WebOodi 3.3 User's Guide for students at the UoL

TABLE OF CONTENTS

1 General 2
2 Starting up and logging in to the WebOodi 2
3 Searching for information about courses/exams 4
3.1 Search courses / exams using the Name of a teaching event 5
3.2 Search courses / exams using the Code of a teaching event 5
3.3 Search by Type 5
3.4 Search by Organisation 5
3.5 Search by Start date-End date 6
3.6 Searching by Study guide 7
4 Personal data 9
4.1 Student information 9
4.2 Study status information 9
4.3 Address information 9
4.4 Conditions for giving out student information 10
5 Own settings 11
6 Enrol to the university 11
7 Registering for courses and exams 12
7.1 Prioritization of Language Centres registrations 15
7.2 Registering for a General examination 15
8 Devising the PSP 17
9 My studies 18
Registrations 18
Credits 18
Up-graded / Rejected 18
Transcript 18
9.1 My studies > Registrations 19
9.2 My studies > Credits 20
9.3 My studies > Up-graded / Rejected 21
9.4 My studies > Transcript 21
10 Giving Course feedback 22
11 Guides and links 23
12 Feedback about WebOodi 24
13 Logging out from a WebOodi session 24

1 General

Oodi is an information system that supports studying and teaching. It has been designed jointly by ten universities: the University of Helsinki, Aalto University (Helsinki University of Technology, the University of Art and Design Helsinki, Helsinki School of Economics), Sibelius Academy and the Theatre Academy of Finland, the Swedish School of Economics and Business Administration, Lappeenranta University of Technology, the University of Oulu, the University of Eastern Finland, the University of Vaasa and University of Lapland.

Oodi has been implemented at the University of Lapland (UoL) on March 1, 2005. Student users interact with Oodi through WebOodi, which is accessed through a web browser. At the moment the WebOodi version 3.3 is in use.

WebOodi provides you with the following functionalities, which are mainly available after logging in:

- Checking your personal data
- Maintaining your contact information and the conditions for giving out that information
- Viewing the course descriptions and schedules
- Registering for courses and exams and enrolling for semesters
- Cancelling registrations (during the registration-period)
- Devising the PSP: planning own courses and scheduling
- Browsing your personal study accomplishments (credits) and registrations
- Ordering an unofficial transcript of studies to your own main page in the WebOodi (in Finnish and in English)
- Giving feedback about courses

2 Starting up and logging in to the WebOodi

The software is used through a web browser. The supported browsers are Internet Explorer 7, Mozilla Firefox 3.0 or newer versions, Google Chrome, Opera and Safari standard versions.

WebOodi is found at https://weboodi.ulapland.fi.

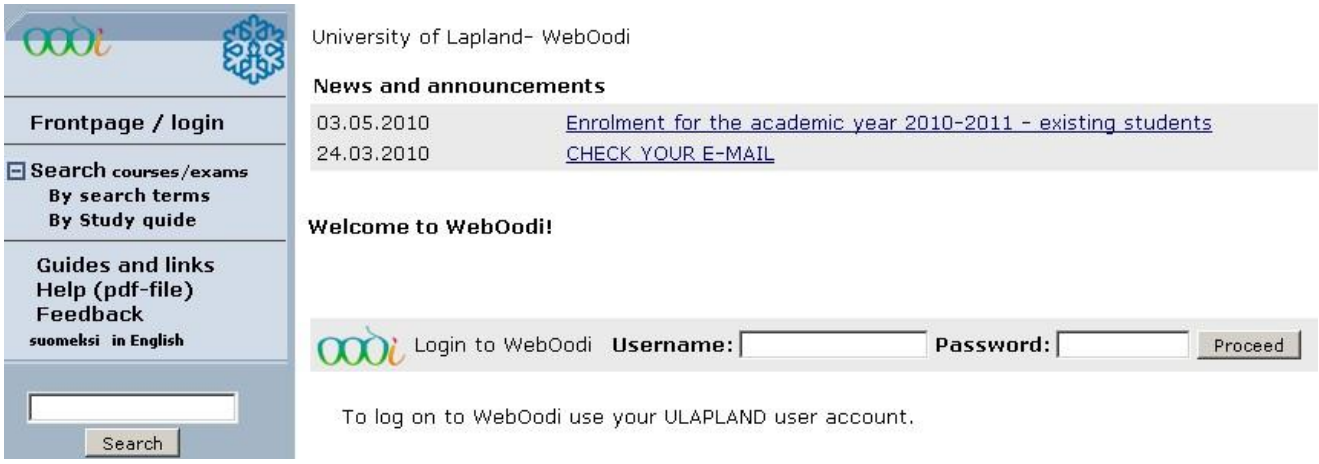
To be able to use WebOodi your browser must allow the use of cookies. For example, you can change the settings of your browser as follows:

Internet Explorer:

- Tools – Internet Options… / Security / Custom level...

Firefox:

- Tools / Options / Security
- Allow sites to set cookies for the originating web site only



Before logging in you can see the **main menu** on the left side of the window showing the functionalities available to everyone. Even if you do not have a valid username or password you can browse the information in the Study Guide. The main menu's **Search**-option allows you to search for courses or exams (= teaching events), basing your search on the code (e.g. SMEN3081) or name of the study module. You may also enter part of the code (e.g. 3081) or part of the name as a search criterion. Courses or exams (= teaching events) are visible in WebOodi when you are using WebOodi to register for them.

Your WebOodi username and password are the same as your e-mail user authentication at UoL.

Username: your e-mail username (e.g. jsmith)
Password: your e-mail password

If you do not have a username and password to the university's e-mail system or you have forgotten your password, please contact the ICT Centre's Student HelpDesk, which is at your service in ICT-related issues. The HelpDesk is located in the University's F-wing, first floor (Faculty of Art and Design). It serves you Mon, Tue, Thu 9 am - 4 pm, Wed 9 am-5 pm, and on Fri 9 am – 3 pm. The HelpDesk's e-mail address is helpdesk(at)ulapland.fi (preferred contact) and the phone number is +358 (0)40 4844 488.

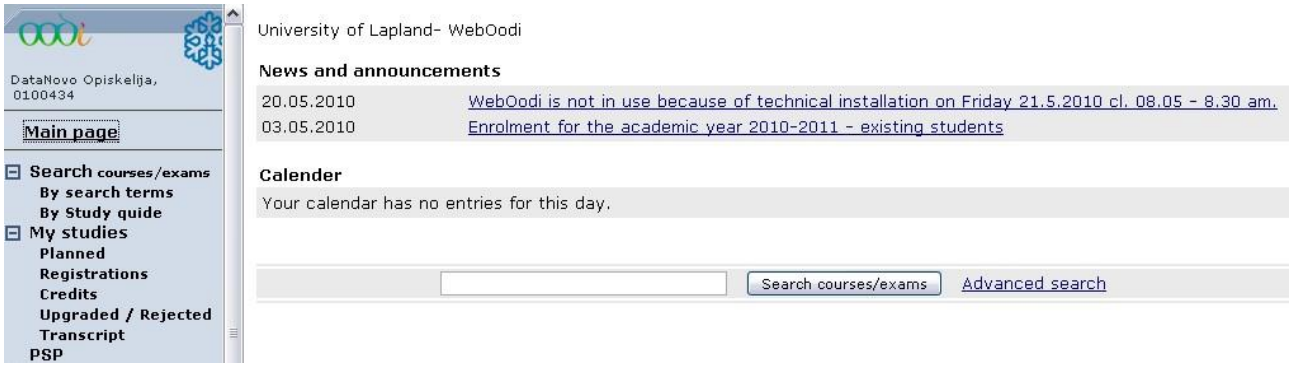
In other issues related to WebOodi, please send e-mail to oodituki(at)ulapland.fi.

If you wish to register for a course or an exam through WebOodi, you must first log in using your personal e-mail username and password. If you are not in the main page, select **Frontpage / login** from the main menu.

When you have entered your username and password, press the **Proceed**-button.

For security reasons the http connection is SSL-secured. If your browser does not have the main certificate of the University of Lapland, you will be asked before the connection is established whether or not you are willing to trust the provider and owner of the certificate. You may either permanently install the certificate or accept it temporarily for this session. If you do not wish to install the certificate permanently you can answer **Yes** when Internet Explorer asks whether you wish to proceed. Similarly, you can reply **OK** to Mozilla's message "Accept this certification temporarily for this session.".

After logging in, you will be taken to your personal Main page where you can select the function of your choice from the main menu on the left.



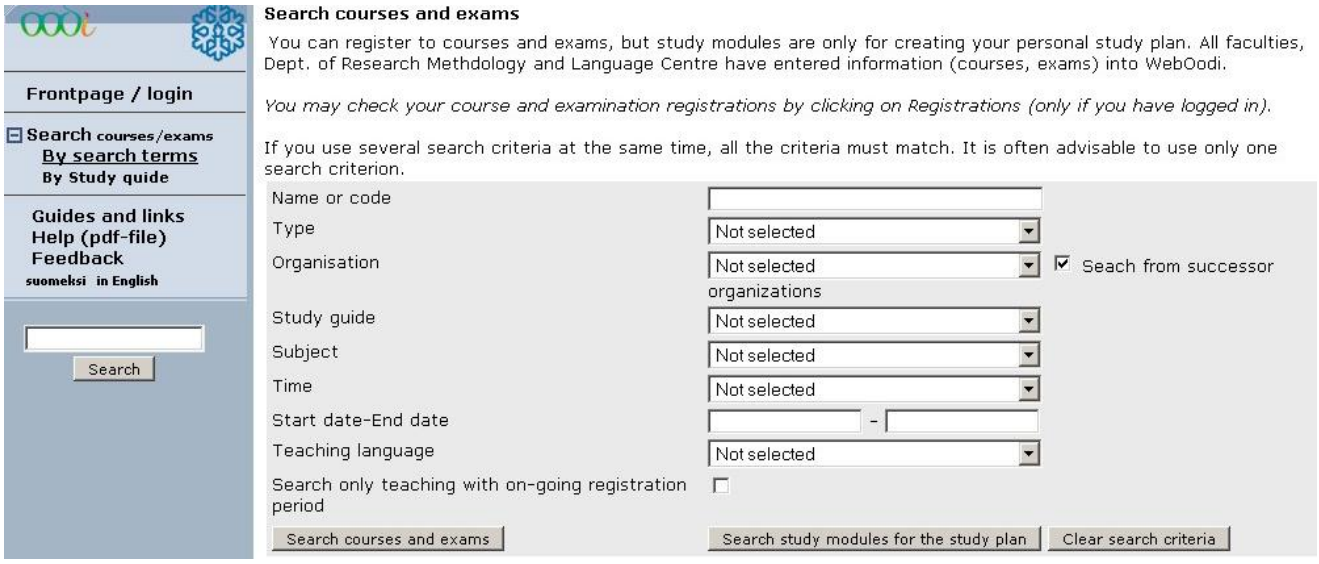
The courses of the day and the exams for which you have registered through WebOodi will appear on your calendar.

Your personal student number and your name are visible in the upper left corner of the window. Even if you have several rights to study, you have only one student number in use (study book numbers are terminated). The old study book numbers are replaced with a **single student number**.

Note! For safety reasons your connection is terminated if you have not used the application for about 20 minutes while it is active. This time limit also includes sending e-mail and answering the feedback form. For example a longer e-mail should be written in a word-processing software, from where the text can be copied to the WebOodi's e-mail-screen.

3 Searching for information about courses/exams

Searching and viewing course related information is possible either by **search terms** or **by study guide**. This is also possible without logging in to WebOodi.



You can search information about courses and exams using the **By search terms** -option. It allows you to search for information on study modules or courses and exams on the basis of their **Name or Code, Type, Organisation**, or **Start date – End date**. You can also choose the following search options from the pull-down menus: **Study guide, Subject, Time** or **Teaching language**. You can limit the search also by checking the box

"Search only teaching with on-going registration period". When you have entered the desired information (e.g. Code SMEN3081), click the **Search courses and exams** -button (for those courses or exams for which the registering time is in progress at that moment) or the **Search study modules for the study plan** -button (for study modules and their descriptions in the Study Guide). You will then get a list of the search results.

Using several search criteria at a time provides you those courses that correspond to **all** the criteria you entered. It is often useful to begin with just one criterion and then get into more detail, if necessary. We shall now take a look at all the search criteria one-by-one, using examples as we go along.

3.1 Search courses / exams using the Name of a teaching event

Enter the name of the teaching event into the Name-field and leave the other fields empty. You may also enter only a part of the name. The part may be from the beginning, middle or end of the name. If the part consists of two or more words, the words must be in the same order as they appear in the name of the course, and they must also be separated by spaces. AND, OR, NOT, * and other special search operators are **not** available. The search is **not** case sensitive.

3.2 Search courses / exams using the Code of a teaching event

The search criterion entered in the Code-field is compared to the codes of teaching events and study modules. The codes can be found e.g. in the Study Guides. Departments use course codes with both letters and digits, such as YFIL1101, SMEN3084, and YMAR1101. You may search for study objects by entering either the full code or part of it. Using the code gives you an easy way to find the exact course.

Example

- YFIL → shows all courses that have this character string

(also if the teaching event's name includes this string of letters, it is shown in the search results)

- YMAR1101 → shows information on this study object only

3.3 Search by Type

All teaching events are of certain type, e.g. literature exam or lecture course. Study modules do not have a corresponding type classification, so type selection does not affect searching for study modules. **Type** alone does not suffice as a search criterion. Therefore you must define an additional criterion, such as **Organisation**.

3.4 Search by Organisation

Organisation stands for the faculty, department, sub-department or some other party responsible for the teaching. If you choose the name of a faculty in the **Organisation**-field, the system shows the studies arranged by that faculty for all its students.

3.5 Search by Start date-End date

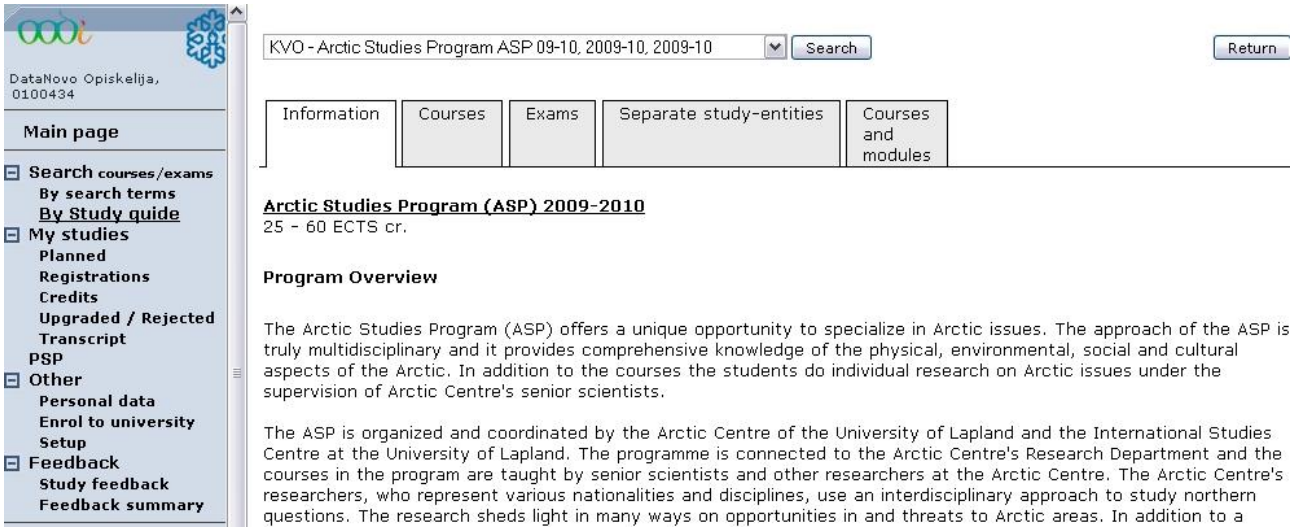
Only teaching events have a start date and end date. Therefore the search does not concern study modules. If the time defined by the search criteria and the teaching event's validity period overlap for at least one day, the teaching event will be visible among the search results. If the end date is left empty, the system shows all teaching events valid for at least one day from the start date onward.

Alternatively, you may search for information using the **By Study guide** -menu option. Select the department or faculty whose subject's study guide or teaching events and study modules you want to see. You will then get a list of this department's subject guides with courses and exams. If the department has no Study guide, you will see buttons **Show courses and exams** or **Show study modules**. That way you will find also course schedules in WebOodi.

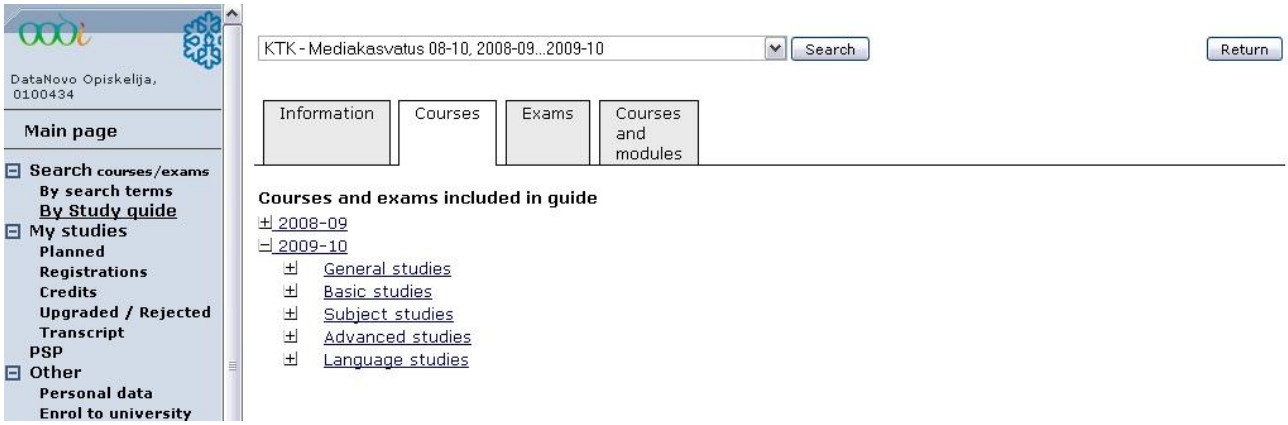
The study guide can be accessed by clicking the name of the study guide, which is a link. The name should show the time period the study guide is for. For example "ART/TTK - Art Education autumn module, 2009-10" means that the guide is available for one academic year, in this case 2009-2010.

3.6 Searching by Study guide

Study guide is divided into five tabs: “Information”, “Courses”, “Exams”, “Separate study-entities” and “Courses and modules”.

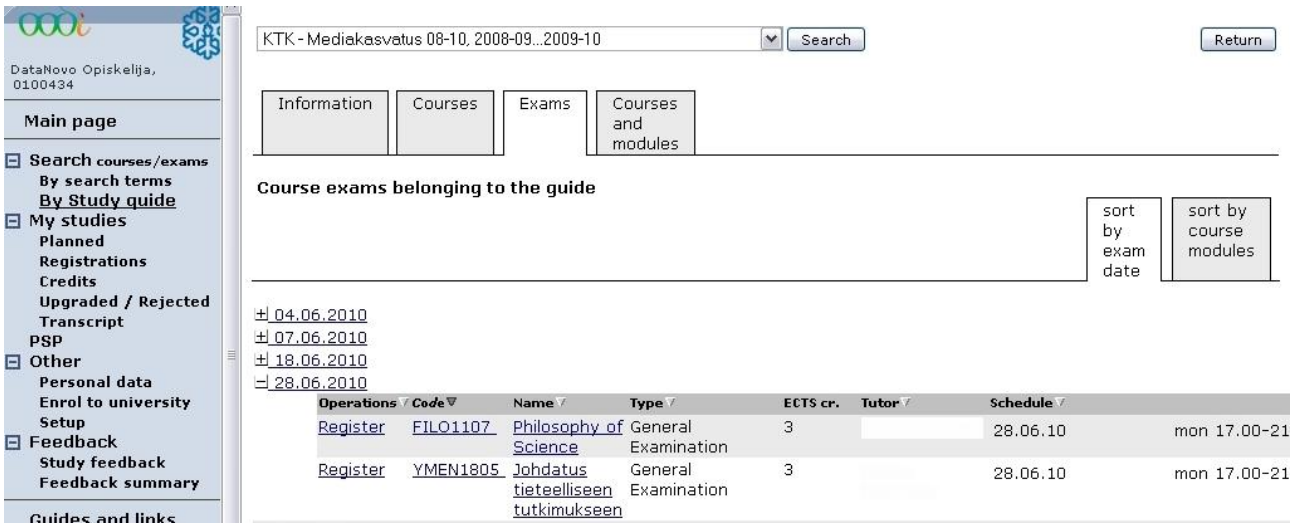


First “**Information**” –tab includes the major and the description of the degree structure in the period of validity of the guide in question.

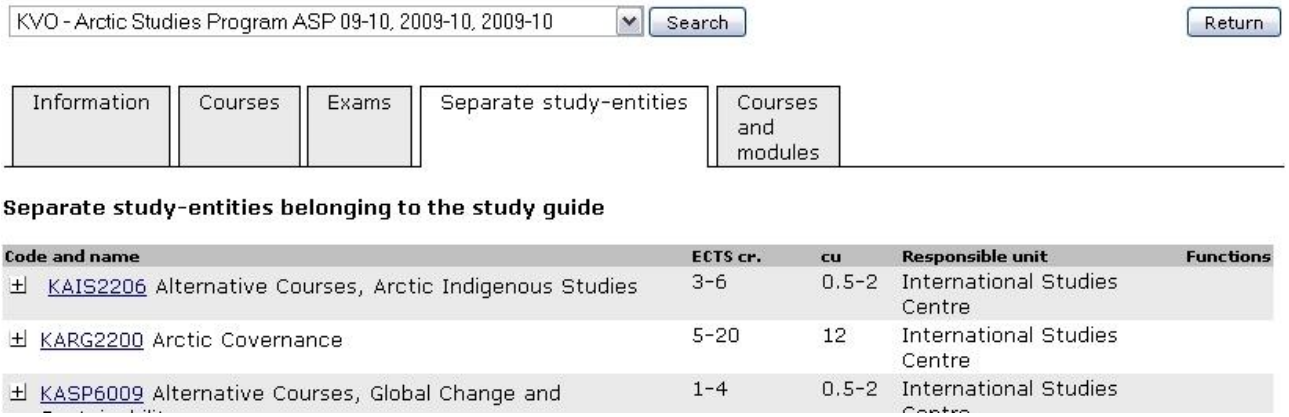


Second tab (**Courses**) includes the courses and exams included in the guide (e.g. academic year 2009-2010), which has been broken down into categories (General studies, Basic studies, Subject studies, Advanced studies etc.). You can open the categories by clicking the ⊞ -icon. After this, you will see more specific information of offered courses during the validity of the study guide (e.g. schedules of the teaching events).

Using the **Exams** –tab you can see all the exams in that study guide, which belong to the study module (general exams). Exams can be sorted according to exam date or study module.



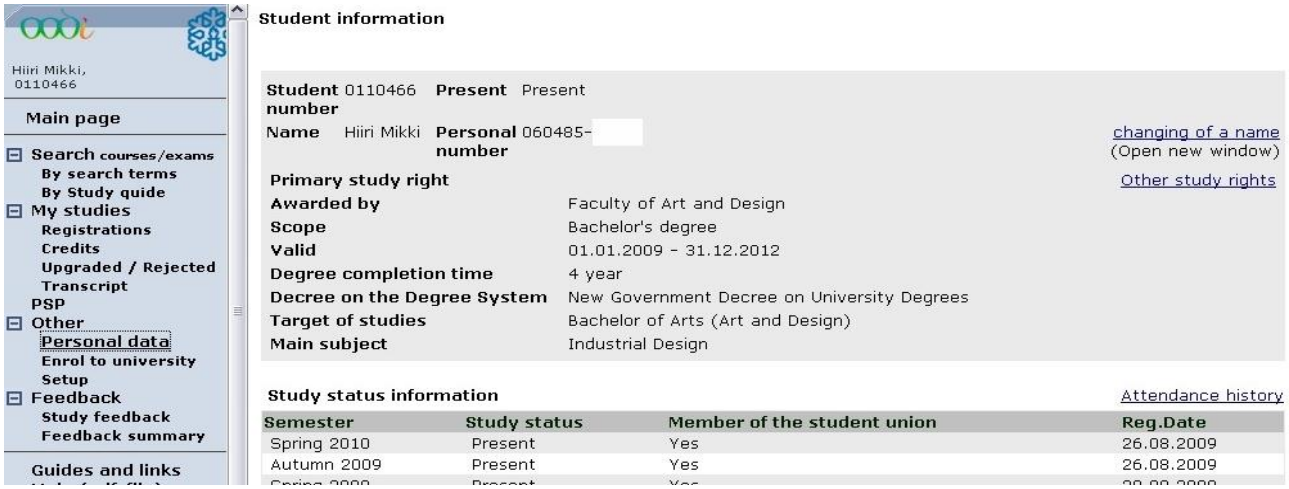
By clicking the ⊞ -icon in front of the exam date, you can see all the exams held that day. The listing shows information on registering, the code and name of the study module, ECTS credits, Tutor's name, and the Schedule for the exam. If registration-period is ongoing, you will see a Register-link in the Operations-column, which will take you to the registration-screen (you need to log in before this).



The separate study entities, which belong to the study guide, can be found on their own tab.

The fifth tab (**Courses and modules**) shows the descriptions for e.g. contents, methods, requirements, teachers (the same information as in the printed study guides).

4 Personal data



4.1 Student information

Student information at the top of the page can only be changed through Student Services. In this page you can see only the primary study right. “Other study rights” you can see by clicking the corresponding link.

4.2 Study status information

This table shows the status of your presence in Oodi at the moment. The status may be either **Present** or **Absent**. The table shows your presence history for the last four semesters at the most. You can check all your presence information by clicking the **Attendance history** -link.

4.3 Address information

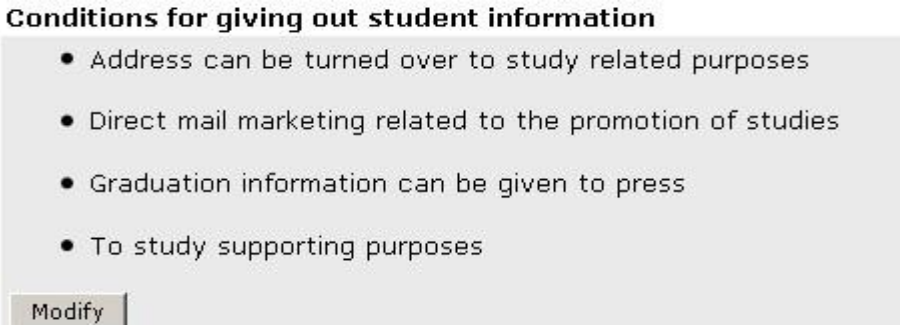
You must keep your contact information up-to-date. You can change your address information by pressing the **Modify**-button at the bottom of the pane. Add or modify the necessary information and then click **Save**. The modifications were successful if you get the message “**Changes have been saved!**”

On student's request, the information of their secret phone number is kept secret. This request needs to be made personally to the Student services. If a person has a justified cause to suspect that their own or their family's safety is at risk, the district registry can, from the student's request, define that their home municipality or address information cannot be given from the population register to others than the authorities. **The student needs to inform the university of this ban personally.** This notification is made to the Student services.

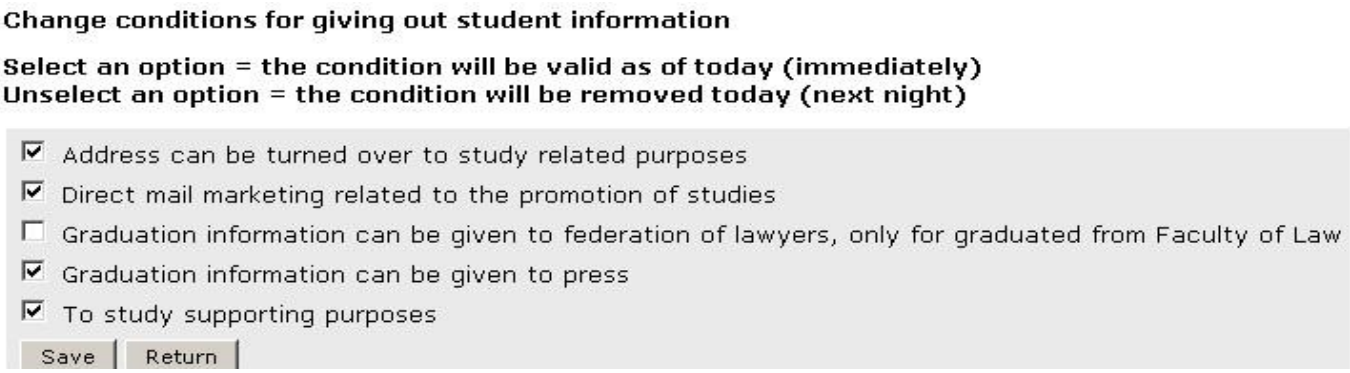
Note! Use **only one e-mail address** at a time in WebOodi. If there are several addresses in the e-mail address field, the notification e-mails when you order the transcript from the system, do not come through. Make sure you always have an up-to-date e-mail address in WebOodi because, e.g., information on lecture changes is often delivered through e-mail among other channels. The e-mail address does not have to be university's e-mail!

4.4 Conditions for giving out student information

The student him/herself must make sure that the conditions for giving out student information are set correctly for them. You can modify the conditions by clicking the **Modify**-button.



WebOodi includes the following "Change conditions for giving out student information" – function.

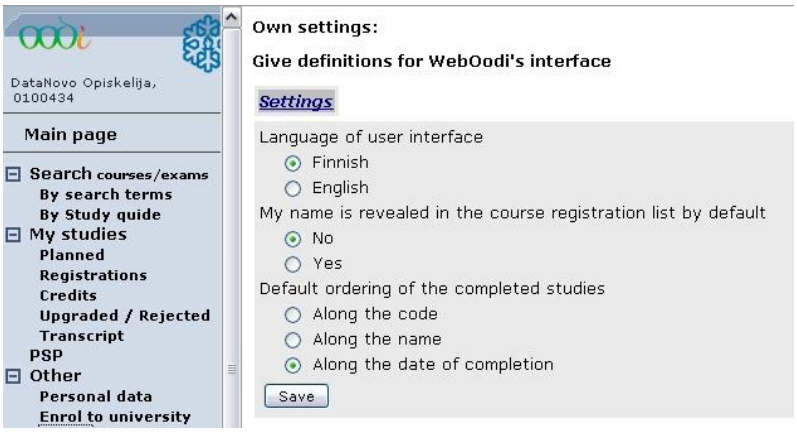


If you do not want any of your information to be given out, remove the check marks from each box (= unselect) and save the changes you made.

Note! This change is updated to the system during the next night. These conditions are applied for example to statistics requests that arrive to the university, which relate to research and student recruitment. Information is given, if a student has given their consent to it using this function.

5 Own settings

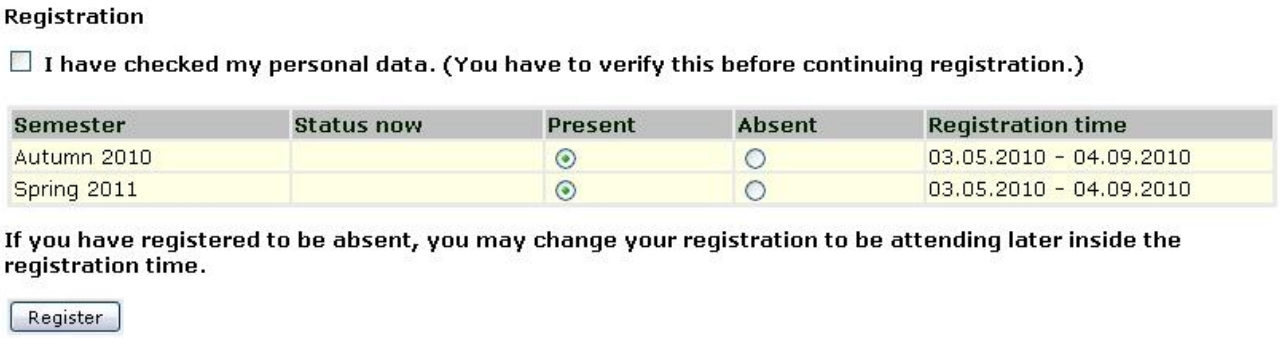
By selecting ”**Other**” -> ”**Setup**”, you will see the “Own settings” –screen, from where you can change some settings of WebOodi’s appearance user specifically, using the **Settings**-options.



Settings -option allows the student to change the general settings to suite their needs. These settings include “Language of user interface”, “My name is revealed in the course registration list by default” and “Default ordering of the completed studies”. User interface is available in Finnish and in English. Student can choose the language suitable for them, which will change the user interface automatically to their language after logging in. The “My name is revealed in the course registration list by default” –selection influences the default value during course registrations (yes / no). “Default ordering of the completed studies” –selection influences in which order the credits are shown in the “My studies” –screen. Options for this are: the codes of the courses, names of the courses or the dates of completion of the courses.

6 Enrol to the university

Enrolling to the university for next semesters using WebOodi is possible only a couple of times per year. Enrolling for the fall semester and the whole academic year is timed for June – August –period. Enrolling for spring semester is timed from the beginning of December to middle of January.



Phases for semester-enrolment:

1. Choose from the control menu on the left **Other** > **Enrol to university**
2. Check your information and if needed make the necessary changes using the **Modify** –button
3. If the information is correct, check the box “I have checked my personal data”.
4. Choose your attendance using the selection and click the **Register** –button.
5. Check the information on the payment form, choose the optional payment if wanted. Choose **Continue** or **Return to start**.
6. Go over to your bank’s online services by clicking the symbol of the correct bank or return to change information by clicking the **Change** –button. **Return to start** –button takes you to basic information screen, where you can check you information.
7. If you do not have login information for your bank’s online service, you can print out a payment form using the **Print payment slip** –button and pay it to the bank. The registration is made automatically through your personal index number, so please be sure to use the index number in your payment form, when paying the invoice.

More information:
http://www.ulapland.fi/In_English/Studies/General_Study_Information/Student_Registration.iw3.

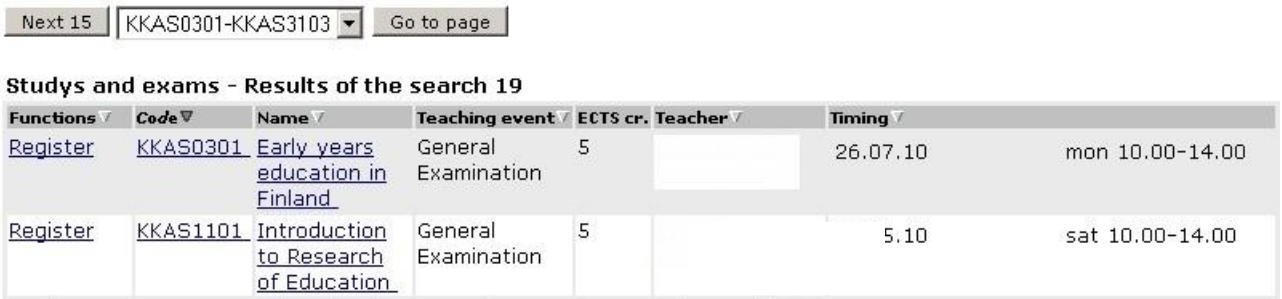
7 Registering for courses and exams

Search study modules for the study plan –button allows you to search using different search terms the Description information of the study modules, which include e.g. Aims, Contents, Methods, Requirements, and Evaluation of that course. These descriptions can be found also from the faculties’ and department’s study guides.

When registration time is in progress, registering for courses and exams is done using the **Search courses / exams** –menu. After you have given the correct search terms (e.g. Code SMEN3081) you click **Search courses and exams** –button which will give you a list of available courses corresponding to your search. More information about searching courses can be found in chapter 4.

Note! WebOodi shows only those courses or exams (= teaching events) for which the WebOodi registration time is in progress.

If the search results in more than 15 teaching events, the lower part of the window shows the first 15 events in code-based order. To see the next 15 events, click the **Next 15** -button. Using the pull-down menu, you can also select a code space to which the study module in question fits and then click the **Go to page** -button. You will then get the teaching events within that code space.



After you have found the teaching event for which you want to register, click on the **Register**-link next to the event. After clicking the link, you will see a screen, which shows the course information. When registering, check the **Reg.**-box and click the "**Save registration**" -button. Before saving, add the **Further information**, if needed.

Note! If you have not checked the Reg.-box before clicking on the Save registration -button, your registration will not be saved. Instead, you will receive a notification: "You did not sign up for any courses. To register for a course, you should return and fill in the Reg. -checkbox before saving your changes." If you want to register for the teaching event, return to the previous page by clicking the **Return**-button, check the **Reg.**-box and click the **Save registration** -button. If your registration succeeded, you get the message "**Successful registration**".

Student's name is displayed in WebOodi if they have checked the box: "I allow my name to be displayed in the participant list published in the WebOodi". If a student has not allowed their name to be published in the participant list, there will be a following text at the bottom of the registration list: "Other participants - Name not allowed to be shown. x persons."

Return–button allows you to return to the previous screen.

The **status of registration** can be one of the following:

- **Registration:** You have made a registration for a teaching event using WebOodi. The status of your registration is **Registration** if you have been accepted to a teaching event, if there were places left, or if you are on the reserve list.

- **Confirmed registration:** Mainly WebOodi automatically confirms the registration of the student in the course the night before the teaching begins to all students who fit to the course. In some cases a clerk or a teacher has accepted the registrations for

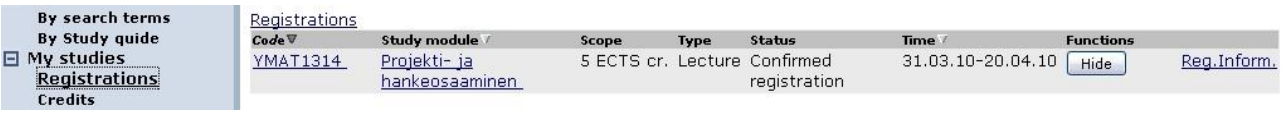
the course. This applies mainly Language Centre and Department of Research Methodology's courses, which have limited participant spaces and the selection is based on e.g. study rights or state of studies. In this case the confirmation is done mainly two days before the beginning of the course by the teacher or a clerk.

- **Failed result:** Your registration for a teaching event has been rejected. A registration may be rejected if e.g. your semester registration is missing or your right to study does not entitle you to take part in the teaching event. A registration may also be rejected because the group size does not allow it.

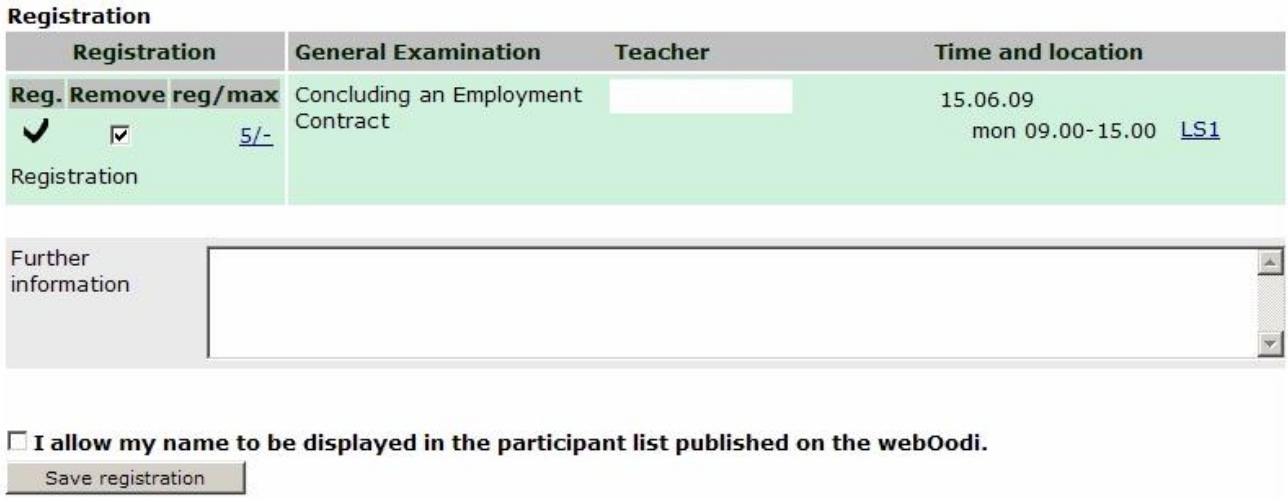
By choosing the **My studies** > **Registrations** –section from the main menu, you can see all your registrations. **Not enrolling** for the semester prohibits you from registering to courses. Student will receive a notification that their registration was not successful because their enrolment was missing. In unclear situations, please contact the Student Services. If there is something unclear in the participation right or e.g. the **maximum number of students accepted** to the course is exceeded, the program will notify you, but your registration will be saved on the reserve list.

You can **Remove** a registration during the registration time. You can remove it in two ways:

1. by the **Registrations**-page, by clicking the **Remove**-button on the **Registrations**-list.



2. On the **Registrations**-page, click the name of the study module after which you will see the registration screen for the teaching event. By checking the "**Remove**"–box and clicking the "**Save registration**" –button, the registration for the course / exam is cancelled.



Note! Cancelling your registration for a course during the registration period is **extremely IMPORTANT**, if you cannot participate in the course. The importance of cancelling is emphasized particularly with the courses that have limited participant numbers, e.g. Department of Research Methodology's research method courses and Language Centre's courses. If a student does not cancel their registration it might take a place away from another student.

After the registration period has ended in WebOodi, the cancellation for the registration is done directly to the teacher of the course or to the faculty's / department's clerk, who will inform the students in the reserve spaces of freed course participation spaces.

7.1 Prioritization of Language Centres registrations

Language Centre's course registrations use **prioritization**, setting the study modules in the order of importance. The aim of the prioritization is to guarantee all students equal opportunities to attend the needed courses and to level the rush peaks in the servers. Prioritization is not the same as seniority principle but the access to the courses is solved by the priority set by the students and in equal situations the system draws spaces for the participants to the course. Prioritization covers all other faculties **except the Faculty of Art and Design** and the **class teacher education** arranged by the Faculty of Education.

Prioritization enables registration in any date or time during the registration period. Each prioritization round includes all the courses for the two periods in the same semester. The prioritization for the fall courses is done in August and the prioritization for the spring courses is done in the turn of November and December. For more information about the prioritization, please see more Language Centre's web-pages: Registration for language and communication courses.

7.2 Registering for a General examination

Registration for a general examination is done mainly using WebOodi.

You can find general exams the same way as courses, using the **Search courses / exams** –function in the main menu.

Register	AKAS2101	Developmental phases of adulthood and continuing learning	General Examination	4	Out Mär	5.10	sat 10.00-14.00

Using the **Register** –link you will access the registration screen.

Please, answer the questions. * = Obligatory question

Choose books for exam

- ☐ Merriam, Sharan B. : Learning in adulthood a comprehensive guide , 2007
- ☐ Illeris, Knud : Three dimensions of learning contemporary learning theory in the tension field between the cognitiv, 2002
- ☐ Kolb, David A. : Experiential learning experience as the source of learning and development , 1984
- ☐ Tennant, Mark : Learning and change in the adult years a developmental perspective , 1995
- ☐ Wenger, Etienne : Communities of practice learning, meaning, and identity , 1999

Possible previous credits received relavant to this exam;

Mahdolliset aikaisemmat osasuoritukset tentittävässä opintojaksossa

Registration

Registration			General Examination	Teacher	Time and location
Reg.	Remove	reg/max	Developmental phases of adulthood and continuing learning		22.05.10 sat 10.00-14.00 LS1
☑		0/-			
Registration time 22.04.10 klo 08.00-12.05.10 klo 16.15					

Further information	

A student chooses the books for the exam from the list below the course description. In addition the student can input possible special agreements they have made with the course teacher and possibly inform any previous credits received that are relevant to the exam in question, to the fields supplied.

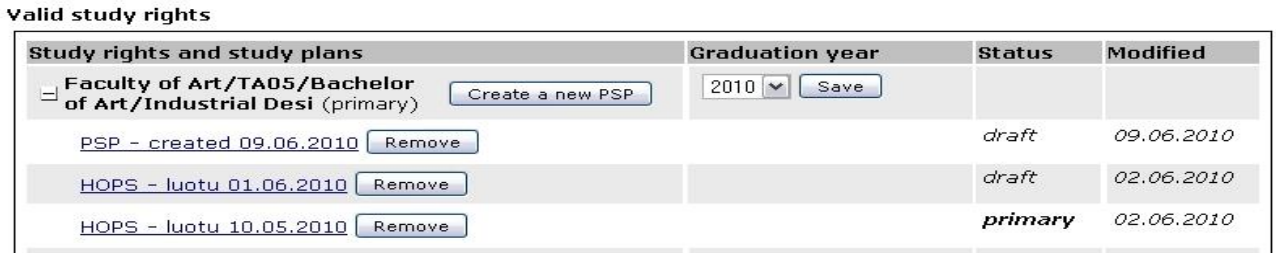
The additional questions vary according to faculty and department.

If there are no special checkbox lists of the exam books, the student needs to write them to the text field as they are written in the study guide (Author, Name of the book and the possible year).

8 Devising the PSP

Using the PSP –tool the student plans and schedules his/her own studies. The purpose of the tool is that the student has a good overall picture of their studies, plans and scheduling all the time. The PSP is devised degree specifically and it is always based on the degree structure of the students study right.

The student can start devising their PSP in WebOodi by selecting the PSP-function from the menu on the left. After this they will see the "Valid study rights" –screen. The planned "**Graduation year**" needs to be chosen from the pull-down menu and **Save**-button needs to be clicked to save the selection. Using the **Create a new PSP** –button the student can start devising their PSP.



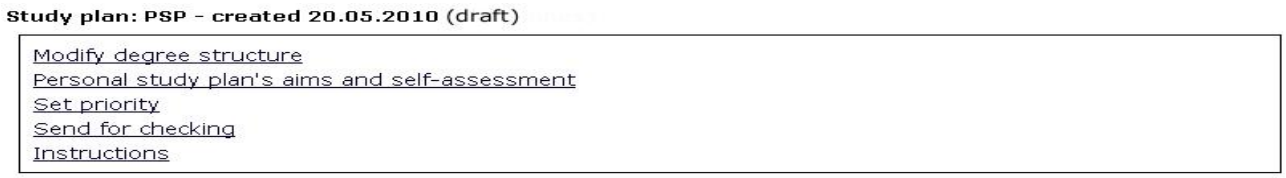
After this the student needs to choose the "**Degree structure form**" according to their major subject / training programme by using the **Select**–button. There can be only one option.

In the next screen the student gives the PSP its *name* in the space reserved for it. Name the PSP in a way that it can be easily recognized from possible draft-versions that have been made earlier (e.g. using date and time in the name). The non-compulsory groupings can be selected, if wanted. By clicking the **Save**-button**,** the next "**Study plan**" –screen opens.

Under the name of the PSP you can see the name of the degree's structure form and its period of validity. The alternative contents of the groupings can be chosen using the radio-buttons. Non-compulsory groupings can be chosen into the PSP by using the selection box in front of the grouping name. No selection box is available for compulsory groupings.

Use the PSP-tabs to define the Degree's structure, Schedule, Proposed substitutions, Studies not included in the PSP, and Tutor's comments.

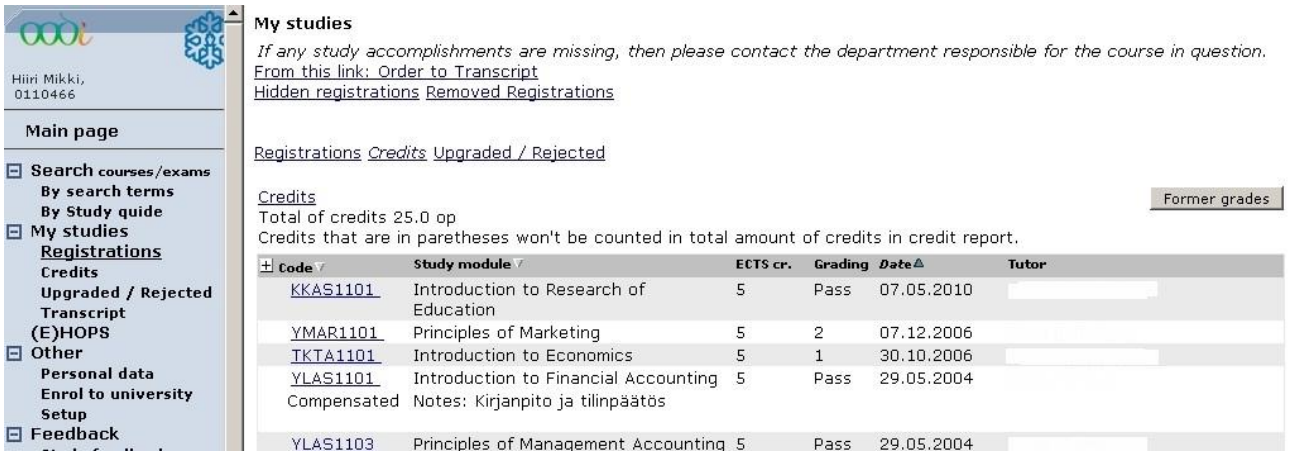
Using the PSP's functions (links on top of the screen) the student can Modify the degree structure, add their Personal study plan's aims and self-assessment, Set PSP's priority, Send the PSP to their tutor for checking and approval, and also see the more specific Instructions.



Students can find more information on devising the PSP from faculty's own PSP-instructions and the University's website: Personal Study Plan

9 My studies

In **My studies** the student can observe their planned studies, valid registrations, credits, and upgraded or rejected studies, and also order an unofficial credit transcript to their WebOodi's Main page. It is possible to activate one or several items simultaneously by clicking the blue text links at the top of the screen. The links of the activated items are shown in *italics* compared to the not-shown options.



Registrations

Use the **Registrations**-section to check for which courses or exams you have registered at the moment.

Credits

Use the **Credits**-section to check the list of accomplished credits and approved credit substitutions, along with grading.

Up-graded / Rejected

Use the **Up-graded / Rejected**-section to check the rejected studies and the original record of the upgraded studies. These are not shown in the Transcript, nor in the official degree certificate (unless specially requested).

Transcript

Using this option, you can order an unofficial **transcript** of your studies, either in Finnish or in English to the main page of WebOodi.

9.1 My studies > Registrations

The Registrations view shows all the registrations you have made. They can be assorted by **Code, Study module** or **Time** by clicking the corresponding heading. If there is a triangle at the end of the header, you can arrange your registrations according to that field. If the tip of the triangle is pointing down, the listing is done from the smallest to the largest; if the tip is pointing upwards, the list has been sorted from the largest to the smallest. The list has been arranged according to the header, which triangle is dark grey.

From the ”Registrations” –tab you can find your own registrations to different study modules. By clicking the name of a study module, you can see more detailed information concerning that module. Registration can be removed using the “**Remove**” –button.

The **status of registration** –categories are explained in chapter 6.

If the teaching event belongs to prioritization (see 7.1), information about that is shown. Also the date when the registrations are going to be confirmed / have been confirmed is shown.

A student can move the registration to history using the “**Hide**” –button. This does not remove the registration for the teaching event (the **Remove**-button does) Registrations of past semesters are automatically moved to history. Registrations that have been hidden can be recovered back to the registrations. Hidden registrations can be seen through the “Hidden registrations” –link.

Use the **Hidden registrations** -link to bring into view the registrations you have hidden from the list. The **Recover**-button brings a registration back to the registrations list.

The **Remove**-button removes your registration for a teaching event. If the status of a teaching event is **Registration**, the removal cannot be executed because the registration time for the event has already passed. It is also possible that removing the registration to certain teaching events has been disabled, which prevents the removal altogether. When you click the **Remove**-button, you will be asked to verify the removal. If you confirm the removal by clicking on **Remove**, you will be notified whether the removal succeeded or not.

Note! Always remember to **remove** your registration if you are unable to participate in the teaching or exam.

When you click the **Type**-link of a study module you can access the detailed information of the teaching event (e.g. the possible maximum number of participants for a course). You can also modify your registration data if the registration time is still in progress.

9.2 My studies > Credits

The **Credits** window shows all the study modules that have been completed successfully.

My studies

If any study accomplishments are missing, then please contact the department responsible for the course in question.
From this link: Order to Transcript
Hidden registrations Removed Registrations

Registrations *Credits* Upgraded / Rejected

Credits
Former grades
Total of credits 20.0 op
Credits that are in paretheses won't be counted in total amount of credits in credit report.

Code	Study module	ECTS cr.	Grading	Date	Tutor
YMAR1101	Principles of Marketing	5	2	07.12.2006	
TKTA1101	Introduction to Economics	5	1	30.10.2006	
YLAS1101	Introduction to Financial Accounting	5	Pass	29.05.2004	
Compensated	Notes: Kirjanpito ja tilinpäätös				
YLAS1103	Principles of Management Accounting	5	Pass	29.05.2004	
Compensated	Notes: Laskentatoimi päätöksenteon apuna				

Total of credits 20.0 op
Credits that are in paretheses won't be counted in total amount of credits in credit report.

You may arrange the credits by **Code, Study module** or **Date** of completion by clicking the corresponding heading.

In the Credits –segment you can see all the study modules that have been completed with a passing grade, and the grades. If there is a ⊞ -icon in front of the study module, it means that the name includes a study hierarchy. By clicking the ⊞ -icon, the whole hierarchy is shown. By clicking the ⊟ -icon the hierarchy can be closed. The ⊞ -icon in front of the code header opens all hierarchies. The credits that are marked inside parentheses mean that those are not calculated to the transcript.

The total of your credits is shown at the bottom.

Click on the **Code**-link of the study module to view the basic information stored in Oodi, concerning that study module.

9.3 My studies > Up-graded / Rejected

Registrations Credits *Upgraded / Rejected*

Upgraded / Rejected

This is only supplementary information, it will not be displayed on your study transcript or degree certificate.

Former grades

Code	Study module	ECTS cr.	Grading	Date	Tutor
JOKO1101	Introduction to Business and Management	5	Fail	08.12.2008	
Fail	Notes: Oksman Riku				
JOKO1101	Introduction to Business and Management	5	Fail	06.11.2006	
Fail					

The **Up-graded / Rejected** -screen shows the study accomplishments that have been entered into the credit record as **Fail** or **Upgraded**. The rejected accomplishments are visible only if the faculties or departments have entered them into the record. The status of a rejected accomplishment is merely **Rejected** in WebOodi; contact the responsible tutor for more detailed information, e.g. on credits. Rejected accomplishments are not visible in the unofficial transcript ordered via e-mail. The official transcript (ordered from the faculty) does not show them either, unless you specifically request it.

Note! The **Rejected**-list shows all the studies that have been entered into the record as rejected. A rejected accomplishment remains on the **Rejected**-list even if the study module has later been completed successfully. In this case the study and the grade can also be found on the **Credits**-list.

Note! If you open Registrations first and after that choose Credits from the link list above, the Credits can be seen below the Registrations.

9.4 My studies > Transcript

You can order an unofficial credit transcript by choosing the **Transcript** –option from the main menu or by clicking the corresponding link on the My studies –screen.

Order an unofficial credit transcript

Service provided in Finnish and in English.
The credit transcript you ordered can be viewed on WebOodi front page in about 1,5 hours from ordering. Delivery confirmation will be sent to your e-mail address. You can order a maximum of ten (10) credit transcripts during the same day.

A maximum of three (3) credit transcripts can be ordered at the same time on WebOodi. The credit transcripts will be stored on WebOodi front page three days after delivery.

Select the scale used in the credit report.

- (•) ECTS Credit
- ( ) Credits
- ( ) Both

Select the language for the credit report

- (•) Finnish
- ( ) English

Order

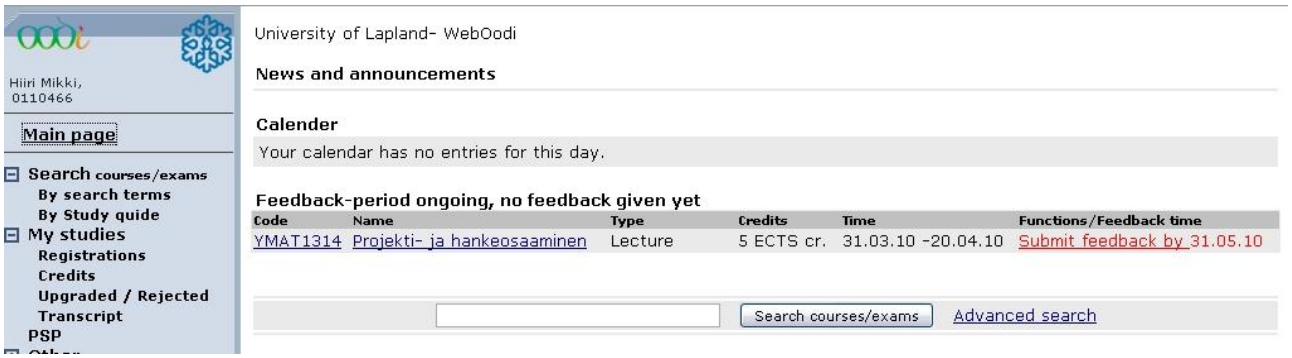
Select the scale used in the transcript and also the language of the transcript and click the **Order**-button. You will receive an e-mail, when the transcript is ready in WebOodi. This will take about an half hour. If you do not have an e-mail address in WebOodi's Personal data -section, you will be notified and the transcript cannot be ordered, also the "**Order**" –button is not visible. You can also update your e-mail address at **Other** > **Personal data**.

The transcript is in pdf-format and it is accessible through a link on the Main page of WebOodi. The transcript you order through WebOodi is an unofficial one. You can get an official and certified transcript from the student affairs secretary of your faculty or department. You can order maximum of 10 transcripts per day.

10 Giving Course feedback

Study feedback is an important area in developing education. University of Lapland has a common feedback form which is used to gather feedback systematically using WebOodi. The students, who participated in the course and registered to it using WebOodi, have the opportunity to give feedback on that course. If no feedback period is specifically assigned for the course, the following default is used: Feedback period begins 7 days before the study event ends and the feedback period ends 14 days after the study event has ended. The student will receive an e-mail request to give feedback for the course. **Course feedback is extremely IMPORTANT part of developing education, so it is very recommendable to give feedback!** Faculties and departments organize feedback –discussions during semester / academic year, during which they discuss these course feedbacks in their entirety.

Feedback is given using the **Feedback** –section of the main menu, by choosing the **Study feedback**.



Student gives feedback on the courses they have registered in. Giving feedback requires logging in to WebOodi. After logging in the main page shows the links to the feedback in which the feedback period has started but you have not submitted your feedback yet. By clicking the "Submit feedback by" –link, you are sent to the feedback -form. In "**Feedback**" > "**Study feedback**" it is possible to browse all the courses you have given feedback to, and the ones where the feedback period has not started yet.

The teacher responsible of the course sees the feedback in its entirety presuming that at least five students have given feedback. The feedback of one individual student cannot be seen. The student can see the feedbacks they have given from the **Feedback** > **Feedback summary** –section.

Note! A student can give feedback only once and it cannot be changed afterwards! The answers are saved to the system, from where they can be accessed only through statistics. The clerk and teacher viewing the statistics cannot find out the identity of the person giving feedback. Also the answers to the open-ended questions are anonymous to the teachers. Compulsory questions are marked with a (*). The feedback –system accepts the feedback only after all the compulsory questions have been answered. The unanswered questions are marked red after the form is returned, because the system does not allow sending it.

Feedback summary –function allows the student to see all the feedbacks the teacher's have given for publication for the students. The teacher has also an option to give feedback to the students. According to directions from the Data Protection Ombudsman, feedbacks given to the teacher by the students cannot be shown without the approval of the teacher. This is the reason why course feedbacks are not automatically shown to the students, but the teacher has to define the viewability themselves in WebOodi.

11 Guides and links

Guides and links –section has instructions on WebOodi's functions, e.g. PSP, Prioritization. Also information concerning WebOodi's usage permissions, "frequently asked questions" –segment and information about the use of Oodi in the University of Lapland can be found there.

12 Feedback about WebOodi

You have an option to give feedback concerning the WebOodi's functions.

When giving feedback, if you are not logged in to the WebOodi, you have to give your e-mail address to the **Sender**-field. From the **Receiver**-field you will see, where the feedback is sent. You can choose a topic for the feedback from the pull-down menu. If you are logged in to WebOodi, the message will include your student number (if you are a student) and name. This feedback does not use the 20 minute time limit (when logged in) so the feedback can be sent even after the time limit has passed. If the time limit has passed you will be asked to log in again, after you have sent the feedback form.

13 Logging out from a WebOodi session

End your WebOodi session by clicking **Quit** at the bottom of the main menu. WebOodi then returns to the starting page and you may exit the browser.

When you stop using WebOodi, always quit your session properly to prevent the next computer user from accessing and modifying your data.