



KHAS Learn User Guide for Students

KHAS Learn

**Kadir Has University
Directorate of Information Technologies**

KHAS Learn

KHAS Learn is the Learning Management System in which all the distance education processes are managed. KHAS Learn enables instructors; communicating with their students, sharing course materials with their students, organizing activities such as homework/projects outside of the classroom.

KHAS Learn Giriş

Courses and students enrolled in the course are automatically taken from the SPARKS database. After receiving the advisor's approval, you can access the courses you have registered by logging in with your Office 365 account. If you do not know your password, you can update your password at <https://password.khas.edu.tr/>.

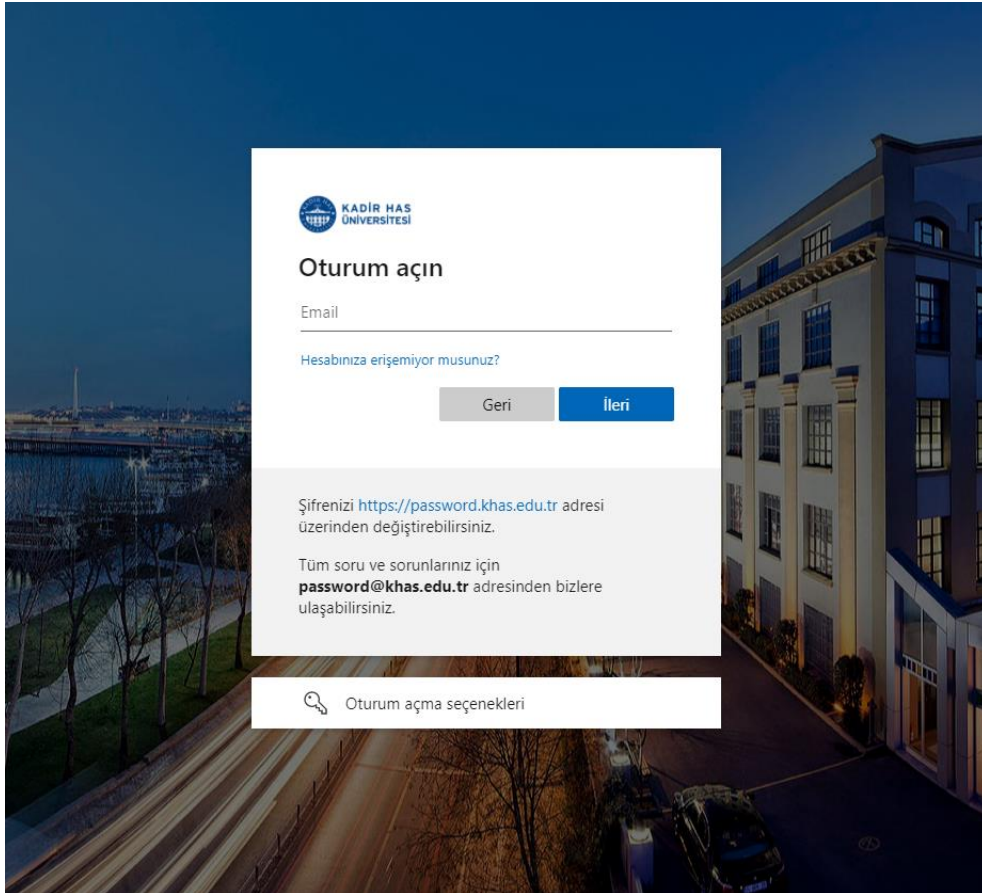
Attention:

If you have a different Office 365 account open on your computer before, you cannot log in to the system.

You have to close previous sessions or you can log in by deleting your browser history.

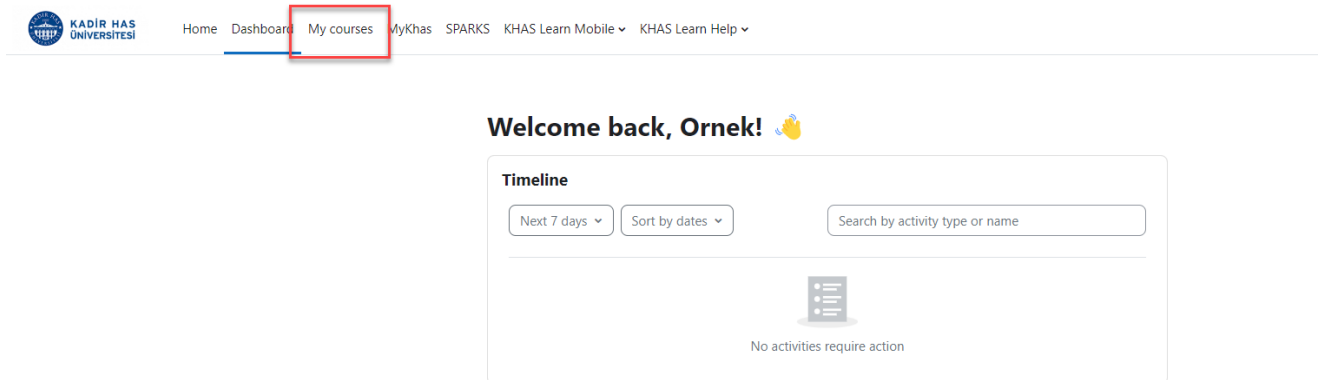
To login to the system:

Open any web browser and type <https://learn.khas.edu.tr/> in the address bar and you can log in by entering your e-mail information.



Access to Courses

When you log in to the system, the control panel page of the KHAS Learn system appears. On this page, there is a list of the courses you have registered under the My Courses module in the menu on the left. You can access the course pages by clicking on the course names in the list.



The screenshot shows the KHAS Learn system dashboard. At the top left is the Kadir Has University logo. The navigation menu includes 'Home', 'Dashboard', 'My courses' (highlighted with a red box), 'MyKhas', 'SPARKS', 'KHAS Learn Mobile', and 'KHAS Learn Help'. Below the navigation is a 'Welcome back, Ornek!' message with a hand icon. A 'Timeline' section contains filters for 'Next 7 days', 'Sort by dates', and a search box. Below these filters is a message: 'No activities require action' with a calendar icon.

Course Home Page

- The left column contains folders with course materials and course-related activities.
- In the middle area, you can see the related studies and course materials placed in the folders on the left.
- In the right column, you can see fields such as "Latest Announcements", Instructor Information.

The screenshot shows the KHAS Learn interface for 'Demo Course 1'. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'MyKhas', 'SPARKS', 'KHAS Learn Mobile', and 'KHAS Learn Help'. The left sidebar is titled 'About The Course' and lists categories: Announcements, Syllabus (provided by SPARKS), Assignments (Zoom Online Classroom), Exams, Assignments, Exams and Quizzes, and Extra Resources. The main content area is titled 'Demo Course 1' and has tabs for 'Course', 'Grades', and 'Competencies'. Under 'About The Course', there are three items: 'FORUM Announcements', 'URL Syllabus (provided by SPARKS)', and 'ASSIGNMENTS EXTERNAL TOOL Zoom Online Classroom'. The right sidebar contains 'Archive KHAS Learn' (with a 'Go to Archive Learn' link) and 'Faculty Info' (with fields for Photo, Title, Name - Surname, E-mail, Phone, Office Location, and Office Hours).

KHAS Learn Course Activities

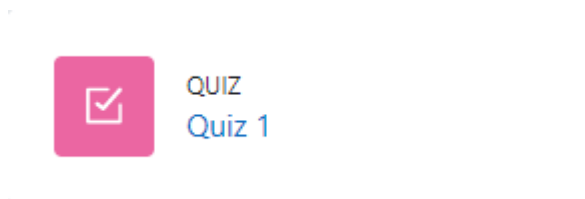
KHAS Learn Lesson Activities are activities that require the participation of students. The activities are active on the dates and times determined by the instructor. If permission is not given, students cannot participate in related activities.

1. Exams

Exams consist of questions in various formats such as matching, short answers, numerical questions and multiple choice. Each answer you give is automatically recorded (except for open-ended questions) and your grade is transferred to the grade centre.

To take the exams:

- Enter the Exam



- Click the Attempt the quiz button. Click the Launch Application button from the page that opens.
- The questions asked in the relevant exam will be displayed in the window that opens. Click the 'Next' button after answering the questions..

Soru 1

Henüz
cevaplanmadı

10,00
üzerinden
işaretlenmiş

🚩 Soruyu
işaretle

Aşağıdakilerden hangisi Başkenttir?

Lütfen birini seçin:

- a. Ankara
- b. Kayseri
- c. İzmir
- d. İstanbul
- e. Antalya

Note: If a time limit has been set by the instructor, you must complete the questions in the exam within the given time.

- To finish the quiz, first click Finish application and then 'Submit all and finish'.

3. Assignment

Homework is a tool that allows students to upload their digitally prepared document (Word, Excel and PDF documents, pictures, audio and video files, etc.) to the system.

To upload files to Assignment:

- Click on the assignment's name.



ASSIGNMENT
Assignment 1

- Click the Add Submission button.



ASSIGNMENT
Assignment 1

Mark as done

Opened: Tuesday, 23 August 2022, 12:00 AM
Due: Tuesday, 30 August 2022, 12:00 AM

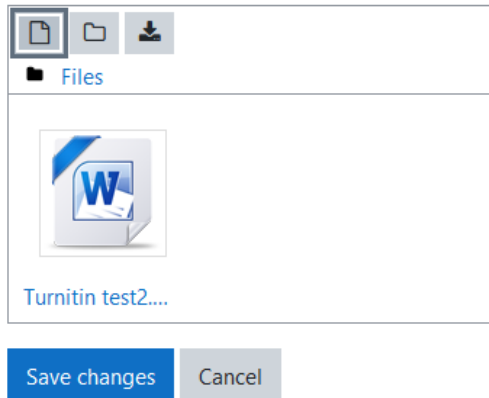
Add submission

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	6 days 13 hours remaining
Last modified	-
Submission comments	▶ Comments (0)

- A window will appear where you can upload files. To upload a file, drag the relevant file or click the Add button and select the file using the "Choose file" option and click the "Upload File" button. Your file will appear in the File Submission.

Finally, click the Save Changes button.

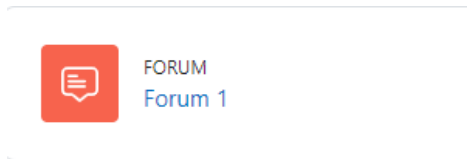


4. Forums

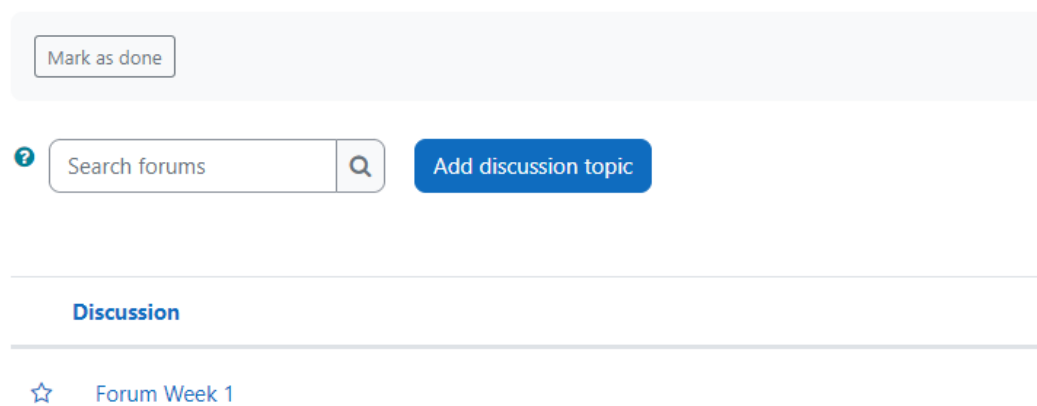
The forum feature of KHAS Learn is used to discuss a particular topic in the course. You can use the forum as a discussion board where you can message your instructor or other students.

To view and participate in forum event:

- Click the Forum Name



A page like the one below will open. You can see the discussion topics created on this page. By clicking on the discussion topic you can reach the explanation and reply.



To reply:

- Click on the Topic 1 link.
- Click the “Reply” button.
- Enter your message on the reply page that opens.
- If you want to add a file, click the advanced link in the lower right corner, click the “Add” button in the “File” section and select the file on your computer.
- Click the “post to forum” button.

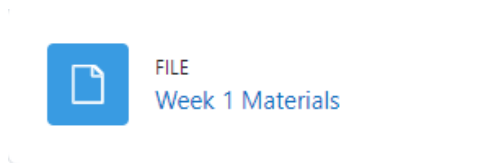
Your message will appear on the forum.

Access to Course Materials

1. Files

To access any file (Word and PDF documents, PowerPoint presentations, Flash objects, pictures, etc.) added as course material, you need to click on the file name.

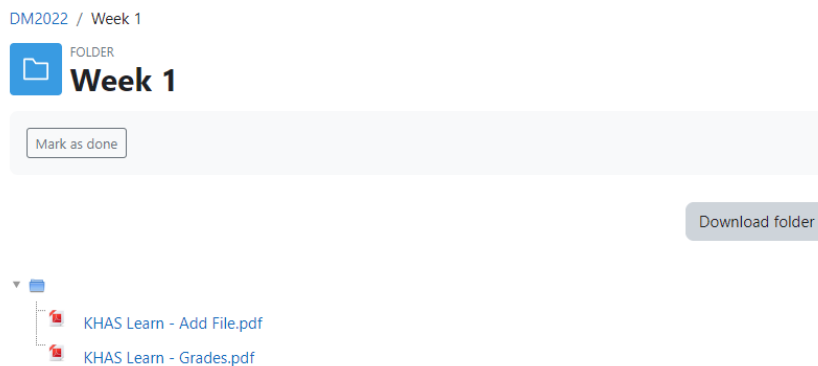
- Example:



2. Folder

Folders are used to group course materials. The folder can contain various files (image, audio, video, text files). After clicking on the name of the folder, you can access the files.

- Example:



3. URL

You can access web pages shared as course resources or links shared from a source such as Flickr, Youtube, Wikimedia.

- Example:

