

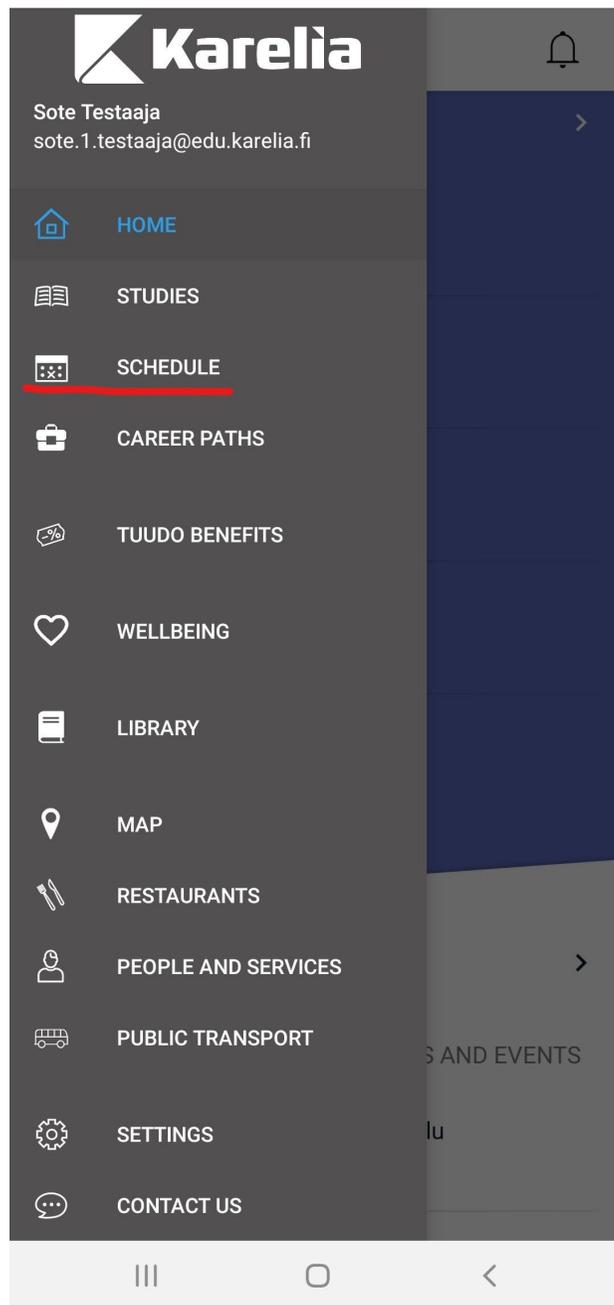
Tuudo

# Schedules



# Schedules in Tuudo

- Select "**Schedules**" in Tuudo



10.57 4G

Schedule

|       | Mon 9.1   | Tue 10.1  | Wed 11.1                              |
|-------|---|---|---------------------------------------|
| 08:00 |   |   |                                       |
| 09:00 | Testi opintojakso<br>Hiltunen Lect. A & B<br>(Minna Rokkila, Ville Testaaja, Kaisa Pakkan...) | Testi opintojakso<br>Hiltunen Lect. A & B<br>(Minna Rokkila, Ville Testaaja, Kaisa Pakkan...) | Groupwork<br>TESTIRyA<br>8.15 - 10.00 |
| 10:00 |   |   |                                       |
| 11:00 | Testi opintojakso<br>Hiltunen Lect. A<br>(Minna Rokkila, Ville Testa...)                      | Testi opintojakso<br>Hiltunen Lect. B<br>(Minna Rokkila, Ville Testa...)                      |                                       |
| 12:00 |   |   |                                       |
| 13:00 | Testi opintojakso<br>Hiltunen Lect. B<br>(Minna Rokkila, Ville Testa...)                      | Testi opintojakso<br>Hiltunen Lect. A<br>(Minna Rokkila, Ville Testa...)                      |                                       |
| 14:00 | Testi opintojakso<br>Hiltunen Lect. B<br>(Minna Rokkila, Ville Testa...)                      |   |                                       |
| 15:00 |   |   |                                       |
| 16:00 |   |   |                                       |
| 17:00 |   |   |                                       |
| 18:00 |   |   |                                       |
| 19:00 |   |   |                                       |
| 20:00 |   |   |                                       |
| 21:00 |   |   |                                       |

# Schedules in Tuudo <sup>3</sup>

- You can see the following entries in your schedule:
  - Courses you have enrolled on
  - Other events for your group (e.g. sports afternoon, lunch times)

You can also make your own entries in the schedule.

# Schedules in Tuudo

- If you cannot see the lecturer for some course in Tuudo, make sure you have enrolled on that course.
  - You can enrol on a course in Tuudo or in Peppi.
- If you have some redundant events in your schedule (e.g. some other group's lectures), you can hide them.

10.57 4G

Schedule

| Mon 9.1 | Tue 10.1  | Wed 11.1                              |
|---------|---|---------------------------------------|
| 08:00   |   |                                       |
| 09:00   | Testi opintojakso<br>Hiltunen Lect. A & B<br>(Minna Rokkila, Ville Testaaja, Kaisa Pakkan...) | Groupwork<br>TESTIRYA<br>8.15 - 10.00 |
| 10:00   |   |                                       |
| 11:00   | Testi opintojakso<br>Hiltunen Lect. B<br>(Minna Rokkila, Ville Testa...)                      |                                       |
| 12:00   |   |                                       |
| 13:00   | Testi opintojakso<br>Hiltunen Lect. A<br>(Minna Rokkila, Ville Testa...)                      |                                       |
| 14:00   | Testi opintojakso<br>Hiltunen Lect. B<br>(Minna Rokkila, Ville Testa...)                      |                                       |
| 15:00   |   |                                       |
| 16:00   |   |                                       |
| 17:00   |   |                                       |
| 18:00   |   |                                       |
| 19:00   |   |                                       |
| 20:00   |   |                                       |
| 21:00   |   |                                       |

# How to hide events

- If you can see some other group's lectures for a course you have enrolled on in your schedule, you can hide them.
- In this example, you belong to group A, so you can hide the events for group B (circled).

← Event

**Testi opintojakso Hiltunen**  
Lect. B (Minna Rokkila, Ville Testaaja, Kaisa Pakkanen)

**Time**  
9.1.2023  
12.15 – 13.45

**Code**  
TESTIHILTUNEN-3004

**Subject**  
Lect. B

**Teachers**  
Minna Rokkila, Ville Testaaja, Kaisa Pakkanen

**Student groups**  
TESTIRyB, TESTIryhmäB

Hide event

Hide group TESTIRyB

Course description

# How to hide events

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- Select one of the events for a course (e.g. the course you wish to hide the events for group B)
- Select "**Hide group B**"
- Return to the calendar by selecting ← in the top left-hand corner

☰ Schedule ☰ 📅 ⋮

|       | Mon 9.1  | Tue 10.1   | Wed 11.1                              |
|-------|--|--|---------------------------------------|
| 08:00 |  |  |                                       |
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| 10:00 |  |  |                                       |
| 11:00 | Testi opintojakso<br>Hiltunen Lect. A<br>(Minna Rokkila, Ville Testa...                            | <b>HIDDEN</b> Testi<br>opintojakso Hiltunen<br>Lect. B (Minna Rokkila, Ville Testaaja, Kaisa Pa... |                                       |
| 12:00 |  |  |                                       |
| 13:00 | <b>HIDDEN</b> Testi<br>opintojakso Hiltunen<br>Lect. B (Minna Rokkila, Ville Testaaja, Kaisa Pa... | Testi opintojakso<br>Hiltunen Lect. A<br>(Minna Rokkila, Ville Testa...                            |                                       |
| 14:00 | <b>HIDDEN</b> Testi<br>opintojakso Hiltunen<br>Lect. B (Minna Rokkila, Ville Testaaja, Kaisa Pa... |  |                                       |
| 15:00 |  |  |                                       |
| 16:00 |  |  |                                       |
| 17:00 |  |  |                                       |
| 18:00 |  |  |                                       |
| 19:00 |  |  |                                       |

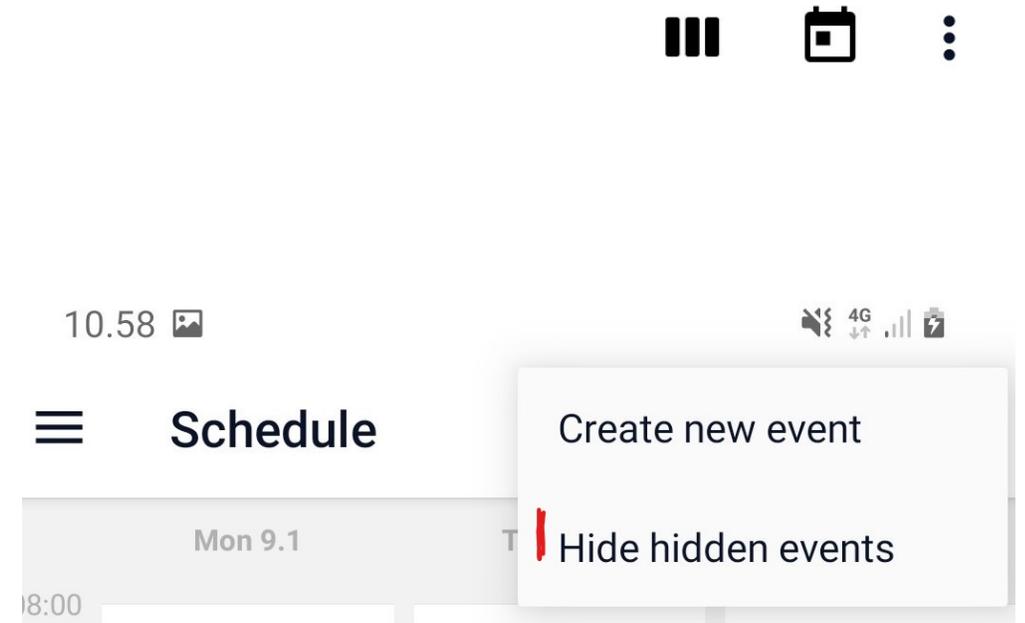
# Hidden events

- All events for group B have now been hidden
- You can see the word **HIDDEN** in these events
- You can also hide these events (see the following slide)

# Hidden events

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- Hide the hidden events by clicking on the **three dots** in the top right-hand corner
- Select **Hide hidden events**
- Return to the calendar by selecting ← in the top left-hand corner
- You can restore the hidden events from the same place by clicking on **Show hidden events**



# Calendar settings



- The following icons are in the top left-hand corner of the calendar:
  - Calendar view (1, 3 or 5 days)
  - See today's schedule
  - Create a new event & Show / Hide hidden events

# Search

- Tuudo calendar does not allow you to search and browse the following:
  - Other than your own group's schedules → search for other groups' schedules in the Scheduling Tool in Peppi
  - Room reservations → search for available rooms in the Scheduling Tool in Peppi
  - Teachers' schedules → search for teachers' calendars in Outlook

**Let's craft a  
better tomorrow.  
Together.**

