

Making module selections using your course timetable

Accessing your Course Timetable

You can go straight to the timetable by using this link:

<https://teaching.brunel.ac.uk/SWS-1819/default.aspx>

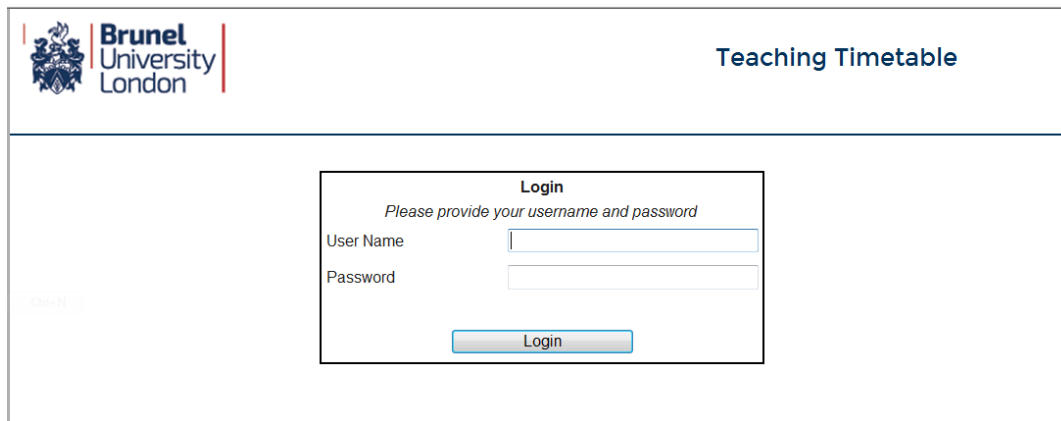
You can also access the Timetabling site, where you can find a lot of other useful information, at this link:


<http://www.brunel.ac.uk/about/administration/timetabling>

Please note that any screenshots used in this guide are intended for use as an example only. They do not necessarily reflect the true schedule for the current academic year.

Making module selections using your course timetable

Once you have clicked on the 2018/9 timetable link you will be directed to the Login page.



 **Brunel**
University
London

Teaching Timetable

Login
Please provide your username and password

User Name

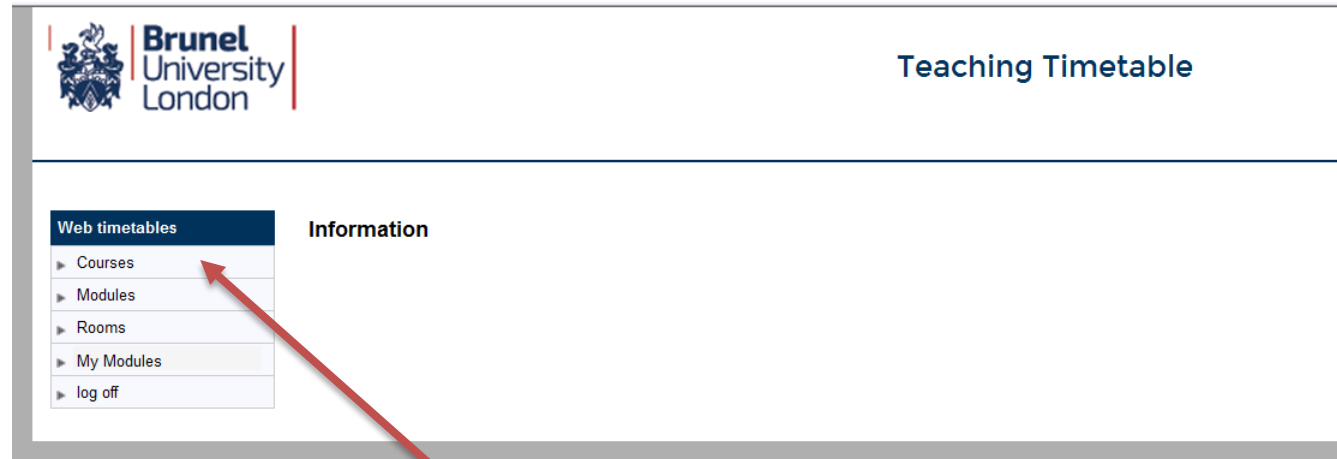
Password

Log in using your **Student Number** (not your Network Username) and your network password. **Please note that non-alphanumeric characters (e.g. !?£\$) may not be recognised.**

If you have password problems, please contact Computing Support who are located at the Tech Zone on the ground floor of the Library, Bannerman Centre. Alternatively, Computing Support can be contacted at computing-support@brunel.ac.uk or call 01895 265888.

The Timetabling team cannot assist with password issues or if you have any other trouble logging on.

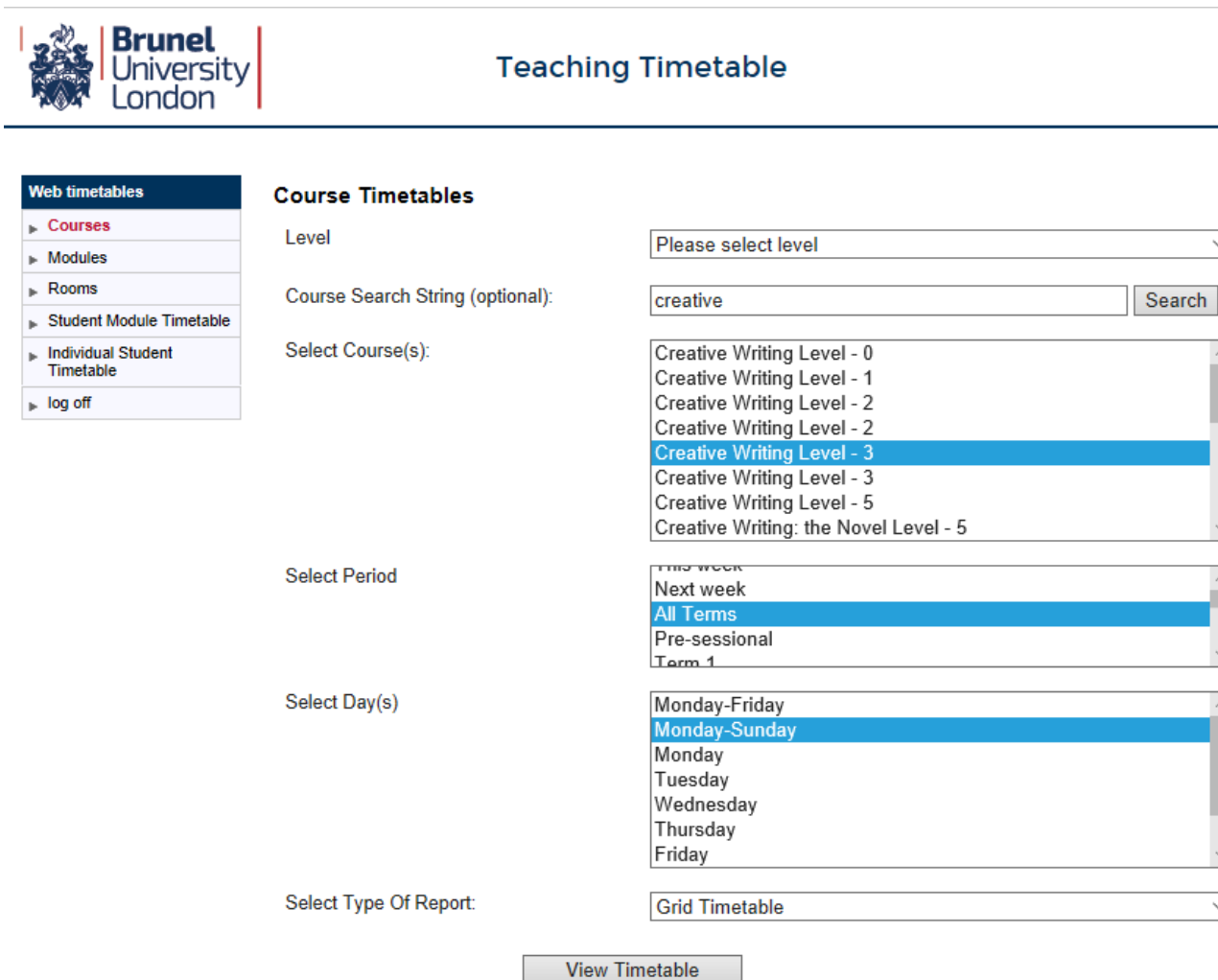
Making module selections using your course timetable



After logging into the timetable you will see a screen similar to the image above. In order to use your course timetable to choose your modules please select the **Courses** tab from the menu on the left hand side.

Making module selections using your course timetable

Upon clicking **Courses**, a number of drop-down menus will appear.



The screenshot shows the 'Teaching Timetable' page on the Brunel University London website. On the left is a navigation menu under 'Web timetables' with options: Courses (highlighted), Modules, Rooms, Student Module Timetable, Individual Student Timetable, and log off. The main content area is titled 'Course Timetables' and contains several form fields:

- Level:** A dropdown menu with the text 'Please select level'.
- Course Search String (optional):** A text input field containing 'creative' and a 'Search' button.
- Select Course(s):** A list box showing search results for 'creative', including 'Creative Writing Level - 0' through 'Creative Writing Level - 5' and 'Creative Writing: the Novel Level - 5'. 'Creative Writing Level - 3' is selected.
- Select Period:** A list box with options 'This week', 'Next week', 'All Terms' (selected), 'Pre-sessional', and 'Term 1'.
- Select Day(s):** A list box with options 'Monday-Friday', 'Monday-Sunday' (selected), 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'.
- Select Type Of Report:** A dropdown menu with 'Grid Timetable' selected.

At the bottom of the form is a 'View Timetable' button.

It is easiest to start typing the name of your course in the **Course Search String** box and selecting **Search**

Select course: Find your course and correct level from the results that appear. If multiple courses and level appear please select both.

Select Period: Choose 'All Terms' to see all taught modules in the year and the weeks they are taught in to help you choose your modules

Type of Report: We recommend you use the Grid Timetable

Making module selections using your course timetable

Once you have pulled up the timetable for your course you can start to identify where the optional modules you wish to take are scheduled. You can then check to see whether or not these modules you wish to select clash with any other module activities on your course.

Please look carefully at the module code, the type of activity and the week numbers it takes place in.

Thu						Boudreau, Kelly	Boudreau, Kelly		
		FM2016 Application Two				FM2016 Application Two/01			
		GASK 170/2	2, 4, 6, 8, 10, 12, 16, 18, 20, 22, 24, 26			GASK 170/2	2, 4, 6, 8, 10, 12, 16, 18, 20, 22, 24, 26		
		Cox, Chris				Cox, Chris			
Fri						FM2004 Sem 1	FM2004 Sem 2		
		FM2004 Lec/Screening Science Fictions				LECT 117	LECT 213		
		LECT 215	1-6, 8-12			1-6, 8-12	1-6, 8-12		
		Ingram, David				Ingram, David	Ingram, David		

- Name of the activity
- Location code
- Tutor who will be leading the session
- University week numbers in which the activity will be taught

Making module selections using your course timetable

Where the lecture of a module you wish to take clashes with a seminar/tutorial/workshop of another optional or compulsory module, it should be ok to make this selection. If there is another seminar/tutorial/workshop group at a different time that doesn't clash with any of your other module activities, you can be allocated to an alternative group.

Please see an example of this below:

Creative Writing Level - 2 -

Weeks: 48-47 (20 Aug 2018-18 Aug 2019)

Student allocations to groups are mostly complete. If you cannot see all your n

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00
Mon			EN2002/Screening GASK 012 Sheeha, Iman 18-20, 22-28						EN2014/Lec GASK 266 1-6, 8-12 Lynch, Claire				
							EN2002/Lec GASK 239 17-20, 22-28 Sheeha, Iman		EN2002/Sem/02 GASK 014 17-20, 22-28 Sheeha, Iman		EN2002/Sem/01 GASK 014 17-20, 22-28 Sheeha, Iman		
									CW2601/Lec GASK 048 1-6 8-12				

If you wished to take EN2002 and EN2014 you could be added to the seminar group EN2002/Sem/01, which does not clash with EN2014/Lec.

Making module selections using your course timetable

Unfortunately, if the lecture of an optional module you wish to take clashes with the lecture of a compulsory module, or another optional module, you will need to rethink your optional modules choice.

Please see the following example:

As you can see AH3600/Lec and DR3616/Lec take place during the same time in the same weeks.

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1			
Mon					DR3614/Prac LECT 111 Paramana, Katerina						17, 19, 22, 24, 26, 28	C A F		
Tue							EN3613/Sem/01 LECT 108 17-20, 22-28 Kinnings, Max							
		EN3000/Lec LECT 112 Kinnings, Max, Penny, Sarah			3, 18	EN3613/Lec LECT 266 17-20, 22-28 Kinnings, Max		EN3613/Sem/02 LECT 112 17-20, 22-28 Lee, Frazer			E G S			
		DR3617/Prac ANTR 001 Mitra, Royona									1-6, 8-12			
Wed		DR3612/Prac ANTR 001 Maples, Holly									17-20, 22-28			
					DR3605/Lec ANTR 103, ANTR 101 Maples, Holly						1-6, 8-12			
Thu							EN3028/Lec GASK 239 Evaristo, Bernadine							
		EN3029/Lec LECT 268 Kinnings, Max									17-20, 22-28	C G T		
Fri		AH3600/Presentation/01 GASK 251 Self, Will			12	AH3600/Presentation/02 GASK 251 Self, Will		12	AH3600/Presentation/03 GASK 251 Self, Will		12	AH3600/Presentation/04 GASK 251 Self, Will		12
		AH3600/Lec GASK 266 Self, Will									1-6, 8-11			
							DR3616/Lec LECT 213 Richards, Mary, Elliott, Meretta			1-6, 8-9				
Sat														

Making module selections using your course timetable

You will also need to choose again if the optional module clashes with the only seminars/tutorials/workshops scheduled for another module as there is then no alternative group to put you into:

Please see an example of this below:

			O'Loughlin, Katrina	Lynch, Claire, Hubble, Nick		Lee, Frazer		O'Loughlin, Katrina	Hubble, Nick, Tew, Philip										
		EN2604/Lec LECT 264 Lynch, Claire, Hubble, Nick	17-20, 22-28			EN2001/Lec GASK 266 Cox, Jessica	17-20, 22-28	EN2021/Sem/03 GASK 014 O'Loughlin, Katrina	1-6, 8-12	EN2021/Sem/01 GASK 014 O'Loughlin, Katrina	1-6, 8-12	EN2001/Sem/01 GASK 014 Cox, Jessica	17-20, 22-28						
Fri		EN2011/Lec GASK 239 Morrison, Jago	1-6, 8-9, 12	CW2601/Lec GASK 048 Benny, Sarah			1-6, 8-12												
		EN2606/Sem/02 GASK 014 Lee, Frazer	17-20, 22-28	EN2606/Sem/01 BANN 208 Lee, Frazer			17-20, 22-28												
		EN2011/Screening GASK 012 Morrison, Jago	10-11	EN2011/Sem/02 GASK 014 Morrison, Jago	1-6, 8-12	EN2011/Sem/01 GASK 014 Morrison, Jago	1-6, 8-12		EN2017/Sem/01 MRJD 118 Lefteri, Christy					1-6, 8-12					
Sat																			
Sun																			

- For information regarding the seminar and tutorial groups you are assigned - look at Blackboard Learn School Pages or contact your School
- For information on Room and Building Codes click the link: [Building and Room Codes](#)

CW2601/Lec clashes with the only two Seminars scheduled for EN2011.

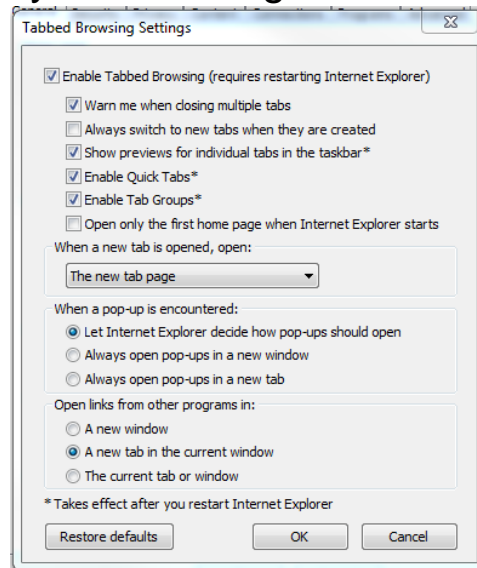
Changes to group activities can be actioned in the first instance by contacting the administration team in your Taught Programmes Office (TPO).

Making module selections using your course timetable

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 do not 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.