

## Study Counselling and Planning form – instructions for teacher tutor/coach

29.10.2021

1. Go to <https://lomake.tamk.fi/> and log in with your tuni ID. To change the language in English, go to “Omat tiedot” on the upper right corner and then choose English in “Editorin kieli”.
2. On the Start page, select the Forms item and then the Study Counselling and Planning form.

The form has been created as a parallel form: each teacher tutor has an individual form. You will see all the forms. Forms are not in alphabetical order, but you can use the browser search function (press key combination CTRL + F to get the search window displayed and use your name as your keyword) to find your own form.

Rinnakkaislomake2 : Opiskelun ohjaus ja suunnittelu (lv 2021-2022)	
Direct link to form	<a href="http://lomake.tamk.fi/lomakkeet/30655/lomake.html?rinnakkaislomake=Rinnakkaislomake2">http://lomake.tamk.fi/lomakkeet/30655/lomake.html?rinnakkaislomake=Rinnakkaislomake2</a>
QR code	<a href="#">View</a>
Submissions	0 pcs
rlomaketesti : (Testi Elina Järvenpää)	
Direct link to form	<a href="http://lomake.tamk.fi/lomakkeet/30655/lomake.html?rinnakkaislomake=rlomaketesti">http://lomake.tamk.fi/lomakkeet/30655/lomake.html?rinnakkaislomake=rlomaketesti</a>
QR code	<a href="#">View</a>
Submissions	0 pcs

3. **The link** of the form can be copied directly from this view and sent to the students e.g. via email. Make sure you select the link of your form! If you accidentally copy someone else's form link, you won't be able to view the answers.
4. By clicking the answer link, you can see “the student view” of the form.
5. The students must log in when filling out the form. By doing this, the student's credentials are automatically filled out. Additionally, the student may specify his/her own study group. The student fills out the form and saves it.
6. The number of saved forms is displayed on the e-form editor (“Submissions” in the picture below). Once the students have filled out and saved the form “Open the report” link appears.

rlomaketesti : (Testi Elina Järvenpää)	
Direct link to form	<a href="http://lomake.tamk.fi/lomakkeet/30655/lomake.html?rinnakkaislomake=rlomaketesti">http://lomake.tamk.fi/lomakkeet/30655/lomake.html?rinnakkaislomake=rlomaketesti</a>
QR code	<a href="#">View</a>
Submissions	3 pcs <a href="#">Open the report &gt;</a>

7. Through the link, you can view students' responses. It is also possible to export answers to, e.g. excel format.

Täydennä vuonna 2021 käymäsi X E-Lomake +

← → ⌂ ⌂ https://lomake.tamk.fi/lomake/raportti.php?lomake\_id=30655&keskeneraisetVaikuttavat=true&rinnakkaisi...

SOTE alan tulevaisuud... Muualla suoritettujen ... TG-Raportointi (TAMK... TAMK Valvomo – valv... Tutkiintoon\_johtava\_k... https://intra.tuni.fi/co...

Forms Invite groups Processing tasks Instructions

Home / Forms / Report: Opiskelun ohjaus ja suunnittelu (lv 2021-2022)

Preview Form editor

Preferences Statistics chart Save Group email Remove all Excel SPSS CSV XML

Search:	Submission ID	Submitted at	Sukunimi	Etunimi	Opiskelijanumero	Oppjan ID	Ryhma	Ryhmissä jossa opiskelet (eli...)	Olen motivoitunut opintoijem... s... █	Olen tyväinen omil... opiskel... █	Olen tyväinen opiskelulimpa... █	Tunnen kuuluvani opiskelijahet... █	Elämäntilaanne mahdollista... █	Elämäntapani tukevat opiskelu... █	Olen jaksanut opiskella hyvin... █	Olen tyväinen omaan opintom... █	Kirja halutessasi, millaisia... █	Hv... Or...
<input checked="" type="checkbox"/>	122	29.10.2021 at 09:18	Järvenpää	Elina				testiryhmä1	5	5	5	5	5	5	5	5	-	
<input checked="" type="checkbox"/>	123	29.10.2021 at 09:18	Järvenpää	Elina				testiryhmä2	5	5	5	5	5	5	5	5		
<input checked="" type="checkbox"/>	124	29.10.2021 at 09:18	Järvenpää	Elina				testiryhmä3	5	5	5	5	5	5	5	5		

Results on the page 1 - 3 (total 3)

If the teacher acts as a tutor for several student groups, each student's responses from all different groups will be saved on the same form. In this case, exporting answers to excel and there organizing responses according to "the group" column will help to itemize group-specific responses. In the Form Report view, you can organize responses by group by clicking on the Group column.

Other things to note:

Each teacher tutor can only see the responses of their own student group. Student counselors will be able to review the responses of all teacher tutors' forms in degree programmes they are responsible for.

Once a form has been created, the teacher tutor will use this form and its answer link every year. Thus, new forms are not created annually. Instead, the data will be saved and the forms will be cleared before new HOPS discussion cycles begin. New forms will be created only for the new teacher tutors.

The goal is that all students in the group fill out the form. The opportunity for guidance is offered to everyone. It is important to have a conversation especially with students who have challenges in progressing their studies.