

QUICK GUIDE TO WEBODI

20.4.2017

In WebOodi, students can check the personal information, add or make changes in contact information, register for courses and examinations, browse their studies, subscribe an electronic transcript of records and make a personal study plan (PSP).

[Frequently asked questions](#)

WebOodi can be accessed at <https://weboodi oulu.fi/oodi/>

To log in: Type your University of Oulu username (email account name) and password and select **Login**. The WebOodi front page with the main menu is displayed.

To log out: Click **Logout** on the main menu.

PROBLEMS?

If you have difficulties logging in or using WebOodi, please check [Problems?](#) for instructions. In case you still have problems, please give feedback by e-mailing IT Services Helpdesk: [neuvonta\(at\)oulu.fi](mailto:neuvonta(at)oulu.fi). In issues related to Weboodi, contact Oodi support: [oodituki\(at\)oulu.fi](mailto:oodituki(at)oulu.fi). Remember to tell your full name and student id.

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USERNAME AND PASSWORD

Use your university account to login to WebOodi. Remember to change your password every 90 days.

To login to WebOodi by using the username:

- Type your username in the **Account** field and your password in the **Password** field

For further information on usernames, see [Students IT Administration Services](#). You can acquire a username and a password from the IT Administration Services at Student Center.

REGISTRATION PROCEDURE

[Registration instructions](#)

Note: It is possible to register to the university in WebOodi only during the university registration period from the beginning of May until mid-September. The students are annually notified of the exact dates of registration. It is also possible to register for spring term during December-January.

By choosing **Tools** and **Annual registration** on the main menu, you can register to the university in WebOodi if:

- your primary right of study encompasses a lower or higher university degree, a licentiate or doctoral degree, specialist education in medicine or dentistry, studies leading to a qualification (doctor in specific training in general medical practice), degree complementary studies, pedagogic studies for teaching qualifications, studies at another university or other non-degree studies
- your primary right of study is valid both at the moment of registration and during the term which you are going to register for
- you are registered as an attending or non-attending student
- if your registration requires paying Student Union membership fee, you can register either in WebOodi using Paytrail service, or by printing a payment form for the membership fee. Paytrail requires netbank codes.

If you have paid the Student Union membership fee in WebOodi, you can get the sticker for your student card at the Student Center and Student Union Office in Linnanmaa in July. Stickers are also available on Kontinkangas Campus. See [Registration page](#) for more information.



PSP – PERSONAL STUDY PLAN

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. According to the PSP instructions of the University of Oulu, students will be offered the opportunity for personal guidance at least twice during their studies: once during their first academic year and again when constructing their bachelor's thesis. Master's level students will also be called for an appointment with their PSP advisor (teacher, programme coordinator, thesis advisor etc.).

To begin devising your PSP, go to WebOodi at <https://weboodi oulu.fi/oodi/>. Log in by using your username and password and choose the **PSP** link on the top menu. Select your planned graduation year on the drop-down menu and save your selection. Begin devising your PSP by choosing "**Create new PSP**". Select a degree structure template according to your major subject and the level of the degree by choosing "**Choose**".

Name your PSP and write it in the "**My PSP's name**" -field. It is best to name your PSP clearly e.g. after the major subject and degree level. Oodi will automatically add the creation date. After this, fill in the basic information of the degree structure. You cannot make changes to compulsory studies. Verify the selective courses you wish to include in your basic information and select them. Finish by choosing "**Save**". Once you have named your PSP and saved the basic information, the "front page" of the PSP will open. At the top of the page you will see a menu through which you will be able to edit your PSP. You can change the basic information by choosing "**Edit the degree structure**".

Especially at the beginning of your studies it is recommended to reflect upon and write down your PSP objectives and goals. You can do this by choosing "**PSP objectives**" on the top menu. In the two text boxes that open ("**Objectives**" and "**Self-Assessment**"), you can write your own reflections and evaluate your personal progress. If you want your advisor to be able to view your writing, check the box "**Visible to the advisors**". Don't forget to save!

Once you feel that your PSP is ready, you can send it to your advisor. First change the status of your PSP from draft to primary by choosing "**Set as primary**" and confirm by choosing "**Change the status of PSP**". After changing the status you can send your PSP for approval. Choose "**Submit for Approval**" and select your advisor from the list. You can also attach an optional message. Read the delivery options at the bottom of the screen and check the box which states that you have read and accepted the terms.

For a more detailed PSP guide, go to: <http://www oulu.fi/oodienglish/students/study-plan>



REGISTERING FOR COURSES AND EXAMINATIONS

All instruction and exams can't be found / not all units allow registration for courses and examinations in WebOodi. Contact your unit if you can't find the instruction you are looking for.

A teaching event is a general term which can, for example, refer to an examination, a course based on lectures, a study group or a partially completed course.

There are two different ways to search teaching events and register for courses and examinations.

1. On the top menu under **"Instruction and Courses"**, choose **"Search for instruction"**. The search criteria for a teaching event can be defined according to the name or code of the study unit or the unit providing the instruction. By clicking the link **"Advanced search"** you can search for instruction by course catalogue, study method (e.g. examination, study unit or study group), date or language of instruction. You can start the search by clicking **"Search"**. A list of teaching events will appear below. **NB!** When defining multiple search criteria, all of them must be met in order for results to be displayed.

NB. Below the Search button there's a check box **"Show only those with ongoing registration"**. If there's a tick in a box, Weboodi will only search for instruction with ongoing registration. If you remove the tick in a box, WebOodi will search all the courses according to your search criteria. Each teaching event related to the courses are each shown separately.

You can also search only for teaching events by choosing 'Show teaching only' or 'Show exams only'. Selection 'Show all' will show the courses as well as teaching events.

When you have found the study unit you are looking for you can check details by clicking the study unit code. If you want to sign up for the study unit, click the **Register** button next to the teaching event for which you wish to register for. Details of the teaching event are displayed. Now check the **Reg.** box and choose **Save**. WebOodi notifies you of the successful or unsuccessful registration.

2. Alternatively you can choose **"Course Catalogues"** and browse course catalogues. If a department has made a course catalogue, it will appear in the column under the faculty's name. Generally there are separate guides for each subject. Often you can find much more information from study guides compared to searching by criteria. Instructions and exams can be found from in sections 'Instruction' and 'Examinations'. NB. Only instruction and examinations with valid time period (course catalogues are annual) are shown. Teaching events of a subordinate course (for example 123456-02) are not necessarily shown when browsing course catalogues. In case you cannot find the course or examination under any search criteria, try Search function mentioned above or please contact the department providing the instruction to make sure that it is possible to register in WebOodi.



You can check details by clicking the study unit code (for example. 721551S). Under 'Data on the course' you will find current and future instruction. In Functions section in each teaching event a link for registration is active, if registration period is ongoing.

In Registration please answer the possible questions, check the **Reg.** box and choose **Save**. WebOodi notifies you of the successful or unsuccessful registration.

For more information about searching for courses instruction and registering for courses see instructions on [Registering for Courses](#).

It is important that you cancel your registration if you are not going to attend the course or take the examination.

MY STUDIES

Here you can browse your registrations and completed or failed studies. Ordering an official transcript of records is possible under category **Tools** by choosing 'Transcript'.

Registrations

Here you can view your registrations for courses and examinations.

You can organize registrations by unit code, name or date of completion by clicking the corresponding title bar. To view the basic information of the study unit, click the unit code on the **Course** column. To view more detailed information on the registration, choose **Reg. data**. By clicking a link in column **Name** you'll get more detailed information on a teaching event and your registration.

If you need to cancel a course registration, click the **Delete** button. You can also hide course registrations by clicking the **Hide** button. You can view hidden registrations by clicking the **Hidden registrations** button on the top right of the page and restore registrations by clicking the **Restore** button. In **Deleted registrations** you can view registrations canceled by you or an official, for more information click the **Reg. data button**.

Completed courses

Here you can browse your completed courses.

Your completed courses are initially listed according to the date of completion in alphabetical order. You can organize the courses by course, name or date of completion by clicking the text on the corresponding title bar. The first click sets the completed courses in ascending order and the second click sets them in descending order.



By clicking the plus sign (+) next to the unit code, you can see which courses a certain study module consists of. Note that study modules and study hierarchies are located at the end of the list. You can also open the entire study hierarchy by clicking the plus sign (+) next to the **Course** title. If the details are not correct, please subscribe a transcript of records to ensure that your studies have been updated.

Failed studies

Here you can view the studies which have been entered in the study register but which **do not** show on the transcript of records.

The status of the course under Failed studies can be fail or upgraded (you can also find the upgraded course marks in the register) or expired/transferred. When changing over to new degree requirements, an expired/transferred course is either expired or transferred twice. In this case the additional course is hidden by changing its status into expired/transferred. Please note that some departments do not register failed courses at all.

Transcript

You can order an official transcript of records in WebOodi under category **Tools** by choosing 'Transcript'.

Select the scope and language in which you would like to have the transcript and select **Order an Official Transcript**. The transcript is available at your own front page in WebOodi in 1,5 hours. You will see your transcripts for three days and can order three transcripts at same time.

Only if the official digital transcript is not suitable for the receiver, will Student Affairs at Student Center print out a transcript with a handwritten signature and the official round seal stamp of the University of Oulu.

In this case you can:

- Pick up an official transcript from Student Center. There is no need to order anything in advance
- Order an official transcript: [opintoasiat\(at\)oulu.fi](mailto:opintoasiat@oulu.fi). When ordering give your name, date of birth/student id number, and mailing address
- Open University students can order an official transcripts from [avoin.yliopisto\(at\)oulu.fi](mailto:avoin.yliopisto@oulu.fi).

More information: <http://www.oulu.fi/english/studying/transcript>



PERSONAL DATA

All students must update their personal information such as the address, telephone number(s), homepage, place of residence, and the release consent of personal data. You can make changes via WebOodi by clicking the **Personal data** in top header and choosing **Edit** in Contact information. Type the correct information and save it. You can also contact the Students Affairs Office for possible changes. Please make sure that you have a valid address from where you can be reached during the academic year. If you have no address at all in WebOodi, add one by clicking the **Add new address** button. Also make sure that you have a valid email address in WebOodi.

Note: Please remember to notify the University Library, the Finnish Student Health Service and the student newspaper of the change of address because these organisations have separate registration systems.

SETTINGS

In **Settings** in top header you can change the language of user interface, whether your name will be shown on course registration, default sorting of completed courses and extend of studies.

CONTACT INFORMATION

Student Center, Study Affairs: tel. 029 448 4035, email: opintoasiat (at) oulu.fi

IT Administration Services HelpDesk: tel. 029 448 3080, email: neuvonta (at) oulu.fi

WebOodi feedback: oodituki(at)oulu.fi

Feedback goes to members of Oodi Team.