

Student Quick Guide to Optima-environment

Log in to Optima at <http://optima.jamk.fi>. Choose the first link "Login with JAMK's user account" and give your login name and password.



Workspace: On the left-side navigation bar you see all your workspaces. Click the name of a workspace to open it. While in a workspace you can click the workspace name to return to the startpage of the workspace.



Start view: Click this icon to return to the Optima start view.



Your space: You may view and modify your personal settings and documents in your space. It contains the following subsections: Personal information, New and actual, Your studies, Your messages, Your materials.



Decrease/Increase frame space: Here you may adjust the size of the navigation bar.



Folder: Workspaces usually contain one or more folders and several objects. To open a folder, click either the folder icon or the folder name.



Object: To open an object (such as a document, an image or an exercise), click either the object icon or the object name.



File attachment: A file attachment can be opened by clicking it. The file may open to a separate viewer program or to the main window.



Link to the Internet: A link to a WWW page. Links usually open to a new browser window.



Return box: To a return box you may return documents (usually are answers to given exercises). Only you and the creator of the return box (the teacher) will be able to access your document.



Discussion list: A discussion list allows you to exchange messages with the members of the same workspace.

More instructions (in Finnish) can be found within the workspace called "Optima". (Click the white text "Workspaces" on the blue background to see all your workspaces.)