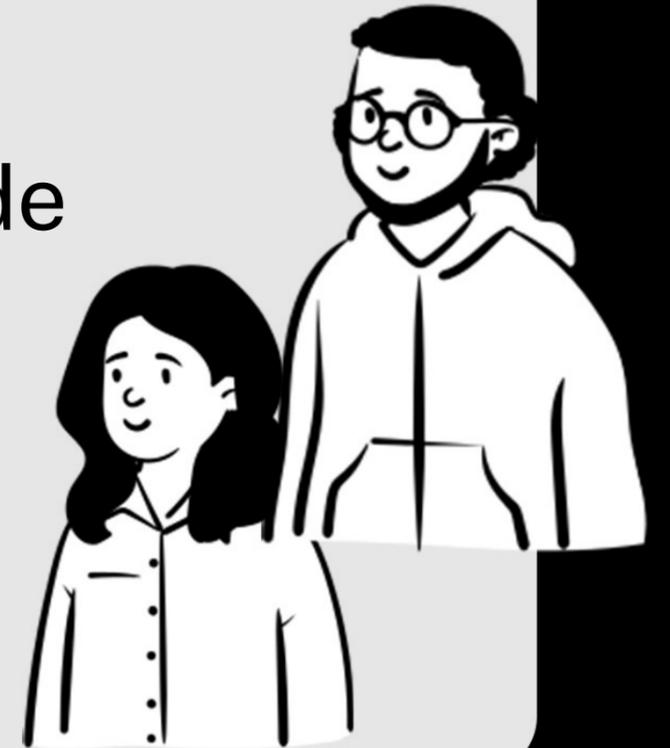




MyTimetable Student Quick Start Guide LiveCal



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Connect and Work with Other Students (LiveCal) - Part 1

The screenshot shows the MyTimetable interface. The top navigation bar includes Home, Timetable, Planner, LiveCal, and Logout. The LiveCal menu is open, showing options: Compare Timetable, Connections, Workgroups, and Subscriptions. The Connections page is displayed below, featuring a search box with the student ID 'u3151281' and a magnifying glass icon. A table below the search box shows a list of connections with columns for Student ID, Name, Connection Status, and Compare Timetable. A 'Delete' button is visible next to the first entry.

Student ID	Name	Connection Status	Compare Timetable
u1062773	--	...	Delete

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)

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Connect and Work with Other Students (LiveCal) - Part 2

Home Timetable Planner **LiveCal** Logout

Connections

Find a classmate:

Student ID	Name	Connection Status	Compare Timetable
u69 932	Beth	...	Accept Delete

Compare Timetable
Connections
Workgroups
Subscriptions

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.



Compare your timetable with other students

The screenshot shows the MyTimetable interface for a user named Beth. The navigation bar includes Home, Timetable, Planner, LiveCal, and Logout. The LiveCal menu is open, showing options for Compare Timetable, Connections, Workgroups, and Subscriptions. The Compare Timetable option is highlighted. The Connections dropdown is also open, showing two students: Wingott, Amanda and Lyell, Mark, both with checked boxes. The main area displays a timetable grid for 'All Weeks' with columns for days of the week and rows for time slots. The user's personal timetable is shown in a light blue color, and the other student's timetable is shown in a light orange color.

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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Create a Workgroup with other students – Part 1

Home **Timetable** Planner LiveCal Logout

Timetable Weeks 1

Filter: 2
Workgroups

All Weeks

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00 AM							
9:00 AM							

Workgroups 4

Description	Start Date	Time	Duration	Weeks	Notes	Details	
Study group for DIPL	15/06/2022	15:00	1 hr	15/6		show details	3 Edit Delete

3
Add Workgroup

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.



Create a Workgroup with other students – Part 2

The screenshot shows the 'Add Workgroup' form in the MyTimetable application. The interface includes a navigation bar with 'Home', 'Timetable', 'Planner', 'LiveCal', and 'Logout'. The form fields are as follows:

- Description:** A text input field.
- Location:** A text input field with 'Find' and 'Find on Map' buttons.
- Start Date:** A date selector showing '2022', 'Feb', and '02'.
- Start Time:** A time selector showing '13' and ':00'.
- Duration:** A field showing '60' and 'mins'.
- Week Pattern:** A field showing 'Every week for 1 week(s)'.
- Notes:** A text area.
- Members:** A section with a '+Add members' button.

Numbered callouts indicate the steps:

1. Click 'LiveCal' in the navigation bar.
2. Click 'Workgroups' in the dropdown menu.
3. Fill in the workgroup details (Description, Location, Start Date, Start Time, Duration, Week Pattern, Notes).
4. Click '+Add members' to open a selection dialog.
5. Click 'Save' in the selection dialog to add members.

The selection dialog shows a table of student connections:

Pic	Name	
	Both	<input checked="" type="checkbox"/>

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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END

