

The Teacher's Guide to
Asio's Calendar Functionalities

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**UNIVERSITY
OF THE ARTS
HELSINKI**

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Accessing Asio

You can access the Asio with your Uniarts ID at:

<http://asio.uniarts.fi> (Sibelius Academy and Academy of Fine Arts)

<http://tila.teak.fi> (Theatre Academy)

You can also find links to Asio in the Artsi Tools section.

Asio's Menus

<< 2015 >>						
Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

<< Prev. week 34 Next week >>
>> Show today

You can click on the Asio calendar to access certain weeks, months or years.

My agenda shows you the timetable of the courses that you are a teacher in.

[Academy name]: See what is happening in the different classes at the academy you wish to view.

Programme calendars: See what courses different programmes are giving on a weekly basis.

Student schedule: The tool for creating your own course timetable and visualize possible overlaps.

Search bookings helps you find bookings in Asio with many criteria.

- My agenda
- Academy of Fine Arts
- Programme calendars
- Student schedule
- Search bookings

Connecting your agenda to and Outlook calendar

It is possible to connect Asio to Outlook or another digital calendar which can employ WebCal feeds. Please note that this feature is new, relatively untested and might have some problems!

You can see your personalized WebCal feed by clicking the button marked below in the **My agenda** section.

My agenda / Opettaja KuvA / Week 34



	Monday 17.08.2015 Add an event	Tuesday 18.08.2015 Add an event	Wednesday 19.08.2015 Add an event	Thursday 20.08.2015 Add an event	Friday 21.08.2015 Add an event	Saturday 22.08.2015 Add an event
8:00						

When you click the button, you reach the following page which allows you to copy-paste the WebCal-link on the first row to your own calendar.

WebCal activation		Close
WebCal-link	<input type="text" value="https://asio.siba.fi/w/i.php?98esiba%2Co6210667"/> Open in browser: <input type="button" value="WebCal"/> <input type="button" value="Text"/>	
Email address	<input type="text"/>	
Email subject	<input type="text" value="Link to WebCal calendar Opettaja KuvA"/>	
Email message	<div style="border: 1px solid gray; padding: 5px;"> <p>Link to WebCal calendar Opettaja KuvA:</p> <p>https://asio.siba.fi/w/i.php?98esiba%2Co6210667</p> </div>	
<input type="button" value="Send link by email"/>		

- This application allows you to subscribe to the calendar using a WebCal feed.
- Click on the **Open in web browser** button to open the WebCal link in the default WebCal application for your Web Browser.
- Give your email addresses and click on the **Send link by email**-button to send the WebCal link to your email. This way you can get the link easily into for example a mobile device.

During the semesters the changes in course timetables will be updated in Asio and the changes can be seen in your electronic calendar as well. Some WebCal-readers do not always show up-to-date information because the refresh period is usually determined by the calendar provider.

You can access your Uniarts calendar at: <http://webmail.uniarts.fi/>

A guide for adding your WebCal-link to the Uniarts Office 365 calendar can be found here:

<https://support.office.com/en-ca/article/Open-an-Internet-calendar-in-Outlook-Web-App-5de44446-aa16-4e8f-9ddd-84f170446226>

It is also possible to add the WebCal-link to your telephone and other calendar software. You can find guides for this at: http://www.webcal.fi/fi-FI/tuetut_ohjelmat.php

The Uniarts IT-support can help you with connecting your WebCal to your Uniarts Office 365 Webmail calendar and Uniarts telephones. In case of other questions you can send mail to: asio-help@uniarts.fi