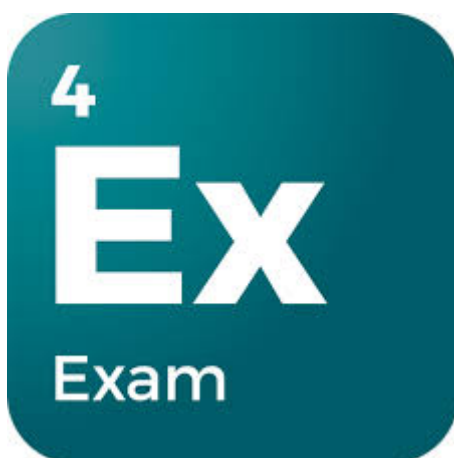


TE Exam for requesters



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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:**

Option1 - 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.

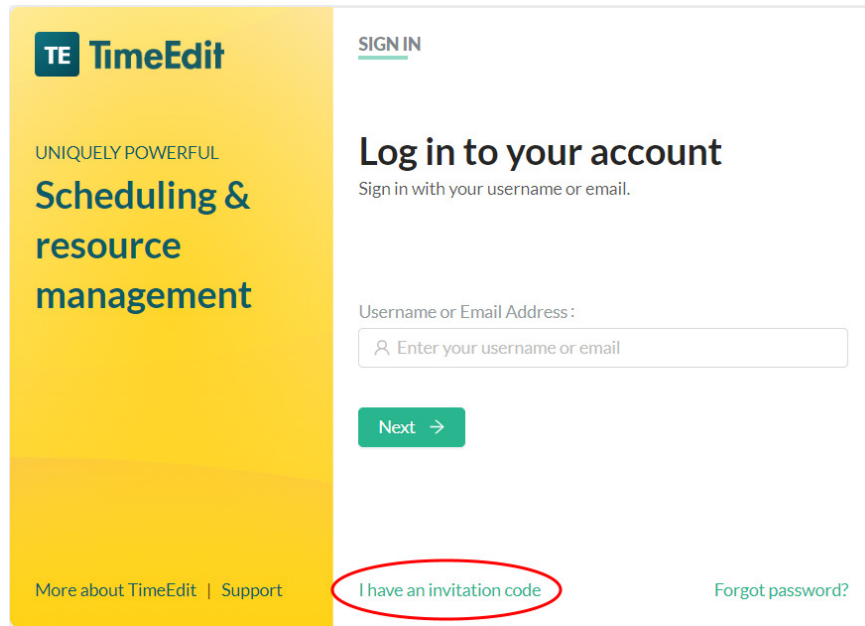
<https://auth.timeedit.com/validate-invitation/?code=RtOceq4o0>

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.

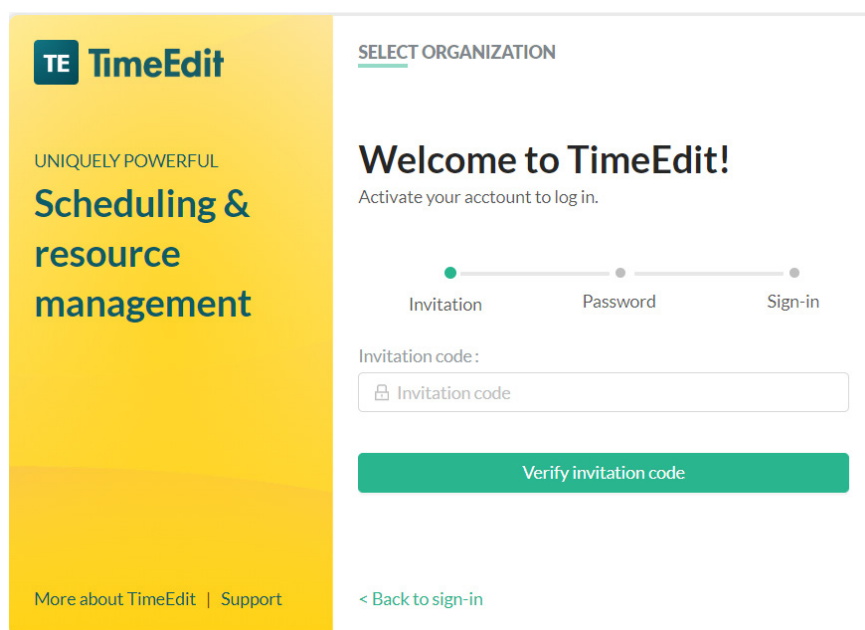
Option 2 - If you have not received an email, you can ask the exam administrator to send you an invitation code. This can then be used to register and log into TE Exam.

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).



The screenshot shows the TimeEdit 'SIGN IN' page. On the left is a yellow sidebar with the TimeEdit logo and the text 'UNIQUELY POWERFUL Scheduling & resource management'. The main white area has the heading 'Log in to your account' and a subtext 'Sign in with your username or email.' Below this is a text input field labeled 'Username or Email Address:' with a placeholder 'Enter your username or email'. A green 'Next →' button is below the field. At the bottom, there are two links: 'More about TimeEdit | Support' on the left and 'I have an invitation code' in the center, which is circled in red. On the far right is a link 'Forgot password?'.

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



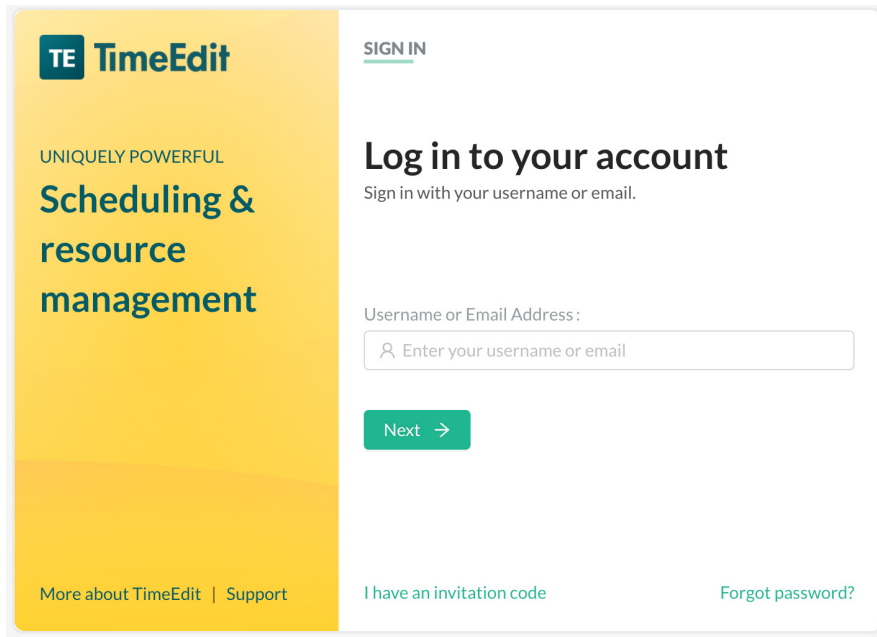
The screenshot shows the TimeEdit 'SELECT ORGANIZATION' page. The left yellow sidebar is identical to the previous page. The main white area has the heading 'Welcome to TimeEdit!' and subtext 'Activate your account to log in.' Below this is a progress bar with three steps: 'Invitation' (active, green dot), 'Password' (grey dot), and 'Sign-in' (grey dot). Under the progress bar is a text input field labeled 'Invitation code:' with a placeholder 'Invitation code'. A large green 'Verify invitation code' button is below the field. At the bottom, there are two links: 'More about TimeEdit | Support' on the left and '< Back to sign-in' on the right.

- **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".

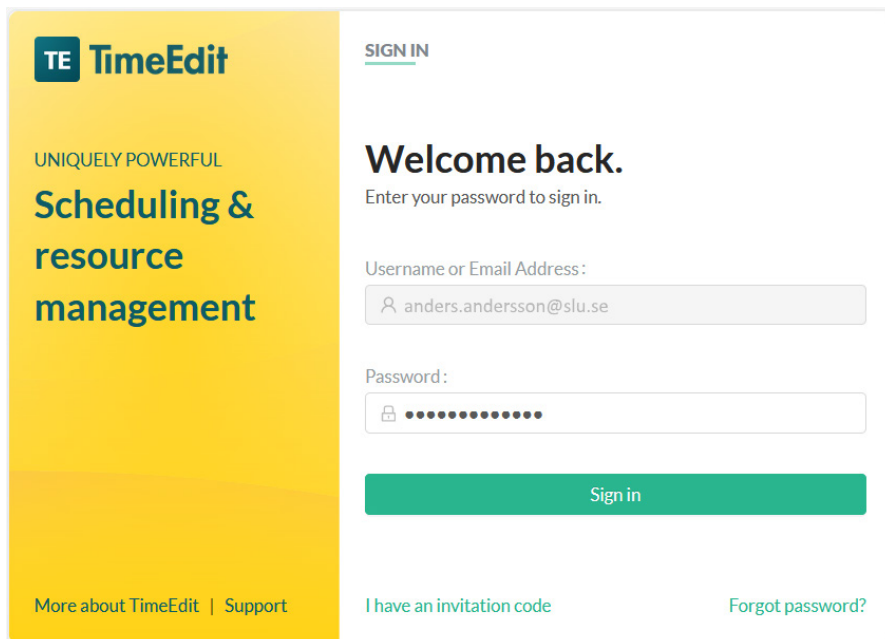
- **Step 3:** Once the password has been approved, your account is created and you can log in. Click the button “Sign in”, see below.

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



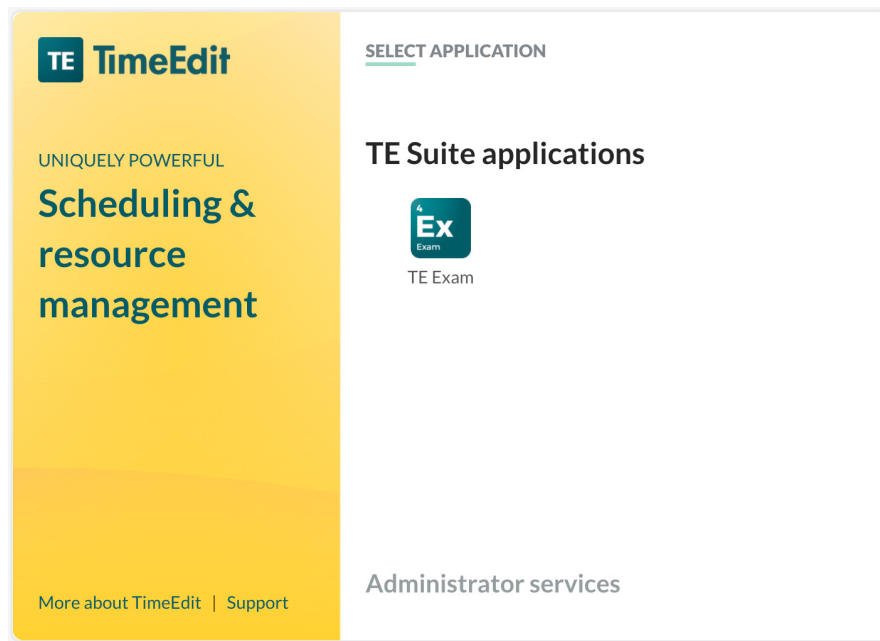
The image shows the 'SIGN IN' page of the TimeEdit application. On the left, a yellow sidebar contains the TimeEdit logo, the tagline 'UNIQUELY POWERFUL', and the main heading 'Scheduling & resource management'. At the bottom of the sidebar are links for 'More about TimeEdit' and 'Support'. The main white area is titled 'SIGN IN' and 'Log in to your account'. It instructs the user to 'Sign in with your username or email.' Below this is a text input field labeled 'Username or Email Address:' with a placeholder 'Enter your username or email'. A green 'Next' button with a right arrow is positioned below the input field. At the bottom of the main area are links for 'I have an invitation code' and 'Forgot password?'.

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



This image shows the 'SIGN IN' page after the user has entered their username. The 'Username or Email Address:' field now contains the text 'anders.andersson@slu.se'. A new 'Password:' field has appeared below it, with a placeholder of ten dots and a small lock icon on the left. A green 'Sign in' button is now visible below the password field. The rest of the page layout, including the yellow sidebar and bottom links, remains the same as in the previous screenshot.

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



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

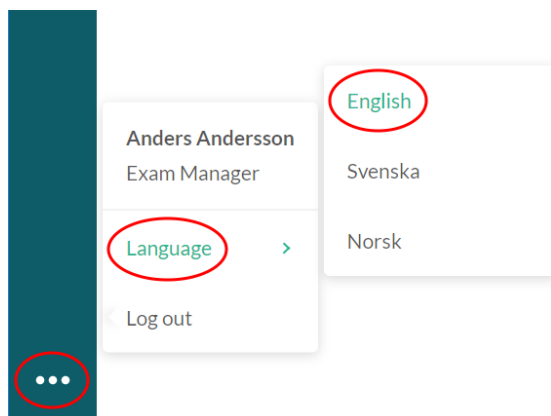
The next time you need to log in, go to the TE Exam start page (<https://exam.timeedit.com/>) and follow steps 4–6 as described above.

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**

Ex SLU Home

HOME

Room bookings Exams

Untitled Room booking view Save view as

Dates 2021-03-04 ~ 2021-04-30

Objects Filters Supervisors

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

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

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

- **Exams**

Ex SLU Home

HOME

Room bookings Exams

Untitled Exam view Save view as

Scheduled date Start date ~ End date Id Interval Between Min ~ Max Free text search Type here to search...

Objects Filters Status Is re-exam Exam type

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

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


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 (see screenshot below).

Utilization	Actions	
0/22/48	...	
0/6/15	...	
0/0/10	...	

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

Edit columns
×

Columns

☒ Date
☒ Exam slot
☒ Prep time starts
☒ Clean-up end

☒ Room
☒ Supervisors
☐ Exams
☒ Planned

☐ Registered
☒ Utilization
☒ Actions

Pagination
10 / Page

Show pagination
☒

Close without saving

Save and close

Page – Room bookings overview

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

Ex SLU | Room bookings / Overview

ROOM BOOKINGS OVERVIEW

Untitled Room booking view Save view as

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

Objects:

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	Särimner	2/2/2	45	0/45/45	...
2021-04-22	Förmiddag1 (8-12, 4h)	07:00	12:00	Sal S	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).

Ex 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:

Objects:

Filters: Status ▼ Make-up exam ▼ Exam ▼

Id	Name	Status	Checklist	Owner	Course event	Type	Professors	Date	Pr
+ G 854	VM0117 Idisslarmedicin	Past	0/0	Magdalena Hydman	VM0117-30...	Papperstentamen	Julia Österbe...	2019-10-29	
+ S 1887	DO0115 Dodos 2 (omtent...	Past	0/0	Katarina Nordström	DO0115-10...	Papperstentamen	Lena Olsén	2020-01-29	
+ G 2012	HV0166 ordinarie	Past	0/0	Anniqa Melin	HV0166-401...	Papperstentamen	Horacio Gonda	2020-06-05	
+ G 2013	HV0158/HV0144 omtent...	Past	0/0	Anniqa Melin	HV0144-201...	Papperstentamen	Mikaela Lind...	2020-02-26	
+ S 2014	LB0105, LB0107 Animalie...	Past	0/0	Åsa Wengström	LB0105-300...	Papperstentamen	Cecilia Kronq...	2020-02-13	
+ G 2015	LB0107, LB0113 Livsmede...	Past	0/0	Åsa Wengström	LB0107-301...	Papperstentamen	Monika Joha...	2020-02-13	

1-10 of 581 items < 1 2 3 4 ... 59 > 10 / page

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.

✓ 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 (endast för kvällskurser)” (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 “Papperstentamen” (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

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.

✓ Additional information

External reference:

External exam reference

Information to the students:

Comments, permitted resources, ..

Information to the supervisors:

Comments, permitted resources, ..

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

Comments, permitted resources, ..

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).

Ex SLU Exams / New exam

Exam information

Save exam request

Exam title

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

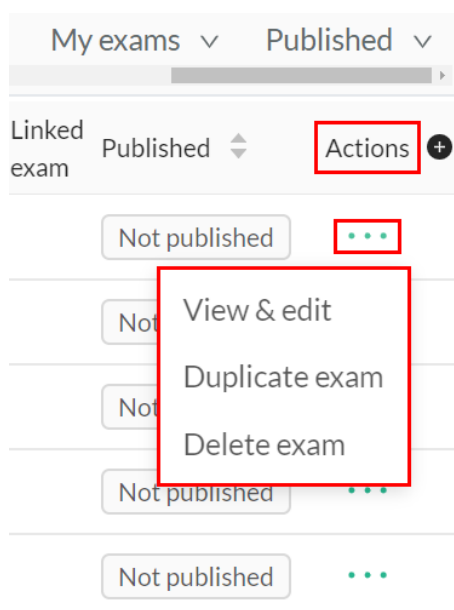
✓ Basic information

Number of Students

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.



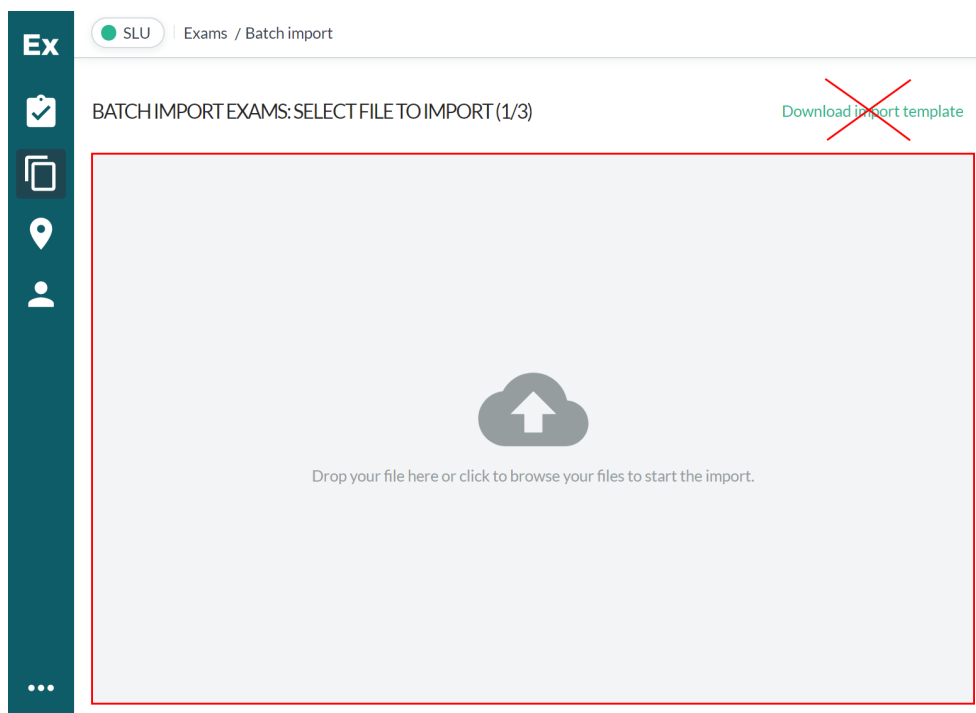
- **Actions – Batch import exam requests**

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.

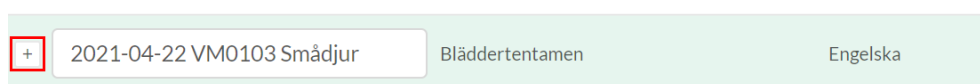
When you are done, upload the file to TE Exam by dragging it to the grey box, or click anywhere in the box to select the file from a folder on your computer (see screenshot).



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).

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

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

The screenshot shows the 'Batch import' interface. At the top, there's a header with 'SLU' and 'Exams / Batch import'. Below this, a status bar indicates 'BATCH IMPORT EXAMS: MAKE SURE EVERYTHING LOOKS GOOD (2/3)'. There are two buttons: 'Save import' and 'Clear data'. A green box contains the message 'All good! Your import has no errors or warnings'. Below this is a table with three columns: 'Name', 'Type', and 'Exam language'.

Name	Type	Exam language
2021-03-17 HO0125 Ridkonst och h	Praktisk examination	Svenska
2021-04-22 VM0103 Smådjur	Bläddertentamen	Engelska
2021-03-25 VM0121 Livsmedelssäl	Papperstentamen	Svenska

At the bottom right, there are navigation buttons: '<', '1', and '>'.

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).

The screenshot shows the 'Batch import' interface after a successful import. The status bar indicates 'BATCH IMPORT EXAMS: RESULTS FROM THE IMPORT (3/3)'. There is a button 'Import another file'. Below this is a table with three columns: 'Status', 'Exam name', and 'Actions'.

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

At the bottom right, there are navigation buttons: '<', '1', and '>'.

- **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.

SLU | Exams / Export Exams

EXPORT EXAMS Cancel

> Export settings

Select exams to export:

Exams selected: 3 Export exams

Pending exams Scheduled exams Past exams Cancelled exams

Untitled Exam view Save view as

Scheduled date: Start date ~ End date Id Interval: Between Min ~ Max Free text search: Type here to search...

Objects:

Filters: Is re-exam Exam type My exams

	Id	Name	Checklist	Owner	Type	Professors	Date	Time	Exam slot	Room	Utilization
<input checked="" type="checkbox"/>	17547	2021-03-17 HO0125 Ridk...	0/0	Anders Andersson	Praktisk examination	Hannah Jaco...	2021-03-17	13:00 - 16:15	Ettermiddag (13-17)	Are	35/40
<input checked="" type="checkbox"/>	17548	2021-04-22 VM0103 Små...	0/0	Anders Andersson	Bläddertentamen	Pia Gustås	2021-04-22	08:00 - 10:30	Förmiddag1 (8-12, 4h)	Särimer	45/45
<input checked="" type="checkbox"/>	17549	2021-03-25 VM0121 Livs...	0/0	Anders Andersson	Papperstentamen	Emma Berge...	2021-03-25	13:00 - 16:00	Ettermiddag (13-17)	Tentamenssal 2	85/90

1-3 of 3 items 1 10 / page

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.

TE Exam for requesters

Ex

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
Särminner	45	2	VHC hus 5	Ultuna	Lärosal, lös möblering			View
Ratatosk	20	2	VHC hus 5	Ultuna	Lärosal, lös möblering			View
Sal V	30	2	Ulls hus E-bloket	Ultuna	Hörsal, gradäng			View
Sal S	34	2	Ulls hus E-bloket	Ultuna	Hörsal, gradäng			View
Sal U	15	2	Ulls hus E-bloket	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

Language [English](#)

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

Apps

Role: Exam Manager
Organization group: root > VH

[Save changes](#)