MyTimetable

Guide for using location view to check room availability

Contents

1. What is MyTimetable location view?

Location view is part of the MyTimetable package and can be used to view room availability for general teaching areas (GTA). It will show you all the activities that are currently scheduled into a room and when the room is available.

If checking room timetables in different semesters

Please note that if you are looking at a time period where the teaching timetable has not yet been released, the room timetables will not show teaching activities. Teaching takes precedence and room bookings are only permitted after the final semester timetable has been released.

2. Accessing MyTimetable

You can access MyTimetable via the MyTimetable webpage or by directly navigating to https://mytimetable.bath.ac.uk/

To log in you will need to enter your University of Bath **username** and **password**.

3. Changing your view

Once logged into MyTimetable the default mode is to see your academic timetable (**timetable view**), you will need to change this to **Location View** to see the room timetables.

To change your viewing mode you will need to select the **Location View** link in the upper right hand corner of your viewing window (Figure 1)
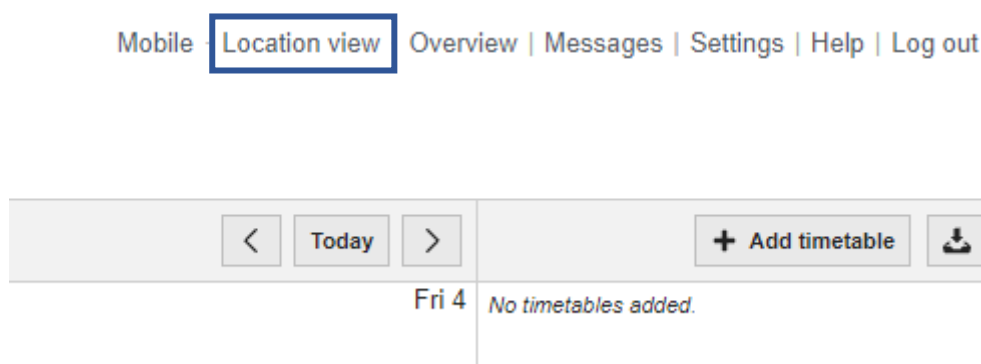

*Figure 1: view of upper right-hand corner of the MyTimetable viewing window when in **Timetable view**.*

4. Adding a room timetable

When in location view you will need to add the room timetable in order to view any scheduled activities for the space.

1. To do this you need to first select the [+ Add timetable] icon located in the right-hand side of your screen.

2. From the drop-down menu select **Location group** (Figure 2) from the relevant academic year e.g., 2021/2022.
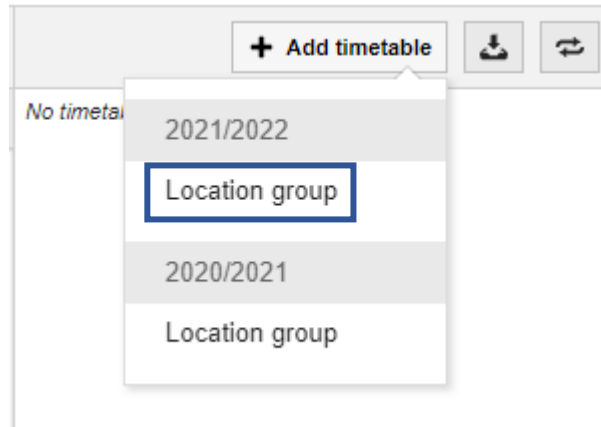

Figure 2: View of the selection box after clicking on the + Add timetable icon.

3. Once you have selection the location group a new window will appear. In the **Search for a location group** field start typing the name of the room you wish to view. You can either give the full room name e.g. 1W 2.101 or just the building and a list of rooms that start with that will appear e.g. 1W (Figure 3). You can then select using the check boxes running down the left side, the desired room(s) from the **Select the timetables you want to add** field.
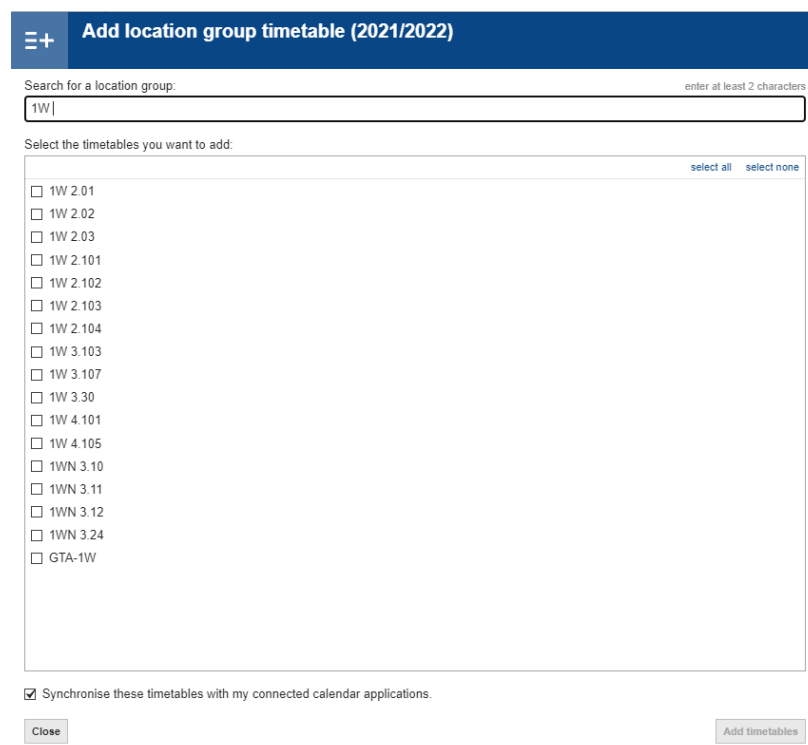

Figure 3: The 'Add location group timetable (2021/2022) window.

4. Once you have selected a room click the [Add timetables] icon, the window will then change colour and a message will show at the top stating **The selected timetables have been added** (Figure 4). You can then select the **Close** icon and the window will close.
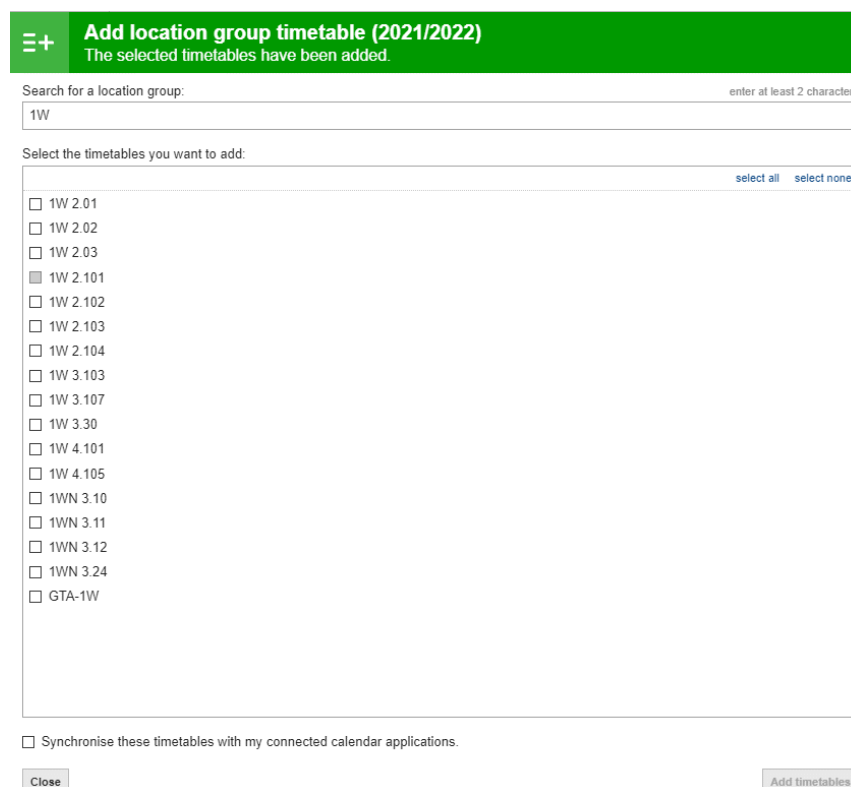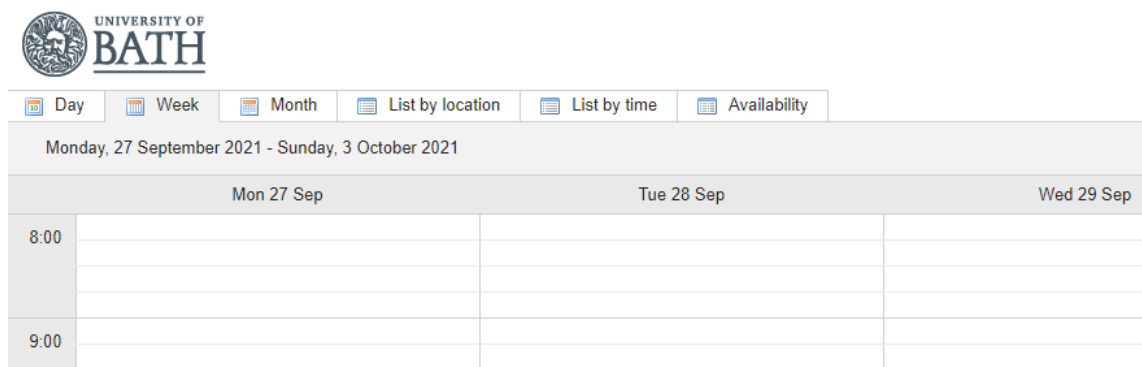

Figure 4: The 'Add location group timetable' view once a timetable has been successfully added.

5. The room will then appear in the list on the right side of your screen. You can select and deselect the room by using the checkbox to the left of the room name.

6. You can customise your viewing window by selecting day, week or month view using the tabs on the top left of your screen. The date range that is being shown will be described underneath the tab (Figure 5).

Figure 5: Select viewing option using the tabs shown on the left of the MyTimetable screen.

7. If you want to change the date range, you can do this by using the navigation arrows to the right of the viewing tabs or by using the calendar in the bottom left corner to select a specific date.

8. If there are bookings in the room they will appear as blocks. The heading will be in blue which will state the start and end time of the booking and the booking details will be in the white text box underneath. The time will run down the side of the window and the date across the top (Figure 6). **Please note** that although MyTimetable lists the bookings as starting and finishing at quarter past the hour all bookings start at quarter past and finish at 5 minutes past the hour e.g. 09:15 – 10:05.
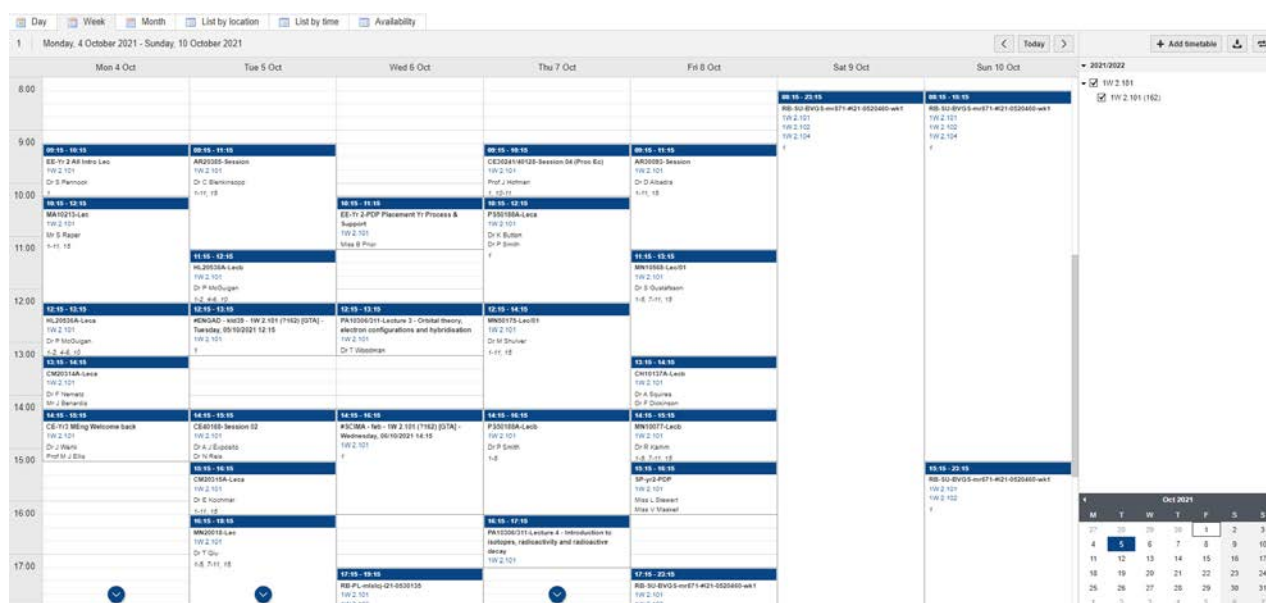

Figure 6: View of MyTimetable location view once a room timetable has been added. The timetable shown has the Week tab selected.

9. Adding multiple rooms

To add multiple rooms, follow the steps in section 4 but instead of just selecting one room select several to add from the list, prior to clicking the **Add timetables** icon.

If you are looking to view multiple rooms considering using the **Availability** tab (Figure 7). This view lists the rooms down the left-hand side and shows the sessions booked in for a particular room across all rooms. To view the booking details select the booking and a new window will appear which contains the booking information.
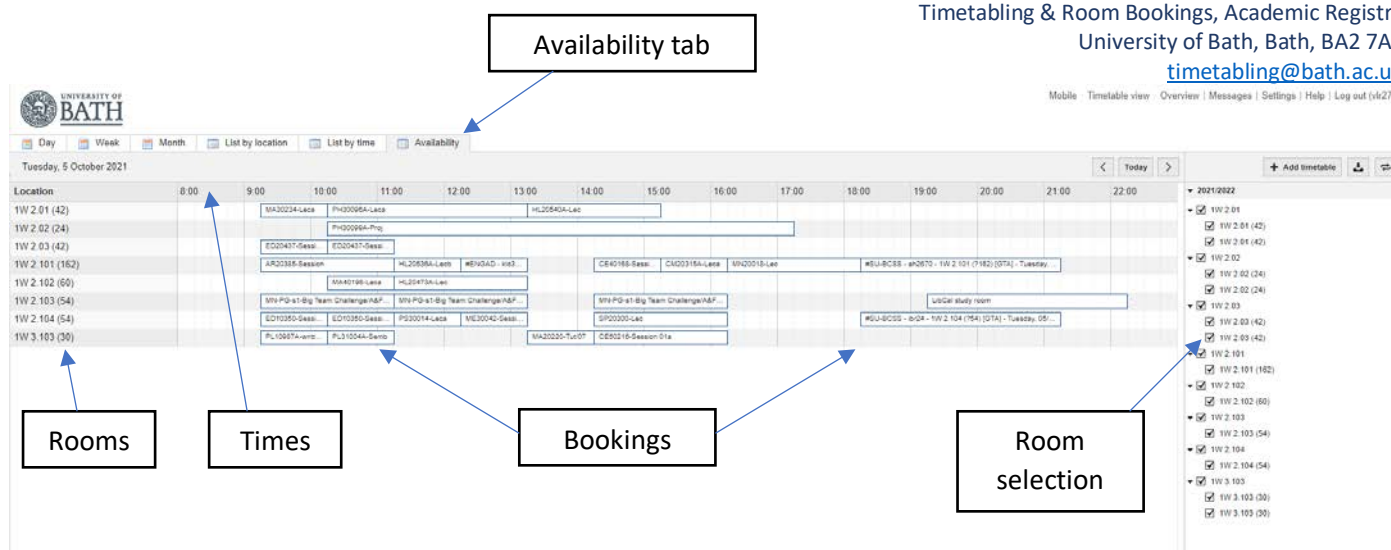
Figure 7: Multiple rooms selected viewed using the Availability tab.

10. Viewing room information

Information about GTA rooms can be found on the [room information](#) webpages. You can also get to these pages through MyTimetable by clicking on to rooms for a particular booking or session. This will take you straight to the relevant room information page.

11. Return to viewing your academic timetable

Once you have finished viewing the room timetables and want to return to your academic timetable just select **Timetable view** from the upper right-hand corner of your screen.

Figure 8: view of upper right-hand corner of the MyTimetable viewing window when in Location view.

12. Booking an available room

If you are a member of staff or a committee member from a student group or society you can place your request through the [BORRS online booking system](#). Once your booking has been confirmed you will receive a confirmation e-mail.

If you are a student looking to book space for individual or group study, please see the [Study Space booking service](#). For more information on space available to students please see the [Where you can study on campus and in the city](#) webpage.

13.   Using a QR code to view room timetables on your mobile device

GTA rooms will have door signs with a QR code, if you have a compatible device you can scan the code which will take you straight through to MyTimetable.

1. Log in to the Bath single sign on using your University of Bath **username** and **password**.
2. Go to the menu icon ▤ can be found in the top left corner.
3. From the menu select the **view single timetable** option (Figure 9) and then select the appropriate academic year e.g. 2021/2022.

Figure 9: Showing available timetable menu options in MyTimetable mobile version.

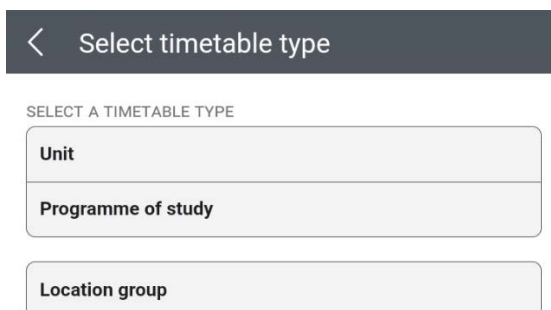4. Then select **location group** from the select time type screen. Figure 10

Figure 10: Showing timetable type options in MyTimetable mobile version.

5. Start typing in the room you wish to view and then select the room from the list. Figure 11
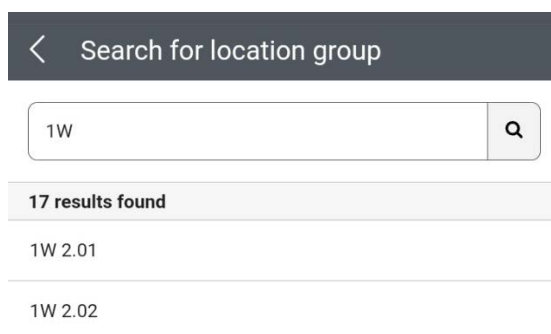

Figure 11: Showing room search facility in MyTimetable mobile version.

6. The timetable for room will then be shown. You can select a specific date of interest using the calendar icon in the top right-hand corner.

14. Questions

If you have further questions about MyTimetable please see our guide for Accessing MyTimetable.