Content

[Institute Process Flow Diagram 2](#_Toc64981340)

[Your Student E-Mail 2](#_Toc64981341)

Important E-mail Addresses  [2](#_Toc64981342)

[Academic Calendar 2](#_Toc64981343)

[Applications of the University: What are STIX, ALMS and OBS?............................................................. 3](#_Toc64981344)

[OBS 3](#_Toc64981344)

How can I do course registration in OBS?  [3](#_Toc64981346)

[What courses will I choose? 3](#_Toc64981347)

[What should I pay attention to during course registration? 4](#_Toc64981348)

[STIX Platform 4](#_Toc64981349)

[ALMS Platform 5](#_Toc64981350)

[How exams will be done? 6](#_Toc64981351)

If the instructor has scheduled the exam in the LMS:  [6](#_Toc64981352)

[If the instructor has scheduled the exam as an assignment in the LMS: 7](#_Toc64981353)

If the instructor requires the submit of the assignment/exam via STIX: [8](#_Toc64981354)

What happens if I cannot take the exam?  [8](#_Toc64981355)

[Institute announcements 8](#_Toc64981357)

[Forms that might be required during the semester 8](#_Toc64981358)

Problem Situation  [9](#_Toc64981359)

# Institute Process Flow Diagram

Via the link given below, you can find the flow diagram on procedure that you should perform during the education period in the Institute:

<https://cdn.uskudar.edu.tr/uploads/files/2022/10/07/fbe-yl-eng.pdf>

# Your Student E-Mail

You must actively use the e-mail address that the university has assigned for you in order to follow up-to-date announcements and to communicate with faculty members.

For your e-mail address please click the following link: https://portal.office.com

Your e-mail address is name.surname@st.uskudar.edu.tr and your password is **the first letter of your name in capital letters, your ID number and the asterisk symbol (\*)**. For example, for a student whose name is Britney, the password should be **B14807694569\***.

If you cannot use your e-mail address even though you have typed your name and last name, you can learn your e-mail address by clicking the following link: <https://bt.uskudar.edu.tr/en/btmail>

You can click the following link to change your e-mail password: https://teksifre.uskudar.edu.tr

You can click the following link to access e-mail addresses of faculty member: <https://uskudar.edu.tr/fbe/en/academic-staff>

# Important E-mail Addresses

**You can reach the university via the following contact information:** (0216) 400 22 22- info@uskudar.edu.tr

**Assoc. Prof. Mesut KARAHAN** (Vice Director)

*mesut.karahan@uskudar.edu.tr*

**Assoc. Prof. Vildan Enisoğlu Atalay** (Vice Director)

vildan.enisoglu@uskudar.edu.tr

**Assist. Prof. Nuri BİNGÖL** (Vice Director)

*nuri.bingöl@uskudar.edu.tr*

**Hülya DÜNDAR** Institute Secretary

*hulya.dundar@uskudar.edu.tr*

**Department of Student Affairs:** asli.isik@uskudar.edu.tr **-** ogrenciislerigrup@uskudar.edu.tr

**Information Technologies:** If you experience any problems about system you can visit the following website: <https://bt.uskudar.edu.tr/en>

# Academic Calendar

You can Access the Üsküdar University academic calendar via the link given below:

https://uskudar.edu.tr/en/academic-calendar

# Applications of the University: What are STIX, ALMS and OBS?

OBS, STIX and ALMS are three application that you must use.

# OBS

Student Information System (OBS) is a platform where course registration and add/drop processes are made; information on grades and absence is displayed, and you can see course schedule, semester grade-point average and your transcript.

You can access OBS by clicking the following link: <https://obs.uskudar.edu.tr/oibs/ogrenci/login.aspx>

Here **your automation username is your school number**. Your password is **the first letter of your name in capital, your ID number and the asterisk symbol (\*) (A12345678901\*).**

# How can I do course registration in OBS?

Please click “Ders Kayıt (Course Registration)” button from the tab called “Ders ve Dönem İşlemleri (Course and Semester Procedures)” in OBS.

Please press the green plus button on the left side of the courses and select the course from the screen that opens. This process must be done for all courses to be taken.



After you selected all your courses, please click “Kontrol Et (Check)” button.



After you control, please click “Kesinleştir (Confirm)” button.

After checking, you confirm your course selection by clicking Confirm. By doing this, you are sending it directly to your advisor for approval. You do not need to send an e-mail to your advisor again. Your course registration is completed when your advisor approves your courses

# What courses will I choose?

You can learn your courses by checking the curriculum of your program that you are registered in by clicking the following link: <https://uskudar.edu.tr/fbe/en/programs>

# What should I pay attention to during course registration?

During course registration, you must pay attention to the weekday or weekend statement next to the courses. There is no mixed course selection. Please choose your courses from either the weekend group or the weekday group. If you choose a mixed course, your courses will not be approved by your advisor.

Please take only the courses you need to take in the curriculum during the semester. If you take extra courses, your courses will not be approved by your advisor

# STIX Platform

STIX is the platform where announcements are made in all postgraduate programs; where you can communicate with your instructors, and where notes of courses are shared.

You can access STIX by clicking the following link <https://stix.uskudar.edu.tr/login> . You must log in with your e-mail address and e-mail password.

In order to use STIX, you must complete your course registration via OBS. After completing your course registration, the courses you take are defined to STIX. You can see the courses you have taken when you click on the courses tab.



Academicians can share course-related materials, presentations, enriching readings and suggestions in the courses tab on STIX. Moreover, they can use this platform to make announcements about exams or any other announcements. For this reason, you should actively follow the courses tab on your STIX.

You can also send a message to academicians at STIX and instructors can send you a message, as well. For this reason, you should actively check your STIX mailbox.



# ALMS Platform

You can access the LMS system by clicking the link <https://lms.uskudar.edu.tr/> . You can log into the system with your OBS username (your student number) and password.

On the username main page; top menu, left menu, “My Surveys”, “My upcoming activities”, “My deadlines”, “My courses”, “Announcements” and “What's going on” sections.

In order to use the LMS, you must complete your course registration via OBS. After completing your course registration, the courses you take are defined to STIX. You can see the courses you have taken when you click on the courses tab.

When you log into the LMS, you can see the live class planning for your lessons, along with the details on course names, day and start time details under the "My Coming Soon Activities" title on the login screen.

Access your lesson list from the "My Courses" menu in LMS and select the lesson in which the live lesson will start. Live lessons that have started will appear as "Started". When you click on it, you can log into your live lessons.

After entering the class, the instructor cannot hear the students unless the student's microphone is activated. During the live lesson, our students see the participants in the "Participants" section on the right side of the screen and can ask their questions about the lesson from the "Chat" area.

The taught lesson is automatically recorded at the end of the lesson and you can watch it again whenever you want.

# How exams will be done?

Exams can be done as homework or online exams by informing the students how the exam will be done beforehand by the academician who gives the course. Online exam questions can also be given in the form of multiple choice or open-ended exam questions.

# If the instructor has scheduled the exam in the LMS:

Firstly, please do not take the exam on a mobile device to avoid any interruptions during the online exam. Enter the exam via computer and GOOGLE CHROME browser.

Exams must be entered from **the RED enter the exam button on the LMS main page**. Clearing the cookies from the GOOGLE CHROME browser just before starting the exam with the clear history option will make it easier to enter the exam and the LMS system (if the LMS system cannot be logged in, the cookies should be cleared and the login should be tried again).



When you log in, your defined exams are in the 'Active Exam List' section and your completed exams are in the 'Completed Exams' section. In order to be able to enter the exam, you must wait for the exam time defined by the instructor to arrive.

In the exams, you are greeted with the exam start message of the instructor. After you confirm this message, your exam and exam duration will begin.



Your timer starts as soon as the exam starts. On the exam screen: you can see how many questions you have, which of them you answered, which ones you left blank, which of your answers on the questions could not be recorded.

**In the background of each student's question area, there is a hologram where the student number is written. Therefore, students who try to cheat and take pictures of the questions during the exam can be detected.**

When you complete the exam, you will see the instructor's end-of-exam message. If the faculty member wishes, they can also publish your notes on LMS before OBS.



# If the instructor has scheduled the exam as an assignment in the LMS:

The only activity with a deadline is homework. If you exceed the time, you will not be able to upload your assignment. By clicking İndir (Download) button, you can download the homework file uploaded by the instructor to your device. You can send the homework file you have prepared to the instructor with the Ödevi Yükle (Upload Homework) button. In Yükleme Hakkı (Upload Right) section, you can see how many times you have the right to upload files for this assignment. Usually 1 upload right is defined. For this reason, please upload your file after you make sure your homework is finalized.



# If the instructor requires the submit of assignment/exam via STIX:

In STIX, please go to the homework announcement defined by the instructor in the courses tab. The only activity with a deadline is homework. If you exceed the deadline, you will not be able to upload your assignment. By clicking İndir (Download) button, you can download the homework file uploaded by the instructor to your device. You can send the homework file you have prepared to the instructor with the Ödevi Yükle (Upload Homework) button. In Yükleme Hakkı (Upload Right) section, you can see how many times you have the right to upload files for this assignment. Usually 1 upload right is defined. For this reason, please upload your file after you make sure your homework is finalized.

# What happens if I cannot take the exam?

For students who cannot take the exam for reasonable reasons or who have technical problems during the exam, a "Make-up Exam" will be held with the decision of the Board of Directors of the relevant academic unit within the framework of the current legislation. If you experience a problem, please send an e-mail to the lecturer from your Üsküdar e-mail address explaining the situation.

# Institute Notifications

Announcements by the Institute are sent to your student e-mail address or the website https://uskudar.edu.tr/fen-bilimleri-enstitusu/. Please check these areas frequently.

In addition, faculty members or department heads often reach you via STIX via message or announcement.

# Forms that might be required during the semester

You can find various forms that may be required throughout the semester on the page via the following link <https://uskudar.edu.tr/fbe/formlar> , and you can download them from this page when it is necessary.

# Problem Situation

In case that a problem occurs, please firstly ask the instructor of the course, then please ask for help from the head of the department or the secretariat of the institute via e-mail depending on the subject. If the problem cannot be resolved, you can reach the institute director and assistant directors via e-mail.