Introduction

The web timetable can be accessed from the Academic Timetabling page on the Staff Intranet.

Please note that you will need to enable pop-ups on your browser or device to view the timetable.

Login

Please log in with your 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

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 has different content and looks like this:
My Timetable

Members of teaching staff can see their personal timetable by clicking on My Timetable. Staff without teaching allocations will receive the message “You currently do not have a timetable. Please contact your department for more information.”. If you are expecting to see a timetable, please let your department admin team know as you may not have been assigned to any of your teaching in the timetabling system or if you are a new member of staff you may not have been added into the timetabling system.

The staff member can select the specific timetabling information they wish to see:

1. The term or week
2. The day(s)
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. This will load the timetable in a new window. If this doesn’t happen you will need to allow pop ups on your browser or device.
Timetable Views

On selecting **Individual grid** you will be presented with a Timetable that looks like this.

![Individual Grid Example](image)

The activities are colour coordinated by activity type and contain the following information: course code, activity title, activity type, location, teaching weeks and student numbers. There is also the addition of to/from dates on the left hand side next to the days of the week. From this page you can move to the previous week or the next week or return to the home page by clicking on the links at the foot of the page.

**Please note the details of an activity can differ between weeks, especially locations so please take care when reading your timetable to ensure you are looking at the correct information for the date.**

On selecting **TextSpreadsheet Report** you will be presented with a Timetable that looks like this.

![TextSpreadsheet Example](image)

This report will list your teaching in a spreadsheet view. It contains the same information as the grid view. However this report is not as helpful as the grid view as the rows can be duplicated when there is a visiting module or two modules joined for the same activity.
The Calendar Download button will take the user to the page below, from which they can download their timetable to a personal calendar. There are two options; download to an iOS or Outlook application or download to an Android or other device. To download to an iOS or Outlook device, simply click the button and follow the instructions. Downloading to an Android or other is slightly more complicated and detailed instructions on how to do this can be found in the “How to subscribe to your Calendar” document on the Staff Intranet.
Searching By Programme of Study

The timetable for a specific Programme of study can be viewed using the Programme of study tab.

1. Select the Department from the drop-down menu. (You can view any department, not just your own). All of the programmes attached to this department will appear in the Select programme window.

2. You can scroll down the list of programmes to find your choice or you can filter the selection by entering part or all of the programme name in the filter box and press search. Select the Programme by clicking on it in the list.

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

4. The Programme of study timetable is only visible as an individual grid, but there are two options. The Individual grid option (first in list) will display the Programme timetable with the weeks separated out if there are difference between the weeks, i.e. a workshop only runs in one week. The Individual grid (combined weeks) will display the Programme timetable in one grid, with all the weeks combined. Please remember when using this view to check the week patterns on the individual activities.

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 Module

The timetableViewModule Timetable for a specific module can be viewed using the module tab.

1. 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.

2. 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 or the title in the filter box and press search. Select the module(s) from the list. You are able to select more than one module.

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

4. The module timetable is only visible as an individual grid, but there are two options. The Individual grid option (first in list) will display the module timetable with the weeks separated out if there are difference between the weeks, i.e. a workshop only runs in one week. The Individual grid (combined weeks) will display the module timetable in one grid, with all the weeks combined. Please remember when using this view to check the week patterns on the individual activities.

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

The timetable for a specific student can be viewed using the Student tab.

1. Select the Department from the drop-down menu. (You can view any department, not just your own). All of the students attached to this department will appear in the Select Student window.

2. You can scroll down the list of students to find your choice or you can filter the selection by entering part or all of the students name in the filter box and press search. Select the student(s) from the list. You are able to select more than one student.

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

The timetable for a specific teaching staff can be viewed using the Staff tab

1. Select the Department from the drop-down menu. (You can view any department, not just your own). All of the teaching staff attached to this department will appear in the Select Staff window.

2. You can scroll down the list of students to find your choice or you can filter the selection by entering part or all of the staff members name in the filter box and press search. Select the staff member(s) from the list. You are able to select more than one staff.

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

Your Department timetable can be viewed using the Department tab

1. Select the Department from the drop-down menu. (You can view any department, not just your own).

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

3. The department timetable is only visible as an individual grid, but there are two options. The Individual grid option (first in list) will display the department timetable with the weeks separated out if there are differences between the weeks. The Individual grid (combined weeks) will display the department timetable in one grid, with all the weeks combined. Please remember when using this view to check the week patterns on the individual activities.
Searching by Location

The timetable for a specific location can be viewed using the Location tab

1. Select Department. Teaching rooms fall within Central Booking or Central London Campus. If your department has its own teaching rooms you will see your department in the drop down list to select.

2. Select the room(s) you wish to view. You may select more than one room. All selected rooms will be highlighted. You can scroll down the list or filter your selection by entering the first letters of the building you wish to view.

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

4. The location timetables are only visible as an individual grid, but there are two options. The Individual grid option (first in list) will display the location timetable with the weeks separated out if there are difference between the weeks. The Individual grid (combined weeks) will display the location timetable in one grid, with all the weeks combined. Please remember when using this view to check the week patterns on the individual activities.
Searching by Location type

You can use this tab to see what timetabled activities are taking place by type of room.

1. Select location type. There are options for PC Labs, Central London (Bedford Square and Senate House), meeting rooms and lecture theatres.

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

3. The location timetables are only visible as an individual grid, but there are two options. The Individual grid option (first in list) will display the location timetable with the weeks separated out if there are difference between the weeks. The Individual grid (combined weeks) will display the location timetable in one grid, with all the weeks combined. Please remember when using this view to check the week patterns on the individual activities.
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).

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

If you receive an error message other than the above, please email Timetabling@rhul.ac.uk with details and a screenshot of the error so it can be investigated.