How to find out when and where your modules are timetabled to take place.

The best place to find your timetable information is on the QMUL app, which gives you access not just to your personal timetable, but to a range of other Queen Mary services. Search for 'QMUL' in your device's app store and download the app.

If you're looking at your personal timetable, make sure you are looking at the correct week. Week 1 of teaching is Week 7 of the academic year so you won't see any classes in weeks 1-6!

If your personal timetable is blank or is not showing up all of your modules, this is usually because you either have a clash or you may yet not be fully registered. For some classes you will need to be assigned to groups, and this process may yet not be completed. You will need to check your MySIS record to make sure you are registered correctly. If you are not, please come to the School office (Arts One Room 1.40) or contact the Education and Quality Team (Email: <u>STA-education@qmul.ac.uk</u>) ASAP.

If you are registered correctly but classes are missing, you can still look up the overall timetable of all of your modules. You will need to visit <u>http://timetables.qmul.ac.uk</u> and look up each module individually.

TOP TIP: Sometimes computer systems crash or are not available due to maintenance. Make sure you have a plan B and write down your modules, their times and their locations so that you have them should this occur. Write it on a bit of paper, make a note on your phone or save a document with the information onto OneDrive (or any other Cloud based server). BUT do use the app version day-to-day as any changes to time or location will be reflected in it.

<u>Step 1</u>

Go to <u>http://timetables.qmul.ac.uk</u>

	n Mary ^{ondon}
ENTRAL WEB TIMETABLES	
Timetable Home	CENTRAL WEB TIMETABLES
Departments / Centres	Please use this site for checking all central room bookings and in order to access module/department/institute timetables. Whilst departmental rooms are included on the
Modules	timetabling system, none of these are snown here as they are not publicly bookable spaces.
Rooms	The College's 52-week academic year for 2018-19 begins on Monday 13th August (designated as Week 1 in the timetabling system).
Students	Please note that Mile End central teaching starts in the week beginning Monday 24 September: Week 7 of the College academic year. Hence Semester 1 runs from Weeks 7. 7-18, and Semester 2 runs from Weeks 22-33. Revision Week takes place in Week 37. The second se
	Email: timetabling@qmul.ac.uk
	Tel: 020 7882 (ext.) 8162 or 8161 (Mile End)

Step 2

On the left-hand side of the screen, click 'modules'.

CENTRAL WEB TIMETABLES						
Timetable Home	CENTRAL WEB					
Departments / Centres	Please use this site for checking all c					
Modules	timetabling system, none of these a					
Rooms	The College's 52-week academic yea					
Students	Please note that Mile End central tea 17, and Semester 2 runs from Weel					
	For advice or assistance with using t					
	Email: teachingbookings@qmul.ac.u					
	Tel: 020 7882 (ext.) 8162 (Mile En					
	Tel: 020 7882 (ext.) 8163 (all othe					

<u>Step 3</u>

Enter the code of the module you are looking up in 'Module Search (optional)' box and then press search.

MODULE TIMETABLES

Select Department / Centre:	(Any Department)	v
Module Search (optional):	COM4208 S	EARCH
Select Module(s):	COM4208-A24 Brief Encounters: Around The World In Short Stories - Brief Encounters: Around The World In Short Stor	ies (^

<u>Step 4</u>

In the 'Select Module(s)' box, click on the module you are searching for. For our example, we've selected COM4208 Brief Encounters: Around the World in Short Stories taking place in A24/Semester A.

MODULE TIMETABLES

Select Department / Centre:	(Any Department) v
Module Search (optional):	COM4208 SEARCH
Select Module(s):	COM4208-A24 Brief Encounters: Around The World In Short Stories - Brief Encounters: Around The World In Short Stories (^
	~

<u>Step 5</u>

Once you have selected the module you are taking, select 'This week' in the 'Select Week Range' box and then click 'view timetable'.

Select Week Range:	All Weeks	^
	This Week	
	Next Week	
	ME-Sem1	
	ME-Sem1&2	
	ME-Sem1&2&3	
	ME-Sem2 (25-36)	
	ME-Sem2 (25-37)	~
Select Day(s):	All Weekdays	^
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	~
	······	•
Select Week Range:	All Weeks	^
	This Week	
	Next Week	
	ME-Sem1	
	ME-Sem1&2	
	ME-Sem1&2&3	
	ME-Sem2 (25-36)	
	ME-Sem2 (25-37)	~
Select Day(s):	All Weekdays	^
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	~
Select Time Range:	Teaching Day (08:00 - 18:00)	~
Select Type Of Report:	Grid Timetable	~
	VIEW TIMETABLE	

<u>Step 6</u>

• The system will show you the timetable for your selected module (in this example, COM4208).

Module:	Iodule: COM4208-A24 Brief Encounters: Around The World In Short Stories Weeks: 8-19 (23 Sep 2024-15 Dec 2024)													ec 2024)						
	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
Mon																				
Tue							COM4208-A/Lecture & Seminar Pravinchandra, Shital;Budrin, Petr;Nic 0													
Wed																				
Thu																				
Fri																				

Module: COM4208-A24 Brief Encounters: Around The World In Short Stories

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:
Mon											
Tue							COM4208-A/Lecture & Seminar Pravinchandra, Shital;Budrin, Petr;Nic 0				
											\square

As you can see in this example, the lecture and seminar for COM4208 is timetabled to take place on campus (in the ArtsOne Building, Room 1.28 on Tuesdays, 11am-1pm.

If the module you are looking up has separate seminars, you will be allocated into a specific group and only this group will appear on your personal timetable.

Building/Room codes:

Arts One = Arts One Building ALT – Arts One Lecture Theatre Arts Two = Arts Two Building FADS – Film and Drama Studio Bancroft = Bancroft Building **B.R. = Bancroft Road Teaching Rooms** (on Bancroft Road opposite Fogg Building, NOT the Bancroft Building!) **Eng = Engineering Building** Fogg = Fogg Building G.O Jones = G.O. Jones Building Geog = Geography Building DLT – Drapers' Lecture Theatre Graduate Ctr = Graduate Centre Laws = Laws Building LK = Lock-keepers' Cottage **PP** – Peoples' Palace PP1 – Peoples' Palace Lecture Theatre 1 PP2 – Peoples' Palace Lecture Theatre 2 Queens - Queens' Building Scape Canalside = Scape Canalside Teaching Rooms (on the northern edge of campus beyond the accommodation at Pooley House/next to Scape Canalside Accommodation)

iQ East Court = iQ East Court Building (on Mile End Road opposite Arts One/Laws/Arts Two)

A copy of the QMUL Campus map, showing where all the buildings are can be found here: https://www.gmul.ac.uk/about/howtofindus/mileend/