

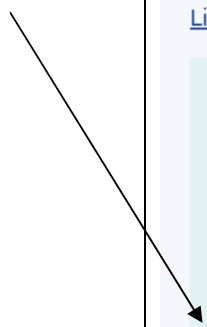
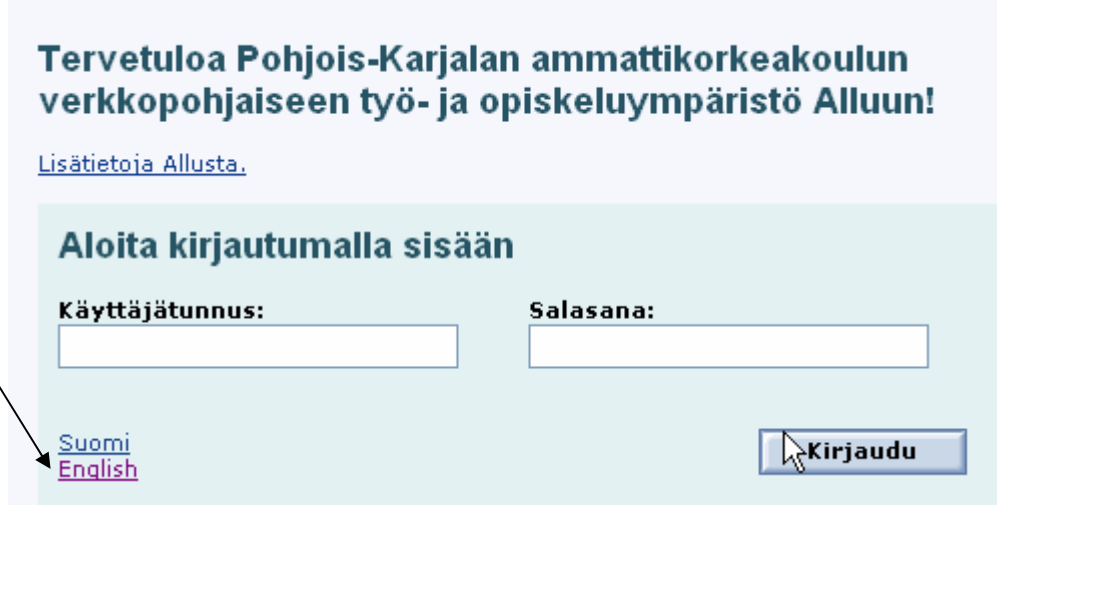

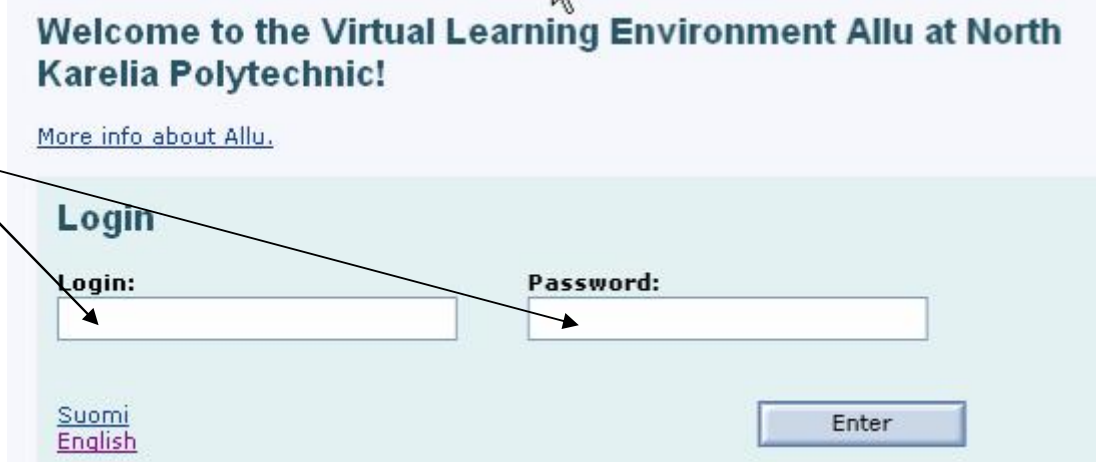
## The Basic Functions of Allu Virtual Learning Environment – Student’s guide

This brief guide covers the basic functions of the Allu virtual learning environment according to the conventions and practices of North Karelia University of Applied Sciences.

The general Allu (R5 Generation platform) instructions (help) can be found on the right hand side in the top bar on the Allu frontpage.

Login (allu.ncp.fi)

Start the browser (Internet Explorer or Mozilla Firefox – more exact browser recommendations are available on the login page). Direct www-address: [allu.ncp.fi](http://allu.ncp.fi) or use the shortcut on the right on the Finnish homepage of the university [www.pkamk.fi](http://www.pkamk.fi) “Pikalinkkejä opiskelijalle”.

<p>Select English as the working language.</p> 	
<p>Enter the Username (login) and Password</p> 	

If you are a student or a member of the staff at NKUAS you already have the username and password as they are the same as your identification on the NCP network, e.g. on the workstations in classrooms.

**NOTE that it is not possible to change the password within the Allu system!**

## FrontPage

When you login the Allu frontpage will open and it is also your own portal to Allu services. At the top you can see the main menu while the actual content area is at the bottom.

“My workspaces” shows you the workspaces that you are participating in. The workspace can be e.g. a workspace of a course or a project in Allu.

## Main menu



Front Page	Communication	Task Management	Material	Workspaces	Help
Own workspaces	Messages	<b>Time management</b> -browse your calender	<b>Material Manager</b> - opens your personal and shared folders	<b>Workspaces</b> - Search for Workspaces - Workspaces shown on frontpage	Open help directory
Organisational announcements	Address book	<b>Task management</b> – diary – your study records	<b>Material search</b>		
Edit Ownpage → additional optional services		<b>Personal settings</b>	<b>Material production</b> - Open document editor		
		<b>Favourites</b>			

## Communication (Allu internal)



### Send a new message

1. Select "send message"
2. Find the recipient in "address book". If the right person is already listed in your address book, select the person as recipient. You can also use the "search user" option.
3. Enter the title in the subject line and write the message in the larger field.
4. You may also send the message to the recipients' email addresses: tick the "email to receivers" box. NOTE! You cannot reply to the messages from Allu by email.
5. Press "Send".



Add frequently needed contacts to your personal address book. It is not possible, however, to add e.g. email addresses that are external to Allu (i.e. other than @edu.ncp.fi/ncp.fi). You can also compile mailing lists or groups of the addresses in your address book.

When you browse your address book you will see small icons after the contact information. You will get more information on their functions by placing the mouse pointer on the icon.

## Task Management



The calendar is your personal one. The workspaces may also have calendars that you can view in your own personal calendar: Properties - Select calendars to track.

You can select the monthly view in your calendar in left hand bottom corner of your Front Page: Edit Ownpage – insert new service.

The diary is personal and nobody else can read it. You can write entries e.g. about your learning into your diary: **Browse diary – New entry**

You can create a summary document from your diary and save it to your own material. Open your diary, then tick the boxes next to those entries you want to add to the summary. Next, press the "**Save Summary document**" button. Now you can save the summary in a folder in "**My material**". Later, you can edit the summary and bring the document into a return folder or a forum in a workspace, for example.



### **Edit personal settings**

You may edit e.g. language and date format and Navigation bar size (on the left side of the screen).

**Edit profile page** – here you can add your own photo.

### **Edit interest profile**

You may select the topics of the announcements that you want to track on your Front Page. (This will be launched later)

### **Select shortcuts**

You can collect shortcuts to any tools in the system. The shortcuts will be placed to the left side of every page. This allows you to gather a list of functions that you commonly use into one place for quick access.



You can collect a list of pages that you use frequently in Favourites by pressing Edit Favourites > New Link. You can also add Internal Allu system pages or workspaces to Favourites. First go to the desired page and if it can be added to favourites, you will see a button named “**Add to Favorites**” at the top of that page.

You may add the favourites to be shown on your own Front Page by pressing “**Edit Ownpage**” – **Insert New Service**



Opens your own and shared folders.

**Own Material** is your personal storage for material in Allu.

Here you can save your own material or get material from outside e.g. from your own workstation. Material is arranged into folders.

**Shared folders** contain folders shared to you by other users. You cannot influence the contents of these folders.

If you want to share your personal folders with other users, select the folder that you want to share, click with the right mouse button, and select **Folder sharing**.

NOTE! If the materials do not show to you at all probably the necessary Java-virtual machine has not been installed on your workstation. You can download it from: <http://www.java.com/en/> "Java Software"

The **Archive** is storage space for material that is not in use.



## MATERIAL PRODUCTION

Open document editor

You can use the **Document Editor** to create internal documents with text, pictures, and links into the Allu system. See more detailed instructions for using document editor in the help directory at the right end of the main menu – Open Help directory – Material – Material Creation – Document Editor



## SEARCH MATERIAL

**Search Material** lets you search material published in Allu e.g. from your own workspaces. **Advanced search** allows you to define your search more precisely.

## Help



[Open Help directory](#)

In **Help Directory** you will find more detailed instructions for different users, i.e. from a student's, teacher's or an administrator's point of view. NOTE! Some of these instructions may differ from customs atNKUAS.

## Workspaces

### WORKSPACES

Workspaces are the system's main feature. Workspaces offer a selection of tools for studying and working and combines them into a whole. Examples of workspaces are courses, projects, communities and workgroups.

### WORKSPACES

- ▶ [Search for Workspaces](#)
- ▶ [Workspaces shown on frontpage](#)
- [1 Ylemmän AMK-tutkinnon työtila](#)
- [2 Johtamisen menestystekijät](#)
- [3 Strateginen johtaminen](#)
- [4 Osaamisen johtaminen ja halli...](#)
- [5 Opinnäytetyö](#)
- [6 Vapaasti valittavat opinnot](#)
- [Allu lähiopetuksen tukena](#)

Workspaces are studying and working areas in Allu. These can be e.g. complete courses or workspaces used for counselling, projects etc. You may select which workspaces are shown in Front Page from “Workspaces shown on Front Page”

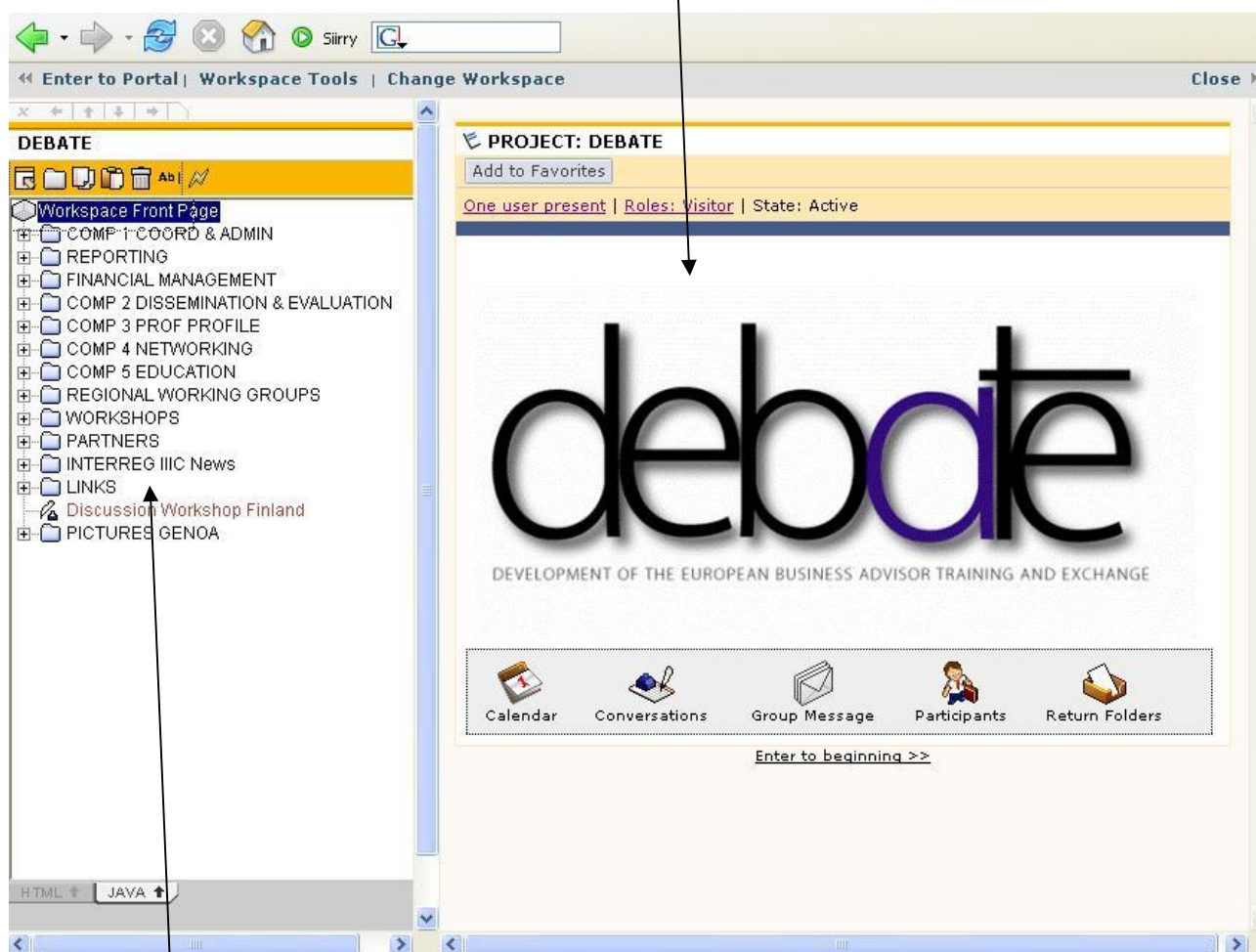
Each workspace opens in its own window.

**NOTE!** If the workspaces do not open the problem is most probably in the pop-up blocker settings. Your browser must allow pop-ups when using Allu <http://allu.ncp.fi>



An example of a workspace view. On the left the structure/navigation of the workspace and on the right the content area (Workspace Front Page)

Workspace content area (Front Page)



Workspace structure/Navigation

### Workspace menu:



1. Click **Enter to Portal** and you can move to Portal without closing your workspace.
2. The **Workspace Tools** allows you to go back to the tools menu.
3. To move between the different workspaces click **Change Workspace**

The Workspace structure/Navigation on the left shows you the course content, its documents, assignments and conversations etc.

**Workspace tools** that are currently used in the course can be viewed by clicking “workspace tools” in the workspace menu. The tools in use may vary from course to course. Some of the tools can be selected in the folder structure if the course tutor has activated them. The workspace may include materials, return folders, conversations, assignments etc.


The workspace may include all or part of the following tools:

- News
- Calendar
- Conversations
- Chat
- Group Message
- Group Works
- Participants
- Exercises and questionnaires
- Return Folders
- Log
- Portfolio
- FAQ
- Assignments
- Feedback

## Study Material


Study material files and online materials will be brought to folders in the Allu navigation structure as attachments or links. A pdf file, for example, is opened by clicking the material icon in the structure area and after that the link of the attached file in the content area. At this point you can decide to open the file directly or save to your workstation.

## Returning Assignments in the **Return Folder**

Assignments can be turned in to a **return folder**. A workspace may have several return folders. The return folders can be seen in the navigation structure (the icon is a yellow folder and a small black arrow ) or from the **Workspace tools** menu. The participants send their self study assignment to the return folder from their own workstation or from **My Material**. The course tutor may define different properties for a return folder, e.g. a return folder may have a set date after which the folder will be closed, or you may be able to comment on others' work once you have returned your own assignment.

1. Select the return folder
2. Get material from My computer. You can retrieve a document from your workstation by selecting Browse, drive, folder, document and then press open.
3. or Get Material from My Material/browse my own material. You can turn in a document that is in your My Material folder. Select the document and press OK.

## Discussion Forums

**A Discussion Forum** is a tool of interaction in which participants and tutors can discuss with one another. The icon of a discussion forum is a quill and an ink bottle .

A discussion is started by adding a new topic which the other participants can reply to or comment on and thus carry on the discussion. One forum may have several new topics.

Note: Write a new topic only if you want to start a new discussion otherwise open the message and reply to it – always use a descriptive title as the title will be shown in the discussion tree.

You enter a discussion by clicking on the name of the discussion forum. You can track your own messages in the discussion by clicking the **Head icon** in the discussions menu on the left. In order to create a summary of the discussion just open the messages one by one and press **Add to Summary** for each of the messages that you wish to include in your summary. The **“lines” icon** to the right of the **Head icon** will show you the summary. To save the summary, give it a name and press **Save Summary**. The document will be saved in **My Material** folder.

If you wish to receive notification each time a new response is submitted into your email (edumail) and/or to the “What’s New” Service in the Allu Portal Ownpage (Front Page), you can define this in the discussion forum “Properties” section. (In order to receive notification into the portal Ownpage you will have to insert the **What’s New** service to the portal by editing Ownpage > insert new service.

## Chat

Chat is a real time discussion area, where participants are present simultaneously. Several participants can participate in the course Chat room (group chat). If the instructor has selected this tool to his/her workspace, the **Chat** icon will be found in the **Workspace Tools** in the main menu or it can be started in the navigation structure on the left.

## Sending a Group Message

If the instructor has selected the **Group Message** tool to the workspace and given students permission to send group messages you may send the participants/instructors a group message in the following way:

Open Group Message in **“Workspace Tools”** (at the top of the page)

Sending a group message

Select the recipients by ticking (administrator and/or participant)


Write the subject and a message

If you wish you may also send a message to the recipients’ personal email by ticking “email to receivers”

Press send


Note: It is not possible to send attachments by Allu group message.

### **Sending a message to a single person**

Click the link in the workspace Front Page “one (or more) user present” After this you can send a message to a single person by clicking the **Envelope**  icon.

The sent message will be shown in the recipient’s front page in “new messages” as well as in the portal’s **Communication** section.

### **Exercises and Questionnaires**

A workspace may include exercises consisting of one or more tasks, and they are part of the workspace implementation and you can select them in the Navigation structure () at the point they are to be completed or by clicking the exercises and questionnaires icon in the **Workspace Tools**.

NOTE! Depending on the settings of an exercise it may be completed just once or several times. Check before starting if it is possible to browse tasks and modify the previous tasks. Once you have completed the exercise it will be automatically returned to the teacher to be assessed. Some of the tasks may allow you to view the correct answers simply by doing the same exercise again.

### **Assessment in Allu**

The teachers may use the **Assignments** tool in the overall assessment of a workspace.

To view the overall assessment go to the Portal and select **Task Management > Browse** study records or in the workspace select from the **Workspace Tools > Assignments**.