Dongguk University Webex User Manual for Students

※ Teaching and learning activities in live remote classes are operated in accordance with the "Dongguk University Charter of Education Ethics."

★ Click each title of Category 2 to See Details ★

1. Preparation for Webex Remote Learning
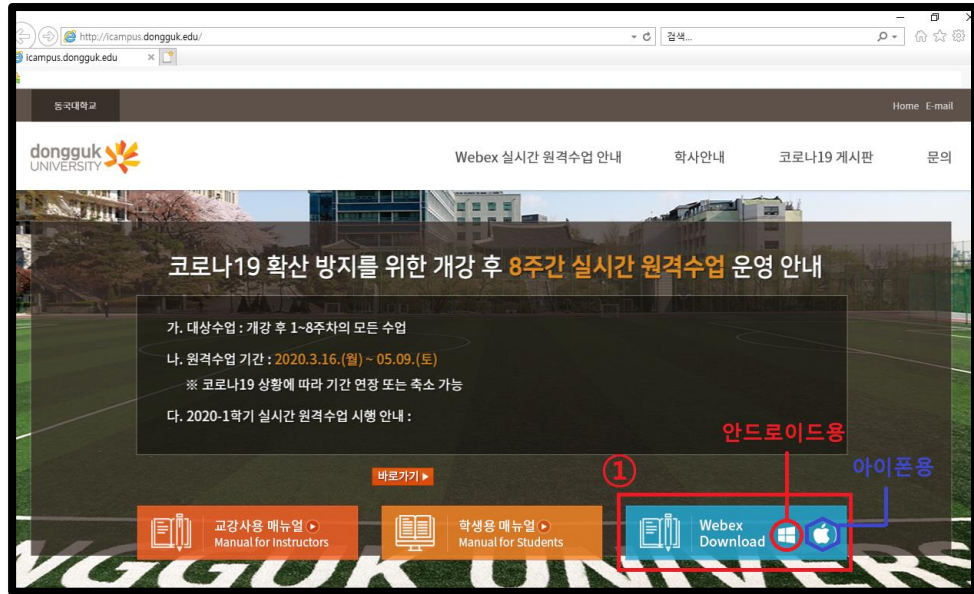
1-1. Webex Program Installation

1-2. Check Dongguk University Account for Webex Remote Learning

1-3. Webex Initial Authentication

1. Webex Program Installation

   - How to Download: Go to http://icampus.dongguk.edu and click ① "Webex Download"

   (takes 5~10 minutes)

2. Install Shield automatically runs as Webex file is downloaded.

3. Click ② "다음(Next)" to proceed.

※ Installation can be done on multiple devices: PC1, PC2, Laptop, etc.)

※ Window 7 cannot be supported. Must be installed after Window 10 update

1-1. Webex Program Installation

4. Click ① "동의(Agree)" when "사용권계약서(License Agreement)" window appears.

5. Click on ② "다음(Next)"

6. Click ③ "설치(Install)"

7. After installation (2~3 minutes), click ④ "완료(Done)" to complete installation.
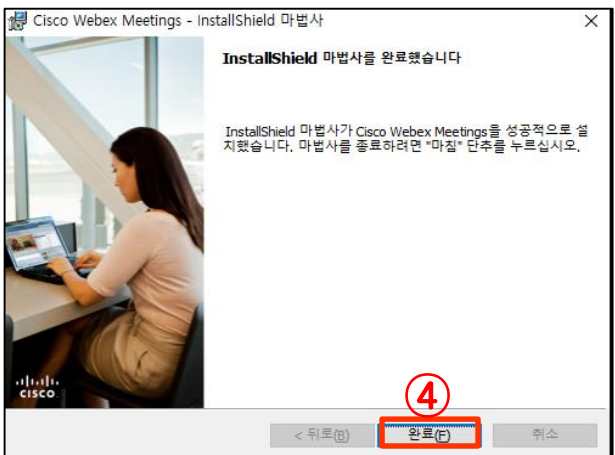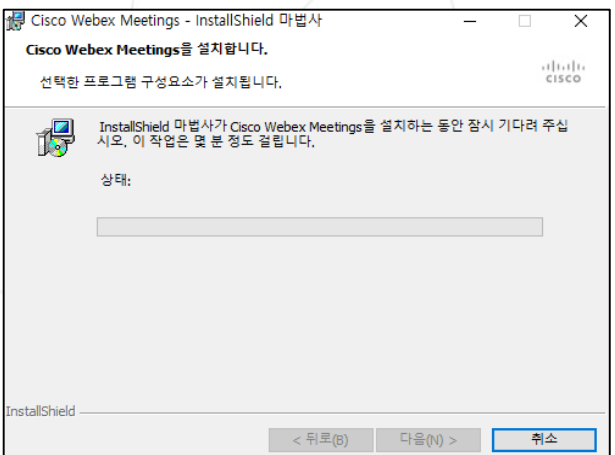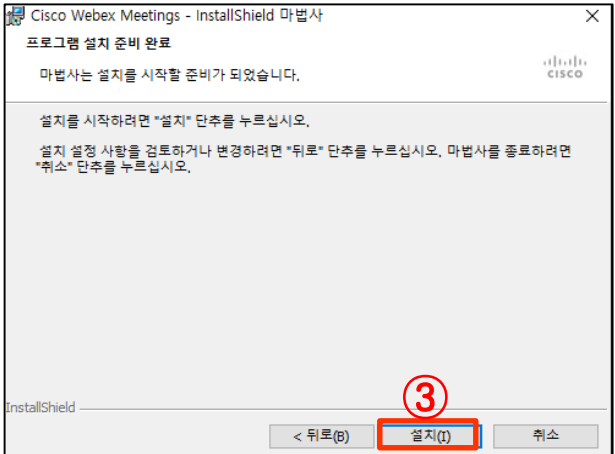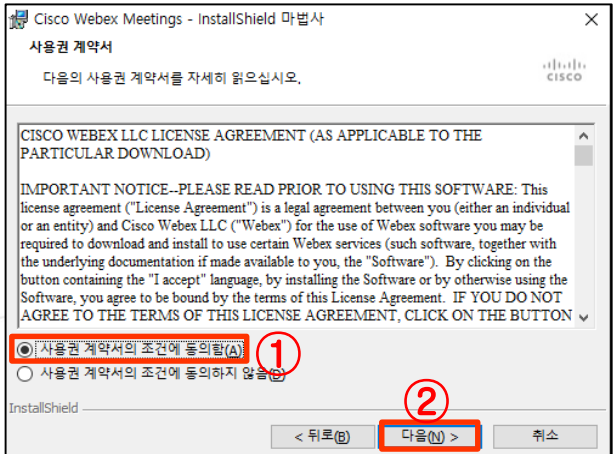
<Webex Installation Screen>

1. Preparation for Webex Remote Learning

1-1. Webex Program Installation

1-2. Check Dongguk University Account for Webex Remote Learning

1-3. Webex Initial Authentication

[Student number search method 1]

1. Access to Dongguk University's uDRIMS site : http://udrims.dongguk.edu
2. Click [신학번조회(Search new student number)] (①) in the right menu on the initial screen of uDRIMS
   → Enter your name (in Korean), 생년월일(date of birth), 성별(gender), 입학년도(year of enrollment),
   and 대학/대학원 (university/graduate school) in the pop-up for student number search (②)
   → Click [검색(Search)] (③) → When the student number is searched (④) at the bottom, check your student number
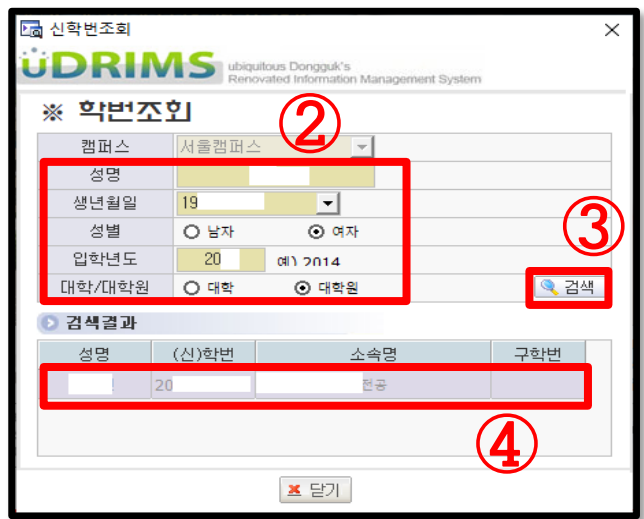
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[Student number search method 2]

1. Dongguk University website(dongguk.edu) → Access to POTAL (①)
2. Click [학번조회(Search Student Number)] (②) from the menu at the bottom of the login screen on the initial screen of the Dongguk University portal
   → Enter your name (in Korean), 생년월일(date of birth), 성별(gender), 입학년도(year of enrollment), and 대학/대학원 (university/graduate school) in the pop-up for student number search (③)
   → Click [조회(Search)](④) → If the student number is searched (⑤) at the bottom, check your student number

1-2. Check Dongguk University Account for Webex Remote Learning

[Important Points]

- Access to uDRIMS, e-Class: Use integrated ID (Student no.)
- Access to Webex system (Run application): Use student number@dgu.kr account

2021 Year 1st Semester

Account

Your Dongguk Student ID@dgu.kr

eg. 2021012345@dgu.kr

Cisco Webex Meetings

Webex Meetings에 로그인

2001234@dgu.kr

다음

손님으로 사용

cisco Webex

1. Preparation for Webex Remote Learning

1-1. Webex Program Installation

1-2. Check Dongguk University Account for Webex Remote Learning

1-3. Webex Initial Authentication

1-3. Webex Initial Authentication

1. Access to Dongguk University's e-class website : https://eclass.dongguk.edu
2. Try to Login e-class
3. WEBEX Initial Authentication ① (First time user's initial password: D.O.B(YYMMDD)+dg!)
   ※ e.g: If you were born on January 1, 1999, PW is 990101dg!
4. Choose change password ②
   (password should be more than 9 characters includes number+alphabet+symbols)
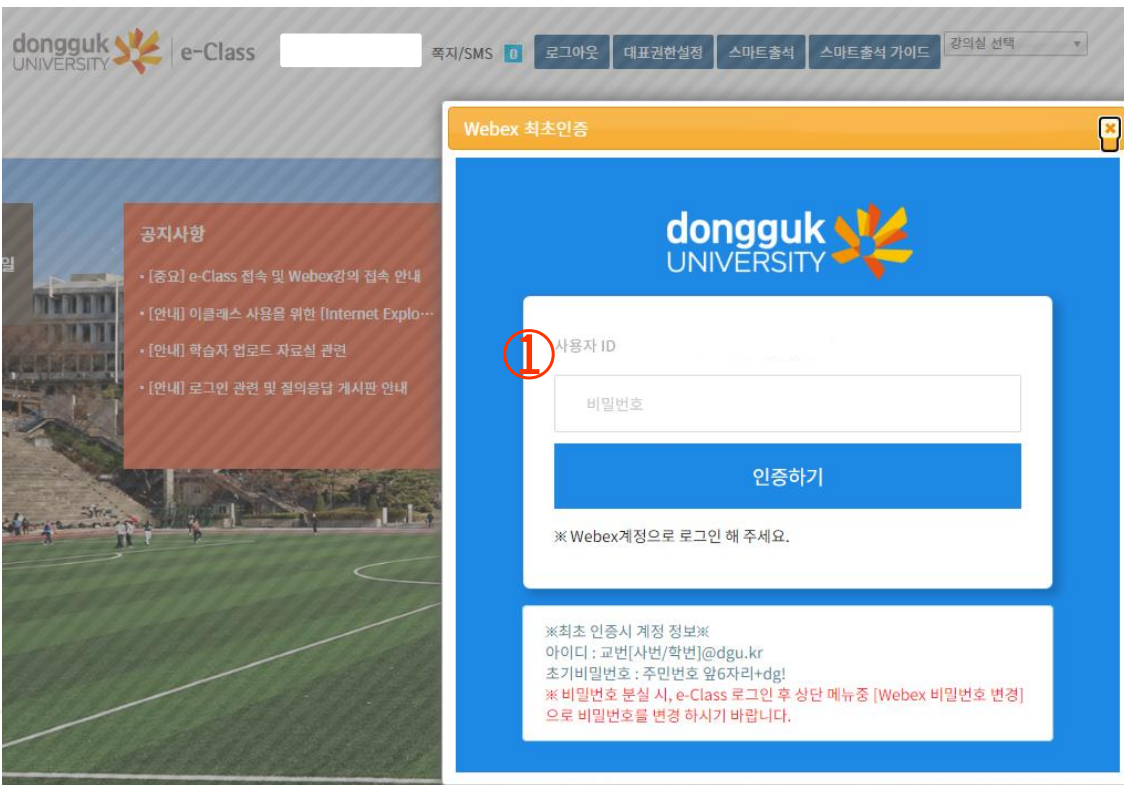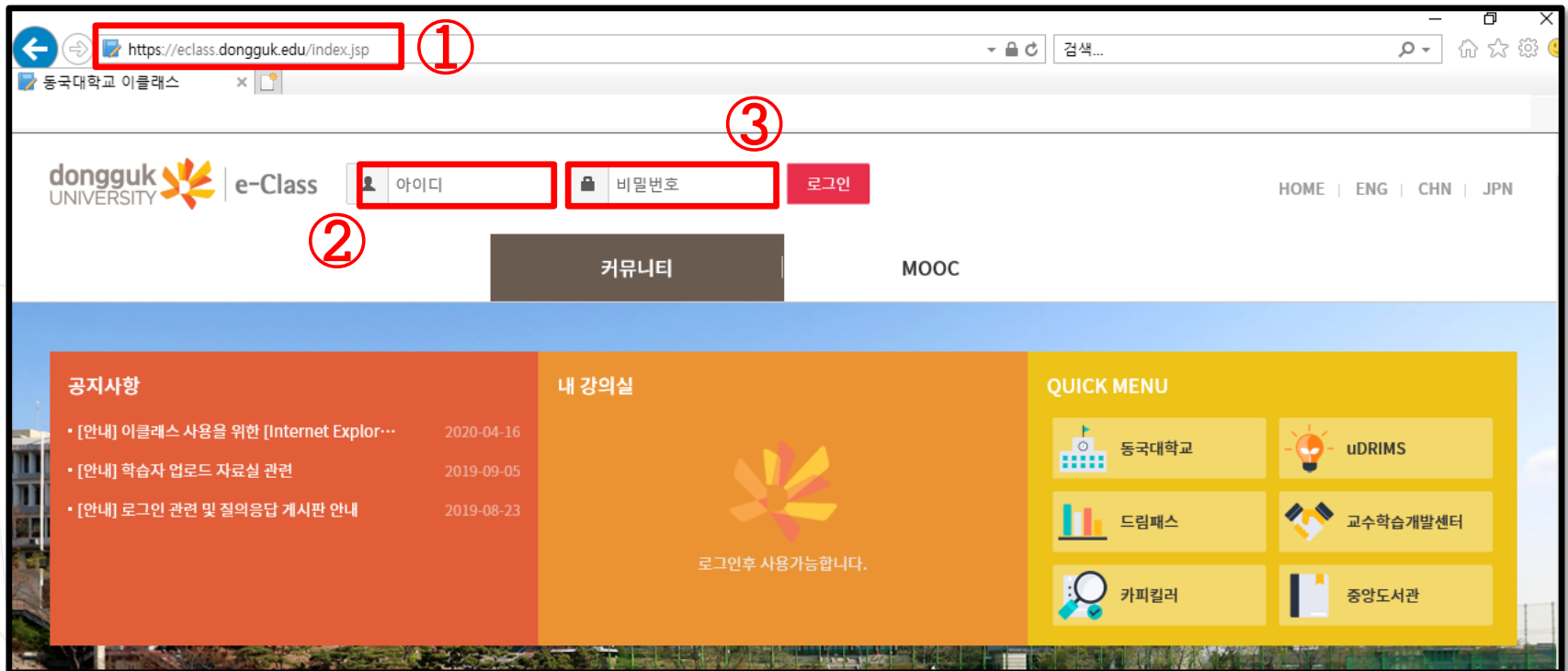
2. Participation in Webex Remote Learning through e-Class

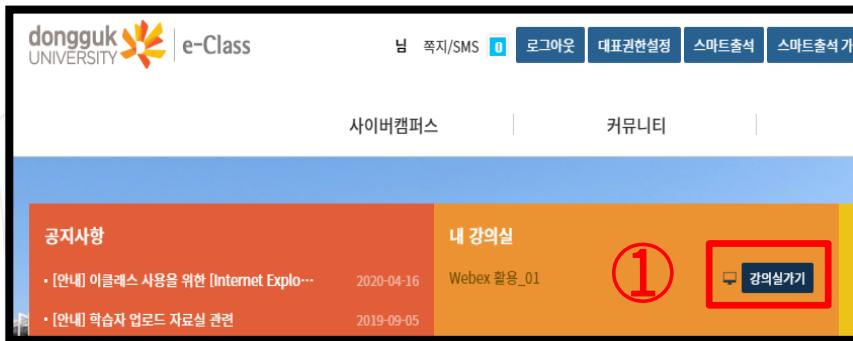# 2. Participation in Webex Remote Learning through e-Class

1. Access to Dongguk University e-Class website (①) : https://eclass.dongguk.edu
2. Login
   - Enter "아이디(ID)" (②) : Dongguk University integrated ID
   - Enter "비밀번호(password)" (③) and then click login

3.　[내 강의실(My Classroom)] → Check the course name and click [강의실가기(Go to Classroom)] (①)
4.　Check video lectures created for each week in [학습 목차(Learning Contents)] (②)
　　※ Since the lecture for each week is automatically created, click [화상강의 시작(Start video lecture)] of the week lecture
　　　 to participate in real-time remote lessons

2. Participation in Webex Remote Learning through e-Class

4. Click [화상강의 시작(Start video lecture)] (①) of the week/ session
5. When the video lecture pop-up window appears, check the lecture password (②) → click [참여하기(Participate)](③)
6. Enter the lecture password (Check ②) (④) → Click [확인(OK)] (⑤)
   → Webex Meetings runs, and participate in the lecture

# 2. Participation in Webex Remote Learning through e-Class

[Note] You can [Replay] the recorded video of remote learning conducted in e-class
1. Check e-class [내 강의실 (My Classroom)] → name of the course, and click [강의실가기(Go to Classroom)](①)
2. Click [다시보기(Replay)](②) at the bottom of the video lecture details created for each week in [학습 목차(Learning Table of Contents)] to check video
   ※ It takes about 3 days after lecture to create recorded video and provide [다시보기(Replay)]
   ※ However, [다시보기(Replay)] is provided only for lectures that have been recorded during class.
   As the copyright of the video belongs to the instructor, the video download can be prohibited and videos can be activated/deactivated (determining whether or not to provide) according to the instructor's choice.
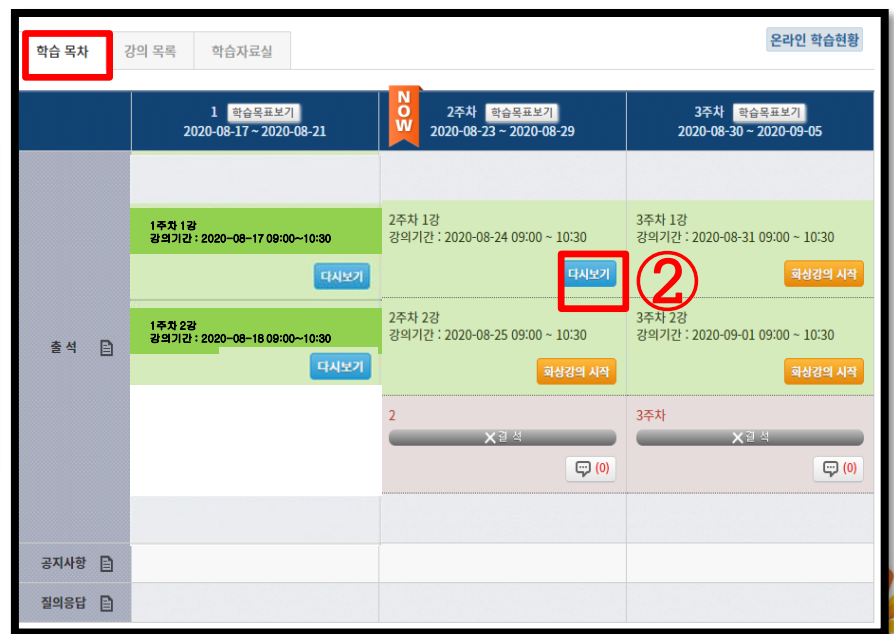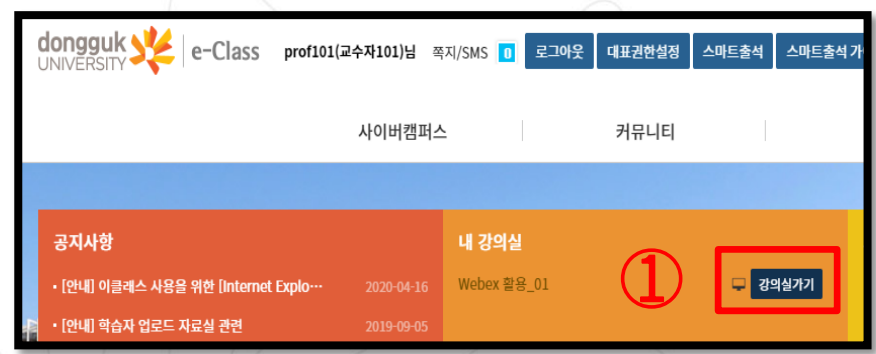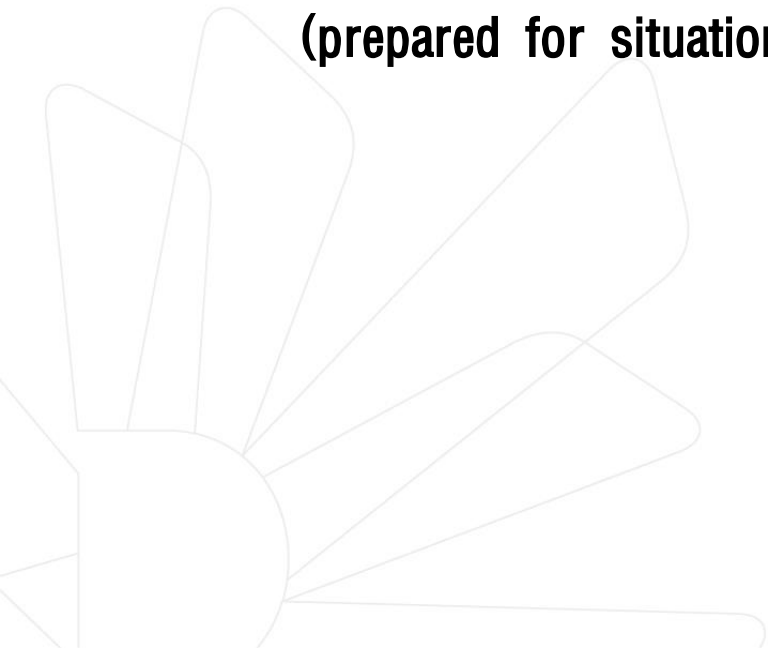
3. How to Use Webex Alone without e-Class Link

3-1. How to Run Webex without e-Class Link

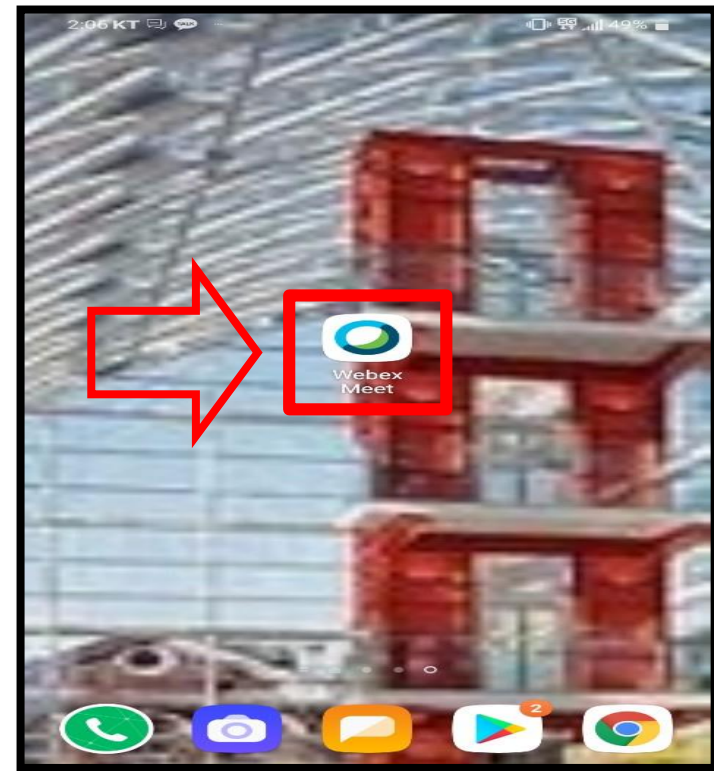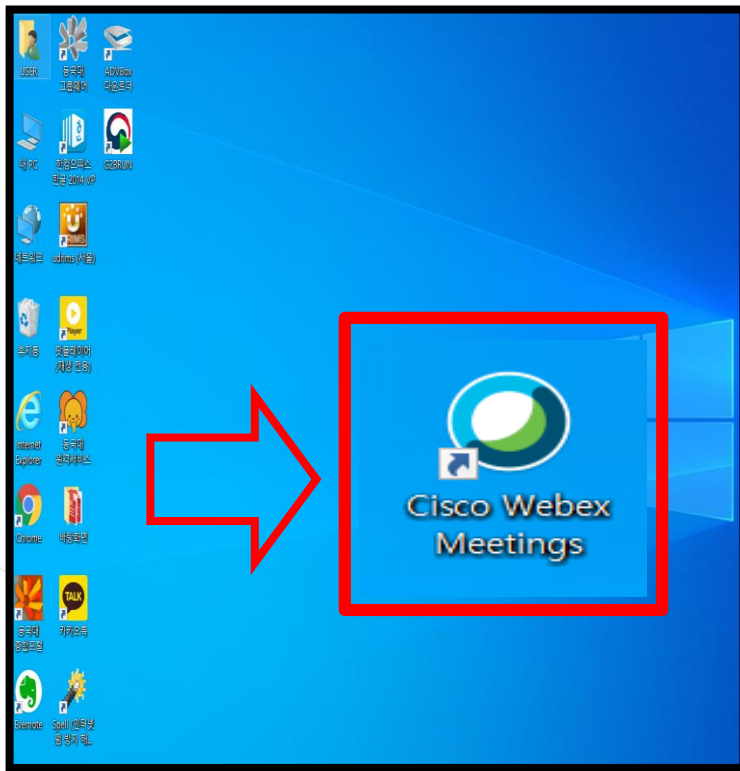### 3-2. Pre-Checking of Instructor's Meeting Information

(prepared for situations where e-Class cannot be linked)

3-1. How to Run Webex without e-Class Link

1. When you want to run Webex alone (use without linking e-Class)

   Double-click the Cisco Webex Meetings icon on the desktop or SmartPhone

※ Windows 7 not supported

   Update to Window 10 and run Webex

When running the Webex application separately, the login account and password are different from the e-Class login information

2. Enter email address

 Login account

 - Your Dongguk Student ID number@dgu.kr

3. Enter password

 - Password at first login: D.O.B(YYMMDD) + dg!

  ※ e.g: If you were born on January 1, 1999, PW is 990101dg!

 - When logging in for the first time, you must change your password.

Webex Meetings에 로그인

이메일 주소

다음

손님으로 사용

안녕하세요, _____ 님!

로그인

비밀번호를 잊어버리셨습니까?

When you log in for the first time by running the Webex application, the [비밀번호 변경(Change Password)] pop-up window appears automatically.

- Enter your new Webex account ID in the pop-up window(①)

  : Your Dongguk Student ID number@dgu.kr

  ※ Use the integrated ID(Only Student no.) when logging in to e-Class,

     and [Dongguk Student ID number@dgu.kr] as the account on the Webex system

- Enter the initial setup password (②) and click [로그인(login)] (③)

  ※ Initial password: First 6 digits of resident number dg!

- After entering the new password (④), click [변경하기(Change)] (⑤)

  ※ Must be set according to the password setting requirements (⑥)

⑥

비밀번호 요구 사항

반드시 포함

최소한 8개 문자
최대 256개 문자
최소한 1개 소문자 (a, b, c...)
최소한 1개 대문자 (A, B, C...)
최소한 1개 숫자 (1, 2, 3...)
최소한 1개 특수 문자
(~!@#$%^&*()-_=+[]{}|;:,.<>/?)

반드시 포함하지 않음

귀하의 이름 또는 이메일 주소

3-1. How to Run Webex without e-Class Link

4. According to the class time of the course you are taking participate in the Webex Meetings classroom of the course

  - Enter the course url or meeting number (①) in the [미팅정보입력란 (meeting information input box)] to participate in the classroom

  - The meeting number and participation password for each week of the course will be different, so please be sure to ask your instructor in advance or check the meeting number/password for each week of the course individually through e-Class.

  - Attendance check is not linked automatically unless you enter the classroom through e-class.
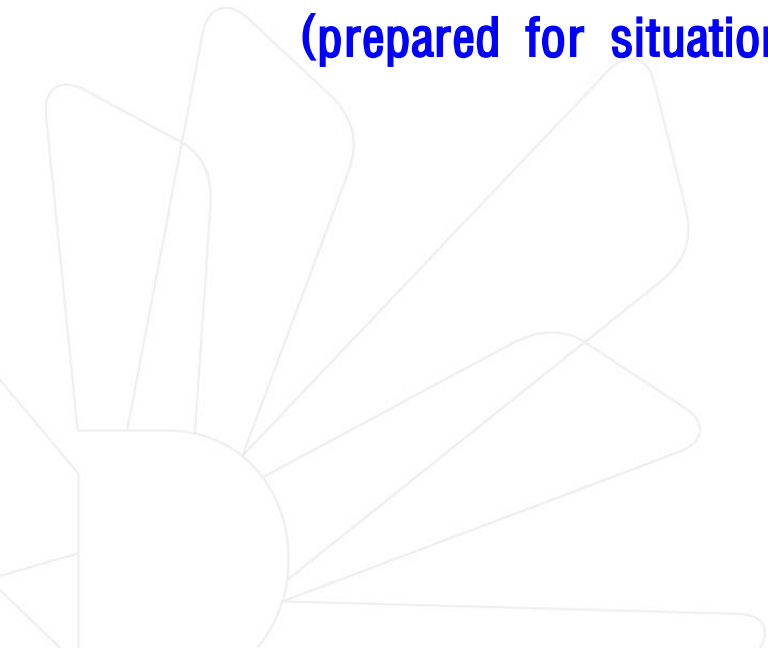Unless there are unavoidable circumstances, please be sure to enter the classroom through e-class and take a course.
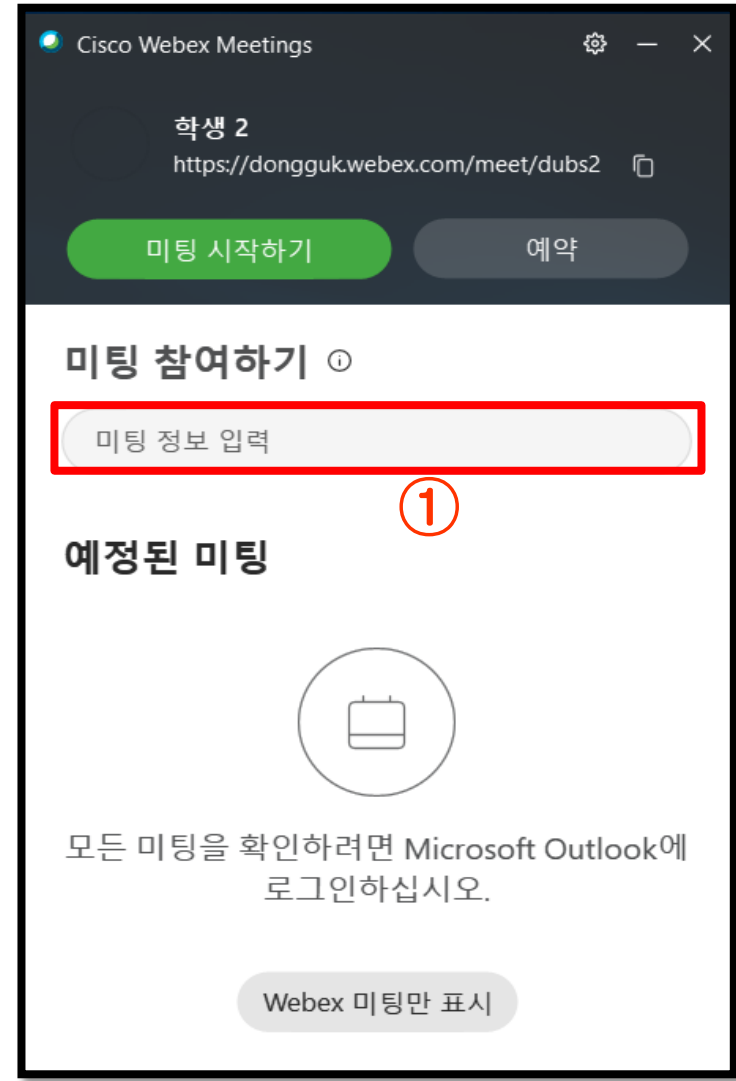
3. How to Use Webex Alone without e-Class Link

3-1. How to Run Webex without e-Class Link

3-2. Pre-Checking of Instructor's Meeting Information

(prepared for situations where e-Class cannot be linked)
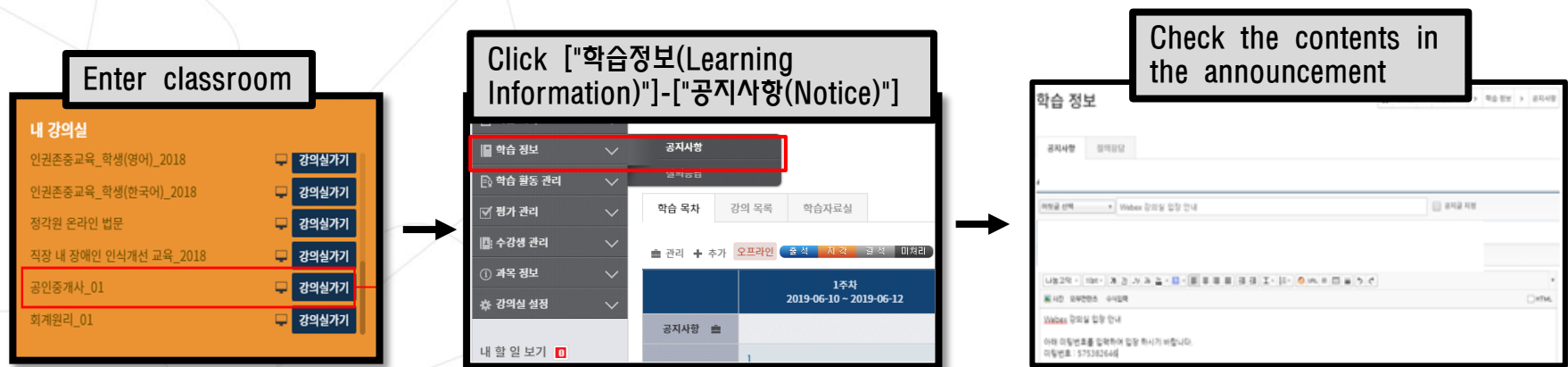
3-2. Pre-check Webex classroom information (prepared for situations where e-Class cannot be linked)

When it is necessary to conduct a class by running a Webex application individually due to e-class access problem etc., it is effective to share the instructor's unique meeting room number in advance to prevent confusion.
However, it is used only when both instructors and all students are unable to participate in classes through e-class
If it is difficult for individual students to participate through -eclass, the student must individually contact the instructor and receive the lecture number (meeting number) and password for the week lecture to enter through the Webex application

1. Log in to e-class → Enter the classroom of the course → Click [학습정보(Learning Information)] - [공지사항(Notice)]
→ Check the contents of the announcement (need to check the lecturer's meeting number(classroom number) and password)
  ※ If the contents are not announced, request the instructor to notify directly in advance

Enter classroom

Click ["학습정보(Learning Information)"]-["공지사항(Notice)"]

Check the contents in the announcement

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4. Settings and Main Functions for Participation in Webex Remote Learning

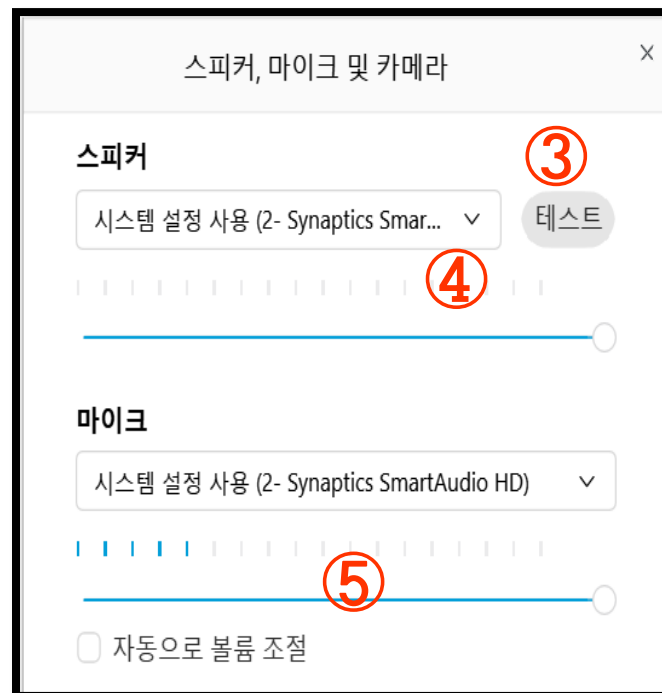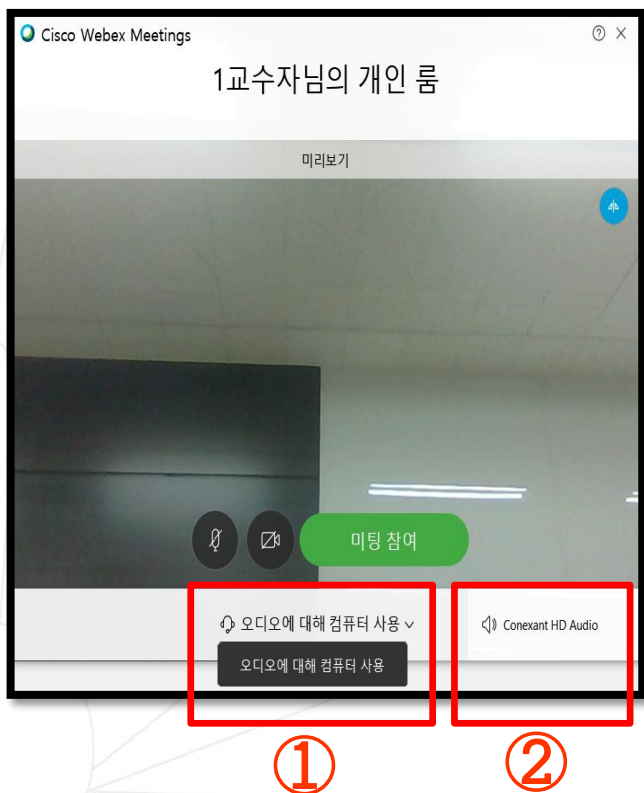**4-1.** Settings before Participating in Webex Remote Learning

4-2. Functions Available while Participating in Webex Remote Learning

4-3. How to Use with a Webex Smartphone

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4-1. Settings before Participating in Webex Remote Learning

1. Webex Classroom(Meeting Room) volume setting
 - Activate audio for computer use (①)
 - Click on the selected audio (②) and run <Speakers, Microphone and Camera>
 - Click on Test (③) to check whether the sound comes out properly from the speaker,
    and if not, choose another output device (④) so the sound works properly
   - Test the microphone to check whether the volume level moves properly (⑤)

2. The microphone must be on mute (①) when you enter the online lecture hall (join meeting).
   If not, the sounds you make will be heard by all the participants.
   (If the microphone and camera icons are red, the microphone and camera are off.)

3. Enter the online lecture hall (②) after clicking on the [미팅참여(Join meeting)] button
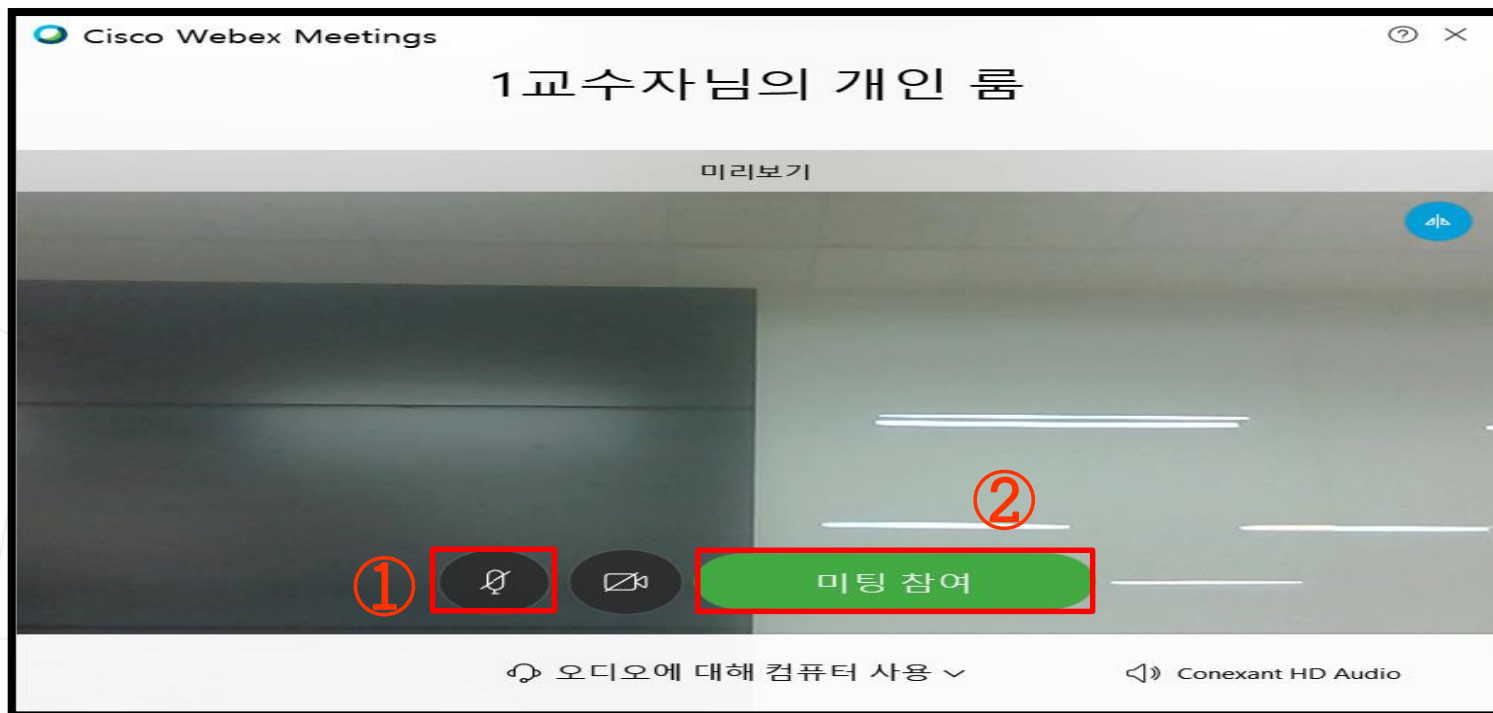
4. When you access the classroom, you can see the professor′s face, or you can see the screen where the lecture materials are shared as shown in the picture below and hear the professor′s voice.

　※ If you cannot see a video or hear a sound, you must communicate opinions to the instructor via [채팅(Chat)].
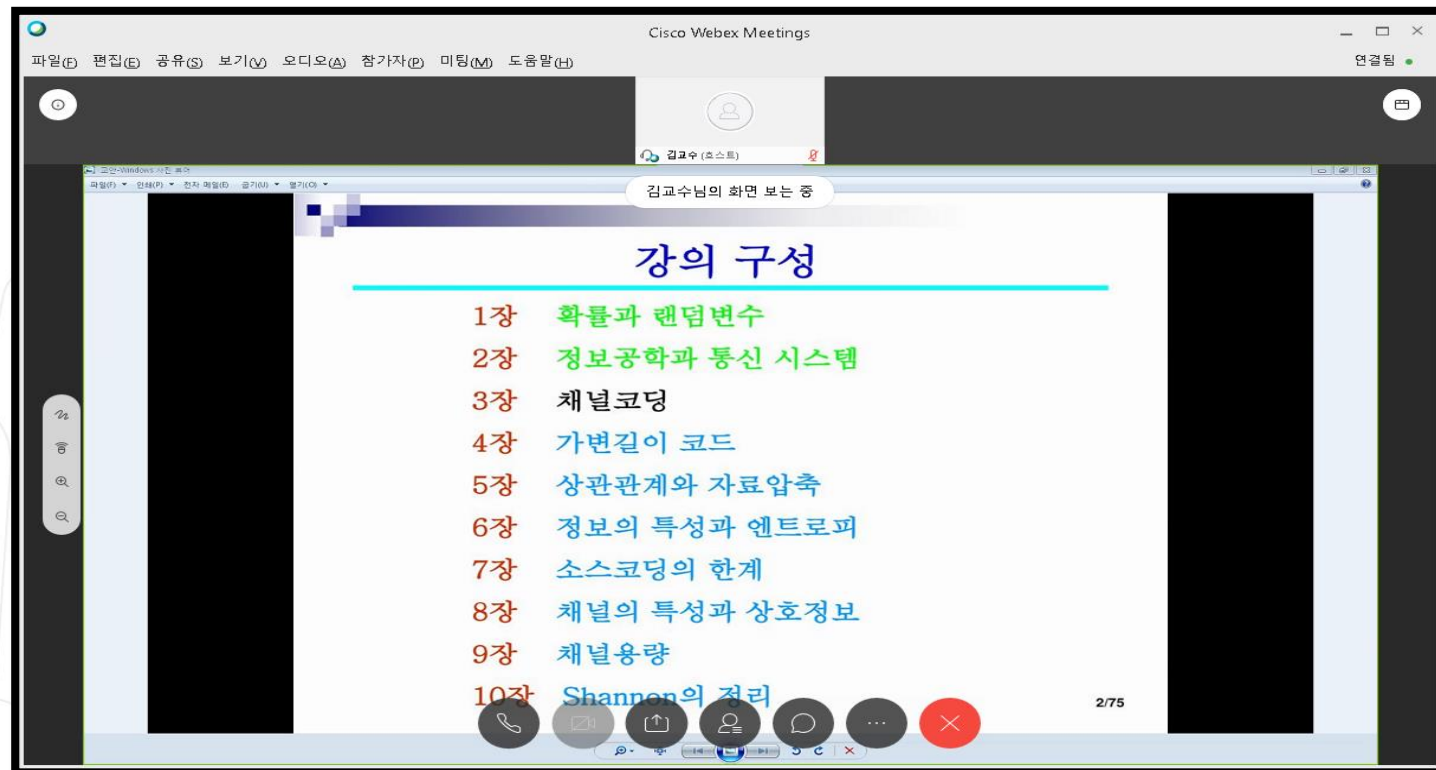
5. If access is unstable due to the computer's system requirements or network conditions:
 - Stand by if temporary
 - Access the program again if the problem is not solved, restart the computer, or try mobile access
   ※ Regarding Mobile Access, please refer to [4-3. How to Use with a Webex Smartphone] of this maual
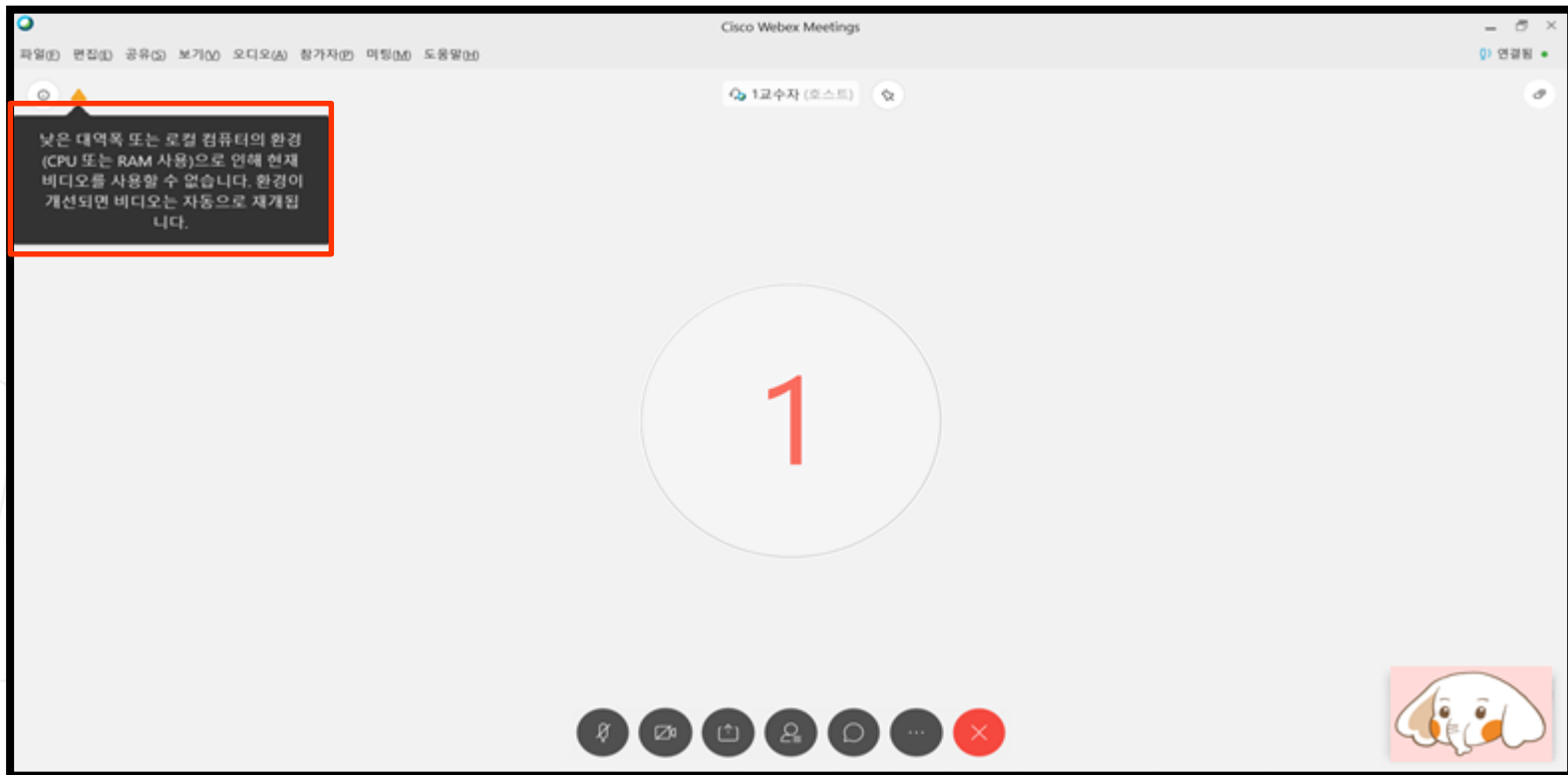
4. Settings and Main Functions for Participation in Webex Remote Learning

4-1. Settings before Participating in Webex Remote Learning

4-2. Functions Available while Participating in Webex Remote Learning

4-3. How to Use with a Webex Smartphone

1. Checking participants
- Click on the [참가자(Participants)] button (①) at the bottom-center to check the professor and learners currently online in the lecture hall. This is displayed on the right
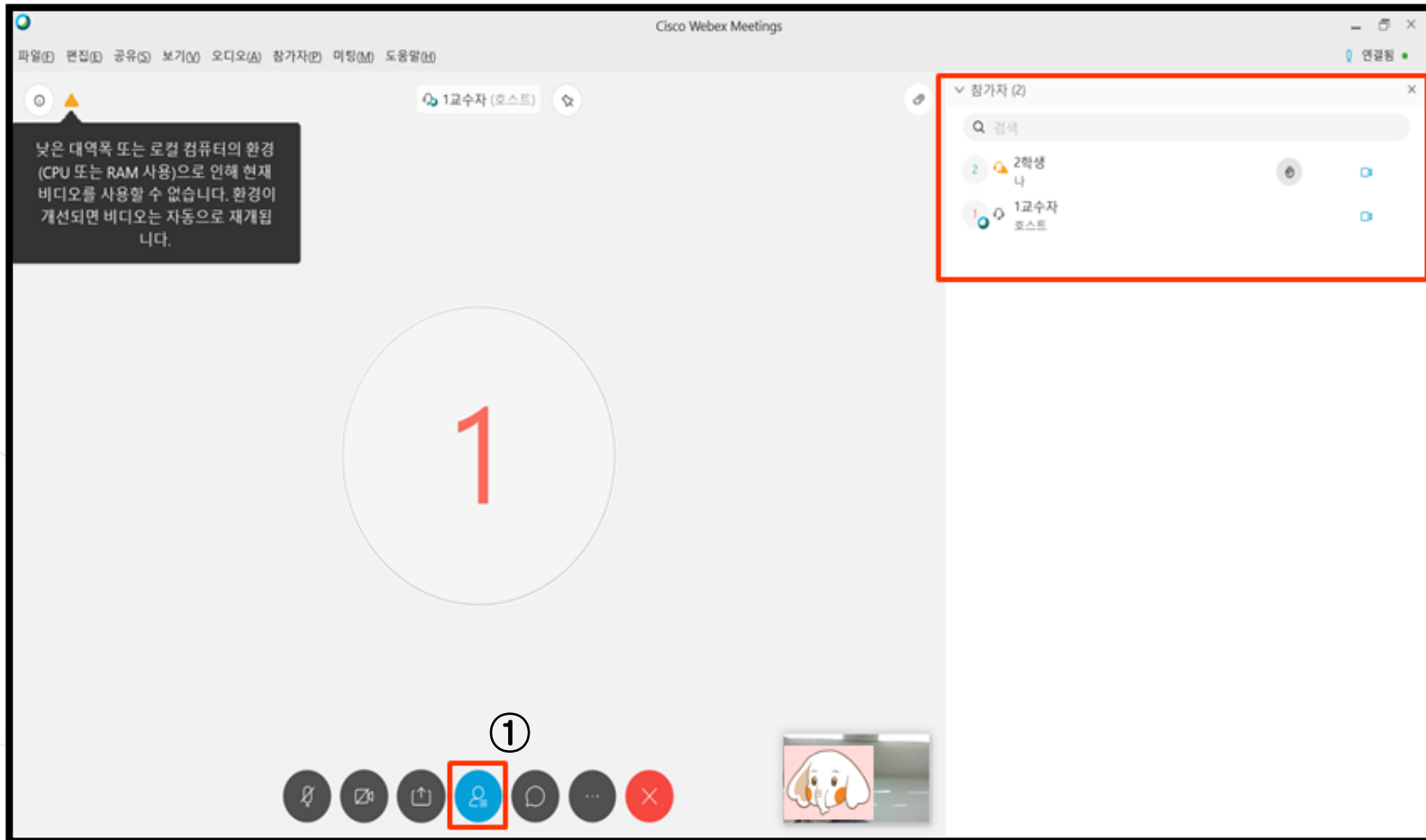
2. Chatting

- Click on the [채팅(Chat)] button (①) at the bottom-right center to type messages on the right
- Use the Chat button to ask questions to the professor during the lecture
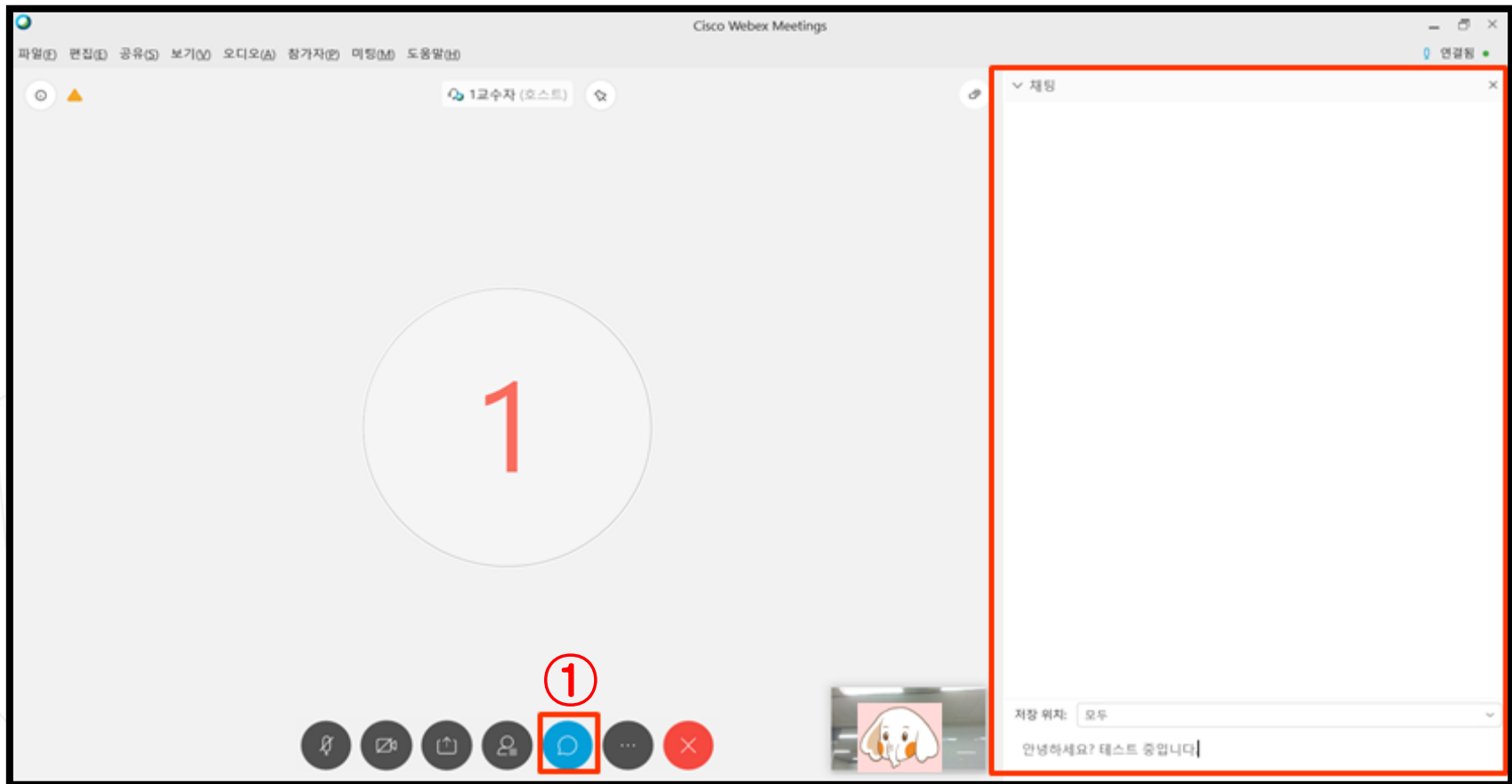
3. Survey

- If the professor conducts a survey during the lecture, you can respond to the questions that pop up on the right and submit the survey

4. **[If the instructor gives the student authority to share]** Share the screen

: A function to display the materials on the lecture screen

- Click the button (①) of [Share Content] at the bottom right

- After opening the share selection window

  if the content to be shared on the screen is a document such as PowerPoint,

  select [테스트 및 이미지에 대해 최적화(Optimize for testing and images)] (②)

  If you need to share the playback screen of a video file,

  select [동작 및 비디오에 대해 최적화(Optimize for Motion and Video)] (②)

※ If the function is limited by the professor, it cannot be used, so it can be used after discussion

5. Downloading files distributed by the professor

 - If the professor distributes course materials during the lecture

   Select and download the distributed files through the [파일전송(Send file)] pop-up displayed on the screen
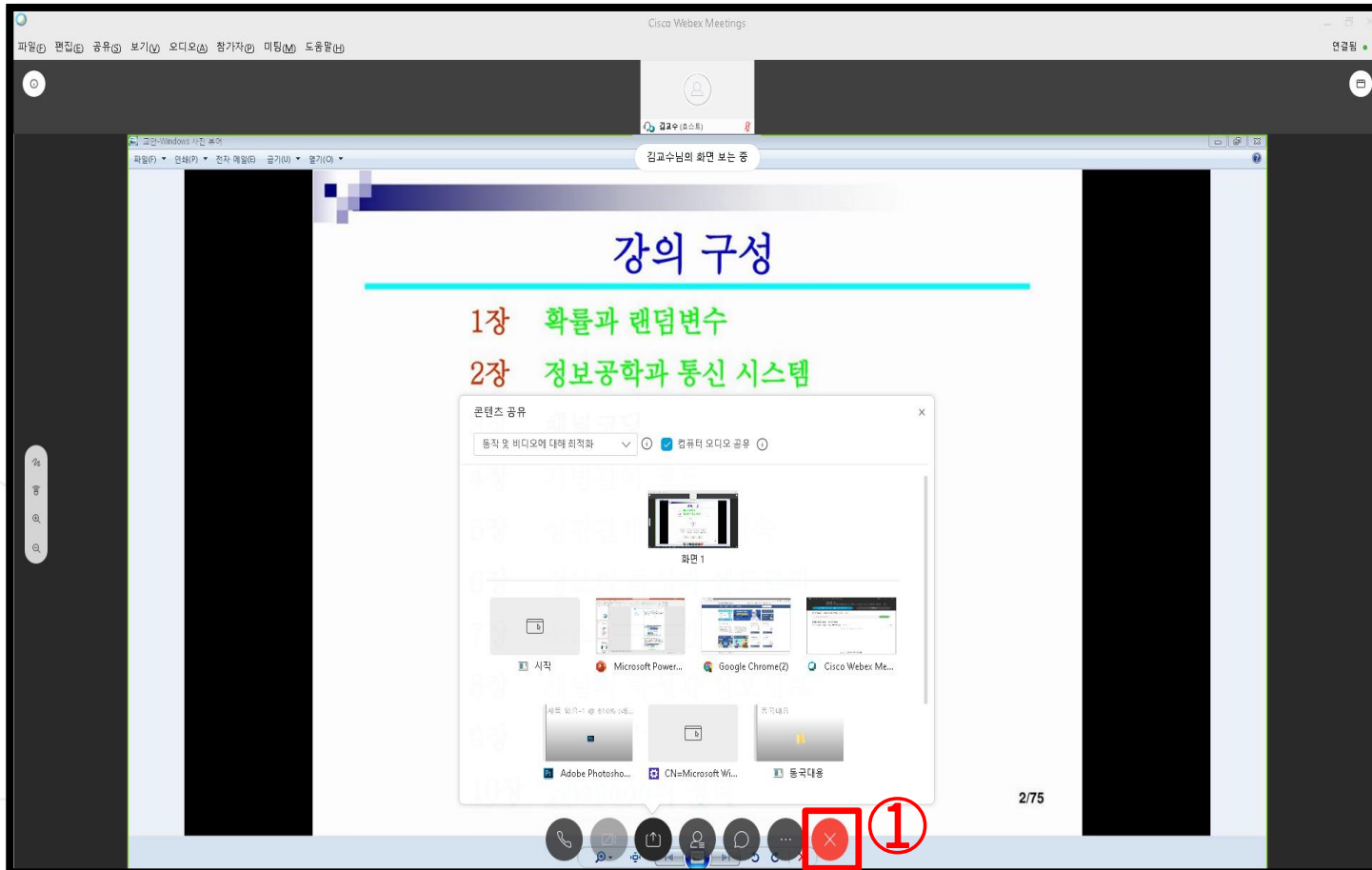
   ※ Files cannot be downloaded on mobile

6. Ending the lecture

- Click on the [종료(End)] button (①) at the bottom of the screen when the lecture has ended

4. Settings and Main Functions for Participation in Webex Remote Learning

4-1. Settings before Participating in Webex Remote Learning

4-2. Functions Available while Participating in Webex Remote Learning

4-3. How to Use with a Webex Smartphone

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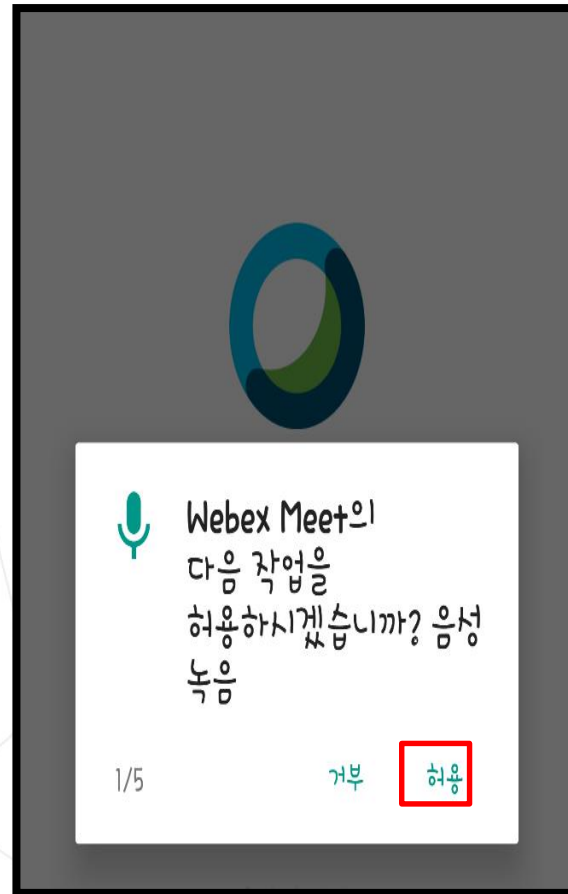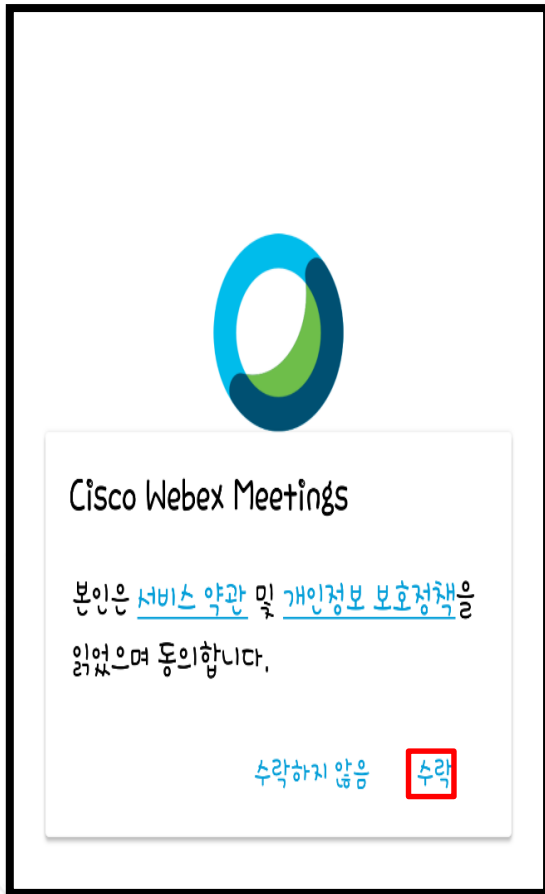# 4-3. How to Use with a Webex Smartphone

If you run Webex on mobile, it may not be smooth to share class materials and check attendance details in the e-Class. **We recommend using the desktop and accessing the e-Class to participate in the class.**

1. Go to Google Play [Android] / App Store [i-Phone]

- Search "Webex meetings" and install
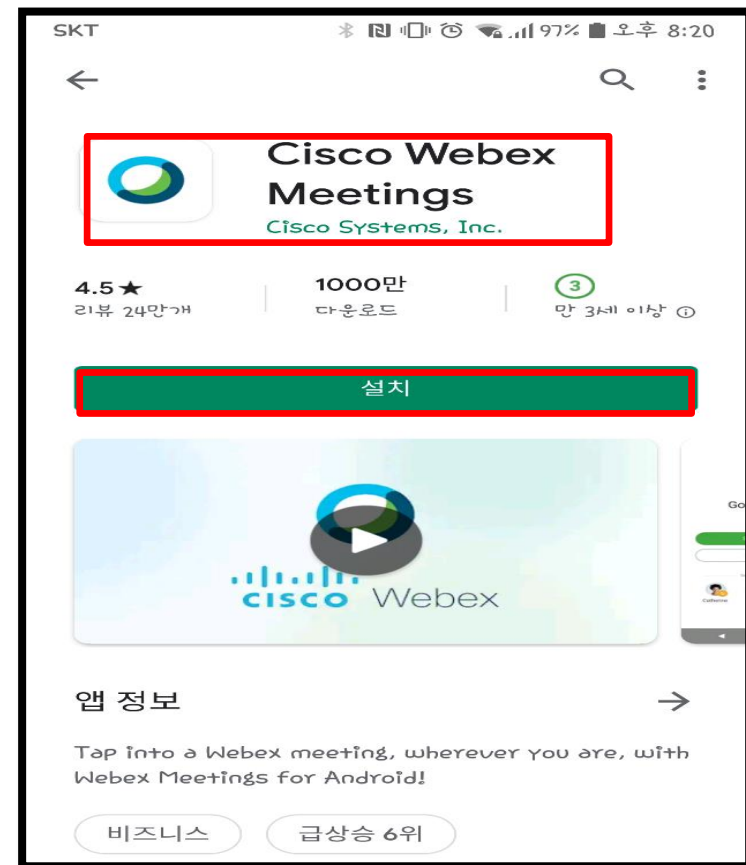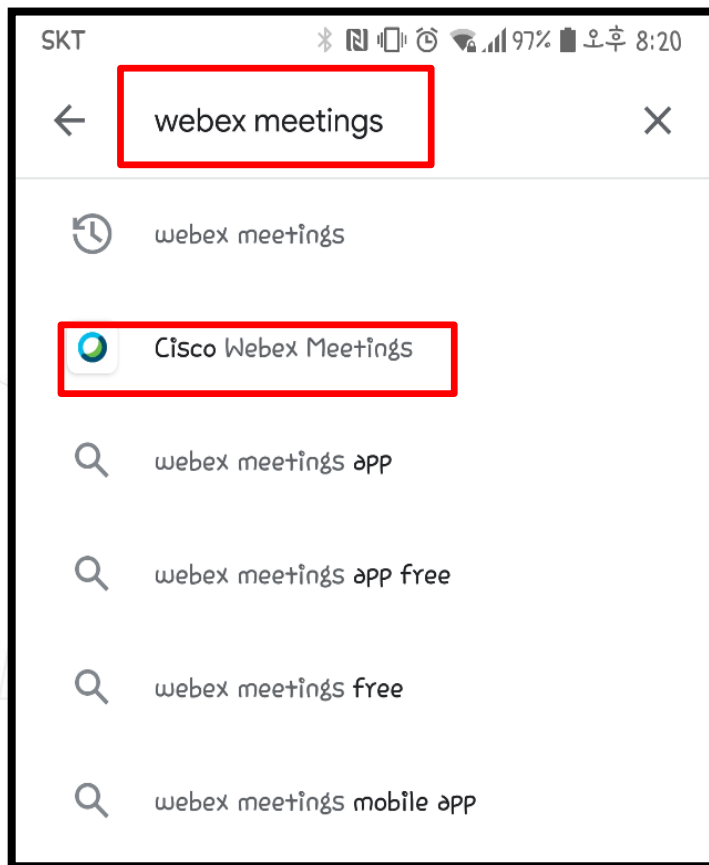
2. Run the app – Agree and allow – Click on [Log in]
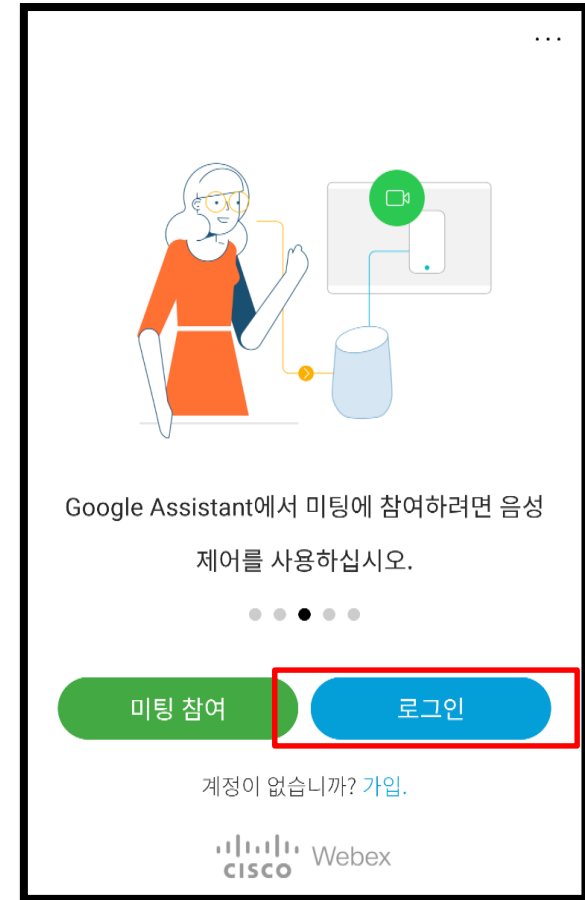
3. Enter Webex account(①) – Click [다음(Next)](②)

 - Login account

   Your Dongguk Student ID number@dgu.kr

4. Select website

 - Select dongguk.webex.com(③)

4-3. How to Use with a Webex Smartphone

When running the Webex application separately, the login account and password are different from the e-Class login information

5. Enter Webex ID(①), password (②) and log in (③)

- Login account

  Your Dongguk Student ID number@dgu.kr

- Password at first login: D.O.B(YYMMDD) + dg!

  ※ e.g: If you were born on January 1, 1999,

  PW is 990101dg!

- When logging in for the first time,

  you must change your password. (④)

6. Check the log-in status
   and select [미팅참여(Join meeting)]
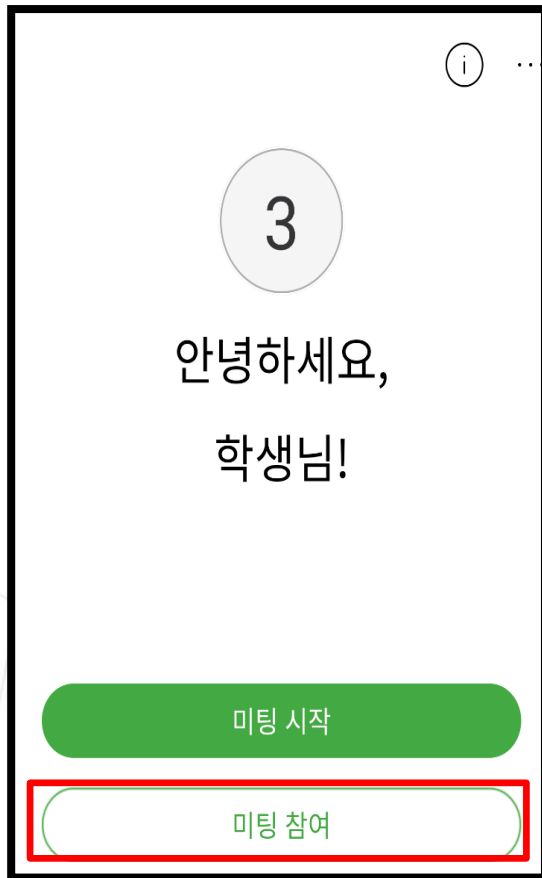
7. Enter the meeting number (or URL)
   of the lecture and click on [참여(Join)]
   ※ The meeting number for each lecture must be checked
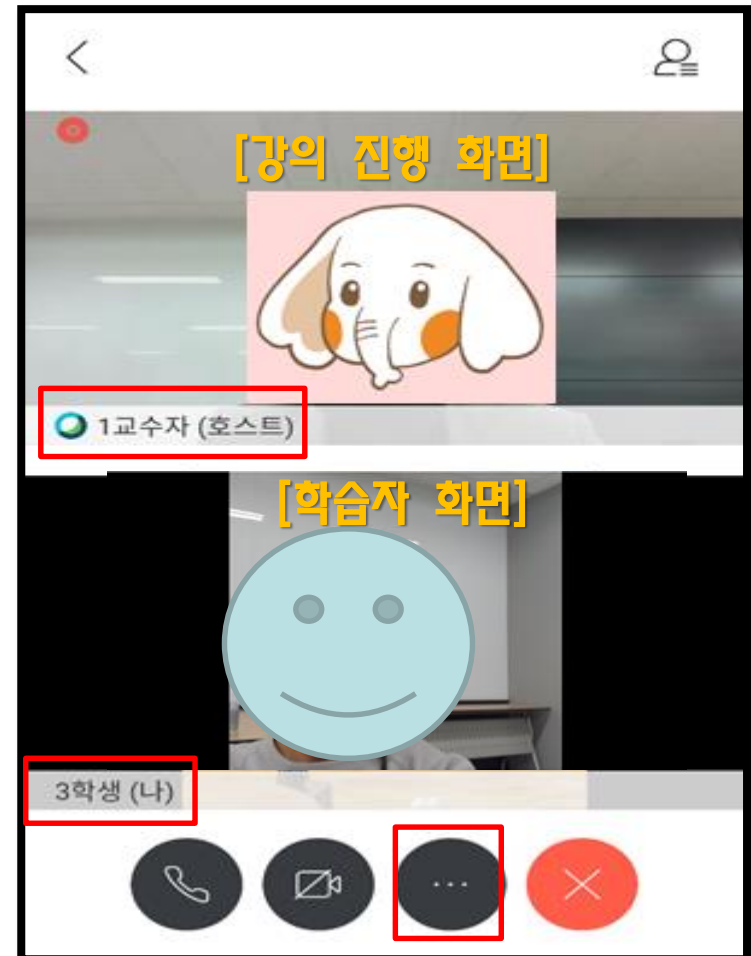   via e-Class
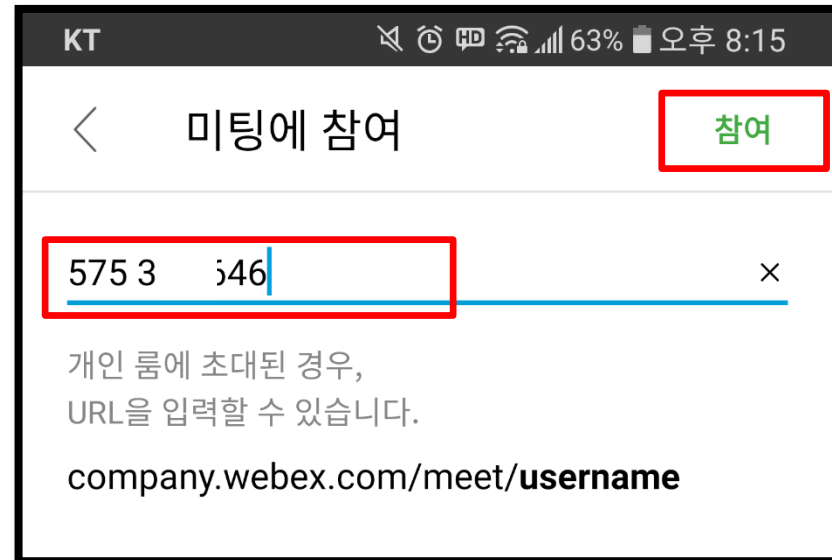
8. Check whether the microphone is on mute
   and click on [참여(Join)]
   ※ Click 　　　　 to select front or rear camera on smartphone
   (If the microphone icons are red, the microphone is off.)

9. Online Classroom access screen
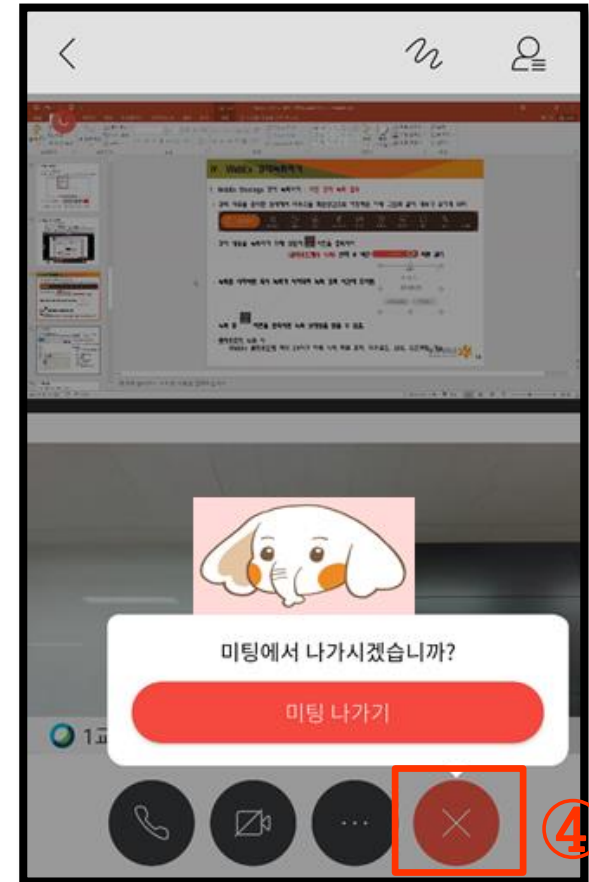
10. Webex Classroom Features
- Click on ⋯ to open Settings
- Settings provide features such as
  share contents with everyone(①), chat with everyone(②),
  and survey (③)

[Settings]

11. Ending mobile Webex

Click on the [종료(End)] (④) button on the bottom-right of the screen to exit the lecture hall

※ For more details, please refer to [4-2. Functions Available while Participating in Webex Remote Learning] of this maual

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5. Tips for Webex Remote Learning

5-1. How to Apply for Auditing through e-Class

5-2. How to Participate in Webex Classes for Graduates

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5-1. How to Apply for Auditing through e-Class

Students, who wish to audit a course for which they have not been enrolled or to take the course in advance during the course correction period, are encouraged to use the auditing application method.

1. Access to e-class → 로그인(Log in) → Click the [사이버캠퍼스(Cyber Campus)] (①)
   → [청강신청(Apply for auditing)] (②)
   ※ E-class Website: https://eclass.dongguk.edu/
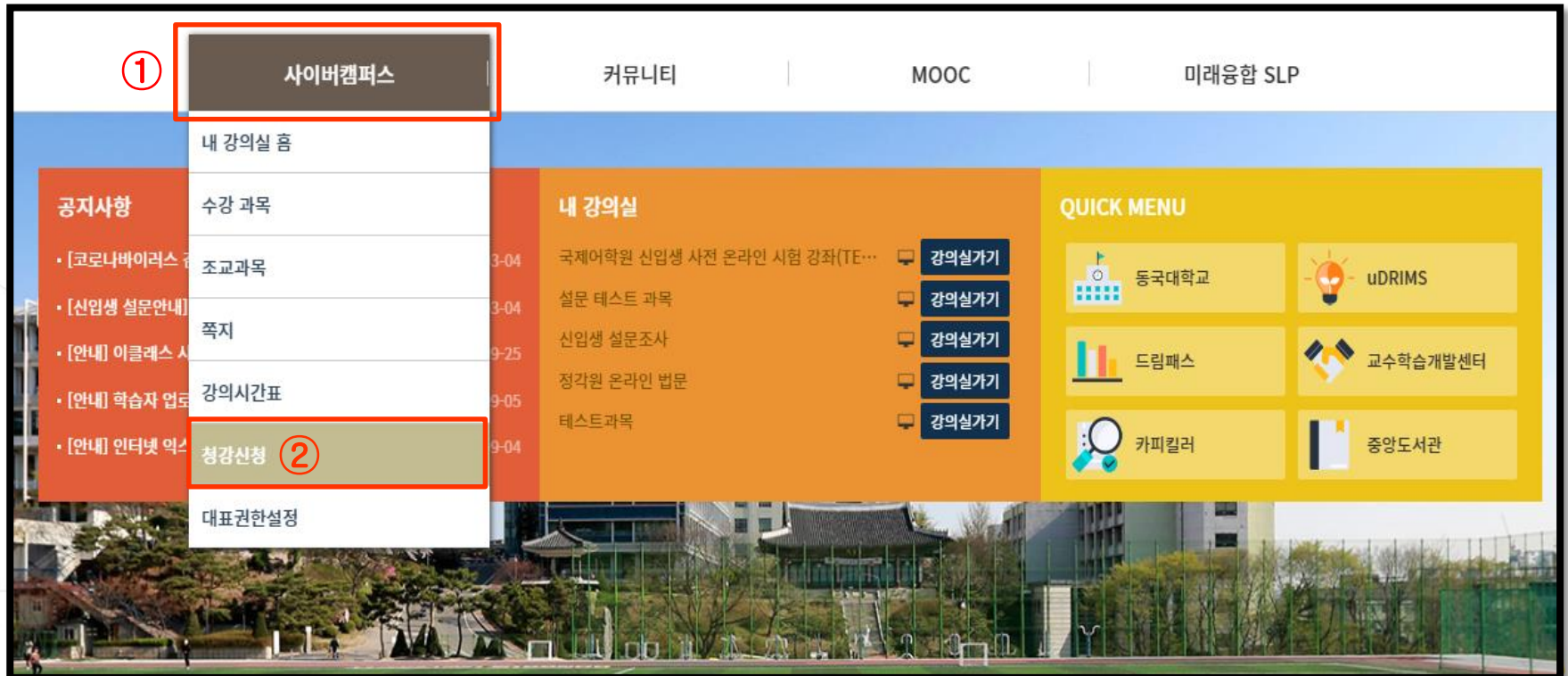
2. Search the course you want to audit(①) – Click on [신청하기(Apply)](②) on the right

　　※ You can also search with the course number after changing the tab to course number(③)

3. Confirm the course title and professor, and enter the reason why you are applying for audit(①)
   Click on [신청하기(Apply)] at the bottom (②)

4. Application for audit is complete – Wait for the professor 's approval

5. Tips for Webex Remote Learning

**5-1.** How to Apply for Auditing through e-Class
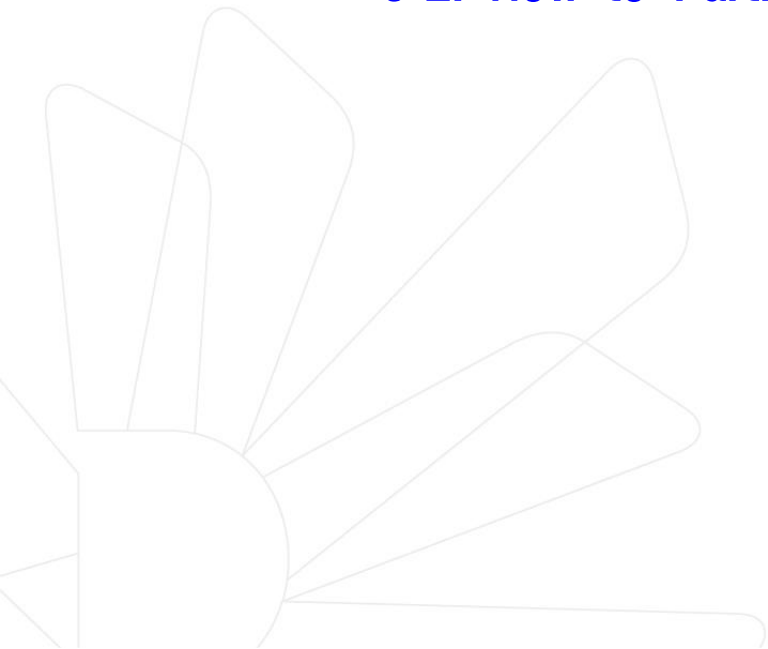
5-2. How to Participate in Webex Classes for Graduates

- Undergraduates must take weekly courses through e-class.
- Since graduates are not allowed to take courses through e-class, they can participate in classes by running the Webex application after obtaining permission from the instructor.

[How to Participate in Class by Running Webex Application for Graduates]

1. Run the [Webex Meetings] application on your computer or mobile
   → Click [손님으로 사용(Use as a guest)] (①) in the login window

49
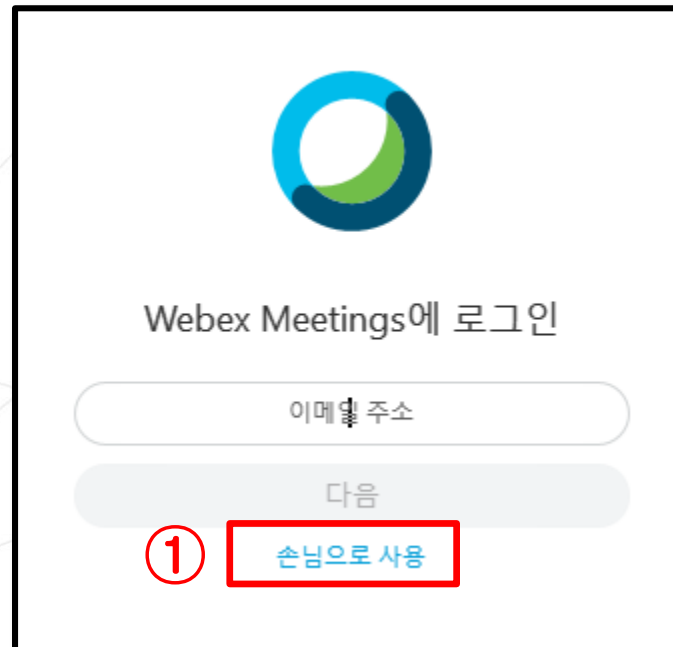
5-2. How to Participate in Webex Classes for Graduates

2. According to the class time of the course you are taking

 participate in the Webex Meetings classroom of the course

- Enter the course url or meeting number (①)

 in the [meeting information input box] to participate in the classroom

- You must be informed of the meeting number and participation password

 for each week of the course by the instructor in advance.

- Enrolled students must not use [손님으로 사용(Use as a Guest)],

 but they must enter the classroom through e-class to take a course.

 (There may be problems such as non-recognition of attendance)
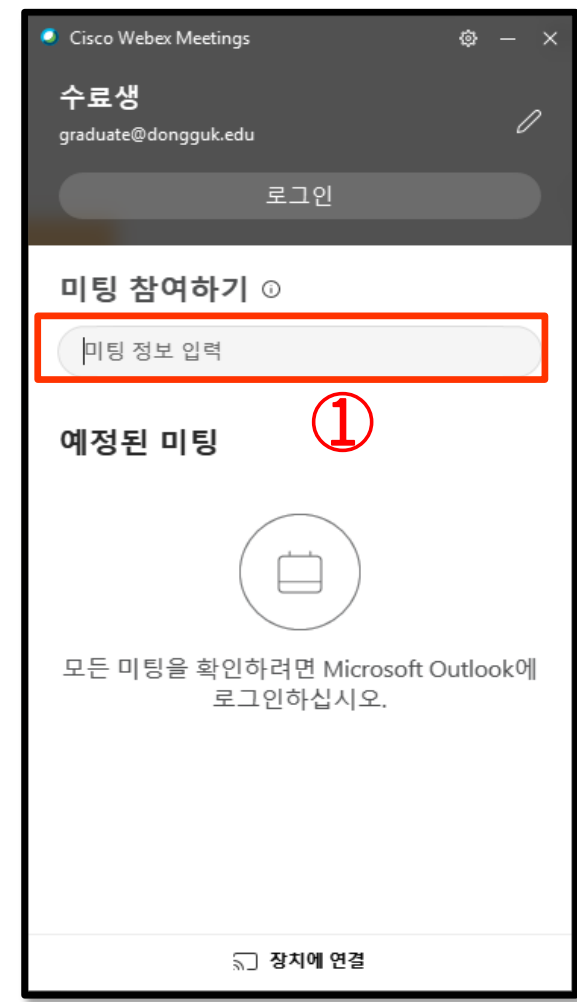
Thank you for your cooperation

in the Webex real-time remote learning.