

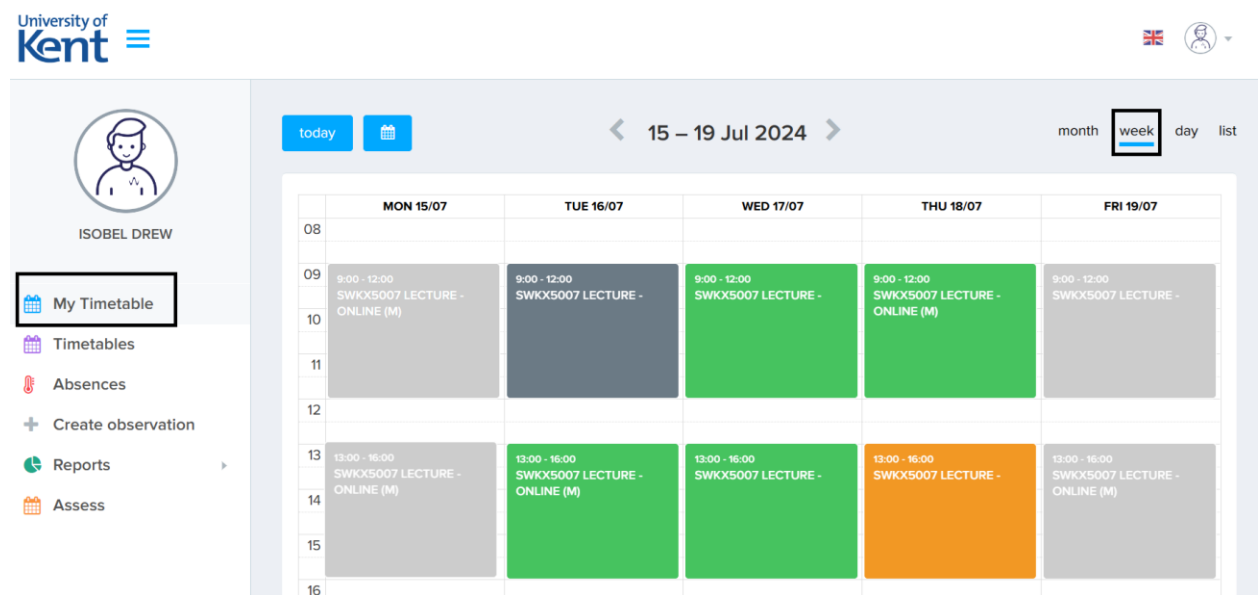
Guide: How to use your Presto timetable (your timetable, searching for events)

This guide will help you navigate and effectively use the Presto timetable system to manage your academic schedule. Whether you're looking to view your weekly or monthly events, or searching for specific activities, lecturers, or rooms, this document will provide clear instructions.

1. Viewing 'My Timetable':

a. **Weekly View:** how to view events for the week.

Select the 'week' tab at the top right corner of your screen.

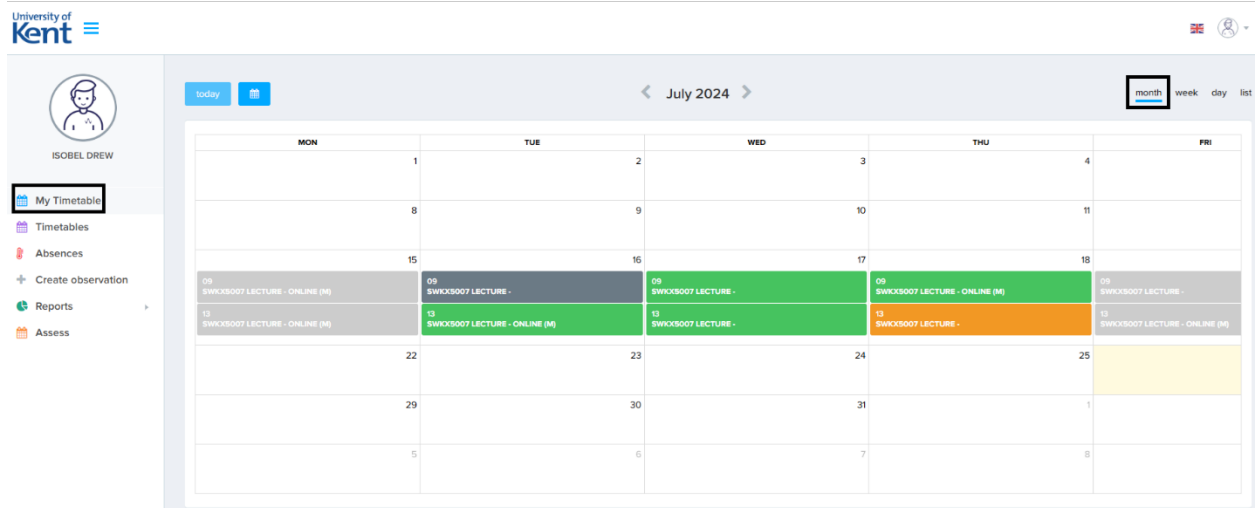


The screenshot shows the Presto timetable interface. At the top, the University of Kent logo is on the left, and a user profile icon and flag are on the right. Below the logo is a navigation menu with the following items: 'My Timetable' (highlighted with a red box), 'Timetables', 'Absences', 'Create observation', 'Reports', and 'Assess'. The main area displays a weekly view for the week of July 15-19, 2024. The view is set to 'week' mode. The timetable grid shows the following events:

	MON 15/07	TUE 16/07	WED 17/07	THU 18/07	FRI 19/07
08					
09	9:00 - 12:00 SWKX5007 LECTURE - ONLINE (M)	9:00 - 12:00 SWKX5007 LECTURE -	9:00 - 12:00 SWKX5007 LECTURE -	9:00 - 12:00 SWKX5007 LECTURE - ONLINE (M)	9:00 - 12:00 SWKX5007 LECTURE -
10					
11					
12					
13	13:00 - 16:00 SWKX5007 LECTURE - ONLINE (M)	13:00 - 16:00 SWKX5007 LECTURE - ONLINE (M)	13:00 - 16:00 SWKX5007 LECTURE -	13:00 - 16:00 SWKX5007 LECTURE -	13:00 - 16:00 SWKX5007 LECTURE - ONLINE (M)
14					
15					
16					

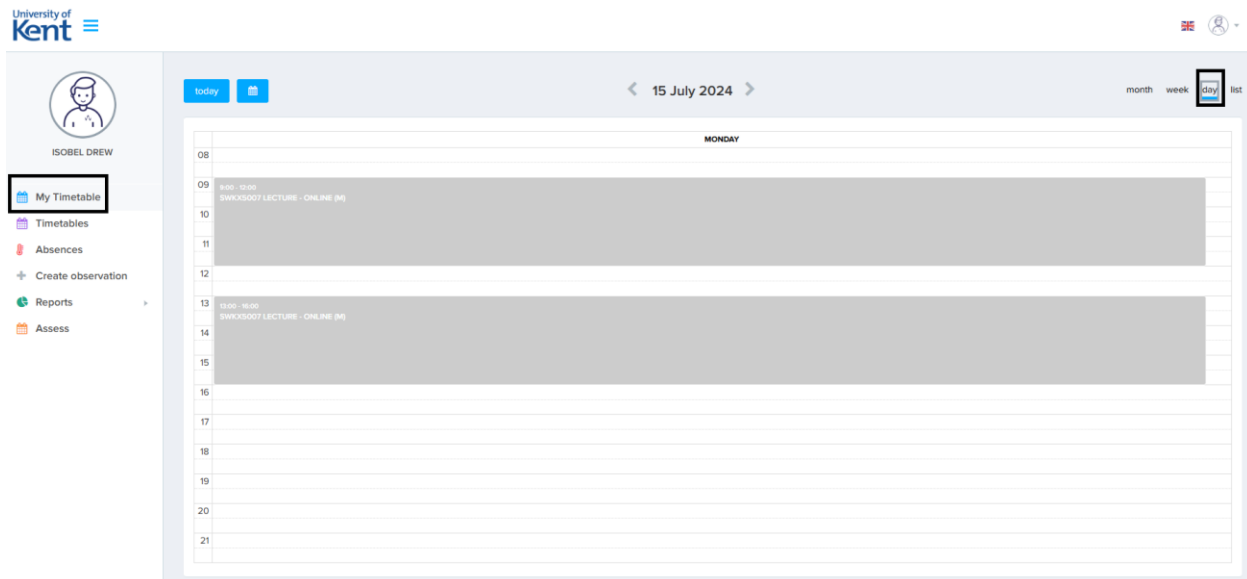
b. **Monthly View:** switching to a monthly overview.

Select the 'month' tab at the top right corner of your screen.



c. **Daily View:** to see events scheduled for a specific day.

Select the 'day' tab at the top right corner of your screen.



d. **List View:** How to access a list view of events for the current week.

Click on the 'list' tab at the top right corner of your screen.

2. Search in your Timetable:

a. Search Function

After clicking on the 'Timetable' button, navigate to the top of your screen where you can search the timetable for a specific activity, lecturer or room.

b. Search Selection:

After entering the relevant information, you can select from the drop-down options available.

PRSS0002

Activity

- PRSS0002 - 10 Week Pre-sessional Course (Module)
- PRSS0002 SEMINAR - Grp Num: 21 (Activity)
- PRSS0002 SEMINAR - Grp Num: 21 (Activity)
- PRSS0002 SEMINAR - Grp Num: 22 (Activity)
- PRSS0002 SEMINAR - Grp Num: 22 (Activity)
- PRSS0002 SEMINAR - Grp Num: 23 (Activity)
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- PRSS0002 SEMINAR - Grp Num: 25 (Activity)

13					
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c. Viewing Options:

Similar to the 'My Timetable' section, you can select a monthly, weekly, daily or a list view.

PRSS0002 - 10 Week Pre-sessional Course (Module) X

today

< 22 - 26 Jul 2024 >

month week day list

	MON 22/07	TUE 23/07	WED 24/07	THU 25/07	FRI 26/07
08					
09					
10					
11		14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)	14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)	14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)	14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)
12		14:00 - 16:00 PRSS0002 SEMINAR - Grp Num: 22 - TBA (C)	14:00 - 16:00 PRSS0002 SEMINAR - Grp Num: 22	14:00 - 16:00 PRSS0002 SEMINAR - Grp Num: 22 - TBA (C)	14:00 - 16:00 PRSS0002 SEMINAR - Grp Num: 22 - TBA (C)
13					
14	14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)	14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)	14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)	14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)	14:00 - 16:00 _Unknown staff - PRSS0002 TBA (C)
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16					
17					
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