SERVICES and FACILITIES

Classrooms
Teaching and learning activities of the university members are continuously supported in the specially designed learning spaces by the state of the art technology infrastructure. All the classrooms are equipped with an internet connected PC, projection and sound system. Some of the big lecture rooms have additional devices like white board and touch screens to better visualize and re-use of produced content in the lessons.

File Backup
To minimize hardware/software failure effects and to prevent you from data losses, you can backup your important files to your backup area by using a special software running on your computer. IT specialist during the laptop delivery will understand your backup needs and give you more information.

Information Security
For your safety please be aware of below items;
- Change your password regularly and never share with someone else.
- Be sure that your computer is backed up regularly and restore has been practiced.
- Don’t change your update settings of antivirus, system, backup, etc. If you are using a computer which is not provided by the University, check your update settings.
- Don’t believe any message asking for your personal and sensitive information. Don’t trust suspicious e-mails and don’t do the actions recommended.
- Please be careful when using your account on a strange computer.
- In any suspicious case ask for specialist advise.

University Administrative Systems
You will have access to several administrative web applications which will make your campus life easier.
- Webform: on-line work flow and paperless approval system for university admin processes such as travel and tickets, purchasing, leave forms, etc.
- Student Information System (SIS) is the University’s records and enrollment management system for students.
- Web Admission: on-line grad student application and evaluation system.
- Research Project: keeps university grants and contract projects’ records.
- Alumnı Web: manage alumni relations and keeps up-to-date information.

QUICK GUIDE FOR INSTRUCTORS

INFORMATION TECHNOLOGY
Phone: 9200
E-mail: ithelpdesk@sabanciuniv.edu
Campus Portal > Information Technology > IT HELP DESK
SERVICES and FACILITIES

Campus Portal
http://mysu.sabanciuniv.edu

Campus portal is an up-to-date web site helping daily life of campus people by working as gateway to all university online resources. You can have anytime access to dynamics of the campus community and collaboration environment. Campus announcements, daily events, University directory, unit web sites, links to useful academic and administrative applications are always online through the portal pages. Since it is a comprehensive web site reflecting campus life, it may be a good starting point for the new comers.

SU-Net Account

SU-Net account is your online identity at Sabanci University. Your account will enable you to access to restricted resources which is already made available for your private use. Please provide your credential whenever asked by the university systems and don’t forget to change it regularly. Most importantly, never share your password with anyone else.

E-Mail and Collaboration Tools

With the e-mail address assigned, you will be a part of our campus collaboration and communication environment. GoogleApps infrastructure has been used as a campus-wide collaboration platform with its easy to use web interfaces and rich features. You can easily manage your e-mails, calendars, documents collaboratively through the web applications and do the online video, voice, and text chat. You can easily access your e-mails anytime, anywhere by using any device (PC, laptop, smart phones, tablets).

Access: Campus Portal > Information Technology > Google Apps

Network Access

All campus premises, classrooms, Information Centre, houses, dormitory rooms are equipped with thousands of wired ports and most of the open spaces are covered by wireless access facility. SU-Net with its robust infrastructure and global internet connectivity works on 7x24 basis on every corner of the campus. Your computer provided by the University is already set to work on the network. If you have additional devices like laptop, smartphone, pads, etc. you can also have access to network upon quick registration.

Access: Campus Portal > Information Technology > Network Access

SUCourse

SUCourse is an online collaboration tool supporting university members on their teaching and learning activities. You can do all of your coursework through the specially featured web interfaces.

Using SUCourse, you can:
- Design your course content
- Publish any course related file (Picture, movie, etc.)
- Create your course syllabus
- Add assignments and surveys
- Use turnitin (Plagiarism prevention)
- View class roster
- Provide discussion and forum environment and manage your course content using other facilities.

Access: Campus Portal > SUCourse

Turnitin

Turnitin is a web-based plagiarism detection service which instantly identifies papers containing unoriginal material to support the “Academic Integrity Principles” of the University. You can use the detection service through the SUCourse site.

Remote Access

Most of the University applications and electronic resources have been made available on the authenticated and secure web pages that you may access from anywhere by providing your credential. VPN (Virtual Private Networks) option is also available for the users who need to access more specific applications and/or sensitive information such academic software and administrative applications.

Access: Campus Portal > Information Technology > Remote VPN Access

Hardware/Software

Each user is assigned a laptop computer having up-to-date specifications suitable for the user’s job requirements. Laptop computers are also delivered with a standart set of licenced software (Office, antivirus, backup, etc.) set-up to work on SU-Net. Addition to standart set of software, users have the opportunity to use several other software for teaching, learning, research as well as the administrative purposes.