IT introduction

Hands ON TOMORROW.

arcada.fi

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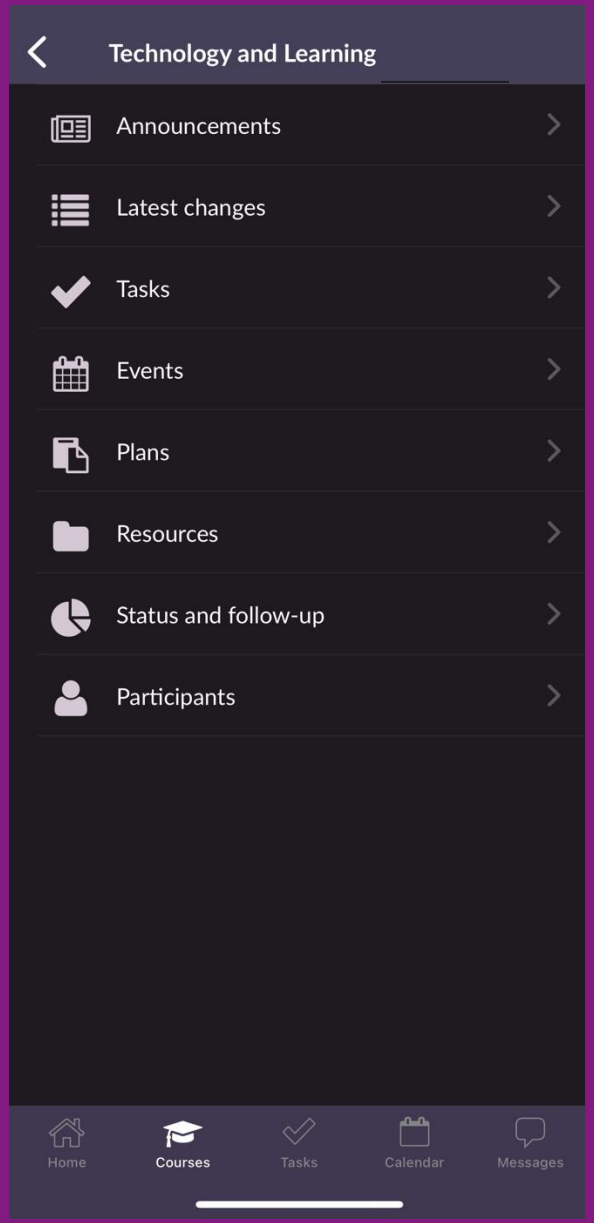
- International Business
- Företagsekonomi
- Continuing Education

The Itslearning app – All about Course Content

arcada.fi



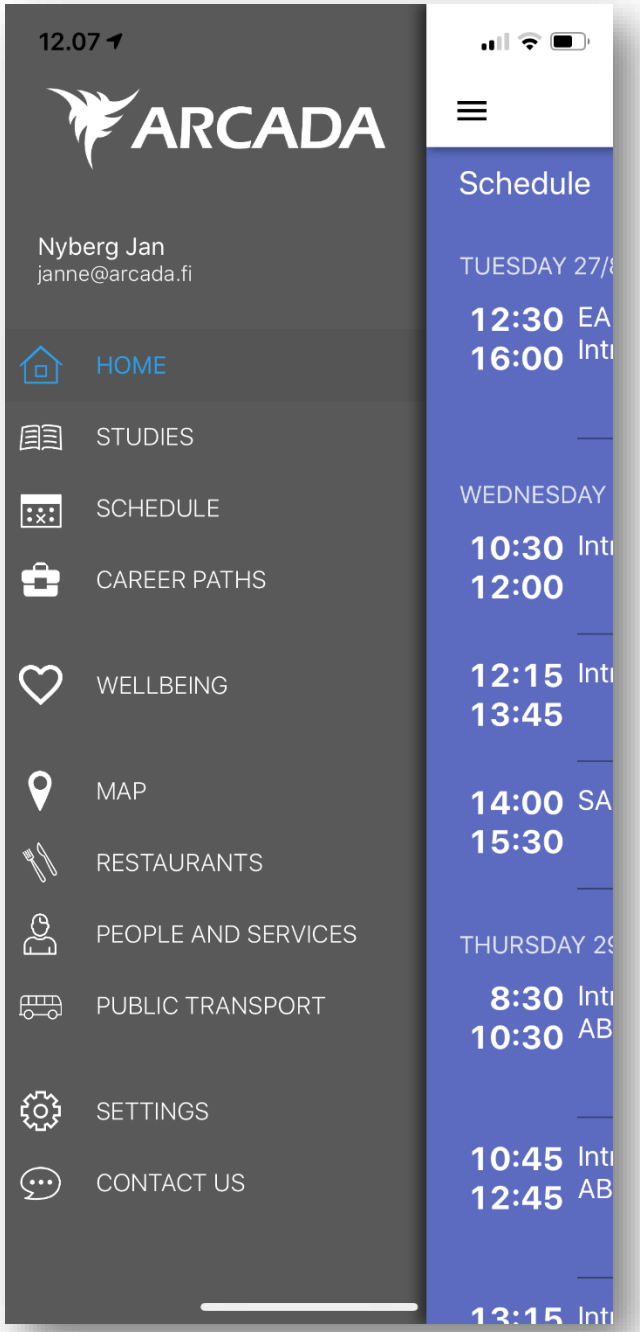
Wherever you are, on whichever device you choose, you can get the full itslearning experience – just download the app and get started.

GET IT ON Google Play

Download on App Store

The Tuudo app

- schedules in real time
- your study credits
- what courses are running and coming
- find and Sign-up for courses
- news feed from start, ASK and inside.arcada.fi
- information about internships and summer jobs
- Arcada campus maps
- information about Arcadas support services
- integration with Reittiopas public transport
- the lunch menu



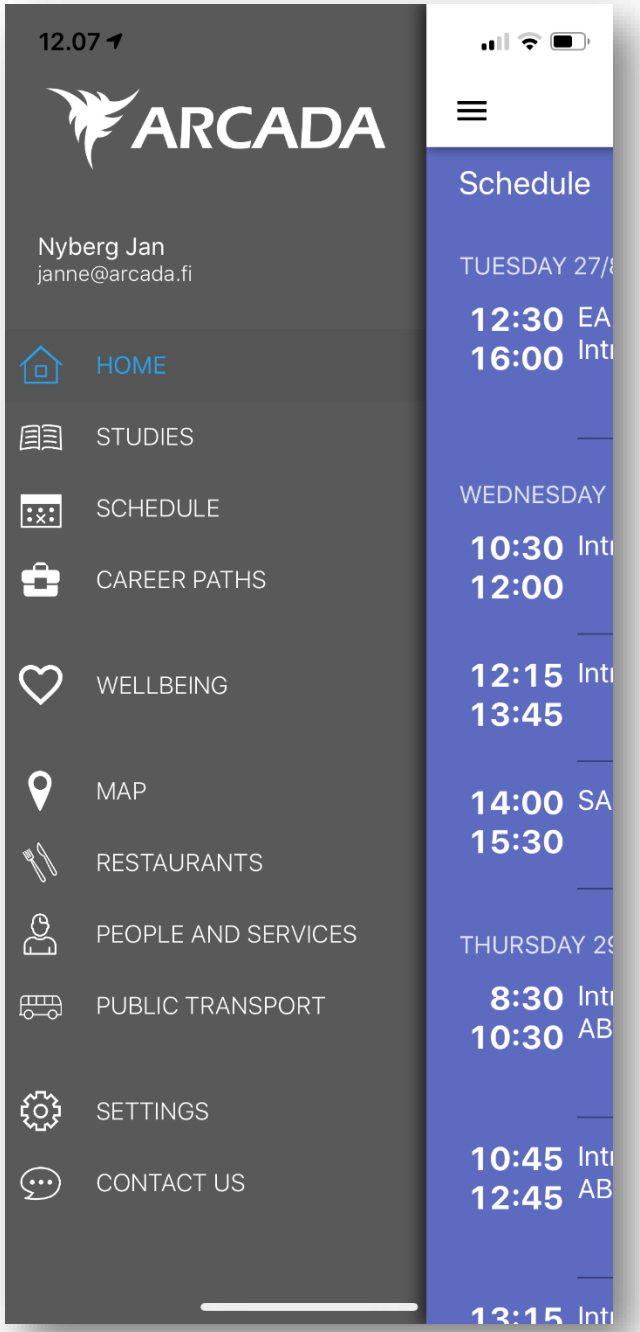
TUUDO

GET IT ON Google Play

Download on App Store

The Tuudo app

- schema i realtid
- studiepoäng du har avklarat
- vilka kurser nu och senare
- söka och anmäla sig till kurser
- nyhetsflöden från start, ASK och inside.arcada.fi
- information om praktikplatser och sommarjobb
- karta över Arcadahuset
- information om Arcadas stödtjänster
- integration till Reittiopas kollektivtrafiken
- Lunchmenyn



TUUDO

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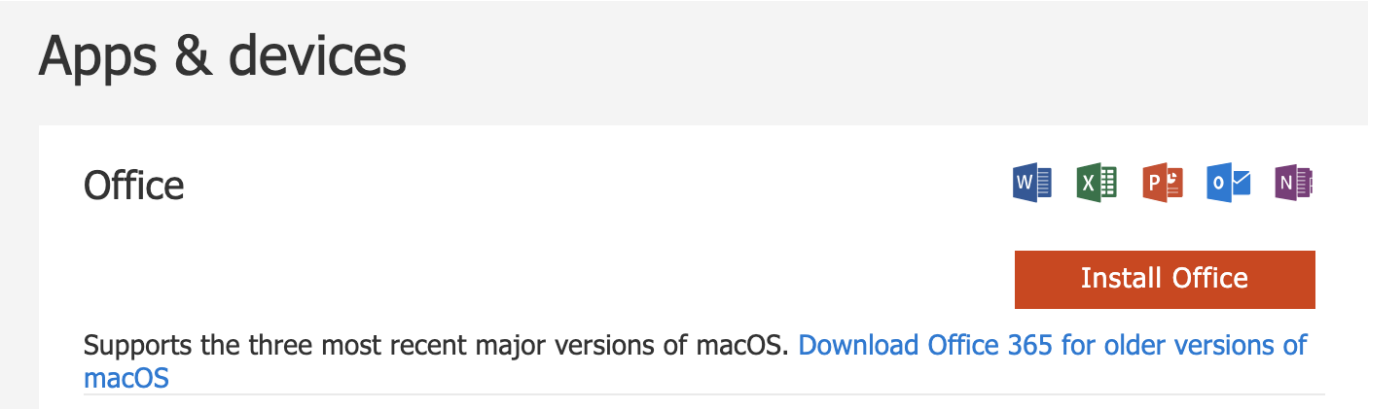
Microsoft Office

- **Download programs from Office 365**
- Go to office.arcada.fi
- Sign in with your Arcada username and password.
- Install Office

(at least Teams, Word, Excel, PowerPoint, Outlook and OneDrive.)



Need Help?
Contact IT-support

- The Arcada IT-support assists you with all IT related issues.
- Email: it-support@arcada.fi
- Phone: 0294 282 555
  (Mon-Fri 8:00 - 16:00)

arcada.fi

Computer classrooms

- Are mainly in the corridors E3 and F3
- I will be teaching **Technology and Learning** in room E385

arcada.fi

Wifi @ arcada

- **arcada-guest** is o[illegible] for guest[illegible]t with a limited bandwidth. The password is chan[illegible]and the current password is published on the in[illegible]ation s[illegible] next to the Big Square.
- **eduroam** is a WiFi that is part of a global educational network. We recommend to use eduroam. Besides Arcada it works at most other universities both in Finland and abroad, see the map here https://www.eduroam.org/

Where should I store my files?

- OneDrive is suitable when
  - you want to access the material easily and edit it anytime, anywh
  - you don’t have to worry about backups
  - you want to **share and co-edit** the material with your peers
  - the material is not sensitive

- Tens of students each year lose their USB-sticks, usually, the student has forgotten the memory stick in the computer, and somebody has stolen it before the students return.

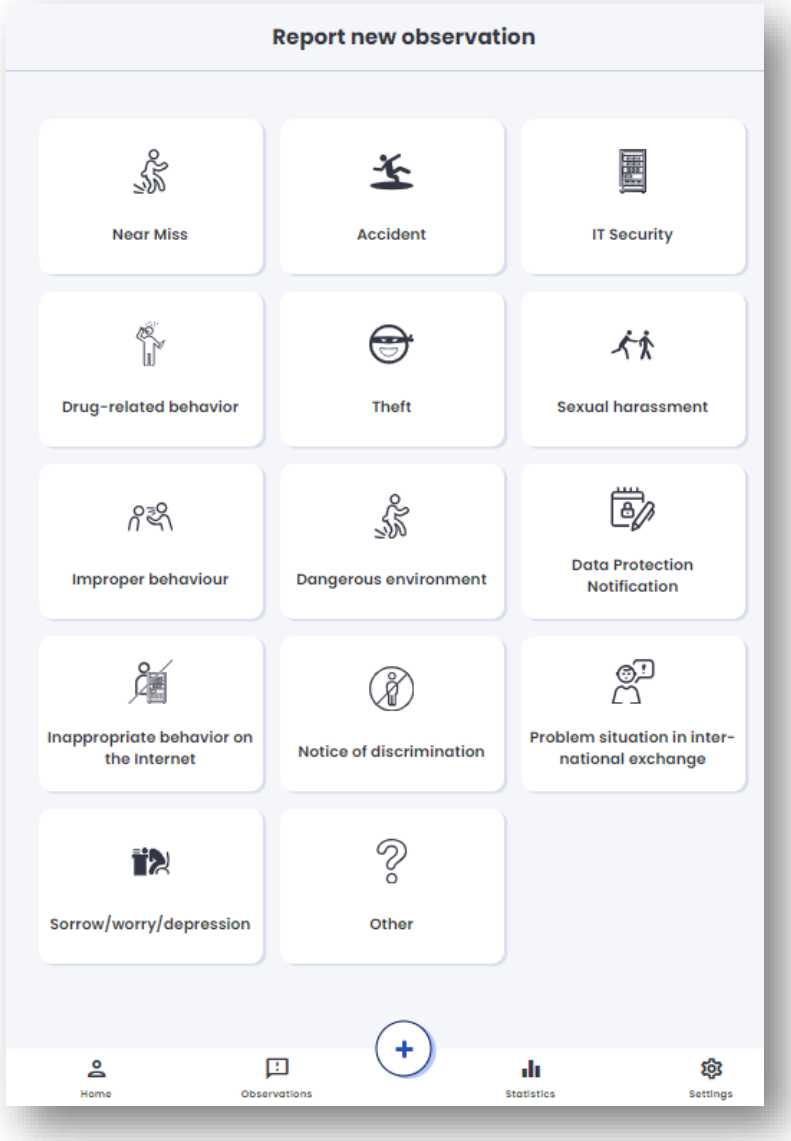
- Docu[illegible]
  - Easy ac[illegible]orking at Arcada

Security reports - Säkerhetsanmälan

- The system allows you to report:
  - Observations
  - Incidents
  - Accidents
  - threats or inappropriate behavior

  …that affect safety and the environment at Arcada. It is important that you report all incidents so that we can prevent bigger accidents from happening.

  https://app.falcony.io/arcada/login



Why configure Arcada's email on your phone?

1. During your study time at Arcada, you will be receiving important information via e-mail.
2. It might be last minute information concerning cancelled classes or changed schedules.
3. Being able to check your mail regularly, will keep you up-to-date with current activities.

26.8.2024

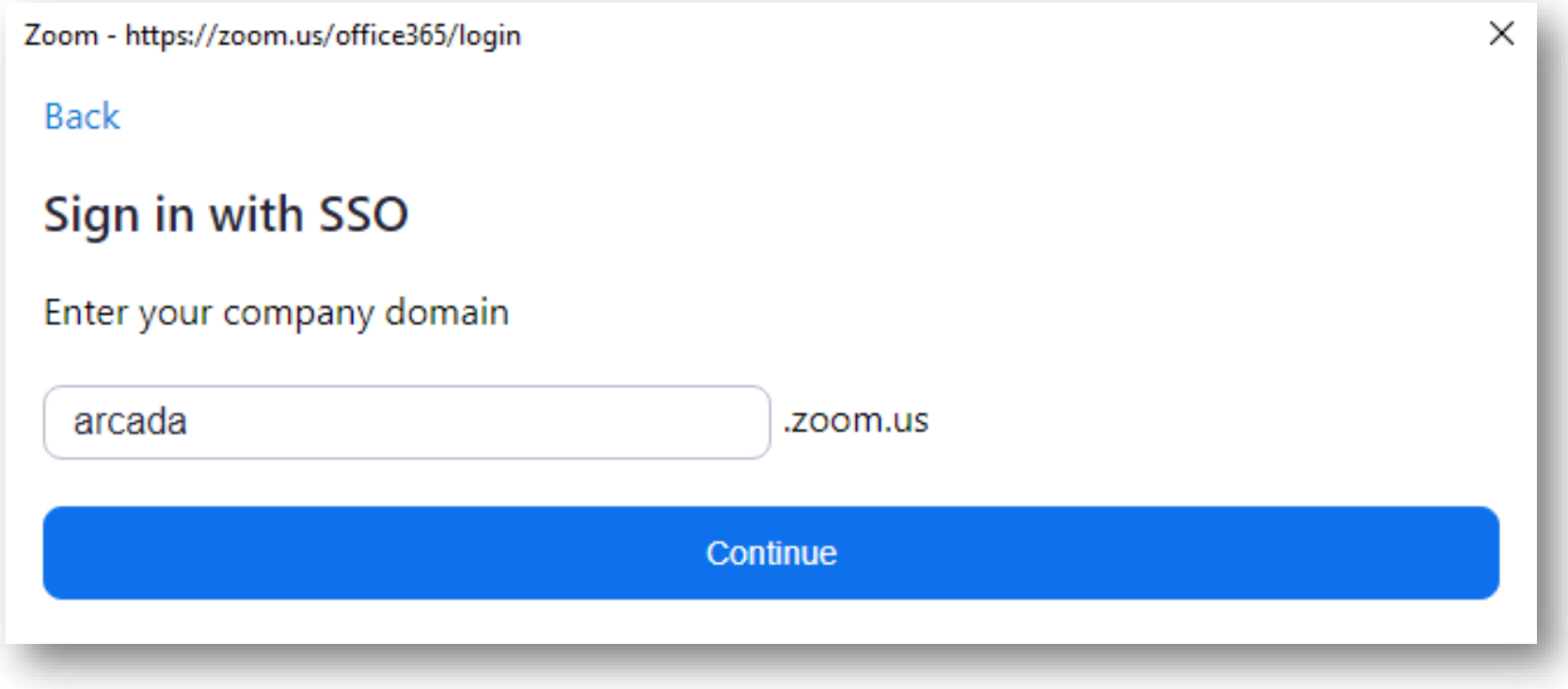
How to setup your email

- Go to Settings - Accounts / Konton / Tilit
- Add a new "Exchange account".
- Your username is your **username[a]arcada.fi** and your password is your Arcada password.
- Your device should automatically set up the account.
- If it does not automatically find the settings, type as
  - Server name: outlook.office365.com
  - Domain\username: your-username@arcada.fi

    For example: nyberjan@arcada.fi

Zoom Meetings

- Log in to Zoom using SSO! (Single Sign on)
  This way we can identify you as an Arcada student



Questions & Answers

Zoom and Teams

- Please upload a profile picture
- Please turn on your video if the teacher asks you to
- Keep the chat window open and ask questions if you don’t want to keep your mic on.
- Ask the teacher privately if you don’t want everyone to see your question.

Do this now!

1. Setup your e-mail on your phone.
2. Install **itslearning** and **Tuudo from**

Do this now or later today

2. Install Microsoft Office on your computer.
   We will start working with Excel next week.
   office.arcada.fi

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