



MyManchester Timetable User Guide for Students

Getting the most out of your personalised timetable

Accessing the Timetable for the first time

When you log into MyManchester, the Timetable portlet is automatically displayed at the top of the page.

Using the grid view

When you use the Timetable portlet, you will see a grid view of your current week's timetable:

Week No. ◀ 1 ▶ 2016_17 (Mon Sep 26 2016 - Sun Oct 02 2016)

	Mon	Tue	Wed	Thu	Fri
0900					
1000	COMP38411 Kilburn_IT407 LECTURE Wks: 1-5, 7-12			COMP38120 Kilburn_Collab (1+2) WORKSHOP Wks: 1-2, 4-5, 7-10	
1100					
1200					
1300				COMP36111 Kilburn_TH 1.5 LECTURE Wks: 1-5, 7-12	
1400	COMP34120 Kilburn_2.19 LECTURE				COMP34120 Kilburn_2.19 LECTURE
1500					
1600					
1700					

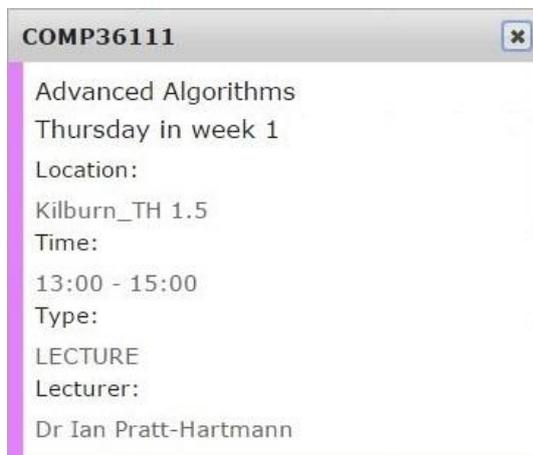
This defaults to show you your timetable for the current week.

You can change the week being displayed in the grid by clicking on the arrows next to the week number.

An individual entry in the grid shows the unit code, location, type of teaching and which weeks of the year that class runs.



Click on an individual entry to get more information about a particular class (e.g. title of the unit, lecturer name)



Changing the grid view

You can also view your personalised timetable for either “Semester 1”, “Semester 2” or “All Year” by clicking on the relevant button at the bottom of the grid. Clicking the “Current Week” button returns your timetable view to that for the current week.



Please note that these buttons refer to the current academic year only, and will only change over to the following academic year in Welcome Week.

Additional Features – Printing

At the top right hand corner of the Timetabling portlet there is a printer icon. Depending on whether you’re viewing a week, Semester or Year, this will provide you with a version of the information in the grid on the screen which is suitable for printing.

Additionally, you can print a whole year personalised timetable over two pages (a page for each semester) by selecting the “Download Timetable” link at the bottom of the Timetabling portlet.

Additional Features – iCal feed

If you use a diary/calendar system on any device which supports the ical format (e.g. many mobile phone calendar apps support ical), you can add your personalised timetable to it.

To access this hover your mouse pointer over the Timetable portlet and in the top right corner an “Options” button will appear. Click on the button to reveal a drop down menu, and then select “Edit” from the list of options. You will be taken to another screen where you can find the address of your personalised timetable by clicking the “ICAL” link.

You should refer to the instructions for the calendar system on your device on how to make use of the ical feed in that particular system. Note that you should ensure it is refreshed regularly in case parts of your timetable have been changed. Note also that not all calendar systems can read all ical formats.

Additional Features – Colour coding your timetable view

Hover your mouse pointer over the Timetable portlet and in the top right corner an “Options” button will appear. Click on the button to reveal a drop down menu, and then select “Edit” from the list of options. You will be taken to another screen where can change the colour coding in your personalised timetable.

In the Colour Chooser, select the block next to the unit name to be changed and pick the colour you want to use to represent that unit on your timetable.

Additional Features – List view

If you prefer to view your timetable as a list of classes, rather than in a grid, click on the “List” icon near the top right hand side of the Timetable portlet.



To swap back to the grid view of your timetable click on the grid icon.



Queries about your personalised timetable?

For queries about the status of the information in your personalised timetable please contact your School office in the first instance. Your School are responsible for the information that is displayed in the timetables.

If you are experiencing problems logging into MyManchester or with the Timetabling portlet not displaying please contact the [IT Support Centre](#).