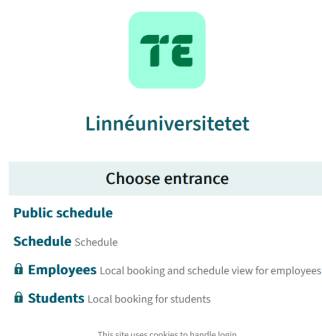


Manual for Adding Digital Sessions to the Student Schedule (e.g., for Distance Courses)

Problems? Email: ekonomihogskolan@lnu.se

1. Go to: <https://cloud.timeedit.net/lnu/web>
2. Select **Employees**

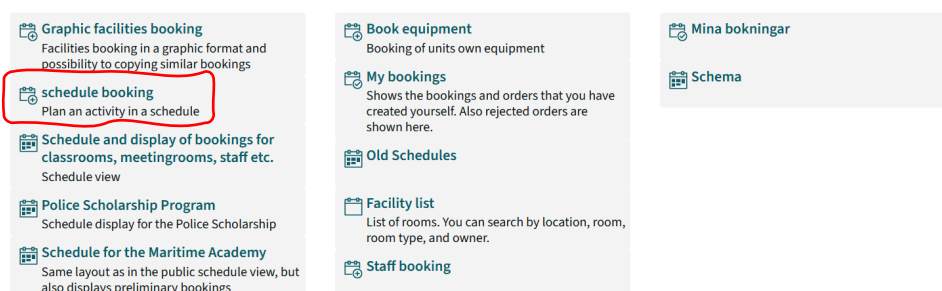


3. Select **schedule booking**

Employees

Scheduling and Booking Overview

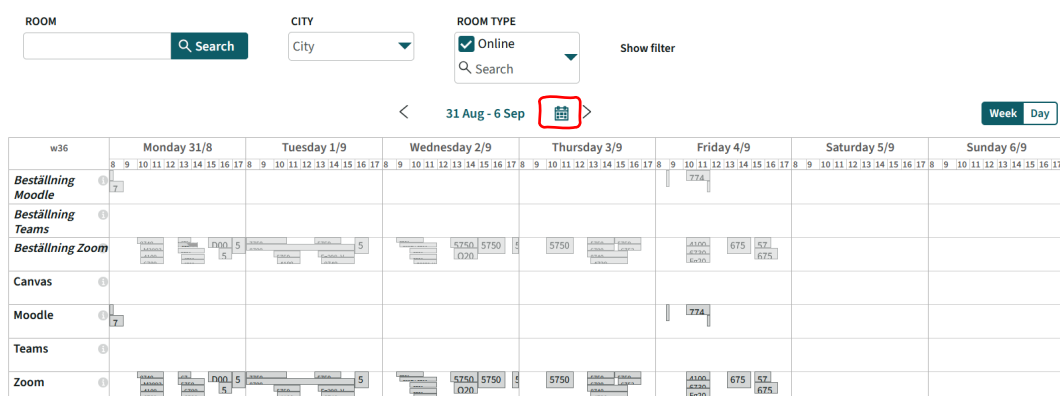
- **Graphic facilities booking** is intended for simple bookings of rooms used for purposes other than teaching, such as meetings.
- **Schedule Booking** is used when booking a room for teaching, requesting rooms from the central room booking service, or creating other schedule entries such as assignment deadlines.
- **Book Other Equipment** available at your faculty or department, such as laptops or projectors.
- **Search Schedules** for specific courses, individuals, rooms, etc. You can also add short comments to existing schedule entries.
- **Schedule Display** for staff in the Police Programme.



4. Select **Online** under **ROOM TYPE** or **Search** for, for example, Moodle or Zoom in the search field “ROOM”

ROOM CITY ROOM TYPE Show filter

5. Click on the **calendar** to choose the date you want to book your session for.



- | | v 21 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|--------------------|------|---|--------------|----|------|-----|----|---------------|--------------|----|------|
| Beställning Moodle | ① | | 7231
7232 | | | 678 | | | | | |
| Beställning Zoom | | | 6780 | | 7732 | | | | 5254
5252 | | 5750 |
| Canvas | ② | | | | | | | | | | |
| Fiktiv lokal | ③ | | | | | | | | | | |
| Moodle | ④ | | 7231
7232 | | | 678 | | | | | |
| Zoom | ⑤ | | 6780 | | 7732 | | | 13:30 - 14:30 | 5254
5252 | | 5750 |

- ## schedule booking

✕

Wed 17 June 2026

Begin 10 ▾ : 15 ▾ **End** 11 ▾ : 15 ▾ Clear

Room
 + -

Course event
 +

Program event
 +

Cost unit

Person
 +

Equipment
 +

Teaching activity*
 +

Student group
 +

Location
 +

URL

Reservation text

Comment

Internal comment

Reserve

Cancel reservation

Cancel all reservations

Print

Export

Import

Help

Show filter

- b. **Course event** - To ensure the schedule is published to the correct students, it is important that you select the **correct course instances**. Search for your course:

Course event

Click to select

1FE921

Search

Show filter

HT25-14369, 1FE921
HT25-K0300, 1FE921
HT25-P1630, 1FE921
HT26-15642, 1FE921
HT26-K0427, 1FE921
HT26-P4513, 1FE921
VT25-12888, 1FE921
VT26-14904, 1FE921

If I am creating a schedule for 1FE921 for Autumn Semester 2026 (HT26), I must select **all three course instances** in the list. This is because, for example, program students and students taking the course as a standalone course have different instance codes.

- c. **Cost unit** - Select the cost center that indicates who owns the course.
- d. **Person** - Select the person(s) responsible for the lecture/seminar/etc.
- e. **Teaching activity** - Select whether the session you are booking is a lecture, workshop, or deadline.
- f. **Comment** (Optional) - You can, for example, write information about what the lecture will cover, which group should attend the session, etc.

8. Click **Reserve**.