Web Timetables
Staff User Guide
2017/18
# Contents

**Introduction**

2

**Login**

2

**Staff Home Page**

3

**My Timetable**

4

**Timetable Views**

5

**Searching By Module**

6

**Error! Reference source not found.**

7

**Error! Reference source not found.**

8

**Searching by Department**

10

**Searching by Location**

11
Introduction

The web timetable can be accessed here. There is also a link to it from the Academic Timetabling page on the Staff Intranet.

Please note that you may need to enable pop-ups to view the timetable.

Login

Please log in with your usual RHUL username and password.
The software will recognise if you are staff or a student and send you to the appropriate home page.

Staff Home Page

All Royal Holloway staff see the same Home Page. From this page, you can open different views of the Timetable by navigating the menu on the left hand side. You can return to this
page from any screen by clicking Staff Home.

For information, the student home page is different and looks like this:

My Timetable
Members of teaching staff can see their personal timetable by clicking on My Timetable. (Staff without teaching responsibilities in 2017-18 will receive the message “You currently do not have a timetable. Please contact your department for more information.”).

From this page, the staff member can select what specific timetabling information they wish to see:

1. The term or week
2. The day or days
3. The time of Day
4. How they wish to view the Timetable: as a grid or spreadsheet, or downloaded to a personal calendar.
5. Once the details have been selected, the user clicks the View Timetable button.

Timetable Views

An Individual grid Timetable looks like this.
Note that from this page you can move to the previous week or the next week by clicking on the links at the foot of the page.

A **TextSpreadsheet Report** Timetable looks like this.

The Calendar Download button will take the user to the page below, from which they can download the timetable to a personal calendar. Instructions on how to do this can be found in the “How to subscribe to your Calendar” document on the Staff Intranet.
Searching By Module

The timetable for a specific module can be viewed using the module tab, providing that you know the module code or name.

Select the Department from the drop-down menu. (You can view any department, not just your own). All of the modules attached to this department will appear in the Select Module window.
You can scroll down the list of modules to find your choice or you can filter the selection by entering part or all of the module number and title in the filter box and press search. You don't need to know the exact term: the filter will bring up all modules that might fit.

As with other views, you can select term/week, Day and Time to narrow down the selection further.

The module timetable is only visible as an individual grid. Note that the View Timetable button is at the very bottom of the page on the left. On some screens you may have to scroll down to see it.

**Searching For a Student**

You can find a student's timetable on the Student tab.

1. Select Department.
2. Select Student(s).
3. Select Term / Week.
4. Select Day.
5. Select Time.
2. Once the department has been selected all students will appear in this box. You can scroll down or use the filter box to go straight to the student. You can enter any part of the student name and the system will bring up all that might fit.

3. As with other views, you can select term/week, Day and Time to narrow down the selection further.

4. The student timetable is only visible as an individual grid. Note that the View Timetable button is at the very bottom of the page on the left. On some screens you may have to scroll down to see it.

**Searching For a Staff Member**

You can use this tab to find the timetable of a member of teaching staff.
1. Select Department.

2. Once the department has been selected all teaching staff will appear in this box. You can scroll down or use the filter box to go straight to the staff member. You can enter any part of the staff name and the system will bring up all that might fit.

   In addition, you can select more than one member of teaching staff at a time and pull off a timetable including everybody you have selected. After selecting the first name, press control and then click on any other names you want to add. All names will now be highlighted (see example below) and will be included together on the timetable view.

   ![View Staff Timetable](image)

3. As with other views, you can select term/week, Day and Time to narrow down the selection further.

4. The staff timetable is visible as an individual grid, master grid or text spreadsheet. Note that the View Timetable button is at the very bottom of the page on the left. On some screens you may have to scroll down to see it.
Searching by Department

You can use this tab to find the timetable of a member of teaching staff.

1. Select Department.
2. As with other views, you can select term/week, Day and Time to narrow down the selection.
3. The Department timetable is visible as an individual grid. Note this is likely to spread over several pages.
Searching by Location

You can use this tab to see what timetabled activities are taking place in teaching rooms.
Select Department. Most teaching rooms fall within Central Booking. If your department has its own teaching rooms in addition, you may select rooms by department as well.

Select the room you wish to view. You may select more than one room to view by pressing control and clicking on the room you wish to add to the list. All selected rooms will be highlighted. You can scroll down to find the room and can also filter your selection by entering, for example, the first letters of the building you wish to view.

As with other views, you can select term/week, Day and Time to narrow down the selection.

You may view the timetables as an individual grid.

### Searching by Location type

You can use this tab to see what timetabled activities are taking place in PC Labs or at the RHUL teaching rooms in central London (Bedford Square and Senate House).
1 Select location type. At present the choice is just between PC Labs and Bedford Square (which includes rooms in Senate House). Note that you will see all rooms of this type.

2 As with other views, you can select term/week, Day and Time to narrow down the selection.

3 You may view the timetables as an individual grid.

Error Screen

You will see this screen if you have clicked the View Timetable button before you have made all the selections (i.e. module, day or time range, staff or student name etc). When this happens you will see this message:

Close the window and you will be returned to the relevant screen to complete your selection.