

KIIP

Korea
Immigration and
Integration
Program



The MOJ's 2020 Korea Immigration and Integration Program Student Guide to a Webinar Online Class

April 14 2020
Immigration Integration Division

Korea Immigration Integration Program

PART 1 How to use CISCO Webex



1. Entering classroom

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☆ Webex 미팅 초대장: KIIP test

보낸사람: [redacted]
받는사람: [redacted]

KIIP test
2020. 04. 14(화) 오후 01:00 - 오후 05:00 (GMT+09:00[Asia/Seoul])
<https://meetingsapac7.webex.com/>

수락 미정 거절

초대에 수락/미정으로 응답하시면 보낸 사람의 연락처가 내 주소록에 추가되고, 앞으로는 이 사람이 보낸 초대 일정이 내 캘린더에 자동 등록됩니다. 주소록 등록 여부와 관계없이 모든 초대 일정을 내 캘린더에 자동 등록하고 싶다면, [캘린더 > 환경설정](#)에서 초대받은 일정의 자동 등록 설정을 변경 가능합니다.

@ 일반 첨부파일 1개 (6KB) 모두 저장

Webex_Meeting.ics 6KB

[redacted] 이 이 Webex 미팅에 참여하도록 초대합니다.

미팅 번호 (엑세스 코드): 576 22 [redacted]
미팅 비밀번호: zHPycbu [redacted] 284 - 비디오 시스템에서)

매 화요일, 목요일, 금요일마다 발생함 2020 년 4 월 14 일 (2020 년 6 월 30 일 까지 - 13:00-17:00, (UTC+09:00); 13:00 | (UTC+09:00) 서울 | 4 시간

미팅 참여

Your teacher will send you a text. Then Click **Join meeting** button. It will direct you to the classroom homepage.

1. Entering classroom

1

Cisco Webex Meetings 앱을 설치하고 협업을 시작하십시오.

앱을 다운로드하는 데 문제가 있습니까? [브라우저에서 참여하십시오.](#) 2. 웹 참여

1. 앱 다운로드하여 참여

webex.exe(를) 설치하려면 여기를 클릭하십시오.

다운로드하기 위해 기다리고 있습니까? 앱을 다시 다운로드하십시오.

webex (1).exe
파일 열기

모두 표시 X

Download and set up the application
or log in to our website to join our class.

1. Entering classroom 1

오후 1:00 - 오후 5:00

귀하의 정보 입력

귀하의 성명

이메일 주소

다음

이미 계정이 있습니까? [로그인](#)

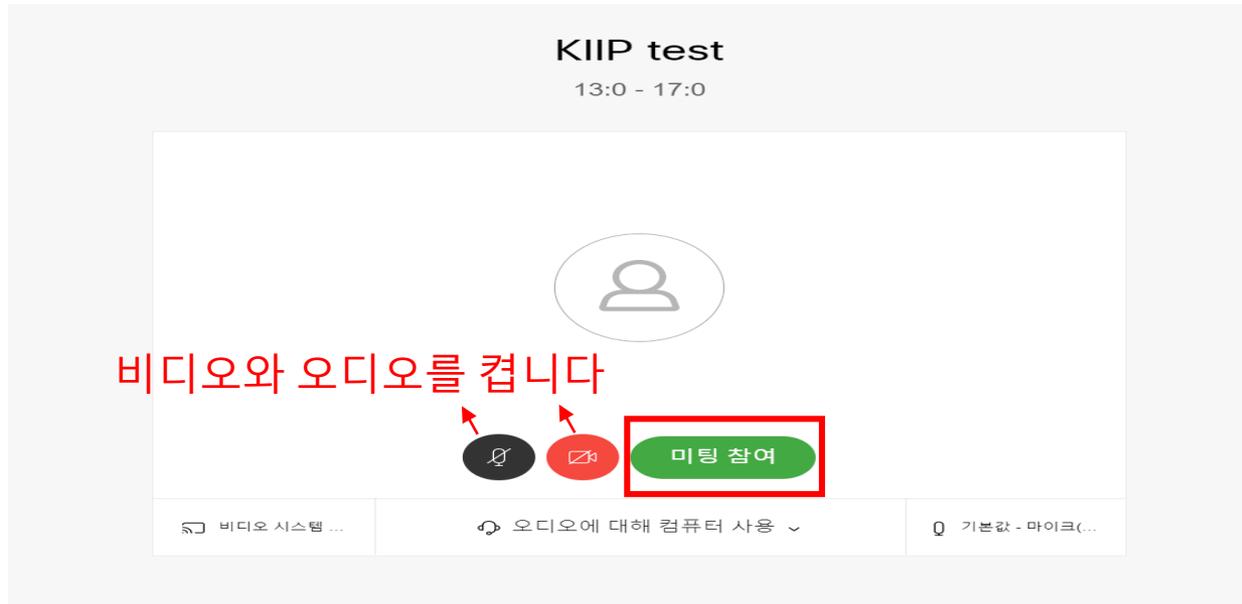
로그인할 수 있는 추가 방법

Fill out your name and email address.
(The name must match the name on your Alien Registration Card.)
Or If you're already signed in, just simply log in.

1. Entering classroom

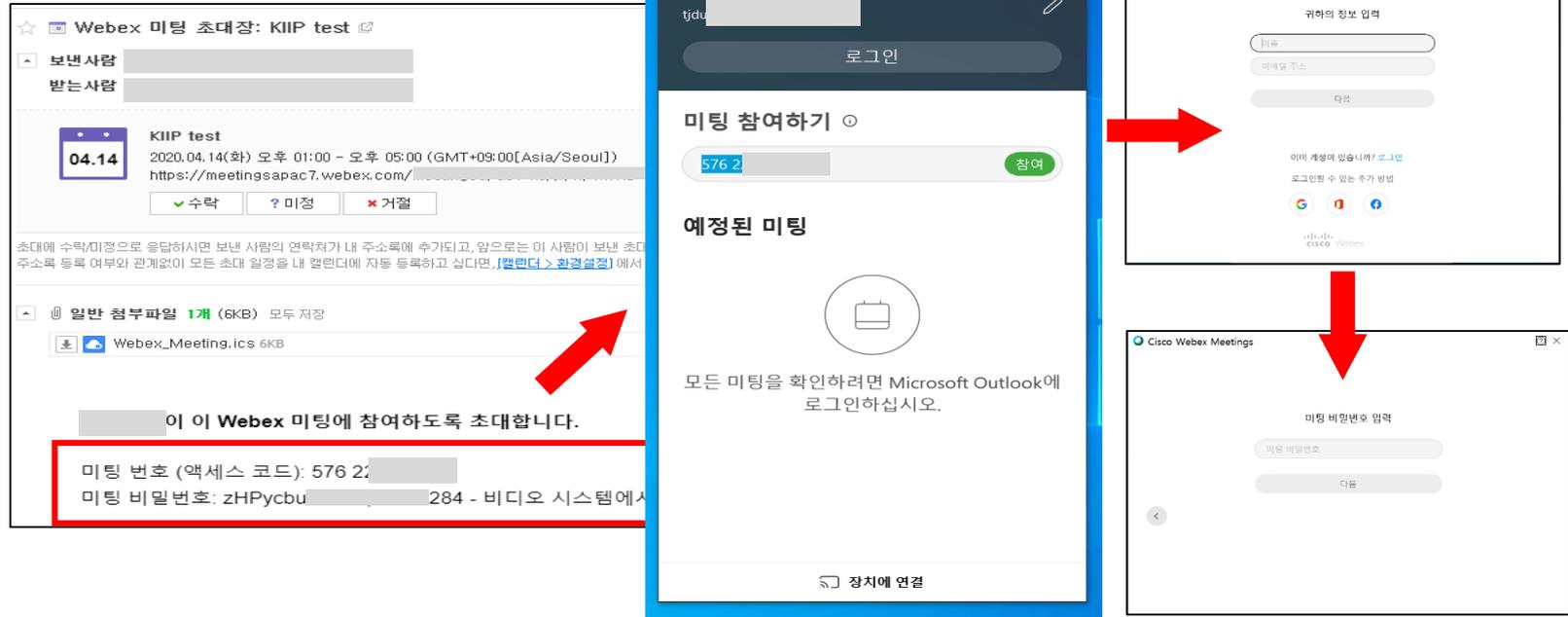
1



Join our class with video and audio
by clicking the **Join meeting** button.

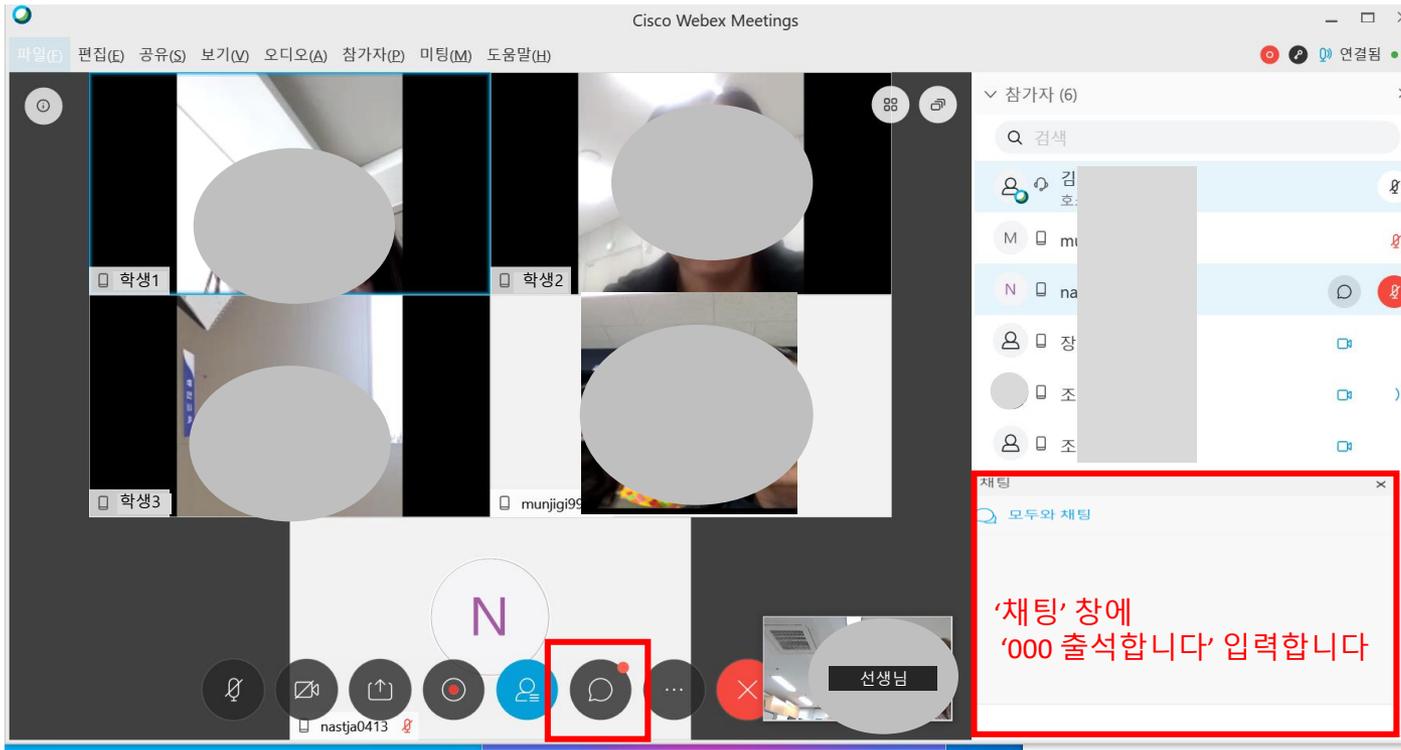
1. Entering classroom

2



If you've downloaded the Webex application,
enter the **Meeting Number** and **Meeting Password**
from the email invite.

2. Joining the classroom (PC screen)



Click the 'Chat' button , type in your name and send a message in the group chat room to confirm your attendance.

3. Tool Bar Functions (PC screen)



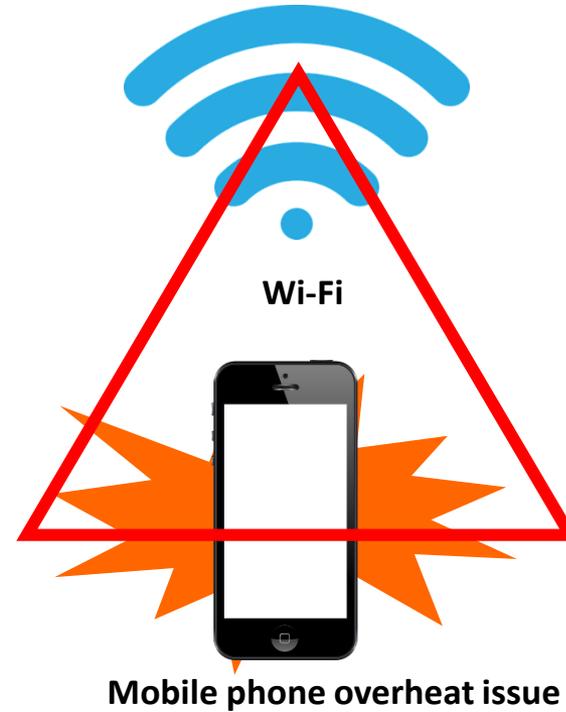
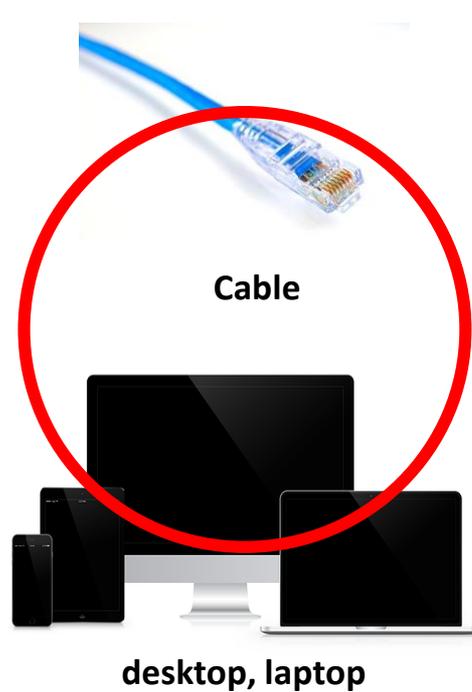
- ① **Mute/un-mute** You can unmute your audio.
- ② **Video** You can stop your video feed. **But you must keep your video turned on during class.**
- ③ **Sharing Content** You can share your screen or class materials with other participants.
- ④ **Recording** **Do not record your classes.** If you record, film and distribute without your teacher's permission, you may be punished or / expelled from our program.
- ⑤ **participant** You can see the participants list.
- ⑥ **Chatroom** You can ask questions to your teacher during class.
But a private chat with other participants are not allowed.
- ⑦ **More functions** Adjust your video or audio.
- ⑧ **Leave the meeting** Lets you end or leave the meeting.
Note! Leaving the meeting or your seat without notice is deemed absent.

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PART 2 Instructions for online students

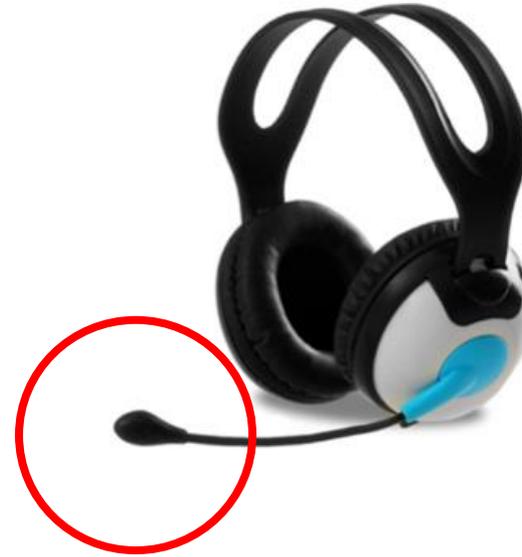


1. Technical Requirements



Recommend to use a wired connection and a desktop or a laptop.
Please check your Wi-Fi connection if you experience choppy or distorted audio and video.
Mobile phone is not recommended as prolonged use for online courses can overheat your phone.

2. Use earphones or headsets



Make sure your headsets or earphones have a built-in microphone.

3. Where to take online class



You should take online classes at your home or quiet places without disturbance.

Please do not take classes in a public space such as café , internet café.

Note! Taking classes in a public space will not be acknowledged as attendance.

4. Where to take online class



Our ground rule is to take classes at a certain place.

You should not take classes while being on transportation such as taxi, subway or train.

Note! Taking classes from overseas is not acknowledged as attendance.

5. Be focused!



Please put your phone **on silent mode**.

Please **do not use internet or chat** during class.

6. Be focused!



You should not leave your seat without notice during class.

Leaving your seat for a long period of time will not be acknowledged
as attendance.

7. Be considerate of others!



Please take your online class **at your home or in a quite place.**
If you attend online classes while being with your friends or family members,
your teacher might ask you to leave the class.

8. Be considerate of others!



No Food or Chewing gum allowed!

(Water or other drinks Only)

9. Be considerate of others!



Be mindful of your clothing.

Please be considerate of other students.

10. Ground Rules



No student is allowed to record class or taking pictures of the class materials.

No student is allowed to record or film without teacher's permission.

If you do, you might get expelled from the program.

11. Ground Rules



Be punctual.

Get prepared for class.

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– The End –
Thank you

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