



THE UNIVERSITY *of* EDINBURGH

How to use your personalised timetable



Welcome



WELCOME
TO
GRANTLEY GREEN



- HOW is your personalised timetable created?
- HOW do you choose optional courses?
- WHEN will the timetable be available on your phone or in the Web Timetables?
- WHERE can you view it?
- WHAT does it show?
- HOW do you request a change to group activities?



Welcome



Welcome

HOW is your personalised timetable created?

Your personalised teaching timetable is created in collaboration between the Schools and the Timetabling Unit. Preparation of the Teaching Timetable starts in January with the data collection process. This is followed by data creation on the central timetabling system and the allocation of all teaching activities to rooms across the campus. The final stage of this process is student allocation.

The Timetable Data team start the allocation of students to their teaching activities as soon as students' data become available in central timetabling system, i.e. in the last week of July.



Welcome

HOW do you choose optional courses?

There are two helpful tools to support you make your decisions. Those web applications are:

- Course Timetable Browser (CTB) shows you several possible timetables and acts as an aid to plan courses. It lets you explore how your courses will fit into your timetable and what each day will look like for you. It can be accessed through your MyEd or <https://browser.ted.is.ed.ac.uk>
- Path is an additional tool that allows you to consider your whole degree pathway before your programme starts. You can review your compulsory courses and understand your co-requisite and pre-requisite courses to see how your outside course choices fit in. To access go online: <https://path.is.ed.ac.uk/>

Please note: these tools only assist you in considering your options and do not confirm any course enrolment. The Timetabling Team allocate students to their classes once courses have been chosen we are not able to offer advice.

Your final optional course choices will be confirmed after discussion with your Personal Tutor (PT)/supervisor.



Welcome

WHAT does it show?

The University is committed to delivering '*whole-class*' timetable information (activities that all enrolled students attend together, e.g. lectures), and '*group*' timetable information (e.g. tutorials, labs).

Your personalised timetable shows your teaching activity title, date, time and location. Your Schools may choose to provide your personalised timetable information via other channels, such as Learn or in the Course handbook. If the information shown via other communication channels does not match your '*Timetable on MyPhone*', please note that your personalised timetable displays current live timetable information which may have superseded course handbook or Learn information since they were published or uploaded.

In case of any doubts please contact your School for confirmation of the timetable.



Welcome

WHEN will your timetable be available on your phone or in the Web Timetables?

‘Whole-class’ teaching events for your mandatory courses start to be populated in the beginning of August. Allocation to group activities takes place during the second half of September. After you have been enrolled by your School on your optional courses you will be allocated by the central timetabling team to these courses – whole-class and group activities and their details will be also be fed to Office365 and Web Timetables.

‘Web Timetables – My Timetable’ should present all the teaching activities you’ve been allocated to in real time, at the point of allocation.

Office365 calendar will start showing your teaching activities from beginning of August. Due to volume of activities that will be populated in a scheduled phases.



Welcome

WHEN will the timetable be available on your phone or in the Web Timetables?

When you can view your personalised timetable?*

| My class is taking place in: | I can check it in O365: | I can check it in 'WebTimetables - My Timetable' |
|------------------------------|----------------------------------|---|
| July | July before the activity | At the moment of allocation to the teaching activity. Student allocation take place from late July. Teaching events appear in Web Timetables within an hour from the allocation. |
| August | Min 1 week prior to the activity | |
| September | by end Aug | |
| October | by end Sep | |
| November | by end Sep | |
| December | by mid Oct | |
| January | from mid Oct | |
| February | from mid Oct | |
| March | from mid Oct | |
| April | from mid Oct | |

*the table applies to 'whole class' teaching activities and dates are estimated depending on load within 365.

If nothing is showing on your personalised timetable, please check with your Personal Tutor or Student Support Officer that your course enrolments have been processed. Once you are enrolled on a course, your timetable will be updated in a central timetabling system within 24h.



Welcome

Office 365 (Timetable on my Phone)

The screenshot shows the Outlook mobile application interface. At the top, there is a navigation bar with the University of Edinburgh logo, the word 'Outlook', and a search bar. Below this is a secondary bar with 'New event', 'Today', and a calendar icon for 'October 2019'. The main area is a calendar grid for October 2019. The grid shows days from 30 Sep to 31 Oct. Events are listed as follows:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------------------|----------------------------------|-----------------|-------------------------|-----------------|----------|--------|
| 30 Sep | 1 Oct | 2 | 3 | 4 | 5 | 6 |
| 11:00 Lecture / ... | 12:00 Lecture L 14:00 Worksho | 10:00 Lecture / | 10:00 Tutorial / ... | 12:00 Lecture L | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 11:00 Lecture / ... | 12:00 Lecture L 14:00 Worksho | 10:00 Lecture / | 10:00 Tutorial / ... | 12:00 Lecture L | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 11:00 Lecture / ... | 12:00 Lecture L 14:00 Worksho | 10:00 Lecture / | 10:00 Tutorial / ... | 12:00 Lecture L | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | | | |
| 28 | 29 | 30 | 31 | 1 Nov | 2 | 3 |

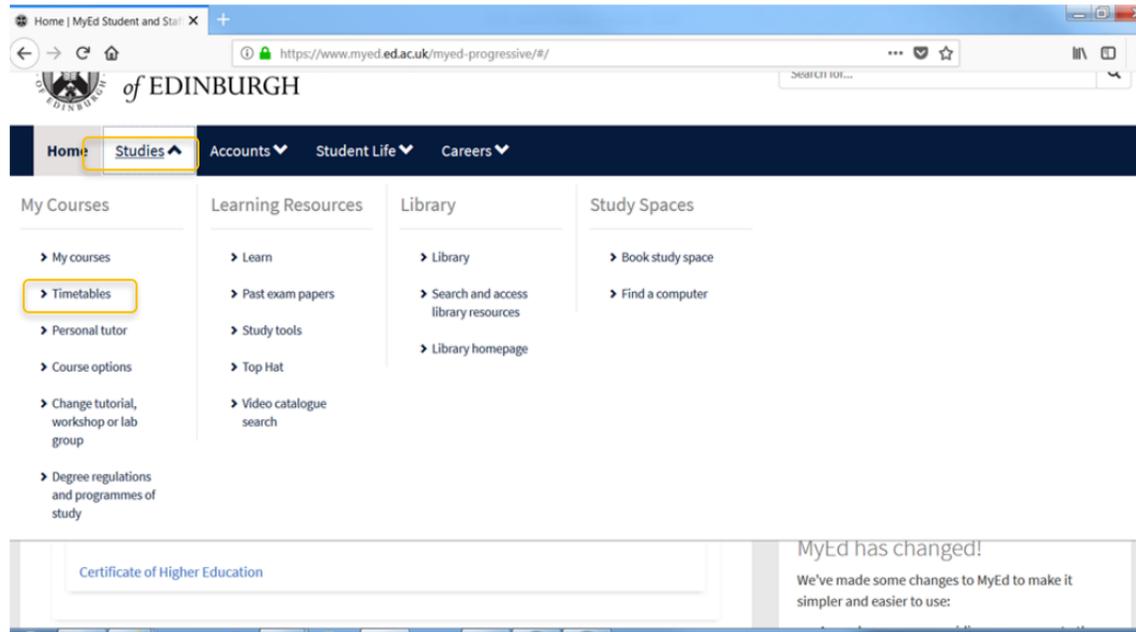
On the right side, a detailed view for 'Tue, 1 Oct' is shown, listing two events:

- 12:00 Lecture Linear Algebra and S (1 hour, Lecture Theatre A, JCMB)
- 14:00 Workshop Linear Algebra an (2 hrs, 1501, JCMB)



Welcome

WHERE can you view it?





Welcome

Web Timetable

Web Timetables - 2.0.31

https://www.ted.is.ed.ac.uk/UOE1920_SWS/

The University of Edinburgh

Web Timetables

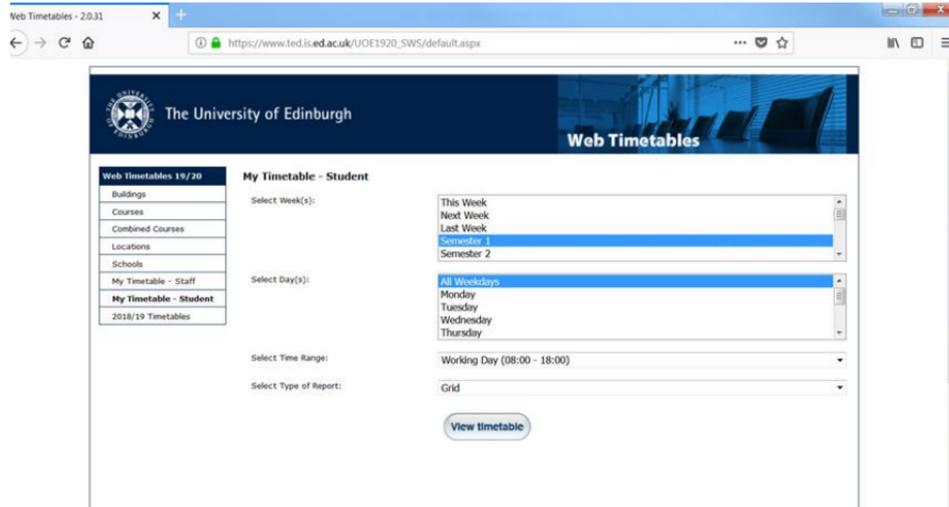
| Web Timetables 19/20 | Information |
|------------------------|---|
| Buildings | <p>Welcome to the Shared Academic Timetabling Web Timetables.</p> <p>This tool allows you to browse the 2019/20 Timetable. The 2019/20 timetable runs from Monday 22nd July 2019 up to and including Sunday 19th July 2020.</p> |
| Courses | |
| Combined Courses | |
| Locations | |
| Schools | |
| My Timetable - Staff | <p>Please be aware that room and course details are subject to change, so we recommend that you check back here for the latest information.</p> |
| My Timetable - Student | |
| 2018/19 Timetables | <p>Thanks, The Timetabling Unit</p> |

TED
Timetabling at Edinburgh



Welcome

Web Timetable





Welcome

Web Timetable

| | 8:00 | 8:30 | 9:00 | 9:30 | 10:00 | 10:30 | 11:00 | 11:30 | 12:00 | 12:30 | 13:00 | 13:30 | 14:00 | 14:30 | 15:00 | 15:30 | 16:00 | 16:30 | 17:00 | 17:30 | |
|-----|------|------|------|------|--|-------------|--|-------|--|-------|-------|-------|---|---|-------|-------|-------|-------|-------|-------|--|
| Mon | | | | | | | Algebra and Calculus - 11:10 12:00 Lecture JMB 5326 Semi wk1-Semi wk11 | | Accountancy IA - Tutorial/01 Zi.Buccleuch 1.08 Semi wk2-Semi wk5, Semi wk7-Semi wk11 | | | | | Algebra and Calculus - Workshop JMB 2209 Semi wk2-Semi wk11 | | | | | | | |
| Tue | | | | | | | | | Linear Algebra and Several Variable Calculus/Algebra & Calculus - Lecture Lecture Theatre A Semi wk1-Semi wk11 | | | | Linear Algebra and Several Variable Calculus/Algebra & Calculus - Workshop/01 JMB 1501 Semi wk2-Semi wk11 | | | | | | | | |
| Wed | | | | | Accountancy IA - Lecture David Hume Jones Lecture Theatre A L13 Semi wk1-Semi wk11 | 10:00 10:50 | | | | | | | | | | | | | | | |
| Thu | | | | | Accountancy IA - Optional Helpdesk Appleton Jones Semi wk2-Semi wk5, Semi wk7-Semi wk11 | 10:00 10:50 | Algebra and Calculus - 11:10 12:00 Lecture JMB 4312 Semi wk1-Semi wk11 | | | | | | | Algebra and Calculus - Workshop JMB 2209 Semi wk1-Semi wk11 | | | | | | | |
| Fri | | | | | | | | | Linear Algebra and Several Variable Calculus/Algebra & Calculus - Lecture Lecture Theatre A Semi wk1-Semi wk11 | | | | | | | | | | | | |



Welcome

HOW do you request a change to group activities?

Timetabling service offer students the ability to intervene in their personalised timetable and re-schedule those group activities which conflict with each other or student's other commitments such as work or childcare. The [Group Change Request Form](#) should be used to request any amendments to your scheduled group activities (e.g. tutorials, workshops, labs).



Thank
you

If you have any further questions
after the session is over email
Timetabling@ed.ac.uk



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