

T.C.
KOCAELİ HEALTH AND TECHNOLOGY
UNIVERSITY
DISTANCE EDUCATION SYSTEM USER'S MANUAL

Student Guide

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An Overview of LMS

- **What is LMS?**
 - **What can be done with LMS?**
 - **What are the system requirements?**
 - **Where can we reach?**
-

What is LMS?

It is a computer software that provides the management of a distance education system, documentation and reporting processes, educator-student and student-student communication, publishing the course content and distance testing and evaluation functions, generally offering services over the web (LMS: Learning Management System).

What can I do with LMS?

During the course period, you can

- attend live classes,
- watch live classes later,
- follow announcements,
- upload homework,
- attend exams and quizzes,
- follow your progress in the course,
- get an idea about your general situation on the Dashboard,
- access the FAQ section,
- request support and track the status of your request.

What are the system requirements?

LMS is a cloud-based training management system so no installation is required. You can access the system via your browser (Google Chrome, Firefox, Microsoft Edge, Safari, etc.) using any computer, tablet or phone.

Where can I access?

You can access the Distance Education System from 3 different web addresses;

- lms.kocaelisaglik.edu.tr
 - <https://kocaelisaglik.edu.tr/kostuzeb/>
 - <https://kocaelisaglik.edu.tr/>
-

How can I login?

If you have successfully logged into LMS at least once, you can log in to the Distance Education System with your LMS Username and Password. Otherwise, you may encounter the phrase "User Not Found" since your information will not be able to reach the Distance Education System.

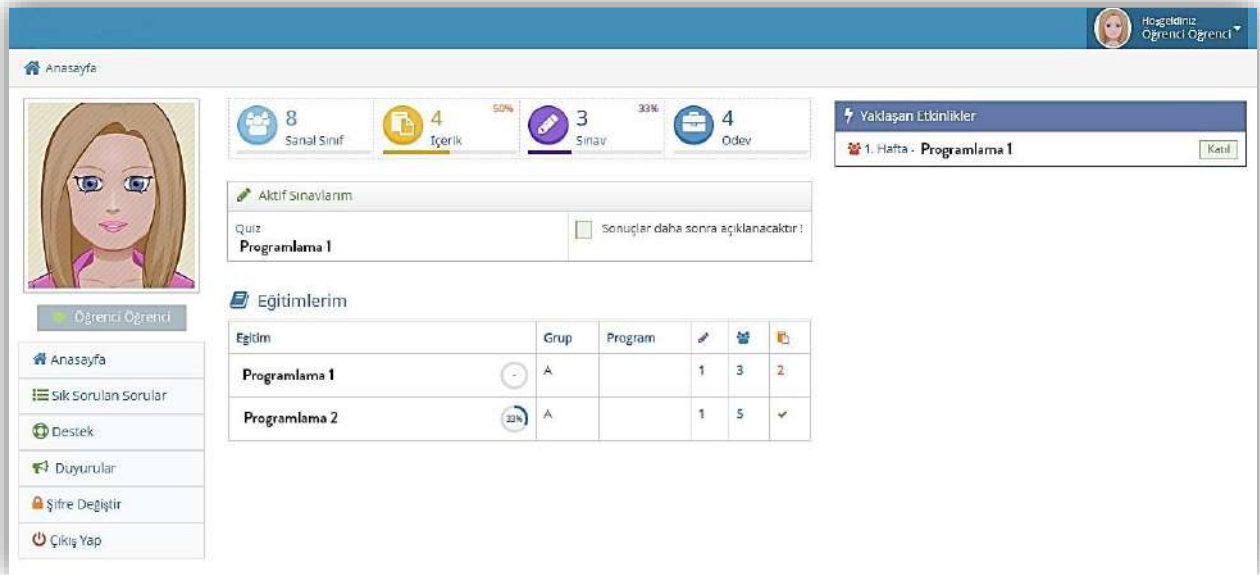
How can I change my password?

Password change is made via LMS. After the password change, you must successfully log in to your LMS at least once. Otherwise, you may encounter the phrase "Your Password is Incorrect", as your password update will not be able to reach the Distance Education System.

LMS Welcome Screen

There are 6 modules on the screen that will appear when you log in to the LMS.

- ❖ Shortcuts (Left Menu)
- ❖ Dashboard
- ❖ My Active Exams
- ❖ My Courses
- ❖ Upcoming Events
- ❖ Announcements



The screenshot shows the LMS Welcome Screen for a student. The top right corner displays the user's name "Hoşgeldiniz Öğrenci Öğrenci" and a profile picture. The main content area is divided into several sections:

- Anasayfa** (Home) button.
- Sanal Sınıf** (Virtual Class) with 8 items.
- İçerik** (Content) with 4 items and a 50% progress indicator.
- Sınav** (Exam) with 3 items and a 33% progress indicator.
- Ödev** (Assignment) with 4 items.
- Yaklaşan Etkinlikler** (Upcoming Activities) section showing "1. Hafta - Programlama 1" with a "Katıl" (Join) button.
- Aktif Sınavlarım** (My Active Exams) section showing a "Quiz Programlama 1" with a checkbox for "Sonuçlar daha sonra açıklanacaktır!" (Results will be announced later!).
- Eğitimlerim** (My Courses) table:

Eğitim	Grup	Program	1	3	2
Programlama 1	A		1	3	2
Programlama 2	A		1	5	✓

On the left side, there is a navigation menu with the following items:

- Anasayfa
- Sık Sorulan Sorular
- Destek
- Duyurular
- Şifre Değiştir
- Çıkış Yap

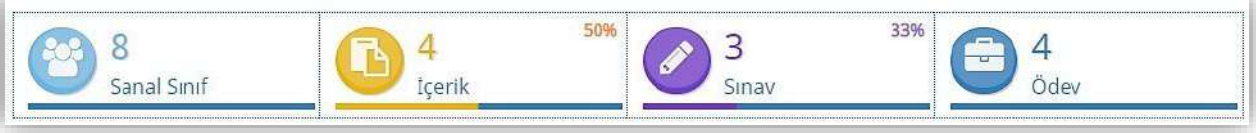
Shortcuts (Left Menu)

The fields in the left menu are;

- ❖ Homepage: Allows you to go to the screen that appears when you log in to the system.
- ❖ Frequently Asked Questions: Goes to the page where students frequently ask questions and answers.
- ❖ Support: If you can't find the answer to your question in the Frequently Asked Questions, you can create a "Support Request" by coming to the Support section and follow the status of your Support Request.
- ❖ Announcements: You can follow the announcements made by your institution here.
- ❖ Log Out: Click this button to log out of the system safely.

Dashboard(Control Panel)

You can see the total number of Virtual Classroom, Content, Exam and Homework and also follow your progress on the Control Panel on the LMS Home Page.



My Active Exams


In this module, you can follow the Pre-Test, Post-Test, Quiz, Midterm and Final exams that you have attended and can attend now, and see the grades you have received.

Aktif Sınavlarım	
Quiz Programlama 1	Tamamlandı Sonuç: 100
1. Hafta Ön Test Programlama 1	Oturum Aç
1. Hafta Quiz Programlama 2	Oturum Aç

My Courses

All the courses you have taken from your institution are listed in this field.

You can track the percentage of the content uploaded in each of your courses and see the total number of exams, virtual classrooms and content.



Eğitimlerim					
Eğitim	Grup	Program	Sınav Sayısı	Sanal Sınıf Sayısı	İçerik Sayısı
Programlama 1	A		2	3	2
Programlama 2	A		1	5	✓

Course Information

It is the section with brief information about the course, it is located at the top right.:

- ❖ **Group:** Shows which group you belong to in the course,
- ❖ **Instructor:** The name of the instructor giving the course appears in this field,
- ❖ **Program:** If there is a weekly Virtual Classroom program, it is shown here. If the weekly Virtual Classroom program has not been made, "No Program" will appear.

Programlama 1	
Grup	A
Egitmen	Egitmen Egitmen
Program	Perşembe - 10:00 Pazar - 16:00

Upcoming Events

Virtual classroom events that will take place in the next 24 hours are displayed in this area.

⚡ Yaklaşan Etkinlikler	
👤 Sanal Sınıf Tanıtım - Programlama 1	Çarşamba 08:00

Recent Logins

The last entered virtual classrooms are listed.

← Son Girişler	
👤 1. Hafta - Programlama 1	

Courses Begin with LMS

Course Activities

- Accessing educational content (Video, Document, etc.)
- Ödev Yükleme
- Attending the Virtual Classroom
- Attending Midterm, Final, Quiz, Pre-Test, PostTest

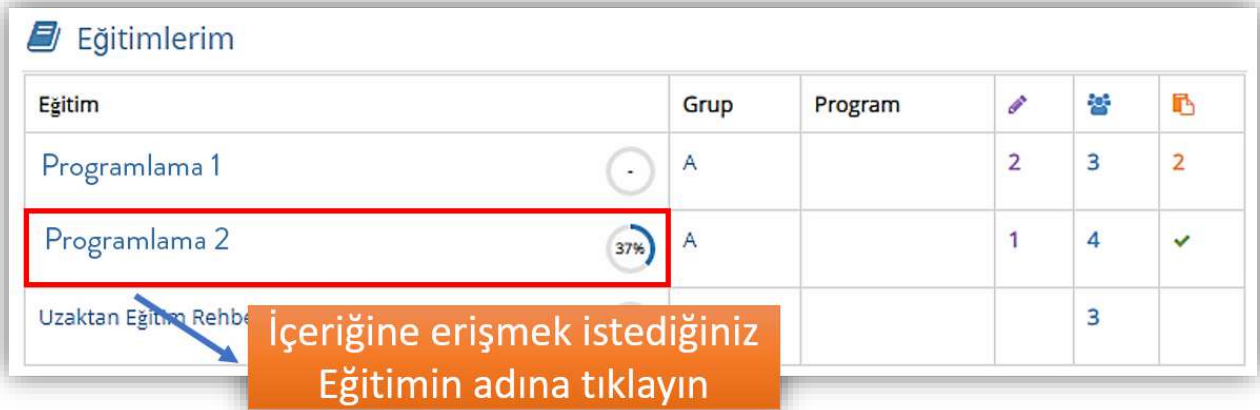
Support




- Forming a Support Request

Course Activities

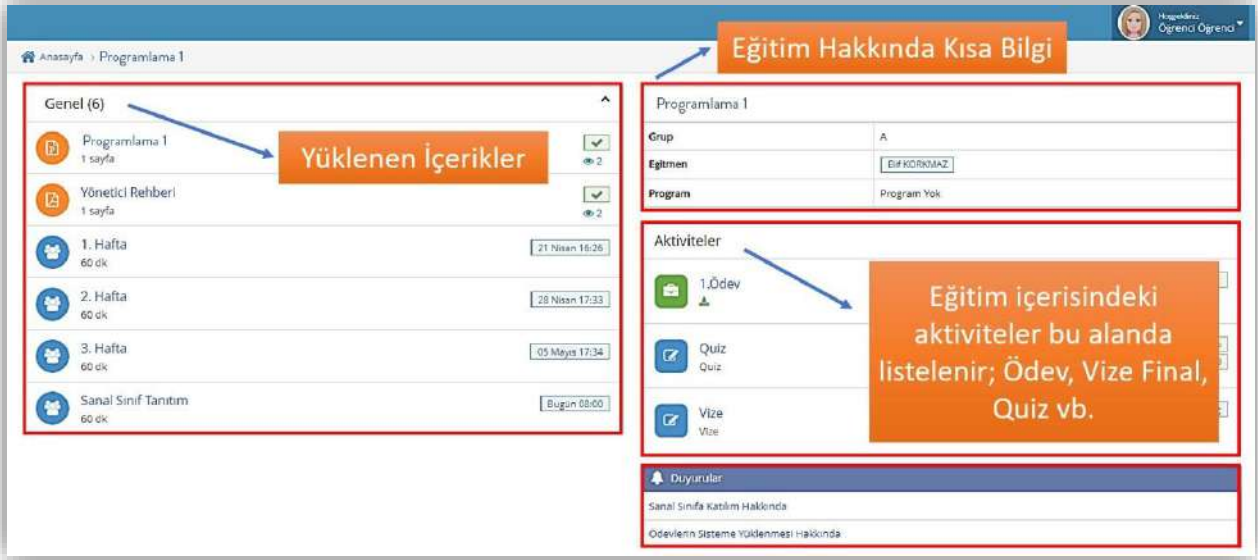
Accessing educational content (Video, Document, etc.)

When you enter the system, the main page appears first. “My Courses” field appears on the main page. Your active courses are listed in this section. Click on the course that you want to access the content of.



Eğitim	Grup	Program			
Programlama 1	A		2	3	2
Programlama 2	A		1	4	✓
Uzaktan Eğitim Rehber				3	

İçeriğine erişmek istediğiniz Eğitimin adına tıklayın



The screenshot displays the LMS interface for a course titled "Programlama 1". On the left, a list of content items is shown under the heading "Genel (6)". These include "Programlama 1" (1 sayfa), "Yönetici Rehberi" (1 sayfa), and three weekly sessions (1. Hafta, 2. Hafta, 3. Hafta) each lasting 60 minutes. A red box highlights the "Yüklenen İçerikler" (Uploaded Content) section. On the right, a section titled "Eğitim Hakkında Kısa Bilgi" (Brief Information About Education) provides details about the course, including the instructor "Elif KORKMAZ" and the program "Program Yok". Below this, a list of activities is shown, including "1.Ödev" (1. Assignment), "Quiz", and "Vize" (Exam). A red box highlights the "Aktiviteler" (Activities) section. A text box explains that education activities are listed in this area, including assignments, exams, quizzes, etc. At the bottom, there are notifications for "Sanal Sınıf Katılımı Hakkında" (About Virtual Class Participation) and "Ödevlerin Sisteme Yüdenmesi Hakkında" (About Assignments Being Uploaded to the System).

When you click on "LMS Introduction" course, the content page of the course is opened. The content uploaded by the instructor are listed on the left side of the page.

Contents

How content is listed on the page is determined by the instructor. For this reason, two separate courses may have different layouts. Sample screenshots are provided below.



The first screenshot shows a content list for "Programlama 1" with items like "Yönetici Rehberi", "1. Hafta", "2. Hafta", "3. Hafta", and "Sanal Sınıf Tanıtım". The second screenshot shows a content list for "4. Hafta (1)" with items like "Uzaktan Eğitim Teknolojileri", "3. Hafta (1)", "2. Hafta (1)", "1. Hafta (1)", and "Uzaktan Eğitime Giriş".

❖ If the uploaded content is in Word or PDF format;



The screenshot shows a document icon for "Programlama 1" with a red box around the text "1 sayfa" (1 page). To the right, there is a green checkmark icon and an eye icon with the number "2" next to it, indicating the document has been viewed twice.

- **Page number:** appears under the name of the document,
- **Tick:** appears when all of the document is viewed,
- **Eye symbol:** shows how many times the document has been viewed.

- ❖ If the uploaded content is a Virtual Classroom



- **Virtual Classroom Duration:** the duration appears under the virtual classroom,
- **Date:** Shows the date when the virtual classroom will be held,
- **Attend:** Means that the virtual classroom is happening now and that you can join the class,
- **Watch the Recording:** You can watch the recording of the virtual classroom,
- **Not Completed:** Means that the virtual classroom did not take place.

Attending a Virtual Classroom

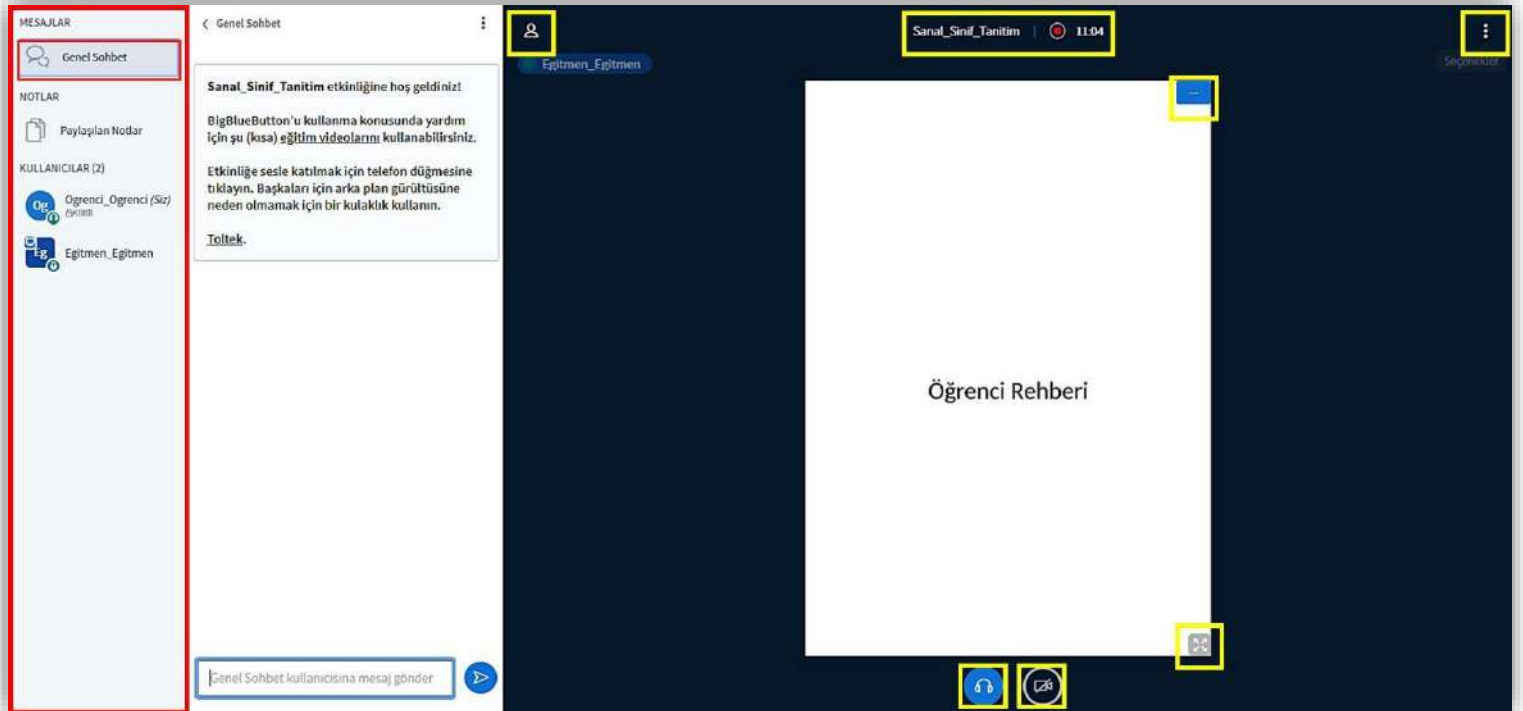
When a virtual classroom is due, the button “Attend” is activated and you can join the virtual classroom by clicking on the name of the virtual classroom.

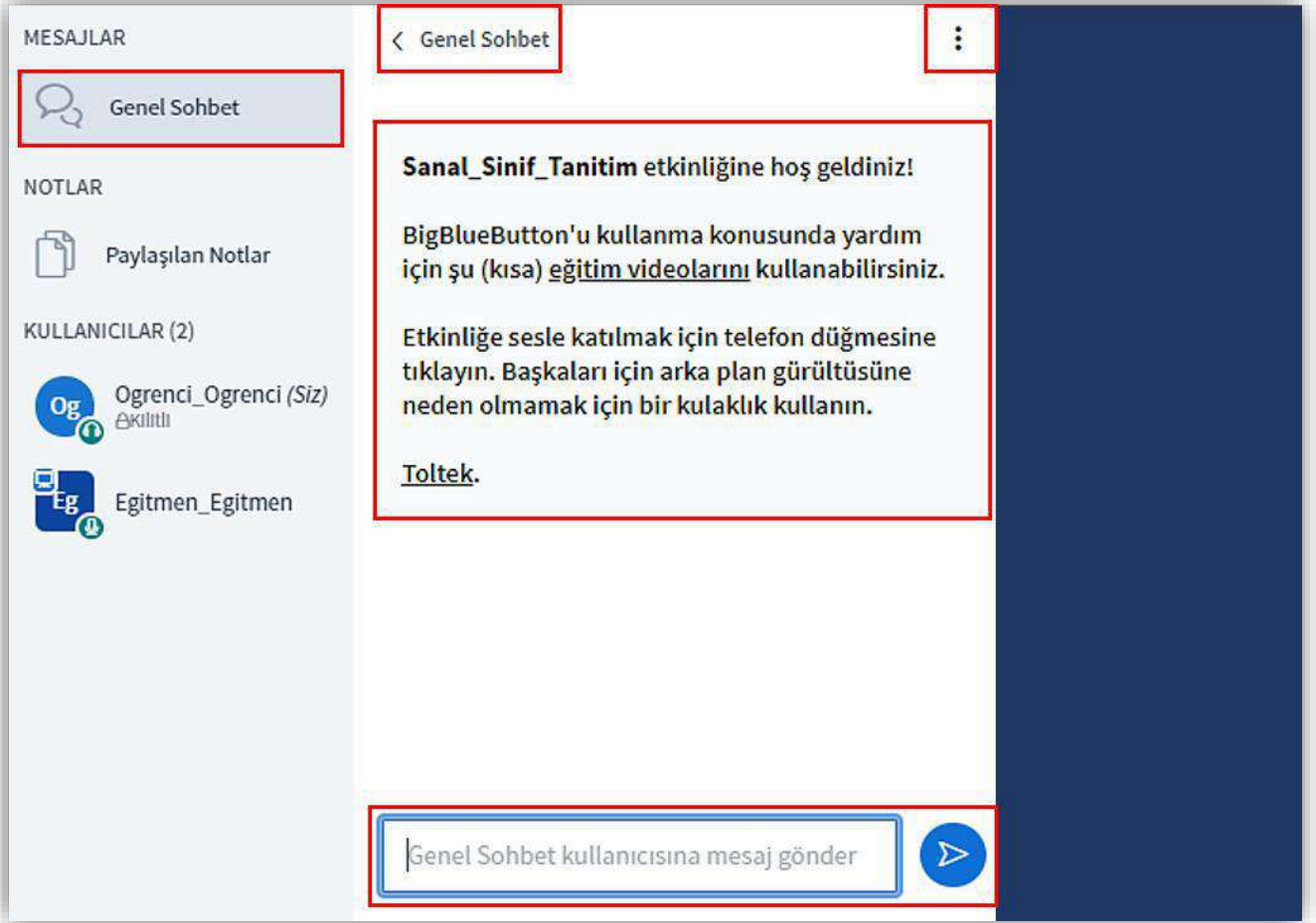
- ❖ Students cannot attend the virtual classroom before the instructor starts the lecture and the below warning appears on the screen. The system checks the status of the virtual classroom every ten seconds and directs you to the virtual classroom when the instructor starts the lecture.




Features of the Virtual Classroom




Eğitmen Sanal Sınıfa katıldıktan sonra Öğrenciler giriş yapabilir. Sanal sınıfa katıldığınızda karşınıza aşağıdaki ekran çıkar.








When you first open a virtual classroom “Chat” appears on the screen. All the participants including the instructor can write on the chat and all users can see the messages written here.

When you click on three dot icon, “Save” and “Copy” options appear. You can use these to copy and save the messages on the chat.



Click on this button to close the chat box.

In the “**Explanation**” part, the important points that you should pay attention for a healthy virtual classroom experience and links to (short) training videos on how to use the virtual classroom are placed.

Enter the message you want to send here on the chat and send your message by clicking on “ok”.

MESAJLAR

Genel Sohbet

NOTLAR

Paylaşılan Notlar

KULLANICILAR (2)

Og Öğrenci_Oğrenci (Siz)
Eğitmen

Paylaşılan Notlar

LMS Öğrenci Rehberiyle uzaktan eğitim sistemini çok daha işlevsel bir şekilde kullanabilirsiniz.

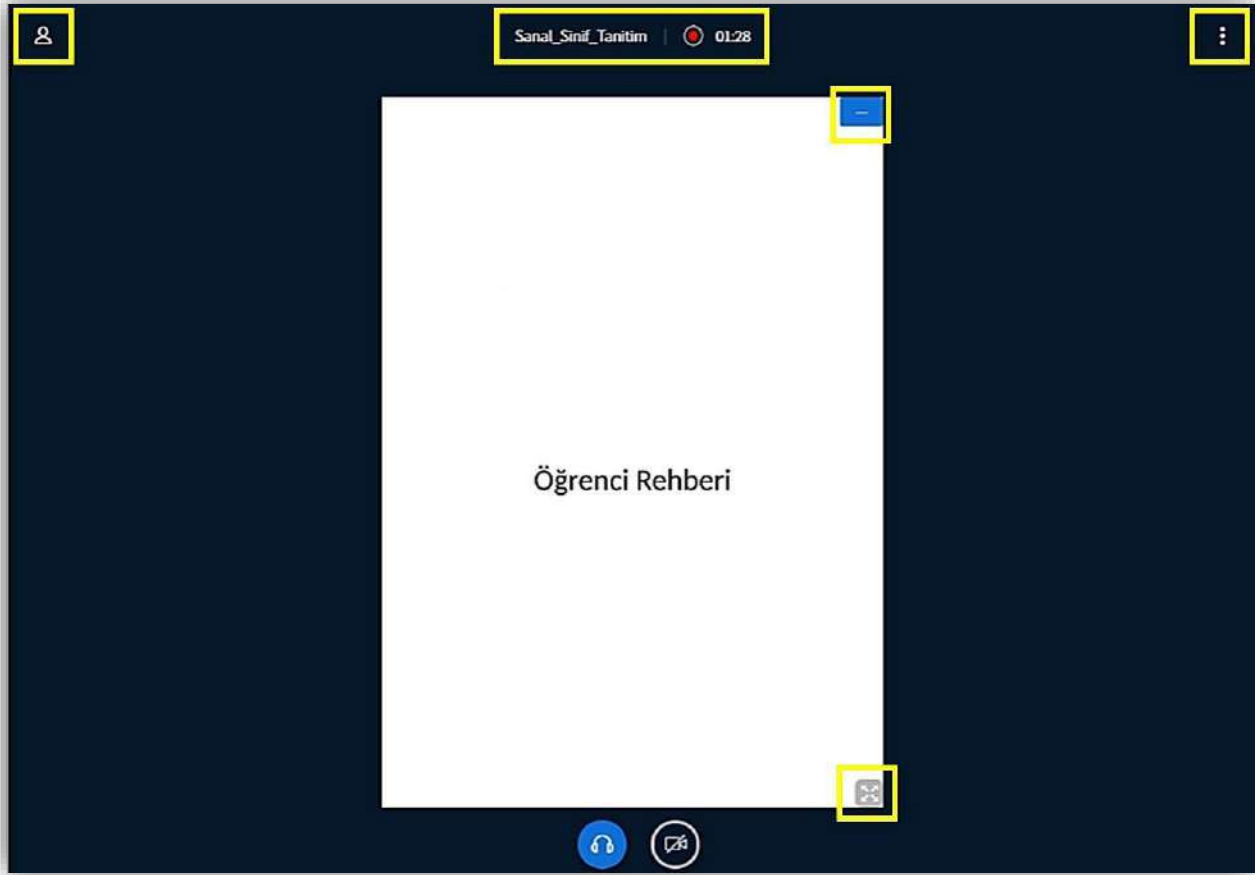
All the users including the instructor can share notes and make changes on the shared material.

B I U S      

You can edit your notes by using the writing tools.

 Paylaşılan Notlar

Click on this button to shut the shared notes area down.



This button opens and closes the user list



It is the button of options. Functions like "Settings", "Log out", etc. can be found by clicking on this button.



To close the shared notes section, click here.



It is the button to hide the presentation. When you hide the presentation, you can open it again by clicking on this button which appears on the right side of the screen.



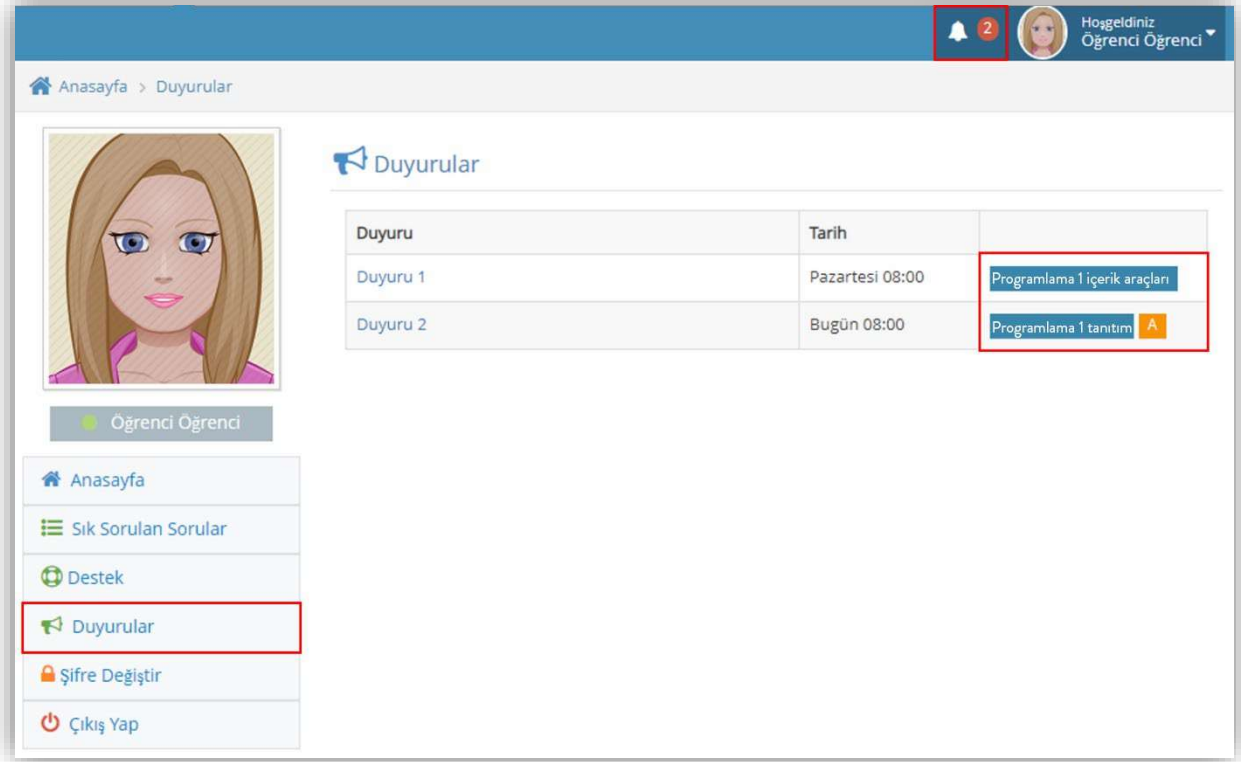
Online Class Presentation: The name of the online class.

Red Point: means that the online class is being recorded and can be viewed later.

(01:28): It shows the time period of online class .

Announcements

You can follow all the announcements made by your institution that are of interest to you. When you click on the announcements button on the homepage, you can see all published and unexpired announcements. You can follow the number and notification of your unread announcements from the icon.



Hoşgeldiniz Öğrenci Öğrenci

Anasayfa > Duyurular

Duyurular

Duyuru	Tarih	
Duyuru 1	Pazartesi 08:00	Programlama 1 içerik araçları
Duyuru 2	Bugün 08:00	Programlama 1 tanıtım

Öğrenci Öğrenci

- Anasayfa
- Sık Sorulan Sorular
- Destek
- Duyurular**
- Şifre Değiştir
- Çıkış Yap

Ongoing Exams

All the quizzes, exams, tests etc. are listed in this area.

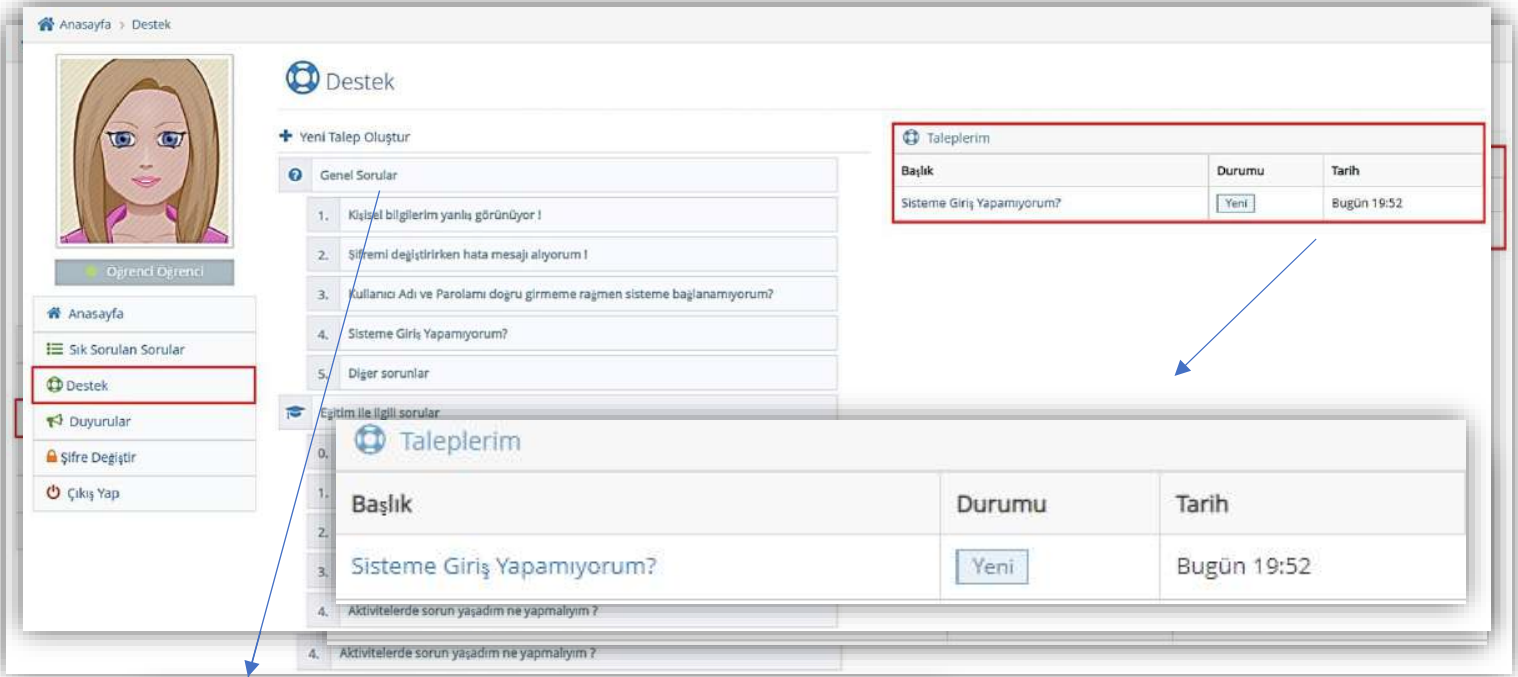


Aktif Sınavlarım

Quiz Programlama 1	Tamamlandı	Sonuç: 100
1. Hafta Ön Test Programlama 1	Oturum Aç	
1. Hafta Quiz Programlama 2	Oturum Aç	

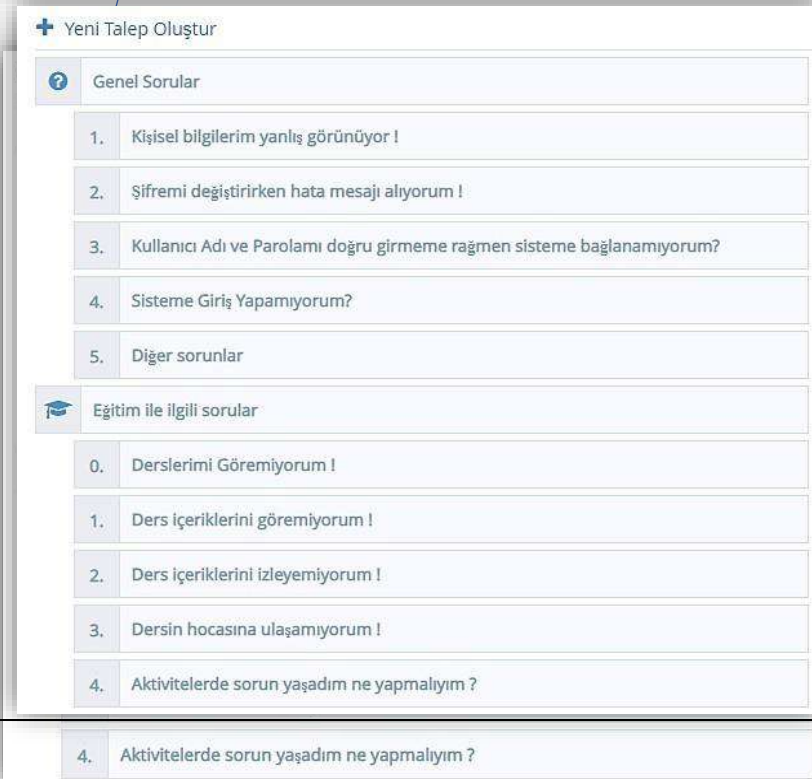
Support

After clicking on the previously planned course titles or clicking on the section called “Other Problems”, you can request support by explaining the problem that you encounter in detail and uploading the screenshot of it. On the right side of the support screen, you can find “Requests” section. You can follow the problems you have requested to be solved before.



The screenshot shows the 'Destek' (Support) page. On the left, there is a navigation menu with 'Destek' highlighted. The main content area is titled 'Destek' and includes a 'Yeni Talep Oluştur' (Create New Request) button. Below this, there are two sections: 'Genel Sorular' (General Questions) and 'Eğitim ile ilgili sorular' (Questions related to Education). The 'Genel Sorular' section contains a list of 5 items, with the 4th item 'Sisteme Giriş Yapamıyorum?' (I cannot log into the system?) highlighted. The 'Eğitim ile ilgili sorular' section contains a list of 4 items, with the 4th item 'Aktivitelerde sorun yaşadım ne yapmalıyım?' (I had a problem in the activities, what should I do?) highlighted. On the right side, there is a 'Taleplerim' (My Requests) table with the following data:

Başlık	Durumu	Tarih
Sisteme Giriş Yapamıyorum?	<input type="button" value="Yeni"/>	Bugün 19:52



The screenshot shows the 'Yeni Talep Oluştur' (Create New Request) form. It has two sections: 'Genel Sorular' (General Questions) and 'Eğitim ile ilgili sorular' (Questions related to Education). The 'Genel Sorular' section contains a list of 5 items, with the 4th item 'Sisteme Giriş Yapamıyorum?' (I cannot log into the system?) highlighted. The 'Eğitim ile ilgili sorular' section contains a list of 4 items, with the 4th item 'Aktivitelerde sorun yaşadım ne yapmalıyım?' (I had a problem in the activities, what should I do?) highlighted.