This page provides guidance on common tasks in the Course Administration Panel in the Timetable application. Clicking on any of the hyperlinks will open the online help guide allowing you to view further guidance details.

The guide is divided into questions. Use **Ctrl+Click** to navigate to the advice you need:

How do I log in to maintain my course information?

Use your Internet browser to navigate to http://www.timetable.cam.ac.uk/admin.

You will be directed to your Home Page. Log-in with Raven and you should see the course and part information that was entered last year. Data from previous years will be migrated into the Timetable application and adjusted to take account of the term dates for the current year. You can then make any modifications using the individual and/or batch edit facilities, or enter new data as appropriate.

How do students access the course information?

Students will always use www.timetable.cam.ac.uk, and this is the only link you need to give them. This URL will always point to the most relevant system; generally the upcoming year will be available after late September. After this date, students will see any timetable that has been set to 'publish', and can start to build and export their calendars.

How do I find the course I want to edit?

The courses to which you have access will appear as editable blocks on your home screen. You can also use the course and part drop downs to find the information.

You must be given access to each Part of each course you need to edit. If you do not have access to a part and require it, then please contact the Service Desk on http://www.ucs.cam.ac.uk/support/service-desk/ .

## How do I update the course information?

Click on the module you want to edit, from the left-hand display. There are facilities for both batch (editing multiple events at once, handy for courses taking place at the same time in multiple weeks of the Term) and individual event edit. A video showing the basics can be found at the top of your home page (or the bottom if you have previously watched it).

I don't have a save button to use to save my changes

Once you have finished editing you may need to tab out of the field you were in (or click elsewhere) in order to let the system know that you have actually made a change. The save button should then appear at the bottom of the page.

How do I borrow events and series from other courses in my Tripos?

Within a Part you can click on the borrow button at the bottom of the list of series:
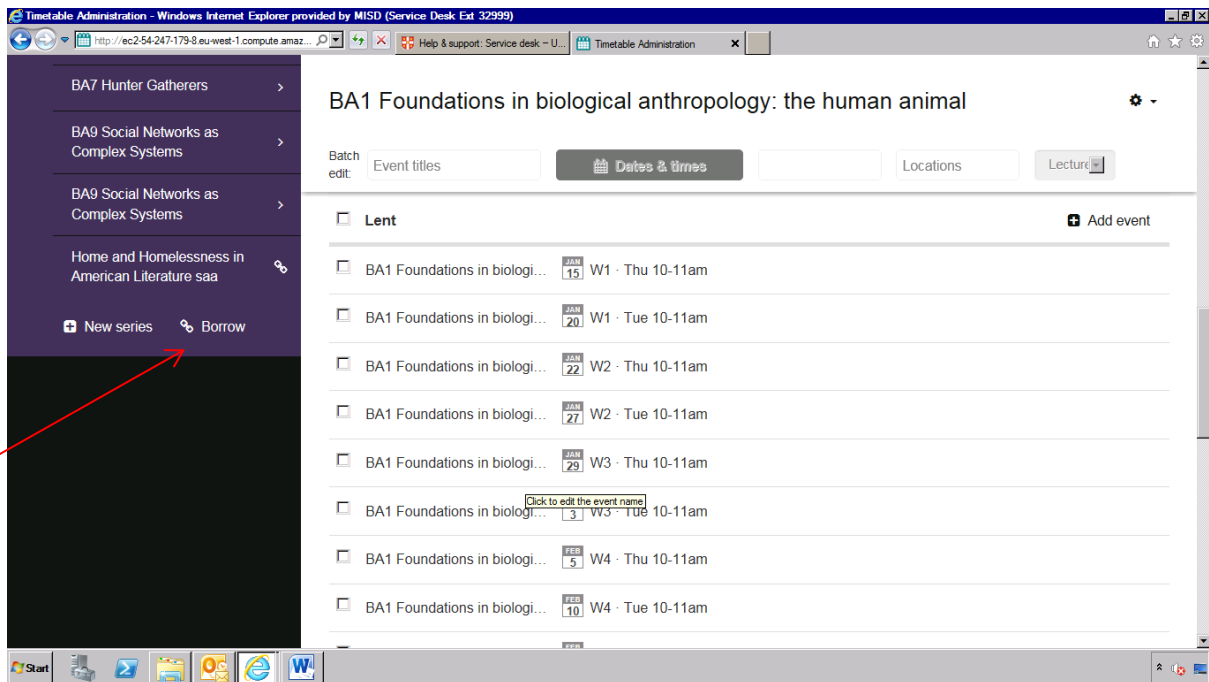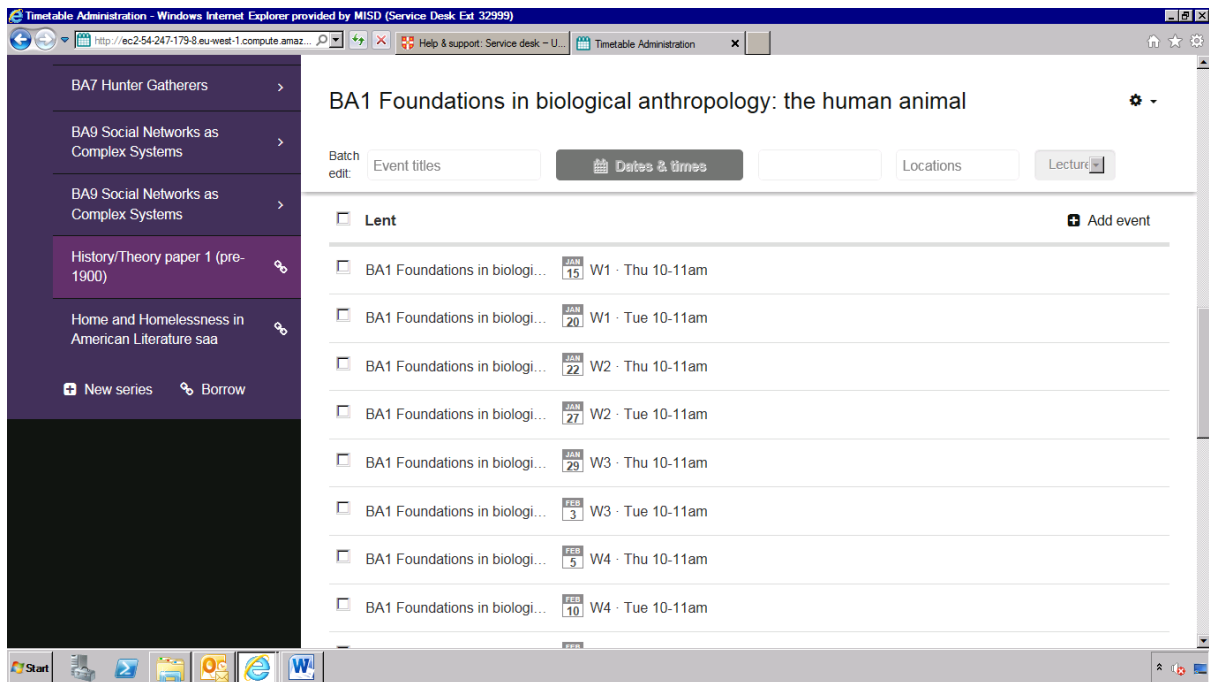
Select the Tripos and Part you wish to borrow from:
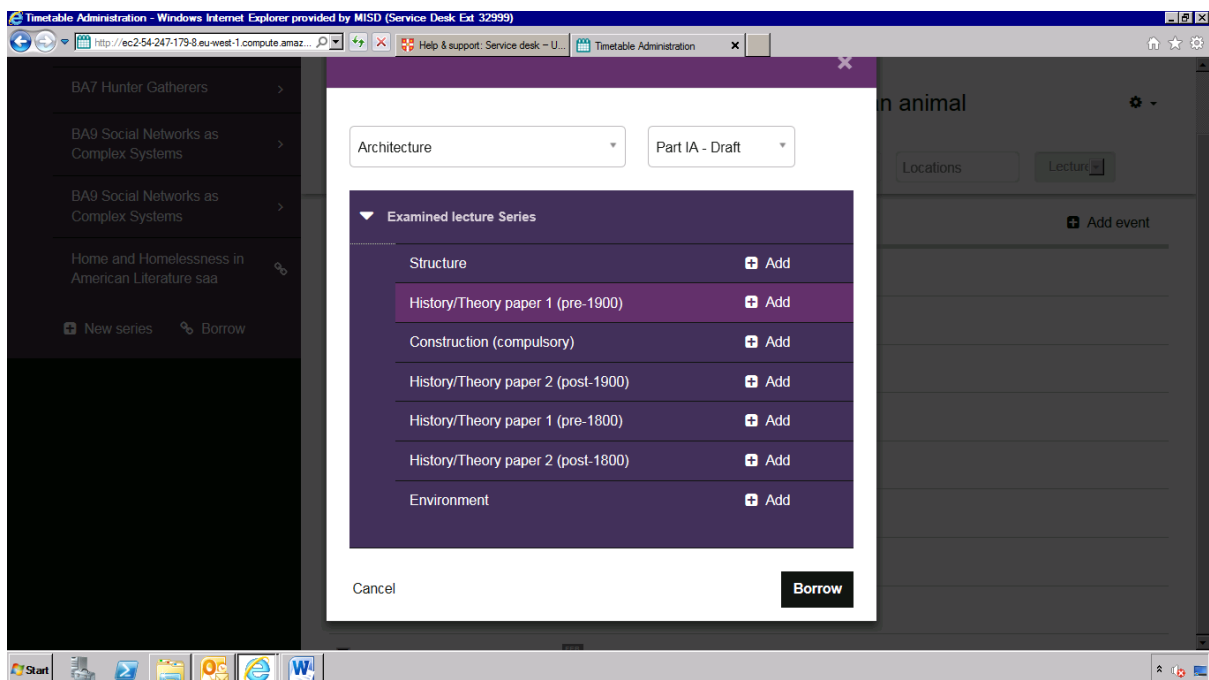
Click on the **'Add'** button next to all of the series you wish to borrow. Then click on the **'Borrow'** button.

The selected series will be borrowed into your own Part and shown in the series list with the Borrowing symbol next to it:

Because you can only borrow a lecture series (not whole modules/papers), the series will need to be added to a module already within your course. If you want to group the borrowed series in a way that makes sense to your students, you will need to create a module first before adding the borrowed series.

Note that not all courses are currently using the system, so you should contact the relevant course to discuss before you borrow their modules.

Can I edit borrowed series?

Only the administrator for the original series can edit it. You will need to contact them if you want to discuss any changes.

What do students see when there is a borrowed series?

Borrowed series are displayed and selectable to students in the same way as a normal series. A borrowed symbol is however displayed and the student can see the borrowing information when they hover over the symbol with their mouse:
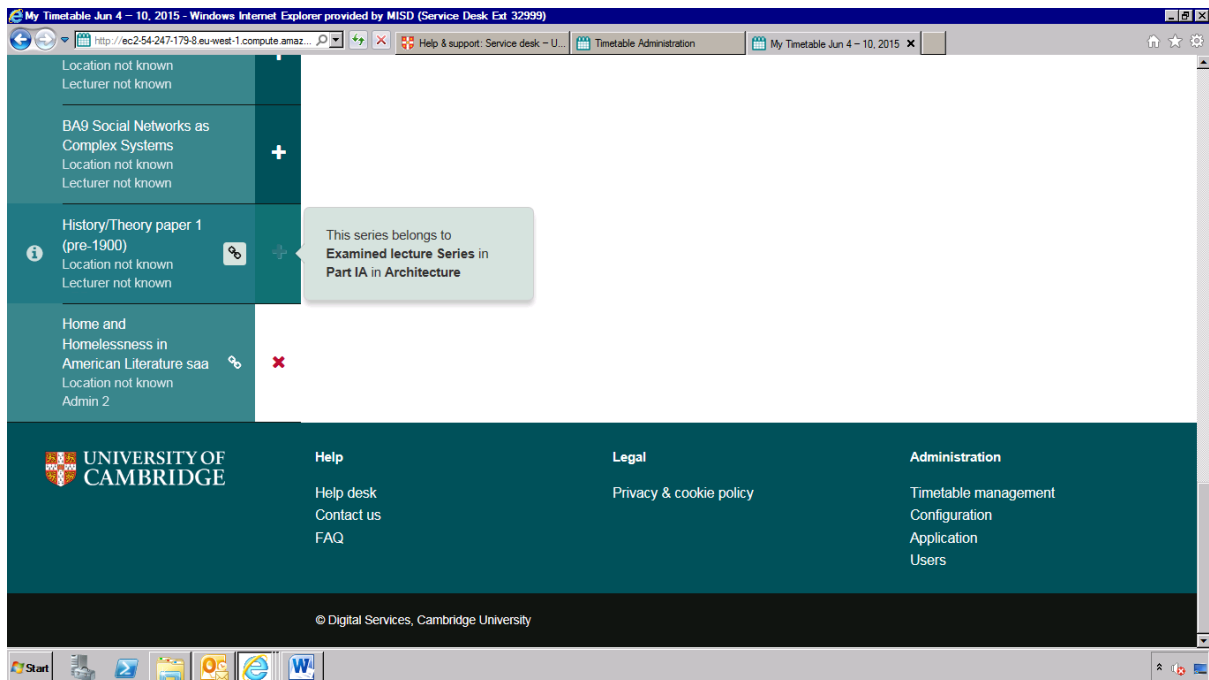
Students cannot add a borrowed series to their personal calendar until the 'host' administrator has published it; the series will be visible to students but not enabled to add to the calendar. Students may have to revisit their calendar to add borrowed series after they have been published.

How do I structure my course if I do not use modules?

You can simply enter the lecture series as a module and then duplicate the title again as the series name. If you have any queries about structuring your courses within Timetable please feel free to contact us to discuss.

How do I know what the students will see?

You can click on the 'Calendar' tab view on the event screen before publication to see how the events will appear in the student's calendar:
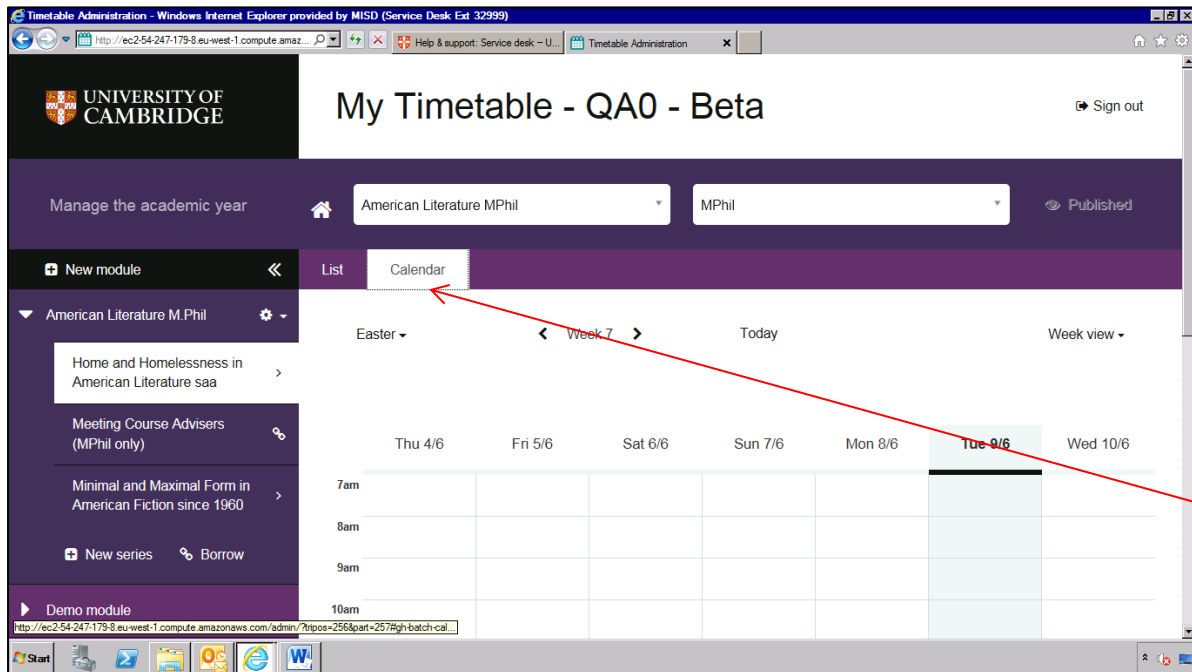
After parts have been published, you can view the events through the student interface here:

www.timetable.cam.ac.uk

We only use Timetable to publish our local website details. How do I update my department's URL for this year?

URLs used in previous years will be migrated across into the new Timetable application. If you change the URL address yearly, then please contact the Service Desk on http://www.ucs.cam.ac.uk/support/service-desk/ and they will be able to update it for you.

How do I request access for my Department for the first time?

You can contact the Service Desk on: http://www.ucs.cam.ac.uk/support/service-desk/ and one of the project team will contact you.

When can students see the course information?

When you are ready to publish your course, go into the part you wish to publish and click on the publish button at the top right of the screen. Click on the box marked **'Published'** and click on **'Save'**:
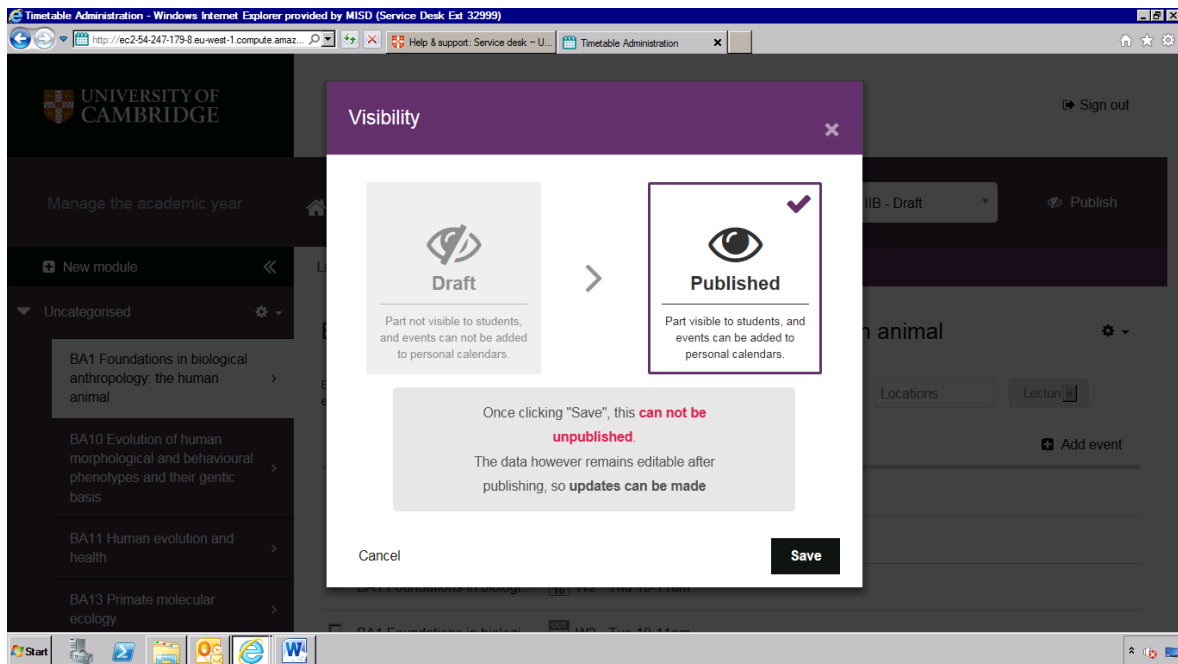
The part will then be selectable to students for their calendar and ical feed.

Please note that publication is on a part by part basis so you will need to do this for _all_ of your course parts.
Please also note that although you cannot unpublish a part, the part remains editable after publication and changes are automatically fed through to students who have selected the part and/or subscribed. This means that you don't have to have a finalised timetable before publishing.

You should aim to have published all parts before late September, and always before the start of Term; remember that you can still make changes.

What should I do if there are changes once I have published a part?
You can edit course information in the normal way, even after a part is published. If the change is major then it is advisable to also contact students separately to explain what will be changing. They may get confused if a large volume of changed events suddenly appears in their on-line or subscribed calendar.

When will students see a change I make to a published part?
Changes should be almost immediate in the personalised calendar if a student is logged on.
The ical subscription service can take up to 8 hours to propagate the change to a student's local calendar, and could be longer depending on the student's calendar preferences.

## What should I do if I accidentally publish a part before it is ready?
Just contact the Service Desk on: http://www.ucs.cam.ac.uk/support/service-desk/ and they can reset this for you.

I have typed in a lecturer's name but I am getting 'no results' – why?

The 'lecturer' field is linked to the University lookup directory, but as such it looks for the name in the way this is displayed in the directory – it may therefore have trouble recognising 'John Smith' if the lecturer has chosen 'J. Smith' as a display. The system is designed to provide partial matches, but it is recommended to search using the CRSid directly. If you try the CRSid and still get 'no results' please contact the Service Desk on: http://www.ucs.cam.ac.uk/support/service-desk/ .

Please note that the link is made only once each year, so if the member of staff is relatively new, this may be the problem – see below.

Note that this field can also accept free text, if you wish to enter data in a specific format or if the person cannot be found. To do this, simply type in the field and hit 'tab' once you are done. This will insert your typed text in a purple box above the 'lecturer' field, and enable you to continue entering names if you wish:
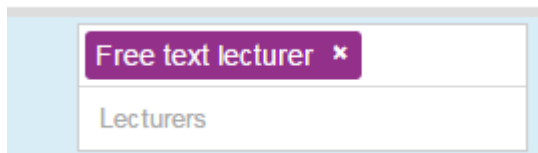
Once you have entered all of the free text you wish, click anywhere on the screen and the 'save' button will appear for you to save your changes.

A lecturer has changed his/her name in the University directory, but this hasn't been picked up in Timetable. Can it be changed?

The link to the directory is made only intermittently each year, so changes made after the 'snapshot' date may not yet be displayed in Timetable. We are hoping to create a more regular link in future releases, but in the interim you may need to use free text for this field, rather than linking to the CRSid.   Alternatively, please contact the helpdesk and they will be able to assist you.