Ulster University

Publish FAQ's

How do I access Publish?

You can access Publish via the Student Portal. Or clicking here.

There is a tile on the Student Portal named 'Class Timetables'. Click on this tile and it will take you to the homepage of Publish.

This is the same process for all campuses.

Alternatively you can scan the QR code below:

How do I login to Publish?

You will be logged in automatically using authentication through your Windows log in credentials.

How do I create my personalised timetable?

Please refer to the 'How to Guide' on the Publish Homepage, where you will find a step by step guide to create your timetable.

? How do I subscribe to my Timetable?

✓

Once you have saved your timetable on Publish, you can save your academic calendar to an app of your choice.

- In the left hand menu bar select '**My Timetable'**
- Select '**Subscribe'** in the top right corner
- Choose the app you would like to add your calendar to
- Follow on screen instructions to complete the import

If the calendar you want to import your timetable to is not listed on screen, follow the manual instruction to add to your chosen calendar by copying the link available.

? Will my timetable update automatically if there is a change to an activity?

Yes, your timetable will update automatically. We encourage you to view your timetable in real time rather than screenshotting it as changes may occur. Please ensure that you check your timetable on a regular basis. Timetables will update on your laptop and mobile device if you have saved your timetable.

In week timetable changes: If you have saved your timetable and any changes are made to any activities (room change, time change etc.) you will receive an email notification to your student email address.

<u>**This is an opt in service, please opt into them via the 'Profile' tab**</u>

Timetable changes made longer than one week in advance: These changes will be reflected directly into your timetable- no email notification will be sent. It is really important that you check your online timetable regularly.

Note: While a user's Publish timetable updates in real time, the calendar subscription is dependent on the individual calendar app settings.

? How do I turn on email notifications to notify me if a change has been made to my timetable?

✓

You can receive email notifications letting you know of in week timetable changes.

The default setting is **NOT** to receive email notifications. To opt into email notifications you can do this via 'My Profile'. You do this by **unticking** the box shown below and entering the email address you want to receive the notifications to.

Notifications

By enabling notifications you will receive an email when an event has been changed or cancelled.

I want to receive email notifications at

Email *
Ex. pat@example.com

☐ DON'T WANT TO RECEIVE NOTIFICATIONS

Why are there multiple Seminars showing on my timetable that are for the same lecture?

On your timetable you may see multiple seminar activities but these are for different seminar groups. For example, activities such as; ACF141/**Sem1** and ACF141/**Sem2** may show on your timetable. However, Sem1 and Sem2 represent **different seminar groups**.

Your Course Director will notify you of what group you are in, **you will only attend these activities**.

When creating your timetable you can select only these activities so that you only view them, or when your timetable is saved you can delete the activities that you do not need to attend, making your timetable personal to you.

Note: You cannot decide which seminar group you are in, you will be instructed this by your Course Director.

Can I change the view of my timetable?

Yes, you can view your timetable by day, week or month. You can also view by semester by selecting all of the 'Multiple Weeks' and selecting weeks 'All Weeks'.

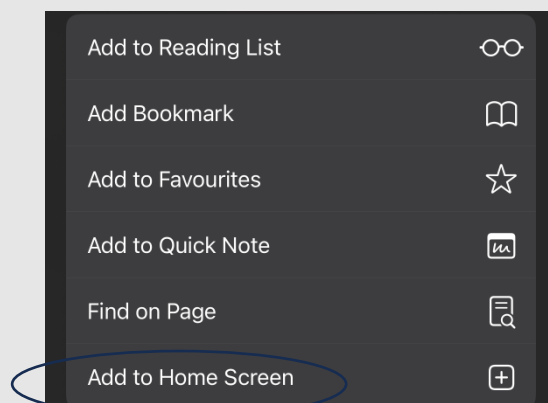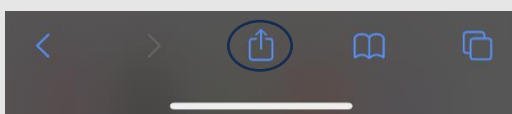| MY TIMETABLE	↻	Days ▾	Time ▾	Multiple weeks ⬤	SUBSCRIBE 📅
TODAY < >	March 2023 ▾	🌐	LANES ⬤	DAY WEEK MONTH	⋮
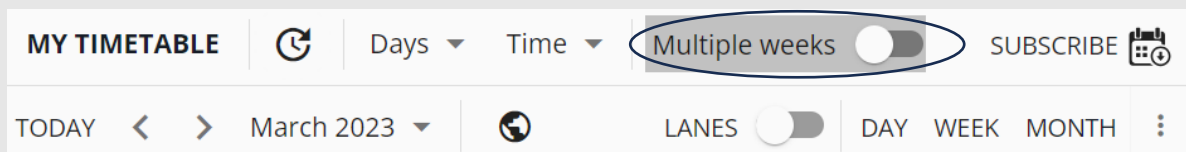
Is Publish a webpage or an app?

Publish is a webpage that is accessed through the student portal.

You can subscribe to their timetables to view their academic activities on their personal calendar.

You can also save the webpage to your homepage, so you can access it just like an app. By clicking this it will take you straight to the Publish webpage.

This is a screenshot of saving it to the homepage of an iPhone while on Safari, the same can be done on an android.

Add to Reading List	∞
Add Bookmark	📖
Add to Favourites	☆
Add to Quick Note	🔲
Find on Page	🔍
Add to Home Screen	⊞

? How do I know what programme is delivered in each campus?

Programs and modules will have a letter and underscore in front of them to show what campus they are taught on

B_   is Belfast

C_ is Coleraine

M_ is Derry~Londonderry

This will make it easier for you to choose your program from the list shown.