

3 June 2022

View schedules and make web
reservations in TimeEdit

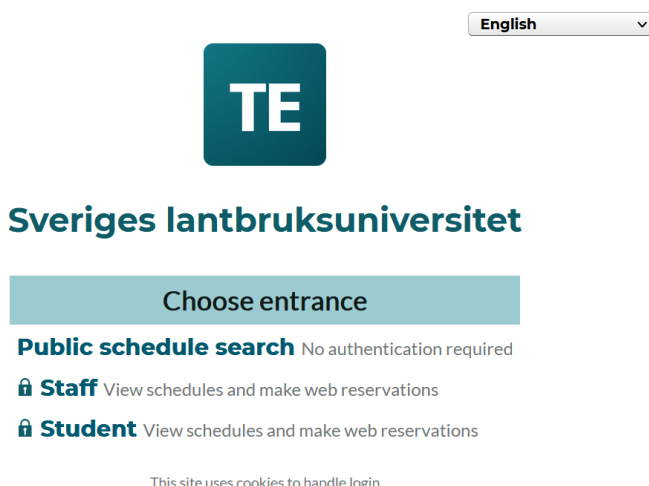


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TimeEdit's web interface - start page

Each university that uses TimeEdit has its own start page in the system's web interface. Go to <https://cloud.timeedit.net/slu/web> in a browser. Start page for SLU is shown (see picture below).



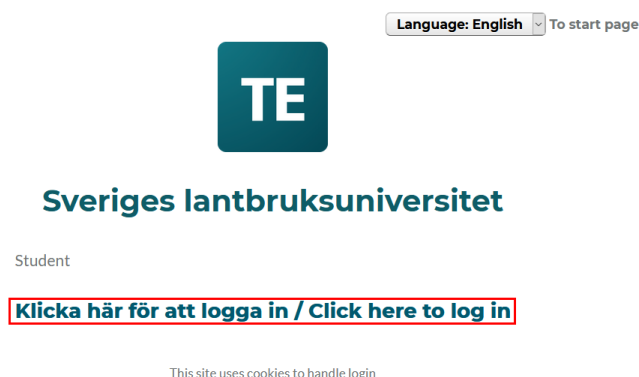
The start page contains a number of entrances. Each entrance can subsequently contain a number of pages that display schedules in different ways, or that handle different types of simple web reservations.

“Student” - entrance


In order to use the “Student” entrance you need to log in as this is a locked entrance. All students at SLU are authorized to log in to the “Student” entrance which consists of the following two parts:

- **Schedule pages** – View schedules (e.g. course schedule or room schedule)
- **Reservation pages** – Make web reservations (e.g. reserve group study rooms)

Go to the “Student” entrance by clicking on the link “Student” shown on the start page and then click on the link “Klicka här för att logga in / Click here to log in” (see picture below).



You will now be redirected to the AD-login page of SLU which you can access by logging in with your SLU account.



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

Use your AD-account without
AD/ before your username

Username

> Forgot your password?
> Need Help?


Password

☐ Don't Remember Login


☐ Clear prior granting of
permission for release of your
information to this service.

Login

When you have accessed the Student entrance you will be able to choose from a number of pages that view schedules and handle different types of simple resource reservations, e.g. group study room reservations (see picture below).


 **Sveriges lantbruksuniversitet** Svenska Account


Sveriges lantbruksuniversitet / Student




Student


SCHEDULE PAGES

 **Course schedule**
View course schedule


 **Room schedule**
View room schedule


RESERVATION PAGES - ALNARP


 **Group study rooms - Alnarpsgården**
Reserve group study rooms at the Alnarp Alnarpsgården


 **Makerspace - Alnarpsgården**
Reserve 3D-printer at the Alnarp Alnarpsgården


RESERVATION PAGES - UPPSALA


 **Group study rooms - Uppsala Library**
Reserve group study rooms at the Uppsala Library

 **Group study rooms - Biocentre**
Reserve group study rooms at the Uppsala Biocentre


 **Group study rooms - MVM**
Reserve group study rooms at the Uppsala MVM

 **Group study rooms - Ulls hus**
Reserve group study rooms at the Uppsala Ulls hus


 **Group study rooms - VHC**
Reserve group study rooms at the Uppsala VHC

 **Sports hall - Sylt hallen**
Reserve Uppsala Sylt hallen

RESERVATION PAGES - UMEÅ

 **Group study rooms - Umeå Library**
Reserve group study rooms at the Umeå Library

RESERVATIONS

 **My reservations**
Summary of all your reservations

[Manual - View schedules and make web reservations in TimeEdit](#)

4/16

Search for a schedule

Click on the schedule page "Course schedule" (see picture above) to search for a course schedule. Please note that the course leader in each course determines whether TimeEdit will be used for course schedule or not. Ask your course leader what applies to your course.

Here you can search for schedules according to the following instructions:

The screenshot shows the TimeEdit search interface for course schedules at Sveriges lantbruksuniversitet. The interface includes a search bar with a dropdown menu (1), a search input field (3), a search button (4), and a 'Show filter' button (2). Below the search bar is a list of search results (4) and a 'My criteria' section (5) with a 'Show schedule' button (6).

1. Here you choose what object type you want to search for, e.g. a course event or a course group.
2. Here you select if you want to filter on any category, e.g. department or start semester.
3. Here you fill in the name of the object that you want to search for (e.g. the name of a specific course event) and then click on the magnifier icon.
4. The system picks up and presents the available search results that exist depending on your previously selected criteria. You now click on the search result you want to see the schedule for.
5. The selected option will be located under "My criteria" and here you can choose to add even more search criteria by repeating previous steps.
6. When you are satisfied with your choices, click on the "Show schedule" - button. The selected schedule is now displayed (see picture below for example).

Sveriges lantbruksuniversitet									
Sveriges lantbruksuniversitet / Student / Course schedule									
Today < Sep > Now +12 months Search VM0127, Basic veterinary anatomy, HT2021 Save favorite Subscribe Download Filter Customize									
Time	Course code	Course name	Group	Place	Teacher	Activity	Title	Comment	Link
Tue 2021-08-31 w35									
09:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson Liyu Wang Pir Edénhamm	Educational information	Info Studiedelning, VM0127 och VM0127		Zoom-link: https://ku-se.zoom.us/j/68195367486 Passcode: 103195
Wed 2021-09-01									
08:15 - 10:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson	Educational information	Forts info om VM0127		Zoom-link: https://ku-se.zoom.us/j/68496367486 Passcode: 103195
10:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Maja Söderlind	Lecture	Instrument, dissectionsrutiner och anatomisk terminologi		Zoom-link: https://ku-se.zoom.us/j/68496367486 Passcode: 103195
13:15 - 16:00	VM0127	Basic veterinary anatomy		Zoom	Helena Röcklinsberg	Lecture	Eritika aspekter på samtal om djur	OBLIGATORISKT	Zoom-link: https://ku-se.zoom.us/j/68496367486 Passcode: 103195
Thu 2021-09-02									
08:00 - 09:00	VM0127	Basic veterinary anatomy			Emma Persson-Sjödén	Lecture	Inspelad föreläsning Rörelseapparat och hud. Se film i Canvas.		
09:30 - 10:00	VM0127	Basic veterinary anatomy		Zoom	Emma Persson-Sjödén	Lecture	Rörelseapparat och hud	Se inspelad föreläsning (i Canvas) ca 60 min + följande kl 09:30-10:00	Zoom-link: https://ku-se.zoom.us/j/6867913633 Passcode: 264858
10:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Britt Marie Bergquist	Educational information	Introduktion till Ultunabibliotekets resurser		Zoom-link: https://ku-se.zoom.us/j/6906443043 passcode: 222533
13:15 - 16:00	VM0127	Basic veterinary anatomy		Zoom	Maja Söderlind	Lecture	Digestionsorganens anatomi		Zoom-link: https://ku-se.zoom.us/j/67967946281 Passcode: 997304
Fri 2021-09-03									
08:00 - 09:30	VM0127	Basic veterinary anatomy	Group A 01-05	Asis Dissektion 1-6	Elisabeth Persson Jan Mel Hultén	Exercise	Fotografering och intro dissection	Samling vid VHC's huvudentré kl 8.00	
08:00 - 09:30	VM0127	Basic veterinary anatomy	Group B 06-10	Asis Amfteater	Maja Söderlind	Exercise	Intro anatomi och Amfin	Samling vid VHC's huvudentré kl 8.00	
08:00 - 09:30	VM0127	Basic veterinary anatomy	Group C 11-14	Asis Torra 1-4	Emma Persson-Sjödén	Exercise	Introduktion till Ultunabibliotekets resurser	Samling vid VHC's huvudentré kl 8.00	
Legend: Lecture Own studies, Self studies Examination, Examination Educational information Exercise									
Link to this page Graphical									

Please note that the page footer contains detailed information about those rooms that are on the reservations included in the schedule.

08:00 - 10:30	VM0127	Basic veterinary anatomy	Särömnar	Elisabeth Persson	Examination	exam.tir
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Name	Id, Building, City, Seats
Asis Amfteater	C-24742141, VHC building 4, Uppsala, 60
Asis Dissektion 1-6	C-2474312742, VHC building 4, Uppsala, 60
Asis Torra 1-6	C-2474310617, VHC building 4, Uppsala, 60

Name	Id, Building, City, Seats
Exam hall 1	C-185202.1, The Teaching Building, Uppsala, 70
Exam hall 2	C-185202.2, The Teaching Building, Uppsala, 90
Lecture hall L (videoconference)	C-185104, The Teaching Building, Uppsala, 60
Lecture hall N	C-185111, The Teaching Building, Uppsala, 40
Lecture hall O1	C-185112-1, The Teaching Building, Uppsala, 20
Särömnar	C-24752136, VHC building 5, Uppsala, 50

Modified within the last 12 hours.

Lecture	Own studies, Self studies	Examination, Examination	Educational information	Exercise
Link to this page Graphical				


Changes in the schedule are immediately displayed and indicated with a red dot (see picture below).The indication is removed after 12 hours.

Thu 2021-09-02					
08:00 - 09:00	VM0127	Basic veterinary anatomy		Emma Persson-Sjödén	Lecture Inspelad föreläsning Rörelseapparat och hud
09:30 - 10:00	VM0127	Basic veterinary anatomy	Zoom	Emma Persson-Sjödén	Lecture Rörelseapparat och hud
10:15 - 12:00	VM0127	Basic veterinary anatomy	Zoom	Britt Marie Bergquist	Educational information Introduktion till Ultunabibliotekets resurser
13:15 - 16:00	VM0127	Basic veterinary anatomy	Zoom	Maja Söderlind	Lecture Digestionsorganens anatomi

You can change the time frame for your schedule search by choosing an optional date. You can also go back to the search page by clicking on the “Search” – icon.

TE Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student / Course schedule

Today < Sep > **Now +12 months**  Search VM0127, Basic veterinary anatomy, HT2021

Time	Course code	Course name	Group	Place	Teacher	Activity
Tue 2021-08-31 w35						
09:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson Liya Wang Per Edenhamn	Educational information
Wed 2021-09-01						

Customize a schedule

In TimeEdit's web interface there are a variety of possibilities to customize a schedule. Here are the most common:

Change schedule format (text schedule ⇌ graphical schedule)


At the lower right part of the page there is a button that can be used to switch between the graphical and the text format of a schedule.






Switch from text schedule to graphical schedule:

TE Sveriges lantbruksuniversitet

Svenska Account

Sveriges lantbruksuniversitet / Student / Course schedule

Today < Sep > Now +12 months  Search VM0127, Basic veterinary anatomy, HT2021

 Save favorite
 Subscribe
 Download
 Filter
 Customize

Time	Course code	Course name	Group	Place	Teacher	Activity	Title	Comment	Link	Examination
Tue 2021-08-31 w35										
09:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson Liya Wang Per Edenhamn	Educational information	Info Studievägledning, VM0110 och VM0127		Zoom-link: https://su-se.zoom.us/j/64196367486 Passcode: 1031195	
Wed 2021-09-01										
08:15 - 10:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson	Educational information	Forts info om VM0127		Zoom-link: https://su-se.zoom.us/j/64496367486 Passcode: 1031195	
10:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Maja Söderlind	Lecture	Instrument, dissectionrutiner och anatomisk terminologi		Zoom-link: https://su-se.zoom.us/j/64496367486 Passcode: 1031195	
13:15 - 16:00	VM0127	Basic veterinary anatomy		Zoom	Helena Röcklinsberg	Lecture	Ettiska aspekter på samtal om djur	OBLIGATORISKT	Zoom-link: https://su-se.zoom.us/j/64496367486 Passcode: 1031195	
Thu 2021-09-02										
08:00 - 09:00	VM0127	Basic veterinary anatomy		Zoom	Emma Persson-Sjödin	Lecture	Impellerad Föreläsning Röntgenapparat och hud	Se film i Canvas		
09:30 - 10:00	VM0127	Basic veterinary anatomy		Zoom	Emma Persson-Sjödin	Lecture	Röntgenapparat och hud	Se Impellerad Föreläsning (i Canvas) ca 60 min + frågestund kl 09:30 - 10:00	Zoom-link: https://su-se.zoom.us/j/646879313653 Passcode: 284858	
10:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Britt Marie Bergquist	Educational information	Introduktion till Utmaningsbetecknings resurser		Zoom-link: https://su-se.zoom.us/j/4906443043 Passcode: 222333	
13:15 - 16:00	VM0127	Basic veterinary anatomy		Zoom	Maja Söderlind	Lecture	Digestionsorganens anatomi		Zoom-link: https://su-se.zoom.us/j/67967946281 Passcode: 997304	
Fri 2021-09-03										
08:00 - 09:30	VM0127	Basic veterinary anatomy	Group A	Adis Disacktion 1 & 2	Elisabeth Persson Jan-Mai Hultén	Exercise	Fotografiering och introduktion	Samling vid VM0127s huvudentré kl 8.00		
08:00 - 09:30	VM0127	Basic veterinary anatomy	Group B	Adis Amfiteater	Maja Söderlind	Exercise	Intro anatomi och Amfin	Samling vid VM0127s huvudentré kl 8.00		
08:00 - 09:30	VM0127	Basic veterinary anatomy	Group C	Adis Teater 1 & 2	Per Edenhamn	Exercise	Introduktion	Samling vid VM0127s huvudentré kl 8.00		

Lecture

Own studies, Self studies

Examination, Examination

Educational information

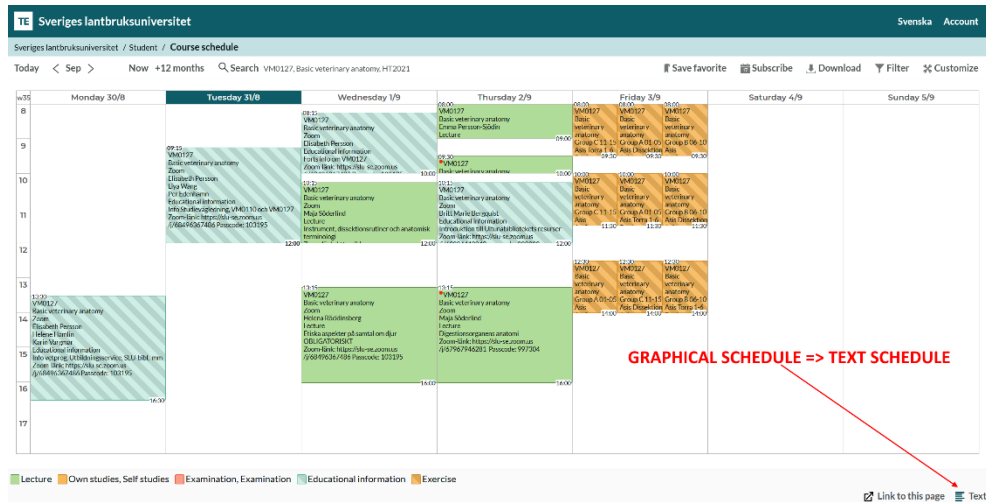
Exercise

TEXT SCHEDULE => GRAPHICAL SCHEDULE

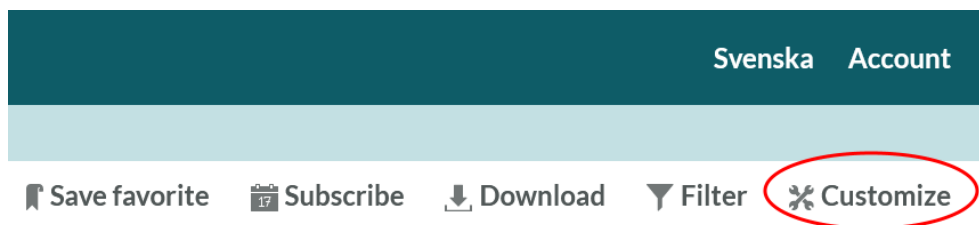
Link to this page

Graphical

Switch from graphical schedule to text schedule:

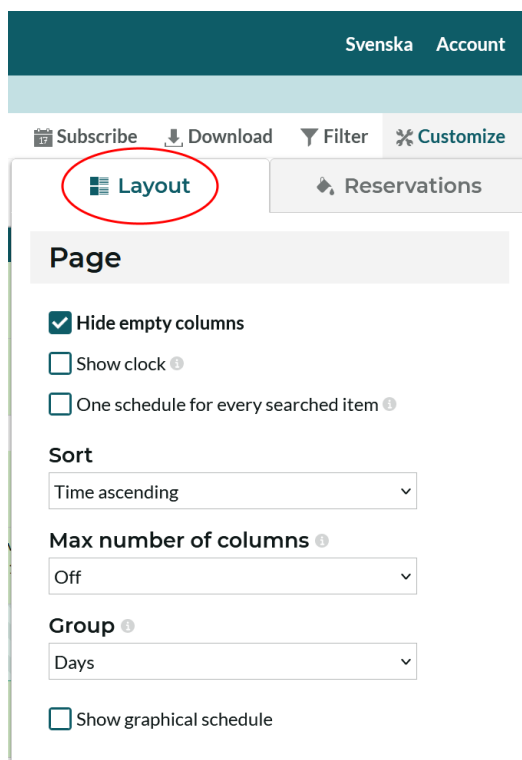


Menu "Customize"



Under the menu "Customize" (in the upper right corner of the page) there is a variety of settings to make. The most common are presented below.

Submenu "Layout"



Here you can e.g. choose to change sorting and grouping in the schedule. Time frame and time format in the schedule can also be changed here as well as schedule format (graphical schedule or text schedule).

Submenu “Reservations”

Under the submenu “Reservations” you can set how you want the colors to be displayed in the schedule. For example, you can choose to color according to the different objects displayed in the schedule (e.g. room, group, activity or person). By default, the schedule is colored according to “Activity” and each activity has a predetermined color, e.g. “Lecture” is green, “Seminar” is blue and so on.

Here you can select which columns are to be visible and also in which order they are shown in the schedule.

Svenska Account

Subscribe Download Filter Customize

Layout Reservations

Color

Color by ⓘ

Activity ▼

TE Exam reservation ▼

☐ Highlight special reservations ⓘ

☒ Show color legend

Color on objects

Activity ▼

Room ▼

TE Exam reservation ▼

People ▼

Group ▼

Content

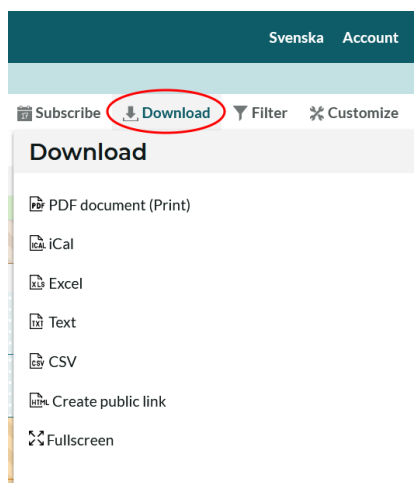
Visible columns

Drag and drop to reorder

☒ Course code

Download a schedule

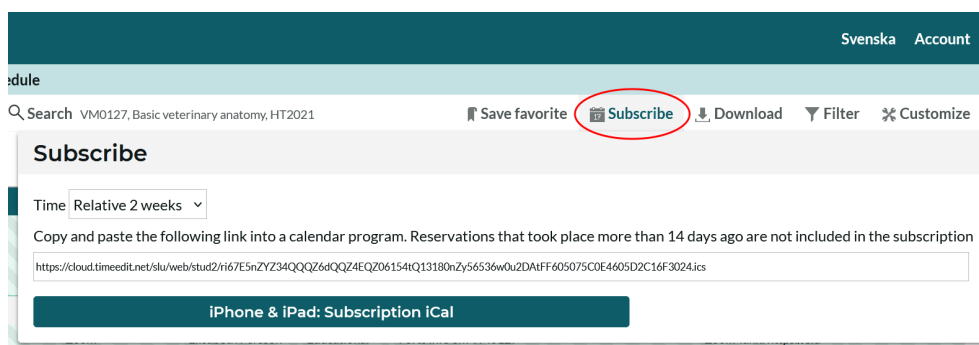
Under the menu "Download" (in the upper right corner of the page) you can choose to download your schedule. For example, you can download your schedule to PDF-, Excel-, or Text format. Please note that if the schedule changes, a new download must be made to the desired format to get the changes.



Subscribe to a schedule

You can subscribe to a schedule and view it on your device (e.g. your phone) or application (e.g. Outlook or Google Calendar).

You click on the "Subscribe" – icon and follow the instructions that appear in the box that is shown.



You can choose whether you want to subscribe relative 2 weeks, relative 4 weeks or relative the entire date range that is displayed on the page.

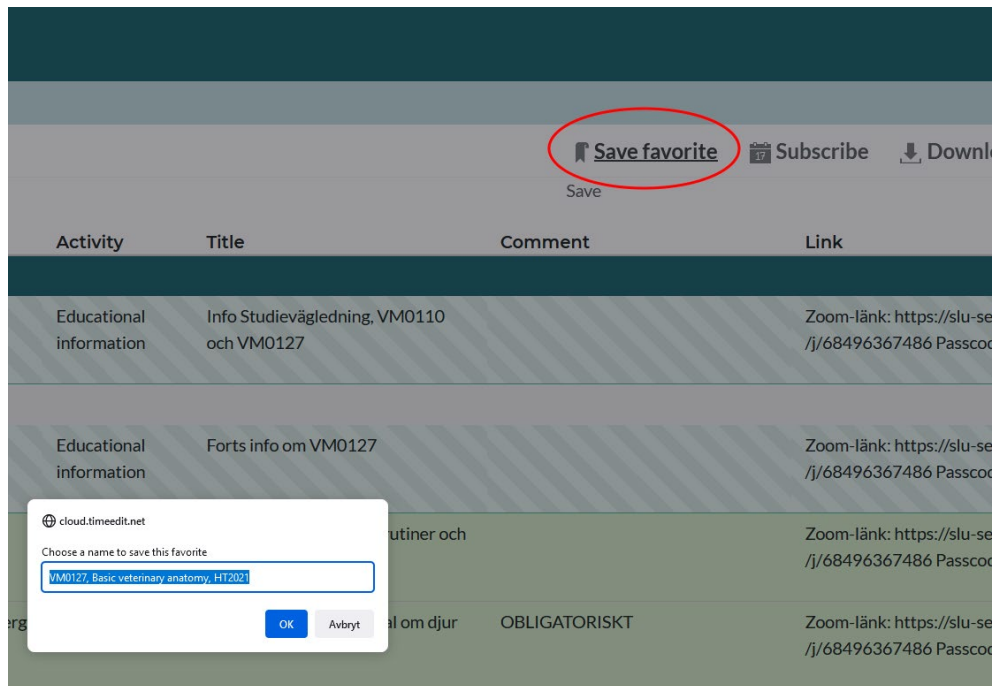
When you subscribe to a schedule in TimeEdit the so-called iCal format is used. This format does not determine how often the schedule is updated. Instead, it is the device or application that receives the subscription that determines this.

Some applications and devices allow you to set how often the subscription is updated while others use a fixed range.

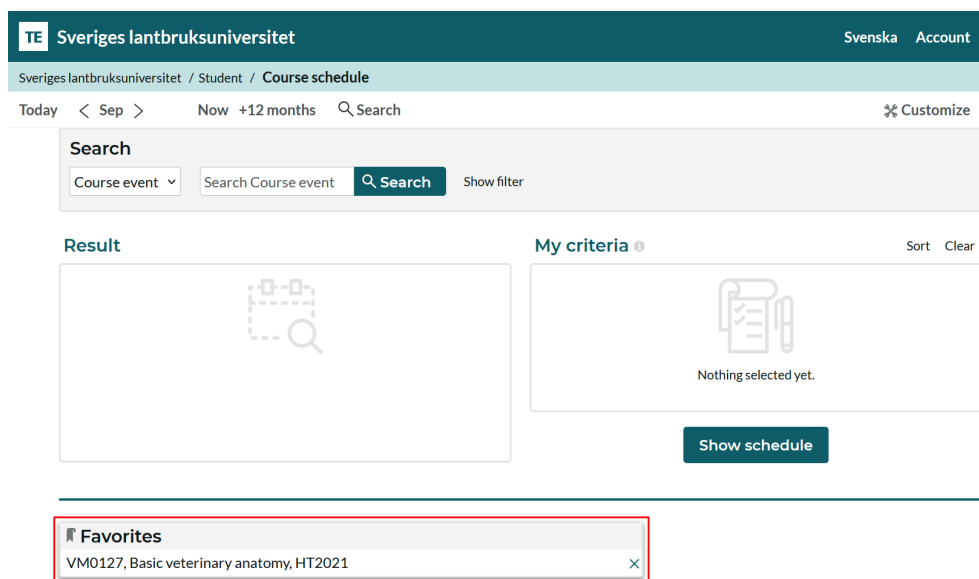
Save a schedule as favorite

You can save a schedule as favorite, which means that you do not have to search for it again every time you log in to TimeEdit's web interface.

You click on the icon "Save favorite", enter the name of the favorite in the box that appears and then click on the "OK" button.



The saved favorite is displayed on the search page.



Make web reservations

The screenshot shows the SLU Student portal interface. At the top, there is a header with the SLU logo, the text 'Sveriges lantbruksuniversitet', and links for 'Svenska' and 'Account'. Below the header, the user is logged in as 'Student'. The main content area is divided into several sections:

- SCHEDULE PAGES**: Contains links for 'Course schedule' and 'Room schedule'.
- RESERVATION PAGES - ALNARP**: Contains links for 'Group study rooms - Alnarpsgården' and 'Makerspace - Alnarpsgården'.
- RESERVATION PAGES - UPPSALA**: Contains links for 'Group study rooms - Uppsala Library', 'Group study rooms - Biocentre', 'Group study rooms - MVM', 'Group study rooms - Ulls hus', 'Group study rooms - VHC', and 'Sports hall - Syltallen'.
- RESERVATION PAGES - UMEÅ**: Contains a link for 'Group study rooms - Umeå Library'.
- RESERVATIONS**: Contains a link for 'My reservations'.

Red boxes highlight the reservation pages for Alnarp, Uppsala, and Umeå. The 'My reservations' link is also highlighted.

[Manual - View schedules and make web reservations in TimeEdit](#)

In addition to schedule pages, the Student – entrance also contains a number of pages that can be used to make simple web reservations.

Just as an entrance can be locked, a reservation page can also be locked, which means that only certain user groups have access to the content on the page.

Some other reservation pages are open, which means that everyone who logs in to the entrance can also reserve the objects available on the reservation page.

The following example shows how a student can reserve one of the group study rooms in the Uppsala Library.

TE

Sveriges lantbruksuniversitet

Svenska

Account

Sveriges lantbruksuniversitet / Student / Group study rooms - Uppsala Library

Group study rooms - Uppsala Library

Reservation rules:

- * Group study rooms can be reserved between 6am and 11pm each day.
- * Reservations can only be made in one-hour-time frames e.g. 08.00-09.00 and 14.00-15.00.
- * You can have a maximum number of six (6) reservations per day.
- * Total number of active reservations that you can have is twelve (12).
- * Reservations can be made 2 weeks ahead.
- * When you make a reservation you have to write something in the field "Title".
- * At each reservation, the booker's name is displayed.
- * If you have not taken possession of the room within 15 minutes after the start time, others can use the room.

ROOM

SHOW ONLY FREE RESOURCES

30 - 6 December

Week Day

Room	Monday 30/11	Tuesday 1/12	Wednesday 2/12	Thursday 3/12	Friday 4/12	Saturday 5/12	Sunday 6/12
Group study room Sally C-190112, Seats 8							
Group study room Study Lab C-190114, Seats 10							
Group study room Grönan C-190118, Seats 6							
Group study room Rudbeck C-190295B, Seats 6							

Reservation rules are shown in the upper middle part of each reservation page (see picture above).

We choose the specific group study room we want to reserve by clicking on the column that belongs to that room and on the day we want to do our reservation.

You will now get a pop-up window where you set the start and end time for your reservation and enter a Title-text (mandatory). You can see it in the example below.

TE

Sveriges lantbruksuniversitet

Svenska

Account

Sveriges lantbruksuniversitet / Student / Group study rooms - Uppsala Library

Group study rooms - Uppsala Library

Reservation rules:

- * Group study rooms can be reserved between 6am and 11pm each day.
- * Reservations can only be made in one-hour-time frames e.g. 08.00-09.00 and 14.00-15.00.
- * You can have a maximum number of six (6) reservations per day.
- * Total number of active reservations that you can have is twelve (12).
- * Reservations can be made 2 weeks ahead.
- * When you make a reservation you have to write something in the field "Title".
- * At each reservation, the booker's name is displayed.
- * If you have not taken possession of the room within 15 minutes after the start time, others can use the room.

ROOM

SHOW ONLY FREE RESOURCES

Thu 3 December 2020

Week Day

Room	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Group study room Sally C-190112, Seats 8																	
Group study room Study Lab C-190114, Seats 10																	
Group study room Grönan C-190118, Seats 6																	
Group study room Rudbeck C-190295B, Seats 6																	
Group study room Juhlin-Dannfelt C-190295C, Seats 6																	
Group study room Von Post C-190295D, Seats 6																	
Group study room Brauner C-190295E, Seats 6																	
Group study room Arrhenius C-190295F, Seats 6																	

Thu 3 December 2020

Begin

End

08:00

09:00

Room

Group study room Brauner, C-190295E, 6

Activity

Web booking

Title*

Mandatory.

Reserve

Then you click the "Reserve" button.

Now you will see a confirmation window for your reservation. If you want to send the reservation by email click the "Send confirmation" button and type in your email address.

Your reservation is now confirmed and in the system.

Thank you for your reservation!

Thursday
3
Dec 2020
w49

08:00 - 09:00

Room: Group study room Brauner
Created by: Helen Alstergren
Title: Self studies
[Show more](#)

[Send confirmation](#)

[Make more reservations](#)

Your reservations are shown both in the calendar and in the table “My reservations” (see picture below).

Group study room Von Post	C-190295D, Seats 6	①	
Group study room Brauner	C-190295E, Seats 6	①	Helen Alstergren
Group study room Arrhenius	C-190295F, Seats 6	①	



My reservations		
Time	Room	Created by
2020-12-03 14:00 - 15:00	Group study room Rudbeck	Helen Alstergren
2020-12-03 13:00 - 14:00	Group study room Rudbeck	Helen Alstergren
2020-12-03 11:00 - 12:00	Group study room Grönan	Helen Alstergren
2020-12-03 10:00 - 11:00	Group study room Grönan	Helen Alstergren
2020-12-03 08:00 - 09:00	Group study room Brauner	Helen Alstergren

[Show more](#)

You can edit or cancel your reservation by just clicking on it and pressing “Edit / Cancel reservation” - button. You will then see a window where you can change the time or cancel reservation.

Thursday
3
Dec 2020
w49

2020-12-03

Begin End
08:00 09:00

Room: Group study room Brauner
Created by: Helen Alstergren
Title: Self studies
Extra comment:
[Show more](#)

[Cancel reservation](#) [Save](#)

View exam schedule

For those courses whose exams are administered by the central exam organization, Exam services, it is possible to view an individual exam schedule in TimeEdit.

A basic prerequisite for this is that:

- The department responsible for the course is connected to the Exam services
- Ladok is used for exam registration and
- Exam services handles registered students in TimeEdit

Ask your course leader what applies to your course.

In such case, the link to the exam schedule is shown in the course schedule under the column "Exam info" (see picture below).


Sveriges lantbruksuniversitet									
Sveriges lantbruksuniversitet / Student / Course schedule									
Today < Jun > Now +12 months Search VM0127, Basic veterinary anatomy, HT2021 Save favorite Subscribe Download Filter Customize									
Time	Course code	Course name	Exam info	Place	Teacher	Module	Activity	Exam type	
w24 Tue 2022-06-14									
08:00 - 12:00	VM0127	Basic veterinary anatomy	exam.timeedit.com	Exam hall 1	Elisabeth Persson	Written exam: Embryology Written exam: Anatomy	Examination	Papperstentamen	Re examination

Name	Id, Building, City, Seats
Exam hall 1	C-185202.1, The Teaching Building, Uppsala, 56

Click on the link to the exam schedule to get to the login page for TimeEdit's exam interface (see picture below).

Ex Student schedule

SLU / 67055 / Student schedule



Välkommen!
Hitta ditt tentamensschema

AAAAAMDD-XXXX

[View your exam schedule](#)

Here you enter your personal identity number (**Swedish: personnummer**) in the format YYYYMMDD-XXXX and then click on the button “View your exam schedule”.

Once inside the exam interface, you will see the information about the exam for which you are registered. For example, the examination time and the examination room are shown here (see picture below).

Ex

Student schedule

SLU / 2022-06-14 VM0127 Anatomi + Embryologi om2 / Studentsida

2022-06-14 VM0127 Anatomi + Embryologi om2 (id: 67055)

Your Anonymized Code:

Your schedule:

Jun 14 2022, 08:00 - 12:00

Add to calendar

Room: Tentamenssal 1

Campus: Ultuna

Info:

-

Notes to students:

No notes have been added

Exam details

Type	Papperstentamen
Language	Svenska
Ansvarig person	Elisabeth Persson
Kurstillfälle	VM0127-10020-HT2021
Modul	VM0127-10020-0104-HT2021 VM0127-10020-0105-HT2021