GENERAL STUDENT INSTRUCTIONS FOR ITSLEARNING

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

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

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.
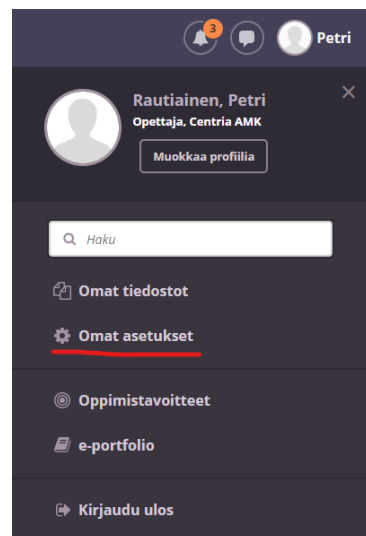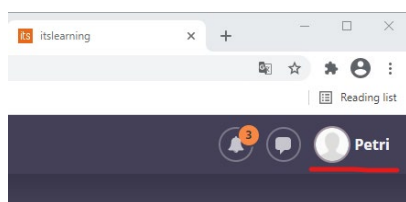

You can select the desired language from the settings tab (Omat asetukset). Click your own profile and open your settings menu.

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.

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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.
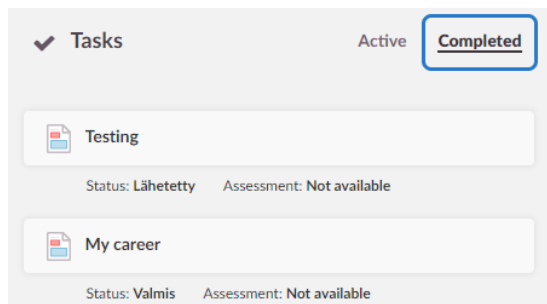
On the Plans tab you find the actual course content. A course can include several topics. By opening a topic, you can find all the learning resources and activities of the course (Plan cards).
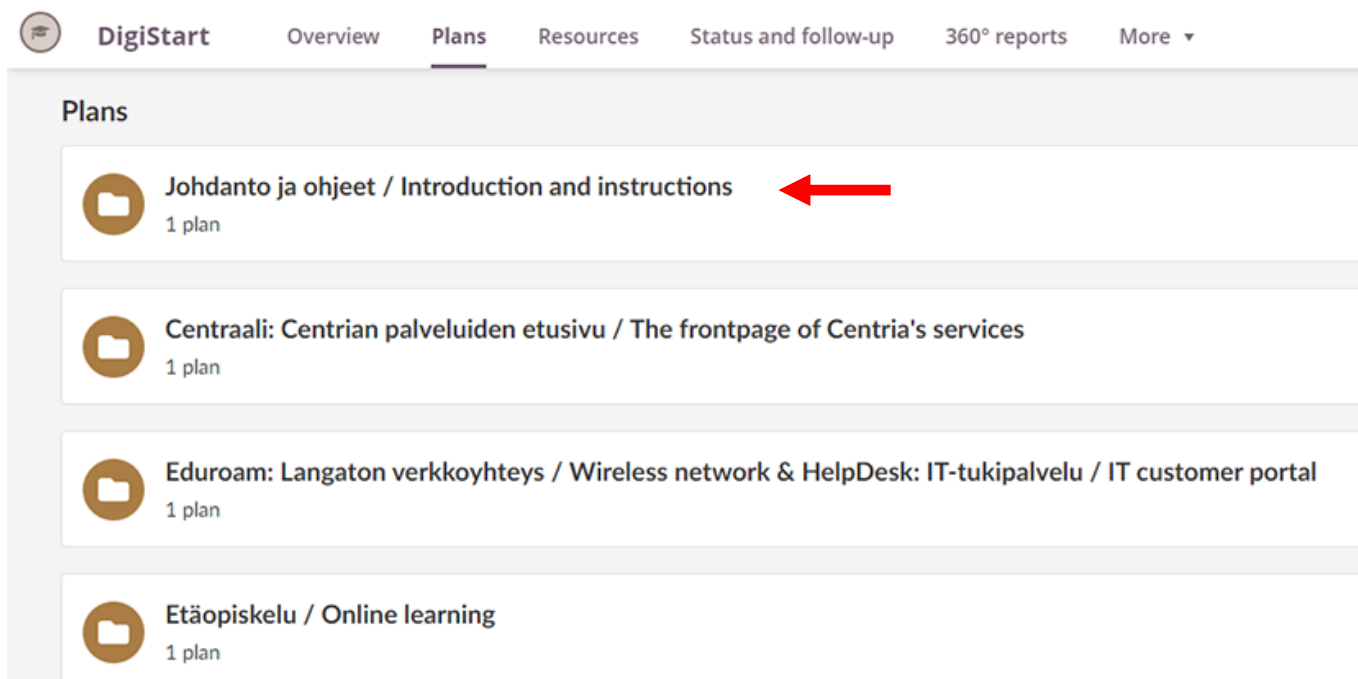
Open the plan card by clicking the Start button. When you have opened the plan card once, next time the button text is shown as Continue. You can also open the plan card by clicking the name of the card.

The 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 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**

DESCRIPTION

Kerro kuka olet ja millainen on uratarinasi.

Sinulla voi olla takanasi jo pitkä työelämä, tai olet vasta aloittamassa ammattiopintojasi 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

○ 🔗 Artikkeli: Koulutusjärjestelmän tuottamat geneeriset taidot vaihtelevat merkittävästi

TEHTÄVÄT   0/2   **Start →**

○ 💬 01TEHTÄVÄ: Esittäytyminen ja oma uratarina/ urahaave ←

○ 📄 02 TEHTÄVÄ: Tutustu eri alojen uratarinoihin ←

TITLE
Johdanto opintojaksolle

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.

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).

If you end up on the Resources tab, please immediately return to the Plans tab, without doing anything there.
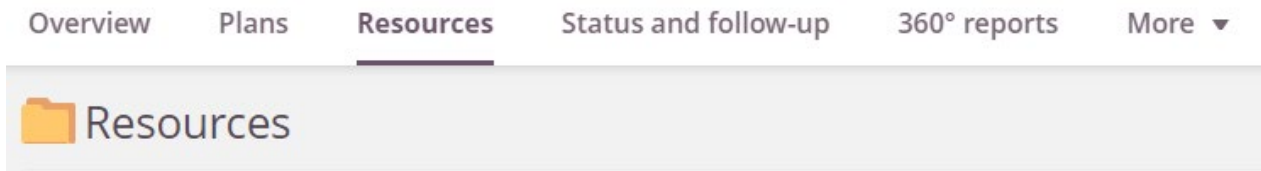
On the Status and follow-up tab you can find for example the **Assessment record** where all course grades are gathered. You can open the Assessment record by clicking on it.
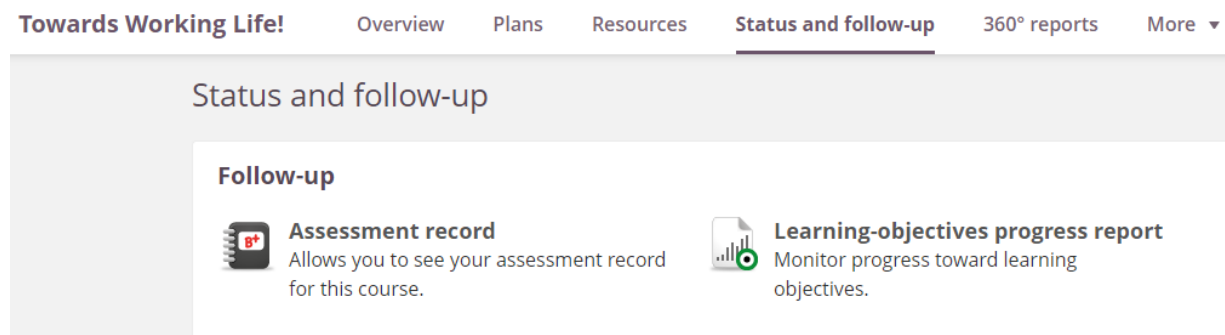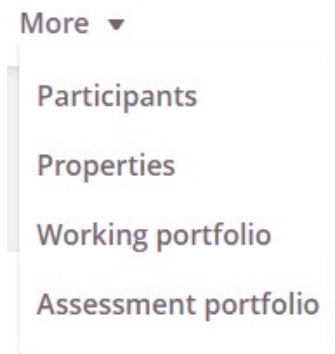

In the **360° reports tab** you can follow your own activity level on the course. Also, teachers will see your activity in their own 360° report. Teachers will see what resources you have familiarized yourself with, what tasks you have submitted and how much time you have used on studying.

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.