



ISTANBUL TOPKAPI UNIVERSITY
DISTANCE EDUCATION APPLICATION AND RESEARCH CENTER

VİRTUAL CLASSROOM (Perculus)
USER GUIDE

STUDENT USER GUIDE

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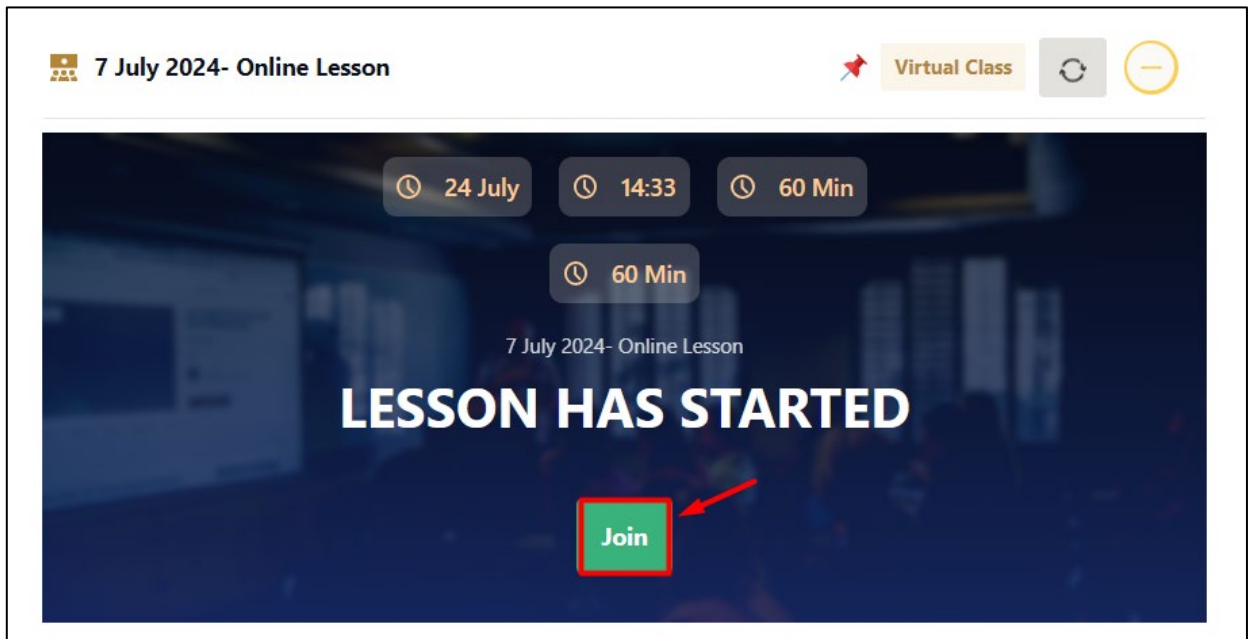
Examining this manual carefully will guide you in using the system.

I. LESSONS

Adding documents to the course, creating a virtual classroom, adding a homework area, exam area, etc. The process of adding fields is called creating an activity.

1. *Joining Online Lessons and Virtual Classrooms*

From the My Lessons menu, we click on the course where your live lesson is located. Then we observe the Virtual classroom activity. When we click on the green button, which is the **Join Button**, the virtual classroom window will open as a new window.

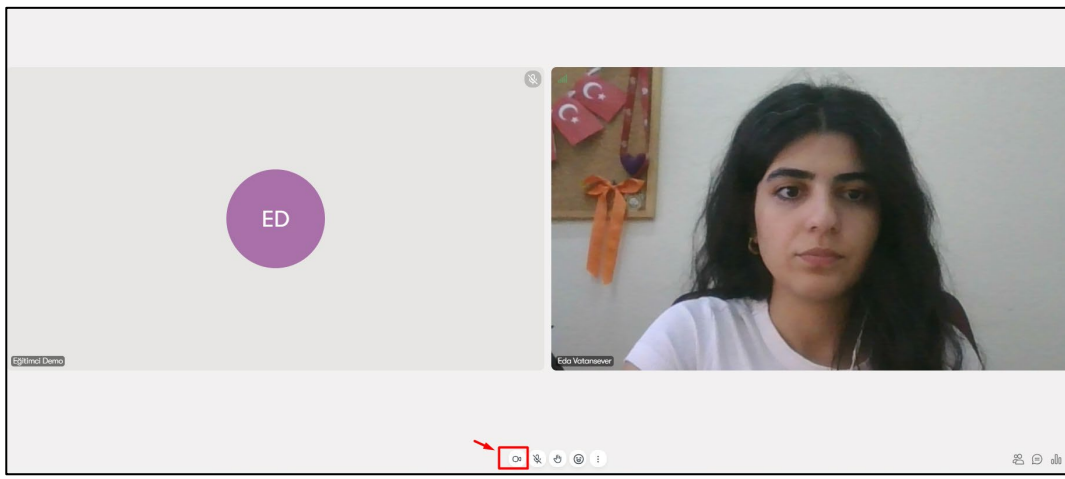



1.1. Opening a Camera in the Virtual Classroom

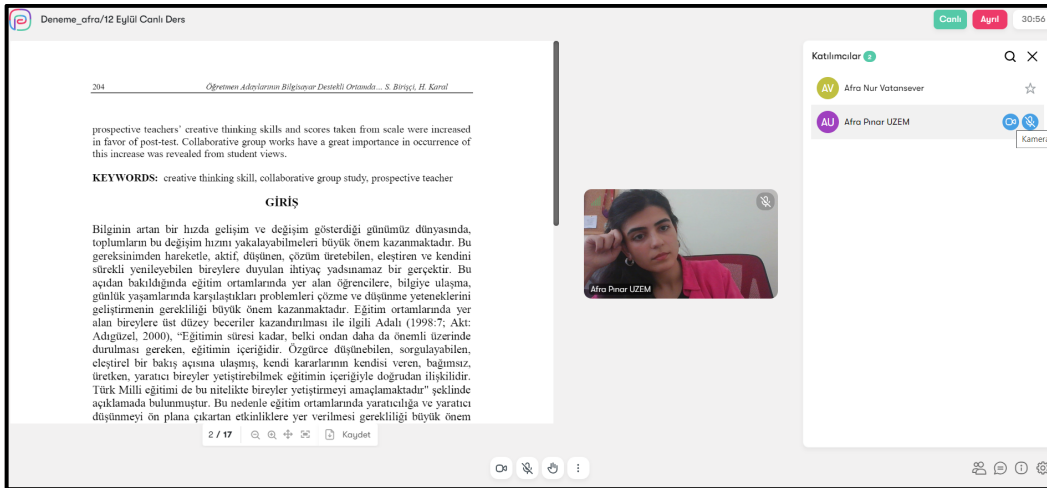
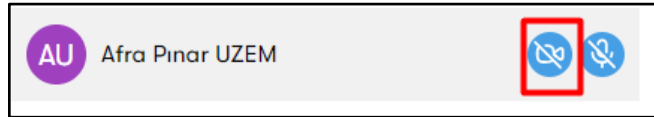
In order for you to turn on a camera during class, your instructor must first give you permission to do so. You can understand that you have permission by clicking on the camera icon. There are two ways to open the camera;



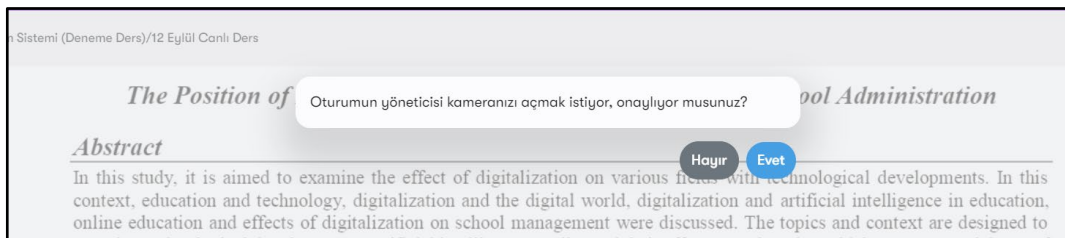
First, click on the Camera icon located in the middle of the screen. Then you can choose your camera from the Camera options.



Latter; When you click on the camera icon opposite your name in the Users section,  your camera will open.



Additionally, your instructor can turn on your camera, but it is up to you to approve this. Do not click the Yes button to confirm.

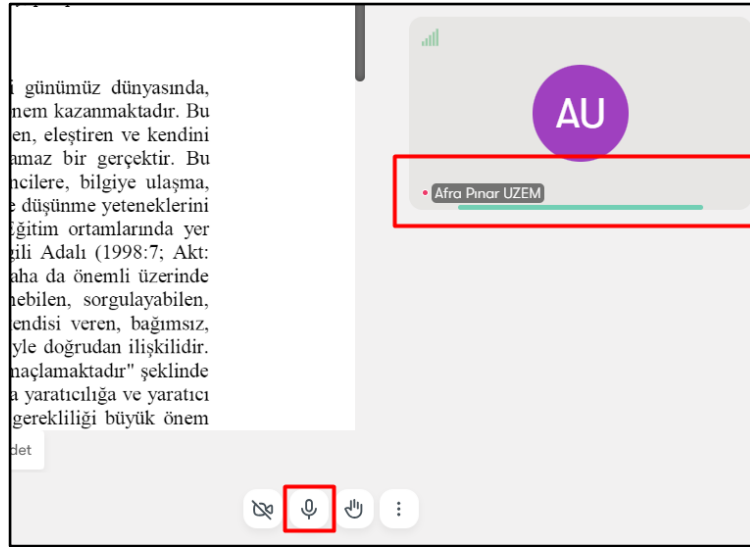


1.2. Turning on a Microphone in a Virtual Classroom

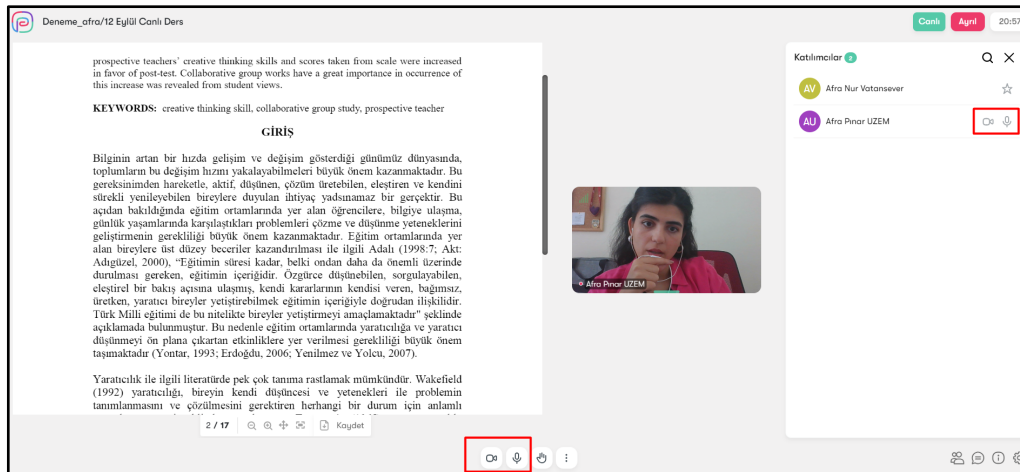
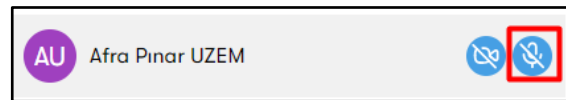
In order for you to turn on the microphone during class, your instructor must first give you permission to do so. You can understand that you have permission by clicking on the microphone icon. There are two ways to turn on the microphone;



First, click on the Camera icon located in the middle of the screen. Then your microphone will turn on.

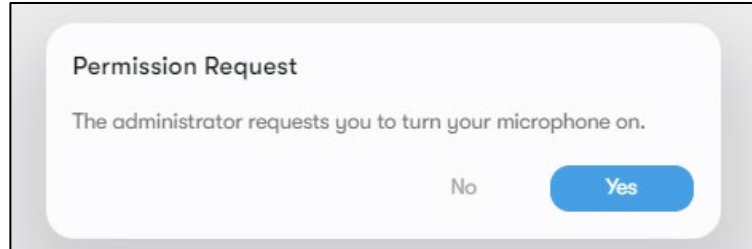


Latter; When you click on the microphone icon opposite your name in the Users section, your microphone will be turned on.



You can understand that both your camera and microphone are turned on by seeing the icons at the bottom and on the right panel.

Additionally, your instructor can turn on your microphone, but it is up to you to confirm this.

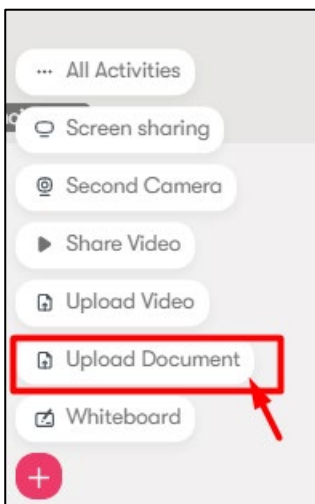


1.3. Uploading the Presentation File to the Virtual Classroom

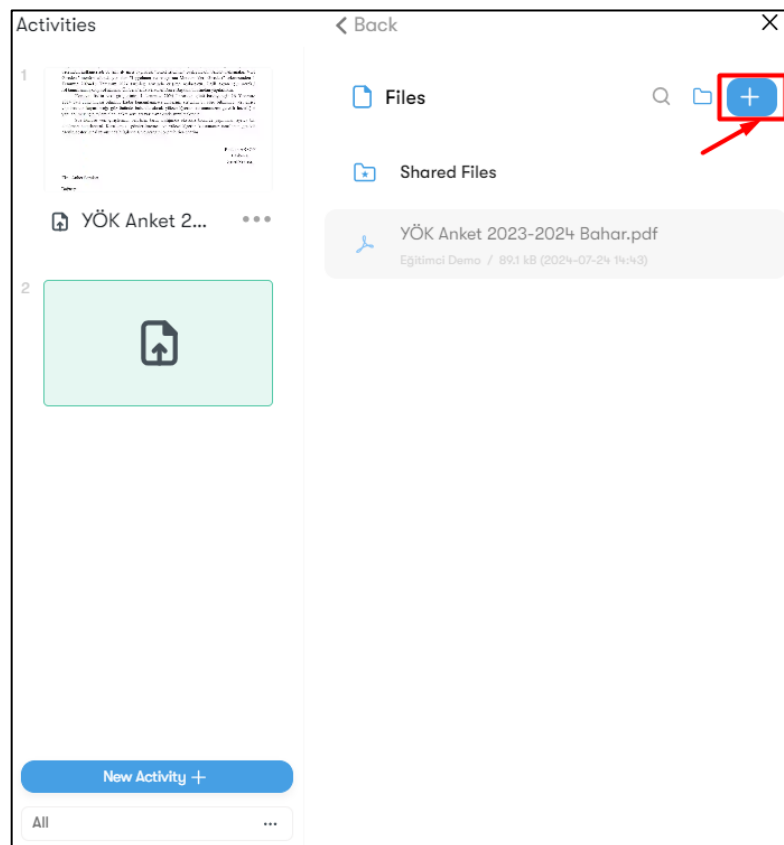
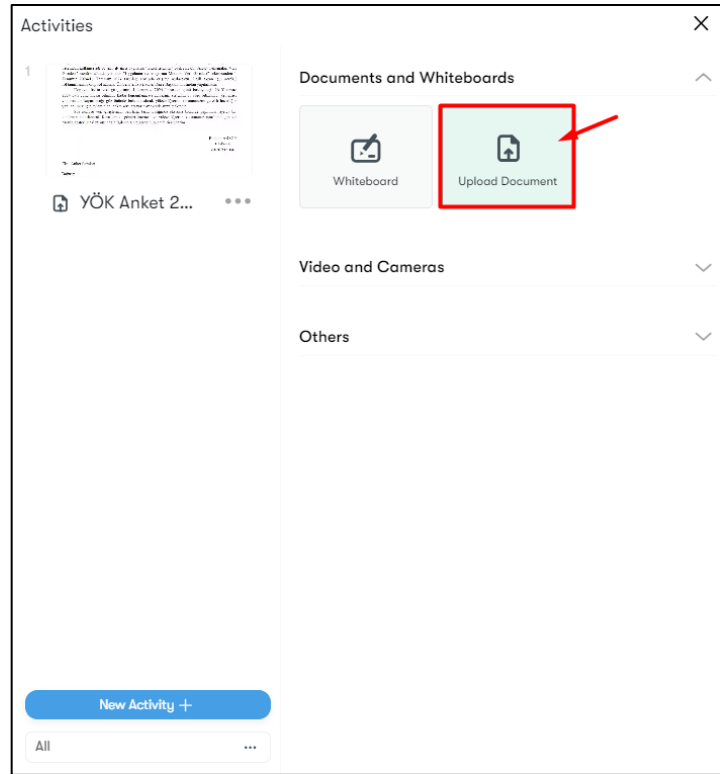
First of all, your instructor will need to authorize you to upload your homework file to the system. When you authorize it, the left panel will become visible.




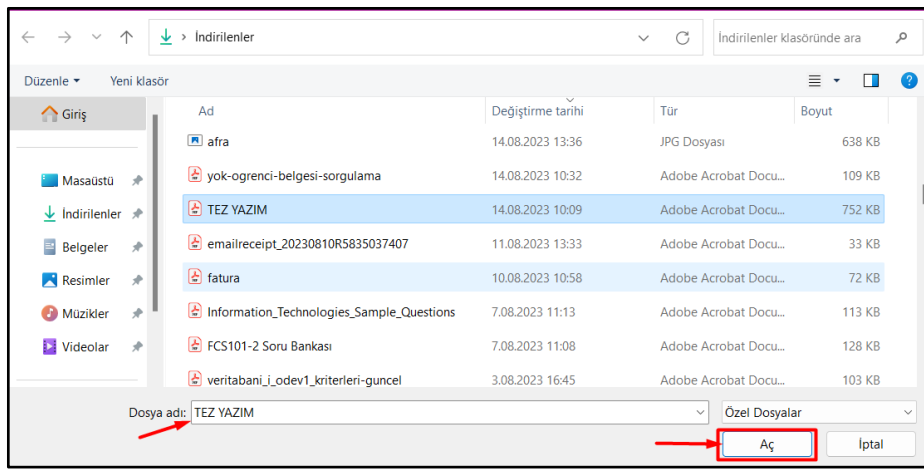
Step 1: You should open the menu of activities that can be added to the system by clicking on the plus icon.



Step 2: Then, you must select the Upload Document option from the menus that appear.

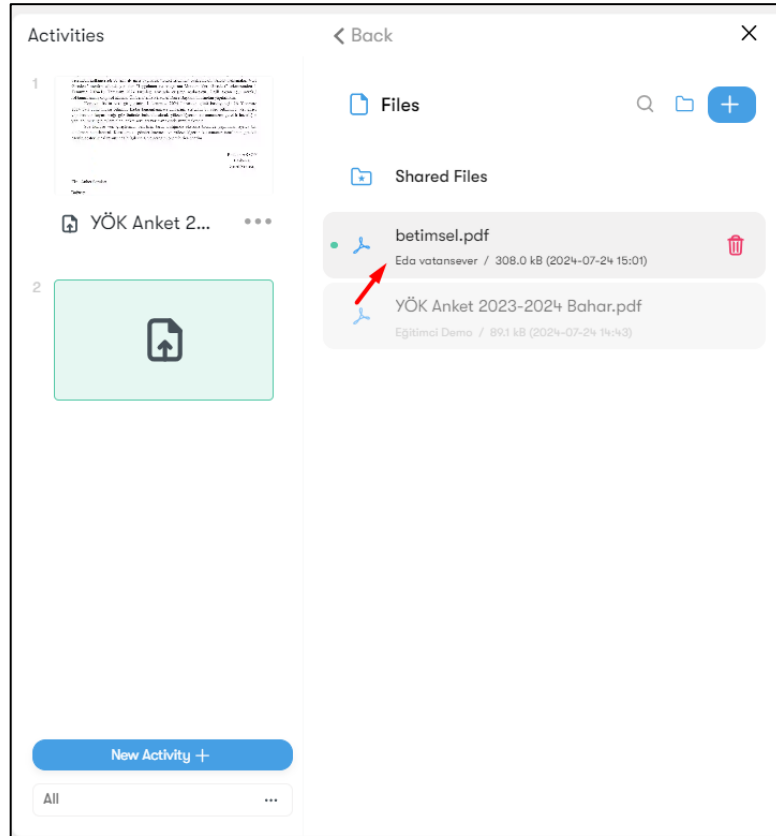


Step 3: You can select your Presentation file by clicking the blue plus button . You can only upload PDF files to the system . After selecting your file, you need to press the Open button.



You can only upload PDF files to the ALMS system.

Step 4: After your file is uploaded to the system, you need to point and click on the file you uploaded, since it is a document that is already used in the virtual classroom.



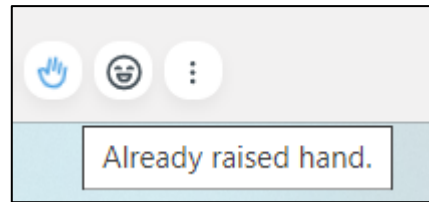
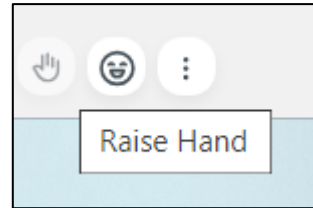
Afterwards, you will observe that your document is opened in the virtual classroom. You can also test the



visibility of your document from the Flow menu. You can understand that there is no play button by the sign that the content is playing.

1.1. Asking for a Speak in the Virtual Classroom

To ask for a say in the virtual classroom, you must press the raise your hand icon located in the middle of the page.



2. Uploading Homework to the System

You can upload your homework files to the system between the homework upload dates given to you by your educator. Assignments are not uploaded to the system after the last assignment upload date, hour or even minute has passed.

Our advice to our students is not to leave uploading your assignments until the last minute. Do not keep your homework uploads waiting until the last 10 minutes before the system closes. It is not recommended to install it beforehand.



File Upload right means that you have the right to edit and upload a file to the system 5 times, as many times as your educator has the right to upload, for example, when you are given the right to upload 5 files. Only one file is uploaded to the system. To upload more than one file, you must upload your file as a .rar compressed file.

2.1. Document attached to the assignment

The files that educators add to the assignment cannot be seen before the assignment due date begins. However, when the start date comes, the attached file will be visible to you, our valued students. You can download the attached file to your computer by clicking on the file.

7 July 2024 - Homework

Assignment

File Upload Right

0/5

A+

Assignment Grade

Begin Date:

15:00 / 24.07.2024

Due Date:

15:00 / 26.07.2024

Time to End of the Assignment

01 Day

23 Hour

04 Minute

Attachment

template.docx

Download

Instructor Note:

Dear Students,

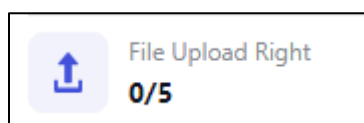
I want you to design your homework according to the template in the attached document. IMPORTANT: Do not exceed the assignment deadline. The system closes at the end of the delivery date.

Good luck.

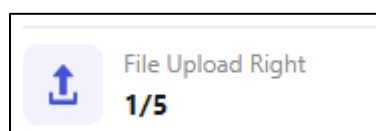
Send Assignment

2.2. Right to Upload Files

The right to upload files means that you, our valued students, have the right to upload files to the system more than once when changes are made to the assignment. In other words, only 1 homework file is saved in the system. In other words, the last uploaded file in the files that have been modified is the file saved to the system. In other words, more than one file is not saved to the system in this way. To upload multiple files . **rar** or . With **zip** , you need to upload your files as compressed files. Since multiple compressed files are considered one file, you will not encounter any problems. In addition, the number of this file upload right is determined by the course instructor.

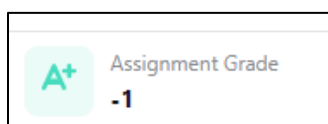


You exercise your right every time a file is edited and uploaded to the system. *For example* ; 1/5 means he used his first right. If it is 2/5, it means that you have used the second right out of the five rights given to the instructor and uploaded the file to the system twice.

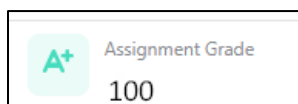


2.3. Homework Grade

Your instructor will enter your homework grade into the system. If your grade has not been entered yet, you can see it as -1.



You can only see your assignment grade when your instructor enters your grade. Sometimes our instructors enter grades directly into the OIS system. If you cannot see your grade in the ALMS system, do not worry. You can send an e-mail to your instructor about the subject.



2.4. Start Time and End Time

Start Time and End Time are the time when the assignment upload area is opened and remains open by our instructors. Our students may not upload their homework during these dates. If you try to load it 1 minute later or 1 minute earlier, you will fail. We recommend that you complete all your transactions 10 minutes before the system shuts down.

	Begin Date: 15:00 / 24.07.2024		Due Date: 15:00 / 26.07.2024
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2.5. Steps to Submit Assignment


When you complete the steps below, your homework will be uploaded to the system. For this, we recommend that you make sure that your internet connection is good beforehand.


Step 1: Go to the Homework activity and click the Send Assignment button.


7 July 2024 - Homework

Assignment

 File Upload Right
0/5

 Assignment Grade
A+


 Begin Date:
15:00 / 24.07.2024

 Due Date:
15:00 / 26.07.2024


Time to End of the Assignment

01 Day 22 Hour 57 Minute

Attachment

 template.docx

Download

 **Instructor Note:**

Dear Students,

I want you to design your homework according to the template in the attached document. IMPORTANT: Do not exceed the assignment deadline. The system closes at the end of the delivery date.

Good luck.

Send Assignment

Step 2: You must select the file you will upload by clicking Select in the window that opens.

×

Dear Students,

I want you to design your homework according to the template in the attached document. IMPORTANT: Do not exceed the assignment deadline. The system closes at the end of the delivery date.

Good luck.

Answer of Assignment

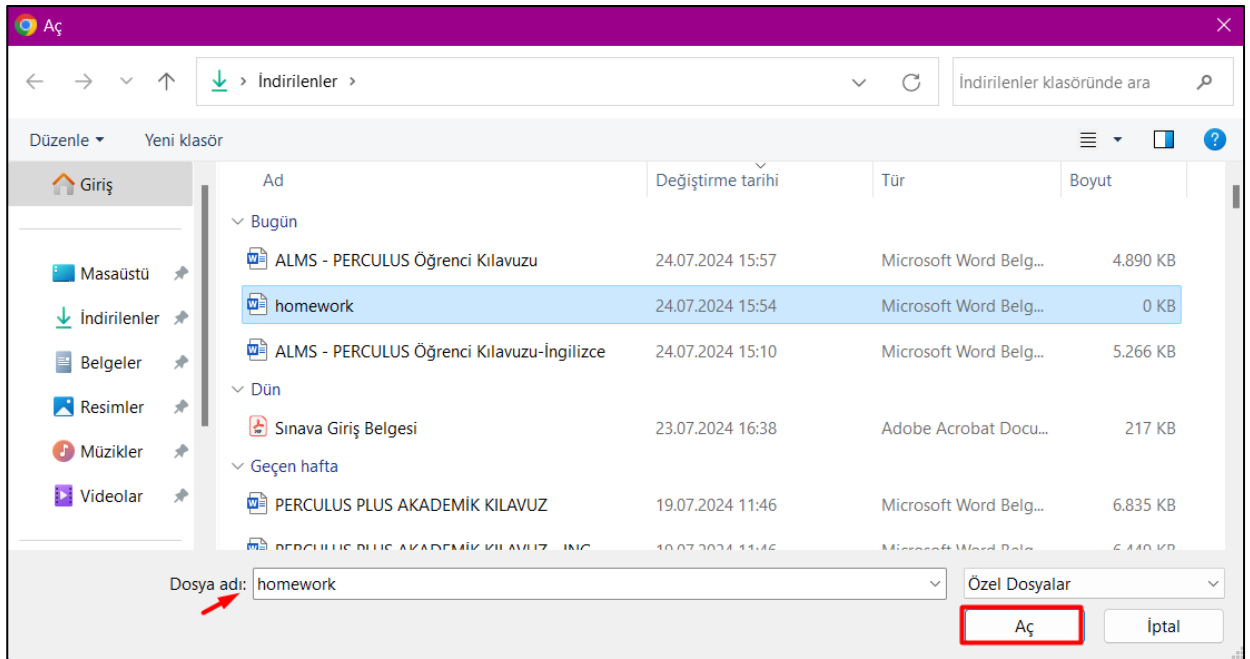
Drop files here, paste or

[Browse](#)

Pay attention to the rules of plagiarism when preparing your homework.
Accepted file formats: .png, .jpg, .pdf, .docx, .xlsx
You can upload files up to 5 times.

✓ Save

Step 3: After making sure that the file you selected is correct, you should click the Open button.



Step 4: If the file you selected is correct, the Upload 1 File button should be clicked to upload your assignment to the system.

×

Dear Students,

I want you to design your homework according to the template in the attached document. IMPORTANT: Do not exceed the assignment deadline. The system closes at the end of the delivery date.


Good luck.

Answer of Assignment

Close

1 file selected

×



homework.docx

Upload 1 File

Pay attention to the rules of plagiarism when preparing your homework.
Accepted file formats: .png, .jpg, .pdf, .docx, .xlsx
You can upload files up to 5 times.

✓ Save

Dear Students,


I want you to design your homework according to the template in the attached document. IMPORTANT: Do not exceed the assignment deadline. The system closes at the end of the delivery date.

Good luck.

Answer of Assignment

Upload Complete

✓



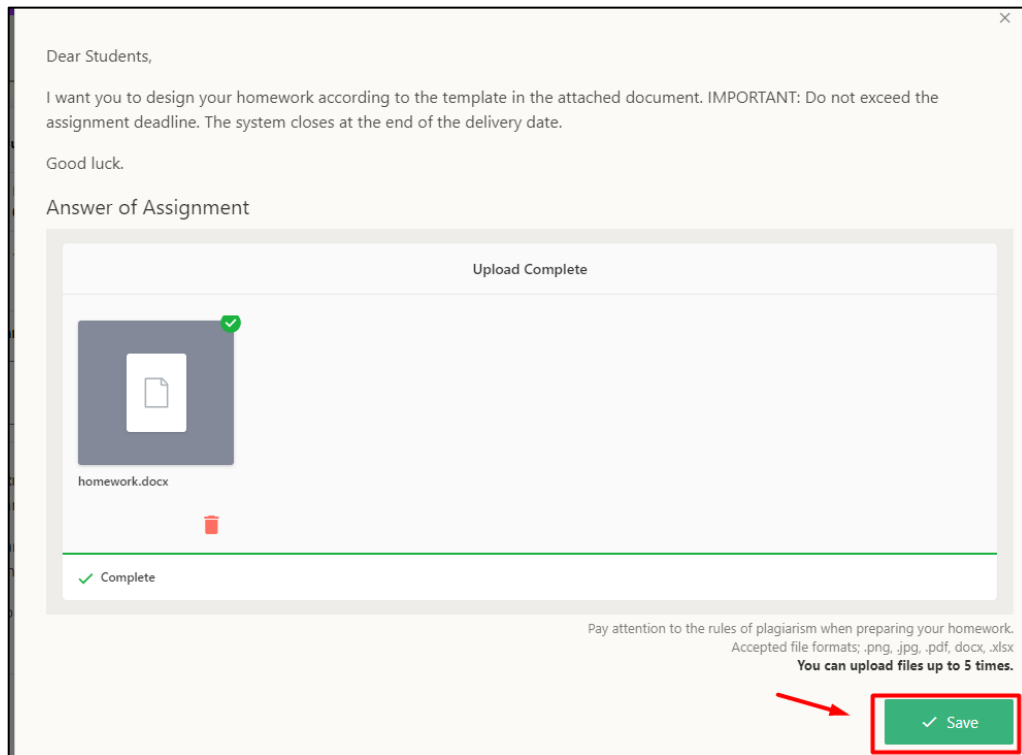
homework.docx

Complete

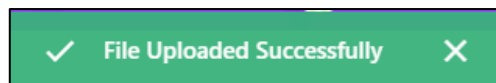
Pay attention to the rules of plagiarism when preparing your homework.
Accepted file formats: .png, .jpg, .pdf, .docx, .xlsx
You can upload files up to 5 times.

✓ Save

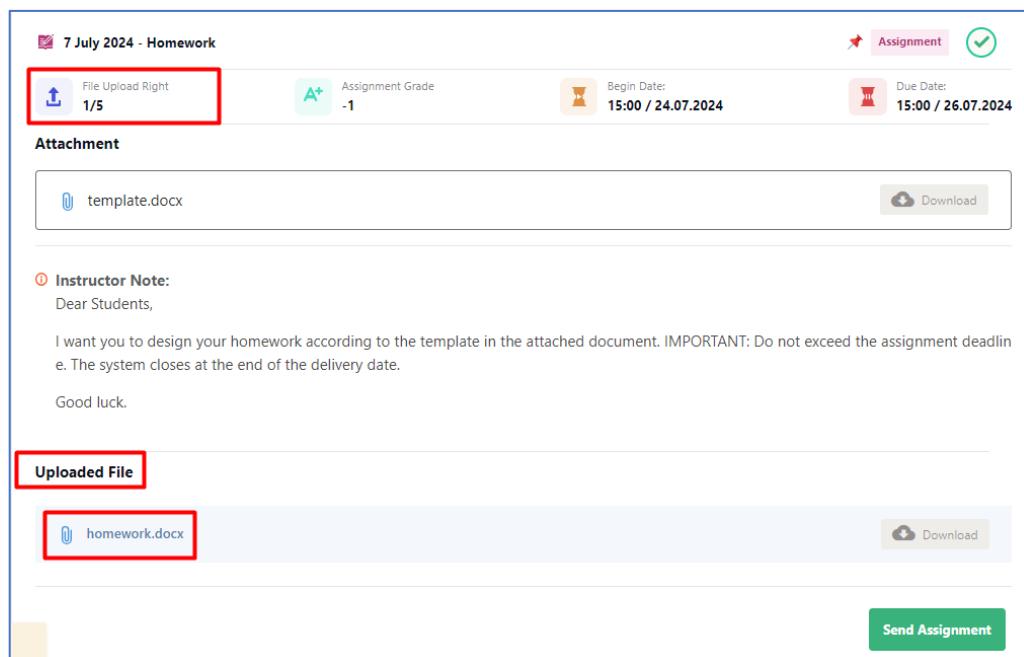
Step 5: Even if the upload is completed, your assignment will not be saved until you click the Save button. In order for your homework to be saved in the system, you must click the Save button below on the right.



Step 6: When you upload the assignment, you will see that you have used 1/5 of your first upload space. Additionally, your homework file will be included in the file uploaded to the system. We recommend you check back here.



You will receive a notification as above that the file has been uploaded by the system.





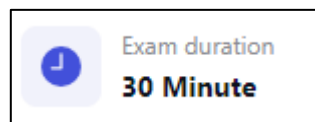
Your assignment file can be pdf, docx, .zip, .sav etc. It can be any file type. However, the size of your file is limited to a maximum of 1 GB.

3. Participating in the Online Exam

We recommend that you make sure that you have good internet connection before taking the online exam. We also recommend that you use the Chrome browser and disable any Chrome extensions you have. You are kindly requested to take these precautions to avoid making any mistakes during the exam.

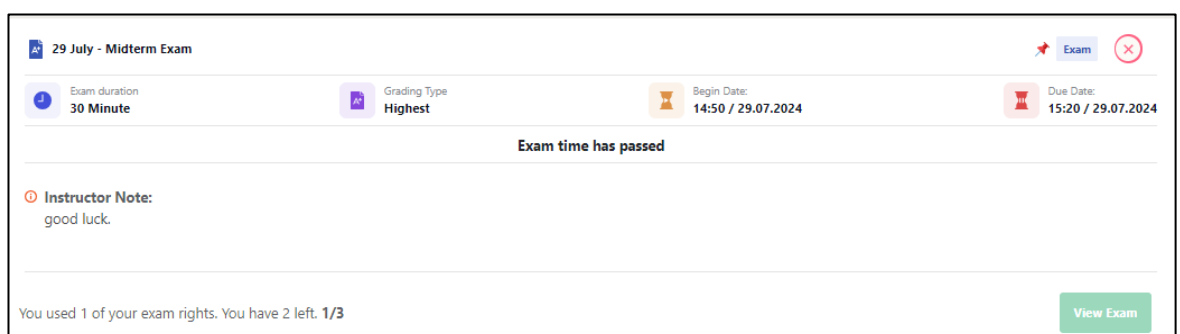
3.1. Exam Duration

Exam time is the time your instructors give you to use during the exam. For example, your instructor may have given you 20 minutes or 30 minutes for an exam with 10 questions. This is a number given depending on the speed of solving the questions as a result of measurement and evaluation. Our educators determine this period.




3.2. Grading Type:

Considering that there may be problems in exams for which the exam right is granted and in the exams of students who have used their exam right more than once, the highest grade is recorded. After the exam is over and the exam grades are entered, the student's grade is seen.



3.3. Start Time and End Time

This is the feature that tells you when the exam will start and when it will end. Our educators enter these values. Again, our students are given the opportunity to take the exam in accordance with the exam measurement and evaluation steps.

 Begin Date: 14:50 / 29.07.2024	 Due Date: 15:20 / 29.07.2024
--	--

3.4. Total Examination Right

It defines the examination right in order to prevent you from being victimized. In other words, if you experience a problem during the exam, it gives you the right to start the exam from the beginning again. You do not have to use all your exam rights. If you have completed your exam without any problems, you do not need to use your other rights.


You used 1 of your exam rights. You have 2 left. 1/3


3.5. Steps to Participate in the Online Exam


When you complete the steps below, you will successfully participate and complete your exam. For this, we recommend that you make sure that your internet connection is good beforehand and that you take the exam with the Google Chrome browser. If you have Chrome extensions, it would be better to disable them.


Step 1: Come to the relevant week of the exam. The View Exam button located at the bottom right of your exam activity will be green and active when the exam time comes. Click the button to enter the exam.

29 July - Midterm Exam


 Exam duration
30 Minute

 Grading Type
Highest

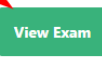
 Begin Date:
14:50 / 29.07.2024

 Due Date:
15:20 / 29.07.2024

Time to End of the Exam **00** Day **00** Hour **17** Minute

 **Instructor Note:**
good luck.

Your total exam rights: 3

 View Exam

Step 2: When you confirm the I have read, I understand box in the exam window that opens and click the Start button, your exam will start.

<input checked="" type="checkbox"/> I read, I approve	<div>Close</div> <div>Start</div>
---	-----------------------------------

Step 3: During the exam, you must select an option for each question and pass. Additionally, since there is no transition between questions, we recommend that you read and answer the question carefully.

1 - "select * from kitap; " tırnak içindeki sql kodunun işlevi aşağıdakilerden hangisidir?

a) ☐ from tablosundaki tüm bilgileri listeler.

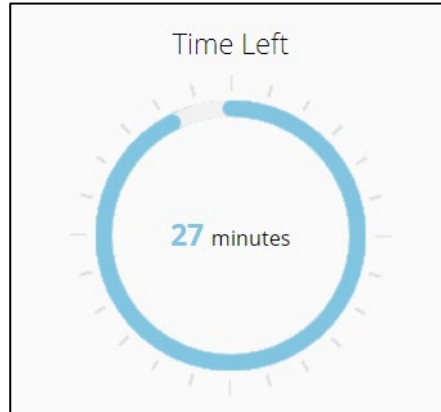
b) ☒ Kitap tablosundaki tüm bilgileri listeler.

☐ Leave blank

[<Previous](#) [1/3](#) [Next>](#) [Close](#)

You cannot proceed to the next question without any markup. Please select one of the answer choices or the Leave Blank option in order to proceed to the next question.

Step 4: The exam time will be displayed on the right panel. This exam period is counted down. It is recommended that you take your exam by keeping track of your time.



Step 5: Below on the right panel is your Answer list. It means you have answered the questions with blue boxes. Questions with gray boxes mean they are not answered. As mentioned in the previous steps, there is no transition between questions. Answer carefully and move on to the next question.

Answer List

1

2

3

X

Empty

X

Active

X

Answer Saved

X

Answer Could not Save



It is not possible to switch between questions during the exam. We recommend that you read and answer each question carefully.

Step 6: When you answer all the questions in the exam, there will be an End Exam button next to the progress button on the last question. Click the button to finish your exam.

Close

✓End the Exam

Step 7: You will then be asked to confirm that you have finished the exam with a small window. The Yes button should be clicked here too .

Are you sure you want to finish the exam?

×

You have answered all the questions (3/3).
Click the Yes button to end the exam or click the No button to stay on the page.

If you finish the exam, you will use your right to take the exam.
If you do not have another entry right, you will not be able to take the exam again.

No

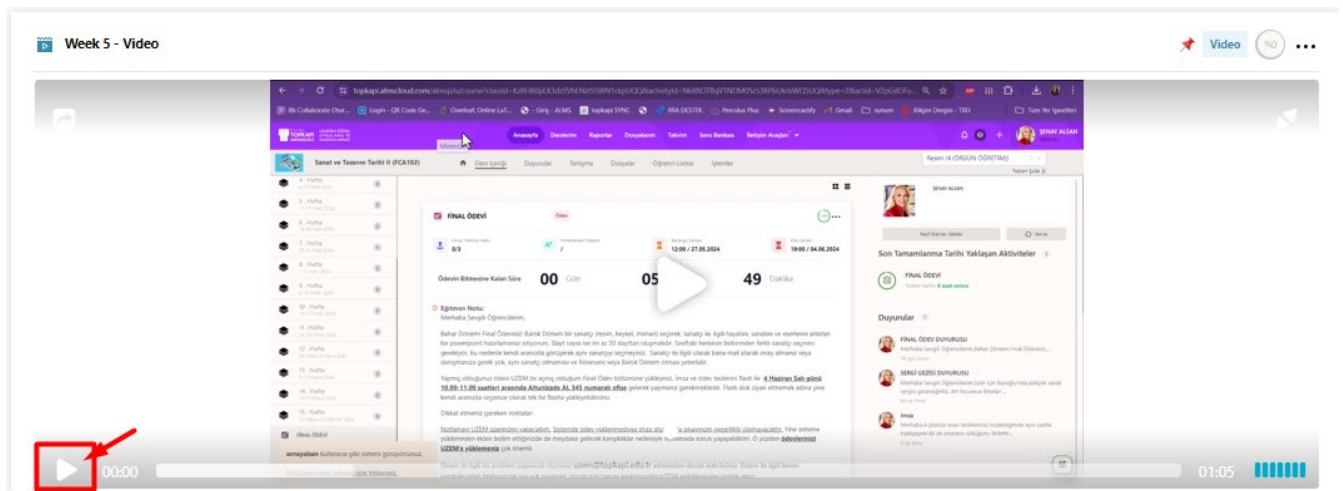
Yes

Step 8: Then the notification you see is "Your exam has been completed successfully." It will be in the form.

29 July - Midterm Exam
The exam has been successfully completed. You can exit the exam by closing the page.

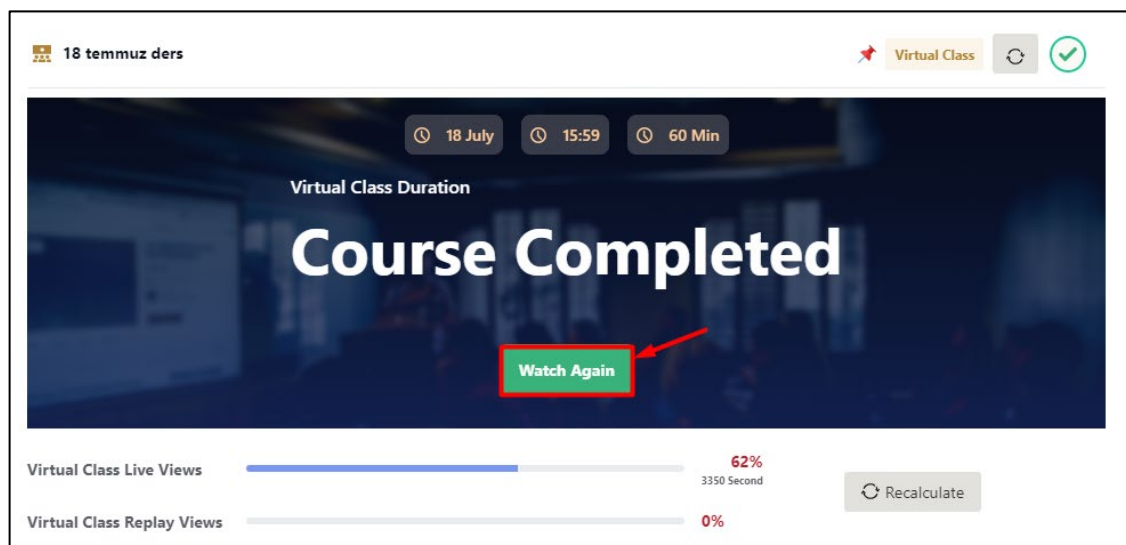
4. Asynchronous Video Monitoring

To watch the Asynchronous Video recording, you will see the video recording after coming to the relevant week. After pressing the Play button, the video will be played.



5. Watching the Re-Recording of the Live Lesson

In order to watch the course recording, the course must have taken place and finished. Lesson re-recordings are uploaded to the system approximately 15 minutes after the end of the lesson. When you press the Watch Replay button, the course recording opens in a new window.





*THANK YOU FOR REVIEWING THE GUIDE.
YOU CAN CONTACT US FOR ANY PARTS THAT YOU
DO NOT UNDERSTAND OR RECEIVE ERROR.*

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