OodiPSP – Advisor’s guide
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Photo: Ilpo Okkonen
OodiPSP at the University of Oulu

The University of Oulu Council for Education has decided that all students commencing their studies in autumn 2011 will begin using the PSP (Personal Study Plan) function in Oodi.

The following process chart shows the OodiPSP process at the University of Oulu:
Getting Started

The main functions a PSP advisor needs in WebOodi can be found behind the link “Student’s PSPs”. Once the student has sent his/her PSP to the advisor for approval, the advisor will receive an e-mail which also shows the student’s possible study group and an optional message written by the student.
Choosing a PSP for approval if you are an advisor in a group

Once you have chosen “Student’s PSPs”, a page with several tabs will open. The tab which is currently selected will appear in white. The first tab to open is always “My Students”.

Once the students have been grouped you will be able to search for PSP’s under the groups. From the list, search for the group to which the student whose PSP you are reviewing belongs. Choose the link “Being reviewed” to view the PSP.

![Figure 2: Advisor’s view](image)

You can also open the PSP’s that are waiting to be reviewed on the tab “Submitted for review”. On this tab you will also find the students of other advisors in your organization. In case a student has accidentally sent his/her PSP to the wrong advisor instead of you, you will be able to search for students and transfer them to your own students through here.
Choosing a PSP for approval if groups have not been created

If "Grouping students" is not in use, student's PSP's can be found on the "Submitted for review" -tab, under the section titled "To be reviewed by others". Do not open the PSP before you have transferred the student to your own students:

![Figure 3: PSP's submitted for review.](image)

To add a student to your students, check the box in front of the student number and choose "Add to My students". After this you will be able to see the student on the "My students" -tab under "Ungrouped" students. You will now be able to view the PSP by choosing the link "Being Reviewed".

![Figure 4: PSP's reviewed by me.](image)

Note that on the "Submitted for review" -tab (figure 3) you will first see listed the PSP's that are addressed to you followed by the PSP's that have been addressed to other advisors. In case you are aware that a student has accidentally sent a PSP to another advisor instead of you, you can transfer the student to your students by following the instructions above.
Reviewing and approving the PSP

When you click on the PSP you are reviewing, you will be able to view and make comments on the PSP (see image below). By choosing “Personal Data” or “Studies” you will be able to view the student’s basic information and completed courses.

If the student has previous PSP’s, they can be found through the pull-down menu “The Student’s PSP’s”.

To choose the format of the PSP, click on the link “html” or “pdf”. By choosing “Structure of PSP” you will see how the student has devised the structure of his/her PSP. If you wish to view possible comments the student has made on the PSP, choose “Structure of PSP with the student’s comments”. The “Schedule” –link will allow you to view the student’s planned schedule.

Figure 5. Viewing and commenting on reviewed PSP.
The student's PSP may contain courses which have been registered as completed in WebOodi but are not included in the student's PSP. These courses are found on the ‘Other completed courses’ –tab. This tab also includes partial credits and substitutive courses. If a course consists of several partial credits, the first completed credit is marked directly on the PSP. The remaining credits are registered in ‘Other completed courses’. In this case the student has to individually transfer the credits from the ‘Other completed courses’ –tab to his/her PSP. In order for a course to be complete, it must be verified that all partial credits have been completed. You can verify the scope of a course or a study unit by choosing ‘Edit PSP’ (Figure 5).

Image 6 Student’s view: Partial credits can be added to the PSP on the ‘Other completed courses’ -tab.
If you wish to comment on the student’s PSP you can write on the “Comment” -text field. You can save the comment at any time. Once you feel your comment is ready, check the box “Comment Completed” and choose “Save”.

Once you have finished writing and saving your comment, you will be able to approve or return the PSP to the student through the “Submission of PSP” –function.

By choosing “Return to the Student” the PSP will be sent back to the student with the advisor’s comments. The student will be notified by e-mail. Once the PSP has been returned, the advisor will still be able to view the PSP but editing or adding commentary will be disabled. **NB! If the “Return to the Student” -link appears grey, make sure that:**

1. You have submitted at least one comment.
2. You have marked your comments as ready by checking the “Comment Completed” –box.

Once you approve a PSP, the student will receive three versions of the PSP as it is at the time of approval:

1. PSP with the status "Approved"
2. A PDF copy of the approved PSP
3. A PSP with the status ”Primary” which the student can continue editing.

The approved PSP (1.) can no longer be edited by the student, but s/he can continue working on the PSP marked “Primary” (3). It is also possible to approve the PSP until a certain date. This way the student will know when to send the PSP for approval again.

**NB! Do not use the link “Submit for Approval” as it will only move the PSP to the “Submitted for Approval” –tab where you will have to go to approve the PSP separately. This stage is unnecessary as you can approve the PSP on the above mentioned view.**

When the PSP has been approved and resent to the student, it will appear on the “My Students” –tab, along with the group to which the student belongs. The student now has a primary PSP which is approved until the date you have set and a PDF copy of it. The advisor can view all three PSP’s even when the PSP is being edited by the student. Each time the advisor opens a PSP with the status “Approved” or “Primary” s/he will see the latest version with the most recent completed courses. These changes will not appear on the PDF copy.
In Brief: Tabs on the “Student’s PSP” page

On the “My students” –tab, the advisor can view student groups or ungrouped students by making a selection on the drop-down menu. Students who have been transferred to “My students” from the ”Submitted for Review” -tab by the advisor will appear under the category “Ungrouped”, as will the students who have been searched for manually.

On the “Grouping students” –tab you can search for students according to different search criteria. You can only search for students whose PSP you have the right to view. Once you have finished the search, choose “Add to my Students”.

On the “Submitted for review” –tab you will see the students who have sent their PSP’s for revision. First on the list are your own students, followed by students who have sent their PSP’s to other advisors. From this “To be reviewed by others” section you can transfer students to your own students, if necessary.

PSP’s can be approved on the “Submitted for Approval” tab if you have selected “Submit for Approval” after reviewing the PSP. **It is not necessary to use this tab therefore it usually appears grey.**

The “Grouping Students” and “Create Group” –tabs form the Grouping Tool. On these tabs you can create and edit PSP groups. See the Grouping Tool Guide for further instructions.