Celcat Calendar is a web based application that displays real-time timetable information in an easy to use format, to individuals with a College Username. This tool allows you to view the timetables for:

- Rooms
- Modules
- Staff, as they see on their personal timetables
- Students, as they see on their personal timetables
- Groups
- Teams

On opening the link below, it should recognise you from your College Login, if not, it will ask you to log in using your College username and password.

https://www.imperial.ac.uk/estatesfacilities/services/timetabling/calendar/

Any issues logging in, please contact CTSO - Please ensure that you include your Full Name, Imperial College Email Address, CID Number, Department and Student/Staff status is all correspondence.

This tool is currently under review at the College and we welcome any feedback or comments.

To look at room availability select room from the drop down options and then type in the room name in box provided, for example ICBS 200 as above.

The event will display the following information within the event itself.
**Timetable Dissemination**

- Event name
- Module
- Room
- Staff
- Group
- Category

**Minor Bug**

**Bug** When you first open the **Calendar** it shows the rooms with the **Unique Name** rather than the **Room Name**. The **Unique Name** is a long number used by the database.

**Fit It** To fix this, click on the **Cog Icon** then click on the **Back Button**. You will only need to do this the first time. After this any rooms you go to will display the rooms name on the events.

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**Now See the ‘Adding Staff to Celcat’ Help Sheet**

*This can be found on our SharePoint site, under Training Material:*

[https://share.imperial.ac.uk/cf/Timetabling/Training%20Materials/default.aspx](https://share.imperial.ac.uk/cf/Timetabling/Training%20Materials/default.aspx)
**Timetable Dissemination**

**Searching for Resources**

Calendar has a drop down list of available resources. In order to locate particular resources, such as a room, module or group timetable, it is possible to search for them.

Along the menu bar at the top of Calendar is a drop down resources list.

To search for a **Staff, Rooms, Students, Groups and Team** resources, select the resource type from the drop down list and then type in the starting letters of the resource name and a list will appear (see room example below).

To search for **Module** type the first letter of the module name and the list will automatically go to that section. A fuzzy search can be conducted using the “%”.

To search by department, first select Faculty form the drop down menu. Then select the relevant department from the second drop down menu that appears.

**Viewing Options**

Calendar enables the user to choose to view the calendar by Day, Week or Month, or the Commencing Week.
**Timetable Dissemination**

**Day**
This shows the activities of a resource for a given day.

**Week**
This shows the activities of a resource for a given week.

**Month**
This shows the activities of a resource for a given month.

**Week Commencing**
This shows the activities of a resource for weeks commencing.

**Link to this Page Feature**
Once you have selected a particular view, such as a room you regularly need or a module you teaching, you can bookmark it, or share it with a colleague.

Note, saving the link from the from the address bar itself will only direct users back to their own calendars.

To create a link to save or share, click on the ‘Link to this Page’ in the bottom left hand corner of the screen. This will open a second tab in your browser. Copy this address bar and email it or book mark it as needed. Note how on this screen the ‘Link to this Page’ and the Search buttons have now disappeared.

**Tip:** If you need to refresh the Calendar page in your browser, click the Link to this page at the bottom. This will open your current view up in a new tab, but the URL will now reflect your actual view. Then you can refresh with impunity.