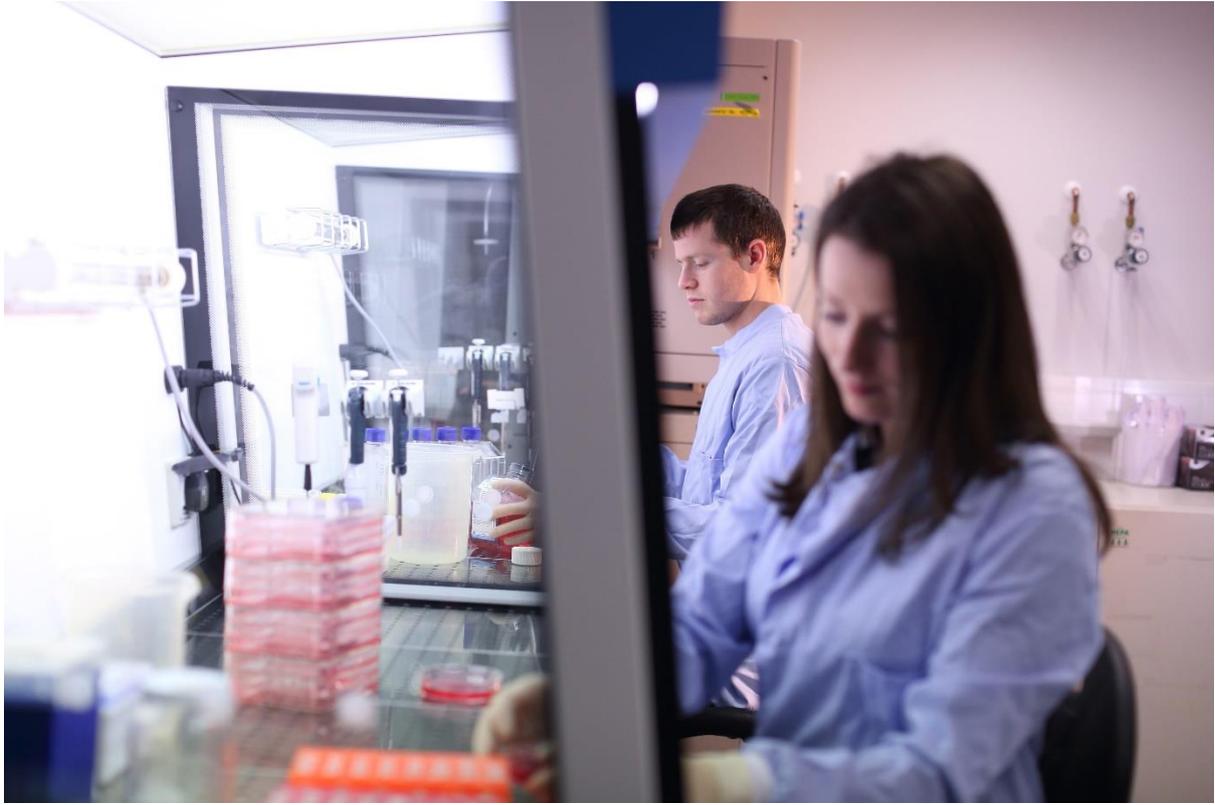




Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin



Blackboard Student Timetable Integration

Accessing the Student Timetable

Student Guide

Version 1.2

September 2017



Table of contents

Introduction	2
Viewing the Blackboard Student Timetable	3



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Introduction

Currently students can view their personal timetable via SITS

(<https://my.tcd.ie>).

With this new Blackboard integration, students will now be able to view their timetable directly on their Blackboard calendar. Students can see what time their classes are at, where their classes are taking place and who their lecturers for the classes are. It is important for students to remember that they should double check their calendar in SITS if they are unsure that the information in the Blackboard timetable is up to date. This is because the Blackboard timetable is only updated once a day and so the information may not be as accurate as what is available from the timetable in SITS.

The timetable is not available for students in the Blackboard app. If you have any issues or need support with the Blackboard student timetable, you should contact the [IT Services Helpdesk](#). If you have a query about your timetable itself (unrelated to the Blackboard timetable), you should contact your school's administrator.



Viewing the Blackboard Student Timetable

1. Log into Blackboard Learn (<http://mymodule.tcd.ie>).

A screenshot of the Blackboard Learn login form. It contains two input fields: 'Username:' with the text 'sleonard' and 'Password:' with a masked password represented by ten dots. Below the fields is a 'Login' button.

Username: sleonard

Password: ●●●●●●●●●●

Login

2. On the left-hand side, under the 'Tools' heading you will see a link for 'Calendar'. Click on this link.

A screenshot of the 'Tools' menu in Blackboard Learn. The menu is titled 'Tools' and lists several options: 'Announcements', 'Calendar', 'My Grades', 'Tasks', 'Send Email', 'Enterprise Surveys', and 'Goals'. The 'Calendar' option is highlighted with a red rectangular box.

Tools

Announcements

Calendar

My Grades

Tasks

Send Email

Enterprise Surveys

Goals



- You will be brought to a view of the current month's calendar. You should see events from the University Events Calendar and entries for each of your timetabled classes, as well as any additional module specific events or Blackboard assignments that your lecturer has set up.

The screenshot shows a web-based calendar for February 2017. On the left, there is a sidebar with a 'CALENDARS' section containing three items: 'University Events Calendar' (checked), 'Student Timetable' (checked), and 'BY2201-A-Y-201718 CELL STRUCTURE AND FUNCTION' (checked). The main area displays a calendar grid for the month, with dates from 30th to 4th. Each date cell contains a list of events and classes, such as 'RAG week', 'Douglas Hyde Gallery - Josef Sudek and Kathy Prendergast', 'Humans Need not Apply', and various introductory and physics/mathematics classes (e.g., CH1102, PY1P20, MA1S12).

- The section on the lower left-hand side called 'Calendars' will allow you to turn calendar visibility off and on by using the checkboxes. By default, the Student Timetable will be visible.

This is a close-up of the 'CALENDARS' sidebar. It lists three items, each with a checkbox and a dropdown arrow: 'University Events Calendar' (checked), 'Student Timetable' (checked), and 'BY2201-A-Y-201718 CELL STRUCTURE AND FUNCTION' (checked). A red rectangular box highlights the 'Student Timetable' entry.



- The three icon buttons in the top left will allow you to switch between a daily view, a weekly view and the default monthly view. The weekly view is the most useful for seeing how your classes are scheduled over a week.

The screenshot shows a student timetable interface. On the left, there is a calendar for September 2017 with the 13th highlighted. Below the calendar is a list of calendars, including 'University Events Calendar', 'Student Timetable', and several course-specific timetables. The main area is a weekly grid with columns for Monday (6/2), Tuesday (7/2), Wednesday (8/2), Thursday (9/2), and Friday (10/2). The grid shows various class slots with their times and course names, such as 'PY1P20 - PHYSICS' and 'MA1S12 - MATHEMATICS F'.

- On the calendar, you should see your various classes that are scheduled over the coming weeks. It is important to make sure and check the SITS calendar if in doubt regarding anything about your timetabled classes.

This is a detailed view of a student timetable grid. The grid has rows for days 9 through 18 and columns for different days of the week. The class slots are as follows:

Day	Monday	Tuesday	Wednesday
9		9:00 - 10:00 PY1P20 - PHYSICS	
10			
11	11:00 - 12:00 CH1102 - INTRODUCTION T	11:00 - 12:00 CH1102 - INTRODUCTION T	11:00 - 12:00 CH1102 - INTRODUCTION T
12	12:00 - 13:00 MA1S12 - MATHEMATICS F	12:00 - 13:00 MA1S12 - MATHEMATICS F	12:00 - 13:00 MA1S12 - MATHEMATICS F
13			13:00 - 14:00 CH1102 - INTRODUCTION T
14	14:00 - 15:00 PY1P20 - PHYSICS	14:00 - 15:00 PY1P20 - PHYSICS	
15		15:00 - 16:00 PY1P20 - PHYSICS	
16	16:00 - 17:00 MA1S12 - MATHEMATICS F		
17	17:00 - 18:00 CH1102 - INTRODUCTION T	17:00 - 18:00 MA1S12 - MATHEMATICS F	17:00 - 18:00 PY1P20 - PHYSICS
18			



7. If you click on one of the classes on the calendar, you will be able to get more information about the class such as who the lecturers are and where it is being held. There are editing and deletion functionalities on these classes but these are specific to you and not to other students. Classes which have been deleted or modified in any way will be replaced during the next day.

Edit Event ✕

CH1102 - INTRODUCTION TO SYSTEMATIC, INORGANIC AND ORGANIC C

Calendar:

Starts: Ends:

All Day

Event Description:

CH1102 - INTRODUCTION TO SYSTEMATIC, INORGANIC AND ORGANIC CHEMISTRY

Event Type: LECTURE

Lecturer(s): PROF STEPHEN CONNOR

Location(s): GOLDHALL - SL GOLDSMITH HALL (A) [Goldsmith Hall]

[Delete](#)