



Vaasan yliopisto
UNIVERSITY OF VAASA

HOW TO USE LUKKARIKONE FOR SCHEDULES

In Lukkarikone you can see and create your own schedule.

You can find Lukkarikone at: <https://lukkarit.uwasa.fi/>

Login first with your University of Vaasa credentials.

The screenshot shows the website interface for Lukkarikone. At the top right, the 'Login' button is circled in red. Below the navigation bar, there are search filters: 'Implementation search' (selected), 'Group search', 'Location search', 'Name or ID', and 'Active range'. A search input field contains the placeholder text 'Please, give a search term' and a 'Search' button. Below the search filters, there is a 'Show hidden events' button. The main calendar view shows the date 'June 29 - July 3, 2020' and navigation options for 'Month', 'Week', and 'Day'. The calendar grid shows the days of the week from Monday to Friday, with the time slots from 8:00 to 11:00. The Thursday and Friday columns are highlighted in yellow.

Select English as language in your profile.

Current events view shows you today's schedule, and you can move forward in the calendar to see the schedule for the following days.

The screenshot shows the 'Current Events' view of the Lukkarikone website. The 'Current Events' button is circled in red. The main content area shows 'TODAY' with the date '3.7.20' and a list of events. The first event is 'Robotics Summer Course' from 14 - 16 at F265, Fabriikki. On the right side, there is a user profile dropdown menu for 'Peppi Opettaja' with a 'Calendar Admin' link. The 'Choose language' dropdown menu is open, and 'In English' is circled in red. Other options in the language menu include 'Suomeksi' and 'Log out'.

The schedule shows full hours but in fact, the classes start a quarter past and end a quarter to the full hour.

When you select the **Calendar** view, you can see the schedule for the whole ongoing week.

You can select your preferred calendar view: monthly, weekly or daily calendar.

The screenshot shows the top navigation bar with 'Current Events' and 'Calendar' (circled in red). Below it, there are search filters: 'Implementation search', 'Group search', 'Location search', 'Name or ID', and 'Active range'. A search bar contains the text 'Please, give a search term' and a 'Search' button. The main area displays a calendar for 'July 6 - 10, 2020'. The calendar view is set to 'Week' (circled in red). The schedule shows three events: 'Robotics Summer Course' on Tue 7.7. and Thu 9.7. (10:00-12:00) and 'Thesis Summer Seminar' on Wed 8.7. (12:00-16:00). All events are at 'F265 F265, Fabriikki'.

W28	Mon 6.7.	Tue 7.7.	Wed 8.7.	Thu 9.7.	Fri 10.7.
8:00					
9:00					
10:00		10:00 - 12:00 Robotics Summer Course F265 F265, Fabriikki		10:00 - 12:00 Robotics Summer Course F265 F265, Fabriikki	
11:00					
12:00			12:00 - 16:00 Thesis Summer Seminar F265 F265, Fabriikki		
13:00					
14:00					
15:00					
16:00					

This is how you create your own schedule

Start creating your schedule in the **Calendar** view.

Search for course implementations by course name or ID, or teacher's name.

The screenshot shows the search bar with 'programming' entered. The 'Name or ID' dropdown menu is open, showing options: 'Name or ID', 'Teacher name', and 'Group ID'. The 'Calendar' view is selected in the top navigation bar.

As a search result, you will get a list of implementations that you can add to your basket by clicking **Add**.

The screenshot shows a search interface with the following elements:

- Search tabs: Implementation search (selected), Group search, Location search, Name or ID, Active range.
- Search input: programming
- Search button: Search
- Search results (1): Hide search results
- Filters: Study begins, Languages, Study Types
- Search result table:

Course ID	Course Name	Teacher	ECTS	Start Date	End Date	Overlapping	Info	Add
VAASA0001-3011	Introduction to Programming	Peppi Opettaja	1	10.9.2020	11.11.2020	No overlapping	Info	Add

You can also search implementations by your group ID. As a search result, you get a list of course implementations appointed to your group.

The screenshot shows a search interface with the following elements:

- Search tabs: Implementation search (selected), Group search, Location search, Group ID (selected), Active range.
- Search input: HALLIT1
- Search button: Search
- Search results (2): Hide search results
- Filters: Study begins, Languages, Study Types
- Search result table:

Course ID	Course Name	Teacher	ECTS	Start Date	End Date	Overlapping	Info	Add
VAASA0001-3009	Introduction to Administrative Sciences	Peppi Opettaja	1	7.9.2020	31.10.2020	No overlapping	Info	Add
VAASA0001-3011	Introduction to Programming	Peppi Opettaja	1	10.9.2020	11.11.2020	No overlapping	Info	Add

To see more information on the implementation, select **Info**.

Information tab shows you the implementation details.

The screenshot shows a modal window with the following details:

- Header: 10.9.2020 - 11.11.2020, VAASA0001-3011 Introduction to Programming
- Navigation: Information (selected), Reservations (3)
- Details:

Teaching language	English
Scope	1
Name	Test course
Enrollment starts	26.8.2020
Enrollment ends	3.9.2020
Teachers	Peppi Opettaja
Teaching groups	HALLIT1
Learning materials	Course material in Moodle
Further information	Self-study option available
- Close button

Reservations tab shows you the teaching schedule for the implementation.

Date	Time	Room	ID	Name	Scheduling groups	Group IDs
7.9.2020	10:00 - 14:00	D217, ATK D217	VAASA0001-3011	Introduction to Programming	Introduction to Programming Group 1	HALLIT1
8.9.2020	12:00 - 14:00	D217, ATK D217	VAASA0001-3011	Introduction to Programming	Introduction to Programming Group 2	HALLIT1
10.9.2020	14:00 - 16:00	D217, ATK D217	VAASA0001-3011	Introduction to Programming	Introduction to Programming Group 3	HALLIT1

This is how you select the right teaching group within a course

By opening the drop-down menu next to the implementation, you can select the right teaching group within a course (exercise group, seminar group etc.) to your schedule.

By clicking **Add** next to the implementation, you will add to your schedule all reservations made for the implementation.

By clicking **Add** next to the teaching group, you will add to your schedule only the reservations for the selected teaching group as well as the lectures.

On the list, you can also see if the reservations are overlapping with the implementations that are already in your schedule.

Choose the teaching group that is overlapping the least with your schedule.

Search results (2) Hide search results ^

Study begins Languages Study Types

<p>^ VAASA0001-3009 Introduction to Administrative Sciences Peppi Opettaja 1 ECTS 7.9.2020 31.10.2020</p> <p>Introduction to Administrative Sciences Group 1</p> <p>Introduction to Administrative Sciences Group 2</p>	<p>Info Delete</p> <p>Delete</p> <p>Delete</p>
<p>^ VAASA0001-3011 Introduction to Programming Peppi Opettaja 1 ECTS 10.9.2020 11.11.2020</p> <p>Introduction to Programming Group 1</p> <p>Introduction to Programming Group 2</p> <p>Introduction to Programming Group 3</p>	<p>4 / 8 h</p> <p>Show overlapping</p> <p>2 / 4 h</p> <p>Show overlapping</p> <p>2 / 2 h</p> <p>Show overlapping</p> <p>No overlapping</p> <p>Info + Add</p> <p>+ Add</p> <p>+ Add</p> <p>+ Add</p>

You can make several searches and add implementations to your basket.

Finish by hiding the search results so you will get back to the calendar view.

Search results (2) Hide search results ↗

Study begins Languages Study Types

VAASA0001-3009 Introduction to Administrative Sciences	Peppi Opettaja	1 ECTS	7.9.2020	31.10.2020	Info Delete
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The reservations for the implementations you have in your basket will automatically be transferred into your schedule.

Current Events Calendar Schedule Lukujärjestys Index Peppi Opettaja

Implementation search Group search Location search Group ID Active range

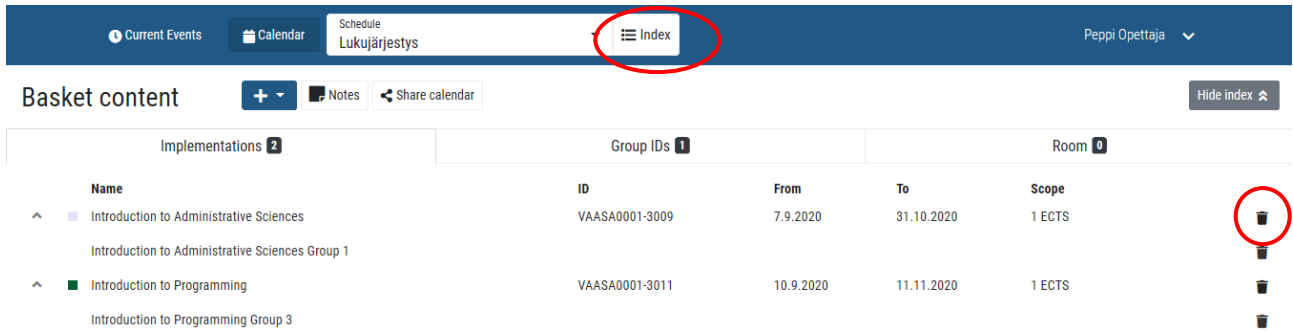
Please, give a search term Search

Show hidden events

< > Today **September 7 – 11, 2020** Month Week Day

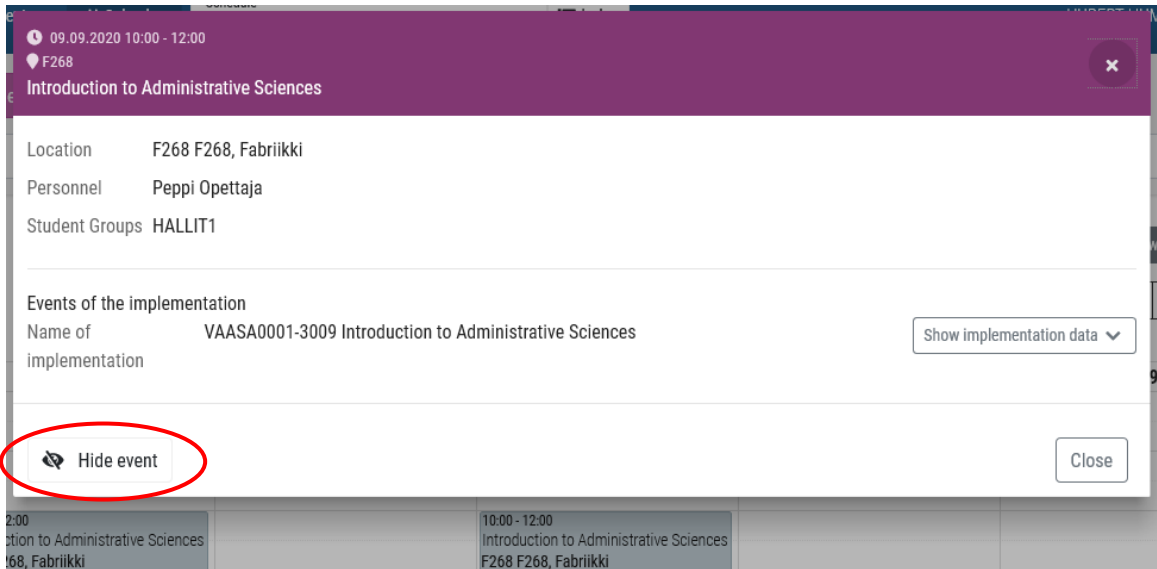
W37	Mon 7.9.	Tue 8.9.	Wed 9.9.	Thu 10.9.	Fri 11.9.
8:00					
9:00					
10:00	10:00 - 12:00 Introduction to Administrative Sciences F268 F268, Fabriikki		10:00 - 12:00 Introduction to Administrative Sciences F268 F268, Fabriikki		
11:00					
12:00		12:00 - 16:00 Introduction to Administrative Sciences F268 F268, Fabriikki			
13:00		Introduction to Administrative Sciences Group 1			
14:00				14:00 - 16:00 Introduction to Programming D217 D217, ATK, Tervahovi	
15:00				Introduction to Programming Group 3	
16:00					

The **Index** tab shows you the content of your basket. Here you can remove implementations from your basket if needed.

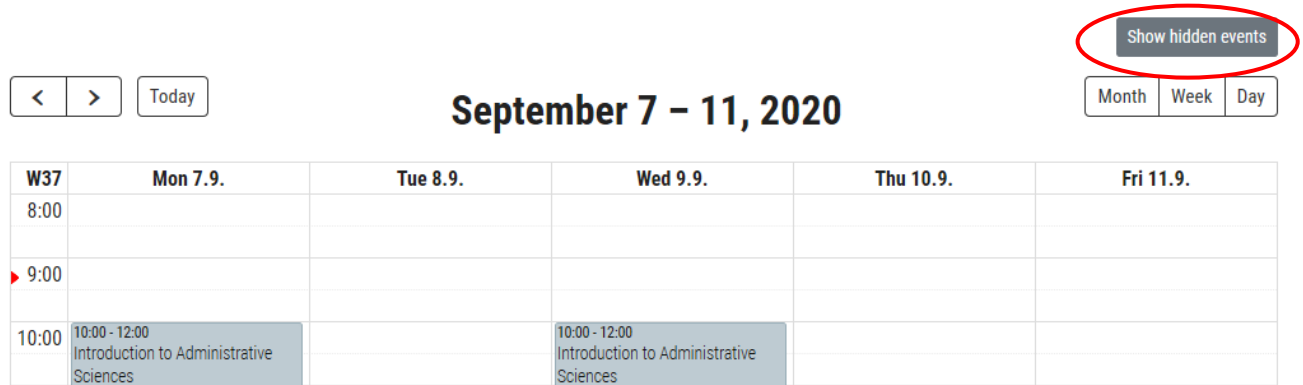


In the calendar view, you can open reservations and see detailed information about the reservation.

In the Reservation window, you can select **Hide event**, and the reservation in question will disappear from your schedule.



You can make the hidden reservations visible again by selecting **Show hidden events** in the calendar view.



Synchronizing Lukkarikone with your own calendar

You can synchronize your schedule for example with your Outlook, Google or iCloud calendar.

In your profile, select **Calendar Admin** and the schedule that you have created. Select **Create Share link**, then **Copy iCal link to clipboard**, and finally add the link to your calendar of choice.

The screenshot shows the top navigation bar with 'Calendar Admin' highlighted in a red circle. Below it, the 'Calendars:' section displays a table with columns for 'Default', 'Name', 'Created', and 'Notes'. The 'Lukujärjestys' calendar is listed with a creation date of 29.4.2020. A red circle highlights the dropdown arrow next to the 'Notes' column. To the right, the 'Index:' section shows a table of 'Implementations' with columns for 'Name', 'ID', 'From', and 'To'. The first implementation is 'Introduction to Administrative Sciences' with ID VAASA0001-3009, starting on 7.9.2020 and ending on 31.10.2020.

This screenshot shows the 'Calendars:' section with the 'Lukujärjestys' calendar listed with a creation date of 18.5.2020. A red circle highlights the dropdown arrow next to the 'Notes' column. The dropdown menu is open, showing options: 'Create share link' (circled in red), 'Edit', and 'Administ Group 1'.

This screenshot shows the 'Calendars:' section with the 'Lukujärjestys' calendar listed with a creation date of 18.5.2020. A red circle highlights the dropdown arrow next to the 'Notes' column. The dropdown menu is open, showing options: 'Copy iCal link to clipboard' (circled in red), 'Stop sharing calendar' (circled in red), and 'Edit'.

If you want to stop the synchronizing of calendars, select **Stop sharing calendar**.