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

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Starting hybrid teaching?

Check out Aalto hybrid teaching guidelines and tips

Quick video how to do recording in lecture hall or how to use U134a hybrid studio in Otakaari 1

and

Producing effective online educational videos

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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.

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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**

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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-matematiikka-tehtävät, 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)**
  • **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.

**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**

**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**
- **FiTtech, 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**

**How I reduced the time I spent explaining grades given to my students**

Hi,

My name is Wonder Fulidea, and I am a teacher in a course where there are about 40 students. The course is organized twice a semester. Students are New tools for interactions on Zoom – New Whiteboard and more options in polls

Switching between several different apps in a session can be tiresome and confusing for both teachers and students. Good news is that apps like Zoom are already taking steps forward to

**Course feedback: aiming for excellence – in wellbeing**

Sometimes receiving feedback on teaching can feel difficult or tiring. When the world around us aims for perfection, we tend to think that we have fr somehow if

**Turnitin, a Swiss Army knife of digital pedagogy?**

These last few weeks, feedback in different forms has been the theme of the blogs written by my colleagues and me. Reading all these blogs got me thinking… Turnitin, our tool

**Using MyCourses discussion forum as a peer assessment and feedback tool**

It was one eye-opening discussion with a colleague over an afternoon coffee that got me thinking. I remember from the previous year’s teaching, how challenging it was to support community building

**Turnitin, a writer’s tireless sparring partner**

Writing, like all other skills, is learned through practice. Proficient writing skills, implying writing text that flows and in one’s own words, require a great of practice. An additional
Infusing assessment and feedback
After 12 years of full-time university teaching, Leo surprised himself by thinking that assessment is, well, fun. Where was the usual “Another day in the factory” feeling he usually fought against?

How can we achieve the smooth landing on the post pandemic new normal in teaching and learning?
Create shared understanding with us and highlight your viewpoints on post-pandemic teaching! We invite you to share your teaching experiences both from ongoing academic year and your teaching needs for the

Not what it seems – counterintuitive ways to learn online better
In this article, we invite you to challenge some common assumptions about digital learning. Some of these ideas might already sound familiar, but as you go through them try to think

I am easy ...like an icebreaker on a Monday morning!
Icebreakers are small, easy-going, short activities that “break the ice” for a group of people. They are usually done at the beginning of a class or a meeting. For most of