

ROTTERDAM SCHOOL OF MANAGEMENT ERASMUS UNIVERSITY

MANUAL MYTIMETABLE

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Background

MyTimetable replaces the My Timetable function of SIN-Online. This timetable replacement is one of the first steps to slowly retire SIN-Online and replace its functions with new systems which can be better integrated with the IT infrastructure of Erasmus University.

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 a weekly timetable grid for the week of Monday, 2 October 2017 - Sunday, 8 October 2017. The grid is organized by day (Mon 2 Oct, Tue 3 Oct, Wed 4 Oct, Thu 5 Oct, Fri 6 Oct) and time (9:00 to 18:00). Each cell in the grid represents an activity, color-coded by type. The activities listed include lectures, workshops, and investments. The Rotterdam School of Management is mentioned for several events. The top navigation bar includes links for Mobile, Location view, Overview, Messages, and Settings.

Mon 2 Oct		Tue 3 Oct		Wed 4 Oct		Thu 5 Oct		Fri 6 Oct	
9:00	09:00 - 11:45 BM02FI Corporate finance Lecture	09:00 - 10:30 BM02FI Corporate finance Workshop			09:00 - 10:45 BM01FI Investments Workshop				
10:00			Aula	G3-46			Theil CB-2		
		10:30 - 12:00 BM02FI Corporate finance Workshop					Rotterdam School of Management		
11:00			G3-46		11:00 - 13:45 BM02FI Corporate finance Lecture	11:00 - 12:45 BM01FI Investments Workshop			
12:00					Theil CB-1		Theil CT-1		
		12:30 - 14:00 BM02FI Corporate finance Workshop			Rotterdam School of Management		Rotterdam School of Management		
13:00		G3-46							
14:00									
15:00	15:00 - 17:45 BM01FI Investments Lecture	15:00 - 16:30 BM02FI Corporate finance Workshop							
16:00			Theil CB-1	Mandeville T3-21		16:00 - 17:45 BM01FI Investments Workshop			
			Rotterdam School of Management				Sanders 0-01		
17:00		17:00 - 18:30 BM02FI Corporate finance Workshop					Rotterdam School of Management		
18:00		Mandeville T3-21							

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

- **Blue** – plenary (e.g. lecture)
- **Green** – group session (e.g. tutorial)
- **Red** – exam

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

Mar 2018						
M	T	W	T	F	S	S
26	27	28	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	31	1
2	3	4	5	6	7	8

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

The screenshot shows the Erasmus timetabling software interface. At the top, there is a handwritten-style logo 'Erasmus'. Below it is a navigation bar with four tabs: 'Day' (highlighted with a blue oval), 'Week', 'Month', and 'List'. The main area displays a weekly overview from 'Monday, 12 March 2018 - Sunday, 18 March 2018'. The days of the week are listed horizontally: Mon 12 Mar, Tue 13 Mar, Wed 14 Mar. Under each day, there is a vertical timeline starting at 6:00. The 'Day' tab is currently active, indicated by a blue oval around its icon.

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.

The screenshot shows the Erasmus timetabling software interface in 'Week' view. It displays the same weekly overview from 'Monday, 12 March 2018 - Sunday, 18 March 2018'. The days of the week are listed horizontally: Mon 12 Mar, Tue 13 Mar, Wed 14 Mar, Thu 15 Mar, Fri 16 Mar. A dropdown menu is open on the far right, with the option 'Activities of all types shown' highlighted. This dropdown is circled with a blue oval.

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

The screenshot shows a user interface for managing a timetable. At the top, there are three buttons: '+ Add timetable', a download icon, and a refresh/circular arrow icon. Below this is a dropdown menu set to '2016/2017'. The main area lists various courses, each preceded by a minus sign (-) indicating they are enrolled. The courses listed are:

- CH1107 Dutch History in a Globalizing World
- FSWB-1010 Bestuurskunde: maatschappelijke problemen en bestuurlijke oplossingen
- FSWB-1055 Schrijven
- FSWB-1080 Recht en regulerings
- FSWB-1085 Project Management
- FSWB-2015 Schrijven: betoog
- FSWB-2020 Network Governance
- FSWB-2025 Onderhandelen
- FSWB-2035 Beroepsethiek
- FSWB-2040 Bachelorstage
- FSWC-1080 International Law
- FSWC-1085 Project management
- FSWE-MINOR-1B Gezinnen van nu
- FSWP-K-3.3.14 Pain
- FSWP-K-3.3.3 Psychological Science
- FSWP-MINOR-1F Hoogtepunten uit de psychologie
- FSWP-MINOR-2A Positive Organizational Psychology
- FSWP-MINOR-6 Crosscultural Psychology
- FSWP1-010-A People in Groups

You will see a minus “-“ sign in front of some courses. These are courses that you are officially enrolled in Osiris (by MSc 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 MSc Programme Manager.

Adding courses/exams to your timetable

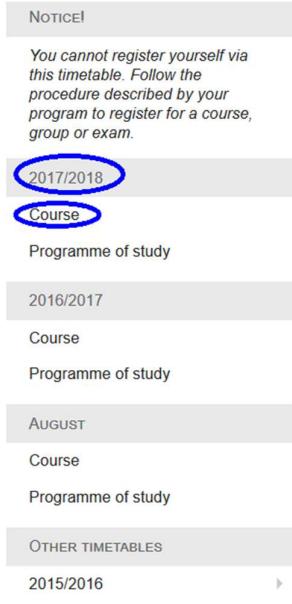
In *MyTimetable*, it is possible to manually add courses to your timetable. This is particularly useful if you wish to build a preliminary timetable to quickly view possible timetable conflicts before enrolling for a course or group.

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 MSc 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 “Rotterdam School of Management” to further narrow down your search.

☰+ Add course timetable (2017/2018)

Search for a course: enter at least 3 characters

Filter on department:

Filter on programme of study:

Select the timetables you want to add:

	select all select none
<input type="checkbox"/> BM02FI Corporate finance	
<input type="checkbox"/> BMHONFI Finance & Investments honours course	
<input type="checkbox"/> BMME026 Household finance	
<input type="checkbox"/> BMME029 Behavioural corporate finance	
<input type="checkbox"/> BMME030 Real estate finance & investments	
<input type="checkbox"/> BMME034 Entrepreneurial finance & private equity	
<input type="checkbox"/> BMME097 Quantitative Methods for Finance	
<input type="checkbox"/> BMME113 Sustainable Finance	
<input type="checkbox"/> BMME115 Behavioral Finance	
<input type="checkbox"/> BMRMFI Research methods in finance	
<input type="checkbox"/> MSC-FIA MSc Finance & Investments	

Synchronise these timetables with my connected calendar applications.

[Close](#) **[Add timetables](#)** **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.

☰+ Add course timetable (2016/2017)

FEB11001 Micro-economie

1 Group EC04	
select all select none	
<input type="checkbox"/> Group EC01	
<input type="checkbox"/> Group EC02	
<input type="checkbox"/> Group EC03	
<input checked="" type="checkbox"/> Group EC04	

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).

13:00 - 14:45 FEB11001 Micro-economie hoco <i>Plenary</i> M1-12	13:00 - 14:45 FSWS-1020 Bestuurkunde, maatschappelijke problemen en bestuurlijke oplossingen Lecture <i>Plenary</i> M1-12	13:00 - 14:45 FEB11001 Micro-economie hoco <i>Plenary</i> M1-12	13:30 - 16:30 FSWB-2020 Network Governance Exam <i>Plenary</i> 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 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.

[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.

2. 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 enrol for the course, we recommend that you remove it from *MyTimetable* before MSc 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.