## Timetable view of courses at an institution

Guide for campo administrators

## Timetable view of the courses of a semester

In the main menu, please select 'Course organization and then the menu item Show timetable for lecturers and organizational units.

Studies offered
Search for courses
Search for special events
Show current courses
Show university course catalog
Module descriptions
Show course of studies schedule
Show timetable for lecturers and organizational units

You will then be taken to a search screen where you can compile the overview to be created based on various criteria.

Show timetable for lecturers	and organizational units							
Search Reset () Help for search		🗎 Save search						
Search for courses and examinations	<b>~</b>	Examinations 🗸						
Туре	= V Course V	0	Kind of examination	= •	0			
Title			Examiner	= 👻				
Semester-dependent title				→ Select				
Number			Term segment		]			
Semester	Summer semester 2024 👻							
Organizational unit			Search for courses of study 👻					
	→ Select	Degree		0				
		Subject		0				
Courses 👻			Major field of study	= •	•			
Performing lecturer	= •		Subject indicator	= •	•			
	→ Select		Kind of studies	= •	•			
Course type	= •	0	Prüfungsordnungsversion		0			
			Recommended term		]			
			🚜 Add criteria group 🕕					

Search Reset () Help.for.search

To display the courses of an institution in the timetable view, please select the following criteria:

In the section "Search for courses and exams"

- Type = Course (is preselected as default value)
- Semester = selection of the semester for which you want the overview
- Organizational unit = <YOUR INSTITUTION> (selection of the chair).

Click on the ,Search' button to start the search.

Note: Instead of courses, you can also search for exams or use other search criteria. On the search screen, you can choose from a variety of other criteria.

	arch Change search 👘				
Information: our have selected 17	courses or examinations.				
Select all 🗙 Dele	te selected items				
earch terms: Type:	Course ; Semester: SoSe 2024 ; Organizational unit: GfK-Lehrstuhl für Market	ing Intelligence			
					🎈 Show filter 🛛 🧹 Edit ta
🖌 Туре	Title	Number.	Parallel group	Semester.type	Year
Course	Advanced Marketing Analytics		1. parallelgroup	SoSe	2024
Course	Advanced Topics in Marketing		1. parallelgroup	SoSe	2024
Course	Auslandsmodul		1. parallelgroup	SoSe	2024
Course	Data Science		1. parallelgroup	SoSe	2024
Course	Data Visualization in Tableau		1. parallelgroup	SoSe	2024
Course	Digitales Marketing ÜB		1. parallelgroup	SoSe	2024
Course	Digital Marketing		1. parallelgroup	SoSe	2024
	Doktoranden-Seminar		1. parallelgroup	SoSe	2024
Course			1. parallelgroup	SoSe	2024
Course	Marketing Management				

The search result list is displayed in tabular form. Via the menu item ,Show filter' you can display a filter line within the hit table, via which a further filtering of the hits is possible. Via the menu item ,Edit table' you can make settings to the columns as well as their sorting.

To generate the actual timetable view of the selected courses, click on the button ,Show conflict plan', which is located above the results list.

## Show timetable for lecturers and organizational units

Show plan New search Change search 🚅
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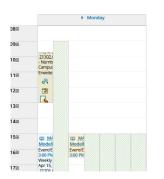
The system will then prepare the view in timetable format for the selected courses.

New search	Add more elements									
Search word	Is: Type: Course ; Semester: SoSe 2023 ; Organ	izational unit: R	eferat L2 - Campusmanagem	ent						
View option	15						Help	Export as XM	IL 🖶 As.PDF-Document 🔅 More.displa	y_options 👔
Summer se	emester 2023 👻			term view 🗸 Ag	or 1, 2023 - Sep 30, 2023					
	Monday		) т	Tuesday > Wednesday			> Thursday		> Friday	
080	Planning Session APP Course, 1, PG     Son AM		Planning Session STU Course, 2. PG	B Planning Session	Planning Session EXA-PV     Course , 3. PG     POD AM     POD AM		Course , 4. PG		Course , 5. PG	
0910				Course , 6. PG 8:30 AM to 12:00 PM Fortnightly						
1010			User Experience and Feedback	Apr 18, 2023 to Jul 18, 2023	Musterschulung Teil 1     Course , 2. PG     10:00 AM to 12:00 PM	ar 🖄 🥖				
1122		a 🕅 🥖			Weekly Apr 19, 2023 to Jul 19, 2023					
1210	11:00 AM to 1:00 PM Weekly Apr 17, 2023 to Jul 17, 2023								Weekly Status Update     Course , 1. PG     12:00 PM to 1:00 PM	a 🖄 🥖
1322							User Experience and Feedback Online course, 1. PG User Bit to 200 RM	ar 🖄 🥖		
14:0										
1522										
1622										
17:0										
1812										
1910										
Legend 👻										
Single da	te Weekly Block date, Block date + sat, Block	date + sat + sun	Fortnightly, Even weeks, Odd w	eeks Three weeks turn, Four w	eeks turn, Every 1st weekday of the month, Every	2nd weekday of the n	nonth, Every 3rd weekday of the month, Every 4th v	veekday of the mon	th, nach Vereinbarung	

In the timetable view you now get an overview of the courses of the selected organizational unit. Based on the display in the timetable, you can now recognize overlaps.

For each course, icons are displayed that you can use to jump directly to the detailed view (magnifying glass icon), the course editing (pencil icon) or the editing of dates & rooms (calendar icon).

For courses with a conflict, you will also see a yellow triangle with an exclamation mark. If you click on this triangle, the timetable will show periods with hatched lines where a room conflict would exist (green hatching) or a person conflict would exist (blue hatching).



In the timetable view, you can switch between different view options (semester view, lecture time view, week view, period) - analogous to the room allocation plans. You can set the selection in the center above the grid.

To the right of it you will find on the one hand the export option of the timetable view as PDF file and on the other hand the option to configure the display of the elements shown in the grid.

Above the timetable view you will find the button 'New search', which takes you back to the search mask and allows you to start a new search. To the right you will find the button "Add more elements" which will take you to a search mask where you can search for additional elements that should also be displayed in the timetable view.

Below the timetable view you will find a legend that explains the different colors and hatchings of the elements again.