How to View Web Timetables

The following are the instructions for students to view Online Teaching Timetables (www.nottingham.edu.cn/en/academicservices/timetabling/teachingtimetable.aspx)

1. Programme/Course Timetables

- Select the relevant department by clicking on the arrow, in this case ‘Nottingham University Business School China’ has been chosen.
- Then you chose the specific course or course(s). You can change the other options as necessary and then click on view timetable:

Select Timetable type
You have the following three options:-
- Grid Timetable
- List, separate days
- List, days together, all year (not to be used often)

Select Level and Year:
in this case
- Level 0 course/program=Year 1 Course/Program
- Level 1 course/program=Year 2 Course/Program
- Level 2 course/program=Year 3 Course/Program
- Level 3 course/program=Year 4 Course/Program

Select Week(s) or Semester
You are able to select the following options:-
- All year (Wks 1-52)
- Autumn Semester
- Spring Semester
- This Week
- You can also select separate weeks

Select Start and End Time
Under the Grid timetable and List separate days timetable you are able to select the following options:-
- 09:00-17:00
- 09:00-18:00
- 09:00-21:00
- 08:00-24:00 (All Day)
- 08:00-12:00 (Morning)
- 12:00-17:00 (Afternoon)
- 17:00-24:00 (Evening)

Select Day(s)
- Under the Grid timetable and List separate days timetable you are able to select the following options:-
- All weekdays (Mon-Fri)
- All week (Mon-Sun)
- All weekend (Sat-Sun)
- You can also select separate days
Once you have selected all your options, click on View Timetable.

For Module Timetables and School/Department Timetables, the options available are the same EXCEPT for 'Select Activity Type' which only appear school/Division Timetables.

The following is the result for grid timetable:

- **Teaching Room:** The first part is the building/ and the second part is the room name/ number.
- **Module/Activity Description:**
  - Business Law A-
  - Seminar Group BLA-8
    - BLA=Abbreviation of module,
    - 8=Group 8

These are the timetable weeks the activity will be taught. (Check from Academic Calendar 2015-2016)
The following result is **a list timetable** (when you have changed the timetable type on the main menu to list separate days):-
### Programme: Finance, Accounting And Management 4 Year Ug (Yr 1 Foundation) Full Time

**Click here to go to grid view of this Timetable**

#### Monday

<table>
<thead>
<tr>
<th>Activity</th>
<th>Module</th>
<th>Name of Type</th>
<th>Size</th>
<th>Day</th>
<th>Start</th>
<th>End</th>
<th>Duration</th>
<th>Room</th>
<th>Room Description</th>
<th>Room Size</th>
<th>Staff</th>
<th>Weeks</th>
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<tbody>
<tr>
<td>P116069G102-Full ONLY</td>
<td>Microeconomics for Business A-Seminar Group MBA-1</td>
<td>Seminar</td>
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<td>Monday</td>
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#### Tuesday

<table>
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<tr>
<th>Activity</th>
<th>Module</th>
<th>Name of Type</th>
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<th>Room</th>
<th>Room Description</th>
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<th>Staff</th>
<th>Weeks</th>
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<tbody>
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<td>Michael Kremen</td>
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</tr>
</tbody>
</table>

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*Notes:*
- Grid view available on the webpage.
2. Module Timetables

With the module timetable select the department – in this case International Communications is selected. You are able to select more than one module by holding down the ‘Ctrl’ key. Then Autumn/Spring Semester, All weekdays, Mon-Fri and from 9am-6pm (09:00-18:00) have been selected.
When click on 'view timetable, these are the results:-

This is the module code and the module title/description
To view the list timetable go back to the main menu and select timetable type to ‘list separate days’. These are the results:

3. School/Division Timetables
To view school/department timetables, most options are the same except “Select Activity Type”, which does not appear on other timetables.

Select Activity Type –
The options available are: -

- Lectures Only
- Seminars