

## 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 from September 2020 will be able to view & subscribe to their own timetables just by logging into MyTimetable:

<https://mytimetable.city.ac.uk/>

### 2. MyTimetable – to access self-build timetables

Staff on all programmes can use the same link to access the Self-Build Timetable function. Companion notes may be accessed [here](#).

### 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 via the [City intranet](#) (you will need a City login) or 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

[Programme](#)

[Module](#)

[Student Set](#)

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

[Staff](#)

#### Welcome to City University London Online Timetables

These pages allow you to view your DRAFT timetables for the 2020-21 Academic Year. You can the facility to search by Student Set if you have been allocated to one for your Programme. You

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

The Online Timetable is a LIVE service and therefore subject to change, so please check r academic year.

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

## 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.

Week(s)

Autumn Term (standard): ranging w/c 28 Sep - w/c 7 Dec 2020  
 Autumn Term (non-standard): ranging w/c 24 Aug - w/c 14 Dec 2020  
 MSc Business School Autumn Term 1: w/c 28 Sept - w/c 7 Dec 2020

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.

Tuesday

Start Time	Finish Time	Week Commencing	Module Code	Activity	Description	Joint between...	No. of Students	Room	Lecturer
14.30	15.50	05/10/20-26/10/20, 06/11/20-07/12/20	AE2400	AE2400 Design II: Aeronautical/Tutorial 1/01 LEAD	Joint with EE3705	AE2400,EE3705	76	Online - Synchronous	Online - Synchronous Jagadeesh, Chetan

## Searching by Programme of Study

You can search for more than one module at a time; searching by **Programme** will bring up all the possible modules available to a specific Programme of Study. This may provide too much information at once as many programmes have multiple options.

View Timetables By

[Programme](#)

[Module](#)

[Student Set](#)

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

[Staff](#)

[Other](#)

[None](#)

### 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 SI from the list.

Department

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

 

Module(s)

BS1107 Introduction to Microeconomics  
 CE1556 Microsoft Office  
 EC1003 Topics in Applied Micro-economics  
 EC1008 Introduction to Microeconomics

## **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.

The Business School, SMCSE's Computer Sciences and SASS's Culture & Creative Industries can view and export their programmes' timetables on an **Excel Calendar**.

Culture & Creative Industries can also see their module timetables in this format.

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

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

### **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](#).

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