1. **All Units – list view**
   - Displays list/spreadsheet style timetable for unit(s)
   - This is the easiest way to view a unit’s timetable
   **This function is useful for:**
   - Viewing the class timetables for several 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) style timetable for selected unit(s)
   **This function is useful for:**
   - Viewing the timetable for a small number of units
   - Checking for timetable clashes
   - Viewing the timetables week-by-week

3. **Departments**
   - This function is primarily intended for Department Administrator tasks and planning
   - Displays all classes in departments, in list view or calendar view

4. **Academic Staff**
   - This function is primarily intended for staff reviewing their teaching timetable
   - Displays the classes taught by staff, in list view or calendar view

5. **Locations**
   - Displays the classes and bookings scheduled in location(s), in list view or calendar view
   **This function is useful for:**
   - Viewing the classes and bookings that are scheduled in specific location(s)
   - Checking the availability of a location for a specific date(s)
   - Checking the usage of certain specialty equipment
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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:

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

Selecting a department displays only the units within that department.
Or you can search by characters – type a set of characters into the search bar then click “Search”.

![Diagram showing search results for “COMP”](image)

Or you can do both – search by department and keyword/characters

![Diagram showing search results for “Actuarial Studies & Business Analytics”](image)

Search tip:
You can search with any unit information appearing on the list. For example:

<table>
<thead>
<tr>
<th>Unit description</th>
<th>(Foundations...)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>(ISYS, ACCG...)</td>
</tr>
<tr>
<td>Suffix</td>
<td>(2002, 3086...)</td>
</tr>
<tr>
<td>Session</td>
<td>(S1, S2...)</td>
</tr>
<tr>
<td>Offering</td>
<td>(Day, Ext...)</td>
</tr>
<tr>
<td>Combination of keywords</td>
<td>(ISYS1002/S1/Day)</td>
</tr>
</tbody>
</table>
Select Period

Click “View Timetable” to continue:

The list of classes for the selected units will then be displayed.

Following are some tips and tricks to help you use the timetable viewer more effectively.

Viewing the information

Navigation bar components

- Calendar icon to select the week displayed
- Step back through the calendar week by week
- Step forward through the calendar week by week
- Reset the view back to the default settings
- Return to the home screen
- Pop up information

- Weeks are shown as either individual weeks separated by a comma (8, 13), or a date range separated by a hyphen (9-14 as above).
- Remember to check your timetable before session commences, as it may have changed.
Reading the Timetable

Each class is named in the following format:

**COGS2030 / 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.

**COGS2030/S1/Day/Lecture_2/01**

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

**ACCG1012/S2/Evg/Tutorial_1/28**

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

**AHIS1806/S1/Day/Lecture_1/01 & AHIS1806/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 example below**, CIVL2201/S1/Day has three different class types: *Lecture_1*, *Lecture_2*, *Practical_1*, and *SGTA_1*. Students attend the four classes for this unit with activity hours totalling 6hrs: 2 x 1hr lectures; 1 x 3hr practical class; 1 x 1hr small group teaching activity.
Merging Timetables

If you search for multiple units and select “Merge” the units timetables will be displayed like this.

Separating Timetables

Or you can select “Split” to separate the unit timetables like this:
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.
Sorting Tips:

- Clicking the column header will re-sort the list in reverse order.
- You may search with keywords before sorting the list, to obtain a filtered and sorted timetable.
- You can sort multiple columns simultaneously, by using Shift+Click. After sorting one list, hold ‘Shift’ and click another column header to sort it while maintaining the previous sorting rule. Example:
  - In the screenshot above, ‘Day’ has been sorted first (by clicking on the column header) to display the earliest day of the week first, then ‘Start’ has been sorted second (by shift+click) so the list is then sorted chronologically by class start-time.
Now the Week View of classes for the selected units will be displayed. Example below.
Viewing the Timetable by Single Week

1. Click the calendar icon to change the week displayed.

2. Then navigate through the calendar and click the date to view the week.

You can navigate through the weeks by clicking the forward or back arrow icons (< or >).

If you wish to return to the original dates, click "x" on the tool bar.

Dates are now changed.

Click the box to expand the information about the activity and display specific dates.
Departments

Select the department you wish to view. “Ctrl+click” to select more than one.

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 of Calendar (week view) and click View Timetable to view your selection.

You can then use the sort and search functions in List View as well as navigate through the weeks in Week View (as shown previously).
Academic Staff

You can search via:
- Department,
- Key words, or
- Scroll through the list

You must select a session to view.

You can also select the Day(s). “All Week” is the default.

Choose your display and click “View Timetable”. The classes being taught by that staff member will be displayed.

You can then use the sort and search functions same as in List View, as well as navigate through the weeks in Week View (as shown previously).
Locations

You can search by building/address using key words

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

You must select the period you wish to view.

You can refine your search by selecting the days.

Choose your display type and click “View Timetable”. The activity running in that location will be displayed.

You can then use the sort and search functions same as in List View, as well as navigate through the weeks in Week View (as shown previously).