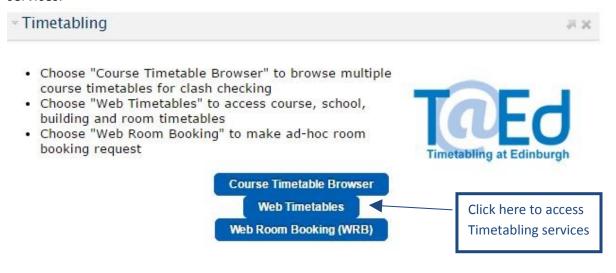
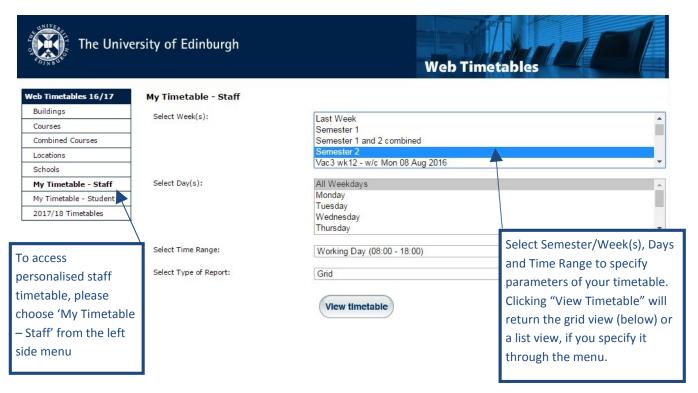
VIEWING YOUR PERSONALISED TIMETABLE (STAFF)

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.

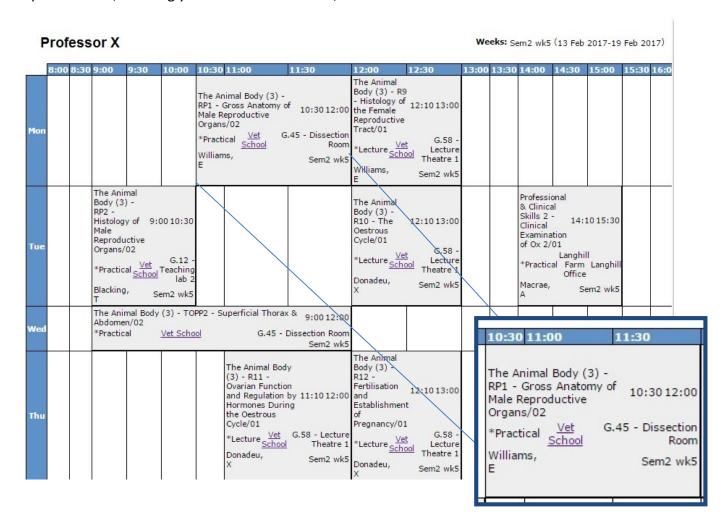
Click on 'Web Timetables' button on the channel to access a range of Web Timetables services.



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.



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:
 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