


TimeEdit guide

In TimeEdit you can look up the schedules of groups, implementations, lecturers and rooms, make reservations for rooms, if it is allowed for the students.

Logging in

1. You will find the link to TimeEdit in SAMK's Shortcuts and on the student's desktop in Loki.
2. In the upper right corner, you can change the language into English.
3. Log in with your SAMK credentials.



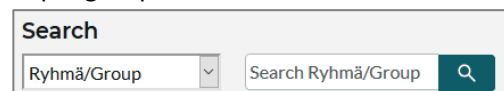
Searching group timetables

1. Choose **Group's Timetables**

NOTE! With the dropdown menu you can search group's timetables and study course realizations' timetables with the same search.

NOTE! You can check your group code in the Student's Loki in your study data.

2. Write in the search box your search criteria, for example group code
3. Choose desired information from the results
4. Click "Show schedule" - button



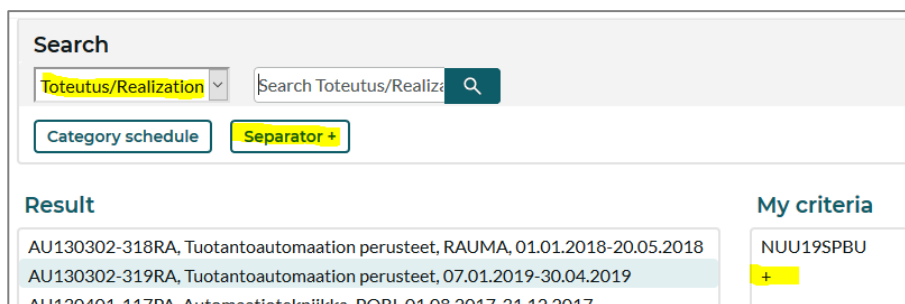
In the top navigation bar, you can change the period of shown timetable.



Left date determines the starting day and the date on the right determines the ending day of the timetable.

If you search for, in addition to the timetable of your own group, optional studies to your timetable, do as follows:

1. Search for the timetable of your own group.
2. Click "Show filter" and add "Separator". After adding the separator, do a new search (a realization instead of a group). Realizations you can search using study unit's code or name.



Search	
Toteutus/Realization	Search Toteutus/Realiza
Category schedule	Separator +
Result	My criteria
AU130302-318RA, Tuotantoautomaation perusteet, RAUMA, 01.01.2018-20.05.2018	NUU19SPBU
AU130302-319RA, Tuotantoautomaation perusteet, 07.01.2019-30.04.2019	+
AU130401-117PA, Automaatintekniikka, PORI, 01.08.2017-31.12.2017	

You can add several realizations, but **remember** always click "Separator" before you start searching a new target.

Studying with several groups: search rather realizations according to the list of your enrolments in Loki, instead of several groups.

If you search **only** for realizations or **only** for groups, **you don't need to add separator** between the search conditions. The separator is needed, when you start searching **for groups and study unit implementations in the same schedule!**

3. When your "My criteria" -list is ready, click "Show Schedule"

My criteria Clear

NUU19SPBU X

+ X

LT171201-3002, Photography and video in marketing, PORI, 07.01.2020-13.04.2020 X

Show schedule

To have chosen groups and implementations in the same schedule, you click "Customize" and make sure "One schedule for every searched item" is **unmarked**. This allows you to have your search results in one calendar.

Save favorite | Subscribe | Download | Filter | **Customize**

Layout | Reservations

Page

General page layout ⓘ

Date view ▼

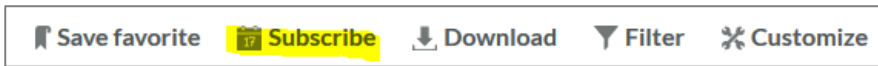
Hide empty weeks ⓘ

Lined

Show clock ⓘ

One schedule for every searched item ⓘ

After doing this you can subscribe your TimeEdit schedule to your calendar software. Press the **“Subscribe”** button in the top navigation bar. There is a link, which you can paste to the calendar software you are using (it needs to support iCal format).



N.B.! Before the subscribing the calendar set a time frame of which you want to order the updated calendar. Automatically TimeEdit gives rolling two or four weeks.

2020-01-06 - 2020-05-31

Subscribe

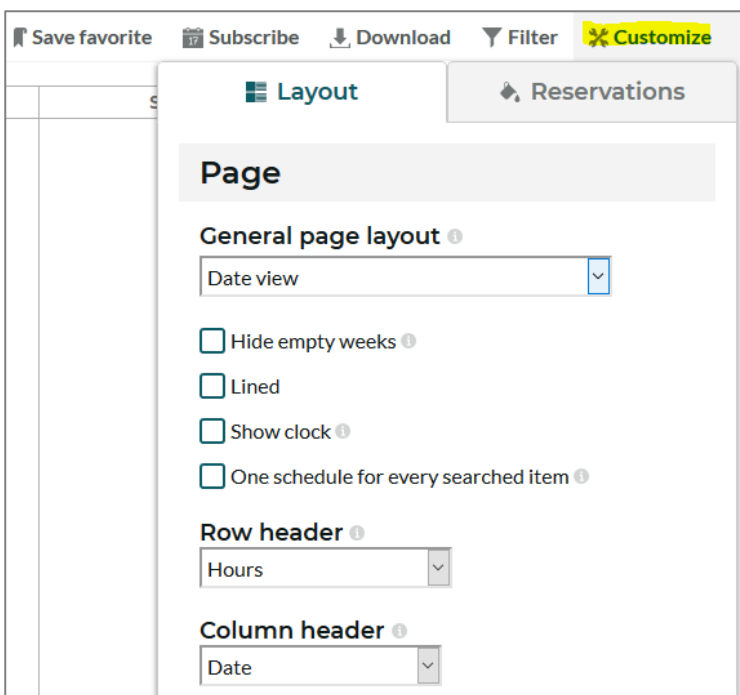
Time

Copy and paste the following link into a calendar program. Reservations that took place more than 14 days ago are not included in the subscription

<https://cloud.timeedit.net/samk/web/students/ri6Y1510WY9510Q876Q4y001ZX465150YX9X7945Q96Z61g9067Q0t008C7Ddg875045QD9AD5Z56D5Q2F6Z7668tn2ZYB745Q71AB660.ics>

Editing the Calendar

Using the **Customize** option you can edit the layout of your calendar, e.g change the time format, adjust the weekday range and change the color, etc.



Booking appointments with a lecturer

If you want to book an appointment with a lecturer, you need to first use the “Viewing appointments” to find out if the lecturer is available and if he/she allows appointment booking for the students. Write the lecturer’s name on the search field and then click “Search”. Now you need to choose him/her from the results and then press “Show schedule”.

If the lecturer is available, you will see box with text “Ohjausaika/Appointment”. Write down your desired meeting time and return to start page and go to “Booking an appointment”. Reserving appointment happens exactly like with the room reservations, only difference is that you need to know when the lecturer is available.

Room reservations

In TimeEdit you can make reservations of rooms. First when you are making a reservation you need to choose date and time. After that you choose what you are booking and the reason for it. Then click proceed and write the name of the booker and click reserve. You can inspect your reservations later from the Own Reservations menu where you can also edit and delete them.

Account menu

In the Account menu you can log out.

