wise **timetable**

Guide for lecturers

Signing in, booking rooms, and getting reports out

Wise Timetable publishes your faculty's timetable on the web, and lets staff book rooms in it. This guide covers the staff half: signing in, making and changing bookings, checking a room is really free, and the reports.

The reading half - finding a timetable, filtering it, printing it, putting it in your calendar - is in the **Guide for students**, and applies to you unchanged. Read that one first.

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1. Start with the other guide

The **Guide for students** covers the timetable itself: finding it, filtering it by group, subject, lecturer or room, the five view modes, opening a class in full, printing, language, and subscribing to it from your own calendar.

All of that is yours as well, and none of it is repeated here. Read that guide first - it is short - and come back for the part a student never sees.

One habit from it is worth repeating, because it saves the most time: **everything you choose is written into the address bar**. The week, the filters, the view. Bookmark the screen you look at on a Monday morning and it will open that way every week.

There is a third guide, for administrators: the Settings screen, the faculty's own logo and letterhead, and the signage displays in the corridors. If you are the person your colleagues ask why the timetable looks the way it does, that is the one to read - the ? button offers it once you are signed in as one of your faculty's administrators. A student is offered only their own.

One thing on the timetable is worth knowing before you book anything: the bell in the header carries your faculty's notices for whatever you have filtered to - your groups, your subjects, and you. The student guide describes it; it works the same way signed in.

2. Signing in

Press **Log in** in the header.

- **Username** is your e-mail address as the timetable office holds it, or the short staff code they gave you. Either works.
- **Password** is the one the timetable office issued you.

If you have never been given one, this page cannot make you one - ask the office. Signing in is only ever about booking; nobody needs an account to read a timetable.

A session lasts eight hours. After that you are asked again, and if a session expires while you are filling in a booking form you are told so plainly rather than losing the form silently.

> **YOUR FACULTY DECIDES**
>
> Some faculties authenticate their staff through their own central login. If yours does, the username and password on this page will not be the ones you use elsewhere, and may not work at all - ask the timetable office how to reach the booking screen.
>
> If the **Booking** button is missing after you have signed in, room booking is not switched on for your faculty.

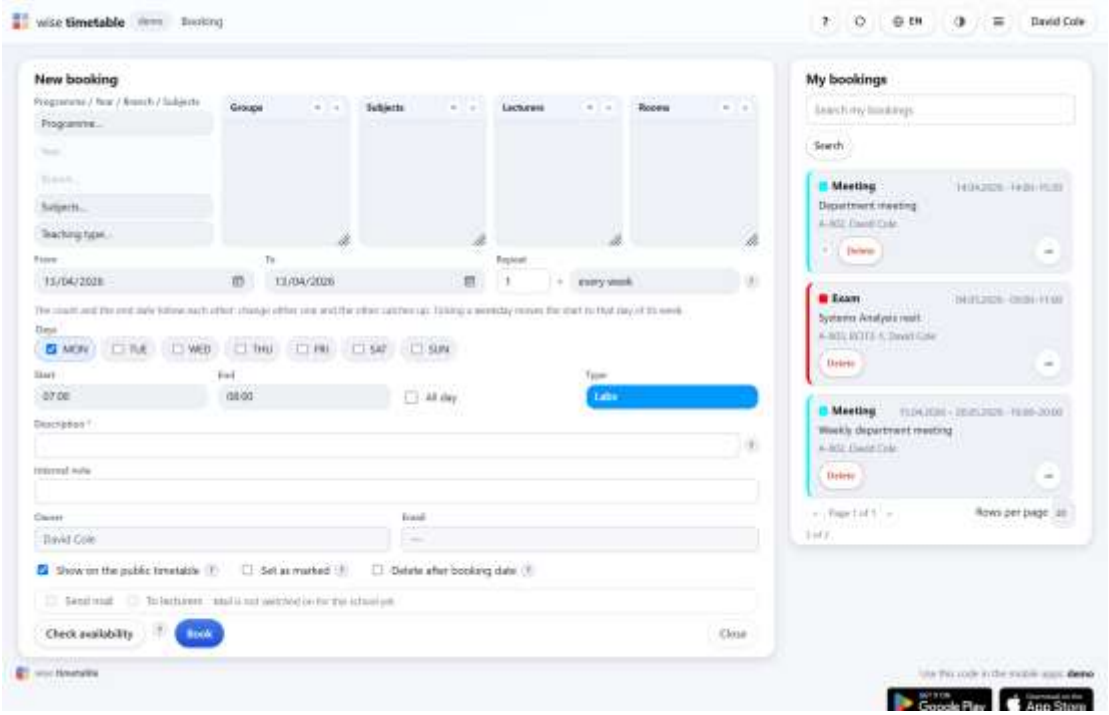
What changes once you are signed in

- A blue **Booking** button appears in the header - the one blue thing on the screen, because it is the one thing you are here to press.
- Your name appears after it, and it is a menu: **Account**, for changing your password, and **Log out**.
- The empty stretches of the week become clickable. Hover over one and the cursor becomes a hand and a **+** appears.

- The same happens on the **Room overview** screen - every free stretch of every room.
- **My bookings** joins the ☰ menu.
- Your own bookings can be opened for editing straight from the class detail panel on the timetable, without going to the list to find them.

Your name is always the last control in the header, on every screen, and signing out is inside it. It is the only thing up there that undoes something, so it is kept in one place and it never moves - and it asks first, because it sits a few pixels from Timetable and Room overview and it throws away a half-filled booking form.

3. Booking a room



The form on the left, everything you have already booked on the right.

The quickest way in is not this screen at all: find the empty slot you want on the timetable or the room overview and click it. The form opens with that date, that hour and that room already filled in, and **Close** brings you back to the screen and the day you came from.

Otherwise, working down the form:

Who and what it is for

The four panels - **Groups**, **Subjects**, **Lecturers**, **Rooms** - work exactly like the filter panels on the timetable: press **+**, type to search, tick. A booking needs at least one of a room, a lecturer or a group; a booking attached to nothing would block nothing and mean nothing.

The **Programme / Year / Branch / Subjects / Teaching type** column on the left narrows the group and subject lists the same way it does on the timetable.

When

- **From** and **To** are the first and last date the booking can fall on.

- **Repeat** is a number of times and a pattern - see the next section.
- **Days** are the weekdays it happens on. Ticking a weekday moves the start date to that day of its week, which is almost always what you meant.
- **Start** and **End** are the hours. They are offered as your faculty's bell lines, not as free text, so a booking cannot land between two teaching hours.

The count and the end date follow each other: change either and the other catches up. Set **Repeat** to 12 and the end date moves twelve weeks out; drag the end date to the end of term and the count becomes however many that is.

What it says on the timetable

- **Type** is the kind of reservation - the list is your faculty's own, and choosing one tints the field in that type's colour so you can see at a glance what you are about to create.
- **Description** is required, and it is the single most important field on this form: **it is what everybody else sees on the timetable**. "Meeting" tells a colleague nothing. "Thesis defence - Novak" tells them everything.
- **Internal note** is not published. Use it for what you need and nobody else does.
- **Show on the public timetable** is on by default. Turn it off and the booking still blocks the room, but readers of the public timetable do not see what it is. Bookings hidden this way carry a small * in your own list.

> **YOUR FACULTY DECIDES**
>
> The reservation types, the teaching types, the colours and the bell lines are all your faculty's own. Two faculties will offer different lists here and neither is wrong.
>
> **Send mail** sends a letter when you save or delete the booking - to the addresses in the **Email** box, to the booked rooms that have an address of their own and, with **To lecturers** ticked, to every lecturer on the booking. The wording of the letter, and whether the box starts ticked, are your faculty's own.

4. Repeating a booking

The **Repeat** control is a count and a pattern. The patterns are:

- **day(s) in a row** - consecutive days, skipping the days your faculty does not teach. A three-day workshop is this.
- **every week**, **every 2 weeks**, **every 3 weeks** - the ordinary case.
- **monthly, same weekday** - the second Tuesday of each month stays the second Tuesday.
- **monthly, same date** - the 14th stays the 14th, whatever weekday that is.
- **every 2 months**, in both of those forms.

A month is not four weeks, which is why the two monthly patterns exist separately. A committee that meets "on the first Monday" wants the first; a deadline that falls "on the 1st" wants the second.

For a run of consecutive days the weekday boxes are switched off and visibly greyed - the pattern already decides which days, and leaving them live would let you ask for two contradictory things.

5. Check availability before you book

Check availability is worth pressing every time. It does not book anything; it asks, for every single date the pattern produces, whether the rooms, groups and lecturers you named are free.

Five of fourteen dates are taken, and the grid says by what. Guessing from the week view would have found the first clash and missed the other four.

Green is free, red is taken, and a red cell **names what is in the way** and at what time. That is the part the week view cannot give you: a booking that repeats twelve times can clash on the fourth and the ninth, and nobody spots that by scrolling.

Where it would fit

Under the grid, when there are clashes, is a short panel of ways out:

- **Same rooms, another hour** - the hours at which every date you asked for is free. Each one is a button; pressing it moves the booking.
- **Same hour, another room** - rooms that are free on every date this booking asks for. Choosing one ticks it in the panel above.

These are only offered when they work for **every** date, not most of them. A suggestion that solves six clashes out of seven would be worse than none.

Booking anyway

If the grid shows clashes, a **Book anyway** button appears beside the normal one. It exists because sometimes the clash is not a clash - two groups that never both turn up, a lecture that was cancelled in practice but not in the system. Pressing it books over the top, deliberately. The office sees the overlap.

6. What happens after you press Book

The booking appears immediately in your own list and on the timetable. At a faculty that has switched approval on, it is marked Waiting for the timetable office.

Where approval is switched on, that is not a formality: the booking is a request until somebody approves it. Until then it is visible to you and to an administrator and to nobody else - so a colleague looking at the

public timetable will not see it. The office can refuse it, move it, or approve something else in the same slot. If the booking matters - an exam, an external visitor - do not treat waiting as done.

When the office approves it, the badge changes to Approved. Nothing tells you when that happens: check the list, or press the refresh button in the header. Most faculties do not use approval at all, and there a booking is simply on the timetable the moment you make it.

7. Your bookings

The panel on the right of the booking screen lists everything you have booked, newest first. It scrolls, loading more as you go, and **All bookings** opens the same list as a full page with proper paging - which is what you want if you have several hundred. From anywhere else, it is ☰ → **My bookings**.

Changing one

Click anywhere on a booking to open it in the form on the left. The heading changes to **Edit booking** and the blue button changes to **Change reservation**, so it is always clear which of the two things you are about to do. **New booking** beside it takes you back to a blank form.

Two things about editing are worth knowing:

- Changing a booking sends it back for approval, even if it was approved before. The office approved the booking as it was, not as it now is.
- The form opens showing what the booking **is** - the dates, the weekdays, how many weeks - and not the sentence you originally typed to create it. "Every second Tuesday, six times" produced the booking; it was not kept. If you want a different pattern, state it again.

Deleting one

Delete asks first, and the question repeats the description and the dates so you can see which booking is about to go. There is no undo: a deleted booking has to be made again, and it comes back as a new request awaiting approval. Delete is on the booking form itself as well as on the list, so a booking you have just opened to change can be removed without hunting for it again.

8. Your password

Your name in the header, then **Account**, opens a form with three fields: the current password, the new one, and the new one again.

Make it at least ten characters. Length is what protects a password - a short phrase of ordinary words is both stronger and easier to remember than eight characters of punctuation.

Two warnings:

- **This is the same password you use in the Wise Timetable desktop client.** Changing it here changes it there. That is deliberate - one credential, one place to change it - but it does mean a colleague who signs in on your behalf has to be told.
- Sessions already open elsewhere keep working until they expire, for up to eight hours. If you are changing the password because somebody else knows it, that is the window.

The same screen carries Native language. That is the language your timetable and the covering letter are written in when the school mails them to you; it is not the language of this website, which is the globe in the header. A faculty whose database has no such field simply does not show the control.

9. Reports

☰ → **Reports** takes whatever you have selected on the timetable with it, so choose first and open Reports second rather than choosing twice.

Six kinds:

- **By subject** - every session grouped under its subject, each with its own hours total, and a grand total at the foot.
- **By date** - the same sessions in date order, no headings.
- **Room utilisation** - a matrix of rooms against days, shaded by how busy each is. Over a range longer than a month the columns become weeks. Rooms with no bookings still get a row, because an empty row is the answer to "which rooms are we not using".
- **Evidence of academic work** - the signed sheet. It is signed by one person, so it wants exactly one lecturer chosen.
- **Evidence by month** - the monthly variant, with a column per day and rows to fill in by hand.
- **Lecturers by programme** - who teaches what across a whole study programme. It asks for a programme rather than a selection, because "all of them at once" is the unreadable listing it exists to replace.

Getting it out

- **Show** draws it on screen.
- **Printable / PDF** strips the controls and gives you the page to print or save.
- **Download Excel** gives a spreadsheet. If your server does not have the ZIP extension the button says so and the printable view still works.
- **Calendar (.ics)** and **Subscribe** hand the same range to a calendar application - see the student guide.

Two columns are worth knowing about: the subject's own Course code, which everybody sees, and the identifier column, which appears only when you are signed in and is there for reconciling this timetable against a list kept somewhere else.

The sheet heading

The evidence sheets print a heading at the top - your faculty's name, a department, a label and value of your choosing. Type it once; it is remembered and travels in the link, so the next sheet you produce already has it.

10. Is what I am looking at up to date?

The round arrows button at the far left of the header fetches the page again.

This matters more for you than for a student. The free/busy column, the clickable empty slots, the room overview - all of them are a claim about what is free **right now**, and they stop being true the moment a

colleague books something. Leave the screen open through a morning of teaching and it will still be showing you the morning's answer.

Press it before you book anything you have been looking at for a while.

11. What is your faculty's decision, and what is ours

Wise Timetable is one application, configured differently at every faculty that runs it. If something in this guide is not on your screen, that is almost always a setting rather than a fault.

Your faculty decides: which filter panels exist; how many days a week are shown and which day it starts on; whether student numbers work; whether names are translated; the colours; the logo; the bell schedule; which reservation and teaching types exist; which kind of booking is flagged as needing attention; whether a class carries an online link or materials; and whether bookings need approval at all.

The timetable office decides everything that is **in** the timetable. This application publishes it; it does not schedule anything and it cannot change anything the office has published. If a lecture is in the wrong room, the fix is at the office.

> **YOUR FACULTY DECIDES**
> This guide describes the whole application, in English. Your faculty chooses which parts are switched on, so a screen may be missing or a button named differently on your own installation.