

STUDENT USER GUIDE

1. INTRODUCTION	3
2. STUDENT INFORMATION SCREEN	
2.1. Transcript	4
2.2. Tuition Fees	4
2.3. Advisor	5
2.4. History	5-6
2.5. Activities	6
2.6. My Courses	7-10
2.7. Document Request	10-11
3. CALENDAR	11-112

1. INTRODUCTION

This document contains help content for the use of the Student Information System provided. For this purpose, the steps and processes performed by the student are explained with accompanying screen shots.

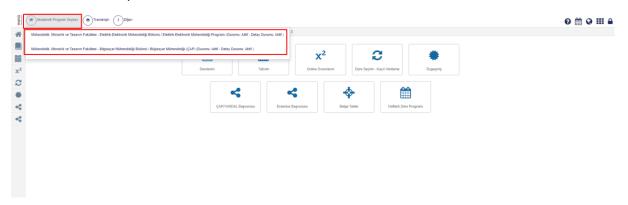
2. STUDENT INFORMATION SCREEN

It is the screen where the student can view their courses according to the Academic Program selection, make Document Requests, view Transcript, Fee, Personal, History information, and any existing activities.

After logging in to UBYS with a username and password, entry is made to the Student Information Screen under the main title of the Student System on the left menu.



After the academic program selection process on the main page, the screen displays the courses of the student for the selected term, along with information about ECTS credits, total hours, and grades for each course. In the Statistics section of the page, the student can view graphs of the courses taken on a year-semester basis.



At the top section of the page, there are headings for Transcript and Others.



2.1. Transcript

When you click on the Transcript button, you can select the Program to view Graduation and Historical Transcripts.



The "Other" button provides access to Tuition Information, Advisor Information, History Information, Registration Confirmation Report, Activities, My Projects, Request for Termination of Registration, Initiate the No Hindrance in Horizontal Transfer Process, Military Service Status, Academic Calendar, Penalty Information, Leave Information, and IBAN Information.



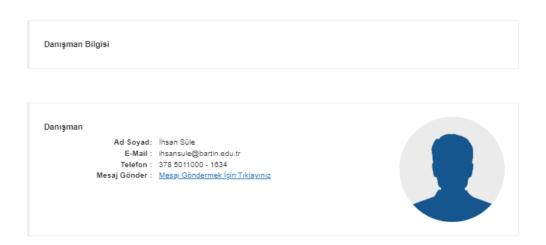
2.2. Tuition Fees

It is the page where tuition and debt information is listed by Year, Semester, Debt Type, Debt Amount, Paid Amount, and Remaining Debt.

Borç Kay	dınız Bulunmamaktadı	г			
Yıl	Dönem	Borç Tipi	Borç Tutarı	Ödenen Tutar	Kalan Borç
2021	Güz	Harç	0	0	0
2021	Bahar	Harç	0	0	0
2022	Güz	Harç	0	0	0

2.3. Advisor

The page displays the advisor's name, email, and phone information, allowing the user to view and send system messages.



2.4. History

The page displays the registration history of the student's active program. Historical information is listed as Status, Detailed Status, Status Date, Start Year, Start Semester, Class, and Course Semester.

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Tarihçe Bilgileri									
Durum	Detay Durum	Durum Tarihi	Başlangıç Yılı	Başlangıç Dönemi	Sınıf	Ders Dönemi			
Kayıt	ÖSS'yi Kazanarak Gelen	02.09.2013 13:22:41	2013	Güz	1	1			
Aktif	Aktif	02.09.2013 13:22:41	2013	Güz	1	1			
Kayıtlanmadı	Kayıtlanmadı	28.07.2013 20:06:19	2013	Güz	1	1			
Aktif	Kayıt Yenileme	21.10.2014 16:42:36	2014	Güz	1	1			

Kapat

The Registration Confirmation Report

The page where the registration report for the last registration period can be viewed and printed.

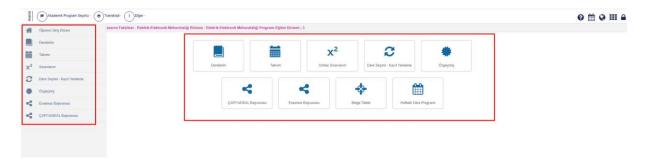


2.5. Activities

This is the page where the academic calendar, weekly course schedule, preparatory weekly course schedule, and course and exam activities are displayed.



The student can access information such as "My Courses," "Calendar," "Online Exams," "Course Selection-Registration Renewal," "Resume," "Minor/Double Major Application," "Erasmus Application," "Document Request," and "Weekly Course Schedule" from the main page boxes or the icons on the side.



My Projects

The information of the undertaken project is displayed



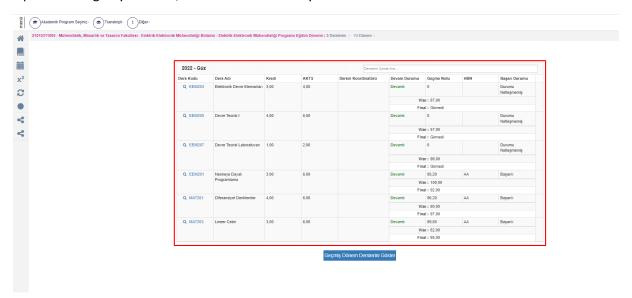
2.6. My Courses



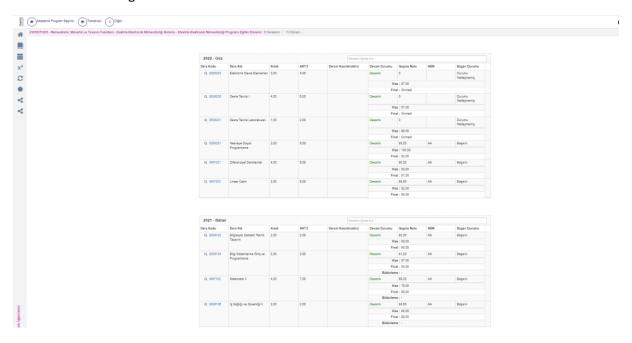
The course information can be accessed through the section.

'MY COURSES'

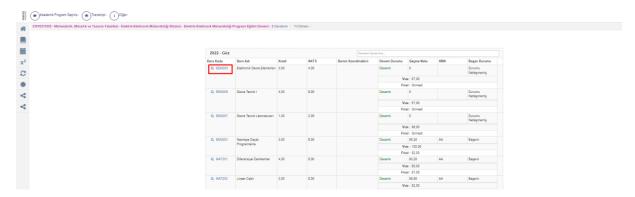
Upon entering 'My Courses,' the active academic year and semester courses are listed.



When the 'Retrieve Past Semester Courses' button is clicked, all semester courses from the date the student registered are listed.



To access Course Details, click on the Course Code.

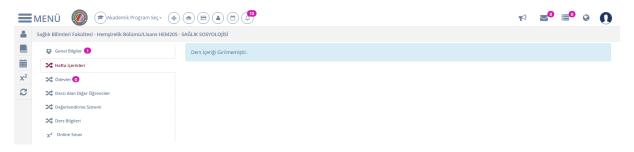


The headings in the detailed information include General Information, Weekly Course Contents, Assignments, Other Students Taking the Course, Evaluation System, and Course Information.

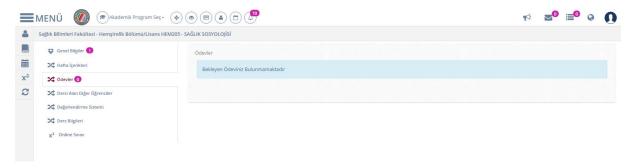
General Information; It is a page that includes the name of the course, the instructor of the course, Exam Type, Announcement Date, Exam Grade/Score, Excuse, and Attendance information.



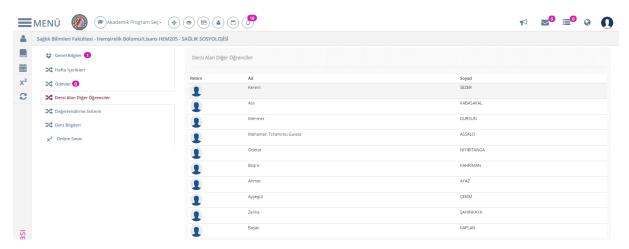
Weekly Contents; It is a page where the course content entered by the instructor of the course can be viewed.



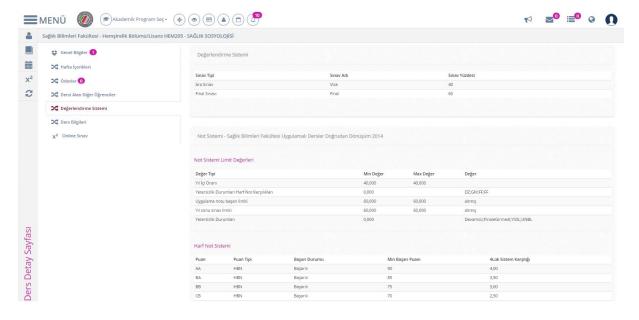
Assignments; It is the page where the assignments given by the instructor of the course can be accessed.



Other Students Taking the Course; It is the page where the pictures and names of the students taking the course can be seen.



Assessment System; It is the page where the exam percentages and the grading system determined for the course are displayed. The limit values of the grading system and information about the letter grade system are visible.



Course Information; This page displays information such as the course's objectives, content, book/material recommendations, planned learning activities and teaching methods, and other suggested aspects for the course.



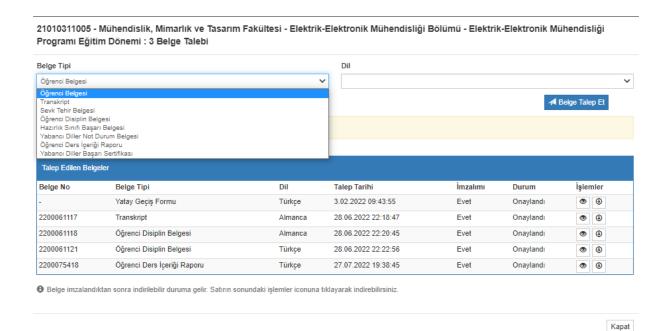
2.7. Document Request

Student Certificate, transcript, military call postponement, and many other documents can be requested on this page. By selecting Document Type and Language, the Request Document button is clicked. The requested document is listed in the Requested Documents section. After the document is signed, it can be viewed and downloaded from the Operations section at the end of the line.



21010311005 - Mühendislik, Mimarlık ve Tasarım Fakültesi - Elektrik-Elektronik Mühendisliği Bölümü - Elektrik-Elektronik Mühendisliği Programı Eğitim Dönemi : 3 Belge Talebi Belae Tipi Dil Öğrenci Belgesi Bir öğretim döneminde aynı tip ve dilde en fazla 4 adet belge talebinde bulunabilirsiniz. Talep Edilen Belgeler Belge No Belge Tipi Talep Tarihi İşlemle Yatay Geçiş Formu 3.02.2022 09:43:55 ∞ ⊕ 2200081117 Transkript 28.06.2022 22:18:47 **®** ⊕ Almanca Evet Onaylandı Õğrenci Disiplin Belgesi 2200061118 Almanca 28.06.2022 22:20:45 Evet Onaylandı **®** ⊕ 2200061121 Öğrenci Disiplin Belgesi 28.06.2022 22:22:56 **®** ⊕ Türkçe Evet Onaylandı 2200075418 Öğrenci Ders İçeriği Raporu 27.07.2022 19:38:45 Onaylandı @ (A) Türkçe Evet 📵 Belge imzalandıktan sonra indirilebilir duruma gelir. Satırın sonundaki işlemler iconuna tıklayarak indirebilirsiniz.

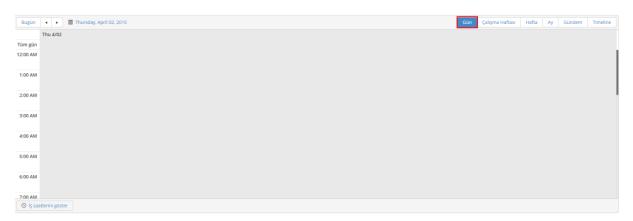
Kapat



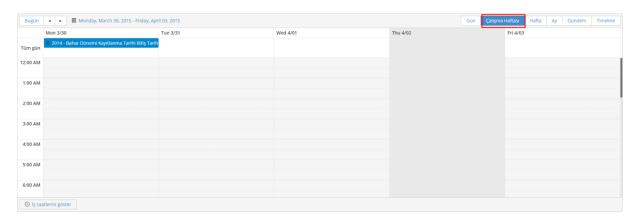
3. CALENDAR

The student can view all tasks and entries related to themselves, including day-hour, workweek, week, and month calendars, on this page from the academic calendar.

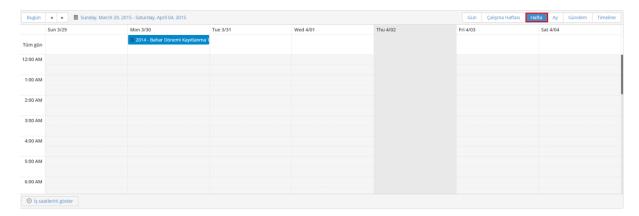
The Day View is as follows:



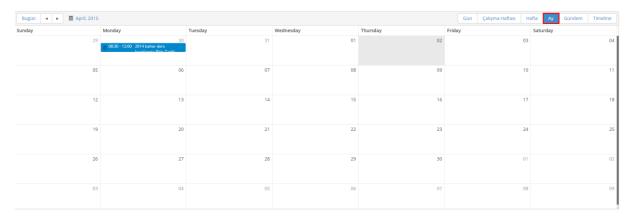
The Workweek View appears as follows.



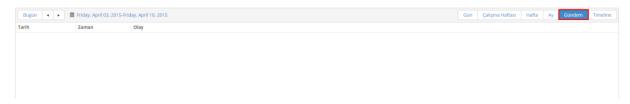
The Week View looks like the following.



The Month View looks like the following.



The Agenda view is as follows.



The Timeline view is as follows.

