Guide for students

[Short A4 instructions for the mostly used functions (pdf)] [Guides for teachers]

WebOodi’s new interface (19.6.2017)

This manual includes instructions for all student functions currently in use in Aalto WebOodi.

WebOodi in English can be found at https://oodi.aalto.fi/en/.

Please report any technical problems to oodi@aalto.fi.

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**WEBOODI AT AALTO**

In WebOodi you may

- check and change your personal data
- check information about courses and their descriptions
- register for courses, examinations, and other teaching events
- order course handouts (Unigrafia)
- check your study attainments
- order transcripts of records (unofficial)
- draw up your personal study plan
- give course feedback

**OPENING AND CLOSING A WEBOODI SESSION**

You can log in to WebOodi with WebLogin (shibboleth) using your Aalto account which you can activate at https://password.aalto.fi.

- username: Aalto account
- password: password of Aalto account

**Logging in**

**Using the WebLogin service**: Click **Log in** in the main menu. Click **STUDENT - Log in**.

**Problems with logging in?**

- Are you sure you typed in the correct user name and correct password into their correct places?
- Have you enrolled for the term or academic year as being present or absent? Only students who have enrolled can log in to WebOodi.
- More information from Student services.
- Have you just graduated? When you graduate your study right at Aalto ends if you do not have any other study rights at Aalto. If you do not have any study right, you cannot log in to WebOodi.
- Have you studied at Aalto only for a fixed-term (e.g. as an exchange student or JOO student)? Then your study right is also fixed-term and only during that time period you are able to log in to WebOodi.

**Logging out**

Click **Exit** in the main menu. WebOodi will notify you that your log out was successful. When you log into a public computer which doesn’t require
a personal login (your user name and password), remember to log out and close all browser windows so that the next user cannot access your personal information.

**Changing your password**

IT Services has their guides how to change password (address password.aalto.fi)

**SEARCHING FOR COURSES AND BROWSING THE COURSE DESCRIPTIONS**

WebOodi includes all courses or study modules offered in Aalto University's curriculum for the current academic year. To open a course description in a list of courses, always click on the course code (e.g. in search results) in WebOodi. The curriculum is published annually on 1 August.

A course or an exam can be carried out several times during one academic year, with varying content. The single carrying out of a course is called a teaching event. A teaching event gives the schedule for the course/exam. This means that there can be several teaching events under one single course. Each carrying out of a course/exam is its own teaching event. To open a teaching event in a list of courses, click on a course name (e.g. search results) in WebOodi. Teaching events are updated into WebOodi mainly half-yearly; for autumn in August and for spring in December-January. Both courses and teaching events can be searched.

**Abbreviations used in course descriptions**

You can search for courses by Search or Course descriptions (under Courses/teaching). This does not require logging into WebOodi.

**Search**

When searching By terms, please give at least one search key. You may use search keys like Name or Code or Organisation. For searching teaching events, you can also use: Type of study event, Time, Start date – End date and Teaching language.

Start the search by pressing

- either Search teaching events -- Searches only courses with current or future teaching and/or exams (=teaching events).
- or Search courses -- Searches all courses whether or not they have teaching and/or exams.

Clicking on the course code opens the study module screen including course description and current and future teaching and examinations listed. Clicking on the course name takes you directly to the teaching event which is also the course registration screen.

**Course descriptions**

You can browse course descriptions by department. In tab Teaching you will find a list of teaching (= teaching events excluding exams) offered during the current academic year. Teaching events are updated into WebOodi mainly half-yearly; for autumn in August and for spring in December-January. In tab Examinations you will find all examinations offered during the current academic year. In tab Courses you will find all the courses included in the curriculum of the current the academic year.

**REGISTRATION FOR COURSES AND CHECKING YOUR STUDIES**

Under My Studies you will find the functions: Registrations, Completed studies, Inactive studies and Transcripts of records.

**Registration**

**How to register for a course/examination?**

You can only register during the specified period. Since the registration deadlines vary, always check the precise registration dates for the course/examination in WebOodi.

To register for a course, exercises, examination etc., search the teaching event you wish to register for using the Courses/teaching/search function (see instructions under Search courses). Click on Search teaching events to view current and future teaching events that are open for registration at the moment. Click on the course codes in the search results to view the course description.

1. Click on the course name or the link Go to registration to enter the registration view.
2. Select the teaching event(s) you wish to register for.
3. To finish, click on Save registration at the bottom of the page to transmit your registration.
4. Once the registration has been successfully completed, Oodi will display a notification with the reference number for your registration.
5. You can now view the course/examination/other teaching event on your My studies/registrations page in Oodi.

How to check the courses you have registered for?

Go to My Studies/Registrations to view a list of all the courses with one or more teaching events or examinations you have registered for. Click on the course name for further details of your registration. Click on the course code for the course description and the dates and times for the next time the course and related examinations will be organised. You can sort the events registered by code, name or time. The Add to archive button allows you to hide the registration: the registration remains in force, but the course is moved from this list to the Registrations archive list. Click on Remove registration to remove yourself from the course (only during the registration period) if you wish to cancel your registration.

Tip: Easy registration for examinations

If you wish to register for an examination associated with a course you have already registered for, go to My studies/Registrations and click on the course code of the course. You enter the Course page where you see all the upcoming examination dates for that course. You can now register for an examination or check your registration status as instructed above (How to register for courses/examinations, items 2–5).

How to Order a Course Handout at Aalto University?

Course handouts are ordered at the address https://inside.aalto.fi/display/fiunigrafia/Opetusmonisteet (link to the page in Finnish; link to the page in English will be updated)

Completed studies

You can sort your credits by code, name, or date. The sum of all your credits is shown on the bottom of the page. By clicking the code of a certain completed course, you will see the course description.

Inactive studies

Inactive studies (improved, failed, expired) show your completed studies that are improved or expired or studies that are failed. Improved includes the courses the grades of which you have improved: the older/lower grade is in the Inactive studies and the higher grade is in the Completed studies. Failed naturally includes the studies failed.

Transcript of studies (unofficial)

Choose Transcript of studies in the main menu (under My studies). Choose the language in which you want the transcript and click Order. In approximately one hour a transcript will be appear at your front page of WebOodi. Please note that Oodi is unable to deliver your transcript of studies, if you currently have no right to study (e.g. if you have graduated or if you have not enrolled for the term). In this case you will not get any error message.

CHECKING YOUR PERSONAL DATA

Students are responsible for keeping their contact and other personal information up-to-date. To update the information click User information (under Other functions in the main menu) and change the data with Modify. On the page User information you can also check your study rights and study status information.

Please note: In addition to updating your address information in WebOodi, remember to inform your new address to the Finnish Students Health Service (YTHS) and Learning Centre. Student financial aid office (= opintotuki) gets the address information from the population register system. (However, remember to fill in the OTm-form for the financial aid office if you get housing allowance or if you move to or away from your parents, as that will affect your study grant.)

SETTINGS

At the WebOodi settings you can select Finnish, Swedish or English to be your default language. Choose Settings in the main menu (under Other functions). The language will change the next time you log in.

PERSONAL STUDY PLANS (OODIHOPS TOOL)

Guide for OodiHOPS tool for students in English