







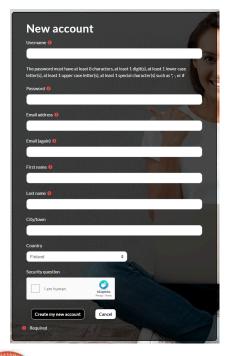
Instructions for moderators: creating a Digicampus account

Here is a step-by-step guide for enrolling in the CLUVEX Virtual Exchange Week as a moderator. All the Virtual Exchange Week activities take place in an online learning environment called *Digicampus.*

- 1. Leave you contact information at the website to joint moderators' e-mailing list: <u>https://www.atm.helsinki.fi/cluvex/?page_id=668</u>
- 2. Go to <u>https://digicampus.fi/login/index.php</u>
- 3. Register to Digicampus using your University email (Create new account) (or your Google address).

🐚 English (en) 🗸	
DigiCampus	
University users:	DigiCampus is a shared learning environment for universities, where you will find common courses for universities, courses open to everyone and the universities' own courses.
Fyou do not have university IDs:	For full access to this site, you first need to create an account. Create new account
Manual login Forgotten your username or password? Accessibility statement	

4. Registering with your University email address: fill in your personal information and press 'Create my new account'.

























5. Then you should see this view. Next, check your email inbox.



Home / Confirm your account

DigiCampus

An email should have been sent to your address at

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

6. Open the message sent to your email

Digicampus-tukipalv. DigiCampus: account confirmation - Hi, A new account has been requested at 'DigiCampus' using your email address. To ...

and click the link:

DigiCampus: account confirmation

Digicampus-tukipalvelu (via DigiCampus) <noreply@digicampus.fi>

Hi,

A new account has been requested at 'DigiCampus' using your email address.

To confirm your new account, please go to this web address:

https://digicampus.fi/login/confirm.php?data=BqYrTUDIAkHgc7x/kokeilu

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Digicampus-tukipalvelu



Co-funded by the European Union



















7. Now you have created your Digicampus account. To enroll in the Virtual Exchange as a moderator, type 'UH: CLUVEX moderators' into the search bar:

	DigiCampus HOME	DASHBOARD DIGICAMPUS MAINTENANCE BREAKS 🗸 SUPPORT CATEGORIES 🗸	Search courses			
Dashboard / Your registration has been confirmed						
DigiCampus						
	Thanks,					
		Your registration has been confirmed				
	Continue					
	or use this link:	https://digicampus.fi/course/view.php?id=5195				
8.	. Enrolment key: cluvexmod24					
	Enrolment options					
	UH: CLUVEX moderators	3.				
	Climate University for Virtual Exhanges (CLUVEX) Erasmus+ Virtual Exchange, moderators' training https://www.atm.helsinkl.fi/cluvex/					
		nelsinki.fi attis-luonnontieteellinen, INAR nakehätieteiden maisteriohjelma ATM-MP				
	Teacher: Laura Riuttanen					
	Kotiorganisaatio/hanke: Helsi	ingin vliopisto				
	Self enrolmen Enrolment key	nt (Student)				
0						
9.	UH: CLUVEX moderators ×	VEX Moderator course page view. You are all set!				
		Dashboard / My courses / CLUVEX moderators UH: CLUVEX moderators				
	0.0% Completed 0/17	Course Grades				
	Contents Q	Course				
	General info Announcements &	Collapse all				
	Discussion Announcements	Mark as done Welcome to CLUVEX Moderator DigiCampus platform				
	Moderator discussion area	Welcome to Moderators' community of the Climate University for Virtual Exchanges				
	Virtual Exchange Week Program (October 2024)	CLUVEX, trasmus+ project. The main goal of CLUVEX is to engage multidisciplinary and Inter- national discussions on Climate Challenges and Actions within students from Higher Education Systems of Europe and Neighborhood East.				
	 Link to the week program 	Each moderator will be moderating 10 students from different disciplines, cultures and stages of their studies. Thus, be sure that discussions occur in a respectful and friendly environment for				
	 Moderator training Zoom link 	all participants. Please, read and guide the students to also follow the CLUVEX "Code of Conduct".				
	Coom link for training sessions	In this DigiCampus platform, you will be able to interact with other moderators and CLUVEX Coordinator team in "Moderators discussion area". In the following sections you will find all educative material and instructions needed to act as Moderator during the Virtual Exchanges VEI week(s). Please note that this platform is in constant progress, and the education material insist in those before the first VE week 64 all underate modifications will be anounced in advance.				
	 Moderator training material: recordings and slides 	the educative material might change before the first VE week. All updates/modifications will be announced in advance by e-mail to and in here at "Announcements".				





















After the Virtual Exchange Week: Instructions on getting credits for being a moderator

- 1. After moderating the Virtual Exchange Week(s) and writing your study report, go to the bottom of the Moderator course page
 - VOLUNTARY: study report submission for credits at University of Helsinki

To receive credits for being a moderator during Virtual Exchange Week(s), you must

1. Write and submit a study report

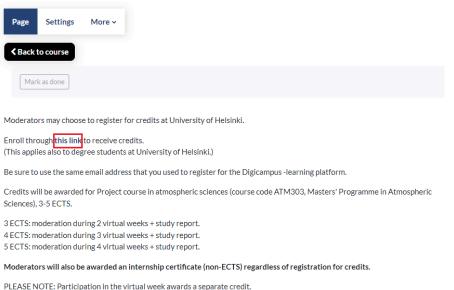
2. register via Open University

using the links below.

₽	Submit your report here for credits	Mark as done		
Opened: Wednesday, 8 May 2024, 12:00 AM				
	Registration of credits for moderators at University of Helsinki	Mark as done		

2. After you have submitted your study report, click 'Registration for credits at University of Helsinki' and follow the link in the instructions:

Registration of credits for moderators at University of Helsinki





















3. Click 'Register for course'



Project course in atmospheric sciences (CLUVEX-virtual exchange moderators) (3 op)

Project course in atmospheric sciences, Project course in atmospheric sciences (CLUVEX-virtual exchange moderators) Lecture Course Registration begins 4/29/2024 11:00 AM and ends 7/31/2025. Places are available. » <u>Register for course</u>

4. Click 'Continue without logging in'

UNIVERSITY OF HELSINKI FLAMMA	
OPEN UNIVERSITY	
Enrolment for open university	
Suomi.fi e-Identification:	
University of Helsinki account:	
Enrolment without account (only if you don't have a Finnish identity number):	
Continue without logging in	

5. Fill in your personal information and press 'Continue'.

UNIVERSITY OF HELSINKI FLAMMA	SUOMI SVENSI	CA LOG IN
OPEN UNIVERSITY		
Registration for a course		
Free of charge Climate University for Virtual Exchanges (CLUVEX), Climate University for Virtual Exc	hanges (CLUVEX)

(1 op)

Please fill out the following form and correct any inaccurate or outdated information. It is important that you keep your contact details up to date. We will use this email address and phone number to notify you of any available places should you be reserve listed for a course. It may also be necessary to send you urgent messages during your studies. For matters subject to data protection, we use only the email address indicated here.

PERSONAL INFORMATION			
Last name:	First name(s):		
Personal ID number or birthday (dd.mm.yyyy) if you don't have a Finnish personal ID: 	Gender: O man O woman O other O prefer not to respond Native language: [suomi ~		
Citizenship: [Finland v]	Home municipality at the beginning of the year:		
Mobile phone: The open university uses a text message service to communicate urgent information (such as changes to lecture schedules and venues as well as places becoming available to students on the reserve list).	Email address: The open university uses email to communicate urgent information (such as changes to lecture schedules and venues as well as places becoming available to students on the reserve list). Your email address on the MOOC course:		











