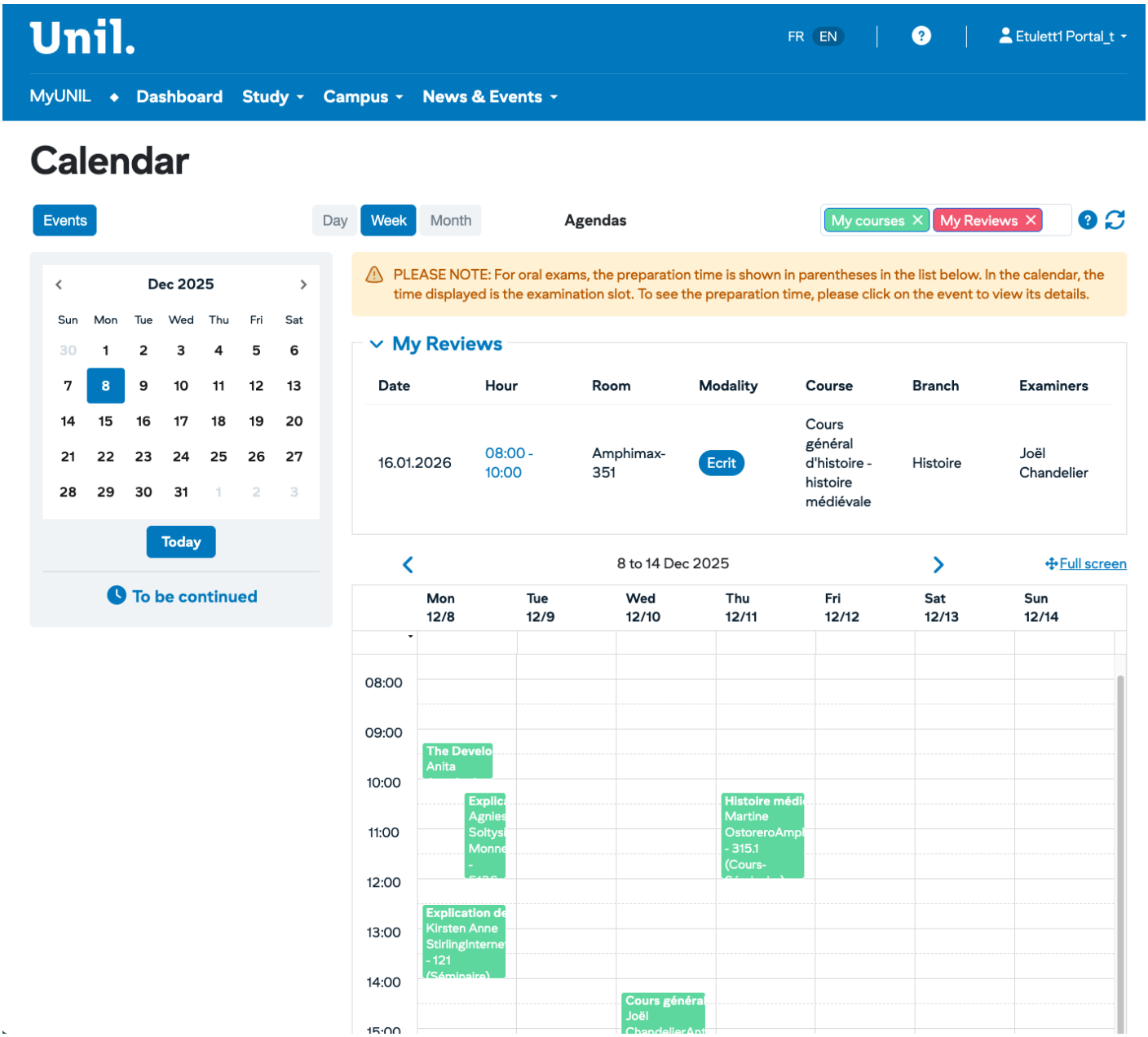
Access and synchronize calendars (courses, exams)

The Academic Calendar

The calendar is the central tool for viewing your course timetables and exam dates. It provides a consolidated view of your university schedule.

> **Access**: Menu **Study → Calendar**
>
> **URL**: https://my.unil.ch/calendar



Accessing the Calendar

From the navigation bar, click on the **Étudier** menu to display the following options:

Option	Description
Calendar	Displays your course timetables and exams

Interface Elements

Top Toolbar

The toolbar at the top of the calendar allows you to customise the display:

Agenda Button

Located on the left, the **Agenda** button provides access to your personal diary.

Display Modes

Two buttons allow you to change the calendar view:

- **Week** — displays the selected week (default view)
- **Month** — displays the full month

Agenda Filters

On the right, coloured labels allow you to filter the events displayed:

Label	Colour	Description
My exams	Red	Shows or hides your exams
My courses	Green	Shows or hides your courses

Click on the cross (×) of a label to hide the corresponding category. Click again to show it.

The Mini-Calendar

On the left side of the screen, a mini-calendar allows you to navigate quickly:

- Use the **<** and **>** arrows to change month
- Click on a date to display the corresponding week
- Today's date is highlighted (blue circle)
- The **Aujourd'hui** button returns to the current date

"À suivre" Section

Below the mini-calendar, the **À suivre** (Coming up) section displays your upcoming important events.

The Exam List

At the top of the main area, the **Mes examens** section displays the list of your exams in table format:

Column	Description
Date	Exam date (e.g.: 16.01.2026)
Heure	Time slot (e.g.: 08:00 - 10:00)
Salle	Exam location (e.g.: Amphimax-351)
Modalité	Exam type: Écrit (Written), Oral, etc.
Cours	Name of the course concerned
Branche	Subject area (e.g.: Histoire)
Examinateurs	Name of the examiner(s)

> ⚠ **Warning — Oral Exams**
> For oral exams, the preparation time is shown in brackets in the list. In the calendar, it is the examination time that is displayed. To find out the preparation time, click on the event to view the details.

The Weekly View

The lower part displays your timetable in a weekly grid format:

Navigation

- Use the **<** and **>** arrows to move to the previous or next week
- The period displayed is shown in the centre (e.g.: "15 au 21 déc. 2025")
- Click on **+ Plein écran** to enlarge the view

Grid Structure

Element	Description

Columns	Days of the week (Mon. to Sun.) with date
Rows	Time slots (from 09:00 to 18:00 and beyond)
Coloured blocks	Events (courses or exams)

Event Blocks

Each event appears as a coloured block containing:

- The name of the course or exam
- The name of the lecturer
- The location (building and room)
- The type (Cours, Séminaire, etc.)

Colour code:

Colour	Meaning
Green	Courses and seminars
Red	Exams

Click on a block to display the full details of the event.

Advanced Features

Full Screen Display

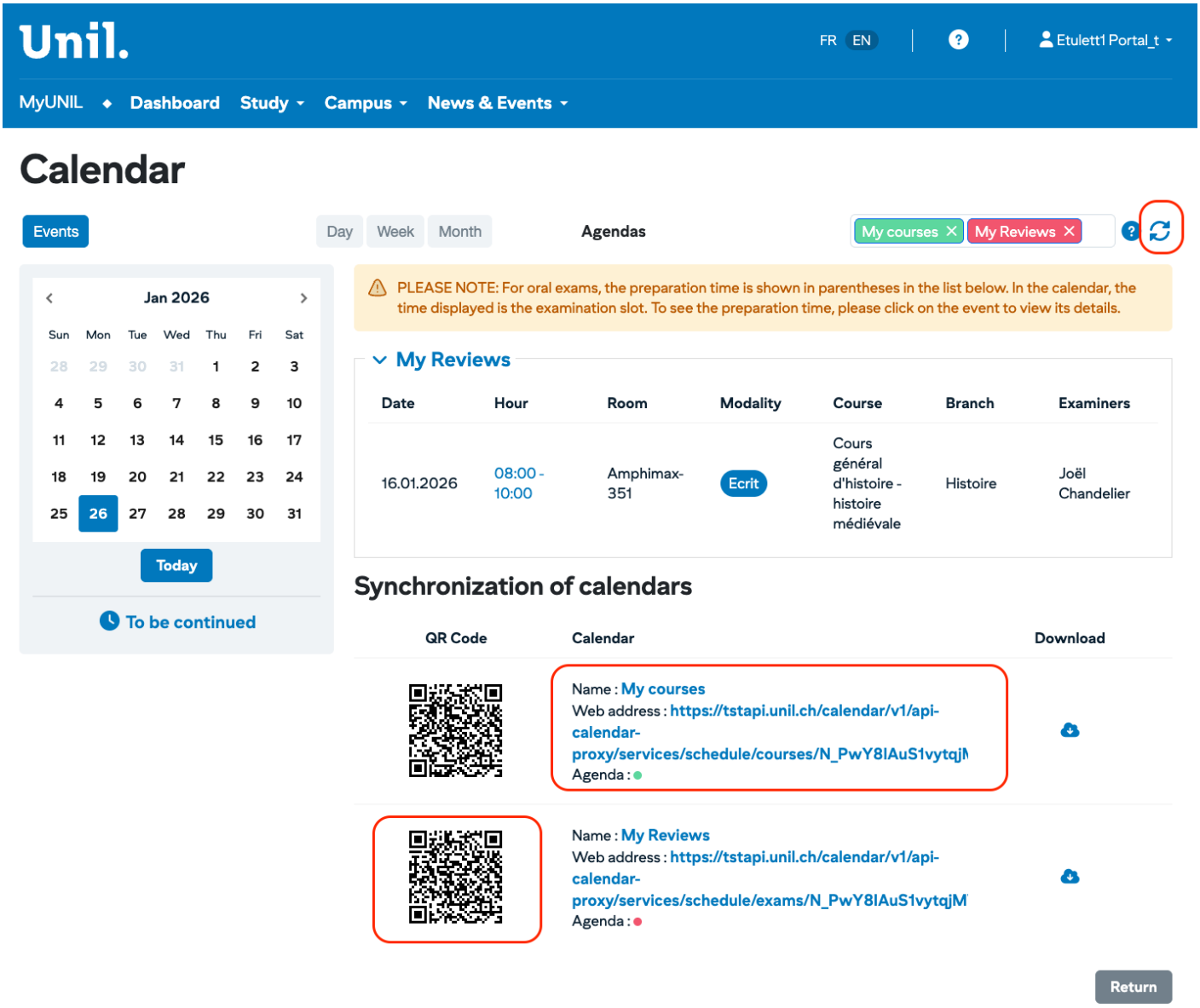
Click on **+ Plein écran** (top right of the grid) to enlarge the calendar for better visibility.

Synchronisation with External Tools

Your course and exam calendars can be synchronised with:

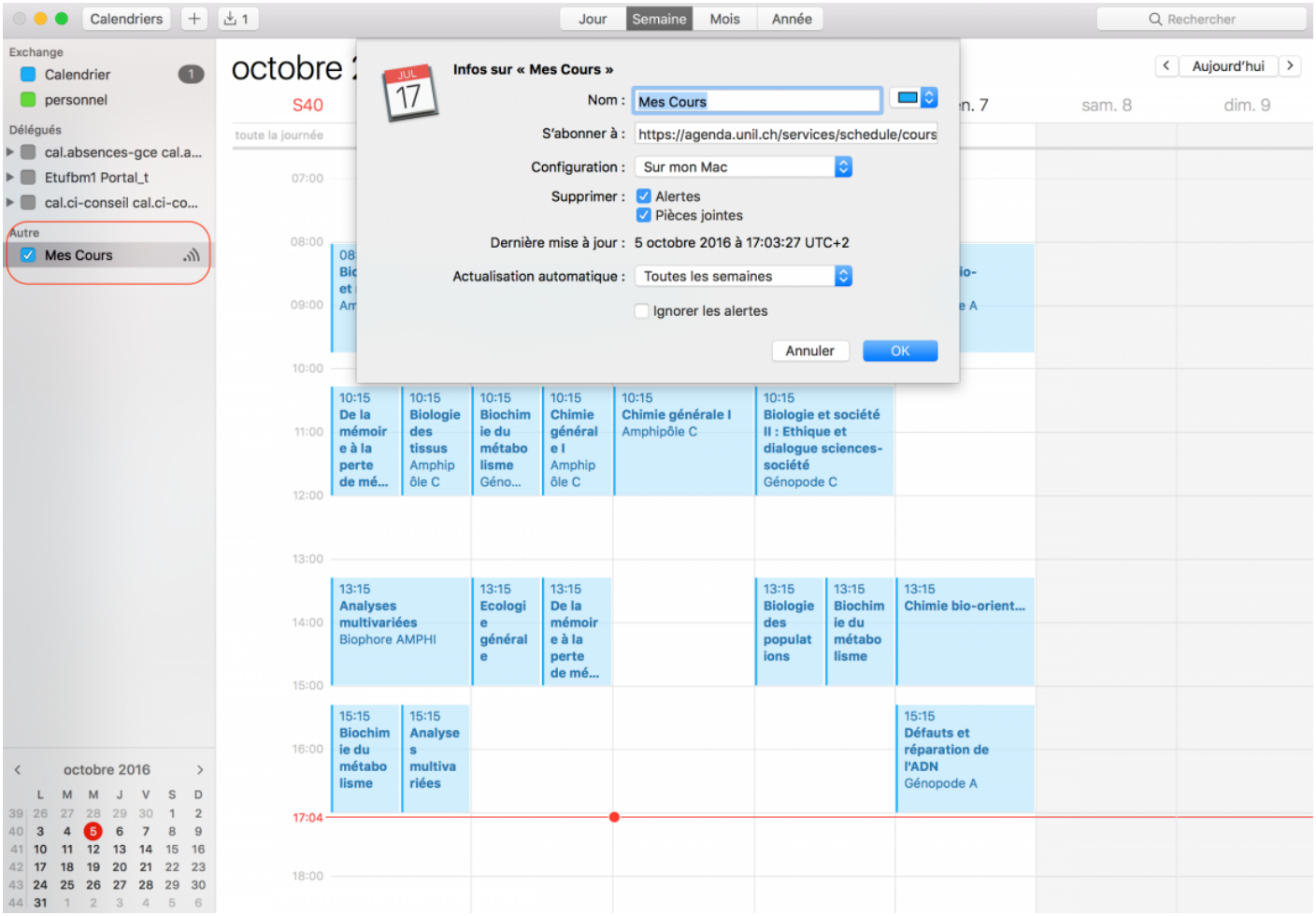
- Your smartphone (iOS and Android)
- Google Calendar
- Outlook
- Other applications compatible with iCal format

To configure synchronisation, check your diary settings.



Apple Calendar

1. Copy the synchronization address
2. Open calendar application
3. File -> Calendar Subscription
4. Paste the address into the Calendar URL field
5. Configure the calendar name and color



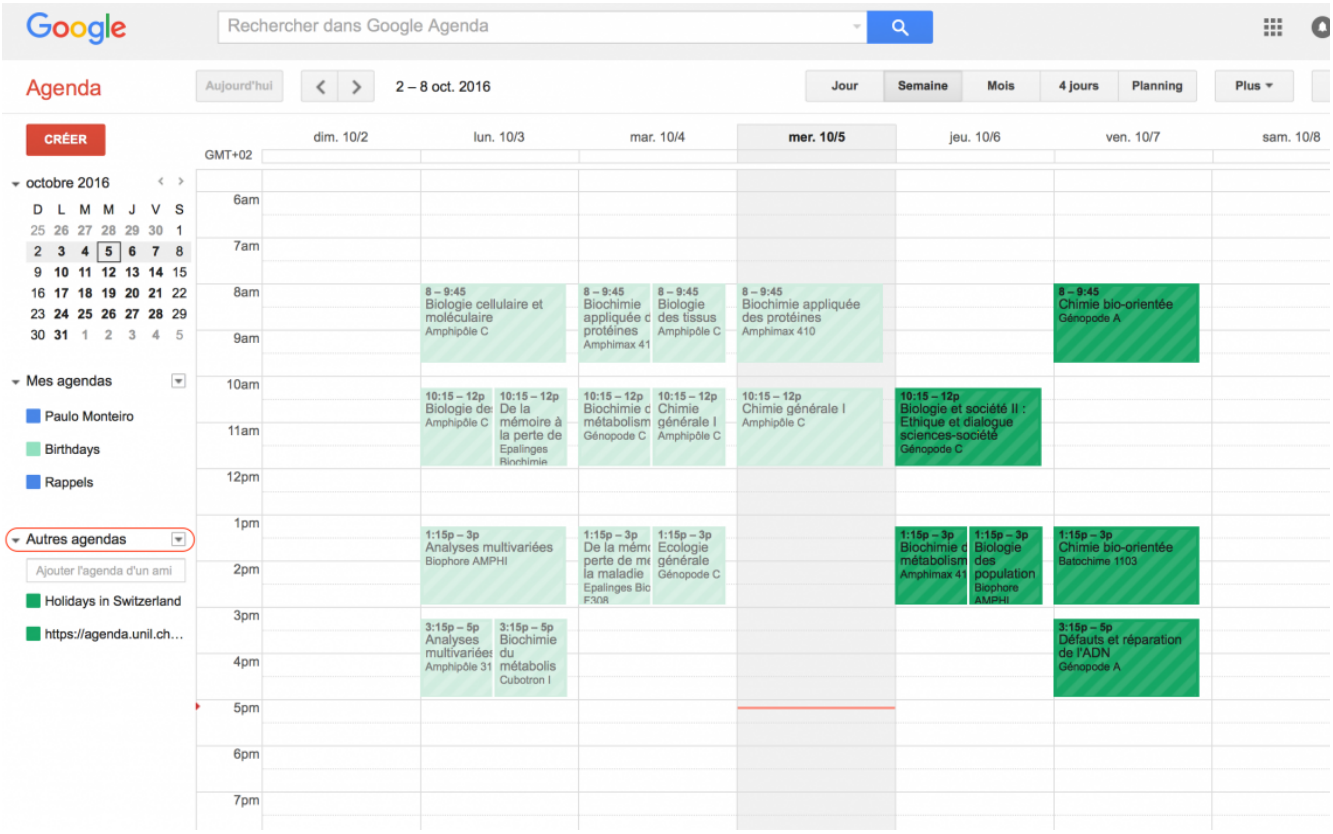
Result in Apple Calendar

iPhone/iPad

1. Copy the synchronization address via the QR-Code
2. Go to Settings -> Calendar -> Accounts
3. Add new account -> Select type “Other”
4. Add a calendar with subscription
5. Paste the link in the server field

Google agenda

1. Sign in Google Calendar
2. Go to the menu of “Other Agendas”
3. Add URL
4. Paste link in field



Google Calendar results

Contextual Help

Click on the **?** button (to the right of the agenda filters) to access the calendar's contextual help.

Interface Summary

Area	Function
Toolbar	Change view, filter agendas
Mini-calendar	Quick navigation by date
Exam list	Summary table of exams
Weekly grid	Timetable visualisation
Event blocks	Course and exam details

Tips for Use

- Check your calendar regularly to verify any changes to times or rooms.
- Use the filters to display only courses or exams according to your needs.
- For oral exams, make sure to note the preparation time as well as the examination time.
- Synchronise your calendar with your smartphone to receive reminders.
- During exam periods, carefully check the rooms allocated to you.

This documentation is part of the official user help for the MyUNIL portal.
University of Lausanne – IT Centre

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