



# Tuudo Manual

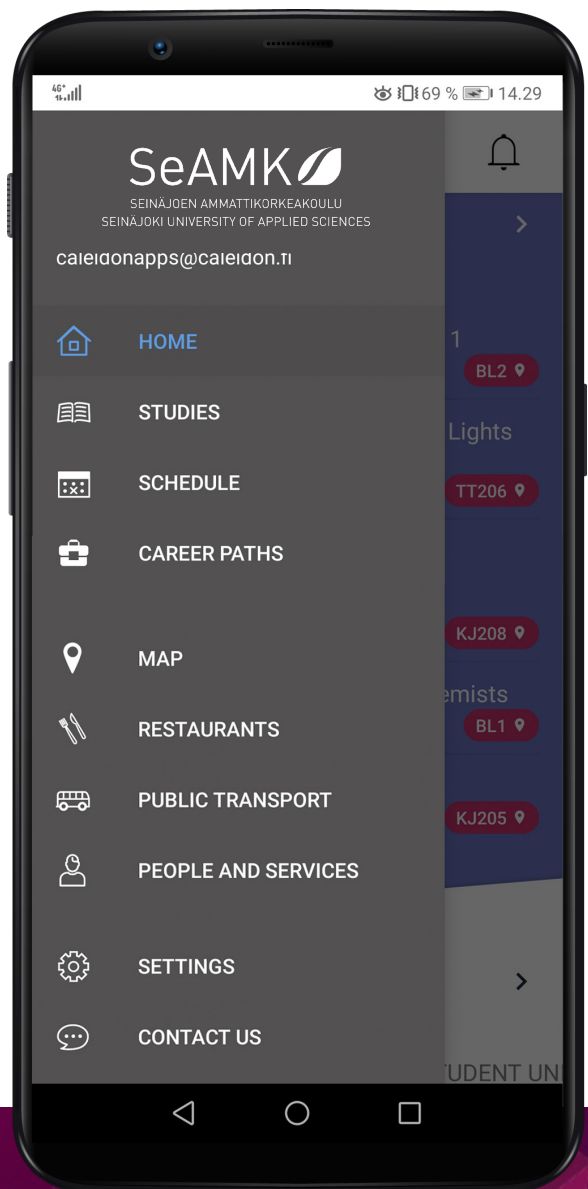
Tuudo is a mobile application designed to help students in higher education institutions to access their study records and other student-life related services in a simpler and easier way.

In addition to the basic services Tuudo provides, institutions can also choose take on separate supplementary Tuudo services for their students such as a digital student ID and a library card.

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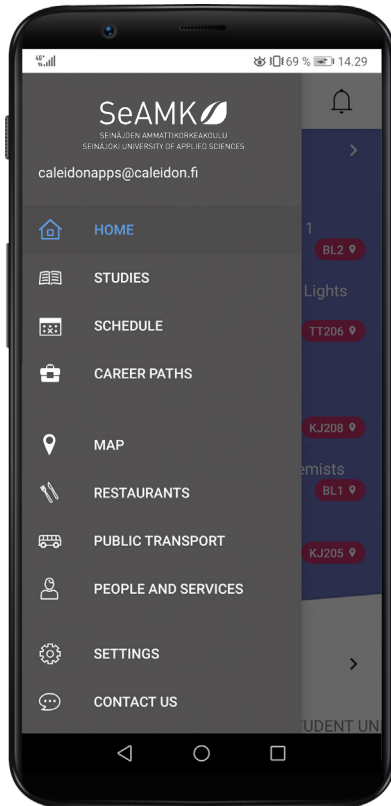
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## Download Tuudo:



TUUDO

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[www.tuudo.fi/en](http://www.tuudo.fi/en)



### MAIN MENU

In the main menu, you can find all the different functions Tuudo provides.

From the People and services -menu you can access the most important services and contact information of your institution.



From the Settings you can change the appearance and language of the application as well as sign out.

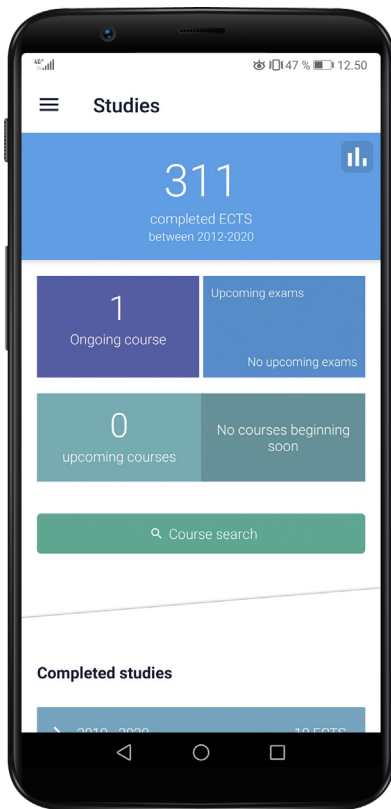
From the Contact Us -menu you can view frequently asked questions and send a message directly to the developers of Tuudo. You can also send an email to [info@tuudo.fi](mailto:info@tuudo.fi) or contact the team via Tuudo's social media pages.



### FRONT PAGE

When you log in to Tuudo, you automatically access the front page where all of the key services Tuudo provides are listed: schedule, news feeds, job listings for students and the restaurant menu of your choice.



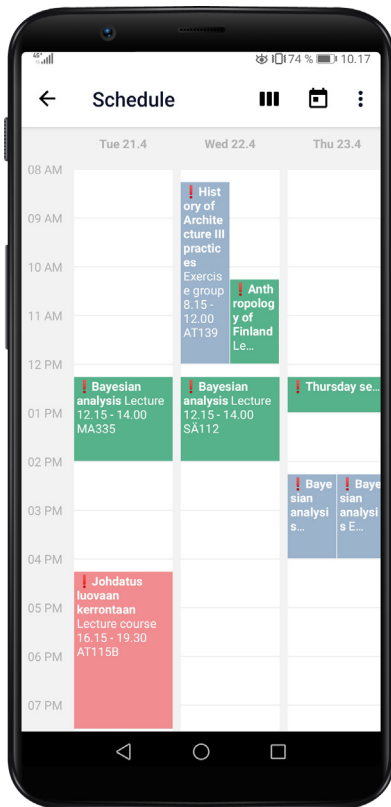


## STUDIES

In the Studies-view you can find all of your study records, course search, as well as your on-going and coming-up courses.

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By using Tuudo you can register to up-coming courses and exams. You can follow courses and they will appear on your schedule and in your Studies section even if you haven't registered to these courses. This is a useful function especially when the registration to the course isn't yet available.



## SCHEDULE

In your Schedule you can view all of your on-going studies, studies you follow as well as your own entries which you can add easily by tapping on the icons in the right upper-corner. You can also set these personal entries to be repeated in the schedule at certain times and days.

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The schedule consists of courses to which you have either registered or you are following. You can also hide entries or stop following courses.

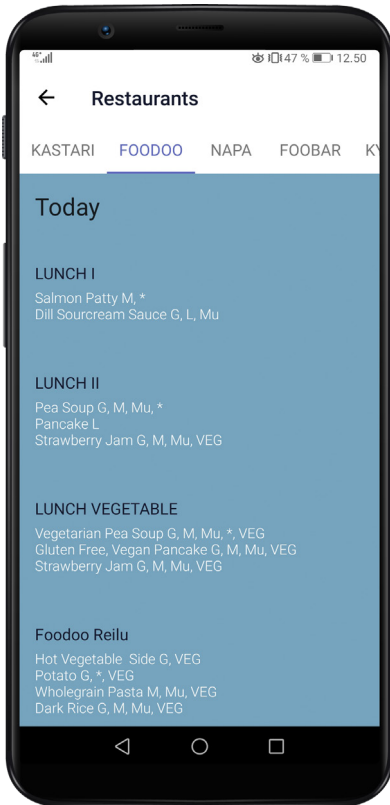
If a red exclamation point appears next to a course entry, it means the course is either only being followed or your registration to it hasn't been confirmed. Always make certain that your course-registrations are officially valid.



## MAP

From the Map you can view the map of your institution at either at a campus or office-level. It is marked with the locations to set teaching spaces and for example restaurants. From the Map you can also look for individual locations by tapping on the magnifying glass icon.

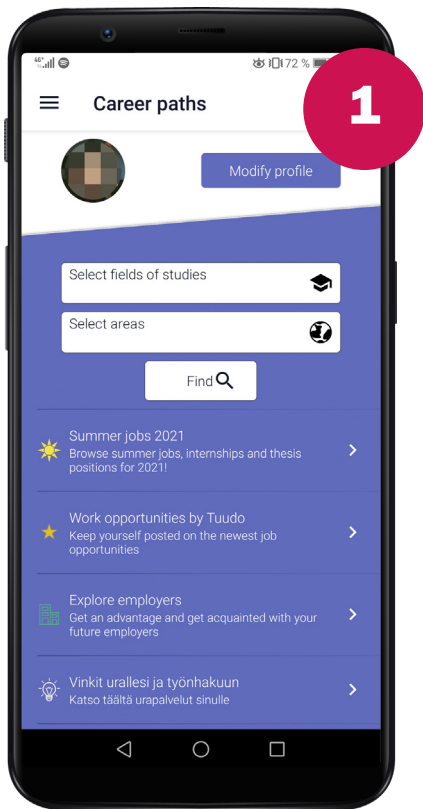
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## RESTAURANTS

For the Restaurant view you can view the daily lunch menus and opening hours of each campus restaurant.

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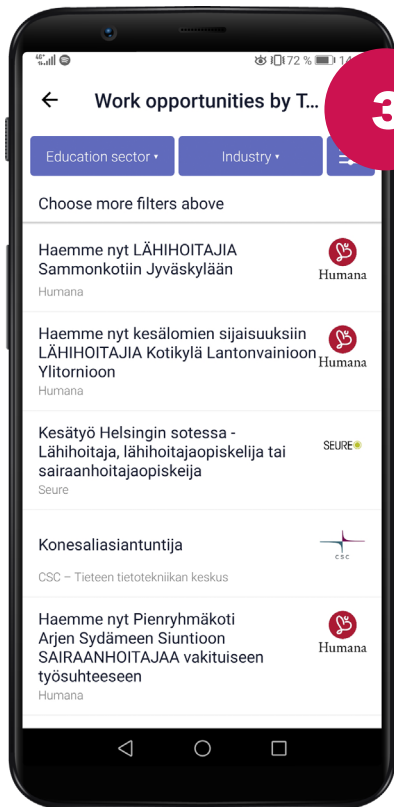
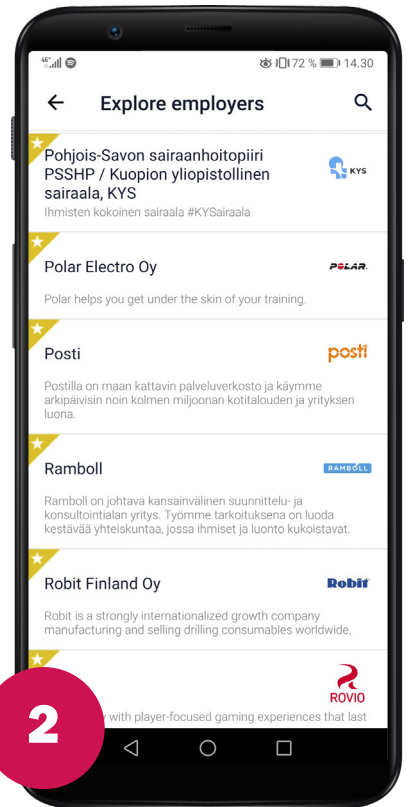


## CAREER PATHS

Tuudo's Career Paths is aimed to reduce the gap between studying and working life. From this view you can find open listings all over Finland for work and traineeship, as well as listings for different operators for which to conduct one's final thesis.

## EMPLOYERS

Your future employer may be closer than you think! You can familiarise yourself with different company profiles and find out what type of employers Finland has to offer on the same page.



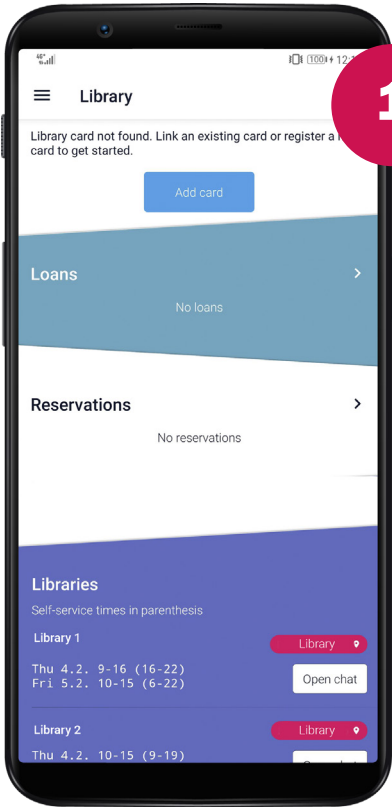
## WORK OPPORTUNITIES

New job listings suitable for students are added to Tuudo each day. You can find them all from a list which you can filter by location and/or industry.

## LISTINGS

For most job listings in Tuudo, one isn't required to have top competence or experience. Instead your motivation is key! Don't be afraid to get in touch with employers regarding different opportunities.



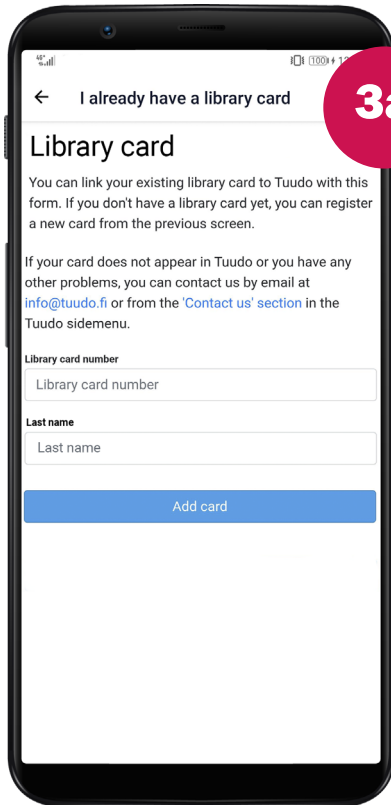
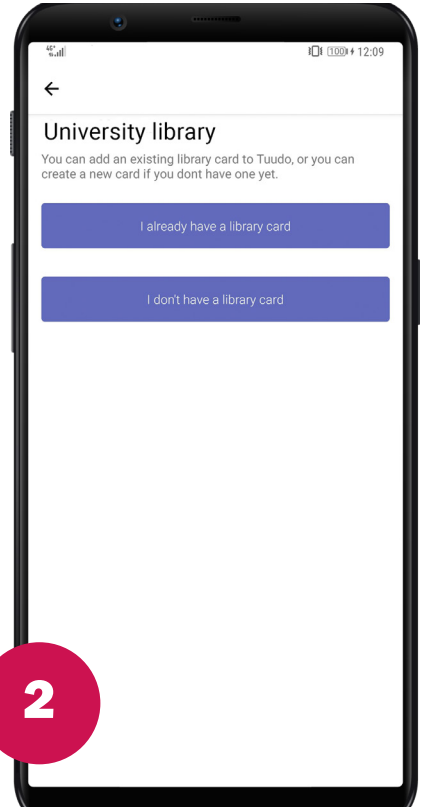


## LIBRARY

If you have a campus library card, it will automatically appear in Tuudo. However, if you don't have one yet, you can create it by tapping on the Add library card –handle and following the directions

### SELECTION VIEW

In the following view, you can choose whether you want to add a new library card, or an existing one in case it did not appear in Tuudo automatically.

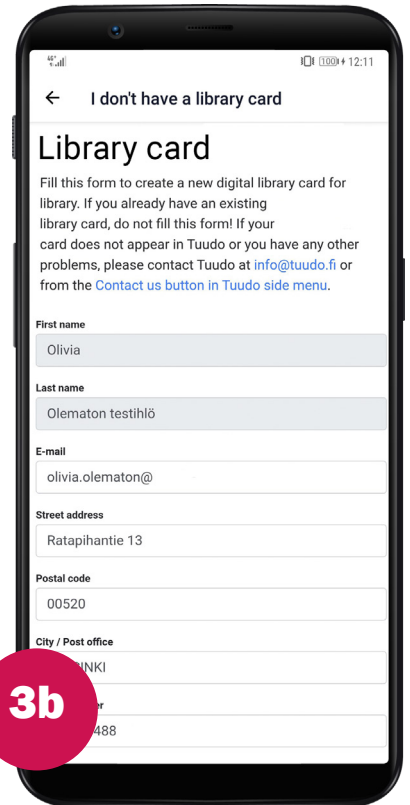


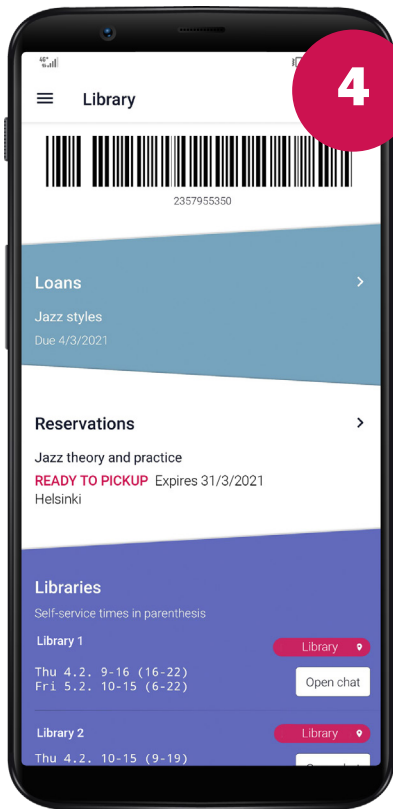
## LINKING A CARD

If you have an existing library card, you can link it with Tuudo by filling out the necessary information. If an issue arises, you can contact the staff at Tuudo for help.

### CREATING A CARD

Fill out the necessary information in Tuudo only in case if you don't have an existing library card. Tuudo will let you know when the card creation process has been successful.



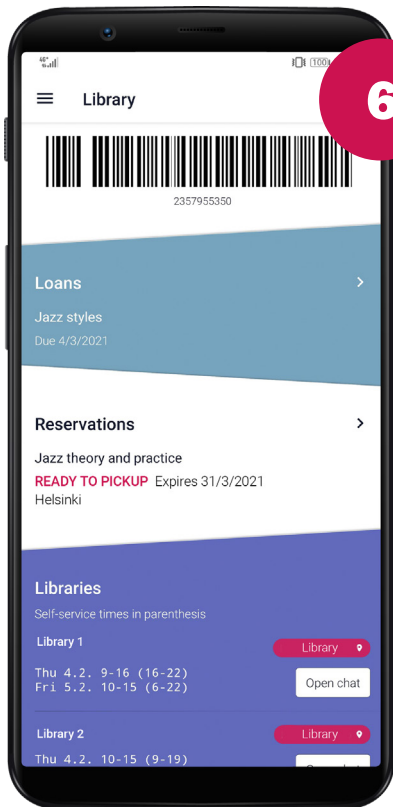
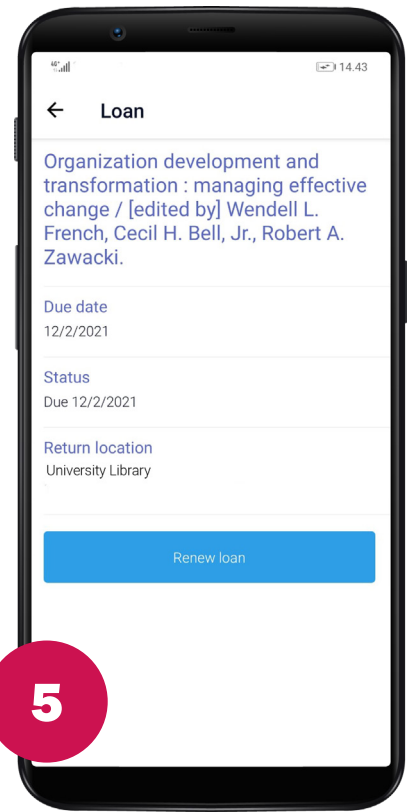


## LOANS

From the Library-page you can view all of you active book loans and whether you have any unpaid library bills or if you are in a ban from loaning books by the library. Loaning works from (the institution's) libraries can be done by using your library card barcode in Tuudo.

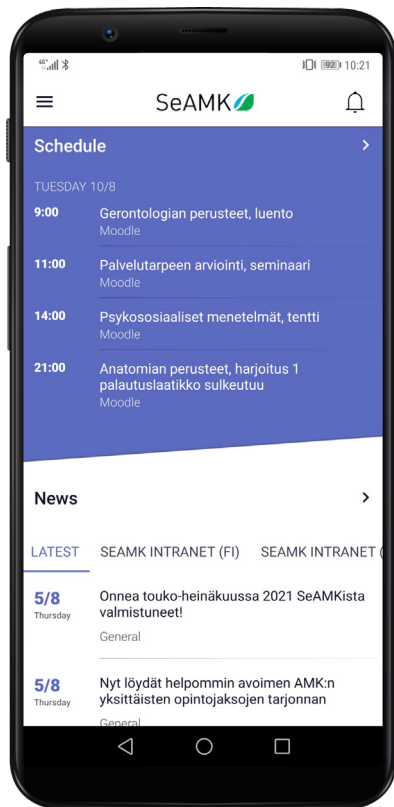
## RENEW A LOAN

If you are not in a loaning ban, you can renew your loans swiftly in Tuudo. Tap on the work which you wish to renew in the Loans-list and in the following view choose: Renew loan.



## RESERVATIONS AND OPENING HOURS

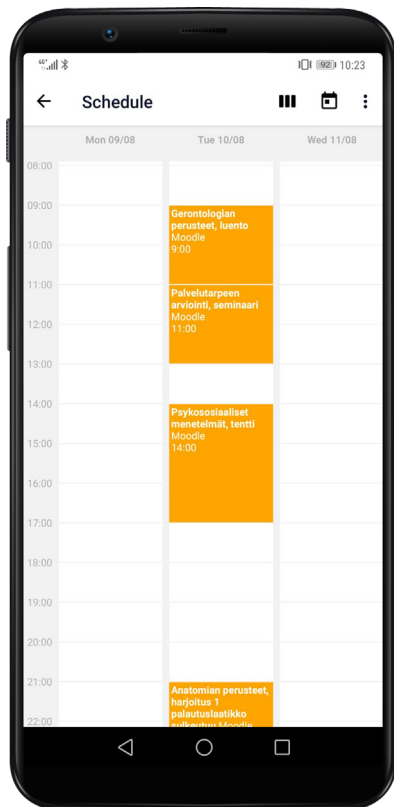
From the Library-view you can also view your work reservations and library opening hours. When a reservation becomes available for loaning, it will be marked so in the reservation list. By tapping on the red location-icon, you are directly taken into the campus map which you can use to navigate to the library.



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## MOODLE INTEGRATION

Moodle is a learning management system that you use during your studies. Because of Tuudo Moodle integration, Moodle News, lectures and deadlines show up automatically to your Tuudo front page.

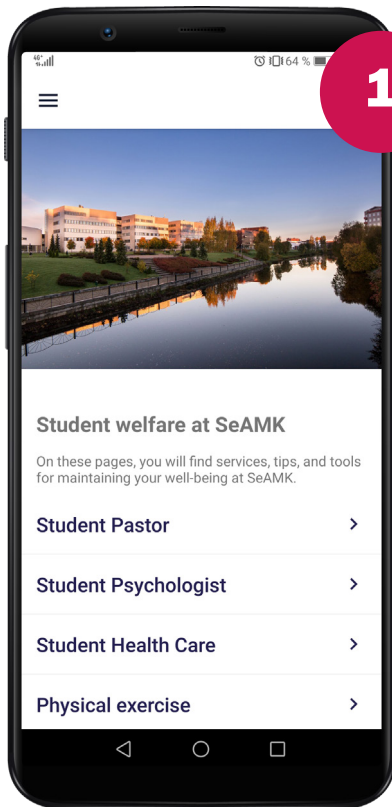


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## MOODLE EVENTS

In the addition of your courses and added events your schedule automatically shows all Moodle events such as lectures, deadlines and other Moodle events. You also get Moodle notifications to your Tuudo. You can find the notification settings from Moodle where you can adjust the settings or turn them off completely.



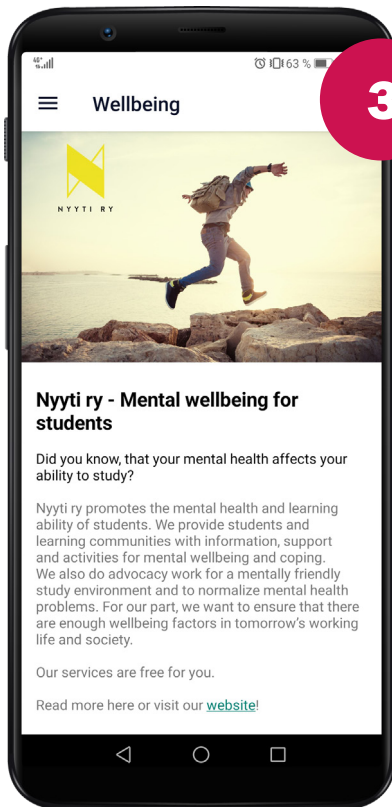
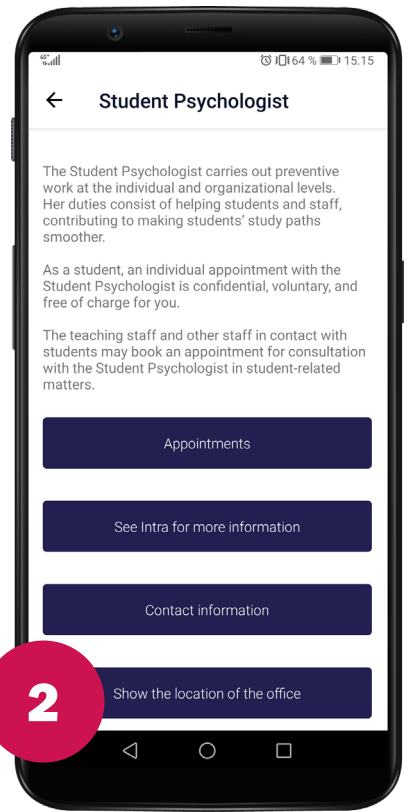


### SEAMK WELLBEING

You can access your university's wellbeing services in the Tuudo main menu.

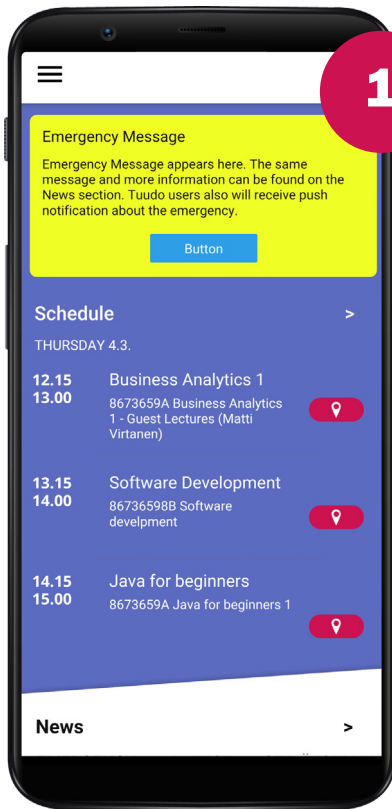
### SERVICES

Familiarize yourself with the wellbeing services and read more about specific service in their own view. You can read more information or even book appointments.



### NYyti RY

In addition of the wellbeing content of your university, you can browse Nytyi's different mental health related topics. Nytyi ry provides students with information, support and activities for mental wellbeing and coping.



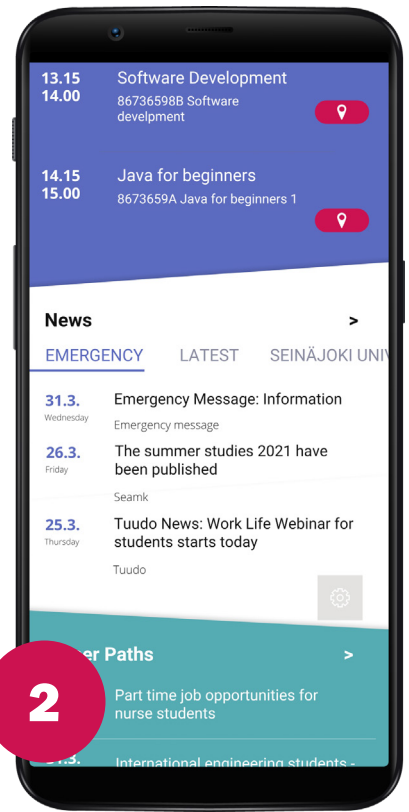
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## FRONT PAGE INFO

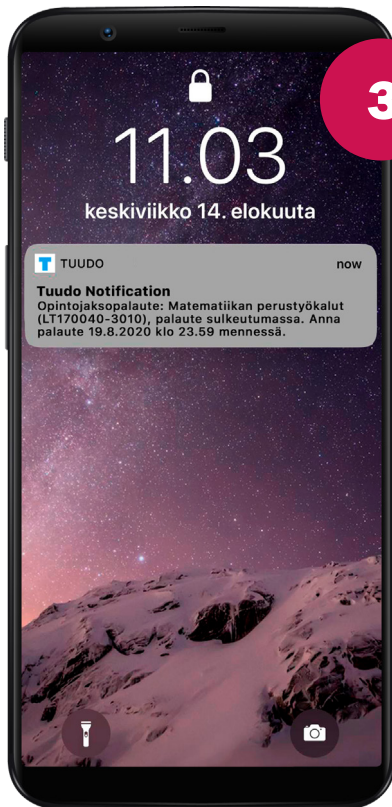
If there is an emergency, you will see a yellow emergency information card on the top of Tuudo's front page.

## EMERGENCY NEWS

The same emergency message will appear on the News section. Emergency message will always be the first news article in the list and it will contain more information.



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## PUSH NOTIFICATION

When there is an emergency, you will receive a push notification to your device, even if Tuudo app is closed. You might receive push notification in other instances too. **The push notifications are enabled by default in the app settings. Note that if you have manually blocked the notifications, you will not receive them in a case of emergency.**