

# Coronavirus and teaching in Aalto University

## How to do remote teaching and learning?

### About Coronavirus

See Aalto University [Information about coronavirus](#).

[Information to students in Into](#)

### Webinars and Teaching Hubs to support remote teaching starting 17.3.2020 - recordings in Panopto

Webinars starting 17.3.2020 on how to use Zoom, Panopto and MyCourses on remote teaching. Session recordings will be later found in Panopto [LES Webinars](#) folder.

- Info and schedule on webinars (log in): <https://www.aalto.fi/en/news/for-teachers-webinar-sessions-and-info-how-to-do-remote-teaching>
- Teaching Hub Online to help teachers, starting 1.4.: <https://www.aalto.fi/en/events/teaching-hub-online-welcome-to-discuss-and-get-help-with-remote-teaching>
- See also section [Other resources](#) on this page for inspiration and extra tips

### How to organise exams online

During the time of remote teaching, exams can be organized online, with MyCourses or other digital tools.

- Instructions: MyCourses help: [Electronic examinations](#)
- Aalto news: <https://www.aalto.fi/en/news/how-to-organise-online-exams-in-mycourses>, in Finnish: <https://www.aalto.fi/fi/uutiset/miten-jarjestaa-verkkotentti-mycoursesissa>
- Use the MyCourses [quiz](#) for exams. You can also use the MyCourses [assignment module](#) to collect assignments (no physical presence needed). Set time limits for exam activities for additional control. [Katso myös: Panu Erästäön ohjeita Sähköinen tentti MyCoursesilla](#)
- For special cases, check [Guidance for remote proctored exams](#) (in Finnish and English)
- Check attached pdf [guidelines](#) and <https://www.aalto.fi/en/services/digital-assessment> for further guidelines for electronic examinations in Aalto university.
- **Due to corona-virus conditions Exam rooms Lento is closed and Exam-room Ok1y339a is open with special arrangements from 25th of May for now.** [Read more](#)

### Get Information to students. How to message between students and teachers

- In the Teacher role, use the MyCourses course area to send messages to students. Messages sent via Announcement forum are sent to course participants' email.
- If students need to contact the course Teacher, post a message in Forum in the MyCourses course space, send a personal message in MyCourses, or simply email your Teacher.
- An alternative channel of communication for the course is [Microsoft Teams](#). Integrate the Teams channel to your course. Add the [Teams block in MyCourses](#) to your course space and add all students to the Teams channel.

[How to use MyCourses forums and messaging system](#)

### Create lecture recordings or store your existing videos for sharing

Software installation required: [WIN instructions](#) - [MAC instructions](#)

Do you need to share a video lecture with Powerpoint slides or screen capture?

- [Create a Panopto folder for your MyCourses course space and share videos only to course space students](#)
- [Record a session with Panopto](#)
- [share Panopto session and embed video to MyCourses page](#)
- all [Panopto lecture capture spaces](#) on campus. Also [Self service studio](#) and [Mini Studio](#) with Aalto Studios staff help. (Check the current [University corona information page](#) if campus spaces are available).

[Is it Teams, Zoom or Panopto?](#)

### Have online meetings with student groups or single student

Software installation needed: [WIN - MAC instructions](#)

- Use Zoom (<https://aalto.zoom.us>) if you need to have online meetings with groups or individual students. Find useful tips in the [quick guide about Zoom.us in Aalto](#) and [Instruction videos for using Zoom](#)
- [Create a session in MyCourses](#) or in Zoom and share the link to students via the MyCourses Forum, message or email
- **Note!** students can use Zoom and Microsoft Teams also as a group without the teacher

[Is it Teams, Zoom or Panopto?](#)

## Tutor students online

- [Create a Zoom session via MyCourses](#) to provide scheduled discussion sessions to students Or you can also create a [Zoom one to one session without MyCourses](#)
- Set up a weekly [Chat activity](#) into MyCourses course space of use Forum to answer questions
- MyCourses also includes [Scheduler](#) for scheduling online meetings with course students
- Give feedback in the form of a video using Panopto.

## Get support from services

- See instructions at <https://opit.aalto.fi>

If you have questions about teaching and do not have a connection to any system, email us at [mycourses@aalto.fi](mailto:mycourses@aalto.fi)

- Contact us via email
  - MyCourses - [mycourses@aalto.fi](mailto:mycourses@aalto.fi)
  - Panopto (video services) - [panopto@aalto.fi](mailto:panopto@aalto.fi)
  - OpenLearning - [openlearning@aalto.fi](mailto:openlearning@aalto.fi)
  - Blogs - [blogs@aalto.fi](mailto:blogs@aalto.fi)
  - Turnitin - [turnitin@aalto.fi](mailto:turnitin@aalto.fi)
  - Exam -[exam@aalto.fi](mailto:exam@aalto.fi)

[Teacher services in Aalto People](#)


## IT Service Desk contact

- [servicedesk@aalto.fi](mailto:servicedesk@aalto.fi)
- Call +358 50 513 2000
- [More about opening hours, locations and contact information](#)

## Other resources

- A!Ole, [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](#)
- Finnish national agency for Education offers guidance for organising remote teaching(in finnish): <https://www.oph.fi/fi/koulutus-ja-tutkinnot/tukea-poikkeuksellisiin-opetusjarjestelyihin> and some in english: <https://www.oph.fi/en/education-and-qualifications/education-finland-and-coronavirus>

## Page file repository

File 	Modified
Microsoft Powerpoint Slideshow digitalexamsinMCweb.ppsx Digital exams in MC webinar slides	Mar 25, 2020 by Venla Virtakoivu
Microsoft Powerpoint Slideshow digitentitMC.ppsx Digitaaliset tentit MyCourseisssa slides	Mar 25, 2020 by Venla Virtakoivu
PDF File Guidelines for eexams.pdf	Mar 16, 2020 by Venla Virtakoivu

 [Download All](#)