

<http://weboodi.uniarts.fi> (you can also login via Artsi at Tools)


New in WebOodi: If you are both a staff member and a student (or a former student) you can use WebOodi with both roles. Please choose the preferred role under your name.

### Teachers can use WebOodi to:

1. see information about their own tuition and print student lists
  2. send email to students who are attending their courses
  3. see the students' contact information (*only with specific user rights!*)
- Log in to WebOodi with your uniarts passwords

### How to see your own tuition and send email to own students

By clicking My courses:

1. You can find all **course participants** by clicking *Functions* → *View course data and the participants* and clicking the man icon on the next page . You can make pdf, txt or excel **lists** of the course participants. You can print the list, write marks for students and send the list to the study register at your academy.
2. You can **send email** to all students in your group by clicking *Functions*. The message will be sent to you, and the students will get the same message as blind cc. You can also send email to one or more students by clicking his/her name on the participant page.
3. Your older courses have been moved to the Hidden –interleaf. In case you have (accidentally) moved a course there yourself, you can *restore* it, so it returns to the main page. You can sort the courses by clicking the triangles in the grey bar.

### How to search students in WebOodi (only with specific user rights!):

1. After logging into WebOodi, move to Tools >> Other user rights >> Search for student
2. You can search students with their student number, surname or first name
3. You can see the contact information by clicking the Personal data -button

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