



Online meeting links

Wise Timetable — where the address of an online class lives, and which one wins



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Applies to the 2026 release and later.

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Online meeting links

A lesson on the timetable can carry the address of an online meeting — a Zoom room, a Teams meeting, a Meet link, whatever your institution uses. Students and lecturers reach it from the web timetable, from the mobile application, from the schedule they are emailed, and from a printed PDF, and it is the same address in all four places.

This guide is about where that address is stored, which one is shown when more than one exists, and how an institution sets that order for itself.

The three places an address can live

There are exactly three, and they answer three different questions.

Source	Where it is set	What it means
room	on the room, in the room editor	<i>this room is a permanent online space</i> — a room that is really a standing meeting, used by whatever is timetabled into it
course	on the subject, in the course editor	<i>this subject has its own meeting</i> — one address for every occurrence of that subject, all term
manual	on one lesson, typed onto that occurrence	<i>this particular class is somewhere else</i> — a replacement session, a guest lecture, one week moved online

A lesson can have all three, one, or none. When it has more than one, the order described below decides which is shown; the others are not shown at all.

Setting a room's address

Open the room in the room editor and fill in its link field. Every lesson scheduled into that room inherits it, including bookings made in the web application.

This is the right place for a room that exists only online — a “Teams Room 1” that is not a physical space at all — and for a physical room that always has the same standing meeting attached to it.

Setting a subject's address

Open the subject in the course editor. It has two link fields:

Field	Holds
Online link	The meeting address — Zoom, Teams, Meet
Documentation link	Reading material, a Moodle page, a shared folder

Fill the online link in once and every occurrence of that subject carries it for the whole term. This is what most institutions use, because a subject's meeting is normally the same meeting every week.

Setting one lesson's own address

The address typed onto a single occurrence belongs to that occurrence and to nothing else. Use it when one class in the term happens somewhere different: a replacement session, a guest speaker's own meeting room, one week taught online while a building is closed.

Before this existed, the answer to "*can we give one week's lecture a different address?*" was no, and the workaround was a note in the lesson's comment, which nothing published. That is no longer the case.

The address has to be a real address

On the web timetable, anything that does not begin with `http://` or `https://` is ignored and nothing is shown. This is deliberate: the field appears on a page every student can open, and it cannot be allowed to carry arbitrary text.

Paste the whole address, including `https://`. An address copied out of Zoom or Teams is already in the right form.

Which one wins

When a lesson carries more than one address, the sources are tried in order and the first one that has an address is used. Nothing is merged and nothing is shown twice.

The default order

Unless an institution says otherwise, the order is

manual, then course, then room

which reads as: *this class's own address if it has one; otherwise the subject's; otherwise the room's*. It is the order that changes nothing for an institution that has never used a per-lesson address, because a source with no address is simply skipped.

Inverting it for the whole institution

An institution whose online teaching happens in permanent rooms wants the opposite — the room to win over the subject. That is one setting, held with the institution's own web settings, and it inverts the default to

room, then course, then manual

Ask support to set it; it applies to every programme at once.

Setting it per programme

Faculties disagree about this, and they disagree *inside* one institution: a programme taught in permanent Teams rooms wants the room to win, while a programme that gives every subject its own meeting wants the subject to win. Neither is wrong, and an institution should not have to choose one for everybody.

So the order can be set per programme, in `wtt.scheme`:

[Advanced]

```
online_priority=Computing:room:course>manual;Law>manual:room:course
```

- programmes are separated by ;
- the fields of one programme are separated by :
- the **first** field names the programme — its name, or its code if no name matches — and the fields after it are the sources in the order they are to be tried
- naming fewer than three sources is legal, and means the ones left out are **never used** for that programme. `Law:course` shows the subject's address and nothing else.

A programme the string does not mention uses the institution's default order, inverted or not.

When one lesson serves two programmes

A single lesson can serve groups from several programmes, and those programmes can have different rules. There is no correct answer to that, so the tie is broken by **the order the settings file was written in**: the first rule whose programme appears among this lesson's groups wins.

Writing the more specific programme first is therefore how an institution says *"this one, whatever else the lesson also serves."*

What happens to a mistake

- A source name that is not `room`, `course` or `manual` is **reported in the event log and ignored** — it is a typo in a settings file, not something to guess at.
- The same source named twice in one rule is the same slip; the second mention is dropped rather than given a second chance to answer.
- Programme names are matched without regard to case for plain letters, but **accented letters have to be typed exactly as they appear in the product**. Copy the programme name out of Wise Timetable rather than retyping it.

Where the chosen address appears

One rule, resolved in one place, used by everything that publishes:

- the timetable reports exported as PDF
- the PDF the mailing server sends when it emails a schedule
- the CSV export
- the iCalendar (`.ics`) export and calendar subscriptions
- the web timetable
- the mobile applications

The order an institution sets is published with the institution's settings, so the web front end and the mobile application resolve the same address the PDF does. There is no second place to configure and no way for the two to disagree.

On paper, the address is written out in full rather than shown as an icon, so a printed schedule is still usable.

The address is deliberately not upper-cased, even in the all-capitals report. Everything after the host name in a URL is case sensitive, so an upper-cased meeting address is a *different* address — and a printed one is retyped by hand, which is the whole reason it is on paper.

Three institutions, three settings

Everything online, in permanent rooms. Rooms are standing meetings; subjects have no address of their own. Set the room's link on each room and leave the order alone — with no subject address and no per-lesson address, the room answers anyway.

Everything online, one meeting per subject. Fill in the subject's online link and leave the order alone. *manual, course, room* reaches the subject before the room, which is what is wanted.

Two faculties that disagree. Law teaches in permanent rooms; Computing gives every subject its own meeting. One line:

```
online_priority=Law:room:course>manual;Computing:course:room>manual
```

Everything else in the institution keeps the default.

If something is wrong

What you see	What it means
The schedule shows N/A where a link should be	None of the three sources has an address for that lesson. Check the subject first: it is where most institutions put it.
The wrong address is shown	Another source is winning. Read the order for that lesson's programme, then look at which sources actually hold an address — a room link nobody remembered setting is the usual answer.
A programme's rule is ignored	The programme name in <code>wtt.scheme</code> does not match the programme in the timetable. Check the accented letters, and check whether the name changed at the year transition.
The address works in the browser but not on paper	It was retyped by hand from a printed schedule. URLs are case sensitive after the host name.
One week needs a different meeting	Type the address onto that lesson. It wins over the subject and the room under the default order.