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INTRODUCTION
Users can use the Web Timetables to

Dates in the searches and reports are shown in Weeks. Example: Standard Winter terms dates in weeks are Term 1 (weeks 3-15), Term 2 (weeks 21-34).

1. ACCESSING THE ONLINE TIMETABLE
The online timetable can be viewed by everyone. Users do not need to log in.

2. ONLINE TIMETABLE HOME PAGE
From the Online Timetable Home Page users can navigate to real time timetables for courses and rooms by clicking on the <Courses> and <Rooms> buttons on the left-hand menu.

3. COURSES TIMETABLE
The online timetable gives users the option to set filters. Users can set as many or as little filters as they wish but must choose at least one subject from the drop down menu and at least one course and week range.

   TIP: To select multiple from a list either hold down Shift or Ctrl

- Select subject
- Filter on the course list
- Select Course(s) (Mandatory): Users can choose more than one. Select week range (Mandatory): Choose from All weeks, This Week or Next Week or specify exact week from list
- Select Day(s): Choose from All days, week days, and Monday through to Sunday
- Select Time: Morning, Afternoon, Evening, All Day, Peak, Regular
- Select Type of Report: The type of the gives the user the opportunity to control how they want the timetable to be displayed. Choose from Single (Basic) Timetable, Combined Master Timetable and List Timetable
4. **SINGLE (BASIC) TIMETABLE**

The single (Basic) Timetable shows you the timetable for your subjects based on your selected criteria. It shows the days of the weeks and the times in a grid view separated by weeks and course.

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**Module Timetable for BIOL 354-W**

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
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<tr>
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<td>SCI 141</td>
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<td></td>
<td>SCI 141</td>
<td></td>
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</tr>
</tbody>
</table>

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 exported Weeks: 10/11, 20/10/14 To 2/1/14
5. COMBINED MASTER TIMETABLE

The combined Master Timetable shows a combined day by day grid view of all the scheduled courses across the selected weeks. This is useful if you want to see an overview of where all the classes are scheduled for your specified courses. If a user needs to view multiple rooms, the Master Timetable grid format makes it easier to compare.

6. LIST TIMETABLE

The list format shows the timetable in a table format with header columns separated by days of the week. In this view you can clearly see when and where the class is scheduled.

7. ROOMS TIMETABLE

Users can also view the timetable for selected rooms. Use the filters to customize what you see on the timetable:

- Filter Room List: Users can use a key word search to filter on the rooms they want
  - Classroom – to view all classrooms
  - Meeting – to view meeting rooms
  - Events – to view event spaces
  - Type in seat count e.g. 10-40, 41-80, 81-99, 100+ - to filter by room seat count
  - Teaching Lab – to view all teaching labs
8. PRINTING THE TIMETABLE
Each time table can be printed in a printed friendly format. To do this, click on the <Printer Friendly> link at the bottom of the screen.

9. TROUBLESHOOTING AND FREQUENTLY ASKED QUESTIONS

* Dates in the searches and reports are shown in Weeks.

* Standard Winter terms dates in weeks are Term 1 (weeks 3-15), Term 2 (weeks 21-34).

* To complete an event or adhoc booking request, please visit Book Now

* What you need to know when using the Web Timetable
  
  o PLEASE NOTE times and locations of classes and events on the timetable can be subject to change.
  o The timetable reflects updates to the timetable in real time.
  o Not all locations are available to be viewed in the Room search.
  o If your location is not available, please contact cbo.okanagan@ubc.ca for information on the room availability.