

Accessing and Viewing the Timetable



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Accessing the Timetable

Once the teaching period timetable has been published, staff and students can view their subjects on the Timetable.

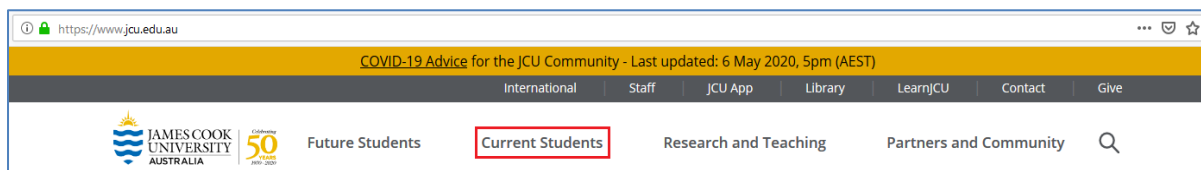
The timetable for teaching period one is published each November the preceding year, and teaching period two is published each June.

Student Access

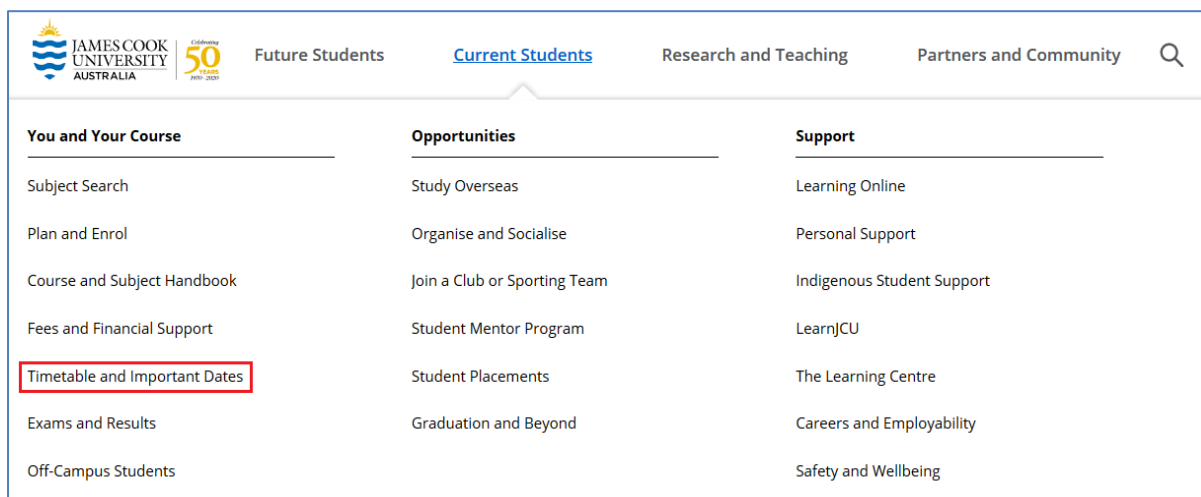
JCU Students can access the timetable for each subject via the JCU Student webpage:

Web link: <https://www.jcu.edu.au/>

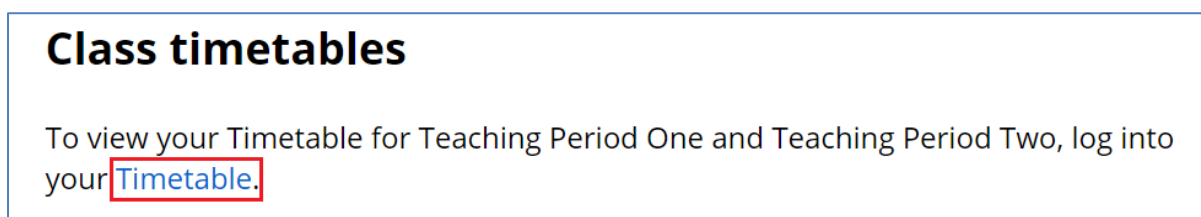
1. Click on '**Current Students**' at the top of the JCU webpage:



2. A drop down menu will appear, select '**Timetable and Important Dates**':

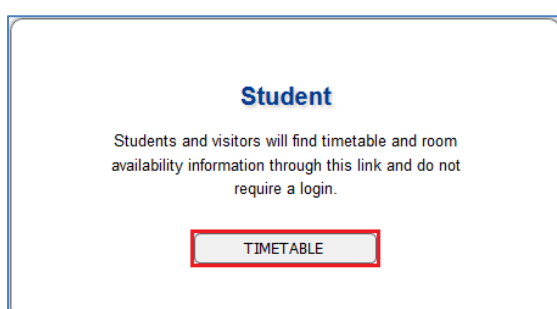


3. Scroll down to '**Class timetables**'. Select the current years' timetable, click on the '**Timetable**' hyperlink:



You will be directed to the Timetable Login page.

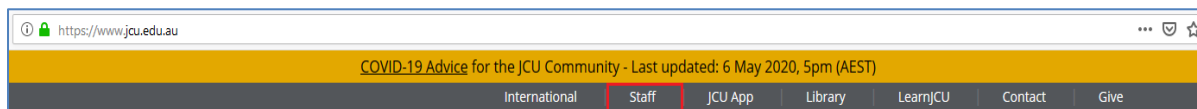
4. Select '**Timetable**' under the student login section:



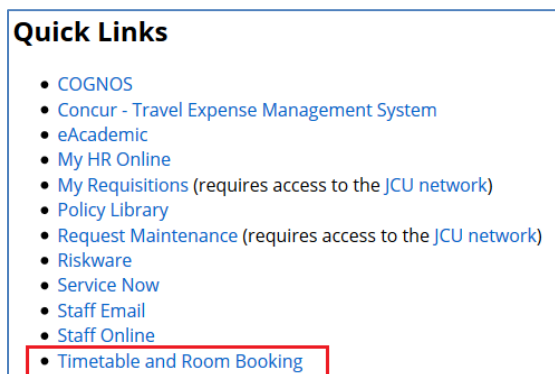
Staff Access

JCU Staff can access the timetable for each subject via the JCU Staff webpage:

1. Click on 'Staff' at the top of the JCU webpage:



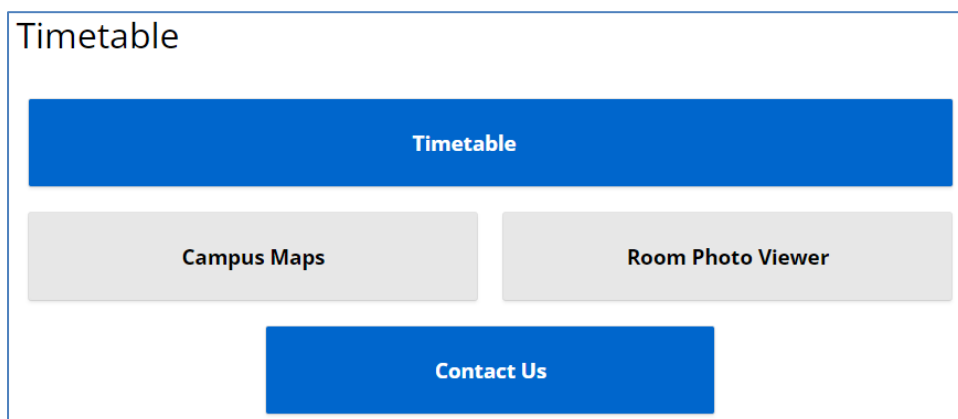
2. Scroll down to 'Quick Links'. Select 'Timetable and Room Booking':



3. Select the 'Timetable' tile:



4. Click on the 'Timetable (Relevant Year)' tile:



You will be directed to the Timetable Login page.

5. Under Staff, enter your JCU credentials and click **'Login'**.



The image shows a staff login form titled "Staff". It instructs users to login using their JCU username and password. There are two input fields: "Username:" and "Password:". Below these fields is a "Login" button, which is highlighted with a red rectangle.

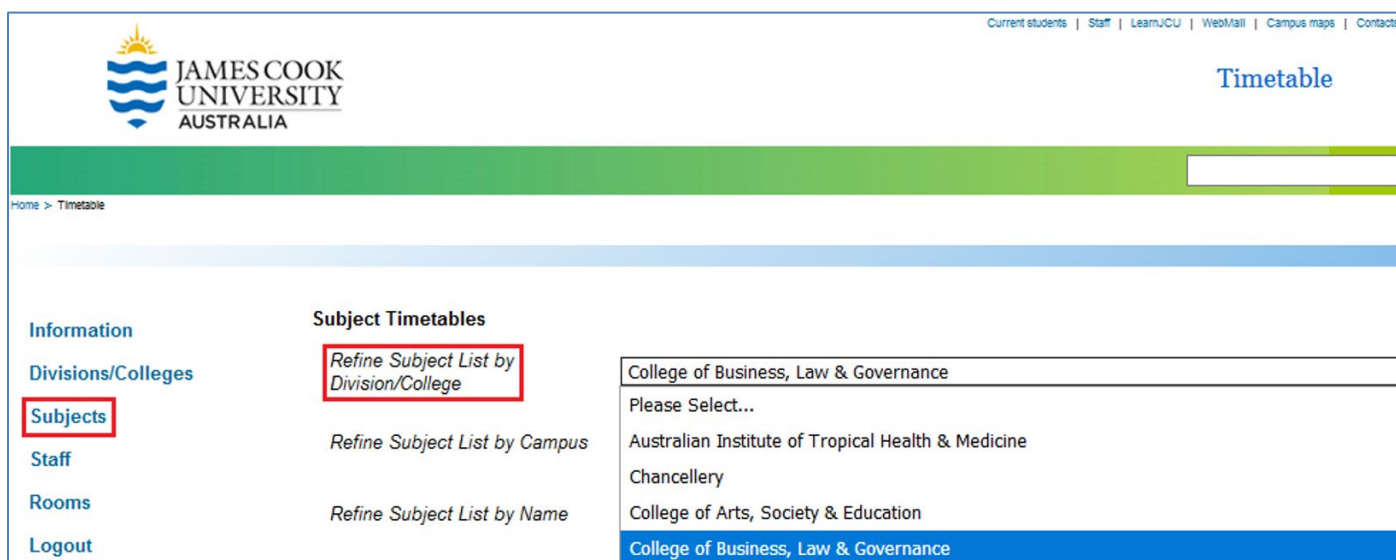
Viewing the Timetable

Once you've accessed the timetable, select **'Subjects'** on the left-hand side.



Viewing Subjects

1. Select your College from the drop down list under **'Refine Subject List by Division/College'**:



The image shows the JCU Timetable page. The header includes the JCU logo and the word "Timetable". The left-hand navigation menu is visible, with "Subjects" highlighted. The main content area is titled "Subject Timetables" and contains three filters: "Refine Subject List by Division/College" (highlighted with a red rectangle), "Refine Subject List by Campus", and "Refine Subject List by Name". The "Refine Subject List by Division/College" filter is a dropdown menu with the following options: "College of Business, Law & Governance", "Please Select...", "Australian Institute of Tropical Health & Medicine", "Chancellery", "College of Arts, Society & Education", and "College of Business, Law & Governance" (highlighted with a blue bar).

Important Note: This will only display subjects offered by the College selected. Leave this field blank if you you're not sure which College offers the subject you wish to view.

2. Select the campus the subject is being delivered from by using the drop down list under '**Refine Subject List by Campus**':

The screenshot shows a web interface with a sidebar on the left containing links: 'Refine Subject List by Campus' (highlighted with a red box), 'Refine Subject List by Name', and 'Select Subject(s)*'. The main area features a dropdown menu titled 'Please Select...' which is open, displaying a list of campuses: Cairns City Bada-jali, Cairns Nguma-bada, Mackay Base Hospital, Mackay Mater Hospital, Mackay Private Hospital, Mount Isa Murtupini, Thursday Island Ngulaigau Mudh, Townsville Bebegu Yumba, and Townsville City.

3. Type the subject code into '**Refine Subject List by Name**' and click '**Search**'. Select the relevant subject from the drop down list under '**Select Subject(s)**':

The screenshot shows a web interface with a sidebar on the left containing links: 'Information', 'Divisions/Colleges', 'Subjects', 'Staff', 'Rooms', and 'Logout'. The main area is titled 'Subject Timetables' and contains several input fields: 'Refine Subject List by Division/College' (set to 'College of Business, Law & Governance'), 'Refine Subject List by Campus' (set to 'TSV'), 'Refine Subject List by Name' (set to 'LA1102'), and 'Select Subject(s)*'. A red box highlights the 'Search' button next to the 'Refine Subject List by Name' field. Below the search button, the 'Select Subject(s)*' dropdown menu is open, showing a list of subjects with 'LA1102_TSV_LSP1 - Legal Research, Writing and Analysis' selected. A red arrow points to the selected subject.

Important Note: If you want to view more than one subject, leave the '**Refine Subject List by Name**' field blank and select subjects by scrolling through the '**Select Subject(s)**' section. When selecting your subjects, hold the '**Ctrl**' key down as you select them.

4. Select the study period or week/s you would like to view from the '**Select Teaching Week(s)**' drop down list:

The screenshot shows a web interface with a sidebar on the left containing links: 'Information', 'Divisions/Colleges', 'Subjects', 'Staff', 'Rooms', and 'Logout'. The main area is titled 'Subject Timetables' and contains several input fields: 'Refine Subject List by Division/College' (set to 'College of Business, Law & Governance'), 'Refine Subject List by Campus' (set to 'TSV'), 'Refine Subject List by Name' (set to 'LA1102'), and 'Select Subject(s)*'. A red box highlights the 'Select Teaching Week(s)*' dropdown menu, which is open, displaying a list of options: This Week, Next Week, Academic Year, Standard Academic Day Teaching, Study Period 1 (highlighted in blue), and Study Period 2.

5. Under '**Select Day(s)**', select the option that best suits your subject, by default we recommend '**All Weekdays (Mon – Fri)**' from the drop down list:

The screenshot shows a web interface with a sidebar on the left containing links: 'Information', 'Divisions/Colleges', 'Subjects', 'Staff', 'Rooms', and 'Logout'. The main area is titled 'Subject Timetables' and contains several input fields: 'Refine Subject List by Division/College' (set to 'College of Business, Law & Governance'), 'Refine Subject List by Campus' (set to 'TSV'), 'Refine Subject List by Name' (set to 'LA1102'), and 'Select Subject(s)*'. A red box highlights the 'Select Day(s)*' dropdown menu, which is open, displaying a list of options: All Weekdays (Mon - Fri) (highlighted in blue), All Week (Mon - Sun), All Weekend (Sat - Sun), and Monday.

Important Note: If you're searching for a block mode or intensive subject, these can run on weekends. In this instance, select '**All Week (Mon-Sun)**'.

6. Under '**Select Time Period**' select '**All Hours (7:00 AM – 00:00 AM)**' from the drop down list:

The screenshot shows a web interface with a sidebar on the left containing links: 'Information', 'Divisions/Colleges', 'Subjects', 'Staff', 'Rooms', and 'Logout'. The main area is titled 'Subject Timetables' and contains several input fields: 'Refine Subject List by Division/College' (set to 'College of Business, Law & Governance'), 'Refine Subject List by Campus' (set to 'TSV'), 'Refine Subject List by Name' (set to 'LA1102'), and 'Select Subject(s)*'. A red box highlights the 'Select Time Period*' dropdown menu, which is open, displaying a list of options: All Hours (7:00 AM - 00:00 AM) (highlighted in blue), All Hours (7:00 AM - 00:00 AM), Day (8:00 AM - 5:00 PM), and Night (5:00 PM - 9:00 PM).

- Ensure the **'Type of Report'** is displayed as **'Grid Timetable'** in the drop-down list for ease of viewing. **'List Timetable'** (← Click on **'List Timetable'** to see the alternative view) will display similar to excel:

Type of Report*

Grid Timetable - best results with single selection
Grid Timetable - best results with single selection
List Timetable - good for multiple selections

- Select **'View Timetable'** at the bottom of the page:

View Timetable

The timetable will display as shown below. The dates your subject is scheduled will be displayed next to **'Displaying Dates:'**

Print
PDF
Split
Merge

LA1102_TSV_L_SP1 - Legal Research, Writing and Analysis

Displaying Dates: 24/2/XX - 17/4/XX, 27/4/XX - 29/5/XX

	Monday	Tuesday	Wednesday
7 AM			
8 AM			
9 AM			
10 AM			
11 AM			
12 PM			
1 PM			
2 PM			

List Timetable View

As an alternative to **'Grid Timetable'**, users may choose to select **'List Timetable'**. This view will display the timetable in a list and is great view for viewing multiple subjects at one time. Follow the same steps above until you reach step 7.

- Ensure the **'Type of Report'** is displayed as **'Grid Timetable'** in the drop down list for ease of viewing. **'List Timetable'** will display similar to excel:

Type of Report*

Grid Timetable - best results with single selection
Grid Timetable - best results with single selection
List Timetable - good for multiple selections

View Timetable

- Select **'View Timetable'** at the bottom of the page:

View Timetable

The timetable will display as shown below.

LA1102_TSV_I_SP1 - Legal Research, Writing and Analysis												
Displaying Dates: 24 Feb 20 - 19 Apr 20, 27 Apr 20 - 31 May 20 (calendar week(s) 9-16,18-22)												
Activity	Topic Title	Type	Day	Start	End	Duration	Week(s)	Date(s)	Staff	Room(s)	Campus	
LA1102_TSV_SP1_1_Lecture 1/1		Lecture 1	Wednesday	10:00am	12:00pm	2:00	9-13	26 Feb 20 - 25 Mar 20	Pretorius, Salome	142-111	TSV	
LA1102_TSV_SP1_1_Library Lecture Week 1 Only/1		Lecture 2	Thursday	12:00pm	1:00pm	1:00	9	27 Feb 20	TSV Library Staff 1	025-002	TSV	
LA1102_TSV_SP1_1_Library Tutorial Week 1 Only/3		Tutorial 2	Thursday	12:00pm	1:00pm	1:00	9	27 Feb 20	TSV Library Staff 1	018-002C	TSV	
LA1102_TSV_SP1_1_Library Tutorial Week 1 Only/2		Tutorial 2	Thursday	1:00pm	2:00pm	1:00	9	27 Feb 20	TSV Library Staff 1	018-002A	TSV	
LA1102_TSV_SP1_1_Library Tutorial Week 1 Only/5		Tutorial 2	Thursday	2:00pm	3:00pm	1:00	9	27 Feb 20	TSV Library Staff 1	018-002A	TSV	
LA1102_TSV_SP1_1_Computer Workshop 1 Week 2 Only/1		Workshop 1	Thursday	12:00pm	1:00pm	1:00	10	5 Mar 20	TSV Library Staff 1	142-020	TSV	
LA1102_TSV_SP1_1_Computer Workshop 1 Week 2 Only/3		Workshop 1	Thursday	12:00pm	1:00pm	1:00	10	5 Mar 20	TSV Library Staff 1	002-102	TSV	
LA1102_TSV_SP1_1_Computer Workshop 1 Week 2 Only/2		Workshop 1	Thursday	1:00pm	2:00pm	1:00	10	5 Mar 20	TSV Library Staff 1	017-033	TSV	
LA1102_TSV_SP1_1_Tutorial 1/1		Tutorial 1	Thursday	12:00pm	1:00pm	1:00	11-13	12 Mar 20 - 26 Mar 20	Pretorius, Salome	018-002C	TSV	
LA1102_TSV_SP1_1_Tutorial 1/2		Tutorial 1	Thursday	1:00pm	2:00pm	1:00	11-13	12 Mar 20 - 26 Mar 20	Pretorius, Salome	028-004	TSV	
LA1102_TSV_SP1_1_Tutorial 1/5		Tutorial 1	Thursday	2:00pm	3:00pm	1:00	11-13	12 Mar 20 - 26 Mar 20	Pretorius, Salome	025-006	TSV	
LA1102_TSV_SP1_1_Lecture 1/1		Lecture 1	Wednesday	10:00am	12:00pm	2:00	14-16,18-22	1 Apr 20 - 15 Apr 20, 29 Apr 20 - 27 May 20	Pretorius, Salome	LEARN-JCU	ONL	
LA1102_TSV_SP1_1_Lecture Capture 3/1		Lecture 3	Wednesday	10:00am	12:00pm	2:00	14	1 Apr 20	Pretorius, Salome	134-102	TSV	
LA1102_TSV_SP1_1_Tutorial 1/1		Tutorial 1	Thursday	12:00pm	1:00pm	1:00	14-16,18-22	2 Apr 20 - 16 Apr 20, 30 Apr 20 - 28 May 20	Pretorius, Salome	LEARN-JCU	ONL	
LA1102_TSV_SP1_1_Tutorial 1/2		Tutorial 1	Thursday	1:00pm	2:00pm	1:00	14-16,18-22	2 Apr 20 - 16 Apr 20, 30 Apr 20 - 28 May 20	Pretorius, Salome	LEARN-JCU	ONL	
LA1102_TSV_SP1_1_Tutorial 1/5		Tutorial 1	Thursday	2:00pm	3:00pm	1:00	14-16,18-22	2 Apr 20 - 16 Apr 20, 30 Apr 20 - 28 May 20	Pretorius, Salome	LEARN-JCU	ONL	

Additional Menu Options

You can select a particular date by selecting the 'Set Week' button in the top left hand corner, then by selecting the + or – symbols to move through the months in the calendar displayed to select the date:

The screenshot shows the top of the timetable interface. The 'Set Week' button (a calendar icon) is highlighted with a red box. Below it, the subject name 'LA1102_TSV_I_SP1 - Legal Research, Writing and Analysis' and the displaying dates '24/2/XX - 17/4/XX, 27/4/XX - 29/5/XX' are visible. The main timetable grid shows days of the week (Monday, Tuesday, Wednesday) and times (7 AM, 8 AM, 9 AM, 10 AM, 11 AM). A calendar for May 2020 is overlaid on the right side of the grid, with the 'Set Week' button and the calendar's navigation arrows (left and right) highlighted with red boxes.

If you've selected to view your subjects by a Study Period i.e. Study Period 1 or 2, you can use the left and right arrows at the top of the page to scroll through the weeks:

The screenshot shows the top of the timetable interface. The left and right arrows (navigation icons) are highlighted with a red box. Below them, the subject name 'LA1102_TSV_I_SP1 - Legal Research, Writing and Analysis' and the displaying dates '24/2/XX - 17/4/XX, 27/4/XX - 29/5/XX' are visible.

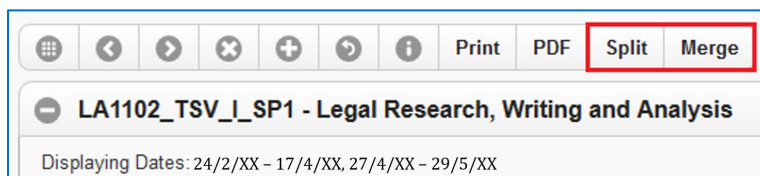
The x and + symbols at the top of the page increase or decrease the cell height in the grid. Increasing the cell height may assist with viewing all the information displayed for that subject:

The screenshot shows the top of the timetable interface. The 'x' and '+' symbols (cell height adjustment icons) are highlighted with a red box. Below them, the subject name 'LA1102_TSV_I_SP1 - Legal Research, Writing and Analysis' and the displaying dates '24/2/XX - 17/4/XX, 27/4/XX - 29/5/XX' are visible.

To return to the main report menu for a new search option, select the return arrow at the top of the page:



If you've selected to view multiple subjects, you can '**Split**' them to view one subject at a time, or '**Merge**' to combine them back together in one view:



Save and Print Options

If you want to save a copy of your timetable and print it, you can do so by selecting the '**Print**' or '**PDF**' buttons.

Selecting '**PDF**' will export a copy of your timetable into PDF form which you can save and print. '**Print**' will print the screen that's displayed, though not in colour:



Important Note: Timetables are always subject to change and therefore it's recommended you **DO NOT Print or Save** your timetable. Always refer to the online Timetable or the JCU App.

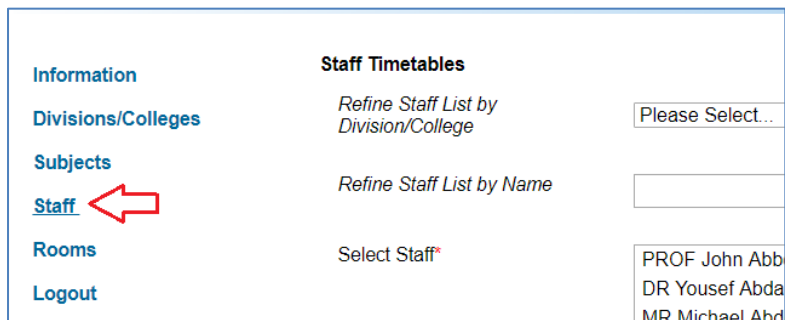
Viewing Academic Staff Timetable

Academic staff can view timetabled subjects by searching their name and the relevant study period.

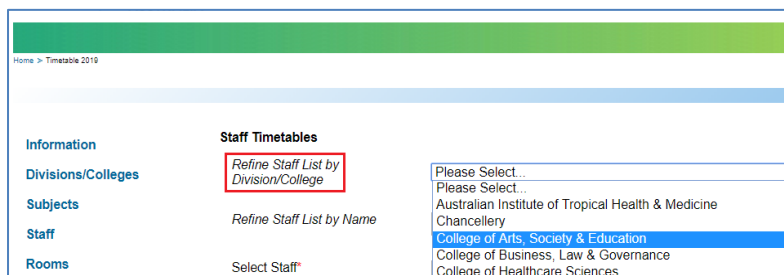
It is important to note, if your name has not been assigned to a timetabled teaching activity, this activity will not display on your timetable.

To view timetabled activities assigned to an Academic staff member:

1. Select '**Staff**' on the left hand side once you've logged into the Timetable:



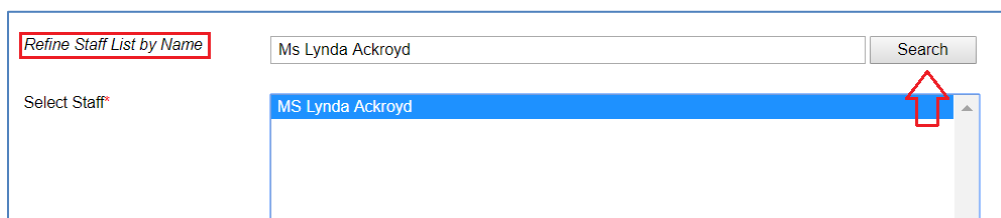
2. Select your College from the drop down list under '**Refine Staff List by Division/College**':



The screenshot shows a web interface with a green header bar. Below it, there's a navigation menu on the left with links: Information, Divisions/Colleges, Subjects, Staff, and Rooms. The main content area is titled 'Staff Timetables'. It contains three sections: 'Refine Staff List by Division/College' (highlighted with a red box), 'Refine Staff List by Name', and 'Select Staff'. The 'Refine Staff List by Division/College' section has a dropdown menu open, showing a list of colleges: 'Please Select...', 'Please Select...', 'Australian Institute of Tropical Health & Medicine', 'Chancellery', 'College of Arts, Society & Education' (highlighted in blue), 'College of Business, Law & Governance', and 'College of Healthcare Sciences'.

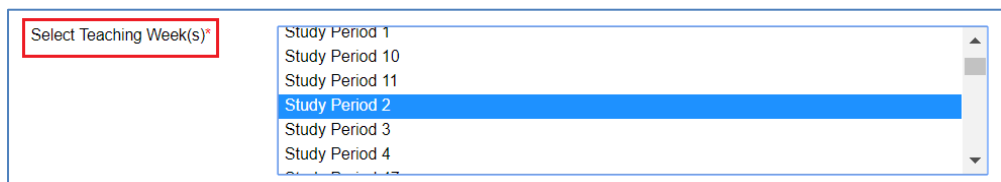
Important Note: This will only display subjects offered by the College selected. If you're teaching across colleges, leave this field blank.

3. Type your name into '**Refine Staff List by Name**' and click '**Search**'. Click on your name in the '**Select Staff**' drop down list:



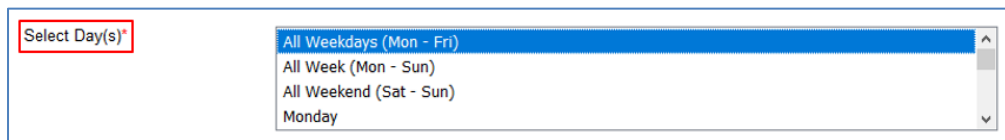
The screenshot shows a search interface. It has a text input field labeled 'Refine Staff List by Name' (highlighted with a red box) containing 'Ms Lynda Ackroyd'. To the right of the input field is a 'Search' button. Below the input field is a 'Select Staff*' dropdown menu. The dropdown menu is open, showing a list of staff members: 'MS Lynda Ackroyd' (highlighted in blue). A red arrow points to the highlighted name.

4. Select the study period or week/s you would like to view from the '**Select Teaching Week(s)**' drop down list:



The screenshot shows a dropdown menu labeled 'Select Teaching Week(s)*' (highlighted with a red box). The dropdown menu is open, showing a list of study periods: 'Study Period 1', 'Study Period 10', 'Study Period 11', 'Study Period 2' (highlighted in blue), 'Study Period 3', and 'Study Period 4'.

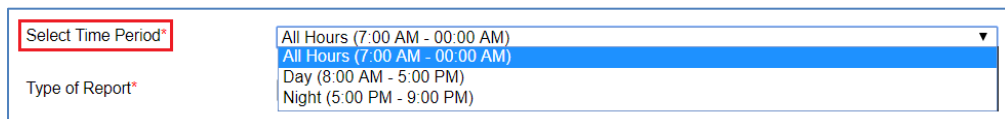
5. Under '**Select Day(s)**', select '**All Weekdays (Mon – Fri)**' from the drop down list:



The screenshot shows a dropdown menu labeled 'Select Day(s)*' (highlighted with a red box). The dropdown menu is open, showing a list of day options: 'All Weekdays (Mon - Fri)' (highlighted in blue), 'All Week (Mon - Sun)', 'All Weekend (Sat - Sun)', and 'Monday'.

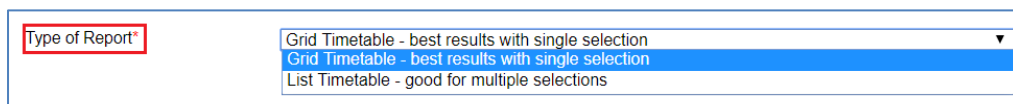
Important Note: If you're teaching a block mode or intensive subject, these can run on weekends. In this instance, select '**All Week (Mon-Sun)**'.

6. Under '**Select Time Period**' select '**All Hours (7:00 AM – 00:00AM)**' from the drop down list:



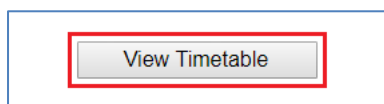
The screenshot shows a dropdown menu labeled 'Select Time Period*' (highlighted with a red box). The dropdown menu is open, showing a list of time periods: 'All Hours (7:00 AM - 00:00 AM)' (highlighted in blue), 'All Hours (7:00 AM - 00:00 AM)', 'Day (8:00 AM - 5:00 PM)', and 'Night (5:00 PM - 9:00 PM)'.

7. Ensure the '**Type of Report**' is displayed as '**Grid Timetable**' in the drop down list for ease of viewing. '**List Timetable**' will display similar to Excel:



The screenshot shows a dropdown menu labeled 'Type of Report*' (highlighted with a red box). The dropdown menu is open, showing a list of report types: 'Grid Timetable - best results with single selection' (highlighted in blue), 'Grid Timetable - best results with single selection', and 'List Timetable - good for multiple selections'.

8. Select '**View Timetable**' at the bottom of the page:




The screenshot shows a button labeled 'View Timetable' (highlighted with a red box).

Viewing Room Availability (Staff Only)

When looking to book a room via the Web Room Booker, you can check room availability in the Timetable.

To view room availability:

1. Select '**Rooms**' on the left-hand side once you've logged into the Timetable:


Information	Room Timetables
Divisions/Colleges	Refine Room List by Campus <input type="text" value="Please Select..."/>
Subjects	Refine Room List by Division/College <input type="text" value="Please Select..."/>
Staff	
Rooms 	Refine Room List by Name <input type="text"/>
Logout	Select Room(s)* <input type="text" value="001-203"/>

2. Select the Campus from the drop down list under '**Refine Room List by Campus**':

Refine Subject List by Campus	<input type="text" value="Please Select..."/>
Refine Subject List by Name	<input type="text" value="Please Select..."/>
	<input type="text" value="Cairns City Bada-jali"/>
	<input type="text" value="Cairns Nguma-bada"/>

You can search rooms allocated to colleges for priority use, though to increase your search options it's best to leave '**Refine Room List by Division/College**' blank.

3. If you know the room number you wish to check, you can type this into '**Refine Room List by Name**' then click '**Search**'.

Refine Room List by Name	<input type="text" value="142-233"/>	<input type="button" value="Search"/>
Select Room(s)*	<input type="text" value="142-233"/>	

4. Alternatively, you scroll through the list of rooms displayed under '**Select Room(s)**' and select the room you wish to view:

Select Room(s)*	<input type="text" value="142-202"/>
	<input type="text" value="142-233"/>
	<input type="text" value="142-234"/>
	<input type="text" value="142-302"/>
	<input type="text" value="142-338"/>
	<input type="text" value="142-F001"/>
	<input type="text" value="142-U102"/>
	<input type="text" value="145-000"/>

Important Note: If you wish to view multiple rooms, hold the '**Ctrl**' key down whilst you select all rooms that you would like to view.

5. Under **'Select Teaching Week(s)'**, select either **'This Week'**, **'Next Week'** or the Study Period you wish to search. This can be further refined by date once the timetable is displayed by selecting the **'Set Week'** button in the top left hand corner:

6. Under **'Select Day(s)'**, select **'All Weekdays (Mon – Fri)'** or **'All Week (Mon – Sun)'** from the drop down list:

7. Under **'Select Time Period'** select **'All Hours (7:00 AM – 00:00AM)'** from the drop down list:

8. Ensure the **'Type of Report'** is displayed as **'Grid Timetable'** in the drop-down list for ease of viewing. **'List Timetable'** will display similar to Excel:

9. Select **'View Timetable'** at the bottom of the page:

Questions

If you have questions regarding this guide, please email Scheduling Services at schedulingservices@jcu.edu.au

If your enquiry is urgent, please call us on 07 4781 5112.

Document Change Control

This is a 'controlled' Document. The document history is:

Issue	Date	Amended By	Authorised	Release Date
Version 5	19 June 2023	Melanie Kelly		19 June 2023
Version 4	7 September 2022	Melanie Kelly		12 September 2022
Version 3	18 June 2020	Callan Aiken		18 June 2020
Version 2	7 May 2020	Callan Aiken		7 May 2020
Version 1	2019	Melanie Kelly		2019