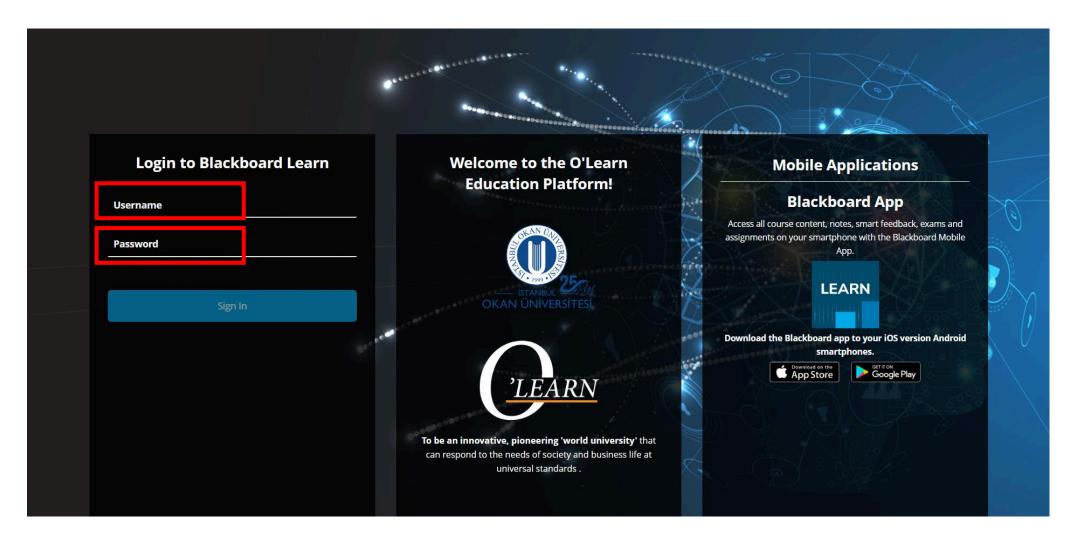




ISTANBUL OKAN UNIVERSITY AI USER GUIDE FOR INSTRUCTORS – ULTRA COURSE VIEW

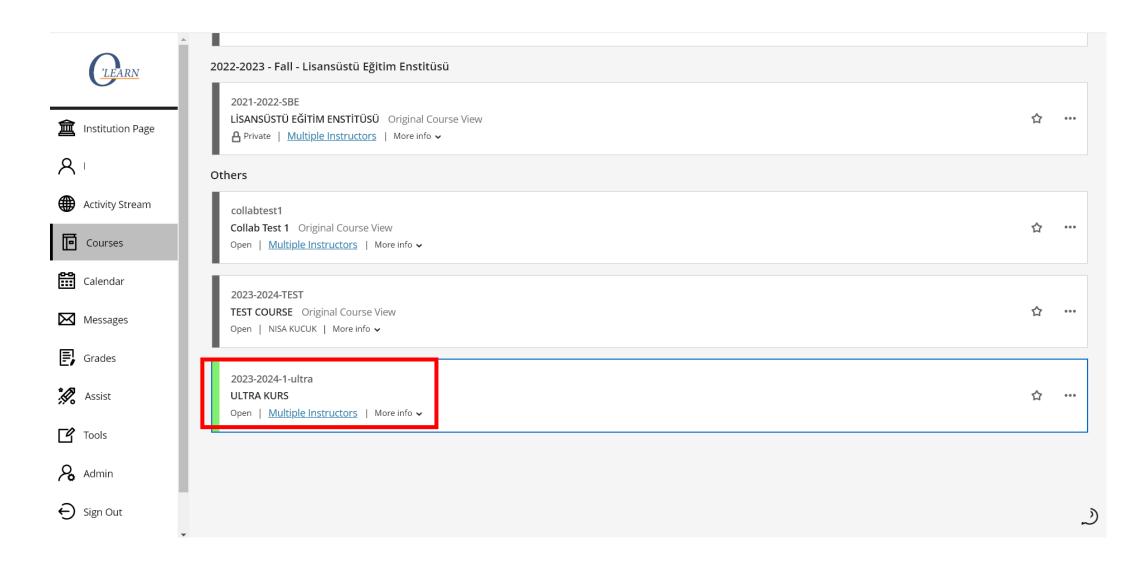
How Can I Create Al-Supported Content?



Log in using the Chrome, Microsoft Edge browser.

Access the platform at https://olearn.okan.edu.tr/

Log in to the O'Learn platform with your OIS (Student Information System) username and password.



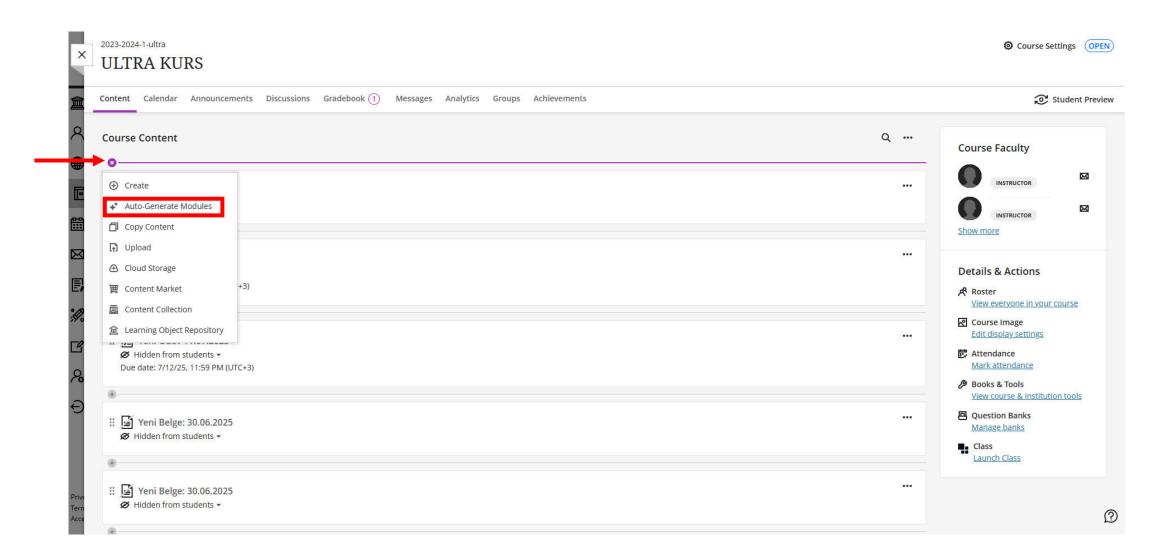
Log in to the course from the courses link.



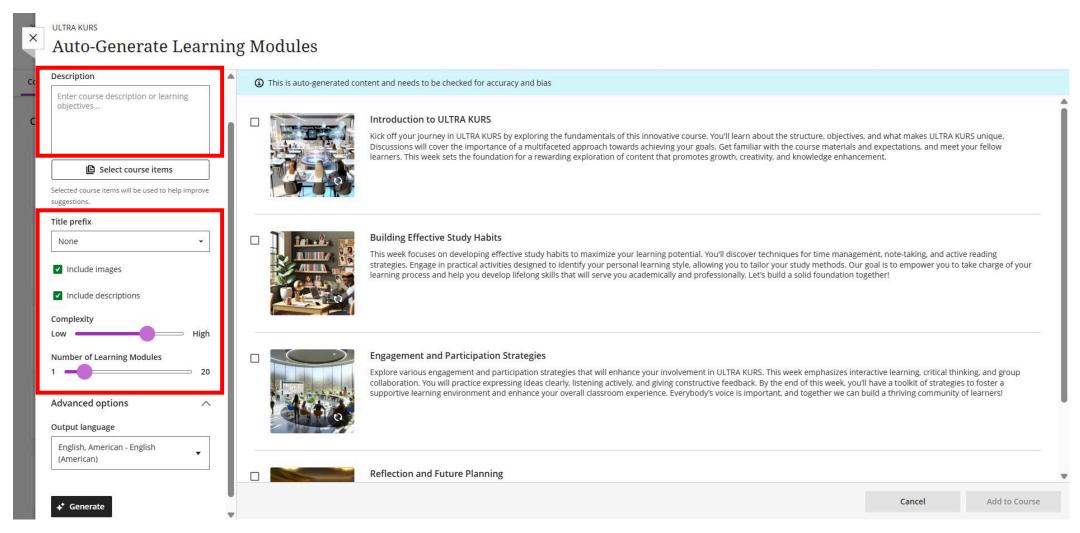


ISTANBUL OKAN UNIVERSITY AI USER GUIDE FOR INSTRUCTORS – ULTRA COURSE VIEW

How Can I Automatically Generate Modules?



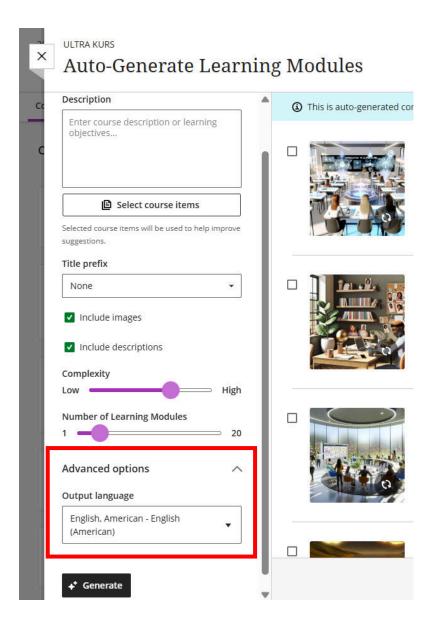
Click the Auto-Generate Modules option in the marked area.



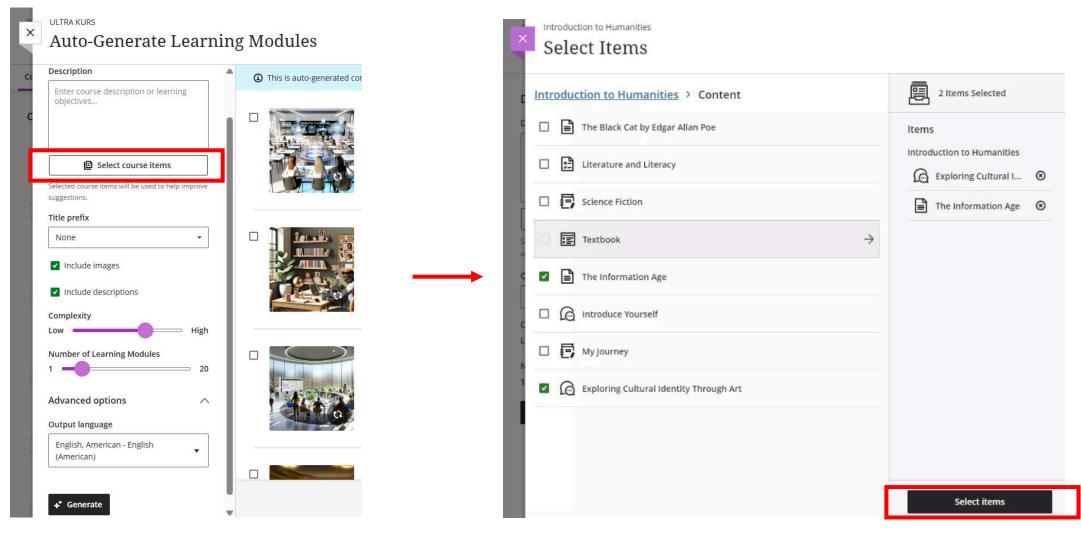
Write a Module Description: You can narrow the focus of the module by entering a description of up to 2,000 characters. From the **Title prefix** option, select structures to be added at the beginning of module titles (e.g., Week 1, Unit A, etc.). **Include Images:** Decide whether to include AI-generated images.

Complexity Level: Choose whether the content should be basic or advanced.

Number of Modules: Select the number of modules to be generated.



Output Language: Change the output language under the Advanced Options section.

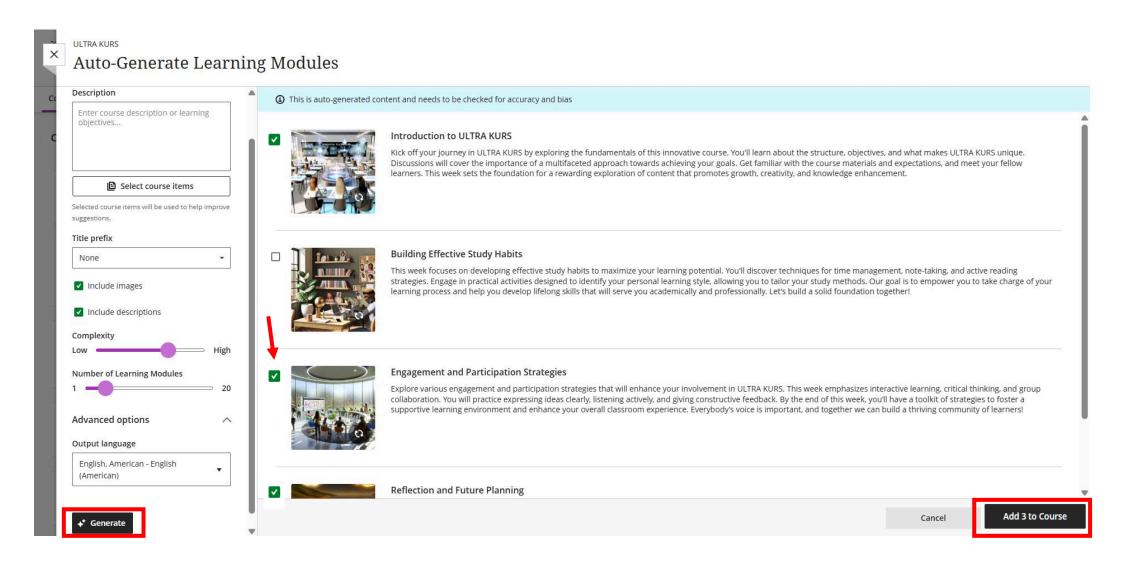


You can optionally select course items to add context to new learning modules.

To start, click **Select Course Items**.

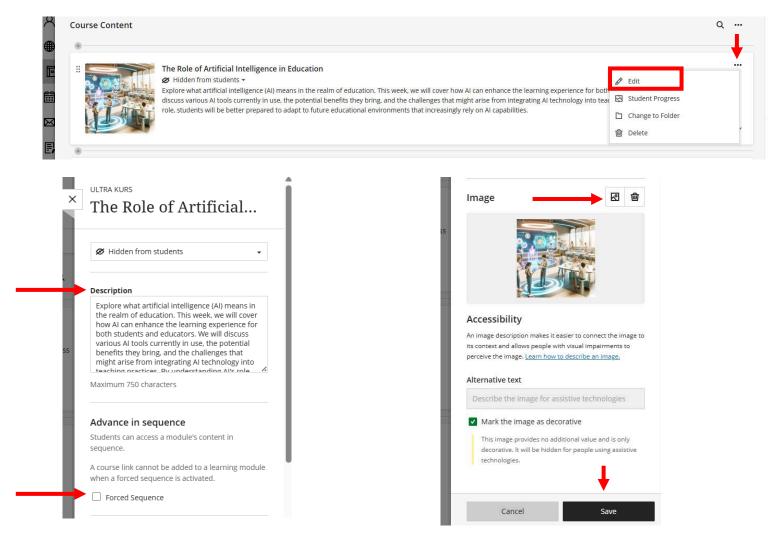
Check the box next to the items you want to include.

When you're done, click **Select Items** to return to the module creation screen.



After completing your settings, select **Generate**.

Then choose the modules you want to add to your course and select **Add to Course**.

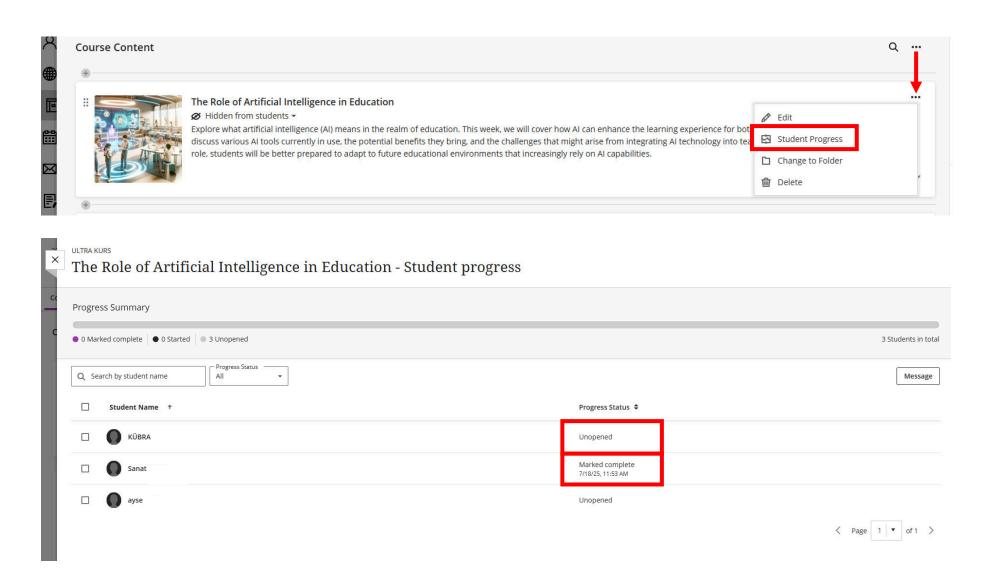


You can add an image to your learning module and make changes to the description section.

On your course content page, click the three dots next to the learning module.

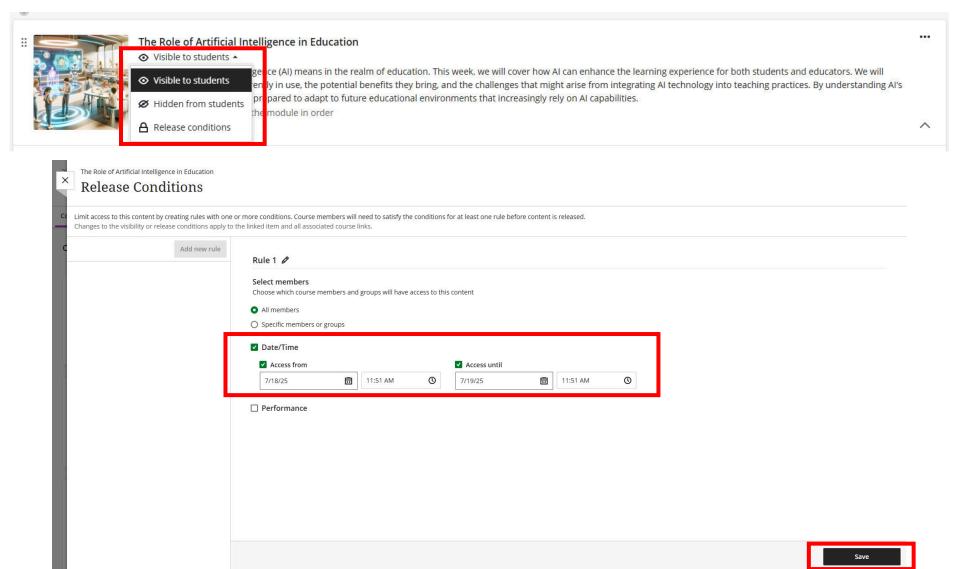
Then select **Edit** to open the learning module editing panel.

When the Forced Sequence option is selected, students are required to access the module content in the specified order; one item cannot be accessed before the previous one is opened. After making the markings, click the **Save** button.



This feature allows you to track when and if students have viewed or completed each item within a learning module.

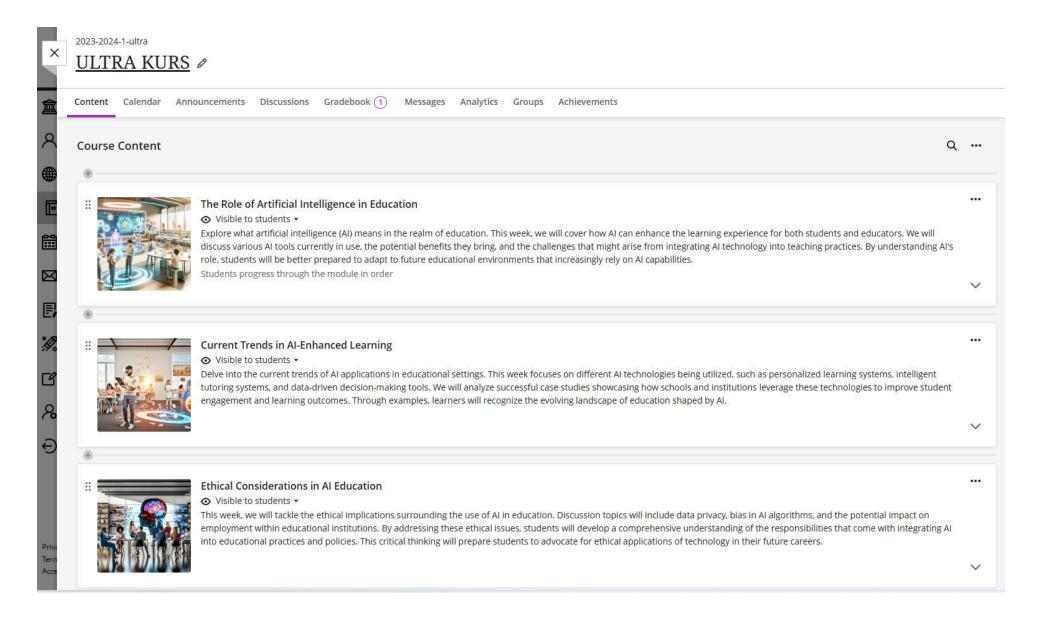
On the course content page, click the three dots next to the module, then select **Student Progress** to view detailed progress for each student.



To make the module visible to students, you need to enable the **Visible to students** option.

It is recommended that you do not make the module visible to students until all content is complete and reviewed.

If you want the content to be visible to students only based on a specific date, performance condition, or group membership, adjust the **Release Conditions** settings. Click the **Save** button.



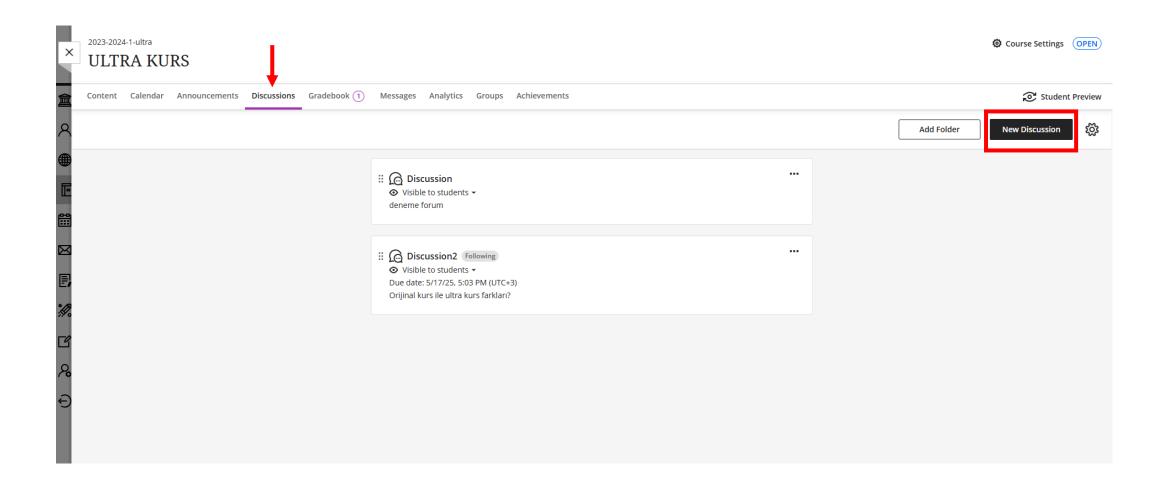
You can view the generated content in the content area.



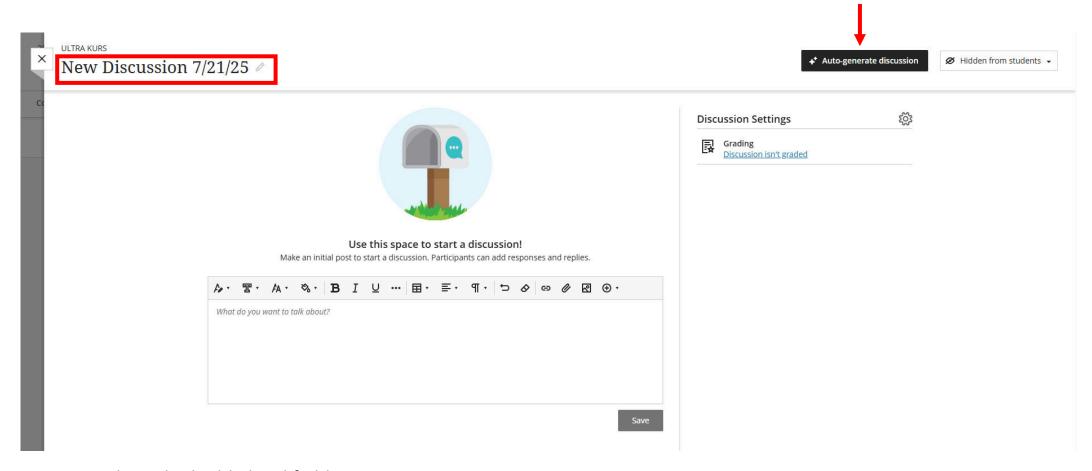


ISTANBUL OKAN UNIVERSITY AI USER GUIDE FOR INSTRUCTORS – ULTRA COURSE VIEW

How to Generate a Discussion Board?

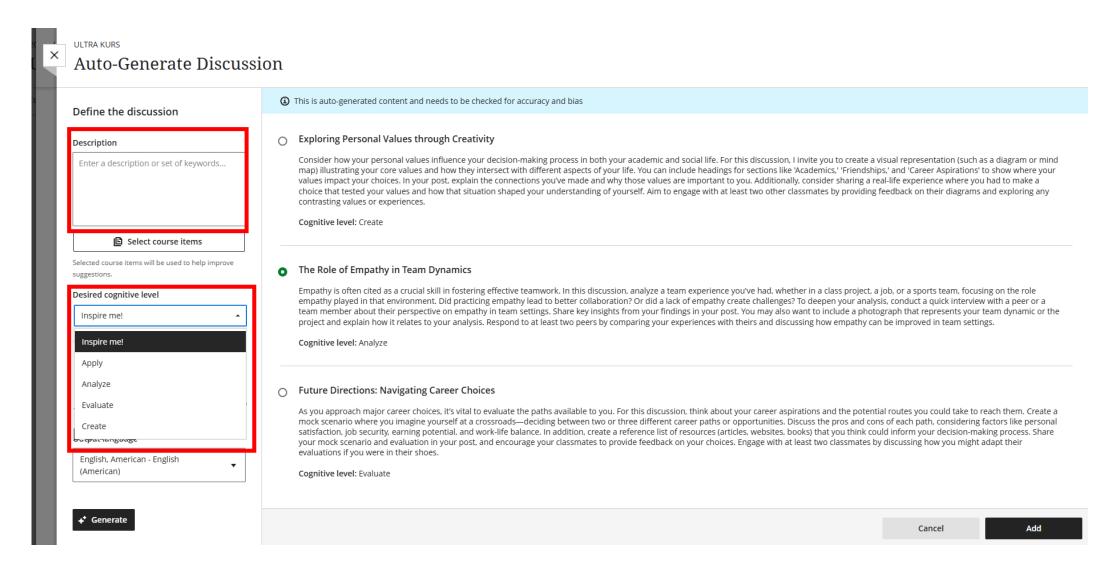


Click on **Discussions**. Then click on **New Discussion**.



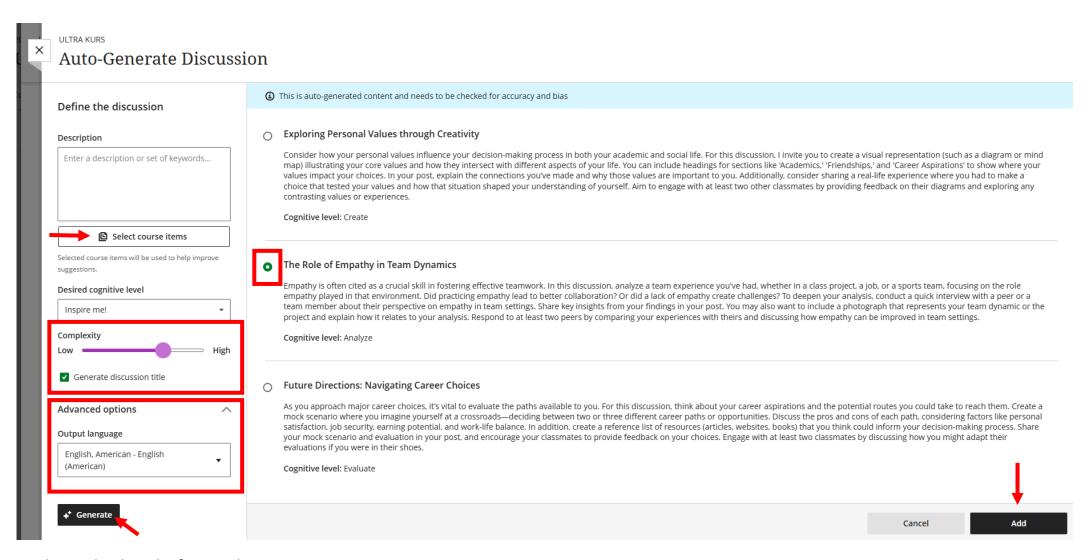
Enter a title in the highlighted field.

By clicking the **Auto-generate discussion** button located in the upper right corner, you can create an Al-powered automatic discussion suggestion.



Write a description of up to 2,000 characters to define the scope of the discussion.

Select the level of understanding based on **Bloom's Taxonomy: Apply, Analyze, Evaluate, Create,** or use the **Inspire me!** option for a mix of levels. You can use the 'Inspire Me' option for automatic assignment at different levels.

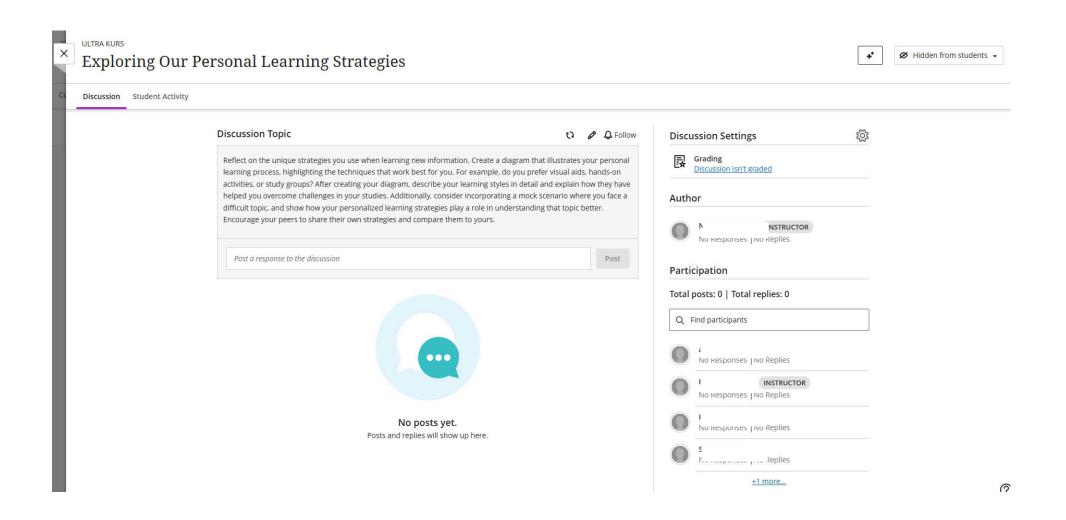


Adjust the level of complexity.

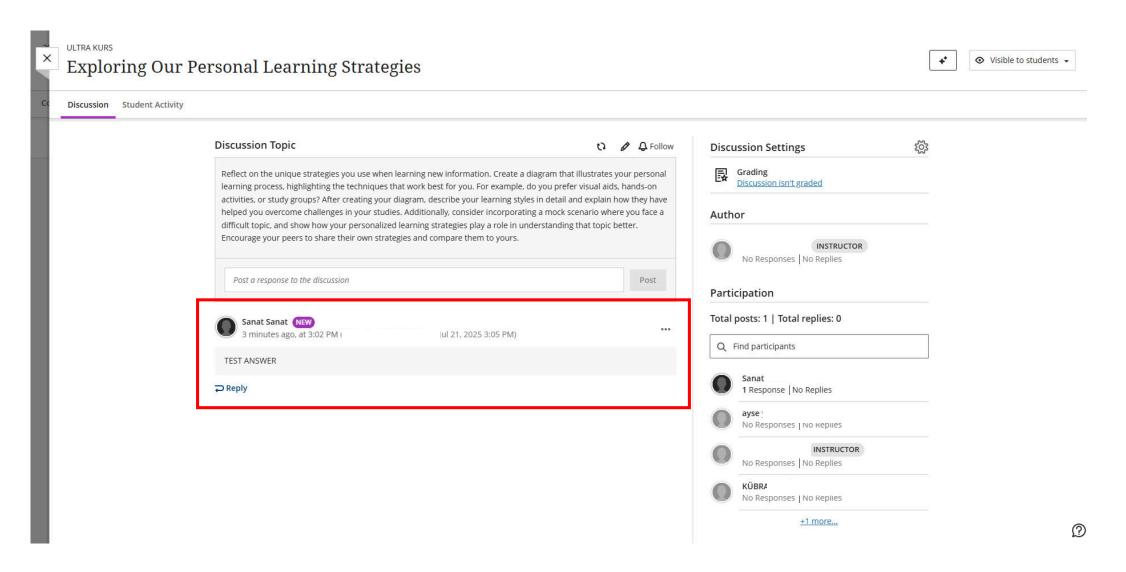
Decide whether you want to include a title for the discussion.

If desired, select course items to provide additional context. Once all settings are complete, click the **Generate** button.

Review the discussions and click Add to include the ones you want.



You can view the generated discussion topic.



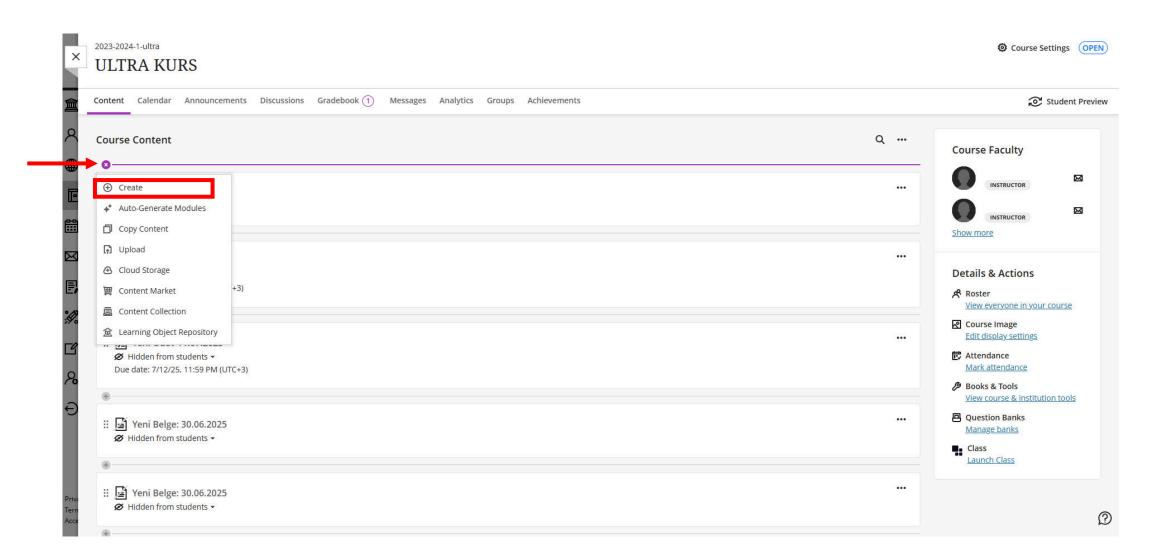
You can view students answers.



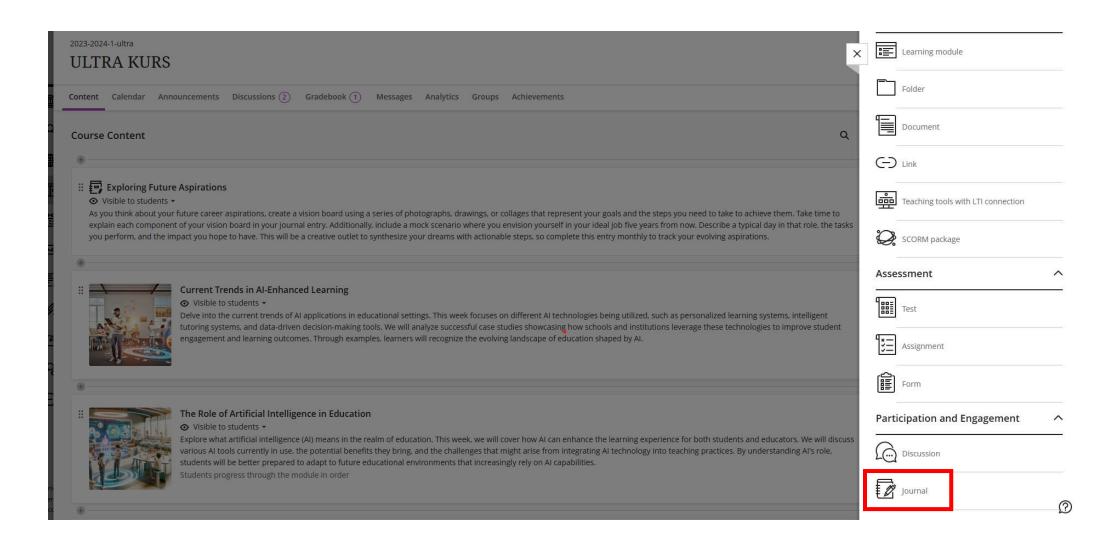


ISTANBUL OKAN UNIVERSITY AI USER GUIDE FOR INSTRUCTORS – ULTRA COURSE VIEW

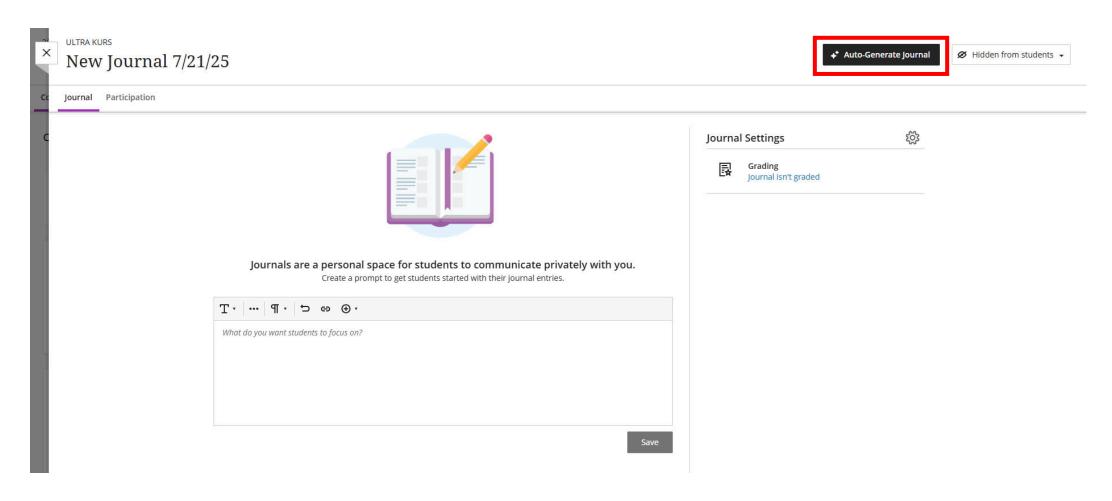
How to Generate Journals?



Click the **Create** option.

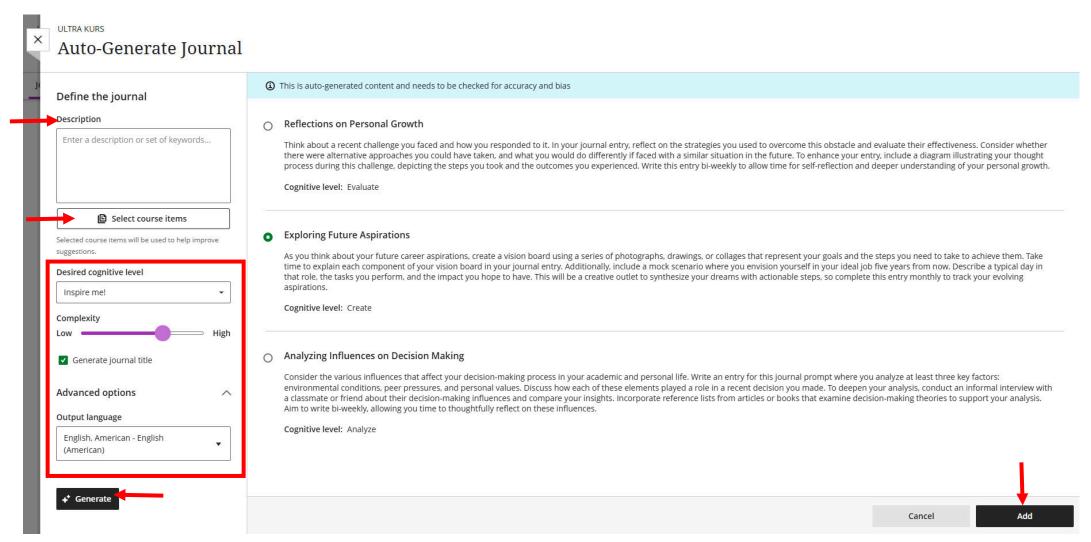


In the window that opens, click the **Journal** option.

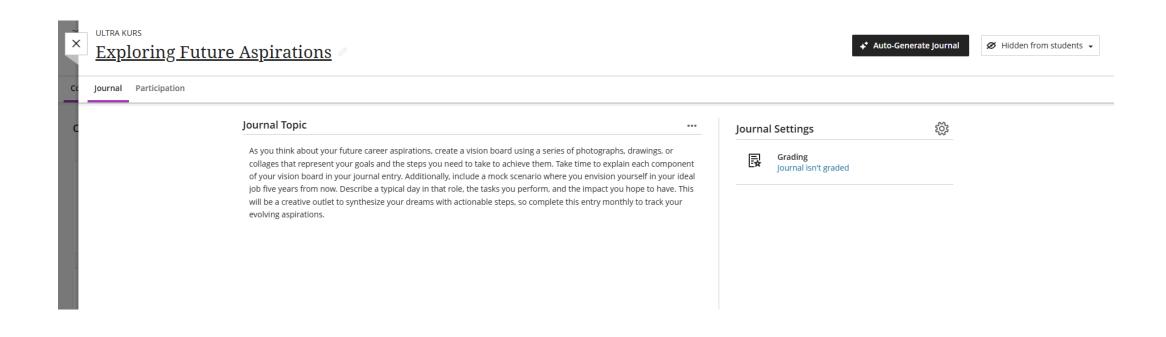


At the top of the page, an automatically generated journal title appears as **New Journal 7/21/25**. You can edit this title by clicking the pencil icon.

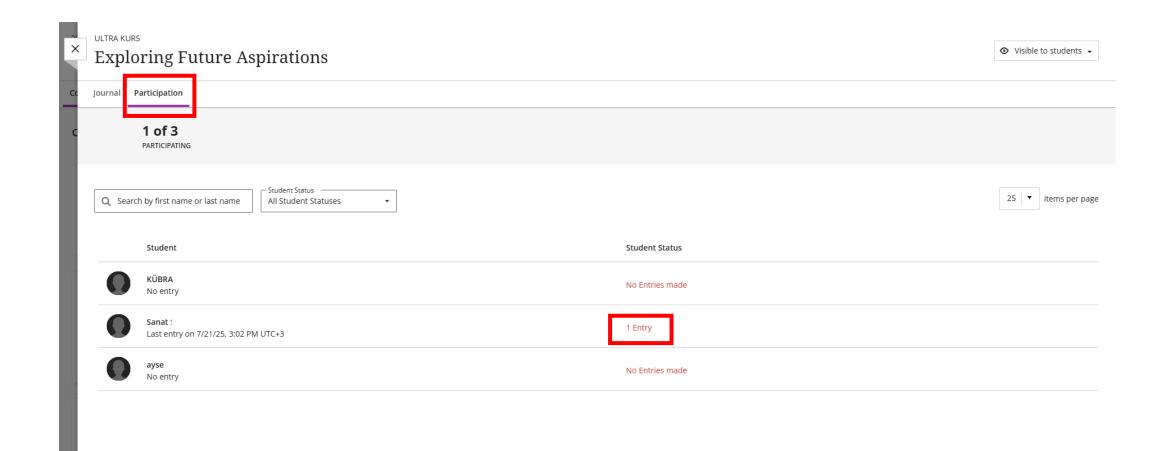
By clicking the **Auto-generate journal** button located in the upper right corner, you can create an Al-powered automatic journal suggestion.



- Write a description of up to 2,000 characters to define the scope of the journal.
- Select the level of understanding based on **Bloom's Taxonomy**: **Apply, Analyze, Evaluate, or Create, or use the Inspire me!** option for a mix of levels. You can use the 'Inspire Me' option for automatic assignment at different levels.
- Adjust the level of complexity.
- Decide whether you want to include a title for the journal.
- If desired, select course items to provide additional context.
- Once all settings are complete, click the **Generate** button.
- Review the journals and click **Add** to include the ones you want.



You can view the generated journal entry.



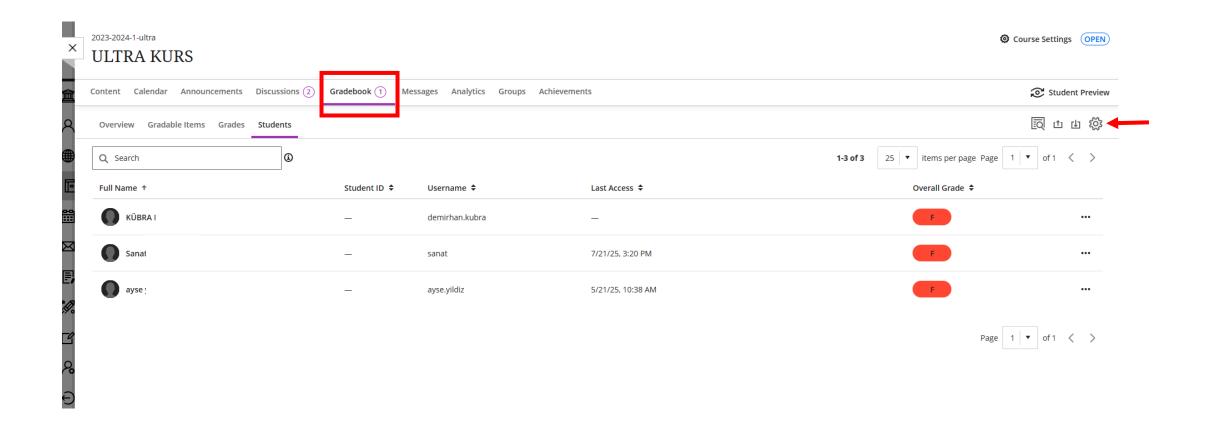
You can view students' responses.



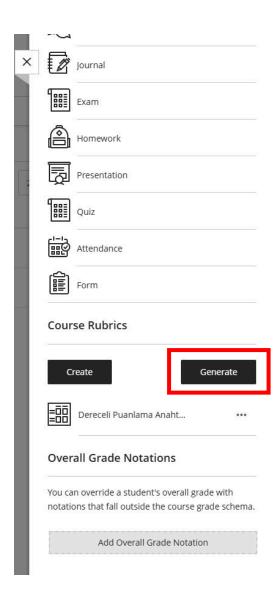


ISTANBUL OKAN UNIVERSITY AI USER GUIDE FOR INSTRUCTORS – ULTRA COURSE VIEW

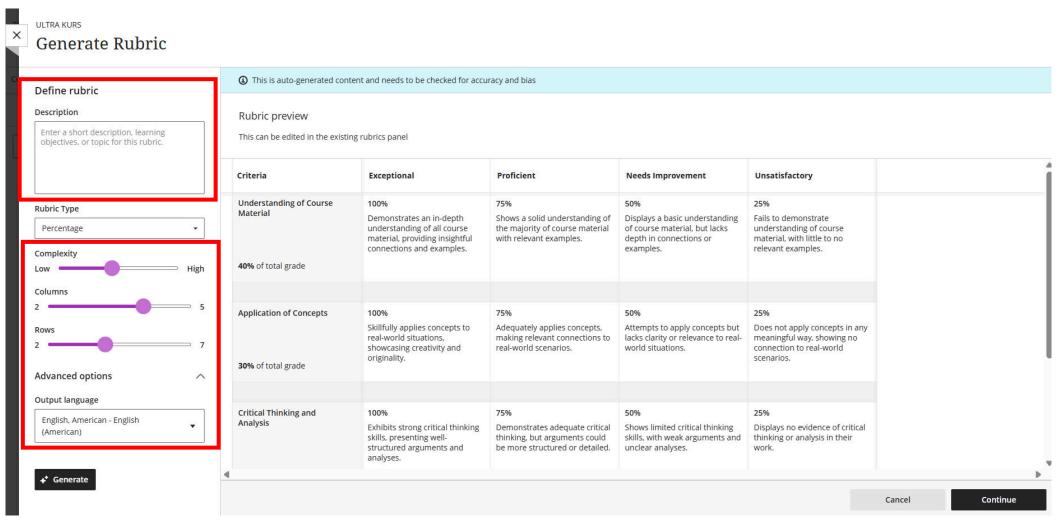
How Can I Generate a Rubric? (Grade Center)



Log in to the **Gradebook** area with in the course. Click on **the settings icon** in the top right.



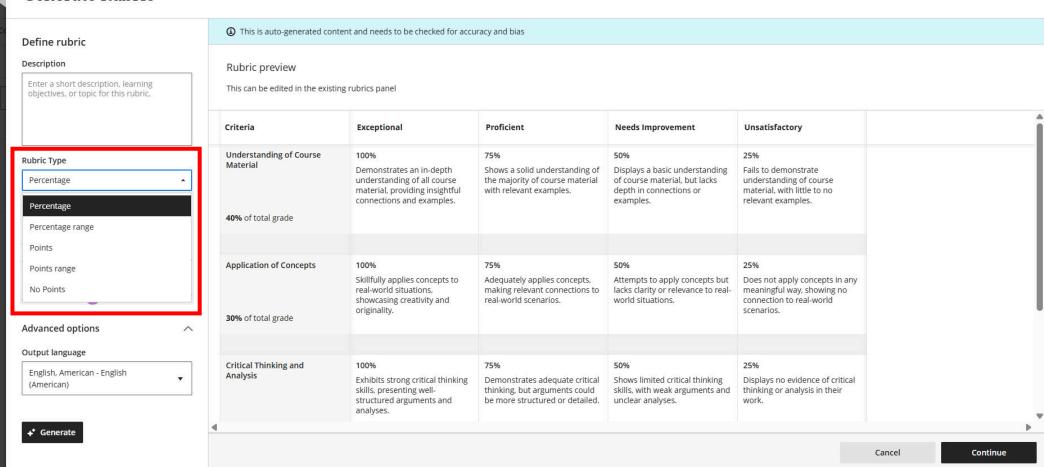
On the page that opens, click the **Generate** button at the bottom right.



Enter a brief description, learning objective, or purpose for this rubric.

- Complexity: Set whether rubric descriptions will be simple or detailed.
- •Columns: Choose how many performance levels will be used (between 2 and 5).
- •Rows: Decide how many evaluation criteria will be included (between 2 and 7).
- •Output Language: Select the language in which the rubric will be generated.





Rubric Type: Select the scoring method from the dropdown menu.

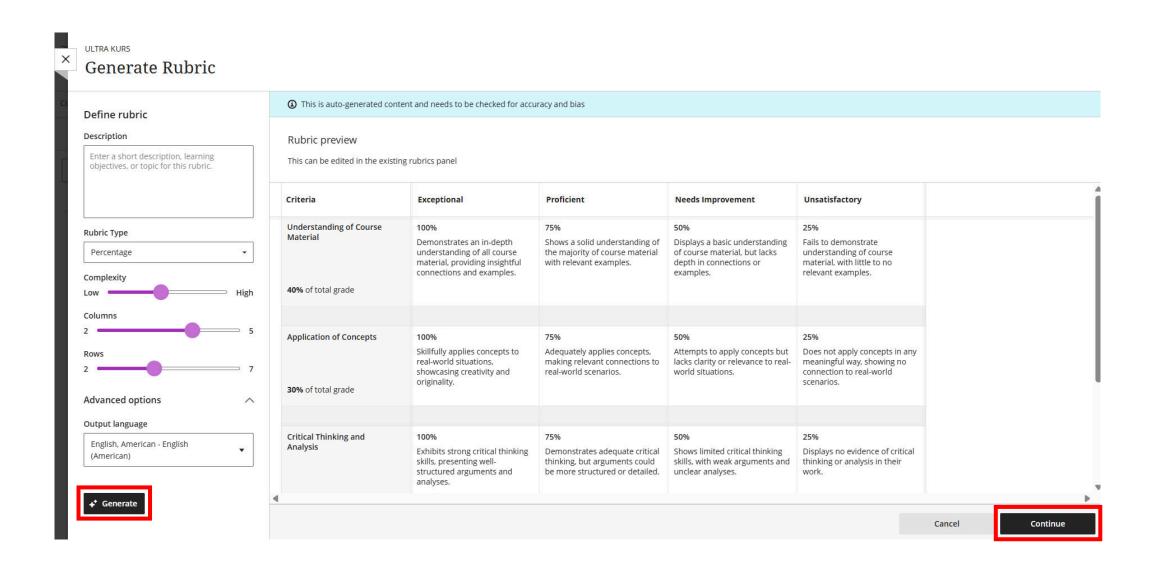
Percentage: Assign percentage weights to each criterion.

Percentage Range: Use flexible percentage score ranges.

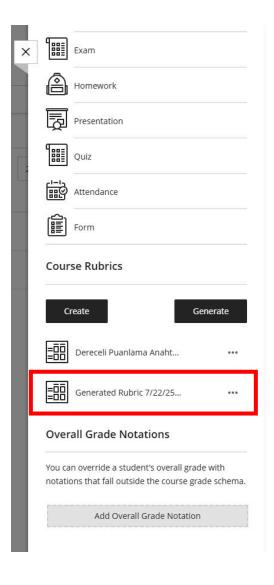
Points: Use fixed point values for each level.

Points Range: Score based on point intervals.

No Points: Provide qualitative feedback only, without scores.



Click the **Generate** button and then the **Continue** button.



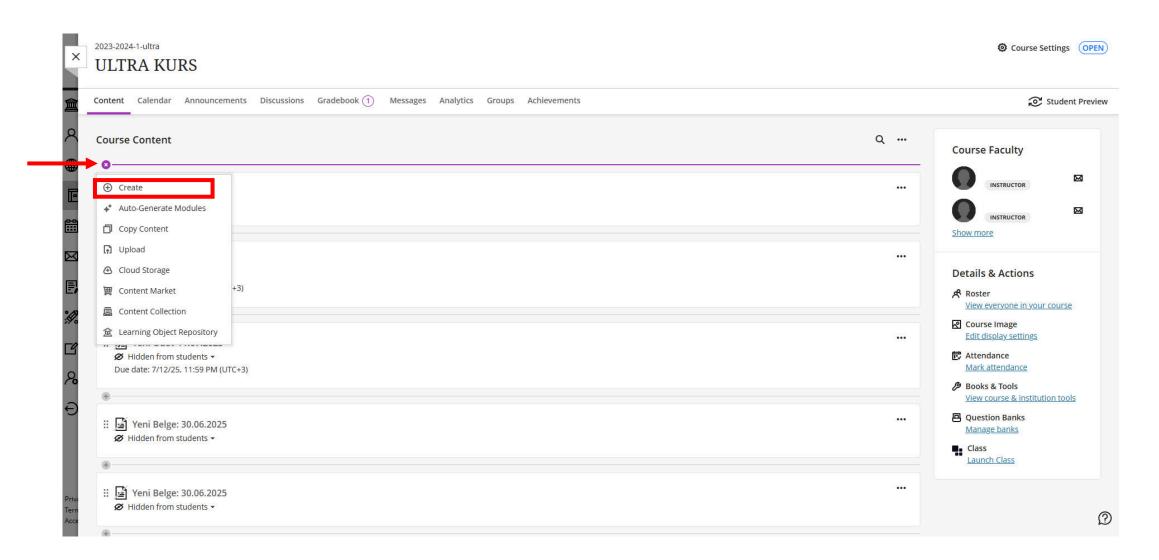
You can view the rubric you created.



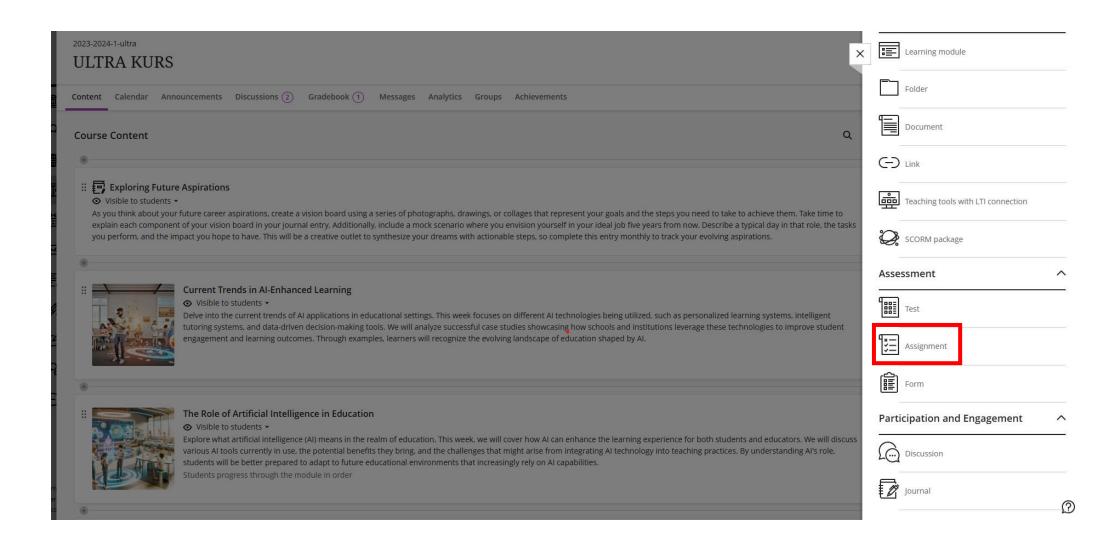


ISTANBUL OKAN UNIVERSITY AI USER GUIDE FOR INSTRUCTORS – ULTRA COURSE VIEW

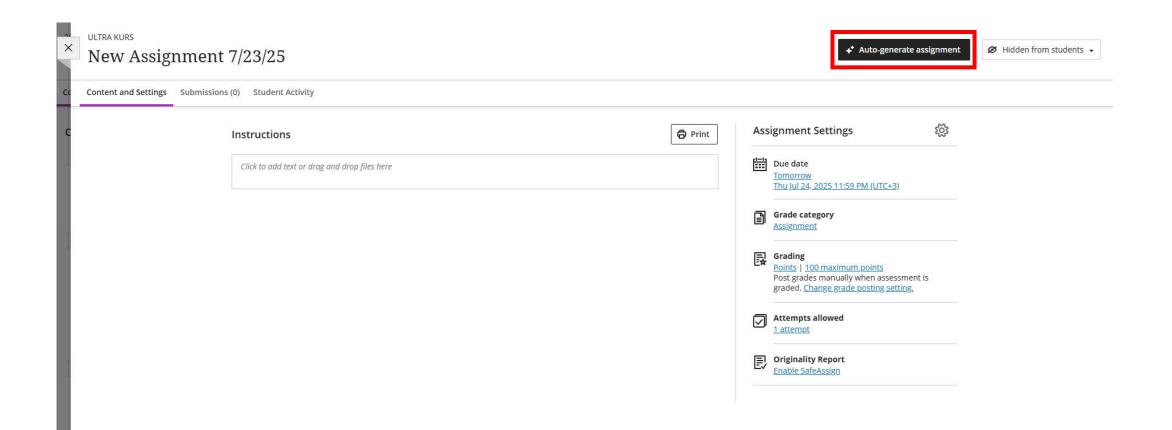
How Can I Generate an Assignment?



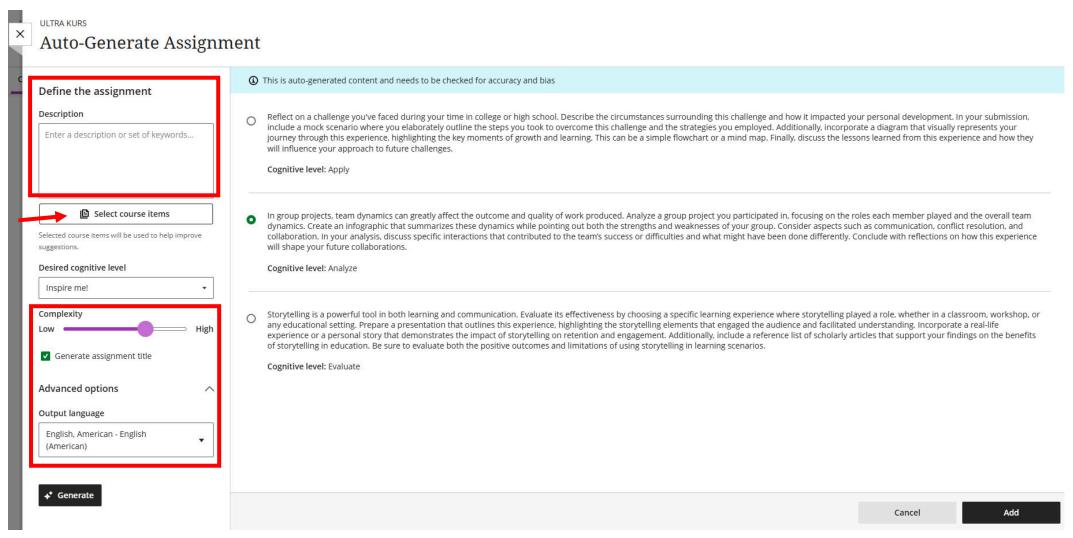
Click the **Create** option.



In the window that opens, click the **Assignment** option.



Click Auto-generate Assignment.

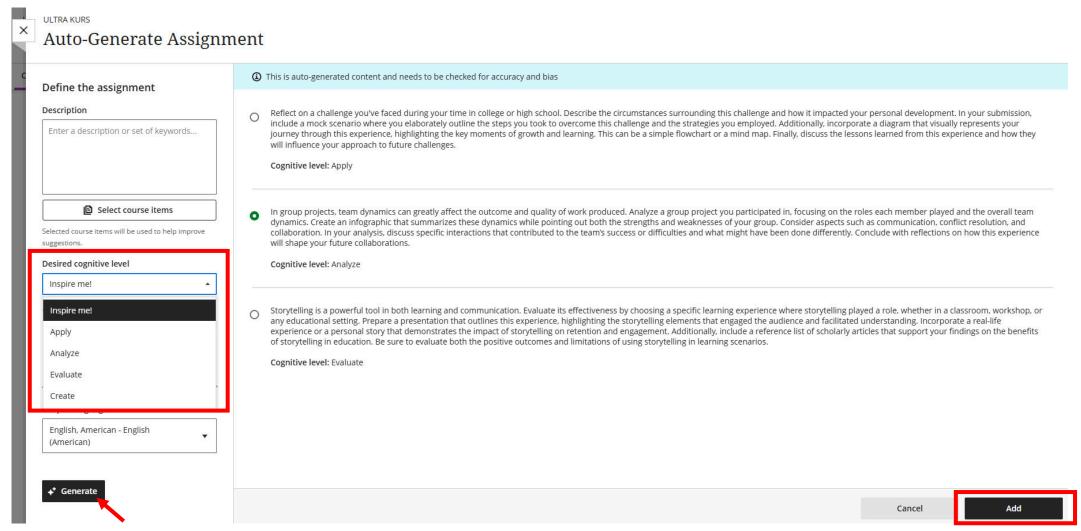


Enter a **description** to clarify the topic of the questions (maximum 2000 characters).

If desired, select course items to provide additional context.

Adjust the **complexity** level. Specify whether to add **titles** for questions.

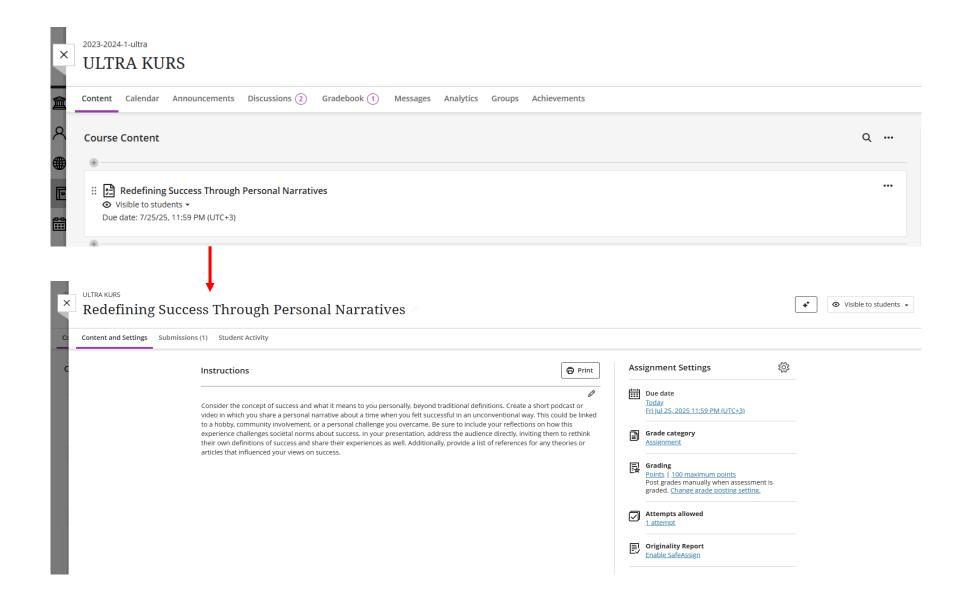
Click the arrow next to **Output Language** to change the language of the output.



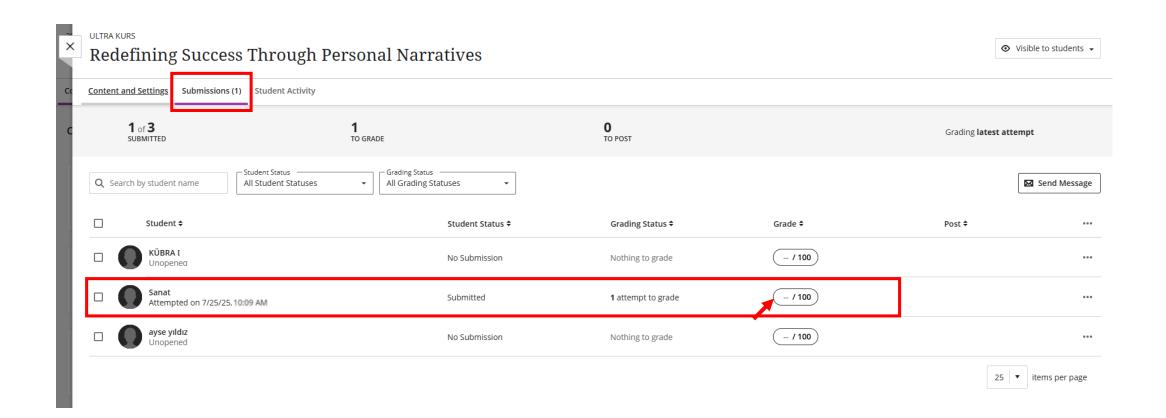
In the **Desired cognitive level** field, the desired cognitive level is selected based on **Bloom's Taxonomy (e.g., Apply, Analyze, Evaluate, Create).**

Then, by clicking the **Generate** button, Al-generated assignment suggestions are created.

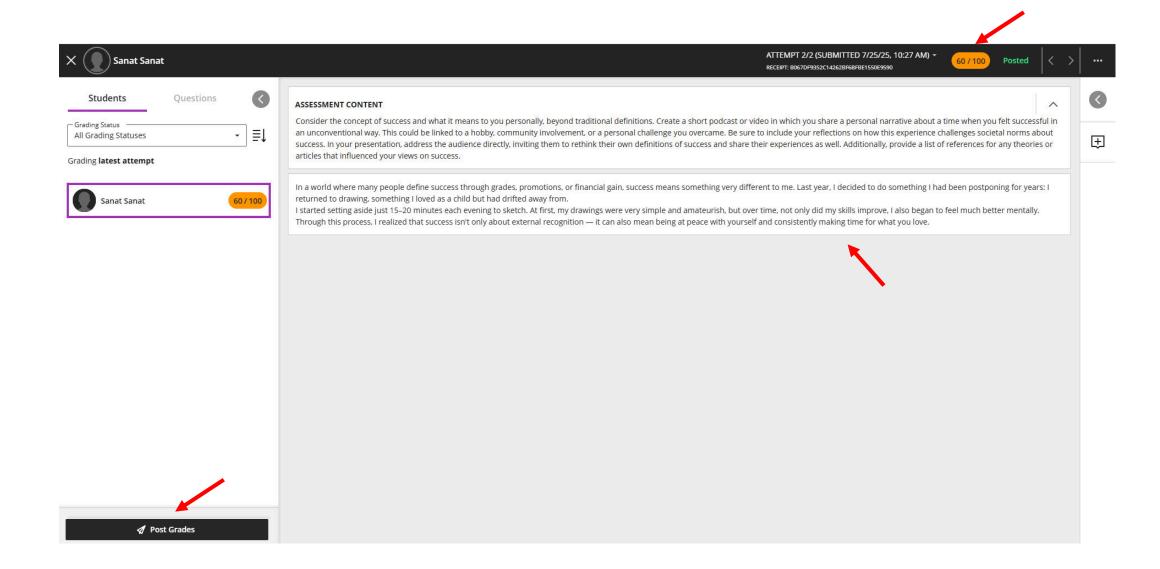
The desired option is selected and added to the course by clicking the **Add** button.



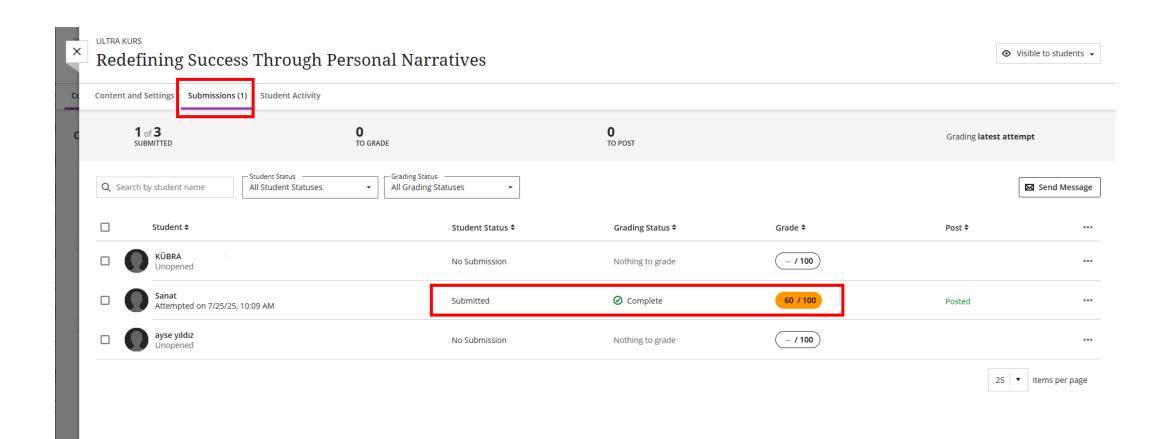
You can view the generated assignment in the content area.



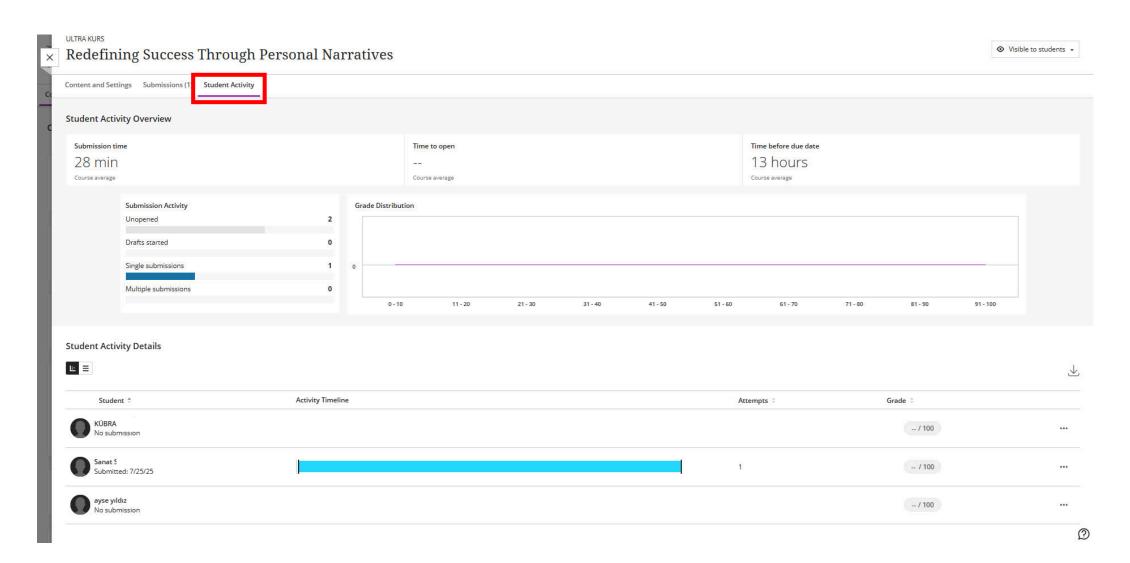
You can view the student's submitted assignment in the **Submission** area.



After viewing the student's response, you can proceed to grade it.



The graded assignment is marked as **Complete**.



You can view student activities as a graph in the **Student Activity** area.





OUR REFERENCES

- Al Design Assistant
- Al Policy Framework
- Trustworthy Al Approach