PSP

The personal study plan (PSP) is a service that allows students to plan and schedule their studies, follow the progress of their studies and discuss online with the student advisor.

1. Opening your study plan:
   - Select *study plan* on the top navigation bar.
2. "Overview"
   - On the "*overview*" page, you will see the current structure and contents of your study plan. The plan is based on the curriculum of your study group (the curriculum you have the right to study).
   - Open drop-down / close drop-down contents
     - The entire study plan: Select *open all* / *close all*
     - Contents under one module: select the arrow pointing down or to the right. -> the contents of that particular study module opens /closes.
   - Infobox: Select the question mark at the top right corner of the PSP to see the meanings of all the symbols used on the PSP. You can also see them by hovering over the symbol (tooltip).
     - Indicators that tell if the course is compulsory, optional or elective: a colour box in the left corner of the course row. To find out this status, hover over the coloured box or select the infobox.
       - Orange: Compulsory
       - Light blue: Elective
       - Dark blue: Optional
     - Indicators of the course's status: An icon on the left-hand side of the course name. To find out this status, hover over the box or select the infobox.
       - Scheduled in the PSP
       - Enrolment ongoing
       - Enrolment pending approval
       - Enrolment approved
       - Enrolment rejected
       - Completed
       - Partially completed
       - No evaluation
       - "Fail"
   - Viewing the contents of study modules
     - Select the study module name -> a modal opens, which shows the contents of the module.
     - Close the modal by selecting *esc* from your keyboard or select the *x* or *Close* button on the modal.
   - Viewing the contents of a course
     - Select the course name -> a modal opens, which shows the contents of the course
     - Close the modal by selecting *esc* from your keyboard or select the *x* or *Close* button of the modal.
   - Credits earned in relation to credits required
     - This ratio is visible on the right-hand side of the study module name.
   - Statusbox
     - Shows the number of chosen studies in relation to the credits required.
   - Notices
     - Here you will see a list of your latest grades
   - "Send PSP for comments"
     - Select *Send for comments*. This functionality belongs to the PSP acceptance process. You may ask for comments about your PSP before you send it for acceptance.
     - Fill out the fields
     - Select *Send*
   - "Send PSP for approval"
     - Select "*Send PSP for approval*". This functionality belongs to the PSP acceptance process. You may ask the student advisor to accept the changes you have made to your PSP.
     - Fill out the fields
     - Select *Send*
       - The PSP acceptance creates an archived version of the study plan, which cannot be edited.
       - Immediately after the acceptance, a new draft version is created based on the accepted one, and the student can edit the new version.
       - You may choose the draft version from the "*Select PSP version*"
   - Add note
     - Select + / speech bubble icon on the course or the study module. The + icon is visible if the study does not include previous notes. The icon is a speech bubble when it includes some notes already.
     - Fill out the fields
     - Select Send -> the message is visible to the student and the student advisor (if the *recipient* field is empty, only the student sees the message)
   - Filter selections
     - *Study type*: select the filter criterion based on whether the course is compulsory, optional or elective
     - *Study status*: select the filter criterion based on the status of the course
     - *Scheduling*: select the filter criterion based on scheduling
3. Selection of studies

   - Select the *"Study selection"* tab
   - Select the magnifying glass icon following the study module name -> this opens the "*study search*" function
   - Write the study code or name to the search field to find studies -> Select *Search*
   - You may narrow down the search by selecting the search criteria on the left-hand side column. To narrow the search results, choose *Study type*, *Education type*, "*Degree programme*", *Degree title*, *Elective* or *Compulsory*.
   - Browse the courses and modules that appear on the list based on your search criteria.
   - If you want to know more about some course or module, select the name of the study.
   - Select the studies you want to add to your study plan by selecting *Add to basket* at the end of each study.

- View the contents of the *Search basket* by selecting *x studies selected* link.
- Empty the basket by selecting the *Empty basket* button.
- Remove a single study by selecting the x in front of the study name.
- Select the studies you want to add to your study plan by selecting "Add selected to PSP".

4. Comparison of courses
   - Select the *"Study selection"* tab.
   - Select courses for comparison by selecting *Add to comparison.*
   - A box appears on the right that includes all the courses you have selected. To compare the courses, select *Compare.*
   - Close the comparison by pressing esc on your keyboard or selecting x at the top right corner of the window.
   - To deselect the course from your study plan, select *Delete selection*
   - To reselect the course back to your study plan, then *Select*

5. Scheduling
   - Schedule a study
     - Drag the course where you want it in the timeline.
   - Change the course's timing
     - Drag the course where you want it in the timeline.
   - Removing the course from the schedule
     - Drag the course back to the structure from the timeline.
   - View compulsory courses that haven't been scheduled
     - Select the clock symbol above the structure segment.
     - Remove the filter by selecting *Show all.*
   - View the schedule on different levels of detail
     - Select *Academic years* / *Semesters* / *Periods.*
   - Include the summer periods in the timeline
     - Select *Show summer periods.*
   - Moving on the timeline
     - Roll the mouse wheel to the direction you want to go or grab the scroll bar and move it to the point you want.

6. Classifications
   - Select *Classifications* tab
   - From the drop-down menu, select again *Classifications*
   - View the classifications on the degree or competence level

7. Messages
   - Select the *Messages* tab
   - View your messages according to the message type by selecting "*PSP tasks*" / "*PSP approvals*" / *Notes* / "*Agreements*"
   - Answering "PSP tasks"
     - Select the PSP task by selecting the subject of the message.
     - Fill out the fields.
     - Select *Send.*

8. Course enrolments
   - Select the *Enrolments* tab
   - In this view, you will see all the courses you have enrolled on and the ones you could enrol on according to your study plan.
   - To search for more courses with an ongoing enrolment period, select the + icon.
   - Write a search term in the search field and press Enter or select *Search.*
   - Enrol on a course by selecting *Enrol*
     - If the implementation includes small groups, you can select your group as you enrol on the course.

9. Group
   - Select the *Group description* tab
   - Browse the description of the group and its members (the group's student advisor may edit this information)

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Lisäohjeita aiheesta