



UNIVERSITY of OULU  
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# WebOodi – Registering for Courses

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Photo: Ilpo Okkonen



From a student's point of view, one of the most useful functions of WebOodi is the registration for courses and examinations. The possibility to register for courses through WebOodi may vary between departments.

## I. Searching for a course or an examination

A) There are several different ways of registering. One of the most common ways is to choose **Search** under the **Instructions / Courses** category on the main menu.

The screenshot shows the 'Search for instruction and courses' page. On the left is a navigation menu with categories like 'Front page', 'Instruction/Courses', 'My studies', 'Other functions', 'Course feedback', 'Instructions and links', and 'Logout'. The 'Search' link under 'Instruction/Courses' is circled in red. The main content area has a search form with fields for 'Name or code', 'Study method', 'Unit', 'Course catalogue', 'Academic term', 'Start date - End date (dd.mm.yyyy)', and 'Language of instruction'. There is also a checkbox for 'Including subordinate units' and a checkbox for 'Only instruction and examinations, for which registration is ongoing'. The 'Search for instruction and examinations' button is circled in red. Below the form, it says 'No search results. Check the search criteria.' At the bottom of the page, there is a search bar with the text 'Search for instruction'.

Figure I. Searching for courses, examinations and study units

During the registration period you can search for courses and examinations by using the following search criteria: name or code (the registration code of the study unit), study method, unit, course catalogue, academic term, time and the language of instruction. You can also limit the search to teaching that you can register for in WebOodi.

You can use different combinations of search criteria. By trying, you will find the easiest and the most effective way to search for the teaching events you need.

After you have typed the required search criteria, click the **Search for instruction and examinations** button. The number of available teaching events appears above the search criteria. The teaching events that match the search criteria are displayed as a list below.



For further information on the use of different search criteria, see the paragraphs below.

### Name and unit code

You can use the full name of a course or an examination or a first few letters as search criteria (e.g. Progr). By clicking **Search for instruction and examinations**, a list of teaching events including the character string is displayed. Search is not case sensitive.

You can use either a unit code or a registration code of a study unit, or a part of it as the search criteria.

### Study method

You can select the method of the teaching event you search for in a drop-down list (e.g. an examination or course).

### Unit

You can select the department or other organisation which arranges the teaching event in a drop-down list.

### Academic term

You can limit the search to teaching events during a certain term. The program searches for those teaching events which take place during the fall and/or spring term.

### Start date – end date

You can limit the search to teaching events which are available fully or partly within certain time frame. Type the dates either ddmmyy or dd.mm.yyyy. In case you want to search for examinations taking place on a certain date, give the same date both as the start date and the end date (e.g. 15.05.2011-15.05.2012).

The screenshot shows the 'Search for instruction and courses' interface. The search criteria are: Name or code (empty), Study method (Course), Unit (Faculty of Technology), Course catalogue (No selection), Academic term (No selection), Start date - End date (dd.mm.yyyy) (empty), Language of instruction (No selection), and a checkbox for 'Only instruction and examinations, for which registration is ongoing' (unchecked). The search button 'Search for instruction and examinations' is circled in red. Below the search criteria, the 'Instruction and examinations' section shows 'Search results 3' in a table.

	Code	Name	Study method	ECTS cr	cu	Teacher	Schedule
Registration has ended.	030005P	<a href="#">Introduction to information retrieval</a>	Course	1		<a href="#">Sassali, Jani Henrik</a>	04.10.11 -24.11.11
<a href="#">Go to registration</a>	030005P	<a href="#">Introduction to information retrieval</a>	Course	1		<a href="#">Reinikainen, Jaana Mariatta</a>	10.10.11 ma 10.15-12.00 17.10.11 ma 10.15-13.00 24.10.11 ma 10.15-13.00
<a href="#">Go to registration</a>	031021P	<a href="#">Probability and mathematical statistics</a>	Course	5	0	<a href="#">Ruotsalainen, Pasi Olavi</a>	01.10.10 -15.12.11

Figure 2. Search result of teaching events / study units



In case no teaching events are found with the given search criteria “**No search results. Check the search criteria**” -message is displayed below the search criteria.

If the search criteria you give are too broad, the following message appears: **Refine the search criteria!** Give more specified criteria and click **Search for instruction and examinations** again. **NB!** When selecting multiple search criteria, all of them must be met in order to get results.

If the search produced more than 15 teaching events, the program shows the first 15 of them. If you want to see the next 15, click the **Next 15** button. Next to the **Go to page** button, there is a drop-down list with courses in alphabetical order. In case you know the unit code (the registration code) or a part of it, select the appropriate alphabetical section and click the **Go to page** button. The teaching events within the chosen alphabetical section are displayed.

**B)** Alternatively you can search for courses by choosing “**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.

The screenshot shows the WebOodi interface. On the left is a navigation sidebar with a blue background. The 'Course catalogues' link is circled in red. The main content area has a white background and contains the following text:

**Course catalogues**  
This page allows you to access departmental and faculty course catalogues with information about degree requirements and instruction.

**Catalogues may be available for a faculty, department or major subject.**  
Please begin by selecting the faculty whose catalogues you wish to access.  
If the name of the department is preceded by a plus sign, the departmental disciplines can be accessed by clicking on the sign.

**The catalogues are listed under the name of the unit.**  
If the department has not posted a catalogue on WebOodi, you can click on the links to the right of the department's name to browse the instruction and courses that the department offers.

**Selected unit: University of Oulu > Faculty of Humanities**

University of Oulu	<a href="#">Show courses</a>
+ Elektronioptiikan laitos	
- Faculty of Economics and Business Administration	
TaTK - Business Law 2011-2012, 2011-12	
+ Faculty of Education	
- Faculty of Humanities	<a href="#">Show courses</a>
Department of Art Studies and Anthropology	<a href="#">Show courses</a>
Department of English	<a href="#">Show courses</a>
Department of Finnish, Information Studies and Logopedics	<a href="#">Show courses</a>
Department of German, French and Scandinavian Languages	<a href="#">Show courses</a>
Department of History	<a href="#">Show courses</a>
Gjellagas Institute for Saami Studies	<a href="#">Show courses</a>
+ Faculty of Medicine	
+ Faculty of Science	
+ Faculty of Technology	
+ Hallintopalveluiden yhteiset	
+ Koe-elaänkeskus	
+ Koulutus- ja tutkimuspalvelut	
+ Language Centre	

Search for the selected unit's instruction by name or code

**Figure 3. Searching for courses through course catalogues**

Begin by selecting the faculty or unit whose catalogues you wish to access. If the name of the department is preceded by a plus sign, the departmental disciplines can be accessed by clicking on the sign.

**NB!** If the department has not posted a catalogue on WebOodi, you can click on the links to the right of the department's name to browse the instruction and courses that the department offers.



The course catalogue consists of six tabs: General Information, Instruction, Examinations, Degree structure Study modules and Courses. If the guide does not include any separate study modules, the tab will not be shown.

### General Information -tab

On this tab you will see general information about the course catalogue, e.g. studies included in the catalogue or general requirements.

TaTK - Business Law 11-12, 2011-12

General information | Instruction | Examinations | Degree structure | Study modules | Courses

**Business Law**  
(28 ECTS and 60 ECTS, basic and intermediate studies)

**BASIC STUDIES:**  
721420A Marketing Legislation 7 ECTS  
721614A Labour Law 7 ECTS  
721610A Corporate Law and Law of Contracts 7 ECTS  
721611A Tax Law 7 ECTS

Figure 4. General information -tab

### Instruction -tab

On the instruction tab you can view the teaching events (lectures etc.) which can be registered for in WebOodi. Generally the studies have been divided into basic studies, intermediate studies, advanced studies etc. Select the + -icon to view details.

TaTK - Business Law 11-12, 2011-12

General information | Instruction | Examinations | Degree structure | Study modules | Courses

**Instruction in the catalogue**

If a study module has been divided into several sub-modules (e.g. 123456Y-02), not all of them are necessarily mentioned separately in the study guide. You can search for sub-modules by choosing "Search" below "Instruction / courses" on WebOodi's main menu. You can search for courses according to different search criteria, for example the study module's code (123456Y).

Please note that some study modules and examinations cannot be found in WebOodi. If you cannot find the study module or sub-module you are searching for, contact the organizing unit.

[Intermediate Studies](#)

Functions	Code	Name	Type	ECTS cr	Teacher	Schedule
<a href="#">Go to registration</a>	721420A	Marketing Legislation, lectures autumn 2011	Lecture 7		Pulkkinen Markku	17.10.11 - 21.11.11 ma 12.00-16.00

Figure 5. Instruction -tab



## Examinations –tab

On the examinations tab you can see the examinations which are registered for through WebOodi. You can view examinations by examination date or by course.

By choosing to view examinations by date, WebOodi will show all the dates when examinations are held included in the catalogue. By choosing to view examinations by course, select the + -sign in front of the course name to see examination dates and to register, if possible.

TaTK - Business Law 11-12, 2011-12

General information | **Instruction** | **Examinations** | Degree structure | Study modules | Courses

**Examinations included in the catalogue**

If a study module has been divided into several sub-modules (e.g. 123456Y-02), not all of them are necessarily mentioned separately in the study guide. You can search for sub-modules by choosing "Search" below "Instruction / Courses" on WebOodi's main menu. You can search for courses according to different search criteria, for example the study module's code (123456Y).

Please note that some study modules and examinations cannot be found in WebOodi. If you cannot find the study module or sub-module you are searching for, contact the organizing unit.

By examination date | By course

14.10.2011

Functions	Code	Name	Type	ECTS cr	Teacher	Schedule	
Registration has ended.	<a href="#">721610A</a>	<a href="#">Corporate Law and Law of Contracts</a>	General exam	7	Pulkkinen Markku	14.10.11	pe 08.00-12.00
Registration has ended.	<a href="#">721614A</a>	<a href="#">Labour Law</a>	General exam	7	Pulkkinen Markku	14.10.11	pe 08.00-12.00
Registration has ended.	<a href="#">721611A</a>	<a href="#">Tax Law</a>	General exam	7	Pulkkinen Markku	14.10.11	pe 08.00-12.00

Figure 6. Examinations -tab

## Degree structure –tab

By selecting the name of the degree you can view which courses and study modules are included in the degree.

TaTK - Business Law 11-12, 2011-12

General information | Instruction | Examinations | **Degree structure** | Study modules | Courses

**Degree structures included in the catalogue**

[B.Sc. in Economics and Business Administration \(Finance\)2011-12 \(180 ECTS cr\) \(\(E\)julkaisu\)](#)

Figure 7. Degree structure -tab



## Study Modules –tab

If the faculty or unit has included study modules in the course catalogue, they will be shown on this tab. Select the + -icon to view which courses are included in the study module.

TaTK - Business Law 11-12, 2011-12

General information | Instruction | Examinations | Degree structure | **Study modules** | Courses

The study modules included in the catalogue. The study modules included in the degree can be found on the degree structure tab. Some catalogues may not include degree structures, in which case study modules can be found on this tab.

Code and name	ECTS cr	Unit	Functions
<a href="#">411006A</a> Research course I	10	Department of Educational Sciences and Teacher Education	

Figure 8. Study Modules -tab

## Courses –tab

On the Courses –tab you are able to view the courses included in the study guide. By selecting the course you will be able to view the basic information of the course and register, if possible. **NB!** If a course consists of several partial credits (e.g. I23456Y-01, I23456Y-02), not all of them are necessarily mentioned separately in the study guide.

TaTK - Business Law 11-12, 2011-12

General information | Instruction | Examinations | Degree structure | Study modules | **Courses**

Courses included in the catalogue

[+ Intermediate Studies](#)

[- Basic Studies](#)

Code	Name	Extent	Unit	Functions
<a href="#">721313P</a>	History of Economic Thought	5 ECTS cr	Faculty of Economics and Business Administration	
<a href="#">721210P</a>	Principles of Economics	5 ECTS cr	Faculty of Economics and Business Administration	
<a href="#">721236P</a>	Principles of Environmental Economics	5 ECTS cr	Faculty of Economics and Business Administration	
<a href="#">721218P</a>	Principles of International Economics	5 ECTS cr	Faculty of Economics and Business Administration	
<a href="#">721217P</a>	Public Sector Economics	5 ECTS cr	Faculty of Economics and Business Administration	
<a href="#">721115P</a>	Theory of Money and Monetary Policy	5 ECTS cr	Faculty of Economics and Business Administration	
<a href="#">721237P</a>	Urban and Regional Economics and Policy	5 ECTS cr	Faculty of Economics and Business Administration	

[- Language and Communication Studies](#)

Code	Name	Extent	Unit	Functions
<a href="#">901011Y</a>	Swedish for Economics	4 ECTS cr	Language Centre	

Figure 9. Courses -tab



## 2. Registering for a course or an examination

Click the **Go to registration** button next to the teaching event you want to register for. A page showing the information about the teaching event is displayed:

Data on teaching or examination Back

390001Y, Orientation to academic studies, 6 ECTS cr / 3 cu

Code	390001Y	Languages of instruction	Swedish	<a href="#">Show data on the course</a>
Name	Orientation to academic studies	Abbreviation	Orientation to	
Scope	6 ECTS cr / 3 cu	Unit	Kajaani Department of Teacher Education	
Form of study	Exam	Grading	1 - 5, fail	
Date	02.02.2009 -02.03.2009	Additional data		
Teaching designed for				
Data was last edited	26.11.2008			

Description

No description

Choose the courses or examinations you wish to register for.  
Save data by clicking on the *Save registration* button at the bottom of the page.

Registration	Exam	Teacher	Date and location
<input checked="" type="checkbox"/> <b>Reg.</b> <input type="button" value="Cancel"/> <input type="button" value="No."/>	Orientation to academic studies		02.12.08 ti 10.00-12.00

Registration period  
21.01.09 klo 08.00-  
28.11.15 klo 14.00

Additional data

My name can be published in the list of students registered for the course.

Figure 10. Registering for a teaching event

You can register for the teaching event you searched for by selecting the **Reg.** checkbox and clicking the **Save** button. Before saving, you can also give additional information about the registration in the **Additional data** field.

**Note:** If the **Reg.** checkbox is not selected when you click the **Save** button, the registration is not saved.





If the registration is successful, the following confirmation appears:

Registration for instruction or examination

Corporate Law and Law of Contracts

Registration added	Corporate Law and Law of Contracts, General exam	Pulkkinen Markku	14.10.11 pe 08.00-12.00 LIN L1
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Registration time 12.10.2011 15.48  
Archiving code b7bcc89608b5bac89781552cc313f96d

[Back to instruction or examination data](#) [See all your registrations](#)

You can also select a function from the menu.

Figure 11. Successful teaching event registration

The **Back to instruction or examination data** takes you back to the previous page. You can view all your registrations to make sure the registration is registered by clicking the **See all your registrations** button. The program notifies you if you do not have the right to participate the event or the course is already full. In case information e.g. on the right of study or attendance registration is missing, the registration can be rejected, or alternatively you receive a notification of information missing. The instructor responsible for tuition sets the participation criteria.

### 3. Reviewing your registrations

The registration for teaching events for students can be followed up by choosing **My studies** and **Registrations**.

**My studies**

This page contains data on your studies. If a course that you have completed has not been entered in WebOodi, contact the department responsible for the course. Students must be informed of grades not later than one month after the termination of the course, and the grades must be registered in Oodi within one month of the time that the students were informed of them.

If you are requested to provide a copy of your transcript, **do not print this page**, but navigate from the main menu to My studies > Transcript of studies, and follow the instructions.  
[Order your transcript through this link](#)  
[Hidden registrations](#) [Deleted registrations](#)

[Planned studies](#) [Registrations](#) [Completed ECTS credits](#) [Failed courses and expired ECTS credits](#)

Course	Name	Scope	Type	Status	Date	Functions
030005P	<a href="#">Introduction to information retrieval</a>	1 ECTS cr	Course	Actual registration	04.10.11-24.11.11	<a href="#">Hide</a> <a href="#">Delete</a> <a href="#">Req. data</a>
408013S-02	<a href="#">Thesis</a>	40 ECTS cr	Part of course	Actual registration	01.08.10-31.07.12	<a href="#">Hide</a> <a href="#">Delete</a> <a href="#">Req. data</a>

Figure 12. Registrations



Here you can view and also organise your registrations by the unit code, name or time of the study unit or study module by clicking the text on the corresponding underlined title bar. The registration status can be one of the following:

Actual registration	Registration for a Prospective teaching event.
Registration	Registration for a Confirmed teaching event.
Confirmed registration	Registration confirmed by the instructor.
Rejected registration	Registration rejected. Registration can be rejected in case information on the right of study, attendance registration or compulsory courses is missing.
Failed courses	Course has failed

**Table 1. Registration statuses**

The teaching events you have completed successfully are no longer displayed on the WebOodi registration list. You can browse for the details of courses you have completed in WebOodi by clicking on the **Completed studies** button under the category **My studies** on the main menu. In case you have been credited for a study unit or a part of it, the teaching event is displayed on this page.

With the **Hide** button, you can hide the selected registrations from the display. It does not cancel the registration but you can use it to remove, for example, registrations for teaching events that are already finished. With the **Hidden registrations** button, you can view all your registrations. The **Restore** button restores the hidden registration back into the list of registrations.

You can delete a registration by clicking the **Delete** button unless the instructor has denied access or has already approved the registration. When you confirm the deletion, the program notifies whether the deletion is successful.

You can view basic information of a study unit stored in Oodi by clicking the **Course code** next to a particular registration.

You can view more information of a study unit, and edit the registration by clicking the **Course data** button of a particular registration.