



ACIBADEM UNIVERSITY

DISTANCE LEARNING HANDBOOK

*Prepared by students,
for students.*



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Dear Students of Ercibadem University

This handbook was first prepared by a group of students for the medical students upon the request of School of Medicine's Dean, Yasemin Alanay. When the booklet was completed, considering that it will be beneficial for all students, it was adapted for the usage of all the students at our university.

While preparing this booklet, our aim was to make your transition from classical education to distance education smoother. In addition, we wanted to talk about the time period we are in, to refresh our hopes and to say a warm hello to the newcomers of our school.

We hope that this booklet, prepared by students for students, will alleviate at least some of the difficulties you will experience in distance education.

WHEN EVERYTHING IS OVER, I WILL BE AT CAMPUS, POSSIBLY

OĞUZ CAN IŞIK - SCHOOL OF MEDICINE YEAR IV

My Dear School Friend,

I am writing these lines with all my sincerity and realism, with the hope that they will reach you. I would like to start by quoting the last scene of the movie *The Shawshank Redemption* (1994) that you may have watched:

"I hope to see my friend and shake his hand. I hope the Pacific is as blue as it has been in my dreams. I hope..."

If you want to watch it before continuing reading, [here](#) it is.

As I write this article, it has been exactly 200 days... 200 days since 11 March 2020, when the first Covid-19 case in our country was detected. Gradually our lives have changed, we awakened in uncertainty to a changing environment every day. All healthcare workers, whom we will be colleagues soon, tried to care for and heal our patients with all their dedication and devotion, under great risks, and are continuing to work. Besides them, we also went through many difficulties. Our residents returned to their homes in anxiety, and those with their families did not even step outside to protect them for a long time... We all lived a life of exile and imprisonment, a kind of captivity. I hope we don't have to pay any more redemption.

In my opinion, the most difficult part of the pandemic we are living in is not touching each other. It means not being able to use both a sense and a way of communication, means not being able to understand the other person adequately, and perhaps not expressing ourselves enough. I hope only I have it, the feeling of feeling a little lonely, a little isolated. However, it seems we all feel more or less the same...

Let's throw these things to the winds for a while. Let's take a deep breath and look together to what we want and will do in this term:

First of all, we will survive, stay alive and well. Maybe it will sound funny to you, but remember your mind works in the direction you decide. When you make a decision, your unconscious choices lead you towards your decision, and if you are really sincere in your decision, then they say it comes from within your power. I, personally, believe it.

They say, "Life is what happens to you while you are busy making other plans". However, life cannot be lived without plans, in order not to be thrown like a boat without a rudder. Setting daily and weekly goals, establishing a sleep and diet pattern, and improve communication with your family and friends are up to you, the decision is in your hands. In addition to all of this, distance learning will be added on them from now on. So, where do we start?

First things first: If you start tasks in priority, you won't question yourself like why am I doing this now. If you remember, during the enhanced community quarantine period, almost nothing was urgent. There was a time period when we were never in hurry while doing something, maybe doing nothing exactly. Why are we in a deadly hurry again now? I have a simple explanation for this: Things somehow (!) piled up again. Let's not look at how did they pile up again but look at what we can do:

Start by making a plan. Make a plan you can implement. Follow the plan, revise if necessary, but do not compromise your original goals. Don't be too hard on yourself, remember that you are human. And a little tip: Now-right away rule. Our question is: "What do I need right now, what should I do?" Determine your needs, create solutions, decide one and apply it. Most importantly, believe that you can succeed, believe in yourself!

If you ask me, these years of maturity are the years of discovering ourselves, the time of getting to know our true self. The university is where we will do this. However, there is a situation like this: University is a package program. In other words, the things we love very much and the things we do not enjoy, such as studying, come together. Briefly, you have to pay the price. When we graduate, we will measure ourselves with our competence in our field. The choice is yours; your future depends on what you do today.

At the university opportunities are endless. You will make the real difference just like in life. One thing I can call magic about this is taking initiative. Take initiative, for example undertake a problem that's not your responsibility, ponder upon solving it and implement your solution. Happiness and satisfaction that follows is undefinable.

One of the most important things that sets humans apart from other animals is their capability to control their reactions. No matter what you're going through always remember that you can choose how to react. It's said that "Real power is not controlling the incidents but your reactions." And do not forget that all harsh times end. Never lose your hope.

Your journey, our journey, is to become a healthcare worker. There's no one truth, no one answer, no one path. I think the real questions are "Whether if we can take initiative when facing complicated and never-ending problems and whether if we can act freely and never lose our hope until the very end". There's only this moment, what we are doing right now and what we will decide to do soon.

We're as strong as the initiatives we take and as wise as our knowledge on what we don't know. As much as the passion we have every morning...

Rotten apples spoil the barrel. It's up to you to decide which barrel you'll be in and what you will make out of this article. Actually there are no mistakes. Experience, learn and prosper.

Empathise, share, be sincere, love without expectations...

Remember that you are a human and you'll serve humanity.

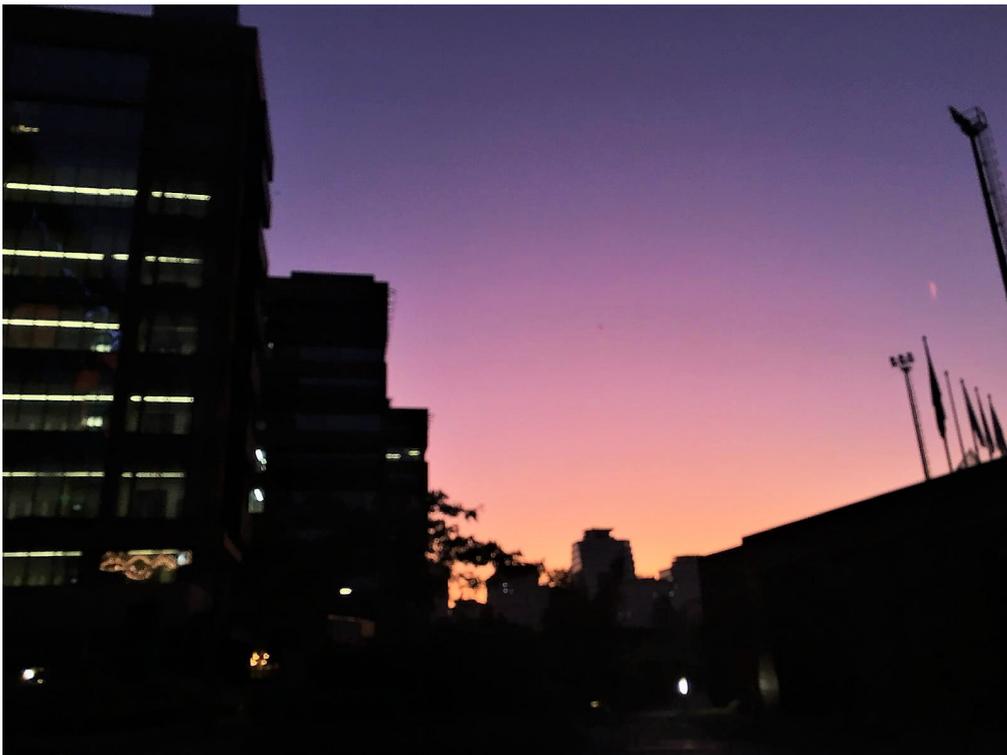
*Feed your soul with art; your body with sleep and sustenance,
your society with love.*

*"Be the lighthouse of your dangerous seas,
shed light to yourself and your surroundings."*

I hope one day we will meet again, and I can shake your hand, my dear friend. I hope when we return, the campus will be as green as we left, we can watch the sunset in all its crimson in the Çim Amfi. I hope...

Oguz Can

oguz.isik@live.acibadem.edu.tr



Photograph: ACU Campus (Hilal İrem Arslan, 31 September 2019)

ARE YOU READY FOR A BRAND NEW JOURNEY

SERAY BAŞAK BOZKURT - SCHOOL OF MEDICINE YEAR II

Dear Student of Acıbadem University,
Welcome!

At the end of a difficult journey that you worked with a thousand dreams, now the endless doors of a brand new life are opening for you. You got the reward for your efforts and took the first step into the journey of your dreams. You made a very important decision for yourself and selected your university and your department. You'll form new friendships and experience things you have not imagined before. As a friend of yours who walked the same path as you 2 years ago, my first advice to you is "Get ready a very good life is ahead of you!"

I don't want to scare you into saying that you will step into a very different life, but make sure that you have experiences to remember. These experiences will accumulate and improve your academic and social life. It is entirely up to you to use them to your advantage. Don't hesitate to take advantage of the opportunities that come your way; actually, don't even wait for it to appear in front of you, create it yourself!

No matter how long the journey we refer to might be, we will turn around and say "How fast the time has passed" when we look back. So don't miss anything, always try the newest, the most different in order to improve yourself. You may not always find the truth, but it shouldn't intimidate you, but rather make you more ambitious.

You will have expectations, and you may not always be able to get what you want. Never give up, never stick with something, when there are thousands of things you can try. Try as much as you can, don't be afraid to learn from your mistakes, and most importantly, enjoy life in the meantime. Remember, you will be a freshman only once.

The prep year, which stands at the beginning of this long journey, is a very important opportunity. You have gone through a very difficult process, you maintained your motivation despite the pandemic period and achieved a very good degree. Now is the time to take a rest and start dreaming once again. You have a whole year ahead of you to improve your English. Find out what the school offers to improve yourself in the prep year, do not just stick to the lessons. Doing this will take you one step further in every aspect of your life.

It is also a great opportunity for you to learn and join the student clubs of our university in your prep year. Thanks to webinars, trainings and congresses held by these student clubs, you can expand your vision and gain different thinking skills. The duties you take in these clubs will increase your communication skills and will make a great contribution to your professional life. The friendships you will build here will contribute to your social life as well as to the knowledge about our university.

You will be able to add hundreds of things to yourself, make valuable friends, fall off the most but perhaps laugh and have fun the most.

So are you ready for this brand new journey?

Seray

seray.bozkurt@livev.acibadem.edu.tr



WHAT'S WHAT ?

There are different modalities used by our university for different purposes in the distance education process. The ones used the most actively for distance education are Zoom, ALMS (EYS) and ASOS.

We use Zoom in activities where we can interact with teachers and classmates at the same time, like lectures. Also, we can use Zoom for examinations in different ways in different departments.

ALMS (Acıbadem Learning Management System or EYS in Turkish) is a system created to hold asynchronous lectures and a portal which we use to upload homework and take theoretical exams.

ASOS (Exam Automation System) is our portal where the written exams are held in School of Medicine.

We will give detailed information about mentioned modalities.



There are many different activities that are planned to be held on Zoom. Information about these activities is out of the scope of this handbook. That information will be provided in the beginning of the year by your Dean's Office and your lecturers.

Zoom will be used for mainly Synchronous Lectures in this year. Also, some departments will use Zoom as an oral exam platform and others will use theoretical exam supervising platform.

Introduction

As you might know, one of the advantages of Zoom is that it does not require any subscription and you can immediately join the meetings you're invited to. Meeting invitations are usually announced via mail and you are expected to be there. Sometimes lecturers may forget to accept your join requests after the meeting has started so I suggest you to join the meeting early. An example of a waiting room:



Değerli Öğrenciler,

1 Temmuz'da yapılacak E Grubu Stajyerlik Mezuniyeti Balosu programını ekte bulabilirsiniz. Partiler derslerde olduğu gibi ZOOM üzerinden ve grup olarak yapılacaktır. Katılım zorunludur, yoksa grubumuzdan aforoz edilir ve ömür boyu rüyalarınızda NRŞ sözlüsüne girersiniz.

Emre Kar is inviting you to a scheduled Zoom meeting.

Topic: E Grubu Stajyerlik Mezuniyeti Balosu

Time: Jul 1, 2020 12:00 PM Istanbul

Join Zoom Meeting

<https://us04web.zoom.us/j/79373661644?pwd=eJJaT3RYSWYvdFpJTDIGYiNnM0gwQT09>

Meeting ID: 793 7366 1644

Password: plajdayim

Saygılarımla,

Nerdeyse Int. Dr. Emre Kar



You can join Zoom meetings in two ways as seen above. You can join the meeting by clicking on the invitation link (which I think is far easier) or you can open the application and join by entering the meeting ID and password. For both methods you should have the Zoom application on your phone or computer. Even though phones are okay for the lectures most of the times, you are not allowed to use phones for exams. Consequently, I would strongly advise that you use a computer with a webcam allowing your face to be seen.

During Meetings

Though each lecturer has their own style for the meetings, I want to mention a few important points:

- In most departments, it is obliged to open cameras during the meeting, otherwise we can be written as absent. If you cannot open it for some reason, tell your lecturer at the beginning of the session.
- The clothing code is smart casual in most cases, but for examinations I suggest you to wear formal (for men: wear a tie).
- You can use backgrounds for the lectures when you do not feel like cleaning your room or if it is unsuitable. However, it is forbidden to use Zoom backgrounds in the examinations.

- Mics of participants should be kept muted other than the lecturer. You can speak by holding the “space” button when you need to. I would not suggest using the mouse to unmute as you may forget to close your mic. You can have snacks in the lectures but try not to distract the lecturer. You may exit the field of view of the cam or close it for a short period of time as you eat.
- Especially in our experience with emergency distance learning, there were times where we cannot find a break to even eat in our live lectures reaching 7-8 hours.
- You should be prepared for your lectures because all the activities are planned assuming that you're well prepared. Do not think that it would be any less embarrassing just because you are not face to face, be responsible as if you are in the classroom.
- In the meetings, attendances will be taken by class representatives or by lecturers. You should get used to this new attendance system. Attendance may be taken at the end of the lecture so you should not leave the meeting before the meeting is ended by the lecturer.
- If you keep your notes on your computer, you can easily search them by using the program's search function (ctrl+f).
- If you lose your internet connection for whatever reason during the meeting, do not worry. You will automatically re-join when you re-establish your internet connection if you do not close your application.
- If you are late for the meeting it is not shameful for your friend to make a little request to the lecturer to let you in.
- Class representatives can request co-host status from the lecturer to relieve them from that responsibility considering his/her temperament.
- Finally, don't forget to include your school number next to your name, it is very important to have your number when taking attendance.

As we mentioned in the introduction, you will be using LMS to watch pre-recorded lessons prepared for you to learn the subject before coming to the live lesson and to submit any homework that you may have.

You can access the system through the following link: <https://acibadem.almscloud.com>. After a while, if you write "alms" on your browser and forget the address, you can go to <https://www.acibadem.edu.tr> (or click on the first result when typing Acibadem Uni on google) and click on the EYS button (Education Management Systems) located at the top, as seen below.

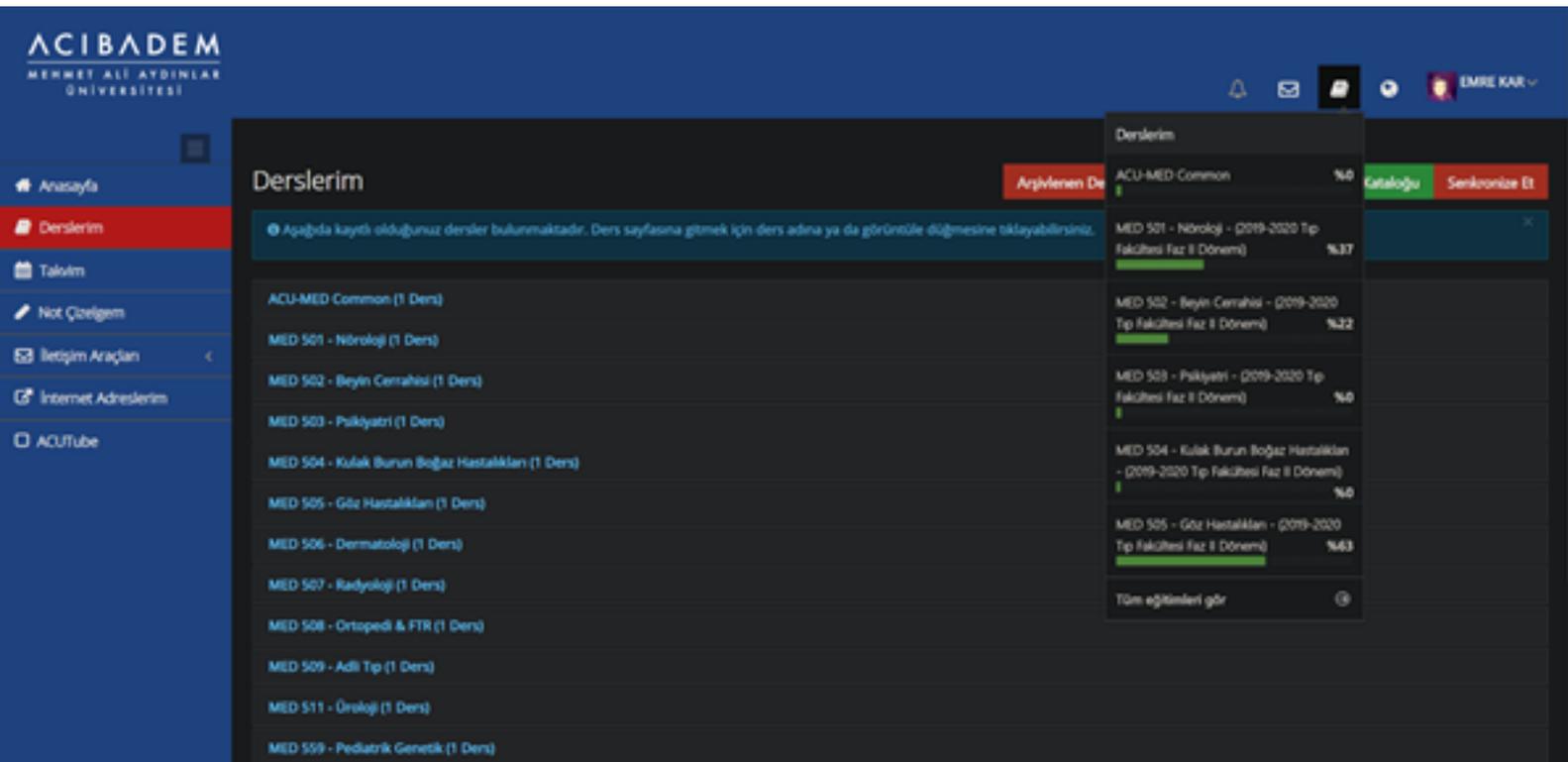


Then you will sign in to the system with your student number and password assigned to you. You can save your password in your browser. Adding this web-address to favourites or bookmarks on your browser would make it easier to access later.

Portal

Upon logging into the system, you will automatically have a lot of notifications in blue boxes (no messages, no polls, no activities to start soon, etc.), don't bother with closing them every time, as they will come out again next time.

You can see a menu at the top right, a menu on the left, and if you scroll down the page you will see a list of the courses you're enrolled in. All three methods will lead to the same result. You can locate "my lectures" (Derslerim) on the left, the notebook icon on the top right; and finally, at the bottom each individual courses. My personal preference is the top right menu as seen in the picture below, because it loads faster, I can go directly to the courses with one click and see what percentage of the course I have completed.



The screenshot shows the ACIBADEM student portal interface. The main content area is titled 'Derslerim' (My Courses) and lists several courses with their completion percentages. A dropdown menu is open, showing a detailed view of the 'Derslerim' section with a list of courses and their completion percentages.

Course Name	Completion Percentage
ACU-MED Common	%0
MED 501 - Nöroloji - (2019-2020 Tıp Fakültesi Faz II Dönemi)	%37
MED 502 - Beyin Cerrahisi - (2019-2020 Tıp Fakültesi Faz II Dönemi)	%22
MED 503 - Psikiyatri - (2019-2020 Tıp Fakültesi Faz II Dönemi)	%0
MED 504 - Kulak Burun Boğaz Hastalıkları - (2019-2020 Tıp Fakültesi Faz II Dönemi)	%0
MED 505 - Göz Hastalıkları - (2019-2020 Tıp Fakültesi Faz II Dönemi)	%43

You will not be using most of the remaining tabs actively because most of them will work through the other systems as I mentioned at the introduction (such as BademNET for forum, OBS for notes, e-mail with .edu extension etc.).

Homeworks

Homeworks are given over Alms in many departments. Since this system is used in some departments instead of exams, I would like to briefly mention here.

First of all, you may not get a notification about a homework if you don't visit this website every now and then. Therefore, even if you are watching the lectures, I recommend you to check for any homework by logging in this system in the meantime.

When an assignment is given, the bell sign in the upper right menu will be change its color and you will be able to view the assignment from there. If you click on this notification, you can still view the assignment until the declared deadline. If you do not wish to access the assignment this way, then you may access the assignment from the list of the relevant course as instructed above. After downloading and completing your assignment, you can go to the same page again and upload your homework. If you cannot upload your homework by communicating with your lecturer you can send your homework via mail.

Course List/Catalog

As you can see above, when you click on the course, you will see the list of individual lectures. Sometimes, all the lectures may not appear when you first view them or all the assignments may not be visible but all information about them will be given to you in detail by the Lecturer at the beginning of the course. If you encounter a problem, you can contact your professor by using your given school e-mail. The question and its answer, will be shared by your Year Representative, and he/she will share the answer with your classmates. Therefore, be careful to keep these mails as formal as possible. If you think that you are lacking in this regard, refer to the "How to write an official e-mail guide" that the Dean's office of your faculty has sent/will send.

You will see a page similar to the one in the above image. You can download the documents and watch the videos through the browser. Each task has its own completion criteria. Some can be completed just by viewing the document or some videos may require a viewing rate of 90% to be completed. You can see them by hovering over the yellow-coloured "Tamamlama Kriteri" found to the left of the relevant material.

ALMS EXAMINATION SYSTEM

GİZEM AYDOĞAN - FACULTY OF HEALTH SCIENCES, NUTRITION AND DIETETICS YEAR II

- We are logging in to Alms by using our school ID and password which is shown below.



- Our quiz usually appears on the home page after logging in. If it is not visible, you can view your exam by clicking on the lesson your exam is from the lessons section. If it still does not appear, you must contact the instructor of the lesson.
- You have to click on your exam at the exam start time. If you did not click on the start time, you will not be able to enter the exam if you clicked late. First, you have to read the exam instructions and click the "I read, I agree" button. Then you can start when your teacher says so.
- The number of questions, the duration and the type of the exam depend on our teachers. During the exam, our teachers monitor us from "Zoom". After pressing the "Next" button, we can't return to the questions.
- After marking your answer, if the color of the number of question on the right is "blue", your answer has been saved. If you checked but it is not blue, you need to contact the instructor of the box.
- You can see your remaining time at the middle right in the exam.
- If you experience any disconnection during the exam, the time will continue until you reconnect, connect as fast as possible. You have the right to disconnect for 2 times. Reach your teacher at the third disconnection.
- System will shut down automatically when the exam time is over.
- For further readings, you can reach formal document from [this link](#).

Hello My Friend,

In our university, different faculties and departments use different examination systems that best suits their goals while making their exams. LMS (EYS) and ASOS (Exam Automation System) are the most frequently used of these. In this section, I will give you information about ASOS and online exams held in our School of Medicine.

The exams are designed to evaluate how well the student is able to achieve the curriculum's learning objectives. As you progress through your years in your own faculty and department, the questions you encounter in exams will become more and more similar to the cases you will encounter once you graduate.

The theoretical exams conducted on paper in face-to-face education are going to be conducted online using the ASOS system in distance education. I will explain the whole process, from registering for the exam to how you can see the exam analysis, in 3 sections: before, during and after the exam. At the end, I will summarize the things you need to pay attention to and list my recommendations. You can reach the more detailed and official version from [this link](#); I strongly recommend you to read the official version.

ASOS

ACIBADEM ÜNİVERSİTESİ

Giriş

KONTROL PANELİ

Anasayfa

Giriş Yap

SINAV OTOMASYON SİSTEMİ

Üniversiteler için sınav otomasyonu

Soru hazırlama modülü

Basit, ilişkili veya entegra soru hazırlayın

Soru hazırlama yetkisi olan kullanıcıların (öğretim üyeleri, öğretim görevlileri, okutmanlar vb.) soru hazırlamasına katkıda bulunacak yönlendirici öğeler içerir. Bu modül 3 farklı soru türüne (**basit, ilişkili ve entegra**) izin verir. Sınırsız sayıda soru barındırabilir. Modül tarafından depolanan sorular

Sınav planlama modülü

Çeşitli parametrelere göre sınav yaratın

Sınav otomasyon sisteminde sınav oluşturma yetkisi sadece yönetim tarafından belirlenen sınav oluşturma görevlilerine (dönem koordinatörleri, sınav koordinatörleri, ders kurulu başkanları, sınav görevlileri vb.) verilmiştir. Bu görevliler tarafından yaklaşan sınav takvimine

Sınav modülü

Klasik, elektronik veya uzaktan sınav yapın

Sınav modülünde ilk süreç sınav kitapçıklarının hazırlanmasıdır. Sınav için planlanan soru sayısına ulaşıldıktan sonra seçilen sorular sınav görevlileri tarafından incelenir. Sınavda çıkacak sorular onaylandıktan sonra kitapçık hazırlık süreci başlar. İstenilen çeşitte ve sınırsız sayıda

Before the Exam

- Make sure to arrange a quiet, calm environment suitable for exam taking; It is also your responsibility to prepare a secure internet and electricity connection/charge your computer in advance in a way that will not cause any problems during the exam. If you are in Istanbul, you can go to the campus and take the exam using the computers there.
- During the exam, there will be supervision over Zoom. You cannot use the same computer you're taking the exam on to connect to Zoom. I'd suggest using your phone for this. Be sure to prepare your seat and set up your phone's position before the exam, and be sure to test it so that it won't fall during the exam. I'm adding a sample photo for you 😊. The phone's camera should capture a clear view of your desk, face and computer screen.



- Also make sure that your Zoom application is up to date, otherwise you may run into problems at the last minute.

- You may only take the exam on a personal computer, you may not connect to the exam from your mobile phone/tablet. You should use Firefox version 78, Chrome 86, Microsoft Edge 83, Safari 13.1 and above as a browser, but these versions can be downloaded if the computer's operating system is on the developer version. You can quickly download and install Firefox version 78 ([link](#)), which I found after some research and used for my exams without any problems. On the page that opens, download one of the options on the left. If you're using Windows select the 64-bit option, if you're using a Mac you should select the macOS option. I use this browser only for exams, and I suggest you do that too. After downloading and installing Firefox browser, you are ready for the exam mails.
- 24 hours before the exam, you must register for the exam via your school email account which has the extension "@live.acibadem.edu.tr". On your school email account, you should receive an email from asos@acibadem.edu.tr notifying that "Exam registration has been made!". Open the email and right click on "Confirm My Registration" in the blue box, then click "Copy link" from the options, open your browser, paste the link into the search bar, and press the "Enter" key.

A message should appear notifying you "Your registration is complete. Your entrance information has been sent to your e-mail address. " Soon after, the exam confirmation mail will be sent to your e-mail address.

Below is an example of a mail confirmation email you should receive upon confirming registration. Be sure to check that the displayed student ID number and T.C. Kimlik (Turkish ID) number are correct and read the instructions provided in the email. Although it varies from exam to exam, 30-60 minutes before the exam you will be able to access the exam entry screen. To do so, you may right click the exam link labeled "Sınavı Bağlan" (which is marked by the green arrow in the below image), copy the link, paste it into the search bar in your browser and press the "Enter" key. When you arrive at the exam entry screen, connect to the exam using the security code labeled "Güvenlik Kodunuz", marked below by the red arrow.



Sınav onayınız tamamlandı!

Sayın Öğr.

10 June 2020 tarihinde yapılacak olan 2019-2020 Eğitim Öğretim Yılı **ASOS deneme** adlı sınavı kaydınızı onaylamış bulunmaktasınız.

Elektronik sınav bilgileriniz

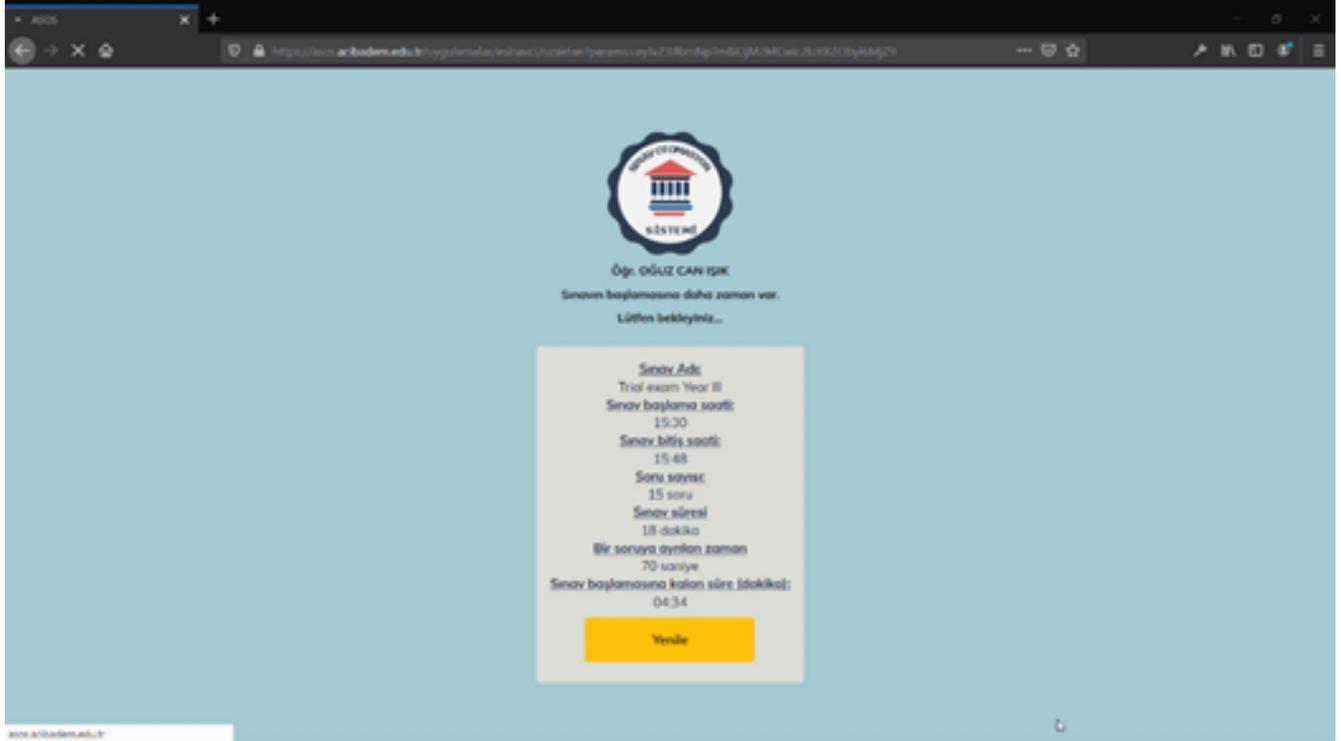
Sınav tarihi	10 June 2020 10:00
Öğrenci numaranız	
T.C. Kimlik numaranız	
Bağlantı kodunuz	55721204-9495-4300-3099-876755880070



Sınav otomasyon sistemi , başarılar diler.

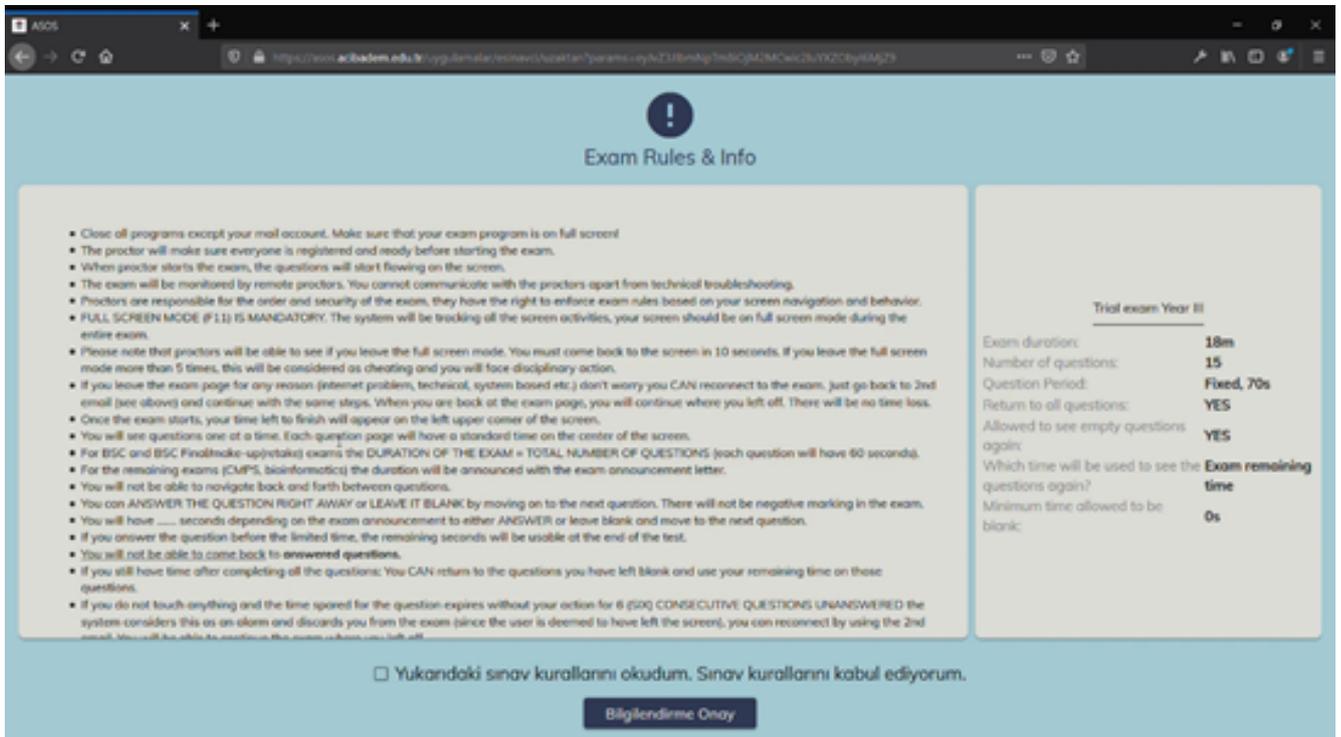
- Unfortunately, ASOS only has menu options in Turkish for now. If you are an international student and do not have a good command of Turkish, do not be afraid to notify the responsible people or the head of the biomedical subject committee before the exam. They will help you.
- The phone numbers of the relevant academicians will be provided in the information mail sent to you before the exam. If you encounter any problems during the exam, you can ask for assistance, either by telling your supervisor on Zoom or by calling the relevant instructors from any other available phone.

- You have better connect to the exam and Zoom 30 minutes before the exam. To avoid any problems, connect at least 15 minutes beforehand, otherwise you may not be admitted to the exam. The screenshot below is an example of what you should see upon connecting to the exam before it begins:

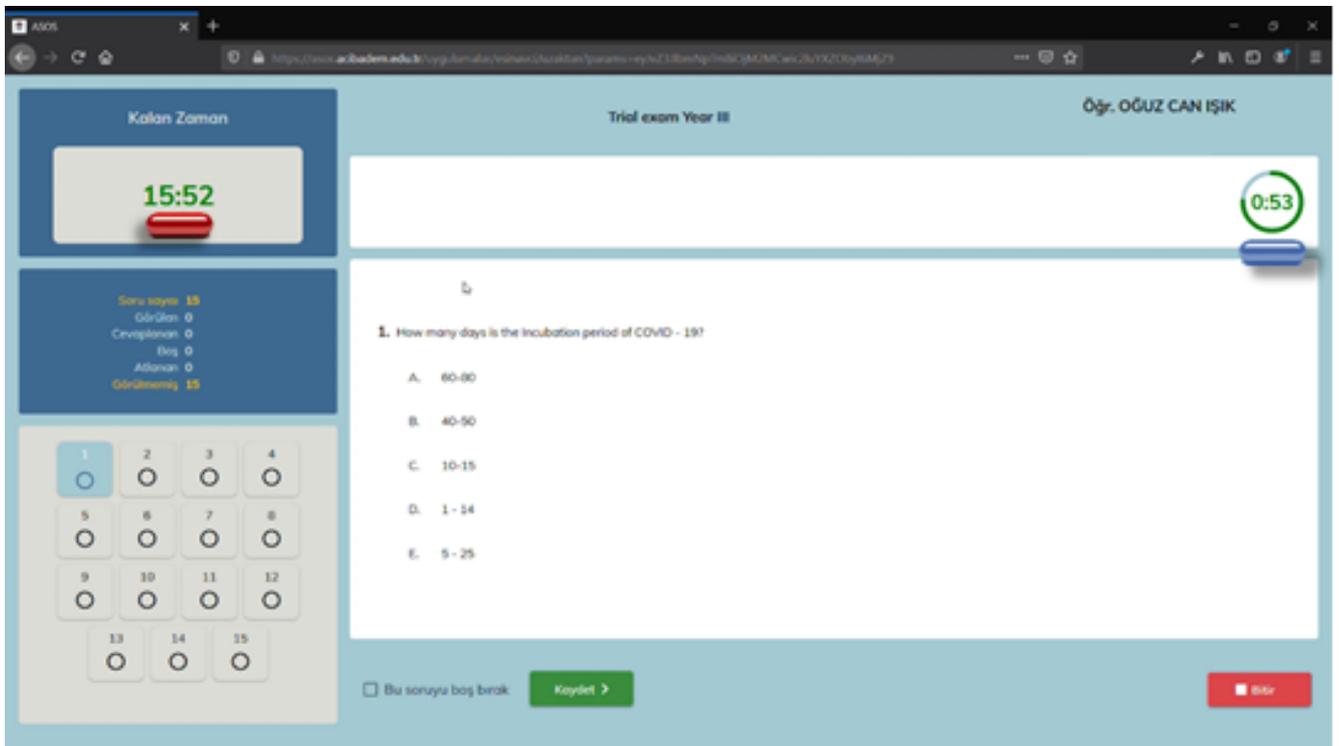


During the Exam

- When the exam starts, the list of rules will appear as shown below. These are the same exam rules given to you beforehand. In order not to waste any time, start your exam by ticking the box at the bottom saying that you agree with the rules of the exam.



- When the exam starts, the questions will be displayed one by one. The total time (red pill) remaining in the upper left and the remaining time (blue pill) for the question on the upper right will appear on the counter as in the example below. At this point, I recommend that you control your excitement and focus on the incoming questions and let yourself go with the flow of the exam. The time limit per question is something we are not used to before. I never felt the pressure of this because I started playing time-limited chess at the beginning of the pandemic 😊. There are many online chess sites. I recommend [this website](#).



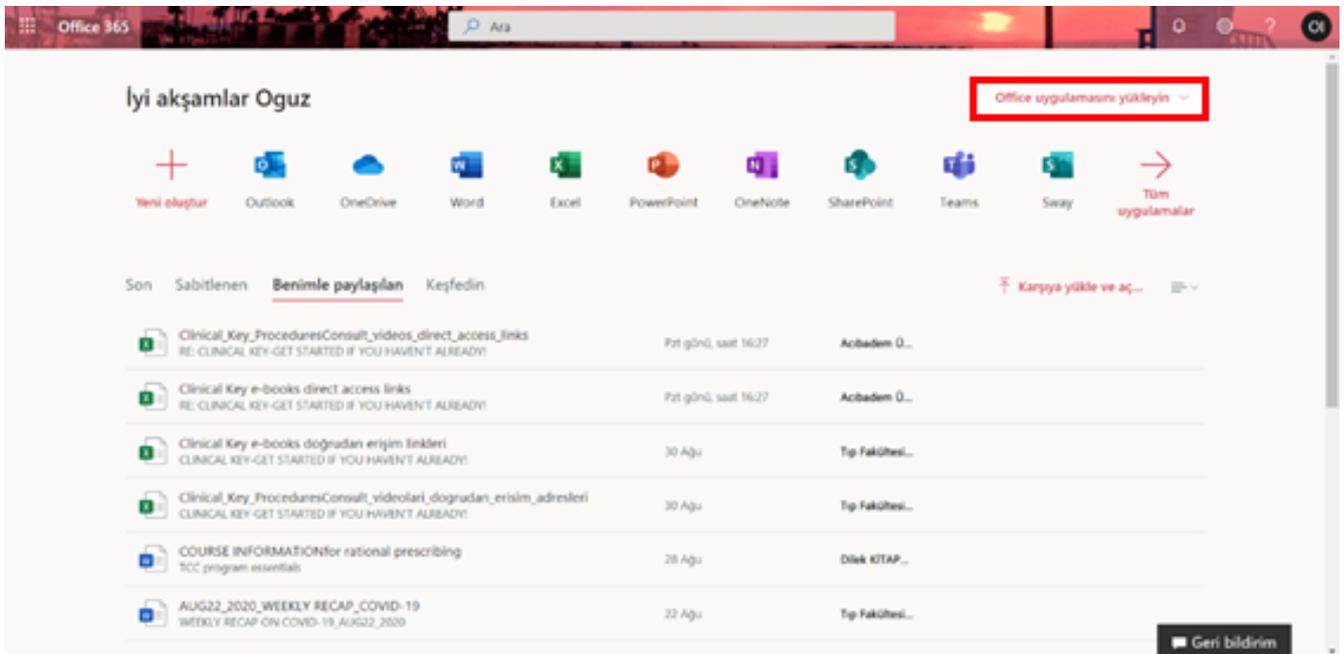
- You should only click the option you think is correct and the save button. Try to click the save button only once, as clicking too many times may cause problems with the system.
- Sometimes, due to a slowdown in your internet connection, one of the time counters may get stuck. You can continue without worrying. The main thing you need to pay attention to is the remaining time to answer the question and make sure the questions you marked are marked in black on the coding paper on the left.

- If you want to leave the question blank, you can check the "Leave the question blank" button and click "Save" before the time set per question is over, and you can leave the question blank and see it again before the total exam time is over. The questions you left blank will appear unmarked on the coding paper on the left. Another point you should pay attention to is the permission to see the blank questions again varies from exam to exam. While you won't be able to view questions a second time in some exams, you can go back as many times as you want in others. Make sure to read and understand the rules for each exam.
- One of the most important aspects that makes an exam valid is exam security. To ensure exam security, the supervisors will be checking you on Zoom and the ASOS system will be monitoring your computer during the exam. There should be a blank paper, pencil and eraser and only water on the desk to make small notes like in the example photo. Aside from having another tab open in your browser, no other program should be open on your computer.
- I recommend that you do not exit your browser's full screen mode during the exam unless you have any problems. If you go to the desktop many times, the system will throw you out of the exam and you need to go to your e-mail and reconnect to the exam by clicking the "Connect to exam"(Sınavı Bağlan) button again.
- If there is a technical problem and the system kicks you out of the exam/your browser closes, don't panic: you can go back to the e-mail, and click the "Connect to the exam" button to reconnect quickly.
- Once you have gone through every question, the system will pop up a message box. If you have any questions left blank, go back and complete the blanks. After completing all the blanks, you can save and exit your quiz by clicking the "Finish" button. Good luck.

My Suggestions

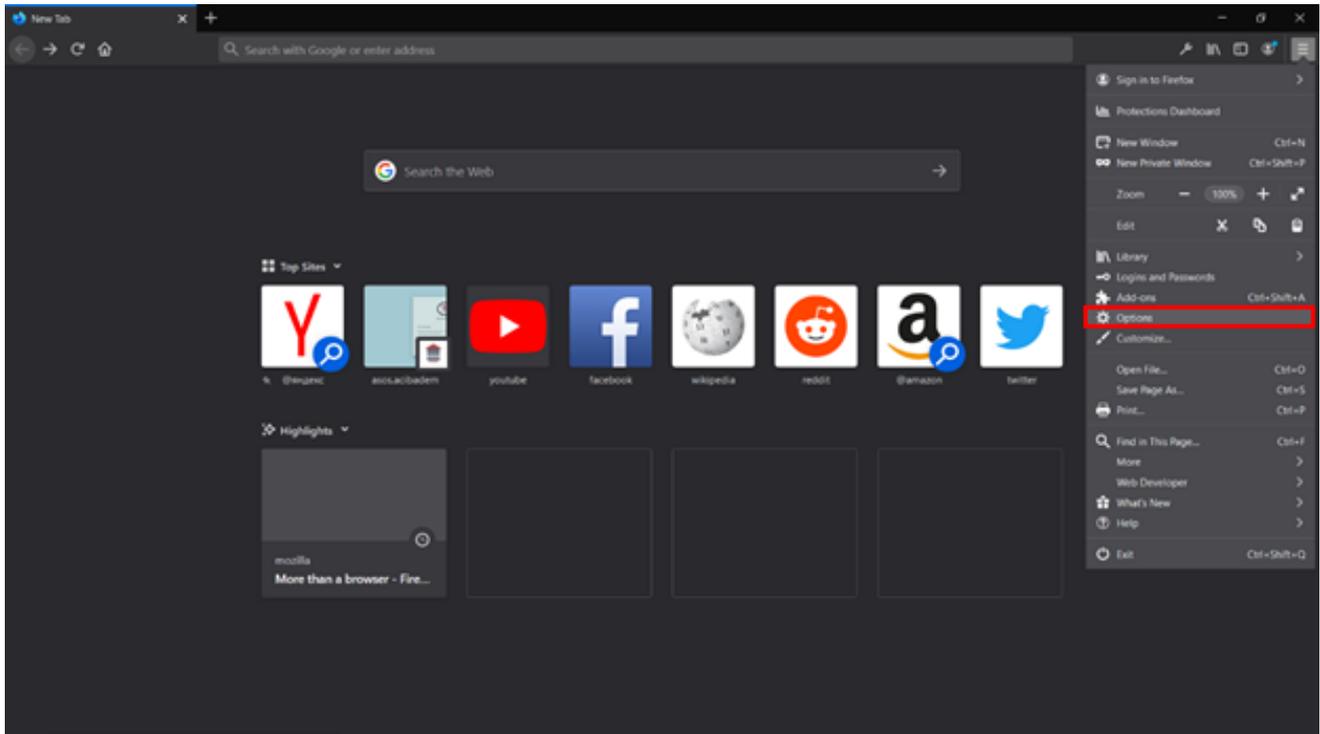
In this section, I will make some suggestions which make my exam process easier:

- If you have a disconnection problem during the exam or the system somehow kicks you, I recommend you download Outlook as a mail program where you can easily access the exam entry e-mail to reconnect to the exam.
- One of the privileges provided by our university is that students can download Office 365 applications for free. Go to the university website and log in from the student Webmail under the Webmail on the home page. On the page that opens, log in with the university mail and password, and the following screen will appear. You can get many Office applications for free, including Outlook, by clicking the "Install Office applications" section in the red box.

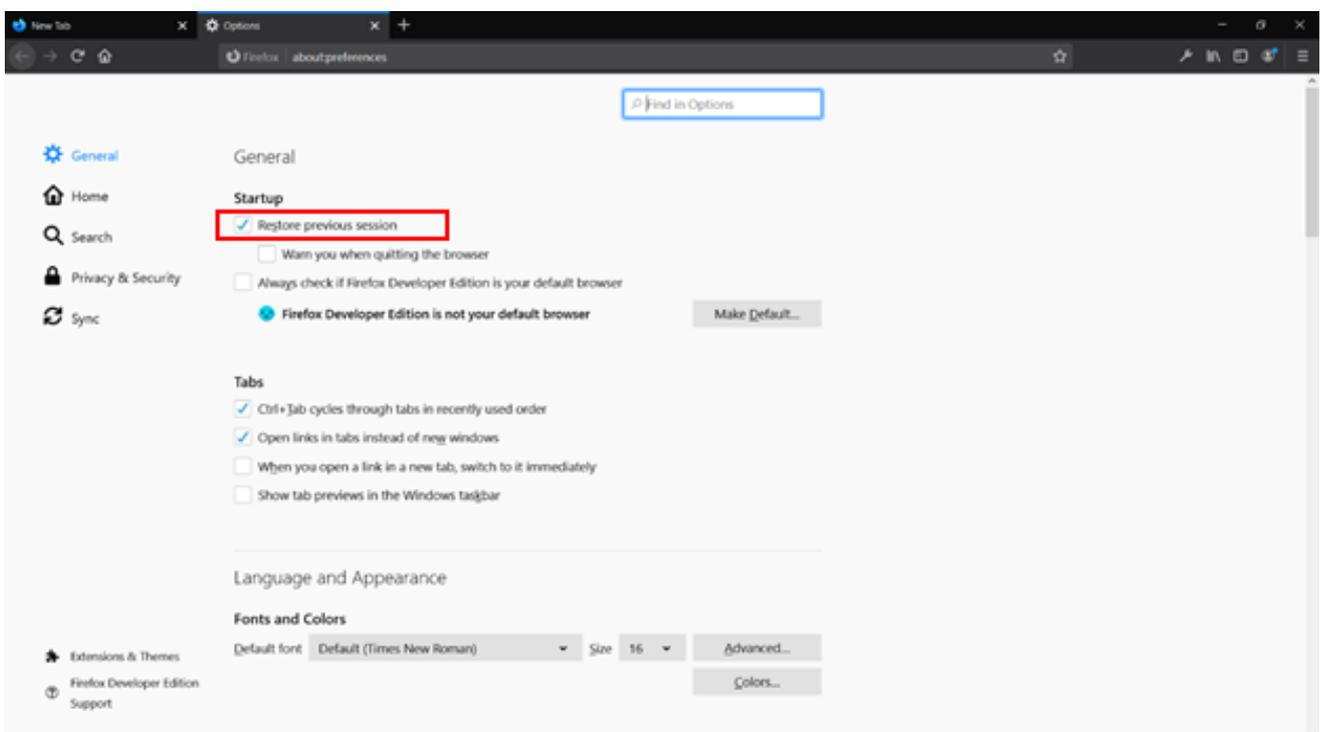


- After the Office apps are installed, open the Outlook app and add the school mail account. By adding the shortcut of the program to the toolbar of your computer, you can access your mail account very quickly.

- As I mentioned previously, I use the Firefox browser only for the exam. I changed a few settings of the browser to make it easier for me to connect to the exam. First, let's open browser settings as shown below.



- When you go to settings, the screen below will appear. As you can see in the red box below, when you select the "Restore previous session" option when starting the browser, it will automatically open the sites that were open when the browser last closed. So how can we use this feature to facilitate exam entry? Keep reading and apply the steps below 😊



- The day before the exam, I right click on the connect to the exam button and copy the link. I open Firefox and close all other tabs, keeping one empty tab. I paste the exam entry link I copied into the search bar and press the "Enter" key. At this point, I close the browser. In this way, it will automatically load the exam entry page as soon as I open it tomorrow. So how can you easily copy your security code/exam login password?
- Just like the login link, if you open a new tab and paste your password into the search bar, press the "Enter" key and close the browser, you will only need to open your browser right before the exam. One tab will open the entrance page for the exam, the other tab will have the security code, and you can easily connect to the exam by copying and pasting it in the relevant place on the exam linking screen.
- We are all so used to solving questions on paper. Not being able to highlight the choices you have eliminated while solving a problem on the computer, and not being able to write a note you want to write, especially when you have to leave the question blank, can cause a waste of time. That's why I recommend you put a blank sheet of paper on your desk before you start. In this way, writing down the number of the question you are stuck with and taking a quick note of which options you have eliminated will save you some time when you tackle the question a second time.

If you have continued reading so far, here's your gift, follow the link:

"All is well."
(3 Idiots, 2009)

ASOS EXAM ANALYSIS

MÜGE ÇAĞLA TEKDAL, KORHAN KARADENİZ & OĞUZ CAN IŞIK - SCHOOL OF MEDICINE YEAR III, III & IV

- To view the detailed analysis of your exam you can log into the ASOS system after the grades are announced.
- You can login to the system by using your school e-mail address and a password that you will set. Be sure to capitalize the first characters of your name and surname.
- After logging in, you can access the exam analysis by choosing “Exams” and then “My Results” from the menu on the left. In here, you can see your exam grades as well as the numbers of correct, incorrect answers and unanswered questions.
- Exam analysis and grade distribution pages will open after selecting the exam that you want to see the details of.
- You can see the subjects and lecturers and whether you answered their questions correct or incorrect. Thus, you'll know which subjects you know well and the ones that you should focus on more.
- You can examine class mean, standard deviation, your ranking in your class etc. in the grade distribution section.

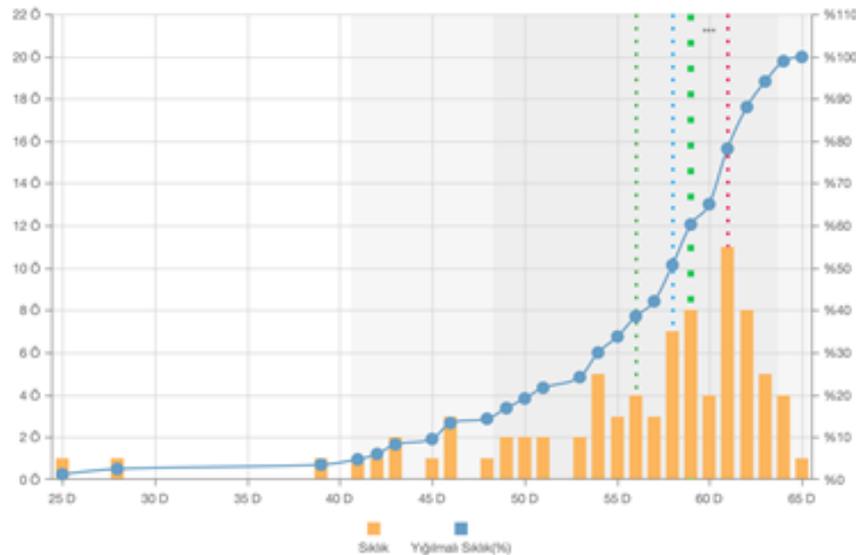
Sınav analizi

Not Dağılımı

MED212_19/20_E3 Sınavı

Sıklıklar

Snava giren öğrencilerin doğru sayılarının dağılımı



Yukarıdaki grafikte yatay eksen snava giren öğrencilerin doğru sayılarını, sol dikey eksen öğrenci sayısını (sıklık ölçüğü), sağ dikey eksen ise kümülatif öğrenci yüzdesini (yüzmatalar sıklık ölçüğü) gösterir.

MEDICAL ENGINEERING DEPARTMENT

DISTANCE LEARNING PROCESS

BERFİN ÇALKAP & KUTAY KILIÇ - FACULTY OF ENGINEERING, MEDICAL ENGINEERING YEAR III & IV

In distance education, Medical Engineering professors also prefer Zoom. Our teachers prefer the students to open the camera during the lessons held on Zoom. Some of our teachers do not enroll students into the Zoom meeting after the first 15 minutes. Some of our teachers take attendance at first 15 minutes, others want to attend until the end of the lesson.

1st grade students take the pool lessons from UZEM. Labs are planned to be synchronous and asynchronous. Some of our teachers are waiting for us to take a video of the lab experiment and write a report accordingly, others to watch the teacher do the online experiment and then write a report.

Visas and finals are generally in the form of homework, but are given over the ALMS. In some cases, our teachers do a Quiz in the middle of the class. Quizzes are also uploaded to the ALMS like homework and students have a certain time to upload these quizzes.

Who Are We

School of Medicine Year VI	Emre Kar
School of Medicine Year IV	Oğuz Can Işık
Medical Engineering Year IV	Kutay Kılıç
Medical Engineering Year III	Berfin Çalkap
School of Medicine Year III	Müge Çağla Tekdal
School of Medicine Year III	Korhan Karadeniz
School of Medicine Year II	Seray Başak Bozkurt
Nutrition & Dietetics Year II	Gizem Aydoğan

Translation

School of Medicine Year IV	Oğuz Can Işık
School of Medicine Year IV	Arda Ahmet
School of Medicine Year III	Onat Köylüoğlu
School of Medicine Year II	Efe Sarı
School of Medicine Year II	Parsa Mohri
School of Medicine Year II	Abdulrahman Altabbaa

Adaptation for all the Students' Usage

Oğuz Can Işık

Contributors to Adaptation

Biriz Acar, Hilal İrem Arslan, Seray Başak Bozkurt, Zeynep Fedaiioğlu,
Nilay Kapan, Buse Ögel, Gamze Şafak, Ufuk Şimşek

Prelectors That Guided Us

School of Medicine Dean	Yasemin Alanay
School of Medicine Vice-Dean	Nadi Bakırcı
School of Medicine Vice-Dean	Güldal Süyen
SoM Head of Medical Education Dept.	Levent Altıntaş
UZEM Director	Melike Şahiner
SoM Phase I Coordinator	Yeşim Gürol
SoM Phase II Coordinator	Özgür Kurt





ACIBADEM UNIVERSITY

DISTANCE LEARNING HANDBOOK