LINCOLN TIMETABLE VIEWER
HOW TO CREATE YOUR TIMETABLE WITH THE LINCOLN TIMETABLE VIEWER

1) The link below will take you to the current year’s timetable website.

https://splus.lincoln.ac.nz/timetable/2021/

This landing page defaults to “Courses” and looks like this

![Courses landing page]

2) If you want to look at locations, just select the locations tab.

   The location function is useful for
   • Viewing the activities and ad hoc bookings that are scheduled in that location.
   • Checking the availability of a location for specific date(s).

3) To build your timetable you will need to select your courses. To do this click in the first orange box and use the search panel to find your first course and select it by ticking the box next to the course. Once selected the course box then goes grey and your first course can be seen.

![Course selection]

For every subsequent course, you will need to scroll back to the top of the courses box to enter your next choice in the search panel.
The grey box will show your first two choices. After this it just shows you the total number of courses you have chosen.

4) Next you will need to select what dates you want your timetable to display. You can choose either a teaching period like Semester 1 or you can choose an individual week.

5) The “Days” defaults to All Weekdays (Mon-Fri). The “Start and End Time” defaults to Day (8am – 6pm). You don’t need to change these.

6) The final choice is how you want to view your timetable. You can either view it in a Grid format (this is the calendar format) or List format (See below under ‘List View’). The Report Type defaults to Grid.
Click on 'View Timetable' when the button turns green (green indicates that the boxes have been filled in correctly). Below is a screen shot of a timetable. It shows all the activities for the courses that have been selected. This includes all the repeat activities such as tutorials and labs. You will only need to attend one of these. Allocation to repeat activities are usually done in the first week of teaching.
How to read your timetable

1) Each activity type is shown in a different colour.

In the grid view you can split the view to show each of the courses in its own calendar. To do this use the ‘Split’ function at the top left of the screen.

Each course will now have its own calendar, you just need to scroll down.

2) Use the Merge function if you want to put all courses back in the same timetable.

3) If you click into one of the activities it will display the weeks that the activity is scheduled in. For example, if we look ECON113-S1-LecA/01 which is scheduled at 12.00 on Monday you can see that the first lecture is on Monday the 22nd Feb. It also displays the name of the course.

4) In the grid view you have the option of selecting a single week.
5) Each activity is named in the following format

<table>
<thead>
<tr>
<th>Course code</th>
<th>Session</th>
<th>Activity Type</th>
<th>Activity number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT107</td>
<td>S1</td>
<td>LecA</td>
<td>01</td>
</tr>
</tbody>
</table>

So this reads – course code, semester 1, Lecture A, and it is activity 1.

6) In the below view you can see a number of Tuts (Tutorials). Each Tut is given an activity number. This is an example of a repeat activity and, as mentioned earlier, you only need to attend 1 of these tutorials.

Repeat activities are usually allocated in the first week of semester. Looking at ECON113 you can see LecA/01, LecB/01 and LecC/01. Where there is only 1 of an activity type you must attend them all.
**LIST VIEW**

1) You can also view your timetable as a list. On the landing page under ‘Report Type’ change the selection from Grid to List.

Below is what the List view looks like. You can still use the Split, Merge, and Calendar functions in this view but there are also a few extra things that you can do in this view.
2) In this view, you are also able to choose what activity types you can see. So, if you just want to look at lectures you can use the search function.

You can also order how you view the list by clicking into the name of the column. In the below example the “Day” has been selected and now shows all the lectures in day order starting on Monday.

If you need any further help please contact someone from the below list.

Student Admin?

Faculty Admins/staff who give student advice?