IMPERIAL

Room Availability and Phase 1 Timetables using CELCAT Calendar

**Faculty of Medicine
Timetabling Team**

June 2025, Version 1.0

Contents

CELCAT Calendar

CELCAT Calendar is a web-based application designed to provide staff and students with read only access to their timetables and other scheduling information. Users can also access calendars for rooms, modules, groups and teams. It provides read only access to timetabling data that is held in CELCAT, the College's timetabling system, in an easy to use and accessible format for Imperial staff and students with Imperial credentials.

Login

You can access CELCAT Calendar via the link CELCAT Calendar

Log in with your Imperial username and password via the button on the top right-hand corner.

You need to log in to view all the functionality. If your Imperial credentials are not recognised, contact timetabling.feo@imperial.ac.uk

Landing Page

The main features of the landing page are:

- Navigation bar
- Login/Logout button
- Browse pane – a panel showing resource selection
- Calendar view typically displayed in:
  - Day, Week, or Month view toggle
  - Choose today or move the view forward or back in time
- Side Bar – a panel used to display currently selected resources and events.
- Colour Key – a key to the colour coding of events.

Landing Page

Navigation Bar ↓

Login/Logout ↓

Event

SAFB 119 - Seminar Room ^

Browse pane ↓

CSI Clinical Reasoning tAPP: Formative pra...

Type
Room ▼

Filters
All departments ▼

All campuses ▼

Resource(s)
× SAFB 119 - Seminar...   ×

☐ My resources

Date: 6/4/2025 10:00 AM-11:50 AM
Week: 49 wk 1 of 1 date: 6/2/2025
Module: MEDI40003 - Clinical and Scientific Integration 1a [MEDI40003, SM Faculty of Medicine]
Room:
SAFB 119 - Seminar Room [South Kensington]
SAFB G16 - Lecture Theatre - Level 1 [South Kensington]
Staff: Staff to be confirmed
Group: MBBS All-Y1
Team: 1a CSI
Event category: Lecture
Published Online Link:
Department: SM Faculty of Medicine
Notes:
Id: 3473974

+/- in time ↓

Calendar View ↓

Toggle options ↓

today | < | >   **Jun 2 – 8, 2025** 📅   month | week | day | list

	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8
all-day	Graduation Day For Information Only 4450377	Graduation Day For Information Only 4450382					
7am							
8am				8:00 AM - 11:59 PM Kx Booking Kx Booking	8:00 AM - 11:59 PM Kx Booking Kx Booking	8:00 AM - 11:59 PM Kx Booking Kx Booking	8:00 AM - 11:59 PM Kx Booking Kx Booking
9am		9:00 AM - 6:00 PM Kx Booking Kx Booking Kx SAFB 119 - Seminar Room 5032400 Kx:Workshop (INT-KS) <524254>		Kx SAFB 119 - Seminar Room 4453172 Kx:GERF Great Exhibition Road Festival 2025 (INT-SK)<501063><Mrs Svetla Kolarska ()>	Kx SAFB 119 - Seminar Room 5012811 Kx:Kx:GERF Great Exhibition Road Festival 2025 (INT-SK)<501063><Mrs Svetla Kolarska ()>	Kx SAFB 119 - Seminar Room 4453258 Kx:GERF Great Exhibition Road Festival 2025 (INT-SK)<501063><Mrs Svetla Kolarska ()>	Kx SAFB 119 - Seminar Room 4453306 Kx:GERF Great Exhibition Road Festival 2025 (INT-SK)<501063><Mrs Svetla Kolarska ()>
10am	10:00 AM - 11:00 AM MEDI96066 - Targeting Antimicrobial Resistance		10:00 AM - 11:50 AM CSI Clinical Reasoning tAPP: Formative practice MEDI40003 - Clinical and Scientific Integration 1a				
11am	11:00 AM - 12:00 PM MEDI96066 - Targeting						

Room

SAFB 119 - Seminar Room
Department: WM Department of Medicine
Capacity: 50
Campus: South Kensington
Room Type: Classroom

Side Bar

Colour Key →

Colour scheme - Event category ▲

Lecture | Kx | Meeting | Class | Set up/tak... | Room Non... | Examination | For Inform... | Open Day

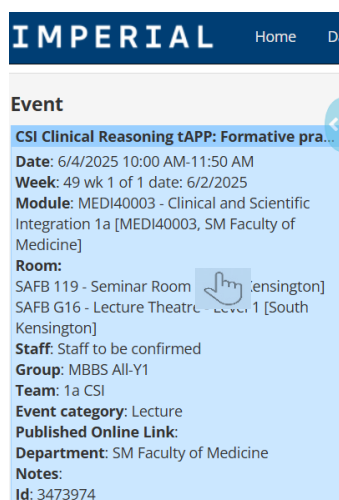# Reviewing Room Bookings and Availability

The room **prefixes** for the Faculty of Medicine rooms are as follows:

- **CXCW** - Chelsea and Westminster
- **CX** - Charing Cross
- **HM** - Hammersmith
- **RCS** – Royal College of Science Building (SK)
- **RODH** – Roderic Hill Building (SK)
- **SAFB** - Sir Alexander Fleming Building (SK)
- **SM** - St Mary's
- **WCMUH** - White City Michael Uren Hub

To check a booking and/or room availability:

1. In **Type** select **Room** in the drop down.
2. In **Resources**, type a **prefix** for a Medicine room (e.g., '**SAFB** ...' to see all the rooms in the Sir Alexander Fleming Building), then select a room (e.g., '**SAFB G16 – Lecture**'). Multiple resources (rooms) can be added. A resource can be removed by clicking the small x beside the resource name.
3. The bookings are shown in the **Calendar View.**   The view can be toggled month, week, day, or list.
4. An event can be selected in the **Calendar View** (e.g., 1a CSI on 4 June at 10am).
5. The details of the selected **Event** are shown on the **Side Bar**.

   The **Side Bar** can be opened or closed using the blue arrow at the top right hand of the panel. The user can click a resource name in the **Sidebar** to navigate to the Calendar for that resource (e.g., hover the mouse over room 119 and click to go to that resource, see below).

Room Bookings & Availability

1. Select Room

2. Add Resource
(type a room **prefix**)

3. View Calendar

Home   Date Picker   Event Filter   Share   Help

Log Out - 00409681

Side Bar

Event

CSI Clinical Reasoning tAPP: Formative pra...
Date: 6/4/2025 10:00 AM-11:50 AM
Week: 49 wk 1 of 1 date: 6/2/2025
Module: MEDI40003 - Clinical and Scientific Integration 1a [MEDI40003, SM Faculty of Medicine]
Room:
SAFB 119 - Seminar Room [South Kensington]
SAFB G16 - Lecture Theatre - Level 1 [South Kensington]
Staff: Staff to be confirmed
Group: MBBS All-Y1
Team: 1a CSI
Event category: Lecture
Published Online Link:
Department: SM Faculty of Medicine
Notes:
Id: 3473974

5. Event details

Room

SAFB G16 - Lecture Theatre - Level 1
Department: WM Department of Medicine
Capacity: 338
Campus: South Kensington
Room Type: Lecture Theatre

SAFB G16 - Lecture Theatre - Level 1

Type
Room

Filters
All departments

All campuses

Resource(s)
× SAFB G16 - Lecture...

☐ **My resources**

today   <   >   **Jun 2 – 8, 2025** 🗓   month | week | day | list

4. Select event

	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8
all-day	Graduation Day For Information Only 4450377	Graduation Day For Information Only 4450382					
7am							
8am	8:00 AM - 6:00 PM MSci Project Talks CHEM70009 - Research Project Chemistry Exams Presentation				8:00 AM - 11:59 PM Kx Booking Kx Booking Kx SAFB G16 - Lecture Theatre - Level 1 4453238 Kx:GERF Great Exhibition Road Festival 2025 (INT-SK)<501063><Mrs Svetla Kolarska ()>	8:00 AM - 11:59 PM Kx Booking Kx Booking Kx SAFB G16 - Lecture Theatre - Level 1 4453286 Kx:GERF Great Exhibition Road Festival 2025 (INT-SK)<501063><Mrs Svetla Kolarska ()>	8:00 AM - 11:59 PM Kx Booking Kx Booking Kx SAFB G16 - Lecture Theatre - Level 1 4453334 Kx:GERF Great Exhibition Road Festival 2025 (INT-SK)<501063><Mrs Svetla Kolarska ()>
9am							
10am	ASL 5.07 - SALC 7 (Access through SHERFIELD BUILDING)		10:00 AM - 11:50 AM CSI Clinical Reasoning tAPP: Formative practice MEDI40003 - Clinical and Scientific Integration 1a	10:00 AM - 1:00 PM CIVE40001 - Professional Engineering Practice CIVE40001 - Professional Engineering Practice Lecture SAFB G16 - Lecture Theatre - Level 1 [Fixed, tiered layout]			
11am	ASL S502 - SALC 10 (Access through SHERFIELD BUILDING)						
12pm	BLKT 229 - Lecture Theatre 1						
1pm	CHEM C163 CHEM C660 - Active Learning Suite Teaching Room						
2pm	CHEM C661 - Active						

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View Module Timetables

When you view a timetable via the Modules option, every timetabled session linked to that specific module will be displayed.

The modules **prefixes** (CELCAT/Banner codes) for Phase 1 are as follows:

- '**MEDI4 ....**' for Phase 1a
- '**MEDI5 ....**' for Phase 1b
- '**MEDI6 ....**' for Phase 1c.

To check a module timetable in CELCAT Calendar:

1. In **Type** select **Module** in the drop down.
2. In **Resources**, type a **prefix** for a Phase 1 module (e.g., '**MEDI4** ...' to see all the Phase 1a modules). The '4' in 'MEDI' indicates Year 1 in CELCAT/Banner so you may see other Year 1 medicine courses displayed (e.g., BMB). Multiple resources (modules) can be added. A resource can be removed by clicking the small x beside the resource name.
3. See the timetable for the selected module in the **Calendar View.** The view can be toggled between month, week, day or list views. Move the arrows to view forward or back in time.
4. An event can be selected from the **Calendar View** (e.g., the event at 9am 1a LMAP event on Friday 2 June is selected in the view).
5. The details of the **Event** are shown on the **Side Bar** (date, time, location etc).

Module Timetables

View Group Timetables

When you view a timetable via the Groups option, every timetabled session linked to that specific student group will be displayed.

The groups **prefixes** for Phase 1 are as follows:

- '**MBBS' A-D'** and subgroups, **LMAP** groups, and **All-Y1** for Phase 1a.
- '**MBBS E-H'** and subgroups, and **All-Y2** for Phase 1b.
- '**MBBS RX, RY, RZ, J-M'** and subgroups, and **All-Y3** for Phase 1c.

To check a group timetable in CELCAT Calendar:

1. In **Type** select **Group** in the drop down.
2. In **Resources**, type a **prefix** for a Phase 1 module (e.g., '**MBBS A**' to see all the timetable for group '**A**' for Phase 1a). This will show the events for all group '**A**' and child groups: **A1-A8**; and child groups
   A1a-A1b to **A8a-A8b;** and child groups
     A1a1-A1a2 to **A8a1-A8a2**
   Multiple resources (groups) can be added. A resource can be removed by clicking the small x beside the resource name.
   The timetable for the selected group ('**A**') is shown in the **Calendar View.** The view can be toggled between month, week, day or list views. Move the arrows to view forward or back in time.
3. An event can be selected from the **Calendar View** (e.g., the event 1a CSI at 9am on Wednesday 4 June for **All-Y1**, is selected in the view).
4. The details of the **Event** are shown on the **Side Bar** (date, time, location etc).

Group Timetable

1. Select Group

2. Add Group
(type a group **prefix**)

IMPERIAL   Home   Date Picker   Event Filter   Share   Help

👤 Log Out - 00409681

Event

Jack Stanworth – a case of urinary retentio...

Date: 6/4/2025 9:00 AM-9:50 AM
Week: 49 wk 1 of 1 date: 6/2/2025
Module: MEDI40003 - Clinical and Scientific Integration 1a [MEDI40003, SM Faculty of Medicine]
Room: - [Remote / Non-Physical Campus]
Staff: -
Group: MBBS All-Y1
Team: 1a CSI
Event category: Guided Independent Study
Published Online Link:
Department: SM Faculty of Medicine
Notes:
Id: 3473965

5. Event details

Group

MBBS A (WM A100 Y1 A)

Size: 91
Department: WM Department of Medicine

MBBS A (WM A100 Y1 A)   ⌃

Type   **Filters**   **Resource(s)**

Groups ▾   All departments ▾   × MBBS A (WM A100 Y1...   ✕

                                        ☐ **My resources**

3. Calendar View

today ‹ ›   **June 2025** 📅   month | week | day | list

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8

4. Select event

Mon 2 — Graduation Day For Information Only 4450377

Tue 3 — Graduation Day For Information Only 4450382

Wed 4 — **9:00 AM** Jack Stanworth – a MEDI40003 - Clinical and Sci Guided Independent Study - MBBS All-Y1 1a CSI 3473965

Wed 4 — **10:00 AM** CSI Clinical Reaso MEDI40003 - Clinical and Sci Lecture

Thu 5 — **9:00 AM** Jack Stanworth – a MEDI40003 - Clinical and Sci Group Teaching CXGH 1.14 - Glenister Lectur Staff to be confirmed MBBS A 1a CSI 3473966

Thu 5 — **11:00 AM** Managing Challer MEDI40005 - Lifestyle Medic Group Teaching

Fri 6 — **9:00 AM** Reflection on patie MEDI40004 - Patients, Comr Assessment CXLB 722A - Teaching Room Staff to be confirmed MBBS A1a MBBS A1b 1a Assessments 1a Communication Skills 3473910

Fri 6 — **9:00 AM** Reflection on patie MEDI40004 - Patients, Comr Assessment

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Team Timetable

View Team Timetables

When you view a timetable via the Team option, every timetabled session linked to that specific team will be displayed.

The team **prefixes** for Phase 1 are as follows:

- '**1a …**' Phase 1a.
- '**1b …**' Phase 1b.
- '**1c …**' Phase 1c.

To check a team timetable in CELCAT Calendar:

1. In **Type** select **Team** in the drop down.
2. In **Resources**, type a **prefix** for a Phase 1 team (e.g., '**1b**') then select one of the teams (e.g., **1b CRI Research Experience**).
   Multiple resources (teams) can be added. A resource can be removed by clicking the small x beside the resource name.
3. See the timetable for the selected team ('**1b CRI Research Experience'**) in the **Calendar View.** The view can be toggled between month, week, day or list views. Move the arrows to view forward or back in time.
4. An event can be selected from the **Calendar View** (e.g., the **1b CRI Research Experience** event 9-5pm on Friday 13 June for All-Y2, is selected in the view).
5. The details of the **Event** are shown on the **Side Bar** (date, time, location etc).

Team Timetable

Share Timetables

To share timetables with others, you can share the URL. If you want to share a single event, make sure you have selected it in the calendar view and it is highlighted.
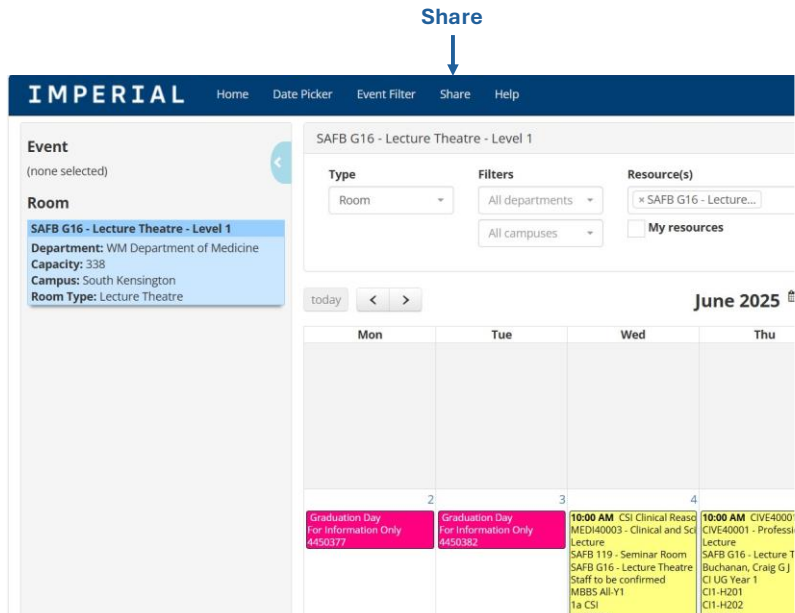
Additional Resources

For further information please see the training resources produced by Central Timetabling.

- What is CELCAT Timetabler Calendar
- Video Tutorial (with voice over)
- Help Sheet
- Timetabler Calendar (no voiceover)
- Help Timetabler Calendar V2
- CTSO Celcat-calendar-resources

For any queries or help, please contact the Faculty of Medicine Timetabling Team (timetabling.feo@imperial.ac.uk)