



**Open Timetables**

# **Open Timetables**

## **User Guide**

*For version 1.0*

## Document summary

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## Support

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# Contents

<b>1 About Open Timetables</b> .....	<b>1</b>
<b>2 About this guide</b> .....	<b>2</b>
2.1 Intended audience .....	2
2.2 Scope .....	2
<b>3 Find a timetable</b> .....	<b>3</b>
3.1 Search for the items you're interested in and show their timetable .....	4
3.2 Change the appearance of the timetable .....	5
3.3 Next steps .....	8
3.4 Only show activities that occur on particular weeks, days, and times .....	9

# 1 About Open Timetables

Open Timetables enables you to find and view the timetable of items such as programmes of study, modules, locations, and staff. You can choose from a range of timetable formats, and you can export timetables as Microsoft Excel spreadsheets.

## 2 About this guide

This guide provides step by step instructions for tasks in Open Timetables.

### 2.1 Intended audience

This guide is intended for people who use Open Timetables to access the timetables of resources, and to access the timetables of items that are part of the academic structure (such as modules).

To follow the instructions in this guide, you must have at least basic experience of using modern web applications.

The domain specific terminology used by your institution might differ from the terms used in this guide.

### 2.2 Scope

This guide describes how to accomplish tasks in Open Timetables on a workstation or laptop (such as a PC or Mac).

### 3 Find a timetable

You can view the timetable of an element of the academic structure (for example, a programme of study) or a resource (for example, a particular location). Open Timetables shows you all that item's activities on one timetable.

Finding a timetable involves three main steps:

1. Choose the type of item that you are interested in.
2. Search for the items whose timetable you want to see. Then, within the search results, select the items.
3. Optionally, change the appearance of the timetable. You can break it down week by week; choose between calendar, time line, and list views; and control how much activity detail is displayed.

You can also choose particular weeks, days, and times. For example, you can see just next week's timetable. And if you need to, you can export the timetable to Excel.

**Tip:** Before you begin, find out what each part of Open Timetables does.

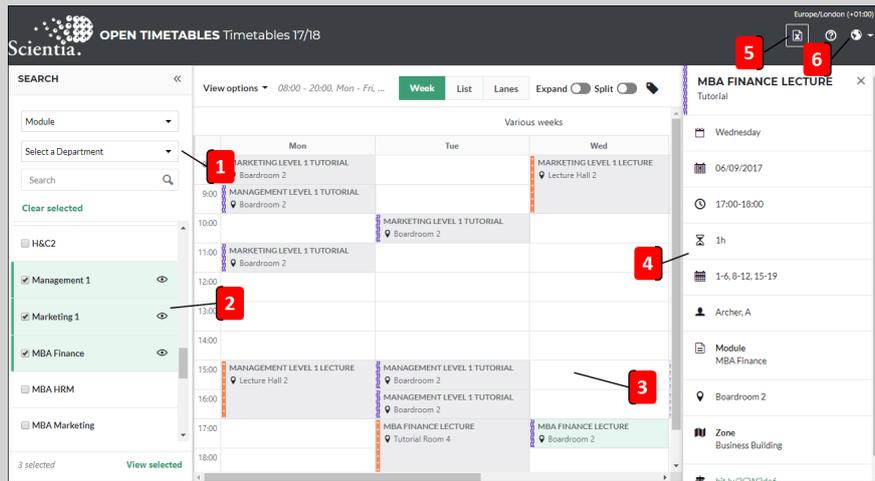


Figure 1: Find your way around Open Timetables

Number	Element	Description
1	Search area	Use these tools to find items.
2	Search results	To see an item's timetable, choose it here.
3	Timetable area	The timetable of the items you selected.
4	Activity details area	If you click an activity, its details appear.

## Open Timetables User Guide

Number	Element	Description
5	Export to Excel	Export the timetable to an Excel file.
6	Language selector	Switch Open Timetables to a different language.

### 3.1 Search for the items you're interested in and show their timetable

Use the search area to describe the item whose timetable you want to see. Open Timetables lists the items that meet your criteria; to see timetables, choose items from the list. For more information about an activity, select it on the timetable.

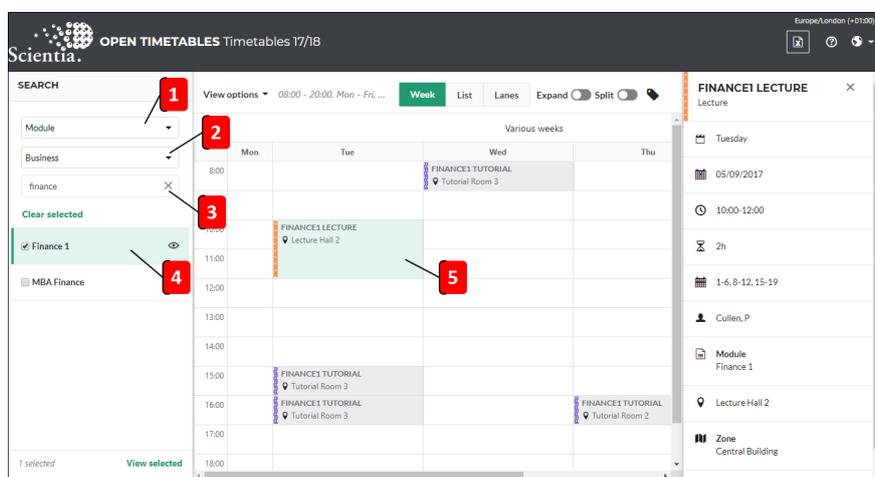


Figure 2: Find an item

In the **Search** area, use the top list (see 1, in the image above) to select an item type (for example, **Module**). Optionally, if it is available, use the second list (2) to add additional criteria to your search (for example, a department). Then, again optionally, use the search box (3) to find only items that contain your search text.

When you find an item that you're interested in, click it (4) to view its timetable. If you want to see more details of a particular activity, click it on the timetable (5).

**Note:** You can select more than one item from the search results. If you do, the outcome depends on the type of timetable you chose.

- The *Lanes* view displays a separate timeline for each item.
- The *Week* and *List* views displays all the selected items' activities together in one timetable.

**Tip:** To keep each timetable cell compact in *Week* view, Open Timetables shows you the first two activities that occur at each timetable slot. If there

are more to show, click the indicator (for example, **+3**) to see them all.

For more information about timetable types, see *Change the appearance of the timetable*, below.

### 3.2 Change the appearance of the timetable

After you choose items from the search results, Open Timetables shows you their timetable. Select the timetable viewing options that display the timetable how you want to see it.

#### Types of timetable

You can choose from three types of timetable:

- *Week* view is a traditional grid timetable view.
- *List* view presents activities as a list that you can sort.
- *Lanes* view is a time line format, in which each of your selected items gets its own row; an item's activities appear within its row. This view can help you to compare resources (such as rooms); for example, you can view the timetable of three study rooms, to see if any are available on Tuesday at 3PM.

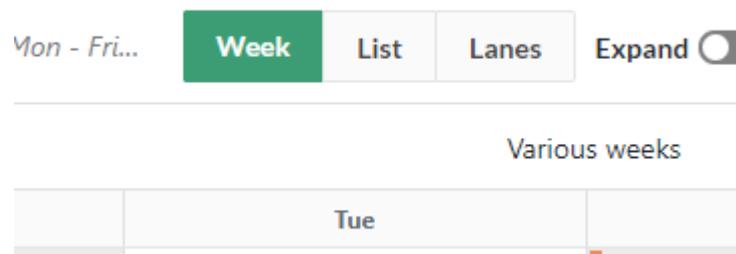


Figure 3: Select a timetable type

### Split mode (available in Week and Lanes views)

If you have chosen to view the timetable of more than one week, you can:

- Combine the weeks' activities on a single timetable. So, for example, a one-off lecture that occurs on Monday at 9AM in week 3 is displayed in the same timetable slot as a one-off seminar that occurs on Monday at 9AM in week 10.
- Split the information out, so that each week has its own dedicated timetable.

Use the **Split** control (see 1, below) to switch between these views.

When *Split* mode is on, scroll down the page to see each week's timetable. Use the week picker (2) and navigation buttons (3) above each timetable to move between weeks.

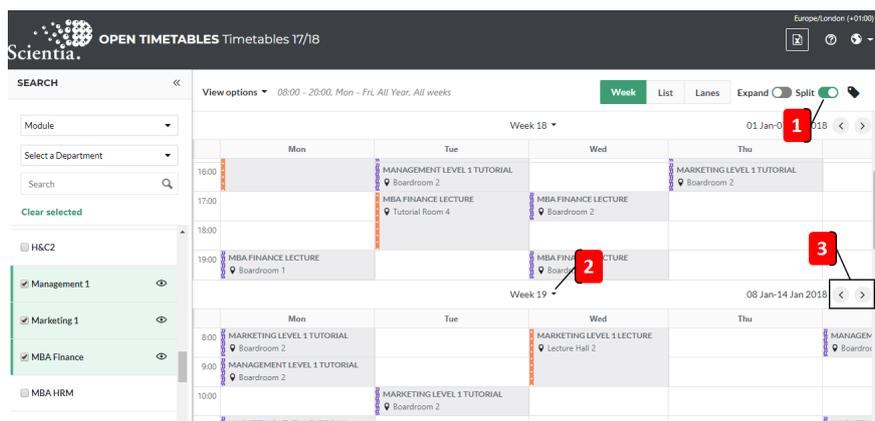


Figure 4: Split mode

### Group mode (available in List view)

If you have chosen to view the timetable of more than one item (for example, several locations), you can:

- Choose to see all those items' activities in one aggregated list.
- Group the list by item, so that each item's activities are shown together, and are separated from the other items' activities.

Use the **Group** control (see 1, below) to switch between these views. The list below is grouped by location.

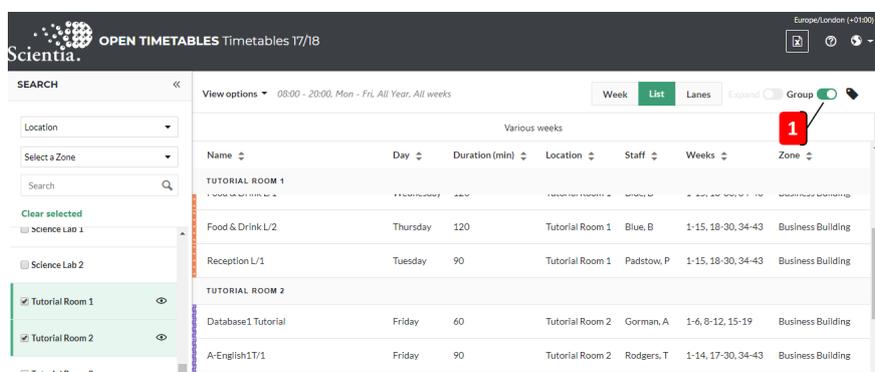


Figure 5: Group mode

## Open Timetables User Guide

### Draw attention to activities of a particular type

If the timetable that you are looking at contains more than one type of activity, you can choose one from the legend — only activities of that type will remain fully visible.

Click the legend icon (see 1, below), then click an activity type.

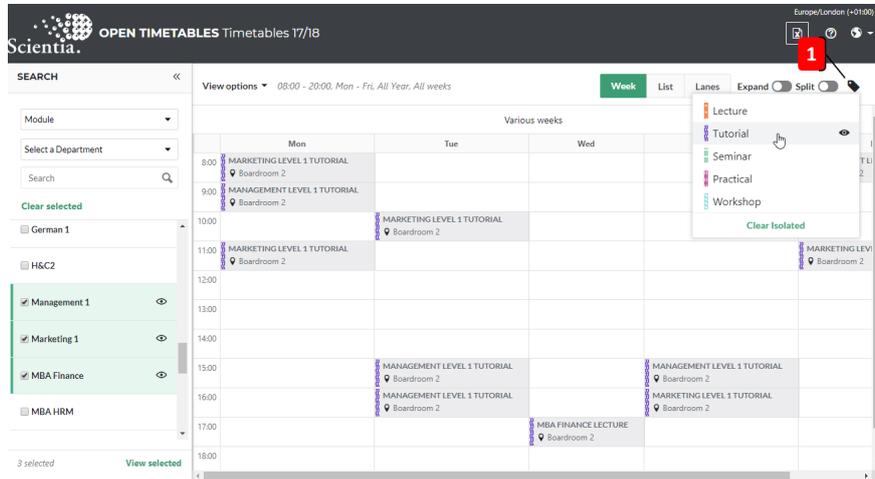


Figure 6: Isolate an activity type

### See the timetable of just one of the selected items

If you have chosen to view the timetable of more than one item (for example, several modules), you can temporarily hide the activities of all but one item.

In the search bar, click the eye icon (see 1, below) beside an item. The timetable area will display only that item's activities. To return to the previous view, click the icon again.

**Tip:** To see a list of all the items that you have selected (so that you can click one from the list), click **View selected** (2). Open Timetables displays all the items you have selected, even if they do not match the current search criteria.

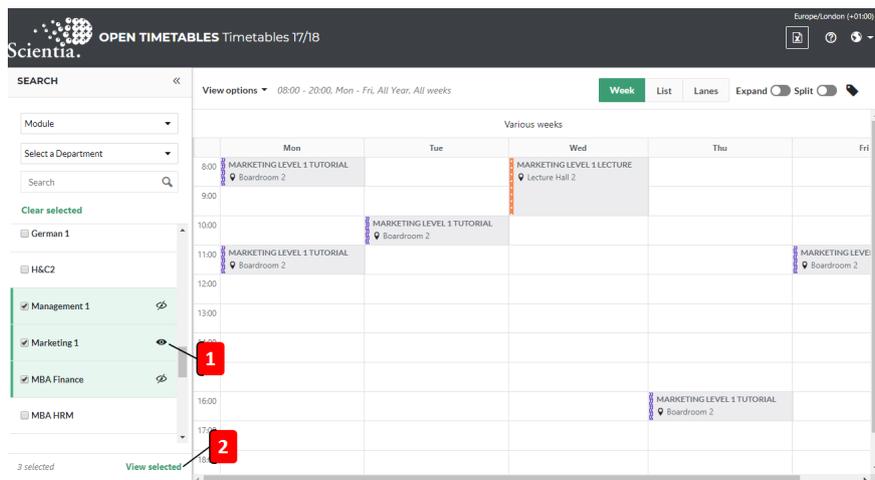


Figure 7: Show only one item's activities

### Show more activity detail on the timetable

To begin with, on the timetable, Open Timetables shows you a few key details of each activity. And, to keep each timetable cell compact in the *Week* view, it shows you only the first few activities that occur at each timetable slot. To show more details (see 1, below) and reveal all activities, click **Expand** (2).

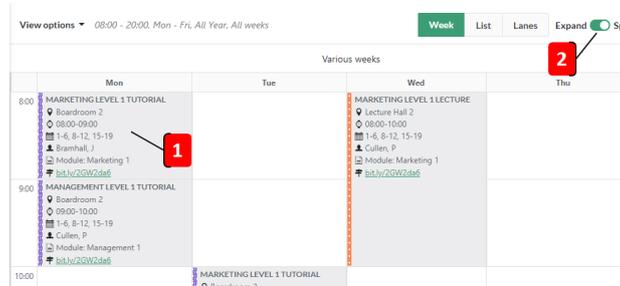


Figure 8: Expand activities

### 3.3 Next steps

#### Choose to see the timetable of particular weeks, days, and times

You can choose to see a timetable that contains only the selected items' activities that occur during particular weeks, on particular days, and between particular times. For example, you might want to see only next week's timetable. For more information, see *Only show activities that occur on particular weeks, days, and times* (on the next page).

#### Export to Excel

You can export the timetable as an **.xlsx** file. For example, so that you can analyse the information in Microsoft Excel.

Click the Excel icon above the timetable view controls.

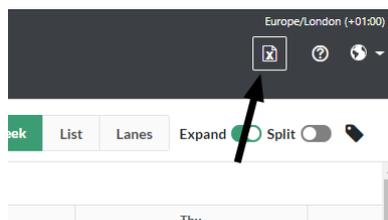


Figure 9: Export to Excel on PC or Mac

### 3.4 Only show activities that occur on particular weeks, days, and times

You can choose which weeks, days, and times are included in the timetable. So, for example, you can choose to see only next week's timetable.

1. Choose an option from the **Time** list. For example, **All Day**.
2. Choose an option from the **Date Range** list. For example, **Next Week**.
3. If you chose a date range that spans multiple weeks (such as **All Year**), then in the **Weeks** area you can choose **All weeks**, or you can clear the **All weeks** box then select individual weeks.
4. In the **Days** area, choose which days' activities are shown on the timetable. You can choose **All Days**; or, if you clear the **All Days** box, you can choose particular days of the week. For example, you can select only **Monday, Tuesday, Wednesday, Thursday, and Friday**.

To access these options, click **View options** above the timetable .

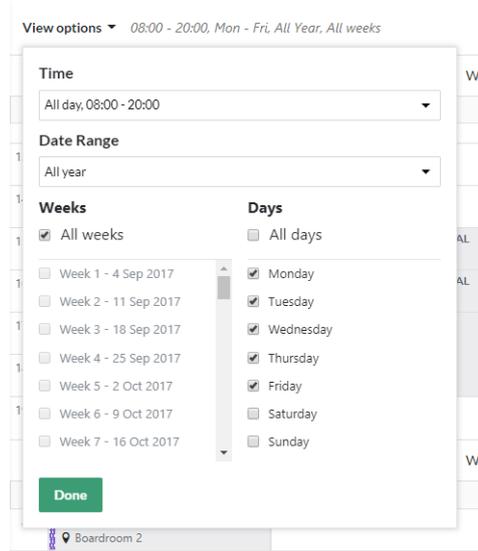


Figure 10: Time, Date Range, and Days controls on a PC or Mac