

KIIP

Korea
Immigration and
Integration
Program



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

April 13 2020
Immigration Integration Division

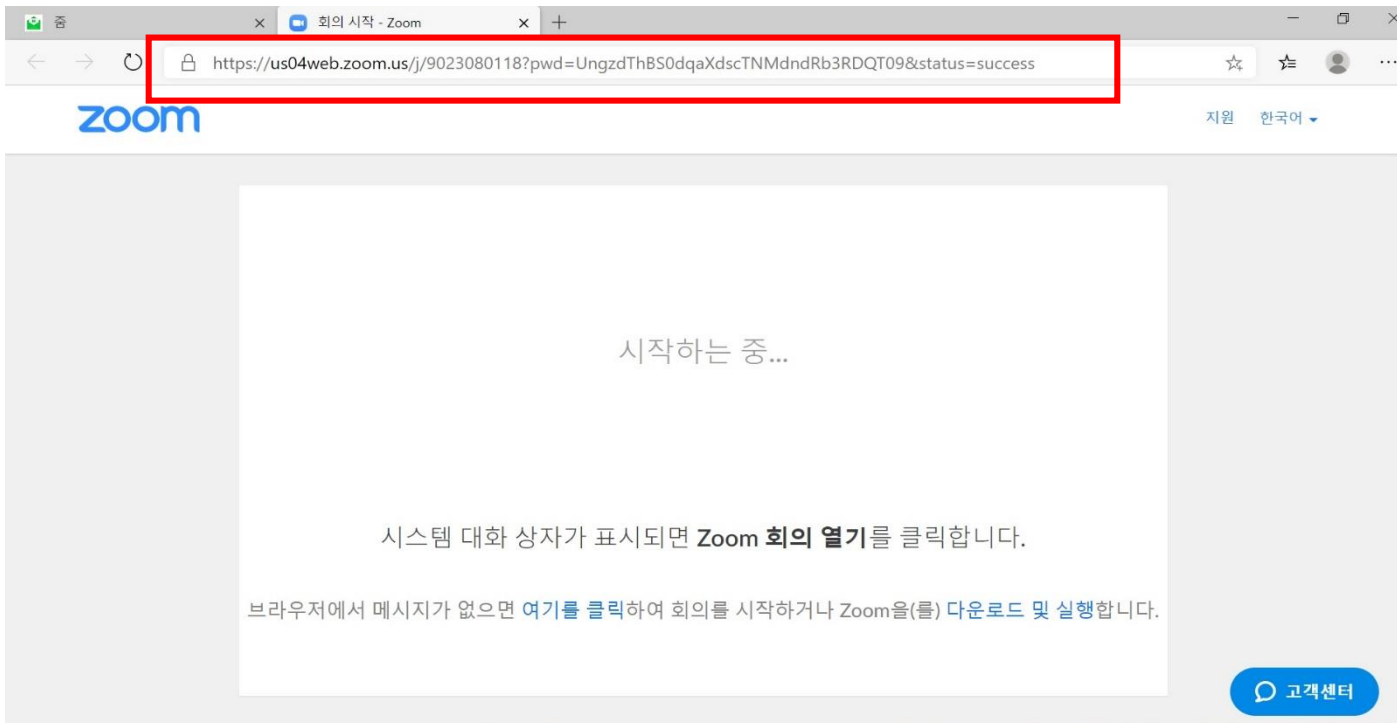
Korea Immigration Integration Program

PART 1

How to join our Zoom Webinar Online Class



1. Entering our classroom (PC screen)



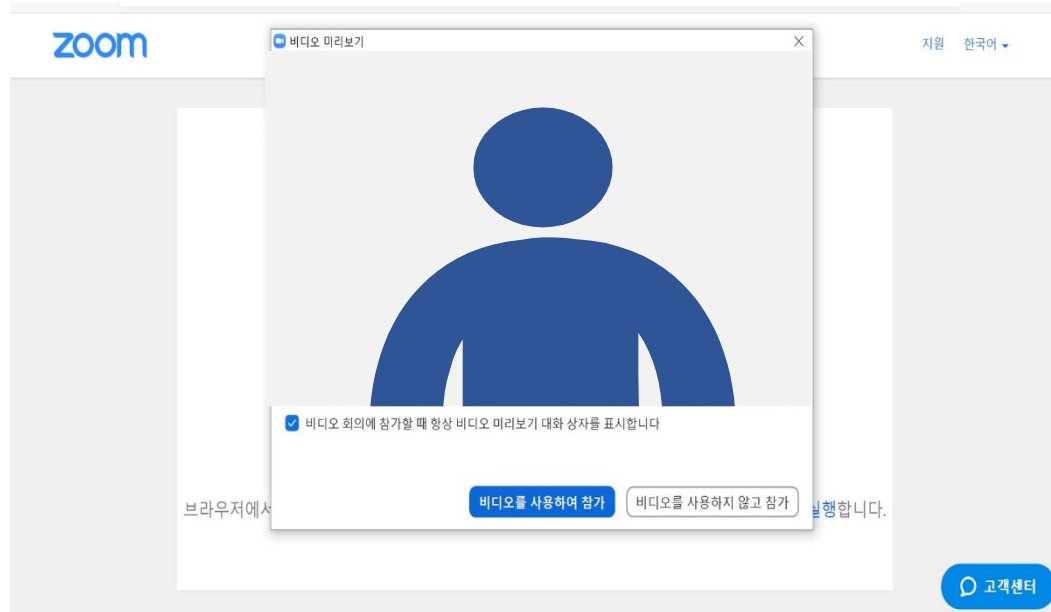
Type in URL as provided by your teacher , or simply click the link!

1. Entering our classroom (PC screen)

A screenshot of a Zoom application window titled "Zoom" with a close button (X) in the top right corner. The main heading in Korean is "회의 비밀번호 입력" (Enter Meeting Password). Below this is a text input field with the placeholder "회의 비밀번호" (Meeting Password) and a masked password "*****". At the bottom, there are two buttons: a blue button labeled "회의 참가" (Join Meeting) and a white button with a grey border labeled "취소" (Cancel).

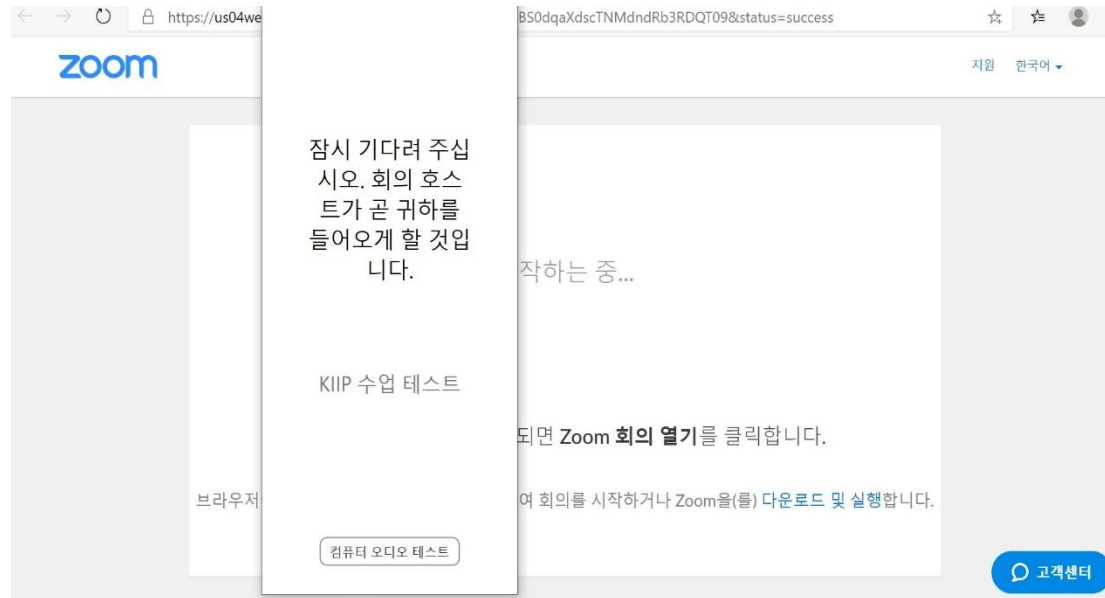
Type in the password given by your teacher.

1. Entering our classroom (PC screen)



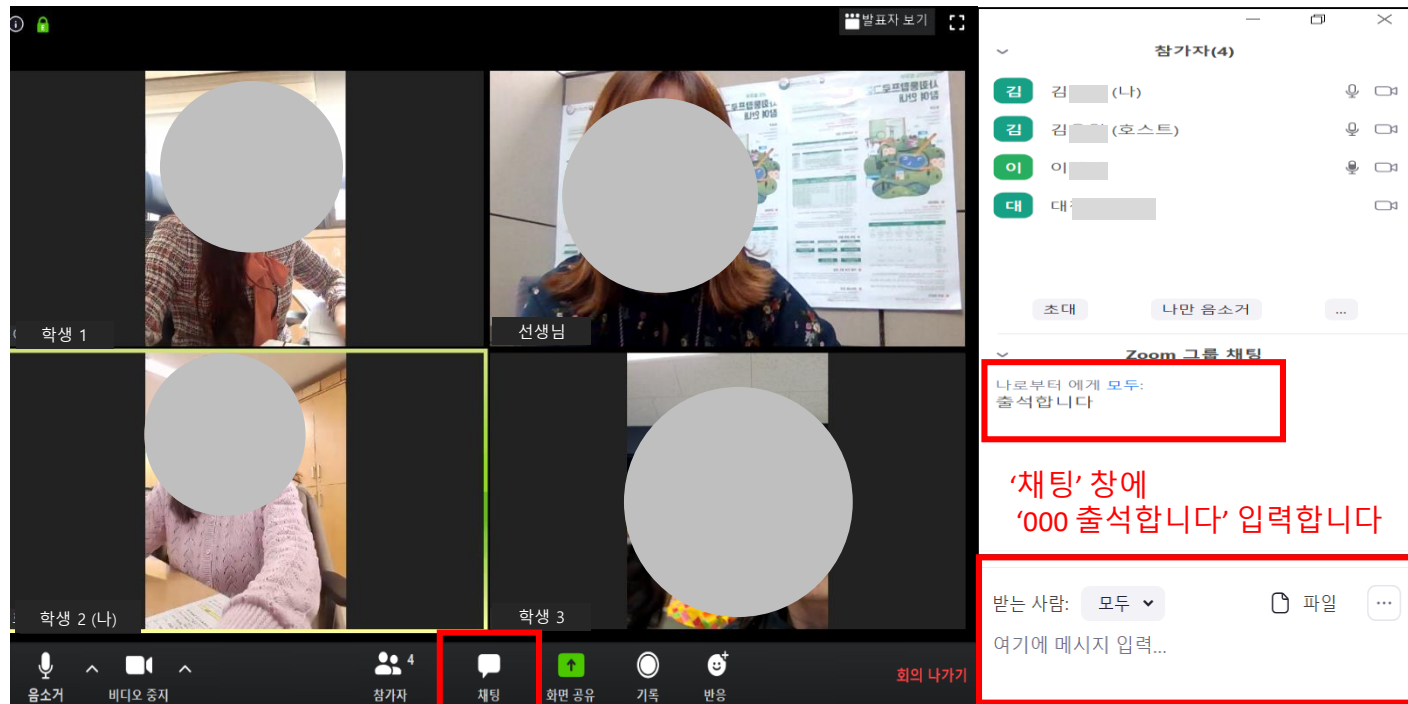
Click the **‘With Video on’** button.

1. Entering our classroom (PC screen)



Wait until your teacher allows you to join the class.
After your teacher admits you, the website will direct you to the classroom.

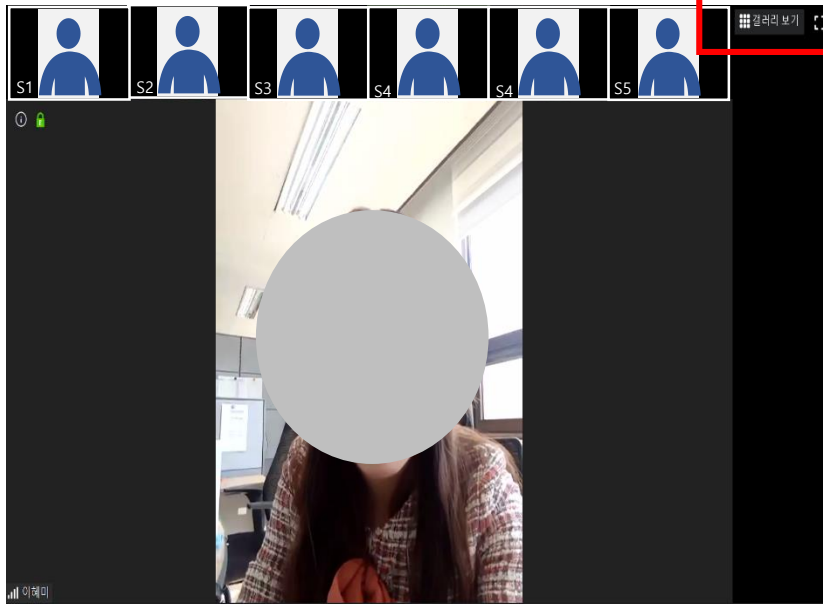
2. Joining the classroom (PC screen)



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

2. Joining the classroom (PC screen)

<Speaker View> Layout



클릭하면 화면 전환

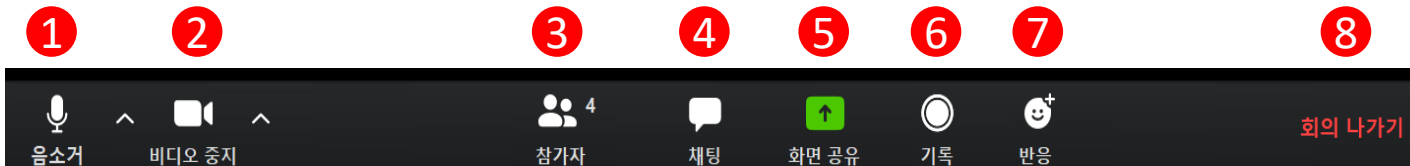
<Gallery View> Layout




[Speaker View] The Speaker is expanded while attendees appear at the top in a horizontal row.

[Gallery View] You will see other participants who have joined the webinar.

3. Tool Bar Functions (PC screen)



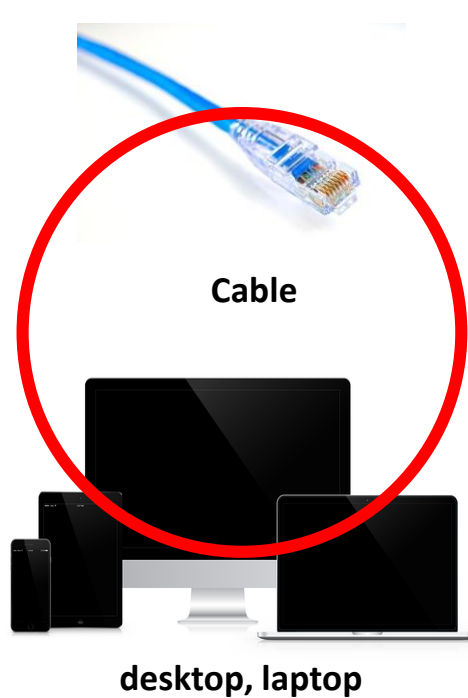
- ① You can mute your microphone.
- ② You can stop your video feed. **But you must keep your video turned on during class.**
- ③ You can see the participants list.
- ④ You can ask questions to your teacher during class. **But a private chat with other participants are not allowed.**
- ⑤ You can share your screen or class materials with your participants.
- ⑥ **You are not allowed to record the video and audio of the class.** If you record the video or audio and distribute it without your teacher's permission, you may be expelled from the program.
- ⑦ You can display reactions with emoji including  (raising your hand).
- ⑧ 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.

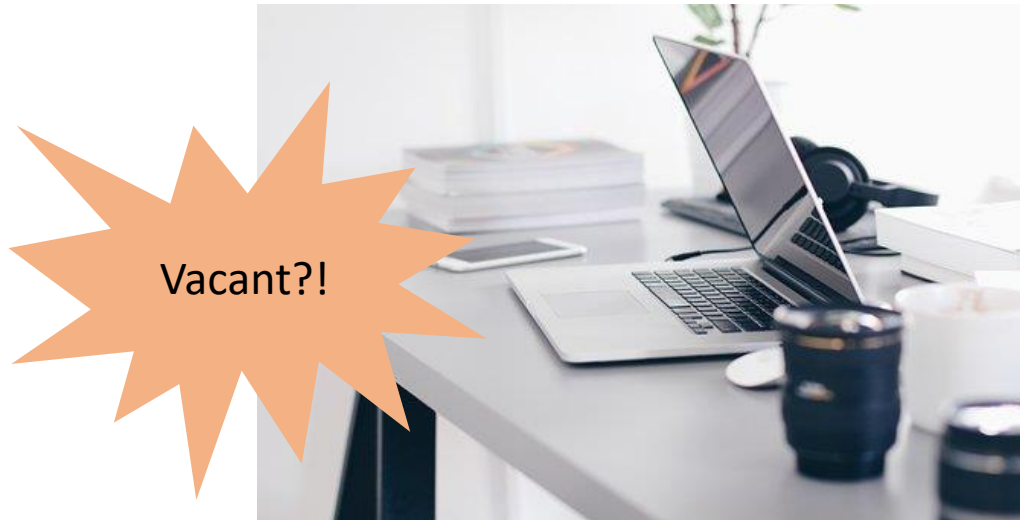
5. Be focused!



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.

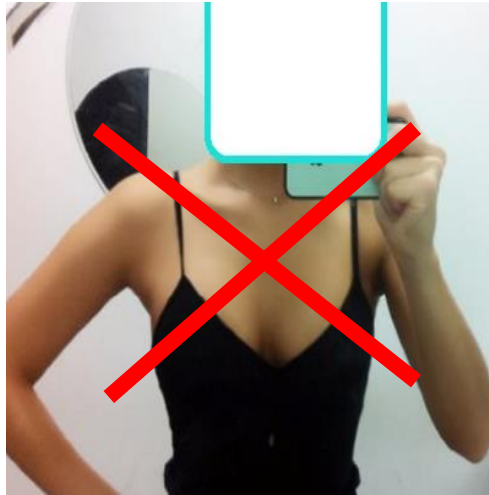
8. Be considerate of others!



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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