KHAS LEARN

Kadir Has University
Learning Management System

Directorate of Information Technologies

TABLE OF CONTENTS

What is KHAS Learn?

How to Log In?

Accessing Course

What Can I Do in a Course?

Support and Communication

KHAS LEARN

📖 **What is KHAS Learn?**

KHAS Learn is Kadir Has University’s official online learning management system.

Through this platform, students can:

- Access course materials (presentations, articles, videos, etc.) anytime and anywhere,
- Submit assignments and take online exams,
- Keep track of important dates and announcements using the calendar and notifications.
-

👉 KHAS Learn is the digital hub of the learning process for all students. It is the main platform you need to manage your courses and streamline your academic journey.

🎯 **Why Should I Use KHAS Learn?**

- **One Platform:** All course materials, assignments, exams, and announcements are collected in a single system.
- **Easy Tracking:** Deadlines for assignments, exams, and announcements are clearly followed with the calendar and notifications.
- **Accessibility:** Available from anywhere via computer, tablet, or smartphone.
- **Announcements:** Follow your instructors’ announcements both on the platform and via email.

KHAS LEARN SİSTEMİNE GİRİŞ

Access to KHAS Learn is provided with the Office 365 account given by the university.

🔑 **Login Steps**

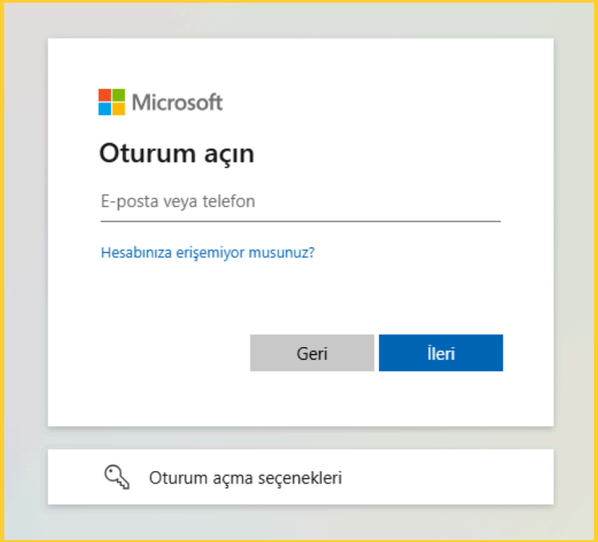
1. Open your browser and go to https://learn.khas.edu.tr/.
2. Log in using your university email address (...**@stu.khas.edu.tr**) and Office 365 password.
3. If you don't know or have forgotten your password, you can create/reset it at https://password.khas.edu.tr/.

❗ **Attention**

- If another Office 365 account is already logged in on your computer, you may not be able to access KHAS Learn.
- Make sure to log out of previous sessions or clear your browser history/cookies.

📧 **Support**

If you experience issues, you can get help by sending an email to learn@khas.edu.tr.



ACCESSİNG COURSES

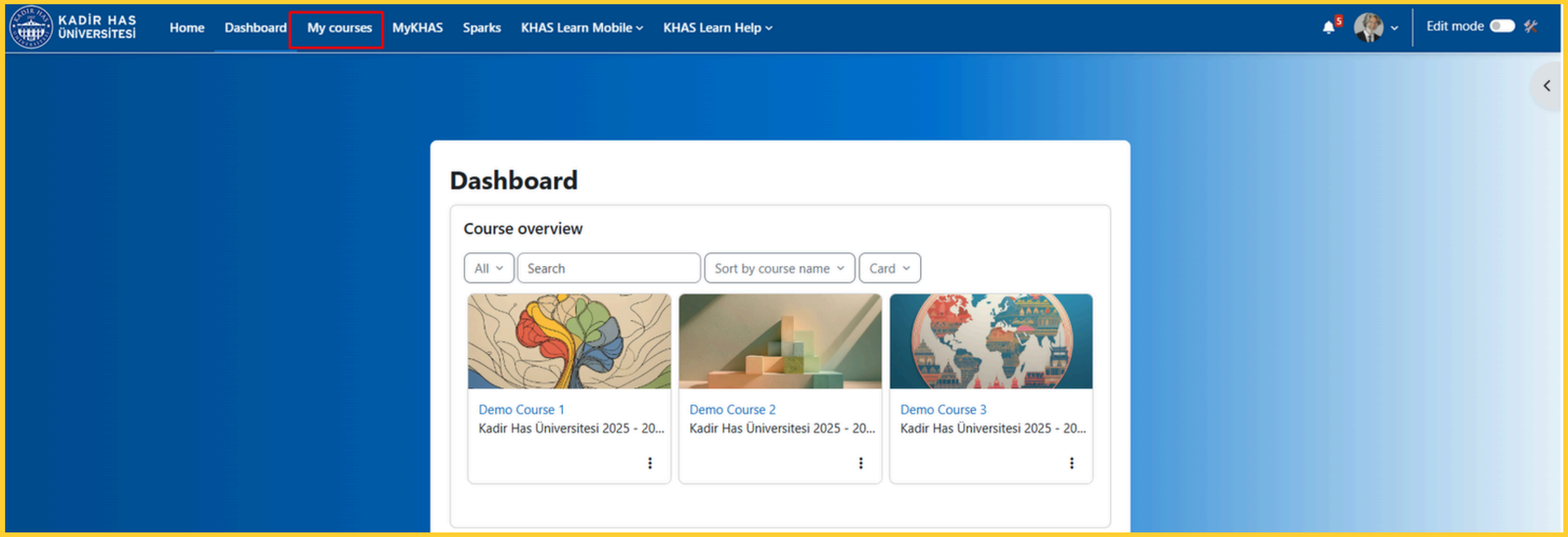
The courses you are enrolled in are automatically transferred to KHAS Learn through the SPARKS system. Once your advisor approval is completed, your courses will appear in your KHAS Learn account.

Steps to Access Your Courses

1. Log in to the KHAS Learn homepage.
2. On the **Dashboard**, you can see all the courses you are enrolled in.
3. Alternatively, you can click on the **My Courses** tab in the top menu to access your courses.
4. Click on the course name you want to open to enter the course page.

ℹ️ Note

If your courses do not appear in the system, it most likely means that your advisor approval has not yet been completed. In this case, check the SPARKS system or contact your advisor.



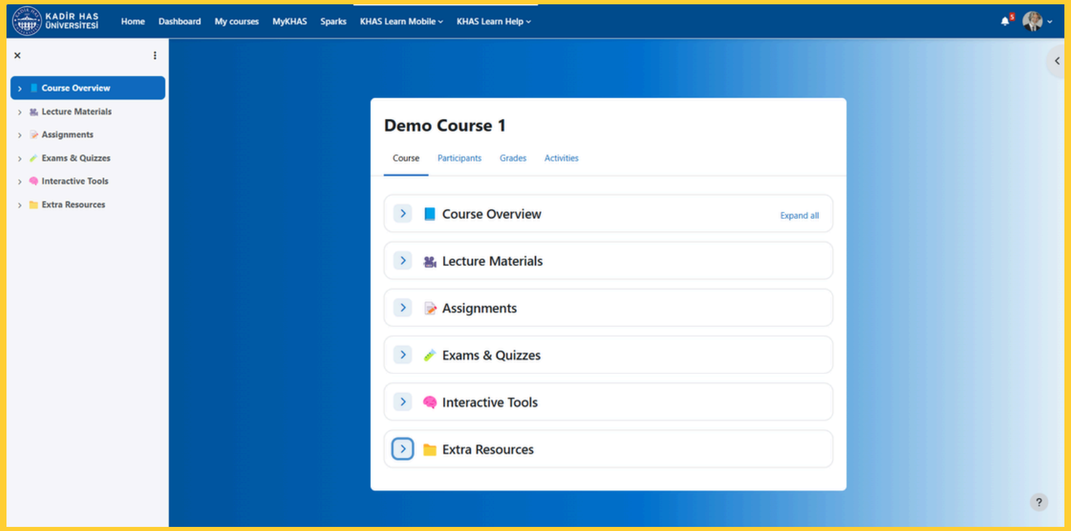
COURSE PAGES

Each course in KHAS Learn has its own dedicated page. These pages are designed to help you follow course materials and instructions provided by your instructor.

A course page typically includes the following sections:

- **Course Overview**: General information about the course, introduction of the instructor, and explanations about how the course will be conducted.
- **Lecture Materials:** Weekly lecture notes, presentations, and additional resources.
- **Assignments**: A list of assignments you need to submit and their upload areas.
- **Exams & Quizzes:** Online exams and short quizzes.
- **Interactive Tools:** Forums, surveys, or other interactive activities (if added by the instructor).
- **Extra Resources:** Additional resources, sample files, or guide materials.

ℹ️ **Note: All these sections are determined by the course instructor. You may not see the same headings in every course page.**



KHAS LEARN TOOLS

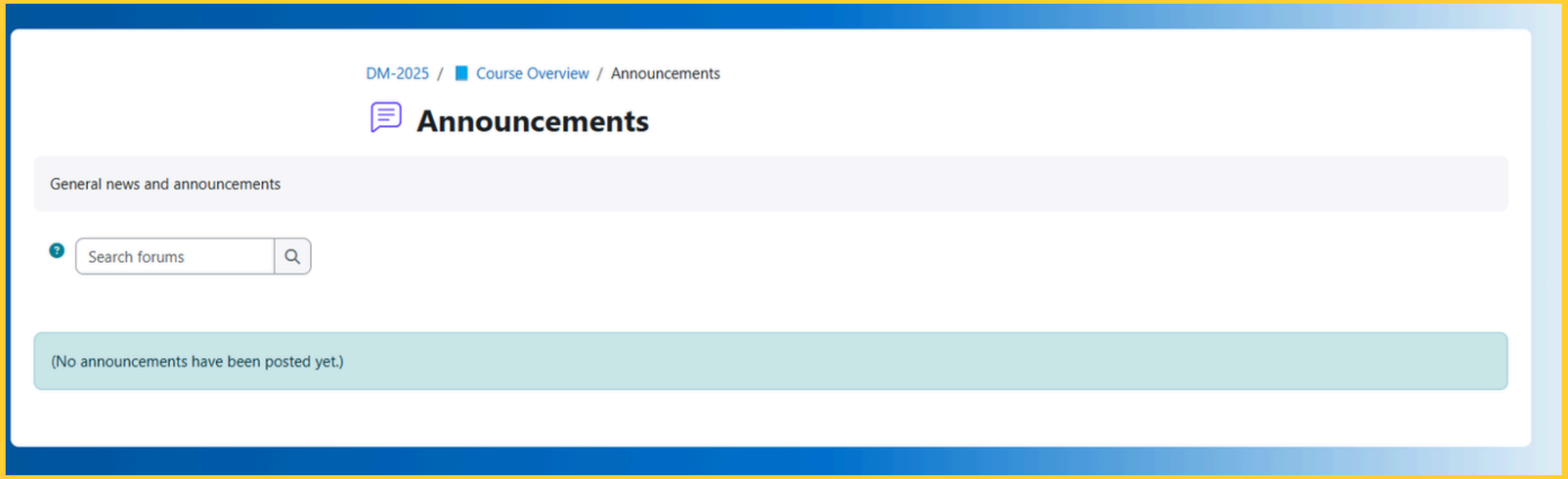
📢 Announcements

What is it?
Announcements are the official communication tool used by the instructor to provide information to students.

Who can use it?
Only the instructor can post announcements. Students cannot write or reply to announcements.

Where to access?
You can access announcements by clicking the Announcements link in the Course Overview section of each course page.
All announcements are also automatically sent to the student's university email address.

Why is it important?
Important information such as exam dates, assignment reminders, or class cancellations is shared here. It is strongly recommended that you check announcements regularly.



KHAS LEARN TOOLS

👥 Attendance Tool

What is it?

The Attendance tool is a module that allows instructors to track student participation in classes.
Students cannot mark their own attendance; records are entered by the instructor.

Who uses it?

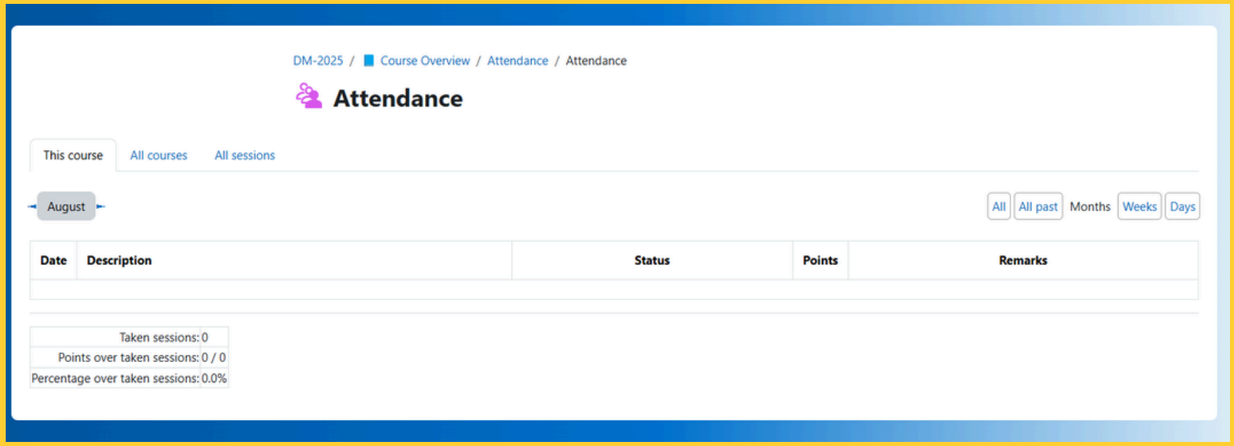
- It is not mandatory for every course.
- The Attendance tool is only actively used if the instructor enables it.
- If you do not see an **Attendance** link on your course page, it means attendance is not being taken for that course.

Where to access?

On the course page, click the **Attendance** link under the **Course Overview** section to view your attendance records.
The list will show whether you were marked as Present or Absent for each session.

Why is it important?

In courses with mandatory attendance, your attendance record may affect your final grade.
Students cannot change their attendance status; only the instructor's entries are displayed.



KHAS LEARN: COURSE ACTİVİTİES

📝 Exams (Quizzes)

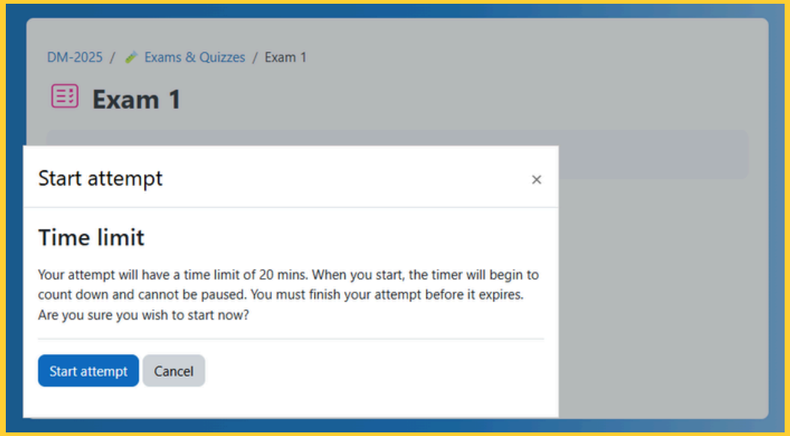
What are they?

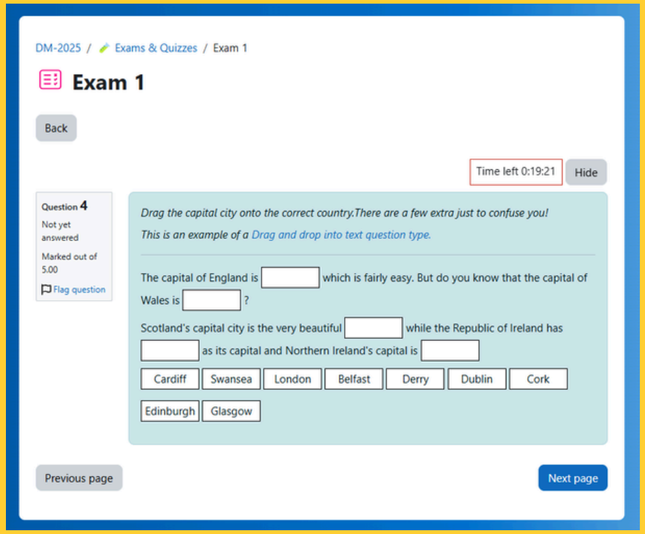
Exams may consist of various question types such as **Multiple Choice, True/False, Matching, Short Answer, Numerical, and Essay**.
All answers are saved automatically (except Essay). Once the exam is completed, your grade will be reflected in the **Grades** section.

How to take an exam?

1. In the course page, click on the **Quiz** activity.
2. Press the **Attempt Quiz** button.
3. On the new page, click **Start Attempt**.
4. Answer the questions in the quiz screen, then move forward using **Next Page**.
5. After completing the exam, click **Finish Attempt**, then **Submit All and Finish**.

ℹ️ **Note: If a Time Limit is set by the instructor, you must complete the exam within the given time. When the time expires, the system will automatically close and submit your attempt.**





KHAS LEARN: COURSE ACTİVİTİES

📂 Assignments

What are they?

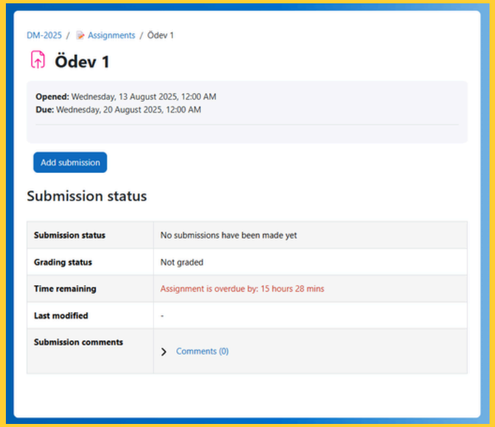
Assignments allow students to upload tasks given by the instructor. These tasks may include reports, presentations, projects, or other file formats. Submitted assignments are graded and recorded in the Grades section, where your results become visible.

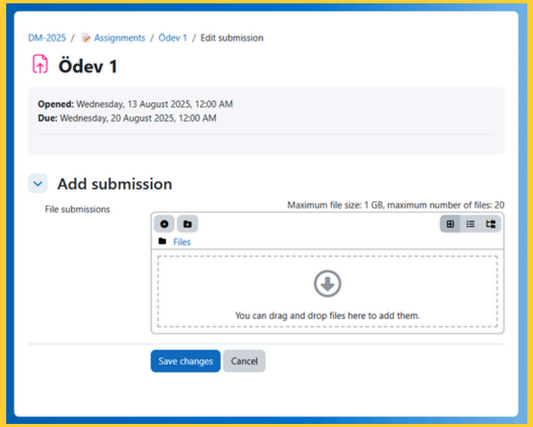
How to submit a regular assignment?

1. In the course page, click on the relevant **Assignment** link.
2. Review the assignment details on the page (Due Date, Cut-off Date, instructions, file format, etc.).
3. Click the **Add Submission** button.
4. On the submission screen, either drag and drop your file or select it using the **File Picker**.
5. Once uploaded, click **Save Changes**.
6. To finalize submission, click the **Submit Assignment** button (if required).

Notes

- When you click **Save Changes**, your file is uploaded to the system and becomes visible to the instructor.
- If the instructor has enabled the **Submit Assignment** option, you must click it to confirm your submission.
- After the **Due Date**, submissions are not allowed. However, if permitted by the instructor, **Late Submissions** may be accepted.





KHAS LEARN: COURSE ACTİVİTİES

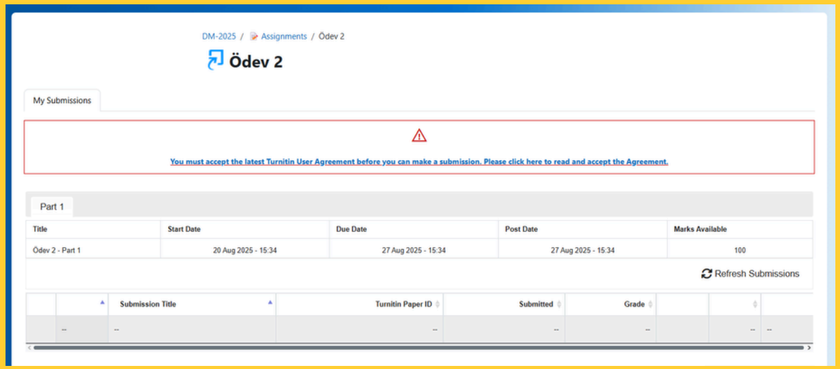
📝 Turnitin Assignments

What are they?

Turnitin assignments generate a **Similarity Report**. The file you upload is sent to the Turnitin system, where it is checked for text similarity. The report may be visible or hidden to students, depending on the instructor's settings.

How to submit a Turnitin assignment?

1. In the course page, click on the relevant **Turnitin Assignment** link.
2. Review the assignment details (Start Date, Due Date, instructions, file format, etc.).
3. Click the **Submit Paper** button.
4. On the submission screen:
   - Enter your assignment title in the **Submission Title** field.
   - Select and upload your file (Word, PDF, or another accepted format).
5. Once uploaded, the button changes to **Upload / Submit**. Click it to send your paper to Turnitin.



Notes

- After submission, your assignment will appear in the **Grades** section.
- If enabled by the instructor, the **Similarity Report** will be available after processing. You can view it by reopening the assignment.
- There is no **Save Changes** option; the file is sent directly upon submission.
- After the **Due Date**, submissions are not allowed. However, if permitted by the instructor, **Late Submissions** may be accepted.

KHAS LEARN: COURSE ACTİVİTİES

💬 Forums

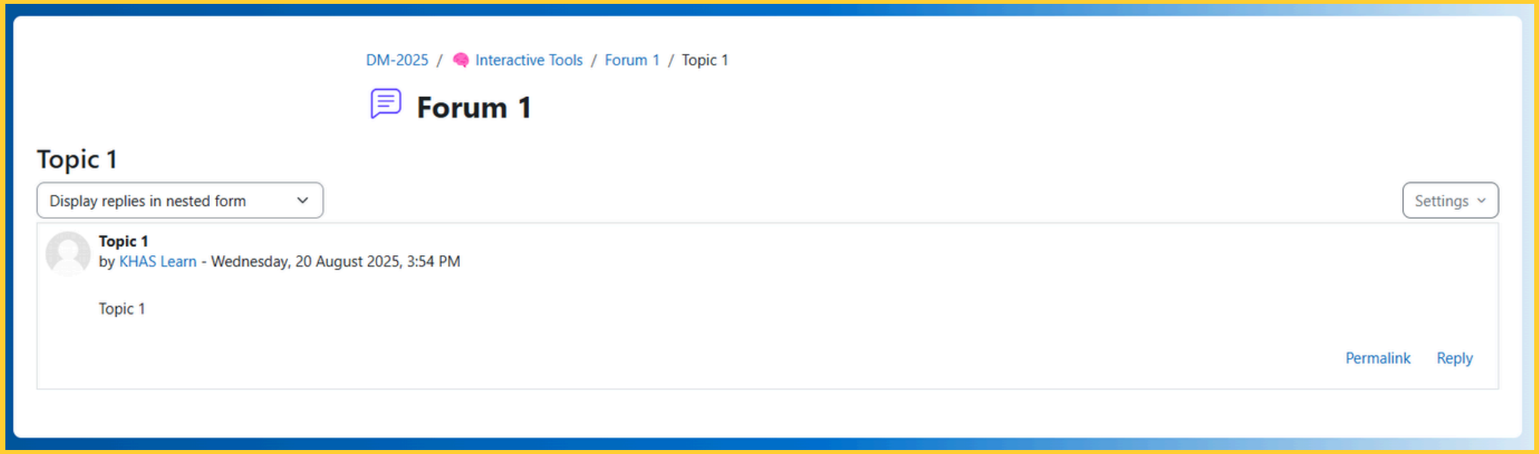
What are they?
Forums are activities created by instructors for discussion, assignments, or additional coursework.
Students can only participate in topics opened by the instructor.

How to participate in a forum?

1. In the course page, click the relevant **Forum** link.
2. On the forum page, you will see the discussion topics created by the instructor.
3. Click on the topic you want to join.
4. To post a message, click the **Reply** button.
5. Write your response in the editor box, and if necessary, attach a file.
6. Click **Post to forum** to submit your reply.

Notes

- Students cannot create their own discussion topics; they can only reply to topics opened by the instructor.
- Messages appear immediately after posting, unless the instructor has enabled a moderation option (approval required).
- Forum participation may be graded in some courses **(Graded forums).**



KHAS LEARN: COURSE ACTİVİTİES

📝 Grades

What is it?

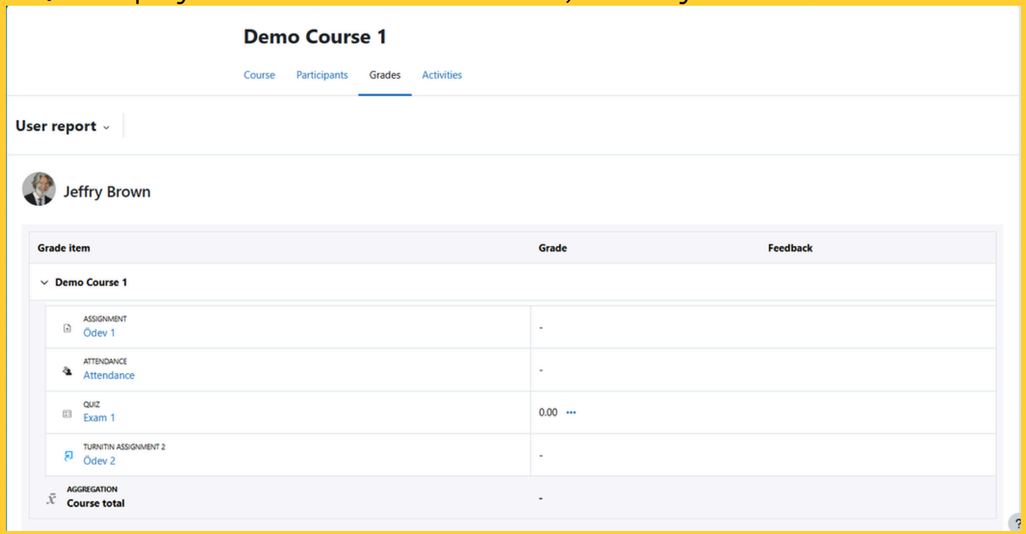
The Grades section is where you can view the scores you received from exams, assignments, forums, and other activities in your course.
All assessment items added by the instructor are listed here.

How to view your grades?

1. On the course page, click **Grades** from the top menu.
2. The page will display all grade items defined by the instructor for that course.
3. Your grade for each activity will appear according to the criteria set by the instructor.
4. If the instructor provided feedback, you can also view it next to the grade.

Things to know about grades

- The visibility of grades depends entirely on the instructor's settings; in some courses, not all grades may be published.
- Some grades (for assignments or exams) may take time to be released. Until then, you may see a "–" symbol in the grade column.
- Your overall course grade (**Course Total)** is displayed at the bottom of the list, but only if the instructor has enabled it.



LECTURE MATERİALS IN KHAS LEARN

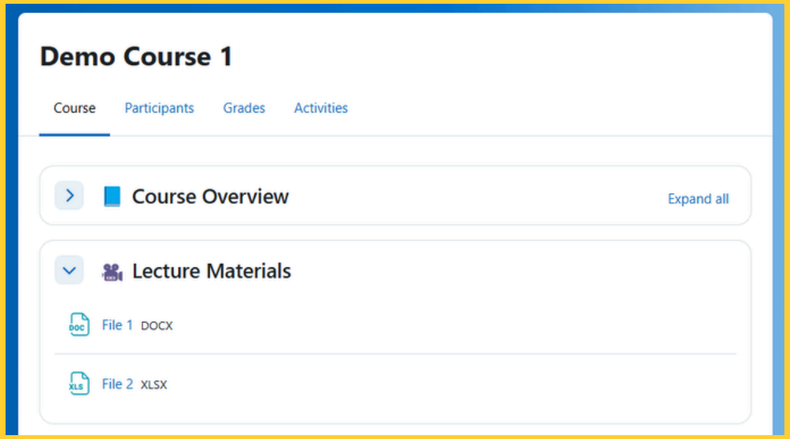
📚 Course Materials

What is it?

Course materials include all the content shared with you by the instructor during the course. These may include lecture notes, presentation files, PDF documents, articles, links, video recordings, or additional resources.

How to access materials?

- Enter the page of the relevant course.
- Materials added by the instructor will appear as a **File, Folder, or URL (Link)**.
- Click on a file icon to open it in formats such as PDF, Word, or PowerPoint.
- Some files may open directly in your browser.
- Others may need to be downloaded to your device for viewing.
- If the instructor shared a **Folder**, click the folder to access all the files inside.
- By clicking on shared links **(URL)**, you may be directed to external web pages or videos.



Important notes:

- Materials may be uploaded gradually as the course progresses. Not all content may be visible in the first week.
- You can only access materials from the page of the course in which you are enrolled.

TRACKİNG DEADLİNES IN KHAS LEARN

Timeline & Upcoming Events

🕒 Timeline

What is it?

The **Timeline** helps students keep track of upcoming or overdue assignments and quizzes.

How does it work?

- Only activities assigned to you (e.g., assignments, quizzes) are displayed.
- Each activity shows its due date and status (e.g., **Overdue** = late).
- You can click on the activity link to go directly to it.
- For some activities, quick access buttons like **Add submission** or **Attempt quiz** appear, allowing you to start directly from the Timeline.
-

Example:

In the visual, “Assignment 1” appears with a red **Overdue** label. This indicates that the submission deadline has passed.

📅 Upcoming Events

What is it?

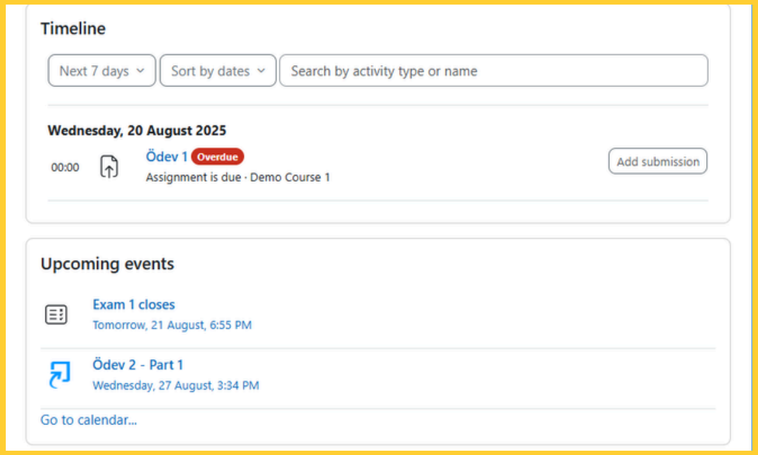
The **Upcoming Events** block displays all calendar entries in the system.
It includes not only activities specific to you but also any calendar events added by your instructor for the entire class.

How does it work?

- Events may include assignment deadlines, quiz closing times, activities, and scheduled meetings.
- Each event shows the **date, time, and event name**.
- At the bottom of the list, you can click **Go to calendar**... to open Moodle’s detailed calendar view.

Example:

In the visual, “Exam 1 closes” and “Assignment 2 – Part 1” are listed. These are future events, so they appear under the Upcoming Events block.



📞SUPPORT & CONTACT

For all technical and academic support related to **KHAS Learn**, you can directly reach the Support Team. Assistance is available for **course management, content upload, course design, assignment/quiz settings, and assessment methods.**

💻 Submitting a Support Request via MyKHAS Ticket System

1. Log in to the **MyKHAS** system.
2. Click on the **Support tab** in the top menu.
3. Click the **New (+)** button in the top right corner.
4. In the window that opens, select **Learn Support Request** under the **Information Technologies** category.
5. Fill out the form and submit your issue/request.

📧 Support via E-mail

You can report KHAS Learn-related issues directly by sending an e-mail to:
✉️ learn@khas.edu.tr

☎️ Support via Phone

You can also reach the Educational Technologies team by phone:

📞 **+90 (212) 533 65 32 / Extension: 1210**
👤 **Yunus Akarsu – Educational Technologies Specialist**
🕒 **Working Hours: Weekdays 08:30 – 17:30**