

UBCO Online Timetable

Web Server User Guide

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Overview

You can use the Web Timetables to view real time room schedules for finding room availability and view timetables by course(s). The Timetabler is split into 7 categories:

1. POS (Programmes of Study)
2. Student Sets
3. Courses
4. Asynchronous Courses
5. Faculty (staff)
6. Rooms
7. Restricted Space

The screenshot shows the UBC Online Timetable web application. At the top, there is a dark blue header with the UBC logo on the left, the text "THE UNIVERSITY OF BRITISH COLUMBIA" in the center, and "Okanagan Campus" below it. A search icon is in the top right corner. Below the header is a blue bar with the text "UBC Online Timetable".

On the left side, there is a vertical navigation menu with buttons for: Home, POS, StudentSet, Courses, Asynchronous Courses, Faculty (staff), Rooms, and Restricted Space.

The main content area contains the following text:

Welcome to the University of British Columbia, Okanagan campus Online Timetable.

You can use the Web Timetables to view real time room schedules for finding room availability and view timetables by course(s).

Dates in the searches and reports are shown in Weeks. Standard Winter terms dates in weeks are Term 1 (weeks 3-15), Term 2 (weeks 21-34).

Tips to using the online timetable for searching rooms:

- Filter by a building short code (ART, EME, etc) OR filter by the type of room (Classroom, Computer, Foyer, Meeting, Ballroom)
- Classrooms have been grouped into capacity groups.
 - 10-40 seats (enter 10- to filter)
 - 41-80 seats (enter 41- to filter)
 - 80-99 seats (enter 99- to filter)
 - 100+ or 200+ or 300 seats
- Choose the week you want to look specifically at the schedule for
- You can pick multiple rooms and choose the report type "Combined Master Timetable" to see a schedule for the rooms to find a time available

To complete an event or adhoc booking request, please visit [Book Now](#)

What you need to know when using the Web Timetable

1. Please be aware times and locations of classes and events on the timetable can be subject to change.
2. The timetable reflects updates to the timetable in real time.
3. Not all locations are available to be viewed in the Room search.
4. If your location is not available, please contact cbo.okanagan@ubc.ca for information on the room availability

This system does not work when using Internet Explorer 9 and below. Disable pop-up blocker to view timetable details.

Dates in the searches and reports are shown in Weeks. Please be aware times and locations of classes and events on the timetable can be subject to change and reflects updates to the timetable in real time.

The UBCO Online Timetable Web Server can be a helpful tool to check the Campus Scheduling Rules outlined on Scheduling Services' webpage: <https://ok.ubc.ca/faculty-and-staff/enrolment-services/academic-scheduling-services/course-scheduling/>

The UBCO Online Timetable Web Server link can be found on Scheduling Services' webpage under "Links and Resources": <https://ok.ubc.ca/faculty-and-staff/enrolment-services/academic-scheduling-services/course-scheduling/>

Recommended Browser: Google Chrome

POS (Programmes of Study)

The POS Timetable search can be used to view real time scheduling information for courses in a specific Programme of Study.

1. In the UBCO Online Timetable select the “POS” button, the “View POS Timetable” search criteria will populate
2. Select a specific subject from the “Select Subject” dropdown list
3. Select the POS’ you want to review in the “Select POS(s)*” field
 - a. Use the “Ctrl.” on your keyboard to make multiple selections or “Ctrl. + A” to select all
4. The “Filter POS List” can be used to further narrow your search
 - a. If you are wanting to search for all 2nd year POS’ type “2” in field and click “Filter

View POS Timetable

Select Subject: ANTH-O 2

Filter POS List: Filter 4

Select POS(s)* 3

OKAN/BA-O/ANTH/1
OKAN/BA-O/ANTH/2_3
OKAN/BA-O/ANTH/3_4

Select Week Range*

All Weeks
This Week
Next Week
Week 1 w/c 22 Aug 2022

Select Day(s)

All Days
Week days
Mon
Tue
Wed

Time: All Day 07:00 - 22:00

Type of Report: Single (Basic) Timetable

[View Timetable](#)

5. Select the POS' you want to review in the "Select POS(s)*" field
 - a. Use the "Ctrl." On your keyboard to make multiple selections or "Ctrl. + A' to select all

View POS Timetable

Select Subject

Filter POS List

Select POS(s)* **5**

Select Week Range* **6**

Select Day(s) **7**

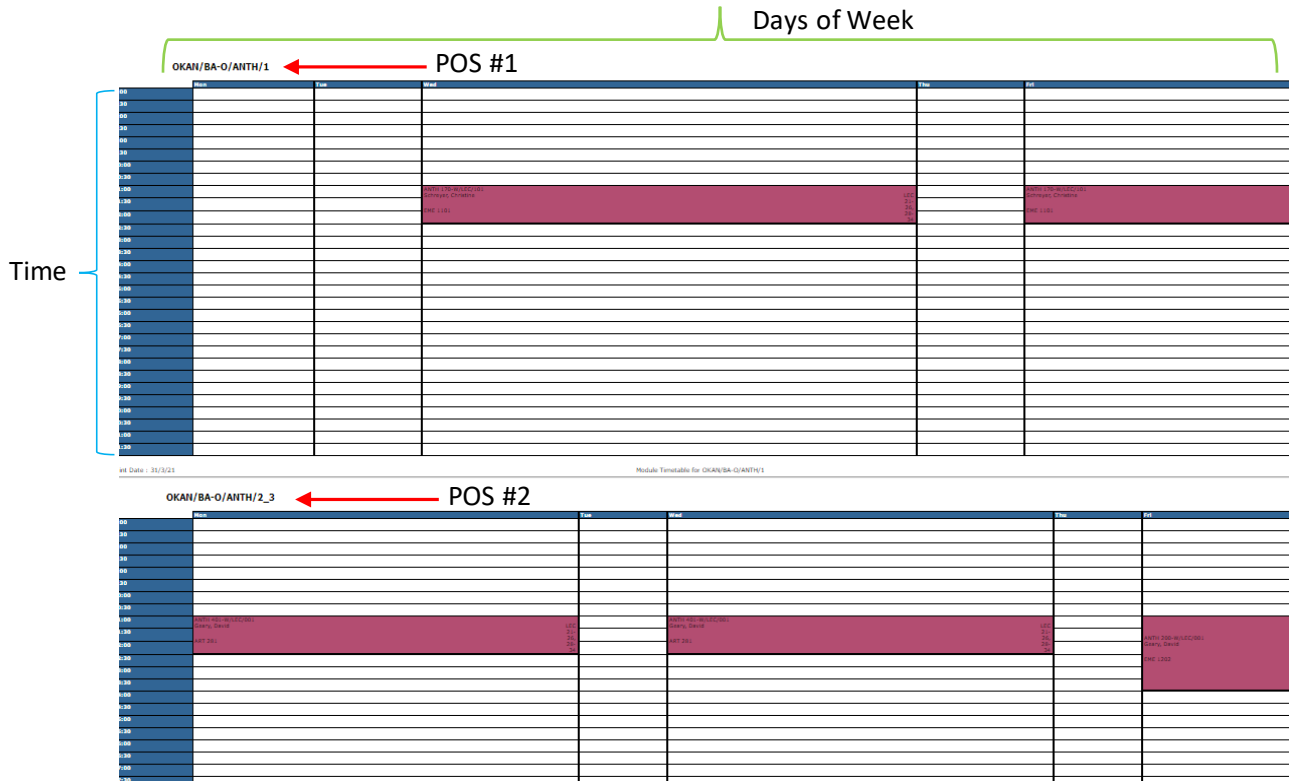
Time **8**

Type of Report **9**

6. Select specific weeks or "All Weeks" in the "Select Week Range*" field
 - a. Weeks are determined by the Academic Scheduling software database and are not based on the ISO week-numbering year
 - b. Multiple weeks can be selected using the "Ctrl." key on your keyboard
7. The search can be narrowed to specific day(s) in a week or "All Days" using the "Select Day(s)" field
 - a. Multiple days cannot be selected in this field
8. Select a time of day using the "Time" dropdown list
 - Morning 07:00 – 12:00
 - Afternoon 12:00 – 17:00
 - Evening 17:00 – 22:00
 - All Day 07:00 – 22:00
 - Peak 10:00 – 14:00
 - Regular 07:00 – 17:00

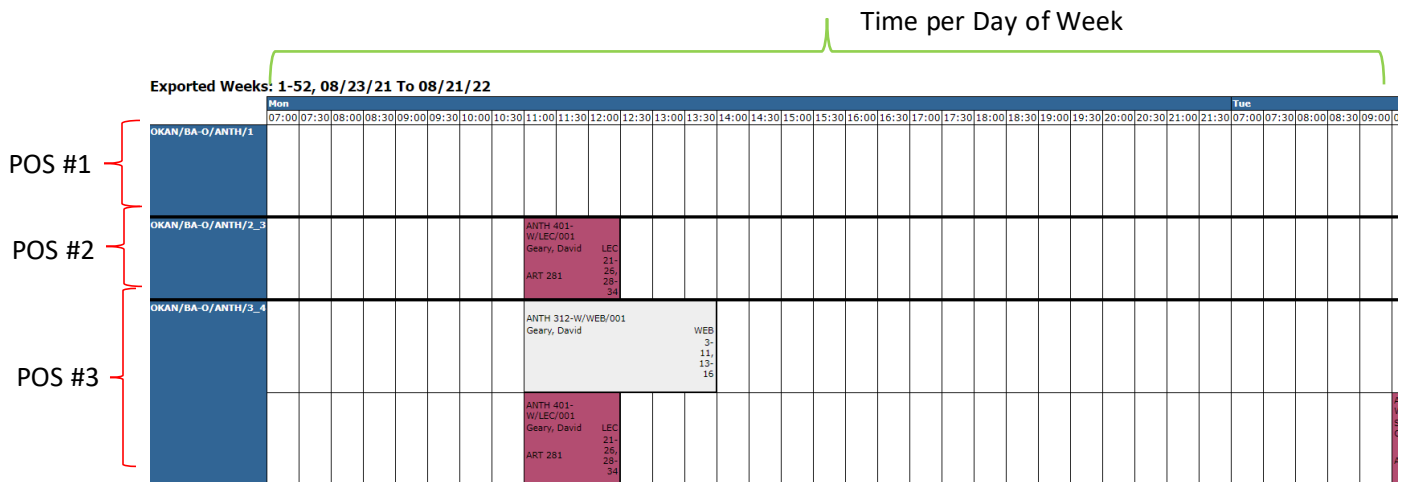
Multiple times cannot be selected in this field
9. Finally, select the "Type of Report," click "View Timetable" the timetable will populate in a new window
 - a. Single (Basic) Timetable

- i. The “Single (Basic) Timetable” will show you a view of a weekly timetable per POS selection (i.e. if you are selecting multiple POS’ to search, the will populate in separate views



b. Combined Master Timetable

- i. The “Combined Master Timetable” will show you a layered view of the timetable aligned by POS per day of week/time of day



- ii. If “All Weeks” is selected be mindful to check the scheduled weeks in the specific activity as this view may show both terms
 - iii. Activities are colour-coded based on activity type (i.e. LEC, TUT, LAB, etc.), however, the same colours may be used for different activity types
 - iv. You are able to navigate through the week view by scrolling to the bottom right of the page and click “Next Week”
- c. List Timetable
- i. The “List Timetable” breaks down the search per day by POS, the courses offered are listed below the day

Days of Week

Exported Weeks: 1-52, 08/23/21 To 08/21/2022 ← POS #1

Start/End Time

Name	Section ID	Type	Name of Department	Weeks	Location	Staff	Module	Day	Start Time	End Time
ANTH 170-W/LEC101	101	LEC	ANTH-O	21-26, 28-34	ENE 1101	Schreyer, Christine	ANTH 170-W	Wed, Fri	11:00	12:30

Exported Weeks: 1-52, 08/23/21 To 08/21/2022 ← POS #2

Name	Section ID	Type	Name of Department	Weeks	Location	Staff	Module	Day	Start Time	End Time
ANTH 401-W/LEC001	001	LEC	ANTH-O	21-26, 28-34	ART 281	Geary, David	ANTH 401-W	Mon, Wed	11:00	12:30
ANTH 401-W/LEC001	001	LEC	ANTH-O	21-26, 28-34	ART 281	Geary, David	ANTH 401-W	Mon, Wed	11:00	12:30
ANTH 200-W/LEC001	001	LEC	ANTH-O	21-26, 28-34	ENE 1202	Geary, David	ANTH 200-W	Fri	11:00	14:00

- d. Asynchronous List
- i. The “Asynchronous List” will display all arranged/asynchronous course sections (courses with no scheduled days and times)

Selected Items
 POS : OKAN/BA-O/ENGL/1_2

The following is a list of asynchronous events connected with these objects

Course Name	SectionId	Type	Instructor	Weeks	Asynchronous
ENGL 112-W/WEB/002	002	WEB		3-11, 13-16	Arranged
ENGL 112-W/WEB/003	003	WEB		3-11, 13-16	Arranged
ENGL 112-W/WEB/004	004	WEB		3-11, 13-16	Arranged
ENGL 112-W/WEB/102	102	WEB		21-26, 28-34	Arranged
ENGL 112-W/WEB/103	103	WEB		21-26, 28-34	Arranged
ENGL 112-W/WEB/104	104	WEB		21-26, 28-34	Arranged



Student Set

The Student Timetable search can be used to view real time scheduling information for courses in a specific Student Set.

1. In the UBCO Online Timetable select the “Student Set” button, the “View Student Set Timetable” search criteria will populate
2. Select a specific subject from the “Select Subject” dropdown list
3. All POS’ for the subject will now populate in the “Select Programme” dropdown, select a POS from the dropdown

View StudentSet Timetable

Select Subject: BIOL-O

Select Programme: Please Select... (3)

Filter Student Set List

Select Student Set(s)*

Select Week Range*

Next Week

4. The “Filter Student Set List” can be used to narrow your search, type in P1, P2, etc. to search for a specific pathway, otherwise continue to the next step
5. All Student Set’s associated with the selected POS will populate in the “Select Student Set(s)*” field

Select Student Set(s)* (5)

OKAN/BSC-O/BIOL_MICB/1/01
OKAN/BSC-O/BIOL_MICB/1/02
OKAN/BSC-O/BIOL_MICB/1/03
OKAN/BSC-O/BIOL_MICB/1/04
OKAN/BSC-O/BIOL_MICB/1/05

6. Select your desired student set(s) in the “Select Student Set(s)*” field
 - a. use the “Ctrl.” on your keyboard to make multiple selections or “Ctrl. + A” to select all
7. Select specific weeks or “All Weeks” in the “Select Week Range*” field
 - a. Weeks are determined by the Academic Scheduling software database and are not based on the ISO week-numbering year
 - b. Multiple weeks can be selected using the “Ctrl.” key on your keyboard
8. The search can be narrowed to specific day(s) in a week or “All Days” using the “Select Day(s)” field
 - a. Multiple days cannot be selected in this field
9. Select a time of day using the “Time” dropdown list
 - Morning 07:00 – 12:00
 - Afternoon 12:00 – 17:00
 - Evening 17:00 – 22:00
 - All Day 07:00 – 22:00
 - Peak 10:00 – 14:00
 - Regular 07:00 – 17:00

Multiple times cannot be selected in this field



10. Finally, select the “Type of Report,” click “View Timetable” the timetable will populate in a new window
 - a. Single (Basic) Timetable
 - b. Combined Master Timetable
 - c. List Timetable

Courses

The Course search can be used to view real time scheduling information for specific course(s). The “Course Timetable” view breaks the data down per course(s) selected.

**Courses will display in the “Selected Course(s)” field whether or not there is any active scheduling information for the course (this will include Winter and Summer session modules)*

1. In the UBCO Online Timetable select the “Course” button, the “View Course Timetable” search criteria will populate
2. Select a specific subject the from the dropdown list
3. Once a subject is selected you can narrow your search by POS
 - a. The “Select POS” dropdown list will show every POS from the select subject
 - b. Once a POS is selected the “Selected Course(s)*” will only show courses within the select POS, this will allow you to confirm the courses in your POS

View Course Timetable

Select Subject: APSC-O

Select POS: Please Select...

Filter Course List: **3** Please Select...
 OKAN/BASC-O/APSC/1
 OKAN/BASC-O/CIVIL/2
 OKAN/BASC-O/ELEC/2
 OKAN/BASC-O/MANF/2
 OKAN/BASC-O/MECH/2
 OKAN/BASC-O/TRFR/2
 APSC 169-S

Select Course(s)*: [Empty]

Select Week Range*: All Weeks
 This Week
 Next Week

4. The “Filter Course List” can be used to narrow your search, type in either “-W” or “-S” to narrow your search to either winter or summer session courses

View Course Timetable

Select Subject: APSC-O

Select POS: Please Select...

Filter Course List: **4** -W Filter

Select Course(s)*: APSC 107-W
 APSC 110-W

5. Select the desired courses in the “Select Course(s)*” field
 - a. use the “Ctrl.” on your keyboard to make multiple selections or “Ctrl. + A” to select all

6. Select specific weeks or “All Weeks” in the “Select Week Range*” field
 - a. Weeks are determined by the Academic Scheduling software database and are not based on the ISO week-numbering year
 - b. Multiple weeks can be selected using the “Ctrl.” key on your keyboard
7. The search can be narrowed to specific day(s) in a week or “All Days” using the “Select Day(s)” field
 - a. Multiple days cannot be selected in this field
8. Select a time of day using the “Time” dropdown list
 - Morning 07:00 – 12:00
 - Afternoon 12:00 – 17:00
 - Evening 17:00 – 22:00
 - All Day 07:00 – 22:00
 - Peak 10:00 – 14:00
 - Regular 07:00 – 17:00

Multiple times cannot be selected in this field

9. Finally, select the “Type of Report,” click “View Timetable” the timetable will populate in a new window
 - a. Single (Basic) Timetable
 - b. Combined Master Timetable
 - c. List Timetable
 - d. Asynchronous List
 - i. The “Asynchronous List” will display all arranged/asynchronous course sections from the subject(s) selected

Asynchronous Courses

The Asynchronous Course search can be used to view real time scheduling for courses scheduled without days and times.

1. In the UBCO Online Timetable select the “Asynchronous Courses” button, the “View Subject Timetable” search criteria will populate
2. All available subjects will appear the in the “Select Subject” field
3. Select a subject to highlight
 - a. Multiple subjects cannot be selected using this field
4. Select “All Weeks” to select in the “Select Week Range*”
 - a. This will pull for the entire academic year
5. In the “Select Day(s)” field click “All Days”
6. Leave the time field at its default setting
7. The “Type of Report” will remain on its default “Asynchronous List”
8. Select “View Timetable,” the asynchronous list of courses will populate in a new window
 - a. Be mindful of the “Weeks” column indicating when the arranged/asynchronous course is running

Faculty

The Faculty search can be used to view real time scheduling information for specific faculty member(s). The “Faculty Timetable” view breaks the data down per faculty member selected.

1. In the UBCO Online Timetable select the “Faculty (staff)” button, the “View Faculty Timetable” search criteria will populate
2. Select a subject from the dropdown list
 - a. All available faculty for the selected subject will appear the in the “Select Staff(s)*” field (third field down)
3. The “Filter Staff List” can be used to narrow your search, you can type in a faculty name to shorten the “Select Staff(s)*” list
 - a. The search will look for the specific criteria anywhere in the name, i.e. when “don” can occur anywhere in the faculty (staff) name

View Faculty Timetable

Select Subject: ANTH-O

Filter Staff List: don [Filter]

Select Staff(s)*: Gordon, Ross; McDonald, Fiona

4. Select a faculty name in the “Select Staff(s)*” field
 - a. use the “Ctrl.” on your keyboard to make multiple selections or “Ctrl. + A” to select all
5. Select specific weeks or “All Weeks” in the “Select Week Range*” field
 - a. Weeks are determined by the Academic Scheduling software database and are not based on the ISO week-numbering year
 - b. Multiple weeks can be selected using the “Ctrl.” key on your keyboard
6. The search can be narrowed to specific day(s) in a week or “All Days” using the “Select Day(s)” field
 - a. Multiple days cannot be selected using this field
7. Select a time of day using the “Time” dropdown list
 - Morning 07:00 – 12:00
 - Afternoon 12:00 – 17:00
 - Evening 17:00 – 22:00
 - All Day 07:00 – 22:00
 - Peak 10:00 – 14:00
 - Regular 07:00 – 17:00

Multiple times cannot be selected in this field
8. Finally, select the “Type of Report,” click “View Timetable” the timetable will populate in a new window
 - a. Single (Basic) Timetable
 - b. Combined Master Timetable
 - c. List Timetable
 - d. Asynchronous List
 - i. The “Asynchronous List” can be used to view all arranged in asynchronous course sections for the faculty member selected

Rooms & Restricted Space

The UBCO Online Timetable can also be used to search for specific rooms or restricted space on campus. Both the “Rooms” and “Restricted Space” timetable views work in the same way as the “POS Timetable,” however, are broken down by the selected space rather than courses within a specific POS.

1. In the UBCO Online Timetable select either the “Rooms” or “Restricted Space” button, the search criteria will populate
2. All available rooms will appear in the “Select Room(s)*” field,
 - a. Since restricted space is allocated for specific department use the “Restricted Space” search can be narrowed by a specific department, to do this click the “Please Select...” dropdown to the right of “Select Subject”
 - b. Select a specific department from the dropdown list
 - i. You can only select one subject at a time using the “Select Subject” field, to search multiple courses across different subjects, scroll through the “Select Room(s)*,” clicking to highlight, use the “Ctrl.” on your keyboard to make multiple selections
3. The “Filter Room List” can be used to narrow your search, you can type in a specific building to narrow your search results
4. Click to highlight and select your desired rooms in the “Select Room(s)*” field
 - a. use the “Ctrl.” on your keyboard to make multiple selections or “Ctrl. + A” to select all
5. Select specific weeks or “All Weeks” in the “Select Week Range*” field
 - a. Weeks are determined by the Academic Scheduling software database and are not based on the ISO week-numbering year
 - b. Multiple weeks can be selected using the “Ctrl.” key on your keyboard
6. The search can be narrowed to specific day(s) in a week or “All Days” using the “Select Day(s)” field
 - a. Multiple days cannot be selected using this field
7. Select a time of day using the “Time” dropdown list
 - Morning 07:00 – 12:00
 - Afternoon 12:00 – 17:00
 - Evening 17:00 – 22:00
 - All Day 07:00 – 22:00
 - Peak 10:00 – 14:00
 - Regular 07:00 – 17:00

Multiple times cannot be selected in this field
8. Finally, select the “Type of Report,” click “View Timetable” the timetable will populate in a new window
 - a. Single (Basic) Timetable
 - b. Combined Master Timetable
 - c. List TimetableExporting Reports to Excel



