Viewing Student Timetables- Midlands

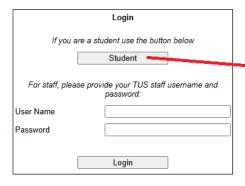
- As a registered student you can access 25.26 Academic Year Timetables via Office 365 Apps. The Timetable App is represented per below within your Office 365 account.
- You will need your TUS Username and Password to access your Timetable.

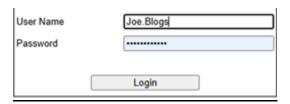


Select Student – Enter Username and PC Password

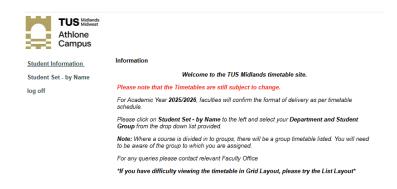
(Do not enter full email address)





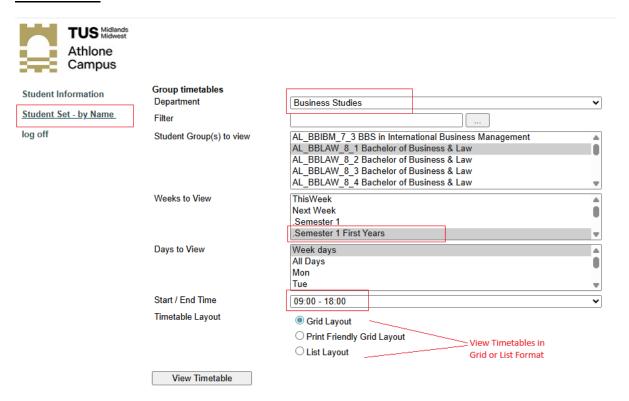


• Select Student Information



• Select Student Set – by Name

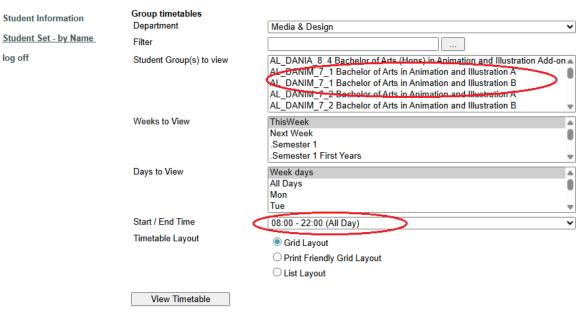
Screenshot 1



- Select Course/Programme Department.
- Student Group (s) to view represents your Course/Programme Code & Name.
 - ➤ For example, AL_BBLAW_8_1 is the Bachelor of Business & Law with _8 denoting level 8 and _1 denoting Year 1.
- If you notice Group A,B,C,D at the end of your Programme name you will need to contact your Faculty Administration office who will advise on your assigned group.
 *(See screenshot 2)
 - (Neither the Timetabling Department or the Admissions Department will know what group you are assigned to)
- When viewing Semester 1 always select 'Semester 1 First Years'.
- If you are registered on a Part time programme that takes place after 6pm please ensure you select this within Start/End Time *(See screenshot 2).

Screenshot 2





• <u>Understanding your Timetable</u>

Once you select 'View Timetable' in grid format your Timetable will look like this.

Example: Monday 10-11am:

Subject: Tort Law I

> Room: E3205

Staff: Elaine Walsh

➤ 5-15 = Timetabled Teaching weeks

➤ Lec= Lecture

Student Gp: AL_BBLAW_8_1 Bachelor of Business & Law

Dept: Business Studies

	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00 1	16:30 1	7:00	17:30
Mon			Tort Law I E3205 Wa 5-15	sh, Elaine Lec			Legal Skills I A E51 Court Roo 5-15	m Walsh, Elaine Lec	Contract L E51 Court 5-15		С	ostello, Karen Lec			Financia E3201 5-15			1A , Alex Lec
Tue	Business Ma C69 5-15		Harney-Nol	an,Pearce Lab/Prac		lsh, Elaine	Legal Skills I A C50 5-15	Walsh, Elaine Lab/Prac			Contract L B11 C 5-15	ostello, Karen		egal System I Room C	Corrigan,	Mary Lec		
Wed	Financial Ac D53 A Co 5-15	counting 1A ourtney, Alex Lec					PASS E3202 4-15			Legal System I Corrigan, Mary Lec		ourtney, Alex		ccounting 1A ourtney, Alex Tut				
Thu					Tort Law I E3207 5-15			Walsh, Elaine	Business Mathematics D10 5-15		Harney-Nolan,Pearce Lec							
Fri																		

Note:

If you are unable to access your Timetable when logging in for the first time a Pop-up blocker may be present. Below shows you how to fix this.

- The 'Pop-up blocker' will show at the top right side within the web address bar.
- This is the error you will see.



- Click within the error Icon and select the first option, i.e. "Always allow pop-ups"
- You will then be able to view your Timetable.

