Manual MyTimetable students

1. After log in, your name will appear here. If you are enrolled in uSis for a course, it will appear below your name. In this case the student is coupled to the courses AWV-1A until Mathematical Methods of Physics and the staff member will find the timetables in their personal timetable. Your personal timetable will be saved and will appear every time after are enrolled in uSis for this course!
2. If you want to add a course schedule or a programme of study schedule, click on *Add timetable* and select *Course* or *Programme of study*. For more information, check out page 2 of this manual.
3. Course that are added manual (without enrollment in uSis) can be found separate above the name of the student(in this case 'FBSOZ TestAccount').
4. Using this button you can download the selected timetables. You can download the timetables as PDF, Excel file, CSV file or iCalendar. For more information: https://rooster.universiteitleiden.nl/help#download.
5. Using this button you can easily connect you selected timetables to your personal agenda. You can connect to an Apple Agenda, Google Agenda, Microsoft Outlook agenda, Outlook.com agenda and other agenda's. For more information: https://rooster.universiteitleiden.nl/help#export.
6. There are four ways to view your timetables: per day, per week, per month or as a list. For day, week and month views you can selected the date range of your view. The selected day will be the start date of your range.
7. If you select a list view, you can select which list view you want: 2019-2020 Semester 1, 2019-2020 Semester 2, 2020-2021 Semester 1 en 2020-2021 Semester 2.
8. If you click on the Description of a course, more information will be shown about this course. The yellow exclamation mark shows you that you are not enrolled in uSis, but only in MyTimetable. If you want to participate in this course, you have to enroll yourself in uSis!

Add course timetable (Leiden University)

Search for a course: enter at least 3 characters

1

Filter on academic programme:

(all)

Filter on programme of study:

(all) 2

Select the timetables you want to add: 3

Enter a search term to start searching.

☐ Show in connected calendars.

Close 4 Add timetables

Add programme of study timetable (Leiden University)

Search for a programme of study:

1

Filter on academic programme:

(all) 2

Select the timetables you want to add: 3

select all   select none

☐ Advanced Master Air and Space Law semester 1
☐ Advanced Master Air and Space Law semester 2
☐ Advanced Master European and International Business Law semester 1
☐ Advanced Master European and International Business Law semester 2
☐ Advanced Master European and International Human Rights Law semester 1
☐ Advanced Master European and International Human Rights Law semester 2
☐ Advanced Master International Children's Rights semester 1
☐ Advanced Master International Children's Rights semester 2
☐ Advanced Master International Civil and Commercial Law semester 1
☐ Advanced Master International Civil and Commercial Law semester 2
☐ Advanced Master International Dispute Settlement and Arbitration semester 1
☐ Advanced Master International Dispute Settlement and Arbitration semester 2
☐ Advanced Master Law and Digital Technologies semester 1
☐ Advanced Master Law and Digital Technologies semester 2
☐ Advanced Master Law and Finance semester 1
☐ Advanced Master Law and Finance semester 2
☐ Advanced Master Public International Law semester 1
☐ Advanced Master Public International Law semester 2
☐ African Studies Master semester 1

☐ Show in connected calendars.

Close 4 Add timetables

1. In the Search bar *Search for a course* you can search by using the code or (parts of) the name of the course you want to add. If you don't filter on programme of study, all course containing your text will be shown in the selection box.
2. Via *Filter on programme of study* you can add a filter. Only course from your selected programme of study will be shown in the selection box.
3. The selection box. Here you can select your searched course by ticking in front of the courses you want to select. If there are multiple groups within this course, you can select which group's timetables you want to view.
4. If you have selected one or more course, click on *Add timetables.* You can add multiple courses at the same time.

1. In the Search bar *Search for a programme of study* you can search by using the code or (parts of) the name of the programme of study you want to add. If you don't filter on academic programme, all course containing your text will be shown in the selection box.
2. Via *Filter on academic programme* you can add a filter. Only course from your selected academic programme will be shown in the selection box.
3. The selection box. Here you can select your searched programme of study by ticking in front of the programme of study you want to select. If there are multiple groups within courses in the programme of study, you can select which group's timetables you want to view.
4. If you have selected one or more programme of studies, click on *Add timetables.* You can add multiple programme of studies (max. 4) at the same time.