ORTA DOĞU TEKNİK ÜNİVERSİTESİ
MIDDLE EAST TECHNICAL UNIVERSITY

ODTUSYLLABUS PROGRAM USER GUIDE FOR SECTION COORDINATORS ("YÖNETİCİ") TO USE "COPY TO ALL" FEATURE©

For Questions: syllabus@metu.edu.tr

As a section coordinator ("yönetici"), you can use the "copy to all sections" feature of the program to copy a piece of information to all other sections for the multi-section courses having a shared syllabus. In order to do this, you need to sign in the prepared ODTUSyllabus program via your user-id and password. In order to sign in:
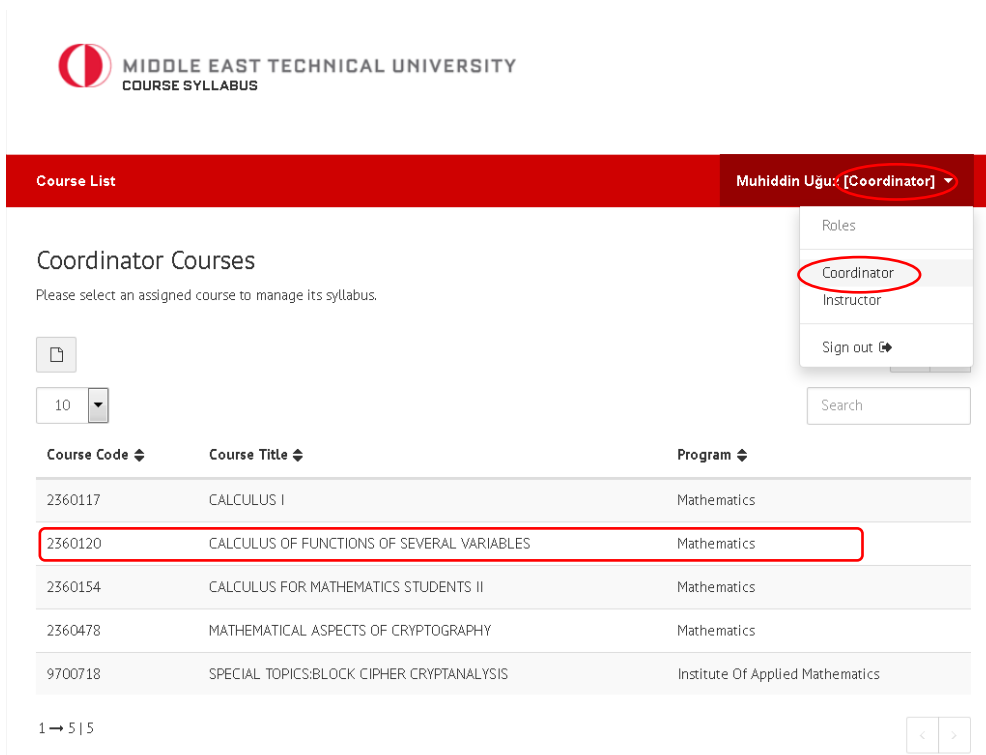
Figure 1

✓ Open any web browser and type
https://odtusyllabus.metu.edu.tr/ into address bar.
✓ As shown in Figure 1, enter your username and password into the upper right-hand corner of the opened window and click on "Sign in".
✓ Select the "coordinator" role (Figure 2).

When you choose the role of coordinator from the dropdown menu as shown in Figure 2, then you will be able to see multi-section courses of which you are "section coordinator" (yönetici). <u>Please note that</u> there is no separate "section coordinator"(yönetici) role in the ODTUSyllabus program. However, when you choose the role "coordinator", you will also be able to see the course(s) of which you are assigned as "section coordinator" (yönetici).

Figure 2

When you click your section-coordinator course (for instance 2360120), so you can view the course syllabus components of the course (see Figure 3).

Figure 3

After entering the necessary information on the related part, you are able to copy your entry to all other sections of that specific course using the "Copy to All Sections" button as shown in Figures 4, 5, and 6.

Figure 4

*Figure 5*

Figure 6

(2360120) CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES

Instructional Methods

In this part, more detailed information is provided on how the classes will be held throughout semester. Instructional methods to be used, teaching-learning activities, and flow of the lessons can be detailed here. Laboratory sessions/studios/group meetings or other activities can be mentioned here as well (see Instructional Methods Handbook).

*Fields marked with * are required.*

Example ❶ | Preview 🔍

Methods *
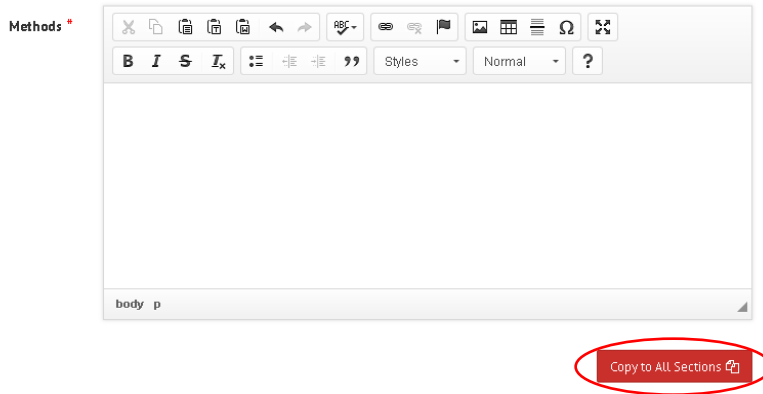
Note: "Copy to All Sections" option is not available for Course Objectives and Course Learning Outcomes, because these components are already copied to all other sections when entered by the course coordinator.