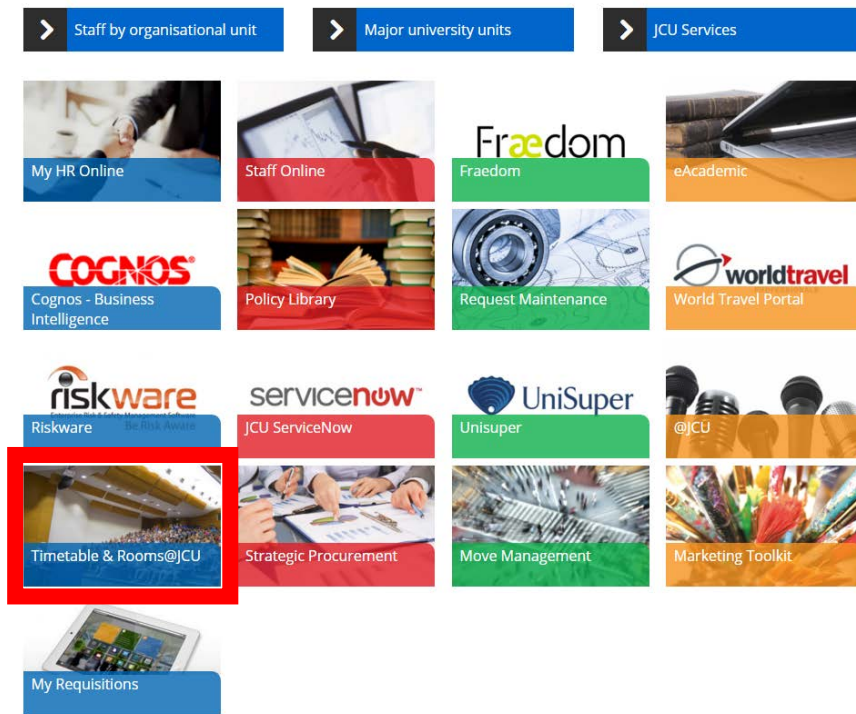
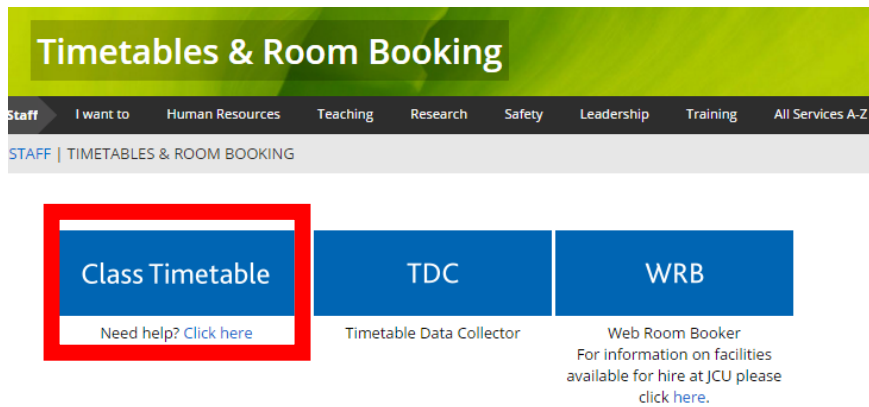


1. On the staff home page select the 'Timetable & Rooms@JCU' button.



2. Click on 'Class Timetable' button.



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

The image shows a 'Timetable Login' form. The title is 'Timetable Login'. Below the title is a message: '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.' There are 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;
- 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.

Once in the timetable it will show you the whole semester in one go, or you can view it by individual weeks by selecting the tool circled in blue, and to go back to the home page by selecting the tool circled in red.

