

HOW TO USE WEBODI - QUICK GUIDE FOR TEACHER

OPEODI VERSION 3.3 <https://webodi.ulapland.fi/lay>

1. Log in **ULAPLAND** – user name (same like your email account at the University of Lapland)

University of Lapland- WebOodi

News and announcements

13.07.2011 [The autumn of 2011 courses registration in WebOodi](#)

Welcome to WebOodi!

ooui Login to WebOodi **Username:** **Password:**

To log on to WebOodi use your ULAPLAND user account.

2. Searching information for courses (By Search terms-menu)

Search course and exam schedules

You can register to courses and exams, but study modules are only for creating your personal study plan. All faculties and Language Centre have entered information (courses, exams) into WebOodi.

You may check your course and examination registrations by clicking on Registrations (only if you have logged in).

If you use several search criteria at the same time, all the criteria must match. It is often advisable to use only one search criterion.

Name or code	<input type="text" value="ASPB1102"/>
Type	<input type="text" value="Not selected"/>
Organisation	<input type="text" value="Not selected"/> <input checked="" type="checkbox"/> Search from successor organizations
Study guide	<input type="text" value="Not selected"/>
Subject	<input type="text" value="Not selected"/>
Time	<input type="text" value="Autumn 2011"/>
Start date-End date	<input type="text"/> - <input type="text"/>
Teaching language	<input type="text" value="Not selected"/>

Search only teaching with on-going registration period

Write in course name or code or select some study guide and choose time. Press “search courses and exams” button.

3. Searching information for Study guides (By search Study guide- menu)

Faculty of Social Sciences

- [YTK - Arctic Studies Program 11-12, 2011-12](#)
- [YTK - Cultural History 11-12, 2011-12](#)
- [YTK - Cultural Industries 11-12, 2011-12](#)
- [YTK - Filosofia 11-12, 2011-12](#)
- [YTK - Futures Studies, 2011-12](#)
- [YTK - Gerontologisen sosiaalityön sv. 11-12, 2011-12](#)
- [YTK - Hallintotiede 11-12, 2011-12](#)
- [YTK - Historia toisena opetettavana aineena 11-12, 2011-12](#)
- [YTK - Informaatioteknologia 11-12, 2011-12](#)
- [YTK - International Studies Field School 11-12, 2011-12](#)
- [YTK - Johtaminen 11-12, 2011-12](#)
- [YTK - Julkisoikeus 11-12, 2011-12](#)
- [YTK - Kansainvälinen oikeus 11-12, 2011-12](#)
- [YTK - Kansantaloustiede 11-12, 2011-12](#)
- [YTK - Kulttuurihistoria 11-12, 2011-12](#)
- [YTK - Kuntoutustiede 11-12, 2011-12](#)
- [YTK - Laskentatoimi 11-12, 2011-12](#)
- [YTK - Markkinointi 11-12, 2011-12](#)
- [YTK - Matkailututkimus 11-12, 2011-12](#)
- [YTK - Poliittikatieteet 11-12, 2011-12](#)
- [YTK - Psykologia 11-12, 2011-12](#)

There are all faculties and units study guides in here, list of mainsubjects and minorsubjects.

4. Select "My courses" (On the left side from the main menu)

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10372

Main page

- Search courses/exams
- My studies
- PSP
- Other
- Study Guide
- Feedback
 - Study feedback
 - Feedback summary
- My courses

5. Choose the course and press modify-button (in front of course code)

My courses

Teaching Examinations Hidden

Code ▾	Name ▾	Study event ▾	Scope	Status ▾	Schedule ▾	Students	Functions
>> HOPS0003	Personal Study Plan and Portfolio/applied visual arts	Lecture course	2 ECTS cr. / 0 cr.	Confirmed	02.09.11 - 22.11.110		
>> UART1103	Art and Visual Culture in the North	Lecture course	3 ECTS cr. / 0 cr.	Confirmed	01.08.11 - 31.07.120		
>> UART1103	Art and Visual Culture in the North	Lecture course	3 ECTS cr. / 0 cr.	Confirmed	08.09.11 - 03.11.110		
>> UART1103	Art and Visual Culture in the North	Lecture course	3 ECTS cr. / 0 cr.	Confirmed	01.08.11 - 31.07.120		
>> UART1111	Snow and Ice Media Expression	Lecture course	5 ECTS cr. / 2 cr.	Confirmed	01.08.11 - 31.07.120		

6. Study event page, select button, you'll get to the student list.

Study event Return

REMOVE

Information

Basic info Time tables Teacher Responsibilities Studymaterial

<input type="checkbox"/>	UKUV0630 Advanced Project in Art Education (13822206)	(E)O	Functions
<input type="checkbox"/>	Lecture course , Advanced Project in Art Education , 9 ECTS cr. / 4.5 cu, 19.05.2011 - 19.05.2012 12/-		

7. Check student list, confirm registration if necessary “Approve the selected” button.

- You can add the student to the list by the plus-button
 - You can delete the student from the list by the minus-button
- Note! You are able to delete Student only, if you have student permit.

The screenshot shows the 'Participants' interface for 'Conf. 3 / - max (Rej. 0)'. It includes a table with columns: Order, StudNo, Name, Status, Reason, and Functions. Three students are listed: Hiiri Mikki, Hiiri Minni, and Hiiri Vertti, all with a 'Registration' status. Below the table are several buttons: 'Check studyrights', 'Select all who fit into the group', 'Approve the selected' (highlighted in yellow), 'Complementing selected', and 'Reject the selected'. There is also a 'Target:' dropdown set to 'Not selected' and buttons for 'Transfer' and 'Copy'. A 'Kohde: OPTIMA' dropdown and a 'Transfer to learning environment' button are also visible.

- You can send message to student or all the group by the envelope-button. Also files sending manages.
- You can transfer the student list to the excel and save it to your own folder.

8. After the course you give course feedback from students. You see all course feedback summary from the my courses page, by the **P** button. Lecturer get the email message, when the course feedback is ready.

The screenshot shows the 'My courses' page with tabs for 'Teaching', 'Examinations', and 'Hidden'. A table lists course events for 'SMEN0303 Descriptive Statistics'. The table has columns: Code, Name, Study event, Scope, Status, Schedule, Students, and Functions. The first row shows a 'Lecture' event with a status of 'Confirmed' and a schedule of '15.08.11 - 18.08.11 88'. Below it are three 'Exercise' events, each with a status of 'Confirmed' and a 'P' button in the Functions column.

You find open questions answers from the Data transmission-button (page above on the right)

The screenshot shows a box titled 'The summary of the feedback of the study event'. At the bottom right of the box is a button labeled 'Data transmission'.

9. You can give back feedback to the students also by the comments-field and decide, whose see Course feedback summary.

The screenshot shows a 'Comment (to the course participants)' form. It includes a large text area for entering a comment. Below the text area is a section titled 'I want the feedback to be displayed' with four radio button options:

- To all logged in WebOodi users
- To the students registered to the study event
- To the students who have given feedback to the study event
- Feedback is not public (selected)

10. End your WebOodi session by clicking on Quit in the main menu.