



**CS 319**  
**Object-Oriented Software Engineering**

**ProctorHub**  
**Deliverable 5**

Section-1  
11.05.2025

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# 1. User's Guide

## Setup Instructions

### 1. Cloning the Repository

First, clone the repository from GitHub:

```
1. git clone https://github.com/Gall-ardo/ProctorHub.git
```

```
cd ProctorHub
```

### Step 2: Setting up MySQL and Node.js

Download and install from MySQL and Node.js which suits to your operating system.

Create database via command line

```
2. mysql -u root -p  
3. # Enter your MySQL password when prompted  
4. CREATE DATABASE proctorhub_db;  
exit;
```

### Step 3. Navigating to Frontend and Backend

Open two separate terminal windows or tabs. In each, navigate to the corresponding directory:

- Terminal 1 – Frontend:

```
5. cd frontend  
  
● npm install  
● Terminal 2 – Backend:  
  
6. cd backend  
  
7. npm install
```

- npm install dotenv

## Step 4. Setting Up Environment Variables

In the backend directory, create a .env file and add the following content:

DB\_NAME=proctorhub\_db

DB\_USER=root

DB\_PASSWORD=yourpassword

DB\_HOST=localhost

DB\_PORT=3306

EMAIL\_SERVICE=Gmail

EMAIL\_USER=proctorhub@gmail.com

EMAIL\_PASSWORD=xknjvvwcjjnqnjjz

JWT\_SECRET=3fjs8@K29vNs93l!xzQpLm5rTuw92ksX.

Remember to edit the .env file and replace 'yourpassword' with your actual MySQL password

## Step 5: Starting the application

In each terminal, start the application.

Terminal 1 - Frontend:

npm start

Terminal 2 - Backend:

npm start

## Step 6: Entering the system

Go the link <http://localhost:3000/admin/user> and create any type user. The password will come to your mail. You can enter the system with your mail and password. The admin links is not authorized to provide ease of use to new installers.

# Work Allocation

Emine İrem Esendemir:

- Designed the UI of the TA pages with Sude..
- Implemented the homepage showing proctorings and offerings of the TA.
- Implemented the Workload Page and Proctoring Pages of the TA.
- Implemented the Multidepartment exam in Dean with Yunus.
- Implemented the protected routes and change password system.

Halil Arda Özongun:

- Created frontend and backend pages of all admin pages.
- Implemented add with csv, add with form, delete with form, delete with csv, edit functions for user/student/course/offering/classroom.
- Created admin semester page in admin where the whole semester can be added.
- Created all model classes.
- Did class diagram and use case diagram in Deliverable 1 and 2. Passed over the other deliverables.

Yunus Emre Erkan

- Implemented workload acceptance, leave request acceptance systems.
- Designed and implemented some parts of instructor, dean's office, and secretary user's pages with Elif.
- Implemented authentication, forgot password, and remember me systems.
- Implemented notification system for different user types.

Elif Lara Oğuzhan:

- Implemented the adding, updating, deleting exam functionality.
- Worked on TA requesting and assigning for instructors.
- Contributed to swap requests in Exams page.
- Worked on assigning proctors to exams.
- Designed the UI of DeansOffice, Secretary Page with Yunus.

Sude Ergün:

- Designed the UI of the TA pages with İrem Esendemir.
- Implemented TA initiated swap functionality.
- Worked on TA page show, accept and reject proctoring functionality with İrem Esendemir.
- Worked on instructor, secretary and dean's office home pages.



# USER MANUAL

**LOG IN PAGES**



Insan Doğramacı  
Bilkent Üniversitesi  
1984

Bilkent Email

Enter email

Password

Enter password

Sign In

Forgot password?

Remember Me

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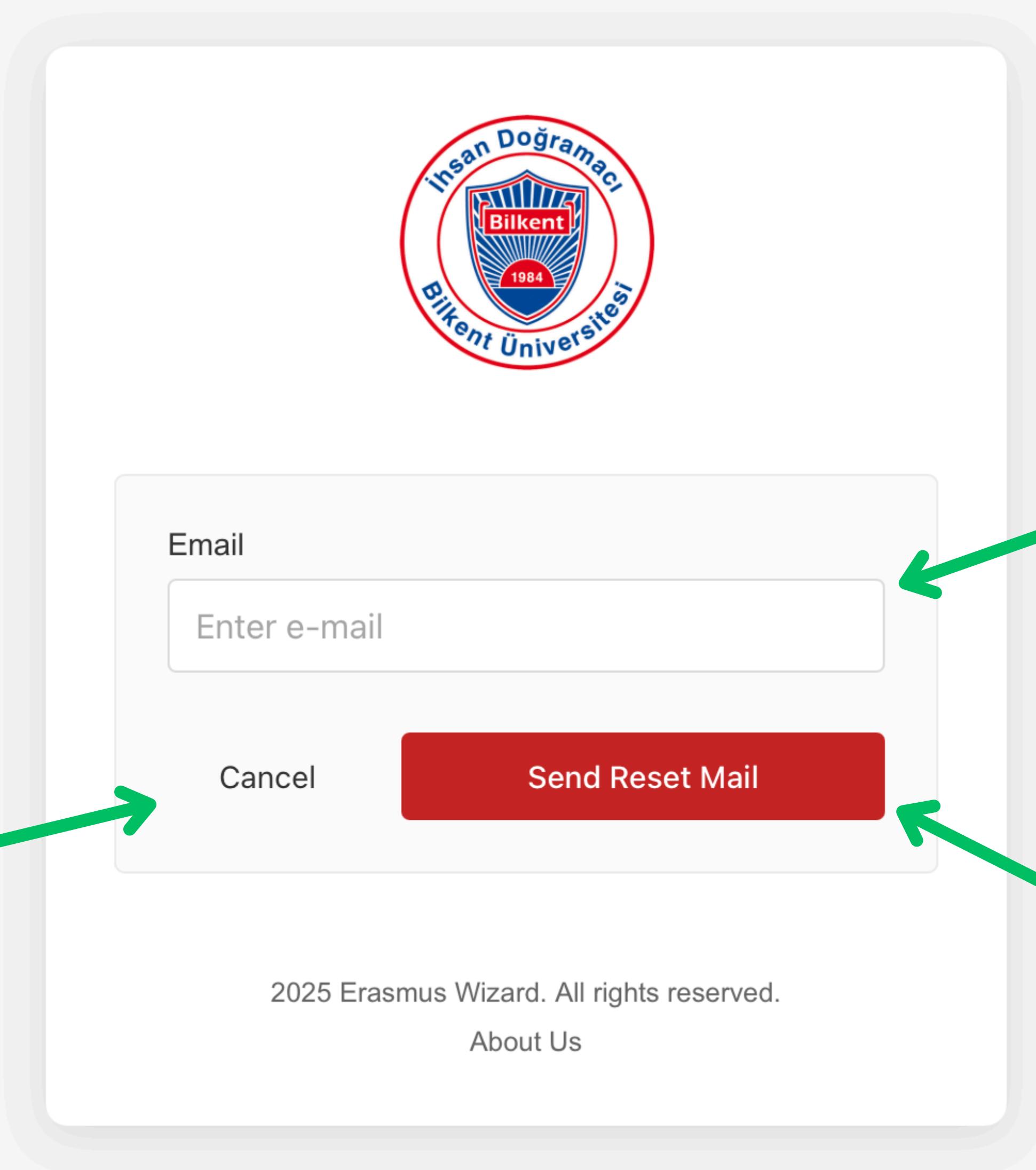
About Us

Requires these text fields to login

To reset forgotten password, user needs to press Forgot Password button

To enter into the home page, user needs to press the Log In button

To save login info, user ticks Remember Me checkbox



To navigate back to login page,  
user needs to click Cancel button

User needs to enter his email to  
get reset email

To get new password mail, user  
needs to click Send Reset Mail  
button

# Admin Pages



## Logs and Reports

Admin can select the year for filtering

Year

2025

Report Type

All Reports

Semester

All Semesters

Admin can select semester

Search

Search reports...

Admin can search specific reports

Clear Filters

### Available Reports (6)

Report Name	Type	Year	Semester	Action
Proctoring Report - FALL 2025	Proctoring Reports	2025	Fall Semester	<button>Download</button>
Swap Report - FALL 2025	Swap Reports	2025	Fall Semester	<button>Download</button>
Student List - FALL 2025	Student Lists	2025	Fall Semester	<button>Download</button>
Course List - FALL 2025	Course Lists	2025	Fall Semester	<button>Download</button>
TA Report - FALL 2025	Teaching Assistant Reports	2025	Fall Semester	<button>Download</button>
Workload Report - FALL 2025	Workload Reports	2025	Fall Semester	<button>Download</button>

Admin downloads report by clicking Download button



Delete UserEdit User

Admin clicks Add User button for adding user

Admin clicks Delete User button for deleting user ?

Admin can select file

Drag and Drop here

or

Select file

Upload (Add Users)

Note: For adding, CSV should contain columns for ID, Name, Email, UserType, and Department (if applicable).

Users will receive emails with auto-generated passwords.

Admin can upload a file for adding user automatically

### Enter User Information

ID \* Admin must enter user ID

Name \* Admin must enter user name

Email \* Admin must enter user Bilkent email

User Type \* Admin must select user type

Admin

Instructor

Secretary

Dean's Office

Teaching Assistant

Note: A random password will be generated and sent to the user's email.

Add User

[Logs and Reports](#)[User](#)[Student](#)[Course](#)[Classroom](#)[Offering](#)[Semester](#)

Drag and Drop here

or

Select file

**Upload (Add Users)**

Note: For adding, CSV should contain columns for ID, Name, Email, UserType, and Department (if applicable).  
Users will receive emails with auto-generated passwords.

Name \*

Email \*

User Type \*

Admin

Instructor

Secretary

Dean's Office

Teaching Assistant

If Admin adds Teaching Assistant,  
TA's department must be selected

Department \*

CS

IE

EEE

If Admin adds Teaching Assistant,  
TA's status must be selected

Status

PhD Student

Part-time

Note: A random password will be generated and sent to the user's email.

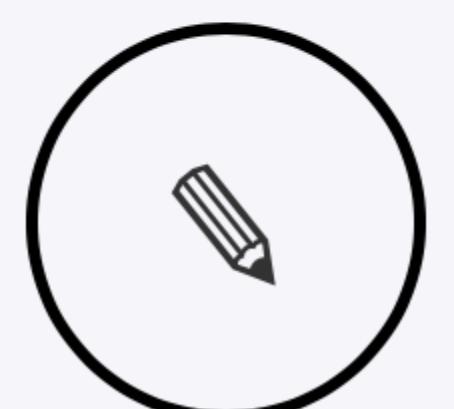
Add User



Add User



Delete User



Edit User



Drag and Drop here

or

Select file

Upload (Delete Users)

Note: For deleting, CSV should contain User IDs (one ID per line).

The first line can be a header (e.g., "ID" or "UserID").

Default is standard delete. Use 'Force Delete' checkbox for dependencies.

Admin uploads csv file that  
contains the users that should be  
deleted

Admin types ID of the user to  
delete

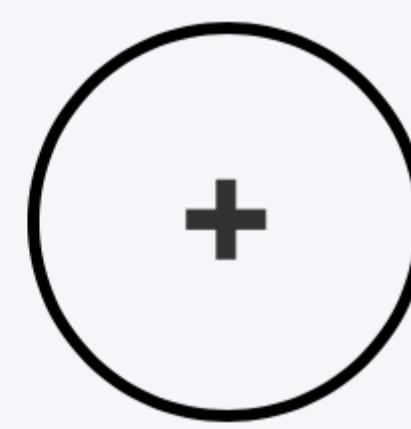
### Enter ID to find User

ID

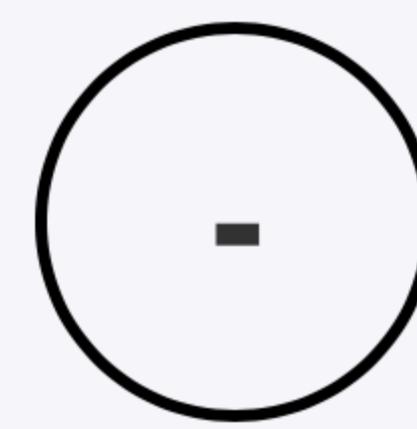
Enter ID

Find User

Admin clicks on the find user  
button to delete the selected user



Add User



Delete User



Edit User

### Enter ID to find User

ID

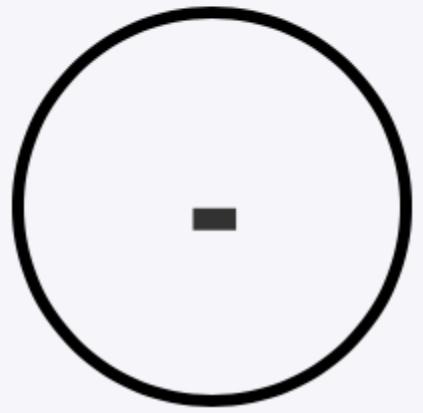
 Enter ID**Find User to Edit**

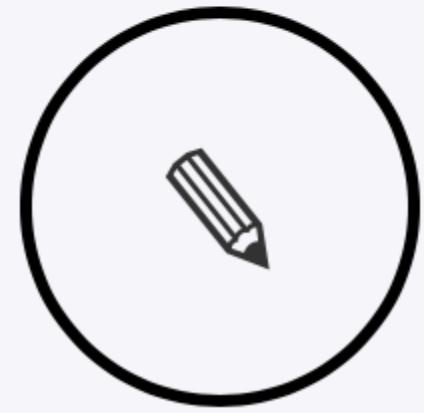
Admin types ID of the user to edit

Admin clicks on the find user button to Edit the selected user



**Add Student**

**Delete Student**

**Edit Student**

Admin clicks Add Student button for adding student

Admin clicks Delete Student button for deleting student

Drag and Drop here

or

Admin can select file

Select file

**Upload (Add Students)**

Note: For adding, CSV should contain columns for ID, Name, Email, Department, and optional Courses.  
Required columns: studentId, name, surname, email, department  
Optional columns: courses (comma-separated course codes)  
Students will be added to the system with the specified details.

Admin can upload a file for adding students automatically

### Enter Student Information

ID

Admin must enter student ID

Name Surname

Admin must enter student name

Mail

Admin must enter student Bilkent email

Department

CS

IE

EEE

ME

Courses

Admin must select student's courses

**Add Student**



Logs and Reports

User

Student

Course

Classroom

Offering

Semester



Search bar for searching courses

Admin selects courses of the student

Upload (Add Students)

Note: For adding, CSV should contain columns for ID, Name, Email, Department.

Required columns: studentId, nameSurname, email, department

Optional columns: courses (comma-separated course codes)

Students will be added to the system with the specified information

+ - G

Delete Student Edit

Drag and Drop here or

Select file

Close button to close pop-up

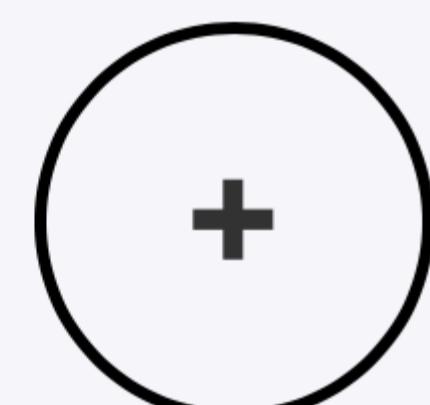
Add Student

### Select Courses

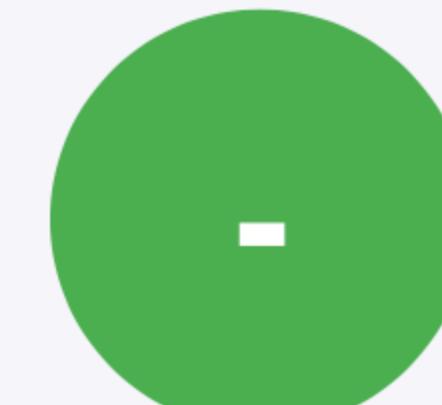
Search by course code or name

- GE 100**  
Orientation
- ENG 101**  
English and Composition I
- TURK 101**  
Turkish I
- MATH 101**  
Calculus I
- CS 101**  
Algorithms and Programming I
- PHYS 101s**  
General Physics I
- ENG 102**  
English and Composition II
- MATH 102**  
Calculus II
- CS 102**

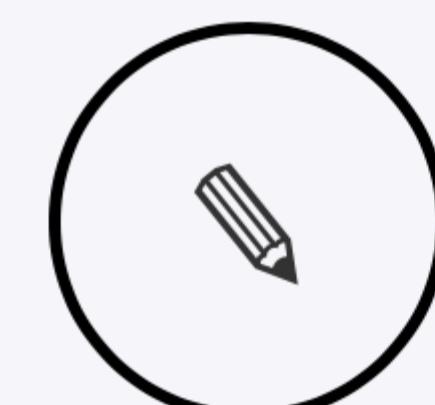
Close



Add Student



Delete Student



Edit Student



Drag and Drop here

or

Select file

Upload (Delete Students)

Note: For deleting, CSV should contain Student IDs (one ID per line).  
The first line can be a header (e.g., "ID", "StudentID", or "studentId").  
Students listed in the CSV will be removed from the system.

Admin uploads csv file that  
contains the users that should be  
deleted

Admin types ID of the student to  
delete

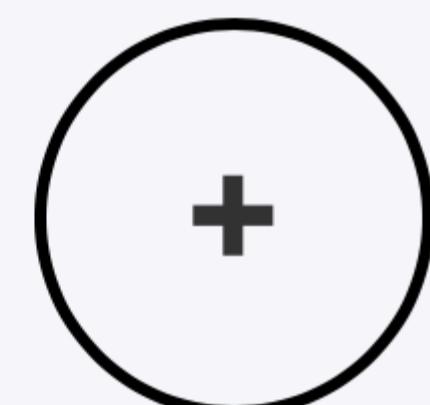
### Enter ID find Student

ID

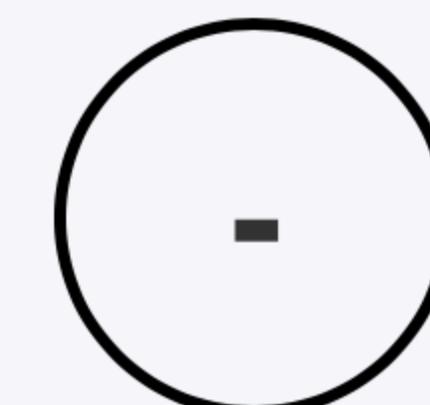
Enter ID

Find Student to Delete

Admin clicks on the find student  
button to delete the selected user



Add Student



Delete Student



Edit Student

### Enter ID to find Student

ID

 Enter IDFind Student to Edit

Admin types ID of the student to edit

Admin clicks on the find student button to Edit the selected student



Logs and Reports

User

Student

Course

Classroom

Offering

Semester



Admin clicks Add Course button for adding course

Admin clicks Delete Course button for deleting course

Admin can select file

Drag and Drop here or Select file

Note: CSV for ADDING should contain columns for CourseCode, Department  
Optional columns: CourseName, Credit, IsGradCourse, StudentCount, InstructorName

Admin must select course department

Admin must enter course code

Admin enters course name

Admin selects course credit

Admin selects course's semester

Admin selects whether it is graduate course or not

Admin selects course's instructors

### Enter Course Information

Department \*

CS  EEE  IE  ME

Course Code \*

Enter course code

Course Name

Enter course name (optional)  
If not provided, generated from department and course code.

Credit

3

Semester \*

2025 FALL

Graduate Course

Instructor(s) \*

1  Select Instructor(s)

Add Course



Logs and Reports

User

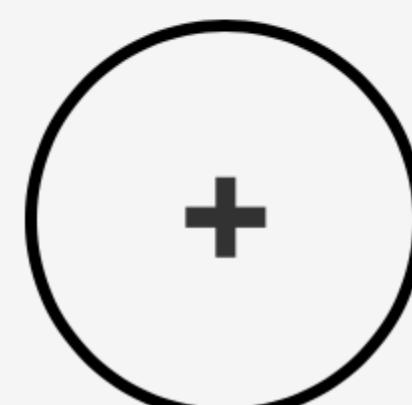
Student

Course

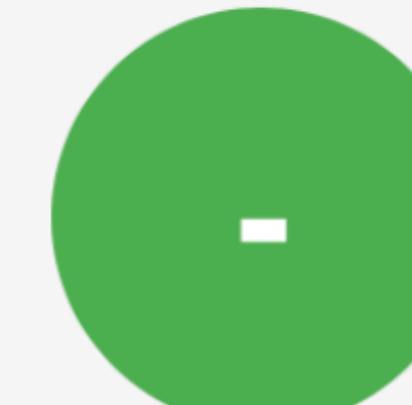
Classroom

Offering

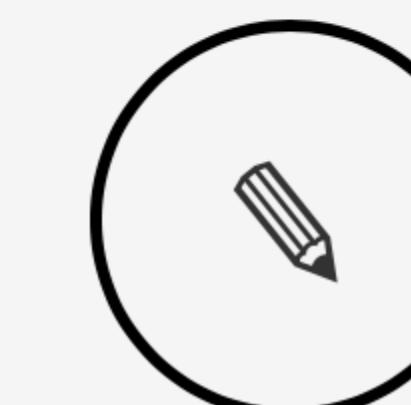
Semester



Add Course



Delete Course



Edit Course



Drag and Drop here

or

Select file

Upload to Delete Courses

Note: CSV for DELETING should contain columns for CourseCode, Department, and SemesterId.  
Each row will identify a course to be deleted.

Admin can select file for deleting  
courses

### Find Course to Delete

Semester \*

2025 FALL

Department \*

CS

EEE

IE

ME

Course Code \*

Enter course code

Find Course to Delete

Admin selects semester to find  
course to delete

Admin selects course's  
department to find course to  
delete

Admin enters course name to find  
course to delete



Logs and Reports

User

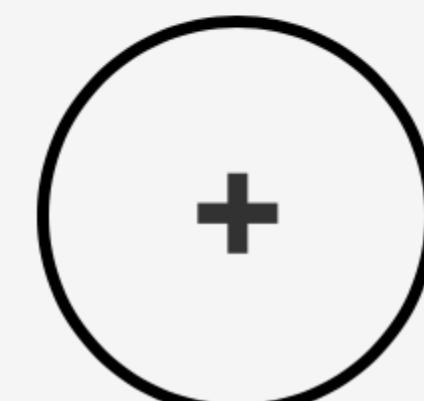
Student

**Course**

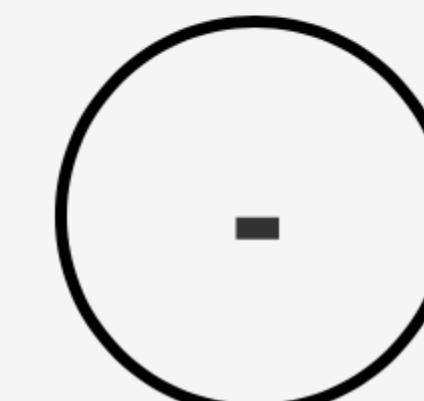
Classroom

Offering

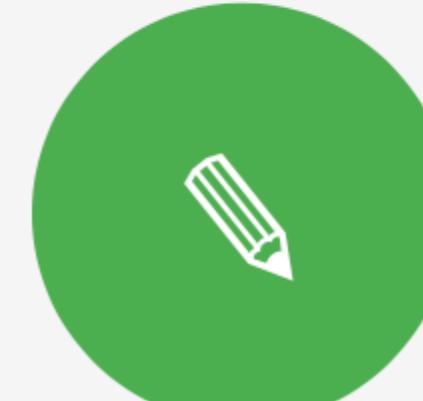
Semester



Add Course



Delete Course



Edit Course

### Find Course to Edit

Semester \*

2025 FALL

Department \*

CS

EEE

IE

ME

Course Code \*

Enter course code

Admin selects semester to find  
course to edit

Admin selects course's  
department to find course to edit

Admin enters course name to find  
course to edit

**Find Course to Edit**



Logs and Reports

User

Student

Course

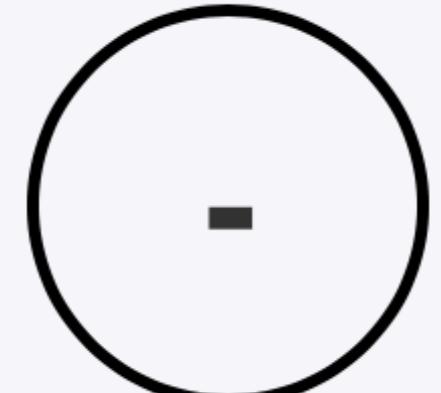
Classroom

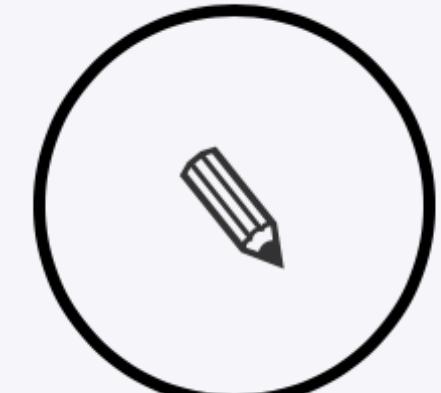
Offering

Semester



  
**Add Classroom**

  
**Delete Classroom**

  
**Edit Classroom**

Admin clicks Add Classroom button for adding classroom

Admin clicks Delete Classroom button for deleting classroom

Drag and Drop here

Admin can select file

or

Select file

Upload File

Note: CSV for adding should contain columns Building, ClassroomId, Capacity, and ExamCapacity.

Admin can upload a file for adding classrooms automatically

### Enter Classroom Information

Building \* Admin must enter building ID

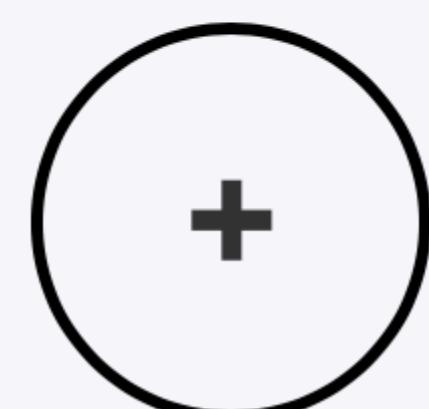
Classroom ID \* Admin must enter classroom ID

Capacity \* Admin must enter classroom capacity

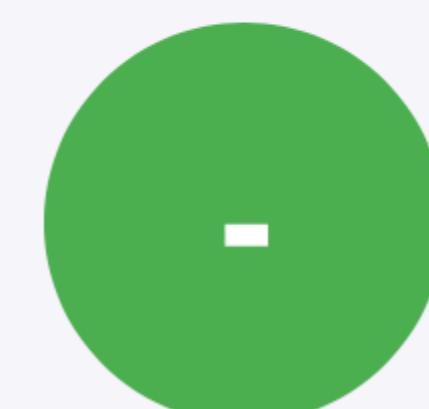
Exam Capacity \* Admin must enter classroom exam capacity

**Add Classroom**

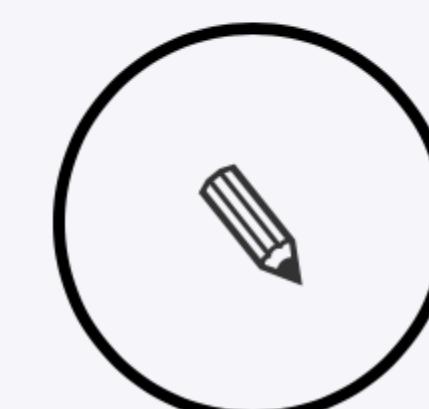
Admin clicks on the Add Classroom button to add classroom



Add Classroom



Delete Classroom



Edit Classroom



Drag and Drop here

or

Select file

Upload File

Note: CSV for deleting should contain columns: Building and ClassroomId.

Admin can select file for deleting classrooms

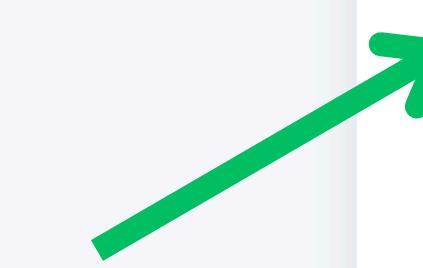
**Enter building ID and classroom ID to Find Classroom**

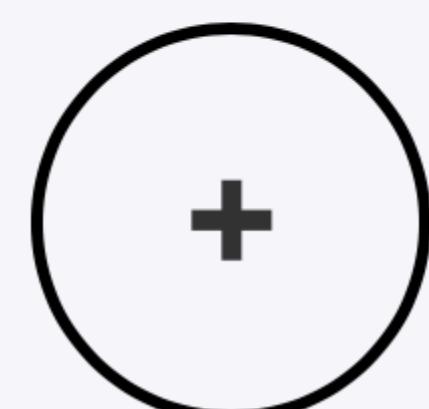
Building \*

Enter building ID

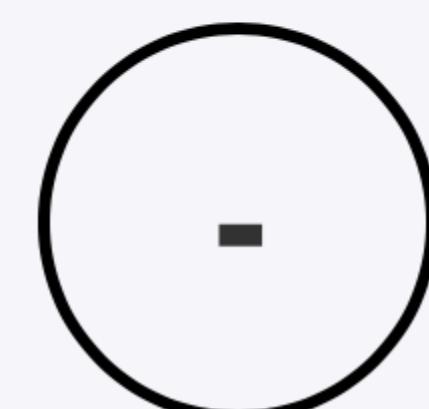
Classroom ID \*

Enter classroom ID

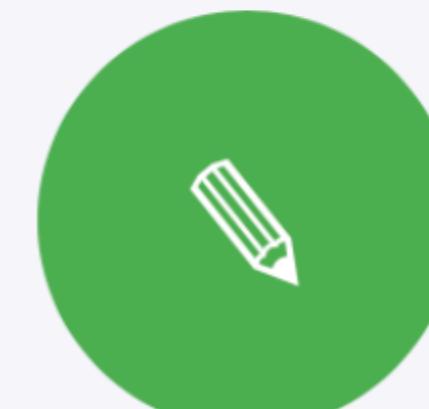
**Find Classroom to Delete**



Add Classroom



Delete Classroom



Edit Classroom

**Enter building ID and classroom ID to Find Classroom**

Building \*

Enter building ID

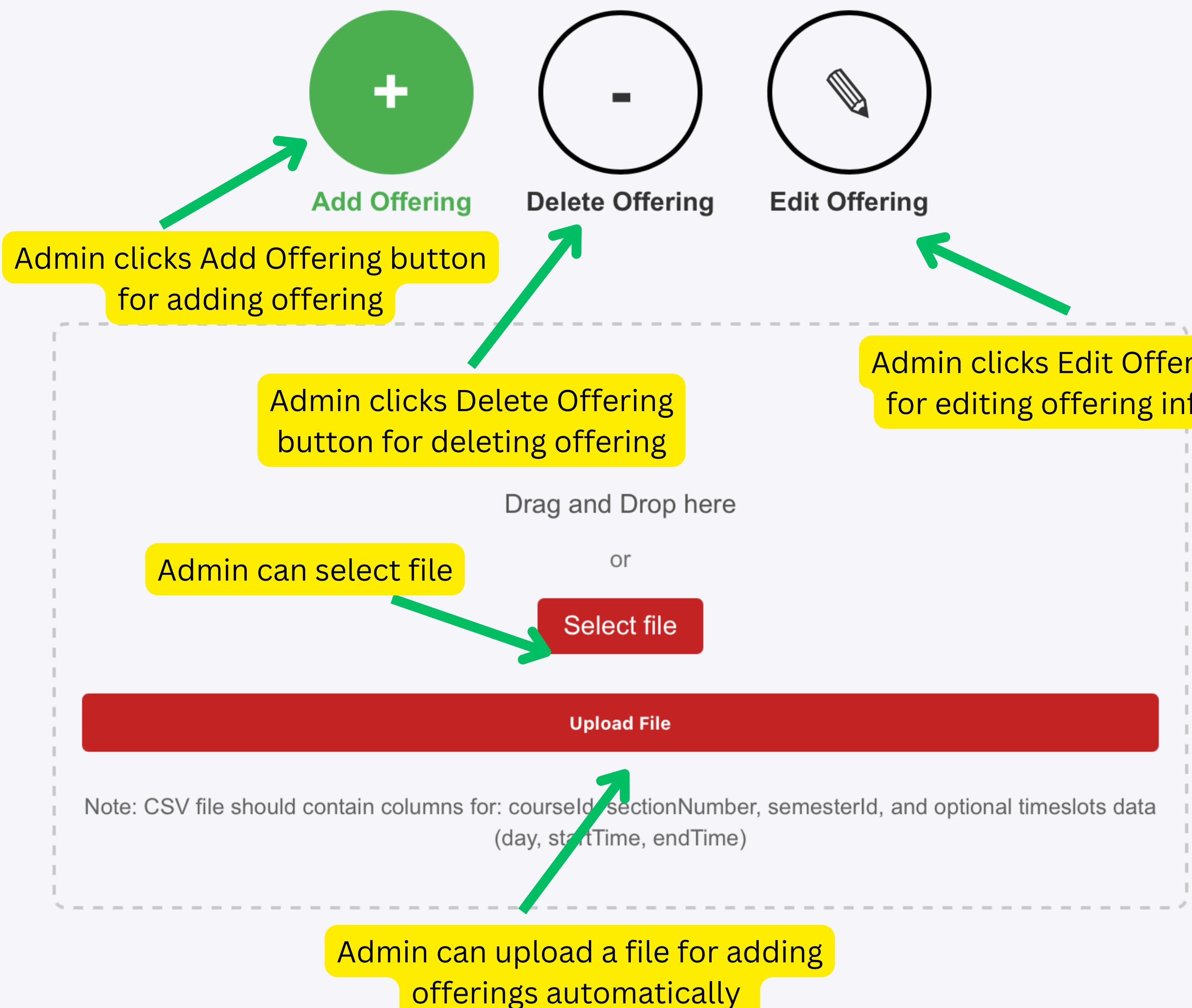
Classroom ID \*

Enter classroom ID

**Find Classroom to Edit**

Admin enters building ID to find  
classroom to edit

Admin enters classroom ID to find  
classroom to edit



### Enter Offering Information

Semester \*

Section ID \*

Enter section ID (e.g., 001)

Time Slots \*

Select Time Slots 0 time slot(s) selected

No time slots selected

Admin enters section ID

Admin selects time slots

Add Offering

This is a modal window titled 'Enter Offering Information'. It contains fields for 'Semester \*' and 'Section ID \*'. A text input field for 'Section ID' has a placeholder 'Enter section ID (e.g., 001)' and a numeric keypad. Below these is a 'Time Slots \*' section with a 'Select Time Slots' button and a message '0 time slot(s) selected'. A note 'No time slots selected' is shown below the button. At the bottom is a large red 'Add Offering' button. Yellow callout boxes with arrows point to the 'Section ID' field ('Admin enters section ID'), the 'Select Time Slots' button ('Admin selects time slots'), and the 'Add Offering' button ('Add Offering').



Add Offering

Note: CSV file should contain columns for:

## Select Time Slots



	Monday	Tuesday	Wednesday	Thursday	Friday
	Select All	Select All	Select All	Select All	Select All
08:30 - 09:20					
09:30 - 10:20					
10:30 - 11:20					
11:30 - 12:20					
12:30 - 13:20					
13:30 - 14:20					
14:30 - 15:20					
15:30 - 16:20					
16:30 - 17:20					

0 time slot(s) selected

Cancel

Save



Admin can select time slots by clicking specified time slots



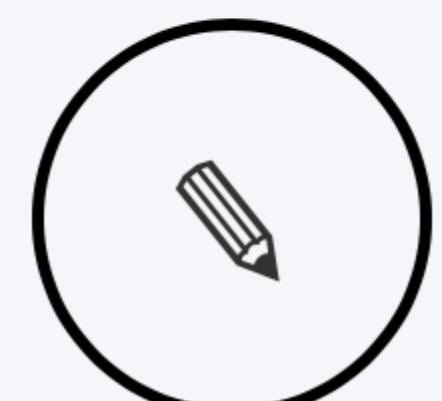
Admin can save the selected time slots



Add Offering



Delete Offering



Edit Offering



Drag and Drop here

or

Select file

Upload File

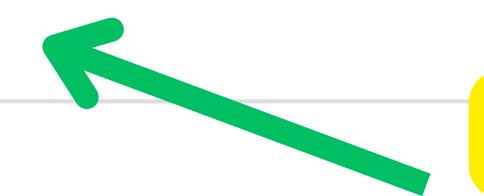
Note: CSV file should contain columns for: courseId, sectionNumber, semesterId, and optional timeslots data  
(day, startTime, endTime)

### Enter Course and Section ID to Delete

Semester \*

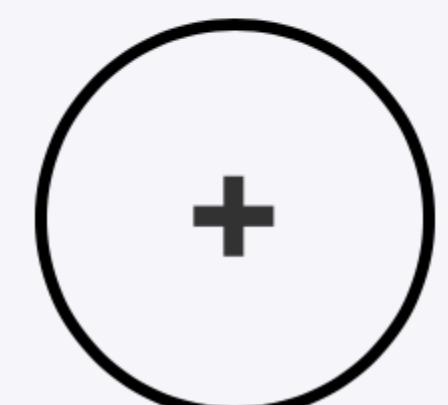
Section ID \*

Enter section ID (e.g., 001)

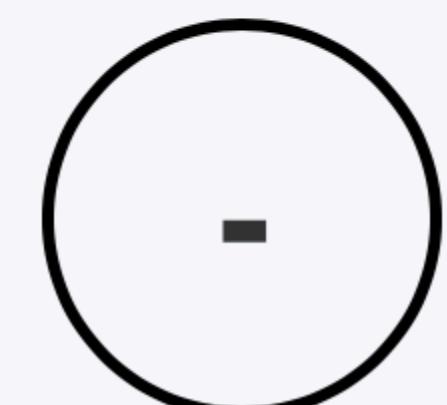


Admin enters section ID to find offering to delete

Find Offerings To Delete



Add Offering



Delete Offering



Edit Offering

## Enter Course and Section ID to Edit

Semester \*

Section ID \*

Enter section ID (e.g., 001)

Time Slots

Select Time Slots

0 time slot(s) selected

time slots selected

**Find Offerings To Edit**

Admin selects the time slots to  
find offering to edit

Admin enters section ID to find  
offering to edit

[Logs and Reports](#)[User](#)[Student](#)[Course](#)[Classroom](#)[Offering](#)[Semester](#)

Admin clicks Add Semester button for adding semester

Admin clicks Delete Semester button for navigating to delete semester page

Admin enters year of the semester

Admin selects the semester term with radio buttons

Admin clicks Add Semester button for adding semester with given info

**Enter Semester Information**

Year  
Enter semester year (e.g. 2025)

Term  
 Fall  
 Spring  
 Summer

**Add Semester**

Admin clicks Edit Semester button for navigating to edit semester page

**Upload Files**

**Course Catalog**  
Drag and Drop here or Select file  
CSV should contain: CourseCode, Department, CourseName, Credit, IsGradCourse, Instructor (Required: CourseCode & Department)

**Course Offerings**  
Drag and Drop here or Select file  
CSV should contain: courseId, sectionNumber, day, startTime, endTime (Required: courseId & sectionNumber)

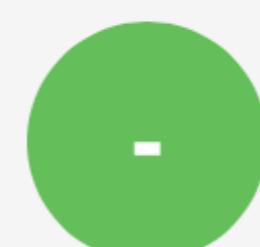
**Teaching Assistants**  
Drag and Drop here or Select file  
CSV should contain: TAId, OfferingId

**Student Enrollments**  
Drag and Drop here or Select file  
CSV should contain: StudentId, offeringId

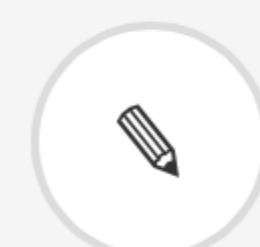
Admin can upload csv files about semester associations



Add Semester



Delete Semester



Edit Semester

### Find Semester to Delete

#### Year

 Enter semester year (e.g. 2025)

Admin enters  
year of the  
semester

#### Term

 Fall Spring Summer**Find Semester**

Admin selects the  
semester term  
with radio  
buttons

Admin clicks Add Semester button  
for deleting semester with given  
info



Add Semester  
 Delete Semester  
 Edit Semester

### Find Semester to Edit

**Year**

Enter semester year (e.g. 2025)

**Term**

Fall



Spring



Summer



**Find Semester**

Admin enters year of the semester

Admin selects the semester term with radio buttons

Admin clicks Find Semester button for editing semester with given info

### Upload Files

#### Course Catalog



Drag and Drop here

or

Select file

CSV should contain: CourseCode, Department, CourseName, Credit, IsGradCourse, Instructor (Required: CourseCode & Department)

#### Course Offerings



Drag and Drop here

or

Select file

CSV should contain: courseId, sectionNumber, day, startTime, endTime (Required: courseId & sectionNumber)

#### Teaching Assistants



Drag and Drop here

or

Select file

CSV should contain: TAId, OfferingId

#### Student Enrollments



Drag and Drop here

or

Select file

CSV should contain: StudentId, offeringId

**Instructor Pages**



## Upcoming Exams

### CS476

**Date:** 2025-05-13

**Duration:** 120 min

**Classroom(s):** 100, 101

[View Details](#)

[Manage Exams](#)

Instructor can see the upcoming exams of his/her courses.

Manage exams take you to the exam page

## Latest Swap Requests

### Instructor Swap

**From:** Lautaro Martinez

**To:** New Proctor (pending)

**Exam:** CS476

**Exam Date:** 5/13/2025

**Swap Info:** Instructor removed proctor

**Date & Time:** 5/11/2025 10:56:34 PM

[View Details](#)

Instructor can see the swap requests of their courses.



## Exams

### CS476 FINAL

**Current Proctor(s):** None  
**Pending Proctor(s):** Irem EsenDemir, Denzel Dumfries, Nicolo Barella  
**Classroom(s):** B\_100, B\_101  
**Time:** 17:00 - 19:00  
**Date:** 13.05.2025  
**Swap Count:** 0  
**Exam Type:** FINAL

[Swap TA](#) [Change Exam Information](#)

[Print Students Alphabetically](#)

[Print Students Randomly](#)

Instructor can see all the exams and their details in exams page

### CS485 MIDTERM

**Current Proctor(s):** None  
**Pending Proctor(s):** Lautaro Martinez, Denzel Dumfries  
**Classroom(s):** B\_101  
**Time:** 17:00 - 19:00  
**Date:** 14.05.2025  
**Swap Count:** 0  
**Exam Type:** MIDTERM

[Swap TA](#) [Change Exam Information](#)

[Print Students Alphabetically](#)

[Print Students Randomly](#)

Instructor can swap TA's, update information and print distributions with clicking these buttons.

[Add New Exam](#)

[Delete](#)

Instructor can add an exam from there

Instructor can delete an exam with this button.

[Delete](#)



## Exams

No exams found. Add your first exam.

Add New Exam

### Add Exam

Exam type:

Final

Exam course:

476 (Automata Theory and Formal Languages)

Department:

CS

Date:

05/13/2025

Start time: 05:00 PM

End time: 07:00 PM

Classroom(s):

Select a classroom

B - 100 X

B - 101 X

Automatic Proctor Number:

2

Number of TAs to be automatically assigned based on workload

Prioritize TAs of selected course

TAs will be prioritized in this order:

- 1) Department
- 2) Full-time and Part-time
- 3) Course TAs (if checkbox selected)  
For graduate courses, PhD TAs will also be prioritized.  
TAs with approved leave requests on the exam date cannot be assigned.

Select Manual Proctors (1)

You can manually select the TAs.

ADD

Instructor can choose to prioritize TAs of selected course by clicking this checkbox.

Instructor can select exam type, the course, date, start-end times, classrooms, automatic proctor number from there.

Instructor can choose to manually assign proctors to exams.



## Exams

No exams found. Add your first exam.

Add New Exam

### Add Exam

Exam type:

Final

Exam course:

476 (Au

Departm

CS

Date:

05/20/

Start tim

Classroo

Select a

Automat

2

Number of

Priori  
selecti

### Select Proctor(s)

X

Search TA...

#### Available TAs

Irem Esendemir	0	Dept: CS	Same Dept	Part-time
Denzel Dumfries	0	Dept: CS	Same Dept	Part-time
Francesco Acerbi	0	Dept: EEE	PhD	
Hakan Calhanoglu	0	Dept: IE	PhD	

Number of Selected Proctors: 0

DONE

Clear Selection

cannot be assigned.

Select Manual Proctors (0)

You can manually select the TAs.

ADD

Here, instructor can select proctors manually from a list of all TA's.



## Exams

Add New Exam

### CS476 FINAL

**Current Proctor(s):** None

**Pending Proctor(s):** Lautaro Martinez, Irem Esendemir, Nicolo Bar

**Classroom(s):** B\_100, B\_101

**Time:** 17:00 - 19:00

**Date:** 13.05.2025

**Swap Count:** 0

**Exam Type:** FINAL

Swap TA

Change Exam Information

Print Students Alphabetically

### Request TA Swap for CS476 FINAL

This will send a request to the selected TA to take over the proctoring assignment. The TA will need to accept your request before the swap is finalized.

Current Proctor(s):

Lautaro Martinez (pending) Irem Esendemir (pending) Nicolo Barella (pending)

Proctor To Swap:

Lautaro Martinez (pending)

New Proctor:

Denzel Dumfries - CS

Also, instructors can swap proctors by clicking Swap TA. Instructor chooses the proctor to swap

Instructor chooses the new proctor.

SEND SWAP REQUEST



## My TA Preferences

319

Irem Esendemir

HIGH Submitted

Instructor can request a TA and TA preferences are shown in this page.

✓ All Priorities

High Priority  
Medium Priority  
Low Priority

Remove

342

Irem Esendemir

MEDIUM Submitted

Remove

Add TA for this course

Instructor can add a TA for a specific course.

## My Courses

### CS101: Algorithms and Programming I

TAs Requested: 0

No TA preferences added

Add TA for this course

### CS102: Algorithms and Programming II

TAs Requested: 0

No TA preferences added

### CS201: Fundamental Structures of Computer Science I

TAs Requested: 0

No TA preferences added

Add TA for this course

### CS202: Fundamental Structures of Computer Science II

TAs Requested: 0

No TA preferences added

Instructor can search TA's by name

## Add TA Preference

Search and Select Department TA:

- Irem Esendemir  
Department: CS 
- Denzel Dumfries  
Department: CS
- Nicolo Barella  
Department: CS

Priority Level:

High      Medium      Low

Instructor writes the reason for the preference.

Reason for Preference (Optional):

Optionally explain why you would like this TA for your course...

Instructor clicks this button to add preference

Cancel

Add Preference

## Summer Training I

ed: 0

ferences added

Add TA for this course

ed: 0

ferences added

Instructor chooses the TA preference of the course selected.

Add TA for this course

ed: 0

ferences added

Instructor can choose the priority level for the TA request.

Add TA for this course

## Operating Systems

ed: 0

ferences added

Add TA for this course



## Submit TA Preferences

You are about to submit the following TA preferences:

319

Irem Esendemir

HIGH

342

Irem Esendemir

MEDIUM

Once submitted, your preferences will be sent to the Department Chair for review. You will be notified when TA assignments are finalized.

Cancel

Confirm Submission

Add New Preference

Submit Preferences

Add TA for this course

### Research Seminar I

Added: 0

Preferences added

Add TA for this course

### Master's Thesis

Added: 0

Preferences added

Add TA for this course

### Research Seminar II

Added: 0

Preferences added

Add TA for this course

### Ph.D. Dissertation

Added: 0

Preferences added

Add TA for this course



## Selected TAs for 342

Irem Esendemir

Denzel Dumfries

[View Course Preferences](#)

[Confirm Assignments](#)

TA Assigner selects the TA's for each course.

### Programming Languages

Students: N/A TAs Needed: 1

Requests: 0

**319**

Object-Oriented Software Engineering

Students: N/A TAs Needed: 1

Requests: 1

**342**

Operating Systems

Students: N/A TAs Needed: 1

Requests: 1

**353**

Database Systems

Students: N/A TAs Needed: 1

Requests: 0

**399**

Summer Training II

Students: N/A TAs Needed: 1

Requests: 0

**411**

Software Architecture Design

Students: N/A TAs Needed: 1

Requests: 0

## Available Teaching Assistants

Search TAs by name or email...

**Irem Esendemir**

Email: iremesendemir04@gmail.com

Department: CS

**Francesco Acerbi**

Email: facerbi@bilkent.edu.tr

Department: EEE

**Denzel Dumfries**

Email: ddumfries@bilkent.edu.tr

Department: CS

**Nicolo Barella**

Email: nbarella@bilkent.edu.tr

Department: CS

**Hakan Calhanoglu**

Email: hcalhanoglu@bilkent.edu.tr

Department: IE

**Henrikh Mkhitaryan**

Email: hmkhitaryan@bilkent.edu.tr

Department: IE

**Federico Dimarco**

Email: fdimarco@bilkent.edu.tr

Department: EEE

**Lautaro Martinez**

Email: lmartinez@bilkent.edu.tr

Department: CS

**Marcus Thuram**

Email: mthuram@bilkent.edu.tr

Department: EEE

## TA Requests for 342

Instructor 3001

TA 3002

MEDIUM

Remove



## Selected TAs for 319

Irem Esendemir

[View Course Preferences](#)

[Confirm Assignments](#)

Computer Organization

Students: N/A

TAs Needed: 1

Requests: 0

**299**

Summer Training I

Students: N/A

TAs Needed: 1

Requests: 0

**315**

Program

Stude

Reque

**319**

Object  
Enginee

Stude

Reque

**342**

Operating Systems

Students: N/A

TAs Needed: 1

Requests: 1

**353**

Database Systems

Students: N/A

TAs Needed: 1

## Available Teaching Assistants

Search TAs by name or email...

**Irem Esendemir**

Email: iremesendemir04@gmail.com  
Department: CS

**Francesco Acerbi**

Email: facerbi@bilkent.edu.tr  
Department: EEE

**Denzel Dumfries**

TA Assigner (Instructor) confirms the assignments for a course.

## Confirm TA Assignments

You are about to assign the following TAs to 319 (Object-Oriented Software Engineering):

- Irem Esendemir

This will update the TA assignments for this course. Instructors will be notified about the assignments.

[Cancel](#)

[Confirm Assignments](#)

## TA Requests for 319

Instructor 3001

TA 3002

HIGH

[Remove](#)

**Teaching  
Assistant Pages**



TA can view his notifications with this icon



### Weekly Schedule

	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	SUN 18
9:00	102 - Section 1 TBA	102 - Section 1 TBA	102 - Section 1 TBA				
10:00							
11:00	102 - Section 1 TBA	102 - Section 1 TBA					
12:00							
13:00		201 - Section 1 TBA				201 - Section 1 TBA	
14:00							
15:00							
16:00							
17:00		476 - Proctoring					
18:00							
19:00							
20:00							

TA can view his courses and proctorings with this calendar

Previous Week Current Week Next Week

TA can navigate through calendar using these buttons

### Proctoring Swap Forum

Irem Esendemir wants to swap:

**CS4732025SPRING Exam**

i

5/15/2025

7.00–9.00

Available: 5/15/2025 to 5/15/2025

TA can view to swap requests with this modal



## Weekly Schedule

Previous Week

Current Week

Next Week

	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	SUN 18
9:00	102 - Section 1 TBA		102 - Section 1 TBA				
10:00							
11:00	102 - Section 1 TBA		102 - Section 1 TBA				
12:00							
13:00		201 - Section 1 TBA					201 - Section 1 TBA
14:00							
15:00							
16:00							
17:00		476 - Proctoring					
18:00							
19:00							
20:00							

### CS4732025SPRING Midterm Exam

5/15/2025

7.00–9.00

Classrooms: 100

#### Possible Exams to Swap

CS4762025SPRING / 5/13/2025 / 17.00-19.00

Reject

Swap

Reject Swap Request

Accept Swap Request

TA Selects its available proctorings that can be swapped

Irem Esendemir wants to swap:

CS4732025SPRING Exam

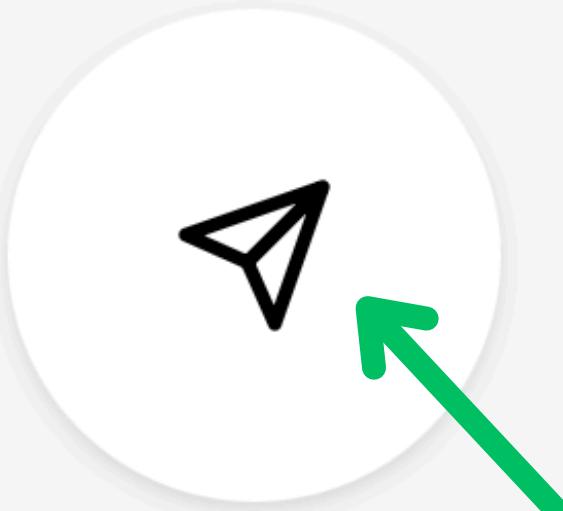
5/15/2025

7.00–9.00

Available: 5/15/2025 to 5/15/2025

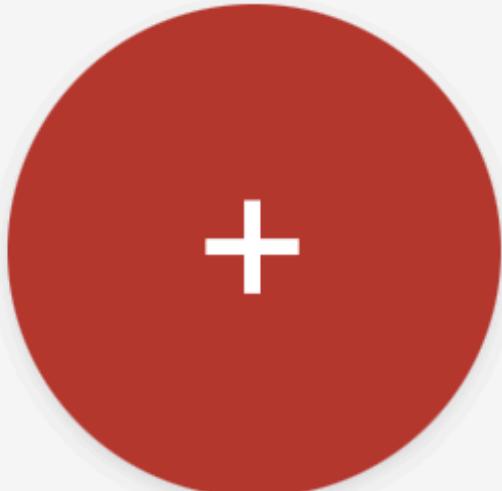


Send Personal Swap Request



TA can send personal swap request by clicking this button

Submit Swap Request on Forum



TA can submit swap request on forum by clicking this button

View My Submitted Requests



TA can view own swap request by clicking this button

### Proctoring Swap Forum

#### CS4732025SPRING Midterm Exam

5/15/2025 7:00:00 PM - 9:00:00 PM  
Classroom: 100



Irem Esendemir  
Submit time: 5/11/2025

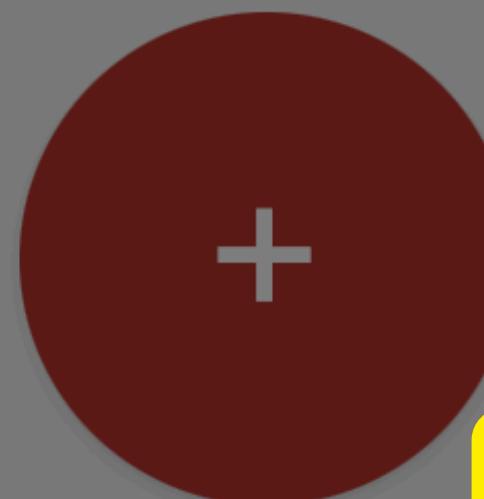
### Waiting Proctoring Swap Requests

#### CS4762025SPRING Midterm Exam

5/13/2025 5:00:00 PM - 7:00:00 PM  
Classrooms: 100, 101



Irem Esendemir  
Submit time: 5/11/2025

[Send Personal Swap Request](#)[Submit Swap Request on Forum](#)[View My Submitted Requests](#)

## Proctoring Swap Forum

No items in the forum

## Waiting Proctoring Swap Requests

No pending swap requests

### Send Personal Swap Request

Select TA  
Denzel Dumfries (ddumfries@bilkent.edu.tr)

Select date  
Start date: 05/19/2025 End date: 05/25/2025

Exam to Swap  
CS4762025SPRING / 5/13/2025 / 17.00-19.00 (Selected)  
CS4732025SPRING / 5/15/2025 / 19.00-21.00

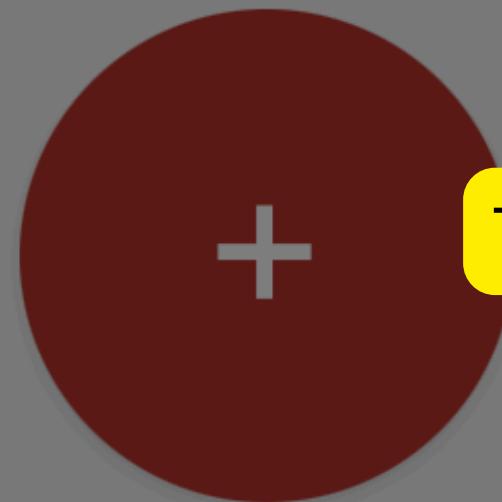
**Send Personal Swap Request**

TA selects target TA to send personal swap request

TA selects start and end date to available for swapping

TA selects the exam to swap from his possible exams

TA can send personal swap request by clicking the Send Personal Swap Request button

[Send Personal Swap Request](#)[Submit Swap Request on Forum](#)[View My Submitted Requests](#)

### Proctoring Swap Forum

No items in the forum

### Waiting Proctoring Swap Requests

No pending swap requests

**Submit Swap Request to Forum**

Select date

Start date: 05/19/2025 | End date: 05/25/2025

**Exam to Swap**

CS4762025SPRING / 5/13/2025 / 17.00-19.00

CS4732025SPRING / 5/15/2025 / 19.00-21.00

**Submit Swap Request to Forum**

TA selects start and end date to available for swapping

TA selects the exam to swap from his possible exams

TA can submit swap request on forum by clicking the Submit Swap Request to Forum button



## Waiting for Approval

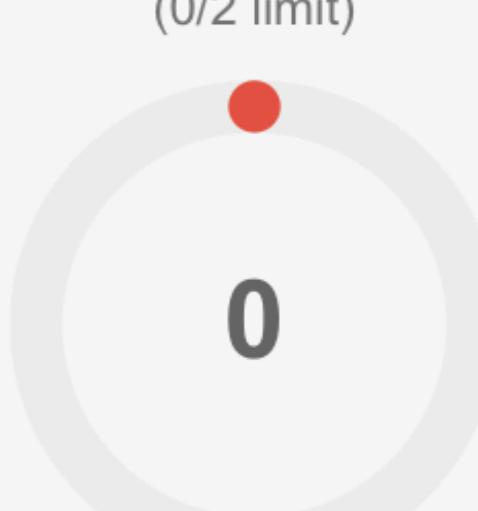
Total Proctoring Hours



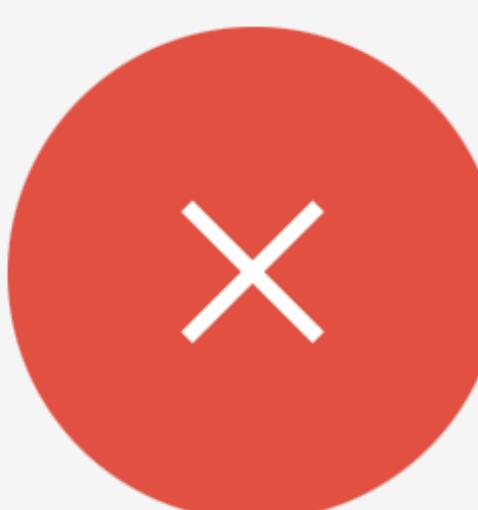
Department:

Non-Department:

Total Rejected Proctoring  
(0/2 limit)



Multidepartment Exam  
Proctoring Request



### CS 223 MIDTERM

15.05.2025 18.00-20.00

Classrooms: 100

Workload: 2 hours Department Exam



TA can accept or reject assigned proctorings

TA can view assigned proctorings

TA can view total proctorings hours

TA can view rejected proctorings, the max limit is 2

TA can select from there if he/she wants to be assigned multidepartment exams

## Current Proctoring Assignments

### CS 476 FINAL

13.05.2025 17.00-19.00

Classrooms: 100, 101

Workload: 2 hours Department Exam

### CS 476 FINAL

13.05.2025 17.00-19.00

Classrooms: 100, 101

Workload: 2 hours Department Exam

### IE 324 FINAL

17.05.2025 17.00-19.00

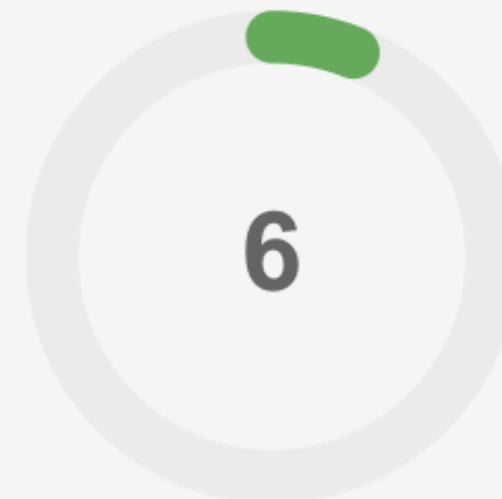
Classrooms: 100

Workload: 2 hours Non-Department Exam

TA can view current proctorings with their details



Total Proctoring Hours



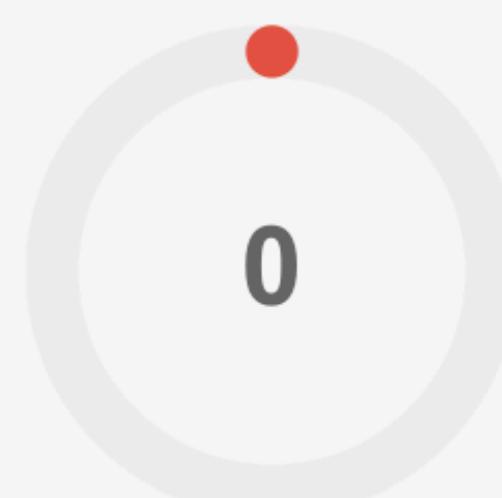
6

4  
2

Department:

Non-Department:

Total Rejected Proctoring  
(0/2 limit)



0

Multidepartment Exam  
Proctoring Request



### Waiting for Approval

#### CS 223 MIDTERM

15.05.2025 18.00-20.00  
Classrooms: 100

Workload: 2 hours Department Exam



### Current Proctoring Assignments

#### CS 476 FINAL

13.05.2025 17.00-19.00  
Classrooms: 100, 101

Workload: 2 hours Department Exam

#### CS 476 FINAL

13.05.2025 17.00-19.00  
Classrooms: 100, 101

Workload: 2 hours Department Exam

#### IE 324 FINAL

17.05.2025 17.00-19.00  
Classrooms: 100

Workload: 2 hours Non-Department Exam

TA can select from there if he/she  
wants to be assigned  
multidepartment exams



Total Proctoring Hours



6

4

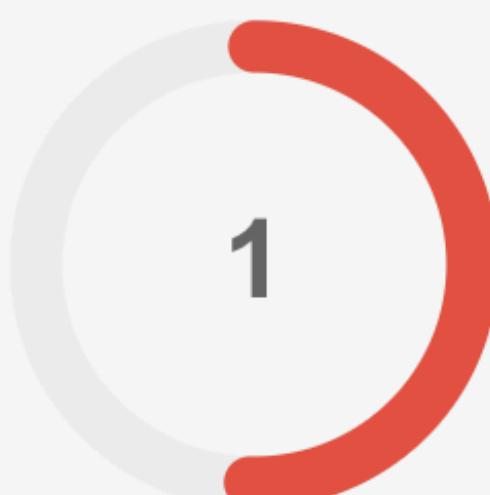
Department:

Non-Department:

2

Total Rejected Proctoring

(1/2 limit)



1

Ta can reject the proctoring, but  
that will decrease the number of  
proctoring limit.

Multidepartment Exam  
Proctoring Request



### Waiting for Approval

No pending proctoring assignments

### Current Proctoring Assignments

#### CS 476 FINAL

13.05.2025 17.00-19.00  
Classrooms: 100, 101

Workload: 2 hours Department Exam

#### CS 476 FINAL

13.05.2025 17.00-19.00  
Classrooms: 100, 101

Workload: 2 hours Department Exam

#### IE 324 FINAL

17.05.2025 17.00-19.00  
Classrooms: 100

Workload: 2 hours Non-Department Exam



Total Approved Workload Hours



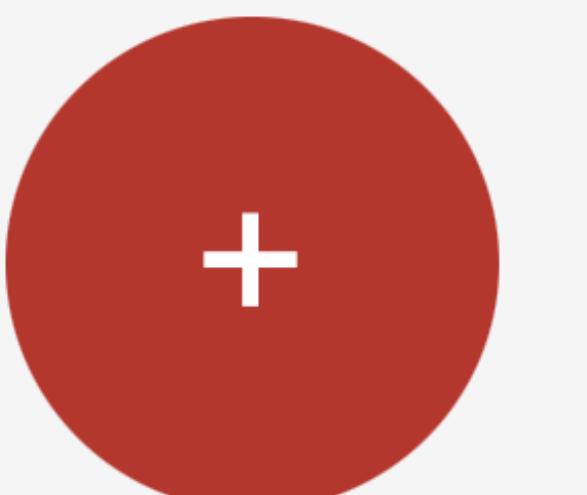
TA can see total approved workload hours

Total Waiting Workload Hours



TA can see total waiting workload hours

Add Workload



TA can add workload by clicking this button

### Waiting For Approval

#### CS 319 - Grading

12.05.2025 - 4 hours

Instructor: ysommer@bilkent.edu.tr

### Approved Workloads

#### CS 342 - Office Hour

01.05.2025 - 4 hours

Instructor: ysommer@bilkent.edu.tr

### Waiting For Approval

Total Approved Workload Hours: **6**

CS 342 - Office Hour  
01.05.2025 - 4 hours  
Instructor: ysommer@bilkent.edu.tr

CS 319 - Grading  
12.05.2025 - 4 hours  
Instructor: ysommer@bilkent.edu.tr

TA sees the approved workload hours.

### Approved Workloads

CS 476 - Proctoring: FINAL  
13.05.2025 - 2 hours  
Instructor: Proctoring Duty

CS 476 - Proctoring: FINAL  
13.05.2025 - 2 hours  
Instructor: Proctoring Duty

IE 324 - Proctoring: FINAL  
17.05.2025 - 2 hours  
Instructor: Proctoring Duty

Ta can send the approved workloads.

Total Waiting Workload Hours: **8**

TA sees the pending workload hours.

TA can see the pending workloads

Add Workload

TA sends workload request from this button.

## Add Workload

## Course

319 - Object-Oriented Software Engineering

## Instructor

ysommer@bilkent.edu.tr

## Enter date

05/12/2025

## Enter time

04 : 00

## Select the workload type:

 Lab Work Grading Recitation Office Hour**Send Workload Request**

Ta can select the course.

Ta can select the mail of the course instructor.

Ta can enter the date he/she has worked.

Ta can enter the how many hours workload take.

Ta must choose the workload type.

Ta can send the workload to the course instructor.



## List of Leave of Absences

No leave requests found. Create your first request!

+ Submit Leave of Absence Request

Ta can click the button to send a  
leave request.



## Submit Leave of Absence Request

### Leave Type

Surgery



### Select date

Start Date

05/12/2025

End Date

05/18/2025

TA selects leave of absence's start  
and end date



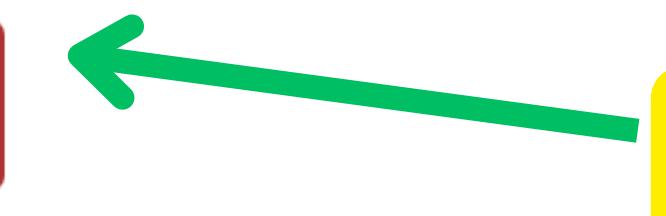
TA enters leave of absence's type



Drag and Drop here

or

Select file



TA must send a  
document to prove  
his request is true.

Selected: Screenshot 2025-05-11 at 05.36.54.png

### Enter Your Reason

Due to my knee surgery, I will not be available for 1 week



TA enters leave of absence's  
reason

Submit Leave of Absence Request

Cancel

TA can submit or quit to send leave  
request form.



## List of Leave of Absences

### Leave of Absence for Research

Start date: 26.05.2025 End date: 01.06.2025

Reason: i will go to a research camp.

[View Uploaded Document](#)

Leave of Absence details uploaded document can be seen from there



Waiting to be accepted

Delete

### Leave of Absence for Holiday

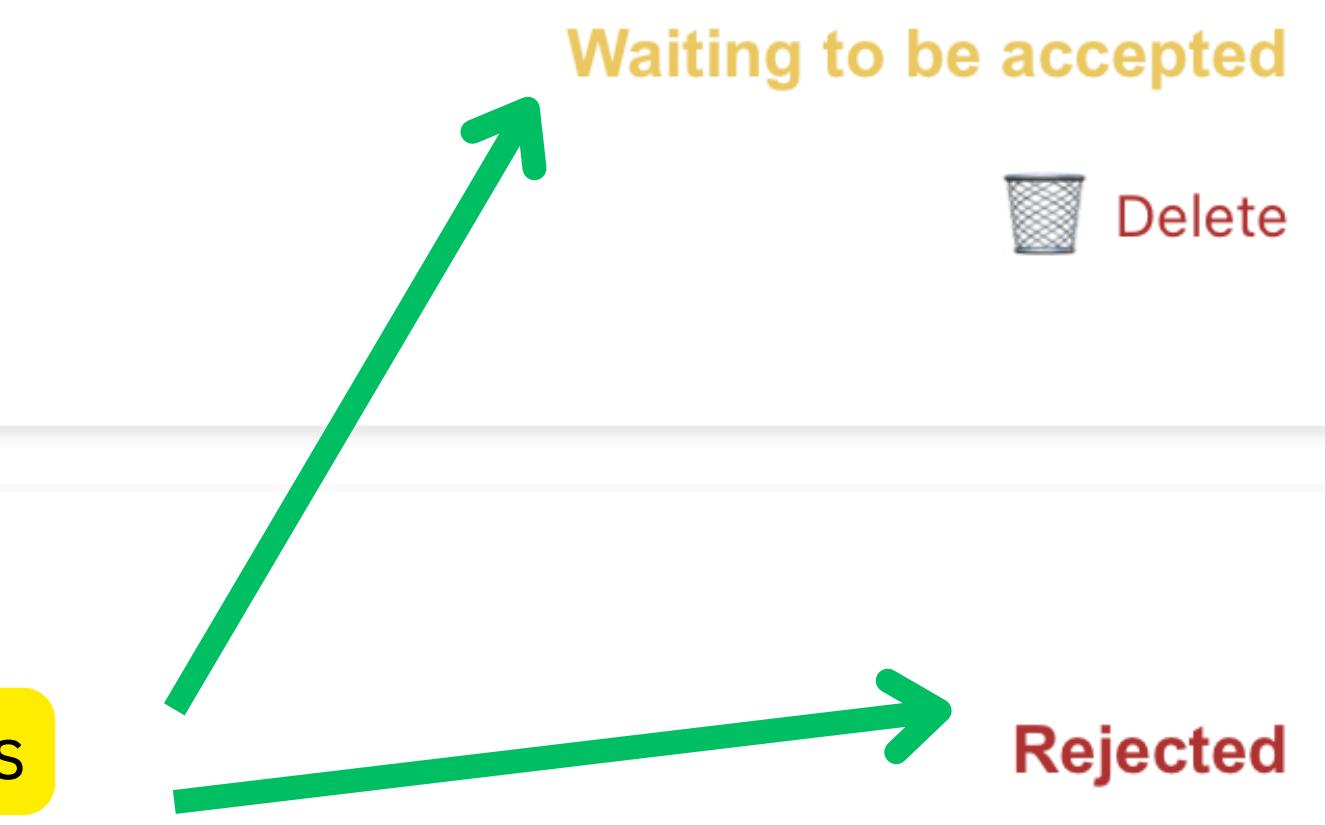
Start date: 19.05.2025 End date: 25.05.2025

Reason: .

[View Uploaded Document](#)

Rejection Reason: it is not valid.

Leave of Absence request's status can be seen from there



Delete

### Leave of Absence for Surgery

Start date: 12.05.2025 End date: 18.05.2025

Reason: Due to my knee surgery, I will not be available for 1 week

[View Uploaded Document](#)

Delete

Submit Leave of Absence Request

Leave of Absence request can be deleted from there

**Dean's Office**

**Pages**



## Upcoming Exams



Dean can view upcoming exams

**CS476**

2025-05-13

Duration: 120 min

Classrooms: B\_100, B\_101

**CS485**

2025-05-14

Duration: 120 min

Classrooms: B\_101

**CS473**

2025-05-15

Duration: 120 min

Classrooms: B\_100

## Swap Requests

### Instructor Swaps

**CS476**

Lautaro Martinez swapped with

2025-05-13T14:00:00.000Z

### TA Swaps

**CS473**

Irem Esen Demir → Denzel Dumfries

2025-05-15T16:00:00.000Z



Dean can view swaps done by  
instructors



Dean can view swaps done  
between TAs



## Exams

### CS476 FINAL

Current Proctor(s): Irem EsenDemir, Irem EsenDemir  
Pending Proctor(s): Nicolo Barella  
Duration(in minutes): 120  
Date: 13.05.2025  
Exam Type: FINAL

Swap TA

Print Students Alphabetically

Print Studen

Dean can filter by name

### CS485 MIDTERM

Current Proctor(s): None  
Pending Proctor(s): Lautaro Martinez, Denzel Dumfr  
Duration(in minutes): 120  
Date: 14.05.2025  
Exam Type: MIDTERM

Swap TA

Print Students Alphabetically

Print Studen

### CS473 MIDTERM

Current Proctor(s): Denzel Dumfries  
Pending Proctor(s): Nicolo Barella  
Duration(in minutes): 120  
Date: 15.05.2025  
Exam Type: MIDTERM

Swap TA

Print Students Alphabetically

Print Studen

## Add Exam

Exam type:

Final

Exam course:

IE324 (Simulation)

CS

Department:

CS

Date:

05/17/2025

Start time:

Classroom:

Select a

Automati

1

Number of

DONE

Clear Selection

TAs will be prioritized based on the following criteria:  
1) Department  
2) Full-time and Part-time  
3) Course TAs (if checkbox selected)  
For graduate courses, PhD TAs will also be prioritized.  
TAs with approved leave requests on the exam date cannot be assigned.

Select Manual Proctors (0)

You can manually select the TAs.

ADD

## Select Proctor(s)

X

irem

### Available TAs

Irem  
EsenDemir Workload: 4h Dept: CS

Part-time

Number of Selected Proctors: 0

Dean can manually select proctors



## Exams

Add New Exam

### CS476 FINAL

**Current Proctor(s):** Irem Esendemir, Irem Esendemir

**Pending Proctor(s):** Nicolo Barella

**Duration(in minutes):** 120

**Date:** 13.05.2025

**Exam Type:** FINAL

Swap TA

Print Students Alphabetically

Print Students Randomly

✗ Delete



### CS485 MIDTERM

**Current Proctor(s):** None

**Pending Proctor(s):** Lautaro Martinez, Denzel Dumfries

**Duration(in minutes):** 120

**Date:** 14.05.2025

**Exam Type:** MIDTERM

Swap TA

Print Students Alphabetically

Print Students Randomly

✗ Delete

Dean can see all exams here.



### CS473 MIDTERM

**Current Proctor(s):** Denzel Dumfries

**Pending Proctor(s):** Nicolo Barella

**Duration(in minutes):** 120

**Date:** 15.05.2025

**Exam Type:** MIDTERM

Swap TA

Print Students Alphabetically

Print Students Randomly

✗ Delete

Dean can swap TA, print students from these buttons.



### IE324 FINAL

**Current Proctor(s):** None

**Pending Proctor(s):** Irem Esendemir, Henrikh Mkhitaryan

**Duration(in minutes):** 120

**Date:** 17.05.2025

✗ Delete





## TA Leave Request

Irem Esendemir

5/12/2025 – 5/18/2025

Irem Esendemir

5/19/2025 – 5/25/2025

Irem Esendemir

5/26/2025 – 6/1/2025

View

View

View

Dean can view TA requests from  
this button.

## Accepted Leave Requests

Dean can see the accepted  
requests from there.

## TA Leave Request

Irem Esendemir

5/12/2025 – 5/18/2025

[View](#)

Irem Esendemir

5/19/2025 – 5/25/2025

Irem Esendemir

5/26/2025 – 6/1/2025

## Accepted Leave Requests

**Irem Esendemir**

X

**Leave Dates:** 5/12/2025 – 5/18/2025

**Missed Proctorings:** IE3242025SPRING () – 5/17/2025,  
CS4762025SPRING () – 5/13/2025, CS4762025SPRING () – 5/13/2025,  
CS2232025SPRING () – 5/15/2025

**Requested** diremesendemir04@gmail.com

### Reason:

Due to my knee surgery, I will not be available for 1 week

[Download Attachment](#)

Dean can see the reason of the leave of absence from there.

[Accept](#) [Reject](#)

Dean can accept or reject the request.

Dean can download the file submitted for the leave request.



## TA Leave Request

Irem EsenDemir

5/26/2025 – 6/1/2025

View

## Accepted Leave Requests

Irem EsenDemir

5/12/2025 – 5/18/2025

# Secretary Pages



## Pending Workloads

Irem Esendemir – 4 Hours

Date: 5/12/2025

Task: Grading

Course: Object-Oriented  
Software Engineering

Approve

Reject

Secretary can see the pending  
workloads of a TA.

Secretary can approve or reject  
the workload request.

## Workload Summary

Irem Esendemir

Approved: 4 Hours, Waiting: 4 Hours

Last Update: 5/11/2025

Secretary can see workloads  
summary of TA's



## Upcoming Exams

**CS476**

2025-05-13

120 min

(i)

**CS485**

2025-05-14

120 min

(i)

**CS223**

2025-05-15

120 min

(i)

**CS223**

2025-05-15

120 min

(i)

**CS473**

2025-05-15

120 min

(i)

**CS202**

2025-05-16

120 min

(i)

Secretary can see upcoming exams  
of the courses from there.



## Latest Swaps

**Irem Esendemir → Denzel Dumfries**

TA swap request approved

5/11/2025 11:03:24 PM

(i)

Secretary can see latest swaps of  
TA's from there.

