CMISGo User Guide

1 YOUR TIMETABLE: VIEWED IN A WEB BROWSER

When you login to CMISGo, your timetable will be displayed using the default timetable view which shows the current week. An example is shown below.
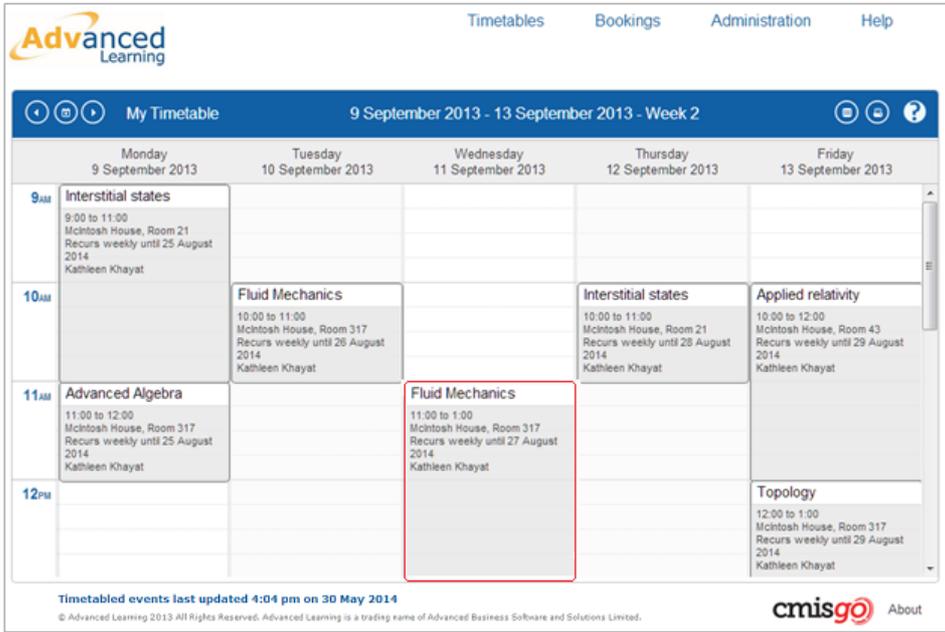
Any events that have changed since you logged in last will be highlighted with a red border as shown above. There is also a message at the bottom of the screen which displays the date when the timetabled events in CMISGo were last updated from the main CMIS timetabling database.
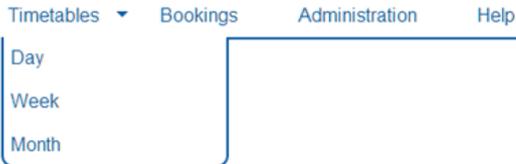
You can change this default view from the **Timetables menu** to be a single day by selecting the **Day** option or to be a **Month** by selecting the Month option as shown below.
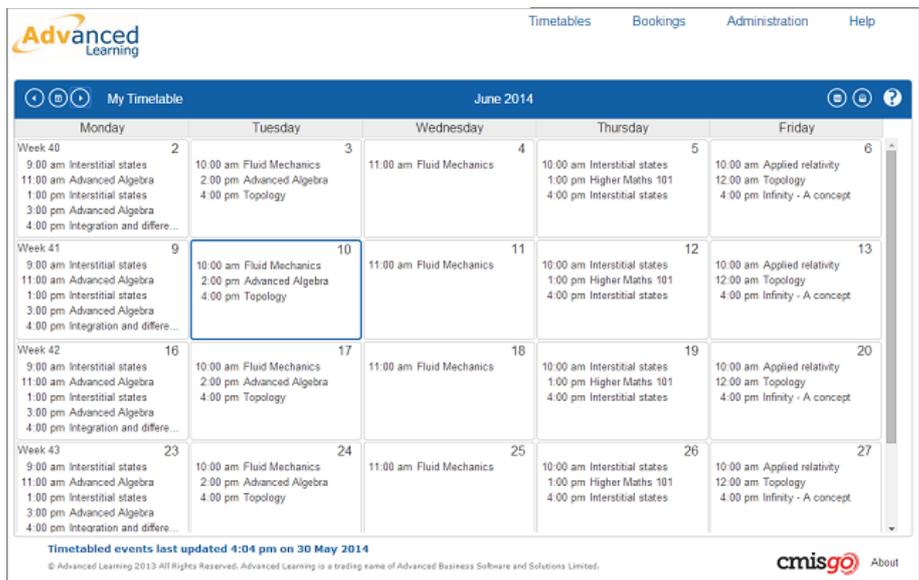
The current day is highlighted in **month view** if it visible, as shown here.

The week timetable shows the working week and working day, as an example the **working day** may have been configured to be 9am to 5pm.

If the time of any event falls outside working week and working day the timetable adjusts to include these events. For example any events after 5pm or at weekends will cause the time covered by the timetable to expand to include these events too.
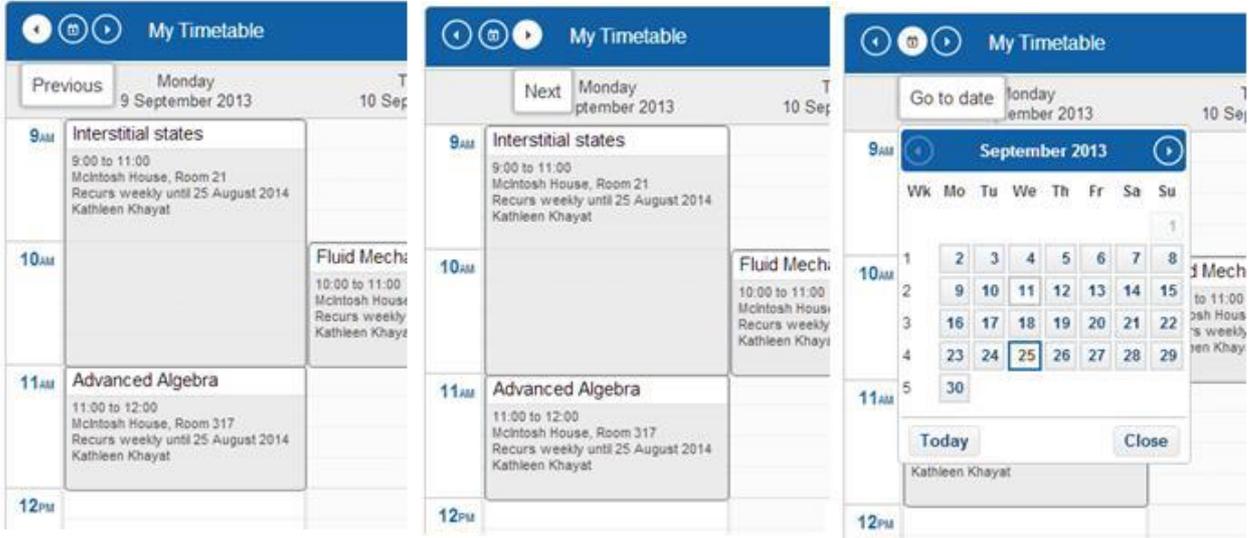
The navigation icons, shown above, let you navigate to the previous or next day, week or month (depending on your current timetable view). On devices that support touch you can also **swipe left and right** over the timetable display. The **Go to date** icon lets you navigate by selecting a date from a calendar.

You can click on an event in your timetable to show details in a pop up dialog. An event will either be a timetabled event or a room booking event and the details shown differ for each.
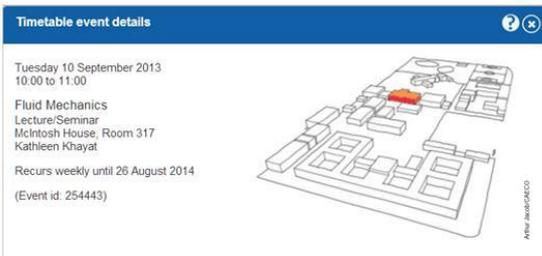
Example of a timetabled event details dialog
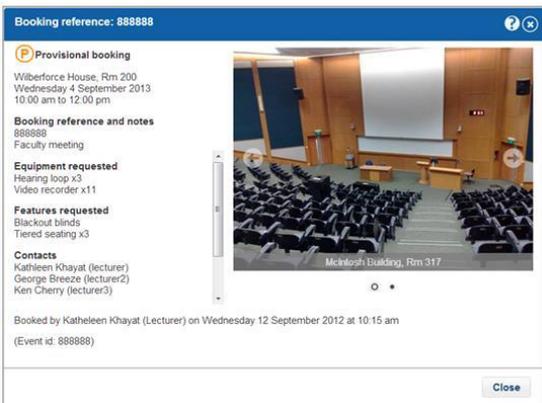
Example of a room booking details dialog

On the right hand side of the timetable display are three further icons.
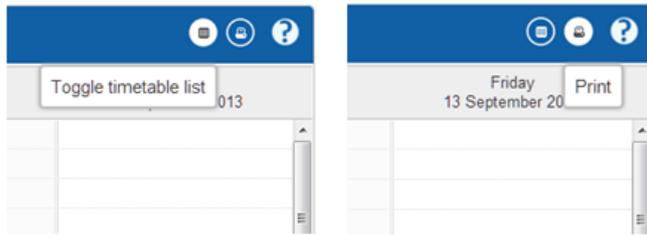

1. The first is the **Toggle timetable list** icon please see your timetable list for a full explanation of this feature.

**2.** The second is the **Print** icon, this prints the currently displaying timetable.

3. The last icon is the **Help** icon which you use to access these help pages. The help icon appears throughout the timetabling and room booking software, clicking a help icon will show help on the feature you are currently using.

2 OTHER TIMETABLES - YOUR TIMETABLE LIST: WEB BROWSER ONLY

You can use your **timetable list** to view other types of timetables. You will be most familiar with looking at your own timetable but it is also possible to view:-

   » **Course & module timetables**

   » **Lecturer & student timetables**

   » **Room timetables**

Depending on your configuration it is likely that you will not have access to all of these tabs (ie some may not be shown) but all of the possible tabs are described in this User Guide
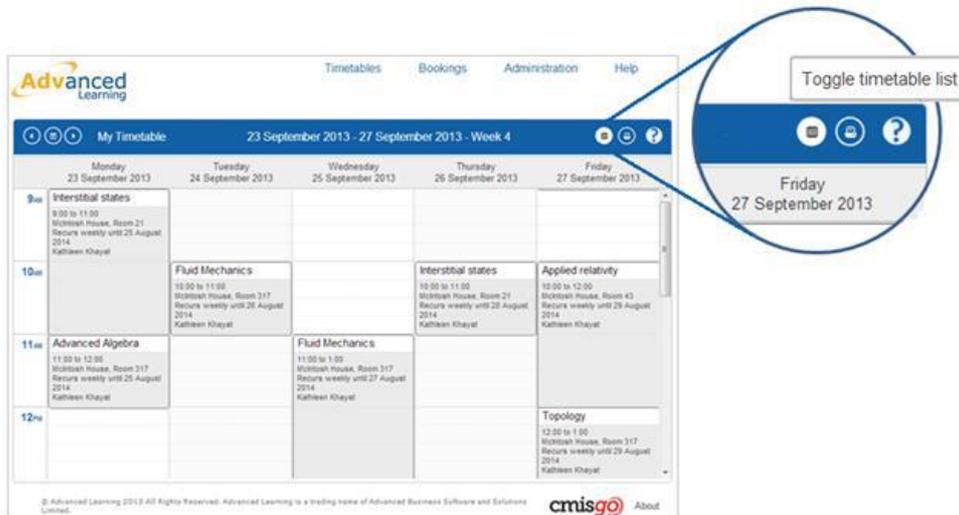
The **Toggle timetable** list icon is the first icon in the group of icons on the right hand side of the menu bar, as shown here.

As its name implies it toggles whether or not the **timetable list** is shown. Clicking the icon shows the **timetable list** to the right of the timetable as shown below, clicking the icon again will remove the list.
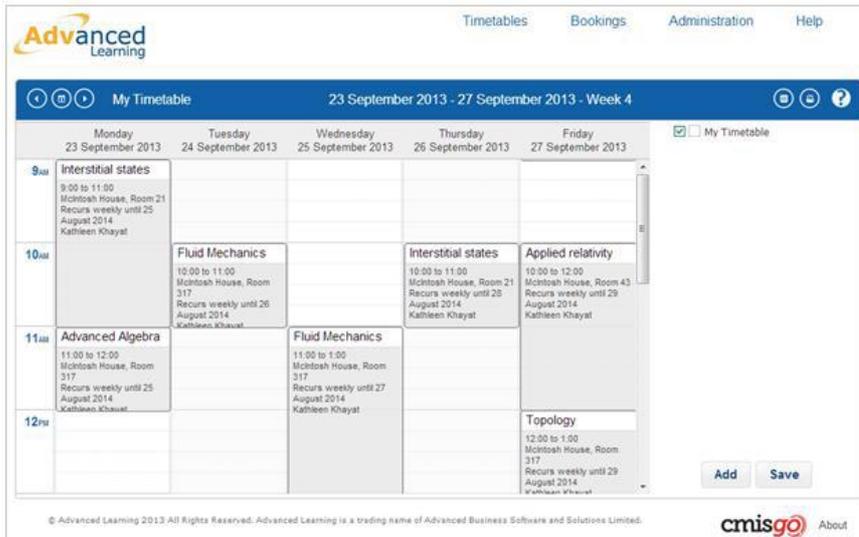
The timetable list feature lets you display other types of timetables either instead of or at the same time as your own or other timetables.

On first use the **timetable list** will show just your own timetable and the checkbox against **My Timetable** will be checked as shown here.

There are two buttons at the bottom of the timetable list display, **Add** and **Save.**

The **Add** button displays the tabbed **Add timetable** dialog as shown below.

2.1 Course & module timetables

The **Course** and **Module tabs** provide drop down lists that let you select courses and modules for which you would like to view the timetables.

When you have selected a course or module, clicking the **OK** button will add the selected .timetable to your **timetable list.**

NOTE: Please DO NOT USE the top two filter drop downs on any tab except for 'Rooms'; Instead, type at least 3 characters of your required timetable (e.g. course/module) directly into the bottom drop down box:
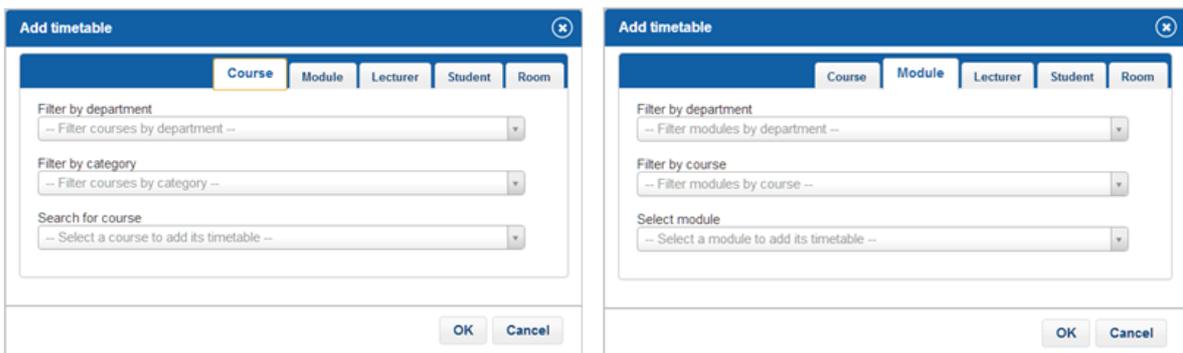
NB: The terminology ('course' and 'module') used here may differ slightly from that used in your organisation.

When a Course timetable is added, the entire module structure is added to the display.

The **top node** added is the **course** (and specific year).

Beneath the course node, as children of the course, will be individual **nodes for each module related to the course.**

The **compulsory modules** are listed first, followed by all **available modules**.

Where the module has **module groups**, these will be included as children of their respective modules.

The **compulsory module nodes** and all the nodes of their **respective sub groups** will be **checked automatically** when the course is first added. The **available modules** and their respective sub groups will **not be checked**.
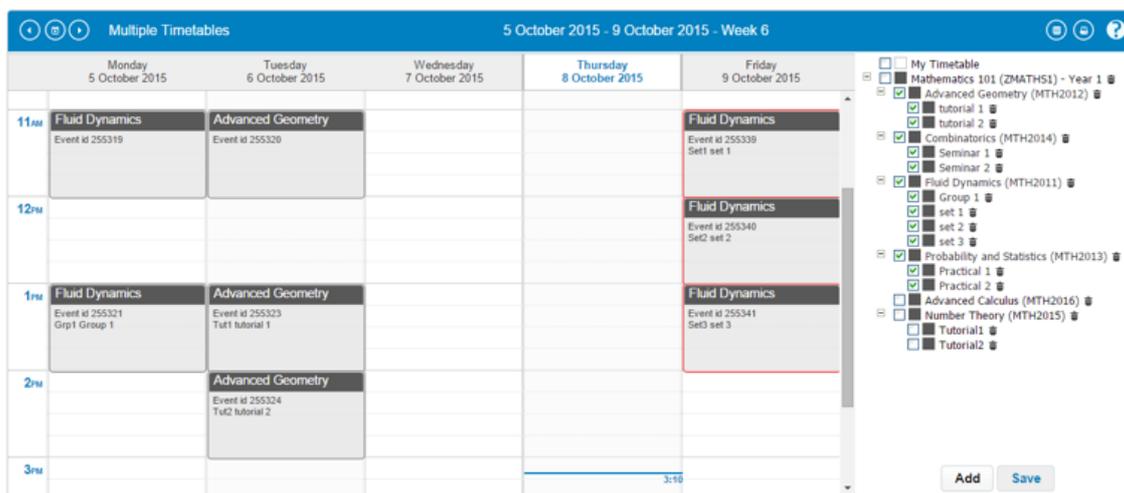
In the example shown above, **the timetable for course Mathematics 101 is added to the display**. The first 4 modules shown (Advanced Geometry through to Probability and Statistics) are **compulsory modules**, so **appear with all module and sub group nodes checked**.

However, the modules Advanced Calculus and Number theory are **available optional modules**, so **do not appear automatically checked**.

Checking a module node will only cause events directly related to the 'whole module' to be displayed and will not cause events for that module's sub groups to show. The sub group nodes themselves must also be checked to see their specific events.

Checking the course node overrides the individual selections within the course structure itself, and **acts as if all individual module and sub group nodes were checked**. When this occurs, instead of wiping out the selections of the individual nodes, the **checks are retained**, but the entire structure beneath the course node is **greyed out and italicised** to denote that the individual checks are not currently considered.
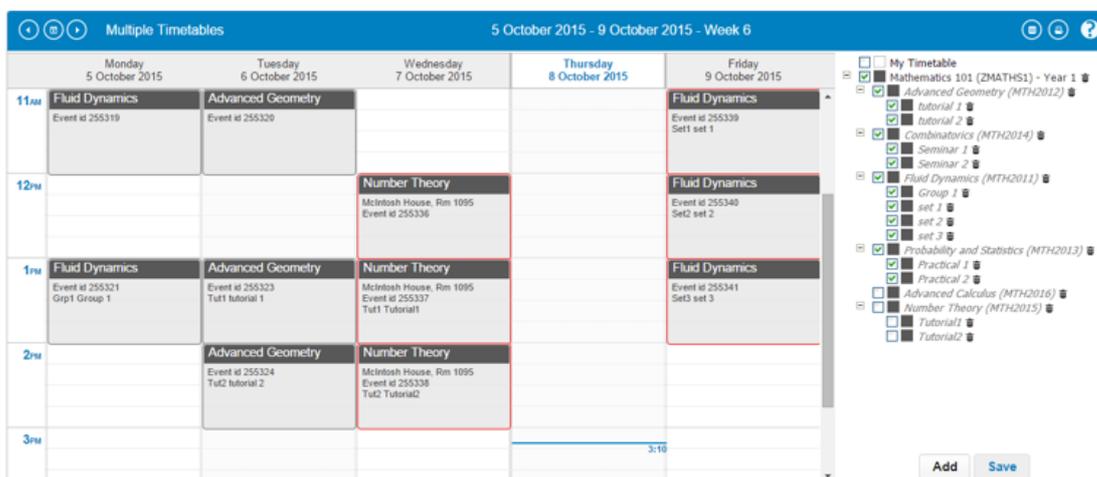
For example as shown above, when **the course node for Mathematics 101 is checked**, the additional events for the available module Number Theory **appear on the timetable for Wednesday**, even though the **actual module node is not checked**, as all relevant events for the course will show when the top node is checked.

Unchecking the course node reinstates the active, checked nodes in the tree display.

In the case when a module is added it will be displayed as a node for the whole module together with child nodes which represent each subgroup.

Checking a module node will **only cause events directly related to the 'whole module' to be displayed** and will not cause events for that module's sub groups to show. The sub group nodes themselves must also be checked to see their specific events.

2.2 Lecturer & student timetables
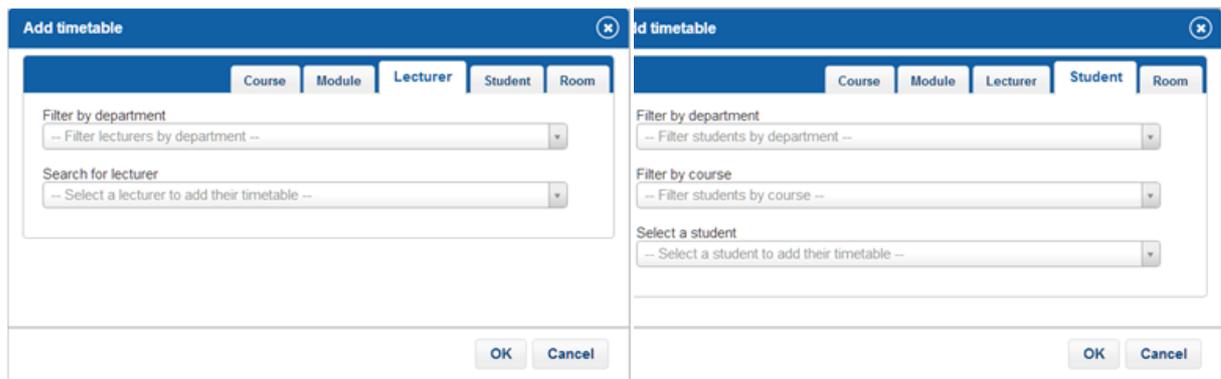
The Lecturer and Student tabs provide drop down lists that let you select lecturers and students. Once you have selected a lecturer or student, clicking the **Ok** button will add their timetable to your timetable list.

2.3 Room timetables
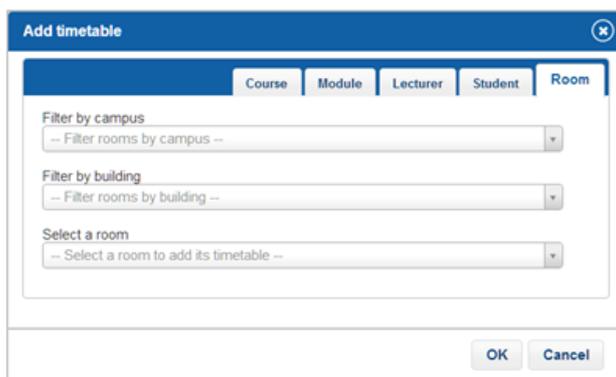
The Room tab provides drop down lists that let you select a room; once you have selected a room, clicking the Ok button will add its timetable to your timetable list.

If a room has a combination of parts, breakdown and resources, these will all be listed together for the room. If a room has no parts, alternate breakdowns or resources then the timetable list will simply list the room, as shown below:

Room	Room with parts	Room with breakdowns	Room with resources
☑ ▇ McIntosh House, Rn	☑ ▇ McIntosh House, Ro ⊟ ☑ ▇ Part1 ☑ ▇ Part2 ☑ ▇ Part3	☑ ▇ McIntosh House, Rr ⊟ ☑ ▇ Breakdown 1 ☑ ▇ Breakdown 2 ☑ ▇ Breakdown 3	☑ ▇ McIntosh House, Ro ☑ ▇ PC01 ☑ ▇ PC02 ☑ ▇ PC03
If a room has no parts, alternate breakdowns or resources then the timetable list will simply list the room as above. The check box controls the display of events and room bookings that are for the room.	If a room has parts then the timetable list will in addition to the room itself also list the room parts as shown above. The first check box controls the display of events and room bookings that are for the whole room. The check boxes for the room parts control the display of events and room bookings for each room part.	If a room has breakdowns then the timetable list will in addition to the room itself also list the room breakdowns as shown above. The first check box controls the display of events and room bookings that are for the room's default breakdown. The check boxes for the room breakdowns control the display of events and room bookings for each breakdown.	If a room has resources then the timetable list will in addition to the room itself also list the room resources as shown above. The first check box controls the display of events and room bookings that are for the whole room. The check boxes for the room resources control the display of events and room bookings for each room resource.

You can add several timetables to your list using the **Add timetable** dialog.

The example here shows a timetable list where a number of timetables have been added:

» The timetable for the course **BSc Higher Maths Year 2** has been added and you can see that its modules are automatically included as well.

» Timetables for a lecturer **Kathleen Khayat** and a student **Danielle Cook** have been added.

» Timetables for the individual modules **Advanced Algebra** and **Applied Relatively** have been added.

» The timetable for **Room 317** in **McIntosh House** has also been added.

A timetable can be removed from the list by clicking the **delete** icon associated with it, (found at the end of the line).

Timetables are also **automatically assigned a colour** which is used to indicate why an item is being shown in the main time timetable display, this is shown in the example here.

2.4 Saving the timetable list

The **timetable list** is preserved during your browser session but it is **not automatically saved between browser sessions**. If you want to preserve it to use again in a future browser session use the **Save** button. The list of timetables together with each timetable's checked state is saved and is automatically used again in any future browser session.

3 YOUR TIMETABLE IN MS OUTLOOK & O365

3.1 About your CMISGo personalised timetable URL

You may want to include your timetable and room booking information in other applications such as the **Microsoft Outlook** desktop application, **Office 365, Outlook Web Access** on your desktop or in a **calendar app on your mobile device**; this can be achieved using your **personalised timetable URL.**

Your personalised timetable URL is automatically kept refreshed with your latest timetable data and uses an industry format called an **iCal file**. Most calendaring applications support subscribing to one or more iCal files as additional calendars.

This means that the subscribing software will use the iCal file URL to periodically refresh the copy of your timetable data.

It is important that you use the **subscribe** option in an application rather than any **import** option as import will just import your timetable once and will not configure the application to periodically refresh it.

Note: The schedule for the periodic refresh of your timetable in another application or service is governed by that application or service and may be a few hours or longer; this is particularly true of Google calendar.

3.2 How to find your CMISGo personalised timetable URL

You will need your **personalised timetable URL** to subscribe to your timetable data in Microsoft Outlook, O365 and any other calendar applications including those on mobile devices.

To find or create your **personalised timetable URL** follow the steps below.

Select the **My mobile** option from the Administration drop down menu.

If you have **not** already created your personalised timetable URL/Link you will see the dialog below.

Click the **Create link** button to create your personalised timetable link:

When you have created your personalised timetable URL/Link it will be shown as below:

Highlight your personalised timetable URL and copy it to the clipboard (highlight it with your mouse and then press Ctrl+C).

Make sure you copy the entire URL starting from **http:** and ending **.ics**

You are now ready to add / paste your personalised timetable URL/link into your chosen calendar application.

Notes

- » Your personalised timetable URL also includes any room bookings you have made as well as your timetable.
- » You can share your timetable with someone else by giving them your personalised timetable URL so that they can also subscribe to it in another application.
- » You can change your personalised timetable URL using the **Change link** button (see below) at any time. This will **invalidate** any subscriptions you or others have made to your timetable and these will need to be set up again if you want to reinstate them:

3.3   Viewing your timetable in MS Outlook and O365

3.3.1   View your timetable in Outlook 2010

The following example uses the Microsoft Outlook 2010 desktop application and shows how to subscribe to your CMISGo timetable.

Following the instructions in 3.2 above, go into CMISGo 'Administration' tab and copy your personalised timetable URL into the clipboard (highlight it with your mouse and then press Ctrl+C).

In the calendar in **Microsoft Outlook**, right click on **Other Calendars**, select **Add Calendar** and then **From Internet...** as shown below:
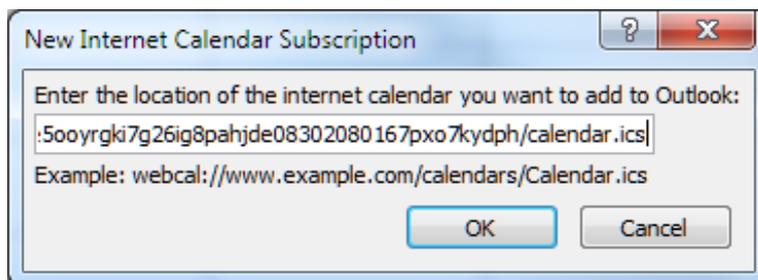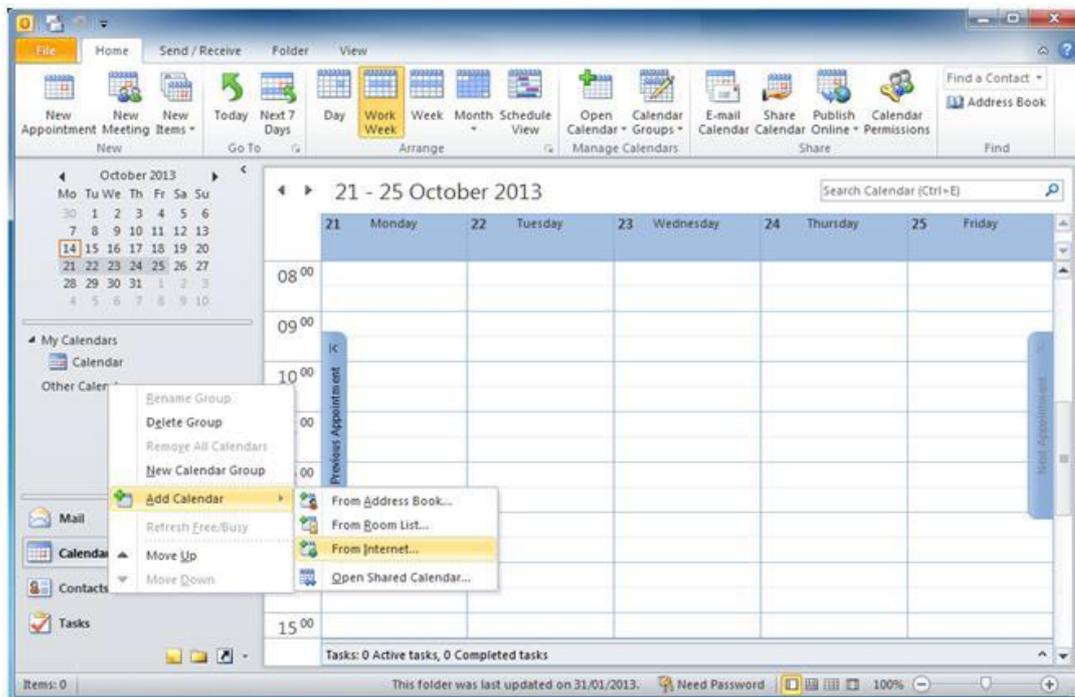
Paste your personalised calendar URL into the **New Internet Calendar Subscription** dialog and then click the **Ok** button.
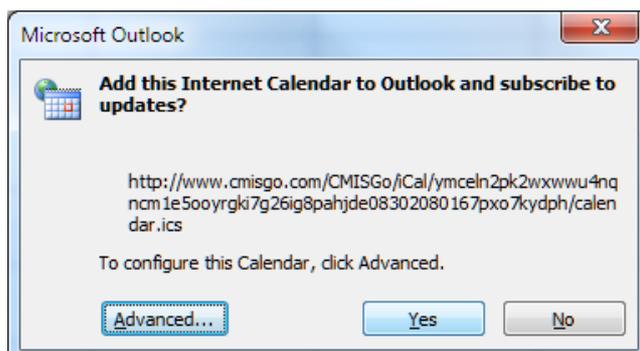
Click the **Yes** button.

Your timetable now appears in Microsoft Outlook and the default name it is given is 'calendar'.

To **change the name of your calendar**, to for example to 'My timetable', right click on calendar, select **Properties** and change the name on the **General** tab.

3.3.2 Viewing your timetable in Office 365

Following the instructions in 3.2 above, go into CMISGo 'Timetable' tab and copy your **personalised timetable URL** into the clipboard (highlight it with your mouse and then press Ctrl+C).
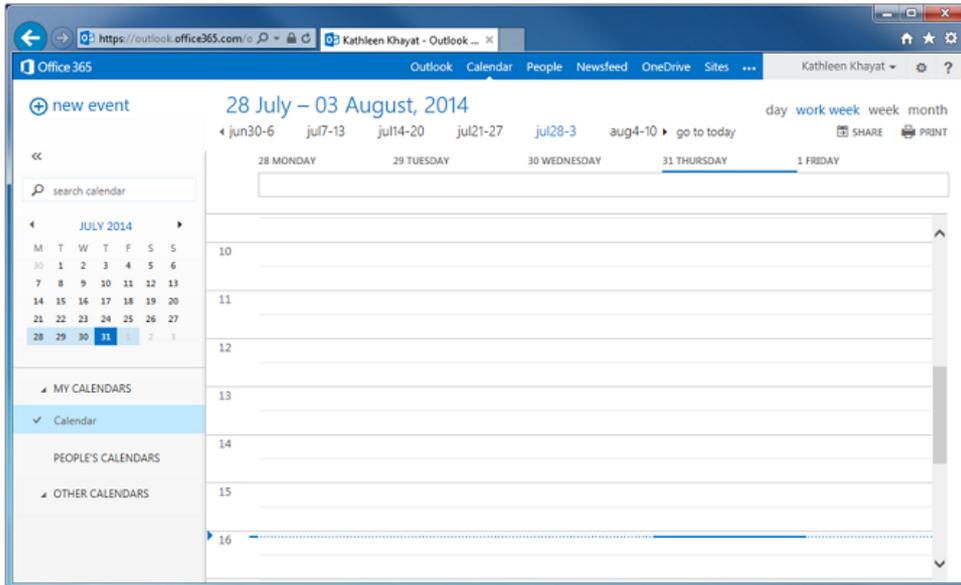
In Office 365 go to **Calendar**:
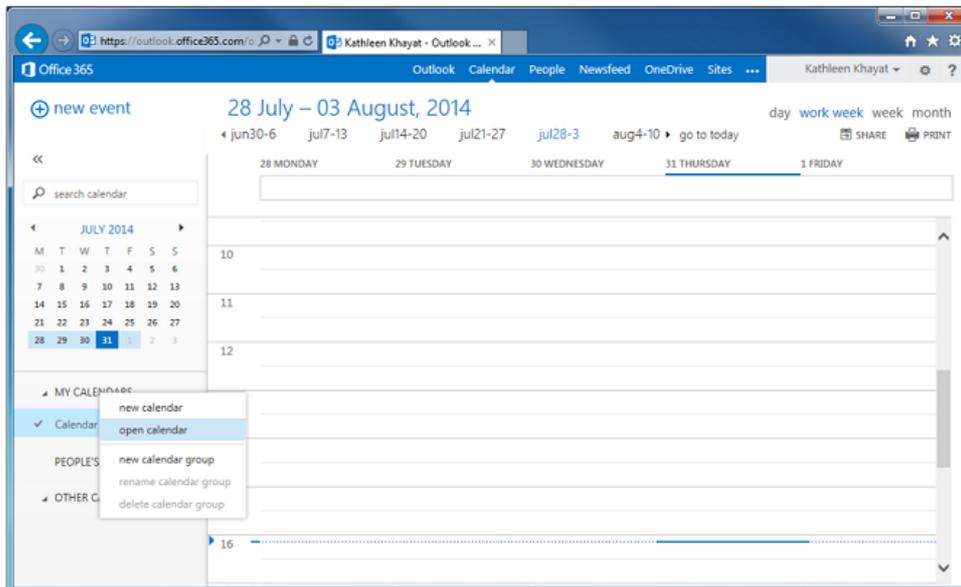
Right click on **MY CALENDARS** and then select **open calendar**.
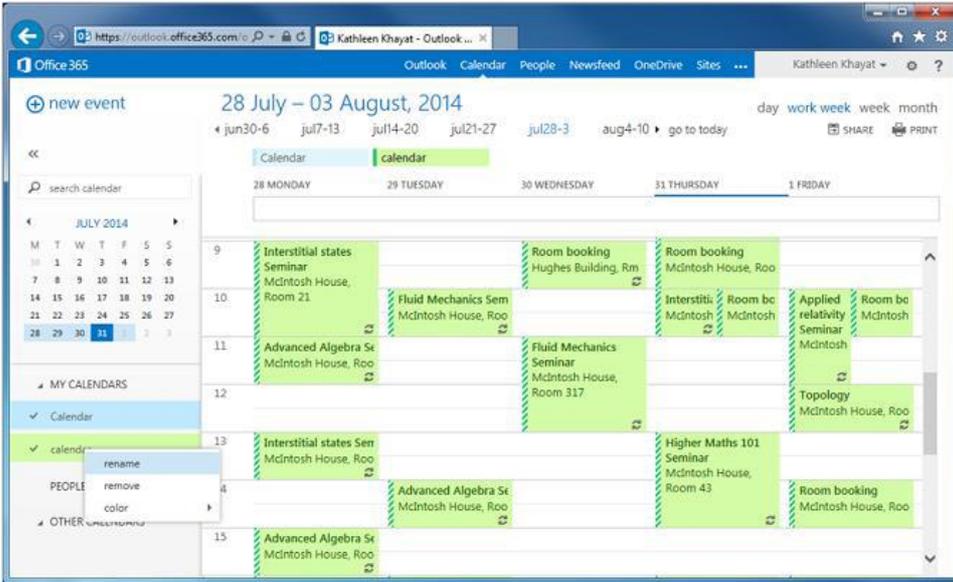
There will be short delay while Office 365 retrieves the timetable information and displays it on the screen.

If you wish you can rename the calendar. Right click on **calendar** and then select **rename.**
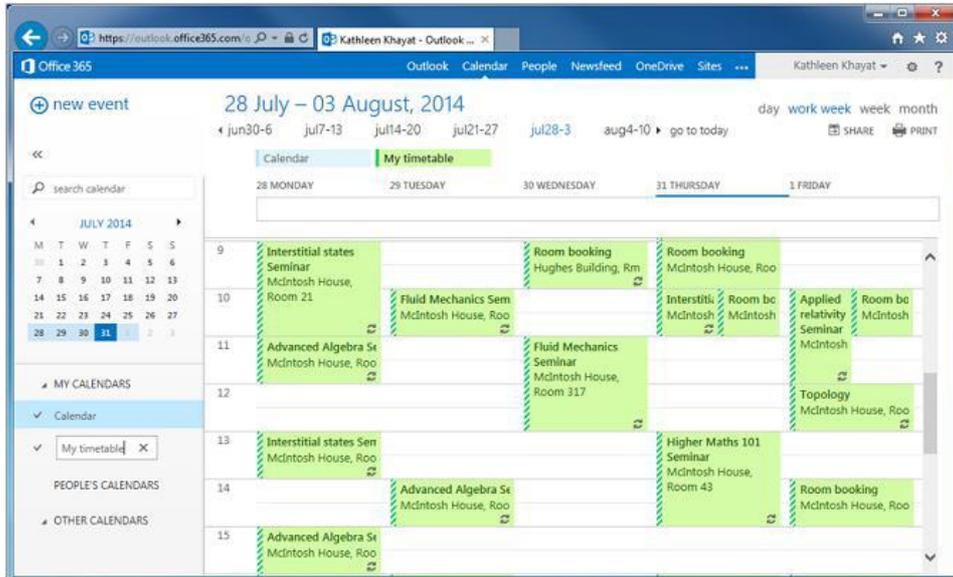
Type in the name you want to use, for example **My timetable** and then press return.
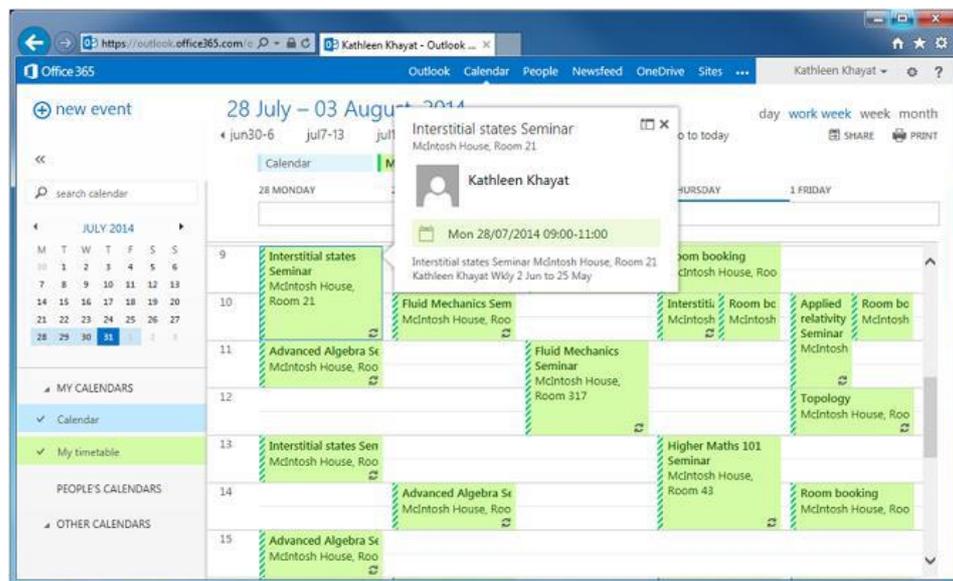
You can see details of events by clicking on them as shown above.

4 VIEW CMISGO TIMETABLES ON AN IPHONE

Following the instructions in section 3.2 above, go into CMISGo 'Administration' tab and copy your personalised timetable URL into the clipboard (highlight it with your mouse and then press Ctrl+C).

Select the **My mobile** option from the Administration drop down menu

If you have not already created your personalised timetable URL/Link you will see the dialog above. Click the **Create link** button to create your personalised timetable link.

When you have created your personalised timetable URL/Link it will be shown as above.

Then follow these steps:
1. In a browser highlight your personalised timetable URL and copy it to the clipboard (highlight it with your mouse and then press Ctrl+C). Make sure you copy the entire URL starting from **http:** and ending **.ics**
2. Create an email message containing the URL and email it to yourself so that you can access the URL in the message on your iPhone.
3. On your iPhone access the email message and copy the URL.
4. Select **Settings**
5. Scroll down and select **Calendar**
6. Select **Add Account...**
7. Select **Other account**
8. Select **Add Subscribed Calendar**
9. Paste the URL into the **Server** text box
10. Click **Next**
11. Click **Save**

You can now use the Calendar app to view your timetable.

5 VIEW CMISGO TIMETABLES USING GOOGLE

5.1 Step 1: Subscribe to your personalised timetable from your Google account (on your pc or laptop)

Your phone needs to be linked with a Google account. You probably have already done this, when you first setup your phone to access your personal email.

If you haven't, you will need to sign up for a Google account before continuing.

To find or create your CMISGo **personalised timetable URL** follow the steps in section 3.2 above; make sure you have copied your personalised timetable URL/Link to the clipboard (press Ctrl+C)

Use a browser on a laptop/desktop to sign in to your **Google account** and then go to **Calendar.**

Locate the **"Other calendars"** section on the left of the display and click the down arrow icon to the right of "Other calendars" to drop down the options shown below.
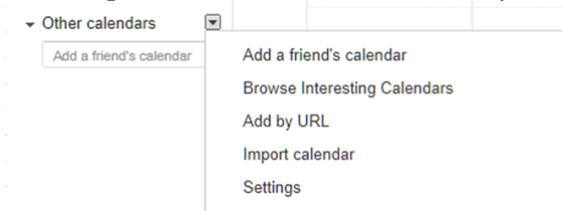
Click the "Add by URL" option to get the dialog shown here.
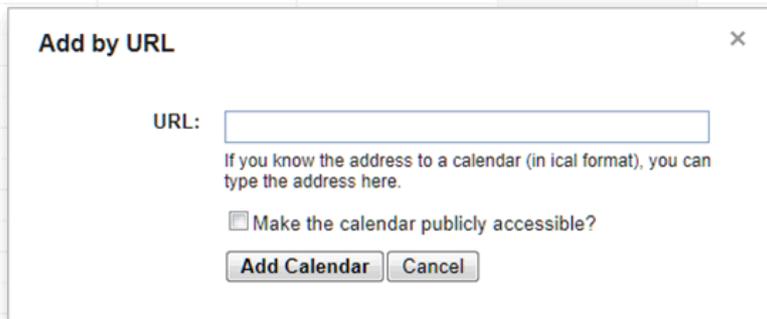
Paste the **personalised timetable URL** you copied from CMISGo into the URL box (click in the box and then press Ctrl+V).
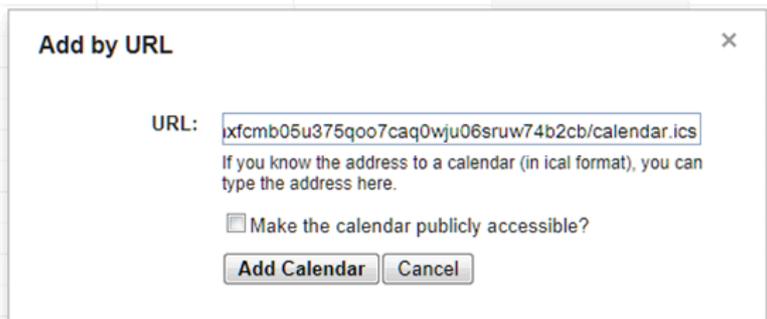
Note as shown below that you won't see all of the URL in the URL box.

Then click the "Add Calendar" button and after a short time Google will display your timetable.

5.2   Step 2: Set up the Google app on your phone to use the subscription you have set up on your google account

The following instructions describe how to set up your phone so that your timetable is available in the Google calendar app.

Note: if you don't have the **Google calendar app** on your mobile device, **you will need to download it now.**

The example below is for an **Android** phone.

Step 2a - Google account set up & google calendar sync

Note: If you already have your Google account set up and the Google calendar sync'ed, then go straight to Step 2b below.

1. **On your phone** select **Settings**
2. Select **Accounts & sync**

If your account is already set up and listed jump to step 6

3. Select **Add account**
4. Select **Google**
5. Follow the instructions to sign in to your **Google account**
6. Select your account
7. Check that the **Sync Calendar** option is checked for your Google account
8. Select **Sync now**

Your phone will show that it is synchronizing. When the synchronising has completed, you can use the Calendar app to view your timetable.

Step 2b - Sync your CMISGo timetable to Google calendar

Additional steps are required to sync your timetable to the Google calendar app on your mobile device.

9.   Open the Google Calendar app on your phone
10. Click on the three dots top-right. Select Refresh from the menu.
11. Click on the 3 horizontal lines top left to open the menu. The timetable ical appears in my list of calendars.
12. Click on Settings in the menu.
13. Click on the **timetable iCal calendar.**
14. Change **Sync** to enabled.

6 VIEW CMISGO TIMETABLES USING OUTLOOK.COM

6.1 Step 1: Subscribe to your personalised timetable from your Outlook.com account

Your phone needs to be linked with an **Outlook.com** account. You probably have already done this when you first setup your phone to access your personal email.

**If you haven't, you will need to sign up for an Outlook.com account before continuing.**

To find or create your CMISGo **personalised timetable URL** follow the steps in section 3.2 above; make sure you have copied your personalised timetable URL/Link to the clipboard (press Ctrl+C)

Use a web browser to sign in to your **Outlook.com account** and go to the **Calendar**:
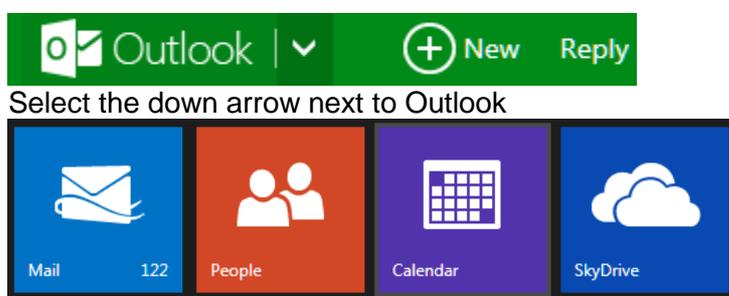
Select the down arrow next to Outlook

Select Calendar

Select Import
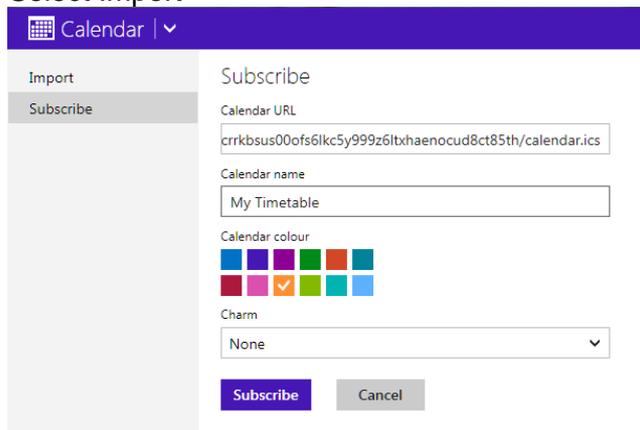
Make sure you select **Subscribe**, and paste the URL you copied into the Calendar URL box (click in the box and then press Ctrl+V).

Note as shown that you won't see all of the URL in the URL box.

Type in a name for the Calendar e.g. My Timetable as shown.

Select a colour for the Calendar.

Click the Subscribe button, and after a short time, **your timetable will be displayed**.

6.2 Step 2: Set up the Outlook app on your phone to use the subscription you have set up on your Outlook.com account

The following instructions describe how to set up your phone so that your timetable is available in the calendar app on your phone.

The example below is for a Windows phone.

1. Select **settings**
2. Select **email+accounts**
3. Select **add an account**
4. Select **Windows Live**
5. Select **Next** (if a "Before you sign in" message is shown)
6. Enter your Outlook.com ID and Password and select **Sign in**

Your phone will show a synchronizing message. You can now use the Calendar app on your phone to view your timetable.

Your phone will show that it is synchronizing. When the synchronizing has completed, you can use the Calendar app to view your timetable.

Outlook will automatically enable the timetable calendar, so no additional steps are required.