

MANUAL MYTIMETABLE

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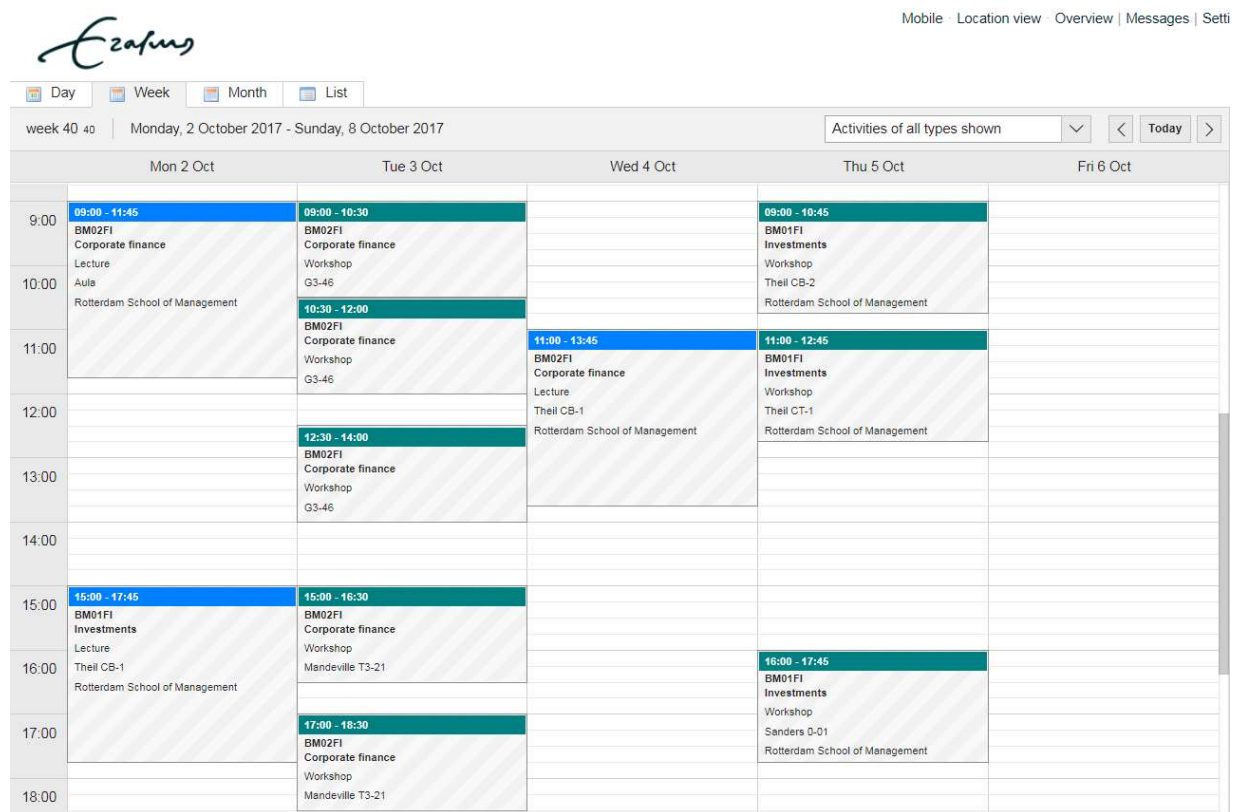
Background

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 displays the Erasmus MyTimetable interface. At the top, the Erasmus logo is on the left, and navigation links (Mobile, Location view, Overview, Messages, Settings) are on the right. Below the logo, there are tabs for Day, Week, Month, and List, with 'Week' selected. The main header shows 'week 40 40' and the date range 'Monday, 2 October 2017 - Sunday, 8 October 2017'. A dropdown menu is set to 'Activities of all types shown'. The timetable grid shows days from Monday to Friday. Activities are color-coded: blue for plenary (e.g., lecture), green for group session (e.g., tutorial), and red for exam. The grid shows activities for Monday, Tuesday, Wednesday, and Thursday, with Friday being empty.

	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 Aula Rotterdam School of Management	09:00 - 10:30 BM02FI Corporate finance Workshop Q3-46		09:00 - 10:45 BM01FI Investments Workshop Theil CB-2 Rotterdam School of Management	
10:00		10:30 - 12:00 BM02FI Corporate finance Workshop Q3-46			
11:00			11:00 - 13:45 BM02FI Corporate finance Lecture Theil CB-1 Rotterdam School of Management	11:00 - 12:45 BM01FI Investments Workshop Theil CT-1 Rotterdam School of Management	
12:00		12:30 - 14:00 BM02FI Corporate finance Workshop Q3-46			
13:00					
14:00					
15:00	15:00 - 17:45 BM01FI Investments Lecture Theil CB-1 Rotterdam School of Management	15:00 - 16:30 BM02FI Corporate finance Workshop Mandeville T3-21		16:00 - 17:45 BM01FI Investments Workshop Sanders 0-01 Rotterdam School of Management	
16:00					
17:00		17:00 - 18:30 BM02FI Corporate finance Workshop Mandeville T3-21			
18:00					

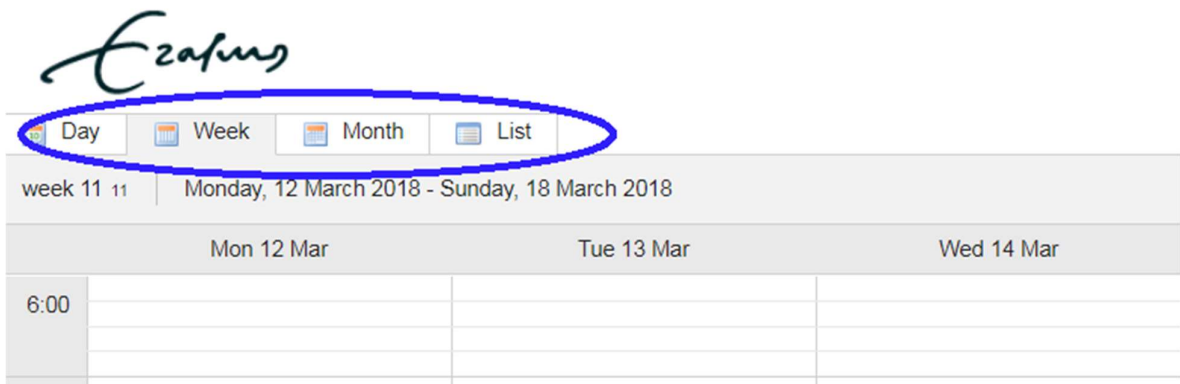
The various activities have different colours and each colour corresponds with a certain type:

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

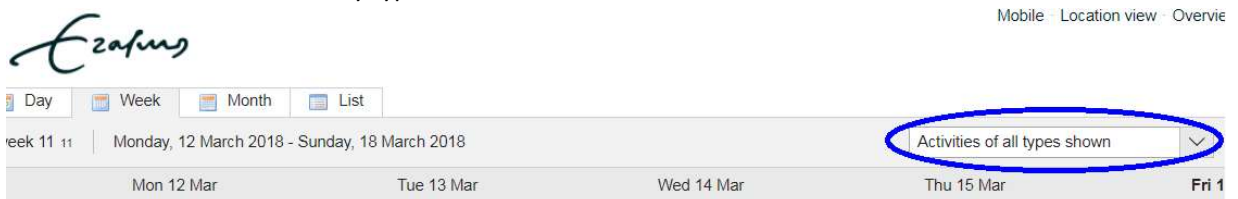
1. To navigate through your timetable, you can use the calendar in the bottom right corner.

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.



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 not mean you have registered for the course/group. Course enrollment will be automatically processed by Programme Management before the start of each block. If one the block has started and you can still not see your enrollment for the course(s), please contact Programme Management.

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.

≡+

Add course timetable (2017/2018)

Search for a course:

enter at least 3 characters

finance

Filter on department:

Rotterdam School of Management

▼

Filter on programme of study:

RSM MSc FI/Master-1

▼

Select the timetables you want to add:

select all select none

☐ BM02FI Corporate finance

☐ BMHONFI Finance & Investments honours course

☐ BMME026 Household finance

☐ BMME029 Behavioural corporate finance

☐ BMME030 Real estate finance & investments

☐ BMME034 Entrepreneurial finance & private equity

☐ BMME097 Quantitative Methods for Finance

☐ BMME113 Sustainable Finance

☐ BMME115 Behavioral Finance

☐ BMRMFI Research methods in finance

☐ MSC-FIA MSc Finance & Investments

☐ Synchronise these timetables with my connected calendar applications.

Close

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)


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

FEB11001 Micro-economie

1 Group EC04

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

☐ Group EC01
☐ Group EC02
☐ Group EC03
☒ Group EC04

- Close the course selection window once you have added the course you are interested in.
- 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.
- 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 M1-12	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.

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 ECON	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 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.