



— ISTANBUL —
OKAN UNIVERSITY

FACULTY OF BUSINESS AND ADMINISTRATIVE SCIENCES



Dear Students,

Please read the online education tips that your professors compiled for you.

Following these advices will improve your online education experience and contribute to your success.

Read all the syllabi, all the announcements and the notifications on the O'learn and OIS platforms.

Wishing you a healthy and fun semester.

BEFORE
THE
COURSE

DURING
THE COURSE

AFTER
THE
COURSE

COURSES

TIPS

EXAMS

BEFORE
THE EXAM

DURING
THE EXAM

AFTER
THE
EXAM



BEFORE THE ONLINE COURSE (1/2)

- Make sure that you get enough sleep. One night's sleep loss results in a 30 percent decrease in cognitive skills, and 2 nights' sleep loss causes a 60 percent decrease.
- Eat healthy! (Don't be hungry or full during the lesson- blood pressure is important :)
- Practice sports.
- Having a plan and a schedule always helps!
- For the online classes, be prepared as if you were coming to campus.
- Make sure you meet all your physical needs before the lesson starts- hydrate, do your rounds to the restroom.



BEFORE THE ONLINE COURSE (2/2)



FOR ONLINE CLASSES

- Find a suitable quiet environment to attend the class.
- Put all the materials related to the class on your desk. Remember that if you need to get up and search, we can see what you are wearing.
- Check your connection; make sure you haven't finished all the GBs the night before.
- Keep your charge/ cables close to you.
- Get into the system in advance, if you are 5 minutes early, you can chat with your friends and your professor before the lesson.
- Take a look at the previous lesson – Maybe you could answer the warm up questions and get extra participation scores.
- Check out the slides for the next lesson if they are in the system.



DURING THE ONLINE COURSE

- Take notes in handwriting! It is proven that handwritten notes are better remembered. Through handwriting, you learn "better" and you can remember "longer".
- Listen and follow the lecturer carefully.
- Keep your microphone off while the lecturer is speaking and turn it on when it is necessary.
- Be an active participant to the course- the only way to learn is through repetition.
- Concentrate on the course!
- One of the difficulties of distance education is that the lessons are not held in the classroom, but in places related to our different activities in the house. It is much more difficult for our brain to adapt to the lesson in places such as bedrooms and dining rooms than in the classroom.
- At the end of the course, ask your questions to the lecturer, and you may want further explanation or repetition of the parts that you do not understand.



AFTER THE ONLINE COURSE

- Check the lecture notes!
- The only way to learn is through repetition.
- Submit your homework/projects on time!
- Know the topic of the next lesson!
- Repeat the course within the first 24 hours! That is how you save information in your short term memory!
- Make the second repetition within two weeks! That is how you save information in long-term memory! Make sure you lengthen the intervals between the repetitions.
- If you miss a class, be sure to watch the lecture recordings on the Blackboard (O'learn) later.
- Do research that shows your effort and creativity in your courses which requires homework and projects. Once you do it, you'll see how enjoyable it is.
- For each lesson, open a separate folder on your computer. Be sure to save all your lecture-related materials in the relevant folders. Good archiving ability helps you in different jobs throughout your life.



BEFORE THE EXAM

- Make sure you have all the course materials!
- Follow all the announcements!
- Do not hesitate to reach out to your professors for your questions. An e-mail written in accordance with the rules of address, courtesy and spelling will definitely be answered. For what you do not understand, contact your instructor through the communication channel (e-mail, phone or social media) that she/he has decided!
- Make sure you fill in the “subject” part of your e-mail to ensure that your e-mail does not fall into the spam folder.
- In order not to panic during the exam, prepare in advance!
- Read the warnings before the exam carefully!
- In case of power and internet outages, notify the lecturer of the course by the method that is determined by the lecturer (by sending an e-mail or by sending a message from OIS or O’Learn) as soon as you can.
- Check your web browser compatibility from the link below.

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker



DURING THE EXAM

- **Focus on exam questions.**
- **If you have followed the lessons, you know the answer.**
- **Read the questions carefully and only answer the questions that are asked!**
- **In case of any technical problems, report your problem via mobile phone by the method determined by the instructor (by sending an e-mail or by sending a message from OIS or O'Learn) immediately!**
- **Use your time wisely!**
- **If you encounter an incorrect question, problematic or incomplete screen, take a screenshot and send it to the instructor.**
- **You need to turn on your camera during the exam. Be prepared. Make sure your camera is working.**
- **Cheating is theft. You have to answer the exam questions yourself. Disciplinary penalties are heavy; you don't want them to get into your records. Stay away from cheating, so that severe disciplinary penalties are not recorded in your records.**



AFTER THE EXAM

- **Make sure you submit the exam in the system.**
- **Follow the exam results in the system.**
- **Reread the questions you couldn't answer and check your answers.**
- **The replies to the questions are the heart of the course- so learn and remember the true replies.**



HOW DO I REACH THE INSTRUCTORS/ PROFESSORS OF THE COURSE?

- Send an e-mail to your professor. Make sure that you send it to the correct e-mail address. Your professional life is just around the corner, you have to learn how to write a decent email and address your professors correctly.
- You can reach your instructors/ professors by attending the relevant sessions during the online office hours announced by them or by sending an e-mail.



I HAVE TROUBLE WITH TECHNICAL ISSUES

For technical problems you experience in the O'learn system reach the instructors of the Educational Technologies Board (ETB) by e-mail.

iybfetk@okan.edu.tr

Still not able to fix the problem?

Send the image of the problematic screen by e-mail to lisans.uzem@okan.edu.tr.

No luck?

Ask the instructor/professor of the course for help.



WHAT HAPPENED? (ANNOUNCEMENTS)

- Professors will share their announcements over O'learn.
- You can access the faculty-wide announcements at <https://www.okan.edu.tr/iybf/duyuru/>.



HOW CAN I REACH COURSE DOCUMENTS?

- The course materials will be shared by faculty members in whichever format they choose.
- Study from the notes you got (handwriting!) during the lesson.
- Make sure you have access to all the resources in the course schedule (books, articles, O'learn materials)
- Take advantage of these sources and use them as primary resources in exams and projects unless otherwise indicated by the professors.
- Ask your professors, instructors for extra resources.



İSTANBUL OKAN UNIVERSITY ASSOCIATE'S AND BACHELOR'S EDUCATION- INSTRUCTION AND EXAMINATIONS REGULATIONS

<https://www.okan.edu.tr/uploads/pages/yonetmelikler/istanbul-okan-university-associates-and-bachelors-education-instruction-and-examinations-regulations-06082021.pdf>

THE RULES AND REGULATIONS FOR STUDENT DISCIPLINE AT HIGHER EDUCATION INSTITUTIONS

<https://www.okan.edu.tr/uploads/pages/yonetmelikler/the-rules-and-regulations-for-student-discipline-at-higher-education-institutions-yok-09082021.pdf>





*We wish you all good health and great success
in the new academic year.*



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