zafing

Erasmus School of History, Culture and Communication

Manual MyTimetable

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.

Cav Tav	Weel	< Mor	nth 🔲 List	5							_	_
veek 26 28	- A	ctivities of all t	types shown	✓ <	Today		4	Add	timetab	le ,	2 土	3
Mon 26	Jun	Tue 27 Jun	Wed 28 Jun	Thu 29 Jun	Your sche	dule i	s still	empt	y			
6:00					It looks like you have not added any 6 timetables yet. Click the button to add a timetable now or visit the belo page for							
7:00					more informa	ition.						
3:00									4			
						<u>د</u>			Jun 201	7		
2:00						М	т	w	т	F	S	s
						29	30	31	1	2	3	4
0:00						5	6	7	8	9	10	11
						12	20	21	22	23	24	25
1:00						26	27	28	29	30	1	2
					V							

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/

a = 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:

	ay Week Monar E	Custor 2 October 2010		A - P. Man of all bases about	Taday b	· Add Basishia II
week	39 39 Monday, 20 September 2010	- Sunday, 2 October 2016		Activities of all types shown	< rousy >	+ xoo umende 🛆 🗢
	Mon 28 Sep	Tue 27 Sep	Wed 28 Sep	Thu 29 Sep	Fri 30 Sep	CC2005 Contemporary Approaches in
9:00	09:00 - 10:45 CC2005 Contemporary Approaches In Cuttural Sociology Lecture		05:00 - 10:45 CC2017 Advanced Economics of Arts and Culture Lecture Bionary	08:00 - 11:45 CC2005 Contemporary Approachee in Cultural Sociology Tutorial	^	CL2003 Contamporary Approaches in Cutural Sociology CC2010 Values of Culture V CC2010 Introduction to Statistical Analysis CC2014 Methods of Qualitative T
10:00	Plenary Theil CB-2 Eraemus School of History, Culture and		Theil CB-2 Erasmus School of History, Culture and Communication	Group 3 Mandeville T3-05 Erasmus School of History, Culture and Communication	А	research CC2015 Sociology, Culture and Modemity - CC2017 Advanced Economics of Arts and Culture - CC3073 Research Workshop Cultural
11:00						Management — CC3203 Economic Geography of vreativity and Urban Development — CC9010 The art of fimmaking v — FM-FNC1004A The Quest for Man 1
12:00						PW-HIS1016A The kigh enlighterment v PW-HIS1016A The high enlighterment v I/V PW-HIS1016B The high enlighterment V PW-FF1005A Social, Political and Moral v Philosophy I
13:00	13:00 - 14:45 CC5010 The art of filmmaking Lecture Plenary					FW-PF1008B Social, Political and (Moral ▼ Philosophy II FW-W83015A The Early Enlightenment: Against Bias, for Tolieration FW-W83015D Thought Experiments: ▼
14:00	Theil C2-6 Erasmus School of History, Culture and Communication					imagination and Creathity in Science and Philosophy > Holidaya
15:00						
16:00						
17:00						
18:00			18:30 - 21:30 FW-W33915A The Early Enlightenment: Against Files			Sep 2016 > M T W T F S S 29 30 31 1 2 3 4 5 6 7 6 9 40 41
19:00			for Toleration tentamen Plenary M-Hall block 15-22 (8)			12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2
			Faculteit Wijsbegeerte		~	3 4 5 6 7 8 9

A = these courses are
 automatically added 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 $\frac{1}{2016/2017}$

CC2005 Contemporary Approaches
 In Cultural Sociology
 CC2008 Values of Culture
 CC2010 Introduction to Statistical
 Analysis

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.

+ Add timetable 🛃 😅

	=+ Add course timetable (2017/2018)
	Search for a course:
+ Add timetable	history
	Filter on department:
IOTICE!	(do not filter)
ou cannot register vourself via	Filter on programme of study:
s timetable Follow the	(do not filter)
peedure described by your gram to register for a course,	Select the timetables you want to add:
up or exam.	EVENEMENT-Geschiedenis: Master diploma uitreiking Global History Int Relat
	CC1001 History of Arts and Culture
7/2018	CC2048 What is an Emotion? Emotions in History, Theory, and the Arts
	CC9001 Art, Culture and History
Irse	CH1101 Global History
	CH1102 Rethinking History 1
ramme of study	CH1103 History of Early Modern Societies
· ·	CH1105 History of Modern Societies
	CH1106 History and Social Sciences
2017	CH1107 Dutch History in a Globalizing World
	CH2201 Economic History and International Relations
e	CH2205 Migration, Citizenship and Identity in Global History
	CH2207 Social and Cultural History
amme of study	CH2211 Urban History: Rotterdam in Global Perspective
	CH2217 Rethinking History 2

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

Add timetables

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.

E+ Add course timetable (2016/2017)	
For the courses shown below, it is possible to set	lect your group. Select groups for each course, if desired.	
CH1101 Global History	All arouns	
		select all select none
	Group A	
	Group AA	
	Group B	
	Group BB	
	Group C	
	Group CC	
	Group D	
	Group DD	
	Group E	
	Group EE	
	Group F	
	Group FF	
	Plenary	

- 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 \checkmark



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 \square 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:

week 3	37 37 Monday, 12	Septembe	er 2016 - S	unday, 18 s	September 2	2016							
			Mon 12 S	ер			Tue 13 Sep	-		Wed	14 Sep		
9:00	9:00 00:00 - 10:45 CC2005 Contemporary Approaches In Cultural Sociology Lecture Penary Penary Theil C8-2 Erasmus School of History, Culture and Communication Penary					Zillo-1545 CC2017 Advanced Economics of Arts and Culture Lever Pienary Theil CB-2 Ersemus School of		0 - 112- 101 ball History rtal <i>tp A</i> downe T3-11 amus School of bry, Culture and amunication	05:00 - 11:45 CH1101 Global Histo Tutorial Group B Mandeville T: Erasmus Sch History, Cultu Communicati	09:00 ry Globa Tutoria Group 3-09 Manda isol of Eraem ire and Histor Ion Comn	- 11:45 D1 d History al c C eville T3-07 hus School of y, Culture and nunication		
11:00	CH1101 Global History Lecture Plenary Tool CF 2							12-00 - 13-90	12:00 - 13:30	12-00 - 13-30			
12:00	Erasmus School of History,	, Culture and	Communicatio	n				CH1101 Mentor Programme Mentor	CH1101 Mentor Programme Mentor	CH1101 Mentor Programme Mentor Group			
13:07	13:00 - 14:3 13:00 - 14:3 CH1101 CC9010 Mentor The art of Programme filmmaking Mentor Lecture)						Group Group BB	Group Group AA	Group CC Tinbergen	13:00 - 15:45 CH1101 Global History Tutorial	13:00 - 15:45 CH1101 Global History Tutorial	13:00 - 15:45 CH1101 Global History Tutorial
14:00	Group EE Theil C2-6 Erasmus	14:00 - 15:3 CH1101 Mentor Programme Mentor	CH1101 Mentor Programme Mentor	CH1101 Global History Tutorial	CH1101 Global History Tutorial	5 14:00 - 15:45 CH1101 Global History Tutorial					Group E Tinbergen H15-32 IBH Erasmus	Group F G3-35 Erasmus School of History.	Group D G3-38 Erasmus School of History
15:00		Group Group DD	Group Group FF	Group A Tinbergen H15-32 IBH	Group B Mandeville T3-30 Frasmus	Group C Mandeville T3-11 Erasmus					School of History, Culture and	Culture and Communication	Culture and Communication

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



🛅 Day	📑 Week 📑	Month	🔲 List					
Monday, 15	August 2016 - We	dnesday, 14	September 2016		Month from selected day	Activities of all types	shown V < Today >	A Q ^o s + Add
Mon 12 Sep	13:00 - 14:30	Mentor Group	CH1101	Mentor Programme Group EE			GB-19 Vie	wing options 2016/2017 CH1101 Globa
	13:00 - 14:45	Lecture	CC9010	The art of filmmaking Plenary			Combine per day of week	Global Encoun
	14:00 - 15:30	Mentor Group	<u>CH1101</u>	Mentor Programme Group DD			OVERLAPPING ACTIVITIES	✓ FSWP1-080-A – CC2005 Conte in Cultural Soc
		Mentor Group	<u>CH1101</u>	Mentor Programme Group FF			 Normal Highlight overlapping activities 	 CC2008 Value CC2010 Introd
	14:00 - 15:45	Tutorial <u>CH1101</u>	CH1101	Global History Group A			Show only overlapping activities	– CC2014 Metho Research
		Tutorial	041404	Clobal History			Lighter concurrency within the same co	— CC2015 Sociol Modernity

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.



<u>Note</u>: 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 <u>https://timetables.eur.nl/help#mobile</u> and <u>https://timetables.eur.nl/help#export</u> 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!