ROTTERDAM SCHOOL OF MANAGEMENT
ERASMUS UNIVERSITY

MANUAL MYTIMETABLE

Contents

RSM - a force for positive change

Overview

MyTimetable provides students with a personal timetable, provided they have logged on with their ERNA-ID. This manual offers a brief explanation of the most important screens and features.

The main grid shows the timetable and offers different viewing options (i.e. day, week, month, or list). By default, the week view is chosen.

The various activities have different colours and each colour corresponds with a certain type:
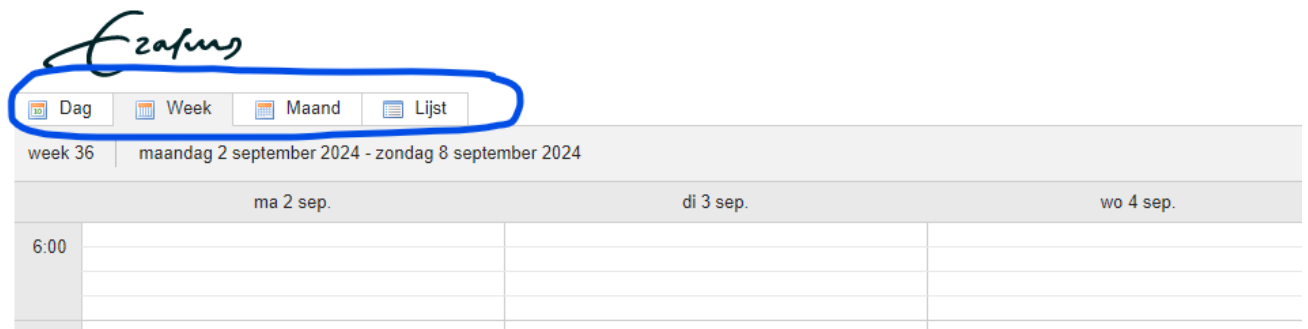
- Blue – plenary (e.g. lecture)
- Pink – group session (e.g. workshop, question session)
- Yellow – exam

1. To navigate through your timetable, you can use the calendar in the bottom right corner.

2. To change views, you can click on a tab in the upper left corner.
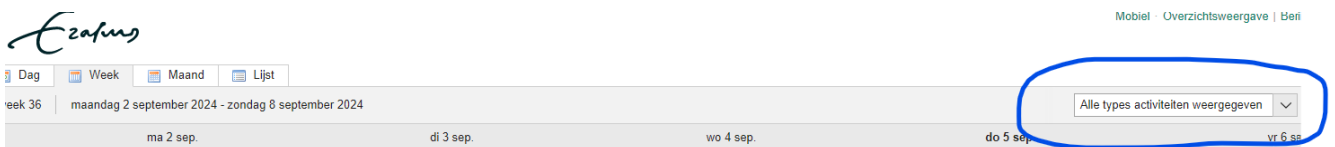
3. To filter on the activity type, you can use the below dropdown menu. When filtering, the application will show the number of activity types hidden.

4. To see an overview of the courses that are in your timetable, you can refer to the below right hand pane.

You will see a "■" sign in front of some courses. These are courses that you are officially enrolled in Osiris (by Programme Management).

In *MyTimetable*, it is **not** possible to remove these enrolled courses or change the group you are in.

If you want to change the group you are in, please contact your Programme Manager.
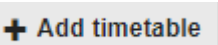
Adding courses/exams to your timetable

In *MyTimetable*, it is possible to manually add courses to your timetable. This is particularly useful if you wish to build a preliminary timetable to quickly view possible timetable conflicts before enrolling for a course or group.

IMPORTANT NOTE: **Manually adding a course/group to your timetable does <u>not</u> mean you have registered for the course/group.** Please refer to course announcement for instructions of group registration and contact your Programme Manager for course enrollment.

Instructions

To add a course to your time table,

1. Click on .
2. The easiest way to add a course is to click on the option Course in the relevant academic year.

    To add an exam, simply click on the option Course under Exams.

3. In the screen that follows, you can enter (part of) the course code or (part of) the course title to search for the course. In the "Filter on department" dropdown menu, please select "RSM" to further narrow down your search.

4. Then select the course you would like to add to your time table and click **Add timetables** and **Close** .

5. If you selected a course that consists of group sessions, you can select the group(s) you would like to include in your timetable, followed by clicking on OK.

6. Close the course selection window once you have added the course you are interested in.

7. The course is then added to your timetable. Unlike the courses for which you have been officially enrolled for, this manually added course can be deselected and removed from your timetable.

8. It is also possible to change the group you would like to see by click on the ▼ button next to the course title in your course overview.
   Note that plenary sessions are automatically added to your timetable when you select a group.

Activities that belong to the courses(s) that you manually added appear differently in the week view – they have a shaded background (i.e. the activities are tentative).

Tips

When adding courses to your timetable, we recommend you use the <u>List view</u>. In the List view, you have the option to highlight overlapping activites. To highlight overlapping activites,

1. Click on ⚙ and select the option to highlight overlapping activites. It is also an option to only show overlapping activites.

If you have chosen multiple groups, it is possible that they overlap. By ignoring concurrency within the same course, overlaps within the same course are disregarded.

2. In the example below, you can see that two plenary activities overlap.

Removing a course or changing group

To remove a course that was manually added to your timetable, click on the ▼ button next to the course title in your course overview.

As you can see below, you can either remove the course or choose group(s).

Choose group(s)…

Filter activity types…

Connect calendar ▸

Remove

IMPORTANT NOTE: courses that are added manually will appear in your timetable the next time you logon. If you want to enroll for the course, we recommend that you remove it from *MyTimetable* before Programme Management enrolls you for the course. After the official course enrolment, the course (and groups) will then automatically appear in your timetable.

Connecting MyTimetables to your calendar app

Using MyTimetable, you can synchronise your personal timetable with the calendar app on your smartphones or tablets. This way, timetable changes will appear in your calendar app automatically.

Please refer to the Connecting smartphone or Connecting calendar applications sections on the MyTimetables Help page for detailed instructions.

IMPORTANT NOTE: We strongly recommend that you only sync courses that are officially enrolled in Osiris. In other words, do not synchronise the manually added courses as you are not officially registered for those courses.