

Guide to Viewing Timetables for Staff

Timetables can be accessed via MyTimetable (for personalised or self-build timetables) or online via the timetabling web pages

1. MyTimetable – to access personalised timetables

Staff on programmes that are part of the Personalised Timetables project will be able to view & subscribe to their own timetables just by logging into MyTimetable. Further details of when this will be available will be communicated in the coming weeks.

2. MyTimetable – to access self-build timetables

Self-build timetables will be made available to staff in the next few weeks. Further communications about this will be sent in due course.

3. Online via the Timetabling web pages

All activities taking place in centrally managed locations can be viewed using the online timetable at <https://sws.city.ac.uk/>. This can also be accessed from the external [City website](#) (no login required). **You may need to enable pop-ups to view the timetable.**

As details can change at late notice (i.e. cancellations due to sickness) this site should be checked regularly during the term.

There are several ways of looking at the timetable. For example, you may choose to look at a member of staff's timetable, several modules at once or a whole programme's timetable. You can also look at what is scheduled to take place in a particular location for a selected timeframe. Below illustrates how to access the timetable via the staff, module and programme routes.

Searching by Staff Member

Staff can view their timetable as a whole rather than for each module. It is usually better to view one week at a time in a *Grid Timetable* if you teach a more varied timetable.

View Timetables By

[Department](#)

[Programme](#)

[Module](#)

[Student Set](#)

[Cohort \(SHS\)](#)

[Cohort \(Business\)](#)

[Staff](#)

Welcome to City, University of London Online Timetables

Autumn term DRAFT timetables

These pages allow you to view your **draft** timetables for the 2021-22 Academic Year (Autumn term). You can search by Prog by Student Set if you have been allocated to one for your Programme. You can also use this service to view room timetables

There can be a 5 minute delay from a booking being approved to it appearing on these pages.

All requests to change timetables and/or queries on timetables must be directed to the [School Timetabling Representatives](#)

How to find and interpret your timetable

Searching by Module

You can search for a **Module** by typing part of the title into the *search* box.

View Timetables By

- [Department](#)
- [Programme](#)
- [Module](#)**
- [Student set](#)
- [Cohort \(SHS\)](#)
- [Cohort \(Business\)](#)
- [Staff](#)
- [Back to Web Timetables Homepage](#)
- [Other](#)

Module Timetables:

Select your Department then select your Module from the list, or you can type part of your Module name into the search box, click SEARCH and select it from the list.

Department:

You may refine your search by typing (part of) a Module name OR description into the textbox:

Module(s):

SMM079 Shipping Markets & Finance/Summer School/#

SMM243 Shipping Economics

SMM244 Shipping Investment and Finance

SMM291 Shipping Company Management

SMM393 Fintech in Shipping & Energy, Trade & Finance

SMM395 Big Data in Commercial Shipping & Trading

SMM534 Research Methods for Shipping & Energy

Weeks/Teaching Pattern: It is easier to view the specific week, but for an overview select the term your module is in.

Week(s)

Autumn Term (standard): ranging w/c 4 Oct - w/c 13 Dec 2021

Autumn Term (non-standard): ranging w/c 23 Aug - w/c 13 Dec 2021

MSc Bays Autumn Term 1: w/c 04 Oct - w/c 13 Dec 2021

Some programmes run out of the 'standard' term dates, so there is a 'standard' and 'non-standard' option for each term.

When you click **View Timetable** you will see the details of the module including time of the day, room and lecturer.

Monday

Start Time	Finish Time	Week Commencing	Module Code	Activity	Description	Joint between...	No. of Students	Room	Lecturer
14:00	14:50	04/10/21-01/11/21, 15/11/21-13/12/21	EN1005	EN1005 Storytelling Lecture/01			42	Online - Synchronous	Watts, Judith

Tuesday

Start Time	Finish Time	Week Commencing	Module Code	Activity	Description	Joint between...	No. of Students	Room	Lecturer
11:00	11:50	04/10/21-01/11/21, 15/11/21-13/12/21	EN1005	EN1005 Storytelling Tutorial/02			21	AG08	Watts, Judith
12:00	12:50	04/10/21-01/11/21, 15/11/21-13/12/21	EN1005	EN1005 Storytelling Tutorial/01			21	AG08	Watts, Judith

Searching by Programme of Study

You can search for all modules available to your specific programme of study by selecting **Programme**. From here you can scroll to your programme title or enter a key word into the search box.

When you click **View Timetable** you will see the details of all of the modules included in that Programme of Study; this includes their times of the day, rooms and lecturers. This may have too much information to be useful to you.

Timetable Style and 'Type of Report' Options

There are many different ways of looking at a timetable. For a standard module running weekly at the same time/day we suggest looking at '*Module List (By Day)*' or '*Grid Timetable*'.

For a more complicated timetable it is worth finding a style that works for your needs.

- Module List (By Day)
- Module List (By Weeks)
- Grid Timetable
- Event Sheet (Without Student Sets)
- Event Sheet (With Student Set Notation)
- Master Module

The Business School and SMCSE's Computer Sciences can view and export their programmes' timetables on an **Excel Calendar**.

This only works using *Internet Explorer* and is for the current term

View Timetables By

[Programme](#)

[Module](#)

[Student Set](#)

[Cohort \(Nursing and Midwifery\)](#)

[Staff](#)

[Other](#)

[Rooms](#)

[Facilities Management](#)

[Excel Calendars](#)

[Back to Web Timetables Homepage](#)

[Back to Timetabling Homepage](#)

Further Queries and contacting Timetabling

If you have any queries about the timetable, please contact your [School Timetabling Representative](#).

The Central Timetabling Team can be contacted Monday-Friday 9am-5pm at timetabling@city.ac.uk, or by telephone on 020 7040 3004.