

## Using your timetable

### How does it work?

Welcome to the on-line timetable facility. You will not be issued with a personal timetable this year but can use this facility to print out your timetable.

However, given that there are often timetable changes during the course of the year, we would like to encourage you to use the on-line facility regularly so that you can keep track of class cancellations and changes of room or time. You should be able to access this facility from home so you can check before travelling in whether there have been any changes. This facility is now available through the wireless link.

You can select the weeks, days and time ranges shown on your timetable. You may select an individual week by highlighting it using the left mouse key or a number of weeks by highlighting the first week by holding down the left mouse key and sliding down the list.

We recommend that you use the Select Days range **Monday – Friday** and the Select Timerange **08:00 – 22:00**.

You may view the information either in a grid format or text format and may print out the timetable if you wish.

### What does it tell me?

The timetable is organised by days of the week and then provides 10 headings which give you information about what you are doing, when and where.

<b>Activity</b>	this lists the module by number and the type of activity
<b>Type</b>	this indicates whether the class is a lecture, seminar or tutorial
<b>Start</b>	this indicates the time when the class starts
<b>End</b>	this indicates the time when the class ends
<b>Duration</b>	this indicates how long the class will last
<b>Room</b>	this indicates where the class is being taught [see Where are by classes being held? Below]
<b>Staff</b>	this indicates who is teaching the class
<b>Start Date</b>	this indicates the week of the month in which the class is taking place NOT the date of the first class itself
<b>No of Weeks</b>	this indicates how many classes are being taught
<b>Weeks</b>	this indicates the period in weeks when the class is being taught

## Where are my classes being held?

In order to fit information onto the timetable there is a system of abbreviations used to indicate the various rooms and campuses at which teaching takes place.

<b>FFLB02 and FFLB03</b>	School of Law seminar rooms in the basement of the Law building on the Strand campus
<b>FFL[then 3 numbers]</b>	staff office in the School of Law building on the Strand campus
<b>FFL14SEB</b>	tutorial room in the South East Block near the junction between the Students Union building and the South Range of the King's Building on the Strand campus
<b>STD</b>	Strand campus
<b>STD/1B[then 2 numbers]</b>	Strand Building, first basement, Strand campus
<b>STD/2B[then 2 numbers]</b>	Strand Building, second basement, Strand campus
<b>STD/3B[then 2 numbers]</b>	Strand Building, third basement, Strand campus
<b>STD/[3 numbers]</b>	Strand Building, first number indicates floor and following 2 numbers indicate room number on that floor, Strand campus
<b>STD/GFSB[then 1 number]</b>	Strand Building, ground floor Strand Building, Strand campus
<b>STD/342N</b>	Norfolk Building, Strand campus
<b>STD/GFSB[then 1 number]</b>	Strand Building, ground floor Strand Building, Strand campus
<b>STD/342N</b>	Norfolk Building, Strand campus
<b>STD/K</b>	King's Building (the old, posh building), Strand campus
<b>WAT</b>	Waterloo campus
<b>WAT/F-WB</b>	Franklin Wilkins Building, Waterloo campus
<b>WAT/JCMB</b>	James Clerk Maxwell Building, Waterloo campus
<b>WAT/WBW</b>	Waterloo Bridge Wing [sometimes called 'the annex' by people who have worked at King's for a few years] of the Franklin Wilkins Building, Waterloo campus