Instructions for Viewing and Use of the Class Schedule

The class schedule can be found on the Faculty's web site under:

Home page --> STUDENTS' OFFICE--> Course Schedule for Winter Semester 2023-2024 Academic Year

Or on the link:

[Course Schedule for Winter Semester 2023-2024 Academic Year – Veterinarski fakultet (unizg.hr)](#)

There are three forms of display:

WEB display - display in the internet browser showing groups of students, occupancy of lecture halls/classrooms, and teaching subjects. The display can show individual days, weeks or months.

Display of class schedules as tables - PDF documents showing the class schedules as tables, showing one week per page. From the list it is possible to choose the display for an individual subject or study year, separately for classes in Croatian or English.

The schedule in the form of the teaching programme - a PDF document showing teaching units chronologically for individual subjects or study years, separately for classes in Croatian or English.

WEB display:

Calendar/Table presentation of schedules. For display as a calendar you must choose one of three categories:

Groups - display of a specific group of students
Rooms - display of occupancy of lecture theatres/classrooms
Subject - display of the schedule for a specific subject or for all subjects in a specific semester, separately for classes in Croatian or English

When you click on one of the icons, a drop-down menu appears, and in the first line of the menu there is a field for a quick search of the calendar (Search)

Designation of Student Groups:

For mandatory subjects:
The first number indicates the semester, and the number after the dash indicates the number of the group. For classes in English the letter E is included alongside the number of the semester.

    For example: *3-9.lcs* indicates the third semester, the ninth group, classes in Croatian
    For example: *1E-2.lcs* indicates the first semester, classes in English, group 2

For elective subjects:
- the first number indicates the semester
- this is followed by two letters that are the code for the elective subject
- the number after the dash is the group number within that elective subject
- for classes in English, the letter E is added after the number of the semester

    For example: *3-Mi1* indicates the third semester of classes in Croatian. Mi is the subject code, group 1 (students will be given the subject code and group number when enrolling in the elective subject)

If there are any changes, the class schedule on the web site will be aligned with the changes by the end of the day.

MS Outlook, Google Calendar, Merlin kalendar

Instructions for linking the schedule with calendars on MS Outlook, Google Calendar, Merlin kalendar

## 1. Copy the link for the relevant calendar:
- choose the schedule from the web display that you want to link with your personal calendar.
- in the lower left-hand corner, click "Copy link" - and the internet link will be downloaded immediately to your clipboard
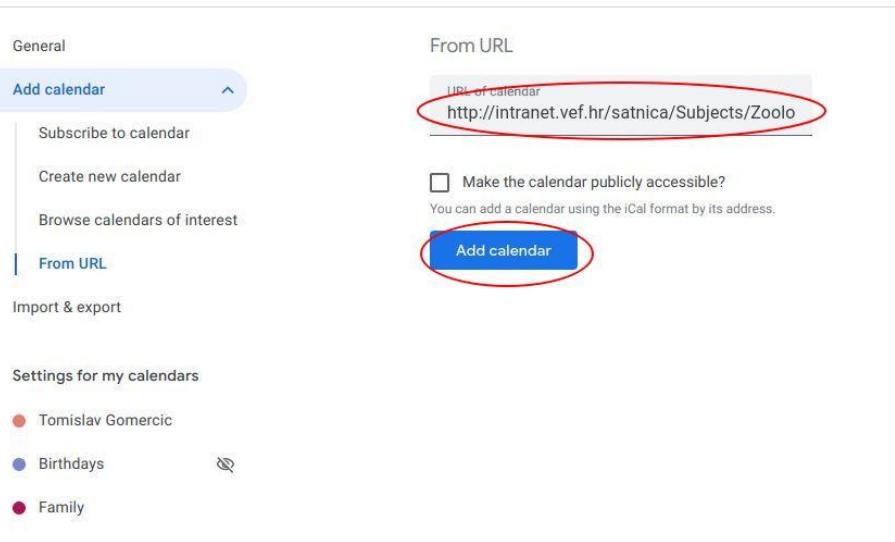
2. Create a link to your MS Outlook, Google or Merlin kalendar
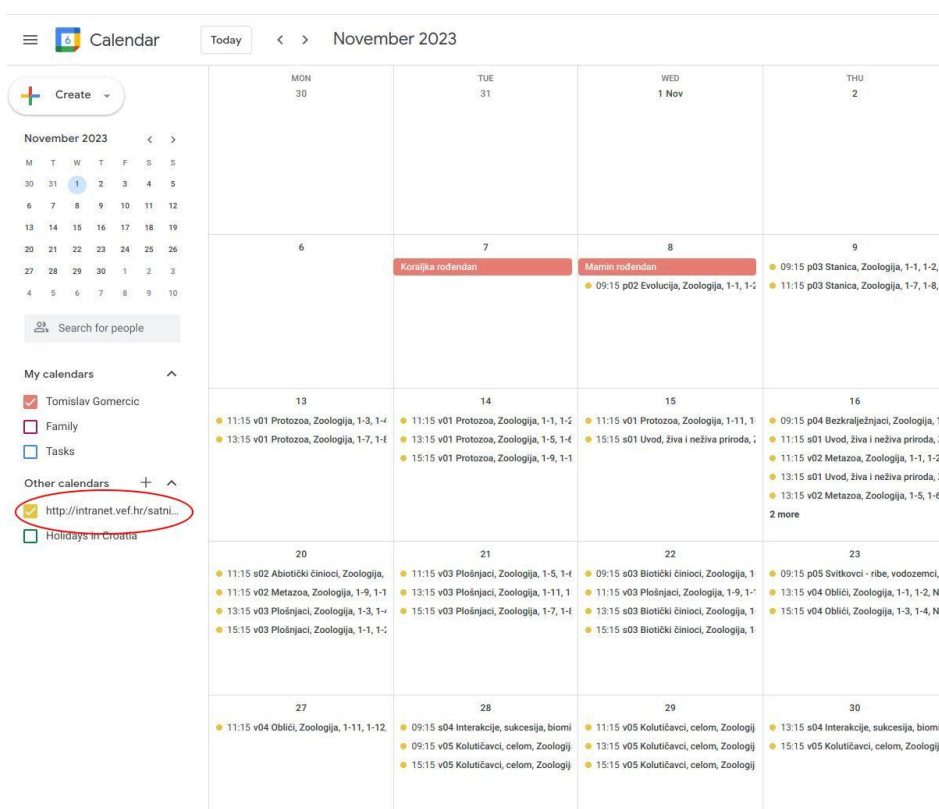

Google Calendar

- open your Google Calendar in your web browser and choose "+" under "Other calendars" and choose "From URL".
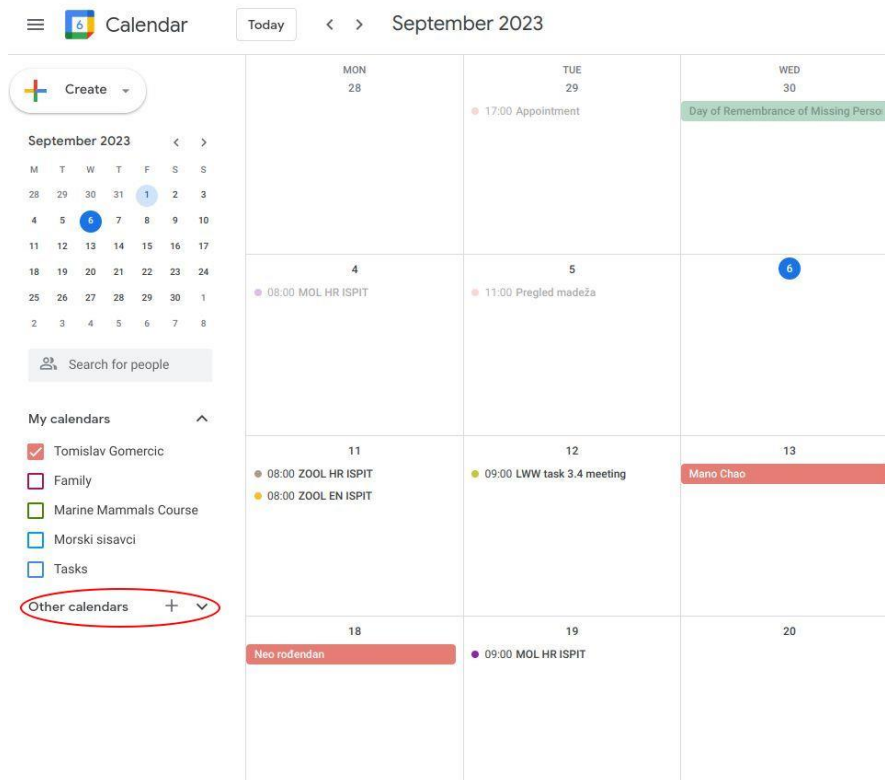
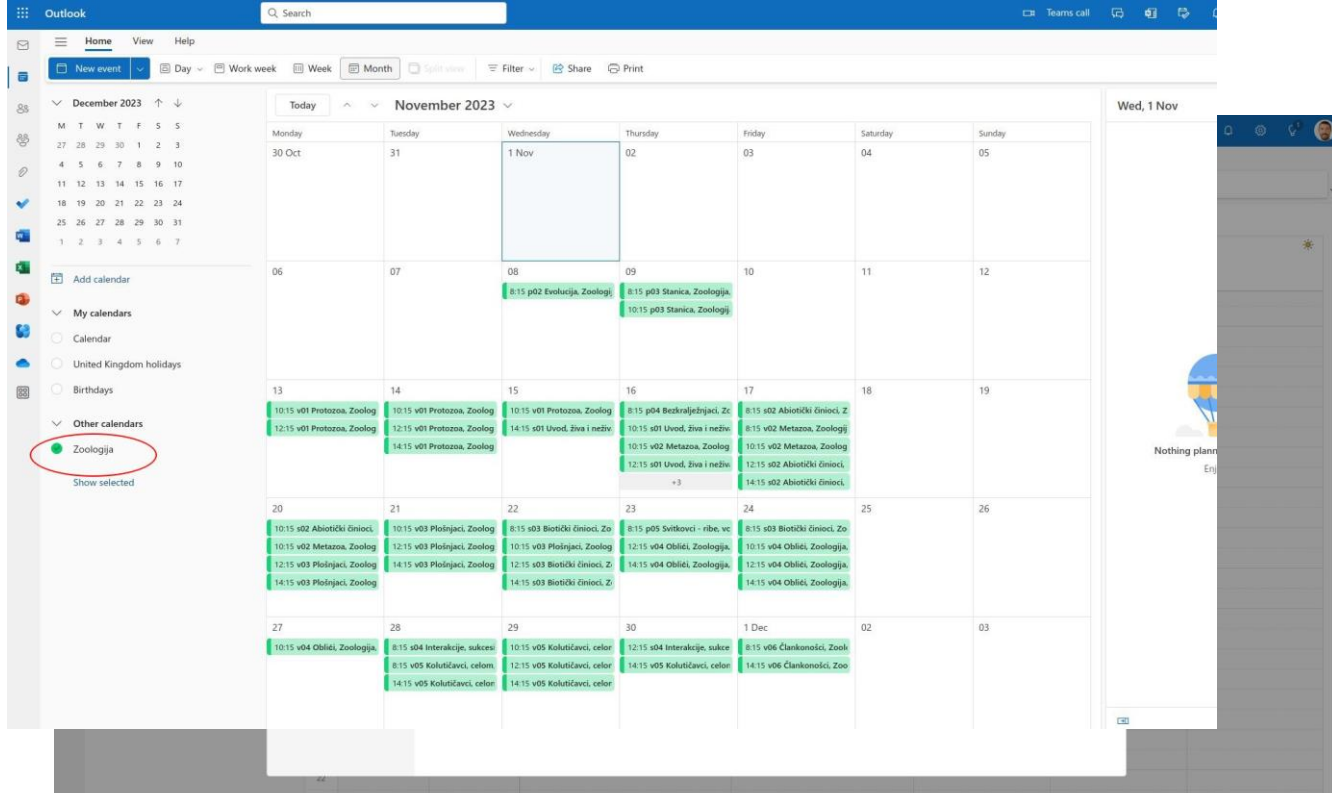- paste the link in the input field

- on the main screen of the Calendar, the chosen calendar will appear under "Other calendars".

MS 365 Outlook

- In Outlook Calendar 365 - choose "Add calendar"
- then select "Subscribe from web"
- paste the link to the downloaded schedule in the input field
- write in the name you want to use for that calendar
- click "Import"

Merlin kalendar

- chose the code "Kalendara" --> "Uvoz ili izvoz kalendara" within the subject

- then click on "Uvoz kalendara"(download calendar)

- enter the title of the calendar (Naziv kalendara) and paste the link for the selected schedule in the field "URL kalendara"
- select "Uvoz kalendara" (download calendar)
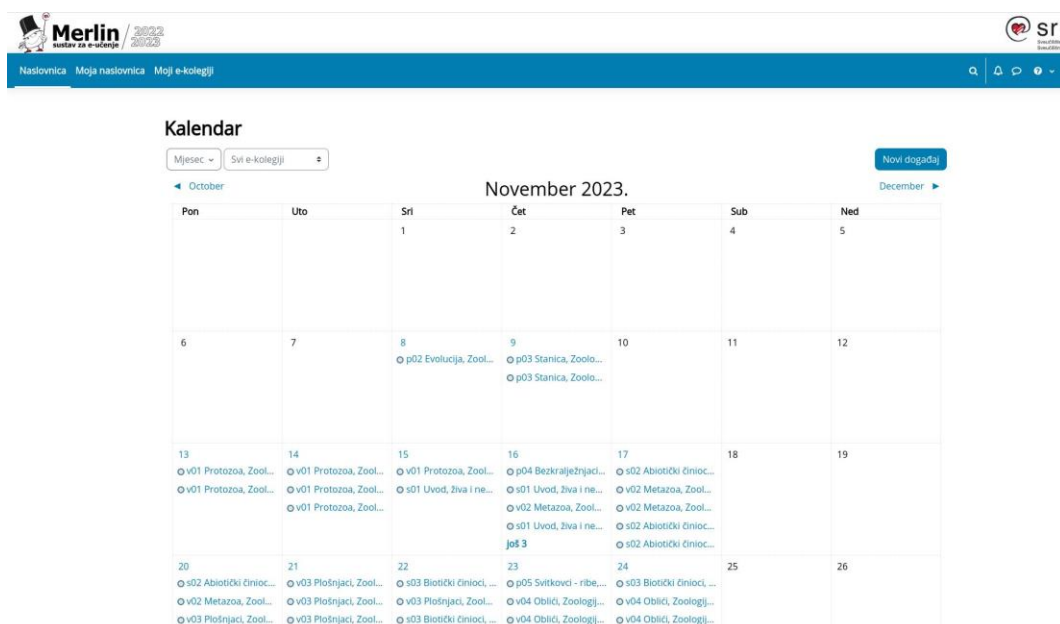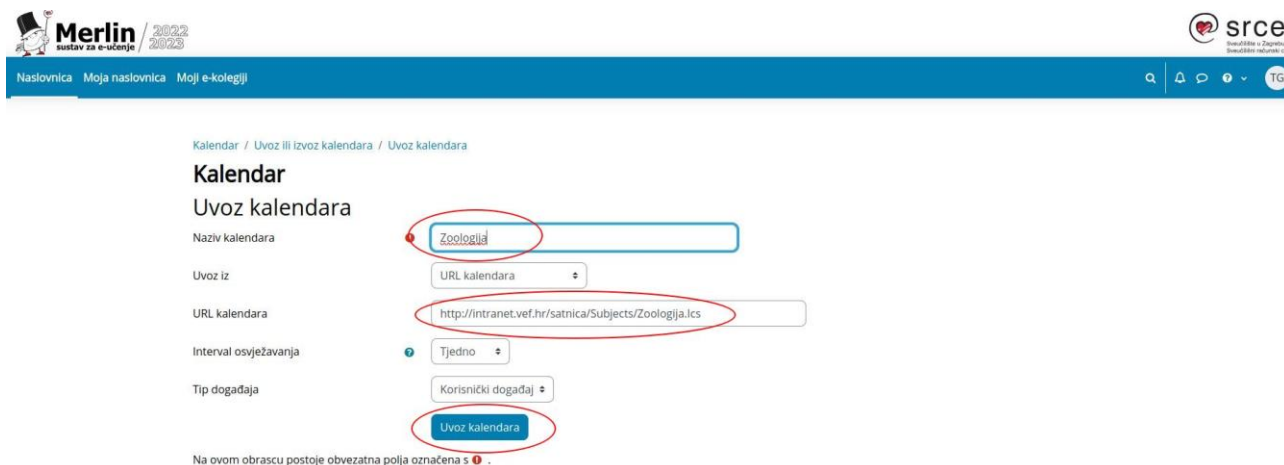
- These calendars will be automatically refreshed if there are any changes to the schedule

- These calendars will be displayed on your mobile phones in the same way as they have been until now.