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.

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 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 the
academic year.

All requests to change timetables and/or queries on timetables must be directed to the School T

Searching by Module

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.

Module(s)

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

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.

**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.

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/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.