

Publish How to Guide

Publish is the method that staff and students of Ulster University view and access their academic Timetable. You can access Publish via the Student Portal by clicking the 'Class Timetables' tile, or clicking this link- <https://www.ulster.ac.uk/student/courses/timetabling/publish>

This will bring you to the home page of Publish.

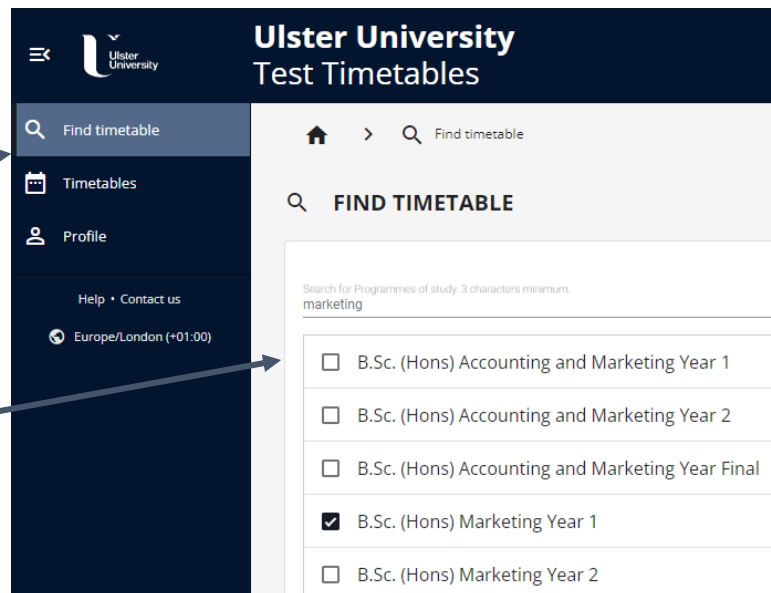
- Click 'login'- you will be logged in automatically using authentication through your windows login in credentials.



Creating your Timetable

Using the **search bar**, type in the course that you are studying.
Click the tick box of your course and the correct year group.

When you log in to Publish for the **first time**, please click on 'Find Timetable' down the left hand side menu.



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 relating to the campus you are attending.

Alternatively, you can search by module code.

Under 'list type' on the right hand side- select the option that you would like to search by.

If you search by 'programmes of study', this will include all the modules withing this programme.

Anything that you have searched for and selected will appear under the 'currently selected' section.

Once you have selected the correct programme, click 'next'

LIST TYPE

DEPARTMENT

PROGRAMMES OF STUDY

MODULE

STUDENTSET

REFINE LIST

Department

Type to search

POSGrp

Type to search

CURRENTLY SELECTED

B.Sc. (Hons) Marketing Year 1

NEXT

You will then see a list of activities that make up the course you are studying.

Click 'Select All' to view the activities that you will be timetabled to attend.

BSC HONS MARKETING FULL TIME YEAR 1

No activities selected

CLEAR ALL SELECT ALL

Search

ACF141/Lec
Wednesday, February 8, 2023 9:15 AM (BC-08-104 / 104A (150))

ACF141/Lec
Wednesday, March 1, 2023 9:15 AM (BC-03-115A (100))

ACF141/Sem1
Wednesday, February 8, 2023 11:15 AM (BC-02-308 (158))

ACF141/Sem1
Wednesday, February 8, 2023 12:15 PM (BA-01-009 (215))

BMG165/Lec
Thursday, February 2, 2023 9:15 AM (BC-08-104 / 104A (150))

If you know the seminar group that you are in you can also select only the activities that you need to attend- making it personal to you.

You can use the search bar to search for the seminar group you are in- e.g.- 'sem1'- you can then select all to select all of the relevant activities.

****Please note- you may be in different seminar groups for different modules so please select the correct group****

Click 'preview' once the correct activities are selected- if you do not know what seminar group you are in you can select all and then modify the timetable in a later stage.

All the activities that you have selected will now appear. This is a preview of your timetable.

VIEW TYPE **COMBINED** NEW EXISTING ⓘ

Days Time

TODAY < > May 2023

DAY WEEK MONTH AGENDA LEGEND

4
Thu

BMG165/Lec
BC-08-104 / 104A (150)
09:15-11:15

BMG165/Sem1
BC-05-209 (43)
11:15-12:15

Select 'Legend' to view the key for each activity i.e.- green for lecture, grey for seminar.

You are able to view your timetable by- Day, Week and Month.

CANCEL SAVE TIMETABLE

Click 'Save Timetable'.

This means that when you log in again you will not have to search for your timetable. Your timetable will be saved. The only time you will need to search for your timetable is the **first time you log in**. After this, it can be viewed under 'Timetables'.

Find timetable

Timetables

Profile

Help • Contact us

Europe/London (+01:00)

MY TIMETABLE Days Time Multiple weeks

TODAY < > April 24 - 30, 2023 WEEK 32

LANES DAY WEEK MONTH AGENDA LEGEND

	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30
08:00							
09:00			ACF141/Lec BC-08-104 / 10...	BMG165/Lec BC-08-104 / 10...			
10:00		BMG165/Sem2/... BC-11-201 (24)					
11:00			ACF141/Sem1	BMG165/Sem1			

Click into the activity to view more information.

This is now a saved version of your timetable.

Any updates to any of your scheduled activities will be updated automatically.

This is what will appear on the right hand side of the page when you **select the activity**.

This displays the:

- Date of Activity
- Time it starts and ends
- Duration of activity
- Room number
- Teaching staff
- Weeks the activity occurs

If you are seeing an activity that you no longer need to attend or you have added the wrong activity, you can click **'remove'** and this activity will be deleted from your timetable.

ACF141/Lec
×

Lecture

26/04/2023

09:15-11:15

2h

BC-08-104 / 104A (150)

AFE_Aine Doran

2-4, 6-9, 12-14

REMOVE

Find timetable

Timetables

Profile

Help • Contact us

Europe/London (+01:00)

MY TIMETABLE
Days
Time
Multiple weeks
SUBSCRIBE

TODAY
April 24 - 30, 2023
WEEK 32
LANES
DAY
WEEK
MONTH
AGENDA
LEGEND

	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30
08:00							
09:00			ACF141/Lec BC-08-104 / 10...	BMG165/Lec BC-08-104 / 10...			
10:00		BMG165/Sem2/... BC-11-201 (24)					
11:00			ACF141/Sem1	BMG165/Sem1			

Click **'Subscribe'**.

This adds your timetable to your personal calendar- this can be on a laptop/ computer or mobile device.

Subscribe to your calendar

You can subscribe to your calendar using any app that accepts the iCal format. Your app will receive calendar updates. Below, click your app's icon.

My calendar app is not in the list

Try the "Subscribe" button below. Your browser will attempt to use your default calendar app to subscribe to the calendar

SUBSCRIBE

Manual subscription

If you want to subscribe to your calendar manually, most calendar apps enable you to subscribe using a URL. Copy the URL below and follow your calendar app's subscription instructions.

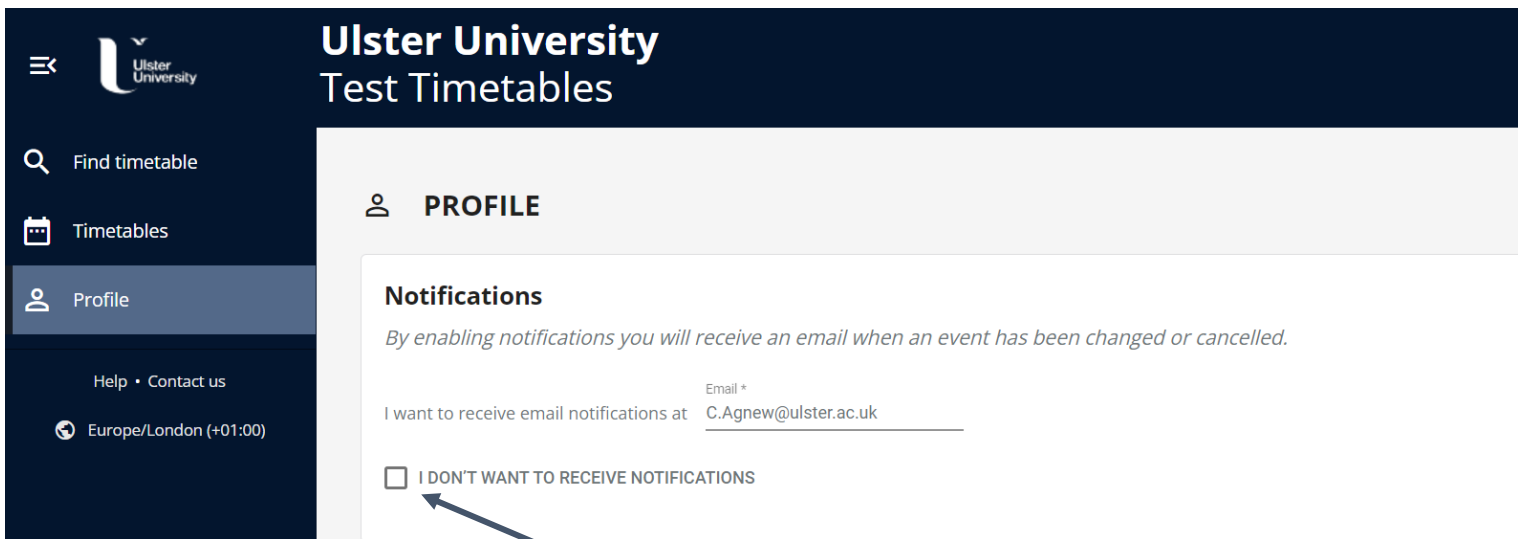
```
https://scientia-eu-v4-api-d5-02.azurewebsites.net/api/ical/ea9def91-a619-4785-a453-8a07fdde6ea6/bdd1e07c-f83b-40fb-a0bc-c64600e45de5/timetable.ics
```

COPY

These are the options that you can subscribe to your personalised calendar. Simply lick any of the icons and your timetable will automatically appear.

Any updates to your timetable will automatically updated on the selected calendar that you have chosen/

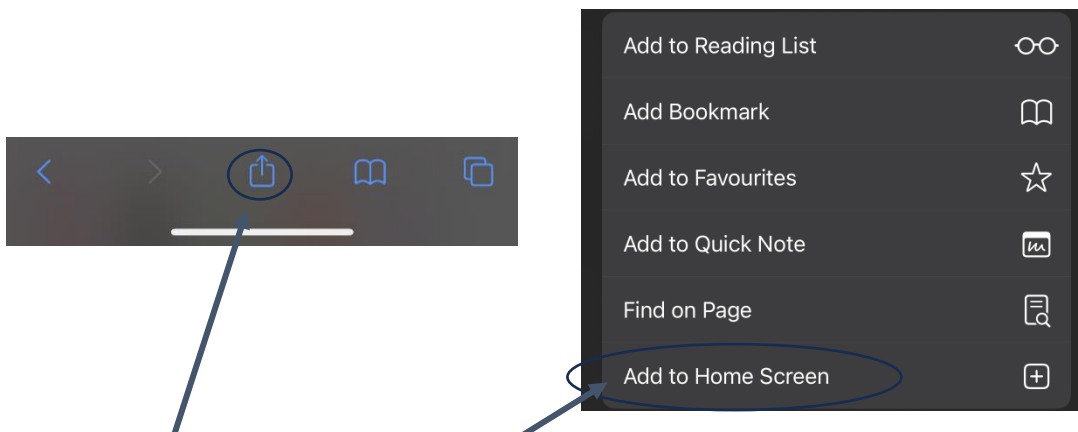
If your calendar is not on the list of icons, simply follow the manual instructions on screen to add to any calendar.



If an activity has been changed within 7 days, you can receive an email notification of this. A change can include room/ day/ time change.

In the 'Profile' tab make sure the box is **unticked** so that you receive notifications.

You can enter any email address that you want the email notifications to be sent to. This can be your university/ personal email.



If you cannot subscribe to your timetable and you want a quick way to access Publish. On any smartphone, you can save a webpage to your phone home page.

This way it saves just like an app! Screenshot above shows saving it on an iPhone.

You are now set-up for your semester!

You will only have to follow this process the **first time** that you log in to Publish. After this, simply click 'Timetables' and you will automatically see your saved timetable.