Online Timetable – Viewing and exporting student class lists

The timetable system now uses data from the student records system to produce true individual student timetables. This is done by combining a student’s SITS module information and Non Validated Unit information (e.g. PAL sessions, Induction, Enrolment) set up by the Faculty and linked to each programme and level.

This means that (1) students do not have to manually configure their timetables; (2) Faculty staff do not need to produce manual student lists; and (3) with true individual student data we can analyse timetabling and scheduling information more effectively to identify potential improvements.

As hardcopy student lists will no longer be available on Brightspace, a new way to access this information via the Online Timetable has been provided.

1. Log onto the Online Timetable via the Staff Intranet page, using the link at the bottom of the second page and log in with your BU username and password.
2. Find the teaching event you wish to access the teaching list for, either from your teaching timetable, a unit timetable or a programme timetable:
3. Click on an event to open more details, including programmes, levels and seminar groups involved.
4. Click on the Class List button to open a new web page with the student information, and event details. The information includes Student Number, Student name, Programme Level and Mode of Study (FT/PT).

\[^1\] For the limited occasions when students need to stay in a specific seminar group, this has been manually fitted based on information provided by the Faculties.

Space Management Team

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If you need to use this data, you can click on the EXPORT button to open a list of the students in Excel. Then just close the Class List web page.

**HINTS AND TIPS**

- Use the filter button to find different unit or programme timetables. Use the Clear Filter button to return to your timetable.
- If you are delivering more than one unit at the same time, you will need to check both units to get the full class list.
- You can still run a unit list from SITS, but this doesn’t include any information about timetable groups.