



Web Timetables Student User Guide 2017/18



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Introduction

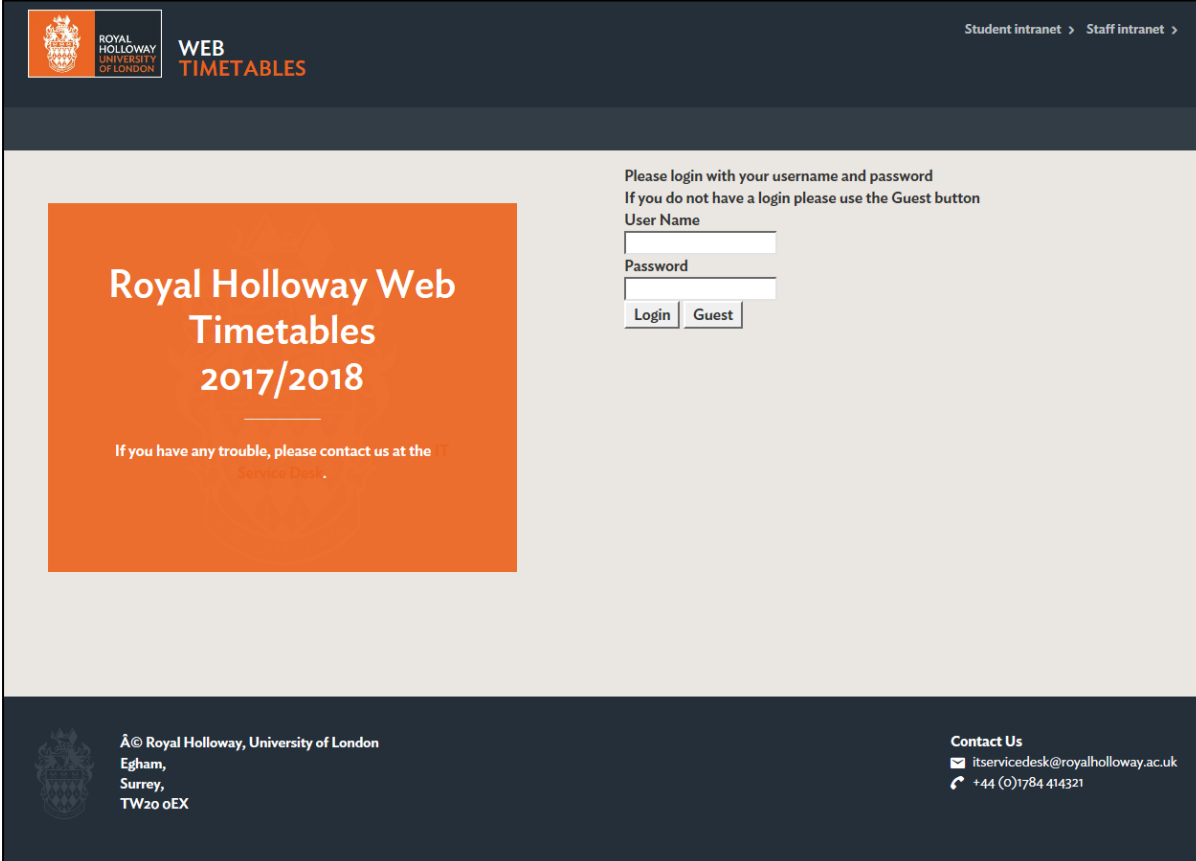
The web timetable can be accessed [here](#). There is also a link to it on the Student Intranet.

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

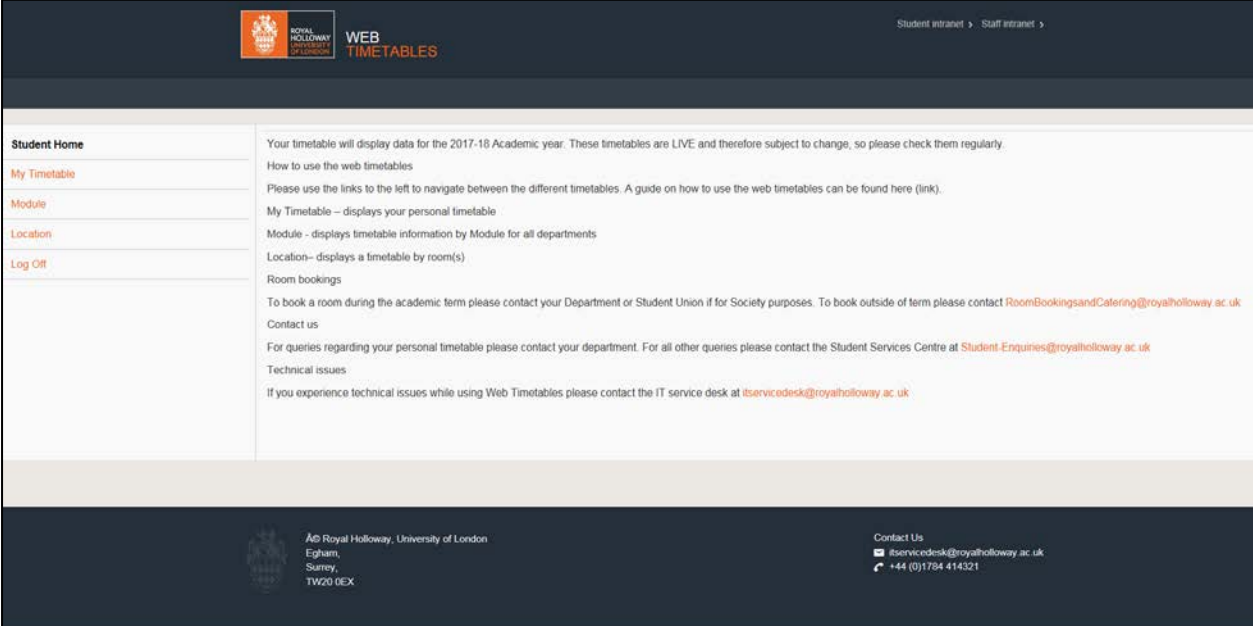
Please log in with your usual Royal Holloway username and password. The software will recognise that you are a student and take you to the student home page and your own personalised timetable.



The screenshot shows the login page for the Royal Holloway Web Timetables 2017/2018. The page has a dark blue header with the Royal Holloway logo and 'WEB TIMETABLES' text. In the top right corner, there are links for 'Student intranet >' and 'Staff intranet >'. The main content area is light grey and features a large orange box on the left with the text 'Royal Holloway Web Timetables 2017/2018' and a link to 'Contact Us'. To the right of this box is a login form with the following text: 'Please login with your username and password. If you do not have a login please use the Guest button'. The form includes input fields for 'User Name' and 'Password', and two buttons: 'Login' and 'Guest'. The footer is dark blue and contains the Royal Holloway logo, the address '© Royal Holloway, University of London, Egham, Surrey, TW20 0EX', and contact information: 'Contact Us', 'itservicedesk@royalholloway.ac.uk', and '+44 (0)1784 414321'.

Student Home Page

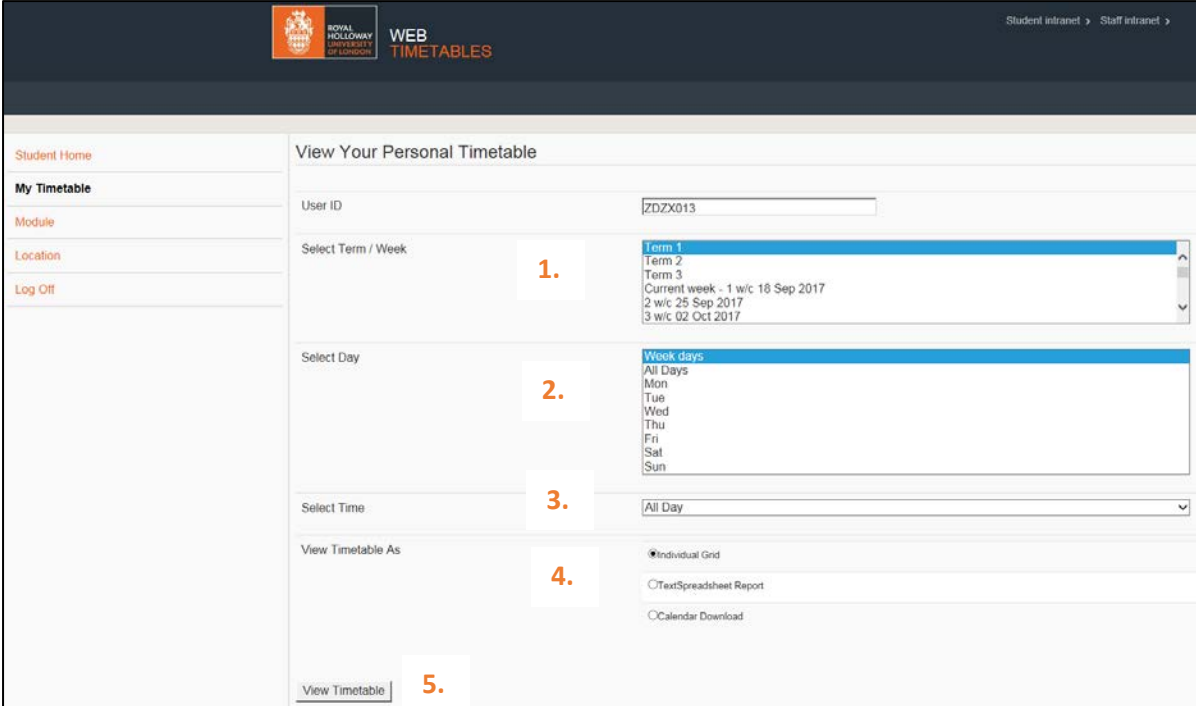
All Royal Holloway students see the same Home page. The home page will be used for important messages, please check this page for any messages, new information or details of who to contact if you have an issue. From this page, you can open different views of the Timetable by navigating the menu on the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



The screenshot shows the 'Student Home' page of the 'WEB TIMETABLES' system. At the top, there is a navigation bar with the Royal Holloway logo, the text 'WEB TIMETABLES', and links for 'Student intranet' and 'Staff intranet'. Below the navigation bar is a main content area. On the left, there is a vertical menu with the following items: 'Student Home', 'My Timetable', 'Module', 'Location', and 'Log Off'. The main content area contains the following text: 'Your timetable will display data for the 2017-18 Academic year. These timetables are LIVE and therefore subject to change, so please check them regularly.' This is followed by a section titled 'How to use the web timetables' which includes instructions on navigating between timetables and a link to a guide. Below this, there are descriptions for 'My Timetable', 'Module', and 'Location'. A section for 'Room bookings' provides contact information for booking rooms during and outside of term. Finally, there are sections for 'Contact us' and 'Technical issues' with specific email addresses for each.

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.



	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Mon							The Varieties of Capitalism Lecture WINDSOR 1:05 (45) 2-6, 8-12		Seminar WINDSOR 1:05 (45) 2-6, 8-12					
Tue					Introduction to European Philosophy 1: Kant to Hegel Seminar WINDSOR 1:05 (45) 2-6, 8-12									
Wed	2-6, 8-12			PR2560 Modern Political Thought Seminar WINDSOR 1:05 (45) 2-6, 8-12, 17-21, 23-27			Modern French Philosophy FOUNDERS- LT (190) Lecture 2-4, 8-12 Dr Henry SOMERS- HALL 23-27							
Thu				Applications of Foucault Lecture BOURNE-6 01 (30) Prof Rainer DIETMANN 2-12					PR2560 Modern Political Thought Lecture WINDSOR 1:05 (45) Dr Michael MACDON 2-6, 8-12					
Fri						Modern French Philosophy Seminar 2-6, 8-12, 17-21, 23-27 Dr Henry SOMERS- HALL	Applications of Foucault Lecture WINDSOR-SEM (15) Prof Rainer DIETMANN 2-12							Introduction to European Philosophy 1: Kant to Hegel Lecture FOUNDERS- LT (190) 2-6, 8-12

PROVISIONAL. Your timetable is subject to change.

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Student CHAPMAN, Abigail- Abigail CHAPMAN

Weeks: 7

	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Mon														
Tue														
Wed														
Thu	7			Applications of Foucault Lecture SOMERS-SEM (30) Prof Rainer DIETMANN 2-12										
Fri							Applications of Foucault Lecture WINDSOR-SEM (30) Prof Rainer DIETMANN 2-12							

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.

Mon	.																					
Tue	.																					
Wed	17-21, 23-27																					
	<table border="1"> <thead> <tr> <th>Module</th> <th>Type</th> <th>Start</th> <th>Finish</th> <th>Locations</th> <th>Size</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td>PR2560 Modern Political Thought</td> <td>Seminar</td> <td>11:00</td> <td>12:00</td> <td>WINDSOR-1-05 (45)</td> <td>15</td> <td></td> </tr> <tr> <td></td> <td>Lecture</td> <td>14:00</td> <td>15:00</td> <td>FOUNDERS-LT (190)</td> <td>54</td> <td>SOMERS-HALL, Henry</td> </tr> </tbody> </table>	Module	Type	Start	Finish	Locations	Size	Staff	PR2560 Modern Political Thought	Seminar	11:00	12:00	WINDSOR-1-05 (45)	15			Lecture	14:00	15:00	FOUNDERS-LT (190)	54	SOMERS-HALL, Henry
Module	Type	Start	Finish	Locations	Size	Staff																
PR2560 Modern Political Thought	Seminar	11:00	12:00	WINDSOR-1-05 (45)	15																	
	Lecture	14:00	15:00	FOUNDERS-LT (190)	54	SOMERS-HALL, Henry																
Thu	.																					
Fri	17-21, 23-27																					
	<table border="1"> <thead> <tr> <th>Module</th> <th>Type</th> <th>Start</th> <th>Finish</th> <th>Locations</th> <th>Size</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td></td> <td>Seminar</td> <td>13:00</td> <td>14:00</td> <td></td> <td>18</td> <td>SOMERS-HALL, Henry</td> </tr> </tbody> </table>	Module	Type	Start	Finish	Locations	Size	Staff		Seminar	13:00	14:00		18	SOMERS-HALL, Henry							
Module	Type	Start	Finish	Locations	Size	Staff																
	Seminar	13:00	14:00		18	SOMERS-HALL, Henry																

PROVISIONAL. Your timetable is subject to change.

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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.

CHAPMAN, Abigail

This is the URL to your timetable

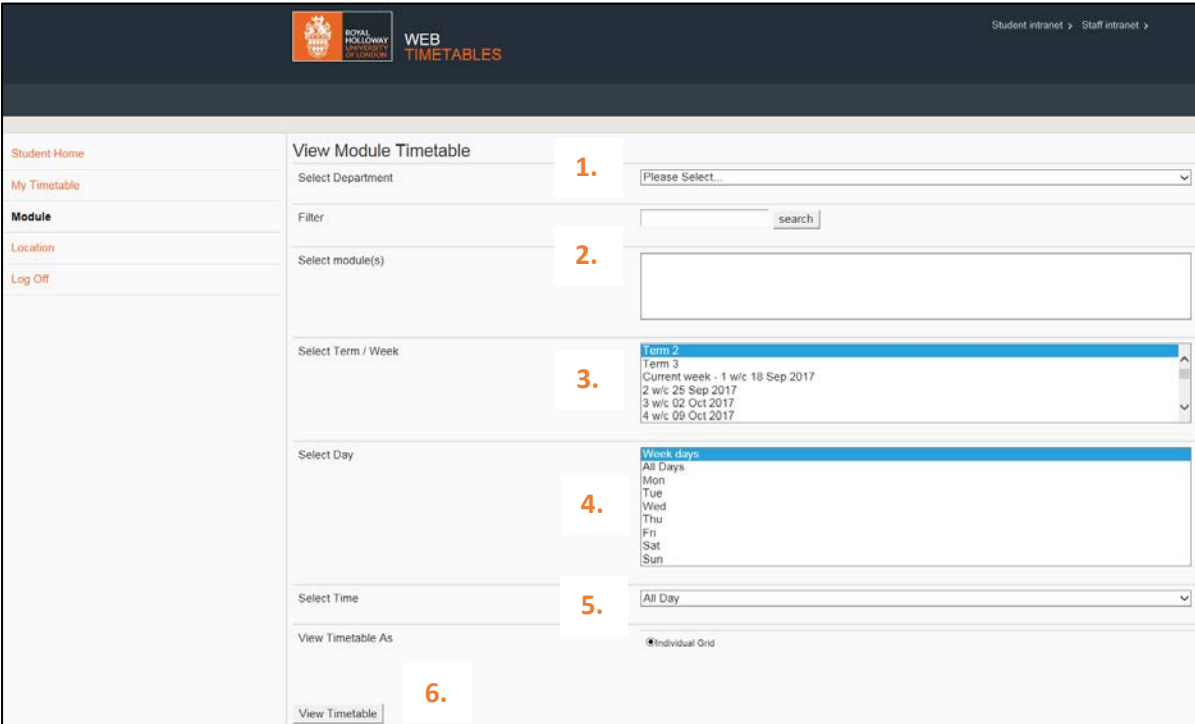
<https://webtimetables.test.royalholloway.ac.uk/ical/default.aspx?studentical&p1=100256456&p2=f6545740cc1c2c8435aaf9b69841930d>

You can copy this url into office 365 or google calender. If using outlook or iphone or ipad, you can click on the link below to subscribe.

<webcal://webtimetables.test.royalholloway.ac.uk/ical/default.aspx?studentical&p1=100256456&p2=f6545740cc1c2c8435aaf9b69841930d>

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.



The screenshot shows the 'View Module Timetable' interface. It includes a sidebar with navigation links like 'Student Home', 'My Timetable', and 'Module'. The main content area has several sections: 'Select Department' (dropdown), 'Filter' (text input with search button), 'Select module(s)' (list box), 'Select Term / Week' (dropdown), 'Select Day' (dropdown), 'Select Time' (dropdown), and 'View Timetable As' (radio buttons). A 'View Timetable' button is at the bottom. Numbered callouts 1-6 point to these specific elements.

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



Module: BS1030- Principles of Molecular Bioscience
Weeks: 2-6, 8-12

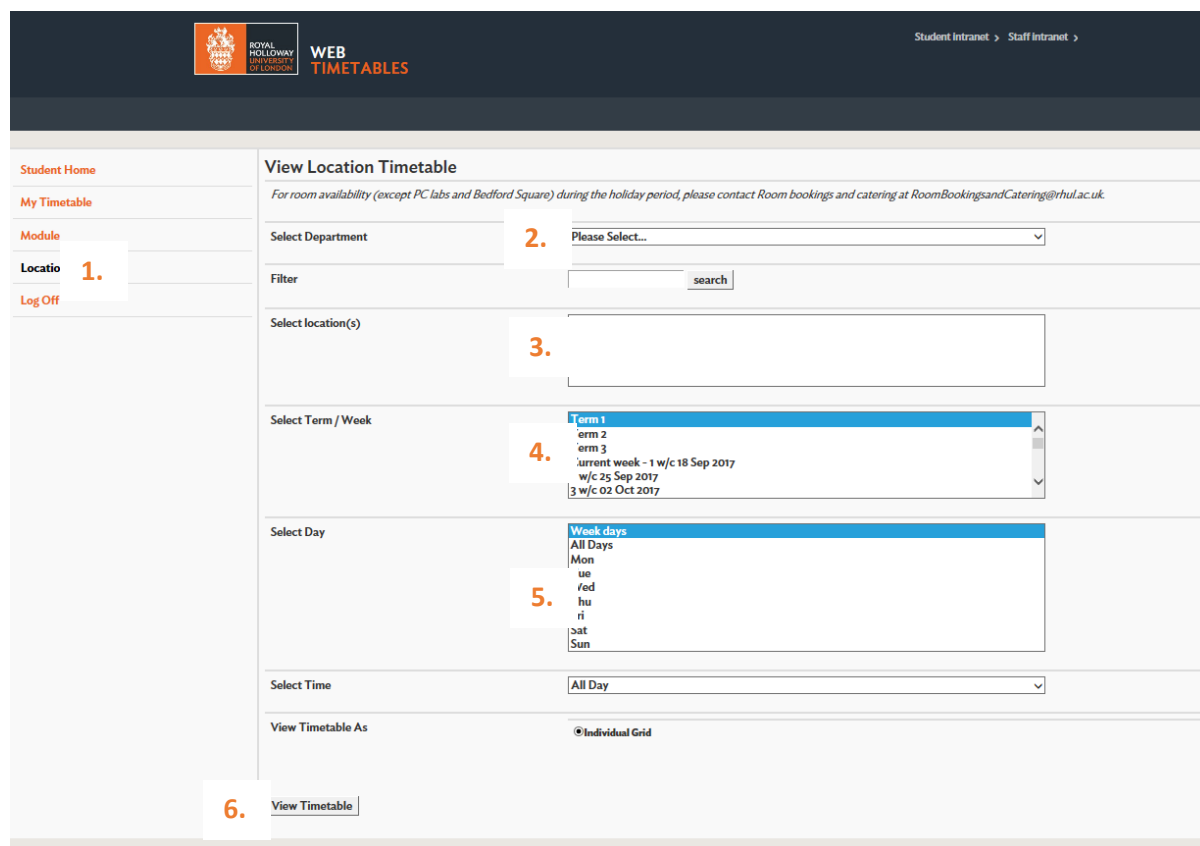
	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Mon		BS1030 Principles of Molecular Bioscience Lecture BOURNE-LT1 (156) Bio Sci Staff not known 2-12		BS1030 Lab Bio Sci Staff not known				Principles of Molecular Bioscience BOURNE-LAB3-03 2-6, 8-12						
Tue	2-6, 8-12	BS1030 Principles of Molecular Bioscience Lecture BOURNE-LT1 (156) Bio Sci Staff not known 2-12		BS1030 Lab Bio Sci Staff not known				Principles of Molecular Bioscience BOURNE-LAB3-03 2-6, 8-12						
Wed														
Thu														
Fri														

PROVISIONAL. Your timetable is subject to change.

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Searching by Location

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



The screenshot shows the 'View Location Timetable' page. On the left is a navigation menu with 'Location' highlighted and numbered '1'. The main content area has several sections: 'Select Department' with a dropdown menu numbered '2'; a 'Filter' box with a 'search' button; 'Select location(s)' with a text input field numbered '3'; 'Select Term / Week' with a dropdown menu showing 'term 1', 'term 2', 'term 3', 'current week - 1 w/c 18 Sep 2017', 'w/c 25 Sep 2017', and '3 w/c 02 Oct 2017', numbered '4'; 'Select Day' with a dropdown menu showing 'All Days', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', 'Sun', numbered '5'; 'Select Time' with a dropdown menu set to 'All Day'; and 'View Timetable As' with a radio button for 'Individual Grid'. At the bottom, there is a 'View Timetable' button numbered '6'.

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 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

Location: ARTS-F016 (15)- Arts Building First Floor Room F16
Capacity: 15
Weeks: 2

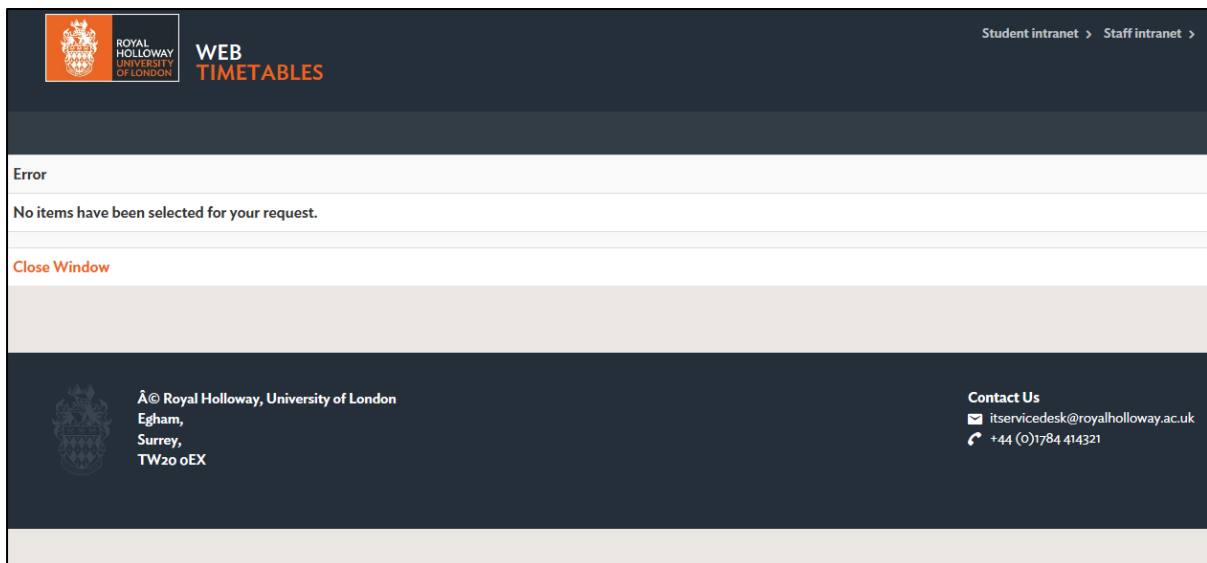
	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Tue	2			Youth in Society The CR202; Sociology of Youth and Youth Culture Seminar 2-6, 8-12	Youth in Society The CR202; Sociology of Youth and Youth Culture Seminar 2-6, 8-12	LL1005 Criminal Law Seminar 2-6, 8-12	MA2065 European Cinema Seminar 2-12 Dr Steven WARCHANT	MA2065 European Cinema Seminar 2-12 Dr Steven WARCHANT	MA2065 European Cinema Seminar 2-12 Dr Steven WARCHANT	PY2001 European Philosophy 1- Kant to Hegel Seminar 2-6, 8-12 Dr Julia BULLOUGH				

PROVISIONAL. Your timetable is subject to change.

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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:



ROYAL HOLLOWAY UNIVERSITY OF LONDON

WEB TIMETABLES

Student intranet > Staff intranet >

Error

No items have been selected for your request.

[Close Window](#)

© Royal Holloway, University of London
Egham,
Surrey,
TW20 0EX

Contact Us
✉ itservicedesk@royalholloway.ac.uk
☎ +44 (0)1784 414321

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