

Accessing and Viewing the JCU Timetable



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Accessing the JCU Timetable

Once the teaching period timetable has been published, staff and students can view their subjects on the JCU Timetable.

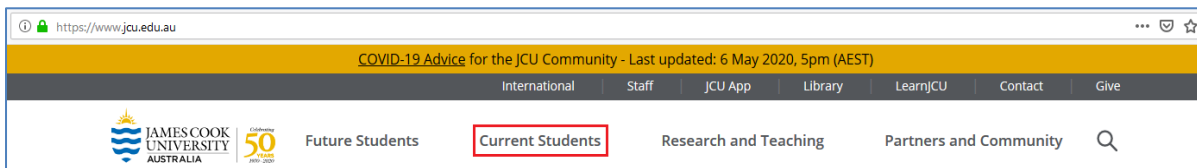
The timetable for teaching period one is published each November the preceding year, and teaching period two is published each June.

Student Access

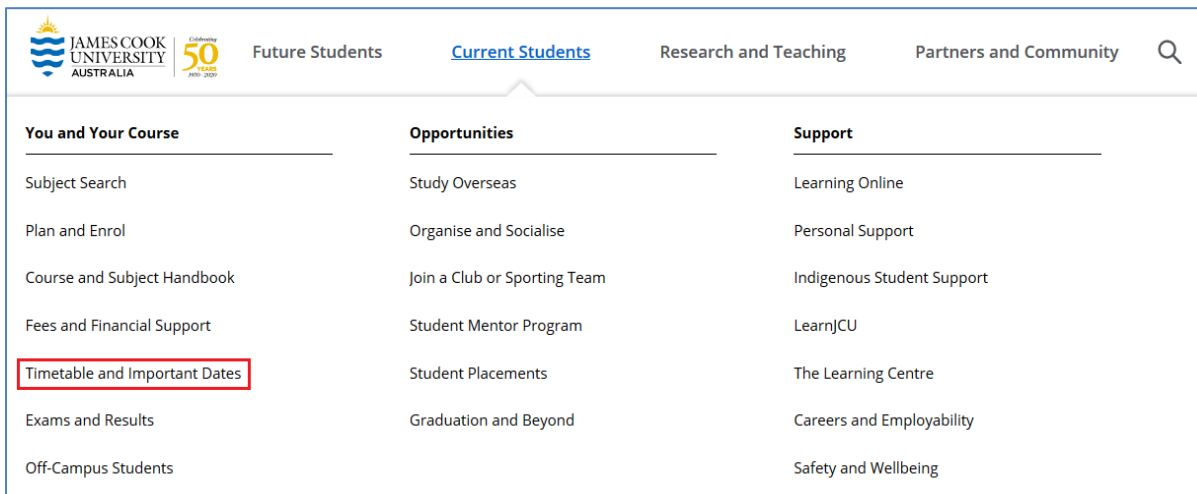
JCU Students can access the timetable for each subject via the JCU Student webpage:

Web link: <https://www.jcu.edu.au/>

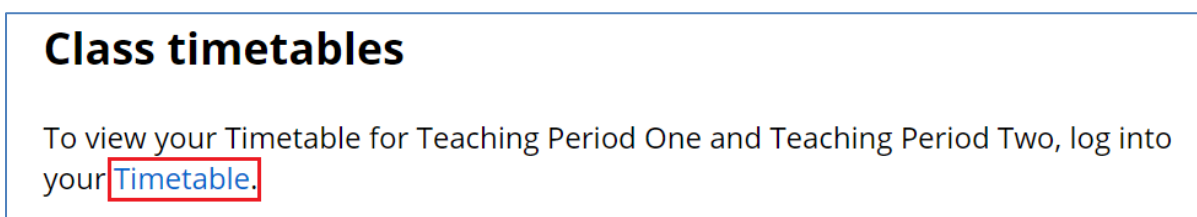
1. Click on '**Current Students**' at the top of the JCU webpage:



2. A drop down menu will appear, select '**Timetable and Important Dates**':

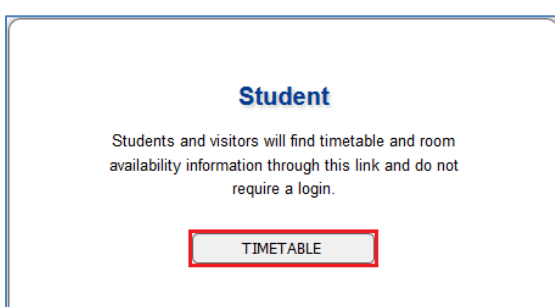


3. Scroll down to '**Class timetables**'. Select the current years' timetable, click on the '**Timetable**' hyperlink:



You will be directed to the Timetable Login page.

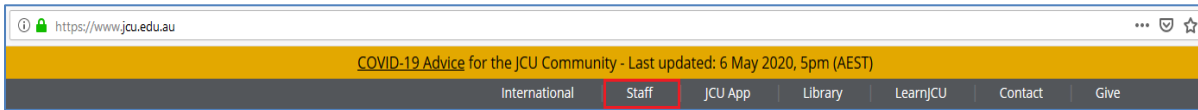
4. Select '**Timetable**' under the student login section:



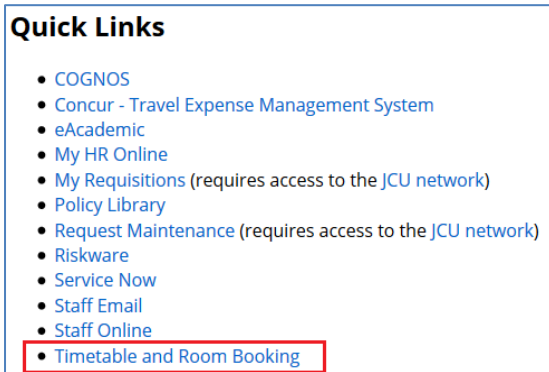
Staff Access

JCU Staff can access the timetable for each subject via the JCU Staff webpage:

1. Click on 'Staff' at the top of the JCU webpage:



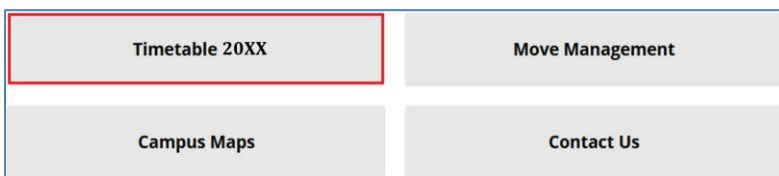
2. Scroll down to 'Quick Links'. Select 'Timetable and Room Booking':



3. Select the 'JCU Timetable' tile:



4. Click on the 'Timetable (Relevant Year)' tile:



You will be directed to the Timetable Login page.

5. Under Staff, enter your JCU credentials and click 'Login'.



The image shows a 'Staff' login page. At the top, it says 'Staff please login using your JCU username and password below'. There are two input fields: 'Username:' and 'Password:'. Below these fields is a 'Login' button, which is highlighted with a red rectangular border.

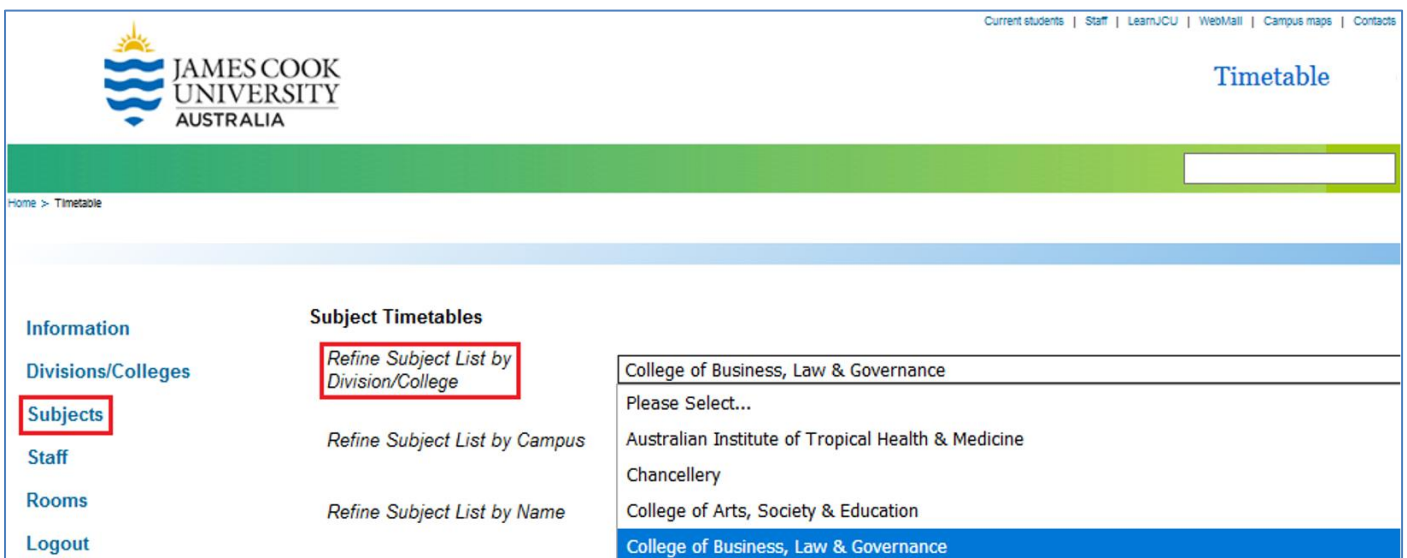
Viewing the JCU Timetable

Once you've accessed the timetable, select 'Subjects' on the left hand side.



Viewing Subjects

1. Select your College from the drop down list under 'Refine Subject List by Division/College':



The image shows the 'Refine Subject List by Division/College' dropdown menu on the JCU Timetable page. The menu is open, showing a list of colleges. The 'College of Business, Law & Governance' is selected and highlighted in blue. The other options are: 'Please Select...', 'Australian Institute of Tropical Health & Medicine', 'Chancellery', and 'College of Arts, Society & Education'.

Important Note: This will only display subjects offered by the College selected. Leave this field blank if you you're not sure which College offers the subject you wish to view.

2. Select the campus the subject is being delivered from by using the drop down list under ‘**Refine Subject List by Campus**’:

The screenshot shows a web interface with a dropdown menu titled "Refine Subject List by Campus" highlighted with a red box. The dropdown list is open, showing options: "Please Select...", "CCC", "CND", "CNS", "ISA", "MKY", "TCC", "TIS", "TMH", "TSV" (highlighted in blue), and "TTH". To the left of the dropdown, there are labels "Refine Subject List by Name" and "Select Subject(s)*".

3. Type the subject code into ‘**Refine Subject List by Name**’ and click ‘**Search**’. Select the relevant subject from the drop down list under ‘**Select Subject(s)**’:

The screenshot shows a "Subject Timetables" form. On the left is a navigation menu with "Subjects" selected. The form has several fields: "Refine Subject List by Division/College" (set to "College of Business, Law & Governance"), "Refine Subject List by Campus" (set to "TSV"), and "Refine Subject List by Name" (set to "LA1102"). A red box highlights the "Search" button next to the name field. Below the search field is a dropdown menu titled "Select Subject(s)*" which is open, showing "LA1102_TSV_L_SP1 - Legal Research, Writing and Analysis" highlighted in blue. A red arrow points to this selected item.

Important Note: If you want to view more than one subject, leave the ‘**Refine Subject List by Name**’ field blank and select subjects by scrolling through the ‘**Select Subject(s)**’ section. When selecting your subjects, hold the ‘**Ctrl**’ key down as you select them.

4. Select the study period or week/s you would like to view from the ‘**Select Teaching Week(s)**’ drop down list:

The screenshot shows a dropdown menu titled "Select Teaching Week(s)*" highlighted with a red box. The dropdown list is open, showing options: "This Week", "Next Week", "Academic Year", "Standard Academic Day Teaching", "Study Period 1" (highlighted in blue), and "Study Period 2".

5. Under ‘**Select Day(s)**’, select the option that best suits your subject, by default we recommend ‘**All Weekdays (Mon – Fri)**’ from the drop down list:

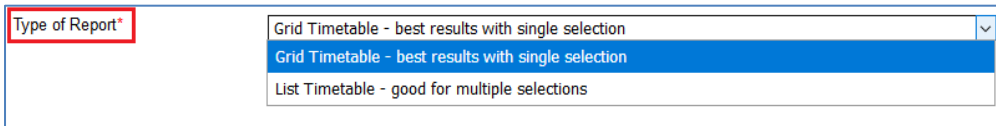
The screenshot shows a dropdown menu titled "Select Day(s)*" highlighted with a red box. The dropdown list is open, showing options: "All Weekdays (Mon - Fri)" (highlighted in blue), "All Week (Mon - Sun)", "All Weekend (Sat - Sun)", and "Monday".

Important Note: If you’re searching for a block mode or intensive subject, these can run on weekends. In this instance, select ‘**All Week (Mon-Sun)**’.

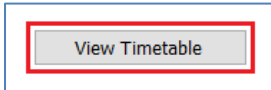
6. Under ‘**Select Time Period**’ select ‘**All Hours (7:00 AM – 00:00 AM)**’ from the drop down list:

The screenshot shows a dropdown menu titled "Select Time Period*" highlighted with a red box. The dropdown list is open, showing options: "All Hours (7:00 AM - 00:00 AM)" (highlighted in blue), "All Hours (7:00 AM - 00:00 AM)", "Day (8:00 AM - 5:00 PM)", and "Night (5:00 PM - 9:00 PM)".

- Ensure the **'Type of Report'** is displayed as **'Grid Timetable'** in the drop down list for ease of viewing. **'List Timetable'** (← Click on **'List Timetable'** to see the alternative view) will display similar to excel:



- Select **'View Timetable'** at the bottom of the page:



The timetable will display as shown below. The dates your subject is scheduled will be displayed next to **'Displaying Dates:'**

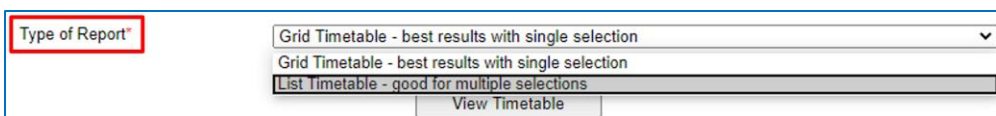
A screenshot of a grid timetable for the subject 'LA1102_TSV_L_SP1 - Legal Research, Writing and Analysis'. The timetable shows a grid with days of the week (Monday, Tuesday, Wednesday) and times (7 AM to 2 PM). A red box highlights the 'Displaying Dates: 24/2/XX - 17/4/XX, 27/4/XX - 29/5/XX' text, with a red arrow pointing to it. The timetable shows three red blocks for 'LA1102_TSV_SP1_1_Lecture 1/1' on Wednesday, 14-16/18-22, and 14.

	Monday	Tuesday	Wednesday
7 AM			
8 AM			
9 AM			
10 AM			
11 AM			LA1102_TSV_SP1_1_Lecture 1/1 142-111 Pretorius, Salome 9-13
12 PM			LA1102_TSV_SP1_1_Lecture 1/1 LEARN-JCU Pretorius, Salome 14-16,18-22
1 PM			LA1102_TSV_SP1_1_Lecture 1/1 34-102 Pretorius, Salome 14
2 PM			

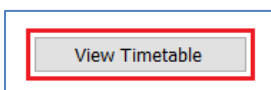
List Timetable View

As an alternative to **'Grid Timetable'**, users may choose to select **'List Timetable'**. This view will display the timetable in a list and is great view for viewing multiple subjects at one time. Follow the same steps above until you reach step 7.

- Ensure the **'Type of Report'** is displayed as **'Grid Timetable'** in the drop down list for ease of viewing. **'List Timetable'** will display similar to excel:



- Select **'View Timetable'** at the bottom of the page:

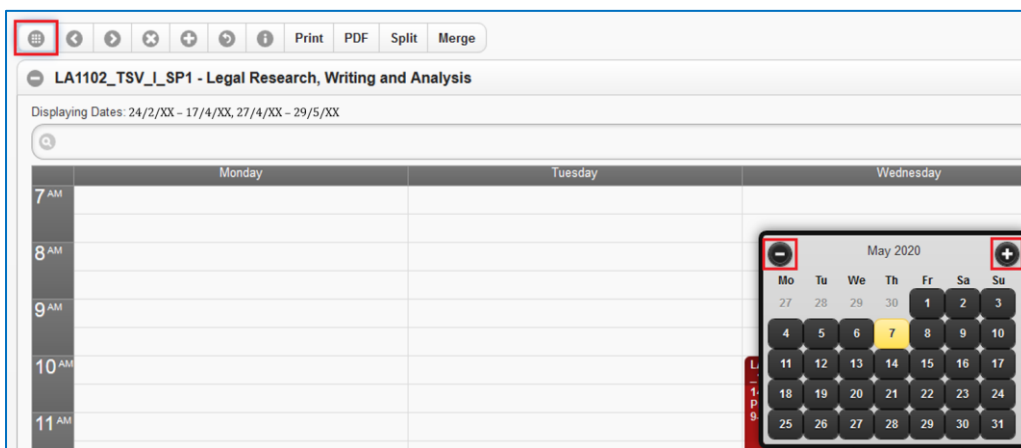


The timetable will display as shown below.

Activity	Topic Title	Type	Day	Start	End	Duration	Week(s)	Date(s)	Staff	Room(s)	Campus
LA1102_TSV_SP1_1_Lecture 1/1		Lecture 1	Wednesday	10:00am	12:00pm	2:00	9-13	26 Feb 20 - 25 Mar 20	Pretorius, Salome	142-111	TSV
LA1102_TSV_SP1_1_Library Lecture Week 1 Only/1		Lecture 2	Thursday	12:00pm	1:00pm	1:00	9	27 Feb 20	TSV Library Staff 1	025-002	TSV
LA1102_TSV_SP1_1_Library Tutorial Week 1 Only/3		Tutorial 2	Thursday	12:00pm	1:00pm	1:00	9	27 Feb 20	TSV Library Staff 1	018-002C	TSV
LA1102_TSV_SP1_1_Library Tutorial Week 1 Only/2		Tutorial 2	Thursday	1:00pm	2:00pm	1:00	9	27 Feb 20	TSV Library Staff 1	018-002A	TSV
LA1102_TSV_SP1_1_Library Tutorial Week 1 Only/5		Tutorial 2	Thursday	2:00pm	3:00pm	1:00	9	27 Feb 20	TSV Library Staff 1	018-002A	TSV
LA1102_TSV_SP1_1_Computer Workshop 1 Week 2 Only/1		Workshop 1	Thursday	12:00pm	1:00pm	1:00	10	5 Mar 20	TSV Library Staff 1	142-020	TSV
LA1102_TSV_SP1_1_Computer Workshop 1 Week 2 Only/3		Workshop 1	Thursday	12:00pm	1:00pm	1:00	10	5 Mar 20	TSV Library Staff 1	002-102	TSV
LA1102_TSV_SP1_1_Computer Workshop 1 Week 2 Only/2		Workshop 1	Thursday	1:00pm	2:00pm	1:00	10	5 Mar 20	TSV Library Staff 1	017-033	TSV
LA1102_TSV_SP1_1_Tutorial 1/1		Tutorial 1	Thursday	12:00pm	1:00pm	1:00	11-13	12 Mar 20 - 26 Mar 20	Pretorius, Salome	018-002C	TSV
LA1102_TSV_SP1_1_Tutorial 1/2		Tutorial 1	Thursday	1:00pm	2:00pm	1:00	11-13	12 Mar 20 - 26 Mar 20	Pretorius, Salome	028-004	TSV
LA1102_TSV_SP1_1_Tutorial 1/5		Tutorial 1	Thursday	2:00pm	3:00pm	1:00	11-13	12 Mar 20 - 26 Mar 20	Pretorius, Salome	025-006	TSV
LA1102_TSV_SP1_1_Lecture 1/1		Lecture 1	Wednesday	10:00am	12:00pm	2:00	14-16,18-22	1 Apr 20 - 15 Apr 20, 29 Apr 20 - 27 May 20	Pretorius, Salome	LEARN-JCU	ONL
LA1102_TSV_SP1_1_Lecture Capture 3/1		Lecture 3	Wednesday	10:00am	12:00pm	2:00	14	1 Apr 20	Pretorius, Salome	134-102	TSV
LA1102_TSV_SP1_1_Tutorial 1/1		Tutorial 1	Thursday	12:00pm	1:00pm	1:00	14-16,18-22	2 Apr 20 - 16 Apr 20, 30 Apr 20 - 28 May 20	Pretorius, Salome	LEARN-JCU	ONL
LA1102_TSV_SP1_1_Tutorial 1/2		Tutorial 1	Thursday	1:00pm	2:00pm	1:00	14-16,18-22	2 Apr 20 - 16 Apr 20, 30 Apr 20 - 28 May 20	Pretorius, Salome	LEARN-JCU	ONL
LA1102_TSV_SP1_1_Tutorial 1/5		Tutorial 1	Thursday	2:00pm	3:00pm	1:00	14-16,18-22	2 Apr 20 - 16 Apr 20, 30 Apr 20 - 28 May 20	Pretorius, Salome	LEARN-JCU	ONL

Additional Menu Options

You can select a particular date by selecting the 'Set Week' button in the top left hand corner, then by selecting the + or - symbols to move through the months in the calendar displayed to select the date:



If you've selected to view your subjects by a Study Period i.e. Study Period 1 or 2, you can use the left and right arrows at the top of the page to scroll through the weeks:



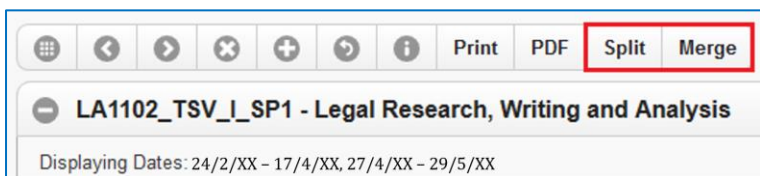
The x and + symbols at the top of the page increase or decrease the cell height in the grid. Increasing the cell height may assist with viewing all the information displayed for that subject:



To return to the main report menu for a new search option, select the return arrow at the top of the page:



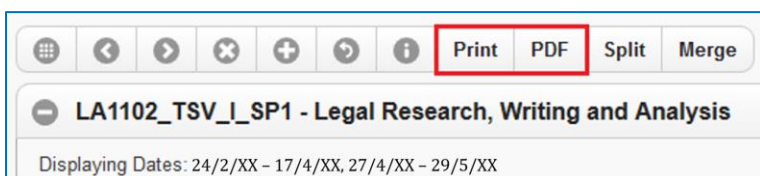
If you've selected to view multiple subjects, you can 'Split' them to view one subject at a time, or 'Merge' to combine them back together in one view:



Save and Print Options

If you want to save a copy of your timetable and print it, you can do so by selecting the 'Print' or 'PDF' buttons.

Selecting 'PDF' will export a copy of your timetable into PDF form which you can save and print. 'Print' will print the screen that's displayed, though not in colour:



Important Note: Timetables are always subject to change and therefore it's recommended you **DO NOT Print or Save** your timetable. Always refer to the online JCU Timetable or the JCU App.

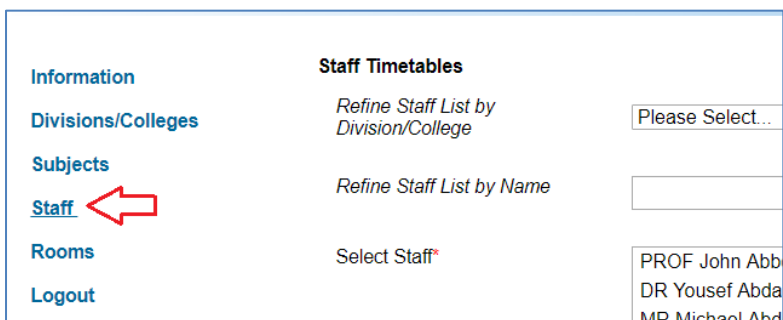
Viewing Academic Staff Timetable

Academic staff can view timetabled subjects by searching their name and the relevant study period.

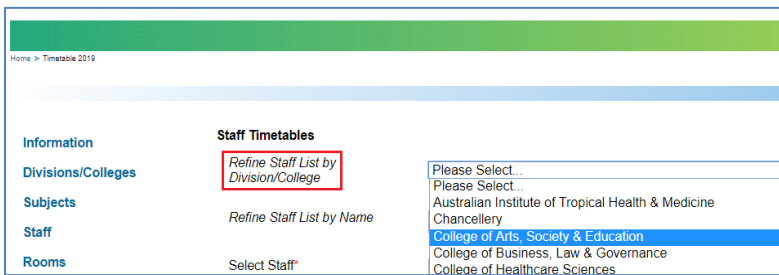
It is important to note, if your name has not been assigned to a timetabled teaching activity, this activity will not display on your timetable.

To view timetabled activities assigned to an Academic staff member:

1. Select 'Staff' on the left hand side once you've logged into the JCU Timetable:



2. Select your College from the drop down list under 'Refine Staff List by Division/College':



Home > Timetable 2019

Information

Staff Timetables

Divisions/Colleges

Subjects

Staff

Rooms

Refine Staff List by Division/College

Please Select...

Please Select...

Australian Institute of Tropical Health & Medicine

Chancellery

College of Arts, Society & Education

College of Business, Law & Governance

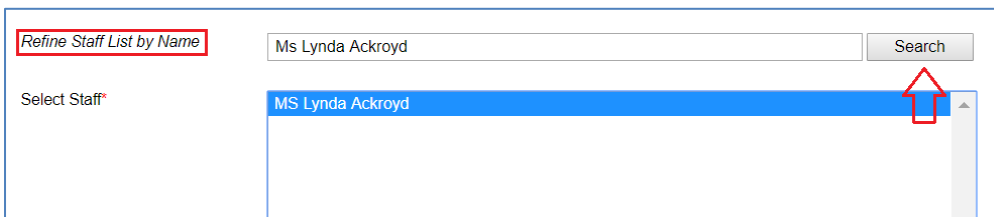
College of Healthcare Sciences

Refine Staff List by Name

Select Staff*

Important Note: This will only display subjects offered by the College selected. If you're teaching across Colleges, leave this field blank.

3. Type your name into 'Refine Staff List by Name' and click 'Search'. Click on your name in the 'Select Staff' drop down list:



Refine Staff List by Name

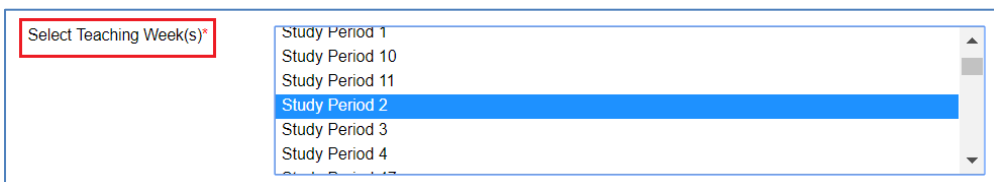
Ms Lynda Ackroyd

Search

Select Staff*

MS Lynda Ackroyd

4. Select the study period or week/s you would like to view from the 'Select Teaching Week(s)' drop down list:



Select Teaching Week(s)*

Study Period 1

Study Period 10

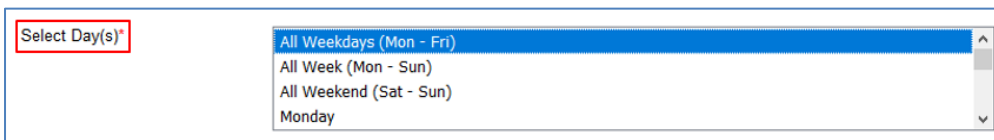
Study Period 11

Study Period 2

Study Period 3

Study Period 4

5. Under 'Select Day(s)', select 'All Weekdays (Mon - Fri)' from the drop down list:



Select Day(s)*

All Weekdays (Mon - Fri)

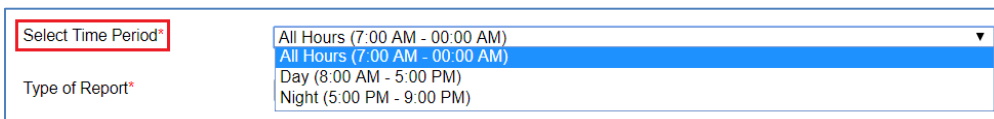
All Week (Mon - Sun)

All Weekend (Sat - Sun)

Monday

Important Note: If you're teaching a block mode or intensive subject, these can run on weekends. In this instance, select 'All Week (Mon-Sun)'.

6. Under 'Select Time Period' select 'All Hours (7:00 AM - 00:00AM)' from the drop down list:



Select Time Period*

All Hours (7:00 AM - 00:00 AM)

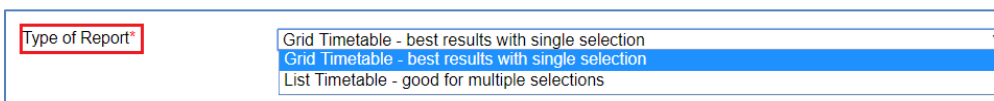
All Hours (7:00 AM - 00:00 AM)

Day (8:00 AM - 5:00 PM)

Night (5:00 PM - 9:00 PM)

Type of Report*

7. Ensure the 'Type of Report' is displayed as 'Grid Timetable' in the drop down list for ease of viewing. 'List Timetable' will display similar to Excel:



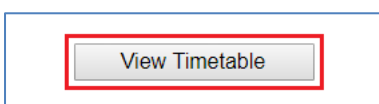
Type of Report*

Grid Timetable - best results with single selection

Grid Timetable - best results with single selection

List Timetable - good for multiple selections

8. Select 'View Timetable' at the bottom of the page:



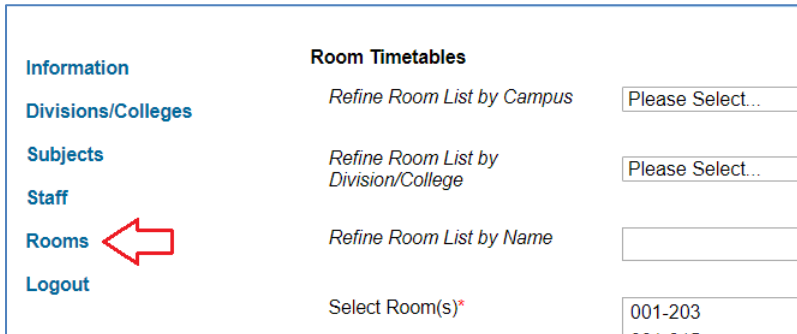
View Timetable

Viewing Room Availability

When looking to book a room via the Web Room Booker, you can check room availability in the JCU Timetable.

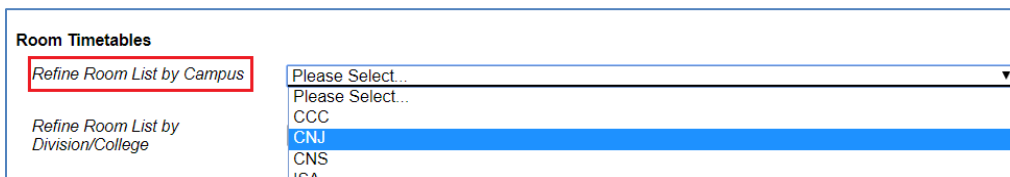
To view room availability:

1. Select **'Rooms'** on the left hand side once you've logged into the JCU Timetable:



The screenshot shows a navigation menu on the left with the following items: Information, Divisions/Colleges, Subjects, Staff, Rooms, and Logout. The 'Rooms' item is highlighted with a red arrow pointing to it. To the right, under the heading 'Room Timetables', there are three filter options: 'Refine Room List by Campus' with a dropdown menu showing 'Please Select...', 'Refine Room List by Division/College' with a dropdown menu showing 'Please Select...', and 'Refine Room List by Name' with a text input field. Below these is a 'Select Room(s)*' section with a list of room numbers, including '001-203' and '001-215'.

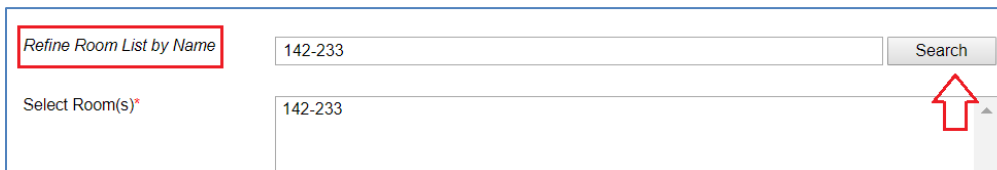
2. Select the Campus from the drop down list under **'Refine Room List by Campus'**:



The screenshot shows the 'Refine Room List by Campus' dropdown menu open. The menu items are: Please Select..., Please Select..., CCC, CNJ (highlighted in blue), CNS, and ISA.

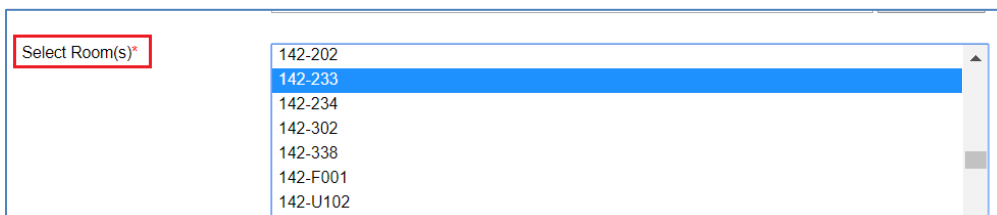
You can search rooms allocated to Colleges for priority use, though to increase your search options it's best to leave **'Refine Room List by Division/College'** blank.

3. If you know the room number you wish to check, you can type this into **'Refine Room List by Name'** then click **'Search'**.



The screenshot shows the 'Refine Room List by Name' search interface. The 'Refine Room List by Name' label is highlighted with a red box. The search input field contains '142-233' and the 'Search' button is highlighted with a red arrow. Below the search field, the 'Select Room(s)*' section shows a list of room numbers, with '142-233' selected.

4. Alternatively, you scroll through the list of rooms displayed under **'Select Room(s)'** and select the room you wish to view:



The screenshot shows the 'Select Room(s)*' list. The label 'Select Room(s)*' is highlighted with a red box. The list of room numbers includes: 142-202, 142-233 (highlighted in blue), 142-234, 142-302, 142-338, 142-F001, 142-U102, and 145-000.

Important Note: If you wish to view multiple rooms, hold the **'Ctrl'** key down whilst you select all rooms that you would like to view.

5. Under **'Select Teaching Week(s)'**, select either **'This Week'**, **'Next Week'** or the Study Period you wish to search. This can be further refined by date once the timetable is displayed by selecting the **'Set Week'** button in the top left hand corner:

6. Under **'Select Day(s)'**, select **'All Weekdays (Mon – Fri)'** or **'All Week (Mon – Sun)'** from the drop down list:

7. Under **'Select Time Period'** select **'All Hours (7:00 AM – 00:00AM)'** from the drop down list:

8. Ensure the **'Type of Report'** is displayed as **'Grid Timetable'** in the drop down list for ease of viewing. **'List Timetable'** will display similar to Excel:

9. Select **'View Timetable'** at the bottom of the page:

Questions

If you have questions regarding this guide, please email Timetabling at timetable@jcu.edu.au.

If enquiry is urgent please call us on 07 4781 5060.

Document Change Control

This is a 'controlled' Document. The document history is:

Issue	Date	Amended By	Authorised	Release Date
Version 3	18 June 2020	Callan Aiken		18 June 2020
Version 2	7 May 2020	Callan Aiken		7 May 2020
Version 1	2019	Melanie Kelly		2019