



User Guide

Overview

eTimetable allows you to view timetabled events for Courses, Groups, Learners, Staff, and Rooms. For set up guide, please see

It is available for staff and students.

When you log in you will see two menu items: **My Timetable** and **Timetables**.

Note that it is not a timetabling system and events cannot be edited in eTimetable.

My Timetable

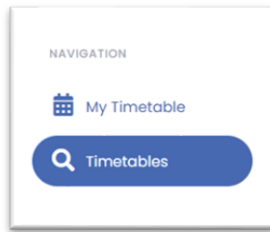
My Timetable shows all events that you are associated with (your timetable). You can select an event type from a list to filter the view. Event types are configurable at an administrative level and will typically be things like Lecture, Exam etc.

You can select either Month, Week or Day to view and scroll forward or backward using the arrows. Clicking the Today button will return the view to the current date.

Clicking on an event will display further details in a pop up.



Timetables



Selecting **Timetables** from the menu allows you to search for timetables by either the Course, Group, Room or User.

Staff and students are differentiated by either (staff) or (learner) after the name.

Once a timetable is displayed, you can filter on the event type.

You can download iCal, Export Link or Print from any of these timetables.

Download iCal

Clicking the Download iCal button will export the current calendar dates in iCal format for use in third party calendar apps (e.g. Google, Apple, Microsoft Outlook etc)

Export link

Clicking the Export link button displays a link which can be copied and pasted into third party apps.

Print

You can print the timetable in whatever view you currently have, e.g a room, course or learner timetable.

Learners

Learners can only see their own timetable but they can filter by Event Type and choose to view Month, Week or Day.

The screenshot displays the eTimetable interface. At the top, there are logos for eSuite, eTracker, eNotify, and eTimetable. Below the logos, it says 'Signed in as: Victoria Pratt' and 'Logout'. The main content area has a navigation menu on the left with 'My Timetable' and 'Timetables' options. The main area shows a calendar for December 2022. The calendar has columns for days of the week (MON, TUE, WED, THU, FRI, SAT, SUN) and rows for dates. Events are listed for 'Foundation Degree In' on several dates. There are buttons for 'Download iCal', 'Export link', and 'Print' above the calendar. The interface also includes a search bar and a filter for 'Event type'.