

## Exporting Student and Course Timetable Information

In the Timetabling System you can directly export the details of events scheduled for a course, student or in a room – for example, if you want to view a student’s timetable in a list format, or export a timetable view to share with other staff.

To access these reports, log-in to your Timetabler account through MyEd. Search for ‘Timetables’ and log-in as required below

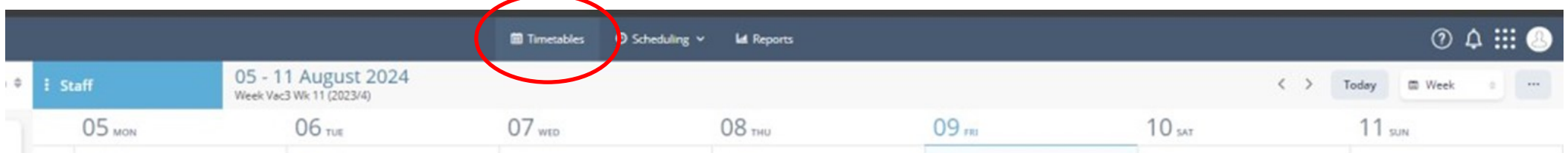
### Timetables

Timetabler

- To login to Timetabler, enter your username in the format uun@ed.ac.uk, e.g jbloggs@ed.ac.uk or s1234567@ed.ac.uk. Then select your Microsoft account uun@ed.ac.uk on the Microsoft O365 login page.
- Please contact [timetabling@ed.ac.uk](mailto:timetabling@ed.ac.uk) for all support queries.
- [Timetabler Guidance videos](#)
- If your login is unsuccessful, and you are asked to login via your external provider, please amend the URL so it only shows <https://timetabler.is.ed.ac.uk/> - you should then be able to successfully login, again using your: uun@ed.ac.uk.

[Timetabler](#)

Now go to the **Timetables** page:



The screenshot shows the navigation bar of the Timetables system. The 'Timetables' menu item is circled in red. The navigation bar includes the following elements:

- Staff
- 05 - 11 August 2024 (Week Vac3 Wk 11 (2023/4))
- Timetables (circled in red)
- Scheduling
- Reports
- Today
- Week
- 05 MON
- 06 TUE
- 07 WED
- 08 THU
- 09 FRI
- 10 SAT
- 11 SUN

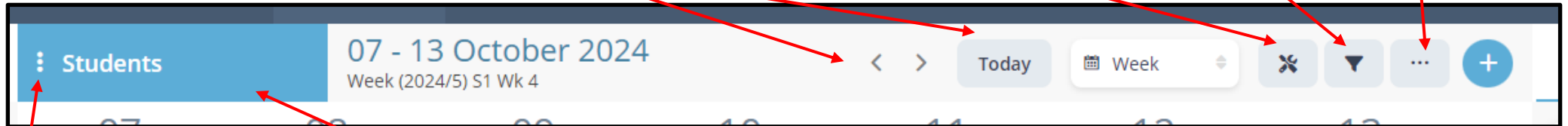
August 2024

Use these arrows to filter to the times you want to view, or to move to the current day

Click here to view events as a list in a right-hand column

Click here to filter your event selection

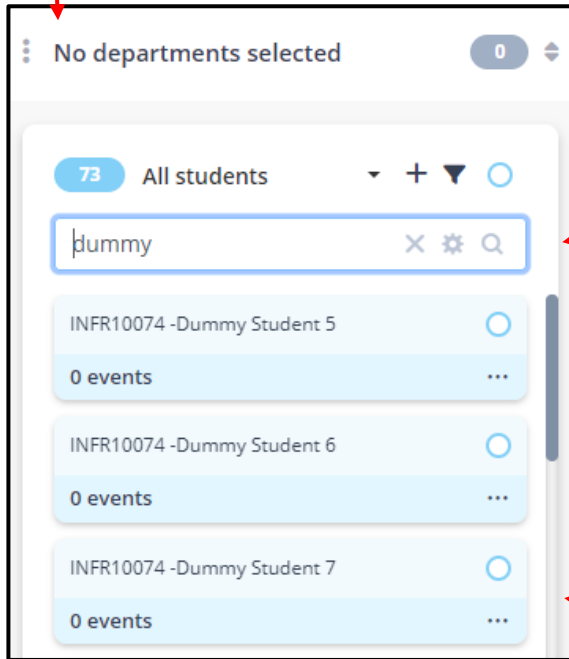
Click here to export your data, and edit preferences



Click on these **Three dots** and a panel to filter your Students/Courses/Rooms etc, will appear in a lefthand column

click on the **Text** of this button and it will drop down so that you can see Timetable information about the following resources

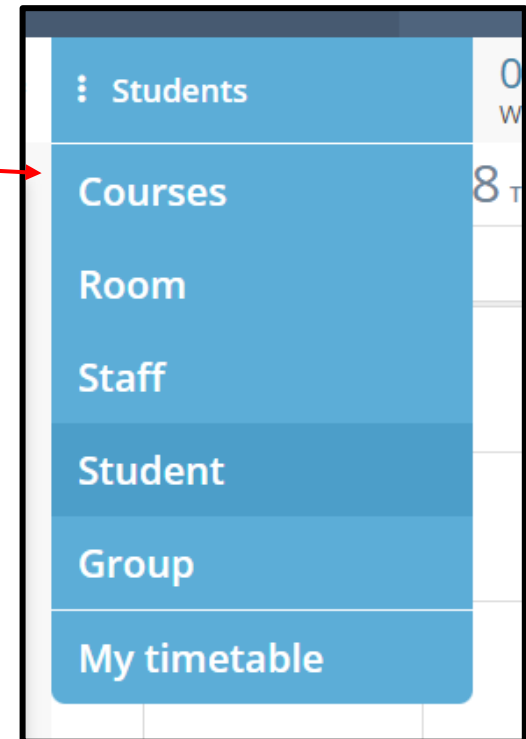
Select the Resource you are interested in viewing the timetable of: Student, Staff, Room, Course or Group.




In this left hand column you can filter with a text filter to the specific student, course etc that you want.

There is also a master filter at the top for Department, and more detailed filter options if you click the cone.

Click the **Circle** to select an individual calendar to view



Once you have used the various filters to select the timetable(s) of the Student/Course/Staff/Room you are looking for you will see the timetable laid out in the grid below.

In the right hand column (if you click this icon  in the toolbar), you will see a list of the events associated with your selection. For example:

	07 MON	08 TUE	09 WED	10 THU	11 FRI
09:00					
10:00	Computer Security (CSEC-10) -	Software Testing - Lecture	Computer Security (CSEC-10) -	Software Testing - Lecture	Computer Security (CSEC-10) -
11:00	Informatics Large				
12:00					
13:00	Professional Issues (Level				Professional Issues (Level
14:00					

22 All events ▼ 🔍

---

✔ 🔒 Foundations of Natural Language Processing - Lecture 📄 ⋮

E:33DSM237DA

🏠 Drill Hall, Forresthill

🗓 Lecture

Tuesday at 12:10 - 13:00

Weeks (2024/5) S2 Wk 1-(2024/5) S2 Wk 5,(2024/5) S2 Wk 6 -(2024/5) S2 Wk 10 · 10 occurrences

🔴 Live

⚠ 🔒 Foundations of Natural Language Processing - Lecture 📄 ⋮

E:MTTWVNH509

🏠 Drill Hall, Forresthill

🗓 Lecture

Wednesday at 12:10 - 13:00

Weeks (2024/5) S2 Wk 1-(2024/5) S2 Wk 5,(2024/5) S2 Wk 6 -(2024/5) S2 Wk 10 · 10 occurrences

🔴 Live

✔ 🔒 Foundations of Natural Language Processing - Lecture 📄 ⋮

E:KQILRGVLHW

🏠 Drill Hall, Forresthill


🗓 Lecture

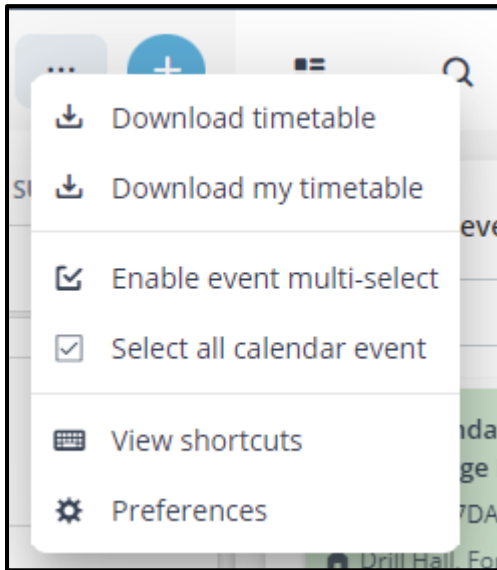
Friday at 12:10 - 13:00

Weeks (2024/5) S2 Wk 1-(2024/5) S2 Wk 5,(2024/5) S2 Wk 6 -(2024/5) S2 Wk 10 · 10 occurrences

🔴 Live

## Exporting your Selection

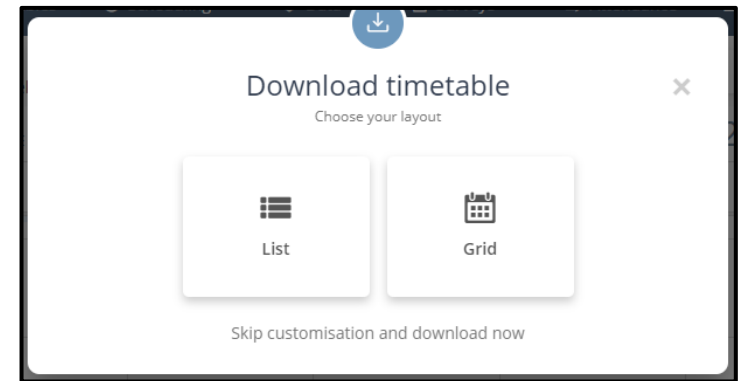
You can export these event selections by clicking the  button shown on the toolbar above. This will bring up the list of options below.



Click **'Download Timetable'**.

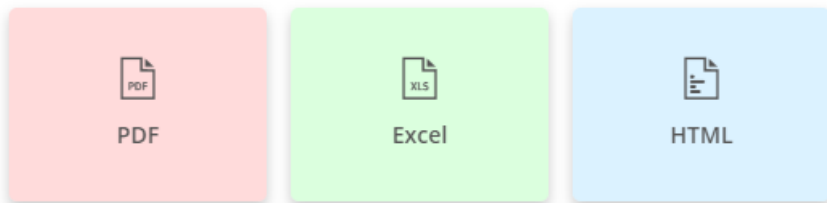
You will then get the option of downloading as a list, or as a grid.

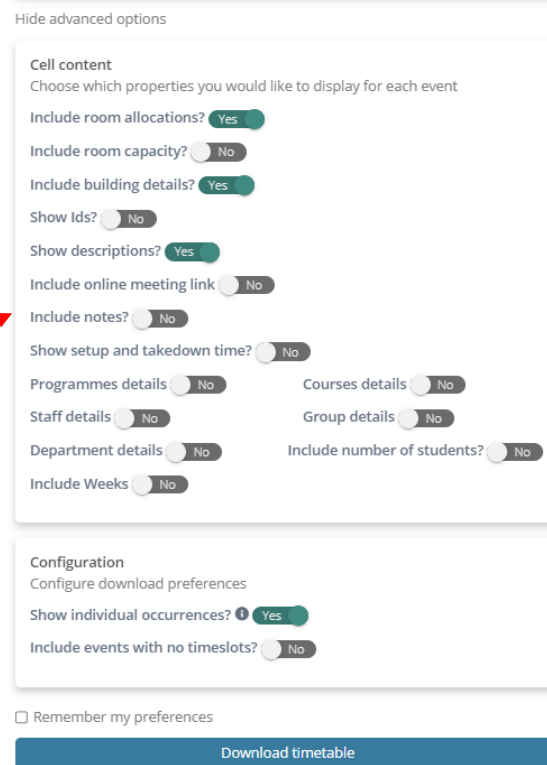
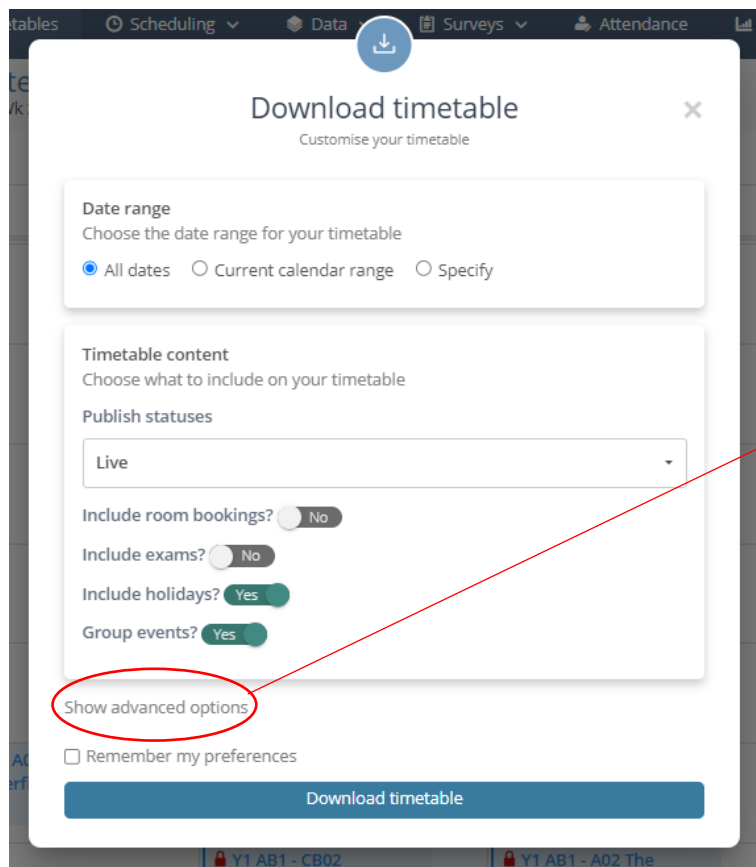
Select your preferred option.



If you select **'List'**, you will get the option to download as .PDF, .XLSX, or .HTML

If you select **'Grid'**, you can download the file as a .PDF or .HTML file.





The download timetable window will allow you to customize your download, with extra settings available by clicking on ‘**Show advanced options**’.

Your preferred option will then export to your downloads folder.

If you have any further questions on the contents of these reports or how to use them, please get in touch with [timetabling@ed.ac.uk](mailto:timetabling@ed.ac.uk) or [studentanalytics@ed.ac.uk](mailto:studentanalytics@ed.ac.uk)