

<b>How to use the Web Timetable</b>	<b>1</b>
Accessing the Web Timetable system.....	1
Select the Timetable type.....	2
Select Filters.....	2
Generate the Timetable.....	3
Understanding and Searching the Timetable.....	4

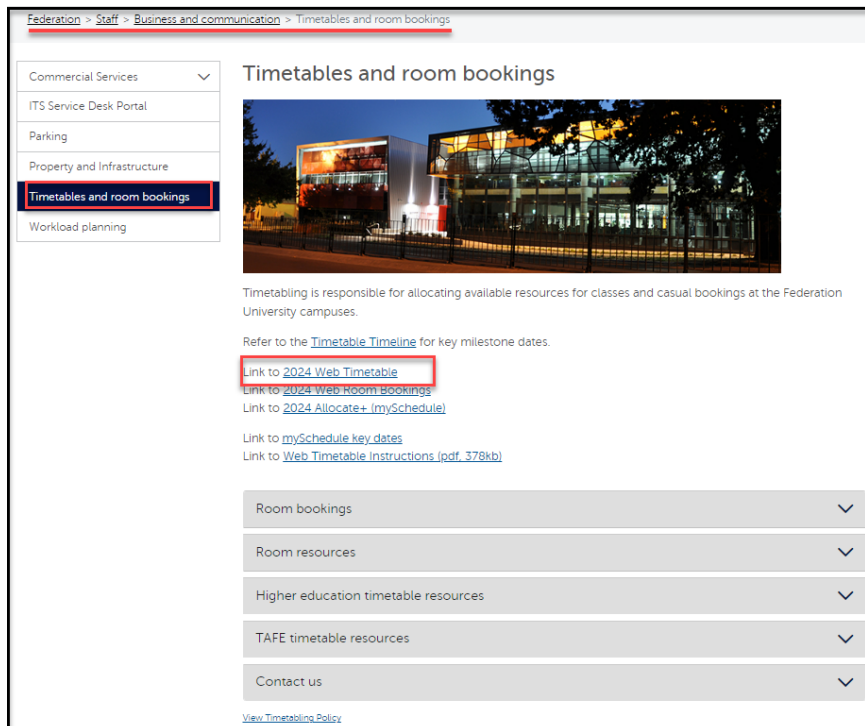
## How to use the Web Timetable

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.



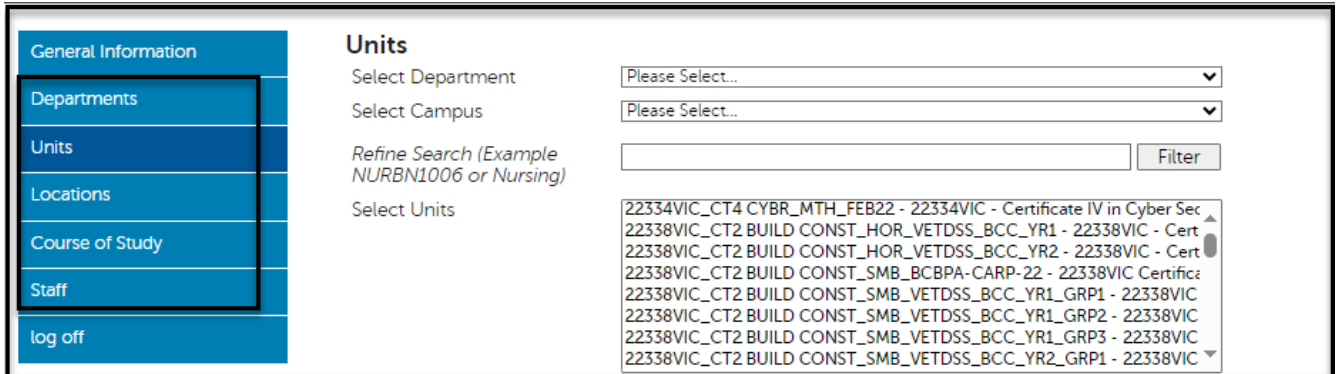
The Web Timetable link may also appear in other parts of the Timetable website.

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](mailto: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
- Units**
- Locations
- Course of Study
- Staff
- log off

**Units**

Select Department:

Select Campus:

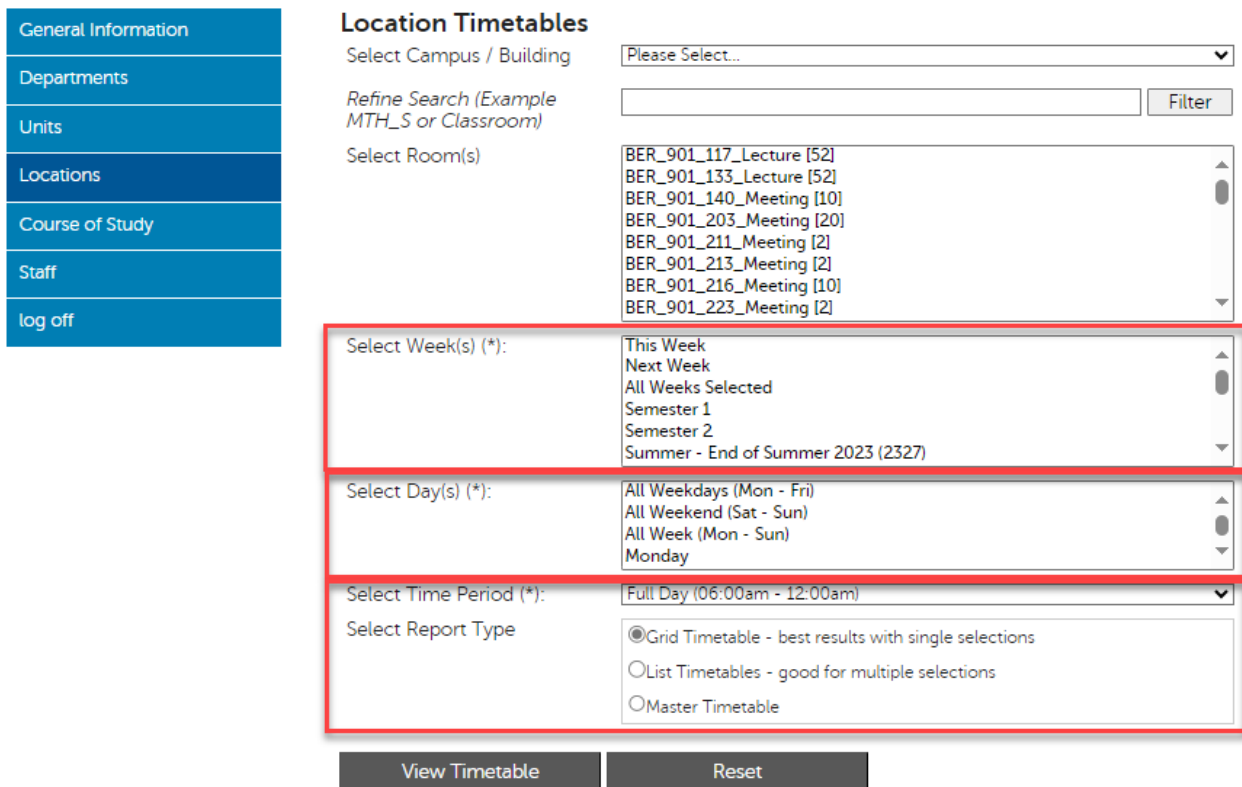
Refine Search (Example NURBN1006 or Nursing):

Select Units:

- 22334VIC\_CT4 CYBR\_MTH\_FEB22 - 22334VIC - Certificate IV in Cyber Sec
- 22338VIC\_CT2 BUILD CONST\_HOR\_VETDSS\_BCC\_YR1 - 22338VIC - Cert
- 22338VIC\_CT2 BUILD CONST\_HOR\_VETDSS\_BCC\_YR2 - 22338VIC - Cert
- 22338VIC\_CT2 BUILD CONST\_SMB\_BCBPA-CARP-22 - 22338VIC Certifica
- 22338VIC\_CT2 BUILD CONST\_SMB\_VETDSS\_BCC\_YR1\_GRP1 - 22338VIC
- 22338VIC\_CT2 BUILD CONST\_SMB\_VETDSS\_BCC\_YR1\_GRP2 - 22338VIC
- 22338VIC\_CT2 BUILD CONST\_SMB\_VETDSS\_BCC\_YR1\_GRP3 - 22338VIC
- 22338VIC\_CT2 BUILD CONST\_SMB\_VETDSS\_BCC\_YR2\_GRP1 - 22338VIC

### Select Filters

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



**General Information**

- Departments
- Units
- Locations**
- Course of Study
- Staff
- log off

**Location Timetables**

Select Campus / Building:

Refine Search (Example MTH\_5 or Classroom):

Select Room(s):

- BER\_901\_117\_Lecture [52]
- BER\_901\_133\_Lecture [52]
- BER\_901\_140\_Meeting [10]
- BER\_901\_203\_Meeting [20]
- BER\_901\_211\_Meeting [2]
- BER\_901\_213\_Meeting [2]
- BER\_901\_216\_Meeting [10]
- BER\_901\_223\_Meeting [2]

Select Week(s) (\*):

- This Week
- Next Week
- All Weeks Selected
- Semester 1
- Semester 2
- Summer - End of Summer 2023 (2327)

Select Day(s) (\*):

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

Select Time Period (\*):

Select Report Type:

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

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

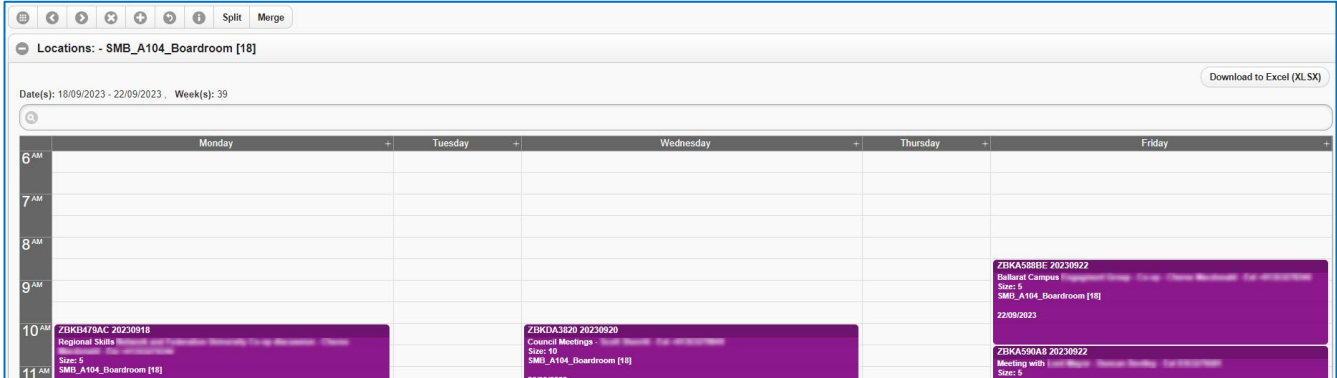
Click the **View Timetable** button to generate the timetable.

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

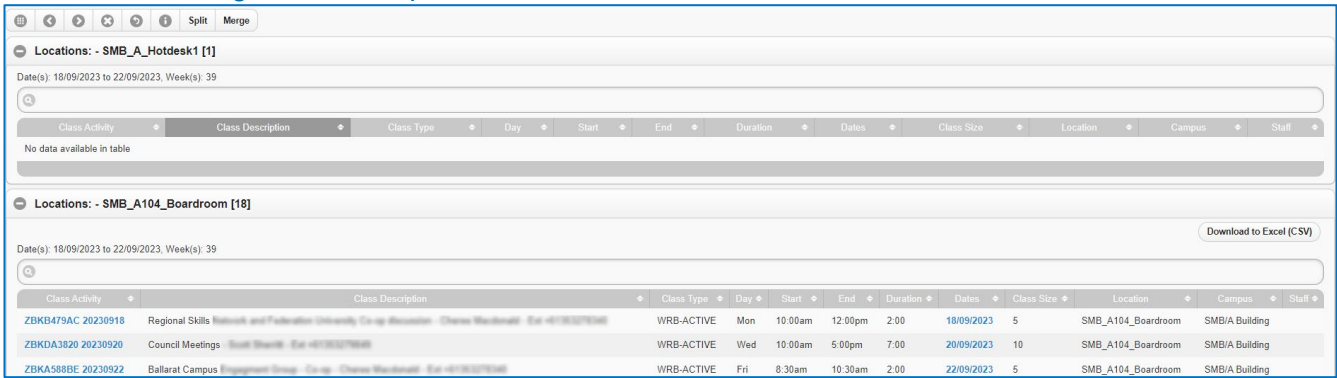


Locations: - SMB\_A104\_Boardroom [18]

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6 AM					
7 AM					
8 AM					
9 AM					ZBKAS88BE 20230922 Ballarat Campus Size: 5 SMB_A104_Boardroom [18] 22/09/2023
10 AM	ZBKBA79AC 20230918 Regional Skills Size: 5 SMB_A104_Boardroom [18]		ZBKDA3820 20230920 Council Meetings Size: 10 SMB_A104_Boardroom [18]		
11 AM					ZBKAS90AB 20230922 Meeting with... 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

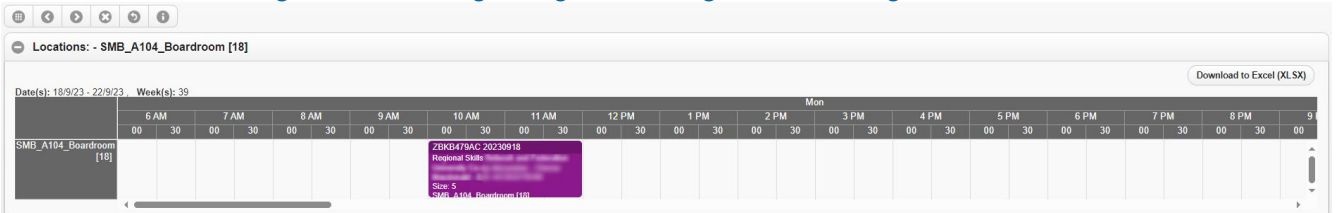
No data available in table

Locations: - SMB\_A104\_Boardroom [18]

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

Class Activity	Class Description	Class Type	Day	Start	End	Duration	Dates	Class Size	Location	Campus	Staff
ZBKBA79AC 20230918	Regional Skills	WRB-ACTIVE	Mon	10:00am	12:00pm	2:00	18/09/2023	5	SMB_A104_Boardroom	SMB/A Building	
ZBKDA3820 20230920	Council Meetings	WRB-ACTIVE	Wed	10:00am	5:00pm	7:00	20/09/2023	10	SMB_A104_Boardroom	SMB/A Building	
ZBKAS88BE 20230922	Ballarat Campus	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

Time	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]					ZBKBA79AC 20230918 Regional Skills Size: 5 SMB_A104_Boardroom [18]											

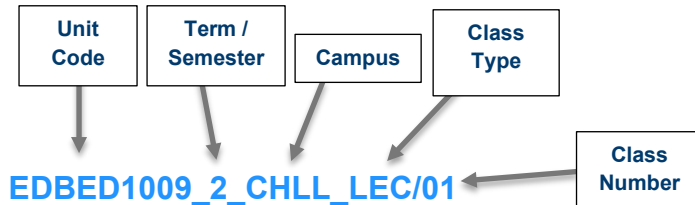
## Understanding and Searching the Timetable

### 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

**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.

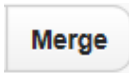
From the Excel spreadsheet you will be able to format/filter the data in the timetable as required.

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.

