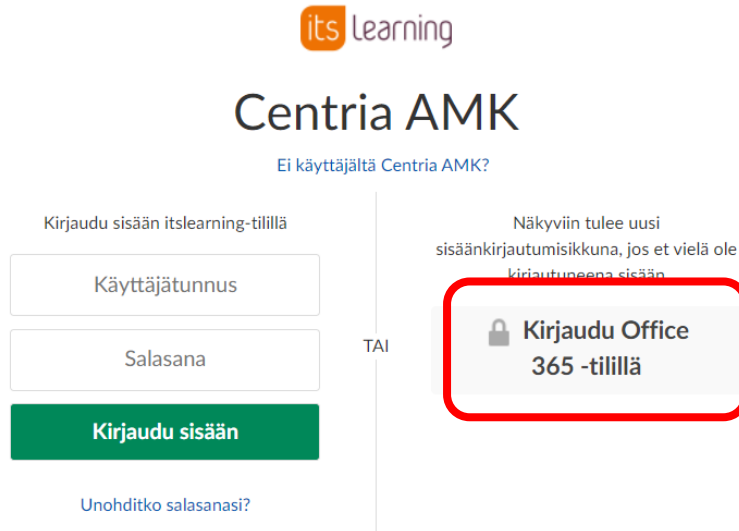


GENERAL STUDENT INSTRUCTIONS FOR ITSLEARNING

The learning environment itslearning is found on <https://centria.itslearning.com/>. You sign in to the learning environment using your Office 365 account, meaning the same user name and password as for Optima or Peppi, for example.



The screenshot shows the login page for Centria AMK. At the top, there is the 'its Learning' logo and the text 'Centria AMK'. Below this, there is a link 'Ei käyttäjältä Centria AMK?'. The page is divided into two sections by a vertical line. On the left, under the heading 'Kirjaudu sisään itslearning-tilillä', there are two input fields: 'Käyttäjätunnus' and 'Salasana', followed by a green 'Kirjaudu sisään' button and a link 'Unohditko salasanasi?'. On the right, under the heading 'Näkyviin tulee uusi sisäänkirjautumisikkuna, jos et vielä ole kirjautuneena sisään', there is a button 'Kirjaudu Office 365 -tilillä' which is highlighted with a red border. The word 'TAI' is centered between the two sections.

Write your user name in the form firstname.lastname@centria.fi and then press Next (Seuraava).

Kirjaudu sisään

laila.opiskelija@centria.fi

Etkö pysty käyttämään tiliäsi?

[Kirjautumisvaihtoehdot](#)

Edellinen

Seuraava



Next, you will be asked for your password. Use the same password as when you sign in to O365, Opima or Peppi. After entering your password, press Sign in (Kirjaudu sisään).



← laila.opiskelija@centria.fi

Anna salasana

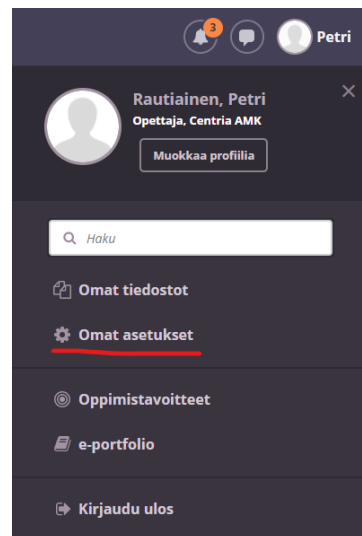
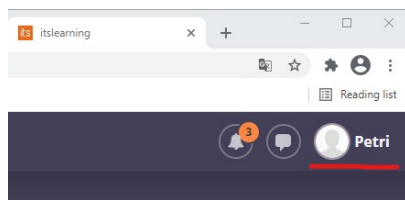
.....|

[Unohdin salasananani](#)

Kirjaudu sisään



You can select the desired language from the settings tab (Omat asetukset). Click your own profile and open your settings menu.



From the settings menu use Customise itslearning (Mukauta itslearningia).

Omat asetukset

Oma tili

- Muokkaa profiilia**
Hallitse omia tietoja vaihtamalla sähköpostiosoitteesi, oma kuvasi, kuvauksesi yhteystietosi ja muita tietoja.
- Mukauta itslearningia**
Muokkaa itslearningiä valitsemalla haluamasi kieli, mallit, tekstinkäsittelijät ja muuta.
- Vaihda salasana**
Vaihda itslearning-salasanasi.
- Hallitse sovelluksia**
Hallitse ulkoisia sovelluksia, jotka kommunikoivat itslearningin kanssa. Näitä sovelluksia ovat esimerkiksi itslearning-mobiilisovellukset.
- Liitetyt tilit**
Hallitse itslearning-tiliisi liitettyjä ulkoisia palveluja.

Select the language (use only Finnish or English). Remember to select the language for both the main language (valitse kieli) and standards and formats (Standardit ja muodot). Confirm your choices by clicking the green save-button.

Mukauta itslearningia

Alue- ja kieliasetukset

Valitse kieli

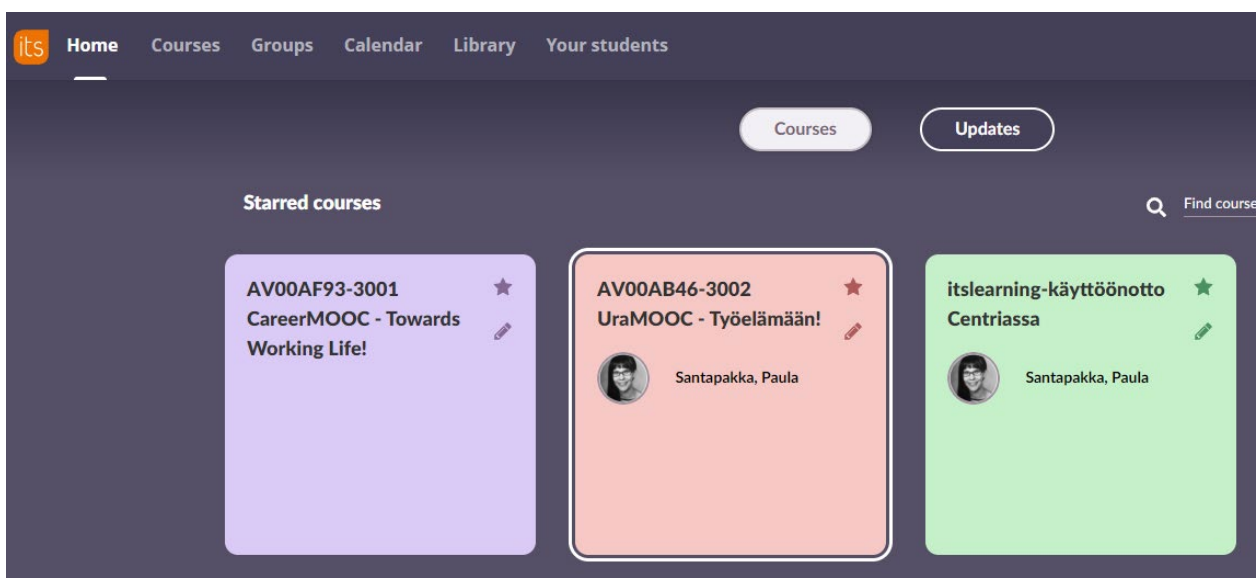
Suomi

Standardit ja muodot

Suomi (Suomi)

Tallenna Peruuta

In the Home-view you can find all the courses where you are a student.



its Home Courses Groups Calendar Library Your students

Courses Updates

Starred courses

- AV00AF93-3001
CareerMOOC - Towards Working Life!
- AV00AB46-3002
UraMOOC - Työelämään!
Santapakka, Paula
- itslearning-käyttöönotto
Centriassa
Santapakka, Paula

Choose the course you want to open by clicking on its icon. Doing this, you enter the course and arrive in the course Overview where you can find teacher instructions and a calendar.

Towards Working Life! Overview Plans Resources Status and follow-up 360° reports More ▾

Plans
[Open plans](#)


[Johdanto opintojaksolle](#)

Introduction to course

📅 From: 11/01/2021 08:00 To: 17/01/2021 09:00

[Start ▶](#)

Näin ensimmäisellä viikolla orientoidumme opintojaksolle ja tutustumme uraosaamiseen liittyviin teemoihin. Aloita opintojakso tutustumalla toteutussuunnitelmaan.



Tasks Active Completed

^ Due on Monday 1

📄 Thinking my career
Deadline: 23:59

▼ Due later 1

▼ No deadline 3

Events
No events [Go to calendar](#)

On the right-hand side, below the heading Tasks, you can find all the assignments that the teacher has activated on the course. If there is a deadline set, the assignment appears under its deadline (in the picture below Due on Monday). If there is still plenty of time before the deadline, it appears below the heading Due later. If the assignments have no deadlines they appear under the heading No deadline.

Tasks Active Completed

^ Due on Monday 1

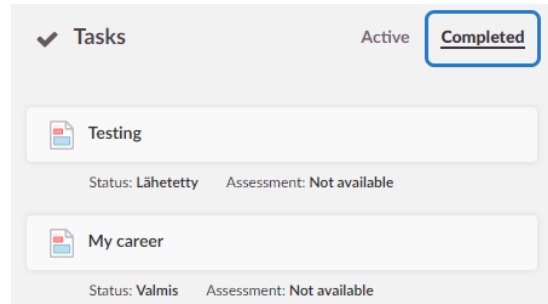
📄 Thinking my career
Deadline: 23:59

▼ Due later 1

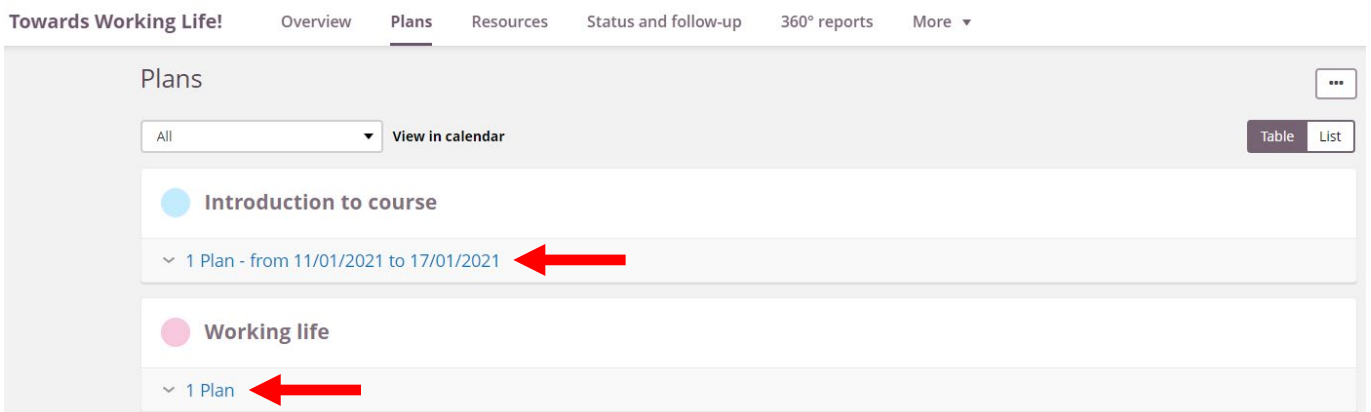
▼ No deadline 3

Events
No events [Go to calendar](#)

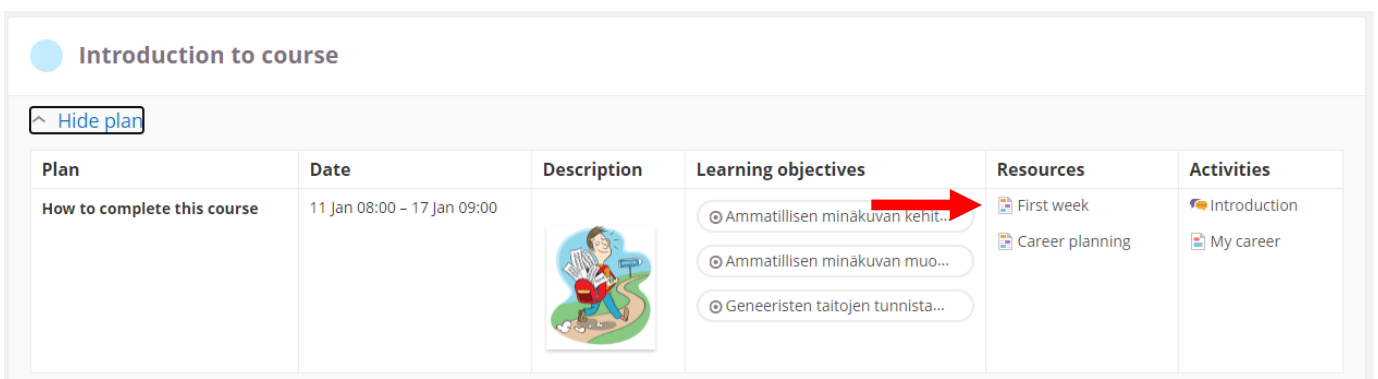
Clicking on the heading Completed, you can see the assignments that you have completed. This test student, Laila, has completed two assignments, but the teacher has not assessed them yet.



On the Plans tab you find the actual course. A course can include several topics. (In the picture below: Introduction to course and Working life). By opening a plan below the topic you can find all the learning resources and activities (see the picture below).



The course learning materials and assignments are found in resources and activities. You can open them by clicking the names. Start familiarizing yourself with the resources by opening the first name on the list (in the picture First week).



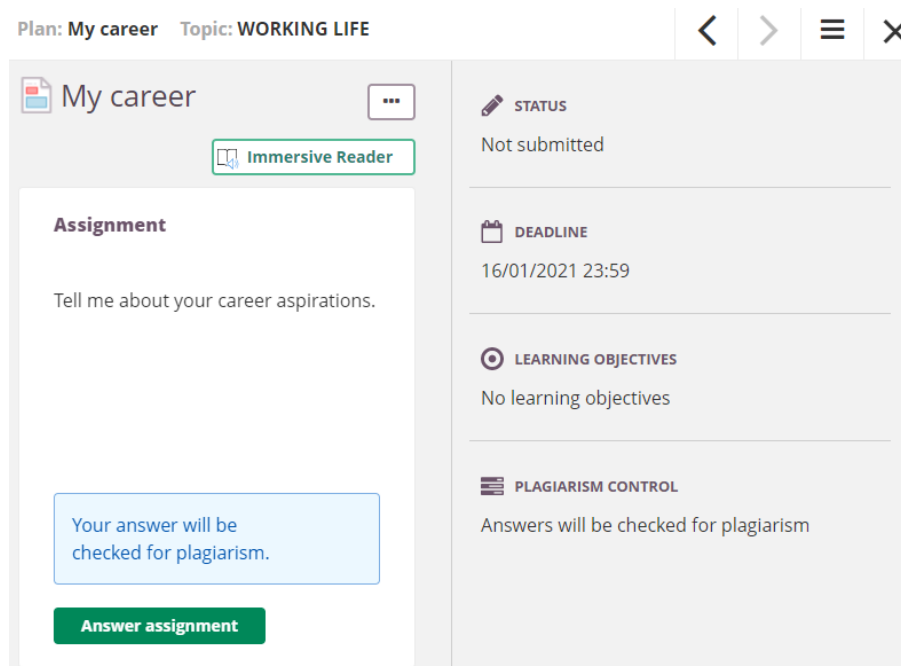
You can move from one resource to the next using the arrows in the upper right-hand corner. When you have studied all the contents in the Resources, you can exit by pressing the X in the upper right-hand corner.

You can also exit the resources after every page and return by opening another resource in the plan view.



Assignments are opened in the same way as resources. You can see the assignment instructions to be followed and you can also see the status of the assignment (here Not submitted) and the deadline.

Below the assignment instructions you can find the option Answer assignment where you submit your answer.



You can write your answer in the opening text field and submit it (using the Submit button) or return a finished assignment from your files (Add file). You can also start working on an assignment and save it as a draft (Save as draft) and continue working on it and submit it later. The teacher will also see assignment drafts (marked as drafts).

Plan: My career Topic: WORKING LIFE

< > ≡ ✕

My career ⋮

📖 Immersive Reader

Assignment Show ▾

Your answer

Font ▾ Size ▾ **B** *I* U More options

📄 **Add files**
or simply drop it here

Submit Save as draft Cancel

If you end up on the Resources tab, please immediately return to the Plans tab, without doing anything there.

Overview Plans **Resources** Status and follow-up 360° reports More ▾


📁 Resources

On the Status and follow-up tab you can find for example the Assessment record where all course grades are gathered. You can open the Assessment record by clicking on it.


Towards Working Life! Overview Plans Resources **Status and follow-up** 360° reports More ▾

Status and follow-up

Follow-up



Assessment record
Allows you to see your assessment record for this course.



Learning-objectives progress report
Monitor progress toward learning objectives.

In the 360° reports tab you can follow your own activity level on the course. Also, teachers will see your activity in their own 360° report. Teachers will see what resources you have familiarized yourself with, what tasks you have submitted and how much time you have used on studying.

Overview Plans Resources Status and follow-up **360° reports** Mc

360° reports - Opiskelija, Laila

Activity Progress Grades

Visits

DURATION	
Average per day	00:04:27
NUMBER OF VISITS	
Average per day	3.56
WEEK-TO-WEEK ACTIVITY	
Visit duration	↓ -100%

Total duration: **00:40:07**

Total number of visits: **32**

Last visit: **Today**

Activity per day



← December

More ▾

- Participants
- Properties
- Working portfolio
- Assessment portfolio

On the More tab you can find for example the names of the participants on the course

In case you have questions about itslearning, please do not hesitate to contact the teacher of the course. In the first stages of adapting to itslearning you can also send questions to the itslearning main users on itslearning@centria.fi. The main users are responsible for the functioning of and technical issues related to Itslearning, the course teacher is responsible for the course contents.