

HOW TO VIEW AND INTERPRET COURSE LEVELTIMETABLES WITH ONSITE AND OFFSITE EVENTS

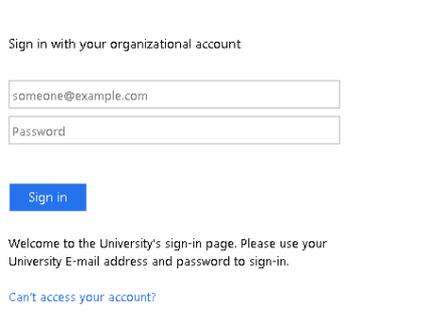
Timetabling and Rooming - Specialist Facilities

Version: 2.0

A course level timetable will show an indicative timetable for all modules with teaching events that are associated to a course level. Only core units will be displayed on the timetable view. You will be required to select any optional units that you have chosen to study from the toggle menu.

PLEASE BE AWARE THAT TIMETABLES ARE SUBJECT TO CHANGE.

To login to CMISGo, enter your Solent email address followed by your password.



Sign in with your organizational account

someone@example.com

Password

Sign in

Welcome to the University's sign-in page. Please use your University E-mail address and password to sign-in.

[Can't access your account?](#)

When you first log into CMISGo, you will be presented with the current weeks teaching timetable, which may be empty of any teaching events.

On the left hand side of the red bar, use the 'Previous', 'Next' and 'Go to date' buttons to select the first week of teaching:

- East Park terrace (EPT) starts from 27th September 2021 .
- Warsash Maritime School (WMS) starts from 20th September 2021.

On the right hand side of the bar, click on the first icon to 'toggle timetable list'.

Previous- Go To Date – Next

Toggle Timetable List



Your course level timetable is displayed in the list. All **core** modules are grouped at the top of the list and are ticked and any optional modules are listed below.

Please Note: Depending on the proliferation of the module (being taught across different courses), you may find an event on your timetable which is associated to a course for which you are not registered on.

To display your **optional** modules tick the box next to the modules within the list so that they are displayed on your timetable view.

As there are many options associated to a course level, if all options were ticked it would be very confusing to view a course level timetable. Students have the ability to select their options by ticking on the box within the toggle screen.

Multiple Timetables				27
	Monday 27 September 2021	Tuesday 28 September 2021	Wednesday 29 September 2021	
11AM	Development of Self BFAS30 OFF, Online LIVE Delivery Wks 10-21 White M BBUSMF: BBUSMPL	Civil and Criminal Litigation and Procedure AC404 Academic Monitoring event East Park Terrace, TS103 Wks 10-21	Project Management in Business BFAS28 Academic Monitoring event East Park Terrace, TS103 Wks 10-21 Grindel D BBUSMF BBUSMF2g1 BBUSMF2g1 Business Management Ye Collaborative Learning	Taxation Principles BFAS22 Academic Monitoring event East Park Terrace, TS515 Wks 10-21 Deader K BACCFIF: BACCFIPL BACCFIF2g1 Accountancy & Finance Ye Collaborative Learning
12PM			Financial Reporting BFAS21 Academic Monitoring event East Park Terrace, TS512 Wks 10-21 Lasek T BACCFIF: BACCFIPL BACCFIF2g1; BACCFIPL2 Accountancy & Finance Ye Accountancy & Finance Pl Collaborative Learning	Strategy for Management and Marketing STR364 Academic Monitoring event East Park Terrace, TS315 Wks 10,12-21,27,29-37,40 Kazmi S BFEMPL: BFEMF BFEMF3g1 BFEMPL4g1; BFEMF3g1 Festival and Event Manag Collaborative Learning
1PM	Operations Management BFAS29 OFF, Online LIVE Delivery Wks 10-21 Sinha T BBUSMF: BBUSMPL	Civil and Criminal Litigation and Procedure LAC404 Academic Monitoring event East Park Terrace, TS103 Wks 10-21 Elliott P BLLABF: BLLABPL BLLABFg2 BLLABF1g2; BLLABPL1g1 LLB Year 1 Group 2; LLB F 1 Collaborative Learning		
2PM		Project Management in Business BFAS28 Academic Monitoring event East Park Terrace, TS212 Wks 10-21 Grindel D		

On the timetable you will notice that there are some events with rooms associated (highlighted above in red). Others have 'OnlineLIVE' or 'OnlineSOL' (highlighted above in green), these events will be delivered on-line and you should check SOL <https://learn.solent.ac.uk> for more details including whether these events are live or on demand.

There maybe more events showing than you need to attend, this is because modules are shared across numerous courses and these will be displayed on your timetable.

To ascertain which events are associated to your specific course, hover your mouse pointer over the module name on an event. If details for the event hovered over are for a different course to the one you are enrolled on you do not need to attend this event. **Please Note:** At this stage you will not know which seminar group you have been associated to.

To ensure that your selection of modules remains within the timetable list, click on Save. If you do not save, on your next login, you will have to reselect your modules.

The screenshot shows the Solent University Timetable system interface. At the top, there are navigation tabs for 'Timetables', 'Bookings', 'Administration', and 'Help'. Below this is a header for 'Multiple Timetables' for the week of 20 January 2020. The main area is a grid of course slots for Monday through Friday. A red dialog box is centered on the screen, displaying the text 'Saved' and 'The list of timetables has been saved.' with an 'OK' button. On the right side, there is a 'My Timetable' panel with a list of selected courses and checkboxes for each.

To view more details about an event, click on the event and a dialog box will open which displays further details. This can be seen below. To close this box, click on the small x.

This screenshot shows the same Solent University Timetable system, but with a 'Timetable event details' dialog box open. The dialog box provides detailed information for the event 'Strategic Sports Development SED610' on Tuesday 21 January 2020, from 10:00 am to 12:00 pm. It lists the attendees: Binney L, 7269616, BSPOSF, BSPCDF, BA (Hons) Sports Studies, BA (Hons) Sport Coaching and Development, BSPCDF3g1, BSPOSF3g1, BSPCDF3g1, and BSPCDF3g2. The dialog also includes buttons for 'View attendee details' and 'SMS messaging'. The background shows the same timetable grid as the previous screenshot.

To remove the list of courses and modules on the right hand side, so that you just see your full timetable view, click on the 'Toggle Timetable List' icon.

Please refer to the Help function within CMISGo which provides step by step guides. You can access help by clicking on Help on the far

right, at the top of the screen, or by clicking the  icon, the last icon on the right hand side.

Some frequently asked questions can be accessed via the Portal.

If you have any other queries regarding your course timetable, please contact TAR@solent.ac.uk