

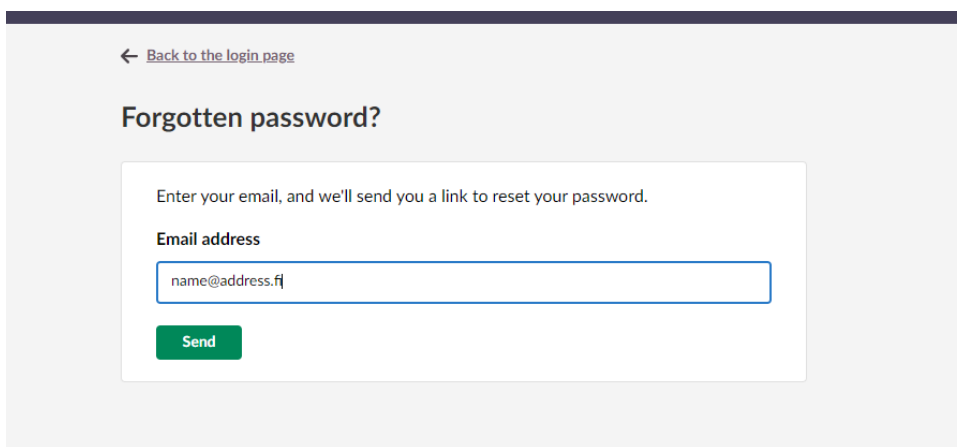
GENERAL ITSLEARNING INSTRUCTIONS FOR CROSS-INSTITUTIONAL STUDIES

Itslearning login credentials

You can access the Itslearning login credentials from the “Forgotten password” option. Click on the following link for direct access:

<https://centria.itslearning.com/ForgottenPassword?LanguageId=13>

Enter your email address and click Send.



The screenshot shows a web interface for a password reset. At the top left, there is a link: [← Back to the login page](#). Below this is the heading "Forgotten password?". A text box contains the instruction: "Enter your email, and we'll send you a link to reset your password." Underneath, the label "Email address" is followed by a text input field containing the placeholder text "name@address.fi". A green "Send" button is located below the input field.

If your email address is registered in the system, you will receive a link to change your password in your email after a few minutes. The message is sent from the following address: no-reply@itslearning.app. Please check that the message has not gone to the junk or spam folder.

Click the password change link in the message.

Hello

You requested a new password for your itslearning account.

Follow this link to change the password (you must do this within 24 hours and you may only do so once): <https://centria.itslearning.com/pwd.aspx?900891;fcfce784-0c6a-49ed-9d4a-b07718fc8716>

If you did not request a new password, please ignore this email.

Best Regards,



IMPORTANT:

This message is automatically generated. Replies sent to this address will not be read.

The username (Login ID) required for logging in will be visible when changing the password. Please remember to save the username for yourself.

Change password

Username

Username@address.xx

Password requirements

- Minimum length 8 characters
- Cannot contain the user's real name or username.
- Must contain at least 1 character from the following groups:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)
 - Numbers (0-9)

Enter new password

Re-enter new password

Save

Cancel

Enter a password that meets the password requirements and press Save.

Change password

Username

Username@address.xx

Password requirements

- Minimum length 8 characters
- Cannot contain the user's real name or username.
- Must contain at least 1 character from the following groups:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)
 - Numbers (0-9)

Enter new password

Re-enter new password

Save

Cancel

The next time you log in to the environment, the previous steps will be skipped. You will find itslearning LMS at <https://centria.itslearning.com/> Log in using itslearning account.



Centria AMK

Ei käyttäjältä Centria AMK?

Kirjaudu sisään itslearning-tilillä

Käyttäjätunnus

Salasana

Kirjaudu sisään

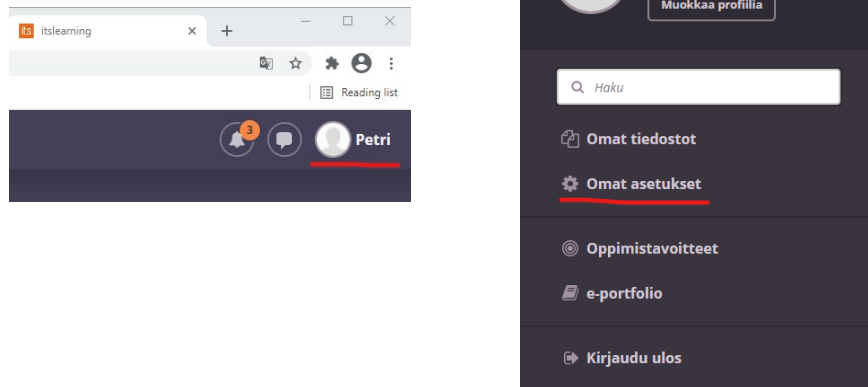
Unohditko salasanasi?

TAI

Näkyviin tulee uusi sisäänkirjautumisikkuna, jos et vielä ole kirjautuneena sisään

 Kirjaudu Office 365 -tilillä

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



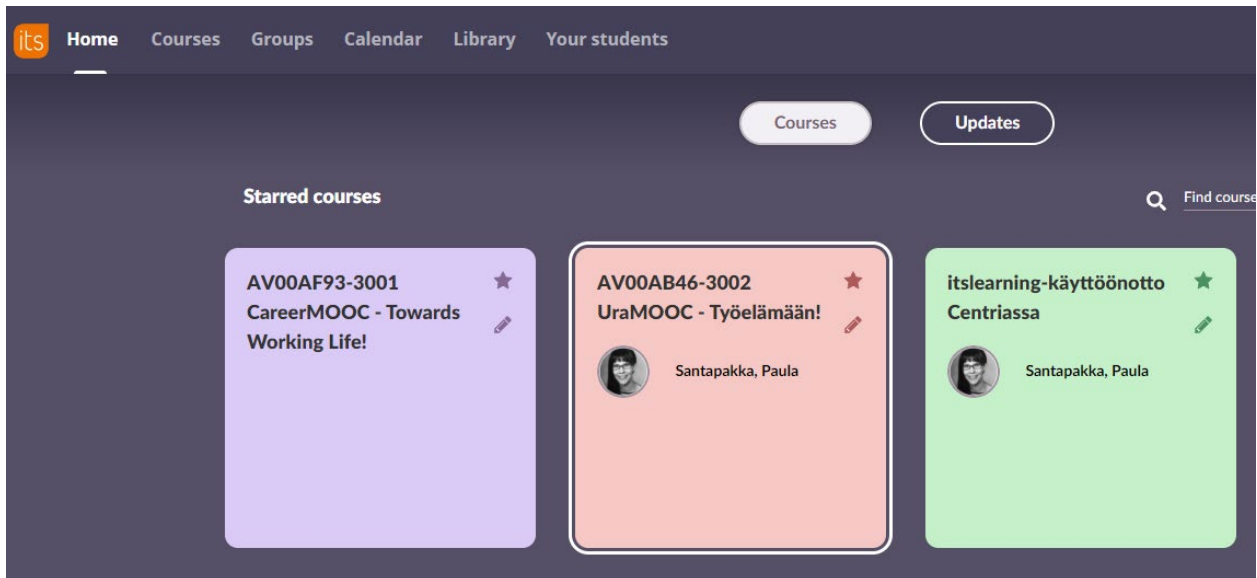
From the settings menu use Customise itslearning (Mukauta itslearningia).



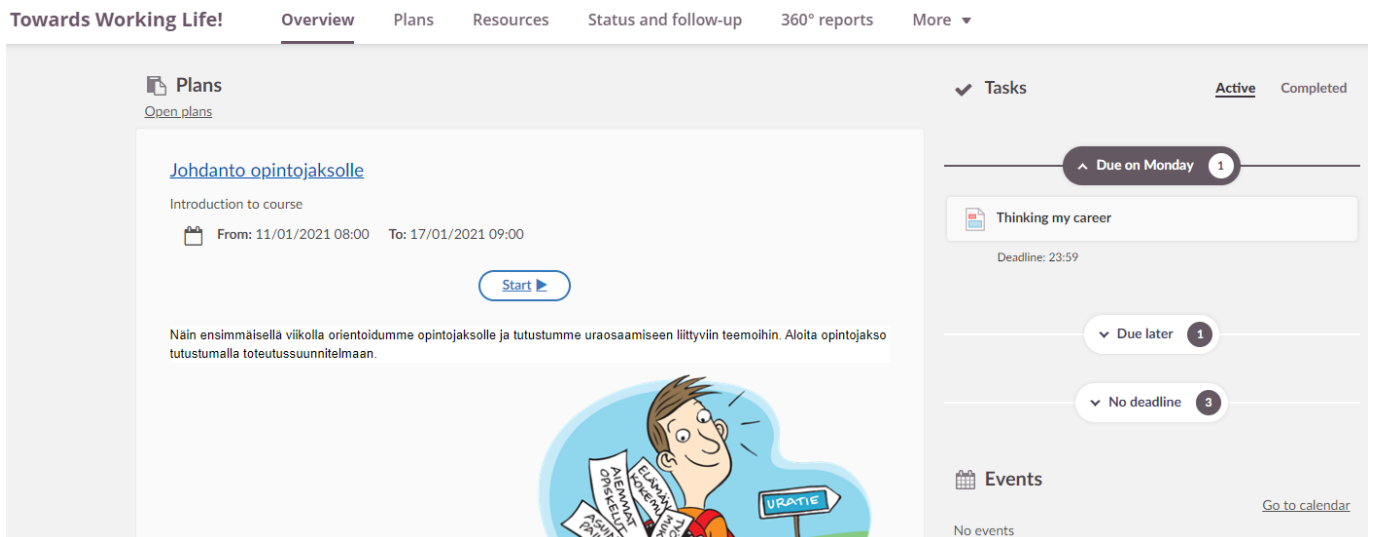
Select the language (use only Finnish or English). Remember to select the language for both the main language (valitse kieli) and standards and formats (Standardit ja muodot). Confirm your choices by clicking the green save-button.



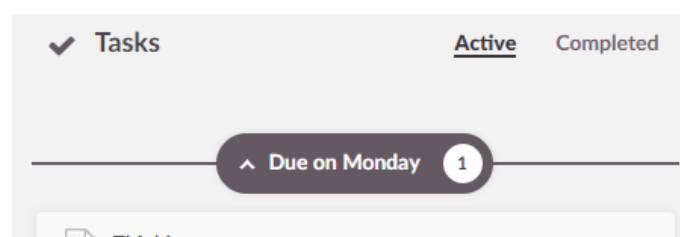
When you log in you will arrive in Home -view. In the Home-view you can find all the courses where you are a student.



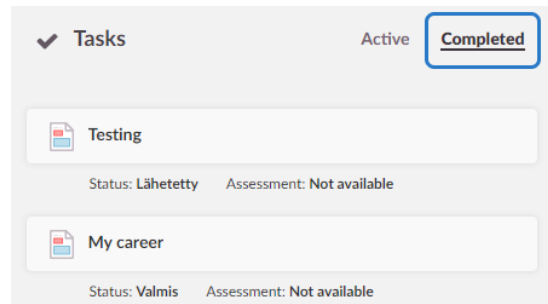
Choose the course you want to open by clicking on its icon. Doing this, you enter the course and arrive in the course Overview where you can find teacher instructions and a calendar.



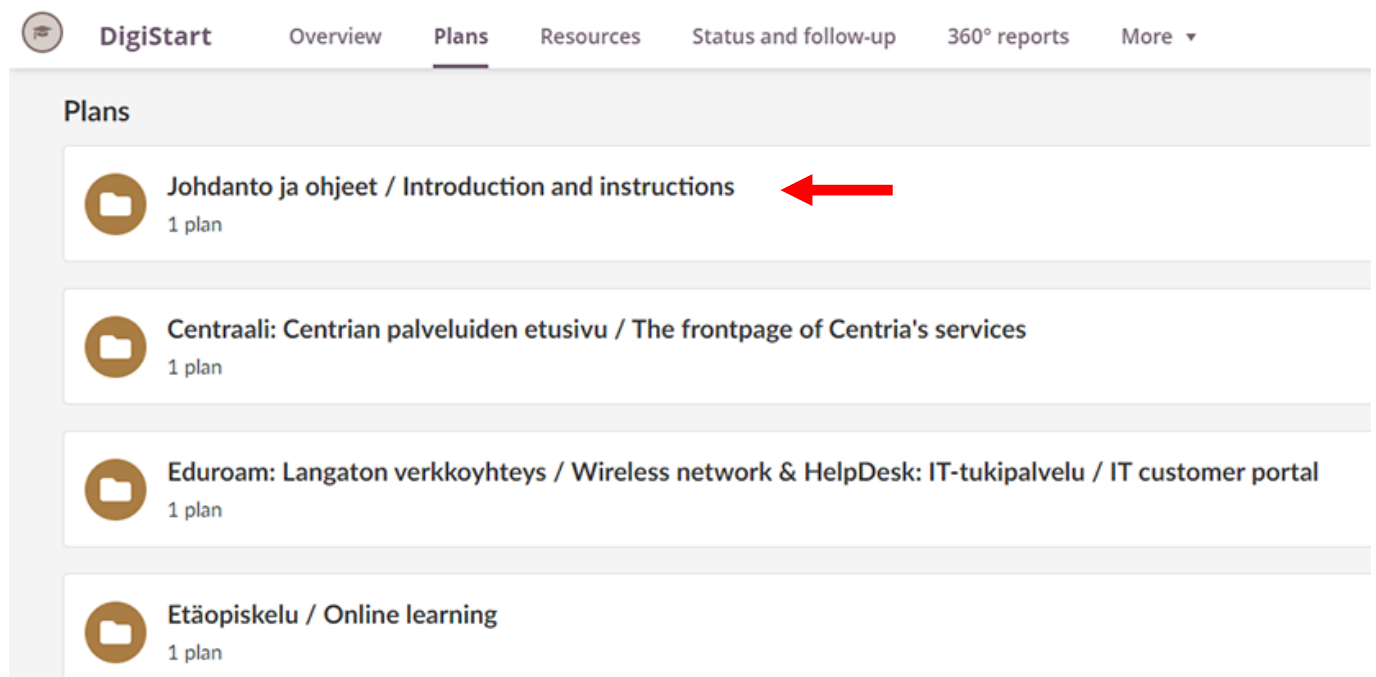
On the right-hand side, below the heading Tasks, you can find all the assignments that the teacher has activated on the course. If there is a deadline set, the assignment appears under its deadline (in the picture below Due on Monday). If there is still plenty of time before the deadline, it appears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



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 content. A course can include several topics. By opening a topic, you can find all the learning resources and activities of the course (Plan cards).



Open the plan card by clicking the Start button. When you have opened the plan card once, next time the button text is shown as Continue. You can also open the plan card by clicking the name of the card.

The screenshot shows the 'DigiStart' interface with the 'Plans' tab selected. The 'Topic (21)' dropdown is set to 'All plans (31)'. Three plan cards are visible:

- Johdanto ja ohjeet / Introduction and instructions**: Includes a 'Continue' button and a progress bar at 1/2.
- Centraali**: Includes a 'Start' button and a progress bar at 0/1.
- Eduroam & Helpdesk**: Includes a 'Start' button and a progress bar at 0/3.

The view can be also like this if the lecturer is not using topics in the course. In that case you can see all the materials by selecting the All plans tab (see picture below).

The screenshot shows the 'DigiStart' interface with the 'Plans' tab selected. The 'Topic (0)' dropdown is set to 'All plans (6)'. The main content area displays a folder icon and the text:

No topic
Your teacher hasn't created any topic yet.

The course learning materials and assignments are found in resources and activities. The materials can be in different formats, Word documents, Pdf files, pages etc. You can open them by clicking the names or by choosing the start button.

← Back to plans



TITLE

Johdanto opintojaksolle

DESCRIPTION

Kerro kuka olet ja millainen on uratarinasi.

Sinulla voi olla takanasi jo pitkä työelämä, tai olet vasta aloittamassa ammattipintojasi ja sinulla on unelma työurasta, jonka haluat kertoa.

LEARNING OBJECTIVES

- Ammatillisen minäkuvan kehittäminen
- Ammatillisen minäkuvan muodostuminen
- Geneeristen taitojen tunnistaminen ja soveltaminen

MATERIAALIT

0/3

Start →

- Toteutussuunnitelma ←
- Osaamistavoitteet ja sisältö ensimmäiselle viikolle
- Artikkel: Koulutusjärjestelmän tuottamat geneeriset taidot vaihtelevat merkittävästi

TEHTÄVÄT

0/2

Start →

- 01TEHTÄVÄ: Esittäytyminen ja oma uratarina/ urahaave ←
- 02 TEHTÄVÄ: Tutustu eri alojen uratarinoihin ←

You can move from one resource to the next by clicking the next button. You can also go back to plans from the upper left corner.

← Back to Plan

Tervetuloa - aloita tästä! Welc...

- ✓ Yleistä opintojaksosta
- ✓ Ohjeita
- ✓ Instructions
- General course information

Instructions

Study instructions

[Responsible conduct of research](#)
[Instructions for dealing with exam fraud](#)
Essay guidelines (*under construction*)
[Online teaching sessions](#)
[Online Exam](#)

Digital studying tools (Itslearning, Zoom, Teams)

[The Centria homepages](#) have instructions for students on Centria's information systems.

Educational material

Students are not allowed to share educational material because it may be protected by copyright law.

Course assessment

Centria students

Course assessments are registered in the study register Peppi within a month from the end of the course.

Full-time students of other UAS

After having completed the course, please ask instructions from your home organisation for how to transfer credits to the home organisation.

Other students

For other students, a certificate of completion is sent to them on request, please contact: averko@centria.fi.

Rectification requests

Student dissatisfied with the assessment of a course grade may submit a rectification request orally or in writing to the teacher who

← Hide

✖ Mark as unread

Next →

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.

Plan: My career Topic: WORKING LIFE

My career

Immersive Reader

Assignment

Tell me about your career aspirations.

Your answer will be checked for plagiarism.

Answer assignment

STATUS
Not submitted

DEADLINE
16/01/2021 23:59

LEARNING OBJECTIVES
No learning objectives

PLAGIARISM CONTROL
Answers will be checked for plagiarism

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

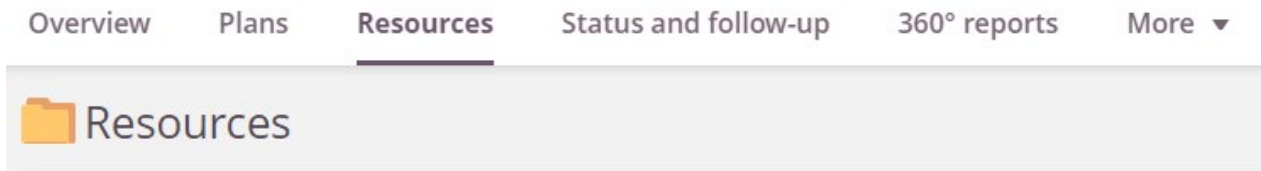
Your answer

Font Size **B I U** More options

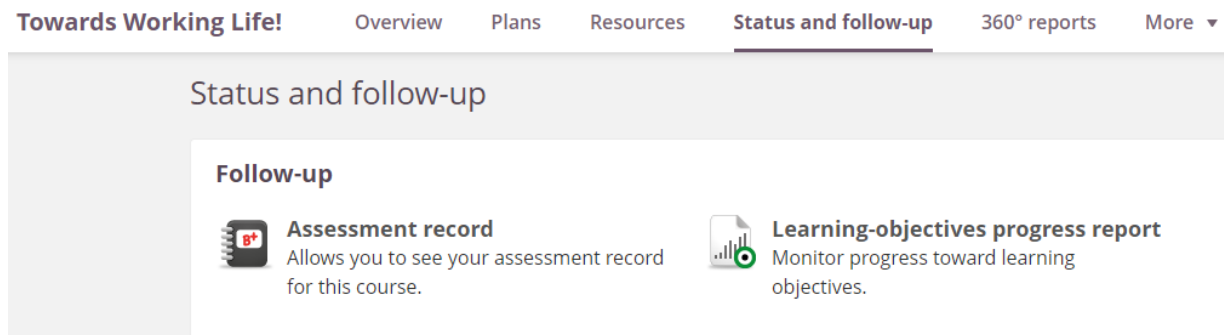
Add files
or simply drop it here

Submit **Save as draft** **Cancel**

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



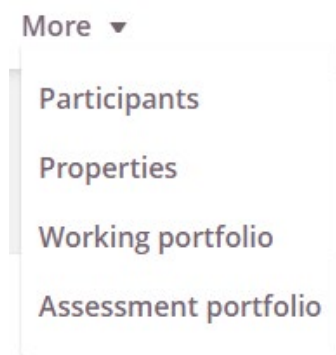
On the Status and follow-up tab you can find for example the **Assessment record** where all course grades are gathered. You can open the Assessment record by clicking on it.



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.



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.