How MyTimetable works

This year, teaching sessions that have been scheduled as running online will have been flagged as such in MyTimetable – which can be accessed using this URL or via the iExeter app. Each session will contain a link to Teams or Zoom. Use the guidance below to identify which of these platforms is being used for your session and then to join in.
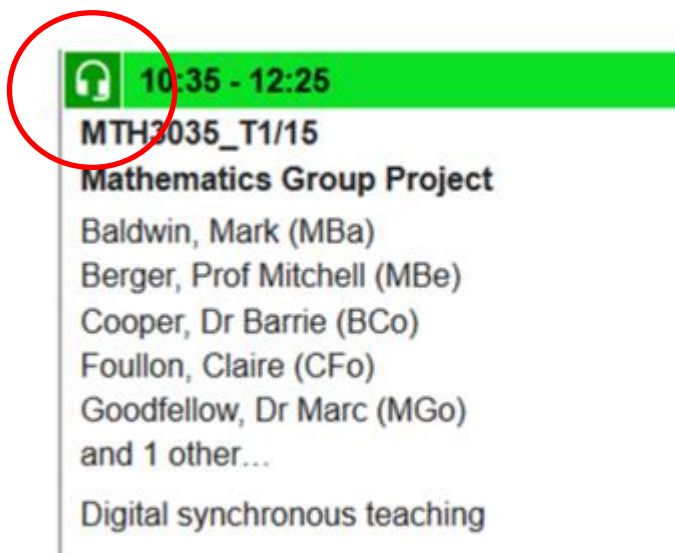
For the best experience, please download the Teams and Zoom apps on your device. Here is some guidance on accessing Teams, Zoom and O365 that will help you do this. The apps can be downloaded for desktop or mobile here.

We strongly recommend you synchronise MyTimetable with your Outlook calendar. This means you will still be able to access your online sessions via Outlook should you not be able to access MyTimetable for any reason. This short video explains how to do it.
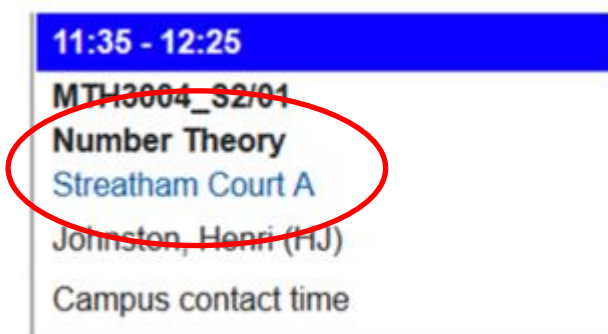
Determining whether your session is online, on campus, or both/either

In *My Timetable*, access your timetable and identify the correct teaching session(s) that you are due to attend.
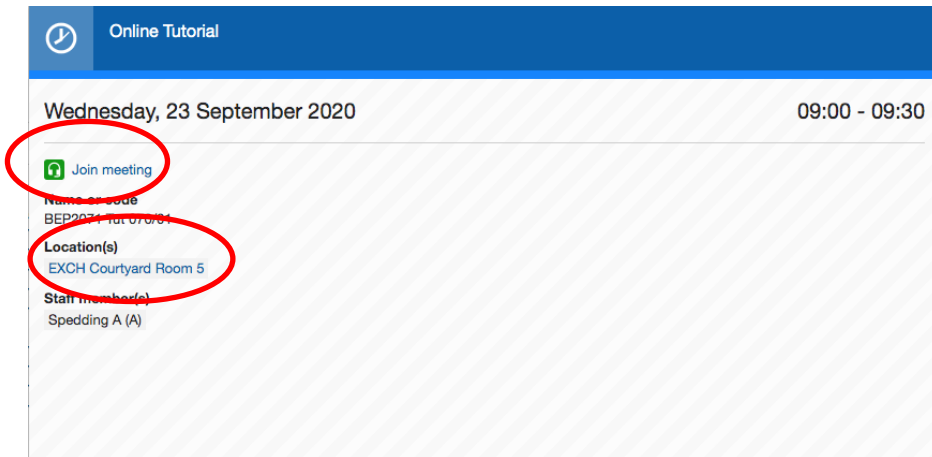
If a session is being held online, the session will be on a **green tile with a green headphones icon**, as in the image below:
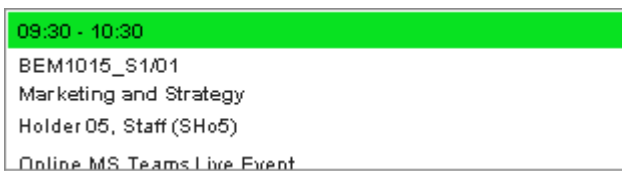

If the session is on campus, face-to-face session that you will need to attend in person, the session will be a **blue tile, with a room number**, indicating where you will need to go on campus.

If you see **headphones** *and* **room number**, indicted by the arrow and circle in the image below - the session is online for those students who have approval to work remotely, but other students should attend on campus, in the room indicated.
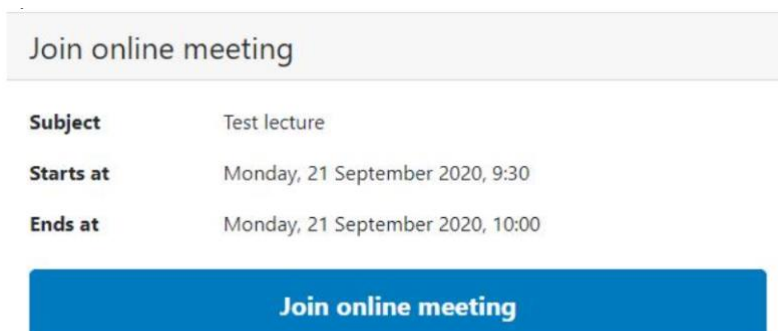

Taught sessions for over 300 students will run on MS Team Live Events. These will be indicated by a **green tile**. There is no need to download anything for these sessions. Click to open the session, then click the "join online class" button.
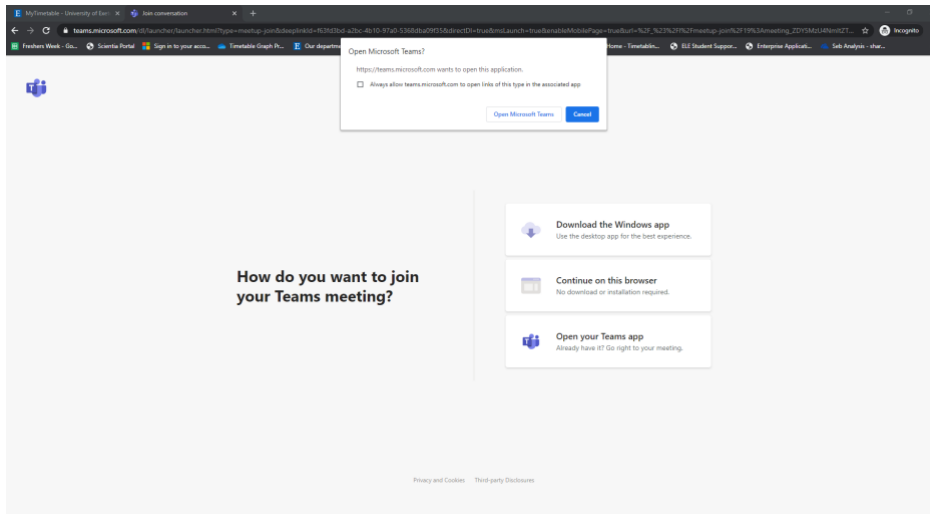

Joining your Online session

- **Your experience will be greatly enhanced if you download the Teams and Zoom app on your device. There is guidance on Teams and Zoom here.**
- **You will not know whether it is a Teams or Zoom session until you join. Please make sure you have downloaded both applications onto your device.**

1. At the correct time, open MyTimetable, locate the correct session and open it.

2. Click "Join Meeting" next to the green headphones.

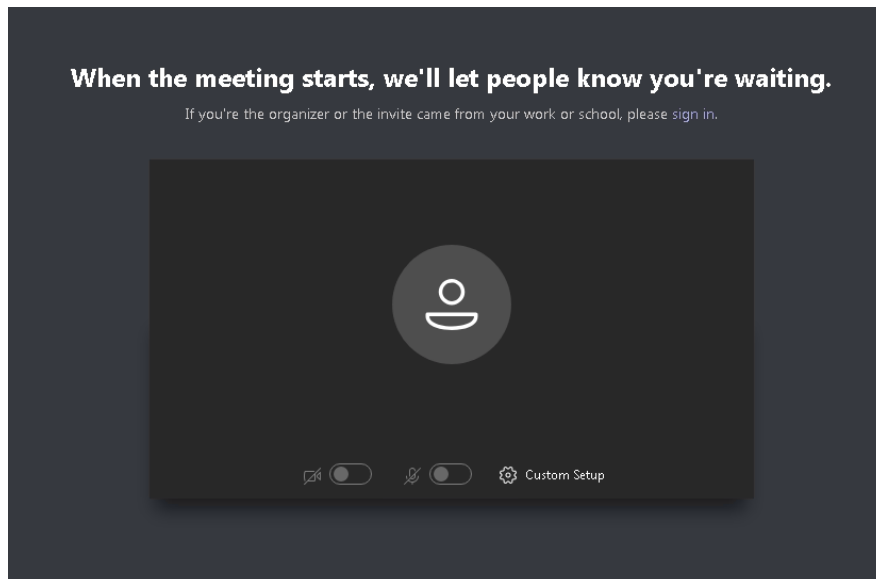3. On the window that opens, click "Join Online meeting"

Microsoft Teams

If your online teaching session has been set up in Microsoft Teams, you will see the following screen:
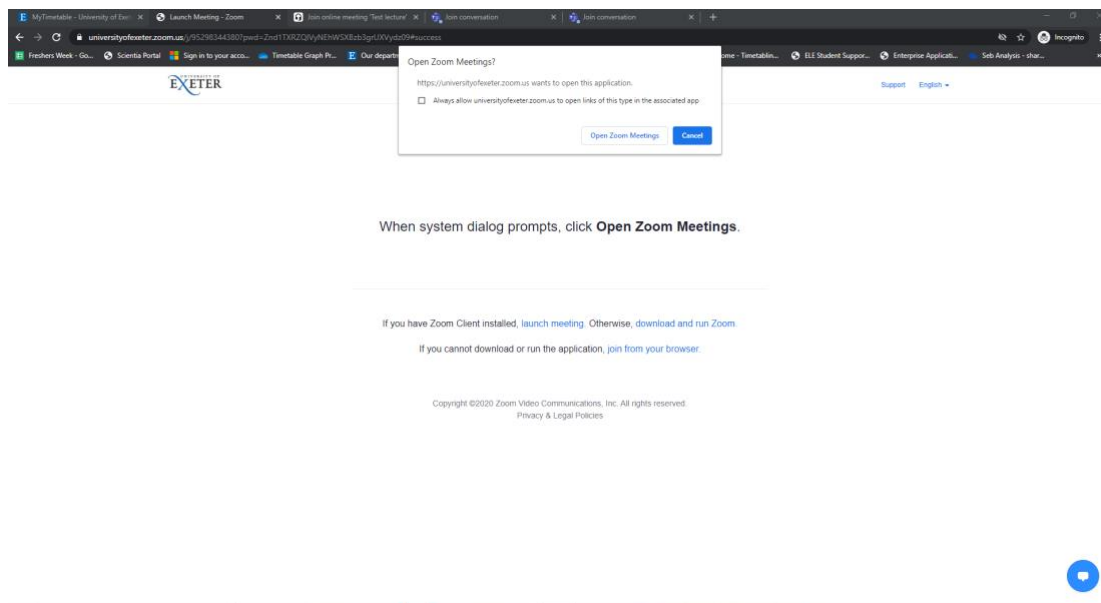

- Click "Open in MS Teams" and the app (if you have it installed) with launch.
- **If you are using a PC/Mac** and do not have the app downloaded, you can join from the browser, but t**he app is the preferred option** because it has greater functionality than the within-browser version of the programme. You can [download the Teams app](#) here, and watch [guidance on Teams here](#).
- If you are not logged in to your app, you will be held in a waiting room, which looks like this:

- Your lecturer will be informed that you are waiting and will admit you. Alternatively, leave the call, log into Teams, and join the session again.

<u>Zoom</u>

If your online teaching session has been set up in Zoom, you will see the following screen:

- **If you are using a mobile device**: You will need to install the Zoom app. You can download the Zoom app here, and watch guidance on Zoom here.
- **If you are on PC/Mac**: You will be prompted to install the app, if you have not already; You can download the Zoom app here, and watch guidance on Zoom here. There is an option to use the browser version (you can log in using your Uni username and password), but this has less functionality than the desktop software; therefore, **you are encouraged to use the app**.

Waiting for a session to start

If you click on the green headphone link and receive a message stating, 'your online class is not yet ready,' (as indicated in the image below) you will need to retry the link later; however, **you must refresh your web browser/page** before doing so.

Frequently Asked Questions

Q: How will I (student) know if a session will be delivered online?

A: There will be a **green headphones icon and a 'join meeting' link** in the session entry in MyTimetable.

If there is a **headphones icon *and* a room number**, you are expected to attend the campus in the indicated room unless you have sought permission to study remotely online.

Q: Can I (student) join a Teams or Zoom session late?

A: Yes. However, if you join late and you are not logged into your Teams app, the lecturer will need to admit you, which may delay you even more. We recommend that you download the Teams and Zoom app and that you are logged into these before joining a session for the best experience.

Q: What happens if I (student) try to join a Teams or Zoom session before the host has started it?

A: If you are logged into the Zoom or Teams app before you try to join the session via MyTimetable you will go straight into the session and you can wait for your lecturer there. However, if you are not logged into the Teams app you may find that you have to wait to be admitted by your lecturer when they join. For the best experience, **download the Teams and Zoom app a**nd log in to them before a session.

For further information on digital learning tools please visit the Digital Hub.