MyTimetable

Accessing the Timetable Planner (Web Publisher)

1. Click on the **Staff MyTimetable Access and Support** page and select **Web Publisher** to open
2. Search for your subject, click **search** to view
3. **Select the subject** by checking the box
4. **Select your desired filters**
5. Click **Show Timetable** to view your timetable options

MyTimetable Planning

Prior to the launch of MyTimetable 11 July, 2022; students and staff can use **Web Publisher** to plan their schedules. Visit the **MyTimetable Access & Support** page to access the Web Publisher and view all Staff Training and Support resources for MyTimetable.
1. After clicking **show timetable**, all activities for your chosen subject will open in **grid view**.
2. Click on any **activity** to view all details of the activity then click **go back** to return to the timetable.
3. To view as a **list**, click the **list view** icon, click the 6 **square grid view icon** to return.
4. Click on the **export icon** to view your timetable in **excel** if desired.