



COURSE ARCHIVE FOLDER PREPARATION

+

IZMIR UNIVERSITY OF ECONOMICS

2022-2023

This guide explains how to prepare the **End of Term Course Archive** and **Bologna Course File**.

- 1 Syllabus
- 2 Attendance List
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- 4 Quiz, Assignment, Presentation etc. Evaluations
- 5 Midterm and Final Exams
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1 Syllabus

1. First, you need to choose a program from the “Degree Programs” tab on the <https://ects.iieu.edu.tr/new/index.php?lang=en>

> Main Page

> Information on the Institution

> Degree Programs

> Associate(Short Cycle)

> Bachelor's Degree(First Cycle)

> Master's Degree(Second Cycle)

> Doctorate(Third Cycle)

> General Information For Students

> Diploma Supplement

> Erasmus Policy Statement

> National Qualifications

> Bologna Commission

Bachelor's Degree (First Cycle)

Faculty of Engineering

> Computer Engineering

> Software Engineering

> Industrial Engineering

> Electrical and Electronics Engineering

> Food Engineering

> Civil Engineering

> Mechanical Engineering

> Genetics and Bioengineering

> Biomedical Engineering

> Mechatronics Engineering

2. After choosing the department, you need to click on the “Course Structure Diagram with Credits” tab from the drop-down menu.

3. When you click on any course in the program, you can access the course syllabus.

https://ects.iieu.edu.tr/new/firstCycle.php

> Main Page

> Information on the Institution

> Degree Programs

Computer Engineering

> Qualification Awarded

> Level of Qualification

> Specific Admission Requirements

> Qualification Requirements and Regulations

> Recognition of Prior Learning

> Profile of the Program

> Program Outcomes

> Course & Program Outcomes Matrix

> Occupational Profiles of Graduates

> Access to Further Studies

> Program Structure

> Course Structure Diagram with Credits

> Exam Regulations & Assessment & Grading

> Graduation Requirements

> Mode of Study

> Program Director (or Equivalent)

> Evaluation Questionnaires

> Courses

Course Structure Diagram with Credits

To see the course details (such as objectives, learning outcomes, content, assessment and ECTS workload), click the relevant Course Code given in the table below.

1. Year Fall Semester

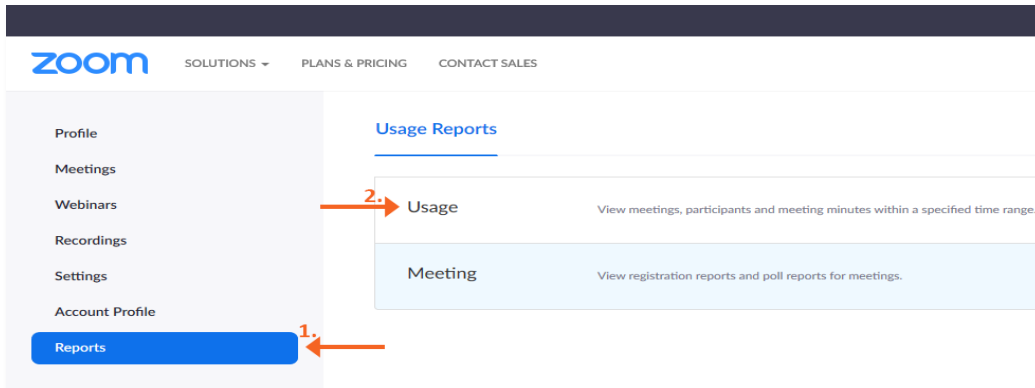
Code	Pre.	Course Name	Theory	Application/Laboratory	Local Credits	ECTS
SE 115		Introduction to Programming I	2	2	3	6
IUE 100		Orientation and Career Planning	1	0	1	2
MATH 153		Calculus I	2	2	3	6
ENG 101		Academic Skills in English I	2	2	3	3
FENG 101		Fundamentals of Engineering Culture	2	0	2	4
SFL 1013		Second Foreign Languages I	2	2	3	3
PHYS 100		General Physics I	2	2	3	6
Total						30
Code	Pre.	Course Name	Theory	Application/Laboratory	Local Credits	ECTS
SE 116	<input checked="" type="checkbox"/>	Introduction to Programming II	2	2	3	6
SFL 1024		Second Foreign Languages II	2	2	3	4
MATH 154	<input checked="" type="checkbox"/>	Calculus II	2	2	3	6
ENG 102		Academic Skills in English II	2	2	3	4
PHYS 102		General Physics II	2	2	3	6
FENG 102		Introduction to Engineering	2	0	2	4
Total						30
Code	Pre.	Course Name	Theory	Application/Laboratory	Local Credits	ECTS

2

Attendance List for Face-to-Face Classes (wet signed)

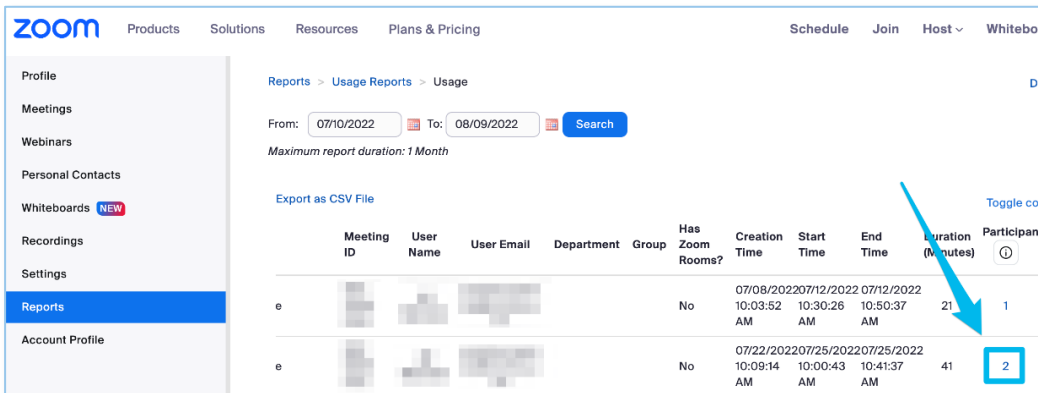
Wet signed lists you collected during your face-to-face classes should be included in the folder. These lists must also be signed by the course instructor.

2 Attendance List for Online Courses (Zoom)



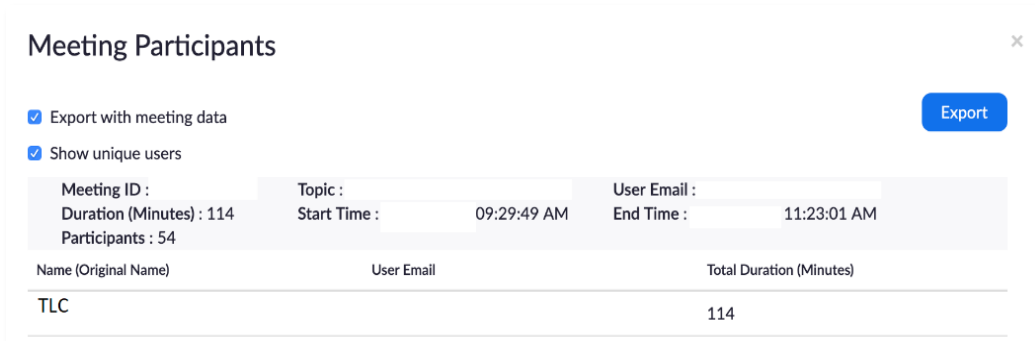
1. From the main screen, select **Reports**.

2. Select **Usage** to view a list of participants from past meetings.



3. Select the **From** or **To** date to adjust the dates on which the meeting occurred. Then select **Search** to run the report.

4. Find the meeting that you are looking for and **click on the number** listed in the **Participants** column.

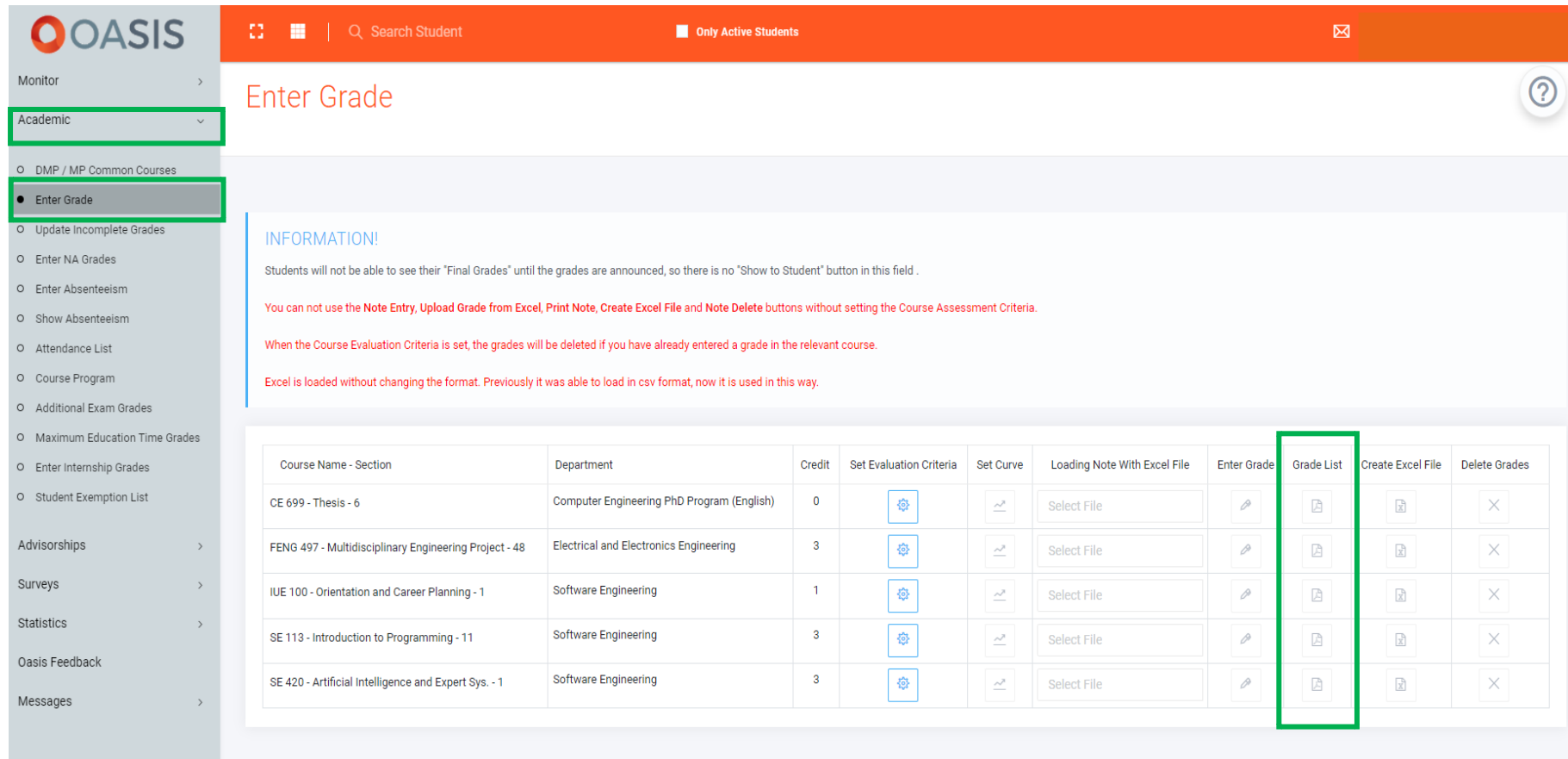


5. You can check the boxes to "**Export with meeting data**" and/or "**Show unique users**" and then click on the **Export** button to export the data..

3

Grade List

- After logging into Oasis, you can access the grade list from the **"Enter Grade"** option in the **"Academic"** tab.
- You must sign each page of the grade list document.



OASIS

Monitor >

Academic >

- DMP / MP Common Courses
- Enter Grade**
- Update Incomplete Grades
- Enter NA Grades
- Enter Absenteeism
- Show Absenteeism
- Attendance List
- Course Program
- Additional Exam Grades
- Maximum Education Time Grades
- Enter Internship Grades
- Student Exemption List

Advisorships >

Surveys >

Statistics >

Oasis Feedback

Messages >

Enter Grade

INFORMATION!

Students will not be able to see their "Final Grades" until the grades are announced, so there is no "Show to Student" button in this field.

You can not use the **Note Entry**, **Upload Grade from Excel**, **Print Note**, **Create Excel File** and **Note Delete** buttons without setting the Course Assessment Criteria.

When the Course Evaluation Criteria is set, the grades will be deleted if you have already entered a grade in the relevant course.

Excel is loaded without changing the format. Previously it was able to load in csv format, now it is used in this way.

Course Name - Section	Department	Credit	Set Evaluation Criteria	Set Curve	Loading Note With Excel File	Enter Grade	Grade List	Create Excel File	Delete Grades
CE 699 - Thesis - 6	Computer Engineering PhD Program (English)	0			Select File				
FENG 497 - Multidisciplinary Engineering Project - 48	Electrical and Electronics Engineering	3			Select File				
IUE 100 - Orientation and Career Planning - 1	Software Engineering	1			Select File				
SE 113 - Introduction to Programming - 11	Software Engineering	3			Select File				
SE 420 - Artificial Intelligence and Expert Sys. - 1	Software Engineering	3			Select File				

4 Quiz, Assignment, Presentation etc. Assessments

4A Assessments designed using the "**Test**" tool on Blackboard

4B Assessments designed using the "**Assignment**" tool on Blackboard

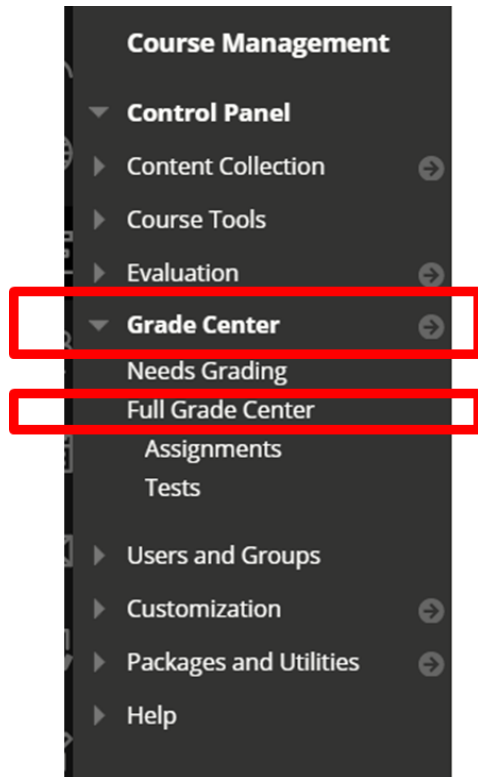
4C **Blank samples** of assessments designed using the "**Test**" tool on Blackboard



Assessments designed using the "Test" tool on Blackboard

You can archive tests created on Blackboard and the answers given by students as shown in the steps below. Test questions can only be downloaded with student answers.

If you only want to download the questions, they can be transferred to a Word document by copy-paste method, just like from any Internet page.

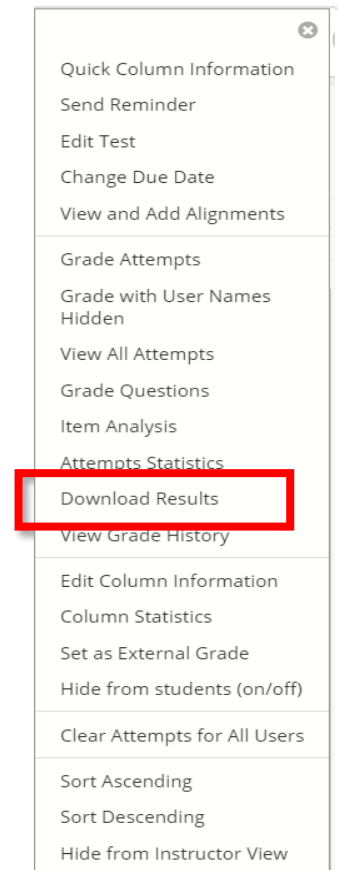


1. Click **Grade Center** and then **Full Grade Center** in the Course Management menu of your course.

	LAST NAME	FIRST NAME	USERNAME	SELF PEER	TOTAL	DEV 1	DHS TEST
<input type="checkbox"/>	User	BBTest	bbtestuser	--	80.00	--	--
<input type="checkbox"/>	User1	BBTest	bbtestuser1	--	173.00	98.00	75.00
<input type="checkbox"/>	User2	BBTest	bbtestuser2	--	113.00	88.00	--
<input type="checkbox"/>	User3	BBTest	bbtestuser3	--	110.00	--	110.00
<input type="checkbox"/>	User4	BBTest	bbtestuser4	--	215.00	90.00	100.00

Selected Rows: 0

2. On the Grade Center screen, find the column with the test title containing the questions and student answers you want to archive. Click the down arrow next to the title. Click **Download Results** on the screen that opens.



4A Assessments designed using the "Test" tool on Blackboard – cont.

3. Marked settings will appear on the **Download Results** screen as shown below. These settings are the recommended settings. However, if you want to download the Excel file with both questions and student answers, you need to check the **By Question and User** option. Also, if you want to download not only valid posts (Only Valid Attempts) but also all posts, you need to select **All Attempts** option. Finally, click the **Click to download results** button to download the file.

DOWNLOAD RESULTS

NOTE: This will ONLY download the results in the current view. If you want to download ALL the results for this item, go to Full Grade Center first.

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

☐ Comma

☒ Tab

Question text and results will download for all question types. Unsupported question types will be noted.

Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions.

All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

Format of Results

☒ By User

☐ By Question and User

Attempts to Download

☒ Only Valid Attempts

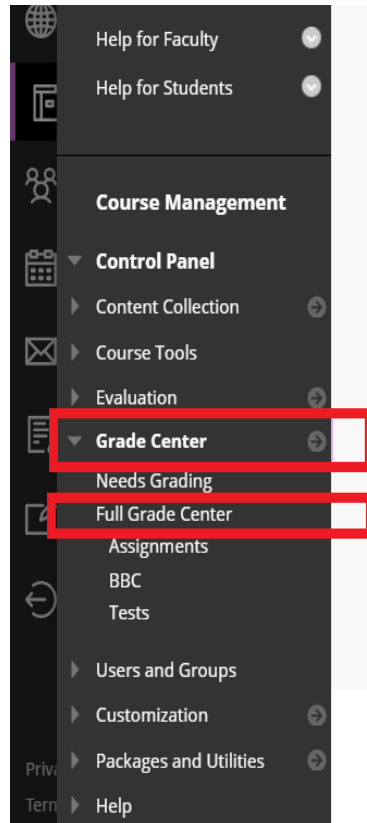
☐ All Attempts

Cancel

Click to download results



Assessments designed using the "Assignment" tool on Blackboard



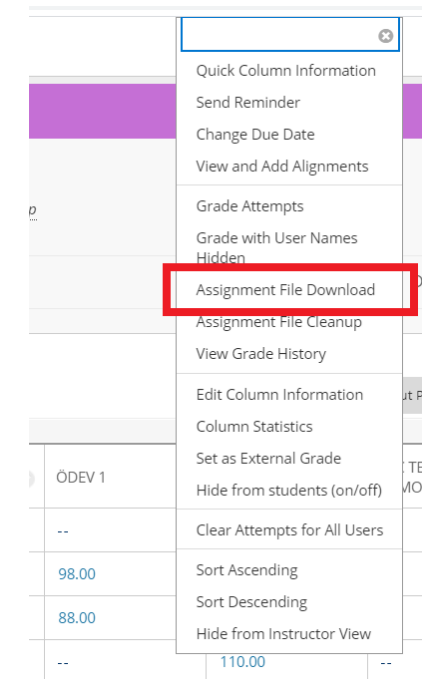
1. Click "**Grade Center**" and then "**Full Grade Center**" in the **Course Management** menu of your course.

2. On the Grade Center page, find the column with the title of the assignment containing the homework files you want to archive. Click the down arrow next to the title.

	LAST NAME	FIRST NAME	USERNAME	SELF PEER	TOTAL	ÖDEV 1	DHS TEST
<input type="checkbox"/>	User	BBTest	bbtestuser	--	80.00	--	--
<input type="checkbox"/>	User1	BBTest	bbtestuser1	--	173.00	98.00	75.00
<input type="checkbox"/>	User2	BBTest	bbtestuser2	--	113.00	88.00	--
<input type="checkbox"/>	User3	BBTest	bbtestuser3	--	110.00	--	110.00
<input type="checkbox"/>	User4	BBTest	bbtestuser4	--	215.00	90.00	100.00

Selected Rows: 0

3. Click "**Assignment File Download**" in the resulting popup menu.



4B Assessments designed using the "Assignment" tool on Blackboard – cont.

4. You can download individual assignments to your computer by selecting the ones you want, or you can opt to download all assignments at once by selecting the box at the top of the column.

<input type="checkbox"/>	NAME	DATE	GRADE
<input checked="" type="checkbox"/>	User1, BBTest	Friday, May 22, 2020 4:12:16 PM EET	98.00
<input type="checkbox"/>	User2, BBTest	Thursday, June 4, 2020 3:44:35 PM EET	88.00
<input type="checkbox"/>	User3, BBTest		Not Available
<input type="checkbox"/>	User4, BBTest	Thursday, June 4, 2020 3:37:29 PM EET	90.00

Displaying 1 to 10 of 10 items

Show All Edit Paging...

Warning: Make sure all students are listed on the page. If the student list consists of more than one page, use the select all command after clicking the "**Show All**" button in the lower right corner of the screen.

5. You can select to download the **last attempt file**, or **all attempt files**.

SELECT FILES

Select files to download

☒ Last attempt file
☐ All attempt files

6. Click **Submit** once you have selected the assignments to be downloaded.

Cancel Submit

7. Click the "**Download assignments now** (" file size "KB)" link to start the download.

Download Assignment: Ödev 1

The assignments have been packaged. [Download assignments now.](#) (01174 KB)
Thursday, June 4, 2020 4:06:42 PM EET

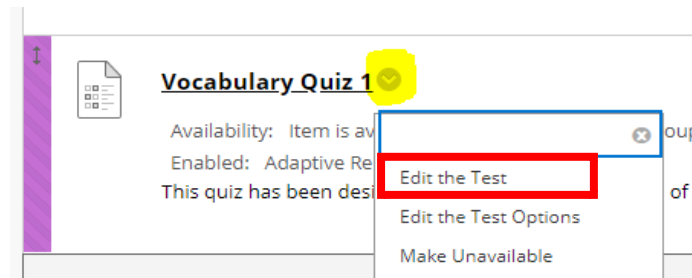
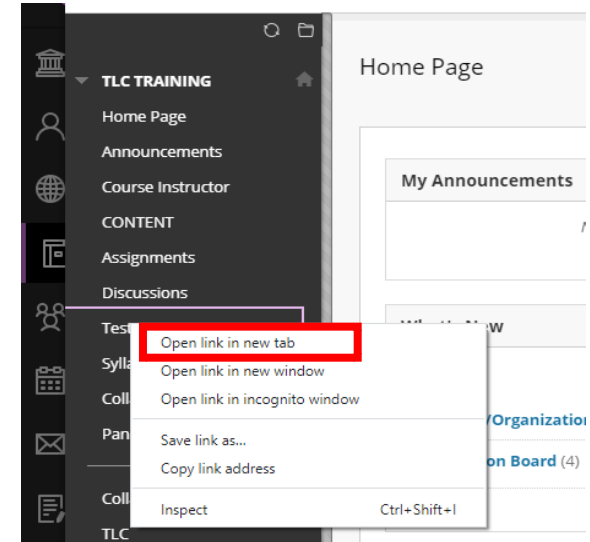
The download will start. The file will automatically be downloaded by default to the "**Downloads**" folder on your computer. You can keep the downloaded assignments compressed into a **zip** file, or you can archive all assignments separately by decompressing this 'zip' file.

40 Blank samples of assessments designed using the "Test" tool on Blackboard

NOTE: Since the blank samples and instructions of the midterm and final exams are on paper, they will be filed as hard copies.

1. Access the course where you have the test that you want to archive.

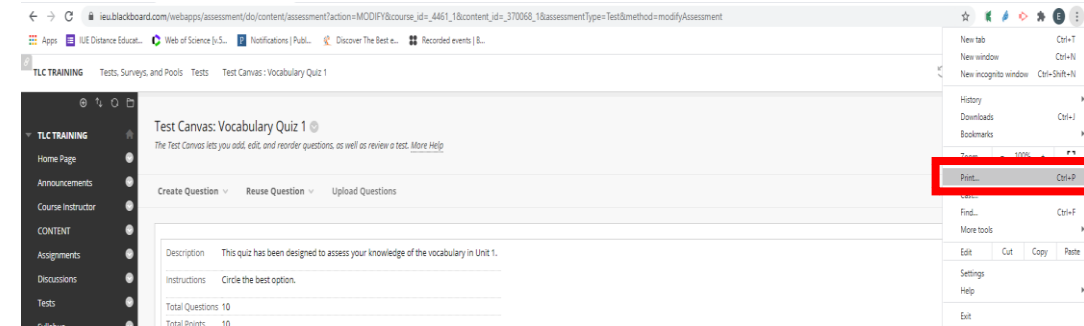
On the course menu, right-click on the area where you have deployed that particular test and select **"open in new tab"**.



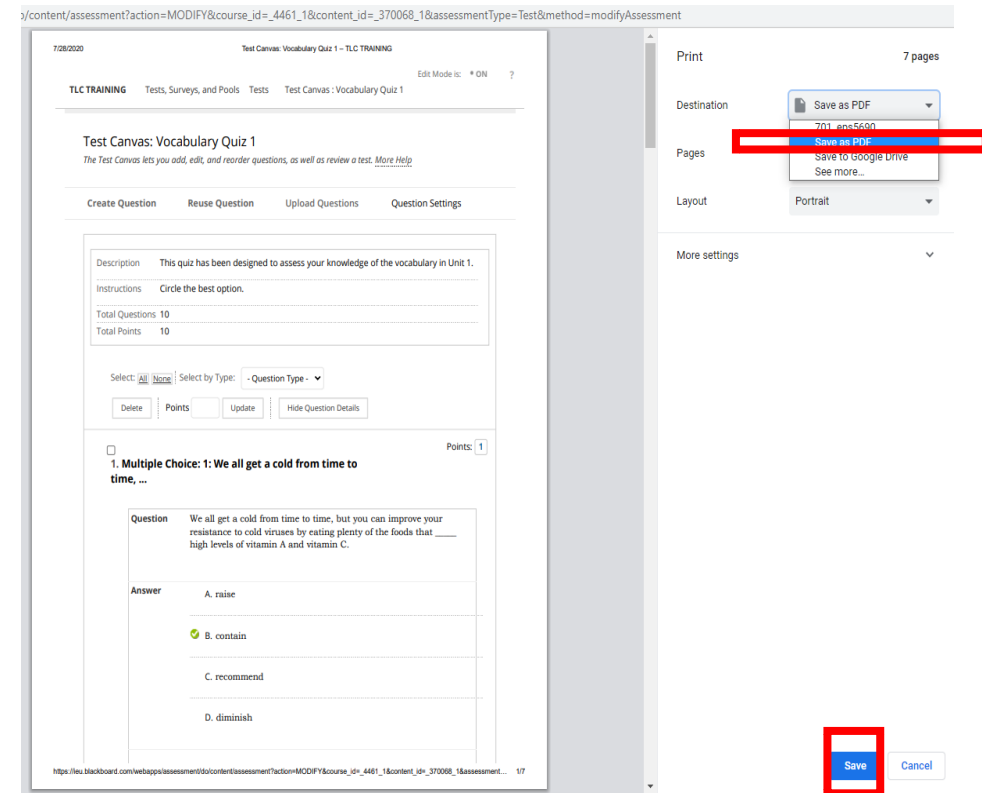
2. On this new tab, click on the arrow next to the title of the test and select **"Edit the Test"**.

4C Blank samples of assessments designed using the "Test" tool on Blackboard – cont.

3. If you are on Chrome browser, click on the button and select **Print** as shown below. (If you are on Firefox, you can follow these steps.)



4. Select **"Save as PDF"** and click Save. The file will be downloaded on your computer.



5

Midterm and Final Exams

- As known, spring semester midterm were online, final exams were held face-to-face (on paper). Therefore, for the midterm and final exams,
 - Exam questions should be digitally saved,
 - Exam Answer Key should be digitally saved
 - All student exam papers, should be saved in printed form
- Please note that not only the total score but also the points given for each question of the exam must be written next to the relevant question.

6

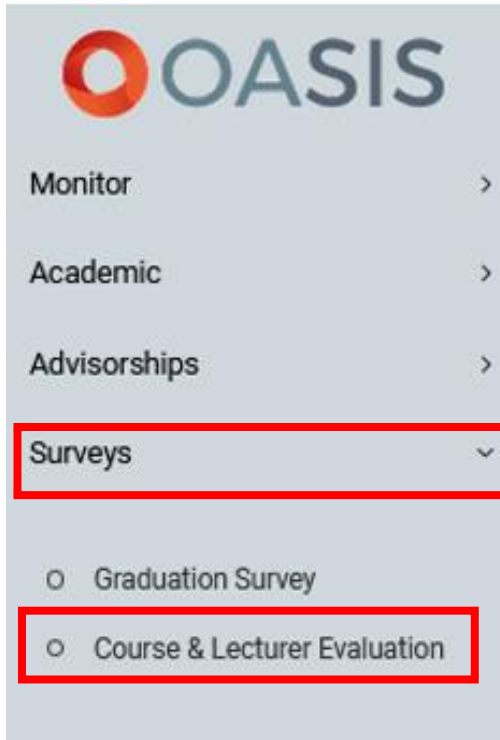
Exam Attendance Lists

The participant list you obtained during the exam for the midterm exams will be archived as a screenshot(s) or Zoom session report as an attendance list.

Final exams attendance lists were delivered to the proctors by SKK (Exam Coordination Unit). You must use the wet signed version of this list for archiving.

7

Results of "Course Evaluation Surveys" only about learning outcomes and workload



- After logging into Oasis, click on the "**Course & Lecturer Evaluation**" under the "**Surveys**" option.
- Then you can access the survey results by selecting the **Year** and **Semester**.

The screenshot shows the survey selection form. It has two dropdown menus: 'Year' with the value '2022-2023' and 'Semester' with the value 'Spring'. Both dropdown menus are highlighted with red boxes. At the bottom right, there is a button with a right arrow and the text 'View', which is also highlighted with a red box.

8

Self-Evaluation Form

Please fill in the form below, add it to your archive file.

COURSE PORTFOLIO EVALUATION FORM

INSTRUCTOR SELF-EVALUATION

Course:		Instructor:												
1.	Please indicate the learning outcomes (number of the outcome in the syllabus) that you think students have achieved mostly: LO 1: explain human behaviors and relationships in organizations using organizational behavior theories LO 2: LO 3: LO 4: LO 5:													
2.	Please indicate which course activity (exam question, presentation, project, research paper, homework, in class study, etc.) aimed to achieve which learning outcome of this course? LO.1. Assignment, Mid-term exam, In-Class Study LO.2 LO.3 LO.4 LO.5													
3.	Please indicate with which question (you have asked in the exams, in-class practices, homework assignments, etc.) you have assessed the learning outcomes of this course. LO.1 Assignment, In-Class Study, Mid-term exam Q. 1, 9, 10, 12, 16 Final exam Q. 1 LO.2 LO.3 LO.4 LO.5	Y	N											
4.	In your opinion, is the workload you have presumed for this course appropriate? Please take the student evaluation results into consideration. If it is less than your estimation, what is your plan to motivate students to work more next year?	Y	N											
5.	In your opinion, which program outcomes are achieved in this course and to what degree?													
Program outcomes	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Outcomes achieved by this course														

1. Not at all, 2. Somewhat, 3. Average, 4. Good, 5. Excellent

ADDITIONAL COMMENTS OF INSTRUCTOR

EVALUATOR'S COMMENTS:

Please write a paragraph regarding the achievement and assessment of learning outcomes and suitability of workload for this course.

EVALUATOR'S RECOMMENDATIONS:

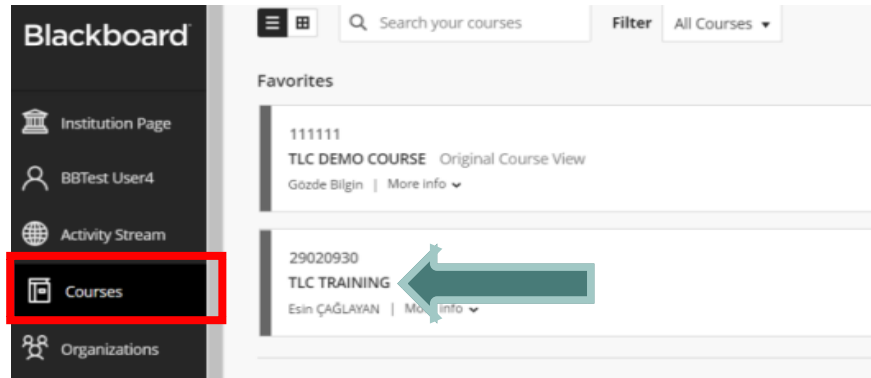
EVALUATOR'S NAME:

DATE OF EVALUATION: |

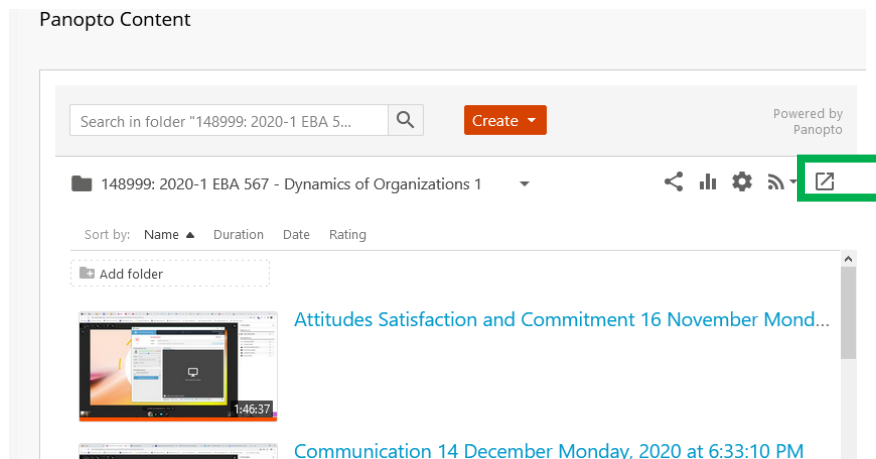
9

Archiving Panopto Videos of Online, Participation-Assessed Classes

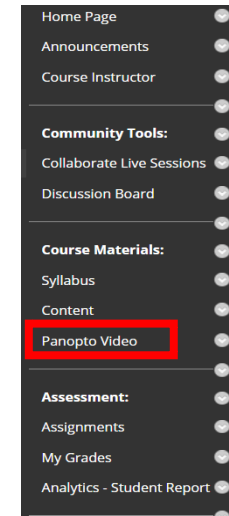
1. Login to Blackboard with your OASIS username and password. Click on the **Courses** link. Select the course you want to move the videos of.



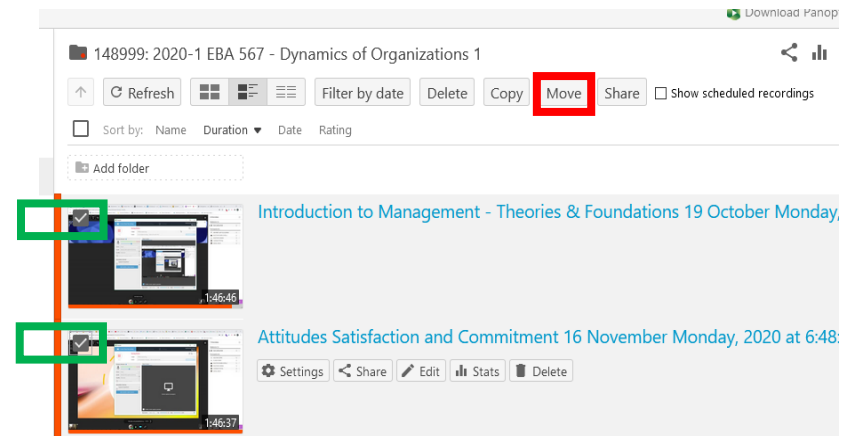
3. Click on the arrow symbol on the right side of the screen.



2. Click on the **Panopto Video** link.



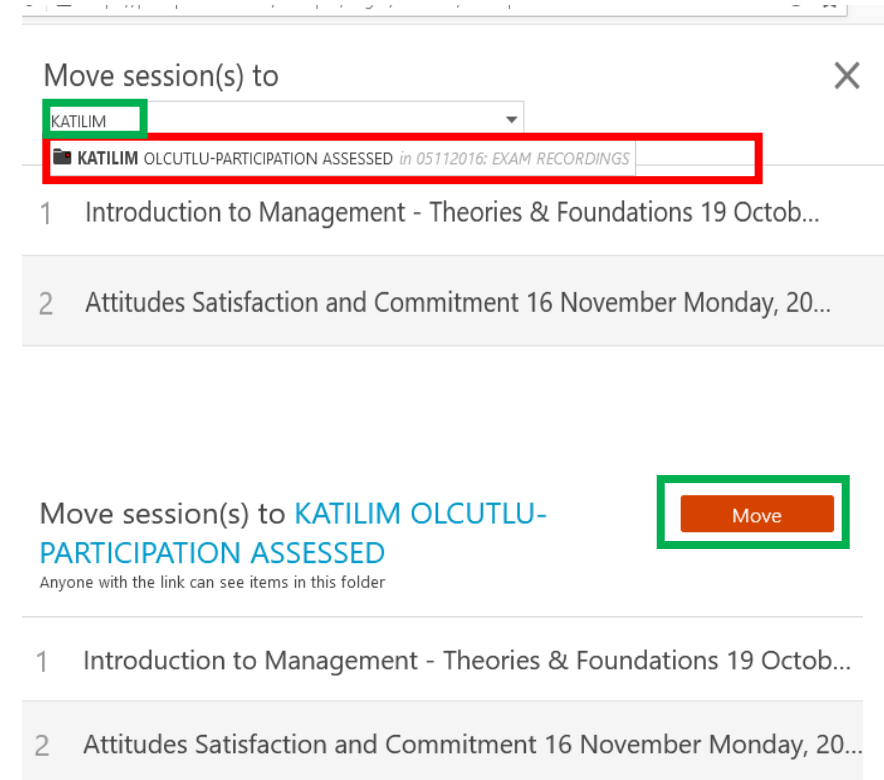
4. Select the video you would like to move to relevant folder by clicking on the small box on the left. Click on **"MOVE"** on the top bar.



9 Archiving Panopto Videos of Online, Participation-Assessed Classes – cont.

5. Start typing "**KATILIM**" in the search bar. When you see the relevant folder, please click on the folder name (Katılım Olcutlu - Participation Assessed).

6. Finally, click on "**MOVE**" to complete the process.



Move session(s) to

KATILIM

KATILIM OLCUTLU-PARTICIPATION ASSESSED in 05112016: EXAM RECORDINGS

1 Introduction to Management - Theories & Foundations 19 Octob...

2 Attitudes Satisfaction and Commitment 16 November Monday, 20...

Move session(s) to KATILIM OLCUTLU-PARTICIPATION ASSESSED

Anyone with the link can see items in this folder

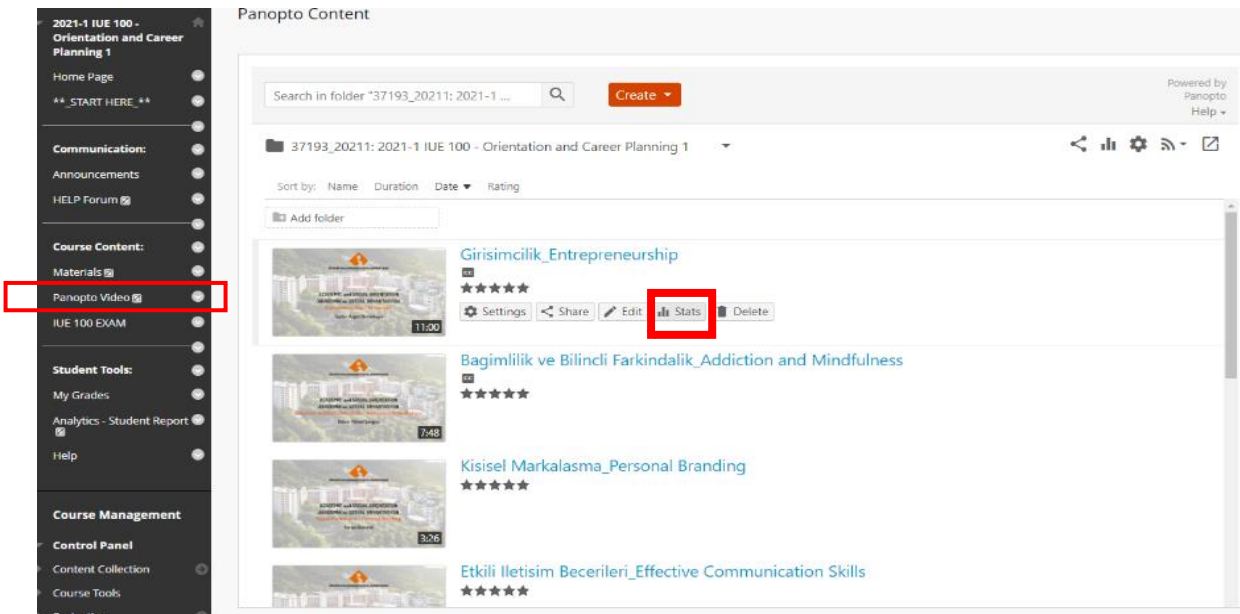
1 Introduction to Management - Theories & Foundations 19 Octob...

2 Attitudes Satisfaction and Commitment 16 November Monday, 20...

10

Attendance List for Asynchronous Courses (Panopto Video Viewing Reports)

1. Login to Blackboard and click on the Courses link. Select the course you want to see the video viewing reports of and Click on the **Panopto Video** link.
2. Hover over the video that you want to download the viewing report of and click on **"Stats"**.



The screenshot shows the Blackboard interface. On the left sidebar, under 'Course Content', the 'Panopto Video' link is highlighted with a red box. The main content area, titled 'Panopto Content', shows a list of videos. The first video, 'Girisimcilik_Entrepreneurship', has its 'Stats' button highlighted with a red box. Other videos listed include 'Bagimlilik ve Bilincli Farkindalik_Addiction and Mindfulness', 'Kisisel Markalama_Personal Branding', and 'Etkili Iletisim Becerileri_Effective Communication Skills'.

4. Click on **"Views and Downloads by Day"** under Download Reports section on the bottom left of the screen. The report will be downloaded as a **zip file**. You can access the .csv report in this zip folder

Download Reports

Views and Downloads by Day
Viewer Engagement
Top Viewers

3. Select **"Any time"** on the top right of the screen.

Analytics > 37193_20211: 2021-1 IUE 100 - Orientation and Career Planning 1 > Girisimcilik_Entrepreneurship

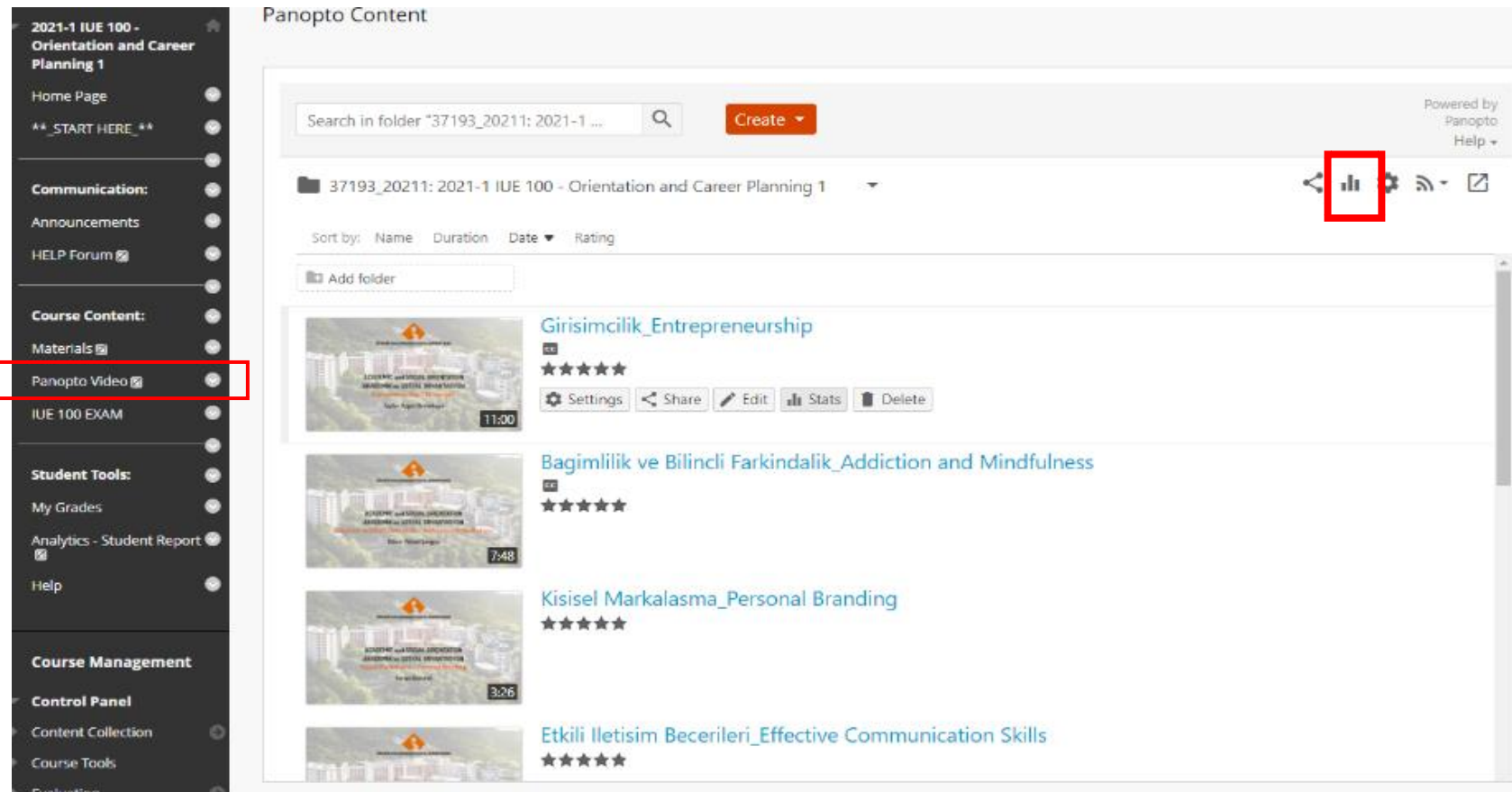
Session Dashboard

Any time ▼

10 Attendance List for Asynchronous Courses (Panopto Video Viewing Reports) – cont.

5. If you would like to download the viewing reports of **all the videos** in the course Panopto folder **at once**, click on Panopto video link in the course menu. Then, click on the graph-like icon on the top right.

Change the time frame to “**Any time**”, click on “**Views and Downloads by Day**” under **Download reports**.



The screenshot displays the Panopto Content interface. On the left is a dark sidebar menu with the following sections: '2021-1 IUE 100 - Orientation and Career Planning 1' (containing Home Page and **_START HERE_**), 'Communication:' (containing Announcements and HELP Forum), 'Course Content:' (containing Materials and Panopto Video, which is highlighted with a red box), 'IUE 100 EXAM', 'Student Tools:' (containing My Grades, Analytics - Student Report, and Help), and 'Course Management' (containing Control Panel, Content Collection, Course Tools, and Evaluation). The main content area is titled 'Panopto Content' and features a search bar, a 'Create' button, and a 'Powered by Panopto Help' link. Below this is a folder icon and the text '37193_20211: 2021-1 IUE 100 - Orientation and Career Planning 1'. A toolbar contains icons for back, a graph (highlighted with a red box), settings, RSS, and share. The video list is sorted by Name and includes columns for Name, Duration, and Rating. The list contains four items: 'Girisimcilik_Entrepreneurship' (11:00), 'Bagimlilik ve Bilincli Farkindalik_Addiction and Mindfulness' (7:48), 'Kisisel Markalama_Personal Branding' (3:26), and 'Etkili Iletisim Becerileri_Effective Communication Skills'. Each item has a video thumbnail, a star rating, and buttons for Settings, Share, Edit, Stats, and Delete.