

# WEBOODI USER'S GUIDE FOR STUDENTS AT THE UNIVERSITY OF VAASA

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# 1. GENERAL

Oodi is an **information system that supports studying and teaching**, which is used in nine universities in Finland.

Student users interact with Oodi through WebOodi, which is accessed through a web browser. WebOodi was implemented at University of Vaasa on March 2006.

**WebOodi provides you with the following functionalities:** Checking your personal data, maintaining your contact information and the conditions for giving out that information, registering for teaching events (courses and exams), browsing your personal study accomplishments (completed studies) and registrations, preparing the study plan, ordering an unofficial transcript of studies to your e-mail address, registering for the academic term and paying the student union membership fee.

The term **”Teaching events”** stands for courses and exams for which you are able to register. **”Study unit”** includes the description of the course. You can add study units to your study plan, but that is not the same as registering for the teaching event.

**For example:** The study unit AUTO3160 Optics and Spectroscopy includes the description of the study unit. You can add AUTO3160 study unit to your study plan. You can find three teaching events with AUTO3160 code. One is a lecture course (Optics and Spectroscopy L01) and two others are exams (Optics and Spectroscopy T1 and T2). For these three teaching events it is possible to register.

## 2. STUDENTS USER AUTHENTICATION IN WEBOODI

WebOodi is a part of the centralized HAKA single-sign in system. You can log in to WebOodi with your HAKA username and password (same as e-mail username and password). If you are already logged in to another system using your HAKA ID (e.g. Moodle, the University Portal) you don't have to log in again.

If you do not have HAKA ID or you have forgotten your password, please contact the **ICT Management's Helpdesk**, which is at your service in ICT-related issues. The Helpdesk is located in the Luotsi building (first floor, room L126). It serves you Monday through Friday from 9.00 to 15.00. The Helpdesk's e-mail address is [helpdesk\(at\)uva.fi](mailto:helpdesk(at)uva.fi) and the phone number is 029 449 8051 (also SMS).

In other issues related to **WebOodi**, please send e-mail to [oodituki\(at\)uva.fi](mailto:oodituki(at)uva.fi).

### 3. STARTING UP WEBOODI

The software is used through a web browser. The applicable browsers are the standard versions of Internet Explorer, Firefox, Opera and Safari.

WebOodi can be found at <http://weboodi.uwasa.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...
- Privacy tab | Settings → “Medium” tai “Medium High” -level

#### Mozilla:

- Edit | Preferences... | Privacy & Security | Cookies
- Enable cookies for the originating web site only

#### Firefox:

- Tools | Options | Privacy
- 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 about teaching events (courses and exams), for example.

The screenshot shows the WebOodi website interface. On the left, there is a navigation menu with the following items: 'Frontpage/enter', 'Search courses/exams' (with sub-options 'By search terms' and 'By study guide'), and 'Instructions and links' (with sub-options 'Quick guide' and 'suomeksi in English'). The main content area features a 'Welcome!' message from the University of Vaasa. Below this is a 'News and notices' section with a table of dates and links:
 

01.07.2013	<a href="#">Study timetables for the academic year 2013-2014</a>
21.05.2013	<a href="#">Registration for academic year 2013-2014</a>
02.01.2013	<a href="#">Please note: You must register as being present for the academic year 2012-2013 before you can register yourself to any course or exam!</a>
01.01.2013	<a href="#">Lukkari timetable generator</a>

 Below the news is a 'Welcome to WebOodi!' section with instructions: 'You can browse the degree requirements and teaching programme without logging in. Select in the menu Search courses/exams with By search terms or with by study guide.' There is a 'Login to WebOodi' link and a search bar. At the bottom, there is a note: 'We recommend that you use the standard versions of the following Web browsers: Internet Explorer, Firefox, Opera and Safari. Remember to close the web browser when logging out.'

## 4. SEARCHING FOR TEACHING EVENTS

The main menu's **Search** option allows you to search for **teaching events** (courses or exams) basing your search on the *code* (e.g. “TITE1022”) or *name*. You may also enter part of the code (e.g. “102”) or part of the name (e.g. “using”) as a search criterion.

**Search courses and exams / study units**

You can register to courses and exams, but study units are only for creating your personal study plan.

You may check your course and examination registrations by clicking on **My studies >> Registrations** (only if you have logged in). From there you can also delete your registrations for courses and examinations if the registration period is ended and your registration status has not been confirmed yet.

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

Type

Organisation   Search from successor organizations

Subject

Time

Start date-End date

Teaching language

Search only teaching with on-going registration period

No information

You can search information using the “**By search terms**” option. It allows you to search for information on study units or teaching events (courses and exams) on the basis of their *name*, *code*, *type*, *organisation*, *subject*, *time*, *start date – end date* and/or *teaching language*. When you have entered the desired information (e.g. code “TITE1022”), click the “**Search courses and exams**” button or the “**Search study units**” button (study units and their descriptions in the Study Guide). You will then get a list of the search results.

Using several search criteria at a time yields you those courses that correspond to **ALL** the criteria you entered. It is often useful to begin with just one criterion or to begin with one first 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.

### Search by the name

Enter the name of the teaching event into the “*Name or code*” field and leave the other fields empty. You may also enter 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 connectors are not allowed. Upper- and lower-case letters do not affect the search.

- **Example**

There is an exam on Energy Economics. The teaching event can be found with all of the following criteria:

- Economics
- ENERgy econo
- EConoMiCS
- gy econom

### Search by the code

The search criterion entered in the “*Name or code*” field is compared to the codes of teaching events and study units. The codes can be found e.g. in the Study Guide. There are both letters and digits in the codes, such as TITE1022 and KANS2024. You may search for teaching events by entering either the full code or part of it.

- **Example**

- tite1 → shows all courses that have this character string
- tite1022 → shows teaching events with code TITE1022

### Search by type

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

### Search by organisation

Organisation stands for the *department* or *some other party* responsible for the teaching.

### Search by subject

You can search by subject both teaching events (courses and exams) and study units.

### Search by time

From the time pull-down menu you can choose the term during which the teaching event is arranged. The search does not concern study units, because only teaching events are placed to some term.

### Search by date

Only teaching events have a *start date* and *end date*. Therefore the search does not concern study units. 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.

### Search by teaching language

It's possible to search teaching events by teaching language.

### Search only teaching with on-going registration period

By checking the box you will get the result that shows only those teaching events for which you can register right now.

Alternatively, you may search for information **by organisation**. Select the department whose teaching events or study units you wish to see. You will then get a list of the subjects that belong to the department in question. Regarding faculties/departments you may either select "*Show courses and exams*" or "*Show study units*".

The screenshot shows a search interface for the University of Vaasa. On the left is a navigation menu with options like 'Frontpage/enter', 'Search courses/exams', and 'Instructions and links'. The main content area displays a message about registration and a tree view of the organizational hierarchy. The hierarchy is currently set to 'University of Vaasa' and lists several departments, each with links to 'Show courses and exams' and 'Show study units'. Below the hierarchy is a search box with the text 'Search courses and exams of the chosen organization by name or code' and a 'Search' button.

You can register for courses and exams, and you can add study units to your study plan. NB! Adding a Study unit in the study plan is not the same as registration.

Chosen organizational hierarchy : University of Vaasa >

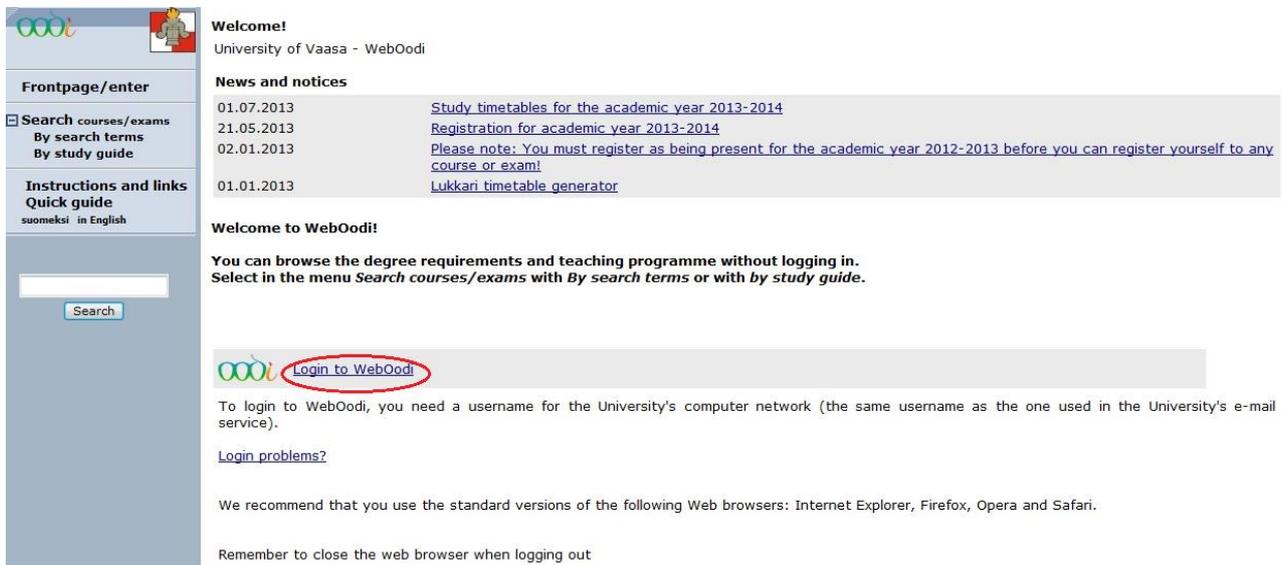
University of Vaasa	<a href="#">Show courses and exams</a>	<a href="#">Show study units</a>
Academic Library of Vaasa		<a href="#">Show study units</a>
± Faculty of Business Studies	<a href="#">Show courses and exams</a>	<a href="#">Show study units</a>
Faculty of Philosophy	<a href="#">Show courses and exams</a>	<a href="#">Show study units</a>
± Faculty of Philosophy/Languages and Communication	<a href="#">Show courses and exams</a>	<a href="#">Show study units</a>
± Faculty of Technology		<a href="#">Show study units</a>
Graduate School	<a href="#">Show courses and exams</a>	<a href="#">Show study units</a>
Student Services		<a href="#">Show study units</a>
The Levón Institute / Open University	<a href="#">Show courses and exams</a>	<a href="#">Show study units</a>

Search courses and exams of the chosen organization by name or code

The "Show courses and exams" link appears only with faculties or departments that have teaching events.

## 5. STARTING A WEBODDI SESSION

If you wish to register for an exam through WebOodi, you must first log in using your HAKA username and password. In the front page, click “**Login to WebOodi**”.



The screenshot shows the WebOodi front page. On the left is a navigation menu with options like 'Frontpage/enter', 'Search courses/exams', and 'Instructions and links'. The main content area includes a 'Welcome!' message, 'News and notices' with a list of dates and links, and a 'Welcome to WebOodi!' section. A prominent 'Login to WebOodi' button is circled in red. Below it, instructions state that a username is needed for the University's computer network. A 'Login problems?' link and browser recommendations are also visible.

In the authentication service you must give your HAKA username and password. Click the “Ok”-button.

After logging in, you will be taken to your **personal front page** where you can select the function of your choice from the main menu. The teaching events (courses and exams) of the day 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.



The screenshot shows the WebOodi personal front page after login. The user's name 'Opiskelija Oona \*Marjatta\*' and student number '87476' are displayed in the top left corner, both circled in red. The navigation menu on the left includes 'Front page', 'Search courses/exams', 'My studies', and 'Other functions'. The 'Calendar' option is also circled in red. The main content area shows 'News and notices' with a list of dates and links, and a 'Calendar' section with 'No information'. At the bottom, there are search buttons for 'Search courses/exams' and 'Advanced search'.

**Note!** For safety reasons your connection is terminated if you have not used the application for 30 minutes while it is active.

## 6. REGISTERING FOR TEACHING AND EXAMS

You can search for the teaching event using the main menu's **“Search courses/exams”** function. **Teaching events** can be searched using the following criteria: *name, code, type, organisation, subject, time, start date – end date* and *teaching language*. When you have entered the necessary information (e.g. code *MATH2020*), click on the **“Search courses and exams”** button. You will get a list of teaching events that match the search criteria. You can find more information about searching in chapter [4. Searching for teaching events](#).

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 unit in question fits and then click the **“Go to page”** button. You will then get the teaching events within that code space.

**Search courses and exams / study units**

You can register to courses and exams, but study units are only for creating your personal study plan.

You may check your course and examination registrations by clicking on **My studies >> Registrations** (only if you have logged in). From there you can also delete your registrations for courses and examinations if the registration period is ended and your registration status has not been confirmed yet.

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:

Type:

Organisation:   Search from successor organizations

Subject:

Time:

Start date-End date:

Teaching language:

Search only teaching with on-going registration period

**Courses and exams Results of the search: 2 pieces.**

Functions	Code	Name	Course or exam	cp	Teacher	Timetable
<a href="#">Register</a>	MATH2020	Discrete Mathematics (T02)	Exam	5		15.09.12 sat 12.00-15.00
Reg. time has ended	MATH2020	Discrete Mathematics (T2)	Exam	5		07.07.12 sat 12.00-15.00

### 6.1 General instructions for registering

After you have found the teaching event for which you want to register, click on the **“Register”** link next to the event. A window opens showing more detailed information on the teaching event:

**Course or exam**

**MATH2020, Discrete Mathematics (T02), 5 cp**

<b>Code</b>	MATH2020	<b>Teaching languages</b>	Finnish <input type="button" value="Show study unit"/>
<b>Name</b>	Discrete Mathematics (T02)	<b>Abbreviation</b>	Discrete Mathematics
<b>Credits</b>	5 cp	<b>Responsible unit</b>	Mathematics and Statistics
<b>Type</b>	Exam	<b>Grading</b>	1 - 5
<b>Time</b>	15.09.2012	<b>Additional information</b>	
<b>Information last edited</b>	28.05.2012		

**Descriptions**

No description

**Choose the courses or exams for which you wish to register.**  
Save the information by clicking on the **Save registration** button at the bottom of the page.

Registration	Exam	Teacher	Time and location
<input checked="" type="checkbox"/>	Discrete Mathematics (T02)		15.09.12 sat 12.00-15.00
<input type="checkbox"/>			

Registration period: 31.07.12 klo 23.59-08.09.12 klo 23.59

Additional information:

My name may be published online in the list of registered participants

If you intend to register for a teaching event, check the “**Reg.**” box and click on the “**Save registration**” button. If necessary, enter additional information in the “**Additional information**” field.

**Note! If you have not checked the “Reg.” box before clicking on the “Save registration” button, your registration will not be recorded.**

**Registration**  
Discrete Mathematics (T02)

**Your registration information:**  
Discrete Mathematics (T02), Exam 15.09.12 sat 12.00-15.00

Registration period: 01.08.2012 15.15  
Archive code: 6c221edf87bb4f974ce8502c9e90b516

You may also choose a function from the menu.

The “**Back**” button takes you back to previous page.

The “**To my studies**” button shows all your registrations; you can double-check that the registrations you have made were saved.

**Missing enrolment** to university prevents you from registering to a teaching event. In this case you will get the message “*Enrolment to university is missing. Registration was not added*”. In unclear cases, please, contact the Student office.

In case there is something unclear about your right to participate or the **maximum number of students** for a teaching event has been reached, the system gives you the message “*The group is full – Registration is not possible*”.

You can also **remove** a registration during the registration time. You can remove it on the **Registrations** page by clicking the “**Delete**” button on the Registrations list.

**My studies**

If a course you have completed has not been entered into WebOodi, please contact the department responsible for the course. A grade has to be registered 30 days after the course has ended at the latest.  
[Order an unofficial transcript of studies](#)  
[Hidden registrations](#) [Cancelled registrations](#)

[Planned studies](#) [Registrations](#) [Completed studies](#) [Inactive \(expired, upgraded, failed\)](#)

Code	Course name	Scope	Type	Status	Time	Functions
MATH2020	Discrete Mathematics (T02)	5 cr	Exam	Effective registration	15.09.12	<input type="button" value="Hide"/> <input type="button" value="Delete"/> <input type="button" value="Reg.info"/>

If you want to view information about registration before you are going to delete it, you can click the **Course name** of the teaching event to first enter the registration page. Then check the **Cancel** box and click the “**Save registration**” button. The registration to a course or exam will thus be deleted.

Course or exam Back

MATH2020, Discrete Mathematics (T02), 5 cp

Code	MATH2020	Teaching languages	Finnish	<a href="#">Show study unit</a>
Name	Discrete Mathematics (T02)	Abbreviation	Discrete Mathematics	
Credits	5 cp	Responsible unit	Mathematics and Statistics	
Type	Exam	Grading	1 - 5	
Time	15.09.2012	Additional information		
Information last edited	28.05.2012			

Descriptions

No description

Choose the courses or exams for which you wish to register.  
Save the information by clicking on the **Save registration** button at the bottom of the page.

Registration	Exam	Teacher	Time and location
<input checked="" type="checkbox"/> <b>Cancel amount</b> 1/- <input checked="" type="checkbox"/> Effective registration	Discrete Mathematics (T02)	<del>XXXXXXXXXX</del>	15.09.12 sat 12.00-15.00

Additional information

My name may be published online in the list of registered participants

Save registration

Back

## 6.2 Registration for the courses offered by the Language Centre

When registering a student may **prioritize** his/her registration, in other words, choose the language course he/she primarily wants to attend, the secondary course, etc. The groups for all the language courses are prioritized in the same manner. **The order in which students register does not affect whether the student is selected into a group.**

KSAK5001, Elementary Course in German I, 3 cp

Code	KSAK5001	Teaching languages	Finnish	<a href="#">Show study unit</a>
Name	Elementary Course in German I	Abbreviation	Elementary Cour	
Credits	3 cp	Responsible unit	Language Centre	
Type	Language Course	Grading	1 - 5	
Time	01.08.2012 - 31.12.2012	Additional information		
Information last edited	28.08.2012			

Descriptions

No description

Choose the courses or exams for which you wish to register.  
Save the information by clicking on the **Save registration** button at the bottom of the page.  
**Registrations will be confirmed according to entered priorities. The confirmations will begin on 07.09.2012**

Registration	Prior.	Language Course	Teacher	Time and location
<input checked="" type="checkbox"/> <b>Cancel amount</b> 11/- <input checked="" type="checkbox"/> Registration period 30.08.12 klo 08.00-06.09.12 klo 23.59	3	Elementary Course in German I	<del>XXXXXXXXXX</del>	01.08.-31.12.12
<input checked="" type="checkbox"/> <b>Cancel amount</b> 8/30 <input checked="" type="checkbox"/> Registration period 30.08.12 klo 08.00-06.09.12 klo 23.59	Part2	Elementary Course in German I	<del>XXXXXXXXXX</del>	01.08.-31.12.12
<input checked="" type="checkbox"/> <b>Cancel amount</b> 8/30 <input checked="" type="checkbox"/> Registration period 30.08.12 klo 08.00-06.09.12 klo 23.59	Part1	Elementary Course in German I	<del>XXXXXXXXXX</del>	01.08.-31.12.12

Additional information

85 cp

My name may be published online in the list of registered participants

Save registration

**Registration****Elementary Course in German I**

<b>Your registration information:</b>		
Elementary Course in German I, Language Course		01.08.-31.12.12
Elementary Course in German I, Language Course		01.08.-31.12.12
Elementary Course in German I, Language Course		01.08.-31.12.12

Registration period: 30.08.2012 12.38  
 Archive code: e3dcae9e446504e141c90449a9ef8a83

The priorities of registrations are updated.

[Back](#) [To My studies](#)

You may also choose a function from the menu.

The final division of groups is to be seen in WebOodi in a week after the registration time has ended. Those who have been accepted will receive the status **confirmed**, and those who have not been accepted will receive the status **reserve list**.

## 7. MY STUDIES

In “**My studies**” you can observe your **registrations**, **credits**, and **upgraded or rejected studies**. You can select the item you wish to see from the menu on the left. You can 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*.

### Planned studies

The Planned studies item is not in use anymore subsequent to the implementation of the Study plan.

### Registrations

Use the Registrations item to check for which teaching events (courses or exams) you have registered at the moment.

### Completed studies

Use the Completed studies item to check the list of accomplished credits and approved credit substitutions.

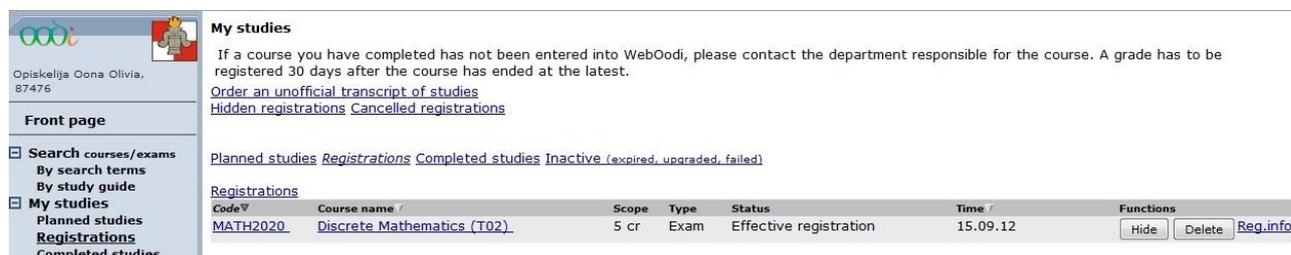
### Inactive studies

Use the Inactive studies item to check the rejected studies and the original record of the upgraded studies.

### Transcript of studies

Use the **Transcript of studies** item to order an unofficial transcript of your studies.

## 7.1 Registrations



The screenshot shows the 'My studies' page. On the left is a navigation menu with options: Search courses/exams, My studies, Planned studies, Registrations (highlighted), and Completed studies. The main content area has a header 'My studies' and a message: 'If a course you have completed has not been entered into WebOodi, please contact the department responsible for the course. A grade has to be registered 30 days after the course has ended at the latest.' Below this are links for 'Order an unofficial transcript of studies', 'Hidden registrations', and 'Cancelled registrations'. A navigation bar shows 'Planned studies', 'Registrations' (highlighted), 'Completed studies', and 'Inactive (expired, upgraded, failed)'. Below is a table of registrations:

Code	Course name /	Scope	Type	Status	Time /	Functions
MATH2020	Discrete Mathematics (T02)	5 cr	Exam	Effective registration	15.09.12	Hide Delete Reg.info

The **Registrations** view shows all the registrations you have made. They can be assorted by *code*, *course name* or *time* by clicking the corresponding heading. The status of registration may be one of the following:

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

**Confirmed registration:** The clerk has approved the registration for the teaching event. The status of all events will not change into “**Confirmed**”; the **Confirmed** status concerns mainly exams and those courses, for which there is a predefined maximum number of participants (e.g. language courses).

**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 did not allow it.

Use the “**Hide**” button to hide a registration from the list. This does not remove the registration for the teaching event. For example, you can hide the registrations for exams that you already have attended.

The “**Delete**” button removes your registration for a teaching event. It is also possible that removing the registration to certain teaching events has been disabled, which prevents the removal altogether.

Use the “**Order an unofficial transcript of studies**” link to order an unofficial transcript.

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

Use the “**Cancelled registrations**” link to bring into view the registrations you have cancelled.

**Note!** Always remember to delete your registration if you are unable to participate in the teaching event.

By clicking the “*Code*” link of a study unit you can examine the basic information stored in Oodi on it, e.g. the description of the unit. However, there is no information on the separate components of units.

By clicking the “*Course name*” link of a study unit 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.

## 7.2 Completed studies

The **Completed studies** window shows all the study units that have been completed successfully. You may arrange the credits by *code*, *course name* or *date of completion* by clicking the corresponding heading. The **total** of your completed studies is shown at the bottom. Click on the “**Code**” link of the study unit to view the basic information stored in Oodi on it.

**My studies**

If a course you have completed has not been entered into WebOodi, please contact the department responsible for the course. A grade has to be registered 30 days after the course has ended at the latest.  
[Order an unofficial transcript of studies](#)  
[Hidden registrations](#) [Cancelled registrations](#)

Planned studies [Registrations](#) [Completed studies](#) [Inactive \(expired, upgraded, failed\)](#)

[Completed studies](#)  
 Total of completed studies 92.0 cp Previous credits

The scope in parenthesis indicates that the completed credits will not be included in the transcript.  
 (Grading: hyv. = passed, no grading scale)

<a href="#">Code</a>	<a href="#">Course name</a>	cp	Grading	<a href="#">Date of completion</a>	Acceptor
<a href="#">TITE1021</a>	Data Processing, Theory	2	pass	19.09.2010	
<a href="#">LASK1003</a>	Financial accounting team work	0.5	pass	30.04.2011	Hyv. Opintopäällikö
<a href="#">MUUT2900</a>	Free-choice Studies	5	pass	25.11.2011	Head of Study Affairs
	Compensated Extra information: - University of Helsinki: Research Methods I				
<a href="#">OPIS0002</a>	Information Skills 1	1	pass	30.04.2011	Hyv. Opintopäällikö
<a href="#">LASK1007</a>	Intr. to Financial Analysis, Case Study	2	1	30.04.2011	Hyv. Opintopäällikö
<a href="#">LASK2034</a>	Introduction to Auditing	6	pass	30.03.2011	Hyv. Opintopäällikö
<a href="#">TOIK1008</a>	Introduction to Business Law	6	5	30.04.2011	Hyv. Opintopäällikö
<a href="#">KANS1001</a>	Introduction to Economics	5	2	19.09.2011	Head of Study Affairs
<a href="#">LASK1002</a>	Introduction to Financial Accounting	2.5	pass	24.01.2008	Hyv. Opintopäällikö
<a href="#">LASK1006</a>	Introduction to Financial Analysis	3	3	30.04.2011	Hyv. Opintopäällikö
<a href="#">LASK1010</a>	Introduction to Management Accounting	3	3	30.04.2011	Hyv. Opintopäällikö
<a href="#">ORMS1030</a>	Introduction to Mathematical Economics	5	3	30.04.2011	Hyv. Opintopäällikö
<a href="#">TUTA1090</a>	Logistic Processes of an Organization	3	3	30.04.2011	Hyv. Opintopäällikö
<a href="#">LASK1011</a>	Management Game	2	pass	30.04.2011	Hyv. Opintopäällikö
<a href="#">JOHT1010</a>	Management of the Firm	7	3	30.04.2011	Hyv. Opintopäällikö
<a href="#">MARK1002</a>	Managing Marketing Relationships	7	4	30.04.2011	Hyv. Opintopäällikö
<a href="#">MARK1006</a>	Marketing in Business	7	4	30.04.2011	Hyv. Opintopäällikö
<a href="#">OPIS0015</a>	Personal Study Plan, Faculty of Business Studies	1	pass	21.09.2011	Hyv. Opintopäällikö
<a href="#">LASK1008</a>	Principles of Finance	4	3	30.04.2011	Hyv. Opintopäällikö
<a href="#">LASK2028</a>	Sisäinen tarkastus	5	pass	30.03.2011	Hyv. Opintopäällikö
<a href="#">JOHT2020</a>	Strategic Management	7	2	30.04.2011	Hyv. Opintopäällikö
<a href="#">VAASA0001</a>	Testijako	1	kiit	04.05.2012	Vilho Virkailja
<a href="#">LITK1101</a>	Writing a Business Plan	4	2	19.09.2011	Head of Study Affairs
<a href="#">KSUO9112</a>	Written Skills	3	2	30.04.2011	Hyv. Opintopäällikö

Total of completed studies **92.0 cp**  
 The scope in parenthesis indicates that the completed credits will not be included in the transcript.  
 (Grading: hyv. = passed, no grading scale)

### 7.3 Inactive studies

This view shows the **study accomplishments** that have been entered into the study record as **Rejected** or **Upgraded**. The status of a rejected accomplishment is merely “*Rejected*” in WebOodi; contact the responsible tutor for more detailed information, e.g. on points. Rejected accomplishments are not visible in transcript.

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 unit has later been completed successfully. In this case the study and the grade can also be found on the Completed studies list.

**Note!** If you have already selected e.g. *Registrations* and you thereafter select *Completed Studies*, the Completed Studies list will appear after the Registrations list.

### 7.4 Transcript of studies

You can order an unofficial transcript of your studies. Select credits as the scope of the transcript. Select language and click the “**Order**” button. You will get an announcement to your e-mail when your transcript is ready, and after that you can open it in WebOodi at your own front page (link to the pdf file). If you need an official transcript, you can get it from the International Office.

**Ordering an unofficial transcript**

Your transcript will be available for viewing on the frontpage of WebOodi approximately 1.5 hours after ordering it. You will receive an email message once the transcript can be viewed. You can order at the maximum 10 transcripts in one day.

There can be at the maximum three ordered transcripts at the same time. The ordered transcripts are stored at WebOodi's front page for three days after they have been completed.

Choose the scope to be used in the transcript

- Credits
- Credit units
- Both

Choose the language of the transcript

- Finnish
- English

**Front page**

- Search courses/exams
  - By search terms
  - By study guide
- My studies
  - Planned studies
  - Registrations
  - Completed studies
  - Inactive studies
  - Transcript of studies**
  - Study plan
- Other functions
- Study guide
- Student feedback

## 8. Study plan

Instructions for using Study plan are available only in Finnish.

## 9. Other functions

### 9.1 Personal information

**If the information of your study right is incorrect, please contact International Office (Luotsi building, 1 st. floor)!**

#### Attendance information:

The table shows your presence history from the last four semesters at the most. You can check all your presence information by clicking the **All Attendances** link.

#### Contact information:

You must maintain your contact information up-to-date. You can change your address information by pressing the “**Edit**” button at the bottom of the pane. Add or modify the necessary information and click “**Save**”. The modifications succeeded if you get the message: “*Changes saved!*”

**Student information**

Student number 87476 Status Attending

Name Opiskelija Oona Olivia Soc.sec.code 010101- [a change of name](#)

Primary study right [Other study rights](#)

Granted by Faculty of Philosophy

Scope Doctorate Degree

Valid 01.04.2012 -

Degree Doctor of Administrative Sciences

Government Decree Government Decree on University Degrees (794/2004)

Major subject Public Management

**Attendance information** [All attendances](#)

Academic term	Attending/non-attending	Member of the Student Union	Reg. date
Spring 2013	Attending	No	06.06.2012
Autumn 2012	Attending	No	01.06.2012
Spring 2012	Attending	No	30.04.2012
Autumn 2011	Attending	No	22.08.2011

**Contact information**

Home address Opiskelijakatu 13

Postal code 00990 HELSINKI

Country Finland

Current home municipality Vaasa

Mobile phone 040 1234567

Telephone number

E-mail address oona.opiskelija@uwasa.fi **Secret telephone number**

Homepage

Role of the address Primary adress

Validity Until further notice

**Edit**

**Release information**

No information

**Edit**

If you have a non-Finnish address, write the entire address on the “**Home address**” line. Enter the **Telephone number** by giving the *area code* first and then *the number* (e.g. *06 1234567*). All your modifications will be stored in the enrolment register but **NOT** in the **YTHS** (Finnish Student Health Service, FSHS) or the **library**. The student must deliver the new address information to them separately.

#### Release information:

The student him/herself must make sure that the conditions for giving out student information are correct. You can modify the information by clicking the “**Edit**” button.

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. The system updates the changes on the following night.

**Note!** The University has a legal right to distribute information from the enrolment register without the student's permission when the information is needed for a scientific research, statistics and other purposes fixed by law for example KELA (The Social Insurance Institute) and YTHS (Finnish Student Health Service).

## 9.2 Registration for terms

With this service you can enroll into the University of Vaasa and pay the membership fee for the student union of the University of Vaasa. Students who will not enroll as either absent or present every academic year will lose their right to study at the University.

Through WebOodi you can enroll as **absent** or **present**. You can also enroll so that you are present one term and absent the other. Choose from the main menu function "**Other functions | Reg. for terms**". The registering is done in four phases with page-specific help files. On every page you will also find embedded text advising you. If you enroll as present you can pay the **student union membership fee**, the **health care fee** (YTHS) and **optional fees** on the Internet. For this you will need an account for the **Internet banking services** of *Nordea*, *Osuuspankki*, *Danske Bank* or *Paikallisosuuspankki/Aktia*. Your enrolment will be registered into the student register as soon as you return back to WebOodi from the Internet banking service.

If you do not have an Internet banking account, you can print out the membership fee **payment slip** from WebOodi and pay it as you wish by using the **reference number** on the payment slip.

1. Choose "**Other functions | Reg. for terms**" from the main menu
2. Check your contact information and correct those if necessary
3. Enter your enrolment information and click "**Register**" button

**Contact information**

Home address	Opiskelijakatu 12
Postal code	00990 HELSINKI
Country	Finland
Current home municipality	Vaasa
Mobile phone	0401234567
Telephone number	
E-mail address	p87476@student.uvasa.fi
Homepage	
Role of the address	Primary address
Validity	Until further notice

[Edit](#)

### Registration

I have checked my basic information. (You must check this box before you can continue to register.)

Academic term	Current status	Choose new reg. Attending	Non-attending	Registration period
Autumn 2013		<input checked="" type="radio"/>	<input type="radio"/>	01.06.2013 - 15.09.2013
Spring 2014		<input checked="" type="radio"/>	<input type="radio"/>	01.06.2013 - 31.01.2014

If you have registered as a non-attending student, you may change your registration status to attending student at any time during the academic year.

[Register](#)

4. Check information from payment form. It is also possible to pay some voluntary payments.

<p><b>Recipient:</b> Vaasan yliopiston ylioppilaskunta - VYY</p> <p><b>Payer:</b> Oona *Marjatta Opiskelija</p> <p><b>Due date:</b> Immediately</p>	<p><b>Message</b></p> <p><b>Obligatory payments</b></p> <p>Membership fee of student union 128,00 EUR *</p> <p><b>Voluntary payments</b></p> <p>SYL's KEHY project 6,00 EUR <input checked="" type="checkbox"/></p> <p style="text-align: center;">* The payment is obligatory</p> <p style="text-align: center;"><a href="#">Continue</a></p>
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[Return to beginning](#)

5. Click "**Continue**" button or return to correct information with "**Return to beginning**" button
6. You can move forward to Internet banking service and pay your Student union membership fee with your Internet banking service account. After payment your enrolment is automatically valid.

**Stage 3/4: Verification of the payment form and transferral to the online banking service**

[Help](#)

<p><b>Recipient:</b> Vaasan yliopiston ylioppilaskunta - VYY</p> <p><b>Payer:</b> Oona *Marjatta Opiskelija</p>	<p><b>Message</b></p> <p>Membership fee of student union 128,00 EUR *</p> <p>SYL's KEHY project 6,00 EUR</p> <p style="text-align: center;">* The payment is obligatory</p> <p>Due date: IMMEDIATELY Sum: 134,00 EUR</p>
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[Revise](#) [Return to beginning](#)

Please click on one of the symbols below to make the payment with the online banking service of your choice.

PLEASE REMEMBER TO RETURN TO WEBODDI AFTER CONCLUDING THE TRANSACTION ON THE BANK'S WEBSITE.



If you do not have the necessary user ID and password for online banking, please click on the button below to access a payment form which may be printed.

[A printable payment form for the membership fee](#)

7. If you do not have an Internet banking account, you can print out the payment form and pay membership fee some other way. In that case you have to enroll for terms in Student office by showing receipt and filled enrollment form.

<p><b>Recipient's account number</b></p> <p><del>OKO: XXXXXX</del></p> <p><del>BIC: XXXXXX</del></p> <p><del>IBAN: FI000000000000000000</del></p> <p><b>Recipient:</b> Vaasan yliopiston ylioppilaskunta - VYY</p> <p><b>Payer:</b> Oona *Marjatta Opiskelija</p>	<p><b>Message</b></p> <p>Membership fee of student union 128,00 € *</p> <p>SYL's KEHY project 6,00 €</p> <p style="text-align: center;">* The payment is obligatory</p>
<p><b>Reference:</b> <del>874.000</del></p>	<p><b>Due date:</b> IMMEDIATELY <b>Sum:</b> 134,00 €</p>

Account numbers have been changed for security reasons!

Use your own personal reference number!

More information about registration at the university website:  
[http://www.uva.fi/en/for/student/studies/academic\\_year/registration/](http://www.uva.fi/en/for/student/studies/academic_year/registration/)

### 9.3 Settings

You can select your default language from the WebOodi settings to be Finnish or English. When you log in, the user interface will automatically appear in the selected language. You can also choose whether your name is revealed as default in the registering window of the courses that can be viewed through WebOodi and which way you want WebOodi to arrange your credits, by *code*, *name* or *date*.

## 10. FEEDBACK ON WEBOODI

You may send feedback **on WebOodi** using this channel. We will keep any information provided confidential.

## 11. ENDING A WEBOODI SESSION

End your WebOodi session by clicking on “**Exit**” in 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.**