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How to use the Web Timetable

Follow these step-by-step instructions for how to best use the 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 'Timetables and Room Bookings' link in the 'Staff resources' menu on the Federation University staff page and then selecting 'Web Timetable'.

Note this link may have a year before it, so '2023 Web Timetable' or '2024 Web Timetable', etc.

Federation University Australia > About us > Our services and facilities > Timetables and room bookings

Our university

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Our campuses

Our services and facilities

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ITS Service Desk Portal


Parking

Property and Infrastructure

Timetables and room bookings

Workload planning

Timetables and room bookings



Timetabling is responsible for allocating available resources for classes and casual bookings at the Federation University campuses.

Refer to the [Timetable Timeline](#) for key milestone dates.

Link to [2023 Web timetable](#)

Link to [2023 Web Room bookings](#)

Link to [2023 Allocate+](#)

Link to [mySchedule](#)

Room bookings >

Room resources >

The Web Timetable link may also appear in other parts of the Timetable website.

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	Department Timetables	
Departments	Select Department	<input type="text" value="FedUni: Academic"/> <input type="text" value="FedUni: Brisbane"/> <input type="text" value="FedUni: Campus Life"/> <input type="text" value="FedUni: Central Timetabling"/> <input type="text" value="FedUni: Centre for Academic Development (CAD)"/> <input type="text" value="FedUni: Chief Operating Office"/> <input type="text" value="FedUni: Global Professional School"/> <input type="text" value="FedUni: Graduate Research School"/> <input type="text" value="FedUni: Learner Experience"/> <input type="text" value="FedUni: Research Services"/>
Units	Select Week(s) (*)	<input type="text" value="All Weeks Selected"/> <input type="text" value="Semester 1"/> <input type="text" value="Semester 2"/>
Locations		
Course of Study		
Staff		
log off		

General Information	Units	
Departments	Select Department	<input type="text" value="Please Select..."/>
Units	Select Campus	<input type="text" value="Please Select..."/>
Locations	Refine Search (Example NURBN1006 or Nursing)	<input type="text"/> <input type="button" value="Filter"/>
Course of Study	Select Units	<input type="text" value="22334VIC_CT4 CYBR_MTH_AUG22 - 22334VIC - Certificate IV in Cyber Se"/> <input type="text" value="22334VIC_CT4 CYBR_MTH_FEB22 - 22334VIC - Certificate IV in Cyber Sec"/> <input type="text" value="22334VIC_CT4 CYBR_MTH_NOV21 - 22334VIC - Certificate IV in Cyber Se"/> <input type="text" value="22334VIC_CT4 CYBR_MTH_NOV22 - 22334VIC - Certificate IV in Cyber Se"/> <input type="text" value="22338VIC_CT2 BUILD CONST_HOR_VETDSS HORS-23 - 22338VIC Certific"/> <input type="text" value="22338VIC_CT2 BUILD CONST_SMB_BCBPA-CARP-22 - 22338VIC Certifica"/> <input type="text" value="22338VIC_CT2 BUILD CONST_SMB_VETDSS BCC BALL - 22338VIC Certific"/> <input type="text" value="22470VIC_CT2 ENG STUD_HOR_VETDSS_YR1 - 22470VIC - Certificate II in"/>
Staff		
log off		

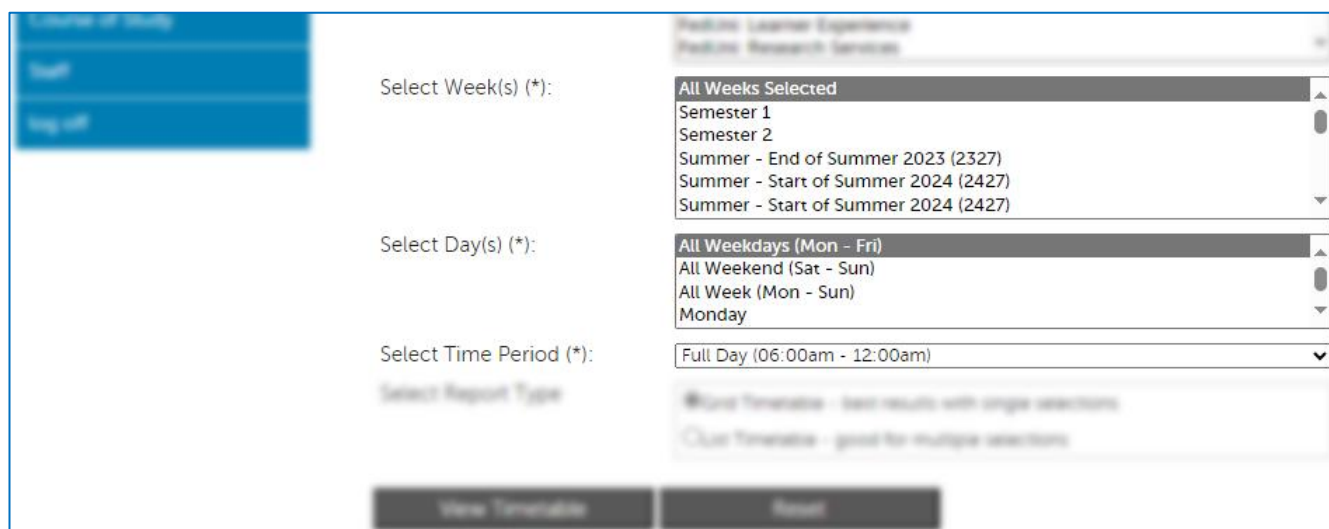
General Information	Location Timetables	
Departments	Select Campus / Building	<input type="text" value="Please Select..."/>
Units	Refine Search (Example MTH_S or Classroom)	<input type="text"/> <input type="button" value="Filter"/>
Locations	Select Room(s)	<input type="text" value="BER_901_117_Lecture [52]"/> <input type="text" value="BER_901_133_Lecture [52]"/> <input type="text" value="BER_901_140_Meeting [10]"/> <input type="text" value="BER_901_203_Meeting [20]"/> <input type="text" value="BER_901_211_Meeting [2]"/> <input type="text" value="BER_901_213_Meeting [2]"/> <input type="text" value="BER_901_216_Meeting [10]"/> <input type="text" value="BER_901_223_Meeting [2]"/>
Course of Study		
Staff		
log off		

General Information	Course of Study Timetables	
Departments	Select Department	<input type="text" value="Please Select..."/>
Units	Refine Search (Example TZ5 or CPC30211)	<input type="text"/> <input type="button" value="Filter"/>
Locations	Select Courses of Study (*)	<input type="text" value="22334VIC_CT4 CYBR_MTH_AUG22 - 22334VIC - Certificate IV in Cyber Se"/> <input type="text" value="22334VIC_CT4 CYBR_MTH_FEB22 - 22334VIC - Certificate IV in Cyber Sec"/> <input type="text" value="22334VIC_CT4 CYBR_MTH_NOV21 - 22334VIC - Certificate IV in Cyber Se"/> <input type="text" value="22334VIC_CT4 CYBR_MTH_NOV22 - 22334VIC - Certificate IV in Cyber Se"/> <input type="text" value="22338VIC_CT2 BUILD CONST_HOR_VETDSS HORS-23 - 22338VIC Certific"/> <input type="text" value="22338VIC_CT2 BUILD CONST_SMB_BCBPA-CARP-22 - 22338VIC Certifica"/> <input type="text" value="22338VIC_CT2 BUILD CONST_SMB_VETDSS BCC BALL - 22338VIC Certific"/> <input type="text" value="22470VIC_CT2 ENG STUD_HOR_VETDSS_YR1 - 22470VIC - Certificate II in"/>
Course of Study		
Staff		
log off		

General Information	Staff Timetables	
Departments	Select Department	<input type="text" value="Please Select..."/>
Units	Refine Search (Example Smith or Michael)	<input type="text"/> <input type="button" value="Filter"/>
Locations	Select Staff Member(s)	<input type="text" value="ABAO, Jene"/> <input type="text" value="ABAO, Jene"/> <input type="text" value="ABBOTT, Matthew"/> <input type="text" value="ABO, Ali"/> <input type="text" value="ABO, Ali"/> <input type="text" value="ABO, Ali"/> <input type="text" value="ABO, Ali"/> <input type="text" value="ABO, Ali"/> <input type="text" value="ABO, Ali"/>
Course of Study		
Staff		
log off		

Select Filters

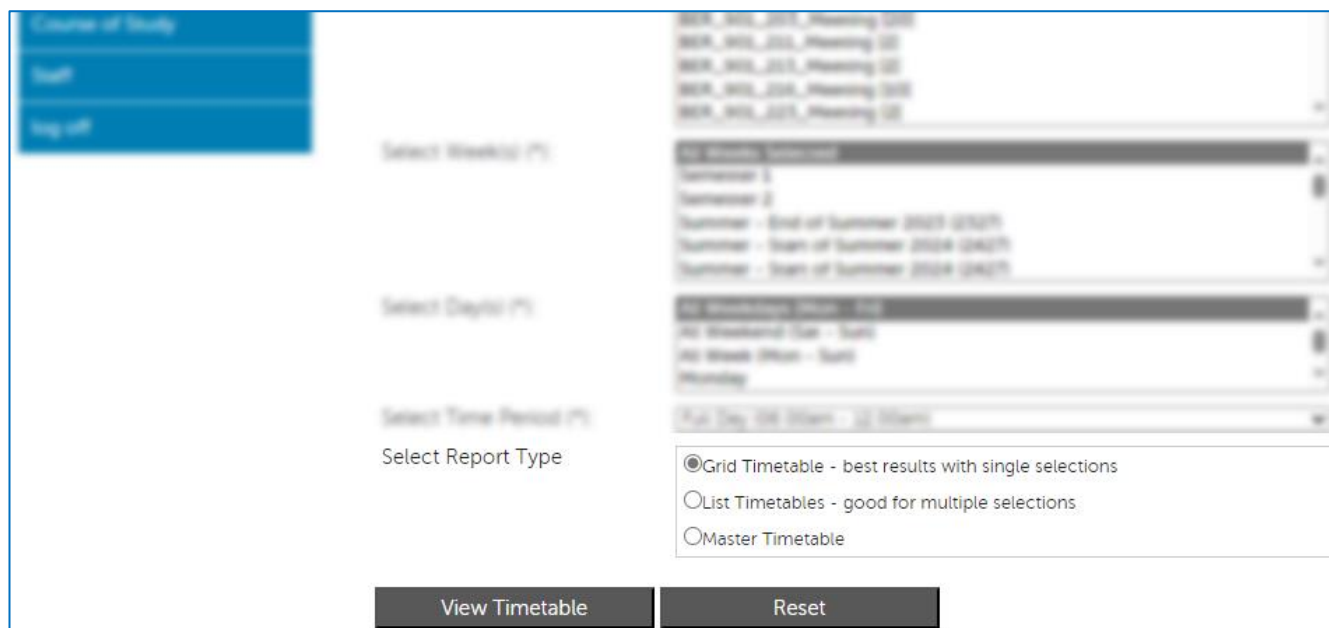
Additional to the timetable filters select the Week, Days and Time Period to report.



The screenshot shows the 'Select Filters' form with the following elements:

- Course of Study:** A dropdown menu with 'Staff' and 'Log off' options.
- Select Week(s) (*):** A dropdown menu with options: 'All Weeks Selected', 'Semester 1', 'Semester 2', 'Summer - End of Summer 2023 (2327)', 'Summer - Start of Summer 2024 (2427)', and 'Summer - Start of Summer 2024 (2427)'.
- Select Day(s) (*):** A dropdown menu with options: 'All Weekdays (Mon - Fri)', 'All Weekend (Sat - Sun)', 'All Week (Mon - Sun)', and 'Monday'.
- Select Time Period (*):** A dropdown menu with the option: 'Full Day (06:00am - 12:00am)'.
- Select Report Type:** Two radio buttons: 'Grid Timetable - best results with single selections' (selected) and 'List Timetable - good for multiple selections'.
- Buttons:** 'View Timetable' and 'Reset'.

The system can display timetables in the following three formats.



The screenshot shows the 'Select Filters' form with the following elements:

- Course of Study:** A dropdown menu with 'Staff' and 'Log off' options.
- Select Week(s) (*):** A dropdown menu with options: 'All Weeks Selected', 'Semester 1', 'Semester 2', 'Summer - End of Summer 2023 (2327)', 'Summer - Start of Summer 2024 (2427)', and 'Summer - Start of Summer 2024 (2427)'.
- Select Day(s) (*):** A dropdown menu with options: 'All Weekdays (Mon - Fri)', 'All Weekend (Sat - Sun)', 'All Week (Mon - Sun)', and 'Monday'.
- Select Time Period (*):** A dropdown menu with the option: 'Full Day (06:00am - 12:00am)'.
- Select Report Type:** Three radio buttons: 'Grid Timetable - best results with single selections' (selected), 'List Timetables - good for multiple selections', and 'Master Timetable'.
- Buttons:** 'View Timetable' and 'Reset'.

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

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

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

Generate the Timetable

Here are examples of a Location timetable showing the three Report Types:

Grid Timetable – best results with single selections

Locations: - SMB_A104_Boardroom [18]

Date(s): 18/09/2023 - 22/09/2023, Week(s): 39

Download to Excel (XLSX)

	Monday	Tuesday	Wednesday	Thursday	Friday
6 AM					
7 AM					
8 AM					
9 AM					
10 AM	ZBK0479AC 20230918 Regional Skills Network and Federation University Group Recreation - Chess Macdonald - Est 4/10/2023/7045 Size: 5 SMB_A104_Boardroom [18]		ZBKDA3820 20230920 Council Meetings - South Shore - Est 4/10/2023/7045 Size: 10 SMB_A104_Boardroom [18]		ZBKAS88BE 20230922 Ballarat Campus Engagement Group - Co-Op - Chess Macdonald - Est 4/10/2023/7045 Size: 5 SMB_A104_Boardroom [18]
11 AM					ZBKAS88AB 20230922 Meeting with Local Health - South Shore - Est 4/10/2023/7045 Size: 5

List Timetable – good for multiple selections

Locations: - SMB_A_Hotdesk1 [1]

Date(s): 18/09/2023 to 22/09/2023, Week(s): 39

No data available in table

Locations: - SMB_A104_Boardroom [18]

Date(s): 18/09/2023 to 22/09/2023, Week(s): 39

Download to Excel (CSV)

Class Activity	Class Description	Class Type	Day	Start	End	Duration	Dates	Class Size	Location	Campus	Staff
ZBK0479AC 20230918	Regional Skills Network and Federation University Group Recreation - Chess Macdonald - Est 4/10/2023/7045	WRB-ACTIVE	Mon	10:00am	12:00pm	2:00	18/09/2023	5	SMB_A104_Boardroom	SMB/A Building	
ZBKDA3820 20230920	Council Meetings - South Shore - Est 4/10/2023/7045	WRB-ACTIVE	Wed	10:00am	5:00pm	7:00	20/09/2023	10	SMB_A104_Boardroom	SMB/A Building	
ZBKAS88BE 20230922	Ballarat Campus Engagement Group - Co-Op - Chess Macdonald - Est 4/10/2023/7045	WRB-ACTIVE	Fri	8:30am	10:30am	2:00	22/09/2023	5	SMB_A104_Boardroom	SMB/A Building	

Master Timetable – good for viewing a large date range in chronological order

Locations: - SMB_A104_Boardroom [18]

Date(s): 18/9/23 - 22/9/23, Week(s): 39

Download to Excel (XLSX)

	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM
SMB_A104_Boardroom [18]					ZBK0479AC 20230918 Regional Skills Network and Federation University Group Recreation - Chess Macdonald - Est 4/10/2023/7045 Size: 5 SMB_A104_Boardroom [18]											

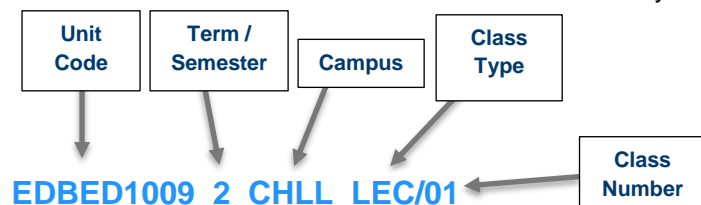
Understanding and Searching the Timetable

Reading the Timetable

'Class Activities'

The Class Activity code has the following components.

Note: This format relates to scheduled classes and may be different for other types of timetable entries.



The class above is unit EDBED1009 which runs in Semester 2 at Churchill Campus. This class is a Lecture and is Class #1.

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
Download to Excel (CSV)

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

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'...)

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.

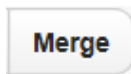
From the Excel spreadsheet you will be able to format/filter the data in the timetable as required.

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. Unit, Course 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.

