

LMS Manual for IHO E-Learning Center

- Trainee -

Draft Version



December, 2022.

IHO e-Learning Center

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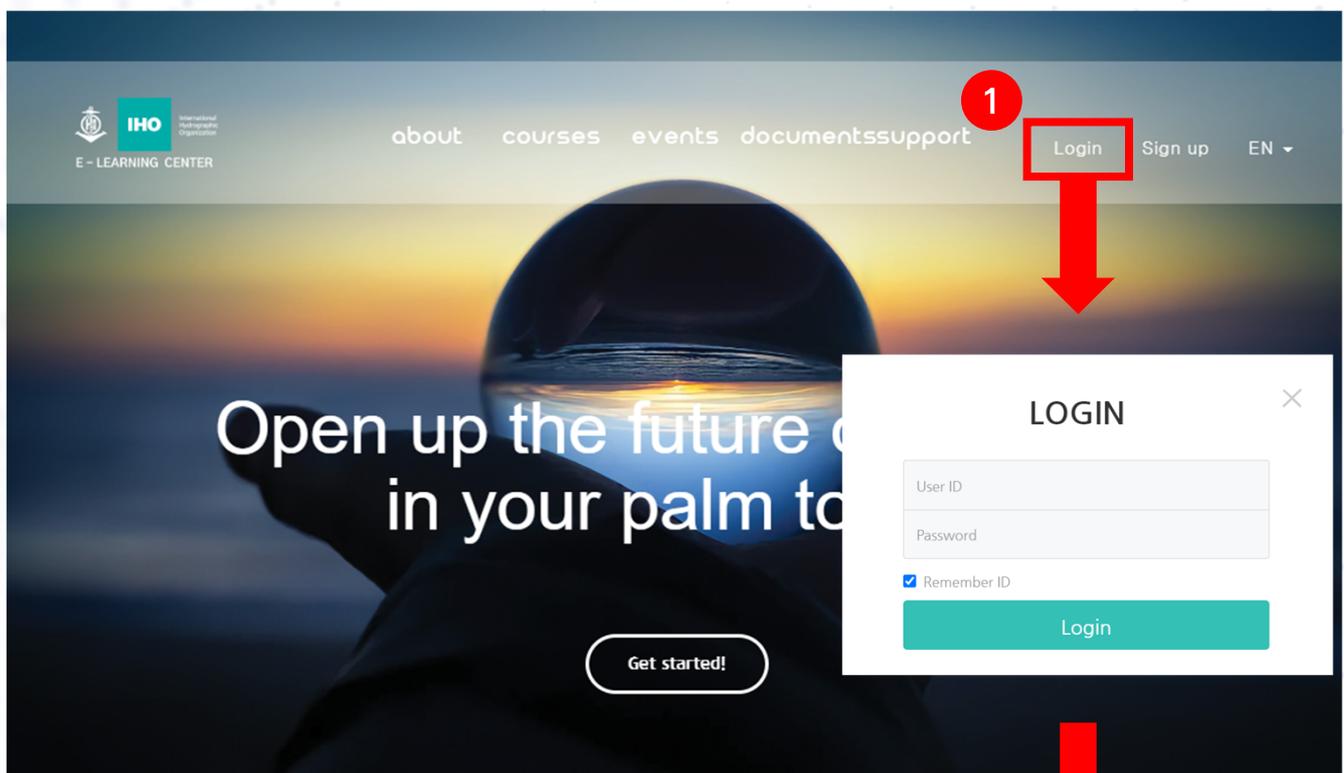
1. Access and login

1) Access

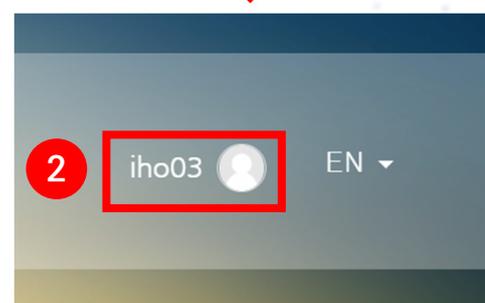
The website address of the IHO e-learning center is <https://elearning.iho.int>, and you can enter the above address in the Internet search box to access it.

2) Login

Access the homepage, click 'Login' (1) at the top right, enter your ID and password, and then click Login button for login. If the login is completed, you can check your account (2).



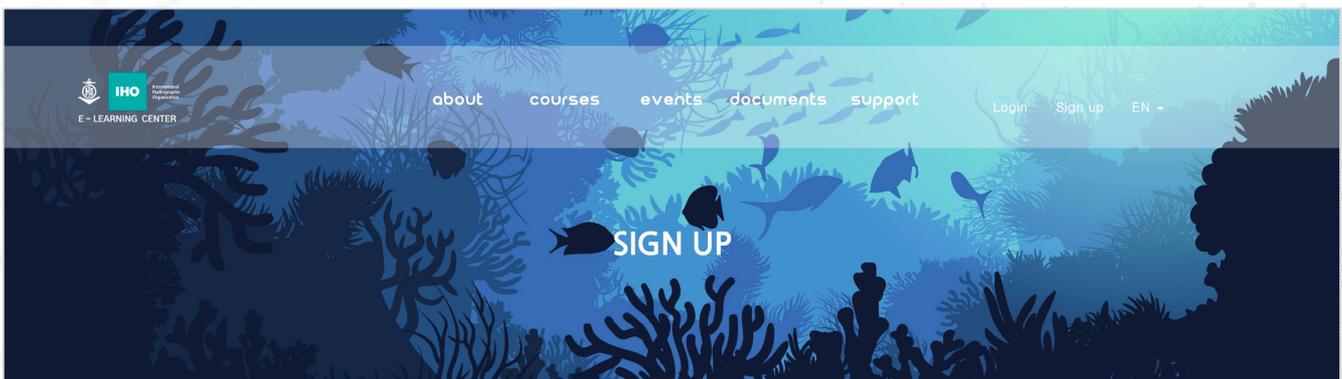
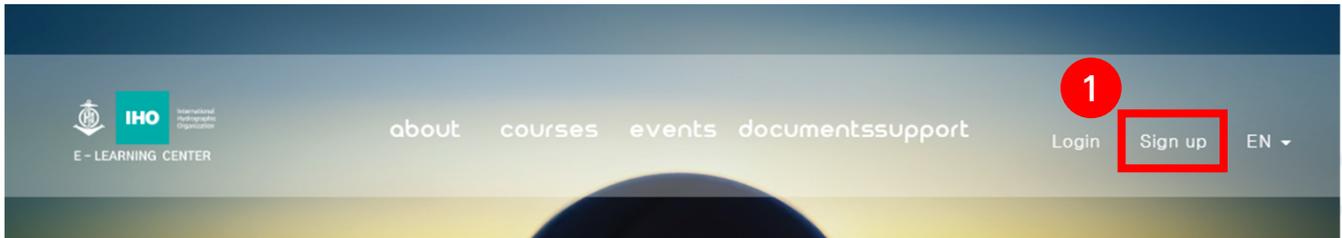
[Picture 1] Login screen



[Picture 2] Account check

2. Sign up

Click 'Sign up' (1) at the top right of the screen, check the Terms of use and Privacy policy, and then check (2). 'I agree to the collection and use of personal information'. Finally, click 'Sign up' (3) button.



Terms of use

All products, resources and services from this website("Services") are provided by IHO. Services from this website cannot be used for advertising, marketing or in ways which are inconsistent with IHO's mission. These Services cannot be altered, sold, redistributed or used to crete derivative works.

COPYRIGHT

All Services are the property of the KOREA HYDROGRAPHIC AND OCEANOGRAPHIC AGENCY under the auspices of IHO and facilitators, who had all rights in connection with their usage.

PERMISSION

Prior written permission is required to reproduce our Services. Such permissions are granted on a one-time non-exclusive basis and may be renewed.

SECURITY

2

 I have read the terms of use and agree to the terms.

Privacy policy

IHO is committed to protecting individual privacy and securing the personal information made available to users when you visit the IHO e-learning Center. This privacy policy describes what information is made available to IHO when you visit the IHO e-learning Center, and how IHO use and store the information. If you have questions about this policy or suggestions for its improvement, please let us know. You can contact us at infkhoa@korea.kr We will revise or update this policy if our practices change, or as we develop better ways to keep you informed about them. You should refer back to this page often for the latest information and the effective date of any changes. If we decide to change this policy, we will post a new policy on our site and change the date at the bottom. Changes to the policy shall not apply retroactively.

WHAT INFORMATION THIS PRIVACY POLICY COVERS

This Privacy Policy covers information we collect from you through the IHO e-learning Center. Some of our Site's functionality can be used without revealing any personal information, though for features or services related to the Online Courses, personal information is required. If you do not use these specific features or services on the IHO e-learning Center, then the only information we collect will be "Non-Personal Information" (i.e., information that cannot be used to identify you). Non-Personal Information includes information such as the web pages that you have viewed. In order to access certain features and

2

 I agree to the collection and use of personal information.

3

Sign Up

Cancel

2. Sign up

Enter the ID, password and personal information you want to use, and then click 'create my new account' (1) button.

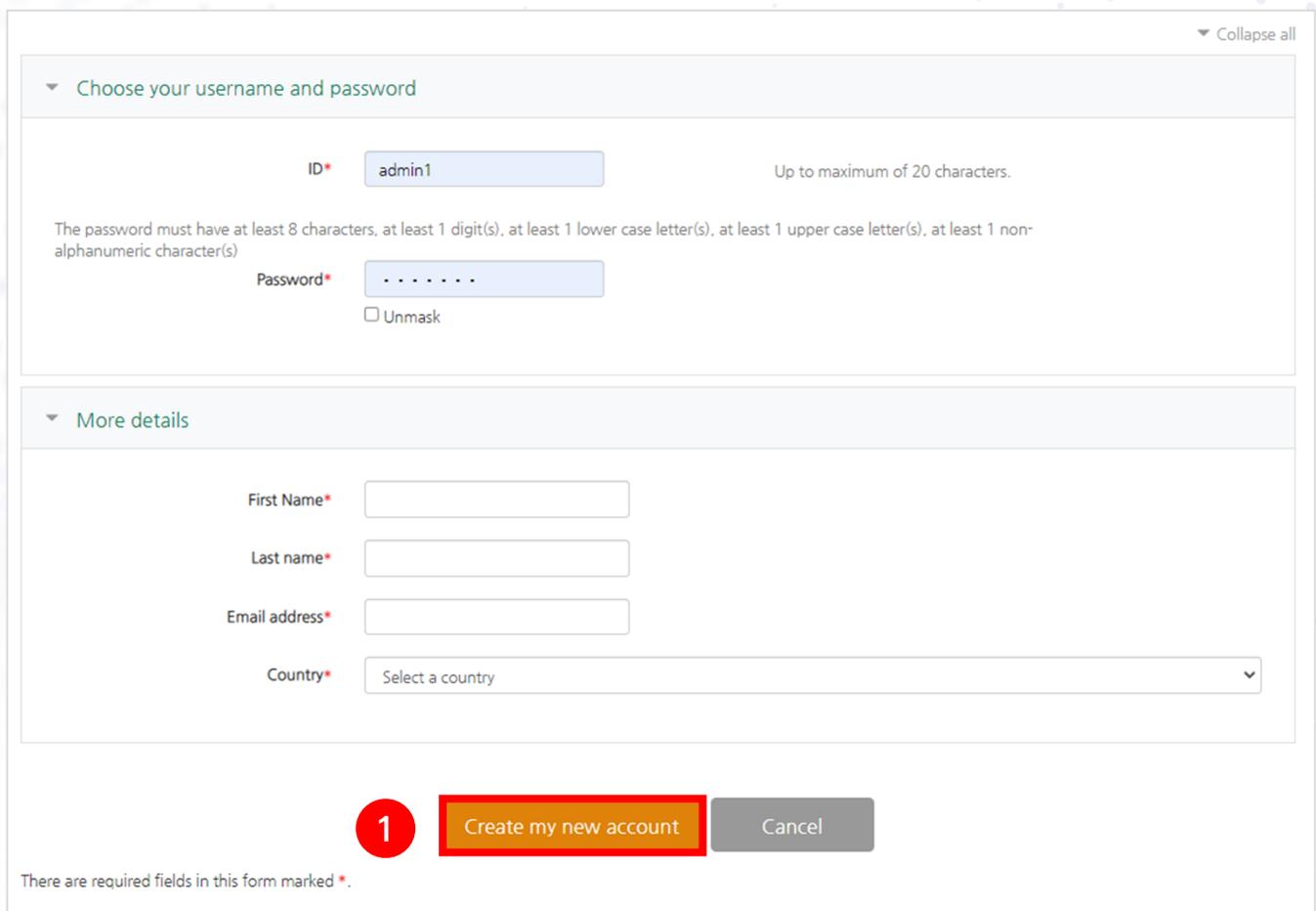
ex) ID : Hong gil-dong (less than 20 characters)

First name : gil dong

Last name : Hong

Email address : honggildong@google.com

Country : Republic of Korea



The screenshot shows a web form for account creation. It is divided into two main sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section contains an 'ID*' field with the value 'admin1' and a note 'Up to maximum of 20 characters.' Below it is a 'Password*' field with masked characters and an 'Unmask' checkbox. The 'More details' section contains fields for 'First Name*', 'Last name*', 'Email address*', and 'Country*' (a dropdown menu). At the bottom, there is a red circle with the number '1' next to a 'Create my new account' button, which is highlighted with a red border. A 'Cancel' button is also present. A note at the bottom left states 'There are required fields in this form marked *.'

▼ Collapse all

▼ Choose your username and password

ID* admin1 Up to maximum of 20 characters.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password*

Unmask

▼ More details

First Name*

Last name*

Email address*

Country* Select a country ▼

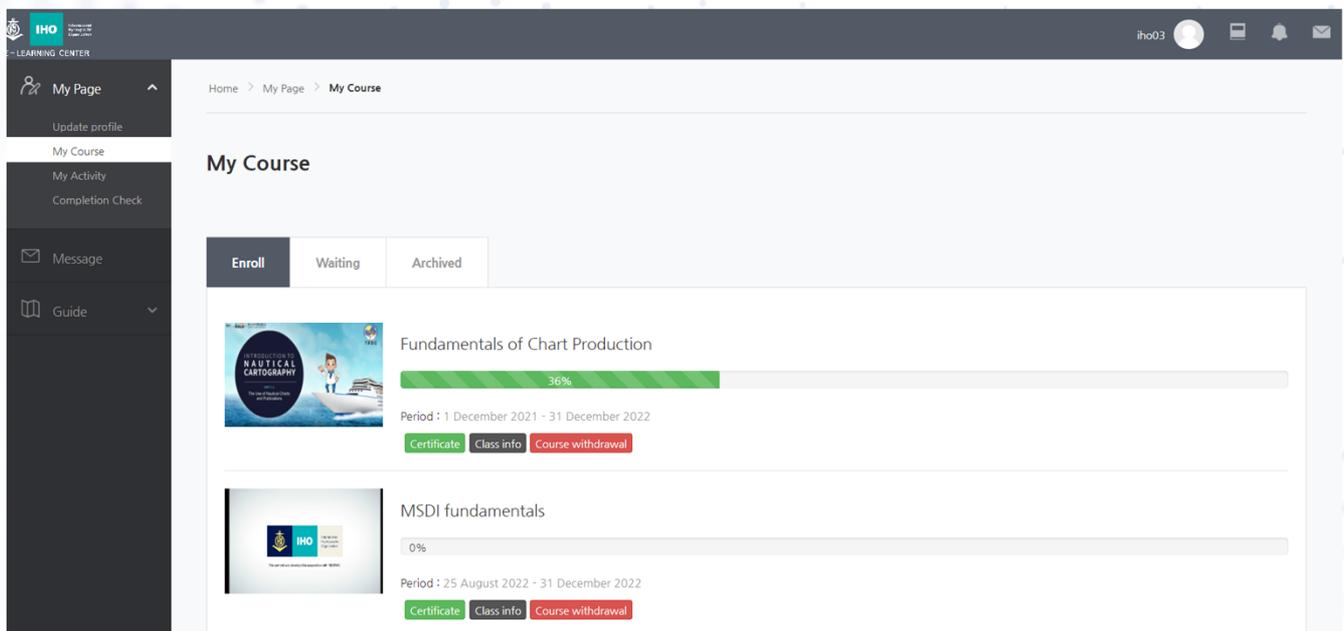
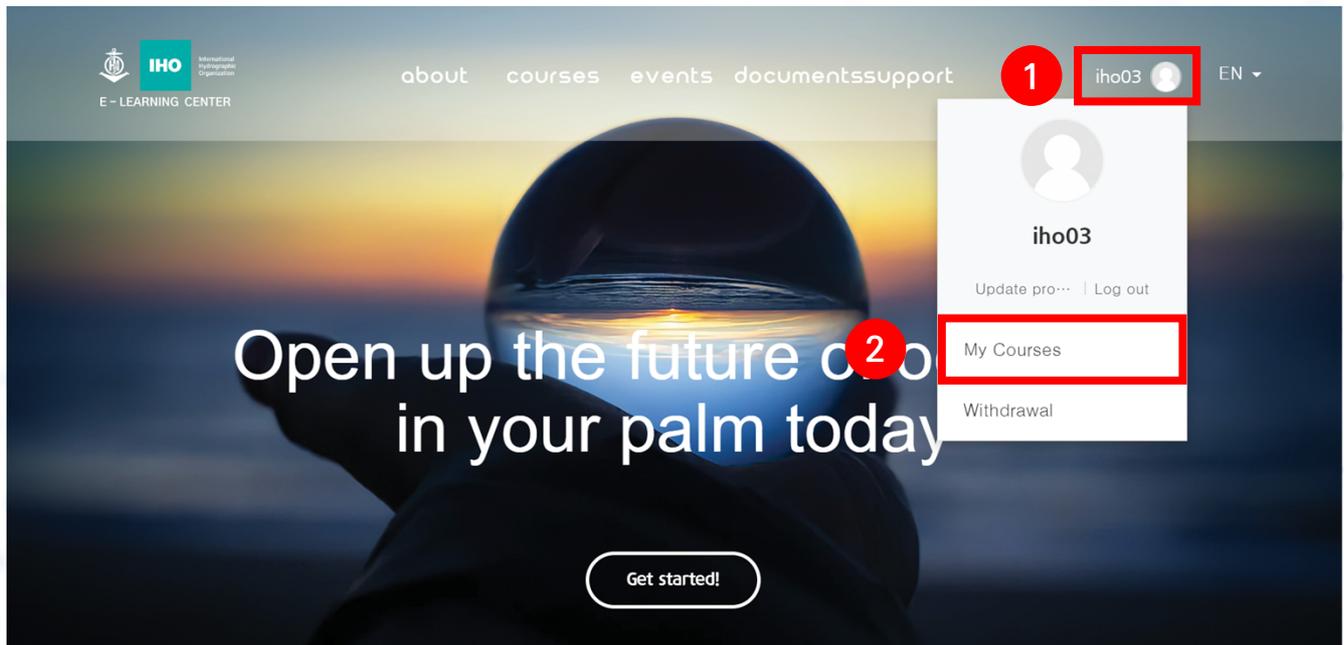
1 Create my new account Cancel

There are required fields in this form marked *.

[Picture 3] Account creation

3. My Courses

If you click (1) Account icon after login, and then click 'my courses' button, (2) you are connected to My Page, and My Courses page, where you can check the list of all registered courses displayed.

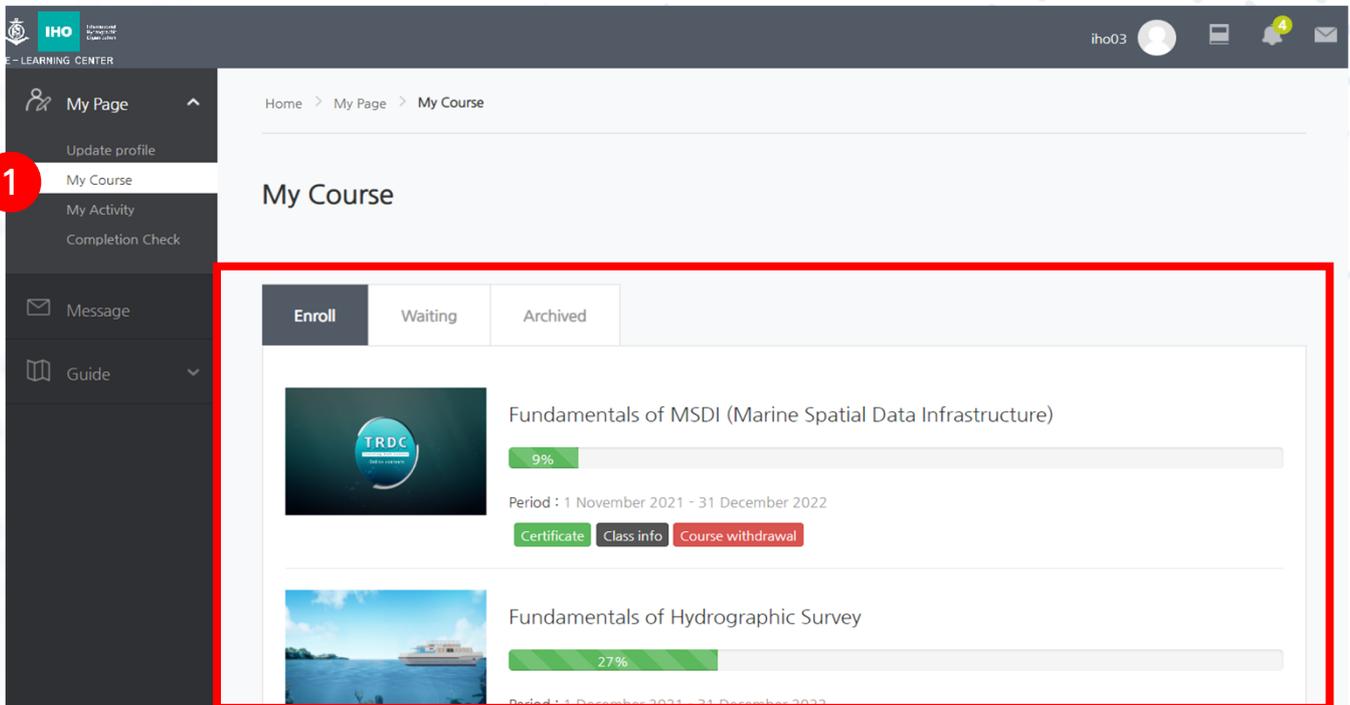


[Picture 4] My Page

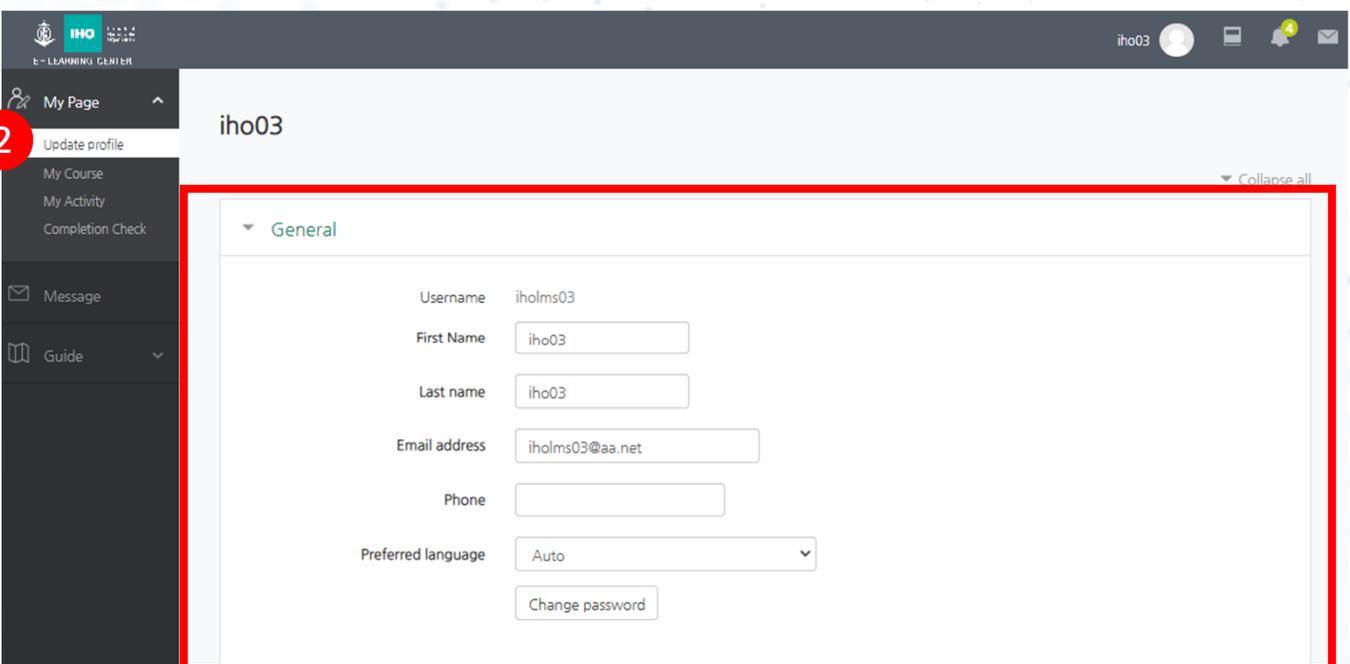
4. My Page

My Page consists of a total of 4 basic menus, and the functions of each menu are as follows.

- **My Course:** Check the list of all courses you are taking. (1)
- **Update profile :** Menu where you can change the personal information registered when you sign up. (2)
- **My Activity :** Check the records of learning activities (post, learning hour, etc.) for each course you take. (3)
- **Completion Check :** Check the learning period for each course you take and download the certificate of completion (PDF). (4)



The screenshot displays the 'My Course' page. The sidebar on the left contains a 'My Page' menu with four items: 'Update profile', 'My Course', 'My Activity', and 'Completion Check'. The 'My Course' item is highlighted with a red circle and the number 1. The main content area shows a list of courses under the 'Enroll' tab. The first course is 'Fundamentals of MSDI (Marine Spatial Data Infrastructure)' with a 9% progress bar and a period from 1 November 2021 to 31 December 2022. The second course is 'Fundamentals of Hydrographic Survey' with a 27% progress bar and a period from 14 December 2021 to 31 December 2022.

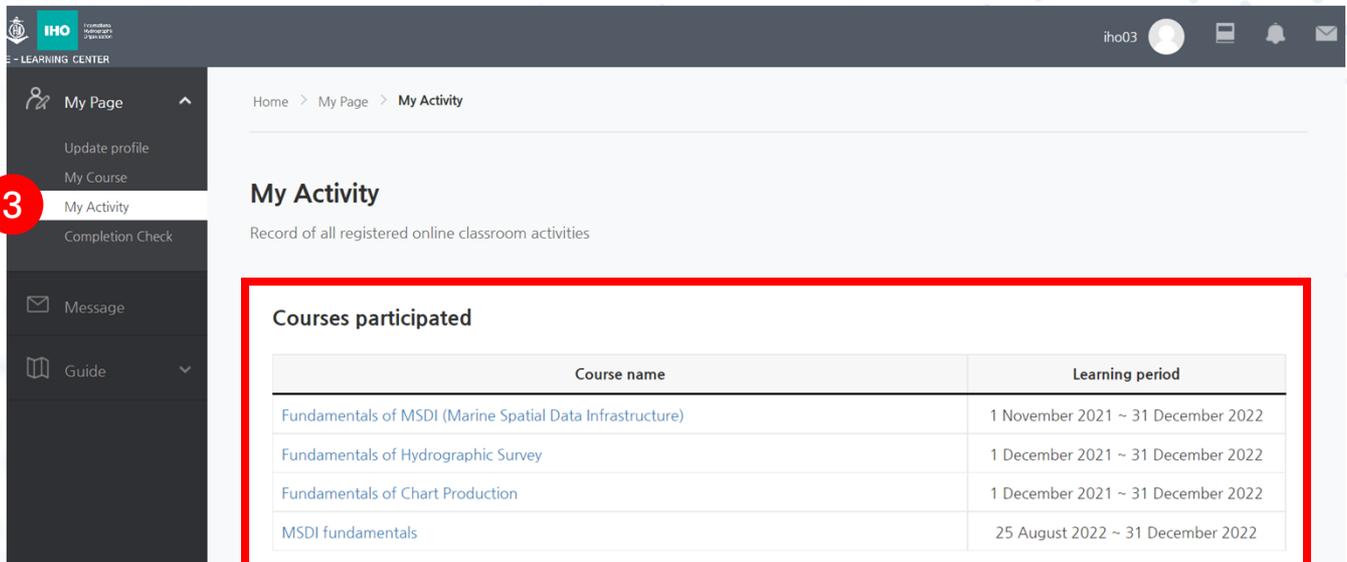


The screenshot displays the 'Update profile' page. The sidebar on the left contains a 'My Page' menu with four items: 'Update profile', 'My Course', 'My Activity', and 'Completion Check'. The 'Update profile' item is highlighted with a red circle and the number 2. The main content area shows a form for updating user information under the 'General' tab. The form includes fields for Username (iholms03), First Name (iho03), Last name (iho03), Email address (iholms03@aa.net), Phone, and Preferred language (Auto). There is also a 'Change password' button.

4. My Page

My Page consists of a total of 4 basic menus, and the functions of each menu are as follows.

- **My Course**: Check the list of all courses you are taking. (1)
- **Update profile** : Menu where you can change the personal information registered when you sign up. (2)
- **My Activity** : Check the records of learning activities (post, learning hour, etc.) for each course you take. (3)
- **Completion Check** : Check the learning period for each course you take and download the certificate of completion (PDF). (4)

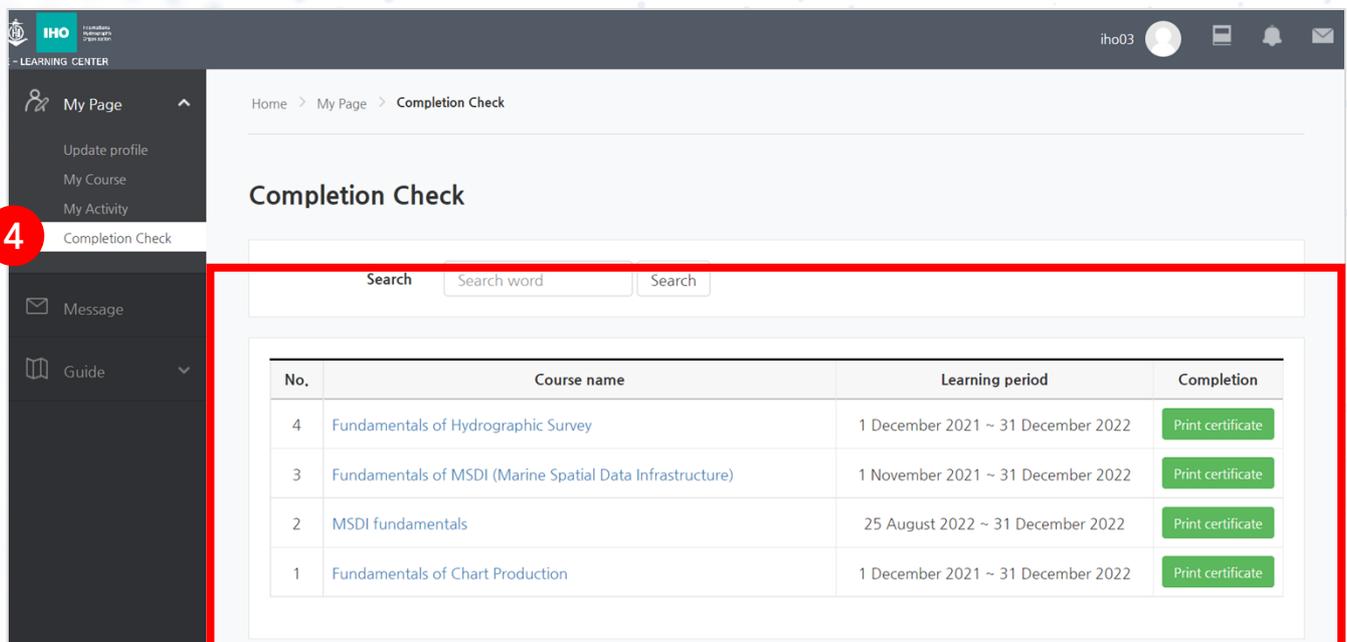


Home > My Page > My Activity

My Activity

Record of all registered online classroom activities

Course name	Learning period
Fundamentals of MSDI (Marine Spatial Data Infrastructure)	1 November 2021 ~ 31 December 2022
Fundamentals of Hydrographic Survey	1 December 2021 ~ 31 December 2022
Fundamentals of Chart Production	1 December 2021 ~ 31 December 2022
MSDI fundamentals	25 August 2022 ~ 31 December 2022



Home > My Page > Completion Check

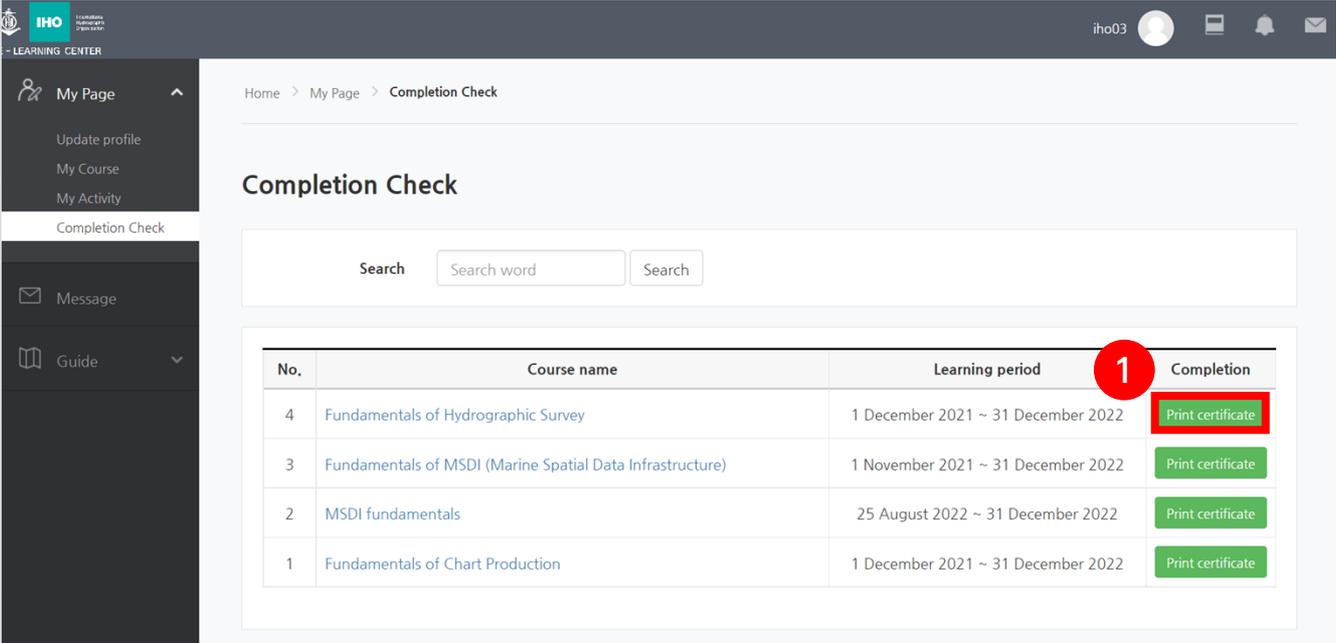
Completion Check

Search Search

No.	Course name	Learning period	Completion
4	Fundamentals of Hydrographic Survey	1 December 2021 ~ 31 December 2022	Print certificate
3	Fundamentals of MSDI (Marine Spatial Data Infrastructure)	1 November 2021 ~ 31 December 2022	Print certificate
2	MSDI fundamentals	25 August 2022 ~ 31 December 2022	Print certificate
1	Fundamentals of Chart Production	1 December 2021 ~ 31 December 2022	Print certificate

✳ How to check your certificate of completion

If you select the Completion Check menu and click 'Print certificate' (1), you can download the certificate of completion (PDF). (But you can download it only if you meet the completion criteria.)



Home > My Page > Completion Check

Completion Check

Search Search

No.	Course name	Learning period	Completion
4	Fundamentals of Hydrographic Survey	1 December 2021 ~ 31 December 2022	Print certificate
3	Fundamentals of MSDI (Marine Spatial Data Infrastructure)	1 November 2021 ~ 31 December 2022	Print certificate
2	MSDI fundamentals	25 August 2022 ~ 31 December 2022	Print certificate
1	Fundamentals of Chart Production	1 December 2021 ~ 31 December 2022	Print certificate

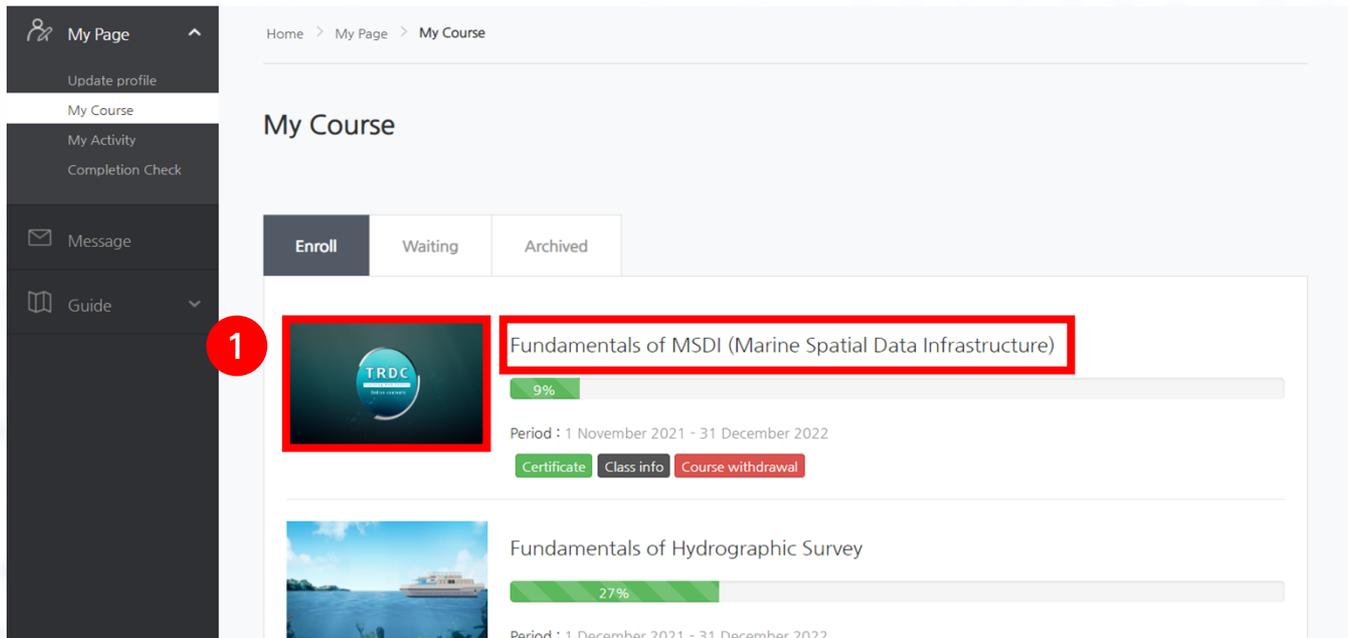


[Completion certificate for IHO e-learning center (example)]

5. Course Home

1) Go to course home

If you click the course thumbnail or course name in My Course page (1), you can go to the course home screen.



Home > My Page > My Course

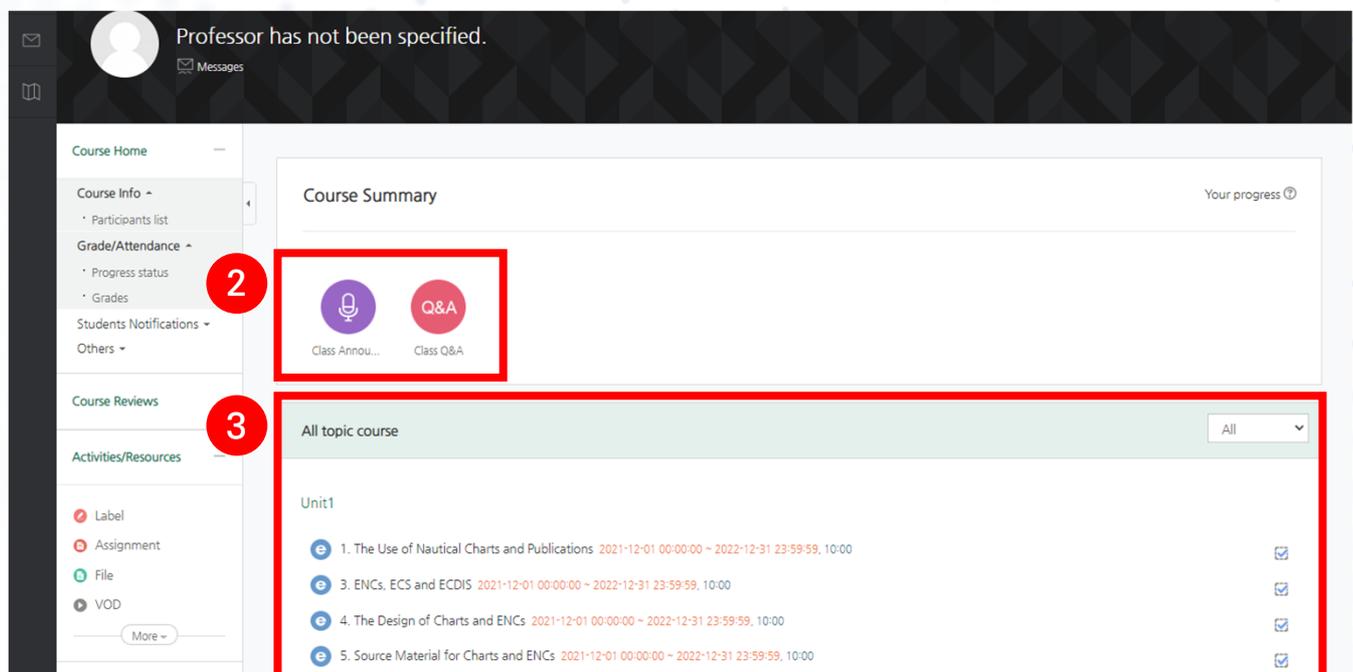
My Course

Enroll | Waiting | Archived

1  **Fundamentals of MSDI (Marine Spatial Data Infrastructure)**
9%
Period : 1 November 2021 - 31 December 2022
Certificate | Class info | Course withdrawal

 **Fundamentals of Hydrographic Survey**
27%
Period : 1 December 2021 - 31 December 2022

The first page of the home screen provides the announcement, Q&A button (2), and information (3) on all topic courses.



Professor has not been specified.
Messages

Course Home

Course Info -
Participants list

Grade/Attendance -
Progress status
Grades

Students Notifications -
Others -

Course Reviews

Activities/Resources

Label
Assignment
File
VOD
More -

Course Summary

Your progress

2  
Class Annou... | Class Q&A

3 **All topic course** All

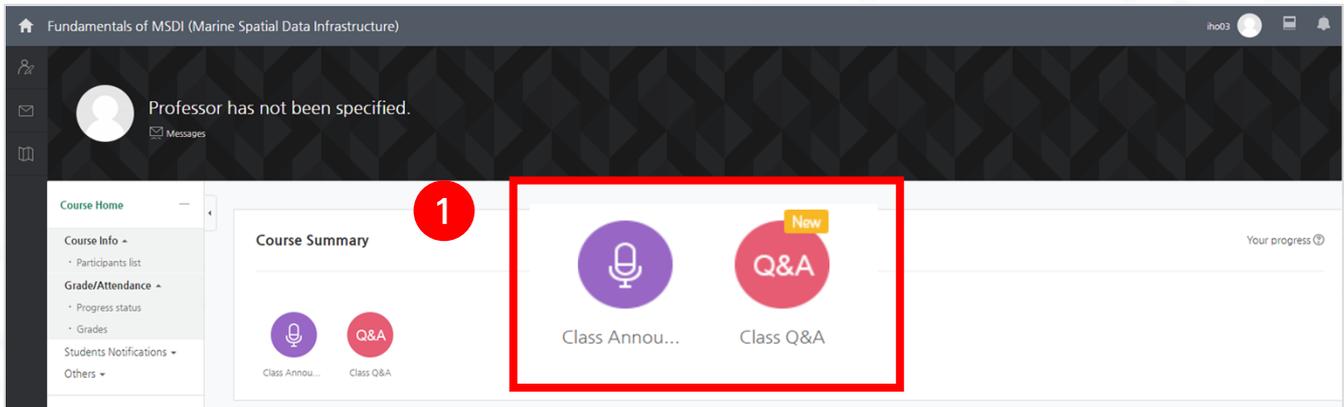
Unit1

- 1. The Use of Nautical Charts and Publications 2021-12-01 00:00:00 ~ 2022-12-31 23:59:59, 10:00
- 3. ENCs, ECS and ECDIS 2021-12-01 00:00:00 ~ 2022-12-31 23:59:59, 10:00
- 4. The Design of Charts and ENCs 2021-12-01 00:00:00 ~ 2022-12-31 23:59:59, 10:00
- 5. Source Material for Charts and ENCs 2021-12-01 00:00:00 ~ 2022-12-31 23:59:59, 10:00

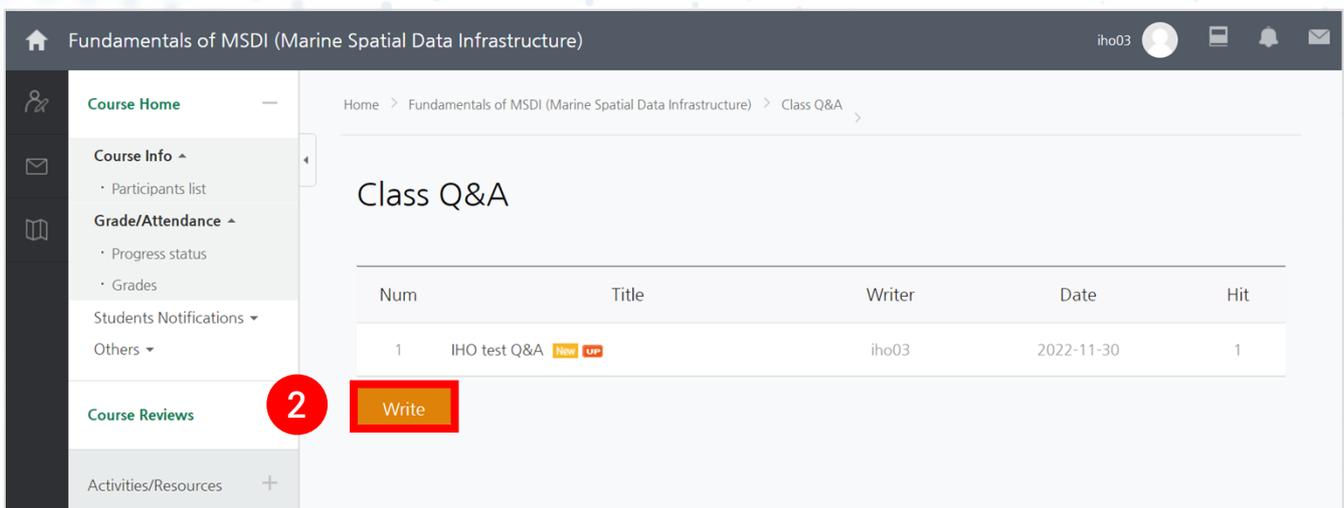
5. Course Home

2) Announcement and Q&A

The announcement is a guide to the matters, which are necessary for taking the course. If a new writing is registered, the 'NEW' (1) icon appears. So, please check the announcement.



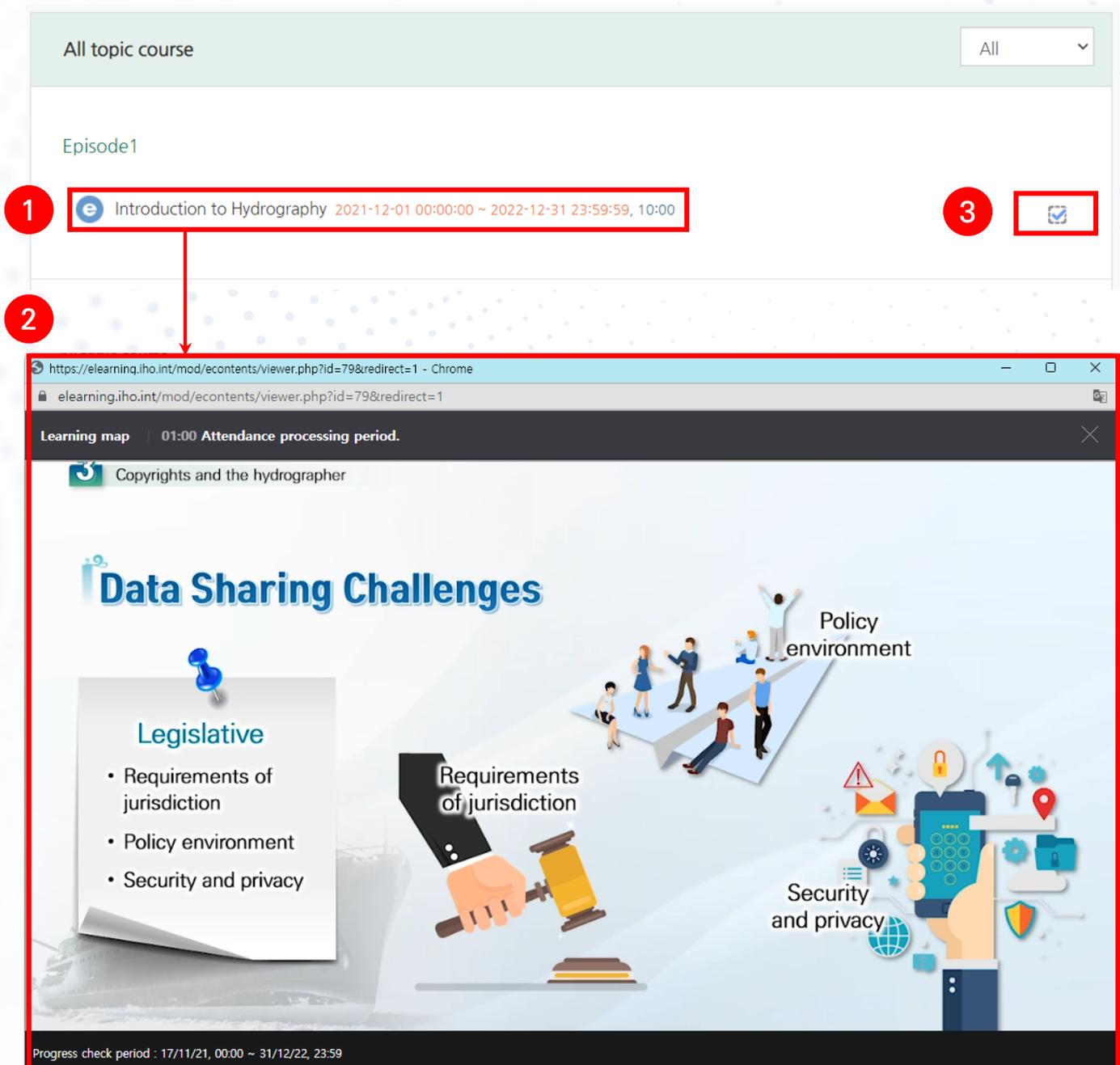
If you click the Q&A icon, you go to the Q&A board, and you can click the 'Write' button (2) to post your question.



5. Course Home

3) Watch

You can check the course opening period and the content video length along with the course title(①). If you click the title, the learning window (②) shows up and you can watch the course. If the checkbox is activated after you watch the course, you can check the attendance status (③).



The screenshot displays the IHO e-learning interface. At the top, there is a dropdown menu for "All topic course" set to "All". Below this, the "Episode1" section is visible. A red box labeled ① highlights the course title "Introduction to Hydrography" and its duration "2021-12-01 00:00:00 ~ 2022-12-31 23:59:59, 10:00". A red box labeled ③ highlights a checkbox that is checked. A red arrow labeled ② points from the course title to a video player window. The video player shows the title "Copyrights and the hydrographer" and the main content "Data Sharing Challenges". The video content includes a list of "Legislative" requirements: "Requirements of jurisdiction", "Policy environment", and "Security and privacy". The video also features illustrations of a gavel, a hand holding a smartphone, and a group of people in a meeting. At the bottom of the video player, the "Progress check period" is shown as "17/11/21, 00:00 ~ 31/12/22, 23:59".

5. Course Home

4) Quiz

If a quiz is asked, the  icon appears, and you can click the subject to attempt the quiz.

All topic course All ▾

Part 1. Introduction and definition of MSDI

-  Class 1-1. Introduction 2022-01-12 00:00:00 ~ 2022-12-31 23:59:59, 04:23
-  Class 1-2. What is MSDI Definitions (1) 2022-01-12 00:00:00 ~ 2022-12-31 23:59:59, 09:38
-  Class 1-3. What is MSDI Definitions (2) 2022-01-12 00:00:00 ~ 2022-12-31 23:59:59, 09:26
-  Class 1-4. MSDI Examples (Newzeland, SHOM) (1) 2022-01-12 00:00:00 ~ 2022-12-31 23:59:59, 04:25
-  Class 1-5. Review 2022-01-12 00:00:00 ~ 2022-12-31 23:59:59, 03:35
-  Part-1. Introduction and definition of MSDI

If you attempt a quiz for the first time, the 'Attempt quiz now' button () shows up, and if you click it, you can attempt the quiz. If you select or type an answer, it is automatically saved. So, even if you leave the page and come back, you can start again from the point at which you attempted the quiz.

Home > Fundamentals of MSDI (Marine Spatial Data Infrastructure) > Quiz?!

Quiz?!

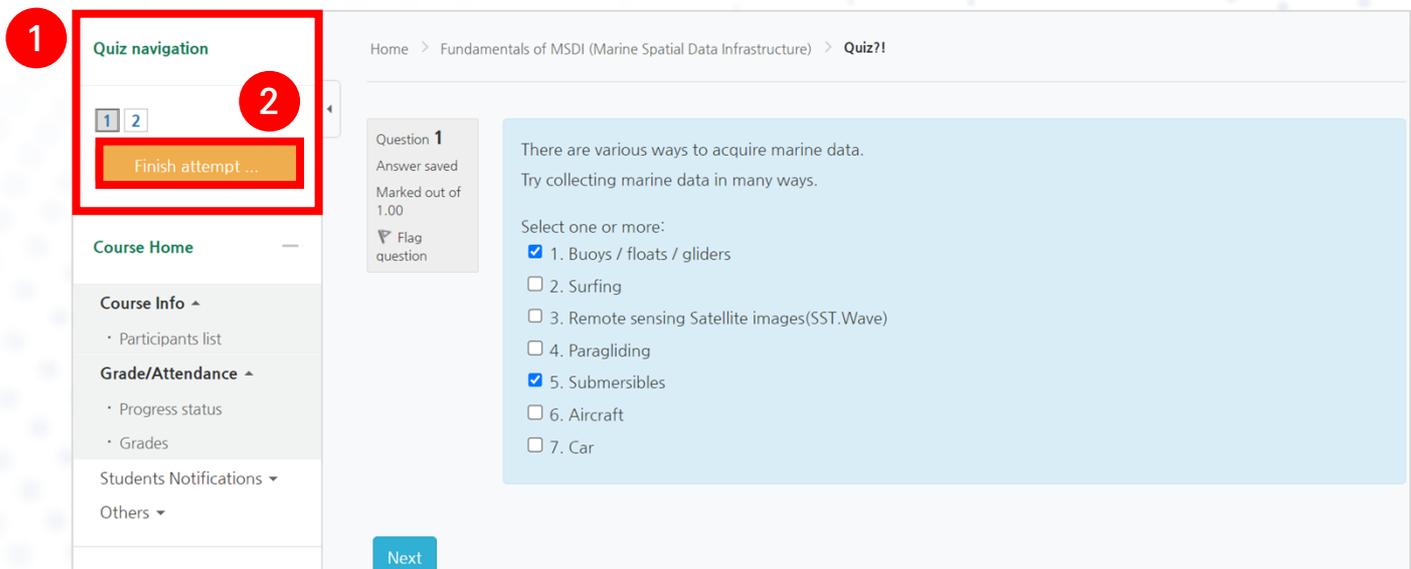
Grading method: Highest grade

 [Attempt quiz now](#)

5. Course Home

4) Quiz

You can check the number of quiz questions through the Quiz Navigation, and you can click the corresponding number to go to the corresponding quiz screen. (1). You can click the 'Finish attempt' button (2) to go to the answer submission screen immediately.



Home > Fundamentals of MSDI (Marine Spatial Data Infrastructure) > Quiz?!

Question 1
Answer saved
Marked out of 1.00
Flag question

There are various ways to acquire marine data.
Try collecting marine data in many ways.

Select one or more:

- 1. Buoys / floats / gliders
- 2. Surfing
- 3. Remote sensing Satellite images(SST.Wave)
- 4. Paragliding
- 5. Submersibles
- 6. Aircraft
- 7. Car

Next

If you click the 'Return to attempt' button (3) in the answer submission screen, you can return to the quiz screen again, and if you click the 'Submit all and finish' button (4) the answer submission is completed.

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

3 Return to attempt

4 Submit all and finish

5. Course Home

5) Learning resource (file , link)

You can click the files and link learning resources registered in the classroom to use them. You can see the document resource in the web document viewer according to the instructor's settings, and the download availability may depend on the instructor's settings as well. Also, the icon varies depending on the format of the document (PDF, XLSX, DOCX, PPTX).



All week course All ▾

Orientation

-  Role of Character 2021-11-17 00:00:00 ~ 2022-12-31 23:59:59, 01:00
-  Master Scenario 2021-11-17 00:00:00 ~ 2022-12-31 23:59:59, 02:00
-  Learning map 2021-11-17 00:00:00 ~ 2022-12-31 23:59:59, 01:00
-  Default Board
-  Forum
-  about IHO e-learning center
-  Assignment 1 2021-12-01 00:00:00 ~ 2023-12-08 00:00:00
-  IHO E-LEARNING CENTER

[Picture 5] Learning resource (file, link)

5. Course Home

6) Assignments

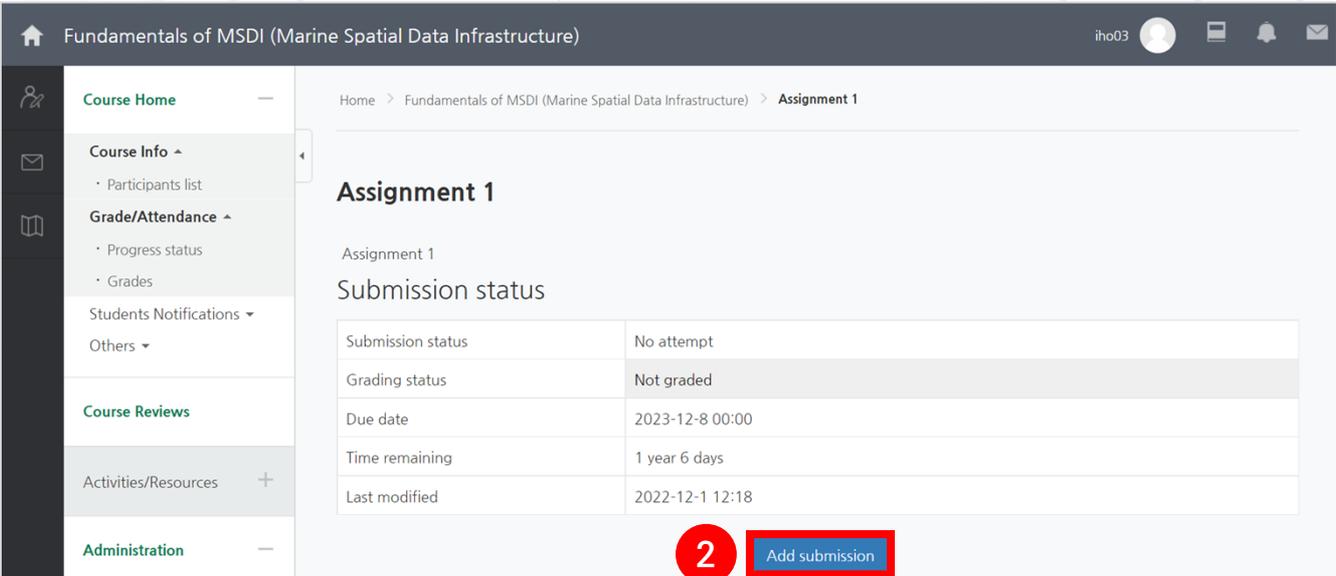
You can check the  icon when an instructor registers an assignment. You can click the icon to check and submit assignment information assigned by your instructor.



1  Assignment 1 2021-12-01 00:00:00 ~ 2023-12-08 00:00:00

 about IHO e-learning center

 IHO E-LEARNING CENTER



Fundamentals of MSDI (Marine Spatial Data Infrastructure) iho03

Home > Fundamentals of MSDI (Marine Spatial Data Infrastructure) > Assignment 1

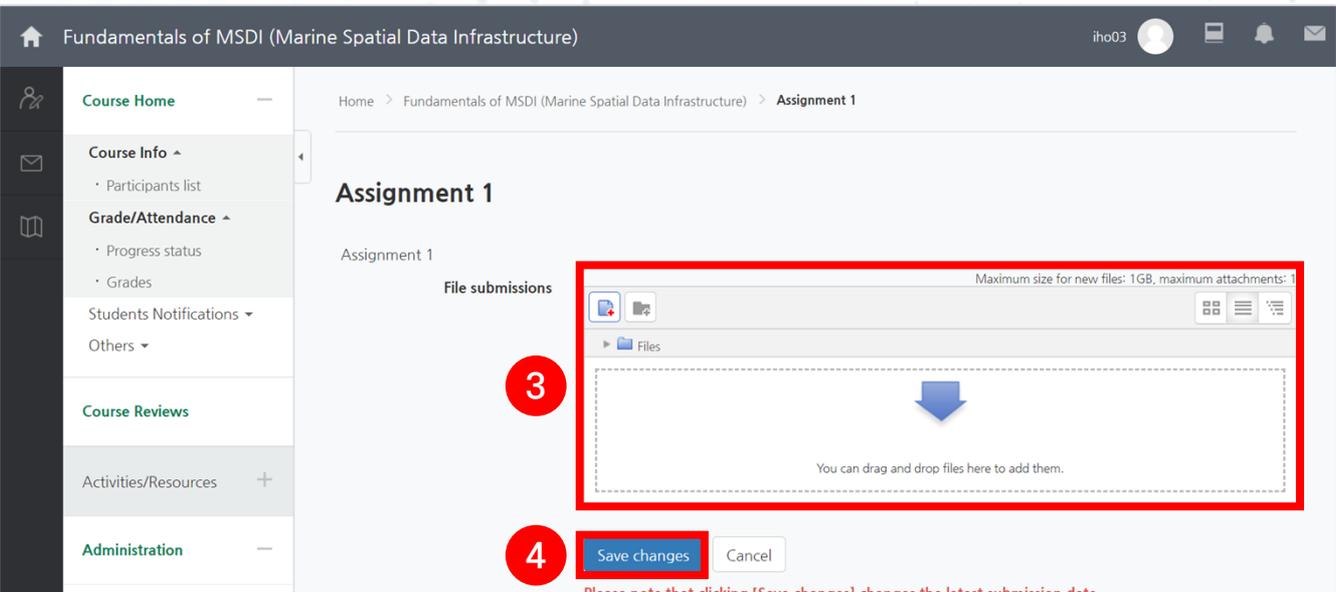
Assignment 1

Assignment 1

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	2023-12-8 00:00
Time remaining	1 year 6 days
Last modified	2022-12-1 12:18

2 [Add submission](#)



Fundamentals of MSDI (Marine Spatial Data Infrastructure) iho03

Home > Fundamentals of MSDI (Marine Spatial Data Infrastructure) > Assignment 1

Assignment 1

Assignment 1

File submissions

Maximum size for new files: 1GB, maximum attachments: 1

3  Files

You can drag and drop files here to add them.

4 [Save changes](#) [Cancel](#)

Please note that clicking [Save changes] changes the latest submission date.

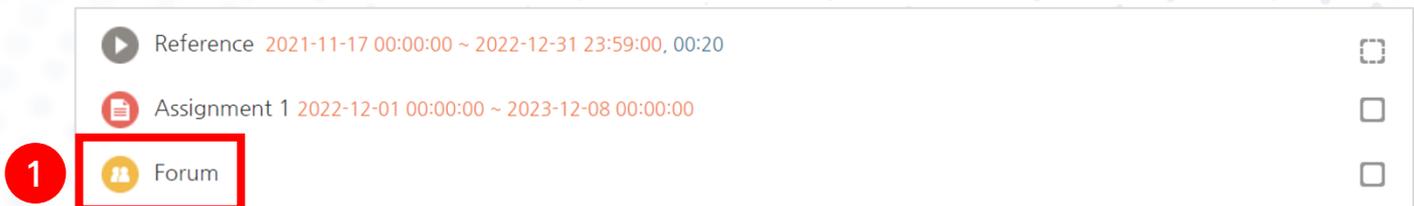
[Picture 6] Assignment submission process

5. Course Home

7) Discussion

If there is a discussion in the course you take, you can perform a click to enter the discussion room (1). You can click the 'Add a new discussion topic' button to post new writing (2), Click the 'Reply' button at the bottom right to participate in the discussion (3).

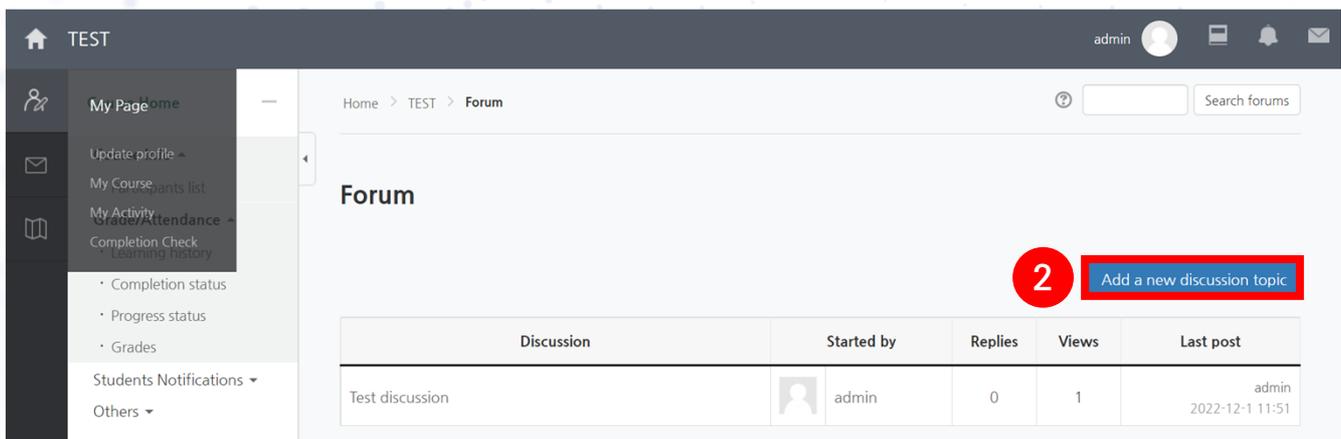
※ You can only modify a writing posted in the discussion room within 30 minutes, and you cannot modify it after that.



Reference 2021-11-17 00:00:00 ~ 2022-12-31 23:59:00, 00:20

Assignment 1 2022-12-01 00:00:00 ~ 2023-12-08 00:00:00

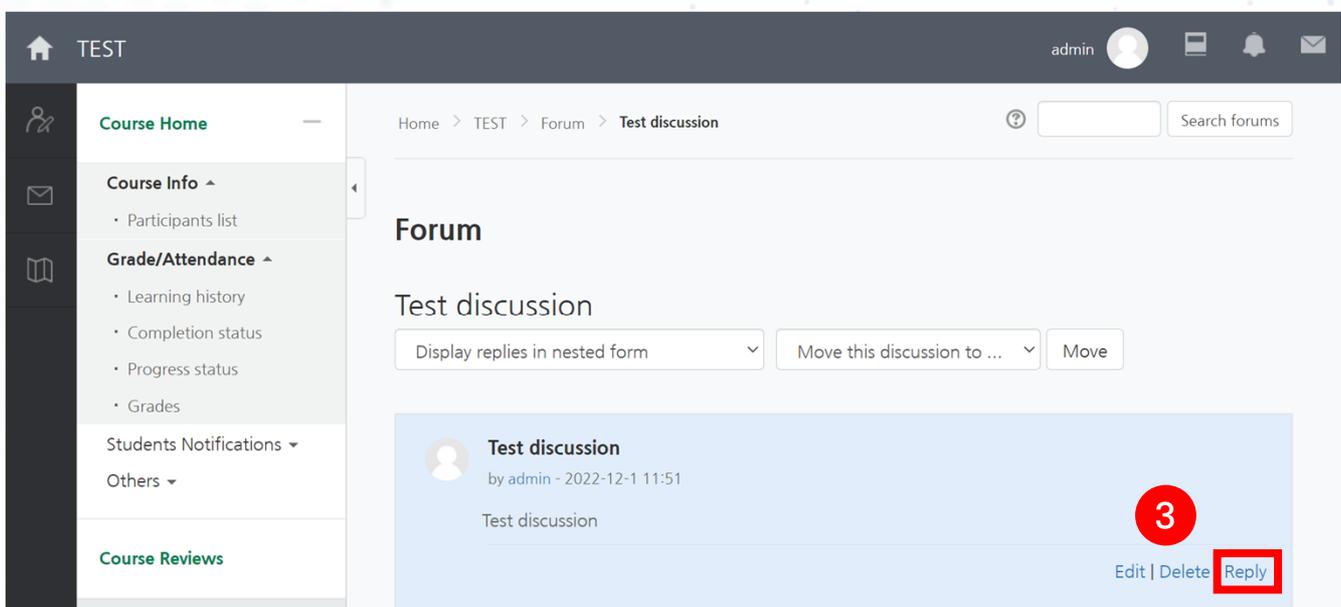
1 Forum



Home > TEST > Forum

2 Add a new discussion topic

Discussion	Started by	Replies	Views	Last post
Test discussion	 admin	0	1	admin 2022-12-1 11:51



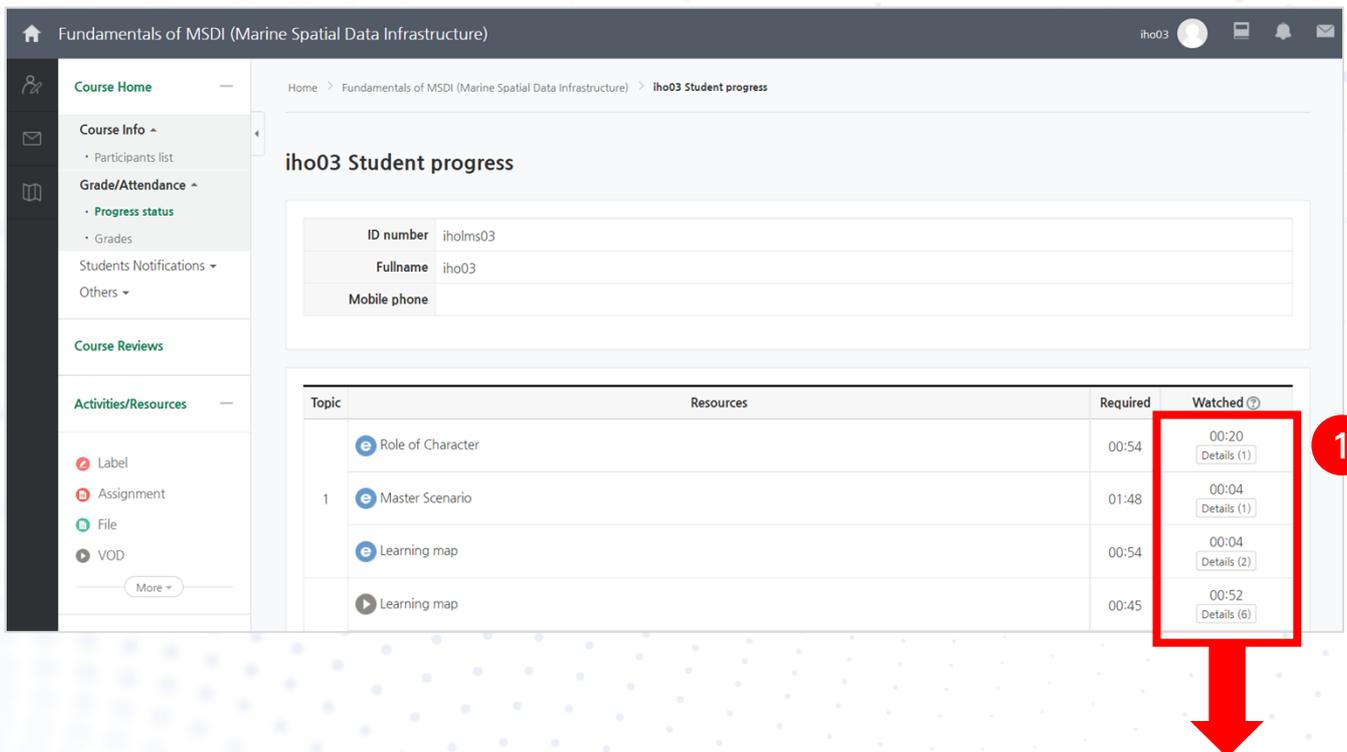
Home > TEST > Forum > Test discussion

3 Edit | Delete | Reply

6. Grade/Attendance

1) Attendance check

You can check the Vod watching records for each week number of the course. Click the 'Details' button (1) to check the required learning time for the attendance recognition (Required)/actual learning time (watched), access start/end time/IP address details (Detail) information.



Topic	Resources	Required	Watched
1	Role of Character	00:54	00:20 Details (1)
	Master Scenario	01:48	00:04 Details (1)
	Learning map	00:54	00:04 Details (2)
	Learning map	00:45	00:52 Details (6)

Role of Character (2021-11-17 00:00:00 ~ 2022-12-31 23:59:59)

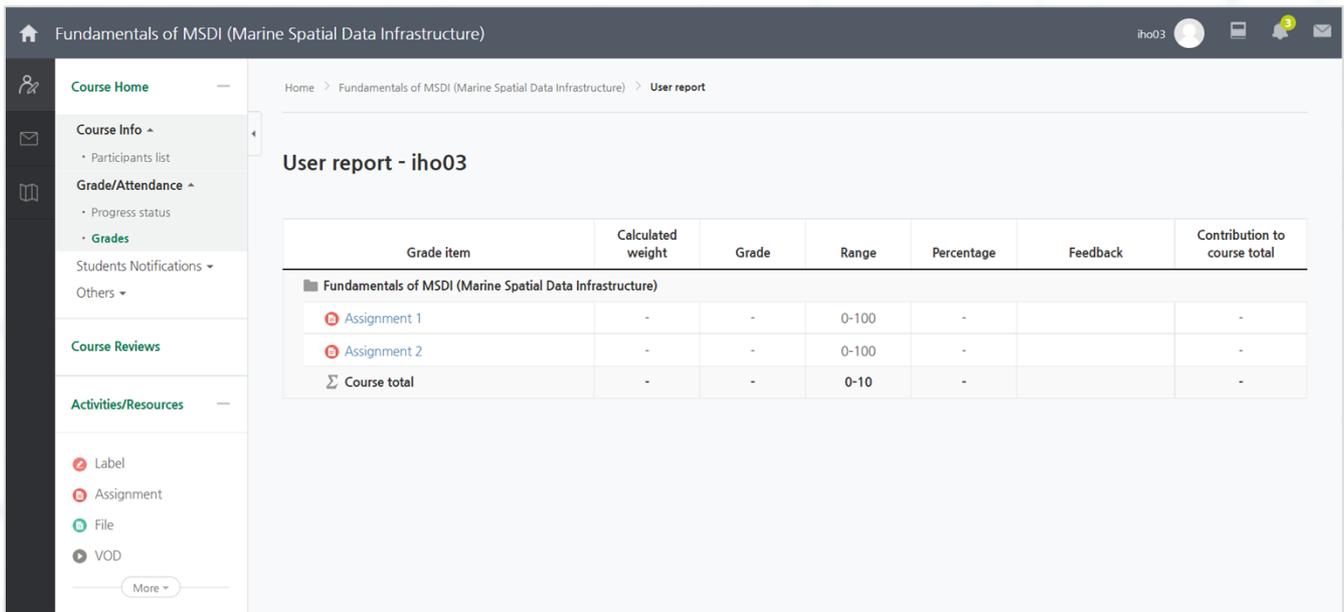
No.	Start time	End time	Time played	IP address(Device type)
1	2022-11-30 12:40:45	2022-11-30 12:41:06	00:20	1.209.170.63 (PC)
Required (01:00)		Total learning time (00:20)		

Close

6. Grade/Attendance

2) Grade check

This is the menu where you can check all the activities and evaluation results of a course. You can view it from the time the instructor or administrator discloses it.

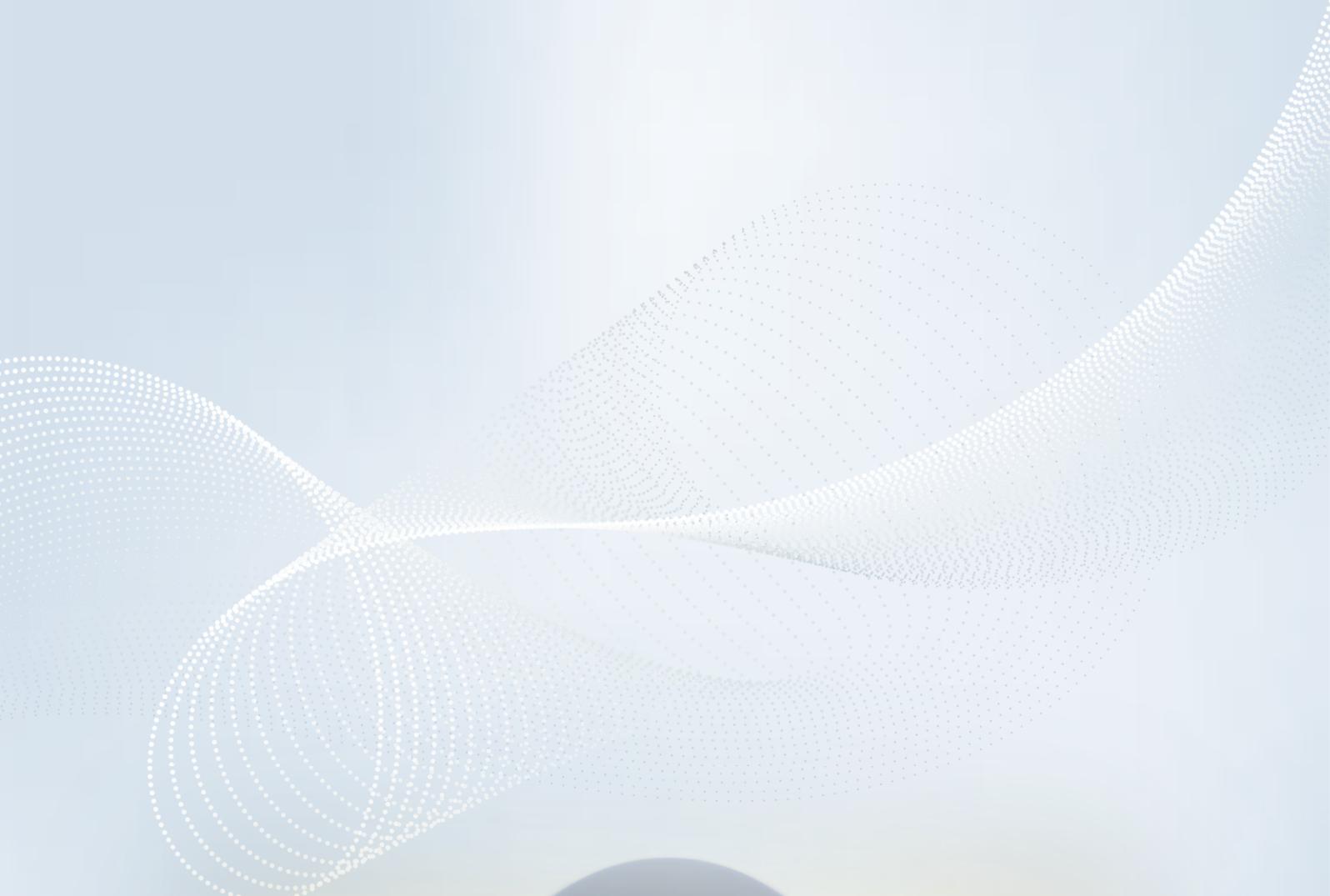


Home > Fundamentals of MSDI (Marine Spatial Data Infrastructure) > User report

User report - iho03

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
■ Fundamentals of MSDI (Marine Spatial Data Infrastructure)						
Assignment 1	-	-	0-100	-		-
Assignment 2	-	-	0-100	-		-
Course total	-	-	0-10	-		-

[Picture 7] Grade check screen



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