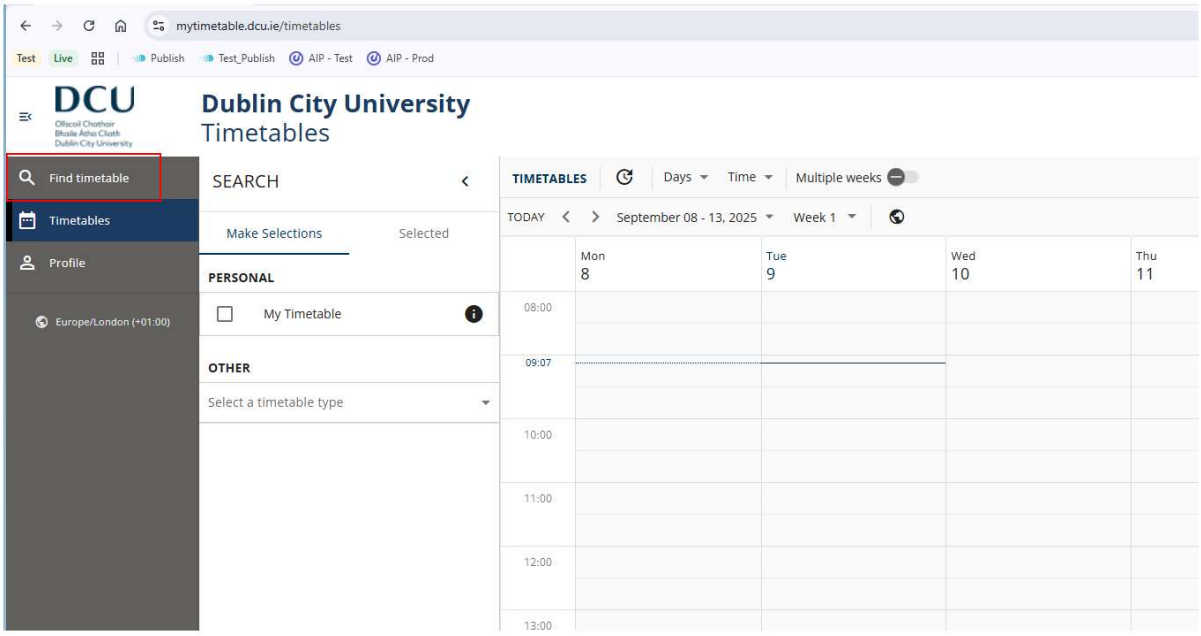
How to Save Your Personalised Timetable on mytimetable.dcu.ie

This guide helps you create a **personalised timetable** based on your programme. Not all listed activities may apply to you. Follow the steps below to find and customise your timetable based on your programme and module choices. Students on the BEd, BECE and PMEP programmes do not need to create a personalised timetable.

⚠️ **Important:** Your saved timetable does not automatically update when new activities are added, or existing ones are removed from your programme. To ensure your timetable reflects the latest schedule:

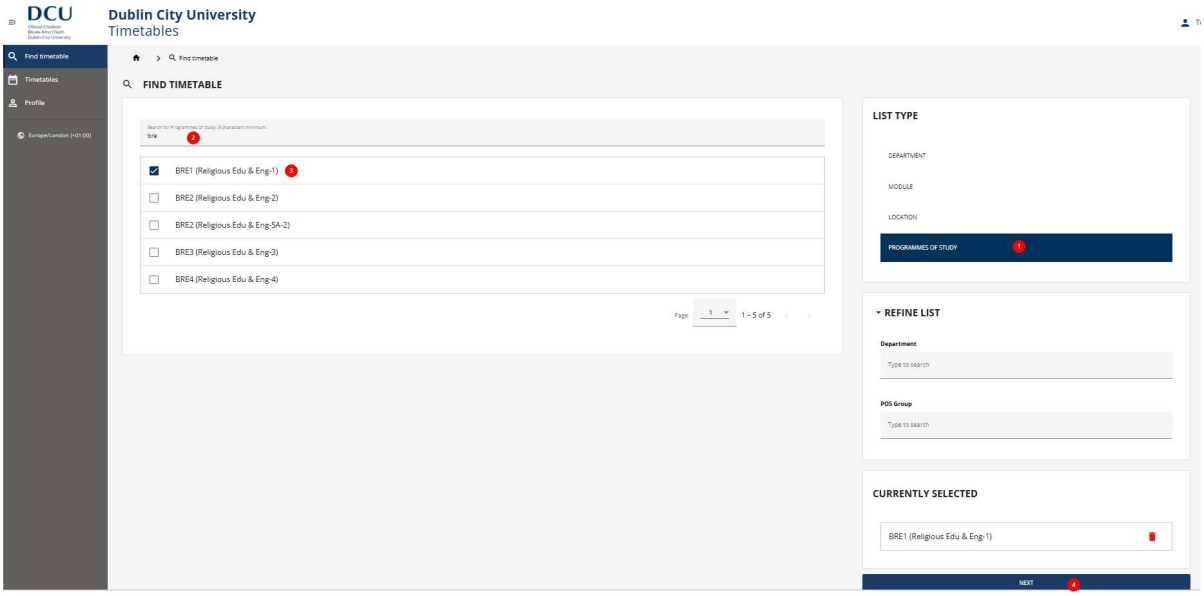
- Periodically repeat the steps in this guide to re-select and save your timetable.
- This is especially important during the first few weeks of term or if you receive updates about changes to your modules or groups.

1. Log into https://mytimetable.dcu.ie and go to the 'Find Timetable' page.

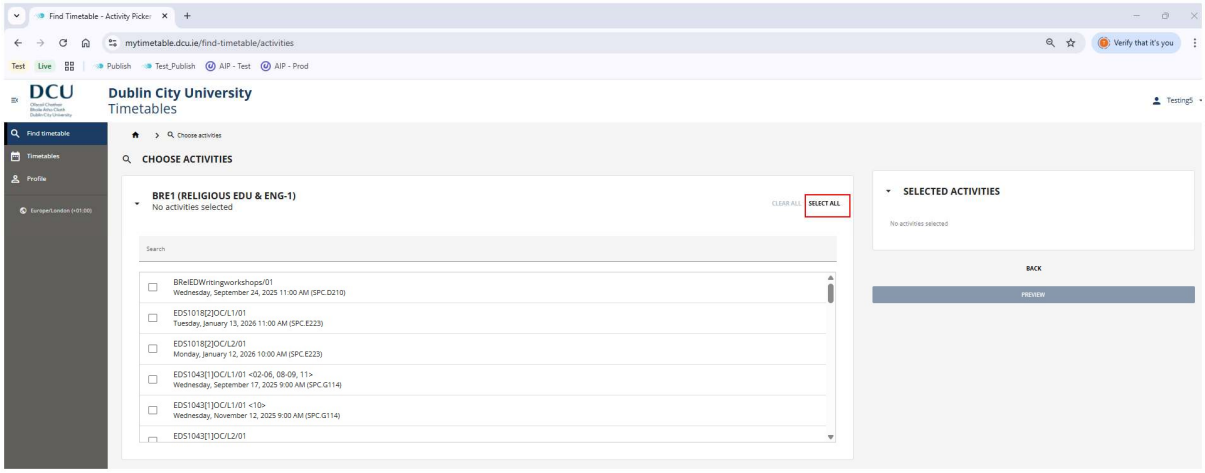


2. Ensure “Programme of Study” is selected under the List Type section
3. Search for your programme code or area name. These details are provided in your registration confirmation email.

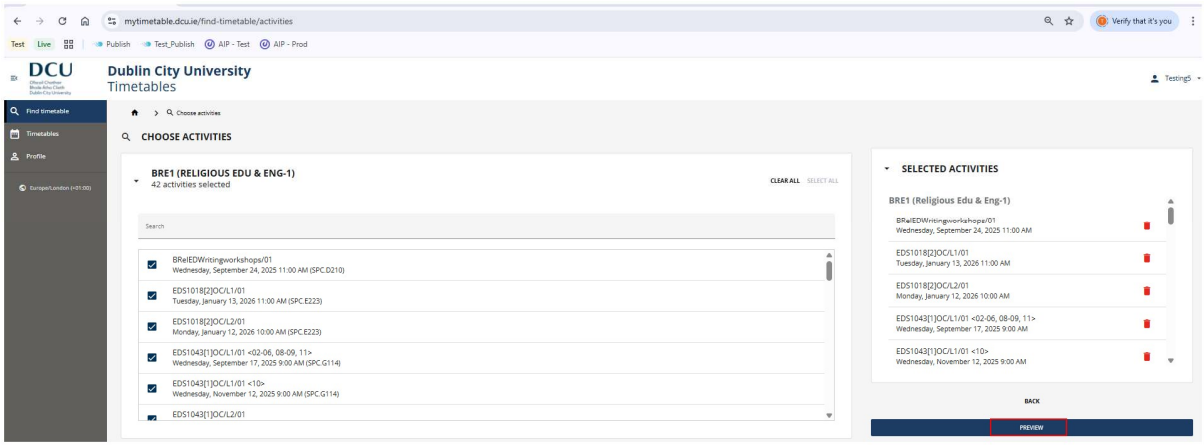
4. Select your programme from the list and click **Next**.



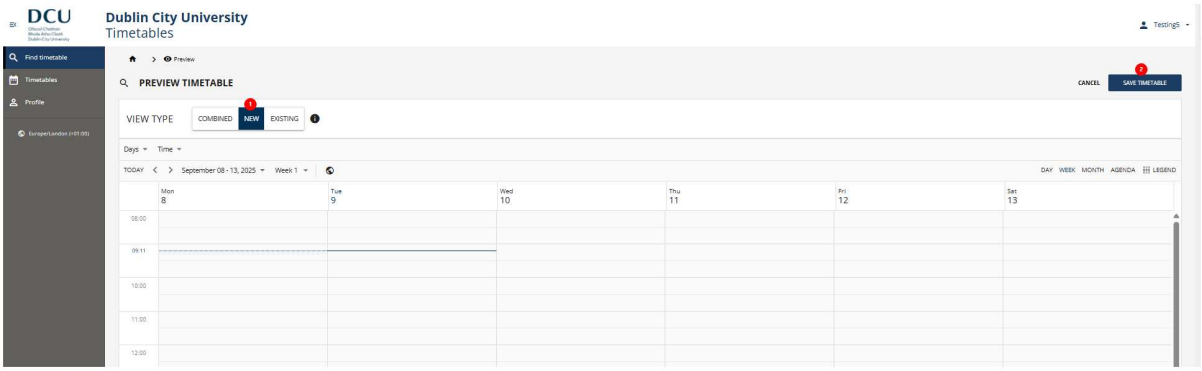
5. You will see all activities linked to your programme. If you're unsure which ones to attend, click **Select All** for now. You can remove unnecessary activities later.



6. Click **Preview** to view your timetable.

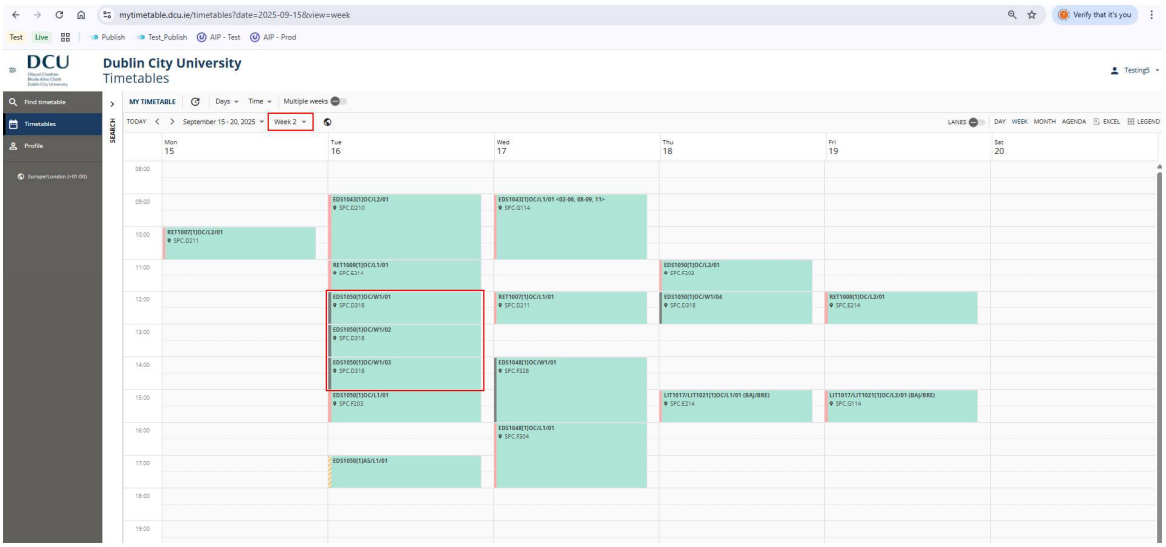


7. On the preview screen, click **New** to create a new timetable, then click **Save Timetable**.



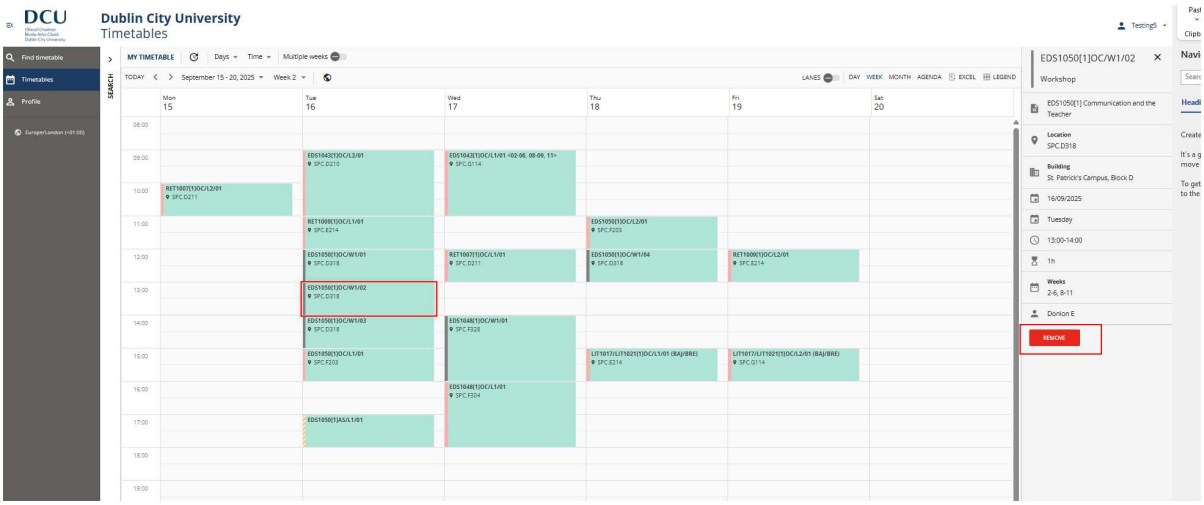
8. Move to Week 2 to view scheduled activities. Note that Week 1 is typically reserved for orientation and may not have scheduled classes.

Please Note: It is important to understand that this is a programme timetable, and you may not need to attend everything listed here. This depends on your module choices and the group you have been assigned to.



9. Review your timetable. Remember, this is a programme timetable and may include activities not relevant to your module choices or assigned group.

10. To remove irrelevant activities, click on the activity and select **Remove** from the right-hand pop-up window. This will remove the activity from all weeks.



Important Notes:

- This guide helps you create a **personalised timetable** based on your programme. Please note that this is not automatically updated when changes occur.
- Week 1 is typically used for orientation and may not include scheduled classes.
- Removing an activity applies to all weeks, not just the current one.
- This timetable reflects your programme, not your individual module selections.
- Students on the BEd, BECE and PMEP programme's do not need to save a personalised timetable.

Conclusion:

Once you've saved and customised your timetable, you can revisit it anytime via the mytimetable portal.

If you encounter any issues, contact the DCU support team for assistance.

Tip: If your timetable looks incomplete or includes unexpected activities, try re-saving it using the steps above.