

## VIEWING YOUR PERSONALISED TIMETABLE (STAFF)

Staff Timetables can be accessed via the Timetabling channel on MyEd. You can access it through the dashboard on the left, via the tab 'Teaching' or by adding Timetabling channel to your Home page.

Click on '**Web Timetables**' button on the channel to access a range of Web Timetables services.

Timetabling ✕

- Choose "Course Timetable Browser" to browse multiple course timetables for clash checking
- Choose "Web Timetables" to access course, school, building and room timetables
- Choose "Web Room Booking" to make ad-hoc room booking request



Course Timetable Browser


Web Timetables


  

Web Room Booking (WRB)

Click here to access Timetabling services

Next, choose '**My Timetable – Staff**' 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 University of Edinburgh



Web Timetables 16/17	My Timetable - Staff	
Buildings	Select Week(s):	<div style="border: 1px solid #ccc; padding: 2px;">                     Last Week                      Semester 1                      Semester 1 and 2 combined  <b>Semester 2</b>                      Vac3 wk12 - w/c Mon 08 Aug 2016                 </div>
Courses	Select Day(s):	<div style="border: 1px solid #ccc; padding: 2px;">                     All Weekdays                      Monday                      Tuesday                      Wednesday                      Thursday                 </div>
Combined Courses	Select Time Range:	Working Day (08:00 - 18:00)
Locations	Select Type of Report:	Grid
Schools		<div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; background-color: #eee;">View timetable</div>
<b>My Timetable - Staff</b>		
My Timetable - Student		
2017/18 Timetables		

To access personalised staff timetable, please choose 'My Timetable – Staff' from the left side menu

Select Semester/Week(s), Days and Time Range to specify parameters of your timetable. 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.

**Professor X** Weeks: Sem2 wk5 (13 Feb 2017-19 Feb 2017)

	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	
<b>Mon</b>						The Animal Body (3) - RP1 - Gross Anatomy of Male Reproductive Organs/02 *Practical <a href="#">Vet School</a> Williams, E G.45 - Dissection Room Sem2 wk5		10:30 12:00	The Animal Body (3) - R9 - Histology of the Female Reproductive Tract/01 *Lecture <a href="#">Vet School</a> Williams, E G.58 - Lecture Theatre 1 Sem2 wk5		12:10 13:00							
<b>Tue</b>			The Animal Body (3) - RP2 - Histology of Male Reproductive Organs/02 *Practical <a href="#">Vet School</a> Blacking, T G.12 - Teaching lab 2 Sem2 wk5		9:00 10:30				The Animal Body (3) - R10 - The Oestrous Cycle/01 *Lecture <a href="#">Vet School</a> Donadeu, X G.58 - Lecture Theatre 1 Sem2 wk5		12:10 13:00		Professional & Clinical Skills 2 - Clinical Examination of Ox 2/01 *Practical <a href="#">Langhill Farm Langhill Office</a> Macrae, A Sem2 wk5		14:10 15:30			
<b>Wed</b>			The Animal Body (3) - TOPP2 - Superficial Thorax & Abdomen/02 *Practical <a href="#">Vet School</a>		9:00 12:00	G.45 - Dissection Room Sem2 wk5												
<b>Thu</b>						The Animal Body (3) - R11 - Ovarian Function and Regulation by Hormones During the Oestrous Cycle/01 *Lecture <a href="#">Vet School</a> Donadeu, X G.58 - Lecture Theatre 1 Sem2 wk5		11:10 12:00	The Animal Body (3) - R12 - Fertilisation and Establishment of Pregnancy/01 *Lecture <a href="#">Vet School</a> Donadeu, X G.58 - Lecture Theatre 1 Sem2 wk5		12:10 13:00							

10:30	11:00	11:30
The Animal Body (3) - RP1 - Gross Anatomy of Male Reproductive Organs/02 *Practical <a href="#">Vet School</a> Williams, E G.45 - Dissection Room Sem2 wk5		10:30 12:00

## Support

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