Choose from the following five timetable viewing options:

<table>
<thead>
<tr>
<th>1. All Units (List View)</th>
<th>Displays list/spreadsheet of classes for unit(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>(This is the easiest method to view unit structure)</em></td>
</tr>
<tr>
<td></td>
<td>This function is useful for:</td>
</tr>
<tr>
<td></td>
<td>• Viewing the class timetables for a large number of units. (up to 25 units at a time)</td>
</tr>
<tr>
<td></td>
<td>• Sorting the class timetables by activity characteristics. (e.g. Location, Day, etc.)</td>
</tr>
<tr>
<td></td>
<td>• Searching the class timetables by keywords.</td>
</tr>
<tr>
<td></td>
<td>• Printing the list of classes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. All Units (Week View)</th>
<th>Displays week view (calendar) of classes for unit(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This function is useful for:</td>
</tr>
<tr>
<td></td>
<td>• Viewing the timetable for a small number of classes.</td>
</tr>
<tr>
<td></td>
<td>• Checking for overlaps in timeslots between different classes.</td>
</tr>
<tr>
<td></td>
<td>• Viewing the timetables week-by-week.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Departments</th>
<th>Displays all classes in department(s), in either:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• list view, or</td>
</tr>
<tr>
<td></td>
<td>• calendar view</td>
</tr>
<tr>
<td></td>
<td>This function is primarily intended for Department Administrator tasks and planning.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Academic Staff</th>
<th>Displays the classes taught by staff, in either:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• list view, or</td>
</tr>
<tr>
<td></td>
<td>• calendar view</td>
</tr>
<tr>
<td></td>
<td>This function is primarily intended for staff reviewing their teaching timetable commitments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Locations</th>
<th>Displays the classes and the bookings scheduled in location(s), in either:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• list view, or</td>
</tr>
<tr>
<td></td>
<td>• calendar view</td>
</tr>
<tr>
<td></td>
<td>This function is useful for:</td>
</tr>
<tr>
<td></td>
<td>• Viewing the classes and bookings that are scheduled in the location(s).</td>
</tr>
<tr>
<td></td>
<td>• Checking the availability of the location for specific date(s).</td>
</tr>
<tr>
<td></td>
<td>• Checking the usages of certain specialty equipment.</td>
</tr>
</tbody>
</table>
1 All Units (List View)

Select unit(s): Hold 'Ctrl' & left click to select more than one unit

Select the Session (or specific weeks) and select the Days

View Timetable  Reset
Search Unit(s) (Optional)

If you are having difficulty scrolling through the list to find your units, you can refine the list by either (or both):

- Selecting the department, and/or
- Searching the keywords.

Selecting a department displays only the units with that department.

Searching the keyword displays only the units which contain the word/characters.
Search Tip: You can search with any unit information appearing on the list.

Examples
Unit description (Foundations...)
Prefix (ISYS, FIN...)
Suffix (200, 308...)
Session (S1, S2...)
Offering (Day, Ext...)
Combination of keywords (ISYS100/S1/Day).

Advanced Search Tip: Underscore characters (_) act as wildcard characters. Use it to filter multiple specific characteristics of the units.

Examples
Searching ACCG___/S2 will display only the units which has prefix ‘ACCG’ that are offered in session 2.

Searching LAW ___/__/Ext will display only the units which has prefix ‘LAW’ that are offered in External mode, in any available session.
(Note the space between the unit prefix and the numbering, whenever the prefix is 3-letters long.)

Searching L______/__/Ext will display only the units which has prefix beginning with ‘L’, that are offered in External mode.
Select Period

Select Period(s):

Select session or leave as default to view all sessions at the same time

Click **View Timetable** to continue

Now the list of classes for the selected units will be displayed.

The following instructions are some tips and tricks to use the timetable viewer effectively.

Viewing the Information

Hover over the week pattern to see specific dates

To go back & amend the unit selection, click the back arrow

Click the room to view its photo & more information
Reading the Timetable

Each class is named in the following format:

**STAT171/S1/Day/Lecture_2/01**

Most units have a few different class types (also called activities), and require the students to attend one class from each class type in each week.

This tells you the unit runs in Session 1 with a Day offering, it’s the second Lecture/activity and it’s Class 1.

**ACCG101/S2/Evg/Tutorial_1/28**

This tells you the unit runs in Session 2 in the Evening, it’s a Tutorial and Class 28.

**SOC 180/S1/Day/Lecture_1/01**

**SOC 180/S1/Day/Lecture_1/02** iLecture

This tells you this unit has a Lecture as well as an iLecture. iLectures mean no attendance is necessary and you can get the recorded Lecture online (you can enrol in, and attend, the physical lecture or enrol in the iLecture and not attend the physical Lecture). Not all units have this option.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Session</th>
<th>Activity type</th>
<th>Class number</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT171</td>
<td>S1</td>
<td>Lecture_2</td>
<td>01</td>
</tr>
</tbody>
</table>

In the above example, CHIR113/S1/Day has five different class types (Lecture_1, Lecture_2, Tutorial_1, Tutorial_2 and Tutorial_3), meaning the students will attend five different classes each week they run.
Separating the Timetables

Calling up multiple units can give you a merged list like this:

![Merged Timetable Example]

Or you can separate multiple units like this:

![Split Timetable Example]
Searching the Timetable

Search Tip: You can search any information displayed on the timetable to refine the list.

Examples
Activity types (Lecture, Tutorial...)
Locations (Lotus, E5A...)
Day (Wednesday...)
Staff names (Ian...)
Start time (3:00...)
Any combinations of keywords (‘Lecture Wednesday’...)
### Sorting the Timetable

You can sort a column in descending or ascending order by clicking on the heading.

<table>
<thead>
<tr>
<th>Name</th>
<th>Day</th>
<th>Start</th>
<th>Finish</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSL388/S2/Day/Tutorial_1/03</td>
<td>Monday</td>
<td>10:00am</td>
<td>11:30am</td>
<td>1:30</td>
</tr>
<tr>
<td>BUSL388/S2/Day/Tutorial_1/04</td>
<td>Monday</td>
<td>11:30am</td>
<td>1:00pm</td>
<td>1:30</td>
</tr>
<tr>
<td>BUSL388/S2/Day/Tutorial_1/01</td>
<td>Wednesday</td>
<td>10:00am</td>
<td>11:30am</td>
<td>1:30</td>
</tr>
<tr>
<td>BUSL388/S2/Day/Tutorial_1/02</td>
<td>Wednesday</td>
<td>11:30am</td>
<td>1:00pm</td>
<td>1:30</td>
</tr>
<tr>
<td>BUSL388/S2/Day/Lecture_1/01</td>
<td>Wednesday</td>
<td>4:00pm</td>
<td>5:30pm</td>
<td>1:30</td>
</tr>
<tr>
<td>BUSL388/S2/Day/Tutorial_1/05</td>
<td>Thursday</td>
<td>5:00pm</td>
<td>6:30pm</td>
<td>1:30</td>
</tr>
<tr>
<td>BUSL388/S2/Day/Tutorial_1/06</td>
<td>Thursday</td>
<td>6:30pm</td>
<td>8:00pm</td>
<td>1:30</td>
</tr>
</tbody>
</table>

**Sorting Tip:** Clicking the column header of the already sorted characteristic will sort the list in reverse order.

**Sorting Tip 2:** You may search with keywords before sorting the list to obtain a filtered and sorted timetable.

**Advanced Sorting Tip:** You can sort the list by multiple characteristics simultaneously, by using Shift+Click. After sorting the list once, hold ‘Shift’ and left-click the other characteristics that also needs to be sorted while keeping the previous sorting rule intact.

**Example**

In the above screenshot, ‘Day’ has been sorted first (by left-click) to display Monday on top, and ‘Start’ has been sorted second (by shift+click) to sort the list chronologically.
2 All Units (Week View)

Select Unit(s)
Same as 1 All Units – List View.

Select Period
Same as 1 All Units – List View.

Select day(s) of the week.
Default selection is viewing All Week.

Click View Timetable to continue

Now the Week View of classes for the selected units will be displayed.
Viewing the Timetables by Single Week

**Click the calendar icon** to change the week displayed

Then navigate through the calendar and **click the date** to view the week

You can navigate through the weeks by clicking the arrow icon

Dates are now changed

**Click the box** to expand information and display specific dates

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**Note:** If you wish to return to the original dates, click on the navigation bar
3 Departments

Select the department you wish to view. Ctrl & left click to select more than one.

Note – selecting ‘Faculty’ will display those units that do not belong to a specific department, (eg. FOSC300 belongs to the Faculty of Science and not to a department). It will not show all classes belonging to that Faculty.

Select the session you wish to view. Leave it as default to view all sessions at the same time.

Select day(s) of the week. Default setting is All Week.

Choose List View or Calendar (week view) & click View Timetable to view your selection.

You can then use the sort and search functions in List view, and you can navigate through the weeks in Week View, as shown previously.
4 Academic Staff

You can search via Department, or type in their name or scroll through the list.

You must select a session to view. You can also select the Day(s). ‘All Year’ is the default.

Choose how you want it displayed and click View Timetable. The class(es) being taught by that staff member will be displayed.

You can then use the sort and search functions in List view, and you can navigate through the weeks in Week View, as shown previously.
# 5 Locations

You can search by building (e.g., C5A will display that building).

You can select a location/room to see the activities within.

You must select the period you wish to view.

You can further refine the search by selecting the Day(s).

Choose how you want it displayed and click View Timetable. The activities running in that location will be displayed.

You can then use the sort and search functions in List view, and you can navigate through the weeks in Week View, as shown previously.