VIEWING YOUR PERSONALISED TIMETABLE (STUDENT)

All taught students can view their personalised timetable which, as a minimum, will display activities attended by all students on the course (whole-class; e.g. lectures). A number of Schools also provide group information on the timetable (e.g. tutorials). If you cannot see your group allocation on the timetable, please contact your School in the first instance to check whether they offer this option on the timetable.

Personalised Student Timetables can be accessed via the Timetabling channel on MyEd. You can access it through the dashboard on the left, via the tab ‘Studies’ or add Timetabling channel to your Home page via Customise.

Click on ‘Web Timetables’ button on the channel to access a range of Web Timetables services.

- Choose "Course Timetable Browser" to browse multiple course timetables for clash checking
- Choose "Web Timetables" to access course, room and personal timetable information
- Choose "Book Study Space" to make ad-hoc bookings for study space
- Choose "Student Society Bookings" for all Student Society related activity

Click here to access MyTimetable services
Next, choose ‘My Timetable – Student’ from the left side menu. After that, please specify details of the timetable you want to view, such as semester, days and time range.

[Diagram showing a web timetable interface]

To access personalised staff timetable, please choose ‘My Timetable – Student’ from the left side menu.

Clicking “View Timetable” will return the grid view (below) or a list view, if you specify it through the menu.

After clicking View Timetable, you will be presented with a timetable as per your specifications, showing you scheduled activities, times and locations.

[Table showing a sample timetable]

Howlett, James (sXXXXXX)  

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:50</td>
<td>International Business: Globalisation &amp; Trade (BUST08000)</td>
<td>11:10-11:50</td>
<td>Business Economics (Int)</td>
</tr>
<tr>
<td>9:00-10:00</td>
<td>Tutorial &amp; Lab</td>
<td>12:10-12:50</td>
<td>Lecture</td>
</tr>
<tr>
<td>10:00-10:50</td>
<td></td>
<td>13:10-13:50</td>
<td>Lecture</td>
</tr>
<tr>
<td>10:00-11:00</td>
<td></td>
<td>14:00-14:40</td>
<td>Organizational Analysis (Int)</td>
</tr>
<tr>
<td>11:00-11:50</td>
<td></td>
<td>15:00-15:40</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

Week: Sem1 wk1-Sem1 wk10 (19 Sep 2016-4 Dec 2016)
Support

- If you are having difficulty accessing the T@Ed Portal, you should contact: IS.Helpline@ed.ac.uk  Tel: 0131 651 5151
- If your timetable is missing activities, you should contact: timetabling@ed.ac.uk
- General timetable information for students can be accessed via: http://www.ed.ac.uk/student-administration/timetabling