MyTimetable
Student Quick Start Guide
LiveCal

To request a connection to another student:

1. In MyTimetable, click **LiveCal** on the Menu Bar.
2. In the dropdown menu, click **Connections.**
3. Enter the student's **Student ID** in the search box.
4. Click the **Magnifying Glass** You will receive a message that your request is awaiting reply. Click **Close.**

Top Tip! - Searching for other students

When looking for a student to connect with, it is best to search using the **student ID** as the unique identifier.

While searching using a student's preferred name is possible, the MyTimetable system may not always have that information, only the student's first and second names from ISIS (Student Admin System)

MyTimetable

To accept a connection request from another student:

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Connections**.
3. Click **Accept button** next to the student you want to connect with or **delete** as relevant

Top Tip! - Student Privacy

When using the LiveCal function to connect and collaborate with other students, keep in mind that you have complete control over accepting or declining requests at all times.

Either party may delete a connection or participation in a workgroup at any time.

For example, you may want to disconnect from connections at the end of the semester when you are no longer working together or when you no longer need to share your timetable.

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To compare your timetable with other students

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Compare timetable**, your personal timetable is shown.
3. Using the **Connections** dropdown, put a **tick next to the students** you want to compare with.
   The other student's timetables will be displayed alongside yours, in *different colours.*

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To view your workgroup sessions in your timetable

1. Click **Timetable** on the Menu Bar.
2. By default, your workgroups should be visible. If you can't see them, click on the **Filter button**, and make sure the **Workgroups option** is ticked.

3. To edit a workgroup

- Click **Edit** next to the relevant workgroup.
- Edit the details as needed, and/or use the **Add members** function to add more students.
- Click **Save.**

4. To delete a workgroup

- Click **Delete** next to the relevant workgroup.
- Confirm the deletion message by clicking **Delete.**
- Click **Close** when you receive a Workgroup deleted message.

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Create a workgroup with other students

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Workgroups,** then **Add Workgroup**
3. Fill in the **workgroup details** about the workgroup.
4. Click **Add members**, tick the boxes next to the student connections you want to include in the workgroup
5. Click **Save** to save your workgroup session

Top Tip! – Workgroups

Workgroups can be deleted by either the creator or by any of the members.

When creating the workgroup, do not use any of these characters to avoid error and workgroup not saved.

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