

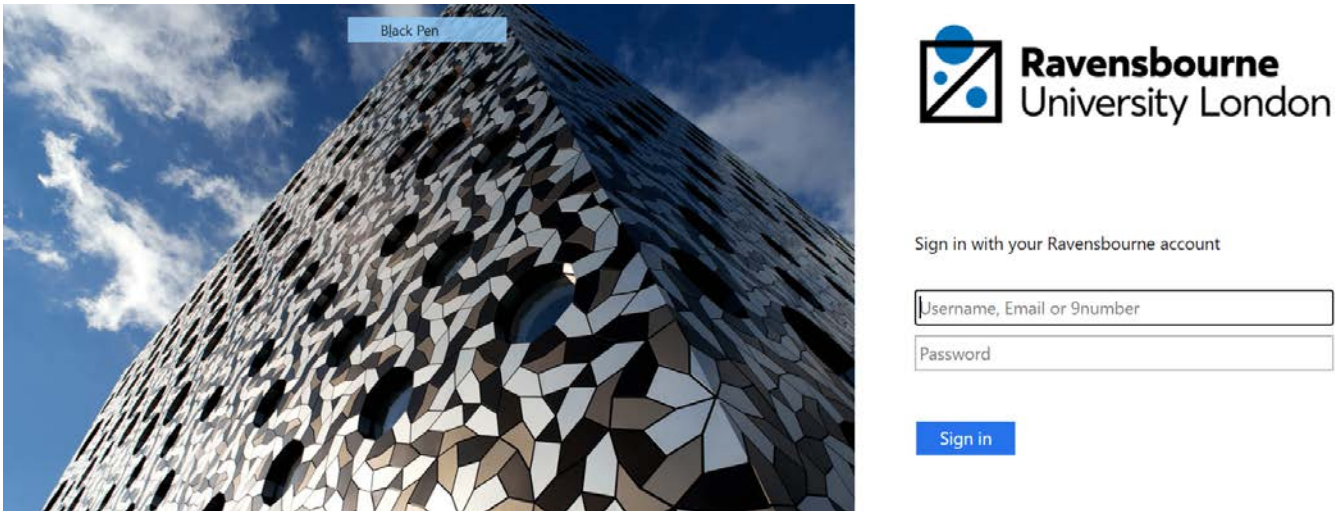
Accessing your Timetable online via TermTime

Logging In

Your timetable can be accessed online and is supported by most browsers.

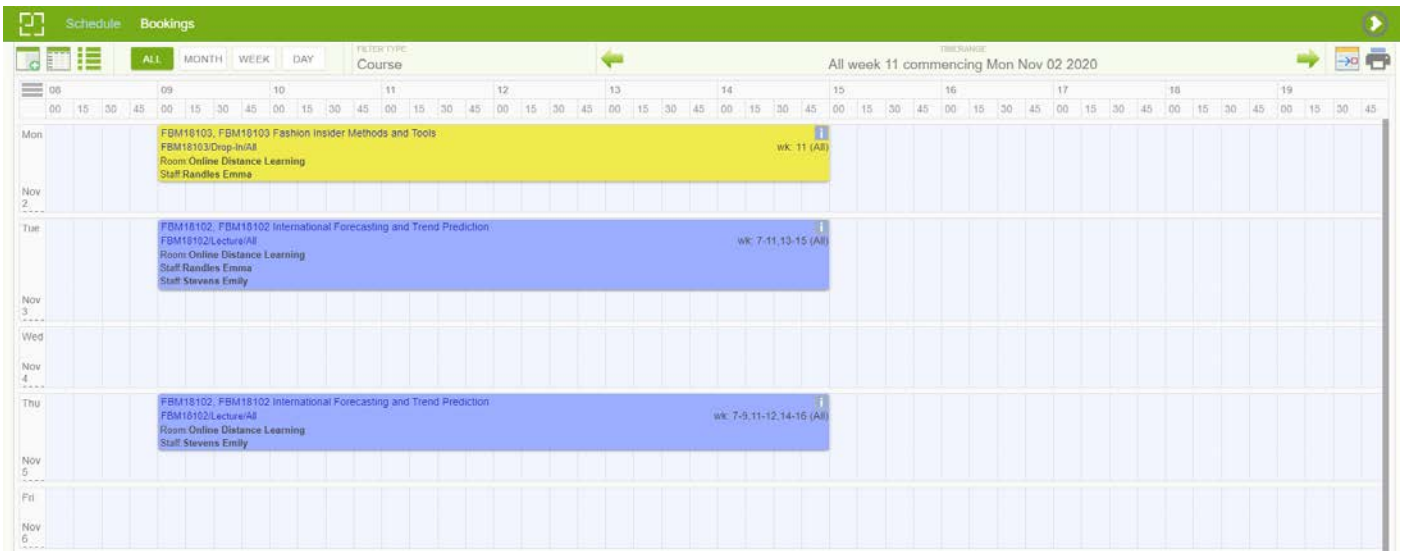
The address for accessing TermTime is: bit.ly/Rave-Timetable

The first page you encounter will be the login page:



You should enter your student number and password and click on the **Sign in** button. You will be taken to the Schedule page.

The below image shows the Schedule page.

The image is a screenshot of the TermTime software interface. At the top, there are tabs for 'Schedule' and 'Bookings'. Below the tabs, there are navigation options for 'ALL', 'MONTH', 'WEEK', and 'DAY', with 'ALL' selected. A search bar contains the word 'Course'. The main area is a grid representing a timetable. The vertical axis (left side) shows days of the week: Mon, Nov 2, Tue, Nov 3, Wed, Nov 4, Thu, Nov 5, Fri, Nov 6. The horizontal axis (top) shows times from 08:00 to 19:45 in 15-minute increments. Three teaching sessions are visible: a yellow bar for 'FBM18103, FBM18103 Fashion Insider Methods and Tools' on Monday, and two blue bars for 'FBM18102, FBM18102 International Forecasting and Trend Prediction' on Tuesday and Thursday. Each bar includes details like room, learning mode, and staff.

The schedule page displays all your scheduled teaching taking place within the selected weeks, with days running along the left hand side and times running along the top.

The information displayed for each activity on the grid is as follows:

DPR18104, DPR18104 Design Skills i
DPR18104/Workshop wk: 10 (All)
Room: 902 - Teaching Studio
Room: 903 - Teaching Studio
Staff: Johnson Sam

The module being taught

DPR18104, DPR18104 Design Skills i
DPR18104/Workshop wk: 10 (All)
Room: 902 - Teaching Studio
Room: 903 - Teaching Studio
Staff: Johnson Sam

The name of the activity

DPR18104, DPR18104 Design Skills i
DPR18104/Workshop wk: 10 (All)
Room: 902 - Teaching Studio
Room: 903 - Teaching Studio
Staff: Johnson Sam

The week(s) that the activity runs in

DPR18104, DPR18104 Design Skills i
DPR18104/Workshop wk: 10 (All)
Room: 902 - Teaching Studio
Room: 903 - Teaching Studio
Staff: Johnson Sam

The room(s) the activity takes place in

DPR18104, DPR18104 Design Skills i
DPR18104/Workshop wk: 10 (All)
Room: 902 - Teaching Studio
Room: 903 - Teaching Studio
Staff: Johnson Sam

The member(s) of staff teaching the activity

Using the Schedule page

The timetable being displayed is your personal timetable. The week shown will default to the current week.

The week being viewed in the timetable is shown in the header above the timetable grid:



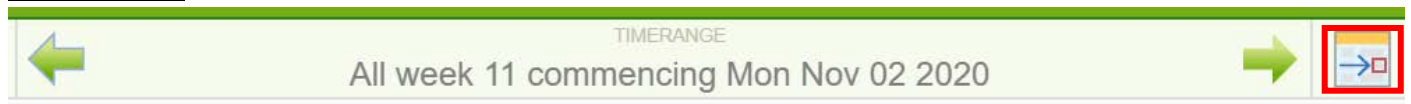
The top of the screen displays a number of options that the user can access and modify:

Click through weeks



Clicking on the arrow icons moves forward and backward through the timetable weeks, allowing users to view future and past weeks' timetables.

Select weeks



Clicking the calendar icon brings up the week selector:

Time Range

All

24/08/2020 - 22/08/2021

display iso weeks

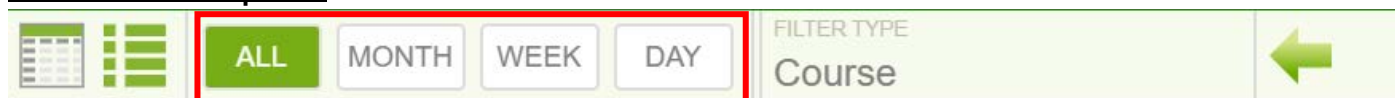
1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52								

THIS WEEK

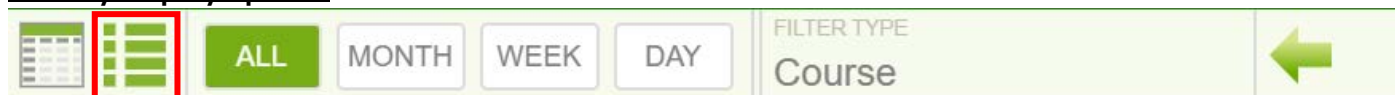
CLOSE

From here, users can select a specific week to view by clicking on a week from the grid then clicking the 'Close' button. Please note that the week scheme will not be familiar as it follows the weeks of the academic year. Hovering the cursor over the week number – or tapping it if you are using a touchscreen device – will display the start date of the week.

Timetable view options



Activity display options

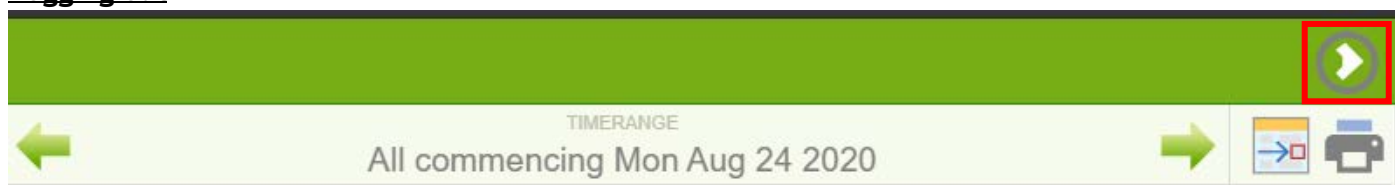


Clicking on this icon opens the list of possible fields that can be displayed for each of the timetabled activities on the timetable grid.

Placing a tick in any of the listed options adds that information to the activities shown in the grid, while clearing a tick removes this item.

Clicking on **Close** applies the options selected and returns the user to the schedule grid.

Logging out



To exit the portal, click on the icon shown in the image above.

Syncing Your Timetable with your Calendar

We have an iCalendar feed service for all our published timetables.

The purpose of the feature is to allow you to view your TermTime calendar through your favourite calendar application whether this be Google calendar, Outlook or Apple iCal.

If you would like to use this service, simply log in to TermTime and click on the white clock symbol in the top left corner. You will find your iCal link on that page. Go to your preferred calendar app and select add calendar by URL/Subscription Calendar, pasting in the url provided.