

Creating an application

ACCREDITATION OF LEARNING (HOT) opens from your desktop's task bar.

Choose "New application".

If you've discussed making an application, add the date of the conversation to the 'Date' field. Otherwise just add the date of your application. As your tutor you can choose e.g., a course teacher and or your own tutor. In the 'Additional information' field you write information about your discussion.

Press the "Save"-button.

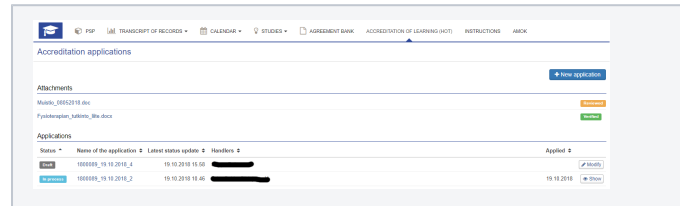


Figure 1: Open an application from the taskbar

The screenshot shows the 'New application' form. At the top, there is a header 'New application' with a close button. Below the header, there is a blue bar with the text 'Check the basic information and fill the information of the guidance discussion'. The form contains several fields: 'Name' (Tiina Testaaja), 'Student ID' (1800089), 'Email' (peppi3@students.oamk.fi), 'Degree program' (BIO_5030), 'Arrival group', 'Specialisation option', 'The scope of the degree' (0.0), 'Completed' (15.0), 'The scope of the performance' (195.0), 'Start date of studies' (01.10.2018), 'End date of studies' (31.12.2022), 'Guidance discussion', 'Date' (19.10.2018), 'Tutor' (a dropdown menu), and 'Additional information' (a text area). At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 2: New application