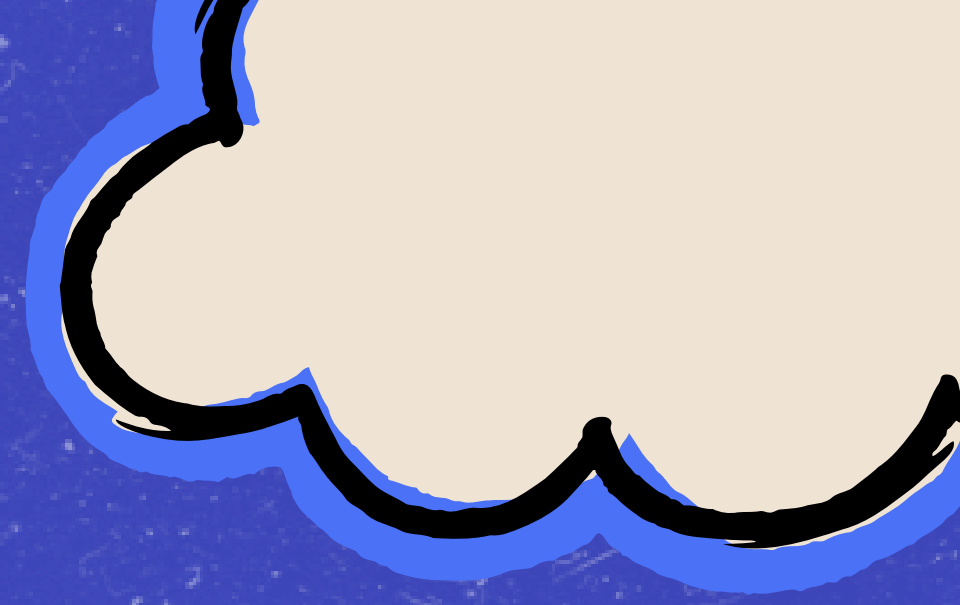




KHAS LEARN

**Kadir Has University
Learning Management System**

Center for Excellence in Learning
and Teaching



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KHAS LEARN



🎓 What is KHAS Learn?

KHAS Learn is the official online learning platform of Kadir Has University. It enables educators to plan and deliver their courses while engaging with students. KHAS Learn creates a digital bridge between instructors and students, providing a modern, accessible, and interactive learning environment.

✨ For Instructors;

- **Course Material Sharing:** Easily share presentations, documents, and resources with students.
- **Assignment & Exam Management:** Create online assignments, exams, and quizzes.
- **Communication & Interaction:** Stay connected with your students through forums, messages, and announcement tools.

🎓 For Students:

- **Access Anywhere:** Reach course content via computer, tablet, or mobile devices.
- **Active Participation:** Easily take part in discussions and activities outside the classroom.
- **Tracking & Feedback:** View assignment grades and feedback from instructors instantly.

KHAS LEARN LOGIN

Access to KHAS Learn is provided with the Office 365 account given by the university.

Login Steps

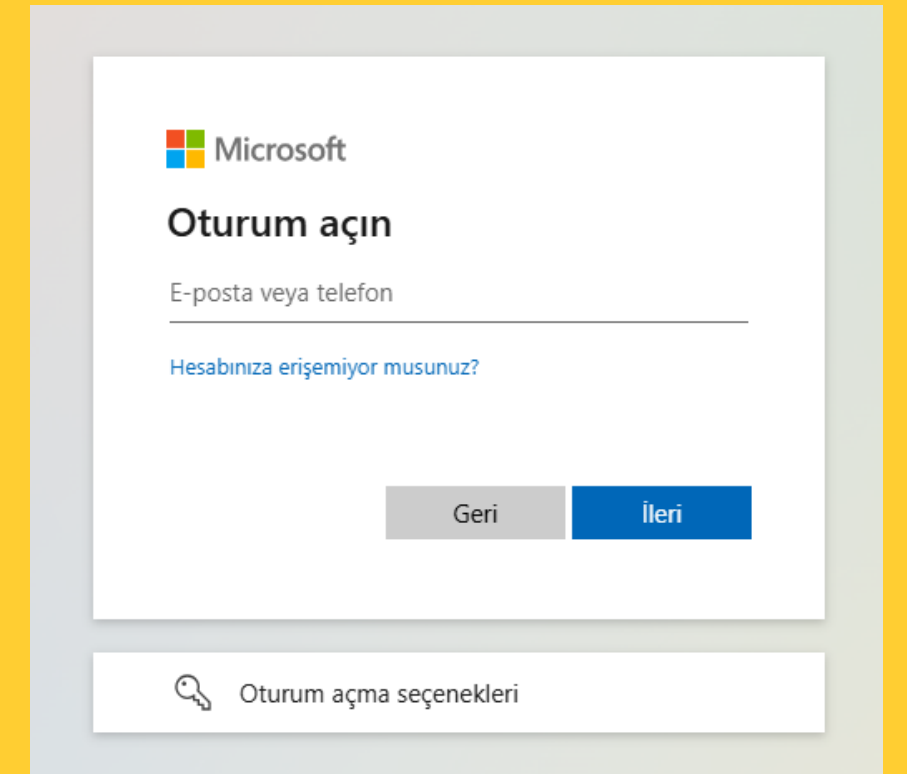
1. Open your browser and go to <https://learn.khas.edu.tr/>.
2. Log in using your university email address (...@**khas.edu.tr**) and Office 365 password.
3. If you don't know or have forgotten your password, you can create/reset it at <https://password.khas.edu.tr/>.

Attention

- If another Office 365 account is already logged in on your computer, you may not be able to access KHAS Learn.
- Make sure to log out of previous sessions or clear your browser history/cookies.

Support

If you experience issues, you can get help by sending an email to learn@khas.edu.tr.



Microsoft

Oturum açın

E-posta veya telefon

[Hesabınıza erişemiyor musunuz?](#)

[Geri](#) [İleri](#)

 Oturum açma seçenekleri

ACCESSING COURSES



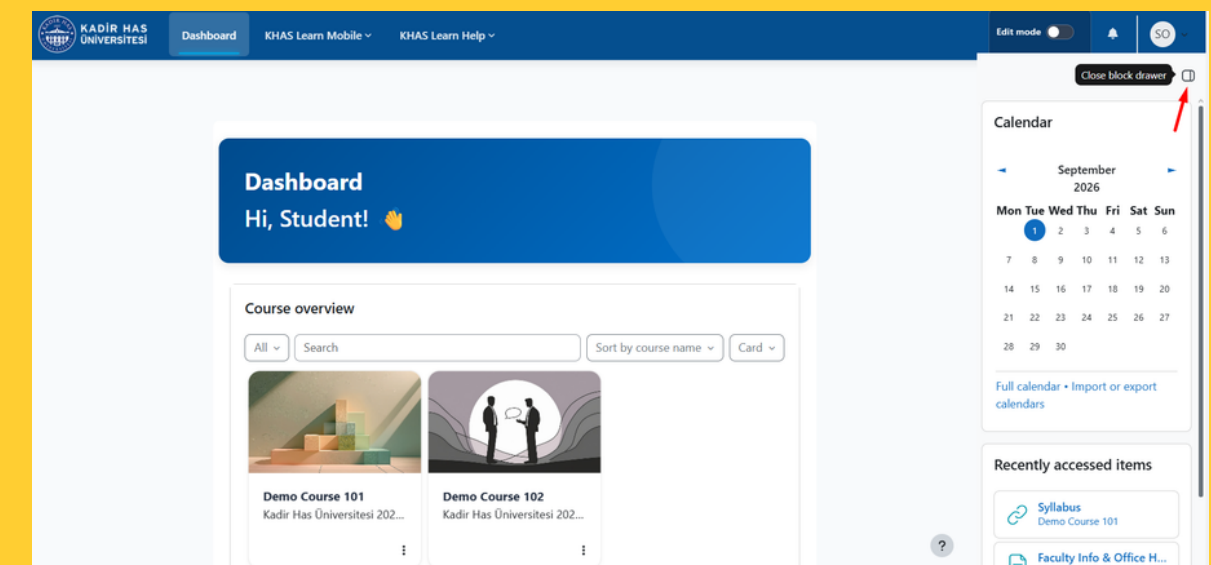
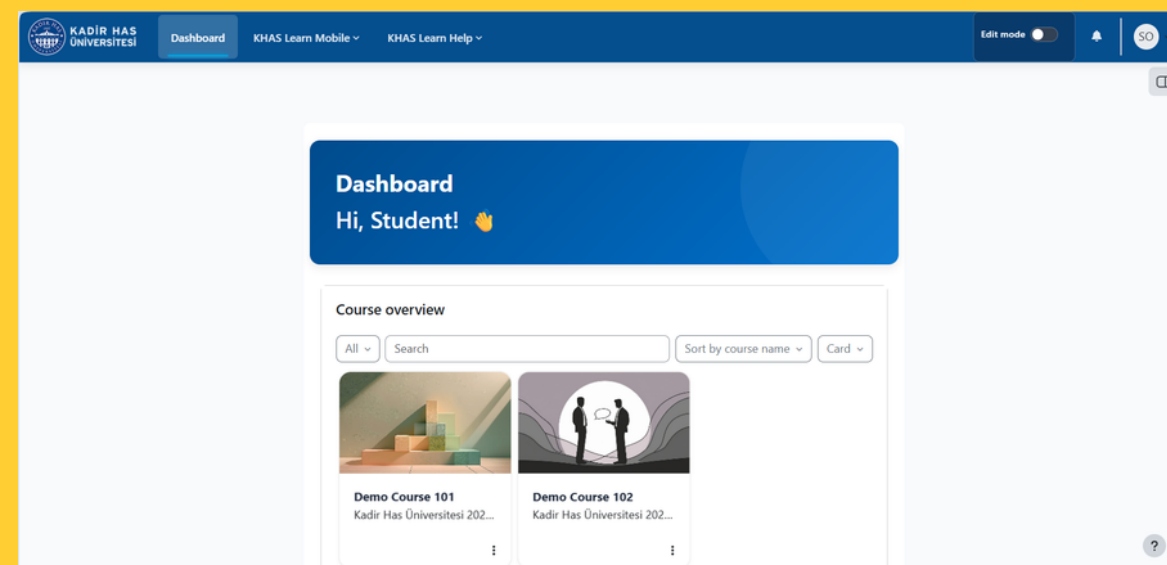
The courses you are assigned to teach on KHAS Learn are automatically synchronized via the SPARKS system. Once official course and instructor assignments are finalized in SPARKS, your courses will appear in your KHAS Learn account.

Steps to Access Your Courses

- Log in to the KHAS Learn home page.
- On the **Dashboard** page that opens upon login, you can view all the courses you instruct in the **Course overview** section.
- In the side panel on the right side of the screen, you can access the **Calendar** and **Recently accessed items** blocks. (If this panel is collapsed, click the **Open block drawer** icon in the top right corner to expand it.)
- Click on your course to enter the course page.

Note

- If your assigned courses do not appear in the system, your instructor assignment in SPARKS may still be pending or unfinalized by your department.
- In this case, please verify your teaching schedule on SPARKS or contact your faculty/department secretary.



FREQUENTLY USED TOOLS IN KHAS LEARN

Announcements

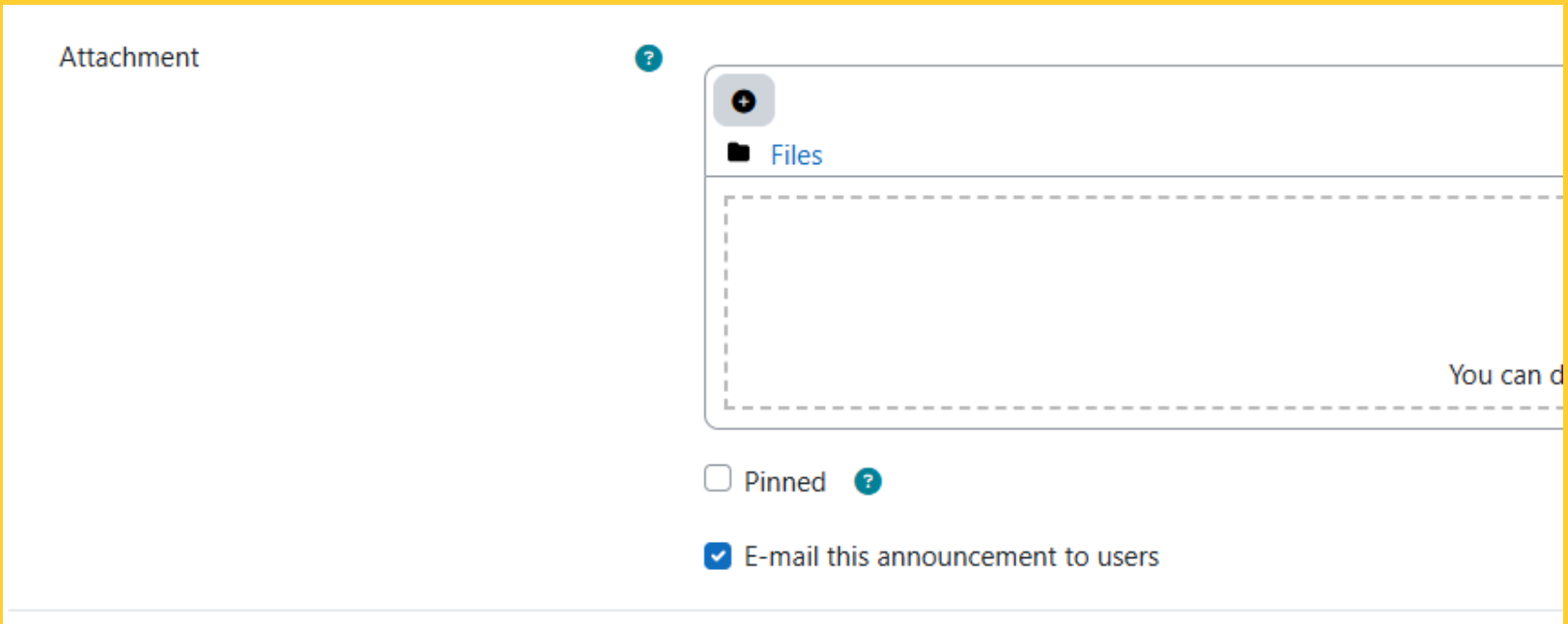
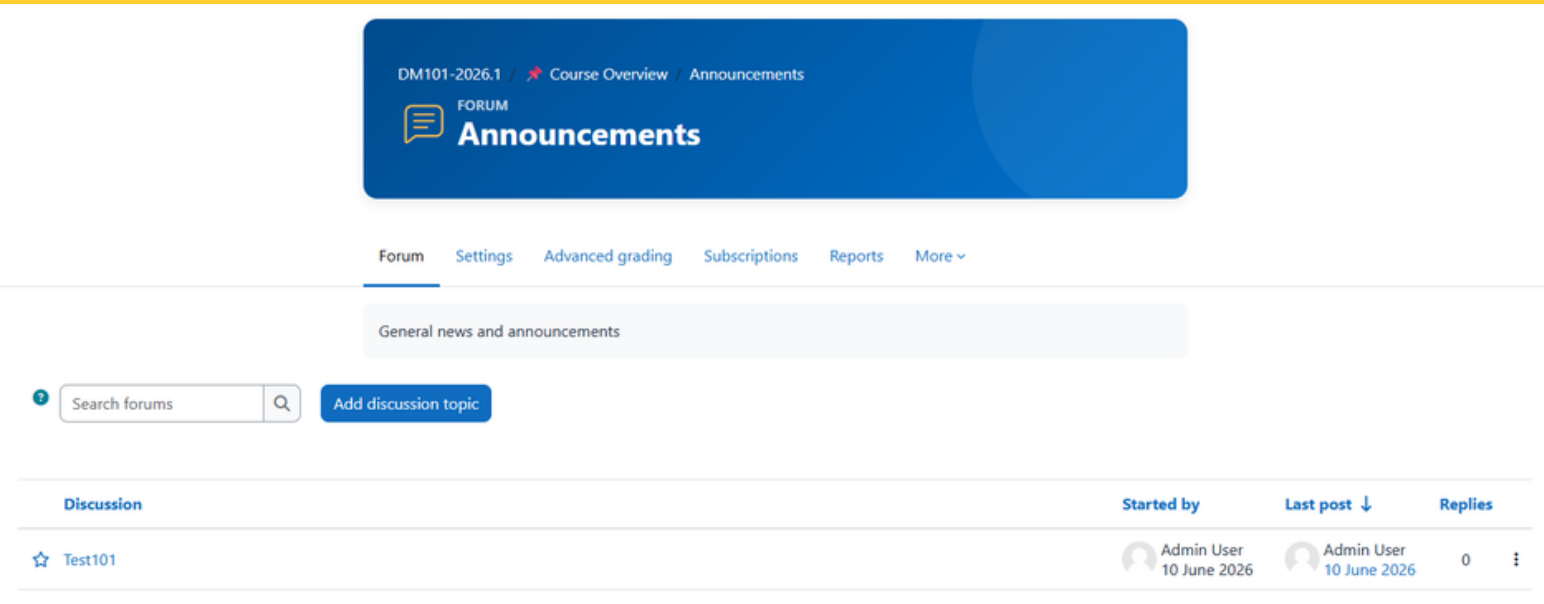
What is it for?

It allows communication with students outside of class hours. Announcements appear on the course page and, if desired, can also be sent via email to all participants.

How to post an announcement?

- In the course, click on the **Announcements** link.
- Select **Add a new topic**.
- Fill in the subject and description fields.
- **Send by email:** At the bottom of the message editor, click **Advanced**. In the expanded options, check the box “**E-mail this announcement to users.**”
- Click the **Post to forum** button.
-

Note: If the “E-mail this announcement to users” option is selected, the announcement will also be instantly sent to all enrolled students via email.



FREQUENTLY USED TOOLS IN KHAS LEARN

Syllabus

What is it for?

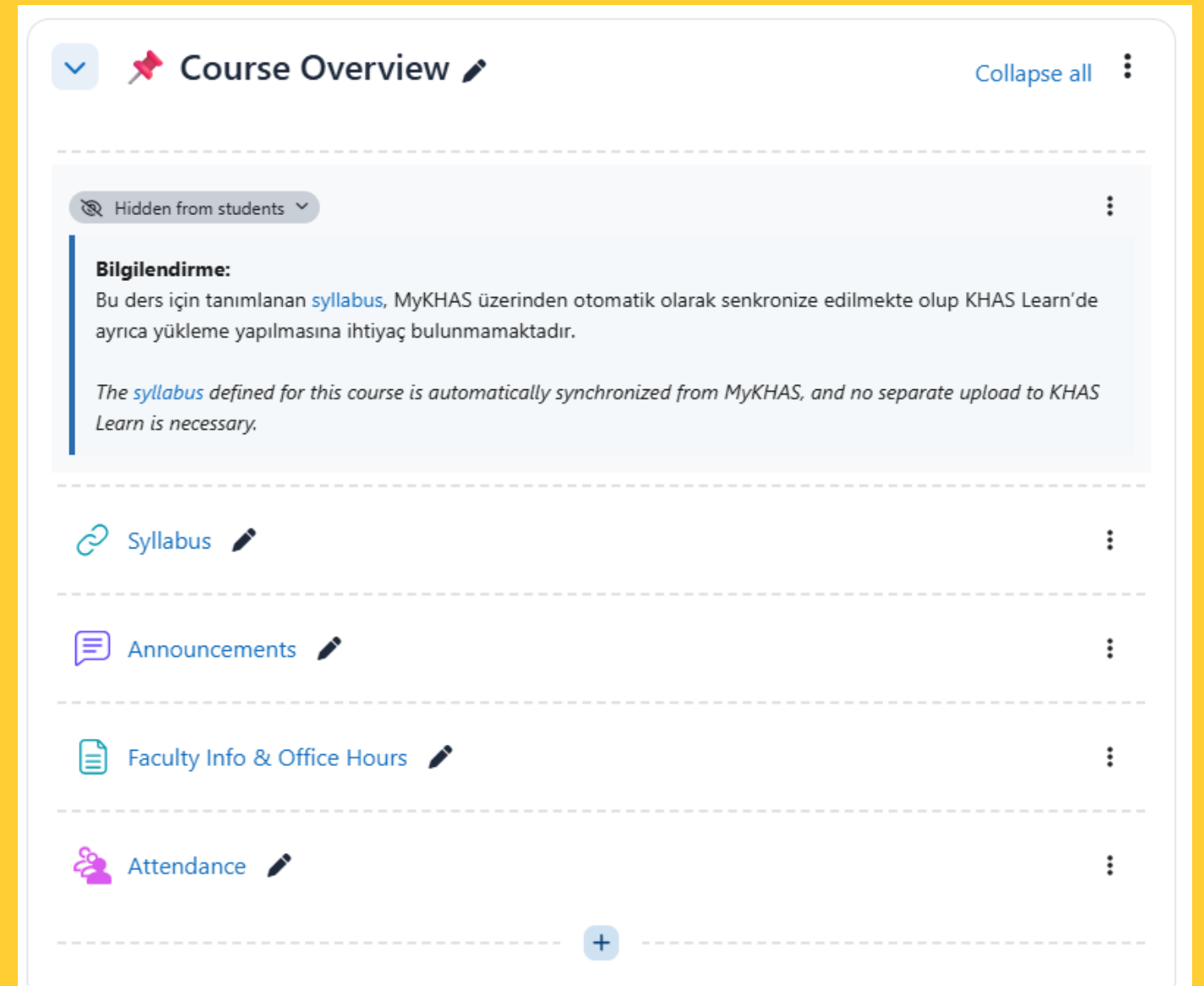
It allows instructors to share the weekly plan, course content, and assessment criteria with students. Students can access the syllabus in the **Course Overview** section of the course page.

How is it added?

- Instructors do not need to upload a separate file to KHAS Learn.
- The syllabus is uploaded through the **MYKHAS system**.
- Once uploaded, it is automatically displayed in the corresponding course page on KHAS Learn.
- Students can access the file directly from the **Course Overview** section.

Advantage:

The syllabus information is updated simultaneously in both **MYKHAS** and **KHAS Learn**. This ensures centralized management and reduces the risk of errors during updates.



FREQUENTLY USED TOOLS IN KHAS LEARN

Faculty Info

What is it for?

It allows students to view the instructor’s contact details in the **Course Overview** section of the course page. Here, students can access the instructor’s name, email address, office information, and office hours.

How to add/edit?

- On the course homepage, click **Turn editing on**.
- Go to the **Course Overview** section.
- Locate the pre-created **Faculty Info (Page)** link.
- Click the **Edit** menu next to it and select **Edit settings**.
- Enter your details (contact information, office hours, etc.) in the form that appears.
- Click **Save and display**.

DM101-2026.1 /  Course Overview / Faculty Info & Office Hours

PAGE

Faculty Info & Office Hours

Page

Settings

More ▾

 Faculty Info

Name:	
Email:	
Office Hours:	
Office Location:	



FREQUENTLY USED TOOLS IN KHAS LEARN

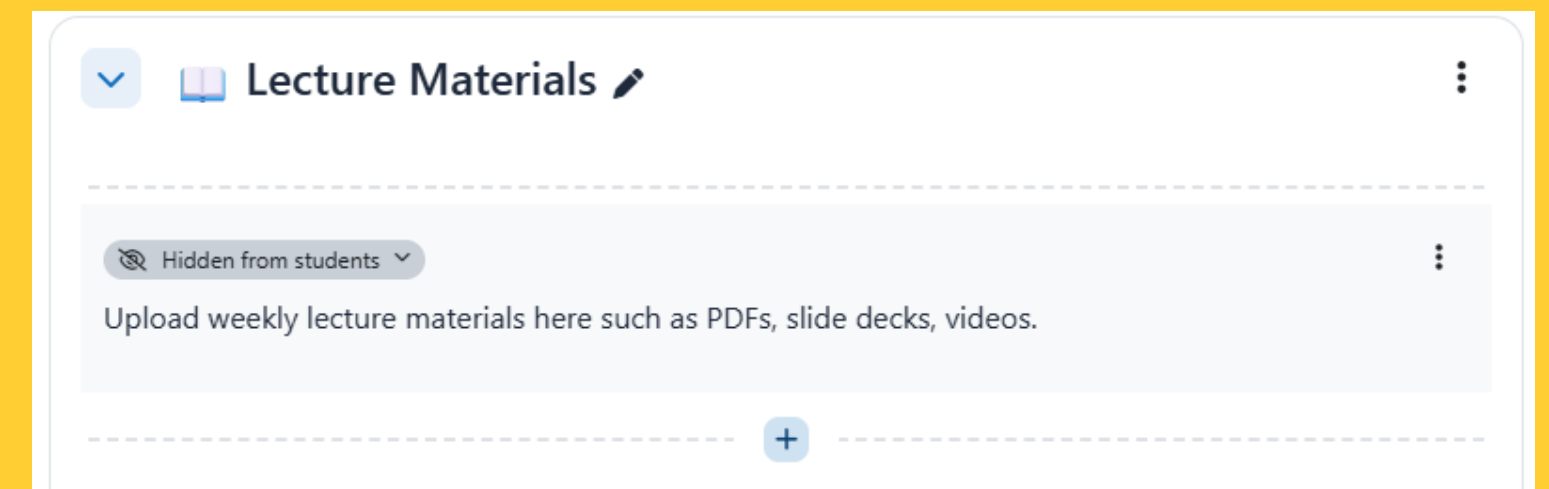
Lecture Materials

What is it for?

It allows instructors to upload course materials (Word/PDF documents, PowerPoint presentations, images, etc.) to be shared with students. Students can access these materials from the **Lecture Materials** section of the course page.

How to add/edit?

- On the course homepage, click **Turn editing on**.
- Go to the **Lecture Materials** area.
- Click **Add an activity or resource**.
- From the menu, select **File**.
- Drag and drop the file (Word, PDF, PPT, etc.) into the upload area, or use **Choose a file** to upload it.
- Click **Save and return to course**.



FREQUENTLY USED TOOLS IN KHAS LEARN

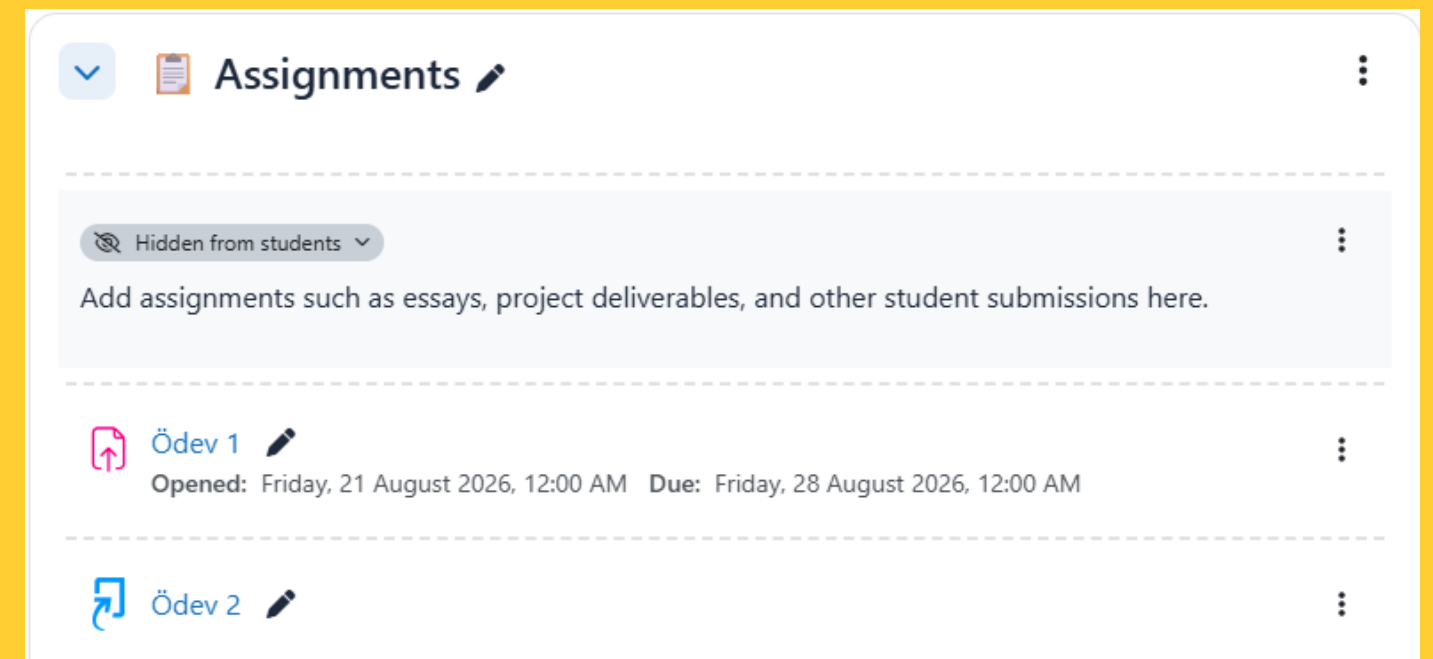
Assignments

What is it for?

It allows students to submit their assignments through the system. Instructors can review the submitted assignments online, provide feedback, and grade them directly.

How to add/edit?

- On the course homepage, click **Turn editing on**.
- In the relevant section, click **Add an activity or resource**.
- From the menu, select **Assignment**.
- In the **General** section, enter the assignment name and description.
- In the **Availability** section, set the start and due dates for the assignment.
- In the **Submission types** area, choose how students will submit their work (file upload, online text, etc.).
- In the **Feedback types** section, decide how you will provide feedback (comments, grades, uploaded files, etc.).
- In the **Grade** section, configure the grading method.
- Once completed, click **Save and return to course**.



FREQUENTLY USED TOOLS IN KHAS LEARN

Quizzes

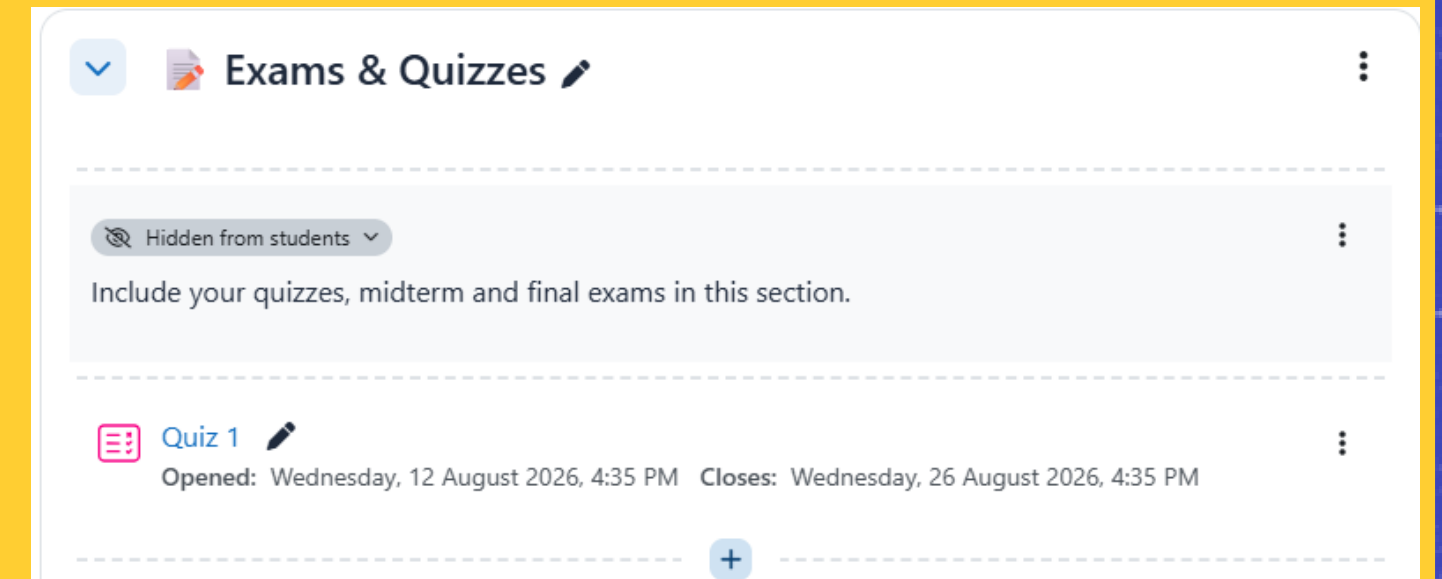
What is it for?

It allows students to take online exams.

Instructors can add different question types such as multiple choice, true/false, short answer, and matching. They can also configure exam timing, number of attempts, and grading methods.

How to add/edit?

- On the course homepage, click **Turn editing on**.
- In the relevant section, click **Add an activity or resource**.
- From the menu, select **Quiz**.
- In the **General** section, enter the quiz name and description.
- In the **Timing** section, set the open/close dates and the time limit.
- In the **Grade** section, choose the grading method (highest grade, average of attempts, etc.).
- In the **Question behavior** section, configure how students will view and attempt the questions (random order, one per page, navigation options, etc.).
- Once the settings are complete, click **Save and return to course**.
- Then, open the quiz and click **Edit quiz** to add your questions.



FREQUENTLY USED TOOLS IN KHAS LEARN

Attendance

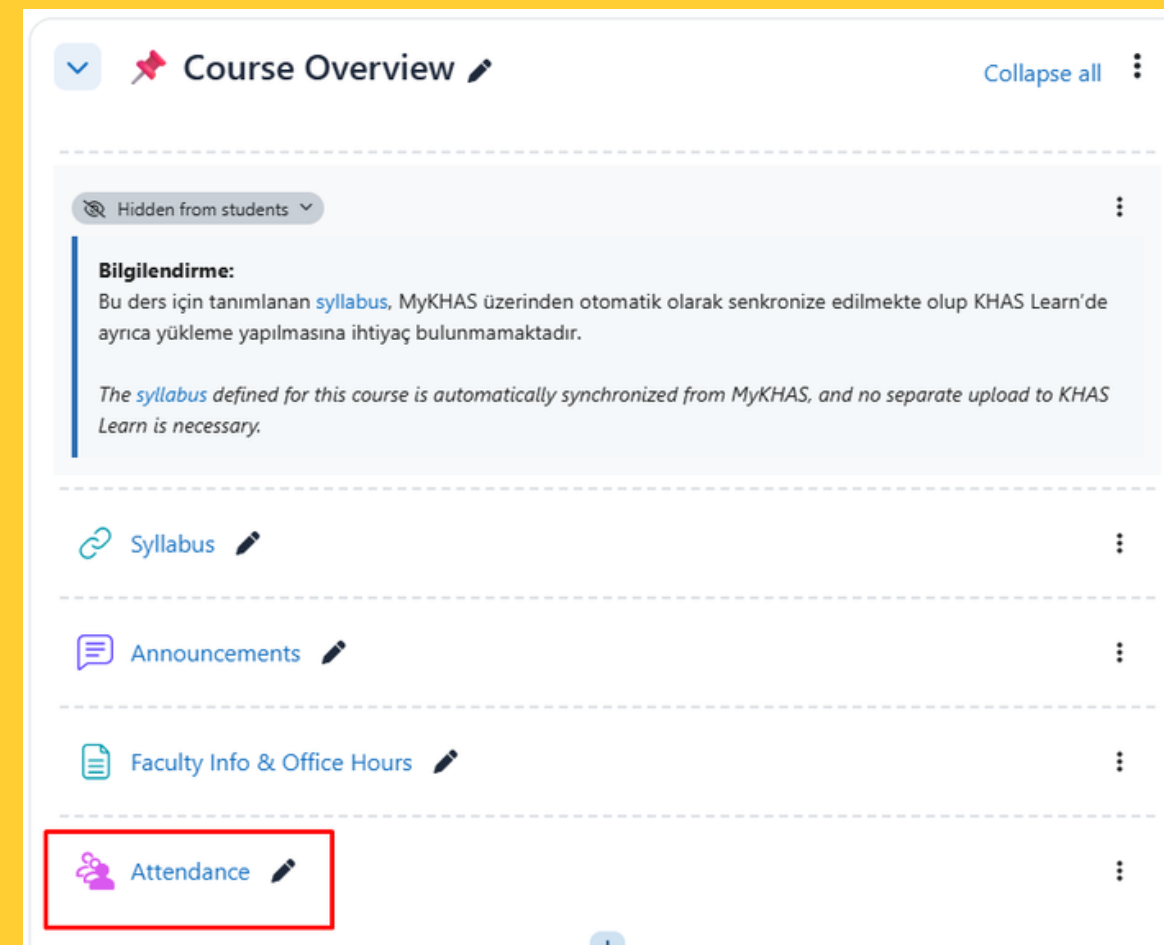
What is it for?

It allows instructors to record student attendance during classes (e.g., Present, Late, Excused, Absent).

Attendance data can be reported within the system and included in end-of-term evaluations.

How to add/edit?

- On the course homepage, click **Turn editing on**.
- In the relevant section, click **Add an activity or resource**.
- From the list, select **Attendance**.
- In the **General** section, give a name to the attendance activity (e.g., “Attendance – Fall 2025”).
- Click **Save and return to course**.
- Go to the newly added attendance activity and click **Add session** from the top menu.
- Enter session details such as date, time, and duration.
- The system automatically includes attendance statuses (Present, Late, Excused, Absent). You can edit these if needed.
- When the class starts, the instructor opens the relevant session and records student attendance.





SUPPORT AND COMMUNICATION

For all questions and technical support related to **KHAS Learn**, you can reach the Support Team through the following channels:

- Assistance is available for **course management, content upload, course design, assignment/quiz settings, and assessment methods.**

Submitting a Support Request via MyKHAS Ticket System

1. Log in to the MyKHAS system.
2. Click on the **Support tab** in the top menu.
3. Press the **New (+)** button in the upper-right corner.
4. In the window that opens, select **Learn Support Request** under the **Center for Excellence in Learning and Teaching** section.
5. Fill in the form and submit your issue/request.

Support via E-mail

For issues related to KHAS Learn, you can directly send an e-mail to the following address:

 learn@khas.edu.tr

Support via Phone

You can also reach the Educational Technologies team by phone:

 **+90 (212) 533 65 32 / Extension: 1210**

 **Yunus Akarsu – Educational Technologies Specialist**

 **Working Hours: Weekdays 08:30 – 17:30**