

## A checklist for teachers opening places on their courses

### Teaching dates

When announcing the dates of your teaching, please consider the possibility of organising the teaching, for example, in the afternoon or evening, as it is often preferable to adult students.

### Choosing an appropriate number of students

It is recommended that you consider the appropriate number of students for your course already when collecting teaching information. The number of students must be indicated on the teaching programme questionnaire: A clear number of places for both degree students and the open university quotas. This information is needed, for example, for the management of registration information.

When considering the number of students on your course, decide whether your course implementation could be scaled with the idea of 'more students with the same resources'. Scalable courses would allow you to offer, within the learning environment, for example, automatically checked assignments, flexible study schedules and various study options from which students can choose the support they need for their studies. You may use, for example, Curre (<https://curre.helsinki.fi>) to gain ideas on how to scale courses in a pedagogically sensible manner for a larger group of students without causing considerable extra workload for the teacher.

When considering the number of students, take into account the guidelines you have received from your degree programme. It is recommended that you consider shared policies on the number of students with other teachers teaching courses in the same study module. If you wish, you can also discuss the quota of open university students with an education specialist.

### Single shared implementation in Sisu

When a course is implemented collaboratively, degree and open university students come to the same Sisu course.

### The single course page provides support for both degree and open university students.

For those completing open university studies, **up-to-date course page information is crucial**. Open university students

- Make the decision to register for studies based on the information on the course page
- Pay their studies directly when registering (€15/cr)

The course page should contain the following information.

- Key dates related to the completion of the course
- Instructions on how to complete the course
- Information on compulsory attendance, lecture streaming or recording

- A concise and interesting description of the course content understandable to the general public

Based on this information, open university students plan their studies and put aside time for studying. Up-to-date information on the course page also serves degree students.

Accurate information on the course pages reduces the number of queries from students.

### **Course information must be available in good time**

It is important to aim at providing the information on the course **in good time**, at the latest when the registration begins. There are no open university students 'in queue' but rather you must 'acquire' them, in other words, students have to find studies that interest them online, acquaint themselves with the courses and plan them to fit their schedule – and after all this, still register and pay.

### **Last-minute major changes cause a great deal of extra work for everyone involved**

When open university students register and pay for courses, they commit to the studies based on the information available on the course page at the time. Last-minute major changes may lead to the University having to reimburse the money (costly and laborious).

It is also worth noting here that open university students have a course-specific right to study, which is determined according to course schedules. Among other things, this has the effect that if a teacher gives the students additional time to return their assignment after the original course deadline, the right to study of open university students will have already expired and the teacher cannot add completed studies for them in Sisu.

### **Moodle areas should be created through the course page**

When you create a Moodle area through the course page, the students are transferred directly to Moodle from the Sisu course. Likewise, the information about the Moodle area and the address will be updated on the course page. Consequently, students do not need to know the course key or address, which will reduce queries to both student advice and the teacher.

However, if you do not create a Moodle area through the course page, please ensure that the Moodle address and the course key are visible on the course page for students.

Please create a Moodle area before the start of teaching, which again reduces queries to the teacher.

Instead of a Moodle area, you can distribute teaching materials and inform students also through the course page.

### **Enrolling for groups during teaching**

Open university students cannot enrol for groups in Sisu. If your course has group teaching in which enrolment is required, agree with an education specialist how enrolment to groups is to be arranged.