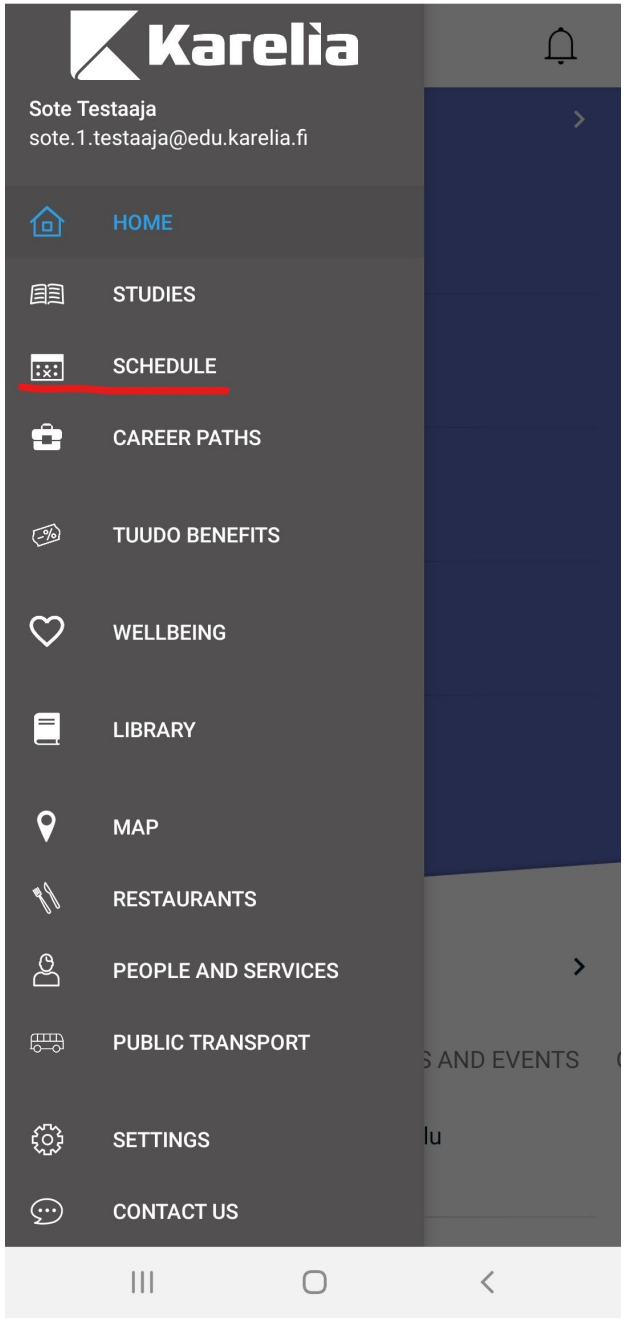
Tuudo

Karelia

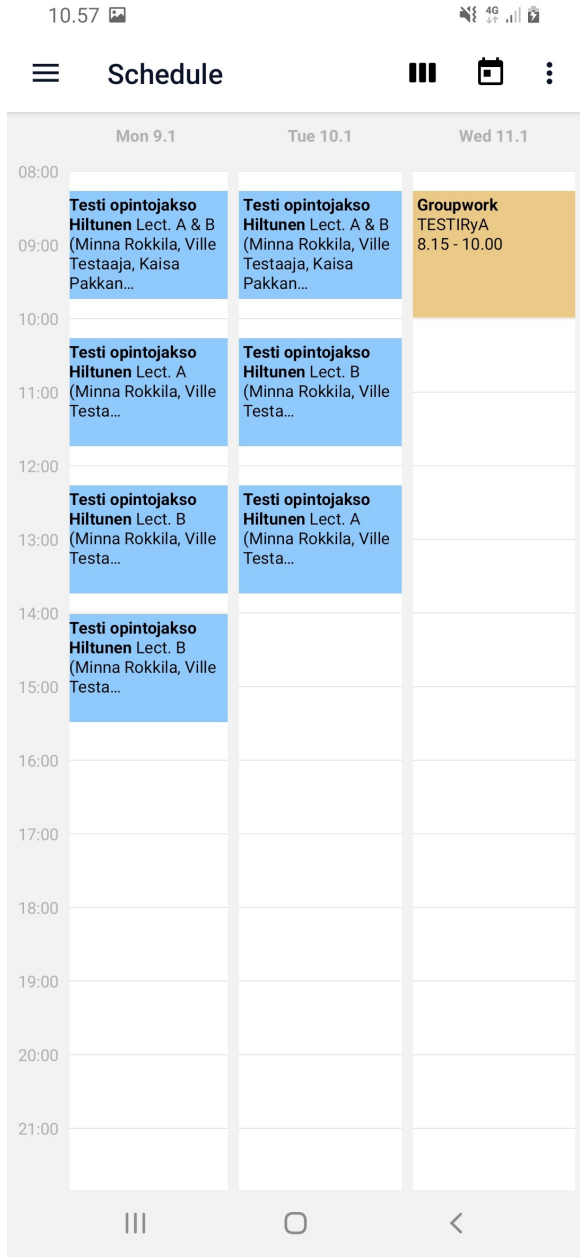
Schedules



Schedules in Tuudo

- Select "**Schedules**" in Tuudo

Schedules in Tuudo



- 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.

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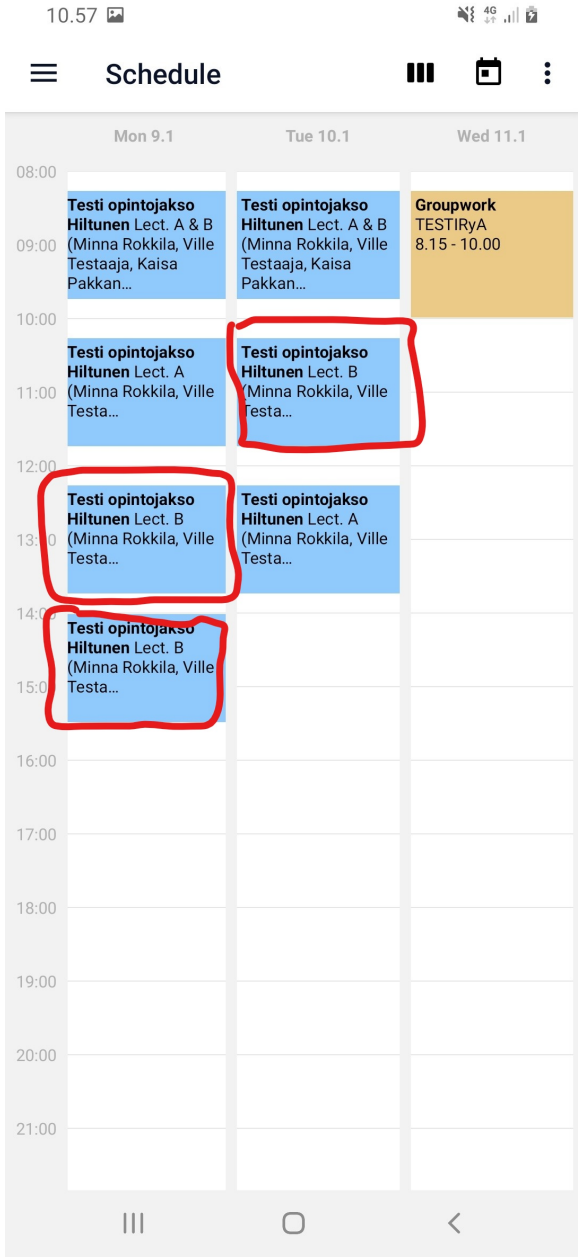

How to hide events

- 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).

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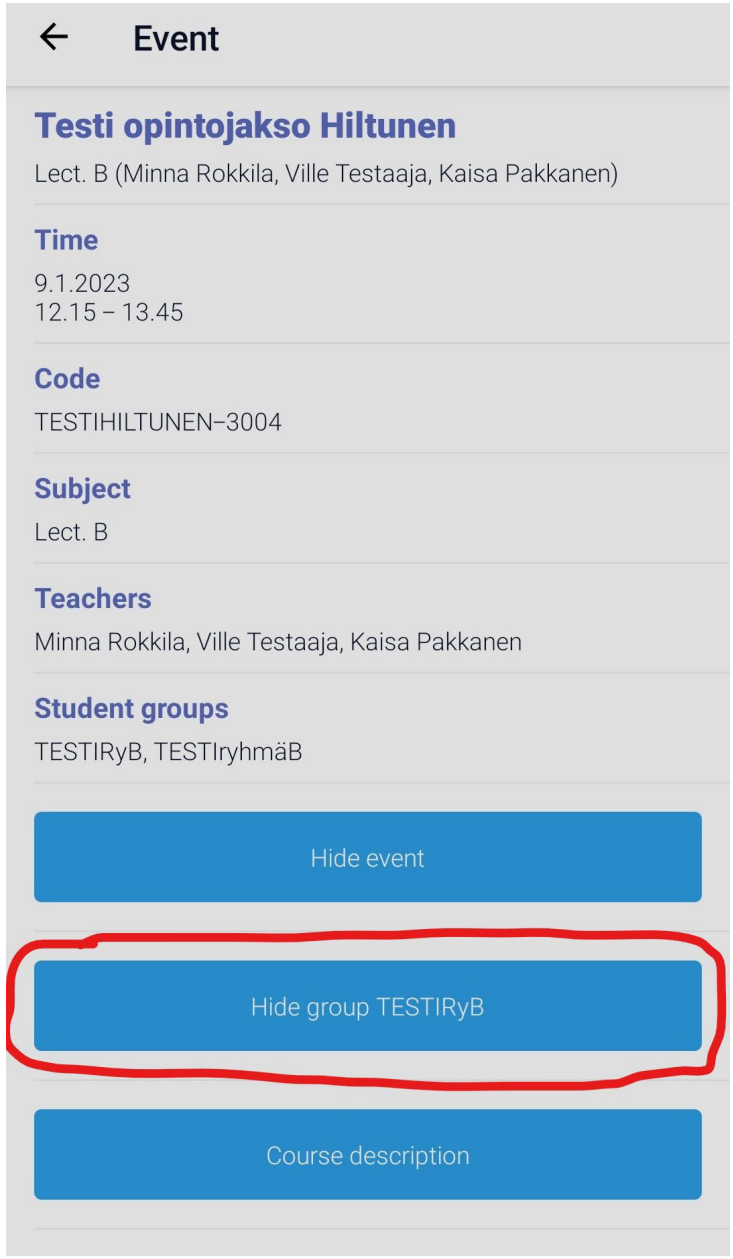
How to hide events



- 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

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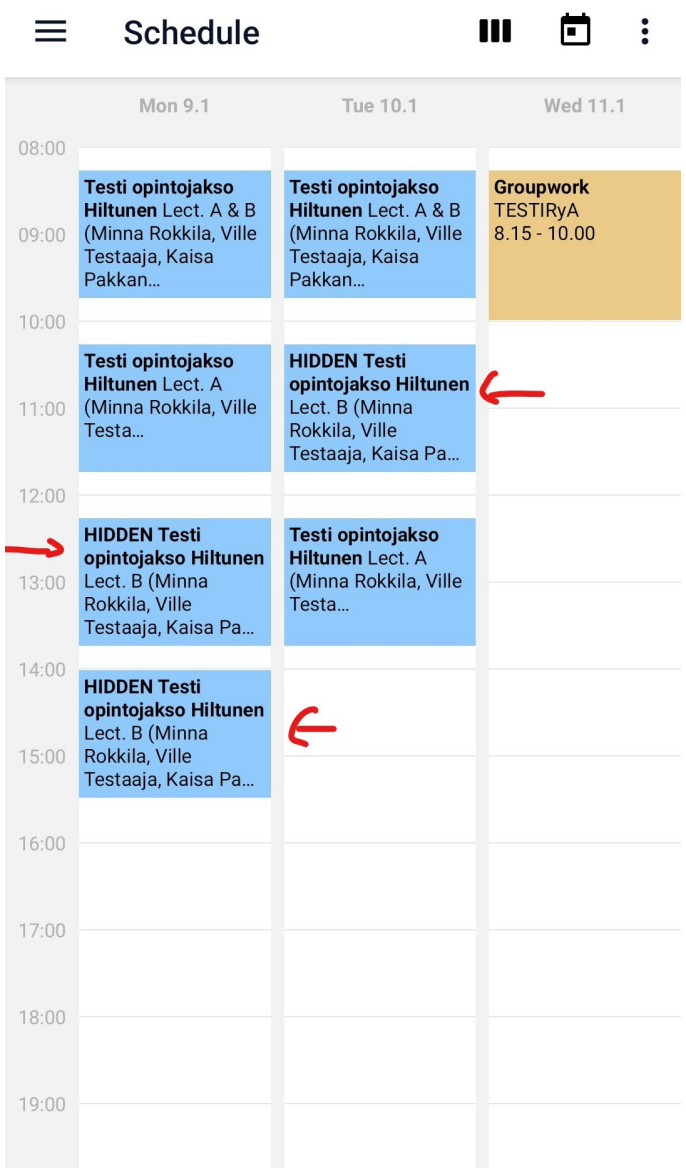

Hidden events

- 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)

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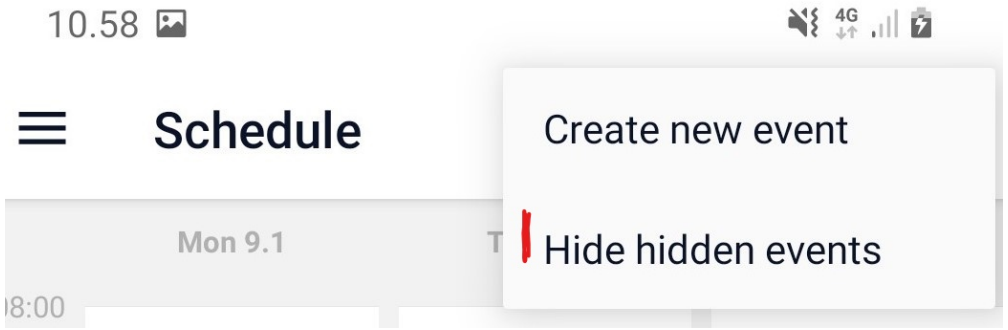
Hidden events

- 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**



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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 that 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.