Overview
Through the MySaint portal students are able to view a personal timetable of their core module activities. This displays activity details including day, time, location, week span and staff member, as shown below.

Procedure
- For module Activities to display in MySaint, the Syllabus Plus Activity must be attached to an Activity Template. Students are not attached to an Activity directly but are allocated to the associated template once they have been advised on to the module.

- The Timetabling Services Team will create the relevant templates and allocate students as necessary – this is based on the Activity Type designated by the School. Currently, students are allocated only to Core Activities.

- For this purpose, Core Activity is not used in the academic sense to designate the status within the curricular or programme structure but refers to any module activity in Syllabus Plus where all of the students should attend all of the sessions. For example:
  - Lectures for a module are held for one hour each on Mondays and Tuesdays. All the students are expected to attend both lectures each week. This is designated a Core Activity.
  - Lectures for another module are scheduled on Mondays at 11:00 and 12:00. Students attend only one of the lectures each week. Neither booking is designated a Core Activity but as Activity Type ‘Lecture’.
  - Three tutorials are scheduled per week for a module, but students attend only one per week. These are not Core Activities but Activity Type ‘Tutorial’.

If an activity is not marked ‘Core Activity’ in Syllabus Plus, an Activity Template will not be created and details will not appear in personal timetables.

Duplicating Core Activities
If you create a new Activity by duplicating a Core Activity that is already attached to an Activity Template (check the Delivery tab), you must unlink the new activity from the original Template.