

# My Personal Timetable

As a student of SDU, you can view your personal timetable.

You have direct access to your timetable on SDUmobile and BlackBoard. You may also use this link:

<https://mitsdu.sdu.dk/skema>

It is possible to see your timetable in other mail/calendar programs. See more below.

A1 Test

Week 36, 2014

Monday, 1. September

10:00 - 11:45

▶ Esbjerg Auditorium

▶ Almen sociologi, Esbjerg, efterår 14. Education

Tuesday, 2. September

08:00 - 13:00

▶ Esbjerg Auditorium

▶ Samfundsanalyse og research, efterår 14. Education

## Personal Settings

Decide whether you want to see your timetable

- by week or by day

or whether you want to see

- cancelled classes

Under "**Settings**", you may choose to have additional classes displayed or maybe you don't want to see all your classes.

Note! You can only **view** your classes. You cannot sign up for classes or cancel classes.

A1 Test

Week 36, 2014

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Tuesday, 2. September

08:00 - 13:00

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▶ Samfundsanalyse og research, efterår 14. Education

Weekview

Cancelled courses

Subscribe

Settings

Help

# My Personal Timetable

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## Teaching rooms

Just below the time, you can see the name or the number of your teaching room. The teaching rooms on campus Odense can be seen on *one* map – the other campus towns have a joint map.

## Courses

You may also click on the name of your course and read the course description.

The screenshot shows a mobile application interface for a timetable. At the top, it says 'A1 Test' with a logo and a menu icon. Below that is a navigation bar for 'Week 36, 2014'. The main content is divided into two days: 'Monday, 1. September' and 'Tuesday, 2. September'. Under Monday, there is a time slot '10:00 - 11:45' with a red arrow pointing to the room name 'Esbjerg Auditorium', which is highlighted with a red box. Below the room name is the course name 'Almen sociologi, Esbjerg, efterår 14.' and the subject 'Education'. Under Tuesday, there is a time slot '08:00 - 13:00' with the room name 'Esbjerg Auditorium' and the course name 'Samfundsanalyse og research, efterår 14.' and the subject 'Education'.

# My Personal Timetable

## Subscribe

When clicking on this button, you will see the Internet address of your personal calendar. You can copy the address and insert it into your mail program.

The calendar can be inserted in various ways. All programs have different methods.

## Webmail.sdu.dk

- Log onto <https://webmail.sdu.dk>
- In the menu, click on the icon "Calendar", (bottom left corner).
- Click on the menu icon "Share"
- Click on "Add calendar"
- Click on "Calendar from the Internet"
- Copy and paste the address. Remove "https" and write "webcal" instead.
- Click OK  
The calendar will now be added to the right.

Your webmail will now remember your calendar.

Remember to tick "Other calendars" to the left, if you want to view your personal timetable next time you are logging in.

Weekview

Cancelled courses

**Subscribe**

Settings

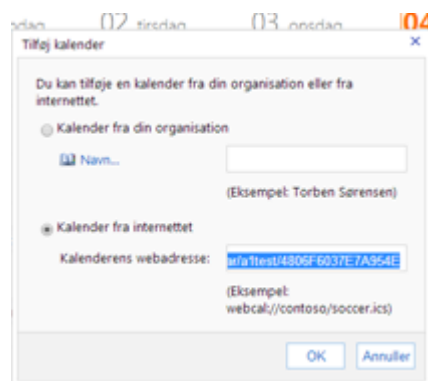
Help

Subscribe to timetable

### Subscription link

<https://mitsdu.sdu.dk/skema/Calendar/Inge/EC587E800E51D4CD>

By subscribing to MitSKEMA you can import it into other programs such as Outlook Calendar etc.



### Note:

**You cannot see course descriptions and teaching room directory here.**

# My Personal Timetable

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## **Outlook client program**

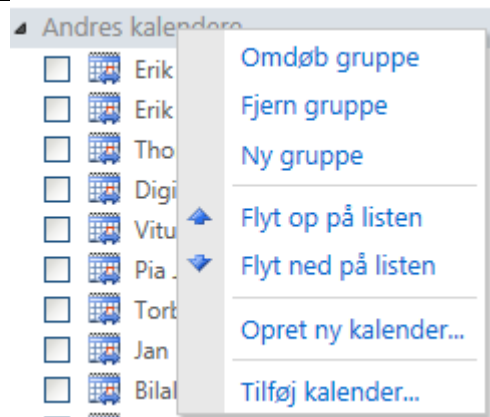
- Start your Outlook
- Click on "Calendar" (bottom left corner)
- Click on "*Open calendar*"
- Select "*From Internet*"
- Copy and paste the address. Remove "*https*" and write *webcal* instead.
- Click OK
- The calendar will now be added to the right.

There are multiple options in the various mail/calendar programs .... try and check them out yourself.

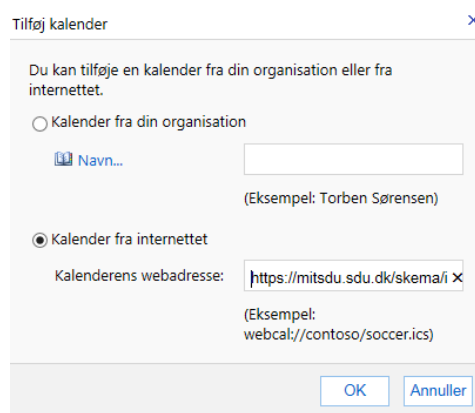
# My Personal Timetable

## Print on paper

1. Log onto <https://webmail.sdu.dk>
2. In the menu, click on the icon "Calenda", (bottom left corner).
3. Right click on "Other calendars" and select "Add calendar" (see Figure 1)
4. Log onto MitSKEMA (MyTIMETABLE) and select "Subscribe" and copy the link
5. Select "Calendar from the Internet" – insert the address
6. Select "Print" in the upper right corner
7. Print preview (Figure no. 4)



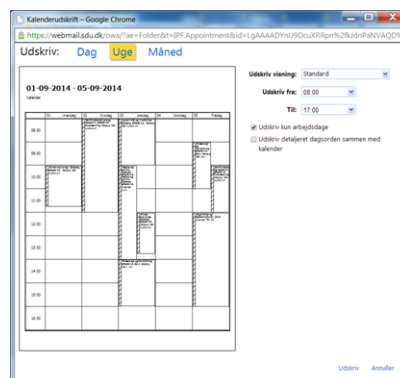
(Figure no. 1)



(Figure no. 2)



(Figure no. 3)



(Figure no. 4)