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)**

**Staff User view (example)**
3. Using the Online Timetable

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

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 Facility 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.

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

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

Go to a specific date.
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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.

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](mailto:IT_ServiceDesk@bu.ac.uk) in the first instance.