

Online Timetable

Using the Online Timetable System

1. Log-in via [Brightspace](#) (Useful Links>Timetable) or the link at the bottom of the [Staff Intranet](#) page, using your BU username and password.
2. If you have been set up with teaching, you will see your own teaching commitments for the current week. If you have been set up as a staff user (without teaching) you will see the filter screen.

Individual Teaching timetable (example)

The screenshot shows the 'Lecturer Timetable' interface for the Faculty of Science and Technology. The user is logged in as '?????????'. The interface displays a weekly view for the week of 14-18 Oct 2019. The timetable is organized by day (MON 14/10, TUE 15/10, WED 16/10, THU 17/10, FRI 18/10) and time slots (09:00, 10:00, 11:00, 12:00, 13:00, 14:00, 15:00). The following table summarizes the teaching commitments shown:

Day	Time Slot	Event
MON 14/10	09:00 - 12:00	ENVIRONMENTAL POLLUTION C221-LAB
TUE 15/10	09:00 - 10:00	BIOMEDICAL ENGINEERING PRINCIPLES F204-Lecture
TUE 15/10	12:00 - 15:00	ENVIRONMENTAL POLLUTION C221-SUR
FRI 18/10	09:00 - 12:00	ENVIRONMENTAL POLLUTION C221-LAB
FRI 18/10	13:00 - 14:00	BIOMEDICAL ENGINEERING PRINCIPLES TAG02-Lecture

Staff User view (example)

The screenshot shows the 'Staff' user view interface for Professional Services. The user is logged in as 'sfgreen'. The interface displays a weekly view for the week of 17-21 Feb 2020. A 'Choose your filter' dialog box is open, allowing the user to select a filter for the timetable. The dialog box has the following options:

- Rooms
- Units
- Programmes
- Colleagues
- Students

The 'Rooms' filter is currently selected, and a dropdown menu shows 'Rooms' as the selected option. A 'GET TIMETABLE' button is visible at the bottom of the dialog box.

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3. Using the Online Timetable

BU Bournemouth University

????????? - **FACULTY OF SCIENCE AND TECHNOLOGY**

Lecturer Timetable

EVENTS RESCHEDULED POSTPONED

14 - 18 OCT 2019 WEEK - 15

MON 14/10 TUE 15/10 WED 16/10 THU 17/10 FRI 18/10

09:00 09:00 - 12:00 ENVIRONMENTAL POLLUTION C221-LAB

10:00 09:00 - 10:00 BIOMEDICAL ENGINEERING PRINCIPLES F204-Lecture

11:00

12:00 12:00 - 15:00 ENVIRONMENTAL POLLUTION C221-SUR

13:00 13:00 - 14:00 BIOMEDICAL ENGINEERING PRINCIPLES TAC02-Lecture

14:00

15:00

GO TO [Left Arrow] [Right Arrow]

More options – FAQs; view weeks calendar; log out;

Click on a booking to see more information, including Week(s); Lecturer(s); Groups

Click on Postpone to make an emergency postponement with less than 24 hours' notice.

Click on Class List to access list of students allocated to this session, by number, name, level and course.

Shows the time period that you are viewing including the Faculty timetabling week

Red events have been postponed. Green Events have been rescheduled

Print your timetable view (or create a pdf)

Select a high contrast view

Go to a specific date

Choose between a month, week, day or list view view by clicking different tabs

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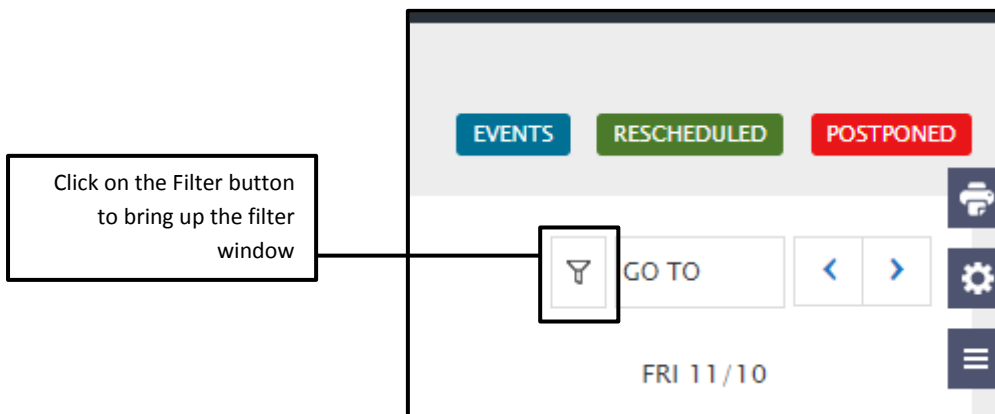
More options – FAQs; view weeks calendar; log out;

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

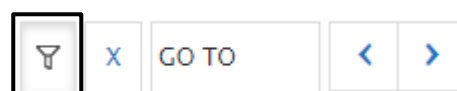
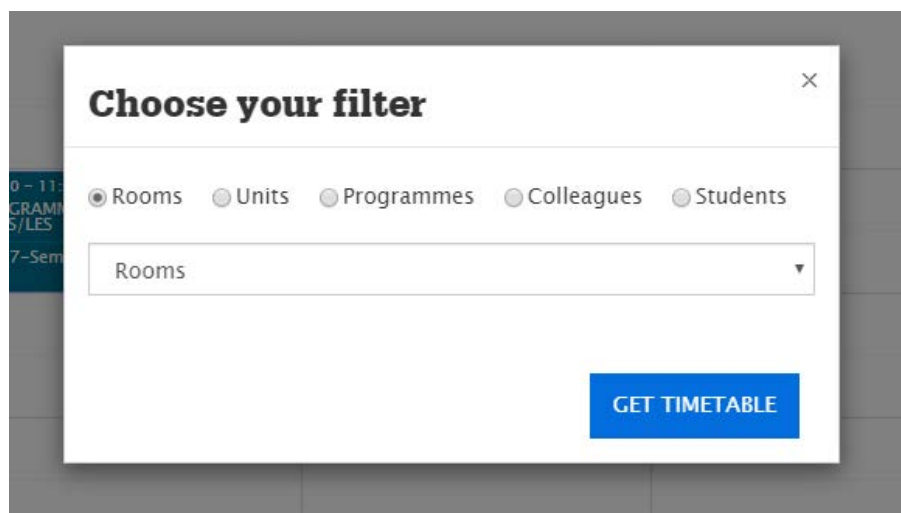
Go to a specific date

Viewing another timetable (if available)

4. You can switch between different types of timetable, by selecting the filter icon  :



5. Choose the type of timetable you want to view, either select from the drop down list, or start typing, then click **GET TIMETABLE**.



To cancel a filter, click on the X in the top right and corner:

Filter Hints and Tips

Room timetables will be specific to your Faculty, or general meeting rooms if you have been given access as a Professional Services user. They will appear by room number and name (e.g. C - FG19 Meeting Space). The C denotes a centrally bookable room. Then click **GET TIMETABLE**.

Units are chosen by name, and include all units visible on the student timetable – for example, MICROBIOLOGY. Please select from the drop down list. If you type a letter, it will take you to the start of that letter in the list. Then click **GET TIMETABLE**.

Programmes – You will see a drop down list by programme name (e.g. BSc (Hons) Biological Sciences) and select the Level (4-6 for UG or 7 for PG). If you need to you can choose a core group and options (if applicable). Then click **GET TIMETABLE**.

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Colleagues – you will be able to search for other staff timetables or staff that teach across more than one Faculty. Start typing the name (first name or last name) and select the name from the list. Then click [GET TIMETABLE](#).

Student timetables can be viewed if required, using the BU user name (e.g. s9201598 or i7388509). Then click [GET TIMETABLE](#). Please note this is case-sensitive so please use lower case letters and no spaces.

If you have any queries with the system, please contact the [IT Service Desk](#) in the first instance.