MyTimetable
Student Quick Start Guide
LiveCal

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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).
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.
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**.
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

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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