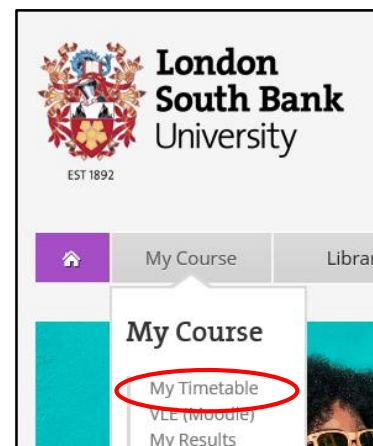


Timetable guide

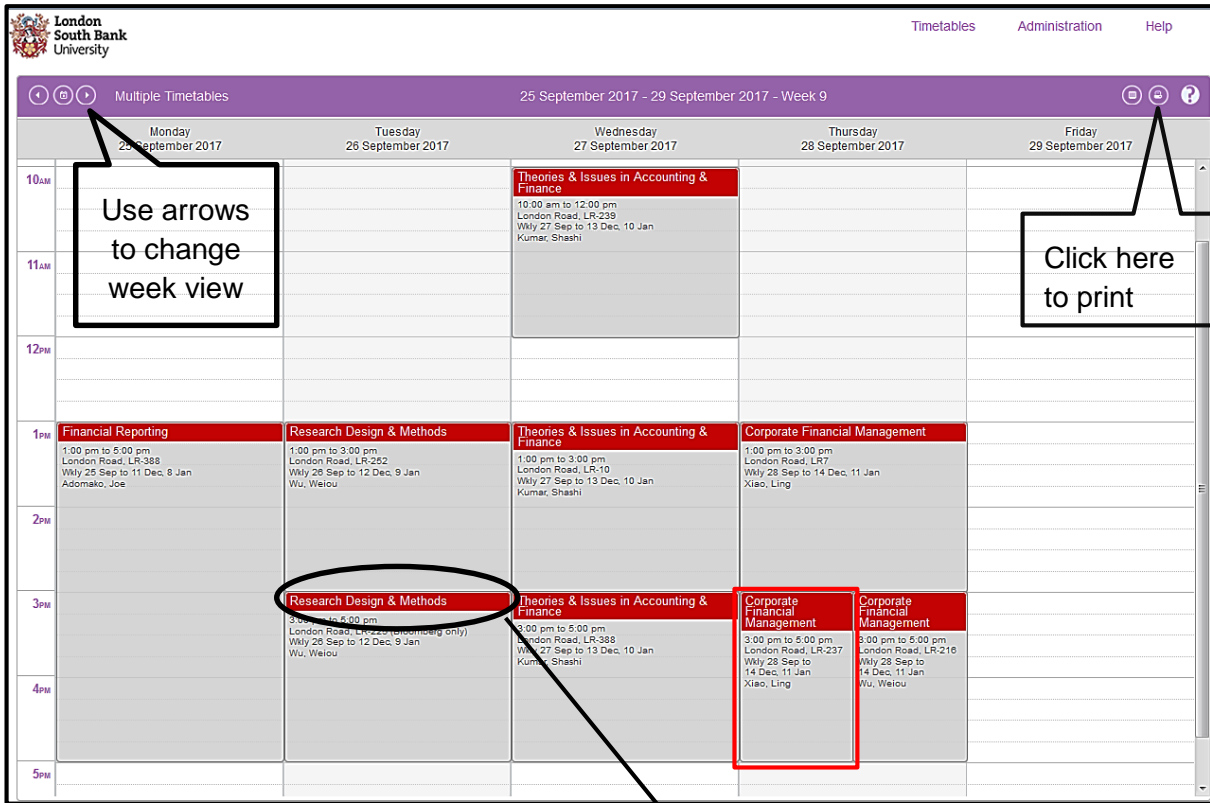
All students can find their personalised timetables by using the student portal My LSBU.

Accessing your timetable

1. To view your timetable go to my.lsbu.ac.uk or type go.lsbu.ac.uk/timetable in your browser address bar.
If you are logged into a computer **on campus** you will be automatically signed into My LSBU.
2. If you are **not using a university computer**, please Log In with your username and password.
3. Your name and links to your profile are visible in the top left hand corner of the screen. Click on the **My Course** tab and select **My Timetable** from the dropdown menu



Viewing your timetable



Please Note: Timetables will **not** work in the Internet Explorer browser.

1. You can click on an event in your timetable to show details e.g. time and location.
2. You may need to **scroll down** the page to see all of the events scheduled.
3. Remember to **check** your timetable regularly. Any events that have changed since you last logged in will be highlighted with a red border.

Timetable event details

Research Design & Methods BAF_7_REM

3466

Tuesday 26 September 2017
3:00 pm to 5:00 pm

London Road, LR-225 (Bloomberg only)

Wkly 26 Sep to 12 Dec, 9 Jan

Wu, Weiou

435944

4. Make sure that the right week is selected before reporting any issues.

Problems with your timetable

1. If you experience any problems with:
 - Missing modules
 - Incorrect modules
 - Multiple events in the same timeslots

Contact your School Office. You can find this information on [MyLSBU>>My Course>>My Course Details>>](#)

Your Course Administrators' details will appear on the right.

2. If your timetable is blank, please email timetabling@lsbu.ac.uk with the following information:
 - Student name
 - Student number
 - Course
 - Your problem/issue

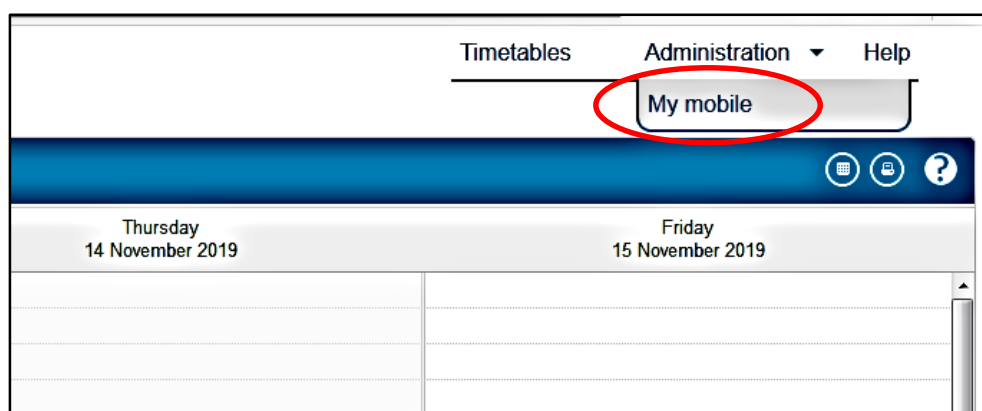
Access your student timetable on your device

You **must** have the Microsoft Outlook app installed on your phone from the App Store or Google Play store.



1. Go to your student timetable. **This must be done on a PC/Mac.**

Go to Administration > My mobile (top right)

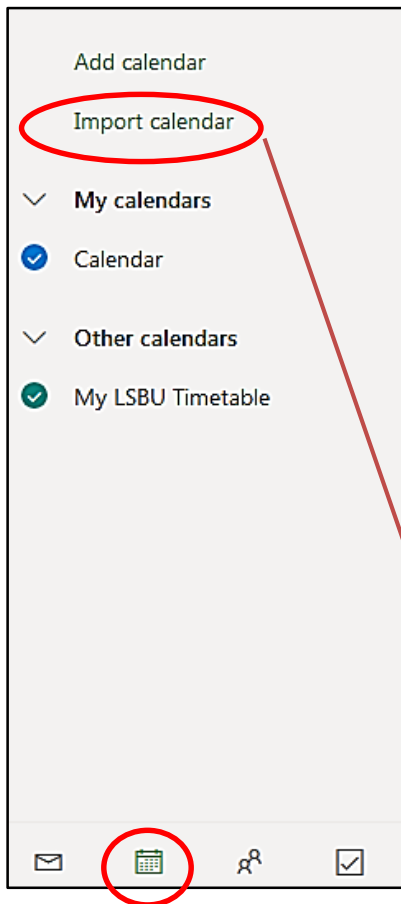
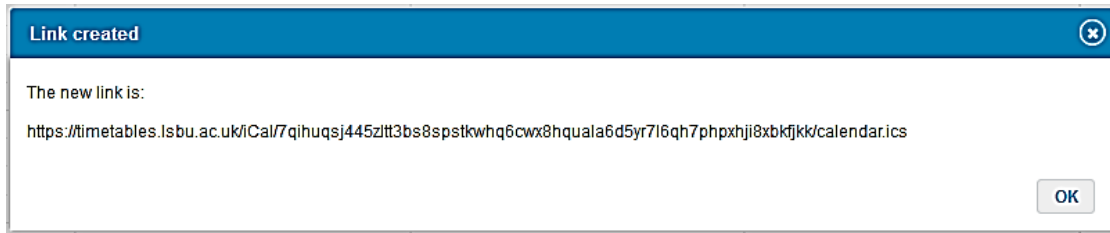


Tick that you want updates emailed to you.

You may receive a message that no phone number is registered on your student record. You can visit the [Student Life Centre](#) or email studentlife@lsbu.ac.uk to update your record. This will enable you to receive text updates.

Timetable Guide

Copy the link



2. Log in to your LSBU student email account **on a PC/Mac**

Go to Calendar (bottom left)

> Import calendar

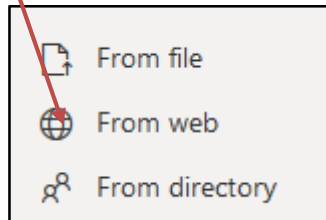
> From Web

Paste the link you copied in the space provided.

Done!

Timetabled events will appear in the right hand side of your online email calendar

Open the Outlook app on your mobile phone/tablet. The calendar icon is on the bottom right, tap the icon to see your timetabled events!



For further information and support contact:

Tel: 020 7815 6678

Email: llr-ithelpdesk@lsbu.ac.uk

Visit: 1 West, Perry Library.

Produced by LLR 20/11/2019