

MyTimeTable: Shedule

1) Login

<https://mijnlessenrooster.pxl.be/>

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

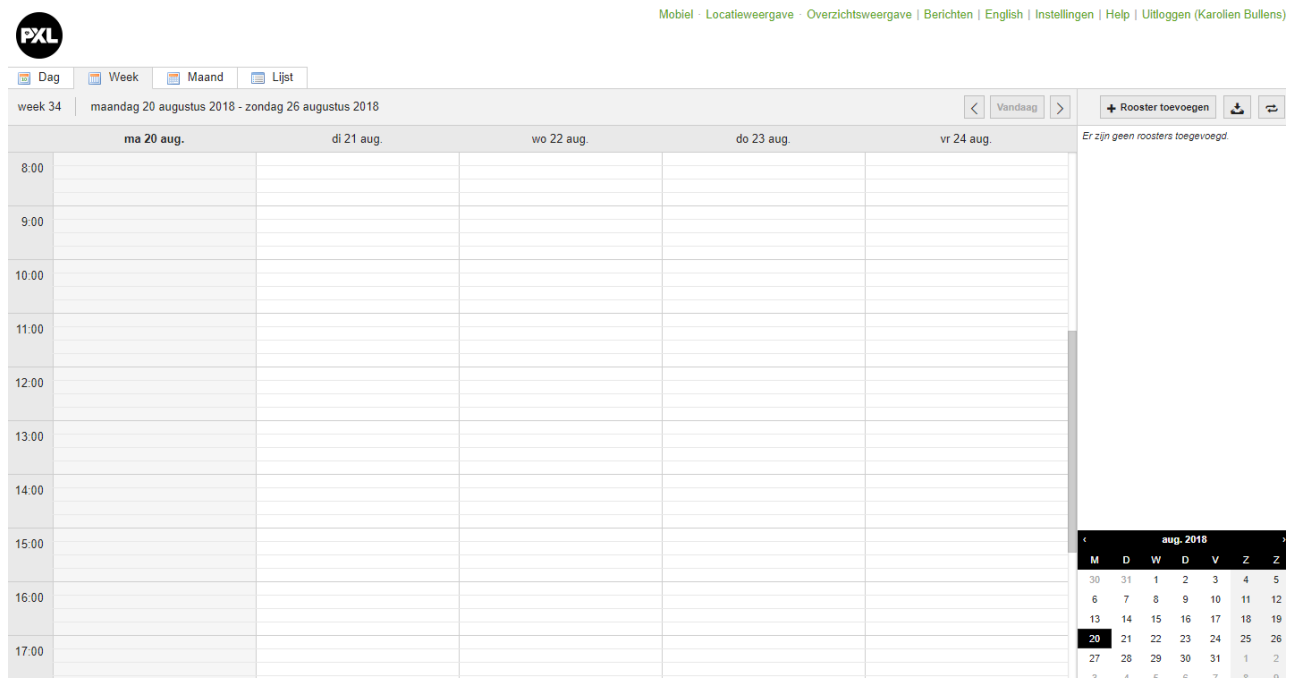


HOGESCHOOL 


Aanmelden

Verander mijn wachtwoord

2) You will see this screen:



Mobiel - Locatieweergave - Overzichtsweergave | Berichten | English | Instellingen | Help | Uitloggen (Karolien Bullens)



Dag Week Maand Lijst

week 34 | maandag 20 augustus 2018 - zondag 26 augustus 2018

< Vandaag > + Rooster toevoegen

Er zijn geen roosters toegevoegd

	ma 20 aug.	di 21 aug.	wo 22 aug.	do 23 aug.	vr 24 aug.
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					

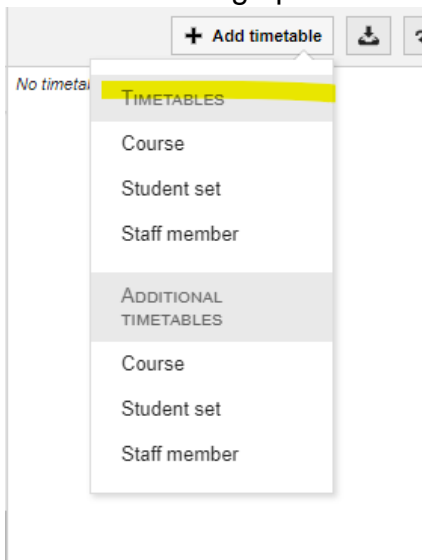
aug. 2018						
M	D	W	D	V	Z	Z
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

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

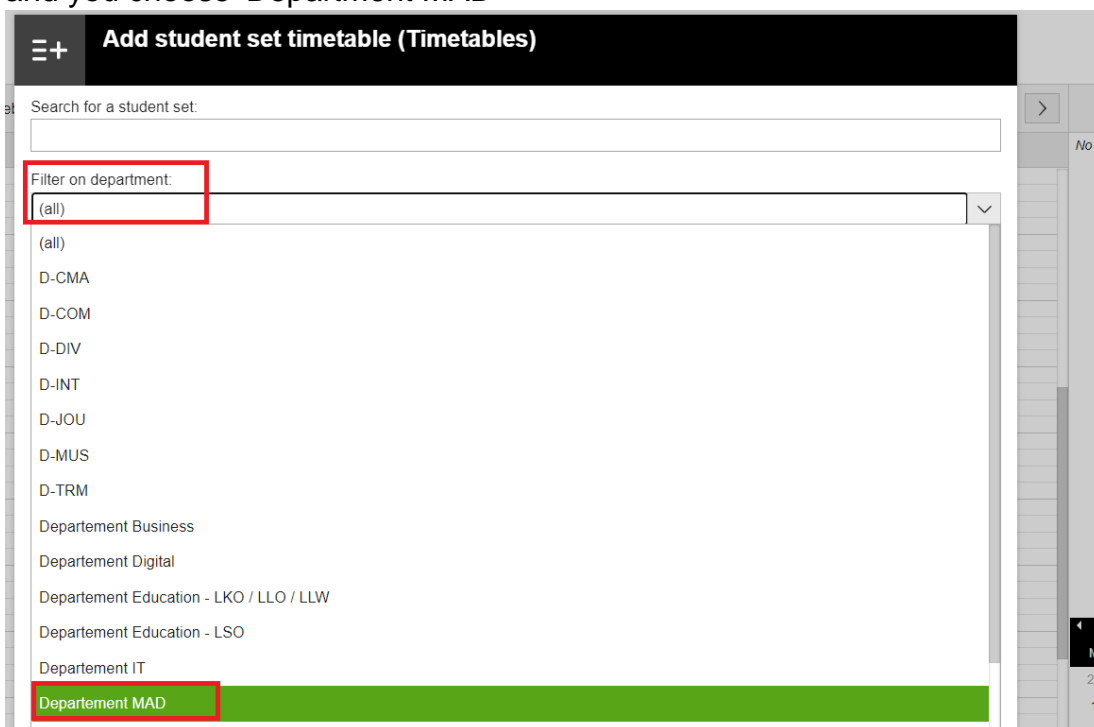
Mobiel · Locatieweergave · Overzichtswaergave | Berichten **English** Instellingen | Help | Uitloggen (Karolien Bullens)

mobiel · Locatie waergave · Overzicht | berichten **Nederlands** instellingen | Helpen | Uitloggen (Karolien Bullens)

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'



- 6) You will see a list of courses.
If you scroll down you will see the following:

☰+ Vakrooster toevoegen (Additionele roosters)

Zoek een vak:

Filter op departement:
(alle)

Selecteer de roosters die je wilt toevoegen:

1GO ABC HC groep 1+2
 1GO ABC PR groep 1
 1GO 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
 1GO B&T Illustrator groep D
 1GO B&T Manuele Technieken groep A
 1GO B&T Manuele Technieken groep B
 1GO B&T Manuele Technieken groep C
 1GO B&T Manuele Technieken groep D
 1GO B&T Photoshop groep A
 1GO B&T Photoshop groep B

Synchroniseer deze roosters met mijn gekoppelde agenda-applicaties.

selecteer alles selecteer niets

Sluiten Roosters toevoegen

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 appointments

- 8) 'Add timetables' & 'Close'

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

For example: JEW = Jewellery

☰+ Add student set timetable (Timetables)

Search for a student set:

Filter on department:

Departement MAD

Select the timetables you want to add:

[select all](#) [select none](#)

- 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)
- JEW 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
- JEW 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



	Mon 5 Nov	Tue 6 Nov	Wed 7 Nov	Thu 8 Nov	Fri 9 Nov
8:00		08:30 - 09:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &			
9:00		09:30 - 10:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &			
10:00		10:30 - 11:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	10:30 - 11:30 FIA Masterproject Object & Jewellery EC021		10:30 - 11:30 FIA Making+Matter EC223
11:00		11:30 - 12:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	11:30 - 12:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &		11:30 - 12:30 FIA Making+Matter EC223
12:00					12:30 - 13:30 FIA Making+Matter EC223
13:00		13:30 - 14:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	13:30 - 14:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &		13:30 - 14:30 FIA Making+Matter EC223
14:00		14:30 - 15:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	14:30 - 15:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &		14:30 - 15:30 FIA Making+Matter EC223
15:00		15:30 - 16:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	15:30 - 16:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	15:30 - 16:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	
16:00		16:30 - 17:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	16:30 - 17:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	16:30 - 17:30 FIA Masterproject Object & Jewellery EC021 Student set(s): FIA Masterproject Object &	
17:00					

You can click on a lesson:

🕒 **FIA Masterproject Object & Jewellery**
 Les

Tuesday, 6 November 2018 08:30 - 09:30

Location(s)
EC021

Staff member(s)
Huycke David

Student set(s)
FIA Masterproject 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.

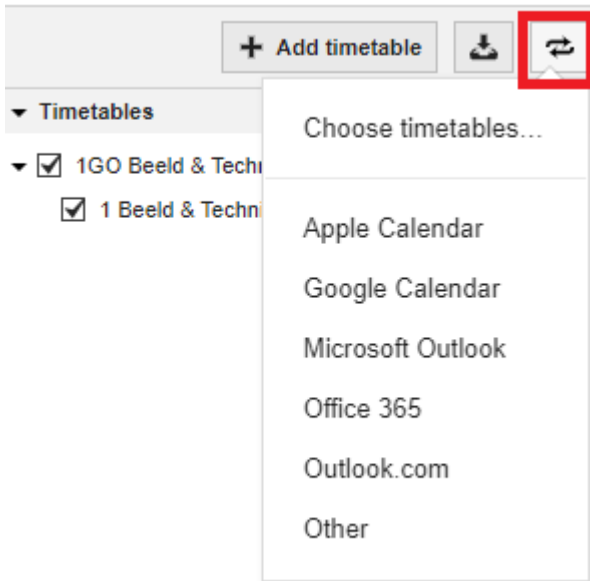
11) We will start on September 19th with a 'starting schedule'. From the moment an adjustment will be made, this will be adjusted in MyTimeTable, but there will also be a notification via Blackboard in the relevant course. This can be done by relocating a course, illness of a teacher, a room change, ... 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':



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

