

My Timetable

All taught students will now be able to access their timetables online, that will, as a minimum, display all your 'whole class' activities: that is activities that all students registered on a module are expected to attend together for example–lecture. If your modules have group teaching you will also see the group teaching you have been allocated to within the My Timetable view.



Figure 1. Portal Tabs display detail

Login to the portal at www.my.bham.ac.uk and then click on the my.timetables tab. On opening this tab you will see a link to SIGN INTO WEB TIMETABLES



Figure 2. Sign into Web Timetables Screen prompt

Click on Sign into Web Timetables link to open the web timetable page

My Timetable

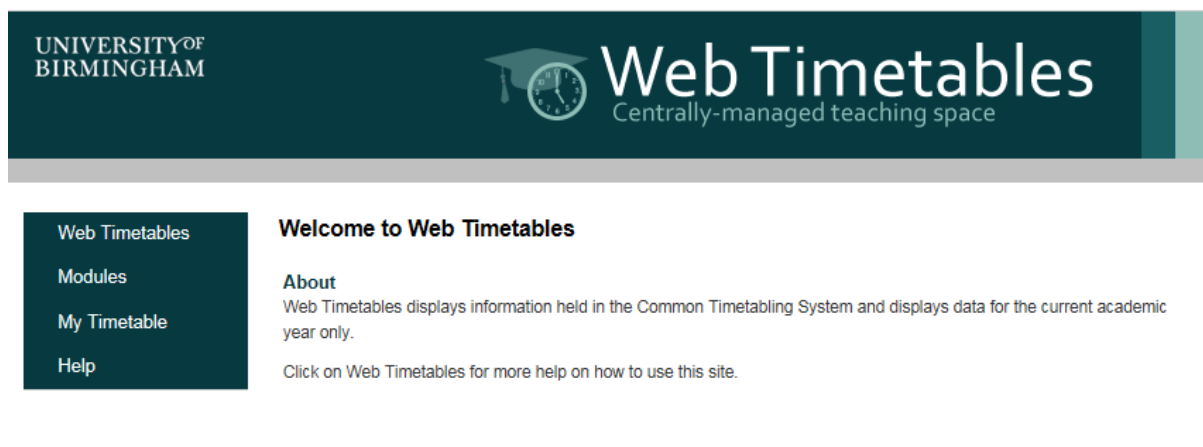
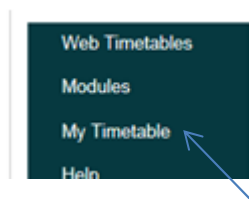


Figure 3. Web Timetables home screen

You will see the above display



My Timetable

This displays the teaching timetable for the modules you are registered to, and is personal to you and will show your group teaching allocations.

Viewing your timetable

My Timetable-the My Timetable tab will direct you to the grid view of your timetable

Grid View

	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									Law of Contract (21220/21453)/Lecture Prof Nelson Enonchong Aut1-Aut10, Spr1-Spr11	Lecture UNI-Avon Room								
Tue	Law of Contract (21220/21453)/Lecture Prof Nelson Enonchong Aut1-Aut10, Spr1-Spr11	Lecture UNI-Avon Room									Law of Torts (21222/22114)/Lecture Dr Claire McIvor Aut1-Aut10, Spr1-Spr11	Lecture UNI-Avon Room						
Wed																		
Thu																		

Figure 4. Grid view timetable display

Grid Cell Elements-

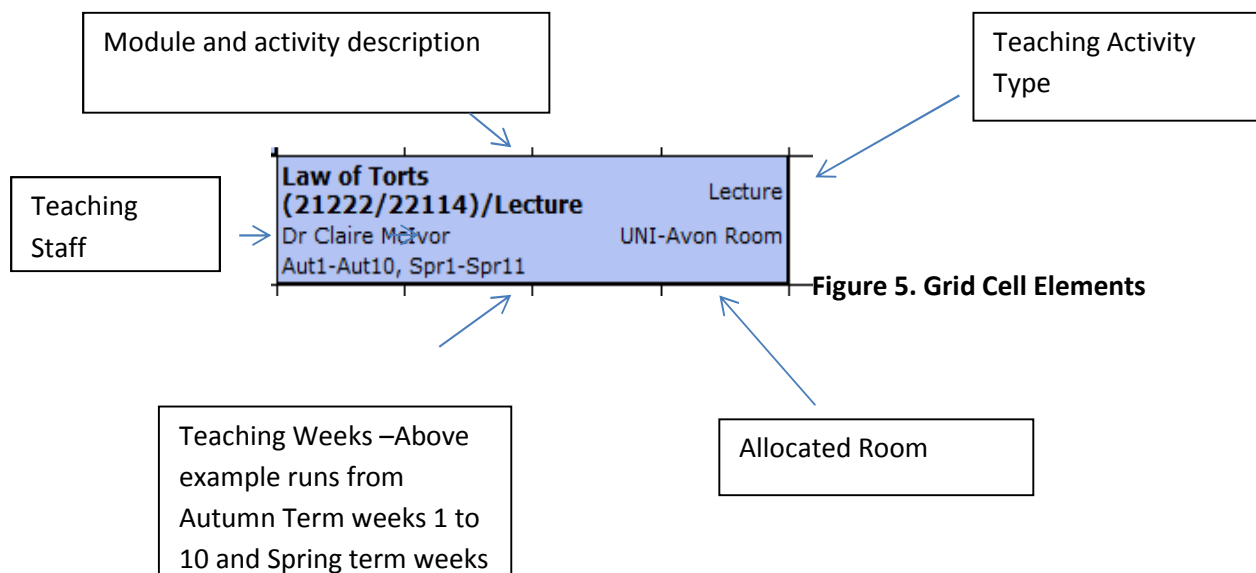


Figure 5. Grid Cell Elements

Figure 5

Aut1, is Autumn Term One which is Semester one.

Spr1, is Spring Term One which is Semester two.

Modules- the modules tab will direct you to the module selection screen

This view, is all the modules which you are registered for. If any are missing please check with your home School that you correctly registered.

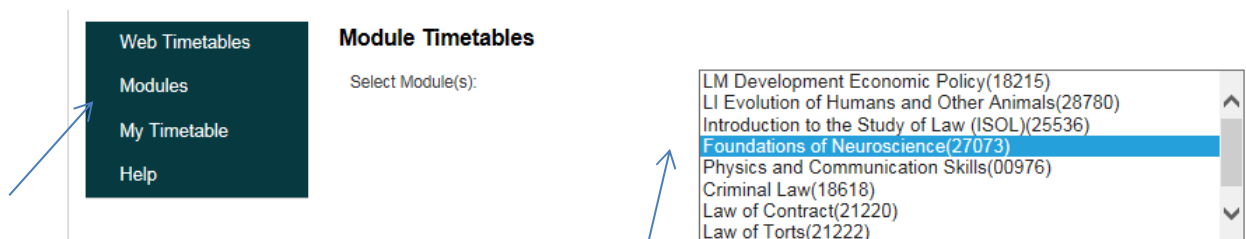


Figure 6. Module Selection Screen

To view the teaching activities for each module click on the required module

Choose the module that you wish to view. The module timetable view will display all activities associated with that module. Please note for group teaching such as tutorials it will display all activities.

To select more than one module hold the ctrl key down

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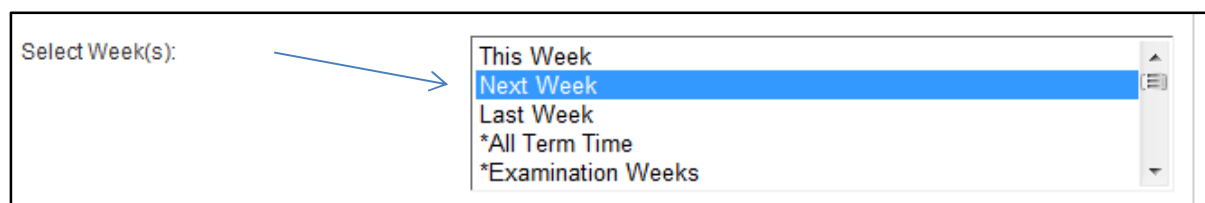


Figure 7. Week Selection Panel

Select the Day and Time Range you wish to view

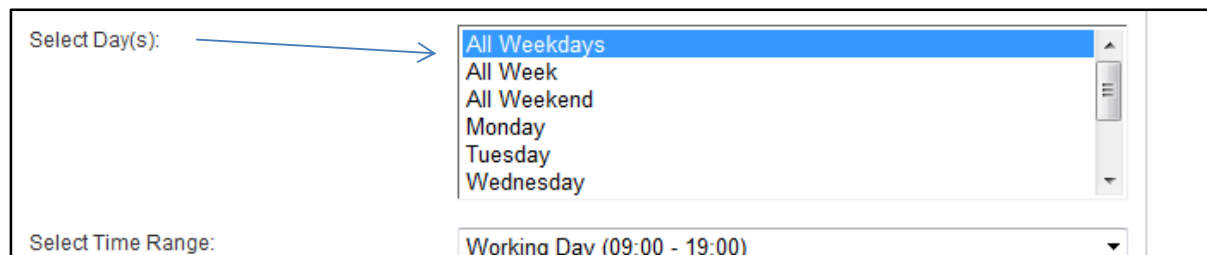


Figure 8. Day Selection Panel

Select the type of timetable format you wish to view, grid or list

Select Type Of Report
Grid Timetable

View Timetable

Figure 9. View Timetable tab

On the example below for module Research Methods, there are 8 workshops and one lecture. All activities will show, this may not mean that you need to attend all activities, as some teaching is split into groups

Research Methods A: Basic Skills(08633)

	9:00	9:30	10:00	10:30	11:00	11:30	12:00
Mon							LC Research Methods A:Bas Sk (08633)/Lecture/B Dr Jonathan Catling Aut1-Aut7
	LC Research Methods A:Bas Sk (08633)/Seminar Dr Jonathan Lee Aut2, Aut4		LC Research Methods A:Bas Sk (08633)/Seminar Dr Jonathan Lee Aut2, Aut4		LC Research Methods A:Bas Sk (08633)/Lecture/B Dr Jonathan Catling Aut1-Aut7		
	LC Research Methods A:Bas Sk (08633)/Seminar Dr Jonathan Lee Aut2, Aut4		LC Research Methods A:Bas Sk (08633)/Seminar Dr Jonathan Lee Aut2, Aut4				
	LC Research Methods A:Bas Sk (08633)/Seminar Dr Jonathan Lee Aut2, Aut4		LC Research Methods A:Bas Sk (08633)/Seminar Dr Jonathan Lee Aut2, Aut4				
	LC Research Methods A:Bas Sk (08633)/Seminar Dr Jonathan Lee Aut2, Aut4		LC Research Methods A:Bas Sk (08633)/Seminar Dr Jonathan Lee Aut2, Aut4				
Tue	LC Research Methods A:Bas SK (08633)/Computer Practical Dr Jonathan Catling Aut2-Aut9		LC Research Methods A:Bas SK (08633)/Computer Practical Dr Jonathan Catling Aut2-Aut9		LC Research Methods A:Bas SK (08633)/Computer Practical Dr Jonathan Catling Aut2-Aut9		

Figure 10. Module Grid Timetable Display

Timetable View Options-

Grid Timetable with Dates

Research Methods A: Basic Skills(08633)

	9:00	9:30	10:00	10:30	11:00	11:30
Mon	LC Research Methods A:Bas Sk (08633)/Seminar Seminar Law Building 204 Dr Jonathan Lee 6 Oct 2014;20 Oct 2014		LC Research Methods A:Bas Sk (08633)/Seminar Seminar Strathcona Building Seminar Room 08 (115) Dr Jonathan Lee 6 Oct 2014;20 Oct 2014		LC Research Methods A:Bas Sk (08633)/Lecture/B Lecture Education Building (135) Dr Jonathan Vaughan Jeffrey Catling 29 Sep 2014;6 Oct 2014;13 Oct 2014;20 Oct 2014;27 Oct 2014;3 Nov 2014;10 Nov 2014	
	LC Research Methods A:Bas Sk (08633)/Seminar Seminar Law Building 111 Dr Jonathan Lee 6 Oct 2014;20 Oct 2014		LC Research Methods A:Bas Sk (08633)/Seminar Seminar Strathcona Building Seminar Room 05 (118) Dr Jonathan Lee 6 Oct 2014;20 Oct 2014			

Figure 11. Grid Timetable View with Dates

List View with Weeks

There is also the option to view timetables in a list display

Monday

Activity	Type	Start	End	Week(s)	Room
LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	9:00	10:00	Aut2, Aut4	Law Building 204
LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	9:00	10:00	Aut2, Aut4	Law Building 111
LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	9:00	10:00	Aut2, Aut4	Mechanical and Civil Engineering B24
LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	9:00	10:00	Aut2, Aut4	Mechanical and Civil Engineering B07
LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	10:00	11:00	Aut2, Aut4	Strathcona Building Seminar Room 08 (115)
LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	10:00	11:00	Aut2, Aut4	Strathcona Building Seminar Room 05 (118)

Figure 12. List Timetable View with Term Weeks

List View with Dates

Monday

Date	Activity	Type	Start	End	Room
6 Oct 2014	LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	9:00	10:00	Law Building 204
20 Oct 2014	LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	9:00	10:00	Law Building 204
6 Oct 2014	LC Research Methods A:Bas Sk (08633)/Seminar	Seminar	9:00	10:00	Law Building 111
	LC Research				

Figure 13. List Timetable with dates

There is an option to Print Timetables found on each of the Timetable View Pages

To close the Timetable Window click on X in right hand corner. **Please Note this does not log out you of the portal.**

To sign out of portal completely you will need to LOG OUT on the portal home page



Figure 13. Log Out Icon