



**LAB University of
Applied Sciences**



Student tools

Orientation January 2020

Mirva Törmälä

Customer servicemanager Lahti Campus

- password
- UserID ja email
 - Wifi
 - Peppi
 - Schedules
- Studysearch and study guide
 - Moodle
 - O365-portal
 - Contact us!

User ID and password

ID.lut.fi –service

- You need Finnish bank code to use selfservice.
- In ID.lut.fi selfservice, you can:
 - Register as a new user in LABin systems
 - Change your forgotten password, if you are LAB student
 - Or change your password, even if you didn't forget it, also for LAB students
- 7.-9.1. you can also visit pop office in 1 floor room A112

More information: <https://it.lab.fi/>

If you don't have bankcode, contact studentservices@lab.fi

Password must meet these password requirements:

Password sentence is case sensitive

Must be at least 16 characters long

Must not include part of your name or user name

Must not include a common word or commonly used sequence of characters

Must have at least 3 types of the following characters:

Uppercase (A-Z)

Lowercase (a-z)

Number (0-9)

Symbol (!, #, \$, etc.)

Other language characters not listed above

New password sentence may not have been used previously

Must not include these characters: Å Ä Ö å ä ö ; \ ' " / < > `

| . _ € — /* */ ' - // @ '

•example (don't use) J@mes-007-Bond0nAg€ntti

User ID and email

Email address

- firstname.lastname@student.lab.fi

User ID

- X111111
- Start with letter X and follows 6 numbers

Two ways to login and only one password to remember

email + password or User Id + password

Vary by program

Eduroam

As an student of LAB you have access to Wifi called Eduroam

- To access, use your email + password
- Available also other universities
- LAB/LUT networks are for staff only



Peppi.lamk.fi -> peppi.lab.fi

- Peppi is key to everything!

Note!

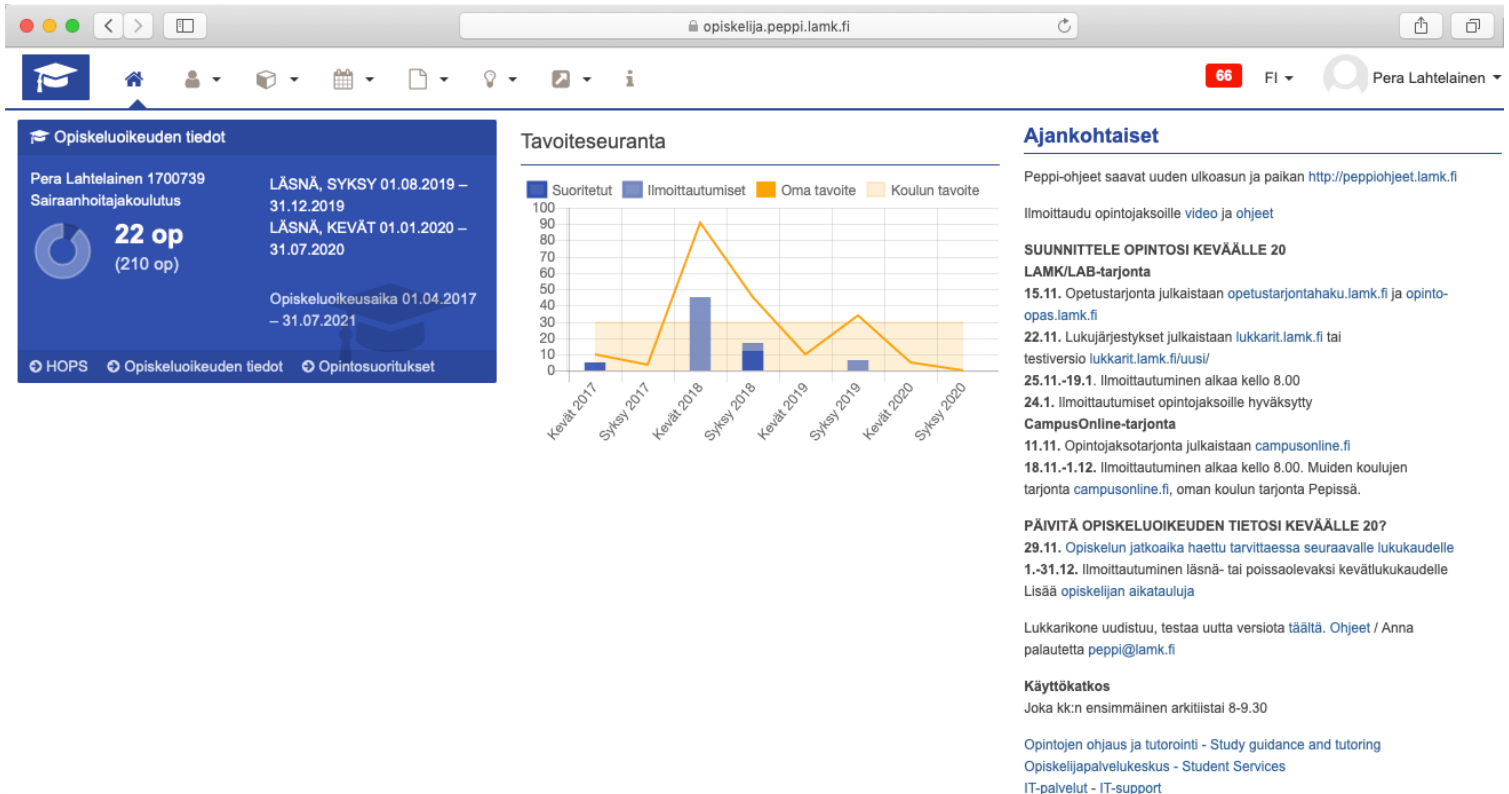
- Login with HAKA:
- Choose as organization lamk-ammattikorkeakoulu -> later lab-ammattikorkeakoulu
- User ID + password

You will find in Peppi:

- Own Data
- Semester enrollments 1.5.-31.8, You have to enroll every year to have your studyright!
- Personal study plan PSP
 - Planning studies
 - Download transcript in Pdf lataaminen
- Enrollment to courses
 - Your tutorteacher will guide you with this.
- Sideprograms can be found in Peppi:
 - Schedules lukkarit.lab.fi
 - Studysearch opetustarjontahaku.lab.fi
 - studyguide opinto-opas.lab.fi
 - eRPL recognition of prior learning (more info later)

Peppi frontpage

- TAB –structure
- Icons in front page
- Links to other systems



opiskelija.peppi.lamk.fi

66 FI Pera Lahtelainen

Opiskelu-oikeuden tiedot

Pera Lahtelainen 1700739
Sairaanhoidtajakoulutus

LÄSNÄ, SYKSY 01.08.2019 – 31.12.2019
LÄSNÄ, KEVÄT 01.01.2020 – 31.07.2020

Opiskelu-oikeusaika 01.04.2017 – 31.07.2021

22 op
(210 op)

HOPS Opiskelu-oikeuden tiedot Opintosuoritukset

Tavoiteseuranta

Suoritettavat Ilmoittautumiset Oma tavoite Koulun tavoite

Kausi	Suoritettavat	Ilmoittautumiset	Oma tavoite	Koulun tavoite
Kevät 2017	~5	~5	~10	~30
Syksy 2017	~5	~5	~10	~30
Kevät 2018	~45	~45	~90	~30
Syksy 2018	~15	~15	~40	~30
Kevät 2019	~5	~5	~10	~30
Syksy 2019	~5	~5	~10	~30
Kevät 2020	~5	~5	~10	~30
Syksy 2020	~5	~5	~10	~30

Ajankohtaiset

Peppi-ohjeet saavat uuden ulkoasun ja paikan <http://peppiohjeet.lamk.fi>

Ilmoittaudu opintojaksolle video ja ohjeet

SUUNNITTELE OPINTOSI KEVÄÄLLE 20

LAMK/LAB-tarjonta

15.11. Opetustarjonta julkaistaan opetustarjontahaku.lamk.fi ja opinto-opas.lamk.fi

22.11. Lukujärjestykset julkaistaan lukkariit.lamk.fi tai testiversio lukkariit.lamk.fi/uusi/

25.11.-19.1. Ilmoittautuminen alkaa kello 8.00

24.1. Ilmoittautumiset opintojaksolle hyväksytyt

CampusOnline-tarjonta

11.11. Opintojaksotarjonta julkaistaan campusonline.fi

18.11.-1.12. Ilmoittautuminen alkaa kello 8.00. Muiden koulujen tarjonta campusonline.fi, oman koulun tarjonta Pepissä.

PÄIVITÄ OPISKELUOIKEUDEN TIETOSI KEVÄÄLLE 20?

29.11. Opiskelun jatkoaika haettu tarvittaessa seuraavalle lukukaudelle

1.-31.12. Ilmoittautuminen läsnä- tai poissaolevaksi kevätlukukaudelle

Lisää opiskelijan aikatauluja

Lukkarikone uudistuu, testaa uutta versiota täältä. Ohjeet / Anna palautetta peppi@lamk.fi

Käyttökatos

Joka kk:n ensimmäinen arkitiistai 8-9.30

Opintojen ohjaus ja tutorointi - Study guidance and tutoring
Opiskelijäpalvelukeskus - Student Services
IT-palvelut - IT-support

Opiskelijan työpöytä



Opetustarjontahaku



Lukkarikone



Reppu



Respa



O365

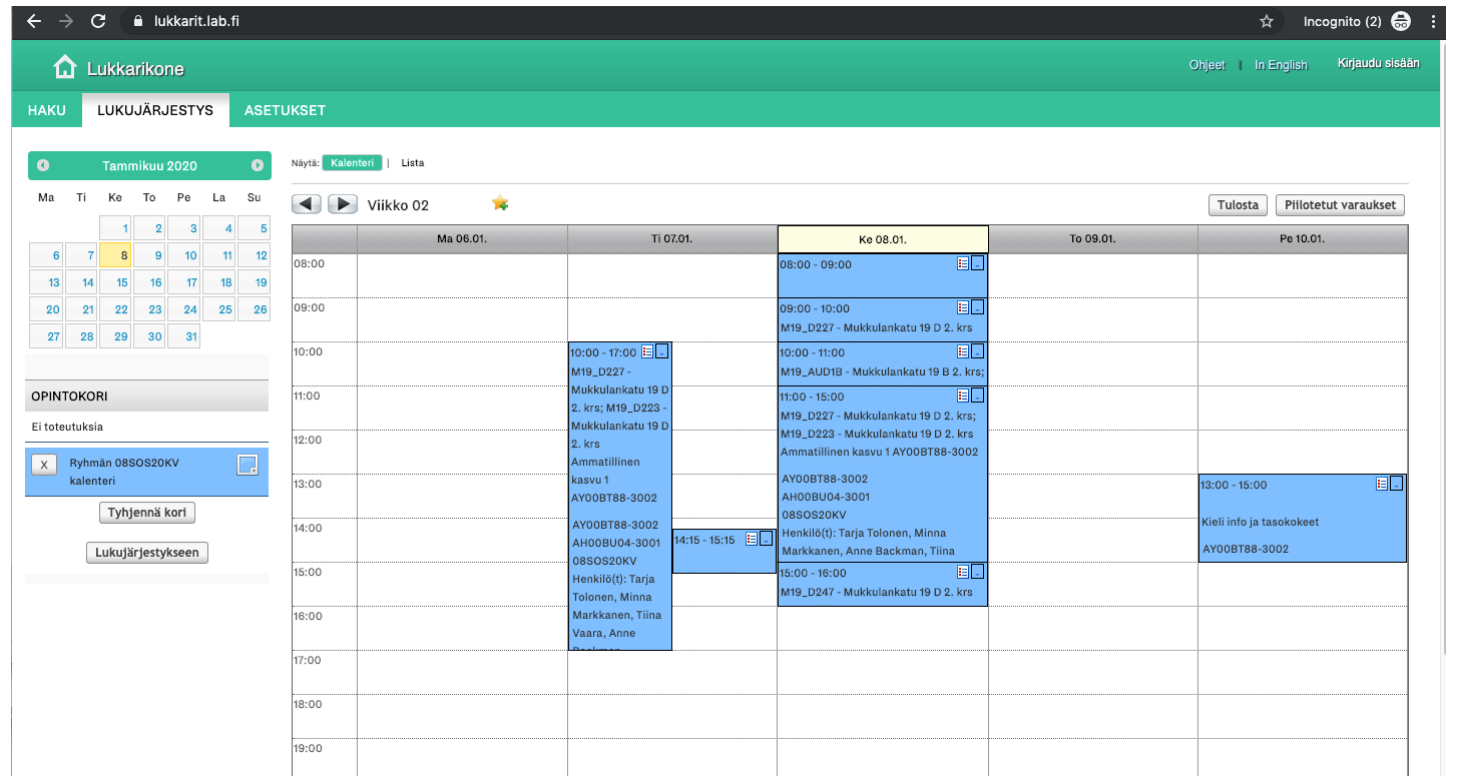


Yammer

Schedules

lukkarit.lab.fi

- To get started, search schedule by entering your own group for example 08SOS20KV, you find group information from Peppi.
- Open the reservation to see the implementation code that you need to enroll to this particular implementation in Peppi
- **Choosing courses in Lukkarikone or in Moodle is not enough! You need to enroll them in Peppi to get in!**
- Remember always login to lukkarikone to see your own schedules.



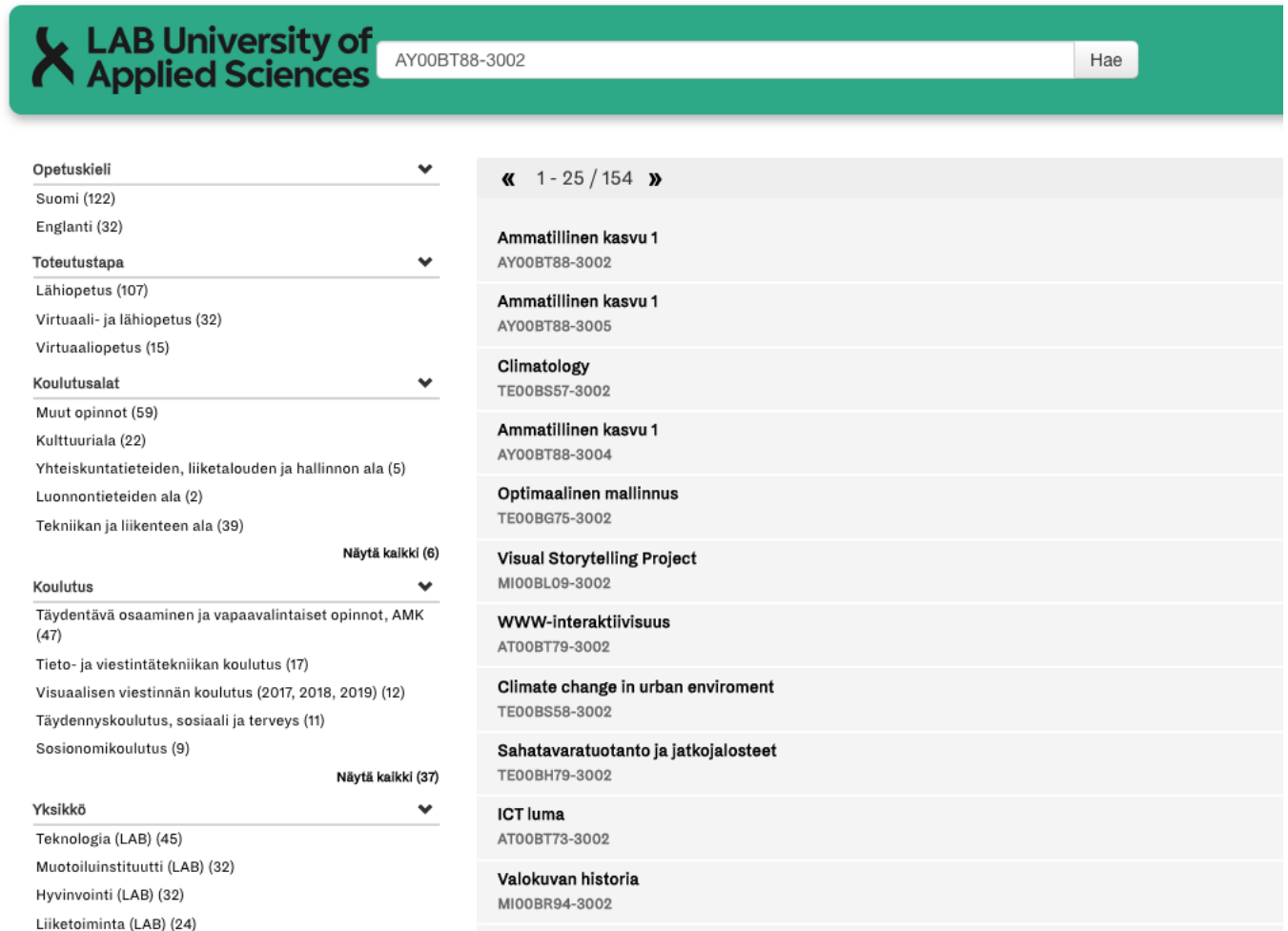
The screenshot shows the Lukkarikone website interface. At the top, there is a navigation bar with 'HAKU', 'LUKUJÄRJESTYS', and 'ASETUKSET' tabs. Below this, a calendar for January 2020 is displayed, with the 8th of the month highlighted. A sidebar on the left shows 'OPINTOKORI' (Study Basket) with a button to 'Lukujärjestykseen' (View Schedule). The main content area shows a weekly view for 'Viikko 02' (Week 02). The grid displays course reservations for different days and times. For example, on Wednesday (08.01), there are reservations from 08:00-09:00 and 09:00-10:00. On Friday (10.01), there is a reservation from 13:00-15:00. The interface also includes buttons for 'Tulosta' (Print) and 'Pilotetut varaukset' (Pilot reservations).

Study search

opetustarjontahaku.lab.fi

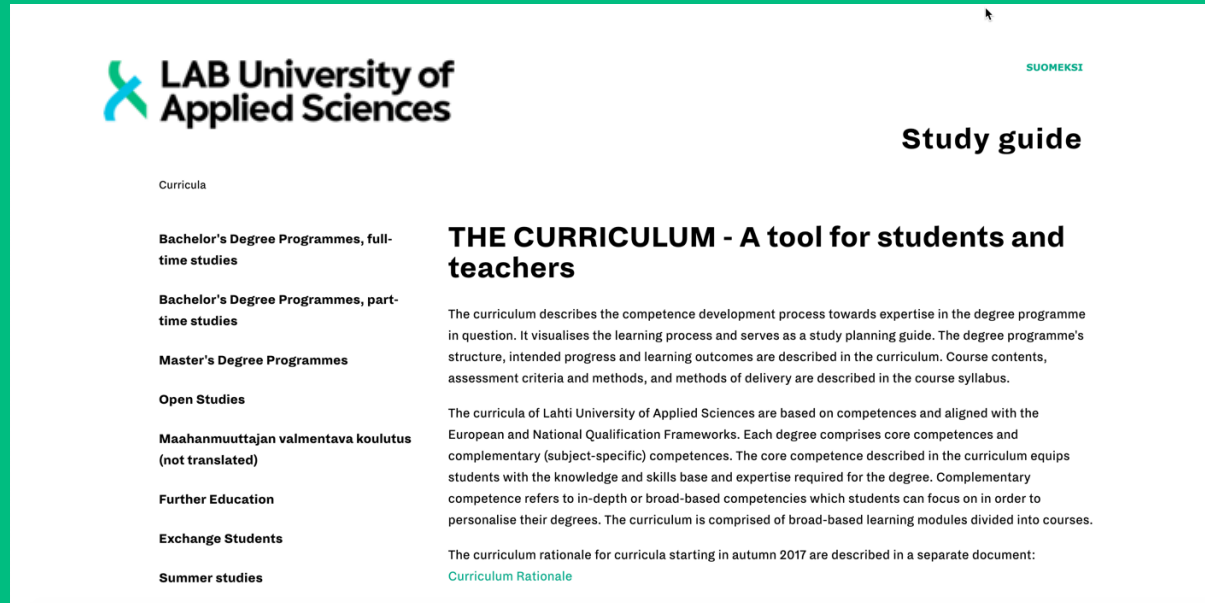
Here you can find all the study possibilities in LAB Lahti.

When you find something interesting, pick up course ID, you will need it when you enroll in Peppi.



The screenshot shows the search results page for the course ID AY00BT88-3002. The header includes the LAB University of Applied Sciences logo and the search ID. The main content is divided into two columns. The left column contains filter categories: Opetuskieli (Suomi: 122, Englanti: 32), Toteutustapa (Lähiopetus: 107, Virtuaali- ja lähiopetus: 32, Virtuaaliopetus: 15), Koulutusalat (Muut opinnot: 59, Kulttuuriala: 22, Yhteiskuntatieteiden, liiketalouden ja hallinnon ala: 5, Luonnontieteiden ala: 2, Tekniikan ja liikenteen ala: 39), Koulutus (Täydentävä osaaminen ja vapaavalintaiset opinnot, AMK: 47, Tieto- ja viestintätekniikan koulutus: 17, Visuaalisen viestinnän koulutus (2017, 2018, 2019): 12, Täydennyskoulutus, sosiaali ja terveys: 11, Sosionomikoulutus: 9), and Yksikkö (Teknologia (LAB): 45, Muotoiluinstituutti (LAB): 32, Hyvinvointi (LAB): 32, Liiketoiminta (LAB): 24). The right column shows a list of search results with pagination (1 - 25 / 154) and a search button. The results include: Ammatillinen kasvu 1 (AY00BT88-3002), Ammatillinen kasvu 1 (AY00BT88-3005), Climatology (TE00BS57-3002), Ammatillinen kasvu 1 (AY00BT88-3004), Optimaalinen mallinnus (TE00BG75-3002), Visual Storytelling Project (MI00BL09-3002), WWW-interaktiivisuus (AT00BT79-3002), Climate change in urban environment (TE00BS58-3002), Sahatavaratuotanto ja jatkojalosteet (TE00BH79-3002), ICT luma (AT00BT73-3002), and Valokuvan historia (MI00BR94-3002).

Study guide



LAB University of Applied Sciences

SUOMEKSI

Study guide

Curricula

- Bachelor's Degree Programmes, full-time studies
- Bachelor's Degree Programmes, part-time studies
- Master's Degree Programmes
- Open Studies
- Maahanmuuttajan valmentava koulutus (not translated)
- Further Education
- Exchange Students
- Summer studies

THE CURRICULUM - A tool for students and teachers

The curriculum describes the competence development process towards expertise in the degree programme in question. It visualises the learning process and serves as a study planning guide. The degree programme's structure, intended progress and learning outcomes are described in the curriculum. Course contents, assessment criteria and methods, and methods of delivery are described in the course syllabus.

The curricula of Lahti University of Applied Sciences are based on competences and aligned with the European and National Qualification Frameworks. Each degree comprises core competences and complementary (subject-specific) competences. The core competence described in the curriculum equips students with the knowledge and skills base and expertise required for the degree. Complementary competence refers to in-depth or broad-based competencies which students can focus on in order to personalise their degrees. The curriculum is comprised of broad-based learning modules divided into courses.

The curriculum rationale for curricula starting in autumn 2017 are described in a separate document: [Curriculum Rationale](#)

opinto-opas.lab.fi

In study guide you will find you Curriculum. The curriculum describes the competence development process towards expertise in the degree programme in question.



Moodle called Reppu

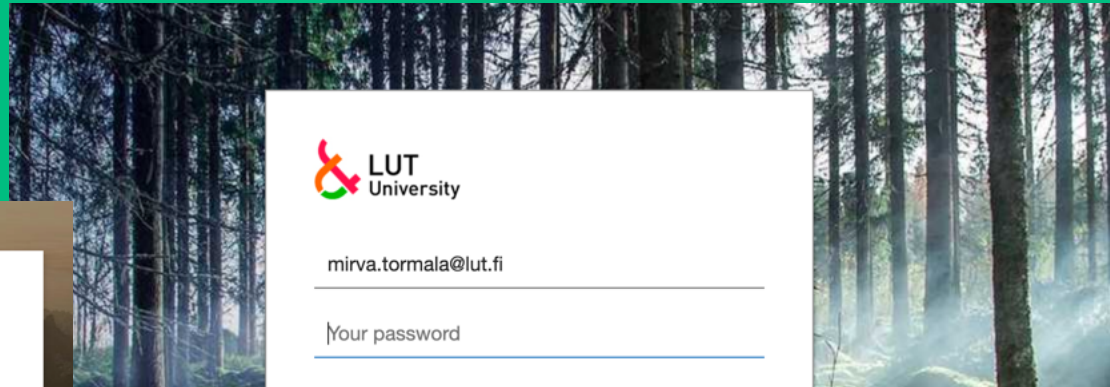
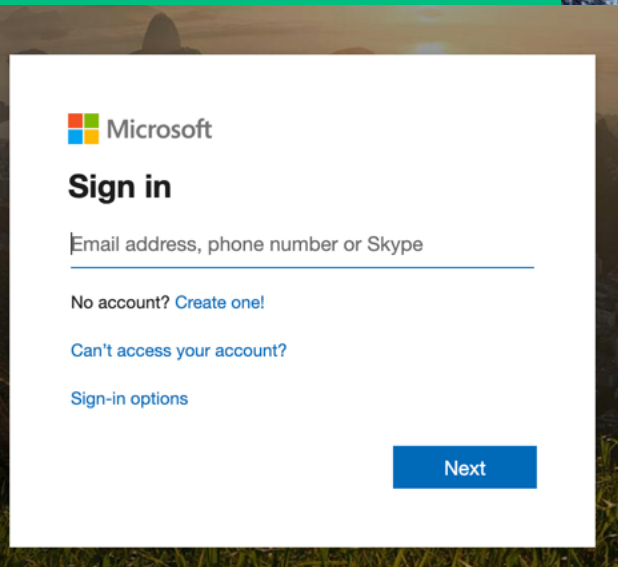
- Assignments, materials
- It like a virtual classroom
- Teachers will give you more information
- Search course and add yourself in!

Office 365 cloud services

1.

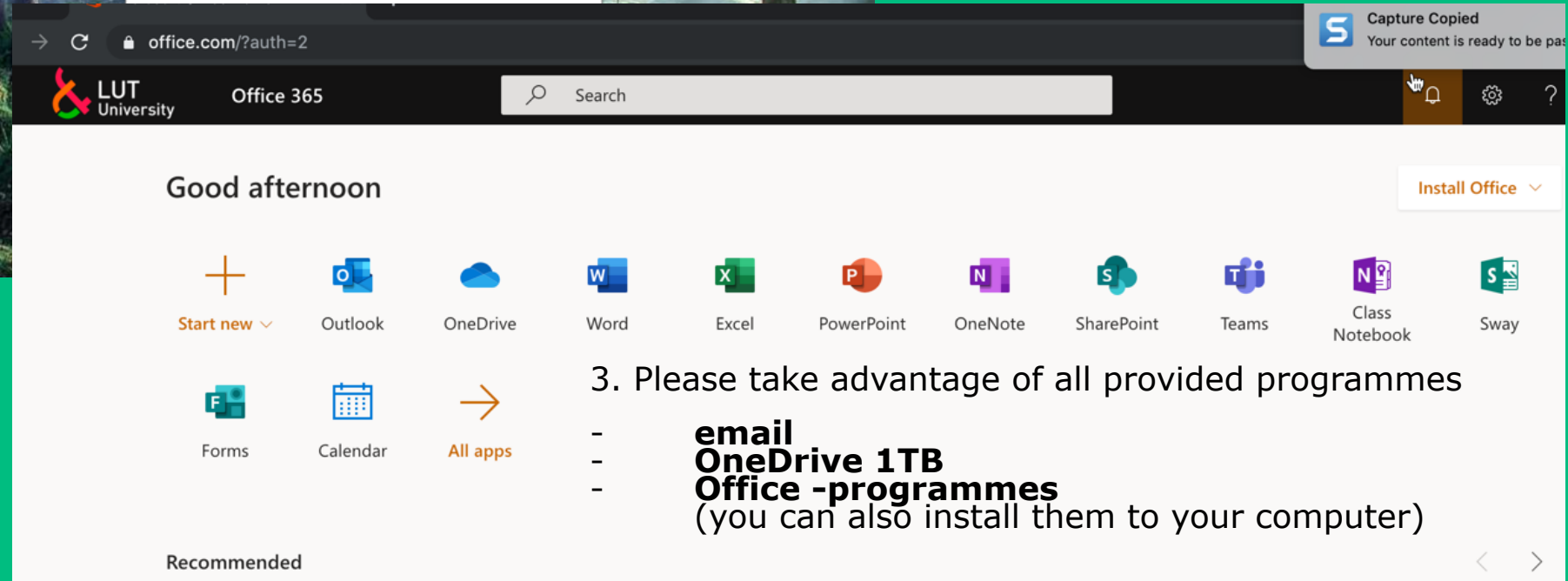
Log in
portal.office.com

With your email



2. Add password,

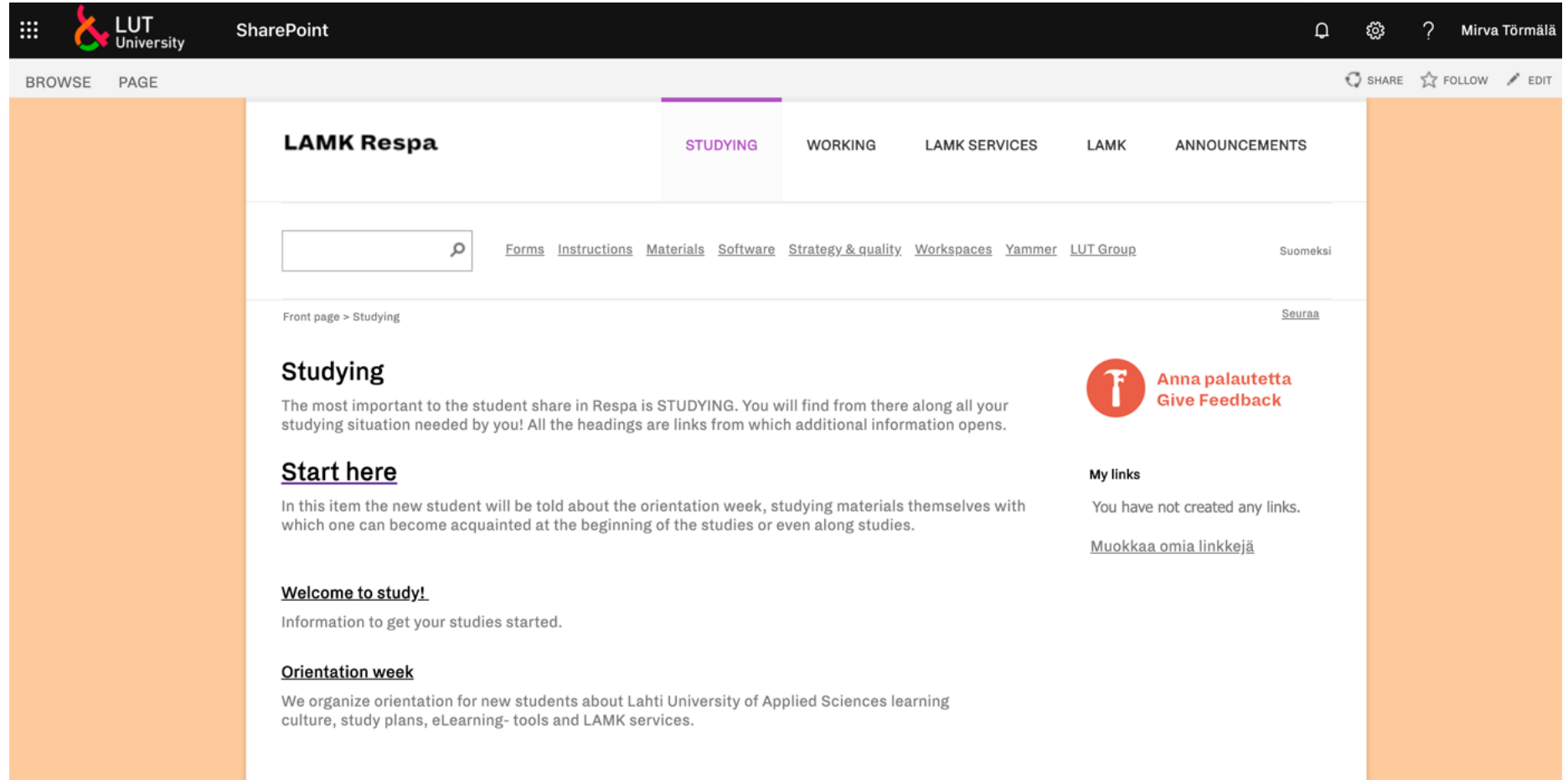
No worries, It is for us, too!
We share cloud services with LUT-university



3. Please take advantage of all provided programmes

- **email**
- **OneDrive 1TB**
- **Office -programmes**
(you can also install them to your computer)

- Respa is our intranet!
- If you search information, check this first!
- Click Studying to find more!



The screenshot shows the SharePoint interface for the 'LAMK Respa' intranet. The top navigation bar includes the LUT University logo, the text 'SharePoint', and user information 'Mirva Törmälä'. Below the navigation bar, there are tabs for 'BROWSE' and 'PAGE'. The main content area features a search bar and a navigation menu with options: 'LAMK Respa', 'STUDYING' (highlighted), 'WORKING', 'LAMK SERVICES', 'LAMK', and 'ANNOUNCEMENTS'. A search bar is present with a magnifying glass icon and a search button. Below the search bar, there are links for 'Forms', 'Instructions', 'Materials', 'Software', 'Strategy & quality', 'Workspaces', 'Yammer', and 'LUT Group'. The page title is 'Studying' and the breadcrumb is 'Front page > Studying'. The main content area contains the following sections:

- Studying**: The most important to the student share in Respa is STUDYING. You will find from there along all your studying situation needed by you! All the headings are links from which additional information opens.
- Start here**: In this item the new student will be told about the orientation week, studying materials themselves with which one can become acquainted at the beginning of the studies or even along studies.
- Welcome to study!**: Information to get your studies started.
- Orientation week**: We organize orientation for new students about Lahti University of Applied Sciences learning culture, study plans, eLearning- tools and LAMK services.

On the right side, there is a 'Give Feedback' button with a red 'F' icon and the text 'Anna palautetta Give Feedback'. Below that, there is a 'My links' section with the text 'You have not created any links.' and a link 'Muokkaa omia linkkejä'. At the bottom right, there is a 'Seuraa' link.

https://lut.sharepoint.com/sites/lamk/intranet_eng/pages/studying.aspx

Please don't hesitate to ask,
we are here for you!

 LAB University of
Applied Sciences

LAB Lahti Campus
+ 358 29 446 2500
studentservices@lab.fi

» lab.fi



**Please don't hesitate to ask,
we are here for you!**

- Digital Tools Workshops
- You can participate which workshop you want, no enrollment.
- ti 14.1. klo 13-15 room C250
- to 16.1. klo 15-17 room C250
- ti 21.1. klo 13-15 room C246
- ti 28.1. klo 13-15 room C246

Thank you!

