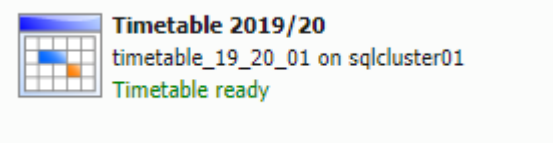
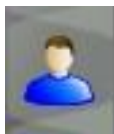


Accessing your personalised timetable

1. To access your personalised timetable first visit <https://timetable.harper-adams.ac.uk>
2. Choose the 2019/20 timetable and click login.



3. Enter the same user name and password you use to login to your Harper Adams University desktop.
4. You will then see four tabs down the left-hand side of the page. The only tab you will need is the student tab, which looks like this:



5. Double click this tab.
6. You will then see your name. Hover your cursor over your name a green arrow will appear on the right, like this:



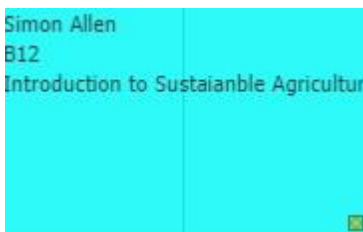
7. Click the arrow to view your timetable.
8. You will now see your timetable, along with a calendar of weeks in the bottom left corner. When you first log in all weeks will be selected, and the timetable you will be viewing will be an overview of the full year. In order to see one week at a time, you will need to de-select the weeks you do not wish to see. You can do this by clicking on the weeks you want to remove from your view, or to remove several weeks at once, you can click the first week you wish to remove, hold your mouse button down and drag to the final week that you want to remove. The weeks can be toggled back on in the same way.

Dark blue weeks are selected weeks that are currently showing on your timetable grid.

The screenshot shows a calendar grid for the year 2018-2019. Weeks 1-9 are dark blue, and weeks 10-54 are light blue. A blue arrow points from the text boxes to the grid.

Light blue weeks are not selected, and will not be showing in your timetable grid.

9. Each event on the timetable will list the module tutor, the Room, and the module title:

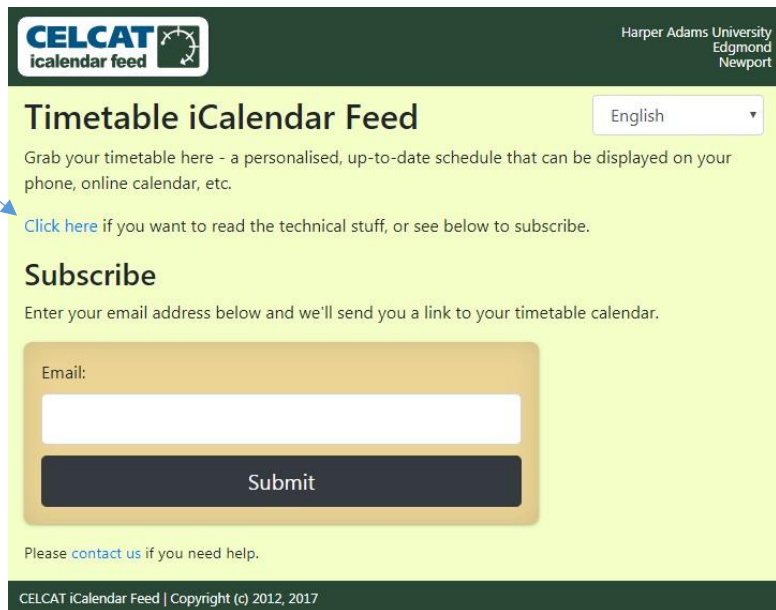


10. If you have more than one week selected, and the staff and room details vary from week to week you will see that all the details will show up in this grid. To see the current week only,

make sure only one week is selected. If you have any queries please contact the module leader, who will be able to confirm details.

Accessing your timetable via your mobile

1. To access your timetable via your mobile visit <https://mobiletimetable.harper-adams.ac.uk>
2. Enter your Harper Adams email address and press submit.
3. You will be emailed the links required to set up your iCal feed.
4. If you wish to see further details on how to do this on your own device use the [click here](#) link:



The screenshot shows the 'Timetable iCalendar Feed' page. At the top left is the 'CELCAT icalendar feed' logo. At the top right is the text 'Harper Adams University Edgmond Newport'. Below the header is the title 'Timetable iCalendar Feed' and a language dropdown menu set to 'English'. The main content area has a light green background and contains the following text: 'Grab your timetable here - a personalised, up-to-date schedule that can be displayed on your phone, online calendar, etc.' followed by a blue link 'Click here' and the text 'if you want to read the technical stuff, or see below to subscribe.' Below this is a 'Subscribe' section with the text 'Enter your email address below and we'll send you a link to your timetable calendar.' This is followed by a form with an 'Email:' label, a white input field, and a dark blue 'Submit' button. At the bottom of the form area, it says 'Please [contact us](#) if you need help.' The footer of the page is dark green and contains the text 'CELCAT iCalendar Feed | Copyright (c) 2012, 2017'.