

# KHAS Learn – Microsoft Teams

 Microsoft Teams + 

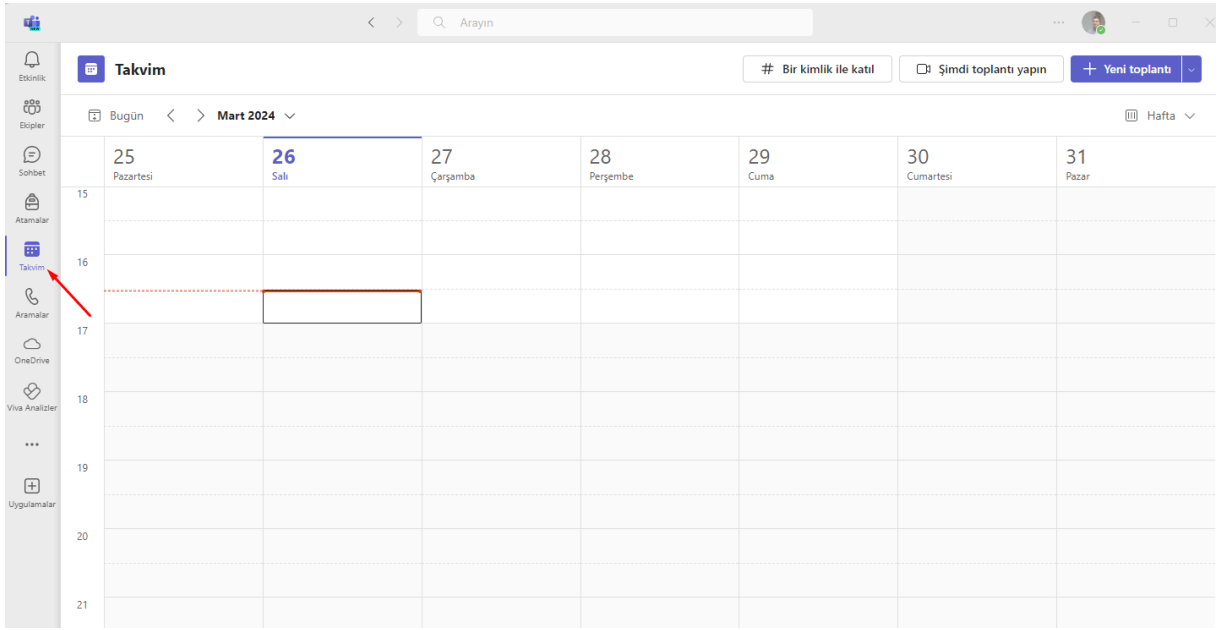


BİLGİ TEKNOLOJİLERİ DİREKTÖRLÜĞÜ  
KADİR HAS ÜNİVERSİTESİ ÖĞRENİM YÖNETİM  
Sistemi– KHAS LEARN

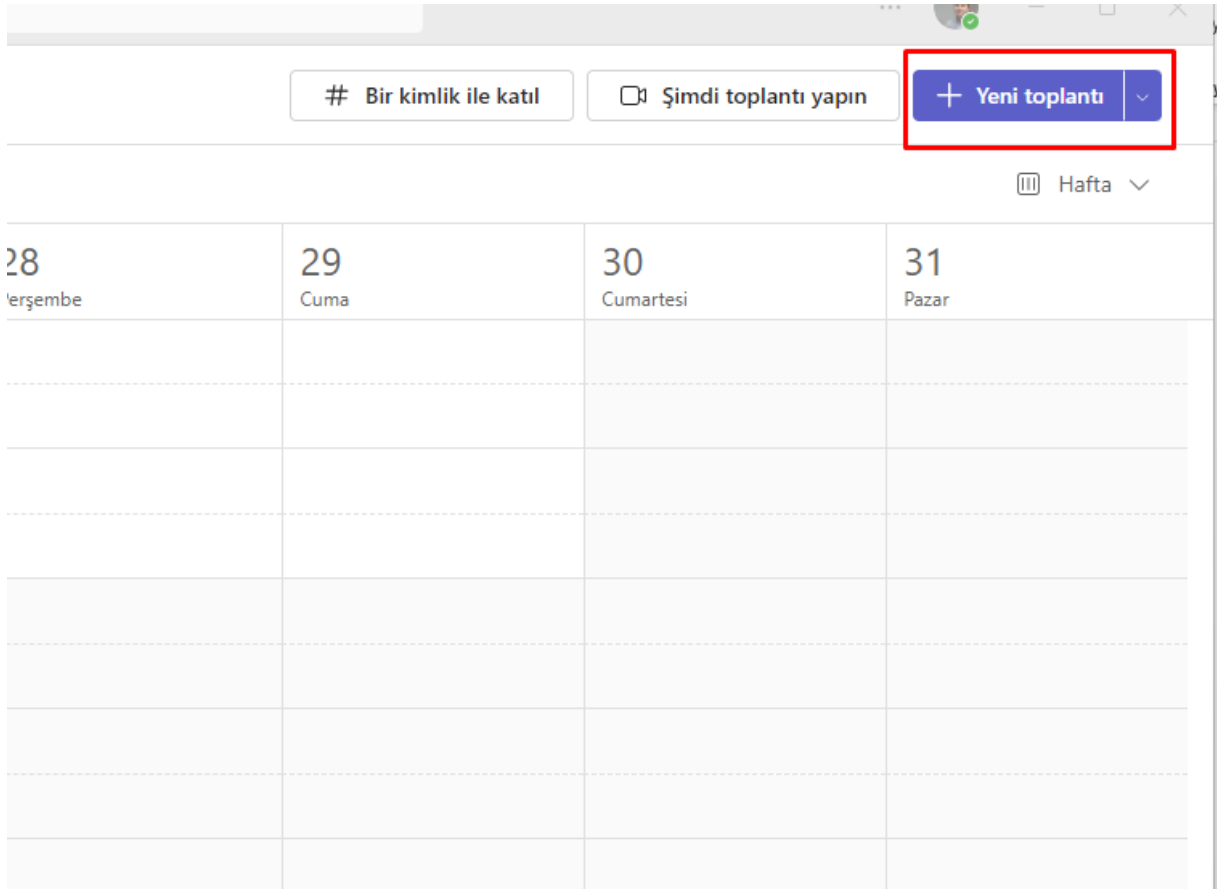
## ADDING MICROSOFT TEAMS SESSION

You can do online courses with your students using Microsoft Teams in KHAS Learn. Since you and your students have Office 365 accounts, they can easily access the course by simply clicking the link in the course you created.

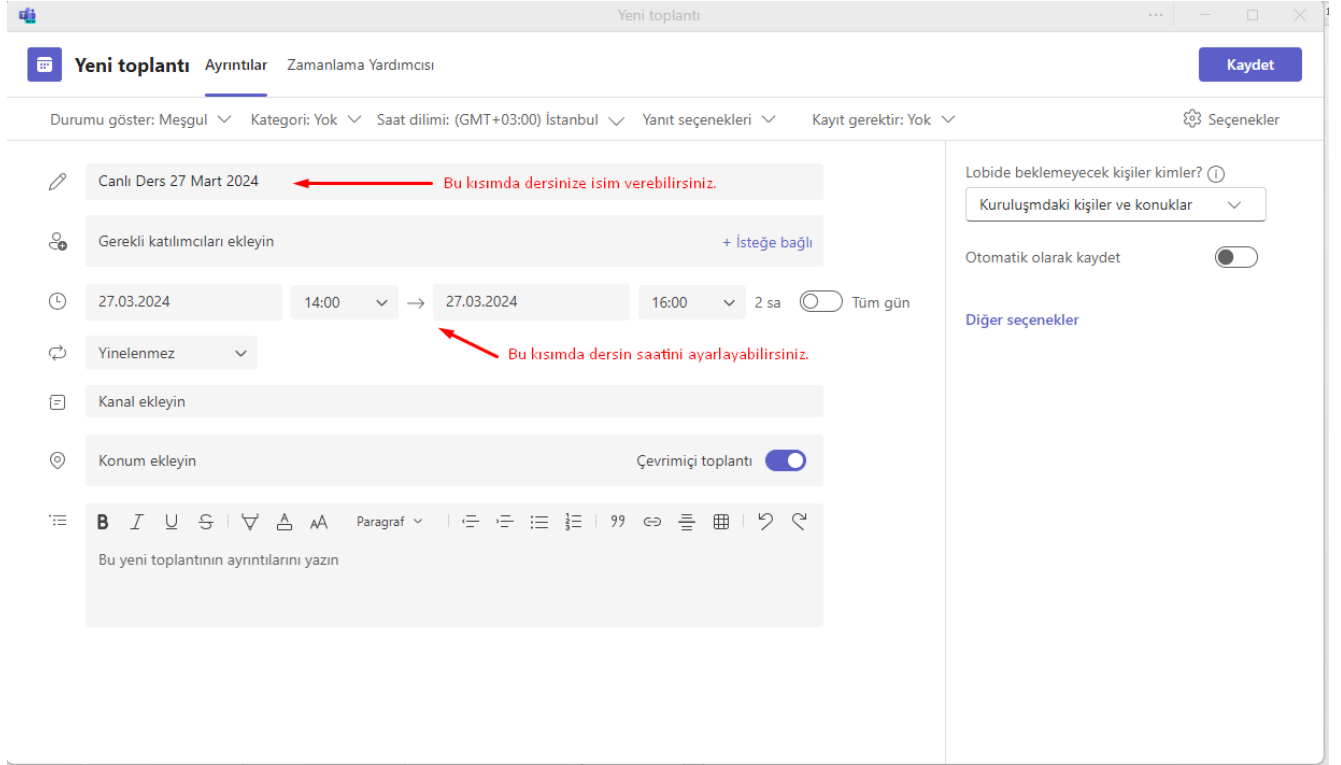
**Step 1:** Click on Calendar on your Teams Application.



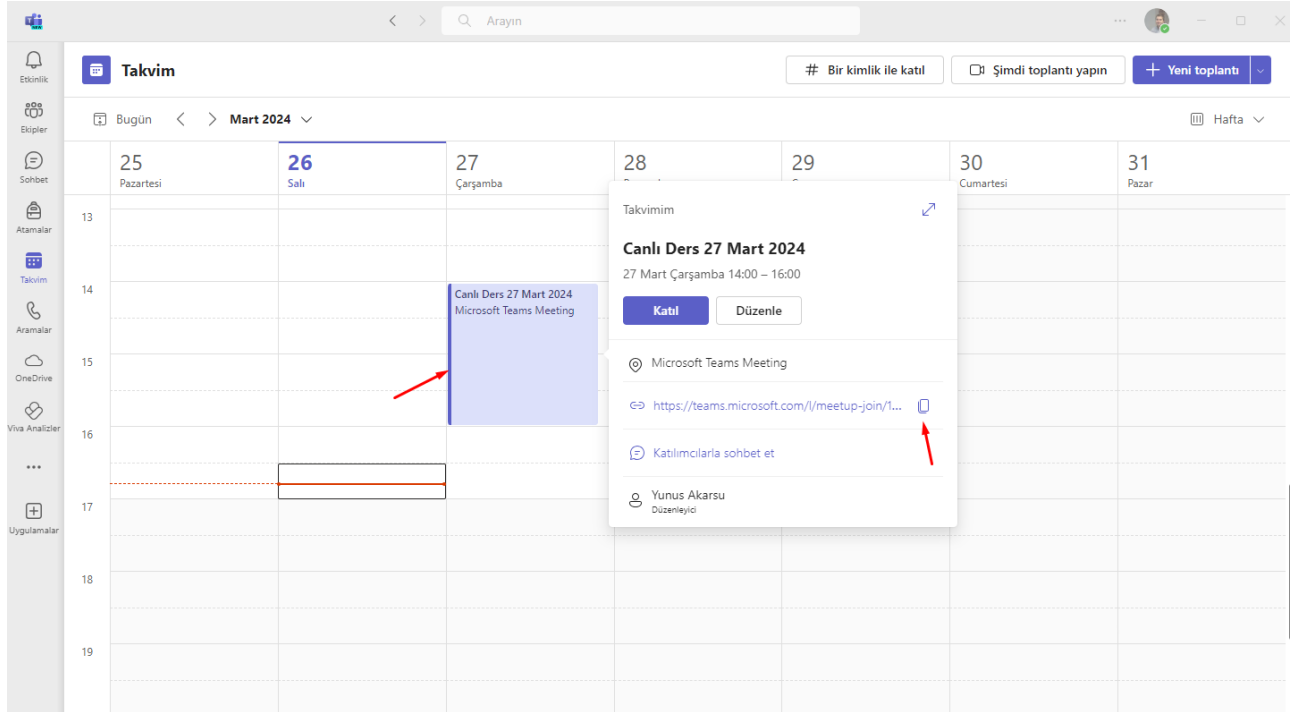
**Step 2:** Click on the New Meeting link in the upper right corner of the calendar page that opens.



**Step 3:** On this page where you will create a new meeting, fill in the fields indicated by the arrows in the sample image below. Name the lesson and set the lesson time. Then, create the course by clicking the “Save” button in the upper right corner.



**Step 4:** After creating the lesson, you will be returned to the Calendar page. To share the link of the course you created, first click on the course as shown in the picture below and press the "Copy" button indicated by the arrow in the window that opens. This way you will have copied the course link.



**Step 5:** After copying the course link, log in to KHAS Learn and open the home page of your course. Open the tools menu by clicking the “Add an Activity or Resource” link on the course home page (Edit Mode must be turned on).


## Demo Course 2023


[Bulk edit](#)[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#)[> General](#)[Collapse all](#)[< Topic 1](#)[Add an activity or resource](#)[Add topic](#)[> Topic 2](#)[> Week VI - Algorithm, Pseudocode](#)[> Topic 4](#)[> Topic 5](#)


**Step 6:** Select the URL tool from the tools menu that opens.


**Add an activity or resource** ×


AllActivitiesResources


  
Assignment  
☆ ⓘ


  
Attendance  
☆ ⓘ


  
Book  
☆ ⓘ


  
Chat  
☆ ⓘ


  
Choice  
☆ ⓘ


  
Database  
☆ ⓘ


  
External tool  
☆ ⓘ


  
Feedback  
☆ ⓘ


  
File  
☆ ⓘ


  
Folder  
☆ ⓘ


  
Forum  
☆ ⓘ


  
Glossary  
☆ ⓘ


  
H5P  
☆ ⓘ


  
IMS content package  
☆ ⓘ


  
Lesson  
☆ ⓘ


  
Page  
☆ ⓘ


  
Quiz  
☆ ⓘ


  
Scheduler  
☆ ⓘ


  
SCORM package  
☆ ⓘ


  
Survey  
☆ ⓘ

  
Text and media area  
☆ ⓘ

  
Turnitin Assignment 2  
☆ ⓘ

  
URL  
☆ ⓘ

  
Wiki  
☆ ⓘ

  
Workshop  
☆ ⓘ

**Step 7:** After the URL page opens, type the course name in the Name section, paste the course link you created into the External Url section and complete the process by clicking the "**Save and Return the Course**" button at the bottom.

## 🌐 Adding a new URL to Topic 1?

Expand all

### General

Name



27 Mart Canlı Dersi

External URL



https://teams.microsoft.com/l/meetup-join/19%3ameeting\_NDIIZW

Choose a link...

Description

☐ Display description on course page ?

### > Appearance

### > URL variables

### > Common module settings

### > Restrict access

### > Activity completion

### > Tags

### > Competencies

☐ Send content change notification ?

Save and return to course

Save and display

Cancel


Required




**Step 8:** Students will enter the online class by clicking the link you created in the course in KHAS Learn. You can share the online course link you have created with outside guests to participate in the live class.



If you have a guest who will attend the course as a guest, it will be sufficient to share the link you created via Teams.

## Demo Course 2023



Bulk edit 


Course Settings Participants Grades Reports More 


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> **General**  Collapse all 


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▼ **Topic 1**  



URL  
27 Mart Canlı Dersi 

Mark as done 



Add an activity or resource

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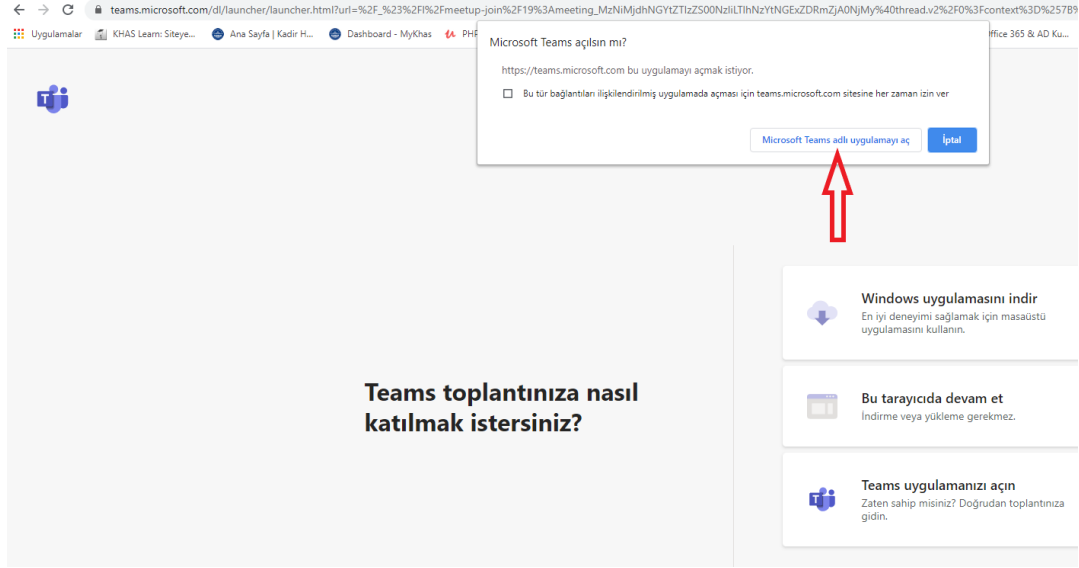
Add topic

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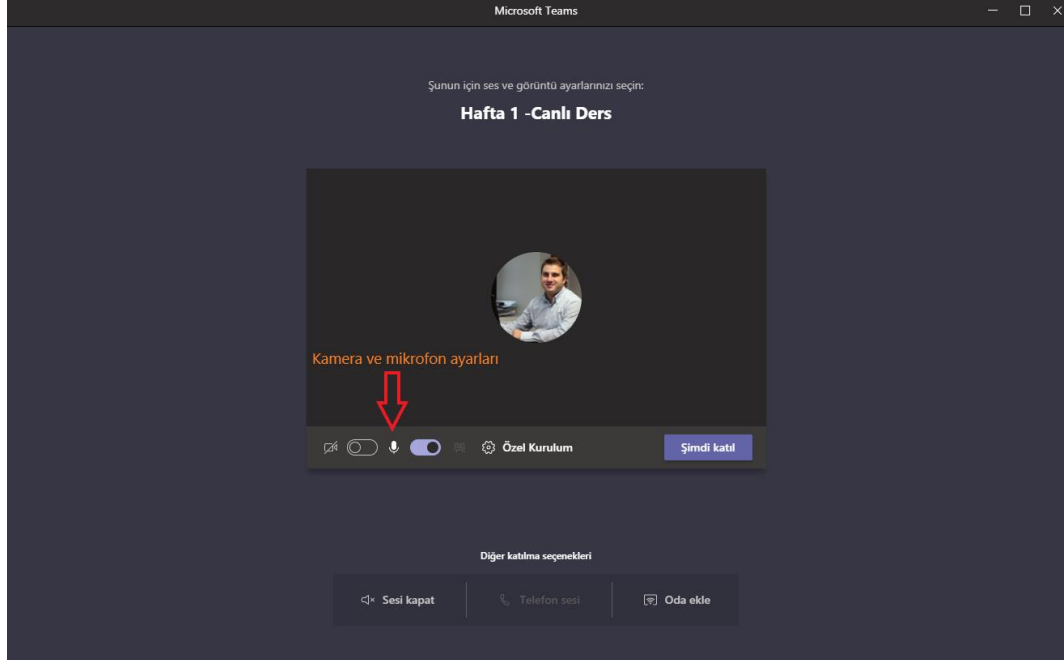
After clicking the Online Course Link, you can join the course either on the web or from the MS Teams application. You can use the link below to download the MS Teams application.

<https://www.microsoft.com/tr-tr/microsoft-365/microsoft-teams/download-app>

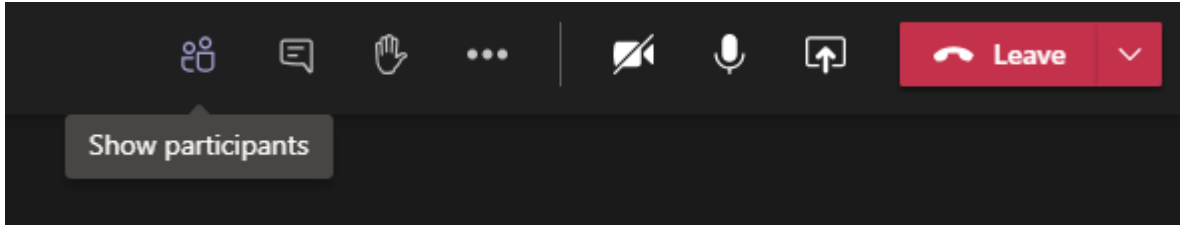
After clicking on the link you created, the following page opens. Click on the option indicated by an arrow.



After clicking the link, the course will be opened through the application. Before you connect, you set the camera and microphone settings on this screen, and then you can start the session by clicking the "Join Now" button.

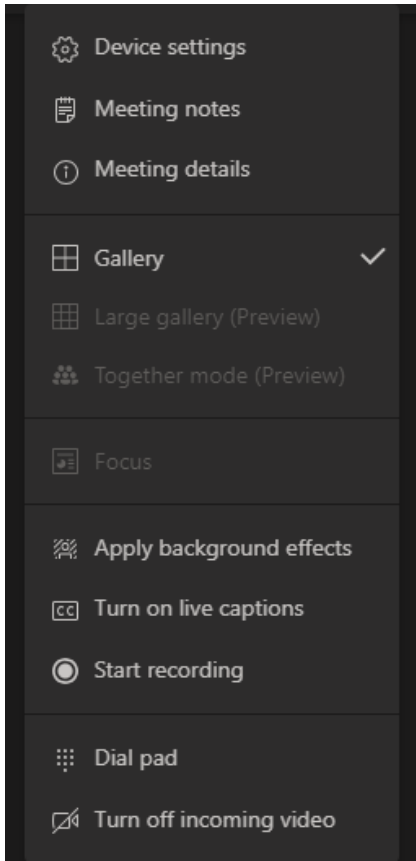


After logging in to Microsoft Teams, you can make some settings from the menu above.



Viewing the participant list, chat, camera and voice controls, and screen sharing are included in this section.

Also, after pressing "...", you will see a screen like the one below.



In this section, you can view 49 people who open the camera on the screen at the same time by making the view Large gallery. You can also record this training. When the registration is over, everyone will be able to access the registration information from the chat area. You will be able to download this record as an mp4 file to upload to KHAS Learn.