Timetable Viewer

Staff User Guide
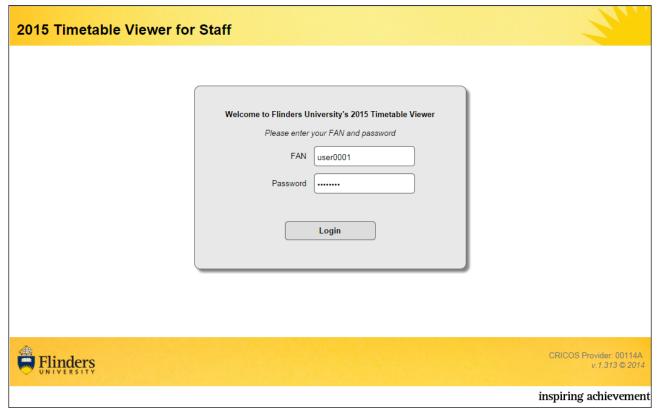
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Introduction

The Timetable Viewer is a web based application available to staff to view the academic year's timetable on a topic, location, school or staff member basis.

A simplified version of the Timetable Viewer is available for the general public which provides access to topic timetables only and is designed to assist students with planning their study.

Accessing the Timetable Viewer

All staff with an active FAN can access the Timetable Viewer.

1. Each year's timetable is accessed via a different web address which is available from:
   https://www.flinders.edu.au/staff/timetable-project/sws-timetable-viewer.cfm
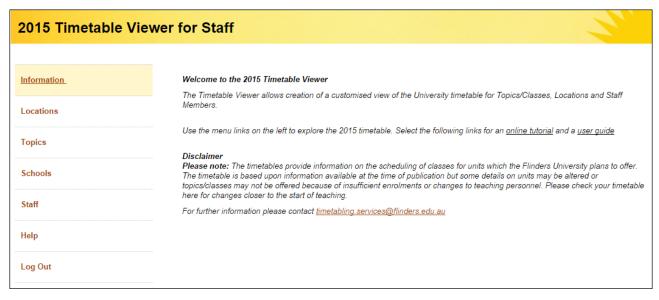

Logging onto the Timetable Viewer

2. Enter your **FAN** and FAN **Password** and click on the **Login** button.

Home Page and Main Menu

Once you have logged onto the Timetable Viewer, the Home Page appears.

Timetable Viewer Home Page

The Home Page provides general information about the timetable that is available for viewing.

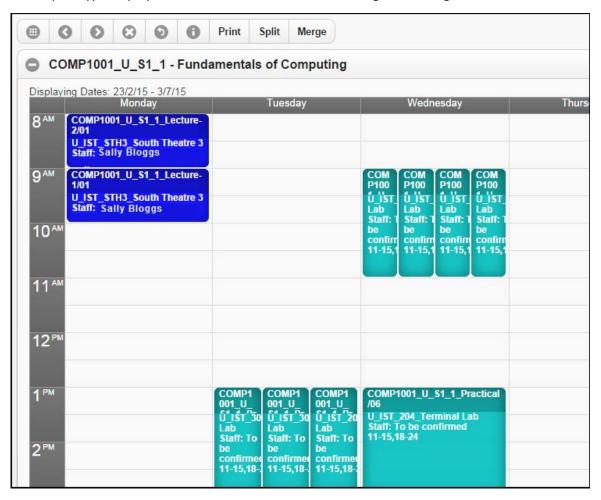The main menu on the left hand side provides links to other windows as follows:

Menu Item	Description
Information	Accesses the Home Page (the page you are currently viewing).
Locations	To view timetable information based on selected location/s.
Topics	To view timetable information based on selected topic/s.
Schools	To view timetable information based on a selected school.
Staff	To view timetable information based on selected member/s of teaching staff.
Help	*Not active at this stage*

Timetable Report Type

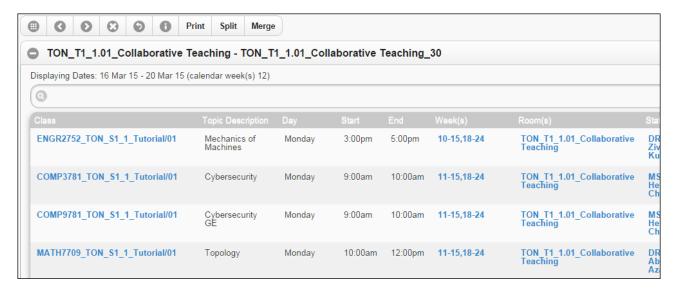Each style of timetable can be viewed in a grid or list report type (format).

Grid

Grid report type displays the timetable like a calendar and is good for single or few selections.

List

List report type provides the timetable in a tabular format and is better for multiple selections.

Hints:

- Click on column headings to sort list in ascending or descending order.

- Click on blue coloured text in a row to display further information about the item eg. clicking on text in the Room(s) column displays attributes (suitabilities) for the room.

Timetable Codes

Codes are used in timetables to indicate topic, activity, class and location information.

Example: **BUSN1095_U_S2_1_Tutorial/01** in location **U_EDUC_W204**

The information below describes the codes that display.

Topics

BUSN1095_U_S2_1

BUSN1095 = topic code

U = campus where the activity for the topic is held

S2 = code for the study period over which the activity runs

1 = availability number

Activities and Classes

Tutorial/01
Tutorial/02
Tutorial/03

Three different classes are available for the tutorial activity.
Students choose one of the three choices, selecting *EITHER* Tutorial/01 *OR* Tutorial/02 *OR* Tutorial/03.

Lecture-1/01
Lecture-1/02
Lecture-2/01
Lecture-2/02

The activity is in two parts: Lecture 1 and Lecture 2.
Students attend Lecture-1 *AND* Lecture-2.

In this example there are two classes available for each lecture. Students can attend Lecture-1/01 *AND* Lecture-2/01 *or* Lecture-2/02.

Alternatively, students can attend Lecture-1/02 *AND* Lecture-2/01 *or* Lecture-2/02.

Locations

U_EDUC_W204

U = campus where the activity is held

EDUC = building

W204 = room

Timetable Toolbar

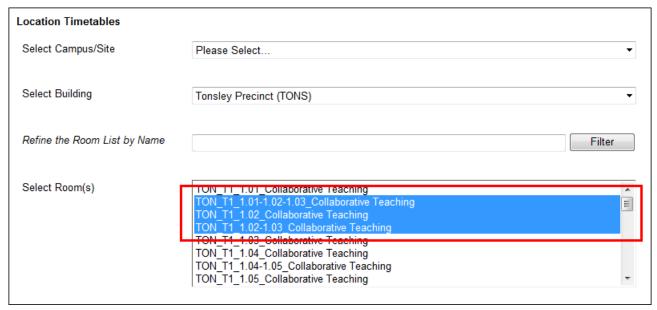When viewing a timetable, options are available via the toolbar at the top of the window.

Button	Description
⊞	**Set Week** – change the week being viewed by selecting from a calendar
◀	**Last Week** – view previous week
▶	**Next Week** – view following week
✕	**Clear Week** – return to originally selected week
↩	**Return** – return to the report window to re-select timetable parameters
ⓘ	**Information** – *not currently active*
Print	**Print** – print the currently viewed timetable
Split	**Split** – if viewing multiple items in the one timetable, this command creates separate sections for each item
Merge	**Merge** – if viewing multiple sections in the timetable, this command combines them into one timetable

Location Timetables

Used to view timetable information for a location.

1. Select **Locations** from the main menu. The **Location Timetables** window appears.

2. *Optional* - Use the **Select Campus/Site** and/or **Select Building** and/or **Refine the Room List by Name** filters to narrow down the options available in the Select Rooms(s) list and click on **Filter**.
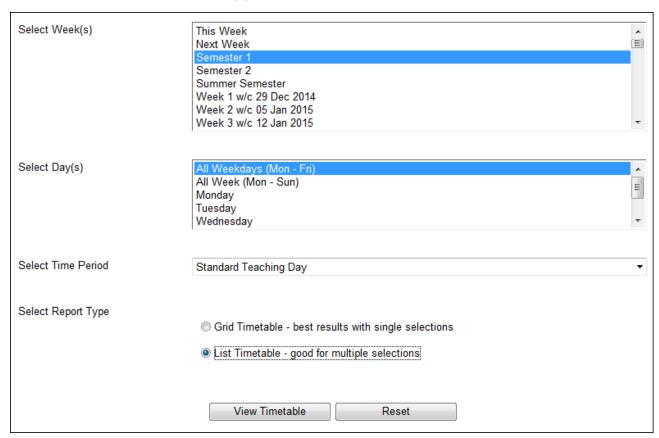

To view all bookings for room 1.02, all instances of where 1.02 appears as a single room and part of a combined room, are selected.

3. Select one or more rooms in the **Select Room(s)** list.

4. Select one or more weeks or study periods in the **Select Week(s)** list.

Selecting weeks, days and time period to view

5. Select a collection of days or single days in the **Select Day(s)** list.

6. Select the **Time Period**.

7. Select the preferred **Report Type**.

8. Click on the **View Timetable** button.

Hints:
- Use CTRL-click or SHIFT-click to select multiple options in each list.
- Use the **Reset** button to reset your parameters/selections.

Topic Timetables

Used to view timetable information for one or multiple topics.

1. Select **Topics** from the main menu. The **Topic Timetables** window appears.

2. *Optional* - Use the **Select School** and/or **Refine the Topic List by Name** filters to narrow down the options available in the Select Topic(s) list and click on **Filter**.

3. Select one or more topics in the **Select Topic(s)** list.

4. Select one or more weeks or study periods in the **Select Week(s)** list.

5. Select a collection of days or single days in the **Select Day(s)** list.

6. Select the **Time Period**.

7. Select the preferred **Report Type**.
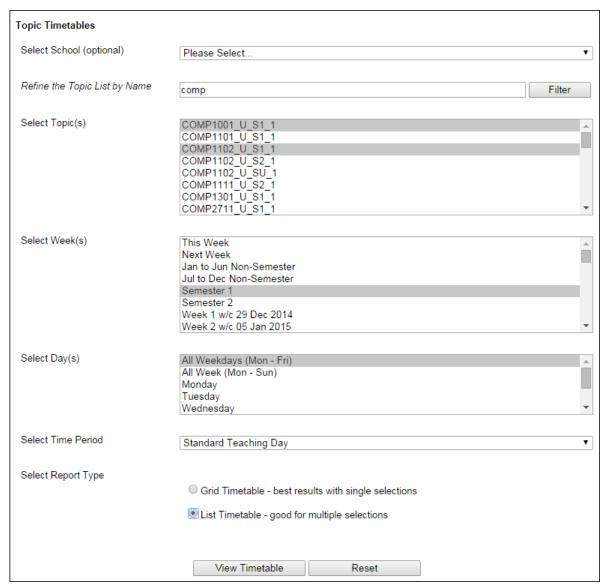
8. Click on the **View Timetable** button.

Hints:
- Use CTRL-click or SHIFT-click to select multiple options in each list.
- Use the **Reset** button to reset your parameters/selections.

School Timetables

Used to view timetable information for schools.

1. Select **School** from the main menu. The **School Timetables** window appears.

2. Select a school in the **Select School** list (only one school can be selected).

3. Select one or more weeks or study periods in the **Select Week(s)** list.

4. Select a collection of days or single days in the **Select Day(s)** list.

5. Select the **Time Period**.

6. Select the preferred **Report Type**.
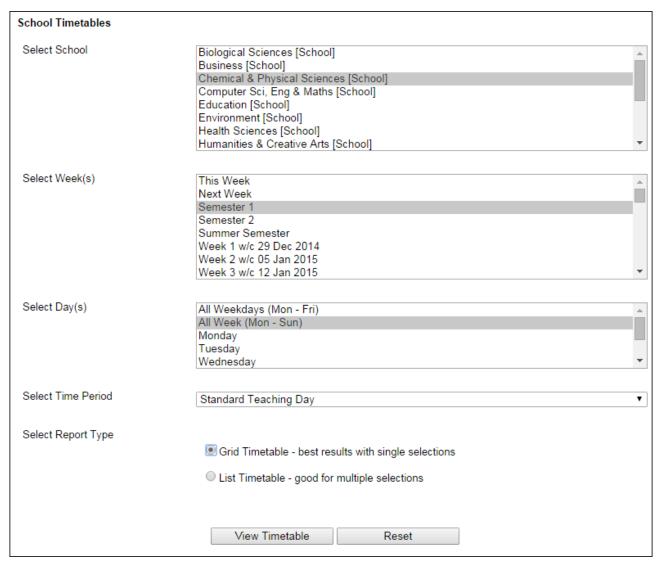
7. Click on the **View Timetable** button.

Hints:
- Use CTRL-click or SHIFT-click to select multiple options in each list.
- Use the **Reset** button to reset your parameters/selections.

Staff Timetables

Used to view timetable information for members of the teaching staff.

1. Select **Staff** from the main menu. The **Teaching Staff Timetables** window appears.

Teaching Staff Timetables

Select School	Business [School] ▼
Refine the Staff List by Name	[ ] Filter
Select Staff Member(s)	D'Ambrosio, Conchita Deipachitra, Sarath **Deepthinker, Iam** Di Cane, Kevi Duan, Chu Fiedler, Braxton Fisher, Greg
Select Week(s)	This Week Next Week Semester 1 Semester 2 Summer Semester Week 1 w/c 29 Dec 2014 Week 2 w/c 05 Jan 2015 Week 3 w/c 12 Jan 2015
Select Day(s)	All Weekdays (Mon - Fri) All Week (Mon - Sun) Monday Tuesday Wednesday
Select Time Period	Standard Teaching Day ▼
Select Report Type	● Grid Timetable - best results with single selections ○ List Timetable - good for multiple selections
	View Timetable Reset

2. *Optional* - Use the **Select School** and/or **Refine the Staff List by Name** filters to narrow down the options available in the Select Staff Member(s) list and click on **Filter**.

3. Select one or more staff in the **Select Staff Member(s)** list.

4. Select one or more weeks or study periods in the **Select Week(s)** list.

5. Select a collection of days or single days in the **Select Day(s)** list.

6. Select the **Time Period**.

7. Select the preferred **Report Type**.
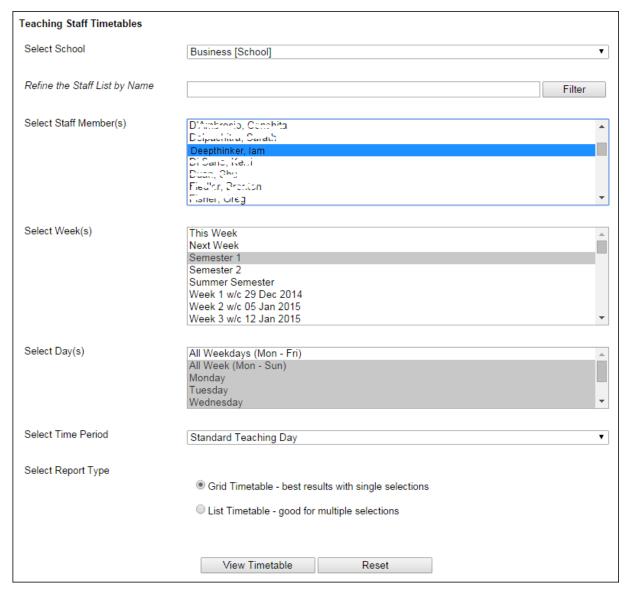
8. Click on the **View Timetable** button.

Hints:
- Use CTRL-click or SHIFT-click to select multiple options in each list.
- Use the **Reset** button to reset your parameters/selections.