



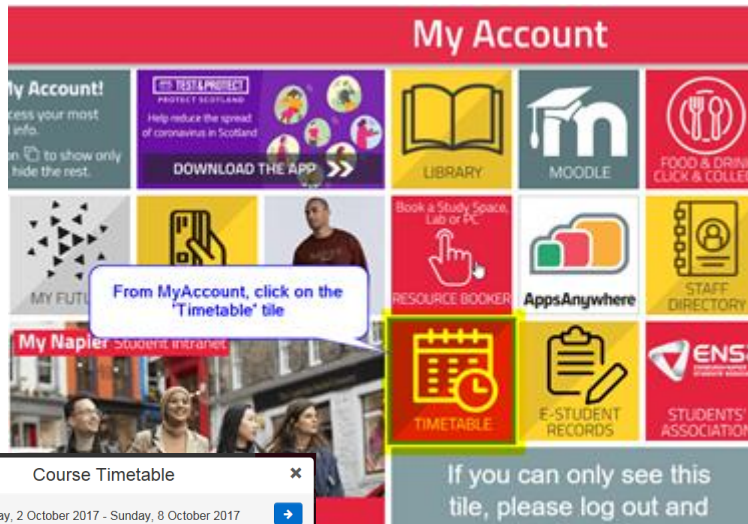
How do I access my individual Timetable?



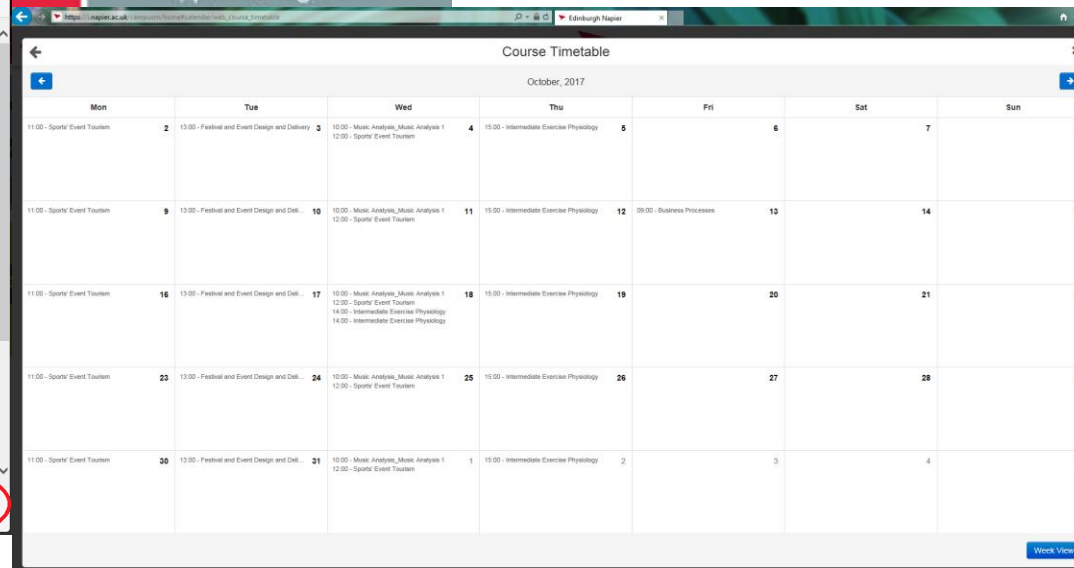
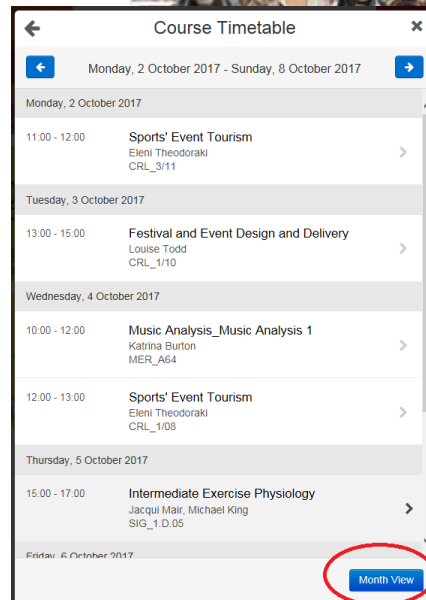
What is myTimetable

- As campus based students here in Edinburgh you will be given a timetable that shows the lectures, tutorials and other group teaching activities that you need to attend.
- You will receive up to the minute changes such as a room move or cancellation.
- Your school, programme or module leader may provide you will additional information such as lecture topics/descriptors. This is supplementary to the timetable.

My Account



- Download the Edinburgh Napier app (from the App Store/ Google Play)
- Within the Edinburgh Napier app click on the myTimetable Tile
- Use the alternative displays to show the Week and Month views of your timetable
- If you are an international student, remember to set your device to BST/GMT to ensure your timetable displays correctly



myNapier



A screenshot of the Edinburgh Napier University Student Intranet. The top navigation bar is red and contains the university logo and name, followed by a search bar and a list of service links: LATEST ON COVID-19, LIFE ON CAMPUS, NEW STUDENTS, YOUR STUDIES, WELLBEING, SUPPORT & INCLUSION, MONEY, ACCOMMODATION, CAREERS & DEVELOPMENT, LIBRARY, INTERNATIONAL STUDENTS, and IT SUPPORT. Below the navigation bar is a large banner image of a diverse group of students. On the left side, there is a vertical menu titled "Your Studies" with several items, including "My Timetable", "Exams", "Graduations", "Regulations, Conduct & Safety", "Your Personal Development Tutor - PDT", "Improve your Academic & Study Skills", "Academic Issues", "Your Personal Information", and "Study Abroad". The "My Timetable" item is circled in red. The main content area shows the breadcrumb "Home > Your Studies > My Timetable", the heading "My Timetable", and a paragraph of text: "My Timetable is where you will find the details of all timetabled teaching events (on-campus and online). You can access your personalised timetable via your Office365 Calendar, My Napier app and via web timetables." Below this, another line of text says "Your 20/21 Trimester 1 and 2 module timetable can be accessed here now.", where the phrase "be accessed here now" is circled in red.

- Login to myNapier (<https://my.napier.ac.uk>)
- Click on the My Timetable option from the menu
- Read the information and click on the Web Timetables link
- This will take you to the web timetable page

Web Timetable



Web Timetables - 2019/20

Edinburgh Napier UNIVERSITY

Web Timetables

Welcome to the myTimetable website.

myTimetable will display the scheduling information for the following types of group teaching activities:

- Lectures
- Seminars
- Tutorials
- Practicals
- Workshops

myTimetable may also include teaching activities such as site visits, reflections, recital or clinical skills, depending on the course of study.

Click on a menu option from the left hand side for the timetable you require. You will be able to select timetables by week or for individual days. The display option can be toggled between a grid display or in a list format.

myTimetable is also available via myDashboard or the iNapier app, making it easier to access on mobile devices

Please note: the timetable is subject to change. Timetables can change for a number of reasons, including allocation of tutorial groups, so please keep this in mind when making other commitments

If you have a query about the timetable please contact your school timetable administrator in the first instance.

- Click on the My Timetable menu option (student number then displays)
- You can choose to select your timetable for one particular week or all weeks of the trimester

Web Timetables - 2019/20

Edinburgh Napier UNIVERSITY

Student Timetable

current user: 00411800

Select Week Range: ThisWeek, Next Week, **TR1 - Weeks 1-15**, Teacher Training Week, TR1 Wk 2 - w/c 16 Sep 2019, TR1 Wk 3 - w/c 23 Sep 2019

Select Days(s): All Days, **Week days**, Monday, Tuesday

Time: 09:00 - 18:00

Type Of Report: Grid List

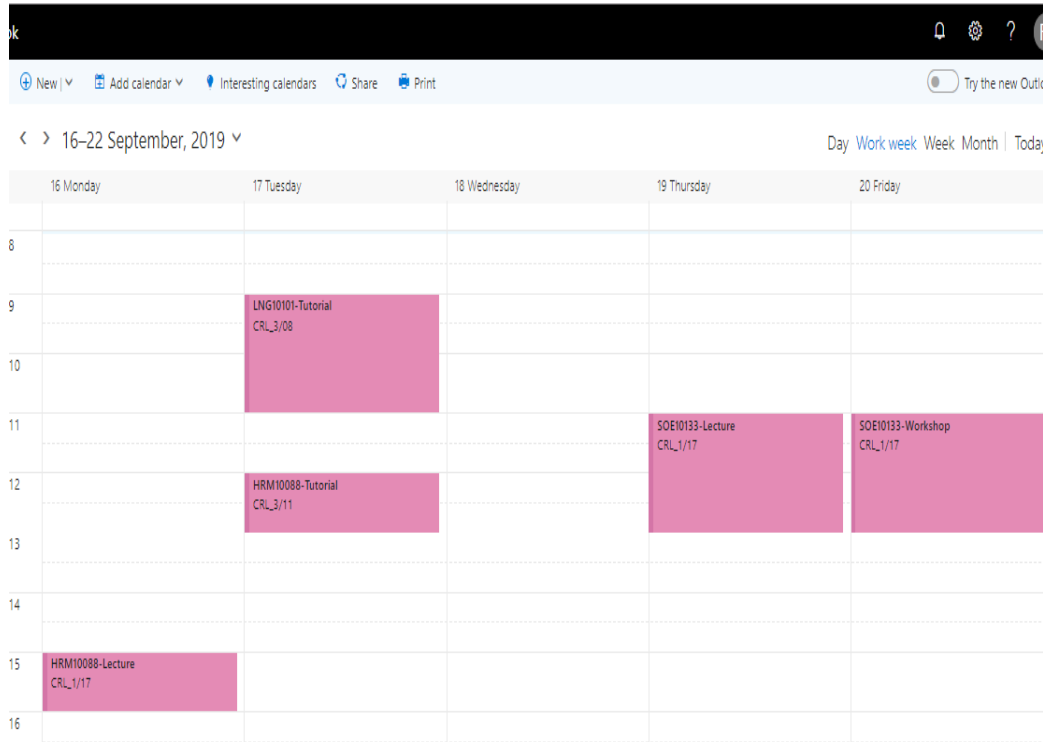
View List

00411800 GRADUATE, UNDER

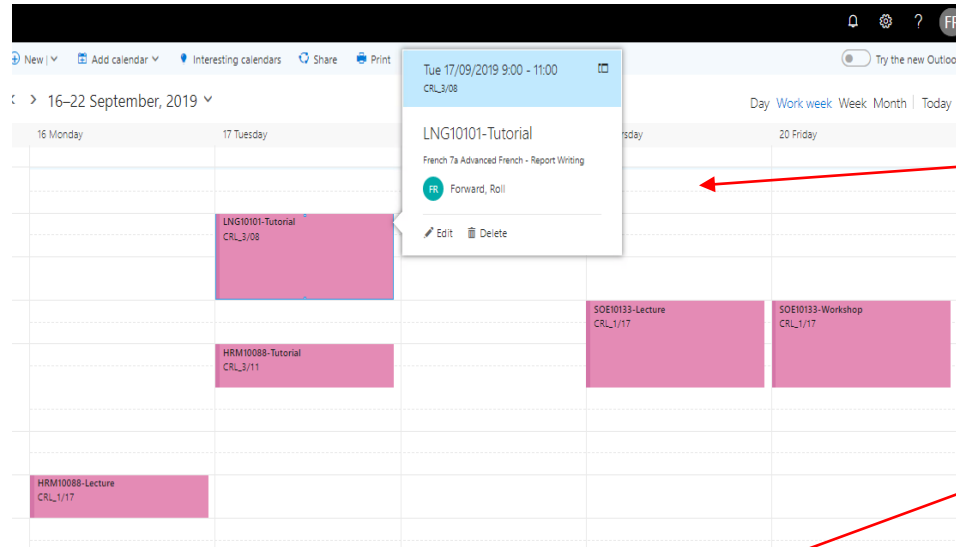
Weeks: TR1_Wk2-Exam Diet (16 Sep 2019 - 22 Dec 2019)

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Mon					IMD09128_TR1_001LEC01 Scripting for Interactive Media MER_E17	Andrew McKevey Lecture Weeks: TR1_Wk2-TR1_Wk13			
Tue									
Wed		ACC10133_TR1_001WSP01 <6> Disertation CARL_303	James Brown Workshop Weeks: TR1_Wk3						
		ACC10133_TR1_001WSP01 <7> Disertation CARL_303	Maricah Minhaj Workshop Weeks: TR1_Wk4						
		ACC10133_TR1_001WSP01 <8> Disertation CARL_303	Grahame Steven Workshop Weeks: TR1_Wk5						
	IMD10104_TR1_002PRA02 Visual Effects Storytelling MER_D35	Andrew McKevey Practical Weeks: TR1_Wk2-TR1_Wk13							
Thu						IMD09108_TR1_002LEC01 Experiential Design MER_B32	Michael Smyth Lecture Weeks: TR1_Wk2-TR1_Wk13	IMD09108_TR1_002TUT01 Experiential Design MER_H11	Michael Smyth Tutorial Weeks: TR1_Wk2-TR1_Wk13
Fri				IMD10104_TR1_002LEC01 Visual Effects Storytelling MER_A55	Richard Hetherington Lecture Weeks: TR1_Wk2-TR1_Wk13		SOC10102_TR1_001LEC01 Honours Project (60 Credits) MER_H05	Tom Fitt Lecture Weeks: TR1_Wk2-TR1_Wk5	

Office365 Student Timetables

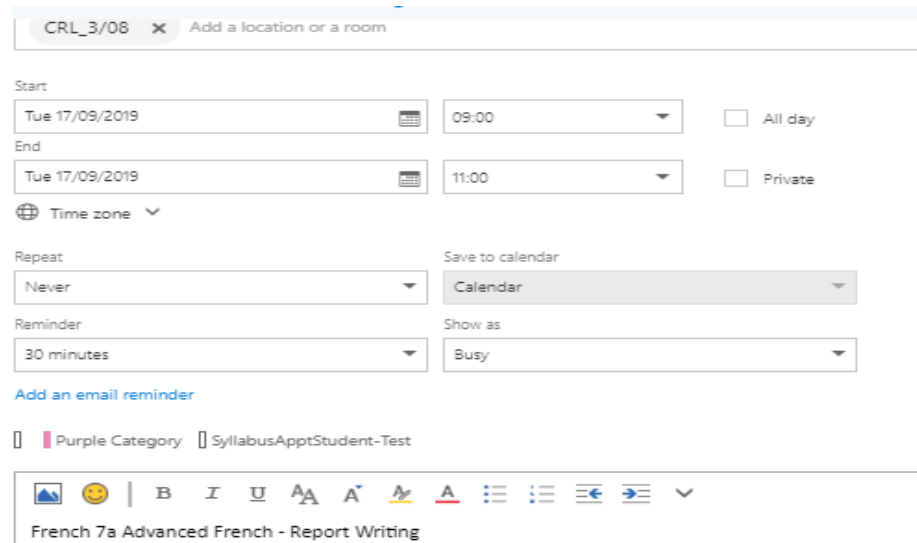


- Personalised timetables for students are available via Office 365.
- Access Office365 calendars via the MyAccount tab of MyNapier and then clicking on the email tile
- We will start the process of pushing timetables into Office 365 for students prior to the start of each Trimester
- Initially you may only see a partial timetable in the Office365 calendar whilst we populate your timetable



Clicking on the appointment will show the activity name

Double clicking on the appoint will show the full appointment



- Any new timetabled activities will appear in a different colour
- For any changes to the timetable within the following 7 days, an email alert will be auto-generated.
- The information in Office365 calendars will repopulate overnight and will overwrite any changes that an individual has made within their calendar
- For anyone experiencing a problem, Web Timetables should be treated as the primary source of timetabling information.