

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 UBIS-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.

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1. How to access the Zoom site?

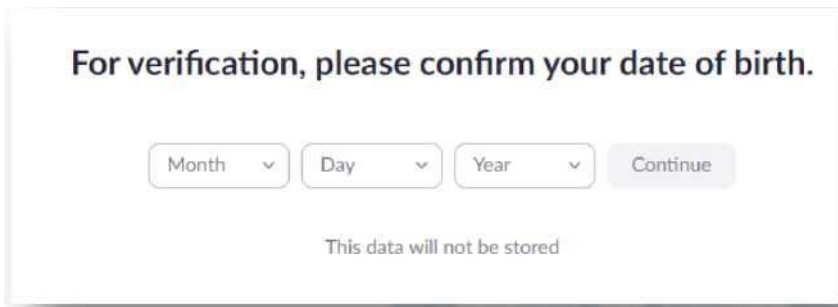
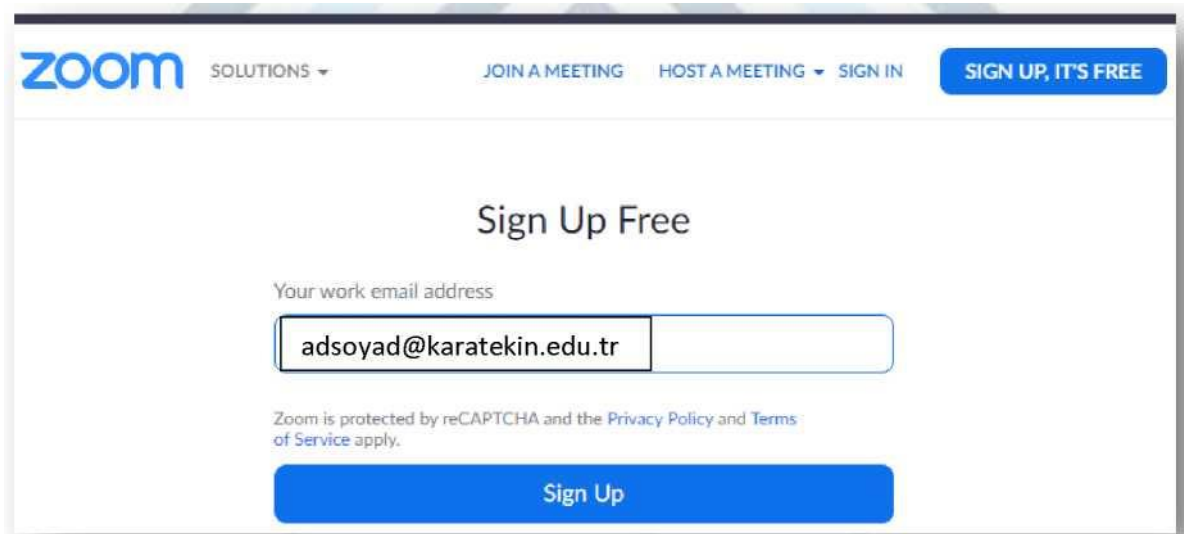
Type "Zoom.us" link in the address line of any browser and press home or enter.

[You can visit the site by clicking here.](#)



2. How to create a Free Account?

Birth date information is asked for age verification.

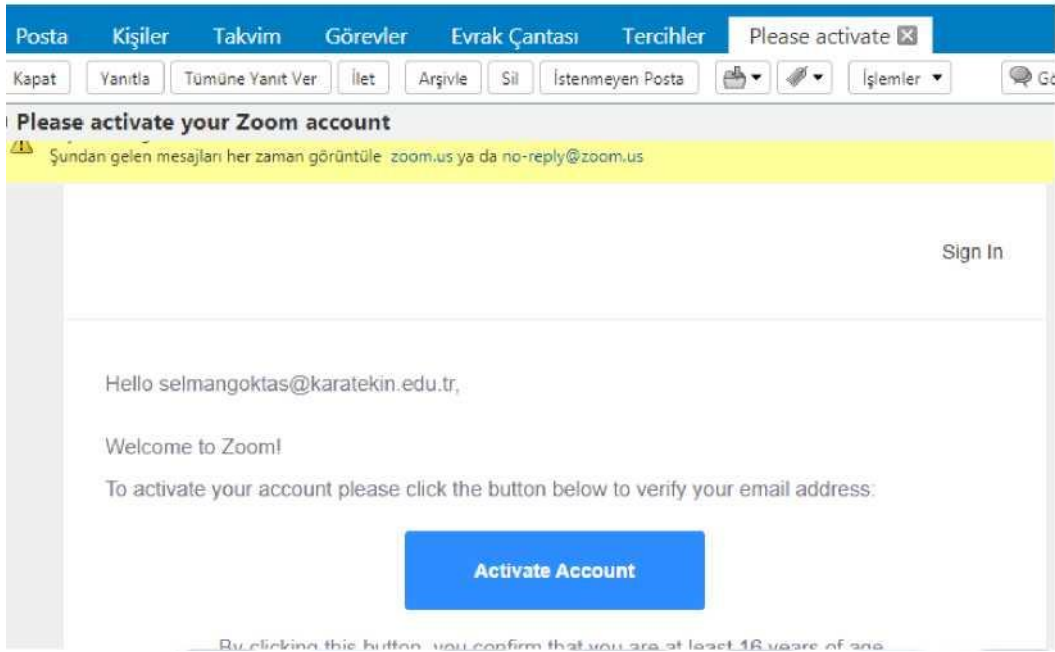
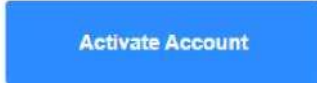
A screenshot of a form for age verification. The text reads "For verification, please confirm your date of birth." Below this text are three dropdown menus labeled "Month", "Day", and "Year", followed by a "Continue" button. At the bottom of the form, it says "This data will not be stored".A screenshot of the Zoom "Sign Up Free" page. The page features the Zoom logo and navigation links: "SOLUTIONS", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and a prominent blue "SIGN UP, IT'S FREE" button. The main heading is "Sign Up Free". Below the heading is a form labeled "Your work email address" with a text input field containing "adsoyad@karatekin.edu.tr". Below the input field, there is a note: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." At the bottom of the form is a large blue "Sign Up" button.

Sign Up

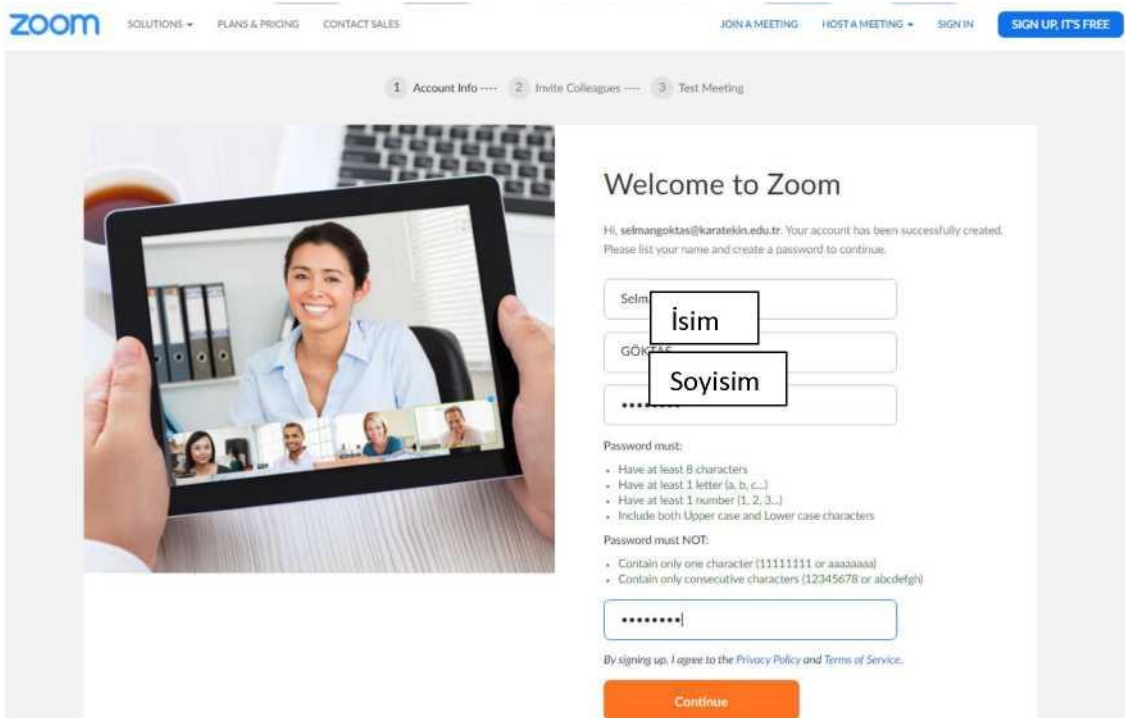
Then we will see a window like the above. Click on the "Sign Up" button after writing your institutional personal (e.g.: e-mailadresiniz@karatekin.edu.tr) as shown on the screenshot.

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.

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



Invite Your Colleagues


Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)


I'm not a robot  reCAPTCHA
Privacy - Terms

[Invite](#) [Skip this step](#)

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.

[Start Meeting Now](#)

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting




Start your test meeting.


Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://us04web.zoom.us/j/2086524059?pwd=Z0RmS0E0eFYyZVE2SmRXaG1EZyt6UT09>

[Start Meeting Now](#) [Go to My Account](#)

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin
Download

 Chrome Extension
Download

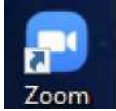
4. How to set up the program?

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

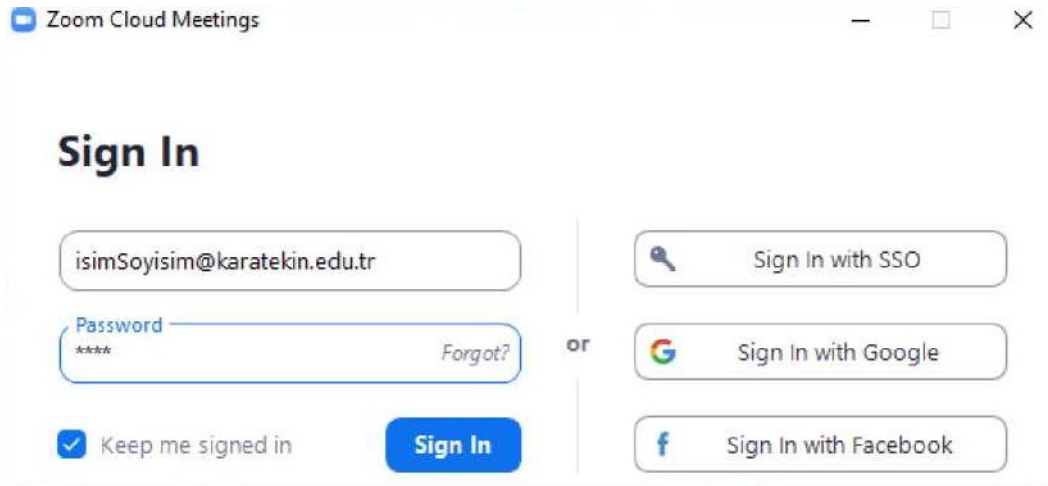
[Click here to download](#)

5. How to log in to the program?

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



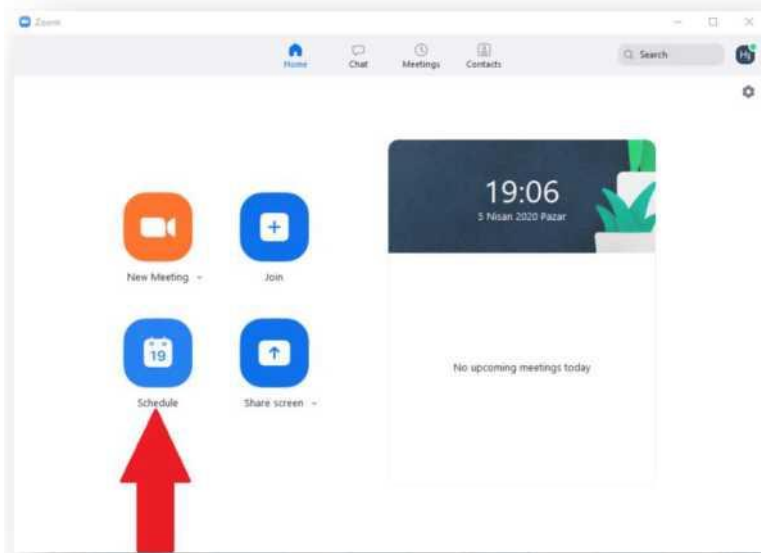
Open the program by clicking on this icon and then click on the "Sign In" Button

The image shows the Zoom Cloud Meetings Sign In window. The window title is "Zoom Cloud Meetings". The main heading is "Sign In". There are two input fields: one for the email address, which contains "isimSoyisim@karatekin.edu.tr", and one for the password, which contains "*****" and a "Forgot?" link. Below the password field is a checkbox labeled "Keep me signed in" which is checked, and a blue "Sign In" button. To the right of the email and password fields is a vertical line with "or" in the middle. To the right of this line are three buttons: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo).

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.



Schedule meeting

Schedule Meeting

Topic

Start: Çar Nisan 8, 2020 10:30

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Istanbul

Meeting ID

Generate Automatically Personal Meeting ID 467-730-3905

Password

Require meeting password 013079

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options

[Schedule](#) [Cancel](#)

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.

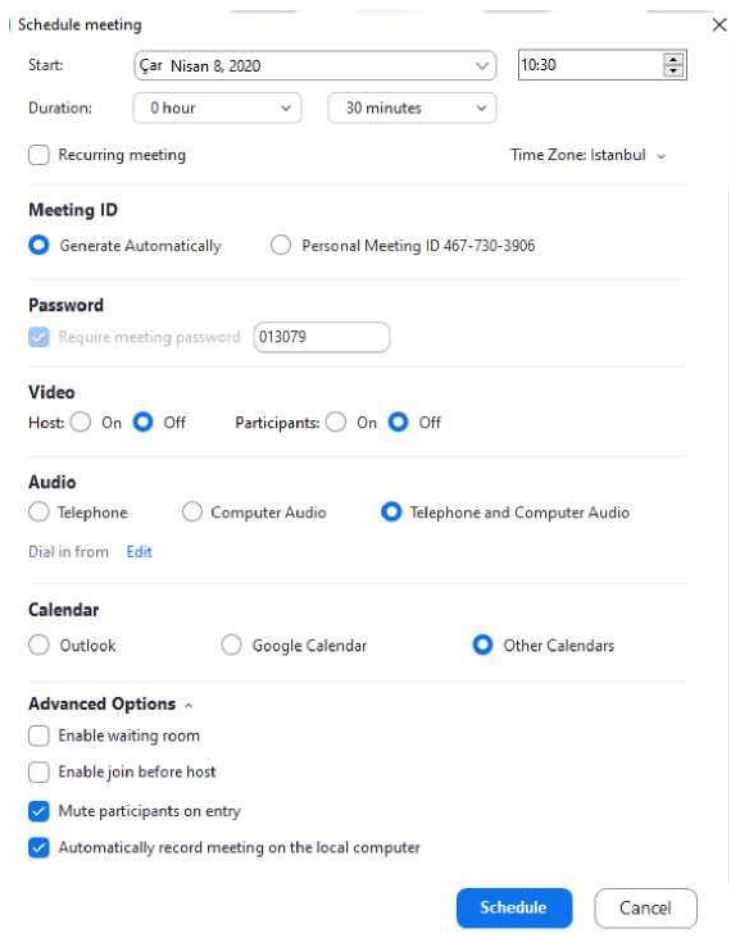
Advanced Options;

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.

Zoom - Schedule Meeting

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

hüseyin şahiner is inviting you to a scheduled Zoom meeting.

Topic: deneme dersi 3. şube 2. hafta
Time: Apr 8, 2020 10:30 AM Istanbul

Join Zoom Meeting
[https://us04web.zoom.us/j/600415873?
pwd=Z3Q5Vnp3Vkk0UFZmR2FQdjkyNFBoZz09](https://us04web.zoom.us/j/600415873?pwd=Z3Q5Vnp3Vkk0UFZmR2FQdjkyNFBoZz09)

Meeting ID: 600 415 873
Password: 013079

Open with default calendar (.ics) Copy to Clipboard

Important!

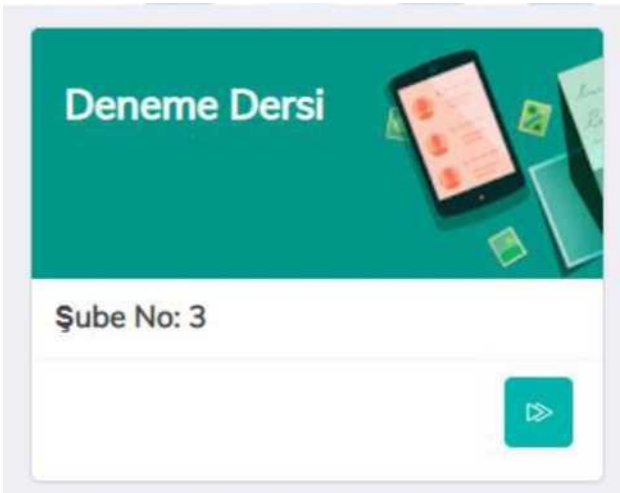
- ✓ Live lessons must be pre-created and entered into Karatekin Distance Education System (KLMS).
- ✓ Courses should be planned in advance and for no more than 30 minutes.
- ✓ Video recordings of the lessons should be kept and uploaded to locations to be notified later.
- ✓ Because these videos will 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.

DERS İÇERİKLERİ KLMS / Dersler / Ders İçerikleri

Deneme Dersi (Öğr. Gör. Hüseyin ŞAHİNER)

1. Hafta ⚙️

2. Hafta

Doküman Ekle

URL/Link Ekle

Zoom Toplantısı Ekle

DERS İÇERİKLERİ KLMS / Dersler / Ders İçerikleri

Deneme Dersi (Öğr. Gör. Hüseyin ŞAHİNER)

1. Hafta ➡️ ⚙️

2. Hafta

Doküman Ekle

URL/Link Ekle

Zoom Toplantısı Ekle

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

Toplantı Adı

2. Hafta Canlı Ders

Açıklama (Tarih Ve Saatini)

Çarşamba Günü Saat 10:30 da Canlı Dersimizi yapacağız.

Toplantı URL

<https://us04web.zoom.us/j/600415873?pwd=Z3Q5Vnp3Vkk0UFZmR2FQdjkyNFBoZz09>

Tarih

📅 Nisan 8, 2020 10:30 AM

Hafta

2. Hafta

Görünsün

KAYDET IPTAL

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

