

ARCADA UNIVERSITY OF APPLIED SCIENCES



Course enrolment and digital tools

Mechanical and Sustainable Engineering

26.8.2024

Study Counselor Sofie Sundström

International Study Advisor Laurits Møller



Study Counselor

- Sofie Sundström
- Study Counselor for 3 degree programmes
- around 90 new students (25 MSE), around 400 students
- Study related questions, planning studies, study plans, individual study plans etc.



International Study Advisor

- **Laurits Møller**

- I provide advice and practical guidance for newcomers in Finland.

- +358 (0)294 282 560

- laurits.moller@arcada.fi

- Room C244 in the Library

Program

- User Account
- Arcada's study guide - start.arcada.fi
- Email
- Student register in Sisu
- Course enrolment in Sisu
- Course calender and your timetable – Sisu & Tuudo
- Itslearning – Arcada's elearning platform
- Schedule for this week
- What shall I do now?

User account

- Have you activated your user account?
- For using Arcada's IT Services and Education tools, you will need your Arcada IT User Account.

How to activate your account

- I have Finnish online bank credentials
 - Go to <https://apps.arcada.fi/aas/>
- I don't have that or it doesn't work
 - Contact the international student advisor Laurits
 - laurits.moller@arcada.fi or room C244



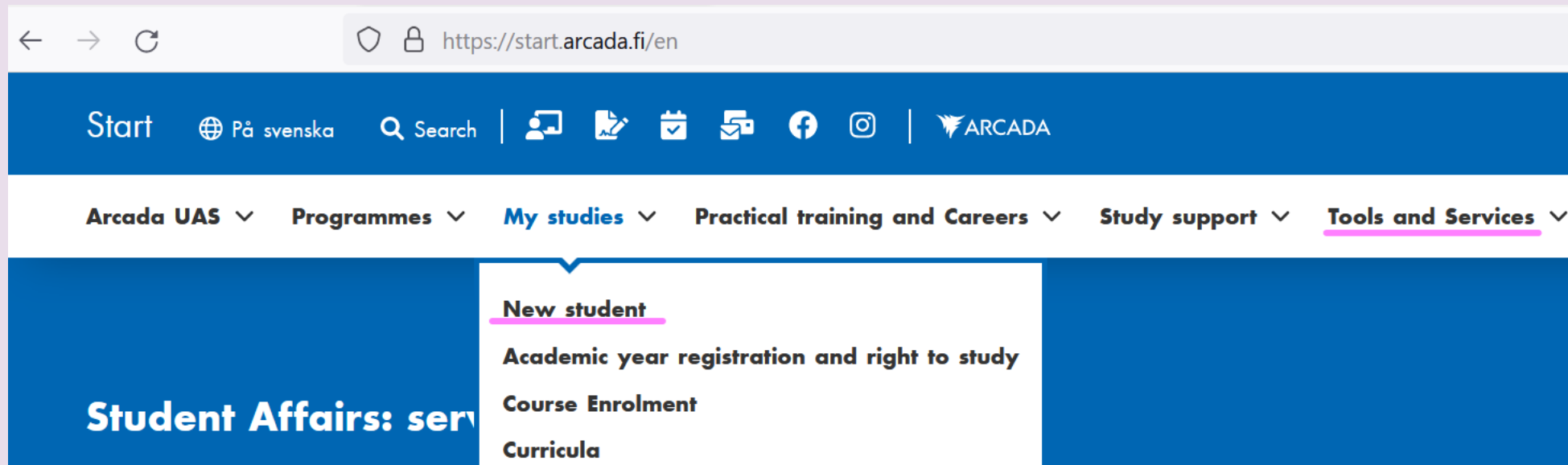
Arcada email account

- Always use your Arcada email when you are in contact with the personnel at Arcada
- Sign your emails with your name and your student number
- Check your emails regularly
 - [Subscribe to the correct mailing list](#)
 - mechanical2024@arcada.fi
- How to configure your Arcada email to your laptop or phone?
 - Check instructions on [START](#)



Your Study Guide – START

- The link: <https://start.arcada.fi/en>
- The navigation is done through the different topics in the menu bars
- "New Student" → useful information in the beginning of your studies
- "Tools and Services" → links to the online programmes/platforms



The screenshot shows a web browser window with the URL <https://start.arcada.fi/en>. The page features a blue header with navigation options: "Start", "På svenska", "Search", and icons for a person, a document, a calendar, an envelope, Facebook, and Instagram. Below the header is a white menu bar with dropdown menus for "Arcada UAS", "Programmes", "My studies", "Practical training and Careers", "Study support", and "Tools and Services". The "Tools and Services" menu is highlighted in pink. A dropdown menu is open under "My studies", listing "New student" (highlighted in pink), "Academic year registration and right to study", "Course Enrolment", and "Curricula". On the left side of the page, the text "Student Affairs: serv" is partially visible.

Your study guide – START

- News – Please check the website daily or at least weekly.
- Forms
- Degree program's website: Start → Programmes → Mechanical and Sustainable Engineering
- Remember to update your contact information! (start.arcada.fi → Tools and services → Update your contact information)

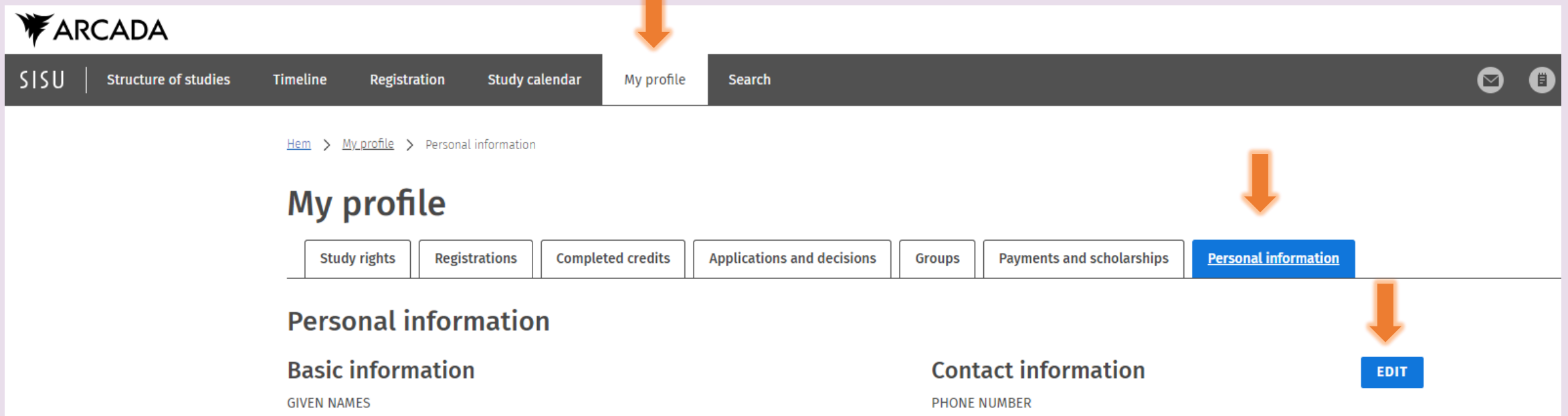
SISU - Arcada's student information system

- Log in to SISU through Start or go to sisu.arcada.fi



Contact information

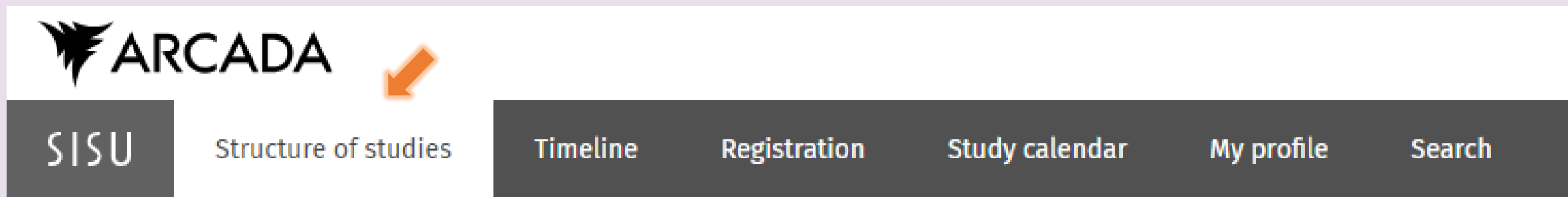
- Go to **My profile - Personal information - Edit**



The screenshot shows the ARCADA web interface. At the top left is the ARCADA logo. Below it is a dark navigation bar with the following items: SISU, Structure of studies, Timeline, Registration, Study calendar, My profile, and Search. An orange arrow points down to the 'My profile' link. Below the navigation bar is a breadcrumb trail: [Hem](#) > [My profile](#) > Personal information. The main heading is 'My profile'. Below this is a horizontal menu with several tabs: Study rights, Registrations, Completed credits, Applications and decisions, Groups, Payments and scholarships, and Personal information. An orange arrow points down to the 'Personal information' tab. Below the tabs, the 'Personal information' section is displayed, divided into two columns. The left column is titled 'Basic information' and contains the text 'GIVEN NAMES'. The right column is titled 'Contact information' and contains the text 'PHONE NUMBER'. A blue 'EDIT' button is located to the right of the 'Contact information' section. An orange arrow points down to this 'EDIT' button.

Create your Study Plan

- Go to **Structure of studies**



EDUCATION

Mechanical and Sustainable Engineering

Create a new study plan

[Study rights](#) [All educations](#)

EDUCATION

Select education


Mechanical and Sustainable engineering

CURRICULUM PERIOD

Select curriculum period

NAME

[CANCEL](#) [CREATE A STUDY PLAN](#)



CURRICULUM PERIOD

Arcada curriculum period 2024-2025

Create a new study plan

[Study rights](#) [All educations](#)

EDUCATION

Mechanical and Sustainable engineering

CURRICULUM PERIOD

Arcada curriculum period 2024-2025

Arcada curriculum period 2024-2025

NAME

[CANCEL](#) [CREATE A STUDY PLAN](#)

NAME

”My study plan 2024”

Create a new study plan

[Study rights](#) [All educations](#)

EDUCATION

Mechanical and Sustainable engineering

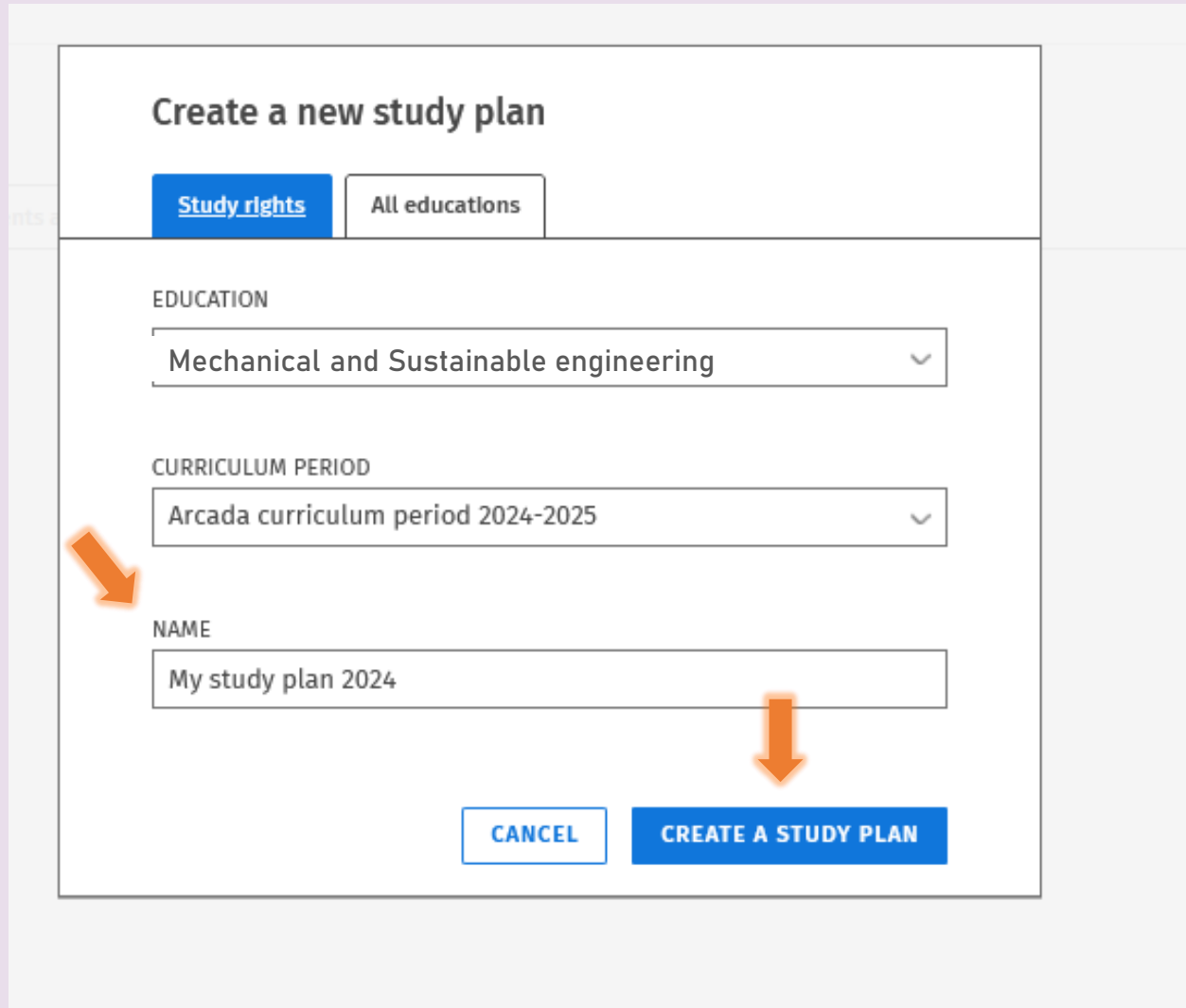
CURRICULUM PERIOD

Arcada curriculum period 2024-2025

NAME

My study plan 2024

[CANCEL](#) [CREATE A STUDY PLAN](#)



Now you have created your study plan

My study plan 2024 ▼

Mechanical and Sustainable engineering (Arcada curriculum period 2024-2025, modified on 20.6.2024, created on 20.6.2024)

	STATE	CREDITS (CR)
		SELECTED COMPLETED
<input checked="" type="checkbox"/> Mechanical and Sustainable engineering DP-324000	Selections done	
<input checked="" type="checkbox"/> Mechanical and Sustainable engineering (Ingenjör YH) DP-324000	ⓘ Selections missing	240-260 105 -
<input checked="" type="checkbox"/> General Education Studies ME-5-006	Selections done	15 15 -
<input checked="" type="checkbox"/> Education in a Digital and Sustainable Nordic Society	Selections done	15 -

Language studies

- Please choose the correct study module under "Professional Communication"



Professional studies	Selections done	135
ME-5-001 Professional studies		120 -
<input checked="" type="checkbox"/> Professional Communication	! Selections missing	15 -
PM-5-014 Professional studies		

PROFESSIONAL COMMUNICATION [Menu] [Close]

SELECT 1 PC SELECTED 0/1 PC

SELECT 1 PC SELECTED 0/1 PC

English as a first or second language ME-5-021	<input type="checkbox"/>	15 cr
Swedish as a first language PM-5-012	<input type="checkbox"/>	15 cr
Finnish as a first language PM-5-013	<input type="checkbox"/>	15 cr

Registration to courses

- The registration can be done in different ways, but today we are going to register through the study plan.
- Instructions also found on Start
 - [Registration via Study Plan](#) (written instructions)
 - [Course registration via Study Plan](#) (video)
- Registration is done for all first year courses offered in fall semester.

Courses during first year



Fall 2024 (30 cr + Finnish for beginners 1 & 2?)

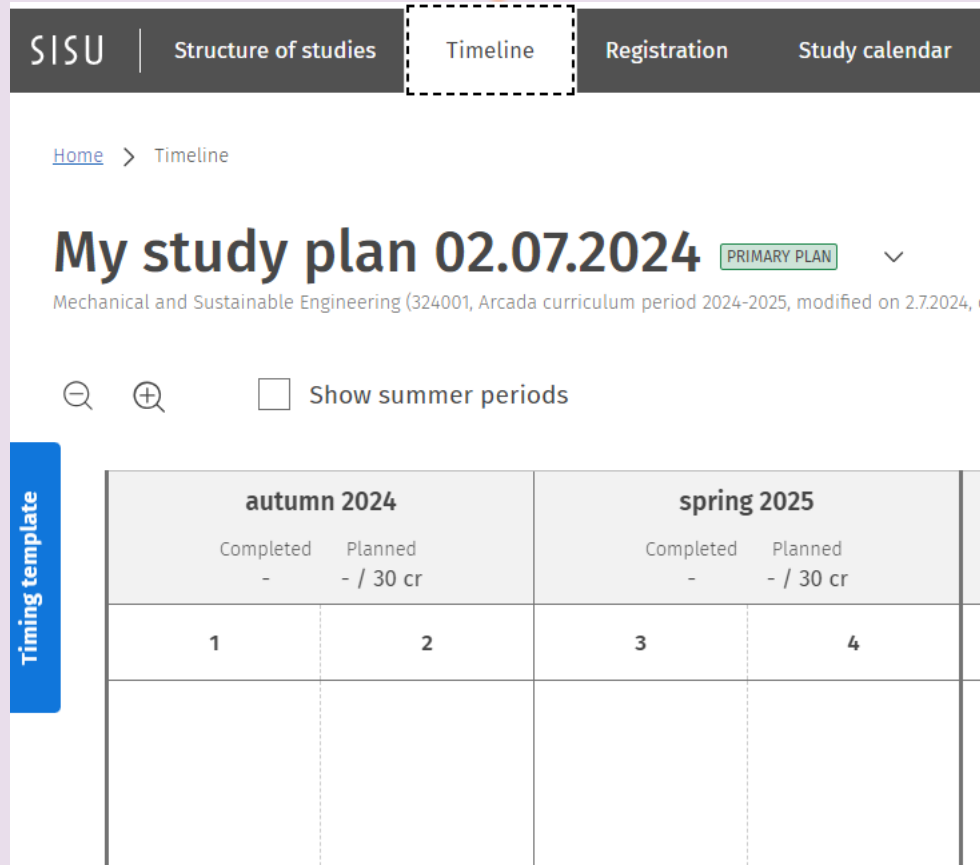
GT-1-013	Technology and Learning (5 cr)
GT-2-013	Engineering Chemistry (5 cr)
GT-2-024	Introduction to programming and automation (5 cr)
GT-1-014	Teamwork an Innovation (5 cr)
PM-2-026	Linear Algebra (5 cr)
PM-2-030	Technical Drawing (5 cr)

Spring 2025 (25 cr + Finnish for beginners 3 or development studies?)

GT-1-015	Ethical and Sustainable Societal Development (5 cr)
PM-2-031	Computer Aided Design (5 cr)
SP-2-028	English Professional Communication MSE (5 cr)
GT-2-014	Engineering Physics (5 cr)
GT-2-015	Environment and Resources(5 cr)

How to see when your courses are running in Sisu?

- Go to **Timeline** and choose **Timing template**



The screenshot shows the Sisu web interface. At the top, there is a navigation bar with the following items: SISU, Structure of studies, **Timeline** (highlighted with a dashed box and an orange arrow pointing down), Registration, and Study calendar. Below the navigation bar, there is a breadcrumb trail: Home > Timeline. The main heading is "My study plan 02.07.2024" with a "PRIMARY PLAN" label and a dropdown arrow. Below the heading, there is a search icon, a zoom icon, and a checkbox labeled "Show summer periods". The main content area is a table with columns for "autumn 2024" and "spring 2025". Each column has sub-columns for "Completed" and "Planned" (with a note "- / 30 cr"). Below these are numbered columns 1, 2, 3, and 4. A blue vertical bar on the left side of the table is labeled "Timing template" and has an orange arrow pointing to it.

autumn 2024		spring 2025	
Completed	Planned	Completed	Planned
-	- / 30 cr	-	- / 30 cr
1	2	3	4

Choose "Mechanical and Sustainable Engineering 2024"

SISU | Structure of studies | Timeline | Registration | Study calendar | My profile | Search

[Home](#) > [Timeline](#)

My study plan 02.07.2024 PRIMARY PLAN

Mechanical and Sustainable Engineering (324001, Arcada curriculum period 2024-2025, mod 2.7.2024)

Show summer periods

autumn 2024		spring 2025	
Completed	Planned	Completed	Planned
-	- / 30 cr	-	- / 30 cr
1	2	3	4

TIMING TEMPLATES
✕

Mechanical and Sustainable Engineering (Ingenjör YH)

Courses that have not been placed on the timeline will be timed according to the selected timing template.

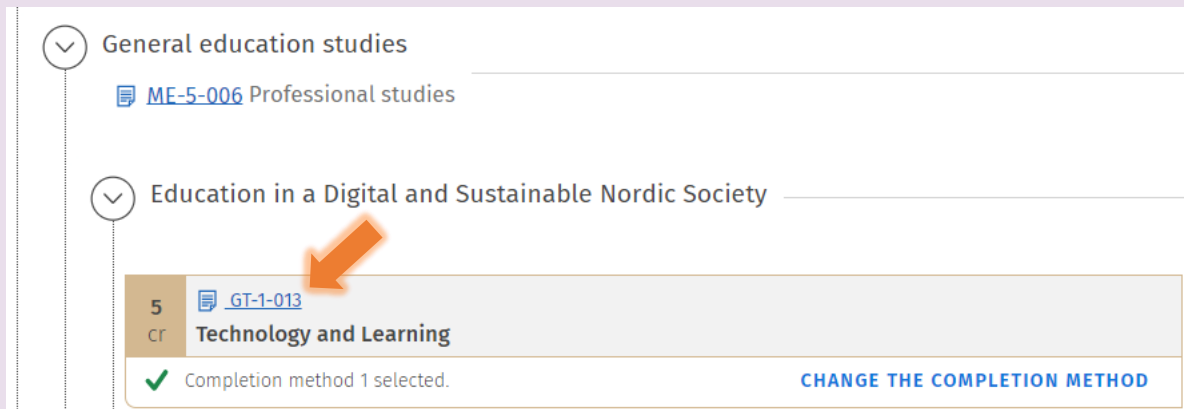
TIMING TEMPLATE

Select

Mechanical and Sustainable Engineering 2024

Registration via Study Plan

- The registration is done separately for all six courses.
- Go to "Structure of studies"
- Start by selecting one course = click on the blue course code
 - **GT-1-013 Technology and Learning**




The screenshot shows a web interface for selecting courses. It features two main sections, each with a dropdown arrow on the left. The first section is titled "General education studies" and contains a blue link "ME-5-006 Professional studies". The second section is titled "Education in a Digital and Sustainable Nordic Society" and contains a highlighted row for course "GT-1-013 Technology and Learning". This row includes a "5 cr" label on the left and a blue link for the course code. An orange arrow points to the "GT-1-013" link. Below the course row, there is a green checkmark and the text "Completion method 1 selected." and a blue link "CHANGE THE COMPLETION METHOD".

Select "Completion methods"

Technology and Learning (5 cr)

GT-1-013 | Course

Course version 

2024-2025 (Arcada)

(Placed in the p... 

Placed to: Education in a Digital and Sustainable Nordic Society

Status: Not completed

Grade: Not graded

[Information sheet](#)

[Completion methods](#)

[Equivalences and substitutions](#)

Information sheet

Basic information

Languages of learning: English

Grading scale: Pass-Fail

Course type: Regular course unit

Course level: Professional studies

Organiser: Arcada University of Applied Sciences


Higher education institution: Arcada University of Applied Sciences




Choose "SELECT"

Technology and Learning (5 cr)

GT-1-013 | Course

Course version 

2024-2025 (Arcada)

(Placed in the p... 

Placed to: Education in a Digital and Sustainable Nordic Society

Status: Not completed

Grade: Not graded



Information sheet

Completion methods

Equivalences and substitutions

Completion methods

METHOD 1

SELECTED

ASSESSMENT ITEM

TEACHING

• Participation in teaching (5 cr)

[28.10.2024–31.12.2024](#)

SELECT



”Click here to proceed to your registration”

Technology and Learning, 28.10.2024–31.12.2024 selected. [Click here to proceed to your registration.](#)

ISU | Structure of studies | Timeline | Registration | Study calendar | My profile | Search | Sofie Sundström STUDENT

Technology and Learning (5 cr)

GT-1-013 | Course

Course version ⓘ

2024-2025 (Arcada) (Placed in the p... ▾)

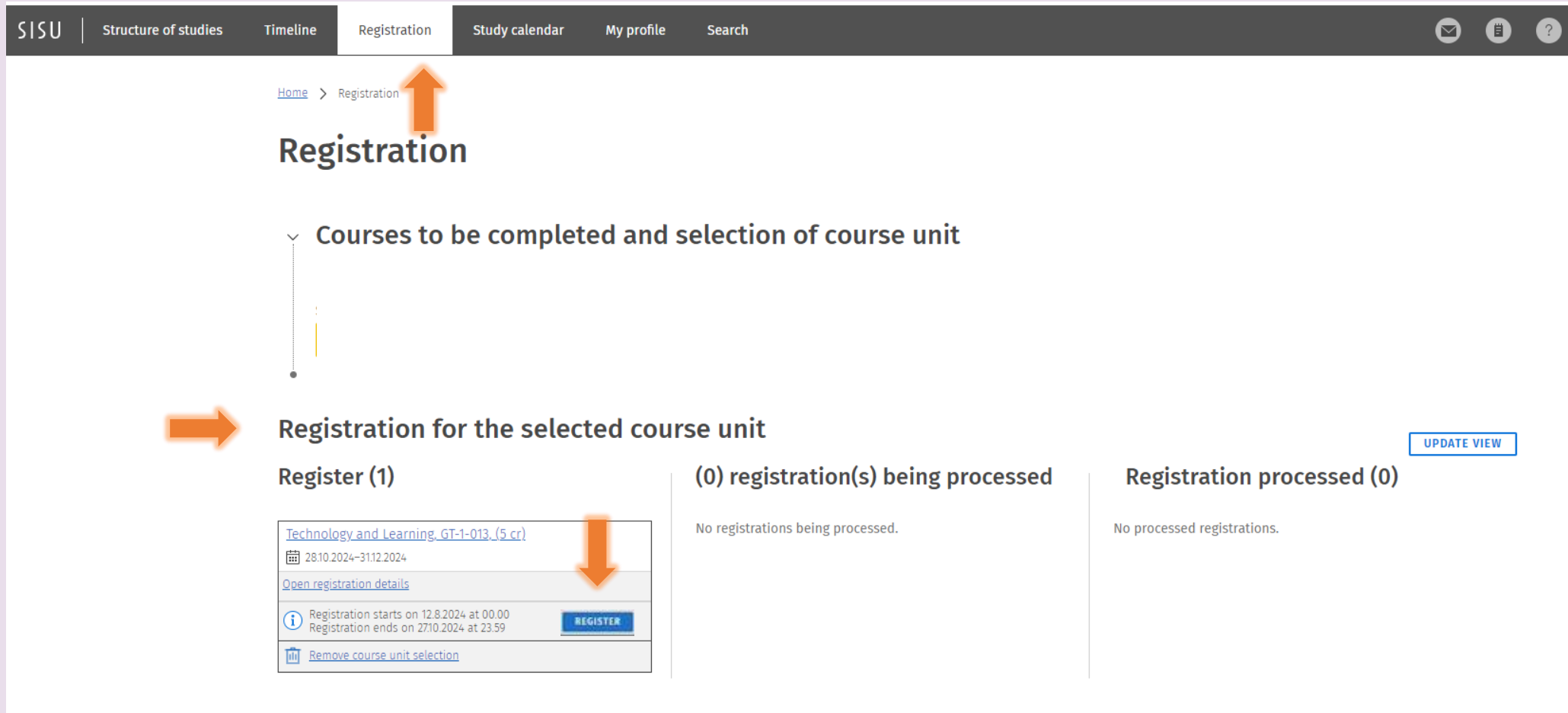
Placed to: Education in a Digital and Sustainable Nordic Society
Status: Not completed
Grade: Not graded

Information sheet | **Completion methods** | Equivalences and substitutions

Completion methods

METHOD 1	ASSESSMENT ITEM	TEACHING	
SELECTED	Participation in teaching (5 cr)	28.10.2024–31.12.2024	DELETE SELECTION

Registration – "REGISTER"



The screenshot shows the SISU registration interface. At the top, a navigation bar includes 'SISU', 'Structure of studies', 'Timeline', 'Registration' (highlighted), 'Study calendar', 'My profile', and 'Search'. On the right of the navigation bar are icons for mail, calendar, and help. Below the navigation bar, a breadcrumb trail shows 'Home > Registration'. The main heading is 'Registration'. A section titled 'Courses to be completed and selection of course unit' contains a vertical timeline with a single yellow bar. Below this, an orange arrow points to the section 'Registration for the selected course unit'. This section is divided into three columns: 'Register (1)', '(0) registration(s) being processed', and 'Registration processed (0)'. The 'Register (1)' column contains a table with one row for 'Technology and Learning_GT-1-013_(5 cr)'. The table includes a date range '28.10.2024-31.12.2024', a link 'Open registration details', an information icon with text 'Registration starts on 12.8.2024 at 00.00' and 'Registration ends on 27.10.2024 at 23.59', and a blue 'REGISTER' button. Below the table is a link 'Remove course unit selection'. The other two columns are empty, with the text 'No registrations being processed.' and 'No processed registrations.' respectively. An 'UPDATE VIEW' button is located in the top right of the 'Registration processed (0)' column. Orange arrows in the image highlight the 'Registration' menu item, the 'Registration for the selected course unit' section, and the 'REGISTER' button.

SISU | Structure of studies | Timeline | **Registration** | Study calendar | My profile | Search

Home > Registration

Registration

Courses to be completed and selection of course unit

Registration for the selected course unit

Register (1)

Technology and Learning_GT-1-013_(5 cr)
28.10.2024-31.12.2024
Open registration details
Registration starts on 12.8.2024 at 00.00 Registration ends on 27.10.2024 at 23.59 REGISTER
Remove course unit selection

(0) registration(s) being processed

No registrations being processed.

Registration processed (0)

No processed registrations.

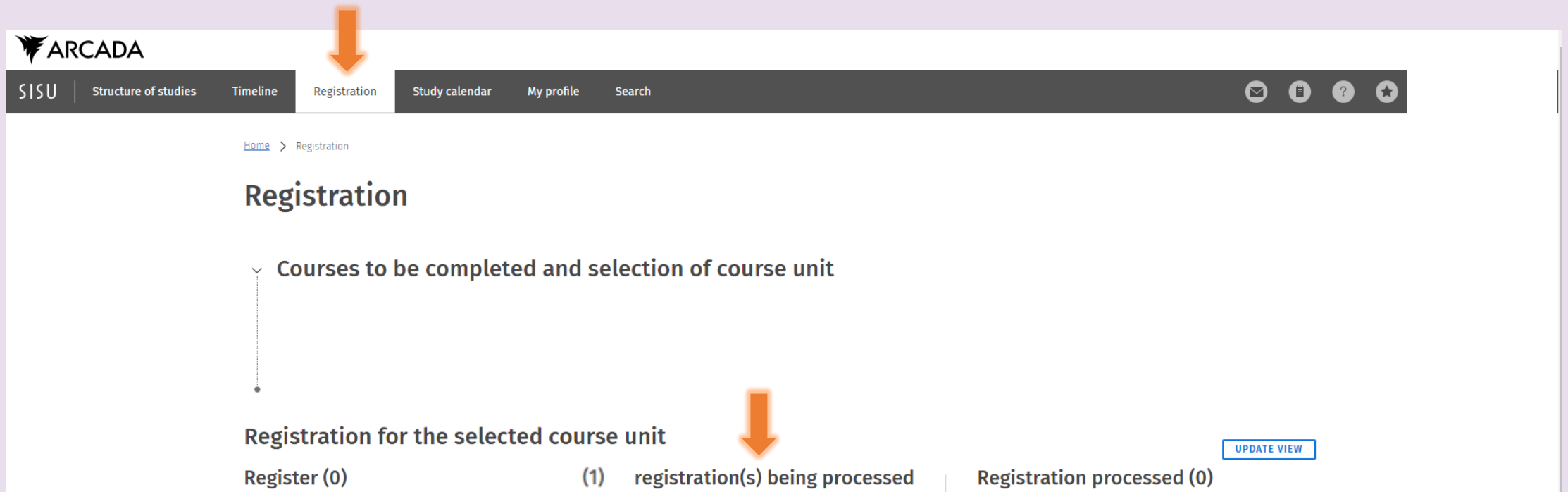
[UPDATE VIEW](#)

Scroll down and choose "CONFIRM"



- You are now registered.
- The teacher still has to confirm your participation though.

- You find your registration under "Registration" and "Registrations being processed"



The screenshot shows the ARCADA web interface. At the top left is the ARCADA logo. Below it is a navigation bar with links for SISU, Structure of studies, Timeline, Registration, Study calendar, My profile, and Search. On the right side of the navigation bar are icons for email, calendar, help, and favorites. Below the navigation bar is a breadcrumb trail: Home > Registration. The main heading is "Registration". Underneath is a section titled "Courses to be completed and selection of course unit" with a dropdown arrow. Below that is a section titled "Registration for the selected course unit" with a dropdown arrow. At the bottom, there are three tabs: "Register (0)", "(1) registration(s) being processed", and "Registration processed (0)". An "UPDATE VIEW" button is located to the right of the tabs. Two orange arrows point to the "Registration" link in the navigation bar and the "(1) registration(s) being processed" tab.

Now you register to the other courses yourself

1. **GT-1-013 Technology and Learning** ✓
2. GT-2-013 Engineering Chemistry
3. GT-2-024 Introduction to programming and automation
4. GT-1-014 Teamwork an Innovation
5. PM-2-026 Linear Algebra
6. PM-2-030 Technical Drawing
7. (GT-3-005 Introduction to engineering mathematics)

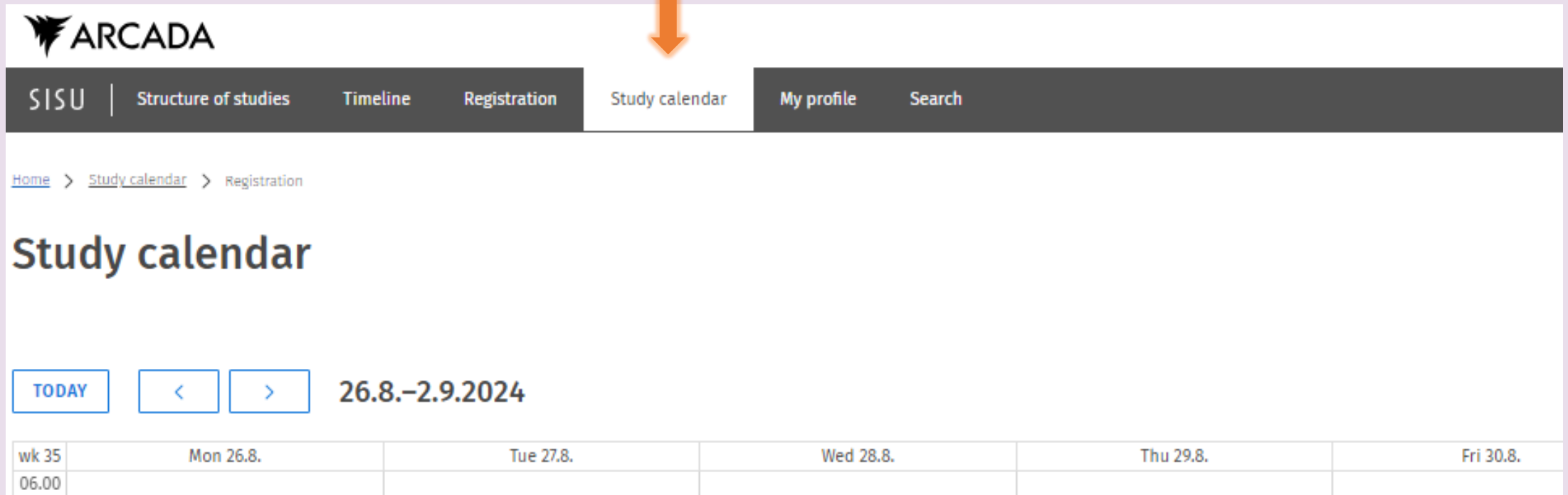
How to register?

1. Go to your study plan – "Structure of studies"
2. Click on the blue course code
3. Go to "Completion methods" and choose "SELECT"
4. A blue bar appears at the top of the page – "Click here to proceed to your registration"
5. Choose "REGISTER"
6. Scroll down and choose "CONFIRM"

Start the process again from paragraph 1 with the next course.

How to look at your schedule in Sisu?

- Go to **Study calendar**



The screenshot shows the Sisu website interface. At the top left is the ARCADA logo. Below it is a dark navigation bar with the following items: SISU, Structure of studies, Timeline, Registration, Study calendar (highlighted with an orange arrow), My profile, and Search. Below the navigation bar is a breadcrumb trail: Home > Study calendar > Registration. The main heading is 'Study calendar'. Below the heading are navigation buttons: 'TODAY', '<', '>', and the date range '26.8.-2.9.2024'. At the bottom, a table shows the schedule for week 35, starting at 06.00. The table has columns for days of the week: Mon 26.8., Tue 27.8., Wed 28.8., Thu 29.8., and Fri 30.8.

wk 35	Mon 26.8.	Tue 27.8.	Wed 28.8.	Thu 29.8.	Fri 30.8.
06.00					

TUUDO

Tuudo is a mobile application designed to make your everyday studies easier.

With Tuudo, you can e.g.:

- See your schedule
- Read news and posts from Start
- Navigate on campus through maps
- See the week's lunch menu
- Search on timetables for public transportation
- Get information about other study related services at Arcada

How to install Tuudo?

- You can download Tuudo from Play Store (Android) or App Store (iOS). When you have completed the installation and opened the app, choose Arcada from the list of universities. Then, log in with your Arcada account. You only have to log in the first time.

Itslearning

- The online study environment at Arcada
- Most used study platform during your studies
 - Important to learn how to navigate in it
- When signing up to courses in Sisu, the courses will automatically appear on Itslearning after a couple of hours
- The link: <https://arcada.itslearning.com>

Schedule for this week

- You can see the schedule for this week and forward in Sisu/Tuudo after you have signed up for the courses.
- Tomorrow's schedule also on START: <https://start.arcada.fi/en/my-studies/new-student/study-start-and-introduction-days/mechanical-and-sustainable-engineering>
- Please note that the tutors' program is not visible in Sisu/Tuudo, more info from the tutors/TLK
- Try to sign up for the courses today! Need help? Meet me tomorrow 10AM @ E387!

Tuesday 27.8.2024

Time	Programme	Other
10.00- 10.45	Study Counsellor's Drop-in session for students who need help with course enrollment (optional session), <i>Study Counsellor Sofie Sundström and International Student Advisor Laurits Møller</i>	E387
11.00- 11.30	Student Affairs and Sisu	Small auditorium (F249)
11.30- 12.30	<i>Lunch</i>	
12.30- 13.30	Guided tour and other programme with the tutors	
13.45- 14.45	Studying at Arcada, <i>Study Counsellor Sofie Sundström</i>	B518

This week

- First course starts on Wednesday 28.8 (Technology and Learning)
- Both lessons and info sessions during 28-30.8
 - Global competences
 - Support in studies
 - Information about language studies
 - **Info session for those who want to accredit their previous studies on Friday at 11.15-12.00 in A311**

Student Affairs

Student affairs have drop in hours on the square in front of the info-desk

- Mon 26 Aug at 9:30-14
- Tue 27 Aug at 9:30-14

KELA meal subsidy cards, certificates, forms for transportation, scholarships, tuition fees, etc.

What shall I do now?

1

Activate your Arcada user account and start to read your Arcada email (if you haven't done this yet)

2

Sign up for the courses in Sisu! If problems, come to meet Sofie and Laurits tomorrow!

3

Get to know start.arcada.fi, Sisu, Tuudo and itslearning

4

Check your timetable in Sisu or in Tuudo

Questions?

- Contact Sofie / Laurits / your tutors

- **Sofie Sundström**

+358 (0)50 409 2872

sofie.j.sundstrom@arcada.fi

- **Laurits Møller**

+358 (0)294 282 560

laurits.moller@arcada.fi



Thank you!

Have a great day!



arcada.fi