

# Learning services

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# Remember your responsibilities

- 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+on+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

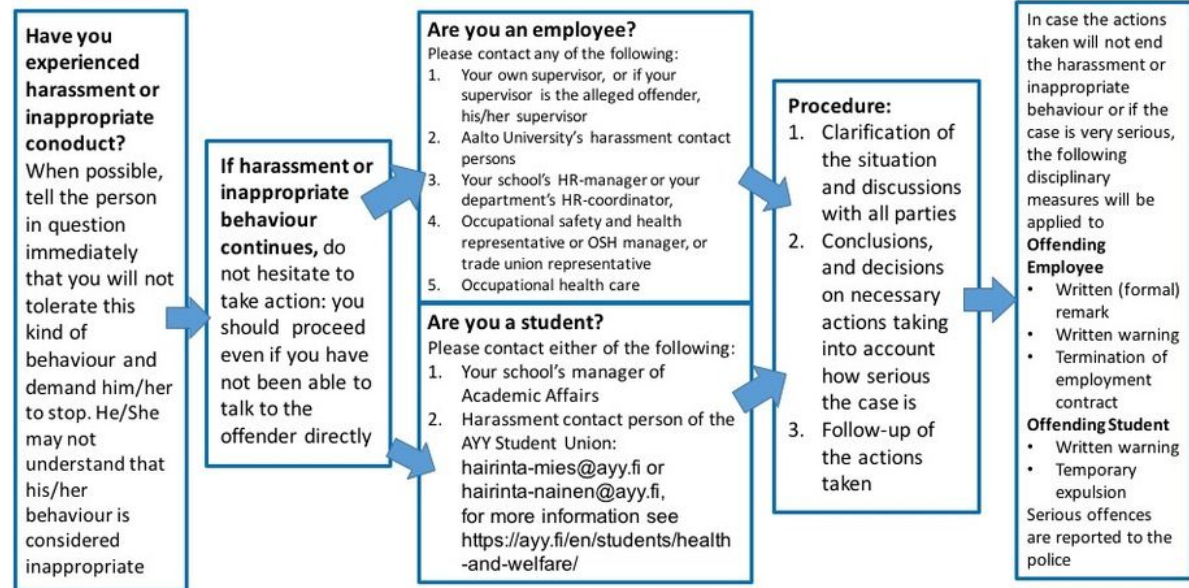
# Booking (ASIO) – OODI - MyCourses

- 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 overridden 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?



# 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**