Manual MyTimetable

Erasmus School of History, Culture and Communication
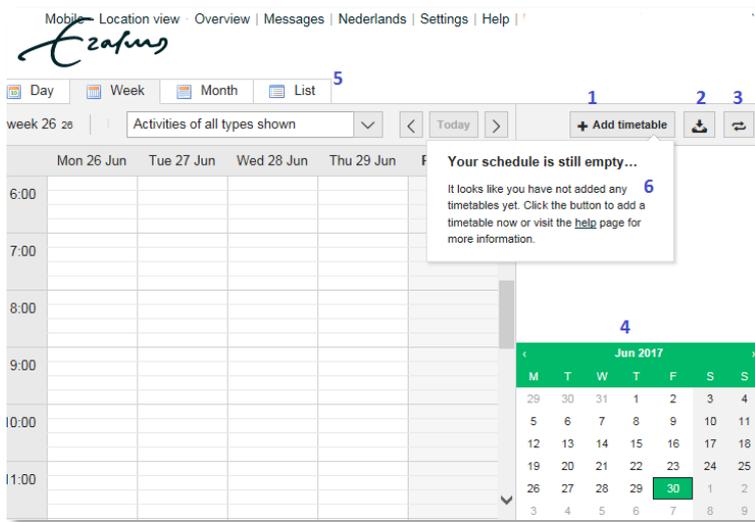
URL: https://timetables.eur.nl

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 views. By default, the week view is chosen.

LEGEND:

1 = button to add timetables to your personal timetable

2 = download & print option (PDF, Excel). We don't recommend printing: always check your **actual** timetable online: https://my.eur.nl/

3 = connect your timetable to calendar applications on your smartphone or tablet.

4 = calendar to choose a different date.

5 = tabs to switch between various viewing options.

6 = as soon as you are properly enrolled for a course in Osiris and/or a tutorial in SIN-Online, these timetable activities will be added **automatically** to your personal timetable due to a synchronization between these educational systems.

Example of a personal timetable:
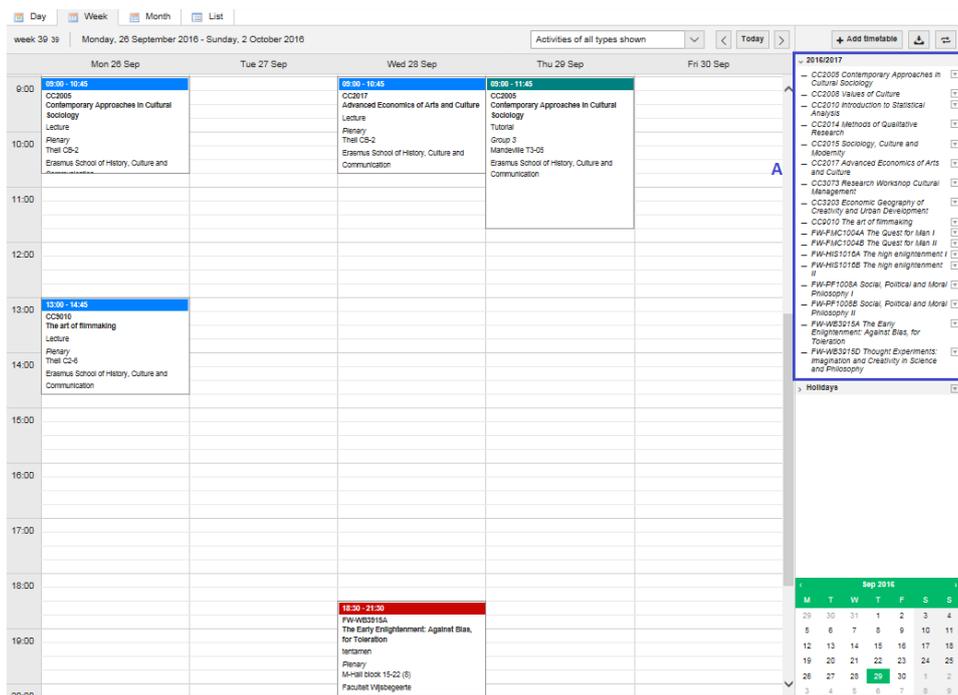
A = these courses are **a**utomatically **a**dded to your personal timetable, based on the correct enrolment via Osiris and/or SIN-Online and the synchronization between MyTimetable and Osiris/SIN-Online.

Recognizable by the -

Blue = plenary session (lecture)
Green = group session (tutorial)
Red = exam

PLEASE NOTE:
Courses that are added to your personal timetable automatically after the synchronization with Osiris and SIN-Online **cannot** be removed by you. If you don't want to take a course and you want to have it removed from your personal timetable, please unroll yourself from the course via Osiris or SIN-Online.

Manually adding courses to your personal timetable:

You can **add** various timetables to your personal timetable **manually**. For example if you have some particular **Electives** in mind and you want to check their timetables in connection with your own personal timetable.

1. To add a timetable, click the button *Add timetable*:

   The easiest way to add a course is to click on the option Course in the relevant year.

   Search for a course= enter (a part of the) the course title or the course code. Or select the department.
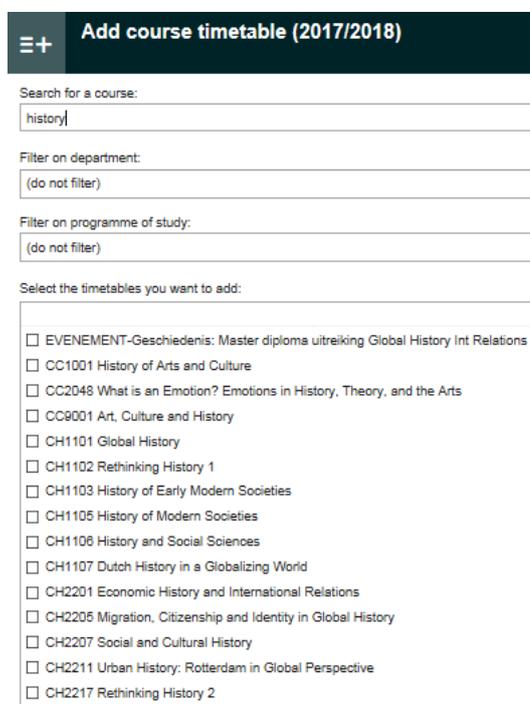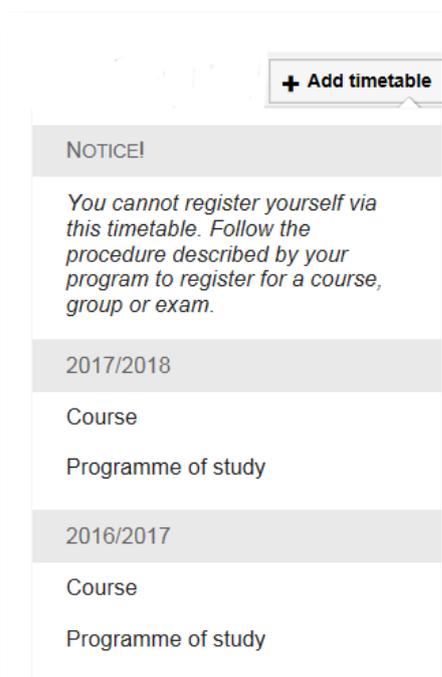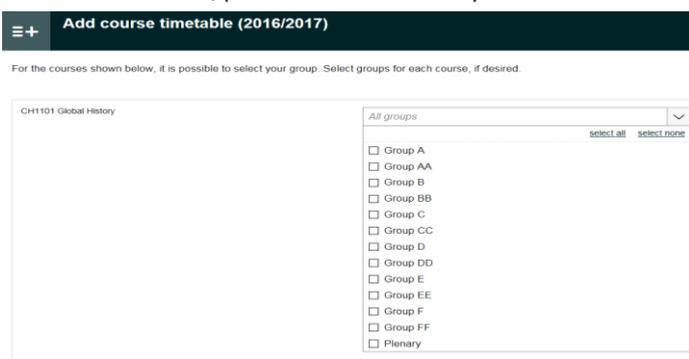

2. Then select the course you would like to add to your timetable, followed by

   In case there are **tutorials** included in this course, you will see a pop up screen: "All groups".

3. Click on the arrow/pulldown menu and you will see the different tutorials.

4. You can select the group(s) you would like to include in your timetable., followed by clicking on OK.

5. Close the course selection window once you have added all the courses you are interested in.
   NOTE: *plenary* sessions are automatically added to your timetable when you select a group.

   The course has been added to your list.   Manually added courses in your timetable can be recognized by a different lay-out: **grey cursive stripes.** And in the right overview you can recognize these courses by the **√**
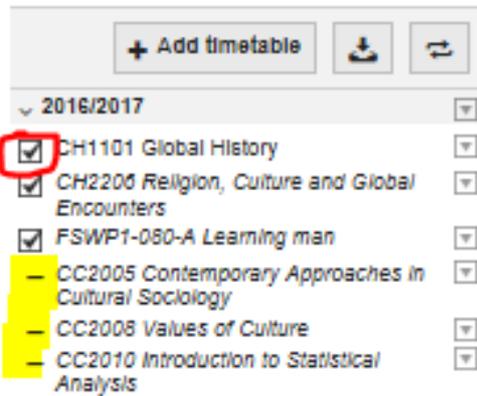
Unlike the courses for which you have been enrolled, this course can be deselected.

It is also possible to change the group you would like to see by clicking on the button.

**You cannot derive rights from the <u>manually</u> added timetables!
Course enrolments are made via Osiris and SIN-Online, not via timetables.eur.nl!**

You can check whether there are *timetable conflicts:*

Regardless of whether the courses are added to your timetable automatically or manually by yourself, overlapping activities (= conflicts) in your timetable are clearly visible in two ways:

Directly in the weekly overview:

Or by using the view tab "List" in combination with "viewing options":

Removing a course or changing group

Removing a course

To remove a course that was manually added to your timetable, click on the ▼ and click on Remove.
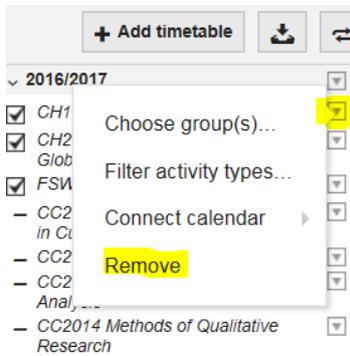

Note: courses that are added to your personal timetable automatically after the synchronization with Osiris and SIN-Online cannot be removed by you. If you don't want to take a course and have it removed from your personal timetable, please unroll yourself from the course first (in Osiris and/or SIN-Online).

Changing a group/tutorial

In case you want to change from one tutorial to another tutorial to check again for conflicts, for example in the above mentioned example you cannot take Tutorial CH1101 **EE** so let's check if CH1101 **F** is a better choice:

1. Click on "choose group(s)"

2. Select the tutorial(s) you want to add to the timetable

3. Close.

4. Now group F is added to your timetable and you can check again for conflicts.
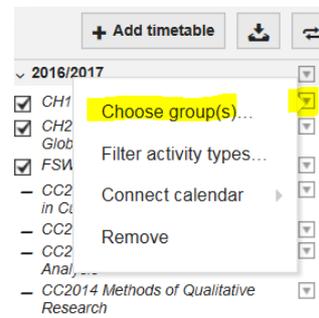
Note: this pulldown menu is only available for courses you added manually. If you are already enrolled for a tutorial via SIN-Online but this tutorial causes conflicts and you want to look for other options, you have to add the complete course manually first, select all the groups and thereafter check for conflicts again. If another tutorial suits you better than the one you are already enrolled for in SIN-Online, please correct your SIN-Online registration.

Will the manually added courses remain in my personal timetable after I log out?
Yes, provided that you used the "add timetable" or "add to my timetable" button

Connecting timetables to your calendar app on smartphones or tablets

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

See https://timetables.eur.nl/help#mobile and https://timetables.eur.nl/help#export for a description of how to connect your timetable to your calendar app for each type of smartphone or tablet.

NOTE: we strongly recommend that you only sync courses that are automatically added to your schedule from the Osiris enrolment and/or the SIN-Online enrolment. In other words, do not synchronize the *manually* added courses to prevent you from assuming you are enrolled for those courses. Manually added timetables are not the same as course enrolments! Course enrolments are made via Osiris and SIN-Online, not via timetables.eur.nl!