Choose from the following five timetable viewing options:

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

| 2. **All Units** (Week View) | Displays grid 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 |   |
|   | - grid 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 |   |
|   | - grid 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 |   |
|   | - grid 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)

Select Unit(s)

Select unit(s). Hold ‘Ctrl’ and left-click to select more than one unit. You can select up to 25 units. ...or you can search the units first. (Optional)
Search Unit(s) (Optional)

If you are having difficulty scrolling through the list of units 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 within 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.
(Nota 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 session(s).
Leave it 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 information to see specific dates.

Click the room to view its photo & more information.

To go back and amend the unit selection, click the back arrow.
Reading the Timetable

Each class is named in the following format:

```
Class Type / Number
```

```
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.

In the above example, STAT171/S1/Day has five different class types (Lecture_1, Lecture_2, Lecture_3, Practical_1, Tutorial_1), meaning the students will attend five different classes.

When there are more than one class for each activity type, the class number will increase. (e.g. Tutorial_1/01, Tutorial_1/02...) In such case, students may choose which class to attend from the pool of classes in eStudent.

In the above example, students choose one practical class from 6 practical class options, and one tutorial class from 7 tutorial class options.
Separating the Timetables

Split / Merge: Display the units on separate list or combined list.

Units appear on separate tabs.

Searching the Timetable

Typing the keywords instantly refines 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...)
Any combinations of keywords (‘Lecture Wednesday’...)
Sorting the Timetable

Click the column header to sort by the characteristic.

Note: Currently ‘Start’ and ‘Finish’ times are not sorting based on chronological order, but are sorting based on numeric order instead (i.e. 1pm is before 11am). This issue is to be fixed in future.

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

Click View Timetable to continue.

Now the week view of the classes from the selected unit(s) will be displayed.
Viewing the Timetables by Single Week

Click the calendar icon to change the displaying week.

Navigate through the calendar and click the date to view the week.

Displaying Dates are now changed.

You can also navigate through the weeks by clicking the arrow icons.

Click the box to expand the information and view specific dates.

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

Select Department(s)

Select department(s).
Hold ‘Ctrl’ and left-click to make more than one selection.

Note: Selecting ‘Faculty’ will select the units which do not belong in any specific department within the faculty. (eg. FOBE301) It does not select all classes within the faculty.

Select Period

Select session(s).
Leave it as default to view all sessions at the same time.
Select Day(s)

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

Select Report Type
Choose between List View and Calendar (Week View).

Click View Timetable to continue.

Now the classes for the selected department will be displayed.

You can also use the sort and search functions in list view, as shown in page 5-7. You can also navigate through the weeks in week view, as shown in page 9.
## 4 Academic Staff

### Select Academic Staff

- **Select Department:** Please Select...
- **Search:**
- **Select Academic Staff to View:**
  - Abbott, Kym C
  - Abbott, Timothy T
  - Abdel-Fattah, Randa
  - Aberini, Babak
  - Abou Hashem, Yousif
  - Abraham, Benjamin

*Select staff name(s).*

Hold ‘Ctrl’ and left-click to make more than one selection.

*...or you can search first.*

### Select Period

- **Select Period:**
  - This Week
  - Next Week
  - All Year 2014
  - Standard Session 1.2014
  - Standard Session 2.2014
  - Standard Session 3.2014

*Select session(s).*

Leave it as default to view all sessions at the same time.
Select Day(s)

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

Select Report Type

Choose between List View and Calendar (Week View).

Click to continue.

Now the classes for the selected staff will be displayed.

You can also use the sort and search functions in list view, as shown in page 5-7.
You can also navigate through the weeks in week view, as shown in page 9.
5 Locations

Select Location(s)

Select location(s) or equipment. Hold ‘Ctrl’ and left-click to make more than one selection.

...or you can search first.

Select Period

Select session(s). Leave it as default to view all sessions at the same time.
Select Day(s)

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

Select Report Type
Choose between List View and Calendar (Week View).

Click **View Timetable** to continue.

Now the classes for the selected location will be displayed.

You can also use the sort and search functions in list view, as shown in page 5-7.
You can also navigate through the weeks in week view, as shown in page 9.