



UBC ONLINE (WEB) TIMETABLE GUIDE

Contents

INTRODUCTION.....	2
1. ACCESSING THE ONLINE TIMETABLE	2
2. ONLINE TIMETABLE HOME PAGE.....	2
3. COURSES TIMETABLE	2
4. SINGLE (BASIC) TIMETABLE	3
5. COMBINED MASTER TIMETABLE	4
6. LIST TIMETABLE.....	4
7. ROOMS TIMETABLE.....	4
8. PRINTING THE TIMETABLE	5
9. TROUBLESHOOTING AND FREQUENTLY ASKED QUESTIONS.....	5
* Dates in the searches and reports are shown in Weeks.....	5
* Standard Winter terms dates in weeks are Term 1 (weeks 3-15), Term 2 (weeks 21-34).	5
* To complete an event or adhoc booking request, please visit Book Now	5
* What you need to know when using the Web Timetable	5



UBC ONLINE (WEB) TIMETABLE GUIDE

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.

Book Now', 'What you need to know when using the Web Timetable', a numbered list of four points, and a note: '**This system does not work when using Internet Explorer 9 and below. Disable pop-up blocker to view timetable details.''" data-bbox="56 350 942 632"/>

Student Services

[Home](#)

[Courses](#)

[Rooms](#)

Welcome to the University of British Columbia, Okanagan campus Online Timetable.

You can use the Web Timetables to view real time room schedules for finding room availability and view timetables by course(s).

The 2014/15 Timetable runs from August 18 2014 to August 17 2015 (need to be exact)

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

1. Please be aware times and locations of classes and events on the timetable can be subject to change.
2. The timetable reflects updates to the timetable in real time.
3. Not all locations are available to be viewed in the Room search.
4. If your location is not available, please contact cbo.okanagan@ubc.ca for information on the room availability

**This system does not work when using Internet Explorer 9 and below. Disable pop-up blocker to view timetable details."

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



UBC ONLINE (WEB) TIMETABLE GUIDE

To view the timetable, click on **<View Timetable>**

The screenshot shows the 'View Course Timetable' interface. On the left, there are navigation buttons for 'Home', 'Courses', and 'Rooms'. The main area contains several selection options: 'Select Subject' (with a dropdown menu showing 'CHEM-O'), 'Filter Course List' (with a search box and a 'Filter' button), 'Select Course(s)*' (with a list of courses: CHEM 111-S, CHEM 111-W, CHEM 113-S, CHEM 113-W, CHEM 121-S), 'Select Week Range*' (with options: All Weeks, ThisWeek, Next Week, Week 1 w/c 18 Aug 2014), 'Select Day(s)' (with options: All Days, Week days, Mon, Tue, Wed), 'Time' (with a dropdown showing 'Morning 07:00 - 12:00'), and 'Type Of Report' (with a dropdown showing 'Single (Basic) Timetable'). A 'View Timetable' button is at the bottom left. Callouts with arrows point to the 'View Timetable' button, the 'Select Subject' dropdown, the 'Filter' button, and the course list.

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.

Print Date : 23/10/14

Module Timetable for BIOL 350-W

BIOL 354-W Exported Weeks: 10-11, 20/10/14 To 2/11/14

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7:00							
7:30							
8:00							
8:30							
9:00							
9:30	BIOL 354-W/LEC/001 Rheault, Mark		BIOL 354-W/LEC/001 Rheault, Mark	BIOL 354-W/LAB/004 Rheault, Mark	BIOL 354-W/LAB/003 Rheault, Mark	BIOL 354-W/LEC/001 Rheault, Mark	
10:00	ART 366	LEC 3-15	ART 366	LEC 3-15	LAB 3, 5, 7, 9, 11, 13, 15	ART 366	LEC 3-15
10:30				SCI 141	SCI 141		
11:00							
11:30							



UBC ONLINE (WEB) TIMETABLE GUIDE

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.

Exported Weeks: 10-11, 10/20/14 To 11/02/14

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.

Exported Weeks: 10-11, 10/20/14 To 11/02/2014

Mon

Name	Section ID	Type	Name of Department	Weeks	Location	Staff	Module	Day	Start Time	End Time
BIOL 116-W/LAB/015	L15	LAB	BIOL-O	3-15	FIP 247		BIOL 116-W	Mon	9:30	12:30
BIOL 116-W/LAB/001	L01	LAB	BIOL-O	3-12, 14-15	FIP 249		BIOL 116-W	Mon	9:30	12:30

Tue

Name	Section ID	Type	Name of Department	Weeks	Location	Staff	Module	Day	Start Time	End Time
BIOL 116-W/LEC/002	001	LEC	BIOL-O	4-12, 14-15	FIP 204	Reid, Scott	BIOL 116-W	Tue,Thu	8:00	9:30
BIOL 116-W/LAB/018	L18	LAB	BIOL-O	3-15	FIP 247		BIOL 116-W	Tue	9:30	12:30
BIOL 116-W/LAB/004	L04	LAB	BIOL-O	3-12, 14-15	FIP 249		BIOL 116-W	Tue	9:30	12:30

Wed

Name	Section ID	Type	Name of Department	Weeks	Location	Staff	Module	Day	Start Time	End Time
BIOL 116-W/LAB/021	L21	LAB	BIOL-O	3-15	FIP 247		BIOL 116-W	Wed	9:30	12:30
BIOL 116-W/LAB/007	L07	LAB	BIOL-O	3-15	FIP 249		BIOL 116-W	Wed	9:30	12:30

Thu

Name	Section ID	Type	Name of Department	Weeks	Location	Staff	Module	Day	Start Time	End Time
BIOL 116-W/LEC/002	001	LEC	BIOL-O	4-12, 14-15	FIP 204	Reid, Scott	BIOL 116-W	Tue,Thu	8:00	9:30
BIOL 116-W/LAB/025	L25	LAB	BIOL-O	3-15	FIP 247		BIOL 116-W	Thu	9:30	12:30
BIOL 116-W/LAB/010	L10	LAB	BIOL-O	3-15	FIP 249		BIOL 116-W	Thu	9:30	12:30

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



UBC ONLINE (WEB) TIMETABLE GUIDE

- ⇒ Select Room (s): Users should select the rooms they want the timetable information for
- ⇒ Select Week Range: Choose from All Weeks, This Week Next Week or specific numbered weeks throughout the year
- ⇒ Select Day(s): Users should select which days of the week they would like to see the timetable for
- ⇒ Select Time: Users should select the times they are interested in seeing
- ⇒ Select Type of Report: The type of report 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 (as explained above)

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