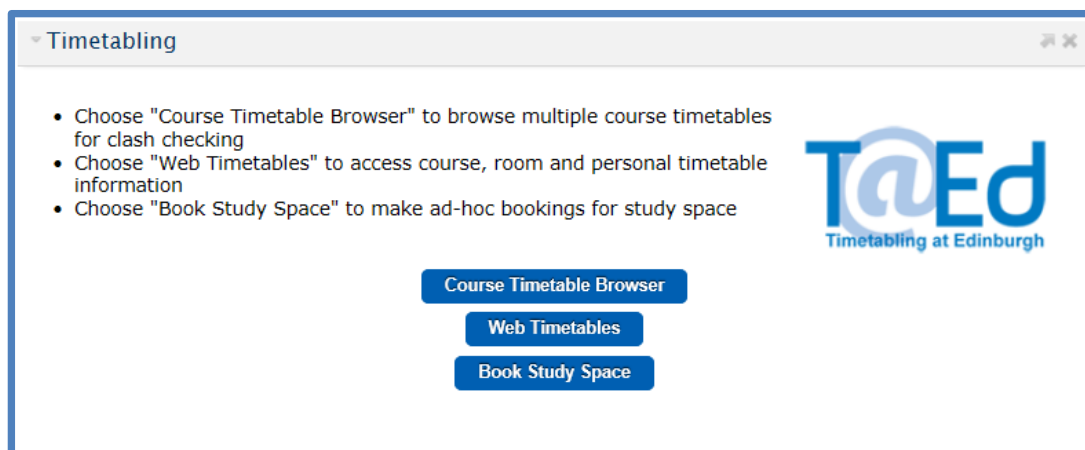


# My Timetable – User Guide

## Viewing your personalised timetable

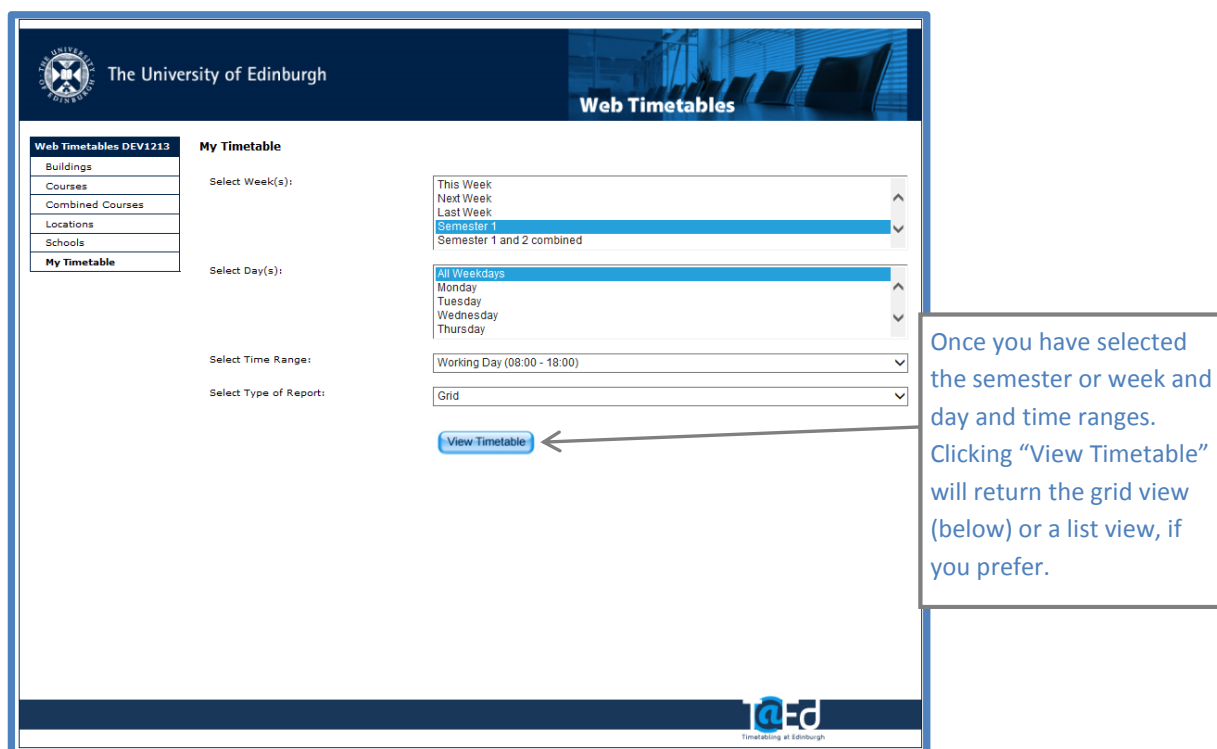
All taught students can now securely access their personalised teaching timetable that will, as a minimum, display all your 'whole-class' activities: that is activities that all students enrolled on a course are expected to attend together, e.g. Lectures.

You can access timetable information by logging into MyEd and selecting the **Services** tab. This presents you with the T@Ed Portal.



Next, click on the **Web Timetables** button, where you will be presented with a range of Web Timetable services.

Select **My Timetable** and follow the guidance displayed in the figure below.



# My Timetable – User Guide

Clicking **View Timetable** returns a default timetable grid view, showing all your current allocations, displayed in the figure below.

**s1160422** Weeks: Sem1 wk1-Sem1 wk11 (17 Sep 2012-2 Dec 2012)

	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	16:30	17:00
Mon					Physiology 2/1 Lecture Swann Building Sem1 wk1-Sem1 wk11						Anatomy & Physiology Lecture Main Lecture Theatre Sem1 wk1-Sem1 wk11								
Tue				Reproductive Biology 3/1 Practical David House Sem1 wk1-Sem1 wk11															
Wed				Reproductive Biology 3/2 Tutorial David House Sem1 wk1-Sem1 wk11															
Thu																			

Each grid contains details of the class including the class time, the type of class, the location and building and the weeks the class is running for.

Student allocations are updated regularly, so it is worth regularly checking for these timetable updates.

## Support

- Students having difficulty accessing the T@Ed Portal should contact:  
[IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk) Tel: 0131 651 5151
- Students with queries regarding timetable content should contact the relevant School in the first instance.
- General timetable information for students can be accessed via:  
<http://www.ed.ac.uk/schools-departments/registry/timetabling/students>

Timetabling Unit  
August 2014