Digital Learning Platforms (OPIT)

This wiki page provides you with information and guidelines about the Learning and Student Information systems used at Aalto University. This page is a collection of system help and guidelines for teachers, students and staff.

This page is maintained by the Digital Learning Environments team, Teacher services.

If you want to contact us, head to this page: https://www.aalto.fi/en/service-entities/teacher-services

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.
- **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 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.
- **Time-based media (video, podcast) accessibility instructions Fi SV**
  When and why you need subtitles in your media files.
- **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**

System instructions

**General system information and webinars**

- **Aalto Cloud info**
  Aalto University's evaluations of cloud services.
- **Aalto IT Windows Classroom Software List**
  Aalto IT offers a wide variety of applications for classroom use.
- **Spring 2021 webinars for teachers**
  Various topics about how to teach online in Aalto.
• **Webinar recordings from Spring 2020**
  Topics: MyCourses Quiz basics, Stack-matematiikatehtävät, Panopto lecture capture, Digitaalinen tentti MyCoursesissa, Using Zoom with student

**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.

• **Oodi** -> replaced by Sisu from August 2021

**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**

Is it Panopto, Zoom or Teams?

• **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

• **List of lecture-capture spaces**
  List of spaces that have microphones and cameras installed in the space. These spaces can be used for hybrid teaching too.

• **Microsoft Office 365**
  Teams, Word, Excel and Powerpoint for all Aalto users

• **Adobe Connect (Funet)**

• **IRC**
  Interactive internet text messaging (chat)

• **Producing effective online educational videos**
  Resource page for video production.

**Online Examination**

• **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**

**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**

**Projects**

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

**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**

**Latest posts in the Opit blog**

**Teams live-tekstitys osaa nyt myös suomea**

Microsoft Teams kokoustiessa oleva Live-tekstitys on saanut valikoonsa suomen kielen. Ohjeita tekstitöysen aktivointiin Microsoftin ohje-sivuilla.

Huomaathan että asetus on sessiokohtainen. Kaikille session osallistujille

**Welcome to Aalto pedagogical courses – Spring 2022 offering published**

Are you at the beginning of your journey as a university teacher and wish to learn more about the principles and methods of university pedagogy? Or have you already completed

**Get your lectures translated in real time!**

Have you heard about PowerPoint live feature that almost magically transcribes your lecture while you present? This feature that works in real time can also translate your lecture to another

**Development targets for teacher services raised from responses to the remote teaching survey 20–21**

Development targets for the next year based on the responses in the survey:

  a. On-demand support for pedagogical and digipedagogical issues as well as well-functioning and

**Repurpose your lectures into podcasts**

Podcasts are everywhere and no doubt that they have a place in educational media. Podcasting offers the opportunity for lecturers to broadcast engaging audio that is easy to fit

**Using Teams for lecturing? Try out PowerPoint Live for presenting**, Want to see your PowerPoint notes while lecturing in Teams? Wonder what’s going on in the chat? Has someone raised their hand?

The next time you start sharing in
How to do grading with MyCourses and Sisu?
Starting from Period I this autumn, teachers will enter course and exam assessments into Sisu instead of emailing them to the learning services of their school.

You can get
Guidelines and recommendations for hybrid teaching
Do you wish to provide a choice for the students to join your teaching either on-site or online? Give them an opportunity to have campus experience or flexibility of remote

Rethinking exams a bit
Have you tried to understand the anatomy of a successful digital exam? We constructed you a 6 step-model to ease your way:

1. Openness: tell students why it is

Making groups and group assignments work in MyCourses
Using small groups and group assignments in online teaching is a great way to achieve good learning outcomes, reduce dropout and improve retention
To get the group assignments work in MyCourses