IT user guide

Personalised iCalendar Teaching Timetable Feed for Staff and Students

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1 About the service
The iCalendar timetable feed service provides personalised iCalendar (or ical) timetables for subscription into 3rd party applications such as Google calendar and mobile handsets such as iPhone.

The iCalendar feeds are in standard .ics format, and present a list of the student and staff teaching events driven from the student data system and timetable information.

The feeds are updated regularly, although there will be some time delay between any timetable or group allocation changes. Normally this will be every 2 hours, however this is a service and there may be update disruptions. Each iCalendar event holds information in the event to tell you when the data was last updated.
2 How do I get my personalised iCalendar feed?

2.1 Students
Your personalised feed url is of the form:
http://www.kent.ac.uk/timetabling/ical/[id].ics

where the value [id] is an integer that is specific to each student.

You get this url by going to www.kent.ac.uk/timetabling/icalendar and logging in.

2.1.1 Why does it say ‘Your iCalendar feed is not currently available’?
If you are not yet registered, or you do not have any appropriate teaching timetable event associations, no iCalendar feed will be produced for you.

(If you have a student timetable displayed in the portal, but no icalendar feed is produced after 4 hours, please contact timetabling@kent.ac.uk with icalendar in the email subject)

2.1.2 Data protection
The icalendar feeds are open access, so in principle anyone could view a personalised calendar feed e.g. your parents could also view your teaching timetable on their iphone if you sent them the link! But there is no identifying information within the icalendar feed file.

3 How do I use my iCalendar feed?
You can subscribe to your personalised calendar feed from many calendar applications so that your teaching timetable will be presented alongside your personal calendar. Here are instructions for some mainstream platforms.

Note: Unfortunately you cannot subscribe to a calendar feed in Outlook Web Access – although students can use the Windows Live Calendar feature which has some useful functionality (see below).

3.1 Student Kent email account
You can add your calendar subscription to as a layer alongside your personal calendar in your Kent email account. Go to your calendar and right click on Other Calendars > Add Calendar – select calendar from the internet and then paste in the url from step 2 above.
Once the calendar has imported, you can view it, and use it to print a daily of weekly schedule.

3.2 Google calendar

In Google Calendar click Add next to Other Calendar and use Add by URL. Please note that Google calendar refresh rates vary, and sometimes the subscription takes a while to update. Each event has a timestamp which shows when the feed was last updated at the source.
Under settings > notifications you can elect to receive an email of your daily schedule and SMS of any event changes.

3.3 iPhone
You have two choices of how to get the icalendar subscription to your iPhone – subscribe directly or use Google sync.

3.3.1 Direct subscription
Send the ical link to yourself by email and then click on it – the subscription is then automatic and you get the following screens:
3.3.2 Through Google Sync
Go to https://www.google.com/calendar/iphone-select
Then on your iphone under Google sync:

3.3.3 iPhone timezone
If your events are appearing at the wrong time in your iphone calendar, this is probably because your iphone timezone is not set to the local timezone:

To change your iphone timezone, Set whether iPhone sets the date and time automatically
Choose General > Date & Time and turn Set Automatically on or off.

If iPhone is set to update the time automatically, it gets the correct time over the cell network, and updates it for the time zone you're in.

Set the time manually
Choose General > Date & Time and turn Set Automatically off. Then enter a time zone, date, and time.

Turn on Calendar time zone support
Choose General > Date & Time and turn Time Zone Support on. When Time Zone Support is on, Calendar displays event dates and times in the time zone set for your calendars. When Time Zone Support is off, Calendar displays events in the time zone of your current location.

3.4 Android
Through Google calendar.

Subscribe to your feed in Google Calendar as above.
After you subscribe to the calendar, make sure it is synced with your Android phone - open Calendar and hit Menu to see My Calendars.

3.5 Symbian
Through Google calendar + Google Sync

http://www.google.com/mobile/sync/

Subscribe to your feed in Google Calendar as above.

3.6 Blackberry
Through Google using Google Sync.

http://www.google.com/mobile/sync/

Subscribe to your feed in Google Calendar as above.

By default Google Sync will only download events for your main Calendar. If you would like to synchronize additional calendars you can select them on the 'Google Sync > Options' screen.

4 Feedback
If you have any feedback or questions about this service, please contact timetabling@kent.ac.uk with iCalendar in the subject line.