

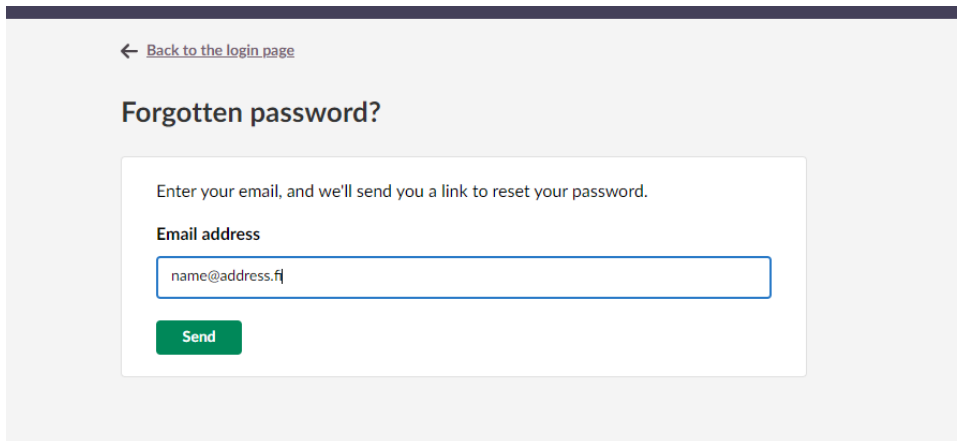
## GENERAL ITSLEARNING INSTRUCTIONS FOR OPEN UAS STUDENT

### 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.



← [Back to the login page](#)

### Forgotten password?

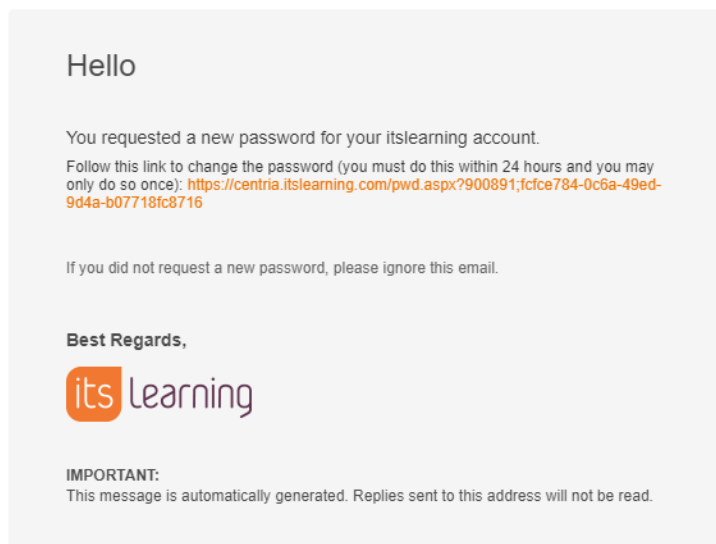
Enter your email, and we'll send you a link to reset your password.

Email address

[Send](#)

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](mailto: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

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

Change password

**Username**  
Username@address.xx

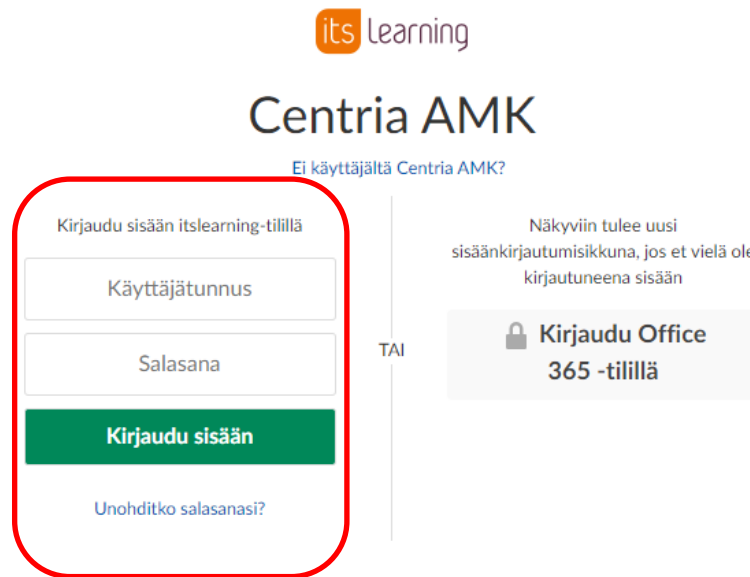
Password requirements

- Minimum length 8 characters
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  - Uppercase letters (A-Z)
  - Lowercase letters (a-z)
  - Numbers (0-9)

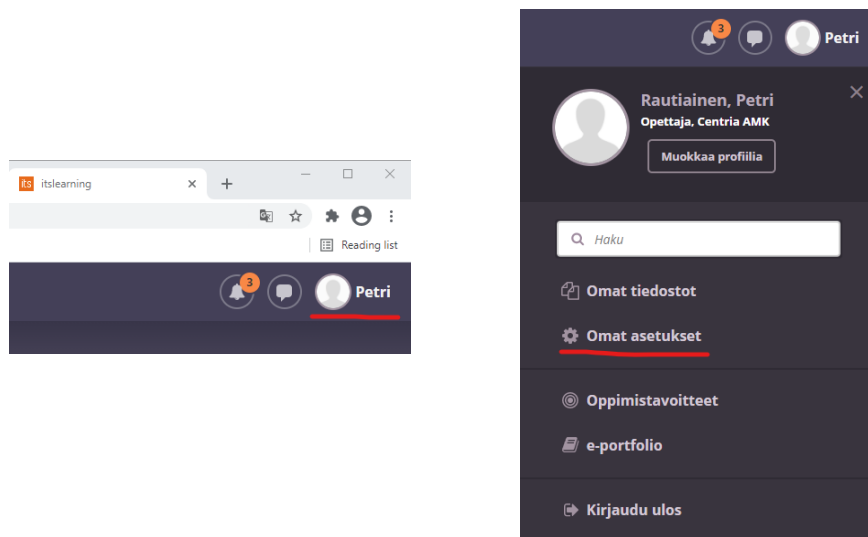
Enter new password

Re-enter new password

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.



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

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.

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 [Go to calendar](#)

No events

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

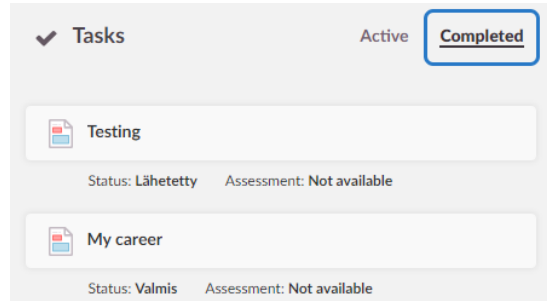
Due later 1

No deadline 3

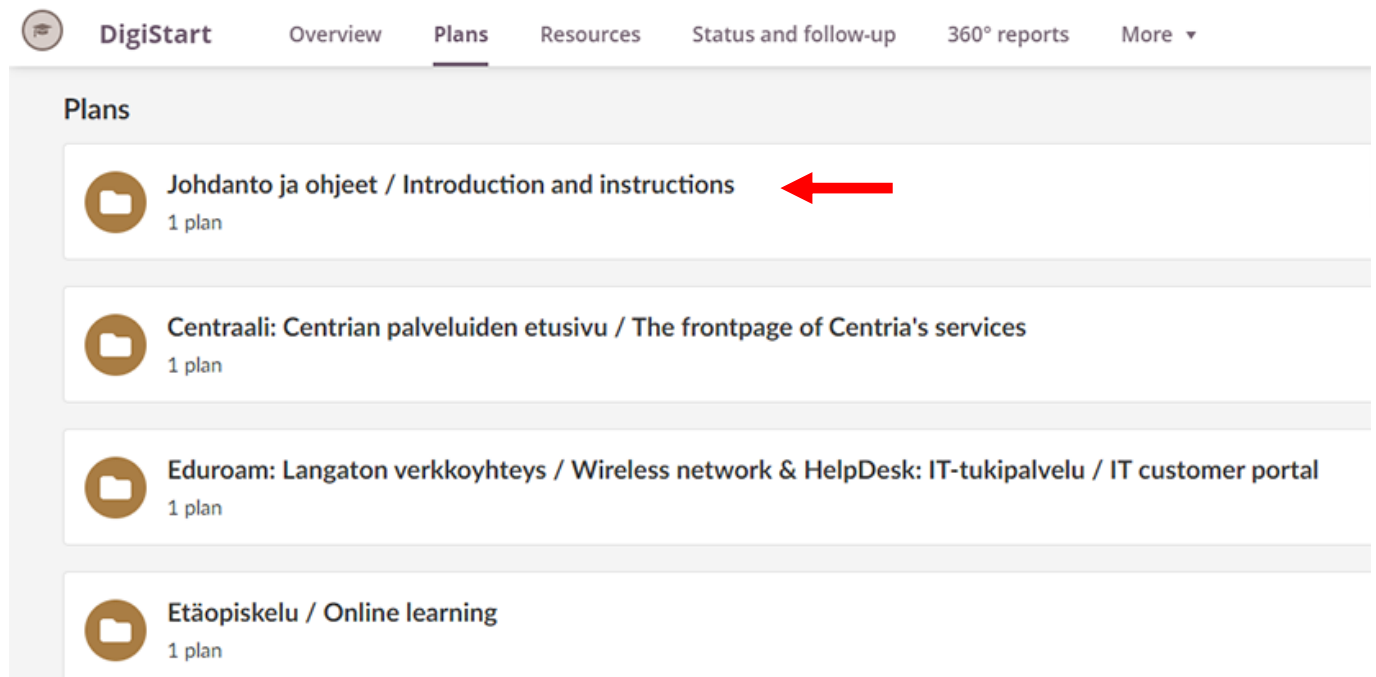
Events [Go to calendar](#)

No events

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 navigation bar includes 'Overview', 'Plans', 'Resources', 'Status and follow-up', '360° reports', and 'More'. Below the navigation, there is a 'Topic (21)' section with a red box around 'All plans (31)'. Three plan cards are listed:

- Johdanto ja ohjeet / Introduction and instructions** (JOHDANTO JA OHJEET / INTRODUCTION AND INSTRUCTIONS): Description: 'Tästä suunnitelmasta löydät kuvauksen Digistartista, sekä lyhyen testin, jolla voit testata osaamistasi kun olet tutustunut materiaaliin. In this plan you will find a description of Digistart, as well as a short test to test your competence once you have become...'. Progress: 1/2. Button: 'Continue →'.
- Centraali** (CENTRAALI: CENTRIAN PALVELUIDEN ETUSIVU / THE FRONTPAGE OF CENTRIA'S SERVICES): Description: 'Opiskelija tietää missä Centraali on ja mitä palveluita se tarjoaa. / The students knows where Centraali is and what services are available.'. Progress: 0/1. Button: 'Start →'.
- Eduroam & Helpdesk** (EDUROAM: LANGATON VERKKOYHTEYS / WIRELESS NETWORK & HELPDESK: IT-TUKIPALVELU / IT CUSTOMER PORTAL): Description: 'Tässä osiossa tutustut langattomaan verkkoyhteyteen, Eduroamiin ja Helpdeskin palveluihin. In this section you will familiarize yourself with wireless network Eduroam and Helpdesk services.'. Progress: 0/3. Button: 'Start →'.

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 navigation bar includes 'Overview', 'Plans', 'Resources', and 'Status and follow-up'. Below the navigation, there is a 'Plans' section with a red box around 'All plans (6)'. The main content area displays a 'No topic' message with a folder icon and the text: '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](mailto: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.

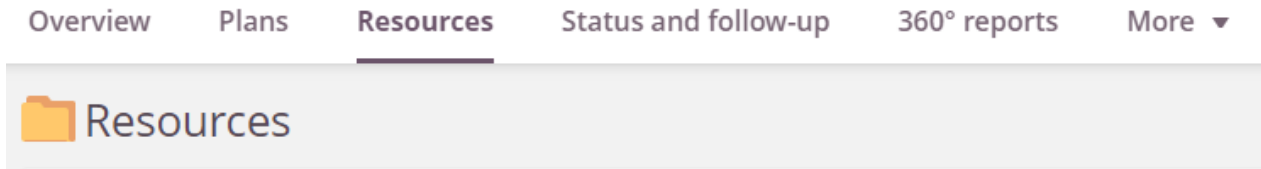
Below the assignment instructions you can find the option Answer assignment where you submit your answer.

The screenshot shows the assignment overview page. At the top, it displays 'Plan: My career' and 'Topic: WORKING LIFE'. The main content area is titled 'My career' and contains the assignment instructions: 'Tell me about your career aspirations.' Below the instructions is a blue box stating 'Your answer will be checked for plagiarism.' and a green 'Answer assignment' button. On the right side, there is a sidebar with the following information: 'STATUS: Not submitted', 'DEADLINE: 16/01/2021 23:59', 'LEARNING OBJECTIVES: No learning objectives', and 'PLAGIARISM CONTROL: Answers will be checked for plagiarism'. There are navigation icons at the top right of the sidebar.

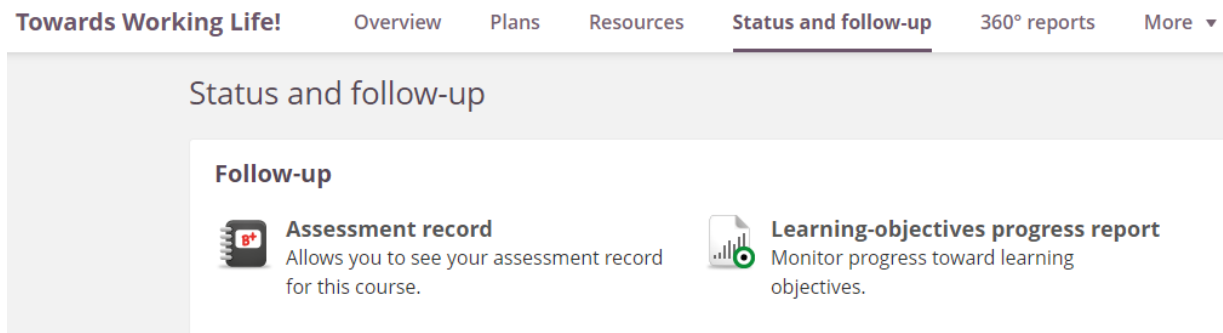
You can write your answer in the opening text field and submit it (using the Submit button) or return a finished assignment from your files (Add file). You can also start working on an assignment and save it as a draft (Save as draft) and continue working on it and submit it later. The teacher will also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

The screenshot shows the assignment submission page. At the top, it displays 'Plan: My career' and 'Topic: WORKING LIFE'. The main content area is titled 'My career' and contains the assignment instructions: 'Tell me about your career aspirations.' Below the instructions is a blue box stating 'Your answer will be checked for plagiarism.' and a green 'Answer assignment' button. On the right side, there is a sidebar with the following information: 'STATUS: Not submitted', 'DEADLINE: 16/01/2021 23:59', 'LEARNING OBJECTIVES: No learning objectives', and 'PLAGIARISM CONTROL: Answers will be checked for plagiarism'. There are navigation icons at the top right of the sidebar.

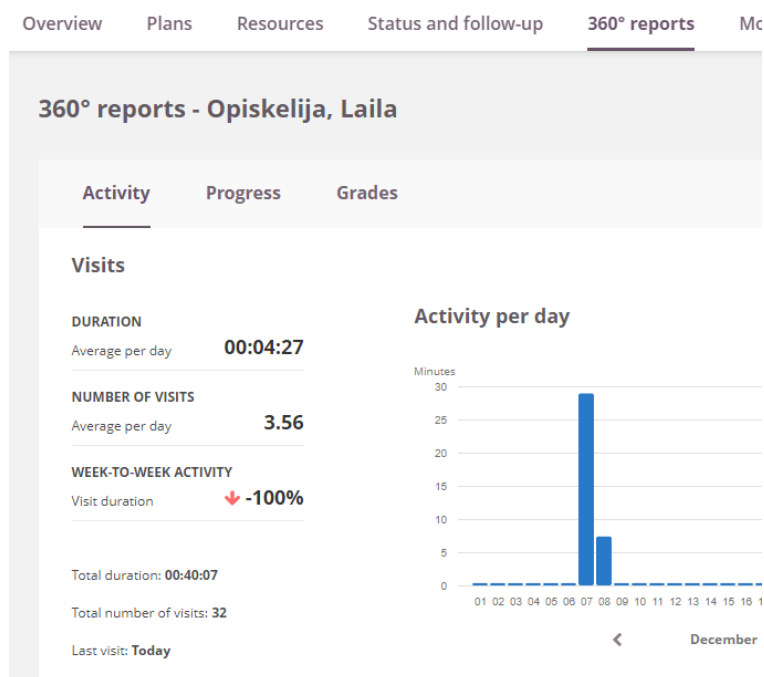
If you end up on the Resources tab, please immediately return to the Plans tab, without doing anything there.



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.

More ▼

Participants

Properties

Working portfolio

Assessment portfolio

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](mailto: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.