

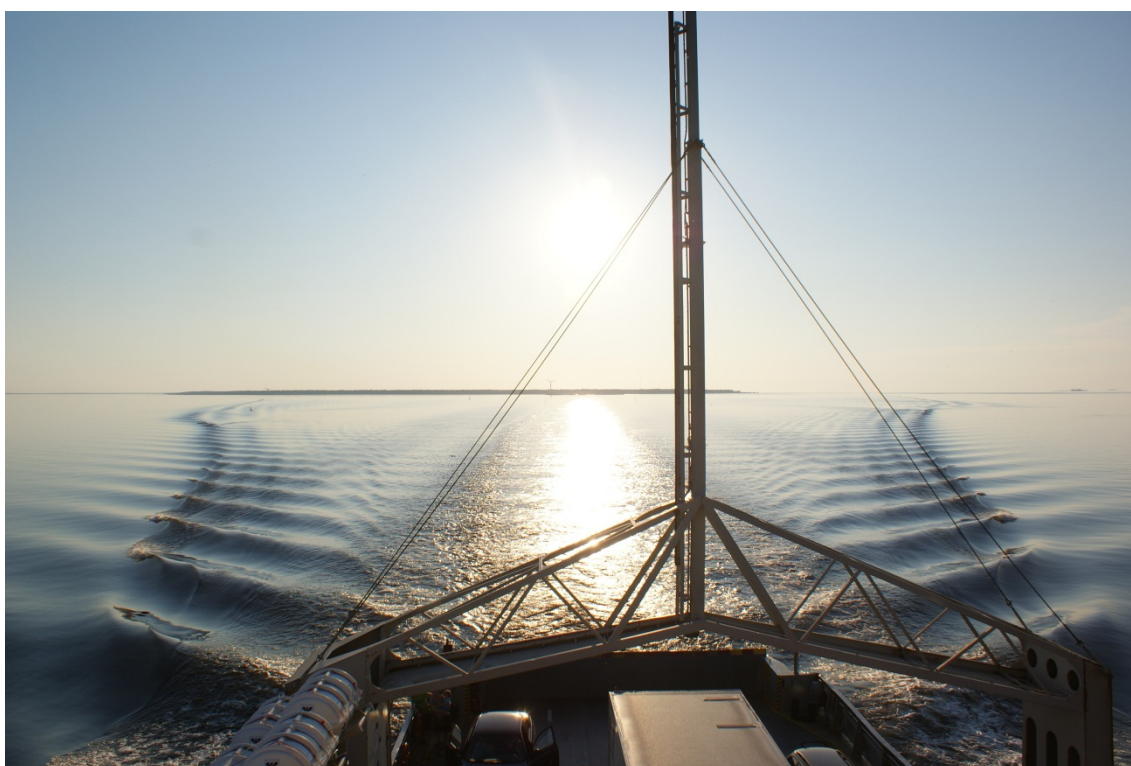


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# Lukkari Guide for Students

Updated: 13.9.2013

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## 1. What is Lukkari?

Lukkari is a schedule tool for students studying at the University of Oulu. With it you can

- add instruction and exam times and places to your own electronic calendar
- add private calendar markings
- follow and plan the usage of your time
- export calendar markings to other calendars (e.g. Google Calendar) or mobile device, by using iCalendar export.
- if you need special guidance, you can send your Lukkari schedule to your PSP Advisor for comments.

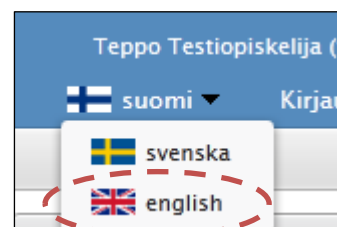
**Lukkari helpdesk: [lukkari \(at\) oulu.fi](mailto:lukkari(at)oulu.fi)**

## 2. How to begin

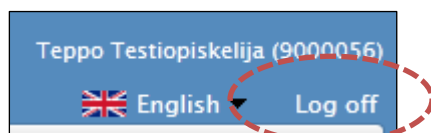
1. Lukkari login page can be found at:  
<https://lukkari.oulu.fi>.  
Switch the language into English by choosing **In English** from the top left hand side.



2. Choose Log in below the Lukkari heading.
3. Use your student account to log in.
4. Lukkari opens in Finnish. To change language into English, choose triangle next to 'suomi' and select English.



When you want to exit Lukkari, log out by selecting **Log off** at the upper right hand corner.





### 3. Calendar views in Lukkari

There are different views for you to see your calendar events and time use: day view, week view and Academic year view.

Buttons for Week view and Academic year view are available at the top left hand corner of your screen.

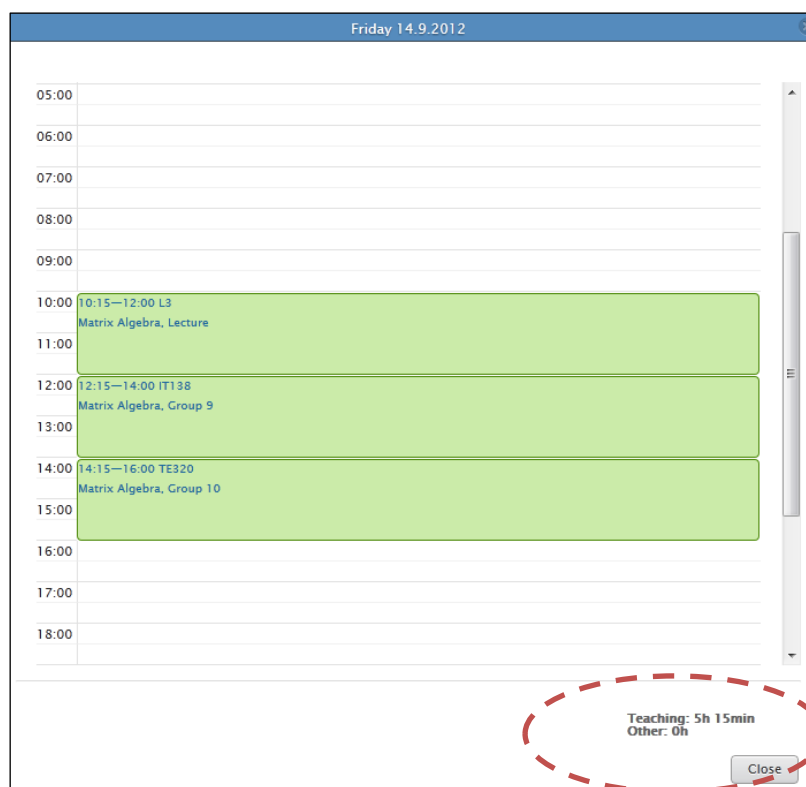


Teaching events are marked with green and other events with orange background colour in your calendar.

#### 3.1 Day view

To access day view, select the headline of the day in week view, or the number of the day in academic year view.

Day view shows calendar markings during a day, and use of time at the bottom right hand corner.



Day view

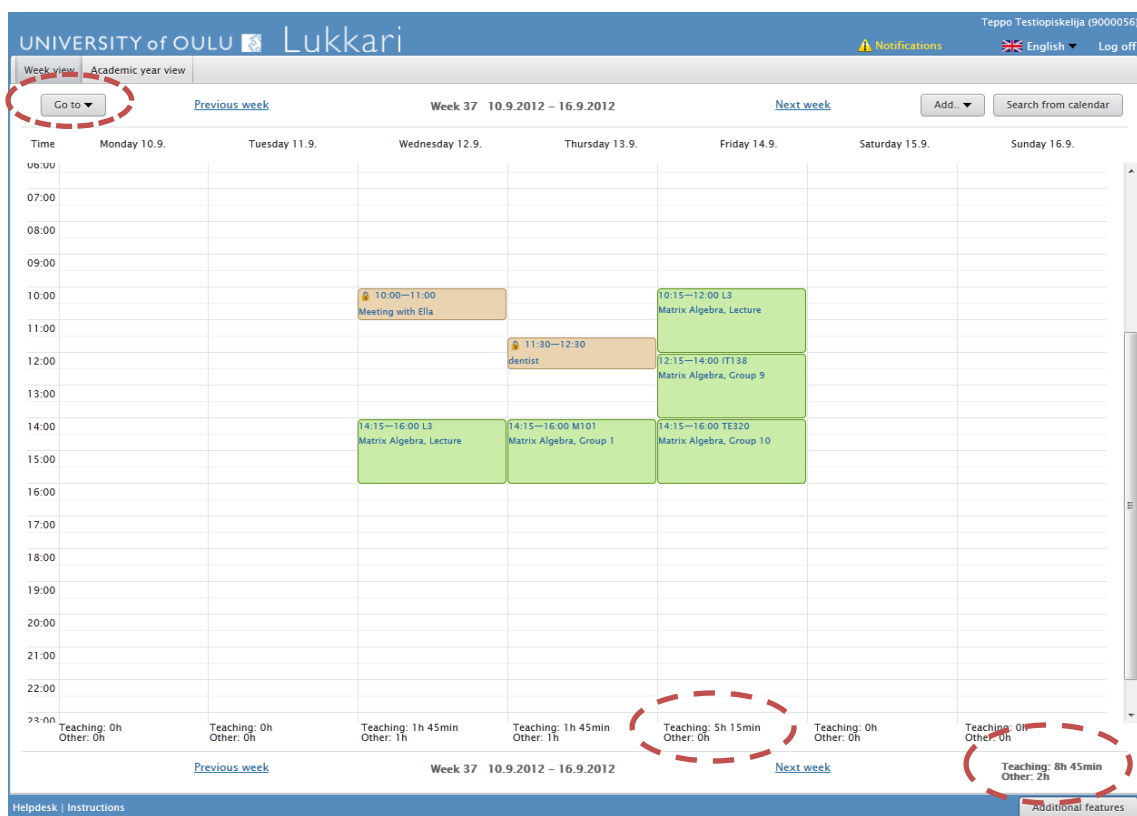


### 3.2 Week view

Week view shows calendar marking and use of time during a week.

Time use for individual days can be seen at the bottom of the screen, and for the week at the bottom right hand corner.

Use 'Go to' button to get to the week you want to see.



Week view



### 3.3 Academic year view

Academic year view shows calendar markings and time use during one academic year. If there are markings in a day, the number of the day is shown in bold with a gray box. You will be able to access daily marking by selecting the number of the day. To see a week view, select the number of the week.

<a href="#">Previous year</a>		Academic year 2012 – 2013												<a href="#">Next academic year</a>			
															September 2012		
Su	T/O	Week	Mo	Tu	We	Th	Fr	Sa	Su	T/O	Week	Mo	Tu				
5	0h/0h	<b>35</b>	27	28	29	30	31	1	2	0h/1h 20min	<b>40</b>	1	2				
12	0h/0h	<b>36</b>	3	4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	9	3h 30min/5h	<b>41</b>	8	9				
19	0h/0h	<b>37</b>	10	11	<b>12</b>	<b>13</b>	<b>14</b>	15	16	8h 45min/2h	<b>42</b>	15	16				
26	0h/0h	<b>38</b>	17	18	<b>19</b>	<b>20</b>	<b>21</b>	22	23	8h 45min/0h	<b>43</b>	22	23				
2	0h/1h 20min	<b>39</b>	24	25	<b>26</b>	<b>27</b>	<b>28</b>	29	30	8h 45min/0h	<b>44</b>	29	30				
<b>Total: 0h/1h 20min</b>										<b>Total: 29h 45min/7h</b>							

*Example of Academic year view*



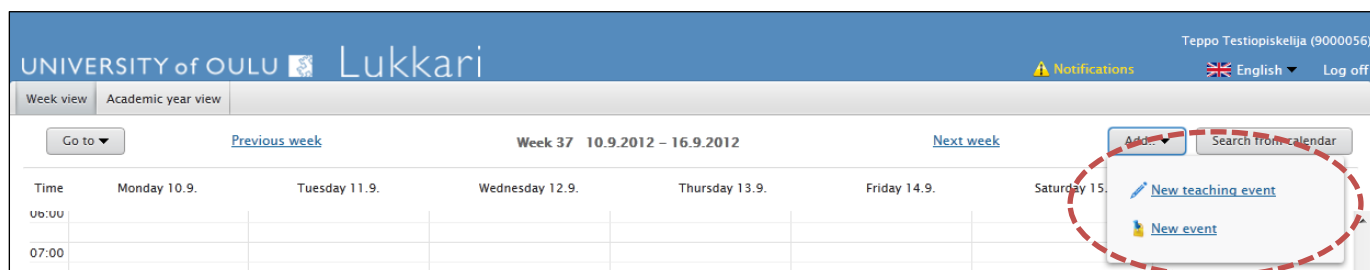
## 4. Adding events to your calendar

To start adding events to your Lukkari, select **Add event** button to the top right hand corner.



*Adding events*

Selecting Add button opens a menu, where you can choose which type of event you want to add. You can add either a teaching event or an informal new event.



*Selection event type*

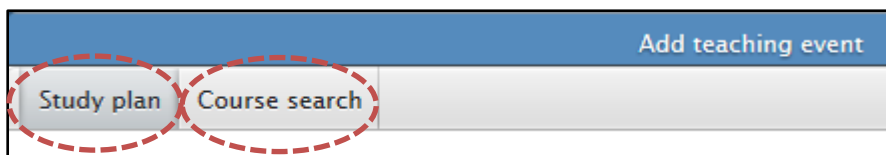


## 4.1 Adding teaching events

Start by selecting **Add event** and from the menu **New teaching event**.

You can add teaching events to your Lukkari in two ways:

- **Study plan.** Use Study plan tab to add teaching events you have selected to your study plan in WebOodi. (This function is for students you have started their studies 2011 and after, and used OodiPSP tool.)
- **Course search** Course search tab has search functions that use different criteria to search from all teaching events offered by the University of Oulu.



Please note! By adding a teaching event to your Lukkari does not register you to courses. Registering is done in WebOodi.

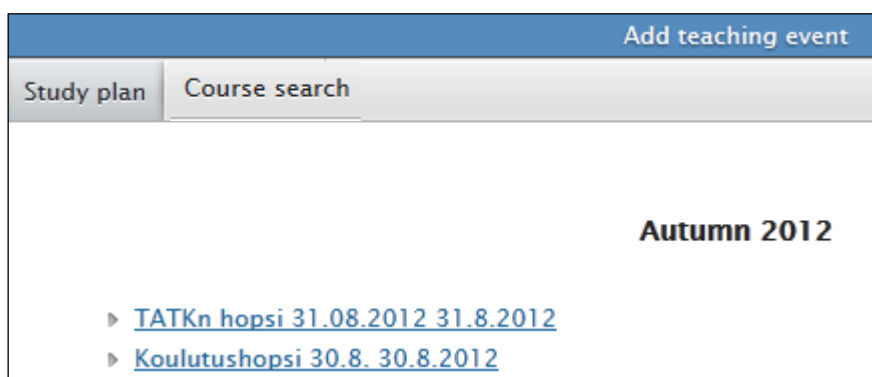
Tip: By clicking on the teaching event's name you will be shown a menu that has direct link to the registration page of that course in WebOodi.





## 4.2 Adding a teaching event using Study plan tab

If you have used OodiPSP to make a personal study plan, you can use **Study plan** tab to add teaching events to Lukkari. Study plan tab shows all the study plans you have created. Select a study plan, and it's structure will open.



*Study plans created in OodiPSP*

By selecting group headlines in study plan structure, the courses belonging to them appear. By selecting e.g. a lecture under a course heading, you will be asked if you want to add teaching times belonging to that lecture to your Lukkari.

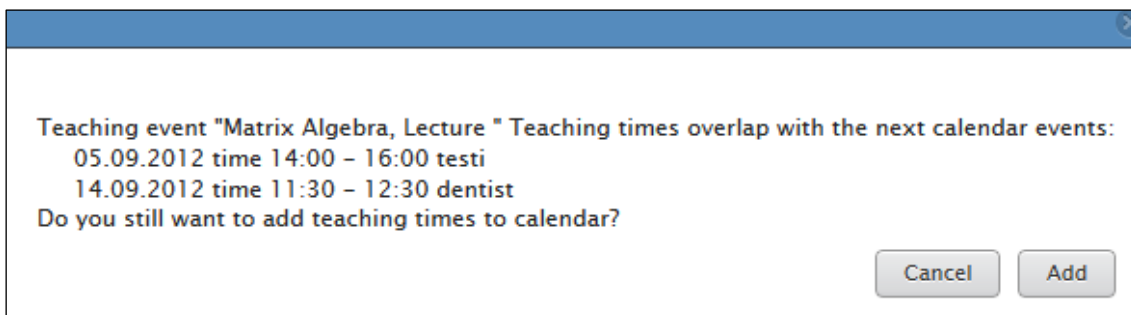


*Browsing study plans*

If there are overlapping calendar marking, Lukkari asks if you want to add the teaching times to your Lukkari anyway. Select **Cancel** if you do not want to add the times to you calendar, and **Add** if you want the times to be added to your Lukkari.



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*Overlapping teaching times*



### 4.3 Adding a teaching event using Course search tab

**Course search** tab has a search function that enables you to search from all teaching events offered by the University. You can use different criteria to search: course name, code, subject, organization (department arranging the teaching), time or type (instruction or examination). Full words are not required when making a search.

Results that can't be added to your calendar are showed in gray color. By moving your cursor on top you will see a reason for that, e.g. if you have added that event to your calendar already. If there are teaching events under the course title, e.g. lecture or exercises, there is a > mark in front of the line. Teaching events appear by selecting that line.

The screenshot shows the 'Add teaching event' window with the following search criteria:

- Code: Course code, or part of it.
- Name: Course name, or part of it.
- Subject: Physics
- Organization: (empty)
- Type:  Instruction,  Examinations
- Time: 01.08.2013 - 31.12.2013

Buttons: Clear, Search (circled in red)

CODE	NAME	START TIME	END TIME	SUBJECT	TYPE
766309A	Demonstrations in Physics and Chem	01.09.2013	31.12.2013	Physics	Intermediate Stu
761011Y-02	> OJ513 Orientation course for new :	03.09.2013	03.10.2013	Physics	General Studies
763612S	> OJ513 Quantum mechanics I (Cou	04.09.2013	29.11.2013	Physics	Advanced Studie
	<u>Lecture (Lecture)</u>				
	<u>Group 2 (Exercise group)</u>				
	<u>Group 1 (Exercise group)</u>				
	Exam 2 (Mid-exam)				
	Exam 1 (Mid-exam)				
761101B	> OJ513 Basic Mechanics (Course)	04.09.2013	13.11.2013	Physics	Basic Studies

Search results



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Add teaching event to your Lukkari calendar by selecting teaching event in your search results. Lukkari shows what lectures and exercises belong to that teaching event. Choose one. Lukkari then shows information on that teaching event and asks if you wish to add it to your calendar. If you want to add these teaching events, select **Add**.



*Adding a teaching event*



## 4.4 Adding an informal new event

You can add an informal event to your calendar in two ways:

- Select **Add event** button and then **New event** OR
- double click on the calendar in a week or day view.

Window for adding new event opens:

New event

Start date 13.09.2012 \* Time 09:00 \*

Duration 5 hours

End date 13.09.2012 \* Time 14:00 \*

Repeating event

Subject New student orientation \*

Location

Description

This is a private event. Details of this event are not shown to your advisor.

Cancel Save

*Adding a new informal event*

To make a daily or a weekly event, check the box for **Repeating event**. A new window opens, where you can define how long and when the event takes place.



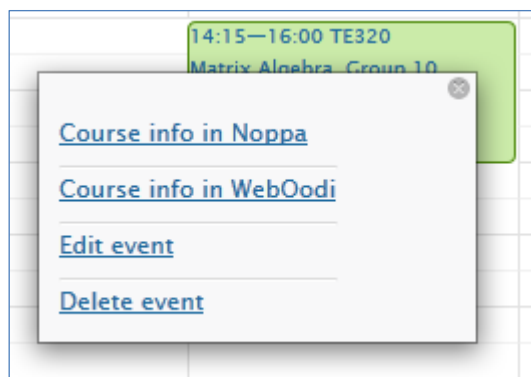
**Note!** New events are private by default. Only you can see what the contents of that event is. If you choose to send your Lukkari for comments to your study plan advisor, they will only see the reserved time slot for that event.

This is a private event. Details of this event are not shown to your advisor.

*Private new event*

## 4.5 Teaching events in other environments

By clicking a teaching event a menu opens with links to the same teaching event in other environments, WebOodi and Noppa study portal.



*Teaching event in other environments*

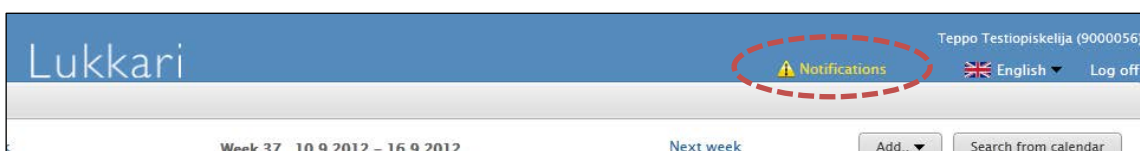


## 5. Getting updated information on changes in teaching events and notifications in Lukkari

Changes to teaching events' times or places are updated to Lukkari calendar automatically in five minute intervals after the change has been made to Oodi register. A changed calendar marking has an asterisk (\*) mark in front of it.

Cancelled teaching times appear struck through (e.g. ~~lecture~~) in Lukkari, and they are removed after four days of making the cancellation. New added times appear in Lukkari automatically.

In addition to this, notifications in Lukkari are there to tell you if there have been changes to teaching events, or registration period to a course you have added to your Lukkari has started. You can see notifications list by selecting **Notifications** from the top right side of the screen.



### *Notifications*

Notifications appear when there are changes to teaching events you have added in Lukkari, e.g.

- there are additions to teaching times
- time or place has changed
- teaching is cancelled
- registration to a course has opened in WebOodi

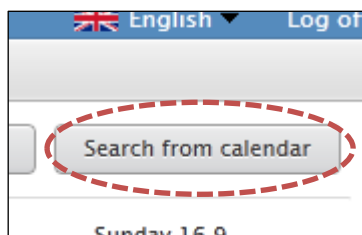
If Notifications button is yellow, you have new notifications:





## 6. Searching from calendar

You can search for events in you Lukkari calendar by using a search function. Start search by selecting **Search from calendar** button.



Search window opens.

START TIME	END TIME	SUBJECT	LOCATION
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*Searching from calendar*

Use a keyword or start and end date for searching. Keyword does not have to be a full word. E.g. “Manag” search criteria gives you results in Management.

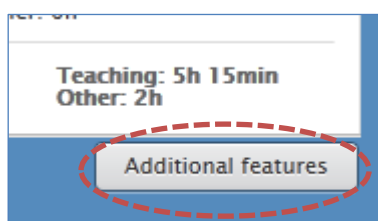




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## 7. Additional features

**Additional features** can be found from lower right hand corner. Use additional features to print you Lukkari schedule, create a public view, export calendar to another calendar, send comment request to your study plan advisor, and clear you Lukkari from all events.



### 6.1 Print

Print options are a week view, a 4 week view and academic year view. Print creates a pdf format page that you can print out for yourself.

### 6.2 Public calendar view

Public calendar view creates a read only mode calendar view that you can see without signing in. A personal www address will be generated for your calendar to access this view, which you can e.g. bookmark in your browser.



### 6.3 Export calendar (iCalendar)

You can export your calendar events to other calendar applications and mobile phones. A personal www address will be generated for you that enables you to download calendar events in iCalendar format.

iCalendar is a that format is supported by most calendar applications, such as Google Calendar and Apple iCalendar.

**Note! Changes to teaching times and places follow to other calendar applications only when your other calendar retrieves information from Lukkari. There are differences between calendar applications: e.g. University of Oulu's O365 calendar retrieves updated information in several hours delay, which is why using Lukkari is recommended.**

To use calendar export select **Enable iCalendar export** in **Export calendar** tab. After selection choose start and end dates for your events. You can also choose if you want to hide the contents of your private calendar events

Print Public view **Export calendar** Comment request Clear

**iCalendar**

You can export you calendar events to other calendar applications (e.g. Microsoft Outlook or Google Calendar) through iCalendar format. Enable the iCalendar export below.

Enable iCalendar export

Start date \* End date \*

03.09.2012 09.09.2012  Hide private calendar events

Cancel Save changes

*Exporting calendar*

After selecting **Save changes** a personal iCalendar address appears. Select **Open file** to either open or save the file. **Save changes** emails the address to the email address you have in WebOodi.



Print Public view Export calendar Comment request Clear

### iCalendar

You can export you calendar events to other calendar applications (e.g. Microsoft Outlook or Google Calendar) through iCalendar format. Enable the iCalendar export below.

Enable iCalendar export

<https://lukkari-testi oulu.fi/lukkari/julkinen/icalendar/lukkari.ics?rid=QnukHiR2jdwqjLPMcMnM00309201209092012&sd=03-09-2012&ed=09-09-2012>

Events between 3.9.2012 - 9.9.2012, do not hide details in private events

*Link to iCalendar file*

If you need to change the start and end date or settings for private markings in your iCalendar export, select **Create new** button. Please notice that after creating a new iCalendar address the previous address is no longer in use.

## 6.4 Comment request

If you feel you need special guidance for your time use, you can send your Lukkari schedule for comments to your study plan advisor. Your Lukkari will be then visible to you advisor for 14 days after sending the comment request.

To send a comment request, select **Comment request** tab. Write a message to your advisor in the space provided. Your advisor will receive this message in their email. Choose the name of your advisor from **Send a comment request**. **Send** button sends a comment request email to your advisor.



Comment request

By sending a comment request to you tutor teacher / PSP advisor I give my permission to view my Lukkari schedule for 14 days after sending comment request

Message:

Send a comment request: **Ykä Yliassistentti** Send

*Sending a comment request*

Note! You can send comment request to you advisor only if your PSP advisor has added you in their group in WebOodi. If there are not any advisor names visible, please contact your PSP advisor.

## 6.5 Clearing your calendar

Clear tab empties all the calendar events from your Lukkari schedule.

**Problems? Questions? Email Lukkari help desk:  
lukkari (at) oulu.fi**