



İZMİR EKONOMİ ÜNİVERSİTESİ

BUSINESS SCHOOL



WE EQUIP OUR STUDENTS WITH FUTURE SKILLS!

Recent political, demographic, technological and ecological changes will result in major disruptions to labor markets creating new jobs and transforming how and where people do their jobs. This will change the necessary skill sets which means that we need to pay more attention to life-long learning, re-skilling and up-skilling more than ever before.

We adopted an education philosophy to equip students with these future skills. We believe that the future of work requires people who are sensitive to the complex, ever-changing needs of human beings, societies and the planet and who are able to develop innovative solutions to these needs. Our varied and flexible curriculum which offers electives from astronomy to innovation, from popular culture to ecology and planetary thinking promotes a vibrant inter-disciplinary education supporting critical, ethical and creative thinking.

We believe in the value of asking questions as well providing answers. We think that application matters as much ideas. For that reason, we extensively use experiential learning methods, simulations, cases and applied projects in our teaching. By providing opportunities for productive and effective internships, our students gain work experience before graduating. With wide range of double major and minor degree opportunities and cross-faculty electives we equip our students with the skills to study work phenomena from different disciplinary angles and make creative connections.

We are dedicated to scholarly excellence. Our faculty is exceedingly productive in terms of research, they publish their work in highly reputable international academic journals and present their work at prestigious academic conferences. In addition to creating knowledge research which contributes to the development of science, our faculty is very active in transferring this knowledge to private and public enterprises and NGOs through applied projects.

We are very proud to contribute to the development academic, business and social life with our undergraduate and graduate programs, life-long learning activities and

research projects since the establishment of our university. We invite you to be part of this development.

Prof. Dr. Burcu GUNERI CANGARLI

Dean, Business Faculty

ABOUT BUSINESS FACULTY

Since the establishment of IUE, Business Faculty creates impact through three key activities:

- Providing student and practice-oriented education that prepares today's students for tomorrow's business and social challenges,
- Partnering with the businesses and NGOs to contribute their effective functioning and address social issues,
- Producing and disseminating sound research in the academic platforms.

We have 6 undergraduate programs;

- Economics,
- Business Administration,
- Logistics Management,
- Political Science and International Relations,
- Accounting and Auditing,
- International Trade and Finance.

The medium of instruction is English. We encourage our students to have intercultural education and internship experience through Erasmus partnerships and double-degree agreements. Different methods for applied learning such as projects, simulations and internships are at the heart of our curriculums.

In Graduate School, we also offer masters and Ph.D. programs such as Executive MBA, MBA, Financial Economics, Logistics Management, Political Science and International Relations and Sustainable Energy (<https://lisansustu.ieu.edu.tr/en>).

All of our activities are designed and aligned according to our vision of “creating future leaders for Turkey and the world, to offer better lives for people”.

LANGUAGE

The language of instruction at Izmir University of Economics is **English**. All lectures, presentations, discussions and questions **MUST** be conducted in English. Any lectures, questions and/or presentations in other languages are **NOT** accepted.

ETHICAL BEHAVIOR

All academic and administrative personnel working at the University and everyone benefitting from the services procured are subject to the respective rules and procedures stated in the Ethics Committee Regulation and Ethics Committee Codes of Practice.

Please read <https://www.ieu.edu.tr/en/bylaws/type/all>

ACADEMIC CALENDAR

can be found at <https://www.ieu.edu.tr/en/akademik-takvim>

COMMUNICATION

The key to all of the above is communication. You are advised to constantly stay in touch with your Department Head in the event that **ANYTHING** unusual or inappropriate occurs. This may include, but is not limited to, cancellation of a class due to an emergency, a majority of the students in a class failing entirely, cheating/copying on a large scale, improper student behavior towards an instructor, etc. it is by sharing such problems with the administration that the situation can be handled most effectively and correctly.

SMART CAMPUS

OASIS

The university Internet portal to administering your classes is called OASIS (an abbreviation for "Organizational and Administrative Student Information System"), which can be accessed at <https://oasis.izmirekonomi.edu.tr/login>.

After logging in with your ID number and password, you can check your teaching schedules, print out attendance sheets, and submit grades. You may keep your grades in Excel or blackboard and then upload to OASIS at the end of the semester or enter your grades in the OASIS throughout the semester.

Please note that after entering final letter grades into the OASIS system at the end of the semester, instructors must then print out two copies of each, sign, and submit these to Dean's office. For the courses with coordinators, each instructor needs to sign copies of the print out.

Also on the OASIS system, instructors can find information about ANY student in the university (not just their students in each class) and send e-mails to them. OASIS also makes it possible to send bulk mails to all students enrolled in your classes. It is advisable to use OASIS to contact students rather than their personal Hotmail, Gmail or Yahoo accounts.

BLACKBOARD LEARN

Blackboard Learn is an internet-based learning management system designed to enhance and enrich instructional activities by enabling instructors to manage and create their course materials, assignments and exams.

In addition, instructors can easily communicate with their students online and manage class discussions and collaborative projects using blogs, discussion boards and forums which are available on Blackboard Learn. Students will be able to access all of these features any time of the day via any medium with Internet connection.

Blackboard Learn facilitates student learning and enhances their engagement with the course material. It is used institutionally to supplement face-to-face courses, and/or to provide any course content for distance education courses.

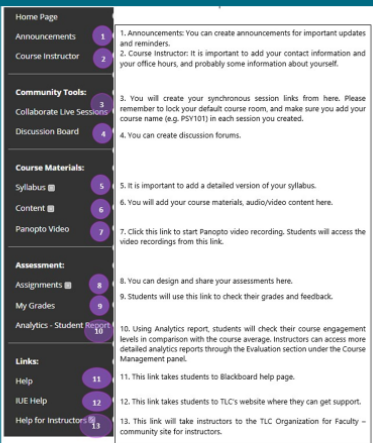
Faculty members are required to set their respective Blackboard pages by logging into the system via <https://ieu.blackboard.com/ultra>. Your Blackboard credentials are by default the same with your OASIS User Code and Password. Some sections of your Blackboard course may require standardization, such as your syllabi, or when the course is offered multi section, so please contact your department head, and course coordinator (if applicable).

At the beginning of each semester courses that **have been structured** on OASIS and have their instructors assigned become accessible on Blackboard Learn, and instructors can start building their course content on Blackboard Learn. There are some start up tips for course creating in Blackboard Learn which are represented as follows;

BLACKBOARD COURSE SHELLS / COURSE CREATION

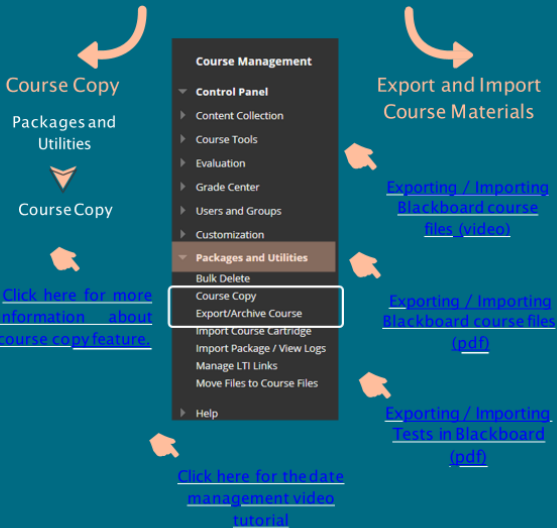
1 Building a New Course

- Go to the "Courses" tab on the left panel on the Blackboard page and click the link of your course to access your course main page.



- Organize your instructional materials into folders by chapter, week, concept, etc., and add them under the "Content" area of the course.
- Prepare a detailed syllabus and upload it.
- Post a [welcome announcement](#). You can share the main aims of your course in that announcement

2 Using content from your previous course



Course Management

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities**
 - Bulk Delete
 - Course Copy
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links
 - Move Files to Course Files
- Help

Export and Import Course Materials

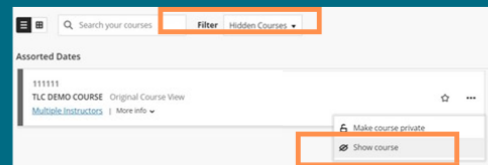
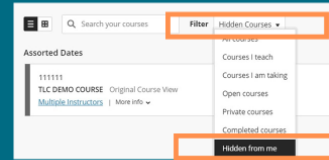
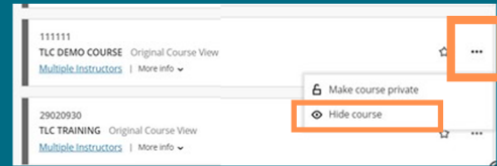
- [Reporting / Importing Blackboard course files \(video\)](#)
- [Exporting / Importing Blackboard course files \(pdf\)](#)
- [Exporting / Importing Tests in Blackboard \(pdf\)](#)

[Click here for more information about course copy feature.](#)

[Click here for the data management video tutorial](#)

CLEANING UP AND PERSONALIZING YOUR COURSE LIST

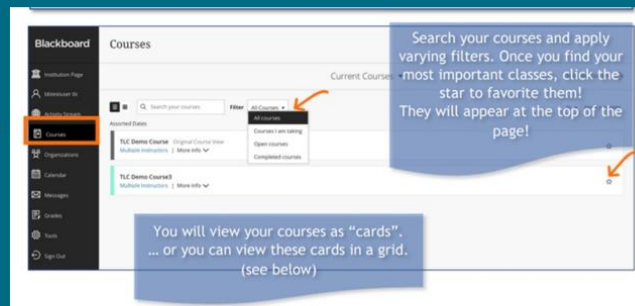
- Please note that the **previous semesters'** courses have not been deleted yet. They are accessible for the instructors only. Therefore, you may wish to hide your courses opened in the previous term.
- To hide a course(s): Click on the "three dots" icon next to the name of your course and then click on the "Hide Course" option.
- To unhide or show a course(s): You can make the hidden lessons visible again by clicking the "Hidden From Me" option in the "Filter" section. If you want your course to be on the list again, click the three dots icon next to your course and click the "Show Course" option.



CLEANING UP AND PERSONALIZING YOUR COURSE LIST

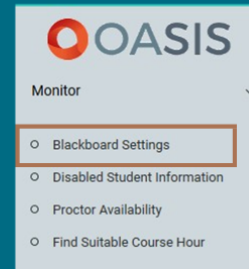
To reorder the course list and organize as favorite:

[For detailed information using the interface of the Blackboard system, please click here.](#)




COMBINING MULTIPLE SECTIONS OF THE SAME MASTER COURSE

- Instructors teaching multiple sections may want to combine their sections into one **master course**. Instructors may also request a **teaching assistant** be added to their Blackboard Learn course.
- For your requests for master courses and/or Teaching Assistant(s)' access to your course, login to **OASIS** and complete the request form available on Blackboard settings menu.
- After submitting a request for a master course and selecting which additional course sections to combine, the courses will appear in the list of My Courses in Blackboard Learn. Student rosters from the **OASIS** database will be automatically populated into the section that you selected to be the master section from all sections being consolidated. Both the master and related sections will appear in your course list. You only need to add new content to the **master section**. You do **not** need to do anything with the related sections.
- While it is possible to reverse a master course relationship and therefore undo the combination of multiple sections in Blackboard Learn, **it is highly recommended NOT to reverse a master course relationship** after the semester has started and students have been using it. If it is necessary to do so for some reason, you should consider downloading the Grade Center and an archive of the course first. Whatever student records (discussion posts, assignments, tests, grades) are in the master course will NOT be moved to the related section(s) when the relationship is removed.




RECORDING CLASS VIDEOS WITH PANOPTO

- **Reminder:** Before recording your classes, please make sure the correct folder name is selected. If not, the students enrolled in that course will not be able to access the recording. Also, if you record and upload your video recordings in a shared folder such as Exam Recordings, your class video will be accessible to everyone except your students.

[For detailed information about Panopto recordings in classes, please click here.](#) 

[Click here for the Panopto Offline Recording video for distance education classes.](#) 

[If you need to move a misplaced video recording to the correct folder, please click here.](#) 

REMINDERS

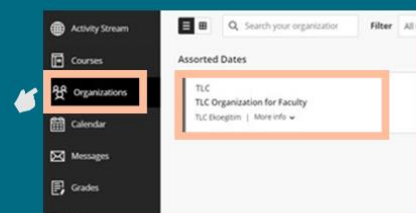
- ✓ **Student email addresses** come from OASIS into Blackboard Learn, so you may want to remind your students that Blackboard Learn system uses students' **IUE webmail accounts**, so they must check their IUE webmail accounts frequently to receive notifications about their Blackboard Learn courses.
- ✓ **Blackboard Analytics** provides reports for instructors to view within each course. Using the reports, instructors can review student accesses, interactions, and submissions within the course and identify at-risk students based upon their interactions, grades, and time spent in course. For more information about how to access Blackboard Analytics Integrated Reports, please visit [TLC Organization for Faculty](#) on Blackboard.
- ✓ **First session success:** It will be useful to introduce the students to Blackboard Learn in the first week of semester. In addition, you may have them use the discussion tool to introduce themselves, respond to other students.
- ✓ **Blackboard Mobile App:** You can also install the Blackboard mobile application.



Where to find Blackboard resources

<https://www.ieu.edu.tr/tlc/en/akademisyenler-icin-akilli-kampus-deslek>

[Teaching and Learning Center's Blackboard Organization \(community site\) for instructors](#)



Support Contact Information



ieutlc



Teaching and Learning Center - IUE



ieu_tlc



tlc@ieu.edu.tr



<https://www.ieu.edu.tr/tlc/en>



488 82 25 / 488 83 48

The leaflet in the visual below will also guide you to manage your Blackboard Learn courses.

REMINDERS

Please name your Collaborate synchronous sessions as in the examples below.

Course code, Section, Day, Time period

SE115-5 Wednesday (17.00-18.00) MMIR107-1 Cuma (11.00-12.00)
MATH153-1 Monday (15.00-16.00) TRH101-3 Perşembe (13.00-14.00)
Please also remember to **LOCK** the default course room on Collaborate scheduling page.

2

Blackboard Collaborate works best with **Chrome** and **Firefox**. Make sure you have the latest versions of both of these two browsers on your computer.

3

Before you start your Collaborate live sessions, restart your **modem** and **computer** for a more efficient experience.

4

Encourage **active participation** during live sessions. You can visit Module 6 of the "**Etkili Öğretim**" course page for some tools you can use in your sessions. You can also watch **previous training session recordings** on the "organization" page on Blackboard.

5

You can also encourage students to become active learners using **asynchronous discussion forums** on Blackboard.

6

It is very important **not** to delete the content, especially assignments and assessments that you have created on your Blackboard Learn page. If you want your students to see a particular content for some time, you can use the "Make unavailable" setting option, or you can restrict access time with the "Display date" feature.

7

The Panopto videos you recorded on your own personal computer are saved in the computer's hard disk. So remember to delete the "uploaded recordings" to **save space** on your computer (delete local).

8

In Blackboard, arrange course materials logically and clearly and in folders, so that students will be able to access them easily.

9

Please remind your students to check their **university email accounts** frequently; all the academic **announcements and Blackboard notifications**, such as deadlines, submissions, etc. are sent to the university email addresses.

10

Best wishes for the new academic year!



TEACHING
LEARNING
CENTER

To learn more about Blackboard Learn and other Smart Campus facilities please visit Teaching & Learning Center at <https://www.ieu.edu.tr/tlc/en>.

BLACKBOARD COLLOBORATE

In this semester, synchronous sessions will be done via Collaborate Ultra which is a high-quality, browser-based web conferencing solution that makes distance teaching and learning simpler.

Requirements:

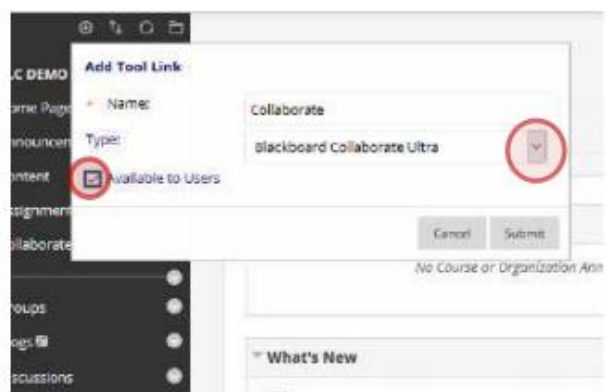
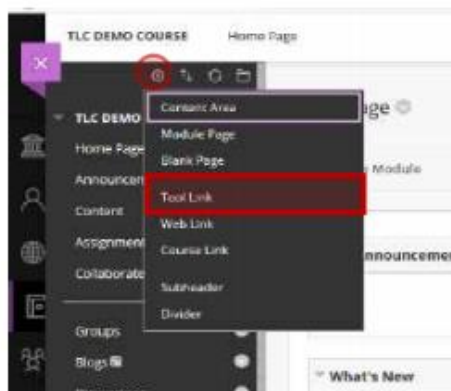
To join a Collaborate session you will need the following:

- Internet Access (broadband connection highly recommended)
- Soundcard with microphone and headphones (A headset with microphone/headphones is recommended)
- Webcam (optional)

Collaborate Ultra works best in Google Chrome; Firefox and Safari are also compatible.

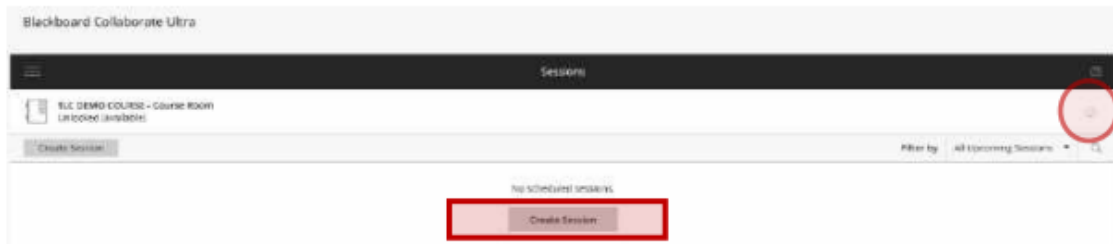
GETTING STARTED

1. Locate the Plus sign (+) at the top-left corner of the Course Menu on Blackboard Learn and hover your mouse over it. Once you do, you will see the menu as shown in the picture below.
2. Click on **Tool Link**. Enter **Collaborate** in the space provided for "name".
3. Select **Blackboard Collaborate Ultra** from the dropdown menu in the "type" area.
4. To make this new content area available to users, check the "**Available to Users**" box.
5. Click "**Submit**". After you submit, a link to Collaborate appears on the course menu.



CREATING SESSIONS

Click on the Collaborate link you have added in the course menu. **Lock** the default course room so that students will not wait for the session in an empty room. You will create sessions by clicking on the **"Create Session"** button.



A panel will open on the right where you can configure session settings. First, **input a name for that session.**

IMPORTANT: Please name your Collaborate sessions as in the examples below:

Course code, Section, Day, Time period

- ENG310-5 Wednesday (17.00-18.00)
- VCD207-1 Monday (15.00-16.00)
- AE302-1 Thursday (09.00-11.00)
- MATH154-3 Friday (13.00-15.00)

If you wish, you can add the theme of the session in the end. For instance;

FFD102 Monday (15.00-16.00) **Group5**

GEIN304-2 Thursday (09.00-11.00) **Fundamentals of Business Modelling**

PRA206-1 Monday (15.00-16.00) **Feedback session**

TGT106-1 Salı (17.00-18.00) **Solunum sistemleri**

A. Event Details

1. Select a **start/end date/time** for the session.
2. Please **avoid** selecting No End (Open Session). You may select Repeat Session if you would like to create multiple weekly sessions at once, rather than create them individually. However, make sure the day/time of the session does not change in the following weeks. **It is recommended that you create a separate session link for each session every week.**
3. **Early Entry:** This allows users to enter the session in advance of the start time. This is a good practice as it allows users to get their microphone and webcam properly set up.
4. **Description:** This is optional. You may enter a description of the session that will appear in Blackboard for students.

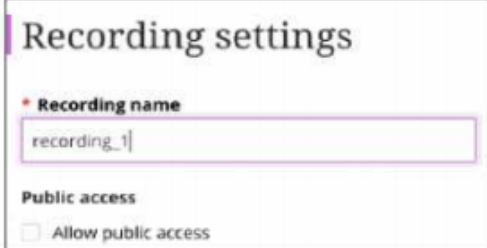
5. Optionally, you can invite guests to your session. Click on the Guest access checkbox and a Guest role option will appear. You can specify participant, presenter, moderator roles for guests. For more information about these roles, please see Session Settings section below. To get the guest link, save the session first by clicking on the **Create** button. Click the Copy button. Then press Ctrl + C to copy the guest link to your clipboard. You can paste this link onto a message or an email and send it to your guests.

All newly created Collaborate sessions are secure by default. The *Guest Access* check box is clear when a new session is being created.

The check box must be selected to allow guest access.

Secure Recording Links

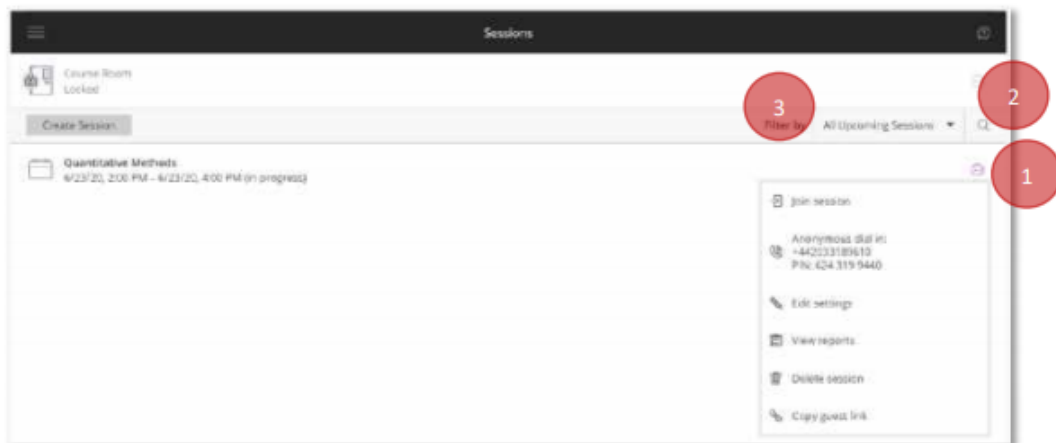
Collaborate recordings can be accessed by anyone who has the link to the recording. This public access to recordings is now off by default for new sessions. Only session owners and students enrolled in the course can see the recording. Any links shared to the recording will no longer work when the recording is secure. When public access is off, the recording is secure.



The 'Recording settings' dialog box contains a 'Recording name' field with the text 'recording_1' and a 'Public access' section with an unchecked checkbox labeled 'Allow public access'.

Instructors can choose to allow public access in the Recording Settings. When the *Public access* check box is selected, a shareable link to the recording is available. Anybody with the link can view the recording while public access is allowed. If the instructor clears the *Public access* check box later, the sharable link stops working.

EDITING SESSIONS



- 1. Session Options:** Locate the session you wish to edit or delete and click the **menu button** to the right of the session.
 - Select **Edit settings** to edit the session information.
 - Select **Delete session** to delete the session. A dialog box will then pop up asking you if you want to confirm deleting the session.
 - Select **View reports** to view session attendance reports. For more information, see the [Attendance Reports](#) section of this document.
 - Select **Copy guest link** to copy the session link and share it with other participants or to create a link in the content area.
- 2. Search Sessions:** Select Search to filter the meeting list. Type a specific session name or date.
- 3. Show Sessions:** Select to view upcoming, previous, or in range sessions.

NOTE: By default, every Blackboard course has a **Course Room** that is enabled. **Lock** the default course room so that students will not wait for the session in an empty room.

1. Click the **"Course Room Options"** button on the right side of your screen.
2. Select **"Lock Course Room"**.

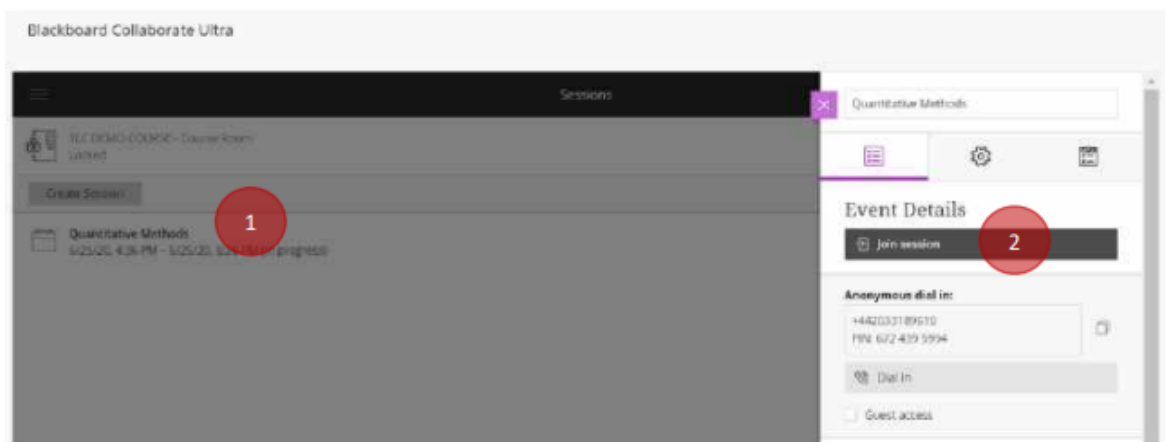


ENTERING A SESSION

1. After you've created your session, click the **link** you created for it in order to access the session.
2. The Event Details tab of the session will pop up on the right hand side of the screen where you will see the Join session button. Click on this button to join the session.

ENTERING A SESSION

1. After you've created your session, click the **link** you created for it in order to access the session.
2. The Event Details tab of the session will pop up on the right hand side of the screen where you will see the Join session button. Click on this button to join the session.

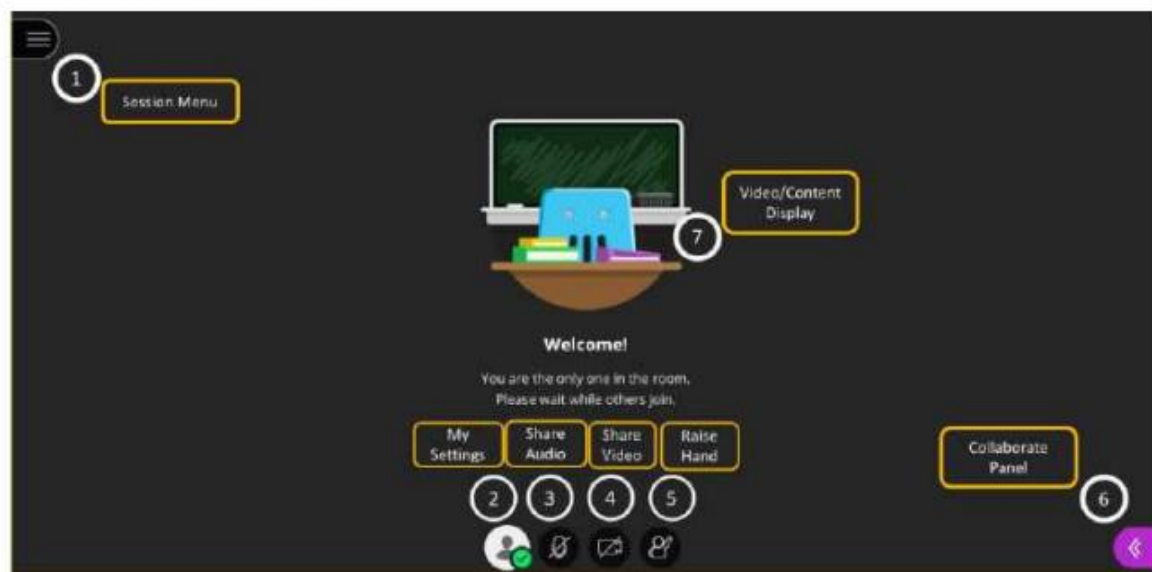


The session will open and begin loading. You may be prompted to allow the browser to use your **webcam** and **microphone**. Be sure to click **Allow** or **Yes** to these prompts from Collaborate.

Next, you'll complete an Audio Test and Video Test to ensure your microphone and webcam are working. For each, if the component is working, click **"Yes-it's working"**.

You will then be in your Collaborate session. Other participants can join by clicking the link in the Collaborate Ultra area of your course.


MODERATOR'S MAIN SCREEN



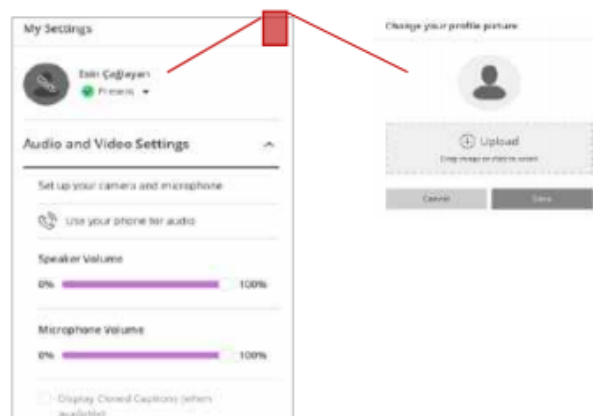
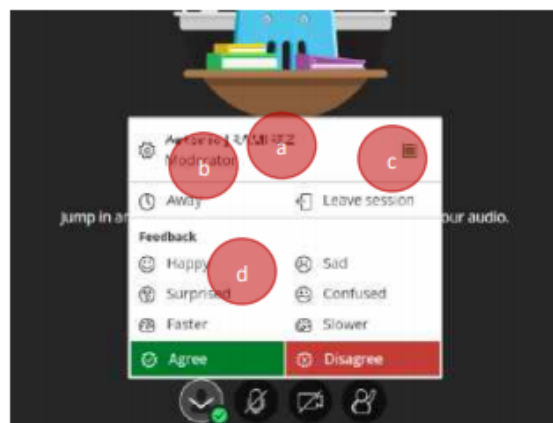
You will see the description of each of these features [below](#).

- 1. Session Menu:** Click on this button on the top left corner of the screen and see the options to start recording, switch between telephony and computer audio, and to leave the session.



- 2. My Status and Settings:** Click on this icon  to access My Settings window. Here you can:

- Access My Settings panel where you can upload profile picture, set up your camera and microphone, adjust speaker volume, and change notification and session settings.
- Set your status.
- Leave the session.
- Give any feedback at any time during the session.



3. Share Audio: Clicking this icon will toggle your microphone off and on.

4. Share Video: Clicking this icon will toggle your video off and on.

5. Raise Hand: Clicking this icon will alternately "raise" or "lower" your hand. Participants may use this option to get the moderator's attention when they have a question or comment.

6. Collaborate Panel: Clicking this icon opens the Collaborate Panel, where you can access the Chat, Participant List, Share Content, and My Settings menus.

After opening the Collaborate Panel, click on the **Chat button** to open the Chat window.

Clicking on "Everyone" will allow you to switch between chatting with all participants and chatting with moderators only.

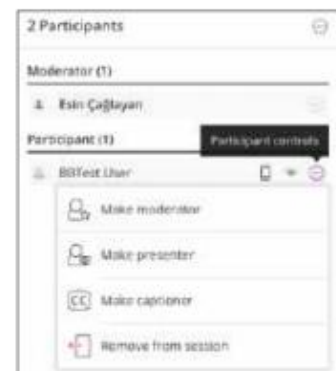
Type your message in the "Say something" field and use the Enter key on your keyboard to send the message.

Click on the smiley face button to send an emoticon.



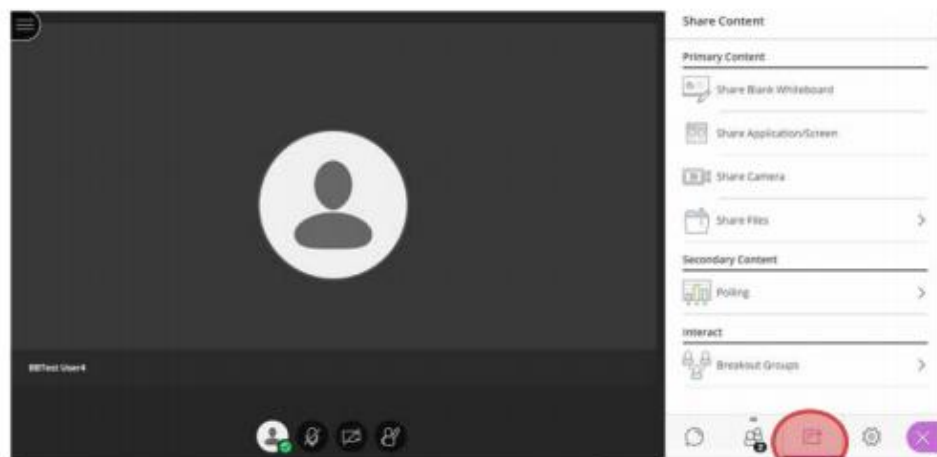
Click on the icon for the **Participant List**.

Click the **Option** button to the left of the participant you wish to change or dismiss.



Share Content allows you to share a blank whiteboard, share your applications, share your camera, and computer files. It also allows you to perform polls and create breakout groups.

Click on "Share Content" icon.



Using the Whiteboard

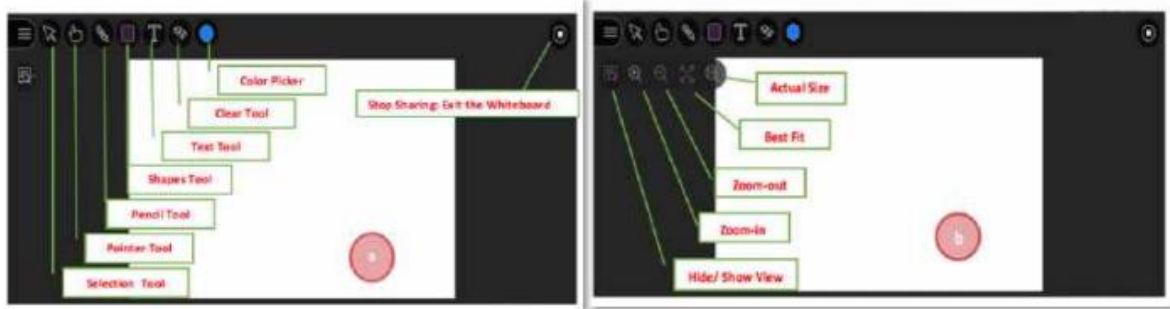
Select **Share Blank Whiteboard**.

The Whiteboard Tools are located in the upper left-hand corner of the screen (a).

The View Controls allow you to zoom in and out of the drawing area (b).

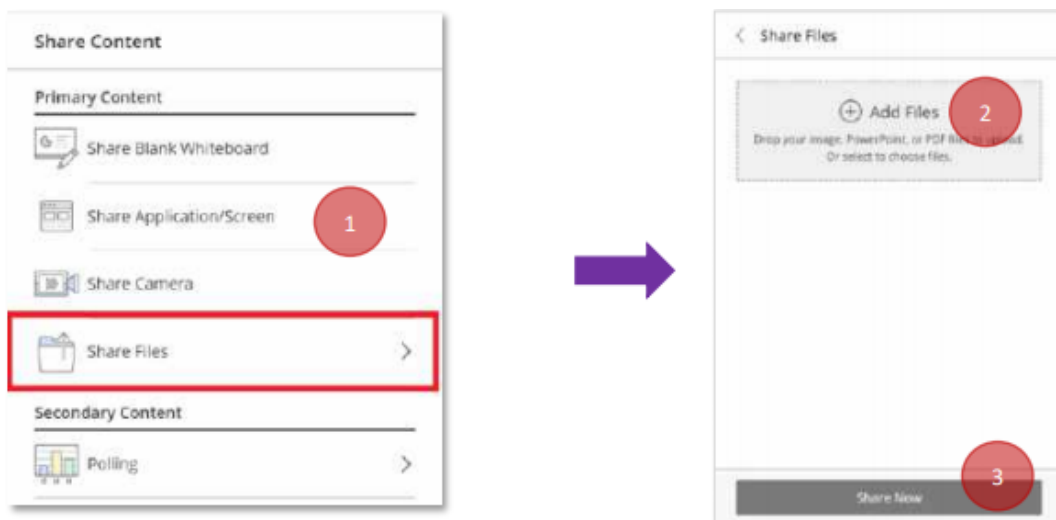


For video tutorial: <https://www.youtube.com/watch?v=6hLPbZaWBVs&feature=youtu.be>



Sharing files

1. Select **Share Files**.
2. Add the file you want to upload.
3. Click **Share Now**.

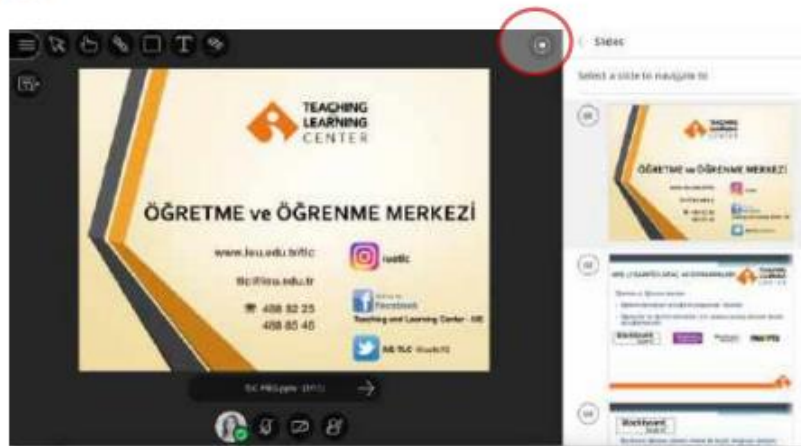


Once your selected file has been uploaded, it will be processed. During the processing, the file or presentation is converted to a Whiteboard format that can then be shared and marked up i.e. annotated if desired. Each slide in a PowerPoint file, or each page in a PDF is converted to a separate Whiteboard page.

Please note that the PowerPoint slides which contain animations or slide builds are converted to static images when placed in the Whiteboard. For more information watch the [video here](#).

Please also note that if you need to share a file that is larger than **60 MB**, you should use the Share Application feature instead.

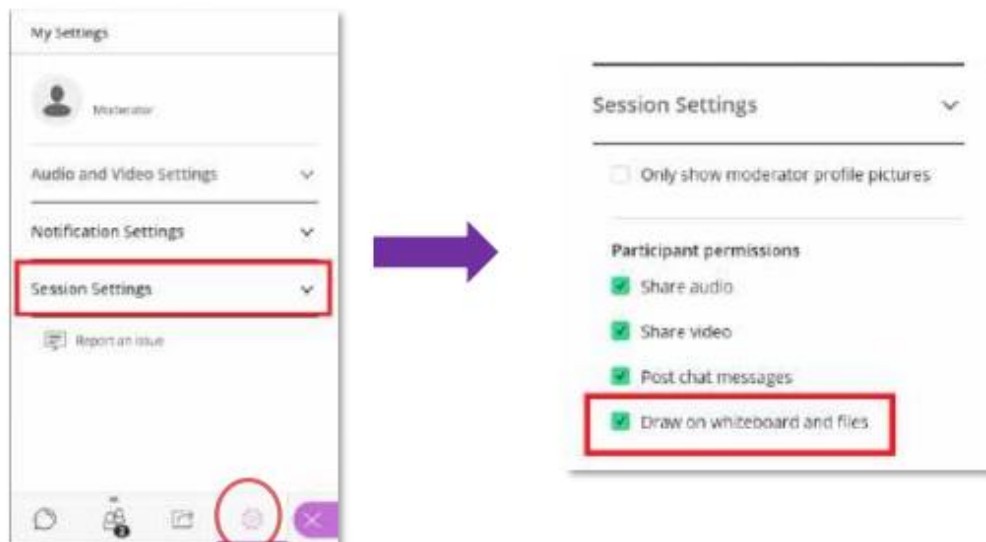
When the file is processed, it appears on the Whiteboard along with all the Whiteboard tools so that you can mark up the slides as you are giving your presentation if you wish. To navigate through the slides, click the "→" or "←" slide controls. You can also re-open or close the slide navigator panel by clicking on the PowerPoint Presentation name. When you are finished sharing, click the **Stop Sharing** button in the upper right hand corner of the screen.



To go back to the "Share Content" panel, click on "<" symbol near "Slides" on top of the panel.



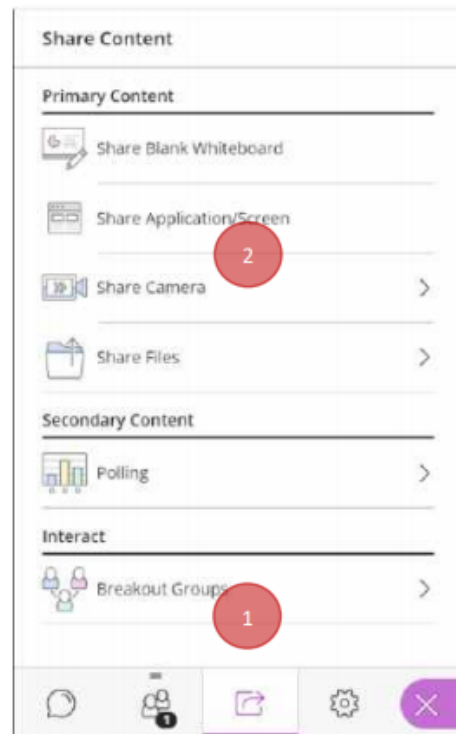
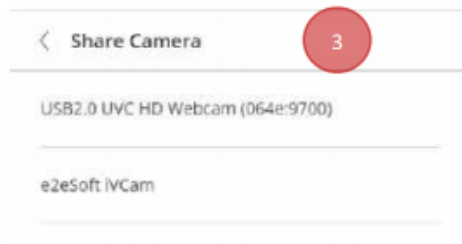
You can decide if you want to give participants the ability to use the Whiteboard tools during the presentation in the **Session Settings**. You can uncheck the green checkboxes according to your preferences.



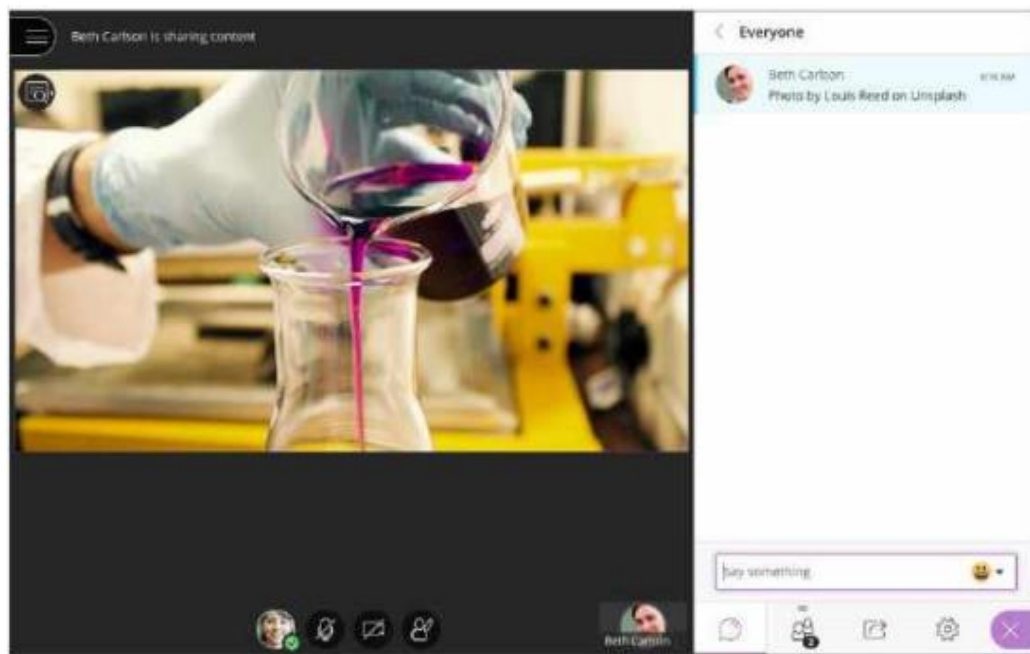
Share Camera

You have the ability to share more than one camera. You can share your video and share another camera connected to your computer. Students can see you and anything else you want to show. You can use webcams that connect to your computer via USB ports. Or, you can use your smartphone as a webcam. For more on this, you can refer to [this article](#).

1. Select the **Share Content** tab.
2. Select **Share Camera**.
3. You will then be prompted to select an additional webcam from a list of available cameras connected to your computer.

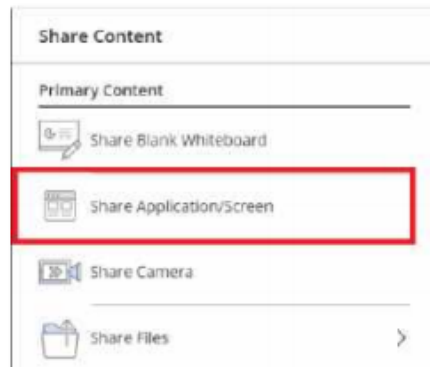


The video will appear backwards to you in the preview. This is normal. Your video will appear correctly to others in the session and in recordings. The video won't appear backwards to other attendees or in recordings. Video is only mirrored in the preview window.

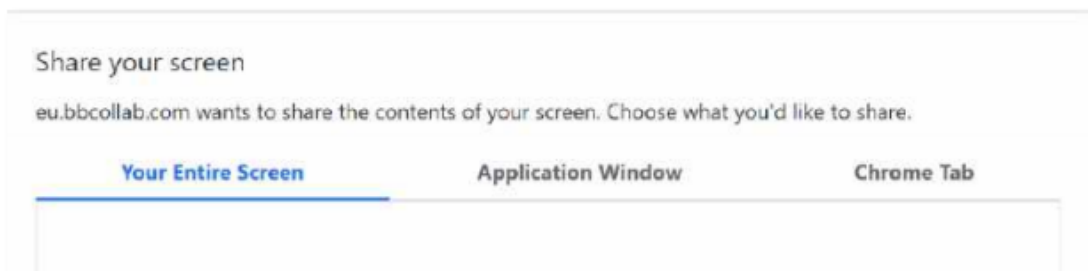


Using Application Sharing

Select "**Share Application/Screen**" from the menu.

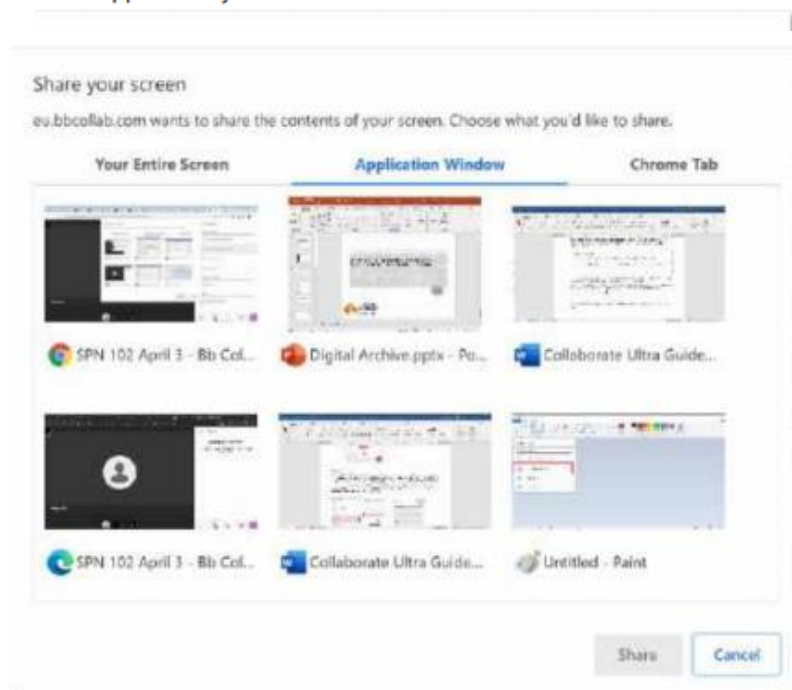


The *Share your screen* dialog box will appear prompting you to choose what you want to share. You can share your entire screen, an application window that is currently running on your machine, or a tab from your web browser.

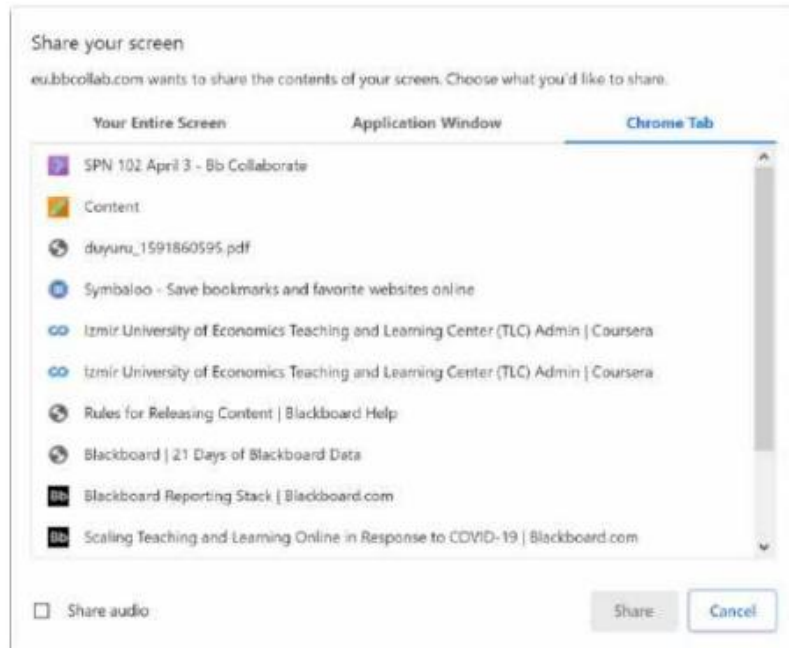


If you share your entire screen, you have the option to share your computer audio as well. Simply check the **Share audio** box located at the bottom of the *Share your screen* dialog box.

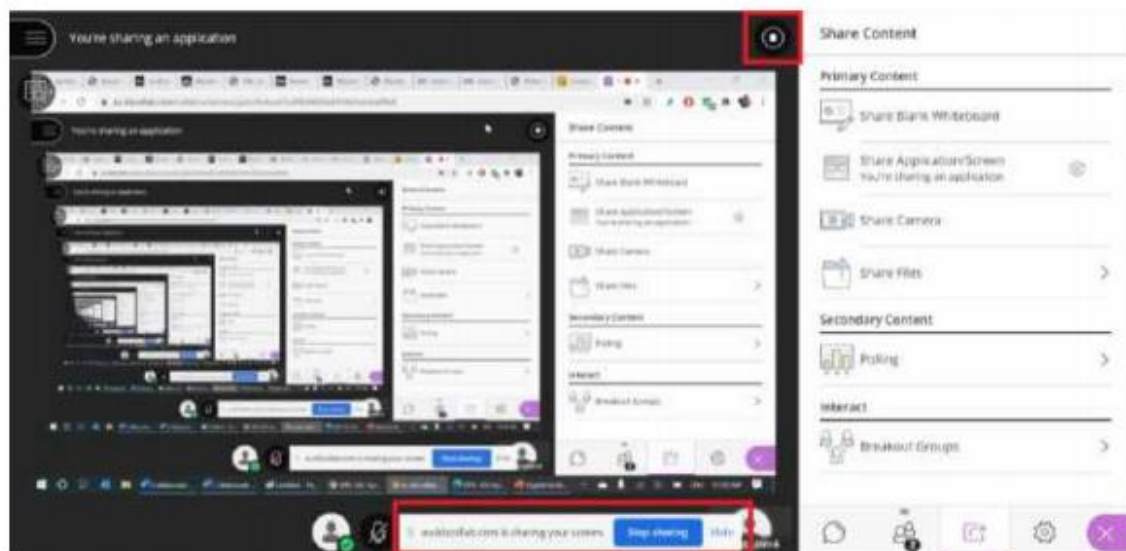
When you select Application Window, the dialog box will show you thumbnails of all open applications on your computer. **Select** the application you want to share and then click the **Share** button.



Selecting the Tab option will show you a list of all tabs currently running on your browser. To share a tab, simply select a tab from the list and click **Share**. You can share the tab audio by checking the **Share audio** box.



To end application sharing, you can either click on the **Stop Sharing** icon in the upper right hand corner of the screen, or on the **Stop Sharing** button at the bottom of the screen.

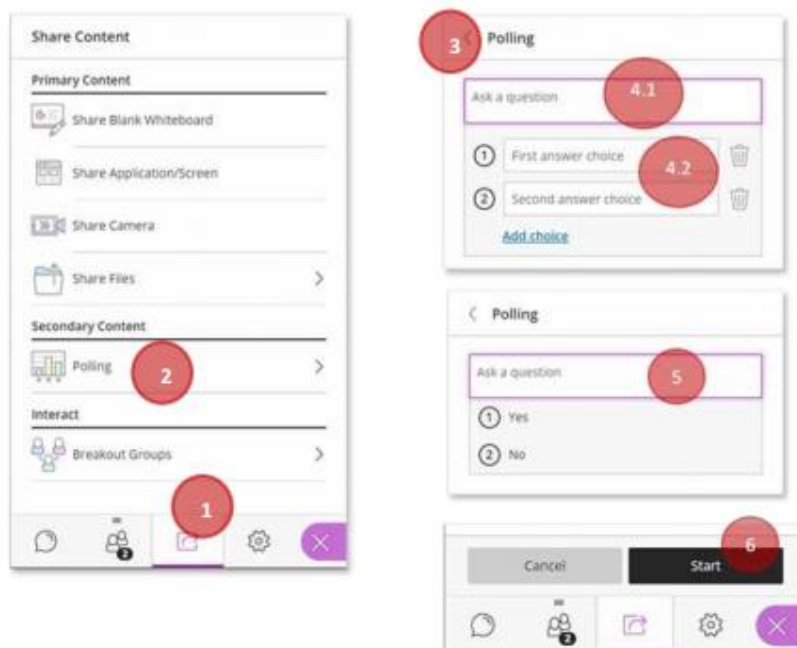


POLLING

Polls could be used for many different reasons. For example, you may use polls to give the participants opportunities to participate and provide feedback, to start a discussion, or to see how well they understood what you presented. Prepare your question in advance. You may wish to raise it orally during the session, or prepare it on the Whiteboard so that participants can refer to it while deciding on which option to select.

Open the Collaborate Panel, and:

1. Select the **Share Content** tab,
2. Select **Polling**,
3. You have two types of polls: Multiple Choice and Yes/No. Select the one that best suits your needs.
4. If you select the Multiple Choice poll:
 - 4.1. Enter a question
 - 4.2. Enter answer choices. You can enter up to 5 different choices.
5. If you select the Yes/No poll, enter a question in the Ask a question box.
6. To show the poll to students, click **Start**.



To prevent participants from changing their answers, click the **Lock Poll** button.
To end the poll, click the **End Polling** button in the upper right hand corner.
For more information watch the [video here](#).

ACCESSING SESSION ATTENDANCE REPORTS

Click on the Collaborate link in the main menu of your course in **Blackboard Learn**. Then, click on the **Session Options** button for the session that you wish to view an attendance report and click on **View reports** from the drop-down menu.



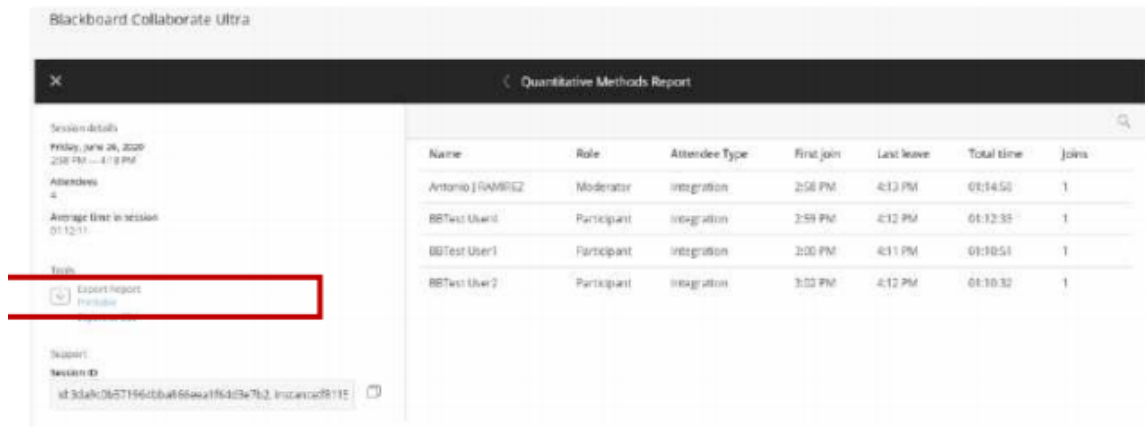
If you don't see any previous sessions or can't find the session you are looking for, use the *Filter by* list to view previous sessions. Click on the *Filter by* dropdown list and select **All Previous Sessions**.



To view the *Session Attendance Report* for the selected session, click on the View report link corresponding to that session.

Blackboard Collaborate Ultra					
Reports: Quantitative Methods					
					Filter by: All Reports
Start time	End time	Attendees	Duration	Polls	Attendance
6/26/20 2:58 PM	6/26/20 4:18 PM	4	01:20:18		View report

The Attendance Report is displayed as shown below. You can click on the **Printable** link under **Export Report** to view a printable version of the Session Attendance Report **in a new tab** in your browser. You can print the report using your browser's Print function. To use that function, go to the browser's **File** menu and choose **Print**. On the print screen, you can also use the "Save" option to save each session attendance report on your computer as a pdf file.



Blackboard Collaborate Ultra

Quantitative Methods Report

Session details
Friday, June 26, 2020
2:08 PM - 4:18 PM
Attendees: 4
Average time in session: 01:12:11

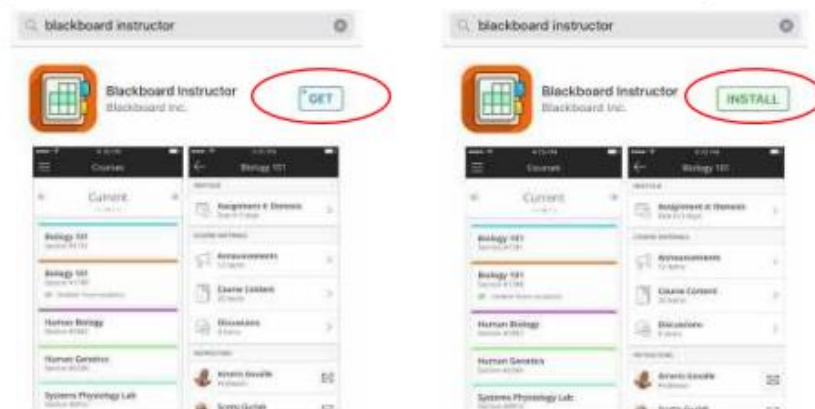
Tools
Export Report
Printable

Support
Session ID
id:3d4b0b57195cbbaf66eae1f643e7b2_inncanoe8115

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
Antonio J RAMIREZ	Moderator	Integration	2:08 PM	4:12 PM	01:14:50	1
BBTest User1	Participant	Integration	2:59 PM	4:12 PM	01:12:35	1
BBTest User1	Participant	Integration	3:00 PM	4:11 PM	01:10:51	1
BBTest User2	Participant	Integration	3:02 PM	4:12 PM	01:10:32	1

COLLABORATE ON MOBILE DEVICES

The **Blackboard Instructor** application includes Collaborate with the Ultra experience for synchronous web conferencing. You can host virtual classes and share files and video. You don't have to install anything other than the Blackboard Instructor app to join a session. You can share video and use voice, whiteboard, and chat. Please note that you need to use the **browser view** of Collaborate for the full range of moderator capabilities.



For detailed information:

<https://help.blackboard.com/Blackboard App/Instructor>

<https://help.blackboard.com/Blackboard App/Instructor/Feature Guide>

<https://help.blackboard.com/Blackboard App/Instructor/Collaborate>

PANOPTO

Another online platform that is used in IUE Smart Campus is Panopto. Panopto is a video platform that provides integrated video recording, video streaming, and video content management software. Panopto allows instructors to record audio, video and their computer screen (Powerpoint or any software application) directly from their desktop. It also includes a video search engine that makes it possible to search inside videos for

words mentioned by the presenter or shown on their slides. With these features, Panopto will enable students to access their class and watch the lesson live via their computer, smart phone or tablet when they are unable to attend classes.

In order to record your asynchronous session with Panopto, please start the computer, and log into Panopto software with your Blackboard credentials (which, by default, are the same with your OASIS User Code and Password). You can then choose your respective course and section, and begin recording the session. Then, you can upload the video and share it with your students on Blackboard Learn.

CAMPUS ENTRIES DURING THE PANDEMIC

Our campus will be open to all employees. However, cleaning schedule covers only the office areas of the employees that are coming to the campus, unless otherwise specified. For this reason, professors, who use areas such as laboratory, studio, workshop, etc. should send an e-mail to campus-yardim@ieu.edu.tr <mailto: campus-yardim@ieu.edu.tr> to include these areas in the cleaning program.

Our professors who want to have their online courses on campus can use their offices. If they need to use classrooms, a classroom in Block C will be reserved with the information from the faculty. To have a smooth reservation process, the information about course code, name of the professor, time of the course (day and hour), and whether the classroom is needed regularly or temporarily should be sent to kampus-yardim@ieu.edu.tr <mailto:kampus-yardim@ieu.edu.tr> at least 3 days in advance. When the reservation process is completed, you will be informed.

LECTURING

CLASS SCHEDULES AND MULTIPLE SECTION CLASSES

Department head is the contact person for all scheduling and/or staffing issues/problems (who will teach what, and when). Multiple section courses with different instructors have a coordinator assigned by the department head.

MANAGING SOME OF THE COURSES WITH MULTIPLE SECTIONS

An administrative decision was taken for some courses with multiple sections and

with the same instructor(s) to be conducted as one or two hours of the class with the whole group, and one or two hours in small groups. If you have been informed about this course structure by your department heads, you should make a few arrangements in your courses on Blackboard. You can get further assistance from research assistants or TLC TLC@ieu.edu.tr.

MISSING CLASSES

If for a reason you miss a class hour, please make sure that you have informed your students earlier and fill out a form stating the time you plan to schedule a make-up session. You can find the best time that fits your students by using OASIS ("find available hours" module under Courses). You need to submit the "Make-up Session Form" to Ayca Erdem (ayca.erdem@ieu.edu.tr).

SYLLABI

A syllabus informs the students about the content, objectives, and requirements of the course, as well as weekly scheduling of the topics. It represents a "contract" between the instructor and the students, and it CAN NOT be changed mid-semester. This is particularly critical as you will have to comply with the assessment scheme you have announced on the syllabus. At the beginning of each semester, there will be time to change the syllabus if you need to. Please follow the announcements, or check with the secretaries. Hence, instructors should review the syllabus of the course they will teach before the classes start and they need to contact the department head for any changes they require. The example syllabus is shown below;

http://ects.ieu.edu.tr/syllabus.php?section=mv.vs.ieu.edu.tr&course_code=TRH%20101

STUDENT ASSESMENT

Ideally, as many types of assessment methods as possible - exams, quizzes, homework, projects, presentations, etc. - should be utilized by the instructors to test the skills and knowledge of the students, NOT their ability to take exams and spit back memorized information. This does NOT mean giving the students more work; it means giving the students many different ways to show what they have learned.

Accordingly, during the distance education period, in the course designs, you are expected to act by the following principles.

- a. In accordance with the previous Senate decisions, the weight of multiple choice and true/false questions should not exceed 25% in midterm exams or finals,
- b. For multiple choice, true/false and short answer questions, a bulk of questions should be prepared and randomly assigned to students.
- c. The total weight given to the quizzes, which consist of all multiple choice and true/false type questions, should not exceed 20% within the evaluation criteria,
- d. Open-ended essay questions should be included in exams,
- e. When the course content allows, personalized questions (eg; students should choose a problem related to the subject, propose a solution) or questions that clearly shows if the students cheated, such as a short case analysis, should be preferred,
- f. Safe Assign software (available on Blackboard) should be used for homework and exam uploads,
- g. Considering the students' needs to interact with each other, group work should be encouraged,
- h. Projects and presentations should be included if possible in the evaluation criteria,
- i. A high weight should be given to the "participation" criterion (eg 20-30% according to the content of the course) to encourage participation, underlining that the participation criterion is not attendance, and it is given for students' active involvement to in-class exercises and weekly homeworks,
- j. The weight of a single exam should not exceed 30%,
- k. Oral exams can be included in the courses with appropriate content,
- l. Guest speakers can be invited to the courses with appropriate content.

BOLOGNA PROCESS

Every course should follow the Bologna syllabus format that includes the following information:

- General information: Course Name, Course Code, Semester Credits, Course Type, etc.
- General information: Course Objectives, Course Learning Outcomes, Course Content
- Weekly subjects and related preparation
- Sources (textbooks, computer software, readings, cases, etc.) Evaluation System (grading)
- Course Category
- The relationship between course learning outcomes and program efficiency-qualifications
- ECTS / workload table

Bologna system presumes that each student can work between 750 to 900 hours per semester. This translates into 30 ECTS (European Credit and Academic Transfer System) per semester. When determining the ECTS credit for a course, expected work hours of a student is used.

The syllabi should be prepared in the Bologna format and sent to the departmental web coordinator to be uploaded on the website at the beginning of a semester, and cannot be changed later. If there is extra information not covered by Bologna syllabus, extra hand-outs may be distributed to the students or uploaded to Blackboard for the particular course. In addition, every instructor has her or his own web page (e.g. people.ieu.edu.tr/en/~first-name-of-the-instructor-followed-by-the-last-name), where they can store extra material.

Please provide a copy of the syllabi, if yours include additional requirements to sinem.deri@ieu.edu.tr for faculty archive.

At the end of each semester, a Bologna folder should be prepared for each course. Details are provided at <http://bologna.ieu.edu.tr/en/>

COURSE ARCHIVE

All work completed and submitted by students and used in determining their grades

(exams, quizzes, term projects etc.) must be collected and submitted together in special brown archival envelopes to secretaries at the end of the "grade objection period" (itiraz) of each semester. This period starts when the letter grades are officially available to the students and ends on the seventh date following the announcement date.

According to the Higher Council Education, the instructors should submit the following teaching materials in archive folder for each course;

- Syllabus
- Attendance List
- Assignments
- Midterm Exams
- Midterm Exam Answer Key
- Quizzes
- Quizzes Answer Key
- Final Exam
- Final Exam Answer Key

All these materials can be submitted on CDs, hardcopy submissions are not mandatory.

GRADING SCALE

The university uses a double-letter system from AA to FF, with corresponding grade points to determine a student's "grade point average". See REGULATION FOR ASSOCIATE AND UNDERGRADUATE DEGREE EDUCATION AND EXAMINATIONS at <http://www.ieu.edu.tr/en/bylaws/type/read/id/72>.

Instructor may follow the cut off scale below or adjust the cut off far letter grades on the OASIS grading page. If you want to change the cut- off points please clarify your grading scale with the Dean before adjusting it on the OASIS.

RESEARCH ASSISTANTS

Research assistant is the assistant lecturer who assists in the education, research, observations and experiments carried out in the higher education institutions, as well

as performing other related duties assigned by concerned organs.

At our school our research assistants are mainly responsible for coordinating course materials/exam room arrangements especially for multi-section classes, and classes given by part time faculty. Because our research assistants are pursuing a graduate degree at the same time, and are limited in number, we cannot assign a research assistant solely to a faculty member, and assistance provided by them should therefore be "shared" among faculty. According to the university policy, research assistants are not permitted to lecture, but can offer recitations besides regular teaching hours.

FACILITIES

EKOID SYSTEM

EkoID allows the users to have access to the university e-mail accounts, personal web pages, announcement system, printer system, wireless Internet network, and many online IT services.

E-MAIL SERVICES

Any full-time new academic and administrative staff is assigned a personal e-mail account from the start of their employment. The e-mail account addresses are formatted as below:

name.lastname@ieu.edu.tr

Access to e-mail accounts through web from anywhere on the world as well as from desktops and mobiles is available (Thunderbird, Outlook, Eudora, etc.). Part-time faculty may continue to use their own email addresses to use OASIS.

ANNOUNCEMENT SYSTEM- EMAX

This is a system that manages University announcements. EMAX announcements can be accessed from anywhere anytime. EmaX also keeps an archive of all the announcements thus allowing the users to have access to past announcements. Click below to have access to EmaX Announcement System:

<http://emax.ieu.edu.tr>

HELP DESK SUPPORT SERVICE

Instructor can access the HelpDESK support service even more easily, especially during the current pandemic period. Instructor can now send your technical support requests about the unit to the technical team via our GSM line numbered "0533 382 81 33" and "WhatsApp" application belonging to the same number, in addition to the existing "helpdesk@ieu.edu.tr" e-mail address and through the extension number "8279".