

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. <i>Filter Options:</i> Departments, Weeks/Semester, Days and Time Period
Courses/Units	Displays the timetable for the selected Course/Units. <i>Filter Options:</i> 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. <i>Filter Options:</i> 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. <i>Filter Options:</i> Department, Programs of Study (can use refine search to filter Programs of Study options further), Weeks/Semester, Days and Time Period.

Web Timetable Instructions

Scheduling Services

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

Step 2: Select a Report Type

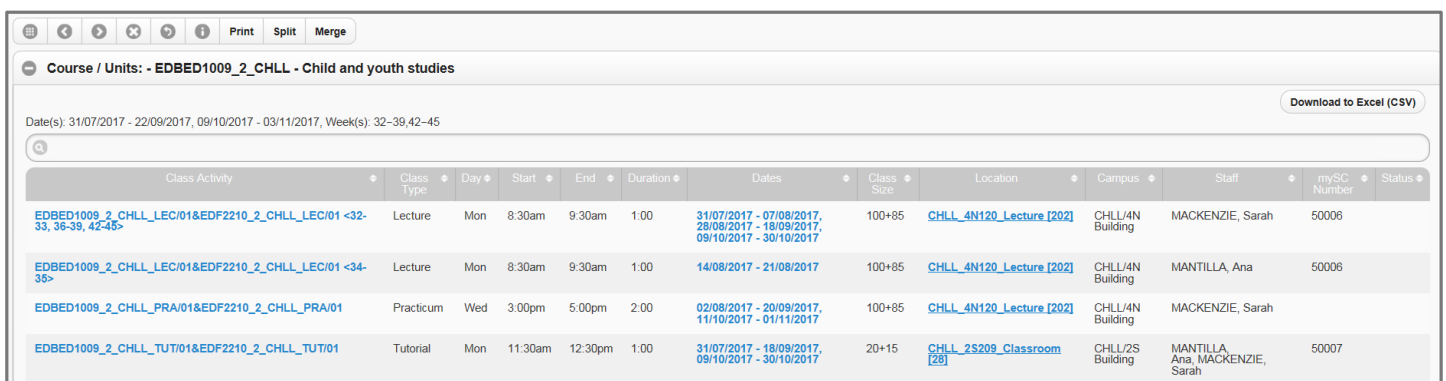
The system is able to display timetables in the following three different formats. Select the format you wish to view the timetable in:

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:



Course / Units: - EDBED1009_2_CHLL - Child and youth studies

Date(s): 31/07/2017 - 22/09/2017, 09/10/2017 - 03/11/2017, Week(s): 32-39,42-45

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Class Activity	Class Type	Day	Start	End	Duration	Dates	Class Size	Location	Campus	Staff	mySC Number	Status
EDBED1009_2_CHLL_LEC/01&EDF2210_2_CHLL_LEC/01 <32-33, 36-39, 42-45>	Lecture	Mon	8:30am	9:30am	1:00	31/07/2017 - 07/08/2017, 28/08/2017 - 18/09/2017, 09/10/2017 - 30/10/2017	100+85	CHLL_4N120_Lecture [202]	CHLL/4N Building	MACKENZIE, Sarah	50006	
EDBED1009_2_CHLL_LEC/01&EDF2210_2_CHLL_LEC/01 <34-35>	Lecture	Mon	8:30am	9:30am	1:00	14/08/2017 - 21/08/2017	100+85	CHLL_4N120_Lecture [202]	CHLL/4N Building	MANTILLA, Ana	50006	
EDBED1009_2_CHLL_PRA/01&EDF2210_2_CHLL_PRA/01	Practicum	Wed	3:00pm	5:00pm	2:00	02/08/2017 - 20/09/2017, 11/10/2017 - 01/11/2017	100+85	CHLL_4N120_Lecture [202]	CHLL/4N Building	MACKENZIE, Sarah		
EDBED1009_2_CHLL_TUT/01&EDF2210_2_CHLL_TUT/01	Tutorial	Mon	11:30am	12:30pm	1:00	31/07/2017 - 18/09/2017, 09/10/2017 - 30/10/2017	20+15	CHLL_2S209_Classroom [26]	CHLL/2S Building	MANTILLA, Ana, MACKENZIE, Sarah	50007	

Grid Timetable

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

Course / Units: - ATSGC1284_2_MTH - The criminal justice process

Date(s): 27/02/2017 - 14/04/2017, 01/05/2017 - 02/06/2017, 31/07/2017 - 22/09/2017, 09/10/2017 - 03/11/2017, Week(s): 10-16,19-23,32-39,42-45

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	Monday	Tuesday	Wednesday	Thursday	Friday
6 AM					
7 AM					
8 AM					
9 AM	ATSGC1284_2_MTH_TUT/03 THE CRIMINAL JUSTICE PROCESS Size: 25 MTH_H123_Classroom [28] CAMILLERI, Margaret 31/07/2017 - 18/09/2017, 09/10/2017 - 30/10/2017	ATSGC1284_2_MTH_LEC/01 THE CRIMINAL JUSTICE PROCESS	ATSGC1284_2_MTH_TUT/02 THE CRIMINAL JUSTICE PROCESS Size: 25 MTH_H123_Classroom [28] CAMILLERI, Margaret 02/08/2017 - 20/09/2017, 11/10/2017 - 01/11/2017		
10 AM					

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:

Locations: - MTH_C004_Classroom [24], - MTH_C001_Lecture [359], - MTH_C902_Classroom [24], - MTH_C002_Classroom [20], - MTH_C901_Class...

Date(s): 27/2/17 - 14/4/17, 1/5/17 - 2/6/17, 31/7/17 - 22/9/17, 9/10/17 - 3/11/17, Week(s): 10-16,19-23,32-39,42-45

Download to Excel (XLSX)

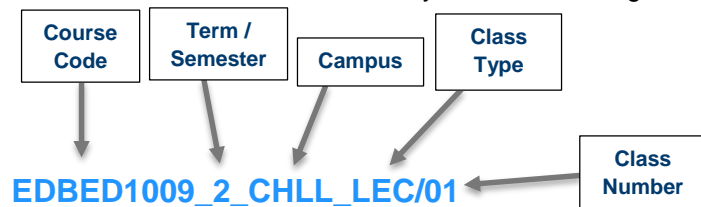
	6 AM		7 AM		8 AM		9 AM		10 AM		11 AM		12 PM		1 PM		2 PM		Mon	
	00	30	00	30	00	30	00	30	00	30	00	30	00	30	00	30	00	30	0	
MTH_C004_Classroom [24]							BUECO3722_2_M BANKING & FINANCE Size: 20 MTH_C004_Classroom [24]	BUECO3722_2_M BUSINESS Size: 20 MTH_C004_Classroom [24]	BUECO3722_2_M BUSINESS Size: 20 MTH_C004_Classroom [24]	BUACC2613_1_M MANAGEMENT ACCOUNTING 1 Size: 22 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]	BUACC1507_2_M ACCOUNTING FUNDAMENTALS Size: 20 MTH_C004_Classroom [24]
MTH_C001_Lecture [359]							*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	*EDBED1012_2_M Size: 225 MTH_C001_Lecture [359]	

Step 4: Understanding and Searching the Timetable

Reading the Timetable

'Class Activities'

The information in the Class Activity has the following format:



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
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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.

Course / Units: - ATSGC1284_2_MTH - The criminal justice process

Date(s): 27/02/2017 - 14/04/2017, 01/05/2017 - 02/06/2017, 31/07/2017 - 22/09/2017, 09/10/2017 - 03/11/2017, Week(s): 10-16, 19-23, 32-39, 42-45

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Tutorial

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'...)

Web Timetable Instructions

Scheduling Services

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