

Login



Bilkent University

Login : TA Management System

Bilkent ID

Bilkent id

Password

Password



[Forgot Password?](#)

Login

Don't have an account yet? [Sign Up](#)

[Forget password](#)



Bilkent University

Forget Password

Please Select Your Account Type

Student -- or -- TA

Personnel -- or -- Instructor

Forget password email verification



Bilkent University

Forget Password



Send Recovery Code by E-mail

You can also login to TMS to update your
password and password recovery information.

,
enter code



Bilkent University

Password Recovery System

Enter the code

OK

new password



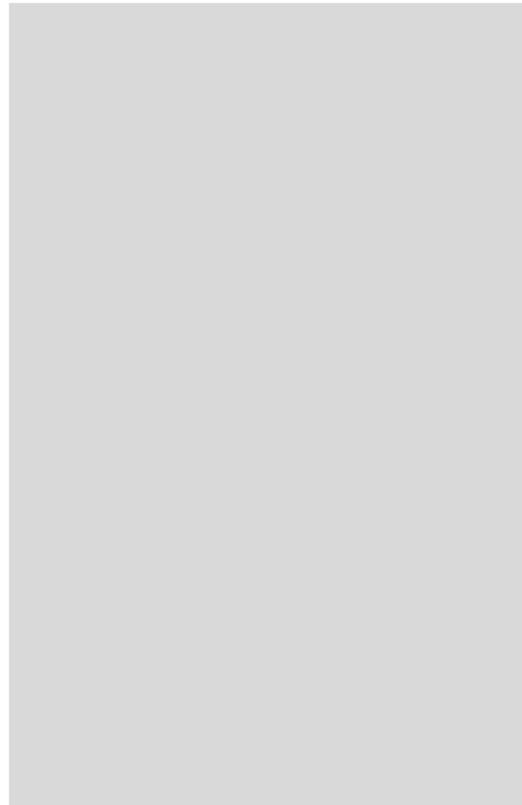
Bilkent University

Password Recovery System

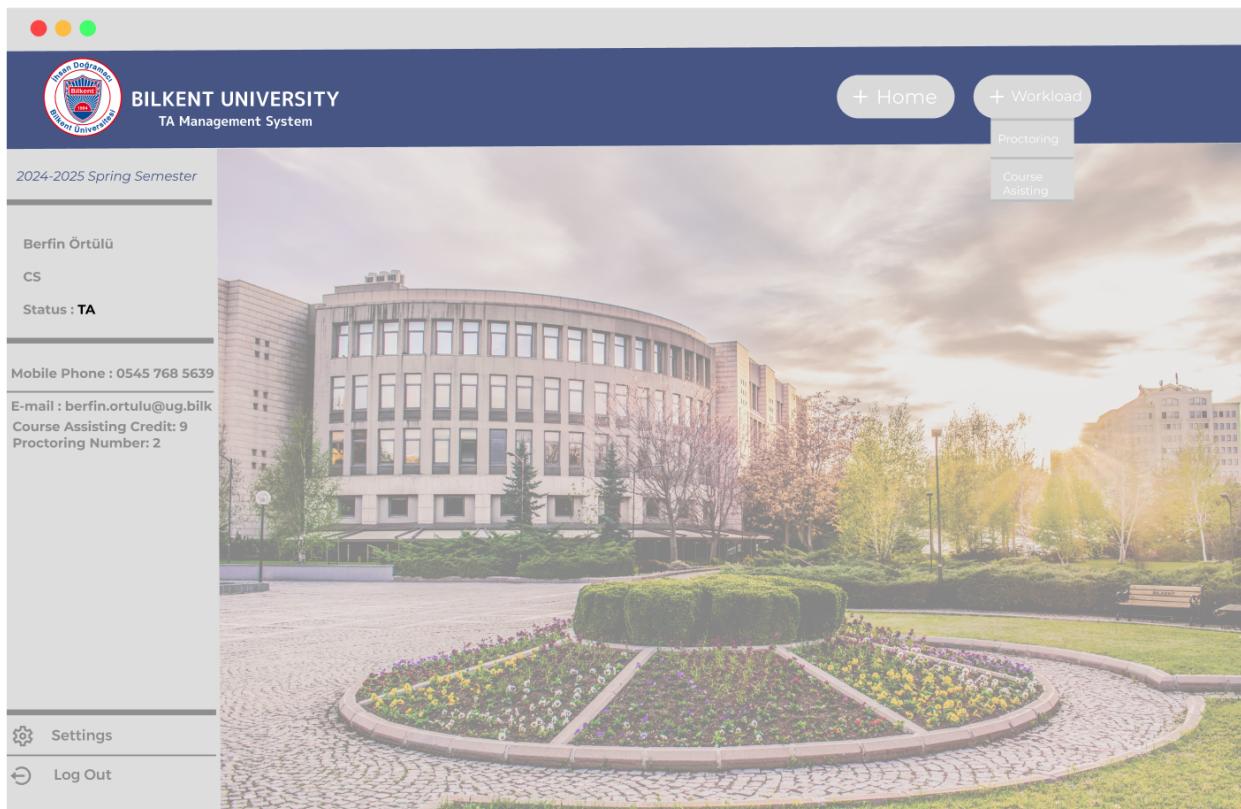
Enter Your New Password

Enter Again

Confirm

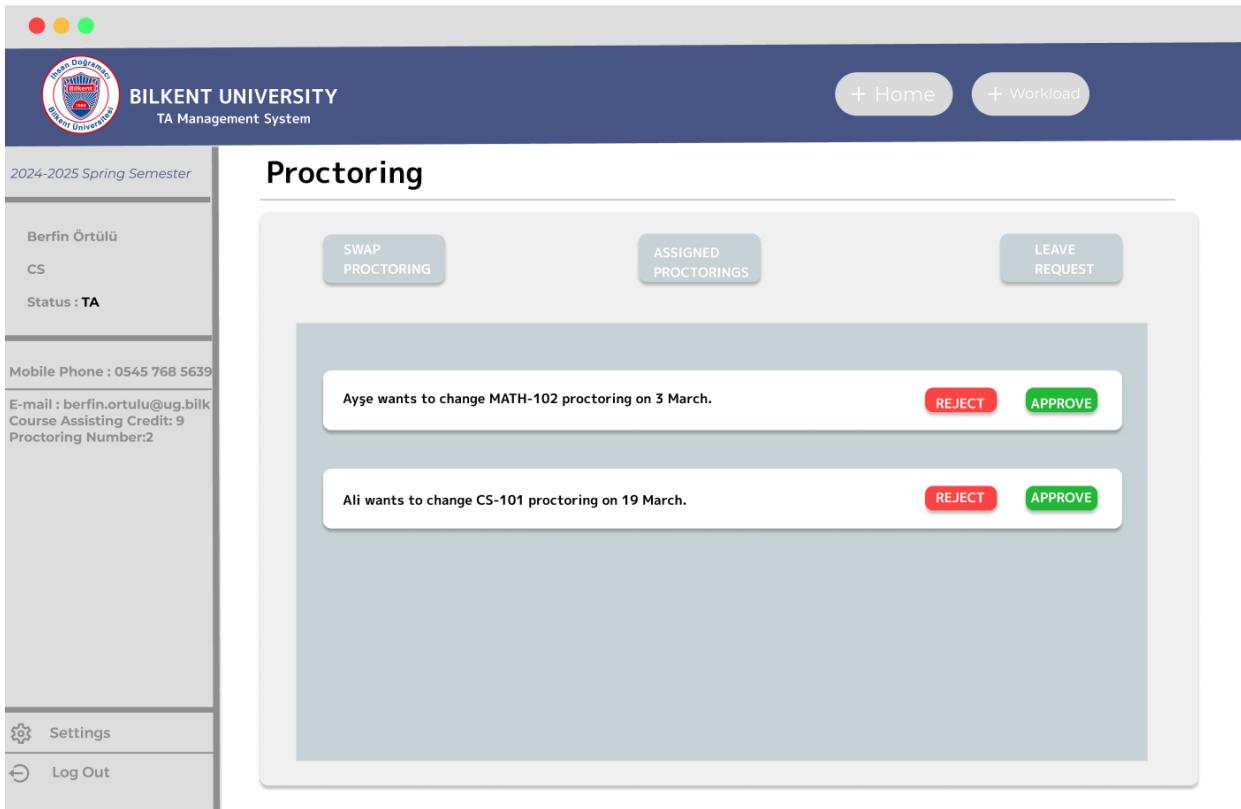


TA MAIN PAGE



The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university's logo, "BILKENT UNIVERSITY", and "TA Management System". Below the header, a banner displays "2024-2025 Spring Semester". On the left side, a sidebar contains user information: "Berfin Örtülü", "CS", "Status : TA", "Mobile Phone : 0545 768 5639", "E-mail : berfin.ortulu@ug.bilk", "Course Assisting Credit: 9", and "Proctoring Number: 2". There are also "Settings" and "Log Out" buttons. The main content area features a large image of a modern university building complex with a circular flower bed in the foreground.

TA Proctoring



The screenshot shows the "Proctoring" section of the system. It features three buttons at the top: "SWAP PROCTORING", "ASSIGNED PROCTORINGS", and "LEAVE REQUEST". Below these buttons, two requests are listed in boxes:

- A request from "Ayşe" to change the proctoring for "MATH-102" on "3 March". It includes "REJECT" and "APPROVE" buttons.
- A request from "Ali" to change the proctoring for "CS-101" on "19 March". It includes "REJECT" and "APPROVE" buttons.

The sidebar on the left remains the same as the main page, showing the user's profile and contact information.

TA Assigned Proctorings

The screenshot shows a web-based application interface for managing TA assignments. At the top, there is a header bar with the Bilkent University logo, the text "BILKENT UNIVERSITY TA Management System", and two buttons: "+ Home" and "+ Workload". Below the header, the main content area has a title "Proctoring". On the left side, there is a sidebar with user information: "2024-2025 Spring Semester", "Berfin Örtülü", "CS", "Status : TA", "Mobile Phone : 0545 768 5639", "E-mail : berfin.ortulu@ug.bilk", "Course Assisting Credit: 9", and "Proctoring Number: 2". On the right side, there are three buttons: "SWAP PROCTERING", "ASSIGNED PROCTORINGS", and "LEAVE REQUEST". Below these buttons, there are two notifications: one for "Math 202 proctoring" assigned on MARCH 19 at 17:40 with a "SWAP" button, and another for "CS 315 proctoring" assigned on APRIL 25 at 18:30, noting it was swapped on FEB. 12, also with a "SWAP" button.

TA Leave Request

The screenshot shows a web-based application interface for managing TA assignments at Bilkent University. At the top, there is a header bar with the university's logo, name, and a navigation menu. Below the header, a sidebar on the left provides user information and navigation links. The main content area is titled "Proctoring" and contains three buttons: "SWAP PROCTERING", "ASSIGNED PROCTORINGS", and "LEAVE REQUEST". A large, rounded rectangular box is centered, containing a form for entering a leave request. The form includes fields for "From" and "To" email addresses, a message body, and a "SEND" button.

Bilkent University
TA Management System

+ Home + Workload

2024-2025 Spring Semester

Berfin Örtülü
CS
Status : TA

Mobile Phone : 0545 768 5639
E-mail : berfin.ortulu@ug.bilkent.edu.tr
Course Assisting Credit: 9
Proctoring Number: 2

Settings Log Out

Proctoring

SWAP PROCTERING ASSIGNED PROCTORINGS LEAVE REQUEST

Enter Date to Leave:

From : berfin.ortulu@ug.bilkent.edu.tr

To : begum.cinar@ug.bilkent.edu.tr

Begüm Hocam ,
I want to drop my Math 230 proctoring on 3 March 15:30.

Add file if necessary

SEND

TA Submit Course Assisting Task

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY", and "TA Management System". Below the header, a sidebar on the left displays user information: "2024-2025 Spring Semester", "Berfin Örtülü", "CS", "Status : TA", "Mobile Phone : 0545 768 5639", "E-mail : berfin.ortulu@ug.bilkent.edu.tr", "Course Assisting Credit: 9", and "Proctoring Number: 2". The main content area is titled "Course Assisting" and contains a form for submitting a task. The form includes a section for "Choose Work Type" with options: Labwork, Grading, Recitation, Office Hour, and Other. Below this is a "Enter Comment:" field with a message box containing an email message from Berfin to Eray Tuzun, confirming the completion of a CS 319 quiz grading. The message box includes fields for "From" (berfin.ortulu@ug.bilkent.edu.tr), "To" (eray.tuzun@ug.bilkent.edu.tr), and a signature for Berfin. A yellow "SUBMIT" button is located at the bottom right of the comment area.

Course Instructor Main Page

The screenshot shows the Bilkent University TA Management System interface, specifically the Course Instructor Main Page. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY", and "TA Management System". Below the header, a sidebar on the left displays user information: "2024-2025 Spring Semester", "Eray Tuzün", "CS", "Status : Course Instructor", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". The main content area features a large image of a modern university building complex with a circular flower bed in the foreground. On the right side of the header, there are three buttons: "+ Home", "+ Exam", and "+ Workload". Under each button, there is a dropdown menu with additional options: "+ Home" has "Define new exam", "Assign Student to Exam Classroom", and "Change exam info"; "+ Exam" has "Leave Requests" and "Assign course assisting task"; "+ Workload" has "Notifications". The bottom of the page includes standard navigation links: "Settings" and "Log Out".

COURSE INSTRUCTOR DEFINE EXAM

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and three buttons: "+ Home", "+ Exam", and "+ Workload". On the left side, there is a sidebar with the following information:

- 2024-2025 Spring Semester
- Eray Tüzün
- CS
- Status: Course Instructor
- Mobile Phone : 0545 768 5639
- E-mail: eray.tuzun@ug.bilkent.edu.tr

At the bottom of the sidebar are two buttons: "Settings" and "Log Out". The main content area is titled "DEFINE EXAM" and contains a form titled "Define Exam". The form has six input fields arranged in a grid:

Choose Course: <input type="text" value="Enter course name"/>	Choose Date / Time: <input type="text" value="Enter date"/> / <input type="text" value="Enter time"/>	Choose Sections: <input type="button"/>
Choose Exam Duration: <input type="text" value="Enter duration"/>	Choose Exam Type: <input type="text" value="Enter exam type"/>	Enter Number of required TA's: <input type="text"/>
<input type="button" value="APPLY"/>		

COURSE INSTRUCTOR DEFINE EXAM ERROR

This screenshot is identical to the one above, showing the "Define Exam" page for a course instructor. However, it includes a large error message box at the bottom of the main content area with the text "ERROR! CHECK YOUR EXAM INFO!".

COURSE INSTRUCTOR DEFINE EXAM/ ASSIGNING PROCTORING TYPE SELECT

The screenshot shows the Bilkent TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and three buttons: "+ Home", "+ Exam", and "+ Workload". On the left side, there is a sidebar with the following information:

- 2024-2025 Spring Semester
- Eray Tüzün
- CS
- Status: Course Instructor
- Mobile Phone : 0545 768 5639
- E-mail : eray.tuzun@ug.bilkent.edu.tr
- Settings
- Log Out

The main content area is titled "DEFINE EXAM". It contains a form titled "Define Exam" with fields for "Choose Course" (with a "Enter course name" input), "Choose Date / Time" (with "Enter date" and "Enter time" inputs), "Choose Sections" (with a dropdown menu), "Choose Exam Duration" (with a "Enter duration" input), "Choose Exam Type" (with a "Enter exam type" input), and "Enter Number of required TA's" (with a dropdown menu). There is also an "APPLY" button. Below the form, a message says "Exam definition succesfull, choose assign proctoring type" and two buttons: "Assign Proctoring Automatically" and "Assign Proctoring Manually".

COURSE INSTRUCTOR CHANGE EXAM DATE

The screenshot shows the Bilkent TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and three buttons: "+ Home", "+ Exam", and "+ Workload". On the left side, there is a sidebar with the following information:

- 2024-2025 Spring Semester
- Eray Tüzün
- CS
- Status: Course Instructor
- Mobile Phone : 0545 768 5639
- E-mail : eray.tuzun@ug.bilkent.edu.tr
- Settings
- Log Out

The main content area is titled "CHANGE EXAM TIME". It contains a form titled "Change Exam Time" with fields for "Choose Existing Exam" (with a "Enter course name" input) and "Enter New Date / Time" (with "Enter date" and "Enter time" inputs). There is also an "APPLY" button. Below the form, a message says "You need to rearrange TA proctoring! (Previous exam date proctoring assignments are deleted)" and two buttons: "Rearrange Proctoring Automatically" and "Rearrange Proctoring Manually".

COURSE INSTRUCTOR Automatic Proctoring Assign

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY", and three buttons: "+ Home", "+ Exam", and "+ Workload". On the left side, there is a sidebar with user information: "2024-2025 Spring Semester", "Eray Tüzün", "CS", "Status : Course Instructor", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". Below these, there are "Settings" and "Log Out" links. The main content area is titled "Automatic Proctoring Assign". It contains fields for "Course name" (set to "CS 544"), "Required Number of TA's" (set to "4"), and two buttons for "Set Restriction": "Consecutive days available" and "Break Ms/PHD restriction". Below this is a table titled "Choose TAs:":

TA Name	TA's Courses	Workload
Berfin	CS 489, CS 544	3 proctoring
Cüferiz	CS 473, CS 544	4 proctoring
Erdem	CS 319, CS 432	5 proctoring
Emre	CS 319, CS 432	5 proctoring

A blue button on the right says "Assign proctoring".

COURSE INSTRUCTOR Automatic Proctoring Assign 2

This screenshot is similar to the first one, showing the "Automatic Proctoring Assign" page. The course name is set to "CS 544" and the required number of TAs is "4". The "Assign proctoring" button has been clicked, resulting in a message at the bottom of the table: "Proctoring is successfully assigned, assign classrooms for TAs." The rest of the interface, including the sidebar and header, is identical to the first screenshot.

COURSE INSTRUCTOR Automatic Proctoring Assign 3

The screenshot shows the Bilkent University TA Management System interface. On the left sidebar, the user information is displayed: Eray Tüzün, CS, Status: Course Instructor, Mobile Phone: 0545 768 5639, E-mail: eray.tuzun@ug.bilkent.edu.tr. The main content area is titled "Automatic Proctoring Assign". It shows the following configuration:

- Course name: CS 544
- Set Restriction: Consecutive days available
- Required Number of TA's: 4
- Break Ms/PHD restriction

Below this, a table lists the chosen TAs:

TA Name	TA's Courses	Workload
Berlin	CS 489, CS 544	3 proctoring
Gülfeniz	CS 473, CS 544	4 proctoring
Erdem	CS 319, CS 432	5 proctoring

A blue button labeled "Assign Proctoring" is visible. A message box at the bottom states: "Error! No TA's were found for the features you selected. Please regard your restrictions again."

COURSE INSTRUCTOR Automatic Proctoring Assign 4

The screenshot shows the Bilkent University TA Management System interface. The user information on the left sidebar is identical to the previous screenshot. The main content area is titled "Automatic Proctoring Assign". It shows the same configuration as the previous screenshot:

- Course name: CS 544
- Set Restriction: Consecutive days available
- Required Number of TA's: 4
- Break Ms/PHD restriction

Below this, a table lists the chosen TAs:

TA Name	TA's Courses	Workload
Berlin	CS 489, CS 544	3 proctoring
Gülfeniz	CS 473, CS 544	4 proctoring
Erdem	CS 319, CS 432	5 proctoring

A blue button labeled "Assign Proctoring" is visible. A message box at the bottom states: "Error! No TA's were found for the features you selected. Please regard your restrictions again."

COURSE INSTRUCTOR Automatic Proctoring Assign 5

Bilkent University TA Management System

2024-2025 Spring Semester

Eray Tüzün
CS
Status : Course Instructor

Mobile Phone : 0545 768 5639
E-mail : eray.tuzun@ug.bilkent.edu.tr

Course name: CS 544
Required Number of TA's: 4

Set Restriction:
Consecutive days available
Break Ms/PHD restriction

TA Name	TA's Courses	Workload
Berlin	CS 489, CS 544	3 proctoring
Gülfeniz	CS 473, CS 544	4 proctoring
Erdem	CS 399, CS 432	5 proctoring

Assign Proctoring

Error! No TA's were found for the features you selected. Please regard your restrictions again.

COURSE INSTRUCTOR Automatic Proctoring Assign 6

Bilkent University TA Management System

2024-2025 Spring Semester

Eray Tüzün
CS
Status : Course Instructor

Mobile Phone : 0545 768 5639
E-mail : eray.tuzun@ug.bilkent.edu.tr

Course name: CS 544
Required Number of TA's: 4

Set Restriction:
Consecutive days available
Break Ms/PHD restriction

TA Name	TA's Courses	Workload
Berlin	CS 489, CS 544	3 proctoring
Gülfeniz	CS 473, CS 544	4 proctoring
Erdem	CS 399, CS 432	5 proctoring

Error! You set restrictions but there is still no enough TA! **More TAs are needed. You can assign the proctorings, and the remaining proctoring will be assigned by authorized staff.**

Do you want to inform associated authorized staff to assign rest of the TAs from different departments?

REJECT **ASSIGN/APPROVE**

COURSE INSTRUCTOR Manual Proctoring Assign

The screenshot shows the Bilkent University TA Management System. The top navigation bar includes icons for Home, Exam, and Workload. On the left sidebar, the user information is displayed: Eray Tüzün, CS, Status: Course Instructor, Mobile Phone: 0545 768 5639, and E-mail: eray.tuzun@ug.bilkent.edu.tr. Below these are links for Settings and Log Out. The main content area is titled "Manual Proctoring Assign". It shows course details: Course name: CS 544, Required Number of TA's: 4. A table lists available TAs with their names, courses, workload, and availability. The table data is as follows:

TA Name	TA's Courses	Workload	Availability
Berlin Ortulu	CS 489, CS 544	3 proctoring	yes
Gülfeniz Bayar	CS 473, CS 544	4 proctoring	yes
Erdem Uğurlu	CS 319, CS 432	5 proctoring	no
Emre Şahin	CS 319, CS 432	5 proctoring	yes
Kenan Ataman	CS 319, CS 432	5 proctoring	yes

At the bottom right of the main area is a green "ASSIGN/APPROVE" button.

COURSE INSTRUCTOR Manual Proctoring Assign 2

This screenshot is similar to the first one but includes an error message. The error message states: "Error! There is no enough number of available TA! 1 More TAs are needed. You can assign the proctorings, and the remaining proctoring will be assigned by authorized staff." Below this message is a note: "Do you want to inform associated authorized staff to assign rest of the TAs from different departments?" The rest of the interface is identical to the first screenshot, showing the course details, TA list, and the "ASSIGN/APPROVE" button.

COURSE INSTRUCTOR Assign Student to Exam Classroom

The screenshot shows the Bilkent TA Management System interface. At the top, there is a header bar with the Bilkent University logo, the text "BILKENT UNIVERSITY TA Management System", and three buttons: "+ Home", "+ Exam", and "+ Workload". Below the header, on the left side, is a sidebar with the following information:

- 2024-2025 Spring Semester
- Eray Tüzün (Authorized Staff)
- CS
- Status: Course Instructor
- Mobile Phone : 0545 768 5639
- E-mail : eray.tuzun@ug.bilkent.edu.tr

At the bottom of the sidebar are two buttons: "Settings" and "Log Out". The main content area is titled "Assign Student to Exam Classroom". It contains a form to choose an exam (set to CS 544) and sort students (Randomly or Alphabetically). A table lists student names, surnames, and course IDs:

Name	Surname	Course ID
Berfin	Ortülü	22201456
Gülfeniz	Bayar	4 234952
Erdem	Uğurlu	2142675
Emre	Şahin	5 299435

[Select Classroom](#)

COURSE INSTRUCTOR Course Assisting APPROVE/REJECT

The screenshot shows the Bilkent TA Management System interface. At the top, there is a header bar with the Bilkent University logo, the text "BILKENT UNIVERSITY TA Management System", and three buttons: "+ Home", "+ Exam", and "+ Workload". Below the header, on the left side, is a sidebar with the following information:

- 2024-2025 Spring Semester
- Eray Tüzün
- CS
- Status: Course Instructor
- Mobile Phone : 0545 768 5639
- E-mail : eray.tuzun@ug.bilkent.edu.tr

At the bottom of the sidebar are two buttons: "Settings" and "Log Out". The main content area is titled "Course Assisting". It contains two buttons: "APPROVE / REJECT ASSISTING TASK" and "ASSING COURSE ASSISTING TASK". Below these buttons is a section titled "CHECK YOUR EMAIL FOR DOCUMENTATIONS AND DESCRIPTIONS OF LEAVE REQUESTS" which lists two items:

- Erdem Uğurlu has submitted workload for GRADING CS102 LAB 2 (3 credit) with "REJECT" and "APPROVE" buttons.
- Kenan Ataman has submitted workload for GRADING CS102 QUIZ-1 (2 credit) with "REJECT" and "APPROVE" buttons.

COURSE INSTRUCTOR Leave Requests APPROVE/REJECT

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY", and "TA Management System". Below the header, a sidebar on the left displays the user's information: "2024-2025 Spring Semester", "Eray Tüzün", "CS", "Status : Course Instructor", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". On the right, the main content area is titled "Leave Requests" and contains a message: "CHECK YOUR EMAIL FOR DOCUMENTATIONS AND DESCRIPTIONS OF LEAVE REQUESTS". It lists two leave requests: "Erdem Uğurlu wants to leave between 19.03.2025-21.03.2025" with "REJECT" and "APPROVE" buttons, and "Mehmet Emre Şahin wants to leave between 18.04.2025-20.04.2025" with "REJECT" and "APPROVE" buttons.

COURSE INSTRUCTOR ASSIGN A COURSE ASSISTING TASK

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY", and "TA Management System". Below the header, a sidebar on the left displays the user's information: "2024-2025 Spring Semester", "Eray Tüzün", "CS", "Status : Course Instructor", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". On the right, the main content area is titled "Course Assisting" and contains buttons for "APPROVE / REJECT ASSISTING TASK" and "ASSING COURSE ASSISTING TASK". It includes sections for "Choose Work Type:" (with options: Labwork, Grading, Recitation, Office Hour, Other), "Enter Work Credit:", "Enter Comment:", and a message from a student named Berlin. The message reads: "From : berfin.ortulu@ug.bilkent.edu.tr", "To : eray.tuzun@ug.bilkent.edu.tr", and "Dear Mr Eray, I am writing to confirm that I finished my CS 319 quiz grading." There is also a "SUBMIT" button at the bottom right.

COURSE INSTRUCTOR Notifications

The screenshot shows the Bilkent University TA Management System interface for a Course Instructor. The top navigation bar includes the university logo, "BILKENT UNIVERSITY", "TA Management System", and three buttons: "+ Home", "+ Workload", and "+ Notification". On the left sidebar, under "2024-2025 Spring Semester", it lists the user's name "Eray Tüzün", status "CS", and title "Status : Course Instructor". It also shows contact information: "Mobile Phone : 0545 768 5639" and "E-mail : eray.tuzun@ug.bilkent.edu.tr". At the bottom of the sidebar are "Settings" and "Log Out" buttons. The main content area is titled "Notifications" and displays three messages in boxes:

- Erdem Uğurlu is assigned to proctoring (CS319/MT/15.03.25/17.30/EE04)
- Berfin Örtülü is assigned to proctoring CS315/MT/18.03.25/09.30/EE04).
- Berfin Örtülü (CS315/MT/18.03.25/09.30/EE04) and Kenan Ataman (CS201/MT/17.03.25/14.30/EE02) want to change their proctoring duties

AUTHORIZED STAFF MAIN PAGE

The screenshot shows the Bilkent University TA Management System interface for an Authorized Staff member. The top navigation bar includes the university logo, "BILKENT UNIVERSITY", "TA Management System", and four buttons: "+ Home", "+ Manage user", "+ Exam", and "+ Workload". The "+ Manage user" button is currently active, with a dropdown menu showing options: "Add user", "Delete user", and "Change user info". The "+ Exam" button has a dropdown menu with "Define new exam", "Assign student to exam class", and "Change exam info". The "+ Workload" button has a dropdown menu with "Proctoring", "Course Assisting", and "Request for TA to Dean's office". On the left sidebar, under "2024-2025 Spring Semester", it lists the user's name "Begüm Çınar", status "CS", and title "Status : Authorized Staff". It also shows contact information: "Mobile Phone : 0545 768 5639" and "E-mail : begum.cinar@ug.bilkent.edu.tr". At the bottom of the sidebar are "Settings" and "Log Out" buttons. The main content area features a large image of a modern university building complex with a circular flower bed in the foreground.

AUTHORIZED STAFF Assign Student to Exam Classroom

The screenshot shows the Bilkent TA Management System interface. At the top, there's a header bar with the Bilkent University logo, the text "BILKENT UNIVERSITY TA Management System", and navigation links for "+ Home", "Manage user", "+ Exam", and "+ Workload". On the left, a sidebar displays user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", "E-mail : begum.cinar@ug.bilkent.edu.tr", "Settings", and "Log Out". The main content area is titled "Assign Student to Exam Classroom". It shows a message "Remaning students: 116" and a table titled "Available Classroom List" with columns "Class Name", "Capacity", and "Selection". The table contains four rows: B-102 (Capacity 30), B-208 (Capacity 24), V-103 (Capacity 60), and EE-39 (Capacity 40). The "EE-39" row has a "Assigned" status. A blue button labeled "Select Classroom" is located at the bottom right of the main content area.

AUTHORIZED STAFF Request Dean Office for Proctoring

The screenshot shows the Bilkent TA Management System interface. At the top, there's a header bar with the Bilkent University logo, the text "BILKENT UNIVERSITY TA Management System", and navigation links for "+ Home", "Manage user", "+ Workload", and "+ Exam". On the left, a sidebar displays user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", "E-mail : begum.cinar@ug.bilkent.edu.tr", "Settings", and "Log Out". The main content area is titled "Request Dean Office for Proctoring". It shows a table with columns "Course Name", "Date", "Time", and "Required TA No". The table contains two rows: CS-102 MT (Date 14.04.2025, Time 18.40, TA No 2) and CS-202 MT (Date 23.04.2025, Time 17.30, TA No 7). Below the table, there are input fields for "Enter Exam:" and "Enter number of TA needed:", and a blue "Request" button.

AUTHORIZED STAFF Add User

The screenshot shows the 'Add User' interface. On the left sidebar, user details are listed: Begüm Çınar, CS, Status: Authorized Staff, Mobile Phone: 0545 768 5639, E-mail: begum.cinar@ug.bilkent.edu.tr. The main form has fields for Name (Güleriz), Surname (Bayar), ID (24094536), and Mail (guleriz.bayar@ug.bilkent.edu.tr). A 'Course List' dropdown contains CS-224, CS-202, CS-102, CS-223, and CS-101. Under 'Choose Role', the 'Authorized Staff' button is selected. A blue 'Add User' button is at the bottom right.

AUTHORIZED STAFF Delete User

The screenshot shows the 'Delete User' interface. The sidebar lists the same user details as the previous screenshot. The main form has a 'Select User Role' section with 'Authorized Staff' selected. Below it is a table titled 'Choose User from the List:' with three rows:

Name	Surname	Role
Berfin	Bayar	TA
Güleriz	Örsülü	TA
Endem	Uğurku	TA

A blue 'Delete' button is located to the right of the table.

AUTHORIZED STAFF Change User Info

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and navigation buttons for "+ Home", "Manage user", "+ Workload", and "+ Exam". On the left side, there is a sidebar with user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". Below these, there are "Settings" and "Log Out" options. The main content area is titled "Change User Info". It contains a "Select User Role" section with three tabs: "TA", "Instructor", and "Authorized Staff" (which is selected). Below this is a table titled "Choose User from the List:" with columns "Name", "Surname", and "Role". The table lists four users: Berfin Bayar (TA), Gülfeniz Öznü (TA), Erdem Uğurlu (TA), and Emre (empty role). A "Change" button is located to the right of the table. Further down, there are sections for "Delete course from TA / INSTRUCTOR:" (with an "Enter course..." input field and an "Assign" button) and "Add course to TA / INSTRUCTOR:" (with an "Enter course..." input field and an "Assign" button).

AUTHORIZED STAFF Automatic Proctoring Assign

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and navigation buttons for "+ Home", "Manage user", "+ Workload", and "+ Exam". On the left side, there is a sidebar with user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". Below these, there are "Settings" and "Log Out" options. The main content area is titled "Automatic Proctoring Assign". It contains fields for "Course name" (set to "CS 544") and "Set Restriction:" (with options for "Consecutive days available" and "Break Ms/PHD restriction"). There is also a field for "Required Number of TA's" (set to "4"). Below these, there is a table titled "Choose TAs:" with columns "TA Name", "TA's Courses", and "Workload". The table lists four TAs: Berfin (TA's Courses: CS 480, CS 544; Workload: 3 proctoring), Gülfeniz (TA's Courses: CS 473, CS 544; Workload: 4 proctoring), Erdem (TA's Courses: CS 319, CS 432; Workload: 5 proctoring), and Emre (TA's Courses: CS 319, CS 432; Workload: 5 proctoring). A "Assign proctoring" button is located to the right of the table.

AUTHORIZED STAFF Automatic Proctoring Assign 2

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and navigation links for "+ Home", "Manage user", "+ Workload", and "+ Exam". On the left side, there is a sidebar with user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". Below the sidebar, there are buttons for "Settings" and "Log Out". The main content area is titled "Automatic Proctoring Assign". It contains fields for "Course name" (set to "CS 544"), "Set Restriction:" (with options for "Consecutive days available" and "Break Ms/PHD restriction"), and "Required Number of TA's" (set to "4"). A table titled "Choose TAs:" lists four TAs with their names, courses, and workload: Berlin (CS 489, CS 544, 3 proctoring), Güleriz (CS 473, CS 544, 4 proctoring), Erdem (CS 319, CS 432, 5 proctoring), and Emre (CS 319, CS 432, 5 proctoring). A blue button labeled "Assign Proctoring" is located next to the table. Below the table, a message says "Proctoring is successfully assigned, assign classrooms for TAs.". Another table titled "TA Name" lists the same four TAs with their courses and workload. A blue button labeled "Set classrooms and submit" is located next to this table.

2024-2025 Spring Semester

Begüm Çınar

CS

Status : Authorized Staff

Mobile Phone : 0545 768 5639

E-mail : eray.tuzun@ug.bilkent.edu.tr

Settings

Log Out

Automatic Proctoring Assign

Course name: CS 544

Set Restriction:

- Consecutive days available
- Break Ms/PHD restriction

Required Number of TA's: 4

Choose TAs:

TA Name	TA's Courses	Workload
Berlin	CS 489, CS 544	3 proctoring
Güleriz	CS 473, CS 544	4 proctoring
Erdem	CS 319, CS 432	5 proctoring
Emre	CS 319, CS 432	5 proctoring

Assign Proctoring

Proctoring is successfully assigned, assign classrooms for TAs.

TA Name	TA's Courses	Workload	Exam Class
Berlin	CS 489, CS 544	3 proctoring	
Güleriz	CS 473, CS 544	4 proctoring	
Erdem	CS 319, CS 432	5 proctoring	
Emre	CS 319, CS 432	5 proctoring	

Set classrooms and submit

AUTHORIZED STAFF Automatic Proctoring Assign 3

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and navigation links for "+ Home", "Manage user", "+ Workload", and "+ Exam". On the left side, there is a sidebar with user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". Below the sidebar, there are "Settings" and "Log Out" buttons. The main content area is titled "Automatic Proctoring Assign". It contains fields for "Course name" (set to "CS 544"), "Set Restriction:" (with options for "Consecutive days available" and "Break Ms/PHD restriction"), and "Required Number of TA's" (set to "4"). A table titled "Choose TAs:" lists four TAs with their assigned courses and workload: Berlin (CS 489, CS 544, 3 proctoring), Güleriz (CS 473, CS 544, 4 proctoring), Erdem (CS 378, CS 432, 5 proctoring), and Enver (CS 319, CS 432, 5 proctoring). A blue button labeled "Assign Proctoring" is located next to the table. A message box states "Proctoring is successfully assigned, assign classrooms for TAs." Below this, another table shows the assigned TAs with their exam classes: Berlin (EE01), Güleriz (EE02), Erdem (EE102), and Enver (EE04). A blue button labeled "Set classrooms and submit" is located next to this table, and a "SUCCESSFULL!" message is displayed at the bottom right.

TA Name	TA's Courses	Workload
Berlin	CS 489, CS 544	3 proctoring
Güleriz	CS 473, CS 544	4 proctoring
Erdem	CS 378, CS 432	5 proctoring
Enver	CS 319, CS 432	5 proctoring

TA Name	TA's Courses	Workload	Exam Class
Berlin	CS 489, CS 544	3 proctoring	EE01
Güleriz	CS 473, CS 544	4 proctoring	EE02
Erdem	CS 378, CS 432	5 proctoring	EE102
Enver	CS 319, CS 432	5 proctoring	EE04

AUTHORIZED STAFF Automatic Proctoring Assign 4

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY", "TA Management System", and navigation links for "+ Home", "Manage user", "+ Workload", and "+ Exam". On the left side, there is a sidebar with user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". Below the sidebar, there are buttons for "Settings" and "Log Out". The main content area is titled "Automatic Proctoring Assign". It contains fields for "Course name" (set to "CS 544"), "Required Number of TA's" (set to "4"), and "Set Restriction:" (with options for "Consecutive days available" and "Break Ms/PHD restriction"). A table titled "Choose TAs:" lists three TAs: Burfin, Güleriz, and Erdem, along with their assigned courses and workload. A blue button labeled "Assign proctoring" is located to the right of the table. A message box at the bottom states: "Error! No TA's were found for the features you selected. Please regard your restrictions again."

TA Name	TA's Courses	Workload
Burfin	CS 488, CS 544	3 proctoring
Güleriz	CS 473, CS 544	4 proctoring
Erdem	CS 319, CS 432	5 proctoring

AUTHORIZED STAFF Automatic Proctoring Assign 5

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and navigation links for "Home", "Manage user", "Workload", and "Exam". On the left side, there is a sidebar with user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". Below the sidebar, there are "Settings" and "Log Out" options. The main content area is titled "Automatic Proctoring Assign". It contains fields for "Course name" (set to "CS 544"), "Required Number of TA's" (set to "4"), and "Set Restriction:" (with options for "Consecutive days available" and "Break Ms/PHD restriction"). A table titled "Choose TAs:" lists three teaching assistants (Berfin, Gülleriz, Erdem) along with their assigned courses and workload. A blue button labeled "Assign proctoring" is located to the right of the table. A message box at the bottom states: "Error! No TA's were found for the features you selected. Please regard your restrictions again.".

TA Name	TA's Courses	Workload
Berfin	CS 480, CS 544	3 proctoring
Gülleriz	CS 473, CS 544	4 proctoring
Erdem	CS 319, CS 432	5 proctoring

AUTHORIZED STAFF Automatic Proctoring Assign 6

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY", and "TA Management System". Below the header are four buttons: "+ Home", "Manage user", "+Workload", and "+ Exam". On the left side, there is a sidebar with the user's name "Begüm Çınar", their status "CS", and "Status : Authorized Staff". It also lists "Mobile Phone : 0545 768 5639" and "E-mail : eray.tuzun@ug.bilkent.edu.tr". At the bottom of the sidebar are "Settings" and "Log Out" buttons. The main content area is titled "Automatic Proctoring Assign". It contains fields for "Course name" (set to "CS 544"), "Set Restriction:" (with options for "Consecutive days available" and "Break Ms/PHD restriction"), and "Required Number of TA's" (set to "4"). Below these fields is a table titled "Choose TAs:":

TA Name	TA's Courses	Workload
Berfin	CS 489, CS 544	3 proctoring
Gülfeniz	CS 472, CS 544	4 proctoring
Erdem	CS 319, CS 432	5 proctoring

Next to the table is a blue button labeled "Assign Proctoring". A message box at the bottom states: "Error! No TA's were found for the features you selected. Please regard your restrictions again."

AUTHORIZED STAFF Manual Proctoring Assign

The screenshot shows the Bilkent TA Management System interface. At the top, there is a header bar with the Bilkent University logo, the text "BILKENT UNIVERSITY TA Management System", and navigation buttons for "+ Home", "Manage user", "+ Workload", and "+ Exam". On the left side, a sidebar displays user information: "2024-2025 Spring Semester", "Begüm Çınar", "CS", "Status : Authorized Staff", "Mobile Phone : 0545 768 5639", and "E-mail : eray.tuzun@ug.bilkent.edu.tr". Below these, there are "Settings" and "Log Out" links. The main content area is titled "Manual Proctoring Assign". It shows a table of available TAs and their availability for the course CS 544. The table has columns for TA Name, TA's Courses, Workload, and Availability. The availability column shows "yes" for most TAs except for Erdem Uğur and Emre Şahin. A green "ASSIGN/APPROVE" button is located at the bottom right of the form.

TA Name	TA's Courses	Workload	Availability
Berlin Örtülü	CS 480, CS 544	3 proctoring	yes
Gülfeniz Bayar	CS 473, CS 544	4 proctoring	yes
Erdem Uğur	CS 379, CS 432	5 proctoring	no
Emre Şahin	CS 379, CS 432	5 proctoring	yes
Kenan Ataman	CS 379, CS 432	5 proctoring	yes

AUTHORIZED STAFF Manual Proctoring Assign 2

This screenshot is similar to the first one but includes an additional error message. The error message states: "Error! There is no enough number of available TA!". Below this message, there is a question: "Do you want to inform Dean office to request to assign rest of the TAs from different departments?". There are two buttons at the bottom: a red "REJECT" button and a green "ASSIGN/APPROVE" button.

AUTHORIZED STAFF Assign Student to Exam Classroom

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and four buttons: "+ Home", "Manage user", "+ Workload", and "+ Exam". On the left side, there is a sidebar with the following information:

- 2024-2025 Spring Semester
- Begüm Çınar
- CS
- Status : Authorized Staff
- Mobile Phone : 0545 768 5639
- E-mail : eray.tuzun@ug.bilkent.edu.tr

At the bottom of the sidebar are "Settings" and "Log Out" buttons. The main content area is titled "Assign Student to Exam Classroom". It includes a section to "Choose Existing Exam" (set to CS 544) and options to "Sort" (Randomly or Alphabetically). A "Student List" table displays the following data:

Name	Surname	Course ID
Berfin	Özsoy	22201495
Gülfeniz	Bayar	4 2347952
Endem	Uğurlu	2142675
Emre	Savın	5 299435

[Select Classroom](#)

Dean Office Main Page

The screenshot shows the Bilkent University TA Management System interface. At the top, there is a header bar with the university logo, the text "BILKENT UNIVERSITY TA Management System", and two buttons: "+ Home" and "+ PROCTORING TA REQUESTS". On the left side, there is a sidebar with the following information:

- 2024-2025 Spring Semester
- DEAN OFFICE WORKER
- Status : Dean Office
- Mobile Phone : 0545 768 5639
- E-mail : orhan.aytur@ug.bilkent.edu.tr

At the bottom of the sidebar are "Settings" and "Log Out" buttons. The main content area features a large, scenic photograph of a modern university building complex with a circular flower bed in the foreground.

Approve/Reject Leave Requests

The screenshot shows a web-based application interface for managing TA requests at Bilkent University. The top navigation bar includes the university logo, the text "BILKENT UNIVERSITY", "TA Management System", and two buttons: "+ Home" and "+ PROCTORING TA REQUESTS". On the left, a sidebar displays the current semester ("2024-2025 Spring Semester"), the user's role ("DEAN OFFICE WORKER"), and contact information ("Status : Dean Office", "Mobile Phone : 0545 768 5639", "E-mail : orhan.aytur@ug.bilk"). The main content area is titled "Proctoring TA Requests" and lists two tasks:

- "CS department needs 2 TAs for CS 202/ Midterm /17.02.2025 / 17:30" with a "Select department to forward" button and a "Forward" button.
- "IE department needs 2 TA for IE 101/ Midterm /22.02.2025 / 18:00" with a "Select department to forward" button and a "Forward" button.

A vertical sidebar on the right lists departments: CS, IE, MAN, and MATH, with the "Select Department" button above them.