

Welcome to the **MMS (Melbourne Medical School) Student TE Viewer** User Guide.

**TE Viewer** is a cloud-based platform that allows UoM (University of Melbourne) staff and students to view scheduled **timetables**.

To access, use the Timetable links in Canvas.

## Who is this guide for?

This **TE Viewer for MMS Students User Guide** covers the main functions of TE Viewer for MMS Students.

## Instructions

*Click on the links below to navigate to a topic. Select [Back to contents] to return to the topic link selection.*

View Timetables in TE Viewer	
<a href="#">Access Timetables</a>	<a href="#">Graphical or Text Options</a>
<a href="#">Set Date Range</a>	<a href="#">View Information</a>
Customise in TE Viewer	
<a href="#">Customise Layout</a>	<a href="#">Customise Reservation</a>
<a href="#">Filter By Activity Type</a>	<a href="#">Add Colours</a>
Save, Subscribe, Download, Share in TE Viewer	
<a href="#">Subscribe (Add) to Calendar</a>	<a href="#">Share link to Your Timetable</a>
<a href="#">Save Favourites</a>	<a href="#">Open Favourites</a>

## TimeEdit Support

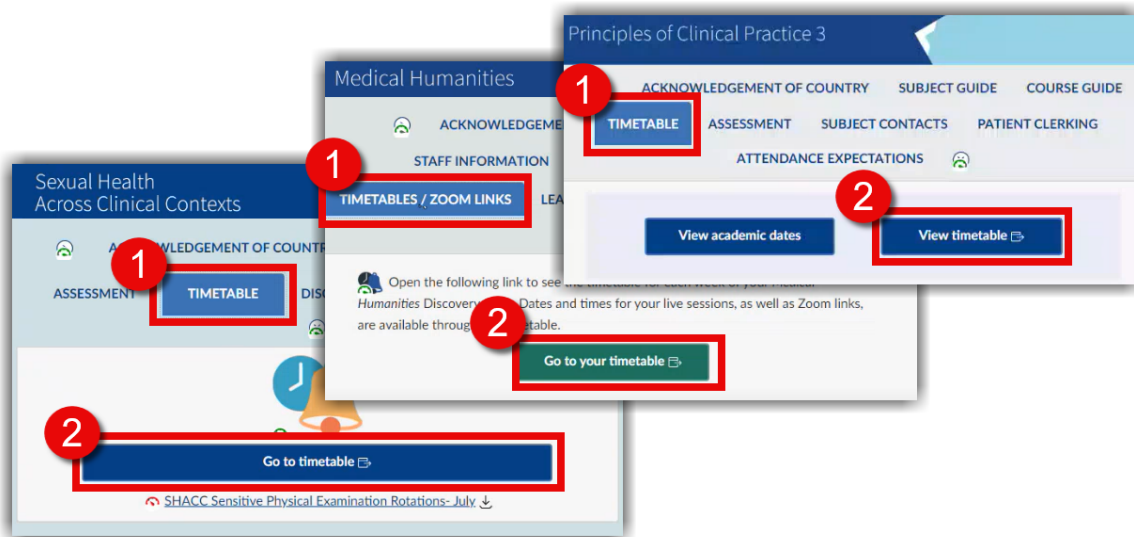
Contact your Clinical School's Student coordinator for further support using TE Viewer.

## Access MMS Timetables

To access your MMS Timetables in TE Viewer you enter via your Subjects Canvas home pages.

### Instructions:

Step	Action
1	From your Canvas subject homepage click <b>Timetable</b> ,
2	then View/Go to (your) Timetable.
3	Select <b>SSO Authenticate with Login PROD SSO</b> .
4	Select your View preference (see <a href="#">Graphical or Text Timetable</a> ).



**Result:** You have Logged in to TE Viewer and can start viewing your timetable.

**Note:** When a student logs in they will only see their own schedule.

## View Graphical or Text Timetable

The timetable is available in either graphical or text formats, depending on your preference. Toggle between the two by selecting the option on the bottom right-hand corner of your screen.

### Instructions:

Step	Action
1	To View the Timetable as a list, from the Graphical view click <b>Text</b> in bottom right corner.
or	To View the Graphical Timetable, from the Text view click <b>Graphical</b> in bottom right corner.

### Graphical Timetable

University of Melbourne

University of Melbourne / Melbourne Medical School (Students) / My Schedule

Today < w5 > 29/01/2024 - 04/02/2024 Search mms test Save favorite Subscribe Download Filter Customize

ws	Monday 29/1	Tuesday 30/1	Wednesday 31/1	Thursday 1/2	Friday 2/2
8					
9	Test booking Lecture PAR-181 Medical Building Zoom link Martin Andersson Discovery Principles of Clinical Practice 2 This is the student message: please go to www.unimelb.edu.au for more information.		Test booking Seminar Seminar PAR-181 Medical Building Zoom link Discovery Principles of Clinical Practice 2 This is the student message: please go to www.unimelb.edu.au for more information.		Test booking Seminar Seminar PAR-181 Medical Building Zoom link Discovery Principles of Clinical Practice 2 This is the student message: please go to www.unimelb.edu.au for more information.
10					
11				Test booking Seminar Seminar PAR-181 Medical Building Zoom link Discovery Principles of Clinical Practice 2 This is the student message: please go to www.unimelb.edu.au for more information.	
12					
13					
14					
15					

Seminar Lecture

Link to this page Text

### Text Timetable

University of Melbourne

University of Melbourne / Melbourne Medical School (Students) / My Schedule

Today < w5 > 29/01/2024 - 04/02/2024 Search mms test Save favorite Subscribe Download Filter Customize

Time	Title	Activity Type	Location	Student Group	Staff	Clinic/School	Subject Offering	Discovery Topic	Student Message	URL	Location
Mon 29/01/2024											
09:00 - 13:00	Test booking Lecture	Lecture	PAR-181 Medical Building Zoom link		Martin Andersson	Discovery	Principles of Clinical Practice 2		This is the student message: please go to www.unimelb.edu.au for more information.	www.unimelb.edu.au	Medical Building, University of Melbourne
Wed 31/01/2024											
09:00 - 11:00	Test booking Seminar	Seminar	PAR-181 Medical Building Zoom link			Discovery	Principles of Clinical Practice 2		This is the student message: please go to www.unimelb.edu.au for more information.	www.unimelb.edu.au	Medical Building, University of Melbourne
Thu 01/02/2024											
11:00 - 13:00	Test booking Seminar	Seminar	PAR-181 Medical Building Zoom link			Discovery	Principles of Clinical Practice 2		This is the student message: please go to www.unimelb.edu.au for more information.	www.unimelb.edu.au	Medical Building, University of Melbourne
Fri 02/02/2024											
09:00 - 11:00	Test booking Seminar	Seminar	PAR-181 Medical Building Zoom link			Discovery	Principles of Clinical Practice 2		This is the student message: please go to www.unimelb.edu.au for more information.	www.unimelb.edu.au	Medical Building, University of Melbourne

Name Campus, Zone, Building Name, Address  
PAR-181 Medical Building Parkville, PAR Western, Medical Building, Medical Building, University of Melbourne  
Modified within the last hour.


Seminar Lecture

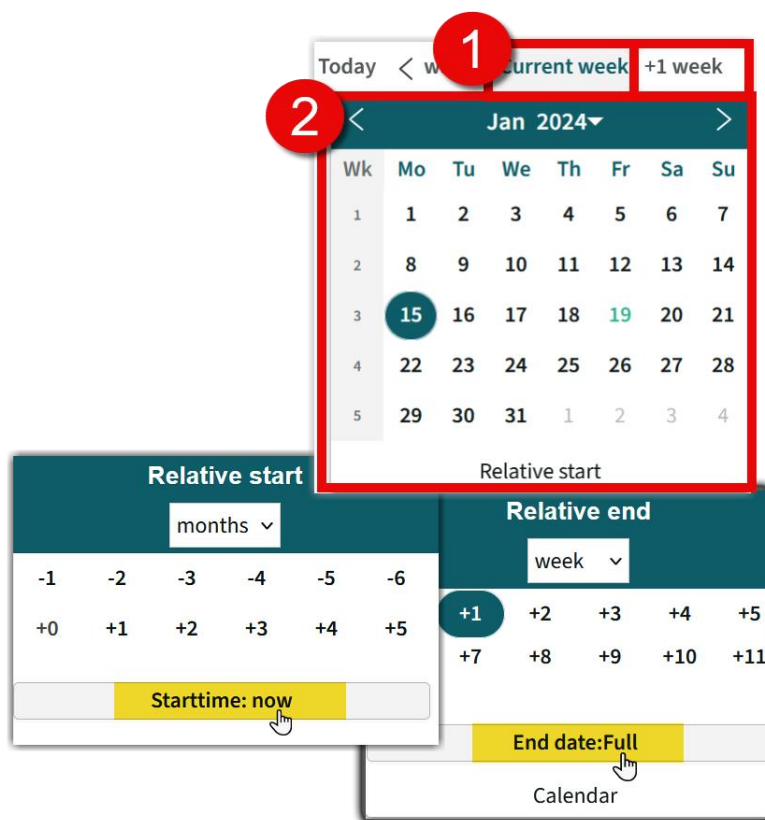
Link to this page Graphical

## Set a Date Range

The date range default is set at 2 weeks when you first log in to TE Viewer. You can set a new date range for the timetable information relevant to the dates you want to view. For MMS Students we recommend that you set the date range for a full year so that you can then subscribe to the full year in iCal.

### Instructions:

Step	Action
1	Hover over <b>start date</b> and click to Change Start date.
2	The Calendar displays, use the drop-down menu or arrows to select the start month and year.
3	Next select the start day.
	Repeat Steps 1 – 3 but instead hover over <b>end date</b> to Change End Date.



**Note:** You can use Relative start to select **Starttime:now** to start from today's date and Relative end to select **Starttime:Full** for the full year.

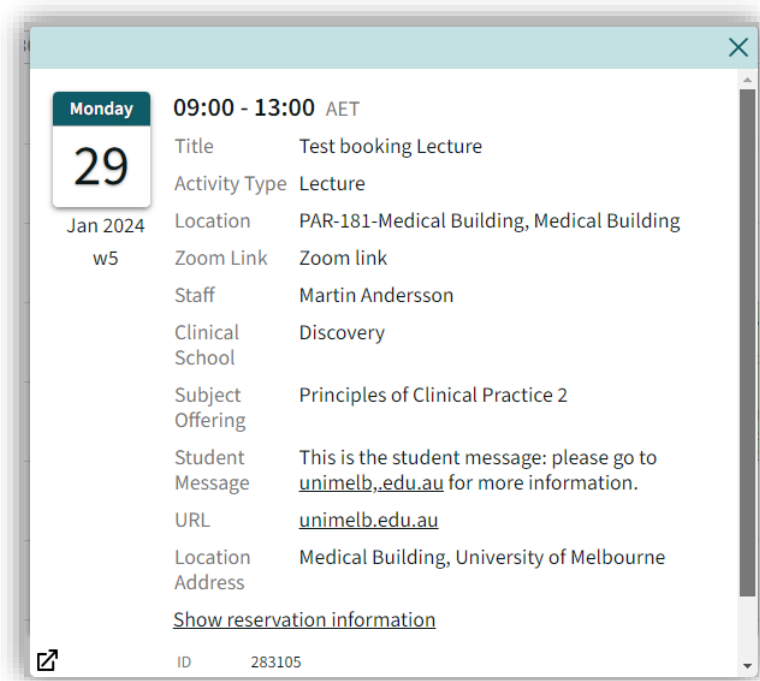
**Result:** The Timetable will update to show the new date range.

## View more Reservation Information

Click on a reservation, to view any additional details of the reservation. Please note that only fields with information available will show in the Reservation Information.

### Instructions:

Step	Action
1	Click the box (graphical) or line (text).
2	Click Show Reservation Information.



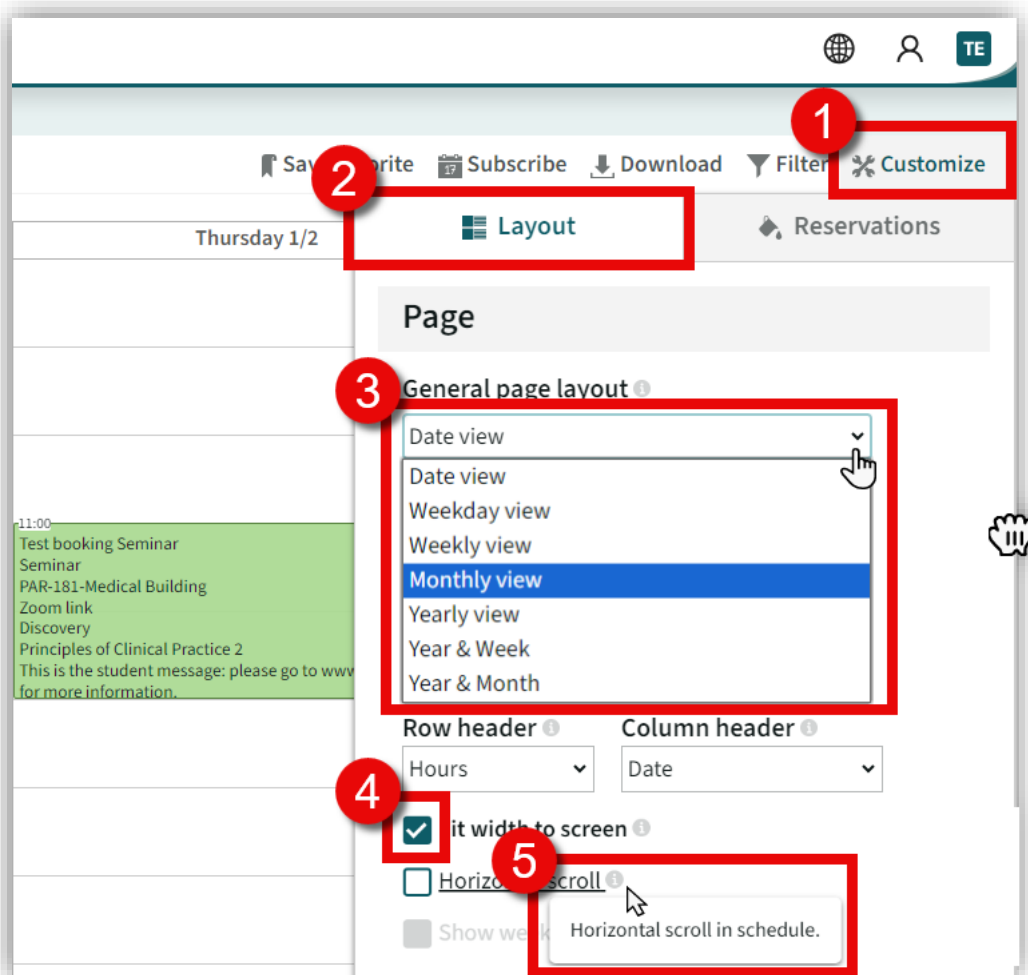
**Note:** Student messages/information will also appear here, such as details of where to go, what to read beforehand and other key information.

## Customise Layout

You can customise your layout to configure how your schedule is set up, as well as date and time formats.

### Instructions:

Step	Action
1	Click on <b>Customise</b> in the top right-hand menu.
2	Click on Layout
3	Select options from Drop down menus.
4	Click to tick selections.
5	Hover over the “i” icon for more information on each option.



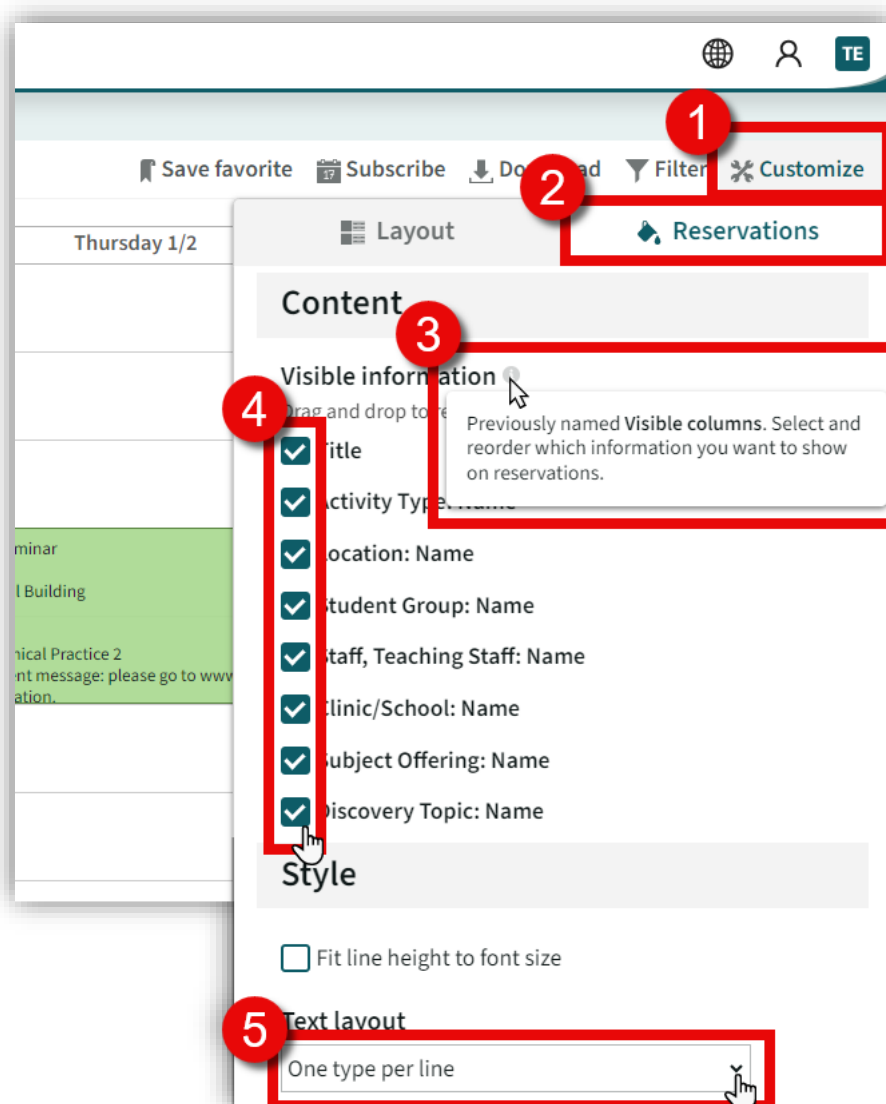
**Result:** You have applied Layout customisations to your timetable, see [Save Favourite](#) to save your changes.

## Customise Reservations

Using Customize Reservations tab, configure what you see in your Timetable, by adding colour codes, Visible Information, and font sizes.

### Instructions:

Step	Action
1	Click on <b>Customise</b> in the top right-hand menu.
2	Click on <b>Reservations</b>
3	Hover over the “i” icon for more information on each option.
4	Click to tick selections.
5	Select options from Drop down menus.



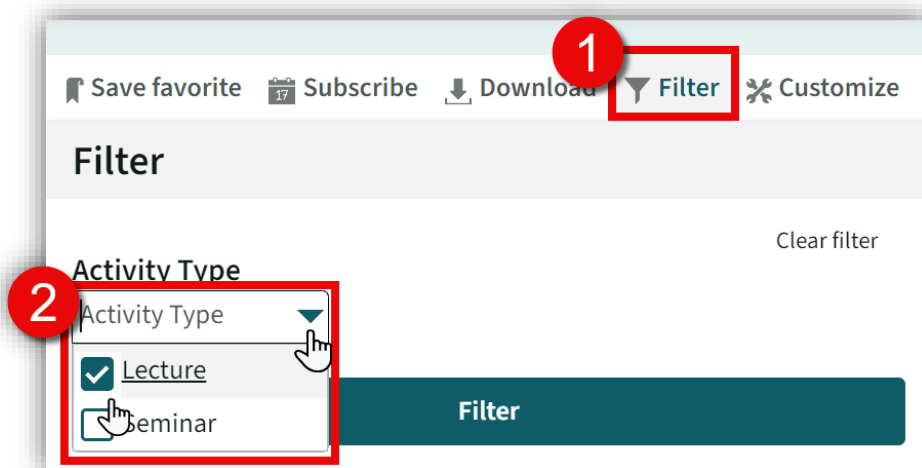
**Result:** You have applied Reservation customisations to your timetable, see [Save Favourite](#) to save your changes.

## Filter by Activity Type

Use the filter options when you want to view only one set of criteria at a time, currently the only filter option for MMS Student is by Activity Type.


### Instructions:

Step	Action
1	Click on <b>Filter</b> in the top right-hand menu.
2	Select the <b>Activity Type</b> you want visible from the drop-down menus.



**Result:** You have filtered your timetable by individual activity, to add colours to your Activity Types see instructions for [Add Colours](#), see [Save Favourite](#) to save your changes.

University of Melbourne / Melbourne Medical School (Students) / My Schedule					
Today < w5 > 29/01/2024 - 04/02/2024 Search mms test, Lecture Save favorite Subscribe Download Filter Customize					
w5	Monday 29/1	Tuesday 30/1	Wednesday 31/1	Thursday 1/2	Friday 2/2
8					
9	09:00 Test booking Lecture Lecture PAR-181-Medical Building Zoom link				
10	Martin Andersson Discovery Principles of Clinical Practice 2 This is the student message: please go to www.unimelb.edu.au for more information.				
11	www.unimelb.edu.au Medical Building, University of Melbourne				
12					
13					

 To remove the filter and return to viewing all Activity Types click **Filter**, then **Clear Filter**.

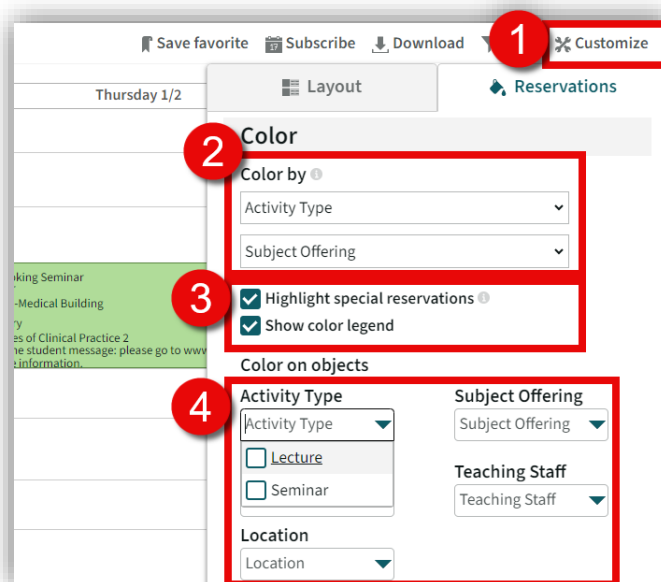


## Add Colours!

To help identify different Activity Types, Subject Offerings, Clinic/School, Teaching Staff or Locations in the Timetable, you can add colours to the show the variations of each chosen object type.

### Instructions:

Step	Action
1	Click on <b>Customise</b> in the top right-hand menu.
2	Click on <b>Reservations</b> .
3	In the first drop down select the first Object type you want to identify by colour, choose a second one in the second drop down if required.
4	Tick or untick <b>highlight special reservations</b> and/or <b>show colour legend</b> .
5	Select the <b>Objects</b> you want to colour for each chosen <b>Object Type</b> .



**Result:** Chosen Objects appear in colours; below is an example of **Colour By:** Subject Offerings with **Show Colour Legend** box ticked. Next, see [Save Favourite](#) to save your changes.

	Monday 29/1	Tuesday 30/1	Wednesday 31/1	Thursday 1/2	Friday 2/2
8					
9	09:00 Test booking Lecture Lecture PAR-181-Medical Building Zoom link Claire Gooden, Martin Andersson, Wai Chan Discovery Principles of Clinical Practice 2 This is the student message: please go to www.unimelb.edu.au for more information. www.unimelb.edu.au Medical Building, University of Melbourne		09:00 Test booking Seminar Seminar PAR-181-Medical Building Zoom link Claire Gooden, Wai Chan Discovery Principles of Clinical Practice 2 This is the student message: please go to		09:00 Test booking Seminar Seminar PAR-181-Medical Building Zoom link Claire Gooden, Wai Chan Discovery Principles of Clinical Practice 2 This is the student message: please go to
10					
11				11:00 Test booking Seminar Seminar PAR-181-Medical Building Zoom link Claire Gooden, Wai Chan Discovery Principles of Clinical Practice 2 This is the student message: please go to	
12					
13		13:00 BAL-Placeholder-Location TBC FCP Parkville Foundations for Clinical Practice			
14					

Foundations for Clinical Practice
Principles of Clinical Practice 2

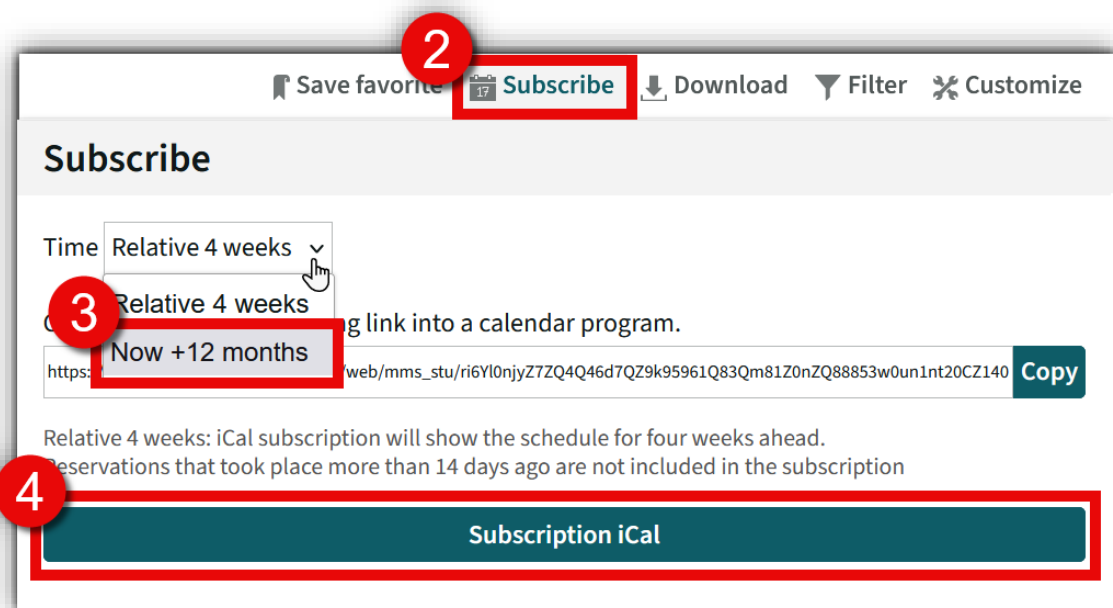
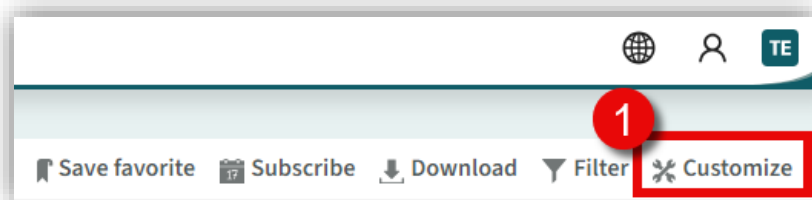
## Subscribe (Add) to Calendar

Add your Timetable schedule to your Apple, Google, Outlook Calendar by subscribing to iCal.

**Note:** We recommend setting the date range the full year so they can subscribe for the full year.

### Instructions:

Step	Action
1	Use the Instructions to <a href="#">Customise Layout</a> , <a href="#">Customise Reservations</a> , <a href="#">Filter by Activity Type</a> , and/or <a href="#">Add Colours!</a>
2	Click Subscribe in the top right-hand menu.
3	Use the instructions for <a href="#">Set Date Range</a> to select the <b>Time period</b> you want to subscribe to.
4	Click <b>Subscription to iCal</b> .
Next	Select the Calendar program/app you use from the Calendar options provided.



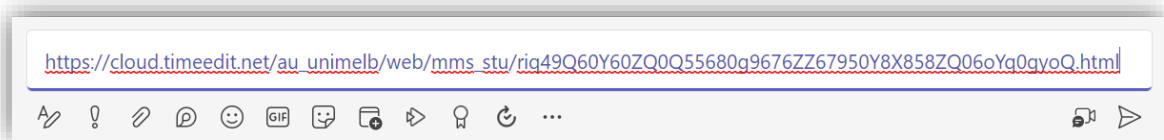
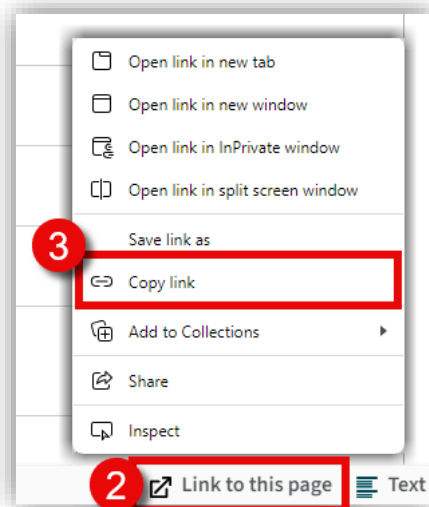
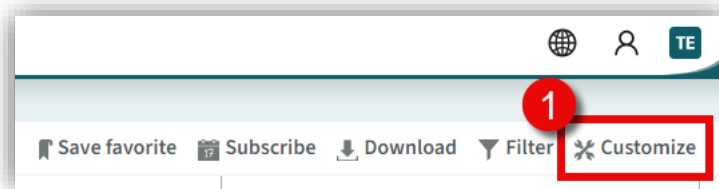
**Result:** The schedule should now appear in your chosen calendar and will appear in real time, any changes made to your schedule will automatically update in your Calendar.

## Share a link to your Timetable.

Use this set of instructions to share a link to a page that you have already set up with someone else.

### Instructions:

Step	Action
1	Use the Customise Instructions to set up your Timetable pages.
2	When your page is ready to share, right click on <b>Link to this Page</b> in the bottom right corner.
3	From the drop menu, click on <b>Copy link address</b> .
4	Paste link to your communication medium and send.



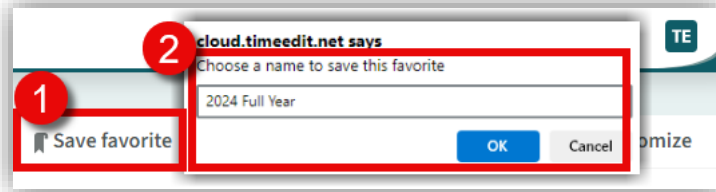
**Result:** You have now shared a copy of your Timetable via a web link.

## Save Favourite

Save search and setting configurations to favourites for easy access each time you log into TE Viewer.

### Instructions:

Step	Action
1	Click <b>Save Favourite</b> in the top right-hand menu.
2	Type in, then select a name for your saved Timetable, then click <b>OK</b> .



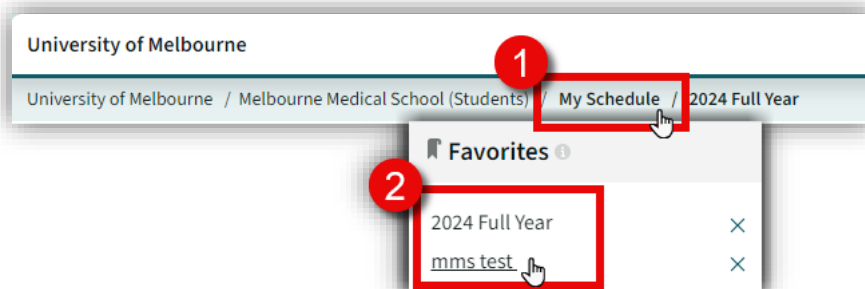
**Result:** You have saved your current configurations to favourites.

## Open Favourite

Save search and setting configurations to favourites for easy access each time you log into TE Viewer.

### Instructions:

Step	Action
1	Click <b>My Schedule</b> in the top menu.
2	Select the name for the saved Timetable you want to view.



**Result:** Your favourite Timetable will open with your saved configurations.