

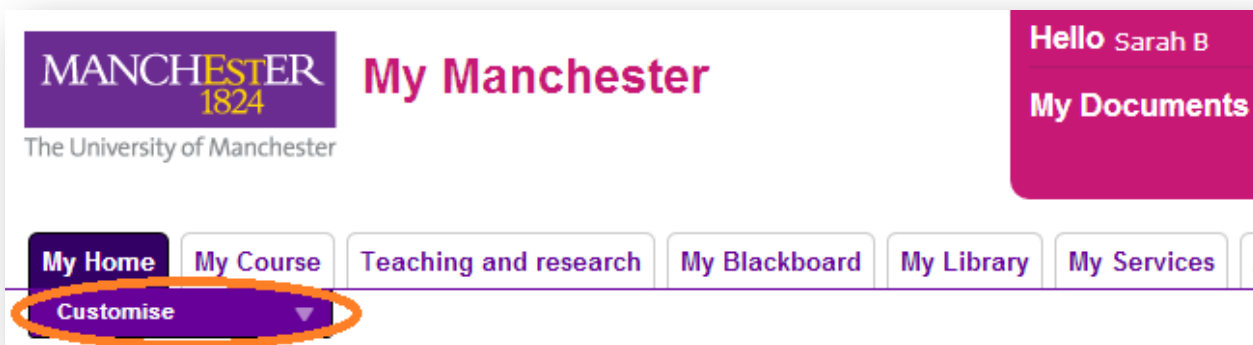
How to use your Timetable

The University of Manchester uses an electronic timetabling system so students can quickly check their weekly schedule, and keep up to date with any room changes or cancelled sessions. This guide will show you how to access, read and customise your timetable.

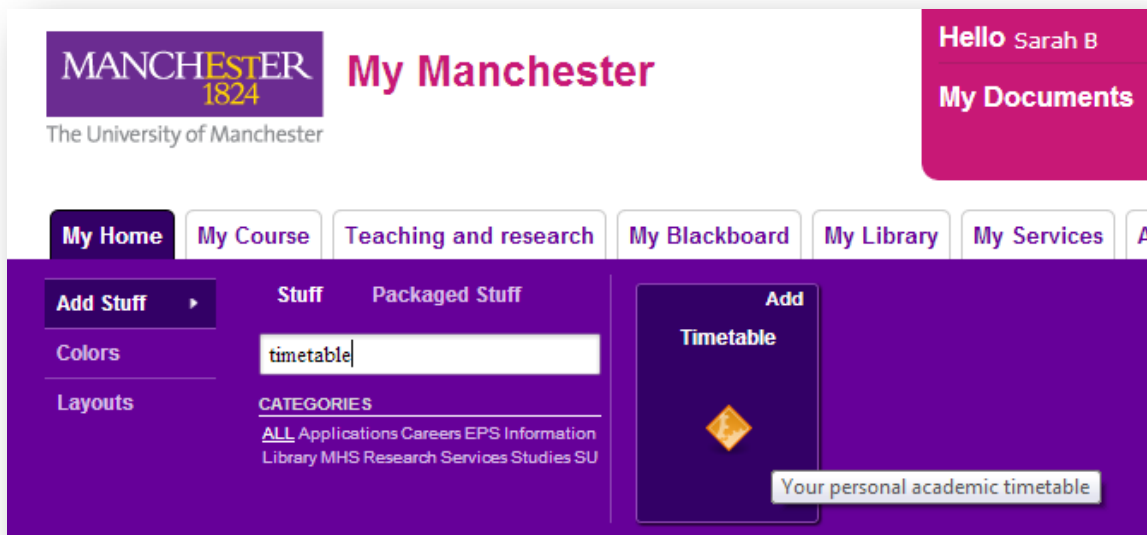
1: Getting Started:

The first time you want to access your personalised timetable, you will need to decide where in My Manchester you would like your timetable to be displayed.

First, log in to My Manchester. From the tabs which run across the top of the homepage, choose which one you would like to add your timetable to. 'My Course' is a good choice. Choose the "Customise" menu and then "Add Stuff".



In the "Stuff" window, type Timetable into the search box and once the "Timetable" block appears you can either "Add" it from the button on the top right corner, or drag it into the window. You have now added your timetable to your homepage and will be able to view it the next time you log in by clicking on the tab you've added it to.



2: Viewing your timetable

Your timetable will be displayed on your My Manchester page like this:

This displays the teaching week.

Use the purple arrows to browse past and future timetable weeks.

The time of the lecture/seimar/tutorial is displayed here.

The screenshot shows the My Manchester website's navigation bar with links: My Home, My Course, Teaching and research, My Blackboard, My Library, My Services, About me, My Campus Life, My Future, and My Union. Below the navigation bar is a 'Timetable' section with a 'Timetable for' dropdown menu and a 'Search' button. The current week is 'Week No. 22 2013_14 (Mon Feb 17 2014 - Sun Feb 23 2014)'. The timetable grid shows days of the week (Mon, Tue, Wed, Thu, Fri) and time slots (0900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700). Lessons are displayed in colored boxes: AHVS20112 (Nansfield Cooper_0.20 LECTURE, Wks: 19-28, 32-33) on Tue 1100-1200; AHVS20202 (Roscoe_4.3 LECTURE, Wks: 19-28, 32-33) on Mon 1500-1600; AHVS20202 (Roscoe_3.2 LECTURE, Wks: 19-28, 32-33) on Tue 1500-1600; AHVS20112 (Nansfield Cooper_2.02 SEMINAR, Wks: 22, 24, 26, 28) on Fri 1000-1100; and AHVS20382 (Nansfield Cooper_2.02 LECTURE, Wks: 19-28, 32-33) on Fri 1400-1500. At the bottom, there are buttons for 'Semester 2', 'Semester 1', 'All Year', and 'Current Week', along with a 'PDF' icon.

Timetable

Timetable for Search

Week No. 22 2013_14 (Mon Feb 17 2014 - Sun Feb 23 2014)

	0900	1000	1100	1200	1300	1400	1500	1600	1700
Mon							AHVS20202 Roscoe_4.3 LECTURE Wks: 19-28, 32-33		
Tue			AHVS20112 Nansfield Cooper_0.20 LECTURE Wks: 19-28, 32-33				AHVS20202 Roscoe_3.2 LECTURE Wks: 19-28, 32-33		
Wed									
Thu									
Fri			AHVS20112 Nansfield Cooper_2.02 SEMINAR Wks: 22, 24, 26, 28			AHVS20382 Nansfield Cooper_2.02 LECTURE Wks: 19-28, 32-33			

Semester 2 Semester 1 All Year Current Week

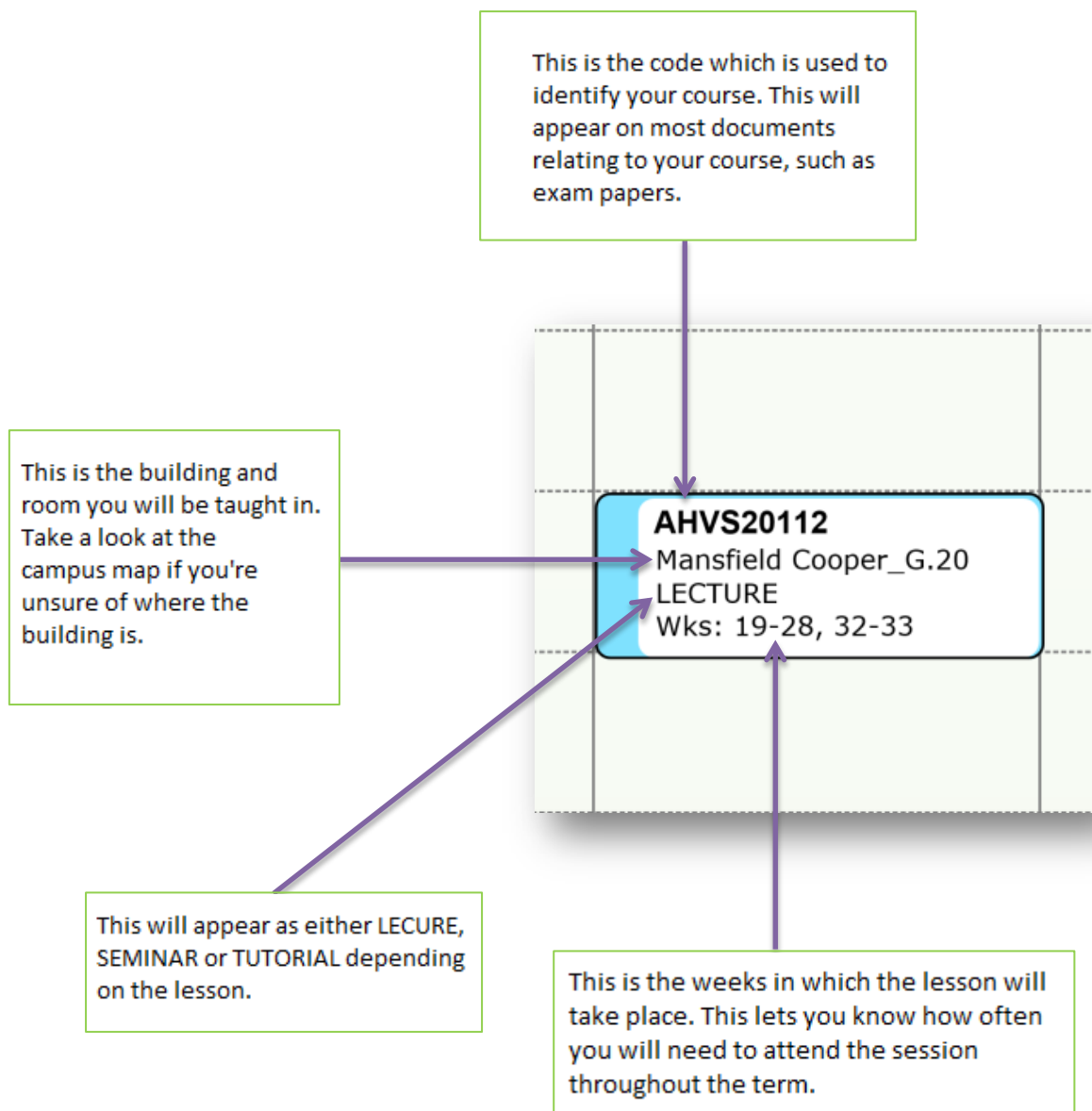
PDF

Days of the week are displayed here.

Your lessons will be displayed in these boxes. Their positioning on the timetable corresponds with the day and time of teaching.

3. Understanding your timetable:

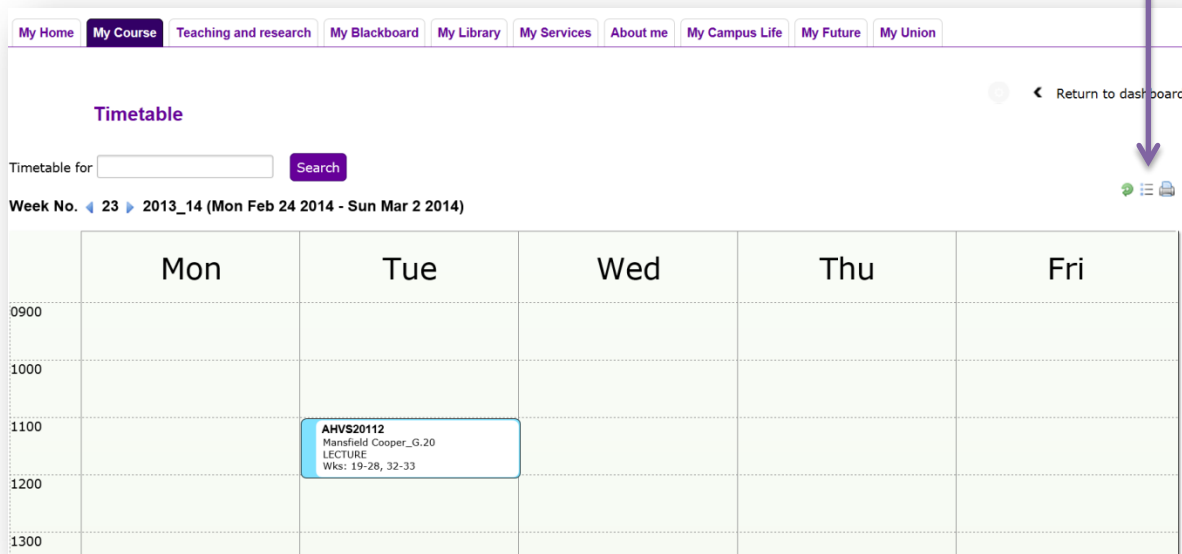
This section will explain what the entries on your timetable mean, and how to read the codes that appear on them.



4: Personalising your timetable:

This section explains how you can change the way your timetable appears on My Manchester. Once your timetable is active you can alter the display settings and see which suits you best.

Use this icon to change how the table is displayed, switch between 'grid' and 'list' view or print a copy of the timetable.



The screenshot shows the 'My Course' section of the My Manchester portal. The 'Timetable' tab is active. Below the navigation bar, there is a search bar and a 'Search' button. The current week is '2013_14 (Mon Feb 24 2014 - Sun Mar 2 2014)'. The timetable grid shows days of the week (Mon, Tue, Wed, Thu, Fri) and times (0900, 1000, 1100, 1200, 1300). A class entry is visible in the 1100 slot on Tuesday: 'AHVS20112 Mansfield Cooper_G.20 LECTURE Wks: 19-28, 32-33'. In the top right corner of the timetable grid, there are icons for switching between 'grid' and 'list' views and a print icon. A green box with an arrow points to these icons, with the text: 'Use this icon to change how the table is displayed, switch between 'grid' and 'list' view or print a copy of the timetable.'

	Mon	Tue	Wed	Thu	Fri
0900					
1000					
1100		AHVS20112 Mansfield Cooper_G.20 LECTURE Wks: 19-28, 32-33			
1200					
1300					

Things to remember:

- Don't worry if your personalised timetable is not ready to view as soon as you arrive at the University. It may take some time for SALC staff to determine which classes you will be assigned and this should get sorted within the first few weeks of term.
- Your timetable is interactive so any room changes will be displayed and you will be able to browse timetable entries over the coming weeks.