# CONTENTS

What is KHAS Learn?

How to Log in to the System?

Accessing Courses

Frequently Used Tools in KHAS Learn

Support and Communication

# KHAS LEARN

## ❖ What is KHAS Learn?

KHAS Learn is the official online learning platform of Kadir Has University. It enables educators to plan and deliver their courses while engaging with students. KHAS Learn creates a digital bridge between instructors and students, providing a modern, accessible, and interactive learning environment.

### ✦ For Instructors:;

- **Course Material Sharing**: Easily share presentations, documents, and resources with students.
- **Assignment & Exam Management**: Create online assignments, exams, and quizzes.
- **Communication & Interaction**: Stay connected with your students through forums, messages, and announcement tools.

### ❖ For Students:

- **Access Anywhere:** Reach course content via computer, tablet, or mobile devices.
- **Active Participation:** Easily take part in discussions and activities outside the classroom.
- **Tracking & Feedback:** View assignment grades and feedback from instructors instantly.
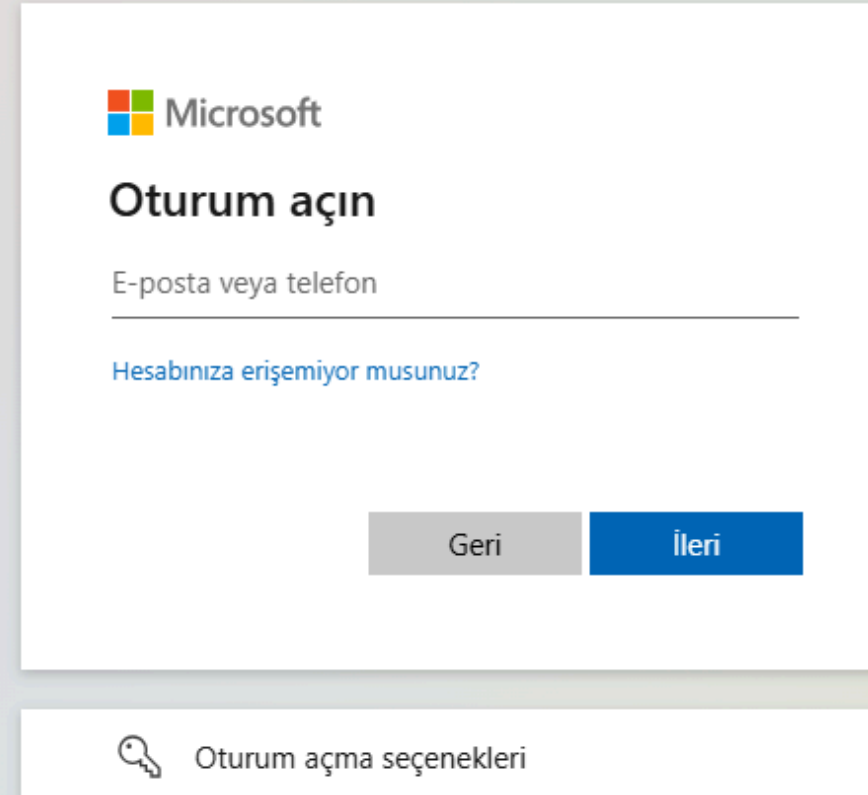
# KHAS LEARN LOGIN

📌 **How to Log In?**

- Type **learn.khas.edu.tr** into your web browser's address bar.
- Alternatively, you can use the **Quick Menu > KHAS Learn** link at the bottom of the KHAS Website.

🔑 **Login Screen**

👤 **Username:** Your KHAS email address
🔒 **Password:** Your KHAS email password

Hızlı Erişim

Akademik Takvim

Öğrenci E-Posta

Personel E-Posta

KHAS Learn

Sparks

Bologna

EBYS

MyKHAS

Microsoft

Oturum açın

E-posta veya telefon

Hesabınıza erişemiyor musunuz?

Geri    İleri

🔍 Oturum açma seçenekleri
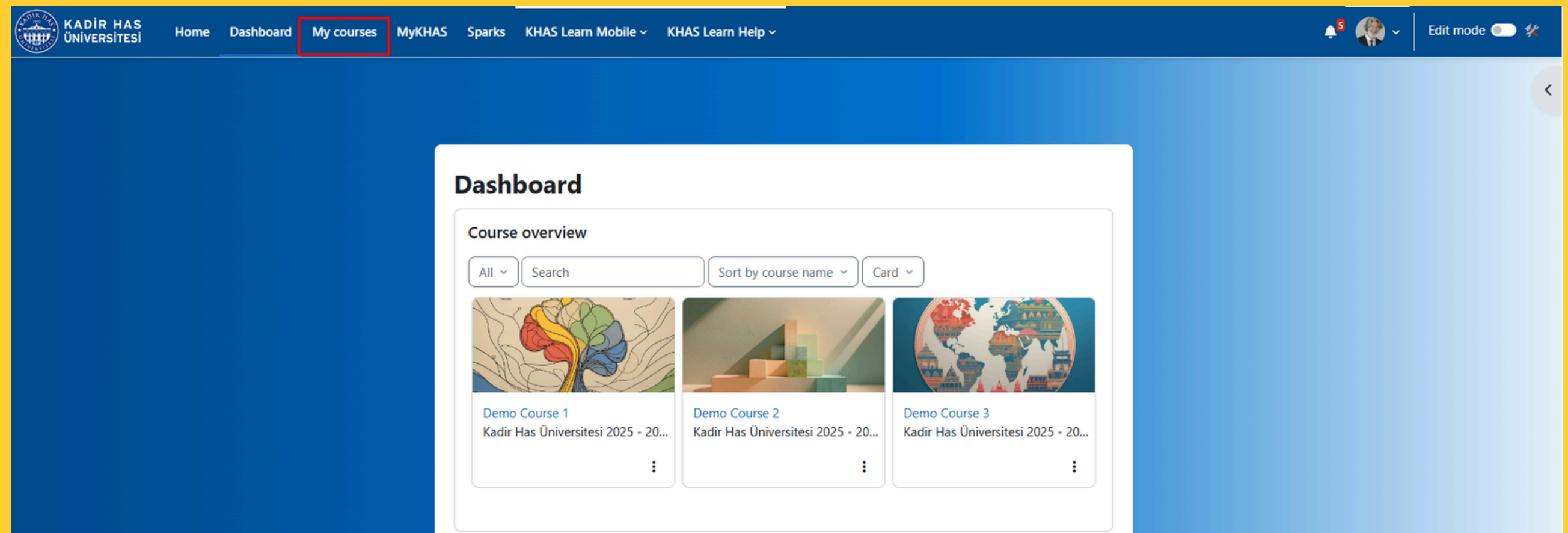
# ACCESSING COURSES

- After logging into the system, you will be directed to the homepage.

- You can view your enrolled courses from the "**My Courses**" section in the top menu.

- You can access the course page by clicking on the course names listed.

# FREQUENTLY USED TOOLS IN KHAS LEARN

📢 **Announcements**

**What is it for?**

It allows communication with students outside of class hours. Announcements appear on the course page and, if desired, can also be sent via email to all participants.

**How to post an announcement?**

- In the course, click on the **Announcements** link.
- Select **Add a new topic**.
- Fill in the subject and description fields.
- **Send by email:** At the bottom of the message editor, click **Advanced**. In the expanded options, check the box "**E-mail this announcement to users**."
- Click the **Post to forum** button.
-

**Note: If the "E-mail this announcement to users" option is selected, the announcement will also be instantly sent to all enrolled students via email.**
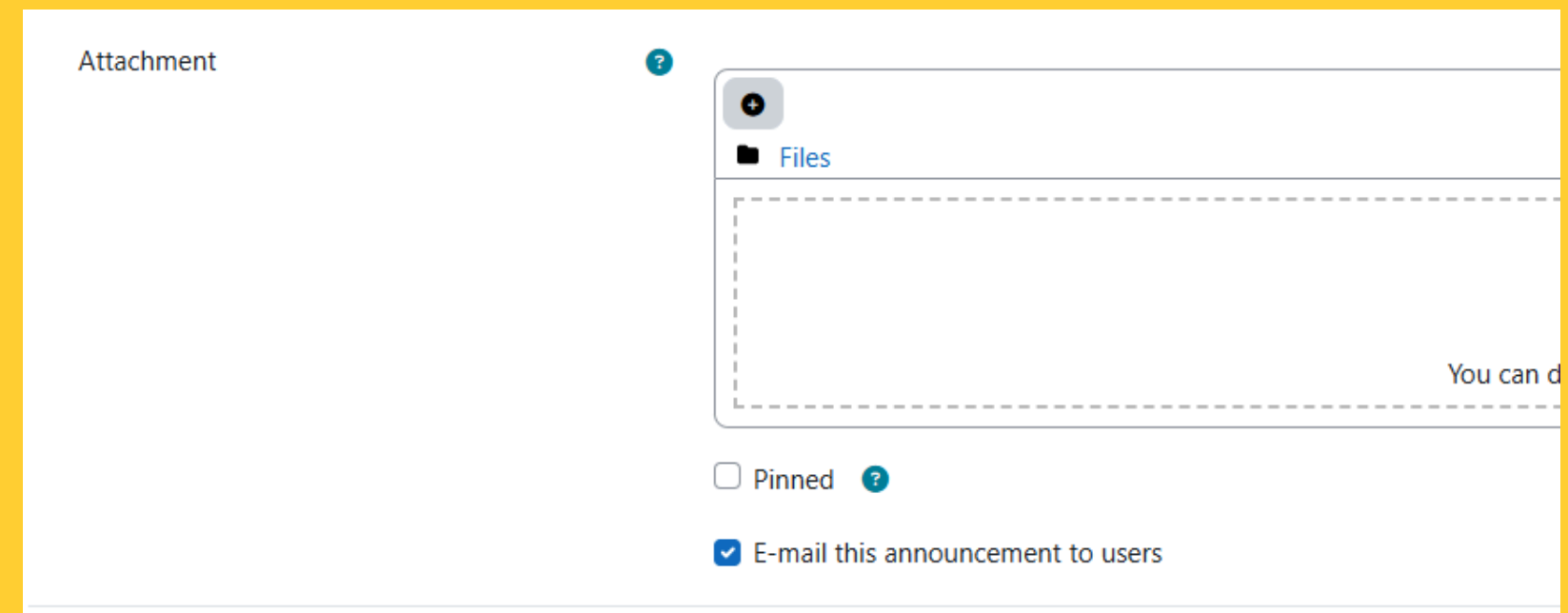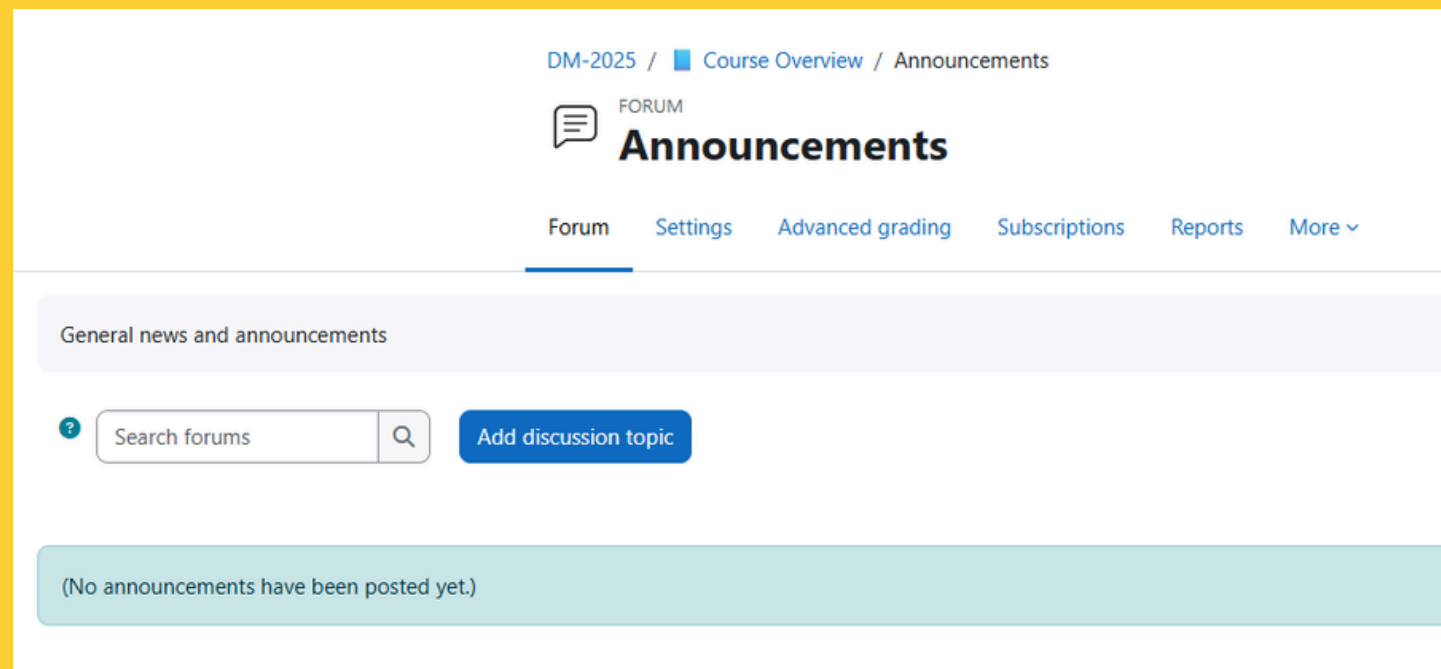
# FREQUENTLY USED TOOLS IN KHAS LEARN

📄 **Syllabus**

**What is it for?**

It allows instructors to share the weekly plan, course content, and assessment criteria with students. Students can access the syllabus in the **Course Overview** section of the course page.
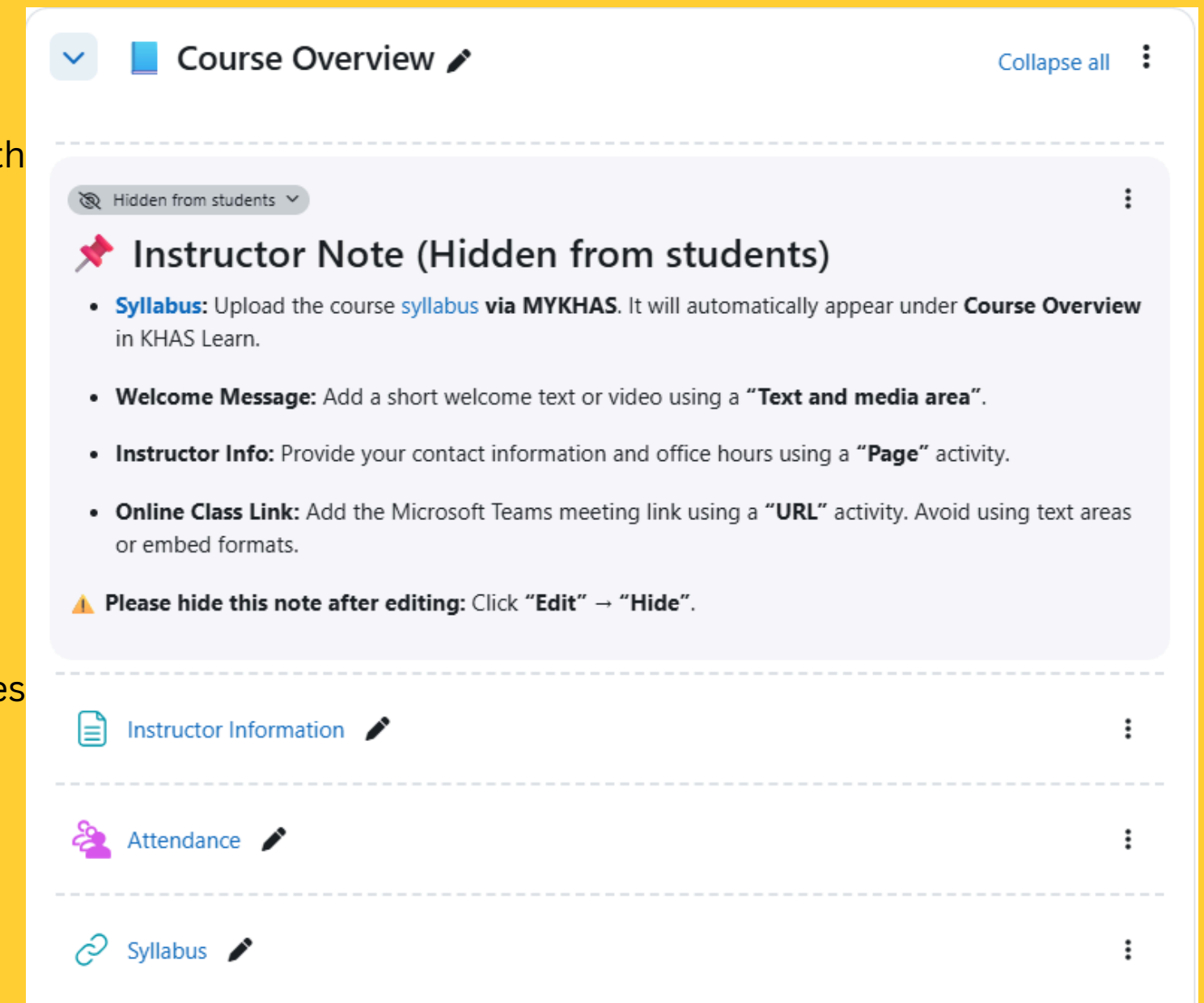
**How is it added?**
- Instructors do not need to upload a separate file to KHAS Learn.
- The syllabus is uploaded through the **MYKHAS system**.
- Once uploaded, it is automatically displayed in the corresponding course page on KHAS Learn.
- Students can access the file directly from the **Course Overview** section.

**Advantage:**

The syllabus information is updated simultaneously in both **MYKHAS** and **KHAS Learn**. This ensures centralized management and reduces the risk of errors during updates.



📘 **Course Overview**                                    Collapse all  ⋮

👁 Hidden from students ˅                                              ⋮

📌 **Instructor Note (Hidden from students)**
- **Syllabus:** Upload the course syllabus **via MYKHAS**. It will automatically appear under **Course Overview** in KHAS Learn.
- **Welcome Message:** Add a short welcome text or video using a **"Text and media area"**.
- **Instructor Info:** Provide your contact information and office hours using a **"Page"** activity.
- **Online Class Link:** Add the Microsoft Teams meeting link using a **"URL"** activity. Avoid using text areas or embed formats.

⚠ **Please hide this note after editing:** Click **"Edit"** → **"Hide"**.

📄 Instructor Information ✏                                            ⋮

👥 Attendance ✏                                                       ⋮

🔗 Syllabus ✏                                                         ⋮

# FREQUENTLY USED TOOLS IN KHAS LEARN

## 👤 Faculty Info

**What is it for?**

It allows students to view the instructor's contact details in the **Course Overview** section of the course page. Here, students can access the instructor's name, email address, office information, and office hours.

**How to add/edit?**

- On the course homepage, click **Turn editing on**.
- Go to the **Course Overview** section.
- Locate the pre-created **Faculty Info (Page)** link.
- Click the **Edit** menu next to it and select **Edit settings**.
- Enter your details (contact information, office hours, etc.) in the form that appears.
- Click **Save and display**.

DM-2025 / 🔲 Course Overview / Faculty Info

### 📄 Faculty Info

Page    Settings    More ˅

### 🖼️ Faculty Info

| Name: | |
|---|---|
| **Email:** | |
| **Office Hours:** | |
| **Office Location:** | |

Last modified: Wednesday, 20 August 2025, 10:19 AM
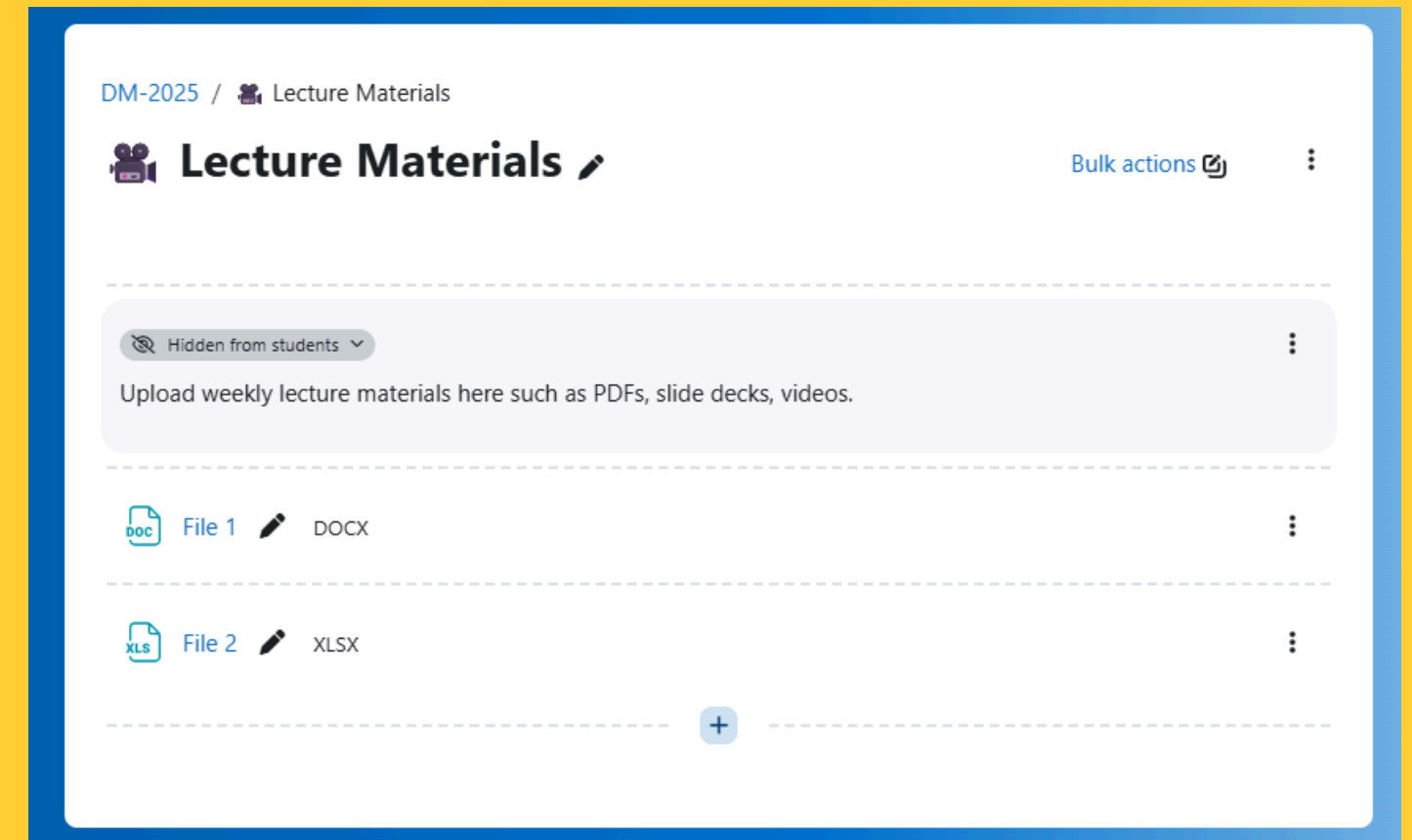
# FREQUENTLY USED TOOLS IN KHAS LEARN

🎥 **Lecture Materials**

**What is it for?**

It allows instructors to upload course materials (Word/PDF documents, PowerPoint presentations, images, etc.) to be shared with students. Students can access these materials from the **Lecture Materials** section of the course page.

**How to add/edit?**

- On the course homepage, click **Turn editing on**.
- Go to the **Lecture Materials** area.
- Click **Add an activity or resource**.
- From the menu, select **File**.
- Drag and drop the file (Word, PDF, PPT, etc.) into the upload area, or use **Choose a file** to upload it.
- Click **Save and return to course**.

---

DM-2025 / 🎥 Lecture Materials

# 🎥 Lecture Materials ✏️

Bulk actions 🗐

👁 Hidden from students ∨

Upload weekly lecture materials here such as PDFs, slide decks, videos.

📄 File 1 ✏️  DOCX

📄 File 2 ✏️  XLSX
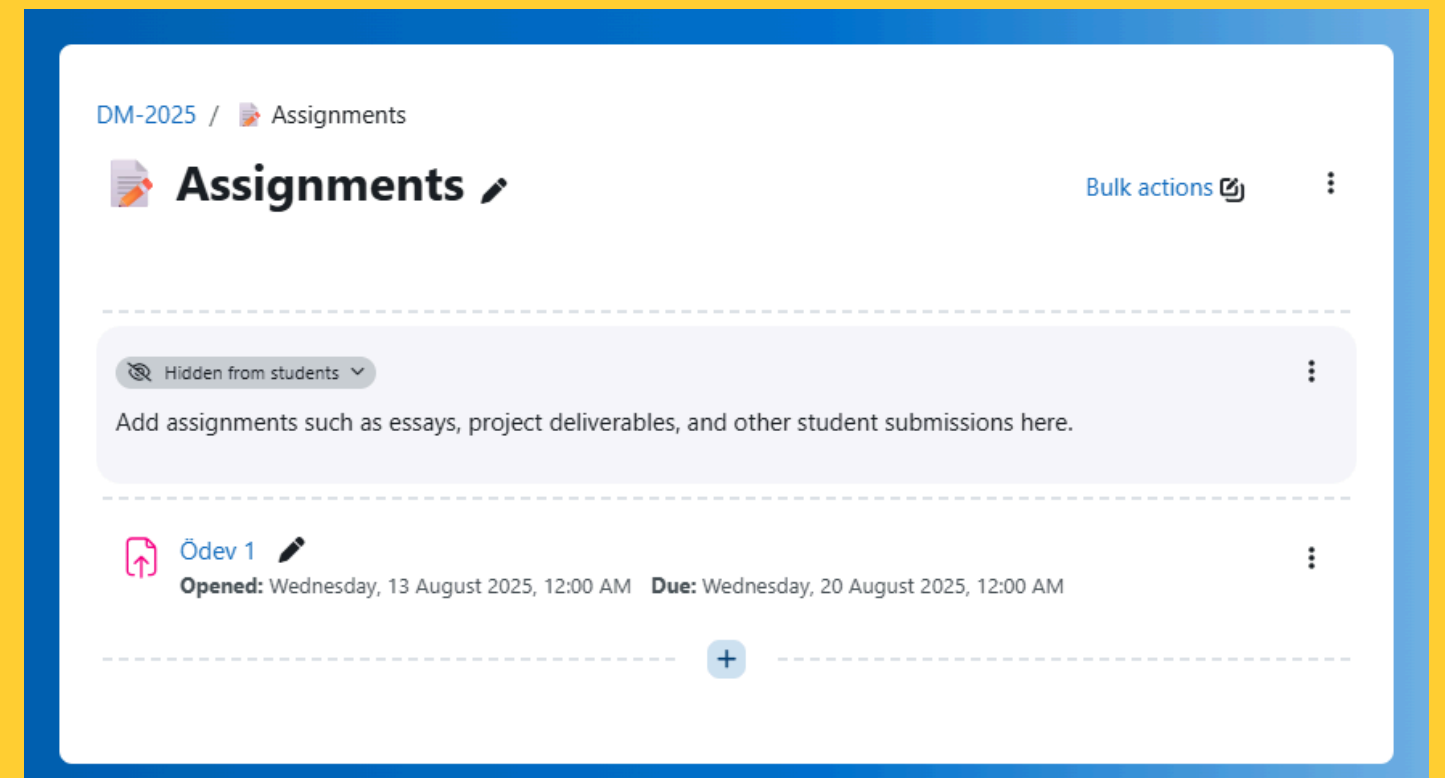
➕

# FREQUENTLY USED TOOLS IN KHAS LEARN

📝 **Assignments**

**What is it for?**

It allows students to submit their assignments through the system. Instructors can review the submitted assignments online, provide feedback, and grade them directly.

**How to add/edit?**

- On the course homepage, click **Turn editing on**.
- In the relevant section, click **Add an activity or resource**.
- From the menu, select **Assignment**.
- In the **General** section, enter the assignment name and description.
- In the **Availability** section, set the start and due dates for the assignment.
- In the **Submission types** area, choose how students will submit their work (file upload, online text, etc.).
- In the **Feedback types** section, decide how you will provide feedback (comments, grades, uploaded files, etc.).
- In the **Grade** section, configure the grading method.
- Once completed, click **Save and return to course**.

DM-2025 / 📝 Assignments

📝 **Assignments** ✏️                                      Bulk actions 🗹      ⋮

👁 Hidden from students ⌄                                              ⋮

Add assignments such as essays, project deliverables, and other student submissions here.

📄 Ödev 1 ✏️                                                            ⋮
**Opened:** Wednesday, 13 August 2025, 12:00 AM   **Due:** Wednesday, 20 August 2025, 12:00 AM

# FREQUENTLY USED TOOLS IN KHAS LEARN
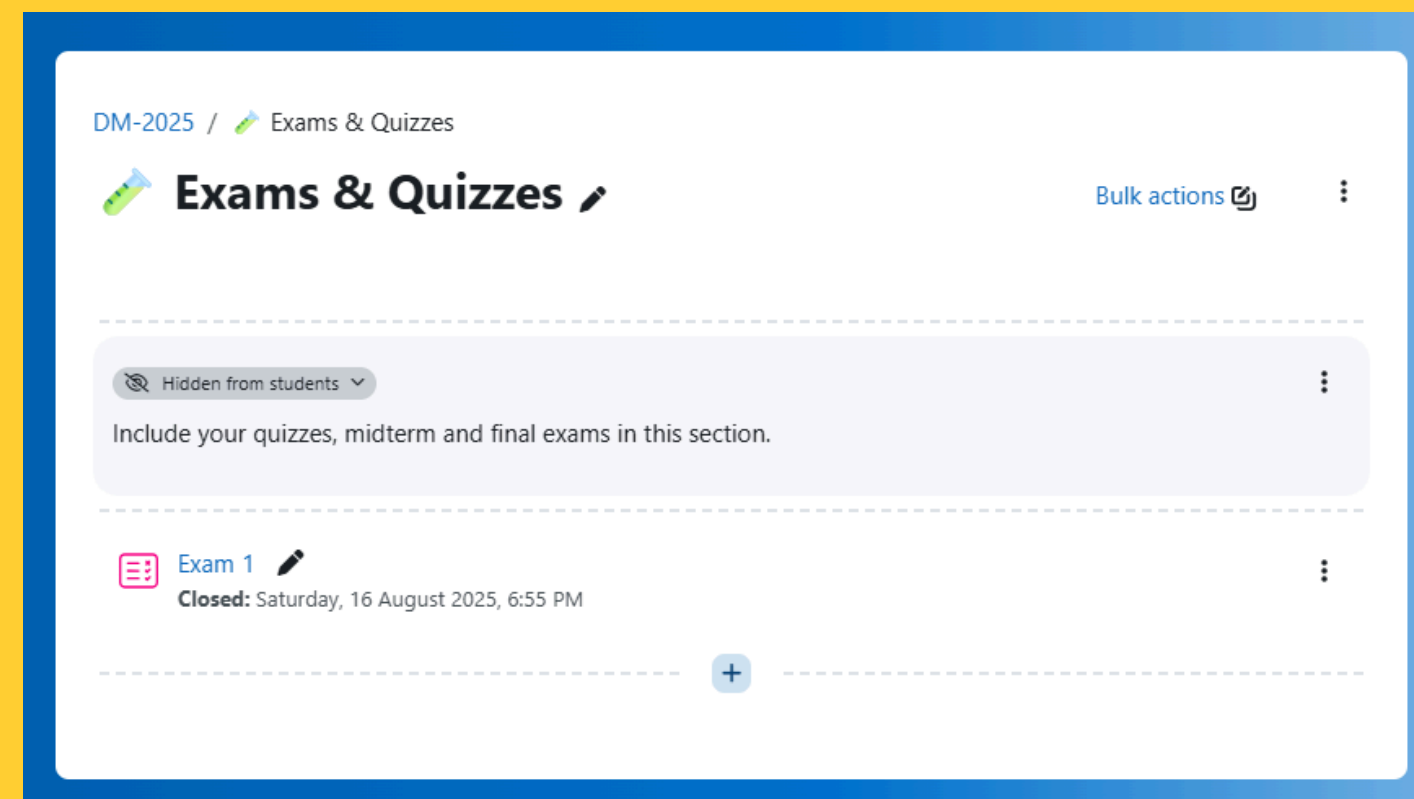
🧪 **Quizzes**

**What is it for?**

It allows students to take online exams.

Instructors can add different question types such as multiple choice, true/false, short answer, and matching. They can also configure exam timing, number of attempts, and grading methods.

**How to add/edit?**

- On the course homepage, click **Turn editing on.**
- In the relevant section, click **Add an activity or resource**.
- From the menu, select **Quiz**.
- In the **General** section, enter the quiz name and description.
- In the **Timing** section, set the open/close dates and the time limit.
- In the **Grade** section, choose the grading method (highest grade, average of attempts, etc.).
- In the **Question behavior** section, configure how students will view and attempt the questions (random order, one per page, navigation options, etc.).
- Once the settings are complete, click **Save and return to course**.
- Then, open the quiz and click **Edit quiz** to add your questions.

DM-2025 / 🧪 Exams & Quizzes

🧪 **Exams & Quizzes** ✏️                    Bulk actions

👁 Hidden from students ⌄

Include your quizzes, midterm and final exams in this section.

Exam 1 ✏️
Closed: Saturday, 16 August 2025, 6:55 PM

# FREQUENTLY USED TOOLS IN KHAS LEARN
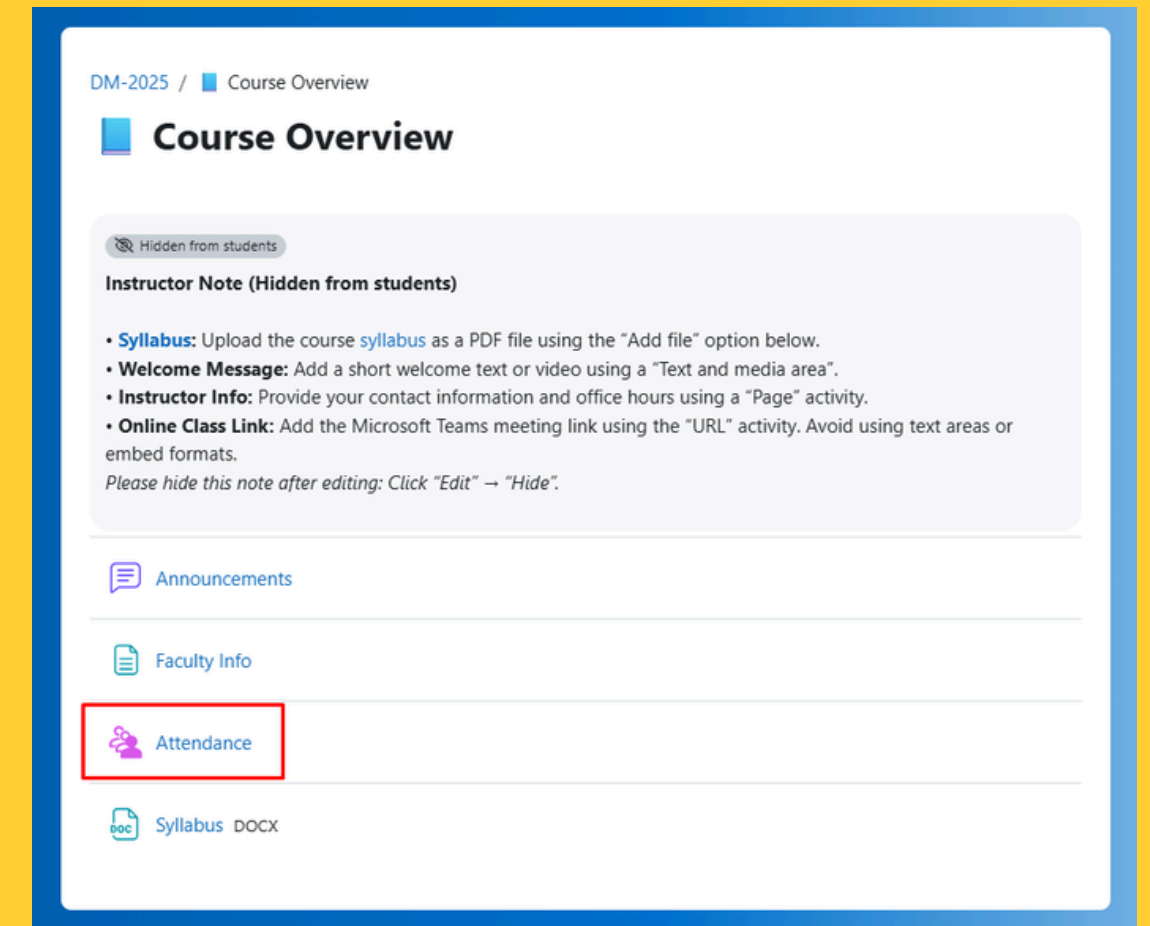
**Attendance**

**What is it for?**

It allows instructors to record student attendance during classes (e.g., Present, Late, Excused, Absent).

Attendance data can be reported within the system and included in end-of-term evaluations.

**How to add/edit?**

- On the course homepage, click **Turn editing on**.
- In the relevant section, click **Add an activity or resource**.
- From the list, select **Attendance**.
- In the **General** section, give a name to the attendance activity (e.g., "Attendance – Fall 2025").
- Click **Save and return to course**.
- Go to the newly added attendance activity and click **Add session** from the top menu.
- Enter session details such as date, time, and duration.
- The system automatically includes attendance statuses (Present, Late, Excused, Absent). You can edit these if needed.
- When the class starts, the instructor opens the relevant session and records student attendance.



DM-2025 / 📗 Course Overview

## 📘 Course Overview

🚫 Hidden from students

**Instructor Note (Hidden from students)**

- **Syllabus:** Upload the course syllabus as a PDF file using the "Add file" option below.
- **Welcome Message:** Add a short welcome text or video using a "Text and media area".
- **Instructor Info:** Provide your contact information and office hours using a "Page" activity.
- **Online Class Link:** Add the Microsoft Teams meeting link using the "URL" activity. Avoid using text areas or embed formats.

*Please hide this note after editing: Click "Edit" → "Hide".*

💬 Announcements

📄 Faculty Info

🧑‍🏫 Attendance

📄 Syllabus DOCX

# SUPPORT AND COMMUNICATION

For all questions and technical support related to **KHAS Learn,** you can reach the Support Team through the following channels:

- 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. Press the **New (+)** button in the upper-right corner.
4. In the window that opens, select **Learn Support Request** under the **Information Technologies** section.
5. Fill in the form and submit your issue/request.

✉ **Support via E-mail**

For issues related to KHAS Learn, you can directly send an e-mail to the following address:
✉ 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**