



Calendar subscriptions

Wise Timetable — a timetable that keeps itself up to date, for a lecturer and for a room



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Applies to the 2026 release and later.

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Calendar Subscriptions

How a lecturer or a room gets a timetable that keeps itself up to date

Calendar subscriptions

A timetable is most useful inside the calendar somebody already looks at. Wise Timetable publishes any selection as iCalendar, and it does it in two forms that are easy to confuse and behave very differently.

	What it is	What happens when the timetable changes
A download	A file of what you selected — a week, a term, a year	Nothing. It is a photograph of the timetable on the day it was taken
A subscription	An address your calendar application re-reads on its own	The change appears by itself, in every calendar subscribed to it

A subscription is almost always the one you want, and it is the only one worth handing to a lecturer. Somebody who was sent a file in September is looking at September's timetable in March and does not know it.

The two ways to get one

From the timetable website, for any selection

Anybody can build a subscription for exactly what they want to see:

1. Open the institution's timetable website.
2. Choose the groups, lecturers, rooms or subjects that make up the timetable you want.
3. Choose the calendar subscription option.

Outlook, Google Calendar and Apple Calendar all recognise the address and offer to subscribe rather than to download. If your calendar application asks for a URL instead of doing that, paste the address into *Add calendar* ▶ *From internet* (Outlook), *Other calendars* ▶ *From URL* (Google) or *File* ▶ *New Calendar Subscription* (Apple).

This route needs no account and no help from the timetabling office. It is the right answer for a student, for a departmental secretary who wants two programmes in one calendar, and for anybody whose selection is unusual.

The ready-made feeds, one per lecturer and one per room

An institution can also have the server write a **file per lecturer and a file per room**, once a day, without anybody asking for it. That is the route this manual is mostly about, because it is the one a lecturer never has to think about: their address is issued once, at the start of their first year, and it keeps working.

Each of those files holds **the whole academic year, weeks 1 to 52**. That is deliberate and it is what makes the address permanent — the calendar keeps re-reading it, so nothing has to be re-issued in February.

The same thing exists for rooms, and it is the one most institutions underuse. A room's feed in a caretaker's or a departmental calendar answers "*what is in the big hall next Tuesday?*" without

opening the timetable at all, and a screen or a shared calendar can show a building's rooms side by side.

Setting it up (for the institution)

The files are written by the **scheduled agent task** — the same background job that emails schedules — and served from a folder on the web server.

- Two folders are configured, one for the lecturer files and one for the room files. Anything reachable by the web server will do; the two are usually siblings.
- The job runs at a set hour, on a set day, or on **every day**, which is what most institutions choose. It reloads the timetable from the database first, so what it writes is what was saved, not what somebody has open.
- **A job with no e-mail subject is a subscription-only job.** It writes the files and sends nothing. The event log says so in as many words, which is worth knowing when you are looking at a server and wondering what it is for.

What the files are called

One file per lecturer, one per room, named after **the code** where there is one and after the name where there is not — and the name is transliterated to plain ASCII before it becomes a file name.

That last part matters more than it sounds. These names become the addresses people subscribe to, and they are typed, printed and pasted into calendar applications. A room called *Predavaonica Š1* would otherwise produce a file whose name is a different string depending on which program reads it, and an address that works from one machine and not from another. Folding to ASCII makes every reading the same bytes — transliterated rather than stripped, so a room is still recognisable in a list of twenty subscriptions.

The practical consequence: give lecturers and rooms codes. A code is short, stable, unambiguous in an address, and it does not change when somebody marries or a room is renamed.

What one event contains

Field	Holds
Start and end	The lesson, at its real times
Location	The room
Summary	The subject, with the execution type and the room where the institution has asked for them
Description	The groups, the execution type and the lecturer
The online meeting address	Where the lesson has one, so a subscriber can join from the calendar entry

A booking that is not a lesson — a room reserved for a meeting or an event — appears with its comment as the summary.

Times, and the one setting that matters for a school abroad

With nothing configured, events carry **plain local times and no time-zone block**. That is valid iCalendar, it is what the export has always produced, and it is read correctly by everybody in the school's own time zone. A lecture at 08:00 is 08:00.

An institution that is not in the same zone as the server doing the exporting sets its zone explicitly, next to the daylight-saving rule that goes with it. The pair is **the administrator's statement of fact about the school**, and it is honoured exactly as written rather than checked against the server's own clock — which is how a Gulf university is exported correctly from a Central European machine.

If you are setting this up for an institution abroad, set both, and set them together. A zone without the matching daylight rule is the one combination that produces a timetable an hour out for half the year.

How often does it actually refresh?

The calendar application decides, not Wise Timetable. We publish a file that is always current; how often a subscriber re-reads it is a setting in their own program.

Application	Typical behaviour
Google Calendar	Re-reads on its own schedule, usually every few hours; it cannot be forced
Outlook	Configurable, and can be set to refresh far more often
Apple Calendar	Configurable per subscription, from every five minutes upward

Tell people this once and it saves a term of questions. A change made at nine in the morning may not reach a phone until the afternoon. For anything that has to be known *now* — a room moved this morning, a class cancelled at an hour's notice — the push notification in the mobile application is the channel that does that job, and it exists precisely because a calendar feed cannot.

If something is wrong

What you see	What it means
The calendar never changes	It was a download , not a subscription. Check what the address ends in and whether the calendar application lists it under subscribed calendars
The changes arrive, but late	That is the calendar application's refresh interval. Outlook and Apple can be told to look more often; Google cannot
Everything is an hour out, but only in winter, or only in summer	A time zone was set without the daylight-saving rule that belongs to it
One lecturer's feed is missing	The file is named after the code, or the name

What you see	What it means
	where there is no code. A lecturer added after the last run appears after the next one
The address has strange characters in it	It should not: names are folded to plain ASCII on purpose. If it does, the address was hand-built rather than taken from the folder
Nothing has been written at all	The job did not run. The event log records every run, and names the folder it wrote to

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