Practical Guide to Using IADT's Online Timetable System

IADT offers all staff and students online access to their timetable. The system is known as CMISgo. The below gives IADT Staff and Students a basic guide to how to use the online timetable system. The system is compatible with almost all browsers but the newer the browser the more feature rich the online system becomes.

Please note that all activities on IADT's Timetabling System is subject to IADT's ICT A/AUP.

<u>Requirements to use this service are</u>:

- Access to the internet
- Web Browser
- Be a member of IADT's Student or Staff cohort
- Have an up to date version of virus protection installed on your computer
- Have all critical operating system updates installed on your computer

Accessing Online Timetables

Visit https://timetable.iadt.ie or from the IADT.ie website click on the Services and select Online Services + *Timetables*.
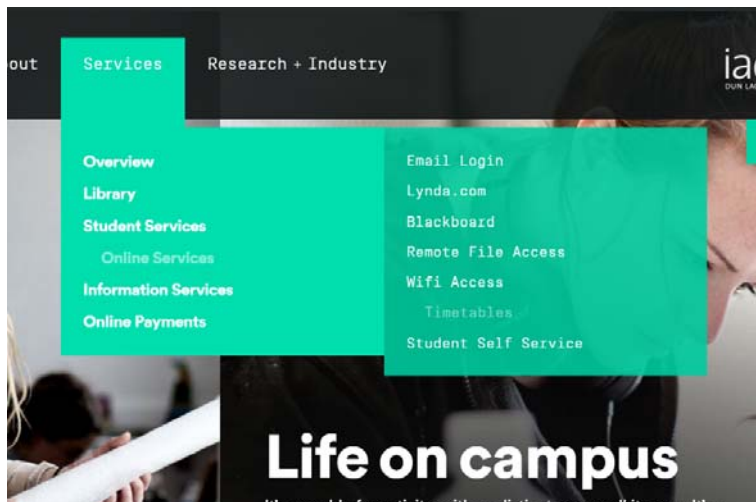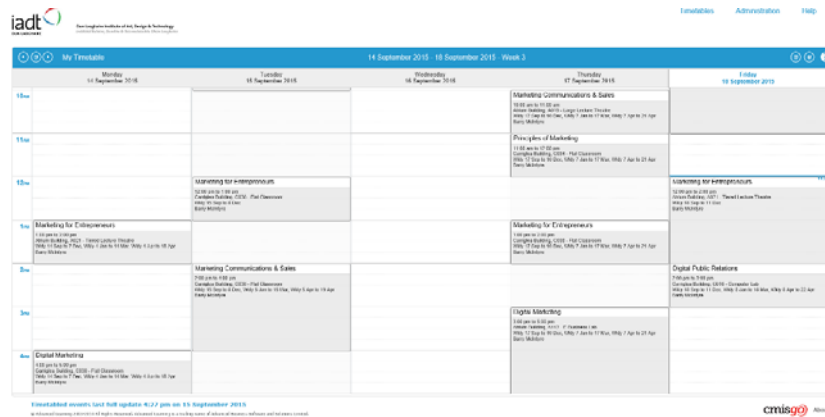

Figure 1: IADT.ie Services

You will then be directed to a log-in screen (fig.2) where you need to enter your IADT username and password.

Figure 2: CMISgo Login Screen

You will be then presented with your timetable and/or room bookings (fig. 3). For some this will be blank as there is no bookings associated with your log-in.

Figure 3: Personal Timetable View

At the bottom of the screen you will note a date and time (fig 4). This is when the timetable was last updated from the main timetabling system CMIS.

Timetabled events last full update 4:27 pm on 15 September 2015
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Figure 4: Timetables last full update

Note: You always check your timetable after 2pm on a Friday to ensure there is no changes for the following weeks.

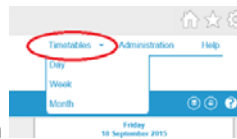**<u>Viewing your timetable by different days/weeks</u>**

You can then view different weeks into the future by using one of the following functions:

The "next" button (top left of your browser) which brings you to the following week.

The "Go to Date" button which you can go directly to a particular date.

You can view your calendar by Day, Week or Month by selecting this under the Timetables button (top right of your browser).

Viewing a Programmes Timetable

As part of the online system you can also look at a particular programmes timetable, a student's timetable (staff only) or a colleague's timetable (staff only). Or multiple timetables if you are trying to organise a meeting between a number of parties.

Timetables   Administration   Help

First click the "Toggle timetable list" button [image] which is at the top right-hand corner of your browser. This will open a side-screen/pane within you browser (fig. 5).
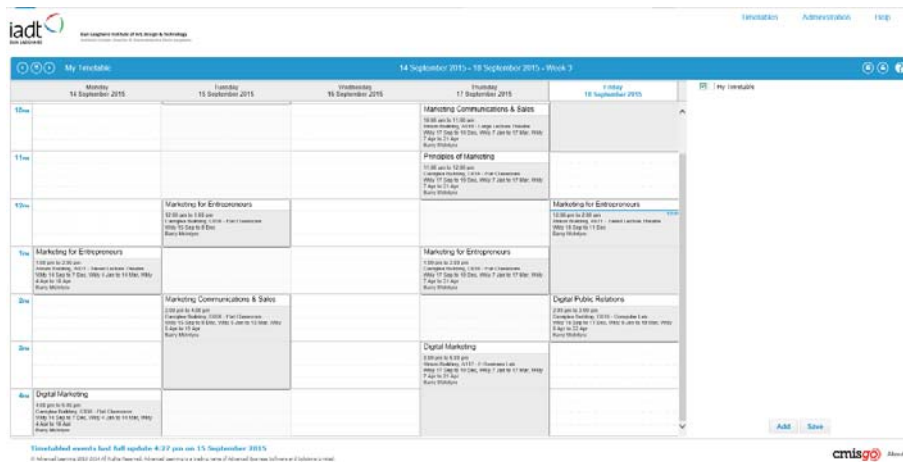

Figure 5: Toggle Timetable List Pane

You can then add a timetable by clicking the [Add] button at the bottom of the screen. You can then choose to add a Course, Module, Lecturer (staff only), Student (staff only) or Room to your timetable view.
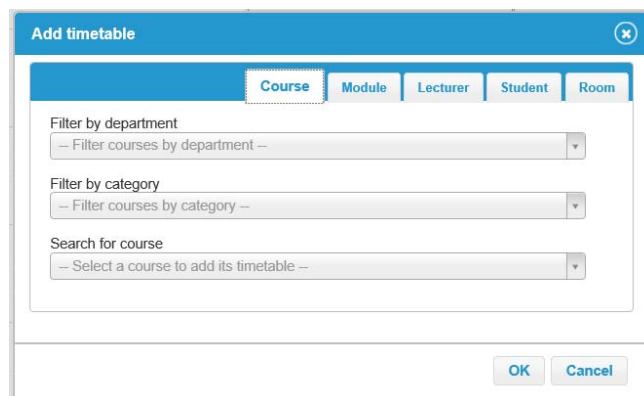

Figure 6: Adding a timetable

Depending on which you wish to add you will be asked to select slightly different filters. In the example below we will add a course (programme in IADT terminology). So in the "Search for course" filter choice you type in the first few letters of the course/programme name or better still course/programme's code. We are going to select DL822 as below (fig. 7).
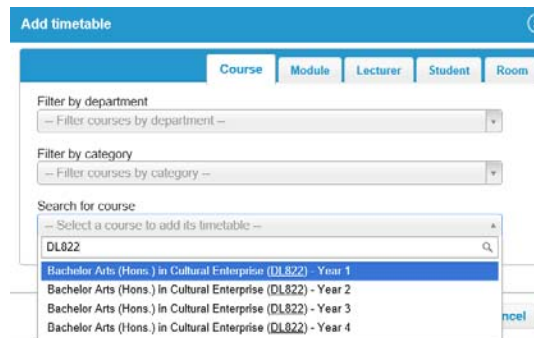

Figure 7: Search for a course/programme

You will see the search results and you pick the programme/course timetable you wish to view, select the one you want and then click the `OK` button. You will then get a view of this programme/course's timetable and your own (fig. 8).
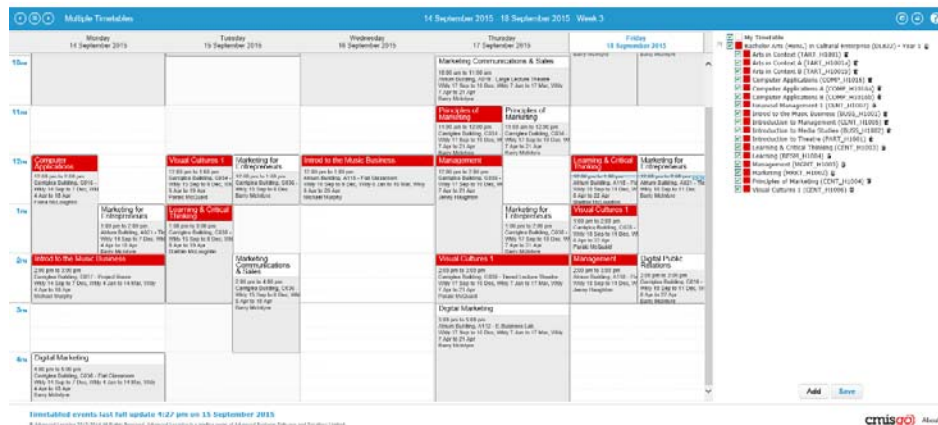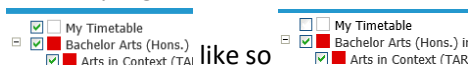

Figure 8: Viewing Multiple Timetables

If you wish to just view the programme/course's timetable unselect your timetable by unselecting the My Timetable tick box like so you will then only see the programme/course timetable.

If you are going to need to view this programme/course timetable regularly then click the Save button so next time you log into the Online Timetable System the programme will appear in the Toggle timetable list.

You can add as many other timetables to this list as you wish and it is particularly useful if you are trying to organise a meeting as you can see when your colleagues are free.

How to view your Timetable on your smart phone or tablet.

There is an extensive help section with-in the Online Timetable System that will give you this information.

So either click on the question mark button or the Help button and either will bring you to the online help which will should you how to connect your device's calendar to the online timetable system.

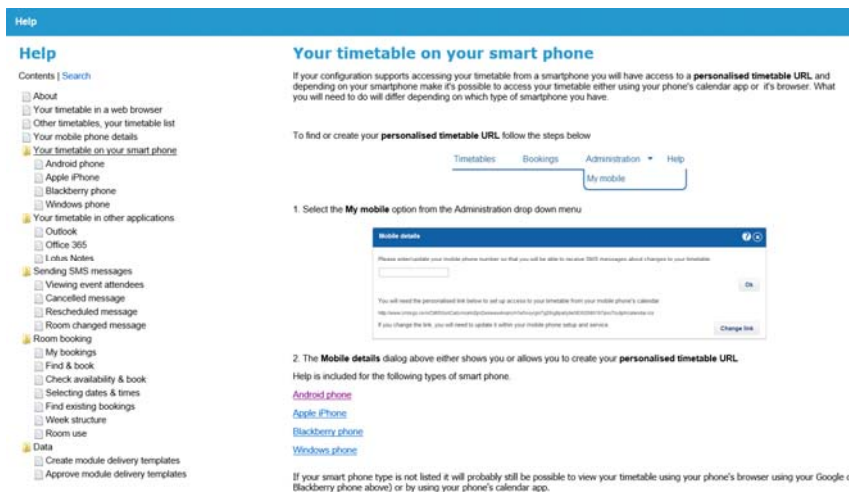**Figure 9:** Help menu

To **Logout** of your online timetable please close your browser.

Please report any problems to **support@iadt.ie**

And **remember** that the date at the bottom of the Online Timetable System is the last time your online timetable has been updated so make sure to check your timetable after 2pm Fridays for any possible changes for the following weeks