

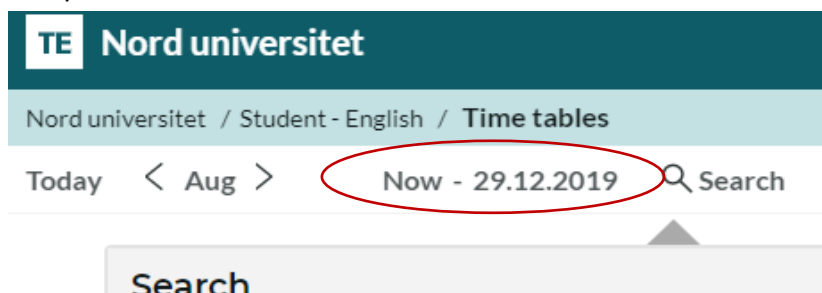
TimeEdit - Guidelines


TimeEdit provides students at Nord University with easy online access to the time schedule and location of lectures, tutorials and labs. Remember to check that your course choices do not cause a timetable clash.

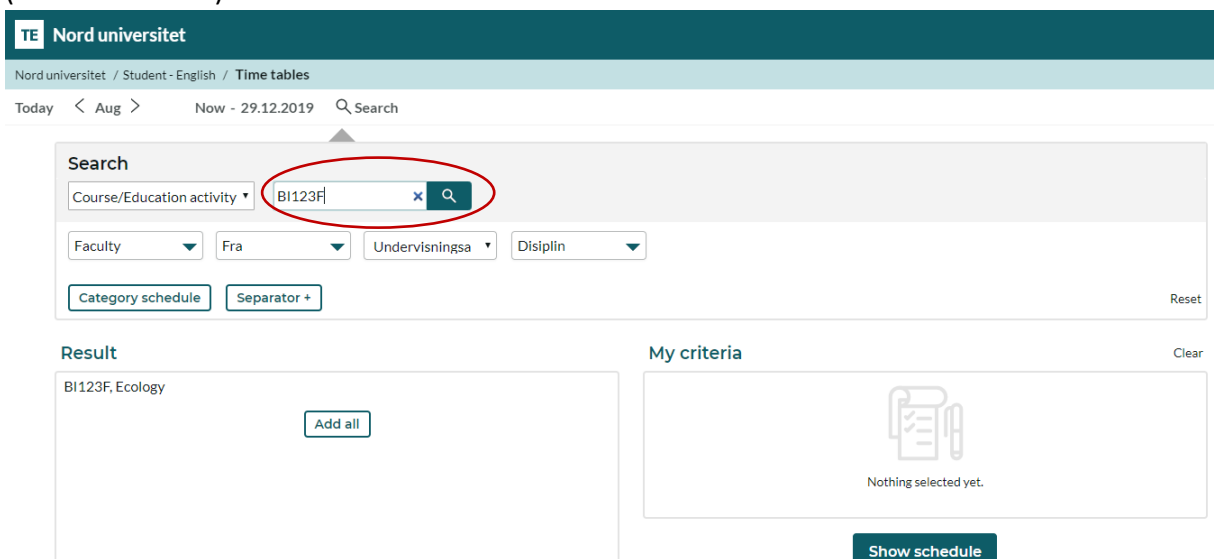
You can access TimeEdit by following this link:
<https://no.timeedit.net/web/nord/db1/en/ri1Q8.html>

Steps

1. Check at the top left-hand corner that the correct period for your semester of studies is selected. You can also choose a specific period within the semester by clicking on the start/end date.



2. In the search field, enter the course code for the course you would like to enroll in, and press . The course name will now appear in the **Result** section in the table below (see left column).



3. Click on the name of the course in your search result to transfer the course to the section **My criteria**

The screenshot shows a search interface with a search bar containing 'B1123F' and a search button. Below the search bar are filters for Faculty, Fra, Undervisningsa, and Disiplin. There are buttons for 'Category schedule' and 'Separator +'. The search results are divided into two sections: 'Result' and 'My criteria'. In the 'Result' section, the course 'B1123F, Ecology' is listed with an 'Add all' button. A red arrow points from this course name to the 'My criteria' section. In the 'My criteria' section, the course 'B1123F, Ecology' is now listed with a close button 'x' and a 'Show schedule' button.

Repeat steps 2 -3 to add more courses of your choice to the **My criteria** section. You can remove courses by clicking **x** next to the course name.

4. Press **Show schedule** to view the time schedule for your choice of courses.

This screenshot is similar to the previous one, but the 'Show schedule' button in the 'My criteria' section is circled in red, indicating it should be clicked to view the timetable.

5. You can customise your timetable by pressing **Customize** at the top right-hand corner. For an optimal display of the class schedule, tick **Graphical** in the **Views** tab.

The screenshot shows the customization interface for the timetable. At the top right, there are buttons for 'Subscribe', 'Print', and 'Customize', with 'Customize' circled in red. Below these buttons is a 'Views' tab. In the 'Views' section, the 'Graphical' option is selected and circled in red. Other options include 'Date view', 'Weekday view', 'Week view', 'Month view', and 'Year view'. There are also sections for 'Row header' and 'Visible columns' with various checkboxes.

6. Please continue to check the online timetable as changes may occur during the semester.