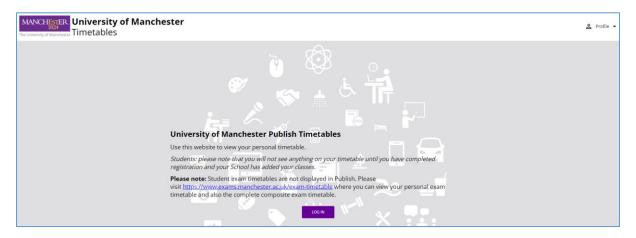
Using Publish to view your personalised timetable

<u>Publish</u> is the University's preferred method for students and staff to view their timetable. Your Publish timetable will include all teaching activities you are attached to in Syllabus+, the University timetabling system, as well any non-teaching activity your School/Faculty has attached you to and any bookings you have made in <u>Resource Booker</u>.

Accessing Publish

Publish can be accessed via any web browser on a computer or mobile device. Enter <u>https://timetables.manchester.ac.uk/</u> in the address bar to access the Publish landing page:



Before logging in, it is worth being aware that this page will advise any important messages that users may need to be aware of, such as downtime due to maintenance/upgrade and information about when timetables for next academic year will be released.

Click the 'LOG IN' button on the landing page or under the Profile drop down in the top right, and enter your usual University user name and password when prompted to log into Publish.

Your Publish timetable

When you first log in to Publish you are taken to your My Timetable page. This defaults to the current week (with today highlighted) or current day view (Publish is mobile device compatible so will adjust accordingly depending on the device you use to access it).

Desktop week view:

EX MANCHESTER University of Manchester The University of Manchester Timetables							
Timetables	MY TIMET	MYTIMETABLE 😨 Days + Time + Multiple weeks 🌗 Subscene 🐯					
은 Profile	TODAY < > December 12 - 16, 2022 * WEEK 13 * 🔕				DAY WEEK MONTH AGENDA III LEGEND		
Help + Contact us		Mon 12	Tue 13	Wed 14	Thu 15		Fri 16
😵 Europe/London (+00:00)	08:00						
	09:00		© 09:00-10:00 MATH11221/WSP/01 ♥ Alan Turing_MAGIC Room 1.213				
	10:00		© 10:00-11:00 MATH11221/WSP/02 ♥ Oddfellows Hall_G.010				
	11:00		© 11:00-12:00 MATH11221/WSP/03 ♥ Engineering A_2A.012 M&T				
	12:00						
	13:00						
	14:00				© 14:00-15:00 MATH11121/SUP/34 ♥ Williamson_4.04		
	15:00	© 15:00-17:00 MATH11121/LEC1/01 ♥ Crawford House_TH 2	© 15:00-17:00 MATH11121/LEC1 ♥ Engineering A_2A.040 Lecture Theatre A		© 15:00-16:00 MATH11121/SUP/41 ♥ Sam Alex_A213		
	16:00						
	17:00						

Mobile day view:

=	MANCHESTER 1824 The University of Manchester Timetables	L -
>	MY TIMETABLE C	긆는
	< > December 2022 •	:
	Tue 13	
8		
9	© 09:00-10:00 MATH11221/WSP/01 Mathematical Problem Solving © Alan Turing MAGIC Room 1.213	
10	© 10:00-11:00 MATH11221/WSP/02 Mathematical Problem Solving © Oddfellows Hall G.010	
11	© 11:00-12:00 MATH11221/WSP/03 Mathematical Problem Solving © Engineerine A 2A.012 M&T	
12		
13		
14		
15	© 15:00-17:00	

You can click on an activity to open the activity pane which provides more information, which may include the staff member teaching it, any special notes your School have added and other details such as a Google map link and directions to the location of the activity.

Changing the View

In the Desktop view you can change the view to see Day, Week, Month or Agenda view using the buttons in the top right:

DAY WEEK MONTH AGENDA	DAY	WEEK	MONTH	AGENDA
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Clicking 'Agenda' changes your view from a grid view to a list view of events.

You can use the drop down next to the week date range to select a specific date or week you want to view:

December 19 - 23, 2022 🔹 WEEK 14 💌							
December 2022 ^ V							
Mo	Tu	We	Th	Fr	Sa	Su	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Or you can use the Arrow keys to scroll through days and weeks accordingly, while clicking on the 'Today' button returns you to the day/week:



Publish timetables default to show Monday to Friday, 8am-9pm for a particular week, however, you can change what you see by using the filters for 'Days' and 'Time', or the 'Multiple Week' toggle.

The options are similar in the Mobile view, though they might be shortened or hidden behind other options depending on the size of your screen.

Subscribe to your Calendar

You can subscribe to your Publish timetable in whatever local calendar app you use – for example Outlook, Google, Apple, etc.

To do this simply click on the 'Subscribe' button in the top right-hand corner (on mobile devices this is hidden behind one of the options):



and follow the on-screen instructions:

SUBSCRIBE	×					
Subscribe to your calendar						
You can subscribe to your calendar using any app that accepts the iCal format. Your app will receive calendar updates. Below, click your app's icon.						
单 🧲 樰 🚺 🌔	Y!					
Apple Google (online) Outlook Outlook (online) Office365 (online) Yah	oo (online)					
My calendar app is not in the list						
Try the "Subscribe" button below. Your browser will attempt to use your default app to subscribe to the calendar $% \left({{\left[{{{\rm{T}}_{\rm{T}}} \right]}_{\rm{T}}} \right)$	calendar					
SUBSCRIBE						
Manual subscription						
If you want to subscribe to your calendar manually, most calendar apps enable you to subscribe using a URL. Copy the URL below and follow your calendar app's subscription instructions.						
	1					
СОРҮ						

Note this adds your Publish timetable as an additional calendar alongside your existing calendar.

While a user's Publish timetable updates in real time with changes made in the timetabling system, the calendar subscription is dependent on the individual calendar app settings which in some instances can take up to 24 hours.

Further timetable help

Users will only see a complete timetable once they have been fully allocated to activities by their School/Faculty.

Students will only see a timetable once they have completed registration and enrolled on their course units.

If you have any issues or queries about your timetable you should speak to your School/Faculty office in the first instance.

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