

How to access your Online Timetable

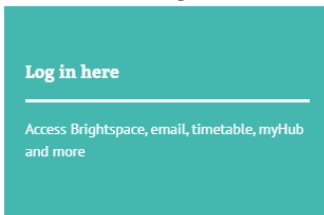
Log into **Brightspace** and use the shortcut "Timetable" under Useful Links in the menu at the top of the page.

Alternative access for **students**:

1. Go to the Bournemouth University website (www.bournemouth.ac.uk)
2. Access the Students area. Click on Students at the top of the page



3. Click on the Log-in Services section.



4. Click on Your online timetable section.



Your online timetable

5. This will open your online timetable for the current week. You may need to click the arrow buttons to move forward to see your teaching. If your timetable is not available or has not been enabled yet you will see a message on the screen. If you are having issues accessing your timetable, please contact the IT Service Desk in the first instance.

Alternative access for **staff**

1. Go to the Staff Intranet (<https://staffintranet.bournemouth.ac.uk/>) or BU website and click on the Staff at the top of the page.



2. Log-in with your BU username and password, if required.
3. Click on the Timetables link at the bottom of the main page.



4. This will open your online timetable for the current week. You may need to click the arrow buttons to move forward to see your teaching. If your timetable is not available or has not been enabled yet you will see a message on the screen. If you are having issues accessing your timetable, please contact your Faculty Timetabler in the first instance.