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.

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Course options	> Top Hat		
 Change tutorial, workshop or lab group 			
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Personalised Student Timetables can be accessed via **Studies menu on MyEd.** Then select **Timetables** to access a range of Web Timetables 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.

The Univers	ity of Edinburgh		Web Timetables	1
Web Timetables 16/17	My Timetable - Student			
Buildings	Select Week(s):	Last Week		
Courses	Semester 1		<u>^</u>	
Combined Courses		Semester 1 and 2 combined		
Locations		Vac3 wk12 - w/c Mon 08 Au	g 2016	
Schools		he a real real real		
My Timetable - Staff	Select Day(s):	All Weekdays		
My Timetable - Student		Monday		
2017/18 Timetables		Wednesday Thursday		-
\	Select Time Range:	Working Day (08:00 - 18:00))	•
To access	Select Type of Report:	Grid		•
personalised student			Select Semester, Days and Time Range	
timetable, please		View timetable	to specify parameters of your	
choose 'My Timetable			timetable. Clicking "View Timetable"	
– Student' from the			will return the grid view (below) or a	
left side menu			list view, if you specify it through the	
left side menu			menu.	

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



Support

- If you are having difficulty accessing the T@Ed Portal, you should contact: <u>IS.Helpline@ed.ac.uk</u> 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: <u>http://www.ed.ac.uk/student-administration/timetabling</u>

