

Student instructions: Schedules

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This tutorial tells you how to use the Schedules to manage your own schedule. You may access the Schedules via Pakki or with this link: <https://lukkarit.hamk.fi/>

NB: Schedules is only for scheduling. **You still need to register for modules in Pakki.**

Logged-in user – Student: When you log in to the Schedules for the first time, the application creates an automatic schedule based on the module implementations you have registered for and you have been accepted to. This works only for your group’s implementations and reservations.

EN ▾ → Login

In addition to the automatic schedule, you may create and edit other timetables in the *Calendar admin* view. This view allows you to plan your schedules in more detail. Weekends show in the timetable only if there are events on Saturdays or Sundays.

No login required – public view: Users who have not logged in to the system may view the timetables, but they cannot create or edit timetables.

Different ways to use the Schedules

1. THE EASY WAY – Automatic schedule

The automatic schedule collects information from the reservations/module implementations that you have enrolled on in Pakki. If you want to check your enrolment status, visit the *Enrolments* page in your PSP. You cannot edit the automatic schedule without making

changes to these enrolments. See further instructions below.

2. Calendar admin view – Do-It-Yourself timetable

If you are a pro in time management, you can create your own timetable and use it instead of the automatic schedule or as an extra feature. There are a couple of ways to create a DIY timetable. You may create it:

- based on a group name or a group ID
- based on module implementation's name or ID
- Or add both: information on your group and the module implementations. See further instructions below.

THE EASY WAY – Automatic schedule

1. When you are logged in to the Schedules, you will see your name on the upper right corner
2. Select *Calendar* from the top menu
3. You will see the *Automatic schedule* as default in the *Schedule* menu
4. You may view the calendar by day, week or month. If there are no reservations for Saturdays or Sundays, the weekends are hidden from the calendar.
5. Select *Index* to see the module implementations, rooms and groups linked to the timetable.
6. Select the module name to see further information on the implementation.

You cannot edit the automatic schedule!

i If the automatic schedule does not show properly:

- Check that you have logged in to the Schedules with your HAMK ID and password.
- Check that you have selected the Automatic schedule as your default schedule.
- Log out and close your browser. Open the browser again and log in to the Schedules.
- In case of need, change the browser. The Schedules works best with Mozilla Firefox.

Calendar admin view

Calendar admin view is available for logged-in users. In this view you may:

- create new schedules (in addition to the automatic one)
- set your default schedule
- add or remove an iCal link created for sharing your timetable to your own calendar
- edit the schedule calendar
- remove the calendar

i If you create a DIY schedule in addition to the automatic schedule, you may compare these two and their matching/overlapping in relation to the timetable you have chosen as your default schedule.

NB: You must enrol on all modules via Pakki.

Managing your schedules

1. Select the arrow on the upper right corner and pick *Calendar admin* ① from the drop-down menu (see the picture below)
2. *Add new calendar* ②
 - A pop-up window opens where you give your new calendar a name (max 30 characters). You may create as many calendars as you like. You cannot add content to your new calendar at this point.
 - Fill in the *Basket name* and *Save*. ③
 - You may add notes to each basket/schedule.
3. The schedule you have set as default ④ opens every time you log in to the Schedules.
4. You may sync your schedule with your Google or iCloud calendar by copying the iCal link to clipboard ⑤. You may also stop sharing your schedule to your calendar.
5. You may edit the name of your schedule ⑥.
6. You may delete your own calendars via *Calendar admin*, but you cannot delete the automatic schedule or a schedule that is currently open.

Create a new schedule – DIY timetable

After you have created a new calendar in the *Calendar admin* view, you can add module implementations to it as follows:

1. Select *Calendar*
2. Select your new schedule
3. Select *Implementation search*
4. Enter the name or the code of the implementation to the search field. You may also try the search with a partial name or code (ID).

5. Select the search option you want to use for the search
 - *Name or ID*
 - *Teacher name*
 - *Group ID*
6. If you like, you can limit your search to a certain date range with the *Active range* filter. It shows the implementations that are available during the date range selected.
7. Select *Search* and the list of search results opens
8. You may also use the other filters at the top of the search results list to narrow down the list
9. Select *+Add* to add the implementation to the basket
10. The implementation is in the basket when you see the basket icon on the row. If you want to remove the implementation from the basket, select *Delete*. If you need further information on the implementation, select *Info*.

Basket contents and the implementation code (ID)

Basket = When you select implementations to your schedule, they first transfer to a basket. The Schedules creates a schedule based on your selections.

When you find an interesting implementation, remember to take down the implementation code e.g. 'TU00BL55-3007'. You will need this piece of information when you enrol on the implementation in Pakki.

Small groups on implementations and adding them to your DIY timetable

If the implementation includes small groups, you will see a downwards arrow in front of the search result.

1. Select the arrow to see the list of available small groups.
2. You may select a group and add it to your DIY timetable.

Displaying information in the Calendar view

You may select any event in the Calendar view to see further information on that implementation and reservations related to the implementation. If the reservation is only for a small group, you will see the information on the reservation. If you want to hide a reservation from your schedule, select *Hide event* in the implementation's pop-up window. After that you need to select *Hide hidden events* from the upper right corner of the Calendar view.

Adding module implementations, groups and rooms to a DIY timetable

NB: You can only add contents to the schedule you created in the *Calendar admin* view. You cannot add any content to the automatic schedule.

Search and add module implementations

1. Select *Calendar* and *Implementation search*
2. Enter at least a part of the module implementation's name or code (ID)
3. Select the search option you want to use for the search

- *Name or ID*
 - *Teacher name*
 - *Group ID*
4. You can limit your search to a certain date range with the *Active range* filter
 5. Select *Search* and the list of search results opens. You may also use the other filters.
 6. Select *+Add* to add the implementation to the basket.
 7. If you need further information on the implementation, select *Info*.

Search and add groups

1. Select *Calendar* and *Group search*
2. Enter at least a part of the group's name or code (ID)
3. Select *Search* and the list of search results opens
4. Select the group to basket with *+Add*

Search and add rooms

1. Select *Calendar* and *Location search*
2. Enter at least a part of the location's or room's name or code (ID)
3. Select *Search* and the list of search results opens
4. Select the room to basket with *+Add*

Removing module implementations, groups and rooms from the DIY schedule

NB: The program does not ask if you really want to remove the item from the basket

1. Select the DIY schedule (basket) from which you want to remove data
2. Select *Index* that also shows small groups
3. Select *Group IDs, Implementations* or *Room*
4. Find the group, implementation or room you want to remove and select the trash bin icon at the end of the row.

Filling gaps between classes and overlaps between classes

If you have gaps between classes that you would like to fill with other classes, you can use the empty space between classes to find optional studies to that time slot.

Filling gaps between classes

1. Select *Calendar*
2. Select the gap between classes (click or paint). If you are using a mobile device press the gap for a while.
 - *Free period search* opens (pop-up window)
3. You may filter the search with the *Time range*, *Duration* of the classes and *Place* (campus)
 - If you want to change the time range, select the date and time of the day from the calendar and select *Set*
NB: The mere selection of the date does not confirm the selection
 - A list of search results opens in the same window
4. Add the implementation to the basket with the *+Add* button

Overlaps

If any of the classes overlap with your other classes, the *Free period search* shows the overlaps in the *Overlapping* column.

- The red bar shows how much the implementations/search results overlap. In the overlapping function, your default schedule is compared to the schedule to which you are about to add the new implementation.
- If you need further information, select *Show overlapping*.
- The opening window tells the names of the reservations, the overlapping times and their durations.

! Enrol on modules in Pakki. If you add implementations to your schedule, remember to enrol on module implementations in Pakki.

Sharing your Schedule with an iCal link

You may sync your schedule with your Google or iCloud calendar.

1. Select *Index* from the top menu. Select *Share calendar* here or use the *Calendar admin* view to share the schedule.
 - This function creates an iCal link.
2. Copy the link and add it to your Google or iCloud calendar. The shared schedule updates in your calendar according to your settings.

If you want to stop the calendar sync, select *Stop sharing calendar (x)*.