Your Online Timetable

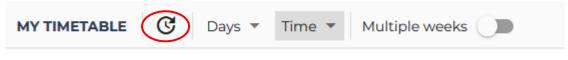
When you first log on, you will see the following timetable window.

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.

| ₽ | University of Worcester | University of Worcester My Timetable | | | | | | 💄 Anne Other (Student) 👻 | |
|-------------|----------------------------|---|-----------|-----------|-----------|----------------------|------------------|--------------------------|-----------------------|
| ۹. | ind timetable 🧲 | MY TIMETABLE 🕜 Days * Time * Multiple weeks | | | | | | | |
| — | limetables | TODAY < > February 13 - 19, 2023 * WEEK 26 * OLANES DAY WEEK MO | | | | | | | MONTH AGENDA 🏭 LEGENE |
| ٤ (| Profile | | Mon 13 | Tue 14 | Wed 15 | ^{Thu} 16 | Fri 17 | Sat 18 | Sup. 19 |
| | ADMINISTRATION | 12:00 | | | | | | | |
| ** (| Jser groups | | | | | | | | |
| • | Review | 13:00 | | | | | | | |
| se - | Fimetables Manager | 14:00 | | | | | | | |
| := <i>,</i> | Activity Manager | | | | | | | | |
| | Reports | 15:00 | | | | | | | |
| و 🗢 | System | 16:00 | | | | | | | |
| ۰. | 11 Admin | | | | | | | | |
| | Help + Contact us | 17:00 | | | | | | | |
| | Europe/London (+00:00) | | | | | | | | |
| | | 18:00 | | | | | | | |
| | | 19:00 | | | | | | | |
| | | .5.00 | | | | | | | |
| | | 20:00 | | | | | | | |
| | | | | | | | | | |

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:

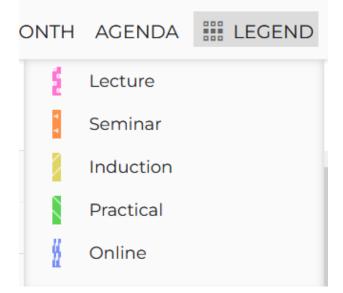
Click between the weeks of teaching and view your timetable for the coming week

| TODA | Y < | > Fe | bruary 13 - 19 | 9, 2023 💌 | WEEK 26 🔻 |
|----------|---------------|----------------|------------------|--------------|-----------|
| • Set yo | our timetab | le into eithei | day, week, month | or list form | |
| DAY | WEEK | MONTH | AGENDA | | |

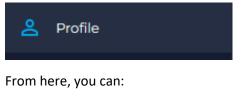
• Set the time zone as appropriate



• 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.



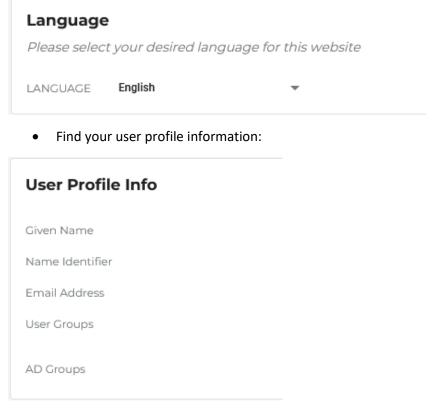
By clicking on the 'Profile' tab down the side of the screen, this will bring you to the profile settings for your account.



• 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:

| Notifications | |
|--|---|
| By enabling notifications you will | receive an email when an event has been changed or cancelled. |
| I want to receive email notifications at | Email * |
| I DON'T WANT TO RECEIVE NOTIFICATI | ONS |

• Select a language for My Timetable, as applicable:



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:



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:

| Anne | Other 🙁 | | | | | | Not using activity manager |
|------|---|--|--|--|-----------|-----------|----------------------------|
| ys 🔻 | Time 👻 | | | | | | |
| DAY | September 19 - 25, 2022 - | S | | | | DA | W WEEK MONTH AGENDA 🏭 LEGE |
| | Mon 19 | Tue 20 | Wed 21 | Thu 22 | Fri 23 | Sat 24 | Sun 25 |
| | | B BIOL1001E-A-S1/PRAC/01/01,BI CD 1003 Science (De) Anne Other | | | | | |
| :00 | | | | | | | |
| 1:00 | | | | | | | |
| 200 | | | | | | | |
| | | | | ALHS1106-A-S1/LECT/01/01 EE G0B9 Yelland Lecture (Un) Anne Other | | | |
| :00 | | | | | | | |
| k00 | | | APHS3003-A-AS/SEM/01/01 <0 EE 2035 Seminar (Un) Anne Other | | | | |
| :00 | | | | | | | |
| 00 | | | • | | | | |
| | | | | | | | |
| 00 | | | | | | | |
| 00 | | | | | | | |
| :00 | | | B APHS3002-A-AS/ONLINE/01/01 | | | | |

- Blue = Online
- Green = Practical
- Orange = Seminar
- Pink = Lecture
- Yellow = Induction

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

| Ionday | Tuesday | Wednesday | Thursday | Friday |
|--------|-------------------------------------|------------------------------------|--------------------------------|--------|
| 9 | 30 | 31 | Sep 1 | 2 |
| | | | | |
| | | | | |
| | | | | |
| | 6 | 7 | 8 | 9 |
| 1 | 0 | / | 8 | 9 |
| | | | | |
| | | | | |
| | | | | |
| 2 | 13 | 14 | 15 | 16 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 9 | | | | 23 |
| | BIOL1001E-A-S1/PRAC/01/01,BIO 09:15 | APHS3003-A-AS/SEM/01/01 <05> 13:45 | ALHS1106-A-S1/LECT/01/01 12:15 | |
| | | APHS3002-A-AS/ONLINE/01/01 < 19:15 | | |
| | | | | |
| | | | | |

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.

Help • Contact us

S Europe/London (+00:00)