

MyTimetable

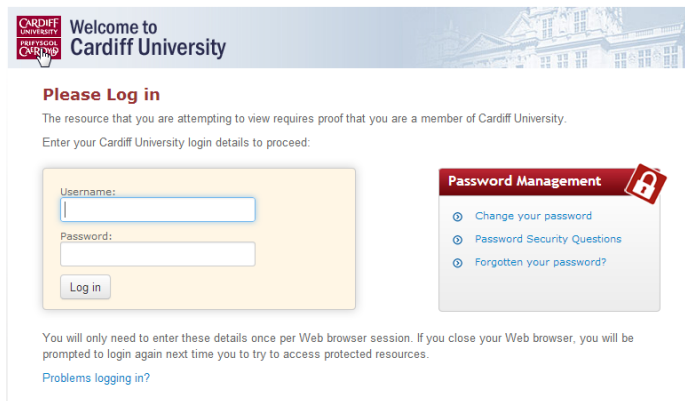
Step by step guide

Accessing MyTimetable

For the following websites you should login using your Cardiff University network username and password.

Desktop Website: <https://timetables.cardiff.ac.uk>

Mobile Website: <https://timetables.cardiff.ac.uk/m>



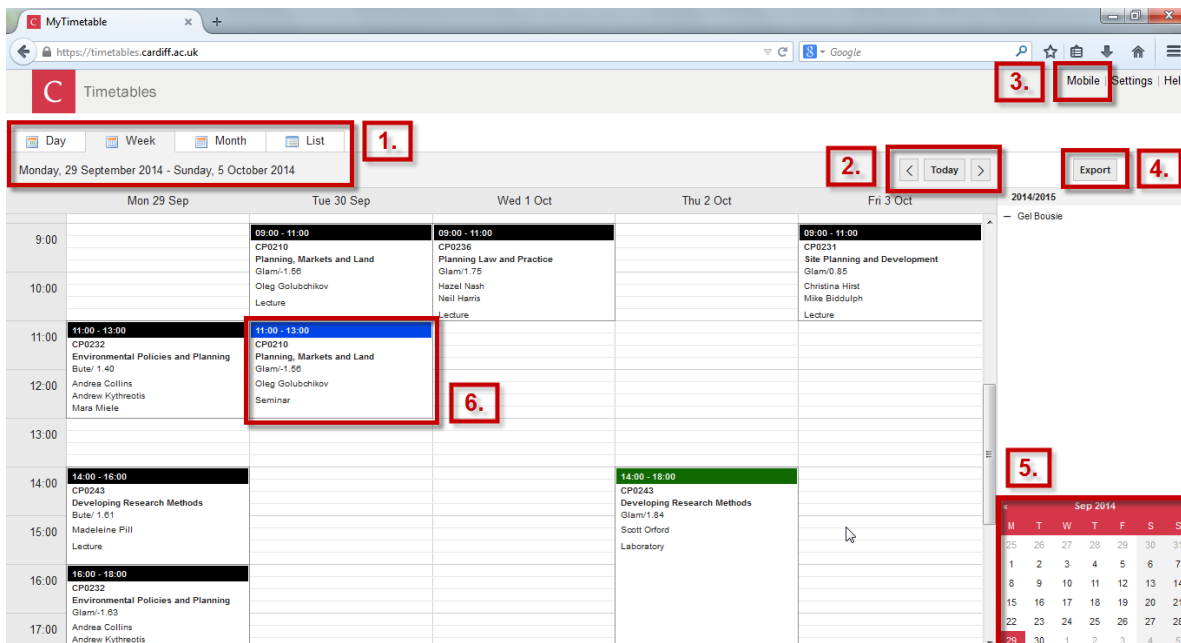
To logout of MyTimetable you should close down your browser completely.

You can also access MyTimetable via your Learning Central Home Page. Just login and click on the link which will take you to the login for the desktop website.

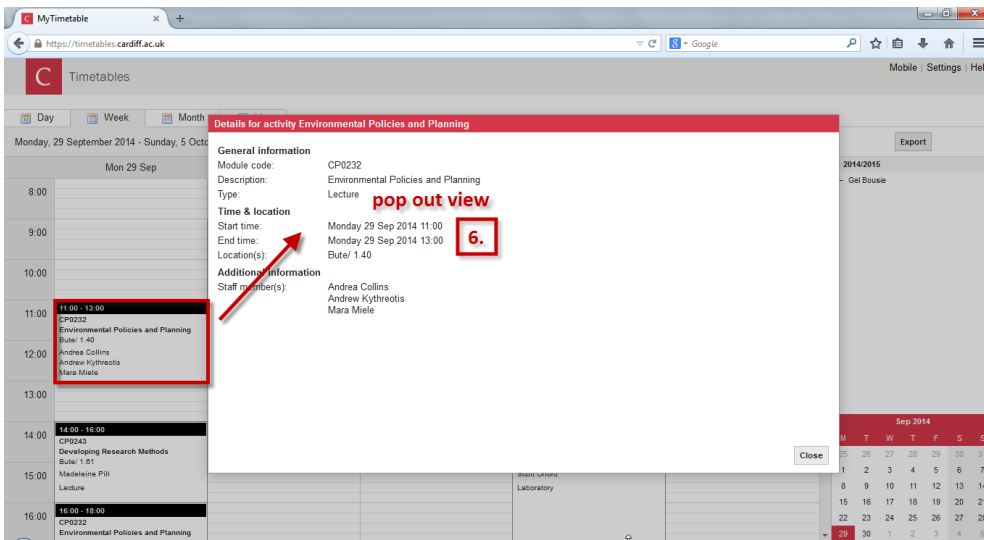
Using MyTimetable

The desktop site

The home screen of the desktop site (<https://timetables.cardiff.ac.uk>) will look like this, this is called the Calendar View:



1. You can view your timetable in several ways. The view can be switched by picking the correct tab.
2. You can browse through days, weeks and months, or return to the current date.
3. You can access the MyTimetable mobile site at the click of a button (see section on MyTimetable mobile).
4. You can export your timetable to your calendar as a subscription or download it to pdf file (see section on exporting and downloading your timetable).
5. At the bottom right, a calendar is available which you can use to select the date you want to view.
6. Click on an activity to present the pop-out view.



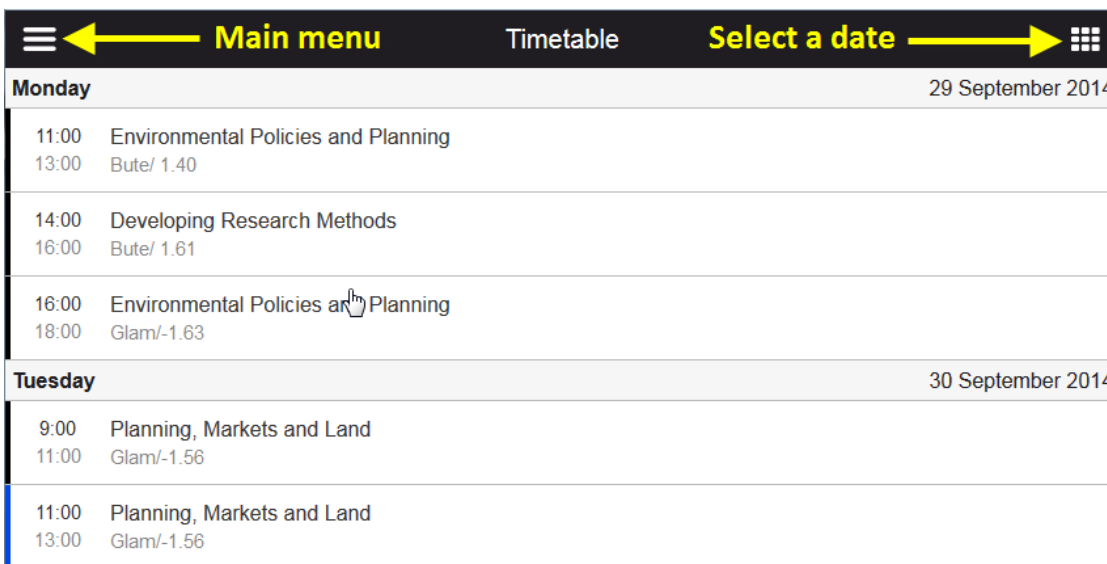
Note:

The MyTimetable system presents the activity start time on the hour. For most Schools the start times are: 9:00; 10:00; 11:10; 12:10; 13:10; 14:10; 15:10; 16:10 etc. and sessions are 50min duration. Some Schools have different start times/session durations.

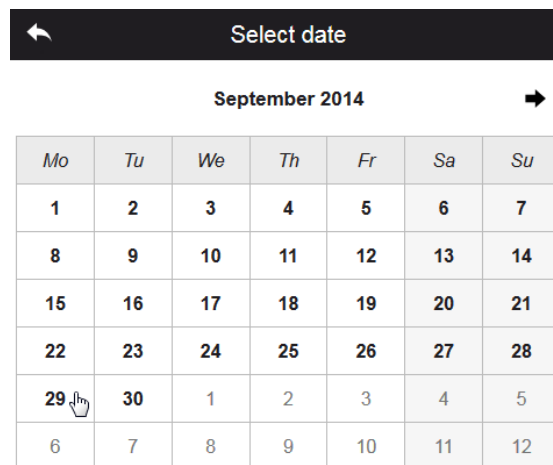
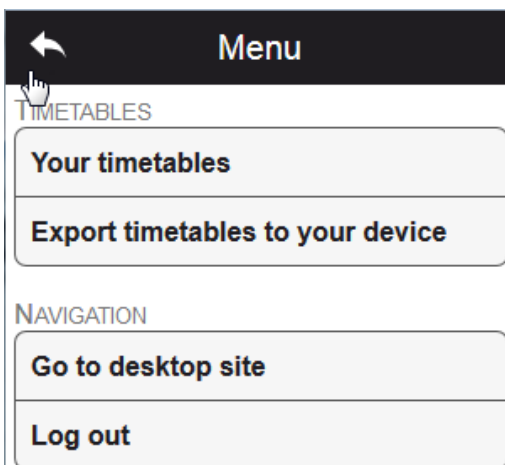
MyTimetable mobile

MyTimetable mobile is optimised for use on mobile phones and is available at: <https://timetables.cardiff.ac.uk/m>

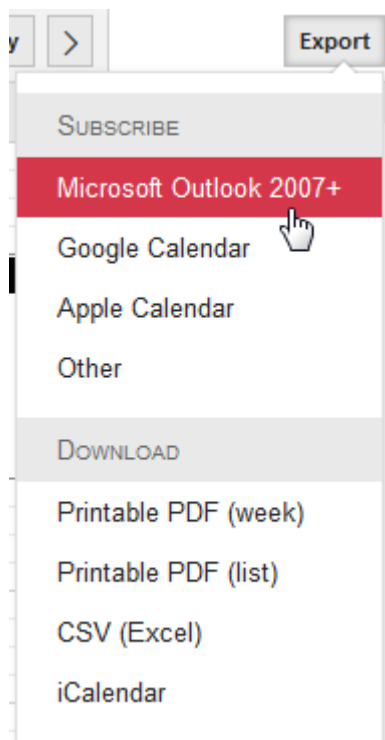
The home screen will look like this:



Access the **Main Menu** to export your timetable to your mobile device calendar, to visit the desktop site and to logout. Select a date you want to view and select an activity to view further information.



Exporting your timetable



MyTimetable has a number of options for exporting your timetable.

When subscribing to your timetable either on your smartphone or other device there may be a delay in changes showing in your calendar.

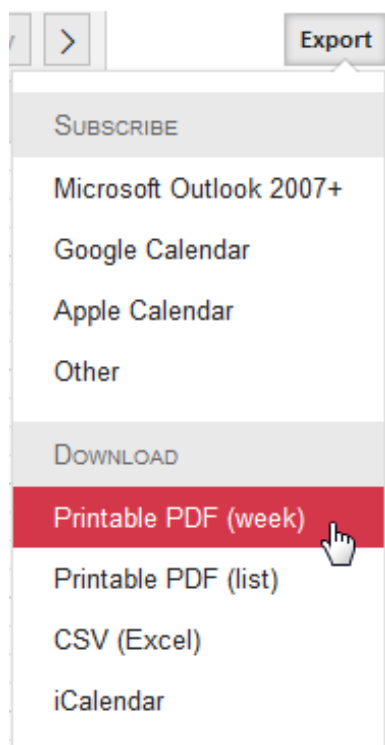
For your most up-to-date timetable visit MyTimetable mobile:

<https://timetables.cardiff.ac.uk/m>

For instructions on how to export your calendar to your device visit the project website:

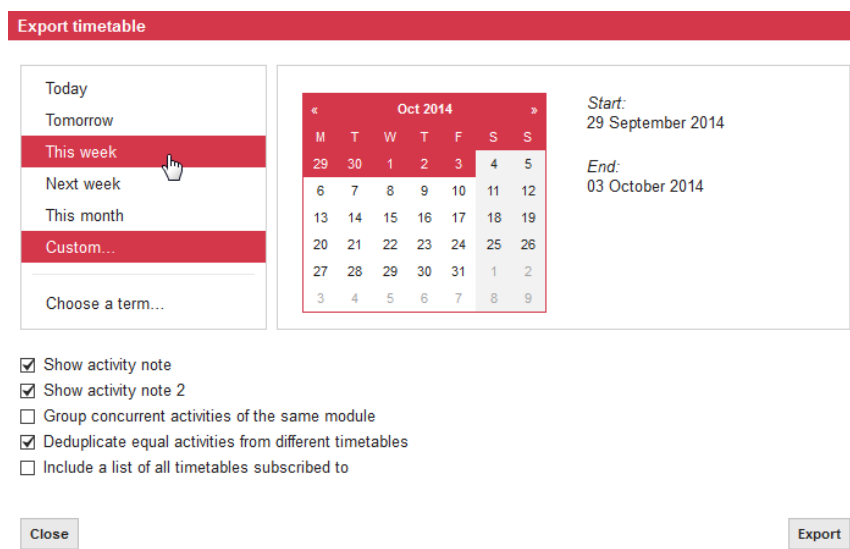
<http://blogs.cardiff.ac.uk/timetables-project/>

Downloading your timetable



You can download your timetable as a printable pdf file.

Under the Export menu select your download option.



Select your date/s from the export timetable options and click **Export**.

Visit the Project Website for further instructions and for the answers to your most frequently asked questions:

<http://blogs.cardiff.ac.uk/timetables-project/>