

Student's Workseed Guide

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1. What is Workseed?

Workseed is a tool for creating internships plans and contracts as well as plans for accreditation of work experience. Workseed enables better collaboration between all parties (student, internship supervisor and supervising teacher) in the internship process.

In this guide you will find the most relevant instructions concerning student's Workseed account that will answer the following questions:

1. How to get access in the system?
2. What kind of assignments do I have to complete in Workseed?
3. How do I start an assignment?
4. How to add the information of internship supervisor?
5. How is the internship plan approved?
6. How do I self-reflect on Workseed?
7. How do I hand in the assignment?
8. How is the process of accreditation of work experience made on Workseed?

1.1. Workseed-account

You'll get access to Workseed after your enrollment for the implementation has been accepted in Peppi. In case of accreditation of work experience you'll get invited to the system separately after agreeing on the accreditation with your PSP coach. PSP coach will publish the assignment on Workseed. In either case - internship and accreditation – you'll get an invitation link to the system via email (humak.fi).

1.2. Logging in

First open www.workseed.fi on your web browser. From the top of the page you will find Login, select it. Use your O365 account to log in by selecting the O365 login. Select the school category "Universities of Applied Sciences" and "HUMAK" from the drop down list. This will take you to the O365 sing-in page.



O365 login

Login with email and password


 Username

 Password

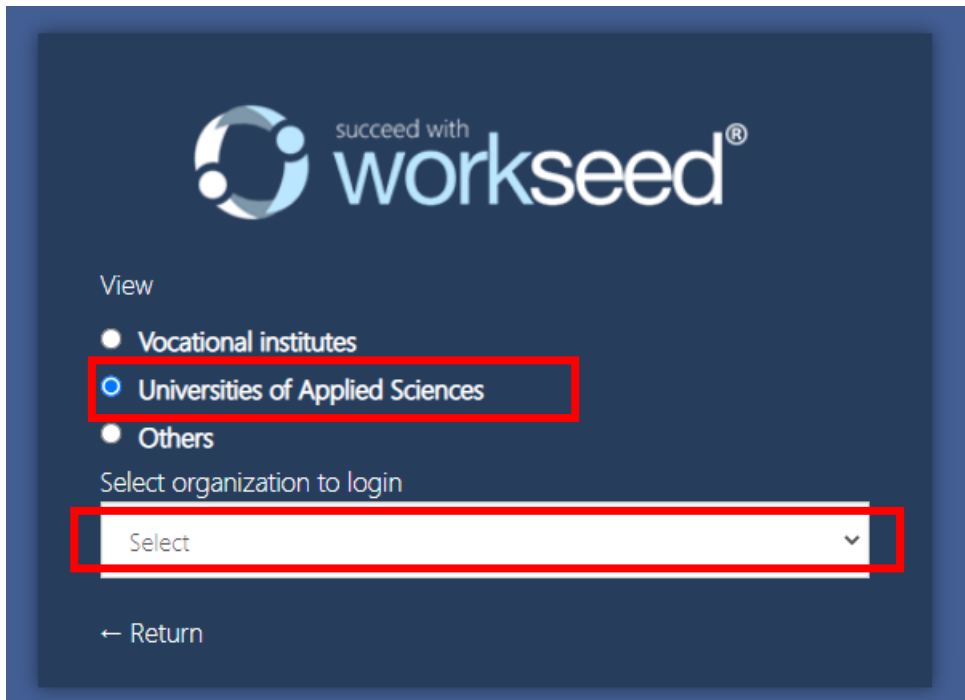
[Forgot your password?](#)

Remember me

Login

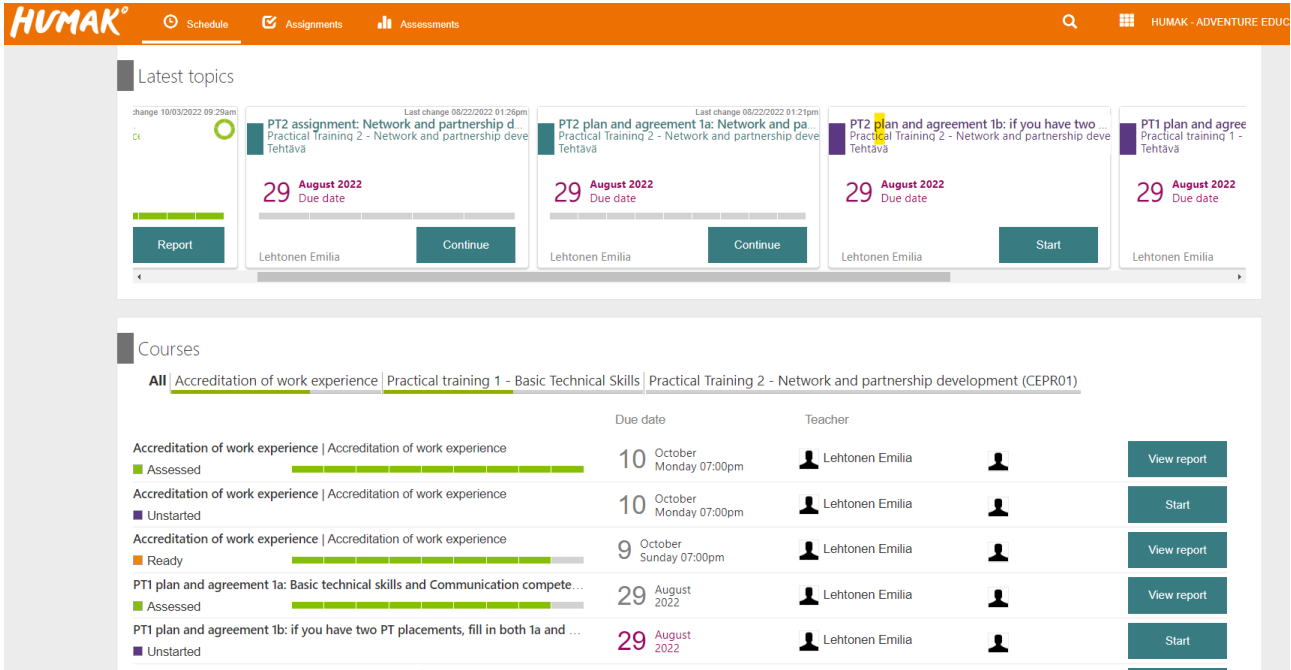
English 

[Support](#) | [Privacy Policy](#) | [Accessibility statement](#)



1.3. Schedule view

After logging in, you'll see the **Schedule view**, where you'll find the **internship plan and agreement** and **assignment** or the **assignment for accreditation of work experience**. The picture below demonstrates an example where a student has several assignments to complete. You will have to complete all of the assignments concerning the internship/accreditation of work experience. At the top of the view you can see a list of recently updated assignments, so you can quickly find the most recently updated ones. At the bottom of the view, you can find the assignments categorized by courses.

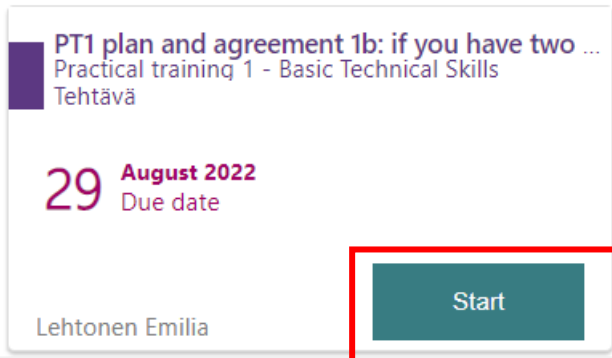


The screenshot shows the HUMAK user interface. At the top, there is a navigation bar with 'Schedule', 'Assignments', and 'Assessments' tabs. Below this, the 'Latest topics' section displays four assignment cards, each with a title, a progress bar, a due date of '29 August 2022', and a 'Continue' or 'Start' button. The 'Courses' section below lists various courses with their status (Assessed, Unstarted, Ready), due dates, and teachers. A table summarizes the course data:

Course Name	Status	Due date	Teacher	Action
Accreditation of work experience Accreditation of work experience	Assessed	10 October Monday 07:00pm	Lehtonen Emilia	View report
Accreditation of work experience Accreditation of work experience	Unstarted	10 October Monday 07:00pm	Lehtonen Emilia	Start
Accreditation of work experience Accreditation of work experience	Ready	9 October Sunday 07:00pm	Lehtonen Emilia	View report
PT1 plan and agreement 1a: Basic technical skills and Communication compete...	Assessed	29 August 2022	Lehtonen Emilia	View report
PT1 plan and agreement 1b: if you have two PT placements, fill in both 1a and ...	Unstarted	29 August 2022	Lehtonen Emilia	Start

2. Internships: Starting and continuing an assignment

Start an assignment by selecting **"Start"**.



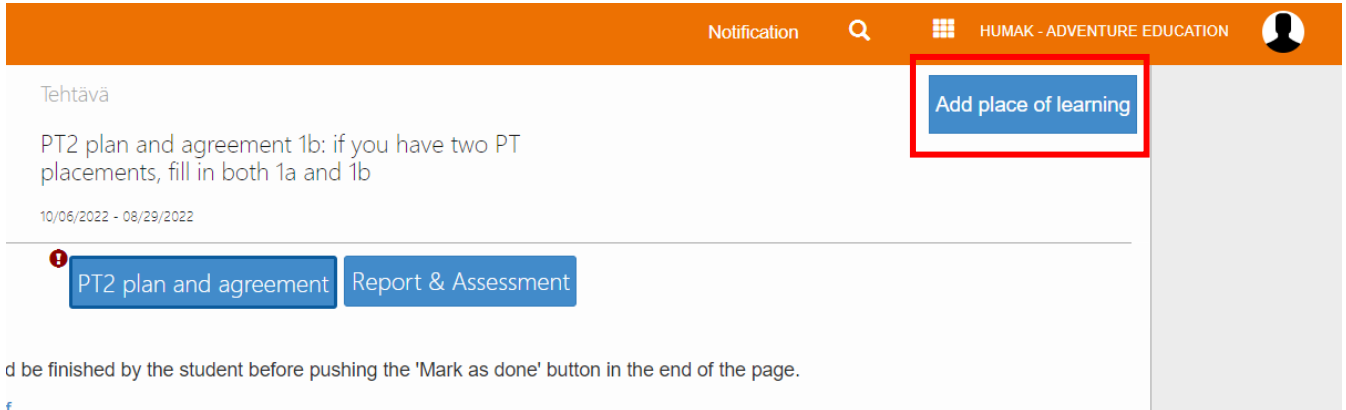
This image shows a close-up of an assignment card. The card displays the title 'PT1 plan and agreement 1b: if you have two ... Practical training 1 - Basic Technical Skills Tehtävä', the due date '29 August 2022', and the teacher's name 'Lehtonen Emilia'. A red rectangular box highlights the 'Start' button at the bottom right of the card.




If you continue an assignment started earlier, the button is labeled "Continue".

2.1. Adding workplace contact information

In the internship plan and agreement, you will have to add information about the workplace. In addition to you and your teacher, your workplace supervisor must access to your assessment form for accepting the plan and agreement and writing your assessment. Your workplace instructor has access to your assessment form via an email link. Therefore you have to add their contact information including the email address.

Select **Add place of learning**.




Notification   HUMAK - ADVENTURE EDUCATION 

Tehtävä

Add place of learning

PT2 plan and agreement 1b: if you have two PT placements, fill in both 1a and 1b

10/06/2022 - 08/29/2022

 PT2 plan and agreement Report & Assessment

d be finished by the student before pushing the 'Mark as done' button in the end of the page.

f

Then add **workplace instructor's name, email address, mobile phone number** and the name of the **company, organization or department**. It is recommended to add also the mobile phone number of your instructor; by adding the number and selecting "Send SMS authentication code" the code will be sent to the instructor with a text message.

Workplace instructor

Workplace instructor's name	<input type="text" value="Add name"/>
E-mail	<input type="text" value="Add email address"/>
<p>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.</p>	
Phone	<input type="text" value="+ 041 2345678"/> <input checked="" type="checkbox"/> Send SMS authentication code
<p>We recommend you to add the mobile phone number of your instructor. It is recommended to receive the authentication code with a text message.</p>	
Place of learning	<input type="text" value="Add company name"/>

Save and close

Cancel

Finally, select **Save and close**.

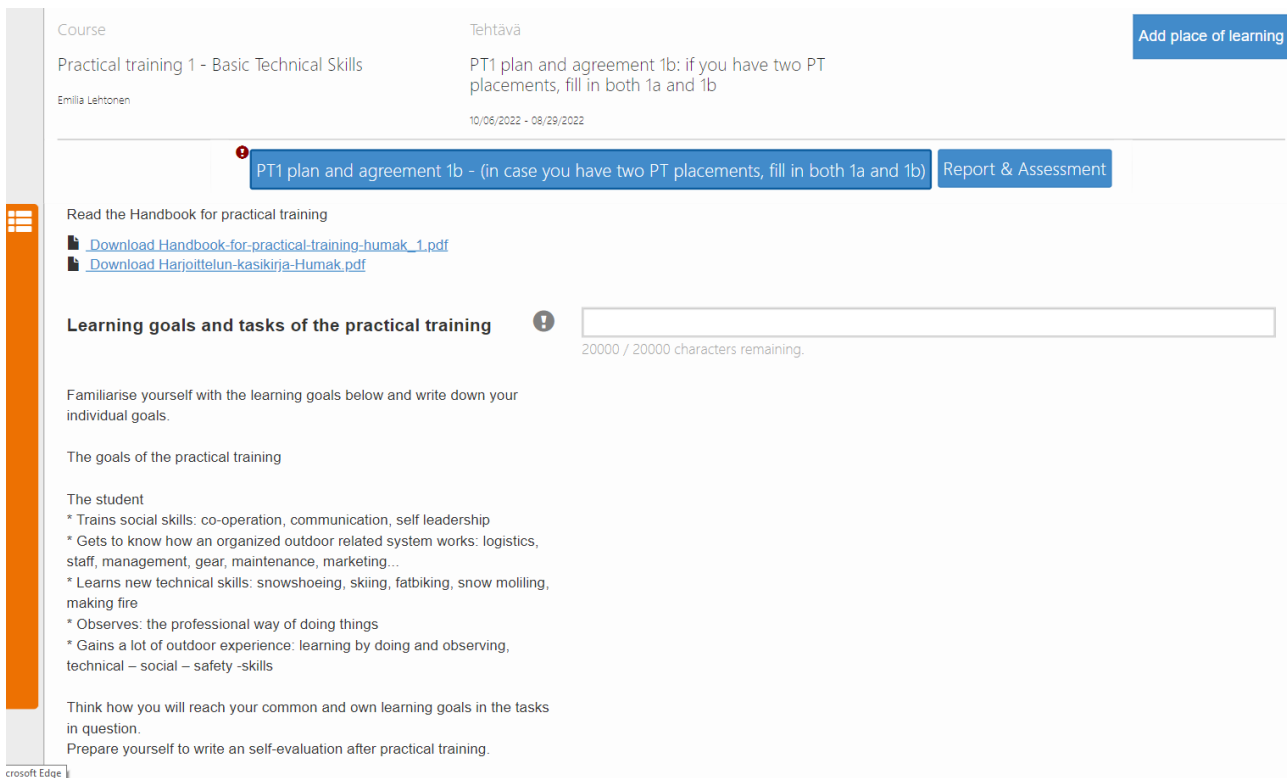
Your workplace instructor will then be automatically notified by email that they have been named as your workplace instructor. The email also includes a link to your assignment.

Please make sure your instructor has been notified. If the message is not found, ask your instructor to check their junk email.

2.2. Completing an assignment

Complete the assignments as instructed. Assignments can include e.g. questions, check lists and document attachments.

The following example demonstrates the plan and agreement form of an internship:



The screenshot shows a course page for 'Practical training 1 - Basic Technical Skills' by Emilia Lehtonen. The assignment is 'PT1 plan and agreement 1b: if you have two PT placements, fill in both 1a and 1b', due on 08/29/2022. A blue button 'Add place of learning' is in the top right. Below the assignment title is a 'Report & Assessment' button. The main content area includes instructions to read a handbook and download two PDFs. A section titled 'Learning goals and tasks of the practical training' contains a list of goals for the student, such as training social skills, learning outdoor systems, and gaining technical skills. At the bottom, there are instructions to think about reaching goals and prepare a self-evaluation. A character count '20000 / 20000 characters remaining' is visible next to a text input field.

Course: Practical training 1 - Basic Technical Skills
Emilia Lehtonen

Tehtävä: PT1 plan and agreement 1b: if you have two PT placements, fill in both 1a and 1b
10/06/2022 - 08/29/2022

PT1 plan and agreement 1b - (in case you have two PT placements, fill in both 1a and 1b) Report & Assessment

Read the Handbook for practical training

[Download Handbook-for-practical-training-humak_1.pdf](#)
[Download Harjoittelun-kasikirja-Humak.pdf](#)

Learning goals and tasks of the practical training

Familiarise yourself with the learning goals below and write down your individual goals.

The goals of the practical training

The student


- * Trains social skills: co-operation, communication, self leadership
- * Gets to know how an organized outdoor related system works: logistics, staff, management, gear, maintenance, marketing...
- * Learns new technical skills: snowshoeing, skiing, fatbiking, snow molling, making fire
- * Observes: the professional way of doing things
- * Gains a lot of outdoor experience: learning by doing and observing, technical – social – safety -skills

Think how you will reach your common and own learning goals in the tasks in question
Prepare yourself to write an self-evaluation after practical training.

20000 / 20000 characters remaining.

2.3. Approval of the internship plan and agreement

The internship plan and agreement has to be approved by both the teacher and the instructor. There are separate sections for both roles. Mark both sections with DONE-button when everything on the plan is completed. The DONE-button is your signature on the plan and that has to be done before the approval made by the workplace instructor.

Approval of practical training agreement – Practical training supervisor 


DONE

Practical training plan and agreement is approved by practical training supervisor as follows.

*Student will mark the agreement with DONE button when everything is ready.
* Practical training supervisor approves the agreement with ACCEPT button.

Note!
* Practical training supervisor can comment the plan and agreement before approving it.
* By approving the plan and agreement, the practical training supervisor gives permission to Humak to save the information of place of practical training in the register.

After that your workplace instructor and your supervising teacher will approve the plan and agreement. Both of them can comment on the plan and agreement before approving it.



Approval of practical training agreement – Practical training supervisor 

Practical training plan and agreement is approved by practical training supervisor as follows.

**Student will mark the agreement with DONE button when everything is ready.
* Practical training supervisor approves the agreement with ACCEPT button.*



Note!
* Practical training supervisor can comment the plan and agreement before approving it.
* By approving the plan and agreement, the practical training supervisor gives permission to Humak to save the information of place of practical training in the register.



DONE

 Comment  **Accept**

2.4. Reporting of the internship

At the end of the internship, you will have to write a written assignment. This will be submitted on the assignment by clicking the document icon.

Practical training 1 assignment  **PT Seminar**  **Report & Assessment**

Written assignment   **Answer with only attachment**

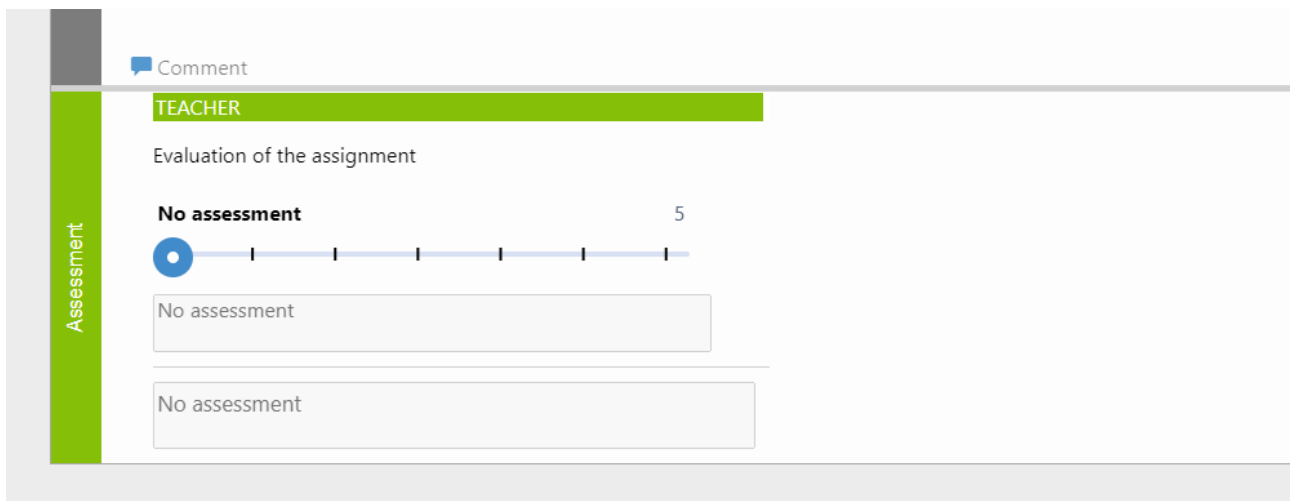
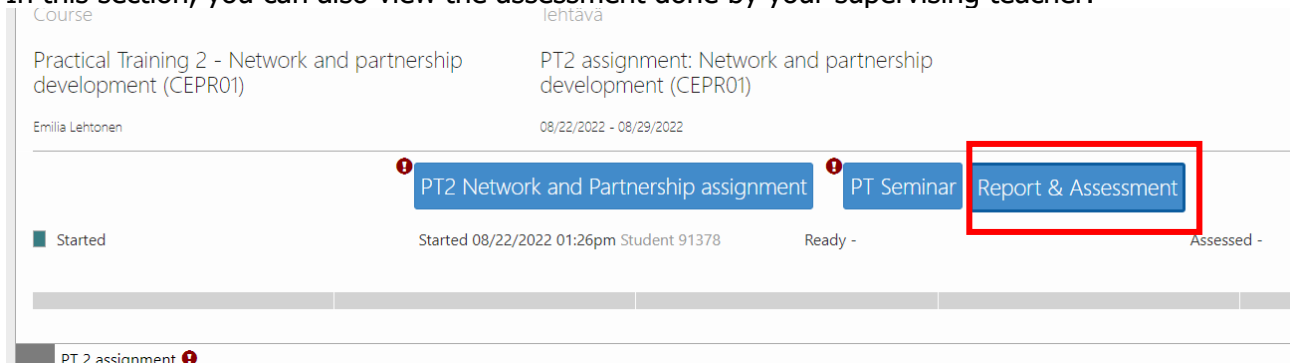
Read the following instructions, write the essay and submit it here by clicking the document icon on the right.

Assesment scale: 0-5

PT1 general goals for written assignment

The discussion between theory and practice based on student experiences and observations during PT1, and in several cases the period when working as an instructor.

In this section, you can also view the assessment done by your supervising teacher.



3. Accreditation of work experience, RDI projects and work life orders

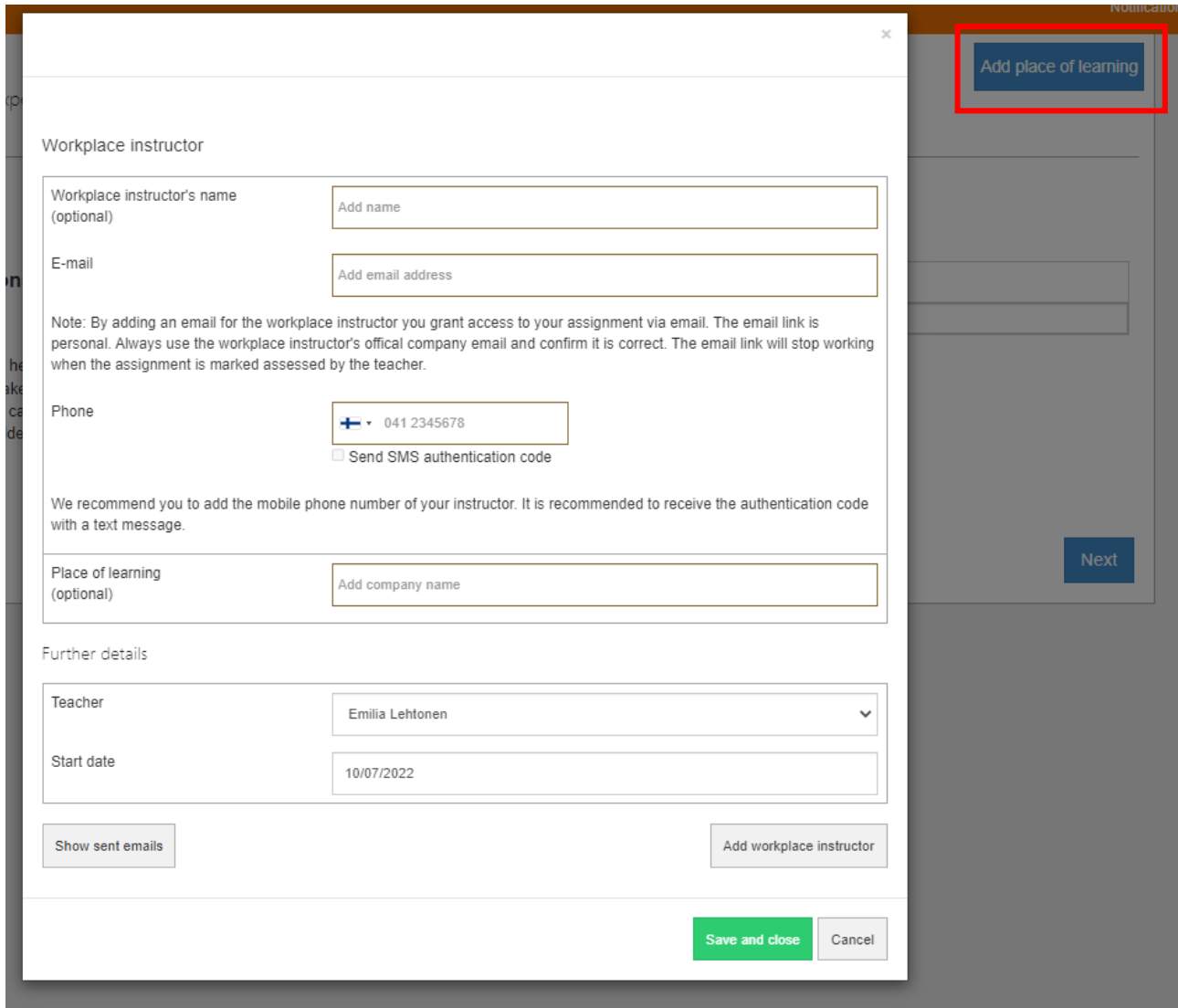
Accreditation of work experience is a work-based way of completing courses independently, either by working or volunteering. The same form is also used for Humak's RDI projects and work life orders.

NOTE! The accreditation process is initiated by the student. (Read more on [Student's Guide](#))

Start completing the assignment by selecting "Start"

3.1. Adding workplace information

Start the plan and agreement by adding the information of the workplace. Add the name of the contact person and the name of the organization. **NOTE. Do not add further contact information as accreditation of work experience does not require any actions by the workplace and therefore no invitation link will be sent to anyone.** Teacher information can be changed here as well:



Workplace instructor

Workplace instructor's name (optional)

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 (optional)

Further details

Teacher

Start date

Show sent emails

3.2. Completing the assignment

Get acquainted with the competence goals and criteria in the curriculum and form an understanding of what kind of competence the accredited work would provide. Follow the study plan and document your work as planned.

All the courses that are possible to credit are listed on Workseed. Choose the course (or courses) you want to complete as accreditation from the list. Your PSP coach will open the assignment on Workseed and invites you to the assignment form.

Courses	
	Finnish language 1 (CELSF02)
	Finnish language 2 (CELSF03)
	Community education as a profession (CEBCE01)
	Community educators as adventure ed. experts (CEBCE02)
	Participatory pedagogy (CEPS01)
	Coaching-based approach (CEPS02)
	Experiential learning (CEPS03)
	Leadership in adventure education (CEPS04)
	Process management in adventure education (CEPS05)
	Basic technical skills (CETS01)
	Intermediate technical skills (CETS02)
	Advanced technical skills (CETS03)

Fill in all the sections of the accreditation plan.

3.3. Approval of the accreditation plan

The approval of the PSP coach or the lecturer in charge of the RDI project is required before the plan progresses to the demonstration phase. The approval process goes as follows:

- The student approves the plan with the OK button.
- The PSP coach or the lecturer in charge of the RDI project approves the plan with the approve button.
- If necessary, the PSP coach or the lecturer in charge of the RDI project can use the comment function to request additional information or clarifications and to ensure that all parts of the plan have been filled in properly.
- In work life orders involving an external party, a separate agreement is drawn up between the student and the client (include the agreement as an attachment in this assignment).

NOTE. The plan has to be approved before continuing to the demonstration phase.

3.4. Documentation of competence

Attach your demonstration of competence in a format that enables the PSP coach or RDI project manager to make an assessment based on the achievement of the course objectives. You can add text, files, videos and other share links (for example, to a cloud folder).

3.5. Report and assessment

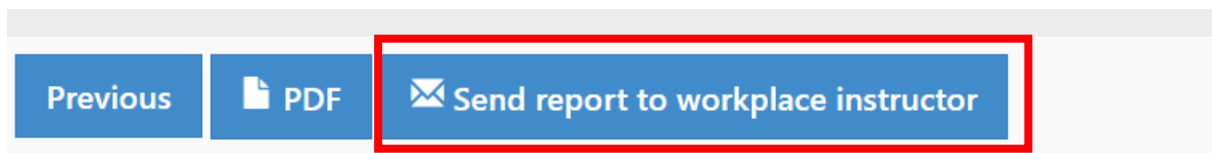
At the end of the accreditation process, assess your achievement of course objectives in the "Report & Assessment"-section. The scale for self assessment is 1-5. Explain your points of view.

From the i-symbol you can open the evaluation criteria. Select "Mark as done" when the assessment is completed.

4. Additional features

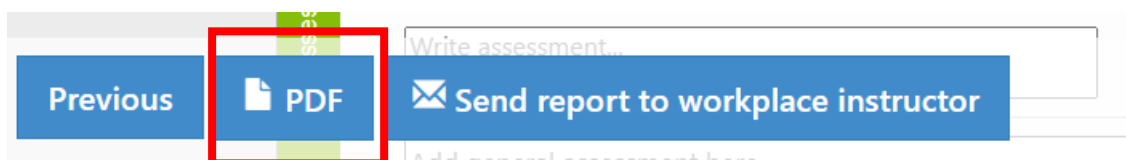
4.1. Sending the assessment link to workplace instructor

You can any time send the link to your workplace instructor by selecting "Send report to workplace instructor".



4.2. Saving as PDF

The assignment can be saved as PDF as demonstrated below:



4.3. Changing teacher information

In case the teacher information is not correct on the assignment, that can be changed from "Add place of Learning" > "Further details".

Workplace instructor

Workplace instructor's name (optional)	<input type="text" value="Add name"/>
E-mail	<input type="text" value="Add email address"/>
<p>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.</p>	
Phone	<input type="text" value="🇫🇮 041 2345678"/> <input type="checkbox"/> Send SMS authentication code
<p>We recommend you to add the mobile phone number of your instructor. It is recommended to receive the authentication code with a text message.</p>	
Place of learning (optional)	<input type="text" value="Add company name"/>

Further details

Teacher	<input type="text" value="Emilia Lehtonen"/>
Start date	<input type="text" value="10/07/2022"/>

Show sent emails

Add workplace instructor

Save and close

Cancel