CANKIRI KARATEKIN UNIVERSITY

DISTANCE EDUCATION CENTER

KLMS - ZOOM USER MANUAL

As known, distance education activities have been started through the document upload module (UBIS-UEDYM) which has been integrated into the student information system, UBIS, as of March 23, 2020 within the scope of the pandemic period distance education road map announced by YÖK.

As a solution to the need of our esteemed faculty members, who wished to offer synchronous on-line lessons, Karatekin Distance Education System (KLMS), which was developed by the Software Team of our University IT Department in a very short period of time, has been made available as of April 6, 2020.

The KLMS platform developed by the Software Team of our University IT Department with their own resources ***allows to perform synchronous live (on-line) lessons via Zoom software*** now allows the upload of course materials, which was previously carried out through UBP-UEDYM. All documents previously uploaded have been transferred to the KLMS system.

Users will be able to log into the system at http://klms.karatekin.edu.tr address with their UBIS usernames and passwords.

Contents

1. How to access the Zoom site?.....3
2. How to create a Free Account?.....3
3. How is E-Mail Verification done?.....4
4. How to set up the program?.....6
5. How to log in to the program?.....6
6. How to create a meeting for a live lesson?.....7
7. How to add the created lesson into the KLMS system?.....11

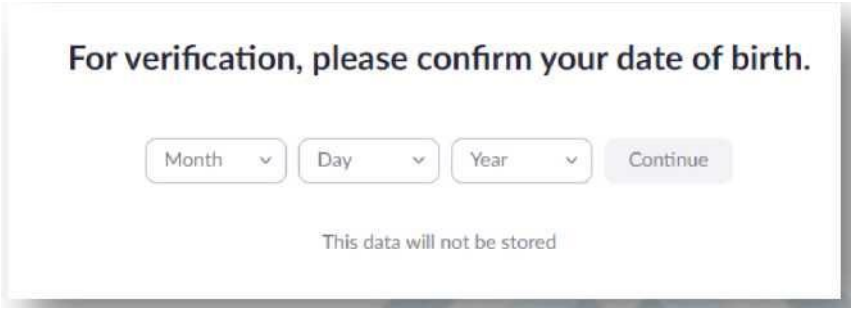
1. How to access the Zoom site?

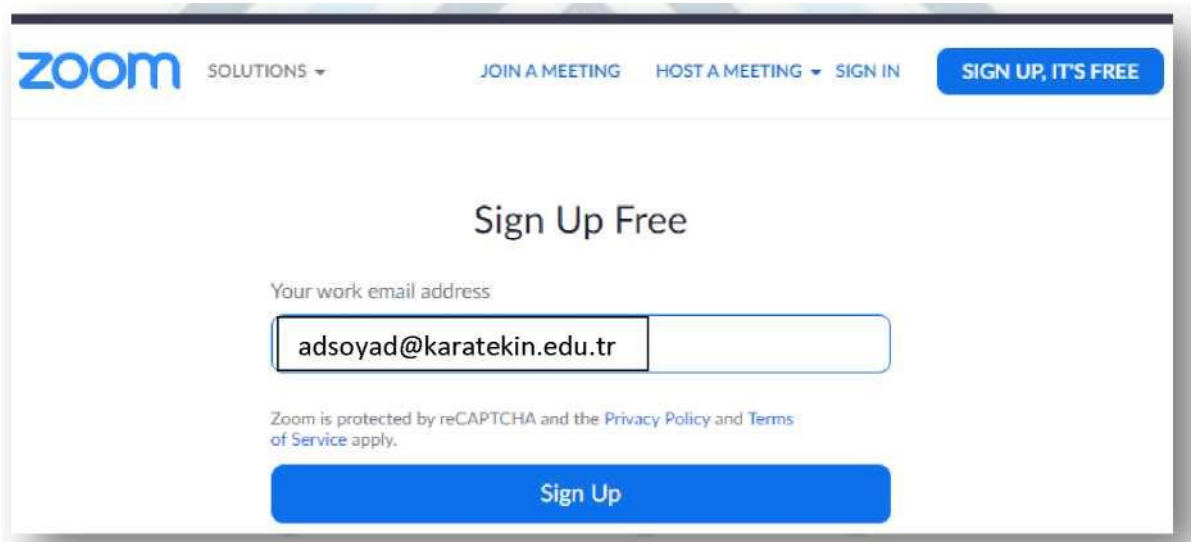
Type “Zoom.us" link in the address line of any browser and press home or enter.

[You can visit the site by clicking here.]

2. How to create a Free Account?

Birth date information is asked for age verification.

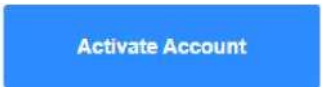


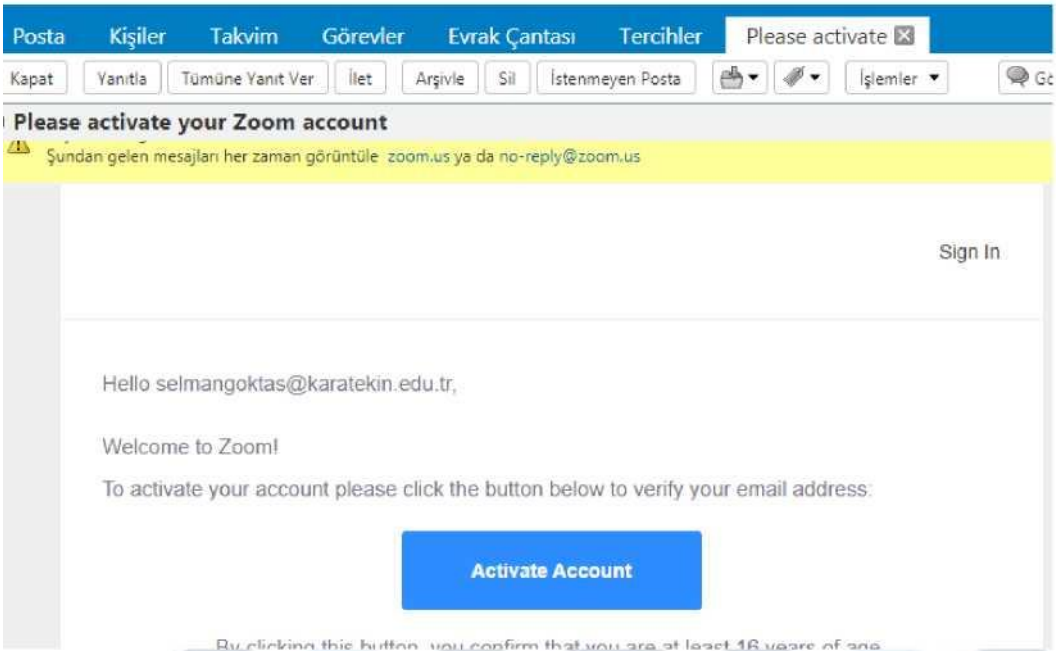


Then we will see a window like the above. Click on the "Sign Up" button after writing your institutional personal (e.g.: e-mailadresiniz@karatekin.edu.tr) as shown on the screenshot.

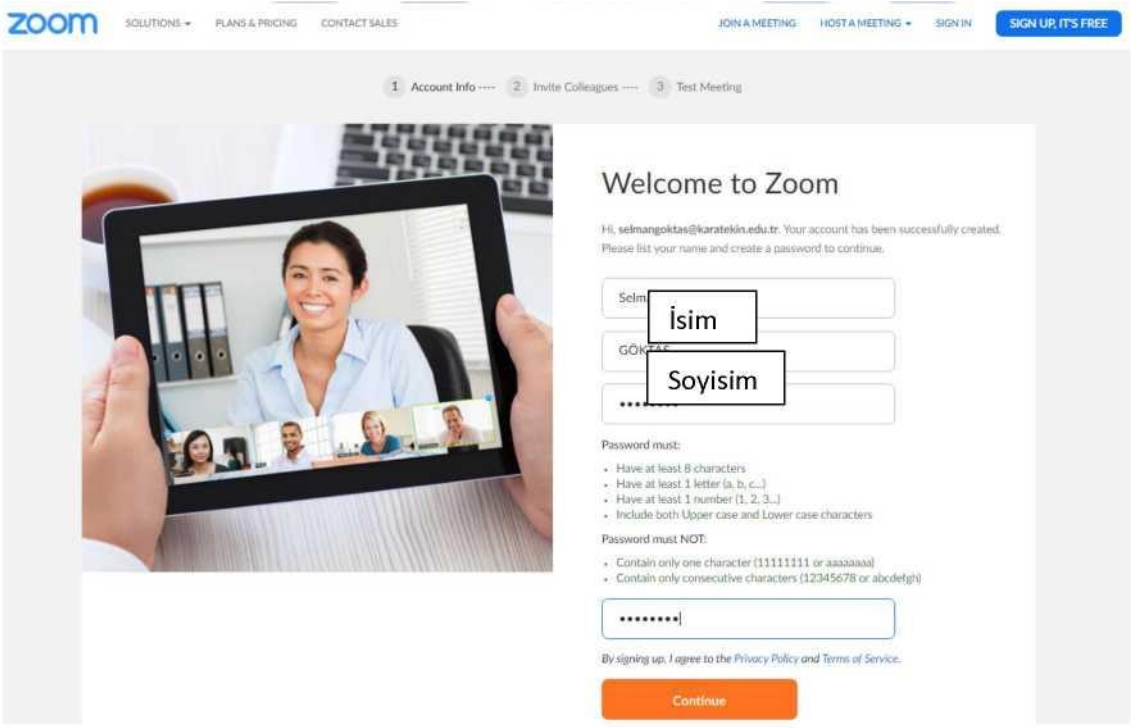
3. How is E-Mail Verification done?

Visit https://mail.karatekin.edu.tr address and login. Then click on the e-mail with the subject "**Please activate your Zoom account**". Now, click on the "Activate Account" button within the e-mail message.

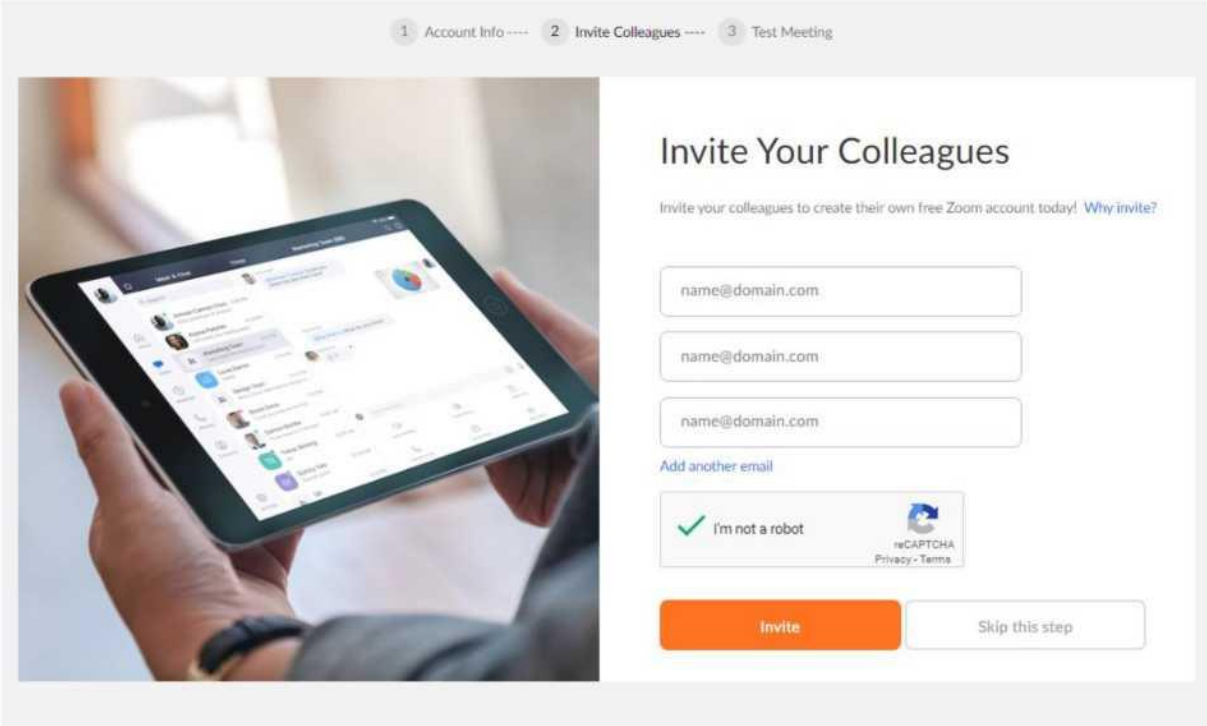




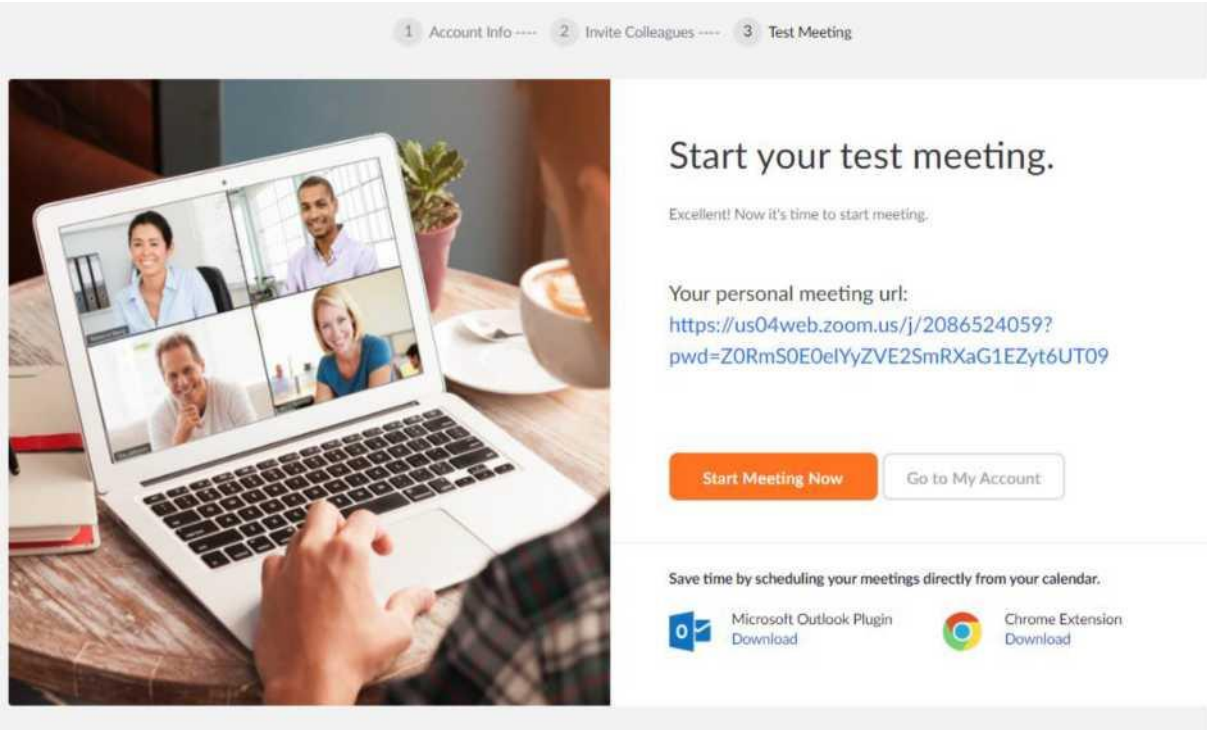
After clicking the Active Account button, the site will open the page, where you are asked to enter your personal information, such as the following. (Please save your password as it will be required for logging into the program)



After completing the entry of the information, please click on the "Continue" button. The following window will open. Here you can skip by clicking on the "Skip this step" button.



On the next page, you will see the page below. Use the "Start Meeting Now" button to start a meeting here and download the program.



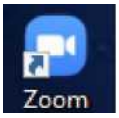
4. How to set up the program?

You can download zoom desktop application from https://zoom.us/download address or from the link below.

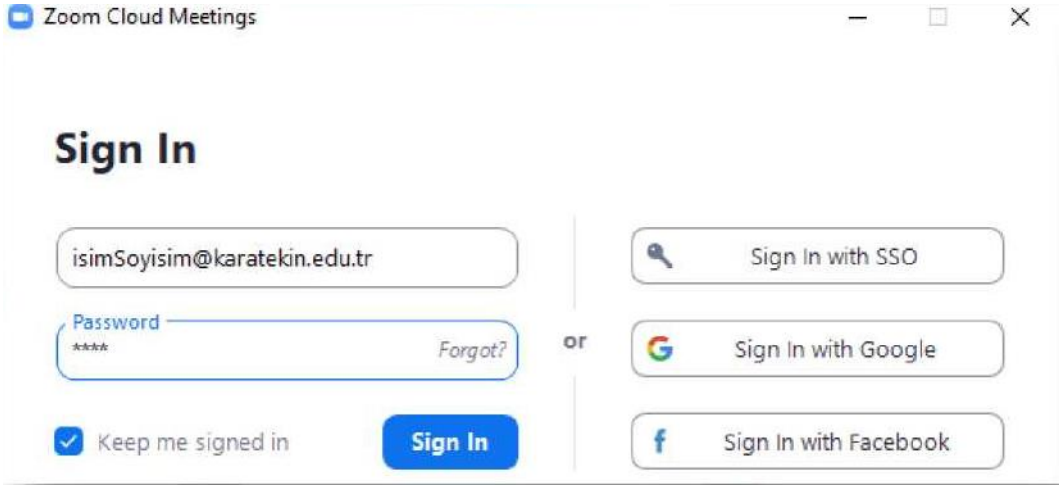
Click here to download

5. How to log in to the program?

After you complete installing the program, Zoom shortcut will be placed on your desktop screen.



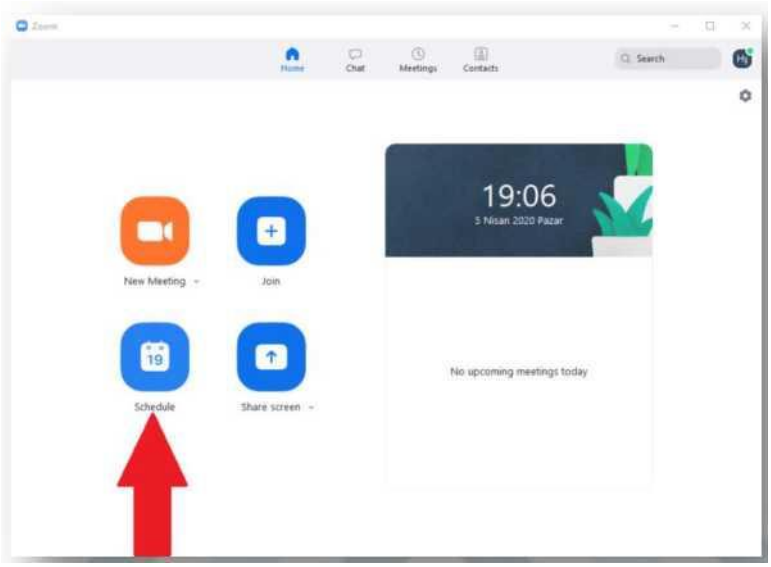
Open the program by clicking on this icon and then click on the "Sign In" Button

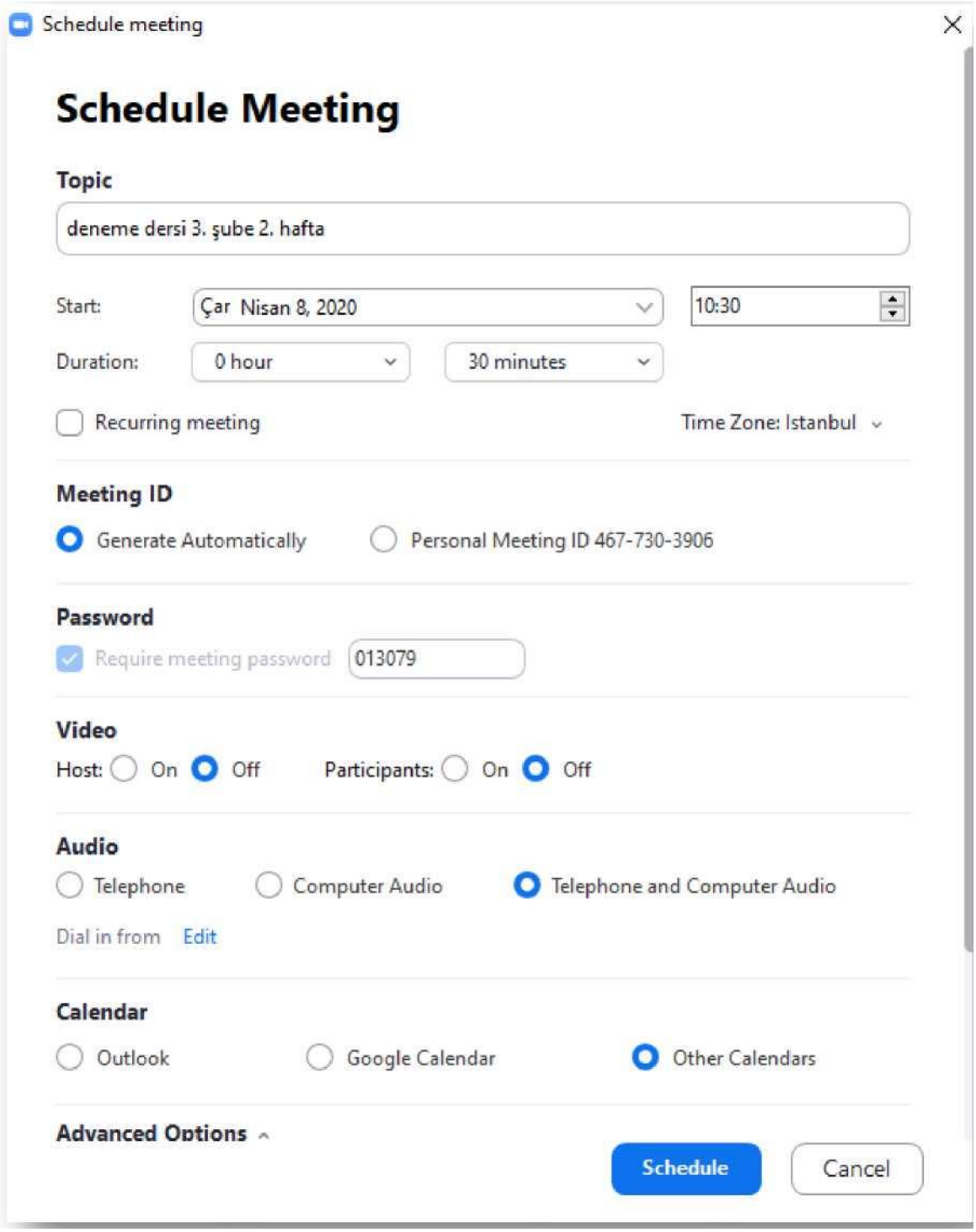


In this window, enter your institutional e-mail address you used to register and the password you created and click on the “Sign In” button.

6. How to create a meeting for a live lesson?

When you open the Zoom application, you will see the following window. From here you can create a course for a future time and date by using the “Schedule” button.





Topic: The title information for the course can be written such as which course and which class and the week.

Start: Starting time and date of the course (it should be noted that a separate meeting will be created for each course)

Duration: Session Duration must be planned up to 30 minutes.

Time Zone: The time zone must be set in **Istanbul** or the schedule might be confusing.

Meeting ID: Generate Automatically - Each course requires a separate ID.

Password: Only students should be allowed to join by creating a password for the meeting.

Video (Camera): Select the starting status for Host (instructor)/Participant(student). All users can later turn on their camera and audio.

Audio: If participants are asked to participate with Audio, this is the option to do so. Options are only from the phone or only from the computer or both.

Calendar: It can be used if a reminder is set for any calendar application, but it is recommended to select Other Calendar option.

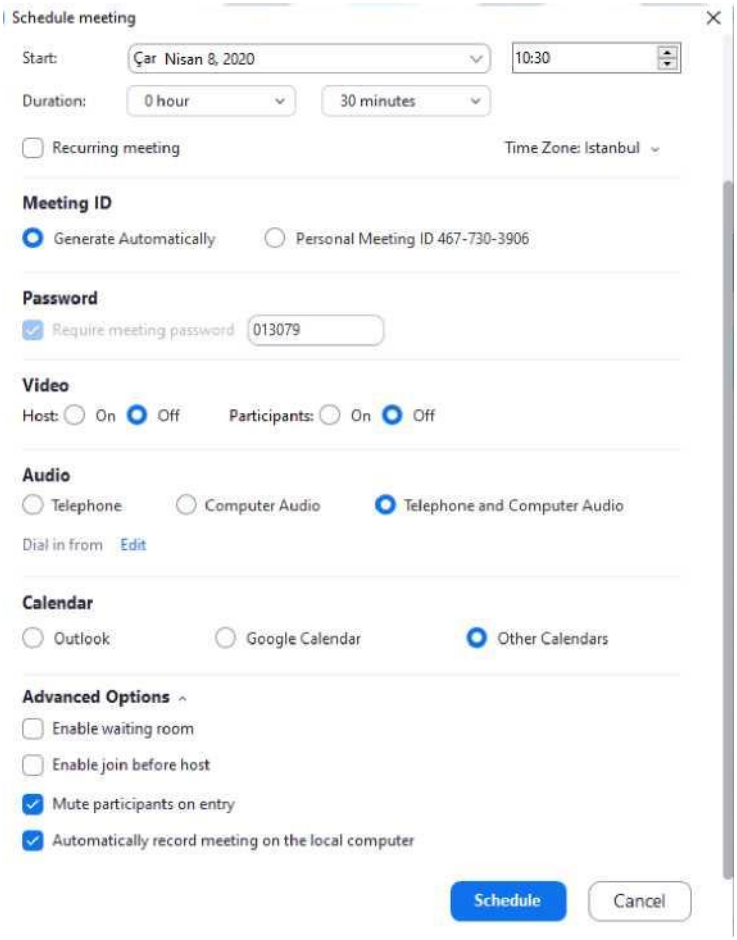
Advanced Options;

Enable waiting room: Permission to join the session before the session starts. (Not recommended for security reasons)

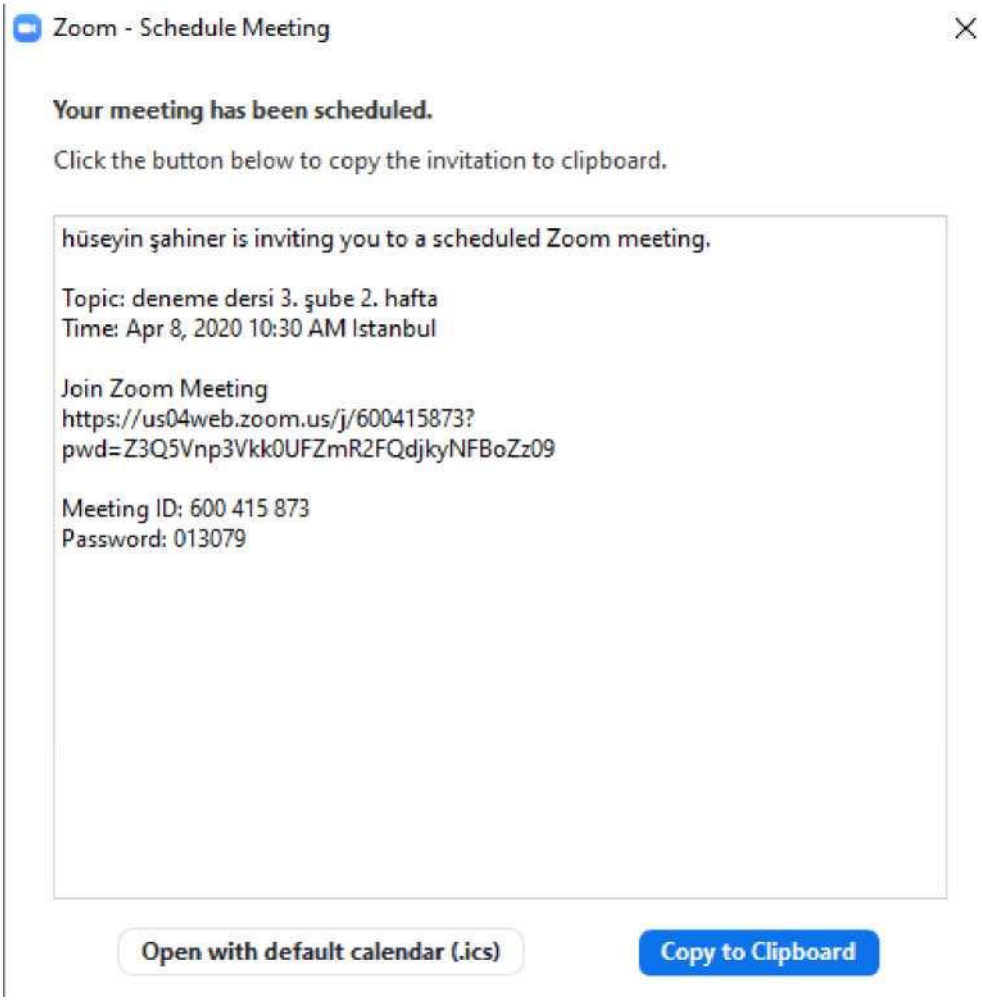
Enable join before host: Permission to join the session before the instructor. (Not recommended for security reasons)

Mute participants on entry: Allows students to be muted at the start of the session.

Record the meeting automatically: Automatically records the session.



After all the settings are set, we can create the meeting by pressing the "Schedule" button. After you create it, the following window opens with the session information.

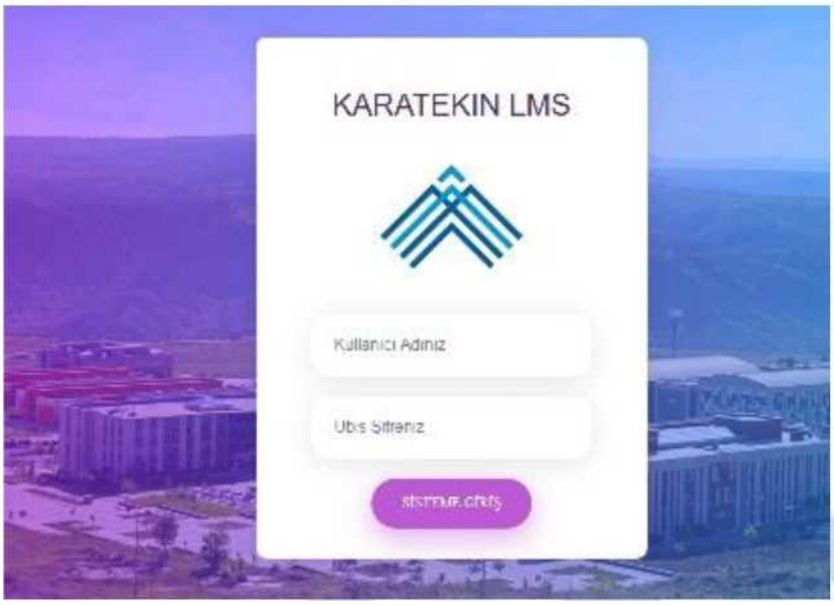


Important!

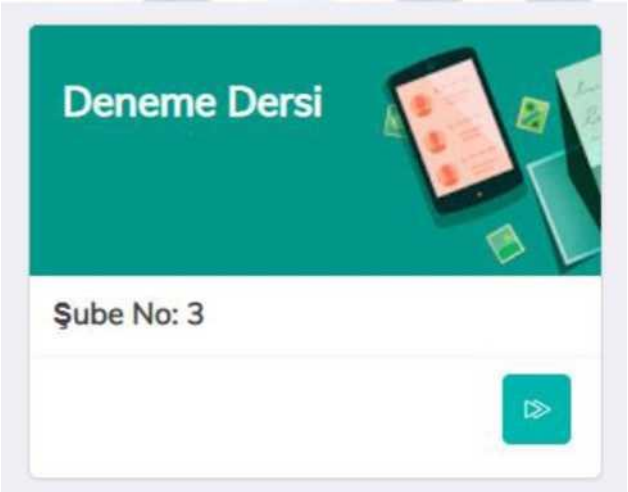
- ✓ Live lessons must be pre-created and entered into Karatekin Distance Education System (KLMS).
- ✓ Courses should be planned in advance and for no more than 30 minutes.
- ✓ Video recordings of the lessons should be kept and uploaded to locations to be notified later.
- ✓ Because these videos will be viewed over the Web, their small size will be useful for student access. For this reason, it is recommended that the camera is not turned on except for the relevant instructor and that desktop sharing should not be done unless it is very necessary.
- ✓ If the materials used such as presentation (powerpoint), text (word) during course are saved as PDF file type, you can upload them to the zoom interface and use it without screen sharing.

7. How to add the created course to the KLMS system

You can access the KLMS system at klms.karatekin.edu.tr or ubis.karatekin.edu.tr.

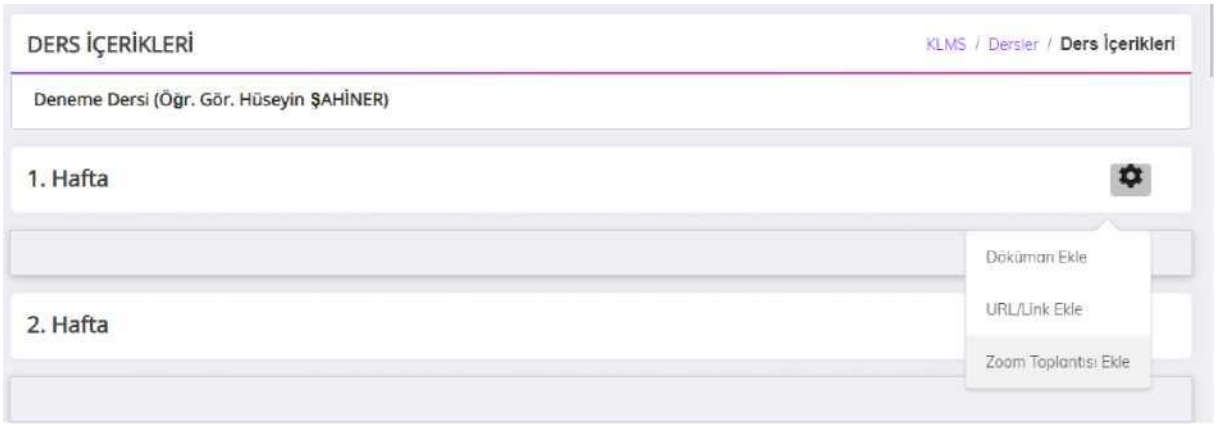


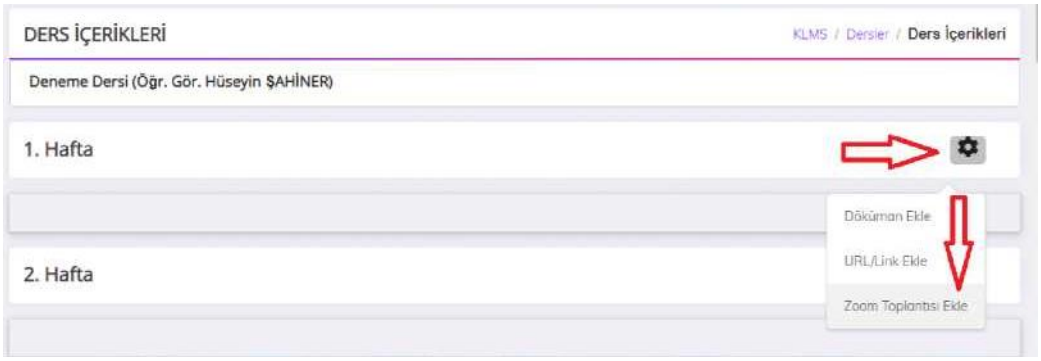
When the instructor logs in the system, the courses and classes managed by the instructor appear in boxes.

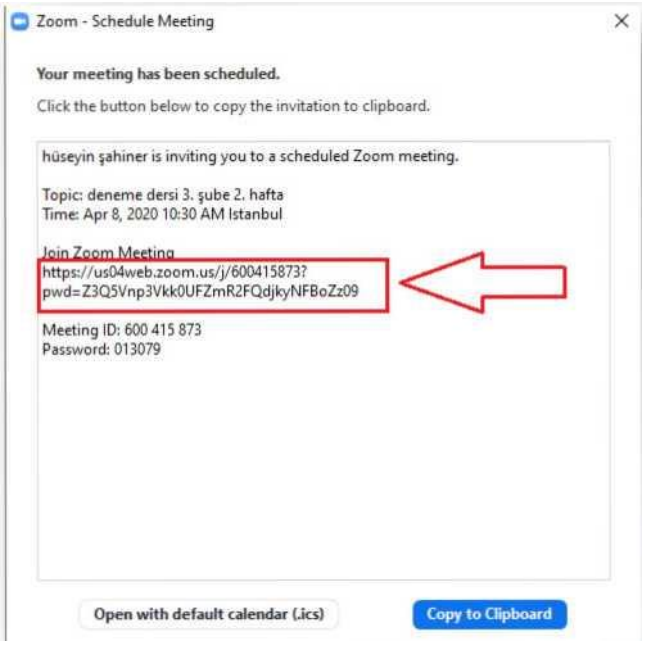


Here you can view the activities of the branch by pressing the " " button (the Trial Course has no activity as it is an example course).

On the next page that opens, you can open the menu by clicking on the process icon, whichever week it will be added to, whether it's from that week or from the first week and choose "Zoom Toplantısı Ekle (Add Zoom Meeting)" from the drop-down menu.





Students should be provided with this meeting by filling out the form that comes next.

The meeting URL asked on this page is the information given in the window after you created the meeting on Zoom.