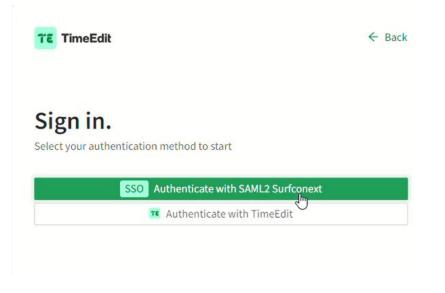
Instruction Time-Edit Viewer Staff

1. Log in

You only need to log in once through the following steps, then you will be automatically logged in.

Click on: Authenticate with SAML2 Surfconext



2. Click on Timetables

Staff	
	f members. Looking for your timetable for academic year 2023-2024? Go to <u>rooster.utwente.nl</u>
welcome to the new oniversity of twente innetable viewer for of star	members, cooking for your unrecable for academic year 2025-2024: 00 to rooster.atwente.in
📰 Timetables	

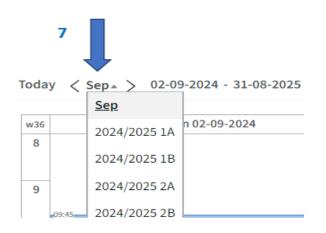
- 3. This is where you determine what you will search for:
 - Course \rightarrow filter on period
 - Course part
 - Course UTLC
 - Course Navitas
 - Student Set
 - Study Programme \rightarrow filter on period
 - Lecturer
 - ID
 - Hall \rightarrow this filter will be later visible
- 4. Choose 'Search' to see your options

3			
Search Study Programme 🗸	Search Study Program	Q Search	
Block		er &&	4
2B			

- 5. This is where you can see the results you have been searching for and you can choose the course/program you want to see
- 6. This is where you can go to the schedule

5		
Result	My criteria 0 Sc	ort Clear
Advanced Technology MOD01 202000610 Mechanics, 1A Advanced Technology MOD02 202000614Thermodynamics, 1B Advanced Technology MOD05 20200060 Signals, Models & Systems, 1A Advanced Technology MOD06A 202000633 Materials Science and Engineering, 1B Applied Mathematics Master LA, LA Applied Mathematics MOD01 202200140 Structures and Models, 1A	Nothing selected yet.	
Applied Mathematics M005 202300015 Statistics and Analysis, LA Applied Physics Master LA, LA	Show schedule 6	

7. This is where you can adjust specific data criteria to see the schedule that you want.



8. This is where you can filter your searching criteria (Activity type/Course/Hall/Lecturer)

				8
' Save favor	ite 📷 Subscribe	📕 Download	Filter	💥 Customize
	Filter			
	Activity type			Clear filter
	Activity type			•
ion er, J.R., Reyes C	Course			
	Course			
	Hall			
	Hall			•
	Lecturer			
	Lecturer			•
		Filter		

9. To see the details of an activity, click on the activity.

		>
Wednesday	10:45 - 12:30 CET	
28	Course Project Plan, 202000431 Activity Type Q&A	
Aug 2024	Hall *Request Room Allocation	
w35	Student Set TEST-01 Show reservation information	
	Status Incomplete, Preliminary ID 2003 Ext. id -	
Z		

- 10. This is where you can make different exports of the schedule
- 11. This is where you can save your favorite schedule
- 12. This is where you can switch between graphical (calendar) and text view

10		11		,	[
😭 Save favorite 👘	Subscribe	Download	Filter	💥 Custo	mize
<u>Thu 05-09-2024</u>		125 Reservations PDF document (Print) Cal Excel (xlsx)	-2024		
		Text			
		🕞 CSV			
		🕞 Create public link			
		Fullscreen			
		Excel '97 (xis)			
Thu 12-09-2024		Fri 13-09	9-2024		
		ß	Link to th	is page	Text 🗸
					12

13. The colors on the schedule refer to the types of educational activities



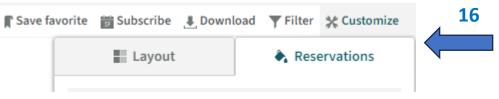
14. To start a new search, click "Search" next to the period. This is where you can go back to the searching page and adjust your chosen searching criteria. If you want to open a new one, you have to delete the previous search under 'My Criteria'.



15. The difference between concept/incomplete and definitive is also visible on the schedule:

Activities **with a blue triangle** in the upper right corner are in concept/incomplete. Activities **without a blue triangle** in the upper right corner are confirmed.

16. If you want to see student sets on the schedule, you can add these yourself. Go to 'Customize' and then to Reservations.



If you check student set here, the sets will become visible on the schedule. You can then filter on student sets via filter.

