



KONYA  
TECHNICAL UNIVERSITY  
**DISTANCE EDUCATION**  
**APPLICATION AND RESEARCH CENTRE**  
1970

# **INSTRUCTOR**

**GUIDE TO ADDING ANNOUNCEMENTS TO A COURSE  
AND  
SHARING LIVE CLASS LINK**

# Adding Announcements to a Course

## 01

After logging into the Distance Learning System (LMS), select the course to which you want to add an announcement.

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1970

Ana sayfa Kontrol paneli Kurslarım

### Kurslarım

Kurslara genel bakış

Devam eden Geçmiş Yıldızlı Görünümden çıkarılan

Kurs adına göre sırala Q Ara

2025 yılı eğitimler

Nesneye Dayalı Programlama

DERSİ GÖRÜNTÜLE

Ana Kategori

Yapay Sinir Ağları

DERSİ GÖRÜNTÜLE

KONYA  
TEKNİK ÜNİVERSİTESİ  
UZAKTAN EĞİTİM  
UYGULAMA VE ARAŞTIRMA MERKEZİ  
1970

# Adding Announcements to a Course

02

Activate the “**Edit mode**” button located at the top right of the course page.

The screenshot displays a course page for 'Yapay Sinir Ağları' (Artificial Neural Networks) by 'Öğretim Elemanı Ktun'. The page features a dark blue header with a navigation bar containing a bell icon, a chat icon, a dropdown menu labeled 'ÖK', and a green toggle switch for 'Edit mode'. A red box highlights the 'Edit mode' toggle switch, and a yellow arrow points to it from a red circle with the number '2'. Below the header, there are four statistics cards: '1 Kayıtlı Öğrenciler' (1 Registered Students), '0 Tamamlayan Öğrenciler' (0 Completing Students), '0 Devam Etmekte' (0 Continuing), and '1 Henüz Başlamadı' (1 Has Not Started). The main content area is titled 'Genel' (General) and contains a 'Duyurular' (Announcements) section with a plus sign to add new announcements. At the bottom, there is a '+ Bölüm ekle' (Add Section) button.

# Adding Announcements to a Course

## 03

After activating Edit mode, click the three-dot icon in the “**Announcements**” section on the course page and select “**Edit settings**”.

The screenshot displays the course page in edit mode. The 'Genel' (General) section is visible, containing the 'Duyurular' (Announcements) section. A yellow box highlights the three-dot menu icon (3) and the 'Ayarları düzenle' (Edit settings) option (4) in the dropdown menu. The dropdown menu also includes options like 'Taşı', 'Sağa taşı', 'Gizle', 'Kopyasını oluştur', 'Rolleri ata', 'Grup modu', and 'Sil'. The 'Yeni Bölüm' (New Section) section is also visible below the announcements.

# Adding Announcements to a Course

04

In the “**Edit settings**” window, fill in the “**Forum name**” and “**Description**” fields.

## Ayarları düzenle














Tümünü genişlet

Genel


Forum adı


Açıklama


Düzenle Görüntüle Ekle Biçim Araçlar Tablo Yardım

↶ ↷ B I    H-P           ...

Dersimiz her hafta pazartesi günü ders saati içerisinde çevrimiçi olarak yapılmaktadır.

11 kelime Build with 

Kurs sayfasında açıklama göster 

Forum türü  Duyurular

# Adding Announcements to a Course

05

When you click “**Save and return to course**” at the bottom of the window, you will be able to view your announcement under the “**General**” section of the course page.

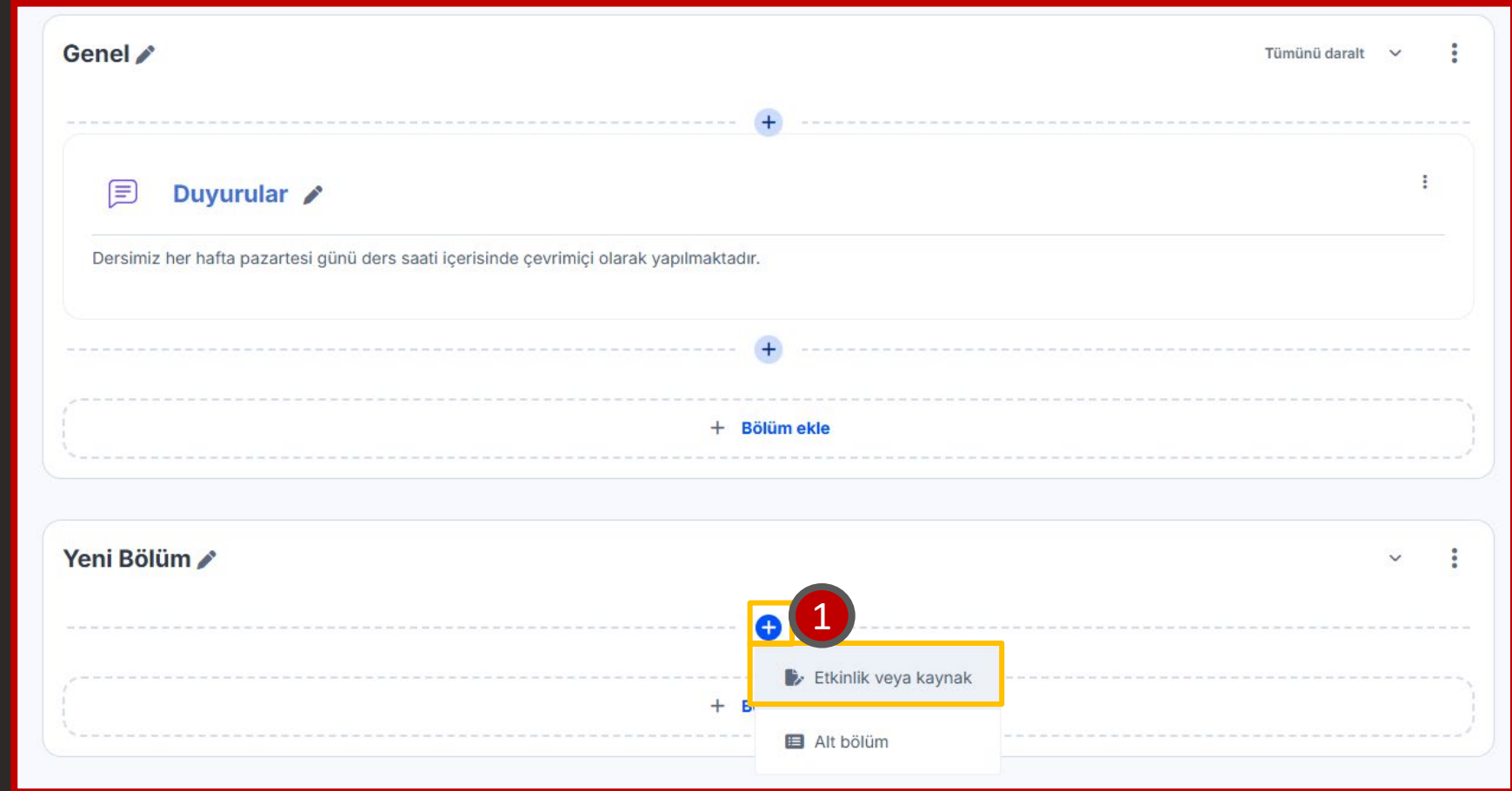
The screenshot displays the course page for 'Yapay Sinir Ağları' (Artificial Neural Networks) under the 'Öğretim Elemanı Ktun' (Instructor Ktun). The page features a navigation menu with 'Kurs', 'Ayarlar', 'Katılımcılar', 'Notlar', and 'Etkinlikler'. The 'General' section is highlighted with a yellow border and contains a 'Duyurular' (Announcements) section with a text area containing the message: 'Dersimiz her hafta pazartesi günü ders saati içerisinde çevrimiçi olarak yapılmaktadır.' (Our course is held online during the lesson time every Monday). A red box highlights the bottom of the page, containing three buttons: 'Kaydet ve derse dön' (Save and return to course), 'Kaydet ve göster' (Save and show), and 'İptal' (Cancel). A red circle with the number '7' is positioned above the 'Kaydet ve derse dön' button. A yellow arrow points from this button to the 'General' section of the course page.

# Sharing a Live Class Link

## 01

While Edit mode is active, click the **plus (+) icon** in the relevant week of the course where you want to add the live class link.

In the window that opens, click the **“Add an activity or resource”** button.

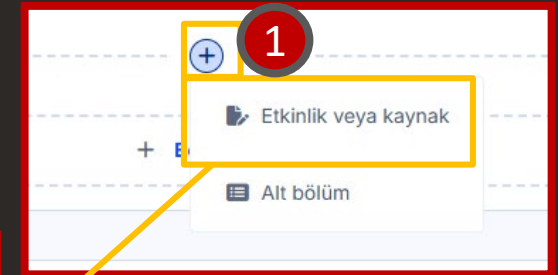
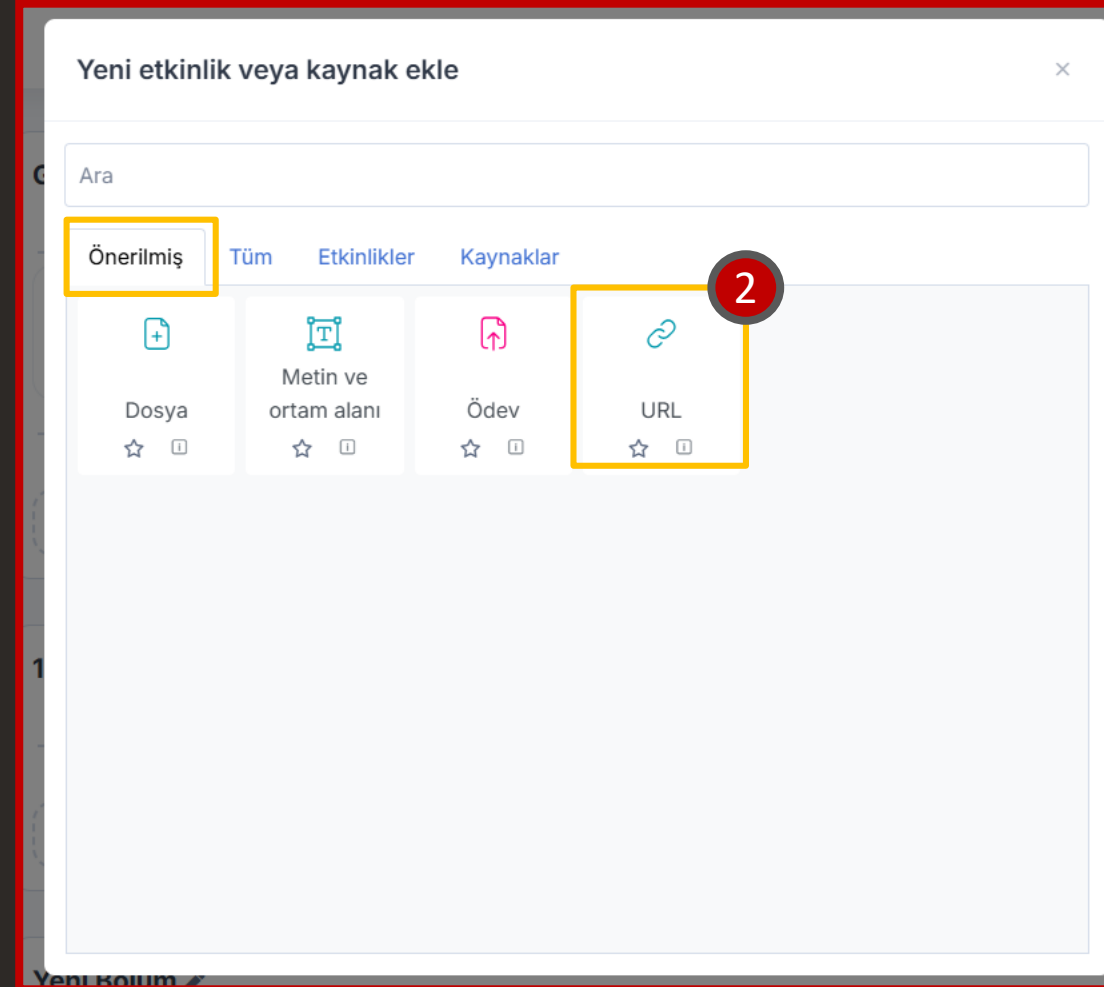


The screenshot displays a course management interface. At the top, the 'Genel' (General) section is visible, with a 'Tümünü daralt' (Collapse all) button. Below this, there is a 'Duyurular' (Announcements) section with a message: 'Dersimiz her hafta pazartesi günü ders saati içerisinde çevrimiçi olarak yapılmaktadır.' A plus sign (+) icon is highlighted in a red circle with the number '1', indicating where to click to add an activity or resource. Below the announcements, there is a 'Yeni Bölüm' (New Section) section with a plus sign (+) icon and a dropdown menu. The dropdown menu is open, showing two options: 'Etkinlik veya kaynak' (Activity or resource) and 'Alt bölüm' (Sub-section). The 'Etkinlik veya kaynak' option is highlighted with a yellow box.

# Sharing a Live Class Link

## 02

To add a live class link to your course, click the “URL” module under the “Recommended” tab in the “Add a new activity or resource” window.



# Sharing a Live Class Link

## 03

In the “**New URL**” window, fill in the “**Name**” field.

For the “**External URL**” field, open the **Microsoft Teams** application.

### Yeni URL

[Tümünü genişlet](#)


Genel ▼


Adı i ?  3

Harici URL i  [Bir bağlantı seçin...](#)

Açıklama

Düzenle Görüntüle Ekle Biçim Araçlar Tablo Yardım



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Kurs sayfasında açıklama göster ?

# Sharing a Live Class Link

04

In the Microsoft Teams application, click “**New meeting**” in the Calendar tab. After filling in the meeting details, click the “**Save**” button.

The screenshot shows the 'Yeni etkinlik' (New meeting) form in Microsoft Teams. The form is titled 'Yeni etkinlik' and has tabs for 'Olay' and 'Planlama Yardımcısı'. The form includes fields for 'Başlık ekleyin' (Add title), 'Katılımcıları davet et' (Invite participants), '10.09.2025' (Date), '16:00 - 16:30' (Time), and 'Oda veya konum ekle' (Add room or location). There are also options for 'Yineleme yap' (Repeat), 'Tüm gün' (All day), and 'Yüz yüze etkinlik' (In-person meeting). A 'Kaydet' (Save) button is visible at the top left. The form is annotated with numbered callouts (4, 5, 6, 7, 8) and instructional text boxes. Callout 4 points to the 'Yeni etkinlik' button in the top right corner. Callout 5 points to the 'Başlık ekleyin' field. Callout 6 points to the 'Katılımcıları davet et' field. Callout 7 points to the time selection field. Callout 8 points to the 'Kaydet' button. The instructional text boxes provide additional guidance: 'Enter the meeting title' (pointing to callout 5), 'At least one participant must be added to the meeting. If no participant is added, the meeting link will not be generated. You may add your own email address as a participant.' (pointing to callout 6), 'Set the meeting start and end time' (pointing to callout 7), and 'To use the same class link every week, select the “Repeat” option' (pointing to callout 7). A warning icon is present next to the participant instruction box.

4 Yeni etkinlik

5 Enter the meeting title

6 At least one participant must be added to the meeting. If no participant is added, the meeting link will not be generated. You may add your own email address as a participant.

7 Set the meeting start and end time

8 Kaydet

To use the same class link every week, select the “Repeat” option

# Sharing a Live Class Link

05

To share the planned meeting link, click on the meeting you created in your calendar and select **“Copy join link”**.

The screenshot displays the Microsoft Teams calendar interface. On the left, a sidebar shows navigation options like 'Sohbet', 'Ekipler', 'Takvim', 'Ödevler', 'Copilot', and 'Uygulamalar'. The main calendar view shows a grid for September 2025. A meeting titled 'Yapay Sinir Ağları Canlı Ders' is scheduled for September 15, 2025. The meeting details panel is open, showing options to 'Katıl' (Join) and 'Sohbet' (Chat). The 'Katılma bağlantısını kopyala' (Copy the meeting link) option is highlighted with a yellow box and a red circle containing the number 10. A red circle containing the number 9 highlights the 'Katıl' button.

! For detailed information about Microsoft Teams, you can review the “Creating a Meeting” and “Sharing a Meeting Link” sections in the “Microsoft Teams Installation and User Guide.”

# Sharing a Live Class Link

06

Paste the meeting link you copied from Microsoft Teams into the “**External URL**” field on the “**New URL**” page in the LMS.

## Yeni URL

Tümünü genişlet





















Genel


Adı i ? Canlı Ders Linki 3

Harici URL i [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NjgwYzQ5M2UtM](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjgwYzQ5M2UtM) 11 [Bir bağlantı seçin...](#)

Açıklama

Düzenle Görüntüle Ekle Biçim Araçlar Tablo Yardım

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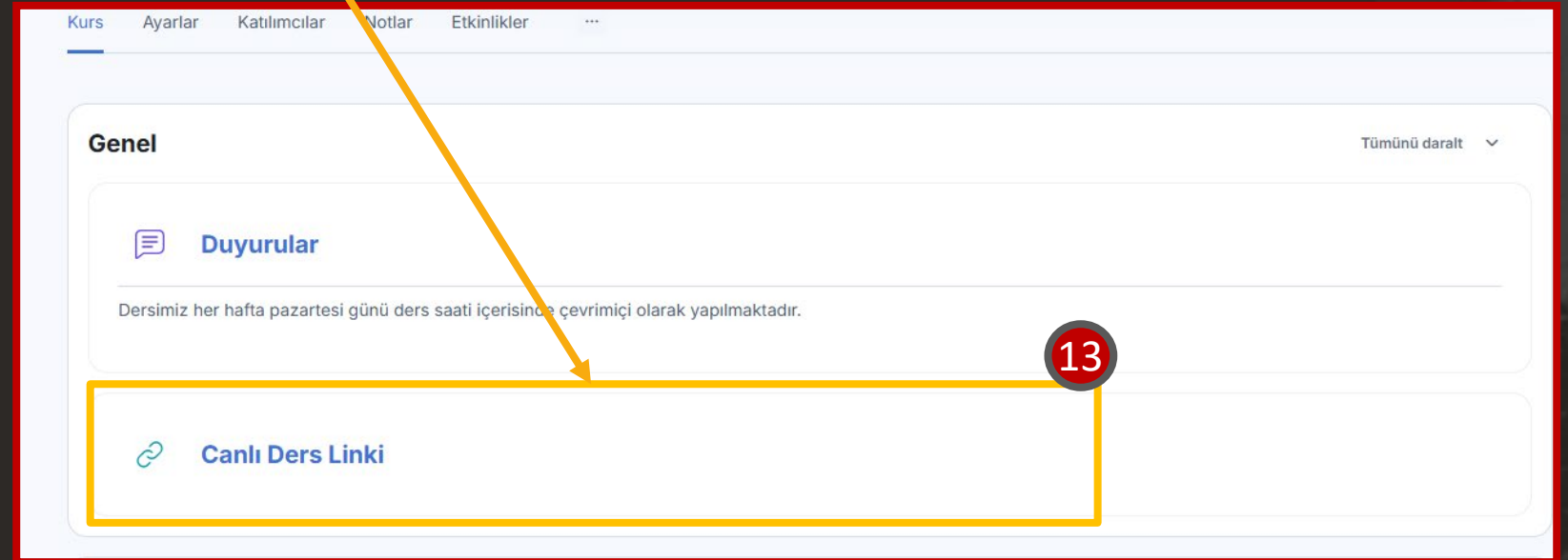
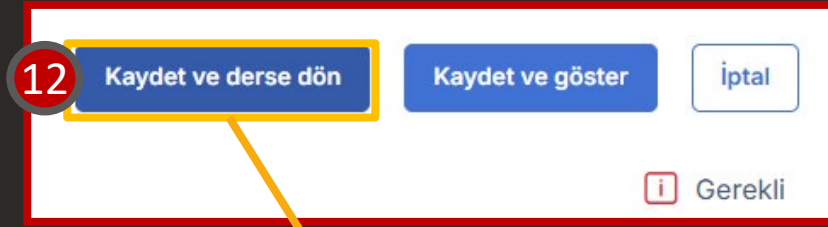
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# Sharing a Live Class Link

07

When you click “**Save and return to course**”, the live class link will be added to the course page.





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