Accessing Timetabling Web Services

You can access your timetable from the Timetabling page: [http://www.brunel.ac.uk/about/administration/timetabling](http://www.brunel.ac.uk/about/administration/timetabling)

The webpage also contains a variety of useful information.

If you prefer, you can access your timetable directly by using the web address: [https://teaching.brunel.ac.uk/SWS-1516/login.aspx](https://teaching.brunel.ac.uk/SWS-1516/login.aspx)
Logging in

Once you have clicked the 2015/6 timetable link you will be directed to the Login page:

Log in using your Student Number (not your Network Username) and your password*.

*Please note that if you have non-alphanumeric characters (e.g. !?$) in your password you may have issues logging in and we would suggest not using non-alpha-numeric characters in your password for ease of access.
Finding Your Timetable

If you have not completed the module selection task in eVision you will need to do so in order to use the My Modules tab. Please go to https://evision.brunel.ac.uk to complete the task.

You can view your timetable in a number of different ways; we recommend that you use the My Modules tab from the box on the left of the screen. My Modules will display all of the specific modules that you are registered to take and will show all associated activities including groups that you may not be part of. Courses will allow you to see all modules that are being taught on your course, even if you aren’t taking them. Modules allows you to search for any modules to view when and where they will be taught. Rooms allows you to see what is happening in specific rooms. There is also a My Timetable tab; however this will not be available for all courses. If you can't see this option, please use My Modules instead.
Finding Your Timetable

Upon clicking *My Modules*, a number of drop-down menus will appear. Use these to check your class times and locations. Please check back regularly as timetables are subject to change.

**Select Module(s):** Pick the modules you wish to view.

**Select Period:** Choose the length of time you wish to view.

**Select Day(s):** Choose the days you wish to view.

**Type Of Report:** You can choose between Grid Timetable, List Timetable and Combined Timetable depending on how you wish to view your modules.
Viewing a Combined Timetable

The timetable generated should look similar to this.

The combined view groups your activities by the days that they are taught on.

If you don’t know which dates the week numbers refer to or what the room codes mean, there are guides on the Timetabling webpage at: http://www.brunel.ac.uk/about/administration/timetabling

Produced by timetabling@brunel.ac.uk August 2015
Viewing a Grid Timetable

### Games Design Level - 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30</td>
<td>FM2094 Animation</td>
<td>FM2094 Asset Creation</td>
<td>FM2094 Application</td>
<td>FM2084 Screening Sci</td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>GASK 1702 O’Dell, Matthew</td>
<td>GASK 168 O’Dell, Matthew</td>
<td>GASK 1702 O’Dell, Matthew</td>
<td>LECT 215 Ingram, David</td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td>FM2092 Coro Mechanics</td>
<td>FM2093 Asset Creation</td>
<td>FM2093 Application</td>
<td>FM2084 Lecture</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>GASK 168 Parsler, Justin</td>
<td>GASK 168 O’Dell, Matthew</td>
<td>GASK 1702 O’Dell, Matthew</td>
<td>LECT 215 Ingram, David</td>
<td></td>
</tr>
</tbody>
</table>

- This is the description of the activity.
- This is the location code.
- This is the tutor who will be leading the session.
- These numbers show the weeks in which the activity will be taught.
- This indicates the weeks and dates covered by the displayed timetable.

**Weeks:** 1-12 (22 Sep 2014-14 Dec 2014)

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Troubleshooting

If you are using Internet Explorer, your timetable may open in a pop-up behind the current window, making it hard to notice whether it has actually opened. Keep an eye out for this if you are struggling to see anything opening when you click on View Timetable.

If you are using Internet Explorer you can remedy this by following these instructions:

1. Click on Tools and then Internet Options.
2. In the General tab, there is a heading called Tabs.
3. In IE 8, click the button marked Settings, in IE 10 click the button marked Tabs
4. Click on “Let Internet Explorer decide how pop-ups should open”.

If you are using any other browser and are unable to rectify the problem please contact computing-support@brunel.ac.uk on 01895 265888.

If you have any other timetable issues please contact timetabling@brunel.ac.uk with your query.