As a teacher in Oodi:

**You receive information on your own teaching:** All courses and examinations you are responsible for are listed and their basic information is shown.

**Manage your instruction by adding descriptions to teaching events.** You may also create additional data questions for the students to answer upon registration for a course or an examination.

**View student data:** You can see the number of registered students, confirm or reject registrations and add participants to courses. You will have access to a list which shows the students' basic data. You may also print the list of participants in different forms.

**Send e-mail:** You can send group e-mails to all the participants of a certain teaching event or you may select recipients individually.

**Collect feedback:** You can collect and review feedback results which you have received through the web form (PalauteOodi). To begin using PalauteOodi, contact Oodi support at oodituki@oulu.fi

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Log in: [https://weboodi.oulu.fi/oodi/](https://weboodi.oulu.fi/oodi/)

Oodi at the University of Oulu: [http://www.oulu.fi/oodienglish/](http://www.oulu.fi/oodienglish/)

Trouble with WebOodi? Contact: oodituki@oulu.fi
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I. Logging In

You can log into WebOodi at [https://weboodi.oulu.fi/oodi](https://weboodi.oulu.fi/oodi) with your koivu (or in some cases paju) user name and password.

Teachers can receive user rights to OpeOodi by completing the user right application form, which can be found at: [http://www.oulu.fi/oodienglish/teachers/user-account](http://www.oulu.fi/oodienglish/teachers/user-account) and get acquainted with the environment with the help of this guide. Teachers must also have a valid koivu user account.

Return the user right application form by internal mail to: OpeOodi, 8 KOPA
2. My Instruction

You can view the teaching events\(^1\) that have been assigned to you\(^2\) by choosing “My Instruction” on the left hand menu on WebOodi’s main page.

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\(^1\) In WebOodi a teaching event can refer to a course, a lecture, an examination or an exercise group. Students can register for teaching events in WebOodi.

\(^2\) Teaching events and their teachers are registered in WebOodi by an official.
2.1 My Instruction –tabs

Instruction

Once you have chosen My instruction on the left hand menu, the Instruction -tab will open. On this tab you will see listed all teaching events which have been assigned to you.

Figure 3. My Instruction tab
Examinations

On this tab you can view the examinations you are holding. You can browse the examinations by the examination date or by course.

My instruction and examinations

By clicking on the >> button at the beginning of the line, you can access detailed information about the examination and students.

In the view by examination date, you can print out the list of participants in all courses for the examination date.

Hidden Instruction and examinations

If there are old teaching events on the Instruction -tab, you can hide them by choosing the - icon on the Functions column.

Figure 4. Examinations tab

Figure 5. Hiding Instruction
If you want to return the hidden teaching event back to the Instruction -tab, go to the “Hidden instruction and examinations” -tab and select “Restore”.

<table>
<thead>
<tr>
<th>Course</th>
<th>Name/Link to student view</th>
<th>Type</th>
<th>Scope</th>
<th>Status</th>
<th>Time</th>
<th>Pack</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>400020A-01</td>
<td>1st Year Practical</td>
<td>Exercises</td>
<td>3 ECTS cr / 0 cu</td>
<td>Vahvistettu</td>
<td>25.11.10 -15.02.11</td>
<td>2</td>
<td>Restore</td>
</tr>
<tr>
<td>400020S</td>
<td>A2010 Literature Circle in Course</td>
<td>Art Education</td>
<td>4 ECTS cr / 0 cu</td>
<td>Vahvistettu</td>
<td>10.12.10 -14.12.10</td>
<td>2</td>
<td>Restore</td>
</tr>
</tbody>
</table>

Figure 6. Hidden instruction and examinations –tab
3. Managing Teaching Events

**My instruction and examinations -functions**

When you click on the name of a teaching event, you will be able to view its basic information.

As a teacher you can edit the basic data of your teaching events by selecting the -icon next to the teaching events code.

![Figure 7. Viewing an individual teaching event](image)
3.1 Registered Students

On the course data editing page you can view the basic information of the students who have registered for teaching event by selecting the stick figure icon.

Figure 8. Course data

NB! In WebOodi, select ”Back” to return to the previous page.

All functions on the course data editing page cannot be used by the teacher. Some changes to teaching events are made by faculty officials. Functions that are available for teachers are presented further in this guide.
Once you have chosen the icon you will be able to view the students who have registered for the teaching event. At the top of the page you will see detailed information on the type, name, time and teachers of the teaching event.

**Figure 9. Students who have registered for a teaching event**

You can also see a summary of the registration information:

**Add student: Number of registered students 6 / (rejected registrations 0)**

This section shows you how many students have registered, what is the maximum amount of registrations and how many registrations have been rejected.

You can add students to a teaching event by choosing the + icon. When searching for students make sure you choose the right student in case there are ones who share the same name. **NB! In case you need to add students after the registration period has ended, contact the official.**

By choosing this icon, you can contact students by e-mail (see chapter 4).
You can save the information on the student list on your computer in several different forms: PDF, text (txt) or Excel (.xls). Whichever form you choose, you have the option to either include or exclude the answers the student has provided for possible additional data questions (“with additional data”). Note that you can delete or add columns on the excel file, which can be a helpful tool while grading:

![PDF]/[with additional data]  ![txt]/[with additional data]  ![Excel]/[with additional data]  ![XML]

You can view the following information on the student list: registration order\(^3\), student number, name, registration status, result for registration date check-up (e.g. if the student has already registered or if s/he hasn’t completed the required prior courses). You can re-arrange the data by clicking the chosen column heading.

![Students on the course or examination](image)

Figure 10. Student on the course or examination

The exclamation mark ! is a link to the additional information the student has provided. By choosing ID you can view the student’s basic information and Course or examination will show you the student’s information on the course or examination. **Do not use the link because it will delete the registration**\(^4\).

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\(^3\) By default, students are arranged according to the order of registration.

\(^4\) Do not delete registrations. Update the registration status on the drop-down menu. See 3.4.
Official are in charge of saving grades and examination results in OpeOodi. If you want to deliver the grading to the student office in the form of an Excel chart, please list the students in alphabetical order in Oodi before you create the Excel file.

Confidential electronic data should not be transferred by e-mail. If needed, one solution for sending confidential data is using the web service provided by the IT Administration Services

### 3.2 Managing Registrations

Once a student has registered for a teaching event, the status of the registration is called “Actual registration”. You can confirm the registration by changing the status on the drop-down menu to “Verified” and saving the change by clicking on the disk image. If you wish to confirm or reject of multiple registrations, check the wanted boxes in the first column and select “Confirm the selected registrations” or “Reject the selected registrations” at the bottom of the page.

You check language of choice (English / Finnish) for students who have registered to your exam, select “Print the list of participants with additional data”.

Figure 11. Confirming / Rejecting multiple registrations

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5 https://filesender.oulu.fi
Do not delete registrations by choosing the icon. Instead, rejecting registrations should always be done through the drop-down menu. The “Cancelled registration” status can be used for instance when a student drops out of a course.

When the registration period of a teaching event has ended and all registrations have been either confirmed or rejected, you can inform the students about the status of their registration by sending them a message. By choosing “Send e-mail about the statuses” and continuing by choosing “Send” on the e-mail view, students will receive an e-mail with their status information.

![Figure 12. Informing about statuses](image)

### 3.3 Description Texts of a Teaching Event

The basic information of a teaching event can be edited by an official. However, as a teacher you can add some descriptive texts to the teaching event. You can edit the description on the “Course data editing” view by selecting “Description texts”.

![Figure 13. Description texts of a teaching event](image)
On the “Course data editing” –view choose “suomi” if you wish to write description texts in both languages at the same time.

Figure 14. Choosing the language of course data descriptions

A description text can for example contain information on the study material. Don’t forget to save your text!

Figure 15. Writing and saving a description text
Choose “Student view” to see how your text appears to the students.

Figure 16. Student view

3.4 Additional Data Questions

As a teacher you can select questions you want the students to answer upon registration. You can edit the additional data questions on the “Course data editing” view by choosing “Additional data questions.”

Figure 17. Additional data questions
You can ask the student to choose the examination language:

![Figure 18. Examination language options on the additional data questions - view](image)

- By selecting the plus icon, you can add other additional data questions.

![Figure 19. Creating additional data questions](image)

On the drop-down menu choose whether or not answering to the additional data question is compulsory.

Don’t forget to save your question. To see how your question appears to the students, select “Student view”.
4. E-mailing Through Oodi

You can send e-mails to all students on the “My instruction and examinations” view or to selected students on the “Students on the course or examination” view.

On the “My instruction and examinations” view: Select the envelope icon next to the wanted teaching event. **This e-mail will go to all students.**

![Figure 20. Sending a group e-mail to all students in a teaching event](image)

**Figure 20. Sending a group e-mail to all students in a teaching event**

**Email to students**

Students cannot view each other’s email addresses.

For security reasons, WebOodi will log you off after 30 minutes if within that time, you do not do anything other than write a message. The text of the message will then disappear.

**Figure 21. Sending an e-mail**
On the e-mail sending view, the teachers address is on the "Reply to" field. This way in case a student replies, the message will go to the sender. The system also inserts the teacher’s address on the “To” field, so the teacher will receive a copy of the sent message. The students’ addresses will appear on the “To(bcc)” –field so that each student will receive an individual message. In case the delivery of the message to a certain address fails, the system will inform you.

On the “Students on the course or examination” view:

You can e-mail all or selected students. Go to the “My instruction and examinations” view and choose the icon next to the teaching event whose student/s you wish to contact. Once you have chosen the course, choose the stick figure icon to view all registered participants. On the “Student on the course or examination” view check the box in front of the wanted recipients.

If you want to email all participants, check the box at the top of the list.

![Image 21. Choosing all students as recipients](image-url)
If you want to email only selected participants, check the boxes in front of selected students individually.

Once you have chosen the students, select ✉.

In OpeOodi, you can also attach files to e-mails by uploading a file from your computer. The maximum size of an attachment is 2 M. The number of sent files is unlimited.