



IGU

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Distance Education
Research and Application Center



ISTANBUL GELISIM UNIVERSITY
DISTANCE EDUCATION
RESEARCH AND APPLICATION CENTER

ASSIGNMENT ACTIVITY GUIDE



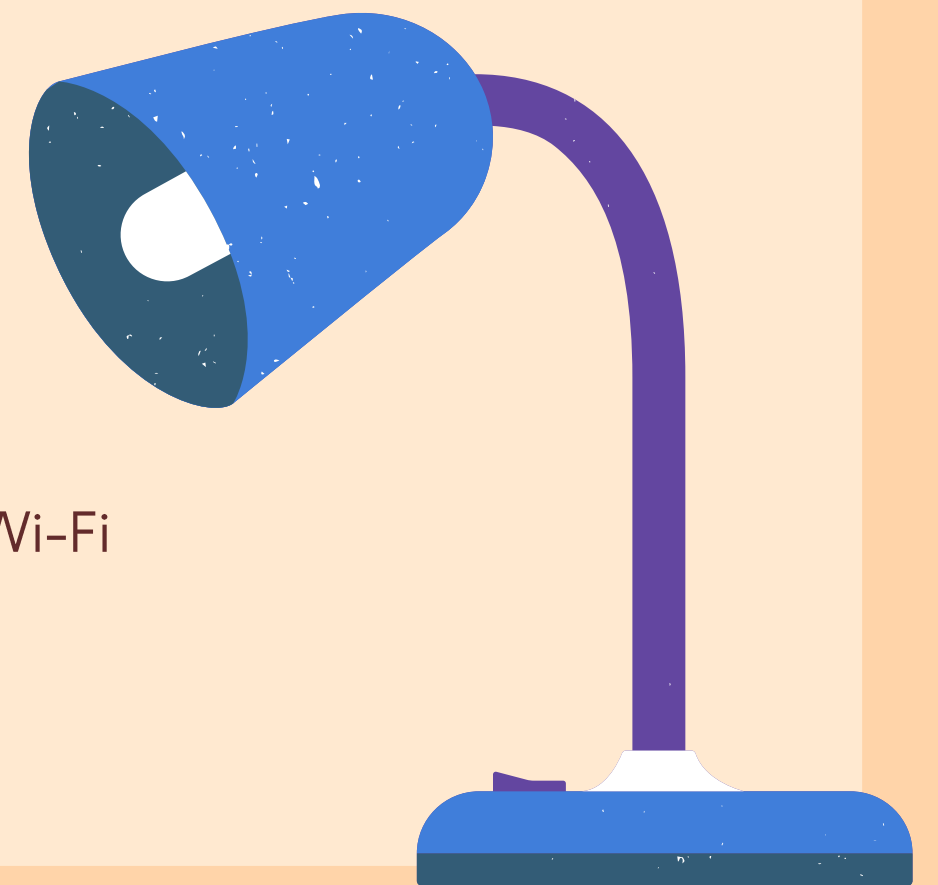


This guide has been prepared by Istanbul Gelisim University to provide information about the assignment activity. Before starting the assignment activity, be sure to read the guide.

Assignment activity can be accessible between the dates specified by the responsible academician of the course.

Before starting the assignment activity;

- Use the latest version of Google Chrome browser,
- Use the Chrome Mobile browser on mobile devices,
- Your browser must be up-to-date, if not, update it,
- Clear your browser history before taking the exam,
- Disable any plugins installed on your browser.,
- If possible, use wired internet or connect to a strong Wi-Fi network and avoid using Wi-Fi connections in public areas.





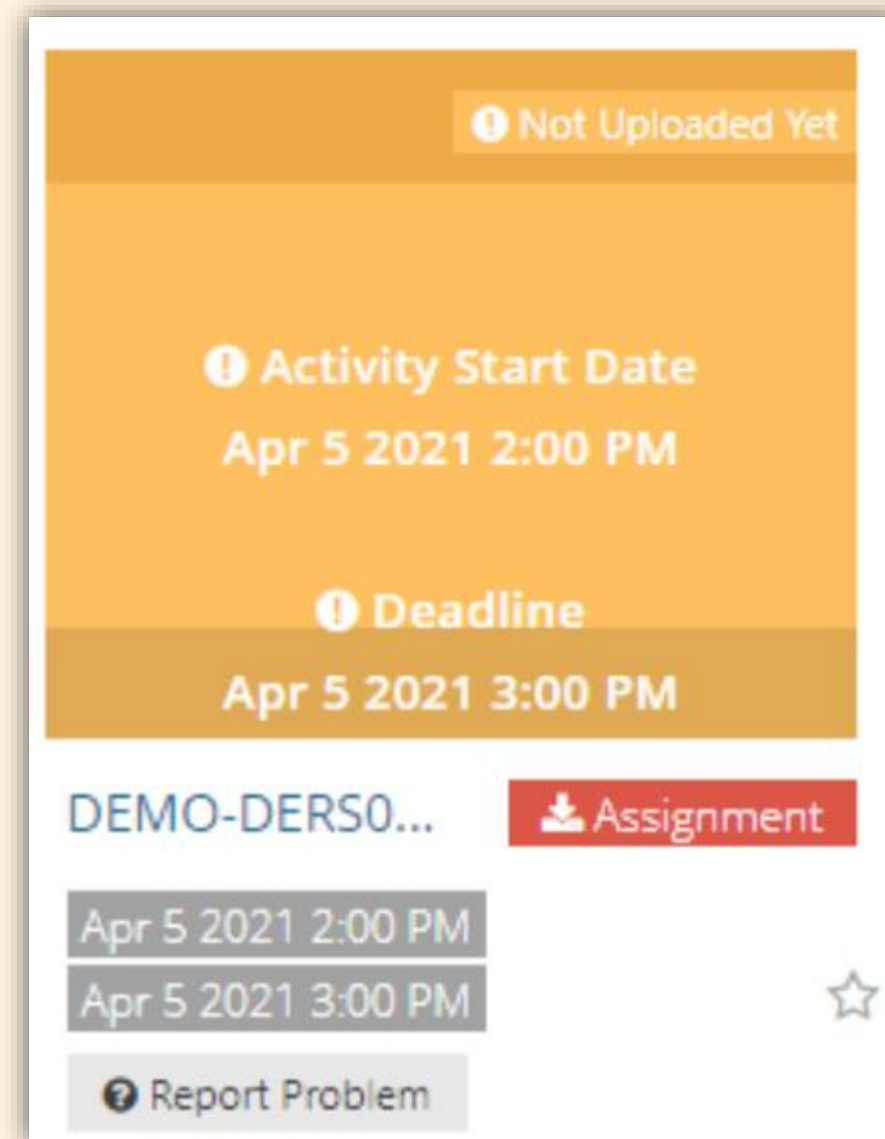
- Your assignment activity is located on your course page and appears in yellow colour.
- The process in the written exams proceeds as follows;
- It is completed by uploading your file to the system (LMS) and *just a single file can be uploaded* to the assignment activity.





ACCESS TO THE ASSIGNMENT ACTIVITY

- To access the assignment activity, go to the page of your relevant course from the "My Courses" page in LMS. (<https://lms.gelisim.edu.tr/Course/MyCourses>).
- On the page of your relevant course, a **yellow** assignment activity will appear as shown in the image below..





DOWNLOADING THE INSTRUCTOR'S FILE INTO COMPUTER

- Click on Assignment Activity.
- Click the GREEN download button on the right and save the file if the course instructor has uploaded one.

DEMO-DERS02 - Midterm Written Exam Close Activity Window

Activity Start Date: 4/5/2021 2:00 PM
Deadline: 4/5/2021 3:00 PM

demo-ders03_-_midterm_written_exam_question_sheet.docx
Download

Your Uploads:
You haven't uploaded any files yet

Download
Click to download the assignment's file

Send Assingment
You haven't uploaded any files yet

Upload Rights
0/10

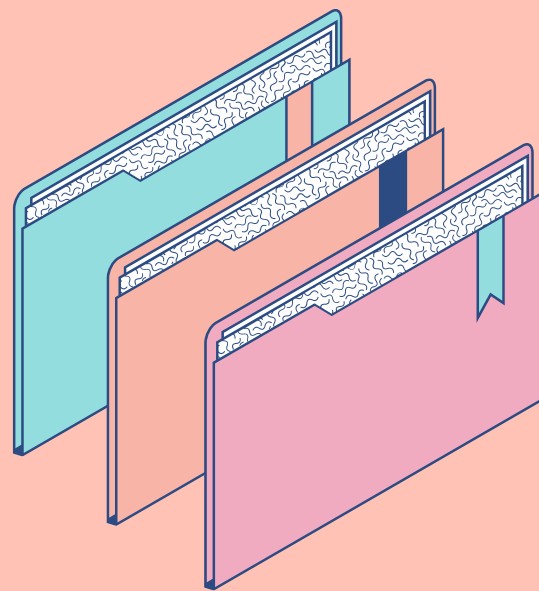
CLICK TO DOWNLOAD



UPLOADING THE FILE TO THE SYSTEM

- You need to upload your file to the system through the Assignment Activity.
- You can upload only **pdf, png, jpeg, docx, mp3, mp4 and zip** files to the system.
- You must upload your file to the system from the page that opens by clicking the "Upload Assignment" button on the assignment activity. Thus, the file you upload for the activity reaches the instructor of the course.
- Uploading steps are shown in the images on the next page.

NOTE: You can upload a single file to the system (LMS). Multiple file uploads cannot be made. If you have multiple files, you need to convert all your files into a single zip file.



DEMO-DERS02 - Midterm Written Exam

Close Activity Window

Activity Start Date: 4/5/2021 2:00 PM

Deadline: 4/5/2021 3:00 PM

demo-ders03_-_midterm_written_exam_question_sheet.docx

Download

Your Uploads:

You haven't uploaded any files yet

Download

Click to download the assignment's file

Send Assingment

You haven't uploaded any files yet

Upload Rights

0/10

Click to open the upload page

- Having more than one " Upload Right" does not mean that you can upload more than one file.
- If you have a problem uploading or uploading a wrong file, you can re-upload as many times as the rights you are given.
- In case you uploaded a wrong file, you can upload again after deleting your previous uploaded file.

Send Assingment

Assignment Upload

Don't forget to click the Send Assingment button after uploading your homework file using the Select or Drag Drop field. Otherwise, your homework will not be sent.

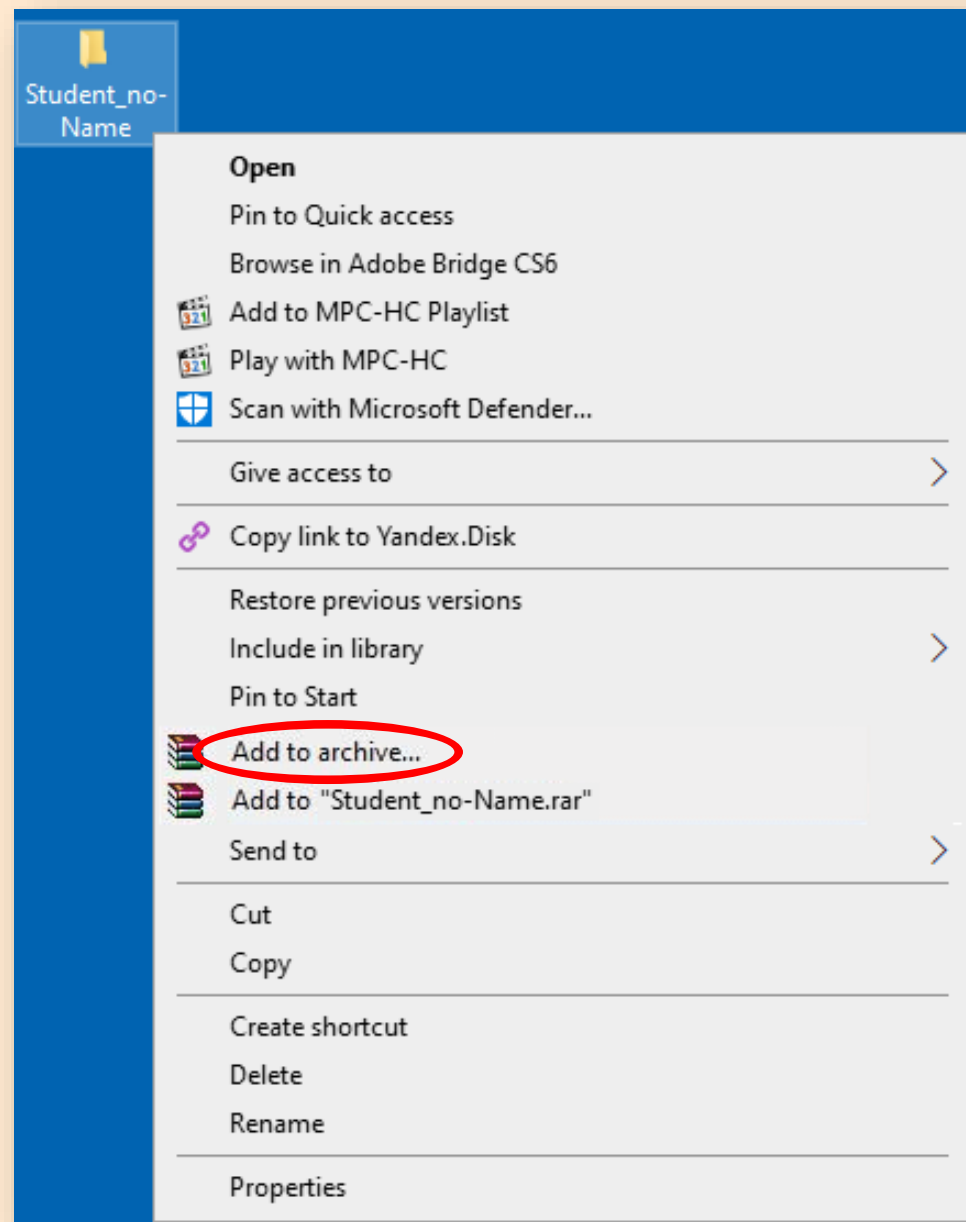
+ Browse or Drag&Drop

Select the file that you will upload

Send Assingment

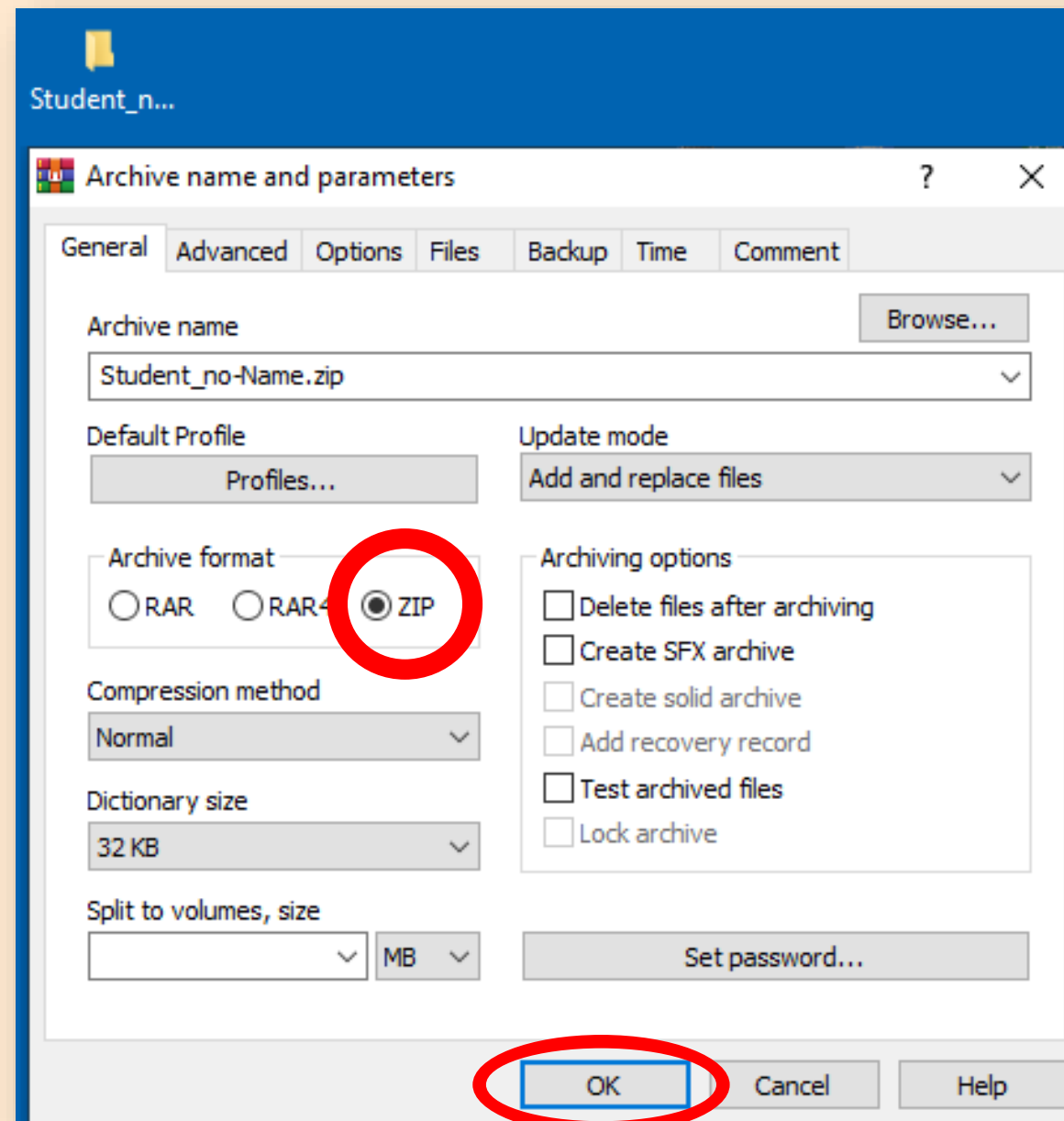
Click to upload the file

≡ CONVERTING INTO ZIP FORMAT (Windows)

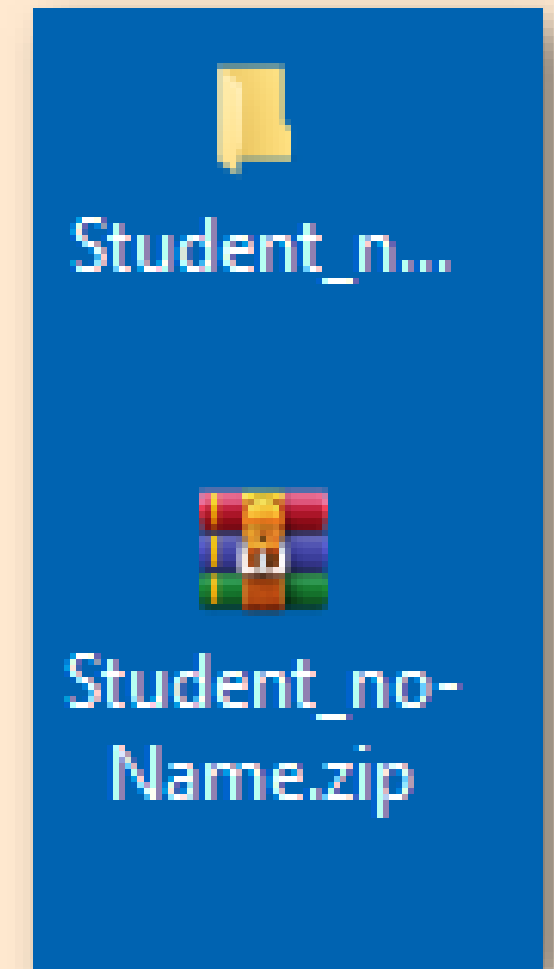


1

Save your file into a single folder.
Right-click onto your folder and select the «Add to archive...».

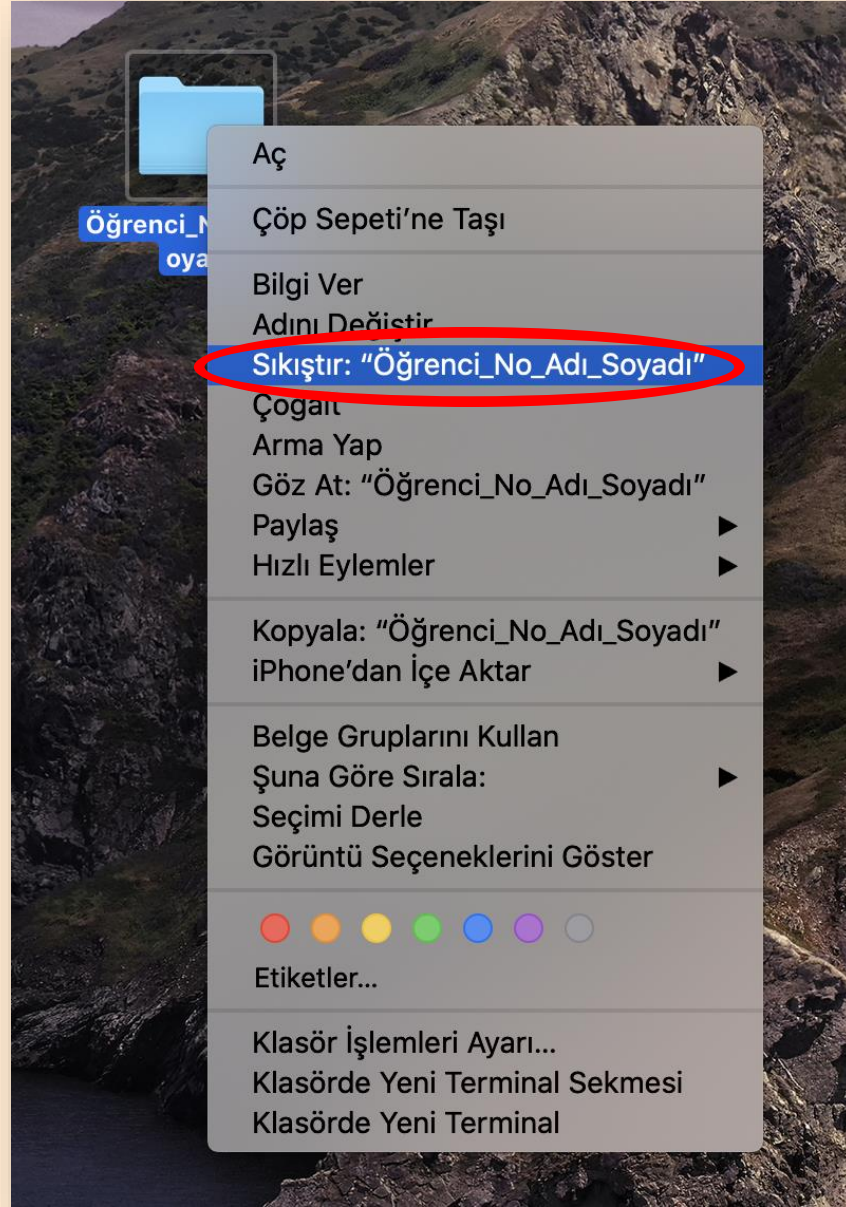


2



3

≡ CONVERTING INTO ZIP FORMAT (Mac)



1

Save your files pictures into single folder. Right-click onto your folder and select the «**Compress: "..."**».



2

IMPORTANT NOTES



- If you have more than one file, do not forget to combine them into a single file.
- You can upload a single file to the system (LMS). Multiple files cannot be uploaded to the system (LMS). If you have more than one file, you need to convert all your files into a single **zip** file.
- If you have more than one file in different formats, you can convert your exam file into a **zip** file and upload it at once. File upload size on the system (LMS) is 200 MB maximum.
- After the end of the assignment period, it is not possible to upload to the system.
- Your upload time will vary depending on your internet speed. Considering your upload time, we recommend that you start uploading your file earlier. The uploading process must be ended before the deadline.
- After uploading your file, in the file upload section of the assignment activity, "File uploaded successfully. Please check the downloaded file by downloading it from the area given below." inscription will appear.
- If you upload a wrong file, firstly, uploaded file must be deleted then the correct file can be uploaded
- You will be given at least 1, maximum 10 right to upload by your instructor. In every uploading trial, you will be using one of your uploading rights, so be precautions.



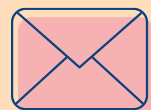
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WE WISH YOU LUCK...



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