How to View your Timetable Online

Teaching timetables are published three times a year on My Napier and your eStudent Record.

My Napier (Dashboard – timetable link)

You can access the timetable link via My Napier – either ‘myDashboard’ or ‘Student Administration’ takes you a page with the current links (displayed down the left of the next page).

eStudent Records (Useful Links Page)
When you click into an individual Trimester timetable you will see the following home page:

You can view your timetables via Module, Student Group (set) or individual room. Select what you wish to view from the left navigation menu.

**Module Timetable**

The default module timetable page is unfiltered. This allows multiple modules from different schools to be selected if required.

To select several modules, leave the school unfiltered (Any School). In the module table, highlight a module, then holding your CTRL key continue to select up to 6 modules.

Now change the selected week to the Full Trimester option

Click on the **View Timetable** button
Once you have selected the modules you wish to view, click on the Print Timetable option at the bottom of the view.

Alternatively, click on Back to Selections to return to the module timetable home page.
Information on Module Timetable

Each cell within the timetable contains:

- The Activity Name and whether it is a Lecture, Tutorial, Practical etc
- The Campus/Room the activity is being taught in
- The Lecturers name
- The weeks the activity is running in (NB some activities do not run for the full trimester or are split between teaching staff on different weeks)

Further links

Module – Clicking on the Module Code in the top left of the page takes you to the Modular Catalogue information for that module

Weeks - you can click on the underlined Weeks on the top right of the page to get the week dates for the Trimester

If you have any difficulty in accessing or reading your timetables please contact your school office for further assistance.

For modules with multiple lectures, tutorials and/or practicals, please see section below ‘Interpreting a Module Timetable’
Interpreting your Student Group timetable

**This describes the activity type** – e.g. Lecture/Tutorial/Practical – see below for further clarification

**This is the location in the format, Campus, Room**

**This is the module/activity code and title**

**This is the name of the staff member(s) teaching the activity**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity Type</th>
<th>Activity Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>09:00-10:00</td>
<td>Lecture</td>
<td>ACC 1144:11</td>
<td>Lecture 200</td>
</tr>
<tr>
<td>Mon</td>
<td>10:00-11:00</td>
<td>Tutorial</td>
<td>ACC 1144:22</td>
<td>Tutorial 101</td>
</tr>
<tr>
<td>Mon</td>
<td>11:00-12:00</td>
<td>Lecture</td>
<td>ACC 1144:33</td>
<td>Lecture 200</td>
</tr>
<tr>
<td>Mon</td>
<td>13:00-14:00</td>
<td>Tutorial</td>
<td>ACC 1144:44</td>
<td>Tutorial 101</td>
</tr>
<tr>
<td>Mon</td>
<td>14:00-15:00</td>
<td>Practical</td>
<td>ACC 1144:55</td>
<td>Lab 102</td>
</tr>
</tbody>
</table>

‘L’ after the module code or Lecture in the activity description indicates a lecture where all students are taught together as one large group. You must attend all lectures.

‘T’ after the module code or Tutorial in the activity indicates a tutorial where smaller groups of students work in a more interactive way. Some modules split into several tutorial groups, all of which appear on the timetable. Typically you will only go to one of the scheduled sessions.

‘P’ after the module code or Practical in the activity indicates a practical session. These run in a similar way to tutorials, so you will typically attend one practical session out of those on the schedule.
Interpreting a Module timetable

The information on the module timetable is similar to that on the student group timetables, however, module timetables show all the activities (Lectures/Tutorials etc) that are associated with a particular module.

The way in which modules with multiple lectures/tutorials are coded may vary a little from School to School. In most cases you will be expected to attend all lectures, but only one of each of the other types of activities such as tutorial or practical. Where there is both a tutorial and a practical, you should attend one of each.

EXAMPLE 1:

There appears to be 3 different lectures, but it is the same lecture with different teaching staff. The week pattern and name shows who will be taking the class. You should go to all lectures.

There are 5 tutorials, but you would only need to go to one of the scheduled tutorials. Your lecturer will be able to advise you on which one to attend.
EXAMPLE 2:

Below is a more complex example with a mixture of lectures, tutorials and workshops. You would not be required to go to all of these activities.

In this instance you would be allocated to one practical group and one tutorial group however the tutorials themselves are led by two different members of staff. So for example, PSY07102.T4 is taught by Lindsey Carruthers in weeks 3-4, 6 and 8-12 whereas PSY07102.T2i is taught by Adele Dickson in week 7 when the students attending this tutorial are taught along with those in T2. Therefore if you were in tutorial group 4 you would attend on a Wednesday at 09:00 in Sighthill 3.D.11 and 3.D.05.

Looking at your student group timetable should give you an indication of which tutorial group you should attend because only the tutorials your student set have been associated with will appear on the student group timetable. However, if you are on a programme with a wide range of options or a flexible programme your student set may not have been allocated a student group and in this case you would need to contact the module leader or School/Faculty administrator to find out which you should attend.