ROTTERDAM SCHOOL OF MANAGEMENT ERASMUS UNIVERSITY

MANUAL MYTIMETABLE

Contents

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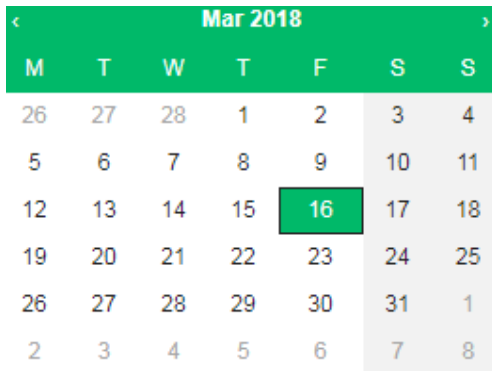
The main grid shows the timetable and offers different viewing options (i.e. day, week, month, or list). By default, the week view is chosen.

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

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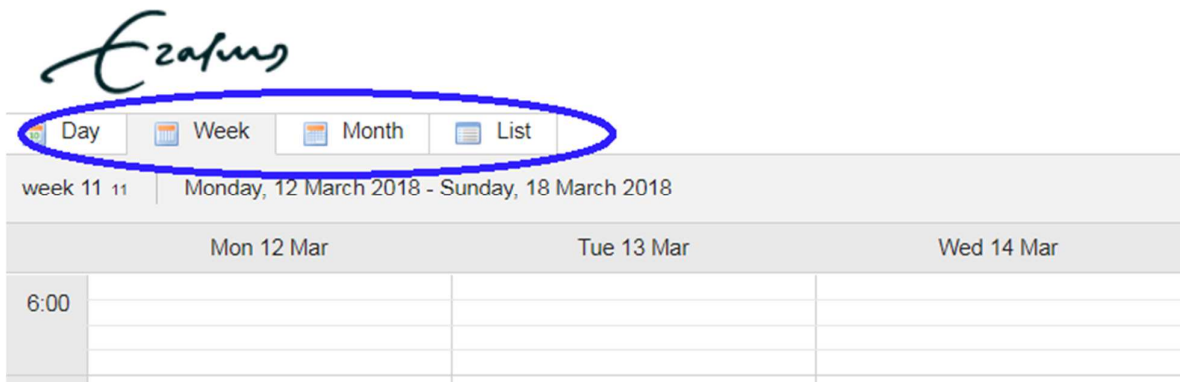- Green – group session (e.g. tutorial)
- Red – exam

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

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 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.
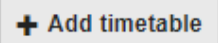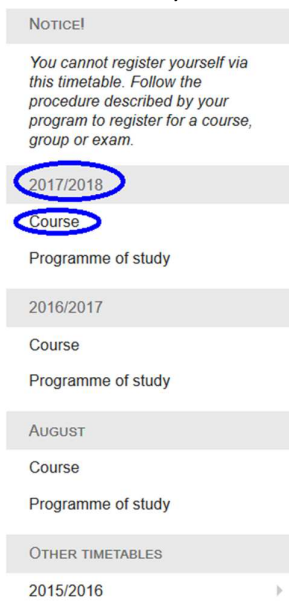
Adding courses/exams to your timetable

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 <u>not</u> 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 **＋ Add timetable** .

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.

   2017/2018

   Course

   Programme of study

   2016/2017

   Course

   Programme of study

   AUGUST

   Course

   Programme of study

   OTHER TIMETABLES

   2015/2016

   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 "Rotterdam School of Management" 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 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.

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 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.