

Media Management

How to create your own study plan and register for courses



Get started with Sisu

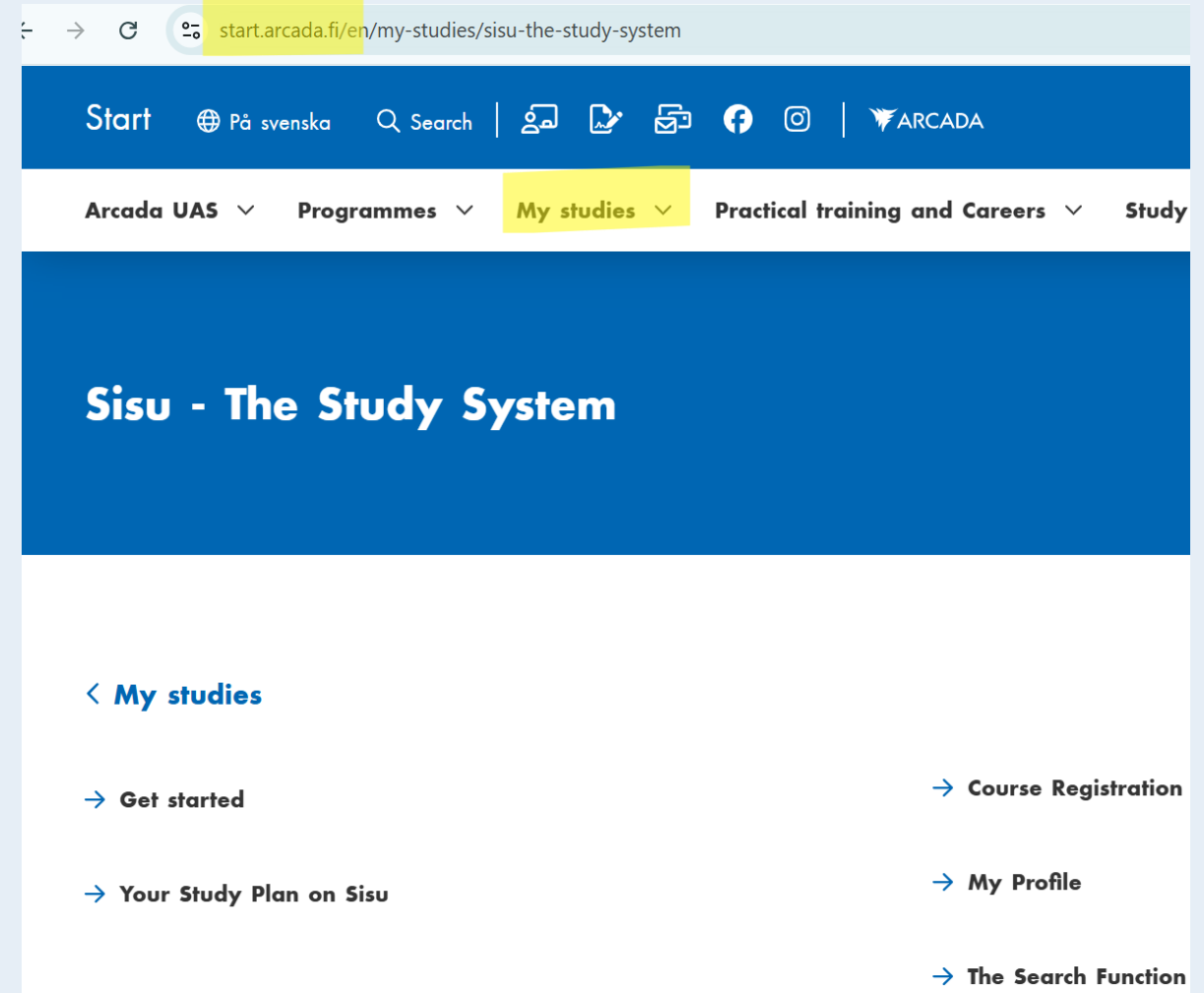
- Check your personal information
- Create a study plan
- Select your timing template
- Add courses to your study plan
- Enroll to courses

Information on start.arcada.fi

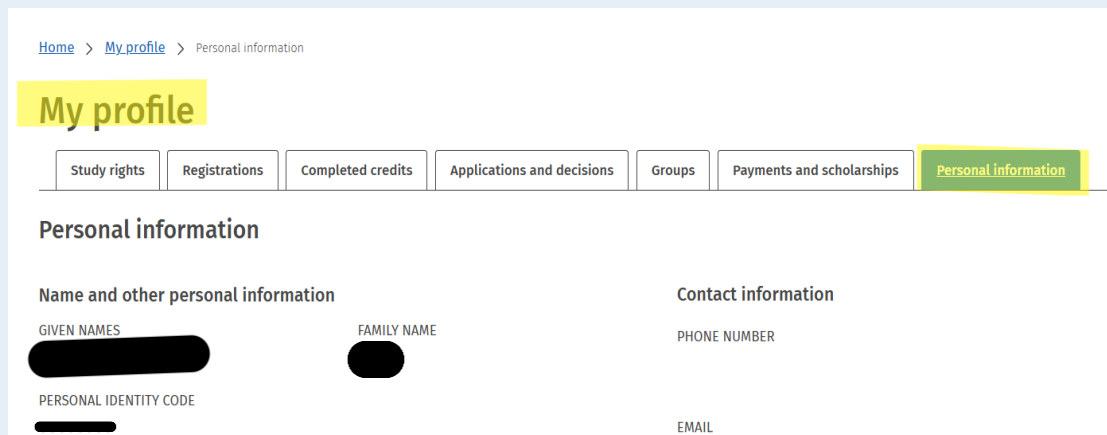
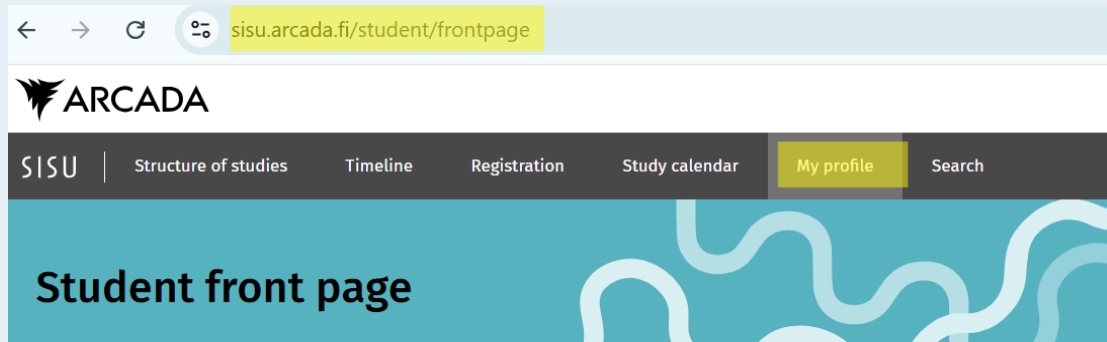
- All information you need for your studies can be found in Start, but the most central features are listed in this presentation.

For more instructions, go to:
Start -> My studies ->
Sisu – the study system

<https://start.arcada.fi/en/my-studies/sisu-the-study-system>



Check your personal information

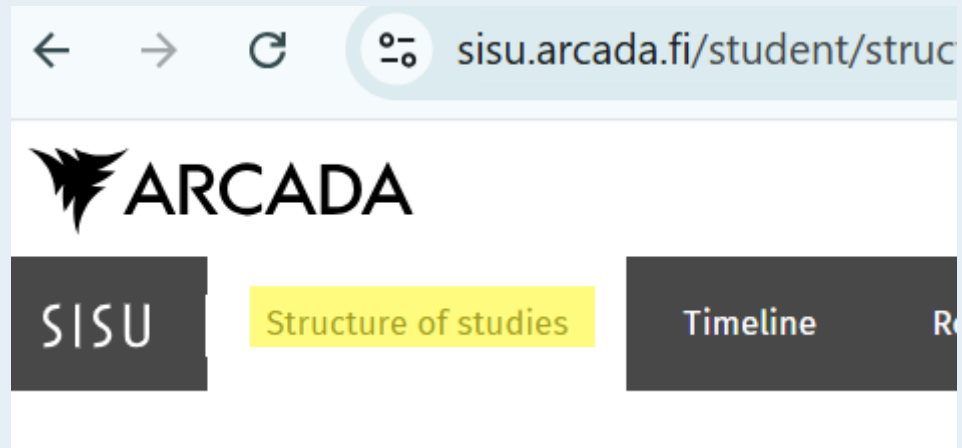


- Go to sisu.arcada.fi
on the frontpage you can see different tabs, go to **My profile**

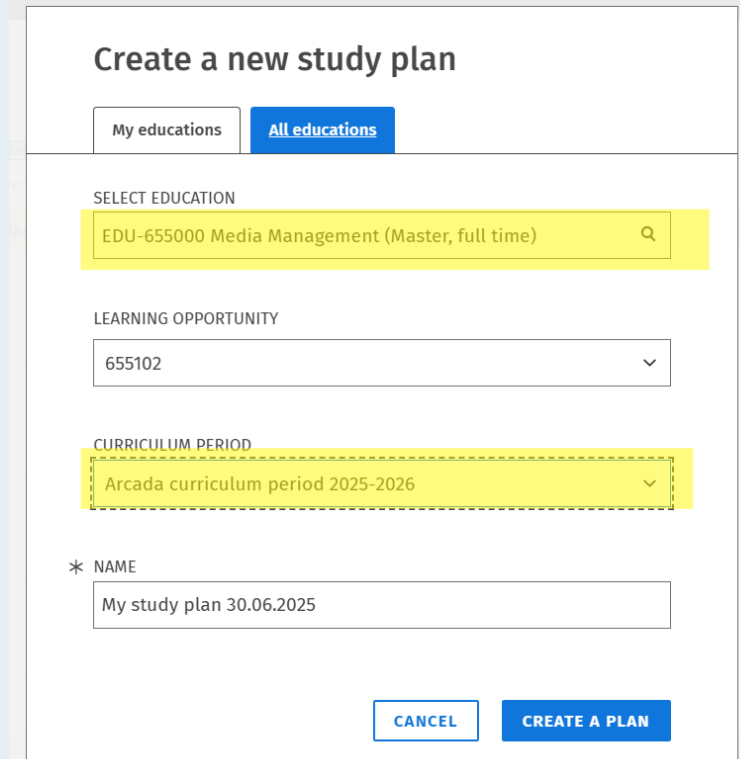
under My profile you again see different tabs, go to **Personal information**
check that all information is correct

Create a study plan

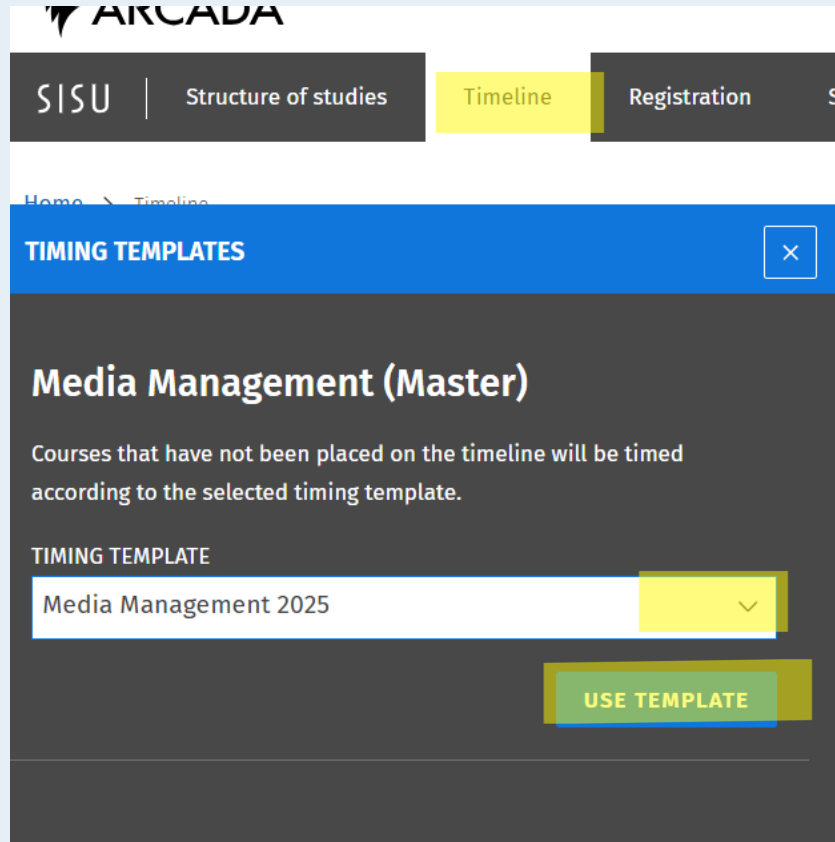
- Go to sisu.arcada.fi
on the frontpage you can see different tabs, go to **Structure of studies**



- Let Sisu create a new study plan for you, you can keep the name Sisu suggests, or rename it, it is up to you

A screenshot of a web form titled 'Create a new study plan'. At the top, there are two buttons: 'My educations' and 'All educations' (highlighted in blue). Below this is a 'SELECT EDUCATION' section with a search bar containing 'EDU-655000 Media Management (Master, full time)'. The next section is 'LEARNING OPPORTUNITY' with a dropdown menu showing '655102'. Below that is a 'CURRICULUM PERIOD' section with a dropdown menu showing 'Arcada curriculum period 2025-2026'. The final section is '* NAME' with a text input field containing 'My study plan 30.06.2025'. At the bottom right, there are two buttons: 'CANCEL' and 'CREATE A PLAN' (highlighted in blue).

Select your timing template

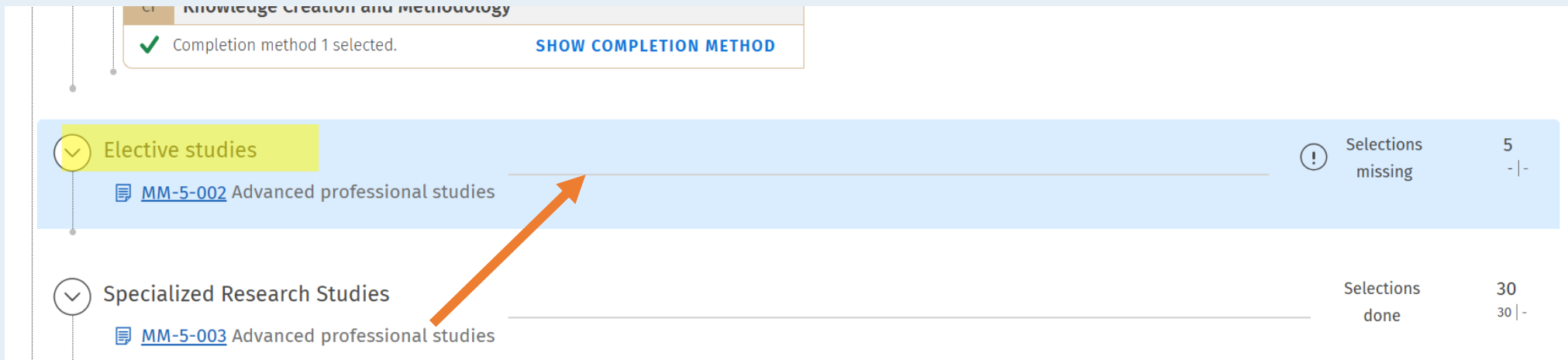


The screenshot shows the ARCADA SISU interface. At the top, there's a navigation bar with 'SISU' and tabs for 'Structure of studies', 'Timeline' (which is highlighted in yellow), and 'Registration'. Below this, a blue header for the 'TIMING TEMPLATES' modal is visible, with a close button (X) on the right. The main content area is dark grey and titled 'Media Management (Master)'. It contains a note: 'Courses that have not been placed on the timeline will be timed according to the selected timing template.' Below this, there's a section labeled 'TIMING TEMPLATE' with a dropdown menu showing 'Media Management 2025'. A yellow 'USE TEMPLATE' button is located at the bottom right of the modal.

- Go to sisu.arcada.fi
on the frontpage you can see different tabs, go to **Timeline**
- Select **Media Management 2025** and click **USE TEMPLATE**
- Now all **courses belonging to your study plan** are placed according to how they are scheduled

Add courses to your study plan (1/2)

- All courses are already in your study plan, except for your **free elective studies**



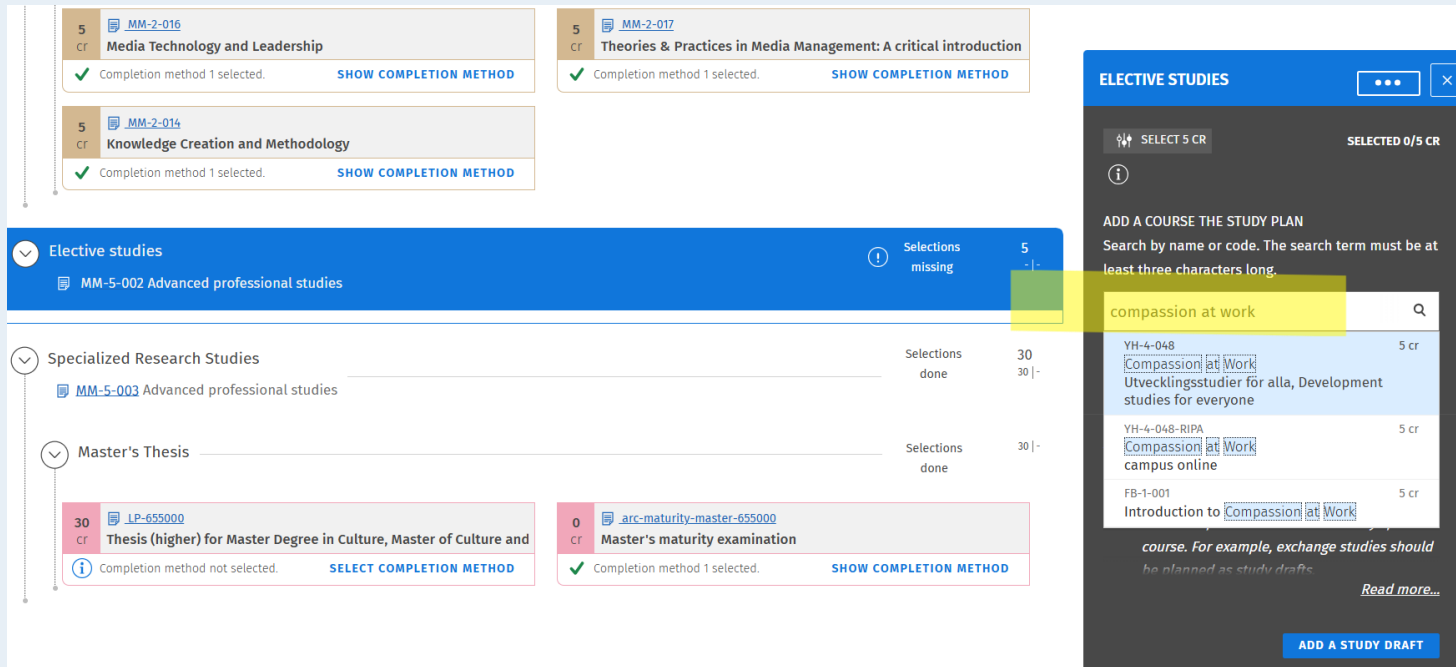
The screenshot shows a study plan interface with two main modules: 'Elective studies' and 'Specialized Research Studies'. The 'Elective studies' module is highlighted in yellow and has a status of 'Selections missing' with a count of 5. The 'Specialized Research Studies' module has a status of 'Selections done' with a count of 30. An orange arrow points to a horizontal line in the 'Elective studies' module, indicating where to click to add courses.

Module	Status	Count
Elective studies	Selections missing	5
Specialized Research Studies	Selections done	30

- You can add courses to the module by **clicking on the line** (click on the line not the text).

Add courses to your study plan (2/2)

- A new window opens to the right, when you click on the **line**



The screenshot displays a study plan interface with several sections:

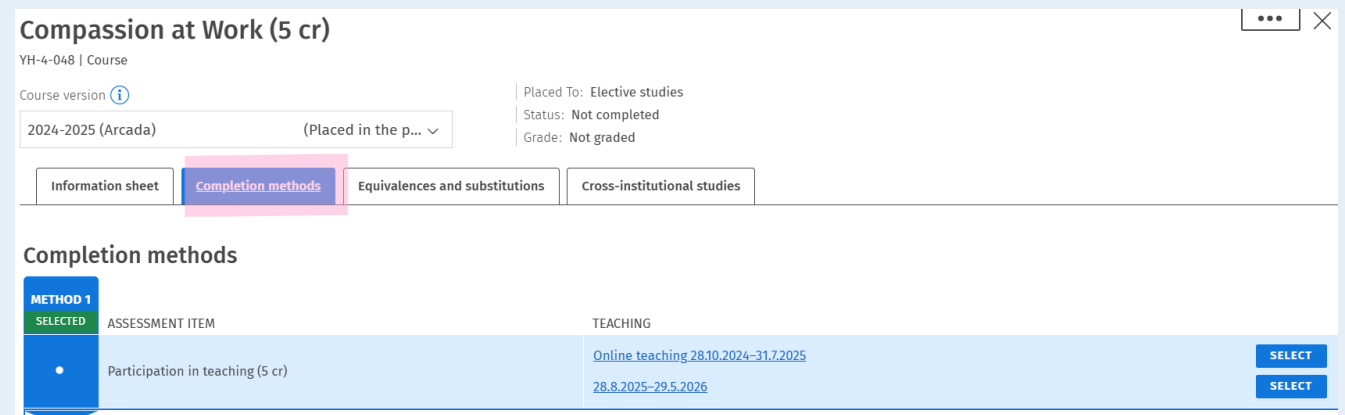
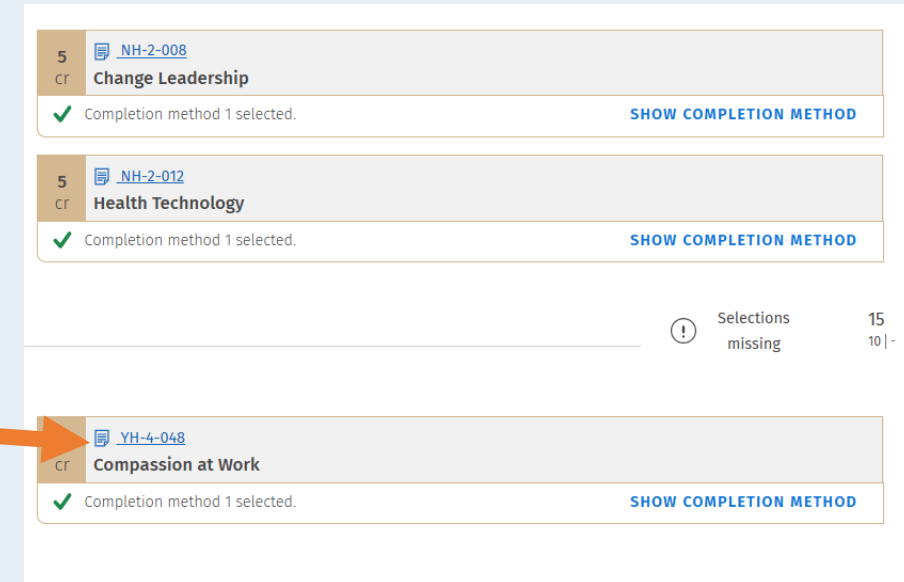
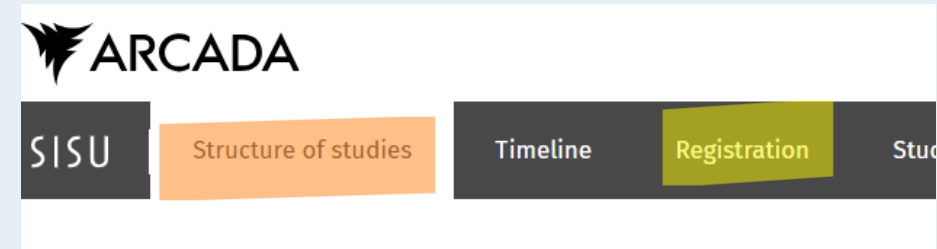
- Top Section:** Three course cards are visible. The first two are "Media Technology and Leadership" (MM-2-016) and "Theories & Practices in Media Management: A critical introduction" (MM-2-017), both 5 cr. The third is "Knowledge Creation and Methodology" (MM-2-014), also 5 cr. Each card shows "Completion method 1 selected" and a "SHOW COMPLETION METHOD" link.
- Elective studies section:** A blue header bar indicates "Elective studies" with a dropdown arrow. Below it, a table shows "MM-5-002 Advanced professional studies" with "Selections missing" and a value of 5. Below this, "Specialized Research Studies" shows "MM-5-003 Advanced professional studies" with "Selections done" and a value of 30. The "Master's Thesis" section shows "LP-655000 Thesis (higher) for Master Degree in Culture, Master of Culture and" with "Selections done" and a value of 30. Below this, a card for "arc-maturity-master-655000 Master's maturity examination" (0 cr) shows "Completion method 1 selected" and a "SHOW COMPLETION METHOD" link.
- Search Window:** A modal window titled "ELECTIVE STUDIES" is open on the right. It has a search bar with the text "compassion at work" entered. Below the search bar, a list of search results is shown:
 - YH-4-048 "Compassion at Work" (5 cr) with the description "Utvecklingsstudier för alla, Development studies for everyone".
 - YH-4-048-RIPA "Compassion at Work" (5 cr) with the description "campus online".
 - FB-1-001 "Introduction to Compassion at Work" (5 cr).
 At the bottom of the window, there is a note: "course. For example, exchange studies should be planned as study drafts." and a "Read more..." link. A blue button at the bottom right says "ADD A STUDY DRAFT".

- With the search function you can find courses and add them to the study plan. One option, this course, *Compassion at work*

More recommended courses are listed here:
[Free electives for master students](#)

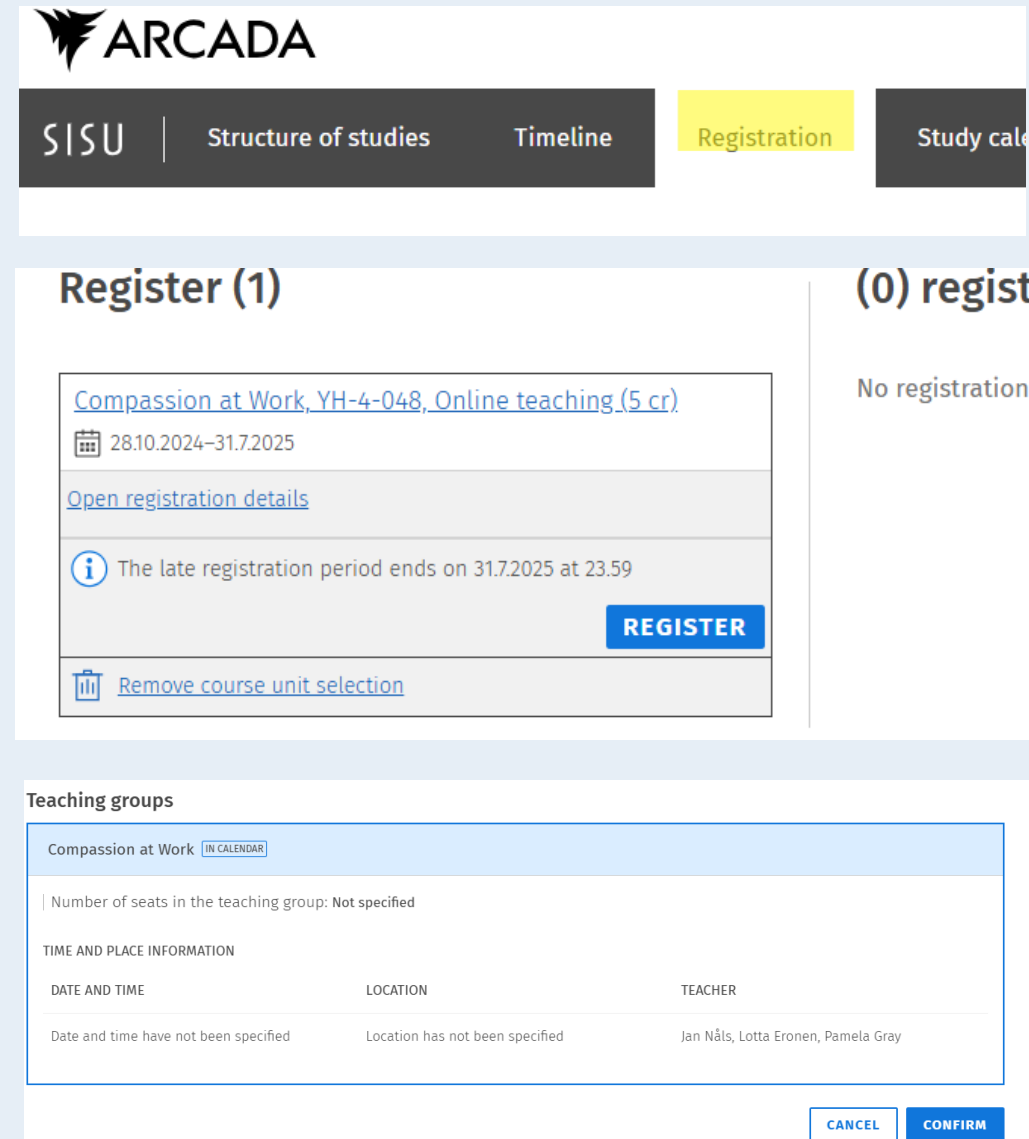
Enroll to courses (1/2)

- The fastest way is to enroll through your study plan. Go to the study plan you created, in tab **Structure of studies**
- Start by clicking on a course code shown in blue
- Go to tab **Completion methods** and click **SELECT**
- And after this you need to go to the tab **Registration** (see next slide)



Enroll to courses (2/2)

- To enroll to the course, go to Registration
- Find all courses you have selected, and click the tab **REGISTER**
- As a last step, click on **CONFIRM** on the bottom of the page
- Follow the same steps for the other courses



The screenshot shows the ARCADA web application interface. At the top, there is a navigation bar with the ARCADA logo and several tabs: SISU, Structure of studies, Timeline, Registration (highlighted in yellow), and Study calendar. Below the navigation bar, the main content area is titled "Register (1)" and shows details for a course named "Compassion at Work, YH-4-048, Online teaching (5 cr)". The course dates are 28.10.2024–31.7.2025. There is a link to "Open registration details" and a message stating "The late registration period ends on 31.7.2025 at 23.59". A blue "REGISTER" button is visible. Below this, there is a link to "Remove course unit selection". To the right of the main content area, there is a sidebar showing "(0) registered" and "No registration". At the bottom of the page, there is a "Teaching groups" section with a table showing details for the "Compassion at Work" group. The table has columns for "DATE AND TIME", "LOCATION", and "TEACHER". The current status is "Number of seats in the teaching group: Not specified". The table shows that the date and time have not been specified, the location has not been specified, and the teachers are Jan Nääls, Lotta Eronen, and Pamela Gray. At the bottom right of the page, there are "CANCEL" and "CONFIRM" buttons.

ARCADA

SISU | Structure of studies | Timeline | **Registration** | Study calendar

Register (1)

[Compassion at Work, YH-4-048, Online teaching \(5 cr\)](#)

28.10.2024–31.7.2025

[Open registration details](#)

i The late registration period ends on 31.7.2025 at 23.59

REGISTER

[Remove course unit selection](#)

(0) registered

No registration

Teaching groups

Compassion at Work [\[IN CALENDAR\]](#)

| Number of seats in the teaching group: Not specified

TIME AND PLACE INFORMATION

DATE AND TIME	LOCATION	TEACHER
Date and time have not been specified	Location has not been specified	Jan Nääls, Lotta Eronen, Pamela Gray

CANCEL **CONFIRM**

Courses for Media Management autumn

- All courses for the Media Management program are listed in [Start -> Programmes -> Media Management -> Current courses](#)

For autumn semester enroll to these courses:

MM-2-001 Management and Leadership (5 cr)

MM-2-012 Media Innovation (5 cr)

MM-2-019 Artificial Intelligence and Digital Societies (5 cr)

MET-2-007 Research Methodology (5 cr)

LP-655000 Master's Thesis (30 cr)