

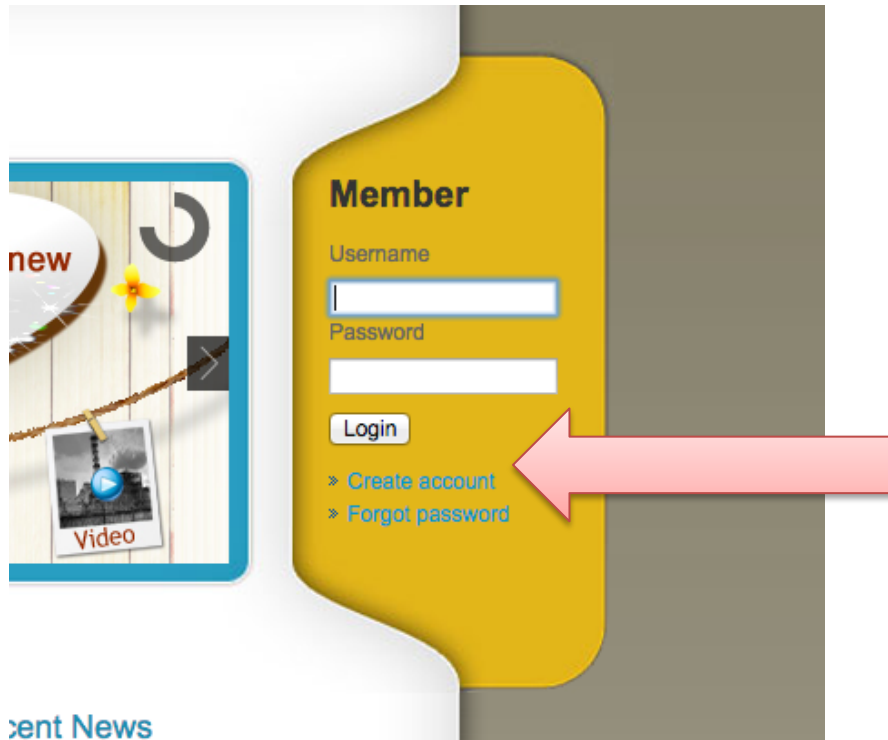
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1. Creating an iKOS Account

1.1 Go to <http://ikos.miami.edu>

1.2 Click **Create Account** → Then on the next screen click **Create student account**



1.3 Input your personal information and register

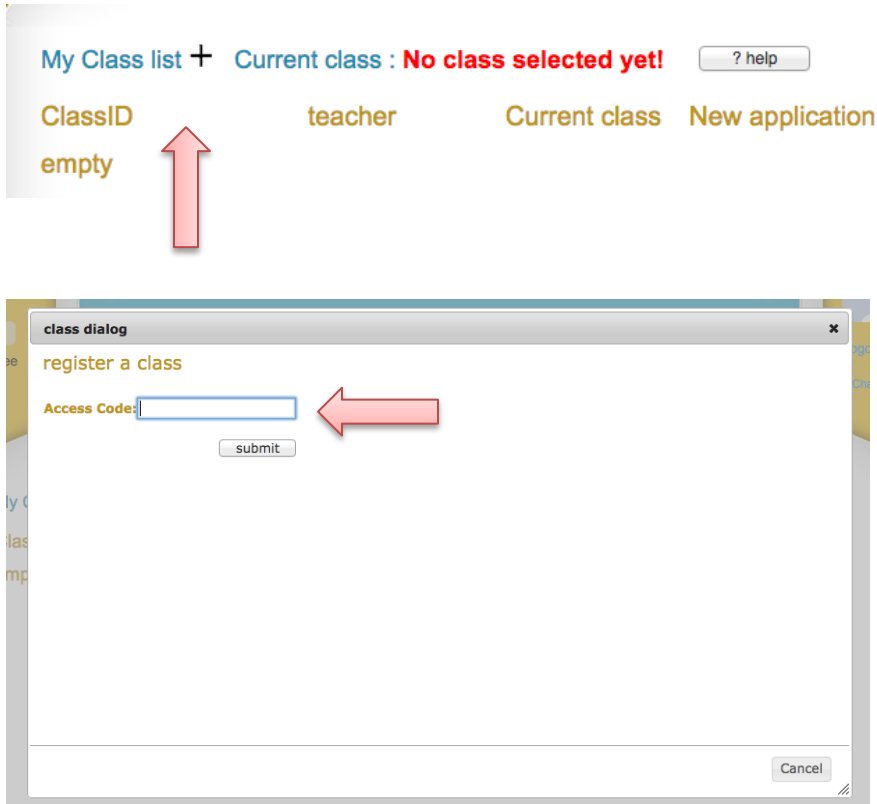
Student Registration

To create a student account , please fill in the following fields.
Note: Password must be more than 6 characters

Create Student Account

username	<input type="text"/>
Password	<input type="password"/>
Type Password again	<input type="password"/>
email	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>

1.4 Login to your account. To register for a class click on the (+) sign and input “Access Code” (ex: **ji41402**) and **Submit**. After you finish you will see “you have register class ...” note on your screen.



2. Creating iKOS Entries in Wiki, Concept Map, and PicTag

First Log in to your iKOS student account, then click the “My Class” tab on the left, you will see the screen below. Click **Select this Class**



2.1 Create a Wiki entry

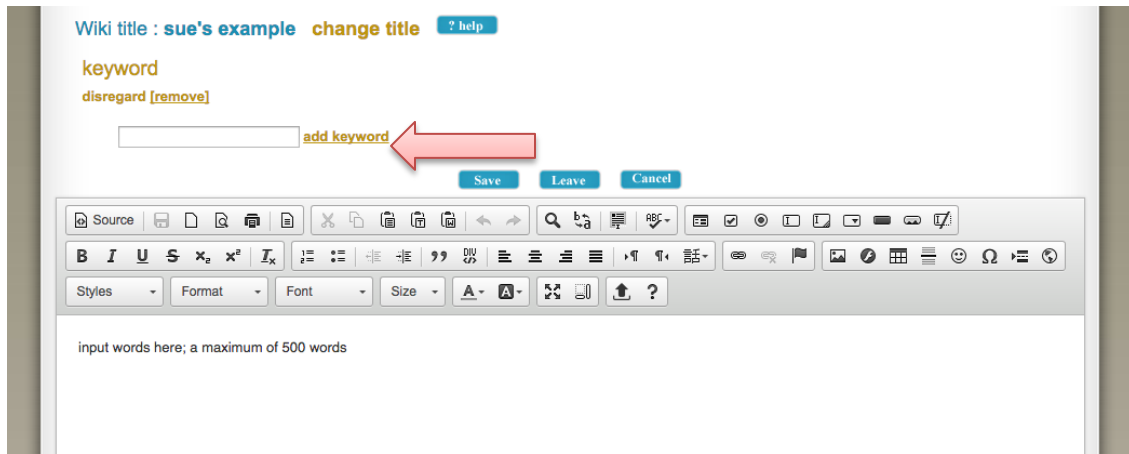
2.1.1 Click **Wiki** tab on the left

2.1.2 Click on the “+” sign next to **My Wiki**

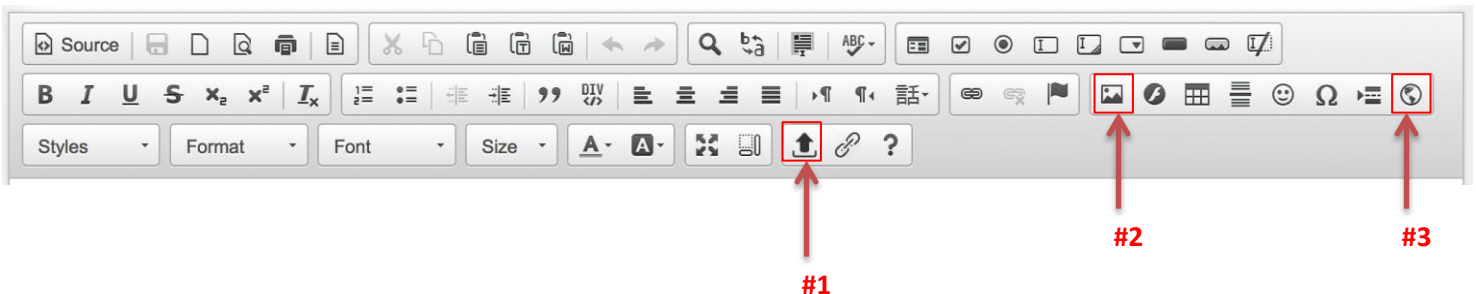
2.1.3 Name your entry in the pop-up box and Click **Ok**

2.1.4 Write up your wiki entry in the field; note that there is a word limit (a maximum of ~500 words); Click the **Save** button at the bottom to save your work

2.1.5 Based on your WIKI content, generate some **keywords** to tag your wiki entry

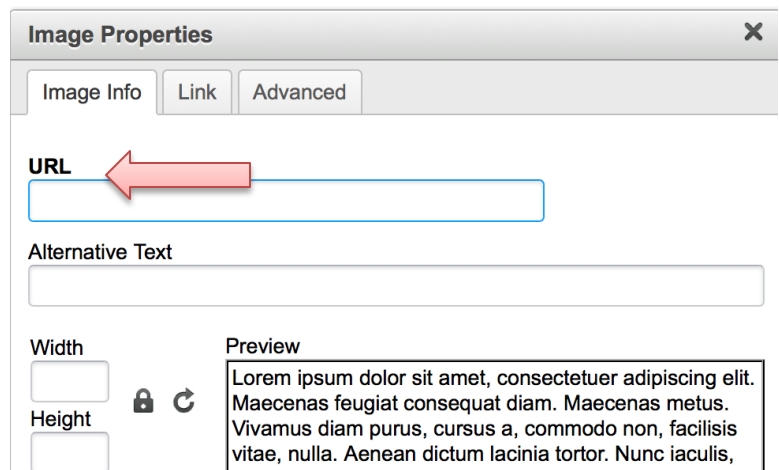


2.1.6 How to insert **images, videos and animations** in your WIKI entry:



Insert an *image from your local computer* by clicking the upload image icon (#1) and following the steps.

Insert an *online image* by clicking the image icon (#2): in the pop-up window as shown on the right, paste the url of the online image (note: use the url of the image itself, not the website that contains the image and other contents; set other properties such as width and height as needed).

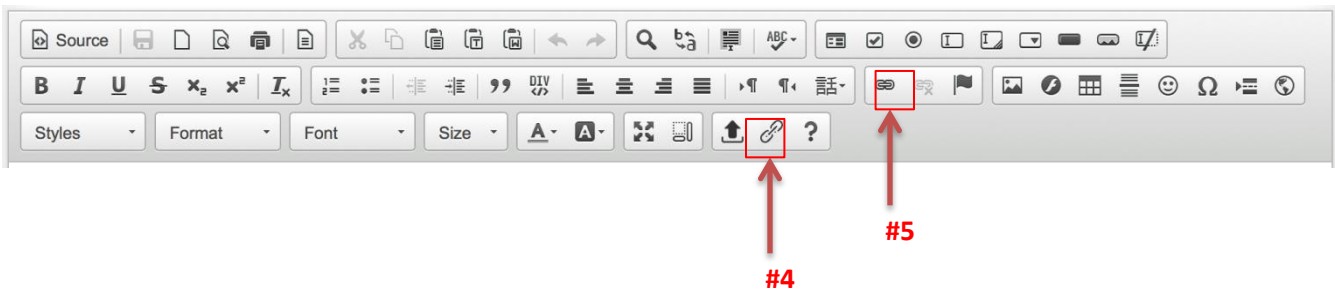


Insert a *YouTube video* by following the following steps (these steps can be used to insert a *Scratch animation*):

- Find the YouTube video you want
- Go to "Share" --> "Embed" below the video to find the HTML code
- Copy the URL address within src="XXXXX". E.g., in the following Embed HTML, the red text is the URL:

```
<iframe width="560" height="315"  
src="https://www.youtube.com/embed/bhofN1xX6u0" frameborder="0"  
allowfullscreen></iframe>
```
- In the iKOS Wiki mode, click the iFrame icon (#3)
- Paste the URL in the pop up window; you may also specify the width and height (you can find the ideal settings from YouTube); click "OK"
- Click **Save and Leave**

2.1.7 How to hyperlink the content of your entry to other open entries in iKOS or other websites:



Hyperlink (embed) the content of your entry *to other open iKOS entries* in your class by (a) clicking the embed entry url icon (#4), (b) selecting the entry you want to embed, (c) changing the display text as needed.

Hyperlink the content of your entry *to another website* by clicking the link icon (#5) and pasting the url of the external website in the pop-up window (this may not always work, depending on the properties of the external website).

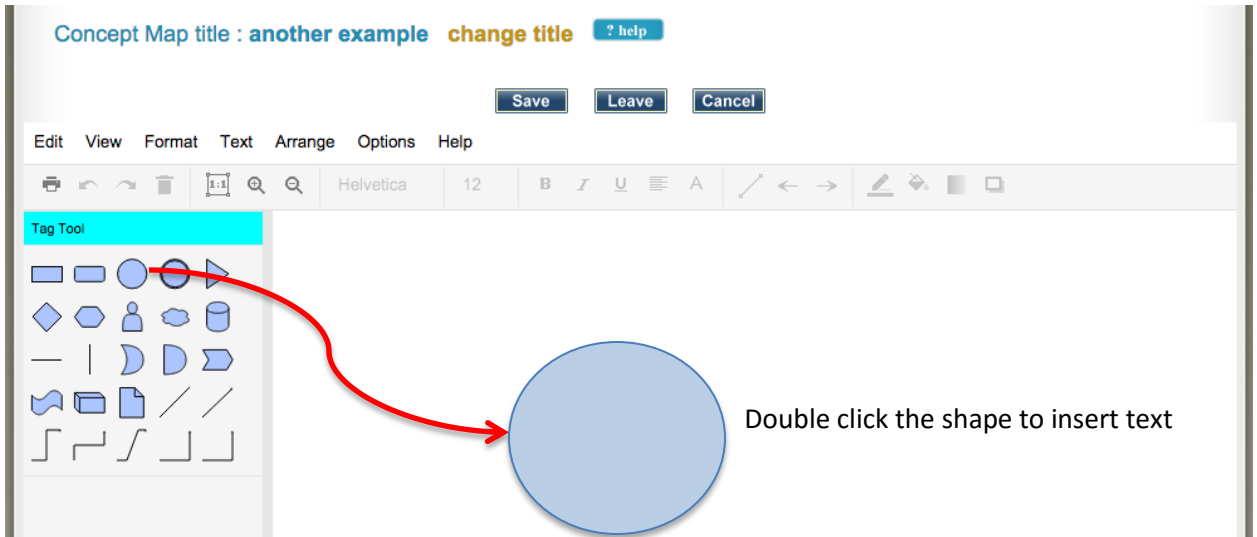
2.2 Create a Concept Map entry

2.2.1 Click **Concept Map** tab on the left

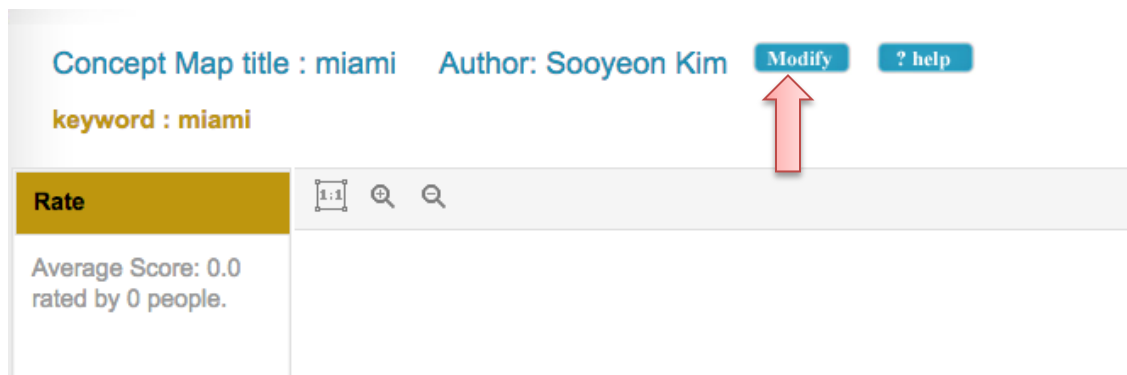
2.2.2 Click on the “+” sign next to **My Concept Map** and enter the title of the concept map you wish to create and click **OK**



2.2.3 In the editing mode, drag a shape (e.g., a circle) from the **Tag Tool** panel on the left to the open space on the right, double click the shape to input texts (note: there is a word limit of ~50 characters). Add arrows/lines to connect the shapes to make a concept map.



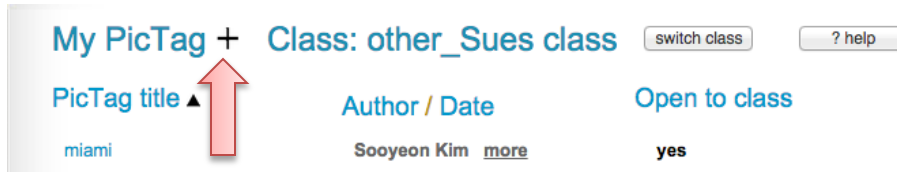
2.2.4 To modify or edit an existing **Concept Map**, click the title of the concept map to open it and then click **Modify**.



2.3 Create a PicTag entry

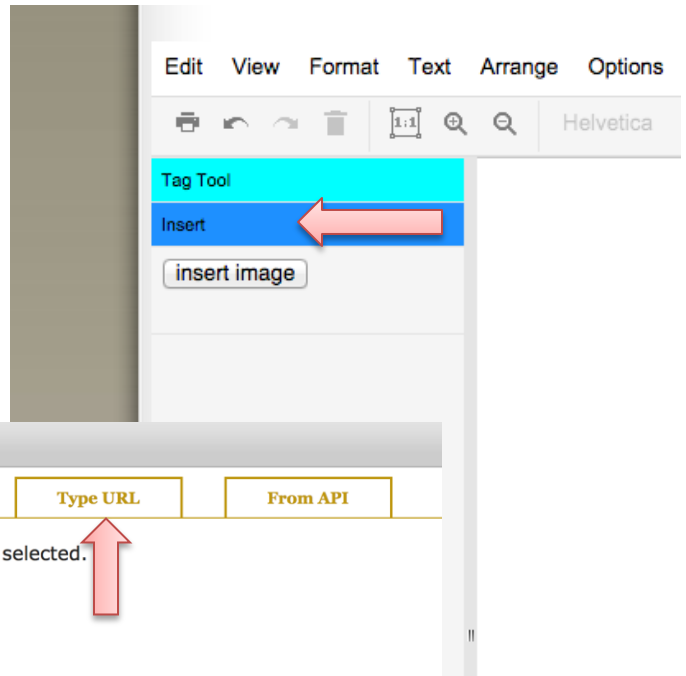
2.3.1 Click **PicTag** tab on the left

2.3.2 Click on the “+” sign next to **My PicTag**. Name your entry and click **OK**

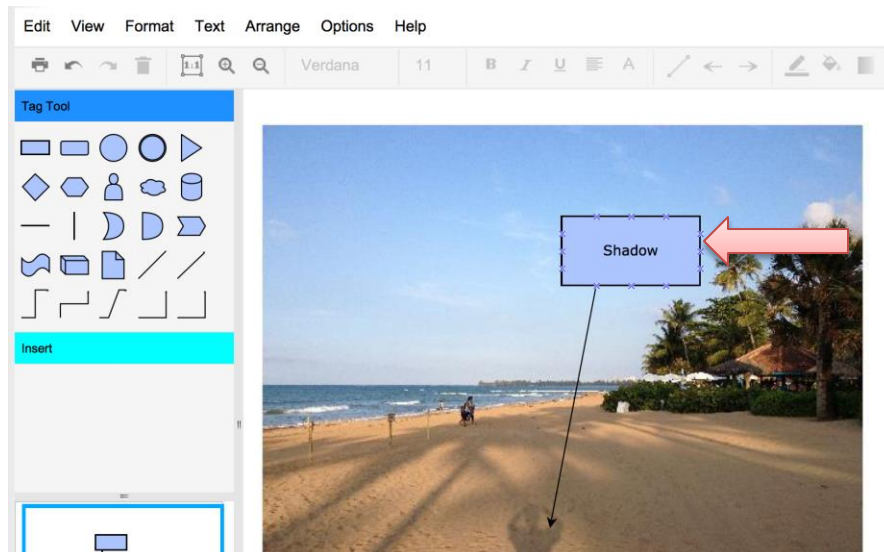


2.3.3 You need to first insert a background image (on which you tag), using the **insert image** button under the Insert panel on the left.

2.3.4 In the pop up window, choose the method you want to insert your image: upload an image from your local computer (click **Select File**) or using an online image (**Type URL**).



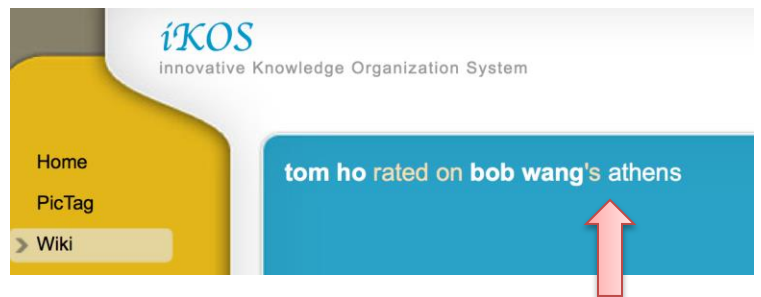
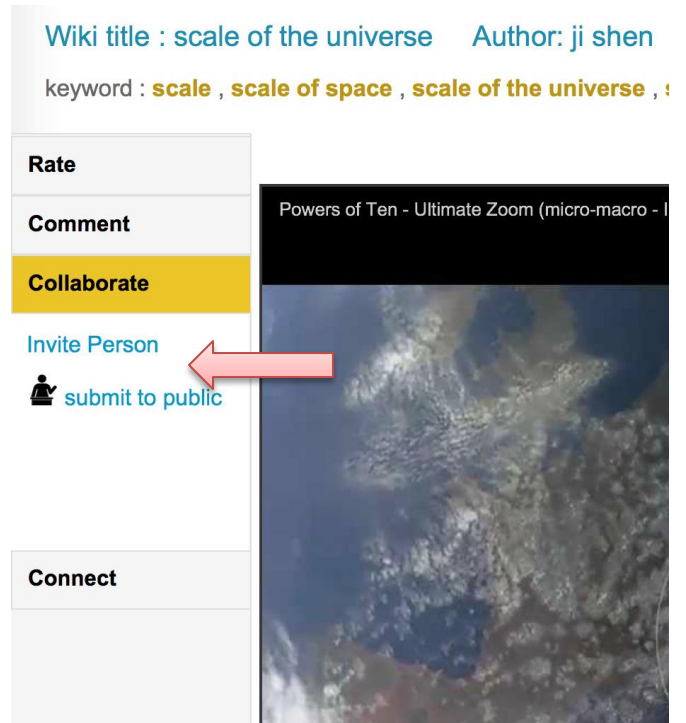
2.3.5 After you have inserted the background image, you may tag it using the icons in the **Tag Tool** panel, which works in the same way as in the Concept Map mode (see 2.2).



2.4 Collaboration Functions

(These functions apply to Wiki, Concept Map, and PicTag entries.)

- 2.4.1 When viewing an iKOS entry, you may **rate** or **comment** on it
- 2.4.2 When viewing an entry created by others, you may apply to **co-edit** (under the **Collaborate** tab) this entry. This needs *to be approved by the first author*
- 2.4.3 If you are the first author of an entry, you may submit the entry to public (use **Apply to Open** button under **Collaborate** tab). This needs *to be approved by the teacher*
- 2.4.4 If you are the first author, you may invite your classmates to join you to co-edit the entry (use **Invite Person** button under **Collaborate** tab)
- 2.4.5 You may view the connectedness of all the open entries in your class by click **Knowledge Tree** tab
- 2.4.6 Messages and actions related or needed by you are displayed in the central blue panel; you may click a message to follow up



2.5 Switch or Register for a New Class

- 2.5.1 To change to a different class, click the **Select this Class** button
- 2.5.2 To add a new class, click the “+” sign next to My Class List

