



# Timetabling query resolution guide

## Query:

### I have deleted/moved a timetabled activity in my Calendar

You can use the 'Calendar Reset' tool to reset the teaching activities in your calendar, back to their original state. There are two ways you can do this, both are outlined below.

**Please note – You are only able to reset your calendar once within 24 hours.**

#### Using the MyUoL app

##### Step 1

Open the MyUoL app

##### Step 2

Click the tile labelled 'Reset your Calendar'.

*A page will pop up on your screen, confirming that you have reset the teaching activities in your University Calendar.*

##### Step 3

Close the screen.

*You will now be able to continue using the MyUoL app.*

#### Using the web link

##### Step 1

Head to the [Calendar Reset web page](#).

##### Step 2

Click the text which says 'Reset timetabled appointments in your University Calendar'

##### Step 3

You will be taken to a page which says 'Your appointments will be reset.'

##### Step 4

You have now successfully reset the timetabled activities in your University Calendar. Simply close the page and the process is complete.