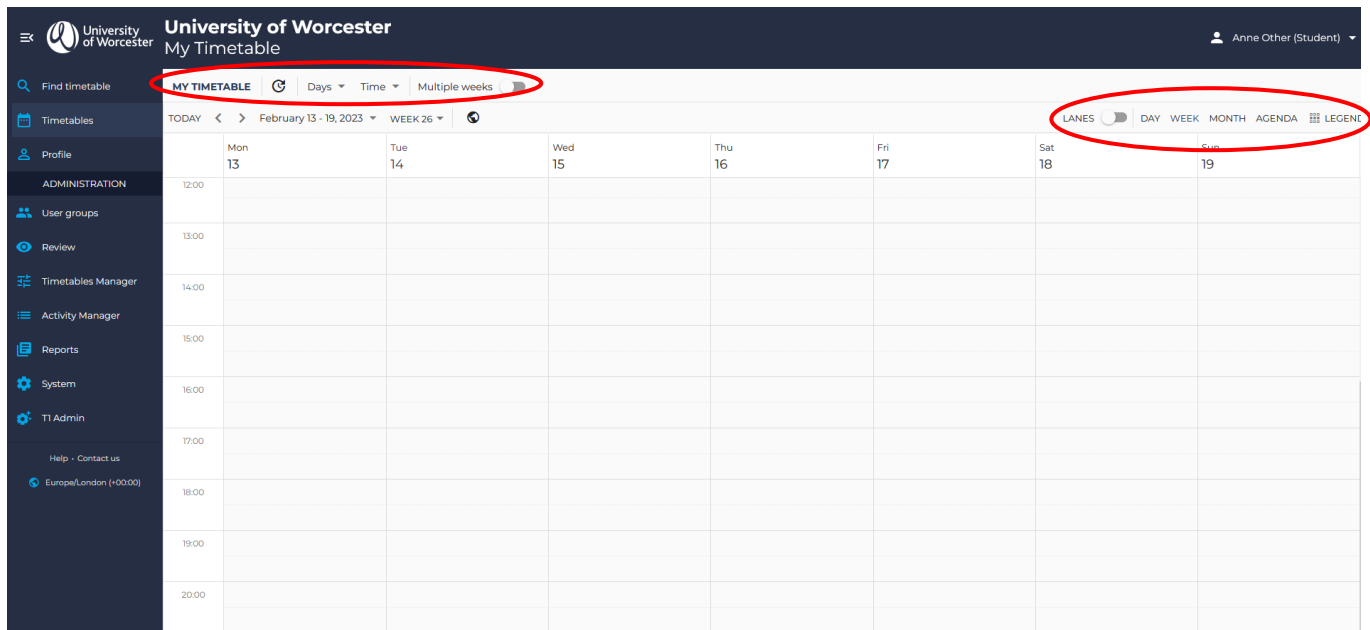# Your Online Timetable

When you first log on, you will see the following timetable window.

This is called 'My Timetable', which will display all of your timetabled activities. The objects circled below will help you navigate your timetable.

Please note: Your timetable is subject to change, so please ensure that you check your timetable on a regular basis.
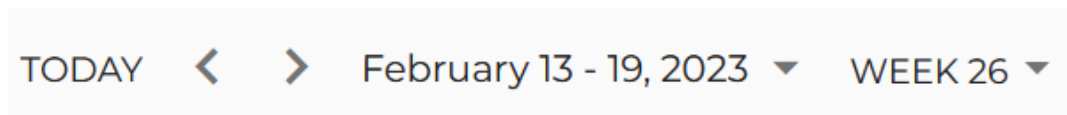

You will be able to view and filter your timetable by day, time and multiple week view using the first banner on the top of the screen. The clock button will allow you to view previously selected days and times:
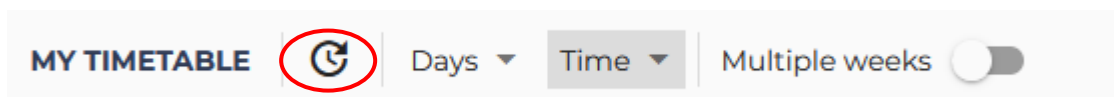
The second banner below allows you to:

- Click between the weeks of teaching and view your timetable for the coming week
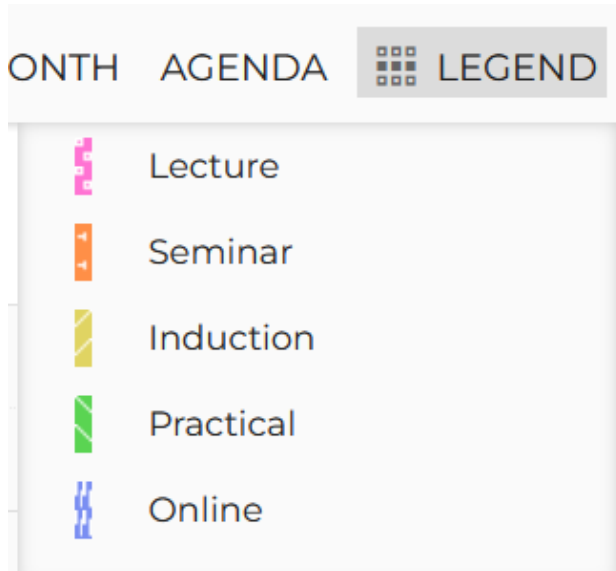

- Set your timetable into either day, week, month or list form

- Set the time zone as appropriate

- Legend is used to discern the type of session you may have by colour and pattern, which has been made accessible to those with colour blindness or visual impairments.

By clicking on the 'Profile' tab down the side of the screen, this will bring you to the profile settings for your account.
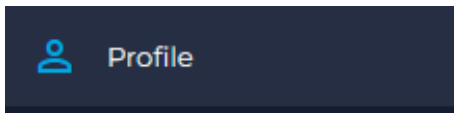
From here, you can:

- Choose if you would like to receive email notifications of in-week timetable changes – **we strongly recommend that you receive these notifications** to keep up to date:

- Select a language for My Timetable, as applicable:

Language

Please select your desired language for this website

LANGUAGE   English   ▼

- Find your user profile information:

User Profile Info

Given Name

Name Identifier

Email Address

User Groups

AD Groups

PLEASE NOTE: you must save any changes made on this page in order to make the changes permanent, using the save button at the bottom of the screen:

SAVE

Your timetabled activities

Your timetabled activities are displayed in the 'My Timetable' window. As seen in the previous explanation of Legend, different colours identify which type of activity appear on your timetable e.g., Lecture, Seminar, Online and Practical.

Below is a screenshot showing all of the above-mentioned activities in a week-style view:
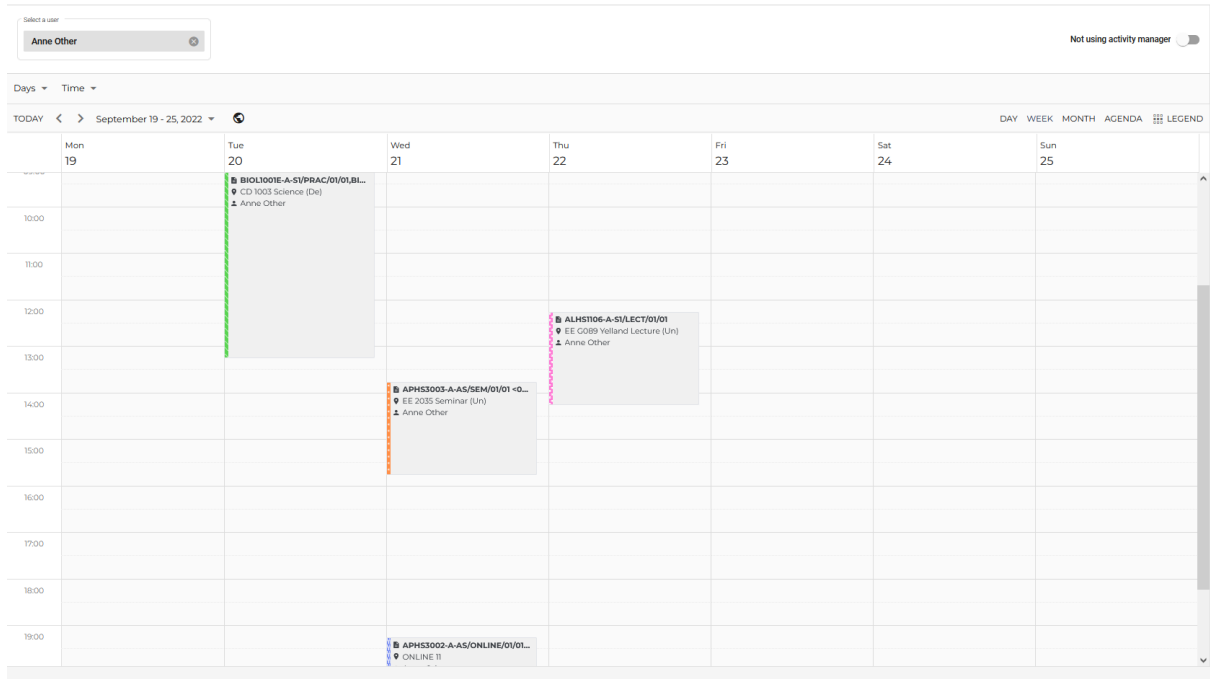
- Blue = Online
- Green = Practical
- Orange = Seminar
- Pink = Lecture
- Yellow = Induction

Here is what this would look like in a month-style view:

Changes to your Timetable

Your timetable is subject to change – pleasure ensure that you check it on a regular basis.

In-week timetable changes: if any changes are made to your timetable within the same week of delivery, you will receive an email notification to your student email address (please note that as previously mentioned, this is an opt-in service).

Changes made longer than a week in advance: these will be reflected in your timetable directly so no email notification will be sent.

Moving activity session: if you want to keep the module you are on but need to change a particular activity e.g. seminar or practical, you MUST discuss this with your module tutor and notify the Timetabling department if a change is agreed.

Module change requests: the process on how to request a module change and how this would be shown in your timetable can be found by pressing the 'Help' button on your timetable page.