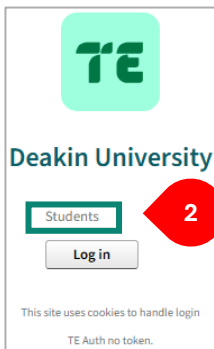## Viewing a provisional class timetable

This guide aims to assist students in accessing and viewing provisional class timetables using TimeEdit Viewer. TimeEdit Viewer displays the latest timetabling information with a variety of filters so you can view the timetables in any way you like.
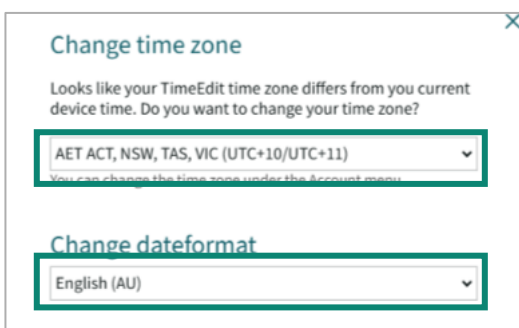
LOGGING IN

1. Open Time Edit Viewer in your browser.

2. Select **Students**.

3. Sign in with **Deakin Single Sign On (SSO)**.
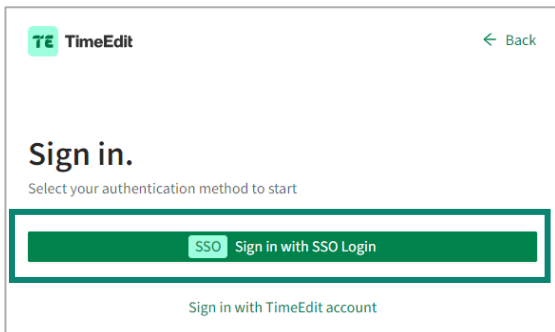
4. This step is only necessary for first-time logins. A new window will appear where you can select a **time zone** and a **date format**. Once you've made your selections, the window will automatically close without any further action needed.
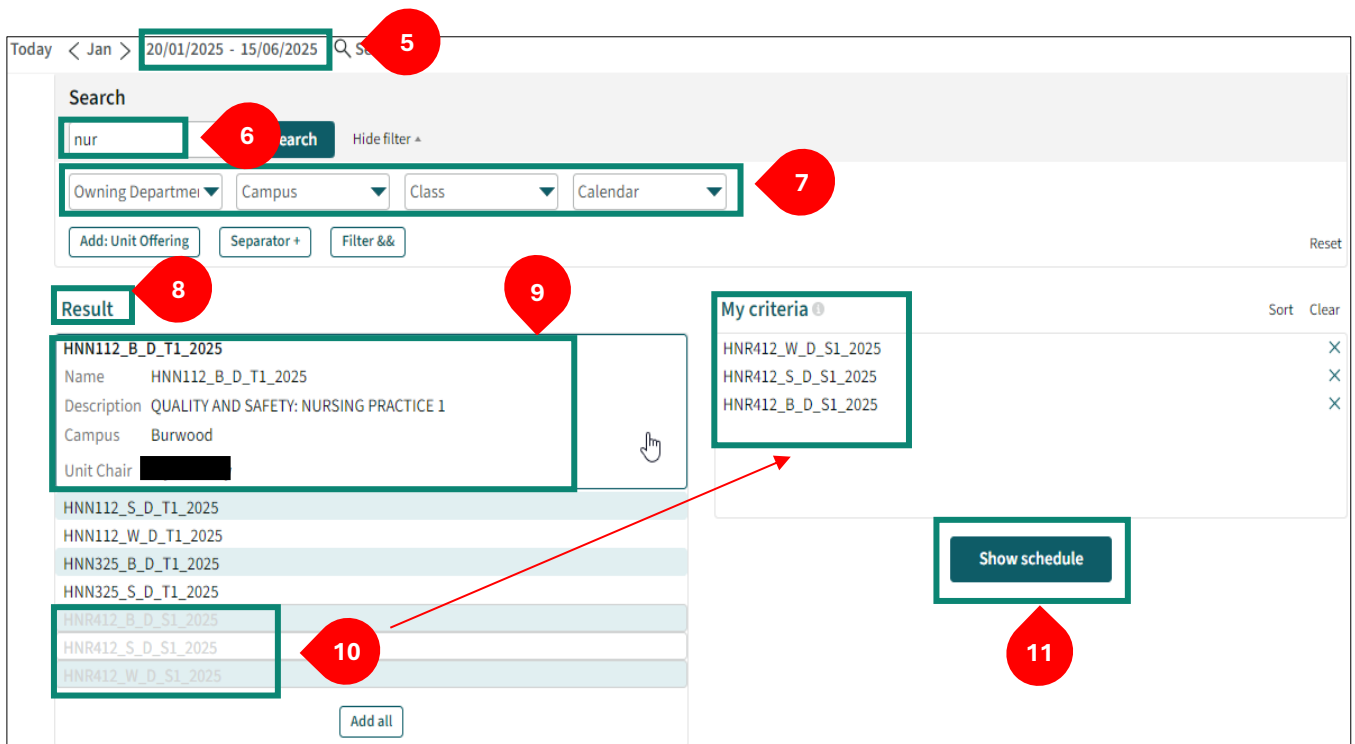
Viewing a provisional class timetable

FINDING THE SCHEDULE

A new window opens, displaying the search page. Here you can enter your search criteria to view the relevant timetables.

5. The **date range** defaults to the applicable Semester and cannot be extended beyond this study period. You can narrow it down to view only specific periods, such as Trimester 1.

6. In the search box, start typing the unit code or name (e.g., 'Nursing' or 'HNN112'). Partial details like 'Nur' or 'HNN' will show matching results immediately (see step 8).

7. You can narrow down your search results by selecting one of the following: Owning Department, Campus, Class or Calendar. For more details, refer to the Navigation and Advanced Filters guide.

8. As you type, this will auto populate matching items to the **Result** tab.

9. Hover over the item/s in the **Result** tab to see further details.

10. Click relevant item/s to move them to the **My criteria** tab. You can select multiple items by clicking each of them or by selecting **Add all**. Repeat steps 6-10 if you want to view more units.

11. Once you have selected the items you want to view, click the **Show schedule** button.

Viewing a provisional class timetable

VIEWING THE SCHEDULE

A new window opens, displaying the schedule page. Here you can view the calendar (graphical) schedule of classes matching your search criteria. Calendar displays the relevant classes within a work week (Monday – Friday).

11. View the **legend** to understand colour coding for different activity types (e.g., seminars, workshops, lectures). To customise colours, refer to step 16.

12. Each activity shows helpful information. Click into a specific box for further details such as **Unit Name**, **Campus**, teaching weeks, **Recording Requirement**.

13. Use the **Link to this page** button to send a link to your current view to someone else.

14. Click on the **Text** button if you prefer to view a text-based schedule. Note that calendar (graphical) version shows all weeks at once, while the text version displays one week at a time, which requires more scrolling.

15. Use the **Download** button to download the schedule as a PDF, Excel, etc.

16. You see all searched items in one schedule. If you searched for more than one item and want to view individual schedules, click **Customize** button and tick **One schedule for every searched page** (third from the top). To find out more about the available customisation options, refer to TimeEdit guide on customize settings in TE Viewer (only point 1 and 2 in the article are relevant).

For more navigation options available for your timetable, refer to the Navigation and Advanced Filters help guide.

STILL NEED HELP?

For further support, please contact Student Central Team.

Timetable Viewer
Guide for Students

Quick Step-by Step Instructions

1. Log in to Time Edit Viewer

2. Click **Log in**

3. If you are logging in for the first time, select time zone and date format

4. In the **Search** box, type Unit Code or Name so it appears in the **Result** tab

5. Narrow down your search by using **Filters** under the Search box

6. Click the applicable items in the **Result** tab to add them to the **My criteria** tab

7. Repeat steps 4-6 to add other more items to the **My criteria** tab, if applicable

8. Click **Show Schedule**

9. View schedule displaying provisional class reservations matching your search criteria

10. Click into each class reservation to see further details