



INSTRUCTOR USER GUIDE

Version History

Version Number	History	Updated Unit	Explanation
1.0	29.11.2022	Information Systems and Data Analytics Unit	The grid has been created.
1.1	25.04.2024	Information Systems and Data Analytics Unit	The guide has been edited.
1.2	18.06.2025	Information Systems and Data Analytics Unit	The guide has been edited.

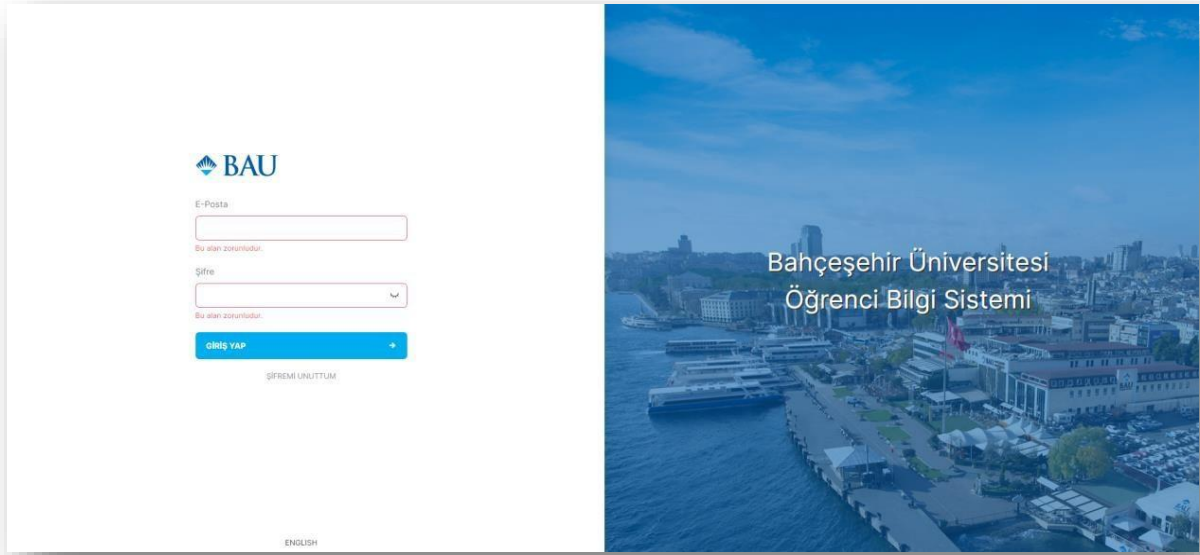
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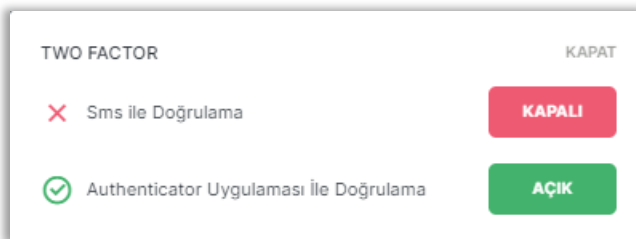
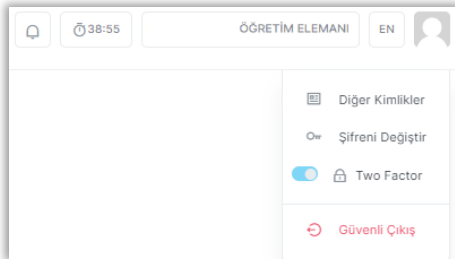
Definitions and Abbreviations

Term-Abbreviation	Explanation
	Unless you press Save on the screens, your information, applications, or requests are not saved.
	Translates pages into English.
	You can return to the homepage by clicking on the logo at the top left of the pages.
	Expands menu.
	Prints page.
	Downloads the data in the results in Excel format.

Home Page



- On this screen, the user is logged in to the system with their e-mail address and password.
- Clicking on "Forgot Password" resets the password with personal or mobile phone information.
- When logging into the system, the generated token (key) remains active for 60 minutes. When prompted with "Your session is about to expire. Do you want to continue?" by clicking on "Continue", as opposed to "End", the current session can be continued by purchasing a new token.
- After logging in to the system, if no activity is registered for 30 minutes, the user must click on "Continue" in order for the session not to be terminated.
- Two different user verifications (two factors) are used in the system for security purposes:



- **Verification via SMS**

When logging into the system, a verification message is sent to the mobile phone registered in the system.

- **Verification with the Authenticator app**

After clicking on the UMIS profile photo, "Verification with the Authenticator app" is selected on the "Two Factor" screen. After downloading the Microsoft Authenticator application to the mobile phone, **you can create an account with your personal e-mail** address (*BAU extension mail should not be used*). After creating an account, "Scan QR Code" is selected on the "Verified IDs" screen. After the QR code scan on the mobile phone is matched with the QR generated in UMIS, the verification process is completed with the 6-digit code created in the authenticator tab.

A. Student Operations

1. Thesis/Project Advisor Application

VIEW COORDINATOR/ ADVISOR APPLICATIONS

58:09

TR

Thesis and Project

○ Applications Pending Approval

● Approved Applications

● Applications Rejected

	PERIOD	DATE OF APPLICATION	TITLE	ADVISOR	STUDENT	STUDENT STATUS	PERIOD/SEMESTER STATUS	APPROVE STEP
SHOW	2024-2025 Spring	23.02.2025	Efficient Communication Strategies for Scalable Federated Learning in Distributed Recommendation Systems			Devam	Devam Eden Öğrenci	Advisor
SHOW	2024-2025 Spring	24.02.2025	Developing an Explainable and Fair Hybrid Recommender System: A Deep Learning Approach			Devam	Devam Eden Öğrenci	Advisor

- The “Pending Approval”, “Approved”, and “Rejected” tabs for thesis/project advisors are shown.
- Students are approved with the "Pending Approval" tab, and cancellation is done with the "Approved" tab.

B. Course Operations

1. General Course Schedule

COURSE SCHEDULE COLUMNS FILTER 57:22 TR

Filter

Academic Year
Select

Semester
Select

Faculty
Select

Department
Select

Program
Select

Instructor
Search

Course
Search

Start Time
--:--

End Time
--:--

Campuses
Select

Buildings
Select

Classroom
Select

Section
Select

Day
Select

Section Status
Active

Additional Instructor
Search

SEARCH

EXCEL

CLEAR

Results

	ACADEMIC YEAR	COURSE CODE	COURSE NAME	SECTION	DAY	START TIME	END TIME	INSTRUCTOR	CLASSROOM NAME	BUILDINGS	CAMPUS NAME
...	2024-2025-Spring	ODY1008	Odyometriye Giriş	901		00:00	00:00		ITSLEARNING1	UE	DISTANCE EDUCATION
...	2024-2025-Spring	ODY1008	Odyometriye Giriş	1		00:00	00:00		ITSLEARNING1	UE	DISTANCE EDUCATION
...	2024-2025-Spring	FTV4911	Graduation Project I	1	Wednesday	12:30	14:20		SYOK GALATA	GALATA	İSTANBUL-GALATA
...	2024-2025-Spring	CNG4101	Communication in Family	1	Thursday	12:30	15:20		B203	B BLOK	İSTANBUL-BEŞİKTAŞ

- Course information is displayed according to the filters selected on Course Operations > General Course Schedule menu.

2. Student Courses

COURSE ANALYSIS REPORT COLUMNS FILTER 53:11 TR

Filter

TC ID Number
1

Student Number
1

Academic Year
Select

Semester
Select

Course Code
1

Course Name
1

Theoric Section
1

Lab Section
1

Language
Select

Course Type
Select

Grading Scale
Select

Slot Type
Select

Credit
-

ECTS Credit
-

Registration Type
Select

Student Status
Select

Semester Status
Select

Faculty
Select

Program
Select

Instructor
Search

Department
Select

Class
Select

Letter Grade
Select

Course Assigner
1

Course Registration Type
Select

Repetition Status
Select

Course Registration Date
mm.dd.yyyy

SEARCH

EXCEL

CLEAR

- Student course status reports are obtained on this screen. After indicating the term/semester, access to a list of enrolled students and their course statistics is available.

3. Exam Request Collection

INSTRUCTOR EXAM DATA COLLECTION

FILTER

52:10

TR

Filter

ID

Instructor

Search

Period

Select

SEARCH

Exam Type

Select

CLEAR

Results

	COURSE CODE	COURSE NAME	INSTRUCTOR	ACADEMIC YEAR	SECTION	PRIVATE CLASSROOM	WILL IT BE IN THE PROGRAM?	EXPLANATION
...	CMP4993	Summer Training		2024-2025 / Spring	1		Yes	TEST
...	COP4436	Samsung Develop. App.for Android Devices		2024-2025 / Spring	1	IDEASC02	Yes	testt

- Exam requests are displayed on this screen.

C. Instructor

1. Grade Entry

GRADE ENTRY

58:57

TR

FINAL GRADE ENTRY

MAKEUP LETTER ENTRY

- Grades are entered on this screen.
- After the relevant course is selected, the evaluation screen appears.

GRADE ENTRY

58:20

TR

Courses

Filter

Seminar

BDA5887

Data Mining

CMP5101

Capstone Project II

SEN4992

Capstone Project II

CMP4992

Formal Languages and Automata Theory

CMP3008

Students

Record not found

- Grade entry for courses is displayed according to the filters selected on the Instructor > Grade Entry menu. At the same time, the home page can be viewed from the shortcut.

2. Survey Results

INSTRUCTOR SURVEY RESULTS

51:32

TR

Filter

Semesters

2024-2025 Spring

Course

Search

Instructor

Search

Faculty

Select

Department

Select

Program

Select

SEARCH

EXCEL

CLEAR

Results

	ACADEMIC YEAR	SEMESTER	COURSE CODE	COURSE NAME	DEPARTMENT	FACULTY	PROGRAM CODE	PROGRAM NAME	INSTRUCTOR	SECTION
...	2024-2025	Spring	COM1006	Art and Visual Culture	DEPARTMENT OF CINEMA AND TELEVISION	SCHOOL OF COMMUNICATIONS	03032101	FILM AND TELEVISION		1
...	2024-2025	Spring	FTV1916	Introduction to Film and TV II	DEPARTMENT OF CINEMA AND TELEVISION	SCHOOL OF COMMUNICATIONS	03032101	FILM AND TELEVISION		1
...	2024-2025	Spring	FTV1916	Introduction to Film and TV II	DEPARTMENT OF CINEMA AND TELEVISION	SCHOOL OF COMMUNICATIONS	03032101	FILM AND TELEVISION		2
...	2024-2025	Spring	FTV1916	Introduction to Film and TV II	DEPARTMENT OF CINEMA AND TELEVISION	SCHOOL OF COMMUNICATIONS	03032101	FILM AND TELEVISION		3

- Survey results are accessed through this screen.
- After performing a search, the desired information is viewed by clicking the “Details” button.

3. Course Schedules

MY COURSE SCHEDULE							
50:12 TR							
Week							
Monday 5	Tuesday 6	Wednesday 7	Thursday 8	Friday 9	Saturday 10	Sunday 11	
08:00			No Event		No Event	No Event	
08:30		GLT705 08:30 - 11:20 Practicum in Cinema (FTV3971) Section: 1					
09:00							
09:30	GLT702 09:30 - 12:20 Film Theory (FTV2914) Section: 2						
10:00							
10:30							
11:00							
11:30							
12:00	GLT705 11:30 - 14:20 Art and Visual Culture (COM1006) Section: 1	GLT705 11:30 - 14:20 Art, Culture and Society (VCD1112) Section: 1					
12:30							
13:00							
13:30							
14:00							
14:30							
15:00				MS TEAMS 14:30 - 17:20 Fashion and Media (GEP1623) Section: 1			
15:30	GLT705 15:30 - 18:20 Film Theory (FTV2914) Section: 1						
16:00							
16:30							
17:00							
17:30							
18:00							
18:30							
19:00							
19:30	GLT601 19:00 - 22:00 Theories of Cinema, Media and Culture II (CMR6002)						
20:00							

- The weekly course schedule is viewed on this screen.

4. Exam Schedule

EXAM SCHEDULE		FILTER				53:01		TR			
Filter											
Date		Start Time		End Time							
mm.dd.yyyy		12:30		12:30		SEARCH					
Exam Type						CLEAR					
Select						EXCEL					
Results											
	DATE	START TIME	END TIME	COURSE CODE	COURSE NAME	CLASSROOMS	EXAM TYPE	EXAM OBSERVERS			
Record not found											
20						0 - 0, 0 << < > >>					

- This screen allows access to exam schedules.

5. Advising

ADVISED OF STUDENTS



49:27

TR



Filter

Name

Surname

Student No

Program

Class

Select

SEARCH

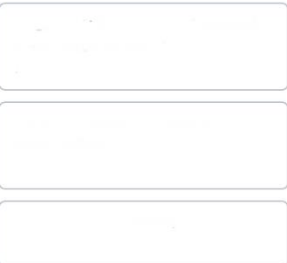
EXCEL

CLEAR

NAME 

STUDENT NO 

ABDALLAH RAMZY ABDELMONEM ABDELFADIL ELBOHY



Student No

E-Mail

Gsm No

Class

Tez Aşaması

Student Status

Semester Status

Faculty Name

Program Name

COMPUTER ENGINEERING (ENGLISH, THESIS)

CGPA

Credits Earned

ECTS Credits Earned

Payment Status

There is

SLOTS→

TRANSCRIPT→

COURSE SCHEDULE→

EXAM SCHEDULE→

- This screen provides access to the list of students who are advisors. It is filtered according to the program in which the student is enrolled.
- When the student is selected, the relevant information appears on the screen.
- From the abovementioned information screen, students' slot information is accessed by clicking on the "Slots" button; students' transcript documents are uploaded to the computer with the "Transcripts" button. Course and exam schedules are also viewed here.

6. My Courses

INSTRUCTOR COURSES TITLE

44:40

TR

Semester

2024-2025 Spring

CMP5888-2

Master Thesis

CMP5888-1

Master Thesis

CMP5887

Seminar

BDA5888-2

Master Thesis

BDA5888-1

Master Thesis

BDA5887

Seminar

CMP5101

Data Mining

SEN4992

Capstone Project II

CMP4992

Capstone Project II

CMP3008

Formal Languages and Automata Theory

- Detailed information about the courses offered during the semester is accessed on this screen.
- When a course is selected, course information is displayed.
- This information is available on the "Section" screen containing the Student List, Student List with Pictures, Attendance Entry, Grade Entry, and relevant documents (Attendance Lists, Excel sheets, Absenteeism Reports).

COURSE INFORMATION
CLOSE

Course Information

Faculty
GRADUATE EDUCATION INSTITUTE DIRECTORATE

Program
COMPUTER ENGINEERING (ENGLISH, THESIS)

Course Code
CMP5101

Course Name
Data Mining

Credit	ECTS Credit	Theoretical	Practical
3.0	8.0	3.0	0.0

Section
1

Semester
2024-2025 Spring

Staff

Instructor
-

Processes

STUDENT LIST (WITH PHOTO)

ATTENDANCE ENTRY

GRADE ENTRY

STUDENT LIST

DOCUMENTS

LMS

7.1. Attendance Entry

- Attendance is entered after selecting the relevant course on this screen.
- After selecting a course, attendance is entered for the relevant date on the screen.
- The “Save” button must be clicked to record attendance entries after the date is selected.

PREP ATTENDANCE ENTRY

🔔
🕒 39:47
🔍
TR
👤

Sections

Filter

Master Thesis

CMP5888-2 Section: 506

Master Thesis

CMP5888-1 Section: 515

Week / Date

1 Week 17.02.2025 Date

2 Week 24.02.2025 Date

3 Week 03.03.2025 Date

Students

STUDENT NO	STUDENT	MASS POLLING SELECTION
		☐ PRESENT ☐ ABSENT
		☐ Present ☒ Absent

SAVE

7.2. Documentation

The screenshot shows a web interface for course information. A modal window titled "DOCUMENTS" is open in the center, featuring three buttons: "ATTENDANCE LIST", "EXCEL", and "ABSENCE REPORT". The background interface includes a "COURSE INFORMATION" header with a "CLOSE" button. Below the header, there are sections for "Course Information" (Faculty: GRADUATE EDUCATION INSTITUTE DIRECTORATE, Program: COMPUTER ENGINEERING, Course Code: CMP5888-2, Credit: 0.0, ECTS Credit: 30.0, Section: 506, Semester: 2024-2025 Spring) and "Staff" (Instructor: -). At the bottom right, there are buttons for "STUDENT LIST", "DOCUMENTS", and "LMS".

- Attendance Lists, Excel sheets, and Absence Reports are available on this screen for the selected courses.
- Attendance Lists are sorted by Student Number or Student Name and uploaded to the computer as a PDF file.
- The "Excel" option uploads an Excel sheet of detailed information including the program in which the student is enrolled, the date of registration for the course, final and make-up grades, etc.
- Absenteeism entries are uploaded to the computer in Excel format in the Absenteeism Report.

7. Advisor Exam Schedule

EXAM SCHEDULE FILTER 53:01 TR

Filter

Date
mm.dd.yyyy

Start Time
12:30

End Time
12:30

Exam Type
Select

SEARCH
CLEAR

EXCEL

Results

DATE	START TIME	END TIME	COURSE CODE	COURSE NAME	CLASSROOMS	EXAM TYPE	EXAM OBSERVERS
Record not found							

20 0 - 0, 0 << < > >>

- Exam information is viewed on this screen throughout the semester.
- The report for the selected exam will be uploaded in PDF format and will include either the total list of students who will sit the exam, or a condensed list from a particular department.

8. Make-up Exam Student List

MY MAKEUP EXAMS COLUMNS 35:14 TR

EXCEL

Exams

COURSE NAME	STUDENT NO	NAME	SURNAME	FINAL LETTER GRADE	LETTER GRADE	IS TAKE EXAM
Record not found						

20 0 - 0, 0 << < > >>

- Make-up exam student lists are viewed throughout the semester on this screen.
- A detailed list is uploaded to the computer in Excel format by clicking on the “Excel” button.

9. My Observers

MY_OBSERVER COLUMNS 33:40 TR

Filter

Exam Date
mm.dd.yyyy

Start Time
12:30

End Time
12:30

Exam Type
Select

SEARCH
EXCEL
CLEAR

Results

COURSE CODE	COURSE NAME	CLASSROOM	INSTRUCTOR	START TIME	END TIME	DATE	EXAM TYPE
Record not found							

0 - 0, 0 << < > >>

- Through this screen, detailed information about the exam dates and location for faculty members assigned as observers during the semester exams can be accessed.

D. System

1. My Jobs

MY JOBS COLUMNS FILTER 13:06 TR

Filter

ID

Name

SEARCH
CLEAR

Results

ID	NAME	REQUEST_DATA_COUNT	SUCCESS_DATA_COUNT	FAILED DATA COUNT
Record not found				

20 0 - 0, 0 << < > >>

- The user views the actions they have performed within the system through this screen.

2. Grading Systems

GRADING_SYSTEMSFILTER26:05TR

Filter

QX

Results

	ID	NAME	NAME (EN)	STATUS
...	1	A+/-	A+/-	Active
...	2	CAE	CAE	Active
...	3	D+/-	D+/-	Active
...	4	EX	EX	Active
...	5	HRC	HRC	Active
...	6	L+/-	L+/-	Active
...	7	ORT	ORT	Active
...	8	P/F	P/F	Active
...	9	S,U,CN,PR	S,U,CN,PR	Active

- Information on the grading system and scales applied in the university (5-point system, 20-point system, etc.) is presented on this screen.