



ORTA DOĞU TEKNİK ÜNİVERSİTESİ  
MIDDLE EAST TECHNICAL UNIVERSITY

# ODTUSYLLABUS PROGRAM USER GUIDE FOR SECTION COORDINATORS (“YÖNETİCİ”) TO USE “COPY TO ALL” FEATURE<sup>©</sup>

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*For Questions: [syllabus@metu.edu.tr](mailto: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:

- ✓ 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).

Figure 1

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). Please note that 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

Course Code	Course Title	Program
2360117	CALCULUS I	Mathematics
2360120	CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES	Mathematics
2360154	CALCULUS FOR MATHEMATICS STUDENTS II	Mathematics
2360478	MATHEMATICAL ASPECTS OF CRYPTOGRAPHY	Mathematics
9700718	SPECIAL TOPICS:BLOCK CIPHER CRYPTANALYSIS	Institute Of Applied Mathematics

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

MIDDLE EAST TECHNICAL UNIVERSITY  
COURSE SYLLABUS

Course List Muhiddin Uguz [Coordinator] ▾

(2360120) CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES ▾ View History ↻

*Red marked syllabus components need editing.*

**Course Information** [Edit ↗]

**Course Code** 2360120  
**Course Title** CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES  
**Course Credit** 5  
**Course ECTS** 7

**Course Catalog Description**  
 Sequences and infinite series. Power series. Taylor series. Vectors and analytic geometry in 3-space. Functions of several variables: Limits, continuity, partial derivatives. Chain rule. Directional derivatives. Tangent planes and linear approximations. Extreme values. Lagrange multipliers. Double integrals. Double integrals in polar coordinates. General change of variables in double integrals. Surface parametrization and surface area in double integrals. Triple integrals in Cartesian, cylindrical and spherical coordinates. Parametrization of space curves. Line Integrals: Path independence. Green's theorem in the plane.

**Prerequisites**  
 Students must complete one of the following sets to take this course.

Set	Prerequisites
1	2360119
2	3570119

- Course Information
- Course Assistants
- Course Objectives
- Course Learning Outcomes
- Instructional Methods
- Tentative Weekly Outline
- Course Textbook(s)
- Course Material(s) and Reading(s)
- Supplementary Readings / Resources / E-Resources
- Assessment of Student Learning
- Course Grading
- Course Policies
- Information for Students with Disabilities
- Academic Honesty

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

(2360120) CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES ▾

**Course Information**

Syllabus should give, first of all, essential information about a course: course code/number, title, section, credit, ECTS, course catalog description, prerequisites (if any), co-requisites (if any), scheduled time (meeting days and hours), and location. If the course has a laboratory, you should include the information about days, hours and location of laboratory activities need to be included. Moreover, having management system and open classroom: information of the course, if any, can be added to this page.

Preview ↻

**Course Code** 2360120  
**Course Title** CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES  
**Course Credit** 5  
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**Course Catalog Description**  
 Sequences and infinite series. Power series. Taylor series. Vectors and analytic geometry in 3-space. Functions of several variables: limits, continuity, partial derivatives. Chain rule. Directional derivatives. Tangent planes and linear approximations. Extreme values. Lagrange multipliers. Double integrals. Double integrals in polar coordinates. General change of variables in double integrals. Surface parametrization and surface area in double integrals. Triple integrals in Cartesian, cylindrical and spherical coordinates. Parametrization of space curves. Line Integrals: Path independence. Green's theorem in the plane.

**Prerequisites**  
 Students must complete one of the following sets to take this course.

Set	Prerequisites
1	2360119
2	3570119
3	2360131
4	2360117

**Classroom of Disp./loc.** open

**Corequisites** 125

You can give more than one link for the following fields by separating them with comma.

**Course Website** e.g., http://site1.com, http://site2.com ..

**Learning Management System** e.g., http://site1.com, http://site2.com ..

**Copy to All Sections** ↗

Figure 5

You can give more than one link for the following fields by separating them with comma.

e.g., http://site1.com, http://site2.com ..

e.g., http://site1.com, http://site2.com ..

**Copy to All Sections** ↗

Figure 6

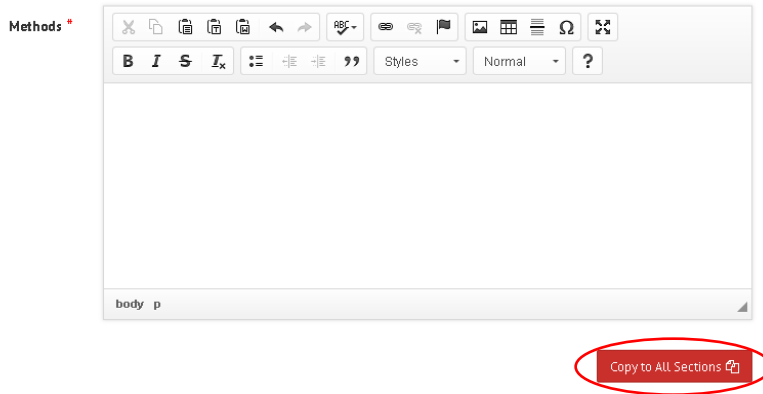
(2360120) CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES

### 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 | Preview



**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.