Guide for Utilizing the Sookmyung UENSCO-UNITWIN

Online Training Website, www.unitwin.org

Content

Notice

Connect to the Website via Chrome
This website can work normally via Chrome, a web browser provided by Google. You can find easily Chrome and install it for free by searching on Google. Please install Chrome first, and then connect this website.

Copyright & Portrait Right Protection
All lecture materials including the video lectures and textbooks provided on this website belong to SMU professors and APWINC. Please do not share the materials with a third party.
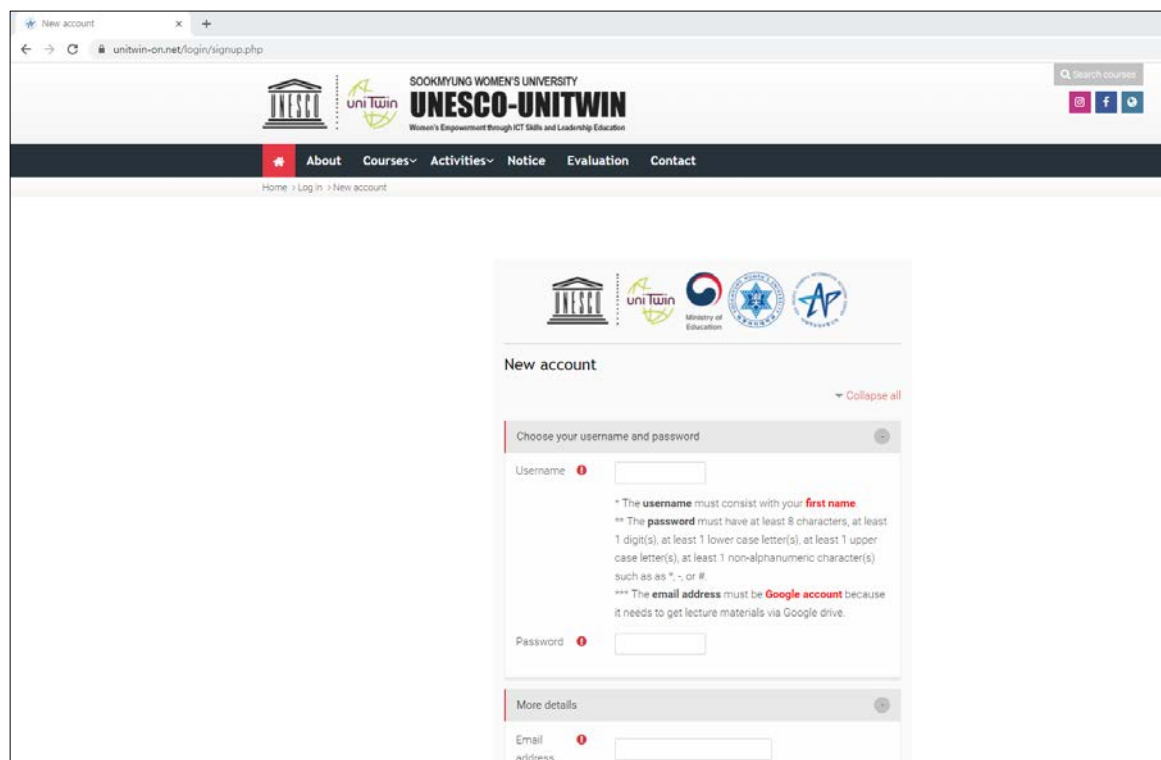Also, all of the participants have portrait rights, so photography is strictly forbidden during the real-time class without one's consent. Please keep it in mind when you upload or post pictures on your SNS especially.

1. **How to Register the Website**
    a. **Click the 'Register' button like below picture number 1.**
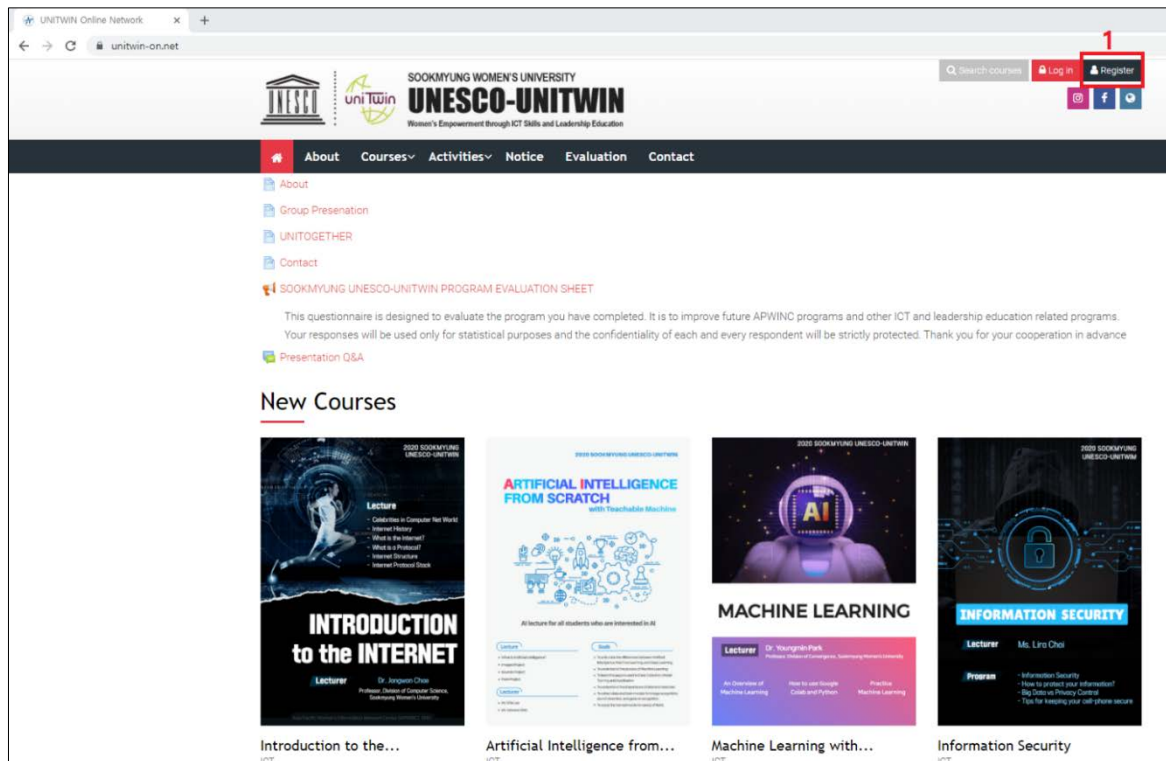
    b. **Write your information on the below registration screen. (Please use the Gmail account as your Email address because you will download the learning materials via Google Drive.)**

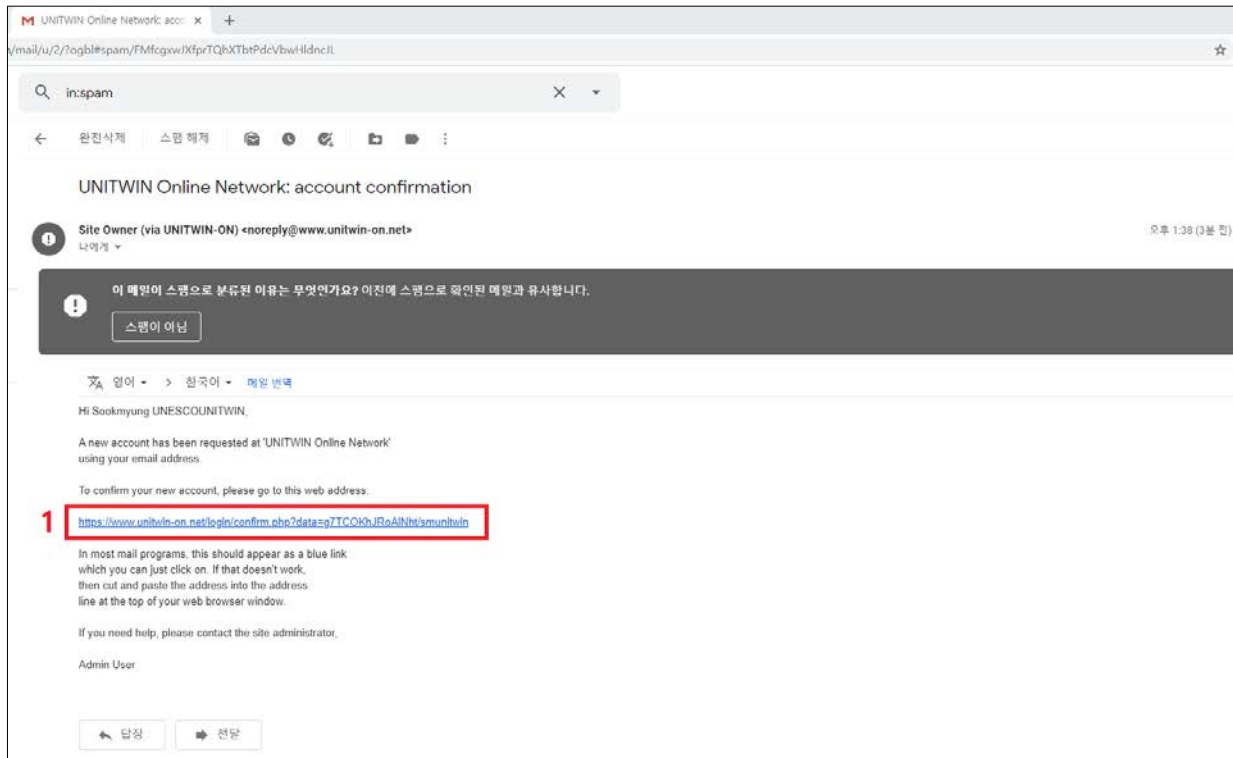**c. Click the 'Create my new account' button.**

2. **How to Confirm My Registration**
    a. **Check your mailbox which you write as your Email address while registering to the website. (The account confirmation mail is in the spam box.)**
   b. **Open the account confirmation mail and click the attached URL in the mail.**

    c. **You will go to the website and see the below screen. Click the 'Continue' button.**
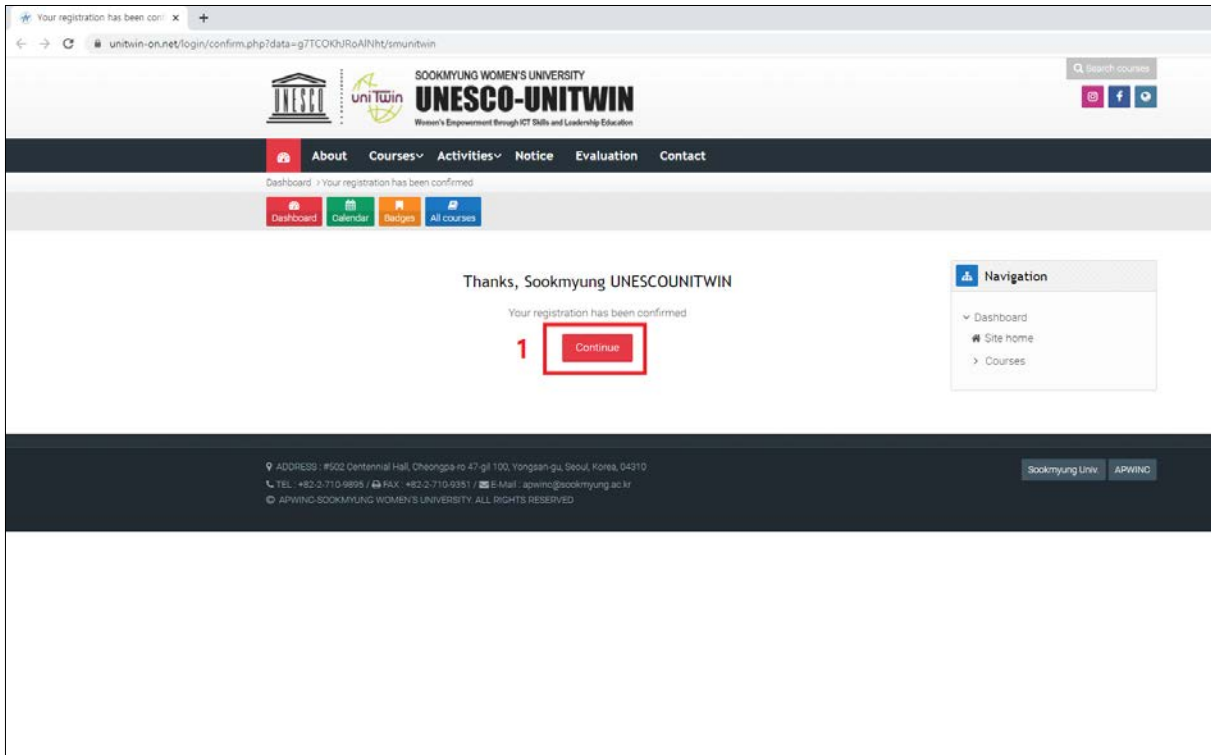
3. **How to Agree or Disagree with Declaration & Photography Consent**
    a. **If you click the 'Continue' button to confirm your registration on the website (refer to the 'c' step in the 4th page), you can see the 'Declaration and Photography Consent' like the below screen.**
    b. **Read thoroughly the explanation, 'Declaration By Candidate', and 'Photography Consent'.**
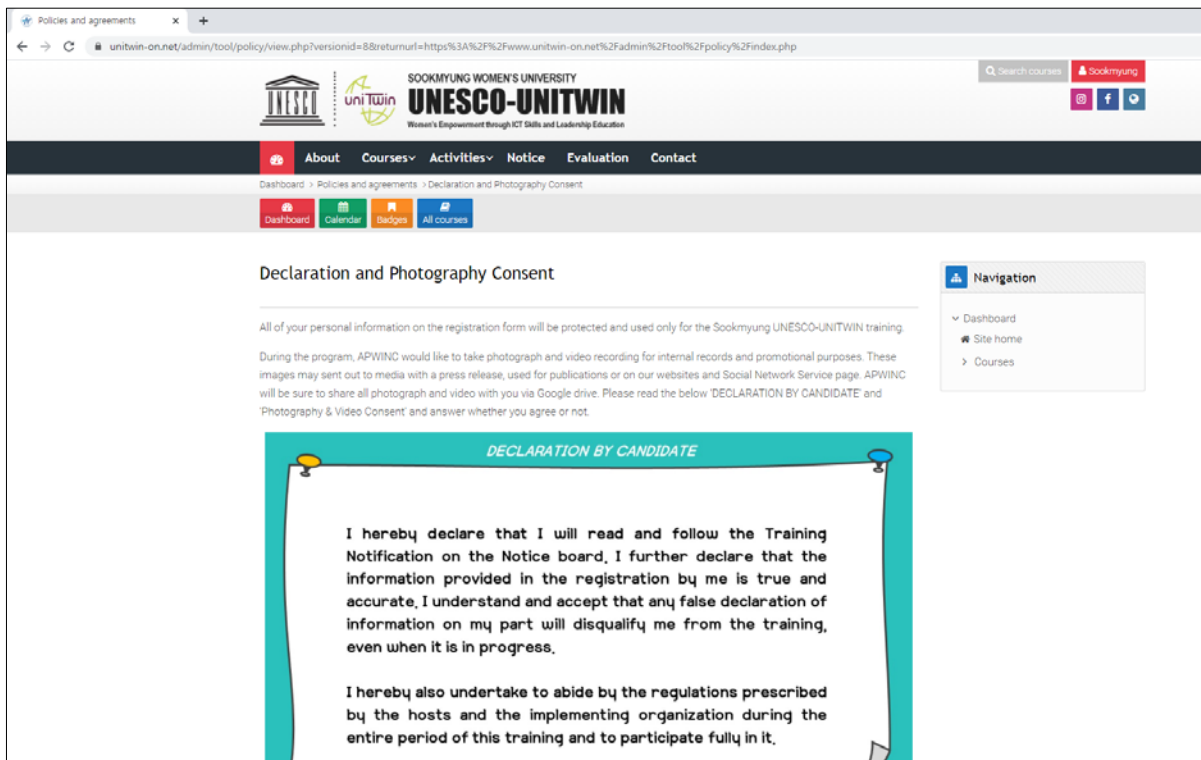
    c. **Click the 'I agree to the Declaration and Photography Consent' button or the 'No thanks, I decline Declaration and Photography Consent' button.**
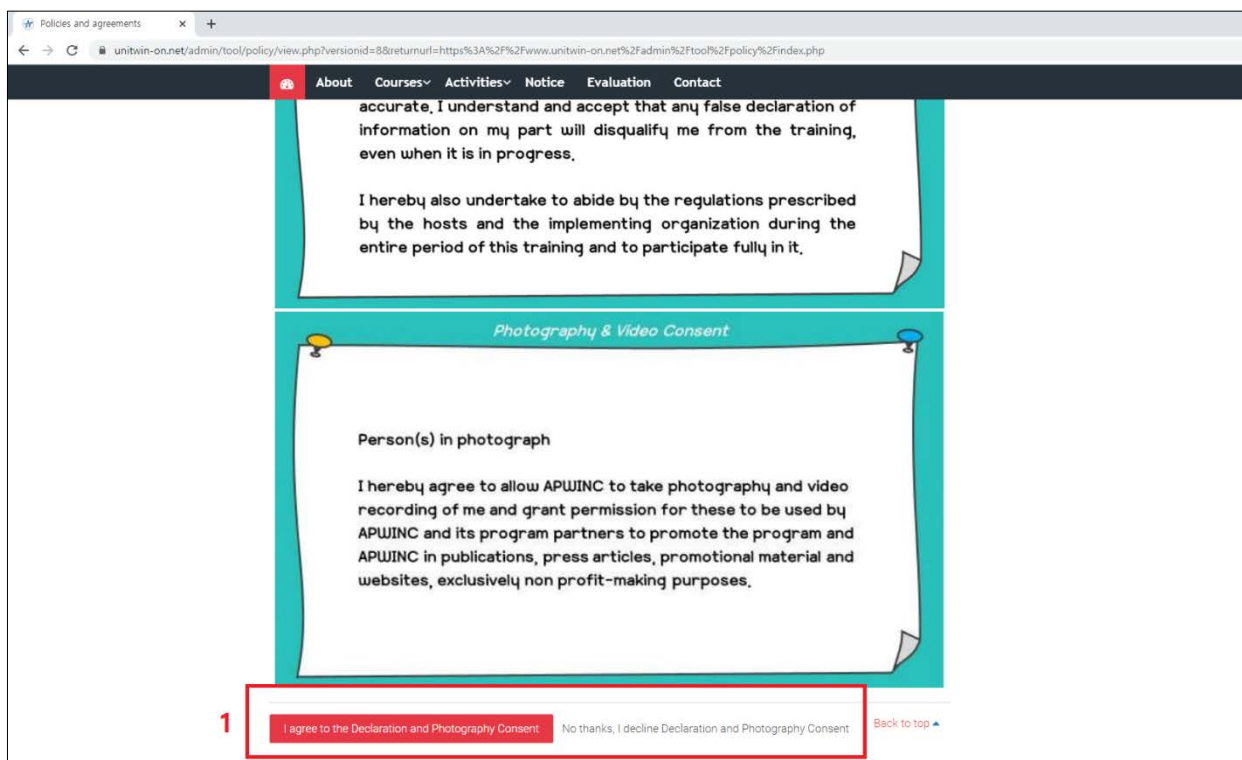
4. How to Use the Dashboard Function on the Website

a. **You can see the Dashboard and each function explanation like below after clicking the 'Declaration & Photography Consent' button.**
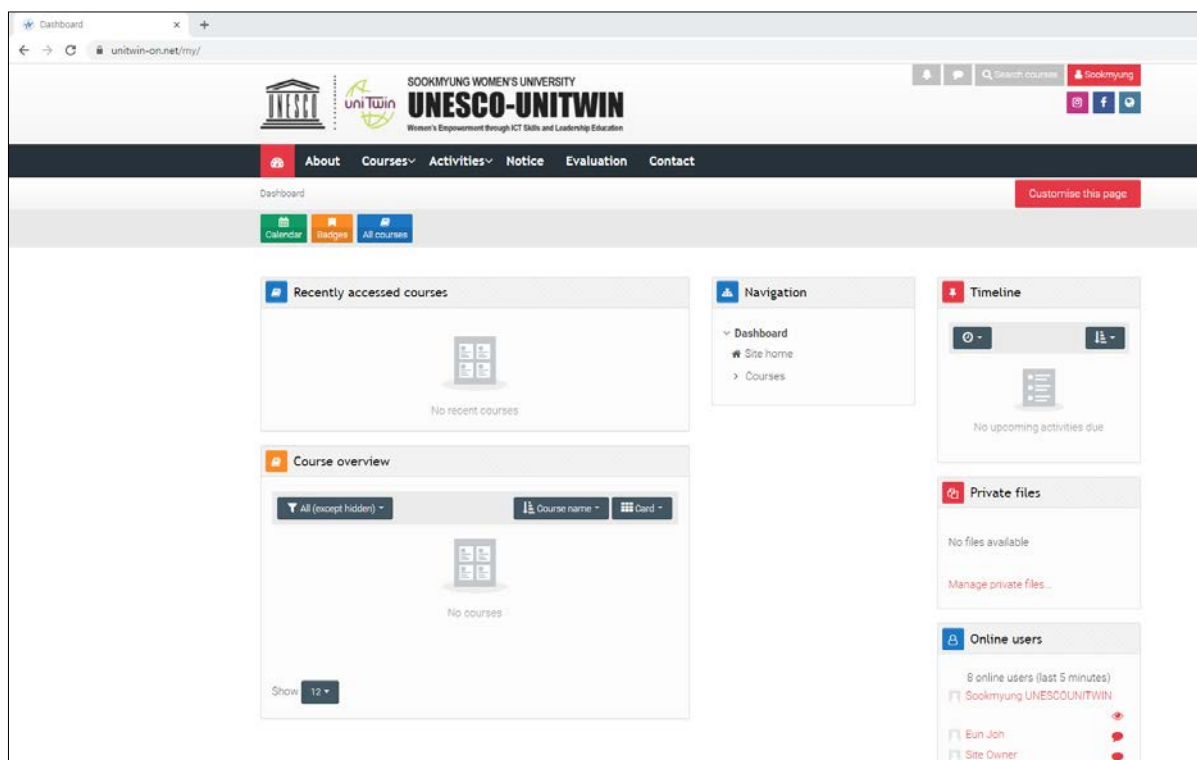
No.	Function	Explanation
1	Your Dashboard	Your new Dashboard has many features to help you easily access the information most important to you
2	Timeline	The Timeline block shows your important upcoming events. You can choose to show activities in the next week, month, or further into the future. You can also show items which are overdue.
3	Recently accessed courses	The Recently accessed courses block shows the courses that you last visited, allowing you to jump straight back in.
4	Course overview	The Course overview block shows all of the courses that you are enrolled in. You can choose to show courses currently in progress, or in the past or the future, or courses which you have starred.
5	Display options	Courses may be sorted by course name or by last access date. You can also choose to display the courses in a list, with summary information, or the default 'card' view.

b. Click the 'Site home' button, and you can see the main page of the website.
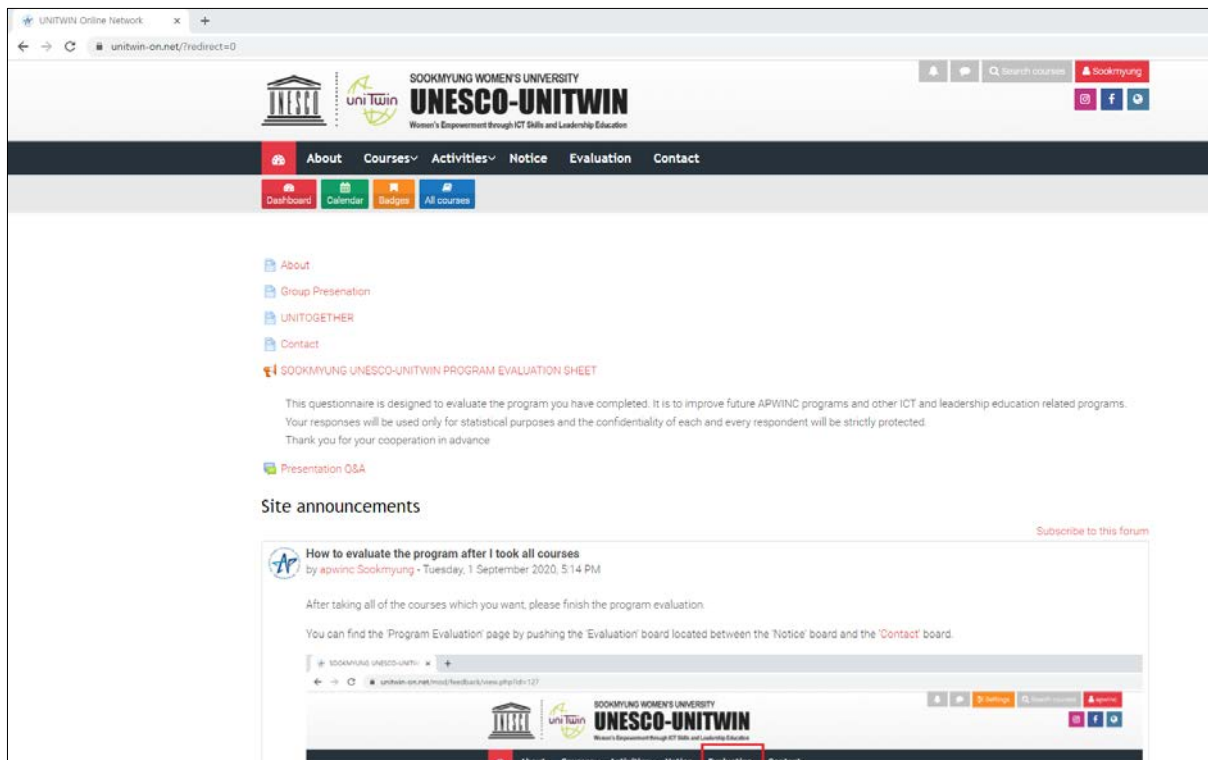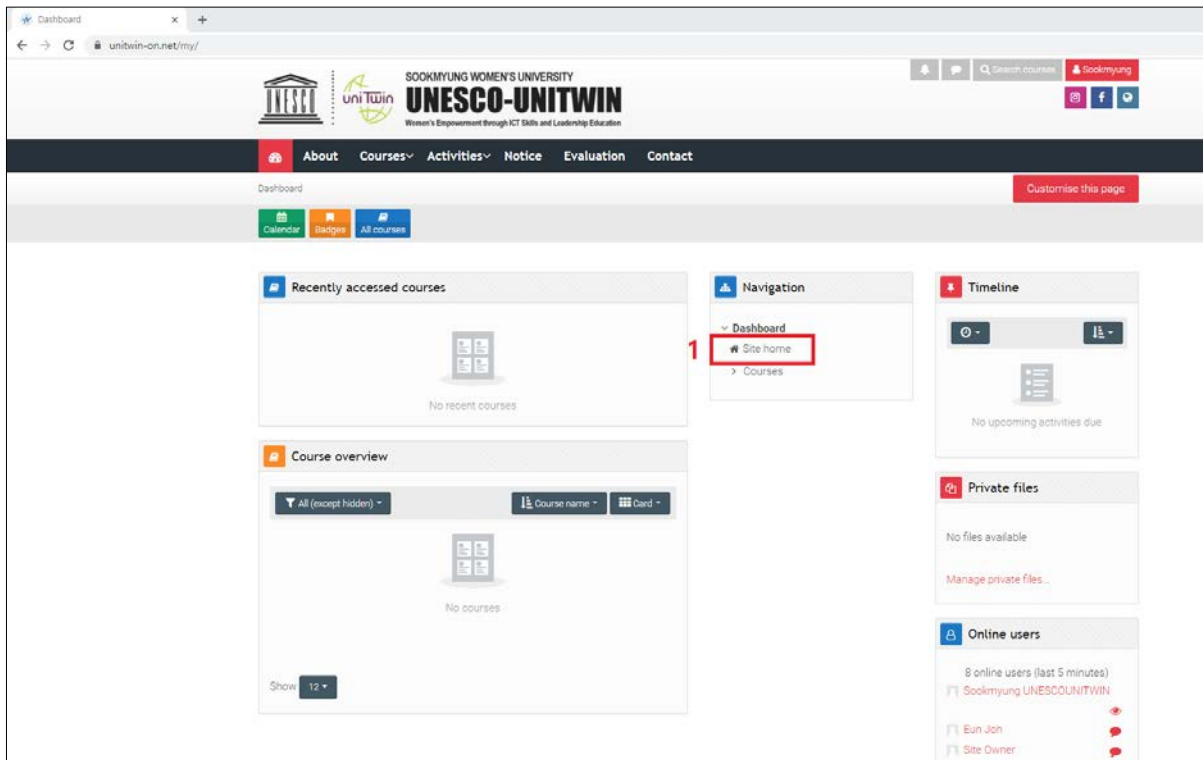
5. **How to Apply for ICT and Leadership Course as an Individual Participant**
   a. **Click the 'Notice' menu, and you can see the whole announcement. Please read each announcement thoroughly.**
   b. **Click the 'How can individual participants apply for the course?', read the content, and follow the guide.**

   c. **You will receive a confirmation email that you enroll in the course. (The confirmation mail is in the spam box.)**

e. **You can see the course which you apply for on the Dashboard.**

6. How to Take the Course

a. Click the lecture image on the Dashboard like the below screen.
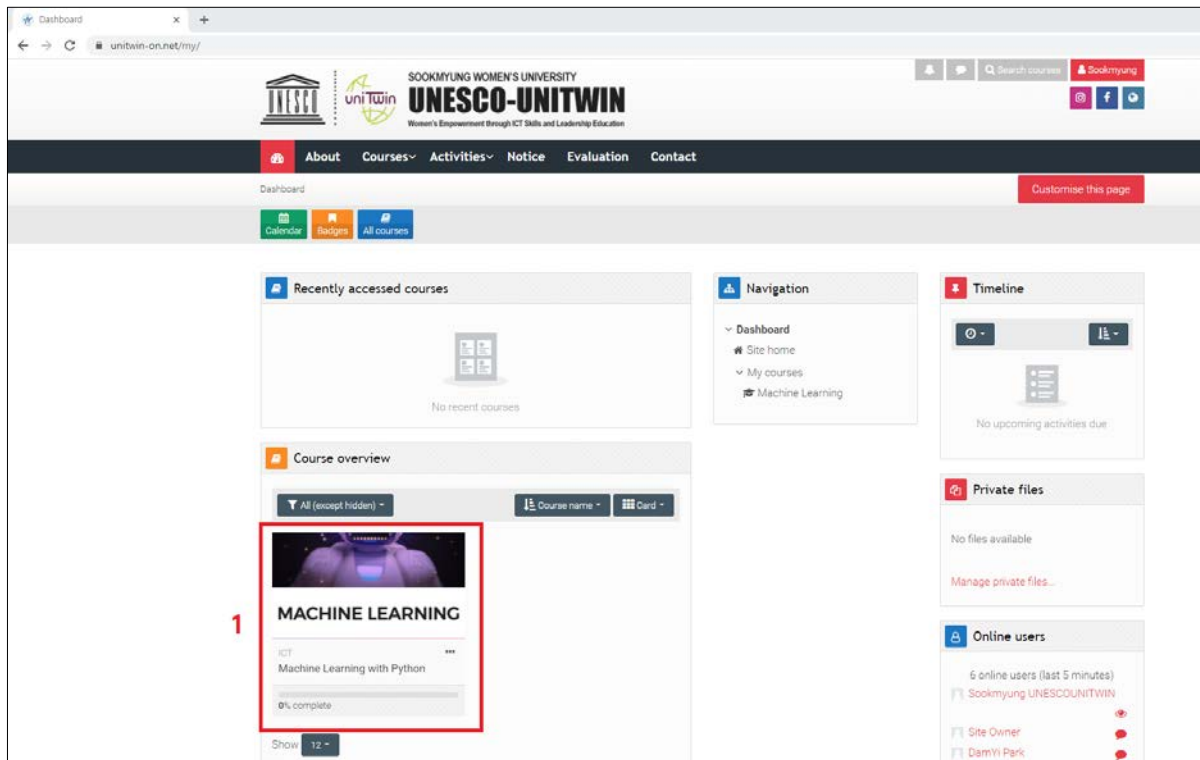
b. You will enter the lecture page and see each function explanation below.
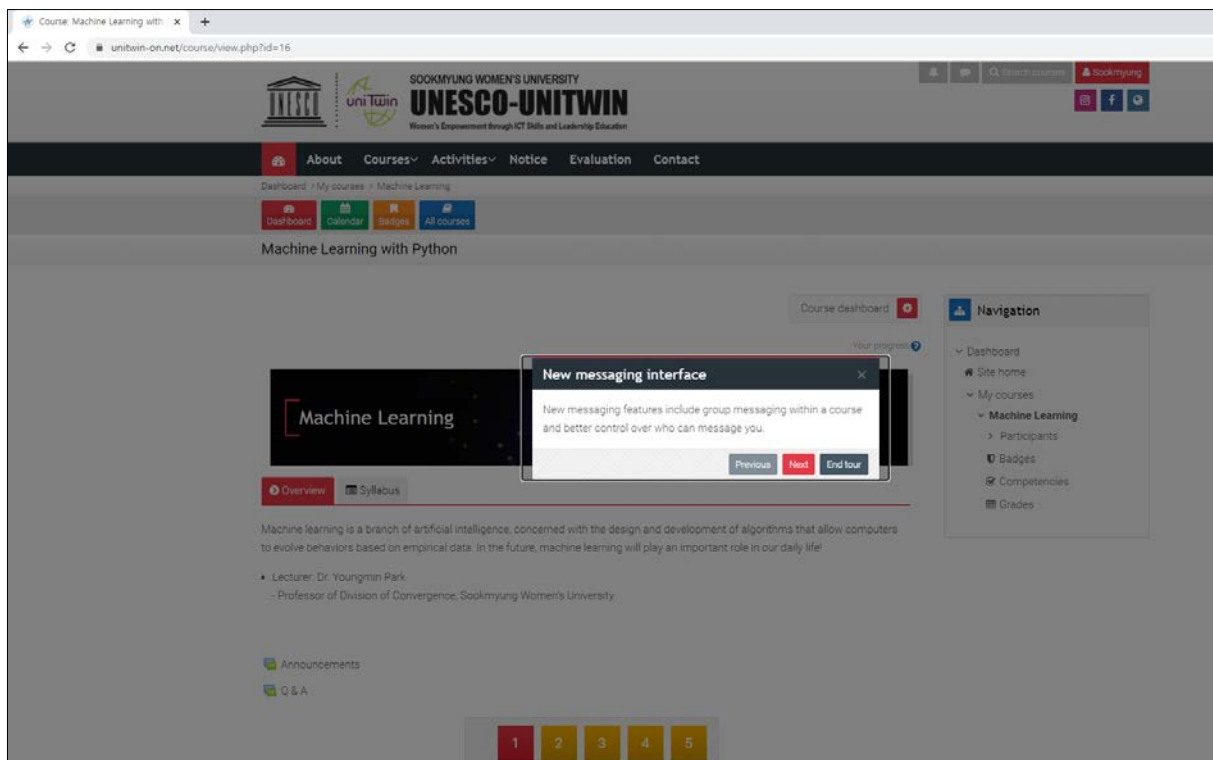
No.	Function	Explanation
1	New messaging interface	New messaging features include group messaging within a course and better control over who can message you.
2	Messaging	You can access your messages from any page using this icon. If you have any unread messages, the number of unread messages will show here too. Click on the icon to open the messaging drawer and continue the tour.

c.   Click the number button, and you can take the lectures one by one.
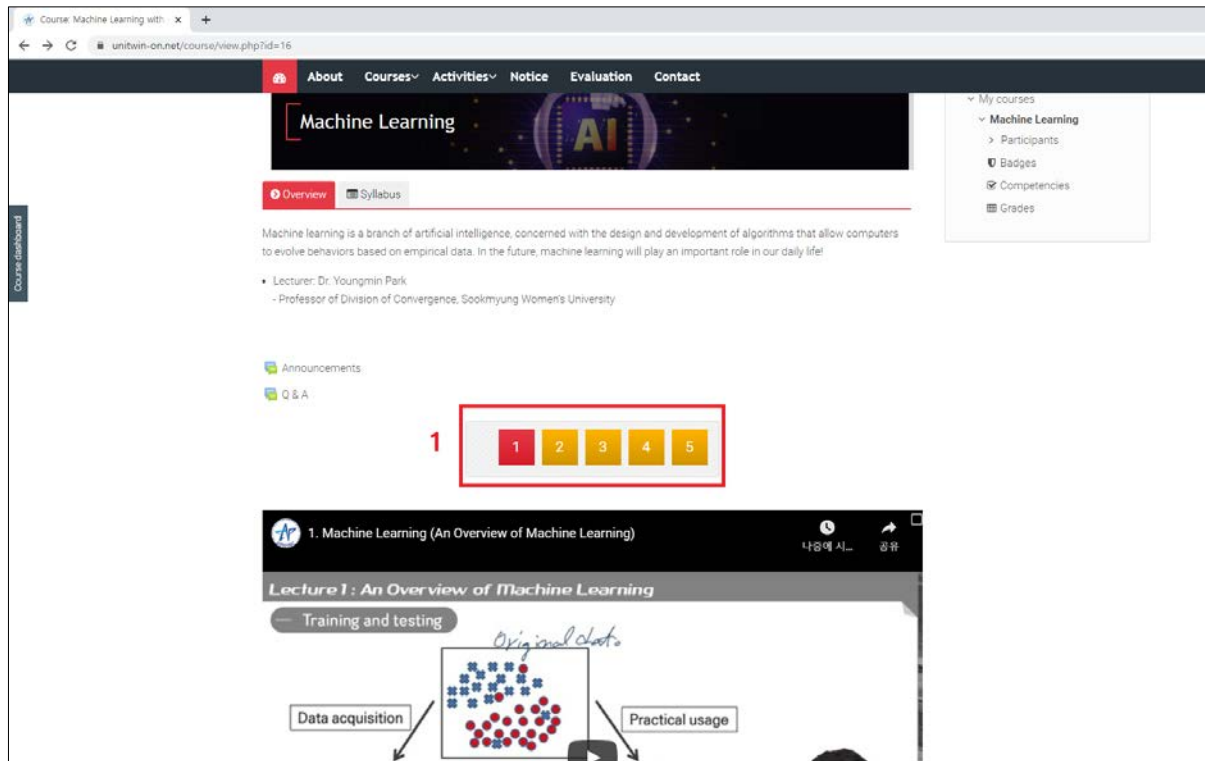
7. How to Check the Course Announcement of Professor

   a. Click the 'Announcements' button on the lecture page, and you can see the announcements of professor.

8. How to Ask Questions about the Lecture to the Professor

    a. Click the 'Q & A' button on the lecture page.

    b. Click the 'Add a new discussion topic' button.

d. You can write your question about the lecture and click the 'Post to forum' button.

9. **How to Evaluate the Lecture Which I Complete**
   a. **Click the last number button, and you can see the 'Lecture Evaluation' explanation.**
   b. **Click the 'Lecture Evaluation' button.**

   c. **Click the 'Answer the questions' button.**

d. You can evaluate the lecture and click the 'Submit your answers' button.

10. How to Ask Question or Request Except for Course

a. Click the 'Contact' menu, write your basic information and question or request, and the 'Submit request for help' button.
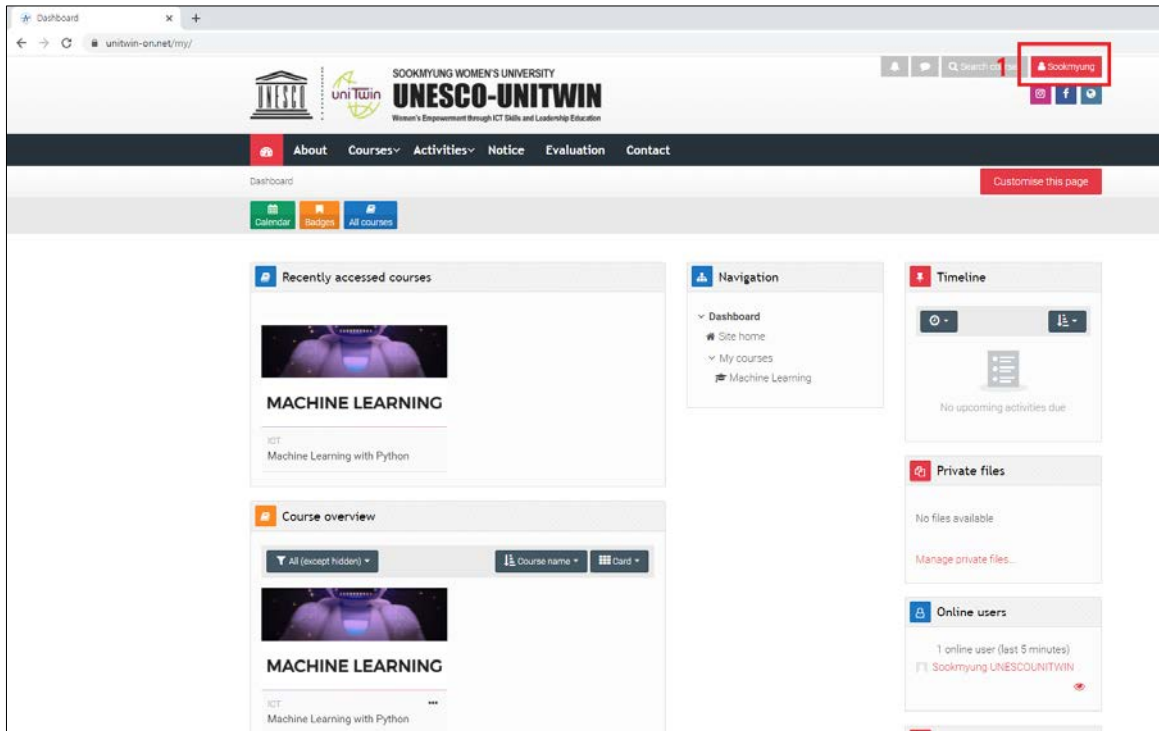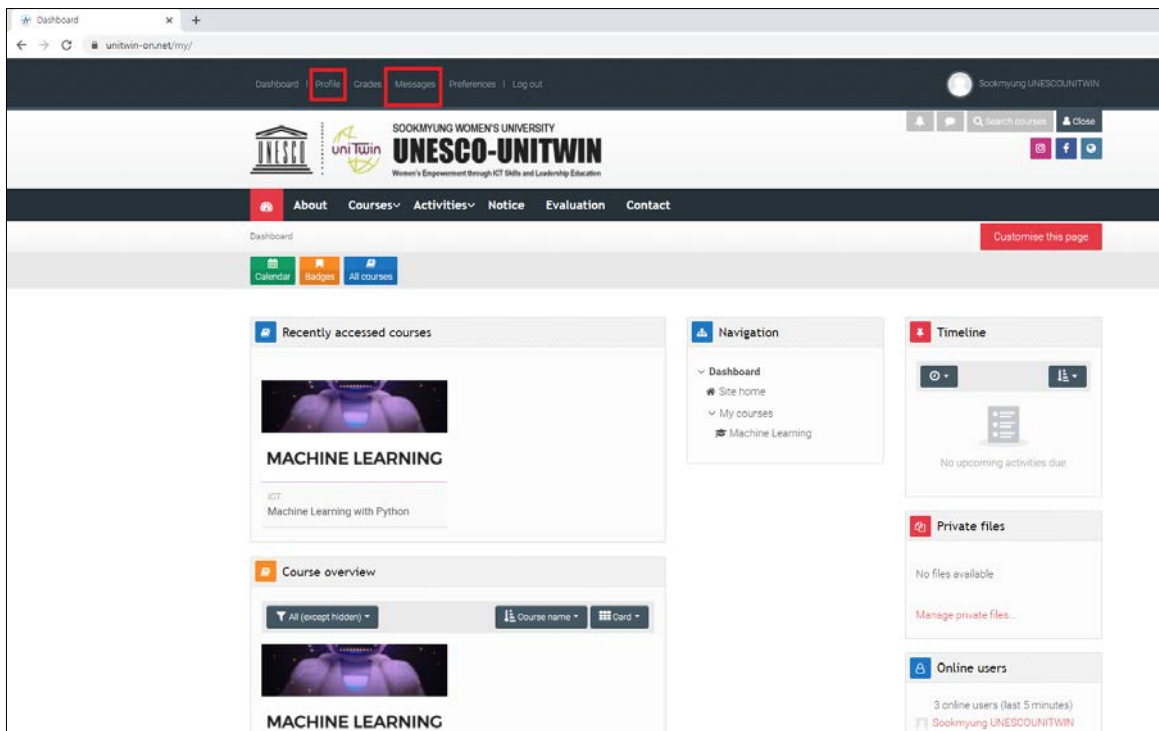
11. How to Edit My Profile, and Send Messages to Other Users

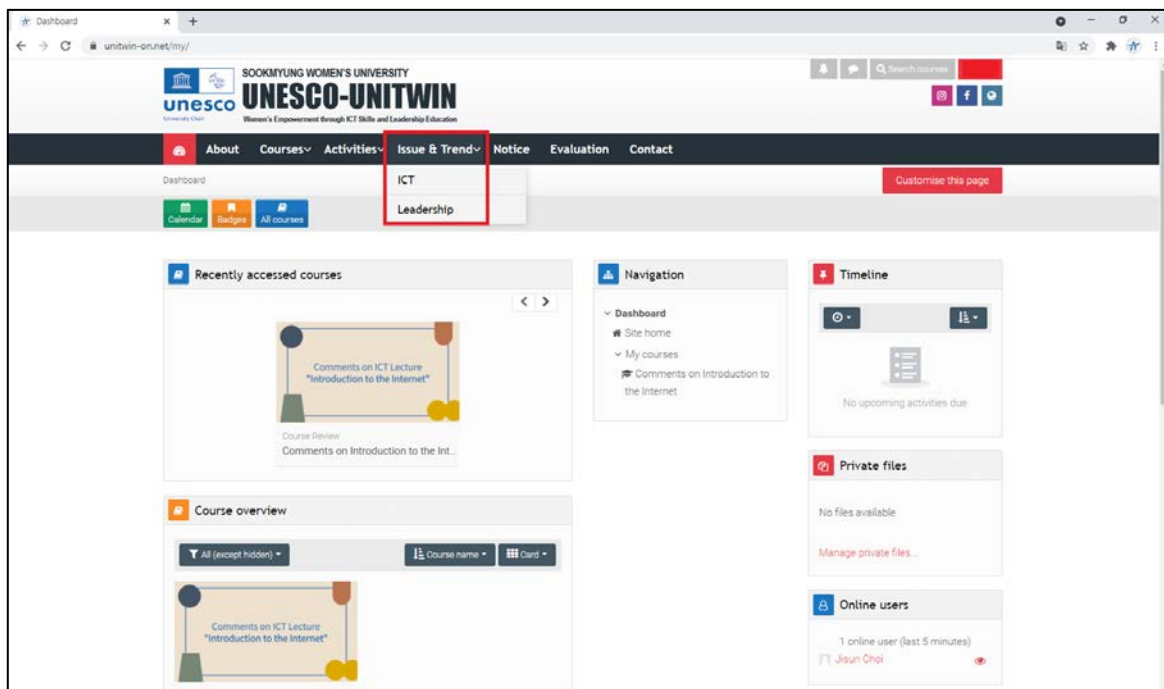a. Click your ID button like the below screen.

b. If you click the 'profile' button, you can see and edit your profile.

c. If you click the 'Message' button, you can send the message to other users by searching their ID.
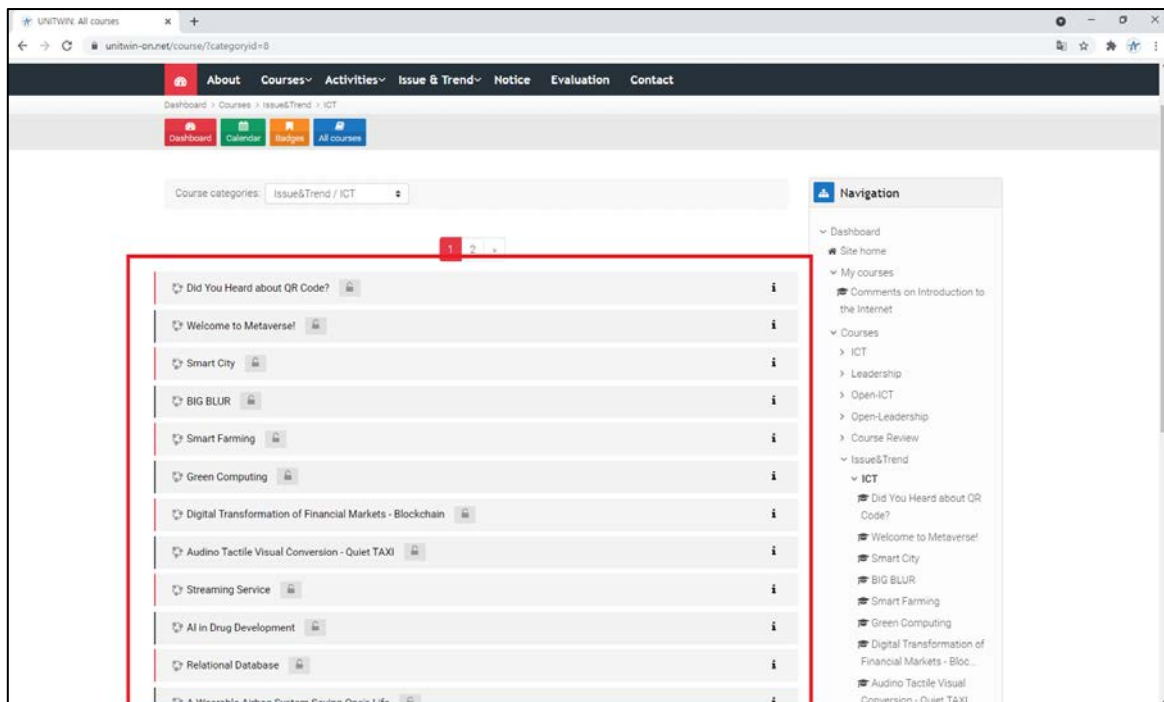
12. **How to Access Issue & Trend Contents**
    a. **Click the "Issue & Trend" button and choose one between ICT and Leadership depending on your interest.**
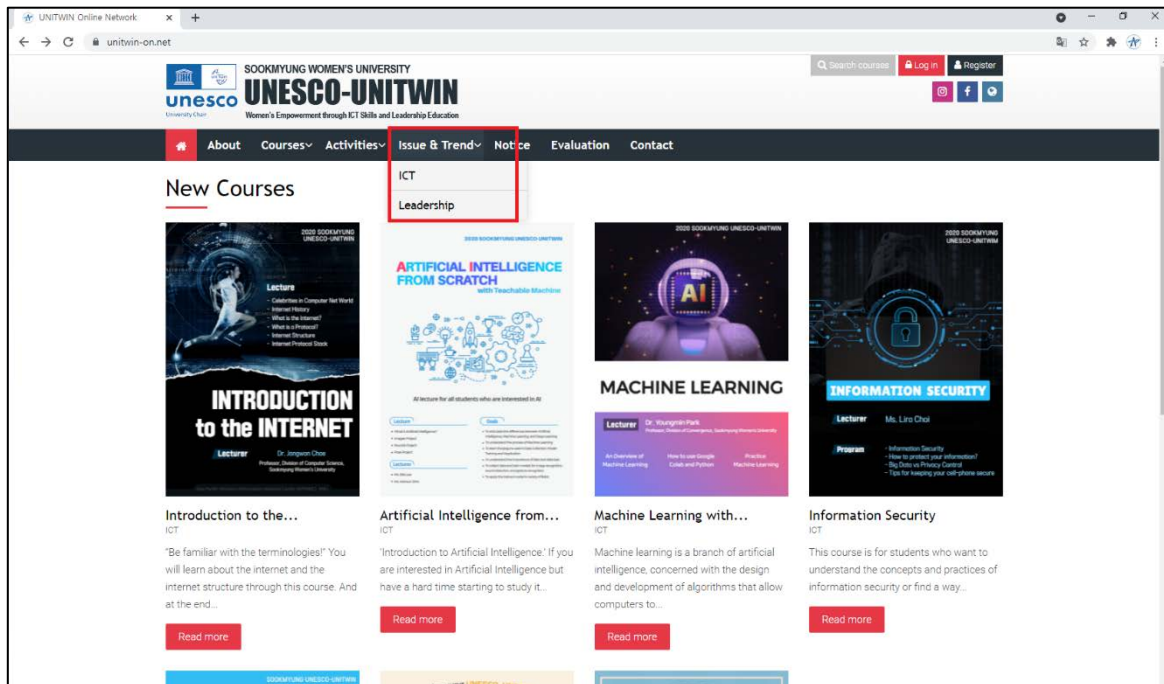

    b. **Choose a topic that you are interested in among the list.**
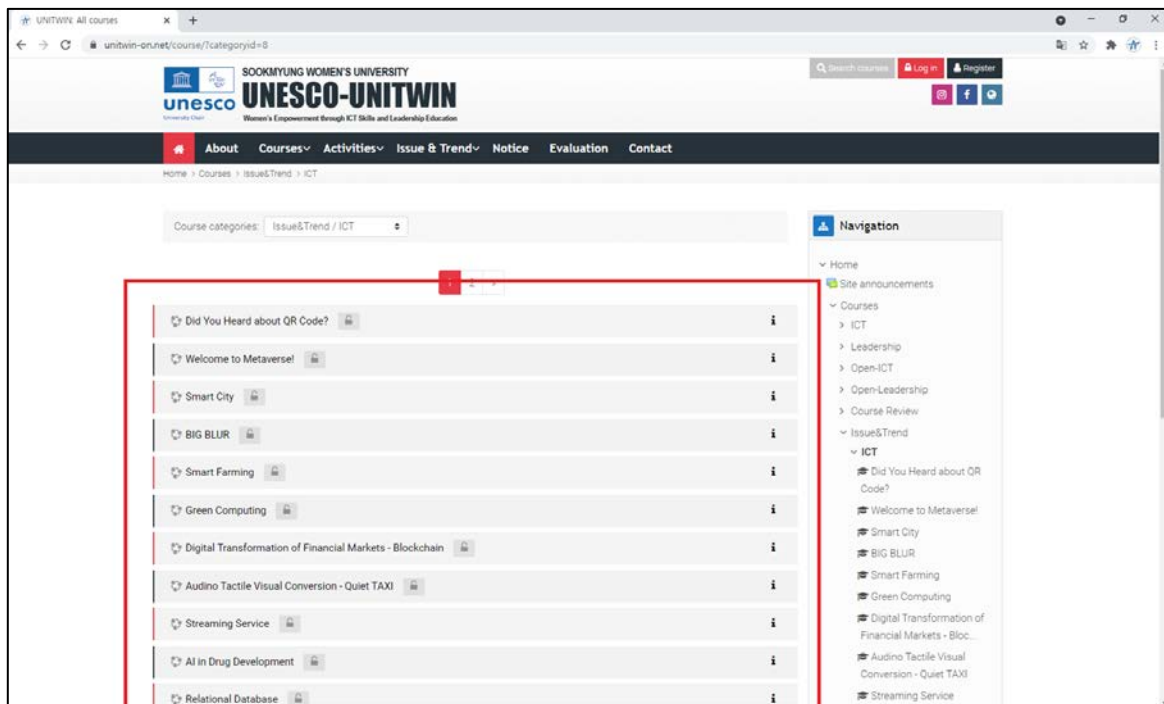
* If you are not registered, please refer to the direction below.

    a.   Click the "Issue & Trend" button and choose one between ICT and Leadership depending on your interest.

    b.   Choose a topic that you are interested in among the list.

c. **Click the "Log in as a guest" button.**

13. How to Write a Course Review
a. Click the "Course Review" button from the "Courses" section.
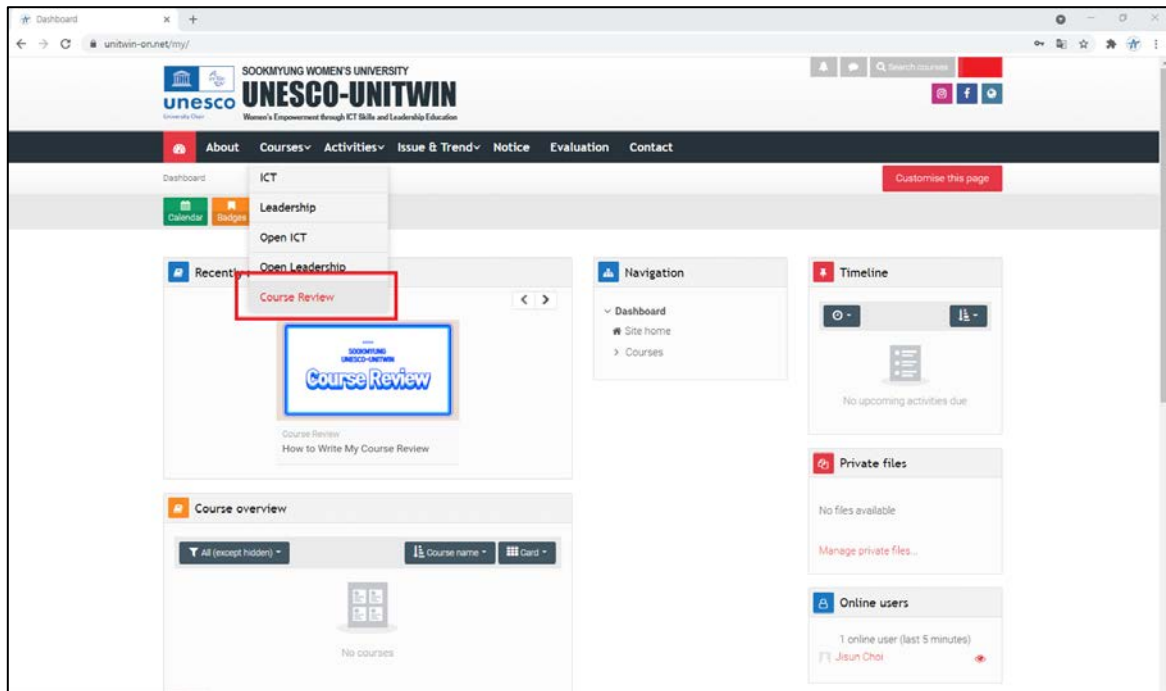
b. Choose a lecture that you want to write a comment about.

c. **Click the "Add a new discussion topic" button.**

d. **Click the "Enrol me" button.**

e. **1. Write a title.**

2. Write your comment.

3. Add photos that show your learning process, outcomes, etc. if needed by dragging and dropping files.

4. When you are done, click the "Post to forum" button.