



ISTANBUL TOPKAPI UNIVERSITY
DISTANCE EDUCATION APPLICATION AND RESEARCH CENTER

**DISTANCE EDUCATION SYSTEM (ALMS)
USER GUIDE**

STUDENT USER GUIDE

TABLE OF CONTENTS

I. DEFINITION OF LEARNING MANAGEMENT SYSTEM (LMS)	3
1. With LMS ?	3
2. Istanbul Topkapi University ALMS (Distance Education System) System Requirements	3
3. the ALMS (Distance Education System) System?	3
II. INTRODUCTION TO ALMS (DISTANCE EDUCATION SYSTEM) SYSTEM	4
III. ALMS DISTANCE EDUCATION SYSTEM MENUS	6
1. Home page	6
1.1. Home:.....	6
1.2. Courses:	6
1.3. Gradebook.....	6
1.4. Calendar	7
1.5. Communication tools.....	7
1.6. Forum	9
1.7. Support	9
2. MY ALMS COURSES TAB.....	9
2.1. Sections in the My Courses Tab.....	9

I. DEFINITION OF LEARNING MANAGEMENT SYSTEM (LMS)

consists of the initials of Learning Management System, which is Learning Management System in Turkish. In general terms, it can be defined as software that is created to manage e-learning processes more efficiently and effectively and enables the distance education model to be implemented on the internet.

1. With LMS ?

LMS , as learning management systems, provide training management, reporting, performance tracking, automation, class – course creation, creating and uploading course materials, giving lessons and homework, creating exams, etc. It meets many needs such as. At the same time, LMSs allow integration with other tools to enhance the learning experience.

During the training period in Istanbul Topkapı University Distance Education System (ALMS), instructors;

- Creating and participating in a virtual classroom,
- Access and control of live lecture recording videos,
- Lesson - adding course materials,
- Adding a homework area,
- Creating exam or quiz activities,
- exam, quiz or homework grades to OIS (Student Information System),
- Performance tracking,
- Sharing announcements,
- Student list checks for each branch,
- Exchanging ideas with students, discussing scientific issues, etc. creating forums for activities,
- Organizing a survey,
- Sharing information notes,

etc. They can actively use many features.



Istanbul Topkapi University uses the ALMS Distance Education System software offered by Advancity, a company operating in the field of e-learning, as its LMS system.

2. Istanbul Topkapi University ALMS (Distance Education System) System Requirements

ALMS Distance Education System is a cloud-based software and does not require installation. You can access the system via your browser (Google Chrome, Firefox, Microsoft Edge , Safari, etc.) using any computer, tablet or phone .



Although all browsers can be used to access the Alms system, it is recommended to use the Google Chrome browser.

3. the ALMS (Distance Education System) System?

Istanbul Topkapı University Alms system from 2 different web addresses;

- topkapi.almscloud.com
- alms.topkapi.edu.tr

II. INTRODUCTION TO ALMS (DISTANCE EDUCATION SYSTEM) SYSTEM

Istanbul Topkapi University ALMS Distance Education System;

Log in to either topkapi.almcloud.com or alms.topkapi.edu.tr.

Username: On the page that opens, enter your student number completely in the username field.

Ex: 2211591221



İSTANBUL
TOPKAPI
ÜNİVERSİTESİ

UZAKTAN EĞİTİM
UYGULAMA VE
ARAŞTIRMA MERKEZİ

Entrance

OIS Username (Student Number)

Forgot your password?

Forward

• Login with E-Government

• Announcements

- > Research Survey Support Request
- > Regarding 2023 - 2024 Spring Semester Exemption Exams
- > About 2023 - 2024 Spring Semester Exemption Exams.
- > Attention to Students Who Could Not Take the Exemption Exam
- > About the Start of Distance Education Courses
- > About Distance Education System Help Pages
- > About Distance Education System Help Pages
- > Introduction to Distance Education System (Alms)

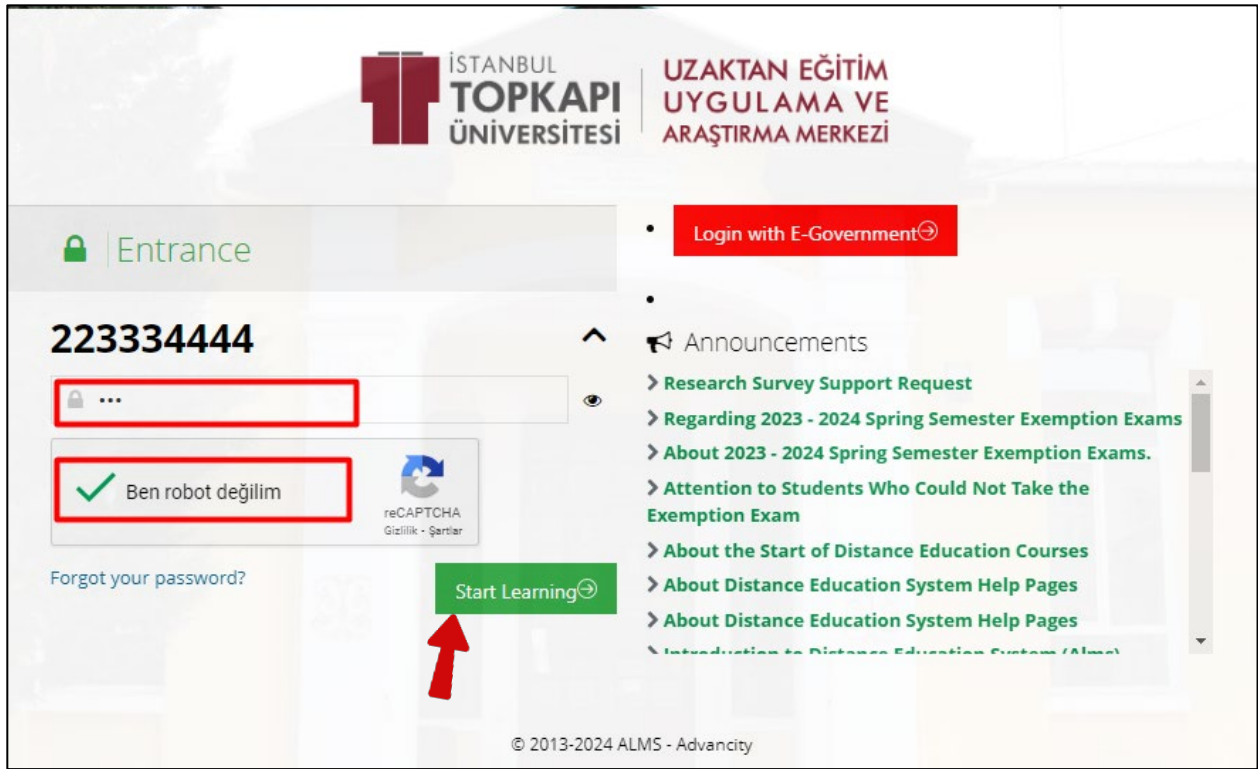
© 2013-2024 ALMS - Advancity

Password: You must enter your OIS (Student Information System) password in the password field. Then, after selecting the I am not a robot option, you can log in to the system by clicking the Start Learning button.

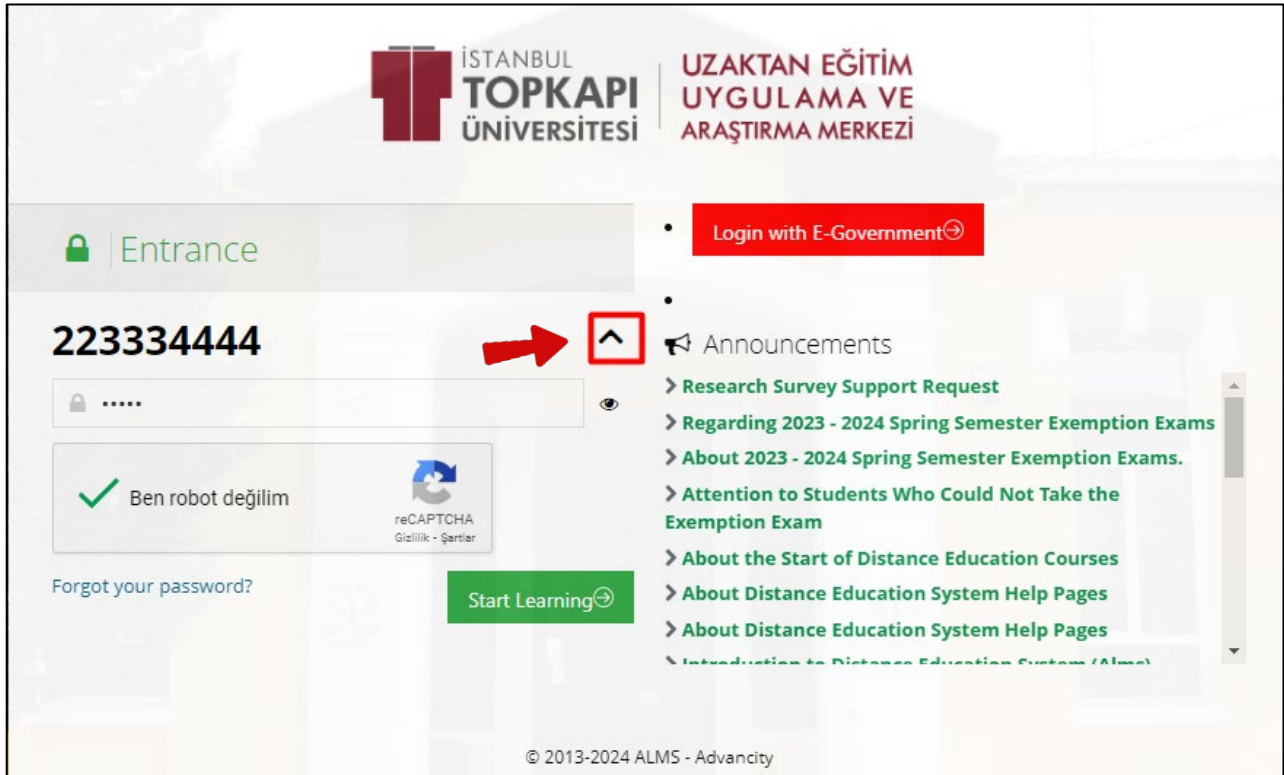


The Distance Education Center does not create a password to log into the ALMS system. Since OIS (Student Information System) and ALMS (Distance Education System) user logins are integrated with each other, you can log in to the system using your OIS password. If you do not remember your OIS password, you can learn your password by contacting the Student Affairs Unit, which is responsible for the system.

Contact: oi@topkapi.edu.tr



If you think you entered your username incorrectly, you can return to the previous screen and re-enter your username by clicking the up-arrow button opposite your name on the login screen.

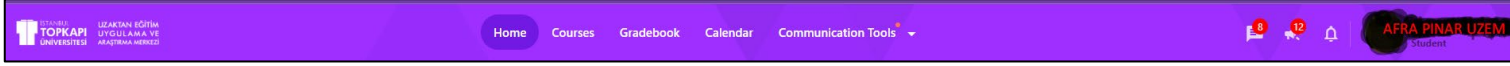


III. ALMS DISTANCE EDUCATION SYSTEM MENUS

1. Home page

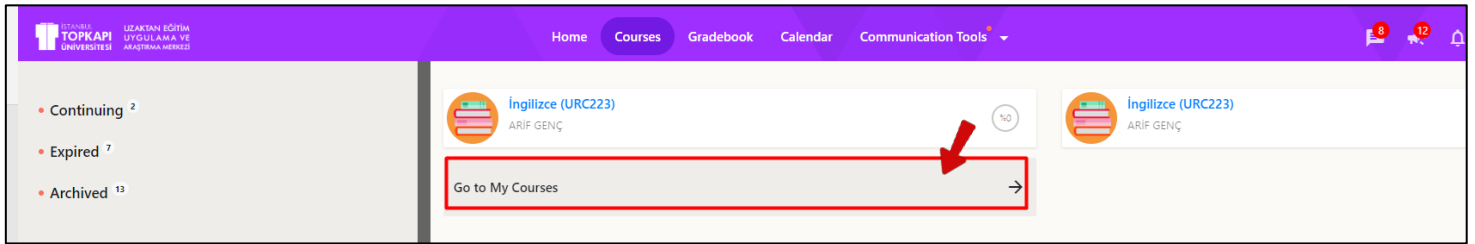
When you log in to the Alms Distance Education System, you will see a default standard welcome screen on the Home Page.

Fields in the top menu:

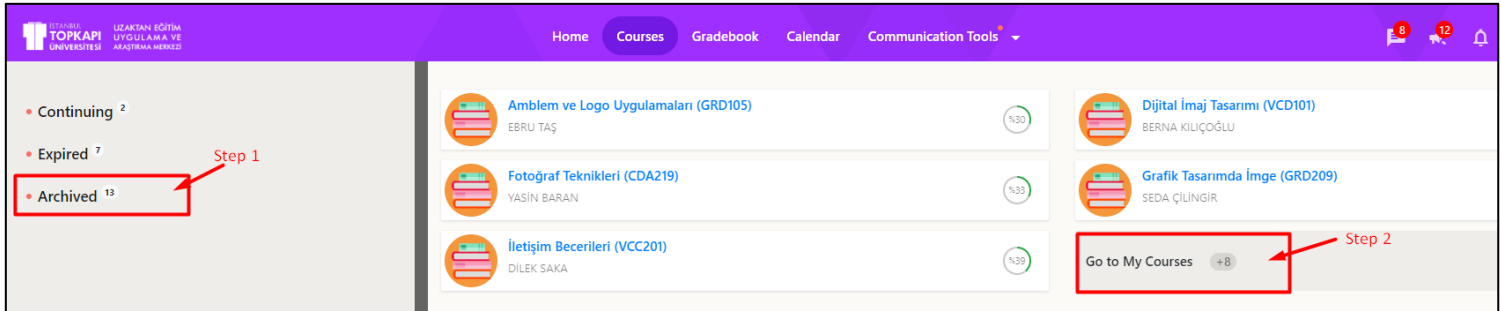


1.1. Home: The area where the welcome screen and menus are located

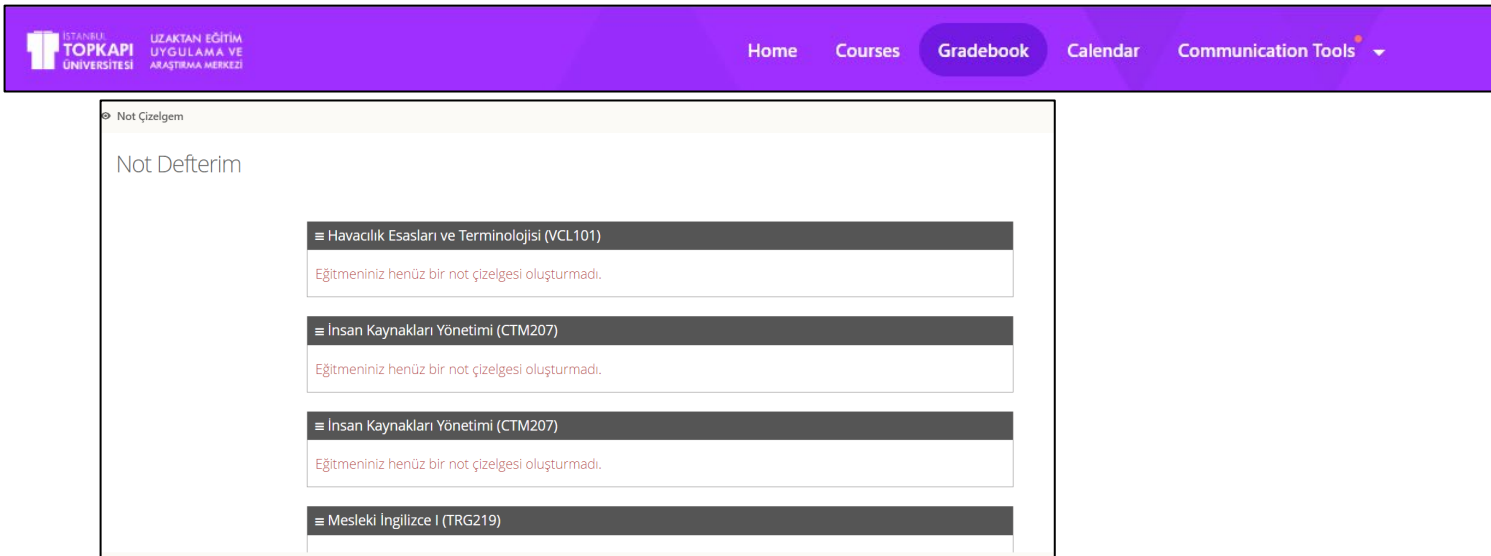
1.2. Courses: The area where your defined courses are listed. You can view active courses for the relevant period in the My Courses section, as well as list passive courses from previous periods. To view all the courses, click the **Go to My Courses** button.



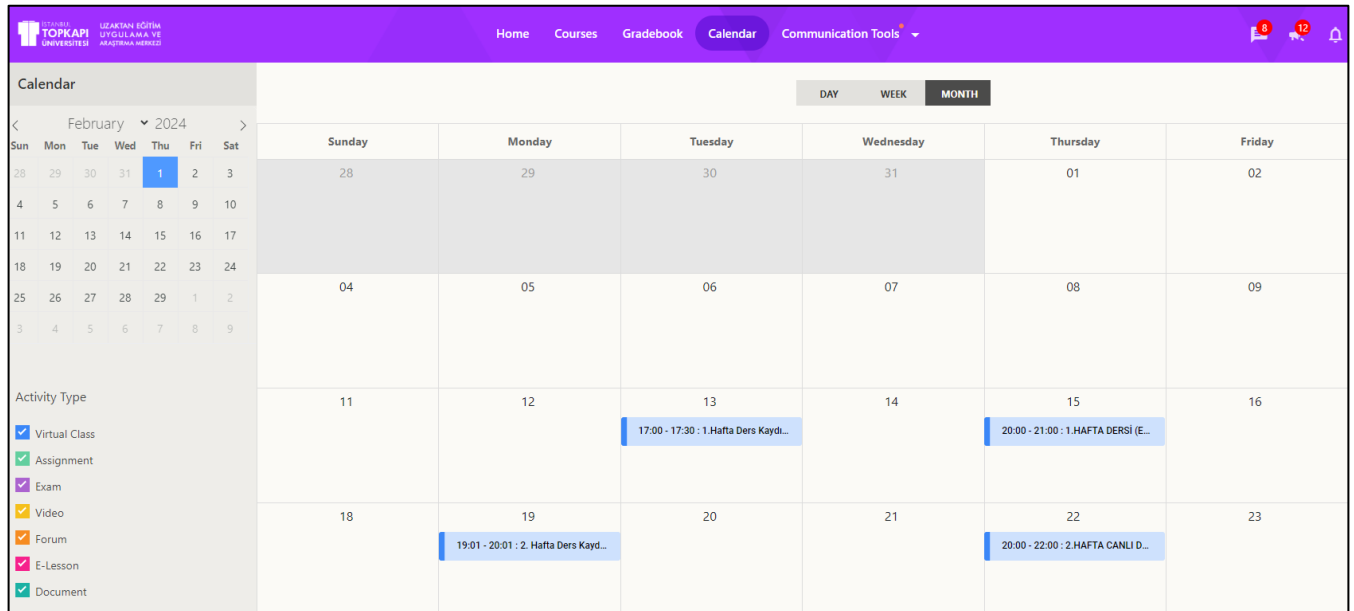
- You can access your previous courses from **the archived section**.



1.3. Gradebook: If your instructors have shared a grade sheet for your course, you can view it from this area.

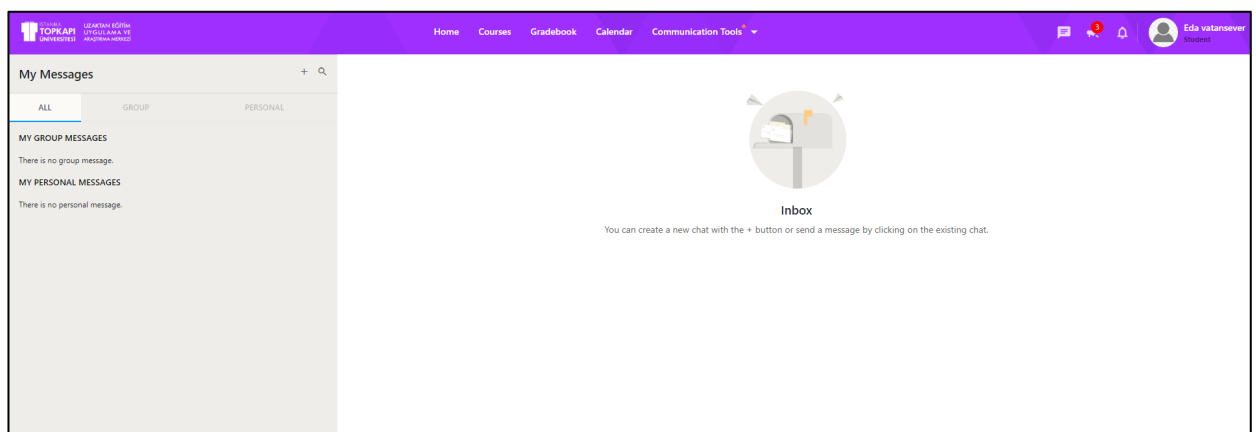


1.4. Calendar : By selecting the year, month and day in the calendar, you can view the activities planned on the date you choose. In the activity type section at the bottom left, you can select the activity you want to view on the calendar by deselecting or selecting virtual class, homework, exam, video, forum, e-course and document. You can view the calendar daily, weekly and monthly by clicking on the day, week and month buttons in the middle of the calendar. You can switch to the activity by clicking on the name of the activity you are viewing in the calendar. You can add any documents, assignments, exams, etc. to your course in the system. If you do not add any activities, the calendar section will appear empty.

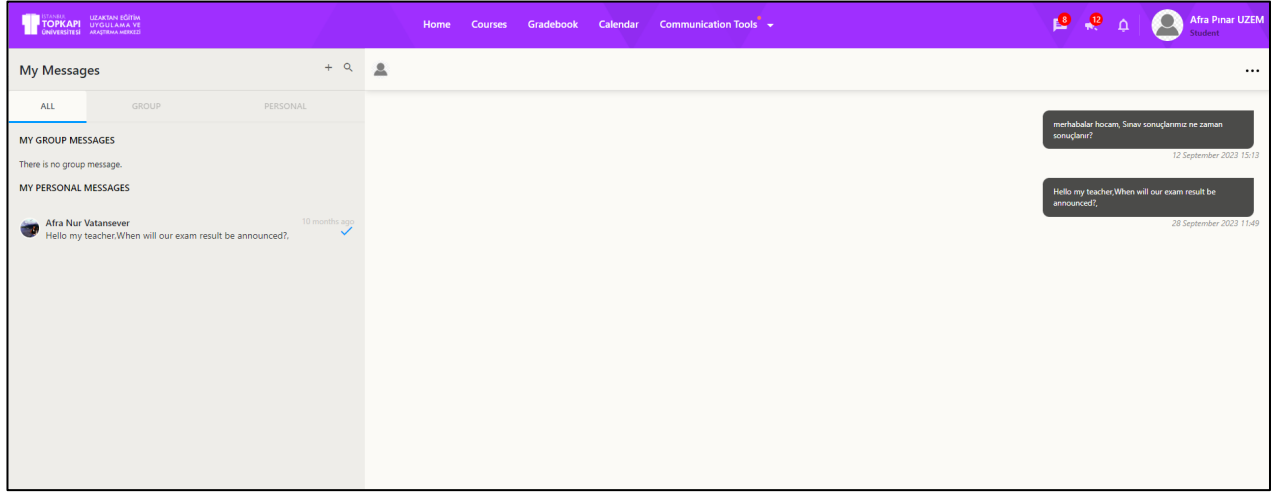


1.5. Communication tools

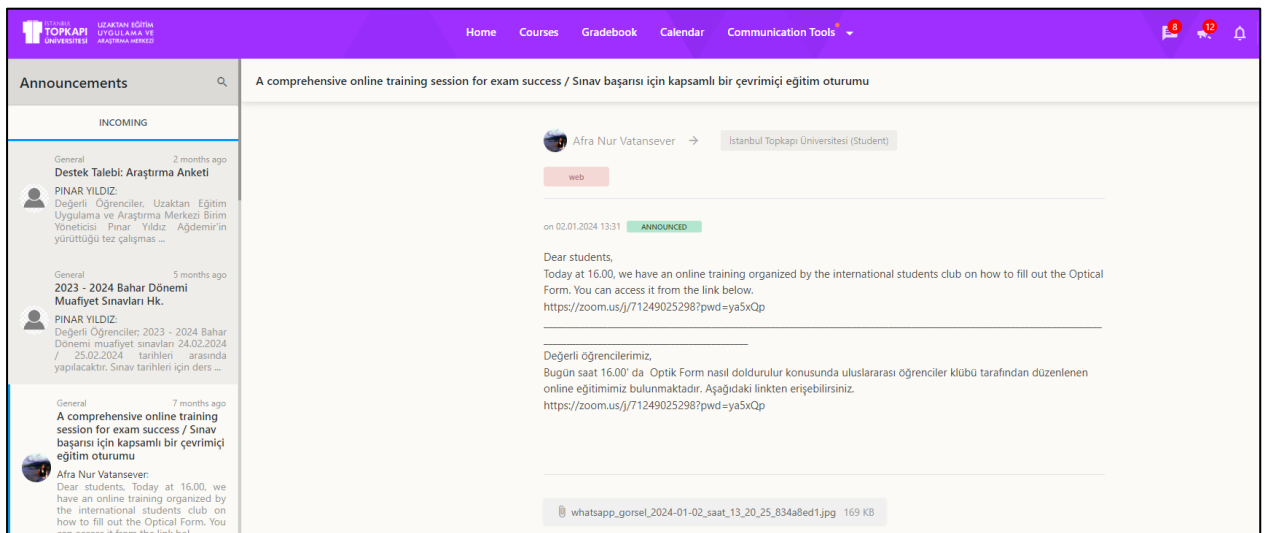
1.5.1. Messages : When you click on the Messages communication tab, other students and teachers in your class are listed in the groups and people you are part of in the groups section on the right side of the page. You can search for a group or a contact and switch to the messaging area by clicking on the group or contact name. On the left of the page, in the all section, you view the latest messages received or sent by group and individual. You can view group messages by clicking on the group button and view personal messages by clicking on the personal button.



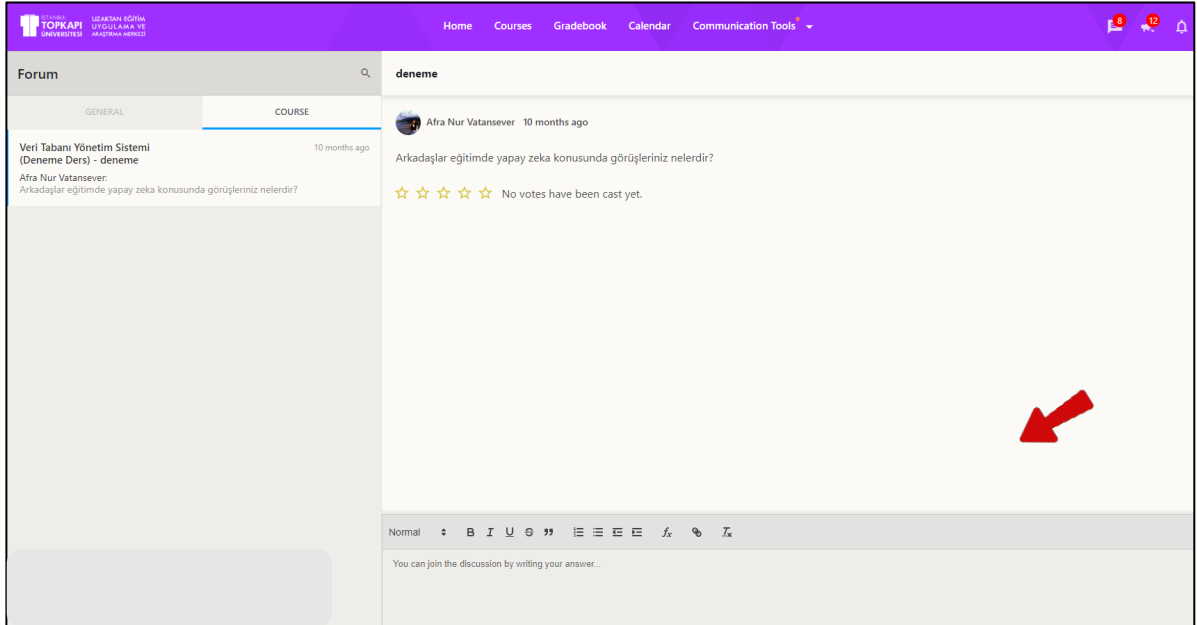
When you click on a group or person's name, the messaging section opens in the middle. You can view older messages by swiping up on opened messages. You can write a message by clicking on the section where it says enter message and send your message by clicking on the send button. You can add format, thickness, italic, underline, strikethrough, quote, bullet, number, item, indent, formula and link features to your text. You can clear the formats of a text you added. You can add an emoji or a file to your conversation.



1.5.2. **Announcements**: You can read the announcements sent to you by clicking on the announcement names in the incoming announcements section.



1.6. Forum : You can have scientific discussions about any subject by opening a discussion with your teachers. You must write your answers and press the send button.



1.7. Support : For your system-related questions, you can open a support request from the help area to the company from which we receive support for the Alms Distance Education System.



For your help and support requests regarding the Alms Distance Education System, it is recommended that you contact the Distance Education Application and Research Center team.

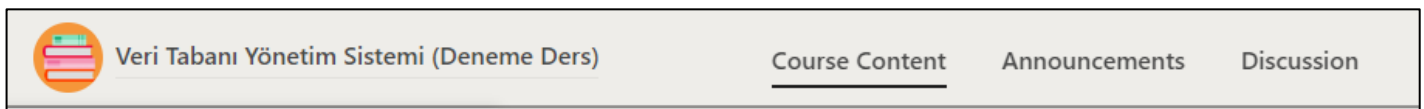
Contact: uzem@topkapi.edu.tr

2. MY ALMS COURSES TAB

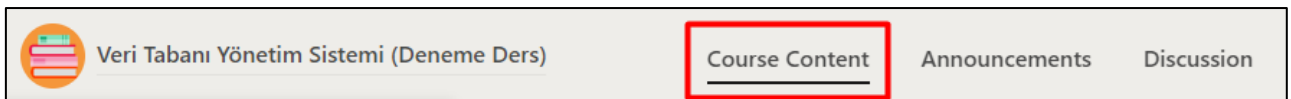
the ALMS Distance Education System by logging in to either topkapi.almcloud.com or alms.topkapi.edu.tr . You can view your active course list on the home page screen or via the My Courses button at the top.

2.1. Sections in the My Courses Tab

After logging into the course, there are some buttons next to the course name.



2.1.1. The Course Content section is the most used area that covers all course activities. Virtual classroom, documents, homework, exams, information notes, etc. All activities are added from the Course Content tab.



The screenshot shows the 'Veri Tabanı Yönetim Sistemi (Deneme Ders)' interface. The top navigation bar includes 'Home', 'Courses', 'Gradebook', 'Calendar', and 'Communication Tools'. The main content area displays a 'Course Completed' message with a 'Watch Again' button. The right sidebar contains 'Eğitimci Demo', 'Upcoming Activity Deadlines', and 'Announcements'.

2.1.2. The announcements section is the area where announcements can be made to all students or students in certain branches.

The screenshot shows the 'Veri Tabanı Yönetim Sistemi (Deneme Ders)' interface with the 'Announcements' section highlighted in red.

The screenshot shows the 'Veri Tabanı Yönetim Sistemi (Deneme Ders)' interface with the 'Announcements' section. It displays a list of announcements, including one titled 'Canlı ders hakkında' (Live Class About) dated 10 months ago.

2.1.3. Discussion It is an area used to create an environment for exchanging ideas on any subject, such as a forum.

The screenshot shows the 'Veri Tabanı Yönetim Sistemi (Deneme Ders)' interface with the 'Discussion' section highlighted in red. It displays a forum post titled 'deneme' by 'Afra Nur Vatansever' dated 10 ay önce. The post content is 'Arkadaşlar eğitimde yapay zeka konusunda görüşleriniz nelerdir?' (Friends, what are your views on artificial intelligence in education?). The post has 5 stars and a 'Henüz oy kullanılmadı.' (No votes yet) message. The interface includes a search bar, a list of forum posts, and a text input area for replying.



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

uzem@topkapi.edu.tr