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/](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.

### Searching by Module

You can search for a **Module** by typing part of the title into the search box.

**Weeks/Teaching Pattern:** It is easier to view the specific week, but for an overview select the term your module is in.
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.

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<th>Friday</th>
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<tr>
<td>Start Time</td>
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<td>16:00</td>
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<td>17:00</td>
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**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 and '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.

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.

**Further Queries and 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.