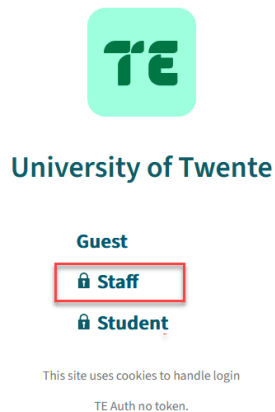


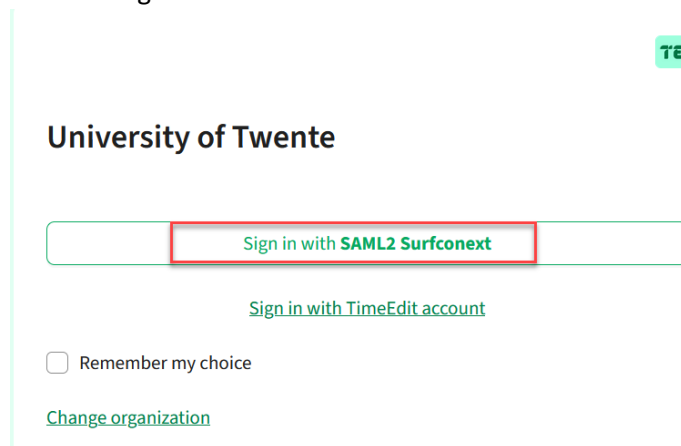
Instruction TimeEdit Viewer for Staff

1. Log in via https://cloud.timeedit.net/nl_utwente/web

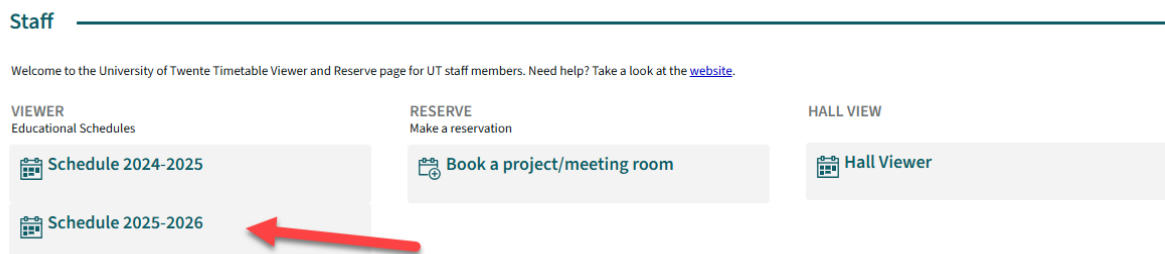
Choose your entrance to go the Schedule.



Click on: Sign in with SAML2 Surfconext



2. Click on the Schedule you want to see



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

- Course → filter on period
- Course part
- Course UTLC
- Course Navitas & Pre-U
- Lecturer
- Study Programme → filter on period
- Student Set
- Hall
- ID

4. Choose 'Search' to see your options

Search

Study programme ▾ Search Study programme 🔍 Search

Block ▾

☐ Match all selected

☐ 1A

☐ 1B

☐ 2A

☐ 2B

☐ 3

Separator + Filter &&

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

Result

Academy Technology Liberal Arts Sciences SEM01, 1A

Academy Technology Liberal Arts Sciences SEM03, 1A

Academy Technology Liberal Arts Sciences SEM05, 1A

Advanced Technology MOD01 20200610 Mechanics, 1A, Last Academic year 2024

Advanced Technology MOD01 202500292 Mechatronics, 1A

Advanced Technology MOD05 202400615 Signals, Models & Systems, 1A

Applied Mathematics Master 1A, 1A

Applied Mathematics MOD01 202200140 Structures and Models, 1A

Applied Mathematics MOD05 202300015 Statistics and Analysis, 1A

My criteria

Nothing selected yet.

Show schedule

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

Today < w36 > 01-09-2025 - 21-09-2025 🔍 Search

Se

2025/2026 1A

2025/2026 1B

☒ 2025/2026 2A

2025/2026 2B

Search Study programme

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

Save favorite Subscribe Download Filter Customize

Thu 04-09-2

Design sprints, 20
Practical
Cube
CB 301A

Filter

Activity type Clear filter

Course

Hall

Lecturer

Student Set

Filter

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

Monday 15:45 - 17:30

1

Sep 2025 w36

Course M1: Ideation, 202400376

Activity type Q&A

Building Carre

Hall CR 3G

Student Set IDE MOD01 Group 10
IDE MOD01 Group 11
IDE MOD01 Group 12
IDE MOD01 Group 13
IDE MOD01 Group 14
IDE MOD01 Group 15
IDE MOD01 Group 16
IDE MOD01 Group 17
IDE MOD01 Group 18

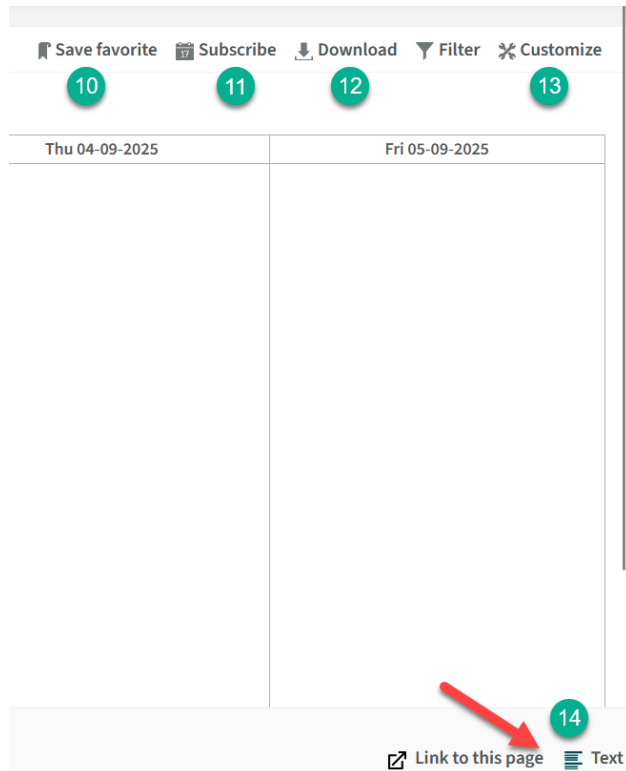
Lecturer *Lecturer: tba

Additional information Info about BSA & Q&A

Study programme Industrial Design Engineering MOD01
202400376 Ideation

[Show reservation information](#)

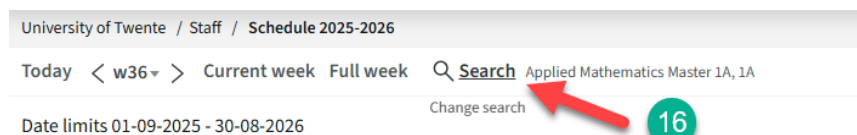
10. This is where you can save your favorite schedule
11. This is where you can make a subscription to your calendar program
12. This is where you can make different exports of the schedule
13. This is where you can customize your view
14. This is where you can switch between graphical (calendar) and text (list) view



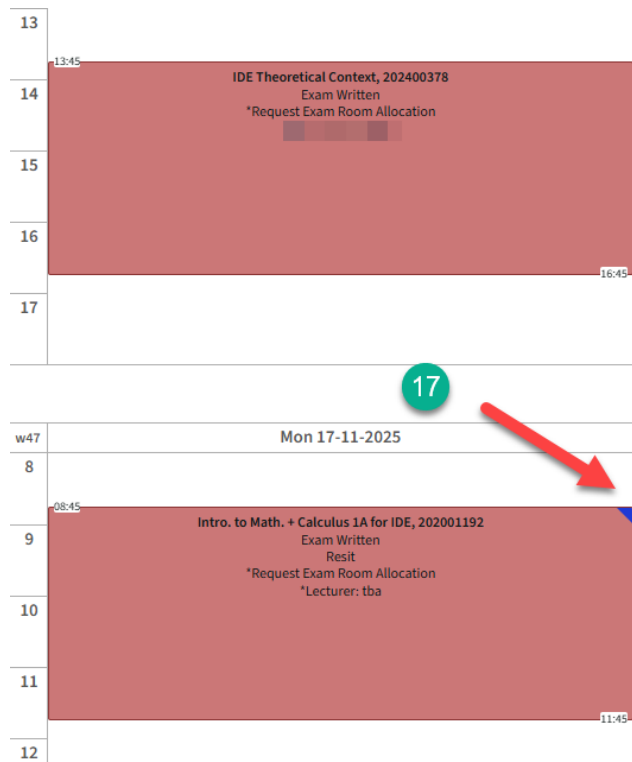
15. The colors on the schedule refer to the types of educational activities

Tutorial
 Lecture
 Lectorial
 Practical
 Other

16. 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'.

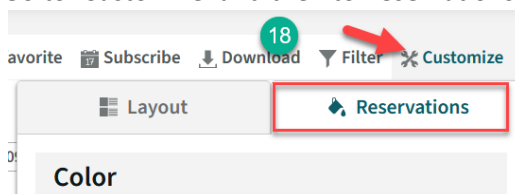


17. The difference between concept/incomplete and definitive is also visible on the schedule:

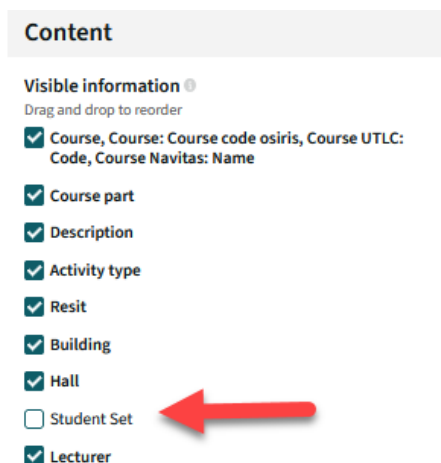


Activities **with a blue triangle** in the upper right corner are in concept/incomplete.
 Activities **without a blue triangle** in the upper right corner are confirmed.

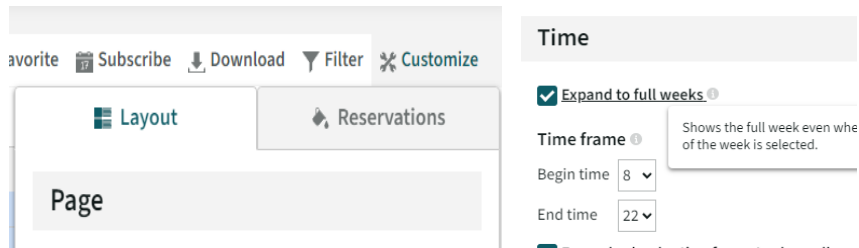
18. If you want to see student sets on the schedule, you can add these yourself.
 Go to 'Customize' and then to Reservations.



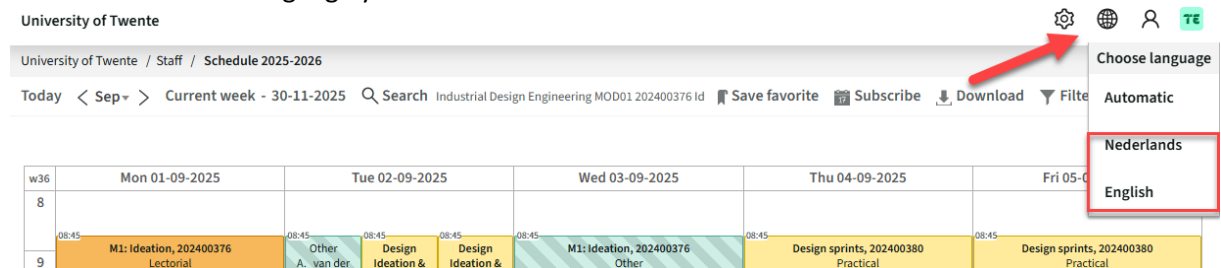
If you add student set here, the sets will become visible on the schedule. You can then filter on student sets via filter.



19. To be able to see if education is also scheduled in the evening you can adjust the time of the schedule at customize → layout → time



20. You can choose the language you want to use



21. You can see if something has changed in the schedule (within 48 hours) by the red dot in the left corner

