



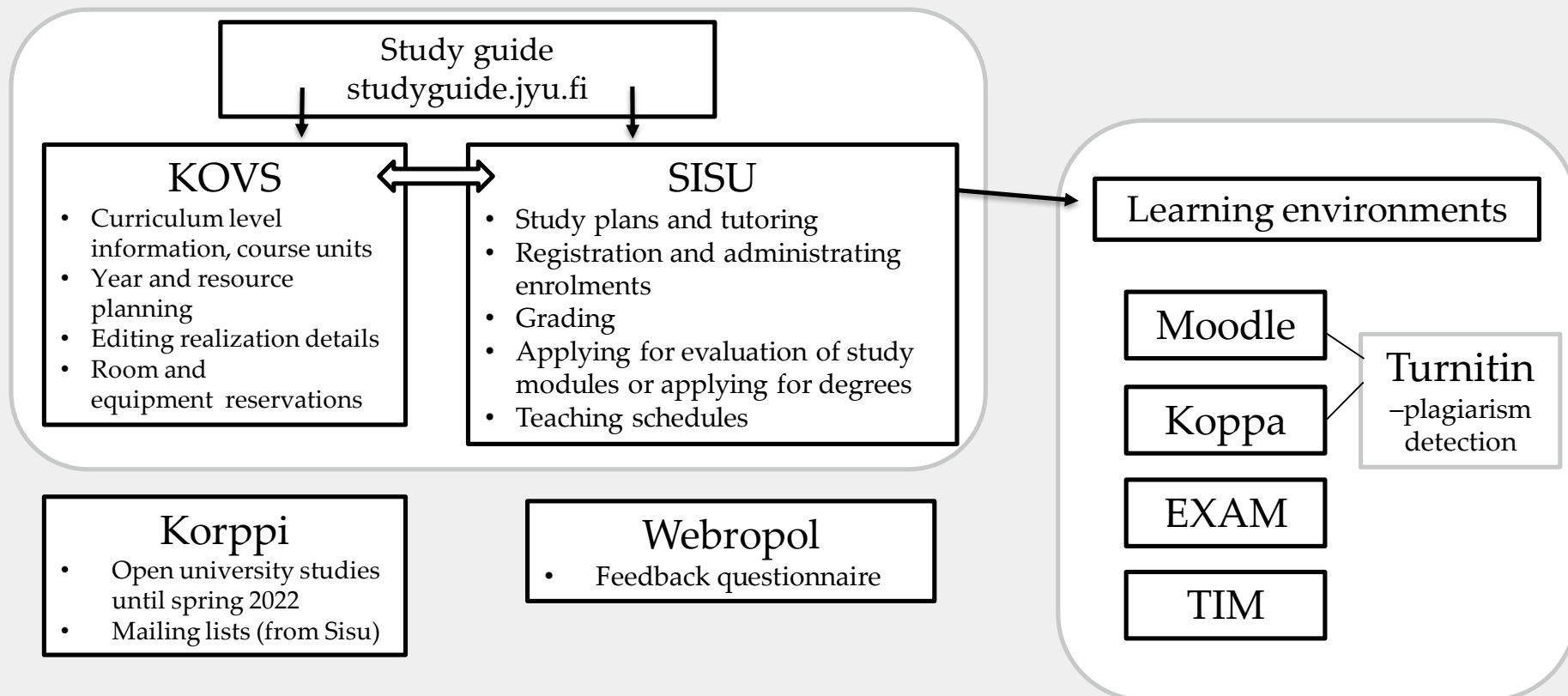
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UNIVERSITY OF JYVÄSKYLÄ

# KOVS-Sisu workshop for teachers

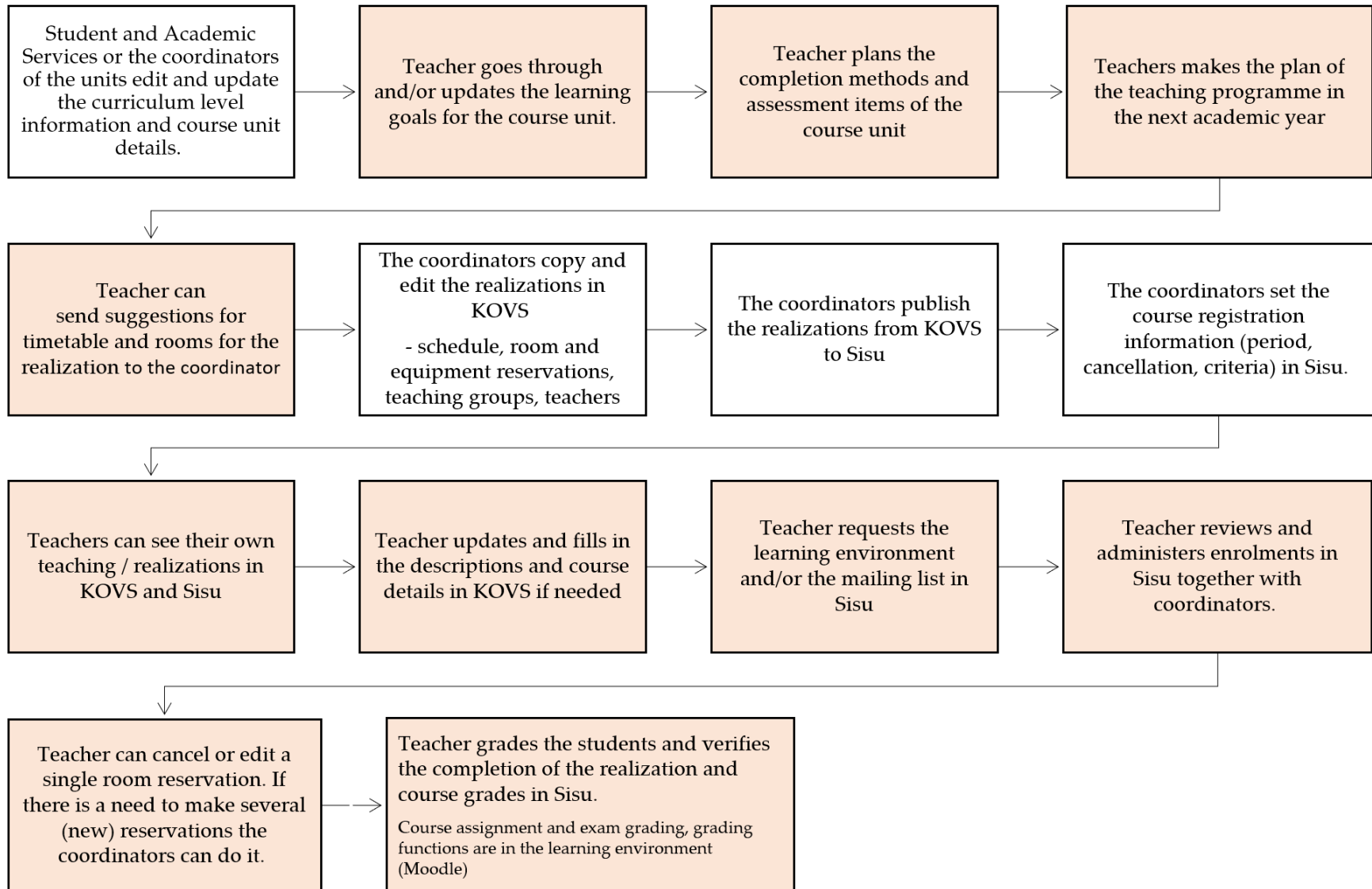
Digital Services 2021



# System set: Teacher



# The process





# Introduction

## KOVS:

- / Basic information of realisations/courses, descriptions, timing and teachers
- / Room reservations
- / Adding more study groups and the size of the study groups (Lectures, Group 1, Group 2, ...)
- The information above is automatically sent to Sisu
  - / Edit this information always in KOVS



## SISU:

- / Total number of registrations for the realisations
- / Enrolment dates, late enrolment dates, basic requirements, prioritisation criteria, etc
- / Learning environment and mailing list requests
  - *Implementation information > Classification tab > Edit and Add Moodle/Koppa/TIM/Korppi mailing list*
  - Korppi mailing lists must be finished in Korppi
- / Evaluation and grade Verification
  - Grades can be sent from Moodle to Sisu and grades must be verified in Sisu



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# KOVS

**Digital Services 2021**



# Roles of the implementations and realisations

- Administrative person
  - / Usually administrative staff who has more rights to edit the details of the implementations
  - / Is not shown to students
- Responsible teacher
  - / Realisation must have at least one responsible teacher
  - / Administers enrollments and can verify grades
- Teacher
  - / Smaller rights than responsible teacher has
  - / Can save grades to Sisu, but teacher cannot verify those
- Contact person
  - / Can be added, if contact person is not a teacher

# KOVS: Teacher's desktop 1/2



FRONT PAGE ▾ PERSONS ▾ CURRICULA ▾ REALISATIONS ▾ RESOURCE PLANNING AND RESERVATIONS ▾

Own realizations

Kalenteri

No events [Open my calendar](#)

- Log in to KOVS using your university credentials at <https://kovs.jyu.fi>.
- The teacher's desktop shows a list of ongoing realisations, a calendar view, notifications and any favourites and links you have saved into the system.





# KOVS: Teacher's desktop 2/2

OWN REALISATIONS

- My ongoing realisations
- My future realisations**
- My old realisations

SAVED SEARCH

OWN LISTS

Search items

Search results

Code ^	Name ⇅	Group ⇅
URAP1000-3001	Basics in Information Security	

- All the realisations coordinators have assigned to you can be found under "Realisations" and "My future realisations".
- You can open the basic information by clicking the name or the code of the realisation.

# KOVS: Basic information of realisation 1/2



- The curriculum-level information of the course unit is shown to the students as they register on the Course realisation. This information does not need to be repeated in the basic information of realisation.

✓ Published CEMS2160-3004 Sustainable Consumption and Marketing (For testing, 22.3) 5 - 5 op  
Groups: test-joulka2018

« Edit Copy

Course unit information

**Basic information of realisation**

Suggestions for time, room and timing

Study groups

Responsibilities and fields of steering

Resources

Students

Download/print realisation

Select print template Download PDF Download RTF

Realisation information

Nimi	<i>fi</i> Sustainable Consumption and Marketing (Testaukseen, 22.3)
Credits (min - max)	5 - 5

Alter

# KOVS: Basic information of realisation 2/2



## ✓ Teaching

✓ Modes of study  
(transfers to Sisu)

✓ Schedule (does not  
transfer to Sisu)

✓ Study material  
(transfers to Sisu)

✓ Completion meth-  
ods (does not trans-  
fer to Sisu)

✓ Registration (does  
not transfer to Sisu)

- All the fields which are transferred to Sisu are marked "*transfers to Sisu*".
- The realisation specific information such as *Modes of study*, *Study material*, *Course workload*, *Tweet text* and *Further information* are transferred over to Sisu and can be edited in "*Basic information of realisation*".
- The short (160 character) tweet text shown underneath the name and code of the realisation is important.

# KOVS: Study groups 1/2



Suggestion URAP1000-3001 Basics in Information Security 1 - 1 op  
Groups: Publish Add to favourites

« + Add study group set

Course unit information  
Basic information of realisation  
Suggestions for time, room and timing  
**Study groups**  
Responsibilities and fields of steering  
Resources  
Realisation parts  
Learning environments  
Reporting  
Course unit feedback

**▼ Demonstration** study groups: 2 groups(s)  
Must enroll in 1 group(s) + ✎ ✕

Study groups name ^	Group size ⇅	Realisation dates ⇅	Ta
Demo 1	-	17.09.2019 - 25.10.2019	<span>Edit information of the study group</span>
Demo 2	-	17.09.2019 - 25.10.2019	<span>✎ ✕</span>

**▼ Lecture** study groups: 1 groups(s)  
Must enroll in 1 group(s) + ✎ ✕

Study groups name ^	Group size ⇅	Realisation dates ⇅	Target groups ⇅
Lectures	-	17.09.2019 - 25.10.2019	<span>✎ ✕</span>

- Study group set includes similar kind of groups (ig. Demos) of which student can choose the groups for registration
- Study groups names can be edited from the edit button marked by a pencil icon
- New study groups can be added by plus icon.



# KOVS: Learning environments

**Suggestion** URAP1000-3001 Basics in Information Security 1 - 1 op

Groups:

◀ + Add link

- Course unit information
- Basic information of realisation
- Suggestions for time, room and timing
- Study groups
- Responsibilities and fields of steering
- Resources
- Realisation parts
- Learning environments**
- Reporting
- Course unit feedback

Ei linkkejä

- Learning environments (Moodle and Koppa) are created from Sisu.
- After a course space has been created you can copy the link and add it to KOVS Learning environment tab.
- The first address added to KOVS is considered as the main learning environment of the realisation.

# KOVS: Editing reservations 1/3



## Suggestion KLSP004-3007 Introduction to Language Studies 2 - 2 op

Groups: aikkas2019, mokkas19ruo, mokkas19ski, mokkas19ven, mokkas19eki, mokkas19rfi, mokkas19sax, vikkas2019

- Course unit information
- Basic information of realisation
- Suggestions for time, room and timing**
- Study groups
- Responsibilities and fields of steering
- Resources
- Realisation parts NOT IN USE
- Learning environments

Edit timing and additional information

Add suggestion for time and room

Edit reservations

### ▼ Timing

Realisation dates min/max

09.09.2019 - 27.10.2019

Realisation dates \*

09.09.2019 - 27.10.2019

Enrolment time \*

20.08.2019 09.00 - 06.09.2019 23.59

### ▼ Additional information for timetable coordinators



# Calendar view settings

- Calendar view opens in the first time in "today" mode. Change it first to "realisations" mode.
- Change from calendar settings the Interval to 15 min or 30 min

ResourcePlanningPortlet

My realisations Groups realisations Teachers realisations Realisations of curricula **realisation** today Active date: 31.05.2019 start

My ongoing realisations  
Johdatus kieleen ja sen tutkimukseen... x  
Select teaching wish...

Resources to be reserved

Realisation: Introduction to Language Studies KLSP004-3007

Persons: Päivi Iikkanen

REALISATION Johdatus kieleen ja sen tutkimukseen KLSP004-3007 INFORMATION

Calendar view Timing view List view

< > Today Move to date 27 May - 2 Jun 2019 Settings month week day

week 22	Mon 27.5.	Tue 28.5.	Wed 29.5.	Thu 30.5.	Fri 31.5.	Sat 1.6.	Sun 2.6.
All day				Helatorstai			
8.00							
9.00							
10.00							
11.00							

Calendar settings

Interval: 15 min

Starting time: 8.00

Ending time: 18.00

Show weekends:

Show resources separated:

Allow moving all reservations:

Information on the marking

Room:

Topic:

Realisation:

Groups:

Reserver:

Participants:

Additional information:

Subgroups:

Active date: Sat 14.9.



# KOVS: Editing reservations 2/3

- Realisation reservations can be observed in the reservation calendar.
- New time and room reservations are made by clicking the date and starting time or by painting/dragging the reservation time directly on the calendar.

The screenshot displays the KOVS reservation system interface. On the left, there is a sidebar with several sections: 'My ongoing realisations' (a dropdown menu), 'Johdatus kieleen ja sen tutkimukseen...' (a yellow button with a close icon), 'Select teaching wish...' (a dropdown menu), and 'Resources to be reserved' (a green section with a plus icon). Under 'Resources to be reserved', there are three sections: 'Realisation:' (containing 'Introduction to Language Studies KLSP004-3007'), 'Persons:' (containing 'Päivi Iikkanen'), and 'Groups:' (containing 'alku2010' and 'maku10'). On the right, there is a calendar view for 'REALISATION Johdatus kieleen'. The calendar shows 'week 22' and 'Mon 27.5.'. The time slots are listed on the left, from 8.00 to 12.00. A blue reservation box is highlighted with a red border, indicating a reservation from 10.00 to 11.45.



# KOVS: Editing reservations 2/3



My ongoing realisations

English for Professional Life EKIS150-3001

Select teaching wish...

**Resources to be reserved**

**Realisation:**

- English for Professional Life EKIS150-3001

**Persons:**

Select teachers **Teacher(s)**

**Groups:**

- mokmas18eki
- kopmas18eki

**Study groups:**

- Group 1 **Teaching groups**

Calendar view | **Timing view** | List view

< > Today Move to date

week 3	Mon 14.1.	Tue 15.1.	Wed 16.1.
All day			
8.00			
9.00			
10.00	<b>10.15 - 12.00</b> Multilingual Learning Environments EKIS311-3001 EKIS311-3001	<b>10.15 - 12.00</b> Language and Social Media EKIS407-3001 EKIS407-3001	<b>10.15 - 12.00</b> Study of Linguistic Landscapes EKIS2001-3001 EKIS2001-3001
11.00			

**Reservation information**

Reservation status: **Published** 7442

Topic: Monialainen kiellasiantuntija työssä MONS1002-3001

Resources

Repetition: Repeating reservation

Reserved to persons

Other participants

Realisation: Monialainen kiellasiantuntija työssä MONS1002-3001

Group: appmps2017, appmps2018, mokmas17ski, mokmas18ruo, mokmas17ven, mokmas18ruo

Teaching group: Luento

Tunniste

**Additional information of reservation** Hide / Show

**Edit** Edit all repetitions Delete Close

**New reservation**

Reservation status:  Draft  Suggestion  Published

Topic: Introduction to Language Studies KLSP004-3007

Resources: Select room External location

Time: 19.09.2019 14.00 - 19.09.2019 16.00

Repetition:  Repeating reservation

Reserved to persons:

Other participants: Select persons

Realisation: Introduction to Language Studies KLSP004-3007

Group: aikkas2019, mokkas19ruo, mokkas19ski, mokkas19ven, mokkas19eki, mokkas19rfi, mokkas19sax, vikkas2019

Teaching group: Luento

Cost center:  Edit 2130400 Kieli- ja viestintätieteiden laitos 100%





# KOVS: Room reservations 1/2


- Time or room reservations for the realisation are always made in the "*Suggestion for the time, room and timing*" calendar. Please, be careful what you do in that calendar!
- Single reservation is made by selecting from header "*Resource planning and reservations*" calendar and either *Open my own calendar* or *Make other reservations*.
- Search the right date/week, drag the right time to calendar and then it opens the reservation window.
- If you know, which room you want to reserve, you can write it directly to Rooms field. If you want to check which room is available on that particular time click the magnifier symbol.


Resource planning and reservations


ResourcePlanningPortlet


 Reservations

 Open my own calendar

 Plan and make teaching reservations

 Make other reservations

 Free / busy search

 Reservation listing and mass management

# KOVS: Room reservations 2/2



- You can search room by building (*Office*), *room type*, *minimum number of seats* or *resource*.
- Clicking search gives you all the available rooms and you can select it by clicking the plus symbol.
- On the Browse tab you can study the rooms by building or resources.

**Search rooms**

Search Browse

Search by room name or code

Office

Room type

Search by group size

Minimum number of seats

Resource

Room is available  Room is available on selected time

Code ↕	Name ^	Number of seats ^	Select
RUU E201 2 krs Aula	RUU 2 krs aula	132	<input type="button" value="⊕"/>
RUU E301 3 krs aula	RUU 3 krs aula	144	<input type="button" value="⊕"/>
RUU A210 Niilo (Vain Ruusu puiston kulkuoikeuksilla)	RUUA210	12	<input type="button" value="⊕"/>
RUU A310 Rauha (Vain Ruusu puiston kulkuoikeuksilla)	RUUA310	14	<input type="button" value="⊕"/>



# Outlook synchronizing

- KOVS calendar can be synchronized with Outlook calendar so that reservations / transactions made in KOVS will appear in your Outlook calendar
  1. In KOVS, select Resource Planning and Reservations > Outlook Synchronization settings at the top
  2. Select at least the first two items in the synchronization settings and Save
  3. Select “*Vie omat varaukset synkronointijonoon*” (means “Export my bookings to the sync queue”)

## Allow sending appointments to email calendar as reservations / reservation suggestions:

- if I am attached to reservation via persons field - teaching related reservations
- if I am attached to reservation via persons field - other than teaching related reservations
- if I have enrolled to reservations realisations
- other reservations of my group(s) that have not been attached to realisation
- all reservations of my group(s)
- Toteutusten työtilojen tehtävien määröpäivät
- Opettajien omat vapaaajaksot

Save



⚠ Tallenna synkronointiasetuksesi ennen kuin painat nappia. Et voi suorittaa omien varausten synkronointijonoon vientiä monta kertaa lyhyellä aikavälillä. Asetusten tallennuksen jälkeen kaikki uudet varaukset synkronoituvat asetusten mukaisesti eli painike on vain jo olemassa olevia varauksia varten.

Vie omat varaukset synkronointijonoon



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# Sisu

**Digital Services 2021**

# Sisu



- Sisu address <https://sisu.jyu.fi>, can be found also on the header of the university web pages
- Log in with university user account
- On the desktop you have to change you profile status to teacher.
- On the tabs there are My teaching, My tutored students, Curriculum planning, Teaching calendar.

The screenshot shows the Sisu user interface. At the top, there is a navigation bar with tabs for "My teaching", "My tutored students", "Curriculum planning", and "Teaching calendar". The user profile for "Marianne Laapio" is displayed, with a dropdown menu showing the user role "Teacher" selected. Below the profile, there is a "Calendar" section showing a view for "Today 5/31/2019" on "Friday".

Calendar	Today 5/31/2019	Current
wk 22	Friday	
0.00		
1.00		



# Sisu: My teaching

- Ongoing teaching can be seen on the first page of My teaching
- Upcoming realisations are on the Upcoming teaching page
- You can use also search field on the Curriculum planning tab.

Home > My teaching >

## My teaching

Sort

Implementations

Ongoing teaching (0)

No ongoing teaching

Upcoming teaching

Past teaching

Home > Curriculum planning >

## Courses

Courses Study modules Degree programmes

My courses CREATE A NEW COURSE

Search for courses University of Jyväskylä

MATA FILTER

77 results found, first 50 shown. Show more results.

CODE	NAME	CURRICULUM PERIODS	CREDITS
MATA218	Advanced Differential Equations 1	2017-2020	4 cr
MATA220	Algebra	1929-2017	0 cr

# Sisu: Implementation/realisation information 1/2



- After choosing the realisation you check the basic information and description, classification and structure.
- All the changes needed must be made in KOVS!

PUBLISHED 2/20/2019

Implementation information | Enrolled students | Evaluation | Completed credits

Basic information | Description | Classification | Structure | Enrolment | Enrolment selection criteria

EDIT

* NAME <span>fi</span> <span>en</span>	* UNIVERSITIES
Luento-opetus	University of Jyväskylä
NAME SPECIFIER <span>fi</span> <span>en</span>	RESPONSIBLE ORGANISATIONS
Toteutuksen hallinnointia itsevarmoille	, responsible organisation, 100 %
FULL NAME <span>fi</span> <span>en</span>	* RESPONSIBLE PERSONS
Toteutuksen hallinnointia itsevarmoille, Luento-opetus 18.2.–29.3.2019	Marianne Laapio, Responsible teacher
	Anna Laattala, Teacher
IMPLEMENTATION TYPE	IMPLEMENTATION IS ONGOING
Lectures	2/18/2019–3/29/2019

Implementation summary





# Sisu: Implementation/realization information 2/3

- On the *Classification* tab you can choose the learning environments you need and the mailing list
  - / Moodle, Koppa, TIM and mailing list
  - / *Edit, Yes you are sure, + Add* and select what you need
- Moodle and Koppa course spaces will appear automatically
- Mailing list must be completed in Korppi
  - / Select Groups, and Sisu groups
  - / Choose the right study group and click *Create mailing list*.
  - / *Edit* the mailing list name, write the description and *Save*.

LEARNING ENVIRONMENTS AND TOOLS USED

Select

- Koppa
- Moodle
- Mailing list
- TIM



◀ Elokuu 2019 ▶

	Ma	Ti	Ke	To	Pe	La	Su
31:	29	30	31	1	2	3	4
32:	5	6	7	8	9	10	11
33:	12	13	14	15	16	17	18
34:	19	20	21	22	23	24	25
35:	26	27	28	29	30	31	1

- Teaching
- Studies
- Calendar
- Settings
- Person search
- Personal data
- Groups**
  - Calendar
  - Create a new group
- Messages
- Surveys
- Classroom bookings

Your Korppi groups

Study groups

Rights groups

The groups you can join

Sisu groups



# Sisu: Enrolment 1/3

- Teacher can also edit the enrolment criteria. Change your role to Staff
- Enrolment deadline should be on time!
  - / Enrolment is confirmed **AFTER** the registration deadline
- You can set prioritisation criteria and add enrolment questions if needed.
- Guide (only in Finnish)

<https://www.jyu.fi/digipalvelut/fi/ohjeet/sisu-ohjeet/opetushenkilosto/ilmoittautuminen>

The screenshot shows the 'Student selection method and enrolment period' configuration page. It includes sections for 'ENROLMENT TYPE' with radio buttons for 'Standard enrolment' (selected) and 'Enrolment with direct confirmation'. Below this is the 'ENROLMENT INFO' section with 'START' and 'END' date and time pickers. The 'END' date is set to 26.06.2019 at 14:40. There are also fields for 'END DATE OF THE EXTENDED CANCELLATION PERIOD' and 'END DATE OF THE LATE ENROLMENT PERIOD'. A 'SELECTION OF ENROLLED STUDENTS' section contains an 'Automatic selection' button. A warning message states: 'The enrolment period must end before the implementation starts'.

# Sisu: Enrolment 2/3



- Enrolment tab
  - / Coordinator/secretary usually makes the enrolment settings, but also teacher can edit
  - / Enrolment type: *Standard enrolment* or *Enrolment with direct confirmation* and *Manual* or *Automatic selection*
  - / *Enrolment time, End date of late enrolment period*
  - / *Enrolment questions* if needed
- Enrolment selection criteria
  - / Basic requirements and prioritisation criterias
  - / Valid study right, attendance, study points, including in the study plan, recommended prerequisites for the course etc.

# Sisu: Enrolment 3/3



- Create a CSV file creates a excel file including students'
- Study groups (=Valintajoukko) and Show study groups shows you all the enrolments to the study groups.
- Under three dot icon there are the managing tools of the enrolled students. Responsible teacher can manage enrolments

Implementation information | **Enrolled students** | Evaluation | Completed credits | Messages

Enrolment has not started | Enrolment ongoing | **Enrolment has ended**

The implementation has a total of 50 spots. [CREATE A CSV FILE OF THE STUDENTS](#) [ADD A NEW STUDENT](#)

**The enrolment period has ended**  
Latest enrolment on 6/26/2019 2:30 PM. [UPDATE THE ENROLMENT STATUS](#)  
Calculation last performed 6/27/2019 3:00 AM  
[CONFIRM SELECTIONS](#)

**Study groups**  
▼ **Valintajoukko**  
Selection group rule: A minimum of 1 preferred study groups must be selected. [SHOW STUDY GROUPS](#)

STUDY GROUP	CONFIRMED
Opetusryhmä	2

Candidates 0 | Requirements not fulfilled 0 | **Confirmed enrolments 2** | Rejected 0 | Discontinued 0

2 enrolments [...](#)

<input type="checkbox"/>	NAME	STUDENT NUMBER	VALINTAJOUKKO	<a href="#">...</a>
<input type="checkbox"/>	Joanna Katriina Mäki-Valkama	2894380950 (joakatma)	Opetusryhmä	<a href="#">...</a>
<input type="checkbox"/>	Ilmari Kianto	9983466123870	Opetusryhmä	<a href="#">Edit the student's study groups</a>

# Evaluation 1/2



- Only the final grade is given in Sisu.

Implementation information | Enrolled students | **Evaluation** | Completed credits

### Participants

Groups ▾

<input type="checkbox"/>	NAME ▾	STUDENT NUMBER ▾	GRADE ▾
<input checked="" type="checkbox"/>	Jäppinen Lotta Susa Maria	jj-losumaja	5
<input type="checkbox"/>	Mäki-Valkama Joanna Katriina	jj-joakatma	1

**Evaluation** | Grade distribution | Evaluation data | **Verification**

## Lotta Susa Maria Jäppinen

---

### Evaluation

GRADE  / 0-5

VERBAL FEEDBACK



# Evaluation 2/2

- Grade book for the course assignment evaluations and attendance and so on can be made in Moodle. Also final grade calculations can be made in Moodle gradebook.
- You can evaluate assignments in Moodle and all the evaluations made in Moodle are automatically on the grade book.
- You can send the final grades from Moodle to Sisu
- Workshops for Moodle gradebooks can be found in Uno Staff training calendar
  - / Moodle support supports in using grade books for the course evaluation also via [help.jyu.fi](https://help.jyu.fi)

# Search for students' information



- Select staff role in Sisu
- Students tab there is the search field.

**Students**

[Search for students](#) [Manage groups](#)

---

**Search for students**

Search by personal info, for example by using a student's name or student number 🔍 [FILTER](#) ▾

[Tutoring](#) [Student info](#)

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[Basic information](#) [Study rights](#) [Enrolments](#) [Completed studies](#) [Qualifications](#) [Groups](#)



# Guides and support

- KOVS, Sisu and Moodle support <https://help.jyu.fi/>
- Sisu Guide <https://www.jyu.fi/digipalvelut/en/guides/sisu-guide>
- Learning environment, Turnitin, Zoom, Exam and other Digital Services guides in <https://help.jyu.fi/>
- Staff courses and workshops <https://henkilostokoulutuskalenteri.jyu.fi>
- Training requests (min. 5 persons) <https://help.jyu.fi/>





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# FAQ

## Digital Services 2021



# FAQ

- I created a Moodle/Koppa course space from Sisu. Why can't I find it in my learning environment?
- I created my Moodle/Koppa course and mailing list from Sisu. Why are the students not there?
- Some students are not sent from Sisu to Moodle. What can I do?
- Where can I see the enrolment deadline? Can the teacher change the enrolment period?
- Is the student able to remove her/his enrolment from the Sisu realisation?
- Course deadline is over and Moodle course has disappeared. How can I get the Moodle course space back?
- Can I send email from Sisu?
- Wrong grade was verified in Sisu. How can I change the grade?
- Why are there cancelled reservations in the students' Sisu calendar?



## I created a Moodle/Koppa course space from Sisu. Why can't I find it in my learning environment?

- Once you have created a Moodle / Koppa course area in Sisu, the course area will automatically appear within a few minutes in the learning environment of your choice.
- However, if the course is not formed, visit Sisu to check in the *Classification tab* of the *Implementation information* and make sure the learning environment is selected.
- The new Moodle course space will most often go to "*Future Courses*" view according to the course starting date. However, if you can't find the course space in Moodle, you may want to try the search field at the top with the course code or name.



Implementation information | Enrolled students | Evaluation | Completed credits | Messages

Basic information | Description | **Classification** | Structure | Enrolment | Enrolment selection criteria

**EDIT**

LÄSNÄ / ETÄ  
No selected values

LEARNING ENVIRONMENTS AND TOOLS USED  
**Moodle**  
Sähköpostilista

LÄSNÄ / ETÄ

+ Add

LEARNING ENVIRONMENTS AND TOOLS USED

**Select**

- Koppa
- Moodle**
- Sähköpostilista
- TIM

**CANCEL** **SAVE**

LÄSNÄ / ETÄ

+ Add

LEARNING ENVIRONMENTS AND TOOLS USED

Moodle

+ Add

Search

**Welcome to JYU Moodle!**

**Course overview**

In progress ▾

All (except removed from view)

- In progress**
- Future
- Past

Starred

Removed from view

Resources

Tiedekunnat  
★ Example course 2018 - 2021

6% complete



## I created my Moodle/Koppa course and mailing list from Sisu. Why are the students not there?

- If the registration period for the implementation is still running and the implementation has "*Standard registration*" and "*Automatic selection*", the student information **will be sent** to the learning environments and e-mail list **the night after the registration period ends**.
- During the post-registration or if the implementation uses "*Enrolment with direct confirmation*", student information will be transferred to the learning environments as well as to the email list shortly after registration.

# Some students are not sent from Sisu to Moodle. What can I do?

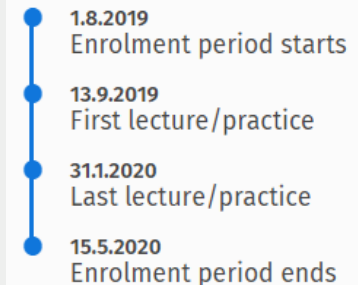


- Check in Sisu *Enrolled students* tab that the student is in the list of "Confirmed enrolments" in the realization and not, for example a "Candidate"
- Second checking for this problem is to verify in Sisu *Implementation information, Classification tab*, that it displays the Moodle. If Moodle does not appear in the Classification tab, you should add it: *Edit, Yes, + Add.*



# Where can I see the enrollment deadline? Can the teacher change the enrolment period?

- When you open the *Implementation information* in the teacher or administration interface in Sisu, the enrollment time is displayed in the "*Implementation Summary*" info box on the right side of the page.
- On the small screen, the implementation summary is closed and should be clicked open from the blue bar on the right.
- In the student's user interface, you can see the enrolment time in the course brochure in the *Completion Methods* tab.



RESPONSIBLE PERSONS

Messages

Enrolment selection criteria

EDIT

Communication Studies 100 %

Communication Studies 100 %

Implementation summary



# Can I change the enrollment period?

- The Responsible Teacher of the realization can change the enrollment period of the realization, even if the registration is already in progress.
- The actual enrolment period must end before the start of teaching
- The registration will be confirmed after the selection run on the night after the end of the enrollment period.
- When setting the end date for enrollment, you should consider how much earlier you need information about students and when it would be good for students to get confirmation of their choice.
- After the enrollment period, post-registration can be set for the implementation, in which case student can still register for the implementation if there is space





## Is the student able to remove her/his enrolment from the Sisu realisation?

- For *Standard Enrollment*, an *extended cancellation period* can be defined, which means the specified time (e.g., two weeks after the start of instruction) at which the student can still change her / his mind about registration in the realization, and cancellation is not counted as suspension.
- The additional time for canceling the registration can be set for the realization in Sisu (Implementation Information, Registration) at any stage, ie also after the end of the enrollment period.

# Course deadline is over, and the Moodle course disappeared. How can I get the Moodle course space back?



- The course has not been lost and the course area is available to students **until the teacher hides it** in Moodle.
- The course area has moved to **Past Courses** category in the Moodle home page view.
- From the Moodle front page, you can select, for example, All courses or Past courses, in which case the completed course areas will also appear on the front page.
- You can also mark course areas as favorites, and they will appear at the top of the view on the home page.
- If there is a need to change the date of Sisu implementation, it will be done by KOVS by the administrative staff.
- In Moodle, it is not advisable to modify the end date of the course, as it will be updated back to the date in the Sisu implementation.



# Can I send email from Sisu?

- It is not possible to send email from Sisu.
- Sisu has a *Message function* that allows you to send Sisu messages to groups of students or individual students. These messages can therefore only be read in Sisu. Messages do not go to email.
- A student mailing list can be created from Sisu to Korppi (*Implementation Information, Classification* tab).
- The e-mail list must be finalized in Korppi (*Groups > Sisu groups*).
- You can use the e-mail list to send messages after creating the list and confirming the selections, either through Korppi or from your own e-mail.
- **Please note** that student information will be transferred to the email list **after the registration period has ended!**



# Wrong grade was verified in Sisu. How can I change the grade?

- For the time being, error entries can be corrected and raises in grades are made only by the study administration person (coordinator or study secretary) directly to the study register.



# Why are there cancelled reservations in the students' Sisu calendar?

- This is a Sisu feature. Information about deleted teaching events in KOVS is sent to the Sisu calendar. If the implementation is published and the teaching session starts in less than a month, Sisu calendar shows the event as canceled.
- This can be used, for example, for sudden cancellations of teaching events (**updated overnight**).
- If you want to postpone a future teaching session to another time, you can do it in KOVS by editing the reservation, in which case the student will not see any special notification about the change, but they will normally see the event in their Sisu calendar.