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

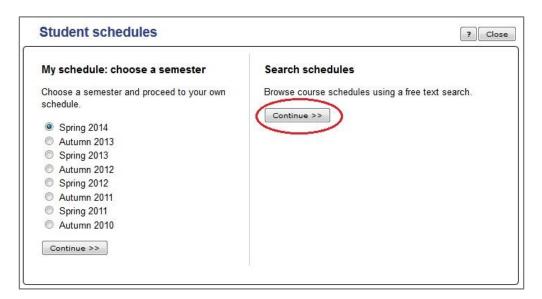
You log into Lukkari by using the university's user id and password at the address https://asio.uwasa.fi/.

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".



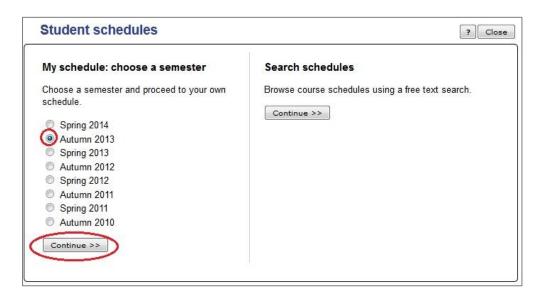
In the "Search schedules" window you can search course schedules by course name, code or a part of the name or code. You can also browse previous semesters' schedules by plac-

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

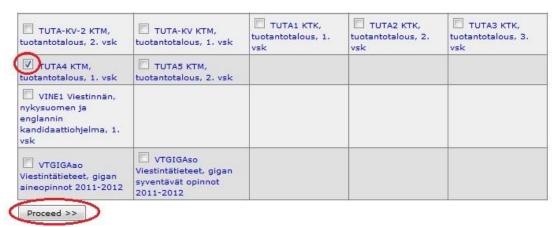
Choosing a semester

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.



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.



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

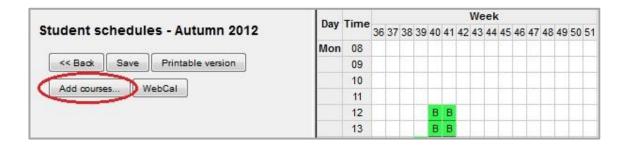
If you want to add another group's timetable in your saved schedule, **click the name of the group which you want to save** or add a selection mark next to the group and click the Continue button in the lower part of the window.

5. Adding and removing courses

Adding a course

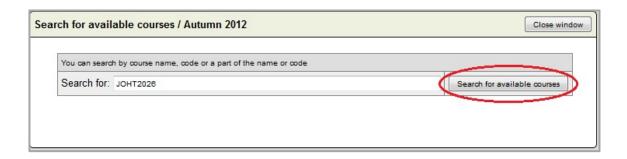
After choosing a group (e.g. a degree program) a schedule basis for this group will appear on the left side of the schedule view. You can select the courses that you want from this schedule basis and/or add other courses by using the "Add courses" button.

- 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.

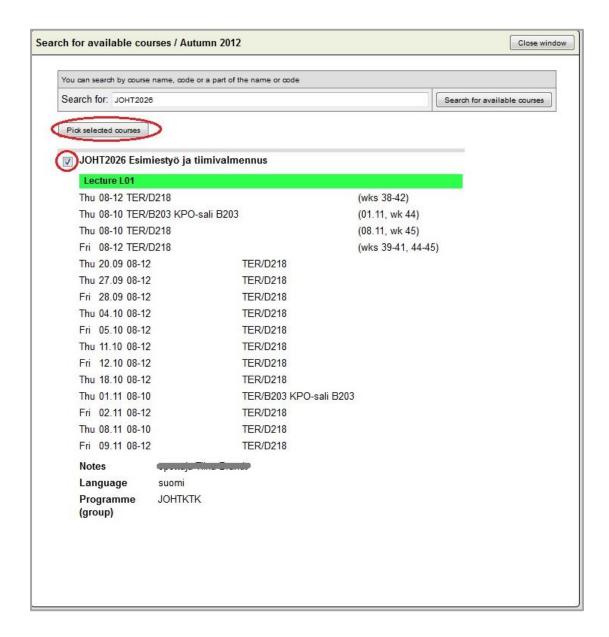


In the opening window "Search for available courses" you can write the name of a course, a code or part of a code (e.g. "supervisor work and team training", "supervisor

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



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.



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

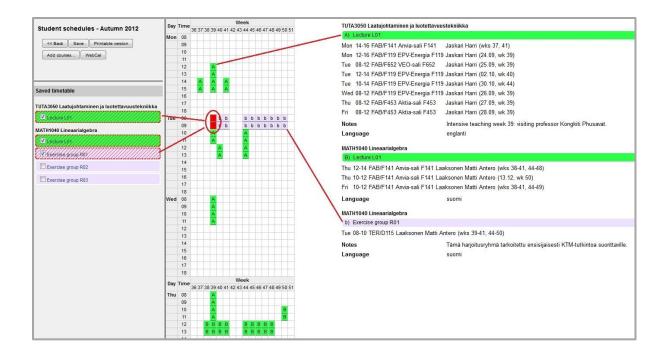
You can remove courses from your schedule by **removing the cross next to the course** in the available courses list appearing on the left side of the semester view. The removal will automatically be updated in the schedule but it will not be saved! Therefore you need to save your schedule often enough!

6. Schedule view

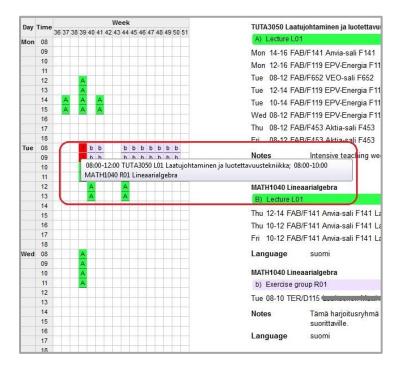
Semester view

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.



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.

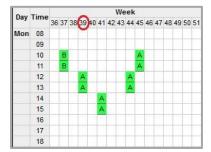


Overlapping courses also appear highlighted in red in the course list on the left side of the semester view.



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.



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.**

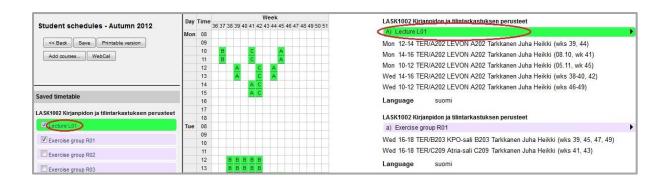
Week: Combined 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 01							
	Monday 24.09.2012	Tuesday 25.09.2012	Wednesday 26.09.2012	Thursday 27.09.2012	Friday 28.09.2012	Saturday 29.09.2012	Sunday 30.09.2012
8:00				20			
9:00							
10:00							2
11:00							
12:00	12:00 - 14:00 KTGIGA2: LA SK1002 Kirjanpidon ja	12:00 - 14:00 KTTITE2: JOHT1010 Yrityksen johtaminen	12:00 - 14:00 KAUP1: JOHT1010 Yrityksen johtaminen				
13:00	tilintarkastuksen perusteet (L01) TER/A202 Tarkkanen Juha Heikki	(L01) TER/A202 Kultalahti Susanna	(L01) TER/A202 Kultalahti Susanna				
14:00			14:00 - 16:00 TUTA1: LASK1002 Kirjanpidon ja	7.0			
15:00			tilintarkastuksen perusteet (L01) TER/A202 Tarkkanen Juha Heikki				
16:00			16:00 - 18:00 TUTA1: LASK1002 Kirjanpidon ja				
17:00			tilintarkastuksen perusteet (R01) TER/B203 Tarkkanen Juha Heikki				
18:00							
19:00							
20:00							
21:00							

Course information

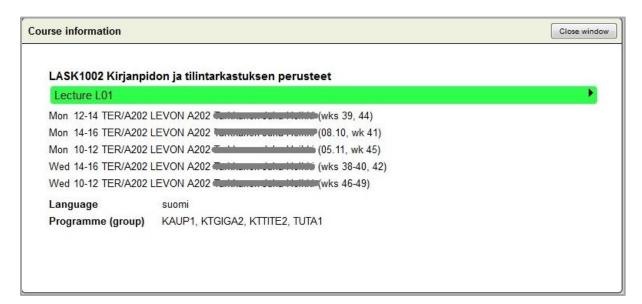
Information on the course schedules, rooms and teachers are shown on the right side of the semester view. By **clicking the colored title field** the weekly information can be changed to date based information.

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.



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.**



7. Printing your schedule

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



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.



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

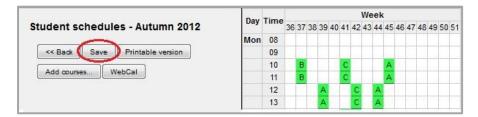
Windows Phone:

Only through Exchange/Outlook or Outlook.com cloud

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

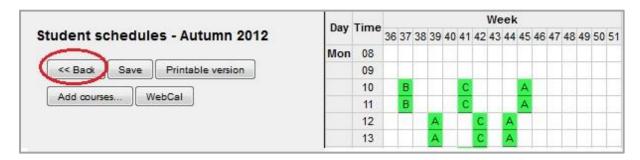
9. Saving your schedule

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.