

# Timetable Viewer

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## 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>

2015 Timetable Viewer for Staff

Welcome to Flinders University's 2015 Timetable Viewer

Please enter your FAN and password

FAN

Password

Login

Flinders UNIVERSITY

CRICOS Provider: 00114A  
v.1.313 © 2014

inspiring achievement

*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.

**2015 Timetable Viewer for Staff**

[Information](#)

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[Locations](#)

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[Topics](#)

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[Schools](#)

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[Staff](#)

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[Help](#)

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[Log Out](#)

**Welcome to the 2015 Timetable Viewer**

*The Timetable Viewer allows creation of a customised view of the University timetable for Topics/Classes, Locations and Staff Members.*

*Use the menu links on the left to explore the 2015 timetable. Select the following links for an [online tutorial](#) and a [user guide](#)*

**Disclaimer**  
**Please note:** The timetables provide information on the scheduling of classes for units which the Flinders University plans to offer. The timetable is based upon information available at the time of publication but some details on units may be altered or topics/classes may not be offered because of insufficient enrolments or changes to teaching personnel. Please check your timetable here for changes closer to the start of teaching.

*For further information please contact [timetabling.services@flinders.edu.au](mailto:timetabling.services@flinders.edu.au)*

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

# 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.

The screenshot shows a grid report for the course 'COMP1001\_U\_S1\_1 - Fundamentals of Computing'. The interface includes a toolbar with icons for grid view, navigation, and actions like 'Print', 'Split', and 'Merge'. The main display area shows a weekly schedule from Monday to Thursday. The vertical axis represents time slots from 8 AM to 2 PM. The horizontal axis represents the days of the week. The schedule includes lectures and labs with details such as room numbers, staff names, and dates.

Time	Monday	Tuesday	Wednesday	Thursday
8 AM	COMP1001_U_S1_1_Lecture-2/01 U_IST_STH3_South Theatre 3 Staff: Sally Bloggs			
9 AM	COMP1001_U_S1_1_Lecture-1/01 U_IST_STH3_South Theatre 3 Staff: Sally Bloggs		COMP1001_U_S1_1_Lab U_IST_204 Terminal Lab Staff: To be confirmed 11-15, 18-24	COMP1001_U_S1_1_Lab U_IST_204 Terminal Lab Staff: To be confirmed 11-15, 18-24
10 AM			COMP1001_U_S1_1_Lab U_IST_204 Terminal Lab Staff: To be confirmed 11-15, 18-24	COMP1001_U_S1_1_Lab U_IST_204 Terminal Lab Staff: To be confirmed 11-15, 18-24
11 AM				
12 PM				
1 PM		COMP1001_U_S1_1_Lab U_IST_204 Terminal Lab Staff: To be confirmed 11-15, 18-24	COMP1001_U_S1_1_Lab U_IST_204 Terminal Lab Staff: To be confirmed 11-15, 18-24	COMP1001_U_S1_1_Lab U_IST_204 Terminal Lab Staff: To be confirmed 11-15, 18-24
2 PM				

## List

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

TON_T1_1.01_Collaborative Teaching - TON_T1_1.01_Collaborative Teaching_30							
Displaying Dates: 16 Mar 15 - 20 Mar 15 (calendar week(s) 12)							
Class	Topic Description	Day	Start	End	Week(s)	Room(s)	Sta
<a href="#">ENGR2752_TON_S1_1_Tutorial/01</a>	Mechanics of Machines	Monday	3:00pm	5:00pm	<a href="#">10-15,18-24</a>	<a href="#">TON_T1_1.01_Collaborative Teaching</a>	<a href="#">DR Ziv Ku</a>
<a href="#">COMP3781_TON_S1_1_Tutorial/01</a>	Cybersecurity	Monday	9:00am	10:00am	<a href="#">11-15,18-24</a>	<a href="#">TON_T1_1.01_Collaborative Teaching</a>	<a href="#">MS He Ch</a>
<a href="#">COMP9781_TON_S1_1_Tutorial/01</a>	Cybersecurity GE	Monday	9:00am	10:00am	<a href="#">11-15,18-24</a>	<a href="#">TON_T1_1.01_Collaborative Teaching</a>	<a href="#">MS He Ch</a>
<a href="#">MATH7709_TON_S1_1_Tutorial/01</a>	Topology	Monday	10:00am	12:00pm	<a href="#">11-15,18-24</a>	<a href="#">TON_T1_1.01_Collaborative Teaching</a>	<a href="#">DR Ab Az</a>

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



## Location Timetables

Used to view timetable information for a location.

**Note:** To view all bookings for a room, all instances of where that room appears as a single room and as part of a combined room space, must be selected eg. if just the single room is selected, bookings where the single room is part of a combined space will not display (and vice versa).

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**.

**Location Timetables**

Select Campus/Site

Select Building

Refine the Room List by Name

Select Room(s)

- TON\_T1\_1.01\_Collaborative Teaching
- TON\_T1\_1.01-1.02-1.03\_Collaborative Teaching
- TON\_T1\_1.02\_Collaborative Teaching
- TON\_T1\_1.02-1.03\_Collaborative Teaching
- TON\_T1\_1.03\_Collaborative Teaching
- TON\_T1\_1.04\_Collaborative Teaching
- TON\_T1\_1.04-1.05\_Collaborative Teaching
- TON\_T1\_1.05\_Collaborative Teaching

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.

### Notes:

- The naming of rooms is in the format of: Location\_Building\_RoomNumber\_RoomName eg. U\_EDUC\_1.01\_Lecture Theatre.
- Hyphens between room numbers indicate a combined room space eg. TON\_T1\_1.02-1.03\_Collaborative Teaching.
- To view all bookings for a room, **ensure all instances of where that room appears as a single room and as part of a combined room space are selected** (as per the screen shot above). If just the single room is selected, bookings where the single room is part of a combined space will not display (and vice versa).

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

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

*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.

**Topic Timetables**

Select School (optional)

Refine the Topic List by Name

Select Topic(s)

Select Week(s)

Select Day(s)

Select Time Period

Select Report Type

Grid Timetable - best results with single selections

List Timetable - good for multiple selections

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.

**School Timetables**

Select School

- Biological Sciences [School]
- Business [School]
- Chemical & Physical Sciences [School]
- Computer Sci, Eng & Maths [School]
- Education [School]
- Environment [School]
- Health Sciences [School]
- Humanities & Creative Arts [School]

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

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:

Refine the Staff List by Name:

Select Staff Member(s):

Select Week(s):

Select Day(s):

Select Time Period:

Select Report Type:

Grid Timetable - best results with single selections

List Timetable - good for multiple selections

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.