# Programme of Study Timetable Viewer

Guide to Accessing and Using the JCU POS Timetable Viewer





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### How to View a Programme of Study using the JCU POS Timetable Viewer

Accessing the JCU POS Timetable Viewer

- 1. Click on the link below: Weblink: https://secure.jcu.edu.au/staffonline/timetable/pos/index.cfm?fuseaction=posviewer
- 2. Login if prompted using your JCU user name and password.

Central Authentication Se	ervice	JAMES COOK UNIVERSITY AUSTRALIA
Enter your Login ID and Password Login ID: Password: Wan me before logging me into other sites. LOGIN clear	As a security precaution and to log out of all applications, please Exit your web browser when you have finished accessing services that require authentication.	

If you're experiencing any browser/viewing issues click here.

#### Viewing Programme's of Study (POS) in the JCU POS Timetable Viewer

1. Click on the first drop-down menu below the heading "JCU POS Timetable Viewer" and select the relevant year.

Your Information	JCU POS Timetable Viewer				
V.E.R.S					
Reports	2020 V jere in the format Courte-Code_ Majimitor Courte-Code if none_ Location, Year_StudyPeriod				
▶ Charts	100230_100230_CNS_1_SP1 - Tertiary Access Course				
▶ ChemWatch	BR1224_CNS_L_SP1 - CORE				
Student Statistics	BR1244_CNS_L_SP1 - CORE				
▶ Academic Staff Information	BR1114_CNS_I_SP1 - CORE BR1111_CNS_M_SP1 - CORE				
▶ Financial & HR Information					
Organisational Roles	s ShowPOS				
Organisational Structure	>         today         Semester 1 2020         Semester 2 2020				

2. Then click the second drop-down menu and select your desired Programme of Study from the list.

Your Information	JCU POS Timetable Viewer			
V.E.R.S				
Reports	2020 -			
▶ Charts	103110_BIT-IOT-MIN_CNS_1_SP1 - 103110 BIT Internet of Things			
▶ ChemWatch	103110_BIT-EDC-MIN_CNS_1_TP2 - Bachelor of Information Technology-Education Curriculum Minor			
Student Statistics	103110_BIT-EDC-MIN_CNS_2_SP1 - 103110 BIT Education Curriculum Minor			
	103110_BIT-EDC-MIN_CNS_2_TP2 - Bachelor of Information Technology-Education Curriculum Minor			
Academic Staff     Information	103110_BIT-EDC-MIN_CNS_3_SP1 - 103110 BIT Education Curriculum Minor			
	103110_BIT-EDC-MIN_CNS_3_TP2 - Bachelor of Information Technology-Education Curriculum Minor			
Financial & HR Information	103110_BIT-EDC-MIN_TSV_1_SP1 - 103110 BIT Education Curriculum Minor			
Information	103110_BIT-EDC-MIN_TSV_1_TP2 - Bachelor of Information Technology-Education Curriculum Minor 103110 BIT-EDC-MIN TSV 2 SP1 - 103110 BIT Education Curriculum Minor			
Organisational Roles	103110 BTr-EDC-MIN SV 2 TP2 - Bachelor of Information Technology-Education Curriculum Minor			
Organisational	103110 BT-EDC-MIN SV 3 SP1 - 103110 BT Education Controlum Minor			
Structure	103110 BIT-EDC-MIN TSV 3 TP2 - Bachelor of Information Technology-Education Curriculum Minor			
▶ 2014 Restructure	103110 BIT-GSO-MIN TSV 2 SP1 - 103110 BIT TES-GSO-MIN			
Library Information	103110 BIT-GSO-MIN TSV 3 SP1 - 103110 BIT TES-GSO-MIN			
-	103110 BIT-IOT-MIN CNS 1 SP1 - 103110 BIT Internet of Things			
Computing Information	103110 BIT-IOT-MIN CNS 1 TP2 - Bachelor of Information Technology-Internet of Things Minor			
mormation	103110_BIT-IOT-MIN_CNS_2_SP1 - 103110 BIT Internet of Things			
	103110_BIT-IOT-MIN_CNS_2_TP2 - Bachelor of Information Technology-Internet of Things Minor			
	103110_BIT-IOT-MIN_CNS_3_SP1 - 103110 BIT Internet of Things			
	103110_BIT-IOT-MIN_CNS_3_TP2 - Bachelor of Information Technology-Internet of Things Minor			
	103110_BIT-IOT-MIN_TSV_1_SP1 - 103110 BIT Internet of Things			

3. The list of subjects relating to this POS will now be displayed, tick all subjects for your Programme of Study. *Note:* Subjects may not be automatically ticked. If any are not selected, ensure you select all at this step. You can filter the POS by Subject, however it is recommended that all are selected.

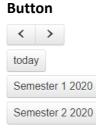
Your Information	JCU POS Timetable Viewer					
▶ V.E.R.S						
Reports	2020 V Programs of Study are in the format CourseCode_Lifejilin(or CourseCode if none)_Location_ Year_StudyPeriod					
▶ Charts	103110 BIT-IOT-MIN CNS 1 SP1 - 103110 BIT Internet of Things	~				
▶ ChemWatch	CH1020_CNS_I_SP1 - CORE					
▶ Student Statistics	MA1020_CNS_LSP1 - CORE					
Academic Staff     Information	CP1401_CNS_I_SP1 - CORE CP1406_CNS_I_SP1 - CORE					
Financial & HR Information						
Organisational Roles	ShowPOS					
Organisational Structure	Image: Vertical state         Semester 1 2020         Semester 2 2020	15 – 19 Jun 2020				

4. To update the Viewer and apply the selected POS and subjects, select 'ShowPOS'.

Your Information	JCU POS Timetable Viewer				
▶ V.E.R.S					
▶ Reports	2020 V Programs of study are in the format CourseCode_Majikin(or CourseCode # none_ Location_Year_StudyPeriod				
▶ Charts	103110_BIT-IOT-MIN_CNS_1_SP1 - 103110 BIT Internet of Things				
▶ ChemWatch	CH1020_CNS_I_SP1 - CORE				
▶ Student Statistics	MA1020_CNS_L_SP1 - CORE				
Academic Staff     Information	☑ CP1401_CNS_I_SP1 - CORE ☑ CP1406_CNS_I_SP1 - CORE				
Financial & HR Information					
Organisational Roles	ShowPOS				
Organisational Structure	>         today         Semester 1 2020         Semester 2 2020				
> and a Destauration					

5. Use the controls below the 'ShowPOS' button to navigate and view each week of your selected POS.

Your Information	JCU POS Timetable Viewer					
▶ V.E.R.S						
▶ Reports	1020 V grams of study are in the format CourseCode, Majilin (or CourseCode if none), Location, Year, StudyPeriod					
▶ Charts	103110_BIT-IOT-MIN_CNS_1_SP1 - 103110 BIT Internet of Things					
▶ ChemWatch	CH1020_CNS_I_SP1 - CORE					
Student Statistics	MA1020_CNS_I_SP1 - CORE					
Academic Staff     Information						
Financial & HR Information						
Organisational Roles	ShowPOS					
Organisational Structure	> today         Semester 1 2020         Semester 2 2020         15 – 19 Jun 2020					



#### Function

	Function
	Will navigate week by week
	Will show today's date
2020	Will display the first week of TP1
2020	Will display the first week of TP2

6. Once you have navigated to the week you would like to view, the POS TT Viewer will display the timetable as shown in the image below.

<	> today Semester 1 2020 Semes	Semester 1 2020         Semester 2 2020         24 – 28 Feb 2020			week
	24 / 02	25 / 02	26 / 02	27 / 02	28 / 02
all-day					
8am					
9am		MA1020_CNS_SP1_1_Lecture 2/1 Lecture 2 D003-054		CH1020_CNS_SP1_1_Lecture 2/1 Lecture 2 A003-002	
10am		MA1020_CNS_SP1_1_Lecture 3/1 Lecture 3 D003-054			
11am		MA1020_CNS_SP1_1_Tutorial 1/ MA1020_CNS_SP1_1_Tutorial Tutorial 1 1/2 A001-018 Tutorial 1			
	MA1020_CNS_SP1_1_Lecture 1/1 Lecture 1 A003-003		MA1020_CNS_SP1_1_Tutorial 1/3 Tutorial 1 A004-003	CH1020_CNS_SP1_1_Lecture 3/1 Lecture 3 A001-129	
	MA1020_CNS_SP1_1_Workshop 1/1 Workshop 1 A003-003		MA1020_CNS_SP1_1_Lecture 4/1 Lecture 4 A003-003	CH1020_CNS_SP1_1_Guided Learning 1/1 Guided Learning 1 A001-129	
2pm	CH1020_CNS_SP1_1_Lecture 1/1 Lecture 1 A004-002	-			
3pm					CP1406_CNS_SP1_1_Lecture 1/1 Lecture 1 E002-113
4pm				CP1401_CNS_SP1_1_Lecture 1/1 Lecture 1 D003-054	
5pm					
6pm					
7pm					
8pm					

7. Subjects/Activities that fall on the same day and at the same time will be condensed to fit within the column, hovering your mouse over an activity will pop up the activity, showing all details.

<	> today Semester 1 2020 Semester 2 2020		24 – 28 Feb 2020		
	24 / 02	25 / 02	26 / 02	27 / 02	28 / 02
ll-day					
8am					
9am		MA1020 CNS SP1_1_Lecture 2/1		CH1020_CNS_SP1_1_Lecture 2/1	
Sam		Lecture 2 D003-054		Lecture 2 A003-002	
I0am		MA1020_CNS_SP1_1_Lecture 3/1 Lecture 3			
11am		D003.054 MA1020_CNS_SP1_1_Tutorial 1/1 al			
		Tutorial 1 A001-018MA1020_CNS_SP1_1_Tu	torial 1/1		
-pin	MA1020_CNS_SP1_1_Lecture 1/1 Lecture 1 A003-003	Tutorial 1 A001-018	5 P1_1_Tutorial 1/3	CH1020_CNS_SP1_1_Lecture 3/1 Lecture 3 A001-129	
1pm	AUUS-UU3 MA102_CNS_SP1_1_Workshop 1/1 Workshop 1 A003-003		\$ 21_1_Lecture 4/1	CH1020_CNS_SP1_1_Guided Learning 1/1 Guided Learning 1	
	CH1020_CNS_SP1_1_Lecture 1/1 Lecture 1			A001-129	
	A004-002				CP1406_CNS_SP1_1_Lecture 1/1
3pm					Lecture 1 E002-113
4pm				CP1401_CNS_SP1_1_Lecture 1/1 Lecture 1	
5pm				D003-054	
Jpin					
6pm					
7pm					
8pm					

### **Review Checklist**

When reviewing a selected POS, the following quality checks should be undertaken:

- $\checkmark$  Check weeks are correct if the subject is not offered for the full study period
- ✓ Check sequencing to ensure it meets teaching requirements
- ✓ Check Location allocated. Does it meet teaching requirements
- ✓ Check scheduled activities against staff timetables, paying attention to break periods and maximum teaching hours per day, late finish, early starts etc.
- ✓ Check public holidays
- ✓ Check all subjects and teaching activities have been scheduled

## Process for Making or Requesting Changes to the Draft Timetable

If you identify any **errors** or you wish to **request changes** to the Draft Timetable, all change requests need to be referred back to your College Timetable Representative who will log a Service Now timetable change request.

If the Draft Timetable contains **omissions or unscheduled activities** and the subjects do not appear in Service Now, College Timetable Representatives are to email these to the JCU Timetable Team (including how these activities should be timetabled) <u>timetable@jcu.edu.au</u>.

#### **Browser/Viewing Issues**

If you experience issues with your browser not showing a weekly timetable once a POS and its relevant subjects have been selected, you may need to reopen the link in another browser (e.g. Chrome or Firefox). If you're still experiencing issues with the JCU POS Timetable Viewer, please email the JCU Timetable Team at timetable@jcu.edu.au.

#### **Further Assistance**

If you have any further questions or feedback regarding the JCU POS Timetable Viewer Tool, please email the JCU Timetable Team at <u>timetable@jcu.edu.au</u>.

### **Document Change Control**

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

Issue	Date	Amended By	Authorised	Release Date
Version 1	10 May 2019	Rowan Caldwell		10 May 2019
Version 2	18 June 2020	Callan Aiken		18 June 2020