

Student Timetabling Guide 2015/6



Accessing Timetabling Web Services

You can access your timetable from the Timetabling page: <http://www.brunel.ac.uk/about/administration/timetabling>

A screenshot of the Brunel University Timetabling page. On the left is a navigation menu with links like Administration, Access and Participation, etc. The main content area has a breadcrumb trail "Home » About Brunel » Administration » Timetabling" and a heading "Timetabling". It contains information about the 2015/16 Teaching Timetables being available from 1st September 2015, and a section for 2014/15 Teaching Timetables. On the right, a red box highlights a list of links: Timetable Policy, Interactive Campus Map, Timetable Activity Types, Brunel Room Codes, Student Timetable Guide, Timetable Troubleshooting Guide, Term Dates, University Week numbers 2013/4, University Week numbers 2014/5, University Week numbers 2015/6 and beyond, Please note 2016/17 onward are provisionally approved, and Examinations. A red arrow points from the text "The webpage also contains a variety of useful information." to the red box.

If you prefer, you can access your timetable directly by using the web address: <https://teaching.brunel.ac.uk/SWS-1516/login.aspx>

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Logging in

Once you have clicked the 2015/6 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 on the left and the text "Teaching Timetable" on the right. Below the header is a large white box containing a "Login" form. The form has a title "Login" and a subtitle "Please provide your username and password". It contains two input fields: "User Name" and "Password". Below the input fields is a "Login" button. To the left of the input fields is a small "Ctrl-N" button. Two red arrows point from the text on the right to the "User Name" and "Password" input fields.

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

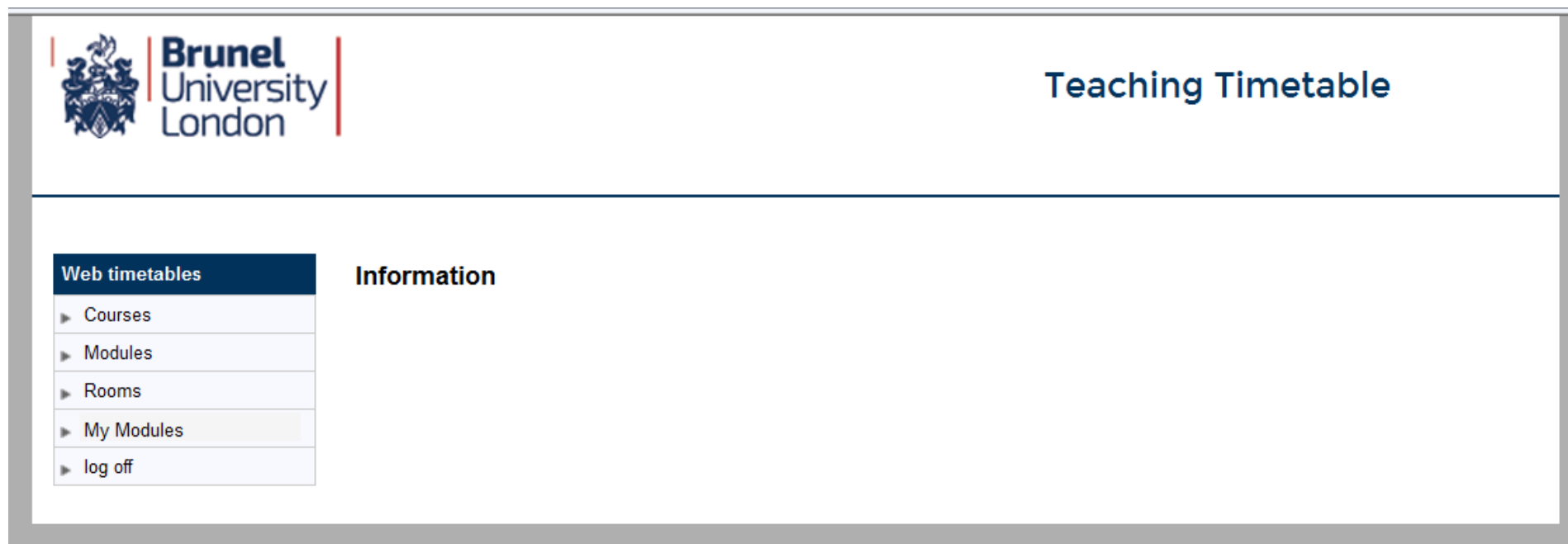
*Please note that if you have non-alphanumeric characters (eg. !?£\$) in your password you may have issues logging in and we would suggest not using non-alpha-numeric characters in your password for ease of access.

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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.

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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.

The screenshot shows the "Teaching Timetable" page of the Brunel University London system. On the left is a navigation menu with options: Courses, Modules, Rooms, My Modules (highlighted in red), My Timetable, and log off. The main area is titled "Module Timetables:" and contains four selection fields: "Select Module(s)" with a list of module codes (EN3000, EN3030, EN3036, EN3037, EN3613) where EN3036 is selected; "Select Period" with options "This week", "Next week", "All Terms", and "Term 1" (selected); "Select Day(s)" with a list of days from "Monday-Sunday" to "Saturday" where "Monday-Sunday" is selected; and "Type Of Report" with a dropdown menu set to "Combined Timetable". At the bottom are "View Timetable" and "Reset" buttons.

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.

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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

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>

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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			FM2604 Animation GASK 2, 4, 6, 8, 10, 12, 16, 18, 20, 170/2 O'Dell, Matthew								FM2602 Core Mechanics GASK 169 Parsler, Justin																			
			FM2602 GASK 2, 4, 6, 8, 10, 12, 16, 18, 20, 22, 169 Parsler, Justin																											
Tue			FM2603 Asset Creation Two GASK 2, 4, 6, 8, 10, 12, 16, 18, 20, 170/2 O'Dell, Matthew								FM2017/Lec Games Design 2/01 GASK 169 Cox, Chris																			
			FM2017/Lec Games Design 2 GASK 2, 4, 6, 8, 10, 12, 16, 18, 20, 22, 169 Cox, Chris								FM2603 Asset Creation Two/01 GASK 170/2 O'Dell, Matthew																			
Wed																														
Thu											FM2018 Lecture LECT 2, 4, 6, 8, 10, 12, 16, 263 Boudreau, Kelly		FM2018 Seminar 1 GASK 2, 4, 6, 8, 10, 12, 16, 18, 20, 169 Boudreau, Kelly																	
			FM2016 Application Two GASK 2, 4, 6, 8, 10, 12, 16, 18, 20, 170/2 Cox, Chris								FM2016 Application Two/01 GASK 170/2 Cox, Chris																			
Fri			FM2004 Lec/Screening Scie LECT 215 Ingram, David										FM2004 Sem 1 LECT 1-6, 8-117 Ingram, David		FM2004 Sem 2 LECT 213 Ingram, David															

- 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 in.
- This indicates the weeks and dates covered by the displayed timetable.

Start of activity

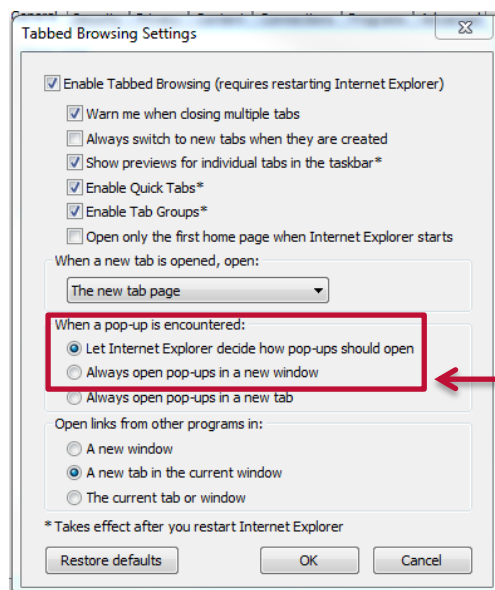
End of activity

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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.