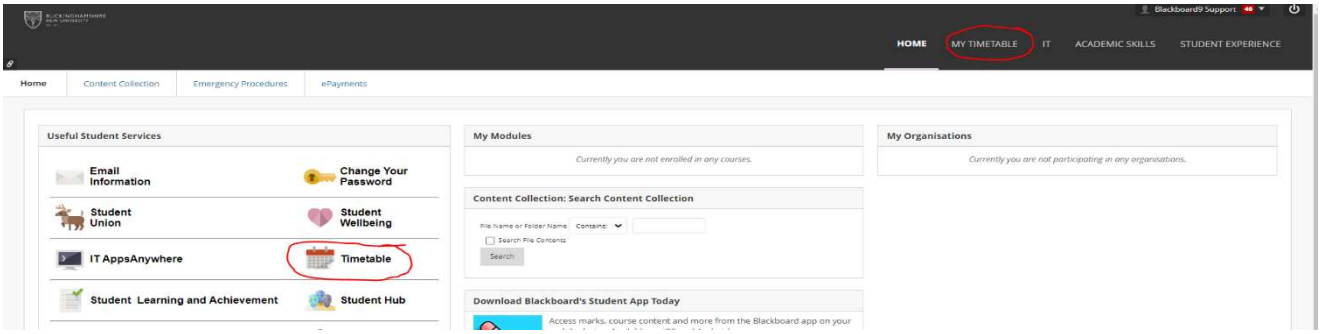
BUCKINGHAMSHIRE NEW UNIVERSITY
EST. 1891

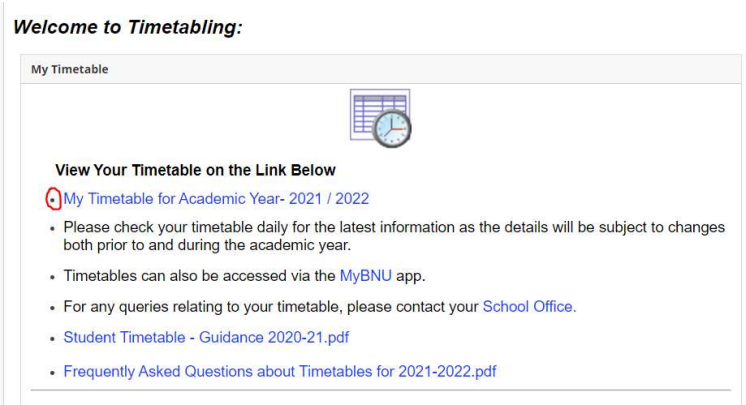
A Guide to Access and View Timetables

It is your responsibility to check timetables on a regular basis as the details may be subject to changes prior to your course starting and during the academic year. Students should view their timetable via their own student ID as timetables are personalised to the individual and will show the sessions they must attend.

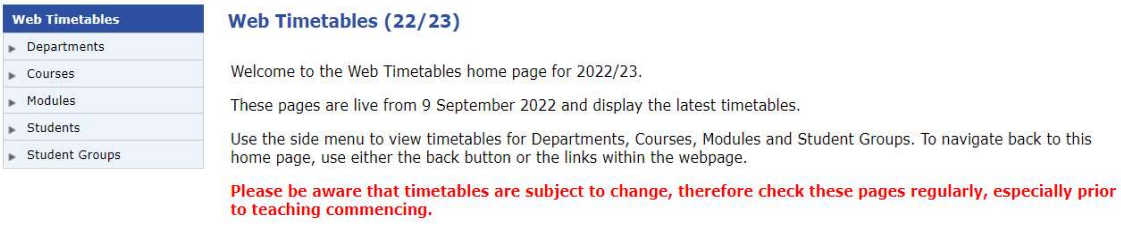
1) Each Academic year will have a separate links visible on Blackboard. Navigate to Blackboard and select the "Timetable" Icon or tab circled in the image below.



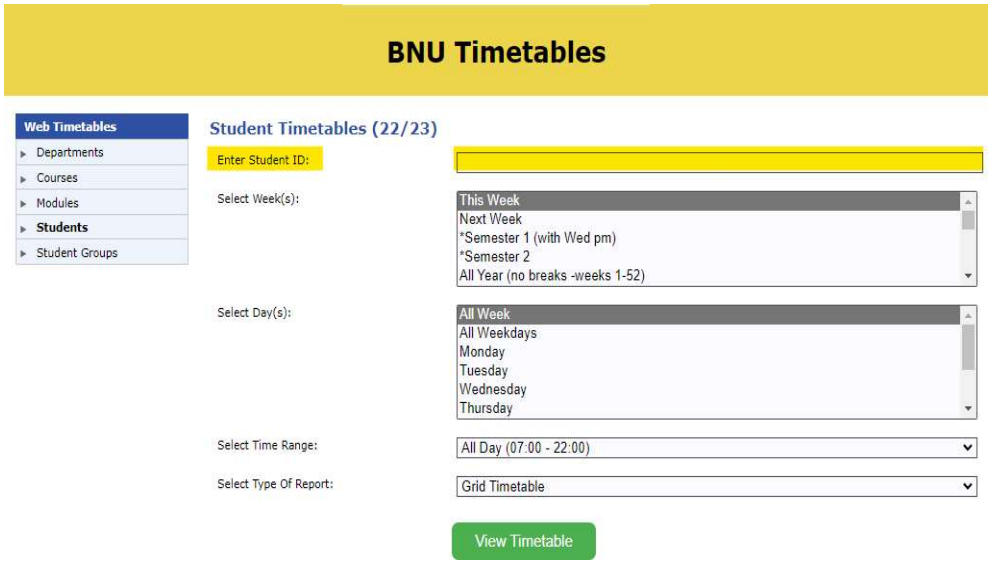
2) Select the link which most relevant for your year of study. The timetables are not yet released if the link for the next academic year is not visible.



3) **Timetable portal** - Use the navigation menu on the left of the screen to the search by the options, Select "Students".



- **Enter your Student ID**: This 8-digit number can be found on ID card, communications from Admissions or The Student Centre.



- **Select Weeks**: - the default is set at 'This Week' – use the drop-down menu to make other choices – for instance Next Week, Semester 1, Semester 2 or by the Academic Calendar week number.

Top Tip: It is recommended to view the timetable week by week – individual weeks are available further down the 'select week' box.

- **Select Day**: - the default is set to 'All Week' – use the drop-down menu for other choices
- **Select Time Range**: - the default is set to All Day (07:00-22:00) – again use the drop-down menu to select another time range

Top Tip: Selecting Working Day (09:00-18:00) is ideal for most courses – making the timetable easier to read.

- **Select Type of Report**: - either – Grid or List

Top Tip: Selecting Grid makes the timetable easier to read

- **Click View Timetable to see your schedule in your chosen report form**

If your timetable appears blank or your details cannot be found – please refer to the FAQ document

Example Schedules – Grid Report:

- **Information:**

  Your name or student ID will appear in the top left corner. Next to that will be your Student Group Name

Search Filter Used:

In this case – Week One

BB1ARI1/Y1 - BSc (Hons) Artificial Intelligence*

Weeks: 1 (26 Sep 2022-2 Oct 2022)

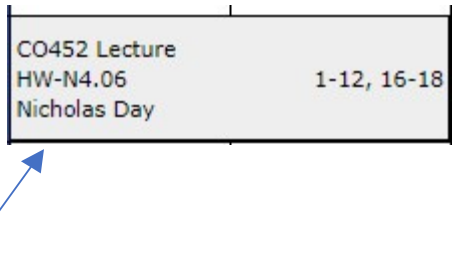
	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
Mon											CO407 Practical HW-G5.02 (PC - Computing Build) 1-12, 16-18 Carlo Lusuardi;Richard Jones							
Tue	CO452 Lecture HW-N4.06 1-12, 16-18 Nicholas Day		CO450 Lecture HW-GLT 1-12, 16-18															
Wed																		
Thu	CO456/CO509 Lecture HW-N3.06 1-12, 16-18 Richard Mather						CO450 Practical HW-G5.03 (PC - Computing Build - Networking) 1-12, 16-18 Muntasir Al-Asfoor;Justin Luker						CO452 Workshop HW-G4.02 (PC) (CAD) 1-12, 16-18 Nicholas Day					
Fri													CO456 Practical HW-G3.03 (PC - Computing Build) 1-12, 16-18 Richard Mather					
Sat																		
Sun																		

Previous Week | Print Timetable | Next Week

Back To Selection

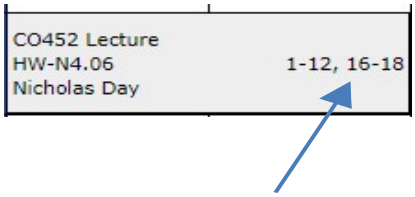
Tue Aug 23 2022 11:27:00 GMT+0100 (British Summer Time)

Teaching sessions



On the left:

- Module Code (CO452) and Activity Type (Lecture)
- Campus (HW) –
- Building, Block or Wing (North = N),
- Floor (4)
- Room Number (.06)
- Campus (HW)
- Lecturer Name



On the right:

- Teaching Pattern Week Numbers = This session is expected to stay the same in weeks 1 to 12, and weeks 16 to 18

In the example above Module CO452 is a Face-to-Face Lecture running at High Wycombe in location N4.06:

N = North Block,
4 = Level or Floor 4 and
.06 = Room Number .06
taught by Nicholas Day in weeks 1-12 and 16-18

Top Tip: although you can print timetables, we recommend that you check the live, online timetables regularly to ensure you have the latest information as they can change throughout the year. Especially in the days before your first teaching session of the year for any room changes.