



BANDIRMA UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE ASSESSMENT FILE PREPARATION GUIDE

1. File Cover Page	Prepare a cover page containing the relevant year and semester (such as 25-26 Spring Semester), the course code and name, the instructor giving the course, and a table of contents, and place it on the first page of the file.
2. Course Syllabus (Bologna)	After entering the address ubys.bandirma.edu.tr/AIS/OutcomeBasedLearning/Home/Index?id=6efarSWMY2r6Zfllcnlgkg!xGGx!!xGGx!!&apIdStr=6efarSWMY2r6Zfllcnlgkg!xGGx!!xGGx!!&culture=tr-TR (BANÜ Bologna Education Catalog), select Program's Curriculum -> 2024-2025 curriculum from the top respectively, and click on your course code. On the page that opens, click on the "GET PDF" text located in the upper left corner to get your course syllabus (It is important that the course content is filled out).
3. Grade Distribution of the Course	Log in to the ÜBYS system. Then log into the "Instructor & Advisory Operations" section under the "Instructor System" heading in the menu on the left. After entering the "My Courses" section on the page that opens, filter your courses by making the necessary year and semester selections. After clicking on the "Operations" part of the relevant course, click on the "Go to Grade Entry Screen" tab in the menu that opens. From the "Get Course Assessment Report" tab on the page that opens, download the grade distribution of the course in any format.
4. Course Statistics	Log in to the ÜBYS system. Then log into the "Instructor & Advisory Operations" section under the "Instructor System" heading in the menu on the left. After entering the "My Courses" section on the page that opens, filter your courses by making the necessary year and semester selections. After clicking on the "Operations" part of the relevant course, click on the "Go to Grade Entry Screen" tab in the menu that opens. Download the course statistics by clicking on the "Assessments" tab on the page that opens.
5. Instructor-Exam Assessment Report (3 Copies) (Midterm-Final-Makeup)	The instructor must fill out an exam report for the midterm, final, and makeup exams in the provided Exam Assessment Report format. If there is a short exam (quiz) or assignment given and evaluated during the semester, its report must also be prepared.
6. Exam Answer Key (3 Copies) Midterm - Final - Makeup	An answer key must be created on the question paper and the grading system must be shown.
7. Student Exam Papers	For each exam, 3 student exam papers (low, medium, and high) must be added to the file after personal data such as number and name are concealed . For example, 3 exam papers for the midterm (low, medium, and high); 3 exam papers for the final (low, medium, and high). If an assignment was given or a quiz was held during the semester, 3 students who received low, medium, and high scores should be added to the file after their personal data is concealed . If the assignment has many pages, adding the first 5 pages including the cover is sufficient.
8. Course Attendance List	Optionally, if there is an attendance list taken from the system or kept as a single page, it can be added to the file.
9. Instructor Summary	A summary including the instructor's evaluation of the relevant course should be included at the end of the report. For example, if there is a determination regarding the reason for a situation such as CLOs (Course Learning Outcomes) being unsuccessful, the instructor giving the course should mention it here. The instructor's future goals for the course or situations regarding the course that they state "it would be good if..." can also be included here.