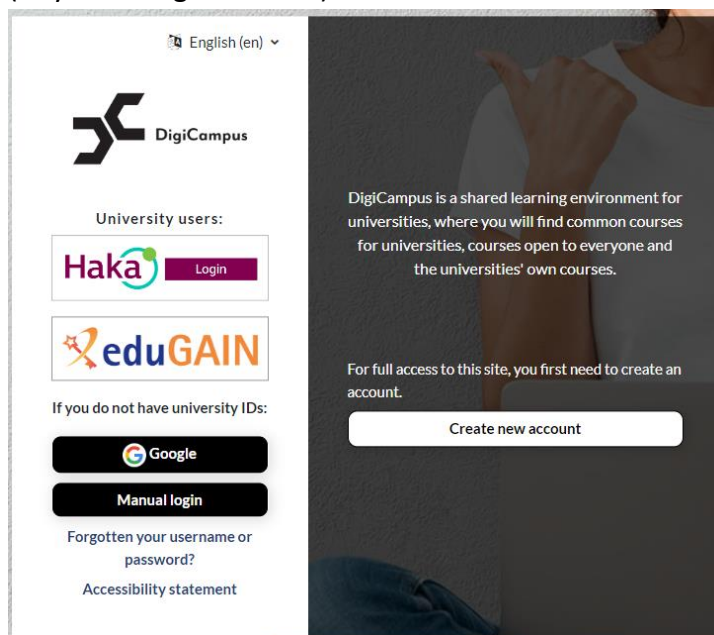




Instructions for moderators: creating a Digicampus account

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

1. Go to <https://digicampus.fi/login/index.php>
2. Register to Digicampus using your University email (Create new account) (or your Google address).



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

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

5. 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:



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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:

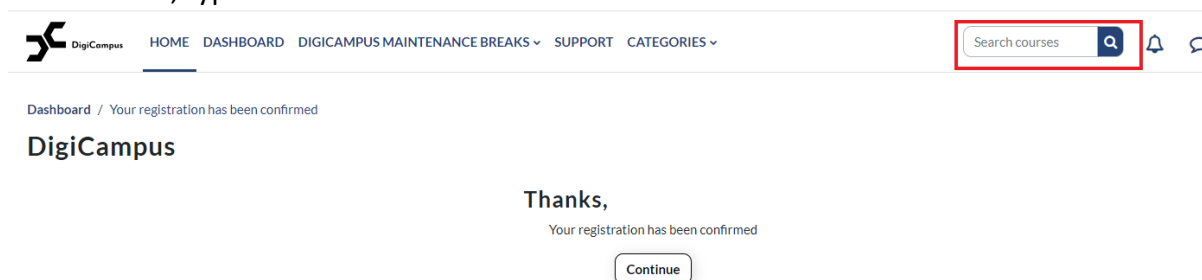
<https://digicampus.fi/login/confirm.php?data=BqYrTUDIAkHgc7x/kokeilu>

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

6. Now you have created your Digicampus account. To enroll in the Virtual Exchange as a moderator, type 'UH: 1. UnaVEx moderators' into the search bar:



or use this link: <https://digicampus.fi/course/view.php?id=5313>

7. Enrolment key: **unamod**



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Enrolment options

UH: 1. UnaVEx moderators 🔍



Teacher: Laura Riuttanen

Kotiorganisaatio/hanke: Helsingin yliopisto

▼ Self enrolment (Student)

Enrolment key

Enrol me

8. This is your UnaVEx Moderator course page view. You are all set!

DigiCampus HOME DASHBOARD MORE ▼ CATEGORIES ▼ Search courses 🔍 🔔 🗨️ JK Edit mode

UH: 1. UnaVEx moderators ×

0.0% Completed 0 / 9

Contents 🔍

- ▼ GENERAL INFO
- News
- Moderators' discussion forum
- ▼ Moderator training materials
- Training 1: UnaEuropa Virtual Exchange concept and practicalities

UH: 1. UnaVEx moderators

Course Settings Participants Grades Reports More ▼

▼ GENERAL INFO Collapse all

Mark as done

Warm welcome to Moderators' community of the Una Europe for Virtual Exchange (UnaVEx)!



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After the Virtual Exchange Week(s): 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:
- 3.



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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.

4. Click 'Register for course'



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

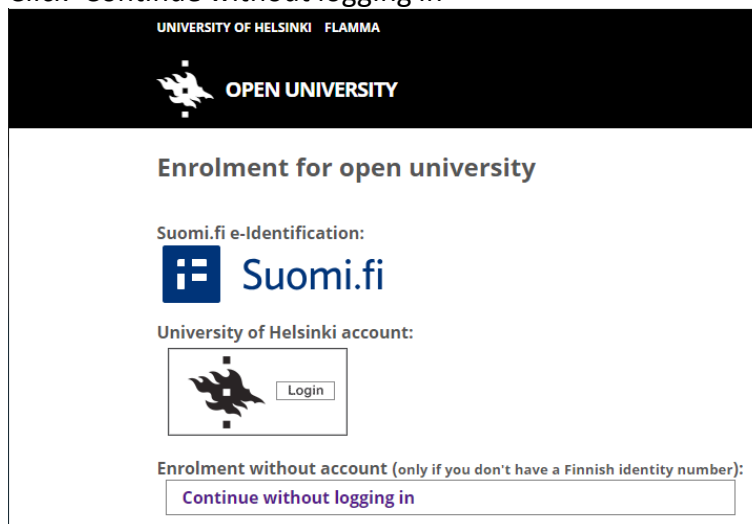
Project course in atmospheric sciences, Project course in atmospheric sciences (CLUVEX-virtual exchange moderators) Lecture Course

Registration begins 4/29/2024 11:00 AM and ends 7/31/2025.

Places are available.

» [Register for course](#)

5. Click 'Continue without logging in'



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

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SUOMI SVENSKA LOG IN

 OPEN UNIVERSITY

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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