



Queen Margaret University  
EDINBURGH

## Technology @ QMU



How to access your online timetable

*Version 2.0 September 2010*

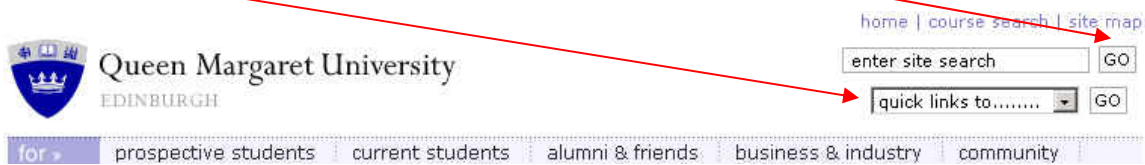
Your timetable is available online **now**.

There are two ways to access QMU's timetable application:

#### Option 1

Go to the Queen Margaret University website ([www.qmu.ac.uk](http://www.qmu.ac.uk)).

From the **Quick Links** choose **Timetable** and click



#### Option 2

Go to: <http://www.qmu.ac.uk/portal/timetables.htm>



Then click on the link <http://o.qmu.ac.uk/o!Web/>



*NB You can also go straight to this website by typing this address into your web browser.*

**Web Access** Tuesday, 31 August 2010 11:37  
us  
3.06.0014.0027

**Select and View Timetable**  
Select the type and instance of the timetable you wish to view, and click the Viewer button.

**Class** Exam

Dataset Administration  
QMU 09/10 (Updated 28 Jan 2010)  
**QMU 2010/2011**

Click below to view the selected timetable.

This software expires on 12/31/2010 12:00:00 AM. Please click [here](#) to re-activate it.

**Edit Timetable Data**  
Users with edit rights can use their access details to log in to the system below to edit the data for the selected timetable.

**Log In to Edit Data**

User Name:   
Password:

**Log In**

[Change Password] [Forgot Password]

**Step 1****Step 2****Step 3**

- 1 Click on **Class** (highlighted in **RED**).
- 2 Click on **QMU 2010/11** so that it also becomes highlighted in **RED**.

- 3 Click on the magnifying glass/calendar icon:



- 4 This will take you to a blank template:



- 5 Click on the double arrow (>>) icon at the top left hand side of the screen:




**NB You do NOT need to login**

**Filter** ?

Select the type of timetable to display

- Venues
- Modules
- Module Containers
- Curricula**
- Curriculum Streams
- Staff

Toggle by:  
 Code  Description

Click to view 

Select the entities to display

*	
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
P	
Q	
R	
S	
T	
U	
V	
W	
X	
Y	
Z	
0	
1	
2	
3	
4	
5	
6	
7	
8	
9	

Select the cycles to include

1	aYEAR
2	W1
3	W1.18
4	W1.18.33
5	W1.33
6	W1.8.17
7	W1_13
8	W1_14
9	W1_14.20_30.32_33
10	W1_2.9.11.13.20.22.24.26.28.30.3
11	W1_3.9
12	W1_5.10_14.25_28
13	W1_5.8_10
14	W1_6.8_11
15	W1_6.9_10
16	W10
17	W10.27_29
18	W10.28
19	W10_12.22_24
20	W11
21	W11.32.35
22	W11_13
23	W12
24	W12.28.30.33
25	W12.30
26	W12_14
27	W12_14.17_18
28	W13
29	W13.22.25.28
30	W13.30
31	W13_14.17
32	W14
33	W14.21.28
34	W14.30
35	
36	
37	

- 1 Click on **CURRICULA**.

From the alphabet list on the very left hand side, find the first letter of your student group and click on it.


- 2 Eg **N** for Nursing.

This will bring up a list of all the student groups which begin with N, as shown in the next image.

**Filter** ?

Select the type of timetable to display

- Venues**
- Modules
- Module Containers
- Curricula**
- Curriculum Streams
- Staff

Click to view 

Toggle by:  Code  Description

Select the entities to display

*	NU-1 - BSc (Hons) Nursing 1
A	NU-2 - BSc (Hons) Nursing 2
B	NU-3 - BSc (Hons) Nursing 3
C	NU-4 - BSc (Hons) Nursing 4
D	NUT-1 - BSc (Hons) Nutrition 1
E	NUT-2 - BSc (Hons) Nutrition 2
F	NUT-3 - BSc (Hons) Nutrition 3
G	NUT-4 - BSc (Hons) Nutrition 4
H	
I	
J	
K	
L	
M	
<b>N</b>	
O	
P	
Q	
R	
S	
T	
U	
V	
W	
X	
Y	
Z	
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1	
2	
3	
4	
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6	
7	
8	
9	

Select the cycles to include

1	aYEAR
2	W1
3	W1.18
4	W1.18.33
5	W1.33
6	W1.8.17
7	W1_13
8	W1_14
9	W1_14.20_30.32_33
10	W1_2.9.11.13.20.22.24.26.28.30.3
11	W1_3.9
12	W1_5.10_14.25_28
13	W1_5.8_10
14	W1_6.8_11
15	W1_6.9_10
16	W10
17	W10.27_29
18	W10.28
19	W10_12.22_24
20	W11
21	W11.32.35
22	W11_13
23	W12
24	W12.28.30.33
25	W12.30
26	W12_14
27	W12_14.17_18
28	W13
29	W13.22.25.28
30	W13.30
31	W13_14.17
32	W14
33	W14.21.28
34	W14.30
35	
36	
37	

**Step 1** (points to 'Click to view' button)

**Step 2** (points to 'N' in the entities list)

3 If you are a Nursing 1 student, click once to highlight this in the list.

Next you need to choose which weeks you want to view.

QMU's academic year is split into weeks which are numbered sequentially from 1 to 52:

4

*Semester 1 = weeks 1-15*  
*Semester 2 = weeks 19-38*

To choose the weeks, click once on the first week you want to view. Then keep holding the left mouse button down and drag down the list until you have selected all the relevant weeks.


5

**Filter** [?]

Select the type of timetable to display

- Venues
- Modules
- Module Containers
- Curricula**
- Curricula
- Staff

Toggle by:  Description

Click to view 

**Step 3** **Step 4** **Step 5** **Step 6**

Select the entities to display

*	NU-1 - BSc (Hons) Nursing 1
A	NU-2 - BSc (Hons) Nursing 2
B	NU-3 - BSc (Hons) Nursing 3
C	NU-4 - BSc (Hons) Nursing 4
D	NUT-1 - BSc (Hons) Nutrition 1
E	NUT-2 - BSc (Hons) Nutrition 2
F	NUT-3 - BSc (Hons) Nutrition 3
G	NUT-4 - BSc (Hons) Nutrition 4
H	
I	
J	
K	
L	
M	
<b>N</b>	
O	
P	
Q	
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T	
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V	
W	
X	
Y	
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6	
7	
8	
9	

Select the cycles to include

1	aYEAR
2	W1
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4	W1.18.33
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6	W1.8.17
7	W1_13
8	W1_14
9	W1_14.20_30.32_33
10	W1_2.9.11.13.20.22.24.26.28.30.3
11	W1_3.9
12	W1_5.10_14.25_28
13	W1_5.8_10
14	W1_6.8_11
15	W1_6.9_10
16	W10
17	W10.27_29
18	W10.28
19	W10_12.22_24
20	W11
21	W11.32.35
22	W11_13
23	W12
24	W12.28.30.33
25	W12.30
26	W12_14
27	W12_14.17_18
28	W13
29	W13.22.25.28
30	W13.30
31	W13_14.17
32	W14
33	W14.21.28
34	W14.30
35	
36	
37	



6 Click on the magnifying glass/calendar icon.




	Monday	Tuesday	Wednesday	Thursday	Friday
09:15-10:15 [1]		EssentialsElementsOfNursing L 1 [1] MacDonald, Kathleen Room 2090 W2_10.20_26	IPE1 S 3 [1] Room 3103 W3	N1154 L 1 [1] Riddell, Helen Room 2090 W2_10.20_26	N1154 P 1 [3] Lawson, William Room 3120 W2_10.20_26
10:15-11:15 [2]				EssentialsElementsOfNursing L 2 [1] Riddell, Helen Room 2090 W2_10.20_26	
11:15-12:15 [3]					N1154 P 1 [1] Lawson, William Room 3120 W2_10.20_26
12:15-13:15 [4]	N1105 L 1 [1] Gill, Jan Room 0049 W2_10.20_26				
13:15-14:15 [5]		EssentialsElementsOfNursing L 3 [1] Room 0049 W2_10.20_26	IPE1 S 2 [1] Room 3148 W3		
14:15-15:15 [6]	N1154 P 1 [2] Lawson, William Room 3120 W2_10.20_26			N1105 S 2 [1] Gill, Jan Room 2090 W2_10.20_26	
15:15-16:15 [7]					
16:15-17:15 [8]					
17:15-18:15 [9]		MH1 L 1 [1] Conway, Anne-Marie Room 3148 W2			
18:15-19:15 [10]					
19:15-20:15 [11]					
20:15-21:15 [12]					

**NB Entries in the timetable are referred to as EVENTS.**

You will now see your timetable showing the core lectures etc which you must attend.

- 7 Where your course gives you a choice of modules (ie if you have a choice between Module A or Module B) then this will also be shown.

- 8 An arrow  in the bottom right hand corner of an event indicates that there is more information available for that event.

You can view this information by moving your cursor over the arrow.

**Your timetable may not include your OPTIONS if you have not chosen them yet.**

**NB**

**You may not be selecting your options until after you have arrived on campus.**

**Filter**

Select the type of timetable to display

- Venues
- Modules** ← Step 2
- Module Containers
- Curricula
- Curriculum Streams
- Staff

Toggle by:

Code  Description

Click to view

Select the entities to display:

Select the cycles to include:

1	aYEAR
2	W1
3	W1.18
4	W1.18.33
5	W1.33
6	W1.8.17
7	W1_13
8	W1_14
9	W1_14.20_30.32_33
10	W1_2.9.11.13.20.22.24.26.28.30.3
11	W1_3.9
12	W1_5.10_14.25_28
13	W1_5.8_10
14	W1_6.8_11
15	W1_6.9_10
16	W10
17	W10.27_29
18	W10.28
19	W10_12.22_24
20	W11
21	W11.32.35
22	W11_13
23	W12
24	W12.28.30.33
25	W12.30
26	W12_14
27	W12_14.17_18
28	W13
29	W13.22.25.28
30	W13.30
31	W13_14.17
32	W14
33	W14.21.28
34	W14.30
35	
36	
37	

- 1 Click on **MODULES**.

Select the type of timetable to display

- Venues
- Modules**
- Module Containers
- Curricula
- Curriculum Streams
- Staff

Toggle by:

Code  Description

- 2

Ensure Toggle by: Code is selected

Click on the first letter of the Module code, eg N for N1154.

3

*Ensure that the module code is highlighted.*

Next you need to choose which weeks you want to view.

*QMU's academic year is split into weeks which are numbered sequentially from 1 to 52:*

4

*Semester 1 = weeks 1-15*

*Semester 2 = weeks 19-38*

To choose the weeks, click once on the first week you want to view. Then keep holding the left mouse button down and drag down the list until you have selected all the relevant weeks.



5 Click on the magnifying glass/calendar icon.



	Monday	Tuesday	Wednesday	Thursday	Friday
09:15-10:15 [1]				N1154 L 1 [1] Riddell, Helen Room 2090 W2_10.20_26	N1154 P 1 [3] Lawson, William Room 3120 W2_10.20_26
10:15-11:15 [2]					
11:15-12:15 [3]					N1154 P 1 [1] Lawson, William Room 3120 W2_10.20_26
12:15-13:15 [4]					
13:15-14:15 [5]					
14:15-15:15 [6]	N1154 P 1 [2] Lawson, William Room 3120 W2_10.20_26				
15:15-16:15 [7]					
16:15-17:15 [8]					
17:15-18:15 [9]					
18:15-19:15 [10]					
19:15-20:15 [11]					
20:15-21:15 [12]					
--					
--					

6 You will now see the timetable for the module you have chosen.

To go back to select a different module – click on the double arrow



box at the top left hand side.

- All entries in the timetable are referred to as EVENTS.
- The colours used in the timetable have no significance other than varying the screen colour in order to differentiate between the events for different modules.
- The entry for each event consists of several key pieces of information:
  - The module code
  - The event code (*see below for a guide to these*)
  - The staff member leading the event
  - The room number
  - The weeks that the event will be running in
- The codes used for the various types of events are as follows:

L	Lecture
T	Tutorial
S	Seminar
P	Practical
Lab	Lab
W	Workshop
L/T	Lecture/Tutorial
L/S	Lecture/Seminar
L/W	Lecture/Workshop
L/P	Lecture/Practical
CW	Computer Workshop
Studio	Studio
Screening	Screening
Placement	Placement
Presentation	Presentation
CT	Class Test
TG	Therapy Group
SDL	Self Directed Learning
M	Music
Exam	Exam
CS	Cadaver Study
Cskills	Clinical Skills

- Each of these events will have a different code and number for each module.
- All of the rooms used on campus for learning and teaching are numbered - the room number you need to go to is shown in each time slot.
- **W** is the week number.
  - If there is only one number then that is the only week at that time.
  - If the time slot extends over a number of weeks it will read, for example W3\_8. So W1.3\_6.10 indicates that the event runs in Week 1, Weeks 3-6 and Week 10.
- Sometimes different staff will teach the same event, but in different weeks. Where this happens, then you can get more information on who will be teaching when by moving your mouse cursor to the arrow in the lower right corner of the event.