

Guide for Students - Accessing and Understanding your Timetable

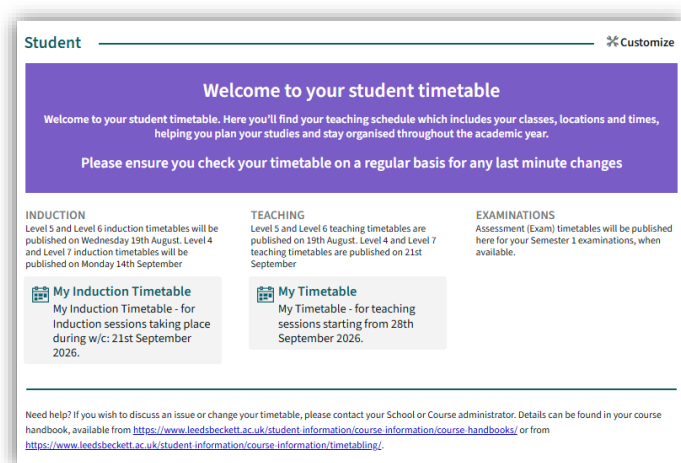
Accessing your Timetable

Timetables can be accessed using MyBeckett (VLE) or the Leeds Beckett app.

- Go to MyBeckett (VLE) or the Leeds Beckett app
- Login using your University username and password.
- From the home page(s), select 'Your Timetable'.

TimeEdit Timetables

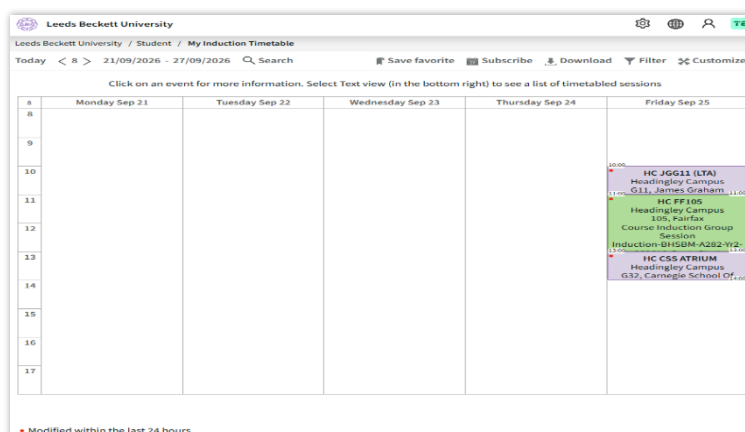
- Your TimeEdit Welcome page will open and a personalised page showing the timetables available to you will be displayed.



- Click on the timetable that you wish to view, ie: your Induction or Teaching Timetable.
- Note: Examination timetables will be published at the relevant time.

My Induction Timetable

- Your induction timetable (Figure 1) will only show activities taking place during the Induction Week. Activities will show on the date they are taking place.



	Monday Sep 21	Tuesday Sep 22	Wednesday Sep 23	Thursday Sep 24	Friday Sep 25
8					
9					
10					HC JGG11 (LTA) Headingley Campus G11, James Graham
11					HC FF105 Headingley Campus 105, Fairfax Course Induction Group Session Induction-BHSSM-A2S2-102
12					HC CSS ATRIUM Headingley Campus G30, Carnegie School Of
13					
14					
15					
16					
17					

Figure 1 – My Induction Timetable

My Teaching Timetable

- There are two views for your personalised timetable.
- ‘My Weekly Timetable’ (Figure 2) shows your timetable on a week-by-week view, with the relevant date along the top. The weekly view starts from today’s date and allows you to scroll through to see to the end of the semester.
- The default time period available is by date, starting at today’s date

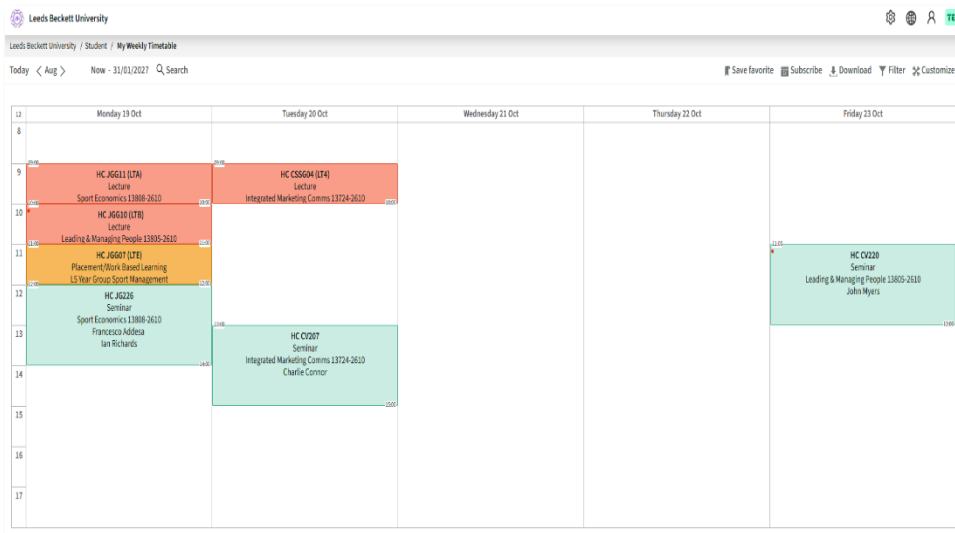


Figure 2 – My Weekly Timetable

- ‘My Timetable for Semester 1’ (Figure 3) shows a semester overview of your timetable showing **all** activities scheduled for each academic week. The week number relates to the term dates in the [University’s Academic Calendar](#).

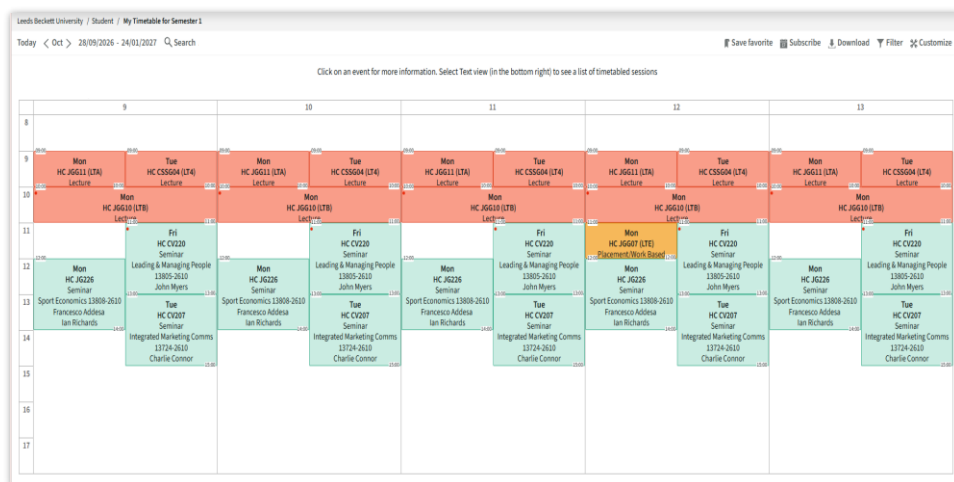


Figure 3 – My Timetable for Semester 1

Navigating your timetable

- Use the arrows (Figure 4) to navigate the date required or use the calendar picker to select a specific start and end date range.

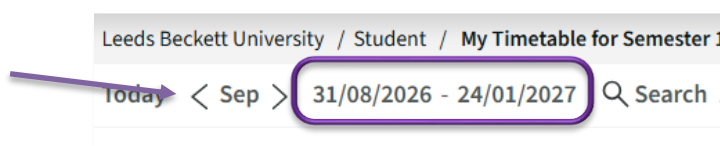


Figure 4 – Date and Calendar Navigation

Teaching Activity Information

- You can click on any teaching activity in your timetable to display more detailed information as shown here (Figure 5).

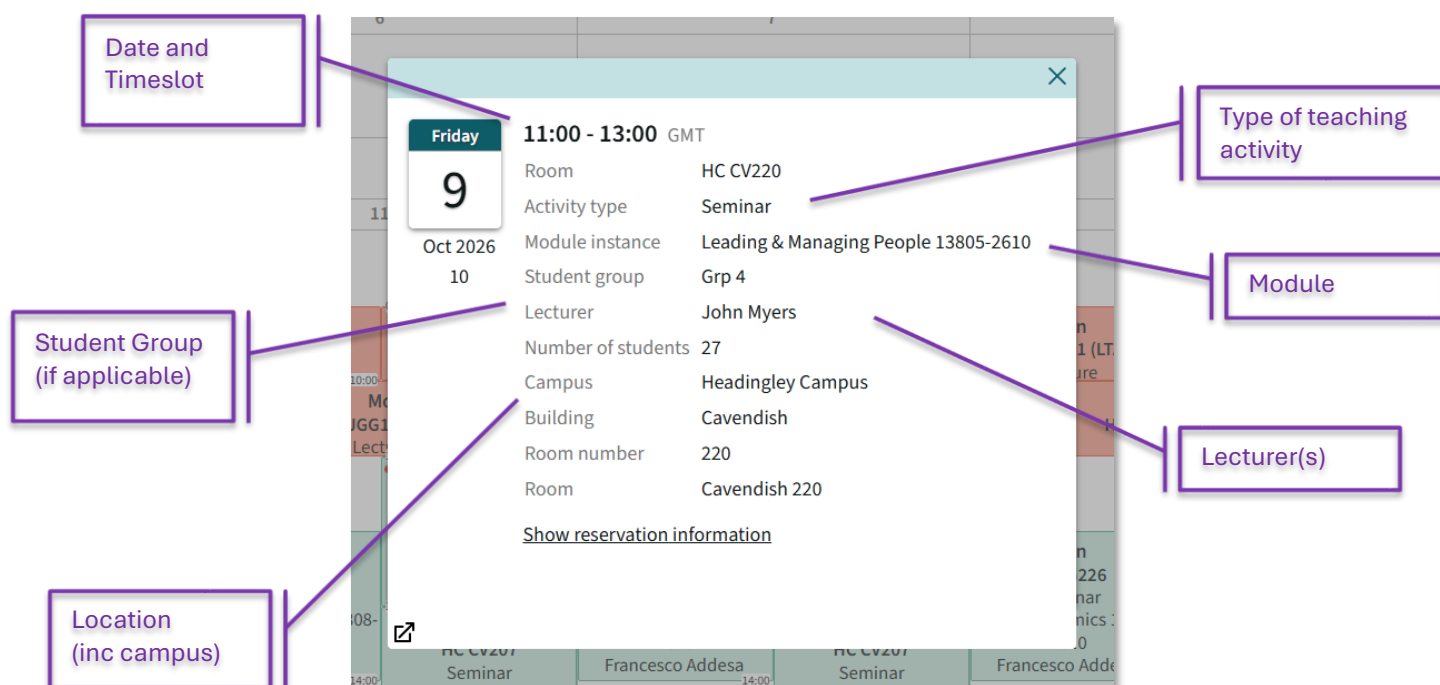


Figure 5 – Teaching Activity Information

Location Details

- The location details will always show the campus, building, then room number. You may see a location shown as either:

HC = Headingley Campus or **CC** = City Campus.

- After the campus and building, the room number is indicated. Sometimes the first character of a room number indicates the level, eg: G is Ground floor and 1 is the first floor.

For example:

Room name	Campus	Building	Room number
CC RB407 =	CC (City Campus)	RB (Rose Bowl)	407 (4 th floor)
HC JGG11 =	HC (Headingley Campus)	JG (James Graham)	G11 (Ground floor)

Customising your page – Layout Tab

- Go to 'Customize' at the top of your timetable view, and select 'Layout'.
- You can customise your page to a date layout of preference, to show anything from a single date to a whole year view. You can also set the layout to show gridlines, different weekday ranges or date/time formats.

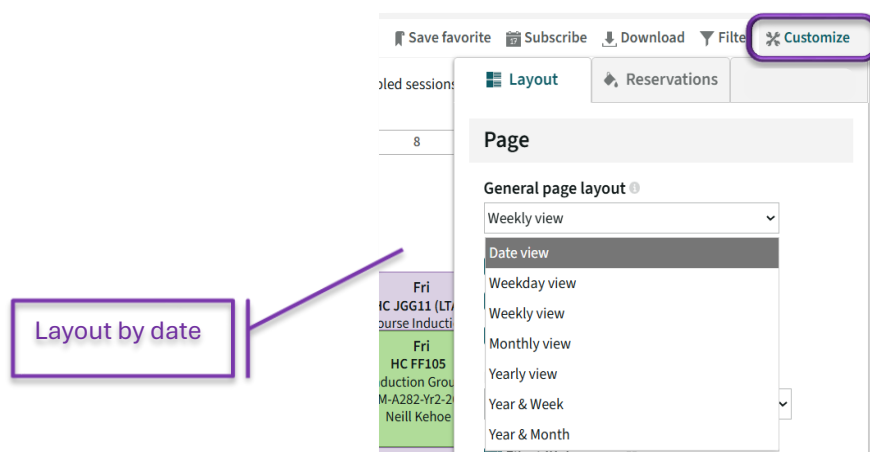


Figure 6 – Customising Your Timetable View

- **Please note:** Where timetables are published by semester, the end date of the semester will be the furthest you can view at any one time.

Customising your page – Reservations Tab

- Go to 'Customize' at the top of your timetable view, and select 'Reservations'.
- If the default colour scheme does not work well for you, select the 'Color By' option to find an alternative option which may be more suitable for you.
- If you want to change the font size, you can find this option at the bottom of the Reservations tab.

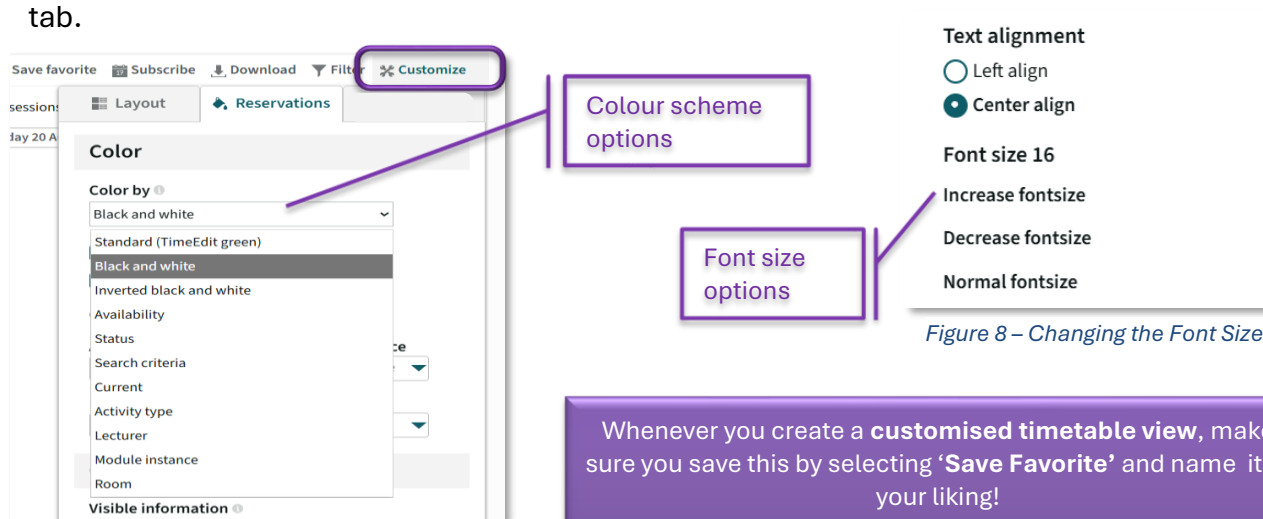


Figure 7 – Changing the Colour Scheme

Figure 8 – Changing the Font Size

Whenever you create a **customised timetable view**, make sure you save this by selecting '**Save Favorite**' and name it to your liking!

You can retrieve and use this view by going to '**Search**' then selecting from Favorites

