wise **timetable**

Guide for students

Finding, filtering, printing and subscribing to your timetable

Wise Timetable publishes your faculty's timetable on the web. This guide is for students: it covers finding your own timetable, narrowing it down, making it readable, printing it and keeping it in your calendar.

You do not need an account for any of it. If you are a member of staff and want to book rooms, read the **Guide for lecturers** instead - it covers everything here as well.

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1. Opening your timetable

Your faculty's timetable has its own web address. It ends in a short code your faculty chose - something like **wise-tt.com/example/** - and it is on whatever link your faculty published: the intranet, the student portal, a poster by the door.

There is nothing to install and nothing to sign in to. It is a web page, and it works on a phone, a tablet and a laptop. Students never need an account: signing in is only for staff who book rooms.

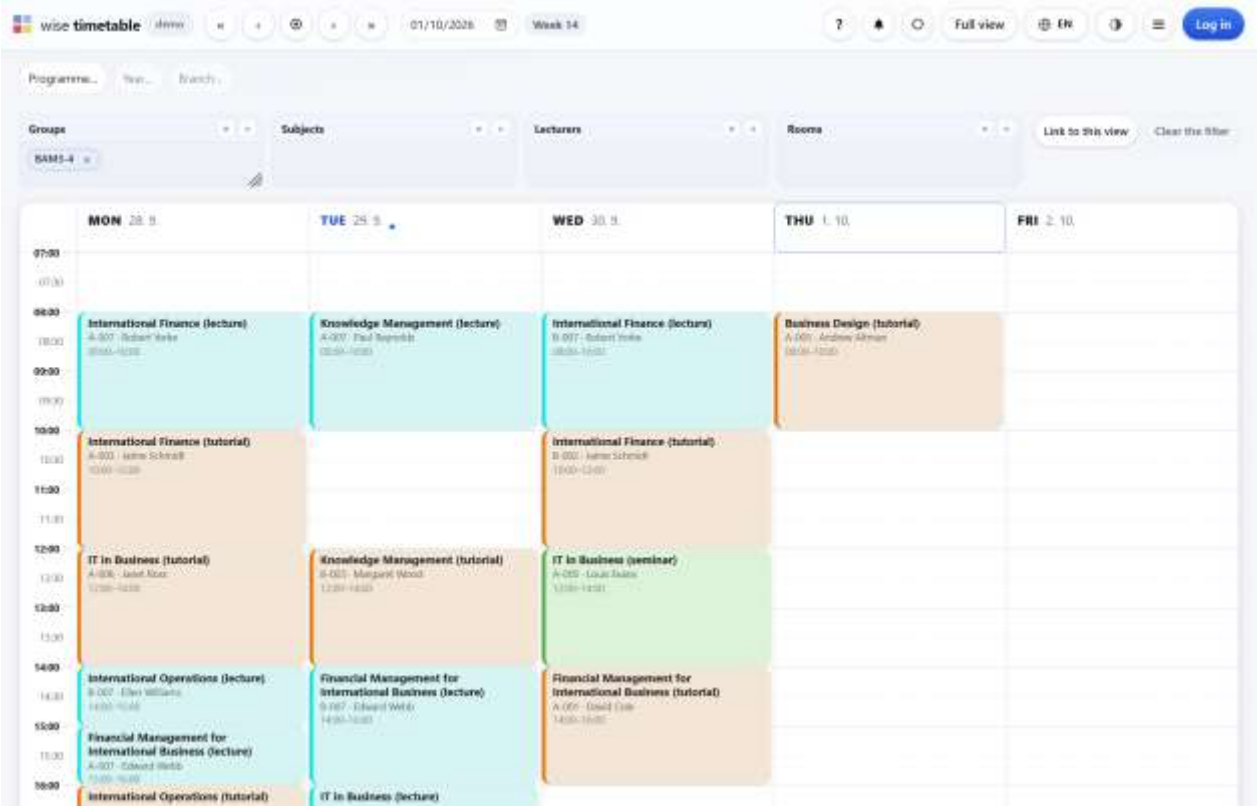
One thing is worth knowing before anything else: **everything you choose is written into the address bar**. The week you are looking at, the groups you picked, the language, how much of the day is drawn - all of it. So once the screen shows what you want, bookmark it. That bookmark will open exactly this view every time, and if you send it to somebody it opens the same way for them.

On your phone

The same timetable is in the Wise Timetable app. It asks for your school's code, which is printed at the foot of every page of this site - the short word beside "Use this code in the mobile apps".

The Android app is on Google Play and the iPhone app is on the App Store, where it is called Wise Timetable Companion; the badges at the foot of the page link straight to each of them.

2. Reading the week



One week. The clock down the left comes from your faculty's own bell schedule, so a school that starts teaching at 07:00 gets a grid that starts at 07:00.

Each card is one class. In bold is the subject and, in brackets, the kind of teaching - lecture, tutorial, seminar, whatever your faculty calls it. Under that is the room and the lecturer, and under that the time.

The coloured stripe down the left edge of a card is the colour your faculty gave that kind of teaching. It is not decoration and it is not ours: the colours come from the same table the timetable office uses in its own software, so they mean at your faculty exactly what the office means by them.

Moving around

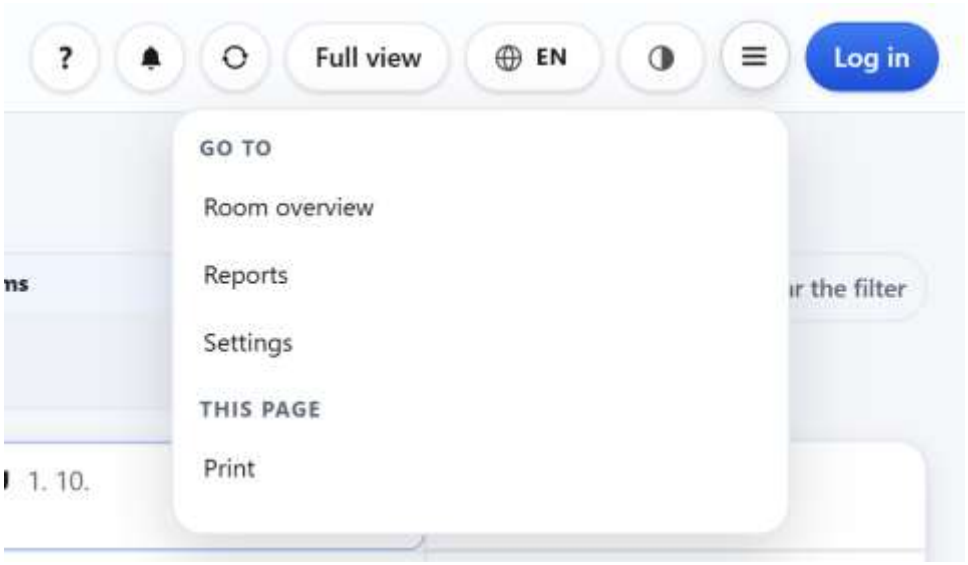
- The single arrows **‹** and **›** move one week; the double arrows **«** and **»** move a month.
- Between them is a ring with a dot in it - that is **today**, and it jumps back to the current week wherever you have wandered to.
- The date box jumps straight to a date. Type it or use the little calendar. Hover over it and it tells you which week you are looking at and what dates it covers.
- Beside the date box is the week number, because at a university that is often how a week is referred to. The full range is in its tooltip. The number is your faculty's own, out of its own calendar, and not a count of weeks since January - the two are rarely the same. A faculty that names its weeks gets the name there instead.
- The **left and right arrow keys** do the same as the single arrows, which is quicker than aiming at a button.

A small dot beside a weekday means today. A whole column shaded out with a label across it means the faculty is closed that day - a public holiday, or a day the office marked as non-teaching. Nothing is scheduled into it.

The buttons on the right

There are only ever a handful, and they are in the same order on every screen:

- ? - this guide. Staff who sign in are offered the one for lecturers as well.
- A bell - notices from your faculty. A red dot means one of them is about what you are looking at.
- ↻ - fetch the page again. See section 9.
- **Full view** - how much of the day to draw. See section 4.
- A globe and two letters - the language. See section 6.
- ☰ - everything else: the other screens and printing.
- One blue button - **Log in**, or **Booking** once you are signed in.



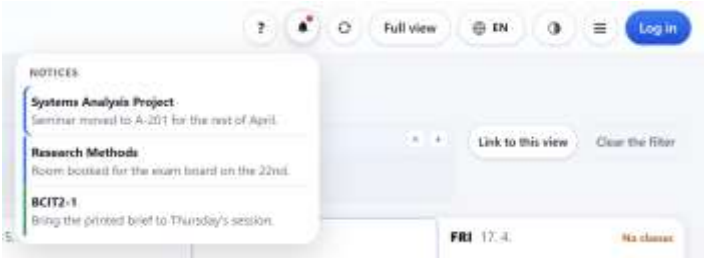
The ☰ menu. Reports, the room overview and printing live here rather than as separate buttons - the header was nine buttons wide and the blue one had stopped standing out. The language came back out of it and is now the globe beside it: a visitor to a foreign faculty's timetable looks for the language control before they can read anything else on the page.

The bell, and what is in it

Faculties write short notices against a group, a subject or a lecturer - a lecture moved, a room changed, a class cancelled for one week. The bell in the header is where they appear.

A red dot on the bell means at least one notice is about what you have chosen. Press it and they are listed, each under the group or subject it belongs to. No dot means there is nothing for your selection - the bell still opens, and says so in words, because an empty list and a list that failed to load should not look alike.

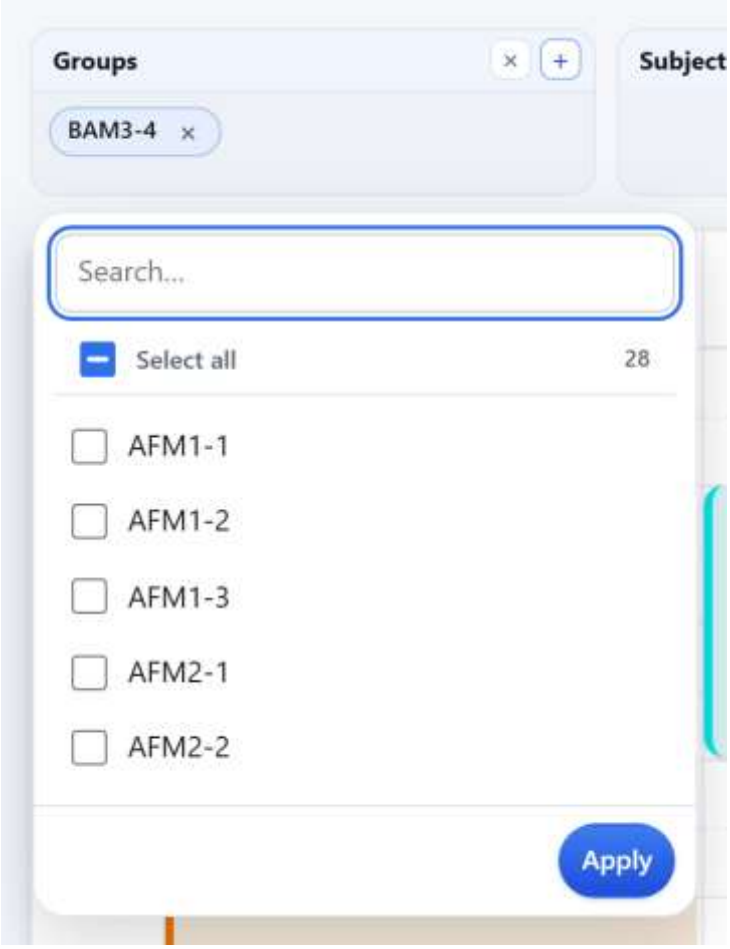
Which notices you get follows your filter: the groups and lecturers you picked, plus the subjects those groups are taught. Choose nothing and the bell has nothing to answer - it is not the whole faculty's noticeboard. A notice has no date of its own, so it does not come and go as you click through the weeks; it stays until your faculty clears it.



The bell, opened. The dot appears only when a notice matches what you have chosen.

3. Choosing whose timetable you see

The page opens with an empty board and a line saying **Choose Groups above to see a timetable**. That is deliberate. A university timetable with nothing selected is every class of every programme at once, which is unreadable, and drawing it would take a while to tell you nothing.



Press + on a panel to open its picker. Type to narrow the list, tick everything you want - several at once - and press Apply.

There are up to four panels: **Groups**, **Subjects**, **Lecturers** and **Rooms**. Most students only ever use Groups - your study group is your timetable.

1. Press the **+** on the Groups panel.
2. Start typing your group's name in the search box. The list narrows as you type.
3. Tick your group, and anything else you want from that panel. Press Apply. Each choice appears as a small chip in the panel and the board redraws.
4. To remove it, click the **×** on the chip. To empty a whole panel, use the **×** in its title bar.

Finding your group without knowing its name

Above the panels is a row: **Programme**, **Year**, **Branch**. Choosing a programme narrows the year list, choosing a year narrows the branch list, and the Groups panel then only offers the groups that belong there. If you know you are second year of a programme but not what your group is called, this is the faster way in.

When those three choices leave exactly one group, the page takes it and draws the timetable rather than making you tick the only row in the list.

Choosing one half of a group shows that half's own classes and the whole group's lectures with them, which is what a student in that half actually attends.

Some faculties also offer a **Student ID** box on that row. Type your student number and the groups you belong to are selected for you - all of them, including the ones you would never have guessed the name

of. If the number matches nothing the page says so - We could not find groups for that number - rather than leaving you looking at an empty board wondering whether you typed it wrongly. Where your faculty has switched it on, the number also narrows the week to the subjects you are actually enrolled in.

Two or more filters at once

As soon as two panels have something in them, a small control appears offering **Any of these** or **All together**.

- **Any of these** shows everything that matches either - your group's classes plus, say, every class in room B-004. It is the right choice when you are looking for two separate things.
- **All together** shows only what matches every filter at once - your group's classes that are in room B-004. It is the right choice when you are narrowing down.

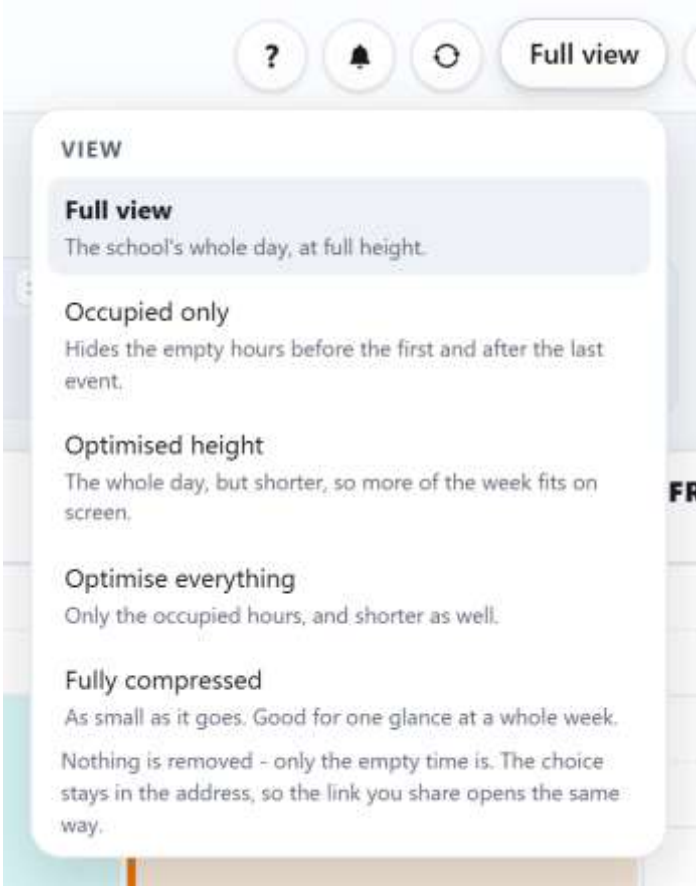
If **All together** leaves the board empty, that is an answer, not a fault: nothing matches all of those filters at the same time. The page says so.

> **YOUR FACULTY DECIDES**
>
> Not every faculty offers all four panels. A faculty that does not publish lecturer timetables simply has no **Lecturers** panel, and an old link that mentions one opens with it ignored rather than with an error.
>
> The **Student ID** box only appears where the faculty has switched it on.

4. Making the week fit the screen

The grid runs from your faculty's first bell line to its last, because that is the honest window - a room is free at 07:00 whether or not anybody booked it. But if the teaching day runs to nine in the evening and you have two afternoon classes, you scroll past six empty hours to reach them.

The button in the header that currently reads **Full view** fixes that.



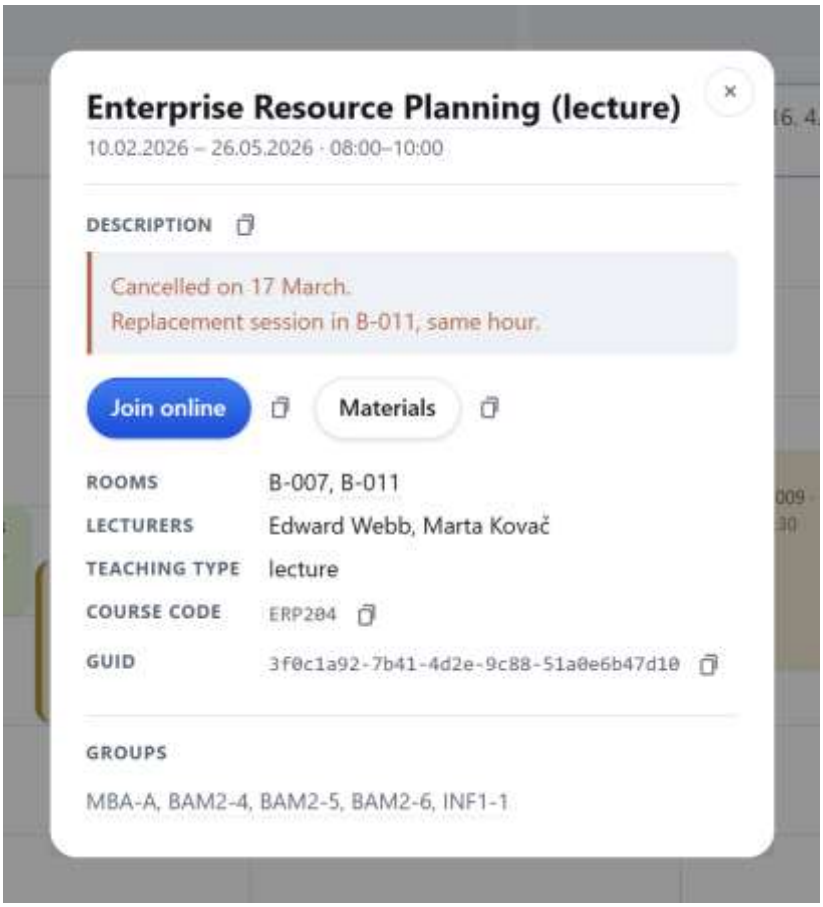
Five ways to draw the same week. The button always shows which one you are in, so a shared link that hides the morning cannot be mistaken for a morning with nothing in it.

- **Full view** - the whole teaching day at full height. The default.
- **Occupied only** - hides the empty hours before the first class and after the last one.
- **Optimised height** - the whole day, but shorter, so more of the week fits on screen.
- **Optimise everything** - only the occupied hours, and shorter as well.
- **Fully compressed** - as small as it goes. Good for one glance at a whole week.

Nothing is ever removed. Only empty time is. A class cannot disappear because you compressed the view, and if you compress a week and find something missing, it was missing before.

5. One class in full

A card only has room for a few lines. Click it - anywhere on it - and the whole thing opens.



Every room, every lecturer, every group - and the two buttons that matter, when the class has them.

The panel lists every room and every lecturer, not just the first that fitted on the card; the kind of teaching; and every group the class is for, headed by programme, branch and year. If the timetable office left a note on the class - a room change, what to bring, which chapter - it is at the top, in full, with its line breaks intact.

The two buttons

- **Join online lecture** opens the meeting link for that class - Zoom, Teams, whatever your faculty uses.
- **Materials** opens the documentation link: the folder, page or handbook the lecturer attached to the class.

They only appear when there is something behind them, so a class without an online link does not show a button that goes nowhere. Both open in a new tab, so your timetable stays where it is.

You may also see one or two small icons on the card itself in the week view. Hover over one and it tells you where it goes; they are the same links, and a third kind that belongs to the **room** rather than the class - a floor plan, or a page about the building.

> **YOUR FACULTY DECIDES**
> Whether a class has an online link, materials, or a note at all is up to whoever schedules it. If a link is missing that you were told about, the timetable office is the place to ask - this page can only show what has been entered.

6. Language

The globe in the header, with two letters beside it, is the language. Press it and you get a list of thirteen, each written in itself, so you can find yours without reading English first. A quiet ***** beside the two letters means the names on the cards are being shown translated.

You may not have to. A timetable opens in the language its own faculty chose, not in English and not in whatever your browser asks for - so a Slovenian faculty's timetable opens in Slovenian even on an English computer.

There are in fact **two** language settings, and keeping them apart is deliberate:

- **Interface** - our words. Buttons, weekday names, the word "Week". Thirteen languages.
- **Names** - your faculty's words. Subject titles, room names, programme names. At most two, because a Wise Timetable database stores each name at most twice: as the faculty writes it, and one translation.

They are set separately because people really do want them apart: an exchange student wants the subject names in English and does not care what the buttons say. The **Names** half of the control only appears if your faculty has actually translated something - on a faculty that has not, it would be a button that visibly does nothing.

Whichever you choose travels with every link on the page, so you can change language once and forget about it, and a link you share opens in the language you shared it in.

7. Printing it

☰ → **Print** prints the week you are looking at, with the filters you have chosen and in the view mode you have chosen.

It fits either way up. The week used to need landscape and now fits a portrait sheet as well, so whichever orientation your browser remembers will do. The colours print: a card's colour is what tells a lecture from a tutorial, and sheets pinned to doors used to come out as identical white rectangles. A card that would be cut in half by a page break moves to the next sheet instead.

The header buttons and the filter panels are not printed. What comes out is the timetable.

8. Putting the timetable in your calendar

This is the one most people want and the one hardest to find, because it lives on the **Reports** screen.

5. Choose your group on the timetable as usual.
6. Open the ☰ menu and choose **Reports**. Your selection comes with you.
7. Set the date range - **Whole year** is the usual choice for this.
8. Press **Show**.
9. Under the results are two buttons: **Calendar (.ics)** and **Subscribe**.

Calendar (.ics) downloads a file you can import once. It is a snapshot: if the timetable changes next month, your calendar will not know.

Subscribe is the one you want. It hands the same address to Outlook, Google Calendar or Apple Calendar as a subscription, and your calendar re-fetches it on its own. When the office moves a lecture, it moves in your phone too, without you doing anything.

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

Two things answer this.

At the foot of the timetable is a line reading **Timetable last published** with a date. That is when your faculty last exported its timetable to the web - not when the page was loaded.

The round arrows button ↻, second from the left of the button group, fetches the page again. It is worth knowing about because this screen is a photograph: leave it open through a morning of teaching and it will still show you the morning's version. If somebody has told you a room moved and you cannot see it, press that button before you conclude anything.

10. When something looks wrong

This application does not decide anything. It shows what your faculty's timetable office has published, exactly as published. If a class is in the wrong room, at the wrong time, missing, or scheduled against another one, the fix is at the office and not here.

What is worth checking first, because it is usually one of these:

- Are you looking at the right week? The header says which - **Week 16 · 13. 4. – 17. 4.**
- Is a filter still on from last time? A bookmarked link carries its filters. The panels at the top show everything currently selected.
- Is **All together** on when you meant **Any of these**?
- Have you pressed refresh?

If it is still wrong, tell the timetable office which group, which day and which class. They can see the same screen you can.

> **YOUR FACULTY DECIDES**
>
> Each faculty runs its own copy of Wise Timetable and switches on the parts it wants. Days per week, which day the week starts on, which filter panels exist, whether student numbers work, whether names are translated, the colours, the logo - all of that is the faculty's choice, not a setting you can change.
>
> This guide describes the whole application. If a button in it is not on your screen, your faculty has not switched that part on.