

Dear Students,

Due to ongoing pandemic conditions in the world, as you all know we needed to quickly adapt to online education in the Spring of 2020. As the Faculty of Architecture, we were challenged to consider alternative methods of teaching and learning during this process. Following the decision of YÖK, the spring semester of 2020-2021 academic year, is planned to minimize the face-to-face interaction and communication to protect physical distance for our health.

We prepare this student handbook to guide you throughout the process of distant learning. Please carefully read the material presented in this student handbook. The student handbook was designed to provide you with information and guidance specific to distance learning including:

- Tips for online education
- Online Communication
- Camera and microphone settings
- Tips for your online submissions

Wishing everyone healthy days ahead.

SOME TIPS FOR ONLINE EDUCATION

- **Be Online On Time On SAKAI**
- **Have a Regular Study Place that Suits Your Concentration Needs**
- **Check Your emails on Daily Basis**
- **Access to Online Sources in Library https://library.yasar.edu.tr/en/remote_access/**
- **Have a Reliable Internet Connection**
- **Follow Announcements from Official FARCH, INAR and ARCH SAKAI Pages**
- **Use the Online Forums in SAKAI for your Technical Problems**

ONLINE COMMUNICATION SUGGESTIONS

- **Contact with Fellows Regularly**
- **Contact with the Course Instructors**

CAMERA AND MICROPHONE SETTINGS ON WINDOWS

- **Using Camera**

Using a camera will definitely increase your better dialog chance with your instructor and other students.

You may allow camera usage in SAKAI by clicking on the camera-sharing button.

- **Using Microphone**

Instead of writing from chat, using your voice with your microphone can provide faster communication with your instructors and friends.

You may allow microphone usage in SAKAI by clicking on the microphone-sharing button.

PS: If you face further technical problems about your computer settings, please contact <https://bim.yasar.edu.tr/en/staff/> for support.

TIPS FOR YOUR ONLINE SUBMISSIONS

- **Be careful with deadlines.** You can export your SAKAI schedule to a cloud calendar application easily to keep track of your courses.
- **Make sure that your submission has been successfully uploaded.**
- **Please make sure you are not uploading more data than what is needed.**

For more details:

<https://docs.google.com/document/d/1DQTXhsnwwMNqYwwnNzwxSII-WYKD65l1ZZncRCZn8gY/edit?usp=sharing>