



Bond University

Viewer User Manual for

Students

Version 1.0

11/07/2024

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INTRODUCTION

Viewer enables the display of personalised schedules for students which can be customised, exported and added to calendars. This manual covers the basics of how to use this application as a student.

LOGIN

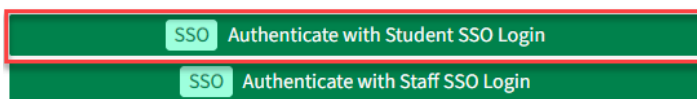
1. Click on the link to view the timetable: [Bond University \(timeedit.net\)](https://bonduniversity.timeedit.net)
2. Authenticate with Student SSO login:



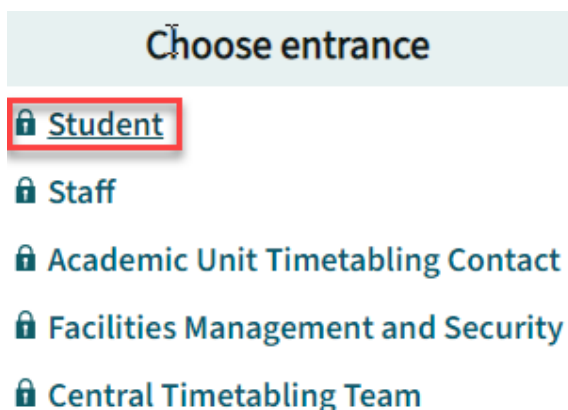
[← Back](#)

Sign in.

Select your authentication method to start



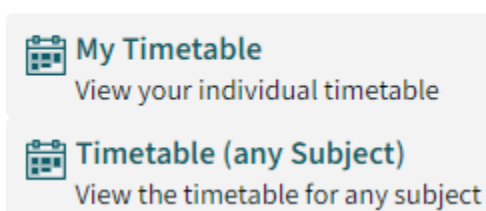
3. Select the 'Student' entrance:



STUDENT TIMETABLING VIEWS

Once you have logged in you will see that there are two different views that have been created to enable students to view information about the timetable.

TIMETABLES



My Timetable

Once you have enrolled and registered into your subjects this view will display your individual timetable.

Timetable (any Subject)

Used to search and view the timetable by a specific subject and date range. Students can use this view to look up any subject in the timetable and see when it is being run.

SYSTEM FIELDS

Upon selecting the 'Timetable (any Subject)' view you will be presented with the following fields:

The screenshot shows the 'Timetable (any Subject)' search interface. At the top, there is a breadcrumb trail: 'Bond University / Student / Timetable (any Subject)'. Below this is a date range selector showing 'Today < Jul > 1 08/07/2024 - 09/02/2025' and a search icon. The main search area is titled 'Search' and contains a search box with 'ACCT11-100' entered, a 'Search' button, a 'Year' dropdown menu, and an 'Owning Academic' dropdown menu. Below these are buttons for 'Add: Availability', 'Separator +', 'Filter &&', and a 'Reset' button. The results section is titled 'Result' and shows two search results: 'ACCT11-100/5/U/SEP/1/2024, ACCT11-100/SEP/1/2024, 2024, Bond Business School, 243' and 'ACCT11-100/5/U/SEP/2/2024, ACCT11-100/SEP/2/2024, 2024, Bond Business School, 243'. There is an 'Add all' button below the results. To the right of the results is a 'My criteria' box containing the same search criteria and a 'Sort Clear' button. At the bottom right, there is a 'Show schedule' button.

1. Date range: click on these fields to change the start and end dates of the display period
2. Search: a free text search box where you can type in the details of what you would like to search for. You only need to type in partial details to get results. You can search by subject code or subject name
3. Year: click here to select the year that you want to search for (once there are several semesters in the system this will be changed to search by intake)
4. Owning Academic Unit: this field can be used to filter the data on particular academic units
5. Add Availability: clicking on this field will add all availabilities to the criteria box
6. Separator: allows you to make a new search with the criteria under this separator i.e year or owning academic unit
7. Filter &&: reservations must contain the criteria under this filter i.e year and owning academic unit
8. Reset: clicking reset will clear your search parameters
9. Results: this is where the results of your search are displayed
10. My criteria: anything displayed in this box is what you will be searching on
11. Sort/Clear: these buttons can be used to sort and clear the results
12. Show Schedule: click on show schedule to view the schedule for the results that you have chosen

TIMETABLE FIELDS

If you are using the 'My Timetable' view you will be presented with the following fields:

You can display the timetable as a list by clicking the 'text' icon on the bottom right corner.

You can also download it or subscribe to it by using the icons on the top right corner.

WK01	Monday 9/9	Tuesday 10/9	Wednesday 11/9	Thursday 12/9	Friday 13/9	Saturday 14/9	Sunday 15/9
8							
9							
10							
11	BCDP02-111 Critical Thinking & Communication (SEP 2024, Standard), CORE11-011 Critical Thinking &	BCDP02-005 Marketing Fundamentals (SEP 2024, Standard, Group A), MKTG11-100 Marketing Fundamentals (SEP 2024, Standard)		CORE11-011 Critical Thinking & Communication (SEP 2024, Standard) Tutorial CORE11-			
12						ECON11-100 Principles of Economics (SEP 2024, Standard) Tutorial ECON11-	
13						100/SEP/2024/2/2/TUT/06	
14			ACCT11-100 Accounting Principles (SEP 2024, Standard), BCDP02-008 Accounting Principles (SEP 2024, Standard) Computer Lab				
15	ACCT11-100 Accounting Principles (SEP 2024, Standard), BCDP02-008 Accounting Principles (SEP 2024, Standard) Computer Lab						
16							
17		BCDP02-006 Principles of Economics (SEP 2024, Standard, Group A), ECON11-100 Principles of Economics (SEP 2024, Standard)					
18				BCDP02-005 Marketing Fundamentals (SEP 2024, Standard, Group A), MKTG11-100 Marketing Fundamentals (SEP 2024, Standard)			

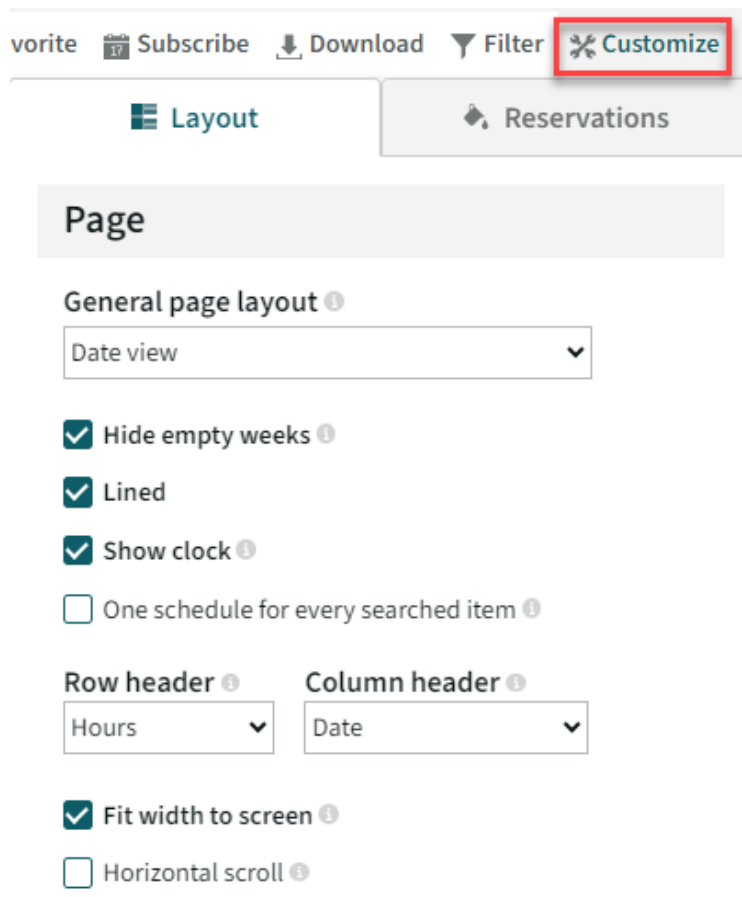
15:50 Forum Computer Lab Tutorial Seminar

Link to this page Text

1. Date range that you are viewing
2. Save favourite: click to save the current view as a favourite
3. Subscribe: click to subscribe to the calendar
4. Download: click to export the schedule
5. Filter: click to filter the visible reservations by things such as activity type or educator
6. Customise: click to customise the view that you are seeing
7. Week that the subject is running in
8. This is the key to show what the different colour codes are indicating
9. Used to send a link to this particular page to someone else
10. Used to change between a graphical and text view

HOW TO CUSTOMISE VIEWS

TE Viewer's schedule and resource views offer a multitude of customisation options. This section will give you an overview the available options, as well as how to save personal shortcuts. All of the customisations referenced below are accessed by clicking on 'Customise' in the top far right corner of the screen.



Options under Layout

In the Customise --> Layout tab, you can find a number of options to configure how your schedule should be structured and grouped, time frames, as well as date and time formats.

Some common options which you may wish to change are:

- **General page layout:** allows you to change your view to display in days/weeks/months etc
- **Time format:** allows you to change how you display days and date formats with choices between short and long formats
- **Timeframe:** determines the time of reservations that are shown i.e 08.00 – 18.00
- **Weekdays range:** allows you to choose the range of days that will display on your calendar

Options under Reservations

In the Customise --> Reservations tab, you can find a number of options to configure how reservations should be presented in your view, by setting for example to colour code reservations, which order the information fields should be listed, and font sizes.

Some common options which you may wish to change are:

- **Colour by:** you can choose to colour code by things such as activity types, rooms, class, subject or educator

- **Visible columns:** this configures which field(s) to display for each reservation in the graphical schedule, and in which order, by dragging and dropping the available fields and checking which ones to display
- **Content:** you can add/remove or reorder the columns that are displayed
- **Style:** there are options here to align the text, increase/decrease the font size and change the text layout

Text and graphical views

You can choose to display schedules using either a text or graphical version. To switch between them, use the button at the bottom right of the screen.

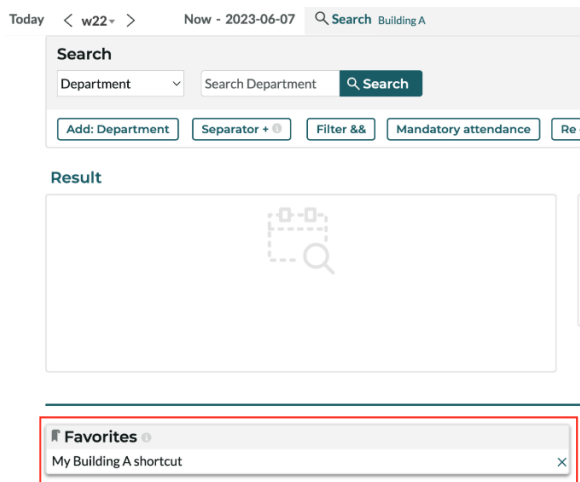
Filtering

When viewing your timetable, you can filter the data so that you can only see what you are filtering on. For example: you may wish to filter on a certain activity type or class.

The screenshot shows a user interface for filtering data. At the top, there is a navigation bar with the following items: 'rite', 'Subscribe', 'Download', 'Filter' (highlighted with a red box), and 'Customize'. Below this is a 'Filter' panel. The panel has a title 'Filter' and a 'Clear filter' link. It contains five dropdown menus: 'Activity Type', 'Availability', 'Class', 'Educator', and 'Room'. Each dropdown menu has a downward arrow. At the bottom of the panel is a large teal button labeled 'Filter'.

SAVING FAVOURITES

If you have customised your view and want to save your current view setup, including the search results, for personal use, you can use the **Save favourite** button in the top right menu. This will save the current search results and other view settings you have configured as a favourite - or shortcut. Your saved favourites can be found by opening the Search section, at the bottom left. Simply click on the favourite to load its viewing options and/or search results.

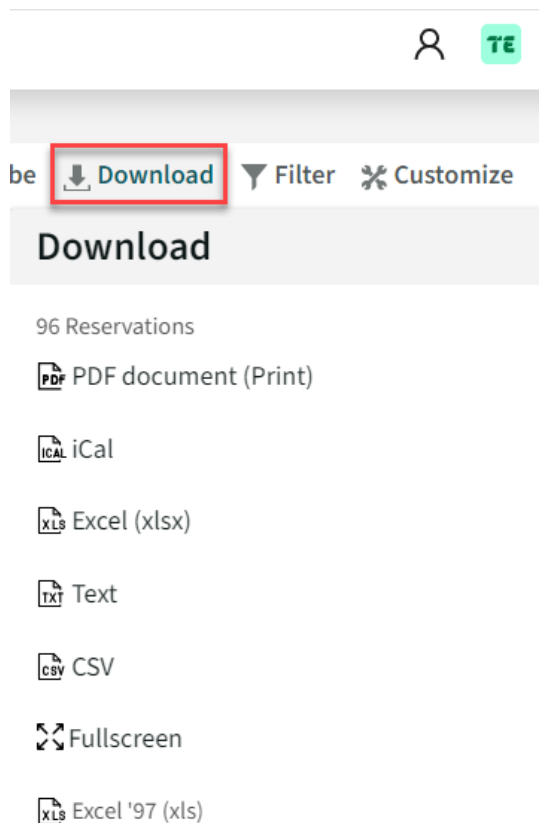


If you have multiple saved favourites, you can reorder them by dragging and dropping. You can also remove the favourites that you no longer need by clicking the X icon to the right.

EXPORTING THE SCHEDULE

There are a number of different export options available under **Download** in the top right menu. You can export the schedule as a PDF, Excel, CSV, or text file.

The Download menu is also where you will find the **Fullscreen** viewing option. This view is useful when you want to have a view-only schedule to give full focus to the schedule content.

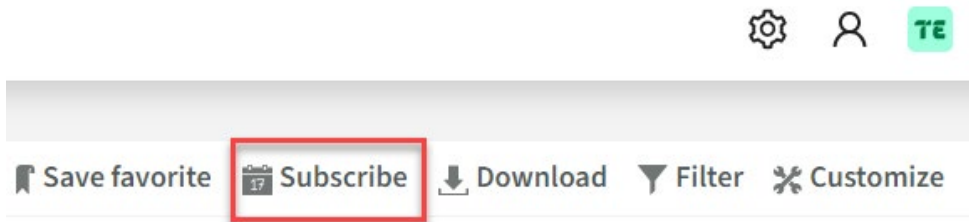


SUBSCRIBING TO THE CALENDAR

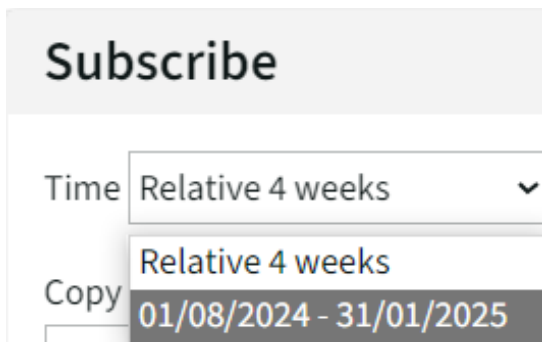
You can subscribe to your timetable so that it displays in your preferred calendar program. Instructions are below on how to do this in Outlook.

Outlook (Browser)

1. Click on Subscribe in the top right of the screen



2. Change the timeframe of the calendar subscription so that includes the entire semester



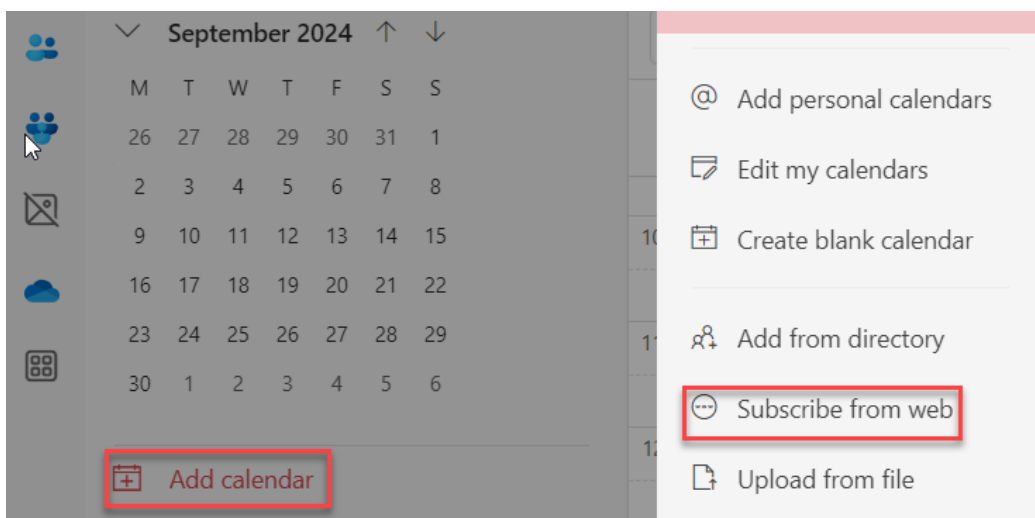
3. Copy the link to the calendar

Copy and paste the following link into a calendar program.

https://cloud.timeedit.net/au_bond/web/student/ri64oQn8Y7Z7QlQ56d8QZ176y7Z1539Q37950nZQ8052nw0uo2it90620E5A02D118E9o1293t8E32AF53F7AADE2JCQ1BD49.ics

Copy

4. Go to your Outlook calendar, select 'Add calendar' and then 'Subscribe from Web'



5. Paste the link to the calendar, give it a name, choose where to add it to and then click 'Import'

Paste the url for the calendar you would like to subscribe to below.

https://cloud.timeedit.net/au_bond/web/student/r164oQn8Y...

243 Calendar

Color



Charm



Add to

My calendars

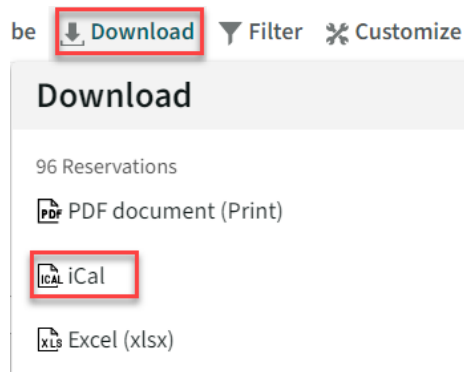
Import

Discard

You will now be able to view this as a separate calendar to your standard calendar. If you want to add it to your current calendar you will need to click on 'Upload from file' instead of 'Subscribe from Web' in Step 4.

Outlook (Desktop app)

1. Complete steps 1 & 2 as above
2. Click on 'Download' and then 'iCal'



3. Double click the file
4. Choose whether you want to open it as a new calendar or import it to your current calendar

