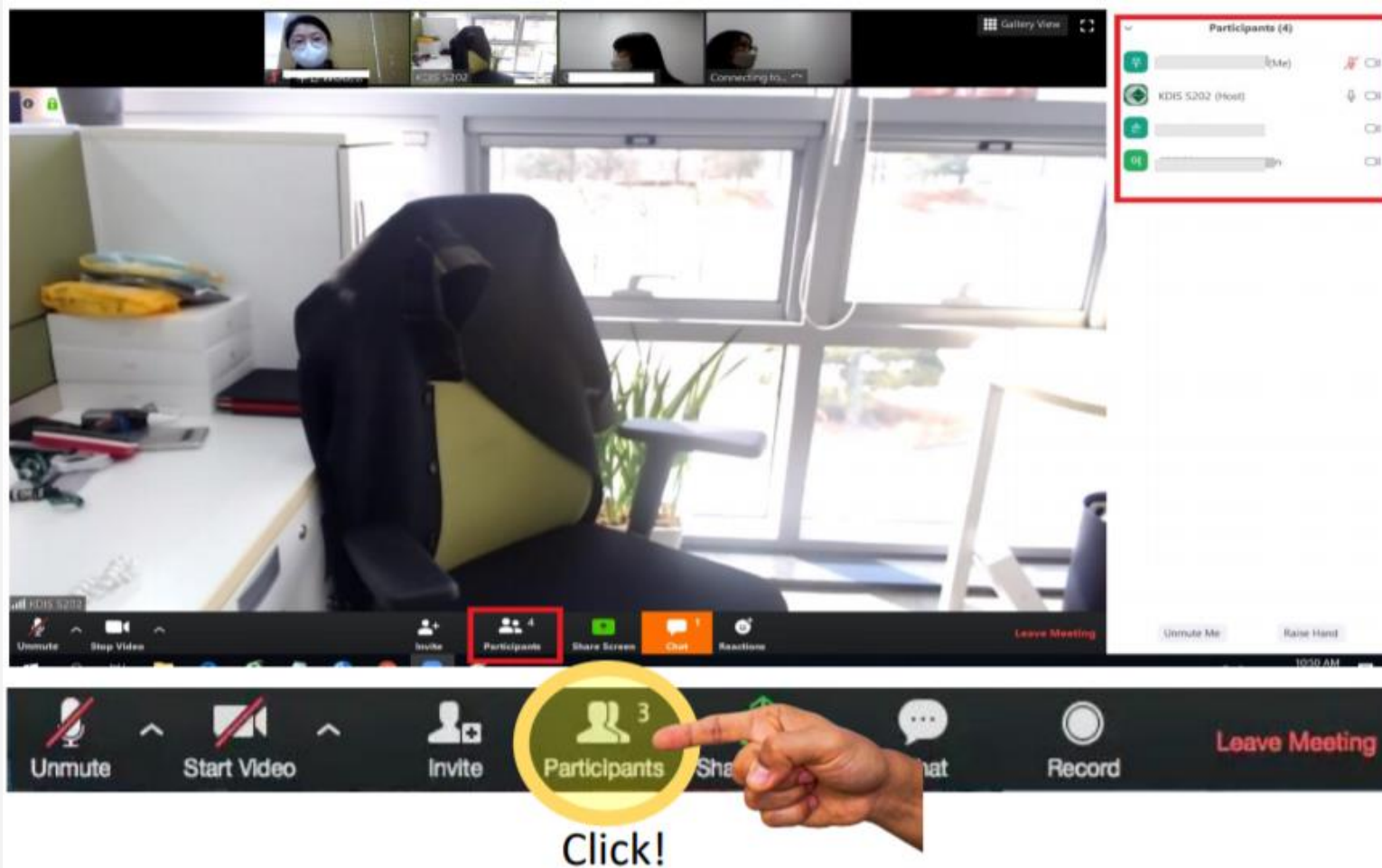
Searching for the data...

ac02\_30302080\_r

## *Duty\_Class*

### 2. Attendance check (for online streaming class)

② Check all students' attendance status according to participants who are joining the lecture every class.

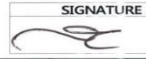









## 2. Attendance check

## ③ Mark down the status on Student roster.

**Student Roster**

Course Code : MCA002      Course Title : Analysis of Market and Public Policy  
 Professor : Tabakis, Chrysostomos      Section : 5      Room Number : S202      Total Students : 40

SIGNATURE 

No.	ID	Name	Program	Week	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Report	Mid Exam	Final Exam	Attend	Final Exam
					2/11	2/16	2/23	3/4	3/11	3/18	3/25	4/1	4/8	4/15	4/22						
22	201711000	Republic of Korea		MDP	-	-	-	-	-	-	Cancel	⊗	-	-	⊗						
23		Republic of Korea		MDP	-	-	-	-	-	-	Cancel	-	-	-	-						
24		Republic of Korea		MDP	-	-	-	-	X	-	Cancel	-	-	-	-						
25		Republic of Korea		MDP	-	-	-	-	-	-	Cancel	-	-	-	X						
26		Republic of Korea		MDP	-	-	-	-	-	-	Cancel	-	-	-	-						
27		Republic of Korea		MPP	-	-	-	X	-	-	Cancel	-	X	-	X						
28		Republic of Korea		MPP	-	-	-	-	-	-	Cancel	-	-	-	-						

\* Notice : 1. Marking Code : Presence -, Absence X, Excused Absence ⊗  
 2. Fill in the exact date, and don't include Reading and Final Exam Period in the list.  
 3. After completing the course, submit the roster to the Academic Affairs Division with the professor's signature.

4/6

2017-02-16 18:46:16

-	Attendance or no course
X	Absence
⊗	Excused Absence By academic affairs only



## Duty\_Class

## 2. Attendance check

④ Correct the **E-Attendance** status after every class.

All students' attendance are automatically marked as 'Absence' since it is not possible to use electronical attendance system(through kiosk) during live streaming. Therefore, **CA has to correct status as 'Attendance' after class.**

1) [http://mlib.kdischool.ac.kr/KDI\\_ABS/exLogin.do](http://mlib.kdischool.ac.kr/KDI_ABS/exLogin.do) (Title: Attendance Management)

2) Application **KDI CL (e-Attendance menu)**

\* MIS will be automatically updated

The screenshot displays the KDI CL (e-Attendance) web application interface. At the top, there are filters for YEAR (2018), TERM (Summer), COURSE (Macroeconomic Policy), and SECTION (1). Below these are buttons for 'Search' and 'Excel', and a 'CLASS DATE' dropdown. The main section is titled 'All Status Change' and contains a form with 'CLASS DATE' (SELECT CLASS DATE), 'TIME' (14:00~17:30), and 'STATUS' (Attendance), with a 'Change Status' button. Below this is a 'Change Attendance Status' section with fields for 'ID', 'NAME', 'CLASS DATE', and 'STATUS' (SELECT), also with a 'Change Status' button. The bottom section is titled 'e-Roster' and contains a table with columns for 'No.', 'ID', 'Photo', 'Name', 'Program', and attendance status for each day from 1st to 12th, plus an 'Attend' column.

No.	ID	Photo	Name	Program	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Attend
1				MDP	Attendance 2018-05-19	Attendance 2018-05-26	Attendance 2018-06-02	Attendance 2018-06-09	Cancel 2018-06-16	Attendance 2018-06-23	Attendance 2018-06-30	Attendance 2018-07-07	Attendance 2018-07-14	Attendance 2018-07-21	Attendance 2018-07-28	Attendance 2018-08-04	

**※ Absence Limit**

**※ Maximum Absence Limit is 1/6 of all classes.**  
**Required for all students in a given semester**

Class	Allowable Limit
24 times class	1/6 Absence(=4 times)
12 times class	1/6 Absence(=2 times)

**· CA's duty**

1. Inform a student who is absent about his/her absence status after every class.
  2. When you find a student who is absent more than maximum absence limit,  
Inform professor & Academic Affairs immediately
- If a student does not attend class **more than maximum absence limit**,  
he/she will get **F** grade.

### ※ Excused absence

The Criteria of Approval for Excused absence is very strict.  
Only unavoidable reasons

- For CA

1. If there is a student who want to get excused absence, tell the student to contact/visit the Academic Affairs.

- For students

1. Students who need to get excused absence must visit the Academic Affairs
2. Need to fill in special form and get professor's signature.
3. Submit to Academic Affairs (before or after absence)
4. The excused absence mark will be shown at the end of semester.

## 3. Upload class materials (www.ekdis.ac.kr)

The screenshot displays the 'Duty Online' interface for a course titled 'Analysis of Market and Public Policy (Sec. 1)'. The user profile at the top is Baek, Ji Sun, Prof., with a 'Messages' button and an 'Assistant' dropdown. A red box highlights a 'Turn editing on' button in the top right corner of the course header area.

The left sidebar contains a navigation menu with the following sections:

- Course Home
- Course Info
  - Participants list
- Grade/Attendance
  - Learning history
  - Progress status
  - Grades
- Student Notification
- Others
- Activities/Resources
- Administration
  - Course administration
    - Turn editing on
    - Edit settings
  - Users
  - Filters
  - Reports
  - Grades
  - Backup
  - Restore

The main content area shows the 'Course Summary' section with three icons: 'Class Annou...' (purple), 'Class Q&A' (pink), and 'Syllabus' (red, 27.6KB). Below this is the 'Current week' section, which includes a '1Week [6 February - 12 February]' entry and a 'Lecture Note Week 1' (997.1KB). At the bottom, there is a 'Contents' section with a dropdown menu set to 'All'.

## 4. Send email notice (www.ekdis.ac.kr)

The screenshot displays the 'Send Emails' interface within the 'Analysis of Market and Public Policy (Sec. 1)' course. The left sidebar contains a navigation menu with the following items:

- Course Home
- Course Info
  - Participants list
- Grade/Attendance
  - Learning history
  - Progress status
  - Grades
- Student Notification** (highlighted with a red box)
  - Send messages
  - Send Emails** (highlighted with a red box)
- Others
- Activities/Resources
- Administration
  - Course administration
    - Turn editing off
    - Edit settings
    - Users
    - Filters
    - Reports

The main content area is titled 'Send Emails' and includes a breadcrumb trail: 'Analysis of Market and Public Policy > Send Emails'. Below the title, there are two tabs: 'Send Emails' (active) and 'E-Mail sent History'. A 'Sort by' dropdown menu is set to 'ID number'. The recipient list is displayed in two columns, each with a 'Recipient' header. Each entry consists of a checkbox, a profile picture, and a name. The first column has 8 entries, and the second column has 8 entries. The names are partially visible, showing letters like L, K, S, R, J, and S.



## 5. Notification of Class Cancellation & Make-up Class

If you have Class cancellation or Make-up class information, please notify the Academic Affairs of it **in advance**.

- Attendance Management
- Classroom Reservation

### ※ **Evening Classes !!!**

Please notify Ms. Yeonji Kim (Academic Affairs) & Ms. Yoon, Haein (Registrar's Office, S241) **in advance**.

## Duty\_Others

### 6. Class gathering

★ Due to Covid-19 outbreak, class gathering may have to be cancelled.

Frequency	Once a semester
Budget	12,000won per person

- You **MUST** Inform about class gathering information to **faculty support room (3<sup>rd</sup>/4<sup>th</sup> Floor) at least 3 days ahead.**
- Submit brief report about the gathering to faculty support room
- Organize the class gathering in the beginning of the semester
- Order foods & reserve restaurants by yourself


**The corporate credit card provided by the school should not be used for any form of transportation**

## Duty\_Others

## 7. Submission of Student Roster and Work Confirmation

\* There will be a notice for submission.

Student Roster																						
Course Code: <b>HE001</b>			Course Title: <b>Introduction to History</b>			Total Students: <b>35</b>			Room Number: <b>1003</b>			<div style="border: 1px solid black; display: inline-block; padding: 5px;"> <b>Signature</b>  </div>										
Professor: <b>John Smith</b>			Section: <b></b>																			
No.	ID	Name	Program	Week	1st												Report	Mid Exam	Final Exam	Attendance	Final Exam	
					1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th						
1	202112041	John Doe		MCP	-	-	-	-	-	-	-	-	-	-	-	-						
	Doe, John	-		-	-	-	-	-	-	-	-	-	-	-	-							
2	202112019	Korae, Sarah		MFP	-	-	-	-	-	-	-	-	-	-	-	-						
	Korae, Sarah	-		-	-	-	-	-	-	-	-	-	-	-	-							
3	202112095	Lakshmi, Aravind		MPL	-	-	-	-	-	-	-	-	-	-	-	-						
	Lakshmi, Aravind	-		-	-	-	-	-	-	-	-	-	-	-	-							
4	202112019	Korae, Sarah		MFP	-	-	-	-	-	-	-	-	-	-	-	-						
	Korae, Sarah	-		-	-	-	-	-	-	-	-	-	-	-	-							
5	202112020	Korae, Sarah		MCP	-	-	-	-	-	-	-	-	-	-	-	-						
	Korae, Sarah	-		-	-	-	-	-	-	-	-	-	-	-	-							
6	202112015	Korae, Sarah		MFP	-	-	-	-	-	-	-	-	-	-	-	-						
	Korae, Sarah	-		-	-	-	-	-	-	-	-	-	-	-	-							
7	202112024	Korae, Sarah		MFP	-	-	-	-	-	-	-	-	-	-	-	-						

Year	2019	Term	Pre-Spring
Course Title	Accounting	Section No.	
Professor			
Student Name		ID Number	
Name of Bank		Bank Account No.	
Evaluation	<input checked="" type="checkbox"/> Superb <input type="checkbox"/> Good <input type="checkbox"/> Inadequate		
Remarks	<p>Sachee has been a helpful and well-organized CA.</p> <p>She has contributed to the smooth-running of this class.</p>		
Professor's Signature	 23/01/2019		

The CA's work evaluation will be reflected for any future CA assignments.



## How to submit the Student Roster

- ① Check whether students need to get Excused Absence before printing out/downloading the roster
- ② Finish managing all students' information [through E-Attendance](#).
- ③ Print out/download the final version of student roster [through MIS](#).

(All information modified in the E-Attendance will synchronize with MIS.)

- ④ Get your professor's signature on every single page
- ⑤ Submit the student roster with signature of professor to the Academic Affairs/by email.

(Email address: [yeonji@kdischool.ac.kr](mailto:yeonji@kdischool.ac.kr))

\* You cannot make any changes after receiving the professor's signature.

\* If there is any change in the roster after submission, you need to submit the revised one again.

## Duty\_Others

# How to submit the Student Roster

### Student Roster

Course Code: 00000

Professor: Lee, Yoo

Course Title: Academic Writing

Section: 2

Total Students: 15

Room Number: 000

SIGNATURE

*Signature*

Hrs.	ID	Name	Program	Week	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Report	Mid Exam	Final Exam	Attend	Final Exam
1	201512064	[Name]	[Icon]	MCP	o	o	o	o	o	o	o	o	o	o	o	o					
	o				o	o	o	o	o	o	o	o	o	o	o	o					
2	201513049	[Name]	[Icon]	MPP	o	o	o	o	o	o	o	o	o	o	o	o					
	o				o	o	o	o	o	o	o	o	o	o	o	o					
3	201512095	[Name]	[Icon]	MFM	o	o	o	o	o	o	o	o	o	o	o	o					
	o				o	o	o	o	o	o	o	o	o	o	o	o					
4	201513019	[Name]	[Icon]	MPP	o	o	o	o	o	o	o	o	o	o	o	o					
	o				o	o	o	o	o	o	o	o	o	o	o	o					
5	201513030	[Name]	[Icon]	MCP	o	o	o	o	o	o	o	o	o	o	o	o					
	o				o	o	o	o	o	o	o	o	o	o	o	o					
6	201513015	[Name]	[Icon]	MPP	o	o	o	o	o	o	o	o	o	o	o	o					
	o				o	o	o	o	o	o	o	o	o	o	o	o					
7	201403006	[Name]	[Icon]	MPP	o	o	o	o	o	o	o	o	o	o	o	o					
	o				o	o	o	o	o	o	o	o	o	o	o	o					

← NO

Hand written

roster

BAD

EXAMPLE

\* Rules: 1. Marking Code: Presence (o), Absence (x), Excused Absence (X)  
 2. Fill in the exact date, and don't include Reading and Final Exam Period in the list.  
 3. After completing the course, submit the roster to the Academic Affairs Division with the professor's signature.

## Student Roster

Course Code : 20151204

Professor : Lee, Hyeon








Course Title : Business Writing

Section : 2

Total Students : 25

Room Number : 303

SIGNATURE  
*Signature*

No.	ID	Name	Program	Week												Report	Mid Exam	Final Exam	Attend	Final Exam
				1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th					
1.	20151204	20151204		MCP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Iraq				-	-	-	-	X	-	-	-	-	-	-	-	-	-		
2.	201512019	201512019		MPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Korea, South				-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3.	201512095	201512095		MPM	X	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Sri Lanka				X	-	-	-	-	-	-	-	-	-	-	-	-	-		
4.	201512019	201512019		MPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Korea, South				-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5.	201512010	201512010		MCP	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Korea, South				-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6.	201512015	201512015		MPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Korea, South				-	-	-	-	-	-	-	-	-	-	-	-	-	-		
7.	201512026	201512026		MPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Korea, South				-	-	-	-	-	-	-	-	-	-	-	-	-	-		

\* Notice : 1. Marking Code : Presence (+), Absence (-), Excused Absence (0)  
 2. Fill in the exact date, and don't include Reading and Final Exam Period in the list.  
 3. After completing the course, submit the roster to the Academic Affairs Division with the professor's signature.

# How to submit the Work Confirmation

CA's Work Confirmation

Year	2019	Term	Spring
Period	February 11 <sup>st</sup> ~ March 23 <sup>rd</sup> (1 <sup>st</sup> 6 weeks)		
Course Title		Section No.	
Professor			
Student Name		ID Number	
Name of Bank		Bank Account No.	
CA's duties Description	- Preparation of Class & Teaching Materials - Attendance Management - Communication between professor and students - Other things upon professor's request (upload class materials, send email notices, etc )		
Fulfillment of CA's duties	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Evaluation	<input type="checkbox"/> Superb <input type="checkbox"/> Good <input type="checkbox"/> Inadequate		
Remarks			
Professor's Signature			

The CA's work evaluation will be reflected in the next CA assignment of the relevant person.

- ① Fill out **Blue Square** part by yourself.
- ② Ask your professor to fill out the Evaluation, Remarks, and Signature field
- ③ Ask your professor to submit it to Faculty Support room or to the Academic Affairs.

\* Depending on the situation, you can submit it to the Academic Affairs/by email.  
 (Email address: yeonji@kdischool.ac.kr)

2020

# ***KDI SCHOOL***

*of Public Policy and Management*

Thank  
you

*Academic Affairs Division*