

Accessing Online Lecturer Timetables via the Staff Portal

Accessing your timetable

Click the Timetabling Icon  on the [Staff Intranet](https://staffintranet.bournemouth.ac.uk/) (<https://staffintranet.bournemouth.ac.uk/>)

Login

Username

Password

LOGIN

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Log-in using your user name and password. This will bring up your individual timetable for the current week automatically.

BU Bournemouth University **Lecturer Timetable**

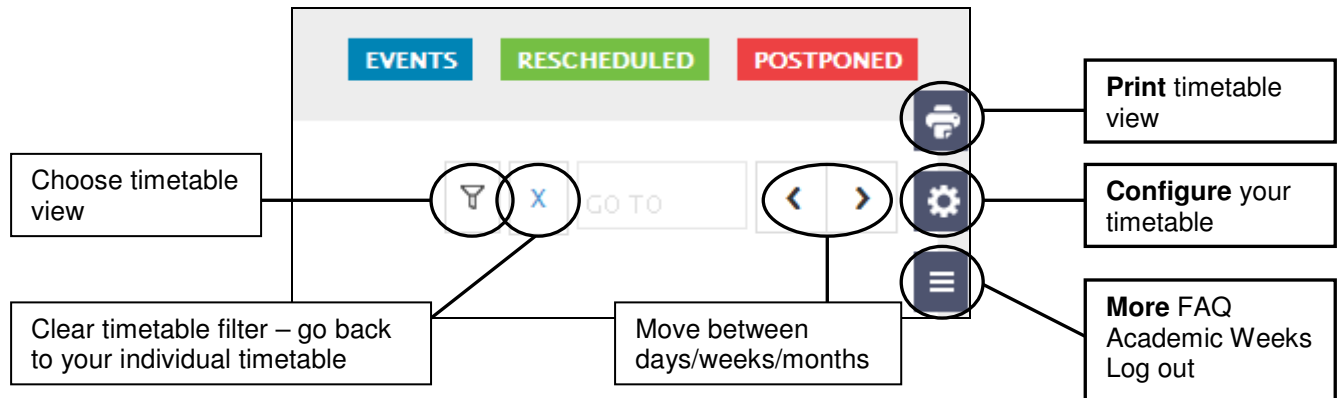
FACULTY OF SCIENCE AND TECHNOLOGY EVENTS RESCHEDULED POSTPONED

MONTH WEEK DAY LIST VIEW 20 - 24 OCT 2014 GO TO < > ⚙


	MON 20/10	TUE 21/10	WED 22/10	THU 23/10	FRI 24/10
09:00		09:00 - 11:00 Chemistry C221-LAB		09:00 - 11:00 Environmental Pollution C221-LAB	09:00 - 11:00 Environmental Pollution C221-LAB
10:00	10:00 - 12:00 Chemistry C221-LAB				
11:00					
12:00		12:00 - 14:00 Chemistry C221-LAB			
13:00	13:00 - 15:00 Chemistry C221-LAB			13:00 - 15:00 Environmental Pollution C221-LAB	13:00 - 15:00 Environmental Pollution C221-LAB
14:00					
15:00		15:00 - 17:00			

The timetable will show the current weeks teaching commitments.

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Changing dates

To view a particular month, week or day view click on  (top left hand side).

Use the arrows to move between different days, weeks or months.

More information about teaching events

To see more information about a timetable event, either click on the event to show more information, or click on the List View (this will show more information about the day, week or month events you were looking at).




Example of a list view

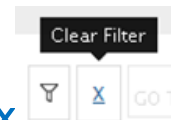
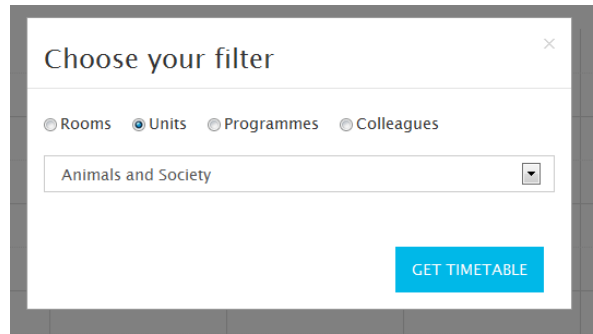
LLB Law and Tax

Event Name	Room (s)	Start	End	Event Type	Class Group(s)	Sub Group(s)	Lecturer (s)	Week(s)
Law of Torts	BARNES	29/09/2014 12:00 pm	29/09/2014 1:00 pm	Lecture	LLB2/B, BAAL2/A, LLB2/C, LLB2/D, LLBELS2/Opts, LLBLB2/Opts, LLB2/A, LLBLT2/A, LLB2/E, LLBLB2/A, LLBLS2/Opts, LLBELS2/A		MARTELL Tina	12-22, 26 -27
Law of Torts	COBHAM	29/09/2014 2:00 pm	29/09/2014 3:00 pm	Lecture	LLBLT2/A, LLBELS2/Opts, LLBLB2/Opts, LLB2/B, LLB2/A, LLB2/C, LLBLS2/Opts, BAAL2/A, LLBLB2/A, LLBELS2/A, LLB2/D, LLB2/E		MARTELL Tina	12-22, 26 -27
Law of Torts	TA131	29/09/2014 3:00 pm	29/09/2014 4:00 pm	Seminar	LLBLB2/A, LLBLT2/A, LLBELS2/A, BAAL2/A		MARTELL Tina	12-22, 26 -27

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Viewing another timetable (if available)

To view another timetable (Colleague, Programme, Unit or Room) click on the filter icon  and choose the timetable you want to see. Select from the drop down list and click on Get Timetable.

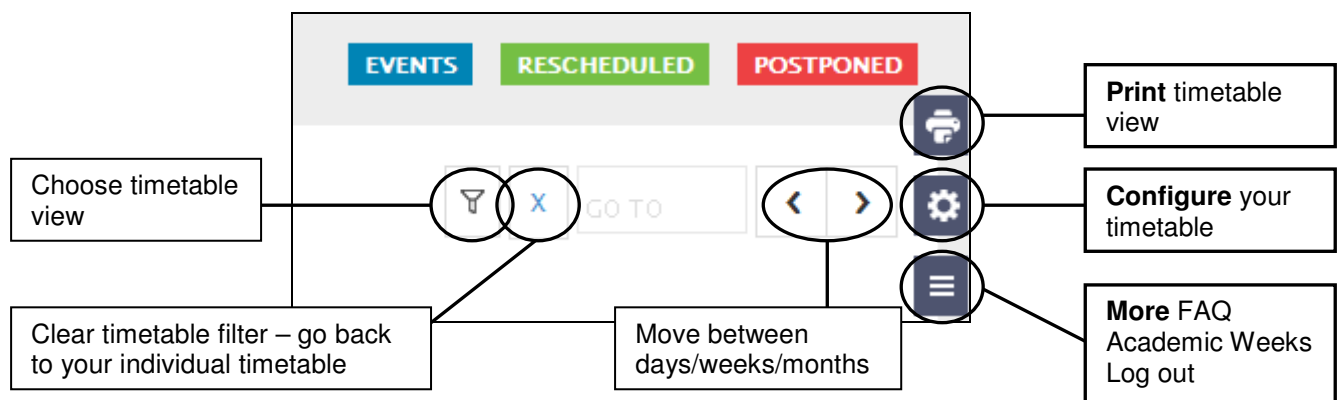


To return to your individual timetable – click on the Clear Filter 

Sending Postponements

To send an emergency postponement to students and staff (less than 24 hours' notice) for example in case of illness, find the event you need to cancel and click on it. Click on the box “Postpone event” and follow the instructions, completing the information required. This will send either a text or email to students affected, and highlight the event in red on the Online Timetable.

Please contact your School/Faculty Timetabler to make arrangements for rescheduled teaching. Postponed and rescheduled events are highlighted in red or green as shown in the section below.



If you have any technical queries about the system, please contact the IT Helpdesk on ext: 65515.