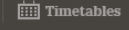


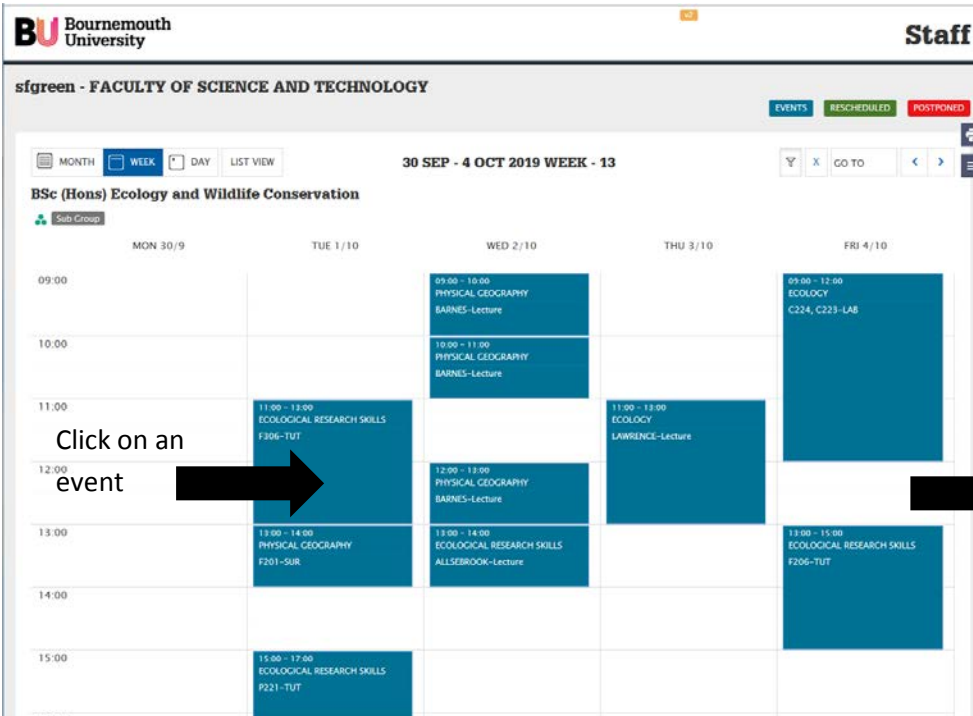
Online Timetable – Viewing and exporting student class lists

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 lists¹; 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:



BU Bournemouth University

Staff

sfgreen - FACULTY OF SCIENCE AND TECHNOLOGY

EVENTS RESCHEDULED POSTPONED

MONTH WEEK DAY LIST VIEW

30 SEP - 4 OCT 2019 WEEK - 13

BSc (Hons) Ecology and Wildlife Conservation

Sub Group

MON 30/9 TUE 1/10 WED 2/10 THU 3/10 FRI 4/10

09:00 09:00 - 10:00 PHYSICAL GEOGRAPHY BARNES-Lecture

10:00 10:00 - 11:00 PHYSICAL GEOGRAPHY BARNES-Lecture

11:00 11:00 - 13:00 ECOLOGICAL RESEARCH SKILLS F306-TUT

12:00 12:00 - 13:00 PHYSICAL GEOGRAPHY BARNES-Lecture

13:00 13:00 - 14:00 PHYSICAL GEOGRAPHY F201-SUR

14:00 14:00 - 15:00 ECOLOGICAL RESEARCH SKILLS P221-TUT

15:00 15:00 - 17:00 ECOLOGICAL RESEARCH SKILLS P221-TUT

09:00 - 10:00 PHYSICAL GEOGRAPHY BARNES-Lecture

10:00 - 11:00 PHYSICAL GEOGRAPHY BARNES-Lecture

11:00 - 13:00 ECOLOGY LAWRENCE-Lecture

12:00 - 13:00 PHYSICAL GEOGRAPHY BARNES-Lecture

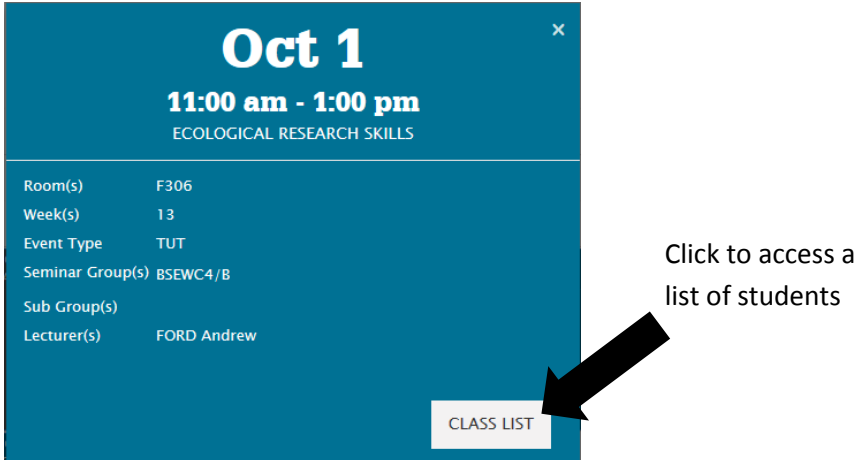
13:00 - 14:00 ECOLOGICAL RESEARCH SKILLS ALLSEBROOK-Lecture

09:00 - 12:00 ECOLOGY C224, C223-LAB

13:00 - 15:00 ECOLOGICAL RESEARCH SKILLS F206-TUT

Click on an event

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).



Oct 1

11:00 am - 1:00 pm

ECOLOGICAL RESEARCH SKILLS

Room(s) F306

Week(s) 13

Event Type TUT

Seminar Group(s) BSEWC4/B

Sub Group(s)

Lecturer(s) FORD Andrew

CLASS LIST

Click to access a list of students

¹For 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.

Online Timetable – Viewing and exporting student class lists

Class list

Name ECOLOGICAL RESEARCH SKILLS

Lecturers FORD Andrew

Rooms F306

Seminar Group(s) BSEWC4/B

Start Time 01/10/2019 11:00:00

End Time 01/10/2019 13:00:00

5946267	Smith, John	FST	BSEWC	4	FT
Concealed to protect student data					



EXPORT

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	A	B	C	D	E	F	G
1	5943267	John	Smith	FST	BSEWC	4	FT
2	5???????	C???????	?????	FST	BSEWC	4	FT
3	5???????	D???????	?????	FST	BSEWC	4	FT
4	5???????	E???????	?????	FST	BSEWC	4	FT
5	5???????	H???????	?????	FST	BSEWC	4	FT
6	5???????	H???????	?????	FST	BSEWC	4	FT
7	5???????	H???????	?????	FST	BSEWC	4	FT
8	5???????	J???????	?????	FST	BSEWC	4	FT
9	5???????	L???????	?????	FST	BSEWC	4	FT
10	5???????	L???????	?????	FST	BSEWC	4	FT
11	5???????	M???????	?????	FST	BSEWC	4	FT
12	5???????	M???????	?????	FST	BSEWC	4	FT
13	5???????	M???????	?????	FST	BSEWC	4	FT
14	5???????	M???????	?????	FST	BSEWC	4	FT
15	5???????	P???????	?????	FST	BSEWC	4	FT
16	5???????	P???????	?????	FST	BSEWC	4	FT
17	5???????	S???????	?????	FST	BSEWC	4	FT
18	5???????	S???????	?????	FST	BSEWC	4	FT
19	5???????	S???????	?????	FST	BSEWC	4	FT
20	5???????	T???????	?????	FST	BSEWC	4	FT
21	5???????	T???????	?????	FST	BSEWC	4	FT
22	5???????	W???????	?????	FST	BSEWC	4	FT
23							
24							

3. 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.