



HAMK

Hämeen ammatti-
korkeakoulu



REGIONAL
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NETWORK

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Student's Guide: Practical Teacher Training & Workseed

Mikko Kekki
Anna Alftan

HAMK School of
Professional
Teacher Education

Workseed

We use Workseed to manage teaching practice.

You can find Workseed at:

www.workseed.fi



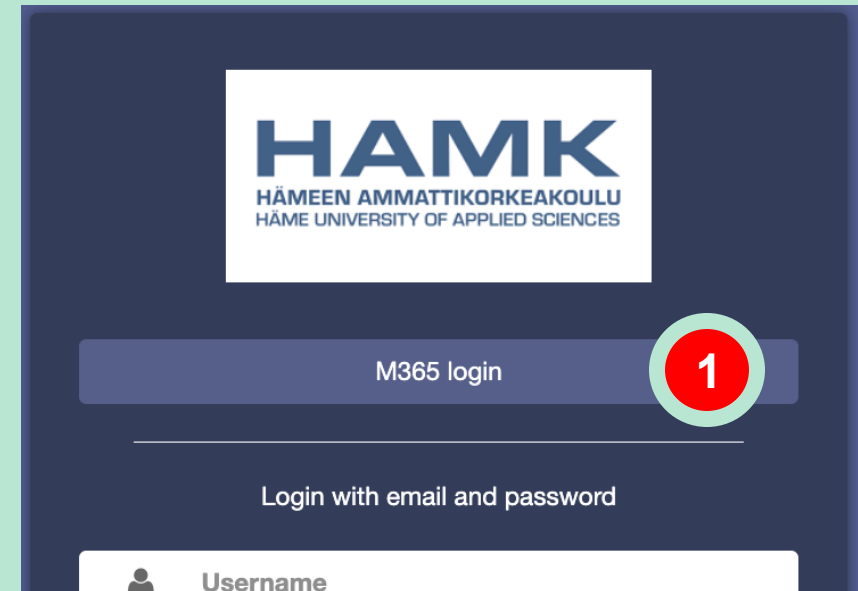
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Login

After pressing the Log in button, do the following:

1. Click "M365 login"
2. Select "Universities of Applied Sciences"
3. Select "HAMK" from the drop-down menu

Log in with your HAMK credentials
(**username@student.hamk.fi**). If you have
already logged in to one of HAMK's systems with
the same browser, the browser may log you in
directly.



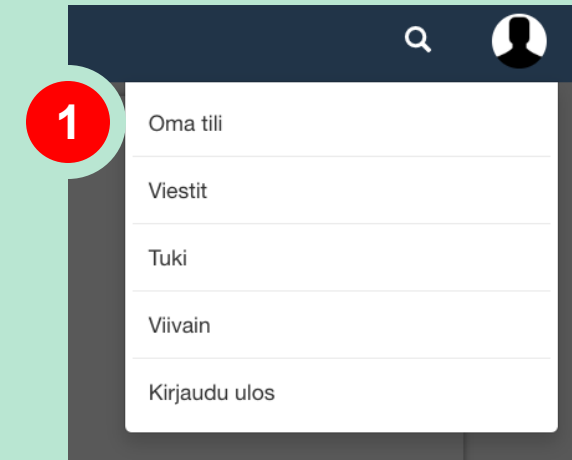
Workseed Guide 2/7 After Logging In

After logging in, you may have to change language to English. You can do this by clicking on the portrait figure in the upper right corner. This opens a menu where you need to select “Oma tili”. (1)

In the following page, change the language in the dropdown menu titled “Kieli”. (2)

Press “Tallenna muutokset” to save the language setting. (3)

After this, return to start page by clicking “Schedule” in the main menu.

A screenshot of the user profile settings page. It contains several input fields: 'Etunimi' (Student), 'Sukunimi' (57691), 'Sähköposti' (student_1292_57691@workseed.test), and 'Puhelin' (+xxxxxxxxxxxx). Below these is a 'Vaihda salasana' button. Further down are two dropdown menus: 'Kieli' (Suomi) and 'Oletusnäkömä' (Tapahtumat). A red circle with the number '2' is placed over the 'Kieli' dropdown. At the bottom right is a blue button labeled 'Tallenna muutokset' with a red circle and the number '3' next to it. A checkbox for 'Vastaanota sähköposti-ilmoituksia' is checked.

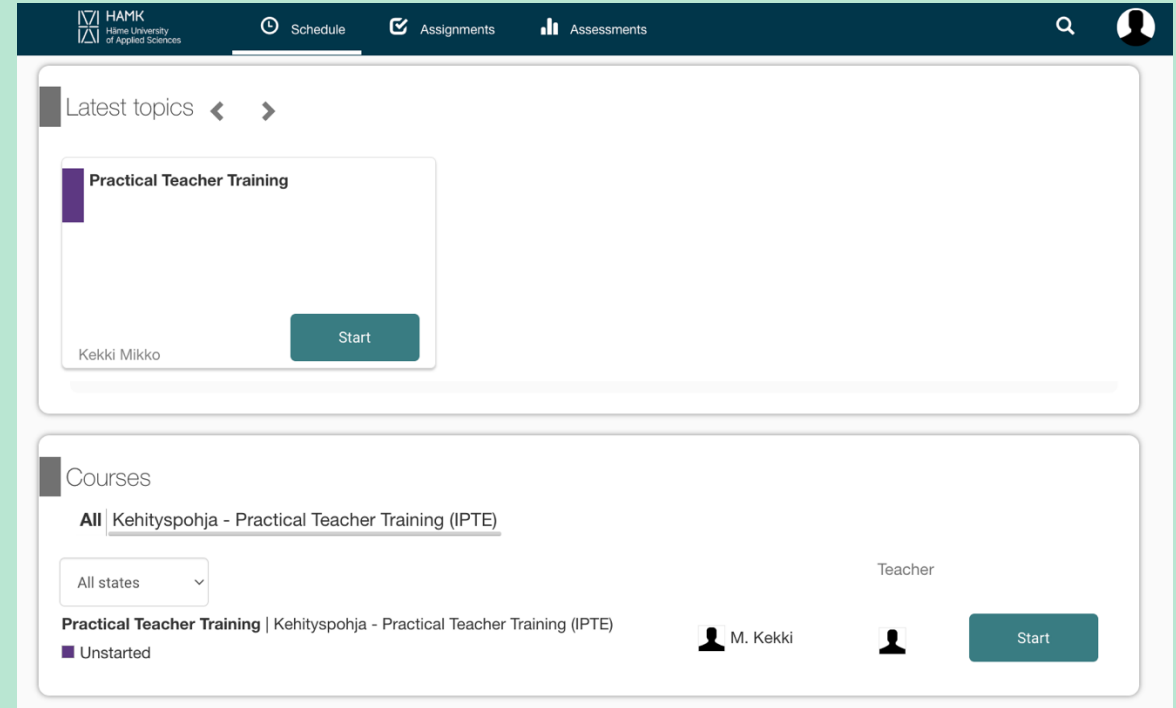
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Schedule page

Now you'll be on the Schedule page. You can see the heading "Practical Teacher Training" in two places.

You can start the teacher training procedures by clicking either of the Start buttons.

After starting, the Start button changes to the Continue button. Otherwise, the outlook remains the same.



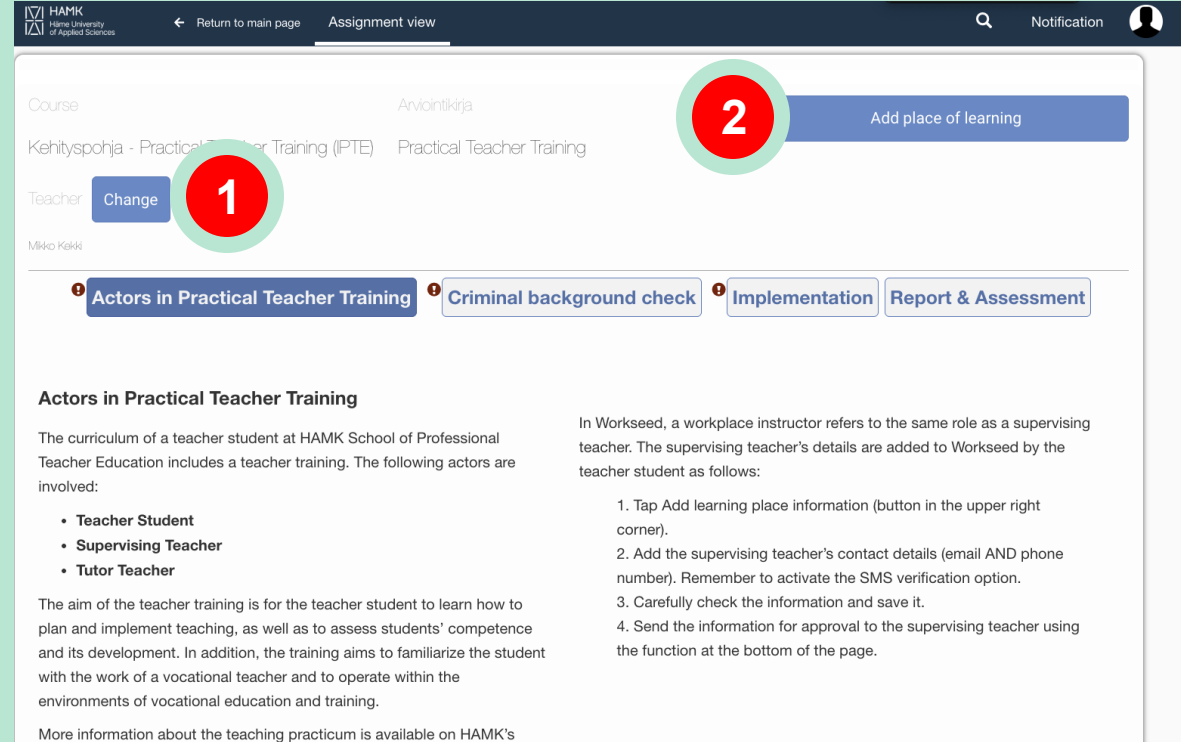
Workseed instruction 4/7

Working view

After pressing the Start button, you will find instructions on how to proceed, fill in information and complete activities.

As a first step, **change your teacher to the tutor teacher in charge of your own group.** This is done by clicking the Change button (1) at the top left of the page. Clicking on it will open a drop-down menu from which you can select your tutor teacher.

In the upper right corner, there is a button "**Add place of learning**" (2). Through it, you can add your supervising teacher's information to the system and enable them to access your Workseed content.



Course: Kehityspohja - Practical Teacher Training (PTE) | Anvointikirja: Practical Teacher Training

Teacher: Mikko Kalkki [Change] (1)

Buttons: Add place of learning (2), Criminal background check, Implementation, Report & Assessment

Actors in Practical Teacher Training

The curriculum of a teacher student at HAMK School of Professional Teacher Education includes a teacher training. The following actors are involved:

- Teacher Student
- Supervising Teacher
- Tutor Teacher

The aim of the teacher training is for the teacher student to learn how to plan and implement teaching, as well as to assess students' competence and its development. In addition, the training aims to familiarize the student with the work of a vocational teacher and to operate within the environments of vocational education and training.

More information about the teaching practicum is available on HAMK's

In Workseed, a workplace instructor refers to the same role as a supervising teacher. The supervising teacher's details are added to Workseed by the teacher student as follows:

1. Tap Add learning place information (button in the upper right corner).
2. Add the supervising teacher's contact details (email AND phone number). Remember to activate the SMS verification option.
3. Carefully check the information and save it.
4. Send the information for approval to the supervising teacher using the function at the bottom of the page.

Workseed instruction 5/7 Supervising teacher's information

Add the information of the teacher supervising your training to the form that opens. Fill in the information marked as optional also.

Don't change the information under the "Further details" heading.

Finally, press Save and close.

The supervising teacher will then receive an email with instructions and a link to log in.

Workplace instructor's contact information is missing.

Workplace instructor

Workplace instructor's name
(optional)

Add name

E-mail

Add email address

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

 041 2345678

☐ 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)

Add the organization's official name, department/unit, and location

Further details

Teacher

Mikko Kekki

Start date

09/15/2025

Show sent emails

Add workplace instructor

Save and close

Cancel

Workseed instruction 6/7

Working in Workseed

Actors in Practical Teacher Training

Here you see instructions and information about the training.

Criminal background check

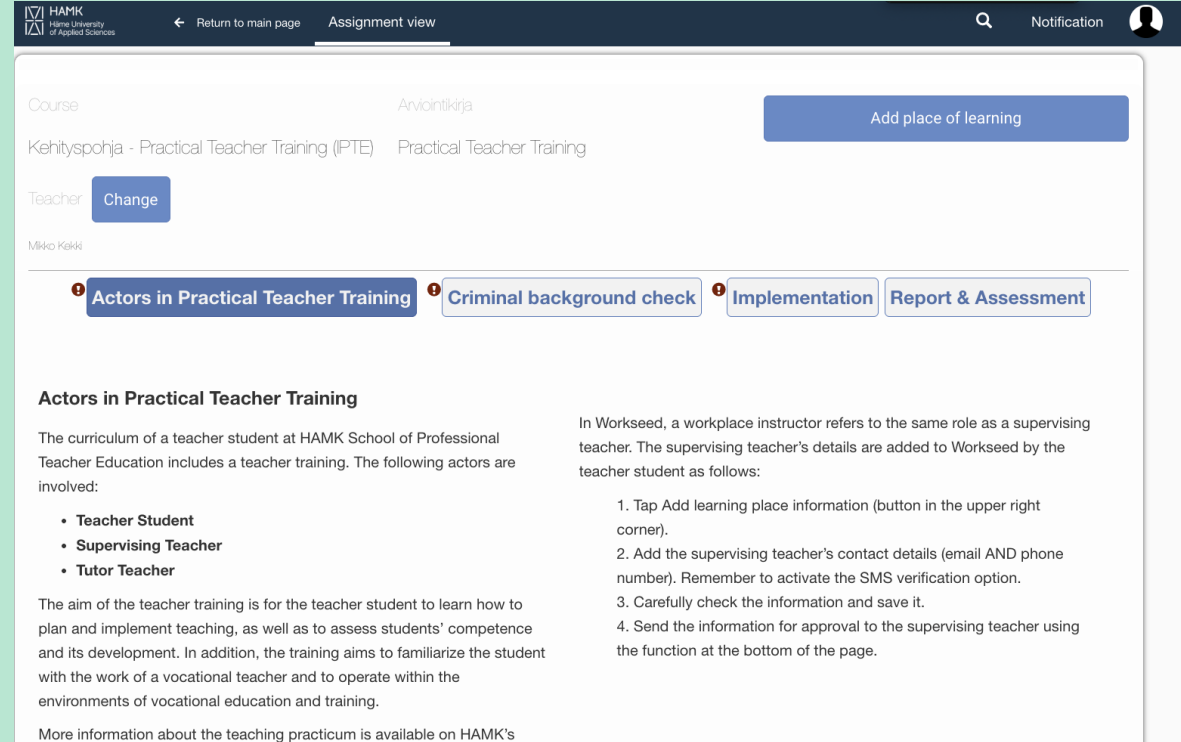
Instructions for conducting a criminal background check.

Implementation

Tools for documenting observations and making training and implementation plans.

Report & Assessment

Summary of your Workseed content. More about this on the next page.



The screenshot shows the HAMK Workseed interface. At the top, there's a navigation bar with the HAMK logo, a search icon, and a notification icon. Below the navigation bar, the main content area is titled 'Course' and 'Arviointikirja'. The course is 'Kehityspohja - Practical Teacher Training (PTE) Practical Teacher Training'. There's a 'Teacher' section with a 'Change' button. Below this, there's a list of sections: 'Actors in Practical Teacher Training', 'Criminal background check', 'Implementation', and 'Report & Assessment'. The 'Actors in Practical Teacher Training' section is selected and expanded, showing the following content:

Actors in Practical Teacher Training

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On the right side of the 'Actors in Practical Teacher Training' section, there's a list of instructions:

1. Tap Add learning place information (button in the upper right corner).
2. Add the supervising teacher's contact details (email AND phone number). Remember to activate the SMS verification option.
3. Carefully check the information and save it.
4. Send the information for approval to the supervising teacher using the function at the bottom of the page.

Workseed Guideline 7/7 Report & Assessment

On this page, you'll see a summary report of all your Workseed content. You can also see the comments made by the teacher in charge and the supervising teacher. You can also reply to these comments here.

At the end of the page, there is an assessment section, where you can see, among other things, the learning outcomes that serve as the basis for the assessment. Your teacher in charge will instruct you on how to proceed with the assessment section at the end of your training.

The screenshot displays the 'Assignment view' page in the HAMK Workseed system. The page header includes the HAMK logo, navigation links ('Return to main page', 'Assignment view'), a search icon, and a notification icon. The main content area shows the course 'Arviointikerta' and the assignment 'Practical Teacher Training'. A progress bar indicates the status of four stages: 'Actors in Practical Teacher Training' (Started), 'Criminal background check' (Not started), 'Implementation' (Not started), and 'Report & Assessment' (Not started). The 'Actors in Practical Teacher Training' section is expanded, showing details about the curriculum, tasks, and responsibilities. The 'Criminal background check' section is also expanded, showing instructions on how to present a criminal record extract. The 'Implementation' section is partially visible at the bottom.

Actors in Practical Teacher Training

Actors in Practical Teacher Training

The curriculum of a teacher student at HAMK School of Professional Teacher Education includes a teacher training. The following actors are involved:

In Workseed, a workplace instructor refers to the same role as a supervising teacher. The supervising teacher's details are added to Workseed by the teacher student as follows:

Tasks and Responsibilities

Tasks of the School of Professional Teacher Education:

1. The institution appoints a tutor teacher who acts as the person in charge of the training at the

Responsibilities of the Teacher Student:

1. The student commits to following the rules and regulations of the training site.

Criminal background check

Criminal background check

Indicate whether you will be working with minors during your teacher training. If you will be **working with minors**, you **must** present a criminal record extract to HAMK.

Working with minors

Extract from the criminal record

To present your criminal record extract, please follow these steps:

1) Order the criminal record extract through the electronic services of the Legal Register

[Universities of Applied Sciences Act 932/2014](#)

[Government Decree on Universities of Applied Sciences 1129/2014](#)

Implementation

Implementation

Phases of the Teacher Training

The teacher training consists of three phases:

Preparation for the Teacher Training

Before the teacher training at the institution, you must complete the following tasks:

Previous PDF Link to workplace instructor Mark as done