

## Instructions to Export your Academic Timetable

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### Introduction

This document will help guide you through exporting your academic timetable into an external calendar of your choice. From here it is possible to view your timetable from either a tablet or smartphone—assuming the calendar you have exported the data is the same calendar that you use on the device.

### Important note for New students

Your Welcome Week timetable can be found via the [Welcome Week](#) home page.

Your academic timetable will only become available once you have enrolled and we have assigned you to your courses. This will occur during Welcome Week and will be completed by the Friday of that week.

You will be shown during Welcome Week how to access and download your Academic Timetable. Only then will you be able to export your timetable to your calendar.

### Staff and Continuing students importing next years timetable

The system which import calendars only functions on one database year at a time. While we are still in the current academic year you can only download the timetable for the current year.

The switch-over to the new year occurs in the last week of August. From then on, you should be able to download your timetable for the new academic year.

### Pre-Requisite

Before you begin the process to download your calendar, you would need the appropriate URL for the timetable calendar. The URL can be obtained using the following steps:

#### Staff Timetable URL:

To download the calendar for a member of staff, please go to the following URL:

<https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StaffIcal&p1=name@yorksj.ac.uk>

The highlighted text will change based on the staff member's email address whose calendar you are wanting to view. For e.g. to view Laura's calendar the URL will be:

<https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StaffIcal&p1=l.hampshire@yorksj.ac.uk>

Should you have any problems when attempting to export the information please do contact the Timetable office via email at [timetable@yorksj.ac.uk](mailto:timetable@yorksj.ac.uk)

#### Student Timetable URL:

To download the calendar of a student, please go to the following URL:

[https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StudentIcal&p1=student\\_id](https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StudentIcal&p1=student_id)

Replace **student id** with your student number. For e.g.

<https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StudentIcal&p1=01234567>

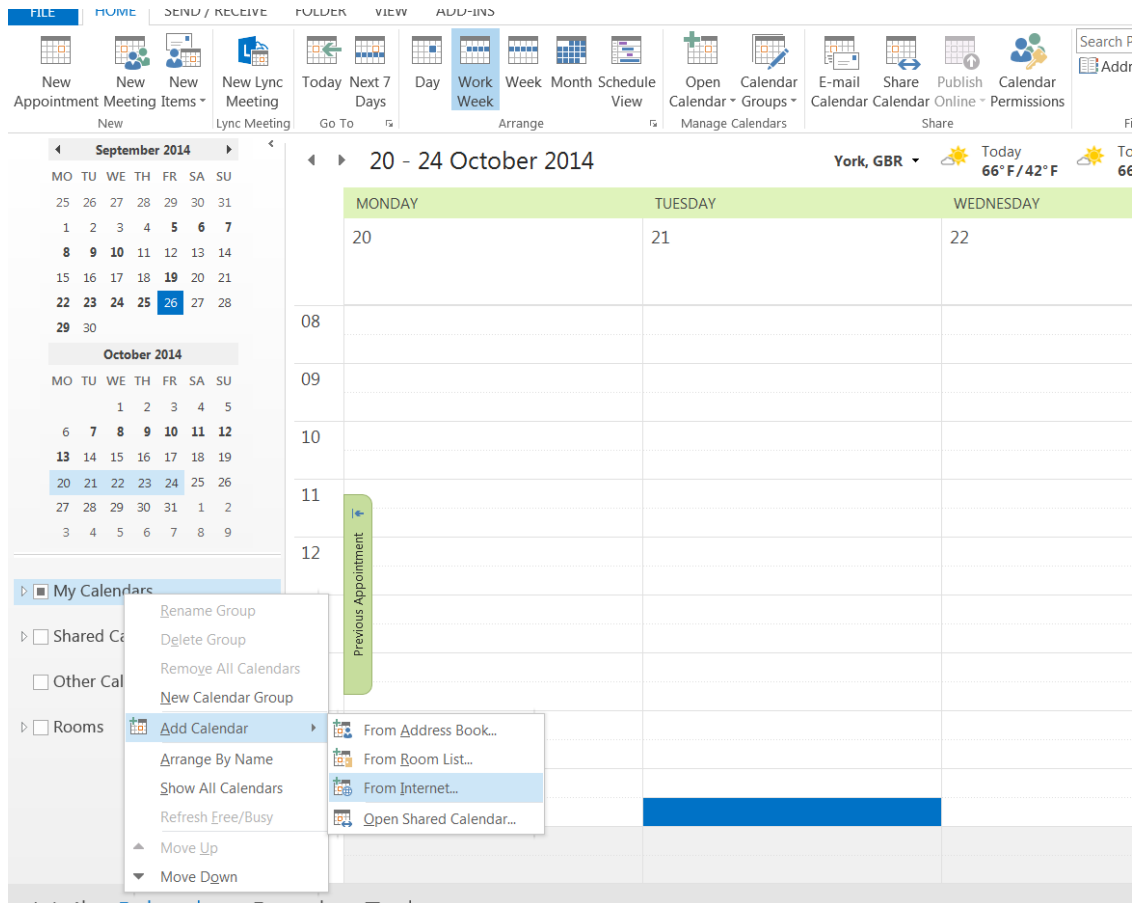
*\*\*The student id will change as per user\*\**

Once you have obtained the URL you can proceed to the instructions for your appropriate mailbox in this document.

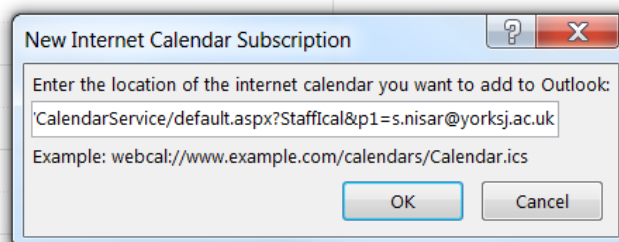
## Download Calendar onto Outlook 2010

Step 1: Select the calendar tab

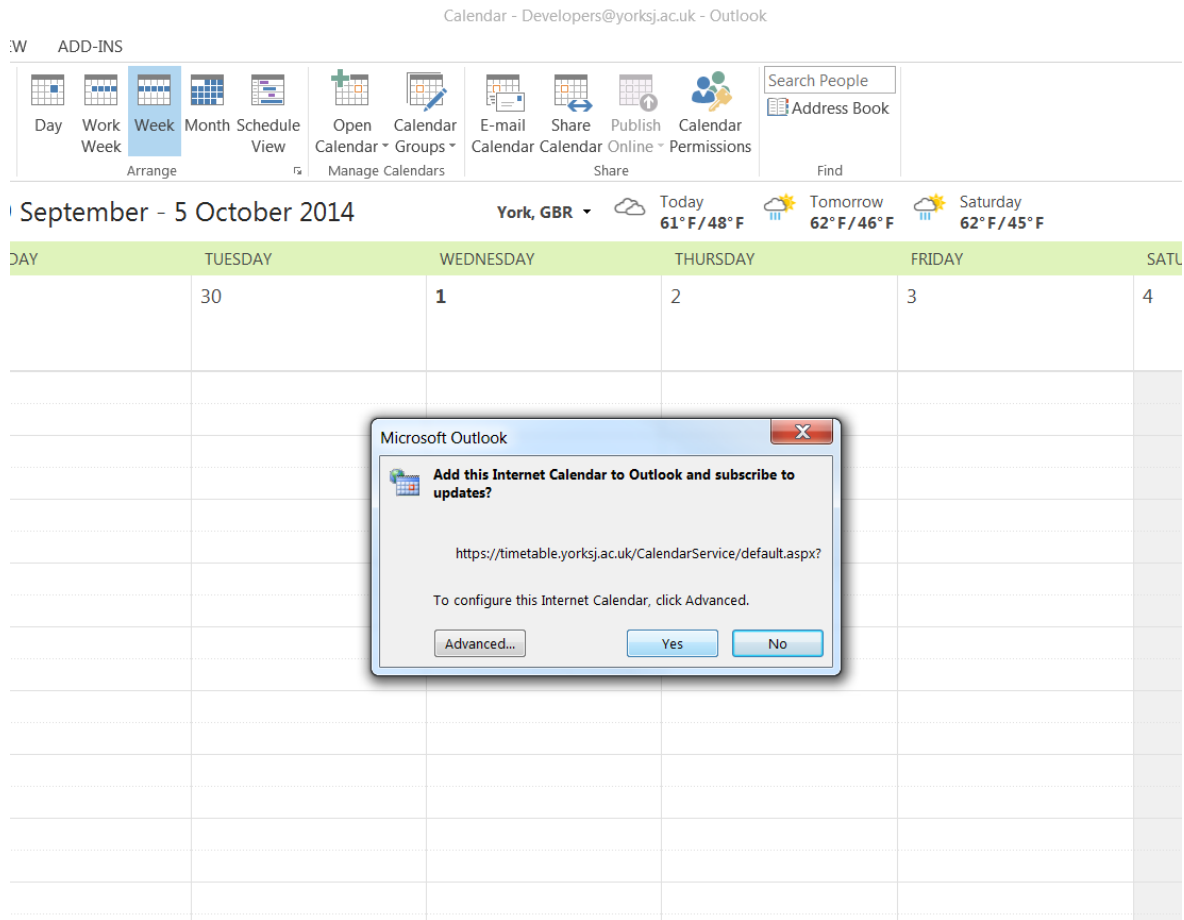
Step 2: On the left hand pane, right click on your 'My Calendars' and select 'Add Calendar' and click 'From Internet'.



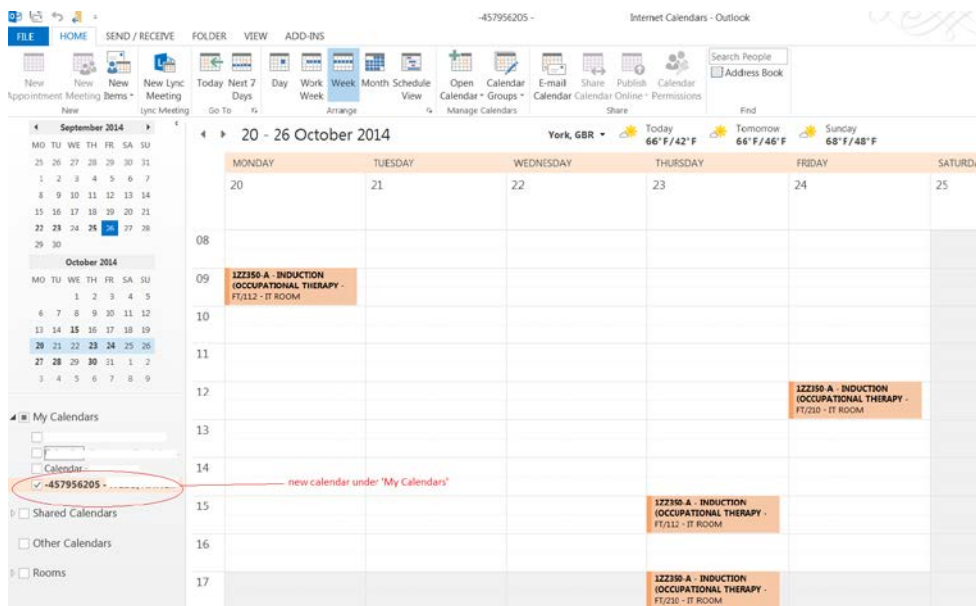
Step 3: Paste the URL of the calendar in the box as shown below and press 'OK'.



Step 4: You will be shown a pop up as below, Click 'Yes'. Your new calendar will be available to view in your outlook.



Step 5: You will see your newly calendar as shown in the image below.

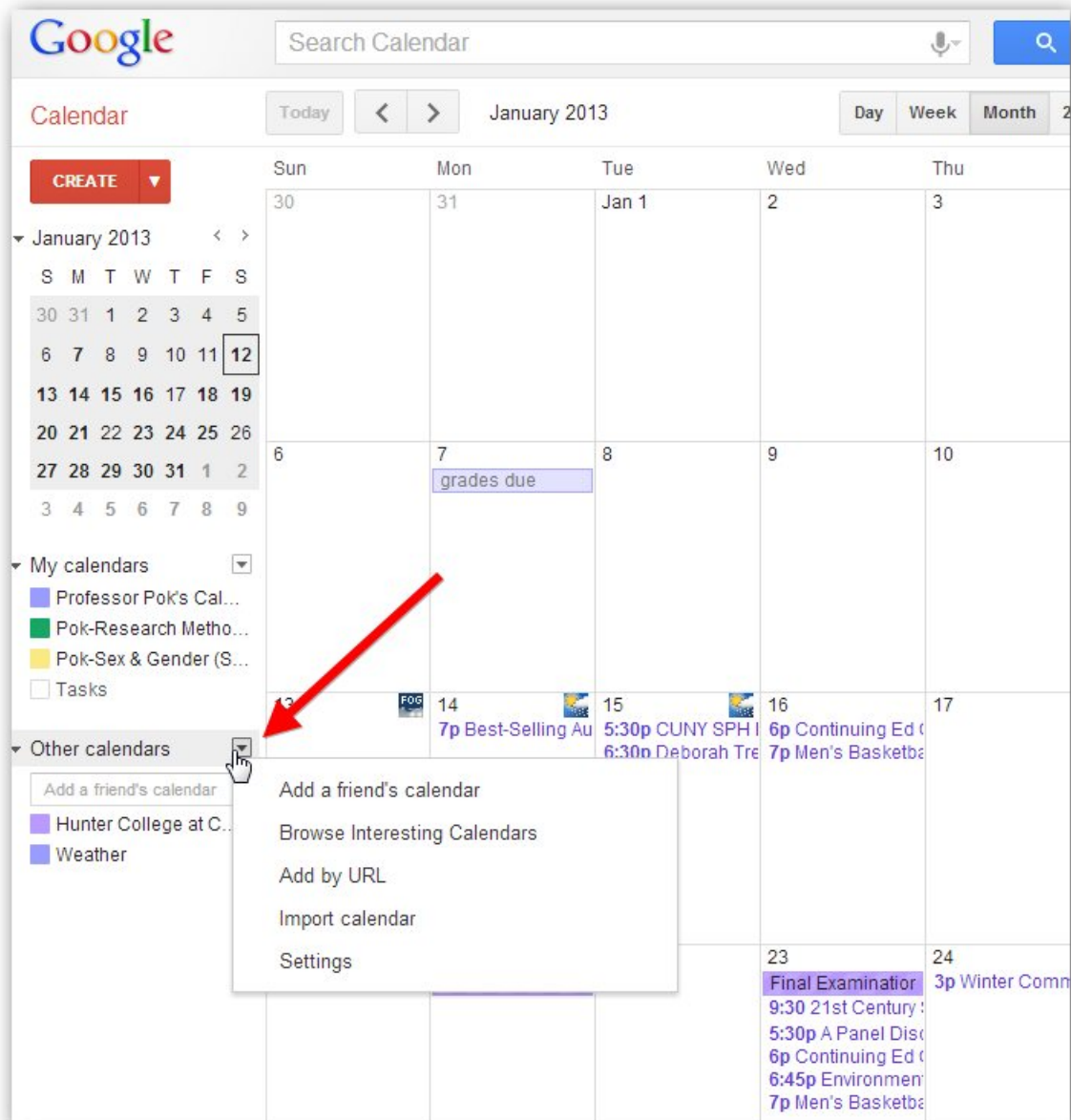


### Download Calendar onto Google mail:

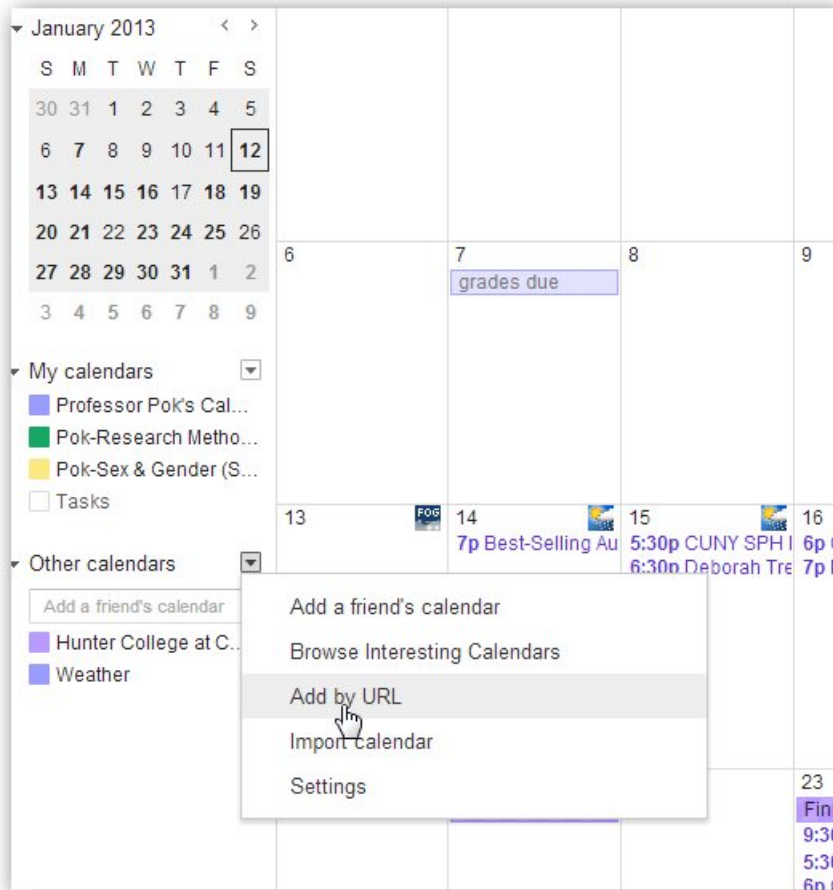
To download your calendar onto an android device you will need to setup the calendar in your Gmail account. The instructions to achieve that are as follows:

Step 1: Go to Google Calendar on the web.

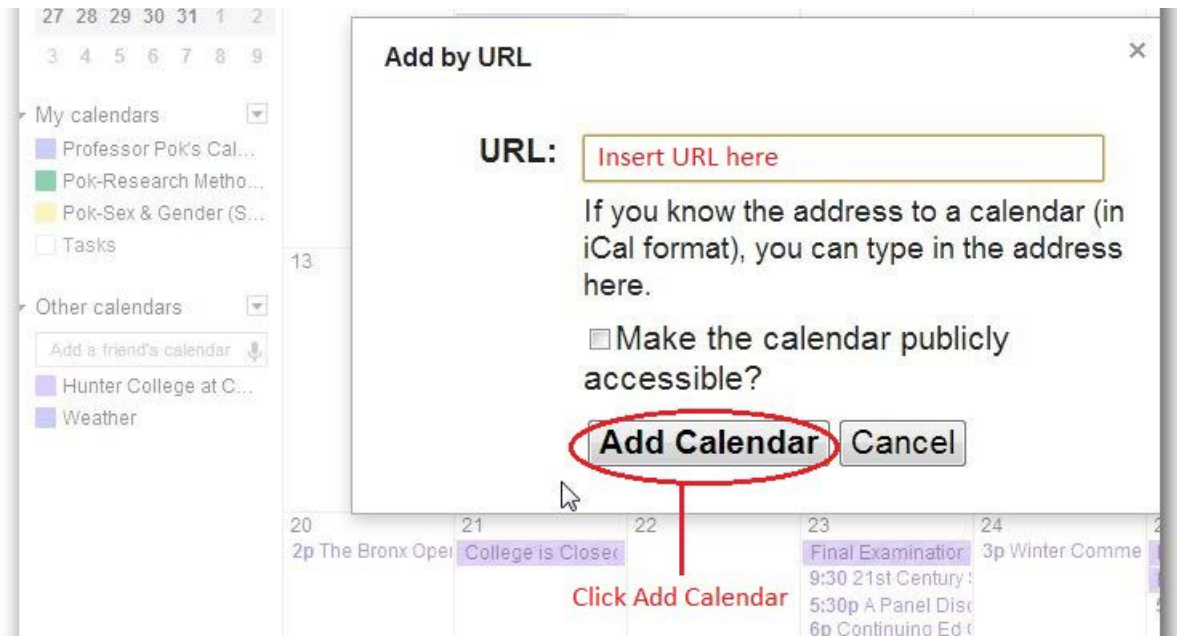
Step 2: Choose "Other calendars"



Step 3: In the dropdown menu, choose "Add by URL"



Step 4: Insert the URL in the URL text box and click "Add Calendar"



Step 5: Once you click Add Calendar you will see the Calendar added to the list of “Other Calendars” as shown below

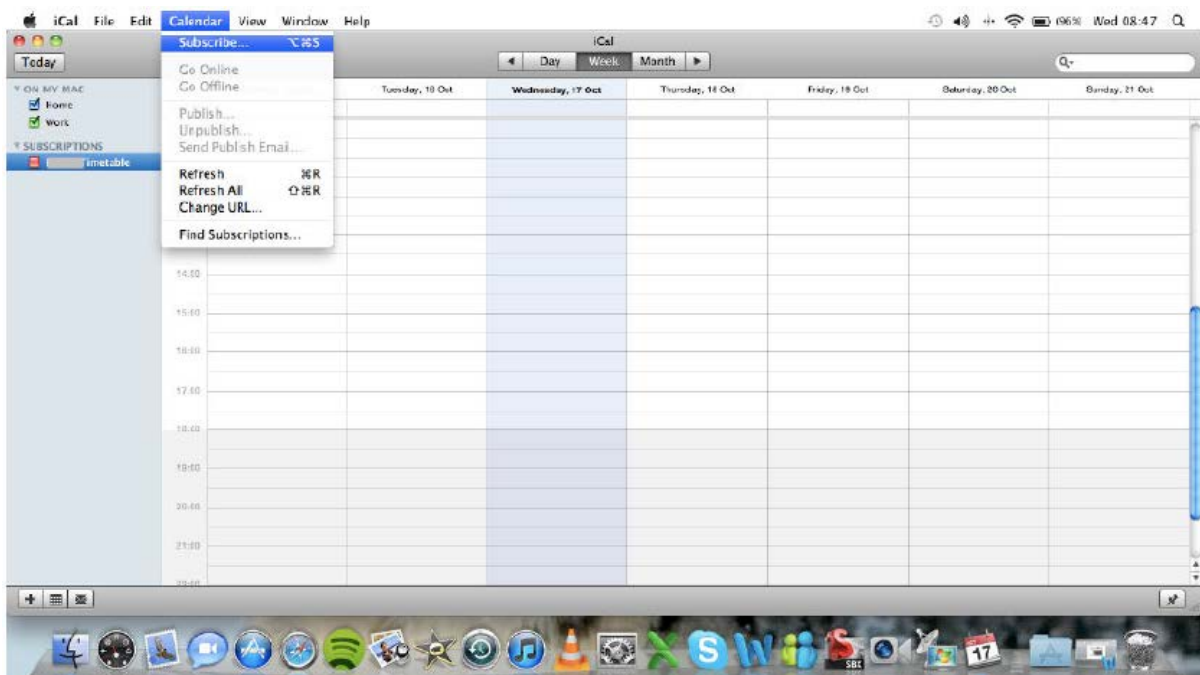
The screenshot displays a calendar application interface. On the left, there is a sidebar with a 'CREATE' button, a month view for September 2014, and sections for 'My calendars' and 'Other calendars'. The 'Other calendars' section includes an 'Add a friend's calendar' input field and a list of calendars, with '-457956205 -' circled in red. A red arrow points from this circled calendar to a red text label 'newly added calendar' in the main calendar view. The main calendar view shows a grid for Monday 22/9, Tuesday 23/9, Wednesday 24/9, and Thursday 25/9. The time slots range from 05:00 to 17:00. Several purple event blocks are visible, including '11:00 - 12:00 1ZZ350-A - INDUCTION (OCCUPATIONAL THERAPY -', '13:00 - 14:00 1ZZ350-A - INDUCTION (OCCUPATIONAL THERAPY -', '14:30 - 15:30 1ZZ350-A - INDUCTION (OCCUPATIONAL THERAPY -', and '16:00 - 17:00 1ZZ350-A - INDUCTION (OCCUPATIONAL THERAPY -'.

## Apple Mac – iCal

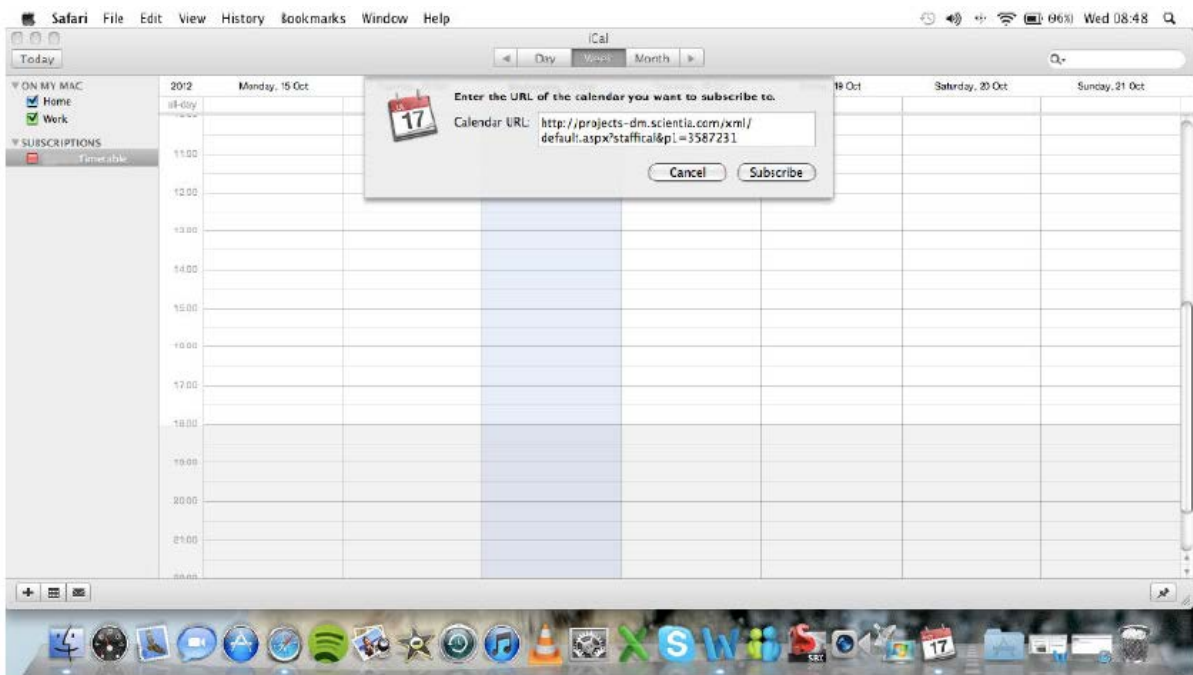
Step 1: From the applications folder, open the iCal application



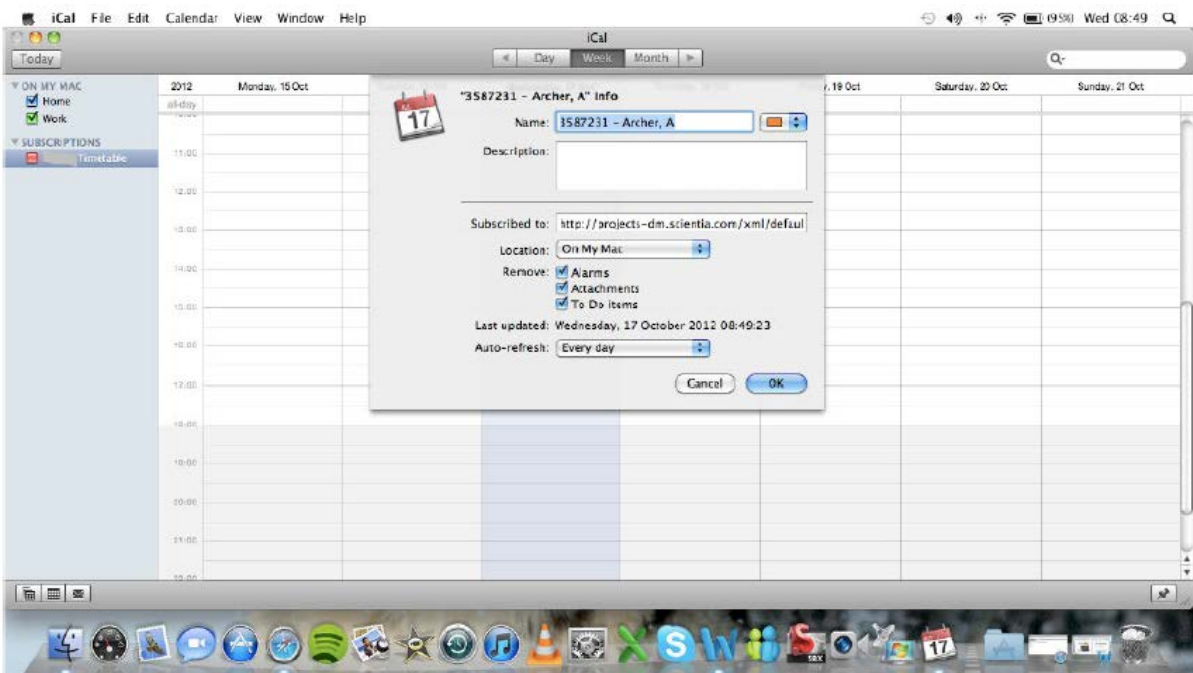
Step 2: From the Calendar menu, choose the subscribe option



### Step 3: Enter the URL of the calendar



### Step 4: Set any refresh options, and press OK





Step 5: The calendar will appear in the list of subscriptions

