

## MyTimeTable: Shedule

## 1) Login

## https://mijnlessenrooster.pxl.be/

(the slides are not from 22-23 but equal)





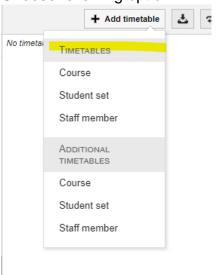
2) You will see this screen:

DYI							Mobiel · Loc	atieweergave - Overzi	chtsweergave	Berichten   English   Ins	stellingen	Help	Uitlog	gen (Kar	olien Bu	ullens
👿 Dag	🔲 Week	📰 Maand	🔲 Lijst													
week 34	maandag 20	) augustus 2018	- zondag 26 a	ugustus 2018						< Vandaag	>	+ Roo	ster toe	evoegen	ᆂ	4
	ma 2	0 aug.		di 21 aug.	wo 22	aug.		do 23 aug.		vr 24 aug.	Era	ijn geen	roosters	toegevoe	gd.	
8:00																
9:00																
0:00																
0:00																
1:00																
2:00																
3:00																
4:00																
5:00											<ul> <li></li> </ul>		au	ig. 2018		
5.00											Ν		w	D \		;
6:00											3		1 8	2 3	3 4 0 11	1
											1	14	15	16 1	7 18	1
7:00											2	21	22 29	23 2 30 3		2
											3			6 7		

3) On the right you can choose 'English' or 'Nederlands'



4) I will proceed in English. On the right you can click on '+ Add timetable'. Choose following option:



5) You will now enter the next screen. Choose Filter by Department. Here you get a whole list and you choose 'Department MAD'

	E+ Add student set timetable (Timetables)	
	Search for a student set:	
ſ	Filter on department:	No ti
L	(all)	
	(all)	
	D-CMA	
	D-COM	
	D-DIV	
	D-INT	
	D-JOU	
	D-MUS	
	D-TRM	
	Departement Business	
	Departement Digital	
	Departement Education - LKO / LLO / LLW	
	Departement Education - LSO	 4
	Departement IT	M
	Departement MAD	1

6) You will see a list of courses.

If you scroll down you will see the following:

E+ Vakrooster toevoe	gen (Additionele roosters)	
Zoek een vak:		
Filter op departement:		
(alle)		$\sim$
Selecteer de roosters die je wilt toevoeg	en:	
	selecteer alles selecteer n	iets
□ 1GO ABC HC groep 1+2		
1GO ABC PR groep 1		
IGO ABC PR groep 2		
1GO B&T Fotografie groep A		
1GO B&T Fotografie groep B		
1GO B&T Fotografie groep C		
1GO B&T Fotografie groep D		
1GO B&T Illustrator groep A		
1GO B&T Illustrator groep B		
1GO B&T Illustrator groep C		
IGO B&T Illustrator groep D		
1GO B&T Manuele Technieken groe	p A	
1GO B&T Manuele Technieken groe	рВ	
1GO B&T Manuele Technieken groe	p C	
1GO B&T Manuele Technieken groe	p D	
IGO B&T Photoshop groep A		
1GO B&T Photoshop groep B		
Synchroniseer deze roosters met mijr	i gekoppelde agenda-applicaties.	
Sluiten	Roosters toevoer	jen

Keep on scrolling down and you will see ... take one of the yellow ones:

- a. 1 Graphic Design 1 Jewellery 1 Fine Arts
- b. 2 Graphic Design 2 Jewellery 2 Fine Arts
- c. 3 Graphic Design 3 Jewellery 3 Fine Arts
- d. 4 Graphic Design 4 Jewellery 4 Fine Arts
- e. EMK = Educational Master 1 year
- f. ERA = Erasmus students
- g. FIA = English Master 'Fine Arts'
- h. GRD = English Master 'Graphic Design'
- i. JED = English Master 'Jewellery Design and Gold and Silversmithing'
- j. PM = PreMaster 'Graphic Design', 'Fine Arts', 'Jewellery Design and ...'
- 7) You have to pick your courses.
  - Individual Choice: isn't on the shedule because it's different for everybody. You have to make your own arrangements.
  - Traineeship & Research internship: isn't on the shedule
  - Research Article: isn't on the shedule because seperate appointements
- 8) 'Add timetables' & 'Close'

At the bottom left is also automatically checked 'Link to calendar' - > info see point 12

For example: JEW = Jewellery

Search for a student set:	
Filter on department:	
Departement MAD	· · · · · · · · · · · · · · · · · · ·
Select the timetables you want to add:	
	select all select no
GRD Masterstudio Operating Room: Image & Word in (inter)action	
GRD Masterstudio Skip Ad	
GRD Masterstudio Social Design: First Things First	
GRD Masterstudio Transformative Design Studio	
GRD Masterstudio TYPOTYPE	
GRD Photography	
GRD Portfolio / Website	
GRD Research Article including presentation	
GRD Research Internship Graphic Design	
GRD Traineeship Graphic Design	
JEW Individual Choice (L)	
LEW Individual Choice (S)	
JEW Masterproject Jewellery Design Gold & Silversmithing	
☑ JEW Masterstudio Making Matter Meaning	
JEW Photography	
JEW Portfolio / Website	
☑ JEW Research Article including presentation	
JEW Research Internship Jewellery	
IEW Traineeship Jewellery	
Show in connected calendars and send change notifications.	

9) You'll see your shedule ...

This example is for Week 45, Monday 5th November until Friday 9th November. You can choose another Week / Day / Month

Week 45 Monday, 5 November Mon 5 Nov 8:00	2018 - Sunday, 11 November 2018 Tue 6 Nov	Wed 7 Nov			<	Today >
	Tue 6 Nov	Wed 7 Nov				
8.00			Thu 8 Nov		Fri 9 Nov	
	00.001.00.00					
	FIA Masterproject Object & Jewellery					
9.00	EC021	-				
	Student set(a): F34 Masterproject Object 4					
	09:30 - 10:30 FIA Masterproject Object & Jewellery	-				
	EC021					
0.00	Student setts/ FIA Masterproject Object &			-		
	10.30 - 11.50	18:30 - 11:30		10:30 - 11:30	10:00 - 11:00	10.50 - 11.50
	FIA Masterproject Object & Jewellery	FIA Masterproject Object & Jewellery		FIA	FIA	FIA
1:00	BC021 Student setts) FUA Masterproject Object &	EC021 Student set(s) FIA Mestersroject Object &		EC223	Making+Matter EC223	EC223
	11 20 - 12 20	11:00-12:00		11.20 - 12.30	11.32-12.30	11.30 - 12.50
	FIA Masterproject Object & Jewellery	FIA Masterproject Object & Jewellery	-	FIA	FIA	FIA
2.00	EC021	60031			Making+Matter	
	Student set(s): FUA Mesterproject Object &	Student set(s): FIA Masterproject Object &	-	EC225	BC223	BC223
3 00						
	12:00-14:00	13.30-14.30		12.20 14.20	13:38 - 14:30	12.36.14.30
	FIA Masterproject Object & Jewellery	FIA Masterproject Object & Jewellery		FIA	FIA	FIA
4 00	6C021	80021			Making+Matter	
4.00	Student settal: FLA Masterproject Object &	Student setta: FiA Masteromient Object &		EC223	8C223	EC223
	14-00 - 15:38	14.30 - 15.30		14:30 - 15:38 FIA	14:36 - 15:38 FIA	14:30 - 11:30 FIA
	FIA Masterproject Object & Jewellery 80021	FIA Masterproject Object & Jewellery EC021			Making+Matter	
5:00	Student set(a): FLA Mesterproject Object &	Student set(s) FIA Masterproject Object 6		EC223	RC223	8C223
	15:30 - 16:30	15:38 - 16:30	15:30 - 16:30			
	FIA Masterproject Object & Jewellery EC031	FIA Masterproject Object & Jewellery (0001	FIA Masterproject Object & Jewellery BC021			
6.00	Student set(a) FIA Masterproject Object &	Student settls: FIA Masterproject Object &	Student set at FOA Masterproject Object &	1		
	16:38 - 17:38	16.30 - 17:30	16.30 - 17.30			
	FIA Masterproject Object & Jewellery	FIA Masterproject Object & Jewellery	FIA Masterproject Object & Jewellery			
7.00	EC021 Student set(s): FIA Mesterproject Object 6	6C021 Student set(s): FIA Mesterproject Object &	EC021 Student set(s): F/A Masterproject Object &			

## You can click on a lesson:

0	FIA Masterproject Object & Jewellery Les
Tues	day, 6 November 2018 08:30 - 09:30
Locatio EC021	
Staff me Huycke	ember(s) David
Student FIA Ma	set(s) terproject Object & Jewellery
	Close

- 10) Classes always start at 9/11/14/16h... An exception can be made, but then this is visible in the grid.
- 11) We will start on September 19th with a 'starting schedule'. From the moment an adjustment will be made, this will be adjusted in MyTimeTable, but there will also be a notification via Blackboard in the relevant course. This can be done by relocating a course, illness of a teacher, a room change, ... BB is an additional tool where the changes end up.

However, you are supposed to use MyTimeTable, daily, weekly, ... to be able to follow your planning properly.

12)When we return to point 8 ... You can synchronize your calendar via the following route.

At the top right you will see an arrow next to your name. This clicks open down.

Here you can choose 'Link calendar':

+	Add timetable				
<ul> <li>Timetables</li> </ul>	Choose timetables				
🛨 🗹 1GO Beeld & Techi					
🗹 1 Beeld & Techni	Apple Calendar				
	Google Calendar				
	Microsoft Outlook				
	Office 365				
	Outlook.com				
	Other				

Depending on the agenda used, the further steps will be different. Please perform the requested actions.

Connect an external calendar Google Calendar	
After connecting, your timetable shows up as a separate calendar in Google Calendar. This separate calendar is no and will not affect your availability. Your calendar will be refreshed periodically, so it shows an up to date timetable.	ot visible to other users
Please refer to the help page for detailed instructions.	
All of your timetables and all activity types are shown in your connected calendars This corresponds to what you see in this web application.	Choose timetables
□ Group concurrent activities of the same course	
Activities older than 12 weeks will not be synchronised.	
Close	Next