

Information for Students

## Workseed LMS platform digitizes the practical training contract process

### What is it about?

Workseed is a digital learning platform designed to support the workplace learning and training. The platform offers a wide range of tools for practical training planning and contract creation, guidance, recognition of informal learning, evaluation, monitoring and analytics.

It is possible to assign different types of assignments for students on the platform according to the school's own practices and terms in use. **At the School of Professional Teacher Education Workseed is used for digitalizing the practical training contract process to become paperless.**

### What should I do?

First open [www.workseed.fi](http://www.workseed.fi) on your web browser. From the top of the page, you will find **Login**. If you use your Jamk's **O365 account** to login, you need to select **O365 login**. Select the **school category** and your **organisation** (Jamk UAS) from the drop-down list. This will take you to the Microsoft365 sign-in page where you can use your school's O365 account. If you are using a local Workseed account, login with your email and password. NOTE: If you are already signed in some other Microsoft365 service, you will be signed in Workseed automatically.

You will find the contract template on your Workseed desktop after the Jamk's teacher educator has published the template for you. You will also receive an e-mail notification about this to Jamk student e-mail.

The screenshot shows the Workseed LMS interface. At the top, there is a navigation bar with the 'jamk' logo and three menu items: 'Schedule', 'Assignments', and 'Assessments'. Below this, a section titled 'Latest topics' displays two assignment cards. The first card is for 'Practical Training Agreement (Prof... Facilitating Learning Contract)' by Nakamura Rika, with a due date of 10 November 2022 and a 'Continue' button. The second card is for 'Practical Training Agreement (Prof... Facilitating Learning Contract Details)' by Ahlqvist Jaana, with a due date of 31 December 2023 and a 'Start' button. A small note above the first card indicates 'Last change 11/03/2022 02:53pm'.

Fill out the **Practical Training Agreement** assignment and submit the information about the teaching practise placement. In addition to you and your teacher educator, your supporting teacher (= workplace instructor) must also have access to your agreement. Your workplace instructor will get the access to it via an email link. Therefore, you must add his or her contact information including the email address and mobile phone number on the form -> Select **Add Place of learning**.

## Workplace instructor

Workplace instructor's name

E-mail

NOTE: By adding an email for the workplace instructor you grant access to your assignment via email. The email link is personal. Always use the workplace instructor's official company email and confirm it is correct. The email link will stop working when the assignment is marked assessed by the teacher.

Phone   Send SMS authentication code

We recommend you to add the mobile phone number of your instructor. It is recommended to receive the authentication code with a text message.

Place of learning

**If necessary**, add another workplace instructor if several people are guiding your practical training period.

If your workplace instructor does not have the right or an authorization to sign, add a second practical training placement representative who has the right or authorization to sign from

**After this, send an email notification.** This will let your workplace instructor learning know that she/he needs to accept your practical training agreement. If the message is not found, ask your workplace instructor to check junk emails.

Fill in the other information about the practical training requested on the contract form and **accept the contract** (see the picture below “Done”). Finally, select ‘Save and Close’.

#### Approval of the Practical Training Plan and Agreement

✔ DONE

The student, the teacher educator and the supporting teacher (internship instructor) review the previous sections and approve the agreement. If your supporting teacher does not have the right or an authorization to sign, add a second practical training placement representative, who has the right or authorization to sign from.

**Your workplace instructor (supporting teacher) must use the certificate code to approve the agreement.**

#### Using the authentication code:

The authentication code is a one-time numeric code sent to your workplace instructor to open your assignment. Authentication codes prevent third parties to access your information. Make sure your workplace instructor can receive text messages with a mobile phone number you add. If the phone number is not in personal use or for some other reason your instructor cannot receive text messages, do not enable the ‘Send SMS authentication code’ option. When it is disabled, the code is delivered via email.

Once the ‘Practical Training Agreement’ has been approved by all parties (student, Jamk’s teacher educator, supporting teacher), select **Mark as done**. Done state locks the assignment so you cannot make changes any longer.

You can follow the approval process of your ‘Practical Training Plan and Agreement’ from Workseed on the Report tab. The contract is archived electronically in Workseed.

**Extensive instructions for students at:** <https://www.workseed.fi/web/en/student-guide-he/>