



# **USER'S GUIDE OF ISTANBUL UNIVERSITY**

## **LEARNING MANAGEMENT SYSTEM AND LIVE LESSON APPLICATION FOR ACADEMICIANS**

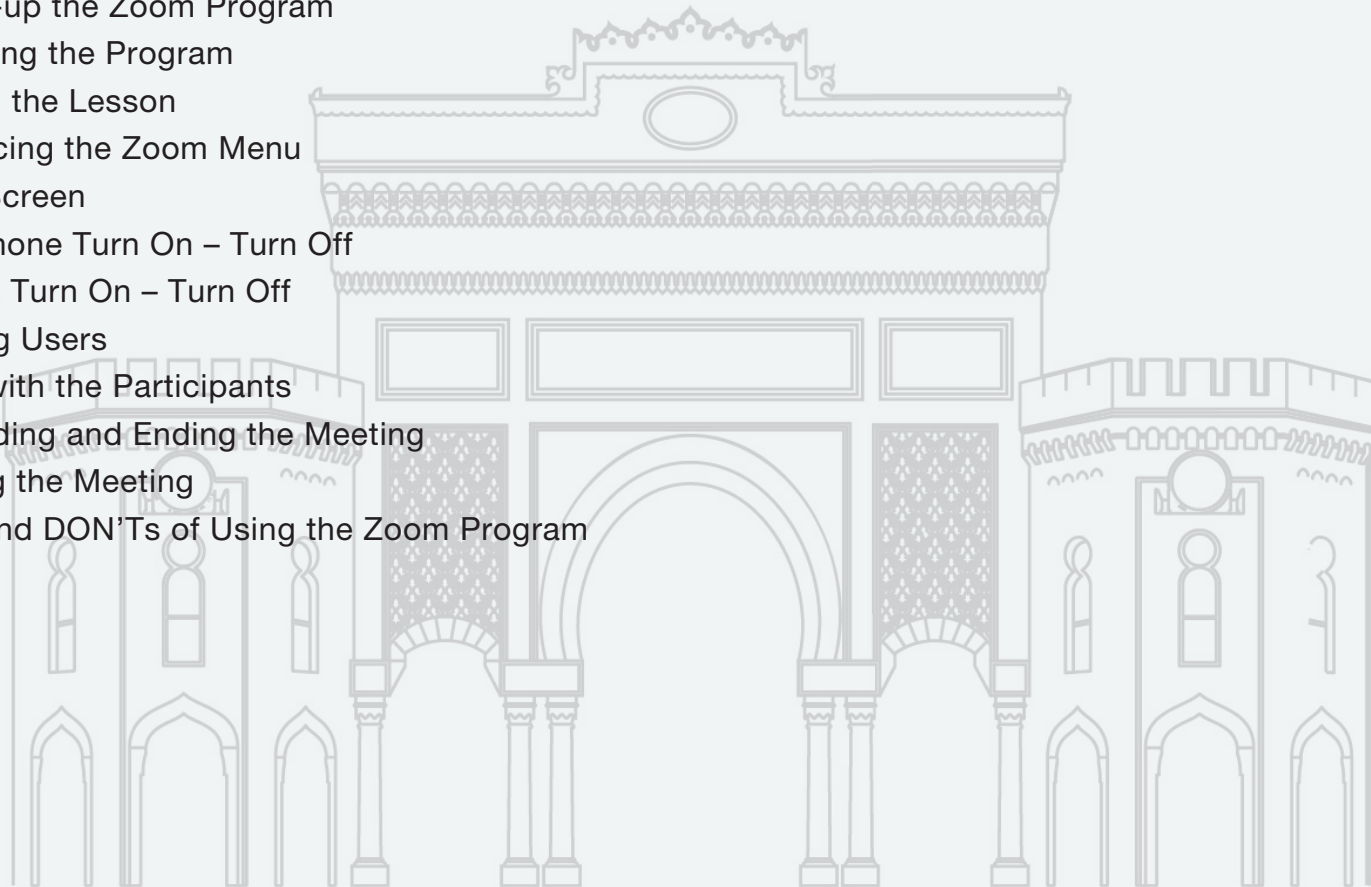


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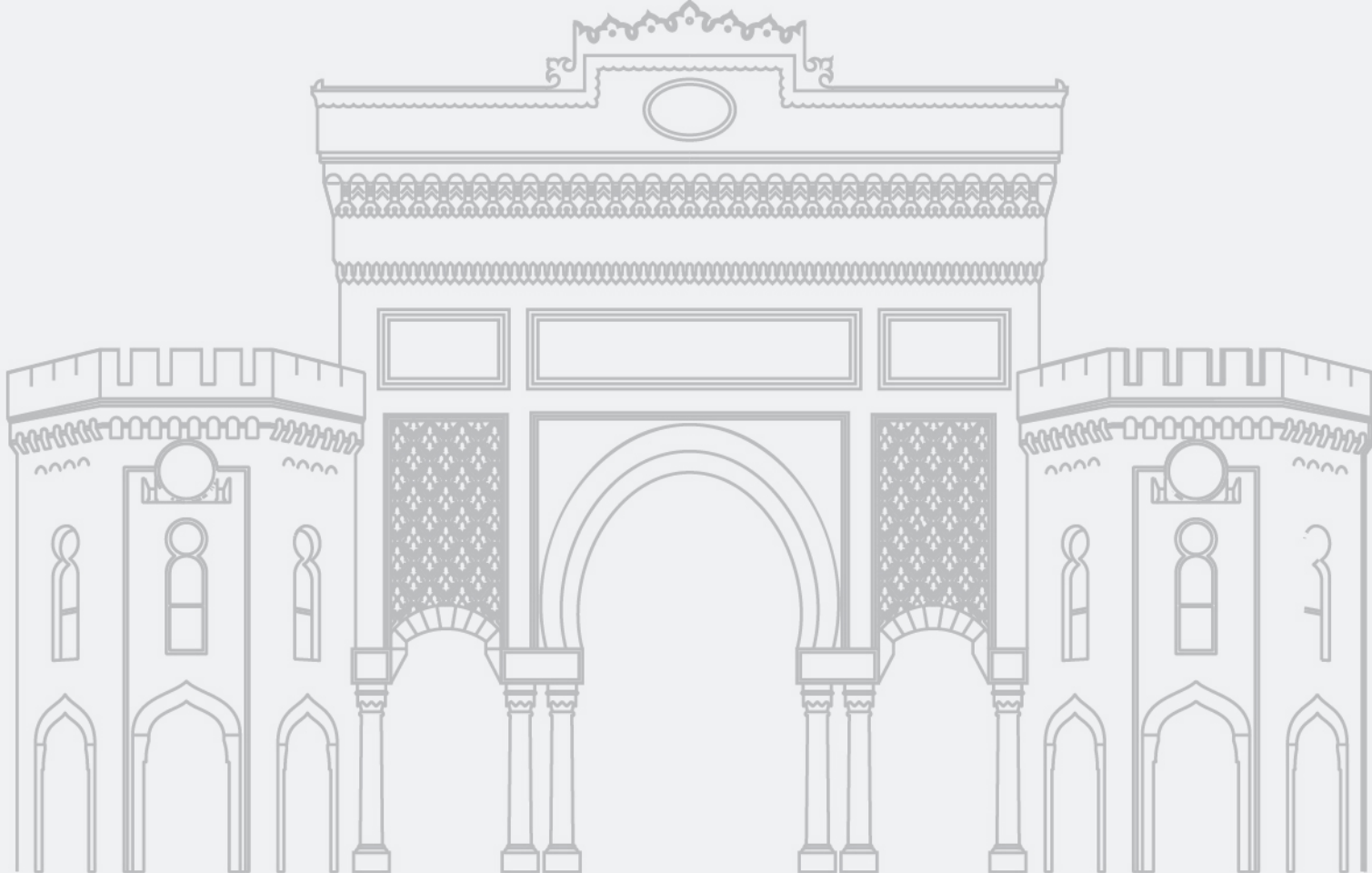
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**ISTANBUL UNIVERSITY**

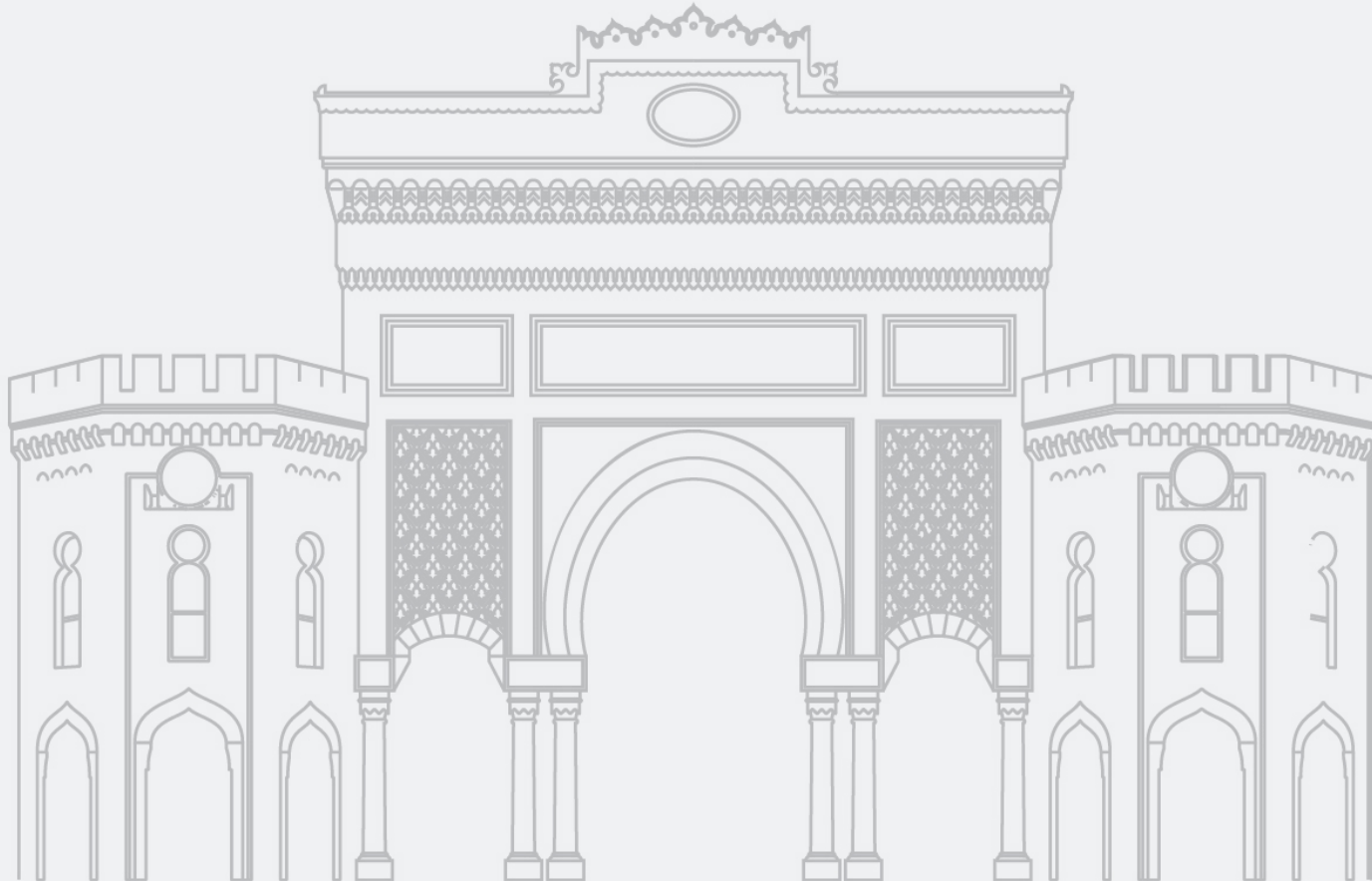
**USER'S GUIDE OF LEARNING MANAGEMENT SYSTEM FOR  
ACADEMICIANS**



## Dear Academicians,

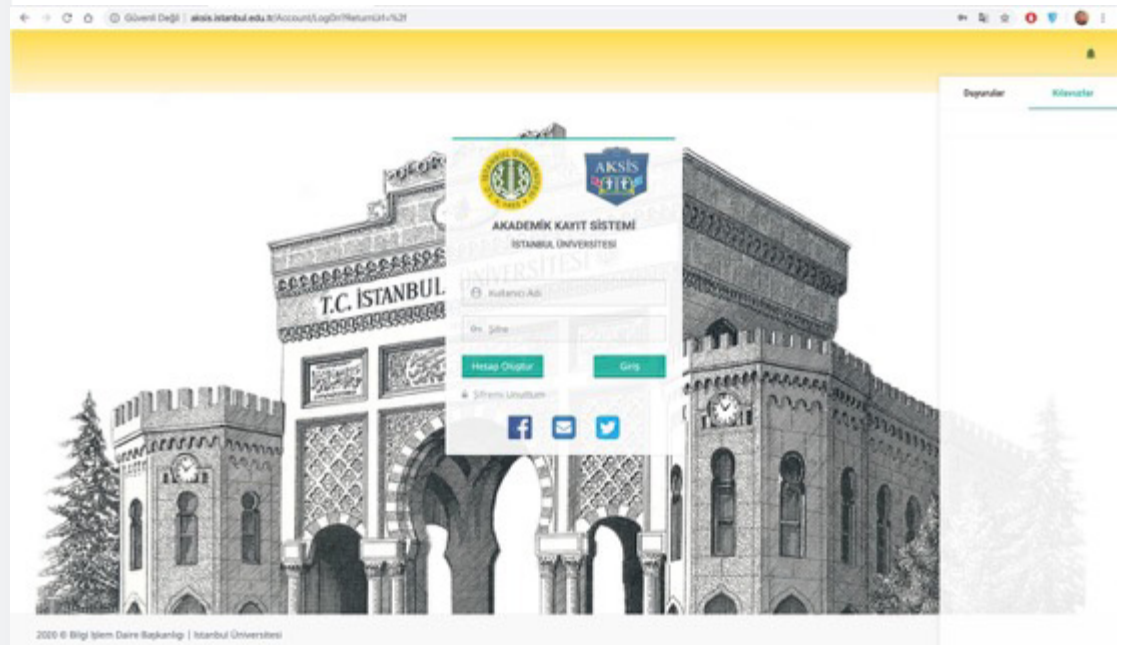
Due to the earthquake disaster in our country, education and training activities will continue with the distance education method. In this User's Manual, you can find information on how to use the **“Istanbul University Learning Management System”** that we have prepared for you in order to ensure that your education process continues without interruption. Below are the important things to consider before reading the guide:

- Since the screen on which you will upload the training contents works in direct connection with AKSiS, your uploading process will be done easily in a short time of 1-2 minutes.
- If you encounter any problems in accessing or installing the system, please share it with the Distance Education Process Officer of your Department or Program. We will try to find a solution to your problem as soon as possible.



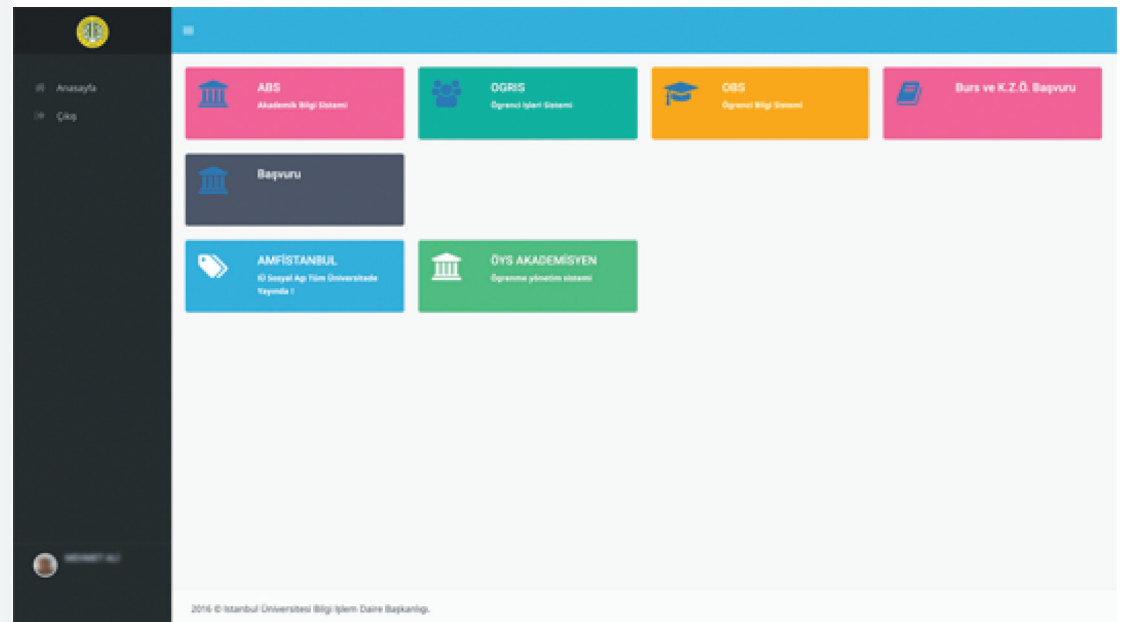
## 1.1. Login the System

By typing “***aksis.istanbul.edu.tr***” in the address bar of the browser “**Istanbul University Academic Registration System (AKSiS)**” is accessed. Typing the User Name and Password fields on this screen that our teaching staff have been using to log into the system, the Login button is clicked.



## 1.1. Login the System

Next, you click on the **Academician Learning Management System (ÖYS)** button on the opening window.





## 1.2. Listing Courses

Listing Courses On the screen that opens, the AKSIS courses that the academican is assigned for are listed. Among the courses listed on this screen, you click on the course name or the contents button on the right. By clicking it, you move on to the Content Upload screen.

**Dersler** ders ve içerik yönetimi

Birim Listesi

Aray:

Copy Excel CSV PDF

FNL DersID	Ders Kodu	Ders Adı	Yıl	Dönem	Birim	
449601	AULS7030	SEMINER	2019	2	AKILLI ULAŞIM SİSTEMLERİ, TEZLİ YÜKSEK LİSANS PROGRAMI, (ÖRÜLÜN ÖĞRETİMİ) #13633	<a href="#">Görüntüle</a>
449602	AULS7006	OTOMOM SİSTEMLER	2019	2	AKILLI ULAŞIM SİSTEMLERİ, TEZLİ YÜKSEK LİSANS PROGRAMI, (ÖRÜLÜN ÖĞRETİMİ) #13633	<a href="#">Görüntüle</a>
449603	AULS9002	İLERİ YAPKI ZEKA VE SİSTEMLERİ	2019	2	AKILLI ULAŞIM SİSTEMLERİ, DOKTORA PROGRAMI, (ÖRÜLÜN ÖĞRETİMİ) #13642	<a href="#">Görüntüle</a>
449604	9001	ULAŞTIRMA VE LOJİSTİKTE VERİ MADENCİLİĞİ	2019	2	ULAŞTIRMA VE LOJİSTİK, DOKTORA PROGRAMI, (ÖRÜLÜN ÖĞRETİMİ) #13633	<a href="#">Görüntüle</a>

Önceki [1](#) Sonraki

Toplam: 4

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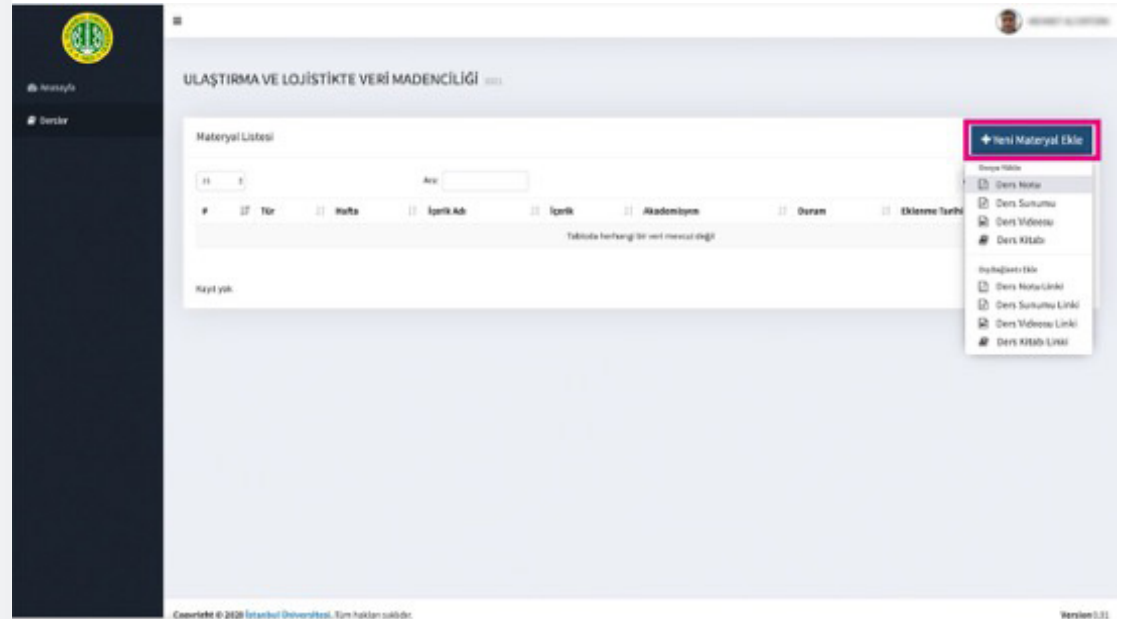
Versiyon: 1.0.1



## 1.3. Adding and Publishing Content to Courses

In the new screen, at the top right of the Content area, click “**Yeni Materyal Ekle**” button. Under the options here, “**Upload File**” (Dosya Yükle) or “**Add External Link**” (Dış Bağlantı Ekle)

By choosing one of the educational content types, you can move on to “**İçerik Yükleme / Content Upload**” area.



### Upload File Area

- Lecture notes
- Lecture Presentation
- Lecture Video
- Textbook

### Add External Link Area

- Lecture Note Link
- Lecture Presentation Link
- Lecture Video Link
- Textbook Link



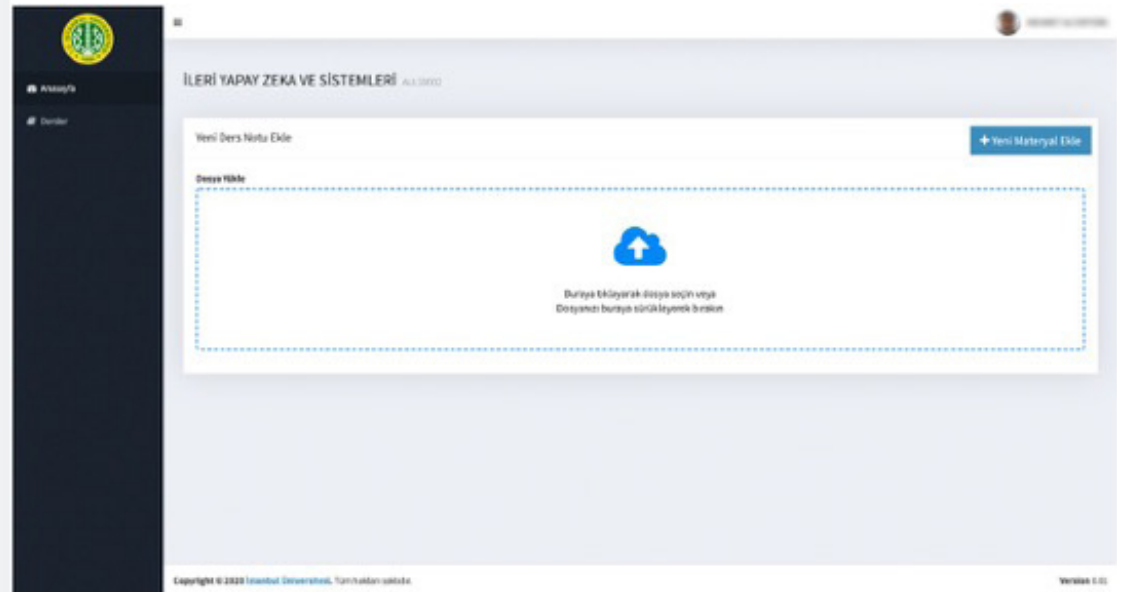


## 1.3. Adding and Publishing Content to Courses

On the screen that opens, any one of the educational materials, Class Note, Course Presentation, Lecture Video, or Course book, is uploaded by using either “**Drag and Drop**” or “**Upload by Selecting File**” uploading methods.

Important Information: If the file size you want to upload is larger than **100 Mb**, you should upload the relevant file onto the **Google Drive** account and share it as file link.

How to upload files onto **Google Drive** area is given on the Additional Information page.



## 1.3. Adding and Publishing Content to Courses

The name of the uploaded content is written in the **Content Name** section.

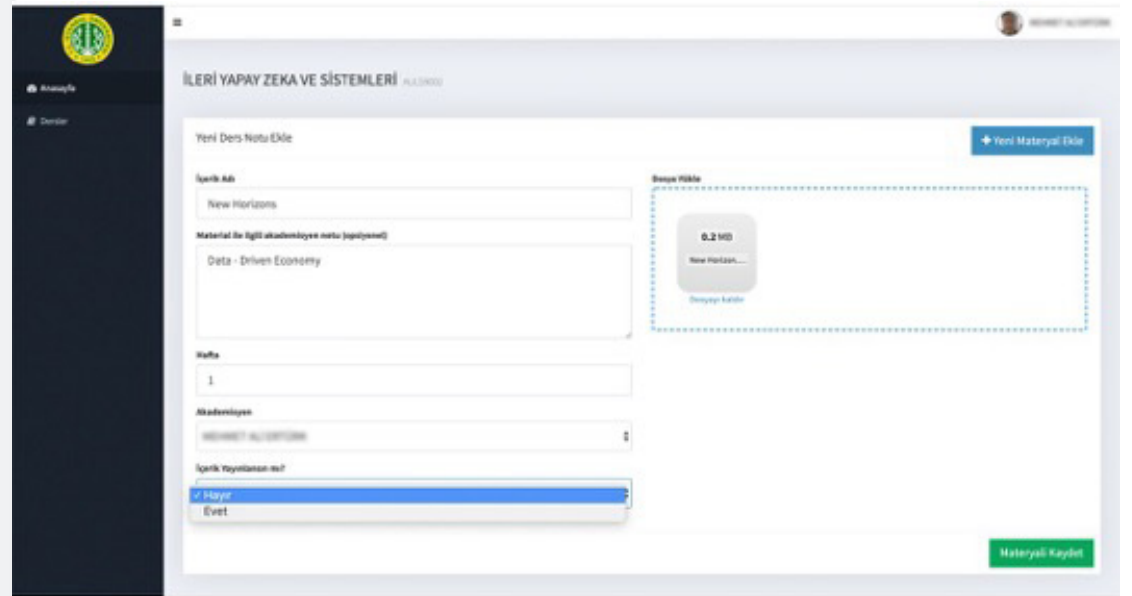
Notes and explanations about the content can be written in the Academician's Note on the **Material field (Optional)**

**If any information about the week** of the content is to be given, it must be entered in the Week Information section. If weekly content will not be entered, the week information should be 0 (zero).

**In the Academic Name section**, the name of the academician who published the content is indicated.

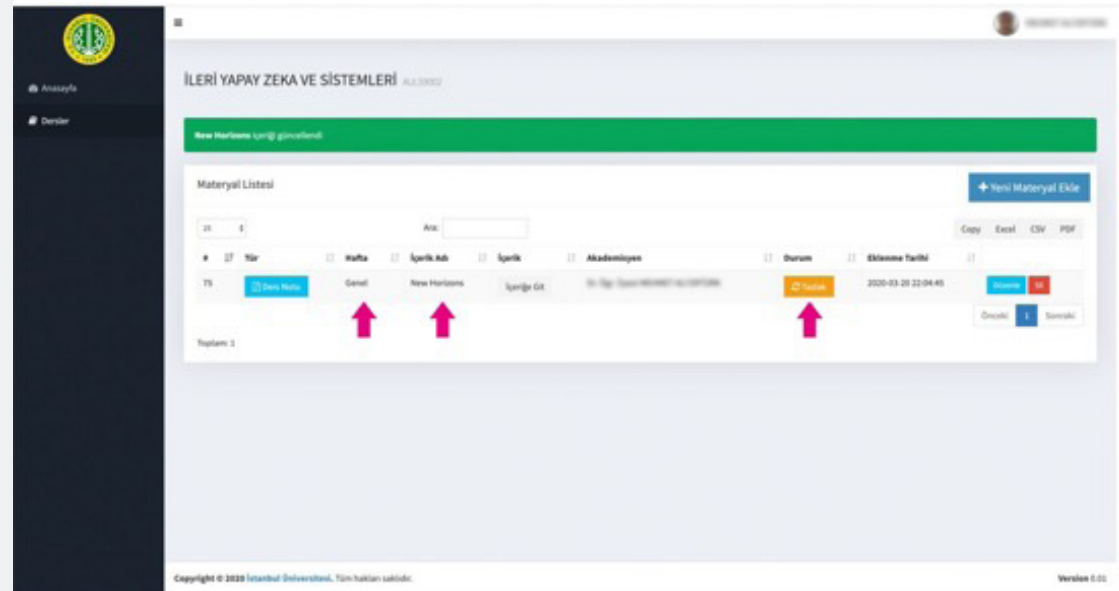
**İçerik Yayınlansın mı?** (Would you like the content to be published?) section is used for the option of saving the content as draft so it will not be viewed by the students yet but for using it at a preferred time and enabling the students to view it.

Once all the information is filled in, by clicking the **“Save the Material”** button, the content is uploaded onto the system.



## 1.3. Adding and Publishing Content to Courses

Once the content has been uploaded to the system, if you want to make any changes, you can use the “**Düzenle /Edit**” button and update the details of the teaching content. If you want to delete the content, you can use the “**Sil / Delete**” button.



The screenshot displays the course management interface for 'İLERİ YAPAY ZEKA VE SİSTEMLERİ'. A green banner at the top indicates 'New Material Successfully Added'. Below this, the 'Materyal Listesi' (Material List) is shown. The table has columns for ID, Name, Status, and Action. A red arrow points to the 'Düzenle' (Edit) button, another red arrow points to the 'Sil' (Delete) button, and a third red arrow points to the 'Yeni Materyal Ekle' (Add New Material) button.

ID	Adı	Durum	Ekleme Tarihi
75	Genel	Yeni Materyal	2020-03-20 22:04:45



## 1.3. Adding and Publishing Content to Courses

In the Add External Link section, by choosing one of the options of Lecture Notes Link, Lecture Presentation Link, Lecture Video Link, or Textbook Link, any additions can be made.

The name of the uploaded content is written in **the Content Name section**.

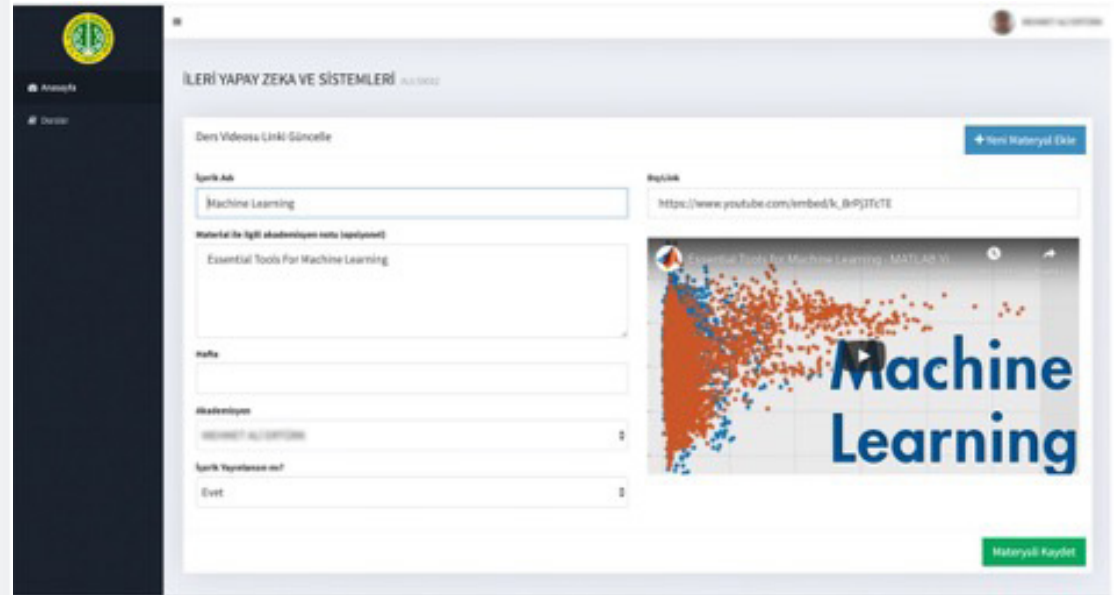
**External Link part** is the link of the content you want to share. In the Academician's Note on the Material (Optional) section, notes and explanations about the content can be written.

If week information about the content will be given, it must be entered in **the Week Information** section. If weekly content is not entered, week information must be 0 (zero).

The academician who published the content is indicated in the **Academic Name section**.

**İçerik Yayınlansın mı?** (Would you like the content to be published?) section is used for the option of saving the content as draft so it will not be viewed by the students yet but for using it at a preferred time and enabling the students to view it.

Once all the information is filled in, by clicking the **"Save the Material"** button, the content is uploaded onto the system.



## 1.3. Adding and Publishing Content to Courses

Once the content has been uploaded to the system, if you want to make any changes, you can use the “**Düzenle /Edit**” button and update the details of the teaching content. If you want to delete the content, you can use the “**Sil / Delete**” button or you can search the content you want among the listed contents.



**Dear academicians,** For your questions and problems about the system, you can contact the coordinator instructors determined by your department.

#	Tür	Konu	İşlem Adı	İşlem	Akademisyen	Durum	Yüklenme Tarihi	İşlem
76	Yeni Materyal Ekle	Sınav	Machine Learning	İşleme Gözet	Dr. Öğr. Üyesi MEHMET ALİ ERTÜRK	Yayında	2020-09-28 22:04:43	Düzenle Sil
75	Yeni Materyal	0	New Horizons Book	İşleme Gözet	Dr. Öğr. Üyesi MEHMET ALİ ERTÜRK	Yayında	2020-09-28 22:04:43	Düzenle Sil

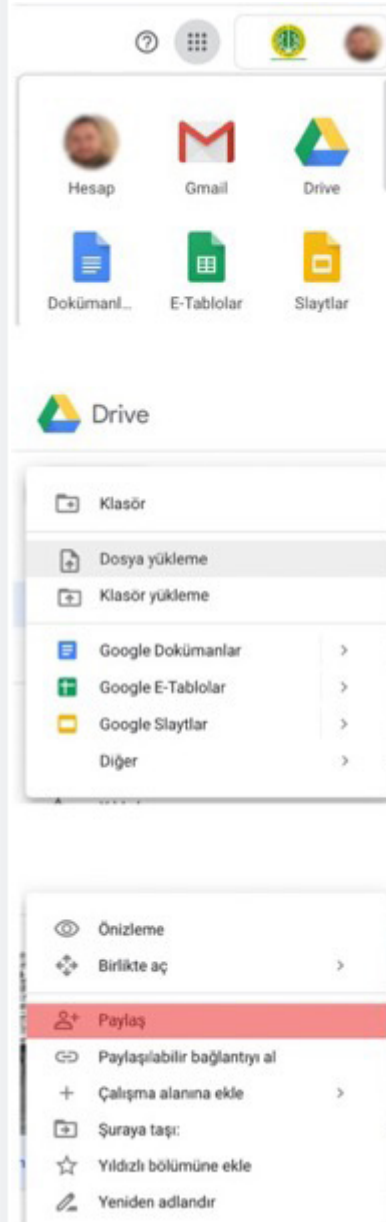


## 1.4. Uploading Files to Google Drive

Login to your email address with **istanbul.edu.tr** extension. Click on the icon consisting **9 dots** next to your profile picture. It is the Drive area and you log in to it.

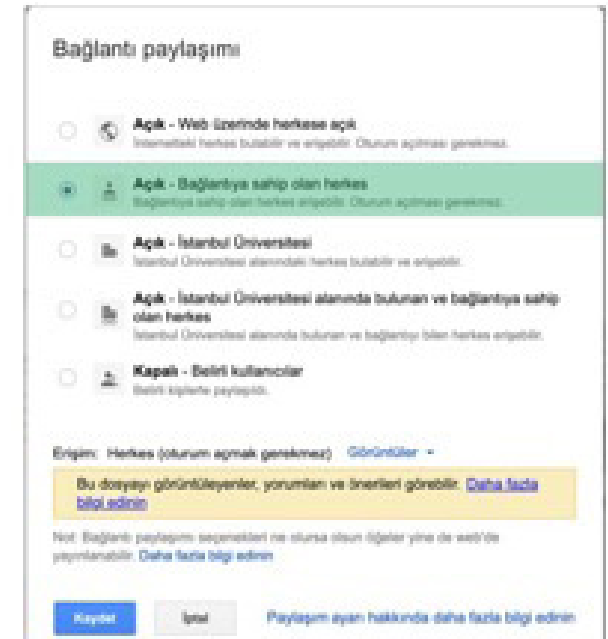
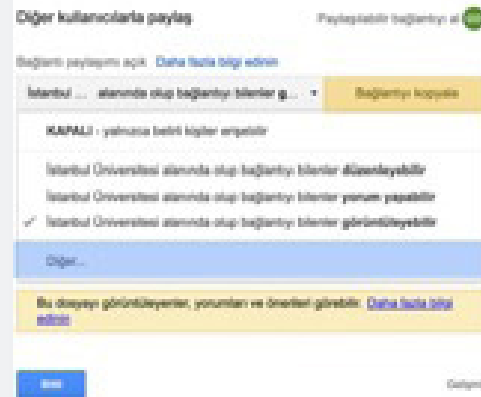
## 1.5. Uploading Files to Google Drive

After clicking the “**New**” button under the Drive logo, in the menu that opens, you opt for “**Upload File**”. The file to be uploaded is selected in the new window and the uploading process is completed.



## 1.6. Sharing the Uploaded File

After right clicking the mouse on the uploaded file, you click on “**Share**”. When the “**Other**” option is selected, you will see the heading “**Anyone with an Open Link**”. Click this link and “**Copy Link**” button after clicking “**Save**” button. Finally in the content sharing area within the “**Learning Management System**”, the link is shared.

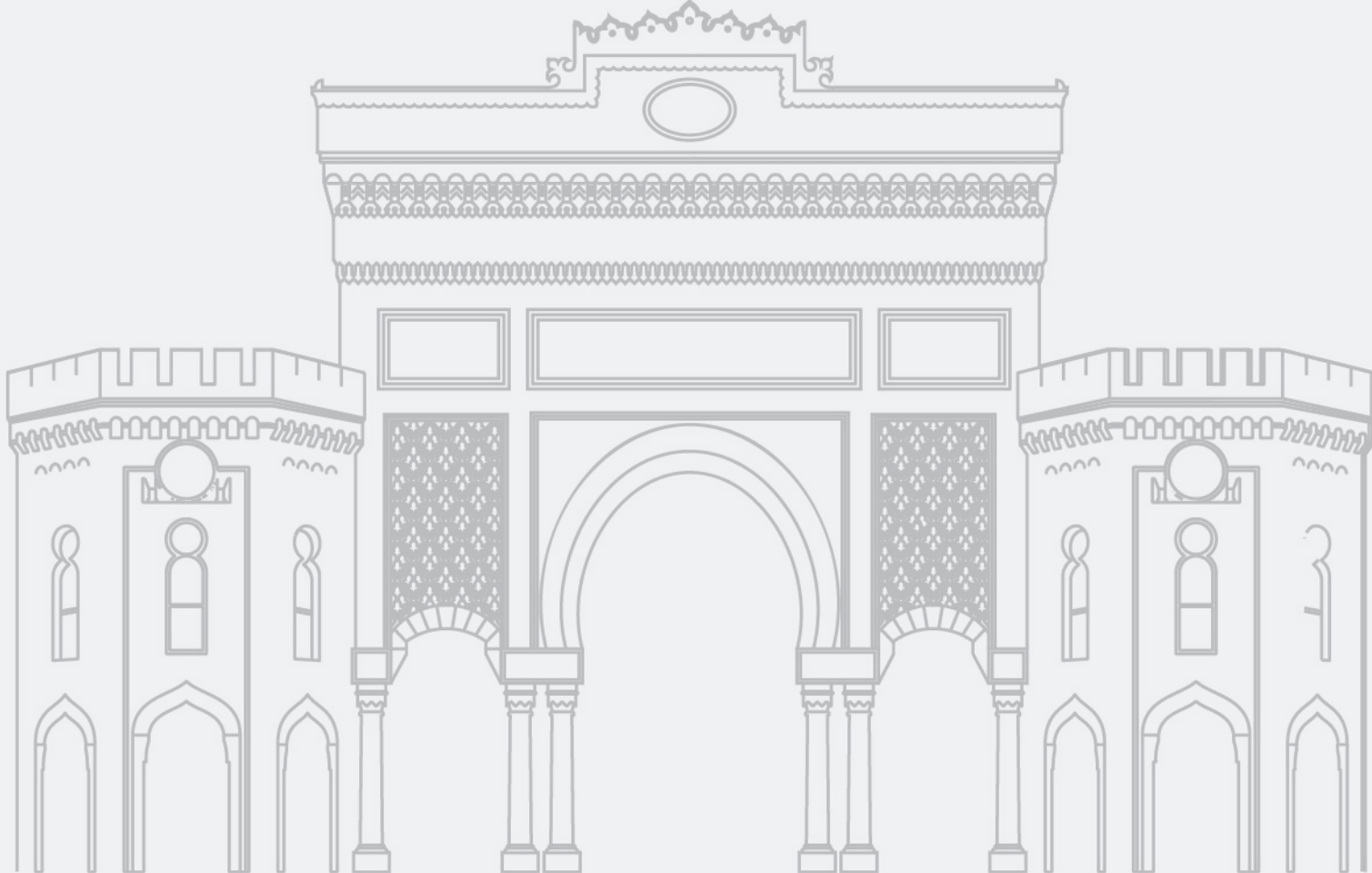






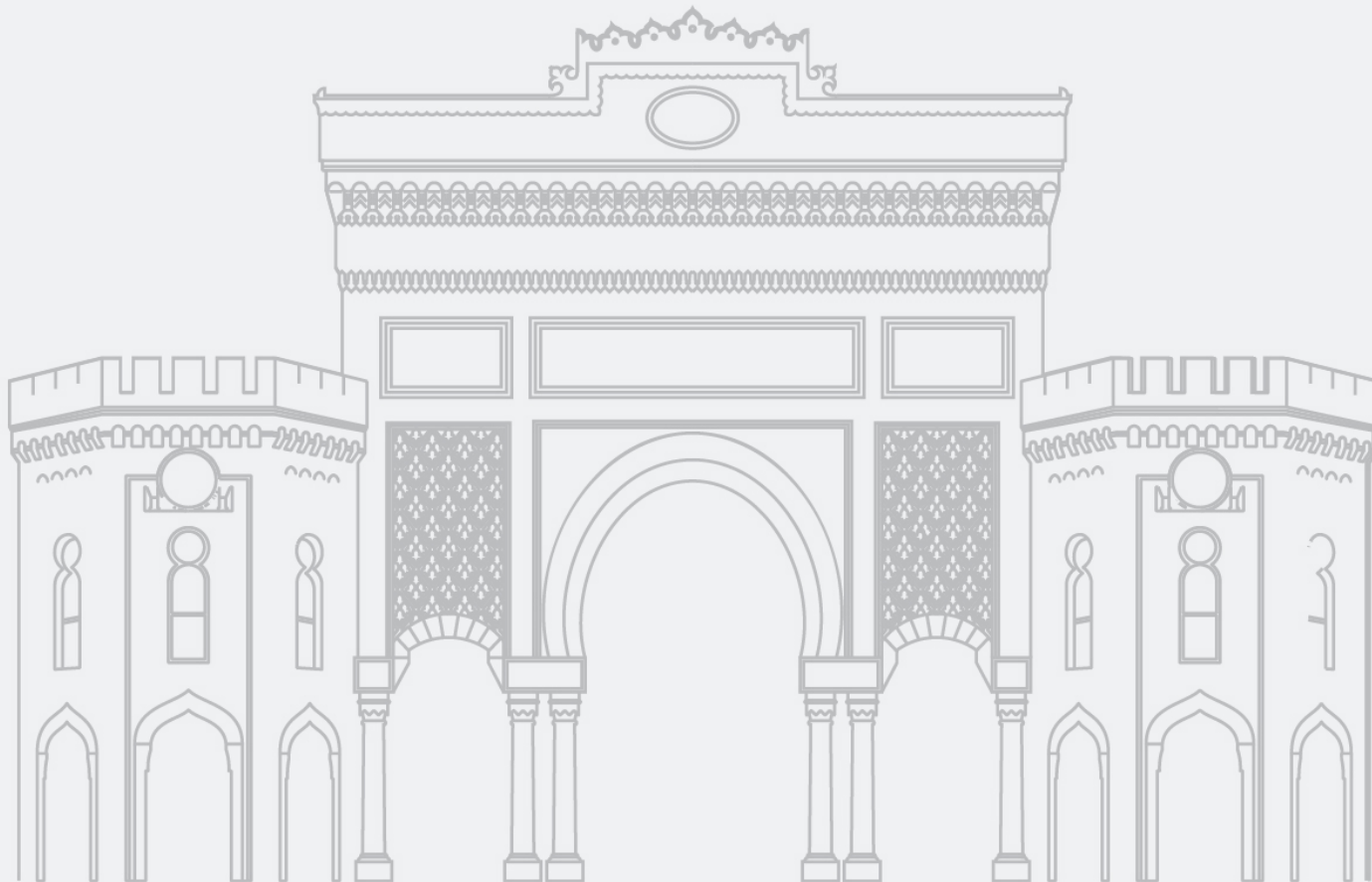
**ISTANBUL UNIVERSITY**

**USER'S GUIDE OF LIVE LESSON APPLICATION  
FOR ACADEMICIANS**



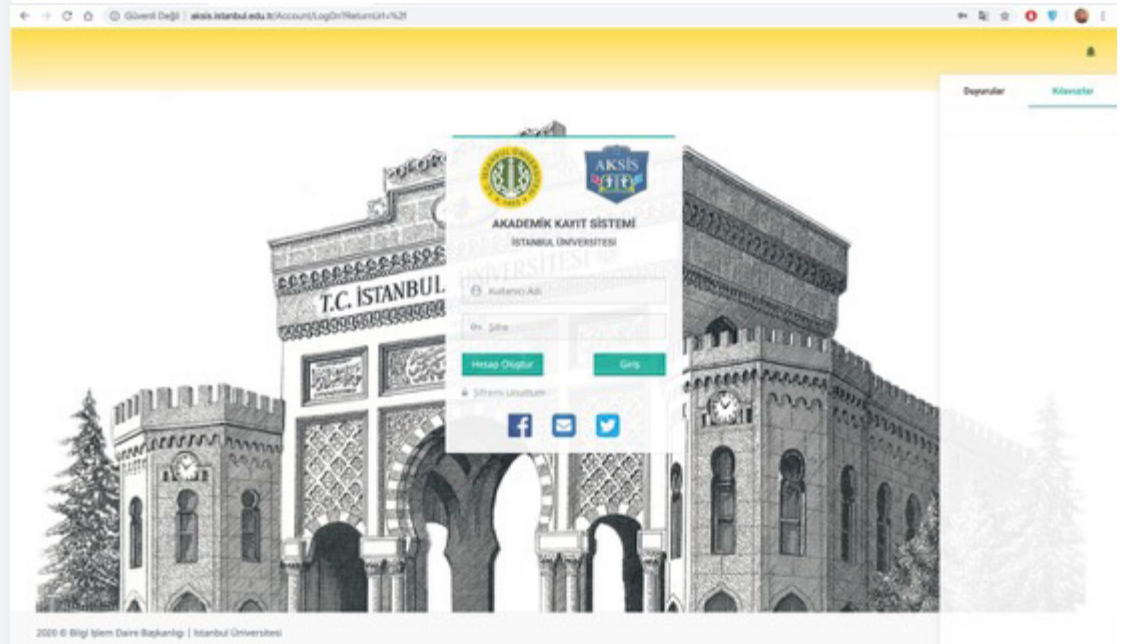
## Dear Academicians,

In order to help in diminishing the spread of the Covid-19 pandemic and not to risk public health, courses will be run via distance education systems and using digital sources during the 2020-2021 academic year fall term. For the education process to take place without any interruption, this Instruction Manual has been designed for you to provide you with the information you need on how to use the “**Live Lesson Application**”.



## 2.1. Accessing the System

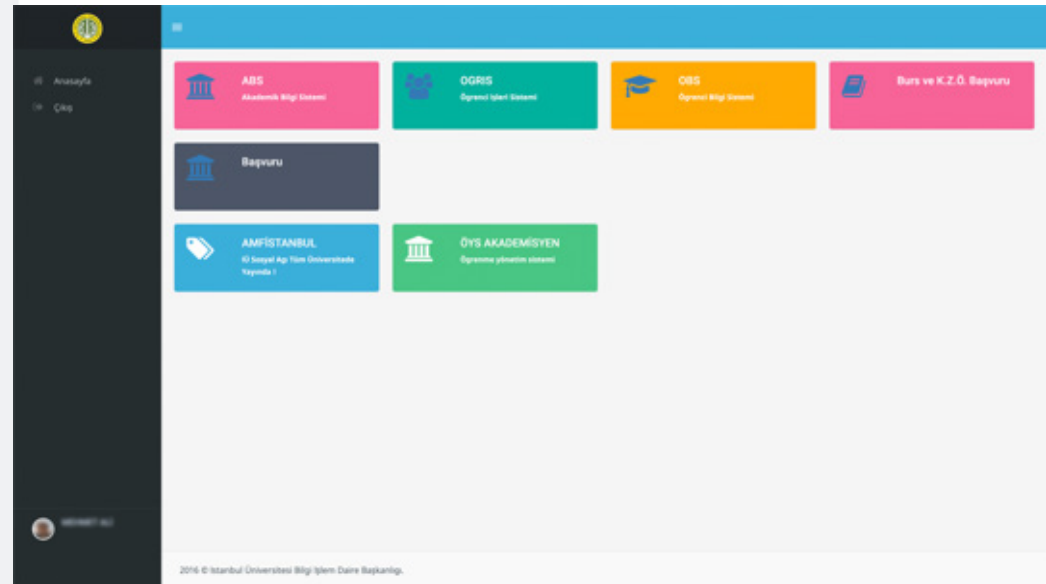
You can access “Istanbul University Academic Register System (AKSIS)” by typing “***aksis.istanbul.edu.tr***” in your web browser.



## 2.1. Accessing the System

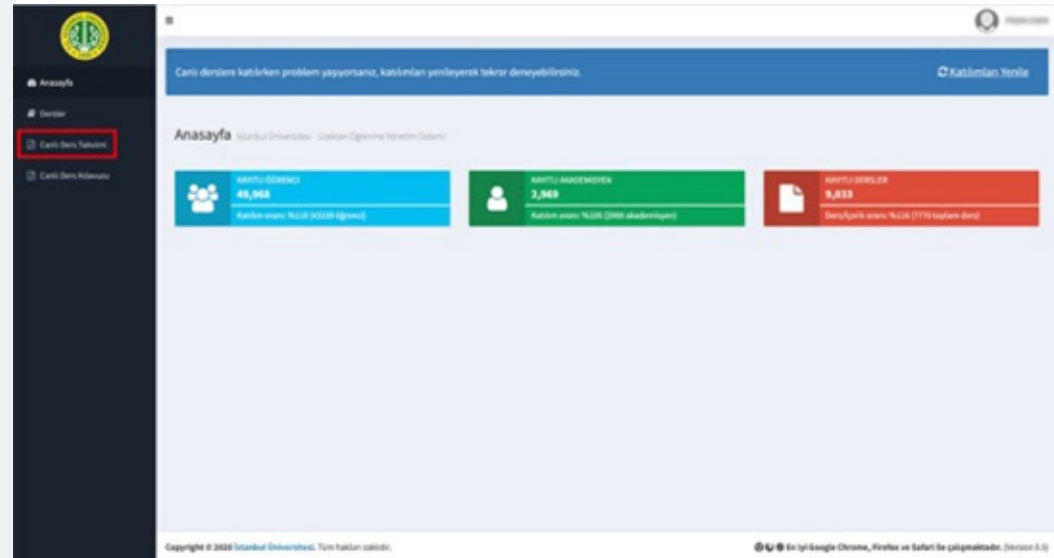
Next, you enter your user name and password that you have been using to access the system and click on “enter”.

On the window that opens on the screen, you click on “**ÖYS Akademisyen- Öğrenme Yönetim Sistemi**”.



## 2.2. Opening the Live Lessons Calendar

On the left side of the opening window, you click on “**Canlı Ders Takvimi**” on the menu and open the live lesson calendar.



## 2.2. Opening the Live Lessons Calendar

Next you choose the live lesson that you will attend and click on that lesson.

Canlı derslere katılarak problem yaşıyorsanız, katılmaları yenileyerek tekrar deneyebilirsiniz. [Katılmaları Yenile](#)

**Takvim** Canlı Ders Takvimi

EYL 28 - EYL 4, 2020

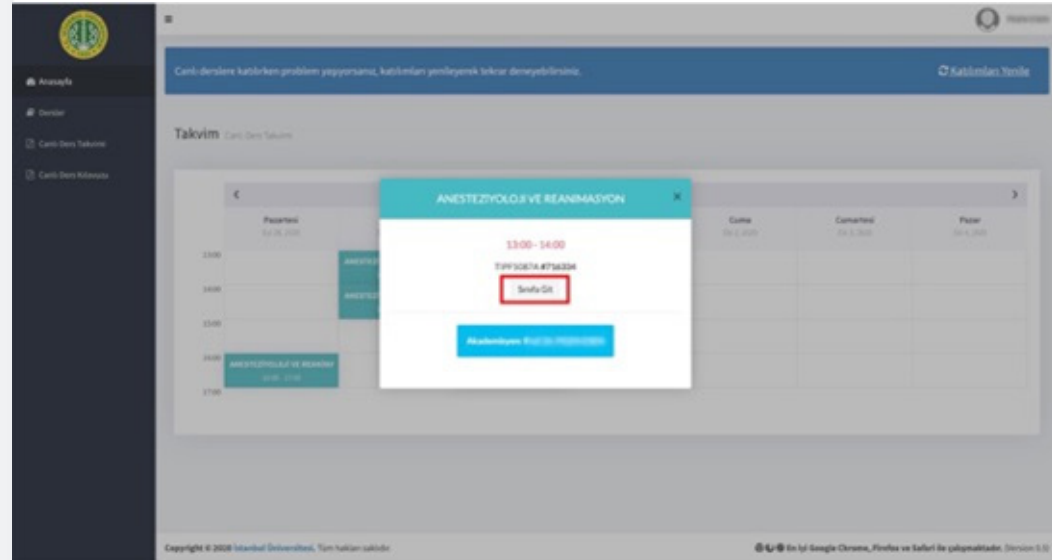
	Pazartesi Eyl 28, 2020	Salı Eyl 29, 2020	Çarşamba Eyl 30, 2020	Perşembe Eyl 1, 2020	Cuma Eyl 2, 2020	Cumartesi Eyl 3, 2020	Pazar Eyl 4, 2020
13:00		ANADOLU ÜNİVERSİTESİ 13:00 - 14:00		ANADOLU ÜNİVERSİTESİ 13:00 - 14:00			
14:00		ANADOLU ÜNİVERSİTESİ 14:00 - 15:00	ANADOLU ÜNİVERSİTESİ 14:00 - 15:00	ANADOLU ÜNİVERSİTESİ 14:00 - 15:00			
15:00			ANADOLU ÜNİVERSİTESİ 15:00 - 16:00	ANADOLU ÜNİVERSİTESİ 15:00 - 16:00			
16:00	ANADOLU ÜNİVERSİTESİ 16:00 - 17:00		ANADOLU ÜNİVERSİTESİ 16:00 - 17:00				
17:00							

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## 2.2. Opening the Live Lessons Calendar

When you click on the lesson, a small window saying “**Sınıfa Git**” pops up. By clicking on that window you move on to “ **Zoom Canlı Ders Uygulaması**”.





## 2.3. Setting-up the Zoom Program

If the Zoom Program is not installed on your computer or mobile device, you can download it by clicking on the links below.

### For Desktop Device:

<https://zoom.us/download>

### For Mobile Devices:

#### Form Android,

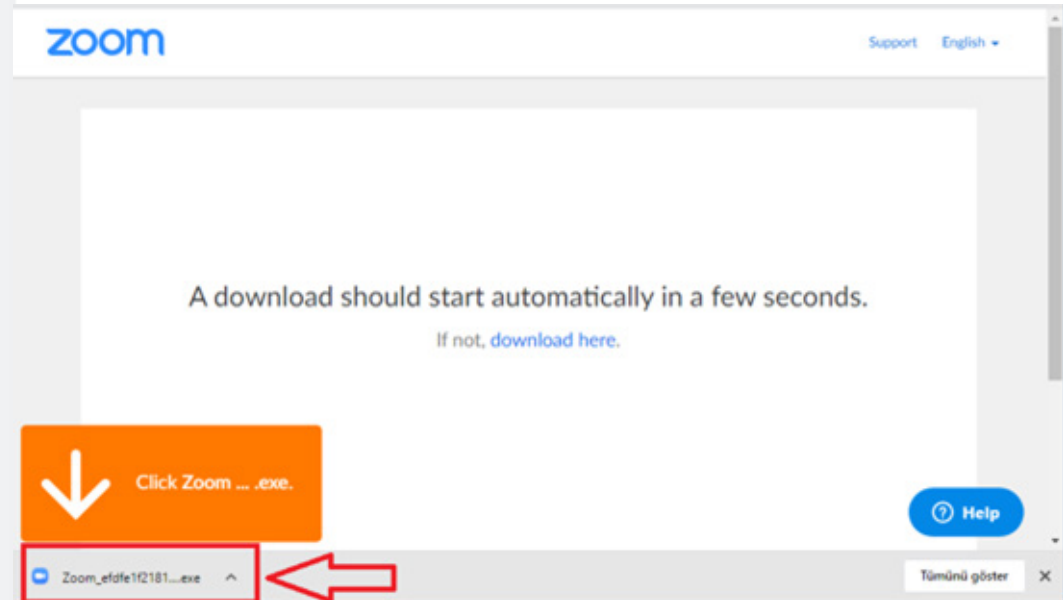
<https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=tr>

#### For IOS

<https://apps.apple.com/tr/app/zoom-cloud-meetings/id546505307?l=tr>

**You can follow the steps below to install the program on a desktop device:**

When you go to the web address given, and you click on the compatible download choice for your device, a download file that you can see in the visual below will be downloaded on your computer.



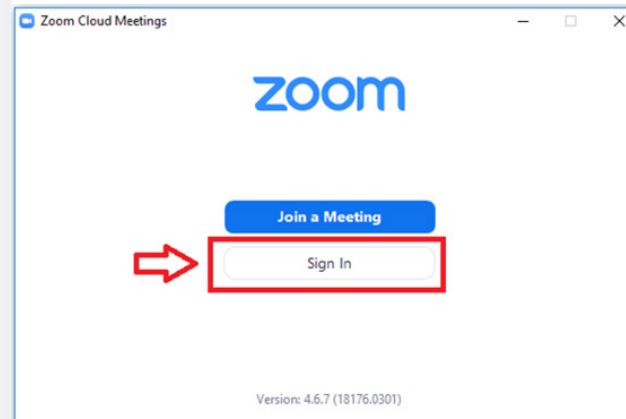
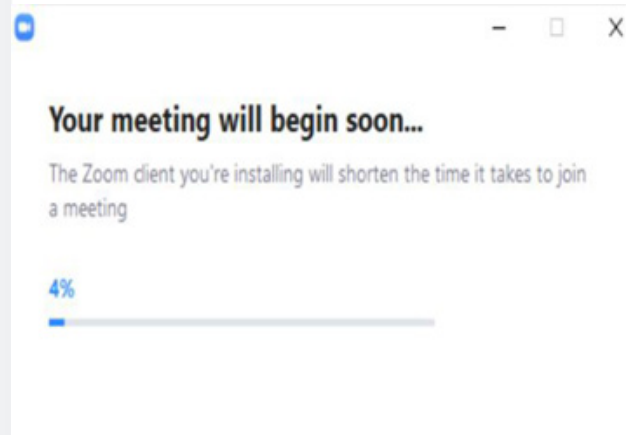
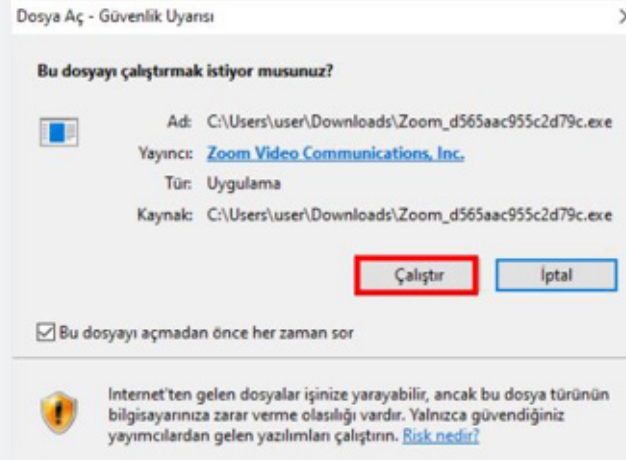
**PS:** If downloading does not take place, you can click on “**download here**” and start the download.

## 2.3. Setting-up the Zoom Program

When the file is downloaded on your computer, by double clicking on the file you will see a new window pop up as below.

When you click on “**Çalıştır**”, a new window opens and the installing process continues.

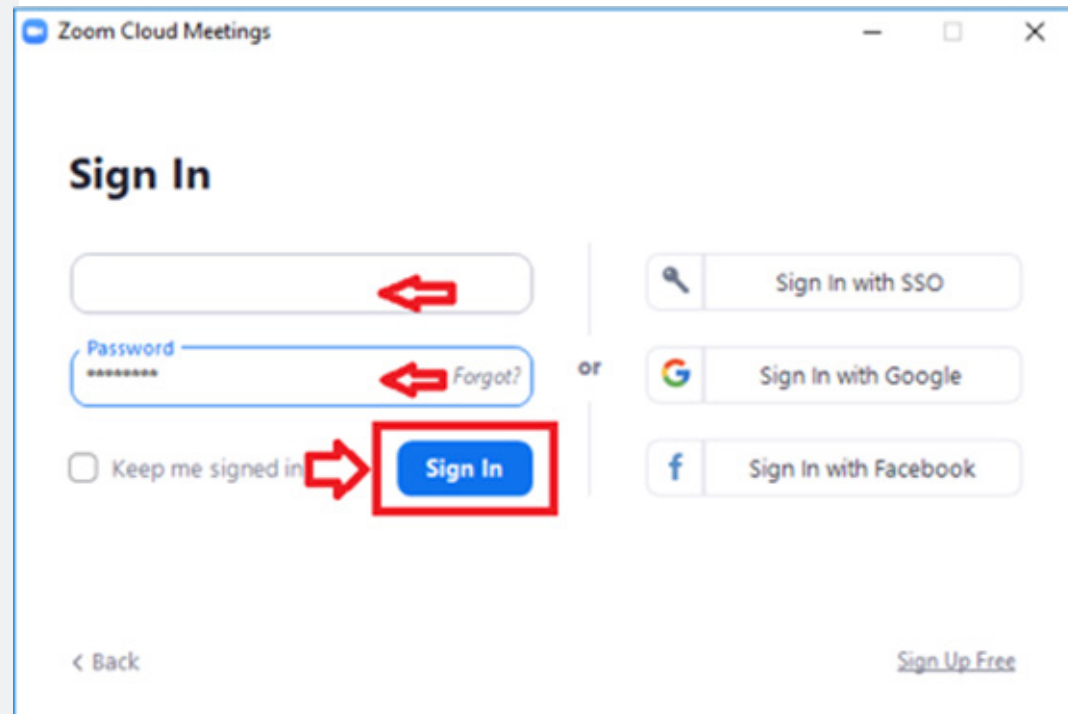
Once the installing process is done, you will see a new window as below. This means you have successfully installed the program.



## 2.4. Accessing the Program

If you are using the Zoom program for the first time, you click on “**Sign In**” as in the visual.

By entering your officially assigned mail address with **@istanbul.edu.tr** extension and password, and clicking on “**Sign In**” button, you can have the access to the program.

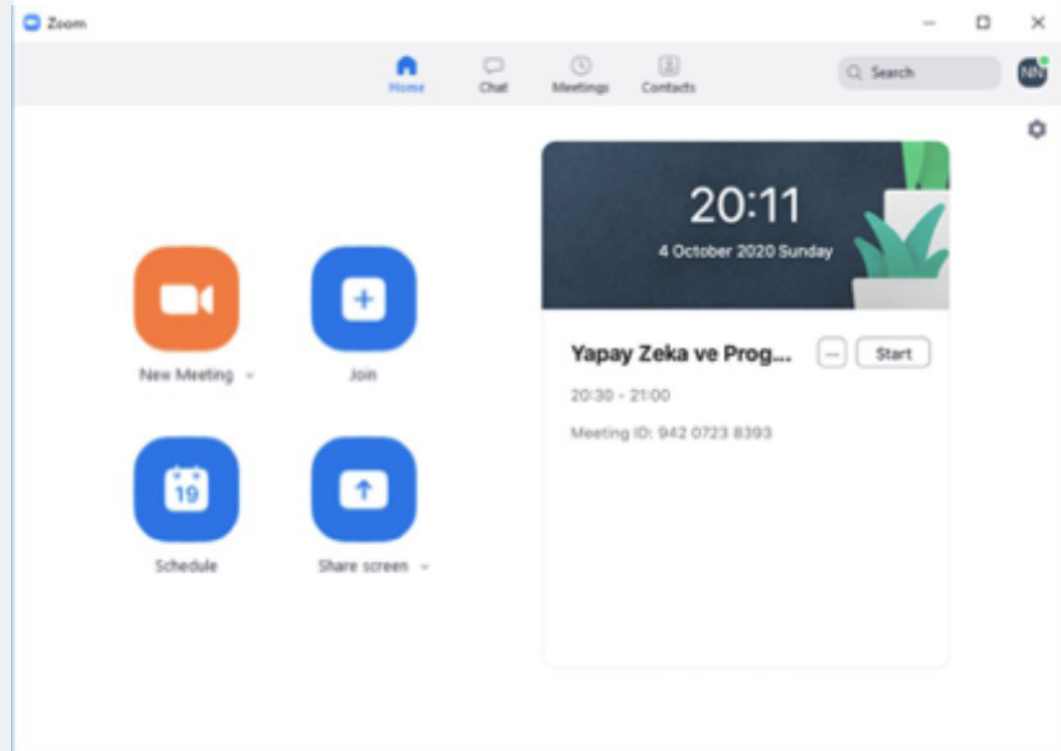


The image shows the Zoom Cloud Meetings sign-in interface. At the top, the title bar reads "Zoom Cloud Meetings". Below it, the heading "Sign In" is displayed. There are two input fields: the first is for the email address, and the second is for the password, labeled "Password" with a "Forgot?" link. To the right of the password field is a "or" separator. Further right are three social login buttons: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". Below the email field is a checkbox labeled "Keep me signed in". A red box highlights the "Sign In" button, with a red arrow pointing to it from the "Keep me signed in" checkbox. At the bottom left is a "< Back" link, and at the bottom right is a "Sign Up Free" link. Red arrows also point to the email and password fields.



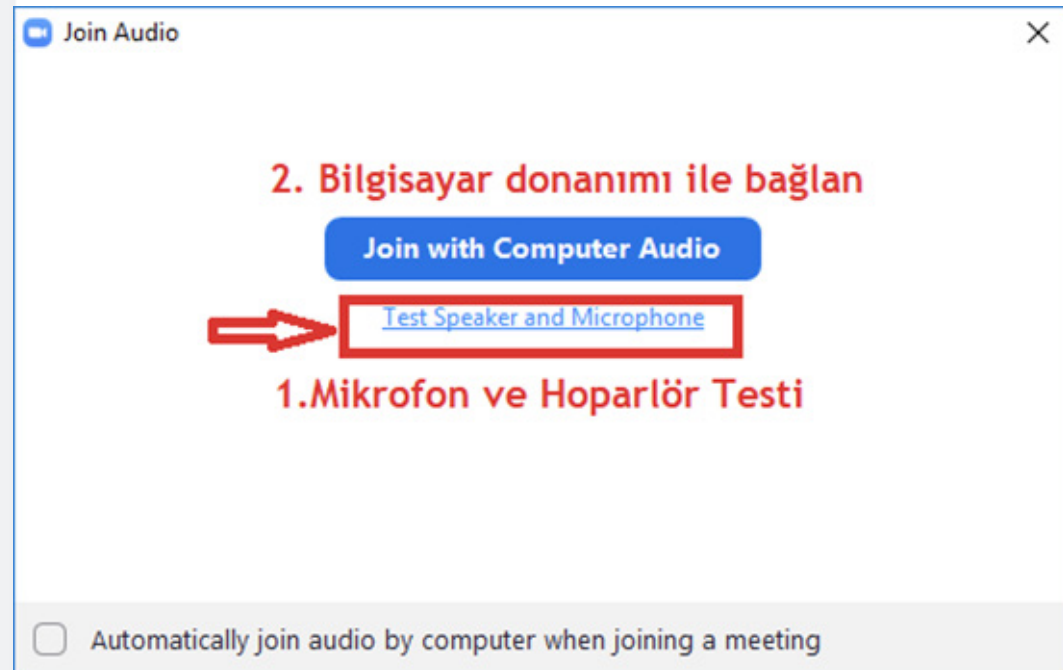
## 2.5. Starting the Lesson

After you successfully access the program, you start your lesson by clicking on “**Start**” button on the “**Meetings**” section assigned to your user name.



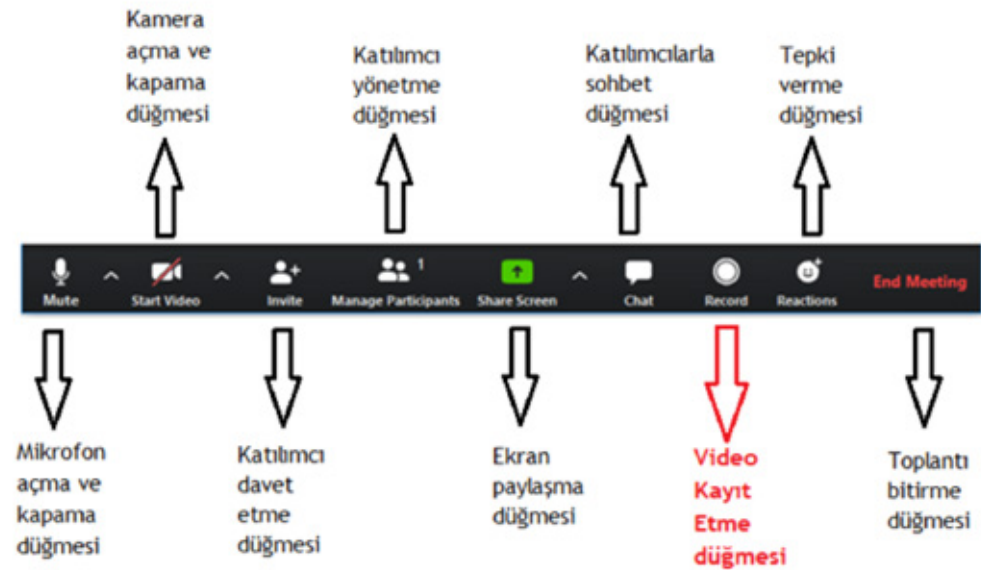
## 2.5. Starting the Lesson

When you click on “**Start**” button for the assigned lesson a new window as in the visual pops up. Using “**Test Speaker and Microphone**” button, you can make sure that your microphone and speaker function properly. If they do so, you click on “**Join with Computer Audio**” and start using the program.



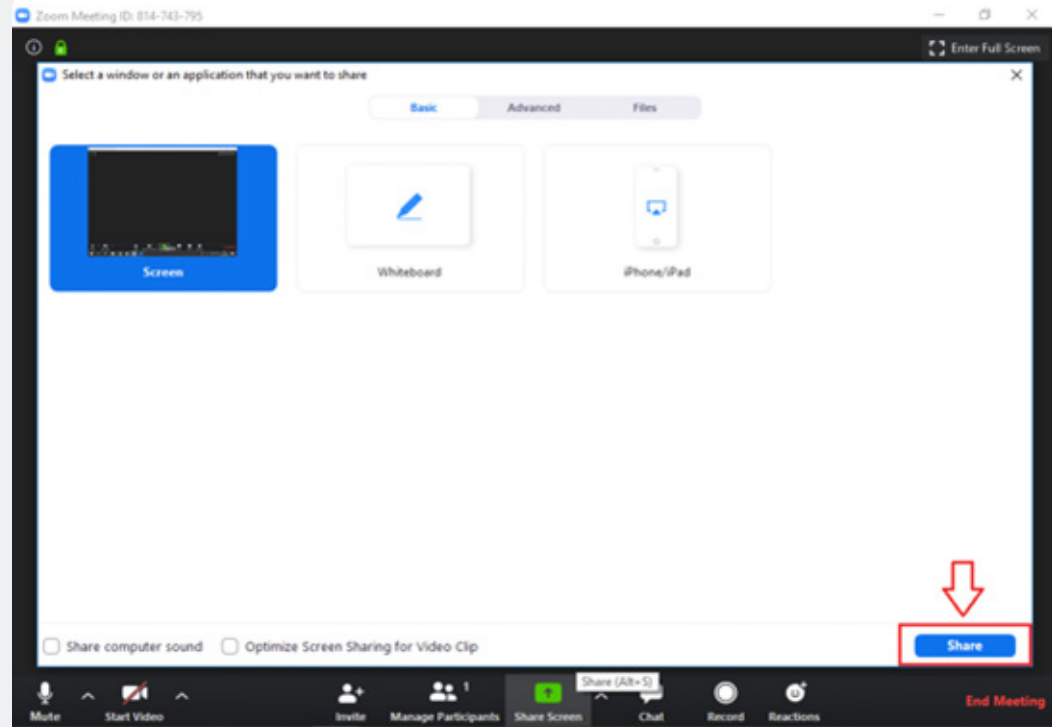
## 2.6. Introducing the Zoom Menu

**Manage Participants** When you click on “Manage Participants” button, a new window will open on the right where you can see a list of the participants. The participants could be admitted or denied access to the meeting. Down below, you can use the button “**Mute All**” to deactivate the participants’ microphones and “**Unmute All**” button to activate them. You can also deactivate all participants’ microphones but one participant in order to give that participant permission to speak. You can do this by clicking on the microphone icon next to the participant’s name.



## 2.7. Share Screen

To share a file or your computer's screen with the participants, click on “**Share Screen**” button. When you click on it a window opens as in the visual. On that window you will see a list of the programs or files that have been opened on your computer. You can choose Screen, Whiteboard or a program and click on “**Share**” button on the right bottom corner. Sharing instantly starts. To stop sharing, click on “**Stop Share**”.

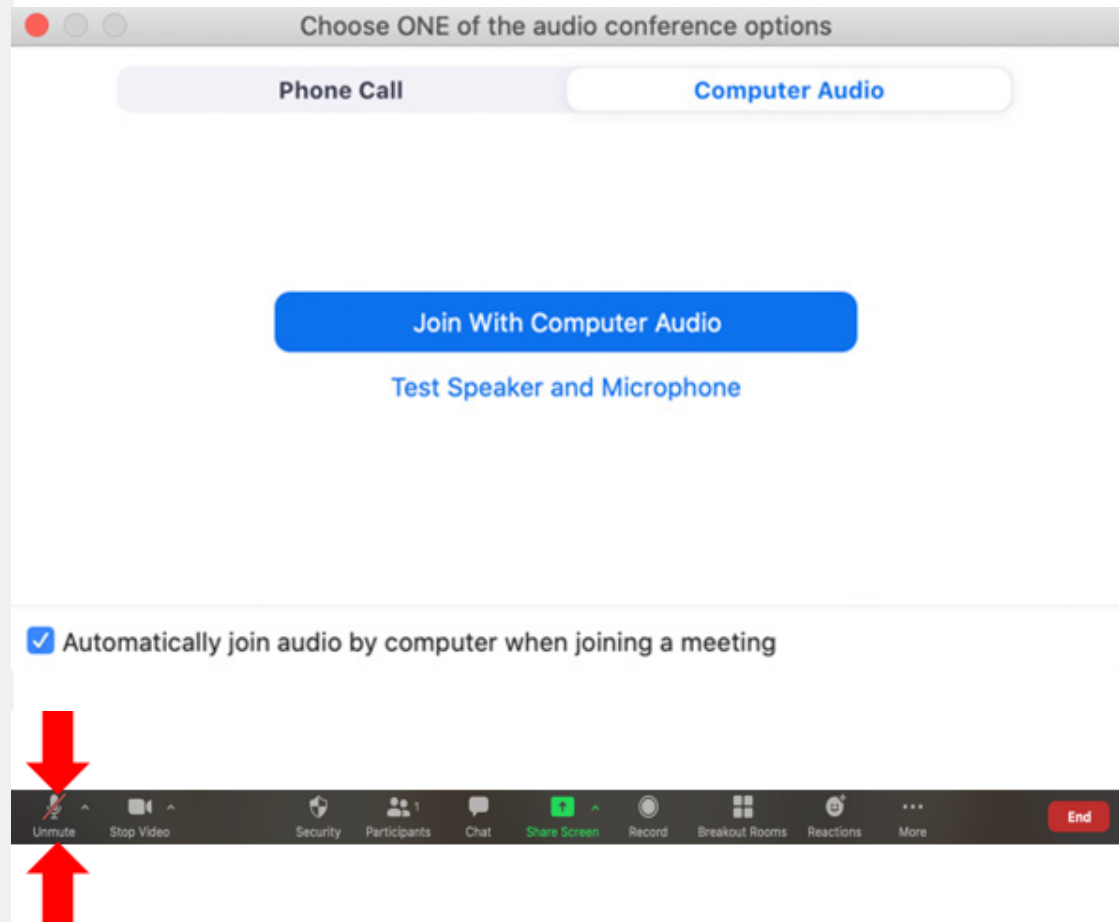




## 2.8. Microphone Turn On – Turn Off

At the beginning of the class, the microphone is started by clicking the “**Join With Computer Audio**” button. By clicking the box next to the warning “**Automatically join audio by computer when joining a meeting**” right at the bottom left of the screen, the microphone is turned on automatically at the beginning of each meeting.

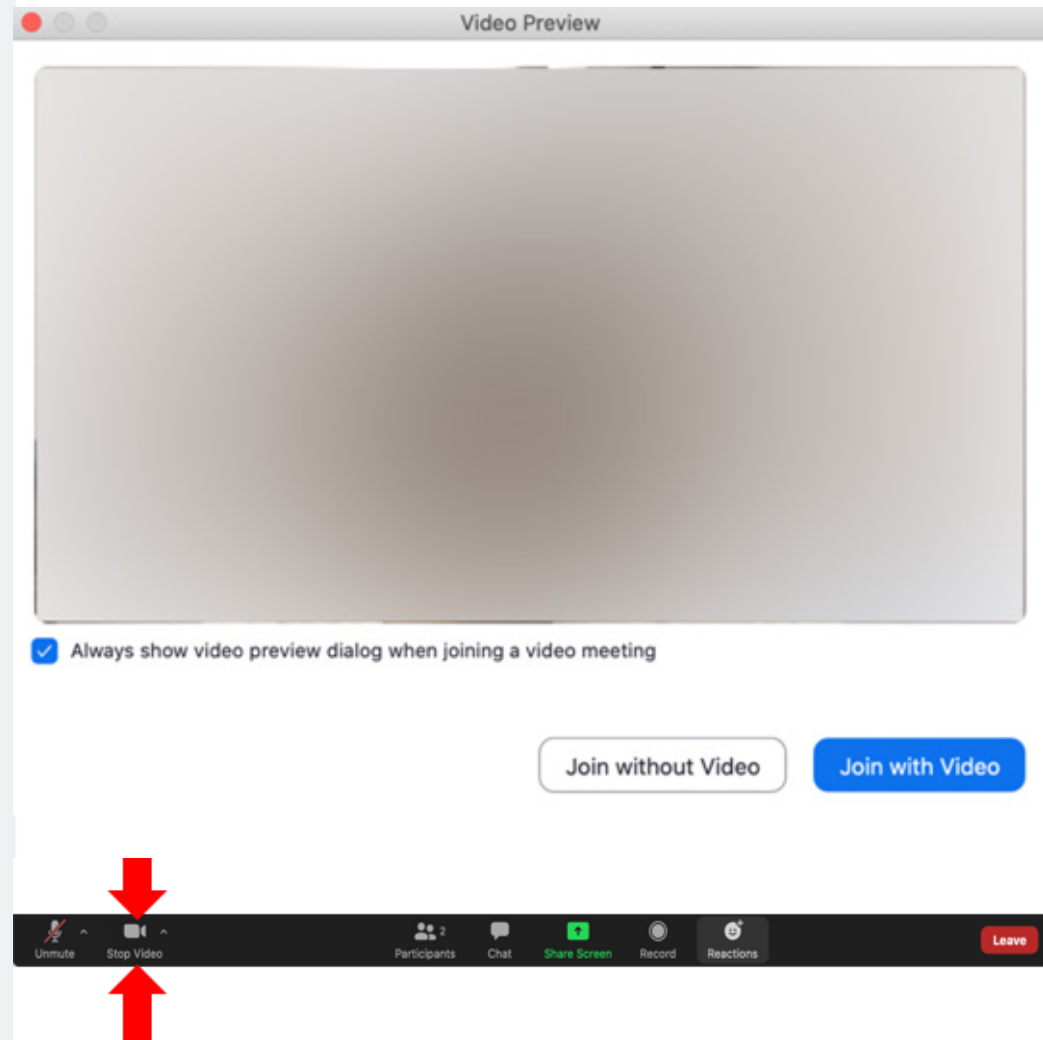
In order to turn off the microphone click on the microphone icon. Click on the same icon again to turn the closed microphone back on.



## 2.9. Camera Turn On – Turn Off

At the beginning of the class the camera is started by clicking the “**Join With Video**” button. Click the “**Join Without Video**” button to participate class without a camera.

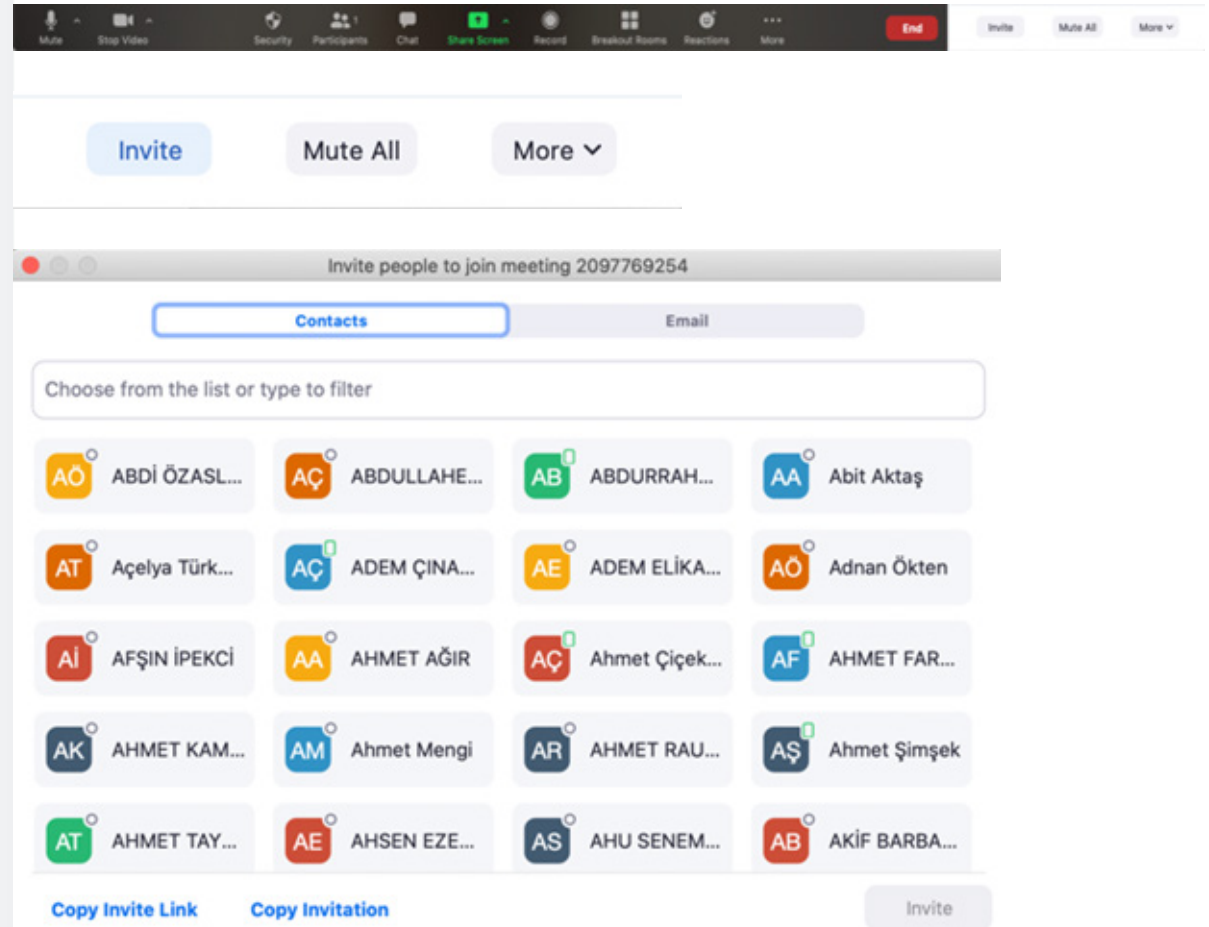
If you want to turn off the camera after attending the class with a camera, click the “**Stop Video**” button next to the microphone button.



## 2.10. Inviting Users

After starting the class, to invite the participant, click on the “**Participants**” button in the picture above and click on the “**Invite**” button just below the screen on the right.

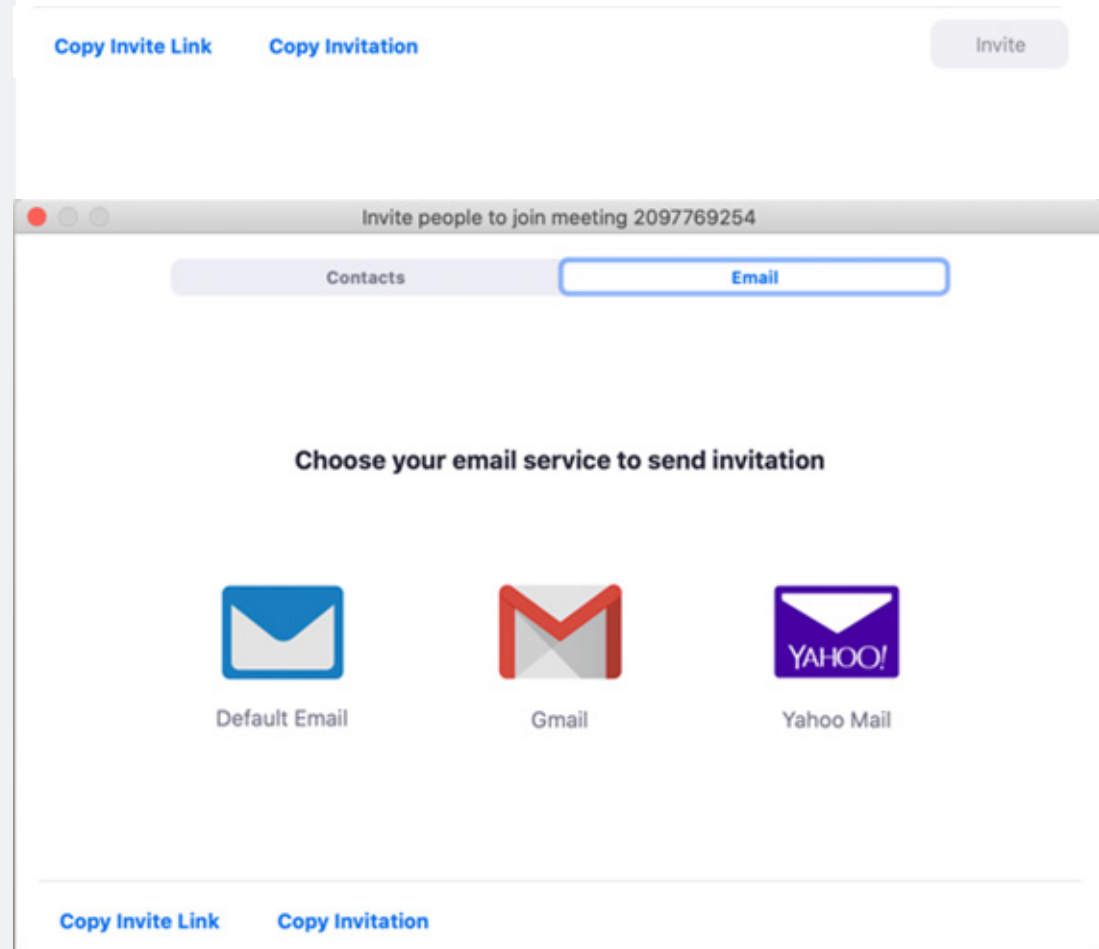
The user can be invited to the class with more than one option. As seen on the screen below, a selection can be made from previously saved contacts under the “**Contacts**” option. Another is by clicking the “**Email**” section and typing the e-mail address of the person to be invited to the class.



## 2.10. Inviting Users

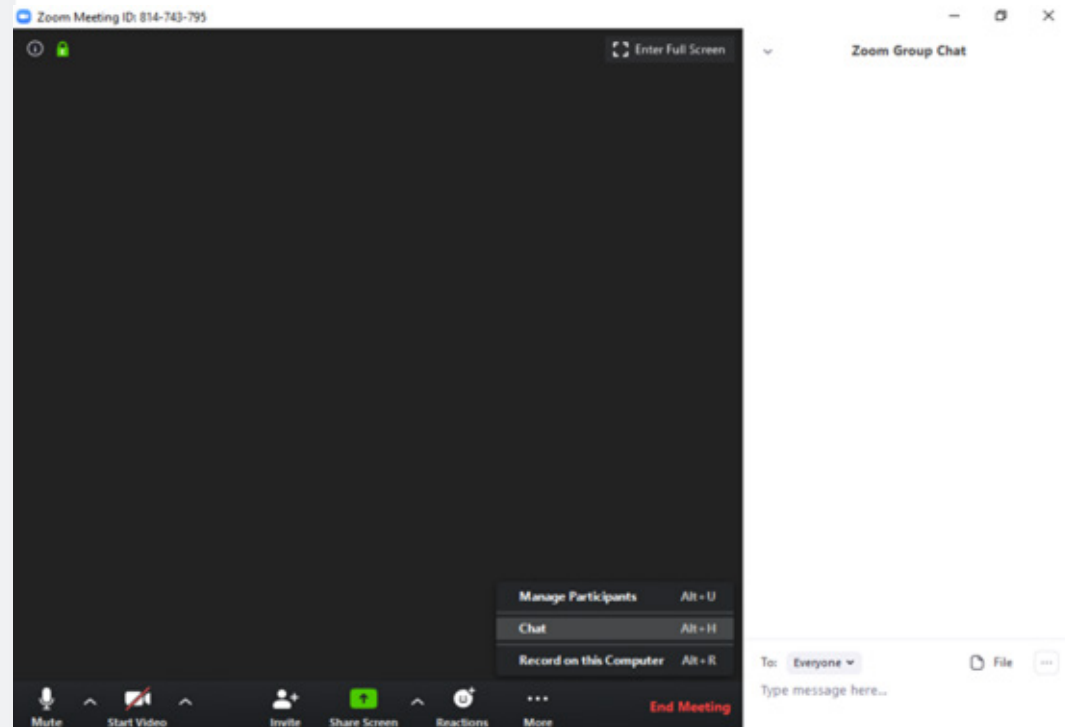
The class link is clicked on the “**Copy Invite Link**” option located at the bottom of the screen and this link is sent to the users who is asked to participate in the class. In the “**Copy Invitation**” option, the text of the invitation to the class is copied and forwarded to the users who are requested to participate in the class.

Another method to be used for class invitations is the “**Email**” option in the picture below. With this option, an invitation is sent to the users by e-mail.



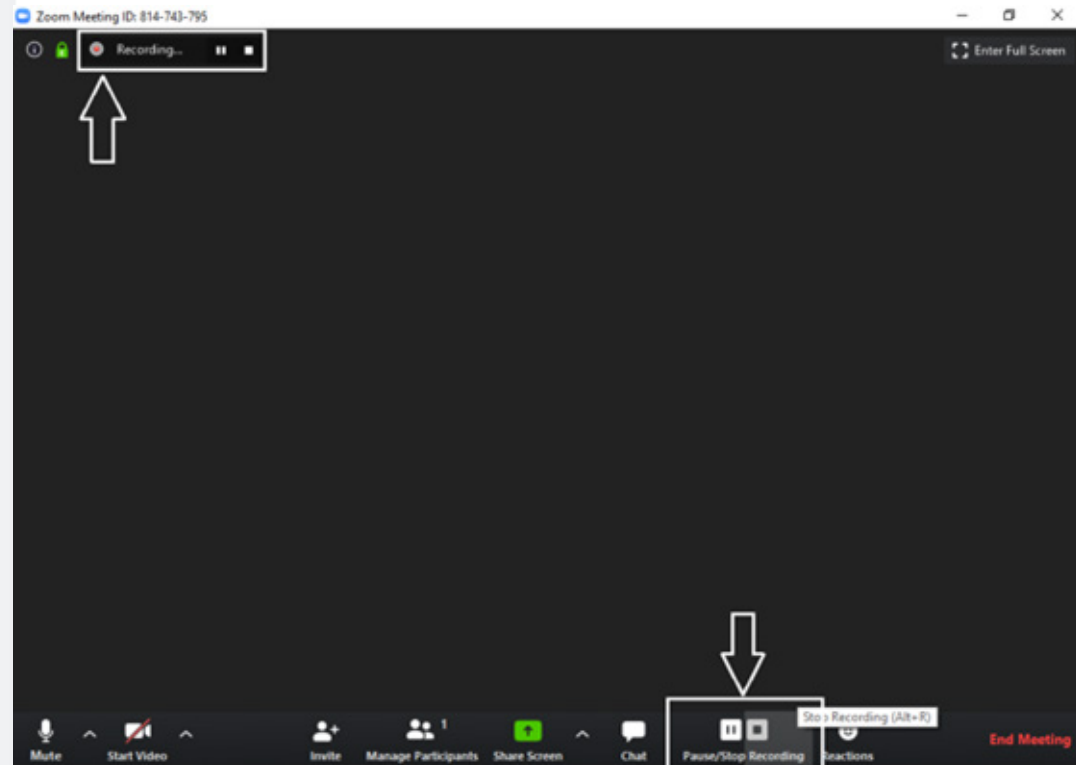
## 2.11. Chat with the Participants

When you click on the “**Chat**” button, a chat window opens on the right. You can write and send messages to all or one particular participant. You can also read what the participants write addressing everyone. If you choose “**To Everyone**” option, messages are sent to everyone. If you click on a participant’s name, you can send your private message to that participant.



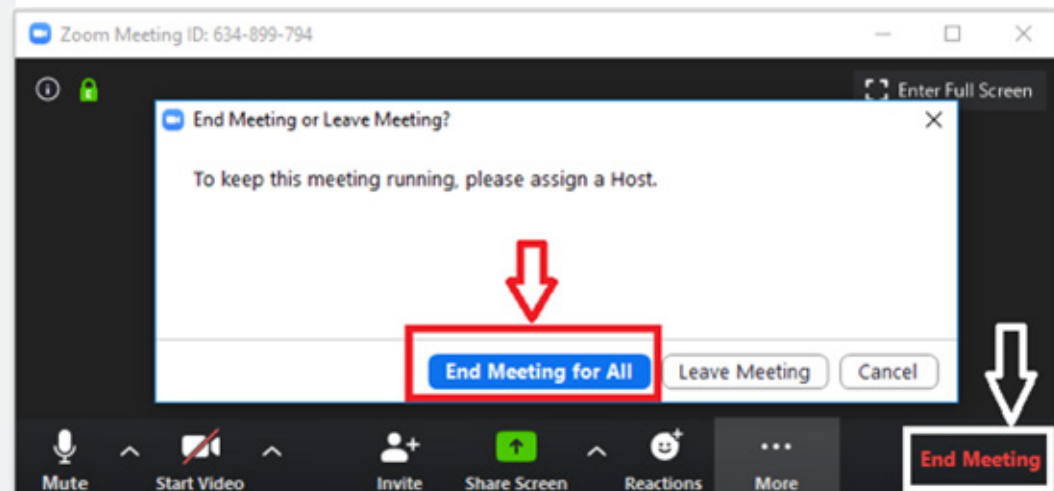
## 2.12. Recording and Ending the Meeting

IU FODE, has designed the system to record all the meetings automatically. Yet, all instructors are required to make sure that the meeting is being recorded by checking whether there is a “**Recording**” alert on the top left corner of the screen and a red light is flashing next to it.



## 2.13. Ending the Meeting

When your lesson is over, click on the “**End Meeting**” button. When you click on it a window opens as in the visual. When you click on the “**End Meeting for All**” button, your teaching session is converted into a video format and saved in our Cloud servers.





## 2.14. DOs and DON'Ts of Using the Zoom Program

- Always access the program using your e-mail address with **@istanbul.edu.tr** extension
- Do not share the meeting link on different digital platforms.
- When sharing screen, make sure you choose the right screen.
- Make sure you are using the latest version of the Zoom program.
- Make sure you have admitted all the participants waiting in the waiting room.
- Turn off the microphone when not in use.
- Turn off the camera when not in use.
- Make sure you do not send your private messages to everyone.
- Try not to share or receive files on Zoom as much as possible.
- Do not admit unidentified participants to your meetings.

