



Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

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## TE Exam for requesters



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TE Exam is the TimeEdit tool for planning and scheduling exams. This guide is intended for anyone who requests and books exams.

## Log in to TE Exam

To submit and manage exam requests, you need to create an account in TE Exam. To do this, you first need to be invited by the exam administrator and complete a number of steps.

**Important!** Firefox and Chrome are the recommended web browsers. Do not use Internet Explorer or Microsoft Edge.

- **Step 1:**

**Option 1** - Open the email sent to you by TE System <admin@timeedit.com> with the subject line "Verify email". Click the green "Verify email" button.

NB. If you cannot find the email, check the spam folder.

Hi **Anders Andersson**,

Your administrator has registered you to join your organization's TimeEdit team. To complete the registration and start using the products, please click "Verify Email" below and follow the instructions.

If this email is older than 30 days and the link doesn't work, please contact your administrator to send you a new verification link.

Happy scheduling,  
TimeEdit Team

Verify Email

If you're having trouble clicking the "Verify Email" button, copy and paste the URL below into your web browser.

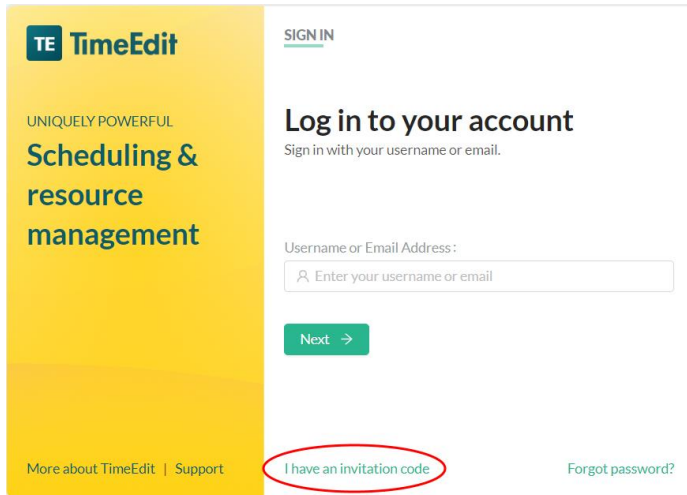
<https://auth.timeedit.com/validate-invitation/?code=RtOceq4o0>

Please do not reply directly to this e-mail. This e-mail was sent from a notification-only address that cannot accept incoming e-mail. If you have questions or need help, [contact our support](#).

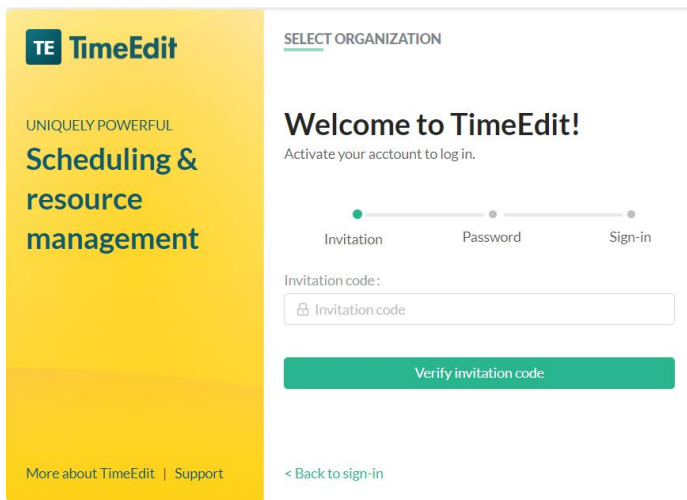
2020 TimeEdit All rights reserved.

**Option 2** - If you have not received an email, you can ask the exam administrator to send you an invitation code. This can then be used to register and log into TE Exam.

When you have received the invitation code, go to the start page (<https://exam.timeedit.com/>) and click the link "I have an invitation code" (see screenshot below).



Enter the invitation code the exam administrator sent you and click the "Verify invitation code" button, as shown in the screenshot.



- **Step 2:** Enter the password you want to use for logging in to future sessions. Enter the same password twice in the fields "Password" and "Confirm password".

Finish by clicking "Set password".

TE TimeEdit

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Scheduling & resource management

More about TimeEdit | Support

SELECT ORGANIZATION

### Welcome to TimeEdit!

Activate your account to log in.

Invitation Password Sign-in

Set your new password:

Password:

Confirm password:

Set password

< Back to sign-in

- **Step 3:** Once the password has been approved, your account is created and you can log in. Click the button “Sign in”, see below.

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SELECT ORGANIZATION

### Welcome to TimeEdit!

Activate your account to log in.

Invitation Password Sign-in

✓  
You're all set!  
Your account has been activated and is ready for use

Sign in

< Back to sign-in

- **Step 4:** Enter the email address you gave the exam administrator and then click “Next”.

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SIGN IN

### Log in to your account

Sign in with your username or email.

Username or Email Address:

Next →

I have an invitation code      Forgot password?

- **Step 5:** Enter the password you registered in step 2. Then click the “Sign in” button.

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SIGN IN

### Welcome back.

Enter your password to sign in.

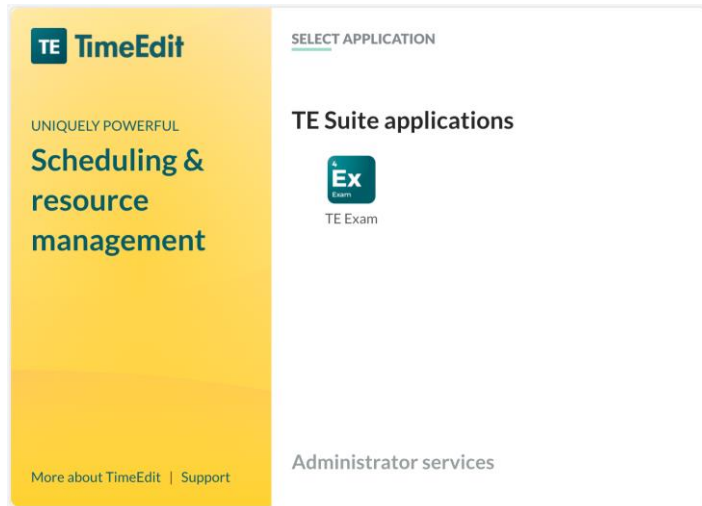
Username or Email Address:

Password:

Sign in

I have an invitation code      Forgot password?

- **Step 6:** Click the blue “TE Exam” icon.



You have now finished registering your account and you are logged in.

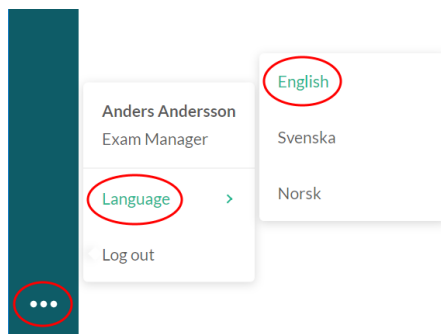
The next time you need to log in, go to the TE Exam start page (<https://exam.timeedit.com/>) and follow steps 4–6 as described above.

## Main menu

The main menu has one submenu and five pages. These are:

### Submenu - Language and log out

You open the submenu by clicking the three dots in the bottom left corner. Here, you can change the language. Please note that only parts of the interface are available in English. This is also where you find the "Log out" option.



## Page – Home

The first page you will see is the “Home” page.

This page has two tabs:

- **Room bookings**

Room bookings

Date	Exam slot	Prep time starts	Clean-up end	Room	Supervisors	Planned	Utilization	Actions
2021-03-17	Eftermiddag (13-17)	12:00	18:00	Are	1/1/2	35	0/35/40	...
2021-03-25	Eftermiddag (13-17)	12:00	18:00	Tentamenssal 2	2/2/3	85	0/85/90	...
2021-04-22	Förmiddag1 (8-12, 4h)	07:00	12:00	Särnummer	2/2/2	45	0/45/45	...
2021-04-22	Förmiddag1 (8-12, 4h)	07:00	12:00	Sal 5	0/0/2	20	0/20/34	...

As a default, bookings for the next 4 weeks are displayed. You can set different start and end dates.

- **Exams**

Exams

Id	Name	Status	Checklist	Owner	Kurstillfälle	Type	Professors	Date	Time
17547	2021-03-17 HO0125 Ridk...	Scheduled	0/0	Anders Andersson	HO0125-30...	Praktisk examination	Hannah Jaco...	2021-03-17	13:00 - 16:15
18503	2021-03-17 HO0125 Ridk...	Pending	0/0	Pia Persson	HO0125-30...	Praktisk examination	Hannah Jaco...	-	N/A
17549	2021-03-25 VM0121 Livs...	Scheduled	0/0	Anders Andersson	VM0121-30...	Papperstentamen	Emma Berge...	2021-03-25	13:00 - 16:00
18505	2021-03-25 VM0121 Livs...	Pending	0/0	Pia Persson	VM0121-30...	Papperstentamen	Emma Berge...	-	N/A
17550	2021-05-28 BI1337 Mikro...	Pending	0/0	Pia Persson	BI1337-401...	Papperstentamen	Mikael Pell	-	N/A



The "Home" page is an overview page where you can see all the room bookings made and the exam requests submitted by your part of the organisation. This means you can see the bookings you have made yourself, but also those done by your colleagues at the department or faculty.

There are filters that allow you to only display your own bookings or to search for an object, or search using free text.

You can return to this page from anywhere by clicking the first symbol in the main menu on the left.

Each tab on the page is formatted as a table with bookings on separate rows and a number of columns.

On the "Home" page, you can define which columns to display. You do this by clicking the small plus sign to the right of each row. This will open a dialogue box where you select the columns you want to display by checking or unchecking the corresponding check box.

You can also choose the number of bookings to display on a page. You do this under "Pagination", where you choose how many bookings to display on a page. If you want to see everything on the same page, activate the green "Show pagination" toggle switch (see screenshot).

Save your column settings by clicking the "Save and close" button

Dialog box titled "Edit columns" with a close button (X) in the top right corner.

Columns:

<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Exam slot	<input checked="" type="checkbox"/> Prep time starts	<input checked="" type="checkbox"/> Clean-up end
<input checked="" type="checkbox"/> Room	<input checked="" type="checkbox"/> Supervisors	<input type="checkbox"/> Exams	<input checked="" type="checkbox"/> Planned
<input type="checkbox"/> Registered	<input checked="" type="checkbox"/> Utilization	<input checked="" type="checkbox"/> Actions	

Below the columns, there is a "Pagination" section with a dropdown menu set to "10 / Page" and a "Show pagination" toggle switch that is turned on.

At the bottom right, there are two buttons: "Close without saving" and "Save and close".

## Page – Room bookings overview

This page shows the same information as the “Bookings” tab on the “Home” page.

Room bookings / Overview

ROOMBOOKINGSOVERVIEW

Untitled Room booking view Save view as

Dates: 2021-03-04 -- 2021-04-30

Filters: Supervisors

Date	Exam slot	Prep time starts	Clean-up end	Room	Supervisors	Planned	Utilization	Actions
2021-03-17	Eftermiddag (13-17)	12:00	18:00	Are	1/1/2	35	0/35/40	...
2021-03-25	Eftermiddag (13-17)	12:00	18:00	Tentamenssal 2	2/2/3	85	0/85/90	...
2021-04-22	Förmiddag1 (8-12, 4h)	07:00	12:00	Särimer	2/2/2	45	0/45/45	...
2021-04-22	Förmiddag1 (8-12, 4h)	07:00	12:00	Sal 5	0/0/2	20	0/20/34	...

1-4 of 4 items < 1 > 10 / page

## Page – Overview of exams

This page shows the same information as the “Exams” tab on the “Home” page. There is also an “Actions” submenu (see screenshot).

SLU Exams / Overview

OVERVIEW OF EXAMS

Untitled Exam view Save view as

Scheduled date: Start date -- End date

Id Interval: Between Min -- Max

Free text search: Type here

Filters: Status

Id	Name	Status	Checklist	Owner	Kurstillfälle	Coordinator	Type	Processors	Date	Items
17547	2021-03-17 HO0125 Ridk...	Scheduled	0/0	Anders Andersson	HO0125-30...	-	Praktisk examination	Hannah Jaco...	2021-03-17	1/1
18503	2021-03-17 HO0125 Ridk...	Pending	0/0	Pia Persson	HO0125-30...	-	Praktisk examination	Hannah Jaco...	-	1/1
17549	2021-03-25 VM0121 Livs...	Scheduled	0/0	Anders Andersson	VM0121-30...	-	Papperstentamen	Emma Berge...	2021-03-25	1/1
18505	2021-03-25 VM0121 Livs...	Pending	0/0	Pia Persson	VM0121-30...	-	Papperstentamen	Emma Berge...	-	1/1
17550	2021-05-28 BI1337 Mikro...	Pending	0/0	Pia Persson	BI1337-401...	-	Papperstentamen	Mikael Pell	-	1/1

1-5 of 5 items < 1 > 10 / page

Actions

- Create new exam request
- Batch import exam requests
- Export exams
- Publish Exams
- Depublish Exams

The “Actions” submenu has the following options:

- **Actions – Create new exam request**

When you click this, a request form for exams will open with the following sections:

- **Exam title**

Start by entering an exam title. This is a free-text field but the following format is recommended for titles:

Requested date (YYYY-MM-DD format) + course code + course title + module if applicable, e.g. "2021-05-08 HV0170 Production Biology" (see screenshot).

- **Basic information**

Under this heading, you enter the planned number of students, the length of the exam in hours and minutes and if it is a regular exam or a resit (see screenshot).

- **Scheduling priorities**

Enter the date and time you would like to book. Please note that you must select at least one date/time option before you can save your request.

## TE Exam for requesters

▼ Scheduling priorities

Priorities added: 0 Add new

The following errors are stopping you from saving:  
Please add at least 1 additional scheduling priorities

Click the "Add new" button to open a dialogue box where you enter the date and period you would like to book (see screenshot). The available periods are "Förmiddag" (morning), "Eftermiddag" (afternoon) and "Kväll" (evening) (only for evening courses).

▼ Scheduling priorities

Priorities added: 2 Add new

1	Date: 2021-03-17	Interval: Eftermiddag	
2	Date: 2021-03-18	Interval: Förmiddag	

You can select up to 5 priorities for an exam.

### ○ Exam objects

The next step is to enter the exam objects. Some objects are compulsory, others are optional.

The following objects are compulsory:

- **Exam type** – for example "paper exam"
- **Exam language** – Swedish or English
- **Campus** – Ultuna or Alnarp
- **Ansvarig person** – the course coordinator/teacher/administrator responsible for the exam
- **Kurstillfälle** – the course instance the exam refers to

**Kommenterad [EE1]:** Skriver man detta själv eller är det fördefinierade alternativ? Ser ut att vara bara på svenska så skriver man inte själv bör det stå "Papperstentamen" (paper exam) här. Alltså om man väljer "Papperstentamen" från en lista över fördefinierade alternativ.

The following are optional exam objects:

- **Modul** – the course components covered by the exam
- **Linked exam** – use this option if an exam needs to be scheduled together with another exam that has already been registered. Search for the exam id or title.

You choose an object by clicking the row you want to fill in (e.g. "Campus"). Then click one of the objects in the list underneath the rows. You can also search for an object using the search box (see screenshot below).

Exam objects

Type	Selected objects
Exam type*	Papperstentamen
Exam language*	Svenska
<b>Campus*</b>	
Ansvarig person*	
Kurstillfälle*	
Modul	
Linked exam	

Filter properties...

+ Select Campus

Name
Ultuna
Alnarp

< 1 >

Show relations

For the object types "Ansvarig person", "Kurstillfälle" and "Modul", you can select more than one object in the corresponding list.

- o **Additional information**

## TE Exam for requesters

Additional information

External reference:

Information to the students:

Information to the supervisors:

Information to the administrators: *Only administrators and the exam owner will see this*

Under this heading, you fill in the following fields (see screenshot above):

- **External reference** – not in use, leave empty
- **Information to the students** – for example which aids students are allowed to bring to the exam This information will be displayed for students in the web schedule.
- **Information to the supervisors** – not in use, leave empty
- **Information to the administrators** – This information is only visible to the Exam Services team. Use it for any other important information about the exam.

When you have completed the order form, click the “Save exam request” button (see screenshot below).

SLU Exams / New exam

Exam information

Namnge tentamensbeställningen  
T.ex. 2021-05-08 HV0170 Produ

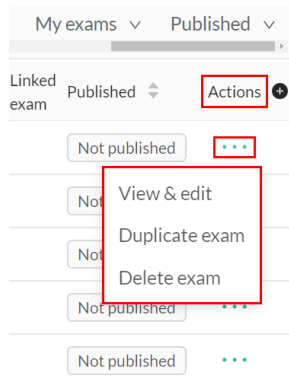
Save exam request

Basic information

If you forget to fill in one of the mandatory fields, an error message will be displayed telling you which field(s) you need to fill in. If everything is correctly filled in, you will return to the “Overview of exams” page and your request will be displayed at the bottom of the list.

If you need to make changes to one of your exam requests, click the three dots in the “Actions” column and select “View & edit” (see screenshot below).

You can delete an exam request provided it has not yet been scheduled.



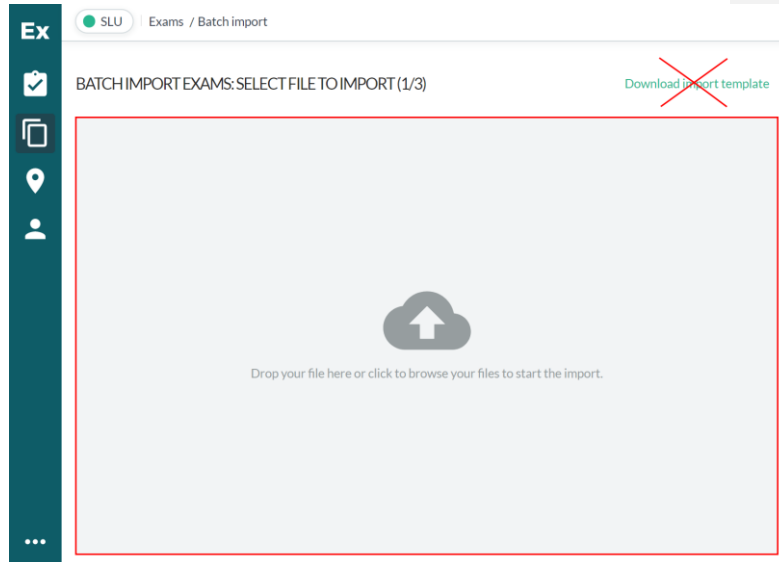
- **Actions – Batch import exam requests**

As an alternative to adding exam requests using the form, you can import them.

Start by downloading the [SLU import template](#). Do **not** use the TE Exam template available via the link “Download import template”.

Open the file and fill in each column according to the instructions. You cannot add or delete columns, or change the names of columns or tabs in the template.

When you are done, upload the file to TE Exam by dragging it to the grey box, or click anywhere in the box to select the file from a folder on your computer (see screenshot).



When the file has been uploaded, the information will be displayed on separate rows, one per exam, with columns on the side. A message will be displayed informing you if the import was successful or if there were warnings and/or errors. Errors will be displayed in red, warnings in yellow. You can fix these either directly in the list, or in the import file.

To fix errors and warnings in the list:

- Click the plus sign to the left of each request row (see screenshot below).



- If you need to change anything in a text field, click the field and edit.
- If you need to correct the date or interval, click the corresponding tab heading (see screenshot below).



### TE Exam for requesters

Information to the students	Regular or make-up exam	Duration	Planned number of students	Requested scheduling									
Ta med formelsamli	<input type="checkbox"/>	3.25	35	<table border="1"><tr><td>Date</td><td>Time</td><td>Done</td></tr><tr><td colspan="3">Select a date:</td></tr><tr><td colspan="3">2021-03-17</td></tr></table>	Date	Time	Done	Select a date:			2021-03-17		
Date	Time	Done											
Select a date:													
2021-03-17													
Ta med gummistövl	<input checked="" type="checkbox"/>	2.5	45	Date: Apr 22 Intervall: Förmiddag									
Ta med miniräknare	<input type="checkbox"/>	5	85	Date: Mar 25 Intervall: Kväll (endast för kvällskurser)									

If you prefer to correct the import file, click “Clear data” (see below) and upload the import file again.

SLU Exams / Batch import

BATCH IMPORT EXAMS: MAKE SURE EVERYTHING LOOKS GOOD (2/3) [Save import](#) [Clear data](#)

> Edit import mapping settings

All good!  
Your import has no errors or warnings

Name	Type	Exam language
+ 2021-03-17 H00125 Ridkonst och l	Praktisk examination	Svenska
+ 2021-04-22 VM0103 Smådjur	Bläddertentamen	Engelska
+ 2021-03-25 VM0121 Livsmedelssä	Papperstentamen	Svenska

< 1 >

When you have made your corrections, click “Save import”.

You will see a confirmation message telling you that the import is complete. You can choose to import another file by clicking “Import another file”, or you can open one of the submitted requests. You do this by clicking the “View & edit” button available for each row (see below).

## TE Exam for requesters

Status	Exam name	Actions
Imported	2021-03-17 HO0125 Ridkonst och hästhantering - islandshäst III	View & edit
Imported	2021-04-22 VM0103 Smådjur	View & edit
Imported	2021-03-25 VM0121 Livsmedelssäkerhet	View & edit

- **Actions - Export exams**

This function is used to export information about the exams that have been registered.

Start by clicking one of the category tabs “Pending exams”, “Scheduled exams”, “Past exams” or “Cancelled exams”. Then check the exams you want to export.

Then open “Export settings” and select the information to include in the export.

Finish by clicking the “Export exams” button (see below). Information for the exams you selected will be exported to an Excel file.

Id	Name	Checklist	Owner	Type	Professors	Date	Time	Exam slot	Room	Utilization
17547	2021-03-17 HO0125 Ridk...	0/0	Anders Anderson	Praktisk examination	Hannah Jaco...	2021-03-17	13:00 - 16:15	Ettermiddag (13-17)	Åre	35/40
17548	2021-04-22 VM0103 Små...	0/0	Anders Anderson	Blåddertentamen	Pla Gustås	2021-04-22	08:00 - 10:30	Förmiddag1 (8-12, 4h)	Skrinner	45/45
17549	2021-03-25 VM0121 Livs...	0/0	Anders Anderson	Papperstentamen	Emma Berge...	2021-03-25	13:00 - 16:00	Ettermiddag (13-17)	Tentamenssal 2	85/90

- **Actions - Publish exams**

Do not use this function. Only the exam services team should publish exams.

- **Actions - Depublish exams**

Do not use this function. Only the exam services team should depublish exams.

### Page – All rooms

This page displays all the rooms available to book for exams. You can sort by name, size, building, campus and type of room by clicking the different column headings (see below). Clicking the green “View” button to the right of each row displays more detailed information about a particular room.

SLU All rooms

ALL ROOMS

Search...

Filters Show me all rooms Matching: one of the filters Filters: You have not added any filters yet Add filter Saved filters


Name	Capacity	Floor	Building	Campus	Address	Room Type	Secondary Label	Actions
Framtiden (videokonferens)	20	2	MVM	Ultuna		Videokonferens, Lärosal, lös möblering		View
Sal A241	29	2	Biocentrum	Ultuna		Lärosal, lös möblering		View
Datorsal Akvariet	5	0	Alnarpsgården	Alnarp		Datorsal, Lärosal, fast möblering		View
Särimer	45	2	VHC hus 5	Ultuna		Lärosal, lös möblering		View
Rataosk	20	2	VHC hus 5	Ultuna		Lärosal, lös möblering		View
Sal V	30	2	Ulls hus E-blocket	Ultuna		Hörsal, gradäng		View
Sal S	34	2	Ulls hus E-blocket	Ultuna		Hörsal, gradäng		View
Sal U	15	2	Ulls hus E-blocket	Ultuna		Hörsal, gradäng		View
Sal N	28	1	Undervisningshuset	Ultuna		Lärosal, lös möblering		View
Tentamenssal 1	70	2	Undervisningshuset	Ultuna		Tentamenssal		View

< 1 2 3 >

### Page - Profile

This page contains information about your TE Exam user account.

**Ex** SLU Profile

 **Anders Andersson** [✎](#)  
Exam Manager


**About**

Email [anders.andersson@slu.se](mailto:anders.andersson@slu.se)

Language

Password \*\*\*\*\* [Reset password](#)

**Apps**

 Role: Exam Manager  
Organization group: root > VH