

USER'S INSTRUCTIONS FOR THE LUKKARI SYSTEM

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1. General information

Lukkari which is developed by Asio-Data is a browser-based application for students to plan their schedules. Lukkari has been used at The University of Vaasa since the autumn of 2012. In Lukkari you can browse course timetables, create a schedule for yourself for the autumn and spring semesters, save your schedule and make changes in it. You can also print your schedule as well as subscribe it to be opened in your own calendar or in your mobile device.

Please note that adding courses to your schedule is not the same as registering for courses. Remember to register for courses in WebOodi (<https://weboodi.uwasa.fi>)!

2. Starting and logging into Lukkari

You log into Lukkari by using the university's user id and password at the address <https://asio.uwasa.fi/>.

At the top of the page you can choose either Finnish or English as the language for the user interface (default language is Finnish).

Lukkari is started by clicking the link “**Student schedule**” on the left side of the page.

3. Search schedules

You can browse course schedules without adding them to your own schedule. Click the “**Continue**” button below the title “**Search schedules**”.

The screenshot shows a window titled "Student schedules" with a "Close" button in the top right corner. The window is split into two panels. The left panel, "My schedule: choose a semester", lists semesters from Spring 2014 to Autumn 2010, with "Spring 2014" selected. A "Continue >>" button is at the bottom of this panel. The right panel, "Search schedules", has the text "Browse course schedules using a free text search." and a "Continue >>" button circled in red.

In the “**Search schedules**” window you can search course schedules by course name, code or a part of the name or code. You can also browse previous semesters’ schedules by plac-

ing a selection mark next to the “**Show also history**”. You can return to the previous window by clicking the “**Back**” button.

4. Creating and opening a schedule

Choosing a semester

In the window “**My schedule: choose a semester**” the semester for which you want to make a schedule or edit a schedule is chosen. Then click the “**Continue**” button.

Student schedules [?] [Close]

My schedule: choose a semester

Choose a semester and proceed to your own schedule.

- Spring 2014
- Autumn 2013
- Spring 2013
- Autumn 2012
- Spring 2012
- Autumn 2011
- Spring 2011
- Autumn 2010

[Continue >>]

Search schedules

Browse course schedules using a free text search.

[Continue >>]

Creating a new schedule

In the window “**Create a new schedule**” you can choose one or several groups for examination. The groups are divided according to degree program/ major subject and year. You can choose a group by clicking the name of the group or by placing a selection mark next to the group you want and after that clicking the “**continue**” button in the lower part of the window.

<input type="checkbox"/> TUTA-KV-2 KTM, tuotantotalous, 2. vsk	<input type="checkbox"/> TUTA-KV KTM, tuotantotalous, 1. vsk	<input type="checkbox"/> TUTA1 KTK, tuotantotalous, 1. vsk	<input type="checkbox"/> TUTA2 KTK, tuotantotalous, 2. vsk	<input type="checkbox"/> TUTA3 KTK, tuotantotalous, 3. vsk
<input checked="" type="checkbox"/> TUTA4 KTM, tuotantotalous, 1. vsk	<input type="checkbox"/> TUTA5 KTM, tuotantotalous, 2. vsk			
<input type="checkbox"/> VINE1 Viestinnän, nykysuomen ja englannin kandidaattiohjelma, 1. vsk				
<input type="checkbox"/> VTGIGAao Viestintätieteet, gigan aineopinnot 2011-2012	<input type="checkbox"/> VTGIGAso Viestintätieteet, gigan syventävät opinnot 2011-2012			

[Proceed >>]

Note! You can only make one schedule / semester. If you want to add a group to the schedule you have saved, see the chapter titled “[Adding a new group to your saved schedule.](#)”

Opening a saved schedule

If you have saved a schedule in Lukkari, you can access it by clicking the Continue button under **“Open saved schedule”**.



Adding a new group to your saved schedule

If you want to add another group’s timetable in your saved schedule, **click the name of the group which you want to save** or add a selection mark next to the group and click the Continue button in the lower part of the window.

5. Adding and removing courses

Adding a course

After choosing a group (e.g. a degree program) a schedule basis for this group will appear on the left side of the schedule view. You can select the courses that you want from this schedule basis and/or add other courses by using the **“Add courses”** button.

- If you choose individual courses from the menu on the left side, these will appear individually in your schedule.
- If you want to search for courses which do not belong the degree program group (e.g. minor subject courses), click the **“Add courses”** button in the upper corner of the left side.

The screenshot shows the "Student schedules - Autumn 2012" window. On the left side, there are buttons for "<< Back", "Save", "Printable version", "Add courses..." (circled in red), and "WebCal". On the right side, there is a timetable grid with columns for "Day", "Time", and "Week" (36-51). The grid shows a Monday schedule with two green cells containing "B" at 12:00 and 13:00 on week 40.

Day	Time	Week																
		36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	
Mon	08																	
	09																	
	10																	
	11																	
	12						B	B										
	13						B	B										

In the opening window **“Search for available courses”** you can write the name of a course, a code or part of a code (e.g. “supervisor work and team training”, “supervisor

wo" "JOHT2026" or "joht2") as your search criteria. Click the "Search for available courses" button.

Search for available courses / Autumn 2012 Close window

You can search by course name, code or a part of the name or code

Search for: JOHT2026 Search for available courses

The courses meeting the search criteria will appear in the lower part of the window. Place a selection mark next to the courses which you want to include in your schedule and click the "Pick selected courses" button.

Search for available courses / Autumn 2012 Close window

You can search by course name, code or a part of the name or code

Search for: JOHT2026 Search for available courses

Pick selected courses

JOHT2026 Esimiestyö ja tiimivalmennus

Lecture L01

Thu 08-12	TER/D218	(wks 38-42)
Thu 08-10	TER/B203 KPO-sali B203	(01.11, wk 44)
Thu 08-10	TER/D218	(08.11, wk 45)
Fri 08-12	TER/D218	(wks 39-41, 44-45)
Thu 20.09	08-12 TER/D218	
Thu 27.09	08-12 TER/D218	
Fri 28.09	08-12 TER/D218	
Thu 04.10	08-12 TER/D218	
Fri 05.10	08-12 TER/D218	
Thu 11.10	08-12 TER/D218	
Fri 12.10	08-12 TER/D218	
Thu 18.10	08-12 TER/D218	
Thu 01.11	08-10 TER/B203 KPO-sali B203	
Fri 02.11	08-12 TER/D218	
Thu 08.11	08-10 TER/D218	
Fri 09.11	08-12 TER/D218	

Notes ~~openja tiimivalmennus~~

Language suomi

Programme (group) JOHTKTK

The search window will be closed and you will return to the semester view. The courses you have picked will appear on the left-side menu from which you can select them to be included in your schedule.

Remember to save your schedule by clicking the “Save” button in the upper left corner!

Removing a course

You can remove courses from your schedule by **removing the cross next to the course** in the available courses list appearing on the left side of the semester view. The removal will automatically be updated in the schedule but it will not be saved! Therefore you need to save your schedule often enough!

6. Schedule view

Semester view

In the schedule view you can see the courses for the whole semester in a calendar which consists of columns (weeks) and lines (week days and times).

In the calendar you can see lectures (marked with green), exercise groups (marked with pale purple) and exams (marked with grey). Overlapping events appear marked by red and an exclamation mark. In addition to the colors the squares are marked by a letter (e.g. A, B, C, a, b, c,) on the basis of which the event connected to the particular time can be found in the course list appearing on the right side of the window. The lectures are marked by capital letters, the exercise groups and the exams are marked with lowercase letters.

Student schedules - Autumn 2012

Week: 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51

Mon 08
09
10
11
12
13
14
15
16
17
18

Tue 08
09
10
11
12
13
14
15
16
17
18

Wed 08
09
10
11
12
13
14
15
16
17
18

Thu 08
09
10
11
12
13
14
15
16
17
18

TUTA3050 Laatujohtaminen ja luotettavuustekniikka
 Lecture L01
 Exercise group R01
 Exercise group R02
 Exercise group R03

MATH1040 Lineaarialgebra
 Lecture L01
 Exercise group R01

TUTA3050 Laatujohtaminen ja luotettavuustekniikka
A) Lecture L01
 Mon 14-16 FAB/F141 Anvia-sali F141 Jaskari Harri (wks 37, 41)
 Mon 12-16 FAB/F119 EPV-Energia F119 Jaskari Harri (24.09, wk 39)
 Tue 08-12 FAB/F652 VEO-sali F652 Jaskari Harri (25.09, wk 39)
 Tue 12-14 FAB/F119 EPV-Energia F119 Jaskari Harri (02.10, wk 40)
 Tue 10-14 FAB/F119 EPV-Energia F119 Jaskari Harri (30.10, wk 44)
 Wed 08-12 FAB/F119 EPV-Energia F119 Jaskari Harri (26.09, wk 39)
 Thu 08-12 FAB/F453 Aktia-sali F453 Jaskari Harri (27.09, wk 39)
 Fri 08-12 FAB/F453 Aktia-sali F453 Jaskari Harri (28.09, wk 39)
Notes Intensive teaching week 39: visiting professor Kongkiti Phusavat.
Language englantia

MATH1040 Lineaarialgebra
B) Lecture L01
 Thu 12-14 FAB/F141 Anvia-sali F141 Laaksonen Matti Antero (wks 38-41, 44-48)
 Thu 10-12 FAB/F141 Anvia-sali F141 Laaksonen Matti Antero (13.12, wk 50)
 Fri 10-12 FAB/F141 Anvia-sali F141 Laaksonen Matti Antero (wks 38-41, 44-49)
Language suomi

MATH1040 Lineaarialgebra
b) Exercise group R01
 Tue 08-10 TER/D115 Laaksonen Matti Antero (wks 39-41, 44-50)
Notes Tämä harjoitusryhmä tarkoitettu ensisijaisesti KTM-tutkintoa suorittaville.
Language suomi

By moving the cursor over the colored square in the calendar or clicking the square you can see more detailed information of the particular event. This also applies to overlapping events marked by red with an exclamation mark.

The screenshot shows a calendar grid with days of the week (Mon, Tue, Wed) and times (08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18). A red box highlights a specific event on Tuesday from 08:00 to 12:00. The event popup contains the following information:

- Notes:** Intensive teaching week
- 08:00-12:00:** TUTA3050 L01 Laatujohtaminen ja luotettavuustekniikka; 08:00-10:00
- MATH1040 R01:** Lineaarialgebra
- MATH1040 Lineaarialgebra:** B) Lecture L01
- Language:** suomi
- MATH1040 Lineaarialgebra:** b) Exercise group R01
- Notes:** Tämä harjoitusryhmä suoritettaville.
- Language:** suomi

Overlapping courses also appear highlighted in red in the course list on the left side of the semester view.

The screenshot shows a list of courses with checkboxes and checkboxes:

- Lecture L01 (highlighted in red)
- Lecture L01 (highlighted in red)
- Exercise group R01 (highlighted in red)
- Exercise group R02
- Exercise group R03

Week view

You can access the week view by clicking the number of the week in the upper part of the window in the semester view.

The screenshot shows a calendar grid with days of the week (Mon) and times (08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18). The week number '39' is circled in red in the top header.

In the week view you can see the color coded events the same way as you see them in the semester view but in the week view you find additional information about every lecture, exam and exercise group. In the week view you can **browse backward and forward between the weeks** as well as see a **combined week view** in which all your selected courses for the semester appear in the same week view. You close the week view by clicking the **“Close window” button**.

Student schedules - Autumn 2012 - Week 39

Close window

Week: **Combined** 31 32 33 34 35 36 37 38 **39** 40 41 42 43 44 45 46
47 48 49 50 51 52 01

	Monday 24.09.2012	Tuesday 25.09.2012	Wednesday 26.09.2012	Thursday 27.09.2012	Friday 28.09.2012	Saturday 29.09.2012	Sunday 30.09.2012
8:00							
9:00							
10:00							
11:00							
12:00	12:00 - 14:00 KTGIGA2: LASK1002 Kirjanpidon ja tilintarkastuksen perusteet (L01) TER/A202 Tarkkanen Juha Heikki	12:00 - 14:00 KTTITE2: JOHT1010 Yrityksen johtaminen (L01) TER/A202 Kuitalahti Susanna	12:00 - 14:00 KAUP1: JOHT1010 Yrityksen johtaminen (L01) TER/A202 Kuitalahti Susanna				
13:00							
14:00			14:00 - 16:00 TUTA1: LASK1002 Kirjanpidon ja tilintarkastuksen perusteet (L01) TER/A202 Tarkkanen Juha Heikki				
15:00							
16:00			16:00 - 18:00 TUTA1: LASK1002 Kirjanpidon ja tilintarkastuksen perusteet (R01) TER/B203 Tarkkanen Juha Heikki				
17:00							
18:00							
19:00							
20:00							
21:00							

Course information

Information on the course schedules, rooms and teachers are shown on the right side of the semester view. By **clicking the colored title field** the weekly information can be changed to date based information.

The information above is directly visible in the week view.

The same information can also be accessed by **clicking the lecture, exercise group and exam links** on the left side.

Student schedules - Autumn 2012

<< Back Save Printable version
Add courses... WebCal

Saved timetable

LASK1002 Kirjanpidon ja tilintarkastuksen perusteet

Lecture L01
 Exercise group R01
 Exercise group R02
 Exercise group R03

Day	Time	Week															
		36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
Mon	08																
	09																
	10			B				G								A	
	11			B				G								A	
	12					A				C						A	
	13					A				C						A	
	14							A		C							
	15							A		C							
	16																
	17																
Tue	08																
	09																
	10																
	11																
	12					B	B	B	B	B							
	13					B	B	B	B	B							

LASK1002 Kirjanpidon ja tilintarkastuksen perusteet

A) Lecture L01

Mon 12-14 TER/A202 LEVON A202 Tarkkanen Juha Heikki (wks 39, 44)
Mon 14-16 TER/A202 LEVON A202 Tarkkanen Juha Heikki (08.10, wk 41)
Mon 10-12 TER/A202 LEVON A202 Tarkkanen Juha Heikki (05.11, wk 45)
Wed 14-16 TER/A202 LEVON A202 Tarkkanen Juha Heikki (wks 38-40, 42)
Wed 10-12 TER/A202 LEVON A202 Tarkkanen Juha Heikki (wks 46-49)

Language suomi

LASK1002 Kirjanpidon ja tilintarkastuksen perusteet

a) Exercise group R01

Wed 16-18 TER/B203 KPO-sali B203 Tarkkanen Juha Heikki (wks 39, 45, 47, 49)
Wed 16-18 TER/C209 Atria-sali C209 Tarkkanen Juha Heikki (wks 41, 43)

Language suomi

By clicking the link, a new window called "Course information" will appear in which week-based information can be changed to date-based information by clicking **the colored title field**.

Course information Close window

LASK1002 Kirjanpidon ja tilintarkastuksen perusteet

Lecture L01

Mon 12-14 TER/A202 LEVON A202 Tarkkanen Juha Heikki (wks 39, 44)
Mon 14-16 TER/A202 LEVON A202 Tarkkanen Juha Heikki (08.10, wk 41)
Mon 10-12 TER/A202 LEVON A202 Tarkkanen Juha Heikki (05.11, wk 45)
Wed 14-16 TER/A202 LEVON A202 Tarkkanen Juha Heikki (wks 38-40, 42)
Wed 10-12 TER/A202 LEVON A202 Tarkkanen Juha Heikki (wks 46-49)

Language suomi
Programme (group) KAUP1, KTGIGA2, KTTITE2, TUTA1

7. Printing your schedule

A semester schedule can be printed by clicking the "Printable version" button in the upper left corner.

Student schedules - Autumn 2012

<< Back Save **Printable version**
Add courses... WebCal

Day	Time	Week															
		36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
Mon	08																
	09																
	10			B				C								A	
	11			B				C								A	
	12					A				C						A	
	13					A				C						A	

8. WebCal

The "WebCal" button in the upper left corner is used for ordering your schedule as a WebCal feed. **Before using WebCal remember to save your schedule by clicking the "Save" button!** Only the saved version of the schedule will be exported as a WebCal feed. You can choose whether the schedule should be opened in your assumed calendar or whether you want to have the link sent to your email address, in which case you can open the link with e.g. a mobile device.

WebCal activation Close window

WebCal-link	webcal://asio.uwasa.fi//w/i.php?02duwasa,p5154718 Open in web browser
Email address	johpas@uwasa.fi
Email subject	Link to WebCal calendar Johanna Passiniemi
Email message	<p>Link to WebCal calendar [redacted]:</p> <p>webcal://asio.uwasa.fi//w/i.php?02duwasa,p5154718</p>

Send link by email

- This application allows you to subscribe to the calendar using a WebCal feed.
- Click on the **Open in web browser** button to open the WebCal link in the default WebCal application for your Web Browser.
- Give your email address and click on the **Send link by email**-button to send the WebCal link to your email. This way you can get the link easily into for example a mobile device.

The calendar application to which the schedule is imported must support iCalendar (.ics) files as well as receive updates automatically so that the changes you have made and saved in your schedule will be updated in your calendar application as well. Read the instructions for importing calendar feeds from your calendar application.

Webcal Compatibility

Outlook/Exchange:

- Supports WebCal-feed, open as internet-calendar.
- Updates in one hour.

Google-calendar:

- Supports WebCal-feed, open as other calendars from URL.
- Updates daily.

Apple iCal (iPhone, iPad, Mac):

- Supports WebCal-feed, Open from link in your email or from Exchange/Outlook.
- Updates in few hours. If opened from mobile it updates instantly.

Android:

- Only through Exchange/Outlook or Google-calendar

Windows Phone:

- Only through Exchange/Outlook or Outlook.com cloud

(Source: <http://www.asio.fi>)

9. Saving your schedule

Your schedule will not be automatically saved, so remember to click the “Save” button at the latest when you are closing Lukkari.

**10. Logging out from Lukkari**

You log out from Lukkari by clicking the “Back” button.



You leave the group selection window by clicking the “Close window” button on the upper right side.