This page is a collection of system help and guidelines about Aalto University learning and Student Information systems used by teachers, students and staff.

This page is maintained by the Teacher services. See full contact information in Aalto.fi/teaching

---

### AI guidance for teaching and research released

*Guidance for the use of artificial intelligence in teaching and learning at Aalto University*

These guidelines aim to address the needs of teachers and students to find good starting points and rules for the use of AI in teaching and learning.

- **Tips for teachers on using artificial intelligence in teaching**
- **Tips on how teachers can incorporate the use of artificial intelligence in their teaching**
- **Responsible use of Artificial Intelligence in the research process**
  
  Aalto University's guidance on what is considered ethically appropriate usage of artificial intelligence (AI) tools when conducting research.

---

### Support and training for teachers

- **Hybrid teaching in Aalto University**
  
  What is hybrid teaching? Who is it for? What to consider when planning a hybrid session? Get started using our guidance material for hybrid teaching.

- **Book an online session with a digispecialist**

  Book online session with e-learning specialist. Enrol to MyCourses course space and book an online session with a specialist.

- **MyTeaching Support**

  Service is a new service for teachers to pedagogical (and digital pedagogical) support through a single address and request form. The form is also available in your MyCourses course pages.

- **Pedagogical training**

  Do you want to develop yourself as a teacher? Aalto University offers pedagogical courses to support the pedagogical skills of faculty members.

- **e-learning system training**

  MyCourses, Panopto and other digital teaching tool training.

- **Producing effective online educational videos**

  Resource page for video production.

---

### General guidelines and policies

- **Tips and tools for remote teaching and learning**

  A collection of information on how a teacher can change courses to remote mode.

  - **Lecture recording policy FI SV**
    
    Things to know when recording lectures.

  - **Personal data protection instructions for teachers FI**
    
    How to handle data collected from students and courses.

  - **Copyrights in course materials FI**
    
    What kind of material teacher can use and how?

  - **Guidelines for remotely proctored exams**

  - **Guidance for the use of artificial intelligence in teaching and learning at Aalto University**

    These guidelines aim to address the needs of teachers and students to find good starting points and rules for the use of AI in teaching and learning.
System instructions

General system information and webinars

- **Aalto IT Windows Classroom Software List**
  Aalto IT offers a wide variety of applications for classroom use.
- **Webinar recordings from the Teacher Services**
  Various topics about how to teach online in Aalto including MyCourses Quiz basics, Stack-matematikka-tehtävät, Panopto lecture capture, Digitalinen tentti MyCoursesissä, Using Zoom with students, etc.

Learning management systems

- **MyCourses**
  Homebase for all courses.
- **Aalto OpenLearning**
  Service for Open online courses or MOOCs.
- **Blogs**
  Service for all Aalto users to share ideas. All blogs are public.

Student information system

- **Sisu**
  The student information system.

Collaborative whiteboard

- **Flinga**
  Flinga whiteboard for collaborative knowledge building and Flinga Wall for collecting and voting ideas.
- **Presemo**
  A tool for instant feedback during a lecture or online session.

Video and online meeting/collaboration

- **Panopto**
  Video service for all Aalto users. Record, store and share your videos and other media files with Panopto.
- **Zoom**
  For online lecturing, meetings, seminars
- **Teams**
  For teams to share content, chat and talk
- **Lecture-capture spaces**
  Find spaces in Booking.aalto.fi (filter by Lecture capture)
- **Microsoft Office 365**
  Teams, Word, Excel and Powerpoint for all Aalto users
- **Adobe Connect (Funet)**
- **Zulip**
  Group chat organized in streams and topics with LaTeX support
- **IRC**
  Interactive internet text messaging (chat)
- **Producing effective online educational videos**
  Resource page for video production.
- **ThingLink**
  Enhance your 2D and 360° images and videos with interactive content.

Learning Assessment and Online Examinations

- **EXAM**
  The EXAM system in use at Aalto University is a modern electronic examination software developed and used by a consortium of Finnish Universities.
- **Using MyCourses for examination**
  Electronic examinations can be done also in MyCourses.
- **Rethinking exams**
  rules and legislation 03/2021 webinar-slides
• **Gradescope**
  Streamline grading and feedback in digital and paper-based assignments and exams.

**Originality Check**

• **Turnitin**
  The tool for teachers and students to check the similarity of submitted text compared to text in the comparison database. Turnitin is also available to students during their theses writing process. The tool is available via MyCourses.

**Feedback**

• **Course feedback**
  The Course feedback system collects course feedback.
• **Presemo**
  A tool for instant feedback during a lecture or online session.
• **MyCourses**
  MyCourses tools to get feedback during a course.

**Mobility**

• **MoveON**
  The platform to manage international mobility and partnership processes.

**Time management and planning**

• **Asio**
  Space reservations (booking.aalto.fi) and University course planning and scheduling system for Learning Services (LES).
• **Vihta**
  The time-booking system for the staff of LES.

**Other systems**

• **eAge / Nintex**
  Electronic services (Sähköinen asiointi).
• **Opi Analyzer**
  The reporting tool directed towards the specialist staff of Study and Student Services.
• **AIMO**
  Digital accessibility tools for teachers

**Digital accessibility tools for teachers**

• **Digital Accessibility**
  The general concept of accessibility
• **Make and publish accessible documents with the MS Accessibility Checker**
  Microsoft 365 apps includes an Accessibility Checker that finds accessibility problems and lists suggestions
• **Time-based media (video, podcast) accessibility instructions FI SV**
  When and why you need subtitles in your media files.
• **Accessibility toolkit in MyCourses**
  MyCourses has a toolkit to check course page accessibility
• **ReadSpeaker in MyCourses**
  ReadSpeaker is service that has multiple products to help users read online content.

**For students**

• **Instructions for creating PDF/A document**
  Download templates, read instructions for LaTeX or Word and validate your PDF/A file.
• **Originality check with Turnitin**
  The tool for teachers and students to check the similarity of submitted text compared to text in the comparison database. Turnitin is also available to students during their theses writing process. The tool is available via MyCourses.

**Projects**
• Video Library project
  The project's aim is to create a pool of open video lectures
• Digital assessment toolbox- project

Other resources

• AIOLE, Enabling learning and teaching online in challenging times
• FiTech, beginners guide for moving your teaching online and online learning support materials
• Harvard University, Best Practices: Online Pedagogy
• Educause online seminar: Transformation in a Time of Crisis: Changing Course Venues in Midstream
• LaTeX thesis template for bachelor's, master's and licentiate thesis. Supports text in English, Finnish and Swedish.
• Instructions for creating PDF/A document

Latest posts in the Opit blog

OPIT
Opettajapalvelut / Teacher services

“Where has it gone?” – Elements of the new MyCourses user interface
As the summer of 2023 is fading further away from our minds, and we return to digital tools, like MyCourses, to continue our teaching tasks, you might feel distracted and confused

Aalto Teachers’ Dialogue – a collaborative and consultative platform
Teachers’ Dialogue is a collaborative and consultative forum at Aalto University, uniting teachers to discuss topical themes, as well as developing teaching and learning services. This informal, sociable, and inclusive event

Open Educational Resources for Learning about AI
Authors: Jaana Brinck, Luis Costa and Suvi Toivonen

With the increase in the use of Artificial intelligence (AI), the need for learning about AI—what it is and what can

Best Grading Practices using MyCourses
From a student’s viewpoint, a well-structured and transparent grading system plays an important role in shaping their perception of the assessment’s clarity and fairness in evaluating their achievements. Additionally, from a

A new student video assignment tool in MyCourses
Video assignments provide a versatile and effective tool for teaching and learning, offering benefits in terms of engagement and active learning. Video assignments have been found to enhance flexibility, promote collaboration

Tips for teachers to check on their MyCourses spaces when creating a new course
MyCourses has been updated again during summer break and like every year, there are changes. We have listed some things that are good to check when you are creating a new

Breaking barriers – Tips for inclusive course design
Picture: Aalto University / Aleksi Poutanen
As the new academic year approaches and the buzz of preparation fills the air, it is essential to reflect on a crucial question: Is

Työnohjaus – Miten siitä voi olla hyötyä opetustyössä?
Kuva: Varden Papikyan, Unsplash
Työnohjaus on “työhön liittyvien kysymysten, kokemusten ja tunteiden tarkastelua ja jäsentämistä koulutetun työnohjaajan avulla” (https://www.aalto.fi/fi /palvelut/tyonohjaus). Aaltoissa työnohjausta hyödyntävät

Digipedagogical training weeks in August
Welcome to start teaching on a new academic year with Teacher Services digiteam in August! We are here to support you. Come to discuss your ideas and find solutions and best

Peergrade not available after the 31st of December 2023!
Company behind the Peergrade has been acquired by Multiverse. Because of this the Peergrade will not be available after 31st of December 2023.

If you are planning to use