**Academic Timetable Guide**

There are four options for students viewing their Academic Timetable

1) Lectures - allows you to search by course e.g. ARTS Year 1

2) Venues – allows you to search to see what’s in a room at a given time

3) Departments – allows you to see every activity i.e. both Lectures and Tutorials for the Department

4) Students – this is a personalised timetable that students need to log in to view.

**PLEASE BE AWARE THE “STUDENTS” OPTION IS ONLY AVAILABLE FOLLLOWING REGISTRATION.**

There are guides and useful information available at the bottom of the page.



In general tutorials and practicals are not displayed on the “Lectures” timetable. This is to avoid confusion as there may be multiple offerings of tutorials but each student may only need to attend one. We advise students to speak with the relevant Department in relation to both tutorials and practicals.

Sometimes lectures are split into different classgroups. When you view the timetable via “Lectures” or “Departments” you can see all offerings of all of the classgroups. Once students have registered they will be assigned a classgroup based on availability in terms of viability and capacity. Students will only see the classgroups relevant to them on their personalised timetable.

By using the “Department” tab you can see every activity including semester long room bookings for your Department. This is the best tab to use to ensure that you have sufficient venues booked for e.g. generic tutorials.

**How to view the Lectures for a specific course**

Click on “Lectures”.



**STEP 1: Select Course**

Click on the arrow to the right of the box to display a list of courses and select the course you are interested in then click “Continue”.

Note: **“Course”** refers to a general container for programmes of study, for example ACOUNTING AND FINANCE 1 (BA) (MH403) refers to the Bachelor in Arts (BA) for the course Accounting and Finance for first year (1). The CAO code is included in brackets at the end.

**STEP 2: Select Programme**

Each “Course” may contain a number of **“Programmes”**. Click on the course of interest and click continue.

**STEP 3:** **Select Semester**

Click continue to show both semesters. You can also just select a single semester.



**STEP 4: Select Modules**

Click “Continue” to select all modules.

You can also use the “Ctrl” key if you only want to display particular modules.



**Step 5: Timetable Display**

The timetable will now be displayed as below, showing **module code** and **venue**.

For example, on Thursday at 9am CS171 takes place in TH2

“CS171” is a module code, to get further information about the module, click on it and you will be brought to a page which will give more information about the module. “**TH2**” is the venue. If you click on the venue you will be brought to a link with more information



**Changing your selections**: All of the selections you have made in each of the steps above are shown towards the top of the screen. If you wish to change the Course/ Programme/Semester or Module Information displayed you can click the “**Change**” link, this means you don’t have to go all the way back to the beginning.

**Printing:** Click on the ‘Print’ icon  and this will open a new web page and the print dialogue box will automatically appear, you can change printers, adjust size etc. here before printing