

Birdeha Guide for Students and Faculty Members

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1. What is the BIRDEHA system? What does it do?

BirDeHa system is open-source education and training system called Learning Management System (LMS), which was established on 13 August 2015 using the "Moodle" system. Training activities (sharing of course documents, exams, homework, etc.) are carried out through the BirDeHa system (online).

You can login to Birdeha system with two different roles. These roles are as follows;

- a) As a student
- b) As an educator

We wish our educators and students a successful academic year.

2. For Students

2.1. How to enter BirDeHa System as a student?

- Please log in to birdeha.biruni.edu.tr address from your web browser to access the system as a student.
- Then click on the "Sign in" link in the upper right corner. (Also indicated in the figure below).
- As a student, a username and password are required to log into the system. Your username is the e-mail address given to you by Biruni University. Your password is your campus password. You can send your campus password in Student Information System, on-campus wireless network connection, etc. It is your only password that you use in many transactions.
- Your e-mail address has given to you by Biruni University; your student number is@st.biruni.edu.tr (Ex: 190100100@st.biruni.edu.tr).
- If you have not changed your campus password, it is defined in the system as your TR ID number.

2.2. Using a computer to log into BIRDEHA System

If you want to log into the system using a computer browser, you need to follow the steps below.

- After logging into Birdeha.biruni.edu.tr address, click on the "Sign in" link at the top right.
- In the Username section, enter your Biruni University student e-mail address in the form of your student@st.biruni.edu.tr. (You cannot use your personal e-mail addresses such as Gmail, Hotmail, Yahoo, etc.)
- Login to the Password section with your Campus Password that you entered to sis.biruni.edu.tr address. If you have not changed your password, your first password is your TR ID number. If you have changed your password, you can log into the system with that password.
- After entering your username (Biruni University E-mail Address) and password (Your Campus Password), click the Login button.
- Then logging in, a user panel will open as below. Below you can see the lessons defined on you in the section surrounded by a red area. You can perform operations with other features (Calendar, personal files, etc.) from the side menu with vertical buttons on the left.
- In the red area you can see your "All" courses. Your courses opened in all categories include all your private lessons from the lower class to the upper class. You can access other categories as shown in the figure below.

- The "**Current**" option shows the courses you have taken during this semester.
- The "**Future**" option shows the courses for the next semester after the current semester. (Usually this section is empty).
- The "**Past**" option shows the lessons you have taken in the past years.
- The "**My Favorite Lessons**" option allows a lesson you use or favorite to be displayed in the favorites category.
- The "**Hidden**" category shows lessons hidden and not used by the educator.
- If you want to enter the course, click on the relevant course.
- The course will look like the following, divided into weeks. You can find your course documents, exams or assignments for these weeks in the relevant date range.

2.3. Using a mobile application to access the BIRDEHA System

- You can use BirDeHa System as an application on your mobile devices. One advantage of using the application is that you can receive notifications before exams. This setting is turned off by default. You can make the notifications from the settings section of the application.
- Moodle App works on both mobile operating systems. Android and iOS. The links to download the application for both platforms are given below.
- To download the application through AppStore or Google Play, open it and click the "Install" button.
- Open the application after the installation. You can do this with the "Open" button in Google Play.
- In the Moodle application interface that opens, the site address section is bem.biruni.edu.tr or scan the QR code below by pressing the SCAN QR CODE button.
- After write the site address (bem.biruni.edu.tr), click on the "Connet to your site" button below.
- Enter your login information. Enter your corporate student e-mail address has given to you by Biruni University on behalf of the user. (Ex: 200100100@st.biruni.edu.tr) and write your campus password. Click on the "Sign In" button.
- After this process, the "Control Panel" area where your courses are located will open. You can login by clicking your course. If the instructor does not upload any documents, the course content will appear blank.

2.4. How to participate in online course?

- To participate in the online course, after logging into BirDeha system with your username and password, click on the course you need to attend from the courses you have viewed on the main panel.
- A panel like the one below will welcome you. In this panel, modules with an icon show the lessons taught interactively. Click on the link of this icon whose day and time has come, the name has been determined by the course instructor.
- After clicking the interactive lesson module, click the blue "Join Session" button as shown in the figure below.
- After participating in the session, click the headset icon on the right if you are a listener in the lesson, and the microphone icon on the left if you will also participate in the lesson verbally.

- After making your choice, your scanner will send you a microphone, camera, etc. It will ask for permission to access peripheral equipment connected to your computer. If you are using microphone and camera, check these warning buttons as "allow" or "allow" and go to the next step.

- In the next step, you have accessed the lesson and you can watch the instructor deliver the lesson. The first screen that confuses you will be like the figure below.

2.5. How can we communicate with the lecturer and class during the online course?

- You can communicate with the whole class through the chat panel on the interactive lesson screen. All information you write on this panel is visible to online participants.

2.6. How can access to courses be able to offline?

- You can have the opportunity to watch a live lesson that you could not attend or missed 2 to 12 hours after the lesson is completed. The steps you need to do for these;

a) Login to BirDeHa system with your username and password,

b) In the panel that opens, click on the name of the course you want to watch in the "My Courses Here" section.

c) While in the lesson, click on the lesson module that belongs to the relevant week and has the symbol previously opened by the instructor.

d) When you click it, you can watch the recordings obtained during the course under the title of "Recordings" by clicking the "Presentation" button. The records are sorted in order of time.

Values shown under the column "Duration" indicate the minutes that show the length of the lesson that has been accomplished.

2.7. Exam entry process steps

-Entering to examination, you have to first log in to the BirDeHa system with your username and password. Then, enter the course for which you will take the exam from the "My Courses Are Here" panel.

-There are weeks in the course that you view as a classic. Within the relevant week, an exam module as below will welcome you. Symbols indicate the exams. Click on the exam module with this symbol.

- Then clicking the exam module, click the "Apply exam now" button.

- The information screen about the exam is seen, and then click the "Start Application" button to start the exam. After clicking this button, the first question of the exam will appear.

2.8. How is marking do in the exam?

- Click on the "Next page" button under the right of the answers in order to go to the next question by marking your correct answer to the question and go to the next question. When you switch to the next question, you cannot go back to the previous question.

-When you are in the last question, click on the "Finish application" button at the bottom right of the answers.

2.9. How are exam questions answers sent ?

- A preview screen will appear to provide the status of all your answers.
- After checking your answers, Click on the "Send all and finish" button.
- Click on the "Send all and finish" button again on the confirmation screen and send the answers to the system.
- After submitting your answers for the exam, you will return to the session main panel. You will see the "Your Answers Submitted" panel.

3.For Faculty Members

3.1. How to enter BIRDEHA System as a Lecturer?

- Entering to log in to the system, log in to birdeha.biruni.edu.tr address from your web browser. Click on the "Sign In" link in the upper right corner.
- You will see the username and password as below. Provided for your use by Biruni University to the username section enter your username@biruni.edu.tr e-mail address.
- In the Password section, enter your Campus Password and then click on the "Sign In" button.
- After logging in, the control panel will meet as stated. You can view your lessons from the panel under the My Courses Here title on the control panel.
- Your lessons in the red area show "All" lessons by default. Your courses opened in the all category lessons include the lower and upper classes.
- The "**Current**" option shows the lectures you gave during this semester.
- The "**Future**" option shows the courses for the next semester after the current term. (Usually this section is empty).
- The "**Past**" option shows the lessons you had given in the past years.
- The "**My Favorite Lessons**" option enables a lesson you use or favorite to be displayed in the favorites category.
- The "**Hidden**" category shows lessons that are unused and hidden by you.

3.2. What is the basic process lecturers should take to teach?

Before doing anything in your lessons, you should make sure you have turned on lesson editing.

For being able to edit

- a) Log in to your course from the control panel,
- b) You can see your lesson divided into weeks.
- c) While on this screen, click on the "Gear" symbol in the upper right corner of your lesson, meaning settings.
- d)After clicking the "Gear" icon, click the "Open Edit" button in the second place in the menu that opens.

3.3. How to upload the course materials in the BIRDEHA System?

-You can drop the documents you want to share with students to the week in the weekly view of the course in the related course by drag-and-drop method. For being able to do this, heading 3.2. You have to done the basic steps mentioned. For the course slide uploading process, click left once on the relevant document and drag it to the relevant week in the lesson.

3.4. How to start an online class session?

-When you have done the basic "Open edit" process described in Title 3.2, click the "Add New Course or Quiz" link to the right of the week you want to teach.

- When you click on the screen that opens after clicking the link, Click on the "BigBlueButton" . It's symbol of the module and then on the "Add" button at the bottom right.

- After selecting the "BigBlueButton" module, a form will appear to define the online course. Enter the online course name in the "Virtual classroom name" section in the form.

- Click "Save - Go to Next Step" for entering the course whose name you have completed.

-The educator sees the (Save-Go to Next Step) screen after this panel to participate the lesson.

- Click the "Join Session" button and start the online course module for your students.

- After clicking the Join Session button, you will see the "BigBlueButton" symbol. For being an educator, select the "Microphone" symbol. If any browser warning appears, click the "Allow" button.

-Click on the webcam sharing button and give browser permissions if you want to share yourself the blackboard or slides you have used.

- After confirming the BirDeHa System's request to access your webcam, click on the "Start Sharing" button in the webcam settings.

- You have introduced our multimedia devices to BirDeHa System for online lessons.

3.5. How to upload a presentation to the online course?

- While educating online, you can upload the presentations you want to show and switch between presentations. Click on the blue button "+" icon at the bottom left.

- Click the "Upload a presentation" button in the second place in the menu. In the window that opens, an area will appear where you can load your presentation with drag-and-drop method. Click on the relevant area or drag and drop your presentation file. Your presentation file can be a maximum of 200MB and a maximum of 200 pages. In case of oversize, it is recommended to divide your presentations into two or more parts. Supported file types are ppt, pptx, doc, docx and pdf.

- The document you selected will be displayed as follows. At this stage, only the name and type of the selected document appears.

- For showing your presentation file to students on the online lecture panel, select the file and upload it.

- Besides your camera view, the presentation is shown to the students in the system.

- You can use the page buttons to switch between pages on the slide.

- By moving the (mouse) the points you want to specify on the presentation

you can specify the light as an indicator.

- You can draw or write on the presentation with the toolbox on the right of the screen.

3.6. How to take attendance list in online course?

- During the online lecture, you can see the names and surnames of the students connected to the lecture under the "USERS" tab on the left. Click on the settings marked as "gear" on the side of this tab.

-By clicking the "Save usernames" button, you can import the participants into a text document with the extension ".txt". You can find this downloaded document in your computer's "Downloads" folder.

3.7. What are the steps to make an exam?

- After completing the "Open edit" section in Title 3.2., Click on the "Add New Course or Exam" link for the relevant week.

- Click on the "Exam" module in the tab that opens and open the exam panel with the "Add" button.

- In the exam panel that opens, you have to enter the information about the exam on the first screen. There is no section in the panel where you can enter an exam question. This section contains information about your exam;

a) Name of the exam,

b) Instead of the exam,

c) Start and finish time of exam

d) You can set the behavior of the questions in this section.

-Click the "Edit Exam" button to add your questions to the exam.

- For being able to add a new question, click the "Add" button on the right and click the drop-down menu. Click on the "a new question" link. Select the question type and click for "Add".

-The "multiple choice" question type allows you to ask questions with options such as a, b, c, d, e.

- Do not touch the other question settings. Pass to the answers section. (Located at the bottom of your page). Each gray box is arranged for setting an answer option.

- Enter the other answers in the section in gray boxes respectively. Leave the incorrect answers as "None".

- After entering all the options, save the question. Complete the registration with the "Save and Complete" button.

- Then entering all your questions, click the "Mix questions" button and do not touch the "highest grade" place.

For being able to access with video: <http://brn.mobi/sinavyap>

4. Issues to be considered while using iOS (Apple - iPhone - iPad - Macbook)

The BirDeHa system has been using efficiently in Apple devices. In some cases, you should install the latest version of Google Chrome application on your Apple device and log in to birdeha.biruni.edu.tr site through Google Chrome in order to use it more efficiently. The entry process steps to the BirDeHa System are done in the same way as given in the headings (Title 2.1 for students and 3.1 for academicians).