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Login and Navigation

Log into the UniTime web site using :

username : **student**

password : **student**



University Timetabling

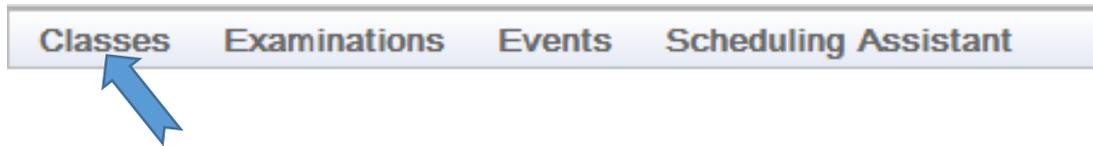
Username:

Password:

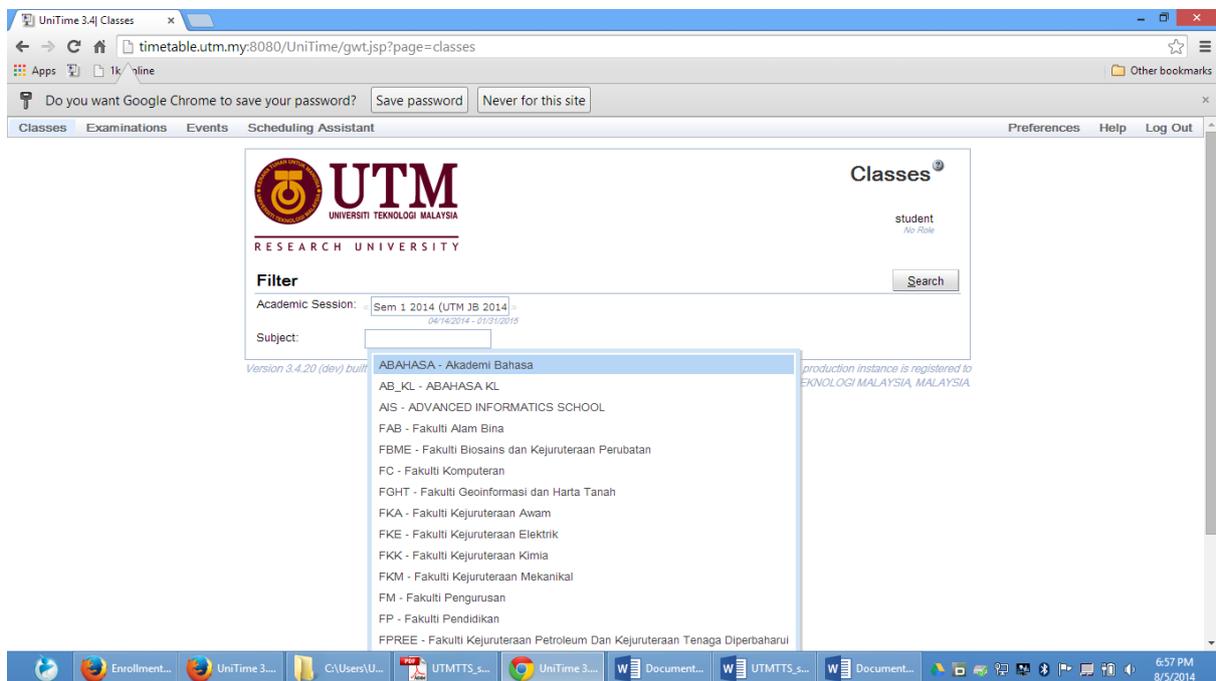
Log In

View Scheduled Classes

To view an scheduled classes , click on “Classes” in the sidebar menu.



The Schedule page will look similar to the screen capture below:



Screen Description

Classes Timetable page is a variant of the [Events](#) page that allows to see all classes of a particular subject area or a course. The subject area or course can be entered in the Subject field.

Filter

Academic Session: < Sem 1 2014 (UTM JB 2014) >
04/14/2014 - 01/31/2015

Subject:

Akademi Bahasa

< All Matching Rooms

Name
ABAHASA UHB3022
ABAHASA ULAB112:

ABAHASA - Akademi Bahasa

AB_KL - ABAHASA KL

AIS - ADVANCED INFORMATICS SCHOOL

FAB - Fakulti Alam Bina

FBME - Fakulti Biosains dan Kejuruteraan Perubatan

FC - Fakulti Komputeran

FGHT - Fakulti Geoinformasi dan Harta Tanah

FKA - Fakulti Kejuruteraan Awam

FKE - Fakulti Kejuruteraan Elektrik

FKK - Fakulti Kejuruteraan Kimia

FKM - Fakulti Kejuruteraan Mekanikal

Subject:

Akademi Bahasa events for Sem 1 2014 (UTM JB 2014/20151) Print Export Mgre

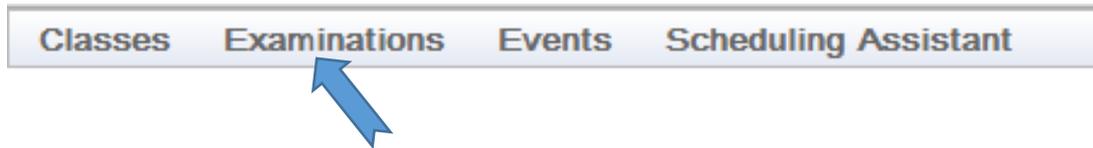
< All Matching Rooms > Timetable List of Events List of Meetings All Matching Weeks >

Name	Section Type	Title	Date	Published Time	Location	Capacity	Instructor / Sponsor
ABAHASA UHB3022	1	Lecture ENGLISH FOR WORKPLACE COMMUNICATION	Arrange Hours				
ABAHASA ULAB1122	10a	Lecture ACADEMIC ENGLISH SKILLS	Arrange Hours		M47 216	80	
ABAHASA ULAB1122	11a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	11:00a - 11:50a	M47 216	80	
ABAHASA ULAB1122	12a	Lecture ACADEMIC ENGLISH SKILLS	Arrange Hours		M49 224	60	
ABAHASA ULAB1122	13a	Lecture ACADEMIC ENGLISH SKILLS	Arrange Hours		M49 323	80	
ABAHASA ULAB1122	14a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	P02 308	60	
ABAHASA ULAB1122	15a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	B09 103-03 DKC	66	
ABAHASA ULAB1122	16a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	B11 206-01 BK4	100	
ABAHASA ULAB1122	17a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	B10 103-03 DKA	86	
ABAHASA ULAB1122	18a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	P05 305	100	
ABAHASA ULAB1122	19a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	P05 306	120	
ABAHASA ULAB1122	1a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	8:00a - 8:50a	B12 BS 1	40	
ABAHASA ULAB1122	20a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	P07 411-1	60	
ABAHASA ULAB1122	21a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	B02 410-01 BKF	85	
ABAHASA ULAB1122	22a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	P07 410	70	
ABAHASA ULAB1122	23a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	P03 220	60	
ABAHASA ULAB1122	24	Lecture ACADEMIC ENGLISH SKILLS	Arrange Hours		P16 BKT 1	120	
ABAHASA ULAB1122	24a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	P16 BKT 1	120	
ABAHASA ULAB1122	25	Lecture ACADEMIC ENGLISH SKILLS	Arrange Hours		P16 BKT 2	120	
ABAHASA ULAB1122	25a	Lecture ACADEMIC ENGLISH SKILLS	Tue 11/04, 2014	noon - 12:50p	P16 BKT 2	120	

Examinations

View Examinations

To view an examinations, click on “Examinations” in the sidebar menu.



UNI
Time

Examination Timetable
Root, Abraham
System Administrator

Filter

Academic Session:

Subject:

Algebra events for Fal 2010 (woebegon)

<input type="checkbox"/>	Name	Section Type	Title	Date	Published Time	Location	Instructor / Sponsor
<input type="checkbox"/>	ALG 101	Offering Final Examination	Algebra I	Tue 12/14, 2010	8:00a - 10:00a	EDUC 103	DOE, JOE
<input type="checkbox"/>	ALG 101	Lac 1 Final Examination	Algebra I	Wed 12/15, 2010	1:00p - 3:00p		
<input type="checkbox"/>	ALG 101	Course Midterm Examination	Algebra I	Mon 11/08, 2010	8:00p - 9:00p	EDUC 102	DOE, JOE
<input type="checkbox"/>	ALG 101	Course Midterm Examination	Algebra I	Tue 09/28, 2010	6:30p - 7:30p	EDUC 102	DOE, JOE
<input type="checkbox"/>	ALG 101	Course Midterm Examination	Algebra I	Tue 10/26, 2010	6:30p - 7:30p	EDUC 102	DOE, JOE

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Screen Description

Examination Timetable page is a variant of the Events page that allows to see all final and midterm examinations of a particular subject area or a course. The subject area or course can be entered in the Subject field.

- AAS - African American Studies
 - AAS 27100 - Intro African American Studies
 - AAS 90001 - Room Block for SA On-Campus Sessions

Student Scheduling Assistant

Screen Description

In the Student Scheduling Assistant screen, a student may enter a prioritized list of courses he/she would like to take in a given term. It is also possible to enter course alternatives and free time requests. Then a personal schedule is offered to the student and he/she can enroll in the classes as offered.

Courses and Priorities

The screenshot shows the 'Student Scheduling Assistant' interface. At the top left is the 'UNI time' logo. The title 'Student Scheduling Assistant' is centered at the top. Below the title, it says 'User: Guest' and 'Session: Fal 2007 (woebegon)'. There are two links: 'Click here to log in.' and 'Click here to change the session.' Below this is a section titled 'Courses' with a table of 12 priority slots. Each slot contains a course name, a magnifying glass icon, an alternative course name, another magnifying glass icon, and two arrow icons (up and down). The courses listed are: 1. Priority ENGL 101 (Alternative to ENGL 101), 2. Priority COM 101 (Alternative to COM 101), 3. Priority CHM 101 (Alternative to CHM 101), 4. Priority SPAN 101 (Alternative to SPAN 101 & GER 101), 5. Priority CALC 101 (Alternative to CALC 101), 6. Priority Free MWF 7:30a - 8:30a, 7. Priority Free R 4:00p - 6:00p, 8. Priority (empty), 9. Priority (empty), 10. Priority (empty), 11. Priority (empty), 12. Priority Course with the lowest priority. Below the table is a 'Tip: There are no alternative free times.' section titled 'Alternatives' with 3 alternative slots. Each slot contains an alternative course name, a magnifying glass icon, and two arrow icons. The first alternative is POL 101 (Alternative to POL 101). At the bottom right is a 'Next' button. At the bottom left, it says 'Version 3.2.49 built on Sat, 18 Sep 2010' and '© 2010 UniTime LLC'.

Priority	Course	Alternative	Free Time	Up	Down
1. Priority	ENGL 101	Alternative to ENGL 101			
2. Priority	COM 101	Alternative to COM 101			
3. Priority	CHM 101	Alternative to CHM 101			
4. Priority	SPAN 101	GER 101	Alt. to SPAN 101 & GER 101		
5. Priority	CALC 101	Alternative to CALC 101			
6. Priority	Free MWF 7:30a - 8:30a				
7. Priority	Free R 4:00p - 6:00p				
8. Priority					
9. Priority					
10. Priority					
11. Priority					
12. Priority	Course with the lowest priority.				

Alternative	Course	Alternative	Up	Down
1. Alternative	POL 101	Alternative to POL 101		
2. Alternative				
3. Alternative				

The student begins with the screen in this mode to set up a list of prioritized courses with alternatives and free time requests.

Courses

Table of courses ordered by student's priority (courses on the first line have the highest priority). Each course can have up to two alternatives that have the same priority for the student as his/her first choice on a given line. The second or third choice are only used if the first choice is unavailable or does not fit with higher priority courses in the list.

Click on the magnifying glass to get to the [Course Finder](#) screen for more information about possible courses.

To move a line with a course and its alternatives one line up or one line down, click on the appropriate arrow at the end of the line.

Alternatives

Table of alternative courses in the order of priority. These alternatives will be used if some of the courses from the Courses table and their alternatives cannot be scheduled (due to conflicts with higher priority courses or because they are full already).

Operations

- **Schedule**
 - Run the scheduling assistant, then display the resulting timetable

Personal Schedule

The Personal Schedule mode of the Student Scheduling Assistant screen presents a list of classes with their assigned times and rooms to which further changes can be made. The user can click on any class and get to the [Alternatives](#) screen where there are options for change (if any change is possible) - for example, to take a course at a different time or in a different location.

List of Classes

The screenshot shows the 'Student Scheduling Assistant' interface. At the top, it says 'User: Guest Session: Fall 2007 (wobegon)'. Below that, there are two tabs: 'List of Classes' (selected) and 'Timetable'. The main area is a table with the following columns: Lock, Subject, Course, Type, CRN, Avail, Days, Start, End, Date, Room, Instructor, and Requires. The table contains several rows of class data, including ENGL 101, COM 101, CHM 101, SPAN 101, and CALC 101, each with multiple alternative sections. At the bottom, there are buttons for 'Previous', 'Enroll', 'Print', and 'Export'. The footer includes 'Version 3.2.49 built on Sat, 18 Sep 2010' and '© 2010 LivTime LLC'.

Lock	Subject	Course	Type	CRN	Avail	Days	Start	End	Date	Room	Instructor	Requires
<input type="checkbox"/>	ENGL	101	Lec	010001	1/1	MWF	4:30p	5:20p	08/20 - 12/07	EDUC 152		
<input type="checkbox"/>			Lab	010001	1/1	W	8:30a	9:20a	08/22 - 12/05	EDUC 108		010001
<input type="checkbox"/>	COM	101	Lec	009001	1/1	TR	1:30p	2:45p	08/21 - 12/06	EDUC 103		
<input type="checkbox"/>	CHM	101	Lec	003001	4/4	WF	10:30a	11:20a	08/22 - 12/07	EDUC 101		
<input type="checkbox"/>			Lab	010001	1/1	T	3:00p	5:50p	08/21 - 12/04	EDUC 106		003001
<input type="checkbox"/>			Rec	010001	1/1	T	7:30a	8:20a	08/21 - 12/04	EDUC 103		010001
<input type="checkbox"/>	SPAN	101	Lec	001001	2/2	MWF	2:30p	3:20p	08/20 - 12/07	EDUC 103		
<input type="checkbox"/>			Lab	002001	1/1	R	11:30a	12:20p	08/23 - 12/06	EDUC 108		001001
<input type="checkbox"/>	CALC	101	Lec	002001	4/4	MWF	12:30p	1:20p	08/20 - 12/07	EDUC 101	J. Doe	
<input type="checkbox"/>			Rec	007001	1/1	R	10:30a	11:20a	08/23 - 12/06	EDUC 104	J. Smith	002001
<input type="checkbox"/>	Free	Time				MWF	7:30a	8:30a				
<input type="checkbox"/>	Free	Time				R	4:00p	6:00p				

- **Lock**
 - When checked, the class cannot be changed in the [Alternatives](#) screen - the changes that would include the class are not even displayed
- **Subject**
 - Subject area of the class
- **Course**
 - Course that contains the class
- **Type**
 - Type of class (Lecture, Recitation, ...)
- **CRN**
 - External ID of the class

- **Avail**
 - Number of free, still available seats / capacity of the class
- **Days**
 - Days of the week
- **Start**
 - Start time of the class
- **End**
 - End time of the class
- **Date**
 - Dates during the semester on which the class is taught
- **Room**
 - Room where the class meets
 - If there is this road runner icon: , it means that the room is far from the previous class; roll the mouse over the icon to see the distance to travel from the room of the previous class to here
- **Instructor**
 - Instructor for the class
 - Click on the envelope icon () to send an email to the instructor (if there is no icon, the email address is not available)
- **Requires**
 - External IDs of other classes from the List of Classes that are required to be taken together with this class (for example, a specific lecture may be required for a given recitation)
- 
 - Export timetable in the iCalendar format
- 
 - Warning: there are more students expected than seats available; please, try to avoid this class if possible
 - To see if another class is available, click on the class; that will take you to the [Alternatives](#) screen

Click on any class in the list to get to the [Alternatives](#) screen to see if there are alternative times or rooms for that class.

There is a small toggle **Show unassignments** in the lower right hand corner. When the checkbox is checked, any classes that would be unassigned as a result of the current work with the Student Scheduling Assistant will be displayed.

Timetable



Student's schedule displayed as a timetable (as opposed to a list of classes).

Click on any class in the timetable to get to the [Alternatives](#) screen to see if there are alternative times or rooms for that class.

Operations

- **Requests**
 - Go back to the list of prioritized courses and course alternatives
- **Re-schedule**
 - Reschedule the requested courses all over again (as opposed to just adding a new course with as few changes as possible, which happens when a course is added to the prioritized list in the previous screen)
- **Enroll**
 - Enroll the student in the classes displayed in the List of Classes or in the Timetable
 - This option is available when Online Sectioning is enabled for the academic session
- **Print**
 - Print out the Timetable and the List of Classes
- **Export** - export the timetable as an iCalendar file

Notes

Free time requests

There are two ways to enter a free time request

1. In the list of courses, enter the request in the form of "Free F 10:00a - 10:30a" or "Free TR 2:00p - 3:00p" etc.

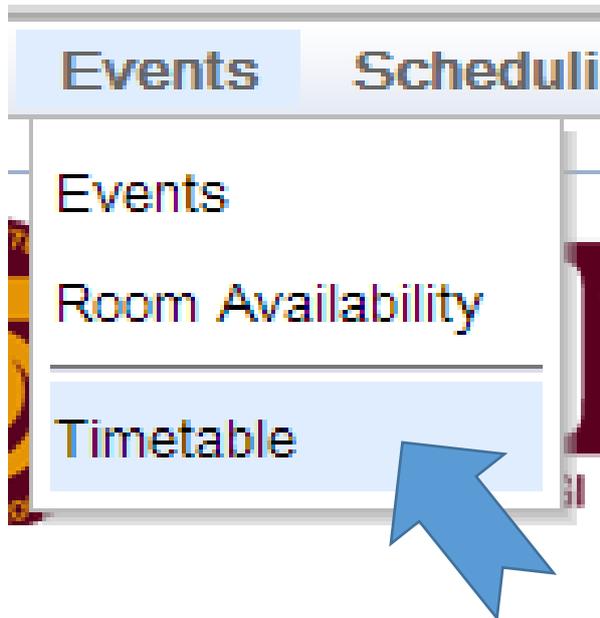
2. Go to the [Course Finder](#) screen and click on the "Free Time" tab; then click on the times that should stay free and then press Enter

Shortcuts for navigation through the Courses or Alternatives table

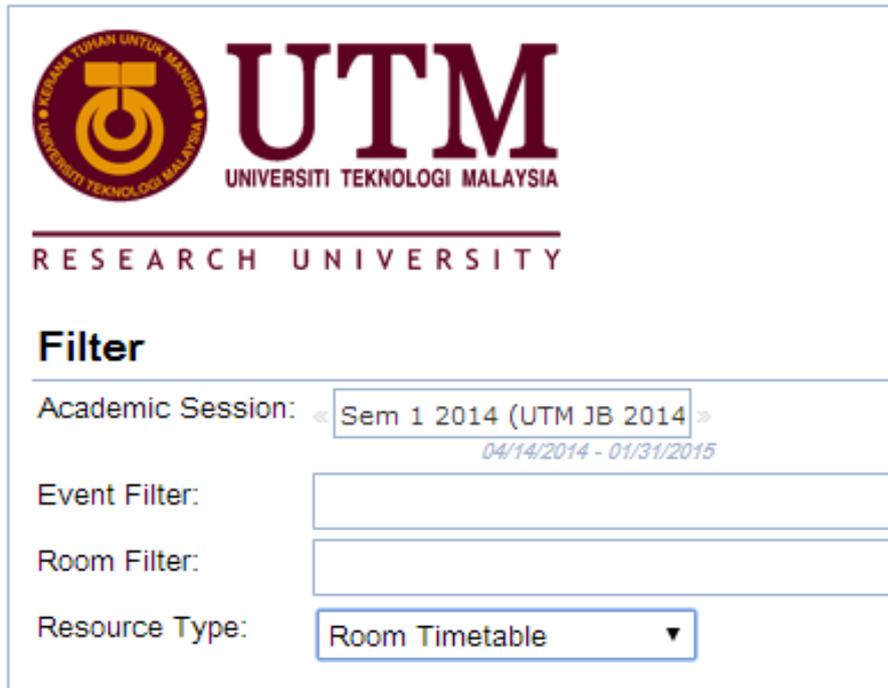
- **Windows (Firefox)**
 - Moving a course up or down the list of courses
 - Click on any editable field of a line and press "Ctrl+Shift+↑" to move the course up the list of courses
 - Click on any editable field of a line and press "Ctrl+Shift+↓" to move the course down the list of courses
 - Jumping through the editable fields in the table
 - Ctrl+↑ - move one editable field up
 - Ctrl+↓ - move one editable field down
 - Ctrl+→ - move one editable field to the right
 - Ctrl+← - move one editable field to the left
- **Mac (Chrome, Firefox, Safari)**
 - Moving a course up or down the list of courses
 - Click on any editable field of a line and press "control+↑" to move the course up the list of courses
 - Click on any editable field of a line and press "control+↓" to move the course down the list of courses
 - Jumping through the editable fields in the table (it is also possible to use the "command" button instead of "alt")
 - alt+↑ - move one editable field up
 - alt+↓ - move one editable field down
 - alt+→ - move one editable field to the right
 - alt+← - move one editable field to the left

View Timetable

To view a timetable , click on “Events” then click “Timetable” in the sidebar menu.



Room Timetable



The screenshot shows the UTM Research University logo and name at the top. Below it, a 'Filter' section contains four input fields: 'Academic Session' with a dropdown menu showing 'Sem 1 2014 (UTM JB 2014)' and dates '04/14/2014 - 01/31/2015'; 'Event Filter' with an empty text box; 'Room Filter' with an empty text box; and 'Resource Type' with a dropdown menu showing 'Room Timetable'.

Screen Description

Room Timetable page is a variant of the [Events](#) page that allows to see a timetable of a particular room.

Besides of the ability to filter events and rooms (see description of the [Event Filter](#) and [Room Filter](#)), the page allows to select a particular **resource type**. Besides of a Room Timetable (in which case the page works exactly like the [Events](#) page and a particular room can be selected in the [Room Filter](#)) one of the following options can be selected:

- Subject Timetable (all class, examination, and course related events of a subject area or a course offering)
- Curriculum Timetable (all class, examination, and course related events of a curriculum)
- Departmental Timetable (all class, examination, and course related events of a department)
- Personal Timetable (all events of a person)

Subject Timetable

When the Resource Type is changed to Subject Timetable, one can see all class, examination, and course related events that are related to a particular subject area or a course offering. The subject area or course can be entered in the Subject field.

UTM UNIVERSITI TEKNOLOGI MALAYSIA
RESEARCH UNIVERSITY

Subject Timetable [?]

student
No Role

Filter

Academic Session: < Sem 1 2014 (UTM JB 2014) >
04/14/2014 - 01/31/2015

Event Filter:

Room Filter:

Resource Type: Subject Timetable

Subject:

- ABAHASA - Akademi Bahasa
- AB_KL - ABAHASA KL
- AIS - ADVANCED INFORMATICS SCHOOL

Version 3.4.20 (dev) built on 04/14/2014
Production instance is registered to UNIVERSITI TEKNOLOGI MALAYSIA, MALAYSIA.

UTM UNIVERSITI TEKNOLOGI MALAYSIA
RESEARCH UNIVERSITY

Subject Timetable

Academic Session: < Sem 1 2014 (UTM JB 2014) >
04/14/2014 - 01/31/2015

Event Filter:

Room Filter:

Resource Type: Subject Timetable

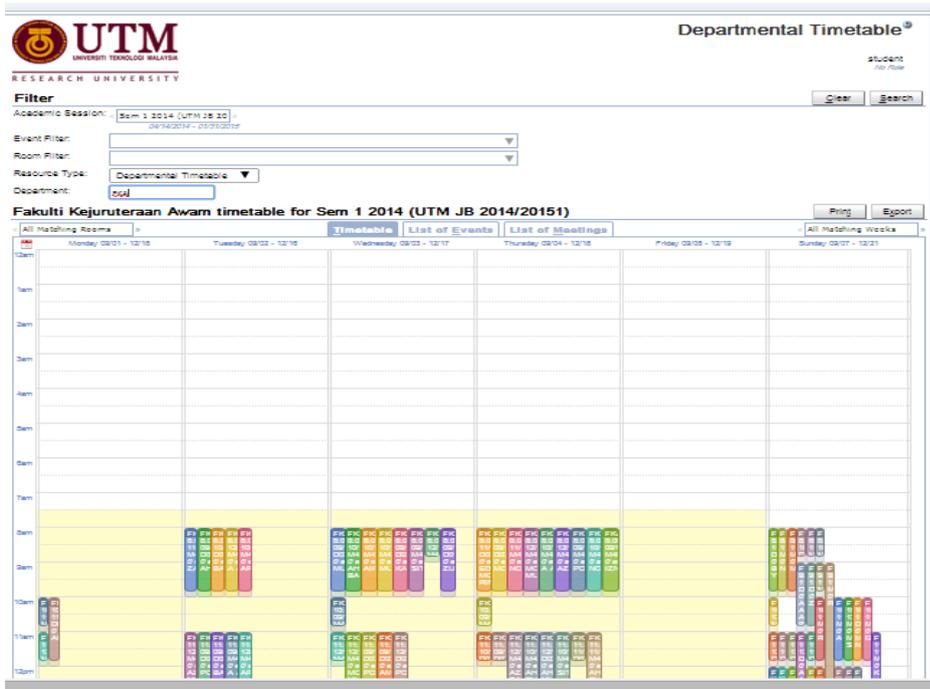
Subject: FBME

Fakulti Biosains dan Kejuruteraan Perubatan events for Sem 1 2014 (UTM JB 2014/2015)

Name	Section	Type	Title	Date	Published Time	Location	Capacity	Instructor / Sponsor
FBME MMBC1003	1	Lecture	BIOMEDICAL MEASUREMENT TECHNIQUE	Tue 09/09, 2014	11:00a - 12:50p	V01A 02-10-01	48	MALARVILI A/P BALA KRISHNAN, MAL
				Tue 09/23 - 10/14, 2014	11:00a - 12:50p	V01A 02-10-01	48	
				Tue 10/28 - 12/16, 2014	11:00a - 12:50p	V01A 02-10-01	48	
FBME MMBC1003	1a	Lecture	BIOMEDICAL MEASUREMENT TECHNIQUE	Thu 09/04 - 10/16, 2014	10:00a - 10:50a	V01A 02-10-01	48	MALARVILI A/P BALA KRISHNAN, MAL
				Thu 10/30 - 12/18, 2014	10:00a - 10:50a	V01A 02-10-01	48	
FBME MMBC1013	1	Lecture	DIAGNOSTIC AND THERAPEUTIC TECHNOLOGY	Arrange Hours		V01A 02-10-01	48	NUGRAHA PRIYA UTAMA, NUGRAHA F
FBME MMBC1013	1a	Lecture	DIAGNOSTIC AND THERAPEUTIC TECHNOLOGY	Arrange Hours		V01A 02-10-01	48	NUGRAHA PRIYA UTAMA, NUGRAHA F

Curriculum Timetable

When the Resource Type is changed to Curriculum Timetable, one can see all class, examination, and course related events that are related to a particular curriculum. Either events for all classifications (years of study) or just one classifications can be displayed. This list can be filtered further using the [Event Filter](#) and [Room Filter](#).

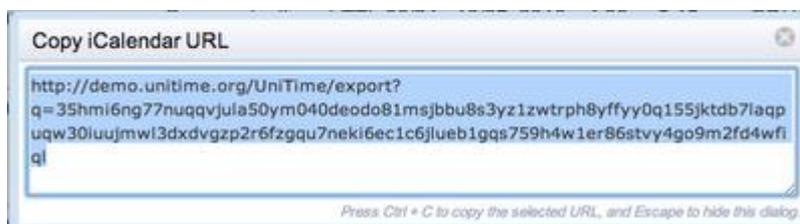


Personal Timetable

The page displays a personal timetable of the user. This includes all events requested by the user. For students, it also includes all classes and examinations he/she is enrolled and the related course related events. For instructors, it includes all classes and examinations they are assigned to.

Users with Event Lookup Schedule permission can lookup a timetable of another person using the **Lookup** button.

A useful feature is the ability to export the personal schedule as an iCalendar URL that can be inserted in your favorite calendar application and that always returns an up-to-date calendar for the selected academic session. To get the URL, select the *Copy iCalendar URL* option under the **Export** button. The following dialog appears and the url can be copied into the clipboard.



Thank you for using the UTM Timetable system