Aalto University
School of Electrical
Engineering

Orientation

Course practices and online tools for studying
4.9.2019

Today's schedule

9-10.30

- General info about course practices
- Online tools for students

10.30-12

- Exercises in small groups (check your group and room at the end of the session)
- Getting familiar with the tools, course registration etc.

13:00-14:00 Info for students with AMK degree

- Maarintie 8, room TU3

14:00-15:00* Info for Aalto scholarship students

- Maarintie 8, room TU3

***Note! Advanced Energy Solutions students: 14.15-16.00 First lecture of course AAE-E1000 Introduction to Advanced Energy Solutions (Otakaari 4, 213a).**

Course practices

How courses are organised

- **Courses generally consist of a combination of these components:**
  - lectures, exercises (exercise sessions and exercise submissions), laboratory works, group work, project, written report, learning diary, exam
- **In most cases there are compulsory activities each week**
  - All though lectures may not be compulsory, eg. the weekly submission of assignments may be compulsory.
  - Teaching periods are short so it's important to be awake from the very beginning of the courses.
- **Course requirements, evaluation principles and all other practical arrangements are described in the course syllabus (course home page in MyCourses –system) and during the FIRST LECTURE.**

Grading and evaluation

- **scale from 1-5**
  - 5 = excellent
  - 4 = very good
  - 3 = good
  - 2 = very satisfactory
  - 1 = satisfactory
  - 0 = failed – not visible on transcript
- **pass/fail**
- **absolute grading**

- **Course components and their weight in the final grade are explained in the course syllabus.**
  - Eg. assignments 60%, final exam 40%
- **In many cases the weight of the final exam is minimal! -> instead courses are using a method of continuous evaluation.**

Course registration

- Course registration is done separately for **each course and each teaching period (unless course lasts for eg. two periods)**
- Registering for a course is at the same time registration for **interim tests** and for **the course examination** (when applicable).
- Registration opens 1-2 weeks days before the start of the period.
- **Registration closes 7 days after the start of the period**
  - Except for courses where number of participants is limited or course arrangements require earlier registration -> registration closes **before** the start of the period.
- Also remember to unregister if you decide to drop a course!
  - Unregistration possible while the registration is open
  - After registration closes by contacting the teacher directly

Exams

- Course registration automatically registers you for the final exam as well.
- Exams can be retaken (a minimum of two possibilities per year).
- Exam registration for retake exams is done separately from course. registration and **it is compulsory!**
  - opens 60 days before the exam
  - closes 7 days before the exam
  - **MARK both the exam days and their registration days IN YOUR CALENDAR!**
- However students are adviced to take the first exam offered.
- Assignments etc. are valid until the course is organized next time.
  - Affects the number of retake possibilites.
- Failed courses will not apper on transcript of records.

Course practices

- Pay attention to the difference between personal assignments and group work: you can work on personal assignments with friends but two students cannot hand in identical assignments.
- Exercise sessions are usually optional but submitting the weekly exercises is compulsory
  - Students decide if they want to work on the exercises on their own or in the exercise sessions.

Managing overlapping course schedules

- Due to the wide variety of selected courses, overlaps in timetables are hard to prevent.
- Flexible attendance requirements usually allow the completion of two overlapping courses.
- First you should get familiar with the courses' requirements and workload.
  - You can register for several courses and drop extras. If you drop out, inform the teacher. Otherwise the course may be graded as fail.
- Then prioritize the more difficult/interesting/time-consuming course.
- Always prioritize the compulsory courses of your degree!
- If you notice overlaps in the compulsory courses, contact the planning officer!

Turnitin

- **Some courses use Turnitin submission box for assignments.**
- **Checks texts against comparison databases for similarity.**
  - web pages
  - student papers
  - library databases
  - publications

Turnitin is a tool for enhancing skillful writing and preventing plagiarism!

- **It's possible to do originality checks independently https://wiki.aalto.fi/display/turnitin/Turnitin+for+Students**
- **Using Turnitin Originality Check is regulated by Aalto University Code of Academic Integrity**

Where to study?!

Study facilities in Aalto

- **Computer class rooms are available for students during the opening hours of each building (unless there's teaching).**
  - Real-time availability of computers: computers.aalto.fi
  - Software in (windows) classrooms: https://www.aalto.fi/en/services/default-applications-on-windows-workstations
  - Locations of printers: https://www.aalto.fi/en/services/locations-of-printing-devices-printingpoint-and-magnacard-colour-printing
  - Free software for home computers: https://www.aalto.fi/en/services/free-software-for-home-computers
- **Aalto space – Application available for ios/android.**
  - Space reservations eg. for group work
- **Harald Herlin Learning Centre**
  - Main library
  - Special facilities (3-d printing, video production…)
  - "Learning hubs" = libraries around campus

Online tools for students

Aalto University
School of Electrical
Engineering

Online Learning Services

oodi.aalto.fi

WebOodi

- Study Management Website
- Course and Exam Registrations
- Official Study Register
- Personal information

courses.aalto.fi

- Additional course search tool

mycourses.aalto.fi

MyCourses

- Course Information Portal
- Course News and Results
- Course materials and online exercises
- Virtual Learning Space
- Turnitin

sis-aalto.funidata.fi

SISU

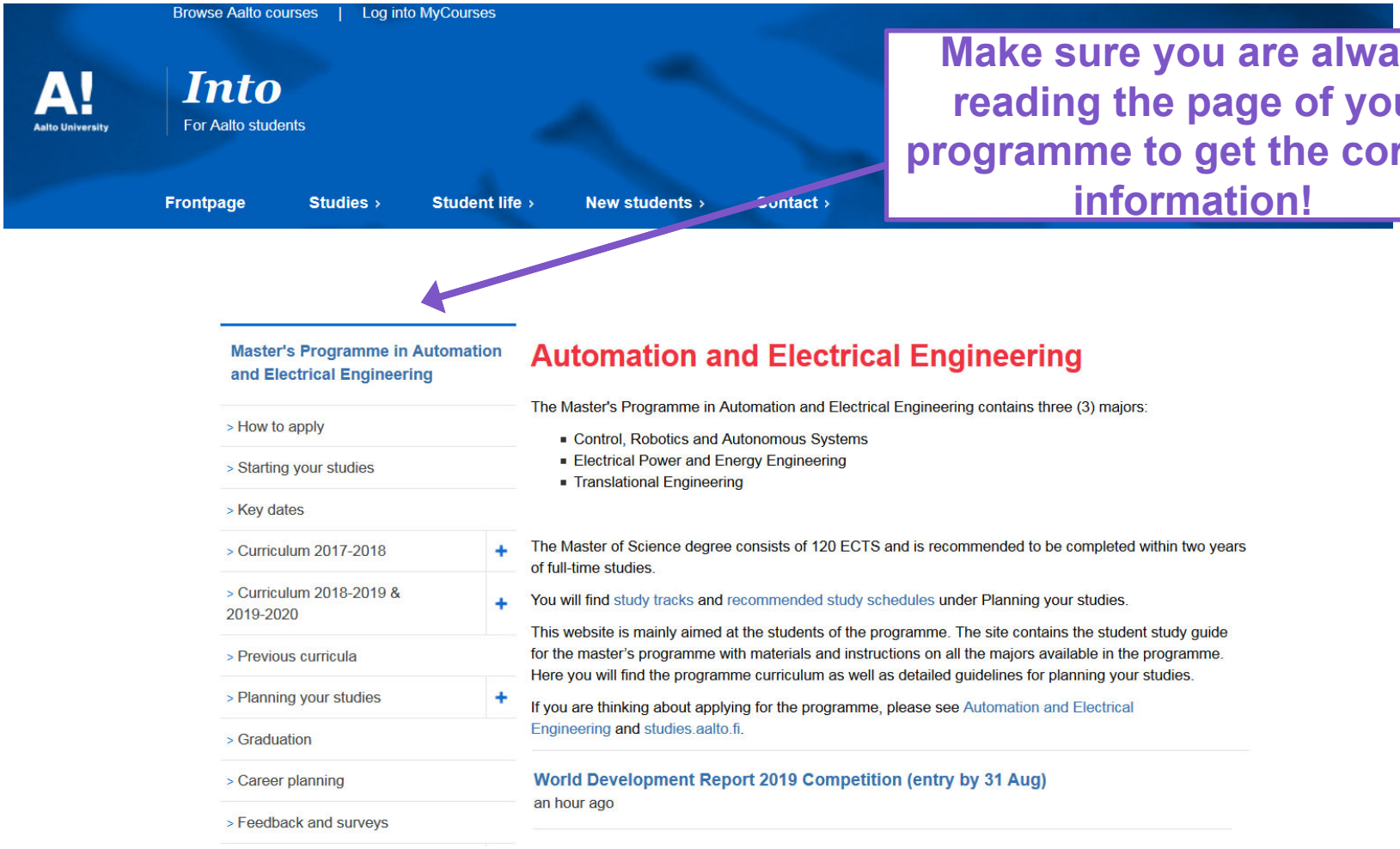
- Online study plan

into.aalto.fi

Into

- Study Guides
- University & Studies Information Portal
- News from University and Schools

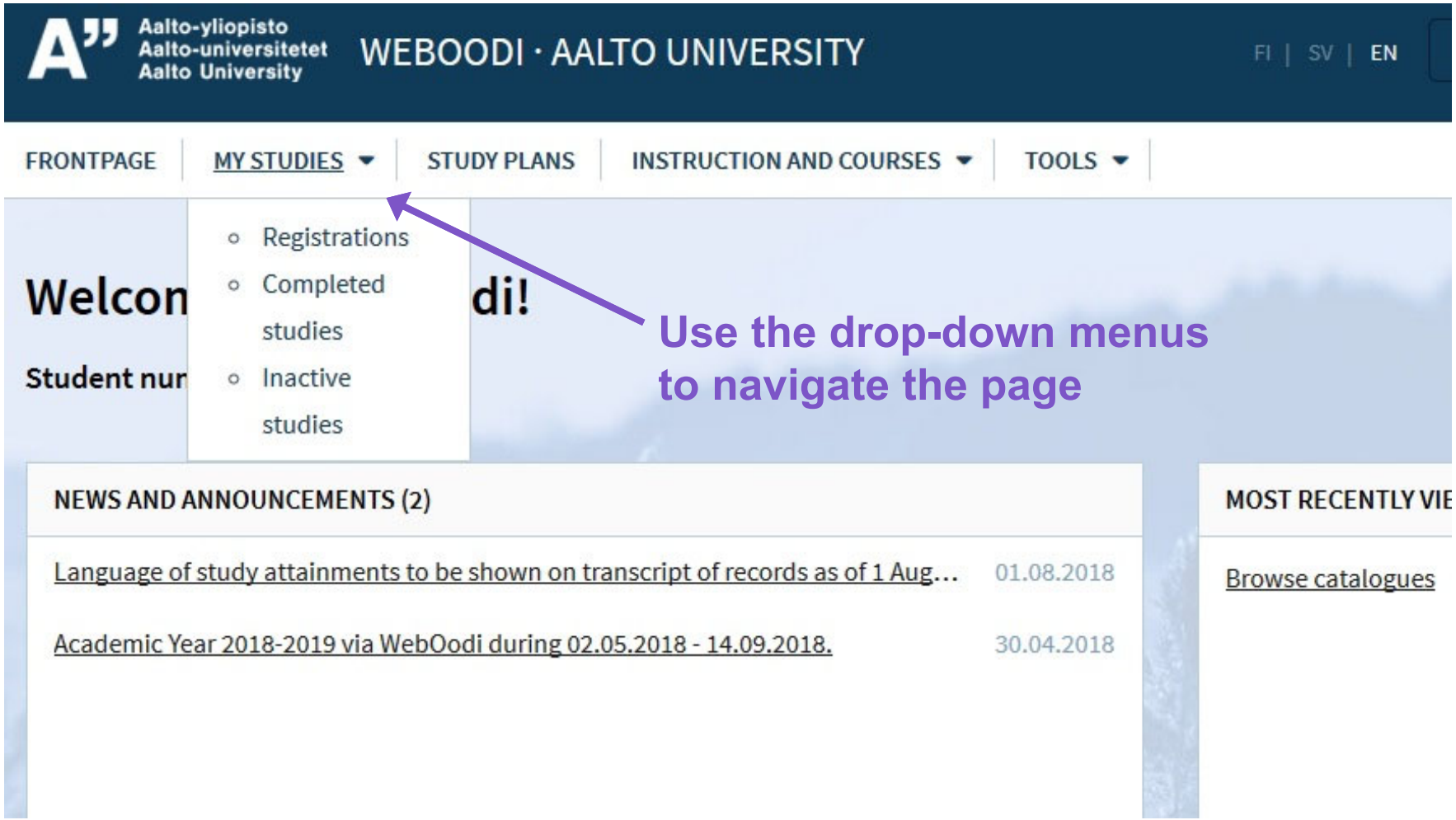
Into – how Aalto works



WebOodi – Official Study Register

- Official course portal – confirmed course descriptions for 2019-2020.
- Course and exam registrations always through weboodi.
- From weboodi you can order digitally signed transcript of records.
  - For sealed copies visit the student services.

The WebOodi front page



Course registrations

View your personal information via the drop-down menu

FRONTPAGE | MY STUDIES | STUDY PLANS | INSTRUCTION AND COURSES | TOOLS

My studies (Instructions)

If a course you have completed has not been registered into Oodi, please contact the unit responsible for the course.

Order a transcript

Your registrations

Archive registrations Removed registrations

Status of registration

Duration of course

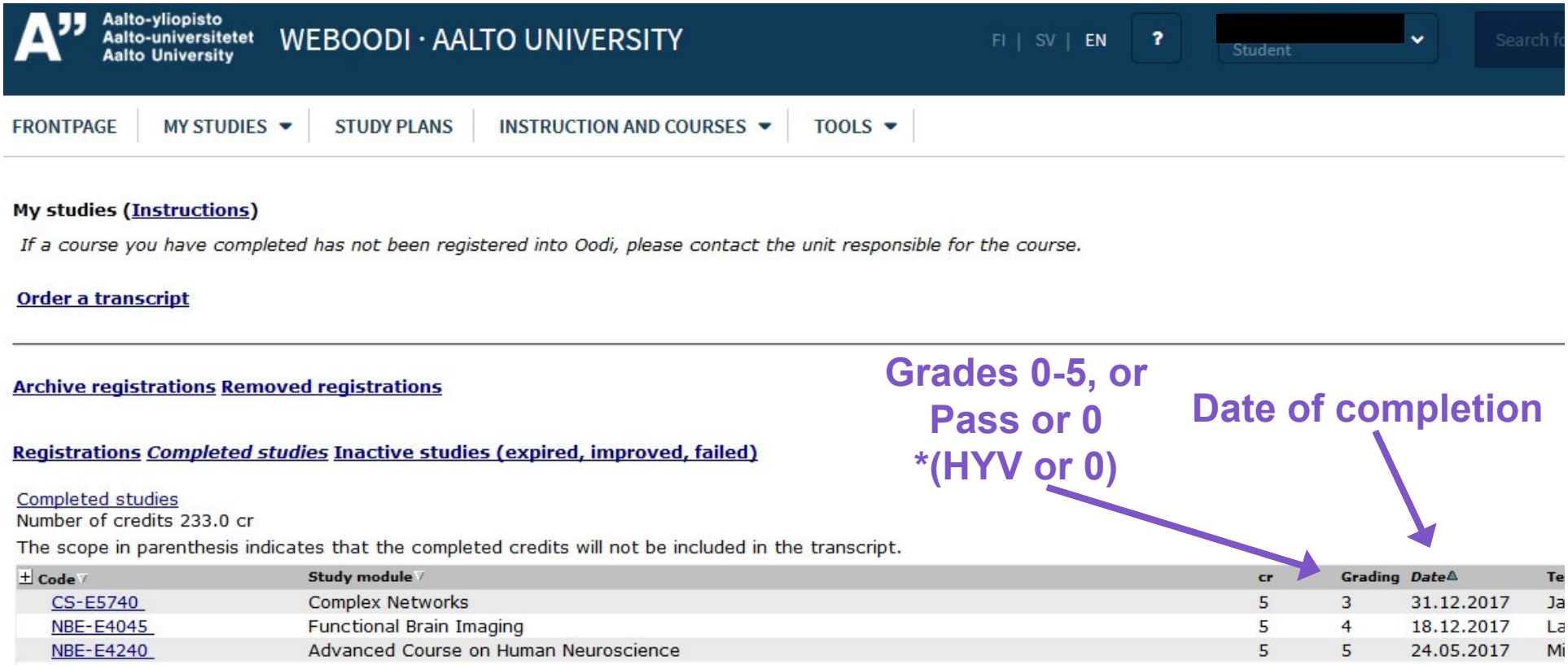
Registrations Completed studies Inactive studies (expired, improved, failed)

Registrations

Code	Study module	Extent	Type	Status	*Time*
NBE-E4120	Cellular Electrophysiology	5 cr	Course	Registration valid	12.09.18-05.12.18
CS-C2000	Human Perception	5 cr	Examination	Registration valid	07.09.18
NBE-E4530	Special Course in Human Neuroscience / Keskushermoston neurofysiologiset tutkimusmenetelmät potilastyössä	2 cr	Course	Registration valid	30.10.17-14.11.17

Completed studies

View your completed studies. Your professor has 4 weeks time to announce your grades

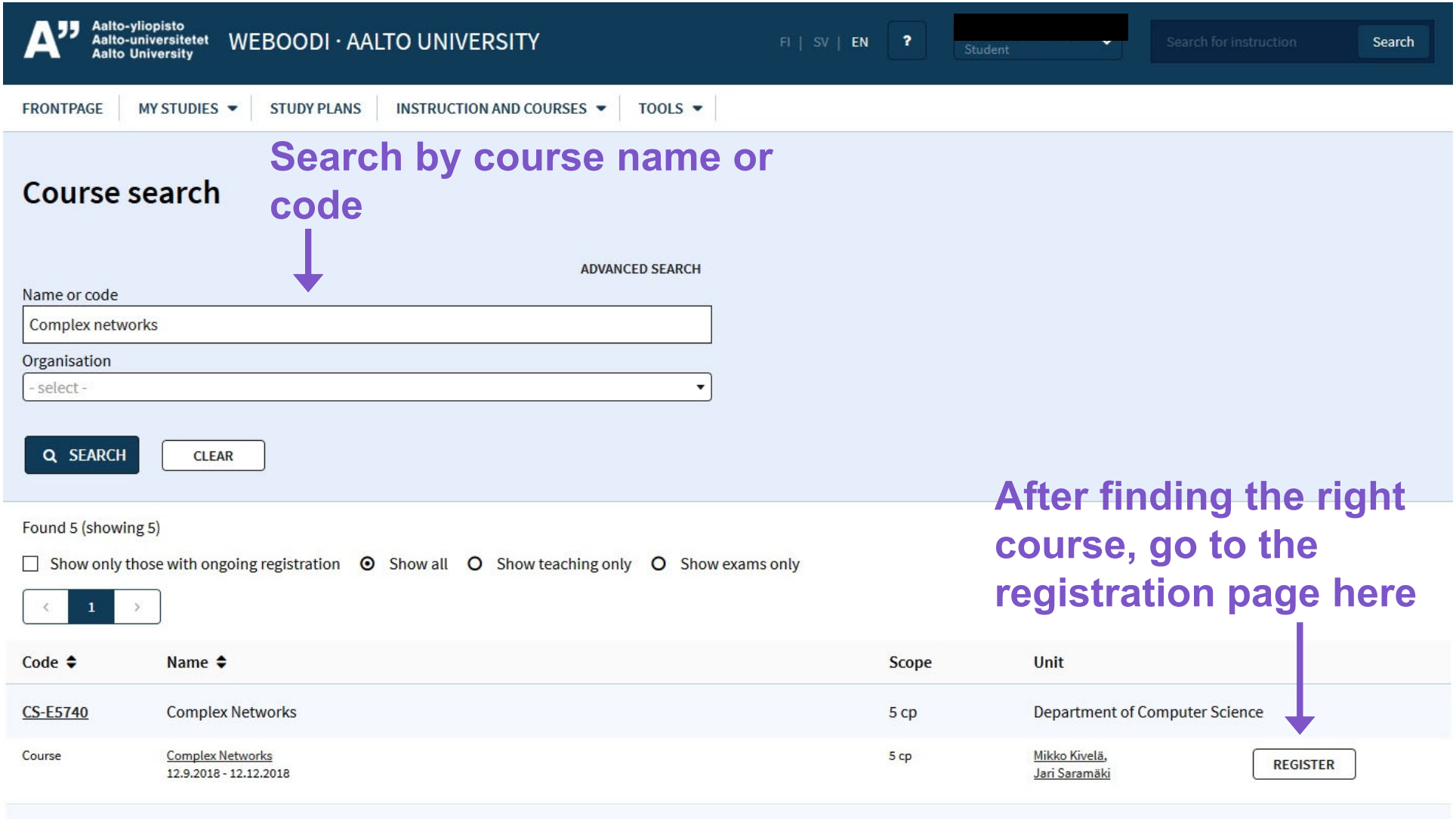


Grades 0-5, or Pass or 0 *(HYV or 0)

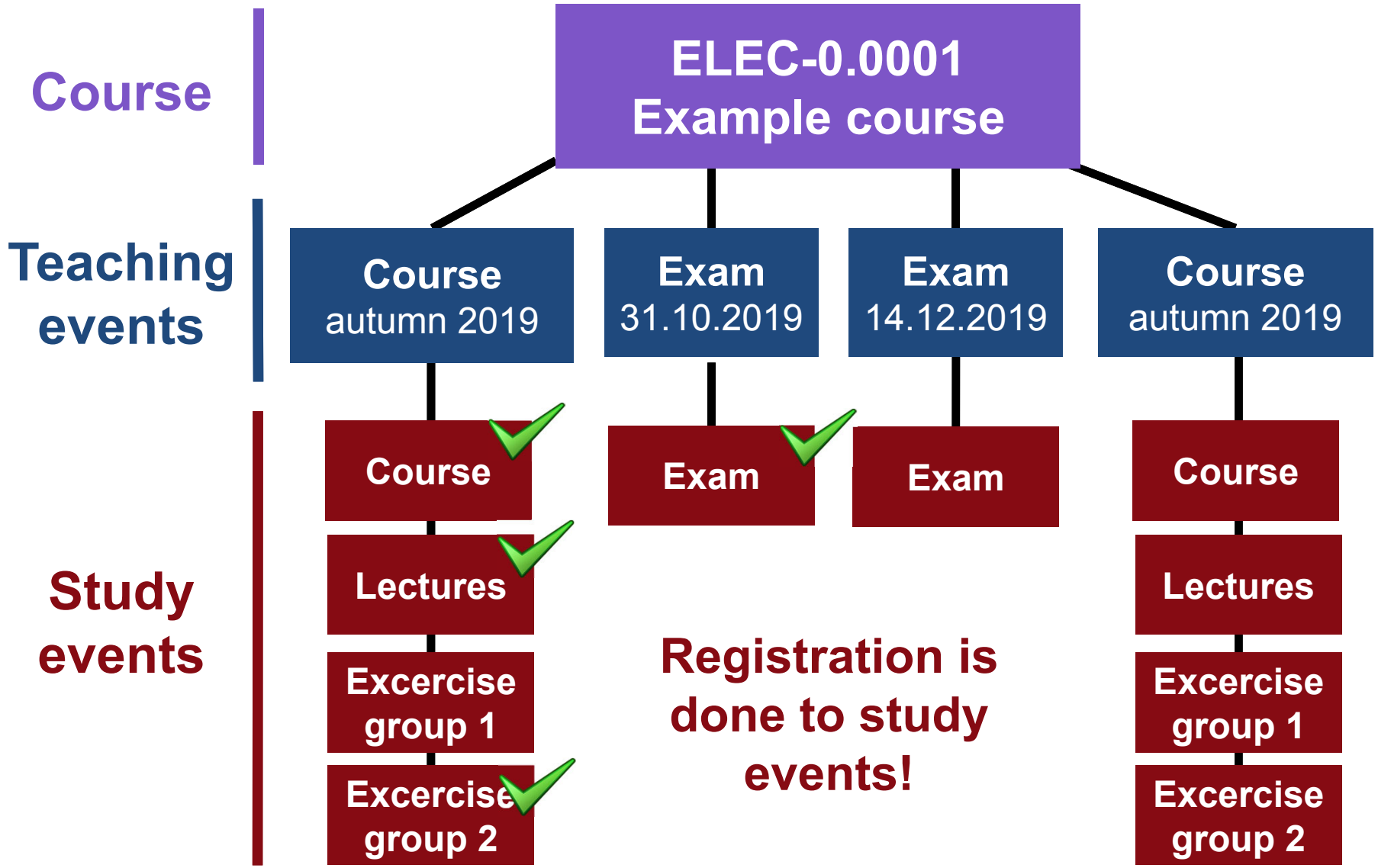
Date of completion

***Sometimes a letter "HYV" might appear instead of "Pass" in your WebOodi. These are the same thing! (HYV is just Finnish for pass)**

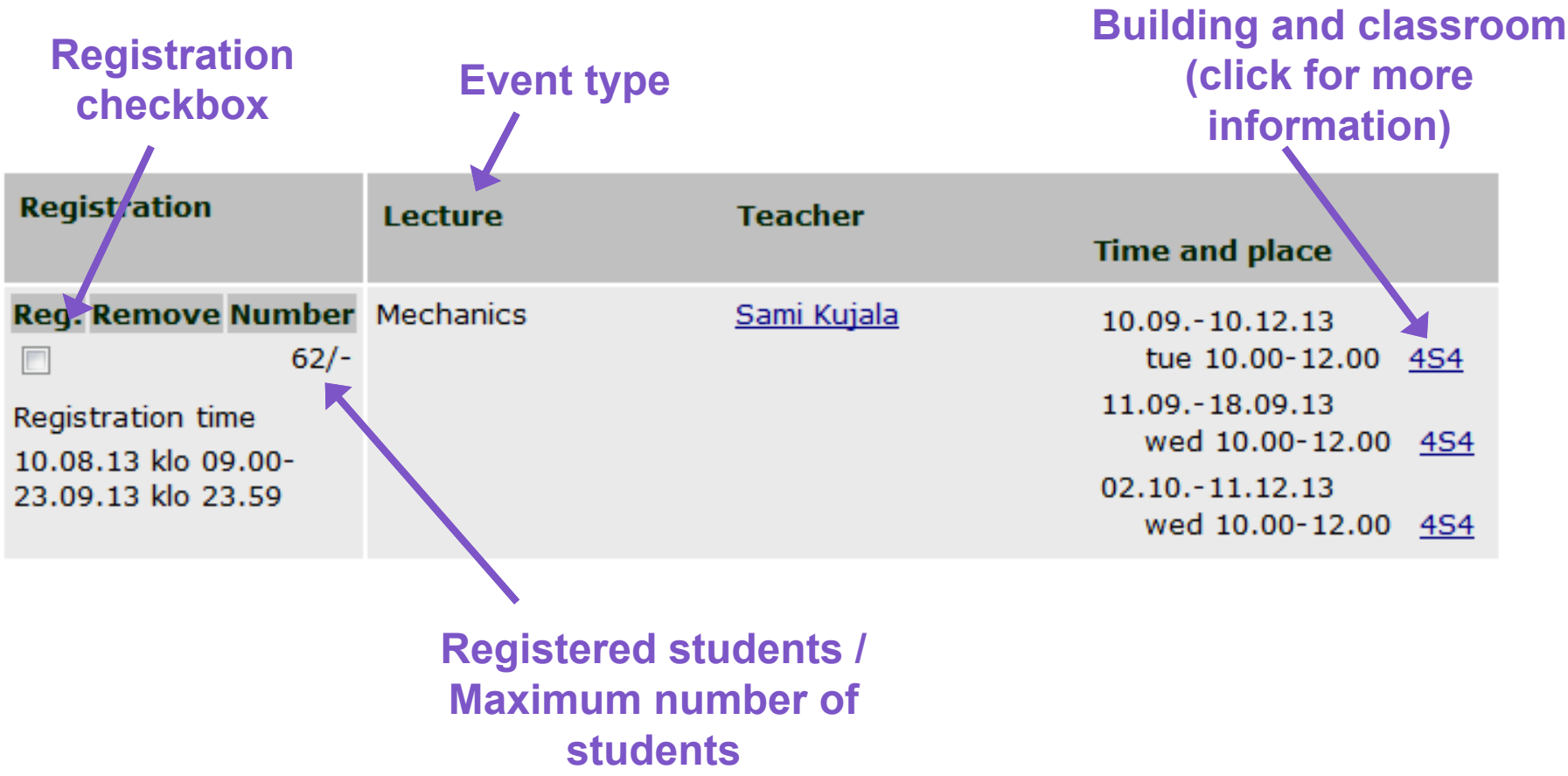
Search for courses



After finding the right course, go to the registration page here


Course
Teaching events
Study events
ELEC-0.0001
Example course
Course
autumn 2019
Exam
31.10.2019
Exam
14.12.2019
Course
autumn 2019
Course
Exam
Exam
Course
Lectures
Excercise group 1
Excercise group 2
Registration is done to study events!
Lectures
Excercise group 1
Excercise group 2

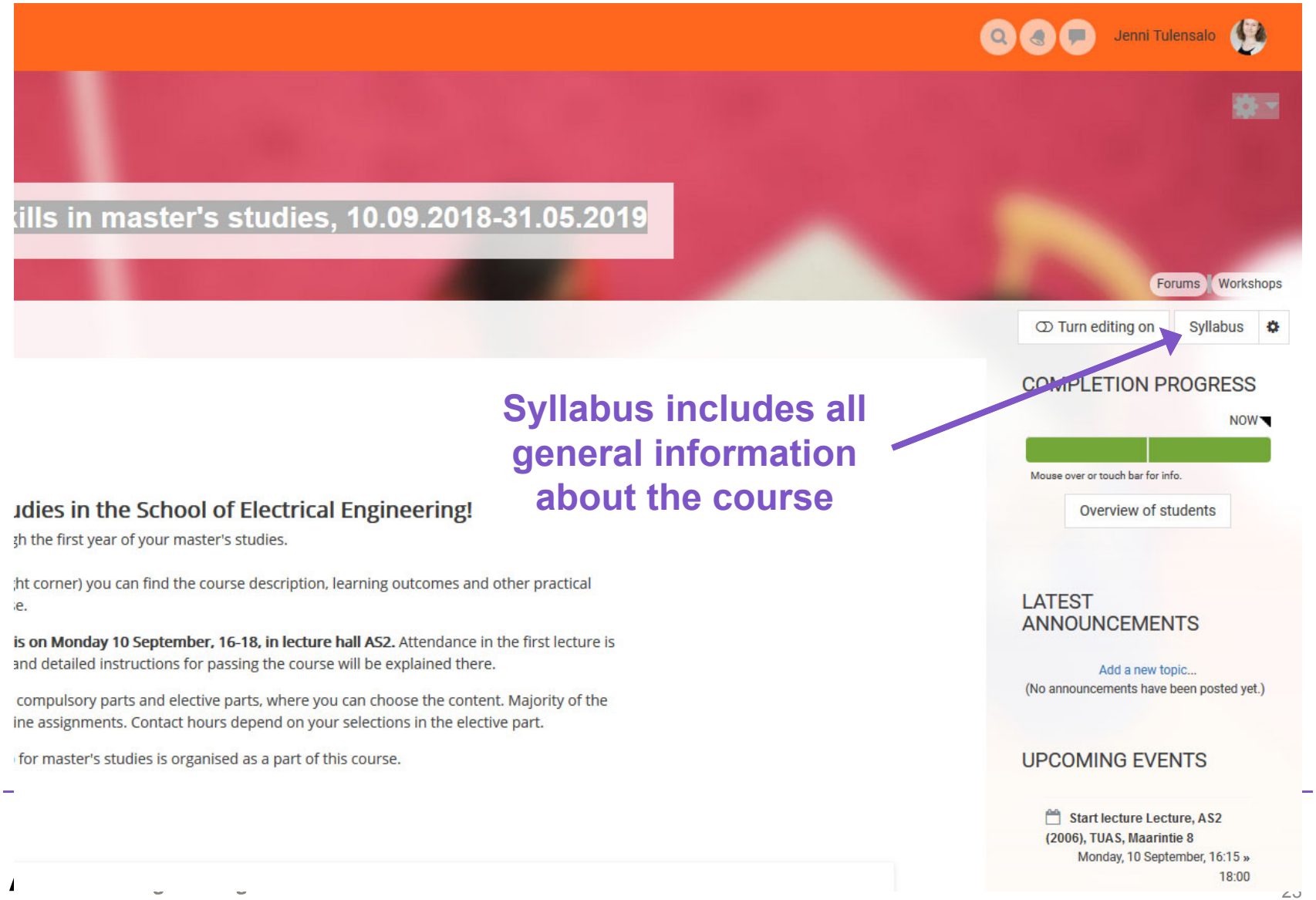
Study Event Example



MyCourses – Course Portal and Virtual Learning Environment (Moodle-based)

- Course workspaces including eg.
  - Lecture slides
  - Reading materials
  - Assignment instructions
  - Online assignments/exercise submissions
  - Group work spaces
  - Course results
- Course Syllabus – details and instructions for each course round
- Course news and communication
  - General news posted by teacher
  - Possible discussion areas
- **Calendar** including all study events, deadlines etc. of the courses your enrolled to.
  - Calendar export is possible

Course information



Course feedback

- In the end of the course, you'll receive an email with a link to a course feedback survey.
- Some teachers may give extra points for giving feedback.
- Courses are developed based on the student feedback, so your opinions are important!
- If there are problems during the course, please contact the teacher already during the course!

Questions?

IT Excercises 10:30

- **Master's Programme in Automation and Electrical Engineering: Otakaari 1, rooms U256 and U257**
- **Master's Programme in Computer, Communication and Informarion Sciences, room U351**
- **Master's Programme in Electronics and Nanotechnology, room U344**
- **Master's Programme in Advanced Energy Solutions, room U344**