

**Kadir Has University  
Directorate of Student Affairs**

**Academic Advising and SPARKS  
User Guide**

# SPARKS (ACADEMIC ADVISOR SCREEN)

Advisor Apps Group

|   |   |  |  |  |   |  |  |
|---|---|--|--|--|---|--|--|
| Advisor Approval<br>Students<br> ... | Offered Courses<br>Offered Courses<br> ... | My Courses<br>Derslerim<br> ... | Course Schedule<br> ... | Attendance Tracking<br> ... | Course Attendance Report<br> ... | Enter Grades(Internship)<br>Enter Grades(Interns...<br> ... | Survey Results ( After 2017 )<br>After 2017<br> ... |
|---|---|--|--|--|---|--|--|

Help Documents

4

# ADVISOR APPROVAL SCREEN

- You can view all students collectively on your screen.

Advisor Approval ▾

Students (78)

Search  

|                          | Status  | Course   | Status Text            | Course Language | Course Type     | Substituted Course | Conflict | Attempted Credits | ECTS |
|--------------------------|---|--|------------------------|-----------------|-----------------|--------------------|----------|-------------------|------|
| <input type="checkbox"/> |    | <b>KHAS1220</b><br>Dizgesel Düşünme ve Çevreye Bakış | Onaylandı - Ders seçim | EN              | Serbest Seçmeli |                    |          | 3                 | 5    |
| <input type="checkbox"/> |    | <b>PSYC307</b><br>Sosyal Biliş ve Tutumlar           | Onaylandı - Ders seçim | EN              | Alan Seçmeli    |                    |          | 3                 | 6    |
| <input type="checkbox"/> |  | <b>PSYC401</b><br>Psikolojide Ölçme Değerlendirm e   | Onaylandı - Ders seçim | EN              | Compulsory      |                    |          | 3                 | 6    |

**Ders Seçim Dönemi**

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

 Courses  Academic Info  Uncompleted courses  Correspondence  Holds

**Student**

**Credits :** 42 (ECTS) **Taken :** 9 UA **17 ECTS**

**Send Mail or Request Transcript** 

**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.

The screenshot shows the 'Advisor Approval' screen with the following details:

**Students (78)**

Filtered By: Student Status (Attending)

Psikoloji Pr. (repeated 7 times)

Blokaj Yok (repeated 7 times)

**Courses** (Courses, Academic Info, Uncompleted)

| Status                              | Course   | Status Text               | Course Langua |
|-------------------------------------|--|---------------------------|---------------|
| <input checked="" type="checkbox"/> | KHAS1220<br>Dizgisel<br>Düşünme ve<br>Çevreye<br>Bakış | Onaylandı -<br>Ders seçim | EN            |
| <input checked="" type="checkbox"/> | PSYC307<br>Sosyal Biliş<br>ve Tutumlar                 | Onaylandı -<br>Ders seçim | EN            |
| <input checked="" type="checkbox"/> | PSYC401<br>Psikolojide<br>Ölçme<br>Değerlendirm<br>e   | Onaylandı -<br>Ders seçim | EN            |

**Bottom Left Corner (Highlighted):**

- Download (button)
- Filter (button)

**Bottom Navigation:**

- Send Mail or Request Transcript
- ...

# 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.

The screenshot shows the 'Advisor Approval' interface. On the left, a list of students (78) is displayed, filtered by 'Student Status (Attending)'. The list includes student names (redacted), courses ('Psikoloji Pr.'), and status ('Blokaj Yok' or 'Blokaj Var'). On the right, a table shows course details for selected students, including course codes (KHAS1220, PSYC307, PSYC401), names (Dizgisel Düşünme ve Çevreye Bakış, Sosyal Biliş ve Tutumlar, Psikolojide Ölçme Değerlendirmeye), descriptions (Onaylandı - Ders seçim), and languages (EN). At the bottom, there are buttons for 'Download', 'Filter', and 'Send Mail or Request Transcript' (circled in red).

| Status                              | Course   | Status Text                       | Course Langua             |
|-------------------------------------|----------|-----------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | KHAS1220 | Dizgisel Düşünme ve Çevreye Bakış | Onaylandı - Ders seçim EN |
| <input checked="" type="checkbox"/> | PSYC307  | Sosyal Biliş ve Tutumlar          | Onaylandı - Ders seçim EN |
| <input checked="" type="checkbox"/> | PSYC401  | Psikolojide Ölçme Değerlendirmeye | Onaylandı - Ders seçim EN |

**Send Mail or Request Transcript**

# 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](#)

| <input type="checkbox"/> Status                               | Course   | Status Text            | Course Language | Course Type     | Substituted Course | Conflict | Attempted Credits | ECTS |
|---|--|------------------------|-----------------|-----------------|--------------------|----------|-------------------|------|
| <input type="checkbox"/> <span style="color: green;">✓</span> | <b>KHAS1220</b><br>Dizgisel Düşünme ve Çevreye Bakış | Onaylandı - Ders seçim | EN              | Serbest Seçmeli |                    |          | 3                 | 5    |
| <input type="checkbox"/> <span style="color: green;">✓</span> | <b>PSYC307</b><br>Sosyal Biliş ve Tutumlar           | Onaylandı - Ders seçim | EN              | Alan Seçmeli    |                    |          | 3                 | 6    |
| <input type="checkbox"/> <span style="color: green;">✓</span> | <b>PSYC401</b><br>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:

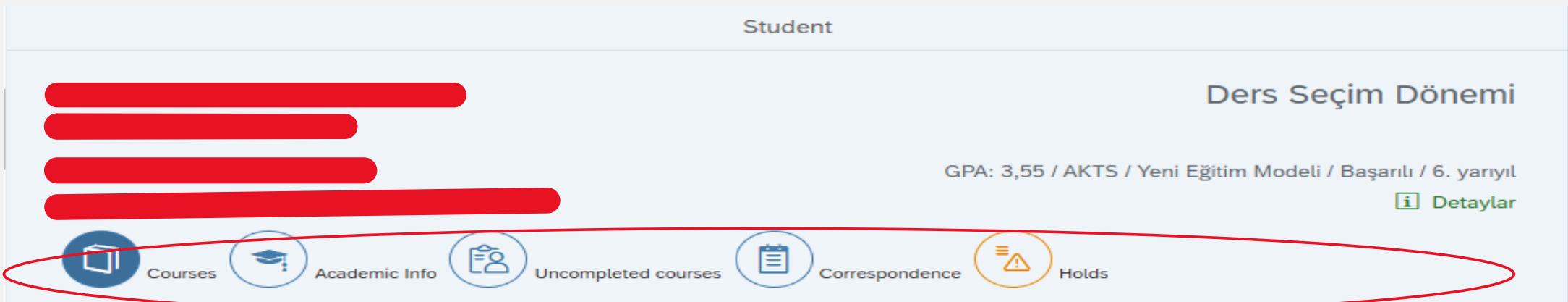
- Their academic status,
- Courses successfully completed and recorded,
- Courses they are required to complete,
- Their elective course pools,
- Correspondence records,
- Any holds or restrictions on the student's record, if applicable.

Student

Ders Seçim Dönemi

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

[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 / Başarlı / 6. yarılıl

[Detaylar](#)

Details

Performance İndex

| Status                   | Course   | Status Text                       | Course Language        | Course Type | Substituted Course | Conflict |
|--------------------------|----------|-----------------------------------|------------------------|-------------|--------------------|----------|
| <input type="checkbox"/> | KHAS1220 | Dizgisel Düşünme ve Çevreye Bakış | Onaylandı - Ders seçim | EN          | Serbest Seçmeli    |          |
| <input type="checkbox"/> | PSYC307  | Sosyal Biliş ve Tutumlar          | Onaylandı - Ders seçim | EN          | Alan Seçmeli       |          |
| <input type="checkbox"/> | PSYC401  | Psikolojide Ölçme Değerlendirme   | Onaylandı - Ders seçim | EN          | Compulsory         |          |

Credits : 42 (ECTS) Taken :

No data

Other Advisers

Grade Point Average: 3,55  
Status: Başarlı  
Class: 6. yarılıl  
Completed Length of 7  
Study:  
Attempted Credits: 145  
Earned Credits: 145  
Remaining Credits for 95  
Graduation:  
VERSİYON: 2022

# 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**'.

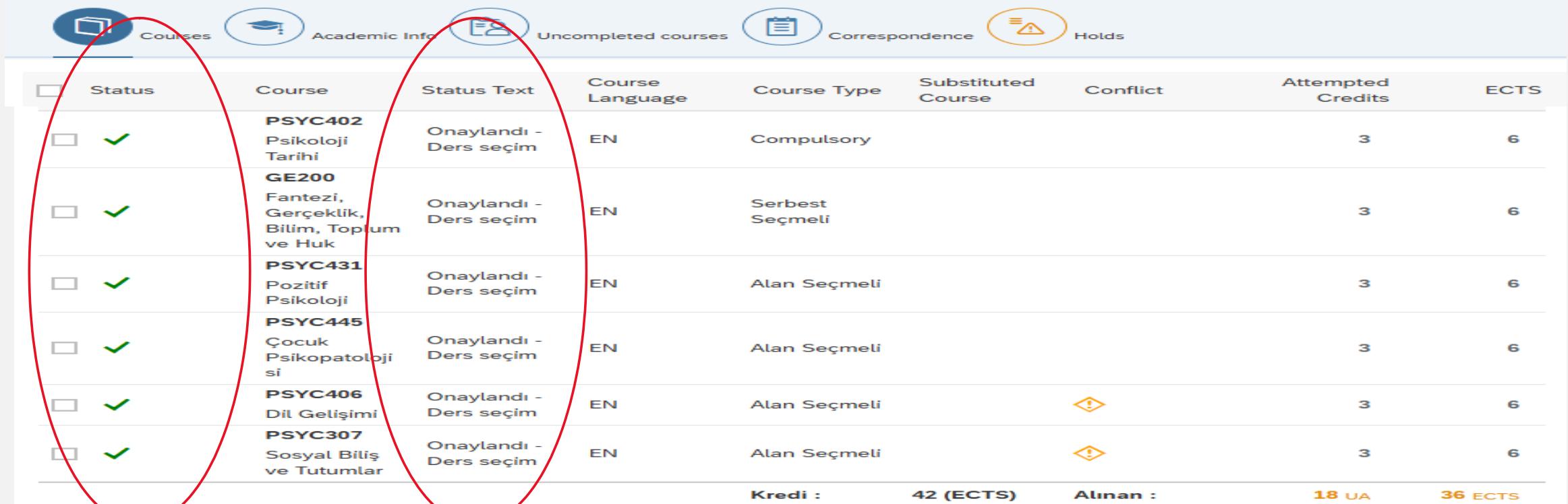
The screenshot shows a software interface for 'Danışman Onay - Extended'. The main window is titled 'Students (78)' and displays a list of students with their course status. The status is indicated by colored text: green for approved ('Onaylandı'), orange for pending approval ('Onay Bekliyor'), and red for rejected ('Reddedildi'). The interface includes a search bar, a filter for student status ('Attending'), and a table view with columns for Status, Course, Status Text, and Course Language. Navigation icons for Courses, Academic Info, and Uncompleted tasks are also visible.

| Status | Course                                   | Status Text                | Course Language |
|--------|--|----------------------------|-----------------|
|        | PSYC104                                  | Onay                       |                 |
|        | 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.



The screenshot shows a table of courses on an advisor approval screen. The table has columns for Status, Course, Status Text, Course Language, Course Type, Substituted Course, Conflict, Attempted Credits, and ECTS. The 'Status' column contains green checkmarks. The 'Conflict' column contains orange diamond icons with exclamation marks. Red circles highlight the 'Status' column and the 'Conflict' column.

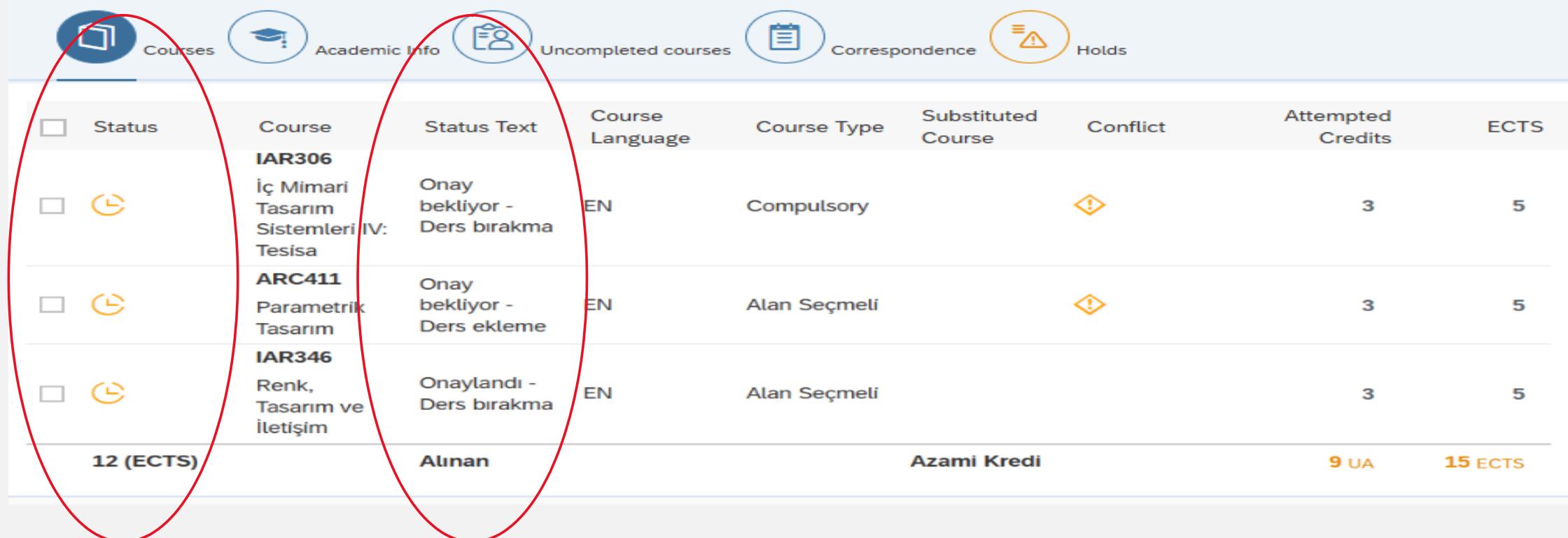
| <input type="checkbox"/> Status | Course  | Status Text            | Course Language | Course Type     | Substituted Course | Conflict | Attempted Credits | ECTS |
|---------------------------------|---|------------------------|-----------------|-----------------|--------------------|----------|-------------------|------|
| <input type="checkbox"/>        | PSYC402<br>Psikoloji Tarihi                       | Onaylandı - Ders seçim | EN              | Compulsory      |                    |          | 3                 | 6    |
| <input type="checkbox"/>        | GE200<br>Fantezi, Gerçeklik, Bilim, Toplum ve Huk | Onaylandı - Ders seçim | EN              | Serbest Seçmeli |                    |          | 3                 | 6    |
| <input type="checkbox"/>        | PSYC431<br>Pozitif Psikoloji                      | Onaylandı - Ders seçim | EN              | Alan Seçmeli    |                    |          | 3                 | 6    |
| <input type="checkbox"/>        | PSYC445<br>Çocuk Psikopatolojisi                  | Onaylandı - Ders seçim | EN              | Alan Seçmeli    |                    |          | 3                 | 6    |
| <input type="checkbox"/>        | PSYC406<br>Dil Gelişimi                           | Onaylandı - Ders seçim | EN              | Alan Seçmeli    |                    |          | 3                 | 6    |
| <input type="checkbox"/>        | PSYC307<br>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.



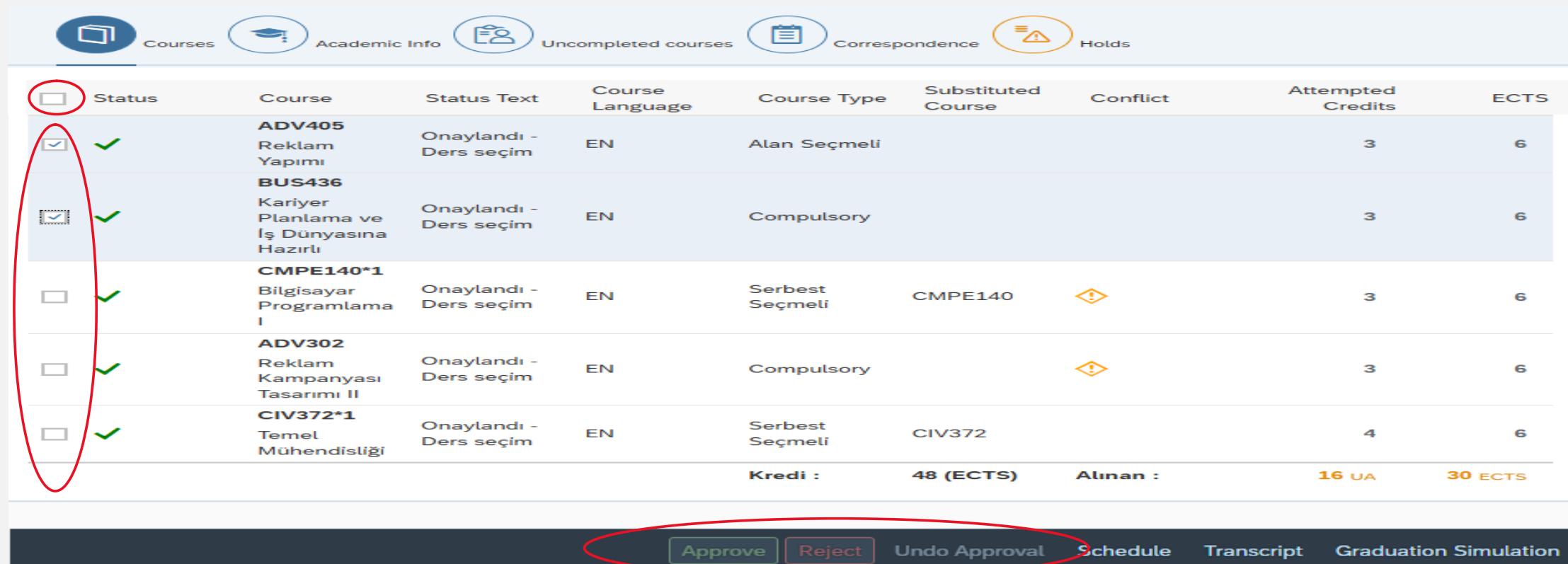
The screenshot shows a user interface for managing advisor approvals. At the top, there are several navigation icons: 'Courses' (selected), 'Academic Info', 'Uncompleted courses', 'Correspondence', and 'Holds'. Below this is a table of courses with the following data:

| Status                   | Course   | Status Text                        | Course Language | Course Type   | Substituted Course | Conflict | Attempted Credits | ECTS           |
|--------------------------|--|------------------------------------|-----------------|---------------|--------------------|----------|-------------------|----------------|
| <input type="checkbox"/> | <b>IAR306</b><br>İç Mimarı<br>Tasarım<br>Sistemleri IV:<br>Tesisat | Onay<br>bekliyor -<br>Ders bırakma | EN              | Compulsory    |                    | !        | 3                 | 5              |
| <input type="checkbox"/> | <b>ARC411</b><br>Parametrik<br>Tasarım                             | Onay<br>bekliyor -<br>Ders ekleme  | EN              |               | Alan Seçmeli       | !        | 3                 | 5              |
| <input type="checkbox"/> | <b>IAR346</b><br>Renk,<br>Tasarım ve<br>İletişim                   | Onaylandı -<br>Ders bırakma        | EN              |               | Alan Seçmeli       |          | 3                 | 5              |
| <b>12 (ECTS)</b>         |  |                                    |                 | <b>Alınan</b> | <b>Azami Kredi</b> |          | <b>9 UA</b>       | <b>15 ECTS</b> |

# ADVISOR APPROVAL SCREEN

On the 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.



The screenshot shows the 'Courses' tab of the advisor approval interface. At the top, there are five navigation icons: Courses (selected), Academic Info, Uncompleted courses, Correspondence, and Holds. Below the header is a table with the following columns: Status, Course, Status Text, Course Language, Course Type, Substituted Course, Conflict, Attempted Credits, and ECTS. The table contains the following data:

| Status                              | Course  | Status Text            | Course Language | Course Type     | Substituted Course | Conflict | Attempted Credits | ECTS |
|-------------------------------------|---|------------------------|-----------------|-----------------|--------------------|----------|-------------------|------|
| <input type="checkbox"/>            | ADV405<br>Reklam Yapımı                           | Onaylandı - Ders seçim | EN              | Alan Seçmeli    |                    |          | 3                 | 6    |
| <input checked="" type="checkbox"/> | BUS436<br>Kariyer Planlama ve İş Dünyasına Hazırı | Onaylandı - Ders seçim | EN              | Compulsory      |                    |          | 3                 | 6    |
| <input type="checkbox"/>            | CMPE140*1<br>Bilgisayar Programlama I             | Onaylandı - Ders seçim | EN              | Serbest Seçmeli | CMPE140            | !        | 3                 | 6    |
| <input type="checkbox"/>            | ADV302<br>Reklam Kampanyası Tasarımı II           | Onaylandı - Ders seçim | EN              | Compulsory      |                    | !        | 3                 | 6    |
| <input type="checkbox"/>            | CIV372*1<br>Temel Mühendisliği                    | Onaylandı - Ders seçim | EN              | Serbest Seçmeli | CIV372             |          | 4                 | 6    |

At the bottom, there are buttons for 'Approve' (green), 'Reject' (red), 'Undo Approval' (blue), 'Schedule', 'Transcript', and 'Graduation Simulation'.

# ADVISOR APPROVAL SCREEN

On the 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.

The screenshot shows a table of courses with the following columns: Status, Course, Status Text, Course Language, Course Type, Substituted Course, Conflict, Attempted Credits, and ECTS. The table contains the following data:

| Status                   | Course   | Status Text            | Course Language | Course Type     | Substituted Course | Conflict | Attempted Credits | ECTS |
|--------------------------|--|------------------------|-----------------|-----------------|--------------------|----------|-------------------|------|
| <input type="checkbox"/> | <b>ADV405</b><br>Reklam Yapımı                           | Onaylandı - Ders seçim | EN              | Alan Seçmeli    |                    |          | 3                 | 6    |
| <input type="checkbox"/> | <b>BUS436</b><br>Kariyer Planlama ve İş Dünyasına Hazırı | Onaylandı - Ders seçim | EN              | Compulsory      |                    |          | 3                 | 6    |
| <input type="checkbox"/> | <b>CMPE140*1</b><br>Bilgisayar Programlama I             | Onaylandı - Ders seçim | EN              | Serbest Seçmeli | CMPE140            |          | 3                 | 6    |
| <input type="checkbox"/> | <b>ADV302</b><br>Reklam Kampanyası Tasarımı II           | Onaylandı - Ders seçim | EN              | Compulsory      |                    |          | 3                 | 6    |
| <input type="checkbox"/> | <b>CIV372*1</b><br>Temel Mühendisliği                    | Onaylandı - Ders seçim | EN              | Serbest Seçmeli | CIV372             |          | 4                 | 6    |

Annotations on the table:

- A red oval highlights the 'Substituted Course' column.
- A red oval highlights the 'Conflict' column.
- Two orange exclamation marks are placed in the 'Conflict' column for CMPE140, ADV302, and CIV372.

Summary at the bottom:

Kredi : 48 (ECTS) Alınan : 16 UA 30 ECTS

Buttons at the bottom:

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:  Department:

Academic Year-Session:  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   |
|---|---|---|---|-------------------------|--------------------|----------------------|---|
| <b>PSYC233-S01</b><br>Psychology of Learning  |   |   |   | 104                     | 86                 | 18                   | <input type="button" value="Se..."/> <input type="button" value="Browse..."/> |
| <b>PSYC337-S01</b><br>Experimental Psychology |  |  |  | 85                      | 64                 | 21                   | <input type="button" value="Se..."/> <input type="button" value="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<br>Psychology of Learning  |   |   |   | 104                     | 86                 | 18                   | <input type="button" value="Se..."/> <input type="button" value="Browse..."/> |
| PSYC337-S01<br>Experimental Psychology |  |  |  | 85                      | 64                 | 21                   | <input type="button" value="Se..."/> <input type="button" value="Browse..."/> |

# MY COURSES – COURSE CLASS LIST

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

Class List ▾

Sections (1)

Search  

Global Political Economy  
PSIR401-S01

Section 1

Uluslararası Politik Ekonomi-Şube01

Global Political Economy

SC : PSIR401-S01

 14 STUDENTS  0 HOLD

Uluslararası Politik Ekonomi-Şube01 ( 14 )

Political Science and International Relations

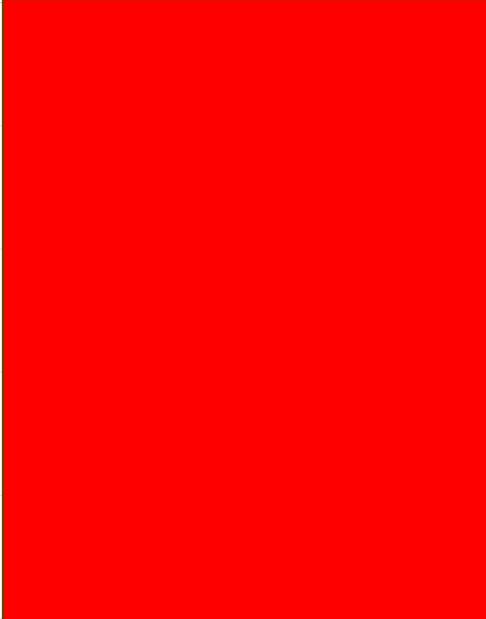
Political Science and International Relations

Political Science and International Relations

Political Science and International Relations

Political Science and International Relations

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 |  |  |  | 14                      | 0                  | 0                    | <br>Date of update:<br>Date of submit: |

# MY COURSES – GRADE ENTRY

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

Global Political Economy 0 Attendees

2024-2025 Acad. Year - Summer Semester Not Completed

PSIR401-S01

3 National Credit

Appraisals

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

# 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

Tamamlanmadı

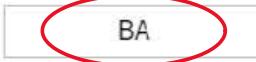
Course Name: Küreselleşme Çalışmaları

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 | <input type="text" value="BA"/>  | Nis 09, 2021 |  |  | <input type="checkbox"/> |
|       | ÖĞRENCİ1, TEST | <input type="text" value="CC"/>  | Nis 09, 2021 |  |  | <input type="checkbox"/> |

 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<br> | BA           | Nis 09, 2021 |  |  | <input type="checkbox"/> |
|       | ÖĞRENCİ1, TEST<br> | CC           | Nis 09, 2021 |  |  | <input type="checkbox"/> |

Save

Publish

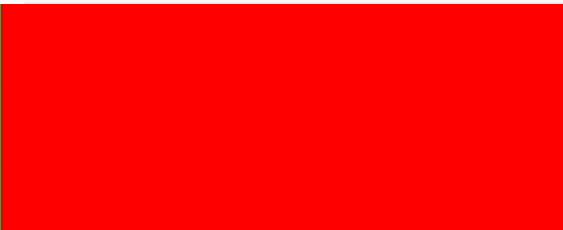
# MY COURSES – GRADE ENTRY

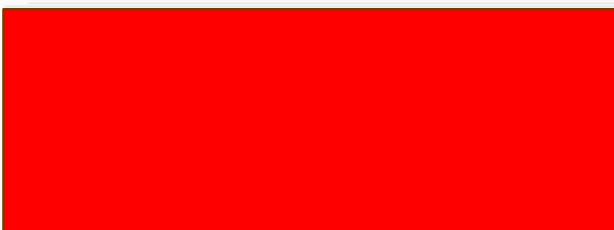
- If we want our grades to be calculated by the system, **grade entries must be made within each defined assessment.**

|  |      |  |              |   |   |
|--|------|--|--------------|---|---|
| Final(0.3%)<br>Puan Ortalaması         | 0.30 | Not Calculable                         | 0 Student(s) | 0 | > |
| Performans(0.2%)<br>Puan Ortalaması    | 0.15 | Not Calculable                         | 0 Student(s) | 0 | > |
| Ödev 1(0.2%)<br>Puan Ortalaması        | 0.15 | Not Calculable                         | 0 Student(s) | 0 | > |
| Ara Sınav 1(0.3%)<br>Puan Ortalaması   | 0.30 | Not Calculable                         | 0 Student(s) | 0 | > |
| Devam Oranı 1(0.1%)<br>Puan Ortalaması | 0.10 | Not Calculable                         | 0 Student(s) | 0 | > |
| <b>Final(0.3%)</b>                     |      | <b>Ara Sınav 1(0.3%)</b>               |              |   |   |
| 2024-2025 Akad. Yılı - Bahar Yarıyılı  |      | 2024-2025 Akad. Yılı - Bahar Yarıyılı  |              |   |   |
| Kurs adı: İşletme, Pazarlama ve Toplum |      | 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 (Z2020) |
|  |          | 78,0000       |
|   |          | 95,0000       |
|   |          | 98,0000       |

| Pending (14)  |          |               |
|---|----------|---------------|
| Photo   | Attendee | Grade (Z2020) |
|  |          | 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

Tamamlandı

Pending (0)

Photo    Attendee    Grade (Z011)

|    |
|----|
| CC |
| AA |
| AA |
| CB |
| BA |

Skala

Z010

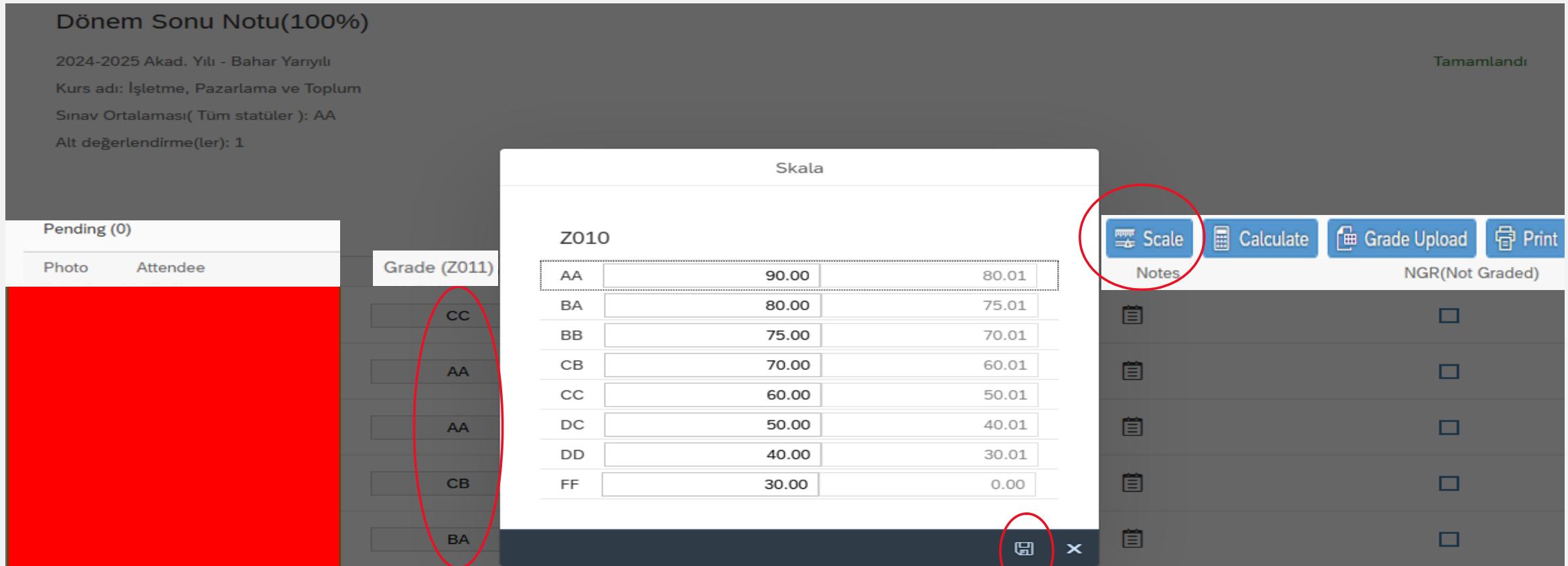
|    | 90.00 | 80.01 |
|----|-------|-------|
| AA | 90.00 | 80.01 |
| BA | 80.00 | 75.01 |
| BB | 75.00 | 70.01 |
| CB | 70.00 | 60.01 |
| CC | 60.00 | 50.01 |
| DC | 50.00 | 40.01 |
| DD | 40.00 | 30.01 |
| FF | 30.00 | 0.00  |

Scale    Calculate    Grade Upload    Print

Notes

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

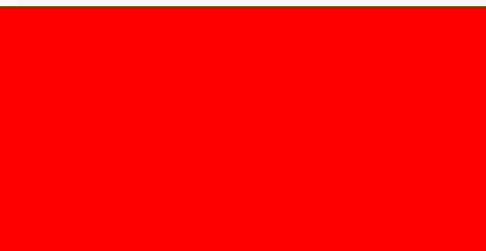
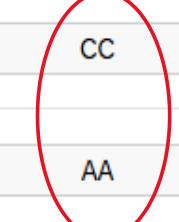
Course Name: Küreselleşme Çalışmaları

Exam Average( Including grades with any status ): BA

Sub-appraisal(s): 1

Pending (0)

Search    Scale  Calculate  Grade Upload  Print

| Photo  | Attendee | Grade (Z011)  | Graded On    | Status   | Notes   | NGR(Not Graded)  |
|--|----------|---|--------------|--|---|--|
|  |          | <input type="text" value="CC"/>  | Haz 03, 2025 | Tamamlandı  |  | <input type="checkbox"/>  |
|  |          | <input type="text" value="AA"/>   | Haz 03, 2025 | Tamamlandı  |  | <input type="checkbox"/>  |

# 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   | FENS300-S01 - Numerical Methods - Sayısal Sistemler_D | > |
| 01:50hr | Course Language : English                             | > |
|         | CBL-B-Bilg. Lab. 1 - B114                             |   |
| 13:00   | FENS300-S01 - Numerical Methods - Sayısal Sistemler_D | > |
| 01:50hr | 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   |
| 28        | 6   | 7   | 8   | 9   | 10  | 11  |
| 29        | 13  | 14  | 15  | 16  | 17  | 18  |
| 30        | 20  | 21  | 22  | 23  | 24  | 25  |
| 31        | 27  | 28  | 29  | 30  | 31  | 1   |

Course Info

2024-2025 Acad. Year Summer Semester

Course Text:

Global Political Economy

Section Text:

Uluslararası Politik Ekonomi-Şube01

Course Time:

13.00.00/16.00.00

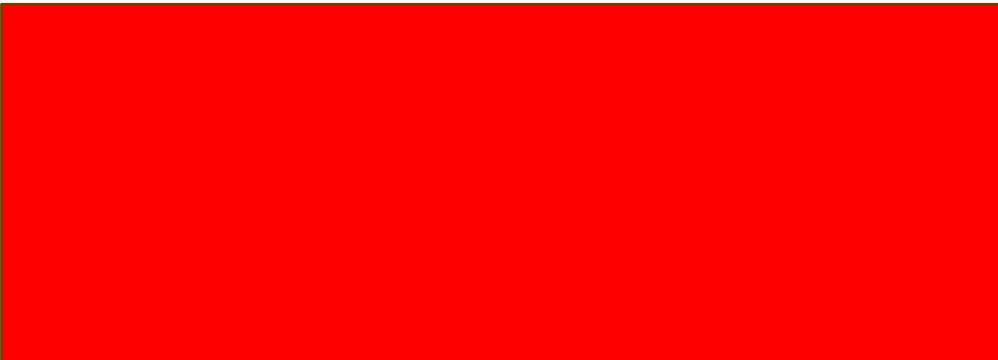
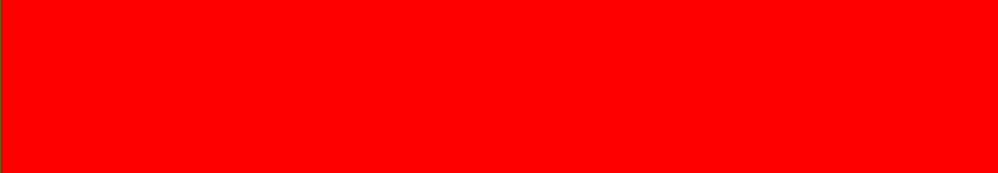
Legend:

- Today
- Selected
- Working Day
- Non-Working Day
- Future Class Occurrence
- Class with Incomplete Attendance
- Class with Attendance Complete

Class Occurrence Attendance Completed

# COURSE ATTENDANCE REPORT

- If attendance entries are made, a ‘Course Attendance Report’ can be generated.

| Student Attendance ▾   |      |         |                 |                    |                     |  |
|--|------|---------|-----------------|--------------------|---------------------|--|
| Student Number   | Name | Surname | Excused Apsence | Nonexcused Apsence | Required Attendance | Total Attendece  |
|   |      |         | 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) ▾

Search

| 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

| Course / Department  | Academic Staff | Registered | Registered(Paid) | Pending | Quota | Successful | Failed | Missing Gradesymbol   | Show As Turkish   | Show As English   |
|--|----------------|------------|------------------|---------|-------|------------|--------|---|---|---|
| IR644-<br>Studies of<br>Globalisation<br>/ IR644-S01               | 9              | 0          | 0                | 20      | 8     | 1          | 0      |   |  |  |
| IR542*1-<br>International<br>Political<br>Economy /<br>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 | <a href="#">English</a> |
|   | KHAS Undergraduate COURSERA Presentation                                     | Student       | Türkçe | <a href="#">English</a> |
|  | KHAS Undergraduate Education Regulations Presentation                        | Student       | Türkçe | <a href="#">English</a> |
|  | KHAS Undergraduate Bologna Course Registration Process and SPARKS User Guide | Student       | Türkçe | <a href="#">English</a> |

# CONTACT INFORMATION

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- **Faculty of Economics, Administrative and Social Sciences.**
  
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- **Faculty of Art and Design.**