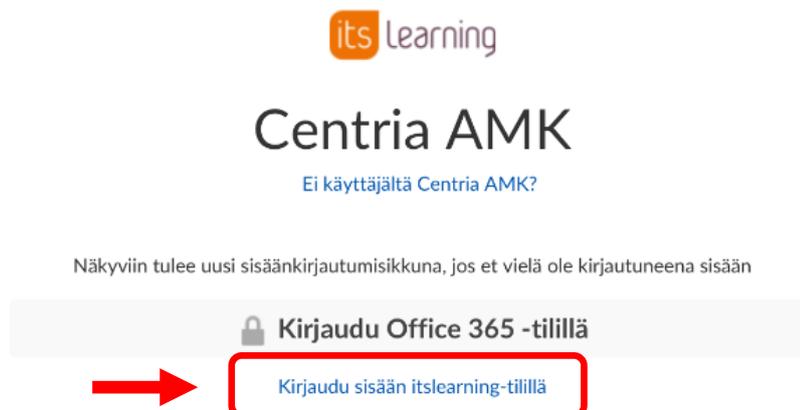# GENERAL ITSLEARNING INSTRUCTIONS FOR AVERKO STUDENT

You have received an email from itslearning LMS. You will find your username and password from email. Log in at the address found in email (https://centria.itslearning.com/) by clicking on it. Translation: Username = Käyttäjätunnus, Password = Salasana, Log in = Kirjaudu sisään.

Use itslearning account to sign in.

The first time you log in, you will be asked to change your password. Enter the old password in the first field. Create a new password in the second field and retype the password in the last field. Then press Save (Tallenna).

Vaihda salasana

Vanha salasana

Anna uusi salasana

Anna uusi salasana uudelleen

Tallenna Peruuta

After changing the password, you will receive a greeting (picture below). Choose Aloitetaan! This will open the Home-view.
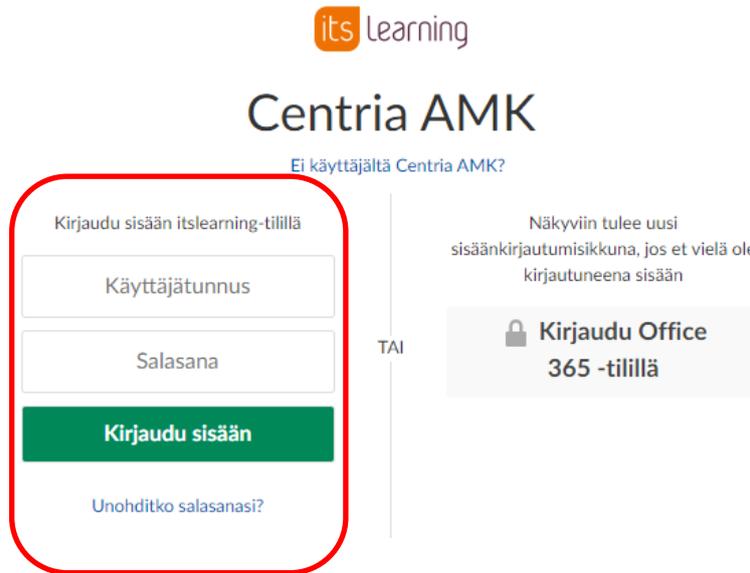
Hei Simo!

On hienoa nähdä sinut täällä.
Oletko valmis tekemään itslearningista itsesi näköisen?

Aloitetaan!

The next time you log in to the environment, the previous steps will be skipped. You will find itslearning LMS at https://centria.itslearning.com/ Log in using itslearning account.

You can select the desired language from the settings tab (Omat asetukset). Click your own profile and open your settings menu.
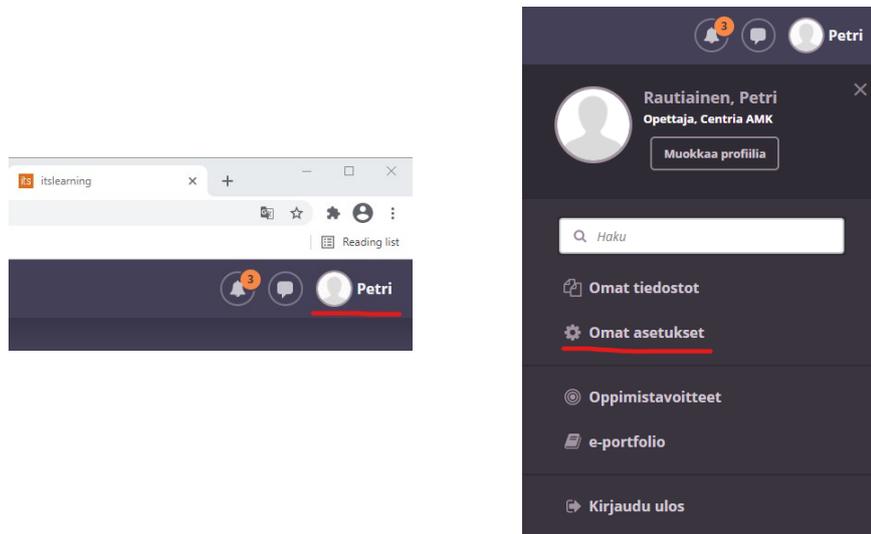
From the settings menu use Customise itslearning (Mukauta itslearningia).

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.

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.
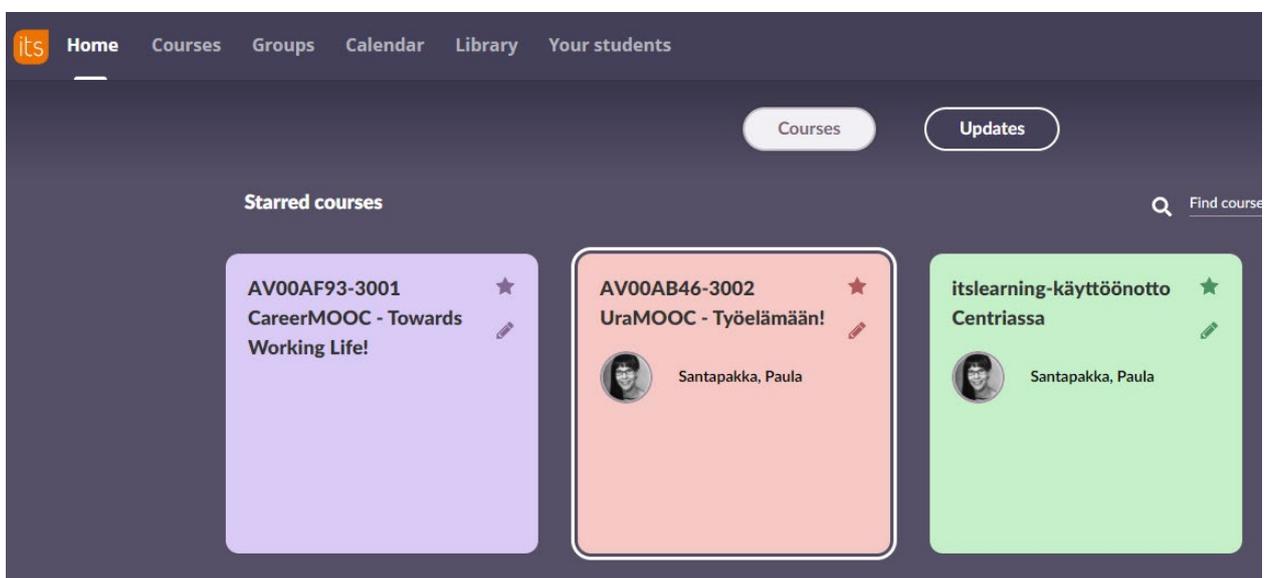
Choose the course you want to open by clicking on its icon. Doing this, you enter the course and arrive in the course **Overview** where you can find teacher instructions and a calendar.


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.
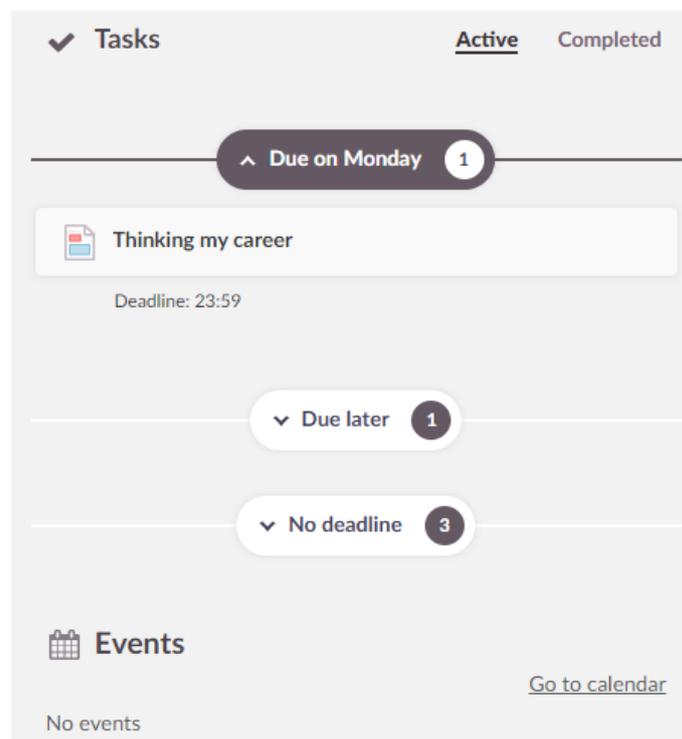
Clicking on the heading Completed, you can see the assignments that you have completed. This test student, Laila, has completed two assignments, but the teacher has not assessed them yet.
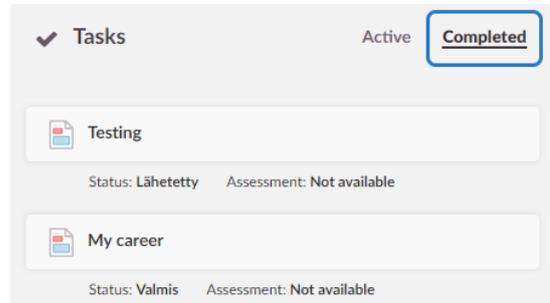
On the **Plans tab** you find the actual course. A course can include several topics. (In the picture below: Introduction to course and Working life). By opening a plan below the topic you can find all the learning resources and activities (see the picture below).
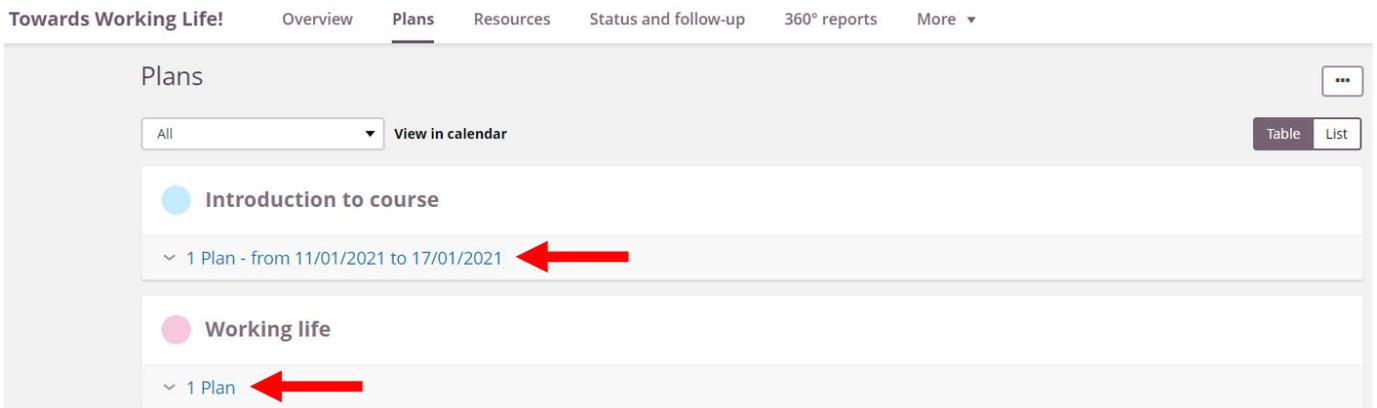
The course learning materials and assignments are found in resources and activities. You can open them by clicking the names. Start familiarizing yourself with the resources by opening the first name on the list (in the picture First week).
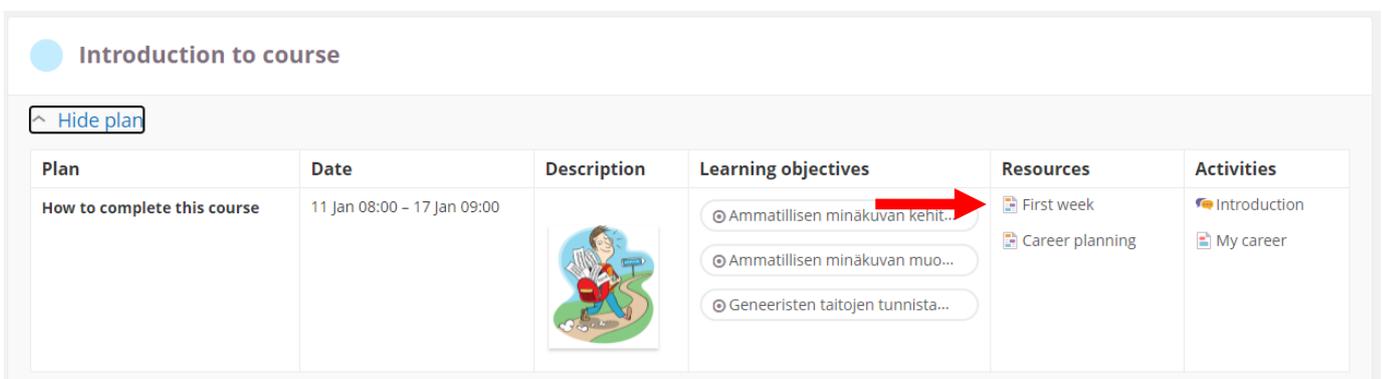
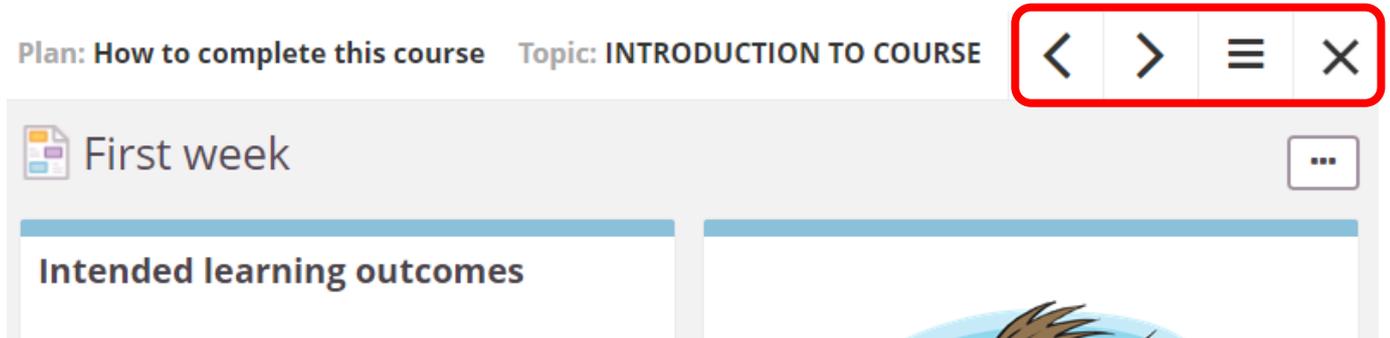You can move from one resource to the next using the arrows in the upper right-hand corner. When you have studied all the contents in the Resources, you can exit by pressing the X in the upper right-hand corner.

You can also exit the resources after every page and return by opening another resource in the plan view.

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.
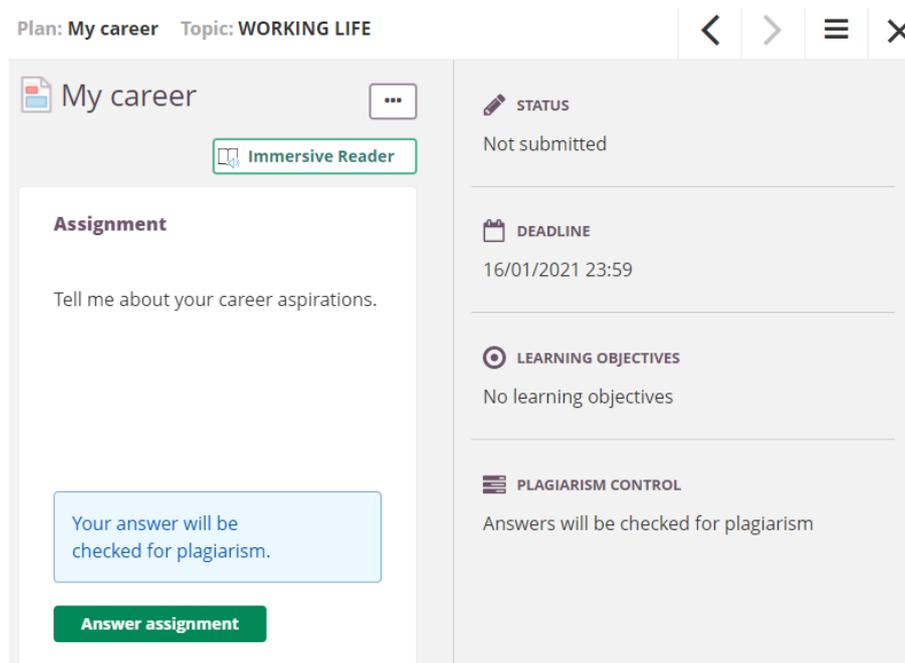
You can write your answer in the opening text field and submit it (using the Submit button) or return a finished assignment from your files (Add file). You can also start working on an assignment and save it as a draft (Save as draft) and continue working on it and submit it later. The teacher will also see assignment drafts (marked as drafts).

If you end up on the Resources tab, please immediately return to the Plans tab, without doing anything there.
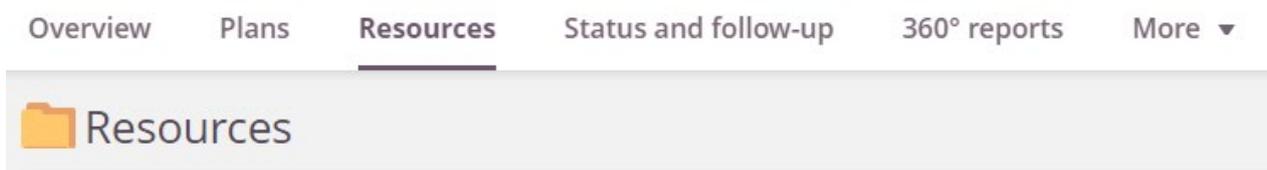
On the Status and follow-up tab you can find for example the **Assessment record** where all course grades are gathered. You can open the Assessment record by clicking on it.
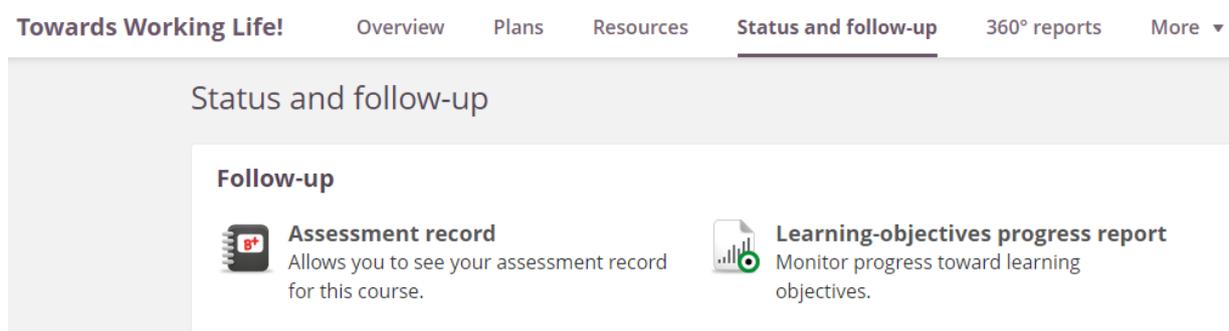
In the **360° reports tab** you can follow your own activity level on the course. Also, teachers will see your activity in their own 360° report. Teachers will see what resources you have familiarized yourself with, what tasks you have submitted and how much time you have used on studying.

 On the More tab you can find for example the names of the participants on the course.

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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.