UNIVERSITY OF
ABERDEEN

MyTimetable

Personal Tutors

User Guide

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Introduction

MyTimetable provides a number of features for the management of tutorial, practical and lab sessions for both students, academics and administrators. From a student perspective, they can sign up to their sessions, obtain a personal timetable and subscribe to it on a compatible device (e.g. smart phone, tablet or Outlook). Where they have been associated with their course, academics can also obtain a personal timetable. Administrators can manage the availability of sessions, the number of places available, produce registers and record & report on attendance.

Accessing MyTimetable

MyTimetable can be accessed both on and off campus using most standards compliant web browsers such as:

- Microsoft Internet Explorer (version 9 and higher)
- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

To view reports Adobe Acrobat Reader and/or Microsoft Excel 2007 (or higher) are required.

All features, with the exception of class selection, can be used on modern mobile devices (tablets and smart phones).

The system is available at http://www.abdn.ac.uk/mytimetable

Logging On

To access MyTimetable, you must have a valid University of Aberdeen username.

Timetable Irregularities

Any wrong timetable information displayed in MyTimetable should be highlighted to the appropriate teaching secretary or directly to the Room Bookings Team. They can be contacted on roombookings@abdn.ac.uk

Please note that room booking data is imported in to MyTimetable only once a day at around 6am (subject to change). Student information is imported regularly throughout each day but please bear in mind that student course enrolments can take up to 2 hours to propagate from MyCurriculum through to MyTimetable.

Help & Support

Please report any problems via the IT Services Service Desk. Please make a note of any errors that occur including any error messages displayed, the page you are trying to access, the PC you are using, the Operating System, and Web Browser.

TELEPHONE	**01224 273636 (ext. 3636 from any university telephone)**
EMAIL	servicedesk@abdn.ac.uk
WEB	http://www.abdn.ac.uk/dit/servicedesk/self-service.php

View Timetable

The timetable opens at the current week and displays all event associated with the course.

Use the left and right arrows to move between weeks. The menu icon allows you to print the timetable or move to a specific date. The filter allows you to choose which types of event to display.

Students

Personal Tutees

If you are a Personal Tutor, you can access a list of your tutees and access their timetables'.

1. From the Main Menu, click **Students** then **Personal Tutees**.
2. The system lists all your tutees. Find the student you want in the list and click **View Student's Timetable**.

3. The timetable is shown on screen. You can interact with it in the same way as you would your own.

Find a Student

You can access the timetable for all students. A search feature is available to find specific students.

1. Enter part of the student's name or username.

2. Click the search button

3. Click the **View Student's Timetable** button.