Lukkari Guide for Students

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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.
- send your Lukkari schedule to your PSP Advisor for comments.

**Lukkari helpdesk: lukkari (at) oulu.fi**

2. **How to begin**

1. Lukkari login page can be found at:  
   [https://lukkari.oulu.fi](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 paju 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.
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.
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.

Example of Academic year view
4. Adding events to your calendar

To start adding events to your Lukkari, select Add 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 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 PSP. (This function is for students you have started their studies 2011 and after, and used OodiPSP tool.)
- **All courses.** All courses 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 PSPs you have created. Select the PSP you want, and it’s structure will open.

```
Add teaching event

<table>
<thead>
<tr>
<th>Study plan</th>
<th>All courses</th>
</tr>
</thead>
</table>

Autumn 2012

› TATKn hopsi 31.08.2012 31.8.2012
› Koulutushopsi 30.8. 30.8.2012
```

PSP’s created in OodiPSP

By selecting group headlines in PSP 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.

```
Add teaching event

<table>
<thead>
<tr>
<th>Study plan</th>
<th>All courses</th>
</tr>
</thead>
</table>

Autumn 2012

› TATKn hopsi 31.08.2012 31.8.2012
› Compulsory general studies
› 80008Y Orientation for New Students
   Lecture
› 901004Y Swedish

Spring 2013 Autumn 2013
```

Browsing PSPs

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 your calendar, and Add if you want the times to be added to your Lukkari.
Overlapping teaching times
4.3 Adding a teaching event using All courses search tab

All courses 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 not 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.

Search results

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.
4.4 Adding an informal new event

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

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

Window for adding new event opens:

![Adding a new informal event](image)

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 PSP advisor, they will only see the reserved time slot for that event.
4.5 Teaching events in other environments

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

Notifications in Lukkari are there to tell you if there have been changes to teaching events you have added to your Lukkari. You can see notifications list by selecting Notifications from the top right side of the screen.

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.

![Search from calendar](image)

**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.
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 electronic calendar, send comment request to your PSP 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! Notifications do not follow events to other calendar applications. Notifications will only work in Lukkari.

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.

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.
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 guidance for time use, you can send your Lukkari schedule for comments to your PSP 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 PSP Advisor from **Send a comment request**. **Send** button sends a comment request email to your advisor.
Sending a comment request

Note! You can send comment request to your 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