LMS Student User Guide

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1 At a glance

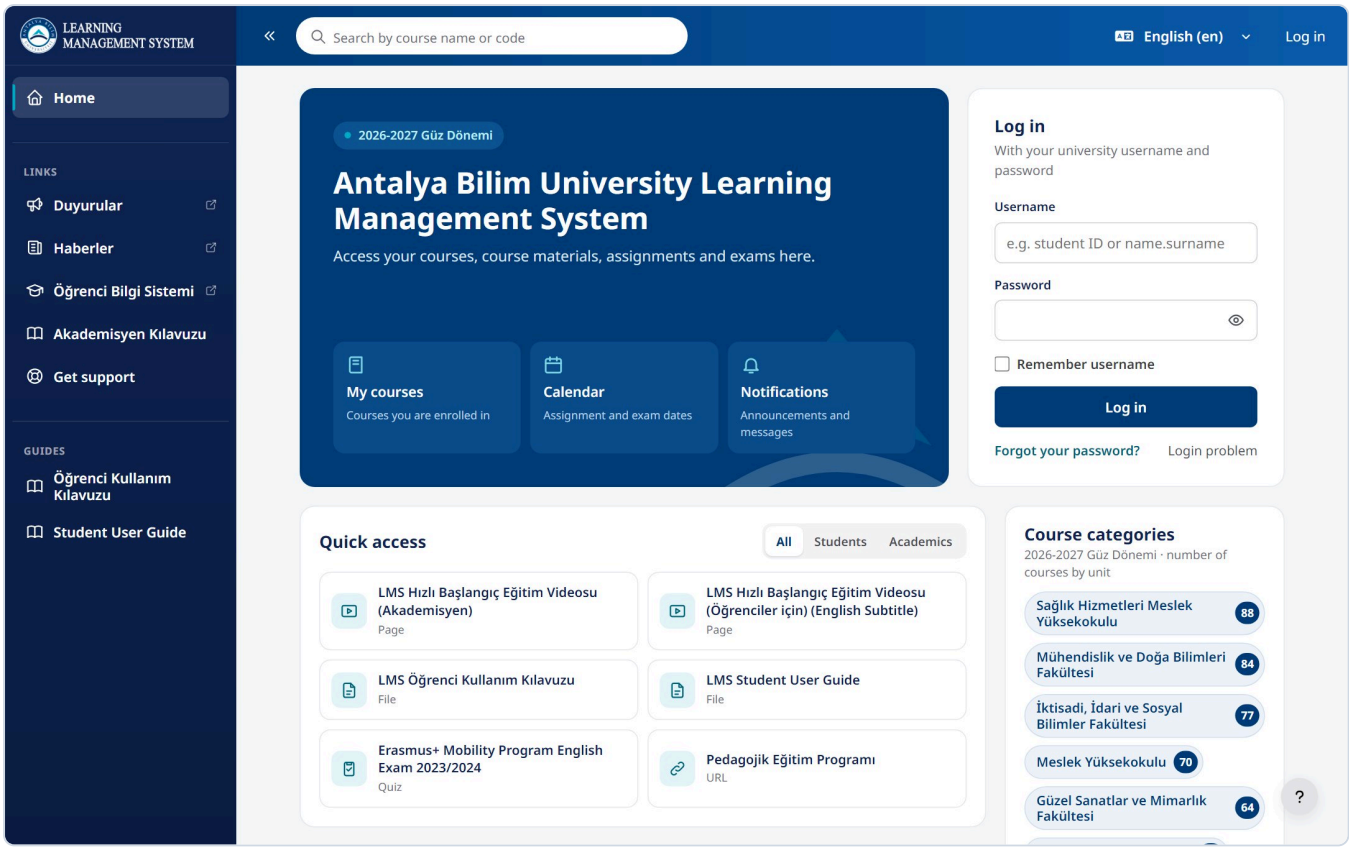
The LMS has a new look. Your courses, assignments and grades are all still there; only the menus have moved. The main menu is now the **dark blue menu on the left** of the page. This guide shows how to do the things students do most often.

Three things to remember

- Your courses are on the **My courses** page in the left menu.
- To finish a quiz you must press **Finish attempt...** on the last page and then **Submit all and finish**. "Answer saved" does not mean the quiz is finished.
- After uploading an assignment, if you see a **Submit assignment** button, press it too. Otherwise your work stays a draft.

2 Logging in

1. Go to **lms.antalya.edu.tr**.
2. Enter your username and password in the **Log in** card on the right of the home page.
3. Press **Log in**. After logging in, your **Dashboard** opens.



Home page: the Log in card on the right, course search at the top, language menu at the top right.

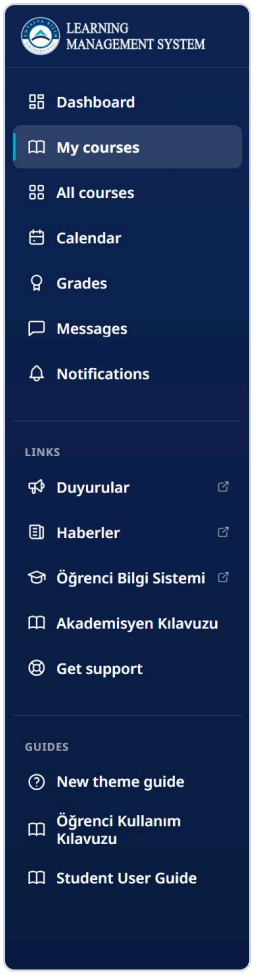
Your username is the part of your university e-mail address **before the @ sign**. Do not type the whole e-mail address.

Your university e-mail	Your LMS username
250102001@std.antalya.edu.tr	250102001
name.surname@std.antalya.edu.tr	name.surname

Your password is the same as your university e-mail password. If you change your e-mail password, your LMS password changes too. If you forgot it, you need to reset your university e-mail password; contact the IT Department.

Switching to English: The site opens in Turkish. Before you log in, use the language menu at the top right (it shows **Türkçe (tr)**) and choose English. After you log in, click your name at the top right and choose **Language**. Some university links in the menu stay in Turkish: Duyurular (announcements), Haberler (news), Öğrenci Bilgi Sistemi (student information system).

3 Menus: side menu and top bar



Left menu

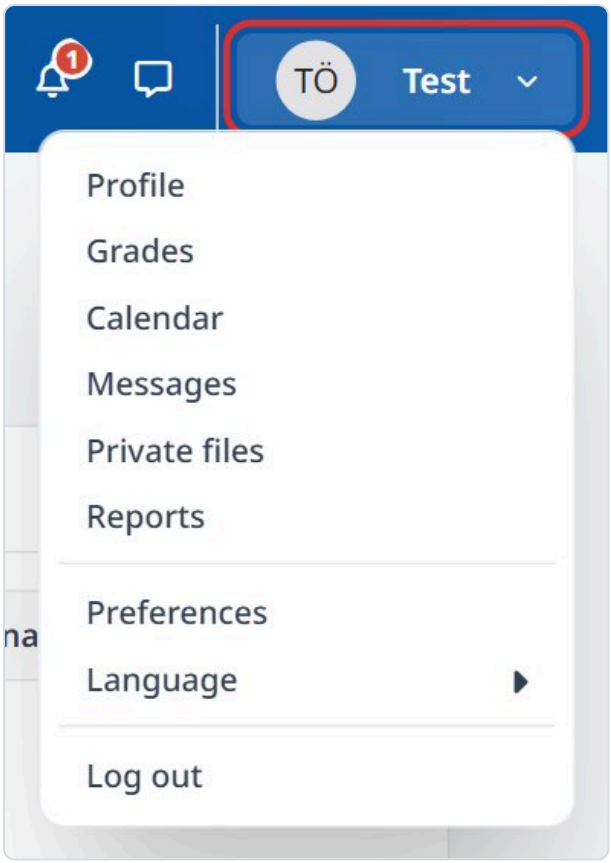
Left menu	What it is for
Dashboard	Opens after login; calendar and upcoming assignment and quiz dates
My courses	The courses you are enrolled in
All courses	All courses by faculty and department; use it to enrol
Calendar	Assignment, quiz and event dates
Grades	Your grades in all your courses
Messages, Notifications	Your messages and LMS notifications
Duyurular, Haberler	University announcements and news
Öğrenci Bilgi Sistemi	Student information system (OBS)
Get support	Ask the IT Department for help
Guides	This guide, the Turkish guide and the new theme guide

You can collapse or expand the left menu with the **«** button in the top bar. The top bar contains, from left to right:



Top bar: course search, notification bell, messages and the user menu.

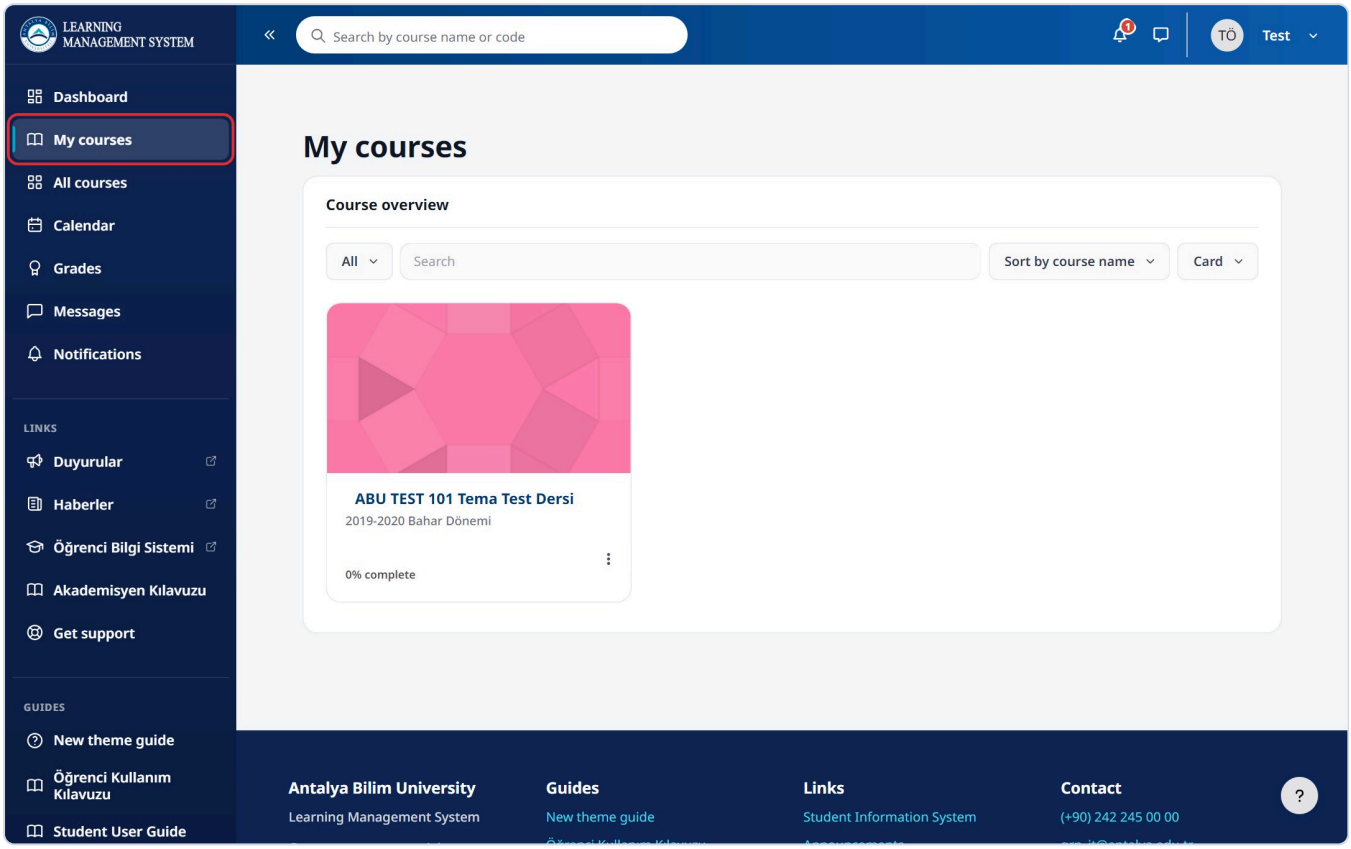
- **Course search box**: search for a course from any page.
- **Bell**: notifications. **Speech bubble**: messages.
- **Your name**: the user menu with Profile, Grades, Calendar, Messages, Private files, Reports, Preferences, Language and Log out.



The user menu that opens when you click your name at the top right.

4 Finding your courses

All the courses you are enrolled in are on the **My courses** page in the left menu. Click a course name to open it.



The My courses page.

- Use the filter box on the left to switch between in-progress, past or future courses. Choose **All (except removed from view)** to see everything.
- Type a course code in the **Search** box to find a course quickly.
- Star the courses you use most from the card's three-dot menu and list them with the **Starred** filter.

5 Enrolling in a course

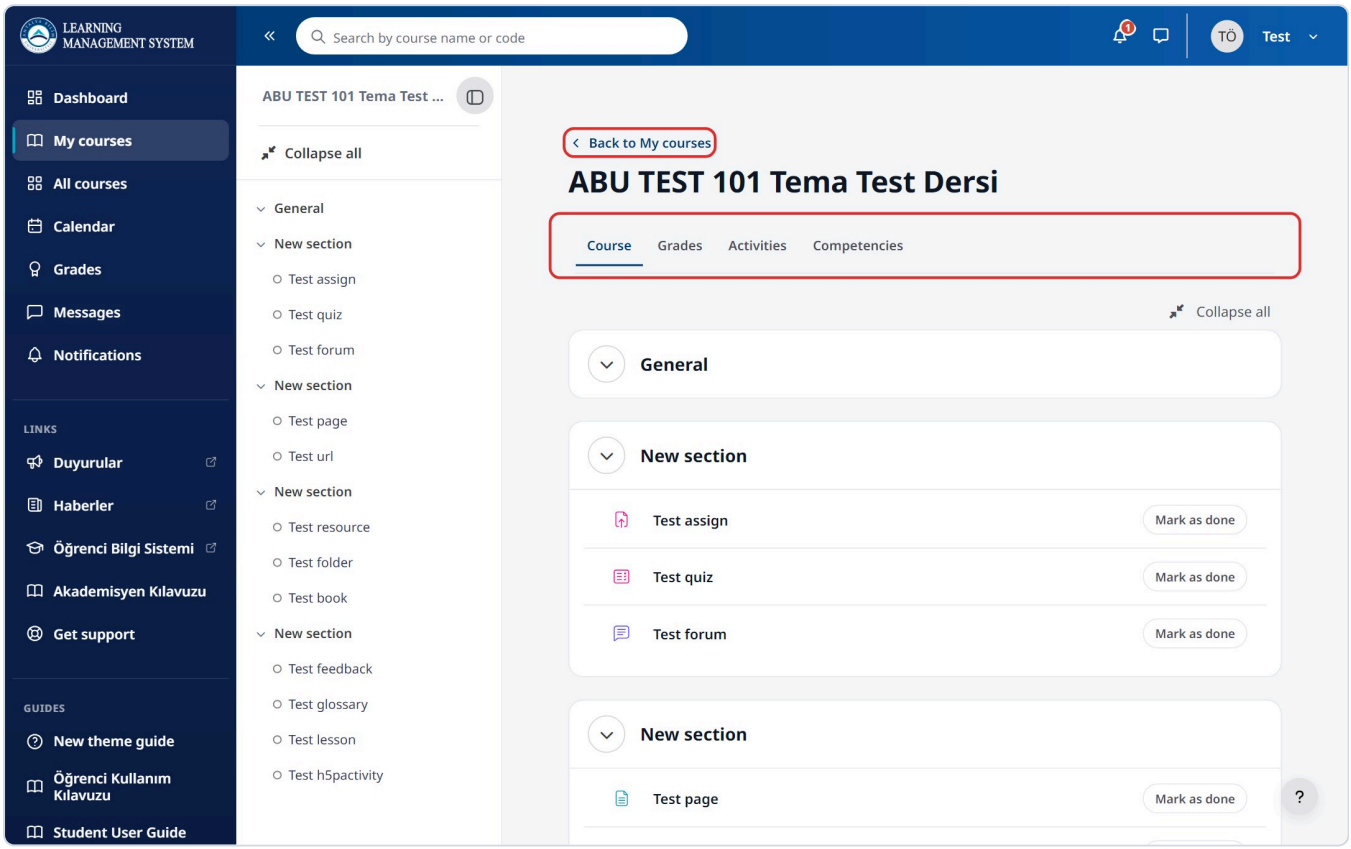
You enrol yourself in most courses. If a course is not on your My courses page:

1. Find the course in one of two ways:
    - Type the course code or name in the course search box in the top bar (for example BES 311) and press Enter.
    - Open **All courses** in the left menu, choose your faculty and find your course in the list.
2. Open the course and press **Enrol me**.

If the course asks for an **Enrolment key**, get it from your instructor. Once enrolled, the course appears on your My courses page. If you enrolled in the wrong course, tell the instructor.

6 Using course content

A course is organised in sections by week or topic. Click the name of a file, link or activity to open it.



A course page: the back link and course tabs at the top, the course index on the left.

- **Back to My courses**: the link above the course title takes you back to My courses.
- **Course tabs**: under the course title you will find Course, Grades, Activities and the other course tabs.
- **Course index**: the list on the left shows all sections of the course; click a heading to jump there. Open or close it with the icon above it.
- **Completion**: some activities show a **Mark as done** button or a Done label. These show your progress in the course.
- **Locked content**: if an item shows a condition such as "Available from" a date or after another activity, it opens when the condition is met.

Files open in your browser or download to your computer. Course announcements are in the **Announcements** forum at the top of the course.

7 Submitting an assignment

1. Open the assignment in your course. The **Due date** and **Time remaining** are shown at the top.
2. Press **Add submission**.
3. Drag your file into the box, or click the box and choose the file. If the assignment asks for text, type it directly.
4. Press **Save changes**.

5. If a **Submit assignment** button appears, press it and confirm.

Check the Submission status line:

Submission status	Meaning
No submission	You have not uploaded anything yet
Draft (not submitted)	Your file is uploaded but not sent to the instructor; press **Submit assignment**
Submitted for grading	Your assignment has been handed in

Until the due date you can change your file with **Edit submission**. After pressing Submit assignment you can no longer change it. Work uploaded after the due date is marked late, and after a cut-off date uploading closes completely. Your grade and the instructor's feedback appear on the same page.

8 Taking and finishing a quiz

Starting a quiz: Open the quiz in your course and press **Attempt quiz now**. If the quiz has a time limit, the remaining time is shown on the screen. Move between questions with the buttons at the bottom of each page or the question numbers on the side.

Finishing a quiz takes three steps. If you do not complete all three, your quiz is not submitted and you get no grade:

1. On the last question page, press **Finish attempt...**.
2. The **Summary of attempt** page shows "Answer saved" or "Not yet answered" next to each question. To go back to a question, use **Return to attempt**.
3. Press **Submit all and finish**. In the window that asks "Submit all your answers and finish?", press **Submit all and finish** again.

> **Important:** "Answer saved" does not mean the quiz is finished. The quiz ends only after the confirmation in step 3.

- If you leave the quiz or lose your connection, open the same quiz again and press **Continue your attempt**. Your saved answers are kept, but the timer keeps running.
- When time runs out, depending on the quiz settings your answers may be submitted automatically or may not count at all. The safest option is to finish the quiz yourself before time runs out.
- If you have a problem during a quiz, tell your instructor right away.

9 Viewing your grades

- **Grades in one course:** Open the course and click the **Grades** tab under the course title. Your assignment and quiz grades and the instructor's feedback are listed there.
- **Grades in all courses:** Open **Grades** in the left menu. You can also reach it from **Grades** in the user menu.
- **The grade for one assignment:** Shown on the assignment page, below the submission status.

If a grade is not shown yet, the instructor may not have finished grading or released the grades. Grades in the LMS are coursework grades; your official term grade is in the Student Information System (OBS).

10 Announcements, notifications and messages

- **Course announcements:** Every announcement your instructor posts in the course Announcements forum is also sent to your university e-mail. Check your university e-mail regularly.
- **Notifications:** The bell icon in the top bar, or **Notifications** in the left menu, shows new grades, assignment feedback and forum replies.
- **Messages:** The speech-bubble icon next to the bell, or **Messages** in the left menu. Use it to message your instructor or classmates.
- **Calendar: Calendar** and **Dashboard** in the left menu show your upcoming assignment and quiz dates.

To choose which notifications also come by e-mail, click your name at the top right and open **Preferences**.

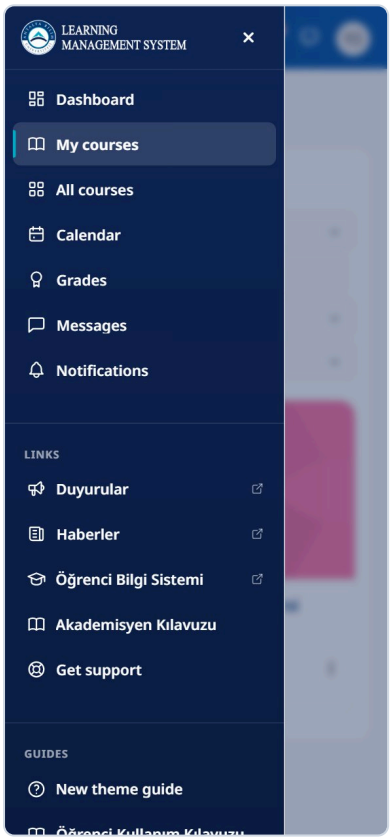
11 Joining a Teams online class

When your instructor adds an online class to the LMS, you will see a link with the Microsoft Teams icon in the relevant section of the course. The link may also have been sent to you by e-mail.

1. Click the link at class time.
2. Choose to join with the Teams app or in your browser.
3. Sign in with your university account (your e-mail address and password).

Recordings: If the class was recorded, the instructor shares the recording link in the LMS or in the course's Teams channel. Open the link and sign in with your university account to watch it. If you cannot find a recording, ask your instructor.

12 Using the LMS on a phone



The menu on a phone.

On a phone the left menu is hidden. Tap the **three-line icon** at the top left to open it; Dashboard, My courses, All courses, Calendar, Grades, Messages, Notifications and the links are there. Close it with the × at the top right.

The notification bell, messages and the user menu stay in the top bar on a phone too.

13 Common issues

Issue	What to do
I cannot log in	Enter only the part of your e-mail before the @ as the username; the password is your university e-mail password
I forgot my password	Reset your university e-mail password; your LMS password changes too
My course is not in My courses	Change the filter to **All (except removed from view)**; if it is still missing, find the course with the course search or All courses and press **Enrol me**
An enrolment key is required	Get the key from your instructor
My quiz grade is not shown	Make sure you finished with **Submit all and finish**; if the quiz is still open, go back in with **Continue your attempt** and finish it
My assignment shows "Draft (not submitted)"	Open the assignment and press **Submit assignment**
Assignment upload is closed	The deadline may have passed; ask your instructor about an extension
An item will not open and shows a condition	It opens when the condition (a date or a previous activity) is met
I cannot find the menu	On a computer the menu is on the left; on a phone tap the three-line icon at the top left

If the problem continues, use **Get support** in the left menu, or write to **grp_it@antalya.edu.tr** with your name, student number, course name and a screenshot, or call +90 242 245 00 00. For course content, grades and quiz questions, contact your instructor.