

Processing Emergency Postponements

The Online Timetable allows teaching staff to process an emergency postponement (a postponement with less than 24 hours notice), sends a text or email to the students affected and change the colour of the session on the OLT to **red**. Wherever possible advanced changes should be made with more notice and the students informed via Brightspace – this function is for illness or other emergency situations only.

Please note that you can only postpone teaching sessions with less than 24 hours notice and teaching sessions that you are allocated to. If you cannot access the system and still need to postpone, please contact your Faculty Timetabler (or nominee), and they can process the postponement on your behalf.

1. Log into your Online Timetable via Brightspace or the Staff intranet as per below.

Brightspace and use the shortcut “Timetable” under Useful Links in the menu at the top of the page.

Go to the Staff Intranet (<https://staffintranet.bournemouth.ac.uk/>) or BU website and click on the Staff at the top of the page.



Log-in with your BU username and password, if required.

Click on the Timetables link at the bottom of the main page.



2. This will open your online timetable for the current week. Find the timetable session that you need to postpone, and click on it to open the details.



3. Click on **POSTPONE**. This opens a Postpone an Event Screen, which confirms the following information about the event being postponed:

Unit name (e.g. Programme Seminar Year 3)
Lecturer name – Jo BLOGGS
Room (e.g. C - TA134 – Seminar Room)
Start Time: Date and Time
Finish Time: Date and Time

The screenshot shows the 'Postpone an Event' form on the Bournemouth University Online Timetable. The form fields are as follows:

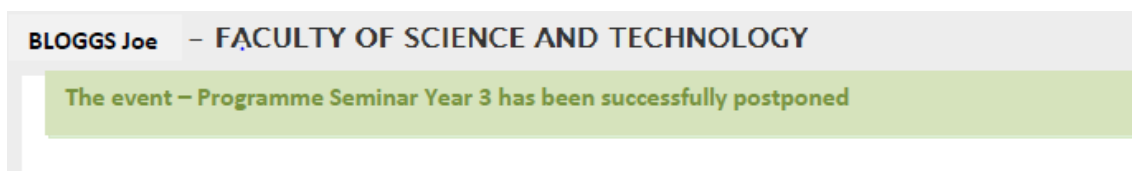
Name	Programme Seminar Year 3
Lecturers	BLOGGS Joe
Rooms	C - TA134 - Seminar Room
Class Groups	
Start Time	04/10/2016 15:00:00
End Time	04/10/2016 16:00:00
Reason	Staff Illness

At the bottom of the form, there are two buttons: 'POSTPONE' and 'BACK TO CALENDAR'. Below the buttons, there is a copyright notice: 'Copyright © Bournemouth University 2014. All rights reserved. | Created by IT Services Web Team. Copyright - Disclaimer - Privacy Policy - Terms & Conditions of use'.

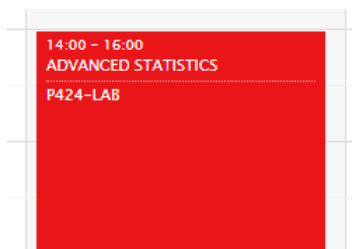
4. Please check the details are correct and add the reason for the postponement (e.g. Staff Illness, Guest lecturer cancelled).

PLEASE NOTE There is a standard email/SMS format that is used (date, time, room), so this text is not sent to the students. You should receive a copy of the email, as will the Faculty Timetabler.

5. Click on POSTPONE if you wish to send the notification. Click on BACK TO CALENDAR if you do not wish to postpone the event (or you have selected the wrong session).
6. You will be returned to your timetable view and see a message at the header confirming your postponement has been processed.



7. The postponed event will appear on the Online Timetable in red to highlight the postponement for staff and students.



8. It is expected that all postponed teaching will be rescheduled and arrangement clearly communicated to the students. Please contact your Faculty Timetabler to make these arrangements as soon as possible.