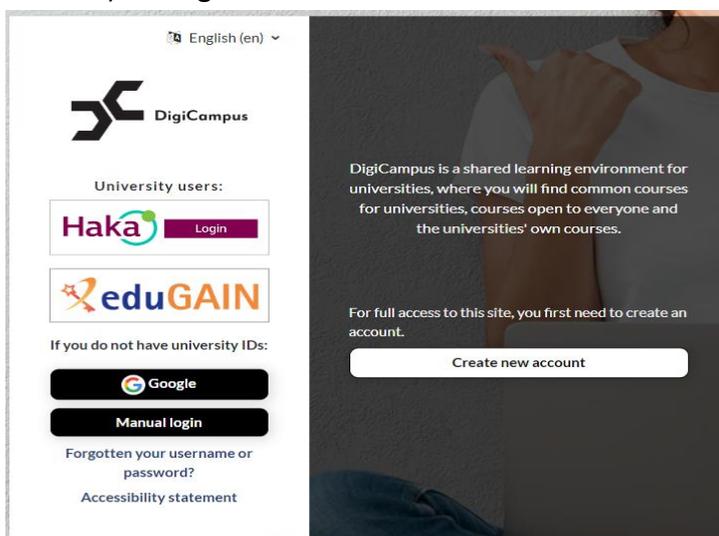




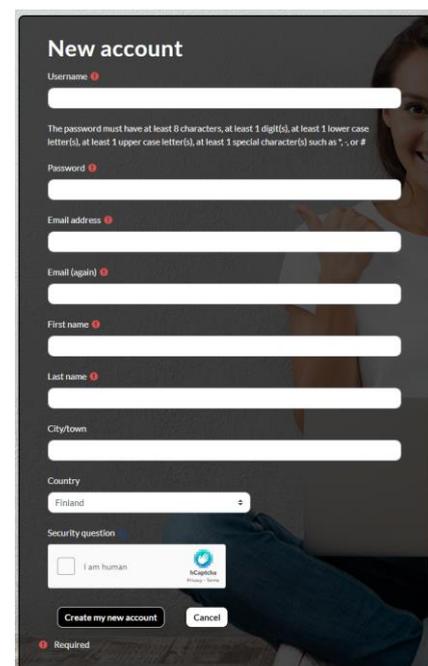
Instructions for Moderators: Creating a DigiCampus Account

See below a step-by-step guide for enrolling in the CLUVEX Virtual Exchange (VE) Week as a moderator. All activities during the VE Week will take place in an online learning environment called the *DigiCampus*.

1. Provide your contact information to joint moderators' e-mailing list at the CLUVEX website at web-page: https://www.atm.helsinki.fi/cluvex/?page_id=668
2. Go to <https://digicampus.fi/login/index.php>
Register to DigiCampus by using your University e-mail address (or your Google e-mail address) through "Create new account"



3. Registering with your University e-mail address: fill in your personal information and then, press the button "Create my new account".



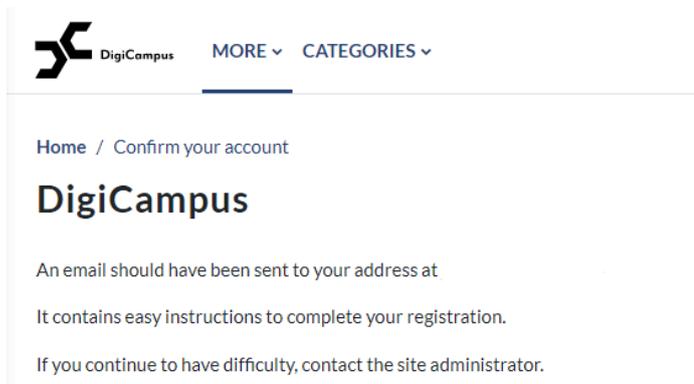


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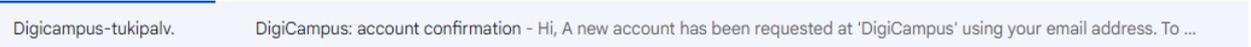
**CLIMATE
UNIVERSITY**

4. Then, you should see the view as below & next, please, check your e-mail Inbox.



The screenshot shows the DigiCampus website interface. At the top left is the DigiCampus logo. To its right are the words 'MORE' and 'CATEGORIES' with downward-pointing chevrons. Below this is a breadcrumb trail: 'Home / Confirm your account'. The main heading is 'DigiCampus'. Underneath, there are three lines of text: 'An email should have been sent to your address at', 'It contains easy instructions to complete your registration.', and 'If you continue to have difficulty, contact the site administrator.'

5. Open e-mail message, sent to your e-mail address, in the Inbox



The screenshot shows an email entry in an inbox. The sender is 'Digicampus-tukipalv.' and the subject is 'DigiCampus: account confirmation - Hi, A new account has been requested at 'DigiCampus' using your email address. To ...'.

and click the specified link to DigiCampus:

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



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SOCIETY**



6. Now you have created your own personal DigiCampus account. To enrol in the Virtual Exchange as a moderator, type “UH: CLUVEX moderators” into the search-bar:



Dashboard / Your registration has been confirmed

DigiCampus

Thanks,
Your registration has been confirmed

[Continue](#)

or use the link: <https://digicampus.fi/course/view.php?id=5195>

7. Enrolment key is “cluvexmod24”

Enrolment options

UH: CLUVEX moderators 🔍

Climate University for Virtual Exchanges (CLUVEX)
Erasmus+ Virtual Exchange, moderators' training
<https://www.atm.helsinki.fi/cluvex/>

Sähköposti: laura.riuttanen@helsinki.fi
Kursstin tiedekunta: Matemaattis-luonnontieteellinen, INAR
Kursstin koulutusohjelma: Ilmakehätieteiden maisteriohjelma ATM-MP



Teacher: Laura Riuttanen

Kotiorganisaatio/hanke: Helsingin yliopisto

Self enrolment (Student)

Enrolment key

8. This is your CLUVEX Moderator course page view. So, you are all set!



UH: CLUVEX moderators

0.0% Completed 0 / 17

Contents

- General info
- Announcements & Discussion
 - Announcements
 - Moderator discussion area
- Virtual Exchange Week Program (October 2024)
 - Link to the week program
 - Moderator training Zoom link
 - Zoom link for training sessions
- Moderator training material: recordings and slides

UH: CLUVEX moderators

General info

Welcome to CLUVEX Moderator DigiCampus platform

Welcome to Moderators' community of the Climate University for Virtual Exchanges (CLUVEX), Erasmus+ project. The main goal of CLUVEX is to engage multidisciplinary and international discussions on Climate Challenges and Actions within students from Higher Education Systems of Europe and Neighborhood East.

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 all participants. Please, read and guide the students to also follow the CLUVEX "Code of Conduct".

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 (VE) week(s). Please note that this platform is in constant progress, and 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".



Instructions on getting ECTS credits for being a moderator, after the Virtual Exchange Week completed:

1. After moderating the Virtual Exchange Week(s) and writing your study report, please, go to the bottom of the Moderator's 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:

 PAGE
Registration of credits for moderators at University of Helsinki

Page Settings More ▾

[← Back to course](#)

Mark as done

Moderators may choose to register for credits at University of Helsinki.

Enroll through [this link](#) to receive credits.
(This applies also to degree students at University of Helsinki.)

Be sure to use the same email address that you used to register for the Digicampus -learning platform.

Credits will be awarded for Project course in atmospheric sciences (course code ATM303, Masters' Programme in Atmospheric Sciences), 3-5 ECTS.

3 ECTS: moderation during 2 virtual weeks + study report.

4 ECTS: moderation during 3 virtual weeks + study report.

5 ECTS: moderation during 4 virtual weeks + study report.

Moderators will also be awarded an internship certificate (non-ECTS) regardless of registration for credits.

PLEASE NOTE: Participation in the virtual week awards a separate credit.

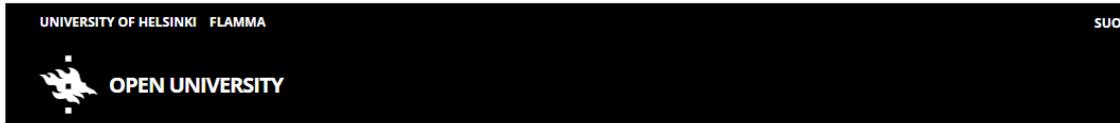


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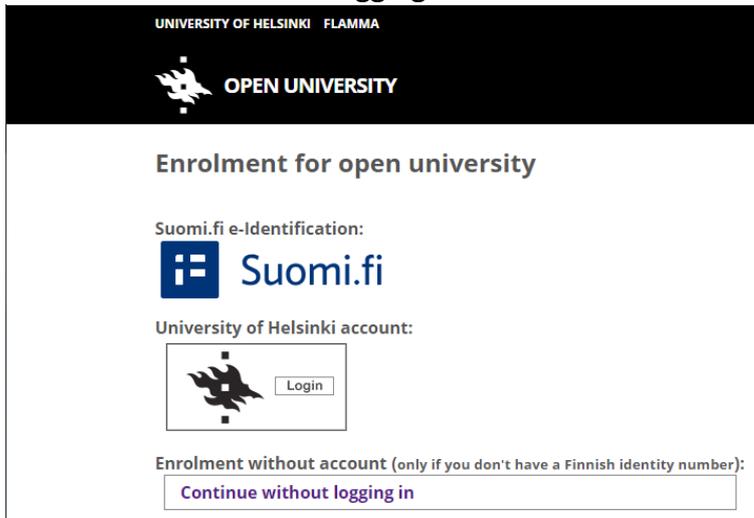
3. Click "Register for course"



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.
[» Register for course](#)

4. Click "Continue without logging in"



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



Registration for a course

Free of charge

Climate University for Virtual Exchanges (CLUVEX), Climate University for Virtual Exchanges (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: <input type="text"/>	First name(s): <input type="text"/>
Personal ID number or birthday (dd.mm.yyyy) if you don't have a Finnish personal ID: <input type="text"/> <small>needed for registration</small>	Gender: <input type="radio"/> man <input type="radio"/> woman <input type="radio"/> other <input type="radio"/> prefer not to respond Native language: <input type="text" value="suomi"/>
Citizenship: <input type="text" value="Finland"/>	Home municipality at the beginning of the year: <input type="text" value="(choose)"/>
Mobile phone: <input type="text"/> <small>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).</small>	Email address: <input type="text"/> <small>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).</small> Your email address on the MOOC course: <input type="text"/>



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