

Student Timetabling Guide 2019/20



Accessing your Personal Timetable

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

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

You can also go straight to your timetable by using this link:

<https://teaching.brunel.ac.uk/SWS-1920/default.aspx>

Once you have clicked on the 2019/20 timetable link you will be directed to the Login page.

A screenshot of the Brunel University London Teaching Timetable login page. The page has a header with the Brunel University London logo and the text "Teaching Timetable". Below the header is a login form with the title "Log In". The form contains instructions for students and staff, a "User Name" field, a "Password" field, and a "Login" button.

Brunel University London Teaching Timetable

Log In

Students: log in using your student number (eg 201234) and network password
Staff: log in using network username (eg histikb) and network password
For more information, please visit the [Timetabling website](#)

User Name

Password

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

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

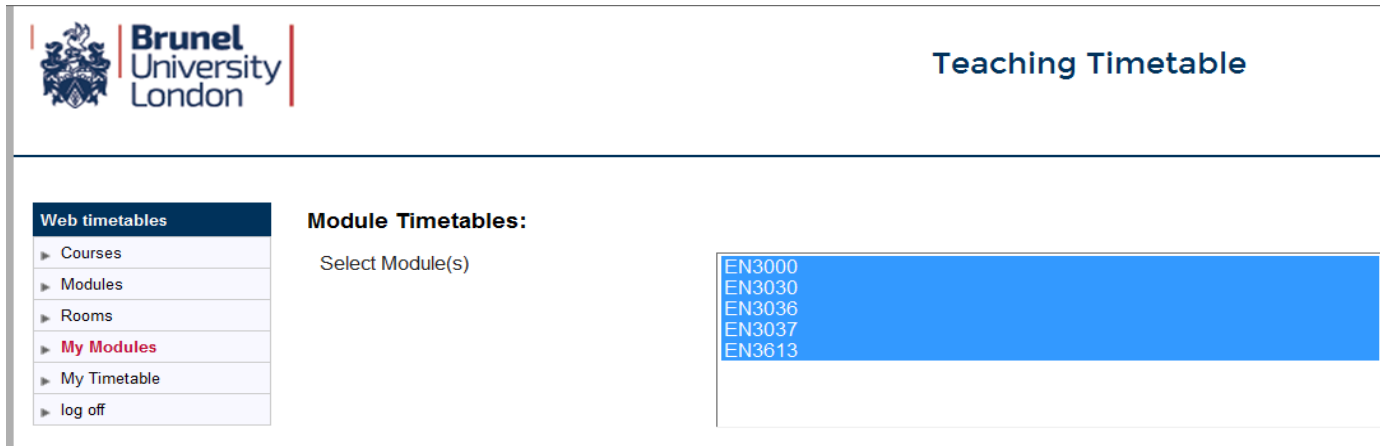
If you have password problems, please contact Computing Support who are located at the Tech Zone on the ground floor of the Library, Bannerman Centre. Alternatively, Computing Support can be contacted at computing-support@brunel.ac.uk or call 01895 265888.

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

NB. You will need to complete the Module Selection Task in eVision before viewing your timetable. Please go to <https://evision.brunel.ac.uk> to confirm your choices if you haven't done so.

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Viewing your Personal Timetable



The screenshot shows the 'Teaching Timetable' page of the Brunel University London system. On the left is a 'Web timetables' menu with options: Courses, Modules, Rooms, My Modules (highlighted in red), My Timetable, and log off. To the right of the menu is a section titled 'Module Timetables:' with a 'Select Module(s)' label. Below this label is a blue rectangular box containing a list of module codes: EN3000, EN3030, EN3036, EN3037, and EN3613.

You can view your timetable in a number of different ways:

- **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
- **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
- **My Timetable** will not be reliable until all student allocations have been made and may not be available for all courses.

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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.

A screenshot of the Brunel University Teaching Timetable web application. The interface has a header with the Brunel University London logo and the title "Teaching Timetable". On the left is a sidebar menu with options: "Web timetables", "Courses", "Modules", "Rooms", "My Modules" (highlighted in red), "My Timetable", and "log off". The main content area is titled "Module Timetables:" and contains four sections: "Select Module(s)" with a list of module codes (EN3000, EN3030, EN3036, EN3037, EN3613) where EN3030 is selected; "Select Period" with a list of options (This week, Next week, All Terms, Term 1) where Term 1 is selected; "Select Day(s)" with a list of days (Monday-Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) where Monday-Sunday is selected; and "Type Of Report" with a dropdown menu showing "Combined Timetable". At the bottom are two buttons: "View Timetable" and "Reset".

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

Select Period: Choose the length of time you wish to view (which week of term).

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

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Type of Report: You can choose between Grid Timetable, List Timetable and Combined Timetable depending on how you wish to view your modules. We recommend using the Combined Timetable when using *My Modules*.

Viewing a Combined Timetable

EE2612, EE2613, EE2614, EE2615, EE2616, EE2617, EE2703, EE2704, EE2705, EE27

For information regarding the seminar and tutorial groups you are assigned - look at Blackboard Learn School Pages or contact your School

Monday

Activity	Description	Start	End	Week(s)	Room	Staff	Type
EE2708/Lec2	Motion Graphics Applications	9:00	10:00	6, 9	TOWC 005,TOWC 212	Winter, Wolf	Lec
EE2708/Lab2	Motion Graphics Applications	10:00	12:00	6, 9	TOWC 005,TOWC 212	Winter, Wolf	Workshop

Tuesday

Activity	Description	Start	End	Week(s)	Room	Staff	Type
EE2706/Lab	Programming for the Moving Image	11:00	13:00	1-12	TOWC 005	Molga, Kasia	Workshop
EE2706/Lec	Programming for the Moving Image	14:00	15:00	1-12	LECT 005	Molga, Kasia	Lec
EE2617/Lec	Marketing & Professional Dev	15:00	16:00	4-12	HALB 055	Jarvis, Chris	Lec
EE2617/Lec	Marketing & Professional Dev	16:00	18:00	4-12	HWLL 004	Jarvis, Chris	Lec
EE2614/Lec	Experimental Digital Futures	17:00	19:00	1-12, 16-27	LECT 061	Molga, Kasia, Agius, Harry	Lec

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Viewing a Grid Timetable

Games Design Level - 2-

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

	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	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30
Mon																														
Tue																														
Wed																														
Thu																														
Fri																														

- 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

Start of activity

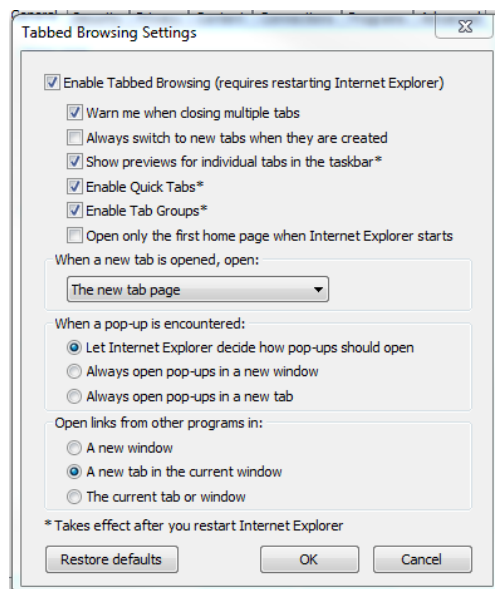
End of activity

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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.