

# Timetabling

How to access your  
teaching timetable and  
what it all means

This presentation is  
available in pdf format on  
the timetabling webpage:  
<https://students.brunel.ac.uk/study/your-timetable>

# <https://students.brunel.ac.uk/study/your-timetable>

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## Your timetable



Click here

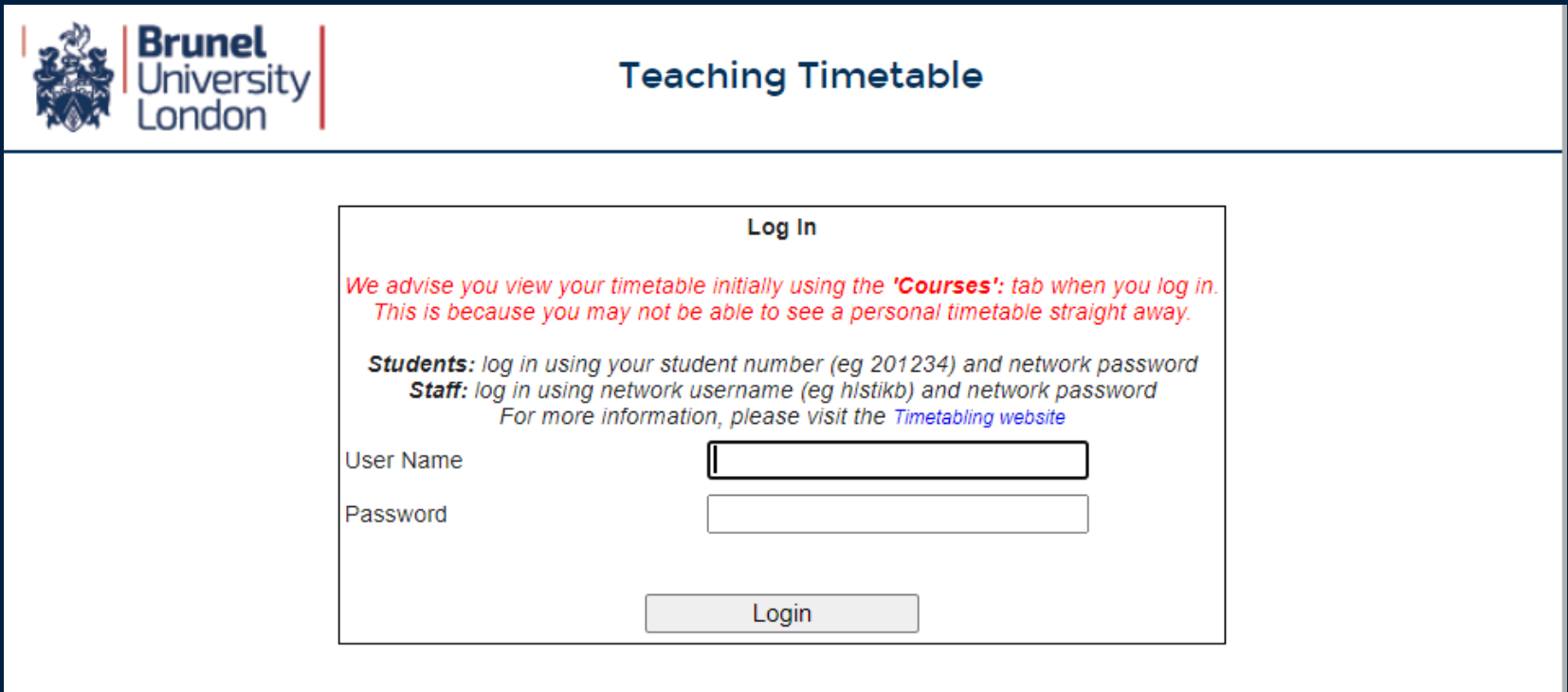
Get your teaching timetable



Your teaching timetable tells you where to go for your lectures or classes.

Related links

# Timetables will be published on 1<sup>st</sup> September 2021



The screenshot shows the 'Teaching Timetable' login page for Brunel University London. At the top left is the university's crest and logo. The page title is 'Teaching Timetable'. Below this is a 'Log In' section with a red warning message: 'We advise you view your timetable initially using the **Courses**: tab when you log in. This is because you may not be able to see a personal timetable straight away.' Below the warning, instructions are provided for students (log in with student number and network password) and staff (log in with network username and network password). A link to the 'Timetabling website' is provided for more information. The login form consists of two input fields: 'User Name' and 'Password', followed by a 'Login' button.

**Brunel University London**

## Teaching Timetable

**Log In**

*We advise you view your timetable initially using the **Courses**: tab when you log in. This is because you may not be able to see a personal timetable straight away.*

**Students:** log in using your student number (eg 201234) and network password  
**Staff:** log in using network username (eg hlstikb) and network password  
*For more information, please visit the [Timetabling website](#)*

User Name

Password

Login

For the first few weeks of term students should use the **Courses** or **My Modules** link to find their timetables. The **My Timetable** link will not show all your teaching activities until you have chosen your optional modules and been allocated to all your groups.

# Teaching Timetable

You can lookup your timetable by **Course**, by **all Modules**, **My Modules** or what's booked into a **room**. The **My Timetable** option will not show all your teaching activities until you have chosen your optional modules and been allocated to all your groups.



## Teaching Timetable

### Web timetables

- ▶ Courses
- ▶ Modules
- ▶ Rooms
- ▶ My Modules
- ▶ My Timetable
- ▶ log off

### Information for Students

The easiest option to select is "My Modules" but be aware that this will show the timetable for modules for which you are registered on eVision. Please note that, depending on your browser settings, the timetable may open behind your current browser window - do minimise the browser window to check.

Be aware that the "My Modules" will show the timetable for the modules you are registered to take. You can check this list via eVision, and if any updates are required you should contact your department in the first instance. The timetable will update after the eVision data is updated.

**PLEASE NOTE:** If your **Individual Student Timetable** is blank or incomplete, it may be because you are not allocated into your chosen groups for seminars/tutorials; please email [timetabling@brunel.ac.uk](mailto:timetabling@brunel.ac.uk) with the details. If you have not chosen your options yet please log on to eVision and do so. Once your options have been setup your individual timetable will reflect the changes. You may need to allow up to 5 days for your choices to be processed.

If your "Student Module Timetable" is awaiting update, you can select "Modules", but you will need to know your module codes to select the timetables you wish to view.

# Search for Your Course



## Teaching Timetable

**Web timetables**

- ▶ **Courses**
- ▶ Modules
- ▶ Rooms
- ▶ My Modules
- ▶ My Timetable
- ▶ log off

**Course Timetables**

Level:

Course Search String (optional):

Select Course(s):

- Anthropology of Childhood, Youth and Education Level - 5
- Contemporary Education Level - 2
- Contemporary Education Level - 3
- Education Level - 0
- Education Level - 1**
- Education Level - 2
- Education Level - 3
- Education Level - 3

Select Period:

- This week
- Next week
- All Terms
- Term 1**

Select Day(s):

- Monday-Friday**
- Monday-Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Select Type Of Report:

- Click on Courses
- Choose Level or Course Search
- Select your Course
- Select the time period you want to view
- Select the days
- Select the type of report
- Click **View Timetable**

# Search for Your Modules

- Check you see all your modules
- If there are any missing you should contact your Taught Programmes Office (TPO)
- If you don't know your TPO got to <https://students.brunel.ac.uk/study/your-tpo> and look up your course
- You are responsible for ensuring you are studying and attending all the correct modules

**Brunel University London**

## Teaching Timetable

**Web timetables**

- ▶ Courses
- ▶ Modules
- ▶ Rooms
- ▶ **My Modules**
- ▶ My Timetable
- ▶ log off

**Module Timetables:**

Select Module(s)

ED5617  
ED5618  
ED5619  
ED5625  
ED5626  
EE3036

Select Period

This week  
Next week  
All Terms  
Term 1

Select Day(s)

Monday-Friday  
Monday-Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday

Type Of Report

Grid Timetable

View Timetable Reset

# Timetable – Grid View

This is the description of the activity (usually module code and type of activity e.g. Lec = lecture)

These numbers show the weeks in which the activity will be taught

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30
Mon				SP1600 - SP1601 Lec Online SP 1, 10 Broadbent,David							SP1602 - SP1610 Lec Online SP 1 Hunt, Emily							
Tue			SP1600 Sem Grp B Online SP Broadbent,David		1-10					SP1600 Sem Grp C Online SP 1-10 Broadbent,David			SP1600 Sem Grp D Online SP 1-10 Broadbent,David			SP1600 Sem Grp E Online SP 1- Broadbent,David		
Wed																		
Thu																		
Fri			SP1602 - SP1610 Cafe Grp A HNZW 017 1, 5, (SD 18) 7, 11 Hunt, Emily		SP1602 - SP1610 Cafe Grp B HNZW 017 1, 5, (SD 18) 7, 11 Hunt, Emily	SP1602 Cafe Grp C HNZW 017 1, 5, (SD 18) 7, 11 Hunt, Emily	SP1602 Cafe Grp D HNZW 017 1, 5, (SD 18) 7, 11 Hunt, Emily						SP1602 Cafe Grp E HNZW 017 1, 5, (SD 18) 7, 11 Hunt, Emily		SP1602 Cafe Grp F HNZW 017 1, 5, (SD 18) 7, 11 Hunt, Emily			
Sat																		
Sun																		

This is the location of the activity which may be on-campus or online

This is the tutor who will be leading the session

# Learning online & on Campus

Some of your teaching activities will be online and some activities will be located on campus in rooms setup for 1 metre social distancing.

Other activities will be Hybrid – taking place online and on campus at the same time.

Depending on the size of your group, you may need to book for on campus sessions. A booking system will be available but your choices may not show on your teaching timetable so you will need to make a note of when you are booked to come onto campus.

The student booking system can be found on the [Timetabling webpage](#)  
[Booking lessons on campus \(brunel.ac.uk\)](#)

## MA3667 - Mathematical Finance

Weeks: 1-13 (20 Sep 2021-19 Dec 2021)

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Mon													MA3667/Lec1 Online 1-13 Virmani, Shashank				
Tue									MA3667/Sem1 Online, LECT 064 (SD 52) 1-13 Virmani, Shashank								
Wed																	
Thu											MA3667/Lec2 Online 1-13 Virmani, Shashank						
Fri																	

This shows a **hybrid** activity – taking place online and on-campus at the same time. The location (LECT 064) **SD 52** means the room will hold 52 students at 1m social distancing. Your tutor will inform you which group you are in and if you need to book.



# Student booking system

Your tutor will advise you if you need to use the booking system.

Check here for further information: [Booking lessons on campus \(brunel.ac.uk\)](https://ttbookings.brunel.ac.uk)

Log into the booking system <https://ttbookings.brunel.ac.uk> using your Brunel ID and password.

## Welcome

Welcome to the booking system for on-campus, timetabled teaching events

View your full timetable for 2021/22 [here](#)

All our teaching spaces have been risk assessed and are managed to ensure the safety of staff and students, and this booking system helps us ensure that the room capacities are not exceeded.

Your department will let you know if they want you to use this booking system, which allows you to register your attendance onto selected, timetabled teaching events that take place on campus (as listed below). Please be aware that student attendance will be managed to ensure that all students have equity of opportunity in attending on-campus sessions, and you may be allocated to attend particular sessions.

You will be able to book for one week at a time, and registrations for the week ahead will open the Wednesday before.

Please also be aware that this is not a system to book one-to-one appointments with your tutor.

To get started, please select the teaching event you are registering for.

## Upcoming activities for you

# Thank you

I hope this  
has been  
helpful.  
Please feel  
free to ask  
any  
questions.

