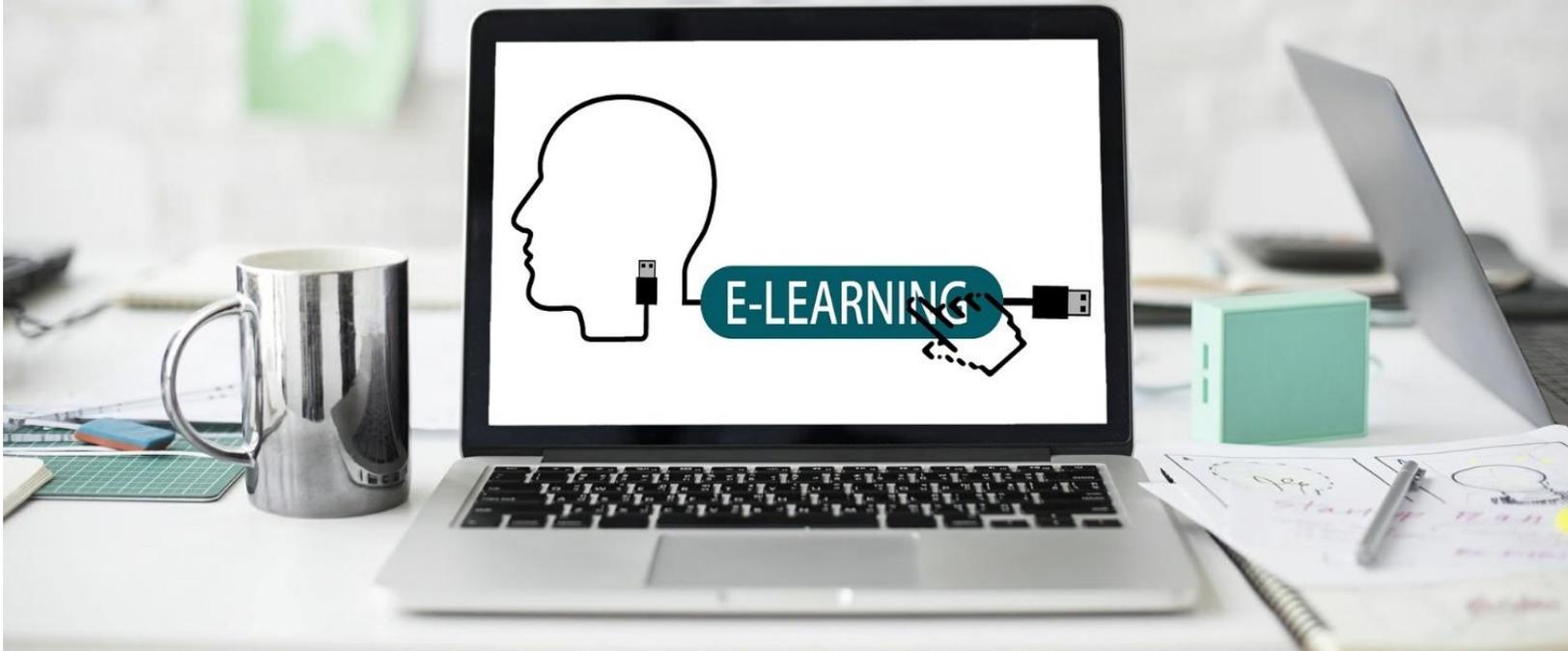


# KECOS



## *User Guide for Students*



## **About this Guide**

This manual will prepare you to use Moodle, KECOS's online Learning Management System. You can read lecture notes, participate in discussion forums, turn in assignments, take quizzes, view grades, and communicate with your teacher, your classmates, or anyone in our academic community.

The material presented in this manual is generic and applies to fully online in all KECOS programs.

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# System Requirements

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Minimum Hardware and Software Requirements for KECOS Course Interaction:

Students must have access to a broadband Internet connection, a personal computer manufactured within the last three years. Students taking online or blended courses will also need a USB Headset (the built-in microphone and speakers of a computer is not sufficient) and a USB Webcam (if one is not built into the computer).

## PCs:

- Access to high-speed network connection (not dial-up, i.e., cable, dsl, etc.)
- Processor: Pentium IV 3.0 Ghz / equivalent or better processor (dual core processor recommended)
- Operating System: Windows Vista Service Pack 2, Windows 7 with all current updates installed (updates available at <http://update.microsoft.com>)
- Memory: 2+ Gigabytes RAM Memory
- Hard drive: 120 Gigabyte
- Sound card and speakers
- Headset with microphone or audio recordable microphone that plugs into your sound card (not a USB connection)
- Monitor with 1024 x 728 pixel resolution or better
- Software - install latest versions unless otherwise specified:
  - Internet Browser: Chrome / Firefox / Internet Explorer 8 or greater
  - Microsoft Word 2003 or newer (or Word-format compatible word processor)
  - Java/JRE: <http://java.sun.com/javase/downloads/index.jsp>
  - Adobe Flash Player: <http://get.adobe.com/flashplayer/>
  - Adobe Reader: <http://get.adobe.com/reader>
  - QuickTime: <http://www.apple.com/quicktime/download/>
- Mac OS X, GNU/Linux and other operating systems. The interface is translated into many languages.
  - Zoom Video Conferencing: <https://www.zoom.us/>

## Macs:

- Access to high-speed network connection (not dial-up, i.e., cable, dsl, etc.)
- Processor: PowerPC G4 or Intel
- Operating System: OS X 10.4.9
- Memory: 2+ Gigabytes RAM Memory
- Hard drive: 120 Gigabyte
- Sound card and speakers
- Headset with microphone or audio recordable microphone that plugs into your sound card
- Monitor with 1024 x 728 pixel resolution or better
- Software - install latest versions unless otherwise specified:
  - Internet Browser: Chrome / Firefox / Internet Explorer 8 or greater
  - Zoom Video Conferencing: <https://www.zoom.us/>

# Logging In

To log in to KECOS, open a web browser and type <http://www.kecosschool.org> or <http://www.ikeneducate.org> in the address bar. When you visit [www.ikeneducate.org](http://www.ikeneducate.org) site, click the tab showing **KECOS Login** then you can login to KECOS site from there. In the top right corner on KECOS homepage, click Log in. After clicking **Log in**, you will be taken to the login page. You can also log in to KECOS course on your mobile device.

**Your username and password will be given by your teacher.**

KOREAN Education Center Online School

You are not logged in. (Log in)

## KECOS

### Online Korean Course

Welcome to the Korean Education Center Online School! This online course is for anyone who wishes to learn Korean but does not have the means at his/her home school. By enrolling in this course, you will go up the steps to mastering the reading, writing, listening, and speaking skills of Korean in a fluent manner using multimedia interactive learning resources. And you can do this in the comforts of your own home and at your own pace. Please click the appropriate level below (Level 1 - 6) to start your learning.

#### Courses

- Korean Language Courses
  - Korean Placement Test
  - LEVEL I
  - LEVEL II
  - LEVEL III
  - LEVEL IV
  - LEVEL V
  - LEVEL VI

OCTOBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### MAIN MENU

- Content Standards
- Language Performance Standards
- Student Information - getting started
- System Requirements
- Site News



  
Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Is this your first time here?

For full access to this site, you first need to create an account.

# Dashboard

KOREAN Education Center Online School

KECOS Student

KECOS Student

Home Dashboard

Customise this page

**NAVIGATION**

- Home
- Dashboard
- Site pages
- My courses
  - LEVEL I

**COURSE OVERVIEW**

LEVEL I

**PRIVATE FILES**

No files available

Manage private files...

**LATEST BADGES**

You have no badges to display

OCTOBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Once you log in, you will see the KECOS Dashboard.

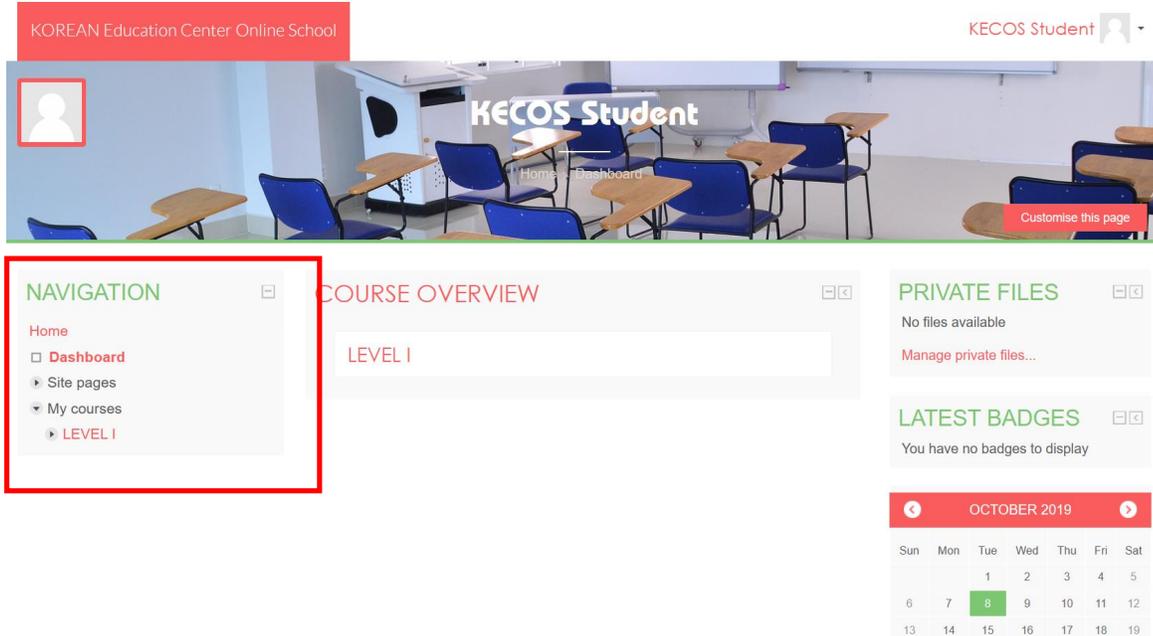
## Course Overview Block.

By default, the Timeline displays upcoming assignments and calendar from all classes. To access your courses, click your course level. Here, you will see all courses that are enrolled in. It is important to actually access your course by clicking on the course title and entering into the course view, rather than just clicking on assignments in the Timeline.

**Note:** Various blocks can be added above or below the **Course Overview Block**. See more about adding blocks on page 8 under **Customizing Your Dashboard**.

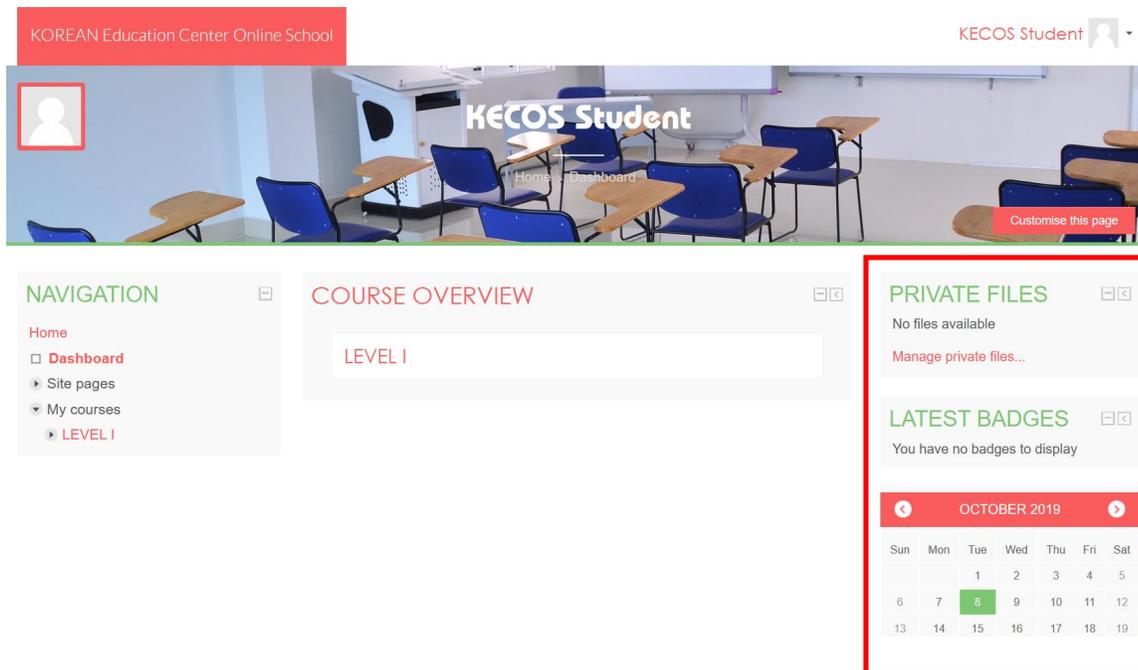
## Navigation Drawer

This drawer can be visible or collapsed, depending on the user's preference. When visible, it provides quick links to all courses (see listings under **My Courses**). When you are inside a course, this drawer provides quick links to all topic/week sections within the course. The user can show or hide this drawer by clicking the button with three lines in the upper left corner of the page.



## Right Column

This column can be customized with various blocks. Default blocks are **Private Files**, **Online Users**, **Latest Badges**, **Calendar**, and **Upcoming Events**. You will have to scroll down to see all of the blocks.



## Customizing Your Dashboard

Your dashboard can be customized by clicking **Customise this page** in the top right corner. This will allow you to add or edit blocks or delete some of the blocks you do not want displayed. In addition, you can re-arrange blocks by dragging the crosshair icon.

If you wish to add a block, show the **Navigation Drawer** (see page 7). At the bottom of the **Navigation Drawer**, click Add a block. Here, a selection of blocks can be added to your dashboard page. Once a block has been added, it can be configured using the gear icon.

Once you are done, click **Stop customizing this page** in the top right corner.

The screenshot displays the KECOS Student dashboard interface. At the top, there is a header with "KOREAN Education Center Online School" on the left and "KECOS Student" with a user profile icon on the right. Below the header is a banner image of a classroom with the text "KECOS Student" and "Dashboard". In the top right corner of the banner, two buttons are highlighted with a red box: "Reset page to default" and "Stop customising this page".

The main content area is divided into several sections:

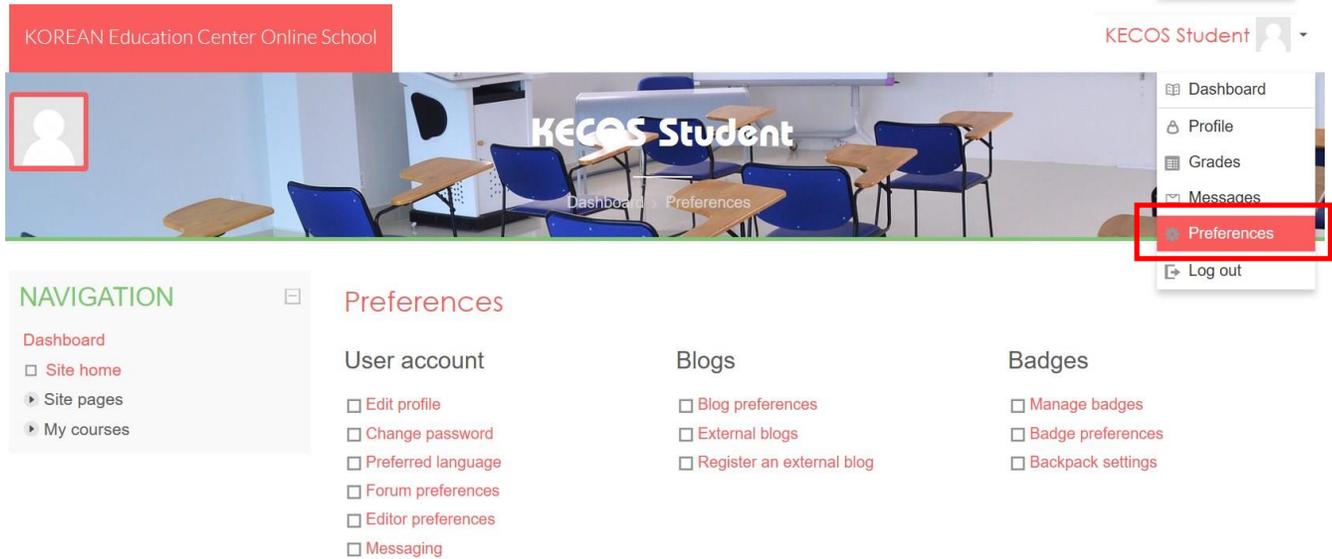
- NAVIGATION**: Includes "Dashboard", "Site home", "Site pages", "My courses", and "LEVEL I".
- COURSE OVERVIEW**: Shows "Number of courses to display:" with a dropdown menu set to "Always show all" and a search box containing "LEVEL I".
- PRIVATE FILES**: States "No files available" and includes a "Manage private files..." link.
- LATEST BADGES**: States "You have no badges to display".
- CALENDAR**: Shows a calendar for "OCTOBER 2019" with the 9th highlighted.
- UPCOMING EVENTS**: States "There are no upcoming events" and includes "Go to calendar..." and "New event..." links.
- ONLINE USERS**: Shows "(last 5 minutes)" and "KECOS Student".

On the left side, there is a "Navigation Drawer" with an "ADD A BLOCK" button highlighted by a red box. Below this button is a dropdown menu with "Add..." selected.

# Editing Your Profile

Your profile is your identity on KECOS. All KECOS users can see it, including your teachers. Your profile also contains email information. To view your profile, click your name in the top right corner, then click **Profile**.

On the next page, click the gear in the top right corner. This brings up a menu with



several preference options. It is recommended that you explore the preferences below.

**Edit Profile** - Among other settings, you can add/change your picture. To add a new picture, browse and select an image (in JPG or PNG format) then click "Update profile". The image will be cropped to a square and resized to 100x100 pixels. Again, remember that this profile is accessible to all members of the KECOS community, and your teachers will see this picture. Please keep your image tasteful and only use an image of yourself.

The same caution is applicable to your description.

## Forum preferences

- Email digest type: Limit your emails by selecting Subjects.
- Forum auto-subscribe: If you select **Yes**, you will be automatically subscribed to forums you post on and will receive email copies of all messages from that forum. Selecting **No** will limit the number of emails you receive.
- If you enable Forum tracking, new forum posts will be highlighted for you.

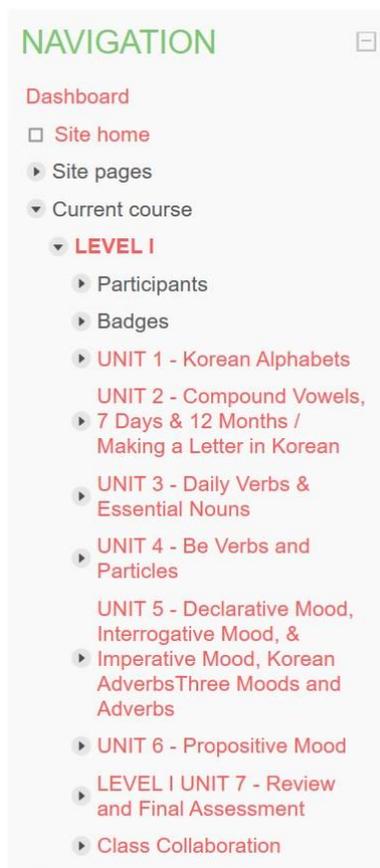
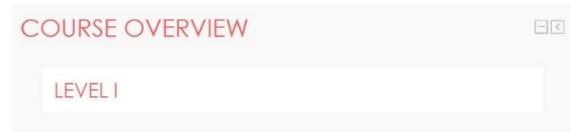
\* If you want to know more about these functions, please visit the following link.

<https://docs.moodle.org/37/en/Preferences>

## Accessing and Navigating a Course

To access your course, navigate to your dashboard. Once on the dashboard, under the **Course Overview Block** (see page 6), click **Courses**. This will display a list of all courses in which you are enrolled. Click on the course you would like to access.

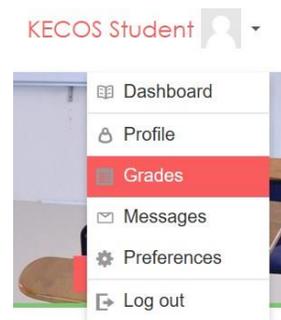
Once you are in the course, the course name appears in bold. Breadcrumb links appear just under the course name. Breadcrumbs display the pages you have passed through to get to your current location. More breadcrumb links are added as you navigate farther into the course.



After you enter your course, the **Navigation Drawer** now displays the hierarchical navigation for the course.

- The course name is in bold.
- Participants displays the course roster.
- You can check your grade from **Grades** menu.

While the KECOS technical department has set some guidelines for course layout, teachers are free to design their courses as they please. Therefore, your courses will not look the same. Typically, however, each course is divided into either weeks or topics, with a general heading section at the top. The general heading section contains the name of the course and will typically contain important documents such as the course syllabus, tentative schedule, and an announcements forum.



## Common Course Activity Icons

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Each topic/week of the course will be made up of activities and instructions. These activities and instructions will vary within each course. It is important to read all instructions and click all links for the current section in the course. Each link is accompanied by an icon. Common course activity icons are listed in the box below.



Chat



External Tool



Feedback



Forum



Quiz



File



Label



Page



URL

**Forum:** Allows participants to have asynchronous discussions.

**Assignments:** Enable teachers to grade and give comments on uploaded files and assignments created on and off line.

**Quiz:** Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown.

**Chat:** Allows participants to have a real-time synchronous discussion.

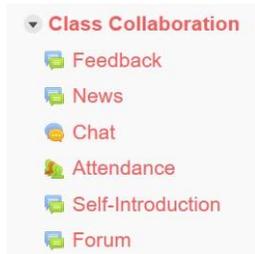
**Folder:** The link next to this icon will take you to a page with additional files.

**Page:** The link next to this icon will take you to a page with additional text and resources.

# Forums

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Most teachers use forums in a course to allow students to communicate with one another, as an assignment, or to post questions or concerns. If your teacher has a forum in the course, the link on the main page will look similar to this:



**Note:** It is a good practice to type forum posts in a word processor (such as Microsoft Word) and copy and paste the text into Moodle's text editor. This will prevent you from losing your work if your Internet connection suddenly goes out or other incidences occur. In addition, most word processors have tools for spelling and grammar error checking.

## Adding a New Thread

1. Click the link to the forum.
2. Click **Add a new topic** at the top of the list of threads.
3. Give your post a title in **Subject** heading.
4. Type (or paste from a word processor) your post in the **Message** section.
5. When finished, check your post for errors, and click the **Post to forum** button at the bottom of the page. Note: If you leave this page without hitting **Post to forum**, the post will not be saved.
6. After you have posted, you have one minute to edit your post.



Be sure to change the subscription setting to suit your needs. If you want to receive emails of all posts in this specific forum, keep the **Discussion Subscription** box (under the **Message** box) ticked. If you do not want to receive emails about new posts to this forum, untick the Discussion Subscription box. Some instructors may have set the forums to force you to be subscribed, in which case this option will not appear.

## Replying to a Thread

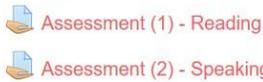
1. Click the name of the thread in the forum.
2. Reply to a post by clicking the **Reply** link at the bottom right of the post.
3. Give your post a title in **Subject** heading.
4. Type (or paste from a word processor) your post in the **Message** section.
5. When finished, check your post for errors, and click the **Post to forum** button at the bottom of the page.

Some teachers use groups within forums. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum's page. Depending on the course's setting, set by the teacher, you may only be able to see posts made by members of your own group.

# Submitting an Assignment

The assignment feature in KECOS allows teachers to easily collect external documents from students. Instead of physically printing out a document and handing it to your instructor, you upload a file into KECOS for your teacher to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear.

Assignments links will be similar to this:



Once you click on the assignment link, you will see a screen that looks similar to this:

## Assessment (1) - Reading

You will be given 35 words when you are ready and click 'Add Submission'. You are going to read one word at a time within 5 minutes. You can read to yourself to check several times by clicking "PLAY" button. However, once you click "Submit", you CANNOT correct it. Be sure YOU read them. Once you click "Submit", your recording will be saved and automatically sent to your teacher.

### How to record your assignment and upload it for grading by your class teacher.

1. Activate Adobe Flash Player Settings

- 1) Mark on 'Allow' & 'Remember'.
  - 2) Then 'Close' to start.



2. Record and Upload your assignment.

- If you haven't used it before, you may need to allow access to your microphone
- Click the red circle button to begin recording
  - Click the blue square button (or the red circle button again) to stop recording
  - Enter a file name and click "Save"
  - Wait for it to state that it's "Ready to upload" and click the "Upload" button (You can re-record your assignment before clicking 'Upload' button.)
  - Click 'Save Changes' to complete the assignment.

가수-수학-학교-교실-실천-천사-사진-진실-실장-장사-사고-고민-민간인-인간-간식-식사-사과-관목-목사-사무원-원장-장소-소장-장가-가장-장식-식구-구두-두목-목요일-일요일-일시-시간-간첩-첩자

## Submission status

Group	Review Group - Non-Editing Teachers (Level 1)
Attempt number	This is attempt 1 ( 1 attempts allowed ).
Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Last modified	-
Submission comments	Comments (0)



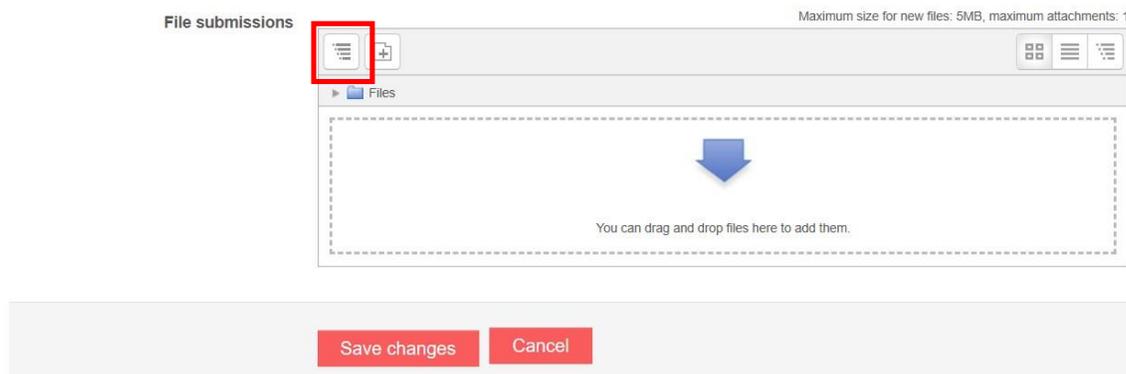
Make changes to your submission

## Uploading Files

Click **Add submission** at the bottom of the above image. The maximum upload size for files and number of attachments are listed above the submissions box under the **File submissions** heading.

## Practice (6.1.7) –Propositive Mood - ~(으)ㄹ래요? (1)

Complete the table below.



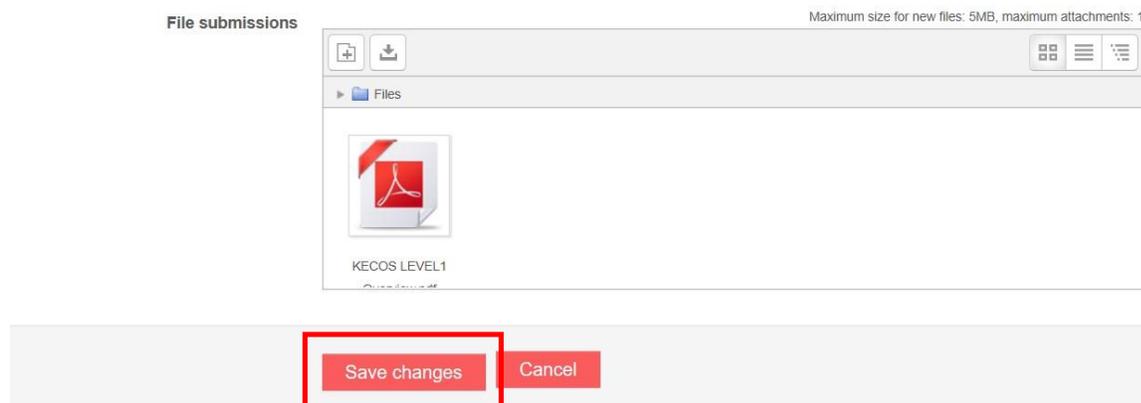
There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says You can drag and drop files here to add them (see figure above). 2. Click the **Add submission** button (see red box in figure above). Next, choose **Upload a file** in the left sidebar. Click the Choose File button under **Attachment** field. Locate your file within your computer's file system. Click **Open**. Lastly, click **Upload this file**.

You should now see the **Uploaded file** (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click **Delete** in the pop up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click **Save changes**.

## Practice (6.1.7) –Propositive Mood - ~(으)ㄹ래요? (1)

Complete the table below.



***The file has been uploaded. Once you hit Save changes, the file will be submitted for grading.***

## Quizzes and Exams

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Many teachers require students to take quizzes and exams within KECOS. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:

### UNIT 4 - Be Verbs and Particles

#### K-Culture Virtual Lecture 1-2

-  OVERVIEW - LEVEL I UNIT 4
  -  K-Culture Virtual Lecture 1-2
-  Virtual Lecture 1 - Particles (1)
-  Virtual Lecture 2 - Particles (2)
  -  Instruction (4.2.1) - Particles
  -  Practice (4.2.1) - Particle Practice (QUIZLET)
  -  Practice (4.2.1) - Particle Practice - Subject, Object, & Locative
  -  Practice (4.2.2) - Particle Practice - Subject & Object
  -  Practice (4.2.3) - Completing Sentences

When you click your quiz or exam link, you will see this page:

### Practice (4.2.2) - Particle Practice - Subject & Object

Tell if the underlined word is a Subject or an Object in the sentence. If it is none of any, write None. Then translate each sentence into Korean. Be sure to use correct particles.

Attempts allowed: 3

Grading method: Highest grade

Attempt quiz now

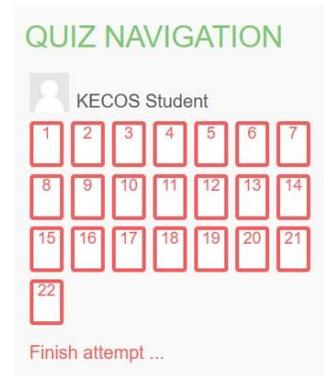
This page should provide you with information about the quiz. This includes the date and time the quiz is due as well as its time limit (if applicable).

**Note:** The time and due date set is when the quiz must be submitted, not attempted. If you are in the middle of the quiz when time expires, you will not be allowed to finish. Make sure to give yourself ample time to complete the quiz before the close time.

Once you are ready to begin the quiz, click **Attempt quiz now**. After you begin the test, you will see the question page. There are several different question types, including *multiple choice*, *essay*, *true/false*, *short answer*, or *matching questions*. On the right of your screen, a block titled **Quiz Navigation** appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently on will have a bold border around it.

Some instructors allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the teacher only allows you to move sequentially through the quiz. Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.

When all questions are answered on a page, click Next. Once you have answered all the questions and are ready to submit your quiz or exam, click **Next** on the last page or click **Finish attempt...** in the **Quiz Navigation Block**. You will then be directed to the Summary of **Attempt page**, which displays whether or not you have answered each question. If you are ready to submit your quiz, click **Submit all and finish** at the bottom of the page.



## Grades

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If you have completed assignments in KECOS and your teacher has posted grades, you can view them by clicking on the **Grades** link under **Profile** menu item (see page 10).

Once you have clicked on **Grades**, a table (see below) will appear with the column headings:

- **Grade item** - the name of the assignment, quiz, forum, etc.
- **Calculated weight** - the number of points available for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).
- **Grade** - the number of points you received for this grade item.
- **Range** - the range of points (minimum and maximum points) available for this grade item.
- **Percentage** - this is the number of points you earned divided by the number of points available.
- **Feedback** - what the instructor wants you to know about this grade item.
- **Contribution to course total** - the total points earned for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).

**KOREAN Education Center Online School  
(KECOS)  
By IKEN**

**[kecosschool.org](http://kecosschool.org)**

**[ikeneducate.org](http://ikeneducate.org)**