

Begin by selecting the Timetables link on the following web page

<http://www.mmu.ac.uk/sas/timetabling.php>

## Room Timetables

Select the **View Room Timetable** link.

Begin by selecting the appropriate Building from the drop down list.

A filtered list of associated Rooms will appear in the box below.

Select the relevant room (a brief Description and the Capacity details for the selected room will be displayed).

Select the week(s) that you require. Individual weeks or full terms can be chosen.

Select the day(s) that you require. Individual days or groups of days (Mon-Fri, Sat-Sun) can be chosen.

Finally select the Start and End time. Options are 8 am – 6 pm, 6 pm – 10 pm and 8 am – 10 pm.

Then select View Timetable.

*Typical Room Timetable:*

MMU		Room Timetable: JD C1.01														Unique ID							
Weeks selected for printout: 10 (10 Oct 2010 to 10 Oct 2010)																							
		8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	
Mon				63MA1240 PC Lab/A+B/03 9:20, 24-34 Learning and Employability				63MA1245 PC Lab/03 9:20, 24-36 Maths on the Computer							63MA1240 PC Lab/BSc Maths 1 9:20, 24-34 Learning and Employability					42100005/PC/11 9:20, 24-36 Academic Methods			
Tue								42100005/PC/21 9:20, 24-36 Academic Methods		63PR0201 Lab/ A1 9:20, 24-36 Foundation Programming				63MA1245 PC Lab/10 9:20, 24-36 Maths on the Computer		63PR0201 Lab/ B1 9:20, 24-36 Foundation Programming				63MA6324 Lab/01 9:20, 24-36 63MA6324 Statistical Modelling			
Wed				63MA1240 PC Lab/A+D/01 9:20, 24-34 Learning and Employability		6ABL2302/PC/02 9:20 Biological Data Processing		6ABL2324/PC/02 9:20 Research Skills Development		63MA1240 Drop In/01 9:20, 24-34 Learning and Employability				6ABL3301/PC/02 10:12 Project									
Thu			63MA1242 PC Lab/05 9:20, 24-36 Quantitative Methods - Statistics	63MA1242 PC Lab/04 9:20, 24-36 Quantitative Methods - Statistics		63MA1242 PC Lab/05 9:20, 24-36 Quantitative Methods - Statistics		63MA1242 PC Lab/01 9:20, 24-36 Quantitative Methods - Statistics		63MA1245 PC Lab/05 9:20, 24-36 Maths on the Computer				42100005/PC/27 9:20, 24-36 Academic Methods		63MA1240 PC Lab/B+D/01 9:20, 24-34 Learning and Employability							
Fri			63MA1240 PC Lab/B+C/01 9:20, 24-34 Learning and Employability			64ET4914/Practical/All 9:20, 24-34 Management Systems								42100005/PC/10 9:20, 24-36 Academic Methods		42100005/PC/25 9:20, 24-36 Academic Methods							

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Each Activity in the grid will display a Unique ID, the Unit Name and Teaching Week Pattern. Ad Hoc bookings will display the Booking Reference and Booking Week Pattern.

### Unique ID

The Unique ID is a combination of the Unit Code, Activity Type Indicator and Instance/Group Number.

e.g. from the grid above

**42100005/PC/11**

Unit Code: 42100005

Activity Type Indicator: PC = PC Lab session (Others Include L = Lecture, T = Tutorial, S = Seminar, Lab = Laboratory Session).

Instance/Group Number: 11 = Group 11

## Unit Timetables

Select the [View Unit Timetable](#) link.

Begin by selecting the appropriate Department from the drop down list.

A filtered list of associated Units will appear in the box below.

Select the Unit you require.

Select week, day and time parameters as described above.

Then select View Timetable.

*Typical Unit Timetable:*

**MMU** **School Of Science And The Environment**

**Module Timetable: 61BL0021 - Biological Form and Function**

Weeks selected for printout: 24-35 (10 Jan 2011 to 03 Apr 2011)

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
Mon																					
Tue																					
Wed																					
Thu																					
Fri																					

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Unit Teaching Activities also display the Unique ID and Teaching Week Pattern as mentioned above, with additional Room No. information.

All instances of each activity type (Lectures, Tutorial, Seminars, etc) are presented on the same timetable grid. As demonstrated above. The entry for Tuesday is enlarged and expanded in order to display all 3 of the Tutorial groups scheduled at 2 pm.

### General Comments

Due to the amount of data often being presented and the limitations of the size of the timetable grid, selecting multiple weeks, days and full days (8 am – 10 pm) can often result in a cluttered timetable grid.

Where possible, select individual weeks, days and short days (8 am – 6 pm) which will result in less cluttered results.

Please trial the system and if you have any queries, encounter any problems or wish to submit feedback, please email [timetable@mmu.ac.uk](mailto:timetable@mmu.ac.uk)