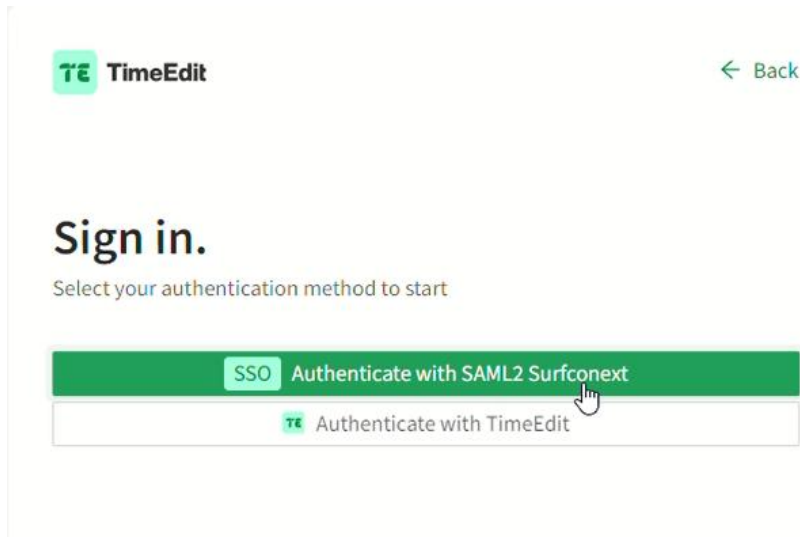


## Instruction Time-Edit Viewer Staff

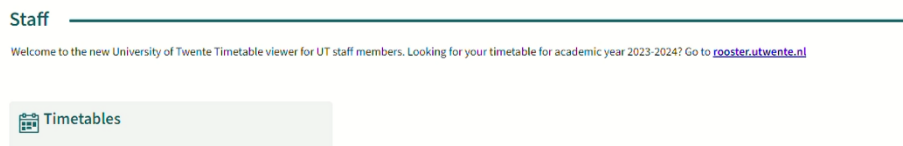
### 1. Log in

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

Click on: Authenticate with SAML2 Surfconext



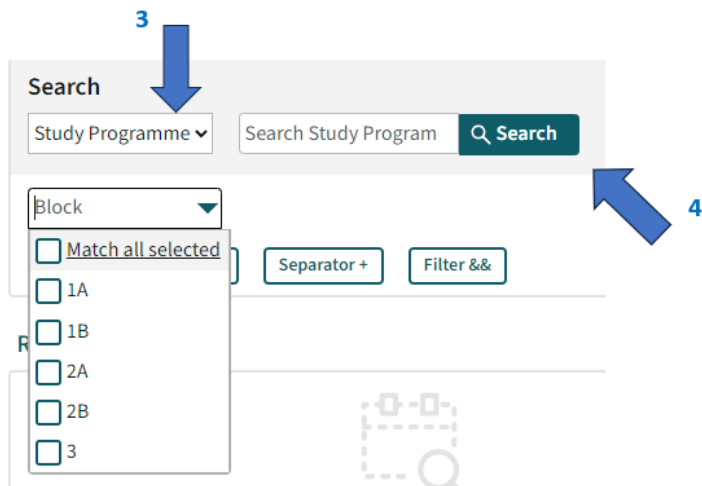
### 2. Click on Timetables



### 3. This is where you determine what you will search for:

- Course → filter on period
- Course part
- Course UTLC
- Course Navitas
- Student Set
- Study Programme → filter on period
- Lecturer
- ID
- Hall → this filter will be later visible

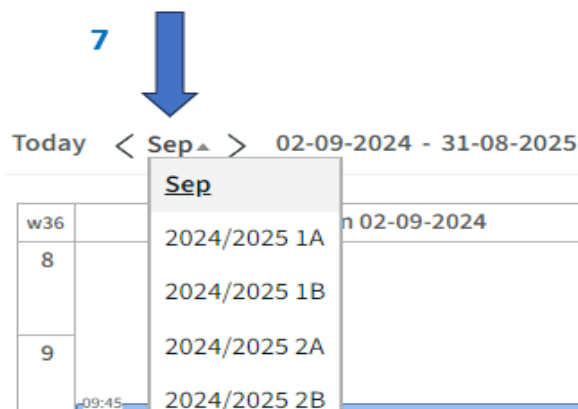
### 4. Choose 'Search' to see your options



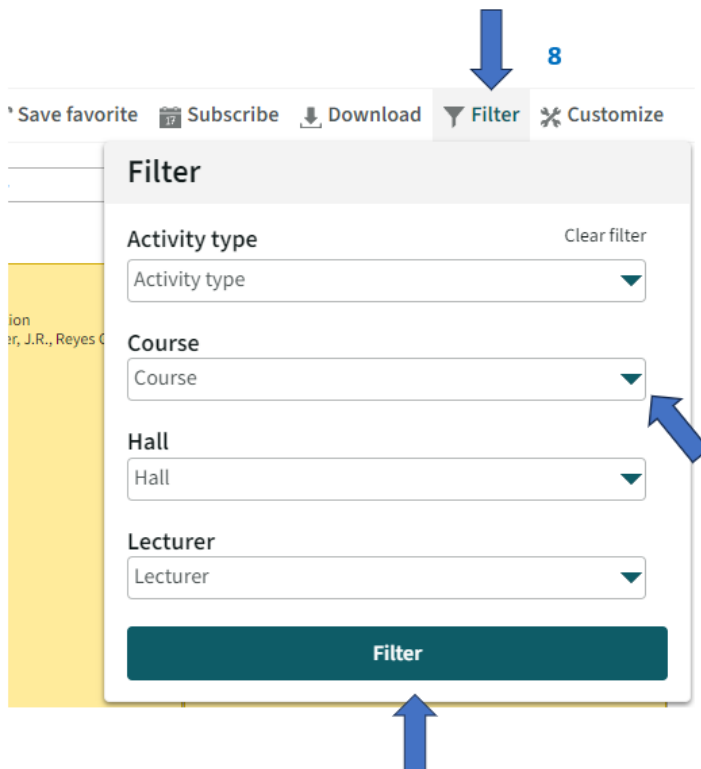
5. This is where you can see the results you have been searching for and you can choose the course/program you want to see
6. This is where you can go to the schedule



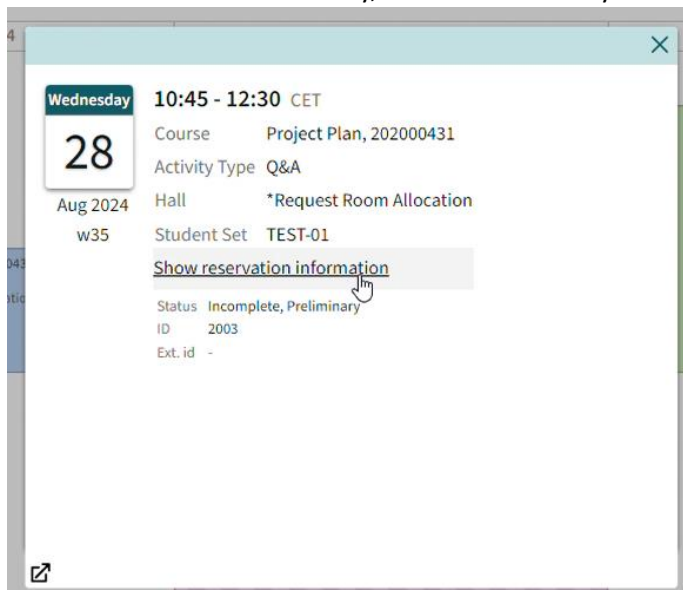
7. This is where you can adjust specific data criteria to see the schedule that you want.



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



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



- 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



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

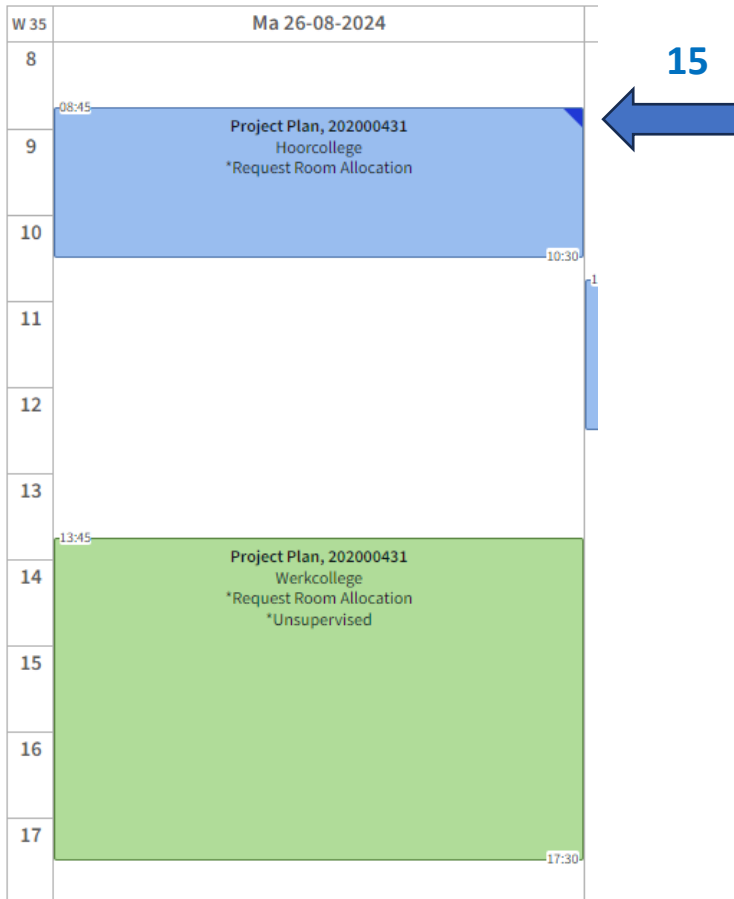


Legend for educational activities:

- Tutorial
- Lecture
- Self study without assistance
- Lectorial
- Practical
- Assesment, Excursion

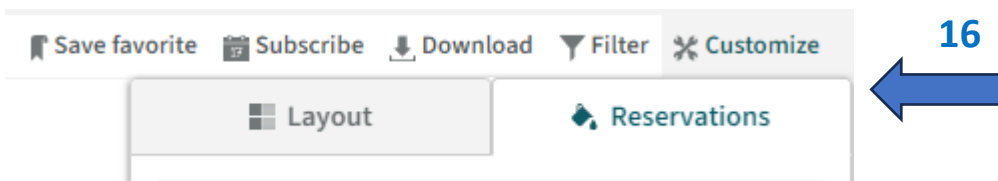
14. To start a new search, click "Search" next to the period. This is where you can go back to the searching page and adjust your chosen searching criteria.  
If you want to open a new one, you have to delete the previous search under 'My Criteria'.

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.

## Content

### Visible information ⓘ

Drag and drop to reorder

- Course, Course: Course code osiris
- Course Part
- Course
- Course
- Description
- Activity Type
- Hall
- Lecturer, Lecturer: Prefix, Lecturer: Lastname
- Student Set
- Additional Information



Reset