

# **Guidelines for Live Streaming Lectures (ZOOM)**

**Gachon University  
Distant Learning Center**

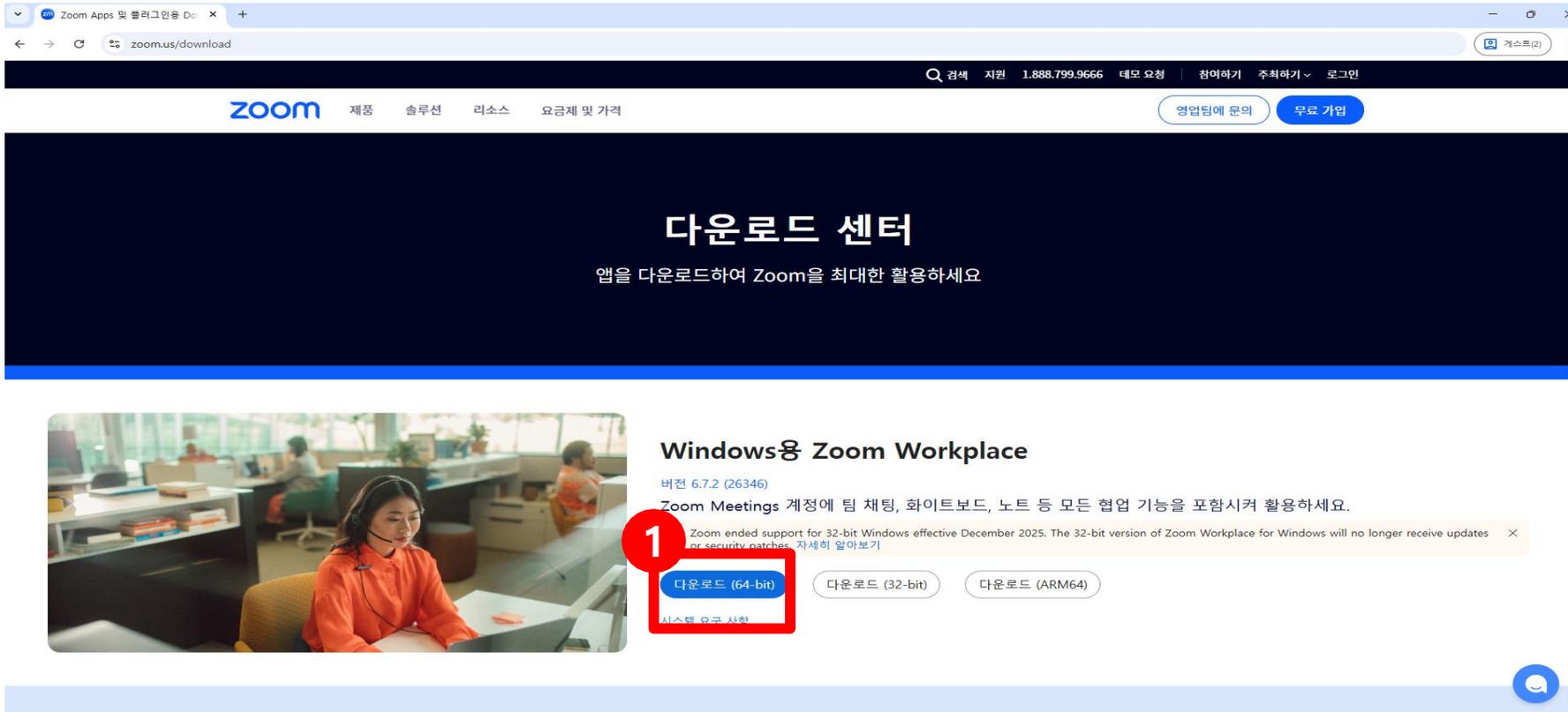
# Notice

- You must enter the live lecture through the Cyber Campus or the mobile app (Cosmos) for attendance to be recorded.
- If you enter the lecture through an unauthorized or improper method, your attendance will not be recorded, and the responsibility lies with the student.
- If you join through a classroom link and enter directly via Zoom, it will be marked as absent.
- Depending on the professor, some classes require direct access via a link, so please contact the professor or check the classroom announcements.

# 1. Things to Check Before Entering the Class

## ◆ Things to Check Before Entering the Class

- It is recommended that you install and attend using the latest version of Zoom.
- For PC installation: Please download and install the version appropriate for your operating system from the following website: <https://zoom.us/download>



The screenshot shows the Zoom website's download center for Windows. The page is in Korean and features a dark blue header with the Zoom logo and navigation links. The main content area is titled "다운로드 센터" (Download Center) and includes a sub-header "앱을 다운로드하여 Zoom을 최대한 활용하세요" (Download the app to maximize your use of Zoom). Below this, there is a section for "Windows용 Zoom Workplace" (Zoom Workplace for Windows) with version information "버전 6.7.2 (26346)". A red box highlights the "다운로드 (64-bit)" button, which is the recommended download option. Other options include "다운로드 (32-bit)" and "다운로드 (ARM64)". A notification banner at the top right states that Zoom ended support for 32-bit Windows effective December 2025.

Zoom Apps 및 플러그인용 Do x +  
zoom.us/download

검색 지원 1.888.799.9666 데모 요청 참여하기 주최하기 로그인

zoom 제품 솔루션 리소스 요금제 및 가격

영업팀에 문의 무료 가입

### 다운로드 센터

앱을 다운로드하여 Zoom을 최대한 활용하세요

#### Windows용 Zoom Workplace

버전 6.7.2 (26346)  
Zoom Meetings 계정에 팀 채팅, 화이트보드, 노트 등 모든 협업 기능을 포함시켜 활용하세요.

Zoom ended support for 32-bit Windows effective December 2025. The 32-bit version of Zoom Workplace for Windows will no longer receive updates or security patches. 자세히 알아보기

1 다운로드 (64-bit) 다운로드 (32-bit) 다운로드 (ARM64)

시스템 요구 사항

## ◆ Things to Check Before Entering the Class

When installing Zoom on mobile::

Download **Zoom Workplace** from the **Google Play Store** or the **App Store**.

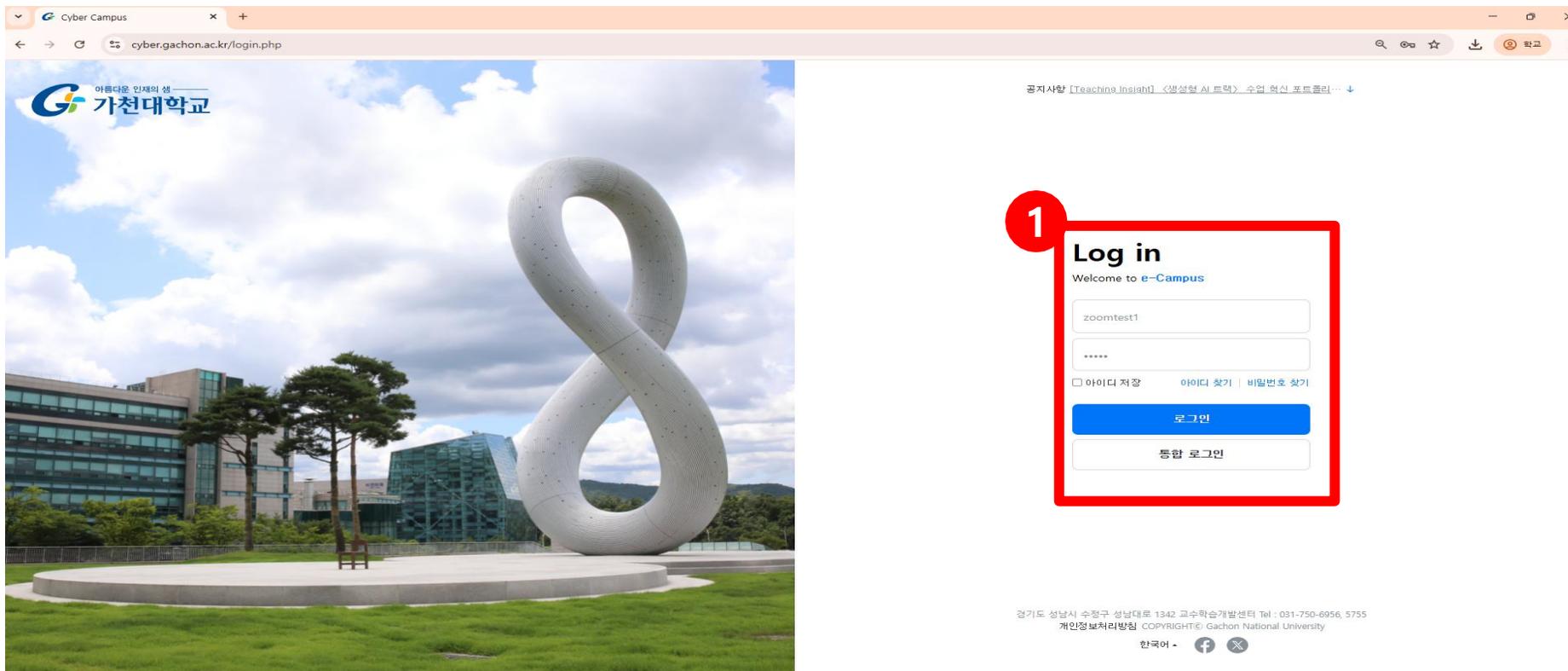


## 2. How to Enter the Class

## ◆ How to Enter the Class – When Using a PC

Attendance will only be recorded when you access the online class through the Cyber Campus or the COSMOS mobile app. If you enter the online class through unauthorized or abnormal methods, your attendance will not be recorded, and the responsibility will lie with the student. If you receive a classroom link and join the session directly via Zoom, you will be marked absent.

Log in to the Gachon University Cyber Campus (<https://cyber.gachon.ac.kr/login.php>)



The screenshot shows the login page for the Gachon University Cyber Campus. The page is titled "Cyber Campus" and the URL is "cyber.gachon.ac.kr/login.php". The main content area is divided into two sections. On the left is a large image of a white infinity symbol sculpture in front of a modern building. On the right is a login form. The form is highlighted with a red box and a red circle containing the number "1". The form includes the following elements:

- A "Log in" heading and "Welcome to e-Campus" message.
- A text input field containing "zoomtest1".
- A password input field containing "\*\*\*\*\*".
- Checkboxes for "아이디 저장" (Save ID) and "비밀번호 찾기" (Forgot Password).
- A blue "로그인" (Login) button.
- A "통합 로그인" (Unified Login) button.

At the bottom of the page, there is a copyright notice: "경기도 성남시 수정구 성남대로 1342 교수학승개발센터 Tel : 031-750-6956, 5755 개인정보처리방침 COPYRIGHT© Gachon National University". There are also social media icons for Facebook and X.

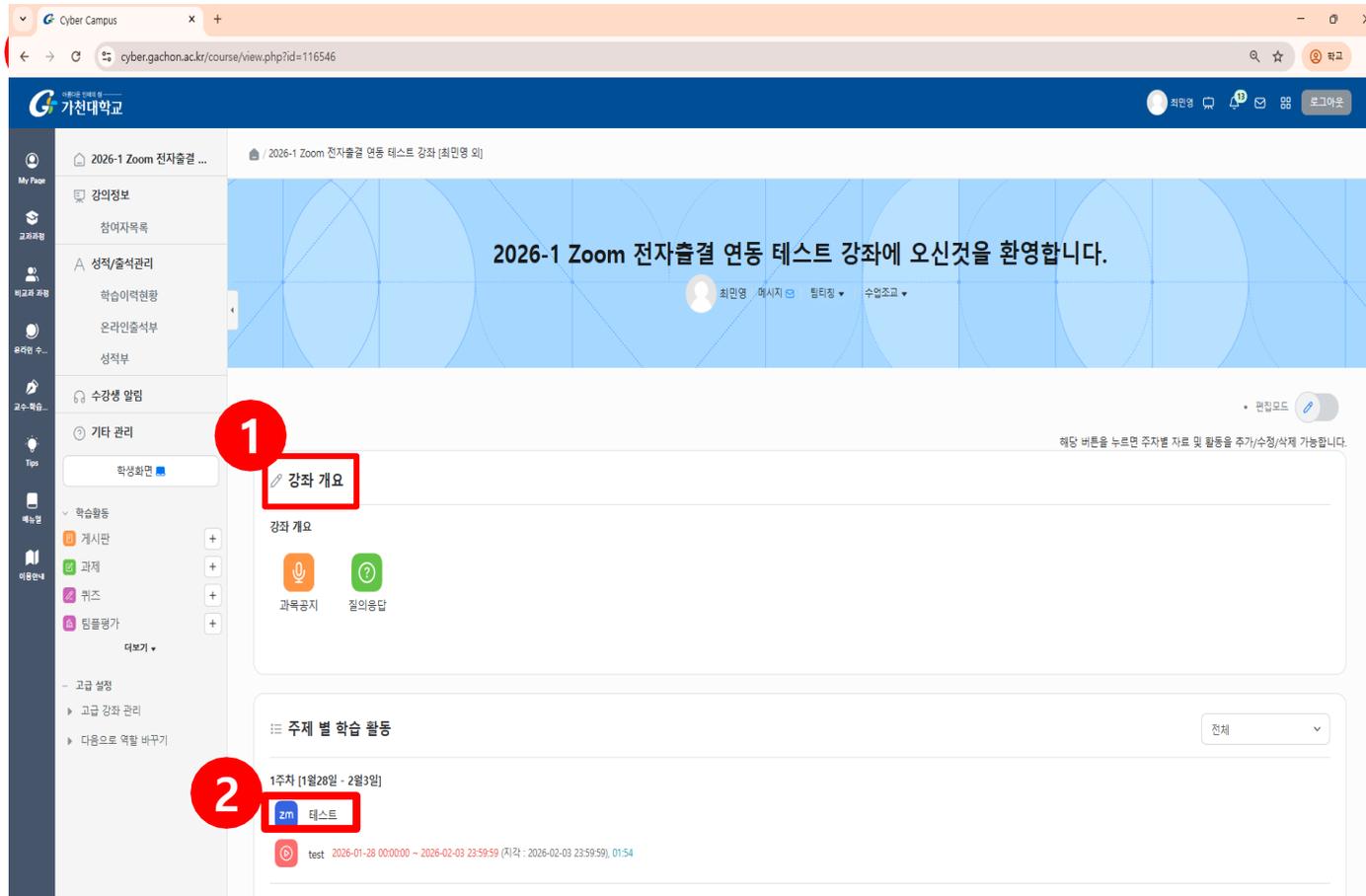
# ◆ How to Enter the Class – When Using a PC

① Enter the lecture: “Gachon University Cyber Campus” → “Select the relevant lecture”

The screenshot shows the Gachon University Cyber Campus interface. The main content area is titled '강좌 전체보기' (View All Courses). A red box highlights a course entry: '비교과 과정 2026-1 Zoom 전자출결 연동 테스트 강좌 NEW 회민영 / 사이버캠퍼스'. A callout bubble labeled 'Example lecture' points to this entry. A red circle with the number '1' is positioned next to the '강좌 전체보기' button. The interface also includes a sidebar with navigation options like 'My Page', '교과과정', and '공지사항', and a right-hand panel with '중요공지' and '예정된 할일'.

# ◆ How to Enter the Class – When Using a PC

In **Learning Activities by Topic**, click the  session for the relevant week



The screenshot shows the Gachon University Cyber Campus interface. The browser address bar displays 'cyber.gachon.ac.kr/course/view.php?id=116546'. The page title is '2026-1 Zoom 전자출결 연동 테스트 강좌 [최민영 외]'. The main content area features a blue banner with the text '2026-1 Zoom 전자출결 연동 테스트 강좌에 오신것을 환영합니다.' and a user profile for '최민영'. Below the banner, there is a '강좌 개요' (Course Overview) section with a red box around the title and a '1' in a red circle. The '강좌 개요' section includes icons for '과목공지' (Subject Notice) and '질의응답' (Q&A). Below this is a '주제 별 학습 활동' (Learning Activities by Topic) section with a dropdown menu set to '전체'. Under '1주차 [1월28일 - 2월3일]', there is a 'Zoom 테스트' session highlighted with a red box and a '2' in a red circle. Below the Zoom session, there is a 'test' session with a duration of '2026-01-28 00:00:00 - 2026-02-03 23:59:59 (지각 : 2026-02-03 23:59:59), 01:54'.

# ◆ How to Enter the Class – When Using a PC

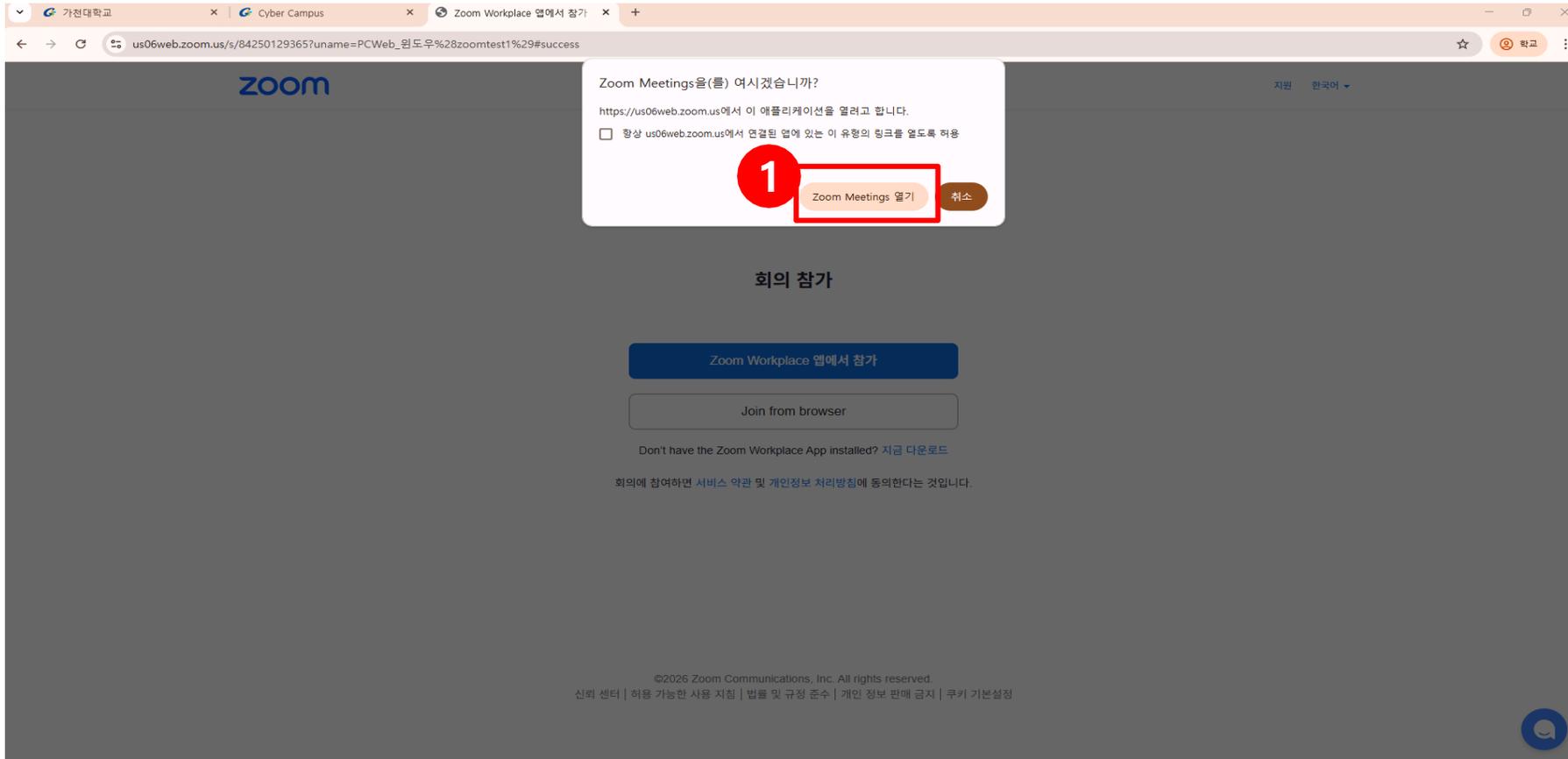
- ① Check the lecture date.
- ② If it is the correct lecture, click 강의 입장하기

The screenshot shows a university LMS interface. The top navigation bar includes the university logo and user information. The left sidebar contains navigation options like 'My Page', '성적/출석관리', '온라인출석부', '성적부', '수강생 알림', '기타 관리', '학습활동', '게시판', 'Zoom 회의', and '동영상'. The main content area displays the meeting details for '2026-1 Zoom 전자출결 연동 테스트 강좌 (최민영 외) / tst8'. A table with meeting information is highlighted with a red box labeled '1'. A green button labeled '강의 시작하기' is highlighted with a red box labeled '2'.

시작 시간	2026-02-10 10:00
참여시간	1 시간
상태	회의중
호스트	민영
대기실 활성화 됨	아니오
호스트 전 강의 참여	아니오
인증된 사용자만(중 계정 필수)	아니오

# ◆ How to Enter the Class – When Using a PC

① Click **Zoom Meetings 열기** to enter Zoom.



## ◆ How to Enter the Lecture – When Using the Mobile App (Cosmos)

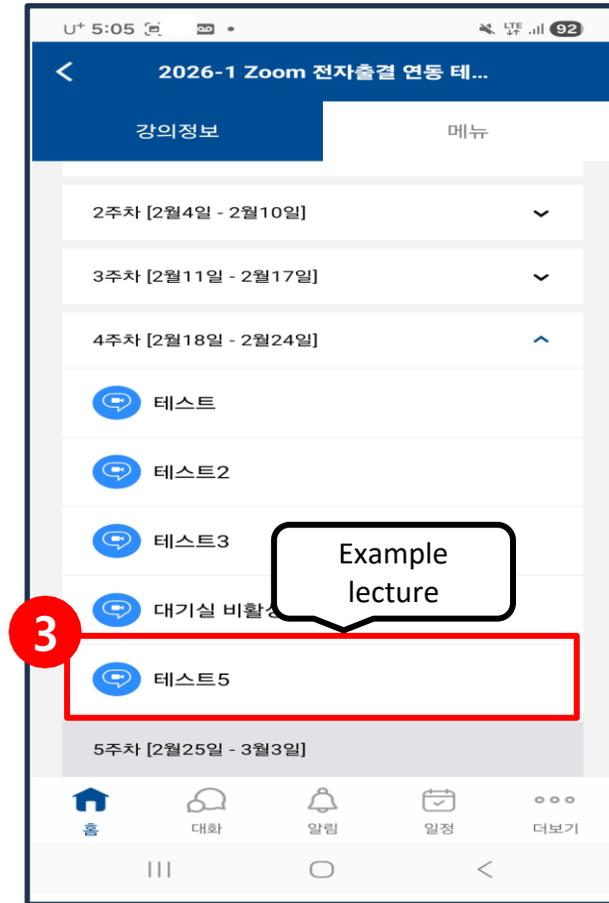
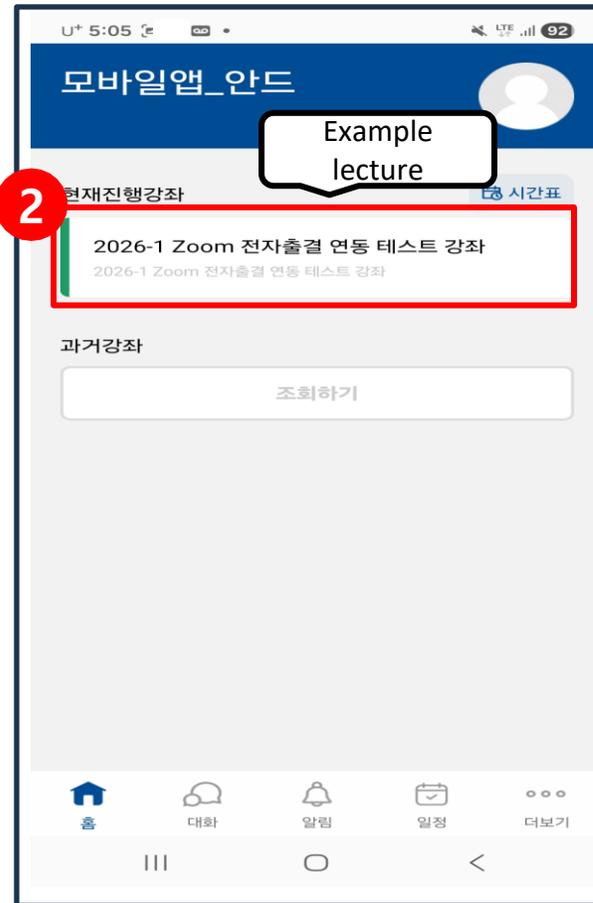
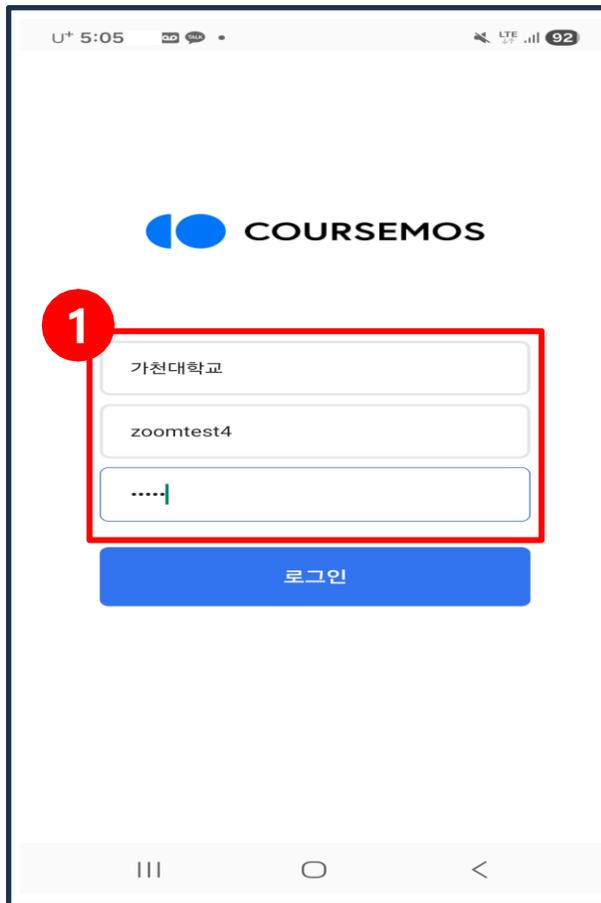
You must enter the live lecture through the Cyber Campus or the mobile app (Cosmos) for attendance to be recorded.

If you enter the live lecture through an improper method, your attendance will not be recorded, and the responsibility lies with the student.

If you receive a classroom link and join directly through Zoom, it will be marked as absent.

# ◆ How to Enter the Lecture – When Using the Mobile App (Cosmos)

- ① Select **Gachon University** and log in to the **Cosmos** app.
- ② Click the relevant lecture.
- ③ In **Learning Activities by Topic**, click the lecture for the corresponding week.



# ◆ How to Enter the Lecture – When Using the Mobile App (Cosmos)

- ① Check the lecture date.
- ② Click “강의 입장하기” to enter the class.
- ③ Before entering the lecture, check your microphone and screen.
- ④ Click “참가” to participate in the lecture.

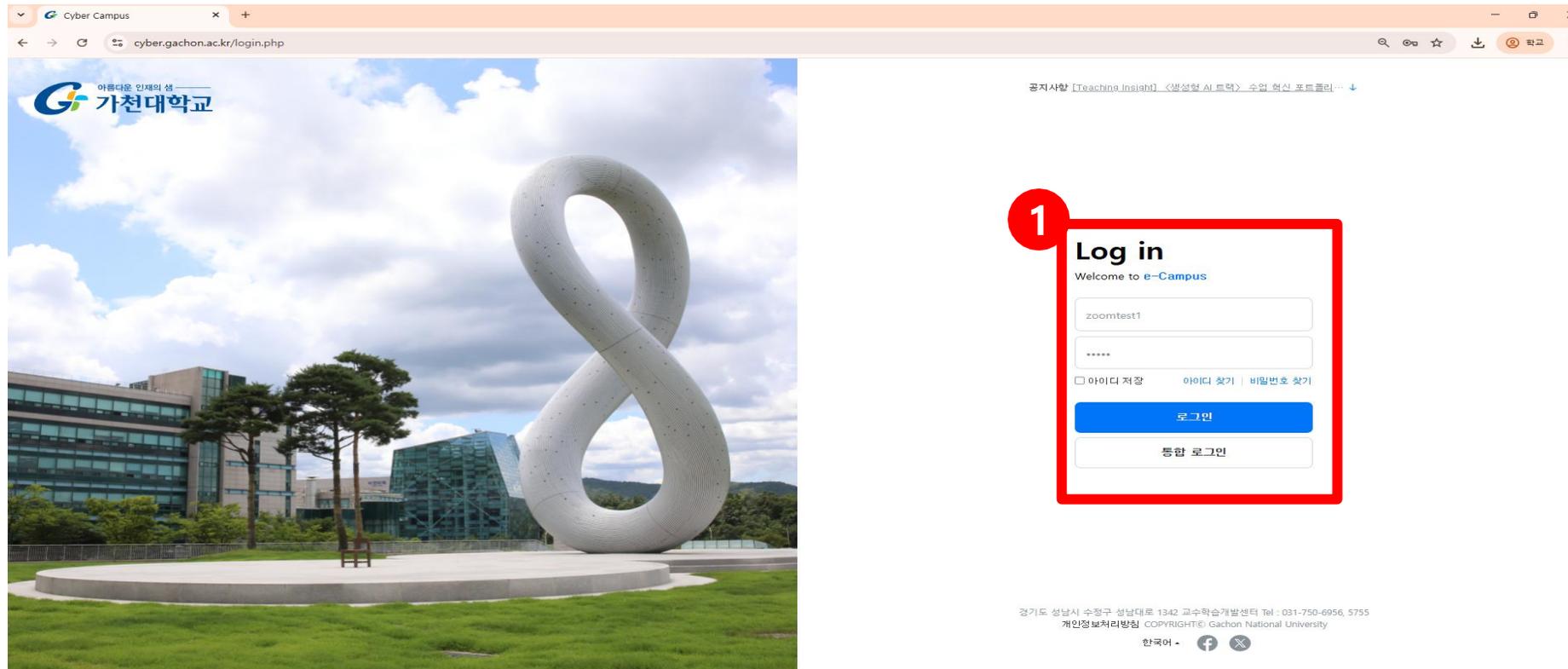


## ◆ How to Check Attendance – When Using a PC

You must enter the live lecture through the Cyber Campus or the mobile app (Cosmos) for attendance to be recorded. If you enter the live lecture through an improper method, your attendance will not be recorded, and the responsibility lies with the student.

If you receive a classroom link and join directly through Zoom, it will be marked as absent.

Log in to the Gachon University Cyber Campus



The screenshot shows the login page for the Gachon University Cyber Campus. The page is titled "Cyber Campus" and the URL is "cyber.gachon.ac.kr/login.php". The main content area features a large image of a white infinity symbol sculpture in front of a modern building. The login form is highlighted with a red box and a red circle with the number 1. The form includes fields for username (zoomtest1) and password (\*\*\*\*\*), a "로그인" (Login) button, and a "통합 로그인" (Integrated Login) button. The page also displays the Gachon University logo and a navigation menu.

# ◆ How to Check Attendance – When Using a PC

① Enter the lecture: “Gachon University Cyber Campus” → “Select the relevant lecture”

The screenshot shows the Gachon University Cyber Campus portal. The main content area displays a list of lectures under the heading '강좌 전체보기' (View All Lectures). A red box highlights a specific lecture entry: '2026-1 Zoom 전자출결 연동 테스트 강좌 NEW' (2026-1 Zoom Attendance System Integration Test Lecture NEW). A callout bubble points to this entry with the text 'Example lecture'. A red circle with the number '1' is positioned next to the '강좌 전체보기' button, indicating the first step in the process.

강좌명	강좌 설명	등록일
[Teaching Insight] <상성형 시 트랙> 수업 혁신 포트폴리오 우수 사례 발표		2026-01-12
[공지사항] 교내 인터넷 회선 중속 작업으로 인한 사이버캠퍼스 접속 불가 안내		2026-01-07
[공지사항] 전자출결 출석 오류 복구 안내		2025-12-22
[교수자 매뉴얼] 성적부 설정 안내		2025-12-08
[교수자 매뉴얼] 실시간 화상강의 플랫폼 변경에 따른 안내(Webex -> Zoom)		2025-12-03

# ◆ How to Check Attendance – When Using a PC

① Click 「온라인출석부」.

The screenshot shows a web browser window with the URL `cyber.gachon.ac.kr/course/view.php?id=116546`. The page header includes the Gachon University logo and navigation links. A red circle with the number '1' is placed over the '온라인출석부' (Online Attendance) menu item in the left sidebar, which is also enclosed in a red rectangular box. The main content area features a blue banner with the text '2026-1 Zoom 전자출결 연동 테스트 강좌에 오신것을 환영합니다.' (Welcome to the 2026-1 Zoom Electronic Attendance System Test Course). Below the banner, there is a '강좌 개요' (Course Overview) section with icons for '과목공지' (Subject Notice), '질의응답' (Q&A), and three 'Zoom' icons. The '주제 별 학습 활동' (Learning Activities by Topic) section lists activities for the first week (1월28일 - 2월3일), including '테스트' (Test), 'test 2026-01-28 00:00:00 ~ 2026-02-03 23:59:59', '테스트 0210 3시', and '26.02.20. 지성학 테스트'.

# ◆ How to Check Attendance – When Using a PC

- ① Check the attendance requirements.
- ② Check the attendance for the week and lecture you want to confirm.

The screenshot shows the 'Attendance Management' page on the Cyber Campus website. The user is logged in as PCWeb\_윈도우. The page displays the following information:

- 학번 (ID):** zoomtest1
- 이름 (Name):** PCWeb\_윈도우
- 휴대 전화 (Mobile Phone):** (Blank)

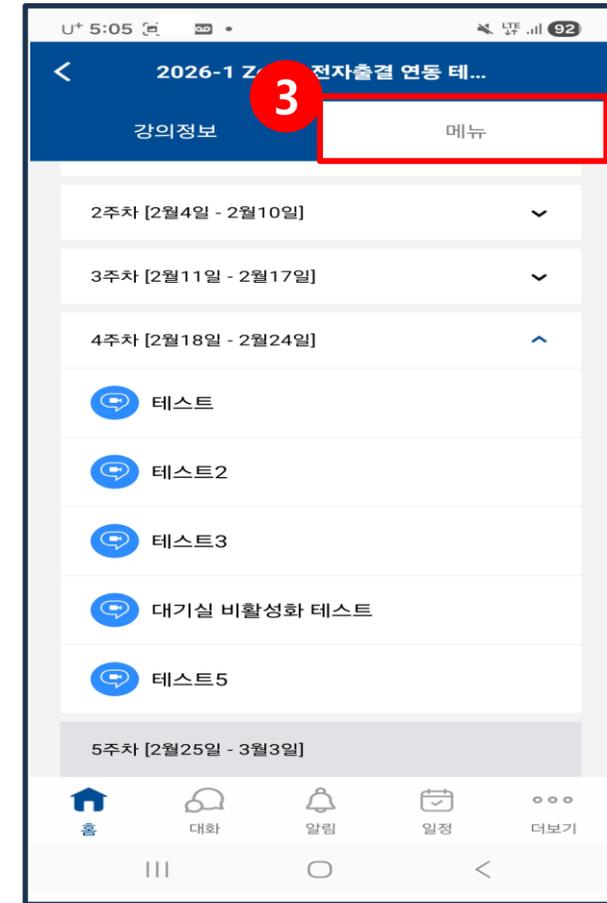
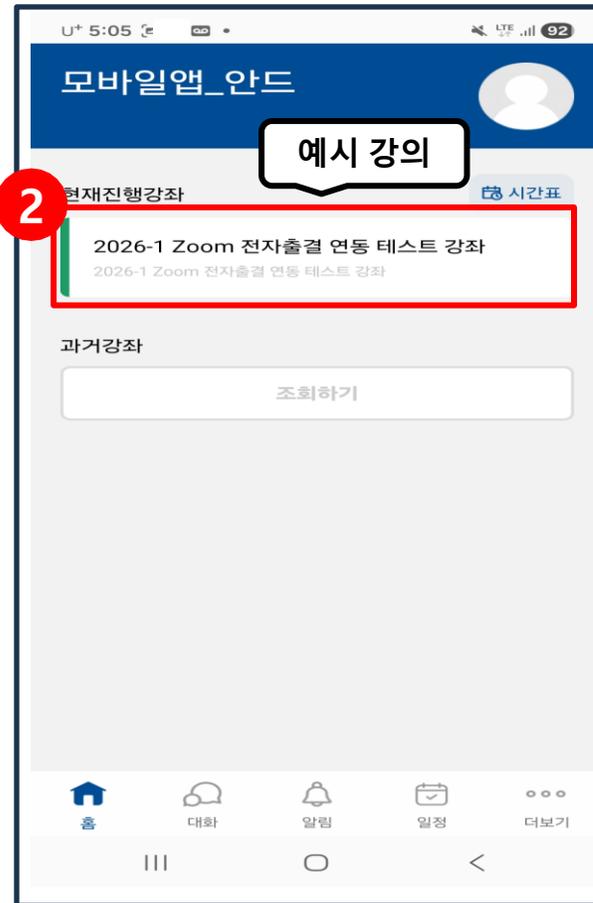
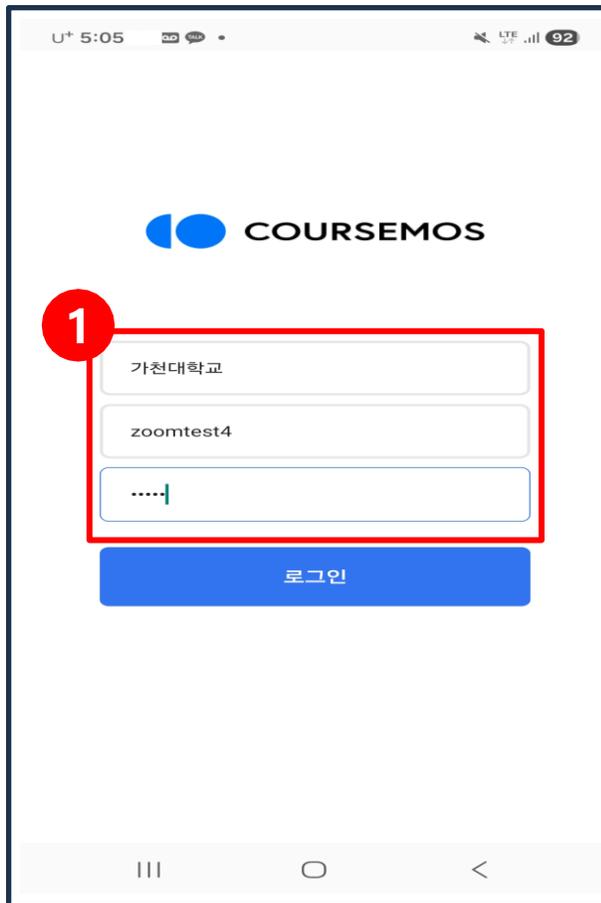
**Attendance Requirements:**

\* 출석 조건 : 기간내 출석 인정 요구 시간 이상을 학습할 경우  
출석-[O], 지각-[▲], 결석-[X]

강의 자료	출석인정 요구시간	총 학습시간	출석	
			자시출석	주자출석
zm 테스트	01:17	-	X	
test	01:19	-	X	
1 zm 테스트 0210 3시	42:00	-	X	
zm 26.02.20. 지성학 테스트	13:05	18:28 1회 열람	O	
zm test4	05:47	07:50 1회 열람	O	
zm 테스트	09:15	-	X	

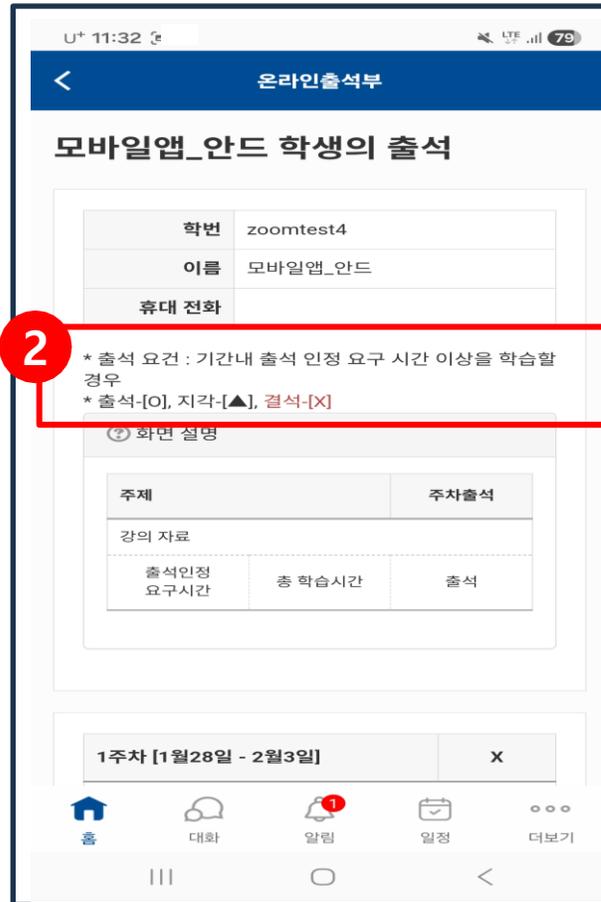
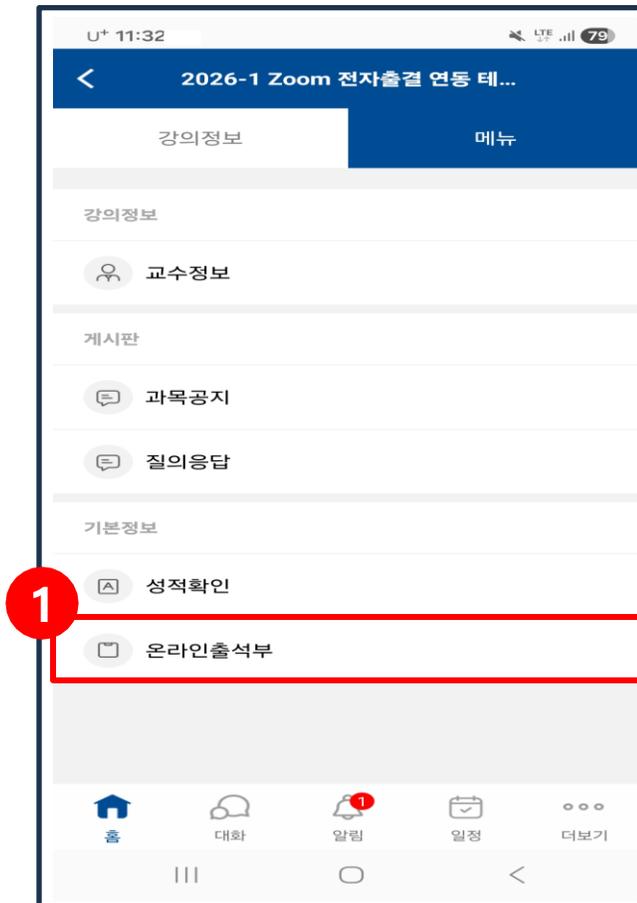
# ◆ How to Check Attendance – When Using Mobile (Cosmos App)

- ① Select **Gachon University** and log in to the **Cosmos** app.
- ② Click the relevant lecture.
- ③ Click the **메뉴**.



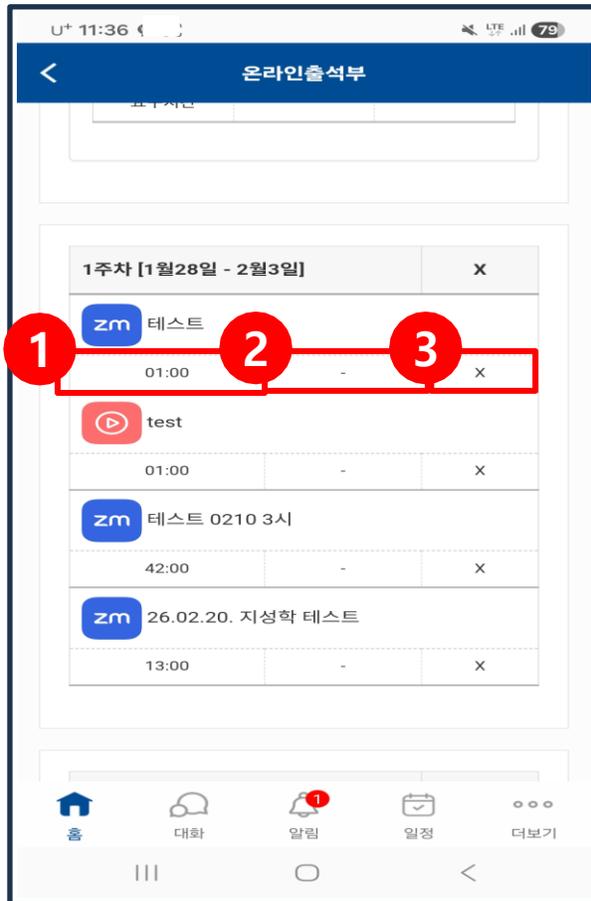
# ◆ How to Check Attendance – When Using Mobile (Cosmos App)

- ① Click “온라인 출석부.”
- ② Check the attendance requirements.



## ◆ How to Check Attendance – When Using Mobile (Cosmos App)

- ① Instructor's class time
- ② Your participation time
- ③ Your attendance status



# Thank You

**Contact:**

Extension: **031-750-5755**

Email: **dlc@gachon.ac.kr**