

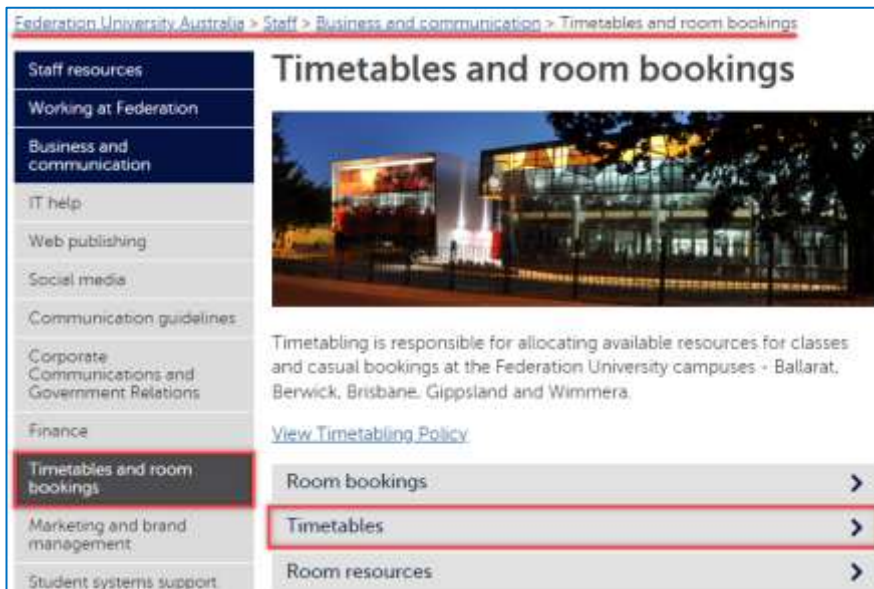
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How to use the Web Timetable

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

Accessing the Web Timetable system

You can access the Web Timetable system by clicking on the 'Timetabling and Room Bookings' link in the 'Staff resources' menu on the Federation University staff page and then selecting 'Timetables'.



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.

Select the Timetable type

From the left-hand side of the page, select the type of timetable you wish to view and then select the relevant filter options from the right-hand side. The filter options change based on what type of timetable you select.

General Information

Departments

Courses / Units

Locations

Programs of Study

Staff

log off

Department Timetables

Select Department

Centre for Teaching Innovation and Quality

Federation Business School

FedUni/Academic

FedUni/Campus Life

FedUni/Central Timetabling

FedUni/Chief Operating Office

FedUni/Global Professional School

FedUni/Research Services

FedUni/TAFE

FedUni/Vice Chancellor's Office

General Information

Departments

Courses / Units

Locations

Programs of Study

Staff

log off

Courses / Units

Select Department

Please Select...

Select Campus

Please Select...

Refine Search (Example NURBN1006 or Nursing)

Select Courses / Units

22301VIC_CT1 TRANS ED_HOR - 22301VIC - Certificate I in Transitional Ec...

22304VIC_CT2 PLUMB_HOR_BCPLVETIS - 22304VIC Certificate II in Plum...

22304VIC_CT2 PLUMB_SMB_BCPL-VETIS - 22304VIC Certificate II in Plum...

22334VIC_CT4 CYBER_MTH_C4YBRA - 22334VIC - Certificate IV in Cybe...

22338VIC_CT2 BUILD CONST_HOR_PREAPP - 22338VIC Certificate II in B...

22338VIC_CT2 BUILD CONST_SMB_BCBPA GRP1 - 22338VIC Certificate II

22338VIC_CT2 BUILD CONST_SMB_BCBPA GRP2 - 22338VIC Certificate II

22338VIC_CT2 BUILD CONST_SMB_CARPENTRY GRP1 - 22338VIC Certif...

General Information

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Staff

log off

Location Timetables

Select Campus / Building

Please Select...

Refine Search (Example MTH_S or Classroom)

Select Room(s)

BER_901_203_Meeting [20] [C-7]

BER_901_211_Meeting [2] [C-1]

BER_901_212_Meeting [1] [C--] Unavailable

BER_901_213_Meeting [2] [C-2]

BER_901_216_Meeting [10] [C-5]

BER_901_223_Meeting [2] [C-2]

BER_901_225_Meeting [2] [C-2]

BER_901_227_Meeting [1] [C--] Unavailable

General Information

Departments

Courses / Units

Locations

Programs of Study

Staff

log off

Programs of Study Timetables

Select Department

Please Select...

Refine Search (Example TZ5 or CPC3021)

Select Programs of Study (*)

22301VIC_CT1 TRANS ED_HOR - 22301VIC - Certificate I in Transitional Ec...

22304VIC_CT2 PLUMB_BCPLVETIS_HOR - 22304VIC Certificate II in Plum...

22304VIC_CT2 PLUMB_SMB_BCPLPA1-19 - 22304VIC Certificate II in Plum...

22334VIC_CT4 CYBER_MTH - 22334VIC - Certificate IV in Cyber Security

22338VIC_CT2 BUILD CONST CARPENTRY_SMB - 22338VIC Certificate II i...

22338VIC_CT2 BUILD CONST_BCBPA_SMB - 22338VIC Certificate II in bui...

22338VIC_CT2 BUILD CONST_HOR_PREAPP - 22338VIC Certificate II in B...

22469VIC_NDIS INTRO_MTH - 22469VIC - Introduction to the National Di...

General Information

Departments

Courses / Units

Locations

Programs of Study

Staff

log off

Staff Timetables

Select Department

Please Select...

Refine Search (Example Smith or Michael)

Select Staff Member(s)

ARMO_Misc

A...

A...

A...

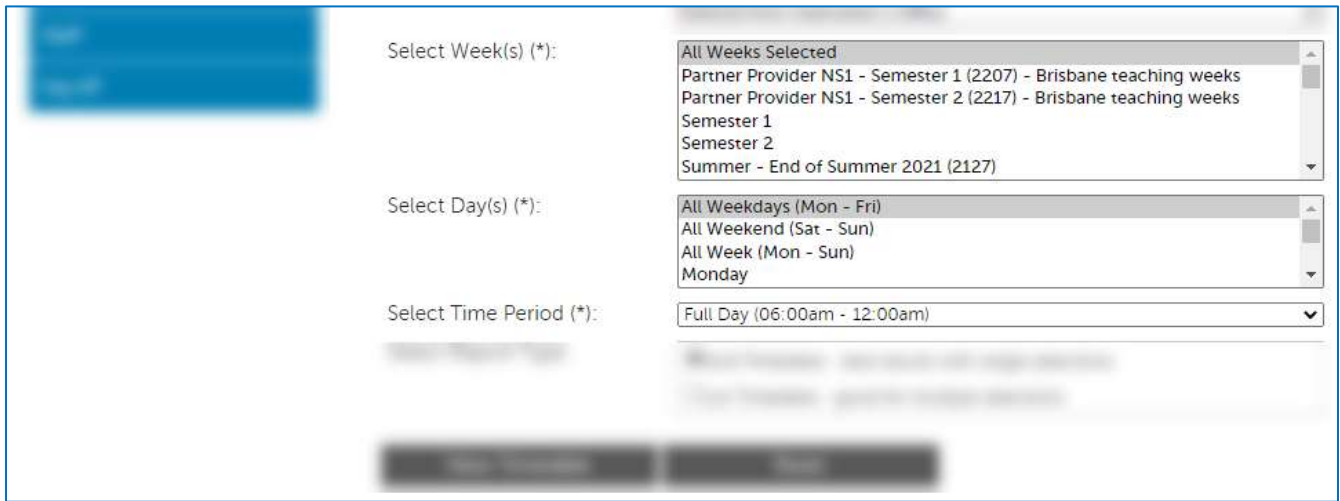
A...

A...

A...

Select Filters

Additional to the timetable filters select the Week, Days and Time Period to report.



Select Week(s) (*):

- All Weeks Selected
- Partner Provider NS1 - Semester 1 (2207) - Brisbane teaching weeks
- Partner Provider NS1 - Semester 2 (2217) - Brisbane teaching weeks
- Semester 1
- Semester 2
- Summer - End of Summer 2021 (2127)

Select Day(s) (*):

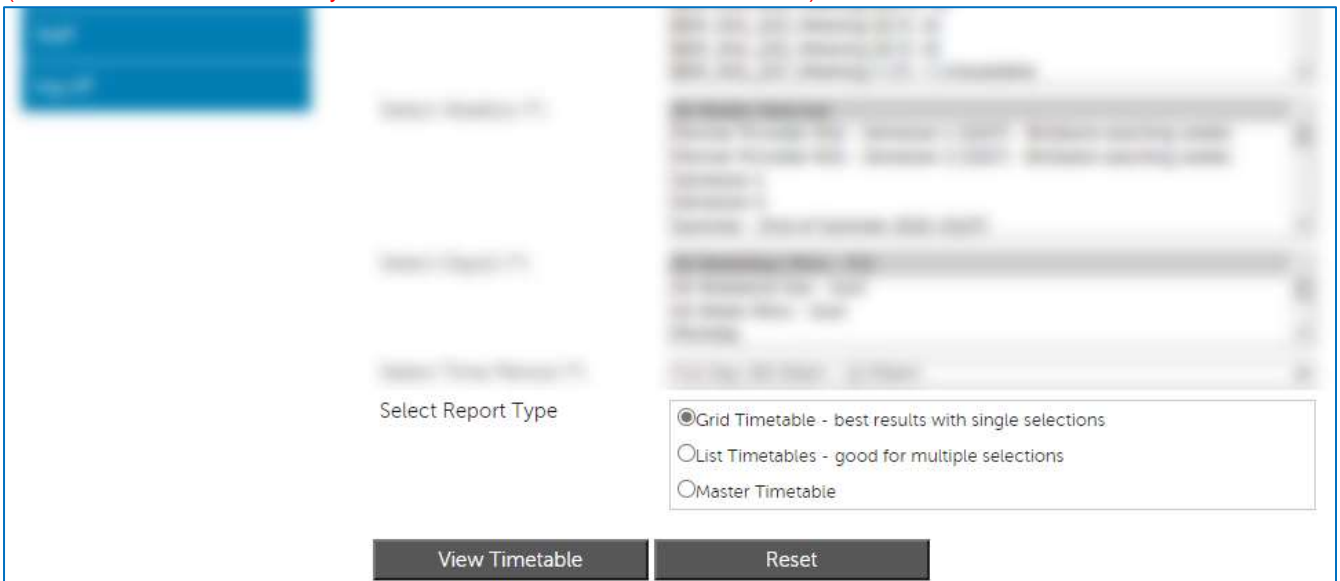
- All Weekdays (Mon - Fri)
- All Weekend (Sat - Sun)
- All Week (Mon - Sun)
- Monday

Select Time Period (*):

- Full Day (06:00am - 12:00am)

The system can display timetables in the following three formats.

(Note: Master Timetable is only available with Location and Staff timetables)



Select Report Type

- Grid Timetable - best results with single selections
- List Timetables - good for multiple selections
- Master Timetable

View Timetable Reset

Generate the Timetable

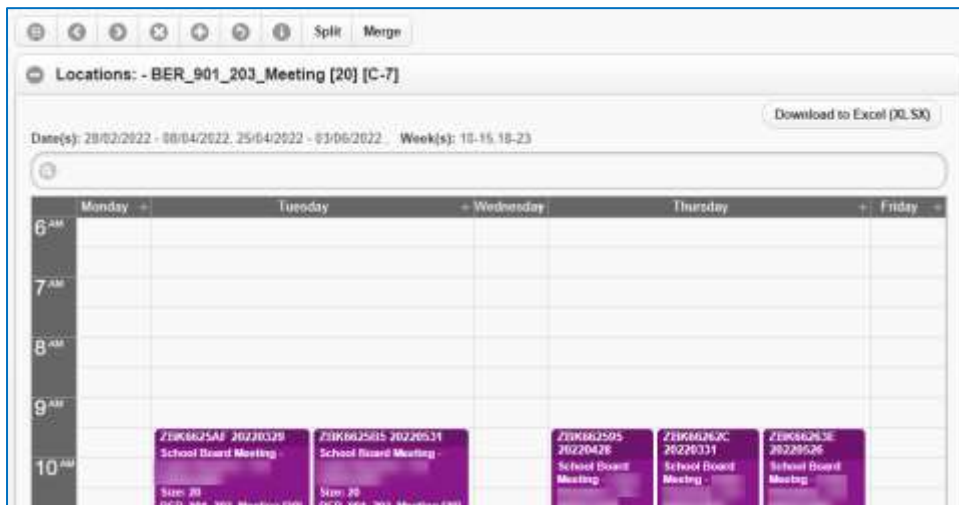


Click the **View Timetable** button to generate the timetable.

Click the **Reset** button to clear all filter selections and start again.

Here are examples of a Location timetable showing the various Report Types.

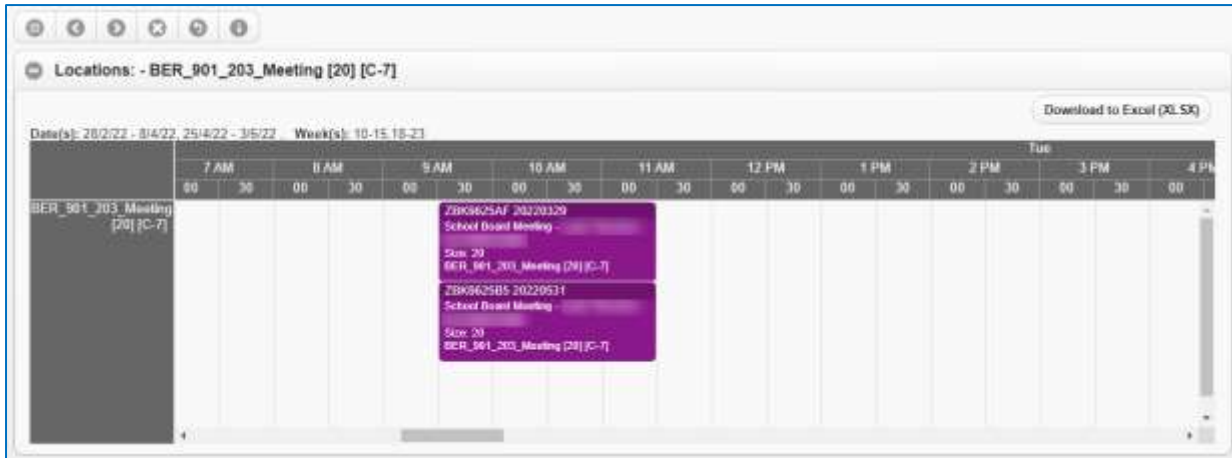
Grid Timetable – best results with single selections



List Timetable – good for multiple selections

Class Activity	Class Description	Class Type	Day	Start	End	Duration	Dates	Class Size	Location	Campus	Staff
ZBK6625AF 20220329	School Board Meeting -	WRB- ACTIVE	Tue	9:30am	11:30am	2:00	29/03/2022	20	BER_901_203_Meeting	BER/901 Building	
ZBK6625B5 20220531	School Board Meeting -	WRB- ACTIVE	Tue	9:30am	11:30am	2:00	31/05/2022	20	BER_901_203_Meeting	BER/901 Building	
ZBK662595 20220428	School Board Meeting -	WRB- ACTIVE	Thu	9:30am	11:30am	2:00	28/04/2022	20	BER_901_203_Meeting	BER/901 Building	
ZBK66262C 20220331	School Board Meeting -	WRB- ACTIVE	Thu	9:30am	11:30am	2:00	31/03/2022	20	BER_901_203_Meeting	BER/901 Building	
ZBK66263E 20220526	School Board Meeting -	WRB- ACTIVE	Thu	9:30am	11:30am	2:00	26/05/2022	20	BER_901_203_Meeting	BER/901 Building	

Master Timetable

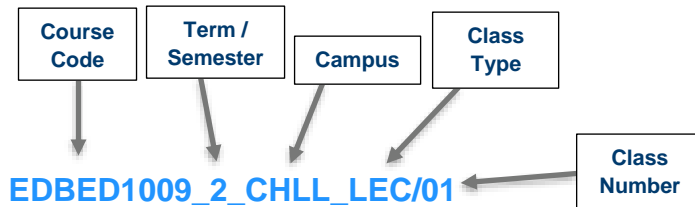


Understanding and Searching the Timetable

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.



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.



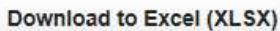
Search Tip: You can search any information displayed on the timetable to refine the list.

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'...)

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.



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.



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

