

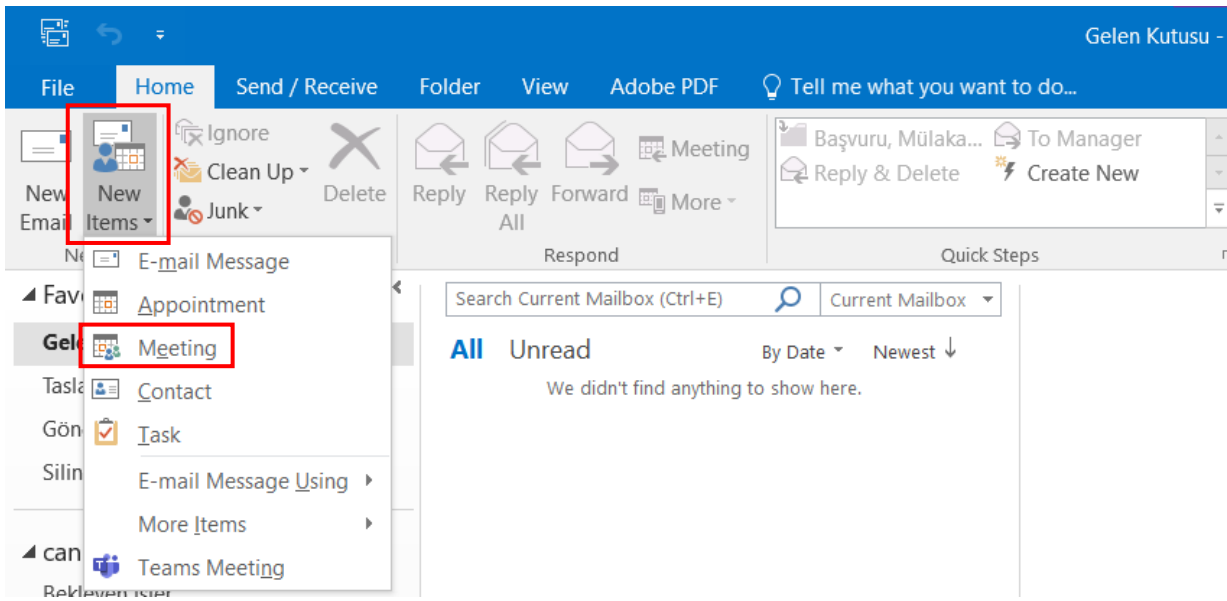


GRADUATE PROGRAMS ONLINE THESIS MONITORING GUIDE

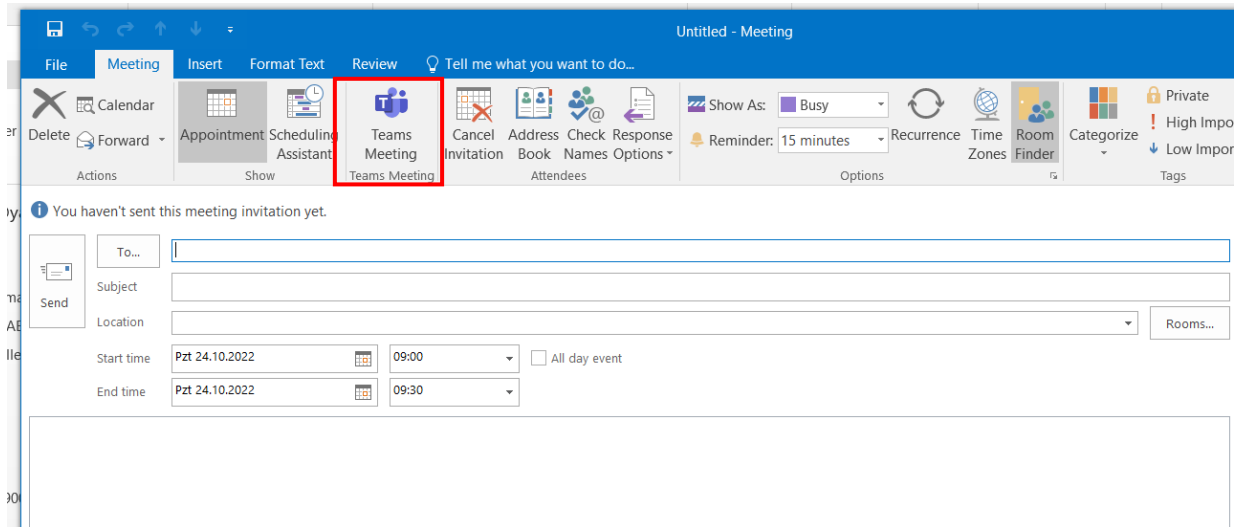
Yaşar University, Graduate School (GS) PhD Programs, PhD thesis proposal and thesis monitoring meetings; can be done online using Microsoft Teams. In cases where online meetings are held in environments such as Zoom, Google Meet etc. these services can also be used, provided that the meeting is recorded and a cloud link is added to the relevant form.

A. CREATING THE INVITATION TO THE MEETING BY THE ADVISOR AND INVITING THE STUDENT/JURY/COMMITTEE MEMBERS TO THE MEETING

1. The advisor who created the meeting invitation goes to the meeting creation page by clicking on the “New Items” option through the Microsoft Outlook application and using the “Meetings” option.



2. Click the “Teams Meeting” option in the window that opens.





3. In the window that opens, there is a meeting link in the text “Click here to join the meeting” in the mail content, and Meeting ID and Passcode information, if necessary, just below. The e-mail address of the participants who will attend the thesis monitoring should be written in the box that says “To”. The subject of the meeting should be written in the “Subject” box. Meeting start and end details can be selected as date and time. Advanced options for the meeting can be accessed by clicking on the “Meeting Options” option.

The screenshot shows the Microsoft Outlook interface for creating a meeting invitation. The ribbon includes File, Meeting, Insert, Format Text, Review, and Tell me what you want to do... The Meeting ribbon has buttons for Delete, Appointment Scheduling Assistant, Join Teams Meeting, Meeting Options (highlighted with a red box), Don't Host Online, Cancel Invitation, Address Book, Check Names, and Response Options. A notification states: "You haven't sent this meeting invitation yet." The meeting details form is filled with: To: lee@yasar.edu.tr, Subject: Thesis Monitoring Meeting, Location: Microsoft Teams Meeting, Start time: Pzt 24.10.2022 11:30, End time: Pzt 24.10.2022 13:30. Below the form, the email content is displayed: "Microsoft Teams meeting", "Join on your computer, mobile app or room device", "Click here to join the meeting" (highlighted with a red box), Meeting ID: 349 775 341 194, Passcode: VHLVZx, and links for "Download Teams" and "Join on the web". The Yasar University logo is at the bottom.

4. When the “Meeting Options” button is clicked, the following page opens. “Who can bypass the lobby?” option can be selected as “Everyone”. In order for screen shares to be open to all participants, the “Who can present?” option can still be selected as “Everyone”. The use of microphone and camera, the “Chat” part is automatically assumed to be enabled. Meeting settings can be changed according to the advisor’s preferences. After the changes are made, the settings are saved with the “Save” button. If the “Send” button is clicked, the meeting invitation is sent to the participants as an e-mail.



Meeting Options

Who can bypass the lobby?
Everyone

Always let callers bypass the lobby

Announce when callers join or leave

Choose co-organizers: To assign a role to a participant, invite them to the meeting individually. [Learn more](#)

Who can present?
Everyone

Allow mic for attendees?

Allow camera for attendees?

Allow meeting chat
Enabled

Allow reactions

Enable Q&A

Provide CART Captions

Enable language interpretation To select interpreters, send the invite from Outlook and then [refresh this page](#)

[Save](#)

5. The meeting invitation has been sent to the participants as follows, and the participants are directed to the Teams meeting by clicking the link. In addition, it can communicate the status of participation in the meeting as a reply to the inviter.

Oct
24
Mon

Thesis Monitoring Meeting

[View on Google Calendar](#)

When Mon Oct 24, 2022 11:30 – 13:30 (TRT)

Where Microsoft Teams Meeting

Who Cansu Akçiçek*

[Yes](#) [Maybe](#) [No](#) [More options](#)

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 349 775 341 194

Passcode: VHLVZx

[Download Teams](#) | [Join on the web](#)



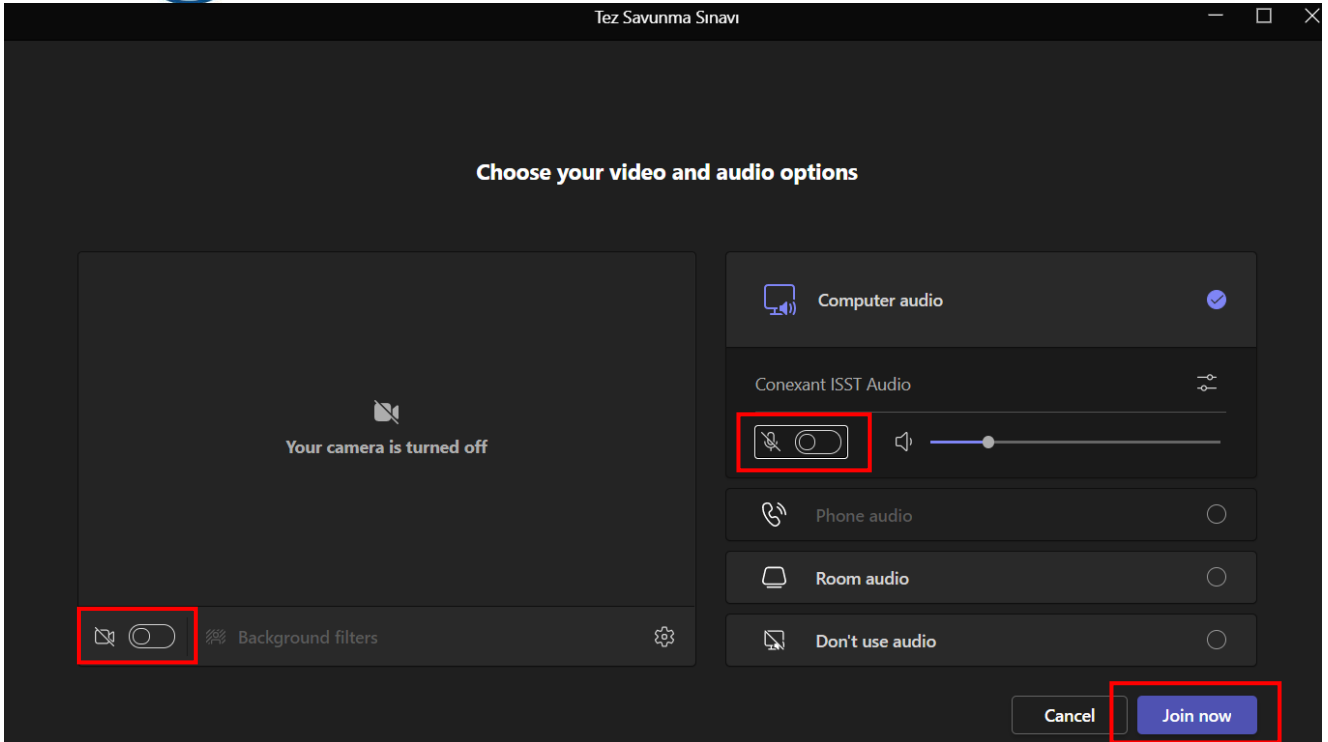


B. ONLINE MEETING

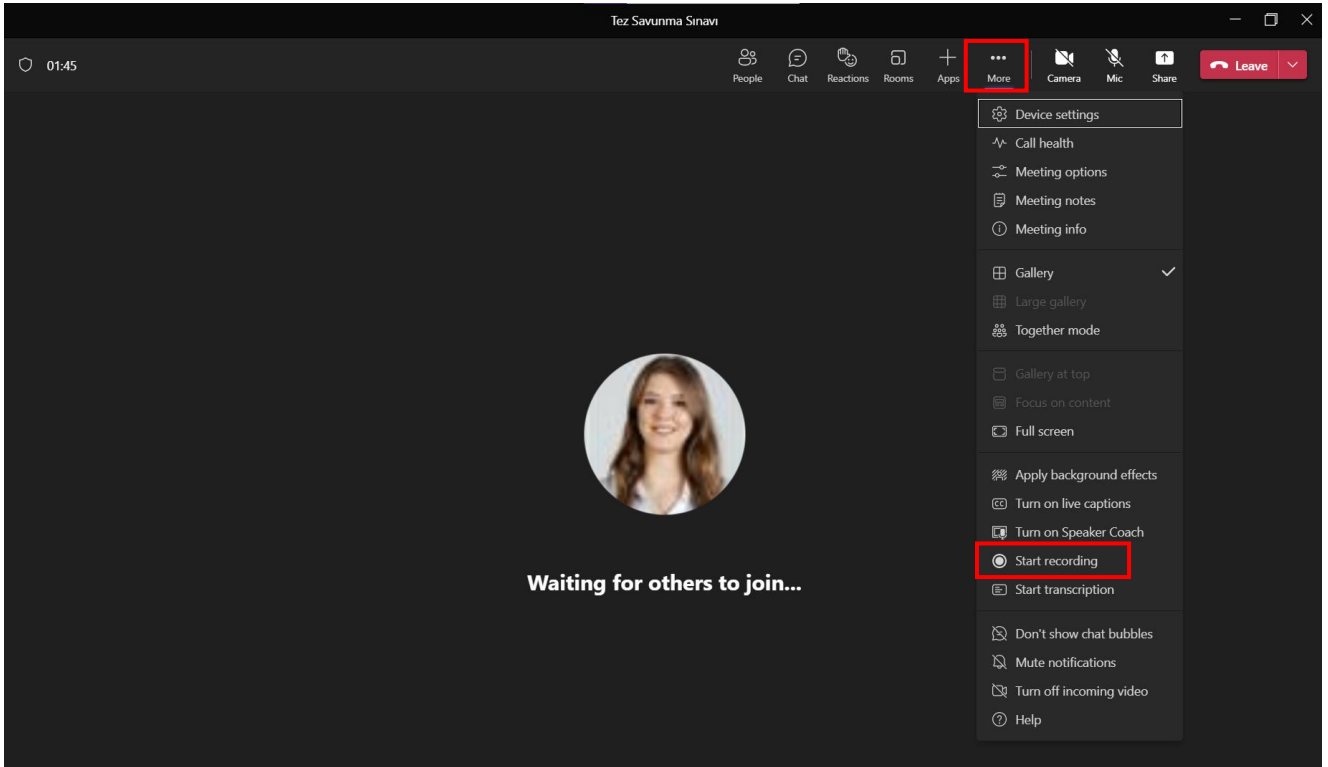
1. Students and jury/committee members can enter the meeting by clicking on the link provided to them. The advisor who creates the meeting link can enter the meeting via the "Outlook Calendar". Clicking once on the meeting in the calendar opens the "Calendar Tools-Meeting" page. You can enter the meeting with the "Join Teams Meeting" option here.

The screenshot shows the Microsoft Outlook interface. The ribbon at the top includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'Adobe PDF', and 'Calendar Tools'. The 'Calendar Tools' ribbon is active, showing options like 'Join Teams Meeting', 'Add or Remove Attendees', 'Contact Attendees', and 'Tracking'. The 'Join Teams Meeting' option is highlighted with a red box. Below the ribbon, there are two calendar views: a monthly view for October 2022 and a weekly view. The weekly view shows a meeting event on October 24th, which is also highlighted with a red box. The meeting details are: '09:00 Tez Savunma Sınavı; Microsoft Teams Meeting; Cansu Akçiçek'. The 'My Calendars' section on the left shows 'Takvim - cansu.akcicek@yasar.ed...' selected. The bottom status bar shows the calendar icon highlighted with a red box.

2. When the Microsoft Teams interface is opened, video and audio options are selected. After the necessary settings are made, the meeting is entered with the "Join Now" option.

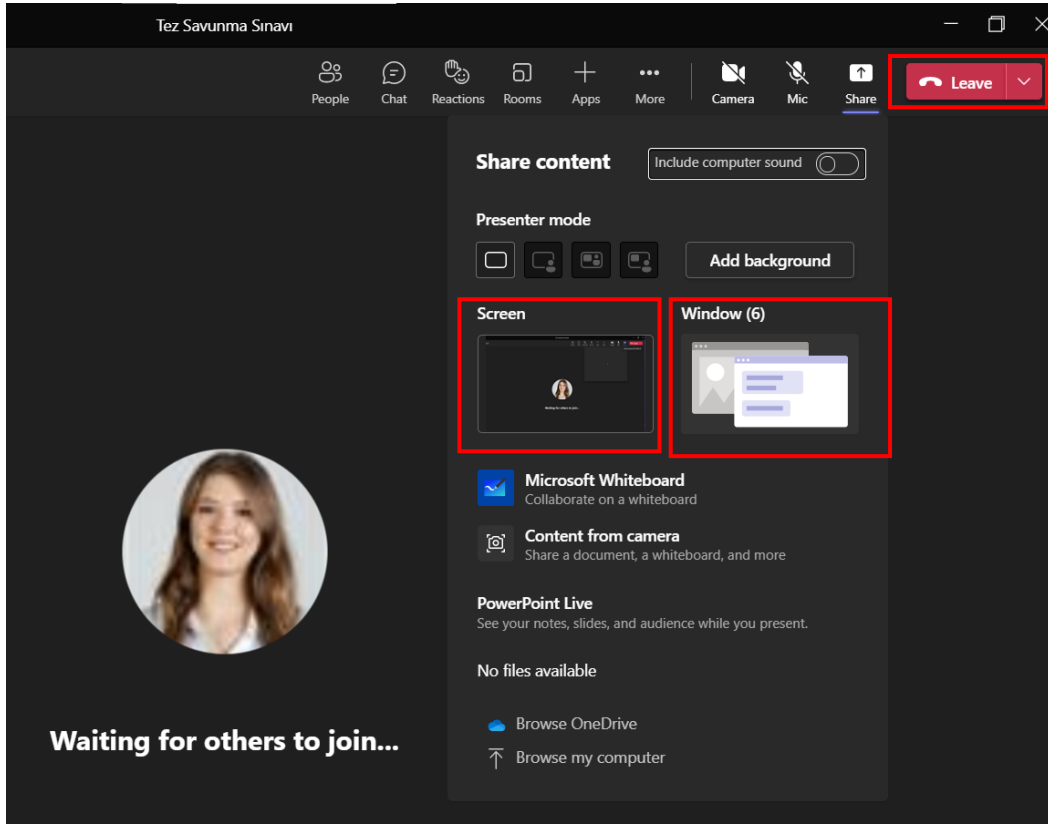


- When the meeting is started, the “Start recording” option should be selected by selecting “More” from the options above.

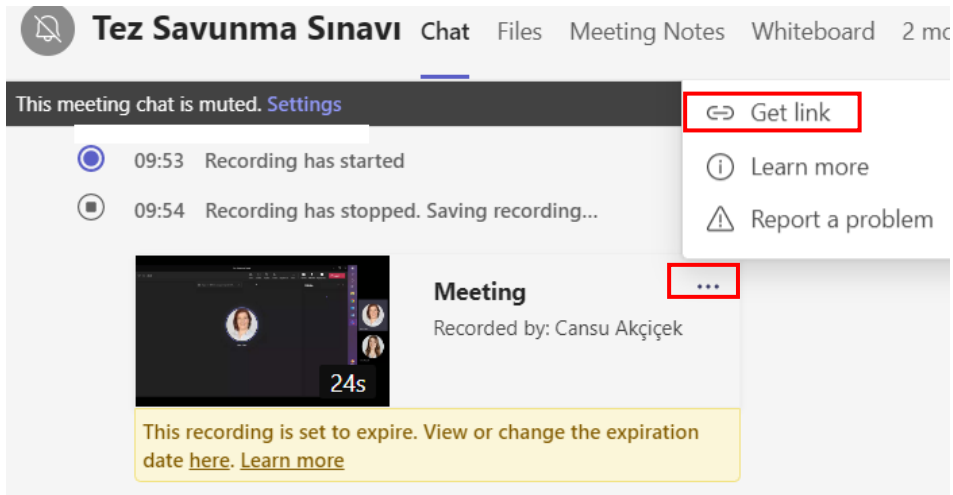




4. Screen sharing can be done by selecting "Screen" or "Window" to be shared over the "Share" option in the meeting.



5. After the meeting is over, you can exit the meeting by clicking the "Leave" button. The received recording is automatically saved on the Teams meeting chat page. Click on the "Get Link" option on the "... " symbol in the upper right corner of the meeting recording in the image below.



The record link that appears on the screen can be obtained with the "Copy" option. This record link should be written in the relevant place in the form prepared to be sent to the Graduate School.

