

# Manual MyTimetable staff member

Day

Week

Month

List

2020-2021: Semester 1

2020-2021: Semester 1

Activities of all types shown

Today

2

4

5

3

1

8

Leiden University

☒ Solid State NMR\_WN (2020) (202093)

☒ FBSOZ TestAccount

☒ AWW-1A: examination\_OP2 (2019) (228713)

☒ AWW-2A: examination\_OP1 (2019) (239623)

☒ AcWe: Sociolinguïstiek: straattaal, tussentaal, social media en meer\_S1 (2019) (231714)

☒ Academic Skills\_S1 (2019) (216496)

☒ Academic Writing and (Re)Presentation Lecture\_S1 (2020) (240619)

☒ Compilerconstructie - HC\_WN (2019) (231432) (241195)

☒ Concepts of Progr. Lang.-HC\_WN (2019) (241195)

☒ EU Politics and Policy (Minor) (Lecture)\_S1 (2020) (232993)

☒ Ethics in contemporary ethnographic research Lecture\_S2 (2020) (244867)

☒ History of Public Administration (Lecture)\_S1 (2020) (226185)

☒ Mathematical Methods of Physics\_WN (2019) (223190)

week 40

Fri 2 Oct

09:15 - 11:00

Lecture

6450GOBH

History of Public Administration (Lecture)  
101

HOME / ONLINE

week 41

Fri 9 Oct

09:15 - 11:00

Lecture

6450GOBH

History of Public Administration (Lecture)  
101

HOME / ONLINE

week 42

Fri 16 Oct

09:15 - 11:00

Lecture

6450GOBH

History of Public Administration (Lecture)  
101

HOME / ONLINE

week 44

Mon 26 Oct

11:15 - 13:00

Lecture

6450EUPPH

EU Politics and Policy (Minor) (Lecture)  
101

HOME / ONLINE

R de Ruiter

13:00 - 16:45

Exam

4423SSNMRT

Solid State NMR  
EXA

GORLB / DM115

HJM de Groot

13:15 - 15:00

Lecture

6491AV1WRH

Academic Writing and (Re)Presentation Lecture  
01

HOME / ONLINE

Thu 29 Oct

09:15 - 11:00

Lecture

6491AV1WRH

Academic Writing and (Re)Presentation Lecture  
01

HOME / ONLINE

week 45

Mon 2 Nov

11:15 - 13:00

Lecture

6450EUPPH

EU Politics and Policy (Minor) (Lecture)  
101

HOME / ONLINE

R de Ruiter

- After log in, your name will appear here. If you are enrolled in uSis for a course, it will appear below your name. In this case the staff member is coupled to the courses AWW-1A until Mathematical Methods of Physics and the staff member will find the timetables in their personal timetable. Your personal timetable will be saved and will appear every time after log in. Besides courses which you are enrolled in, you can also add course manual. You will only have to do this once. Adding course manual to MyTimetable does not mean you are enrolled in uSis for this course!
- If you want to add a course schedule, programme of study schedule or a staff member schedule, click on *Add timetable* and select *Course*, *Programme of study* or *Staff member*. For more information, check out page 2 of this manual.
- Course that are added manual (without enrollment in uSis) can be found separate above the name of the staff member (in this case 'FBSOZ TestAccount').
- Using this button you can download the selected timetables. You can download the timetables as PDF, Excel file, CSV file or iCalendar. For more information: <https://rooster.universiteitleiden.nl/help#download>.
- Using this button you can easily connect you selected timetables to your personal agenda. You can connect to an Apple Agenda, Google Agenda, Microsoft Outlook agenda, Outlook.com agenda and other agenda's. For more information: <https://rooster.universiteitleiden.nl/help#export>.
- There are four ways to view your timetables: per day, per week, per month or as a list. For day, week and month views you can selected the date range of your view. The selected day will be the start date of your range.
- If you select a list view, you can select which list view you want: 2019-2020 Semester 1, 2019-2020 Semester 2, 2020-2021 Semester 1 en 2020-2021 Semester 2.
- If you click on the Description of a course, more information will be shown about this course. The yellow exclamation mark shows you that you are not enrolled in uSis, but only in MyTimetable. If you want to participate in this course, you have to enroll yourself in uSis!

Undo term selection if you want to choose a date.

#### 4 Add timetables

1. In the Search bar *Search for a course* you can search by using the code or (parts of) the name of the course you want to add. If you don't filter on programme of study, all courses containing your text will be shown in the selection box.
2. Via *Filter on programme of study* you can add a filter. Only course from your selected programme of study will be shown in the selection box.
3. The selection box. Here you can select your searched course by ticking in front of the courses you want to select. If there are multiple groups within this course, you can select which group's timetables you want to view.
4. If you have selected one or more course, click on *Add timetables*. You can add multiple courses at the same time.

4 Add time delay

1. In the Search bar *Search for a programme of study* you can search by using the code or (parts of) the name of the programme of study you want to add. If you don't filter on academic programme, all course containing your text will be shown in the selection box.
2. Via *Filter on academic programme* you can add a filter. Only course from your selected academic programme will be shown in the selection box.
3. The selection box. Here you can select your searched programme of study by ticking in front of the programme of study you want to select. If there are multiple groups within courses in the programme of study, you can select which group's timetables you want to view.
4. If you have selected one or more programme of studies, click on *Add timetables*. You can add multiple programme of studies (max. 4) at the same time.