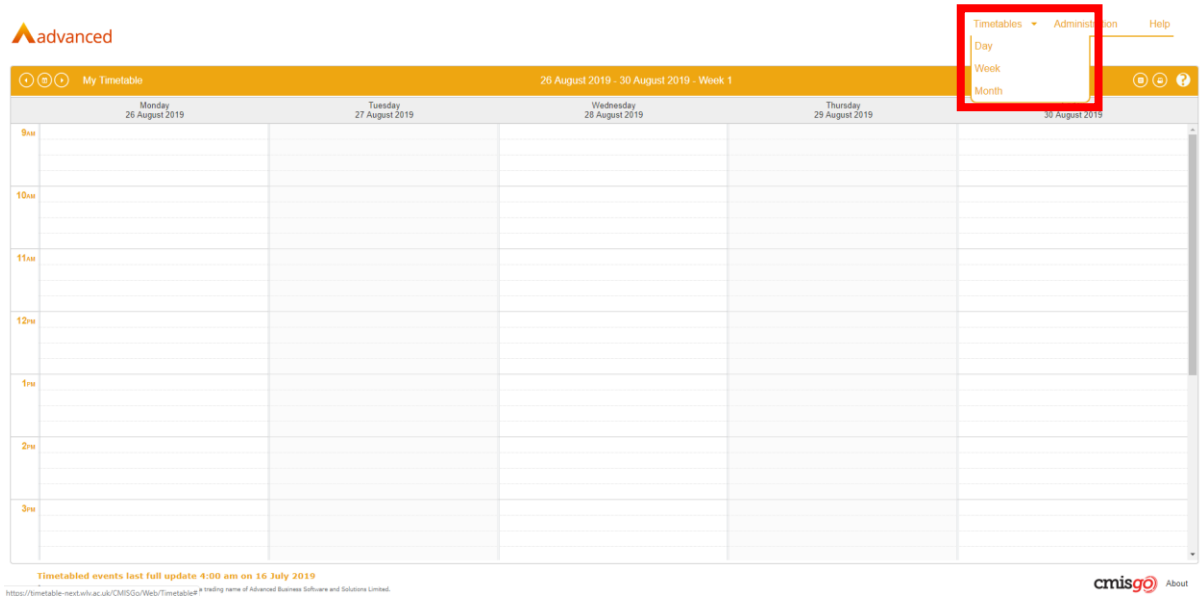
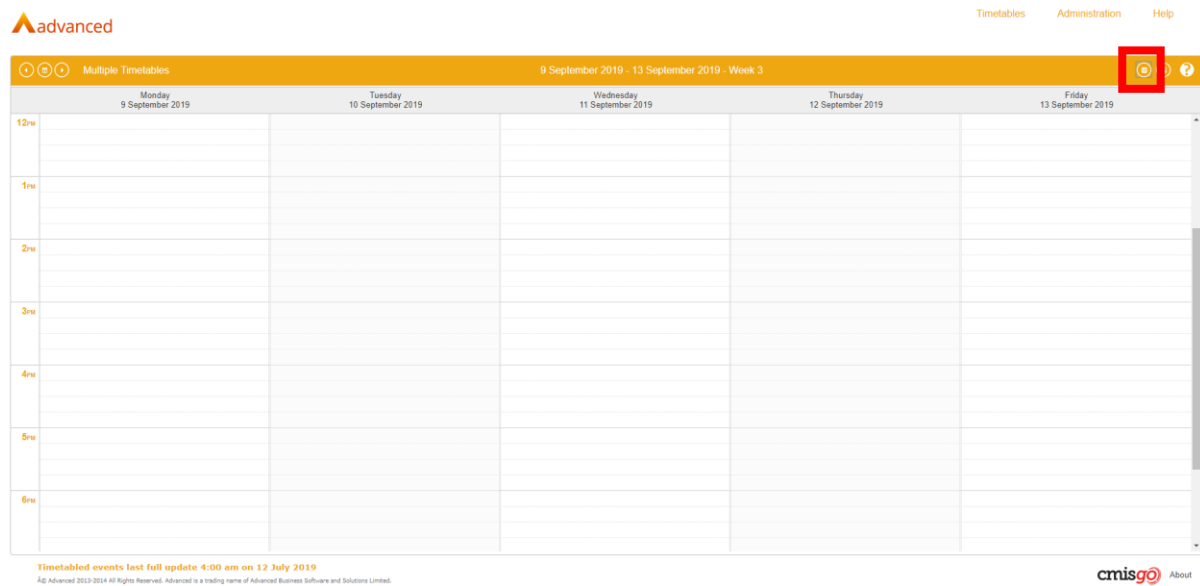


CMISGo Module Timetables Look up

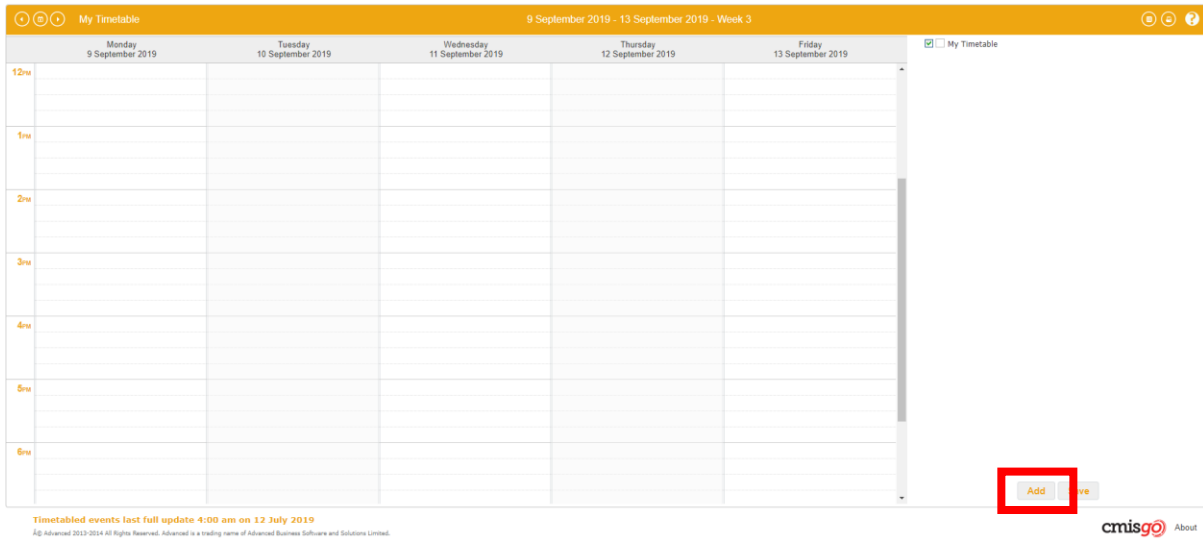
- Log in using your university credentials
- The default view is set to week however can be changed to day or month, in order to do this, hover over the 'Timetables' tab at the top of the screen and select the desired view



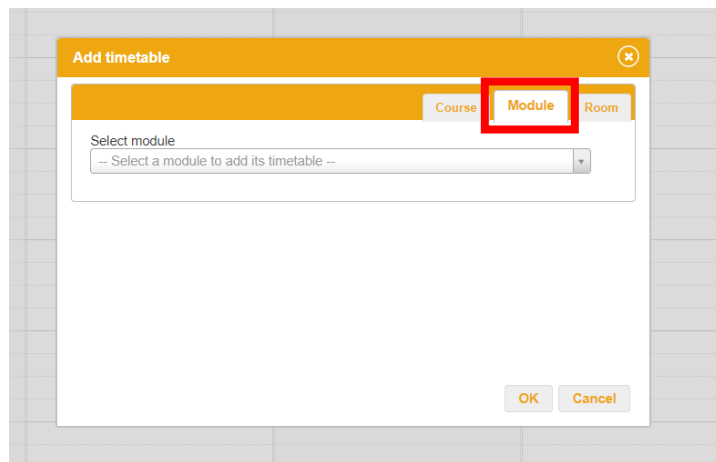
- If you are a member of staff, you will be able to search and view any module timetable that has been scheduled



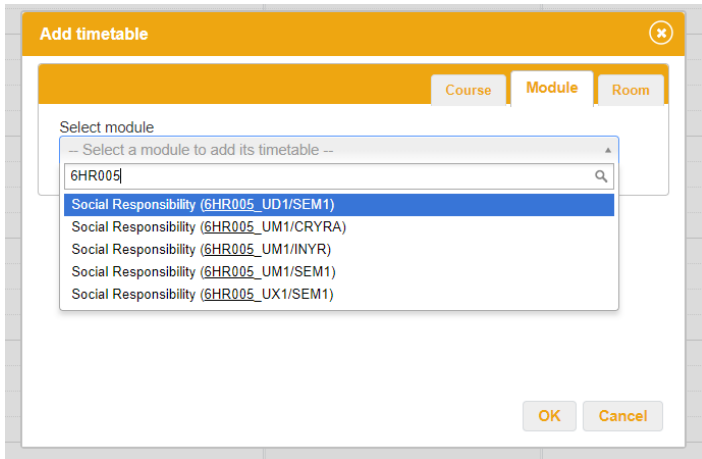
Click the 'Toggle Timetable List' button on the right hand side of the screen as shown above. You will see an additional area appear on your screen as below.



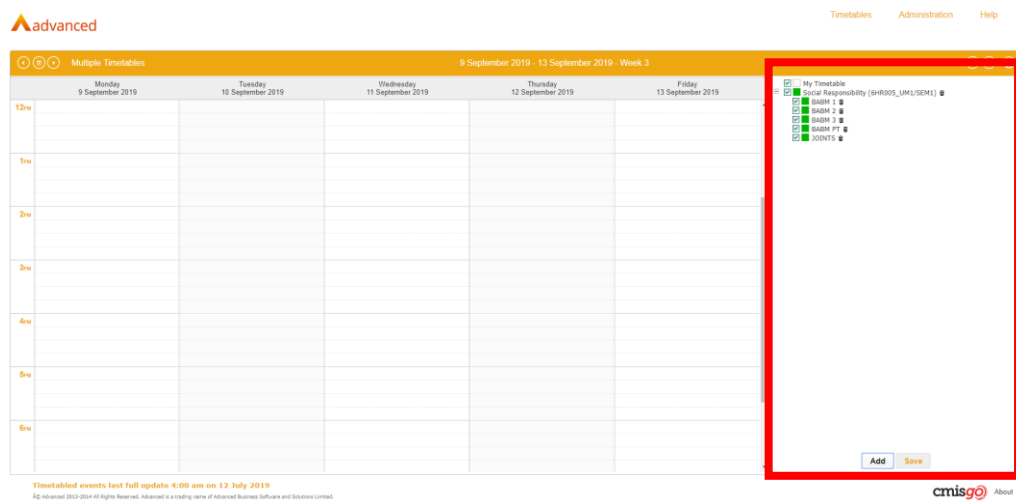
Clicking 'Add' will present you with a dialog box where you can add course, module or room timetables, making them viewable in the calendar view.



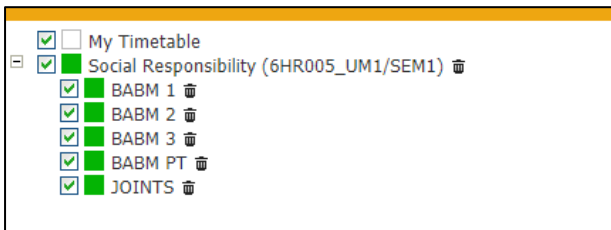
If you click on the module tab and then begin typing in a module code or module name, you will be presented with the different iterations we have in the system.



Click the iteration for which timetable you want to view and click 'Ok'.



You will then see the module added to the list on the right hand side.

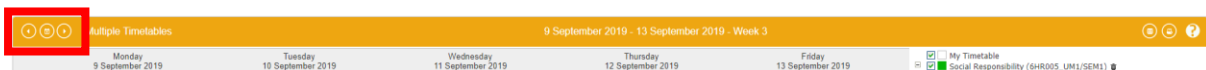


You can see the tick boxes allow you to select what it is from the module that you see. The module that we have chosen appears to have been split into five 'groups'.

- Three groups for general BABM
- One section for PT (part time)
- One section for Joints

What we need to do next is find activity on the calendar for this module.

Looking across the top of the page you can see the below.



The default view is weekly.

The **three buttons** on the left allow you to:

- Go back one week
- Jump to a specific week
- Go forward one week

If we now navigate to when teaching is set to take place for this module (w/c 30th September) we can see some activity appear on the timetable as shown below.

advanced Timetables Administration Help

Multiple Timetables 30 September 2019 - 4 October 2019 - Week 0

Monday 30 September 2019 Tuesday 1 October 2019 Wednesday 2 October 2019 Thursday 3 October 2019 Friday 4 October 2019

9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00

68005_LM1 Social Responsibility
10:00 am to 1:00 pm
Room: Social
Lecturer: Dr. Kelly Adams

68005_LM1 Social Responsibility
2:00 pm to 5:00 pm
Room: Social
Lecturer: Dr. Kelly Adams

68005_LM1 Social Responsibility
3:00 pm to 6:00 pm
Room: Social
Lecturer: Dr. Kelly Adams

My Timetable
68005_LM1 Social Responsibility (68005_LM1) [X]
68005_LM1 [X]
68005_LM1 [X]
68005_LM1 [X]
68005_LM1 [X]
68005_LM1 [X]

Add Save

Timetabled events last full update 4:00 am on 12 July 2019
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cmisgo About

*the above view is zoomed out to show all information

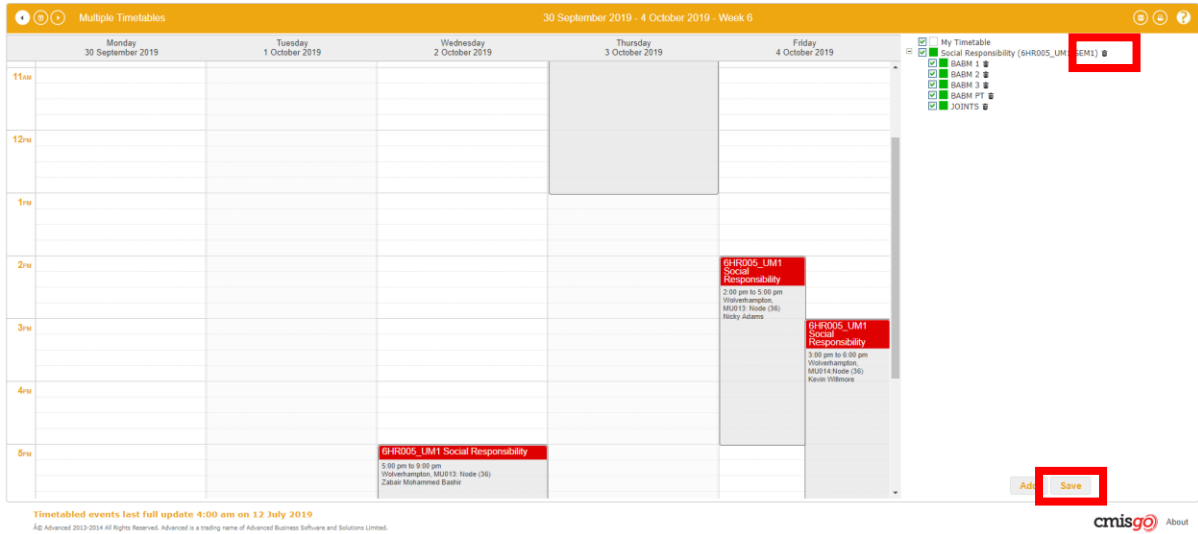
As you can see, this module in particular has been scheduled for:

- An evening teaching slot on Wednesday (5pm – 9pm)
- A morning slot on the Thursday (10am – 1pm)
- Two different group slots on the Friday
 - One 2pm - 5pm
 - One 3pm – 6pm

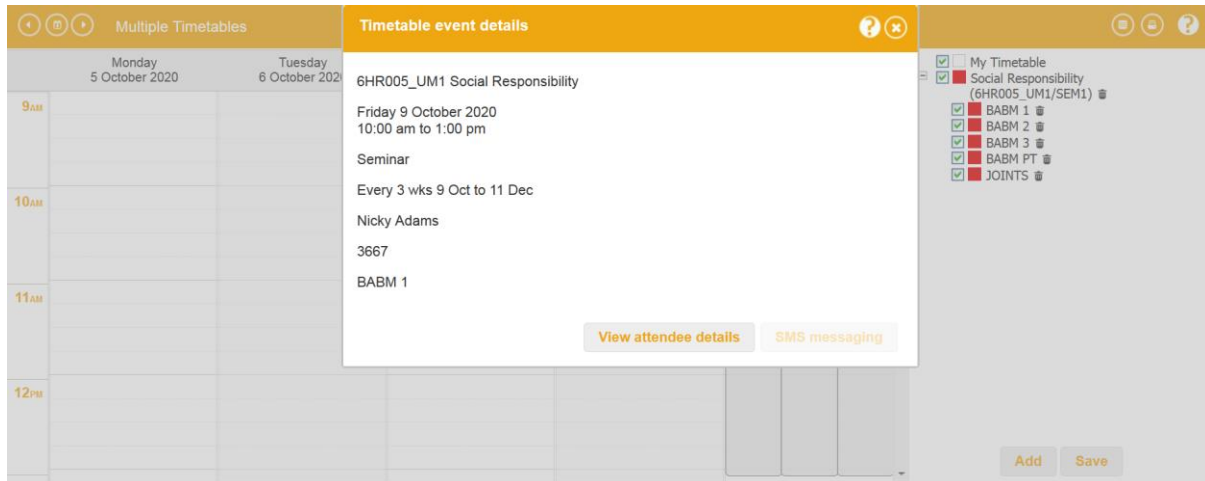
In this particular case you can also see what room the teaching is set to take place in as well as who is scheduled to deliver the session.

If you wanted to remove any modules from your view, you can do so by clicking the trash can icon next to the iteration you would like to remove.

If you want to save this module timetable so that you can come back and view it without having to search it again, select the 'Save' button.



The timetable list on the right side of the page can be toggled meaning you can collapse and expand it as you please.



Double clicking in the event will bring up the event information, this will also give the option to view students attached to the event. Modules divided into groups will only show students after student fitting is completed.

If you have any queries in relation to these timetables, or accessing CMISGo please contact timetable@wlv.ac.uk