

# Guide for Utilizing the Sookmyung UENSCO-UNITWIN

## Online Training Website, [www.unitwin.org](http://www.unitwin.org)

### Content

1. How to Register the Website .....	2
2. How to Confirm My Registration .....	4
3. How to Agree or Disagree with Declaration & Photography Consent .....	5
4. How to Use the Dashboard Function on the Website .....	6
5. How to Apply for ICT and Leadership Course as an Individual Participant.....	8
6. How to Take the Course .....	10
7. How to Check the Course Announcement of Professor .....	12
8. How to Ask Questions about the Lecture to the Professor .....	13
9. How to Evaluate the Lecture Which I Complete.....	15
10. How to Ask Question or Request Except for Course .....	17
11. How to Edit My Profile, and Send Messages to Other Users .....	18
12. How to Access Issue & Trend Contents .....	19
13. How to Write a Course Review.....	22

### 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.

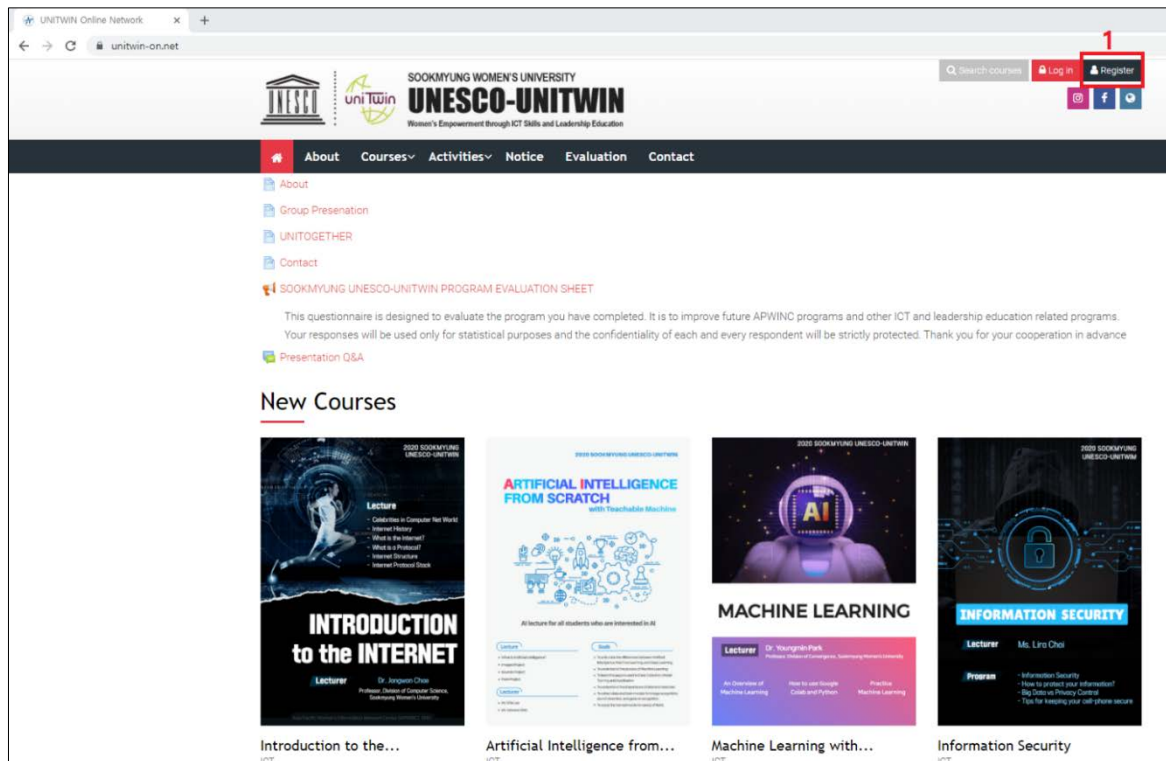
#### **Copyright & Portrait Right Protection**

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.

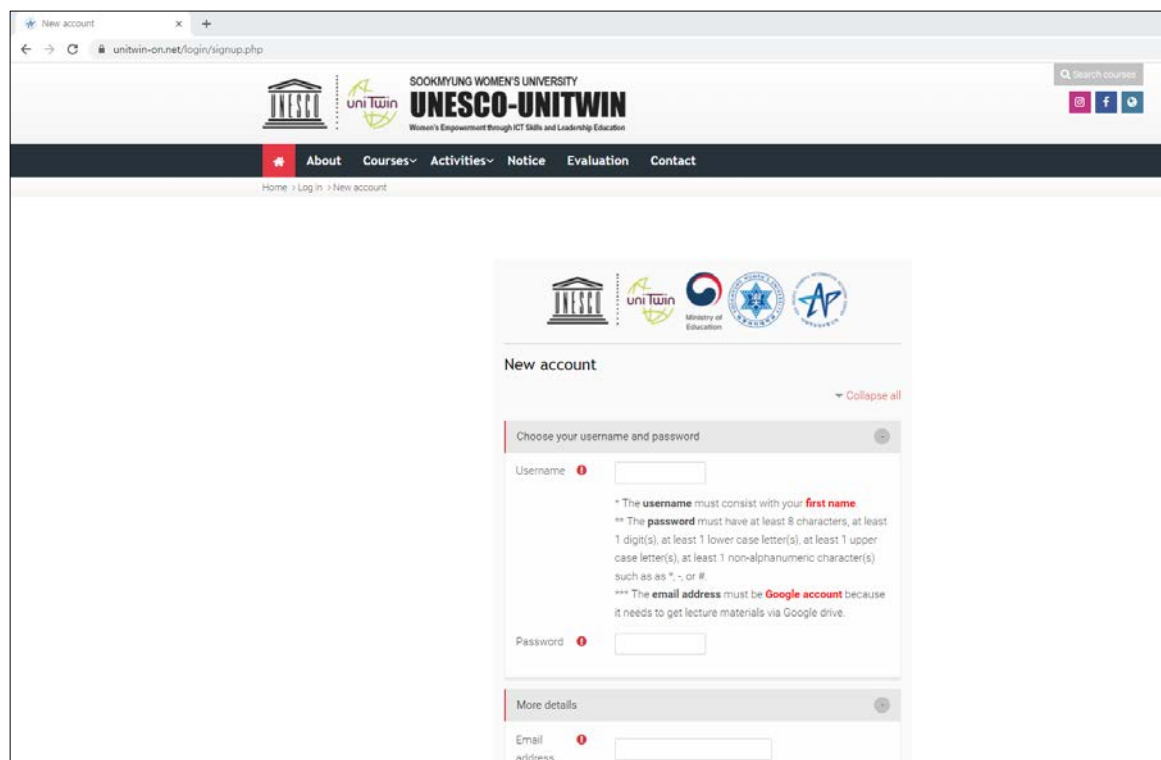
Also, all of the participants have portrait rights, so photography is strictly forbidden during the real-time class without one's consent. Please keep it in mind when you upload or post pictures on your SNS especially.

# 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.

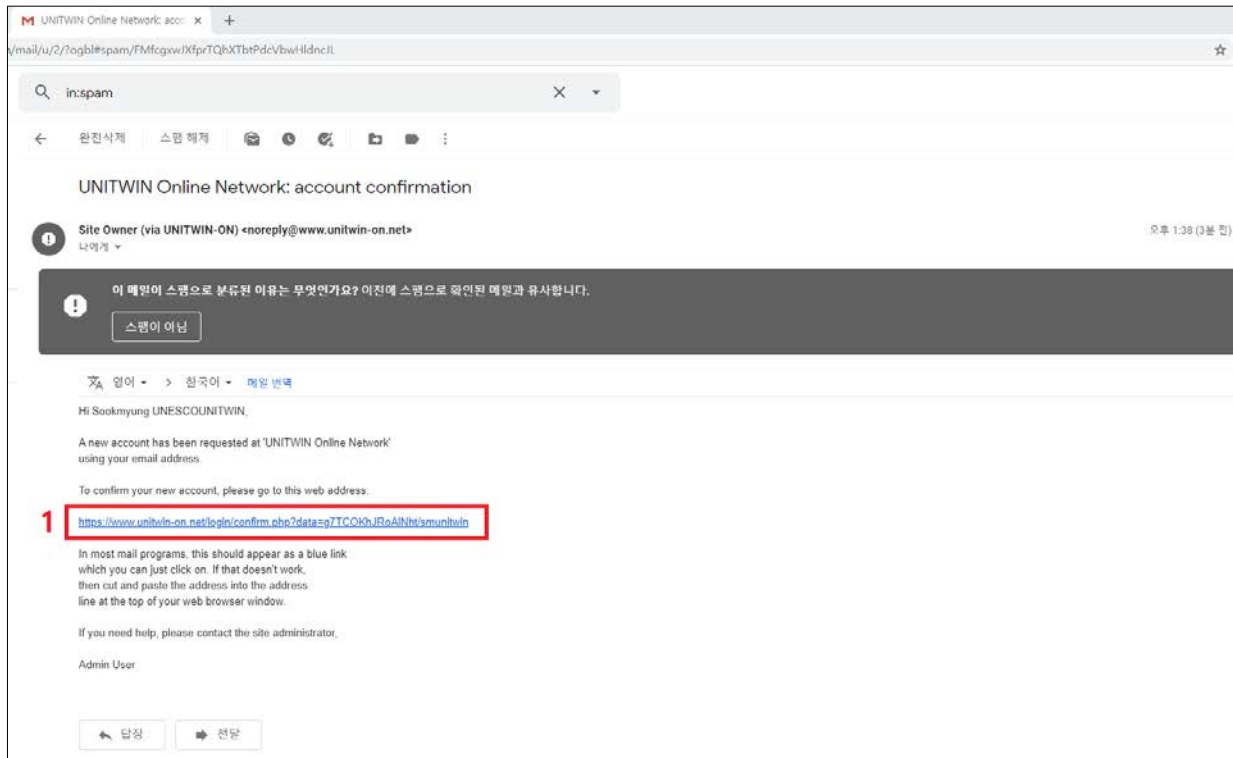
The screenshot shows a web browser window with the address bar displaying "unitwin-on.net/login/signup.php". The page has a dark navigation bar with links for "About", "Courses", "Activities", "Notice", "Evaluation", and "Contact". The main content area is a registration form with the following fields:

- Email (again) [input field]
- First name [input field]
- Surname [input field]
- Cell Phone [input field]
- Country [dropdown menu: Select a country]
- Others (collapsible section):
  - University [input field]
  - Major [input field]
  - School Year [dropdown menu: Freshman]
  - Whatsapp Phone Number [input field]

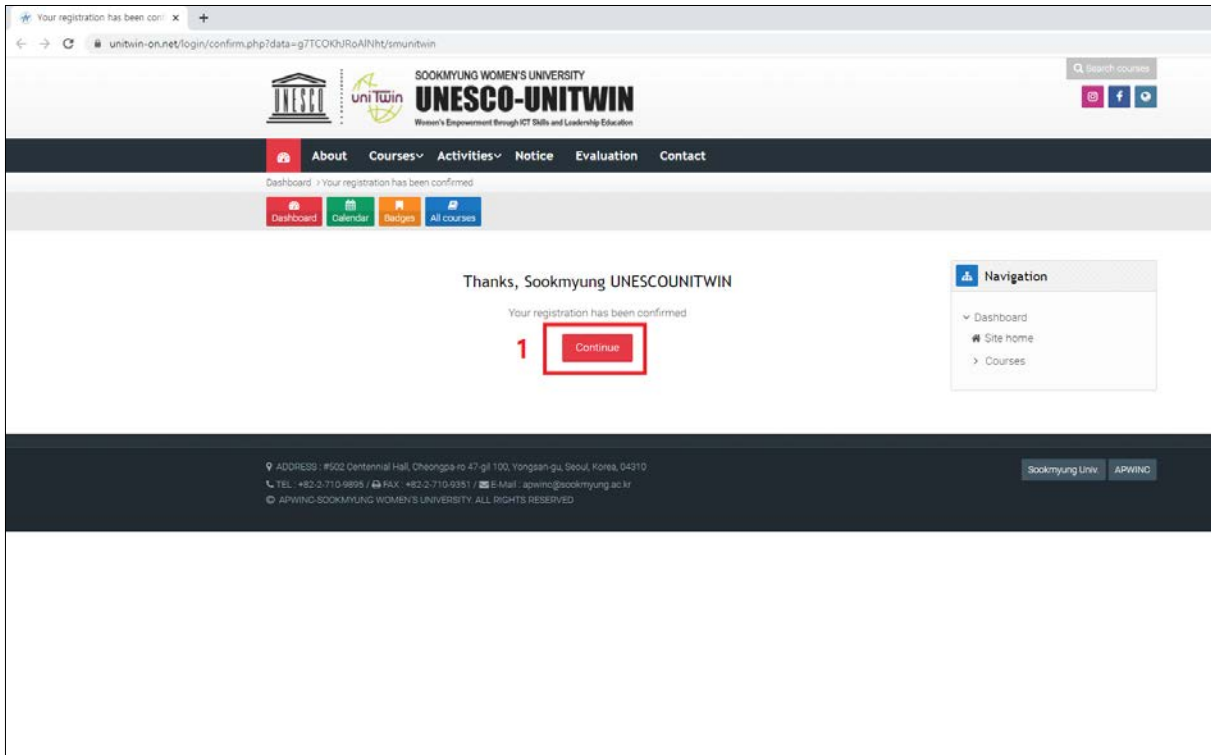
At the bottom of the form, there is a red box around the "Create my new account" button, with a red "1" next to it. To the right of this button is a "Cancel" button. Below the buttons, a small note reads: "There are required fields in this form marked".

## 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.

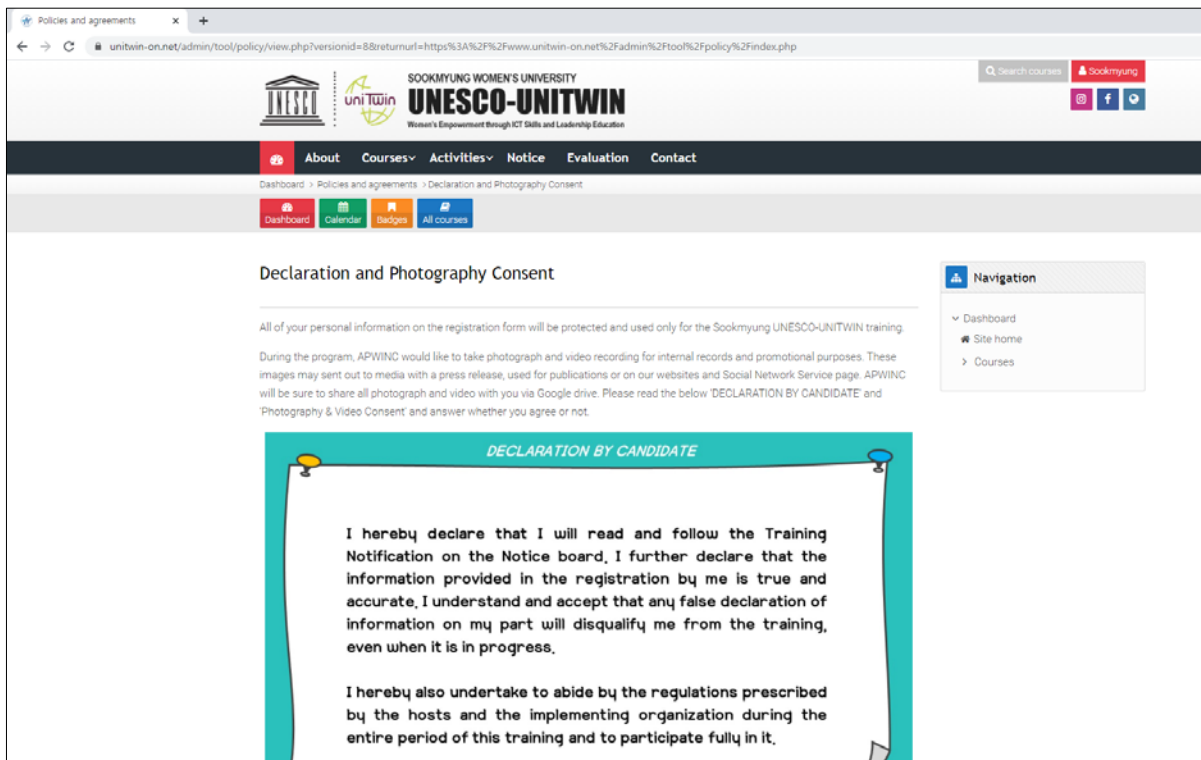


- c. You will go to the website and see the below screen. Click the 'Continue' button.

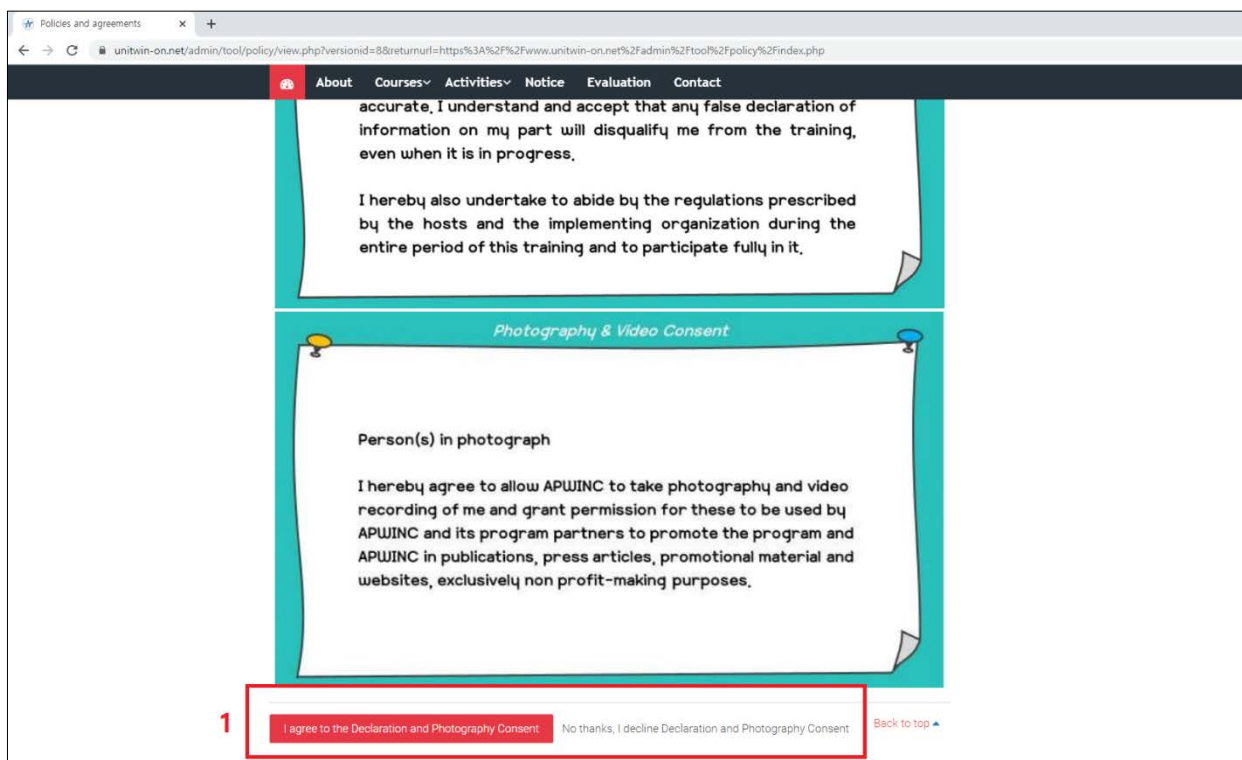


### 3. How to Agree or Disagree with Declaration & Photography Consent

- a. If you click the 'Continue' button to confirm your registration on the website (refer to the 'c' step in the 4<sup>th</sup> page), you can see the 'Declaration and Photography Consent' like the below screen.
- b. Read thoroughly the explanation, 'Declaration By Candidate', and 'Photography Consent'.

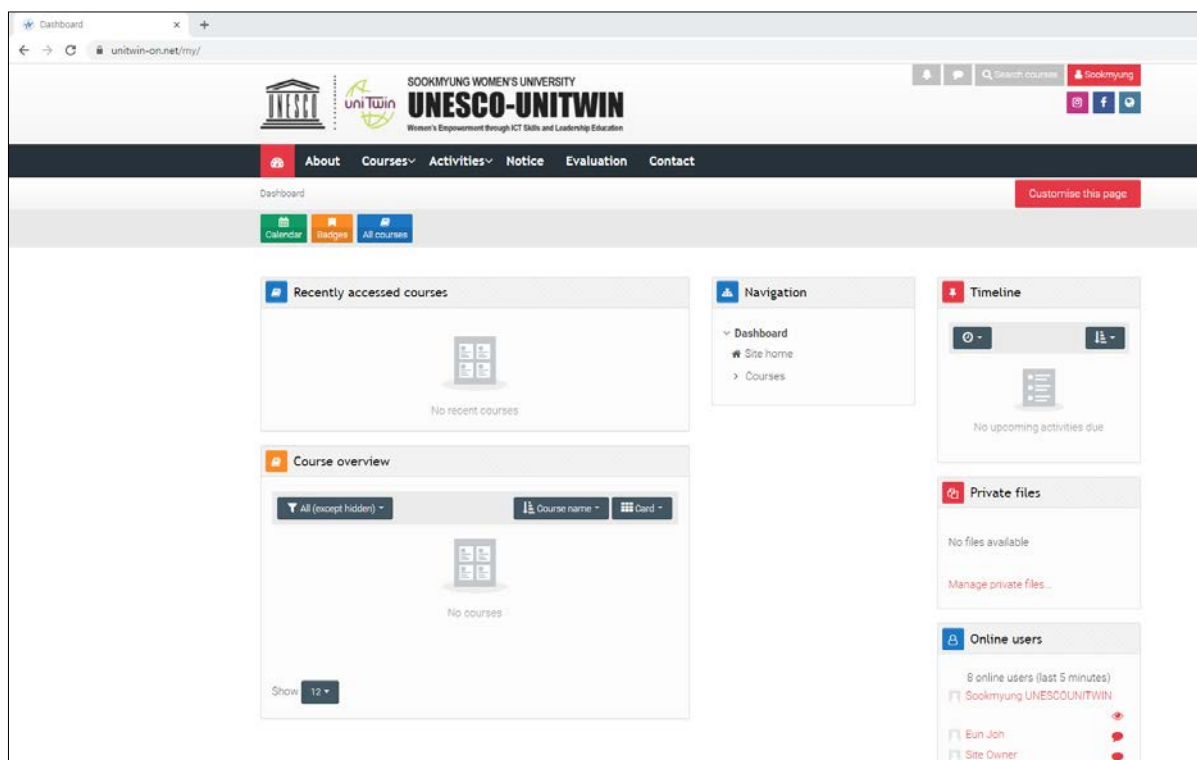


- c. Click the 'I agree to the Declaration and Photography Consent' button or the 'No thanks, I decline Declaration and Photography Consent' button.



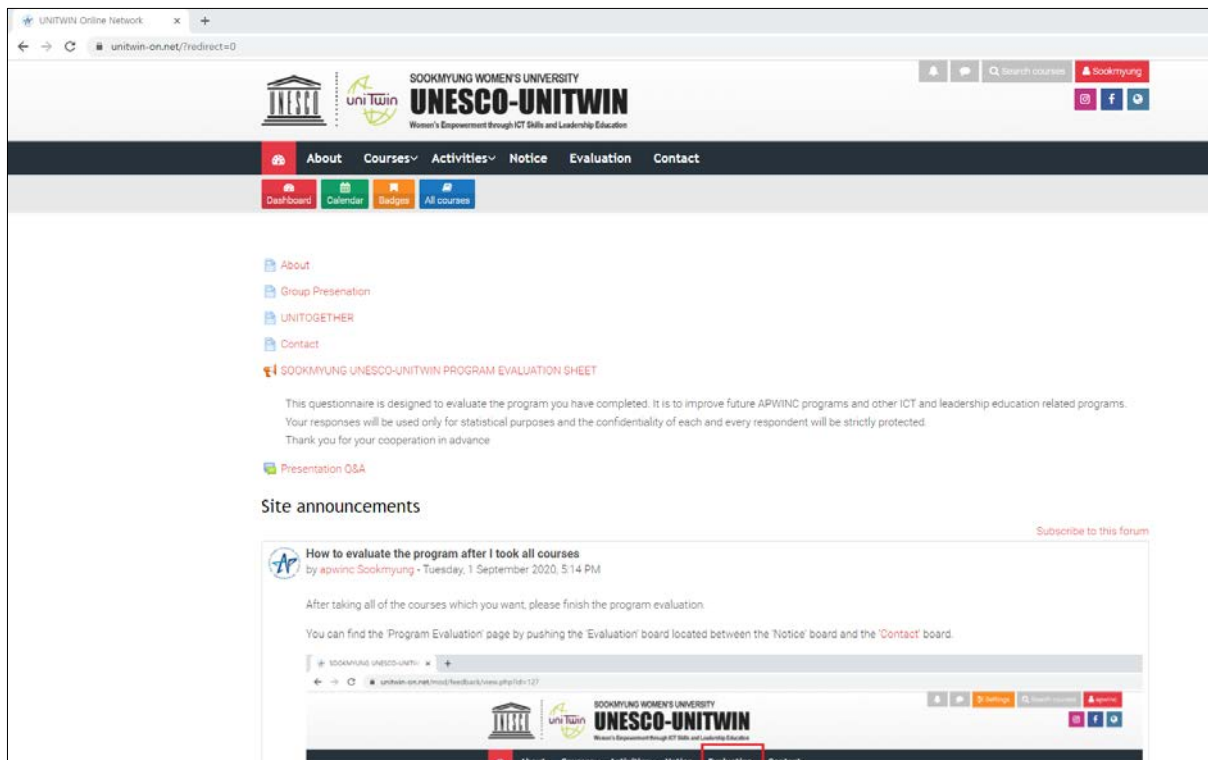
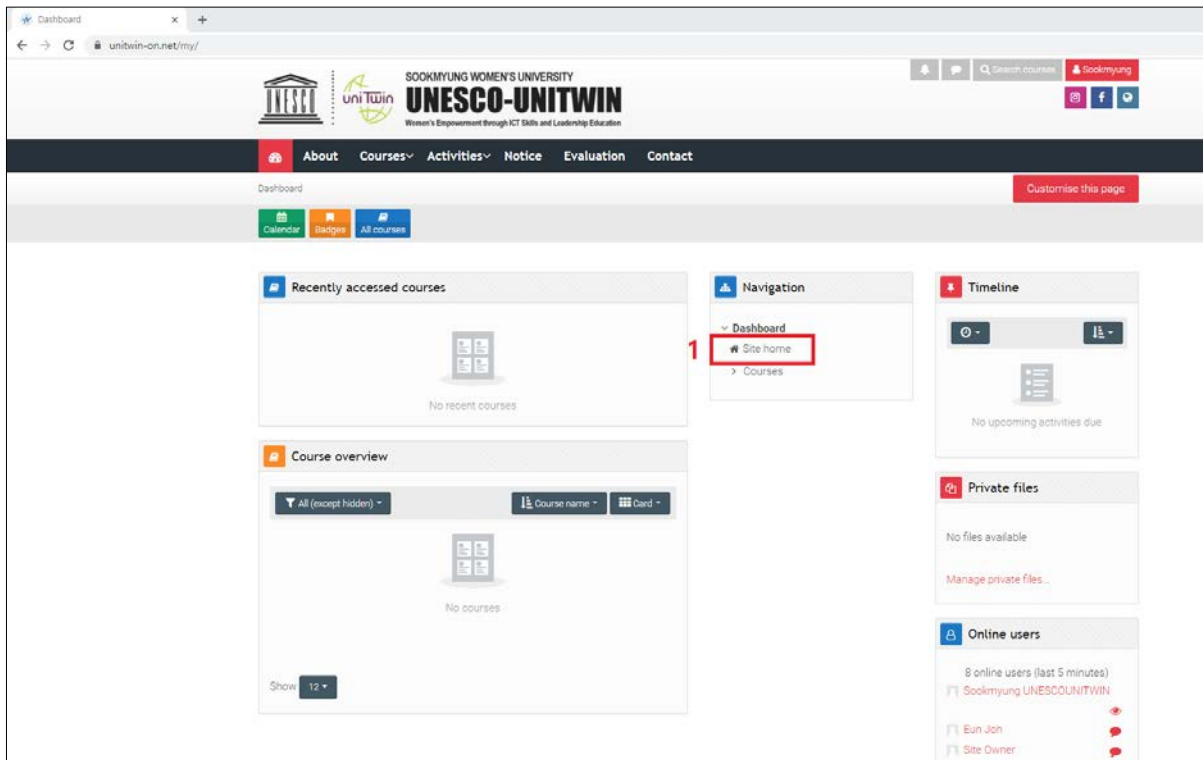
#### 4. How to Use the Dashboard Function on the Website

- 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.

The screenshot shows the 'Site announcements' forum page. The navigation bar includes 'About', 'Courses', 'Activities', 'Notice', 'Evaluation', and 'Contact'. The 'Notice' menu is highlighted with a red box and a '1' above it. The forum post titled 'How can individual participants apply for the course?' is highlighted with a red box and a '2' to its left. The forum post details are as follows:

Discussion	Started by	Replies	Last post	Created
How to evaluate the program after I took all courses	apwinc Sookmyung	0	apwinc Sookmyung Tue, 1 Sep 2020, 5:14 PM	Tue, 1 Sep 2020, 5:14 PM
How to ask questions about each course	apwinc Sookmyung	0	apwinc Sookmyung Tue, 1 Sep 2020, 4:14 PM	Tue, 1 Sep 2020, 4:14 PM
How to ask questions or requests about group presentation to Sookmyung students	apwinc Sookmyung	0	apwinc Sookmyung Fri, 28 Aug 2020, 6:05 PM	Fri, 28 Aug 2020, 6:05 PM
Copyright & Portrait Right Protection	apwinc Sookmyung	0	apwinc Sookmyung Fri, 28 Aug 2020, 5:43 PM	Fri, 28 Aug 2020, 5:43 PM
How to evaluate each lecture which I took	apwinc Sookmyung	0	apwinc Sookmyung Fri, 28 Aug 2020, 5:38 PM	Fri, 28 Aug 2020, 5:38 PM
Connect to This Website via Chrome	apwinc Sookmyung	0	apwinc Sookmyung Thu, 27 Aug 2020, 4:28 PM	Thu, 27 Aug 2020, 4:28 PM
How can individual participants apply for the course?	apwinc Sookmyung	0	apwinc Sookmyung Wed, 26 Aug 2020, 2:34 PM	Wed, 26 Aug 2020, 2:34 PM

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

Welcome to Data Visualization with R [받은편지함 x](#)

**Do not reply to this email (via UNITWIN-ON)**  
나에게 ▾

영어 ▾ > 한국어 ▾ [메일 번역](#)

Welcome to the "Data Visualization with R"!  
We are pleased with your attention to this course.  
From now on to April 2, (1/19-4/2) you can take lectures through the Sookmyung UNESCO-UNITWIN online training website. ([unitwin-on.net](http://unitwin-on.net))  
Before using the website, please read some notification on the 'Notice' board.  
On that board, we posted a few important things including copyright & portrait and how to use the website.  
And after completing all lectures, please do not forget to do a 'lecture evaluation'.  
Your evaluation will be a valuable opinion to improve our program.  
If you have any questions or difficulties, please do not hesitate to contact us via e-mail ([smunitwin@gmail.com](mailto:smunitwin@gmail.com)), 'Contact' and 'Messages' function on the website.  
We will do our best to support you to participate in our program.  
Then, hope you enjoy this course!

Sincerely yours,  
APWINC  
--  
Asia Pacific Women's Information Network Center (APWINC),  
Sookmyung Women's University, Korea

Address : #502, Centennial Hall, Sookmyung Women's University  
Cheongpa-ro 47-gil 100, Yongsan-gu, Seoul, KOREA 04310  
Tel : 82-2-2077-7164, 82-2-2077-7291  
Fax : 82-2-710-9351  
[www.women.or.kr](http://www.women.or.kr) / [www.unitwin.org](http://www.unitwin.org)



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

The screenshot displays the UNESCO-UNITWIN dashboard interface. At the top, the header includes the UNESCO logo, the UNITWIN logo, and the text "SOOKMYUNG WOMEN'S UNIVERSITY UNESCO-UNITWIN Women's Empowerment through ICT Skills and Leadership Education". A navigation menu contains links for "About", "Courses", "Activities", "Notice", "Evaluation", and "Contact". A search bar and social media icons are also present.

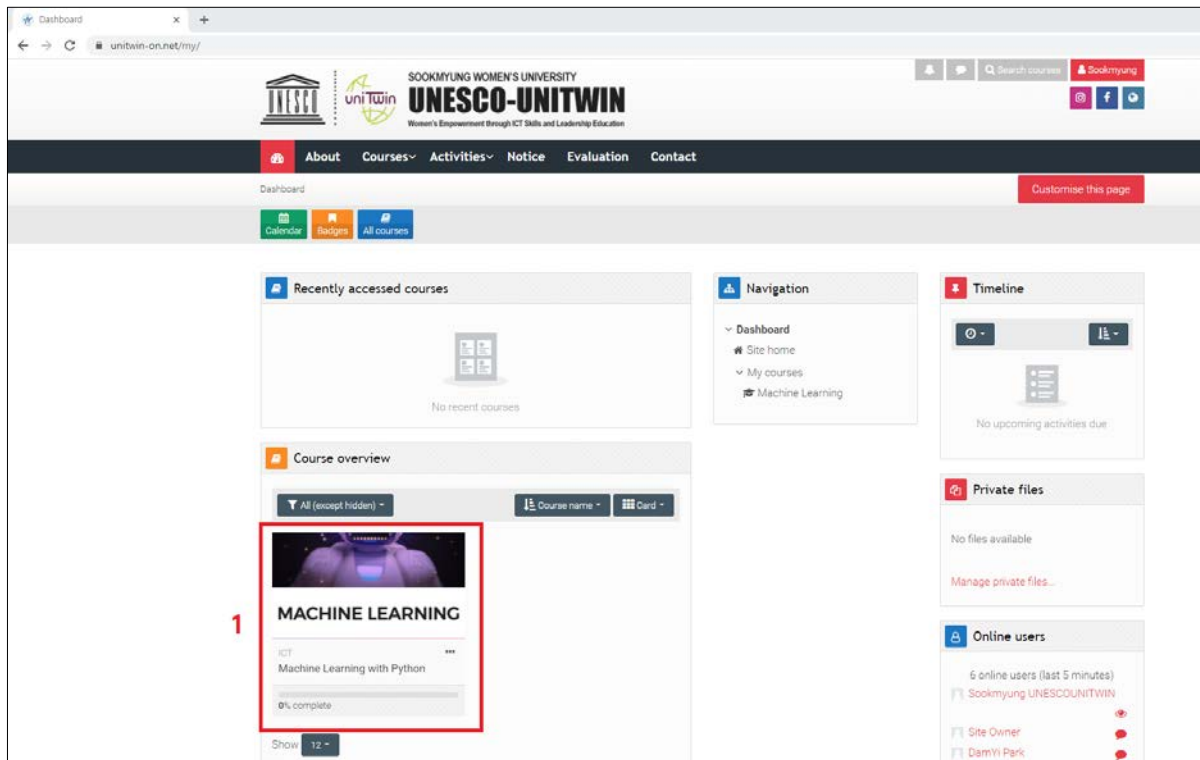
The main dashboard area features several widgets:

- Recently accessed courses:** A box with a laptop icon and the text "No recent courses".
- Navigation:** A sidebar menu with "Dashboard" (expanded) containing "Site home" and "My courses" (expanded) containing "Machine Learning".
- Timeline:** A box with a calendar icon and the text "No upcoming activities due".
- Private files:** A box with the text "No files available" and a link "Manage private files...".
- Online users:** A box showing "6 online users (last 5 minutes)" with a list including "Sookmyung UNESCOUNITWIN", "Site Owner", and "DamYi Park".

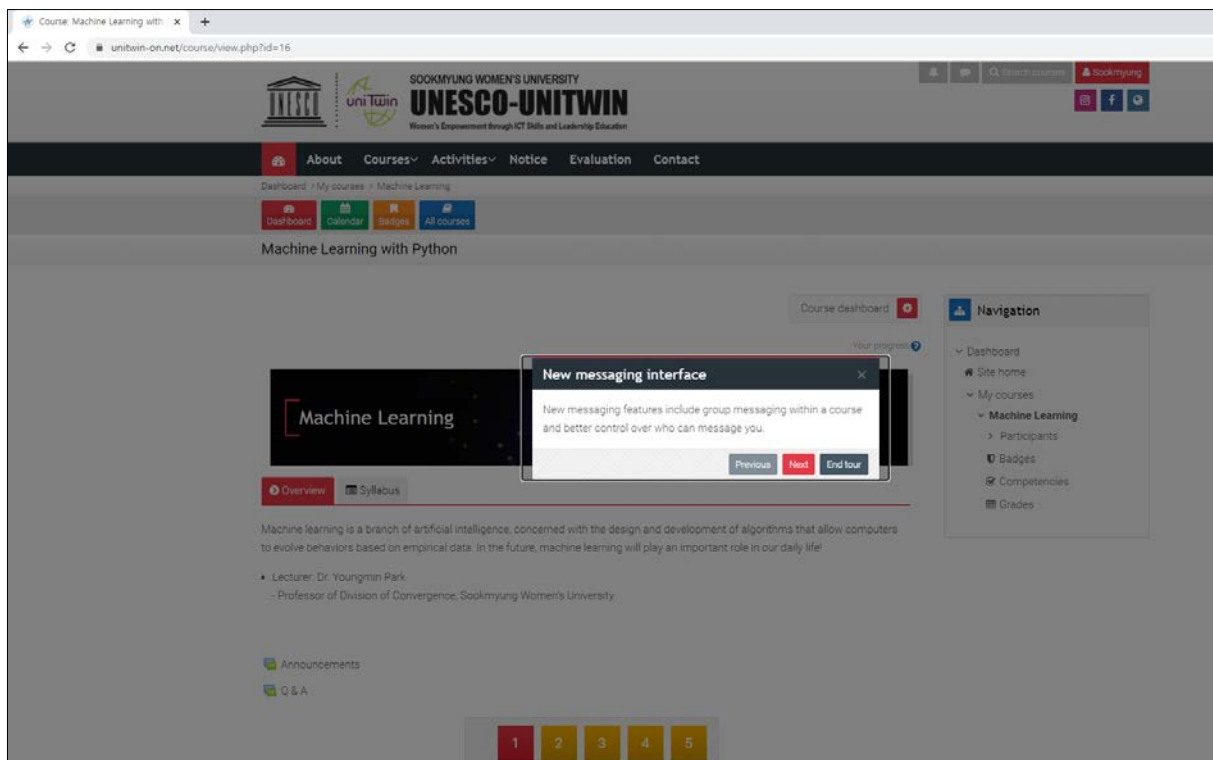
The central "Course overview" widget is titled "MACHINE LEARNING" and shows a progress bar for "Machine Learning with Python" at "0% complete". It includes a "Show" button with a dropdown menu set to "12".

## 6. How to Take the Course

- a. Click the lecture image on the Dashboard like the below screen.

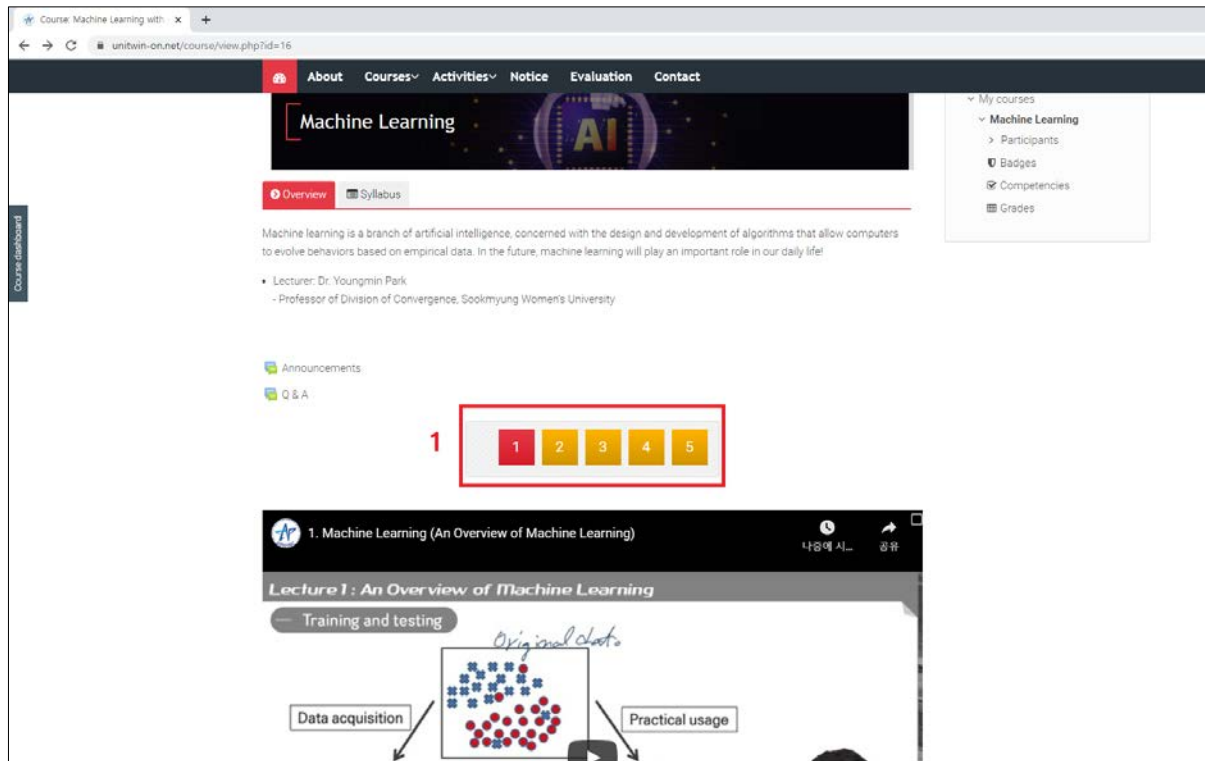


- b. You will enter the lecture page and see each function explanation below.



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.

The screenshot shows the course page for 'Machine Learning'. The navigation menu includes 'About', 'Courses', 'Activities', 'Notice', 'Evaluation', and 'Contact'. The 'Announcements' button is highlighted with a red box and a red '1'. The video player shows a slide with the title '1. Machine Learning (An Overview of Machine Learning)' and a diagram illustrating the process from 'Data acquisition' to 'Practical usage'.

The screenshot shows the 'Announcements' page. The page header includes the university logo and navigation menu. The main content area displays a list of announcements with the following columns: Discussion, Started by, Replies, Last post, and Created.

Discussion	Started by	Replies	Last post	Created
Google Colab Tutorial	Youngmin Park	0	Youngmin Park Mon, 31 Aug 2020, 2:46 PM	Mon, 31 Aug 2020, 2:46 PM
Data File	Youngmin Park	0	Youngmin Park Mon, 31 Aug 2020, 2:38 PM	Mon, 31 Aug 2020, 2:38 PM
Machine Learning source code	Youngmin Park	0	Youngmin Park Mon, 31 Aug 2020, 2:36 PM	Mon, 31 Aug 2020, 2:36 PM
Technical analysis source code	Youngmin Park	0	Youngmin Park Mon, 31 Aug 2020, 2:32 PM	Mon, 31 Aug 2020, 2:32 PM
pandas source code	Youngmin Park	0	Youngmin Park Mon, 31 Aug 2020, 2:29 PM	Mon, 31 Aug 2020, 2:29 PM
numpy source code	Youngmin Park	0	Youngmin Park Mon, 31 Aug 2020, 2:29 PM	Mon, 31 Aug 2020, 2:29 PM

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

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

The screenshot shows the course page for 'Machine Learning' on the unitwin-on.net platform. The page includes a navigation menu with options like 'About', 'Courses', 'Activities', 'Notice', 'Evaluation', and 'Contact'. The main content area features a 'Q & A' button highlighted with a red box and the number '1'. Below the button is a video player for 'Lecture 1: An Overview of Machine Learning'.

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

The screenshot shows the Q & A forum page on the unitwin-on.net platform. The page includes a navigation menu with options like 'About', 'Courses', 'Activities', 'Notice', 'Evaluation', and 'Contact'. The main content area features a 'Q & A' section with an 'Add a new discussion topic' button highlighted with a red box and the number '1'. The page also displays a search bar and a navigation sidebar.

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

The screenshot shows a web browser window displaying a Moodle Q&A forum page. The browser's address bar shows the URL `unibwin-on.net/mod/forum/view.php?id=125`. The page has a dark navigation bar with links for 'About', 'Courses', 'Activities', 'Notice', 'Evaluation', and 'Contact'. On the right side, there are two sidebars: 'Navigation' and 'Administration'. The 'Navigation' sidebar includes links for 'Dashboard', 'Site home', 'My courses', 'Machine Learning', 'Participants', 'Badges', 'Competencies', 'Grades', and 'Course Introduction'. The 'Administration' sidebar includes 'Forum administration', 'Optional subscription', and 'Subscribe to this forum'. The main content area is titled 'Q & A' and features a red button labeled 'Add a new discussion topic'. Below this are input fields for 'Subject' and 'Message', each with a red circle icon indicating a required field. A rich text editor toolbar is positioned above the message input field. At the bottom of the form, there are three buttons: 'Post to forum' (highlighted with a red box and a red number '1'), 'Cancel', and 'Advanced'. Below the buttons, there is a message: 'There are required fields in this form marked with a red circle icon. (There are no discussion topics yet in this forum)'. At the very bottom of the page, there are navigation elements including 'Announcements', a 'Jump to...' dropdown menu, and 'Lecture Evaluation'.

## 9. How to Evaluate the Lecture Which I Complete

- Click the last number button, and you can see the 'Lecture Evaluation' explanation.
- Click the 'Lecture Evaluation' button.

The screenshot shows a web browser window with the URL `unitwin-on.net/course/view.php?id=16`. The page title is "Machine Learning". The navigation bar includes "About", "Courses", "Activities", "Notice", "Evaluation", and "Contact". The "Evaluation" menu is expanded, showing "Participants", "Badges", "Competencies", and "Grades". The main content area has a "Machine Learning" header and an "Overview" tab. Below the header, there is a description of machine learning and a list of lecturers. A navigation bar with five numbered buttons (1-5) is visible, with the number 5 highlighted by a red box and labeled with a red "1". Below this, a "Lecture Evaluation" button is highlighted with a red box and labeled with a red "2". The text below the button reads: "This 'Lecture Evaluation Sheet' is designed to evaluate the lecture in which you are taking part. Your responses will be used as valuable information to improve APWINC programs in the future. Thank you for your attention and cooperation in advance."

- Click the 'Answer the questions' button.

The screenshot shows a web browser window with the URL `unitwin-on.net/mod/feedback/view.php?id=101`. The page title is "Lecture Evaluation". The navigation bar includes "About", "Courses", "Activities", "Notice", "Evaluation", and "Contact". The "Evaluation" menu is expanded, showing "Participants", "Badges", "Competencies", and "Grades". The main content area has a "Lecture Evaluation" header and a description of the evaluation sheet. A navigation bar with five numbered buttons (1-5) is visible, with the number 5 highlighted by a red box and labeled with a red "1". Below this, an "Answer the questions" button is highlighted with a red box and labeled with a red "1". The text below the button reads: "This 'Lecture Evaluation Sheet' is designed to evaluate the lecture in which you are taking part. Your responses will be used as valuable information to improve APWINC programs in the future. Thank you for your attention and cooperation in advance."

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

The screenshot shows a web browser window with the URL `unitwin-on.net/mod/feedback/complete.php?id=101&courseid`. The page title is "Lecture Evaluation". A navigation bar at the top includes "About", "Courses", "Activities", "Notice", "Evaluation", and "Contact". The main content area contains two evaluation questions:

- Question 1: "Class participation and interaction were encouraged." with radio button options: Excellent, Good, So so, Poor, Very poor.
- Question 2: "Adequate time was allocated to the lecture." with radio button options: Excellent, Good, So so, Poor, Very poor.

Below the questions are two text input fields:

- Text field 1: "What did you like about this lecture?"
- Text field 2: "Do you have any suggestions to improve this lecture?"

A message below the text fields states: "There are required fields in this form marked". A red box highlights the "Submit your answers" button, with a red number "1" to its left. A "Cancel" button is also visible. At the bottom, there is a "Q & A" link and a "Jump to..." dropdown menu.



## 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.

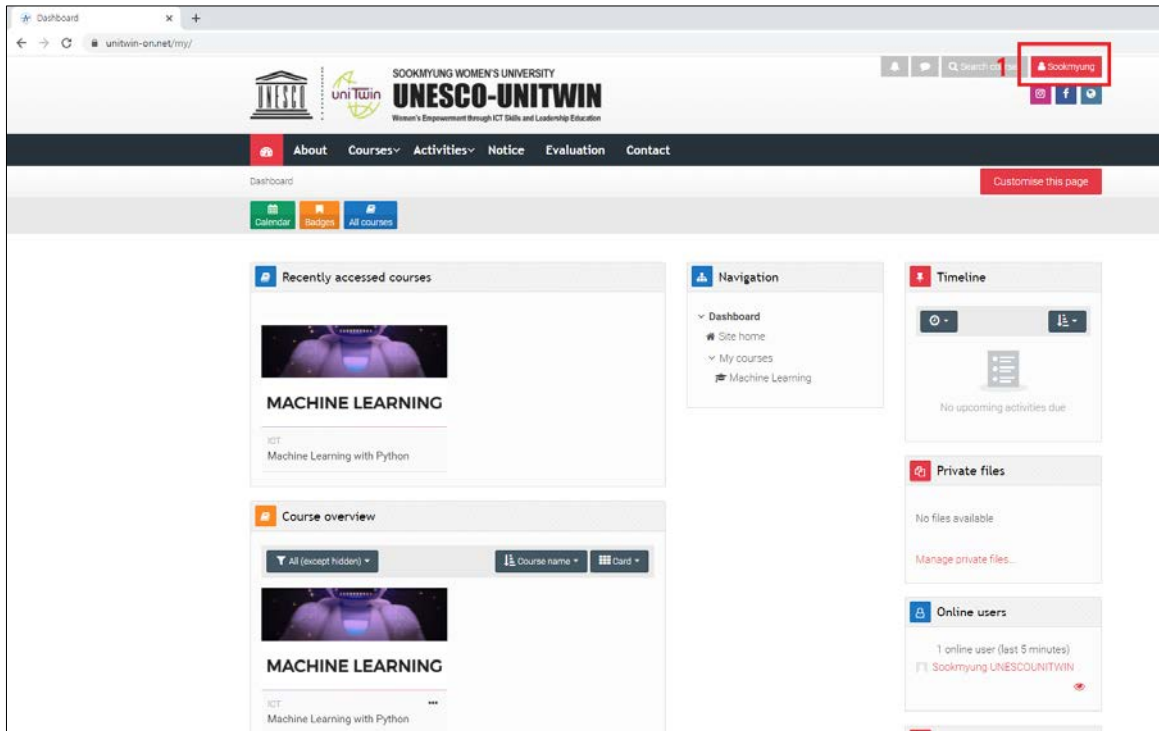
The screenshot shows the UNESCO-UNITWIN website's contact page. The page header includes the university logo and navigation menu. The 'Contact' menu item is highlighted with a red box and labeled '1'. Below the header, there are buttons for 'Dashboard', 'Calendar', 'Badges', and 'All courses'. The main content area is titled 'Contact' and contains a form with the following fields:

- Your name (required)
- Email address (required)
- Subject (required) - dropdown menu with 'Choose a subject' selected
- Specific subject or the name of the course (required)
- Specify the URL address
- Description and step-by-step details on how to reproduce the issue (required) - text area

At the bottom of the form, there is a red button labeled 'Submit request for help' with a red box and label '2' next to it. Below the button, there is a small text: 'Last modified: Monday, 02 June 2020 11:00 PM'. The footer contains '← UNITOGETHER', a 'Jump to...' dropdown, and 'SOOKMYUNG UNESCO-...'.

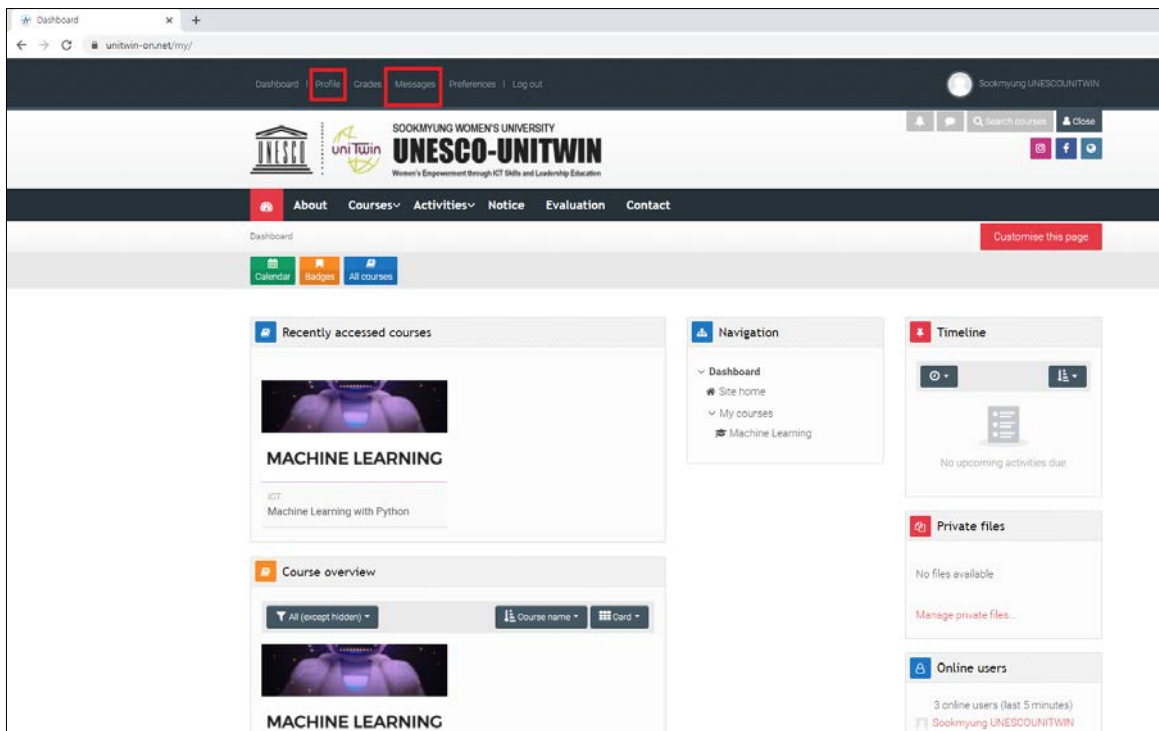
## 11. How to Edit My Profile, and Send Messages to Other Users

a. Click your ID button like the below screen.



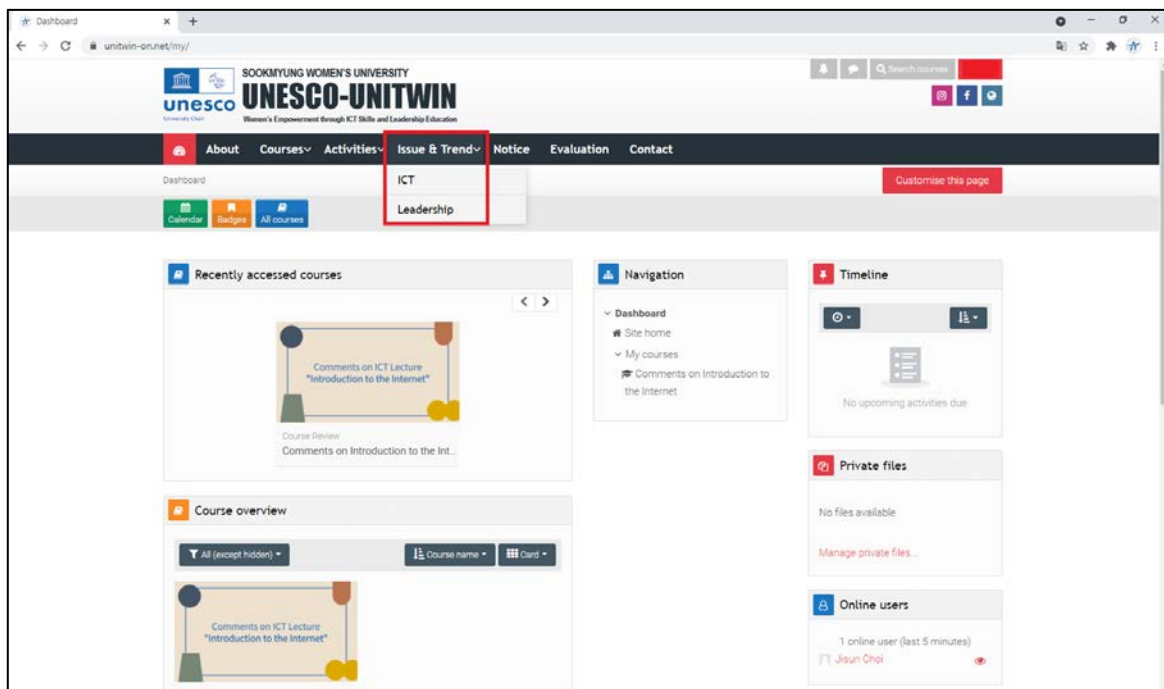
b. If you click the 'profile' button, you can see and edit your profile.

c. If you click the 'Message' button, you can send the message to other users by searching their ID.

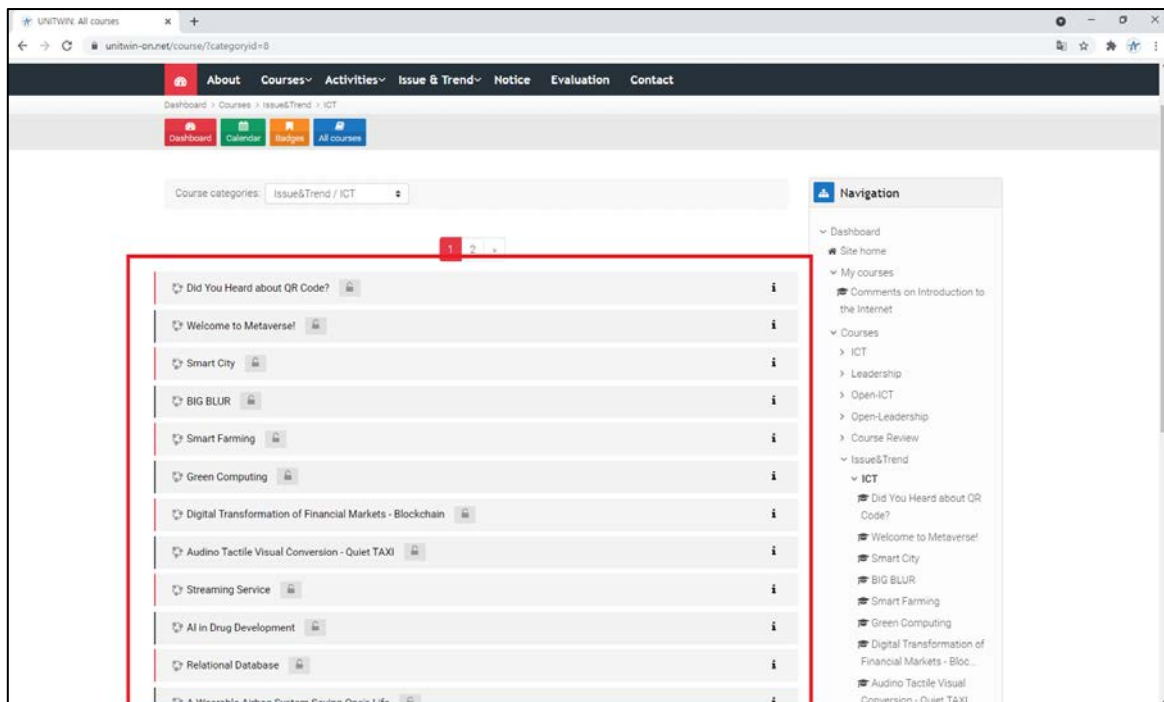


## 12. How to Access Issue & Trend Contents

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

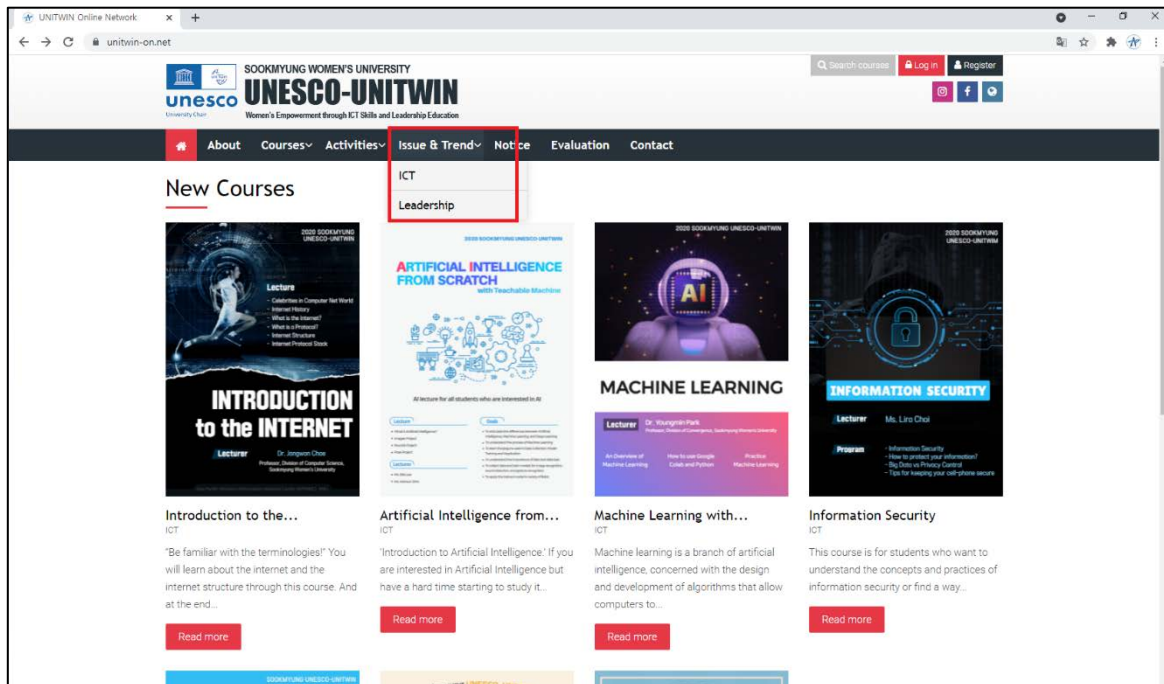


- b. Choose a topic that you are interested in among the list.

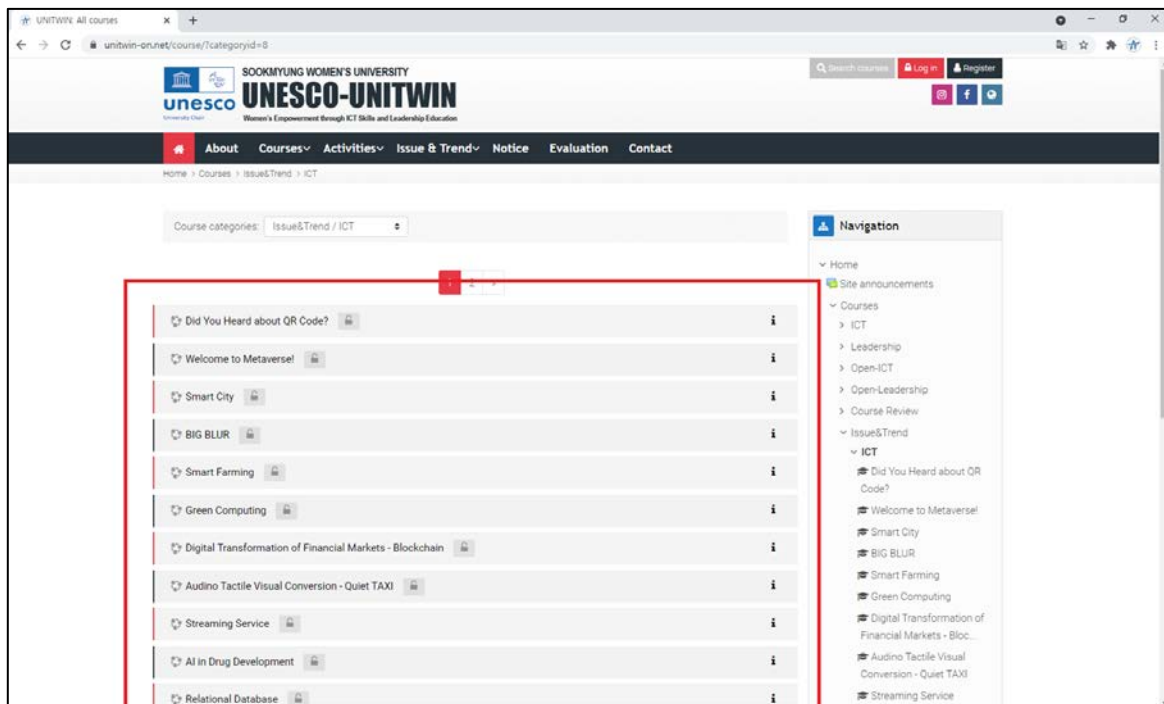


\* If you are not registered, please refer to the direction below.

- 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.

UNESCO-UNITWIN  
Women's Empowerment through ICT Skills and Leadership Education

Home > Log in to the site

Username  
Password  
 Remember username  
Log in

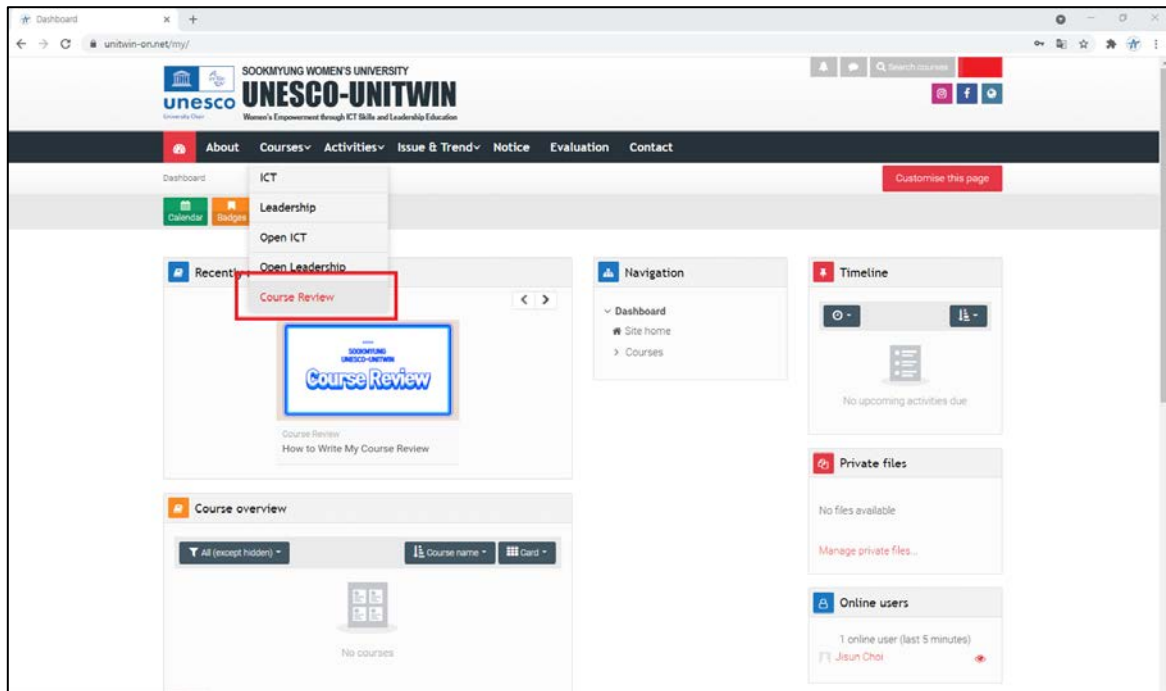
Is this your first time here?  
For full access to this site, you first need to create an account.  
Create new account

Forgotten your username or password?  
Cookies must be enabled in your browser  
Some cookies may allow guest access  
Log in as a guest

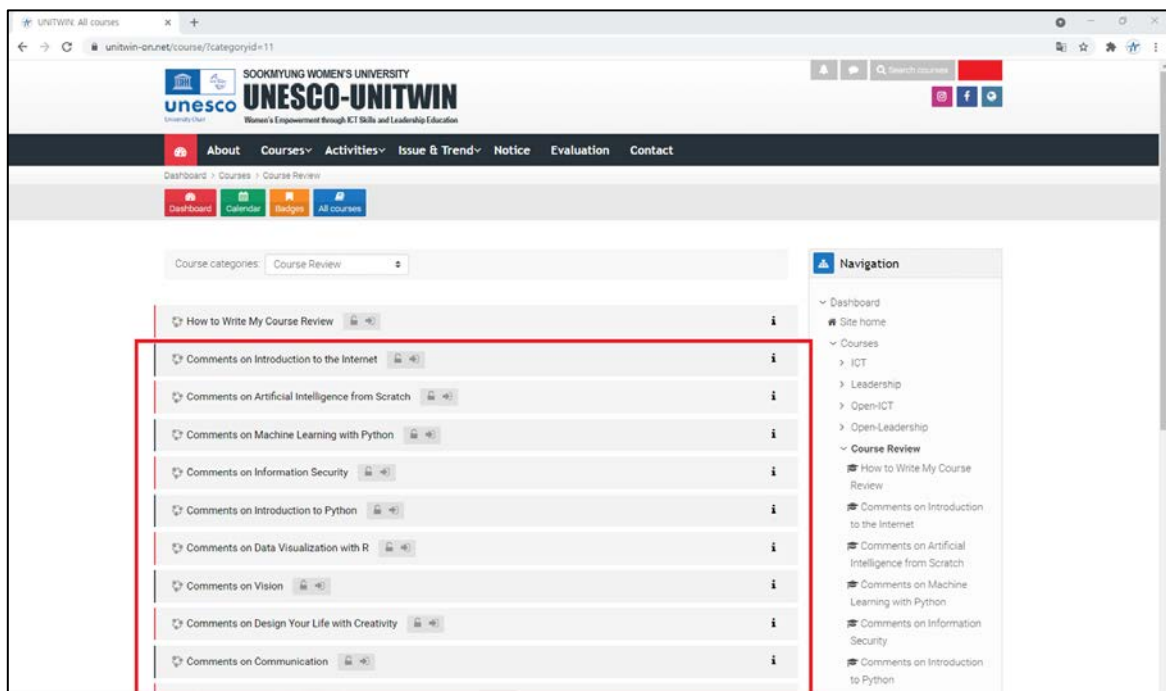
ADDRESS: #502 Centennial Hall, Chaogang-ro 47-gil 100, Yongsan-gu, Seoul, Korea, 04310  
TEL: +82-2-710-9895 / FAX: +82-2-710-9351 / E-MAIL: apwinc@sookmyung.ac.kr  
APWINC SOOKMYUNG WOMEN'S UNIVERSITY. ALL RIGHTS RESERVED

### 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.

The screenshot shows a Moodle forum page titled 'Comments on Introduction to the Internet'. At the top, there is a navigation menu with 'About', 'Courses', 'Activities', 'Issue & Trend', 'Notice', 'Evaluation', and 'Contact'. Below the menu, there are buttons for 'Dashboard', 'Calendar', 'Badges', and 'All courses'. The main content area features a guide titled 'How to Write a Comment' with three sections: 'Add a topic' (with a wrench icon), 'Comment' (with a pencil icon), and 'Picture' (with a photo icon). The 'Add a topic' section includes instructions to click the 'Add a new discussion topic' and 'Enrol me' buttons. The 'Comment' section lists items that can be included in a comment, such as course title, learning period, and assignment completion experience. The 'Picture' section instructs users to attach photos showing their learning. At the bottom of the guide, a red box highlights the 'Add a new discussion topic' button. To the right, a 'Navigation' sidebar lists various course and forum options.

d. Click the “Enrol me” button.

The screenshot shows a Moodle enrolment options page. At the top, there is a navigation menu with 'About', 'Courses', 'Activities', 'Issue & Trend', 'Notice', 'Evaluation', and 'Contact'. Below the menu, there are buttons for 'Dashboard', 'Calendar', 'Badges', and 'All courses'. The main content area features a section titled 'Enrolment options' with a sub-section 'Comments on Introduction to the Internet'. Below this, there is a 'Self enrolment (Student)' section with a 'No enrolment key required' message. At the bottom of the 'Self enrolment (Student)' section, a red box highlights the 'Enrol me' button. To the right, a 'Navigation' sidebar lists various course and forum options.

- 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.

The screenshot displays the UNESCO-UNITWIN forum interface. At the top, there is a navigation bar with links for 'About', 'Courses', 'Activities', 'Issue & Trend', 'Notice', 'Evaluation', and 'Contact'. Below this is a sub-navigation bar with 'Dashboard', 'My courses', 'Comments on Introduction to the Internet', 'Calendar', 'Badges', and 'All courses'. The main content area is titled 'Comments on Introduction to the Internet' and features a 'Course dashboard' button. A central guide titled 'How to Write a Comment' provides instructions on adding a topic, writing a title, and attaching pictures. Below the guide is a form for creating a new discussion topic. The form includes a 'Subject' field (annotated with a red '1'), a 'Message' field with a rich text editor (annotated with a red '2'), an 'Attachment' section with a file upload area (annotated with a red '3'), and a 'Tags' section (annotated with a red '4'). At the bottom of the form are 'Post to forum' and 'Cancel' buttons. A red circle with a '0' is placed near the top of the form, and a red circle with a '0' is placed near the bottom of the form. A 'Collapse all' link is visible on the right side of the form.