Rotterdam School of Management
Erasmus University

Manual MyTimetable

Contents

RSM - a force for positive change

RSM Erasmus

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.
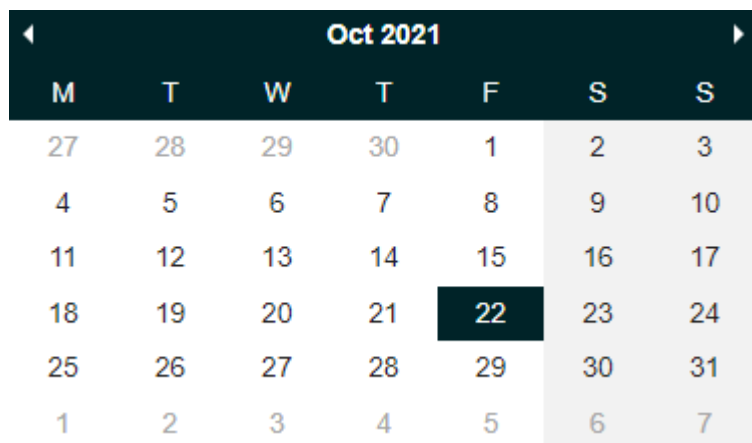

The various activities have different colours and each colour corresponds with a certain type:

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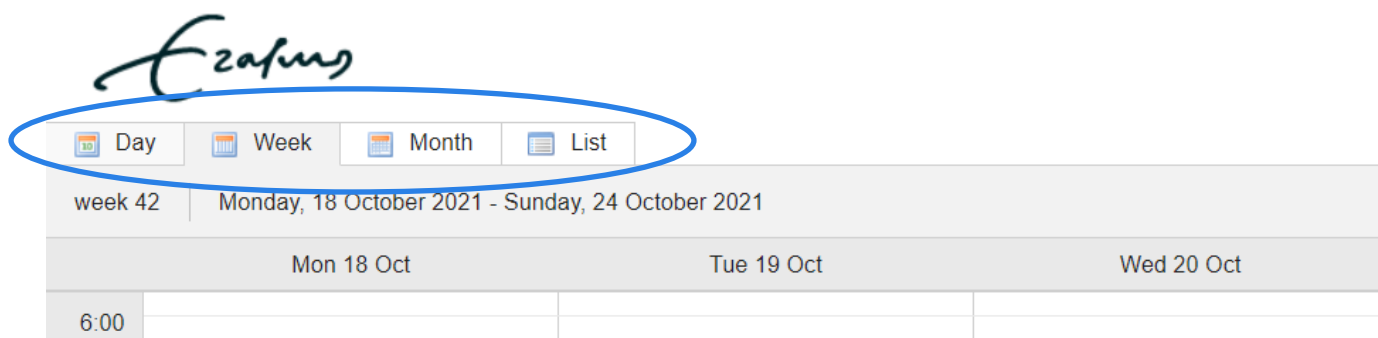- **Green** – group session (e.g. tutorial)
- **Red** – exam

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

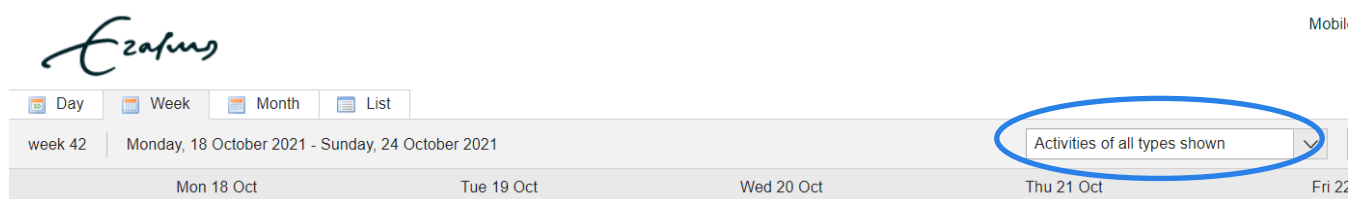

2. To change views, you can click on a tab in the upper left corner.

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.

▼ 2021/2022

- ■ BM01BAM Advanced Statistics & Programming
- ■ BM02BAM Data Management & Ethics
- ■ BM03BAM Experimentation & Causal Inference
- ■ BM04BAM Management Science
- ■ BM05BAM Machine Learning & Learning Algorithms
- ■ BM06BAM Digital Transformation & Supply Chains
- ■ BM07BAM Marketing Models
- ■ BM09BAM Buiness Analytics Workshop
- ■ BM21BAM Customer Analytics
- ■ BM25BAM Analyzing digital footprints
- ■ BMMEYFC Your Future Career
- ■ BMMTIBAM MSc Business Analytics & Management Thesis

You will see a black square in front of some courses. These are courses that you are officially enrolled in Osiris[1] (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.

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[1] MSc Programme Management processes the course enrolments per block. The course enrolments will approximately be processed a week before the start of each block.
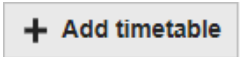
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Adding courses/exams to your timetable

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 registering for a group.

IMPORTANT NOTE: Manually adding a course/group to your timetable does not mean you are registered for the course/group. Course enrollments will be automatically processed by Programme Management before the start of each block. If the block has started and you can still not see your enrollment for the course(s), please contact MSc Programme Management.

Instructions

To add a course to your timetable,

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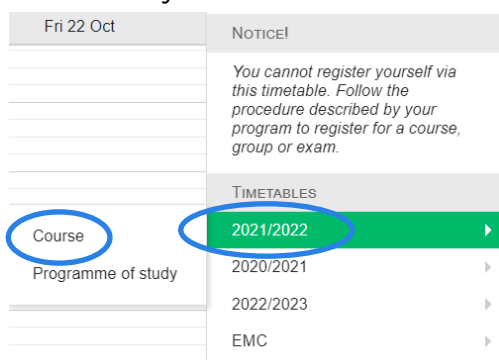
3. In the screen that follows, you can enter (part of) the course code or (part of) the course title to search for the course. In the "Filter on department" dropdown menu, please select "Rotterdam School of Management" to further narrow down your search.

Courses (2021/2022)

Search: enter at least 3 characters

python

Department:

Rotterdam School of Management

Programme of study:

(all)

Select the timetables you want to add:

select all   select none

☐ BM23BAM Business Analytics Applications with Python
☐ BMME147-3 Programming Fundamentals Using Python
☐ BMME147-4 Programming Fundamentals Using Python

☐ Show in connected calendars and send change notifications.

Close   Add timetables

4. Then select the course you would like to add to your timetable and click

    Add timetables and **Close** .

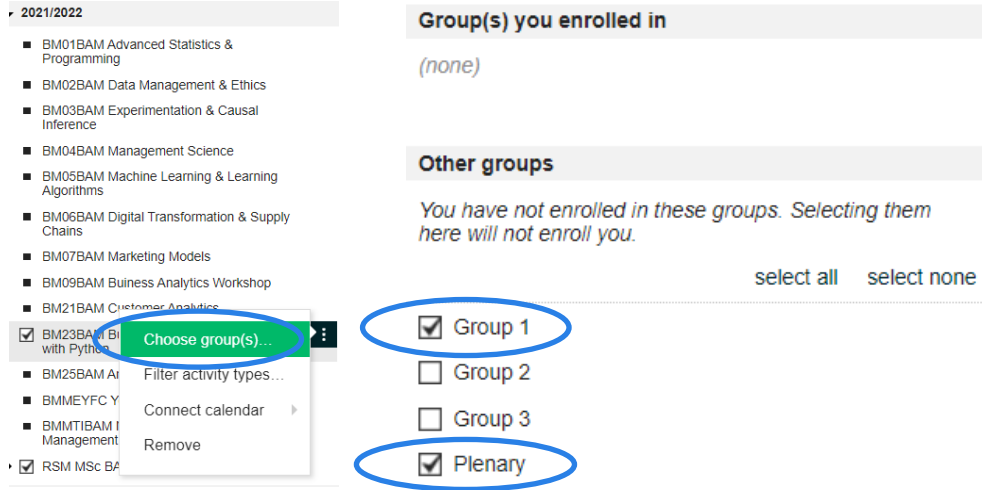5. If you selected a course that consists of group sessions, you can select the group(s) you would like to include in your timetable, followed by clicking on OK.

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.

Activities that belong to the courses(s) that you manually added appear differently in the week view – they have an exclamation mark (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 activities. To highlight overlapping activities,

1. 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 for same 'Course code'

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 activities overlap.

week 22						
Mon 30 May	09:00 - 10:45	lecture	B3T4104	International Business from a Societal Perspective ⚠ *Plenary*		Sanders 0-04
	13:00 - 13:45	workshop	B3T4104	International Business from a Societal Perspective ⚠ *Group 1*		Theil C1-6
	13:00 - 15:45	lecture	BM26BAM	FinTech: Business models and Applications ⚠ *Plenary*		Mandeville T3-35
Fri 3 Jun	09:00 - 11:45	workshop	BM26BAM	FinTech: Business models and Applications ⚠ *Plenary*		Mandeville T3-35

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 ▸
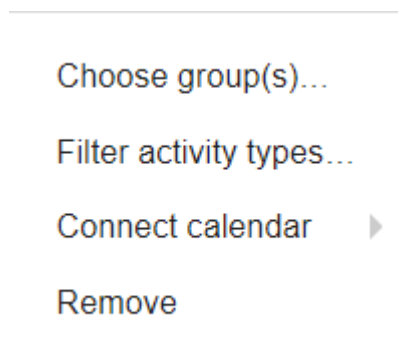
Remove

IMPORTANT NOTE: courses that are added manually will appear in your timetable the next time you log in. 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 MyTimetable to your calendar app

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

Please refer to the Connecting smartphone or tablet 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.

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