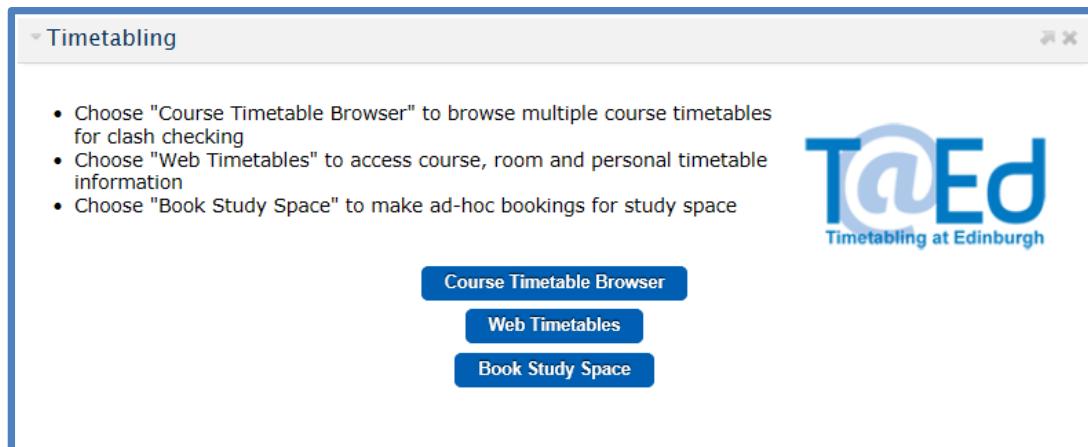


# My Timetable – User Guide

## 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.

A screenshot of the 'Web Timetables' service interface. At the top, there is a header with the University of Edinburgh logo and the text 'Web Timetables'. On the left, there is a sidebar with a menu titled 'Web Timetables DEV1213' containing options like 'Buildings', 'Courses', 'Combined Courses', 'Locations', 'Schools', and 'My Timetable'. The main area is titled 'My Timetable' and contains several dropdown menus and input fields: 'Select Week(s)', 'Select Day(s)', 'Select Time Range', and 'Select Type of Report'. Each dropdown has a list of options. Below these is a blue 'View Timetable' button. A callout box on the right side of the interface provides instructions: 'Once you have selected the semester or week and day and time ranges. Clicking “View Timetable” will return the grid view (below) or a list view, if you prefer.' An arrow points from this text to the 'View Timetable' button.

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

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  
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