GETTING STARTED AT NORTHUMBRIA

UNDERSTANDING YOUR TIMETABLE

Accessing your timetable is a vital part of getting started at Northumbria - it will tell you when and where your classes and sessions are, whether these are on campus or online. This includes your programme induction activities - you should attend all of these sessions to get your journey with us off to the best start!

ACCESSING YOUR TIMETABLE

To access your timetable, log in to your **Student Portal** using your Northumbria username and password. On the dashboard screen, you will see your timetable for the next seven days. To view your full timetable, simply click on the blue button at the bottom of your dashboard.
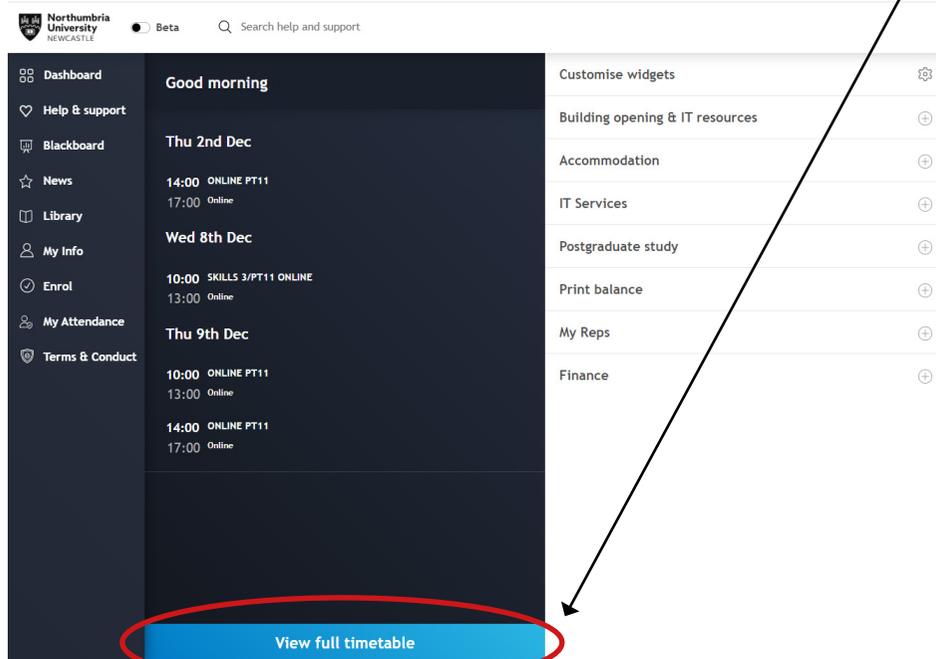
You will see a screen like the the one on the right, on a laptop or PC (Smartphone view may be different). See the viewing tips on page 3 for details of how to change your view.

NU CONNECT APP

You can also access your timetable using the NU Connect App, which you can download from:
- Apple Store
- Google Play

From the home screen, select My Learning > Timetable then you can select which view to use by day, week or month.
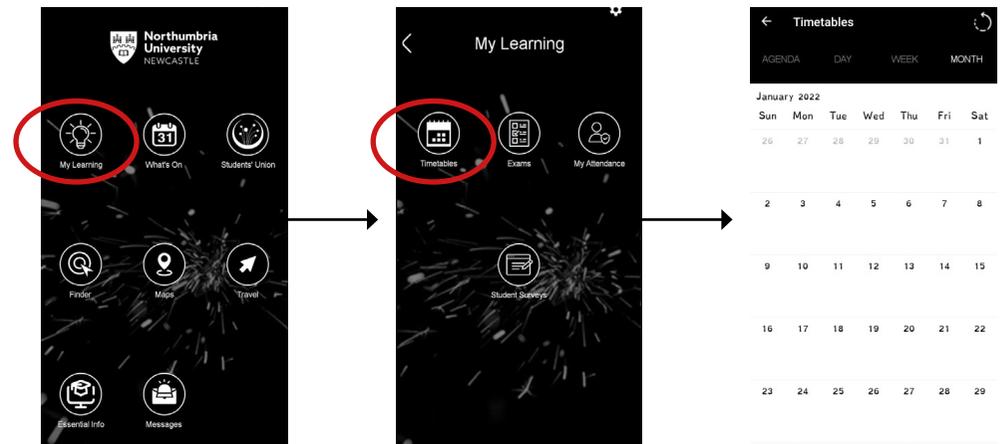
TOP TIP!

When using the NU Connect App, you can use the Map function in conjunction with your timetable to find buildings and locations - see example on the right.

Campus maps can also be found on your Student Portal and at numerous locations on campus.
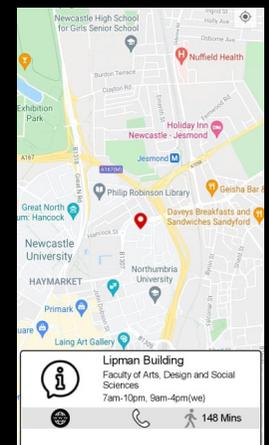
TIPS FOR VIEWING YOUR TIMETABLE

Within your full timetable view, you can change setting options so that you can see the useful details for each event.

Select the 'settings' icon in the top toolbar ⟶

You will be presented with this menu ⟶
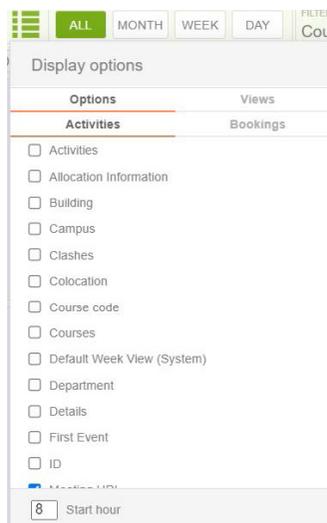
You can then select the options to view that will make your timetable detailed. We would suggest selecting the following options:

- **Building (see page 4 for codes)**
- **Campus**
- **Room**
- **Staff**
- **Type**

Once your options are set, you will then see the key information for each session on the event.

You can also change and set the time frame that you view your timetable in e.g. day, week or month.

We would suggest that you set this to 'ALL' initially, so that you have a full view of your week ahead. Once you are more comfortable with you timetable, you may wish to change this to suit your needs.
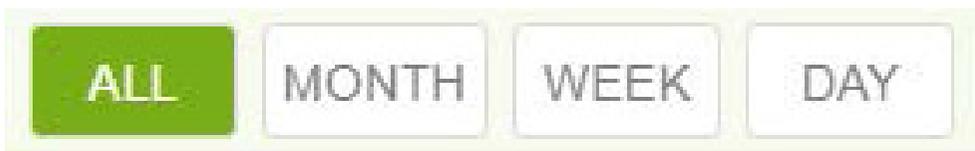
To move between the weeks of your programme timetable, use the arrow buttons on the top toolbar of the timetable:

All Year Filter week 26 commencing Mon Jan 17 2022

Left to go back a week   **Right to go forward a week**

To ensure you are looking at the correct week, select the 'Choose time frame' icon (top right of the screen) ⟶

You will be presented with this menu ⟶
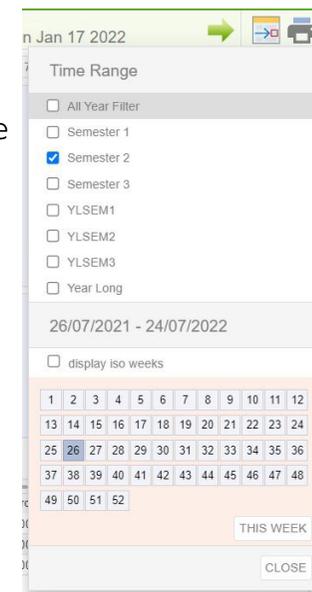
You can then select the Semester and week you need. For example, for programme induction sessions you need to select 'Semester 2' and choose Week 26 for week commencing 17 January 2022.

Clicking on 'Close' will close the window and return your selection.

Links to online sessions will be available on your programme Blackboard site - accessible via your Student Portal within 48 hours of enrolment.

IF YOU NEED HELP

If you have any problems accessing or understanding your timetable, please submit an enquiry via the **Accessing your timetable article** in the Help and Support section of your Student Portal. Or ask on campus where you see the **Ask4Help sign.**

BUILDING CODES AND NAMES

Code	Building
BUR	Burt Hall
CCE1	City Campus East 1
CCE2	City Campus East 2
CIS	Computer & Information Sciences Building
CSC	Clinical Skills Centre
DH	Drill Hall
ELA	Ellison Building A Block
ELB	Ellison Building B Block
ELC	Ellison Building C Block
ELD	Ellison Building D Block
ELE	Ellison Building E Block
LWB	Leeuwenburg, Amsterdam Campus
LIP	Lipman Building
LM	London Campus
Manor House	Manor House, Coach Lane Campus
MBA	Block A, Coach Lane Campus
MBB	Block B, Coach Lane Campus
MBC	Block C, Coach Lane Campus
MBD	Block D, Coach Lane Campus

Code	Building
MBE	Block E, Coach Lane Campus
MBG	Block G, Coach Lane Campus
MBH	Block H, Coach Lane Campus
NBD	Northumberland Building
NBR	New Bridge Street
SAN	Sandyford Building
SPG	Sport Central - City
SPFCLC	Sport Central - Coach Lane Campus
SQB	Squires Building
SQW	Squires Workshops
SQX	Squires Annexe
STU	Students' Union
SUB	Sutherland Building
WJN	Wynn Jones
TRY	Trinity Building
SAGE-1	Sage
PAN	Pandon Building
Newcastle Catherdral	Newcastle Catherdral