

1. On the staff home page select the 'Timetable & Rooms@JCU' button.



2. Click on 'Class Timetable' button.

The screenshot shows the 'Timetables and Room Booking (Staff)' page. The page has a blue header with the title 'Timetables and Room Booking (Staff)'. Below the header is a navigation bar with links: Staff, I want to, Human Resources, Enterprise Bargaining, ICT Services, Learning & Teaching, Research, Health & Safety, Training, All Services A. Below the navigation bar is a sub-header: STAFF | TIMETABLES AND ROOM BOOKING. The main content area contains text about class timetables and room bookings, and a list of two timetable releases per year. The 'Class Timetable 2018' button is highlighted with a red border. Below the main content area is a section titled 'Timetables, guides and forms'.

3. Staff can log in using normal JCU log in details.

The screenshot shows the 'Timetable Login' form. The form has a title 'Timetable Login' and a sub-header 'Students and visitors will find timetables and room availability information through this site and will not require a login, please click the TIMETABLE button below. Staff please login using your JCU username and password below.' The form has two input fields: 'Username:' and 'Password:'. Below the input fields are two buttons: 'Login' and 'TIMETABLE'.

4. Instructions for viewing subjects:

- a) Select 'Subjects' on the left side of the screen;
- b) Select your College, or other as appropriate, from the top drop down box;
- c) Select Campus if required;
- d) Choose your subjects from the drop down box (you can select more than one subject by holding the 'CTRL' key);
- e) Select appropriate study period or weeks from the next drop down box; please note: continue to scroll through until you find the correct week eg. SP1 – W1 w/c 19 Feb 2018
- f) Finally choose the days and time from the next two drop downs, the best option unless there are intensives or weekend activities is to choose all 'all week' and 'all hours'.
- g) The 'Grid Timetable' is the easiest timetable to use visually and is best printed using either Google Chrome or Firefox browsers.

**Information**

**Divisions/Colleges**

**a) Subjects**

**Staff**

**Rooms**

**Logout**

**Subject Timetables**

**b)** *Refine Subject List by Division/College*

**c)** *Refine Subject List by Campus*

*Refine Subject List by Name*

**d)** *Select Subject(s)\**

AG1007\_TSV\_I\_SP1 - Introduction to Plants and Animals for Veterinary Science

AN2013\_CNS\_I\_SP1 - Culture, Knowledge and Environment

AN2013\_TSV\_I\_SP1 - Culture, Knowledge and Environment

AN2106\_TSV\_I\_SP1 - Anthropology of Violence: The State, Politics and Citizens

AN3008\_CNS\_I\_SP1 - Myth, Ritual and Religion

AN3008\_TSV\_I\_SP1 - Myth, Ritual and Religion

AN4006\_CNS\_I\_SP1 - Anthropological Theory

AN4006\_TSV\_I\_SP1 - Anthropological Theory

AQ2001\_TSV\_I\_SP1 - Introduction to Aquaculture

**e)** *Select Teaching Week(s)\**

This Week

Next Week

Academic Year

Block Mode - Friday Night, Saturday and Sunday

Standard Academic Day Teaching

Standard Academic Night Classes

**f)** *Select Day(s)\**

All Weekdays (Mon - Fri)

All Week (Mon - Sun)

All Weekend (Sat - Sun)


Monday



**f)** *Select Time Period\**


**g)** *Type of Report\**

The timetable will be displayed.



You can view the whole semester (eg. if you have selected Study Period 1), or you can view it by individual weeks by selecting  and choosing the week from the calendar.

You can then move through weeks by selecting the arrows  

Select  to go back to the home page.

You can then either print or send the timetable to PDF by selecting  