Version: v20.0625
Date: 2020

Student Module User Guide

Contents

1. Automation Login Screen 3
   1.1 If the Information Entered During Login Is Incorrect 3
   1.2 First-Time Login to the Automation System 4
2. Main Menu Screen 4
3. General Operations 5
   3.1 Personal Information 5
   3.2 General Information 5
   3.3 Academic Calendar 5
   3.4 Advisor Information 5
   3.5 Courses Taken 6
   3.6 Program Courses 6
   3.7 Exam Schedule 6
   3.8 Course Schedule 7
   3.9 Classroom Course Schedule 7
   3.10 Department Course Schedule 7
   3.11 Tuition Information 7
   3.12 Internship Information 8
   3.13 General Announcements 8
   3.14 Graduation Approval Units 8
4. Course and Term Operations 8
   4.1 Course Registration 8
   4.2 Add/Drop Courses 9
   4.3 Term Averages 9
   4.4 Grade List 11
   4.5 Transcript 11
   4.6 Transcript Scenario 11
   4.7 Attendance Status 11
5. Form Operations 12
   5.1 Surveys 12
   5.2 Evaluation Forms 12
6. User Operations 12
   6.1 Incoming Messages 12
   6.2 Sent Messages 13
   6.3 Document Request 14
   6.4 Change Password 14
   6.5 Update Photo 15

1. Automation Login Screen

To log in to the Student Information System, enter your Username, your Password and the “Sum of the Numbers” result asked for security purposes, then click the Login button. You can also log in through the e-Government login page you are redirected to by clicking the ‘Login with e-Government’ button.

Figure 1 Student Login Screen

1.1 If the Information Entered During Login Is Incorrect

If the username and/or password is entered incorrectly, the system will display the error message below.

HATA1:Kullanıcı adı veya şifresi geçersiz.

Figure 1.1.1 Incorrect Username/Password Message

If you forget your password, click Şifremi Unuttum and the window below will open. Fill in the relevant fields and click the Reset Password button; your password will be sent to the e-mail address registered in the system.

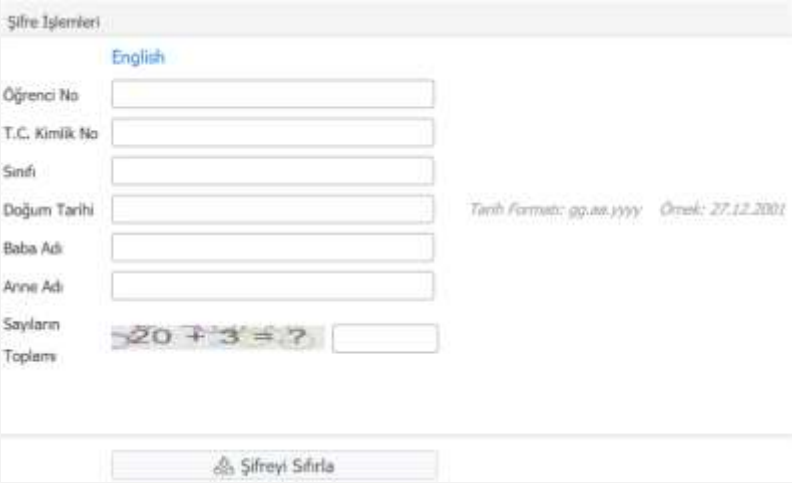

Figure 1.1.2 Password Reset

1.2 First-Time Login to the Automation System

If you are logging in to the system for the first time, or if your password contains part of your Turkish ID number, you will be required to complete the 'Change Password' screen.

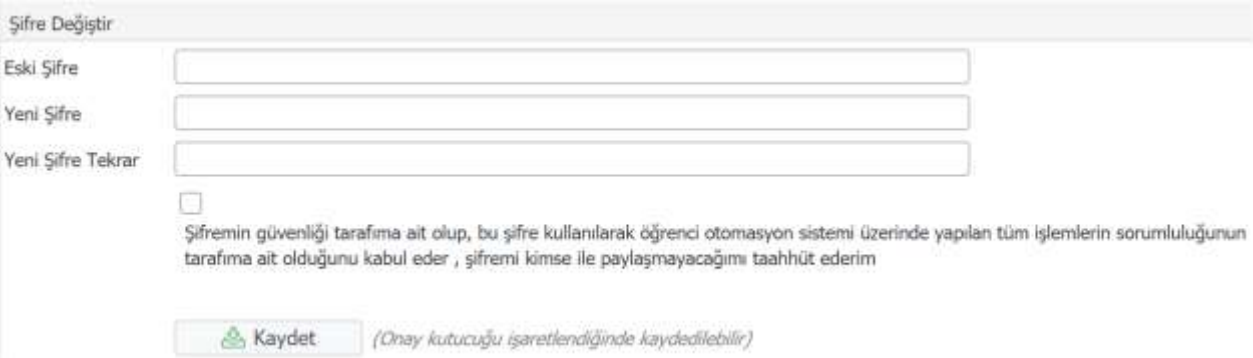

Figure 1.2 Change Password

2. Main Menu Screen

After logging in to the system, the main menu screen shown as an example in Figure 2.1 opens. 'Information' messages appear at the top of the screen. In the section right below, you can view the 'Active Academic Term', 'Advisor Information', 'Double Major/Minor Information' and 'Registration Date/Registration Reason' details.

General Announcements and Instructor Messages appear at the bottom of the screen. This provides quick access to announcements and messages sent for informational purposes. The General Announcements section contains announcements made to students by the administration and automatic announcements made by the system to inform you. The Messages section contains messages sent by your instructors.

Figure 2.1 Home Page

3. General Operations

3.1 Personal Information

This is the first screen you see after logging in. Here you can view your identity and contact information and edit it as needed. After making the necessary edits, save the changes by clicking the Kaydet button.

Figure 3.1 Personal Information

However, if the mobile phone and e-mail fields in your personal information are empty, the system will not let you save. These fields must be filled in.

1.Mobile Phone : Used to send exam grade information by SMS to the specified number.

1.E-Mail : Used to send your username and password to the specified e-mail address if you forget your login information.

3.2 General Information

This menu gives you easy access to your general information from a single screen. Clicking the desired menu displays the entered information at the bottom of the screen.

Figure 3.2 General Information

3.3 Academic Calendar

In this section you can view the academic calendar defined for your faculty.

NOTE: Dates left blank in the academic calendar are not displayed in this area.

Figure 3.3 Academic Calendar

3.4 Advisor Information

You can view your advisor's information. Use the Ders Programı button to follow the defined course schedule.

3.5 Courses Taken

In this section, you can use the term filter to view the list of courses taken in the selected term. You can easily see each course's code, name, credits, theory and practice hours, year, compulsory or elective status, and the letter grade received.

At the start of each course row, use the (other operations) button to get detailed information about the course. This information is listed below.

Course Information ; shows the course's credits, ECTS and theory/practice hours.

Course Details ; with this button, information such as the course book, course description, and notes about the course can be viewed.

Weekly Course Plan ; with this button, the weekly topics to be covered and their sources can be accessed.

Course Assignments ; with this button, the course's assignments are displayed.

Instructor Schedule ; with this button, the weekly schedule of the course's instructor can be viewed.

3.6 Program Courses

You can view the curriculum courses of the program the student is enrolled in. To provide information about these courses, details such as course code, course name, year, credits and ECTS are listed here.

Şb.	Ders Kodu	Ders Adı	Sınıf	U	L	T	Z	KRD	AKTS
1	BM308	Algoritma Analizi	1	0	0	2	1	2	6
1	BM311	Bilgisayar Ağlarında Güvenlik	1	0	0	2	1	3	6
1	BM309	Görüntü İşleme	1	0	0	4	1	4	9
1	BM307	İleri Yazılım Teknikleri	1	0	0	2	1	2	6
1	BM310	Yapay Us	1	0	0	4	1	4	10

5 - 1/1 1

Figure 3.6 Program Courses

3.7 Exam Schedule

This section contains the exam information defined for the courses taken. You can also view exam information defined in past terms using the term filter.

If you see a blinking exclamation mark in an exam's row, it means a note was entered for you to see when the exam was defined. Hover over the exclamation mark to see the note.

Dönem 2019-2020 Bahar

Şb.	Ders Kodu	Ders Adı	Sınav Adı	Tarihi	E.Oran	Derslik	Sınav Listesine Dahil
01	Law 110	Yargı Örgütü	Ödev	28.05.2020 09:00	10		Hayır
01	Law 110	Yargı Örgütü	Vize	18.05.2020 10:30	30	HUKUK 1(H-1) HUKUK 2(H-2) HUKUK 3(H-3)	Hayır
04	LAW 408	Kıymetli Evrak Hukuku	Final	11.03.2017 09:00	60		Evet
04	LAW 408	Kıymetli Evrak Hukuku	Ödev	11.02.2017 09:00	20		Evet
04	LAW 408	Kıymetli Evrak Hukuku	Vize	01.02.2017 09:00	20		Evet
1	BM307	İleri Yazılım Teknikleri	Final	(Açıklanmadı)	60		Hayır
1	BM307	İleri Yazılım Teknikleri	Vize	(Açıklanmadı)	40		Hayır
1	STJ101	Staj Dersi I	Tek Ders Sınavı	(Açıklanmadı)	100		Evet
04	LAW 420	İcra ve İflas Hukuku	Final	(Açıklanmadı)	60		Evet
04	LAW 412	Uluslararası Özel Hukuk	Final	(Açıklanmadı)	60		Evet
03	LAW 326	Hukuk Felsefesi	Final	(Açıklanmadı)	60		Evet
04	LAW 414	Sosyal Güvenlik Hukuku	Final	(Açıklanmadı)	60		Evet
2	LAW 434	Avrupa Birliği Hukuku	Final	(Açıklanmadı)	60		Evet

13 - 1/1 1

Figure 3.7 Exam Schedule

3.8 Course Schedule

From this menu, you can access the course schedule for the selected term.

3.9 Classroom Course Schedule

Using the filtering tools, you can view the courses held in a classroom on a weekly basis according to the term, faculty and classroom you select.

Derslik Ders Programı

Dönem 2016-2017 Bahar Fakülte Tümü Derslik ABC100->ABC100 Ara Bul Yazdır

Pazartesi

Saat	Ders Kodu	Ders Adı	Derslik	Öğretim Elemanı
01:00-01:50	ECON 304(01)	Fiscal Policy and Public Finance	ABC100(123)	Sinan S00000X
12:33-13:23	A 1001(1)	İlkeler ve İnkılaplar	ABC100(123)	ERGÜN
12:50-13:40	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa
13:33-14:23	A 1001(1)	İlkeler ve İnkılaplar	ABC100(123)	ERGÜN
13:50-14:40	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa
14:33-15:23	A 1001(1)	İlkeler ve İnkılaplar	ABC100(123)	ERGÜN
14:50-15:40	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa

Salı

Saat	Ders Kodu	Ders Adı	Derslik	Öğretim Elemanı
07:00-07:50	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa
08:00-08:50	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa
09:00-09:50	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa
10:00-10:50	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa
11:00-11:50	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa
12:00-12:50	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa
13:00-13:50	ELIT 105(1)	Research Techniques and Academic Writing	ABC100(123)	bBesim aa

Figure 3.9 Classroom Course Schedule

3.10 Department Course Schedule

From this menu, you can view the course schedule that the student's program has set for the other years.

3.11 Tuition Information

This section contains information on the fees accrued and the payments received for each term.

The system keeps the payments made by the student as credit information.

The total fee due shows the student's outstanding balance. It is the amount to be paid.

'Total Amount Paid' shows the amount the student paid in the active term.

Figure 3.11 Tuition Information

3.12 Internship Information

This screen shows internship information. You can view the acceptance status of your internship here.

Staj Bilgileri

Dönemi	Baş.Tarihi	Bit.Tarihi	Süre	Kabul Durumu	Kabul Gün	Not
2019-2020 Bahar	27.01.2020	27.02.2020	30	Kabul Oldu	30	80

Figure 3.12 Internship Information

3.13 General Announcements

You can also quickly jump to the 'General Announcements' area shown on the main screen through the menus.

3.14 Graduation Approval Units

This is the screen where you can track, online, the exit procedures while you are in graduate status. Approval units are created by the student affairs office. You can track your approval status for each approval unit through this screen.

Öğrenci Mezuniyet Onay Detayı 2016-2017 Bahar

Adı Soyadı	TUNA YAĞMUR	Kayıt Tarihi	14/09/2016	Aldığı Dersler
Öğrenci No /T.C.Kimlik No	16000016/ 1**0**1**00	Kayıt Nedeni	YÖS (Yabancı)	Mez.Transkript
Fakülte	Hukuk Fakültesi	AGNO	2,17	Transkript
Program	Hukuk	Danışmanı	Dr.Öğretim Üyesi Gökmen ÇİFTÇİ	Müf.Durumu
Öğrenim Durumu	Aktif	Öğrenim Süresi (Yıl)	0	Harç Bilgileri

Öğrenci Mezuniyet Onay Listesi

Onaylayan Birim	Onay Durumu	Onay Tarihi	Açıklama	Onay Veren Kullanıcı
Fakülte/Yüksekokul	Onay Bekliyor			
Merkez Kütüphane	Onaylandı	14.09.2020	ÜZERİNDE KİTAP BULUNMAMAKTADIR.	Prof.Dr. Tuna Yağmur

2 - 1/1

Figure 3.4 Graduation Approval

With the buttons on the screen, you can learn a lot of information without leaving the screen:

Courses Taken	:Shows the courses taken in the selected term.
Graduate Transcript	:The graduation transcript can be viewed and printed.
Transcript	:The term transcript can be viewed and printed.
Curriculum Status	:Your success in the courses in the curriculum can be reviewed.
Tuition Information	:Shows tuition information.

4. Course and Term Operations

4.1 Course Registration

In the section below the student information, there is a list of your curriculum courses.

When this button is clicked, the desired course appears in the opened courses area if it has been opened. You can take a course by clicking the plus button next to the opened course.

If you see an exclamation mark in a course's row, it means the course has not yet been opened by the department.

You can make changes to the courses displayed in the selected courses area.

With the Remove button, you can remove a course you have taken from the selected courses.

Saydır With this button, you can substitute a course you have taken for another course.

To check your registration, press Kontrol Et button. If a registration rule is violated, the system will warn you. If your registration is valid, press Kesinleştir button and your registration will be sent to your advisor for approval.

Student Finalization Status :

If the student has completed course registration, it is displayed as Finalized.

If the student has not registered or confirmed the registration, it is displayed as Not Finalized !.

Advisor Approval Status :

If the advisor has not approved the course registration, it is displayed as Not Approved !.

If the advisor has approved the course registration, it is displayed as Approved.

4.2 Add/Drop Courses

This is the screen where the student performs the course add/drop registration.

When this button is clicked, the desired course appears in the opened courses area if it has been opened. You can take a course by clicking the plus button next to the opened course.

In 'Selected Courses', next to each course there is a drop button. To drop a course, click this button; if your add/drop registration is valid, you can finalize it. Your course add/drop status is determined once your advisor gives approval.

Öğrenci Kesinleştirme Durumu : Kesinleştirilmedi ! Danışman Onay Durumu : Onaylanmadı !

Seçilen Dersler

	Şb.	Ders Kodu	Ders Adı	Z/S	T+U	Krd	AKTS	Snf	Alış	Açma Nedeni	Grup Kod	
	1	A101	Hukuksal Terimler	Z	2+0	4	5	4	Zorunlu	Dnm.		Diğer Bilgiler
	01	ECON 105	Microecomomics	Z	2+3	2	2	1	Alttan	Dnm.		Diğer Bilgiler

Figure 4.1 Selected Courses

4.3 Term Averages

This screen shows the number of courses taken, total credits, total ECTS, term average and cumulative average for each term. In the lower part of the screen, you can view your term averages on a chart.

Dönem Adı	Aldığı Ders Sayısı	Toplam Kredi	Toplam AKTS	Dönem Ortalaması	Genel Not Ortalaması
2005-2006 Bahar	6	18	18	1,89	1,89
2006-2007 Yaz	1	5	5	2,00	1,91
2007-2008 Yaz	2	6	6	3,33	2,21
2008-2009 Yaz	1	2	2	4,00	2,32
2012-2013 Bahar	1	2	2	2,50	2,33
2013-2014 Güz	7	20	20	1,65	2,00
2013-2014 Bahar	7	18	18	1,97	2,05
2014-2015 Güz	6	17	17	0,76	1,84
2014-2015 Bahar	4	12	12	2,75	1,99
2015-2016 Güz	13	39	39	2,48	2,15
2015-2016 Bahar	11	30	30	2,18	2,18
2016-2017 Güz	0	0	0	0,00	2,18
2016-2017 Bahar	13	36	39	1,50	2,17

13 - 1/1 1

Dersin Başarı ve Sonuçlanma Durumuna Bakılmaksızın (Ders tekrarlarında son alınan ders, kredi toplamına dahildir)[Toplam Kredi] : 177

Dersin Başarı ve Sonuçlanma Durumuna Bakılmaksızın (Ders tekrarlarında son alınan ders, akts toplamına dahildir)[Toplam AKTS] : 180

Figure 4.3 Term Averages/Cumulative Averages

4.4 Grade List

This screen lists the exam grades of the courses the student took in each term.

Click the

button to see details and statistics such as the letter grade distribution, weighting of assignment, midterm and final grades, how the exam is evaluated, the exam syllabus, total student counts and the number of students who did not sit the exam.

4.5 Transcript

The screen displaying the transcript document opens. You can print the transcript with the Print button.

4.6 Transcript Scenario

This screen displays the student's information, AGNO (Weighted Cumulative Grade Point Average), and the courses taken in all terms, listed by term with their grades. By entering an estimated grade on the transcript scenario screen, you can see how your AGNO would change. These changes do not affect the student's actual grade; the screen is used for information only.

2013-2014 Güz								2013-2014 Bahar							
Ders Kodu	Ders Adı	Kredi	AKTS	Ort	Harf	Z		Ders Kodu	Ders Adı	Kredi	AKTS	Ort	Harf	Z	
ECON 105	Microeconomics	2	2	13	FF	Z		ECON 106	Macroeconomics	2	2	13	FF	Z	
LAW 101	Hukuka Giriş	4	4	52	DD	Z		LAW 206	Ceza Hukuku Genel Hükümler	4	4	13	CC	Z	
LAW 105	Medeni Hukuka Giriş ve Şahıslar Hukuku	4	4	75	BB	Z		LAW 210	Kamu Hürriyetleri	3	3	67	DC	Z	
LAW 107	Anayasa Hukuku	3	3	68	CB	Z		LAW 216	Hukuk Sosyolojisi	2	2	63	CC	Z	
LAW 151	İngilizce	3	3	56	DC	Z		LAW 218	Uluslararası Hukuk Sorunları	3	3	75	BB	Z	
MATH 165	Mathematical Logic	2	2	56	DC	Z		LAW 220	Çevre Politikası	2	2	80	BB	Z	
TURK 101	Turkish Language I	2	2	52	DD	S		LAW 252	Professional English I	2	2	63	CC	Z	
AGNO: 2,00 Toplam AKTS: 51 ANO: 1,85 Dönem AKTS: 20								AGNO: 2,05 Toplam AKTS: 67 ANO: 1,97 Dönem AKTS: 18							

Figure 4.6 Transcript Scenario

For a course you have taken, click the button on its right; a box appears in which you can enter the estimated grade. After entering the course credit and the expected grade, click the Save button to calculate the estimated grade.

Figure 4.2 Editing

4.7 Attendance Status

On this screen, you can view your attendance/absence status for the courses taken in the filtered terms.

In 'Course Attendance Rules', the info button shows the theory and practice attendance/absence rates set for the course when clicked.

5. Form Operations

5.1 Surveys

Created surveys are listed and answered on this screen. To answer, click the button. Depending on the choice of the unit that runs the survey, it may appear on the home page, before course registration, or before viewing grades. Otherwise, it can be accessed from the 'Surveys' menu.

Aktif Anketler

#	Adı	Amacı	Uygulayan Birim	Soru Sayısı
	Yeni Ek Sınav Kanunu Hakkında Bilgilendirme	Yeni Ek sınav kanunun öğrencilerin katılım durumunun ölçülmesi	Öğrenci İşleri Daire Başkanlığı	3
	Yeni Ek Sınav Kanunu Hakkında Bilgilendirme	Yeni Ek sınav kanunun öğrencilerin katılım durumunun ölçülmesi	Öğrenci İşleri Daire Başkanlığı	3

Figure 5.1 Surveys

5.2 Evaluation Forms

This is a type of survey through which instructors can be evaluated by the students taking their courses. Evaluation forms are used to measure the instructor's performance and to determine their ranking in the section, program, faculty and university.

Değerlendirme Formları

#	Adı	Amacı	Uygulayan Birim	Soru Sayısı
	Öğretim Elemanı ve Ders Değerlendirme Formu..	Bu formda sorulan sorularla Üniversite eğitim-öğretim kalitesini yükseltmek hedeflenmektedir.	Rektörlük	34

Figure 5.2 Evaluation Form

6. User Operations

6.1 Incoming Messages

This is the screen where you can view the messages sent to you by your instructors. You can filter by sender type. You can select the message status as all, new, read or deleted messages. With the date filter, you can list the messages received within a specific date range.

Appears next to unread messages to indicate that there is a new message.

Indicates that an incoming message has an attachment.

The Show button is used to open an incoming message.

The Delete button is used to delete an incoming message.

Used to reply to an incoming message. It opens the 'Reply to Message' screen, where you can send a reply to the instructor who sent the message.

Figure 6.1 Incoming Messages

6.2 Sent Messages

In Figure 5.1, you can view the messages you sent earlier by clicking the Göster button to view them. If a sent message has been read, a (read) mark appears. Hover over it to see the date and time the message was viewed.

With the date range filter, you can list the messages sent within specific date ranges. With the status filter, you can list 'Active Messages' or 'Archived Messages'.

Figure 6.2 Sent Messages

To create a message, click Yeni Mesaj button.

After selecting the recipient you want to send the message to from the recipient types listed below, if you want to send a file, it is enough to select the file and press the upload button.

- Advisor Faculty Member
- Second Advisor
- Instructors of the Courses Taken
- Instructors of the Preparatory Courses Taken

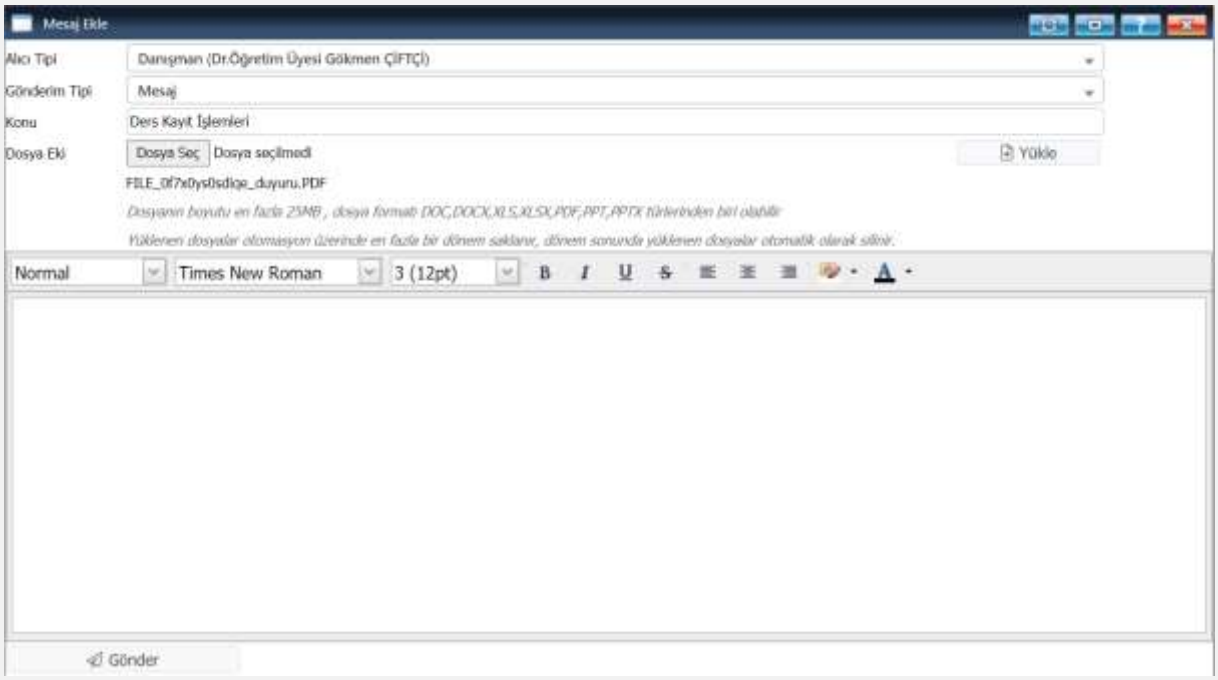

Figure 6.3 Add Message

When done, click the send button to deliver your message to your instructor.

6.3 Document Request

This is the screen where you can request a document from student affairs by selecting one of the options in the 'Document Type' field. You can track the status of your document on this screen.

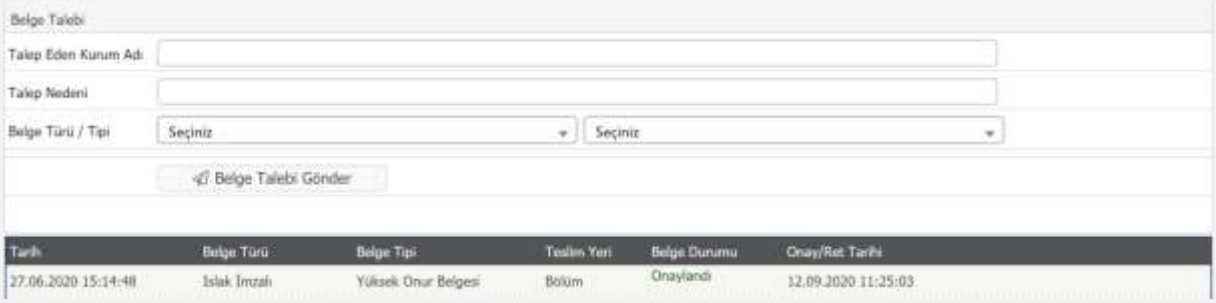

Figure 6.3 Document Request

6.4 Change Password

To change your password, first enter your current password in the 'Old Password' field. Then enter the new one in 'New Password' and 'New Password Repeat', tick the "commitment statement" checkbox, and press

button; your new password will be saved.

Please note the following when defining a password:

1. It must not be predictable.
2. The password may contain at least one uppercase letter.
3. Your password may contain at least one number.
4. The numbers or letters in your password must not be consecutive.
5. The numbers or letters in your password must repeat at most 2 times.

6.5 Update Photo

The photo you are currently using is displayed in the Current Photo area. When you click the ‘Choose File’ button, select your new photo and click the ‘Upload’ button, the new photo is added, and approval is required for it to be used as the active photo.

Photo approval is carried out by your Department Secretariat or Student Affairs.

Note: File format must be ".JPG" and its size must be at most 2MB.

Figure 6.5 Update Photo