

MANUAL MYTIMETABLE

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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 screenshot shows the MyTimetable interface for week 37, from Monday, September 9, 2024, to Friday, September 13, 2024. The interface includes a header with the Erasmus logo, navigation tabs (Dag, Week, Maand, Lijst), and a dropdown menu for activity types. The main grid displays activities for each day and time slot. Activities are color-coded: blue for plenary sessions, pink for group sessions, and yellow for exams.

	ma 9 sep.	di 10 sep.	wo 11 sep.	do 12 sep.	vr 13 sep.
9:00		09:00 - 09:45 BK1204 Wiskunde		09:00 - 09:45 BK1201 Inleiding in de bedrijfskunde	
10:00				10:00 - 11:45 BK1202 Gedrag in organisaties Hoorcollege	
11:00	11:00 - 12:45 BK1203 Marketing management Hoorcollege		11:00 - 12:45 BK1203 Marketing management Hoorcollege	11:00 - 11:45 Plenary Van der Goot M1-12 (Oxford) (921 p) dr. A. Nederveen Pieterse	
12:00	Plenary Van der Goot M1-12 (Oxford) (921 p) dr. C.J.P. Lembrigts		Plenary Van der Goot M1-12 (Oxford) (921 p) dr. C.J.P. Lembrigts		
13:00					
14:00					
15:00					
16:00					
17:00	17:00 - 18:45 BK1205 Professionele ontwikkeling I Workshop				
18:00	Group 9B Van der Goot M1-04 (Montreal) (28 p)				

The various activities have different colours and each colour corresponds with a certain type:

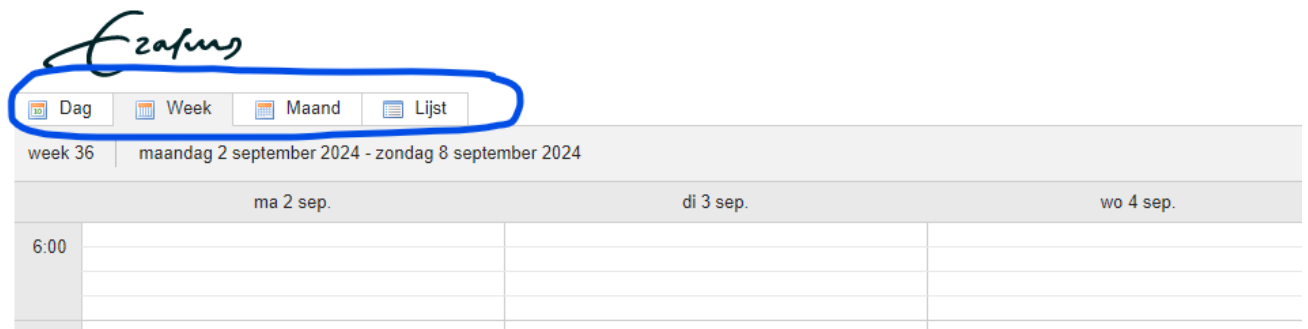
- **Blue** – plenary (e.g. lecture)
- **Pink** – group session (e.g. workshop, question session)
- **Yellow** – exam

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



sep. 2024						
M	D	W	D	V	Z	Z
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

2. To change views, you can click on a tab in the upper left corner.



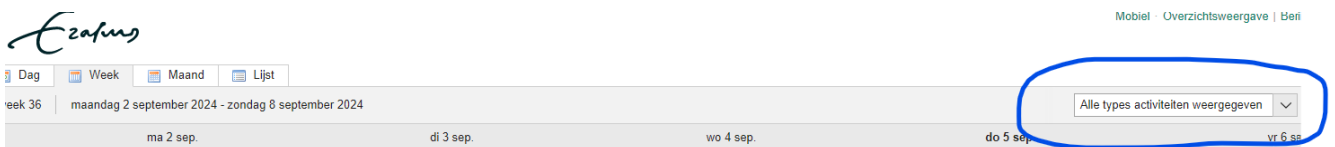
Erasmus

Dag Week Maand Lijst

week 36 maandag 2 september 2024 - zondag 8 september 2024

	ma 2 sep.	di 3 sep.	wo 4 sep.
6:00			

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.



Erasmus

Mobiel Overzichtswaergave | Ben

Dag Week Maand Lijst

week 36 maandag 2 september 2024 - zondag 8 september 2024

Alle types activiteiten weergegeven

	ma 2 sep.	di 3 sep.	wo 4 sep.	do 5 sep.	vr 6 sep.
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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.

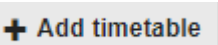
Adding courses/exams to your timetable

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 not 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.

NOTICE!

You cannot register yourself via this timetable. Follow the procedure described by your program to register for a course, group or exam.

TIMETABLES

Course

Programme

Subprogramme

Staff member

OTHER TIMETABLES

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

EXAMS

Course

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.

≡+ Courses (Timetables)

Search:

Academic year:

Department:

Select the timetables you want to add:

[select all](#) [select none](#)

- B3EL106 Finance for Positive Change (2022/2023)
- B3EL106 Finance for Positive Change (2023/2024)
- B3EL106 Finance for Positive Change (2024/2025)
- B3EL113 Household Finance (2022/2023)
- B3EL113 Household Finance (2023/2024)
- B3EL113 Household Finance (2024/2025)
- B3MIN1051 Finance for non-Financials (2022/2023)
- B3MIN1051 Finance for non-Financials (2023/2024)
- B3MIN1051 Finance for non-Financials (2024/2025)
- BERMSS035 Sustainable Finance (2022/2023)
- BERMSS035 Sustainable Finance (2023/2024)
- BERMSS035 Sustainable Finance (2024/2025)
- BK1209 Finance (2022/2023)
- BK1209 Finance (2023/2024)
- BK1209 Finance (2024/2025)
- BK2107 Corporate finance (2022/2023)

Show in connected calendars and send change notifications.

Add timetables

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.

≡+ Courses (Timetables)

For the timetables shown below, it is possible to select your group. Select groups for each timetable, if desired.


BK1205 Professionele ontwikkeling I (2024/2025)

[select all](#) [select none](#)

- All groups
- Group 10A
- Group 10B
- Group 10C
- Group 10D
- Group 11A

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

13:00 - 14:45 FEB11001 Micro-economie hoco Plenary M1-12	13:00 - 14:45 FSWS-1020 Bestuurskunde, maatschappelijke problemen en bestuurlijke oplossingen Lecture Plenary	13:00 - 14:45 FEB11001 Micro-economie hoco Plenary M1-12		13:30 - 16:30 FSWB-2020 Network Governance Exam Plenary M-Hall block 16-17 (2) Faculteit der Sociale Wetenschappen
	15:00 - 16:45 FEB11001 Micro-economie pract Group EC04 Theil C1-6		15:00 - 16:45 FEB11001 Micro-economie pract Group EC04 Mandeville T3-17	

Tips

When adding courses to your timetable, we recommend you use the [List view](#). In the List view, you have the option to highlight overlapping activities. To highlight overlapping activities,

- Click on  and select the option to highlight overlapping activities. It is also an option to only show overlapping activities.

Combine into weekly pattern

OVERLAPPING ACTIVITIES

- Normal
- Highlight overlapping activities
- Show only overlapping activities


Ignore concurrency within the same course

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.

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

Thu 17 Nov	15:00 - 16:45	pract	FEB11001	Micro-economie Group EC04	Mandeville T3-17
Fri 18 Nov	13:00 - 14:45	soco	FEB11001	Micro-economie Plenary	M1-12
Mon 21 Nov	11:00 - 12:45	Lecture	fsws-5020	Modern Families Plenary	Mandeville T3-31
	13:00 - 14:45	hoco	FEB11001	Micro-economie Plenary	M1-12
		Lecture	FSWS-2030	Inequality 2: International Migration Plenary	Mandeville T3-31

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.