



KION COMPUTER INFORMATION SOFTWARE IND. VE TİC. LTD. STI.

SOFTWARE DEVELOPMENT UNIT

UNIVERSITY OF NEW YORK TIRANA

SOFTWARE GUIDE



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SMS (Admin)

Login the system

Login address to the system is In order to log in to the system, **an e-mail address or username** must be written in front of the Student No field in the window that opens when **the Login** button is pressed. Login to the system must be with the new password received from the admin manager. It is strongly recommended to change the password when logging in for the first time.

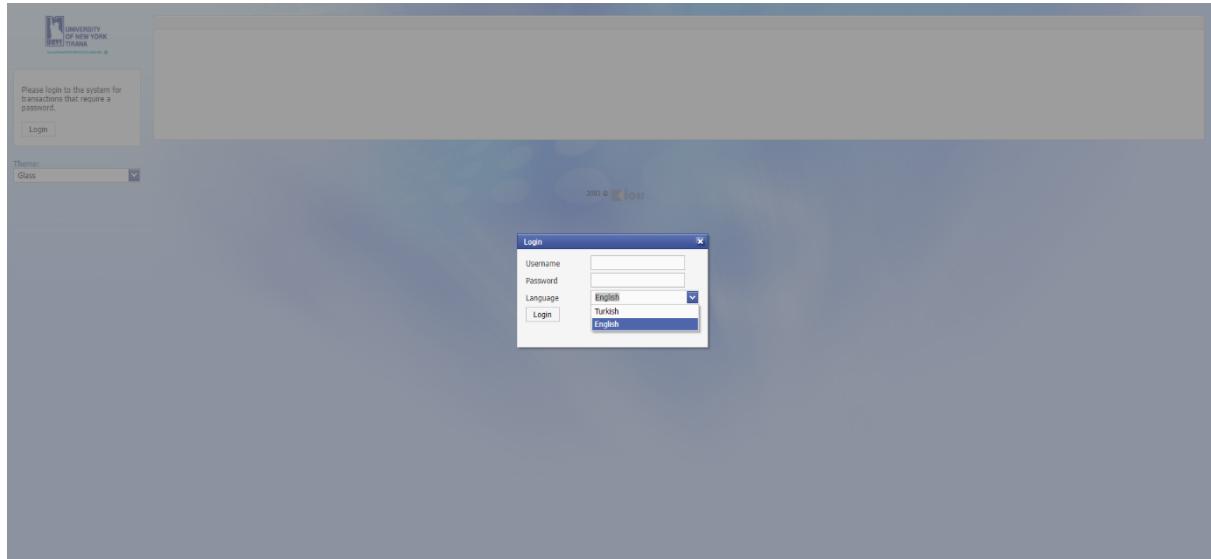


Figure 1 Login to the System

Student

STD01 Student Search

Purpose and Scope: It is an application where students are listed/searched according to different criteria, their information is displayed, updated, deleted, documents (bulk/individually) printed, a **new student assignment** is made, and student information can be copied to another student.

Explanation:

It is possible to search/list students according to certain criteria.

Following documents can be obtained in bulk for the **listed students**.

Below tasks could be conducted via '**Reports**' button.

Bulk Student Certificate,

Bulk Transcript,



Display std01-0

Student Duplication

It is the process of transferring the student information selected from the list to another student.

Adding new students (with ' new ' button)

After compulsory fields are entered, student is registered. (with ' Save ' button)

Points to pay attention:

Student's first status information must be assigned with the 'History of Major' in the 'History' tab.

If there is a regulation and a teaching plan (optional), it should be selected.

Viewing/updating student information (with ' update ' button)

Student Search										std01																																																																																																																																																																																
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Display std01-02

Student's faculty/department, if any, option, class, education year (how long s/he has been registered at the university), the year and term s/he registered in the university, the quota s/he registered in the university, the scholarship status if s/he received a scholarship from OSYM, his/her advisor, graduation



date, diploma information can be viewed/updated.

Deletion of a Student (Can be done if a student's course is not available)

Changing the Student Number (Can be done if a student's course is not available)

Changing the Faculty/Department of the Student (Can be done if a student's course is not available)

The following information of the student can be viewed/updated with the help of the tabs at the top of the application.

ID Registry and Military Service

Communication

High School and ÖSYM

Loan Information

The screenshot shows a software interface titled 'Student Search' for a student record labeled 'std01'. The interface is divided into several sections:

- Student Information:** Includes fields for Student No (1002), TC Identity No (1002), Name (ADA), Surname (MUSABELIU), Study Level (Undergraduate), The Regulation (3 Years Bologna), and Study Type (Daytime Education). There are also 'Search' buttons for both fields.
- Faculty and Department:** Shows the Faculty of Economy and Business and the Department of Business Administration. It also includes fields for Option, Class (1st Class), Status (Course Renewal), and General Average (3.98).
- Upload Area:** A section for uploading documents with a 'Browse...' button and an 'Upload' button.
- Navigation Tabs:** Includes tabs for Registration Information, Population and Military Service, Contact, High School and ÖSYM, Credit, Foreign Language, Foreign National, Major Information, Student History, Scholarship History, Other, and Documents. The 'Other' tab is currently selected.
- Student Loan Informations:** A section containing several dropdown menus for various financial aid categories like Contribution Credit, Student Loan Scholarship Status, Scholarship Of Credit and Dormitory Institution, and others.
- Action Buttons:** 'List' and 'Save' buttons located at the bottom right of the main form area.

Display std01-03

Updating the information received from the Credit and Dormitories Institution (with the tui10 '**update your account information**' application under the Tuition Operations menu) is done in bulk on a university basis. Apart from this, cases such as 'exemption from tuition' are selected from the student loan section, or students who fall within 10% are registered in the system at the beginning of each semester. At the beginning of each semester, the '10% entry' information of students who entered 10% should be deleted in bulk on a university basis (with tui06 '**calculation of tuition information**' application' under the Fee Operations menu).

Foreign Language

Foreign Nationality

This is the section where foreign students' private information is kept.

Branch Information

Double Major / Minor Program information is kept.

History

Major history

Double Major's history (regardless of the major, the student's status is followed separately)

Minor history (regardless of the major, the status of the student is followed separately)

Other

Scholarship History (Scholarships given by universities or other institutions/foundations are tracked in this section. Granted/withdrawn cases are kept on a semester-date basis)

Institute

It is the tab that is active for the students at the institute, the information for the students of the institute is displayed.

Other

It is the section where the student's other information is kept.

Documents



This is the section where the following standard documents are obtained on a student basis.
Student certificate

Military Service Certificate

Institute Military Service Certificate

Transcript

Report Card (Summary Transcript)

Foreign Student Information Form

Graduation Certificate

Language Proficiency Document

History Transactions:

Explanation:

History information comes in order from the most recent date to the farthest date, the latest student status date shows the current status of the student on the Main Enrollment page. In summary, the most recent status is the current status of the student.

History is the information held to monitor student status changes on a Term-by-Term basis. The student must have at least one enrollment per semester. The student's history: in case of enrollment renewal, if the consultant approves it online, the 'Enrollment Renewed' information is automatically added to the relevant period. At the end of the registration period, students who do not register for the course with the '**std07 History Search**' application are assigned the 'Registration Not Renewed' record. In other cases, student affairs must manually add status changes to the history with the help of this application. The accuracy of the historical information affects some documents such as 'Military Service Certificate' and statistics. The case of not renewing the registration is important in the student certificate and military service certificate. (Because they can't benefit from student rights)

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Display std01-04



When it is desired to add a new status to the major history (with the 'new' button), 'Student Status' must be selected on the screen. In cases such as 'Deregistration' or 'Registration Deletion', the reason in detail can be selected from the list below.

the 'Registration Freeze' is made for two academic terms; history information must be entered for two academic semesters.

University information (by pressing '...') is entered for incoming/outgoing students with lateral transfer, incoming/outgoing students with Erasmus /Farabi, and incoming/outgoing students with summer school. If there is no university name in the list, it can be written in the blank area under the University section. If this information is entered, it will be shown on the transcript from which university the student came with a lateral transfer or to which university he went with Erasmus.

Student's 'Registration Deletion' or 'Graduation Procedures' are done with the help of this application in a similar way. In this case, the student's 'Graduation/Departure Date' is updated. (See Screen std01-02)

STD02 Student Registration

Purpose and Scope: It is the application used during the first registration to the university. The last status: 'The one who won the university but has not registered yet' The first registration process for students is provided with the help of this application by completing all the documents and procedures of the student.

Explanation: With this application, the record of registration is added to the student's history information and the first registration date of the student to the university is updated. A similar operation can be performed with the help of 'STD01 Student Search', but this application has been developed so that the operation can be done faster with a single button. In the same application, it is possible, if needed, for student certificate and military service certificate to be obtained.

During enrollment to the university, if this program is used up to date, the Number of Students Registered in the University can be tracked properly. (From 'STD01 Student Search' or 'RPR01 Quota Report' under the Reports menu)

The screenshot shows the 'Student Record' section of the STD02 application. It contains input fields for Student No, TC Identity No, Name, Surname, Study Level, Faculty, Department, Option, Class, Status, and Quota Type. There is also a large preview area on the right side. At the bottom, there are buttons for Registration Cancel, Save, Change Signature, language selection (tr-TR, en-US), PDF Document, Word Document, Student Certificate, Military Certificate, and Pre-Registration Form.

Display std02-01

STD03 Courses Taken by Students

Purpose and Scope: It is an application that allows students to display their courses in all semesters, assign new courses, and correct/enter their grades on a course basis. The exemption information or the results of the grade objections of the students coming with the lateral transfer are processed with the



help of the same application. On a student basis, flexibility of the courses or associating another course instead is also done in this section.

Explanation:

Listing is made from the most recent semester, in practice, all courses taken by the student are listed based on semesters.

Save code in the list:

If 'T', Student has been enrolled on the Internet and the Advisor has given approval,

If 'B', Registrar's Office has manually assigned this course to the student,

If 'E', Student has already taken this course with Erasmus,

' ' (blank) means that Student has enrolled online but Advisor has not approved. The student is not enrolled for this course. These courses are not shown on the transcript.

Web -based course registrations (student/advisor approvals) are reflected in real-time on students' courses and class lists.

The ' repeated course ' information in the list is used to indicate that a student's new course has been taken in place of a course taken previously. This association is done with the ' STD03 Courses Taken by the Student ' application. Aim in general is that it is possible to associate lessons with a particular student, except for the case that the lesson is removed and another lesson is opened in its place. For example, taking another course in place of an elective. As a result of this association, the name of the associated course is shown in parentheses next to the relevant course on the transcript and the second course is not reflected in the credit totals. Below, as an example, the status of failing a course and the course information taken instead are shown.

Student Courses																		std03		
Student																				
Student Number	1002																			
Turkish Identity Number	1002																			
Name	ADA																			
Surname	MUSABELIU																			
Study Level	Undergraduate																			
Regulation	3 Yıllık = Bologna																			
Student's Courses		Student Course Logs		Equivalent Course		Curriculum Courses		Courses Which Student Can Take		Transcript		Diploma Report								
New	Update	Assign Bulk Courses		Register Code	Empty	Delete Courses														
Oğrencinin Aldığı Dersler																				
Drag a column header here to group by that column																				
Academic Year	Education Semester	Branch	Catalog No.	Course Code	Course No.	Course Name	Course Class	Branch	Credit	ECTS Credit	Grade	Letter Grade	Status	Registration Code	Not Required to Average	Free to Entry Make Up Exam	Number of Course Repetitions	Repeated Instead Catalog No.	Repeated Instead Course Code	Repeated Instead Course No.
2004-2005	summer	Major	17	702102	2776	WESTERN CIVILIZATION II	Prep Class		3	3	0	A	Successful	B			0	0	0	
2003-2004	Autumn	Major	20	201101	2810	STATISTICS FOR BUSINESS AND ECONOMICS I	Prep Class		3	3	0	A	Successful	B			0	0	0	
2003-2004	Spring	Major	4	212102	2579	MANAGERIAL ACCOUNTING	Prep Class		3	3	0	A	Successful	B			0	0	0	
2003-2004	Spring	Major	21	251101	2828	PRINCIPLES OF MARKETING	Prep Class		3	3	0	A	Successful	B			0	0	0	
2003-2004	Autumn	Major	32	502102	2926	INTRO TO MACROECONOMICS	Prep Class		3	3	0	A	Successful	B			0	0	0	
2003-2004	Autumn	Major	16	701101	2766	WESTERN CIVILIZATION I	Prep Class		3	3	0	A	Successful	B			0	0	0	
2003-2004	Spring	Major	35	712104	2959	US History II	Prep Class		3	3	0	A	Successful	B			0	0	0	
2003-2004	Autumn	Major	38	731104	3005	INTRO TO INTERNATIONAL RELATIONS	Prep Class		3	3	0	A-	Successful	B			0	0	0	
2003-2004	Spring	Major	42	743106	3046	INDUSTRIAL PSYCHOLOGY	Prep Class		3	3	0	A	Successful	B			0	0	0	
2003-2004	Autumn	Major	1	ART 202	2536	Art History I	Prep Class		4	3	0	A	Successful	B			0	0	0	
2003-2004	summer	Major	47	BIO 334	3097	Biology Today	Prep Class		4	3	0	A	Successful	B			0	0	0	
2003-2004	Spring	Major	18	IR 222	2788	Islamic World	Prep Class		4	3	0	A	Successful	B			0	0	0	
2002-2003	Spring	Major	3	211101	2565	FINANCIAL ACCOUNTING	Prep Class		3	3	0	A	Successful	B			0	0	0	
2002-2003	Spring	Major	49	241101	3124	PRINCIPLES OF MANAGEMENT	Prep Class		3	3	0	A	Successful	B			0	0	0	
2002-2003	Autumn	Major	7	402101	2623	COMPUTER APPLICATIONS I	Prep Class		3	3	0	A	Successful	B			0	0	0	
2002-2003	Spring	Major	8	402202	2639	COMPUTER APPLICATIONS II	Prep Class		3	3	0	A	Successful	B			0	0	0	
2002-2003	Autumn	Major	5	421101	2588	COLLEGE ALGEBRA	Prep Class		3	3	0	A	Successful	B			0	0	0	
2002-2003	Autumn	Major	31	501101	2907	INTRO TO MICROECONOMICS	Prep Class		3	3	0	A	Successful	B			0	0	0	

Display std03-01

' update' button is pressed, the screen where the update/deletion is made opens.

If the grade for the course is entered, ' deletion' is not allowed, the grade must be cleared first and then deleted.

In case the course is combined with another course, the information can be viewed by clicking the ' Joint Branch Information' button.

' new' button is pressed, the screen where the addition/update/deletion is made opens.

' Flexible courses':

All flexible courses belonging to the student are listed.

Windows'u Eşleştir
Windows'u etkinleştirmek için Ayarlar'a gidin.



The flexible course assignment is used to show which course the student took in Erasmus corresponds to which course in their curriculum. When this assignment is made, the course whose equivalent is assigned in the list of courses to be taken by the student is not displayed during course registration on the web. While a course can be the equivalent of more than one course; more than one course can be a 'flexible ones' of a course, as well. In the example below, a course taken in Erasmus is assigned as flexible with a course in the curriculum.

The screenshot shows the 'Student Courses' application interface. At the top, there are search fields for 'Student Number' (1002), 'Turkish Identity Number' (1002), 'Name' (ADA), 'Surname' (MUSABELIU), 'Study Level' (Undergraduate), and 'Regulation' (3 Yılık = Bologna). To the right, there are fields for 'Faculty' (FACULTY OF ECONOMY AND BUSINESS), 'Department' (Business Administration), 'Option' (Business Administration), 'Class' (4th Class), 'Status' (COURSE RENEWAL), and 'Teaching Plan'. Below these, tabs include 'Student's Courses', 'Student Course Logs', 'Equivalent Course', 'Curriculum Courses', 'Courses Which Student Can Take', 'Transcript', and 'Diploma Report'. Under 'Course Taken by Student', there are fields for 'Course Code', 'Catalog No.', 'Course No.', and 'Course Name'. Under 'Equivalent Course', there are similar fields. A table at the bottom lists 'Ogrencinin Tum Eslenik Dersleri' (Courses Taken by Student) with columns for Student Number, Name, Surname, Academic Year, Education Semester, Catalog No., Course Code, Course No., Course Name, Conjugate Catalog No., Conjugate Course Code, and Conjugate Course No. A message 'No data to display' is shown above the table. At the bottom left is an 'Excel' button.

Display std03-02

'Teaching plan' to which the student is attached (if there is no teaching plan, all courses opened in the department are shown), it shows the relation between the courses and the courses taken. It can be seen from this list which course the student has taken/not taken.

'Report card' and 'transcript' can also be viewed from this app.

STD05 Advisor Assignment

Purpose and Scope: It is an application in which students are assigned advisor information in bulk. Incase an advisor is not assigned and students who do not have advisor information, or if the advisor leaves, another advisor is assigned in bulk after the relevant students are listed.

Explanation: Advisors can be assigned on a class basis or for students who are enrolled in the university for the first time. In addition, the 'STD01 Student Search' application can be used to view/change advisor information on a student-by-student basis. This application has been developed to facilitate the process of assigning advisors to students.



Advisor Assignment std05

Student Filter

Branch	Main Degree
Faculty	
Department	
Option	
Class	
Registration Year	

Advisor

- Students Not Assigned Advisors
- Students who have won OSYM
- New Students
- Former Students
- All Registered Students

Registration Status

Buttons: List | Select all | Clear Selection | Advisor to be assigned | Assign a Advisor to All | Assign Advisor to Selected | Delete Advisor from All | Delete Advisor from Selected | Clear

Drag a column header here to group by that column

#	Advisor	Student No	Name	Surname	Registration Year	Faculty	Department	Option	Class
		010221001	deneme	oğrenci	2021	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
	KOSTAS GIAKOUMIS	1002	ADA	MUSARELLIU	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
	HAYTHINEE KULTHAVEESUP	1004	ADELA	ALIAJ	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
		1005	AHMED	ABUHALALA	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
	KOSTAS GIAKOUMIS	1007	ALEXANDER	NACI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
	KOSTAS GIAKOUMIS	1009	AMARILDO	PECANCI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		4th C
		1011	ANISS	ALHAMUDI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
		1015	ARBAN	AVVXI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
		1017	ARDIT	LIMAJ	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		4th C
	KOSTAS GIAKOUMIS	1018	ARDIT	MIMANI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
		1019	ARLINDA	FRANTI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		4th C
		1027	DEVIS	BANO	2002	Faculty	UNDECIDED		4th C
	SILVANA TOSKA	1028	DRITAN	KOLANEKI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		4th C
		1029-HS	DRITAN	SHORAJ	2006	Faculty	Non Registered		Thesi
		1030	DRITAN	TAKO	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		4th C
	Prof. JUNA MELIKA	1030-HS	DRITAN	TAKO	2010	INSTITUTE OF ECONOMY AND BUSINESS	MSc in Finance and Accounting		Thesi
		1033-HS	EDVIN	KEPI	2007	Faculty	Non Registered		Thesi
	MARITA FLAGLER	1036	ELONA	GURI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		4th C
		1039	ERALD	DORE	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		4th C
	NICOLA NIXON	1045	ERMIR	ALI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		4th C

Windows'u Etkinleştir Windows'u etkinleştirmek için Ayarlar'a gidin.

Screen std05-01

STD04 Student Discipline

Purpose and Scope: Displaying/listing and recording of the disciplinary punishment taken by the students is done with this application.

Explanation: When A student's disciplinary action is entered into the system, the ' Std01 Student Search-Enrollment Information' screen starts to appear as '**'There is'** a disciplinary punishment. In addition, there is a disciplinary punishment for the student is displayed in the transcript.

Student Disciplinary std04

Student Search

Student No	... Search	Clear	Faculty	
Name			Department	
Surname			Option	
			Class	
			Teaching Level	
			Status	

Save | Delete | List

Student Discipline Record

Crime Committed (Explain)

Event Date

Disciplinary Clause

Punishment Given

Punishment Period

Court Order

Explanation

Start Date

Due Date

Punishment, date given by the board

Number of

Screen std04-01

STD07 History Search

Purpose and Scope: According to the historical information of the students, the list of students who froze their registration in the past / who were not registered / who did not re-register is made with the help of this application. At the end of the Course Registration Calendar, the status of 'registration not renewed' is recorded in the history of the students who are not registered in the history (at the end of the excused registrations) and who are not registered for any course.



Explanation: The information entered in the ' STD01 Student Search – History (Major) ' section can be listed in bulk.

The screenshot shows the 'History Search' interface for 'STD01 Student Search – History (Major)'. It includes search filters for 'In Selected Year Semester' (2021-2022, Spring), 'In Previous Semesters' (All Semesters, In Last X Semester), 'According To Student History Record' (Have No History, Have History Records At Least X Amount, X Amount), 'Student Status Status Details' (All, empty), 'Faculty', 'Department', 'Option', 'Class', and 'Quota Type' (Scholarship, Registration Date, Status Date, Update Date, Course Statuses). Below the filters is a table header with columns: Turkish Identity Number, Student Number, Name, Surname, Faculty, Department, Option, Student Class, Study Level, Student Last Status, Student Last Status Date, Quota Type, Student Status History, History Academic Year, History Education Semester, and History Status Date. A message at the bottom right says 'No data to display'.

Screen std07-01

The following method is followed to check whether a student has at least one registration for each academic term.

- ❖ 'Student Status: Registered' is selected, 'Students who are not registered in the history' option is checked and students with 'No Course Assigned' option are listed.
- ❖ After the list is checked (it may be useful to store a list in excel)
- ❖ 'Process History' button is pressed, the student's history will be processed in bulk as shown below: 1) Student Status Date, 2) Explanation, and 3) Status 'NOT REGISTERED' is selected and the 'Continue' button is pressed. This process should be done very carefully as it will reflect on students' history information.

The screenshot shows the 'History Search' interface with the 'Process The History' dialog box open. The dialog box contains fields for 'Year/Semester' (2021-2022, Spring), 'Status' (Course Renewal), and 'Status Date'. A dropdown menu under 'Explanation' lists various reasons for course renewal, including 'REGISTRATION RENEWED'. A 'Continue' button is at the bottom of the dialog box. The background table is identical to Screen std07-01.

Screen std07-02

Similarly, 'Students not registered in history' option is checked and students with 'Course assigned' option are listed. If there is no problem after the list is checked, the status of 'REGISTRATION RENEWED' is assigned to students in bulk.

NOTE: Another purpose of **this application** is that in order to prevent online course enrollment, the status information of 'REGISTRATION RENEWED' is assigned to the active term in the history of newly registered students. Students who have 'REGISTRATION RENEWED' status in their history when registering courses from the web are automatically closed, and these students are prevented from executing action.



STD08 Detailed Search

Purpose and Scope: It is an application that allows students to search flexibly according to different search criteria and conditions and to list/query with the requested information.

Reporting processes include the processes of listing the data in the system according to certain criteria and according to certain display areas of the institution.

There are two types of Report formats.

Saved reports; These are the reports registered in the continuous field in the system.

The screenshot shows a web-based application for querying student data. At the top, there are tabs for 'Query Students', 'Student Details', 'Query Courses', and 'Curriculum Details'. Below these are sections for 'Query Filters' and 'Fields to Display'. The 'Query Filters' section includes dropdown menus for selecting fields and operators. The 'Fields to Display' section lists 'Student Id', 'Name', 'Surname', 'Faculty', 'Department', and 'Level'. Below this is a table header row with columns for 'Student Id', 'Name', 'Surname', 'Faculty', and 'Department'. The table body contains one row of data. At the bottom, there are navigation buttons for 'First', 'Previous', 'Next', and 'Last'.

Reports according to user request; Specifying certain criteria and receiving certain display information.

It is an application that allows flexible searching and listing/querying with the requested information according to different requests, search criteria and conditions in student affairs.

Some basic search criteria and listing are available on many screens, but detailed and comprehensive execution is provided by this application.

Query Filters: You can make basic selections using query filters. After the selection, the detailed information of the group is uploaded to the list next to it.

Logical conditions such as Equals/Not Equals, Max, Min are selected. Finding the columns in the database tables in the display areas of the required ones.

Display Areas: we select the fields we want to list and add them by clicking.

When we press the query button, the list appears on the screen.

Excel key: we can export the list to excel.

Save Query Filters; It is used to save custom reporting queries that are used continuously. Finding the columns in the database tables in the display areas of the required ones.

Install Query Filters, Installing unsaved query filters.

STD13 Student Health Information

Purpose and Scope: It is an application where information about the health status of students is processed. Disability Status, Disability Rate, Health Insurance information can be processed in detail.

Explanation: The disability type information of new students who get into university is automatically reflected here. If the student's disability rate is entered, this rate is considered in the fee calculations.



Student Health Information std13

Filter

Student No:	...	Faculty:
Student Name:	...	Department:
Student Surname:	...	Registration Year:
Disability Situation:	...	Student Status:

List Clear New Edit

Drag a column header here to group by that column

Student No	Name	Surname	Faculty	Department	Regist	Bk	Bc	Kilo	Permanent Disease	Continuous Mex	Allerji	Hearing	Partially	Orthope	Other H	Handicapped P	Sosyal C	Emekli S	SSK	Special I	Other Social Se

No data to display

Total : 0

Excel Pdf

Display std13-01

STUDENT NO 010221001 Search ...

NAME SURNAME deneme öğrenci

Faculty FACULTY OF ECONOMY AND BUSINESS DEPARTMENT Business Administration

Blood Type A HEIGHT 172 WEIGHT 74

DO YOU HAVE A CONTINUOUS DISEASE THAT NEEDS FOLLOW-UP? EXPLAIN: ARE THERE MEDICATIONS YOU CONTINUOUSLY USE? EXPLAIN:

ARE YOU ALLERGIC TO ANY DRUGS OR SUBSTANCES? EXPLAIN: DO YOU HAVE HEALTH ASSURANCE? WHICH INSTITUTION? PRIVATE INSURANCE? SSK? BAĞKUR?

SPECIAL INSURANCE SSK BAĞKUR EMEKLİ SANDİĞİ
 OTHER(Explain)

DO YOU HAVE A HANDICAPPED? ODITORI SIGHT ORTHOPAEDIC
 OTHER(Explain) Handicapped Percent(%) 42

Screen std13-02

STD12 Course Plan Assignment

Aim and Scope: If 'Course Plan' (Curriculum) is assigned in the departments of the students, the assignment of the course plans to the students is done with the help of this application.

Explanation: 'Course Plan' (Curriculum) is an assignment used to assign it as a different curriculum when changes occur in the courses in a department and to follow the course changes separately. How these processes are done is explained in the 'CRS02 Course' application.

When a student is registered, the course plan should also be assigned to the student (if there is a teaching plan in the department), like the assignment of the regulation to which it is attached. With the 'STD01 Student Search' application, this process can be done individually on a student basis, or it can be done in bulk with the 'STD12 Course Plan Assignment' application.



Assigning a Curriculum std12

Student Filter

Faculty:	dropdown
Department:	dropdown
Option:	dropdown
Teaching Plan:	dropdown
Class:	dropdown

Students Who Assigned Teaching Plan

Registration Year:

Teaching Plan To Assign

[Assign Teaching Plan To Everyone](#) [Assign The Teaching Plan For Selected](#) [Delete Everyone's Teaching Plan](#) [Delete The Teaching Plan For Selected](#)

Drag a column header here to group by that column

#	Teaching Plan	Student Number	Name	Surname	Faculty	Department	Option
No data to display							

[Excel](#) [Pdf](#)

Display std12-01

ENR03 Registration Renewal

Purpose and Scope: It is the application where the course registration process for the current semester is done by student affairs. It performs the same functions as an advisor's course registration confirmation screen. It can be used to register students with excuses.

Explanation: With the 'STD03 Courses Taken by the Student' application, a course can be assigned to a student for the relevant semester, and this application is used by student affairs to facilitate this process. More than one course can be assigned to a student at once. It has the same functions as the advisors' course confirmation screen. The registration code of the courses assigned to the student will be 'B' and the student registration renewal record will be assigned to the history.

Registration Renewal enr03

Filter

Student ID:	dropdown
Faculty:	dropdown
Department:	dropdown
Option:	dropdown
Class:	dropdown
Status:	dropdown
Degree Code:	dropdown

[Filter](#) [Clear Filter](#) [Course Enrollment](#) [Course Enrollment Report](#) [Export to Excel](#)

Students

Student ID	Name	Surname	Faculty	Department	Class	Status	Degree
010221001	deneme	öfreni	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th CL...	No action yet	Main Degree
1002	ADA	MUSABELIU	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th CL...	No action yet	Main Degree
1004	ADELA	ALIAJ	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th CL...	No action yet	Main Degree
1005	AHMED	ABUHALALA	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th CL...	No action yet	Main Degree
1007	ALEKSANDER	NACI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th CL...	No action yet	Main Degree
1009	AMARILDO	FECANJI	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th CL...	No action yet	Main Degree
1011	ANISS	ALHAMUDI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th CL...	No action yet	Main Degree
1015	ARBAN	AVXHI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th CL...	No action yet	Main Degree
1017	ARDIT	LIMAJ	FACULTY OF ENGINEERING AND ARCHITECT...	Computer Science	4th CL...	No action yet	Main Degree
1018	ARDIT	MIMANI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th CL...	No action yet	Main Degree
1019	ARLINDA	FRANI	FACULTY OF LAW AND SOCIAL SCIENCES	Psychology	4th CL...	No action yet	Main Degree
1027	DEVIS	BANO	Faculty	UNDECIDED	4th CL...	No action yet	Main Degree
1028	DRITAN	KOLANEKI	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th CL...	No action yet	Main Degree
1029-MS	DRITAN	SHORAJ	Faculty	Non Registered	Thesis	No action yet	Main Degree
1030	DRITAN	TAKO	FACULTY OF ENGINEERING AND ARCHITECT...	Computer Science	4th CL...	No action yet	Main Degree
1030-MS	DRITAN	TAKO	INSTITUTE OF ECONOMY AND BUSINESS	MSc in Finance and Accounting	Thesis	No action yet	Main Degree
1033-MS	EDVIN	KEPI	Faculty	Non Registered	Thesis	No action yet	Main Degree
1036	ELONA	GURI	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th CL...	No action yet	Main Degree
1039	ERALD	DORE	FACULTY OF ENGINEERING AND ARCHITECT...	Computer Science	4th CL...	No action yet	Main Degree
1045	ERMIR	ALI	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th CL...	No action yet	Main Degree
1046-MS	ERMIR	DARDHA	Faculty	Non Registered	Thesis	No action yet	Main Degree

Display enr03-01



STD18 Student Attendance

Student Attendance Screen

In order to add student attendance to the system, Student > Student Attendance screen is opened from the left menu. On the screen that opens, Faculty, Department, Class, Academic Year and Academic Term fields and courses are listed.

The screenshot shows the 'Student Attendance' screen. At the top, there are dropdown menus for 'Faculty', 'Department', 'Class', and buttons for 'Academic Year' (2021-2022) and 'Academic Season' (Spring). A red box highlights the 'List' button. Below this is a table header with columns: Academic Year, Academic Season, Faculty, Department, Course Code, Course Name, Class, and Branch. The table body is empty, displaying 'No data to display'. At the bottom, there are buttons for 'Select', 'Report English', 'Update as all continuous', and 'Update as all non-continuous'.

Among the listed courses, the course to which the absenteeism record will be entered is selected.

The screenshot shows the 'Student Attendance' screen with a table of courses. A specific row is highlighted with a red border. This row corresponds to the 'Arabic Language Teaching' course offered by the Faculty of Education in Spring 2021. The table has columns: Academic Year, Academic Season, Faculty, Department, Course Code, Course Name, Class, and Branch. The 'Select' button at the bottom is highlighted with a red box.

An absenteeism record is entered in bulk for each student for the selected course, either individually or by clicking the 'Update All Unattended' or 'Continuously Update All' buttons. Absences are exported from the system with the "Report" button.

The screenshot shows the 'Student Attendance' screen with a table of courses. A specific row is highlighted with a yellow border. This row corresponds to the 'Computer Science' course offered by the Faculty of Engineering and Architecture in Spring 2021. The table has columns: Academic Year, Academic Season, Faculty, Department, Course Code, Course Name, Class, and Branch. The 'Select' button at the bottom is highlighted with a yellow box.



In order to add the attendance record for the student, it is sufficient to click on the student twice. For detailed operation, click on the "Update" field next to it, select the check mark in the "Continue" column, and then select the "Apply" button. If the student is to be deemed to be on leave, the "On Leave" field is marked, and if the student has a medical report, the check in the "Sick Leave" field is marked.

MNY02 Payment Plan and Installment

Payment Plan and Installment Transactions

The following operations are performed in the system via the Finance Module.

- Assignment of tuition fees for departments
- Calculation of scholarships
- Application of scholarships in tuition fees
- Creation and installment of payment plans, management of additional fees and debts

Tuition Fee Assignments

To access the Finance module, the student > Payment Plan and Installment menu is selected.

The first screen in the menu that opens is the Tuition Fee Assignment screen. On this screen, tuition fees are listed according to academic years based on faculty - department. The listed tuition fees can be exported to Excel with the 'Export to Excel' button. A selected fee assignment can be deleted from the system with the "Delete Fee" button.



Tuition Fee and Scholarship Calculation

Education Fee Scholarship Calculation Education Fee Calculation Payment Plan And Installment

Filter

Academic Year:	2021-2022	Faculty:	
Quota Type:		Department:	
Currency:		Option:	
Fee Type:			

Education Fee

[List](#) [Add Education Fee](#) [Delete Education Fee](#) [Export to Excel](#)

Id	Academic Year	Faculty	Department	Option	Quota Type	Currency	Fee Type	Amount
1010	2021	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations (Undergraduate)		UNYT	Turkish Lira	Course Fee	2000.00

To add a new tuition fee to the system, the "Add Tuition Fee" button is selected. After the relevant information is entered on the screen that opens, the tuition fee is assigned in the system. This information:

- Academic Year > For which academic year the fee will be valid
- Faculty – Department – Option > For which department the fee will be applied¹
- Quota Type > For which quota types the fee will be valid
- Currency > In which currency the fee will be paid
- Fee Type > Type of fee generated
- Quantity > Value of the fee in units

Tuition Fee and Scholarship Calculation

Education Fee Scholarship Calculation Education Fee Calculation Payment Plan And Installment

Filter

Academic Year:	2021-2022	Faculty:	
Quota Type:		Department:	
Currency:		Option:	
Fee Type:		Quota Type:	
		Currency:	
		Fee Type:	
		Amount:	

Education Fee

[List](#) [Add Education Fee](#) [Delete Education Fee](#) [Export to Excel](#)

Id	Academic Year	Faculty	Department	Option	Quota Type	Currency	Fee Type	Amount
1010	2021	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations (Undergraduate)		UNIT	Turkish Lira	Course Fee	2000.00

The "Add Education Fee" button and the "Save" button are highlighted with red boxes.

¹Note: If the student has more than one department, tuition and scholarship can be assigned.



Student Scholarship Assignment

In order to assign a scholarship for the student, the student card is accessed by selecting the relevant students on the Student Search screen. The Scholarship History screen is accessed. To add a new scholarship specific to the student, the "New" button is selected.

The screenshot shows the Kion Student Management System interface. On the left, there's a sidebar with navigation links for Student, Course, and Teacher. The main area has two tabs: 'Student' and 'Scholarship History'. The 'Student' tab is active, showing a search form with fields for Student No (020421001), TC Identity No, Name (MURAT), Surname (OZMEK), Study Level (Undergraduate), The Regulation (5 Years Greenwich), Study Type (Daytime Education), Faculty (FACULTY OF LAW AND SOCIAL SCIENCES), Department (Law), Option, Class (1st Class), Status (Undergraduate Registered), General Average (0), and a file upload section. Below the search form is a table titled 'Student Scholarship History' with columns: Academic Year, Education Semester, Scholarship Type, Scholarship Category, Scholarship Status, Date, Quota Type, Value Type, Value, Validity Date, and Description. A 'No data to display' message is shown. At the bottom of this table are 'New', 'Update', and 'Delete' buttons. Below this is another table titled 'Scholarship History' with the same columns, also showing 'No data to display'.

Detailed information about the student scholarship is assigned and recorded on the opened field.

- Academic Year > From which date the scholarship will be applied
- Academic Term > From which term the scholarship will be applied
- Date > The date of grant of the scholarship
- Scholarship Type > Scholarship category
- Scholarship Status > Status of the scholarship given
- Quota Type > For which quota types the scholarship will be valid
- Value Type > Whether the scholarship is awarded in percentage or amount
- Amount > Scholarship value
- Effective Date > Until what date the scholarship will be valid
- explanation

Scholarships registered to students will be listed on the Scholarship Calculation screen and will be applied as a discount when calculating tuition fees.



Student Scholarship Listing

When the scholarships of all students in the system are to be listed, the "Scholarship Calculation" tab is opened. On the screen that opens, it is possible to list by academic year, faculty and department, as well as by entering the student number. This screen is used to list student scholarships only.

Tuition Fee and Scholarship Calculation mny02

Education Fee Scholarship Calculation Education Fee Calculation Payment Plan And Installment

Filter

Academic Year: 2021-2022 Faculty:
Student No: Department:

Scholarship Calculation

[List Scholarship Fee](#) [Export to Excel](#)

Drag a column header here to group by that column

ID	Student Nm.	Name Surname	Identity Nm.	Faculty	Department	Class	Registration Date	Student Status	Gender	Quota Type	Academic Year	Academic Semester	Scholarship Type	Description	Scholarship Status	Scholarship Quota Type	Scholarship Amount	Scholarship Amount Type	Scholarship Validity Date
1004	020421001	MURAT OZNEK		FACULTY OF LAW AND SOCIAL SCIENCES	Law	1st Class	2020	empty	Male	UNYT	2021-2022	Spring	Sibling Discounts	deneme	Active	UNYT	10.00	Percentage	5/31/2023

Student Tuition Fee Calculation

After the tuition fees and student scholarships are assigned, the "Tuition Fee Calculation" screen is opened to calculate the fixed price tuition fees of the students.

Tuition Fee and Scholarship Calculation mny02

Education Fee Scholarship Calculation **Education Fee Calculation** Payment Plan And Installment

Filter

Academic Year: 2021-2022 Faculty:
Student No: Department:

Education Fee

[Calculate Education Fee](#) [Save Education Fee](#) [Export to Excel](#)

Drag a column header here to group by that column

Student Nm.	Academic Year	Faculty	Department	Currency	Registration Date	Registration Status	Name Surname	Program Fee	Discount Ratio	Amount	Scholarship Quota Type	Scholarship Payment Type
1004	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ADELA ALIAJ	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1005	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	AHMED ABUHALALA	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1007	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ALEKSANDER NACI	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1011	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ANISS ALHAMUDI	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1015	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ARBAN AVXHI	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1018	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ARDIT MIMANI	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti

On the screen that opens, the tuition fee can be calculated and saved in terms of academic year, faculty, department and student number. After the needed filters are assigned, the "Calculate Tuition Fee" button is selected. The system creates the tuition fee by calculating the assigned fees and scholarships for the students who are eligible for the filtered set. The calculation is saved by clicking the "Save Tuition Fee" button.



Payment Plan and Installment

The following operations are performed on the Payment Plan and Installment screen:

- Listing of final fees for students
- Creating a payment plan by making installments for each fee of the students
- Addition and installment of additional fees to students
- Adding student payment records to the system
- Generating the Student Payment Report file

The screenshot shows the 'Tuition Fee and Scholarship Calculation' application window. At the top, there are tabs: Education Fee, Scholarship Calculation, Education Fee Calculation, and Payment Plan And Installment (which is selected). Below the tabs is a search and filter section with fields for Academic Year (2021-2022), Faculty, Student Number, and Department. The main area is titled 'List' and contains a grid of student debt information. The grid has columns for Academic Year, #, Payment Status, Name, Surname, Quota Type, Debt Type, Faculty, Department, Debt Amount, Currency, Amount, and Amou Descr. Buttons at the top of the grid include 'List Debts', 'Export To Excel', 'Debt Operations', 'Installment Operations', and 'Payment Operations'. A dropdown menu shows 'Academic Year: 2021 (Continued on the next page)' and 'Student Number: 1662'. The grid displays two rows of data for student number 1662, showing details like DORIAN, DOSTI, UNYT, Education Fee, FACULTY OF ENGINEERING AND ARCHITECTURE, Information Systems, 660.00 Euro, 495.00, and a note about 165.00 being due to apply (Repe 50% course Credit 6.00).

Student Fee and Debt Listing

Payment Plan and Installment screen opens, information can be listed according to academic year, faculty, department and student number. The data produced in the list can be exported with the 'Export to Excel' button.



Academic Year		Student Number											
	#	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Curren	Amount	Amou	
▼ Academic Year: 2021 (Continued on the next page)													
▼ Student Number: 1662													
		<input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	DORIAN	DOSTI	UNYT	Education Fee	FACULTY OF ENGINEERING AND ARCHITECTURE	Information Systems	660.00	Euro	495.00	
		<input type="button" value="Delete"/>	<input type="checkbox"/>	DORIAN	DOSTI	UNYT	Additional Fee - Tuition	FACULTY OF ENGINEERING AND ARCHITECTURE	Information Systems	0.00	Euro	0.00	
		<input type="button" value="Delete"/>	<input type="checkbox"/>	DORIAN	DOSTI	UNYT	Additional Fee - Tuition	FACULTY OF ENGINEERING AND ARCHITECTURE	Information Systems	0.00	Euro	0.00	
▼ Student Number: 2091													
		<input type="button" value="Delete"/>	<input type="checkbox"/>	ENDRIT	ABAZI	UNYT	Additional Fee - Tuition	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	0.00	Euro	0.00	
		<input type="button" value="Delete"/>	<input type="checkbox"/>	ENDRIT	ABAZI	UNYT	Additional Fee - Tuition	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	0.00	Euro	0.00	
▼ Student Number: 2091-MS													
		<input type="button" value="Delete"/>	<input type="checkbox"/>	ENDRIT	ABAZI	UNYT	Additional Fee - Tuition	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Management	0.00	Euro	0.00	
Page 1 of 161 (2408 items) 1 2 3 4 5 6 7 ... 159 160 161													

Debt Clearing

When any row is selected from the list, it is automatically colored yellow. Debts whose payment have been completed are shown in blue. The debt record can be deleted by clicking the "Delete" button for the selected line.² After using the delete button, the process is completed with the "Save Changes" button at the bottom.

Tuition Fee and Scholarship Calculation												
Education Fee		Scholarship Calculation		Education Fee Calculation		Payment Plan And Installment		Installments		Credits		
		<input type="button" value="Delete"/>	<input type="checkbox"/>	DORIAN	DOSTI	UNYT	Additional Fee - Tuition	FACULTY OF ENGINEERING AND ARCHITECTURE	Information Systems	0.00	Euro	0.00
		<input type="button" value="Delete"/>	<input type="checkbox"/>	DORIAN	DOSTI	UNYT	Additional Fee - Tuition	FACULTY OF ENGINEERING AND ARCHITECTURE	Information Systems	0.00	Euro	0.00
▼ Student Number: 1871												
		<input type="button" value="Recover"/>	<input type="checkbox"/>	EDRA	BACJA	UNYT	Education Fee	FACULTY OF LAW AND SOCIAL SCIENCES	Law	1000.00	Turkish Lira	1000.00
▼ Student Number: 1998												
		<input type="button" value="Delete"/>	<input type="checkbox"/>	ALDI	LLALLA	UNYT	Education Fee	FACULTY OF LAW AND SOCIAL SCIENCES	Law	1000.00	Turkish Lira	1000.00
▼ Student Number: 2091												
		<input type="button" value="Delete"/>	<input type="checkbox"/>	ENDRIT	ABAZI	UNYT	Additional Fee - Tuition	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	0.00	Euro	0.00
		<input type="button" value="Delete"/>	<input type="checkbox"/>	ENDRIT	ABAZI	UNYT	Additional Fee - Tuition	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	0.00	Euro	0.00
▼ Student Number: 2091-MS (Continued on the next page)												
Page 1 of 163 (2438 items) 1 2 3 4 5 6 7 ... 161 162 163												
<input type="button" value="Preview changes"/> <input type="button" value="Save changes"/> <input type="button" value="Cancel changes"/>												

² Note: If any payment record is assigned for the debt record, the debt cannot be deleted.



Adding Debt

In order to assign additional fees for the selected student, the “Debt Transactions > Add Debt” button is selected.

A screenshot of a software application window titled "Add Debt". Inside the window, there is a message box at the top stating: "Selected student that about to create a new debt record has the following quota types : UNYT, EMPIRE STATE COLLEGE". Below this, there are several input fields: "Academic Year: *" with the value "2021", "Student No.: *" with the value "4540", "Quota Type: *", "Currency: *", "Debt Type: *", "Amount: *", and a "Description:" text area. At the bottom right of the form is a red-bordered "Save" button.

On the screen that opens, the relevant additional fee assignments are added to the system. These are, in order:

- Academic Year > For which year the fee is added
- Quota Type > For which diploma program the additional fee is added
- Currency > In which currency the fee will be paid
- Debt Type > Additional fee type
- Amount > Value of the fee
- explanation

Installment Transactions

If it is desired to make installments for a student debt, first, it should be noted that there is no collection related to that debt. The system does not perform installments for collected debts. After selecting any student debt, the following operations can be performed for the relevant registration via the "Installation Transactions" menu:

- Creating Installments
- Arranging Installments
- Deleting Installments



To create an installment, the relevant student fee is selected, the "Installation Transactions - Create Installment" button is selected, and the relevant information is assigned on the screen that opens.

The screenshot shows a software interface for managing student debts. At the top, there are buttons for 'List Debts' and 'Export To Excel'. Below these are tabs for 'Debt Operations', 'Installment Operations' (which is currently selected), and 'Payment Operations'. Under 'Installment Operations', there are three buttons: 'Create Installment', 'View Installment', and 'Delete Installment'. The main area displays a grid of student debts. For each debt, there is a 'Delete' button and a checkbox. The grid includes columns for Academic Year, Student Number, Payment Status, Name, Surname, Quota Type, Debt Type, Faculty, and various financial details like Amount, Currency, and Description. A dropdown menu for 'Academic Year: 2021' is visible, along with sections for 'Student Number: 1662' and 'Student Number: 2091'.

The necessary information to create an installment is as follows:

- Installment Start Date > On which day the first installment will be collected
- Number of Installments > How many installments the debt will be divided into
- Period Interval > How many monthly installments will be paid

The screenshot shows a modal dialog box titled 'Add Installment'. Inside the dialog, there are several input fields and dropdown menus:

- Academic Year:
- Student No.:
- Amount:
- Installment Start Date:
- Period:
- Number Of Installment:

At the bottom of the dialog are two buttons: 'Preview' and 'Save'.



After the installment information is assigned, the installment table to be created is checked with the "Preview" button, and the installment process is performed with the "Save" button.

When an installment is created for any fee, the installment details can be displayed as in the image below.

When you want to arrange for an existing installment, the "Installation Transactions - Examine Installment" button is selected. All values such as installment amount, number of installments and installment date can be changed on the screen that opens.³ On the screen that opens, the installment values can be changed, as well as the number and period of installments to re-create the installment table. In case of changes in this information, the system updates the installment table by preserving the paid record and the total amount.

³Only the values of any installments that have been paid cannot be changed.



Installment Details

The installment records of the selected payment plan are as follows. From this section, you can make changes on the installment records that have not been paid yet.

Recalculate the Remaining Installments

Remaining Total Installment Amount: 8000.01	Installment Start Date: 4/27/2022
Period: 2	Installment Number: 3

Preview **Reset** **Save**

Student No.	Installment No.	Installment Date	Payment Status	Payment Date	Amount
4540	1	27.04.2022			2666.67
4540	2	27.06.2022			2666.67
4540	3	27.08.2022			2666.67

Total
Installment
Count : 3

Total Amount :
8000.01000000

Preview changes Save changes Cancel changes

As in the image below, when the information is changed, the important thing is that the total amount matches the current debt amount.



Installment Details

The installment records of the selected payment plan are as follows. From this section, you can make changes on the installment records that have not been paid yet.

Recalculate the Remaining Installments

Remaining Total Installment Amount: 8000.01	Installment Start Date: 4/27/2022
Period: 2	Installment Number: 3
<input type="button" value="Preview"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>	

Student No.	Installment No.	Installment Date	Payment Status	Payment Date	Amount
4540	1	27.04.2022			2666.67
4540	2	27.06.2022			12321
4540	3	07.09.2022			3

Total
Installment
Count : 3

Total Amount :
14990.6700000

Adding a Student Payment Record

List

Academic Year	Student Number	#	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Current Amount	Amount Description	Scholarship Description	Creation Date	Modified Date	Modified User
Academic Year: 2021	Student Number: 4540															

When the collection information of any selected debt is wanted to be added to the system, the "Add Payment Record" button is selected on the "Payment Transactions" menu. On the screen that opens, if the debt is a debt with installments, direct installment is selected.⁴

⁴If a payment record is wanted to be added for a debt that has been collected, the system does not allow it.



Faculty:

Installment to be paid

Selected record has an installment. Please select next installment number to continue.

Student No.	Installment No.	Amount	Installment Date
4540	1	2666.67	27.04.2022
4540	2	2666.67	27.06.2022
4540	3	2666.67	27.08.2022

Total
Installment
Count : 3 Total Amount : 8000.01

Ücreti ECONOMY AND BUSINESS Administration 3000.00 Lira 750.00 DISCOUNT Applied

Select

After defining the detailed information about the selected installment collection, the payment registration is completed.

Create Payment Record

Academic Year:* Student No.:*

2021 1662

Amount:* Payment Type:*

0.00 Money Transfer (Same Bank)

Payment Date:*

Description:

Save



This information is:

- Payment Type > EFT, Money Order, Cash
- Payment date
- Receipt Number
- explanation

A paid installment is shown in a green tint.

Delete	MURAT	ÖZBEK	UNIT	Additional Fee - Tuition	FACULTY OF LAW AND SOCIAL SCIENCES	Law	8000	United States Dollar	800	2000.00	0.00	0.00% Discount Applied	12.05.2022 10:37:50	arr03.Ogrenciler[1]
Installment Info														
Installment No. Amount Installment Date														
1 2666.67 4/27/2022														
2 2666.67 6/27/2022														
3 2666.67 8/27/2022														

Student Collection Deletion

In order to delete a collection that has been made, the "Payment Transactions - View Collection" button is selected. With the "Delete" button next to the collection on the screen that opens, the collection is deleted and saved.

List															
		List Debts		Export To Excel		Debt Operations			Installment Operations			Payment Operations			
Academic Year		Student Number													
#	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currency	Amount	Description	Scholarship Description	Creation Date	Modified Date	Modified User
Academic Year: 2021															
Student Number: 4540															
1	Delete	<input checked="" type="checkbox"/> MURAT	ÖZBEK	UNVT	Additional Fee - Tuition	FACULTY OF LAW AND SOCIAL SCIENCES	Law	2000.00	United States Dollar	2000.00	2000.00	0.00	0.00% Discount Applied	12.05.2022 10:37:50	arr03.Ogrenciler[1]
2	Delete	<input type="checkbox"/> MURAT	ÖZBEK	UNVT	Additional Fee - Tuition	FACULTY OF LAW AND SOCIAL SCIENCES	Law	1000.00	United States Dollar	1000.00	750.00	250.00	100% Discount Applied	17.05.2022 11:12:24	17.05.2022 02:35:16 mnv03.Ogrenciler[1]
3	Delete	<input type="checkbox"/> MURAT	ÖZBEK	UNVT	Education Fee	FACULTY OF LAW AND SOCIAL SCIENCES	Law	7588.54	United States Dollar	7588.54	1517.31	6071.23	100% Discount Applied	17.05.2022 03:07:49	17.05.2022 03:07:49 mnv03.Ogrenciler[1]

Once a collection is cleared, the checks associated with that debt will be removed, so editing and debiting will also be possible.



Payment Records

Installment information of selected record are shown below.

#	Student No.	Installment No.	Installment Date	Payment Type	Payment Date	Receipt No
Delete	4540	1	27.04.2022	Money Transfer	27.04.2022	1

Preview changes Save changes Cancel changes

Creating a Payment Report

The "Payment Transactions - Generate Payment Report" button is selected to receive the report used by the university regarding the student's payments from the system on a student basis. Payment report can be created and exported according to the current format in the system.

List

[List Debts](#) [Export To Excel](#)

Debt Operations Installment Operations Payment Operations

[Add Payment Record](#) [Show Debt Record](#) [Create Payment Report](#)

Academic Year	Student Number	#	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Curren	Amount Description	Scholarship Description	Creation Date	Modified Date	Modified User	
Academic Year: 2021	Student Number: 4540			MURAT	ÖZMEK	UVNT	Additional Fee Tuition	FACULTY OF LAW AND SOCIAL SCIENCES	Law	3000.00	United States Dollar	2010.00	2000.00	0.00	0 MBS Discount Applied	12.05.2022 10:07:59	my02.Ogrenciler[1]
			Delete				Additional Fee Other	FACULTY OF LAW AND SOCIAL SCIENCES	Law	1000.00	United States Dollar	1000.00	700.00	200.00	tax2	17.05.2022 11:12:24	17.05.2022 02:35:16 my02.Ogrenciler[1]
			Delete				Education Fee	FACULTY OF LAW AND SOCIAL SCIENCES	Law	7366.54	United States Dollar	7366.54	1517.31	6049.23	tax1	17.05.2022 03:07:49	my02.Ogrenciler[1]

Report

Page 1 of 1 [PDF](#)

UNIVERSITY OF NEW YORK TIRANA

PAYMENT CALENDAR

STUDENT INFORMATION

Student Code	4540
Student Name	HEIDI QEHAJAU
Major	FACULTY OF ECONOMY AND BUSINESS - Business Administration
Academic Year	2021

PAYMENT INFORMATION

Total Agreement Amount	36800.00 \$
Total Agreement Amount (Discounted)	15200.00 \$
Payment	9866.67 \$
Balance	5333.33 \$

PAYMENTS

Debt Type	Debt Amount	Amount	Currency	Debt Description	Scholarship	Payment Date
-----------	-------------	--------	----------	------------------	-------------	--------------



Course

Under the Course tab (Course Catalogue, Course, Academic Year Course, Course Registration Status, Student Section Assignment, Grade Entry, List of Students whose Grade Was Not Entered, Successful Student Grade Upgrade, Course Bulk Assignment, Student Course Deletion/Transfer, Course Schedule, Course Load) displays the use of the screens.

CRS01 Course Catalog

Aim and Scope: In the Course Catalogue, such operations are available.

- Add/update/delete courses
 - Prerequisite assignment
 - Listing under which sections the course is assigned
 - Linking the courses under the department to another course in the catalog if needed

Explanation: The assignment of information such as 'course code, name, foreign language, ects credit, theoretical, practical, application and credit' is provided with the help of this application. The departments assign the offered courses with the help of course catalog information. They cannot change course information on a departmental basis. The authority to update courses from the course catalog belongs to the departments that use the course catalog. Closing a course in the course catalog does not close the courses under it. The faculty/department and the instructor responsible for the course are for information purposes only.

The courses taken by the students during Erasmus are also assigned in the catalogue, and the status of the courses is selected as 'taken outside the university'. Erasmus courses are also assigned in the 'CRS02 Course' application. Erasmus courses are assigned to students with the 'STD03 Courses Taken by the Student' application. Thus, it is ensured that the courses are displayed with their original names in the Transcript and Diploma Supplement.

Through the List function, 'On/Off' or 'All courses' can be searched by 'Course Code' or 'Name'.

Course Catalog application filtering section:

Course Catalog															crs01								
Course Catalog Filter																							
Course Code				Course Level				Responsible															
Course Name				Annual Semester																			
Course Status				Course Period																			
Course Type				Created Year																			
Course Variety				Removal Year																			
Elective Course Group				Education Language																			
Teaching Style																							
<input type="checkbox"/> Publish on the Web																							
List	New	Update	Multiple Selection																				
Created Year	Catalog No	Course Code	Course Name	American Code	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Level								
2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Active	Field Course	Annual	Bachelor Degree								
2021	3776		Art Course (Gen. Ed.)		Year	0	0	0	0	0	Selective	Active	Elective	Annual	Bachelor Degree								
2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Active	Field Course	Annual	Bachelor Degree								
1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree								
1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree								
1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree								
2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree								
1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree								
2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree								
1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree								
2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree								



'Catalog No' courses can be used as a distinguishing information from each other. After the courses are listed (the courses listed in gray show closed courses), press the 'update'/new' button, and the screen showing the details of the course information is displayed. The 'Foreign Language Name' of the course can be entered with the 'Languages' button next to the Name field. In the new course assignment, the Turkish name of the course should be registered, and then the foreign language name should be entered.

The screenshot shows the 'Course Catalogue' application interface. A modal dialog box titled 'Course Name' is open in the center. It contains fields for '#', 'Language', 'Course Code', and 'Course Name'. Below these fields are 'Save' and 'Cancel' buttons. The background of the main window shows various course definition fields like Catalog No, Name, and Credit Informations, along with properties and descriptions. On the right side, there are tabs for 'Responsible', 'Resource Usage', and 'Course Change'. At the bottom right of the main window, there are buttons for 'List', 'Save', 'Delete', and 'Open Common Course'. The catalog number 'crs01' is visible at the top right of the main window.

Display crs01-02

In addition, 'Course Name' can be assigned separately for all languages supported by the system. The course name assignment according to the language is accessed via the 'Languages' button in the Course Name assignment field.

' Catalogue Courses:

Information about courses linked to a catalog can be accessed from the catalog courses page. It is used to list under which sections the course is assigned. If needed, the courses listed can be linked to another course in the catalog. For this, the relevant course is selected, the ' Change Catalog ' button is pressed. Here, the relevant course is selected from the catalogue. For example, in order to merge the courses that we think are the same course under a single catalogue, this process can be done for each course to be merged. It should be noted here that the course code, name, credit information of the courses will change and will affect the transcripts taken in the past.

Faculty, Department, Class information of the courses can be viewed here. The detailed information of the course can be accessed by using the Update button.

'Course Information': Used to return to the previous detail screen.

The catalog information button is not used.



Course Catalogue crs01

Course Information	Catalog Information	Prerequisite Courses	Equivalent Courses	Catalog Lessons
Catalog No	Course Code			Course Name
Catalog Information				
Course Objectives Course Content Precondition Recommended Books Teaching Method Evaluation Methods Learning Outcomes				
Language: <input type="text"/> <input checked="" type="checkbox"/> Publish on the Web <input type="button" value="Save"/>				
Course Objectives				
<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>				

Screen crs01-03

'Update':

Here you can see detailed information about the course catalogue. Credit information such as Theory, Practice, ECTS credits in the 'Course Code', 'Course Name' and 'Credit' information in the assignment information are valid assignments for all courses linked to this catalogue.

'Normal Selection':

Course selection in the course catalog is made on a course basis by selecting each course from the list. The method can be changed with multiple selection.

Course Catalogue crs01

Course Catalog Filter

Course Code	Course Level	Responsible
Course Name	Annual Semester	Faculty
Course Status	Course Period	Department
Active	Created Year	Faculty Member
Course Type	Removal Year	<input type="button" value="Clear"/>
Course Variety	Education Language	
Elective Course Group		
Teaching Style		
<input checked="" type="checkbox"/> Publish on the Web		

List New Update Multiple Selection

Created Year	Catalog No	Course Code	Course Name	American Code	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Active	Field Course	Annual	Bachelor Degree
2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Active	Elective	Annual	Bachelor Degree
2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Active	Field Course	Annual	Bachelor Degree
1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Active	Field Course		
1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree
2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Active	Field Course		
1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Active	Field Course		
2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree

'Multiple Choice':

In the course catalogue, the process is done by selecting the courses one by one. Multiple Selection feature provides the selection of the specified courses or all of them. Selection can be made on a course basis by selecting Select All or ticking the box in the left corner of the course.



Course Catalogue

crs01

Course Catalog Filter

Course Code	Course Level	
Course Name	Annual Semester	
Course Status	Course Period	
Course Type	Created Year	
Course Variety	Removal Year	
Elective Course Group	Education Language	
Teaching Style	<input type="checkbox"/> Publish on the Web	

Action Buttons: List | Select All | Clear Selection | Select | Open Common Courses | Normal Selection

Table Headers: #, Created Year, Catalog No, Course Code, Course Name, American Code, Annual Semester, Theoric, Application, Laboratory, Credit, Ects Credit, Course Type, Course Status, Course Variety, Course Period, Course Level

Table Data: A grid of course entries with columns for each header. Some rows have checkboxes in the first column.

'Open a Common Course':

Determined courses; It is used in the ' crs02 – Course Assignment ' application to be opened in bulk as 'University Common/Department Common'. Otherwise, in the ' crs02 – Course Assignment application, the courses will have to be assigned individually as 'University Common/Department Common'

Course Catalogue

crs01

Create University / Faculty Common Course

Faculty	Responsible
Department	Faculty
Class	Department
Prep Class	Faculty Member
Academic Year	<input type="button"/> Cancel <input type="button"/> Okay

Course Catalog Filter

Course Code	Course Level	
Course Name	Annual Semester	
Course Status	Course Period	
Course Type	Created Year	
Course Variety	Removal Year	
Elective Course Group	Education Language	
Teaching Style	<input type="checkbox"/> Publish on the Web	

Action Buttons: List | Select All | Clear Selection | Select | Open Common Courses | Normal Selection

Table Headers: #, Created Year, Catalog No, Course Code, Course Name, Amerikan Kodu, Annual Semester, Theoric, Application, Laboratory, Credit, Ects Credit, Course Type, Course Status, Course Variety, Course Period, Course Level

Table Data: A grid of course entries with columns for each header. Some rows have checkboxes in the first column.

Courses assigned in the course catalog can be transferred to Excel (Turkish/English). Prerequisite courses can be listed separately.



Course Variety Removal Year Faculty Member

Elective Course Group Education Language

List Select All Clear Selection Select Open Common Courses Normal Selection

#	Created Year	Catalog No	Course Code	Course Name	American Code	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
	2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Active	Field Course	Annual	Bachelor Degree
	1900	666	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree
	1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
	1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
	2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
	1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree
	2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Active	Field Course		
	1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Active	Field Course		
	2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
	1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Active	Field Course		
	1900	1115	122301	History of Motion Pictures		Term	0	0	0	3	3	Essential	Active	Field Course		
	1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Active	Field Course		
	1900	841	131302	THEATRES & ACTING: Theory and Practice		Term	0	0	0	12	12	Essential	Active	Field Course		
	1900	318	151170	HUMAN BIOLOGY		Term	0	0	0	3	3	Essential	Active	Field Course		
	2021	6781	1UNE	1. Elective Courses at University Level		Term	0	0	0	0	0	Essential	Active	Field Course		Bachelor Degree
	1900	694	201100	INTRO TO STATISTICS		Term	0	0	0	0	0	Essential	Active	Field Course		

Page 1 of 105 (1896 items) < Prev 1 2 3 4 5 6 7 ... 104 105 106 Next >

Excel List Prerequisites

'Prerequisite Courses':

The prerequisite assignment given to the course in the course catalog means that it is valid for every section in the curriculum in the ' crs02 – Course Assignment' application. That is, if the prerequisite assignment for B course is to pass the A course, and it is valid for all faculties, it is necessary to assign the prerequisites from the catalogue. If there is a different prerequisite assignment than ' crs02 – Course Assignment' for the same course, the assignment in the course plan will be valid for that department.

In the case of such a situation, If the prerequisite assignment of B course is valid only in A, B, C faculties, but if prerequisites are not needed in other faculties, it would be appropriate to make the prerequisite assignment from the ' crs02 – Course Assignment' application.

During course registration, if the student does not meet the prerequisite for a course, he will not be able to enroll in the course. In the prerequisite assignments, **Condition:** could be '**and**' '**or**' or options such as **passing the course or taking the course** can be selected as prerequisites.

'Elective Pool Courses':

If it is needed to create elective course groups, the online pool course in which the elective courses are included should be assigned. When registering this course from the Course Catalogue, make sure that the Elective Course Group: 'Yes' option is selected.



Course Catalogue crs01

Course Catalog Filter

Course Code	Course Name	Course Status	Course Type	Course Variety	Course Group	Course Level	Responsible
		Active				Annual Semester	Faculty
						Course Period	Department
						Created Year	Faculty Member
						Removal Year	<input type="button" value="... Clear"/>
						Education Language	

Publish on the Web

List **Select All** **Clear Selection** **Select** **Open Common Courses** **Normal Selection**

#	Created Year	Catalog No	Course Code	Course Name	American Code	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
✓	2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Active	Field Course	Annual	Bachelor Degree
■	2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Active	Elective	Annual	Bachelor Degree
■	2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Active	Field Course	Annual	Bachelor Degree
■	1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree
■	1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
■	1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
■	2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Active	Field Course		Bachelor Degree
■	1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Active	Field Course		Bachelor Degree
■	2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Active	Field Course		
■	1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Active	Field Course		

For example, if a student from the PSYCE 001 group has to take 3 elective courses; Three elective course groups should be assigned as PSCYE 001, PSCYE 002, PSCYE 003. The content of each group; It will be determined by the 'crs02 – Course Assignment' application.

Course Definition crs02

Course **Prerequisite Courses** **Elective Courses** **Electives Pool** **Equivalent Courses**

List **Save** **Delete**

Catalog Informations

Code	<input type="text"/> ... Clean	Catalog No	<input type="text"/>	Course No	<input type="text"/>	
Name				American Code	<input type="text"/>	
Course Names by Language				CREDIT INFORMATION	<input type="text"/>	
Language	Course Name				Theoric	<input type="text"/>
				Application	<input type="text"/>	
				Lab	<input type="text"/>	
				Credit	<input type="text"/>	
				ECTS Credit	<input type="text"/>	

Course

Faculty	<input type="text"/>	Annual Term	<input type="text"/>
Department	<input type="text"/>	Teaching Semester	<input type="text"/>
Option	<input type="text"/>	Change the Option	<input type="text"/>
Class	<input type="text"/>	Change the Class	<input type="text"/>
Faculty Department Teaching Plans	Teaching Plan	Start Year	Teaching Plans of the Course
	<input type="text"/>	<input type="text"/>	Teaching Plan
	No data to display		Start Year
	<input type="button" value="Add"/>	<input type="button" value="Delete"/>	No data to display

CRS02 Course

Purpose and Scope: Defining the courses taught under the department (information such as the class / term / whether the course is compulsory / whether it will be shown in the transcript / whether it will be included in the average), creation of elective course pools, removal of the course, determination of which course will be opened instead of the course. It is the application where extensive operations such as connecting to the 'plan' (a curriculum, if any) are made. In addition, if the course has a prerequisite or equivalent course, it can be assigned with this application.

Explanation: After the courses assigned under a faculty/department are listed (Gray courses are closed courses), English/Turkish course names can be listed as **Excel/Pdf**.



Course Definition

Course Filter

Faculty		Course Status	Active
Department		Course Course	<input checked="" type="checkbox"/>
Option		Course Variety	<input checked="" type="checkbox"/>
Class		Contribution to Average	<input checked="" type="checkbox"/>
Course Code		View on the Transcript	<input checked="" type="checkbox"/>
Course Name		Elective Course Group	<input checked="" type="checkbox"/>
		Teaching Plan	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Publish on the Web <input checked="" type="checkbox"/> If Failed, Cannot Pass to the Next Class <input checked="" type="checkbox"/> Those Without a Teaching Plan			

List | New | Update | Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
3774		6750	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3774		6757	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		2nd
3776		6758	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
3774		6863	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance		2nd
3776		7024	Art Course (Gen. Ed)					1st
3774		7035	3. Elective at Faculty/Department Level					Prep
3776		7102	Art Course (Gen. Ed)		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		4th
3774		7116	3. Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTURE	Design		2nd
3774		7125	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3774		7129	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3776		7134	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		7143	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		4th
3776		7149	Art Course (Gen. Ed)		FACULTY OF ENGINEERING AND ARCHITECTURE	Architecture		3rd

Display crs02-01

'update'/'new' button, the screen showing the details of the information opens.

Course Definition

Catalog Informations

Code	<input type="text"/>	<input type="button" value="Clean"/>	Catalog No	3774	Course No	6750
Name	3. Elective at Faculty/Department Level		American Code		CREDIT INFORMATION	Theoric
						0
						Application
						0
						Lab
						0
						Credit
						0
						ECTS Credit
						0

Course

Faculty	FACULTY OF ECONOMY AND BUSINESS	Annual Term	Term							
Department	7 Economics and Finance	Teaching Semester	1st Term							
Option			Main Degree							
Class	2nd Class									
Faculty Department Teaching Plans	<div style="display: flex; align-items: center;"> Teaching Plan Start Year </div> <table border="1"> <tr><td>Accounting 2021-2022</td><td>2021</td></tr> <tr><td>Economics 2021-2022</td><td>2021</td></tr> <tr><td>Finance 2021-2022</td><td>2021</td></tr> </table> <div style="margin-left: 20px;"> Add Delete </div>	Accounting 2021-2022	2021	Economics 2021-2022	2021	Finance 2021-2022	2021	<div style="display: flex; align-items: center;"> Teaching Plans of the Course Teaching Plan Start Year </div> <table border="1"> <tr><td>Finance 2021-2022</td><td>2021</td></tr> </table>	Finance 2021-2022	2021
Accounting 2021-2022	2021									
Economics 2021-2022	2021									
Finance 2021-2022	2021									
Finance 2021-2022	2021									

Features

Course Status	Active	Grade Entry	Regular
Course Type	Essential	Contribution to the Average	<input checked="" type="checkbox"/>
Course Variety	Field Course	View on Transcript	Show

Screen crs02-02

Inclusion of the course in the course plan:

If the Faculty Department Course Plan (Curriculum) has previously assigned a curriculum under the department (Def11), these assignments are displayed. If a course is not assigned under a course plan (in the right section), it is a course for which all students are responsible. (Listed in course registrations). If 'CRS02 Course Assignment' belongs to a single course plan as in the -02 screen, it is a course that students subject to this course plan are responsible for. Press the 'add' button to add the lesson under the course plan, and the 'delete' button to remove it.

Reflecting course changes to the system:



If the name or credit of a course has changed, the following procedure is followed. First, a new course is assigned with the 'CRS01 Course Catalogue' assignment, then the course is created in 'CRS02 Course Assignment'. The old course is closed; The newly created course is assigned as the course that was opened instead. With this process, a new course will appear before the students who fail that course during course registration. In your transcript, this course will be reflected in the grade point average as a single course. This process is valid for all students taking the relevant course.

'Prerequisite Courses':

In the course catalogue, the prerequisite assignment given to the course, 'crs02 – Course Assignment'. In practice, it means that it is valid for every section that includes this course in the curriculum. That is, if the prerequisite assignment for B course is to pass the A course, and it is valid for all faculties, it is necessary to assign the prerequisites from the catalogue. If there is a different prerequisite assignment than 'crs02 – Course' for the same course, the assignment in the course plan will be valid for that department.

In the case of such a situation; If the prerequisite assignment of B course is valid only in A, B, C faculties, but if prerequisites are not needed in other faculties, it would be appropriate to make the prerequisite assignment from the 'crs02 – Course' application.

The screenshot shows a 'Prerequisite Course' dialog box over a 'Course Definition' application window. The dialog has fields for Code, Name, Group, Condition and Grade, Prerequisite Type (set to 'Passing Course'), Catalog No, Course No, Total Credit, Compulsory Credit, Elective Credit, and a Save button. A dropdown menu under Prerequisite Type includes options like 'Passing Course' (selected), 'Pass Score', 'Taking Course', 'Not Falling From Absence', and 'At Least In Class'.

Screen crs02-03

During course registration, if the student does not meet the prerequisite for a course, he will not be able to enroll in the course. In the prerequisite assignments, **Condition:** could be '**and**' '**or**', or **passing the course, taking the course, etc. as a prerequisite**.

'Equivalent Courses':

It is the screen where the course is assigned to which course it corresponds to. For example, the course taken in Erasmus may coincide with one or more courses in the department. When we enter this information, the equivalent courses are not displayed to the student during course registration. These assignments can also be used in adjustments.

'Elective Pool Courses':

The online pool course representing the elective course group can be assigned from the 'crs01 – Course Catalog' application. Which courses will be included in the content of this pool are determined here?



Course Definition crs02

Elective Courses

New	Delete	Select All	Clean the Selection	Copy from Other Electives Pool
#	Catalog No	Course Code	Course No	Course Name
	1597	MRKT 401	2369	Marketing Communications: Advertising and Promotion
<input type="checkbox"/>	1172	MRKT 304	7056	International Marketing
<input type="checkbox"/>	1732	MRKT 203	2504	Customer Relationship Management
<input type="checkbox"/>	1751	MRKT 201	2523	Principles of Marketing
<input type="checkbox"/>	3765	MNG 306	7058	Cultural Heritage Management
<input type="checkbox"/>	3763	MNG 305	7057	International Management
<input type="checkbox"/>	444	LAW 423	1179	Albanian Business and Labor Law
<input type="checkbox"/>	1556	FIN 322	2326	Risk Management and Insurance
<input type="checkbox"/>	532	ENG 401	1267	Advanced Business English
<input type="checkbox"/>	3764	eBUS 305	7059	e-Business Web Technologies
<input type="checkbox"/>	1577	BUSN 401	2347	Leadership
<input type="checkbox"/>	1132	BI 301	1897	Business Information Systems
<input type="checkbox"/>	6771	ACCT 322	7061	Accounting Ethics
<input type="checkbox"/>	6770	ACCT 321	7060	Advanced Financial Reporting

'Copy From Another Elective Repository:

When creating the content of a new repository, it is used to copy the content of another repository that is the same, rather than adding individual courses. Later, if desired, the courses in the pool can be added/removed.

'Copy All Repositories as Common Course:

It is used to assign all elective course pools assigned under the departments as 'University Partner/Faculty Partner'. At this stage, the contents of the repositories must be assigned by the user.

Course Definition crs02

Course Filter

Faculty	<input type="text"/>	Course Status	Active	<input checked="" type="checkbox"/>	Study Level	<input type="text"/>
Department	<input type="text"/>	Course Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annual Term	<input type="text"/>
Option	<input type="text"/>	Course Variety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Teaching Semester	<input type="text"/>
Class	<input type="text"/>	Contribution to Average	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Start Year	<input type="text"/>
Course Code	<input type="text"/>	View on the Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	End Year	<input type="text"/>
Course Name	<input type="text"/>	Elective Course Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education language	<input type="text"/>
<input type="checkbox"/> Publish on the Web <input type="checkbox"/> Those Without a Teaching Plan <input type="checkbox"/> If Failed, Cannot Pass to the Next Class						

Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
3774		6750	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3774		6757	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		2nd
3776		6758	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
3774		6863	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance		2nd
3776		7024	Art Course (Gen. Ed)					1st
3774		7035	3. Elective at Faculty/Department Level					Prep
3776		7102	Art Course (Gen. Ed)		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		4th
3774		7116	3. Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTURE	Design		2nd
3774		7125	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3774		7129	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3776		7134	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		7143	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		4th
3776		7149	Art Course (Gen. Ed)		FACULTY OF ENGINEERING AND ARCHITECTURE	Architecture		3rd

Prerequisite Courses, Elective Courses, Equivalent Courses (in English/Turkish) can be imported into excel.



University Common Course Assignment:

Course Definition										crs02	
Course Filter											
Faculty	University Annual	Course Status	Active	<input checked="" type="checkbox"/>	Study Level					<input type="button" value="▼"/>	
Department	Faculty Annual	Course Course		<input checked="" type="checkbox"/>	Annual Term					<input type="button" value="▼"/>	
Option		Course Variety		<input checked="" type="checkbox"/>	Teaching Semester					<input type="button" value="▼"/>	
Class		Contribution to Average		<input checked="" type="checkbox"/>	Start Year					<input type="button" value="▼"/>	
Course Code		View on the Transcript		<input checked="" type="checkbox"/>	End Year					<input type="button" value="▼"/>	
Course Name		Elective Course Group		<input checked="" type="checkbox"/>	Education language					<input type="button" value="▼"/>	
<input type="checkbox"/> Publish on the Web <input type="checkbox"/> Those Without a Teaching Plan <input type="checkbox"/> If Failed, Cannot Pass to the Next Class											
<input type="button" value="List"/>	<input type="button" value="New"/>	<input type="button" value="Update"/>	<input type="button" value="Copy All Pools as Common"/>								
Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class			
3776		7024	Art Course (Gen. Ed)					1st			
3774		7035	3. Elective at Faculty/Department Level					Prep			
2 101102		735	Art History II					Prep			
686 101103		1422	MUSIC IN WESTERN CIVILIZATION					Prep			
828 101104		1570	Art History I					Prep			
981 101105		1745	Art History II					Prep			
863 101302		1605	Photography					3rd			
19 101304		752	DRAWING & DESIGN					Prep			
6774 101305		7078	Photography	101305				Prep			
1648 111130		2420	History of Architecture, Art and Urban Design I					Prep			
628 121304		1363	INTRO TO FILM ANALYSIS					Prep			
1115 122101		1880	History of Motion Pictures					Prep			
816 131301		1552	THEATRES & ACTING: Theory and Practice					Prep			

University-based common courses; In order to be opened as a 'University Common' from the ' crs03 - Academic Year Course ' application, first ' crs02 - Course Assignment must be made.

Course: even when it is assigned as 'University Common', if it is a course included in the student's own curriculum, it must also be assigned in the curriculum of the student's department. Courses assigned as 'university common' will appear in front of students studying in the departments included in the curriculum.

Course Definition										crs02	
Course Filter											
Faculty		Course Status	Active	<input checked="" type="checkbox"/>	Study Level					<input type="button" value="▼"/>	
Department		Course Course		<input checked="" type="checkbox"/>	Annual Term					<input type="button" value="▼"/>	
Option		Course Variety		<input checked="" type="checkbox"/>	Teaching Semester					<input type="button" value="▼"/>	
Class		Contribution to Average		<input checked="" type="checkbox"/>	Start Year					<input type="button" value="▼"/>	
Course Code		View on the Transcript		<input checked="" type="checkbox"/>	End Year					<input type="button" value="▼"/>	
Course Name		Elective Course Group		<input checked="" type="checkbox"/>	Education language					<input type="button" value="▼"/>	
<input type="checkbox"/> Publish on the Web <input type="checkbox"/> Those Without a Teaching Plan <input type="checkbox"/> If Failed, Cannot Pass to the Next Class											
<input type="button" value="List"/>	<input type="button" value="New"/>	<input type="button" value="Update"/>	<input type="button" value="Copy All Pools as Common"/>								
Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class			
3774		6750	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd			
3774		6757	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		2nd			
3776		6758	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th			
3774		6863	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance		2nd			
3776		7024	Art Course (Gen. Ed)					1st			
3774		7035	3. Elective at Faculty/Department Level					Prep			
3776		7102	Art Course (Gen. Ed)		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		4th			
3774		7116	3. Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTURE	Design		2nd			
3774		7125	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd			
3774		7129	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd			
3776		7134	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd			
3776		7143	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		4th			
3776		7149	Art Course (Gen. Ed)		FACULTY OF ENGINEERING AND ARCHITECTURE	Architecture		3rd			

Department Common – Course Assignment:

A course: If it is needed to be selected by all students in the faculty, it must be opened as 'Department Common' in the course of the academic year. Department selection should be 'Department Common'. First, the course must be assigned as 'Department Common' in the ' Crs02 – Course Assignment application.



Course Definition

Course Filter

Faculty	FACULTY OF ECONOMY AND BUSINESS	Course Status	Active	Study Level	
Department	Faculty Annual	Course Course		Annual Term	
Option		Course Variety		Teaching Semester	
Class		Contribution to Average		Start Year	
Course Code		View on the Transcript		End Year	
Course Name		Elective Course Group		Education language	
<input checked="" type="checkbox"/> Publish on the Web			<input checked="" type="checkbox"/> If Failed, Cannot Pass to the Next Class		
			<input checked="" type="checkbox"/> Those Without a Teaching Plan		

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
1367	407501	5931	Doctoral Thesis in Computer Science		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1350	PUBL_3	5908	National Scientific Journal Publication		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1349	PUBL_2	5902	Int'l Scientific Journal Publication 2		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1348	PUBL_1	5896	Int'l Scientific Journal Publication 1		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1347	CONF_PAP_3	5889	National Scientific Conference Paper or Poster		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1346	CONF_PAP_2	5883	Int'l Conference Paper or Poster 2		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1345	CONF_PAP_1	5876	Int'l Conference Paper or Poster 1		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1343	CMPLI-PHD	5864	Comprehensive Exam		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1207	407610	5600	Natural Language Processing		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1206	407609	5599	Advanced Networking		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1200	407603	5598	Security Engineering		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1199	407602	5597	Machine Learning		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep
1197	407102	5596	Advanced Algorithms and Complexity Theory		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		Prep

Course: even when it is assigned as 'Faculty Common', if it is a course in the student's own curriculum, it must also be assigned in the curriculum of the student's department. Courses assigned as 'faculty common' will be offered to students studying in the departments in the curriculum.

Course Definition

Course Filter

Faculty	FACULTY OF ECONOMY AND BUSINESS	Course Status	Active	Study Level	
Department		Course Course		Annual Term	
Option		Course Variety		Teaching Semester	
Class		Contribution to Average		Start Year	
Course Code		View on the Transcript		End Year	
Course Name		Elective Course Group		Education language	
<input checked="" type="checkbox"/> Publish on the Web			<input checked="" type="checkbox"/> If Failed, Cannot Pass to the Next Class		
			<input checked="" type="checkbox"/> Those Without a Teaching Plan		

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
3774		6750	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		6758	Art Course (Gen. Ed.)		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
3774		6863	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance		2nd
3776		7134	Art Course (Gen. Ed.)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		7143	Art Course (Gen. Ed.)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		4th
2 101102		2547	Art History II		FACULTY OF ECONOMY AND BUSINESS	Business Administration		Prep
2 101102		2548	Art History II		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		Prep
2 101102		2549	Art History II		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
2 101102		2553	Art History II		FACULTY OF ECONOMY AND BUSINESS	Business Administration		Prep
2 101102		2556	Art History II		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		Prep
828 101104		4911	Art History I		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		Prep
863 101302		5005	Photography		FACULTY OF ECONOMY AND BUSINESS	Business Administration		Prep
863 101302		5008	Photography		FACULTY OF ECONOMY AND BUSINESS	Business Administration		Prep

CRS03 Academic Year Course

Purpose and Scope: It is the application in which the courses opened on a departmental basis in an academic year/semester/the instructor/member who teach these courses are assigned. If the courses are to be taught in more than one 'section', the section assignment is made with this application.

1. Combining an opened course with another course is within the scope of this application.
2. By defining the quota for the courses offered, a certain number of students can be registered to the course.
3. In case the instructors make their grade entries on the web, the stage of their grade entry is also displayed with the help of this application.



4. The tuition fees of the courses opened in the summer school are also assigned by this application.

Explanation: If the academic year course assignment is not made before the course registration, the courses will not be listed before the students.

Academic Year Course Description											
Academic Year Course Filter											
Academic Year	2021-2022	Faculty									
Education Semester	Spring	Department									
Course Code		Option									
Course Name		Class									
Section		Teaching Plan									
Note Input Status	No Notes Entered	Responsible Faculty Member	<input checked="" type="checkbox"/> Those Without the Teaching Plan								
Education Language		Search in the Joined Section	<input checked="" type="checkbox"/> Merged With Another Section								
<input type="button" value="List"/> <input type="button" value="New"/> <input type="button" value="Update"/> <input type="button" value="Create Section"/> <input type="button" value="Create Collective Academic Year Course"/> <input type="button" value="Create Collective Academic Year Course (Excel)"/> <input type="button" value="Create Academic Year Courses with Selected Courses"/> <input type="button" value="Clear"/>											
Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota	Minimum Quota	Remaining Quota	Non-Department Quota	Academic Year
848	302103	1590	Introduction to Speech Communication	1	756	Dr. Evis Nasto	5	0	0	35	2021-2022
845	401601	7157	Computer Applications		755	Instructor KRISTI GOREA	2	0	0	23	2021-2022
830	421103	7156	College Algebra		630	Assistant Lecturer FIZELENT LEKLI	2	0	0	40	2021-2022
855	501102	1597	Intro to Microeconomics	1	513	Prof. FATBAROHA KADIU	3	0	0	37	2021-2022
855	501102	1597	Intro to Microeconomics	2	513	Prof. FATBAROHA KADIU	3	0	0	37	2021-2022
842	611102	7155	English Composition I		418	Assistant Lecturer MICHELE ELIZABETH BIRING-PANI	2	0	0	38	2021-2022
843	612101	7166	English Composition II	2	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2022
843	612101	7166	English Composition II	4	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2022
6787	711107	7167	History of the Albanian State		732	Prof. Dr. BLERINA KUQI	5	0	0	45	2021-2022
6785	711108	7161	World History I		492	Dr. ADAM EHRLICH	3	0	0	35	2021-2022
846	751102	1588	Sociology		711	Instructor EDA GEMI	3	0	0	41	2021-2022
6788	762101	7168	Anthropology and Justice		728	Prof. EMINA KARO	5	0	0	35	2021-2022
1094	764104	1859	Legal Environment of Business		684	Assistant Lecturer LEDJA BURNAZI	26	0	0	0	2021-2022
1266	765601	2031	Internship and Senior Project				25	0	0	0	2021-2022
6791	773105	7171	Administrative Procedures		528	Instructor OLSI VANGJELI	30	0	0	0	2021-2022
6793	774101	7178	Law and Politics of the European Union		411	Assistant Lecturer HEKTOR RUCI	18	0	0	8	2021-2022
1149	774102	7179	Banking and Financial Law		757	Instructor Ilir Barjaba	22	0	0	8	2021-2022
1264	775101	2029	Public International Law		411	Assistant Lecturer HEKTOR RUCI	22	0	0	8	2021-2022
1263	775102	2028	Domestic and International Human Rights Law		411	Assistant Lecturer HEKTOR RUCI	26	0	0	0	2021-2022

'Create Bulk Academic Year Course' process,

At the beginning of the semester, it provides convenience in creating courses. All assigned open courses under the department/if desired closed courses are also opened under the department in bulk. The user makes the necessary adjustments by deleting the courses that should not be opened.

It should be noted; closed but in case there are students who will take that course, those courses must be assigned.

'Create Academic Year Course with Selected Courses' process,

It can be used in cases where a course should be created for the academic year by choosing certain courses. 'Course Search' opens when the key is pressed. User, faculty/department/open-closed course status etc. from here. It can list the courses with filters such as and complete the process by marking the courses that need to be opened.

It should be noted; closed but in case there are students who will take that course, those courses must be assigned.



Creation of sections;

In the example screen, MK 121 course is opened as '2' sections. To open a section, it is necessary to hover over the relevant course and press the 'Create Section' button.

How many more sections will be added, write it and select the letter or number option.

Sample: When we hover over a course with a '0' section and select '1' and a number, a new course with '1' section is created.

To see the result of this operation, it is necessary to press the 'List' button.

Letter selection helps to name sections like 'A', 'B'.

After creating these section names, updates can be made on the detail screen.

For example; Like 'A Double', 'B Odd'. Assigning sections to students is done with the ' CRS05 Student Section Assignment' application.



Academic Year Course Filter

Academic Year	2021-2022
Education Semester	Spring
Course Code	
Course Name	
Section	
Note Input Status	No Notes Entered
Education Language	

Enter the number of Sections you want to create.

Letter Number

Okay

Teaching Plan Those Without the Teaching Plan

Responsible Faculty Member Search in the Joined Section Merged With Another Section

List New Update Create Section Create Collective Academic Year Courses Create Collective Academic Year Course (Excel) Create Academic Year Courses with Selected Courses

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota	Minimum Quota	Remaining Quota	Non-Department Quota	Academic Year
849	302103	1590	Introduction to Speech Communication	1	756	Dr. Evis Nada	5	0	0	35	2021-2022
845	401601	7157	Computer Applications		755	Instructor KRISTI GOREA	2	0	0	23	2021-2022
830	421103	7158	College Algebra		630	Assistant Lecturer FIZELLEN LEKLI	2	0	0	40	2021-2022
855	501102	1597	Intro to Microeconomics	1	513	Prof. FATBARDOHA KADIU	3	0	0	37	2021-2022
855	501102	1597	Intro to Microeconomics	2	513	Prof. FATBARDOHA KADIU	3	0	0	37	2021-2022
842	611102	7155	English Composition I		418	Assistant Lecturer MICHELE ELIZABETH BIRING-PANI	2	0	0	38	2021-2022
843	612101	7166	English Composition II	2	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2022
843	612101	7166	English Composition II	4	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2022
6787	711107	7167	History of the Albanian State		732	Prof. Dr. BLERINA KUQI	5	0	0	45	2021-2022
6785	711108	7161	World History I		492	Dr. ADAM EHRLICH	3	0	0	35	2021-2022
846	751102	1588	Sociology		711	Instructor EDA GEMI	3	0	0	41	2021-2022
6788	762101	7168	Anthropology and Justice		728	Prof. EMINA KARD	5	0	0	35	2021-2022
1094	764104	1859	Legal Environment of Business		684	Assistant Lecturer LEDJA BURNAZI	26	0	0	0	2021-2022
1266	765601	2031	Internship and Senior Project				25	0	0	0	2021-2022
6793	773105	7171	Administrative Procedures		528	Instructor OLSI VANGJELI	30	0	0	0	2021-2022
6793	774101	7178	Law and Politics of the European Union		411	Assistant Lecturer HEKTOR RUCI	18	0	0	8	2021-2022
1149	774102	7179	Banking and Financial Law		757	Instructor Ilir Barjaba	22	0	0	8	2021-2022
1264	775101	2029	Public International Law		411	Assistant Lecturer HEKTOR RUCI	22	0	0	8	2021-2022
1263	775102	2028	Domestic and International Human Rights Law		411	Assistant Lecturer HEKTOR RUCI	26	0	0	0	2021-2022

Screen crs03-02

'update'/'new' button, the screen showing the details of the information opens.

Academic Year Course Description

Course		Academic Period		Catalog No		Course No	
Academic Year	2021-2022	Course Code	Spring	Catalog No		Course No	
Faculty		Course Name					
Department		Section					
Option		Language of Education					
Class		<input type="button" value="Update Students' Education Languages"/>					

Faculty Members

Title	Name	Surname	Responsible
No data to display			
<input type="button" value="Add New"/>	<input type="button" value="Delete"/>	<input type="button" value="Assign Responsible"/>	<input type="button" value="Delete Responsibility"/>

Fee

Theoretical	Lab	Total	At least	Most	Remainder	Outside Department Most
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Merged Section

Faculty	Course Code	Catalog No	Course No
Department	Course Name		
Option	Section		
Class		<input type="button" value="Delete Opened Course"/>	<input type="button" value="Update Students' Courses"/>

Faculty Departments to Enroll for University Common Courses

Faculty	Department	Option	Education Level	Quota
No data to display				
<input type="button" value="New"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy Another Course Department Quotas"/>	

Screen crs03-03

Instructor Assignment:

On this screen, the instructor(s) giving the course is assigned. If there is more than one faculty member, only one person is designated as responsible, the responsible faculty member can enter grades online.



Joint Course/Section:

If students in a course/section will be taught together with another course/section, section merger is done. The relevant course is selected with the '... button', 'save' is pressed. Then, with the 'Update Students' Courses' button, the students who took the course are transferred to the other class. If this is not done, students will stay in their old sections. If the course content is the same, students can be transferred to another course with a different section or even a different code. This action affects the class lists and the lists in the grade entrance. On the student's transcript, the course chosen during course registration is shown. It does not cause any change in the transcript. In the example screen, the students who took the math 111 course in the engineering faculty in the summer school were transferred to the math 111 class in the science and literature faculty. If you want to cancel this merge, '**Delete Opened Course**' button is pressed. Then '**Save**' and '**Update Students' Courses**' are done. Thus, the merged section and course will be synchronized. **It should be noted that if a course is merged with another course, the responsible instructor MUST NOT be assigned as in the example screen.**

'... button' is turned off when trying to merge the related course, it means that another course has been merged with the previously selected course and it is not allowed to be merged with another course.

For example; Even if lesson A is merged with lesson B, lesson B cannot be merged with lesson C.

If the A and B course is to be merged in the C course, it is necessary to merge it as A->C and B->C.

If a department has been merged with a course or has a merger from another course, it can be listed by using the '**Search in the Section to which it was Merged**', '**Merged with Another Section**' options on the first screen of '**CRS03 Academic Year Course**' .

If only one student will take the course in another class, what should be done is; it is necessary to create a section for that student, assign the student to the section and merge the course with the course related to this application.

Step-by-Step Explanation of the Process Sequence:

Joined Section Division:

1. Step 2: Selecting the course to merge

If students in a course/section will be taught together with another course/section, section merging is done. The relevant course is selected with the '... button', 'save' is pressed.

2. Step 2: Confirmation of the selected course with the save process



Academic Year Course Description

crs03

Course								
Academic Year	2021-2022	Faculty	Spring	Course Code	... Clear	Catalog No	Course No	
Department		Course Name		Section				
Option		Language of Education						
Class		Update Students' Education Languages						
Faculty Members								
Title		Name	Surname		Responsible			
No data to display								
Add New		Delete	Assign Responsible		Delete Responsibility			
Fee		Quota						
Theoretical	Lab	Total		At least	Most	Remainder	Outside Department Most	
Merged Section								
Faculty	Course Code		Catalog No	Course No				
Department	Course Name							
Option	Section							
Class				Delete Opened Course		Update Students' Courses		
Faculty Departments to Enroll for University Common Courses								
Faculty	Department	Option	Education Level		Quota			
No data to display								
New		Update	Delete	Copy Another Course Department Quotas				

3. Step 2: Reflecting Students to Course Information

Then, with the '**Update Students' Courses**' button, the students who took the course are transferred to the other class. If this is not done, students will stay in their old sections. If the course content is the same, students can be transferred to another course with a different section or even a different code.

Continue' button is pressed in the warning that appears on the screen, the common course number and common section information of the students are updated and the process continues.

The '**Cancel**' button is used to stop the process.

A student's course number and section information taken from his/her own department are shown below. (std03 – Courses Taken)

Student Courses

std03

Student										Faculty																															
Student Number	1005	Search/Clear		Faculty	FACULTY OF ECONOMY AND BUSINESS																																				
Turkish Identity Number	1005			Department	Business Administration																																				
Name	AHMED			Option	Business Administration																																				
Surname	ABUHALALA			Class	4th Class																																				
Study Level	Undergraduate			Status	Course Renewal																																				
Regulation	3 Years Bologna			Teaching Plan																																					
Student's Courses		Student Course Logs		Equivalent Course	Curriculum Courses	Courses Which Student Can Take	Transcript		Diploma Report																																
New	Update	Assign Bulk Courses		Register Code		Empty Delete Courses																																			
Öğrencinin Aldığı Dersler																																									
Drag a column header here to group by that column																																									
Academic Year	Education Semester	Branch	Catalog No.	Course Code	▲ Course No.	Course Name	Course Class	Branch	Credit	ECTS Credit	Grade	Letter Grade	Status	Registration Code	Not Included to Average	Free to Entry Make Up Exam	Number of Course Repetitions	Repeated Instead Catalog No.																							
2002-2003	Spring	Major	0	2588			Prep Class		0	0	0		B				0	0																							
2002-2003	Autumn	Major	7	401201	2623	COMPUTER APPLICATIONS I	Prep Class	3	3	0	C	Successful	B				0	0																							
2002-2003	Autumn	Major	9	601101	2649	INTENSIVE ESL	Prep Class	0	0	0	B-	Successful	B				0	0																							
2002-2003	Spring	Major	10	602102	2669	ACADEMIC ESL	Prep Class	0	0	0	D	Unsuccessful	B				0	0																							
2002-2003	Spring	Major	15	701104	2747	STUDENT DEVELOPMENT	Prep Class	3	3	0	D	Unsuccessful	B				0	0																							

In return for this course, the number of the other course and the section information of the student can be seen by clicking the '**Update**' and '**Common Section Information**' button as below.



Student Courses

Course details of the merged branch

Student Number	1005	Faculty	FACULTY OF ECONOMY AND BUSINESS
Turkish Identity Number	1005	Department	Business Administration
Name	AHMED	Option	
Surname	ABUHALALA	Class	Prep Class
Study Level	Undergraduate	Course Code	401201
Regulation	3 Yıllık = Bologna	Course Number	2623
		Course Name	COMPUTER APPLICATIONS I
		Branch	
		Lecturer	

Course

Academic Year	2002-2003	Catalog Number	7	Education Code	Major
Code	401201			Language	
Course Name	COMPUTER APPLICATIONS I			Course Type	Essential
Course Number	2623	Branch Lecturer		Recording Code	B (Student Affairs)

Success Status

Midterm Exam 1	Midterm Exam 2	Midterm Exam 3	Midterm Exam 4	Average Of Year	Final Exam	Make Up Exam	Additional Exam	Additional Exam 2	Single Course Exam
					69				
Semester Letter Grade	Letter Grade Of Make Up Exam	Letter Grade Of Additional Make Up Exam	Grade				Letter Grade	ECTS Grade	
C									
Success Status	Course Status								
Free to Entry Make Up	Successful								

Attendance Status

Previous Attendance Status	Attendance Status	Not Include To GPA	Free to Entry Make Up
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Attendance Status

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Save Delete List

Assignment of Quota Information:

Minimum: Represents the minimum number of students who can take the course. It is actively used in the summer school (For cases where the courses chosen by the student below a certain number should not be offered).

Maximum: Represents the maximum number of students who can take the course. If it is left blank or zero, it means that unlimited students can be enrolled in the department.

For the courses assigned as University Common / Departmental Common, the **Maximum** is invalid, and the **Non-Departmental Maximum** should be used.

Non-Departmental the Maximum: Except for the department where the course is offered; It represents the maximum number of students who can take the course from other departments. **-1** to the **non-Departmental** field If value is given, it means that no student from outside the department will be able to select the course.

What should not be forgotten here is.

Quotas inside and outside the department are isolated from each other. If **maximum** number of students is 50, and **maximum** 10 people from outside the department are assigned for a course, it does not mean that 40 people can take the course from within the department and 10 people from outside the department, it means that 60 people in total can take the course. Therefore, for non-departmental students to receive unlimited, the **Non-Departmental Maximum** field must be left blank or zero.

Assignment of Quota Breakdown:

When a student selects a course and wants to add it to his list, the quota control procedure is called, respectively.

For its own department (the course may be the course of its own department, or the lower breakdown may be assigned for the department. The lower breakdown is always prioritized.) Is the quota assigned? If so, is there any vacancies?

If the course does not belong to its own department (including the breakdown for the common or other department course, is there a non- departmental quota assigned)? If so, is there any available room?



He tries to register the student by asking questions. If yes for one of the two items, the student registers for the course.

The conditions that enable a student to be counted from the quota of a course in an academic year are as follows.

save code is full or,

Advisor Approval field

-1 (course has been added to the list but not yet approved),

1 (advisor approval given),

3 (add-drop approved) values or,

2, 4 (the advisor's rejection of the course),

Student Confirmation field

-1 (course added to the list but not yet approved),

1 (student consent given),

3 (add-drop approved),

In the above example, the course was opened as '**University Common**', but only two faculties were required to take this course. Faculty of Law A total of 145 people will be able to choose, 143 of which will be for the Faculty of Pharmacy. Except for these faculties/departments, no student will be able to take the course. (Because the most non-departmental fields are given as -1) The system primarily looks at it as it is a sub-department based on faculty/department, and it is also considered whether the course is offered commonly by the University/Faculty. If the sub-breaks were not assigned or the Common was not opened, the Maximum and Non-Section Maximum Fields would be active.

In another example above; Most Quote shows 'in-department quota'. Everyone is considered to have taken a common course from outside the department. So, it doesn't matter what is written there, it can be empty. In addition, the values assigned in the sub-breakdown always take precedence. For example, if it were assigned as 50 for the non-departmental section, in addition to the 17 sub-breakdowns in the example, a total of 50 more people could be registered from any department other than these sub-departments. Therefore, as in the screenshot, the non-departmental quota should generally be given as -1 for the courses with sub-breakdowns assigned.



Assignment of University Common / Faculty Common Quota:

Academic Year Course Filter										
Academic Year	2021-2022	Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE			Department	Faculty			
Education Semester	Spring	Option	Faculty Annual			Class				
Course Code		Teaching Plan								
Course Name		Responsible Faculty Member								
Section										
Note Input Status										
Education Language										
<input type="checkbox"/> Those Without the Teaching Plan <input type="checkbox"/> Search in the Joined Section <input type="checkbox"/> Merged With Another Section <input type="checkbox"/> Clear										
List New Update Create Section Create Collective Academic Year Course Create Collective Academic Year Course (Excel) Create Academic Year Courses with Selected Courses										
Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota	Minimum Quota	Remaining Quota	
									Non-Departmental Quota	
									Academic Year	
848	302103	1590	Introduction to Speech Communication	1	756	Dr. Evis Nasto	5	0	0	35 2021-2022
845	401601	7157	Computer Applications		755	Instructor KRISTI GOREA	2	0	0	23 2021-2022
830	421103	7156	College Algebra		630	Assistant Lecturer FIZELENT LEKLJ	2	0	0	40 2021-2022
855	501102	1597	Intro to Microeconomics	1	513	Prof. FATBARDHA KADIU	3	0	0	37 2021-2022
855	501102	1597	Intro to Microeconomics	2	513	Prof. FATBARDHA KADIU	3	0	0	37 2021-2022
842	611102	7155	English Composition I		418	Assistant Lecturer MICHELE ELIZABETH BIRING-PANE	2	0	0	38 2021-2022

In the above example, since the course was opened in the Faculty of Engineering as a common course, it means that 50 people, mixed from all departments, will be able to choose this course. Since the lower breakdown is not given and the university common/departmental common is assigned, the students in the engineering faculty will be deemed to have taken this common course from outside the department. Therefore, **the Non-Departmental Quota** field must be filled.

University Common - Academic Year Course Creation:

A course: If it is needed to be selected by all students at the university, it must be opened as a 'university common in the academic year course. Department selection should be 'Departmental Common'. First, the course must be assigned as 'University Common in the 'crs02 – Course Assignment' application. If a course is opened as a university common course, it does not need to be opened separately on a departmental basis.

Faculty Common - Academic Year Course Creation:

A course: If it is needed to be selected by students from all departments affiliated to a particular faculty, it must be opened as a 'departmental common' as a department in the academic year course. Faculty Selection should be 'Engineering Faculty', Department selection 'Departmental Common' should be selected. First, the course must be assigned as 'Departmental Common' in the 'crs02 – Course Assignment' application.



Academic Year Course Description

Academic Year Course Filter

Academic Year	2021-2022	Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE				
Education Semester	Spring	Department	Faculty Annual				
Course Code		Option					
Course Name		Class					
Section		Teaching Plan					
Note Input Status	<input checked="" type="checkbox"/> No Notes Entered	Responsible Faculty Member					
Education Language		<input checked="" type="checkbox"/> Those Without the Teaching Plan	<input type="button" value="Clear"/>				
<input type="checkbox"/> Search in the Joined Section <input type="checkbox"/> Merged With Another Section							
List New Update Create Section Create Collective Academic Year Course Create Collective Academic Year Course (Excel) Create Academic Year Courses with Selected Courses							
Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota

crs01, crs02 crs03 Example

Course Definition

Course Filter

Faculty	Course Status	Study Level				
Department	Course Course	Annual Term				
Option	Course Variety	Teaching Semester				
Class	Contribution to Average	Start Year				
Course Code	View on the Transcript	End Year				
Course Name	Elective Course Group	Education language				
<input checked="" type="checkbox"/> Publish on the Web <input checked="" type="checkbox"/> Those Without a Teaching Plan <input checked="" type="checkbox"/> If Failed, Cannot Pass to the Next Class						
List New Update Copy All Pools as Common						
Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department
3774	6750	3.	Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance
3774	6757	3.	Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology
3776	6758	Art Course (Gen. Ed)			FACULTY OF ECONOMY AND BUSINESS	Business Administration
3774	6863	3.	Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance
3776	7024	Art Course (Gen. Ed)				
3774	7035	3.	Elective at Faculty/Department Level			
3776	7102	Art Course (Gen. Ed)			FACULTY OF LAW AND SOCIAL SCIENCES	Psychology
3774	7116	3.	Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTURE	Design
3774	7125	3.	Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations
3774	7129	3.	Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations
3776	7134	Art Course (Gen. Ed)			FACULTY OF ECONOMY AND BUSINESS	Economics and Finance

Open/Closed or All courses can be searched by Course Code or Name on the search page of Crs01 Course Catalog Application.

By using the Update button, detailed information about that course catalog can be viewed. Credit information such as Theory, Practice, ECTS credits in the Course Code, Course Name and Credit information in the assignment information is valid for all courses connected to this catalog.



Course Catalogue

Definition Info

Catalog No: 3774
Code:
Name: 3. Elective at Faculty/Department
Created Yil: 2021-2022
Senate Date:

Credit Informations

Theoric: 0 Application: 0 Laboratory: 0 Credits: 0 ECTS Credits: 0

Properties

Course Status: Active Course Type: Essential Course Variety: Field Course Elective Course Group: Yes Yearly Term: Term Course Period: Annual Teaching Type: Formal Learning

Course Level: Bachelor Degree Enter Grade: Regular Average Attendance: Include View in Transcript: Show Language of Education: English Survey Evaluation: Yes Publish on the Web: Yes

Description:

Course Name

#	Language	Course Code	Course Name
	Language	Course Code	Course Name
	Course Name		

Save Cancel Close

List Save Delete Open Common Course Responsible Faculty: Faculty Department: Faculty Member: Resource Usage Theoretical Total Time Theoretical Resource Type

In addition, the Course Name can be assigned separately for all languages supported by the system. The course name assignment according to the language can be accessed via the Languages button in the Course Name assignment field.

Course Catalogue

Course Information Catalog Information Prerequisites Courses Equivalent Courses Catalog Lessons

Course

Catalog No: 3774 Course Code: Course Name: 4. Elective Course at Faculty/Department Level

New Update Change Catalog

Faculty	Department	Option	Class	Period	Created Year	Teaching L
University Annual	Faculty Annual				-1	
FACULTY OF LAW AND SOCIAL SCIENCES	Law		2nd Class	2nd Term	-1	Undergrad
FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd Class	2nd Term	-1	Undergrad

The information of the courses linked to this catalog can be accessed from the catalog courses page. Faculty, Department Class information of the courses can be viewed here. The detailed information of the course can be accessed by using the Update button.



Course Catalogue

crs01

Course Prerequisite Courses Elective Courses Electives Pool Equivalent Courses List Save Delete

Catalog Informations

Code: ... Clean Catalog No: 3774 Course No:
Name: 3. Elective at Faculty/Department Level American Code:

CREDIT INFORMATION: Theoric: 0 Application: 0
Lab: 0 Credit: 0 ECTS Credit: 0

Course Names by Language

Language	Course Name
İngilizce	deneme

Course

Faculty: Annual Term:
Department: Teaching Semester: 1st Term
Option: Change the Option:
Class: Change the Class:
Main Degree:

Teaching Plans of the Course

Teaching Plan	Start Year
No data to display	

Add Delete

Teaching Plans

Teaching Plan	Start Year
No data to display	

Features

Course Status: Active Grade Entry: Regular
Course Type: Essential Contribution to the Average: Include
Course Variety: Field Course View on Transcript: Show
Elective Course Group: Yes Learning Language:
Start Year: Publish on the Web: If unsuccessful, cannot pass the next class:

Code Name and credit information of the course from the catalog cannot be changed here. Faculty, Department, Class information is assigned in the new course assignment. This information cannot be changed while the course is being updated. Apart from that, Teaching Term, Curriculum, Course Features; Information such as Course Type, Course Type, Course Status can be changed.

Course

Faculty: Annual Term:
Department: Teaching Semester: 1st Term
Option: Change the Option:
Class: Change the Class:
Main Degree:

Teaching Plans of the Course

Teaching Plan	Start Year
No data to display	

Add Delete

Teaching Plans

Teaching Plan	Start Year
No data to display	

Features

Course Status: Active Grade Entry: Regular
Course Type: Essential Contribution to the Average: Include
Course Variety: Field Course View on Transcript: Show
Elective Course Group: Yes Learning Language:
Start Year: Publish on the Web: If unsuccessful, cannot pass the next class:

Course Change

Removed/Changed Year: Change Substitute Course 2

Substitute Course 1

Faculty: <input type="text"/>	Course No: <input type="text"/>
Department: <input type="text"/>	
Catalog No: <input type="text"/>	... Delete
Code: <input type="text"/>	
Course Name: <input type="text"/>	

Substitute Course 2

Faculty: <input type="text"/>	Course No: <input type="text"/>
Department: <input type="text"/>	
Catalog No: <input type="text"/>	... Delete
Code: <input type="text"/>	
Course Name: <input type="text"/>	



If the course has been closed and a new course has been opened, this assignment can also be made in the Course Change section.

Course Definition

crs02

Course Filter		Course Status		Study Level			
Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE	Active	<input checked="" type="checkbox"/>	Annual Term	<input type="button" value="▼"/>		
Department	Computer Science	Course Course	<input checked="" type="checkbox"/>	Teaching Semester	<input type="button" value="▼"/>		
Option		Course Variety	<input checked="" type="checkbox"/>	Start Year	<input type="button" value="▼"/>		
Class		Contribution to Average	<input checked="" type="checkbox"/>	End Year	<input type="button" value="▼"/>		
Course Code		View on the Transcript	<input checked="" type="checkbox"/>	Education language	<input type="button" value="▼"/>		
Course Name		Elective Course Group	<input checked="" type="checkbox"/>	<input type="checkbox"/> If Failed, Cannot Pass to the Next Class			
<input type="checkbox"/> Publish on the Web <input type="checkbox"/> Those Without a Teaching Plan							
<input type="button" value="List"/> <input type="button" value="New"/> <input type="button" value="Update"/> <input type="button" value="Copy All Pools as Common"/>							
Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option
3776		7150	Art Course (Gen. Ed)		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
2	101102	2555	Art History II		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
19	101304	2801	DRAWING & DESIGN		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
1648	111130	6484	History of Architecture, Art and Urban Design I		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
1115	122101	5444	History of Motion Pictures		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
318	151170	3774	HUMAN BIOLOGY		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
20	201101	2816	STATISTICS FOR BUSINESS AND ECONOMICS I		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
3	211101	2563	FINANCIAL ACCOUNTING		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
4	212102	2578	MANAGERIAL ACCOUNTING		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
49	241101	3123	PRINCIPLES OF MANAGEMENT		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	

By using the Crs02 Course Application, Courses can be searched by their features such as Faculty, Department and listed in the results. Thus, the details of the course can be accessed without using the course catalog.

Academic Year Course Description

crs03

Academic Year Course Filter		Faculty		Teaching Plan		Search Options	
Academic Year	2021-2022	Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE	Department	Computer Science	Option	
Education Semester	Spring	Course Code		Class		Responsible Faculty Member	
Course Name		Section		Teaching Plan		<input type="checkbox"/> Those Without the Teaching Plan	
Note Input Status		No Notes Entered		Responsible Faculty Member		<input type="checkbox"/> Search in the Joined Section	<input type="checkbox"/> Merged With Another Section
Education Language						<input type="checkbox"/> Clear	
<input type="button" value="List"/> <input type="button" value="New"/> <input type="button" value="Update"/> <input type="button" value="Create Section"/> <input type="button" value="Create Collective Academic Year Course"/> <input type="button" value="Create Collective Academic Year Course (Excel)"/> <input type="button" value="Create Academic Year Courses with Selected Courses"/>							
Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota
1641	CS 102	6437	Computer Applications	755		Instructor KRISTI GOREA	0
1664	CS 103	6528	Introduction to Computer Science and Engineering	1	604	Assistant Lecturer MARJANA PRIFTI-SKENDOLI	40
1664	CS 103	6528	Introduction to Computer Science and Engineering	2	604	Assistant Lecturer MARJANA PRIFTI-SKENDOLI	40
1665	CS 104	6532	Introduction to Programming	1	735	Instructor NELDA KOTE	25
1665	CS 104	6532	Introduction to Programming	2	760	Instructor Fiona Teli	25
1665	CS 104	6532	Introduction to Programming	3	759	Instructor Emiranda Loka	25
1733	CS 203	6653	Database Systems		306	Instructor DENIS SAATCIU	0
1412	CS 206	6006	Algorithms and Complexity	1	453	Assistant Lecturer ELTON BALLHYSA	0
1412	CS 206	6006	Algorithms and Complexity	2	744	Instructor ODETA SHKRELI KROMICI	0
689	CS 207	4597	System Analysis and Design	1	760	Instructor Fiona Teli	0
689	CS 207	4597	System Analysis and Design	2	760	Instructor Fiona Teli	0
1678	CS 208	6588	Data Structures	1	561	Assistant Lecturer OLTONA SULA	0
1678	CS 208	6588	Data Structures	2	561	Assistant Lecturer OLTONA SULA	0
1636	ENG 101	6384	Composition I		418	Assistant Lecturer MICHELE ELIZABETH BIRING-PANI	0

In the Crs03 Academic Year Course application, the courses taught in the semesters, the sections opened and the instructors who teach the course are followed in detail.



Academic Year Course Description

crs03

Course										
Academic Year	2021-2022	Academic Period	Spring	Course Code	<input type="text"/>	<input type="button" value="...Clear"/>	Catalog No	<input type="text"/>	Course No	<input type="text"/>
Faculty	<input type="text"/>	Course Name	<input type="text"/>	Section	<input type="text"/>					
Department	<input type="text"/>	Language of Education	<input type="text"/>							
Option	<input type="text"/>									
Class	<input type="text"/>									
<input type="button" value="Update Students' Education Languages"/>										

Faculty Members			
Title	Name	Surname	Responsible
No data to display			
<input type="button" value="Add New"/> <input type="button" value="Delete"/> <input type="button" value="Assign Responsible"/> <input type="button" value="Delete Responsibility"/>			

Fee			Quota		
Theoretical	Lab	Total	At least	Most	Remainder
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					Outside Department Most

Merged Section			
Faculty	<input type="text"/>	Course Code	<input type="text"/>
Department	<input type="text"/>	Course Name	<input type="text"/>

With the **Assign Responsible** button, the section information of the course, the instructors and the responsible instructor can be assigned. In addition, section merging or cancellation of section merging transactions are made here.

Academic Year Course Description

crs03

Courses to be collectively created in the academic year					
Academic Year	2021-2022	Period	Spring	FACULTY OF ECONOMY AND BUSINESS	<input type="text"/>
Education Semester	Spring	Faculty	<input type="text"/>	Business Administration	<input type="text"/>
Course Code	<input type="text"/>	Department	<input type="text"/>	Business Administration	<input type="text"/>
Course Name	<input type="text"/>	Course Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section	<input type="text"/>	Type of Lesson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note Input Status	<input type="text"/>	Elective Course Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education Language	<input type="text"/>	Let Removed Courses Also Open	<input checked="" type="checkbox"/>	Those Without the Teaching Plan	<input type="checkbox"/>
		Year of Removal	2021-2022	Merged With Another Section	<input type="checkbox"/>
<input type="button" value="Continue"/>					
<input type="button" value="With Selected Courses"/>					
Catalog No	Course Code	Course No	Course Name	Responsible Faculty Member	Most Quota
<input type="checkbox"/> 527 243102	<input type="checkbox"/> 4245	<input type="checkbox"/> CULTURAL HERITAGE MANAGEMENT			0
<input type="checkbox"/> 1608 254107	<input type="checkbox"/> 6329	<input type="checkbox"/> DIGITAL MARKETING	650	Assistant Lecturer MATILDA LOPARI KAPAJ	28
<input type="checkbox"/> 44 753102	<input type="checkbox"/> 3067	<input type="checkbox"/> SOCIAL AND ECONOMIC DEVELOPMENT	494	Prof. JUNA MIDLUKA	32
<input type="checkbox"/> 1679 BI 201	<input type="checkbox"/> 6591	<input type="checkbox"/> Management Information Systems	660	Assistant Lecturer ENKELA HAZIZI	80
<input type="checkbox"/> 1679 BI 201	<input type="checkbox"/> 2451	<input type="checkbox"/> Management Information Systems	660	Assistant Lecturer ENKELA HAZIZI	80
<input type="checkbox"/> 1679 BI 201	<input type="checkbox"/> 6713	<input type="checkbox"/> Management Information Systems	660	Assistant Lecturer ENKELA HAZIZI	80
<input type="checkbox"/> 1679 BI 201	<input type="checkbox"/> 6842	<input type="checkbox"/> Management Information Systems	660	Assistant Lecturer ENKELA HAZIZI	80
<input type="checkbox"/> 430 BUSN 201	<input type="checkbox"/> 6840	<input type="checkbox"/> Industrial and Organizational Behavior	639	Assistant Lecturer ELENİ JARAZİ	80
<input type="checkbox"/> 430 BUSN 201	<input type="checkbox"/> 3964	<input type="checkbox"/> Industrial and Organizational Behavior	639	Assistant Lecturer ELENİ JARAZİ	80

With the Bulk Create a Course for the Academic Year feature, by selecting the Faculty, Department or the class if desired, the courses of the selected academic year and the annual courses that are open for that election are assigned to the selected academic year and term. A section is created for each.



Academic Year Course Description crs03

Academic Year Course Filter

Academic Year	2021-2022	Enter the number of Sections you want to create.	
Education Semester	Spring	<input type="text" value="3"/>	<input type="radio"/> Letter <input type="radio"/> Number
Course Code		Okay	
Course Name		ACADEMY OF ENGINEERING AND ARCHITECTURE	
Section		Computer Science	
Note Input Status		<input type="checkbox"/> Those Without the Teaching Plan	
Education Language		<input type="checkbox"/> ... Clear	
		<input type="checkbox"/> Search in the Joined Section	<input type="checkbox"/> Merged With Another Section

List New Update Create Section Create Collective Academic Year Course Create Collective Academic Year Course (Excel) Create Academic Year Courses with Selected Courses

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota
1641	CS 102	6437	Computer Applications	755	Instructor KRISTI GOREA	0	
1664	CS 103	6528	Introduction to Computer Science and Engineering	1	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40	
1664	CS 103	6528	Introduction to Computer Science and Engineering	2	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40	
1665	CS 104	6532	Introduction to Programming	1	Instructor NELDA KOTE	25	
1665	CS 104	6532	Introduction to Programming	2	Instructor Fiona Teli	25	
1665	CS 104	6532	Introduction to Programming	3	Instructor Emiranda Loka	25	
1733	CS 203	6553	Database Systems	306	Instructor DENIS SAATCIU	0	
1412	CS 206	6006	Algorithms and Complexity	1	Assistant Lecturer ELTON BALLHYS	0	
1412	CS 206	6006	Algorithms and Complexity	2	Instructor ODETA SHKRELI KROMICI	0	
689	CS 207	4597	System Analysis and Design	1	Instructor Fiona Teli	0	
689	CS 207	4597	System Analysis and Design	2	Instructor Fiona Teli	0	
1678	CS 208	6588	Data Structures	1	Assistant Lecturer OLTONIA SULA	0	

If a section is to be divided into sections, the create section feature is used. That course is selected from the search list. Then, the number of sections to be divided into is written. Letters such as A, B, C or numbers such as 0, 1, 2, 3 can be used as section names.

Academic Year Course Description crs03

Academic Year Course Filter

Academic Year	2021-2022	Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE
Education Semester	Spring	Department	Computer Science
Course Code		Option	
Course Name		Class	
Section		Teaching Plan	<input type="checkbox"/> Those Without the Teaching Plan
Note Input Status		Responsible Faculty Member	<input type="checkbox"/> ... Clear
Education Language		<input type="checkbox"/> Search in the Joined Section <input type="checkbox"/> Merged With Another Section	

List New Update Create Section Create Collective Academic Year Course Create Collective Academic Year Course (Excel) Create Academic Year Courses with Selected Courses

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota
1641	CS 102	6437	Computer Applications	755	Instructor KRISTI GOREA	0	
1664	CS 103	6528	Introduction to Computer Science and Engineering	1	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40	
1664	CS 103	6528	Introduction to Computer Science and Engineering	2	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40	
1665	CS 104	6532	Introduction to Programming	1	Instructor NELDA KOTE	25	
1665	CS 104	6532	Introduction to Programming	2	Instructor Fiona Teli	25	
1665	CS 104	6532	Introduction to Programming	3	Instructor Emiranda Loka	25	
1733	CS 203	6553	Database Systems	306	Instructor DENIS SAATCIU	0	
1412	CS 206	6006	Algorithms and Complexity	1	Assistant Lecturer ELTON BALLHYS	0	
1412	CS 206	6006	Algorithms and Complexity	2	Instructor ODETA SHKRELI KROMICI	0	

CRS04 Course Registration Status

Purpose and Scope: It shows the registration status of all students at the university during their online registration.

Explanation: Online course enrollment (during the active academic year and semester) is completed with the Approval of the Advisor after the Approval of the Student. Some students can register the course directly by going to the advisor. Or the advisor may not have given approval after the student is registered. If Approval status is '1', Approved, '0' Unapproved students can be listed. Registration Confirmation shows the latest status of the confirmation process.



CRS05 Student Section Assignment

Purpose and Scope: It is the application used to assign sections to students or to change their sections.

Explanation: First, after the sections of the course are assigned in the 'CRS03 Academic Year Course' application, the students enrolled in the course are listed and assigned to the sections of the course.

Screen crs05-01

Students are selected by listing and assignment is made to the relevant section with 'Bulk Assign Section'.

CRS06 Bulk Course Assignment

Purpose and Scope: It is an application that allows a single student or students to bulk assign courses.

: The application is often used to bulk assign 'preparatory' or first-year courses to first-time college students. Assignment can be done on a departmental basis. For the courses to be assigned to be listed, the courses must be opened in the relevant semester in the 'CRS03 Academic Year Course Assignment' application. If the courses offered have section assignments, the course assignments on the students are made on a section basis.



Course Definition

Course Filter

Faculty	Course Status	Active	Study Level
Department	Course Course		Annual Term
Option	Course Variety		Teaching Semester
Class	Contribution to Average		Start Year
Course Code	View on the Transcript		End Year
Course Name	Elective Course Group		Education language
<input checked="" type="checkbox"/> Publish on the Web		<input checked="" type="checkbox"/> Those Without a Teaching Plan	<input checked="" type="checkbox"/> If Failed, Cannot Pass to the Next Class

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department
3774	6750	3.	Elective at Faculty/Department Level	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	
3774	6757	3.	Elective at Faculty/Department Level	FACULTY OF LAW AND SOCIAL SCIENCES	Psychology	
3776	6758	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration	
3774	6863	3.	Elective at Faculty/Department Level	FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance	
3776	7024	Art Course (Gen. Ed)				
3774	7035	3.	Elective at Faculty/Department Level			
3776	7102	Art Course (Gen. Ed)		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology	
3774	7116	3.	Elective at Faculty/Department Level	FACULTY OF ENGINEERING AND ARCHITECTURE	Design	
3774	7125	3.	Elective at Faculty/Department Level	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	
3774	7129	3.	Elective at Faculty/Department Level	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	
3776	7134	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	

Display grd06-01

CRS07 Curriculum

Purpose and Scope: It is practical in which the weekly course program is entered. In addition, it can be viewed as the weekly course schedule of the student/faculty member/section and can be checked if there are overlapping courses.

Explanation: If the Weekly Curriculum is assigned before the course registration, the student will be notified as a warning of course conflicts, if any, during online course registration. In addition, students can view their course schedule on a weekly basis after course registration.

In order to assign the weekly course schedule:

- With the 'Course Hours' button, the start and end times of the courses based on faculty should be assigned.



Course Schedule

crs07

<input checked="" type="radio"/> Student Based Student ID: <input type="text"/> ... Search Clear	Student Name: <input type="text"/>																																																																		
<input checked="" type="radio"/> Faculty Member Based Faculty Member No: <input type="text"/> ... Search Clear	Title Name Surname: <input type="text"/>																																																																		
<input checked="" type="radio"/> Department-Class Based Faculty: <input type="text"/> Department: <input type="text"/> Option: <input type="text"/>	Academic Year: <input type="text"/> 2021-2022 Academic Period: <input type="text"/> Spring																																																																		
Class: <input type="text"/> Section: <input type="text"/> Faculty Member: <input type="text"/>	Course: <input type="text"/> Classroom: <input type="text"/> Course Type: <input type="text"/>																																																																		
List New Course Hours Classrooms Export to Excel Overlapping Courses																																																																			
Synchronize with the Academic Year Course Prepare Report <input checked="" type="checkbox"/> All faculty members																																																																			
<table border="1"><thead><tr><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th><th>Saturday</th></tr></thead><tbody><tr><td>8:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>9:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>10:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>11:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>12:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>13:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>14:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>15:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>16:00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>17:00</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	8:00						9:00						10:00						11:00						12:00						13:00						14:00						15:00						16:00						17:00					
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Screen crs07-01

- Sections, Lectures, Labs are registered with the 'Classrooms' button without selecting a faculty or department, on university basis; If needed, it can be assigned based on faculty, or based on department.

The course schedule is displayed by listing based on faculty, department and class.

'new' button, the assignment detail screen is opened.

For the courses to be selected, the courses must be opened in the relevant semester in the ' CRS03 Academic Year Course Assignment' application. The instructor giving the course comes from the assignments in the ' CRS03 Academic Year Course Assignment' application. Registration is done by entering the day, hour, classroom and, if necessary, the explanation information.

If a course is given during more than one course, clicking on the weekly course schedule opens the 'Detail Assignment' screen for ease of registration. Here you can change the time, select the ' Record' sign and press the ' Save' button.

Synchronize Academic Year Lecture' button on the first screen, if there are any sections or courses deleted in the ' CRS03 Academic Year Lecture ', these records are deleted from the curriculum, and if the instructor giving the course has changed, this information is updated. If 'Prepare Report' button is selected and ' all faculty members' option is pressed, it lists the information entered in the weekly course schedule in excel.

GRD01 Grade Entrance

Purpose and Scope: It is an application where grade entrance is made on a course basis. Depending on the regulation, it works according to numeric/letter/letter-criterion grade systems. The grades of the courses can be taken as a 'grade transcript' on a course basis.

Explanation: During the grade entry, the weights of the exams are assigned with the ' Exam Assignments'. Calculation is performed with criterion calculation. If the instructor enters grades online,



the grades of the instructor at the time of final enrollment can be viewed with this application. Final Registration can be undone.

Grade Entry

Filter

Year	Term	Faculty	Department	Option	Course Code	Course Name	Class	Section	Instructor	Status	Status Date
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCES Law			LAW 207	CIVIL LAW II	2nd Class		Instructor PLARENT RUKA	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCES Law (UOG)			773105	Administrative Procedures	4th Class		Instructor OLSI VANGELI	Grades not entered	
2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHITECTURE			ARCH 108	Introduction to Architecture	1st Class		Instructor DANIELA KAVAJA	Grades not entered	
2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHITECTURE			ENG 102	Composition II	1st Class	1	Assistant Lecturer ENKELEVA PRIFTI	Grades not entered	
2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHITECTURE			ENG 102	Composition II	1st Class	3	Assistant Lecturer ENKELEVA PRIFTI	Grades not entered	
2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHITECTURE			ENG 102	Composition II	1st Class	5	Assistant Lecturer ELONA ZIREK (QYRA)	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCES Law			ENG 102	Composition II	1st Class	2	Assistant Lecturer KLODJANA SKENDAJ	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCES Law			IR 102	Introduction to Sociology	1st Class		Instructor EDA GEMI	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCES Law			HIST 101	History of the Albanian State	1st Class		Prof. Dr. BLERINA KUQI	Grades not entered	

Page 1 of 10 (91 items) < Prev 1 2 3 4 5 6 7 8 9 10 Next >

Process: Visa | Grade Entry | Grade Entry Report | Undo Grade Entry | Excel | Unapproved Courses (Final) | Unapproved Courses (Make-Up)

Display grd01-01

CRS10 Course Load Assignment

Aim and Scope: In an academic year; It is the application in which the maximum Credit Load and maximum Number of Courses that students can take during course registration are assigned based on Faculty / Department / Class / Course Plan.



Explanation: At the same time, according to the assignments here, the student's academic disability checks work in conjunction.

Course Loads (crs10)		
Class	Teaching Period	Course Load
1st Grade	Autumn	15
1st Grade	Spring	15
2nd Grade	Autumn	15
2nd Grade	Spring	15
3rd Grade	Autumn	15
3rd Grade	Spring	15
4th Grade	Autumn	15
4th Grade	Spring	15

Calculation		
Total credit range	Passing Score	
>= 30	<= 44	Pas. 1
>= 45	<= 59	Pas. 1.3
>= 60	<= 74	Pas. 1.5
>= 75	<= 89	Pas. 1.7
>= 90	<= 104	Pas. 1.8
>= 105		Pas. 1.9

Note: The credit load of each department is different. The above is just an example.

Course Load Description

Academic Year: 2021-2022	Academic Semester: Spring
Class:	<input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Copy from previous year
<input type="button" value="New"/>	<input type="button" value="Edit"/>
<input type="button" value="Delete"/>	

Academic Year	Academic Semester	Faculty Name	Department Name	Class	Option Name	Teaching Plan	Maximum Course Count	Maximum Course Load

No data to display

No data to paginate | < Prev | Next >

<input type="button" value="New"/>	<input type="button" value="Update"/>
<input type="button" value="Delete"/>	



the 'Edit' option, credit and course numbers can be entered and saved with 'Update'. The list of assigned faculties, departments and course plans are synchronized. Course load assignment can be imported into Excel/Pdf environments if desired.

GRD04 List of Students whose Grade Is Not Entered

Purpose and Scope: It is the application used to list the students whose grades are not entered after the grade entry process is completed. At the same time, it is checked whether the student is assigned to a faculty member of the course/section. Doing this before the grade entry process can be helpful to find missing assignments.

Explanation: After the registration of the course and the registration of 'excuses' in the courses divided into sections, some students may not have grades due to the fact that a section was not assigned. The grade entry stage status of course-based grade entrance (input by the instructor on the internet) is made from the 'CRS03 Academic Year Course Assignment' application. This application provides student-based grade entrance control. It can be used for check purposes in cases where grade entrance is made by student affairs.

Display grd04-01

CRS08 Student Course Deletion/Transfer

Purpose and Scope: It is used to delete the course registrations of students enrolled in a course in bulk or to transfer them to another course.

Explanation: The transaction can be made for the current academic year. After the relevant course is selected and listed, no grades must be entered for the course for students to be deleted or transferred to another course.

Screen crs08-01



Faculty Member

Below the Instructor tab (Instructor Assignment) 'how to use the screen' is displayed.

TCH01 Faculty Member Assignment

Purpose and Scope: It is an application where faculty members are assigned, and relevant information is updated.

Explanation: When defining a new faculty member, it must be checked by searching by surname in order not to register duplicate faculty members. The common mistake is to search for the faculty member with faculty information and to register more than once by different faculties.

Screen tch01-01

Faculty members log in to the system from the faculty member website with their information and passwords in the e-mail field. If the working status is set to 'left', they will not be able to login from the website. If the photo of the instructor is transferred to the system, s/he will be able to see it when s/he enters the website. Similarly, students with whom s/he is an advisor will be able to see his/her advisor's photo, room at the university, and phone/contact information.

List of units where the faculty members work includes the faculties assigned in the system and the units assigned in the 'DEF06 Unit Assignment for Faculty Members' application. Units such as the School of Foreign Languages or the Turkish Language Research Institute can also be assigned under the Rectorate unit.

Report

Under the Report tab, use of screens (Quota Report, Course Class Report, Course Quota Report, Success Report, KYK List, OSYM Report, YÖKSİS Report, KYK Monthly Status Report, Course Based Success Report, Success Statistics, OSYM Numbers, Survey Results, Prerequisite Report) is shown.

RPR01 Quota Report

Purpose and Scope: It is the report showing the number of quotas and the number of placed and registered students on a departmental basis during the first registration to the university.



Explanation: Quota numbers must be entered beforehand with the 'Assignment of ENR01 ÖSYM Codes' application.

Screen rpr01-01

RPR02 Lecture Class Report

Purpose and Scope: It is the application used to get the 'Class list / Attendance list / Grade notification list' after course registrations.

Explanation: If the class lists have been merged ('CRS03 Academic Year Course Assignment'), the students appear under the merged courses.

After selecting the listing options, the 'Question' button displays the students as a list. After selecting the list option such as 'Class List', the 'Report' button is pressed.

Screen rpr02-01

RPR03 Course Quota Report

Purpose and Scope: It is the report used to see the number of students on a course basis.

Explanation: After the course registration process is completed, the number of students per course can be monitored.



Course Quote Report rpr03

Course Quota Report

Academic Year	2021-2022	Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE
Education Semester	Spring	Department	9 Computer Science
Grade Entry Status		Option	
<input checked="" type="checkbox"/> Whose Grade Not Entered		Class	
<input type="radio"/> Certain Registration Numbers <input type="radio"/> Pre Registration Numbers <input type="radio"/> PDF Document <input type="radio"/> Word Document <input type="radio"/> Excel Document		Report	<input type="radio"/> By Course Code <input type="radio"/> By Course No. <input type="radio"/> Registry Numbers
Quota Details			

Screen rpr03-01

RPR09 Student Numbers Report

Purpose and Scope: It is an application where the number of students is shown as a table based on male/female class.

Explanation: If the current year and semester or the current date is entered as the update date, the currently registered students are listed. It must be equal to the number of registered students in the 'STD01 Student Search' app, if not equal gender etc. may be due to incomplete/unassigned information. After pressing the ' Student Numbers' button after the ' list' operation, the relevant table is created as excel.

Student Numbers Report rpr09

Year / Semester	2021-2022	Quota Type										
Student Status	All	Scholarship Type										
Status Detail	empty	Scholarship Status	Not Certain									
Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE	Registration Year										
Department	9 Computer Science	Status Date										
Option		Update Date										
<input type="button" value="List"/> <input type="button" value="Export All To Excel"/> <input type="button" value="Student No."/> <input type="button" value="Course Registration Count"/> <input type="button" value="Read Me"/>												
ID No/Passport N	Student No.	Name Surname	Faculty	Department	Option	Registration	Graduation Date	Study Level	Gender	Quota Type	Scholarship Type	Scholarship Status
1030	1030	DIMITRI TAKO	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT	Regular	Not Certa
1039	1039	ERALD DORE	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1055	1055	FLORIAN HAJRO	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1079	1079	KUSHAL PANDEY	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1081	1081	LORENC LITI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1084	1084	MAHDI HADDADI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1101	1101	SHAHIN NASERI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1104	1104	SOKOL LIKMETA	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1105	1105	SOROUSH SABERI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Female	UNYT		
1110	1110	IRENA BASHA	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Female	UNYT		

Page 1 of 41 (407 items) < Prev 1 2 3 4 5 6 7 ... 39 40 41 Next >

Screen rpr09-01

RPR12 Course-Based Success Report

Purpose and Scope: It is the application where the courses taken by the students and their grades are listed.

Course results could be evaluated collectively in the departments. It can be used in estimating the number of students in the next semester by finding the students who have failed in the courses in the past semesters. For general course types such as preparatory class, bulk lists of pass/fail can be obtained. Students who have not taken a course can be listed. For example, there may be those who have not been assigned an internship course.



Explanation: Results can be listed based on academic year and semester, the latest status option is selected, if a student has taken the course in the spring and summer semesters, the result for the summer semester is listed.

Course lists are taken based on the course the student is enrolled in. (Although the course code/department taken is different, a list is taken based on the course he/she is enrolled in)

Screne rpr12-01

RPR18 Advanced Inquiry

Advanced report is the screen prepared for receiving special reports requested by the institution. On this screen, you can choose from ready-made query templates, export to excel, or filter by grouping from the grip below.

Assignment

Under the Assignment tab, screens (Parameter, Announcement, Unit Assignment for Faculty Members, Faculty / Department / Option, Upper / Unit, Diploma Supplement, Calendar Entry, Bulk Picture



Assignment, Document Assignment, University Assignment, District, District / Military Office Section Assignment, YÖKSİS Unit ID Assignment) are shown.

DEF03 Announcement

Purpose and Scope: It is an application used to publish announcements on the student or instructor page in the system/print explanation texts in applications such as Course Registration, Grade Entrance, Transcript.

Explanation: By selecting New, the Page Type to be sent and the Date of Registration are determined with the help of the list. The announcement to be published is the announcement with the largest registration date. Previous announcements can be optionally deleted or stored and archived. With Save Announcement, the announcement starts to be published from the date of registration.

A screenshot of a web-based application window titled "Announcements" with the identifier "def03" in the top right corner. The left side features a sidebar with a "Type" dropdown menu and a "Register Date" dropdown menu. Below these are buttons for "New" (green circle icon) and "Delete" (red circle icon). The main content area is a large text editor with a toolbar at the top containing various text formatting icons (bold, italic, underline, etc.). A message in the center of the editor says "Click on an announcement name from the list on the left to view the saved announcement content." At the bottom of the editor is a "Save" button. The overall interface is clean and modern.

[Display def03-01](#)

DEF08 Faculty / Department / Option

Purpose and Scope: With the help of this application; Faculty / Vocational School / Institute and departments / departments of the university can be created. Existing records can be updated.

: The 'Faculty / Department / Option' Assignment application consists of information for registering a new unit and three separate sections listing registered organizations.

ASSIGNMENT OF NEW FACULTY-DEPARTMENTS



Faculty-department-option									
Faculty									
Faculty	Faculty Name	Faculty Short Name	Normal Education Period	Max. Education Period	Faculty Type	Vrk Code	Study Level	Regulation	Status
1	Faculty	01	4	7	Faculty	0	Undergraduate	0	Open
2	FACULTY OF LAW AND SOCIAL SCIENCES	02	4	7	Faculty	0	Undergraduate	0	Open
3	FACULTY OF ECONOMY AND BUSINESS	03	4	7	Faculty	0	Undergraduate	0	Open
4	FACULTY OF ENGINEERING AND ARCHITECTURE	04	4	7	Faculty	0	Undergraduate	0	Open
5	INSTITUTE OF ECONOMY AND BUSINESS	05	2	3	Institute	0	Masters	0	Open
6	INSTITUTE OF LAW AND SOCIAL SCIENCES	06	2	3	Institute	0	Masters	0	Open
7	INSTITUTE OF ENGINEERING AND ARCHITECTURE	07	2	3	Institute	0	Masters	0	Open

Department												
Depatr	Department Name	Department Short Name	Normal Education Period	Max. Education Period	Study Level	Diploma Study Level	Education Type	Upper Group	Option Start Year			
11	ENGLISH LANGUAGE & LITERATURE	ENGLISH LANGUAGE & LITERATURE	4	7	Undergraduate	Daytime Education			0	No	No	No
13	ZCOMMUNICATION	ZCOMMUNICATION	4	7	Undergraduate	Daytime Education			0	No	No	No
17	UNDECIDED	UNDECIDED	4	7	Undergraduate	Daytime Education			0	No	No	No
18	OTHER	OTHER	4	7	Undergraduate	Daytime Education			0	No	No	No
43	Unit-COMMUNICATION & JOURNALISM	Unit-COMMUNICATION & JOURNALISM	4	7	Undergraduate	Daytime Education			0	No	No	No
74	SHQIP-ADMINISTRIM BIZNESSI	SHQIP-ADMINISTRIM BIZNESSI	4	7	Undergraduate	Daytime Education			0	No	No	No
75	SHQIP-FINANCE	SHQIP-FINANCE	4	7	Undergraduate	Daytime Education			0	No	No	No
76	SHQIP-SISTEME TE INFORMACIONIT	SHQIP-SISTEME TE INFORMACIONIT	4	7	Undergraduate	Daytime Education			0	No	No	No
92	Non Registered	Non Registered	4	7	Undergraduate	Daytime Education			0	No	No	No

Display def08-01

Assigned faculties are listed at the top. To add a new faculty information, we first press the 'New' button.

placing in the university (ÖSYM and DGS) are as follows:

If a new **faculty / department** is opened at the university,

It is necessary to assign under Faculty / Department / Option (def01) under Assignment

(Preparation – Evening Education etc... information should be paid attention to)

Like the current faculty / department assignment, it should be checked whether the preparatory course is taught and if there is an evening education, the accuracy of this information should be checked. Because, while transferring data from Ösym, the class of the student is assigned according to these parameters.

NEW FACULTY INFORMATION ENTRY

The faculty code must be observed. A previously unused code should be given and information such as faculty type, education level, regulation should be selected and saved.



display def08-02

After the faculty information is recorded, the department can be assignment.

NEW SECTION INFORMATION ENTRY

	Faculty	Department	Normal Education Period	Max. Education Period	Study Level	Diploma Study Level	Education Type	Upper Group	Option Start Year	Prepar Class	Other Prepar Class	Educati in Foreign Lang(s)	Education Language	YOK Code	Status
4	4 FACULTY OF ENGINEERING AND ARCHITECTURE	04	4	7	Faculty	0	Undergraduate	0						Open	
5	5 INSTITUTE OF ECONOMY AND BUSINESS	05	2	3	Institute	0	Masters	0						Open	
6	6 INSTITUTE OF LAW AND SOCIAL SCIENCES	06	2	3	Institute	0	Masters	0						Open	
7	7 INSTITUTE OF ENGINEERING AND ARCHITECTURE	07	2	3	Institute	0	Masters	0						Open	
New Update Delete Language Selection															
Department															
11	ENGLISH LANGUAGE & LITERATURE	ENGLISH LANGUAGE & LITERATURE	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
12	ZCOMMUNICATION	ZCOMMUNICATION	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
17	UNDECIDED	UNDECIDED	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
18	OTHER	OTHER	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
43	Univ-COMMUNICATION & JOURNALISM	Univ-COMMUNICATION & JOURNALISM	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
74	SHQIP-ADMINISTRIM BIZNESI	SHQIP-ADMINISTRIM BIZNESI	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
75	SHQIP-FINANCE	SHQIP-FINANCE	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
76	SHQIP-SISTEME TE INFORMACIONIT	SHQIP-SISTEME TE INFORMACIONIT	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
92	Non Registered	Non Registered	4	7	Undergraduate	Daytime Education	Daytime Education			0	No	No	Inglizce		0 Open
New Update Delete Language Selection															
Option															
Option	Option Name	Option Short Name	Study Level	Diploma Study Level	Education Type	Group	Prepara Class	Other Prepar Class	Educati in Foreign Lang(s)	Education Language	YOK Code	Status			

Display def08-03

First, the relevant faculty is selected from the list in the upper section. If there are previously assigned departments in the faculty, they will be displayed in the department list.

'New' button, the new partition information is saved as follows. Particular attention should be paid to the section code when saving a new section. Assignments related to the preparatory class should be made correctly.



INSTITUTE OF ENGINEERING AND
ARCHITECTURE

07 2 3 Institute 0 Masters 0 Open

ID	Department Name	Department Short Name
11	ENGLISH LANGUAGE & LITERATURE	ENGLISH LANGUAGE & LITERATURE
13	ZCOMMUNICATION	ZCOMMUNICATION
17	UNDECIDED	UNDECIDED
18	OTHER	OTHER
43	Unyt-COMMUNICATION & JOURNALISM	Unyt-COMMUNICATION & JOURNALISM
74	SHQIP-ADMINISTRIM BIZNESI	SHQIP-ADMINISTRIM BIZNESI
75	SHQIP-FINANCE	SHQIP-FINANCE
76	SHQIP-SISTEME TE INFORMACIONIT	SHQIP-SISTEME TE INFORMACIONIT
92	Non Registered	Non Registered

New Update Delete Language Selection

Department Faculty

Department: 17 UNDECIDED

Department Name: UNDECIDED

Department Short Name: UNDECIDED

Normal Education Period: 4

Max. Education Period: 7

Study Level: Undergraduate

Diploma Study Level:

Education Type: Daytime Education

Upper Group:

Option Start Year: 0

Preparation Class: No

Other Preparation Class: No

Education In Foreign Language: No

Education Language: Ingilizce

YOK Code: 0

Status: Open

Year	Preparatory Class	Other Preparatory Class	Education In Foreign Language	Education Language	YOK Code	Status
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open
0	No	No	No	Ingilizce	0	Open

New Update Delete Language Selection

Update Cancel

Option

Screen def08-04

Preparatory Class: It means (compulsory preparation) when 'there is' is marked. And while the data of the students who won from Ösym are transferred, the CLASS information of the students who won this section will be transferred as preparation. Preparatory Class: CLASS information is given as 1st grade in the sections marked 'none'.

After this stage, the OSYM Guide codes of the new departments must be assigned in the First Registration to the University / Assignment of OSYM Codes menu so that the students who have won the OSYM in the new academic year can be transferred to the relevant departments.

CAL01 Calendar Entry

Purpose and Scope: It is the application in which the Process Start and End dates are determined in the programs assigned in the university units.

The start and end dates for the processes assigned in the OSYM First Registration, Student Course Registration, End of Term Grade Entrance, Midterm Grade Entrance, etc. are recorded under the name of the Academic Calendar.

Explanation: With the help of this application, in order to determine the dates of the process/processes in faculties/departments, selection can be made according to **Year, Term, Faculty, Department, Faculty Type and Class** criteria. Year, Period is a required field. Other criteria mean all when left blank. For the faculty / department selected from the list, the start and end dates of the processes, the advisor's deadline; only the selected process will be valid for the selected faculty and department.

Purpose: To ensure that the academic subjects determined by the institutions before the academic year starts are assigned with the start-end dates.

Job

The academic calendar of the institution for the academic year is determined by the proposal of the units and the decision of the Senate.

The starting and ending dates of the processes start and end when the time comes, as stated in the



academic calendar. According to the decision of the Senate, the start & end dates of the academic calendar covering one academic year of the university and which units are valid are added.

Academic calendars can be made based on faculty, department, program and class.

Example Academic calendar titles

- **Ösym Pre-registration Start - End Date:** Pre-registration screens become active within the specified date range.
- **Ösym Additional pre-registration Start - End Date:** Pre-registration screens become active within the specified date range.
- **Dgs pre-registration Start - End Date:** Pre-registration screens become active within the specified date range.
- **Dgs additional pre-registration Start - End Date:** Pre-registration screens become active within the specified date range.
- **Taking Courses Start - End Date:** Student taking courses is active within the specified date range.
- **Midterm exam grade entrance Start - End Date:** If assigned, visa grade entries are made within the specified date range.
- **End of year exam grade entrance (Final):** If assigned, visa grade entries are made within the specified date range.
- **Evaluation Questionnaire:** Provides a Survey to students to complete before showing their grades within the specified date range.
- **Days without attendance requirement:** Course attendance is not taken within the specified date range.
- **Fee Payment Start - End Date:** Fee payment will be active within the specified date range

A screenshot of a web-based application titled 'Calendar Course Registration'. The interface is divided into two main sections. The top section contains a form with dropdown menus for 'Process' (set to '2021-2022'), 'Academic Year' (set to '2021-2022'), 'Semester' (set to 'Spring'), and 'Faculty Type'. Below this form are buttons for 'List', 'Clear', 'New', 'Edit', and 'Delete'. The bottom section shows a table header for 'Calendar Course Registration' with columns: Process, Academic Year, Semester, Faculty Type, Faculty Name, Department Name, Class Name, Online Registration Status, Student Starting, Student Ending, Advisor Last, Start Add-Remove, Start Add-Remove, and Add-Remove Advisor Last. A message 'No data to display' is centered in the table area. At the bottom left are 'Excel' and 'Pdf' download buttons.

Display cal01-01



DEF10 Document Assignment

Purpose and Scope: It is possible to change the fields such as title, sub-text, signature and title in the documents (Student Certificate, Military Certificate, Transcript, Temporary Graduation Certificate, Diploma, etc.) by using the 'Document Assignment' application.

Explanation: For example, to update document parameters in Diploma document, it is necessary to follow these steps.

Select Diploma from the Document Type list.

Language	Document Type	Faculty	Document Definition	Signature	Title Row 1
Türkçe	Student Certificate	Faculty	<input type="text" value="Language"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır\nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	FACULTY OF LAW AND SCIENCES	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	FACULTY OF ENGINEERING AND ARCHITECTURE	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF ECONOMY AND BUSINESS	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF LAW AND SCIENCES	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	20	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	23	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	Faculty	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF LAW AND SCIENCES	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF ENGINEERING AND ARCHITECTURE	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF FISHERIES	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Page 1 of 11 (102 items) < Prev 1 2 3 4 5 6			<input type="button" value="New"/> <input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>		

Display def10-01

Faculty selection list opens. Initially, the 'University Common" option is selected. This option allows the use of the document parameters of the Registrar's Office instead of any faculty.

Language	Document Type	Faculty	Document Definition	Signature	Title Row 1
Türkçe	Student Certificate	Faculty	<input type="text" value="Language"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	FACULTY OF LAW AND SCIENCES	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	FACULTY OF ENGINEERING AND ARCHITECTURE	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF ECONOMY AND BUSINESS	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF LAW AND SOCIAL SCIENCES	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	20	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	23	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	Faculty	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF LAW AND SCIENCES	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF ENGINEERING AND ARCHITECTURE	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF FISHERIES	<input type="text" value="Faculty"/> <input type="button" value="Document Type"/> <input type="button" value="Number"/> <input type="button" value="Topic 1"/> <input type="button" value="Topic 2"/> <input type="button" value="Topic 3"/> <input type="button" value="Topic 4"/> <input type="button" value="Signature"/> <input type="button" value="Title Row 1"/> <input type="button" value="Title Row 2"/> <input type="button" value="Subtext 1"/> <input type="button" value="Subtext 2"/> <input type="button" value="Subtext 3"/> <input type="button" value="Subtext 4"/> <input type="button" value="Parameter 1"/> <input type="button" value="Parameter 2"/>	e-imzalıdır'n Neşe DURUKAN	Öğrenci İşleri
Page 1 of 11 (102 items) < Prev 1 2 3 4 5 6			<input type="button" value="New"/> <input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>		

Display def10-02

In order to query and then change the Diploma parameters of the Faculty of Engineering, the Faculty of Fisheries is marked in the faculty selection list.



Document Definition

Language	Document Type	Faculty	Topic 1	Topic 2	Topic 3	Topic 4	Signature 1	Signature 2	Title Row 1
Türkçe	Student Certificate	Faculty	FACULTY OF ECONOMY AND BUSINESS				e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Student Certificate	FACULTY OF LAW AND SCIENCES	FACULTY OF LAW AND SOCIAL SCIENCES				e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Student Certificate	FACULTY OF ENGINEERING AND ARCHITECTURE	FACULTY OF ECONOMY AND BUSINESS				e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF ECONOMY AND BUSINESS	INSTITUTE OF LAW AND SOCIAL SCIENCES				e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF LAW SCIENCES	INSTITUTE OF ENGINEERING AND ARCHITECTURE				e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Student Certificate	20					e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Student Certificate	23					e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Transcript Document	Faculty					e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Transcript Document	FACULTY OF LAW AND SCIENCES	Subtext 1	Subtext 2	Subtext 3	Subtext 4	e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Türkçe	Transcript Document	FACULTY OF ENGINEERING AND ARCHITECTURE					e-imzalıdır\nNeşe DURUKAN		Oğrenci İşleri
Page 1 of 11 (102 items) < Prev 1 2 3 4 5 6 Next >			Parameter 1	Parameter 2	Parameter 3	Parameter 4	Parameter 5	Parameter 6	
			New	Update	Copy	Delete			

screen def10-03

Then click the List button.

Document Definitions

Language	Document Type	Faculty	Number	Topic 1	Topic 2	Topic 3	Topic 4	Signature	Title Row 1
İngilizce	Student Certificate	Faculty	10.01-	UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	STUDENT CERTIFICATE		signature	Head of Studi
İngilizce	Student Certificate	Faculty	10.01-	UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	STUDENT CERTIFICATE		signature	Head of Studi
İngilizce	Student Certificate	FACULTY OF LAW AND SOCIAL SCIENCES	10.01-	UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	STUDENT CERTIFICATE		signature	Head of Studi
İngilizce	Student Certificate	FACULTY OF ECONOMY AND BUSINESS	10.01-	UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	STUDENT CERTIFICATE		signature	Head of Studi
İngilizce	Student Certificate	FACULTY OF ENGINEERING AND ARCHITECTURE	10.01-	UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	STUDENT CERTIFICATE		signature	Head of Studi
İngilizce	Student Certificate	INSTITUTE OF ECONOMY AND BUSINESS	10.01-	UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	STUDENT CERTIFICATE		signature	Head of Studi
İngilizce	Student Certificate	INSTITUTE OF LAW AND SOCIAL SCIENCES	10.01-	UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	STUDENT CERTIFICATE		signature	Head of Studi
İngilizce	Student Certificate	INSTITUTE OF ENGINEERING AND ARCHITECTURE	10.01-	UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	STUDENT CERTIFICATE		signature	Head of Studi
İngilizce	Transcript Document	Faculty		UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	TRANSCRIPT		signature	Head of Studi
İngilizce	Transcript Document	FACULTY OF LAW AND SOCIAL SCIENCES		UNIVERSITY OF TIRANA	STUDENT AFFAIRS OFFICE	TRANSCRIPT		signature	Head of Studi
Page 1 of 3 (30 items) < Prev 1 2 3 Next >			New	Update	Copy	Delete			

screen def10-04

In the Signature and Title line fields, the information of the faculty dean is displayed as Signature 1 and of the rector as Signature 2.

DEF11 Curriculum Assignment

The course plan assignment screen is the screen prepared to create a special plan for the faculty, department and year of the course plan. On this screen, you can add or delete a course plan or add or delete a course within the assigned course plan.



Teaching Plan Definition

Faculty: Department: Teaching Plan: Upper Teaching Plan: Start Year:

List New Update

Drag a column header here to group by that column

Faculty	Department	Teaching Plan	Upper Teaching Plan	Start Year

No data to display

List: shows the plans assigned according to the criteria in the selected filter.

Update: used to update the assigned plan.

New: used to add a new course plan. The name of the faculty, department, curriculum is selected, and the year is selected, and the curriculum is assigned to the relevant department with save.

Bulk Course Assignment: After entering the relevant course plan, it allows to add or remove the courses opened by the faculty and department for which that course plan is assigned, in bulk.

Teaching Plan Definition

Faculty: Department: Teaching Plan: Upper Teaching Plan: Start Year:

List New Update

Drag a column header here to group by that column

Faculty	Department	Teaching Plan	Upper Teaching Plan	Start Year
FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	Computer Science New 2021	University Collective Teaching Plan	2021

Details of Curriculum Assignment Procedures

In order to create University, Faculty common course packages and Department course packages in the system, a course plan must be assigned.

Teaching Plan Definition

Faculty: Department: Teaching Plan: Upper Teaching Plan: Start Year:

List New Update

Drag a column header here to group by that column

Faculty	Department	Teaching Plan	Upper Teaching Plan	Start Year
FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	Computer Science New 2021	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Information Systems	Information Systems 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Architecture	Architecture 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Telecommunication and Network Engineering	Telecommunication and Network Engineering 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Design	Graphic Design 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Design	Interior Design 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Software Engineering	Software Engineering 2021-2022	University Collective Teaching Plan	2021

The relevant screen is opened via the Assignments > Curriculum Assignment menu. On the screen that opens, a search can be made based on Faculty, Department, Start Year, Curriculum and Upper Course plan. After the filters are entered, a search is made with the "List" button.



- Upper Course Plan refers to a one-level above course plan that covers the relevant course plan. If there is an upper course plan, they are included here in addition to the courses in the course plan. This structure is designed for University Common and Faculty Common courses.

The screenshot shows the 'Teaching Plan Definition' screen. It includes fields for 'Faculty' (Faculty of Economy and Business), 'Department' (Economics and Finance), 'Description', 'Start Year' (2021-2022), 'Upper Teaching Plan' (University Collective Teaching Plan), and a 'Save' button which is highlighted with a red box. Below these fields is a table titled 'Courses Assigned to the Teaching Plan' with columns for '#', 'Catalog No.', 'Course Code', 'Course No.', and 'Course Name'. A message 'No data to display' is shown in the table area.

“New” button is selected to add a new course plan to the system. After selecting the faculty, department, starting year of the plan to be added and, if any, the upper course plan is selected, the name of the course plan that was previously added to the system is selected from the "Course plan" field. With the "Save" button, the course plan is saved to the system.

To delete an existing course plan in the system, the course plans are listed. By selecting the course plan to be deleted, the plan is opened with the "Update" button. With the "Delete" button, the plan is deleted from the system.

The screenshot shows the 'Teaching Plan Definition' screen with a list of courses assigned to the teaching plan. The table has columns for '#', 'Catalog No.', 'Course Code', 'Course No.', and 'Course Name'. Courses listed include US History Group (Gen. Ed.), Statistics II, Statistics I, Research Methods in Applied Sciences, Other World Civ (Gen. Ed.), Natural Science Group (Gen. Ed.), Principles of Management, Mathematics for Business and Finance, Calculus I, Albanian Business and Labor Law, and Legal Issues in Business Environment. At the top right, the 'Delete' button is highlighted with a red box. The 'Save' and 'List' buttons are also visible.

Adding Courses to the Course Plan

After a course plan is created, the relevant plan is opened to add lessons to it. Select the "Bulk Course Processing" button.



The courses you select will be assigned to the student collectively!

Select the Courses to be Assigned from the Department | Select Faculty Commonly Courses to be Assigned | Select University Courses to Assign Commonly | Extract Selected Courses | Clear Selection | Select All

Oğrenim Planına Atanacak Dersler

Drag a column header here to group by that column

#	Catalog No	Course Code	Course No.	Course Name	Course Class	Credit	ECTS Credit

No data to display

Assign Bulk Lessons

Select All | Clear Selection

#	Catalog No	Course Co
	6780	USHist
	428	STAT 202
	1683	STAT 201
	1682	RMAS 333
	6778	OWCIV
	6782	NatSc
	1643	MNG 101
	1754	MATH 202
	1633	MATH 101
	444	LAW 423
	1549	LAW 323

Cancel **Continue**

4056 Albanian Business and Labor Law
6216 Legal Issues in Business Environment

Page 1 of 2 (40 items) < Prev 1 2 Next >

On the screen that opens, the courses will be listed according to the categories of the courses to be assigned to the course plan. Respectively:

- Select Courses to Assign from the Department > Searches the courses belonging to the relevant department.
 - Faculty Select Courses to be Assigned Commonly > Searches for common courses in the relevant faculty.
 - University Commonly Select Courses to Assign > University searches for common courses.

The courses you select will be assigned to the student collectively!

Select the Courses to be Assigned from the Department | Select Faculty Commonly Courses to be Assigned | Select University Courses to Assign Commonly | Extract Selected Courses | Clear Selection | Select All

Öğretim Planına Atanacak Dersler

[admission.unyt.edu.tr/crs02/Default.aspx?m=s&p=SelectDersler&s=def11_listDersIdNo&cooklu_sec=1&faakulte=2&bolum=1](#)

Güvenli değil | admission.unyt.edu.tr/crs02/Default.aspx?m=s&p=SelectDersler&s=def11_listDersIdNo&cooklu_sec=1&faakulte=2&bolum=1

Course Filter

Faculty	FACULTY OF LAW AND SOCIAL SCIENCES	Course Status	Active	Study Level
Department	Law	Course Type	Course	Annual Term
Option		Variety		Teaching Semester
Class		Contribution		Start Year
Course Code		View on the Transcript		End Year
Course Name		Elective Course Group		Education Language
		Teaching Plan		

If Failed, Cannot Pass to the Next Class
 Those without a Teaching Plan

List [Select All](#) [Clean Selection](#) [Select](#)

#	Catalog No	Course Code	Course No	Course Name	American Code	Faculty
1695	RM 533					
1694	LAW 506					
1501	LAW 504					
1701	LAW 503					
1703	LAW 502					
4807	LAW 501					
4805	LAW 408					
4803	LAW 407					
1692	LAW 406					
1690	LAW 404					
4802	LAW 403					

[Publish on the Web](#)

Courses from any group can be searched with the "List" button. After the courses to be selected are marked, continue with the "Select" button.



Which of the selected courses will be added to the curriculum, are marked on the left and recorded in the course plan with the "Continue" button

Authority Assignment

The use of the (Program, Role, User) screens under the Authorization Assignment tab is shown.

DEF02 Role

Purpose and Scope: The role creation process is done as follows. For each user, whatever operations it needs to perform, the relevant role assignment is made by assigning it to the user. Departmental users can be authorized to all faculties and all sub-functions of all applications. The admin role means to have authority over everything.

Explanation: Point to be noted; for example, if the STD01 heading is checked, all functions under it are authorized. If some functions of STD01 are to be authorized, a separate role should be assigned and this role should be assigned to the relevant users.

A screenshot of a software application window titled 'Role'. On the left, there is a table with three columns: 'Code', 'Name', and 'Active'. It contains three rows: 'admin' (Name: Finance, Active: checked), 'Finance' (Name: Record Office, Active: checked), and 'Record Office' (Name: Record Office, Active: checked). Below the table are buttons for 'New', 'Edit', 'Copy', and 'Delete'. To the right of the table is a tree view under the 'Programs' tab. The tree starts with 'Program: Student Affairs' (checked), which branches into 'aut : Authorization Definition', 'crs : Course' (checked), and 'def01 : Parameter'. Under 'crs : Course', there are several sub-options like 'crs01 : Course Catalogue' and 'crs01.Update : Update Course Catalogue'. Under 'def01 : Parameter', there is 'def01.Update : Parameter Update'. There are also collapsed sections for 'grid01.Restore : Definite record recovery' and 'inst02 : Thesis and Thesis Exam Informations'. A 'Remove' button is located at the bottom of the tree view. The top right corner of the window has the text 'def02'. At the bottom of the window, there is a footer bar with the text '2003 © KION'.

Display def02-01

DEF07 User

Aim and Scope: All faculty members / students have the same authority. In the user section, the user information of the university staff can be assigned.

Explanation: Supervisor, faculty members log in to the system as a username and with an e-mail address. Entering instructor information, password, etc. It is recommended that the processes such as the processing of the leaving faculty member at the beginning of the year should be done centrally.



User

Kayıt Tarihi	Name	Surname	Degree
4/28/2022	Atakan	Sarac	THV Ufuk Sorumluası
2/1/2022	Pamela	Allaj	Student Affairs Officer
11/5/2021	Klaudia	Mersini	Student Affairs Officer
2/1/2022	Gazmet	Shkrela	Senior Finance Specialist
2/1/2022	Besiana	Lipa	Senior Finance Specialist
1/31/2022	Erkan	Erdemir	Rector
2/1/2022	Daniela	Bozaxhui	Records Officer
11/5/2021	Antonina	Duka	Records Officer
2/9/2022	Irsida	Mezin	officer
11/5/2021	Jona	Parroj	Head of Shpk Finance
2/1/2022	Evi	Mehaj	Head of Records Office
11/5/2021	Nertila	Paskali	Graduate Programs' Coordinator
11/5/2021	Merita	Dinaj	Assistant to the Rector
11/5/2021	Riza Feridun	Elgun	Administrator
2/1/2022	Evin	Cungu	Administrative Assistant
11/26/2021	Finance	Office	
11/5/2021	admin	admin	
11/5/2021	Arta	Sinamat	
11/5/2021	Vehap	Kola	
11/5/2021	Ardian	Jaupi	
11/5/2021	Athina	Toni	

Count=89

New | Edit | Delete

Role Movement

Date of Registration	Role Name	Department
4/28/2022	Finance	(All)

Add New | Active / Passive | Delete

2003 © Kion

Display def07-01

Institute

The use of the screens (Assigning Advisor, Thesis and Thesis Exam Information, Doctoral Qualification Information, Doctoral Thesis Proposal and Thesis Monitoring Reports, Exam Tracking, Thesis Lists) of the Institute tab are shown.

INS01 Advisor Appointment

Purpose and Scope: It is the application where the course or thesis advisors of the students are assigned, and the advisor reports are processed.

Explanation: If the student's advisor changes, the update can be done.

Advisor Assignment

Student Searching		Department:	Business Administration		
Student No:	1005	Name:	AHMED		
Faculty:	FACULTY OF ECONOMY AND BUSINESS				
Surname:	ABUHALALA	Status:	COURSE RENEWAL		
Class:	4th Class				
New Update Clear Collective Advisor List					
Drag a column header here to group by that column					
Advisor Name	Advisor Surname	Advisor Type	Assignment Date	Assignment Num	Active
No data to display					

Screen ins01-01

INS02 Thesis and Thesis Exam Information

Purpose and Scope: The thesis topic of the students is the application in which the date-number information of the thesis is approved.



Explanation: If the thesis information of the student is processed, thesis topics can be listed by the instructors under the name of thesis lists on the pages of the instructor.

Thesis and Thesis Exam Informations

Student Searching

Student No:	1005	... Search Clear
Name:	AHMED	
Surname:	ABUHALALA	
Department:	Business Administration	
Faculty:	FACULTY OF ECONOMY AND BUSINESS	
Status:	COURSE RENEWAL	
Class	4th Class	

New Update Clear

Thesis Topic

Subject Approval	Subject Approval	Expected Date	Advisor
No data to display			

Screen ins02-01

INS03 Ph.D. Qualification Information

Purpose and Scope: It is the application where the information about the doctoral proficiency exam of the students is processed, and the qualification committee and jury members are assigned.

Explanation: This information is processed into the system by student affairs.

Doctoral Qualification Informations

Student Searching

Student No:	1005	... Search Clear
Name:	AHMED	
Surname:	ABUHALALA	
Department:	Business Administration	
Faculty:	FACULTY OF ECONOMY AND BUSINESS	
Status:	COURSE RENEWAL	
Class	4th Class	

New Update Clear

Exam N Written Exam Dat Oral Exam Date Result

No data to display			
--------------------	--	--	--

Screen ins03-01

INS04 PhD Thesis Proposal and Thesis Monitoring Reports

Purpose and Scope: It is the application where students' thesis proposal defense information and thesis monitoring committee, thesis monitoring reports are processed.

Explanation: This information is processed into the system by student affairs.



Student Searching

Student No:	1002	...	Searching	Clear
Name:	ADA	Department:	Business Administration	
Surname:	MUSABELIU	Faculty:	FACULTY OF ECONOMY AND BUSINESS	
		Status:	COURSE RENEWAL	
		Class:	4th Class	

New | Update | Clear

Thesis Proposal Defense N Committee Approval Date Thesis Proposal Defense H Committee Election Deadlir Thesis Proposal Defense Deadlin Committee Decision

No data to display

Screen ins04-01

INS05 Exam Tracking

Purpose and Scope: It is an application where information about the students who took the thesis, doctoral proficiency exam, doctoral thesis proposal exams and the results of the exam are reported.

Explanation: Filtering can be done according to the Faculty / Department, Teaching Level, Exam Type, Exam Result information.

Exam Tracking

Filter

Faculty	Post Graduate	Doctorate	Proficiency In Art
Department			
Option			
Study Level	Thesis Exam	PHD Qualifying Exam	Doctorate Thesis Proposal
Student Status			
Exam Type			
Exam Result			

Thesis Exam

Exam Date	-	-
Thesis Delivery Deadline	-	-
Doctorate Thesis Proposal		
Tracking Committee Approval Time	-	-
Defence Date	-	-
Defence Deadline	-	-
PHD Qualifying Exam		
Writing Exam Date	-	-
Oral Exam Date	-	-

Query | Export To Excel

Drag a column here...

No data to display

Screen ins05-01

INS06 Thesis Lists

Purpose and Scope: It is an application that provides detailed reporting according to the students' thesis advisor, thesis subject information.

Explanation: It can be filtered according to Faculty / Department, Education Level, Graduation Date Range, Stage information.



The Filter

Faculty	Department	Option	Student Status	Study Level	Graduation / Leaving Date
Master's Degree	PhD	Proficiency in Art			

Stage

Prep Class
 Scientific Prep
 Course
 Thesis

Submit Query Export to Excel

Drag a column header here to group by that column

Faculty	Department	Option	Student No	Student Name	Student Surname	Study Level	Thesis Advisor	Thesis Topic	Subject Approval Date

No data to display

Screen ins06-01

Diploma Procedures

Under the Diploma tab, use of screens (Diploma Supplement, Temporary Graduation Certificate/Diploma) is shown.

DIP02 Temporary Graduation Certificate/Diploma

Purpose and Scope: It is the application where the temporary graduation certificate and diplomas are printed.

Explanation: Diploma number and date can be entered in the 'Registration Information' tab of the 'STD01 Student Search' application and can be generated through this application according to the logic of giving a diploma number. After students are added to the list, their documents are printed.

Temporary Graduation Certificate / Diploma

Temporary Graduation Certificate

Branch Type	Main Degree	Faculty	Graduation Year
Student No	... Search Clear	Department	Term of Graduation:
Tc Identity No		OTeaching Level	Graduation Degree
Name		Period of Study:	Graduation Date
Surname		Date of Registration	Print Date
		Diploma Number	4/28/2022

Create Save

Parameter 1 Parameter 2 Parameter 3 Parameter 4 Parameter 5 Parameter 6

Add to List Extract List Clear List Search by Diploma Number

Temporary Graduation Certificate

Change Signature Report

Graduation Student List

Drop a column header here to group by that column

Branch Type	Student No	Tc Kimlik	Fakulte Adı	Bolum Adı	Adı	Soyadı	Diploma No	Mezuniyet Tarihi	Mezuniyet Derecesi	Mezuniyet Kredisi	Kayıt Yılı	Uts K	

No data to display

Excel

Screen dip02-01

DIP04 Diploma Book

Purpose and Scope: It is the application where the diploma book is printed.



Explanation: Based on the faculty, the diploma number is also printed.

Diploma Book

Student Filter

Faculty	INSTITUTE OF ECONOMY AND BUSINESS	Date of Graduation	Diploma No
Department	29 MBA-Marketing (Masters)	Registration Year	
Branch Type	Diploma Numbers Not Blank	Diploma No	

List Start Page Starting Sequence No. Date of Arrangement: 4/28/2022 PDF Document Word Document Normal Credit ECTS Credit Print Diploma Notebook

Drag a column header here to group by that column

Student No	Identity Number	Faculty Name	Section Name	Name	Surname	Diploma Number	Date of Graduation	Graduation Degree	Graduation Credit	Registration Year	Uni Registration Year	Father Name
2515-MS	2515	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	KLEVIS	FRASHERI	0	5/24/2021	3.11	63	2017	6/27/2011	EDMOND
2665-MS	2665	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	EDUART	VLUSHA	0	7/12/2019	3.16	73	2011	1/30/2012	SHKELQIM
3069-MS	3069	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	JOANA	QIRAXHIU	0	7/12/2019	3.32	63	2017	10/2/2013	THDMI
4159-MS	4159	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	DORIS	BREGU	0	10/7/2019	2.9	63	2017		AGRON
4207-MS	4207	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	TEA	JAHO	0	7/18/2019	2.83	63	2017		GENTI
4209-MS	4209	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	JORGO	MIÇO	0	5/24/2021	3.22	63	2017		THOMA
4270-MS	4270	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	ENEIDA	MURATAJ	0	10/19/2020	2.98	63	2017		REXHEP
4504-MS	4504	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	PAOLA	MONÇE	0	10/19/2020	3.81	63	2018		NIKOLLAQ
4516-MS	4516	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	BORA	BILAMA	0	10/19/2020	2.87	63	2018		SPIRO
4544-MS	4544	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	KRIST	ZİÇİŞHTİ	0	5/24/2021	3.18	63	2018		YLLI

Page 1 of 3 (25 items) < Prev 1 2 3 Next >

Excel

Screen dip04-01

Petition

DEF11 Document Requests

On the Petition Search screen, students can list the documents they have requested. Once you have the documents ready for students to receive, you can set them to answered status. You can get the information on the requested screen into excel.

Document Requests

The Filter

Academic Year	Student Name	
Academic Semester		
Student No.	Search Clear	Petition No.
Faculty		Result Article No
Department		
Subject	Student Document Request	Entry Date
Status	Open	Result Date

List New Update Clear Export to Excel Batch Update History Number of Documents Received Prepare selected documents

Document Type Student Certificate Document Number Document Language Turkish Branch Code (Transcript) Major

Select All Clear the Selection

Petitions

Drag a column header here to group by that column

#	Petition Tracking No.	Student No.	Name	Surname	Academic Year	Academic Semester	Faculty	Department	Class	Student Status	Subject of Petition	Document Language	Number	Petition Status	Sending Ebys Result	Petition Date	Petition No.	Result Date	Req

No data to display



Document Requests pet01

The Filter

Academic Year	... Search	Clear	Student Name
Academic Semester	... Search	Clear	Petition No.
Student No.	... Search	Clear	Result Article No.
Faculty	... Search	Clear	Entry Date
Department	... Search	Clear	Result Date
Subject	... Search	Clear	
Status	... Search	Clear	

List New Update Clear Export to Excel Batch Update History Number of Documents Received Prepare selected documents

Document Type Select Document Number Document Language Turkish Branch Code (Transcript) Major

Are you sure you want to update the status of the selected requests as answered?

Select All Clear the Selection Petitions

Drag a column header here to group by that column

#	Petition Tracking No.	Student No.	Name	Surname	Academic Year	Academic Semester	Faculty	Department	Class	Student Status	Subject of Petition	Document Language	Number	Petition Status	Sending Ebys Result	Petition Date	Petition No.	Result Date	Req
No data to display																			

My information

The use of the bottom (Password Change) screen of the My Information tab is shown.

INF07 Password Change

Purpose and Scope: The user can change his password at any time.

Password Change inf07

Your Current Password	<input type="text"/>
Your New Password	<input type="text"/>
Your New Password (Again)	<input type="text"/>
<input type="button" value="Save"/>	

For password change, you must enter your current password and the new password you will replace it with twice.

Screen inf07-01

SMS (Student)

Login to the system

The login address to the system is In order to log in to the system, the Student's Number must be written in front of the Student No field in the window that opens when the **Login** button is pressed. It is not possible to log in to the system with the new password received from student affairs. It is strongly recommended to change the password when logging in for the first time.



Figure 2 Login to the System

My information

The use of (Password Change, Advisor Information, Transcript, Attendance Records) screens under the Information tab is shown.

INF01 Advisor Information

Students can learn about their advisor from this section.

Figure 3 Student Advisor Information

INF02 Student Information

The student can see their own information in this section and can update the ones that are open to update.



Student Informations

Name: ALEXANDER
Surname: NACI
Student ID: 1007
Passport No:
Faculty: FACULTY OF ECONOMY AND BUSINESS
Department: Business Administration
Option:
Level of Course: Undergraduate
Class: 4th Class
Project Year: 2002
Registration Season: Güz
Registration History: 06.09.2004
Education Year: 3
Education Semester: 0
Status: COURSE RENEWAL
Military Service Deferral History:
Email:
Phone:
Mobile:
Address:
District:
Postal Code:
Blood Type:
City:
New Password:
Confirmation:
 Save |

My Information

Supervisor Information
Student Evaluations
Transcript

My Courses

General Informations.

Survey

Enrollment

Petition

Message

TRN01 Transcript

The student can see the transcript from this section. It cannot be used as an official document.

ÖZNER KAMBUR

Logout

My Information

My Advisor
Update My Info
Transcript
Report Card

My Courses
Registration
Letter

Faculty / School	:	Faculty of Human Sciences			
Department - Program	:	Psychology			
Last Name	:	KAMBUR			
First Name	:	ÖZNER			
Student No	:	010703044 (1ECE024)			
Identity Number	:				
Date of Birth	:	06.02.1984			
Date of Registration	:	27.07.2001			
Date of Graduation	:				
Graduation CGPA	:				
Date of Issue	:	28.04.2022			
2001-2002 (FALL)					
Code	Title of Course	ECTS Credits	Grade	Credits	Gr.Pts
BUS101	Introduction to Business Management I *	8,00	W *	3,00	0,00
BUS103	Introduction to Computer & Information Systems *	4,00	F *	3,00	2,10
BUS105	Introduction to Behavioural Science I *	6,00	F *	3,00	0,00
EGL101	Development of Reading Skills *	4,00	D+ *	3,00	2,10
MAT101	Business Mathematics I *	8,00	F *	3,00	0,00
NHO1	National History *	2,00	*	0,00	0,00
GPA	0,32	TOTALS		12,00	4,40
CUM. GPA	0,35	GRAND TOTALS		12,00	4,40
2001-2002 (SPRING)					
Code	Title of Course	ECTS Credits	Grade	Credits	Gr.Pts
BUS104	Computer Applications *	6,00	W *	3,00	0,00
BUS105	Introduction to Behavioural Science I *	6,00	F *	3,00	0,00
BUS203	Financial Accounting I *	6,00	F *	3,00	0,00
EGL102	Development of Writing Skills *	4,00	F *	1,00	0,00
MAT101	Business Mathematics I *	8,00	F *	3,00	0,00
NHO1	National History *	2,00	*	0,00	0,00
GPA	0,00	TOTALS		12,00	0,00
CUM. GPA	0,23	GRAND TOTALS		15,00	4,20
2002-2003 (FALL)					
Code	Title of Course	ECTS Credits	Grade	Credits	Gr.Pts
BUS101	Introduction to Business Management I *	8,00	F *	3,00	0,00
BUS103	Introduction to Behavioural Science I *	6,00	F *	3,00	0,00
BUS203	Financial Accounting I *	6,00	X	3,00	0,00
EGL102	Development of Writing Skills *	4,00	D+	3,00	2,40
MAT101	Business Mathematics I *	8,00	F *	3,00	0,00
NHO1	National History *	2,00	*	0,00	0,00
GPA	0,32	TOTALS		15,00	3,90

SAMPLE

Figure 4 Student Transcript

My courses

Under MY Courses tab, the use of the lower screens (My Grades, My Schedule) is shown.

CRS08 My Grades

Students can view the grades they received during the active education period in this section.



A screenshot of a web-based student information system. At the top, there's a header bar with the ION logo and navigation links for "Year", "Semester", "Course Code", "Course Name", "Section", "Class", and "Grade". Below the header is a search bar. The main content area has a sidebar on the left with a user profile picture, the name "ALEKSANDER NACI", and a "Logout" button. The sidebar also contains a menu with "My Information", "My Courses", "My Current Grades" (which is highlighted with a red border), "My Course Schedule", "Course Attendance Information", and "General Information" sections like "Survey", "Enrollment", "Petition", and "Message". The main body of the page is currently empty, showing a light gray background.

Figure 6 My Grades for the Term

INF08 My Curriculum

The student can view the weekly course schedule of the courses he/she registered during the active semester from the weekly schedule of his/her department.

A screenshot of the weekly course schedule. The top header includes the ION logo and navigation links for "Year", "Semester", "Course Code", "Course Name", "Section", "Class", and "Grade", along with a date range "Apr 25, 2022" to "May 1". The main area is titled "My Course Schedule" and shows a grid of time slots from 8am to 11pm for each day from Tuesday, April 26, to Saturday, May 1. The days are color-coded: Tuesday is light blue, Wednesday is light green, Thursday is yellow (highlighted with a red border), Friday is light orange, Saturday is light purple, and Sunday is light pink. The grid is mostly empty, indicating no scheduled classes for the student.

Figure 7 My Curriculum



STD18 Course Attendance Information

This is the area where the student can see the attendance chart of his/her department.

The screenshot shows a web-based application for managing student attendance. On the left, there's a sidebar with a user profile picture, name (ALEKSANDER NACI), and a 'Logout' button. Below that is a navigation menu with links: My Information, My Courses, My Current Grades, My Course Schedule, **Course Attendance Information** (which is highlighted with a red box), General Information, Survey, Enrollment, Petition, and Message. The main content area has a header 'Course Attendance Information' and a sub-header 'My Courses'. It includes a table with columns: Academic Year, Academic Season, Faculty, Department, Course Code, Course Name, Class, Branch, Absenteeism Percentage, and Attendance Status. A message 'No data to display' is shown below the table. Below this is another section titled 'Records of Course Attendance' with a similar table structure and a 'No data to display' message.

Figure 5 Student Attendance Records

General Information

INF03 Department Information

From this screen, the student can view the list of courses belonging to faculties and departments.

The screenshot shows a list of courses available at the University of New York Tirana. At the top, there are dropdown menus for 'Faculty' (set to 'FACULTY OF ECONOMY AND BUSINESS') and 'Department' (set to 'Applied Banking and Finance'). The main table lists courses with columns: Course Code, Course Name, Class, Term, and Degree. The courses listed include: FINANCIAL ACCOUNTING, COLLEGE ALGEBRA, COLLEGE TRIGONOMETRY, COMPOSITION I, STATISTICS FOR BUSINESS AND ECONOMICS I, CALCULUS I, HUMAN BIOLOGY, COMPUTER APPLICATIONS, EU HEALTH ISSUES, TUR 131 (Turkish Language I), TUR 132 (Turkish Language II), MKRT 201 (Principles of Marketing), MATH 202 (Mathematics for Business and Finance), FLC-1 (1. Semester Foreign Language Courses), FLC-2 (2. Semester Foreign Language Courses), CS 102 (Computer Applications), MNG 101 (Principles of Management), and ABF 101 (Introduction to Finance and Financial Systems). The 'Class' column indicates the class type (Prep Class or 1st Class) and the term (Spring or Autumn).

Questionnaire

Under the (Poll) tab, use of the screen is shown.

SUR02 Evaluation Questionnaire

Questionnaires assigned for each course by the university administration are answered with this screen.

In this section, students can fill out questionnaires related to the courses they are responsible for.



The student must answer all questions. Otherwise, the survey is considered not completed and the Save operation is not allowed.

The screenshot shows the 'Evaluation Survey' page. At the top, there's a message: 'To continue your process, You have to choose a course below and click "Go to Survey" button to complete your Questionnaire.' Below this, there's a table with columns for 'Course Code' and 'Course Name'. A red box highlights the 'Go to Survey' button. On the left sidebar, under the 'Survey' section, 'Evaluation Survey' is also highlighted with a red box.

Figure 8 Survey

After selecting the relevant course's survey, the process is continued by clicking the 'Go to Survey' button.

The screenshot shows a questionnaire page with several sections of questions. Each question has five response options labeled 1 through 5. At the bottom left, there's a text input field for 'İlave etmeye düşündüğünüz şeyler:' and a 'Save' button. A red box highlights the 'Save' button.

Figure 9 Answering the Questionnaire

After the survey questions are answered, the process is completed with the 'Save' button.

Registration

Under the (Registration Renewal) tab, use of the screen is shown.

ENR03 Registration Renewal

The student performs the course registration process for the active academic year/semester from this department.



In this area, the student can see their contact information in the area next to their picture. S/he can access his/her transcript and see the courses s/he can take this semester from the "Courses to Take" field. When s/he selects the course from this field and click the "Add to Selected Courses" button, the course will go to the "Selected Courses" area.

In the "Selected Courses" field, the courses with Course Conflict can be viewed, the total credits of the selected courses can be seen, and the selected course can be removed by clicking the "Remove from Selected Courses" button. When the "Save Selections" button is pressed, the date field in the "Confirmation Date" column will be the date and time the "Save Selections" button was pressed. After the student makes the course selections, it is sent to the advisor for approval. Students who receive advisor approval cannot renew their course selections. Looking at the application, all fields appear inactive.

When the student completes the course selection process, he/she can follow his/her weekly course schedule from the lower section of the application.

The screenshot shows the 'Enrollment Renewal' section of the KION system. On the left, a sidebar menu includes 'My Information', 'My Courses', 'General Information', 'Survey', 'Enrollment', 'Enrollment Renewal' (which is highlighted with a red border), 'Payment Plan', 'Petition', and 'Message'. The main content area has two tabs: 'Open Courses' and 'Selected Courses'. The 'Open Courses' tab displays a table with columns: Code, Course Name, Instructor, Class, Section, Year, Credit, ECTS, Type, and Status. Below this table are buttons for '+ Add to Selected Courses' and 'Add a Non-listed Course'. The 'Selected Courses' tab displays a table with the same columns as the 'Open Courses' table, showing one row with '0' in the credit and ECTS columns. At the bottom of the page are buttons for 'Remove from Selected Courses' and 'Save Selection'.

Figure 30 Registration Renewal



This should be done by following the attached steps. First, courses are selected from the 'Courses to be Taken' list and the process is continued by clicking the 'Add to Selected Courses' button.

The screenshot shows the 'Enrollment Renewal' section of the UNYT student portal. On the left, a sidebar menu includes 'My Information', 'My Courses', 'General Information', 'Survey', 'Enrollment' (selected), 'Enrollment Renewal' (highlighted), 'Payment Plan', 'Petition', and 'Message'. The main area displays student information (Name: ALEXANDER NACI, Student ID: 1007, etc.) and course details. Below this, the 'Open Courses' section lists courses with columns for Code, Course Name, Instructor, Class, Section, Year, Credit, ECTS, Type, Status, and Confirmation Date. A red box highlights the 'Add to Selected Courses' button. At the bottom, there are 'Remove from Selected Courses' and 'Save Selection' buttons.

Figure 11 Registration Renewal 2,

After the 2nd step, the courses in the 'Selected Courses' list are registered with the 'Save Selected' button and the course registration process is carried out with the approval of the advisor when the information in the screenshot is received.

MNY03 Payment Plan

It is the screen used by students to view their debts to the university, their installments and payment information. Registration > Payment Plan screen is opened from the student left menu. On the screen that opens, the debts of the student are listed by clicking the "List Debts" button. Installment and payment information regarding debts can be displayed.

The screenshot shows the 'Payment Plan' section of the UNYT student portal. The left sidebar menu is identical to Figure 11. The main area has a 'List Debts' button highlighted with a red box. Below it, a table lists debts with columns for Student Number, Academic Year, Name, Surname, Quota Type, Debt Type, Faculty, Department, Debt Amount, Currency, Amount, Amount Description, Scholarship Description, and Status. An example row shows a debt of 450.00 Euro. Below the table, 'Installment Info' is displayed with a table showing installment details like Instalment No., Amount, and Instalment Date (e.g., 450.00, 10/20/2021). A red box highlights the 'Payment Plan' button in the sidebar.

Students cannot make any changes on this screen. They can view their debts on the system when they select a course during the registration renewal process.



Petition

Under the ‘Document Request’ tab, the use of screen is shown.

PET04 Document Request

Students can request documents through this application. Registrar's Office evaluates these requests and makes the necessary preparations for the student to receive it. The student obtains information by following the prepared documents here.

The screenshot shows the PET04 Document Request page. On the left, there is a sidebar with a user profile picture of Aleksander Naci, a 'Logout' button, and a menu with options: My Information, My Courses, General Informats., Survey, Enrollment, Petition, **Document Request** (which is highlighted with a red box), and Message. The main area has a title 'Document Request' and a sub-section 'Letter Request'. It includes fields for 'Request Type' (set to 'Student Document Request') and 'Number'. Below this is a 'Save' button. A table titled 'Requests' is present, with columns for Year, Semester, Class, Request Type, Request State, Request Date, Request No, Result Date, Result no, and Number. A note at the bottom of the table states 'No data to display'.

Figure 42 Document Request

Message

Under the ‘My Messages’ tab, the use of screen is shown.

UTL04 My Messages

This is the area where the messages sent to the students from the relevant institutions and staff of the university are listed. Students can exchange messages with their advisors.

The screenshot shows the UTL04 My Messages page. On the left, there is a sidebar with a user profile picture of Aleksander Naci, a 'Logout' button, and a menu with options: My Information, My Courses, General Informats., Survey, Enrollment, Petition, Message, and **My Messages** (which is highlighted with a red box). The main area has a title 'My Messages' with three tabs: 'Incoming Messages (0)', 'Outgoing Messages (0)', and 'Unread Messages (0)'. Below this is a table with columns for Sender, Label, Subject, and Date. A note at the bottom of the table states 'No data to display'. At the bottom of the page are buttons for 'New', 'View', and 'Delete'.

Figure 13 My Messages



SMS (Instructor)

Login to the system

Login address to the system is In order to log in to the system, an e-mail address or username must be written in front of the Faculty Member field in the window that opens when the **Login** button is pressed. It is not possible to log in to the system with the new password received from student affairs. It is strongly recommended to change the password when logging in for the first time.

A screenshot of a Windows-style "Login" dialog box. The window title is "Login". Inside, there are three input fields: "Instructor" (with a red border), "Password", and a dropdown menu set to "English". Below these is a checkbox labeled "I'm not a robot" with a green checkmark. To its right is a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms". At the bottom is a "Login" button.

Picture. 5System Login

My information

Under the 'Password Change' tab, the use of screen is shown.

INF05 Password Change

On the Password Change page, the title, name, surname, unit, sub-unit of the academic staff are withdrawn from the academic staff automation system and displayed in these fields.

At the same time, updateable fields such as University room, University phone, Telephone, Mobile, E-mail, Web, New Password, Password Verification are created, and data entries are transferred to the automation system.



Password Change

Title	Instructor
Name	John Doe
Surname	Doe
Faculty	FACULTY OF LAW AND SOCIAL SCIENCES
Department	Psychology
University Room	
University Phone	
Phone	0123456789
Mobile	
Email	john.doe@university.edu
Web	
New Password	
Confirmation	

Save

Picture.2 Password Change

Student

Under the Student tab, the usage of the screens (My Advisor, Student Search, Registration Confirmation, Student Attendance Information, Thesis Lists) is shown.

STD05 Advisor

On the ‘My Advisor’ page, student’s advisor is reflected in the student module in the academic staff automation system.

The faculty member lists the students that he/she has advisors by filtering the Status and Section information.

Student number, Name, Surname, education level, faculty, Department, Class, Status, Advisor, Section information are displayed in the listing.

Students can view General, history, thesis, tuition fee information. Transcripts can also review Scorecard reports.

When the list is made, clicking on the student opens the information page of the students.



My Supervisory

Filter

Instructor:	Instructor
Status:	Registrate
Degree:	

Filter

	Student ID	Name	Surname	Level of Course	Faculty	Department	Class	Status
1	1619	JOLANDA	VRENOZI	Undergraduate	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	COURSE RENEWAL
2	1868	GJERGJ	PRELA	Undergraduate	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	COURSE RENEWAL
3	2016	ERIS	PALUSHI	Undergraduate	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	4th Class	COURSE RENEWAL
4	2103	FJONA	ADILI	Undergraduate	Faculty	UNDECIDED	4th Class	COURSE RENEWAL
5	2306	ANXHELO	DALIPAJ	Undergraduate	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	COURSE RENEWAL

Page 1 of 1 | Displaying 1 - 5 of 5

Student Information | **Excel**

Picture. 3 Consulting Lists

With this function, the Faculty Member can list the students he/she advises. Again, with this function, it can select any student and view the student's general information, transcript, student's history, report card, thesis information, tuition fee and curriculum information.

My Supervisory

Student Information

Filter

Instructor:	Name: JOLANDA	Faculty: FACULTY OF ECONOMY AND BUSINESS
Status:	Surname: VRENOZI	Department: Business Administration
Degree:	Student ID: 1619	Option:

Filter

Student ID:	1619	Class: 4th Class
Name:	JOLANDA	Education: 0
Surname:	VRENOZI	Semester: COURSE RENEWAL
Level of Course:	Undergraduate	Status: COURSE RENEWAL
Regist. Year:	2006	Scholarship:
Age:	34	Advisor: Instructor
Phone:	0000000000	
Mobile:	1234567890	
Email:	lola_ni@hotmail.com	
Address:	Lindau, Kroatien, Ljubljana, Slovenia	

Curriculum

Class	Status
4th Class	COURSE RENEWAL
4th Class	COURSE RENEWAL
4th Class	COURSE RENEWAL
4th Class	COURSE RENEWAL
4th Class	COURSE RENEWAL

Displaying 1 - 5 of 5

Student

Picture. 4 Seeing Student Information

ENR03 Registration Approval

The Faculty Member performs the approval procedures for the course selections of the students for the active academic year/semester from this department.

REGISTRATION APPROVAL SCREEN – 1



Enrollment Confirm

enr03

Filtre

Student ID:

Faculty:

Department:

Option:

Class: Status:

Filter Clear Filter Course Enrollment Report Transcript

Students

Student ID	Name	Surname	Faculty	Department	Class	Status	Degree
1619	JOLANDA	VRENOZI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree
1868	GJERGJ	PRELA	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree
2016	ERIS	PALUSHI	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	4th Class	No action yet	Main Degree
2103	FJONA	ADILI	Faculty	UNDECIDED	4th Class	No action yet	Main Degree
2306	ANXHELO	DALIPAJ	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree

Page 1 of 1 | Displaying 1 - 5 of 5

Picture. 6 Student Registration Confirmation

In the status column, the latest status information of the students can be observed, and the students can be filtered with the filter.

The Faculty Member chooses the Registration Renewal function by selecting the student to be approved.

- Students in red are those who have not yet acted.
- Students in green color are students who have completed the registration renewal process.
- Yellow colored students are students who are waiting for advisor approval.

REGISTRATION APPROVAL SCREEN – 2

In this area, the contact information of the student can be seen in the area next to the picture of the Faculty Member. You can access the student's transcript and see the courses that they can take this semester from the "Courses to Take" field. When you select the course from this field and press the "Add to Selected Courses" button, the course will go to the "Selected Courses" area.



Enrollment Confirm

Name	GJERGJ	Faculty	FACULTY OF ECONOMY AND BUSINESS
Surname	PRELJA	Department	Business Administration
Student ID	1868	Option	
Level of Course	Undergraduate	Class	4
Regist. Year	2007	Status	COURSE RENEWAL
Age		Scholarship	
Regulations	A-F	Education Plan	

Courses you can take for **2021-2022** Academic Year and **Spring** Semester are listed below.
Select courses you want to enroll from 'Open Courses' list and click 'Add to Selected Courses' button right below that list. Click 'Save Selection' button afterwards.

Please note, you should confirm your selected courses with clicking 'Save Selection' button. Therefore [save your course selection](#) before leaving this page.

[Return to list](#) [Student Information](#) [Help](#) [Regulations](#)

Open Courses

Code	Course Name	Instructor	Class	Section	Year	Credit	ECTS	Type	Status	{{{kayitlanan_sayisi}}}
No courses found.										

[+ Add to Selected Courses](#) [Add a Non-listed Course](#)

Picture. 7 Student Registration Renewal

In the "Selected Courses" field, the courses with Course Conflict can be viewed, the total credits of the selected courses can be seen, and the selected course can be removed by clicking the "Remove from Selected Courses" button. When the "Save Selections" button is pressed, the date field in the "Confirmation Date" column will be the date and time the "Save Selections" button was pressed. After the student makes the course selections, it is sent to the advisor for approval. Students who receive advisor approval cannot renew their course selections. Looking at the application, all fields appear inactive.

REPORT - 3

When the advisor wants to get the report of the courses of the students he has approved, s/he can get the registration approval report by clicking the "Report" button.



STD18 Student Attendance Information

Faculty Members can manage the attendance status of the students they teach with this screen (STD18) function.

Faculty Members can manage the attendance status of the students they teach with this screen (STD18) function.

Select; With the button, the instructor selects the course for which the attendance information will be entered from among the courses s/he has given.

Report: With the button, the instructor can receive the attendance report of the course s/he has chosen from among the courses s/he has given.

Update all continuously; With the button, the instructors constantly update the students in the course they choose from the courses they teach.

Update all discontinuously; With the button, the faculty members update the students in the course they have chosen from the courses they teach, non-attendance.

Student's Attendance Informations std18

My Lectures

Academic Year	Academic Season	Faculty	Department	Course Code	Course Name	Class	Branch

No data to display

Select Report English

Update as all continuous Update as all non-continuous

Records of Course Attendance

#	Branch Code	Student ID	Student Name/S	Classroom Code	Date	Start Time	Finish Time	Attendance	Course Type	Authorized	Reported

No data to display

Note

Picture. 8 Student Attendance Information

Course

You can access under the Courses menu, my courses, grade entrance, final registration, course schedule, course catalog, survey results pages.

CRS07 My Courses

My Courses page is seen in the academic staff module in the automation system.

By listing the courses s/he has given based on the academic year/term, the instructor can get the CLASS/ATTENDANCE lists as Faculty, Department Course Code, Course Name, Class, Section. Courses are displayed in separate groups based on academic year and semester. It can list the general,



thesis, history, report card, transcript, tuition fee information of the students in the lists by double-clicking.

Once you select the course and click on ' Class List ', all registered students are displayed on the screen. The list is available in PDF/Excel format.

My Courses						crs07
Year - Semester	Faculty	Department	Course Code	Course Name	Class	Sector
▀ Year - Semester: 2021-2022 2.Spring						
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	HIST102	Theories and Methods in History II	1st Class	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	HIST206	History of Medieval Europe	2nd Class	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	TAR428	Birimte Tezi	4th Class	5
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR512	Tarih Yazılığı II	Course	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR522	Tarih Semineri	Course	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR590	Yüksek Lisans Tezi	Thesis	5
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR591	Yüksek Lisans Semineri	Thesis	5
▀ Year - Semester: 2021-2022 1.Autumn						
▀ Year - Semester: 2020-2021 2.Spring						
▀ Year - Semester: 2020-2021 1.Autumn						
▀ Year - Semester: 2019-2020 2.Spring						
▀ Year - Semester: 2019-2020 1.Autumn						
▀ Year - Semester: 2018-2019 2.Spring						
▀ Year - Semester: 2018-2019 1.Autumn						
▀ Year - Semester: 2017-2018 2.Spring						
▀ Year - Semester: 2017-2018 1.Autumn						
▀ Year - Semester: 2016-2017 2.Spring						
▀ Year - Semester: 2016-2017 1.Autumn						
▀ Year - Semester: 2015-2016 2.Spring						
▀ Year - Semester: 2015-2016 1.Autumn						
▀ Year - Semester: 2014-2015 2.Spring						
▀ Year - Semester: 2014-2015 1.Autumn						
▀ Year - Semester: 2013-2014 2.Spring						
▀ Year - Semester: 2013-2014 1.Autumn						
▀ Year - Semester: 2012-2013 2.Spring						
▀ Year - Semester: 2012-2013 1.Autumn						
▀ Year - Semester: 2011-2012 2.Spring						
▀ Year - Semester: 2011-2012 1.Autumn						
▀ Year - Semester: 2010-2011 2.Spring						
▀ Year - Semester: 2010-2011 1.Autumn						
▀ Year - Semester: 2009-2010 2.Spring						
▀ Year - Semester: 2009-2010 1.Autumn						
▀ Year - Semester: 2008-2009 2.Spring						
▀ Year - Semester: 2008-2009 1.Autumn						
▀ Year - Semester: 2007-2008 2.Spring						
▀ Year - Semester: 2007-2008 1.Autumn						
▀ Year - Semester: 2006-2007 2.Spring						
▀ Year - Semester: 2006-2007 1.Autumn						
▀ Year - Semester: 2005-2006 2.Spring						
▀ Year - Semester: 2005-2006 1.Autumn						
▀ Year - Semester: 2004-2005 2.Spring						
▀ Year - Semester: 2004-2005 1.Autumn						
▀ Year - Semester: 2003-2004 2.Spring						
▀ Year - Semester: 2003-2004 1.Autumn						
▀ Year - Semester: 2002-2003 2.Spring						
▀ Year - Semester: 2002-2003 1.Autumn						
▀ Year - Semester: 2001-2002 2.Spring						
▀ Year - Semester: 2001-2002 1.Autumn						
▀ Year - Semester: 2000-2001 2.Spring						
▀ Year - Semester: 2000-2001 1.Autumn						
▀ Year - Semester: 1999-2000 2.Spring						
▀ Year - Semester: 1999-2000 1.Autumn						
▀ Year - Semester: 1998-1999 2.Spring						
▀ Year - Semester: 1998-1999 1.Autumn						
▀ Year - Semester: 1997-1998 2.Spring						
▀ Year - Semester: 1997-1998 1.Autumn						
▀ Year - Semester: 1996-1997 2.Spring						
▀ Year - Semester: 1996-1997 1.Autumn						
▀ Year - Semester: 1995-1996 2.Spring						
▀ Year - Semester: 1995-1996 1.Autumn						
▀ Year - Semester: 1994-1995 2.Spring						
▀ Year - Semester: 1994-1995 1.Autumn						
▀ Year - Semester: 1993-1994 2.Spring						
▀ Year - Semester: 1993-1994 1.Autumn						
▀ Year - Semester: 1992-1993 2.Spring						
▀ Year - Semester: 1992-1993 1.Autumn						
▀ Year - Semester: 1991-1992 2.Spring						
▀ Year - Semester: 1991-1992 1.Autumn						
▀ Year - Semester: 1990-1991 2.Spring						
▀ Year - Semester: 1990-1991 1.Autumn						
▀ Year - Semester: 1989-1990 2.Spring						
▀ Year - Semester: 1989-1990 1.Autumn						
▀ Year - Semester: 1988-1989 2.Spring						
▀ Year - Semester: 1988-1989 1.Autumn						
▀ Year - Semester: 1987-1988 2.Spring						
▀ Year - Semester: 1987-1988 1.Autumn						
▀ Year - Semester: 1986-1987 2.Spring						
▀ Year - Semester: 1986-1987 1.Autumn						
▀ Year - Semester: 1985-1986 2.Spring						
▀ Year - Semester: 1985-1986 1.Autumn						
▀ Year - Semester: 1984-1985 2.Spring						
▀ Year - Semester: 1984-1985 1.Autumn						
▀ Year - Semester: 1983-1984 2.Spring						
▀ Year - Semester: 1983-1984 1.Autumn						
▀ Year - Semester: 1982-1983 2.Spring						
▀ Year - Semester: 1982-1983 1.Autumn						
▀ Year - Semester: 1981-1982 2.Spring						
▀ Year - Semester: 1981-1982 1.Autumn						
▀ Year - Semester: 1980-1981 2.Spring						
▀ Year - Semester: 1980-1981 1.Autumn						
▀ Year - Semester: 1979-1980 2.Spring						
▀ Year - Semester: 1979-1980 1.Autumn						
▀ Year - Semester: 1978-1979 2.Spring						
▀ Year - Semester: 1978-1979 1.Autumn						
▀ Year - Semester: 1977-1978 2.Spring						
▀ Year - Semester: 1977-1978 1.Autumn						
▀ Year - Semester: 1976-1977 2.Spring						
▀ Year - Semester: 1976-1977 1.Autumn						
▀ Year - Semester: 1975-1976 2.Spring						
▀ Year - Semester: 1975-1976 1.Autumn						
▀ Year - Semester: 1974-1975 2.Spring						
▀ Year - Semester: 1974-1975 1.Autumn						
▀ Year - Semester: 1973-1974 2.Spring						
▀ Year - Semester: 1973-1974 1.Autumn						
▀ Year - Semester: 1972-1973 2.Spring						
▀ Year - Semester: 1972-1973 1.Autumn						
▀ Year - Semester: 1971-1972 2.Spring						
▀ Year - Semester: 1971-1972 1.Autumn						
▀ Year - Semester: 1970-1971 2.Spring						
▀ Year - Semester: 1970-1971 1.Autumn						
▀ Year - Semester: 1969-1970 2.Spring						
▀ Year - Semester: 1969-1970 1.Autumn						
▀ Year - Semester: 1968-1969 2.Spring						
▀ Year - Semester: 1968-1969 1.Autumn						
▀ Year - Semester: 1967-1968 2.Spring						
▀ Year - Semester: 1967-1968 1.Autumn						
▀ Year - Semester: 1966-1967 2.Spring						
▀ Year - Semester: 1966-1967 1.Autumn						
▀ Year - Semester: 1965-1966 2.Spring						



Student Information

General	Transcript	History	Report Card	Student Report Card	Thesis	Tuition	Curriculum
	Name Ali Dilekhan	Surname MİDHA	Faculty Faculty of Arts				
Student ID 010010010	Department History	Option					
Level of Course Undergraduate	Class 1st Class	Eğitim Yarıyılı 2					
Regist. Year 2019	Status COURSE RENEWAL	Scholarship % 75 Discount					
Age 21	Advisor Dr. Fac. Muriel MURTEZA						
Phone 546661622 010011022							
Mobile 0537777622							
Email murtzha10@20mail.com beurka.murtzha00@gmail.com							
Address ARİÇALIT MAH. MARTI SK. 5 ALM APİ, BİLK NO: 11 İŞ KAPı NO: 5 ALM APİ, BİLK İNDÜ							

Picture.12 Student Detail Information

GRD01 Grade Entrance

Faculty members can enter the grades of the exams they are responsible for, such as midterm, final and make-up exams, into the system through this application.

The instructor can enter grades by selecting the course and clicking the "Grade Entry" button or by double-clicking on the students who took the course.



Grade Entry							grd01		
Year - Semester	Faculty	Department	Option	Course Code	Course Name	Class	Sector	Status	Status Date
<input type="checkbox"/> Year - Semester: 2021-2022 2.Spring									
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate		HIST102	Theories and Methods in History II	1st Class		Final Exam Temp	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate		HIST208	History of Medieval Europe	2nd Class		Final Exam Temp	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate		TAR428	Bitirme Tezi	4th Class	5		
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR512	Tarih Yazıcılığı II	Course		Final Exam Temp	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR522	Tarih Semineri	Course			
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR590	Yüksek Lisans Tezi	Thesis	5		
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR591	Yüksek Lisans Semineri	Thesis	5		
<input type="checkbox"/> Year - Semester: 2021-2022 1.Autumn									
<input type="checkbox"/> Year - Semester: 2020-2021 2.Spring									
<input type="checkbox"/> Year - Semester: 2020-2021 1.Autumn									
<input type="checkbox"/> Year - Semester: 2019-2020 2.Spring									
<input type="checkbox"/> Year - Semester: 2019-2020 1.Autumn									
<input type="checkbox"/> Year - Semester: 2018-2019 2.Spring									
<input type="checkbox"/> Year - Semester: 2018-2019 1.Autumn									
<input type="checkbox"/> Year - Semester: 2017-2018 2.Spring									
<input checked="" type="checkbox"/> Grade Entry <input type="checkbox"/> Grade Entry Report									

Picture.13 Note Entry

Exam Assignment

By clicking the "Exam Assignment" button, the names, numbers, percentage rates and publication of the exams are assigned.

If it is necessary to change the name of the exam and the percentage rate, the change can be made by clicking on the relevant part.

In exam assignment, the Publish box must be clicked for students to see the grades entered in the exam.

All grades entered in the exams by clicking the Publish box are displayed on the students' semester grades page.

If Publish box is not clicked, students cannot see their grades.



Grade Entry

2021-2022 Spring
Institute of Social Sciences History
TAR512 Historiography II
Assoc. Dr. *[Name]*

Notlar

Student ID	Full Name	Not attend	Vize1	Sunum	Ara ödev
1	Muhammed VİZE1 SUNUM1	<input type="checkbox"/>	0	87	0
2	Ümer DİĞERİCİ AŞKAN	<input type="checkbox"/>	0	0	0
3	Ahmet YALÇIN	<input type="checkbox"/>	0	85	0
4	Murat MALKUL-VİZE1	<input type="checkbox"/>	0	87	0
5	Ahmet YALÇIN	<input type="checkbox"/>	0	87	0
6	Cüfa AYŞE ORUMLAZ	<input type="checkbox"/>	0	87	0
7	Güray BALCI	<input type="checkbox"/>	0	87	0
8	Fatma BİROL YILMAZ	<input type="checkbox"/>	0	87	0
9	Hümeyra ZORLU	<input type="checkbox"/>	0	87	0

Exam Definitions

#	Name	Percent	Publish
1	Vize1	40	<input type="checkbox"/>
2	Sunum	10	<input type="checkbox"/>
3	Ara ödev	10	<input type="checkbox"/>
4	Vize4	0	<input type="checkbox"/>
5	Final	40	<input type="checkbox"/>
6	Bütünleme	40	<input type="checkbox"/>
105	Vize5	0	<input type="checkbox"/>

OK

Page 1 of 1 | | |

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Student Information Save

Picture.14 Exam Assignments,

Export to Excel

With the Export to Excel button, the grade list is exported to Excel.

Exam Report

With the Exam Report button, you can get a list for the exam report.

Viewing Student Detail Information

During grade entrance, the "Student Information" button or double click on the student to get information about the students. In the window that opens, you can view the student's general information, transcript, history, report card, thesis, tuition fee and curriculum information.

Grade Entry

Student Information

2021-2022 Spring
Institute of Social Sciences History
TAR512 Historiography II
Assoc. Dr. *[Name]*

Notlar

Student ID	Full Name	Faculty	Institute of Social Sciences
1	Muhammed VİZE1 SUNUM1	Department	History
2	Ümer DİĞERİCİ AŞKAN	Option	
3	Ahmet YALÇIN	Class	Course
4	Murat MALKUL-VİZE1	Eğitim Yıryılı	2
5	Ahmet YALÇIN	Status	COURSE RENEWAL
6	Cüfa AYŞE ORUMLAZ	Scholarship	Scholarship
7	Güray BALCI	Advisor	Research Assistant Cengiz YOLCU
8	Fatma BİROL YILMAZ		
9	Hümeyra ZORLU		

General Transcript History Report Card Student Report Card Thesis Tuition Curriculum

OK

Displaying 1 - 9 of 9

Student Information Save

Picture.15 Student Information



Grade Entrance

Double-click on the course for which the grade is to be entered or select the course and click the grade entrance button. Exam grades are entered.

Temporary Registration

Grade is entered for the midterm or (Homework, Project, Other, etc.) requested exam and temporary registration is made with '**Save**'. If the "**Publish**" box next to the midterm exam is **checked in the exam assignment**, the numerical grades of the temporarily registered exam will be visible to the student and the midterm exam entrance will be **completed**.

In the final exam, a temporary recording is made by entering the grade and clicking the '**Save' button**. If the "**Publish**" box next to the final exam is **checked in the exam assignment**, numerical grades are shown to the student. Final registration is required in order to create letter grades.

Certain registration

After completing the grade entrance, the instructor clicks on the final registration button. A warning will appear on the screen to enter a password. The instructor enters the login password to the system for security reasons.

Letter grades are automatically created according to the average in line with the grade ranges specified in the regulation. The letter grades of the students whose grades are not entered will be automatically recorded as "FF".

After the assignments are made, the letter grades will come automatically when 'Calculate Absolute Grade' or 'Calculate Relative Grade' is clicked. This distinction is determined according to the regulations of the university.

For the final exam, '**Save for sure**' must be done before the end of the grade entry calendar. The letter grades of the courses that are not registered are not visible to the students.

After completing the final registration process, a transcript is taken and delivered to student affairs. After the final registration, the instructor does not make any changes. The changes that need to be made are made by the student affairs department with the decision of the faculty administrative board.



Grade Entry

2021-2022 Spring
Faculty of Arts History
HIST102 Theories and Methods in History II
Assoc. Dr. Dilek YILMAZ

Return to list Exam Definitions Help Export to Excel Grade Report

Notlar

Student ID	Full Name	Not attend.	Vize1	sunum 1	Sunum	Odevler
1 10318010	Özgürhan SFKFR	<input type="checkbox"/>	90	0	0	0
2 10319103	Hümeyra YILDIZ	<input type="checkbox"/>	0	0	0	0
3 10319109	Şenay AKÇEY	<input type="checkbox"/>	0	0	0	0
4 10319110	Al Beşirhan NIRAT	<input type="checkbox"/>	50	0	0	0
5 10319113	Alihan CÜLÜĞÜR	<input type="checkbox"/>	0	0	0	0
6 10320012	Fatma Meriç AKTAŞ	<input type="checkbox"/>	68	0	0	0
7 10320013	Mihaline İTİN UÇANUR	<input type="checkbox"/>	0	0	0	0
8 10321001	Erişhan ÇELİK	<input type="checkbox"/>	0	0	0	0
9 10320005	Zehra Nur ŞİŞMAN	<input type="checkbox"/>	0	0	0	0
10 10320006	Fasai Bulut ALİŞ	<input type="checkbox"/>	0	0	0	0
11 10320007	İsmail TÜRKER	<input type="checkbox"/>	0	0	0	0
12 10320009	Emrah İŞCAN	<input type="checkbox"/>	90	0	0	0
13 10320019	Hülya İBRAHİM	<input type="checkbox"/>	0	0	0	0
14 10319100	Nazan YILMAZ	<input type="checkbox"/>	63	0	0	0
15 10320011	Hüseyin MİLLİ	<input type="checkbox"/>	0	0	0	0

Sinava girmeyen öğrenciler için puan alanına -1 yazılmalıdır.
Notlar tamsayı olarak girilmelidir.

Semester be selected and Grade Entry done where at opened window.

Grade Entry must be saved.
Otherwise grade entry will not accepted.

Displaying 1 - 25 of 25

Save

Picture.16 Note Entry – 1

Message

Under the ‘Message’ tab, the use of the screen is shown.

UTL04 My Messages

Faculty Members can see the messages sent to them on this screen. At the same time, they can send messages to their students via this screen.

MESSAGING – INCOMING MESSAGES

Send/Receive Message

Incoming Messages (0) Outgoing Messages (0) Unread Messages (0)

Sender	Label	Subject	Date

No data to display

No data to paginate < Prev Next >

New View Delete

Picture.32 My Messages

MESSAGING – SENDING A NEW MESSAGE

The instructor can communicate with the students/other students he/she advises through the system.



Send/Receive Message **utl04**

Incoming Messages (0) **Outgoing Messages (0)** **Unread Messages (0)**

To Who	No	Name	SurName	Email	#
Student					

No data to display

Label:

Subject:

Type message here

Send

Picture.33 My Messages 2

MESSAGING – MESSAGES SENT

Send/Receive Message

utl04

 Incoming Messages (0)	 Outgoing Messages (0)	 Unread Messages (0)	
<input type="checkbox"/> Sender	<input type="checkbox"/> Label	<input type="checkbox"/> Subject	<input type="checkbox"/> Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No data to display			
No data to paginate < Prev Next >			
 New	 View	 Delete	

Picture.34 My Messages 3