



Korppi in English

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Content of the KORPPI training

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USERS OF KORPPI



- ▶ **Korppi for students**
 - ▶ courses, registration for courses, calendar, transcript of records, organizing one's studies (eHOPS)
- ▶ **Korppi for teachers**
 - ▶ course descriptions, general course management (e.g. course participant lists, mailing lists, forms, grading), administrative use (classroom bookings, calendar, groups etc.)
 - ▶ supervising study plans (eHOPS) and theses, conducting surveys
- ▶ **Korppi secretaries**
 - ▶ degree requirements, course descriptions, classroom bookings etc.

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COURSE DESCRIPTION: informing students of the course content

- ▶ Home page
- ▶ Short description of the course (eg. for beginners)
- ▶ Course languages
- ▶ Contents *, prerequisites, selection procedure, contact information etc. * = obligatory
 - ▶ Use *Advanced edit mode* for **bold** text, lists etc.
- ▶ Check the course description: go to front page of the course and choose *General course information*

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COURSE PARTICIPANTS: Adding students and adjunct instructors for the course



- ▶ You can add persons to different roles on the course
 - ▶ Normally all students will register themselves
 - ▶ You can add a student to the course after the registration deadline
- ▶ See the instructions for adding and deleting course participants at the bottom of the page

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MAILING LISTS (1/2): Creating one or more mailing lists for the course



- ▶ Recommended way to name the mailing list: HTK0039_2010
 - ▶ Including the course code and year
- ▶ You can choose whether the group members are allowed to send messages to the list
- ▶ The default setting is that all students who register for the chosen teaching group will automatically be added to the mailing list
 - ▶ You can create the mailing list even before all the students have registered for the course. Those registering later will be automatically added to the mailing list.

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MAILING LISTS (2/2): No attachments allowed



- ▶ No attachments allowed! Use Koppa or Optima for sharing course material
- ▶ You can send messages to the mailing list either by
 1. your own e-mail (eg. Exchange) or
 2. in Korppi: choose the tab *Mailing*, write your message and click *Send a message to the list*
- ▶ If you want to send e-mail to the mailing list from several addresses, you will have to add those addresses to Korppi by clicking *Add a new address*

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FORMS: For small surveys or keeping records eg. on attendance



- ▶ Also possible to create forms the course participants will not be able to review
- ▶ Enter the title of the form and choose the number of fields
- ▶ **Choose the settings:** are the students able to see the form and if yes, are they able to answer the questions
- ▶ While creating the form, use the preview
- ▶ You can later modify the form by adding fields to the form, deleting selected fields, modifying the questions etc.

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FILLING IN FORMS



1. **Instructors** update the selected form(s) by choosing *Filling in forms* below the active course code
 - ▶ Choose the fields to updated from *Fields that can be updated*. You may choose more than one field by holding down the **ctrl** button
 - ▶ Choose *Group to be updated*
2. **Students** see the forms and may update the form(s) at the front page of the course (after registering for the course!)
 - ▶ If the students cannot update the forms they may see the information filled by teacher (exam points, demo points etc.) at the front page of the course
 - ▶ **Check the settings!**

REPORTS: For creating lists of course participants



- ▶ For example, following information can be included:
 - ▶ e-mail address, social security number, official major subject, year of entering faculty, students' answers to questions asked in forms
- ▶ **Layout conditions: organize according to course's queuing value in descending order**
 - ▶ distinguishes course participants and those on the waiting list
- ▶ You can
 1. Print the report
 2. Save the report: File → Save as → Save as type: choose *text file*
 3. Copy-paste the data to Excel, Word etc.

COMPLETED STUDIES 1/3: grading students



- ▶ You can grade students in Korppi only after the student has completed the course and it is time to grade the student's performance during the course.
 - ▶ Korppi does not (yet) have a register for part requirements but the grade will be given only after the last part requirement is completed
- ▶ **All students do not have to be graded simultaneously**
 - ▶ If a student who has been graded earlier improves his grade, the new **improved** grade can be marked in Korppi → the grade will be sent to the register
- ▶ **Entering the grade for each student:**
 - ▶ Numbers 1-5
 - ▶ If the student did not participate in the exam → do not mark 'failed' but leave this field empty
 - ▶ Failed → only if the student did not pass the course

COMPLETED STUDIES 2/3: Grading process



1. *Completed studies* → *Grades* tab
 2. Choose the *Grading scale* (this is only done once per course)
 3. Enter the grades
 4. Click *Save and send to student register*
 5. Check the *Completion date*: it should be the date of exam
 6. Choose *substitutive studies / language of instruction* if needed
 7. Click *Show data ready for the student register* *
 8. Click *Send to the study register*
- ▶ * You can create a PDF version of the grade list to be printed:
 1. Choose the language of the grade list, the number of participants, (only not sent) and date of entry
 2. Click *Generate PDF-version for printing*

COMPLETED STUDIES 3/3:

The BIG difference between two *Save* buttons



1. **Save:** will save the grades in Korppi but does NOT transfer them to the JORE student register!
 - ▶ You must remember to later transfer the completed studies from Korppi to JORE.
2. **Save and send to the student register:** will start the process of transferring grades to the JORE student register
 - ▶ N.B! There are several phases in transferring completed studies to JORE. Please, do not skip any!

