Learning services

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Remember your resbonsiblities

- Be careful! ID-number and student's name are never published together! Use only student numbers, when publishing grades or points as lists, for example, in Mycourses (remember to restrict them to aalto.fi)
- Be careful with the lists including ID-numbers and names.
 Remember to use privacy trash cans! Check archiving rules!
- Be careful with the material student has provided to you and handle it with respect.
- Note! In study attainment forms which are send to learning services for registration both ID-number and name are used (normally the teacher in charge will send these)

- As a course assistant you have access to student's answers, grades, ID-number and other information about students. You can also get knowledge about student's learning difficulties or health issues.
- Remember that you are not allowed to spread this information!
- Through Oodi you can also see various information, but you are not allowed to use it without reason. Remember, that it is possible to see, who has been looking for information.
- See Personal Data Act (Henkilötietolaki 22.4.1999/523)
- https://www.finlex.fi/en/laki/kaannokset/1999/19990523



Regulations on Teaching and Studying

- https://into.aalto.fi/display/ensaannot/Aalto+University+General+Regulations+o n+Teaching+and+Studying
- For example, you can find regulations how long study attainments are kept and how long they are valid
- You can always ask from learning services for help!

Updating course information

How to get access to course information?

 The Teacher in Charge can ask learning services to add access to course assistant to course information, if needed

Booking (ASIO) – OODI - MyCourses

- If a place is changed/removed in Oodi, it does not change original reservation in Booking (ASIO). If you need changes to bookings, contact first the teacher in charge. The changes need to be done both in Oodi and booking.aalto.fi (usually by learning services).
- The reservations had to be changed a day before at latest
- Note, that the information from Oodi overrides the information in Mycourses !!! So if the reservation or study event is changed only in Mycourses, the data is overriden next night from oodi!

Harassment and inappropriate conduct

- Code of Conduct in the University Environment
- https://www.aalto.fi/en/services/harassment-and-inappropriate-conduct

Have you experienced harassment or inappropriate conduct?

Are you an employee? Have you Please contact any of the following: experienced 1. Your own supervisor, or if your harassment or supervisor is the alleged offender, inappropriate his/her supervisor Aalto University's harassment contact conoduct? If harassment or When possible, Your school's HR-manager or your inappropriate tell the person department's HR-coordinator, behaviour Occupational safety and health in question representative or OSH manager, or continues, do immediately trade union representative not hesitate to that you will not 5. Occupational health care take action: you tolerate this Are you a student? should proceed kind of Please contact either of the following: even if you have behaviour and 1. Your school's manager of not been able to demand him/her Academic Affairs talk to the to stop. He/She 2. Harassment contact person of the offender directly may not AYY Student Union: understand that hairinta-mies@avv.fi or his/her hairinta-nainen@ayy.fi, behaviour is for more information see considered https://ayy.fi/en/students/health -and-welfare/ inappropriate

Procedure:
1. Clarification of the situation and discussions with all parties
2. Conclusions, and decisions on necessary actions taking into account how serious the case is
3. Follow-up of the actions taken

In case the actions taken will not end the harassment or inappropriate behaviour or if the case is very serious, the following disciplinary measures will be applied to Offending Employee Written (formal) remark Written warning Termination of employment contract Offending Student Written warning Temporary expulsion Serious offences are reported to the police



Other useful links

- https://www.aalto.fi/en/services/course-implementation-from-teachers-view
- https://www.aalto.fi/en/services/examinations-and-course-results
- https://wiki.aalto.fi/display/OPIT/MyCourses
- https://wiki.aalto.fi/pages/viewpage.action?pageId=132218012 (Oodi Help)
- Accessibility: https://www.aalto.fi/en/aalto-university/accessibility
- Code of Conduct in the University Environment

