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Ground rules for working online at Laurea (H5P)

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Below you can find information on online studies and related practices. The aim is for you:

- to know what to do when studying online
- to know the principles of working online at Laurea

1. Starting studies

1.1 TOOLS USED IN ONLINE STUDIES

As a higher education student, we assume that you have the tools needed for online studies (computer, with a built-in or separate camera) and a functional internet connection. Headsets with a microphone are also recommended.

You can also use your mobile phone in certain situations, but please keep in mind that full scale work is best done on your computer. Make sure the necessary applications are installed on your mobile phone.

Logging into Laurea's systems from your own devices

- The student username is your student number

- When you sign in to Microsoft Office 365 services (Laurea email, Teams, etc.), your username is in the format studentnumber@laurea.fi, e.g. 0123456@laurea.fi

On Laurea's campuses, you can connect your own devices to the Internet wirelessly. Keep your device secure by updating your computer regularly, using antivirus software and a firewall.

As a Laurea student, you may download the Office suite to your device from O365. You can search for information and support on media, applications, security, user ID, etc. on the student Intranet.

1.2 CONFIRMING A PLACE BY STUDIES

To confirm your place in the study unit, you must be present at the first contact or online meeting of the course or, for example, return a pre-assignment. In other cases, contact the teacher.

2. Progress in online studies

Some courses allow you to complete assignments at your own pace. Please note, however, that you are able to keep up with your group and make it possible for your team to proceed smoothly in group work. The teacher can also define the order and schedule of study progress.

2.1 COMMUNICATION PRACTICES

Prepare for online meetings well in advance

- Prepare for an online meeting as instructed by the teacher.
- Book a quiet space and headset.
- Join the online meeting well in advance. This way you can check that the sound works and you will be able to share the presentation if it is your turn to make a presentation.
- Join the session with your own name (first name + last name). Please add a photo of yourself to your profile.
- If you have to leave during an interactive situation, please inform your team and teacher.
- Because the content of the presentations is owned by authors, as a participant, you may not record the presentations without permission. You are only permitted to use screen capture images for your own use.
- You can also organise online meetings with your own team. For example, use Teams, Zoom (max. 40 minutes) or Google Hangouts.

Active participation in online meetings promotes your learning

- At the beginning of each course, the interaction practices are agreed upon.
- Before you meet online, you should familiarise yourself with the course materials and prepare to ask questions and to comment.
- In Laurea's online meetings, the practice is to keep the video connection on if the network connections allow it. The practices for using the camera are agreed upon in more detail at the beginning of each course. Implementation of the course may include oral presentations and recordings, during which you are expected to have the camera on.
- You will be more involved if you keep the camera on during a meeting. You can see your classmates and they can see you. You do not necessarily have to point the camera at your face at all times. You can also occasionally turn the camera off and give your eyes a rest. If you don't want to view your own picture, you can use the "Hide-self-view" feature, which is available at least in Zoom. If necessary, you can blur your background or use a background image to prevent your home environment from appearing on the camera.
- Ask for the floor as agreed at the beginning of the meeting. Don't interrupt others.
- Make versatile use of the non-verbal feedback and meeting reactions available on the meeting platform (e.g. chat, raise hand, thumb up, yes/no)
- If the meeting is being recorded and you don't want your picture on the recording, participate by speaking and chatting. Please note that the audio is being recorded on the recording.

2.2 DOING ASSIGNMENTS AND TAKING EXAMS

Do the assignments on time and read the instructions carefully

- Make a copy of your submitted assignments
- Complete assignments by the given deadline
- Take note of the progress of your group's studies
- Take note of Laurea's citation practices. Embedding media clips published elsewhere as part of your own assignment submission is permitted if the service provider has the option of embedding them.

Read the exam instructions in advance

In most cases, online exams are either remotely monitored sessions or assignments set on a given date and time.

Take into account the date and times for completing the exam set by teachers:

- Date of the exam
- Time of the exam (e.g. 9:00am-2:00pm)
- Time allotted for completing the exam (e.g. 90 minutes)

If you need more time to finish the exam than others for a justified reason (e.g. dyslexia), you can request it from your teacher.

Exams can be remotely monitored in Zoom, Teams or using the Proctorio exam monitoring tool on the Canvas learning platform.

2.3 ASSESSMENT AND FEEDBACK

You will find assignment-specific feedback and grades in the "Grades" section of the learning platform. If you have failed assignments or examinations, you must supplement or retake them in a manner and schedule defined by the teacher.

3. Problem situations

Choose the right support channel

Questions related to study content, assignments or learning methods

Before asking a question, read the instructions. Ask your question in the discussion area. One of the other students may have a similar question or be able to answer your question.

Technical questions related to the use of the learning platform

Click the question mark (Help) on the left side of the learning platform menu to go to the "Student Instructions" page.

If you cannot find the information you need, please submit a support request to Service Desk. When contacting the Service Desk, please explain what your problem is or what went wrong as clearly as possible. A screenshot may make it easier to resolve the issue.

For personal matters, use the Canvas Inbox.

4. Copyright issues, data security and privacy

Take copyrights into account - including yours

You hold the copyright for your study attainments (e.g. thesis, essays and assignments) when they exceed the threshold of originality. The threshold of originality is exceeded if the result of your work is sufficiently original that it could not be precisely reproduced by someone else. Information, ideas, theories and scientific results are not, in and of themselves, copyright protected, but the form in which they are presented is. Use of the material in question outside of studies requires your permission. Under an agreement, the student, educational institution or client may transfer all or part of the copyright, or the student may grant the educational institution the right to use the work.

When you use materials made by others (images, text, videos) in all this work (online and elsewhere), you must honour the copyright and cite references in accordance with the school's instructions.

Plagiarism detection

Plagiarism is the violation of a copyright. Laurea uses Ouriginal plagiarism detector.

Be data secure online

The most commonly used online meeting platforms at Laurea are Zoom and Teams. The teacher will admit you to an online meeting from the Waiting Room. This prevents external people from accessing the meeting room. You have a duty to ensure data security by complying with applicable legislation and Laurea's data security rules.

Please note the following:

- In a remotely supervised online exam, you are required to keep your video camera on at all times.
- In some situations, you will be required to verify your identity and may be asked to show an ID card (e.g. obligatory Swedish course).
- If you want to record a session, you must request permission from the person making a presentation. The recording may only be distributed to those concerned and as agreed. You can use screen capture images only for your own use.