Below are the steps to follow to enter absenteeism on OASIS. First, go to <u>https://oasis.izmirekonomi.edu.tr/login</u> and log into OASIS.



OASIS		(
Monitor	>	
Academic	>	
Advisorships	>	
Surveys	>	
Statistics	>	
Oasis Feedback		
Messages	>	

Click on "Academic" on the panel on the left,

OASIS							
Monitor >							
Academic	~						
O DMP / MP Common Cou	rses						
<ul> <li>Enter Grade</li> </ul>							
<ul> <li>Update Incomplete Grade</li> </ul>	s						
<ul> <li>Enter NA Grades</li> </ul>							
Enter Absenteeism							
<ul> <li>Show Absenteeism</li> </ul>							
<ul> <li>Additional Exam Grades</li> </ul>							
O Enter Internshin Grades							

and then select "Enter Absenteeism" in the menu.

You will see your weekly timetable. When you select the period you want to take attendance for, your class list will appear on the right.

Monitor	>																
Academic	~	Enter Al	osenteeis	sm													
<ul> <li>DMP / MP Common Courses</li> </ul>																	
<ul> <li>Enter Grade</li> </ul>																	
<ul> <li>Update Incomplete Grades</li> </ul>										I F							
Enter NA Grades     Course List								IN	FORMATION								
Enter Absenteeism	Enter Absentoeism							Marked students will be recorded as absent.									
O Show Absenteeism										Ц							
O Additional Exam Grades		< January									SE	305 Section: 2			Full S	creen	
<ul> <li>Enter Internship Grades</li> </ul>										1.							
Advisorships	>	Mon	Tue	Wed	Thu	Fri	Sat		Sun						.Course	2.Course	
Surveys	>			1	2	3	4	5	6	10	1	20110601051	ERDEN CAN AKTAN				
Statistics	>		1p SE 305 Section: 1	1p SE 305 Section: 2	9a SE 305 Section: 1	9a FENG 497 Section: 1	11a CE 599 Section: 2				2	20120601017	ALP DERVİŞ				
Opeie Eoodback			2p SE 305 Section: 3	6.50p CE 535 Section: 1	9a SE 305 Section: 3	+2 more	7p ISG 599 Section: 6				3	20130601041	YOSUN TOPAL				
ouso r occourt			7	8	9	0	11	12	13		4	20130601052	BURKAY YILDIRIM				
Messages	>		4- 05 205	45,05,005	0.05.005	0. 55110 467	44- 05-500				5	20140601011	SERHAT CAN				
			Section: 1	Section: 2	Section: 1	Section: 1	Section: 2				6	20140601012	BERK CEMALI				
			2p SE 305 Section: 3	6:50p CE 535 Section: 1	9a SE 305 Section: 3	+2 more	7p ISG 599 Section: 6				7	20140601019	MERT DOYURGAN				
			14	15	16 1	7	18	19	20		8	20140601028	UMUTCAN BERK HASRET				
											9	20140601040	ALPER ÖZER				
											10	20140601066	BORA ÖZKOÇ				
											11	20150601001	KAAN ALPER				
			21	22	23 2	14	25	26	27		12	20150601021	MUHAMMED TARIK GÖL				

Remember: I Marked students will be recorded as absent.

Once completed, remember to click on "Save" at the bottom of your Iist.



## If you wish, you can click on "**Full Screen**" on the top-right corner of your list, display your students with their photos, and take attendance on this screen.

K Marked students will be recorded as absent.						
LSI	P 502 Section: 3	3	F	ull Screen		
#	Student ID	Student Name	1.Course	2.Course		
1	20180103001	ALEYNA AĞUSTOS				
2	20180209010	EMRE ER				
3	20180301001	ŞULE AÇIKEL				
4	20180404029	EZGİ GÜLEÇ				
5	20180612010	İREMSU ŞEN				
6	20180614012	SMYRNA ERGÖNÜL				
7	20180615017	MEHMET ARDA KÜÇÜKER				
8	20180615027	EKREM ONUR TOK				
9	20180701115	YAKUP ATAHAN SEVİLMİŞ				
10	20180701130	ADA İLYADA UTKUCU				

INFORMATION!



Enter Absenteeism -	Mark all as absent.
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If you click on "**Mark all as absent**", Symbol will be displayed on all the cells on this screen.

Remember to click on "Save" when you have finished taking attendance.

The absenteeism records for the previous periods can be changed if needed.