# **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:

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🗲 🔒 ht	tps://timetables.cardiff.ac.uk			⊽ C <sup>i</sup>	8 ▼ Google	ዖ☆ 自 ♣ 斎 ☰	
C	Timetables					3. Mobile Settings   Help	
Day Week Month List   Monday, 29 September 2014 - Sunday, 5 October 2014 1. Export 4.							
	Mon 29 Sep	Tue 30 Sep	Wed 1 Oct	Thu 2 Oct	Fri 3 Oct	2014/2015	
9:00		09:00 - 11:00 CP0210 Planning, Markets and Land Glam/4.58	09:00 - 11:00 CP0236 Planning Law and Practice Glam/1 75		09:00 - 11:00 CP0231 Site Planning and Development		
10:00		Oleg Golubchikov Lecture	Hazel Nash Neil Harris Lecture		Christina Hirst Mike Biddulph Lecture		
11:00	11:00 - 13:00 CP0232 Environmental Policies and Planning Bute/ 1.40	11:00 - 13:00 CP0210 Planning, Markets and Land Glam/-1.50					
12:00	Andrea Collins Andrew Kythreotis Mara Miele	Oleg Golubchikov Seminar	6.				
13:00					E	5	
14:00	14:00 - 16:00 CP0243 Developing Research Methods Bute/ 1.61			14:00 - 18:00 CP0243 Developing Research Methods Glam/1 84		< Sep 2014 »	
15:00	Madeleine Pill Lecture			Scott Orford Laboratory	<b>b</b>	M T W T F S S 25 26 27 28 29 30 31 1 2 3 4 5 6 7	
16:00	19300 - 19300 CP0232 Environmental Policies and Planning Glam/d 83					8 9 10 11 12 13 14 15 16 17 18 19 20 21	
17:00	Andrea Collins Andrew Kythreotis					22   23   24   25   26   27   28     29   30   1   2   3   4   5	

- **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:

	Main menu	Timetable	Select a date ————> 🎫
Monday			29 September 2014
<b>11:00</b> 13:00	Environmental Policies and Planning Bute/ 1.40		
<b>14:00</b> 16:00	Developing Research Methods Bute/ 1.61		
<b>16:00</b> 18:00	Environmental Policies aନ୍ଧ୍ରୀ Planning Glam/-1.63		
Tuesday			30 September 2014
<b>9:00</b> 11:00	Planning, Markets and Land Glam/-1.56		
<b>11:00</b> 13:00	Planning, Markets and Land Glam/-1.56		

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.

← Menu	← Select date						
Timetables	September 2014						
Your timetables	Мо	Ти	We	Th	Fr	Sa	Su
Export timetables to your device	1	2	3	4	5	6	7
Export limetables to your device	8	9	10	11	12	13	14
NAVIGATION	15	16	17	18	19	20	21
Go to desktop site	22	23	24	25	26	27	28
Log out	<b>29</b> 👆	30	1	2	3	4	5
	6	7	8	9	10	11	12

#### 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



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

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