HAMK
Hämeen ammatti-korkeakoulu

REGIONAL UNIVERSITY NETWORK
EUROPEAN UNIVERSITY

Student's Guide:
Practical Teacher Training & Workseed

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Workseed

We use Workseed to manage teaching practice.
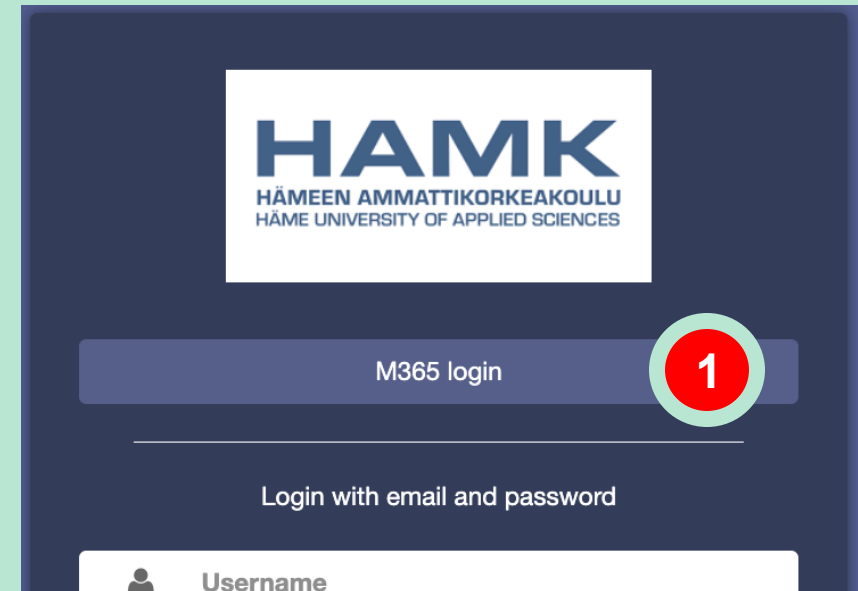
You can find Workseed at:

www.workseed.fi

Workseed Guide 1/7
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.
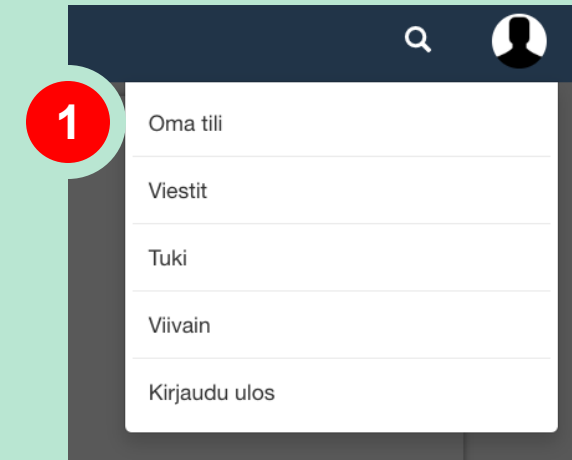
Workseed Guide 2/7
After Logging In

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)

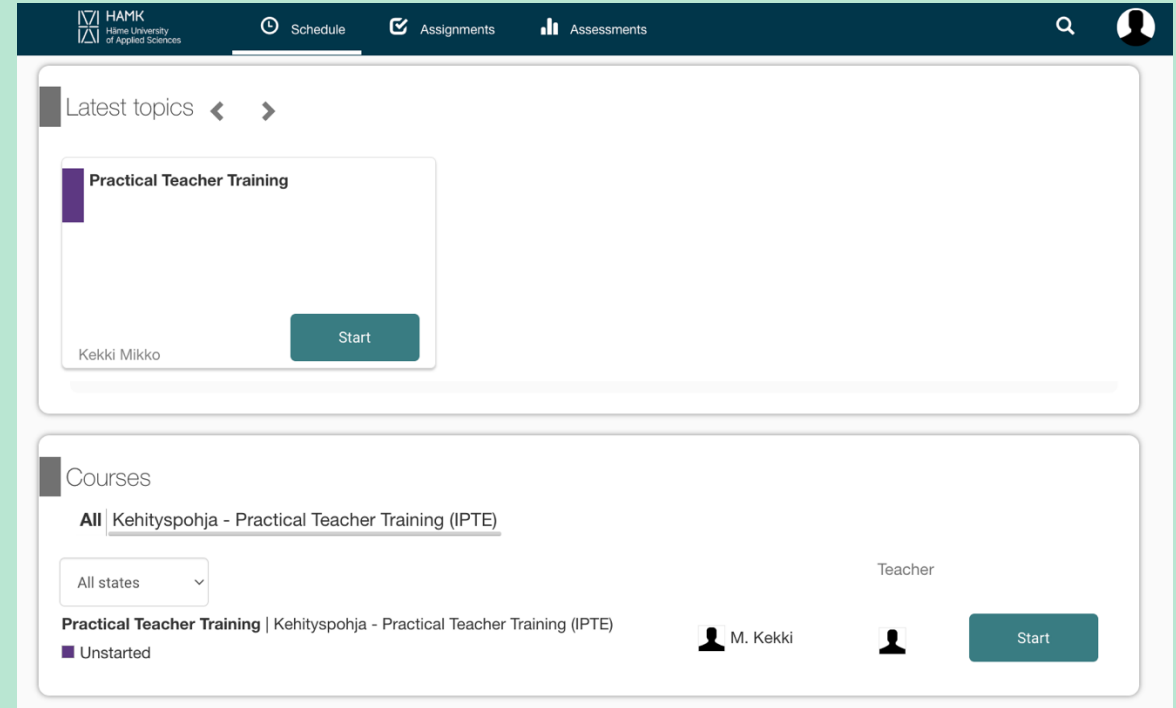After this, return to start page by clicking "Schedule" in the main menu.

Workseed Guide 3/7
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.
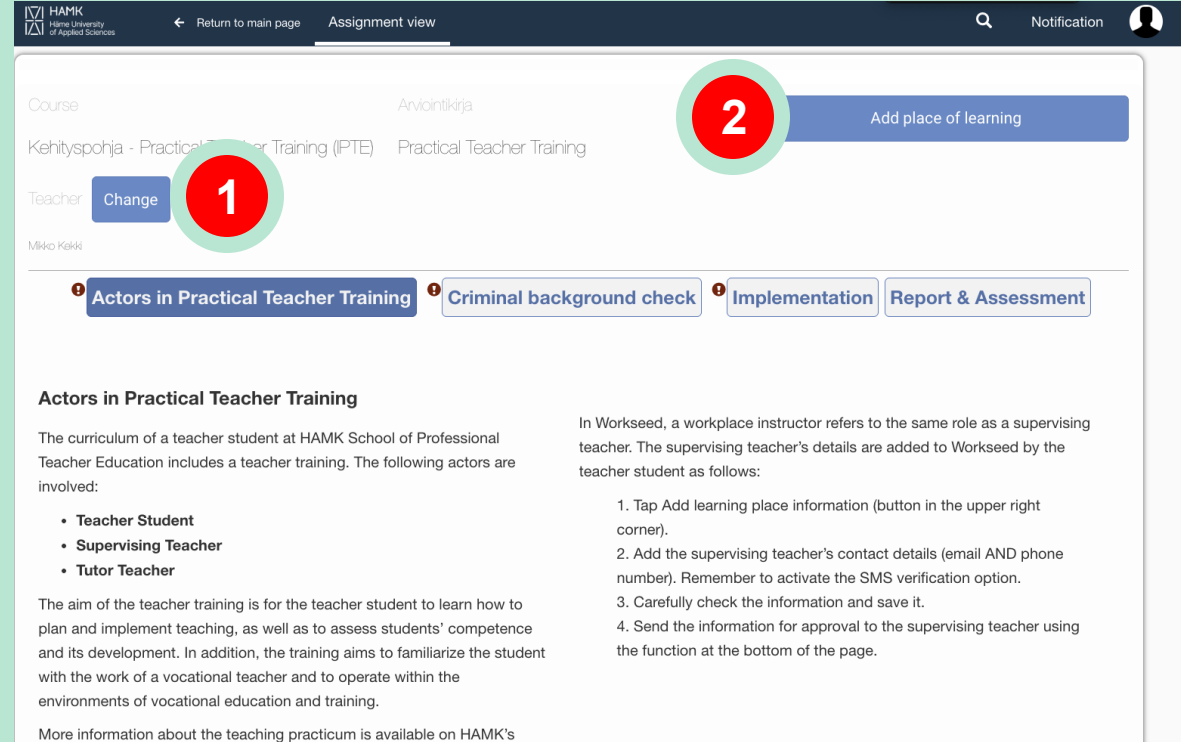
Working view

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.

Worseed 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.

Worseed instruction 6/7
Working in Workseed

Actors in Practical Teacher Training

Here you see instructions and information about the training.
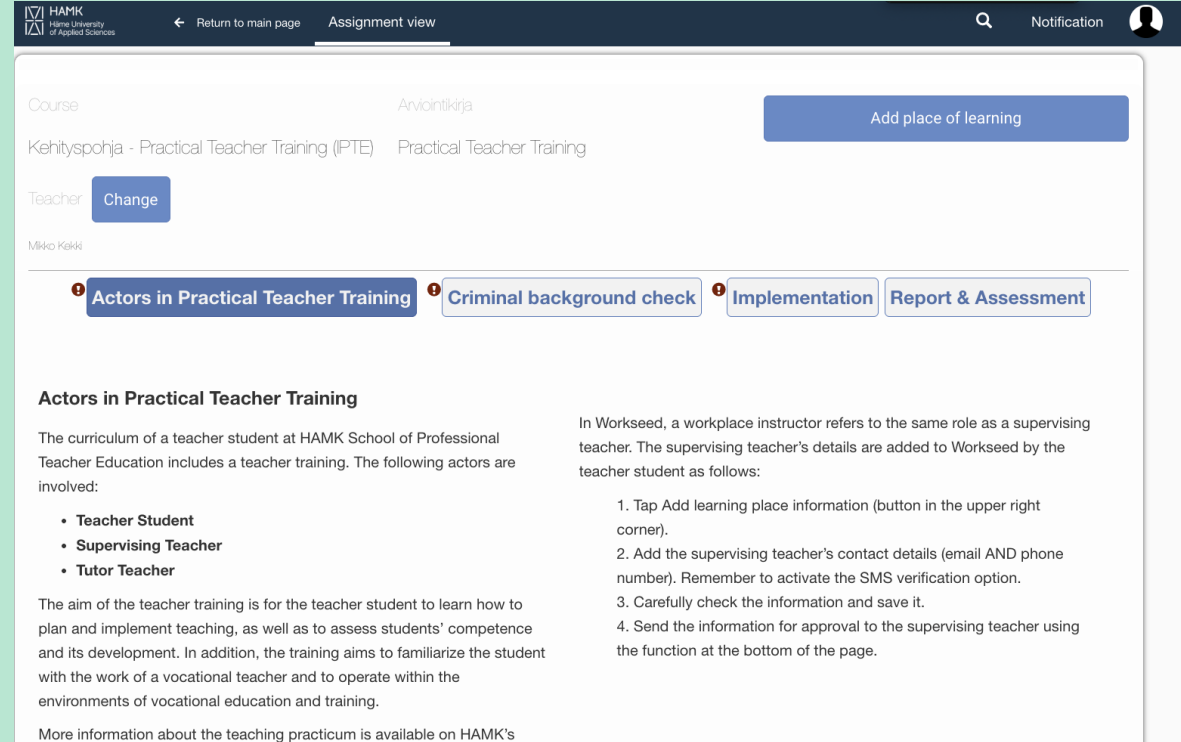
Criminal background check

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.

Wor|seed 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.

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← Return to main page   Assignment view

Notification

Course
Kehityspohja - Practical Teacher Training (IPTE)

Arviointikirja
Practical Teacher Training

Add place of learning

Teacher   Change

Mikko Kekki

❶ Actors in Practical Teacher Training   ❶ Criminal background check   ❶ Implementation   Report & Assessment

■ Started   Started 09/15/2025 06:46pm Student 57691   Done -   Assessed -

▼ Filters

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:

View

💬 Comment

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.

View

💬 Comment

Approval of the Supervising Teacher ❶

💬 Comment

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.

View

💬 Comment

Working with minors ❶

💬 Comment

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

View

💬 Comment

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