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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.

2015 Timetable Viewer for Staff

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

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:

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

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Set Week]</td>
<td><strong>Set Week</strong> – change the week being viewed by selecting from a calendar</td>
</tr>
<tr>
<td>![Last Week]</td>
<td><strong>Last Week</strong> – view previous week</td>
</tr>
<tr>
<td>![Next Week]</td>
<td><strong>Next Week</strong> – view following week</td>
</tr>
<tr>
<td>![Clear Week]</td>
<td><strong>Clear Week</strong> – return to originally selected week</td>
</tr>
<tr>
<td>![Return]</td>
<td><strong>Return</strong> – return to the report window to re-select timetable parameters</td>
</tr>
<tr>
<td>![Information]</td>
<td><strong>Information</strong> – <em>not currently active</em></td>
</tr>
<tr>
<td>![Print]</td>
<td><strong>Print</strong> – print the currently viewed timetable</td>
</tr>
<tr>
<td>![Split]</td>
<td><strong>Split</strong> – if viewing multiple items in the one timetable, this command creates separate sections for each item</td>
</tr>
<tr>
<td>![Merge]</td>
<td><strong>Merge</strong> – if viewing multiple sections in the timetable, this command combines them into one timetable</td>
</tr>
</tbody>
</table>
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**.

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.

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.

```plaintext
Select School (optional)

Refine the Topic List by Name

Select Topic(s)
- COMP1001_U_S1_1
- COMP1101_U_S1_1
- COMP1102_U_S2_1
- COMP1102_U_SU_1
- COMP1111_U_S2_1
- COMP1301_U_S1_1
- COMP2711_U_S1_1

Select Week(s)
- This Week
- Next Week
- Jan to Jun Non-Semester
- Jul to Dec Non-Semester
- Semester 1
- Semester 2
- Week 1 w/c 29 Dec 2014
- Week 2 w/c 05 Jan 2015

Select Day(s)
- All Weekdays (Mon – Fri)
- All Week (Mon – Sun)
- Monday
- Tuesday
- Wednesday

Select Time Period

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 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.

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.