

Guide to Viewing the Online Timetable for Staff

All activities taking place in centrally managed locations can be viewed using the online timetable at <https://sws.city.ac.uk/>. This can also be accessed via the [City intranet](#) (you will need a City login) or from the external [City website](#) (no login required).

YOU MAY NEED TO ENABLE POP-UPS TO VIEW THE TIMETABLE.

As details can change at late notice (i.e. cancellations due to sickness) this site should be checked regularly during the term.

There are several ways of looking at the timetable. For example, you may choose to look at a member of staff's timetable, several modules at once or a whole programme's timetable. You can also look at what is scheduled to take place in a particular location for a selected timeframe. Below illustrates how to access the timetable via the staff, module and programme routes.

Searching by Staff Member

Staff can view their timetable as a whole rather than for each module.

It is usually better to view one term at a time in a *Grid Timetable* or one week at a time if you teach a more varied timetable.

View Timetables By

[Programme](#)

[Module](#)

[Student Set](#)

[Cohort \(Nursing and Midwifery\)](#)

[Staff](#)

Welcome to City University London Online Timetables

These pages allow you to view your DRAFT timetables for the 2015-16 Academic Year. You can the facility to search by Student Set if you have been allocated to one for your Programme. You

There can be a 5 minute delay from a booking being approved to it appearing on these pages.

The Online Timetable is a LIVE service and therefore subject to change, so please check it academic year.

All requests to change timetables and/or queries on timetables must be directed to the [School IT](#)

Searching by Module

View Timetables By

[Programme](#)

[Module](#)

[Student Set](#)

[Cohort \(Nursing and Midwifery\)](#)

[Staff](#)

[Other](#)

[Home](#)

Module Timetables:

Select your Department then select your Module from the list, or you can type part of your Module name into the search box, click SI from the list.

Department

Please Select...

You may refine your search by typing (part of) a Module name OR description into the textbox:

Micro

Module(s)

BS1107 Introduction to Microeconomics
CE1556 Microsoft Office
EC1003 Topics in Applied Micro-economics
FC1008 Introduction to Microeconomics

You can search for a **Module** by typing part of the title into the *search* box (*new for 2015/16*).

Weeks/Teaching Pattern: Day-to-day it is easier to check the specific week, but for an overview pick the term your module is in.

Week(s)

- This Week
- Next Week
- Autumn Term (standard): ranging w/c 28 Sep - w/c 7 Dec 2015
- Autumn Term (non-standard): ranging w/c 31 Aug - w/c 14 Dec 2015
- Spring Term (standard): ranging w/c 25 Jan - w/c 4 Apr 2016
- Spring Term (non-standard): ranging w/c 4 Jan - w/c 25 Apr 2016
- Summer Term (standard): ranging w/c 9 May - w/c 18 Jul 2016

Some programmes run out of the 'standard' term dates, so there is a 'standard' and 'non-standard' option for each term.

When you click **View Timetable** you will see the details of the module including time of the day, room and lecturer.

Monday

Start Time	Finish Time	Week Commencing	Module Code	Activity	Description Joint between...	No. of Students	Room	Lecturer
13:00	14:50	30/09/13-28/10/13, 11/11/13-09/12/13	PS2006	PS2006 Social Psychology/Lecture 01/01		160	Birley	Reimars, Stan
15:00	15:50	30/09/13-28/10/13, 11/11/13-09/12/13	PS2006	PS2006 Social Psychology/Clinic 01/01		5	D413	Reimars, Stan

Searching by Programme of Study

You can search for more than one module at a time; searching by **Programme** will bring up all the possible modules available to a specific Programme of Study. This may provide too much information at once as many programmes have multiple options.

Timetable Style/'Type of Report' Options

There are many different ways of looking at a timetable. For a standard module running weekly at the same time/day we suggest looking at '*Module List (By Day)*' or '*Grid Timetable*'.

For a more complicated timetable it is worth finding a style that works for your needs.

- Module List (By Day)
- Module List (By Weeks)
- Grid Timetable
- Event Sheet (Without Student Sets)
- Event Sheet (With Student Sets)

Cass, SMCSE's Computer Sciences and SASS's Culture & Creative Industries can view and export their programmes' timetables on an **Excel Calendar**.

Culture & Creative Industries can also see their module timetables in this format.

This only works using *Internet Explorer* and is for the current term.

View Timetables By

[Programme](#)

[Module](#)

[Student Set](#)

[Cohort \(Nursing and Midwifery\)](#)

[Staff](#)

[Other](#)

[Rooms](#)

[Facilities Management](#)

[Excel Calendars](#)

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Further Queries/Contacting Timetabling

If you have any queries about the timetable, please contact your [School Timetabling Representative](#).
The Central Timetabling Team can be contacted Monday-Friday 9am-5pm at timetabling@city.ac.uk, or by telephone on 020 7040 3004.
