

# JCU Programme of Study Timetable Viewer



Guide to using the JCU Programme of Study  
Timetable Viewer

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## How to View a Programme of Study using the JCU POS Timetable Viewer

**Step 1:** Copy and paste the link below into your browser:

<https://secure.jcu.edu.au/staffonline/timetable/pos/index.cfm?fuseaction=posviewer>

Login if prompted using your usual **Staff Online** credentials:

Refer to [Browser/Viewing Issues](#) if you're experiencing any viewing issues.

**Step 2:** Viewing Programme's of Study (POS) in the JCU POS Timetable Viewer

1. From the first drop-down menu below "JCU POS Timetable Viewer", select the relevant year:

2. Then from the second drop-down, select your desired **Programme of Study**:

This may display subjects associated with the selected POS.

### Step 3: Tick all subjects related to your Programme of Study

1. Where subjects appear below your selected POS, they may not be automatically ticked. If any are not selected, ensure you select all at this step.

|                            |   |
|----------------------------|---|
| Your Information           | JCU POS Timetable Viewer                                    |
| V.E.R.S                    | 2019  |
| Reports                    | 70309_70309_TSV_3_SP1 70309_70309_TSV_3_SP1                 |
| Charts                     |   |
| ChemWatch                  | <input checked="" type="checkbox"/> MI3021_TSV_I_SP1 - CORE |
| Student Statistics         | <input checked="" type="checkbox"/> PP3151_TSV_I_SP1 - CORE |
| Academic Staff Information | <input checked="" type="checkbox"/> MI3061_TSV_I_SP1 - CORE |
| Financial & HR Information | <input type="button" value="ShowPOS"/>                      |
| Organisational Roles       | < > today   |
| Organisational Structure   |   |

2. You can filter the POS by Subject, however it is recommended all are selected.

### Step 4: Update the Viewer with all your Programmes of Study and subject selections

1. To update the Viewer and apply the selected POS and subjects, select '**ShowPOS**':

|                            |   |
|----------------------------|---|
| Your Information           | JCU POS Timetable Viewer                                    |
| V.E.R.S                    | 2019  |
| Reports                    | 70309_70309_TSV_3_SP1 70309_70309_TSV_3_SP1                 |
| Charts                     |   |
| ChemWatch                  | <input checked="" type="checkbox"/> MI3021_TSV_I_SP1 - CORE |
| Student Statistics         | <input checked="" type="checkbox"/> PP3151_TSV_I_SP1 - CORE |
| Academic Staff Information | <input checked="" type="checkbox"/> MI3061_TSV_I_SP1 - CORE |
| Financial & HR Information | <input checked="" type="button" value="ShowPOS"/>           |
| Organisational Roles       | < > today   |
| Organisational Structure   |   |

### Step 5: Reviewing Programmes of Study

1. Use the left and right arrows below the '**ShowPOS**' button to view weekly POS for the relevant study period.

**Please note:** the POS Viewer may start on today's date, so you may need to scroll forward several weeks.

|                            |   |
|----------------------------|---|
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| Charts                     |   |
| ChemWatch                  | <input checked="" type="checkbox"/> MI3021_TSV_I_SP1 - CORE |
| Student Statistics         | <input checked="" type="checkbox"/> PP3151_TSV_I_SP1 - CORE |
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| Financial & HR Information | <input type="button" value="ShowPOS"/>                      |
| Organisational Roles       | < > today   |
| Organisational Structure   |   |

When reviewing, the following quality checks should be undertaken by College Timetable Representatives:

- ✓ Check weeks are correct if the subject is not offered for the full study period
- ✓ Check sequencing to ensure it meets teaching requirements
- ✓ Check Location allocated. Does it meet teaching requirements and are suitabilities correctly added, i.e. Lecture Capture
- ✓ Check scheduled activities against staff timetables, paying attention to break periods and maximum teaching hours per day, late finish, early starts etc.
- ✓ Check Student Sets and Course Review by POS
- ✓ Check public holidays
- ✓ Check all subjects and teaching activities have been scheduled

## Process for Making or Requesting Changes to the Draft Timetable

If you identify any **errors** or you wish to **request changes** to the Draft Timetable, all change requests need to be referred back to your College Timetable Representative who will log a Service Now Timetable change request.

If the Draft Timetable contains **omissions or unscheduled activities** and the subjects do not appear in Service Now, College Timetable Representatives are to email these to the JCU Timetable Team (including how these activities should be timetabled) [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au) at the earliest opportunity.

## Browser/Viewing Issues

If you experience issues with Internet Explorer not showing a weekly timetable once a POS and its relevant subjects have been selected, you may need to reopen the link in another browser (e.g. Chrome or Firefox). If you're still experiencing issues with the JCU POS Timetable View, please email the JCU Timetable Team at [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au).

## Further Assistance

If you have any further questions or feedback regarding the JCU POS Timetable Viewer Tool, please email the JCU Timetable Team at [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au).