



ALTINBAS UNİVERSİTESİ

**LEARNING MANAGEMENT SYSTEM
USER MANUAL**

**DISTANCE LEARNING RESEARCH AND
APPLICATION CENTRE**



PRELIMINARY INFORMATION ON LEARNING MANAGEMENT SYSTEM (MOODLE)

- Learning Management System (LMS) is an online platform that offers students a variety of activities, including learning materials, assignments, forums, examinations. With the LMS, students can receive feedback on class activities they carry out.
- LMS allows students to have access to course materials anytime, anywhere and from any device.
- Students can interact with instructors through the LMS.
- Altınbaş University Distance Learning Management System is an online platform that provides students with a variety of sources and activities, including learning materials, assignments, and examinations.
- Learning Management System is different from the Student automation system as it works as a platform where students can carry out learning activities.
- You can log in our UZEM (Distance Learning Research and Application Centre) page using your University email/PC usernames and passwords.

INTRODUCTION TO LEARNING MANAGEMENT SYSTEM

- To log in to the Learning Management System, you can visit Distance Learning Research and Application Centre webpage (<http://uzem.altinbas.edu.tr>) and click on the link provided for the LMS login.
- You can log in to the Learning Management System using your University email/PC usernames and passwords.
- To log in, enter you username and password for the login area on the home page of Learning Management System. (Figure 1)



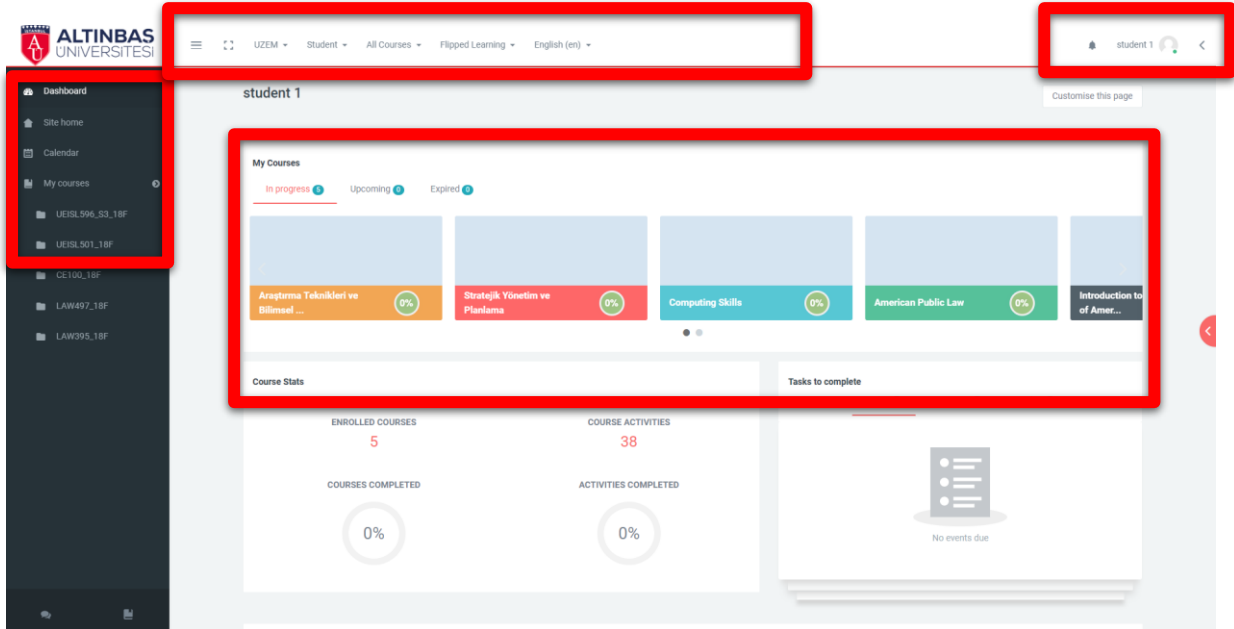


Figure 1: System Login

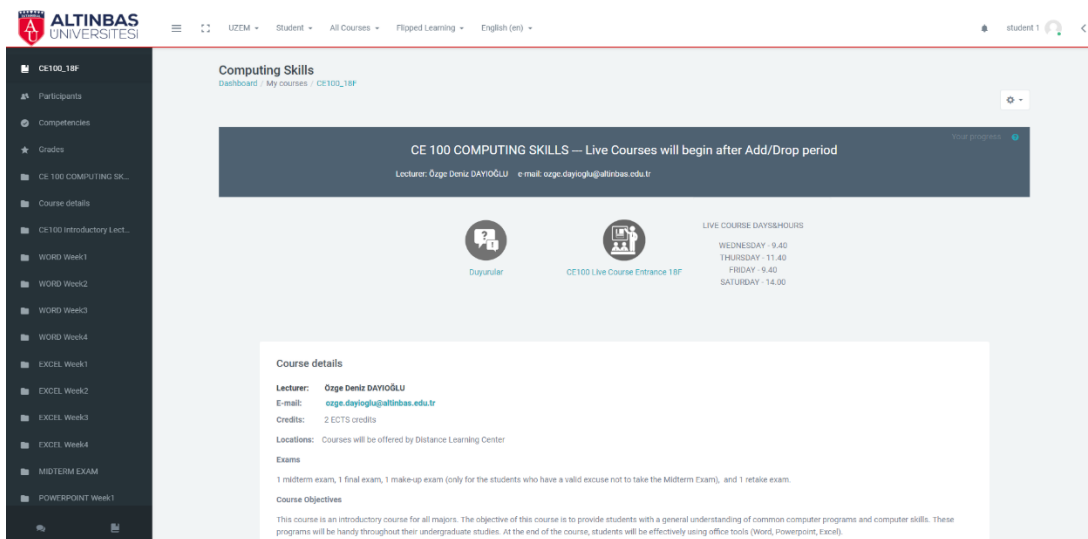
- If you can't remember your password, you can reset it by clicking on “Şifremi unuttum?” (Forgot my password) link.
- If you have trouble logging in, you can contact us at uzem@altinbas.edu.tr for technical support.

LMS USER INTERFACE

- When you log in to the system, you will see a screen as shown below in Figure2. When you log in as student, you can view the help menu, announcements, events calendar, your profile and your current courses as shown below in Figure2.



- To have access to course materials and similar class activities, you can click on the relevant course displayed under “Derslerim” (My Courses).
- When you click on the course name, you will see a screen displaying the course content.



The content of each course you've taken is uploaded to the system by the course instructor.

COURSE SEARCH AND COURSE REGISTRATION

To find your courses, click on the “Tüm Dersler” (All Courses) icon in the bottom left corner of your home page. A new screen will be displayed. Type the name of the course into the search bar you will see at the top right corner of the screen. (Figure 2, Figure 3)

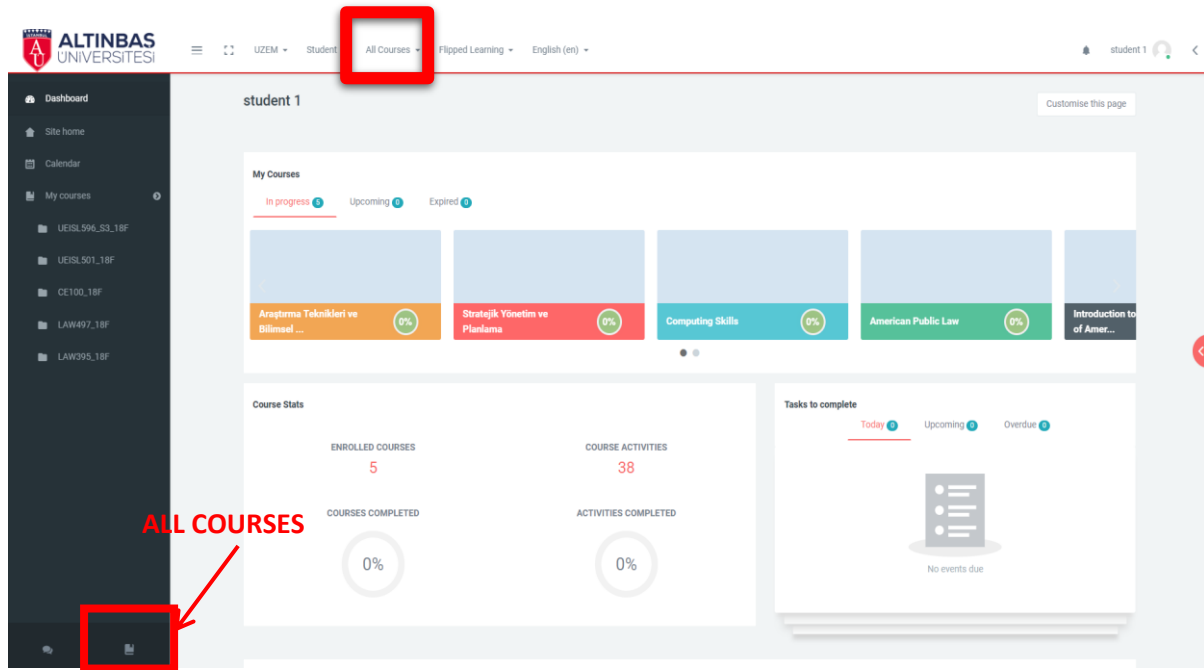


Figure 2: View all courses

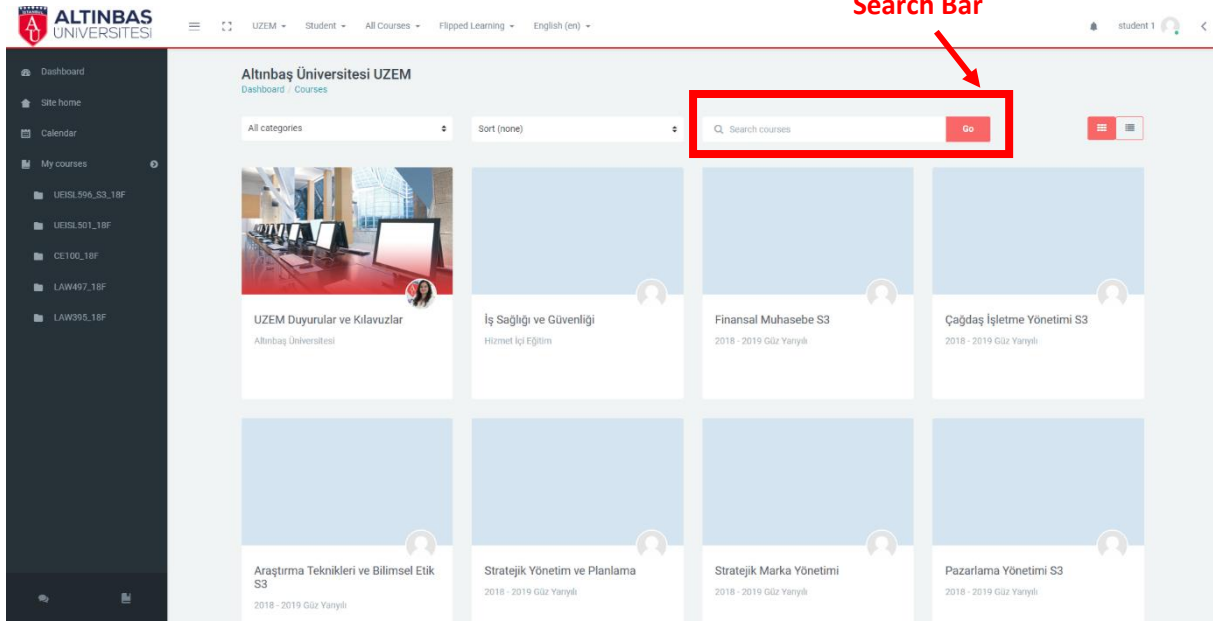


Figure 3: Course Search

Once you find the course you are searching for, click on the name of your course. A new screen will be displayed. To register for your course, click on the “BENİ KAYDET” (Register Here) button you will see in the screen. (Figure 3 & Figure 4)

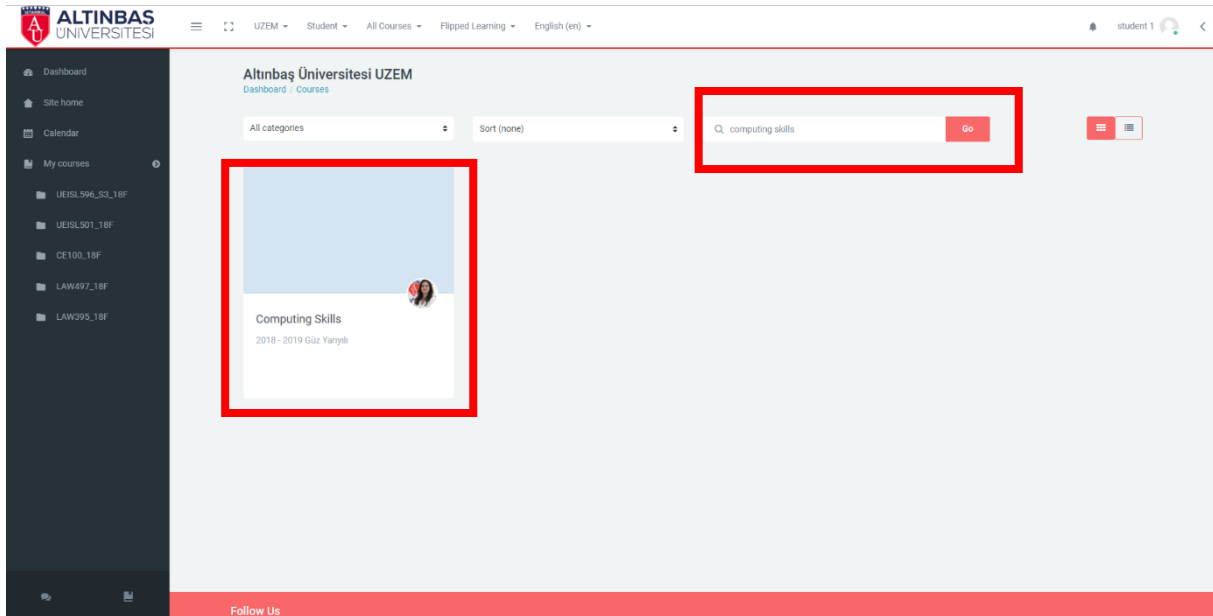


Figure 4: Course Registration

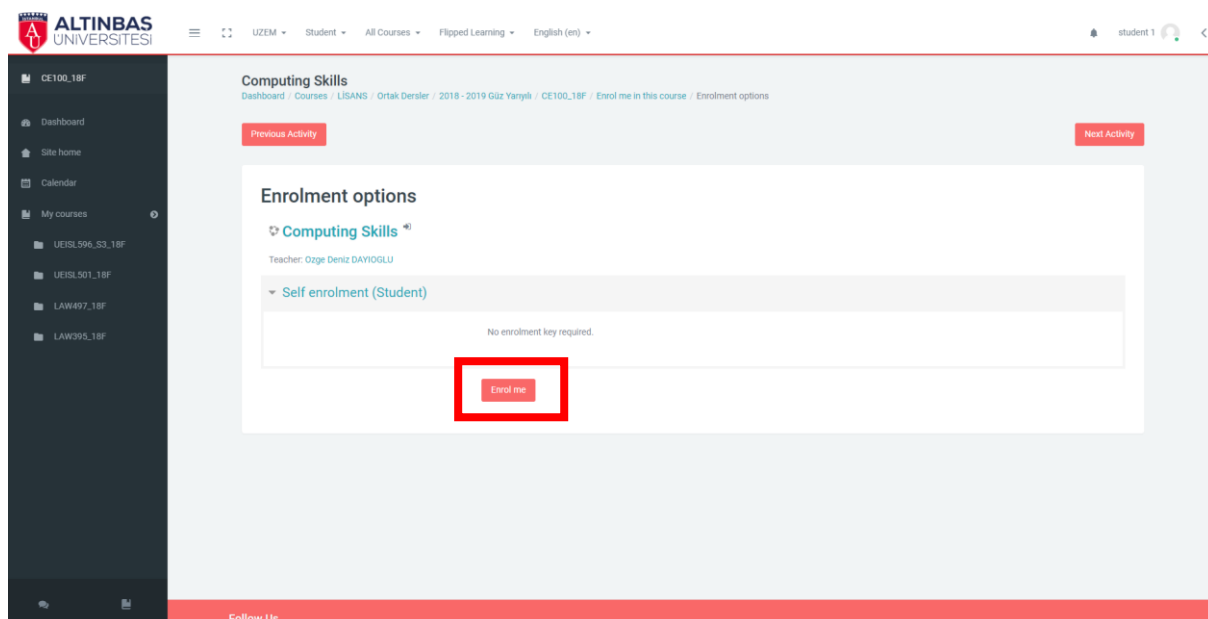
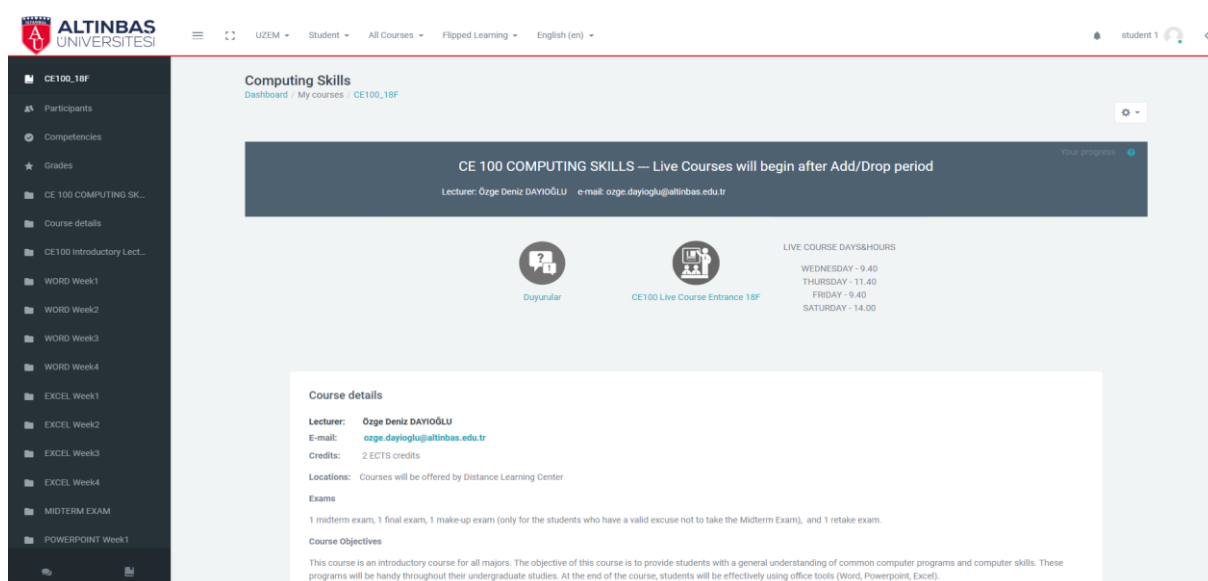


Figure 5: Course Registration

PS: Dear students, you cannot self-register for common courses. Your registration for common courses will be carried out by UZEM.

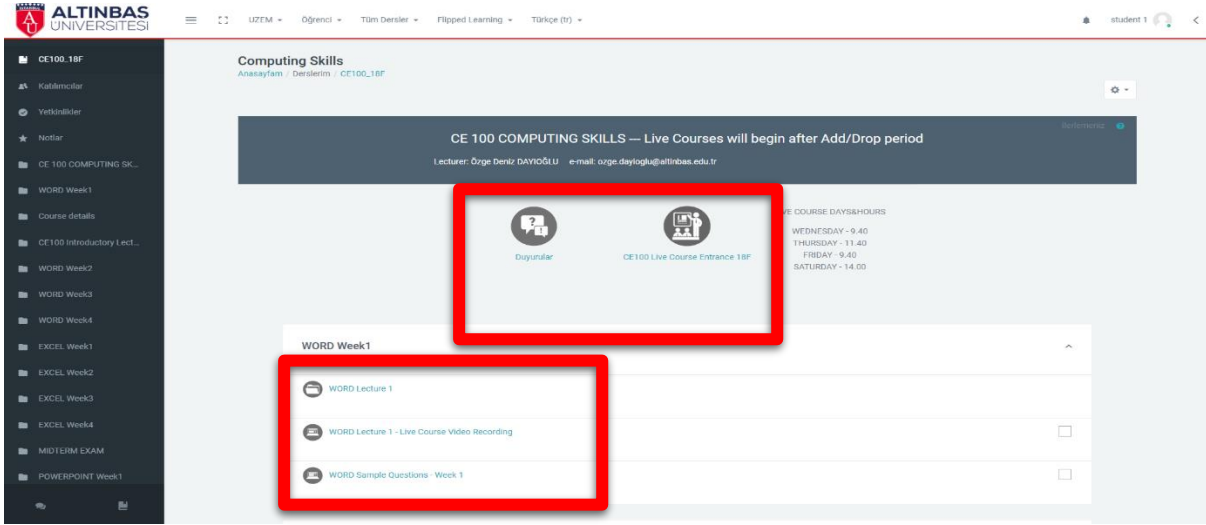
UPDATING YOUR PROFILE

To update your profile, you can click on the Profile (Profil) button in the Seçenekler (Options) tab displayed under your username at the top right corner of the page. To read and reply to messages from course instructors, system administrator or students, click on the “Mesajlar” (Messages) button.



VIRTUAL CLASSROOM

Live online classes require simultaneous participation of all students and instructors. These synchronous courses are taught by our instructors in accordance with a pre-set schedule. To participate in live classes, you will need to log in to the live class screen by clicking on the Canlı Derse Giriş (Live Class Login) link provided in the content section of the relevant course. Virtual classes allow you to directly interact with the instructors. However, to participate, you must log in to the system at the scheduled time. Virtual classes are recorded live so that students who missed the sessions have the opportunity to watch them later. If you missed a class, click on the Canlı Ders Kaydı (live class recordings) button provided for each week, as shown in the figure below.



Canlı derse giriş linki açıldığında aşağıdaki gibi bir görüntü gelecektir. Ve sisteme entegreli olan canlı ders platformuna girişiniz gerçekleşecektir.



ALTINBAŞ
ÜNİVERSİTESİ

**UZAKTAN EĞİTİM UYGULAMA VE
ARAŞTIRMA MERKEZİ**

September 2018

*If you have any questions, please do not hesitate to contact us
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