

Manual TimeEdit Preferences




Sign in

You find Preferences at kth.se/schema where you sign in as Staff, with your personal KTH credentials. Choose the current request form among the links under “Schemaunderlag”:



Medarbetare/staff

[För att dela scheman med studenter använd denna sida](#)

SCHEMA

-  **Schema (på svenska)**
Här kan du söka schema fram t.o.m. HT-22
-  **Schedule (in English)**
Search schedule up to and including Autumn 2022
-  **Historiskt schema**
Här kan du söka historiska scheman

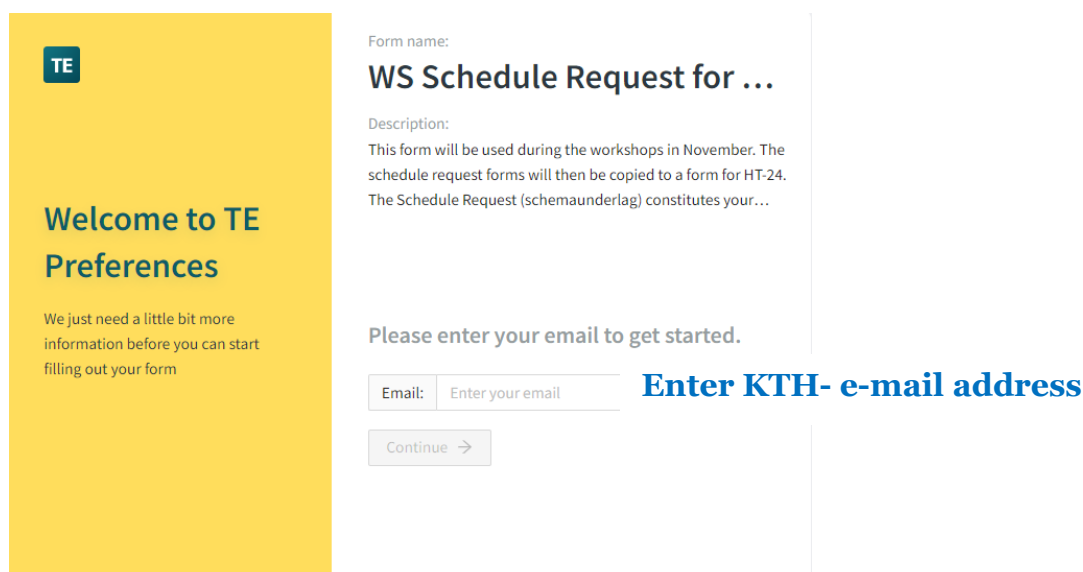
REMISSER

-  **Schemaremiss VT-24**
Schemaremiss för vårterminen inklusive remisskommentar
-  **Schemaremiss augusti-22**
Schemaremiss för mottagningen inklusive remisskommentar

SCHEMAUNDERLAG

- [Schemaunderlag HT-24](#)
- [TBASA och TIBYH HT-24](#)
- [Kansliaktiviteter HT-24](#)
- [Sommarkurser P0 HT-24](#)

The link leads to the login page in TE Preferences. Start by entering your KTH email address:



Form name:
WS Schedule Request for ...

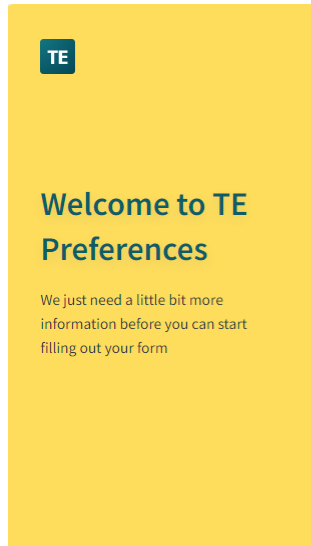
Description:
This form will be used during the workshops in November. The schedule request forms will then be copied to a form for HT-24. The Schedule Request (schemaunderlag) constitutes your...

Please enter your email to get started.

Email: **Enter KTH- e-mail address**

Continue →

Upon your first login, enter your first and last name.
A PIN will be sent to your email address. Use the code in the next step (the code is filled in automatically at the first login). This will take you directly to the current form:



TE

Welcome to TE Preferences

We just need a little bit more information before you can start filling out your form

Form name:

WS Schedule Request for ...

Description:

This form will be used during the workshops in November. The schedule request forms will then be copied to a form for HT-24. The Schedule Request (schemaunderlag) constitutes your...

Please enter your pin code to get started.

Pin code:

[Continue →](#)

[Forgot your pin code?](#)

[Resend pin code](#)

Enter PIN received by e-mail

General Tips & Tricks

Red asterisk * means required information.



Hold the cursor over different headings to find a help-text.

You can zoom out your browser to approx. 80% for a better overview.

Save your work regularly.

[Activity Types - explanations and abbreviations \(Intranet\)](#)

Fields followed by a blue info icon are filled in automatically:

Campus : 

Under the person icon, you can set language;
the question mark leads to TimeEdit's own user manual
(not KTH-specific):



Print your document: Step 4 (All activities) is suitable for printing. Right-click, select Print, click the “More settings” option, click “Fit to printable area” under the heading Scale (%), click Print.

Step 1: Start

Provide General Information About the Course

You will now fill out the form in six steps. In the first step, Start, you enter general information about the course event.

You need to select a course event, and to enter the number of students and contact person (the one who the schedulers should contact with questions about this particular schedule request form).

If you want, you can leave a comment for the scheduler in the "Comments for scheduler" field. You can also go back and add this later.

Continue by clicking Save and Next.

1 **Start** > Templates > Weeks > All activities > Review > Submit

WS Schedule Request for HT-23

This form will be used during the workshops in November. The schedule request forms will then be copied to a form for HT-24.

The Schedule Request (schemaunderlag) constitutes your schedule order. You fill in the form through a four-step process. Remember to save while you work.

User manual and more information can be found on the Intranet:
→ Manual: <https://intra.kth.se/utbildning/tentamen-och-schema/lamna-in-schemaunderlag-1.913852>
→ Academic Year: <https://intra.kth.se/utbildning/tentamen-och-schema/lasarsindelning>

Course Instance [?] **Enter course instance**

[Select Course Instance] v

Information about the course instance **Enter Number of students and Contact person**

Number of students* [?]:

Contact person for questions regarding scheduling* [?]:

Campus [?]: ⁱ

Course responsible [?]: ⁱ

Connected programmes [?]: ⁱ

Conditions for the connected programmes [?]: ⁱ

Department [?]: ⁱ

Form of funding [?]: ⁱ

Start- and end week [?]: ⁱ

Start term [?]: ⁱ

Comments for scheduler

Additional information [?]: **Enter general comment for scheduler**

Move Next

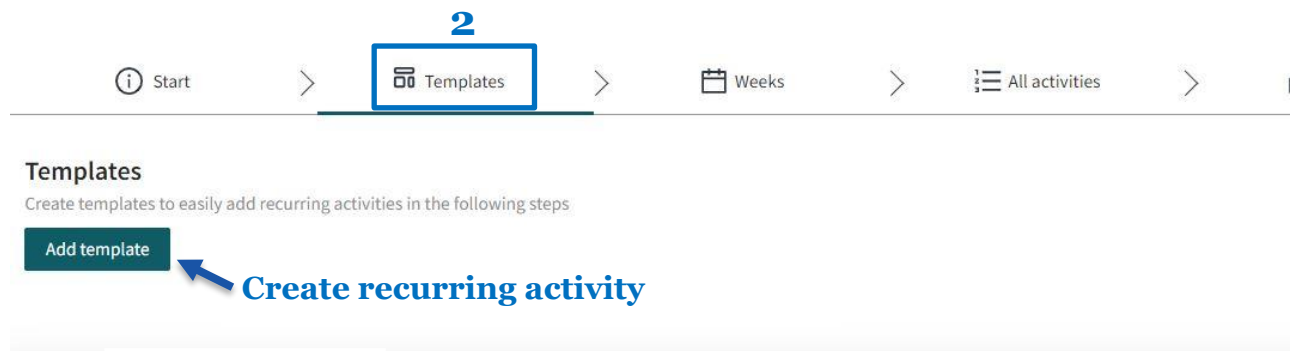
Step 2: Templates

Templates for recurring activities

In the next step, Templates, you can create templates for activities that will recur multiple times during the course. Instead of creating the same activity several times, you create it once. In the next step (Weeks) you will place the activity in the weeks it should take place.

Add template

To create a recurring activity, click Add Template:



Activity

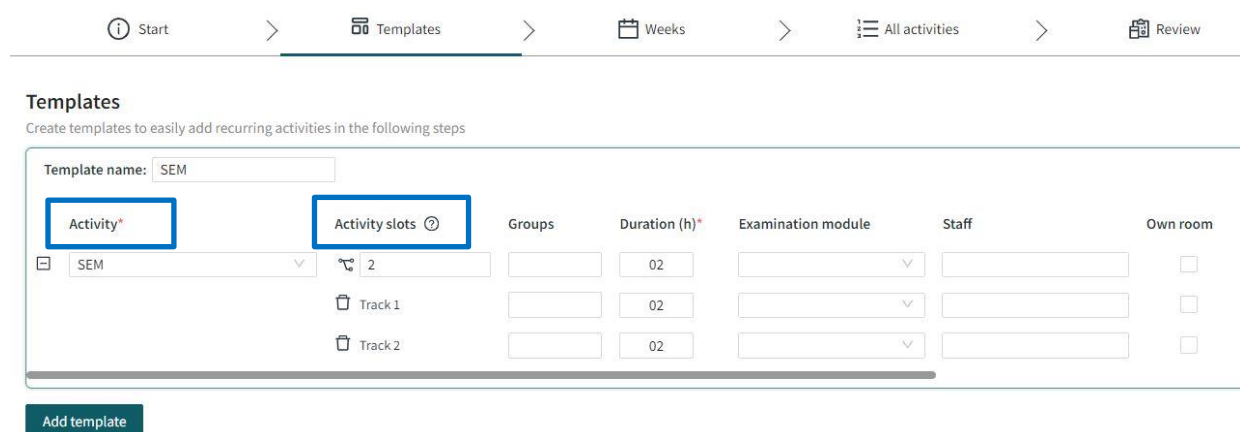
When you have created a template, start by specifying the type of activity it applies to, under Activity.

Activity Slots

Here you specify how many time slots the activity should have in the schedule each time it occurs.

For example, each individual lecture is probably held only once - then choose the number 1. While one and the same lab may have to be held on five different occasions - then choose 5.

In the following example, the seminar activity has been created to be held on two occasions, i.e. get two different time-slots (appearing twice) in the schedule:



Groups

Under Groups, you specify how many groups (and thus how many halls) each time slot (session) should be divided into. In the example of the seminar with two time slots, we have now specified that each session consists of one group. The scheduler will then book one room per session, which holds half the class:

Start > Templates > Weeks > All activities > Review

Templates

Create templates to easily add recurring activities in the following steps

Template name: SEM

Activity*	Activity slots ⓘ	Groups	Duration (h)*	Examination module	Staff	Own room
SEM	2	1	02			<input type="checkbox"/>
	Track 1	1	02			<input type="checkbox"/>
	Track 2	1	02			<input type="checkbox"/>

Add template

Duration

Under Duration, enter the number of hours the activity should last.

Activity slots ⓘ	Groups	Duration (h)*
2	1	02
Session 1	1	02

Template Name

It is a good idea to give your template a name to distinguish it from other templates:

Start > Templates > Weeks > All activities > Review

Templates

Create templates to easily add recurring activities in the following steps

Template name: Seminar half-class **Name Template**

Activity*	Activity slots ⓘ	Groups	Duration (h)*	Examination module	Staff	Own room
SEM	2	1	02			<input type="checkbox"/>
	Track 1	1	02			<input type="checkbox"/>
	Track 2	1	02			<input type="checkbox"/>

Add template

Examination Module

For examining elements, you need to select an examination module. Modules that are linked to your course event will appear as suggestions:

Template name: EXAM

Activity* Activity slots ⓘ Groups Duration (h)* Examination module

EXAM 1 05

Kod	Examinationsmodul	Exam module	Omfattning (hp)
LAB1	Laborationer	Laboratory work	1.5
SEM2	Seminarier, uppgifter och projekt	Seminars, assignments and project	3.0
SEM1	Seminarier och uppgifter	Seminars and assignments	2.0

Staff

Staff is important to fill in so that the person is not double booked.

When you start filling in the field, you will get a list of the teachers related to the course event. If you want to choose a teacher who does not appear in the list, unselect "Show related objects":

Activity* Activity slots ⓘ Groups Duration (h)* Examination module Staff

Not selected 02

Surname	Given name	KTH-id	E-mail
	Sara		@kth.se
	Gunilla		...kth.se

Show only related objects

Own room

You check Own room if responsible will arrange a room for the activity themselves, and the schedulers should not book a room.

Digital activity

Select Digital activity for activities given remotely:

Duration (h)*	Examination module	Staff	Own room	Digital activity (no room needed)	Joint teaching with	Programmes	Total number of students	Comments for students
<input type="text" value="02"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="BB1170-1 (HT21) X"/>	<input type="text" value="CBIOT3"/>	<input type="text"/>	<input type="text"/>

Joint Teaching With

If the activity is to be given together with another course, you indicate which course event under Joint teaching with. Co-reading programs are then filled in automatically.

Total Number of Students

Enter the total number of students for the joint activity.
Please note that this field is only used for joint teaching:

ity (no room needed)	Joint teaching with	Programmes	Total number of students	Comments for students
<input checked="" type="checkbox"/>	<input type="text" value="BB1170-1 (HT21) X"/>	<input type="text" value="CBIOT3"/>	<input type="text"/>	<input type="text"/>

Comments for Students

If you want to add a text that should be shown in the schedule, use the “Comments for students” field. The text can be edited after the schedule has been published.

NOTE: If you leave a comment in this step, it will appear on all activities in the template. If you instead want unique text on different activities, wait until a later step.

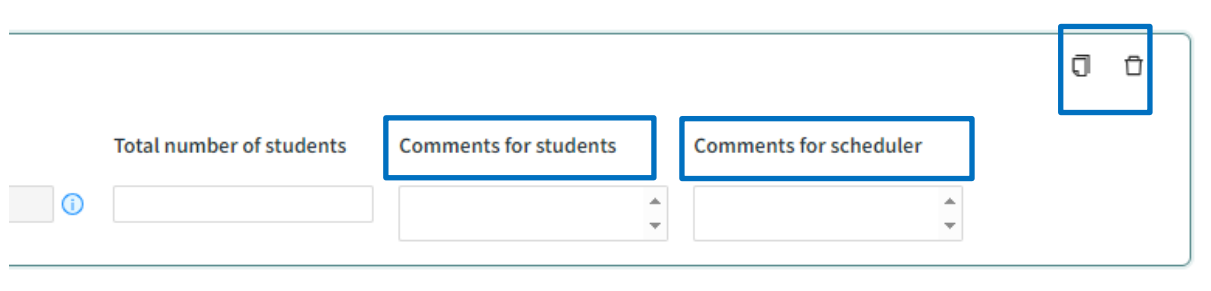
Comments for Scheduler

In the “Comments for scheduler” field, you can add requests or information for the scheduler.

NOTE: If you leave a comment in this step, it will appear on all activities in the template. If you instead want unique text on different activities, wait until a later step.

Copy/Delete Template

You can copy or delete templates by clicking on the copy and trash bin icons, respectively:



The screenshot shows a configuration interface for a template. It features three main input fields: 'Total number of students' (a text box with an information icon), 'Comments for students' (a text box with a blue border), and 'Comments for scheduler' (a text box with a blue border). In the top right corner, there are two icons: a copy icon and a trash bin icon, both enclosed in a blue box. The interface is contained within a light blue rounded rectangle.

Step 3: Weeks

Week Overview

In the next step, Weeks, you get a weekly overview where you can place activities based on the templates you created in the previous step:

activities to the weeks below

2023-08-28 - 2023-09-03	Week 36 2023-09-04 - 2023-09-10	Week 37 2023-09-11 - 2023-09-17
Copy activities to other weeks	Add activity ▾ Copy activities to other weeks	Add activity ▾ Copy activities to other weeks
2023-09-18 - 2023-09-24	Week 39 2023-09-25 - 2023-10-01	Week 40 2023-10-02 - 2023-10-08
Copy activities to other weeks	Add activity ▾ Copy activities to other weeks	Add activity ▾ Copy activities to other weeks
2023-10-09 - 2023-10-15	Week 42 2023-10-16 - 2023-10-22	Week 43 2023-10-23 - 2023-10-29
Copy activities to other weeks	Add activity ▾ Copy activities to other weeks	Add activity ▾ Copy activities to other weeks
2023-10-30 - 2023-11-05	Week 45 2023-11-06 - 2023-11-12	Week 46 2023-11-13 - 2023-11-19
Copy activities to other weeks	Add activity ▾ Copy activities to other weeks	Add activity ▾ Copy activities to other weeks

Create Weekly Pattern

Select a week in which you want to post your saved activity. Click on Add Activities, and you will find your saved templates under Templates. By clicking on tem, you can create a weekly pattern:

Week

Use your templates to add activities to the weeks below

Week 35 2023-08-28 - 2023-09-03	Week 36 2023-09-04 - 2023-09-10
Add activity ▾ Templates Seminar half-class Lecture Objects DL EXAM EXKR FLT FRL	Add activity ▾
Week 39 2023-09-18 - 2023-09-24	Week 40 2023-10-02 - 2023-10-08
Copy activities to other weeks	Add activity ▾
Week 42 2023-10-09 - 2023-10-15	Week 43 2023-10-23 - 2023-10-29
Copy activities to other weeks	Add activity ▾





Copy Week Pattern

The following example shows a weekly pattern that contains two lectures and two seminars. You can copy a created pattern to other weeks. Click on Copy activities to other weeks:

Week

Use your templates to add activities to the weeks below

Week 35 2023-08-28 - 2023-09-03

- ⋮ Seminar half-class ▾ 
- ⋮ Lecture ▾ 
- ⋮ Seminar half-class ▾ 
- ⋮ Lecture ▾ 

Add activity ▾ Copy activities to other weeks

Copy week pattern

Select weeks and click copy:

Copy Week 35 ×

Copy activities Replace all activities

Select weeks to copy to:

- Week 35 28/08/2023 - 03/09/2023
- Week 36 04/09/2023 - 10/09/2023
- Week 37 11/09/2023 - 17/09/2023
- Week 38 18/09/2023 - 24/09/2023
- Week 39 25/09/2023 - 01/10/2023
- Week 40 02/10/2023 - 08/10/2023
- Week 41 09/10/2023 - 15/10/2023
- Week 42 16/10/2023 - 22/10/2023
- Week 43 23/10/2023 - 29/10/2023
- Week 44 30/10/2023 - 05/11/2023
- Week 45 06/11/2023 - 12/11/2023
- Week 46 13/11/2023 - 19/11/2023
- Week 47 20/11/2023 - 26/11/2023
- Week 48 27/11/2023 - 03/12/2023
- Week 49 04/12/2023 - 10/12/2023
- Week 50 11/12/2023 - 17/12/2023
- Week 51 18/12/2023 - 24/12/2023







Select all Cancel Copy

Create Deviant Week Pattern

The pattern has been copied to selected weeks. You can now edit individual weeks. Using the trash bin icon, you can remove an activity from a single week, and Add Activities allows you to add activities in individual weeks:

Week

Use your templates to add activities to the weeks below

Week 35	Week 36	Week 37
2023-08-28 - 2023-09-03	2023-09-04 - 2023-09-10	
<ul style="list-style-type: none">Seminar half-classLectureSeminar half-classLecture	<ul style="list-style-type: none">Seminar half-classLectureSeminar half-classLecture	<ul style="list-style-type: none">Seminar half-classLectureSeminar half-classLecture
<p>Add activity  <input type="button" value="Copy activities to other weeks"/></p>	<p>Add activity  <input type="button" value="Copy activities to other weeks"/></p>	<p>Add activity  <input type="button" value="Copy activities to other weeks"/></p>
Week 38	Week 39	Week 40
2023-09-18 - 2023-09-24	2023-09-25 - 2023-10-01	
<ul style="list-style-type: none">Seminar half-classLectureSeminar half-classLecture	<ul style="list-style-type: none">Seminar half-classLectureSeminar half-classLecture	<ul style="list-style-type: none">Seminar half-classLectureSeminar half-classLecture
<p>Add activity  <input type="button" value="Copy activities to other weeks"/></p>	<p>Add activity  <input type="button" value="Copy activities to other weeks"/></p>	<p>Add activity  <input type="button" value="Copy activities to other weeks"/></p>

Step 4: All Activities

Overview where you can Edit

The next step, All activities, gives you another overview of all the course's activities, this time in the form of a list, in which you can edit your activities. For a better overview, you can choose to hide columns that are not relevant to you.

4

Duration (h)*	Examination module	Staff	Own room	Digital ac
2hr 0m			<input type="checkbox"/>	
2hr 0m			<input type="checkbox"/>	
2hr 0m			<input type="checkbox"/>	
2hr 0m			<input type="checkbox"/>	
2hr 0m			<input type="checkbox"/>	
2hr 0m			<input type="checkbox"/>	
2hr 0m			<input type="checkbox"/>	

Edit or Delete Activities

Delete activities by selecting the row you want to delete and clicking Delete selected rows.

Editing can either be done directly on the lines. Or - *to edit several lines at once* - select the lines you want to edit, and then click Edit selected rows:

Week*	Activity*	Activity slots	Groups
<input checked="" type="checkbox"/> Week 35 / 2023	Seminar half-class	+ 2	1
<input type="checkbox"/> Week 35 / 2023	Lecture		
<input type="checkbox"/> Week 35 / 2023	Seminar half-class	+ 2	1
<input type="checkbox"/> Week 35 / 2023	Lecture		
<input type="checkbox"/> Week 36 / 2023	Seminar half-class	+ 2	1
<input type="checkbox"/> Week 36 / 2023	Lecture		
<input type="checkbox"/> Week 36 / 2023	Seminar half-class	+ 2	1

Change Duration of Activity

In this step, you cannot change the duration of activities saved as templates - the Duration column is locked.

If you need an activity of a different length, you instead add a new activity, or go back and create another template.

However, if you have added a new activity from Objects in the previous step (Weeks), you can change its length now.

Add or Move Activity

You can create new activities by clicking Add Activity. The new activity will appear at the bottom of the list. You can move the activity by grabbing the dotted marker, dragging the row to the desired location and drop it:

	<input type="checkbox"/>	Week*	Activity*	Activity slots ?	Groups
⋮	<input checked="" type="checkbox"/>	Week 35 / 2023	Seminar half-class	+ 2	1
⋮	<input type="checkbox"/>	Week 35 / 2023	Lecture		
⋮	<input type="checkbox"/>	Week 35 / 2023	Seminar half-class	+ 2	1
⋮	<input type="checkbox"/>	Week 35 / 2023	Lecture		
⋮	<input type="checkbox"/>	Week 36 / 2023	Lecture		
⋮	<input type="checkbox"/>	Week 36 / 2023	Seminar half-class	+ 2	1
⋮	<input type="checkbox"/>	Week 36 / 2023	Lecture		
⋮	<input type="checkbox"/>	Week 37 / 2023	Seminar half-class	+ 2	1
⋮	<input type="checkbox"/>	Week 37 / 2023	Lecture		

Move row by Drag&Drop

Add Re-exam

This may be a suitable time to enter any re-examinations.

Enter the expected number of examinees in the "Comment for scheduler" field. The aim is to book a suitably large class rooms. Make an estimate. Additional rooms can be booked later.

Print or Save as PDF

“All activities” provides a suitable overview for printing. Zoom out to see the full list of activities on the screen. Right-click, select Print, click the More settings option, click Fit to printable area under the heading Scale (%), click Print.

Under the Printer heading, you can also select the Save as PDF option.

Step 5: Review

Review the Information



In the next step, Review, you get a summary of your course. Check that the number of activities, hours etc. is correct. Activities created as templates are marked with a striped symbol.

If everything is in order, proceed to Submit:

5

Start > Templates > Weeks > All activities > **Review** > Submit

Summary

Activity Summary	Number of activities	Total duration
All activities	48	96h 0m
 Seminar half-class	32	64h 0m
 Lecture	16	32h 0m

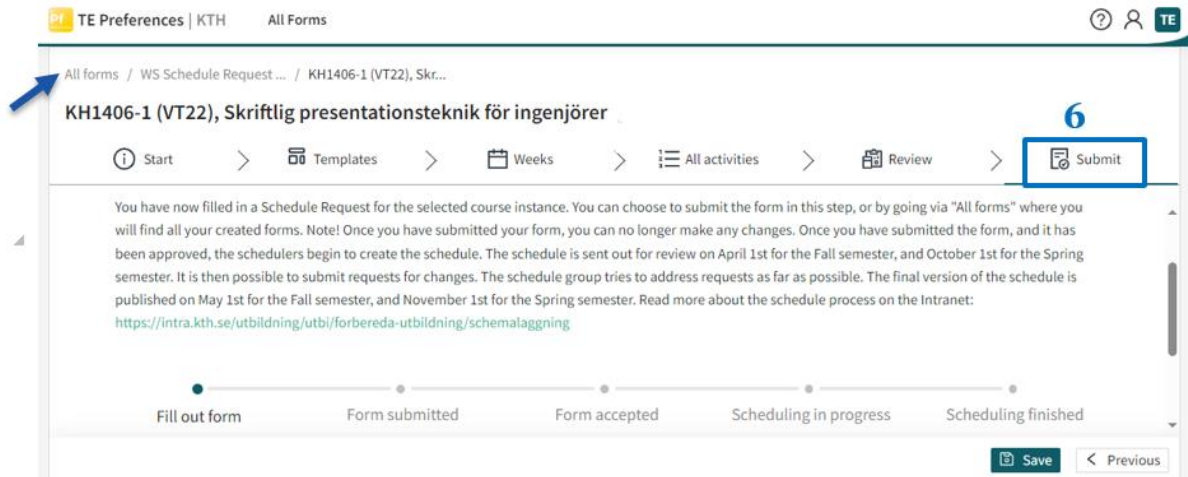
Activities

Week*	Activity*	Activity slots	Groups	Duration (h)*	Examination module	Sta
Week 35 / 2023	Seminar half-class	+ 2	1	2hr 0m		

Step 6: Submit

Submit Now or Later

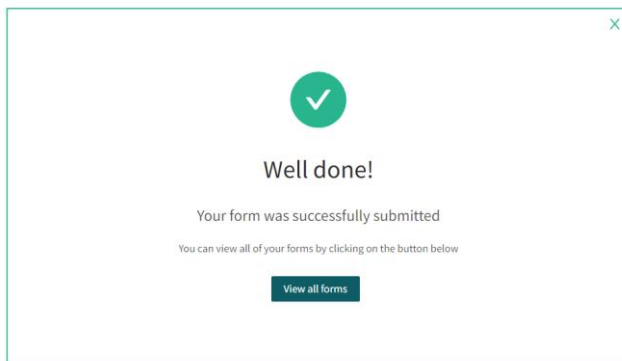
In the last step, Submit, you can submit the documentation for scheduling. If you choose to wait, you can find your way back to the document under All forms.



The screenshot shows a web interface for submitting a form. At the top, there is a breadcrumb trail: "All forms / WS Schedule Request ... / KH1406-1 (VT22), Skr...". Below this, the course title "KH1406-1 (VT22), Skriftlig presentationsteknik för ingenjörer" is displayed. A navigation bar contains several steps: "Start", "Templates", "Weeks", "All activities", "Review", and "Submit". The "Submit" button is highlighted with a blue box and a large blue number "6". Below the navigation bar, there is a text block explaining the submission process and a progress indicator with five stages: "Fill out form", "Form submitted", "Form accepted", "Scheduling in progress", and "Scheduling finished". At the bottom right, there are "Save" and "Previous" buttons.

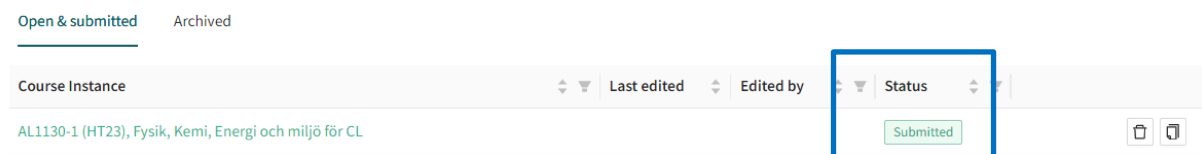
After submitting

You will receive a confirmation of submitted form:



The confirmation message is displayed in a light green box with a close button (X) in the top right corner. It features a green checkmark icon and the text "Well done!". Below this, it states "Your form was successfully submitted" and "You can view all of your forms by clicking on the button below". A "View all forms" button is located at the bottom of the message.

Under All forms, you can follow your forms including their scheduling status:



The screenshot shows a table with two tabs: "Open & submitted" (active) and "Archived". The table has columns for "Course Instance", "Last edited", "Edited by", and "Status". A single row is visible with the course instance "AL1130-1 (HT23), Fysik, Kemi, Energi och miljö för CL". The "Status" column for this row is highlighted with a blue box and contains a "Submitted" button. There are also "Print" and "Copy" icons at the end of the row.