

My Timetable

User Guide

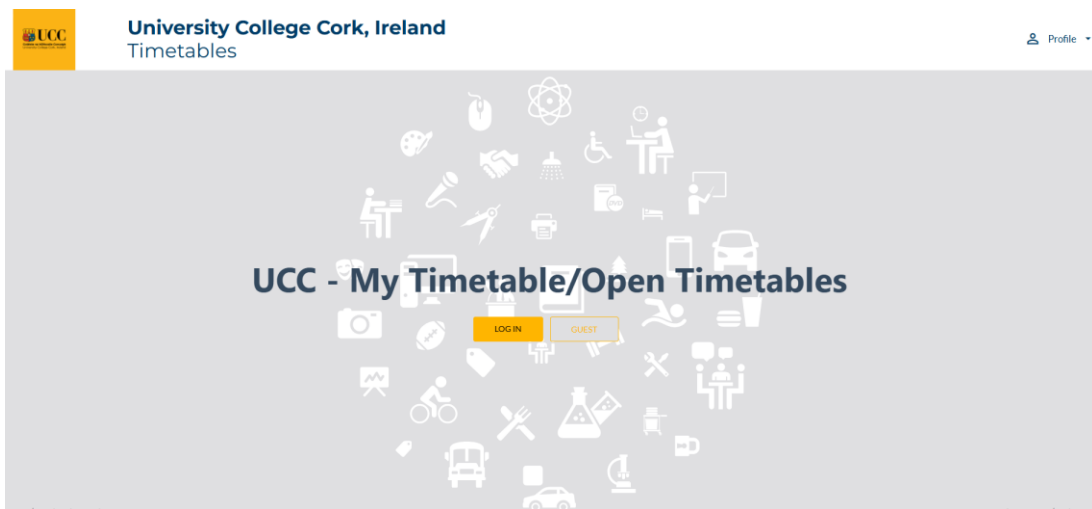


Table of Contents

Login Options	3
Student Log in	3
My Timetable	4
Building a Timetable	4
Timetable - Viewing Options	10
Accessing Your Saved Timetable	14
Email Notifications	15
Reset My Timetable	16

Login Options

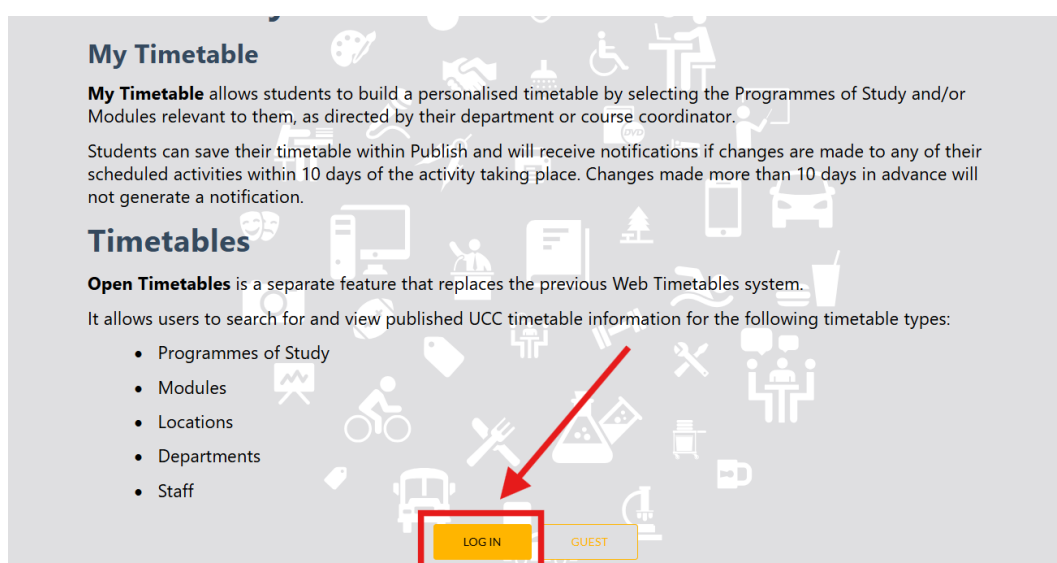
Student Log in

To access My Timetable, you will be prompted to sign in using **UCC Authentication** (UCC's single sign-on system for accessing University systems and services).

Please log in using your UCC credentials:

- **Students:** Your @umail.ucc.ie email address

Use the same password you normally use to access your PC, Canvas, email, and other UCC systems.



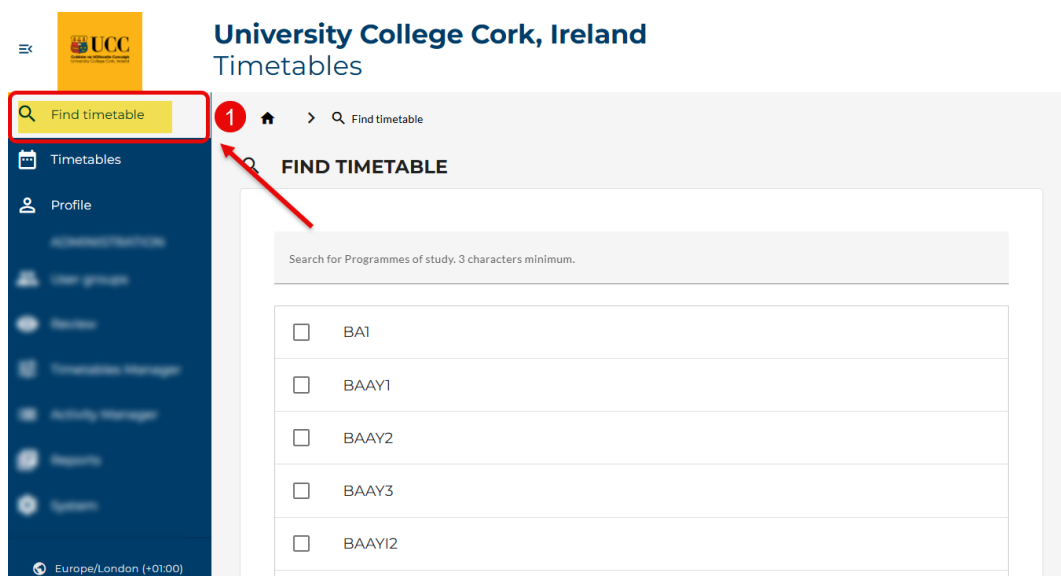
My Timetable

My Timetable is a feature that allows students to build a personalised timetable by selecting the Programmes of Study and/or Modules relevant to them, as directed by their department or course coordinator.

Students can save their timetable and will receive email notifications if any last-minute changes are made to their scheduled activities.

Building a Timetable

1. Click on **Find Timetable** in the menu on the left-hand side of the screen.



2. Under **List Type**, select either Programme of Study or Module, depending on how your department has advised you to build your timetable.

Find timetable

FIND TIMETABLE

Search for Programmes of study, 3 characters minimum.

- ☐ BA1
- ☐ BAA1
- ☐ BAA2
- ☐ BAA3
- ☐ BAA12
- ☐ BAA14

LIST TYPE

PROGRAMMES OF STUDY

MODULE

LOCATION

ZONE

REFINE LIST

Department

Type to search

3. Enter part of the programme or module name in the search box to find your programme or module.

Find timetable

FIND TIMETABLE

Search for Programmes of study, 3 characters minimum.

BAA

- ☐ BAA1
- ☐ BAA2
- ☐ BAA3
- ☐ BAA12
- ☐ BAA14

LIST TYPE

PROGRAMMES OF STUDY

MODULE

LOCATION

ZONE

REFINE LIST

Department

Type to search

Page 1 1 - 5 of 5

Important: Please do not use the Refine List field.

While the department filter is available, it is currently not returning any results. This issue will be resolved in the next release.

4. Tick the box beside the required programme(s) and/or module(s) to add them to your timetable.

FIND TIMETABLE

Search for Programmes of study. 3 characters minimum.
BAA

4	☒	BAAY1
	☐	BAAY2
	☐	BAAY3
	☐	BAAYI2
	☐	BAAYI4

Page 1 1 - 5 of 5 < >

5. Click **Next**.

Find timetable

Timetables

Profile

Zone group

Zone

BAAY3

BAAYI2

BAAYI4

Page 1 1 - 5 of 5 < >

REFINE LIST

Department

Type to search

CURRENTLY SELECTED

BAAY1

5

NEXT

6. Select the activities that apply to you or click Select All to include all activities.

CHOOSE ACTIVITIES

BAAY1
3 activities selected

CLEAR ALL **SELECT ALL**

Search

☒	AR1001/L Wednesday, September 17, 2025 2:00 PM (C_BOOLE_3)
☒	AR1001/L Monday, September 15, 2025 11:00 AM (C_BOOLE_2)
☐	AR1001/L Tuesday, September 16, 2025 9:00 AM (C_BOOLE_2)
☒	AR1001/L Monday, September 14, 2026 11:00 AM (C_BOOLE_2)
☐	AR1001/L Wednesday, September 16, 2026 2:00 PM (C_BOOLE_3)

SELECTED ACTIVITIES

BAAY1

- AR1001/L
Wednesday, September 17, 2025 2:00 PM
- AR1001/L
Monday, September 15, 2025 11:00 AM
- AR1001/L
Monday, September 14, 2026 11:00 AM

BACK

PREVIEW

7. Click **Preview**.

CHOOSE ACTIVITIES

BAAY1
142 activities selected

CLEAR ALL SELECT ALL

Search

☒	AR1001/L Wednesday, September 17, 2025 2:00 PM (C_BOOLE_3)
☒	AR1001/L Monday, September 15, 2025 11:00 AM (C_BOOLE_2)
☒	AR1001/L Tuesday, September 16, 2025 9:00 AM (C_BOOLE_2)
☒	AR1001/L Monday, September 14, 2026 11:00 AM (C_BOOLE_2)
☒	AR1001/L Wednesday, September 16, 2026 2:00 PM (C_BOOLE_3)
☒	AR1001/L

SELECTED ACTIVITIES

BAAY1

- AR1001/L
Wednesday, September 17, 2025 2:00 PM
- AR1001/L
Monday, September 15, 2025 11:00 AM
- AR1001/L
Monday, September 14, 2026 11:00 AM
- AR1001/L
Tuesday, September 16, 2025 9:00 AM

BACK

PREVIEW

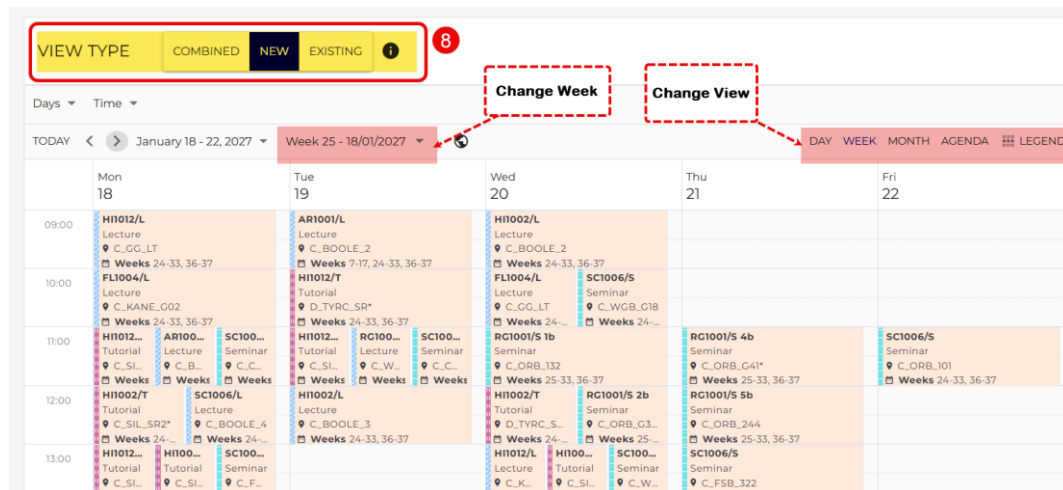
8. Choose from the available preview options:

If you already have a saved timetable:

- **Combined** – displays your existing (saved) timetable together with the newly selected activities.
- **Existing** – displays only your existing (saved) timetable.

If this is your first timetable, or if you only want to view your new selections:

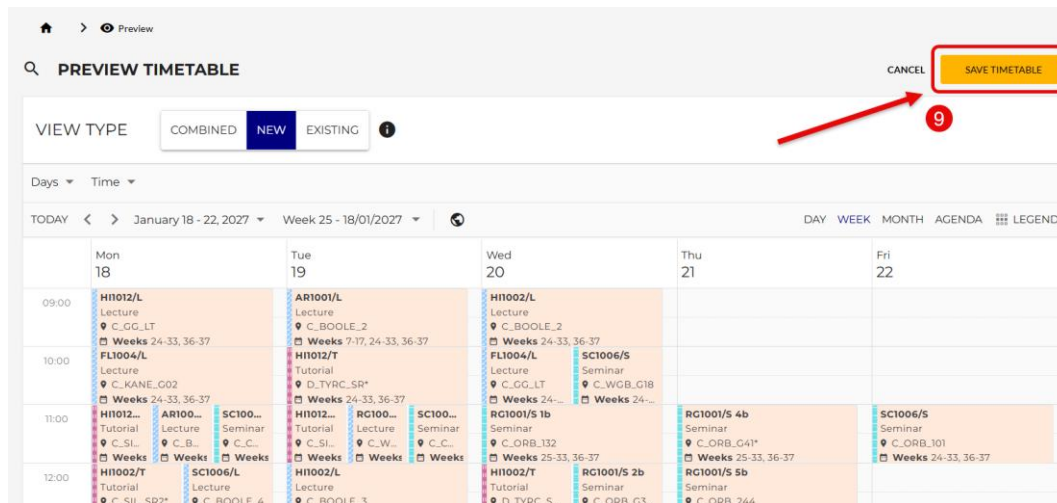
- **New** – displays only the newly selected activities.



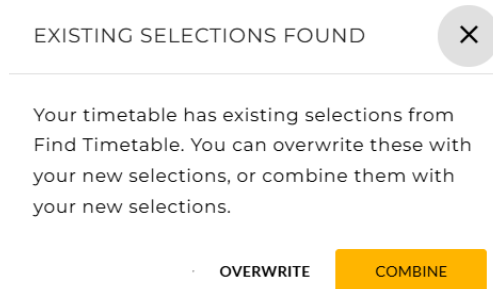
Please note: By default, your timetable will display the current week's scheduled activities.

To view a different week, select the required **week number** or choose a **date** from the calendar in the top left-hand corner of the timetable.

9. Click **Save Timetable**.

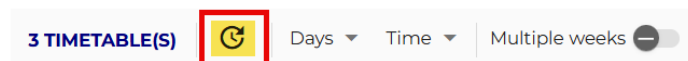


- If this is your first timetable, the timetable will be saved automatically.
- If you already have a saved timetable, you will be given the option to:
 - **Overwrite** your existing timetable with the newly selected activities, or
 - **Combine** the newly selected activities with your existing timetable.



Your view will then automatically switch to the **Timetables** view.

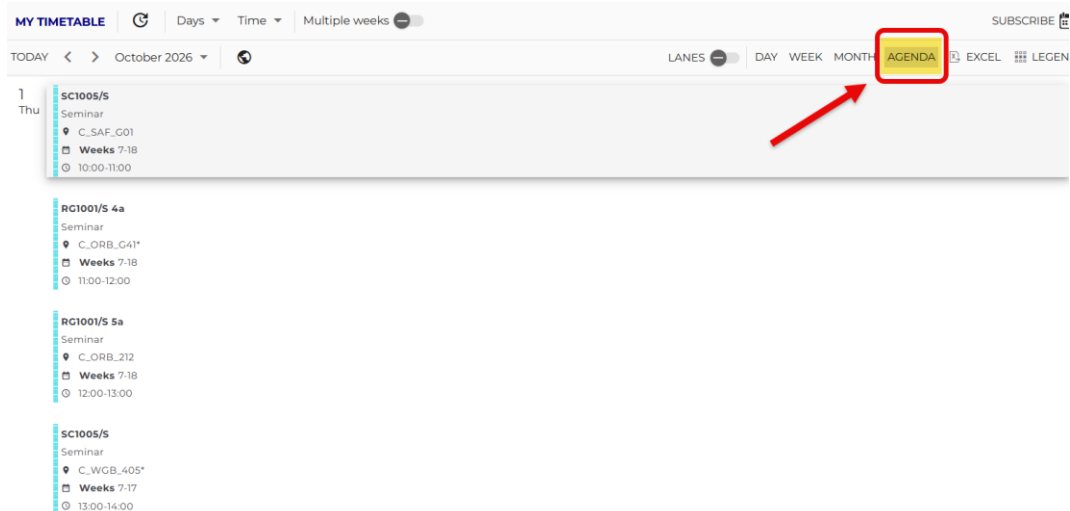
Note: Refresh Button – If the timetable does not update automatically after a change has been made, use the **Refresh** button.



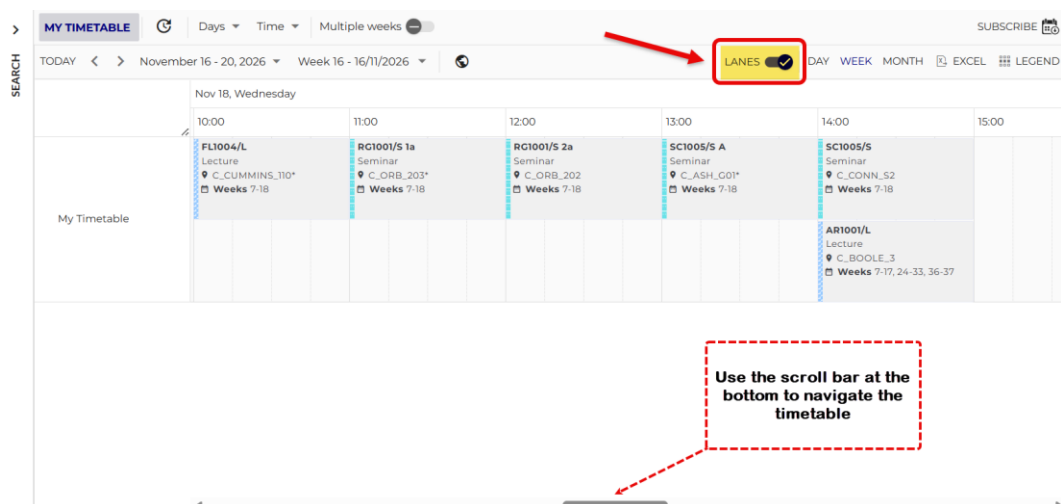
Timetable - Viewing Options

10. You can view your timetable in a variety of formats, including **Day**, **Week**, and **Month**. Additional viewing options include:

- **Agenda View** – displays bookings in a list format.



- **Lanes View** – displays bookings in a grid view with a scroll bar at the bottom, allowing you to scroll across the timetable.



11. To see more detailed information about a specific booking, click on a booking within the timetable. The booking details will then appear on the right-hand side of the screen.

The screenshot shows the 'MY TIMETABLE' interface. At the top, there are tabs for 'Days', 'Time', and 'Multiple weeks'. The 'Time' tab is selected. The timetable shows a grid of bookings for Monday. A red box highlights a booking for 'AR1001/L' at 11:00. A red arrow points from this booking to the details panel on the right. The details panel shows the following information:

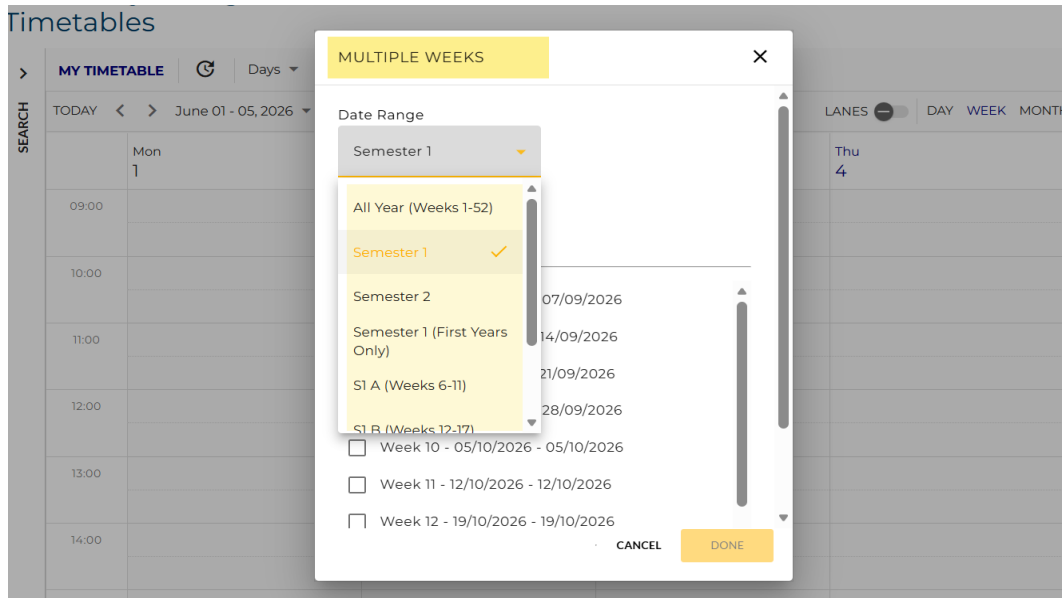
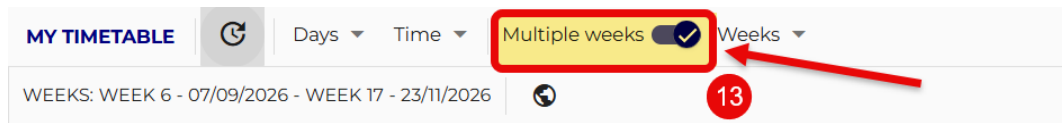
- AR1001/L
- Lecture
- Monday
- 11:00-12:00
- C_BOOLE_2
- 7-17, 24-33, 36-37
- REMOVE button

12. Use the **Time Range** option to display a specific part of the day, such as the Teaching Day or Evening.

The screenshot shows the 'MY TIMETABLE' interface. At the top, there are tabs for 'Days', 'Time', and 'Multiple weeks'. The 'Time' tab is selected. A red box highlights the 'Time' tab, and a red arrow points to the dropdown menu. The dropdown menu shows the following options:

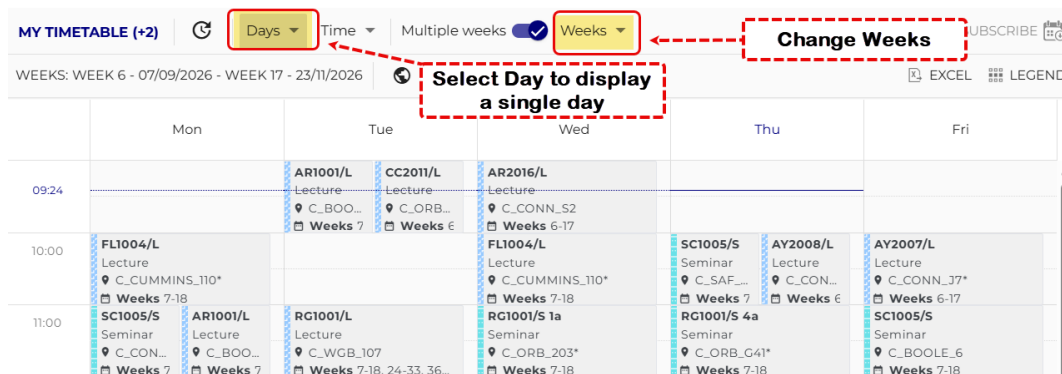
- Teaching Day, 09:00 - 18:00
- Teaching Day, 09:00 - 18:00 (selected)
- Morning, 08:00 - 12:00
- Afternoon, 12:00 - 18:00
- Evening, 17:00 - 22:00
- All Day, 08:00 - 22:00

13. You can also view a timetable for a full semester by first selecting multiple weeks and then choosing the relevant semester.



- For Semester 1: select all weeks.
- For Semester 2 in 2026/27: select Weeks 24–33 and 36–37 only.

Please note: When multiple weeks are selected, the timetable can only be viewed in Day or Week view. The Month, Agenda, and Lanes views are not available.



14. You can use **Legends** to filter the timetable and display only specific activity types, such as lectures, tutorials, labs, or seminars.

MY TIMETABLE

Days Time Multiple weeks

September 21 - 25, 2026 Week 8 - 21/09/2026

LANES DAY WEEK MONTH AGENDA

14 LEGEND

Only Seminar bookings are shown

Legend:

- Lecture
- Tutorial
- Practical / Lab
- Workshop
- Seminar**
- Language Class
- Language Lab
- Conversation Class
- Confirmed Booking
- RB Booking Confirmed
- Provisional Booking
- CLEAR ISOLATED

Please note: When you have finished using Legends, remember to select Clear Isolated to remove the filter and return to viewing all activities.

15. Selecting Excel in the top right-hand corner will download a spreadsheet containing details of the activities displayed in your timetable. The spreadsheet can then be opened in Microsoft Excel.

MY TIMETABLE

Days Time Multiple weeks Weeks

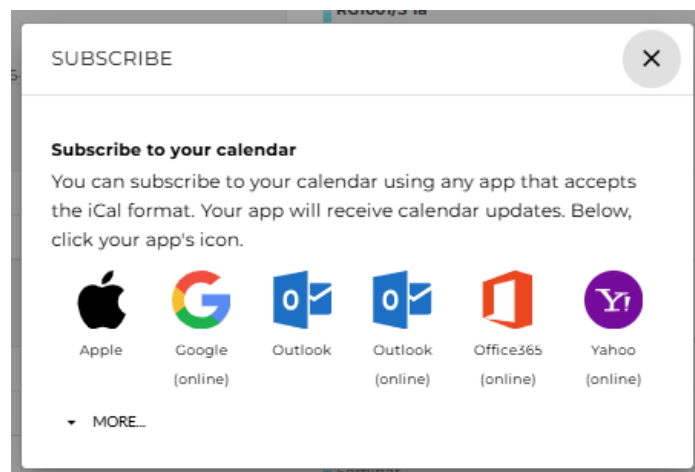
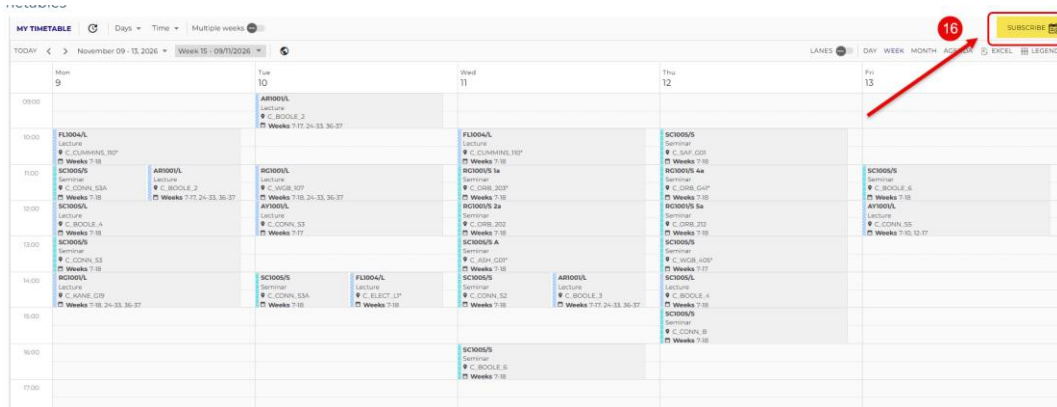
WEEKS: WEEK 6 - 07/09/2026 - WEEK 17 - 23/11/2026

15 EXCEL

Legend

	A	B	C	D	E	F	G	H	I
	Name	Activity Type	Weeks	Day	Start time	End time	Location	Staff Name	Source
1	FL1004/L	Lecture	7-18	Monday	10:00	11:00	C_CUMMINS_110*		Personal
2	AR1001/L	Lecture	7-17, 24-33, 36-37	Monday	11:00	12:00	C_BOOLE_2		Personal
3	SC1005/S	Seminar	7-18	Monday	12:00	13:00	C_CONN_S3A		Personal
4	SC1005/L	Lecture	7-18	Monday	13:00	14:00	C_BOOLE_4		Personal
5	SC1005/S	Seminar	7-18	Monday	14:00	15:00	C_CONN_S3		Personal
6	RG1001/L	Lecture	7-18, 24-33, 36-37	Monday	14:00	15:00	C_KANE_G19		Personal
7	AR1001/L	Lecture	7-17, 24-33, 36-37	Tuesday	09:00	10:00	C_BOOLE_2		Personal
8	RG1001/L	Lecture	7-18, 24-33, 36-37	Tuesday	11:00	12:00	C_WGB_107		Personal
9	AY1001/L	Lecture	7-17	Tuesday	12:00	13:00	C_CONN_S3		Personal
10	FL1004/L	Lecture	7-18	Tuesday	14:00	15:00	C_ELECT_L1*		Personal
11	SC1005/S	Seminar	7-18	Tuesday	14:00	15:00	C_CONN_S3A		Personal
12	FL1004/L	Lecture	7-18	Wednesday	10:00	11:00	C_CUMMINS_110*		Personal
13	RG1001/S 1a	Seminar	7-18	Wednesday	11:00	12:00	C_ORB_203*		Personal
14	RG1001/S 2a	Seminar	7-18	Wednesday	12:00	13:00	C_ORB_202		Personal
15	SC1005/S A	Seminar	7-18	Wednesday	13:00	14:00	C_ASH_G01*		Personal
16	AR1001/L	Lecture	7-17, 24-33, 36-37	Wednesday	14:00	15:00	C_BOOLE_3		Personal
17	SC1005/S	Seminar	7-18	Wednesday	14:00	15:00	C_CONN_S2		Personal
18	SC1005/S	Seminar	7-18	Wednesday	16:00	17:00	C_BOOLE_6		Personal
19	SC1005/S	Seminar	7-18	Thursday	10:00	11:00	C_SAF_G01		Personal
20	RG1001/S 4a	Seminar	7-18	Thursday	11:00	12:00	C_ORB_G41*		Personal
21	RG1001/S 5a	Seminar	7-18	Thursday	12:00	13:00	C_ORB_212		Personal
22	SC1005/S	Seminar	7-17	Thursday	13:00	14:00	C_WGB_405*		Personal
23	SC1005/L	Lecture	7-18	Thursday	14:00	15:00	C_CONN_B		Personal
24	SC1005/S	Seminar	7-18	Thursday	15:00	16:00	C_CONN_B		Personal
25	SC1005/S	Seminar	7-18	Friday	11:00	12:00	C_BOOLE_6		Personal
26	AY1001/L	Lecture	7-10, 12-17	Friday	12:00	13:00	C_CONN_S5		Personal
27	AY1001/L	Lecture	11	Friday	12:00	13:00	C_CONN_S5		Personal
28	AY1001/L	Lecture	11	Friday	12:00	13:00	C_CONN_S5		Personal

16. You can **subscribe** to your My Timetable calendar using any calendar application that supports the iCal format, such as Outlook, Google Calendar or Apple Calendar. Select your preferred calendar application icon to subscribe. Your timetable activities will then automatically appear in your calendar and will update whenever timetable changes are made.

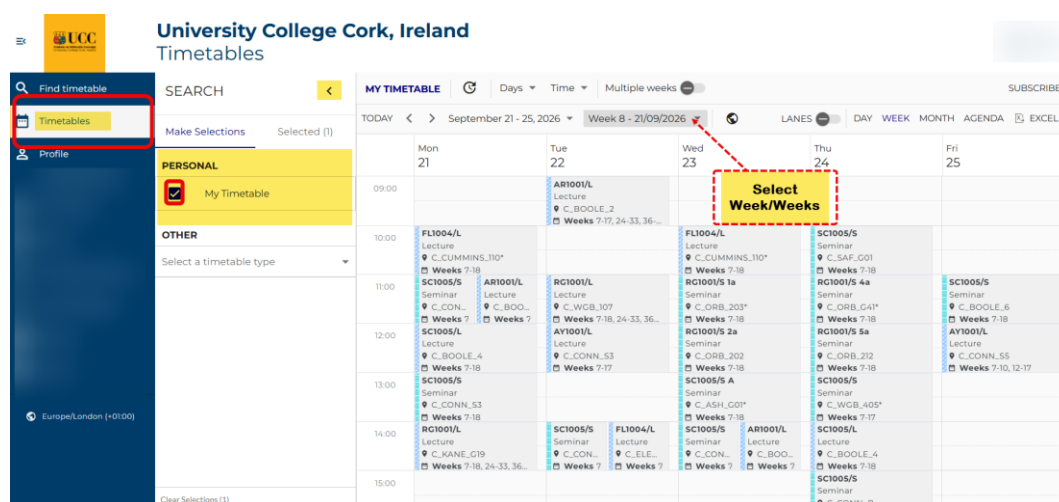


Accessing Your Saved Timetable

After you have saved your timetable, you can log in to view it at any time.

When you log in, click on the **Timetables** tab. The search panel should appear beside the Home menu. If the search panel is not visible, click the arrow icon to expand it.

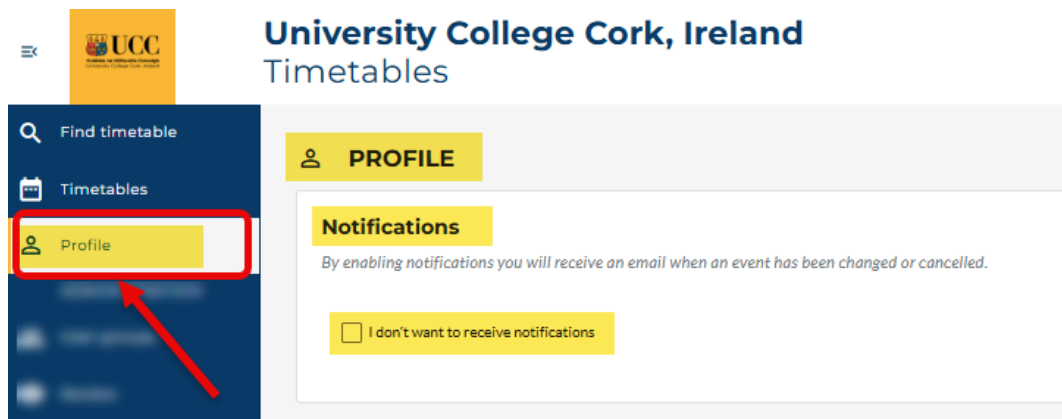
In the search panel, under **Personal**, tick **My Timetable** to view your saved timetable.



Email Notifications

Email notifications can be sent for short-notice changes to a saved timetable. This includes new activities, cancelled activities, and changes to the date, time, or location of existing activities. Notifications are sent within a defined notification window of up to 10 days before an activity takes place. Changes made outside this window will not result in an email notification being sent.

To manage notifications, select the **Profile** tab from the home menu. Under **Profile**, locate the **Notifications** settings. Ensure the box is unchecked if you want to receive email notifications. If you do not wish to receive email notifications, tick the box labelled “I don’t want to receive notifications.”



Reset My Timetable

To reset your timetable, select the **Profile** tab from the Home menu. Under Profile, select the option to reset your timetable. Selecting **Reset** will delete all timetable information saved in My Timetable.

