

Imperial College London

Timetabler Calendar V2

The Celcat Timetabler Calendar is a web-based application designed for use by staff and students to view their own timetables and timetables for other resource types (rooms, modules, groups, rooms) timetable. It provides read-only access to timetable data that is held in the CELCAT database in an easy-to-use format, accessible to individuals with a College Username.

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TIMETABLING SHAREPOINT: <https://share.imperial.ac.uk/cf/Timetabling>

TIMETABLING WEBSITE: <http://www.imperial.ac.uk/timetabling>

EMAIL THE CENTRAL TIMETABLING SUPPORT TEAM (CTSO): timetabling@imperial.ac.uk

PRODUCT OVERVIEW

The new version of Timetabler Calendar is now available for all Imperial College Staff and Students to view their own timetables and other resources (rooms, students, groups, modules and programmes) timetables. Celcat Timetabler Calendar displays the timetables for the whole academic year (**July to June**).

The timetable is subject to change and users are encouraged to check for updates regularly

The Timetabler Calendar is a web-based application. It provides read-only access to timetable data that is held in the CELCAT database in an easy-to-use format, accessible to individuals with College Username.

Benefits

The main benefits of the new Timetabler Calendar are;

- It has a more intuitive and user friendly interface than the previous Calendar version
- It is interactive and has pop-up information available
- It minimises the effort of users looking for information
- It has new, comprehensive functionalities (full list of functionalities listed below)
- Programmes timetable available to view

LOGIN

Login to Timetabler Calendar using your college credentials (username and password) – see fig 1.

All staff and students will be able to login to Timetabler Calendar. If the user's details are registered in CELCAT database, they will be able to view different resources (staff, modules, groups, programmes, rooms) timetable (authenticated users).

If the user's details are not in Celcat database, they will be able to view **only** the **ROOMS** timetables (unauthenticated users). This might be the case for all staff in facilities and ICT department.

If you wish to be added in the Celcat database, please complete the [ASK form CELCAT new person record](#). Once the request is submitted a member of the Central Timetabling Support Office (CTSO) will process the form and will be in touch with you. If you have any queries please contact CTSO at timetabling@imperial.ac.uk

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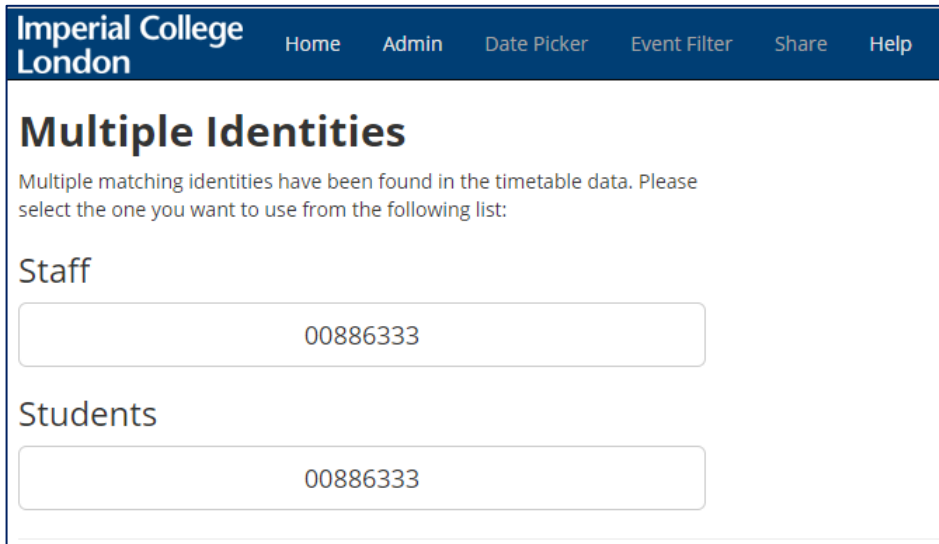
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MULTIPLE BROWSING PROFILE

The new Timetabler Calendar version allow users that have multiple identities in the database, e.g. those who can log in as Staff or a Student.

If a record is not in Celcat the unauthenticated user will be able to view **only Rooms** timetables.



The screenshot shows the Imperial College London Timetabling interface. At the top, there is a navigation bar with the following links: Home, Admin, Date Picker, Event Filter, Share, and Help. The main content area is titled "Multiple Identities" and contains the following text: "Multiple matching identities have been found in the timetable data. Please select the one you want to use from the following list:". Below this text, there are two sections: "Staff" and "Students". Each section contains a single input field with the value "00886333".

Imperial College London

Home Admin Date Picker Event Filter Share Help

Multiple Identities

Multiple matching identities have been found in the timetable data. Please select the one you want to use from the following list:

Staff

00886333

Students

00886333

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HOMEPAGE

The homepage contains the following main elements:

Menu bar - The application menu

Login / out - A login / logout link.

Browse panel - A panel for resource selection.

Side bar - A panel used to display currently selected resources and event.

Calendar view - The main calendar view displays appointments for the selected resources, and provides date navigation

Colour key - A key to the colour coding of appointments.

Language selector - A drop-down allowing you to select a different user interface language which is remembered locally

Footer – This will contain global information such as Timetable are on draft

The screenshot shows the CELCAT calendar homepage. At the top is a dark blue menu bar with the CELCAT logo and navigation links: Home, Admin, Date Picker, Event Filter, Share, and Help. On the right of the menu bar is a 'Log Out - Valentino, Anna' link. Below the menu bar is a 'Browse panel' for resource selection, showing 'Crook, John C' as the selected resource. To the left is a 'Sidebar' displaying details for 'Crook, John C', including his department (RE Registry), email (ZZJ.crook@imperial.ac.uk), and college status (Employee). The main area is the 'Calendar View' for January 2018, showing a grid of dates with colored event blocks. A 'Colour Key' at the bottom left identifies event categories: Meeting (green), Class (purple), and For Inform... (pink). The footer contains copyright information (© 2019 - CELCAT Calendar (v6.0.53.0)) and a 'Language selector' set to 'English (United Kingdom)'. A note at the bottom left states 'This timetable is in draft'.

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BROWSING PANEL AND SEARCHING

Find a Resource

To find a resource, select the “Type” and then enter the first few characters of the resource name. Calendar displays matching resources and you can keep typing or scroll the list to select the required item. When selected, the resource is added to the Resources textbox and the relevant events displayed in the calendar. You can continue adding more resources (of the same type) and they are added to the selection.

The screenshot shows the CELCAT calendar interface. At the top, there is a navigation bar with 'Home', 'Admin', 'Date Picker', 'Event Filter', 'Share', and 'Help'. A user profile 'Log Out - Valentino, Anna' is visible in the top right. The main interface is divided into several sections:

- Event:** (none selected)
- Rooms:** A list of rooms is shown, with 'ACEX 252' and 'SHER 569 - Pippard Lecture Theatre' highlighted. Details for ACEX 252 include Capacity: 28, Department: CE Department of Chemical E..., Email: ce-room-bookings@imperial.ac.uk, Site: South Kensington, ICLIS Status: REQUESTABLE, Room Type: Classroom, and Pythagoras name: ACEX-02-252. Details for SHER 569 include Capacity: 158, Department: Central College Space, Email: timetabling@imperial.ac.uk, and Site: South Kensington.
- Search and Selection:** A search bar contains '2 ACEX 252; SHER 569 - Pippard...'. Below it, a 'Type' dropdown is set to 'Rooms'. The 'Resource(s)' list shows a search for 'ske' with results: SKEM 002 (CI Department of Civil and Environmental Engineering), SKEM 043 - Fluids Teaching Laboratory (CI Department of Civil and Environmental Engineering), SKEM 060A (SEQ Cluster), SKEM 062 (SEQ Cluster), SKEM 064A (SEQ Cluster), and SKEM 150 - Student Training Workshop. The 'SKEM 043 - Fluids Teaching Laboratory' is currently selected.
- Calendar View:** A calendar grid is visible, showing 'Mon' for Monday.

Remove a Resource

You can remove a selected resource by clicking the “x” button at the start of the resource name, or you can remove all selected resources using the “x” button at the right side of the text box.

"When you use the “Type” drop-down list to select a different resource type, Calendar remembers the previous selection so it's easy to switch between them"

My resources - If the “My Resources” checkbox is set, Calendar will automatically determine which resources are relevant for the user and display them in the Resources list (users won't need to type any characters to filter the results list). The resources list will show all the resources items that the user is linked to in the events.

This screenshot shows the search interface with the 'My resources' checkbox checked. The search bar contains 'Browse...'. The 'Type' dropdown is set to 'Rooms'. The 'Resource(s)' list shows results for 's': ACEX 151 - Student Workshop - Machine Tools (ND Dyson School of Design Engineering), SECB 310 (LA Department of Life Sciences), and SECB 311 (LA Department of Life Sciences). The 'SECB 310' resource is highlighted. Below the search area, the 'My resources' checkbox is checked and labeled 'My resources'.

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TIMETABLE VIEWS

Views

The main calendar view displays appointments for the selected resources, the following calendar views are available:

Month – a calendar month

Week – a single week, e.g. Monday - Sunday

Day – a single day

List – a week shown in list format

You can select the current view using the view buttons at the top right of the calendar.

Date Navigation (Date Picker)

You can navigate the calendar dates using the navigation buttons on the top left of the calendar and you can quickly select a year/month using the month picker (click the calendar Month / Year title).

As soon as you select a month, Calendar automatically closes the month picker and navigates to the selected month.

The screenshot displays the CELCAT calendar interface. At the top, there is a navigation bar with links for Home, Admin, Date Picker, Event Filter, Share, and Help. The user is logged out as Valentino, Anna. Below the navigation bar, there is a search bar for 'SECB 310'. Underneath, there are filters for 'Type' (Rooms) and 'Resource(s)' (SECB 310). A date picker shows the year 2017 and 2018, with a 'Date picker' label. The main calendar grid shows the month of January 2018, with days from Monday to Friday. The calendar grid shows events scheduled for the 8th, 9th, 10th, 11th, and 12th. A 'Views' button is visible on the right side of the calendar grid.

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
For Information Only 712168				
8	9	10	11	12
14:00 Maths - MSc Bioinformatics Examination SECB 310 SECB 311	09:00 5M - MISC - School of Medicine Adh Staff Training SECB 310 1035514	14:00 81 - MSc Bioinformatics Maths - MSc Bioinformatics Examination SECB 310 SECB 311	14:00 Synthetic Biology Computer Session Baldwin, Geoff S SECB 310 481904	14:00 Synthetic Biology Computer Session Baldwin, Geoff S SECB 310 1021099

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SIDEBAR EVENTS AND RESOURCES DETAILS

The **Sidebar** can be opened or closed using the blue button at the top right of the panel. The Sidebar contains details about any currently-selected resources and the currently-selected event.

“Hyperlink data – If user click on the Staff and email details Calendar will open up Outlook”

When the user click on an event in the main calendar view, the event details are displayed in the Sidebar.

When resources are displayed in the event details in the Sidebar, the user can click a resource name to navigate to the calendar for that resource (e.g user click on the module of that events, the timetable will change to show that module full timetable)

The screenshot displays the CELCAT calendar interface. The top navigation bar includes 'Home', 'Admin', 'Date Picker', 'Event Filter', 'Share', and 'Help'. The user is logged in as 'Valentino, Anna'. The main interface is divided into a sidebar on the left and a calendar view on the right.

Event Details (Sidebar):

- Event:** Life Sciences Seminar series
- Time:** 06/06/2018 13:00-14:00
- Week:** 49 wk 40 of 43 date: 04/06/2018
- Room:** SAFB G34 - Lecture Theatre - Level 1 ...
- Staff:** Nurboja, Sandrine A C
- Category:** Seminar
- Published Notes:**
- Department:** LA Department of Life Sciences
- Id:** 762774
- Weeks:** 3,5-7,10-12,14-28,30-36,38,40-52 17/...

Room Details (Sidebar):

- SAFB G34 - Lecture Theatre - Level 1**
- Capacity:** 150
- Department:** LA Department of Life Sciences
- Email:** dols-roombooking@imperial.ac.uk
- Site:** South Kensington
- Staff:** Andrewes, James M; McDadd, Anna
- ICLIS Status:** REQUESTABLE
- Room Type:** Lecture Theatre
- Pythagoras name:** SAFB-01-G34

Calendar View (June 2018):

Mon	Tue	Wed	Thu	Fri
				08:00 Kx Booking Kx Booking SAFB G34 - Lecture Theatre - Level 1 840881
16:00 Kx Booking Kx Booking Kx SAFB G34 - Lecture Theatre - Level 1 1041224		13:00 Life Sciences Seminar series Seminar SAFB G34 - Lecture Theatre - Level 1 Nurboja, Sandrine A C 762774	09:00 Kx Booking Kx Booking Kx SAFB G34 - Lecture Theatre - Level 1 823195	09:00 Kx Booking Kx Booking Kx SAFB G34 - Lecture Theatre - Level 1 823211

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EVENTS FILTERS

The **Event Filter** function allows you to filter the appointments that are displayed in the calendar via event category, departments, faculty, campus modules or custom fields.

Use the dropdown boxes to specify a single value for one or more of the parameters, or use the check boxes to indicate that matching events should have no value for the corresponding parameter. When multiple parameters are specified, they are applied using OR logic (e.g. if you specify a category and a department, the filter displays events that have the chosen category or that are in the chosen department).

Click “OK” to apply changes.

Calendar displays the following alert when an event filter is active

The “*Clear Filter*” button is a quick way of clearing the filter (without having to reopen the event filter dialog). The event filter settings are remembered for the session.

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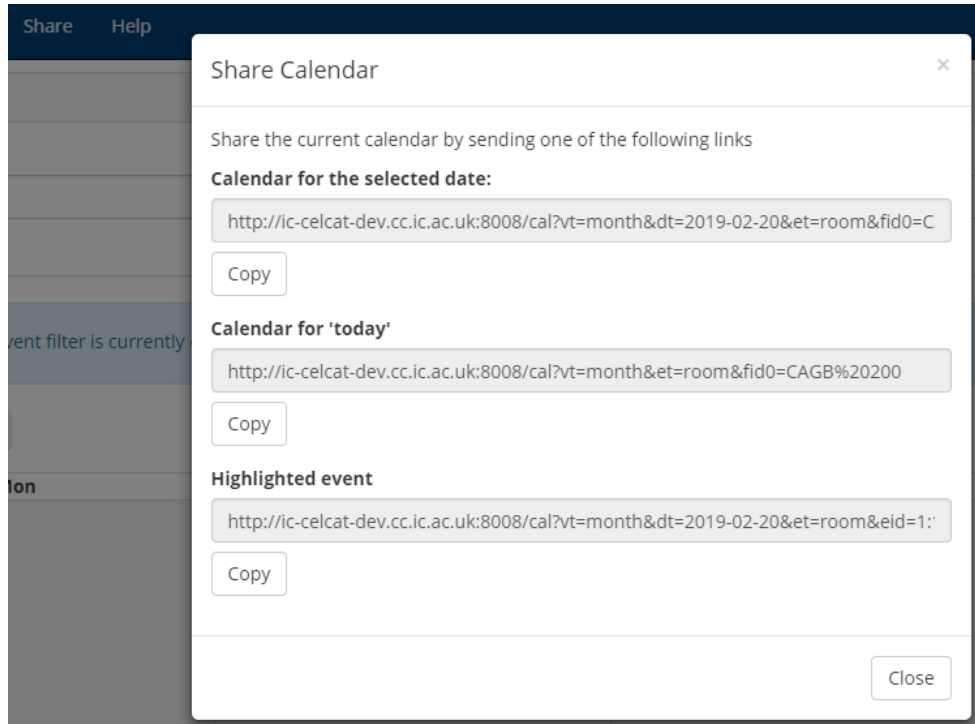
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SHARE TIMETABLE

Users can use the **Share Calendar** functionality to share URLs with colleagues. Click any of the Copy buttons to copy the suggested URL to your clipboard. The recipient of one of these URLs can place it in their browser address bar and display the corresponding calendar view (based on the necessary permissions)

If users want to Share one event, make sure the event is highlighted before clicking on the Share functionality



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