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

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1. Entering classroom ①

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

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1. Entering classroom **1**

2. 웹 참여

1. 앱 다운로드하여 참여

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.

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1. Entering classroom ①
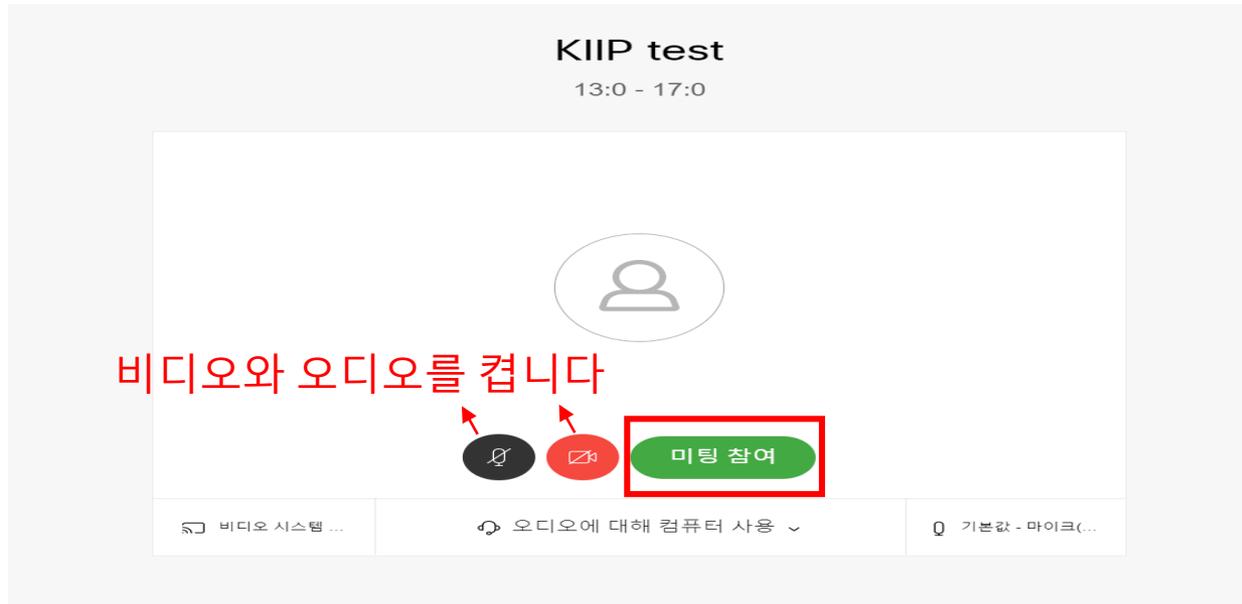
Join our class with video and audio

by clicking the Join meeting button.

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1. Entering classroom ②
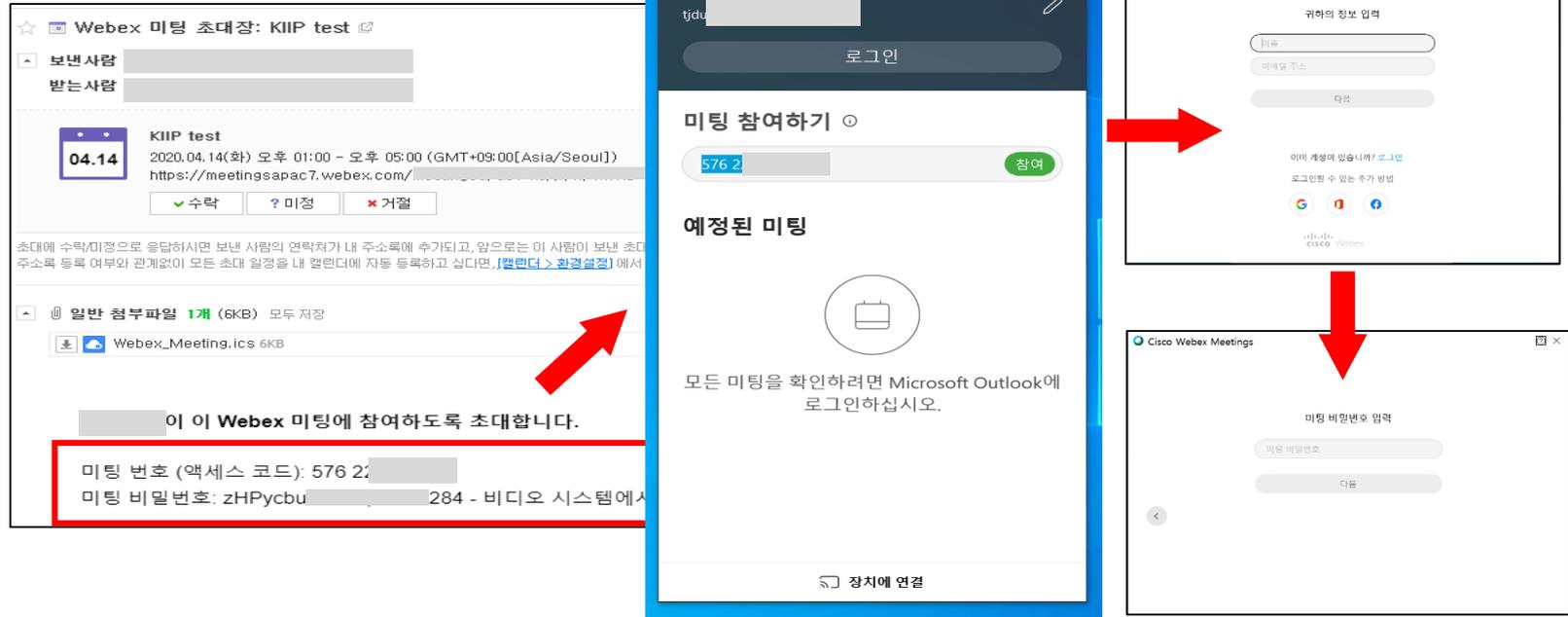
If you've downloaded the Webex application,

enter the Meeting Number and Meeting Password

from the email invite.

2. Joining the classroom (PC screen)
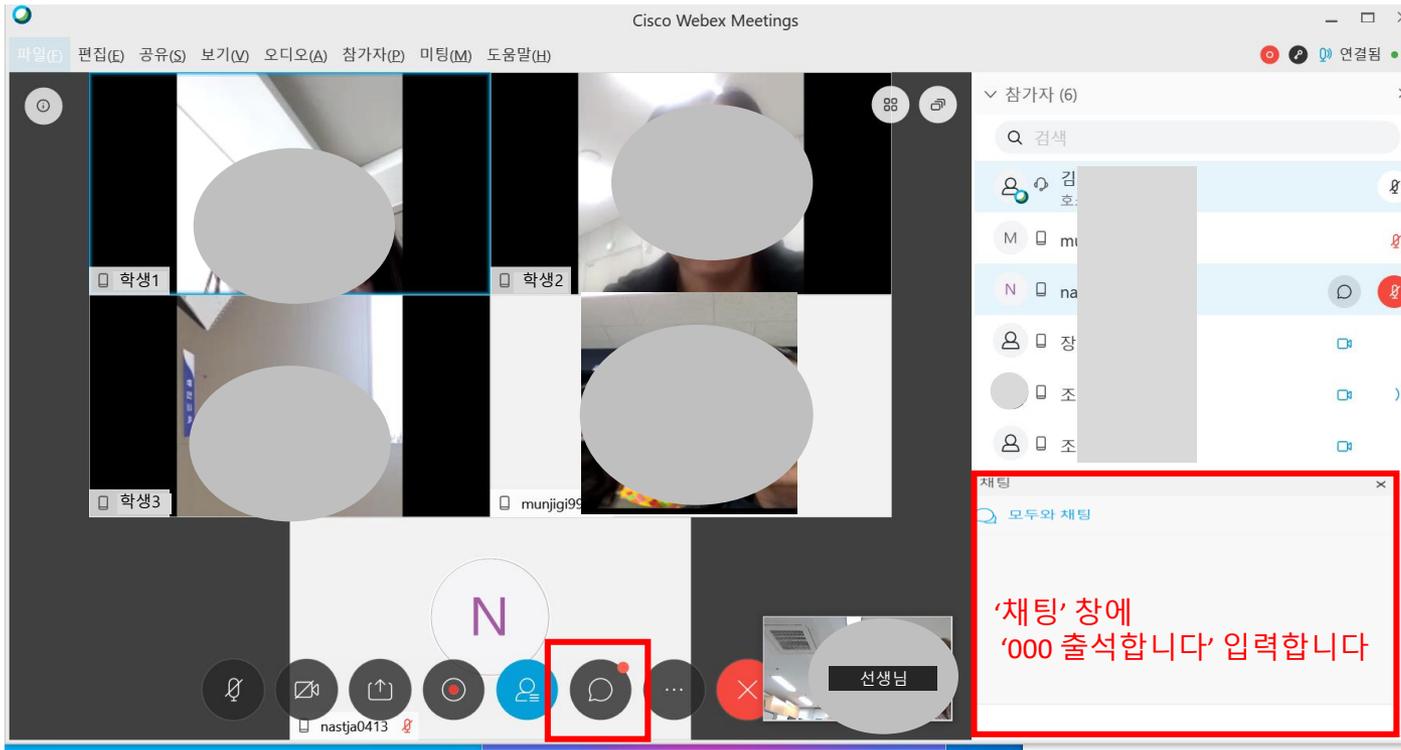
Click the **'Chat'** button , type in your name and

send a message in the group chat room to confirm your attendance.

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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

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1. Technical Requirements

Cable

Wi-Fi

desktop, laptop

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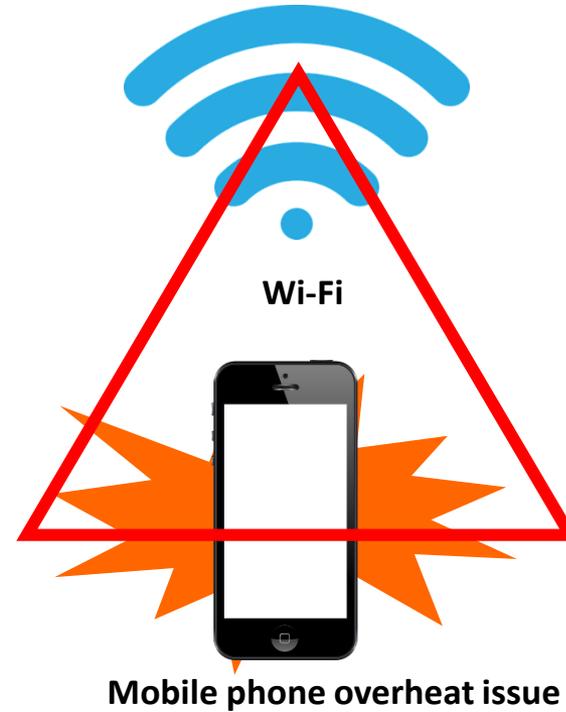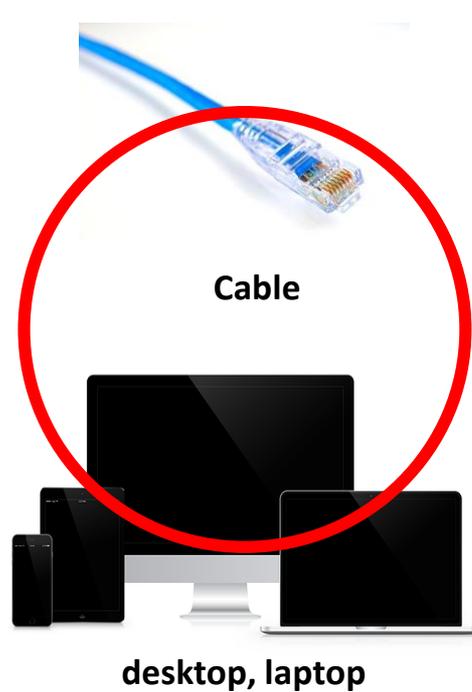
Recommend to use a wired connection and a desktop or a laptop.
Please check your Wi-Fi connection if you experience choppy or distorted audio and video.
Mobile phone is not recommended as prolonged use for online courses can overheat your phone.

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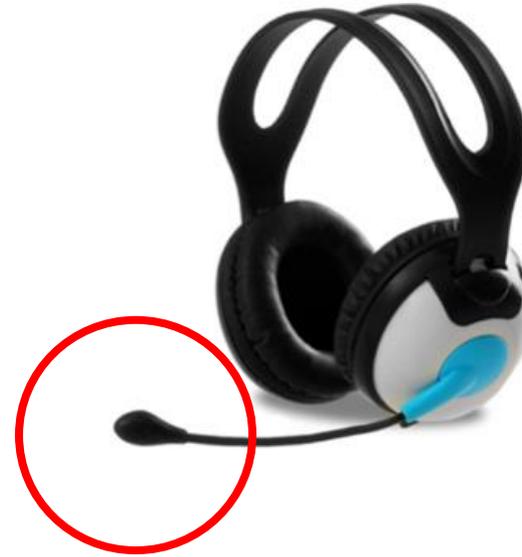
Make sure your headsets or earphones have a built-in microphone.

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.

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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.

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5. Be focused!

Please put your phone on silent mode.

Please do not use internet or chat during class.

6. Be focused!

Vacant?!

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.

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8. Be considerate of others!

No Food or Chewing gum allowed!

(Water or other drinks Only)

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9. Be considerate of others!

Be mindful of your clothing.

Please be considerate of other students.

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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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