Find Timetable – User Guidance for Students
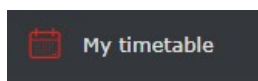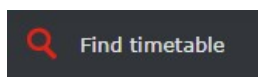
Find Timetable is part of the King's College London MyTimetable site, and can be accessed via
https://mytimetable.kcl.ac.uk/

Within mytimetable you will see two viewing options;

My timetable   to view your personal timetable

Find timetable   to search class and room information

Any member of staff or student at King's can use **Find Timetable** to look up timetables for any Modules, Programmes or Locations which are scheduled by Timetabling Services.

You may choose to use Find Timetable to:

- See all of the classes scheduled for one or more of your modules
- To check if a module you would like to switch to fits into your existing timetable (subject to programme and module rules)

Searching for classes by module or programme
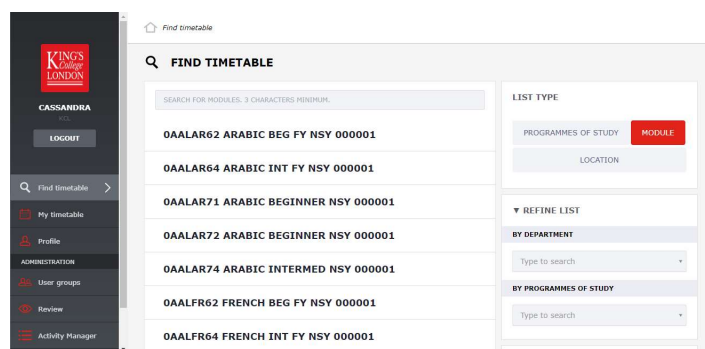
1. Select the object you wish to search for

2. Apply the additional filters if you wish (Program of Study is not suitable for Study Abroad students)
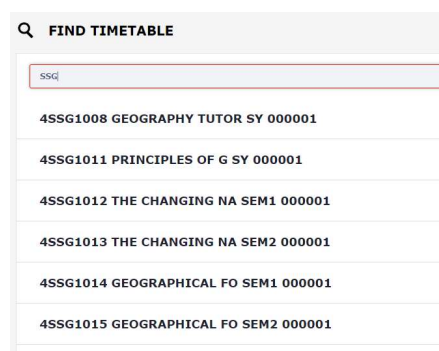
Alternatively, just search by text.

The easiest is to enter the Module Code from the Study Abroad module catalogue.

You may find it helpful to use either the three letter department code, or part of the name of the module, but please make sure it is the correct module in the catalogue.

Once you've identified the object(s) you require, simply select them from the list…..
You can selet several ones by doing several search

1. Select objects by click on the selection list

2. Objects will then be added to the Currently Selected list

Should you need to remove any from the list simply click on the bin icon next to the object name

Some modules might show twice, so make sure you chose the one for the correct semester.

……….and click on the red NEXT button.

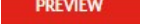On the following screen you are shown a list of activities (classes) for the objects you have selected.

You may choose ✓ SELECT ALL , or just click on the individual classes you wish to view.

You should always select all lectures, and at least 1 each of Seminar/Tutorial/Practical/Screening.
It is best to select all to start with, as for some module, there is a different seminar in different weeks (for example because taught by different staff).
But you can also select 1 of each type at a time. The number at the end denotes a different group, so you will only be allocated in 1 of them.

Some modules may not have a lecture listed but there still might be one, just available pre-recorded online through KEATS, so not included in the timetable.
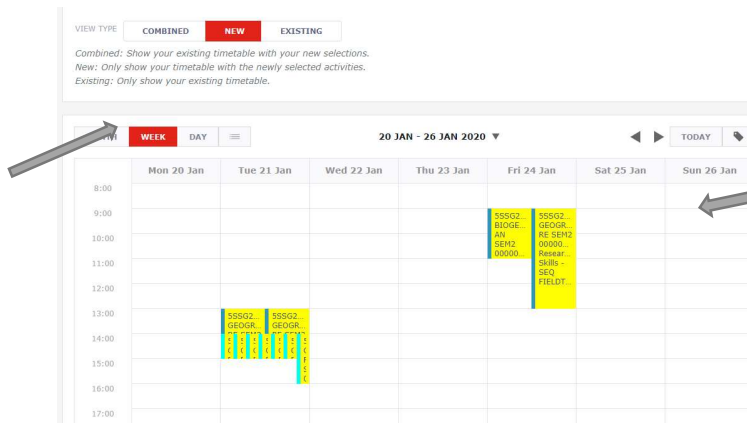
You need to select activities for each of the modules.

When you have selected the activities you wish to view, click **PREVIEW** and you will be presented with the timetable.

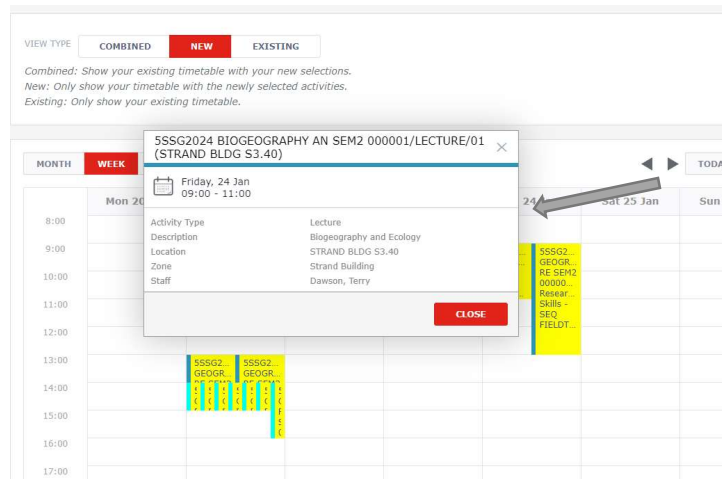**You may need to adjust the date to see the classes, as it will default to the current week.**

You should make sure you check several weeks, as some modules might have some specific classes only in some weeks. This is particularly true for sciences modules.

You can view the timetable by **month, week,** or **day**

The classes you have selected will show in yellow

If you click on an individual class in the grid you can see further details about that class.

In the **Activity type**, HyFlex means it is both in person and online, to be attended at that time in either case. If it does not say Hyflex and there is a Location, then it can only be attended in person, at that time.
Please see the Glossary of Location Terminology for explanation on how to read the room number.
If there is no location, then it is online only (it might or not say so in the Activity type).

If the Lecture is marked as pre-recorded, then it is not a clash as you will be able to access it anytime. Other events, even if online, must be attended at that time. Even if it does not say explicitly 'live', a seminar/tutorial will always be (because it is an interactive discussion).

Several seminars/tutorials/practicals for the same module might be appearing at the same time; it is because you will normally be allocated in just 1.
You can only request to change seminar/tutorial/practical group if:
- you have a clash (several modules overlapping and you cannot avoid an overlap by changing seminar/tutorial), including, if in-person, back to back classes on different campuses (Zone will tell you which campus the class is in)

- if studying remotely, a timezone issues (outside 8am-8pm in your timezone).

If there are more than 1 available group that would resolve the problem, you will be allocated to any of those, you cannot select a specific one.
For requesting group changes because of the above reason, please contact studyabroad@kcl.ac.uk.

If you need/want to change entire modules, you need to submit a [Module Amendment Form](#).

If you have a personal timetable and would like to overlay the classes to see if they would clash, use the COMBINED view to see both your own timetable (in grey) and the new classes (in <mark>yellow</mark>).

NB the SAVE TIMETABLE option is simply for the purpose of saving this timetable view should you wish to use it again, but **does not** update your module choices or student record. For this you need to submit the Module Amendment Form.
If you have saved, then it might get confusing as it will be showing on your personal timetable. You can reset your personal timetable to show only what you are actually registered on under Profile:

Glossary of Location Terminology
Campuses, Buildings, & Their Timetable Abbreviations
Strand Campus: STRAND
- Bush House: BH
- Chesham Building: CHESHAM
- King's Building: K
- Macadam Building: MACADAM
- Maughan Library: MAUGHAN

- Norfolk Building: NORFOLK
- Strand Building: S
- Somerset House East Wing: SHEW
- IET Savoy Place

Waterloo Campus: WAT
- Franklin-Wilkins Building: FWB
  - School of Management: SSM   *note: this is located within the FWB*
- James Clerk Maxwell Building: JCMB
- Stamford Street: SS
- Waterloo Bridge Wing: WBW
- Coin Street Conference Centre

Guy's Campus: GC
- Henriette Raphael House: HR
- Hodgkin Building: HODGKIN
- New Hunt's House: NHH

Please note that the floor you enter a building on is the "ground floor." The "first floor" is above the ground floor. Floor "minus one" is below the ground floor. So, bear in mind that:
S0.04 = Strand Building, Ground Floor, Room 4
S1.04 = Strand Building, Floor 1, Room 4
S-1.04 = Strand Building, Floor -1, Room 4