

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.



Centria AMK

[Ei käyttäjältä Centria AMK?](#)

Näkyviin tulee uusi sisäänkirjautumisikkuna, jos et vielä ole kirjautuneena sisään

 **Kirjaudu Office 365 -tilillä**

[Kirjaudu sisään itslearning-tilillä](#)

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




Sign in

etunimi.sukunimi@centria.fi

[Can't access your account?](#)

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.



← etunimi.sukunimi@centria.fi

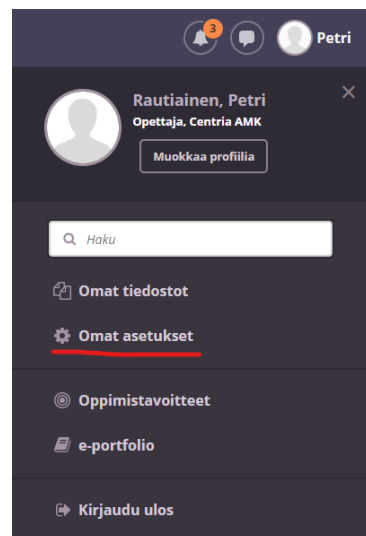
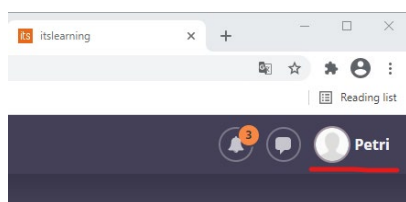
Enter password

.....

[Forgot my password](#)

[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).

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 ▼

Tallenna

Peruuta

Standardit ja muodot

Suomi (Suomi) ▼

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


Find course

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 orientoitumme 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

ActiveCompleted


^ Due on Monday1

 Thinking my career

Deadline: 23:59

^ Due later1

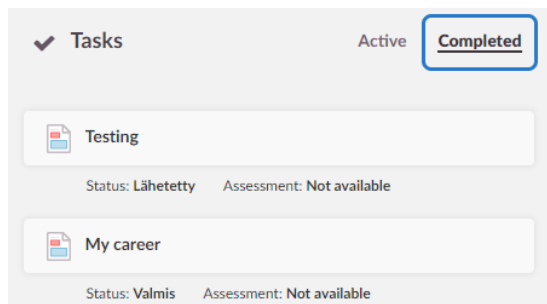
^ No deadline3

 Events

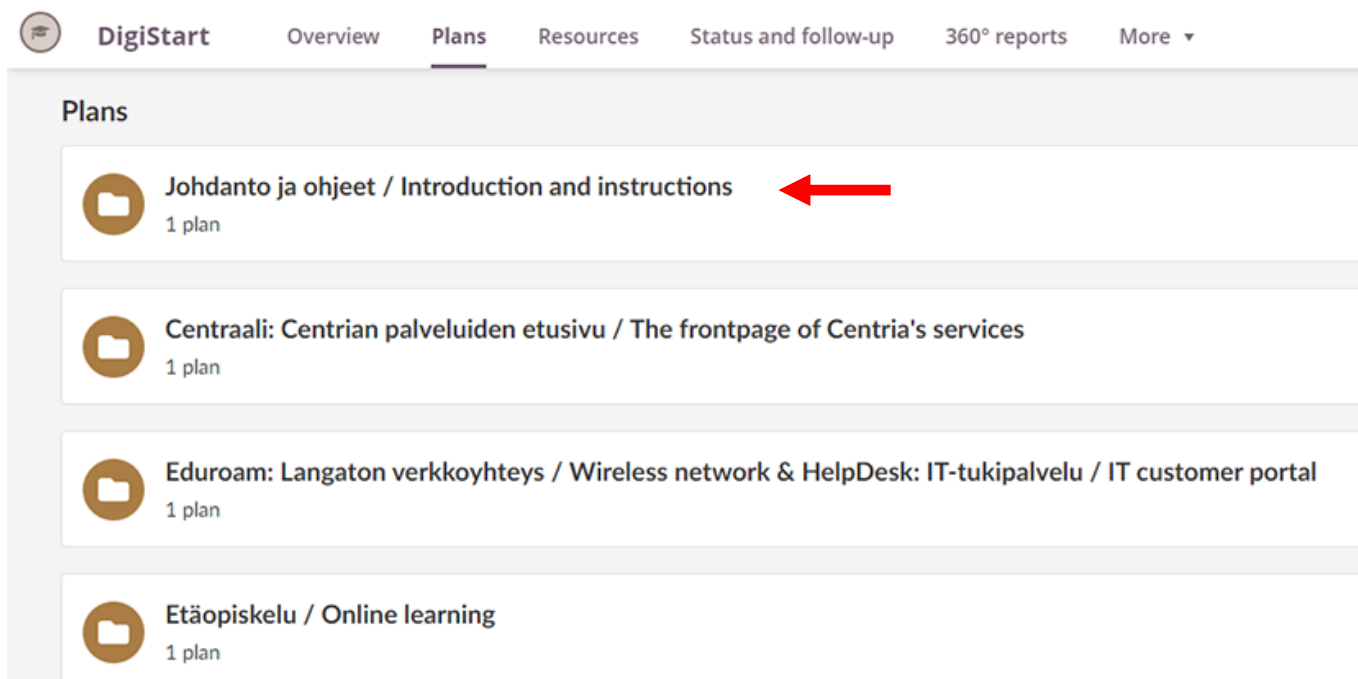
[Go to calendar](#)

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.

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

Topic (21) **All plans (31)**

Johdanto ja ohjeet / Introduction and instructions JOHDANTO JA OHJEET / INTRODUCTION AND INSTRUCTIONS
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...
1/2

Centraali CENTRAALI: CENTRIAN PALVELUIDEN ETUSIVU / THE FRONTPAGE OF CENTRIA'S SERVICES
Opiskelija tietää missä Centraali on ja mitä palveluita se tarjoaa. / The students knows where Centraali is and what services are available.
0/1

Eduroam & Helpdesk EDUROAM: LANGATON VERKKOYHTEYS / WIRELESS NETWORK & HELPDESK: IT-TUKIPALVELU / IT CUSTOMER PORTAL
Tässä osiossa tutustut langattomaan verkkoyhteyteen, Eduroamiin ja Helpdeskin palveluihin. In this section you will familiarize yourself with wireless network Eduroam and Helpdesk services.
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).

DigiStart Overview **Plans** Resources Status and follow-up

Plans

Topic (0) **All plans (6)**

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 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
- 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! Wel...

- ✓ 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](#)

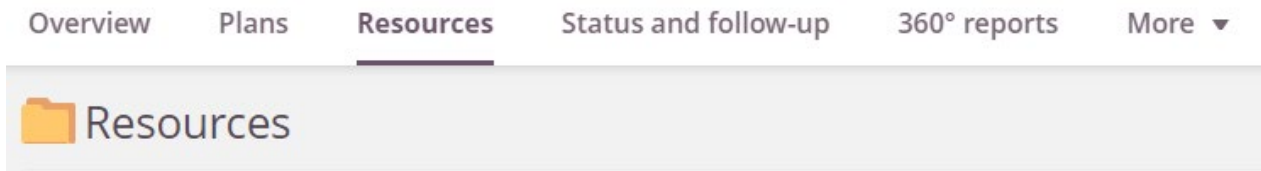
Your answer

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

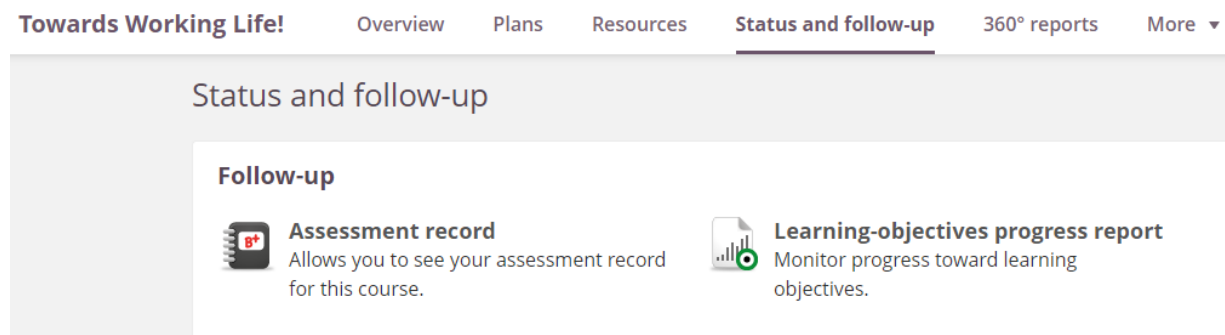
 **Add files**
or simply drop it here

Submit **Save as draft** Cancel

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



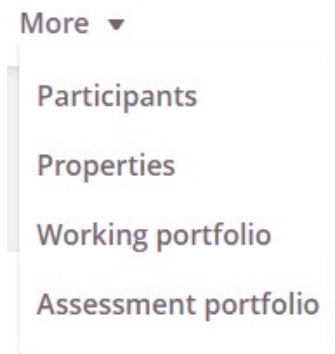
On the Status and follow-up tab you can find for example the **Assessment record** where all course grades are gathered. You can open the Assessment record by clicking on it.



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.