## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Login</td>
<td>3</td>
</tr>
<tr>
<td>Student Home Page</td>
<td>4</td>
</tr>
<tr>
<td>My Timetable</td>
<td>5</td>
</tr>
<tr>
<td>Searching by Module</td>
<td>7</td>
</tr>
<tr>
<td>Searching by Location</td>
<td>8</td>
</tr>
<tr>
<td>Error Screen</td>
<td>9</td>
</tr>
</tbody>
</table>
Introduction

The web timetable can be accessed [here](#). There is also a link to it on the Student Intranet.

Please note that you may need to enable pop-ups to view the timetable.

The timetable is a live document so we do not recommend printing any timetables as they are subject to change. We advise that you check your timetable regularly for changes. However, if there is a change within 2 working days we will send an email alert with details.

Login

Please log in with your usual Royal Holloway username and password. The software will recognise that you are a student and take you to the student home page and your own personalised timetable.
Student Home Page

All Royal Holloway students see the same Home page. The home page will be used for important messages, please check this page for any messages, new information or details of who to contact if you have an issue. From this page, you can open different views of the Timetable by navigating the menu on the left hand side. You can return to this page from any screen by clicking Student Home.
My Timetable

Students can see their personalised timetable by clicking on My Timetable.

From this page, you can select the specific timetabling information you would like to see:

1. The term or week, please note that only one selection can be made.
2. The day or days, please note that only one selection can be made.
3. The time of day, please note that only one selection can be made.
4. How you would like to view your timetable: as a grid or spreadsheet, or downloaded to a personal calendar. For further details on the options please see the next section on Timetable views.
5. Once all the details have been selected press the View Timetable button.

Timetable Views

We recommend that you choose the Individual Grid option which shows the timetable in a traditional timetable format. Which looks like this.
Please note that when searching by term if on some teaching weeks your timetable is different it will show in a separate grid. The teaching week each timetable grid is shown in the second column.

The **TextSpreadsheet Report** option shows the timetable in a spreadsheet format, which looks like this.

The Calendar Download button will take the user to the page below, from which they can download the timetable to a personal calendar. Instructions on how to do this can be found in the “How to subscribe to your Calendar“ document on the Student Intranet.
Searching By Module

The timetable for a specific module can be viewed using the module tab, providing that you know the module code or name.

1. Select the Department the module is taught in from the dropdown options.
2. Scroll through the select module list to find the module you would see the timetable for, to refine your search type part of the module name or module code in the filter box and press 'search'. Select the module you would like to see the timetable for. Please note that you can select multiple modules if you would like to view the timetable for more than one by simply holding down the CTRL key.
3. Select the term or week you would like to view your timetable for.
4. Select the day you would like to view your timetable for.
5. Press the 'View Timetable' button.
6. The module timetable will view as shown below. Please note that if you have chosen multiple modules these will each show on a separate grid and can be identified by the module code and name at the top of the grid.
Searching by Location

The timetable for a specific room can be viewed using the location tab.

1. Select the 'location' tab.
2. Select the Department that you would like to view the rooms from. Central Booking will show rooms on the main RHUL campus in Egham and Bedford square will show rooms on the Bedford Square Campus in London.
3. Scroll through the select location list to find the room you would see the timetable for, to refine your search type part of the room name in the filter box and press 'search'. Select the room you would like to see the timetable for. Please note that you can select multiple rooms.
rooms if you would like to view the timetable for more than one by simply holding down the CTRL key.

4. Select the term or week you would like to view your timetable for.

5. Select the day you would like to view your timetable for.

6. Press the ‘View Timetable’ button.

7. The room timetable will view as shown below. Please note that if you have chosen multiple modules these will each show on a separate grid and can be identified by the room name at the top of the grid.

---

## Error Screen

You will see this screen if you have clicked the View Timetable button before you have made all the selections (i.e. module, day or time range, staff or student name etc). When this happens you will see this message:

Close the window and you will be returned to the relevant screen to complete your selection.