2021 Timetable Viewer link: https://timetables.mq.edu.au/2021/

Choose from the following five timetable viewing options:

1. All Units (List View)

Displays **list/spreadsheet** of classes for unit(s).

(This is the easiest method to view unit structure)

This function is useful for:

- **Viewing the class timetables for a large number of units. (up to 25 units at a time)**
- **Sorting the class timetables by activity characteristics. (e.g. Location, Day, etc.)**
- **Searching the class timetables by keywords.**
- **Printing the list of classes.**

2. All Units (Week View)

Displays **week view** (calendar) of classes for unit(s).

This function is useful for:

- **Viewing the timetable for a small number of classes.**
- **Checking for overlaps in timeslots between different classes.**
- **Viewing the timetables week-by-week.**

3. Departments

Displays all classes in **department(s)**, in either:

- list view, or
- calendar view

This function is primarily intended for Department Administrator tasks and planning.

4. Academic Staff

Displays the classes taught by **staff**, in either:

- list view, or
- calendar view

This function is primarily intended for staff reviewing their teaching timetable commitments.

5. Locations

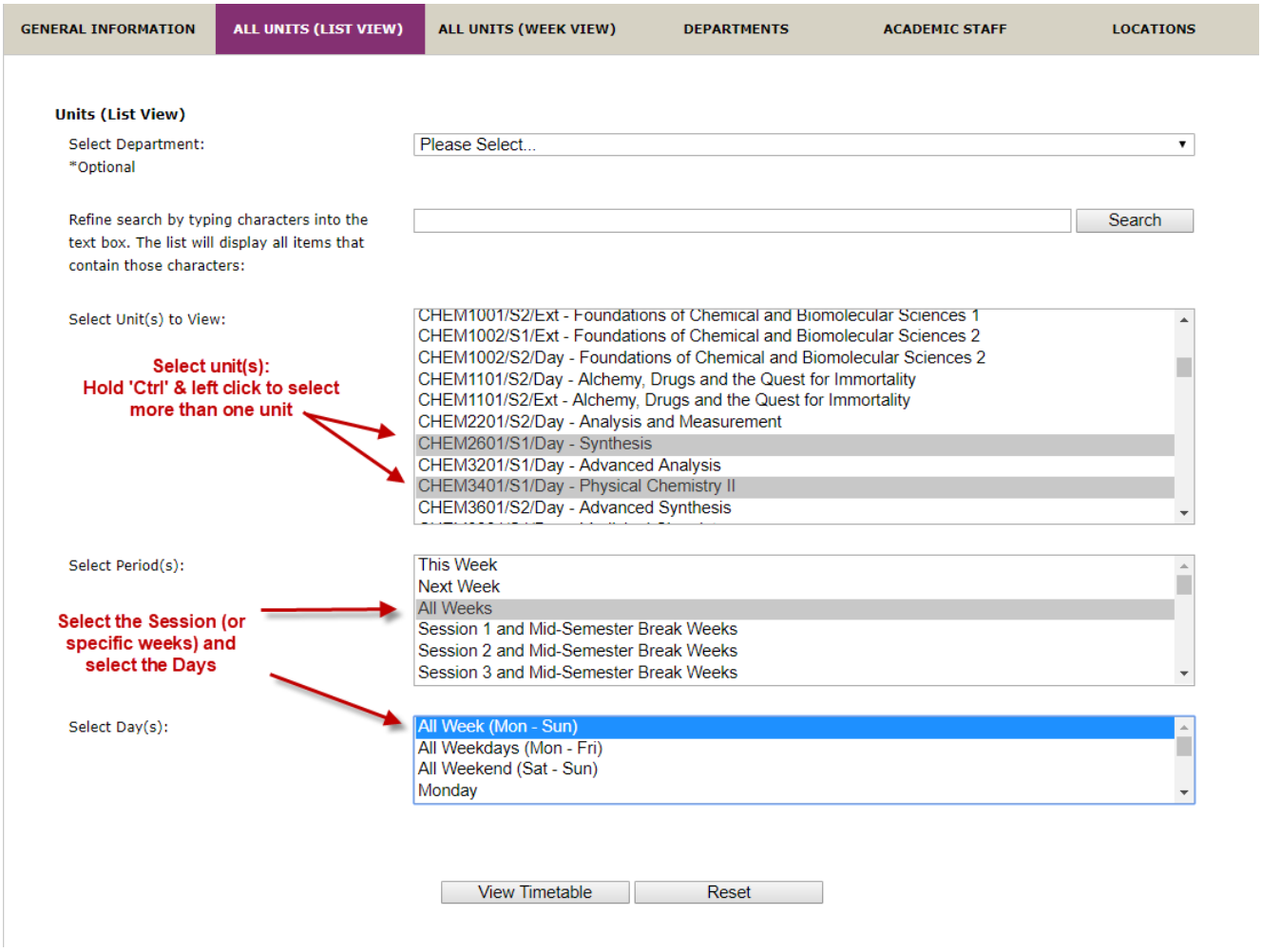
Displays the classes and the bookings scheduled in **location(s)**, in either:

- list view, or
- calendar view

This function is useful for:

- **Viewing the classes and bookings that are scheduled in the location(s).**
- **Checking the availability of the location for specific date(s).**
- **Checking the usages of certain specialty equipment.**

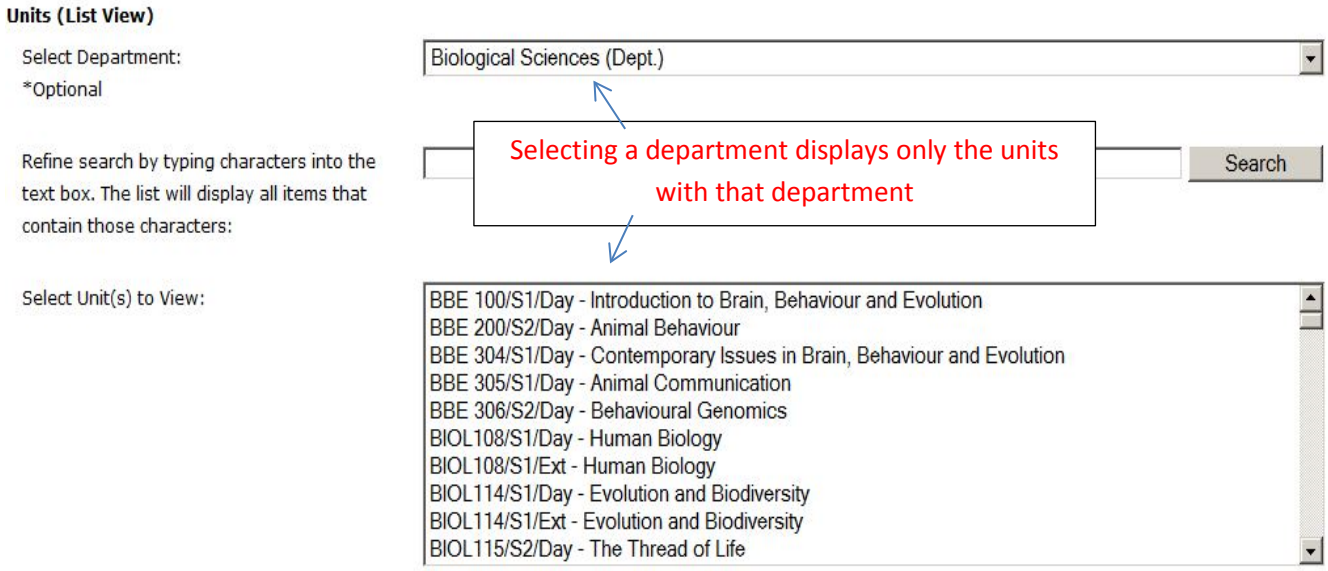
1 All Units (List View)



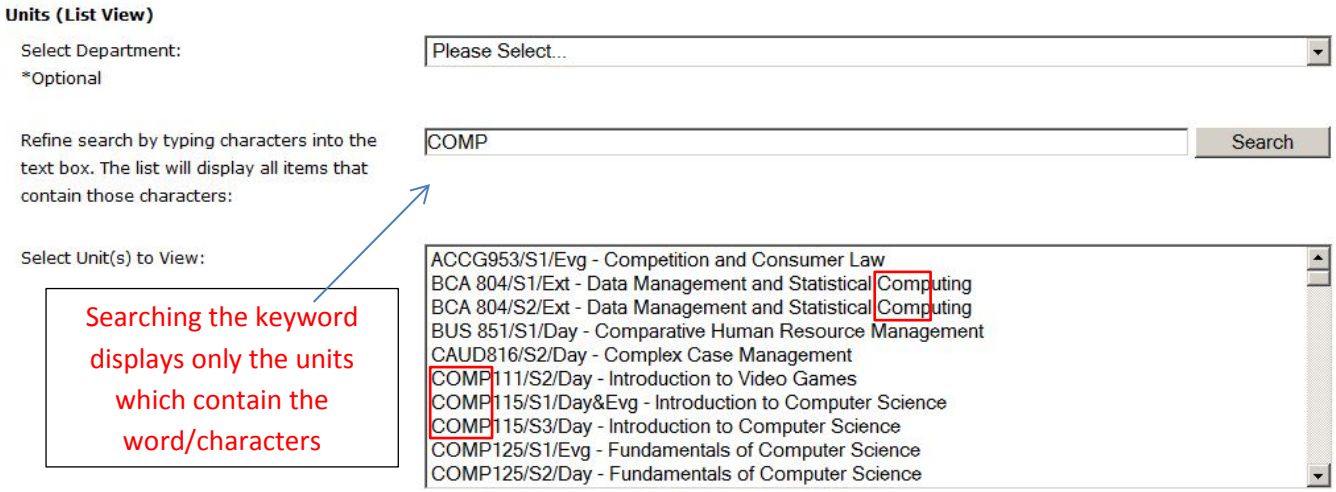
Search Unit(s) *(Optional)*

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.



Or…



Or…

Search Tip: You can search with any unit information appearing on the list.

<u>Examples</u>
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.

<u>Examples</u>
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

This Week
Next Week
All Weeks
Session 1 and Mid-Semester Break Weeks
Session 2 and Mid-Semester Break Weeks
Session 3 and Mid-Semester Break Weeks

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

Print Split Merge

COMP247/S1/Day: Data Communications (Offered By: Computing (Dept.))

Name	Day	Start	Finish	Duration	Weeks	Location
COMP247/S1/Day/Lecture_1/01	Monday	12:00pm	2:00pm	2:00	9-14,17-23	C5C T1 Theatre
COMP247/S1/Day/Lecture_2/01	Thursday	5:00pm	6:00pm	1:00	9-14,17-23	C5C T1 Theatre
COMP247/S1/Day/Practical_1/01	Thursday	12:00pm	2:00pm	2:00	9-14,17-23	E6A 240 Engineering Lab
COMP247/S1/Day/Practical_1/02	Tuesday	4:00pm	6:00pm	2:00	9-14,17-23	E6A 240 Engineering Lab
COMP247/S1/Day	Tuesday	11:00am				E6A 240 Engineering Lab
COMP247/S1/Day	Tuesday	9:00am				E6A 240 Engineering Lab
COMP247/S1/Day	Friday	4:00pm				E6A 240 Engineering Lab
COMP247/S1/Day	Wednesday	4:00pm	6:00pm	2:00	9-14,17-23	E6A 240 Engineering Lab
COMP247/S1/Day/Practical_1/07	Monday	5:00pm	7:00pm	2:00	9-14,17-23	E6A 240 Engineering Lab
COMP247/S1/Day/Practical_1/08	Friday	2:00pm	4:00pm	2:00	9-14,17-23	E6A 240 Engineering Lab

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

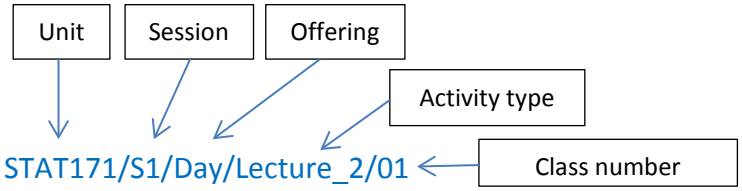
Click the room to view its photo & more information

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.

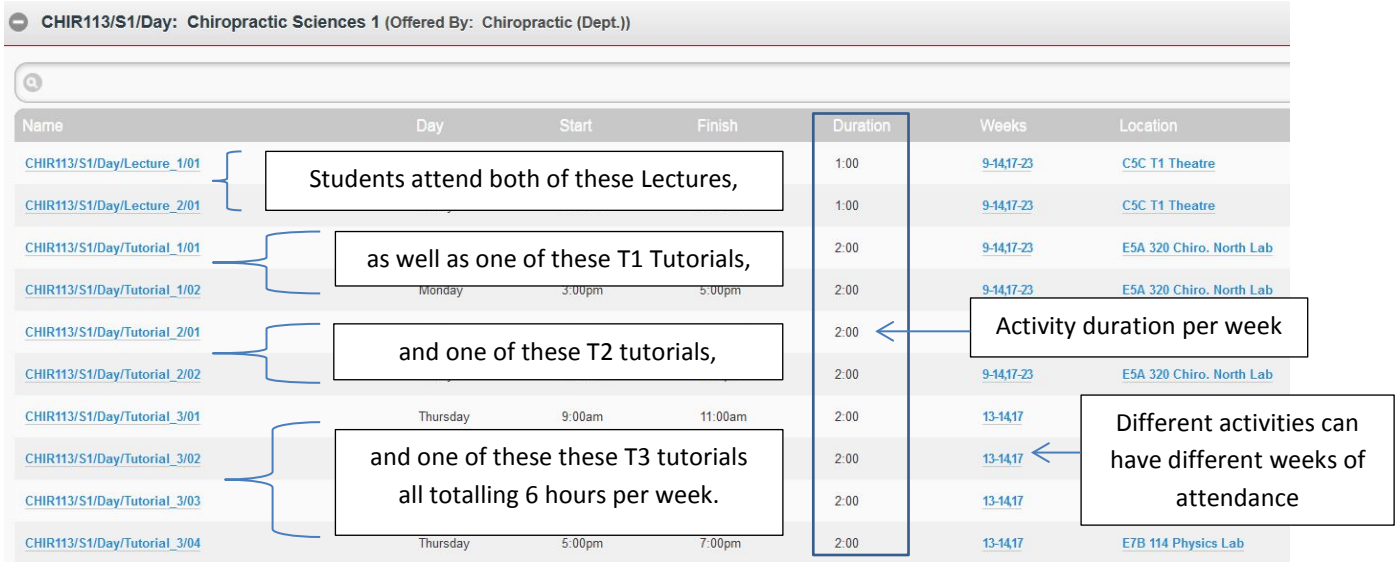
ACCG101/S2/Evg/Tutorial_1/28

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

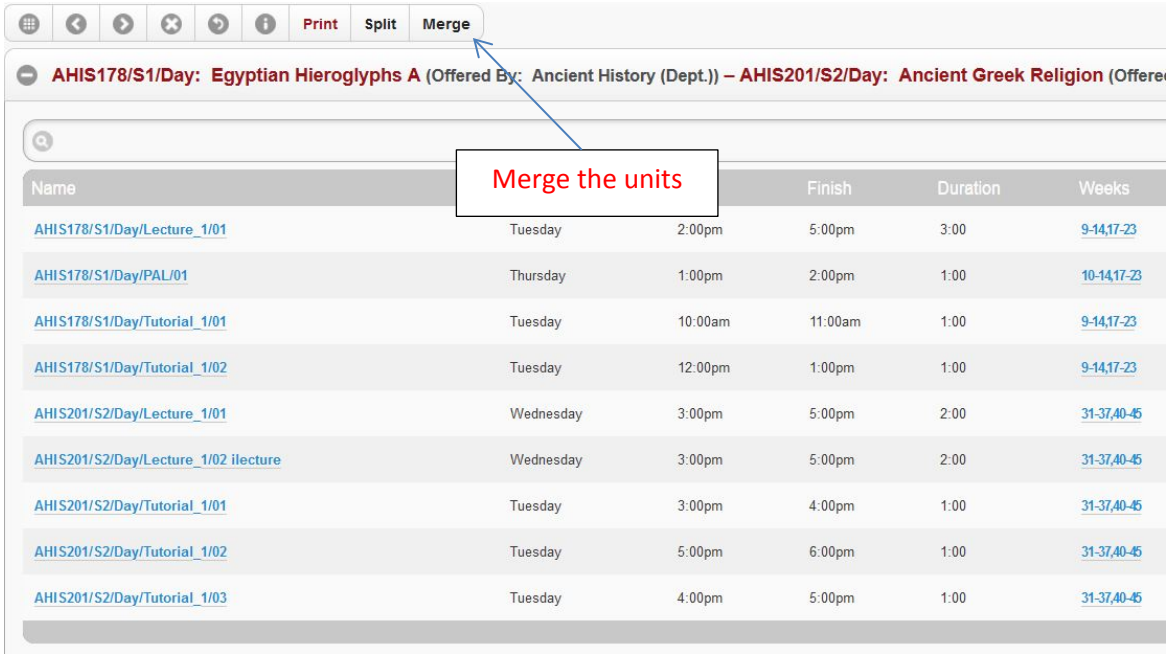
This tells you this unit has a Lecture as well as an iLecture. iLectures mean no attendance is necessary and you can get the recorded Lecture online (you can enrol in, and attend, the physical lecture or enrol in the iLecture and not attend the physical Lecture). Not all units have this option.



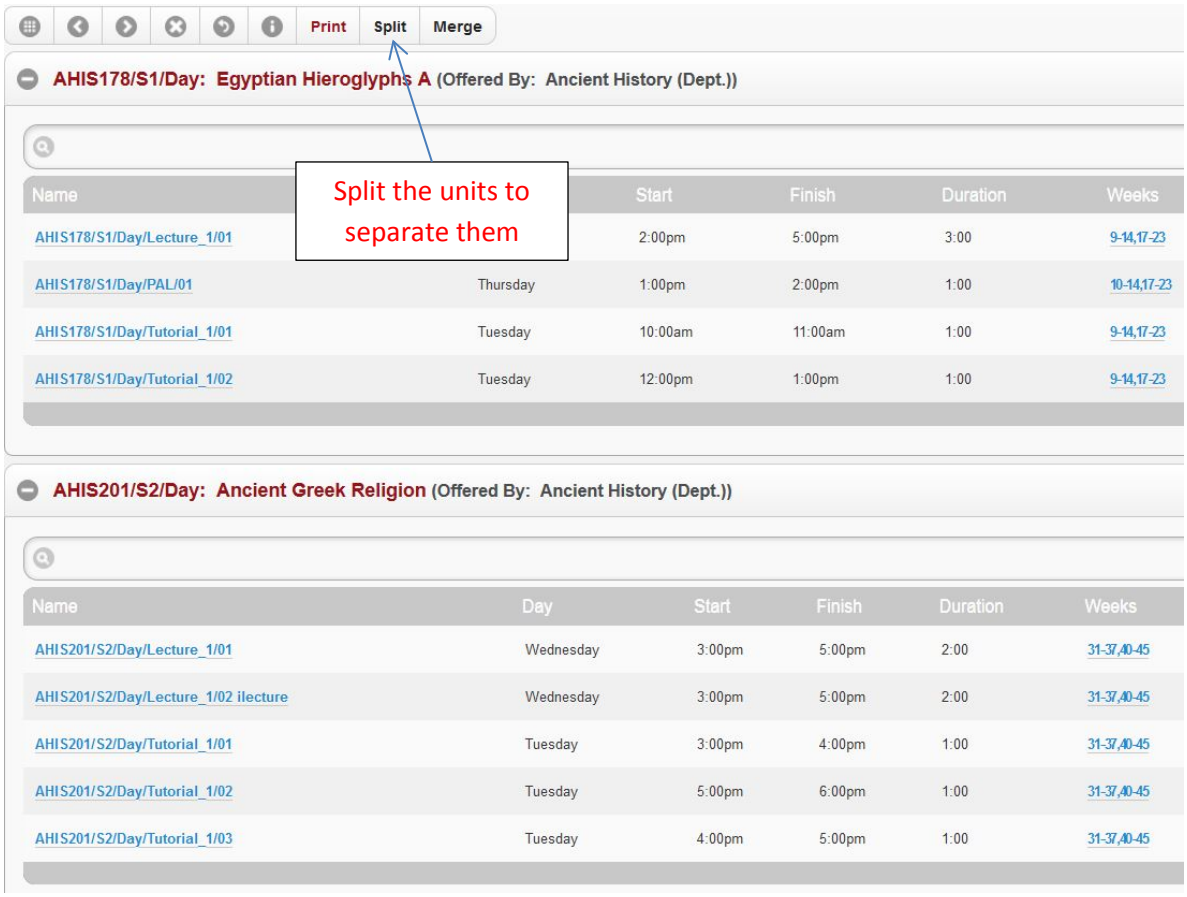
In the above example, CHIR113/S1/Day has five different class types (Lecture_1, Lecture_2, Tutorial_1, Tutorial_2 and Tutorial_3), meaning the students will attend five different classes each week they run.

Separating the Timetables

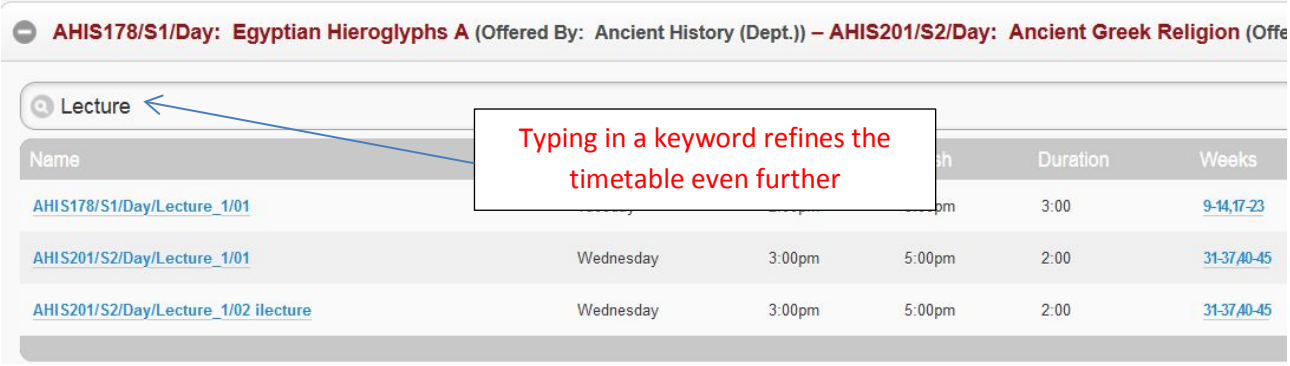
Calling up multiple units can give you a merged list like this:



Or you can separate multiple units like this:



Searching the Timetable



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

<u>Examples</u>
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

BUSL388/S2/Day: China Trade and Investment Law (Offered By: Accounting & Corporate Governance (Dept.)

Name	Day	Start	Finish	Duration
BUSL388/S2/Day/Tutorial_1/03	Monday	10:00am	11:30am	1:30
BUSL388/S2/Day/Tutorial_1/04	Monday	11:30am	1:00pm	1:30
BUSL388/S2/Day/Tutorial_1/01	Wednesday	10:00am	11:30am	1:30
BUSL388/S2/Day/Tutorial_1/02	Wednesday	11:30am	1:00pm	1:30
BUSL388/S2/Day/Lecture_1/01	Wednesday	4:00pm	5:30pm	1:30
BUSL388/S2/Day/Tutorial_1/05	Thursday	5:00pm	6:30pm	1:30
BUSL388/S2/Day/Tutorial_1/06	Thursday	6:30pm	8:00pm	1:30

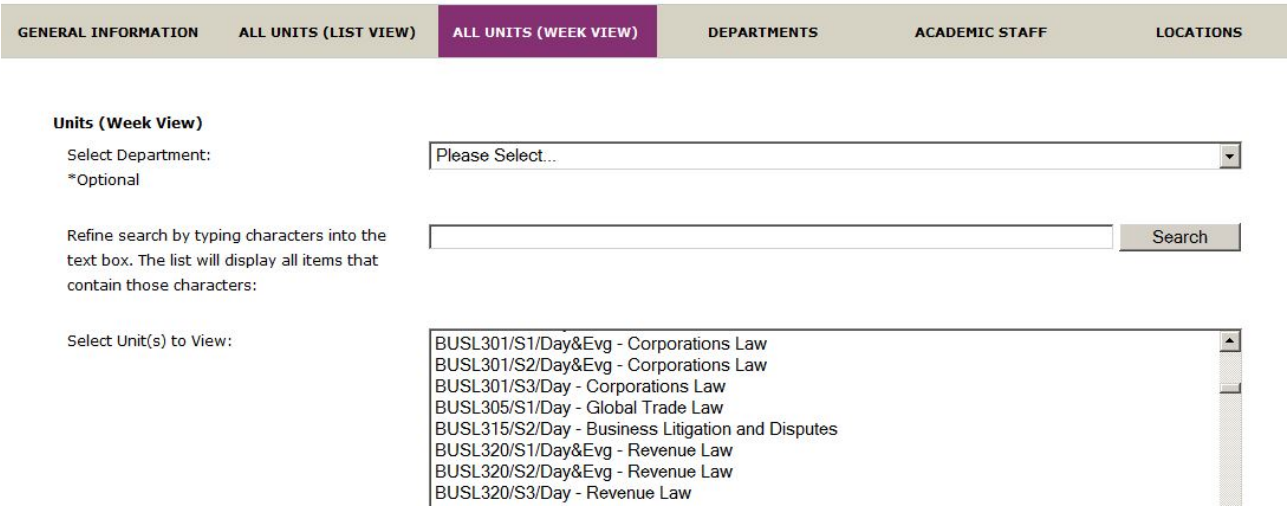
Sorting Tip: Clicking the column header of the already sorted characteristic will sort the list in reverse order.

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.

<u>Example</u>
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

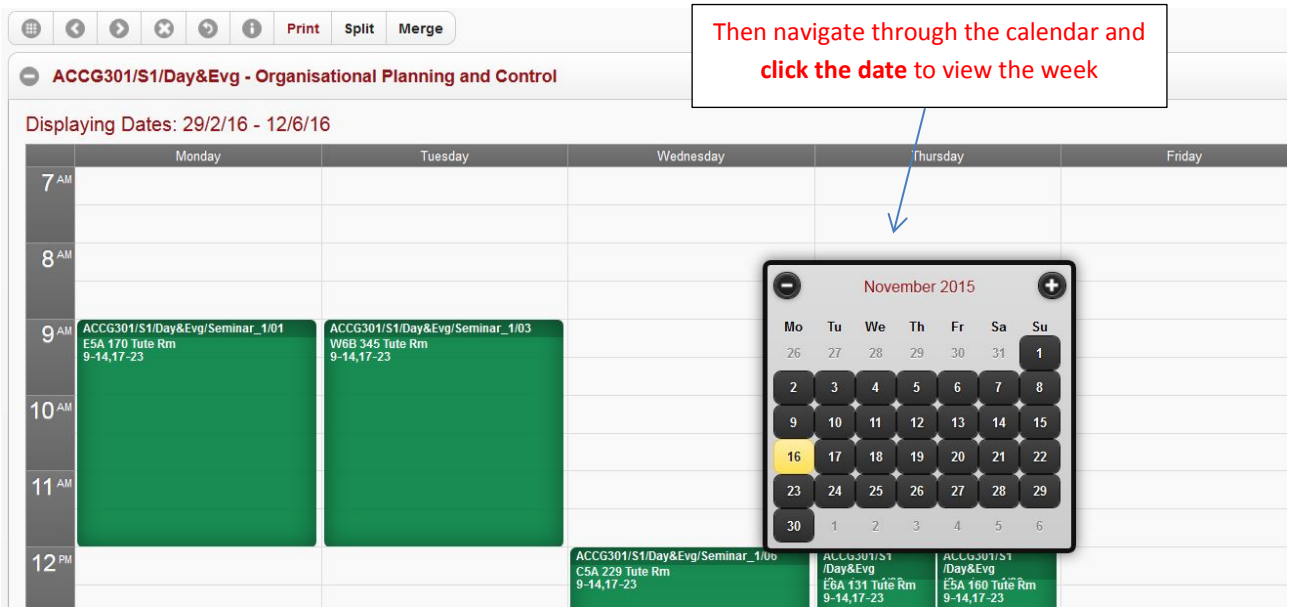
to continue

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

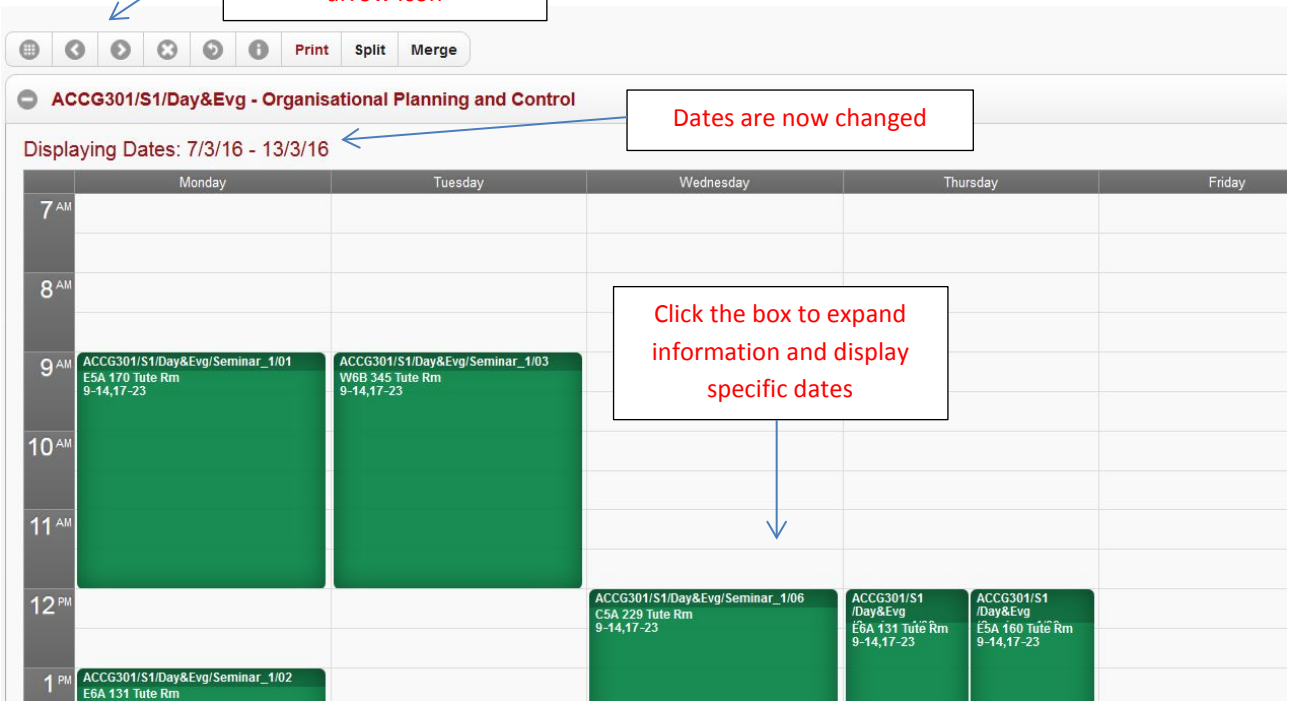
Then navigate through the calendar and **click the date** to view the week



You can navigate through the weeks by clicking the arrow icon

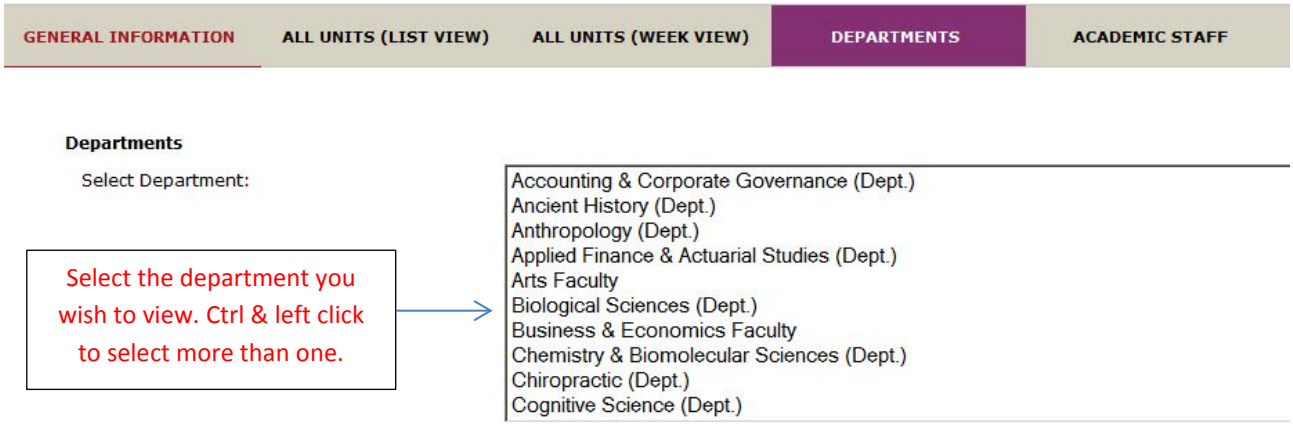
Dates are now changed

Click the box to expand information and display specific dates

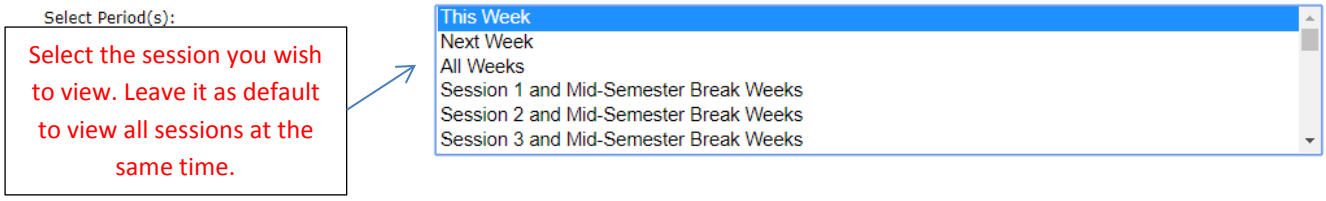


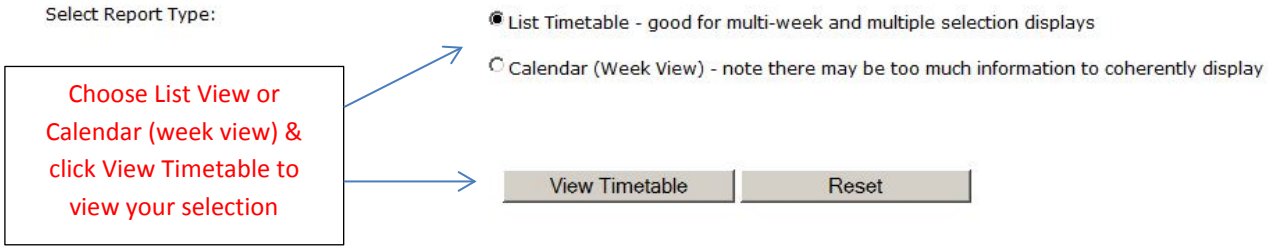
Note: If you wish to return to the original dates, click on the navigation bar

3 Departments



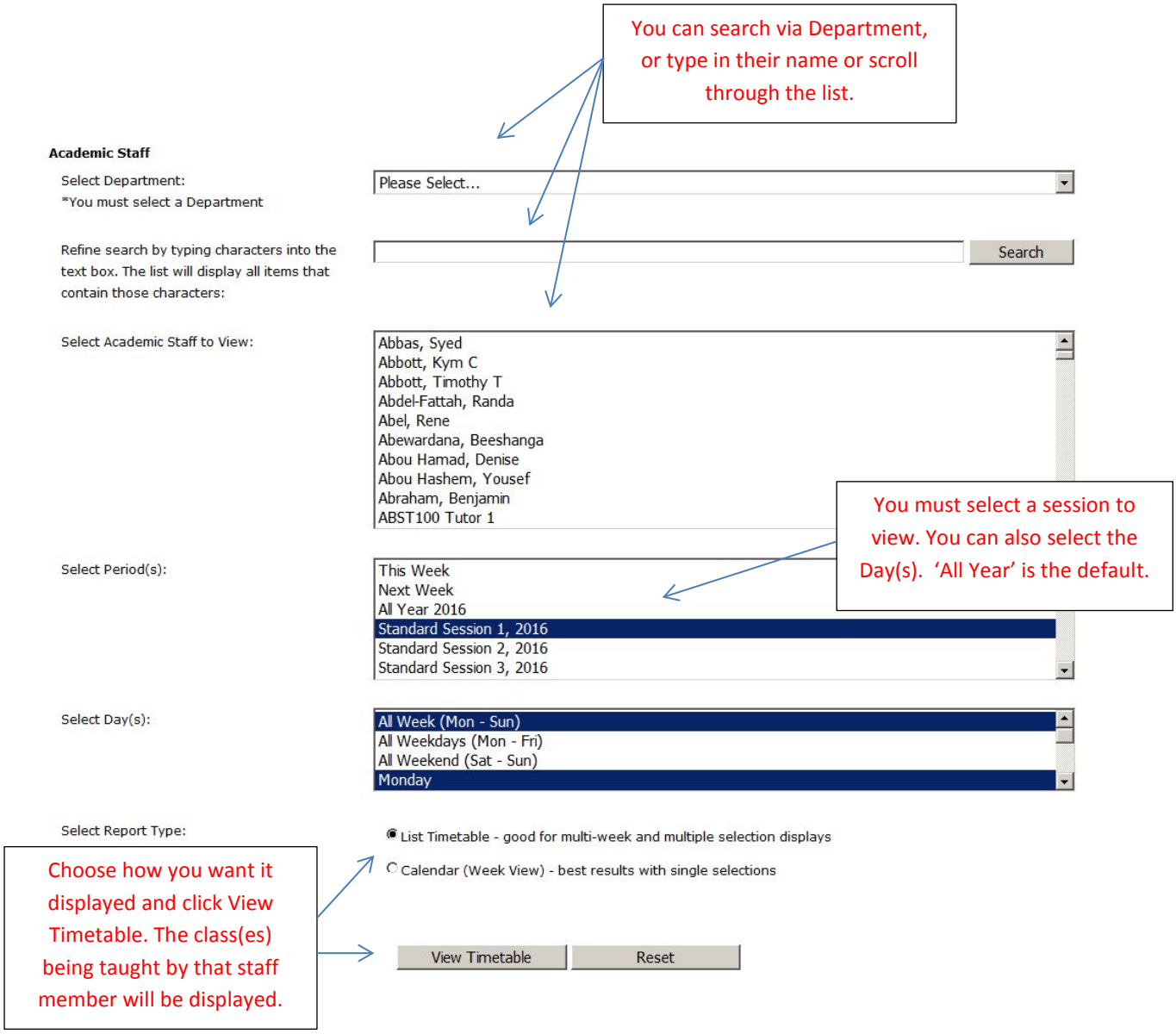
Note – selecting 'Faculty' will display those units that do not belong to a specfic department, (eg. FOSC300 belongs to the Faculty of Science and not to a department). It will not show all classes belonging to that Faculty.





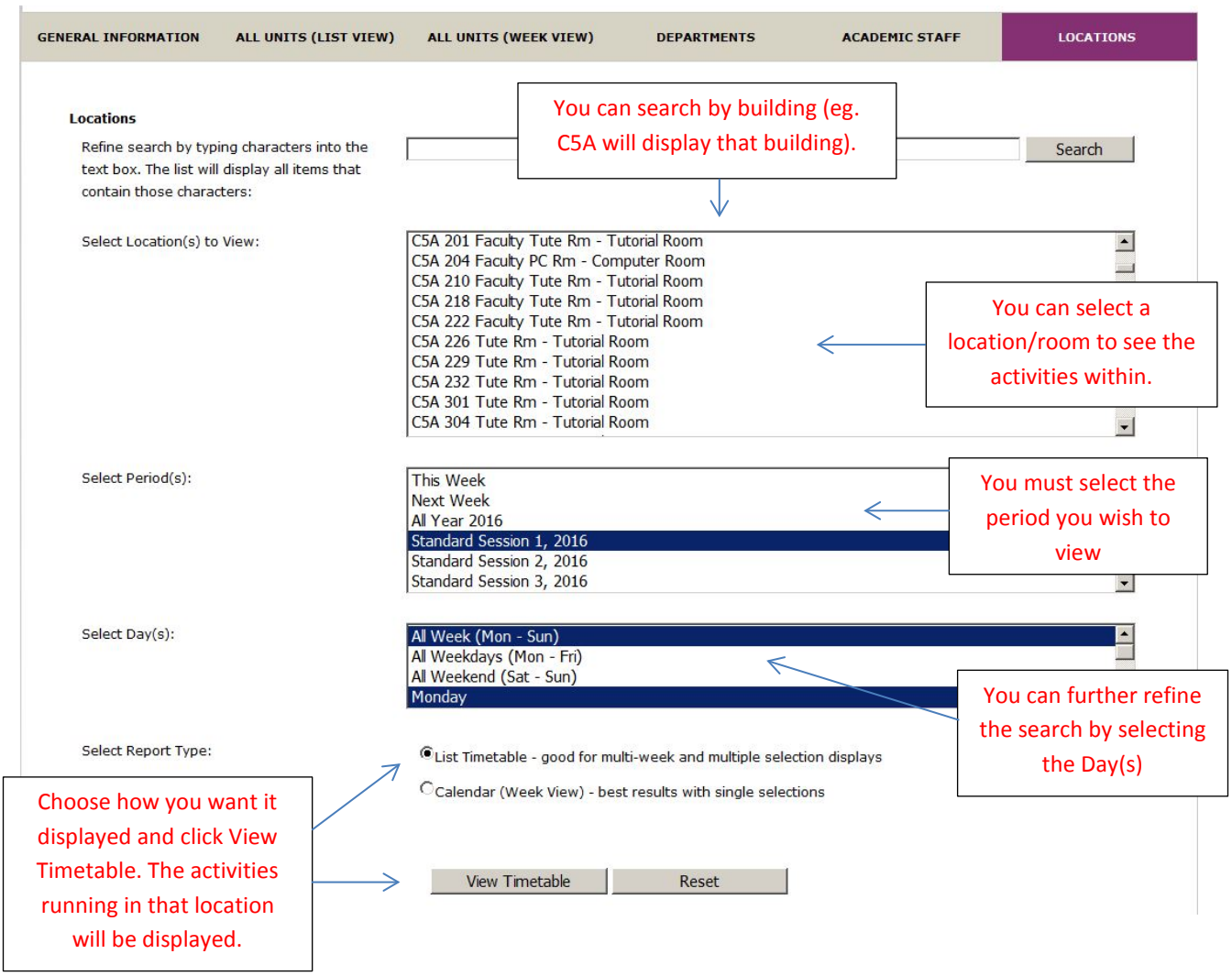
You can then use the sort and search functions in List view, and you can navigate through the weeks in Week View, as shown previously.

4 Academic Staff



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