Web Timetable Instructions
Scheduling Services

How to use the Web Timetable

Follow these step by step instructions for how to best use the new Web Timetable to search and view class times and locations.

You can access Web Timetables by clicking on the 'Timetabling and Room Bookings' link in the 'About Us' menu on the Federation University homepage and then selecting 'Timetables'. Or by accessing the following link: https://scheduling.federation.edu.au/timetable2017

The timetable will reflect updates made to scheduled activities within 10 minutes.

If you have any queries, please contact Timetabling via email timetabler@federation.edu.au or via phone 5327 8084.

Step 1: Timetable View Option and Filters

From the left hand side of the page, select the timetable you wish to view and select the relevant filter options.

The timetable options are listed below:

Timetable Type	Description
Departments	Displays the timetable for all Courses/Units scheduled within the selected Department/s. *Filter Options:* Departments, Weeks/Semester, Days and Time Period
Courses/Units	Displays the timetable for the selected Course/Units. *Filter Options:* Department, Campus, Courses/Units (can use refine search to filter Course/Unit options further), Weeks/Semester, Days and Time Period
Locations	Displays the timetable for all Courses/Units and other room bookings scheduled within the selected Location/s. *Filter Options:* Campus/Building, Room/s (can use refine search to filter Room options further), Weeks/Semester, Days and Time Period.
Programs of Study	Displays the timetable for all Courses/Units scheduled within the selected Programs of Study. Program of Study are separated by Program, Year Level, Semester, Campus and Major and Minor. *Filter Options:* Department, Programs of Study (can use refine search to filter Programs of Study options further), Weeks/Semester, Days and Time Period.

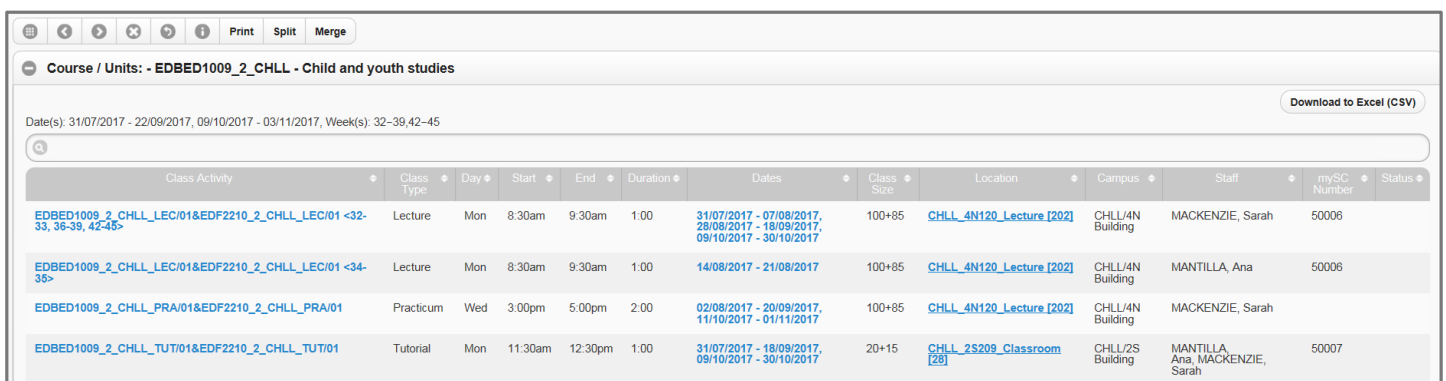| Timetable Type	Description
Staff	Displays the timetable for all Courses/Units allocated to the selected Staff Members. *Filter Options:* Department, Staff (can use refine search to filter Staff options further), Weeks/Semester, Days and Time Period.

Step 2: Select a Report Type

The system is able to display timetables in the following three different formats. Select the format you wish to view the timetable in:

List Timetable	Grid Timetable	Master Timetable
Provides a view of the class days, times and locations in **list** form.	Provides a view of the class days, times and locations in **grid** form	Provides a view of the class days, times and locations of **multiple** locations/staff in **grid** form. **NOTE**: Master timetable can only be selected for Locations and Staff Timetables.

Step 3: Press the View Timetable button

List Timetable

When you press View Timetable in List view the resulting page will look similar to the following example:

Grid Timetable

When you press View Timetable in Grid view the resulting page will look similar to the following example:

Master Timetable (Location and Staff Timetables only)

When you press View Timetable in Master view the resulting page will look similar to the following example:

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Step 4: Understanding and Searching the Timetable

Reading the Timetable

'Class Activities'

The information in the Class Activity has the following format:

EDBED1009_2_CHLL_LEC/01
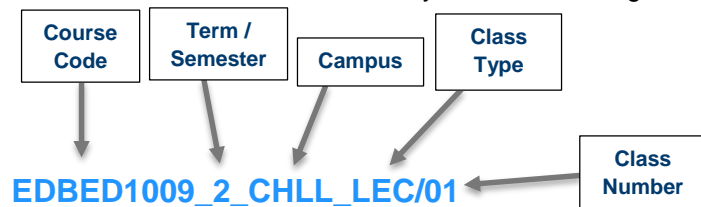
The class above is course EDBED1009 which runs in Semester 2 at Churchill Campus. This class is a Lecture and it is Class 1.

'mySC Number'

If a class has been created in mySC, the class number is location in this field.

'Status'

The status field shows as 'Tentative' if the class has been set as Tentative in mySC. This means that no student will be able to enrol into this class in mySC.

Sorting the Timetable (List)

In the list view, you can sort the timetable by a column in descending or ascending order by clicking on the heading.

Class Activity	Class Type	Day	Start	End	Duration	Dates	Class Size	Location

Searching the Timetable (Grid and List)

To search for specific classes in grid and list view, type a keyword to refine the timetable information further.

Search Tip: You can search any information displayed on the timetable to refine the list.

Some examples include:
- Class Types (Lecture, Tutorial…)
- Locations (T101…) Day (Wednesday…)
- Staff names (Ian...)
- Start time (3:00…)
- Any combinations of keywords separated by a space ('Lecture Wednesday'…)

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Exporting Timetable to Excel (Grid, List or Master)

To export the data into an Excel spreadsheet, press the 'Download to Excel' button on the top right hand side of the screen from either the Grid, List or Master timetables.

> Download to Excel (XLSX)

Once you press the 'Download to Excel' button the timetable will open in an Excel spreadsheet.

If you have filtered the timetable results based on information entered in the search field (as shown above). Only this information will appear in the timetable.

From the Excel spreadsheet you will be able to format/filter the data in the timetable as required.

If you wish to print the timetable, this is best done from Excel.

Merging/Splitting Timetables (Grid and List)

When you select one or more values in the filters and press the view timetable button. One timetable will be displayed for each object (e.g. Course/Unit, Program of Study or Location).

To combine all timetables selected, press the 'Merge' button on the top of the page.

> Merge

To split the timetables back to display as individual timetables, press the 'Spilt' button on the top of the page.

> Split