



INTERNATIONAL
SCIENCE &
TECHNOLOGY
UNIVERSITY

GOOGLE CLASSROOM KULLANIM KILAVUZU

GOOGLE CLASSROOM USER GUIDE



Google Classroom

Designed by ISTU teams

2024-2025

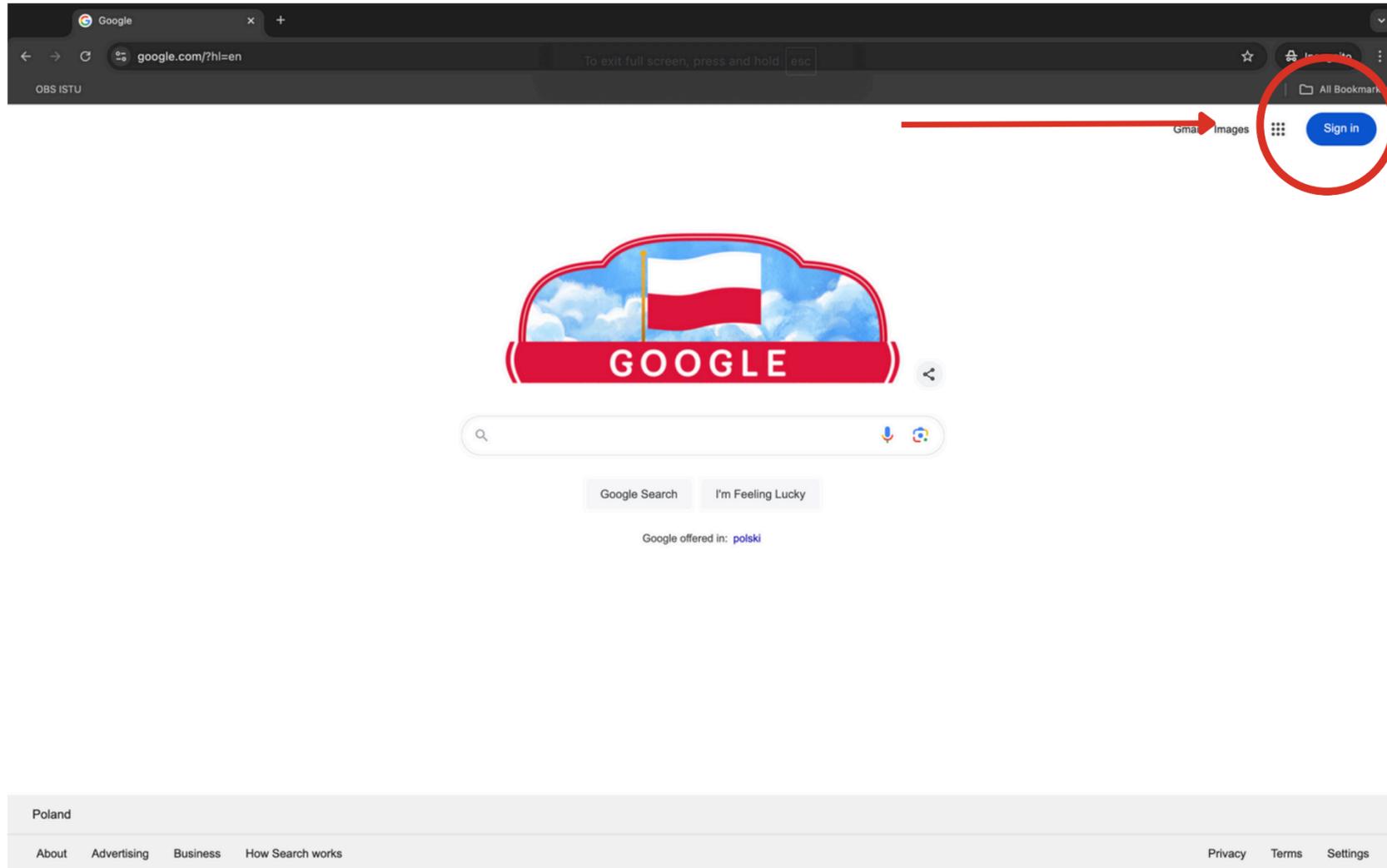


Join Your ISTU Gmail and Access Classes

User Guide for Accessing Your ISTU Email

1. Go to www.google.com.
2. Click on "Sign in" in the top right corner of the page.
3. Enter your ISTU email address in the following format:
 - name.surname@istu.edu.pl
 - Temporary Password: Your date of birth in the format DDMMYYYY (e.g., if 15/05/1998, enter 15051998).

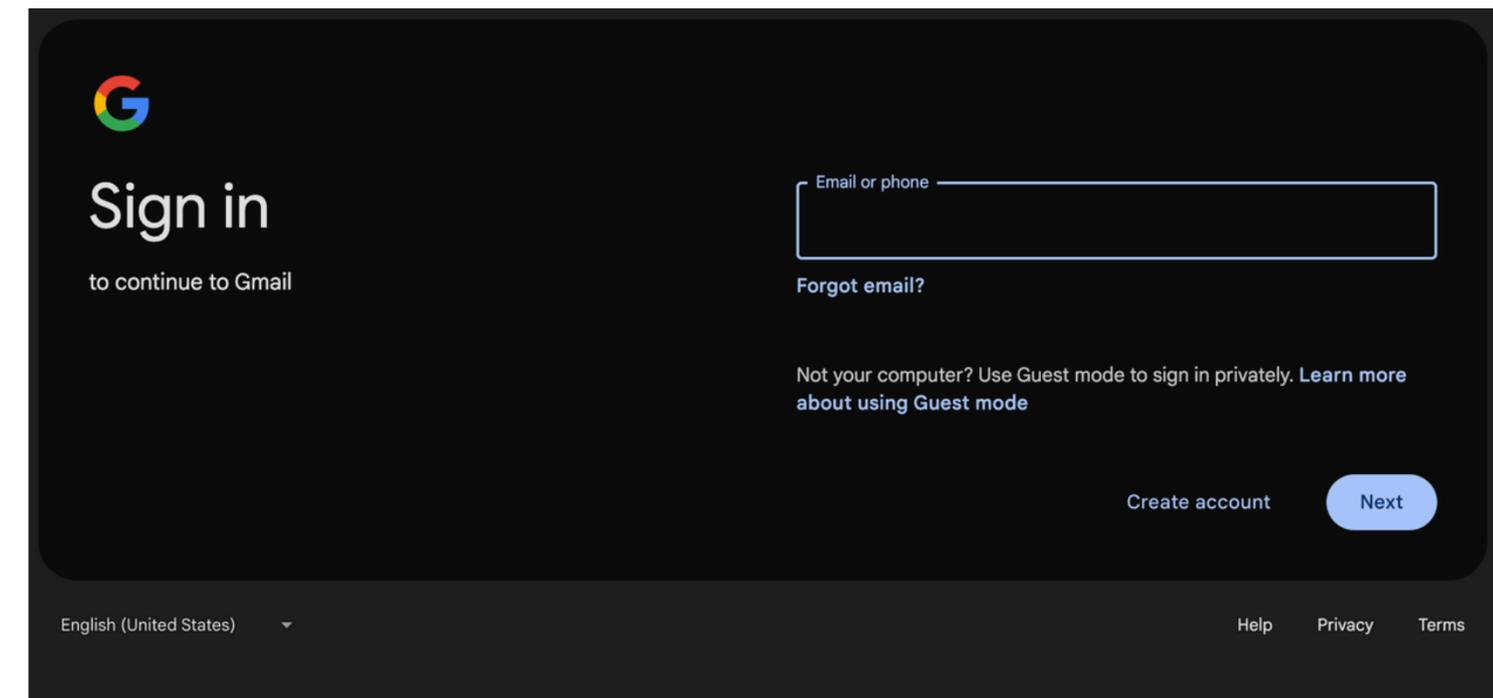
1. www.google.com

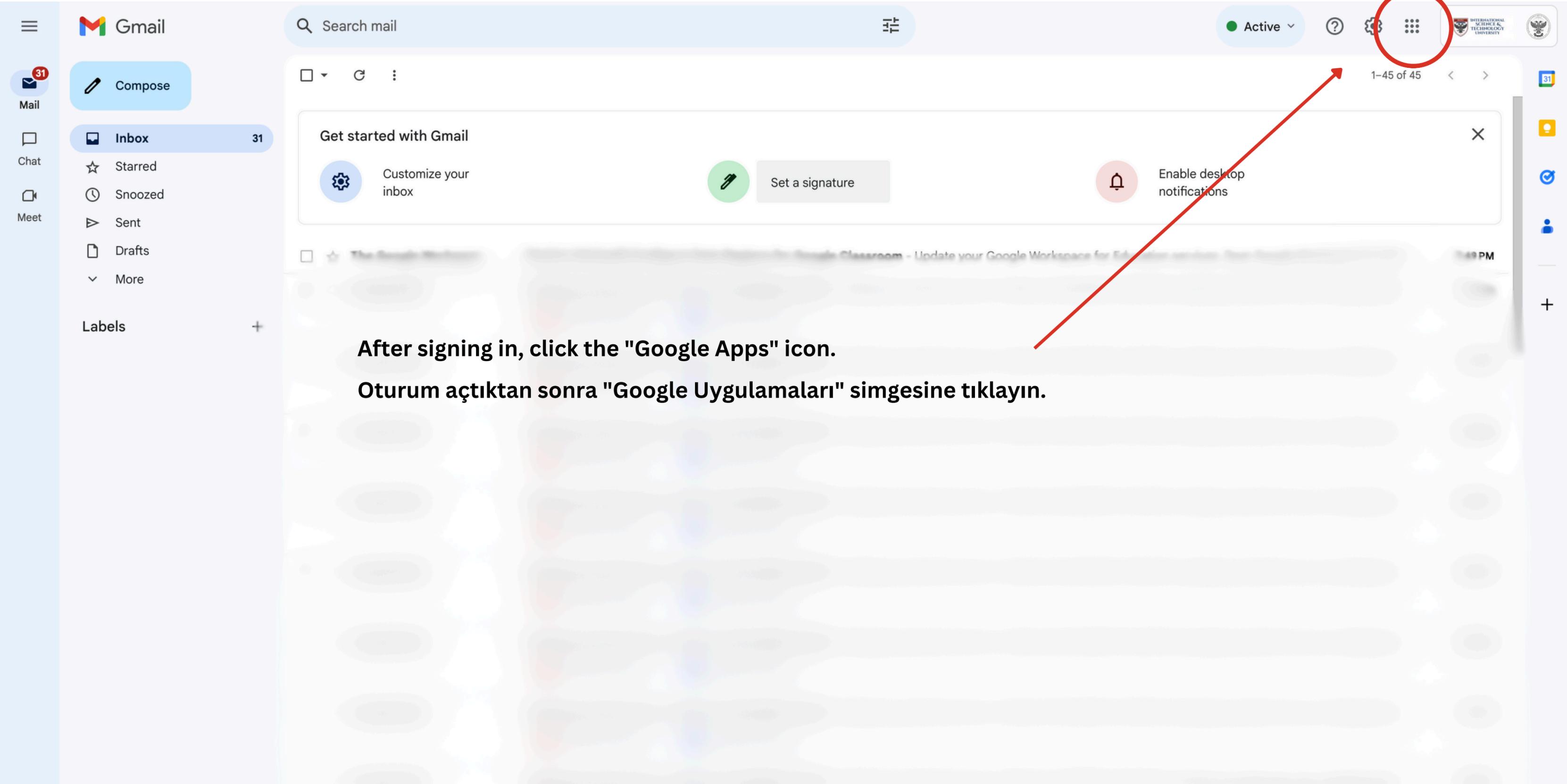


ISTU E-posta Erişimi için Kullanıcı Kılavuzu

1. www.google.com adresine gidin.
2. Sayfanın sağ üst köşesinde bulunan "Oturum aç" seçeneğine tıklayın.
3. ISTU e-posta adresinizi aşağıdaki formatlardan birinde girin:
 - ad.soyad@istu.edu.pl
 - Geçici Şifre: Doğum tarihiniz GünAyYıl (örneğin, 15/05/1998 ise 15051998) şeklinde giriniz.

2. Email and Password





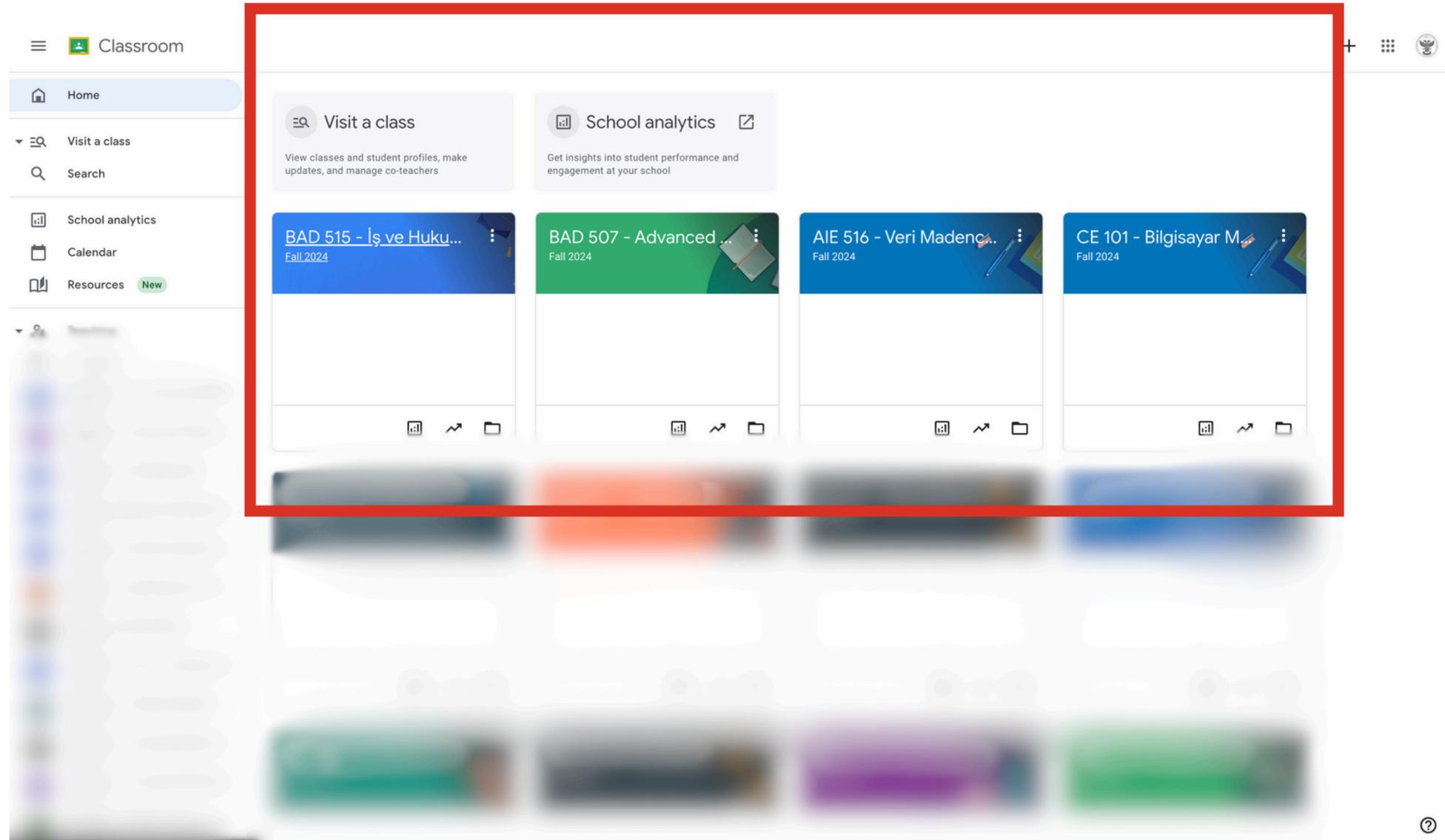
The image shows a Gmail interface. In the top right corner, the Google Apps icon (a 3x3 grid of dots) is circled in red. A red arrow points from the text below to this icon. The interface includes a search bar, a navigation menu on the left with options like Compose, Inbox, Starred, Snoozed, Sent, Drafts, and More, and a main content area with a 'Get started with Gmail' section and a list of emails. The text below the screenshot provides instructions on how to access the Google Apps menu.

After signing in, click the "Google Apps" icon.

Oturum açtıktan sonra "Google Uygulamaları" simgesine tıklayın.

The image shows a Gmail interface with several annotations. A red circle highlights the 'App Launcher' icon (a 3x3 grid of dots) in the top right corner. A red arrow points from this icon to the 'Classroom' icon in the app launcher menu. Another red arrow points from the 'Classroom' icon to the text below. The app launcher menu is open, showing various Google services: Account, Gmail, Drive, Classroom, Docs, Gemini, Sheets, Slides, Calendar, Chat, Meet, and Forms. The 'Classroom' icon is circled in red. The main content area shows a 'Get started with Gmail' section with options like 'Customize your inbox', 'Set a signature', and 'Enable desktop notifications'. Below this is a search bar and a list of emails, including one from 'The Google Workspac.' with the subject '[Action Advised] Configure Data Regions for Google Classroom'.

Click Google Classroom to enter and view your courses.
Derslerinize girmek ve görmek için Google Classroom'a tıklayın.



**After entering Google Classroom, you will see all your courses on the screen.
Once you click on a course, you can view the days the class is held and all assignments.**

**Google Classroom'a girdikten sonra tüm derslerinizi ekranda görebilirsiniz.
Bir derse tıkladığınızda, dersin hangi günlerde olduğunu ve tüm ödevleri görebilirsiniz.**

[Customize](#)

BAD 507 - Advanced Project Management

Fall 2024

Meet

[Join](#)

Visible to students

Class code

swjxygk

Upcoming

No work due soon

[View all](#)

Announce something to your class

This is where you can talk to your class

Use the stream to share announcements, post assignments, and respond to student questions

[Stream settings](#)

When you click on the calendar symbol in the top right corner, you can see the days and times of your classes.

Sağ üst köşedeki takvim simgesine tıkladığınızda, derslerinizin hangi gün ve saatte olduğunu görebilirsiniz.

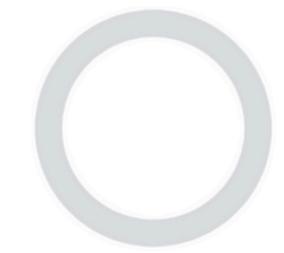
Create

ESS 105 - Spor Mücadelesi v...

THU
14
GMT+04
BAD 507 - Advanced Project Management
22:00 - 01:00
01:00

THURSDAY, NOV 14, 2024
Time Insights

Time breakdown
By type By color



- Focus time 0 hr
[Schedule focus time](#)
- 1:1 0 hr
- 3+ guests 0 hr
- Need to respond 0 hr
- Remaining time N/A
Based on your working hours
[Adjust working hours](#)

Time in meetings

Daily average
0 hr

Mon, Nov 11	0 hr
Tue, Nov 12	0 hr
Wed, Nov 13	0 hr
Thu, Nov 14	0 hr
Fri, Nov 15	0 hr

For each program you choose, you can check the calendar to see the times of your courses. When you click on the icon, you can see the course room details to join.

Seçtiğiniz her program için takvimde derslerinizin saatlerini kontrol edebilirsiniz. Simgeye tıkladığınızda, katılmak için ders odası detaylarını görebilirsiniz.

The screenshot shows a calendar interface for Thursday, November 14, 2024. On the left, there is a 'Create' button and a list of courses: 'ESS 105 - Spor Yönetimi v...', 'HM 101 - Biyoistatistik Fall...', and 'BAD 507 - Advanced Project Management'. The 'BAD 507 - Advanced Project Management' course is highlighted with a red box. A meeting details pop-up is shown in the center, also highlighted with a red box. The pop-up contains the following information: 'BAD 507 - Advanced Project Management', 'November 13, 2024, 22:00 - November 14, 2024, 01:00', 'Weekly on Wednesday, until Jan 3, 2025', 'Join with Google Meet' button, 'meet.google.com/arr-wdit-xje', 'More phone numbers', 'Take meeting notes', '1 guest', '1 awaiting', '15 minutes before', and 'BAD 507 - Advanced Project Management Fall 2024'. A red arrow labeled '1' points to the course listing, and a red arrow labeled '2' points to the meeting details pop-up.

The 'Time Insights' panel for Thursday, November 14, 2024, is shown on the right. It includes a 'Time breakdown' section with a circular chart and two tabs: 'By type' and 'By color'. Below the chart, there are several categories with their respective durations: 'Focus time' (0 hr), '1:1' (0 hr), '3+ guests' (0 hr), 'Need to respond' (0 hr), and 'Remaining time' (N/A). There is also a 'Time in meetings' section with a table showing daily averages for the week of November 11-15, 2024. The table shows 0 hours for all days, including Thursday, November 14. A legend at the bottom indicates 'Recurring' (blue dot) and 'One-time' (light blue dot).

1 You can see your courses for the current semester based on your program.
Mevcut dönemdeki derslerinizi, programınıza göre görebilirsiniz.

2 You can join the course by clicking "**Join with Google Meet.**" Note: Please be aware of your course's time and day.
Derse "**Google Meet ile Katıl**" butonuna tıklayarak katılabilirsiniz. Not: Dersinizin günü ve saati hakkında dikkatli olunuz.

Home

Visit a class

Search

School analytics

Calendar

Resources New

Visit a class

View classes and student profiles, make updates, and manage co-teachers

School analytics

Get insights into student performance and engagement at your school

BAD 515 - İş ve Huku...
Fall 2024

BAD 507 - Advanced ...
Fall 2024

AIE 516 - Veri Madenc...
Fall 2024

CE 101 - Bilgisayar M...
Fall 2024

When you first enter Google Classroom, you can track any assignments, tasks, or exams from here. İlk kez Google Classroom'a girdiğinizde, buradan herhangi bir ödev, görev veya sınavı takip edebilirsiniz.

Home

Visit a class

Search

School analytics

Calendar

Resources New

Teaching

To review

BAD 515 - İş ve Hukuk İlişkileri
Fall 2024BAD 507 - Advanced Project ...
Fall 2024

All classes

< Nov 10 - Nov 16, 2024 >

Sun

10

Mon

11

Tue

12

Wed

13

Thu

14

Fri

15

Sat

16

Assignment: Quiz 1

You can choose by calendar each day, week, or month, and check all your assignments, exams, or tasks from there.

Takvimden her gün, hafta veya ayı seçerek tüm ödevlerinizi, sınavlarınızı veya görevlerinizi buradan kontrol edebilirsiniz.



Google Drive

to See your Google Drive "Google Apps" icon.

Google Drive'a girmek için "Google Uygulamaları" simgesine tıklayın.



- Home
- Visit a class
- Search
- School analytics
- Calendar
- Resources New

Visit a class

School analytics

Sample

BAD 515 - İş ve Huku...
Fall 2024

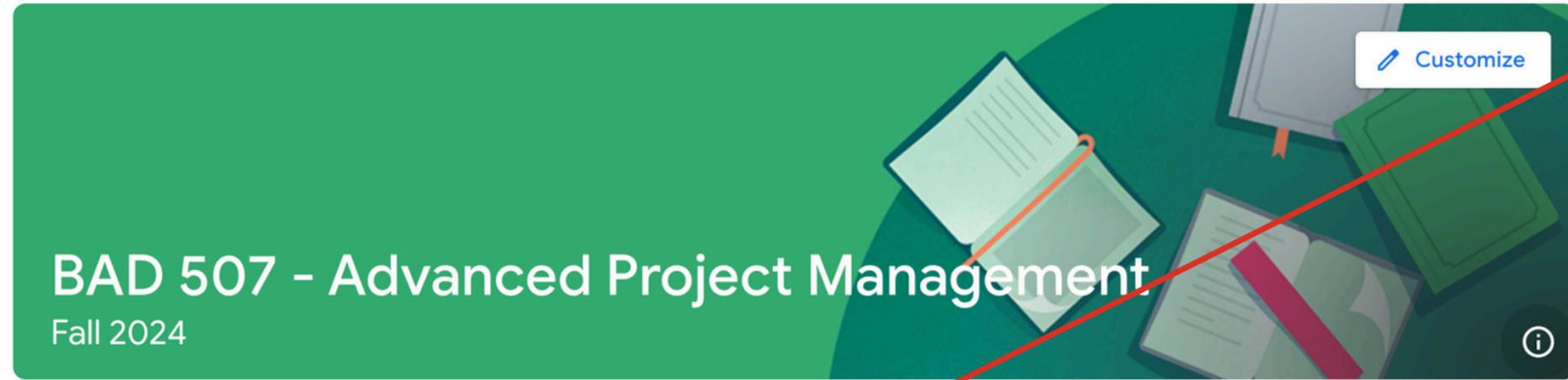
BAD 507 - Advanced ...
Fall 2024

AIE 516 - Veri Madenc...
Fall 2024

CE 101 - Bilgisayar M...
Fall 2024

You can choose each course, click on "Google Drive" to find all the materials and files that your lecturer has shared with you.

Her bir dersi seçip, "Google Drive"a tıklayarak öğretim görevlisinin sizinle paylaştığı tüm materyalleri ve dosyaları bulabilirsiniz.



BAD 507 - Advanced Project Management

Fall 2024

[Customize](#) Meet
[Join](#)
 Visible to studentsClass code
swjxygk Announce something to your class [↻](#)

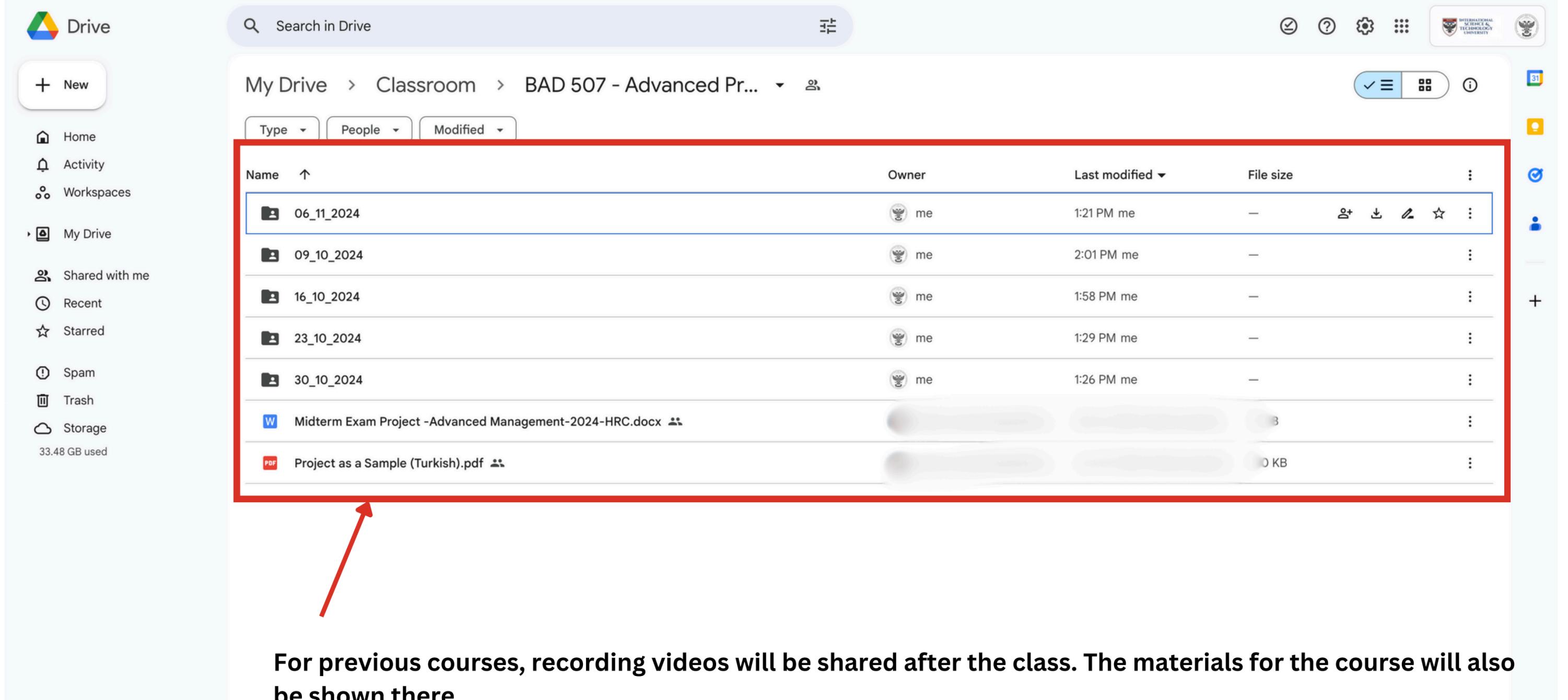
This is where you can talk to your class

Use the stream to share announcements, post assignments, and respond to student questions

[Stream settings](#)

When you click on Drive, you can see all the course materials that your lecturer has shared with you. Note: Some of the shared files may be editable and are mostly used for your tasks or assignments.

Drive'a tıkladığınızda, öğretim görevlisinin sizinle paylaştığı tüm ders materyallerini görebilirsiniz. Not: Paylaşılan bazı dosyalar düzenlenebilir olabilir ve çoğunlukla ödevleriniz veya görevleriniz için kullanılır.



Drive

Search in Drive

My Drive > Classroom > BAD 507 - Advanced Pr...

Type People Modified

Name	Owner	Last modified	File size
06_11_2024	me	1:21 PM me	—
09_10_2024	me	2:01 PM me	—
16_10_2024	me	1:58 PM me	—
23_10_2024	me	1:29 PM me	—
30_10_2024	me	1:26 PM me	—
Midterm Exam Project -Advanced Management-2024-HRC.docx			3
Project as a Sample (Turkish).pdf			0 KB

33.48 GB used

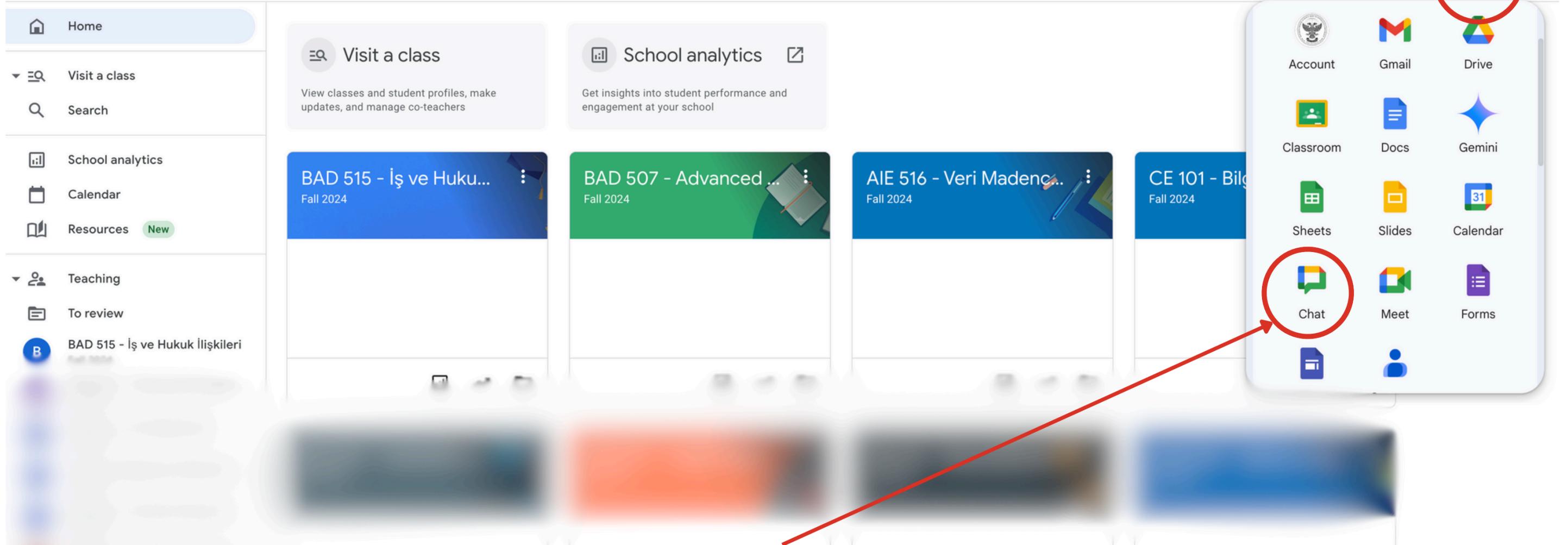
For previous courses, recording videos will be shared after the class. The materials for the course will also be shown there.

Önceki dersler için ders sonrası kayıtlı videolar paylaşılacaktır. Dersin materyalleri de burada gösterilecektir.



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Join Google Chat



You can click on the "**Google Apps**" icon, then click the **Google Chats** icon to see your groups based on your *current courses and general programs*. This way, you can communicate with your classmates for each course.

Derslerinize girmek ve görmek "**Google Uygulamaları**" simgesine tıklayıp, ardından **Google Sohbetleri** simgesine tıklayarak, *mevcut dersleriniz ve genel programlarınıza* göre gruplarınızı görebilirsiniz. Böylece, her ders için sınıf arkadaşlarınızla iletişim kurabilirsiniz. Google Classroom'a tıklayın.

Search in chat

Active



New chat

Shortcuts

Home

Mentions

Starred

Direct messages

Home

Thread

Unread

Tue



Google Drive

Search in chat

Active



SHS 503 - Spor Yaralanmaları ve Rehabilitasyonu

All of International Science And Technology University

Chat

Shared

Tasks

History on



Today

Administration, welcome to your new collaboration space! Let's get started:

Add members

Share a file

Assign tasks

Suggested apps to enhance your space

Able Poll

Absolute Poll

Agora Software

You created this space today

Administration Unit added SHS 503 - Spor Yaralanmaları ve Rehabilitasyonu, syncing can take some time. [Learn more](#)

Administration Unit changed SHS 503 - Spor Yaralanmaları ve Rehabilitasyonu access from Private to All of International Science And Technology University. [Copy link](#) to share this space

History is on



You can see the groups for each course you have and your program.

Sahip olduğunuz her ders ve programınız için grupları görebilirsiniz.



Thank you

**If you encounter any issues or cannot access your account, please contact
rectorate@istu.edu.pl.**

**Hesabınıza erişimle ilgili herhangi bir sorun yaşarsanız, lütfen rectorate@istu.edu.pl ile
iletişime geçin.**