

MyTimetable

Step-by-step guide on using MyTimetable

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1. Accessing My Timetable

You can access MyTimetable via the University website at the following web address;

www.bath.ac.uk/services/mytimetable/

To Log in you will need to enter your University of Bath username and password when prompted and then click the 'Login' button.

2. Using My Timetable

Once live, your personalised timetable should be available to view as soon as you log in to MyTimetable.

However, the following instructions can be used to add and customise your programme timetable. This can be used in instances where your personalised timetable is not available, examples of students who may fall into this category can be found on our [guidance and help pages](#).

Adding a Timetable

Once logged in you will need to click on the '**+ Add timetable**' icon which can be found on the right side of your screen.

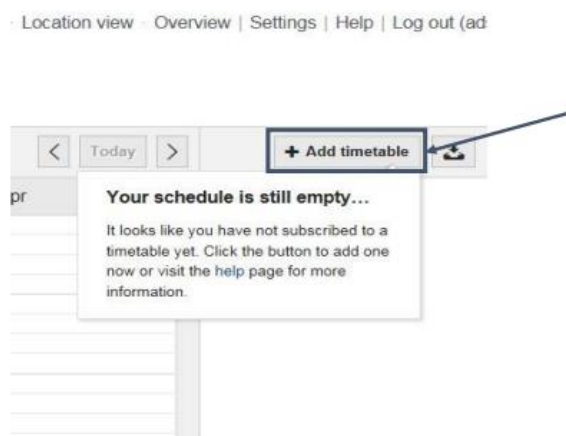


Figure 1: Location of 'add timetable' icon.

A drop-down menu will appear, select the relevant academic year if asked to do so. There are then two ways you can fill your timetable. You can add individual units one at a time or add a Programme of study.

To add individual units, select 'Unit' from the drop-down menu. A new window will appear. You can then either type in the code of the unit you wish to add or search using the department or programme of study filter.

If you are not sure of the correct unit code this can be found from your programme catalogue or by asking your department.

Once you have found the relevant unit, check the box next to the unit code that you would like to add and click the '**add timetables**' icon. See figure 2.

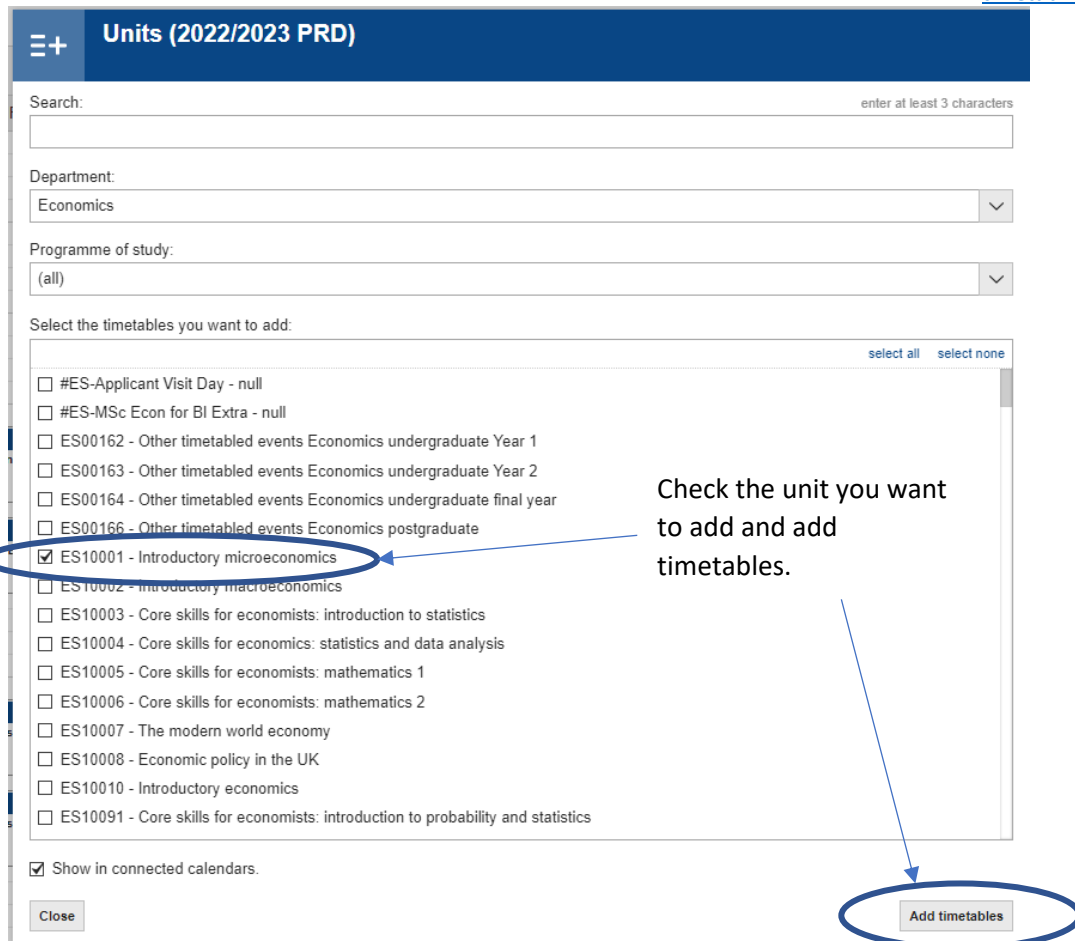


Figure 2: Pop-up box for manually adding a unit to your timetable.

To add your programme of study, select '**programme of study**' instead of unit and use the search box in the pop up window to find the relevant course. You can search using the name of your programme or the programmes 10-digit code. You can also narrow down the options by selecting your department from the drop-down menu.

It is important to note that if you add a programme of study this will also add all optional units available. Any units that you are not taking will need to be deselected from the right-hand column once the programme has been added.

Note: Any units or programmes of study that are added manually will show all activities and not just those relevant to you. This may cause confusion once your personal timetable becomes available, so it is best to delete these once they are no longer required.

For help with deleting a timetable that has been manually added please see the section on 'deleting a timetable'.

Deleting a Timetable

To delete a timetable or a unit hover your cursor over the item you wish to remove and select the 3 vertical dots to the right hand side (see figure 3). Then select remove from the drop-down list. You will be asked to confirm whether you are sure you want to remove the timetable. To proceed select the remove icon.

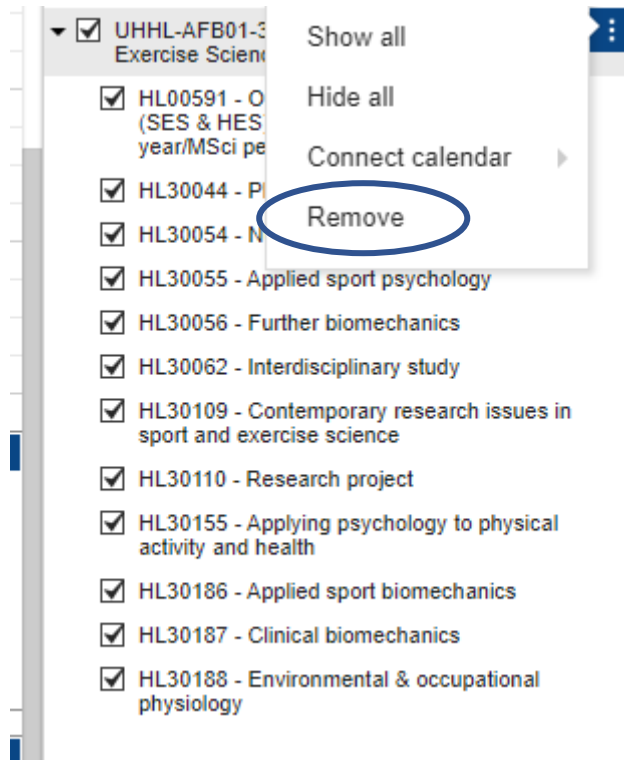


Figure 3: Image shows location of option to 'remove' a timetable.

3. MyTimetable view

Desktop view

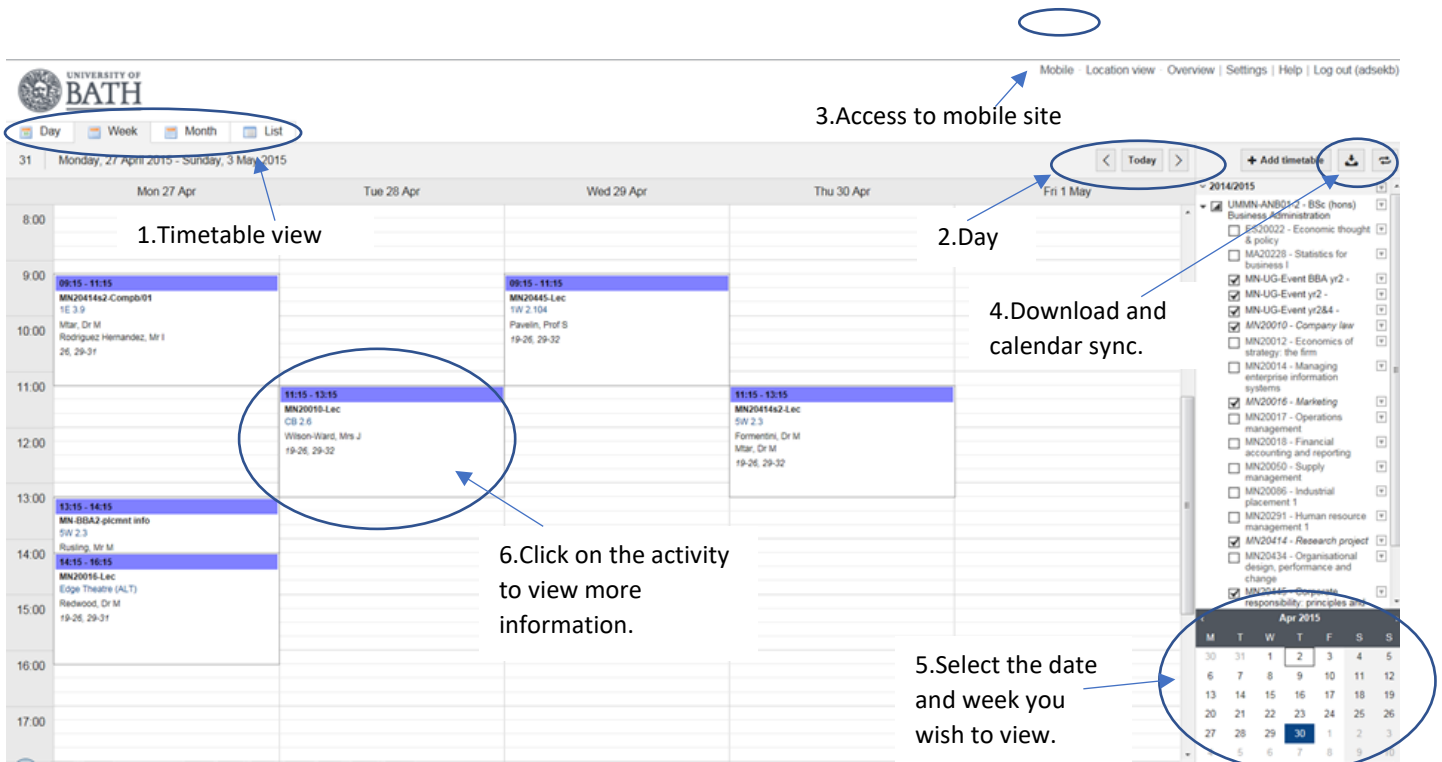


Figure 4: MyTimetable desktop view upon logging in.

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 below)
4. You can export your timetable to your calendar as a subscription or download to pdf file (see section below). Next to the export icon is the sync calendar icon.
5. At the bottom right-hand side, a calendar is available which you can use to select the date you want to view
6. Click on an activity to view it in more detail (i.e week pattern/staff allocation). You can also view the room allocation from here.

Mobile view

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

The initial home screen will initially open with the Menu options showing (see figure 5). To view your timetable select the **'show your timetables'** option.

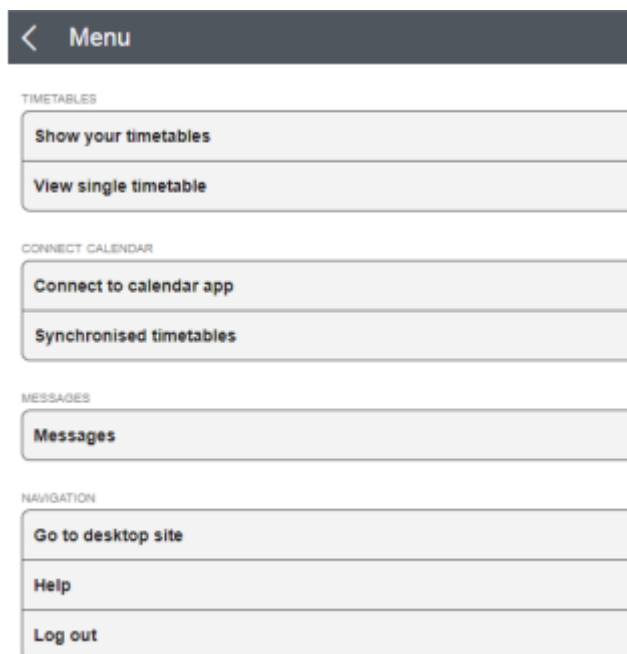


Figure 5: MyTimetable mobile log in view.

4. Exporting MyTimetable

To export your timetable to a printable PDF format click on the download icon (see figure 6) which is located on the right hand side of the screen next to the **'+ add timetable'** option. From the drop-down list select the desired 'PDF' option. You will then be asked to select a date range, once selected click **'Download'**

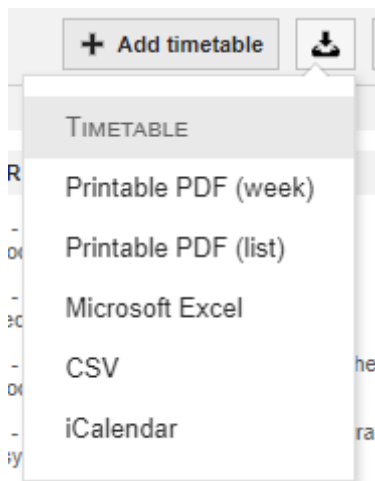


Figure 6: view of download icon and drop-down menu options for export to PDF timetable.

5. Sync your timetable with your calendar

Outlook Office 365

Connecting your calendar

To sync your timetable with your University Outlook Office 365 calendar you will need to select the sync icon (see figure 7) located on the right-hand side of your screen next to the download icon. From the drop-down menu select Microsoft Outlook under the University of Bath heading.

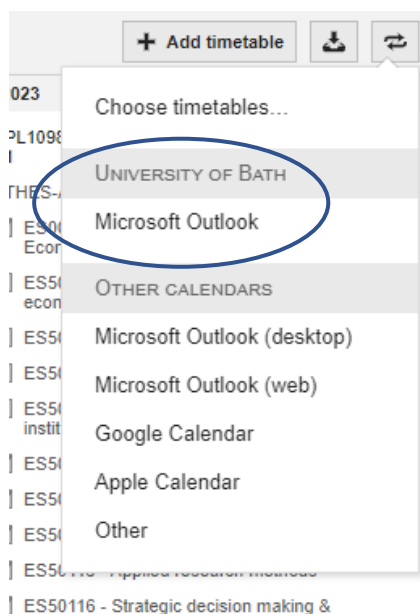


Figure 7: View of 'choose timetables' drop down menu.

Once selected a pop-up window will appear (figure 8) called **'Connect to an external calendar'**. You will need to select the timetable you wish to show on your calendar. To do this select the **'Choose timetable'** icon in the bottom right.

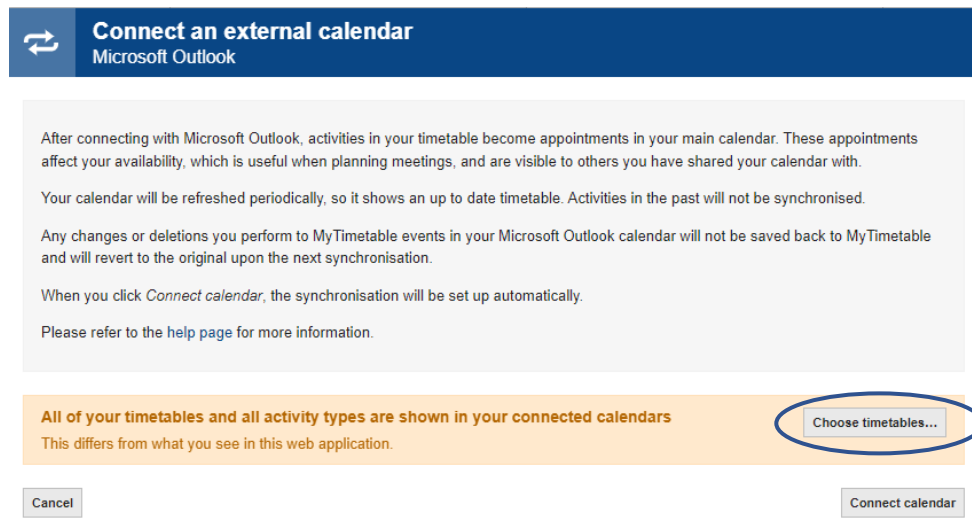


Figure 8: View of the 'Connect to external calendar' pop-up window.

Select or de-select the calendars you wish to show in Outlook by checking or unchecking the tick box next to each option. This is particularly important if you have manually added a programme or units.

If you have not manually added any units or programmes the only option should be your personalised timetable.

Once selected click close and then **'Connect calendar'**.

The window will then turn green and confirm that the calendar has been connected successfully. You should now be able to view your timetable in your Microsoft Office Outlook calendar.

Your calendar will take time to update through to Outlook and should be visible within 1 hour.

Note: If once your calendar is synced you are not seeing what you expect in your Outlook calendar e.g. units missing or too many, disconnect the calendar in MyTimetable and re-connect making sure you check the **'Choose timetables'** option during the connection process as this is where the calendars must be selected. Even if the timetable is selected to show on the main MyTimetable screen it will only show in Outlook if it is selected at this stage.

Your calendar should automatically update if there are any changes on MyTimetable. If you think your calendar is out of date please follow the instructions for resynchronising your calendar.

Disconnecting your calendar

To disconnect your calendar from Outlook, select the sync icon (see figure 7) located on the right-hand side of your screen next to the download icon. From the drop-down menu select Microsoft Outlook under the University of Bath heading.

A pop-up window will then appear with the option to resynchronise your calendar or disconnect (figure 9). Select disconnect and then choose **'Yes, remove all activities'**. This will completely remove the timetable activities from your Outlook calendar.

Please allow at least 1 hour for all activities to update.

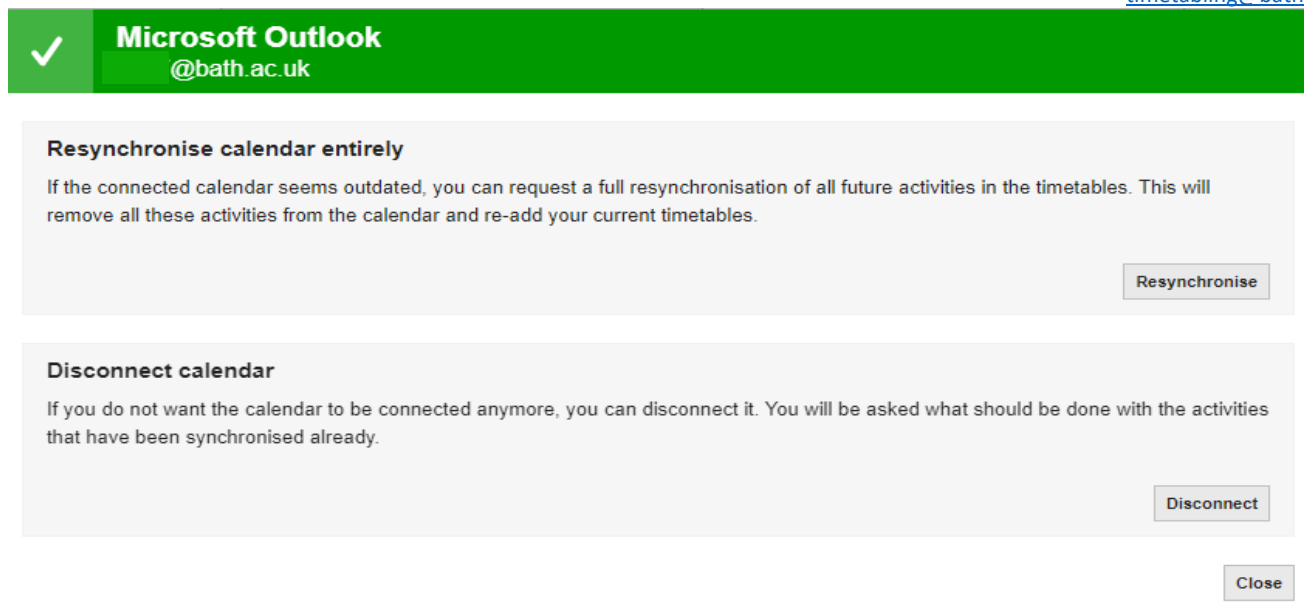


Figure 9: View of pop-up window once a calendar has been connected to Outlook.

Resynchronising your calendar

If the calendar you have connected looks outdated in Outlook you can resynchronise the calendar. This process will disconnect all activities and then re-add them without having to do this process manually.

Follow the steps for disconnecting your calendar but instead of selecting disconnect select the top option (figure 9) to **'resynchronise calendar entirely'**. This will then start the process, please allow time for your calendar to re-sync.

Google Calendar

Google Calendar supports subscribing to calendars, and therefore automatic refreshing of your timetable.

1. In your browser, go to [MyTimetable](#).
2. Click the 'Connect Calendar' button.
3. Select 'Google Calendar' from the drop-down menu.
4. Copy the URL starting with [HTTP://MYTIMETABLE.BATH.AC.UK/](http://MYTIMETABLE.BATH.AC.UK/) from the text box.
5. Go to Google Calendar.
6. Click the '+' above 'My calendars' and choose 'From URL'.
7. Paste the URL you just copied into the text box and click 'Add Calendar'.
8. After a few seconds, the timetable will appear in your calendar. If it does not, try reloading Google Calendar.

Apple Calendar

Apple Calendar supports subscribing to calendars, and therefore automatic refreshing of your timetable.

1. In your browser, go to [MyTimetable](#).
2. Click the 'Connect Calendar' button.
3. Select 'Apple Calendar' from the drop-down menu.

4. Copy the URL starting with [HTTP://MYTIMETABLE.BATH.AC.UK/](http://MYTIMETABLE.BATH.AC.UK/) from the text box.
5. Open Apple Calendar.
6. In Apple Calendar, click the 'File' menu and choose 'New Calendar Subscription....'
7. Paste the URL into the text box, then click 'Subscribe'.
8. A window with settings of the calendar subscription will appear. Set 'Auto-refresh' to 'Every hour' to keep your calendar up to date.
9. Click 'OK' to subscribe to your customized timetable.

6. FAQs

I cannot display my timetable for the new academic year.

MyTimetable has a personal profile for each academic year. If a selection can be made between multiple academic years, then a drop-down menu will be displayed at the top menu.

Somebody else has subscribed to my online calendar. How can I reverse this?

Each individual online calendar has a unique code. You can reset these 'personal links' by following the instructions to [reset your personal calendar subscription links](#).

Note: Your old online calendar's URL will no longer work. You now need to reconfigure your agenda application and/or smartphone.

All my classes start one or more hours too late or too early.

Your time zone may be configured incorrectly. Click the 'Settings' option in the top right corner of the MyTimetable screen and make sure the time zone is set correctly.

How often is the icalendar subscription updated?

This depends on the application you use. Google Calendar updates the timetable about every 6 hours, Microsoft Outlook updates every hour and for Apple Calendar you can configure the update interval yourself.

My timetable in outlook/google calendar/apple calendar is not being updated or is missing activities
We advise you to reset the connection with the calendaring application.

For Apple Calendar (right click on the timetable and choose 'Delete') or Google Calendar (go to 'Settings' > 'Calendars' and choose 'Unsubscribe'). Then, in MyTimetable, reset your personal subscription links. Now you should re-add the timetable to your calendaring application.

For Outlook calendar please follow the instructions for [resynchronising your calendar](#).

How do I reset my personal calendar subscription links?

Click the 'Settings' option in the top right corner of the MyTimetable screen and open the tab 'Applications'. Now, click the reset link to reset your personal links.

Note: Your old online calendar's URL will no longer work. You now need to reconfigure your agenda application and/or smartphone.

7. Help

If your question has not been answered in the FAQ section please contact Academic Registry at timetabling@bath.ac.uk for help in dealing with any problems or incorrect timetables.