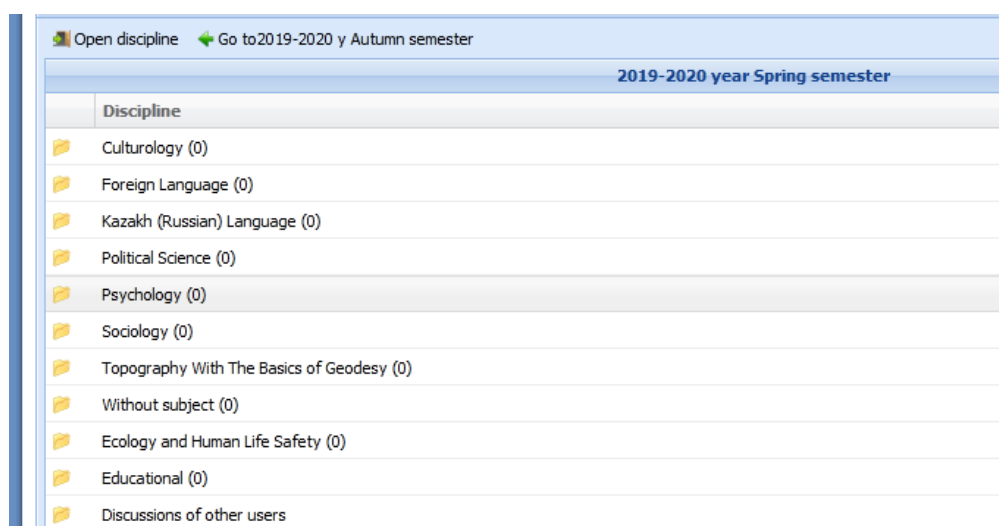


Distance Courses

Distance courses – is a special function located in “Univer” System. This function is created for distance learning activities. Distance courses’ working mechanism is the following: an instructor uploads tasks for students and describes the uploading format of the files. Formats could be texts/files or both options combined. After completing a task student must send a file to an instructor.

In order to complete a task student must do the following:

- Press “Distance Courses” functionality in “Bachelor” tab. The list of disciplines will be shown (pic 1)

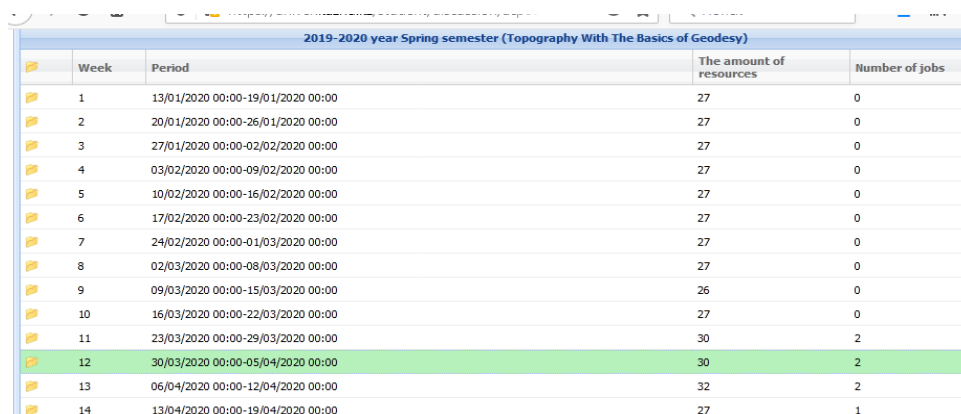


The screenshot shows a web interface with a navigation bar at the top containing 'Open discipline' and 'Go to 2019-2020 y Autumn semester'. Below this is a header for '2019-2020 year Spring semester'. The main content is a table with a 'Discipline' column. Each row starts with a folder icon and a discipline name followed by '(0)'. The disciplines listed are: Culturology, Foreign Language, Kazakh (Russian) Language, Political Science, Psychology, Sociology, Topography With The Basics of Geodesy, Without subject, Ecology and Human Life Safety, Educational, and Discussions of other users.

2019-2020 year Spring semester	
Discipline	
📁	Culturology (0)
📁	Foreign Language (0)
📁	Kazakh (Russian) Language (0)
📁	Political Science (0)
📁	Psychology (0)
📁	Sociology (0)
📁	Topography With The Basics of Geodesy (0)
📁	Without subject (0)
📁	Ecology and Human Life Safety (0)
📁	Educational (0)
📁	Discussions of other users

Pic 1- List of disciplines

- Choose a discipline by clicking a mouse two times. Then a name of your discipline will appear.
- Open your major by clicking a mouse two times. List of periods will be shown on the screen. Look for a row called “Number of tasks” in order to see had your instructor uploaded a task for you or not for the following week.
- Highlight a week and activate a “Tasks” command (by clicking two times on a week). You will see a list of tasks (pic. 2)



The screenshot shows a table titled '2019-2020 year Spring semester (Topography With The Basics of Geodesy)'. The table has four columns: 'Week', 'Period', 'The amount of resources', and 'Number of jobs'. The rows represent weeks from 1 to 14. The 12th row is highlighted in green. The 'Number of jobs' column shows 0 for weeks 1-11, 2 for weeks 12-13, and 1 for week 14.

Week	Period	The amount of resources	Number of jobs
1	13/01/2020 00:00-19/01/2020 00:00	27	0
2	20/01/2020 00:00-26/01/2020 00:00	27	0
3	27/01/2020 00:00-02/02/2020 00:00	27	0
4	03/02/2020 00:00-09/02/2020 00:00	27	0
5	10/02/2020 00:00-16/02/2020 00:00	27	0
6	17/02/2020 00:00-23/02/2020 00:00	27	0
7	24/02/2020 00:00-01/03/2020 00:00	27	0
8	02/03/2020 00:00-08/03/2020 00:00	27	0
9	09/03/2020 00:00-15/03/2020 00:00	26	0
10	16/03/2020 00:00-22/03/2020 00:00	27	0
11	23/03/2020 00:00-29/03/2020 00:00	30	2
12	30/03/2020 00:00-05/04/2020 00:00	30	2
13	06/04/2020 00:00-12/04/2020 00:00	32	2
14	13/04/2020 00:00-19/04/2020 00:00	27	1

Pic 2- List of periods

- Highlight a task and press a “Review” button (pic 3)

of the week/ The list of curricula / The list of tasks 2019-2020 year Spring semester. Topography With The Basics of Geodesy							
Subject:	Topography With The Basics of Geodesy	The term of the academic calendar:	13.01.2020-02.05.2020	Number of weeks:	16	Current week:	12
Speciality:	Geography	Level/area:	First Stage of Higher Education	Year of study:	1	Form of Study:	fulltime
<input type="checkbox"/> Summary list <input type="checkbox"/> review							
	Name	Starting date (day-month-year)	Completion date (day-month-year)	Date of creat.	Participants		
	Нивелирлер. Нивелирлік рейкалар. (9). Author: Зулыхаров Канат Базарбаевич	30.03.2020	05.04.2020	29.03.2020	93		
	Техникалық нивелирлеу. (20). Author: Акынбеков Ақан Кемелбекулы	30.03.2020	05.04.2020	03.04.2020	27		

Pic 3- List of tasks

- Insert a text in a text field and attach your file by pressing an “Add” hyper reference. Then press a “Send a message” button.

Please pay an attention for response format and highest number of responses in a task. These parameters are made by your instructor. If a message format is created as a “text with a file to be uploaded” (pic 4), then a student must insert a message in a text field and press the “Add” hyper reference for file upload.

If the highest response amount in a task is – 2, then a third response is impossible to send to an instructor.

It is also important to notice the amount of days that was given by an instructor to receive a student’s response. Look for “Task Duration”. If a “Task Duration” will expire then a student will not be able to send a response.

information	messages
<p>The name of the job:Техникалық нивелирлеу.</p> <p>Author: Акынбеков Ақан Кемелбекулы</p> <p>duration: 30/03/2020 00:00-05/04/2020 23:50</p> <p>The maximum number of replies:3</p> <p>The maximum score:10</p>	<p>Answer format: The answer to file</p> <p>Description: Слайд түрінде жіберіңіздер.</p>
Information	messages
<p>to write a message</p> <p>whom: Акынбеков Ақан Кемелбекулы(teacher)</p> <p>attach files Add</p> <p style="text-align: right;"><input type="button" value="send a message"/></p>	

Pic 4 – A message box where a student sends a response to an instructor

Task Assessment

If you want to find an Assessment for completed tasks then highlight a task and activate a “Chained list”. The list of group (pic 5) and an “Assessment” will appear on your screen.

of the week / The list of curricula / The list of tasks 2019-2020 year Spring semester. / Нивелирлер. Нивелирлік рейкалар. (Topography With The Basics of Geodesy).
Зұлдыхаров Канат Базарбаевич

Information: **Internet Consultant**

These points do not belong to any of the RK. They are filled out in the journal at the discretion of the faculty member (author of discussions), and can be used for evaluation of the student in disputable situations.

No. grade card	Student's full name	Number of posts	GRADE	Макс. балл
192025	Иебек Жанібек Алмасұлы	0	0	10
191998	Ажибаева Алия Азаматовна	0	0	10
192001	Амангелді Еділ Ермұханбетұлы	0	0	10
192040	Өмірзақ Айтбек Өмірсерікұлы	0	0	10

Pic 5 – Chained list of group

A student can download an additional material uploaded by instructor. In a “List of Periods” find a raw called “Number of resources”. Here you can find all the information about number of files uploaded.

If you want to use an additional material then do the following:

- Open a period with tasks. You will see a list of resources in the bottom. (pic 6).
- To open a file click it two times.

of the week/ The list of curricula / The list of tasks 2019-2020 year Spring semester. Kazakh (Russian) Language

Subject: Kazakh (Russian) Language The term of the academic calendar: 13.01.2020-02.05.2020 Number of weeks: 16 Current week: 12
Speciality: Geography Level/area: First Stage of Higher Education Year of study: 1 Form of Study: fulltime

Summary list review

Name	Starting date (day-month-year)	Completion date (day-month-year)	Date of creat.	Participants
Жанры научного стиля русского литературного языка (2). Author: Туребекова Раушан Сметбековна	30.03.2020	05.04.2020	30.03.2020	28

Pic 6 - A window to download an additional material

Conducted lessons

“Conducted lessons” is a function that allows to check a report about online lessons.

List of subjects 2019-2020 year Spring semester / The list of curricula

Tasks Lessons

2019-2020 year Spring semester (Kazakh (Russian) Language)

Week	Period	The amount of resources	Number of jobs
1	13/01/2020 00:00-19/01/2020 00:00	0	0
2	20/01/2020 00:00-26/01/2020 00:00	0	0
3	27/01/2020 00:00-02/02/2020 00:00	0	0
4	03/02/2020 00:00-09/02/2020 00:00	0	0
5	10/02/2020 00:00-16/02/2020 00:00	0	0
6	17/02/2020 00:00-23/02/2020 00:00	0	0
7	24/02/2020 00:00-01/03/2020 00:00	0	0
8	02/03/2020 00:00-08/03/2020 00:00	0	0
9	09/03/2020 00:00-15/03/2020 00:00	0	0
10	16/03/2020 00:00-22/03/2020 00:00	7	0
11	23/03/2020 00:00-29/03/2020 00:00	5	1
12	30/03/2020 00:00-05/04/2020 00:00	2	1
13	06/04/2020 00:00-12/04/2020 00:00	0	0
14	13/04/2020 00:00-19/04/2020 00:00	0	0

4 апреля 2020

In the opened window you will find a hyper reference for “Conducted lessons”.

List of subjects 2019-2020 year Spring semester / The list of curricula / of the week / Kazakh (Russian) Language (12 Week)				
№	Faculty member	Additional Information:	Time	Link
1	Туребекова Раушан Сматбековна		30/03/2020 10:00-30/03/2020 12:50	https://univer.kaznu.kz/teacher/discussion/task/preview/80630/281659/83719/2019/2/12/0/0/0/#