



# Using the Course Timetable Browser

## Student Guide

### What is the Course Timetable Browser?

The course timetable browser is a tool used to display provisional course events, such as lectures and tutorials, in order to give students an insight into what their timetable may look like and aid in the course choice selection process. It displays whole class events such as lectures, as well as displaying group options, such as tutorial groups, to enable students to see all alternative grouping options throughout the course.

### Why Should you use the Course Timetable Browser?

The Course timetable browser can help aid your course selection process while also preventing many of the issues that arise throughout this process. By using the Course Timetable Browser within the initial Course Selection Process, this can ensure clashes are caught early which can help prevent issues in regards to course choice selection. If students identify these clashes prior to semester, this can allow for a wider range of alternative course options as often when students change course at the beginning of semester, courses can be full and therefore unavailable to students' swapping courses. Alternatively, once the semester has started, Course Timetable Browser can be used to ensure that when swapping courses, the new course chosen will not clash with existing courses taken by the student. In regards to changing course groups, such as tutorial groupings, Course Timetable Browser can allow you to see all alternative grouping options within that course. This can enable students to change off clashing or unsuitable course groupings as well as browse more suitable options.

### Who can use the Course Timetable Browser?

The Course Timetable Browser is available to students as well as staff to help in the course choice selection process. Students can access this tool individually, or alternatively staff such as Student Advisors may direct students to this tool, or use this tool when working with students to help solve timetabling issues or concerns.

## When can I use the Course Timetable Browser?

The Course Timetable Browser can be used at any time throughout the year. It is available to gain insight into future course timetables prior to receiving your individualised timetable at the beginning of the academic year (Course Timetable Browser for the next academic year will begin late summertime yet well in advance to beginning of semester, usually late July or August). Additionally, it can be used when changing course or grouping once the semester has begun to ensure changes are possible alongside your existing timetable.

## Where can I find the Course Timetable Browser?

The Course Timetable Browser tool can be located within MyEd under the studies column. Following this, a drop-down menu will appear where you can select Course Options underneath the My Courses section. From this, you will be taken to the Course options page containing Path as well as the Course Timetable Browser.

# Navigating through the Course Timetable Browser

## Finding & Adding Courses to the Course Timetable Browser:

Once on the Course timetable Browser, you will be given the opportunity to select the courses you wish to view within the browser. This can be filtered down by school, subject area, credit level, year normally taken, semester, course level as well as eligibility for visiting students. This can narrow your search down to help you find desired courses easier. Alternatively, you can use the search bar to look for specific courses searching by using course title, key words or course codes. Within this, the reset button can be used to reset any current filters applied to your search.

School:  ▾

Subject area:  ▾

Credit level:  ▾

Normally taken in:  ▾

Delivered in:  ▾

Course level:

All

Undergraduate

Postgraduate

Visiting student courses:

Yes

No

[Scroll to selected courses](#)

Numerous  
Search Filters

Search bar to  
search by course  
title or code

Once you have found a desired course, use the plus symbol to add it to your selected courses.

**Applications of Human Resource Management**  
BUST10129, SEM1  
20 credits, level 10

+

← Plus symbol  
to add course

Repeat this for any other desired courses, until they are all displayed within your selected courses section. If you have a wide range of course options displayed, you can click “Scroll to selected courses” to bypass these and take you directly to your selected courses. Within the selected courses section there are many different options as seen below.

Selected courses

The screenshot displays the 'Selected courses' section of a Course Timetable Browser. At the top right, there is a 'Clear' button (C). Below it, a dropdown menu (A) is set to 'Semester 1 / Semester 2 combined', and a 'View timetable' button (B) is visible. A list of six selected courses is shown, each with a minus sign (D) for removal:

- Applications of Human Resource Management**  
BUST10129, SEM1  
20 credits, level 10
- Crisis Management for Organisations**  
BUST10162, SEM2  
20 credits, level 10
- International Marketing**  
BUST10067, SEM2  
20 credits, level 10
- Marketing & Climate Change**  
BUST10160, SEM1  
20 credits, level 10
- Strategic Management**  
CMSE10002, SEM1  
20 credits, level 10
- Business Research Methods II: Applications and Analysis**  
CMSE10003, SEM2  
20 credits, level 10

At the bottom of the interface, there is a 'Help' button (E).

See below for A, B, C, D & E.

**A:** Choose a desired time period of which you want shown within the timetable. See the timetable for the complete academic year, a single semester, the current or upcoming week, or a custom time frame.

**B:** Click this button to view your provisional timetable with the current selected courses. Use this button to progress onto the next stage within the Course Timetable Browser.

**C:** Remove all courses from the selected courses range.

**D:** Remove a singular course from the selected courses range.

**E:** Click this button to receive further guidance and help. This can be guidance within navigating Course Timetable Browser as well as resolving any individual concerns or issues.

Once you have selected all desired courses, click the view timetable button (B on the diagram above) to progress to a provisional timetable.

## Viewing a Provisional Timetable within Course Timetable Browser:

The provisional timetable will now show you all events within each of the courses, whether they be full class events or optional individual grouping events. Full class events are mandatory meaning that there are no alternative time slots for this event within this course. This suggests that if there is a clash with other courses mandatory events, you should not take both courses. In regards to optional grouping however, this can show you all the different potential group timings for you to choose from. This is particularly helpful when changing tutorial grouping as this gives you the option to view all alternative time slots to see which would work best with your personalised timetable (assuming the individual grouping isn't already fully attended).

Below is an example of a full class event.

10:00	11:10	12:10	13:10
	<b>Business Research Methods II: Applications and An...</b> <b>LECTURE</b> <b>BUSINESS RESEARCH METHODS II: APPLICATIONS AND ANALYSIS - LECTURE &lt;26-29, 32, 34-35&gt;</b> Sem2 Week 1 - Sem2 Week 4, Sem2 Week 6, Sem2 Week 8 - Sem2 Week 9 GALT_ Gordon Aikman Lecture Theatre, Gordon Aikman Lecture Theatre, Central SEM 1 1 2 3 4 5 6 7 8 9 10 11 SEM 2 1 2 3 4 5 FLW 6 7 8 9 10 11		

See below for A, B, C, D, E & F.

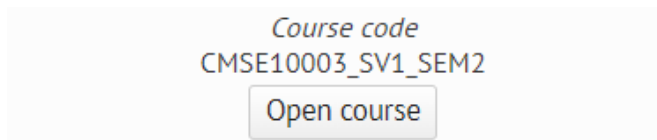
**A:** These selections show which weeks this event takes place throughout both semesters. As this is a semester 2 course, you can see none of the semester 1 weeks are highlighted. Flexible learning week occurs within this semester and is represented by FLW box. Darker highlighted boxes show the weeks this event takes place and none highlighted boxes suggest this exact event doesn't take place. If the event takes place in a different location, it may be represented as a different event by a separate event box.

**B:** Location at which the event will take place, As said above, if the event location changes, it will be represented by a separate event box. This may explain why it appears you have numerous event clashes at first, yet the events take place on separate weeks, refer to A to see which weeks these events take place.

**C:** Course Title and type of event.

**D:** Semester and weeks the event takes place on. Similar information highlighted on A, yet displayed in text format instead of a visual display. Can show individual weeks the event takes place on as well as longer stretches of weeks (i.e., may show a duration of 4 weeks or alternatively a single week the event takes place on).

**E:** Arrow which opens a drop-down menu containing the course code for that specific event as well as an open course button. The drop-down menu can be seen below:



The open course button contains a link to open the DRPS (degree regulations and programmes of study) page for that specific course within a new tab. This can give you any extra information or details not available on path or elsewhere about the chosen course. Within the 2023/2024 version of Course Timetable Browser, this arrow is automatically closed and must be clicked to open for further information. Within the 2024/2025 version, this arrow should be automatically opened displaying extra course information and can be closed with the use of the arrow.

**F:** Above the Timetable, there is a bar with different time slots to suggest what time the event starts and ends.

In regards to optional events such as tutorials, these may appear as seen below:



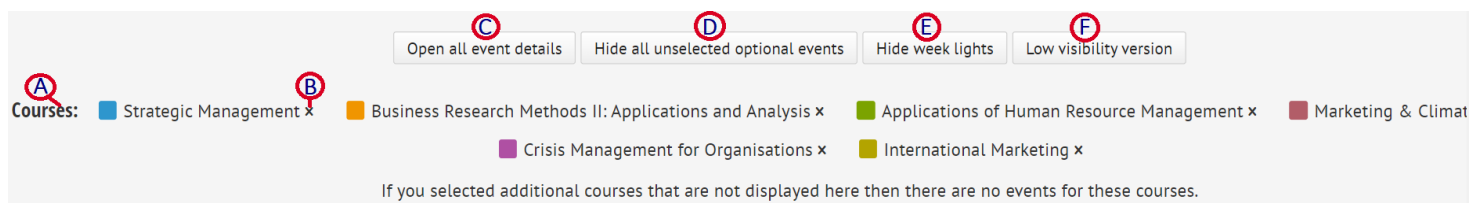
Each letter suggests a course and the number following the letter suggests the grouping. For example, for C1, the course Strategic Management is represented by the letter C and 1 suggests this is the tutorial group one. The same can be seen in Business Research Methods, with the course being represented by the letter B and tutorial groups 6 and 7 can be seen above. Each tutorial grouping is represented by an option as seen above and individuals should choose one of the options per letter (i.e., individuals cannot attend both B6 and B7). In order to view a accurate provisional timetable, you should choose one option from each of the letters.

Each option can be selected and upon clicking further event information will appear. Once expanded the event will appear as seen below:



Optional events differ slightly in appearance in that they feature diagonal lines across the event box as well as containing curved edges in comparison to the pointed edges seen within mandatory events. All of the features seen within optional event boxes also appear within the mandatory boxes and therefore refer to page 5 for further guidance.

At the end of the page when viewing the provisional timetable, there are additional options to edit the presentation or contents of the timetable.



See below for A, B, C, D, E & F.

**A:** Displays all courses currently chosen within the Course Timetable Browser.

**B:** Click to remove a course from the Timetable Browser whilst viewing the provisional timetable.


**C:** Opens all drop down menus within each event, displaying the course code and DRPS link for each mandatory full class event.

**D:** Once having chosen your selected optional event groupings, this will hide all alternative ones and only display the chosen grouping. This can allow the Course Timetable Browser to appear more similarly to a personalised timetable only showing the events you would need to attend.

**E:** This hides the previously mentioned visual displays within events which show the weeks in which the event occurs. The weeks will still be displayed in text however within the events.



**F:** Colour will be removed from the timetable displayed to help improve accessibility.

At the bottom of the page below what has been shown previously, is a further breakdown of navigation options as seen below.

 Events are coloured by the course they belong to. Full class events appear with a solid colour.

 Optional events that can be chosen between are labelled OPT and have a diagonal stripe.

**A2** These optional events are labelled with options e.g. A1-A4: this means you must pick one of the four A options: either the A1, A2, A3 or A4 event(s). You must do this for each of the group: **A✓, B✓, C✗**. Hovering over an optional event will highlight all other choice events.

 If it looks like two events clash, be sure to check the weeks they are running: these are written next to the  icon and displayed in the week lights at the bottom of the event.

For more information, see [help](#).

Within this section, optional events will also be shown. Once you have chosen one of the optional events, the letter of that course will become highlighted and display a check mark as seen above by course letters A and B. Yet if no option has been selected for a course letter, then it will remain grey and an X mark will appear beside as seen by C above. It is important that each letter is highlighted green as this will ensure the provisional timetable is possible and no clashes will occur.

This is the end of the guidance for navigating through the Course Timetable Browser yet if you seek further guidance when using the tool, this can be found using the help button at the bottom of the website (see details on page 4)

## FAQ: Frequently Asked Questions

**Q:** Some of my courses aren't showing up within the Course Timetable Browser?

**A:** For a new academic year, the course catalogue will be updated by the end of July. As course options are constantly changing with new courses being added each year, if a certain course isn't showing up on the Course Timetable Browser, it is possible the course wasn't available in the previous academic year. For example, for the academic year 2024/2025, the updated Course Timetable Browser should be available August 2024. If a course isn't showing up after the switch over to the new academic year, please contact [timetabling@ed.ac.uk](mailto:timetabling@ed.ac.uk).

**Q:** Is it possible to view Timetables for previous or future years within the Course Timetable Browser?



**A:** Unfortunately, the Course Timetable Browser only displays courses for the current academic year. To check which academic year Course Timetable Browser is currently on, check at the top centre of the page under the title Course Timetable Browser.

**Q:** I have full class events which are not mandatory and grouping events that are not optional, but Course Timetable Booker says the opposite?

**A:** The use of the terms “Mandatory” and “Optional” within Course Timetable Booker are not in regards to attendance but rather in relation to the number of that event. The term mandatory suggests that the content within that event will not be repeated whereas optional refers to events that are repeated with different groups within a course. For example, although attendance is not mandatory at lectures, most lectures only occur once and aren’t repeated for different groups of students within the same course and therefore it is mandatory to attend that event as the content within that lecture will not be repeated. Tutorials on the other hand have numerous groups and therefore are optional in regards to a student can attend one of the options (or change tutorial group if it clashes with another course) meaning that even if attendance is mandatory, that exact event is not and students may change to an alternative grouping/tutorial.

**Q:** If I select an alternative Course or Grouping within the Course Timetable Browser, will my timetable be automatically updated?

**A:** No, the Course Timetable Browser is a tool available to view alternative courses or groupings yet to change course or grouping, you must contact your student advisor. The Course Timetable Browser is a tool to help your decision making but no course choices or changes are made within this application.

If you have any further questions or issues regarding Course Timetable Browser, please refer back to the help guide (details on page 4) or contact [timetabling@ed.ac.uk](mailto:timetabling@ed.ac.uk)