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/](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.
Searching by Module

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

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

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.

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]

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**Further Queries and contacting Timetabling**

If you have any queries about the timetable, please contact your [School Timetabling Representative](mailto:timetabling@city.ac.uk). The Central Timetabling Team can be contacted Monday-Friday 9am-5pm at timetabling@city.ac.uk, or by telephone on 020 7040 3004.