

Programme of Study Timetable Viewer

Guide to Accessing and Using the JCU POS Timetable Viewer



Table of Contents

How to View a Programme of Study using the JCU POS Timetable Viewer	3
Accessing the JCU POS Timetable Viewer.....	3
Viewing Programme's of Study (POS) in the JCU POS Timetable Viewer.....	3
Review Checklist	5
Process for Making or Requesting Changes to the Draft Timetable	6
Browser/Viewing Issues.....	6
Further Assistance	6
Document Change Control	6

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

Accessing the JCU POS Timetable Viewer

1. Click on the link below:

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

2. Login if prompted using your **JCU user name and password**.

If you're experiencing any browser/viewing issues [click here](#).

Viewing Programme's of Study (POS) in the JCU POS Timetable Viewer

1. Click on the first drop-down menu below the heading "**JCU POS Timetable Viewer**" and select the relevant year.

2. Then click the second drop-down menu and select your desired **Programme of Study** from the list.

3. The list of subjects relating to this POS will now be displayed, tick all subjects for your Programme of Study.

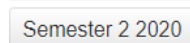
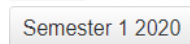
Note: Subjects may not be automatically ticked. If any are not selected, ensure you select all at this step.

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

4. To update the Viewer and apply the selected POS and subjects, select 'ShowPOS'.

5. Use the controls below the 'ShowPOS' button to navigate and view each week of your selected POS.

Button



Function

Will navigate week by week

Will show today's date

Will display the first week of TP1

Will display the first week of TP2

6. Once you have navigated to the week you would like to view, the POS TT Viewer will display the timetable as shown in the image below.

		24 – 28 Feb 2020					week
		24 / 02	25 / 02	26 / 02	27 / 02	28 / 02	
all-day							
8am							
9am			MA1020_CNS_SP1_1_Lecture 2/1 Lecture 2 D003-054		CH1020_CNS_SP1_1_Lecture 2/1 Lecture 2 A003-002		
10am			MA1020_CNS_SP1_1_Lecture 3/1 Lecture 3 D003-054				
11am			MA1020_CNS_SP1_1_Tutorial 1/1 Tutorial 1 A001-010				
12pm	MA1020_CNS_SP1_1_Lecture 1/1 Lecture 1 A003-003			MA1020_CNS_SP1_1_Tutorial 1/3 Tutorial 1 A004-003	CH1020_CNS_SP1_1_Lecture 3/1 Lecture 3 A001-129		
1pm	MA1020_CNS_SP1_1_Workshop 1/1 Workshop 1 A003-003			MA1020_CNS_SP1_1_Lecture 4/1 Lecture 4 A003-003	CH1020_CNS_SP1_1_Guided Learning 1/1 Guided Learning 1 A001-129		
2pm	CH1020_CNS_SP1_1_Lecture 1/1 Lecture 1 A004-002						
3pm						CP1406_CNS_SP1_1_Lecture 1/1 Lecture 1 E002-113	
4pm					CP1401_CNS_SP1_1_Lecture 1/1 Lecture 1 D003-054		
5pm							
6pm							
7pm							
8pm							

7. Subjects/Activities that fall on the same day and at the same time will be condensed to fit within the column, hovering your mouse over an activity will pop up the activity, showing all details.

		24 – 28 Feb 2020					week
		24 / 02	25 / 02	26 / 02	27 / 02	28 / 02	
all-day							
8am							
9am			MA1020_CNS_SP1_1_Lecture 2/1 Lecture 2 D003-054		CH1020_CNS_SP1_1_Lecture 2/1 Lecture 2 A003-002		
10am			MA1020_CNS_SP1_1_Lecture 3/1 Lecture 3 D003-054				
11am			MA1020_CNS_SP1_1_Tutorial 1/1 Tutorial 1 A001-010				
12pm	MA1020_CNS_SP1_1_Lecture 1/1 Lecture 1 A003-003		MA1020_CNS_SP1_1_Tutorial 1/1 Tutorial 1 A001-010	MA1020_CNS_SP1_1_Tutorial 1/3 Tutorial 1 A004-003	CH1020_CNS_SP1_1_Lecture 3/1 Lecture 3 A001-129		
1pm	MA1020_CNS_SP1_1_Workshop 1/1 Workshop 1 A003-003			MA1020_CNS_SP1_1_Lecture 4/1 Lecture 4 A003-003	CH1020_CNS_SP1_1_Guided Learning 1/1 Guided Learning 1 A001-129		
2pm	CH1020_CNS_SP1_1_Lecture 1/1 Lecture 1 A004-002						
3pm						CP1406_CNS_SP1_1_Lecture 1/1 Lecture 1 E002-113	
4pm					CP1401_CNS_SP1_1_Lecture 1/1 Lecture 1 D003-054		
5pm							
6pm							
7pm							
8pm							

Review Checklist

When reviewing a selected POS, the following quality checks should be undertaken:

- ✓ 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
- ✓ Check scheduled activities against staff timetables, paying attention to break periods and maximum teaching hours per day, late finish, early starts etc.
- ✓ 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.

Browser/Viewing Issues

If you experience issues with your browser 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 Viewer, please email the JCU Timetable Team at 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.

Document Change Control

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

Issue	Date	Amended By	Authorised	Release Date
Version 1	10 May 2019	Rowan Caldwell		10 May 2019
Version 2	18 June 2020	Callan Aiken		18 June 2020