

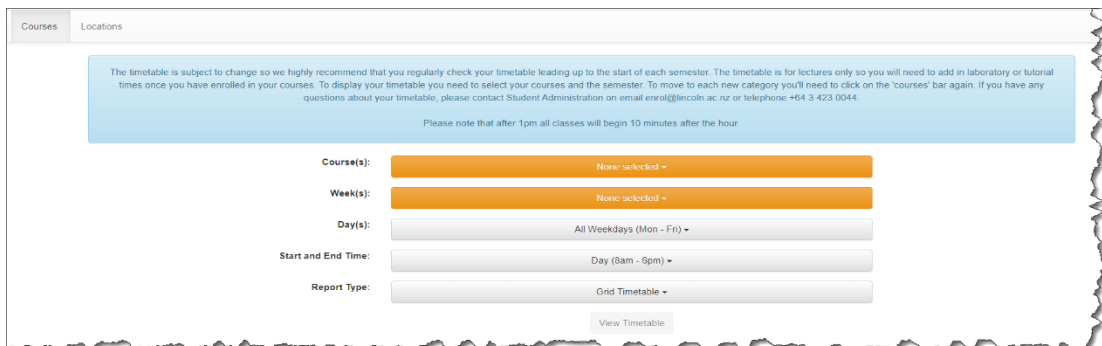
LINCOLN TIMETABLE VIEWER

HOW TO CREATE YOUR TIMETABLE WITH THE LINCOLN TIMETABLE VIEWER

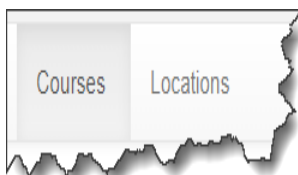
- 1) The link below will take you to the current year's timetable website.

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

This landing page defaults to "Courses" and looks like this



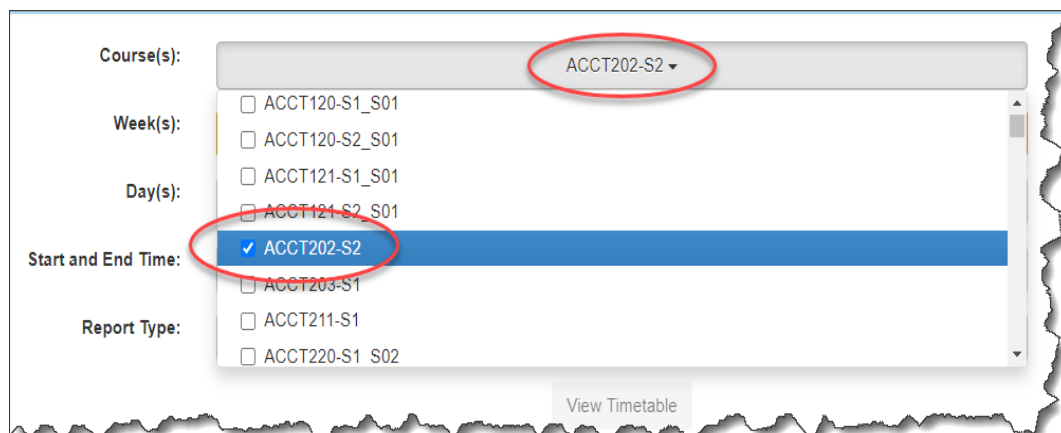
- 2) If you want to look at locations, just select the locations tab.



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.



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.

Course(s): ACCT202-S2

Week(s): Search

Day(s):

Start and End Time:

Report Type:

View Timetable

For every subsequent course scroll to the top of the course box to use the search panel again

The grey box will show your first two choices. After this it just shows you the total number of courses you have chosen.

Course(s): 4 selected

- 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.

Course(s): 4 selected

Week(s): Semester 1

Day(s):

Start and End Time: Semester 1

Report Type:

- 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.

Course(s): 4 selected

Week(s): Semester 1

Day(s): All Weekdays (Mon - Fri)

Start and End Time: Day (8am - 6pm)

Report Type: Grid Timetable

View Timetable

- 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.

Course(s): 4 selected ▼

Week(s): Semester 1 ▼

Day(s): All Weekdays (Mon - Fri) ▼

Start and End Time: Day (8am - 6pm) ▼

Report Type: ☒ Grid Timetable ☐ List Timetable

View Timetable

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.

BMGT116-S1 - Principles of Management, LWST114-S1 - Introduction to Commercial Law, ECON113-S1 - Economies and Markets, COMM112-S1 - Financial Information for Business

Displaying Dates: 22/2/21 - 2/4/21, 28/4/21 - 4/6/21

	Monday	Tuesday	Wednesday	Thursday	Friday
8 AM					
9 AM			ECON113-S1-TutA01 B310	ECON113-S1-TutA05 AER002	ECON113-S1-TutA07 B330
10 AM	COMM112-S1-LecA01 S1	COMM112-S1-WorA01 Masters House 1	ECON113-S1-TutA06 B310	ECON113-S1-TutA09 B330	
11 AM	BMGT116-S1-LecA01 S2		COMM112-S1-TutA04 B310	LWST114-S1-TutA03 B330	
12 PM	ECON113-S1-LecA01 S1	ECON113-S1-LecB01 S1	BMGT116-S1-LecB01 S2	BMGT116-S1-TutA01 S2	
1 PM	LWST114-S1-LecA01 S1	COMM112-S1-ComA01 D4 D5	COMM112-S1-WorA05 Masters House 1	ECON113-S1-TutA11 B310	LWST114-S1-TutA08 B330
2 PM		COMM112-S1-ComA02 D4 D5		ECON113-S1-TutA12 B310	
3 PM		LWST114-S1-TutA01 B330	ECON113-S1-TutA04 B310	LWST114-S1-TutA05 B330	
4 PM			ECON113-S1-TutA08 B310	LWST114-S1-TutA06 B330	
5 PM				ECON113-S1-TutA02 B310	

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

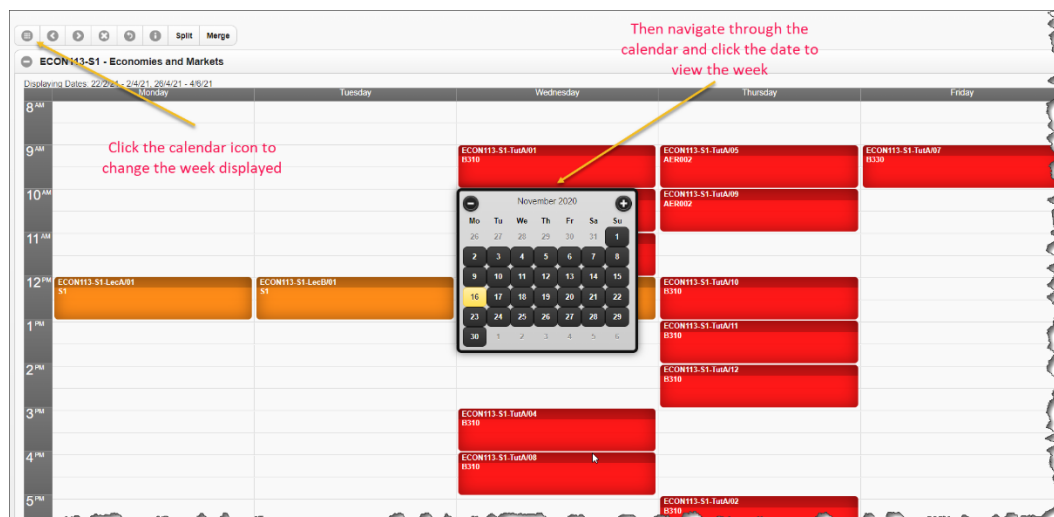


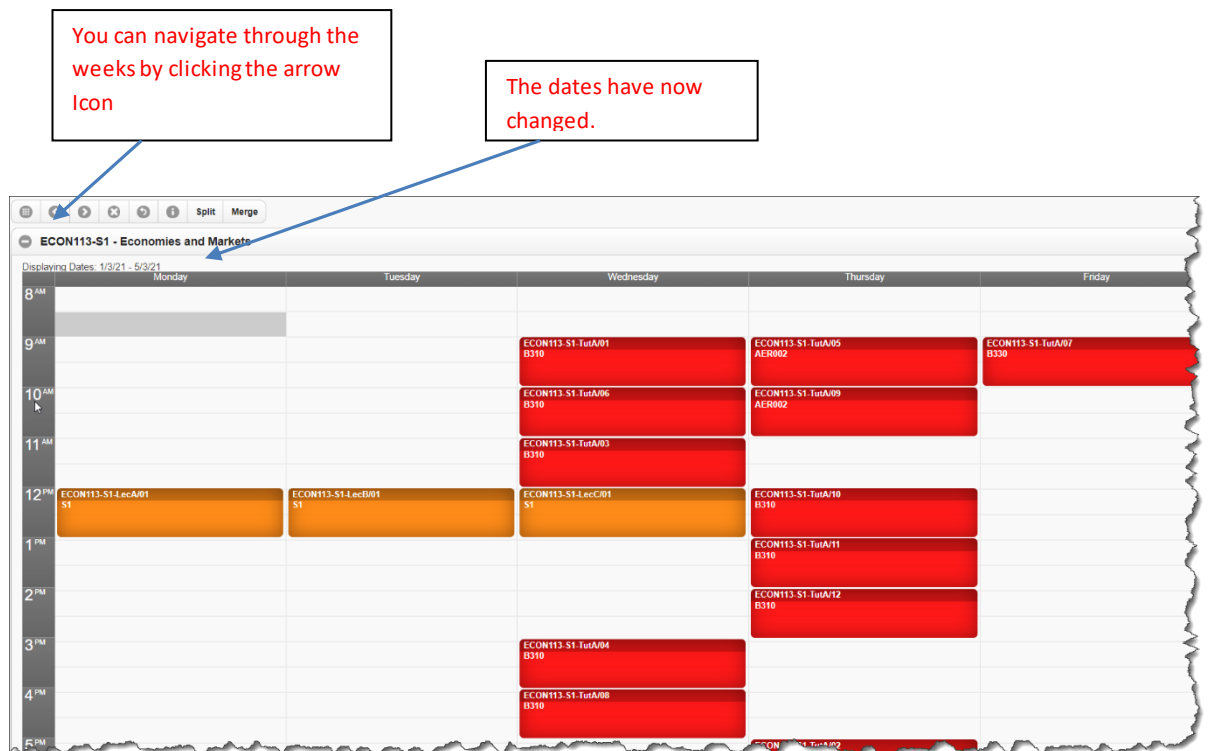
Each course will now have its own calendar, you just need to scroll down.

- 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.





Note: If you want to go back to the original dates, click the X icon.



- 5) Each activity is named in the following format

Course code	Session	Activity Type	Activity number
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HORT107-S1-LecA/01 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.

Split Merge

ECON113-S1 - Economics and Markets

Displaying Dates: 1/3/21 - 5/3/21

	Monday	Tuesday	Wednesday	Thursday	Friday
8 AM					
9 AM			ECON113-S1-TutA/01 B310	ECON113-S1-TutA/05 AER002	ECON113-S1-TutA/07 B330
10 AM			ECON113-S1-TutA/06 B310	ECON113-S1-TutA/09 AER002	
11 AM			ECON113-S1-TutA/03 B310		
12 PM	ECON113-S1-LecA/01 S1	ECON113-S1-LecB/01 S1	ECON113-S1-LecC/01 S1	ECON113-S1-TutA/10 B310	
1 PM				ECON113-S1-TutA/11 B310	
2 PM				ECON113-S1-TutA/12 B310	
3 PM			ECON113-S1-TutA/04 B310		
4 PM			ECON113-S1-TutA/08 B310		
5 PM					

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.

Start and End Time: Day (8am - 6pm) ▼

Report Type: List Timetable ▼

☐ Grid Timetable
☒ List Timetable

View Timetable

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.

Split Merge

BMGT116-S1 - Principles of Management, LWST114-S1 - Introduction to Commercial Law, ECON113-S1 - Economics and Markets, COMM112-S1 - Financial Information for Business

Displaying Dates: 22 Feb 21 - 2 Apr 21, 26 Apr 21 - 4 Jun 21 (calendar week(s) 9-14, 18-23)

Faculty	Name	Type	Description	Day	Start	End	Duration	Location	Staff	Weeks
AGCM	BMGT116-S1-LecA/01	Lecture	Principles of Management	Monday	11:00am	12:00pm	1:00	S2	Brien,Anthony	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	COMM112-S1-LecA/01	Lecture	Financial Information for Business	Monday	10:00am	11:00am	1:00	S1	/Beattie,Claire / De Silva,Tracy-Anne / Lotter,Rousseau / Nilipour,Azadeh / Nguyen,Cuong	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	ECON113-S1-LecA/01	Lecture	Economics and Markets	Monday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	LWST114-S1-LecA/01	Lecture	Introduction to Commercial Law	Monday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	COMM112-S1-ComA/01	Computer Lab	Financial Information for Business	Tuesday	12:00pm	1:00pm	1:00	D4, D5	/Beattie,Claire / De Silva,Tracy-Anne / Li,Zhaohua / Nilipour,Azadeh	2 Mar 21 - 30 Mar 21, 27 Apr 21 - 25 May 21
AGCM	COMM112-S1-ComA/02	Computer Lab	Financial Information for Business	Tuesday	2:00pm	3:00pm	1:00	D4, D5	/Beattie,Claire / Abidin,Sazali / De Silva,Tracy-Anne / Li,Zhaohua / Nilipour,Azadeh	2 Mar 21 - 30 Mar 21, 27 Apr 21 - 25 May 21
AGCM	COMM112-S1-WorkA/01	Workshop	Financial Information for Business	Tuesday	10:00am	11:00am	1:00	Masters House 1	/Beattie,Claire / De Silva,Tracy-Anne / Lotter,Rousseau / Nilipour,Azadeh / Nguyen,Cuong	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	COMM112-S1-WorkA/02	Workshop	Financial Information for Business	Tuesday	12:00pm	1:00pm	1:00	Masters House 1	/Beattie,Claire / De Silva,Tracy-Anne / Lotter,Rousseau / Nilipour,Azadeh / Nguyen,Cuong	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	COMM112-S1-WorkA/03	Workshop	Financial Information for Business	Tuesday	2:00pm	3:00pm	1:00	Masters House 1	/Beattie,Claire / De Silva,Tracy-Anne / Lotter,Rousseau / Nilipour,Azadeh / Nguyen,Cuong	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	ECON113-S1-LecB/01	Lecture	Economics and Markets	Tuesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	LWST114-S1-LecB/01	Lecture	Introduction to Commercial Law	Tuesday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	LWST114-S1-TutA/01	Tutorial	Introduction to Commercial Law	Tuesday	3:00pm	4:00pm	1:00	B330	Macdonald,Amrapali	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	BMGT116-S1-LecB/01	Lecture	Principles of Management	Wednesday	11:00am	12:00pm	1:00	S2	Brien,Anthony	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21

- 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.

The screenshot shows the LU Timetable Viewer interface. At the top, there are navigation buttons: Home, Back, Forward, Print, Split, and Merge. Below these, the course title is displayed: "BMGT116-S1 - Principles of Management, LWST114-S1 - Introduction to Commercial Law, ECON113-S1 - Economics and Markets, COMM112-S1 - Financial Information for Business". The displaying dates are "22 Feb 21 - 2 Apr 21, 26 Apr 21 - 4 Jun 21 (calendar week(s) 9-14,16-23)". A search bar with the text "lec" is highlighted with a red circle. Below the search bar, a table of lectures is shown. The 'Type' column is highlighted with a red circle, and the 'Day' column is also highlighted with a red circle. The table contains 10 rows of lecture data.

Faculty	Name	Type	Description	Day	Start	End	Duration	Location	Staff	Weeks
AGCM	BMGT116-S1-LecA/01	Lecture	Principles of Management	Monday	11:00am	12:00pm	1:00	S2	Brien,Anthony	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	COMM112-S1-LecA/01	Lecture	Financial Information for Business	Monday	10:00am	11:00am	1:00	S1	/Beattie,Claire / De Silva,Tracy-Anne / Lötter,Rousseau / Nilpour,Azadeh / Nguyen,Cuong	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	ECON113-S1-LecA/01	Lecture	Economics and Markets	Monday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	LWST114-S1-LecA/01	Lecture	Introduction to Commercial Law	Monday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	ECON113-S1-LecB/01	Lecture	Economics and Markets	Tuesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	LWST114-S1-LecB/01	Lecture	Introduction to Commercial Law	Tuesday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	BMGT116-S1-LecB/01	Lecture	Principles of Management	Wednesday	11:00am	12:00pm	1:00	S2	Brien,Anthony	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21
AGCM	ECON113-S1-LecC/01	Lecture	Economics and Markets	Wednesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21
AGCM	LWST114-S1-LecC/01	Lecture	Introduction to Commercial Law	Wednesday	3:00pm	4:00pm	1:00	S1	Macdonald,Amrapali	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21

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.

The screenshot shows the LU Timetable Viewer interface with the 'Day' column selected for sorting. The 'Day' column is highlighted with a red circle. The table contains 10 rows of lecture data, sorted by day.

Faculty	Name	Type	Description	Day	Start	End	Duration	Location	Staff	Weeks
AGCM	BMGT116-S1-LecA/01	Lecture	Principles of Management	Monday	11:00am	12:00pm	1:00	S2	Brien,Anthony	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	COMM112-S1-LecA/01	Lecture	Financial Information for Business	Monday	10:00am	11:00am	1:00	S1	/Beattie,Claire / De Silva,Tracy-Anne / Lötter,Rousseau / Nilpour,Azadeh / Nguyen,Cuong	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	ECON113-S1-LecA/01	Lecture	Economics and Markets	Monday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	LWST114-S1-LecA/01	Lecture	Introduction to Commercial Law	Monday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	ECON113-S1-LecB/01	Lecture	Economics and Markets	Tuesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	LWST114-S1-LecB/01	Lecture	Introduction to Commercial Law	Tuesday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	BMGT116-S1-LecB/01	Lecture	Principles of Management	Wednesday	11:00am	12:00pm	1:00	S2	Brien,Anthony	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21
AGCM	ECON113-S1-LecC/01	Lecture	Economics and Markets	Wednesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21
AGCM	LWST114-S1-LecC/01	Lecture	Introduction to Commercial Law	Wednesday	3:00pm	4:00pm	1:00	S1	Macdonald,Amrapali	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21

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

Student Admin?

Faculty Admins/staff who give student advice?