TE Timetable

Instruction Manual

Version 1.3

Contents

Introduction

With *TE Timetable*, you can view, download, and link your schedule to calendar applications such as Microsoft Outlook, Google Calendar, Apple Calendar, or a calendar app on your smartphone.

Two schedules

TE Timetable offers you two schedules. The first is your **Personal schedule**, which contains all the courses based on your course registrations that belong to your exam program.
The other, **Schedule**, is a timetable in which you can view one or more courses for which you are not enrolled.

Integration with Canvas

Perhaps the biggest difference between MyTimeTable and *TE Timetable* is the integration of Canvas. Where the Canvas calendar was shown together in your MyTimeTable schedule, this is not the case in *TE Timetable*. You need to include your canvas calendar as a separate calendar in your calendar app via a subscription. For more information, please refer to the chapter "Linking Calendar Applications".

This instruction explains how *TE Timetable* works. If you have any questions about this, please read this document carefully first. If you experience (technical) problems or need support, you can email timeedit@tue.nl.

Important: At the time of writing, the layout of pages is still under development. As a result, screenshots used in this instruction may no longer match the final screen. The following applies to the entire instruction; Text is leading over used screenshots.

Overview of possibilities

The screenshot below shows an overview of the *TE Timetable* web page.
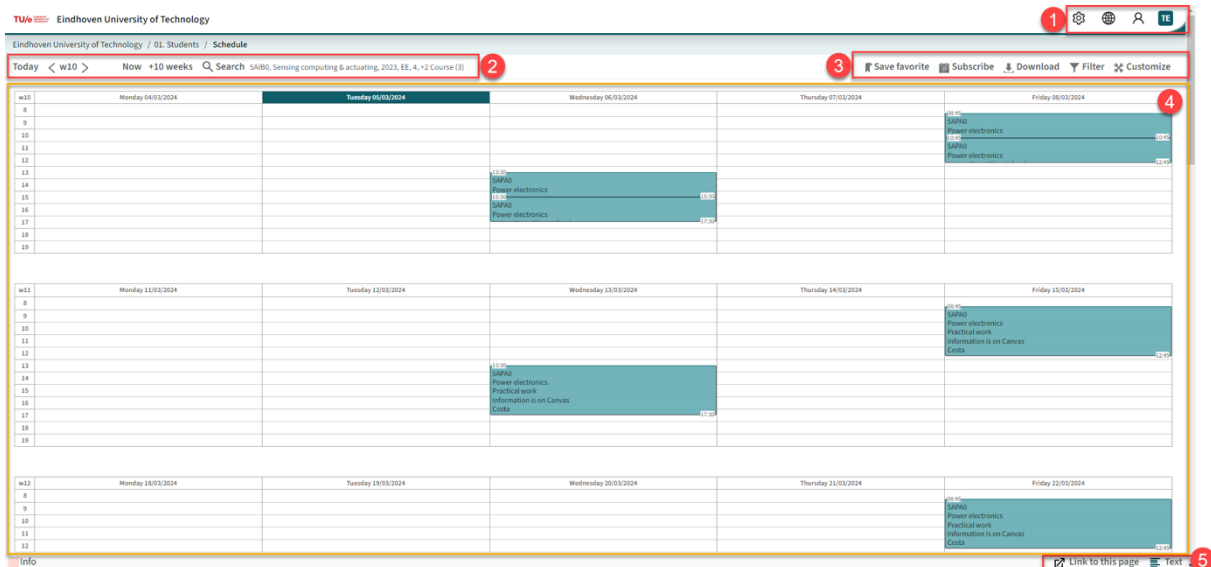
1. Shortcuts to your settings, language selection, and logging out.
2. The current date settings, selected boxes of the displayed timetable and the buttons to change them.
3. Buttons for capturing favourites, subscriptions for external calendars, applying filters, and adjusting *TE Timetable's* display preferences.
4. The main screen on which your schedule is visible.
5. Buttons for copying a direct link to the grid and changing the graphic mode to the text mode.

Users with a (visual) disability

Users with a (visual) impairment are advised to use the *Text* View, or the *Text variant* of the schedule downloads. These two options are best suited for working with text-to-speech software and displays.

Log in

To use *TE Timetable* correctly, it is necessary to log in. This is done via your TU/e login details, so it is not necessary to create an extra account for this.

It is possible to use *TE Timetable* without logging in. This is useful if you have just enrolled in a study at TU/e, do not yet have a student account, but already want to find out when your classes are. For this, you can use the "public entrance": https://cloud.timeedit.net/nl_tue/web/pub01/

Please note; when using *TE Timetable* without logging in, you will not see all the details of the courses; especially the teachers and rooms are missing. Whenever possible, our advice is to always make sure you are logged in.

Consult a schedule

To view a schedule, go to the *TE Timetable website (https://cloud.timeedit.net/nl_tue/web/stud01/)* or click on the tile in the study guide *(https://educationguide.tue.nl/practical-info/it-services/online-systems).*

Log in with your SSO via SurfConext (you may need to give one-time permission to use your data) by clicking on the link ***Please click here to log in***.
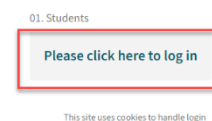
Then you choose which calendar you want to look in. The operation of both grids is the same, but they both serve a different purpose:

- Choose ***Personal Schedule*** for a schedule that lists all the courses you are enrolled in.
- Choose ***Schedule*** for a schedule of courses of your choice, such as courses you are interested in but don't know if they fit within your current schedule, etc.

TE Timetable will copy your registration data from Osiris. The courses for which you are enrolled will therefore already be selected when you choose ***Personal Schedule***.

In this example, we choose **Schedule** and then enter the selection screen.

Selection screen

In the selection screen, we can search and filter for courses that we want to include in the schedule.

The selection screen contains the following elements:

1. Search and filter criteria.
2. Search results.
3. Selected courses (criteria) for the timetable.
4. Previously conducted searches.

Search & filter criteria

In the search bar, you can search by course name or course code of a course that you want to include in your timetable. You can narrow down the results by filtering by academic year, faculty and block.

For example, the search for 5APA0 gives all results for the course *5APA0 – Power Electronics*, from the academic years 2021 to 2024.

The search for *Power Electronics* returns the 5APA0 box, but also gives other courses in which the term *Power Electronics* appears. Note that *TE Timetable* sees the terms "Power" and "Electronics" separately from each other; That's why "Low-power health electronics" is also among the search results.

If you want to search for the exclusive combination of "Power electronics", please use quotation marks in your search: *"Power electronics".*

If we had searched for *Graduation*, we would have come up with considerably more results. We could have filtered these by *Department* (B), *Academic year* (2023) and *Block* (GS1) to reduce the number of results.
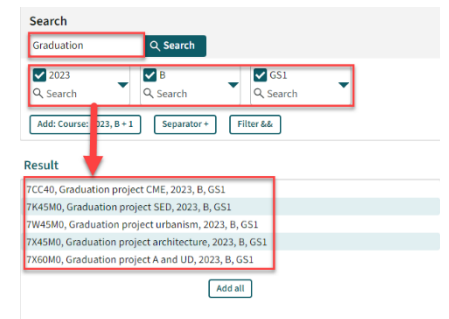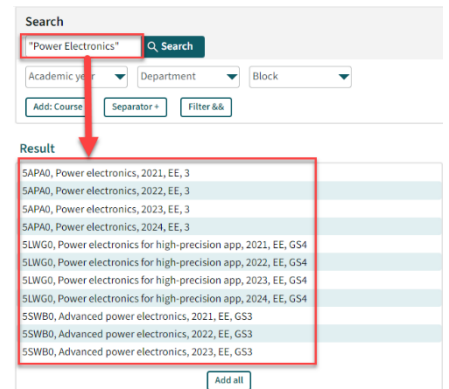
Once you have found the course of your choice, you can add it to **My criteria** by clicking on it. The box will turn grey in the results as an indication that it has already been added.
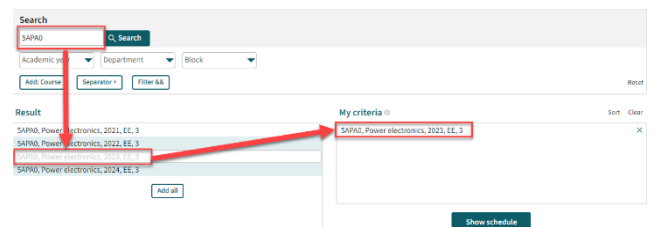
If you want to add all search results to your schedule, click on the ***Add all*** button.

Press the ***Show schedule*** button to show your schedule.
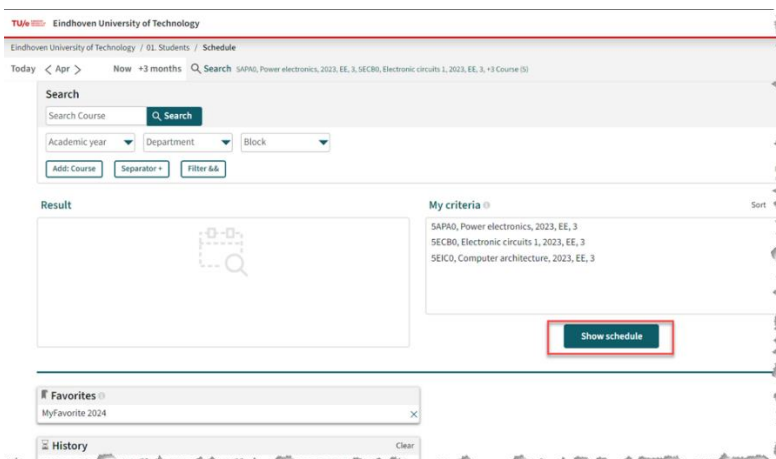
You will then see the schedule of the selected courses:
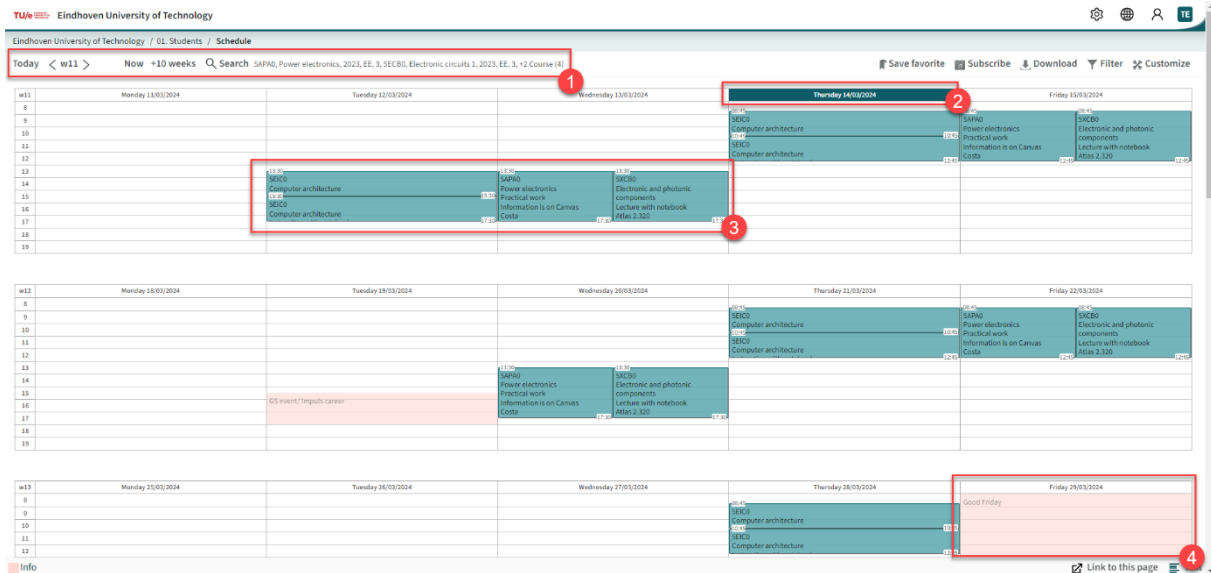
The most important elements of your schedule can be seen above:

1. The current settings of the displayed schedule:
   a. The current week.
   b. The start and end dates of the schedule.
   c. The courses that are shown.
2. The indication of the current day.
3. The schedule of the courses that have been selected.
4. Any public holidays, days on which no classes take place or special activities are held, are also shown.

If you click on a box from your schedule, you will see more information:
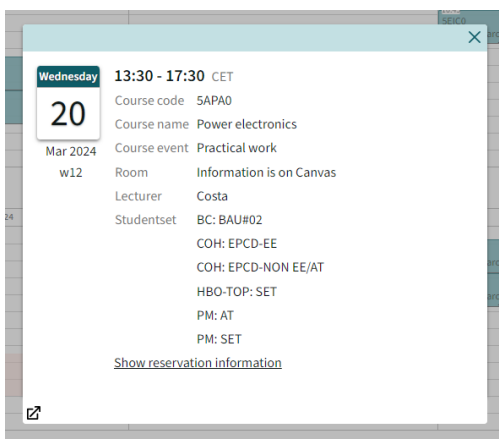
Date settings

Every time you consult your schedule, *TE Timetable* uses the default setting. This is the relative start date **Now** up to and including the relative end date **+3 months**.

Both the start date and the end date can be set separately by clicking on the relevant date. First, a date picker will be shown so that you can set a static date. If you click on **Relative start**, the date picker will be switched for a relative date selection, on which you can choose hours, days, weeks or months. The same goes for the end date.
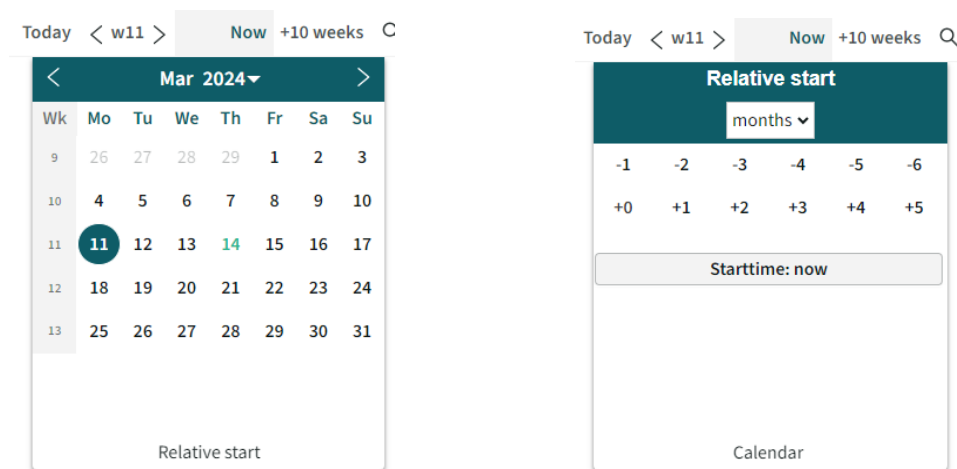

Please note! Only courses that fall within the currently published semesters will be shown. Outside of those semesters, no courses will be shown, even if you set the relative end date to **+12 months** .

View schedules

You can view your schedule in different ways: there is a graphical display and a text view, which you can switch between using the link at the bottom right of the window. In each view, you can click on an activity to see the details.

Text Display:

Graphical representation:


Customize display

TE Timetable is set up with the most common options for a clear display.
There are many options that you can adjust via the **Customize** button. ⚙ Customize

This includes showing grid lines, hiding weeks without appointments, displaying column headers, and so on.

If you do not want to incorporate holidays and special days in your schedule, you can turn it off here as well. To do so, follow these steps:

1. Click on the **Customize** button. ⚙ Customize
2. Click on the tab **Reservations**.

3. Scroll down until you see the header **Show additional reservations**.
4. Deselect the option **Info reservations** to hide holidays and special days or, alternatively, select the option to turn them back on.
5. The change takes effect immediately. You do not need to save your changes.
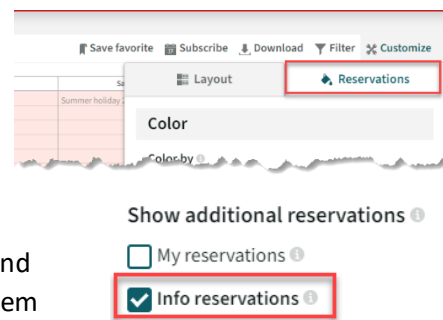

Select a different date

In both views, the start and end dates of the visible schedule can be found in the top bar. Depending on the view you've chosen, you can use it to scroll through the days, weeks, or months. With the **Today** button, you can quickly return to the view of (only) the current day.

Saturday and Sunday

By default, Saturdays and Sundays aren't shown unless there are activities in your schedule on the weekend. In this case, Saturday and Sunday will be displayed.

If you prefer to always display Saturday and Sunday, even when there are no activities, change *the Weekdays Range* drop-down list to **Monday-Sunday** *instead of Monday-Friday* under the **Customize** *button.*
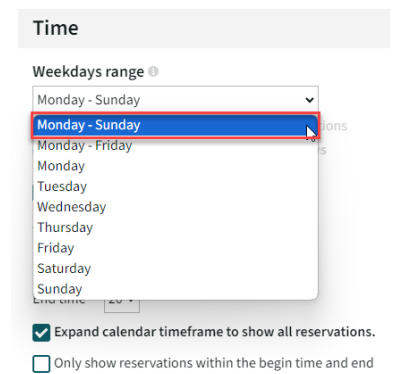
Publication Dates and Concept Lessons

It is possible that not all activities are in your schedule yet, or that certain activities are not yet final. Please note: changes can always be made to final schedules.

Deadlines from Canvas are not displayed in TE Timetable. To do this, you need to synchronize the Canvas calendar with your calendar application; see chapter "Linking Canvas".

Calendar Linking Applications

You can synchronize *TE Timetable* with a calendar application on your smartphone or tablet. Schedule changes to your classes and exams, as well as adding or removing courses to your ***Personal Schedule***, will automatically appear in your calendar. You only need to link your schedule to your calendar application once.

Apple Agenda

To link your schedule to the Calendar app on your iPhone, iPad, or iPod Touch, follow these steps:

1. Using your web browser, go to https://cloud.timeedit.net/nl_tue/web/stud01/
2. If necessary, log in and choose a schedule.
3. Search for the courses of your choice.
4. Tap the Menu button
5. Under the Time drop-down list, choose the option of the current date setting, which is always the lower of the two options. In this example, ***Now + 6 months.***
6. Use the button to link to your Apple Calendar.
7. Confirm that you want to open the Calendar App and click ***Subscribe*** again.
8. Confirm the properties of the Calendar. (We recommend to set the calendar to refresh at least "Every day" instead of "Every week".)
9. Confirm your choice by clicking ***OK***.
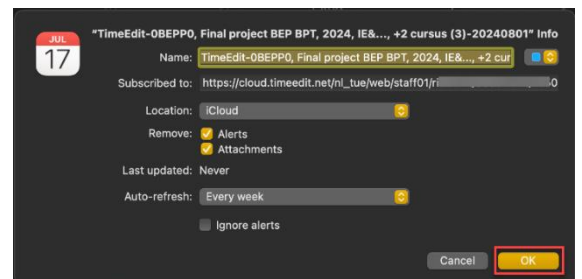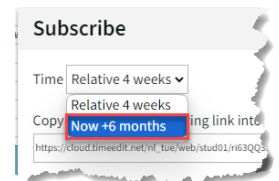
Unlink Apple Calendar

To unlink your schedule from the Calendar app on your iPhone, iPad, or iPod Touch, follow these steps:

1. Open Apple Agenda.
2. In the list of calendars, you will find your linked schedule. If the list of calendars is not visible, click the ***Calendars*** button first.
3. Click on the information symbol (i) and choose ***Cancel subscription***.
4. Confirm your choice by clicking ***Cancel subscription*** again.

Note: You can also uncheck your schedule in the ***Calendars menu***. This hides the schedule in your calendar. However, the app will still refresh your roster in the background, which will consume data from your data bundle.

If your schedule isn't in the *Calendars with subscription* list, it's likely that your schedule is linked via iCloud. Schedules that are linked via iCloud can only be unlinked via Apple Calendar on your Mac computer.
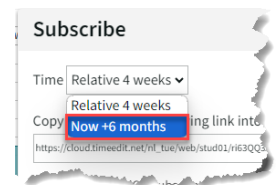
Google Agenda

On an Android device, you can link your schedule to the *Google Calendar* app. Follow these steps to link your schedule to Google Calendar:

1. Using your web browser, go to https://cloud.timeedit.net/nl_tue/web/stud01/
2. If necessary, log in and choose a schedule.
3. Search for the courses of your choice.
4. Tap the Menu button 📅 Subscribe
5. Under the Time drop-down list, choose the option of the current date setting, which is always the lower of the two options. In this example, ***Now + 6 months***.
6. Copy the URL from the text box or use the button. **Copy**
7. Go to Google Calendar and sign in with Google Account.
8. Click the *+* button above *My calendars*.
9. Choose *Via URL.*
10. Paste the URL you just copied into the *Calendar URL* field and click ***Add Calendar***.
11. Your schedule is now listed in Google Calendar under *Other calendars*.
12. Click the back button to view your calendar. It may take a few minutes for your grid to load. Refresh the page if nothing seems to be happening.

Note: It can take a few hours for schedule changes to be processed in Google Calendar. Unfortunately, you can't change this. Of course, you can always check *https://cloud.timeedit.net/nl_tue/web/stud01/* for up-to-date information.

Unlink Google Calendar

To unlink your schedule in Google Calendar, follow these steps:

1. Go to Google Calendar and sign in with your Google Account.
2. Look for your linked schedule under *Other calendars*, and click X.
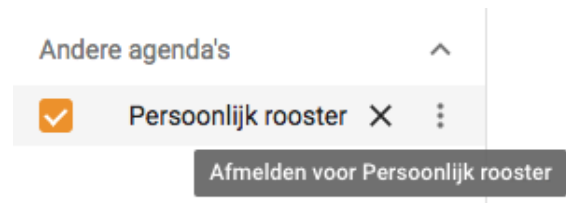
Microsoft Outlook (for Windows)

Follow these steps to link your schedule to Microsoft Outlook:

1. Using your web browser, go to https://cloud.timeedit.net/nl_tue/web/stud01/
2. If necessary, log in and choose a schedule.
3. Search for the courses of your choice.
4. Tap the Menu button. 📅 Subscribe
5. Under the Time drop-down list, choose the option of the current date setting, which is always the lower of the two options. In this example, ***Now + 6 months***.
6. Copy the URL from the text box or use the button **Copy** .
7. Open Microsoft Outlook.
8. Go to the calendar view by clicking on the ***Calendar*** button 🗓 in the left menu .
9. Click ***Add Calendar*** ⊞ Agenda toevoegen
10. In the list, click ***Subscribe on the web***.
11. Paste the URL you just copied into the text box.
12. Give the calendar a name and -optionally- a colour and charm.
13. Click ***Import***.
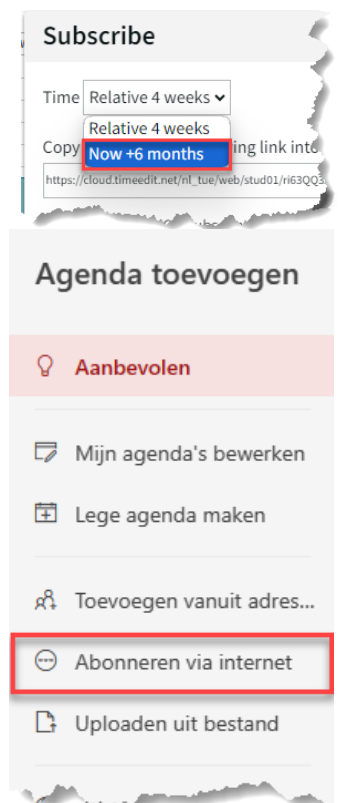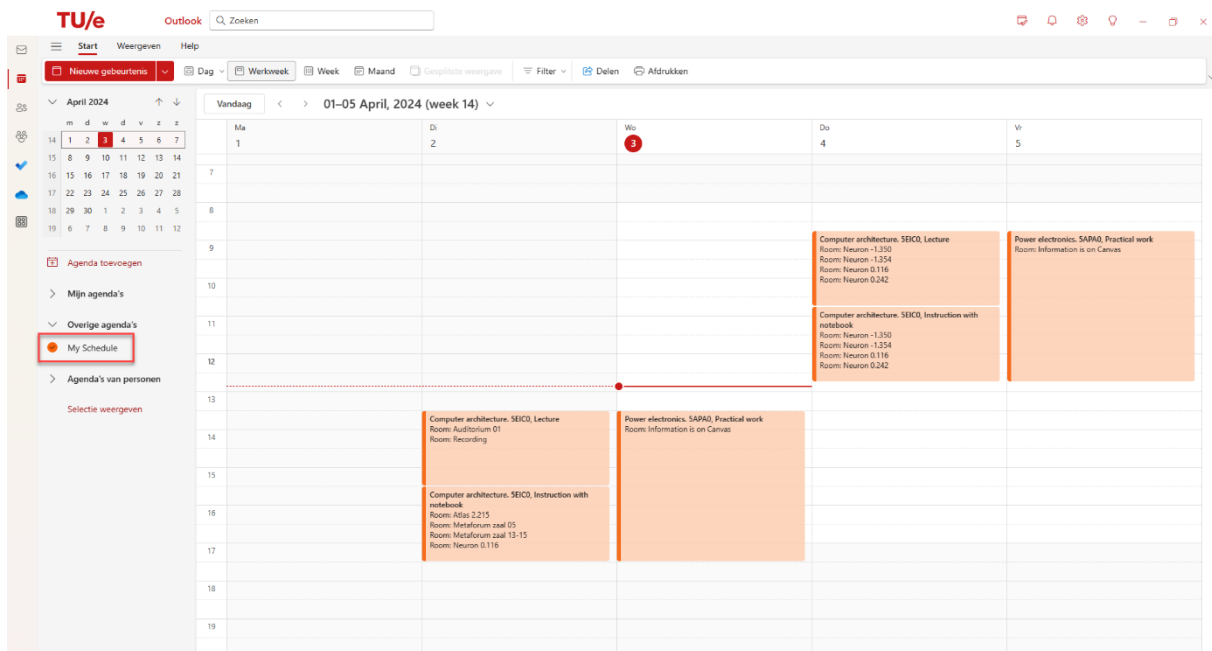
Microsoft Outlook (for Mac)

Unfortunately, Microsoft Outlook on Mac does not allow syncing with calendars from internet; you can only add a shared calendar or import an .ics file.
While it is possible to download the .ics-file from TE TimeTable by copying the link and pasting it in an empty tab, this option will add your schedule as a static one. It will _not_ update when something changes for your courses!

Our recommendation is to either use the Apple Calendar app, or go to Microsoft Office online and add the calendar in Outlook there.
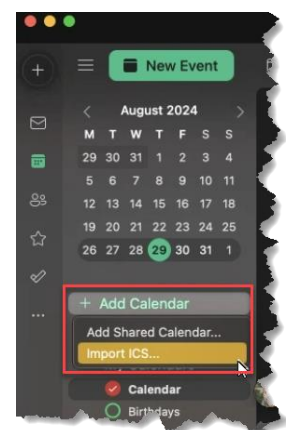
Uncouple

To unlink your schedule in Microsoft Outlook for Windows, follow these steps:

1. Open Microsoft Outlook.
2. Go to the calendar view by clicking the ***Calendar*** button ⊞ at the bottom left of the screen.
3. Under ***Other calendars*** you will find your linked schedule. Right-click on the calendar you want to uncouple.
4. Click ***Delete***.
5. Confirm the deletion of the Internet calendar by clicking ***Delete*** again.
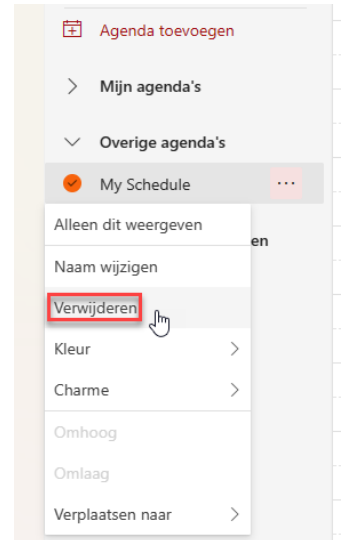
Download & Print

You can download your schedule in different formats. The various options are available in the *Download* menu ⬇ **Download** .

Printable PDF file

If you want to print the schedule, you can choose a PDF file. You can change various settings such as paper size, line display, size, colour, and number of weeks per page.

1. Search and select the courses of your choice. Pay close attention to the date range.
2. Click the ***Download*** button ⬇ **Download** .
3. Choose ***PDF document (Print).***
4. A window will appear. Here you can change the settings you want.
5. Optionally, you can set options, such as grouping activities or adding a list of names of the schedules.
6. Click the ***Create PDF*** button*.*

PDF document (Print)

Headline
[   ]

| Paper size | Orientation | Lines |
| A4 ⌄ | Landscape ⌄ | Lined ⌄ |

| Font size | Color | Header and footer |
| 9 ⌄ | Black and whit ⌄ | Both ⌄ |

| Weeks per page | Columns per page |
| 1 ⌄ | Default ⌄ |

Create PDF

iCal file

You can open an iCalendar, or iCal for short, with Calendar applications, such as Microsoft Outlook or Apple Calendar. These files contain the schedule as it is at the time the file is created and will <u>not</u> update automatically if schedule changes occur. If you want a version that automatically adjusts to changes, choose the ***Subscribe*** menu.

1. Search and select the courses of your choice. Pay close attention to the date range.
2. Click the ***Download*** button ⬇ **Download** .
3. Choose ***Ical****.*
4. The .ics file will be downloaded by your browser.

Microsoft Excel file

You can download your schedule in list form as a Microsoft Excel file.

1. Search and select the courses of your choice. Pay close attention to the date range.
2. Click the ***Download*** button ⬇ **Download** .
3. Choose ***Excel (xlsx)*** or ***Excel '97 (xls).***

4. A window will appear. Optionally, choose a header name and adjust the header/footer display if necessary.

5. Click on **Create Excel (xlsx)** or **Create Excel '97 (xls)** .

6. *TE Timetable* will generate your file and download it in your browser.

Text file

You can also download your timetable in list form as a txt (Plain Text) file. This gives a similar layout to the CSV format but can be opened by simple word processors such as Notepad, Wordpad, and most browsers. This version is suitable for text-to-speech readers.

1. Search and select the courses of your choice. Pay close attention to the date range.
2. Click the ***Download*** button ⬇ **Download** .
3. Choose ***Text***.
4. *TE Timetable* will generate your file and download it in your browser.

CSV file

You can download your timetable in list form as a CSV file. CSV is a format for table files and creates plain text and a fixed column separator.

1. Search and select the courses of your choice. Pay close attention to the date range.
2. Click the ***Download*** button ⬇ **Download** .
3. Choose ***CSV***.
4. *TE Timetable* will generate your file and download it in your browser.

Fullscreen

By clicking on ***Fullscreen*** in the ***Download*** menu, you can bring up a tab without the user interface of *TE Timetable*. You could use this option for display on large screens in auditoriums or canteens, etc.

1. Search and select the courses of your choice. Pay close attention to the date range.
2. Click the ***Download*** button ⬇ **Download** .
3. Choose ***Fullscreen***.
4. *TE Timetable* will open a new tab on the full size of your screen.

Saving favourites

If you want to use a certain selection of courses/date range more often without having to repeat the entire selection process, you can save it to your favourites.

You can do this by pressing the **Save favorite** 🚩 Save favorite button. *TE Timetable* asks you to name this favourite.

In the future, this favourite will be available from your selection screen:
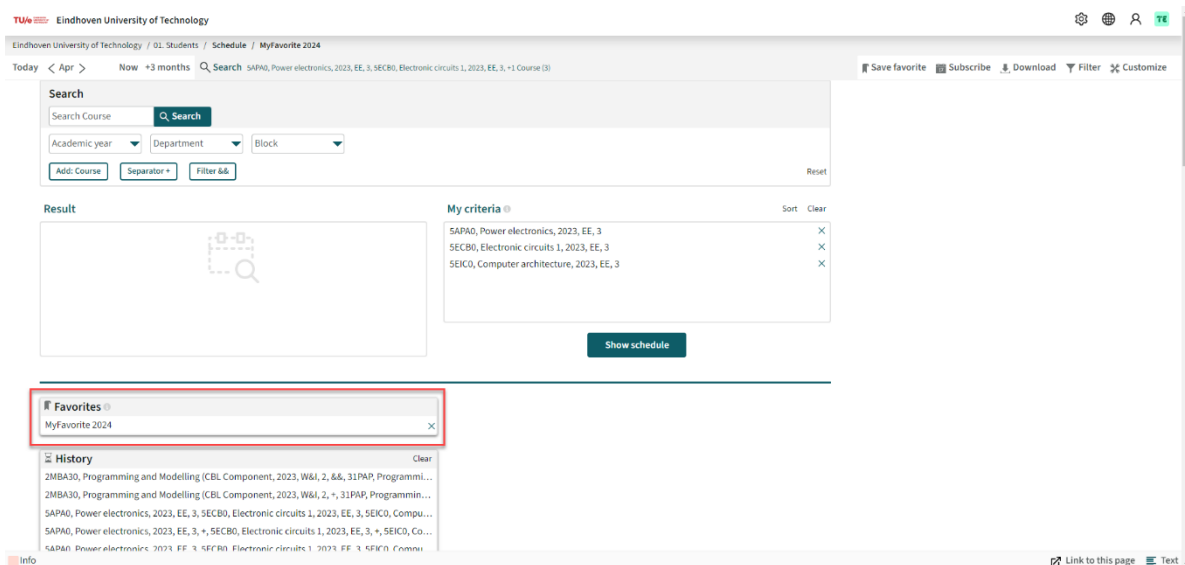
By clicking on the cross next to the name of your favourite, you can delete the favourite.

Linking Canvas

Canvas had a link with MyTimeTable. By linking MyTimeTable to your calendar, you also received the additional information from Canvas via MyTimeTable.

This *is not possible with TE Timetable*. You will therefore have to link the schedule of Canvas to your calendar application of your choice, just like you can do with the schedule of *TE Timetable*.

1. Go to the Canvas website, https://canvas.tue.nl
2. Log in if you need to.
3. In the left menu, click the **Calendar button.**
4. Then, in the menu on the right, click on the link **Calendar** 📅 Calendar feed *feed.*
5. Copy the link to the .ics file.
6. Now go to the calendar application of your choice and add the copied link as a calendar.

Frequently asked questions

I'm missing classes in my schedule. How is this possible?

Make sure your search is done correctly and contains the correct boxes. If your course is not in your Personal Schedule, you may not be (properly) registered for this course. Check this in Osiris-Student or at the ESA facility of your faculty.

All my courses start too early or too late. How do I fix this?

It's possible that your time zone is set incorrectly.

1. At the top right, click the **Account** button
2. Then click on your name in the drop-down menu.
3. Make sure the time zone is set correctly.
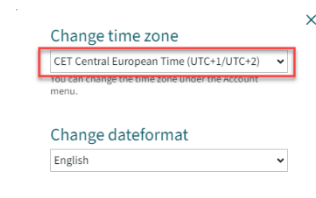
I can't add a course because the checkbox is greyed out. How is this possible?

The selection box is gray because the schedule has already been added. You can only add a course once.

How often is my linked schedule updated in my calendar application?

This depends on the calendar application or the app you're using. On

- With the Microsoft Outlook desktop application, your calendar is updated hourly by default.
- With Apple Calendar, you can set how often your calendar is updated. Pay attention to this when linking your calendar!
- With Google Calendar, your calendar is updated approximately every 6 hours.
- With the web version of Microsoft Outlook, your calendar is updated approximately every 3 hours.

Do I have to relink my timetable to my calendar application after I have added or deleted courses?

No. Your subscription will be automatically adjusted when you register or deregister for courses. Keep in mind that this change can take some time, sometimes even several hours, before you see it in your calendar.

My linked schedule contains too many activities. What should I do?

Verify that the correct courses are synced. To do this, look at the results in the selection screen of your results. You can easily get here by clicking on the search bar.
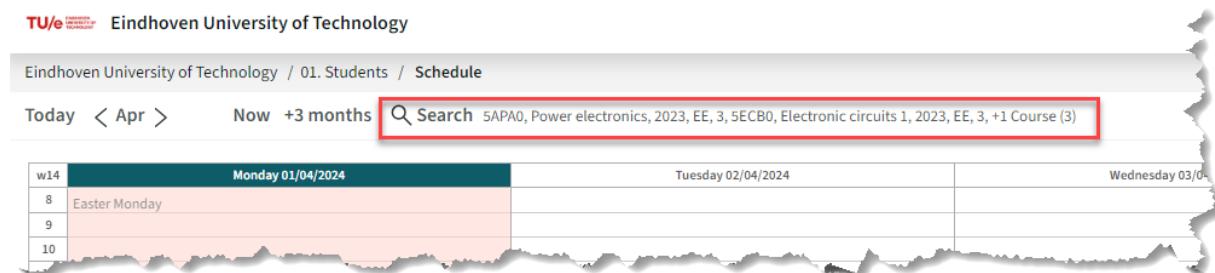
My courses appear several times in my calendar application. How is this possible?
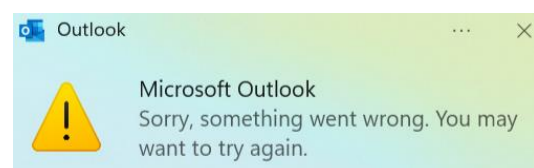
Check that you haven't linked your schedule multiple times in your calendar application. Check the instructions for each calendar application to see how to unlink your schedule.

I'm getting an error in Outlook when subscribing to a schedule. What do I do?

We noticed that in older versions of Outlook, you might be presented with an error message.

While the exact cause is still unknown at writing of this instruction, it appears that in all cases the subscription is added to Outlook regardless of the error. Subscribing again was not necessary.

My schedule shows the default holidays and special days that I do not want to see. How do I hide these?

This option is easily switched off (or on) using the *Customize* button and *Reservations* tab. Please refer to the section *Customize display* to see a step by step walkthrough on how to do this.

After logging in, I do not see any courses in my Personal Schedule but get a search screen. Am I doing something wrong?

If you go to your Personal Schedule after logging in and you see a search screen instead of your courses, this often indicates a technical problem. The data from the login via SSO cannot be linked to your account at TE TimeTable. For security reasons, you will therefore not see a timetable. This often requires some investigation. For this, contact the ESA Helpdesk or timeedit@tue.nl.

Help with problems

First, check the frequently asked questions to see if your question has already been answered. If you still have (technical) problems, please contact us for support.

For support in case of (technical) problems or contact timeedit@tue.nl.

Privacy

By using this website, data will be shared with TimeEdit & SurfConext. This may be personal data. TimeEdit & SurfConext have taken appropriate technical and organisational measures to secure the personal data. The processors of this data will therefore not carry out any processing without the consent of Eindhoven University of Technology, except for deviating legal obligations. Requests for inspection, correction and deletion of personal data can be directed to Eindhoven University of Technology.