Web Timetable Instructions
Scheduling Services

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.

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.

Select Filters

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

The system can display timetables in the following three formats.

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

List Timetable – good for multiple selections

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

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.

Unit Code	Term / Semester	Campus	Class Type

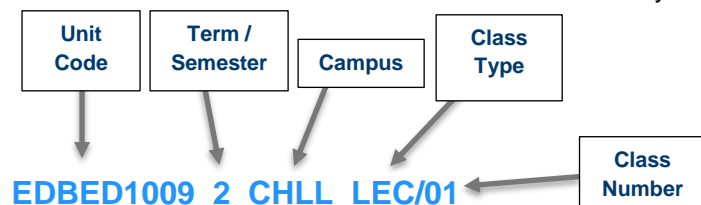**EDBED1009_2_CHLL_LEC/01** ← | Class Number |

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

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.

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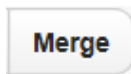
To split the timetables back to display as individual timetables, press the 'Spilt' button on the top of the page.

Split