MyTimeTable: Shedule

1) Login

   https://mijnlessenrooster.pxl.be/

   (the slides are not from 22-23 but equal)
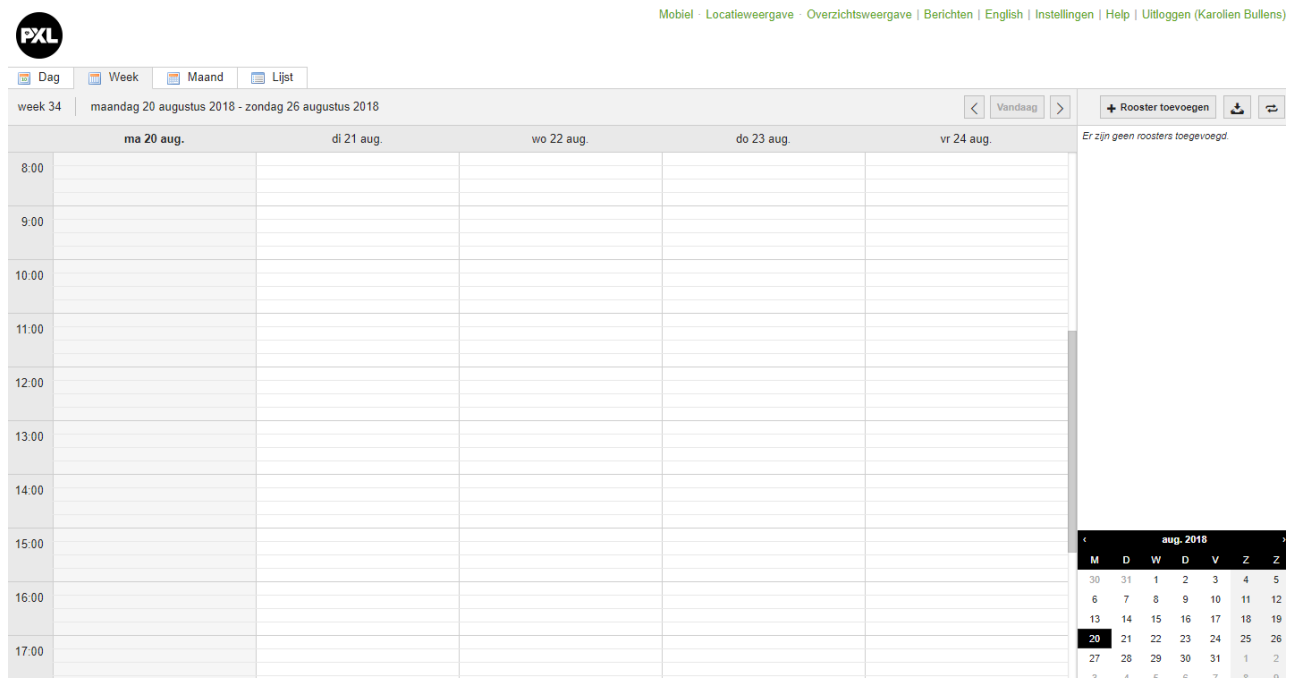
2) You will see this screen:

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

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

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

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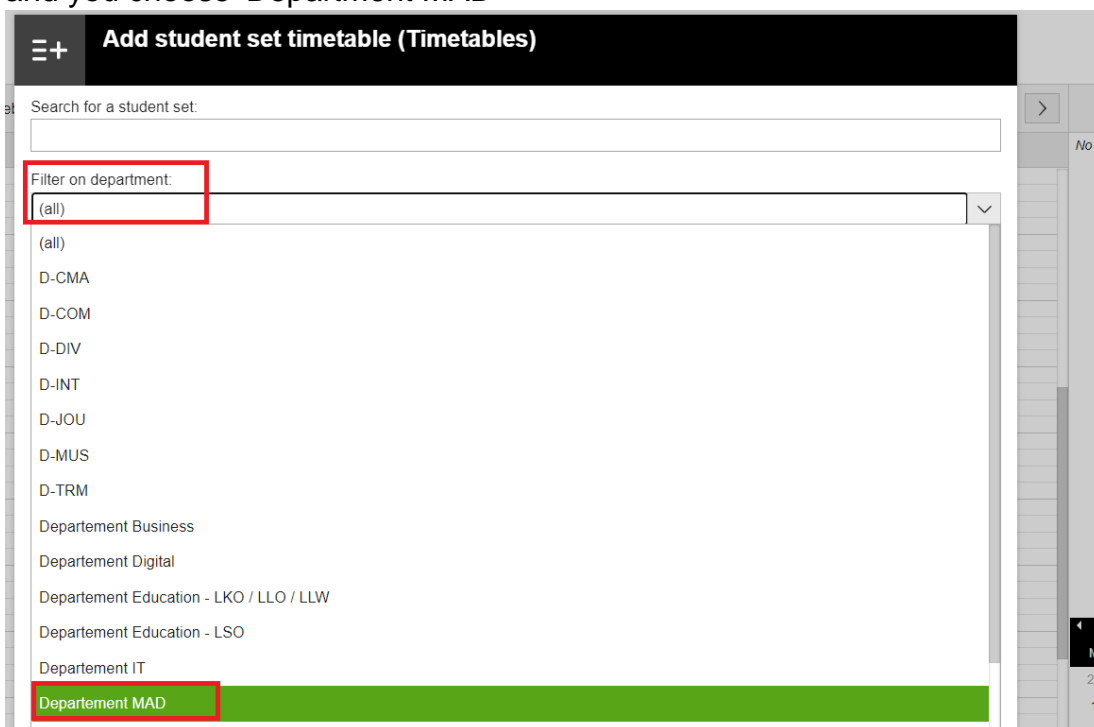Choose following option:

+ Add timetable

No timeta

TIMETABLES

Course

Student set

Staff member

ADDITIONAL
TIMETABLES

Course

Student set

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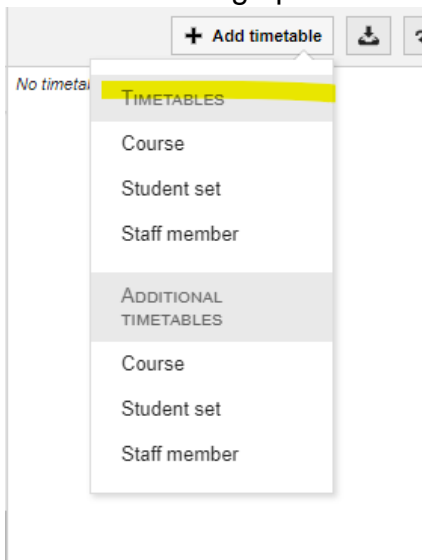
5) You will now enter the next screen. Choose Filter by Department. Here you get a whole list and you choose 'Department MAD'

Add student set timetable (Timetables)

Search for a student set:

Filter on department:

(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

Departement IT

Departement MAD

No ti

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

   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

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.

Close   Add timetables

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

You can click on a lesson:

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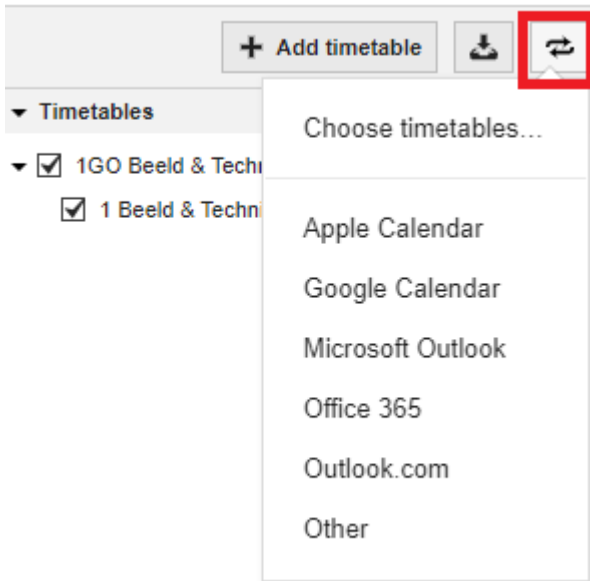
Depending on the agenda used, the further steps will be different. Please perform the requested actions.