Publish Student Guide

JCU Timetable







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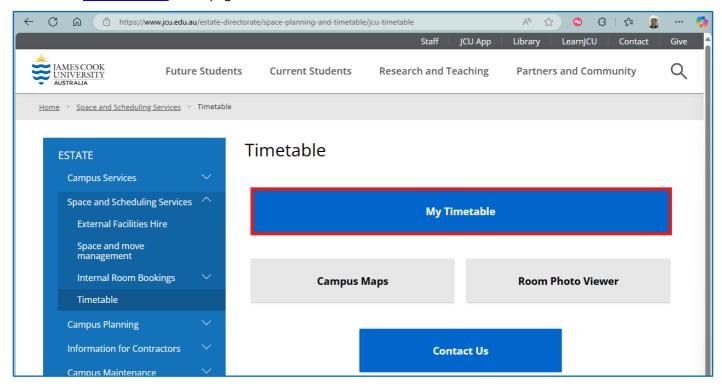
Welcome to the Publish Student Guide

Published is available for students to view the JCU timetable and plan for subjects they wish to enroll into. Publish is not a replacement for the JCU app, and students should always complete their class registration and view their personalised timetable via the JCU app.

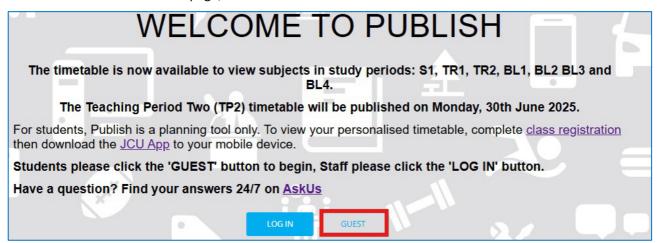
This document will guide students through the steps to use Publish, viewing timetabled subjects and location availability.

Logging In

1. To access Publish, please go to https://jcutimetable.jcu.edu.au/ or click on the 'My Timetable' button on the JCU Timetable home page.



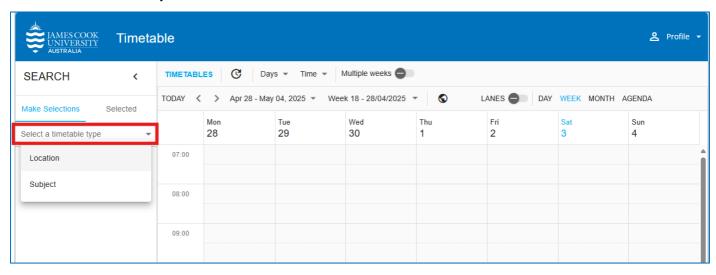
2. From the Publish welcome page, click on the 'GUEST' button to load Publish.





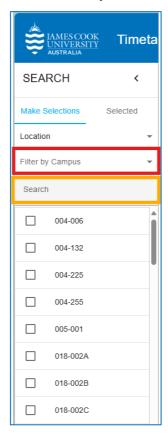
Loading a Timetable

3. To start using Publish, click on 'Select a timetable type' from the menu on the right, then select either 'Location' or 'Subject'.

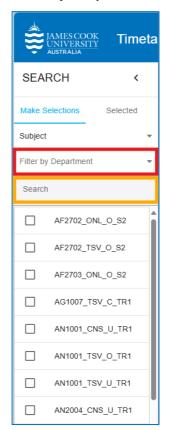


4. Depending on which option is selected, you will be presented with a different menu. In 'Location', you will be able to filter by 'Campus' and 'Search' by building or room number. In 'Subject', you will be able to filter by 'Department' and 'Search' by subject code.

Location Options



Subject Options

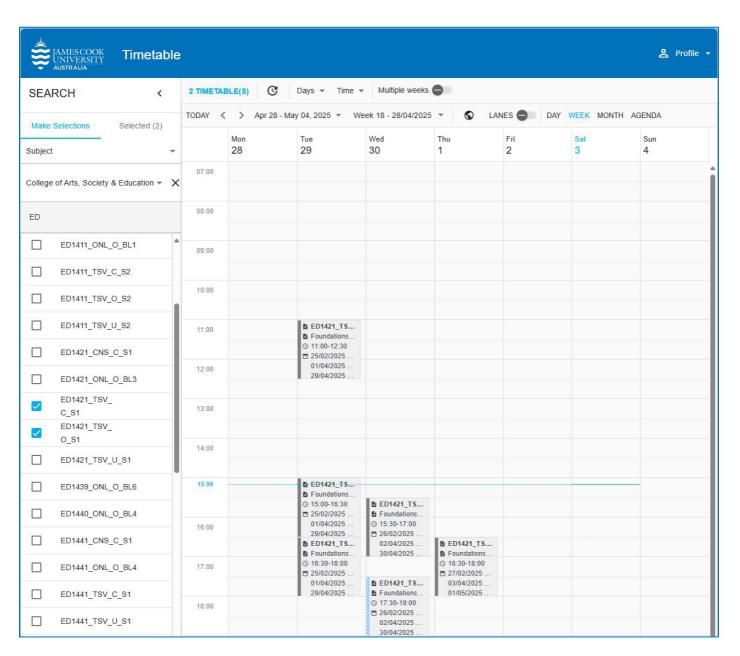




5. After selecting your filter options, click on the subjects/locations you wish to view. All activities relating to the selected timetable will be shown on the grid to the right.

From here, there are multiple ways to view and navigate the selected timetable, as well as view more information regarding each of the activities shown on the grid. The next section of this guide will cover these options in more detail.

Note: When searching for subjects/locations, only part of the text is required. In the example below, "ED" was entered into the search field and returned all subjects that contain the prefix "ED".

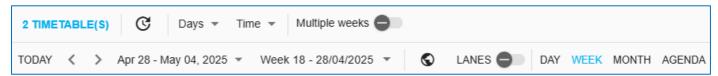




Navigation and View Options in Publish

Publish has several different ways to view the timetable and cycle dates/weeks. By default, Publish will always load on the 'WEEK' view and display the current week. The navigation/view panel can be found at the top of the timetable grid, an example of the panel is shown below.

Navigation/View Panel



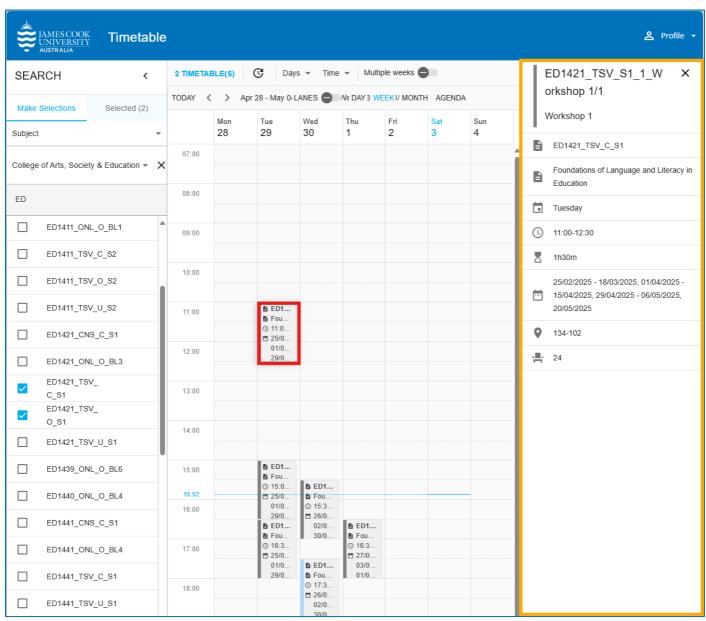
Button References

Button Description		Action		
©	Refresh button	Refreshes current view with any updates.		
Days ▼	Day selector dropdown	Displays day list and allows user to show/hide days.		
Time *	Time selector dropdown	Displays available time views, three options are available: • All Hours, 7:00 – 24:00 (default) • Day, 08:00 – 18:00 • Night, 18:00 – 24:00		
Multiple weeks	Multiple weeks toggle	Allows user to see all activities on the timetable gri for a selected study period. All current study period can be selected, e.g. S1, TR1, TR2 etc.		
TODAY	Today button	Will reset timetable grid back to the current day/week.		
< >	Week navigator	Cycles back and forth between weeks.		
Apr 28 - May 04, 2025 Date picker		Opens date picker, selecting a date will load that day, week or month depending on the view selected.		
Week 18 - 28/04/2025 🔻	Week selector dropdown	Opens week selector showing all weeks of the year.		
Time zone information button		Will open a popup displaying the time zone being displayed in the timetable grid.		
LANES 🔵	Timetable lane view toggle	Loads the lane view, this view will display each selected timetable on its own lane.		
DAY	Day view button	Loads the day view showing activities for selected day.		
WEEK	Week view button	Loads the week view showing activities for selected week.		
MONTH	Month view button	Loads the month view showing activities for selected month.		
AGENDA	Agenda view button	Loads agenda view showing activities in a list format, excluding days that have no activities.		



Displaying More Information for Activities

Selecting any activity in the grid will display all information relating to that activity on the right-hand side.

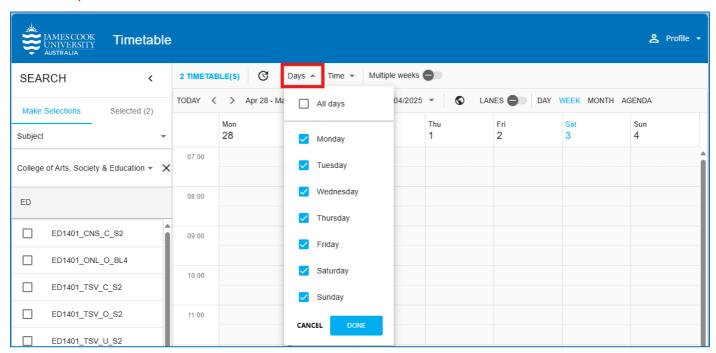




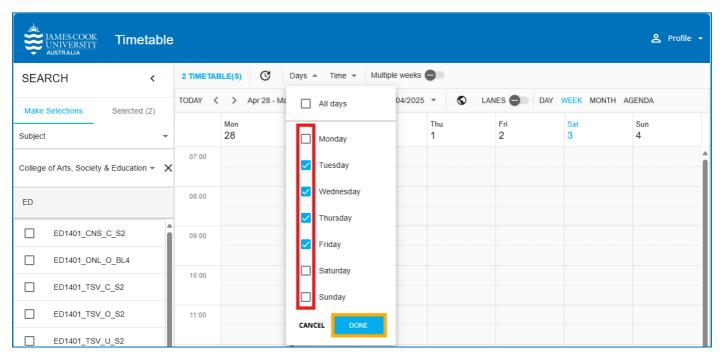
Timetable Views

Showing/Hiding Days in the Grid

1. By default, all days of the week, Monday – Sunday will be displayed. This can be modified by clicking on the 'Days' button.

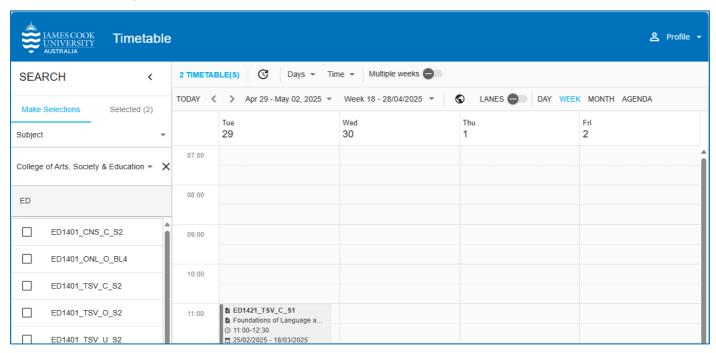


2. Next, select the days you would like to show/hide by checking the boxes beside each day, then click the 'Done' button.





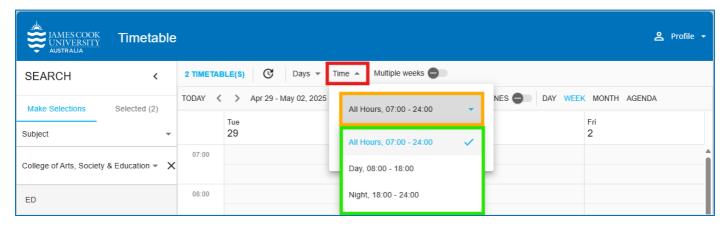
3. The result will modify the grid to show only the days selected. To reset, reopen the 'Days' dropdown and select 'All day'.



Modifying the Times Shown on the Grid

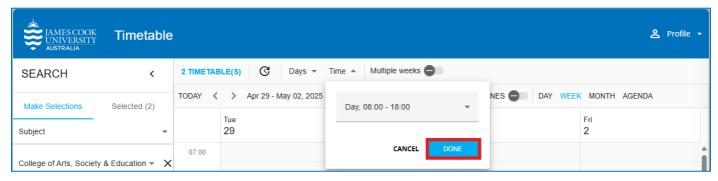
In addition to modifying the days shown, you can also display different time groups. These groups are set by Publish administrators. There are currently three available time views:

- All Hours, 7:00 24:00 (default)
- Day, 08:00 18:00
- Night, 18:00 24:00
- 1. Click on the 'Time' button to display the time view selector, then click on the dropdown menu and select the preferred time view from the menu.

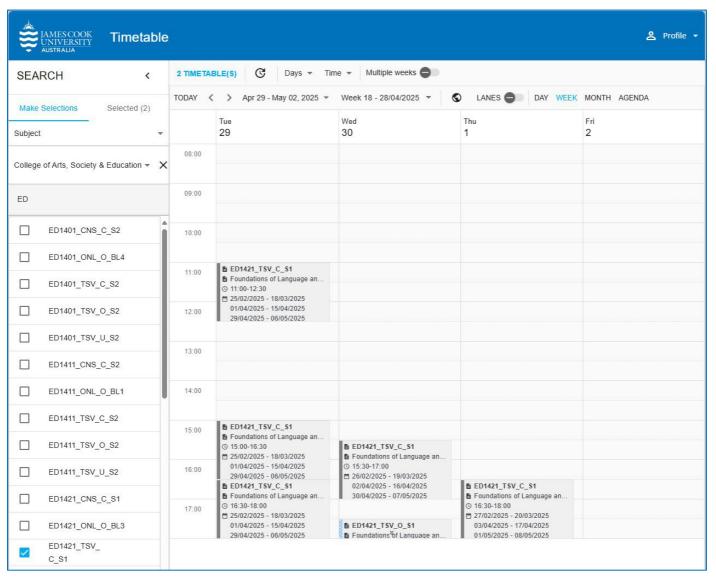




2. After selecting an option from the dropdown menu, click 'Done'.



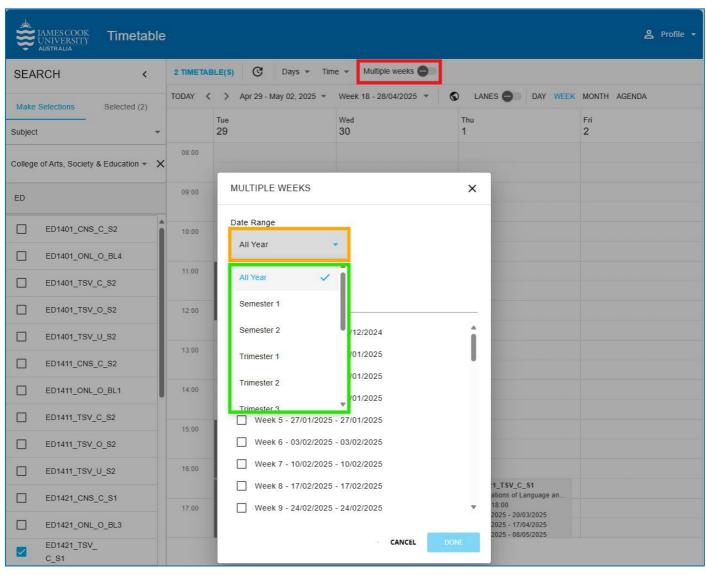
3. The result will reduce the grid to display only the selected time view.





Using the Multiple Weeks View

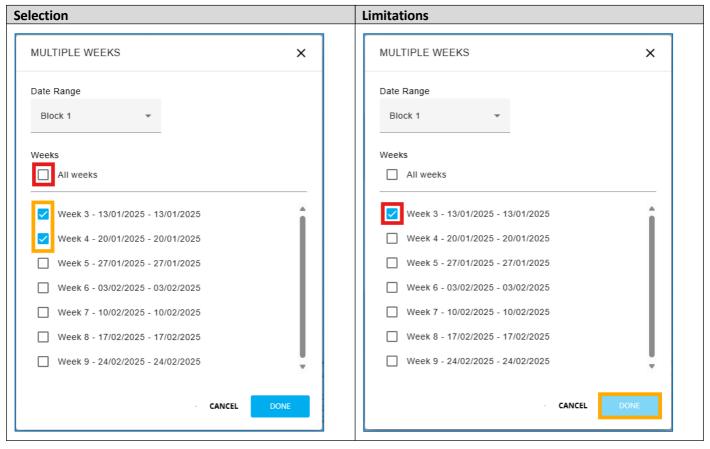
1. Click on the 'Multiple weeks' toggle, then select the dropdown menu and scroll until you find the study period you would like view.



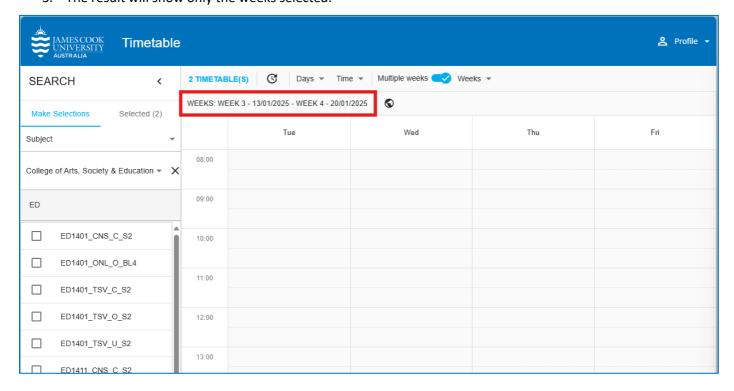


2. After selecting a study period from the dropdown, select either 'All weeks' or the weeks of the study period you would like to display.

Note: More than one week must be selected as this view is designed to show multiple weeks. If only week is selected you will **not** be able to click 'Done', as shown below in the Limitations box.

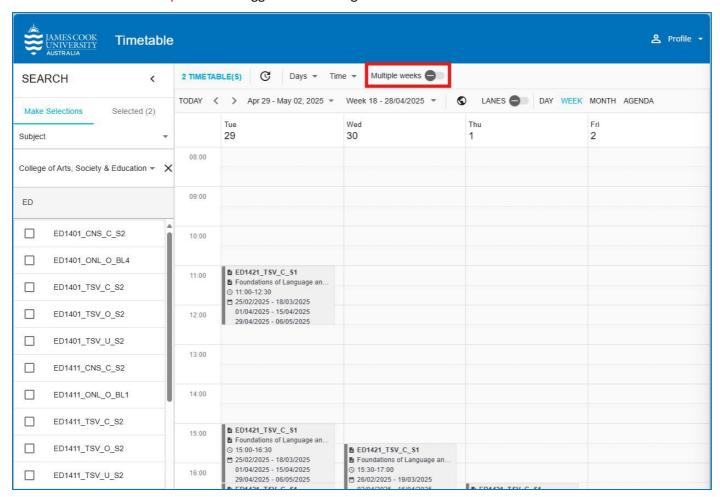


3. The result will show only the weeks selected.

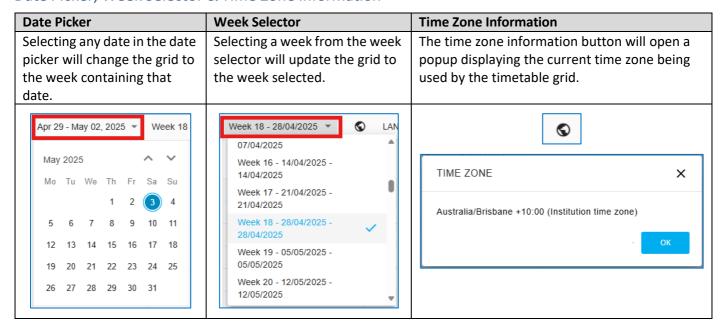




4. Reselect the 'Multiple Weeks' toggle to reset the grid back to week view.



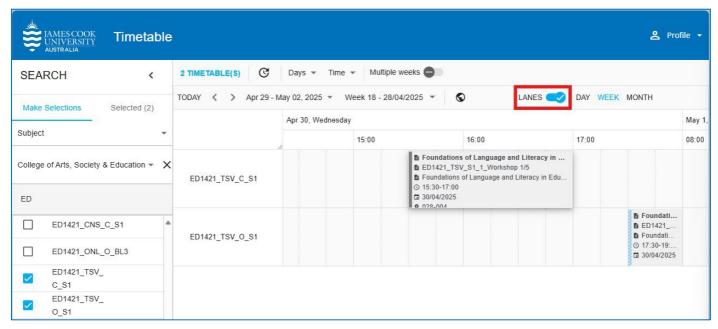
Date Picker, Week Selector & Time Zone Information





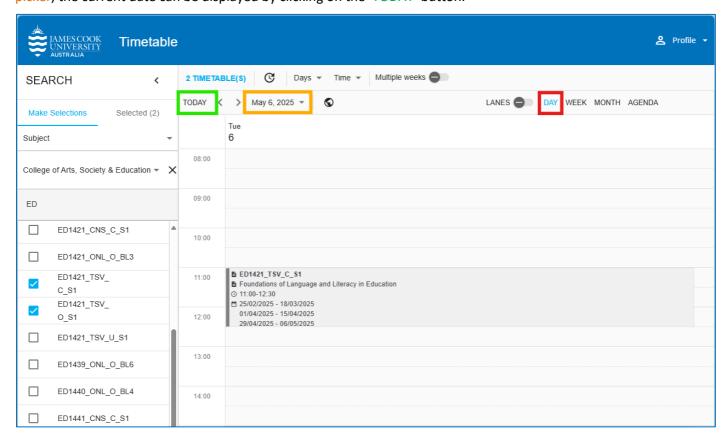
Lane View

Selecting the 'Lanes' toggle will switch the grid to a lane view of the timetable. This view will display all timetables selected in a scrolling view with the date and time along the top, with each timetable in the rows below.



Day View

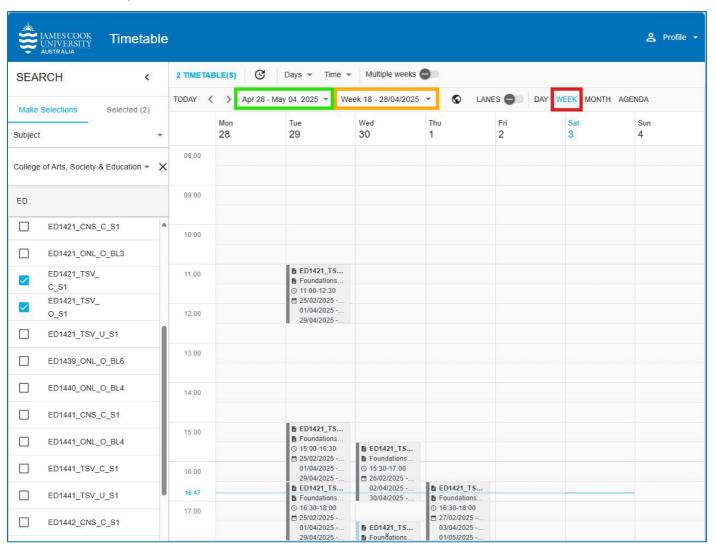
Selecting the 'Day' view button will switch the grid to a day view. This view will display any date selected in the date picker, the current date can be displayed by clicking on the 'TODAY' button.





Week View

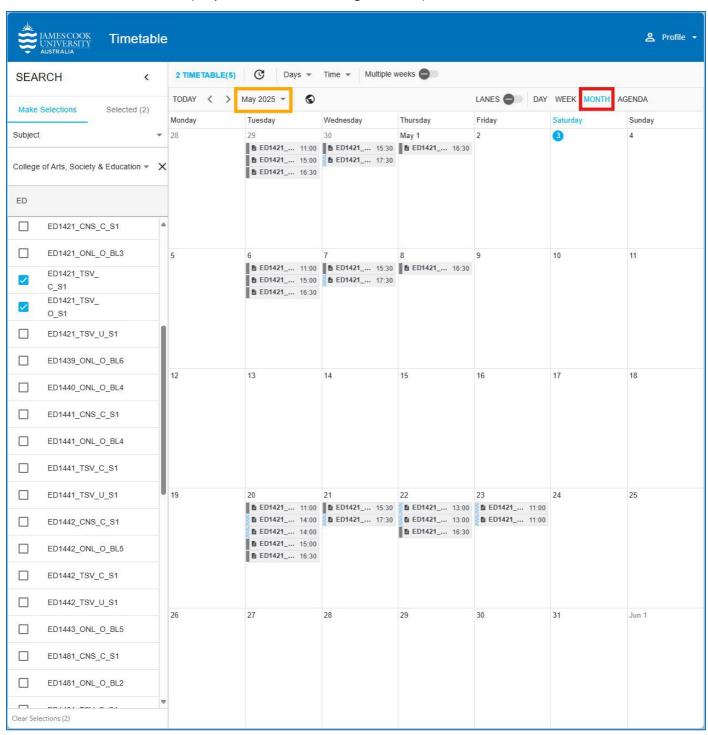
Selecting the 'Week' view button will switch the grid to a week view. This view will display the week of any date selected in the date picker, or the week selected in the week selector.





Month View

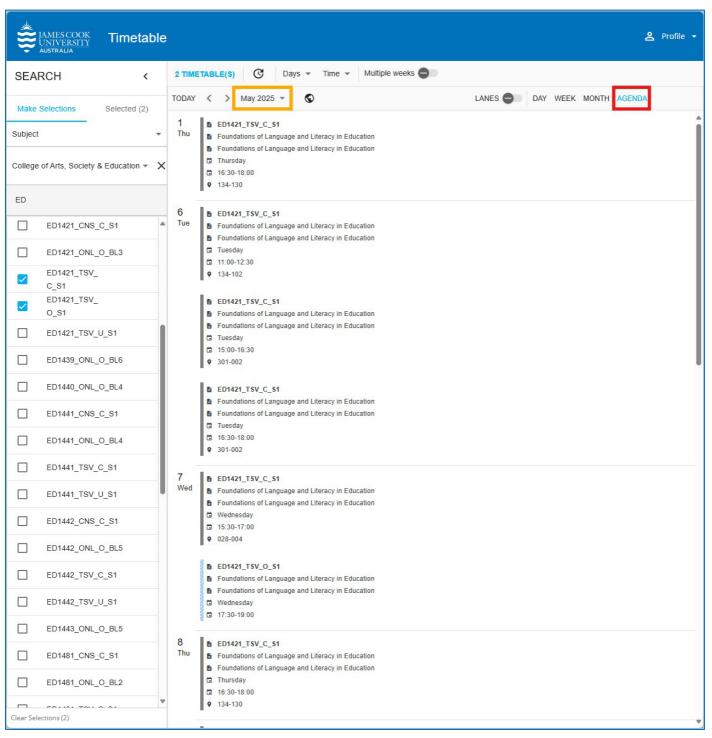
Selecting the 'Month' view button will switch the grid to a month view. This view will display the month that is selected in the month selector (only visible in month and agenda view).





Agenda View

Selecting the 'Agenda' view button will switch the grid to an agenda view. This view will display the month that is selected in the month selector (only visible in month and agenda view). Only days with activities will be shown in agenda view.



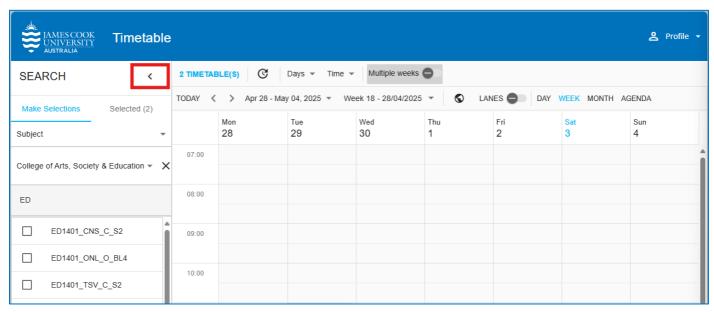


Additional Features

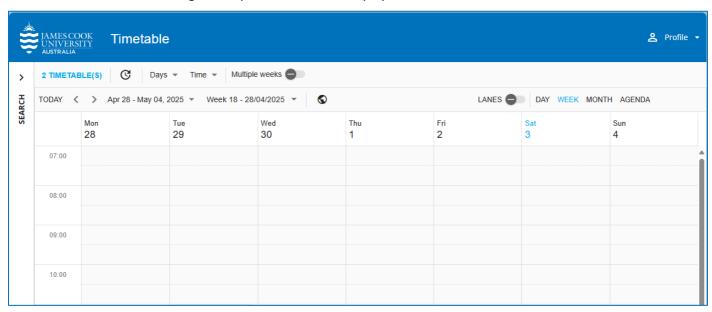
Minimizing the Search Column/Maximizing the Grid

The timetable grid can be increased by minimizing the search column.

1. Click on the arrow in the top right corner of the search column.



2. This will maximize the grid and provide a cleaner display.

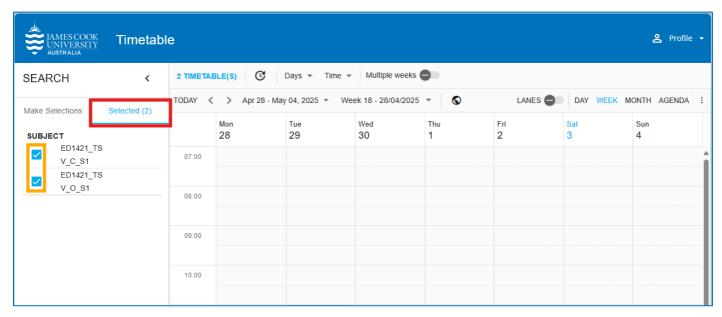




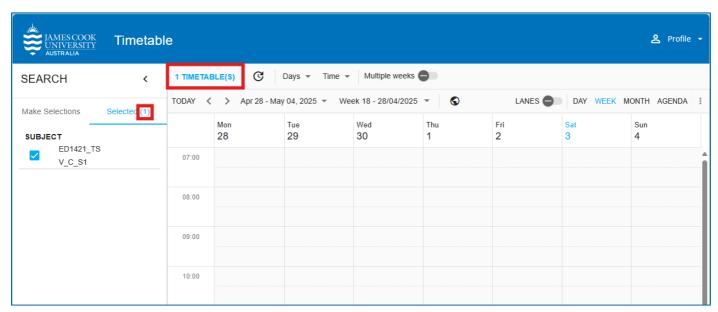
Deselecting an Added Timetable

After adding multiple subjects or locations to your timetable grid, these selections can be shown/hidden.

1. Click on 'Selected' button at the top of the search column, from here you can uncheck the subjects that you would like to hide.



2. The number of selected timetables is shown above the timetable grid, and in the brackets in the 'Selected' tab from within the 'SEARCH' column. Once a subject/location is unchecked they will need to be readded from the 'Make Selections' tab.





Changing the Language

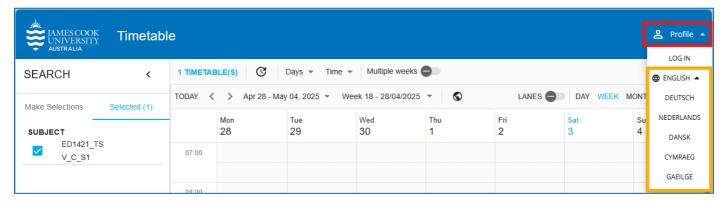
Publish comes with several languages, which include the following:

English

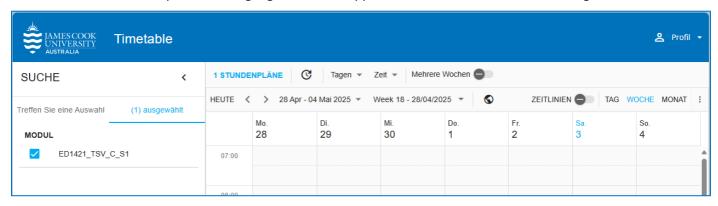
Dansk

Deutsch

- Cymraeg
- Nederlands
- Gaeilge
- 1. To update the language, click on 'Profile' in the top right corner of the screen. Then select your preferred language from the dropdown menu.



2. Publish will then update the language within the app, however the data will remain in English.



Feedback and Document Control

Feedback

If you have any feedback regarding this document, or if you've noticed an error, please contact the Scheduling Services team via email at schedulingservices@jcu.edu.au.

Document Change Control

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

Issue	Date	Amended By	Authorised	Release Date
Version 0.1	21 April 2025	Callan Aiken	NA	21 April 2025

