

Kadir Has University
Directorate of Student Affairs

Academic Advising and SPARKS
User Guide

SPARKS (ACADEMIC ADVISOR SCREEN)

Advisor Apps Group

Advisor Approval
Students



Offered Courses
Offered Courses



My Courses
Derslerim



Course Schedule



Attendance Tracking



Course Attendance
Report



Enter
Grades(Internship)
Enter Grades(Interns...



Survey Results (After 2017)
After 2017



Help Documents

4

ADVISOR APPROVAL SCREEN

- You can view all students collectively on your screen.

Advisor Approval

Students (78)

Search

Psikoloji Pr.

Blokaj Var

Blokaj Var

Blokaj Yok

Blokaj Var

Blokaj Yok

Psikoloji Pr. (Tam Burslu)

Blokaj Yok

Send Mail or Request Transcript

Student

Ders Seçim Dönemi

GPA: 3,55 / AKTS / Yeni Eğitim Modeli / Başarılı / 6. yarıyıl

Detaylar

Courses Academic Info Uncompleted courses Correspondence Holds

Status	Course	Status Text	Course Language	Course Type	Substituted Course	Conflict	Attempted Credits	ECTS
☐	KHAS1220	Onaylandı - Ders seçim	EN	Serbest Seçmeli			3	5
☐	PSYC307	Onaylandı - Ders seçim	EN	Alan Seçmeli			3	6
☐	PSYC401	Onaylandı - Ders seçim	EN	Compulsory			3	6
Credits :							42 (ECTS)	
Taken :							9 UA	17 ECTS

Approve Reject Undo Approval Schedule Transcript Graduation Simulation

ADVISOR APPROVAL SCREEN

- Through the three dots in the bottom left corner, you can use the **"Download"** option to download the list and academic data of all students under your advisement.
- Through the three dots in the bottom left corner, you can use the **"Filter"** option to list only the student groups you wish to view.

Advisor Approval

Students (78)

Search

Filtered By: Student Status (Attending)

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Var

Psikoloji Pr.

Download

Filter

Send Mail or Request Transcript

Courses

Academic Info

Uncompleted

☐	Status	Course	Status Text	Course Language
☐	✓	KHAS1220 Dizgisel Düşünme ve Çevreye Bakış	Onaylandı - Ders seçim	EN
☐	✓	PSYC307 Sosyal Biliş ve Tutumlar	Onaylandı - Ders seçim	EN
☐	✓	PSYC401 Psikolojide Ölçme Değerlendirm e	Onaylandı - Ders seçim	EN

ADVISOR APPROVAL SCREEN

- Through the '**Bulk Transcript and Email Operations**' tool, you can collectively download the transcripts of all your students and send mass emails to them.

Advisor Approval

Students (78)

Search

Filtered By: Student Status (Attending)

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Yok

Psikoloji Pr.

Blokaj Var

Psikoloji Pr.

Psikoloji Pr.

Download

Filter

Send Mail or Request Transcript

Courses

Academic Info

Uncompleted

☐	Status	Course	Status Text	Course Language
☐	✓	KHAS1220 Dizgisel Düşünme ve Çevreye Bakış	Onaylandı - Ders seçim	EN
☐	✓	PSYC307 Sosyal Biliş ve Tutumlar	Onaylandı - Ders seçim	EN
☐	✓	PSYC401 Psikolojide Ölçme Değerlendirm e	Onaylandı - Ders seçim	EN

ADVISOR APPROVAL SCREEN

- The '**Graduation Simulation**', '**Transcript**', and '**Course Schedule**' can be accessed through the boxes located in the bottom right corner.
- All courses that students are enrolled in, as well as any overlaps, can be viewed in detail.

Student

Ders Seçim Dönemi

GPA: 3,55 / AKTS / Yeni Eğitim Modeli / Başarılı / 6. yarıyıl [Detaylar](#)

Courses

Academic Info

Uncompleted courses

Correspondence

Holds

☐	Status	Course	Status Text	Course Language	Course Type	Substituted Course	Conflict	Attempted Credits	ECTS
☐	✓	KHAS1220 Dizgisel Düşünme ve Çevreye Bakış	Onaylandı - Ders seçim	EN	Serbest Seçmeli			3	5
☐	✓	PSYC307 Sosyal Biliş ve Tutumlar	Onaylandı - Ders seçim	EN	Alan Seçmeli			3	6
☐	✓	PSYC401 Psikolojide Ölçme Değerlendirm e	Onaylandı - Ders seçim	EN	Compulsory			3	6
					Credits :	42 (ECTS)	Taken :	9 UA	17 ECTS

Approve

Reject

Undo Approval

Schedule

Transcript

Graduation Simulation

ADVISOR APPROVAL SCREEN

In the Academic Information section, you can view the following details for the students under your advisement:

- Their academic status,
- Courses successfully completed and recorded,
- Courses they are required to complete,
- Their elective course pools,
- Correspondence records,
- Any holds or restrictions on the student's record, if applicable.

Student

Ders Seçim Dönemi

GPA: 3,55 / AKTS / Yeni Eğitim Modeli / Başarılı / 6. yarıyıl

[i Detaylar](#)

Courses

Academic Info

Uncompleted courses

Correspondence

Holds

ADVISOR APPROVAL SCREEN

In the Details section, you can view the student's:

- Overall GPA (Grade Point Average),
- Status classifications (successful, unsuccessful, on probation)
- Class/semester information,
- Duration of study,
- Credits taken, earned and remaining for graduation,
- Curriculum year information.

Student

Ders Seçim Dönemi

GPA: 3,55 / AKTS / Yeni Eğitim Modeli / Başarılı / 6. yarıyl

[Detaylar](#)

Courses

Academic Info

Uncompleted courses

Correspondence

Holds

☐ Status	Course	Status Text	Course Language	Course Type	Substituted Course	Conflict
☒	KHAS1220 Dizgisel Düşünme ve Çevreye Bakış	Onaylandı - Ders seçim	EN	Serbest Seçmeli		
☒	PSYC307 Sosyal Biliş ve Tutumlar	Onaylandı - Ders seçim	EN	Alan Seçmeli		
☒	PSYC401 Psikolojide Ölçme Değerlendirm e	Onaylandı - Ders seçim	EN	Compulsory		

Credits : 42 (ECTS) Taken :

Details

Performance Index

Grade Point Average: 3,55

Status: Başarılı

Class: 6. yarıyl

Completed Length of 7 Study:

Attempted Credits: 145

Earned Credits: 145

Remaining Credits for 95 Graduation:

VERSIYON: 2022

Other Advisers

No data

ADVISOR APPROVAL SCREEN

On the advisor approval screen:

- Approved courses appear as '**Approved**',
- Courses awaiting approval appear as '**Pending Approval**',
- Rejected courses appear as '**Rejected**'.

Danışman Onay - Extended

Students (78)

Search

Filtered By: Student Status (Attending)

Psikoloji Pr.

Blokaj Yok

Onay Bekliyor

Blokaj Yok

Onaylandı

Blokaj Yok

Reddedildi

Blokaj Yok

Courses Academic Info Uncompleted

Status	Course	Status Text	Course Language
☐	PSYC104		
☐	Psikoloji Teori ve Kavramlarına Giriş II	Onay bekliyor - Ders seçim	EN

ADVISOR APPROVAL SCREEN

On the advisor approval screen:

- For approved courses;
- In the status section, it is indicated with a 'green check mark',
- In the description section, the phrase '**Approved**' is displayed.

 Courses  Academic Info  Uncompleted courses  Correspondence  Holds									
☐	Status	Course	Status Text	Course Language	Course Type	Substituted Course	Conflict	Attempted Credits	ECTS
☐	✓	PSYC402 Psikoloji Tarihi	Onaylandı - Ders seçim	EN	Compulsory			3	6
☐	✓	GE200 Fantezi, Gerçeklik, Bilim, Toplum ve Huk	Onaylandı - Ders seçim	EN	Serbest Seçmeli			3	6
☐	✓	PSYC431 Pozitif Psikoloji	Onaylandı - Ders seçim	EN	Alan Seçmeli			3	6
☐	✓	PSYC445 Çocuk Psikopatolojisi	Onaylandı - Ders seçim	EN	Alan Seçmeli			3	6
☐	✓	PSYC406 Dil Gelişimi	Onaylandı - Ders seçim	EN	Alan Seçmeli		⚠	3	6
☐	✓	PSYC307 Sosyal Biliş ve Tutumlar	Onaylandı - Ders seçim	EN	Alan Seçmeli		⚠	3	6
Kredi :						42 (ECTS)	Alınan :	18 UA	36 ECTS

ADVISOR APPROVAL SCREEN

On the advisor approval screen:

- For pending approval courses;
- In the status section, it is indicated with an 'orange check mark'.
- In the description section, the phrase '**Pending Approval**' is displayed.

 Courses  Academic Info  Uncompleted courses  Correspondence  Holds								
☐ Status	Course	Status Text	Course Language	Course Type	Substituted Course	Conflict	Attempted Credits	ECTS
☐ 	IAR306 İç Mimari Tasarım Sistemleri IV: Tesis	Onay bekliyor - Ders bırakma	EN	Compulsory			3	5
☐ 	ARC411 Parametrik Tasarım	Onay bekliyor - Ders ekleme	EN	Alan Seçmeli			3	5
☐ 	IAR346 Renk, Tasarım ve İletişim	Onaylandı - Ders bırakma	EN	Alan Seçmeli			3	5
12 (ECTS)		Alınan	Azami Kredi				9 UA	15 ECTS

ADVISOR APPROVAL SCREEN

- **To approve courses**, the checkboxes on the left side must be selected, and then the **‘Approve’** button should be clicked.
- Selecting the checkbox at the top automatically selects all courses in the list.
- To remove approval from a previously approved course, you must first click the **‘Undo Approval’** button, and then click the **‘Reject’** button.

	Courses		Academic Info		Uncompleted courses		Correspondence		Holds
☐	Status	Course	Status Text	Course Language	Course Type	Substituted Course	Conflict	Attempted Credits	ECTS
☒	✓	ADV405 Reklam Yapımı	Onaylandı - Ders seçim	EN	Alan Seçmeli			3	6
☒	✓	BUS436 Kariyer Planlama ve İş Dünyasına Hazırlı	Onaylandı - Ders seçim	EN	Compulsory			3	6
☐	✓	CMPE140*1 Bilgisayar Programlama I	Onaylandı - Ders seçim	EN	Serbest Seçmeli	CMPE140		3	6
☐	✓	ADV302 Reklam Kampanyası Tasarımı II	Onaylandı - Ders seçim	EN	Compulsory			3	6
☐	✓	CIV372*1 Temel Mühendisliği	Onaylandı - Ders seçim	EN	Serbest Seçmeli	CIV372		4	6
Kredi :						48 (ECTS)	Alınan :	16 UA	30 ECTS
Approve Reject Undo Approval Schedule Transcript Graduation Simulation									

ADVISOR APPROVAL SCREEN

- Courses for which substitutions have been made are shown in the **'Substituted Course'** section.
- Courses with overlaps are indicated in the **'Conflict'** section with an orange exclamation mark.

Courses

Academic Info

Uncompleted courses

Correspondence

Holds

☐	Status	Course	Status Text	Course Language	Course Type	Substituted Course	Conflict	Attempted Credits	ECTS
☒	✓	ADV405 Reklam Yapımı	Onaylandı - Ders seçim	EN	Alan Seçmeli			3	6
☐	✓	BUS436 Kariyer Planlama ve İş Dünyasına Hazırlı	Onaylandı - Ders seçim	EN	Compulsory			3	6
☐	✓	CMPE140*1 Bilgisayar Programlama I	Onaylandı - Ders seçim	EN	Serbest Seçmeli	CMPE140	⚠	3	6
☐	✓	ADV302 Reklam Kampanyası Tasarımı II	Onaylandı - Ders seçim	EN	Compulsory		⚠	3	6
☐	✓	CIV372*1 Temel Mühendisliği	Onaylandı - Ders seçim	EN	Serbest Seçmeli	CIV372		4	6
					Kredi :	48 (ECTS)	Alınan :	16 UA	30 ECTS

Onayla

Reddet

Onayı Geri Al

Ders Programı

Transkript

Mezuniyet Simülasyonu

ADVISOR APPROVAL PROCESS WORKFLOW

In the advisor approval screen, course-based approval or rejection can be performed by using **checkboxes**.

Approved courses cannot be modified, while rejected courses can be edited.

The student edits the rejected courses and resubmits them for approval.

For any course or sections the student wishes to change, they only request the revocation of approval for the relevant course.

After the course registration period is over, rejected courses are edited and resubmitted for approval during the add-drop period.

OFFERED COURSES

- You can list the courses by selecting the relevant academic year-semester and faculty/institute/department, then clicking the **Show** button.

Open Courses

Faculty: Faculty of Law

Department: All

Academic Year-Session: 2024-2025 Acad. Year Spring Semester

Display

Records: 43

Course Code	Course Text	Section Code	Section Text	Instructor	Schedule	Room	Capacity
LAW102*1	Turkish Constitutional Law				THU : 09:00 - 12:50		150
LAW106	Introduction to Roman Law				MON : 09:00 - 11:50		150
LAW108	Legal Thought and Methodology				MON : 15:00 - 17:50		150
LAW110	Basic Concepts of Law				WED : 13:00 - 15:50	CBL-D-103	10
LAW114	Law of Persons				TUE : 11:30 - 13:20 - TUE : 15:30 - 17:20	CBL-B-522	100

MY COURSES

- You can list the courses assigned to you by selecting the relevant semester.

MY COURSES

Semester : 2023-2024 Acad. Year Fall Semester

Section	Class List	Enter Grades	Asistan Bilgisi	Enrolled Total Students	Successful Student	Unsuccessful Student	Upload Syllabus
PSYC233-S01 Psychology of Learning				104	86	18	Se...Browse...
PSYC337-S01 Experimental Psychology				85	64	21	Se...Browse...

MY COURSES – COURSE CLASS LIST

- By clicking the buttons in the **Course Class List** section, you can reach the list of students enrolled in the relevant courses.

MY COURSES

Semester : 2023-2024 Acad. Year Fall Semester

Section	Class List	Enter Grades	Asistan Bilgisi	Enrolled Total Students	Successful Student	Unsuccessful Student	Upload Syllabus
PSYC233-S01 Psychology of Learning				104	86	18	Se... Browse...
PSYC337-S01 Experimental Psychology				85	64	21	Se... Browse...

MY COURSES – COURSE CLASS LIST

- **The Course Class List** can be downloaded, and emails can be sent to the students.

<

Sections (1)

Search

Global Political Economy
PSIR401-S01

Section 1

Class List

Section Details

Uluslararası Politik Ekonomi-Şube01

Global Political Economy

STUDENTS

HOLD

Uluslararası Politik Ekonomi-Şube01 (14)

Political Science and International Relations

Political Science and International Relations

Political Science and International Relations

Political Science and International Relations

Political Science and International Relations

SC : PSIR401-S01

14

0

↑↓

☰

Mail Gönder

Export Type

MY COURSES – GRADE ENTRY

- By clicking the buttons in the **Grade Entry** section, you can enter grades for students enrolled in the relevant courses.

MY COURSES

Semester : 2024-2025 Acad. Year Summer Semester ▼

Section	Class List	Enter Grades	Asistan Bilgisi	Enrolled Total Students	Successful Student	Unsuccessful Student	Create/Update Syllabus
PSIR401-S01 Global Political Economy				14	0	0	 Date of update: Date of submit:

MY COURSES – GRADE ENTRY

- In the opened screen, you need to click on the ‘Overall Grade’ field.

Global Political Economy

2024-2025 Acad. Year - Summer Semester

PSIR401-S01

3 National Credit

0

Attendees

Not Completed

Appraisals

Appraisal	Weight	Schedule	Average	Graded Students	Students Below Average
Overall Grade	0.00		Not Calculable	0	0Student(s)
Point Average(100%)	100.00		Not Calculable	0	0Student(s)
Midterm 1 Point Average	0.00		Not Calculable	0	0Student(s)
Midterm 2 Point Average	0.00		Not Calculable	0	0Student(s)

MY COURSES – GRADE ENTRY

- After clicking on the 'End of Term Grade' field, you can enter the corresponding Letter Grades for the students in the **'Grade' field**. Then, you can save the grades by clicking the **'Save'** button at the bottom.
- The 'Save' option helps to keep the grades stored in the system only; the grades will be saved but not published.

Dönem Sonu Notu

2024-2025 Akad. Yılı - Bahar Yarıyılı

Course Name: Küreselleşme Çalışmaları

Exam Average(Including grades with any status): BA

Sub-appraisal(s): 1

Tamamlanmadı

Pending (0)

Search



Scale

Calculate

Grade Upload

Print

Photo	Attendee	Grade (Z011)	Graded On	Status	Notes	NGR(Not Graded)
	ÖĞRENCİ2, TEST	BA	Nis 09, 2021			☐
	ÖĞRENCİ1, TEST	CC	Nis 09, 2021			☐

Save

Publish

MY COURSES – GRADE ENTRY

- If you want the grades to be published, you can finalize the grade entry process by clicking the **‘Publish’ button**.
- Once the ‘Publish’ button is clicked, the grades will be published and will be visible to students.
- No changes can be made to the grades in the system after they have been published.

Dönem Sonu Notu

2024-2025 Akad. Yılı - Bahar Yarıyılı

Tamamlanmadı

Course Name: Küreselleşme Çalışmaları

Exam Average(Including grades with any status): BA

Sub-appraisal(s): 1

Pending (0)

Search



Scale



Calculate



Grade Upload



Print

Photo	Attendee	Grade (Z011)	Graded On	Status	Notes	NGR(Not Graded)
	ÖĞRENCİ2, TEST	BA	Nis 09, 2021			
	ÖĞRENCİ1, TEST	CC	Nis 09, 2021			

Save

Publish

MY COURSES – GRADE ENTRY

- If we want our grades to be calculated by the system, **grade entries must be made within each defined assessment.**

Final(0.3%) Puan Ortalaması	0.30	Not Calculable	0	0Student(s)	>
Performans(0.2%) Puan Ortalaması	0.15	Not Calculable	0	0Student(s)	>
Ödev 1(0.2%) Puan Ortalaması	0.15	Not Calculable	0	0Student(s)	>
Ara Sınav 1(0.3%) Puan Ortalaması	0.30	Not Calculable	0	0Student(s)	>
Devam Oranı 1(0.1%) Puan Ortalaması	0.10	Not Calculable	0	0Student(s)	>

Final(0.3%)
2024-2025 Akad. Yılı - Bahar Yarıyılı
Kurs adı: İşletme, Pazarlama ve Toplum

Ara Sınav 1(0.3%)
2024-2025 Akad. Yılı - Bahar Yarıyılı
Kurs adı: İşletme, Pazarlama ve Toplum

NGR grade cannot be assigned for internship courses!

NGR grade cannot be assigned for internship courses!

Pending (14)		
Photo	Attendee	Grade (Z20)
		78,0000
		95,0000
		98,0000

Pending (14)		
Photo	Attendee	Grade (Z20)
		70,0000
		100,0000
		100,0000

MY COURSES – GRADE ENTRY

- After logging into the end-of-term grade section, click the "**Scale**" box to define the grading scales corresponding to the letter grades.
- Once the grading scales are entered and the save button is clicked, the system will automatically calculate students' letter grades.
- Then, click the **Save** and **Publish** button to complete the grade entry process.

Dönem Sonu Notu(100%)

2024-2025 Akad. Yılı - Bahar Yarıyılı

Kurs adı: İşletme, Pazarlama ve Toplum

Sınav Ortalaması(Tüm statüler): AA

Alt değerlendirme(ler): 1

Pending (0)

Photo	Attendee

Grade (Z011)

CC

AA

AA

CB

BA

Skala

Z010

AA	90.00	80.01
BA	80.00	75.01
BB	75.00	70.01
CB	70.00	60.01
CC	60.00	50.01
DC	50.00	40.01
DD	40.00	30.01
FF	30.00	0.00

Scale

Notes

Calculate

Grade Upload

Print

NGR(Not Graded)

MY COURSES – GRADE ENTRY

- To enter an E grade, the grade "E" must be entered in the grade column.
- For NGR grade entry, the grade column should be left blank and the box in the «NGR» column should be ticked.

Dönem Sonu Notu

2024-2025 Akad. Yılı - Bahar Yarıyılı

Tamamlandı

Course Name: Küreselleşme Çalışmaları

Exam Average(Including grades with any status): BA

Sub-appraisal(s): 1

Pending (0)

Search



Scale



Calculate



Grade Upload



Print

Photo	Attendee	Grade (2011)	Graded On	Status	Notes	NGR(Not Graded)
		CC	Haz 03, 2025	Tamamlandı		☐
		AA	Haz 03, 2025	Tamamlandı		☐

MY COURSES

- You can upload the content created for the relevant courses by clicking the button in the "Create Syllabus" section.

MY COURSES

Semester : 2024-2025 Acad. Year Summer Semester

Section	Class List	Enter Grades	Asistan Bilgisi	Enrolled Total Students	Successful Student	Unsuccessful Student	Create/Update Syllabus
PSIR401-S01 Global Political Economy				14	0	0	 Date of update: Date of submit:

MY COURSES

- The **Syllabus** screen includes both required and optional fields.
- After completing all required and optional fields, click the "**Save and Submit**" button. If you need to make further edits, simply click the "**Save**" button.
- The entered information can be downloaded in PDF format by selecting the "**Download as PDF**" option in the upper right corner of the screen.

[Preview of Saved Syllabus](#) [Download Submitted Syllabus as PDF](#)

BUS110-S01 Business, Marketing, and Society
Language of Instruction : EN

SYLLABUS

Titles and information of Syllabus screen changes dynamically according to the language of the course. If course language is Turkish titles and information of Syllabus screen language will be Turkish. If course language is English titles and information of Syllabus screen language will be English. If there is more than one lecturer in the course, the coordinator will fill the syllabus.

Course code, course name, T+A+L, Khas Credit and Ects information of this course are automatically transferred from the [ECTS Information Package and Course Catalogue](#) page. This information cannot be changed. You can choose only according to whether the course is compulsory, elective or compulsory-elective.

Academic Year & Semester	Course Code	Course Name	Course Type	Theory + Application + Laboratory	KHAS Credit	ECTS Credit
2024-2025 Acad. Year Spring Semester	BUS110	Business, Marketing, and Society	Elective	3 + 0 + 0	3	5

You can get help for data entries related to this screen from the [Info](#) buttons.

COURSE INSTRUCTOR

1 Name-Surname	
1 E-mail	
1 Phone	
1 Office Hours	
1 Teaching Assistants	
1 Teaching Assistants E-mail	

Course Objectives, Course Contents and Learning Outcomes of Course Unit (LO) are automatically transferred from the [ECTS Information Package and Course Catalogue](#) page. You can update this information if necessary.

[Save and Submit](#) [Save](#) [Cancel](#)

COURSE SCHEDULE

- You can view the weekly and monthly course schedules for the courses assigned to you.

My Timetable ▾

<

Jul 2025

>

MON	TUE	WED	THU	FRI	SAT	SUN
14	15	16	17	18	19	20

Events Available Selected

Monday, July 14, 2025

10:00 01:50hr	FENS300-S01 - Numerical Methods - Sayısal Sistemler_D Course Language : English CBL-B-Bilg. Lab. 1 - B114	>
13:00 01:50hr	FENS300-S01 - Numerical Methods - Sayısal Sistemler_D Course Language : English CBL-B-Bilg. Lab. 2 - B113	>

ATTENDANCE ENTRY

- Attendance requirements are determined by the relevant instructor and are implemented as specified in the course syllabus.
- The attendance entry screen is optional.

Attendance Tracking ▾

< Sections (1)

Search 🔍 ↺

PSIR401_D Uluslararası Politik Ekonomi-Şube01

Course Dates

< July 2025 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	29	30	1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31	1	2

Today

Selected

Working Day

Non-Working Day

Future Class Occurrence

Class with Incomplete Attendance

Class with Attendance Complete

Course Info

2024-2025 Acad. YearSummer Semester

Course Text:
Global Political Economy

Section Text:
Uluslararası Politik Ekonomi-Şube01

Course Time:
13.00.00/16.00.00 ▾

☐ Class Occurrence Attendance Completed

COURSE ATTENDANCE REPORT

- If attendance entries are made, a '**Course Attendance Report**' can be generated.

Student Attendance ▾

Select Lessons:

PSIR401-S01/Global Political Economy ▾

Student Number	Name	Surname	Excused Absence	Nonexcused Absence	Required Attendance	Total Attendance
			0	0	%	100%
			0	0	%	100%

INTERNSHIP GRADE ENTRY

- After the internship grade is entered, it is saved to the system by clicking the **‘Save’** button located at the bottom right of the screen.
- However, this action does not allow the student to view the grade through the system. In other words, it can only be seen by the advisor. At this stage, the entered grade can be edited if desired.

Enter Grades(Internship) ▾

<

Search

🔍 ↺ ↻

Student Information	Semester	Section	Internship Grade	Status
Not Found Student!				

Download as Excel

Print as PDF

Save

Submit

INTERNSHIP GRADE ENTRY

- In order for the student to view the grade in the system, the '**Publish**' button located at the bottom right must be clicked.
- On the screen that appears after clicking this button, the grades can be published for all students or only for selected students.
- Once the publishing process is completed, the relevant students will be able to log in to the system and view their internship grades.

Enter Grades(Internship) ▾

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Search

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Student Information	Semester	Section	Internship Grade	Status
Not Found Student!				

Download as Excel

Print as PDF

Save

Submit

SURVEY RESULTS

- By selecting the relevant academic year, the survey results for the respective courses can be viewed in both Turkish and English.

Course Evaluation Survey Result										
Academic Period:		2022-2023 Acad. Year Spring Semester							Show	
Course / Department	Academic Staff	Registered	Registered(Paid)	Pending	Quota	Successful	Failed	Missing Gradesymbol	Show As Turkish	Show As English
IR644-Studies of Globalisation / IR644-S01		9	0	0	20	8	1	0		
IR542*1-International Political Economy / IR542*1-S01		9	0	0	20	8	1	0		

HELP DOCUMENTS

On the Help Documents screen:

- You can view and download the support documents, ‘**Registration Renewal and Payment Procedures**’ and ‘**Course Registration Guide**’, we have prepared.

Announcement Documents ▾				
Documents				
Document Type	Document Name	Source	Download	
	KHAS Undergraduate Double Major–Minor Program Presentation	Student	Türkçe	English
	KHAS Undergraduate COURSERA Presentation	Student	Türkçe	English
	KHAS Undergraduate Education Regulations Presentation	Student	Türkçe	English
	KHAS Undergraduate Bologna Course Registration Process and SPARKS User Guide	Student	Türkçe	English

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