

A Brief Guide for Students on Online Studying

Before the UTCC opening date and during the late enrolment and subject change and adding periods, students have to check messages from instructors in the education service system by accessing <https://reg.utcc.ac.th/> and enter the course through the online channel informed by instructors. For using the education service system, students can learn from the video clip via <https://youtu.be/qlzID7dvWnk>.

The main online studying channels specified by the university are:

- 1) Online interactive studying uses Cisco Webex.
- 2) The online classroom, activities, and assignment submissions use Microsoft Teams

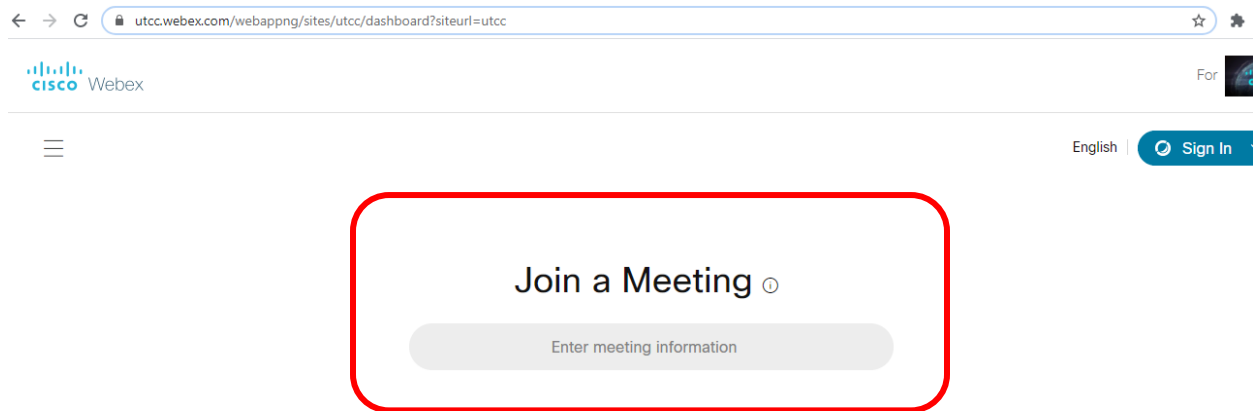
However, the other channels and online teaching methods can be designed by the instructors. The instructors may use online tools and other platforms as appropriate for the achievement of the most effective teaching and learning. For entering the main channel, the brief guidelines are as follows:

1. Use Cisco Webex Meetings for interactive online studying (modified from <https://help.webex.com/>)

After receiving the messages from the instructors via <https://reg.utcc.ac.th>, then students can log in to Cisco Webex to use online interactive studying by using the following methods:

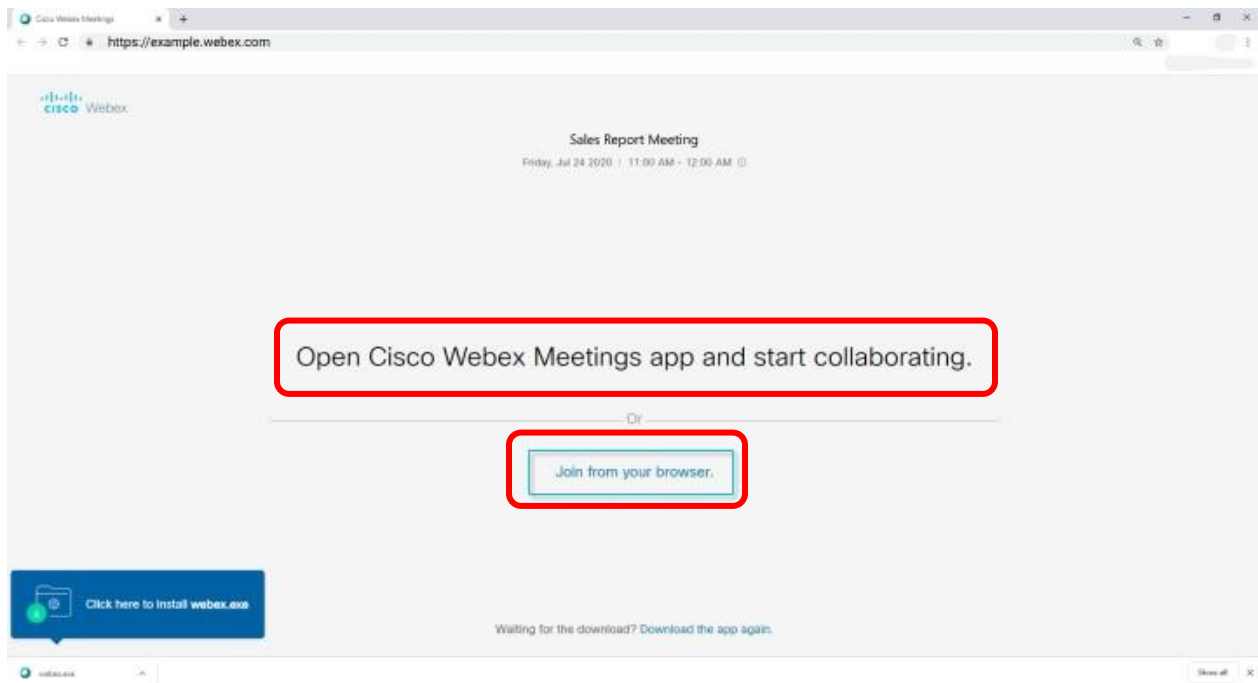
Join a Meeting via browsers (e.g. Chrome, Edge, Firefox, Internet Explorer, Safari):

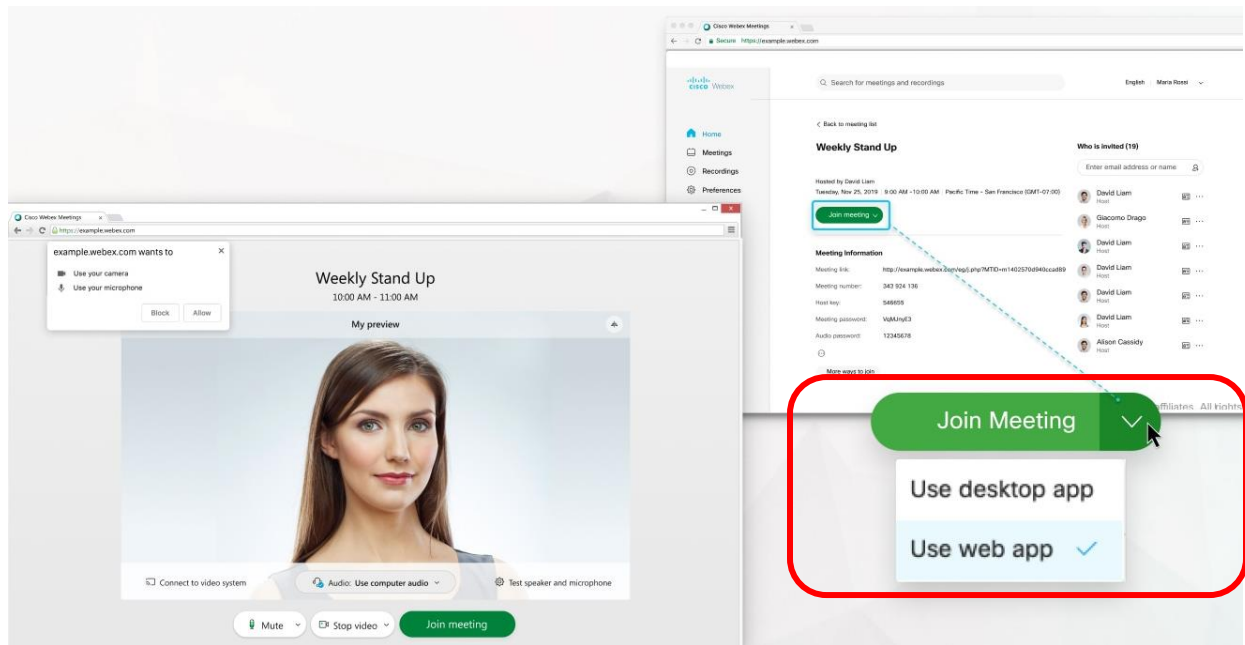
- Select Meetings from the left navigation panel in your Cisco Webex site (<https://utcc.webex.com/>), and click or insert the name of the meeting you want to join.
- Enter the meeting password provided in the email invitation, if necessary.
- On Mac and Windows, select the drop-down arrow on the right side of the Join Meeting button, and then select Use web app.



Join a Meeting from the invitation link:

- If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the Join meeting link to join the meeting. The browser will display for you to select “Open Cisco Webex Meetings app” or “Join from your browser”.
- You might be asked to enter a meeting password. You can find in your email invitation.
- The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.





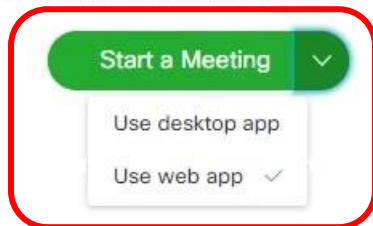
Weekly Update



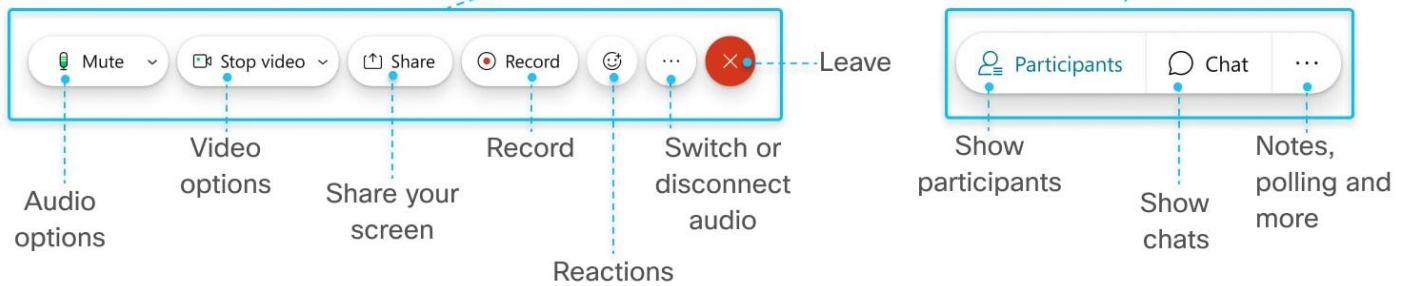
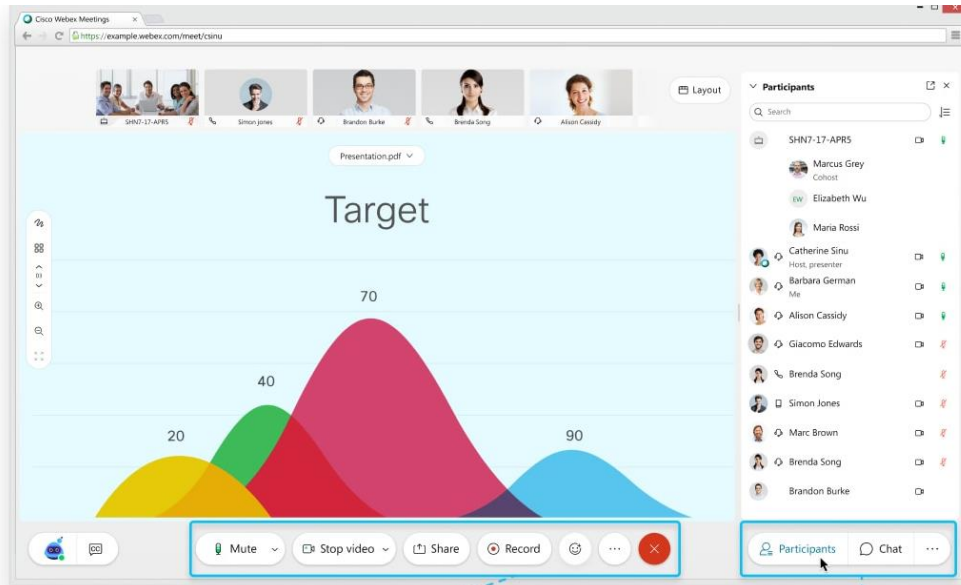
Hosted by Giacomo Edwards

● 2:00 PM - 3:00 PM | Monday, Aug 26 2019 | (UTC-08:00) Pacific Time (US & Canada)

Recurrence: Occurs every Monday effective 8/26/2019 from 2:00 PM to 3:00 PM, (UTC-08:00) Pacific Time (US & Canada)



The Webex Meetings web app is easy to navigate, with shared content or video in the center and meeting controls underneath.



2. Use Microsoft Teams to access the online classroom

After receiving the messages from the instructors via <https://reg.utcc.ac.th>, then students can log in to Microsoft Teams with a web browser by using the URL <https://login.microsoftonline.com/> or <https://teams.microsoft.com/> or the Microsoft Teams app on PC, Notebook, Ipad or Smartphone (download app and install before using). To log in, use only **UTCC E-mail Account**.

Email = student ID. No.@live4.utcc.ac.th

e.g. 5901111009@live4.utcc.ac.th or 1801101010019@live4.utcc.ac.th

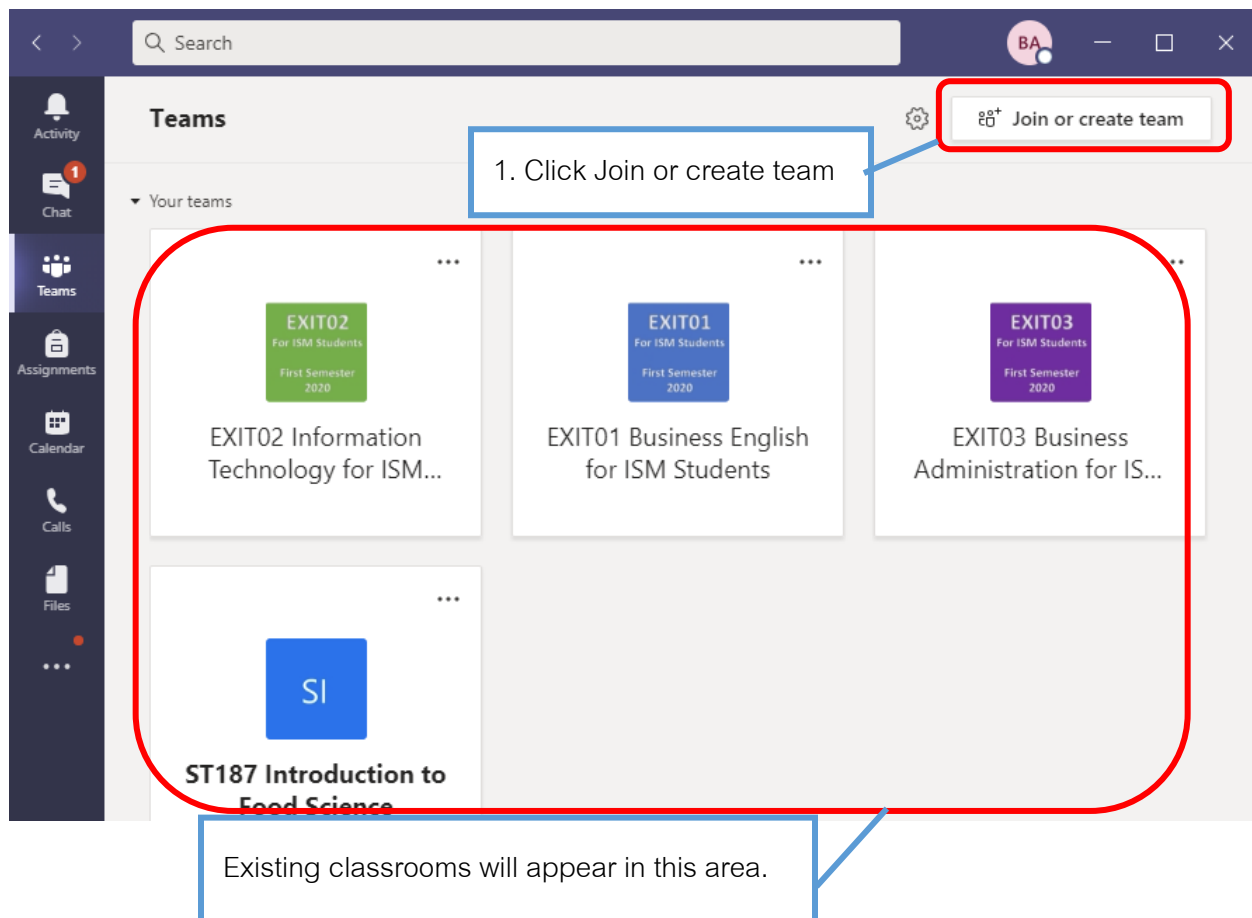
Username = student ID. No.

e.g. 5901111009 หรือ 1801101010019

Password = Id....Passport No.....

e.g. Passport No. is 1230470632111, the password is Id1230470632111

In Microsoft Teams, select Teams from the left side menu on PC or from the bottom menu for smartphone and follow the steps as follows:



The screenshot displays the Microsoft Teams application interface. On the left, a vertical navigation bar includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area is titled 'Teams' and shows a section for 'Your teams'. A red box highlights the 'Join or create team' button in the top right corner. A blue callout box points to this button with the text '1. Click Join or create team'. Below this, a red rounded rectangle encloses four team cards: 'EXIT02 Information Technology for ISM...', 'EXIT01 Business English for ISM Students', 'EXIT03 Business Administration for IS...', and 'ST187 Introduction to Food Science'. A blue callout box at the bottom points to these cards with the text 'Existing classrooms will appear in this area.'

