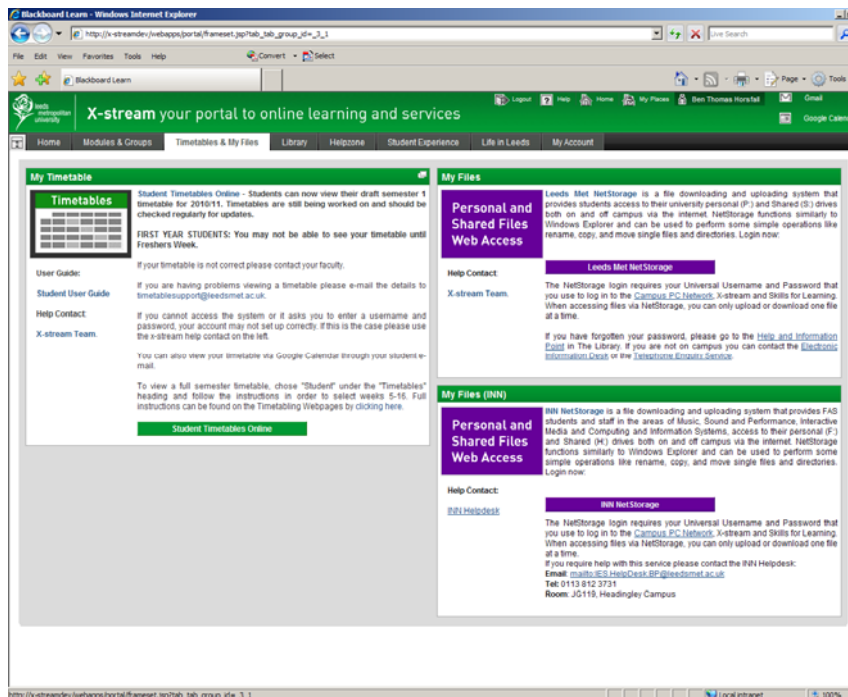


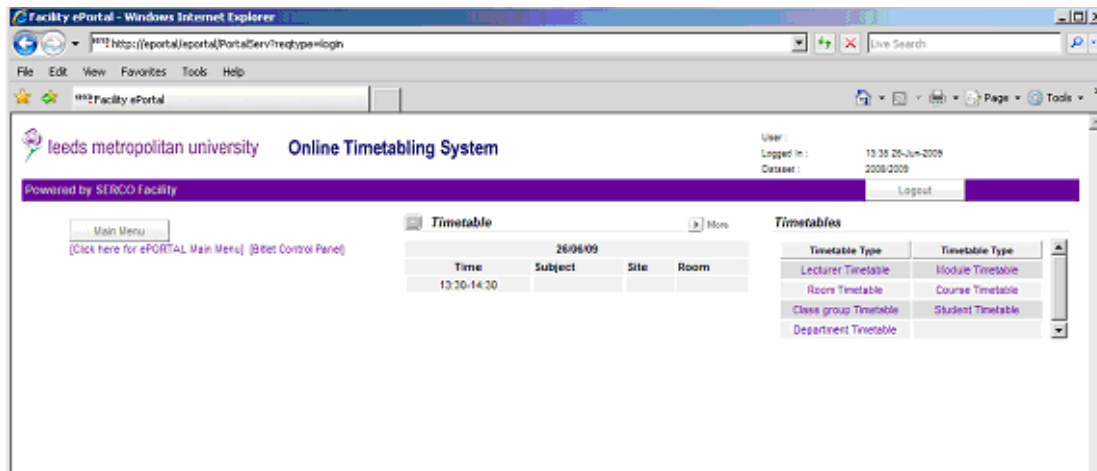


Online Timetables Instructions

- ◆ Access to the Online Timetables is via the student/staff portal
 - Go to the Leedsmet.ac.uk homepage – at the top left hand side of the page select **'Home'** and then **'Student Portal'**.
 - To login to the Portal, enter the username and the password used to log into a university PC. Then select the **'Timetables & My Files'** tab.
 - On the left is the timetabling box.
 - Click **'Student Timetables Online'**.



- Make sure the screen is at its maximum.



The Timetable heading in the centre of the screen shows events for **today only**.

- To view this week's and next week's events click on the **More** button at the right of the section.

To view events that are **not today** (e.g. a full semester or particular weeks)...



- Click on the links on the top right under **Timetables** (e.g. Student Timetable, Lecturer Timetable, Room Timetable etc)
- or
- Select **Main Menu** (on the left hand side) and then **Timetable** and **Timetable**.

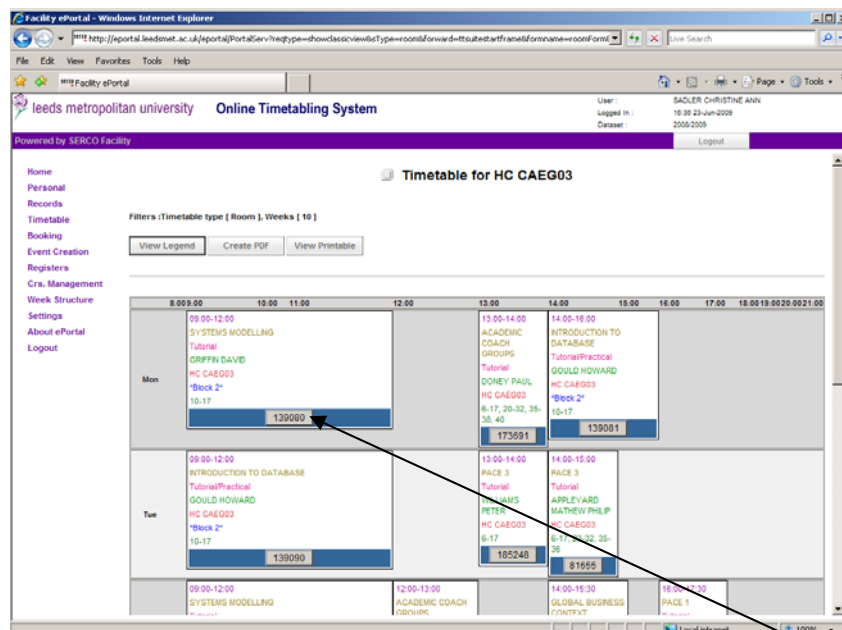
A number of different timetables can be viewed:

- Student – only your own
- Lecturer
- Room
- Classgroup (only possible if you know the exact code)
- Module
- Course (only possible if you know the exact code)

(To go back either click, the back button at the bottom of the screen, the button on the toolbar or right click on the mouse and select 'Back'.)

◆ Student

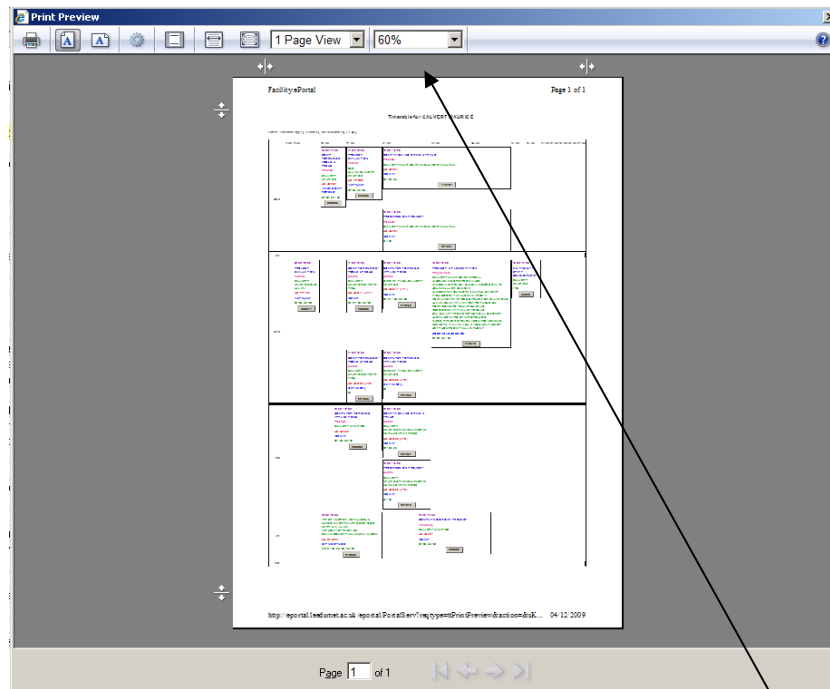
- 1) To view your timetable for different weeks select **Student** from the dropdown list and press **Search**. Do not enter anything in the two week fields. (Note: students cannot view other students' timetables).
- 2) At the bottom of the screen, select the weeks/dates required using one of these two methods:
 - Click on the button next to week range  and then place a tick in the desired weeks, followed by **OK**. Ensure that no weeks are selected prior to this or it will add your desired weeks to the pre-selected ones.
 - Put the dates in the **From Date** and **To Date** fields at the bottom by clicking on the button and then selecting the date. (To clear the field press )
- 3) Press **Next** to continue.
- 4) Select the format required. i.e. graphical or list. (the list view is it not recommended as it is in code)
- 5) The timetable will appear (as long as there are events to show).



- 6) To see more details click on the button at the bottom of each event.

◆ Printing on one page

- Press **View Printable** then **File** and **Print Preview**.



- Select **Shrink to Fit** or **Page Width** (depending on which appears) from the drop down menu. Enter the required percent if this does not put it onto one page.

Depending on the information displayed it may not be possible to print it all on one page.

Viewing different timetable types

◆ Lecturer

- Searching can be done via either the code or name (surname first). Type in the details and then press **Search**.
- Select the radio button for the required person.
- Follow the instructions (from point 2 on page 3 onwards) regarding selecting the weeks and displaying the timetable.

◆ Room

- From the drop down menu select a **Site** (building) and press **Search**.
- Select the radio button for the required room.
- Follow the instructions (from point 2 on page 3 onwards) regarding selecting the weeks and displaying the timetable.

◆ Module

- In the search box type in one or two words from the name of the module. Then click **Search**. Please note that the module titles may have abbreviated words, so you may have to try a couple attempts

to find the module you want. A number of options may appear if the module runs in more than one semester/block. The delivery it relates to will appear in brackets. The Department Code should not be used as it is not in alphabetical order.

- Select the radio button for the required module.
- Follow the instructions (from point 2 on page 3 onwards) regarding selecting the weeks and displaying the timetable.

◆ **Course/ Class group**

- You may be able to locate these through abbreviating words but as mentioned earlier this is only really possible if you know the exact code or title.
- The rest of the process is the same as searching for a Module.

Week Structure

- ◆ Click on **Week Structure** (from the Main Menu) to see the mapping of week numbers to the week commencing dates.

Logging out

- ◆ To log out select **log out** on the top right hand corner and then again on the portal screen.