



# New Faculty Orientation 13 September 2024

### Vice Rector for Student Affairs

Ezhan Karaşan

e-mail: ezhan@ee.bilkent.edu.tr

phone: 290-2748

office: EA-GIO

Administrative Assistant:

Damla Ercan



### **Administrative Units**

- Registrar's Office –
   Registrar: Şerife Tokulluoğlu
- Office of International Students and Exchange Programs – Director: Erkin Tarhan
- Dean of Students' Office –
   Dean: Kamer Rodoplu (Student Council + Student Activities Center)
- Dormitories Management –
   Director: Ahmet Teyfik Hamamcı

### **Academic Calendar**

- Fall and Spring semesters
  - Fall: September January
  - Spring: January May
  - 14 weeks of classes
  - 12-14 days for final exams
- Summer school (optional): June July
  - 7 weeks of classes
  - 5 days for final exams

### **Academic Calendar**

https://w3.bilkent.edu.tr/bilkent/academic

-calendar/





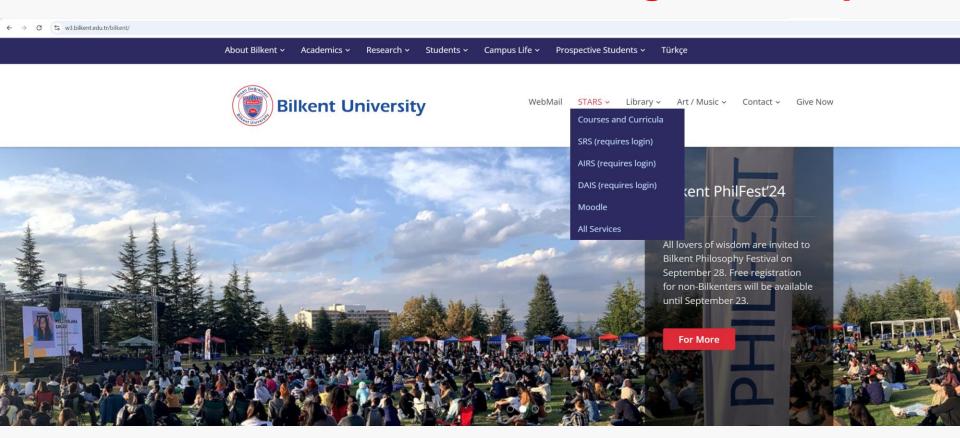
### Academic Calendar - Fall 2024

| 16 September 2024, Monday         | Classes begin                             |
|-----------------------------------|---|
| 20 September 2024, Friday         | Course add/drop deadline                  |
| 23 September 2024, Monday (10:30) | Exam reservations begin                   |
| 24 December 2024, Tuesday         | Last day of classes                       |
| 26 December 2024-8 January 2025   | Final exams                               |
| 13 January 2025, Monday (17:30)   | Grade submission deadline for instructors |



### **STARS – Records Database**

### STudent Academic information Registration System



### STARS – Records Database

AIRS for faculty members stars





 Access via password and two-level authentication (mobile phone or e-mail)

#### Services

Academic Units

Courses, offerings, curriculum, staff and catalog

Offerings

List of courses offered

- SRS For continuing students and alumni Student Review System
- AIRS For instructors Academic Information Review System
- DAIS For department staff Department Academic Information System
- BUSEL For BUSEL staff **BUSEL Student Information System**
- ALUMNI For graduates Alumni Information System
- Credit Card Payments For continuing students and alumni Payments for vehicle stickers and dormitory fees. Other payments are done in SRS.
- BILDORM For continuing students Bilkent University Online Dormitory Application
- GRASS For graduate school staff Graduate Schools System
- GRADADMIN For graduate school staff **Graduate Study Application Management**



### **AIRS**





**Bilkent University** 

Ezhan Karaşan (357)

Semester: 2024-2025 Fall

Home Schedule Current Courses

Old Courses

Browse Video Recordings Video Recordings Setup

Merge Student Schedules

Merge Exam Schedules Calendar Export

Send e-mail to multiple sections Medical Reports

Final Exam Make-up

Course Portfolio

Advisees

Send E-mail to Advisees

Registration Appointments

Graduate Student Registration

Registration Forms Approval

Registration Forms (View-only)

Email, SAPS Rights -Grant Rights -Edit/Revoke Rights

Classroom Browsing Inspect Student Comments

Graduate Student Card

Update Personal Information

Exam & Activity Scheduling

Exam Video Recording

Grade Distribution Graphics

Update Course Syllabus

Researcher Profile IDs

Annual Faculty Survey (AFS)

Annual Faculty Evaluation (AFE)

Annual Leave

View Administrator Evaluations

Send Feedback

Moodle

Request Moodle Support

Today's Courses

Weekly Schedule

Moodle

Zoom Exams/Activities

Zoom Logs

Guidelines VTTS

Registration Forms Approval

#### Courses in 2024-2025 Fall Semester

| Course Code                        | Course Code             | # of     | Credits |              | Links        |           |           |             |           |
|------------------------------------|-------------------------|----------|---------|--------------|--------------|-----------|-----------|-------------|-----------|
| Course Code<br>Section Course Name |                         | Students | Bilkent | ECTS         |              |           |           |             |           |
|                                    |                         |          |         |              | ClassRoster  | SendEmail | PrintSyll | RepeatList  | EditGrade |
| CS 421<br>002                      | Computer<br>Networks 65 | 3        | 5       | ImportGrade  | Attendance   | SAPS      | Moodle    | AssignFZGrd |           |
|                                    |                         |          |         | EditOfficeHr | FinalMake-up | Portfolio | Videos    |             |           |

#### **Courses With Update Rights**

|     |  | Semester       | Course       | Course Name       | Granted Rights |             |  |
|-----|--|----------------|--------------|-------------------|----------------|-------------|--|
|     |  | 2024-2025 Fall | CS 421 - 001 | Computer Networks | SendEmail      | ClassRoster |  |
| - 1 |  |                |              |                   |                |             |  |





| ClassRoster  | SendEmail    | PrintSyll         | RepeatList | EditGrade   |
|--------------|--------------|-------------------|------------|-------------|
| ImportGrade  | Attendance   | dance SAPS Moodle |            | AssignFZGrd |
| EditOfficeHr | FinalMake-up | Portfolio         | Videos     |             |

- Get your class roster
- Send e-mail to students
- Announce office hours
- Enter attendance records
- Schedule exams and other activities
- Access Moodle
- Announce exam/assignment grades
- Submit letter grades at the end of semester

## AIRS - Course Management

- Update the syllabus of your course
- State how exams, quizzes, homework, projects, reports, etc., will reflect to the total grade
- Clearly state minimum conditions for being eligible to take the final exam (so called FZ conditions)
- State your GenAl policy



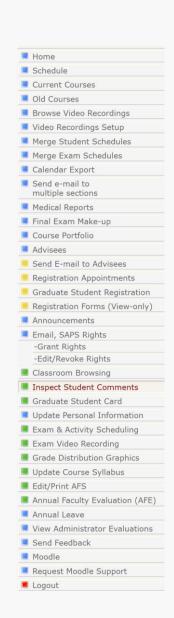
### **Course Portfolios**

- At the end of the semester, "Course Portfolio" uploaded through AIRS.
- Files to be uploaded includes
  - assessment materials, e.g., midterm exams, final exam, homeworks, quizzes, laboratory work, etc.,
  - samples of student work,
  - class attendance lists, if any,
  - table showing how letter grades were calculated.



### **Course Evaluations**

- Students fill in online course and instructor evaluation form
- Faculty can ask for the removal of inappropriate/irrelevant comments
- Removal requests reviewed by the Dean/Director
- Student comments accessible within Bilkent University.



### Please feel free to contact me

Ezhan Karaşan

e-mail: ezhan@ee.bilkent.edu.tr

phone: 290-2748

office: EA-GIO





### Thank you!