

PUBLISH FOR STAFF

User Guide

Edinburgh Napier Staff

Abstract

ENU guidance notes for staff on using Publish to access teaching and exam timetables.

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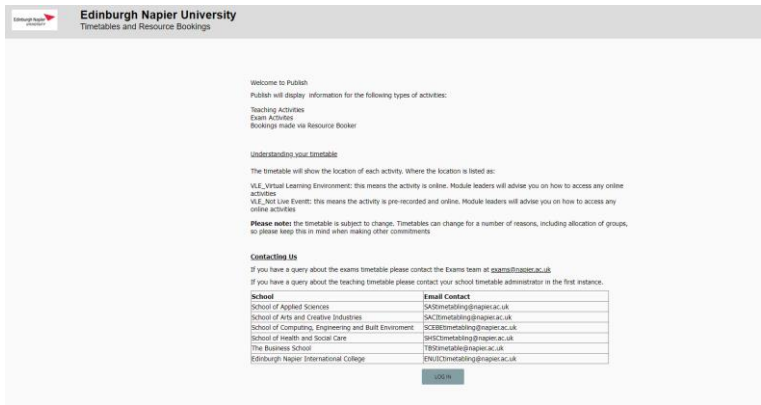
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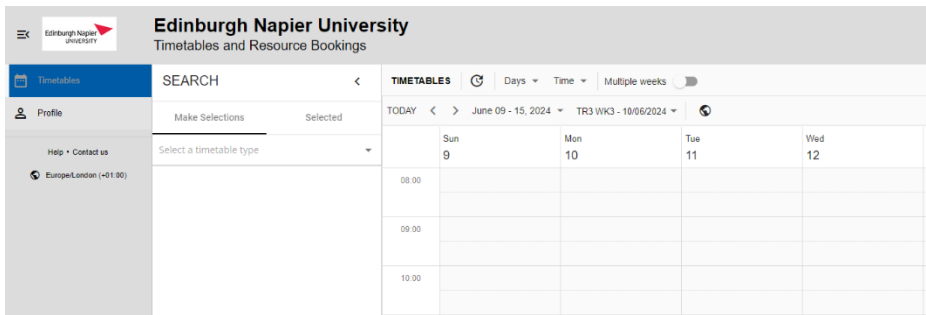
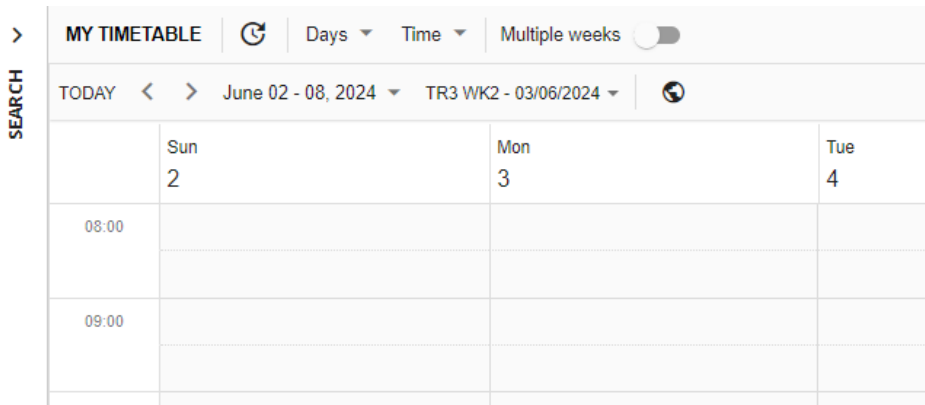
What is Publish?

Publish is an application that enables students and academic staff to access personalised teaching and exam timetables in one continuous calendar.

Publish can be accessed from myAccount, the ENU app and directly at timetable.napier.ac.uk



1. Once logged into Publish, click on the arrow at the top of the search bar, to expand the menu.
2. Ensure that the 'my timetable' box is ticked to display your individual timetable for teaching and exams.

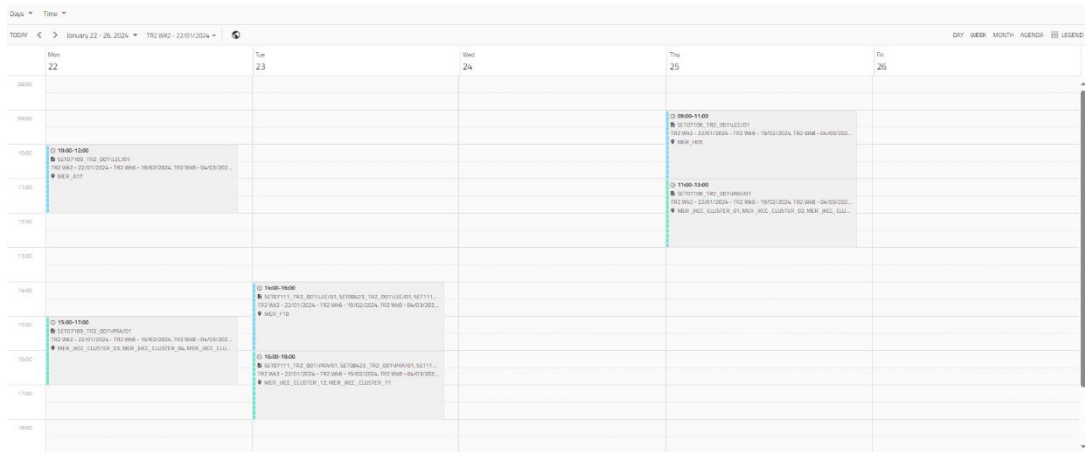


Timetable Views

1. Publish will default to the week view of the timetable, however it is possible to change this to a day view, agenda view or a month view, using the option at the top right-hand corner of the screen.

Example Teaching Timetables

Week view



Activity Details

By clicking on an activity, you will be able to see more details about that activity, including the location description and the weeks.

Members of staff will be able to see the class list for the activity (list of student names). This is restricted to staff only, and student cannot see this information.

<p>SOE11149_TR3_001\L EC/01 Lecture</p>	<p>Duration 2h</p>
<p>Name SOE11149_TR3_001\LEC/01</p>	<p>Location CRL_Z/10</p>
<p>Module Name MBA Capstone Project</p>	<p>Location Description Classroom - Classroom Style</p>
<p>Activity Type Lecture</p>	<p>Zone Description Craiglockhart - Level 2</p>
<p>Day Monday</p>	<p>Weeks TR3 Wk2 - 03/06/2024 - TR3 Wk4-17/06/2024</p>
<p>Time range 09:00-11:00</p>	<p>Staff Name CampusM test staff member, Paul Wagner</p>
	<p>Student Name CampusM1, BS.PG.MBA_SPM Y2 Jan 23 TR3 (B), BS.PG.MBA_SPM Y2 Jan 23 TR3 (A)</p>

Example Examination Timetables

When viewing exam timetables, module leaders may see multiple activities for one exam.

This is because some students with additional requirements will have a separate exam activity as they are allowed additional time or require an alternative location for their exam.

By clicking on each activity, you can view more details.

TODAY	May 05 - 11, 2024	TR2 WK15 [TR2 EXAM DIET] - 06/05/2...	DAY	WEEK	MONTH	AGENDA	LEGEND
	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11
08:00							
09:00							
10:00		⊙ ⊙ ⊙ ⊙ Ⓜ Ⓜ Ⓜ Ⓜ Ⓜ Ⓜ Ⓜ Ⓜ Ⓜ Ⓜ Ⓜ Ⓜ					
11:00							
12:00							
13:00							

Viewing Timetables by Type

To view timetables by type (object timetables), click the down arrow on the select timetable type option of the search menu.

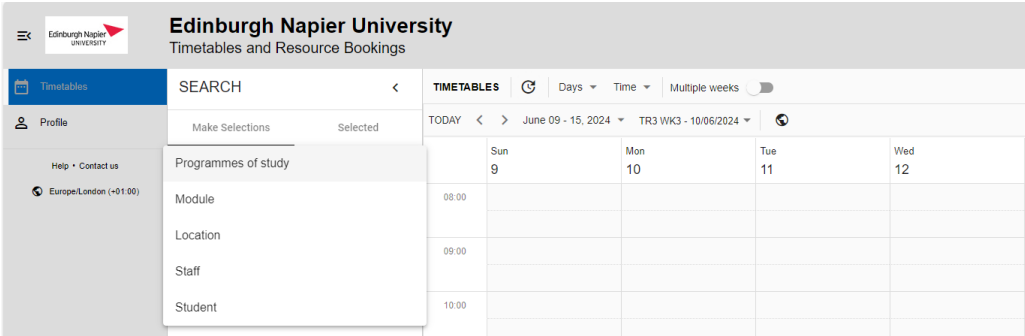
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Timetables and Resource Bookings

TIMETABLES
Days
Time
Multiple weeks

TODAY
June 09 - 15, 2024
TR3 WK3 - 10/06/2024

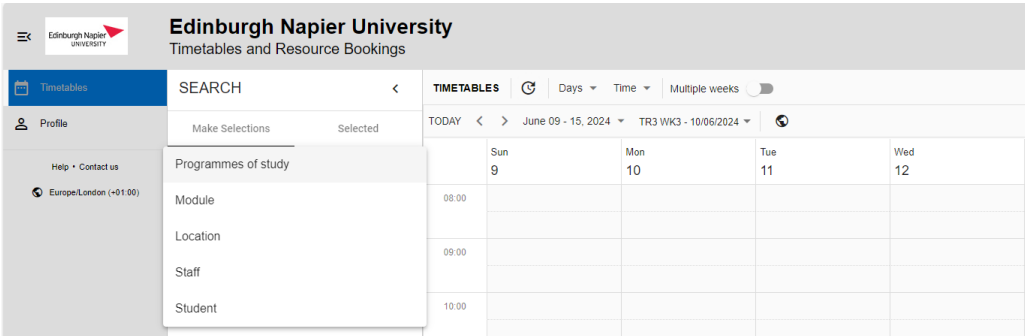
	Sun 9	Mon 10	Tue 11	Wed 12
08:00				
09:00				
10:00				

This will display five options that will allow you to view: Programme of study, Module, Location, Staff, and Student timetables.

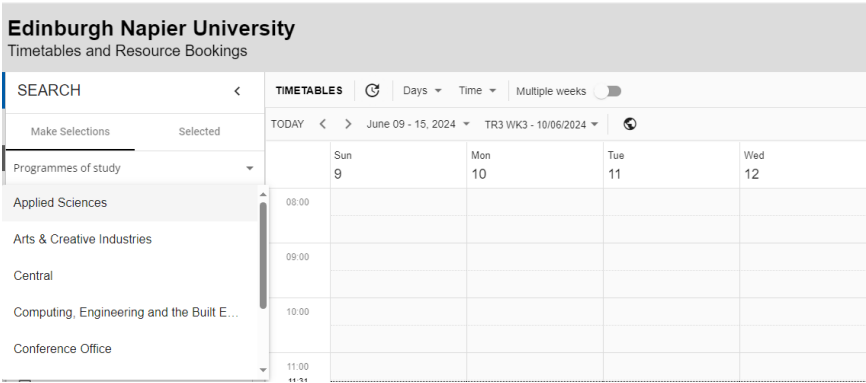


Reviewing Programmes of Study Timetables

To view Programme of Study timetables, select Programme of Study from the menu. This will show at the Programme of Study on the selected calendar days.



You can find Programmes of Study by selecting Filter by Department from the menu and choosing the department (E.g., Applied Science).



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Timetables and Resource Bookings

SEARCH < TIMETABLES Days Time Multiple weeks

Make Selections Selected TODAY < > June 09 - 15, 2024 TR3 WK3 - 10/06/2024

	Sun 9	Mon 10	Tue 11	W 1
08:00				
09:00				
10:00				
11:00				
11:34				
12:00				

Programmes of study Applied Sciences

Search

- ANIMAL AND CONSERVATION BIOLOGY_74121BH_1_A_PT
- ANIMAL AND CONSERVATION BIOLOGY_74121BH_2_A_PT
- ANIMAL AND CONSERVATION BIOLOGY_74121BH_3_A_PT
- ANIMAL AND CONSERVATION BIOLOGY_74121BH_4_A_PT
- ANIMAL AND CONSERVATION

Reviewing Module Timetables

To view module timetables, select module from the menu. This will show all modules on the selected calendar days.

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Timetables and Resource Bookings

SEARCH < TIMETABLES Days Time Multiple weeks

Make Selections Selected TODAY < > June 09 - 15, 2024 TR3 WK3 - 10/06/2024

	Sun 9	Mon 10	Tue 11
08:00			
09:00			
09:41			
10:00			

Programmes of study

Module

Location

Staff

Student



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Timetables and Resource Bookings

SEARCH < | **TIMETABLES** | Days | Time | Multiple weeks

Make Selections Selected | TODAY < > June 09 - 15, 2024 | TR3 WK3 - 10/06/2024

Module	Sun 9	Mon 10	Tue 11
Filter by Department	08:00		
Search	09:00		
<input type="checkbox"/> ACC07101_TR1_001	09:43		
<input type="checkbox"/> ACC07101_TR1_002	10:00		
<input type="checkbox"/> ACC07101_TR2_001	11:00		
<input type="checkbox"/> ACC07101_TR2_002	12:00		
<input type="checkbox"/> ACC07102_TR1_001	13:00		
<input type="checkbox"/> ACC07102_TR1_002	14:00		
<input type="checkbox"/> ACC07103_TR2_001	15:00		
<input type="checkbox"/> ACC07103_TR2_002	16:00		
<input type="checkbox"/> ACC07104_TR1_001	17:00		
<input type="checkbox"/> ACC07104_TR2_002			
<input type="checkbox"/> ACC07104_TR3_001			
<input type="checkbox"/> ACC08102_TR2_002			

Reviewing Location Timetables

To view timetables by location, select a location from the menu. This will show all locations on the selected calendar days.

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Timetables and Resource Bookings

SEARCH < | **TIMETABLES** | Days | Time | Multiple weeks

Make Selections Selected | TODAY < > June 09 - 15, 2024 | TR3 WK3 - 10/06/2024

Programmes of study	Sun 9	Mon 10	Tue 11
Module	08:00		
Location	09:00		
Staff	09:51		
Student	10:00		

To find locations search by the location prefix. For details of student set, naming conventions, please contact your school timetabling administrator.

Craiglockhart Campus	CRL_
Merchiston Campus	MER_
Sighthill Campus	SIG_

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Timetables and Resource Bookings

SEARCH < TIMETABLES Days Time Multiple weeks

Make Selections Selected TODAY < > June 09 - 15, 2024 TR3 WK3 - 10/06/2024 LANCES DAY WEEK MONTH AGENDA EXCEL LEGEND

Location Sun 9 Mon 10 Tue 11 Wed 12 Thu 13 Fri 14 Sat 15

Filter by Zone SIGJ

- SIG_0_B.03
- SIG_0_B.04
- SIG_0_B.15
- SIG_0_B.18
- SIG_0_B.18a
- SIG_0_C.07
- SIG_0_C.12
- SIG_0_C.13 Control Room
- SIG_0_C.13a Control Room
- SIG_0_C.14
- SIG_0_C.16 SHELTER
- SIG_0_C.18

Clear Selections

Reviewing Student Set Timetables

To view student sets timetables, select student from the menu. This will show all student sets and students.

SEARCH < TIMETABLES Days Time Multiple weeks

Make Selections Selected TODAY < > June 09 - 15, 2024 TR3 WK3 - 10/06/2024

Student Sun 9 Mon 10 Tue 11

Filter by Department bs.ug

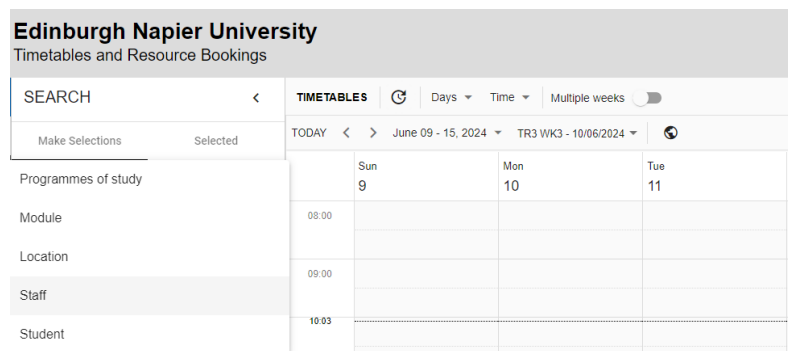
- BS.UG.Accounting and Fin.3
- BS.UG.Accounting and Fin.3 (AMA)
- BS.UG.Accounting and Fin.3 (FT)
- BS.UG.Accounting and Fin.3 (MFS)
- BS.UG.Accounting and Fin.3 (TAX)
- BS.UG.Accounting and Fin.3 Tri2 (AUD)
- BS.UG.Accounting and Fin.3 Tri2 (BIF)
- BS.UG.Accounting and Fin.3 Tri2 (CCF)

To find student sets search by the school prefix. For details of student set, naming conventions, please contact your school timetabling administrator.

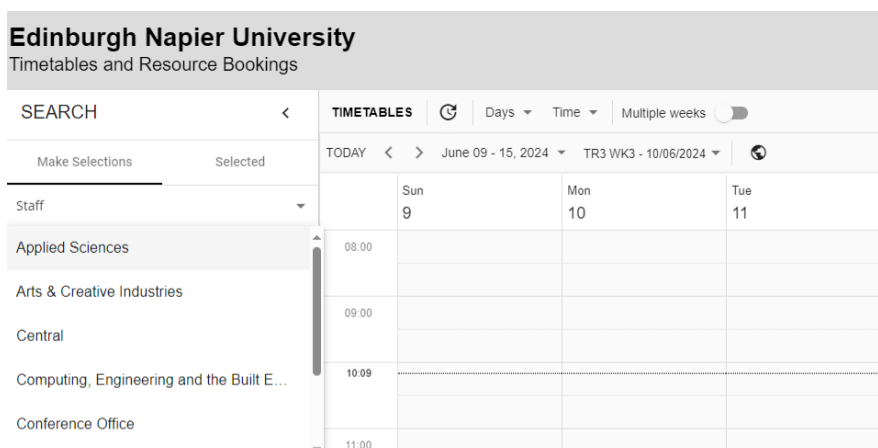
School of Applied Sciences	SAS. (E.g. SAS.hss.BACR.1a)
School of Arts and Creative Industries	SACI. (E.g. SACI.ca.acting and English 1a)
School of Computing, Engineering & Built Environment	SCEBE. (E.g. SCEBE.AFG1)
School of Health and Social Care	SHSC_ (E.g. SHSC_BN-72101BD_Yr1_1A)
The Business School	BS. (E.g. BS.UG.ACCOUNTING AND FIN.3)
ENU International College	ENUIC_ (E.g. ENUIC_IS2.BUS.1A (Apr24))

Reviewing Staff Timetables

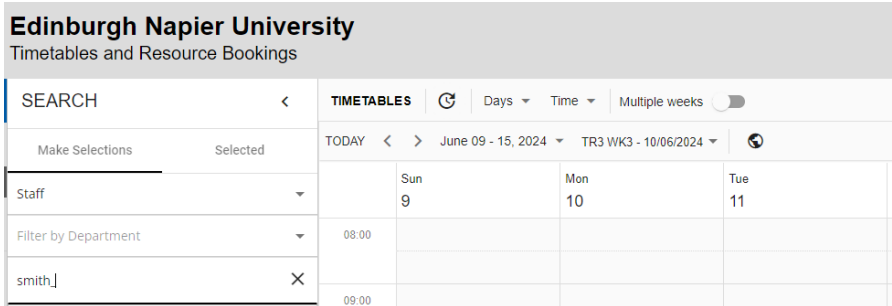
To view Staff timetables, select a staff from the menu. This will show all staff on the selected calendar days.



You can find staff by selecting Filter by Department from the menu and choosing the department (E.g., Applied Science).



Alternatively, you can find staff by selecting search from the menu and type surname of the staff then underscore (E.g., **Smith_**).



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Timetables and Resource Bookings

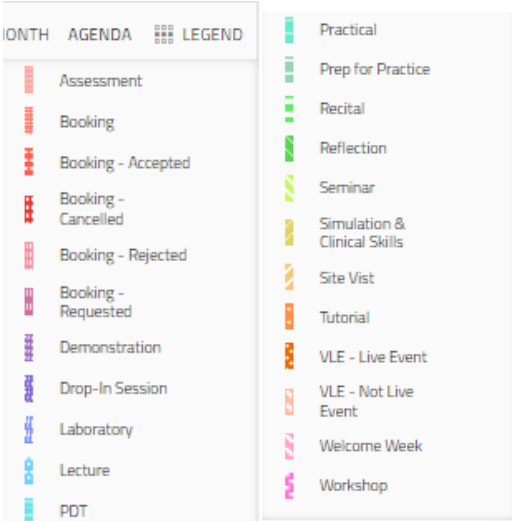
SEARCH < | **TIMETABLES** | Days | Time | Multiple weeks

Make Selections Selected | TODAY < > | June 09 - 15, 2024 | TR3 WK3 - 10/06/2024

	Sun 9	Mon 10	Tue 11
08:00			
09:00			

Activity Legend

Every activity shown in Publish has a legend against it which shows a colour and a unique pattern.



MONTH	AGENDA	LEGEND	
	Assessment		Practical
	Booking		Prep for Practice
	Booking - Accepted		Recital
	Booking - Cancelled		Reflection
	Booking - Rejected		Seminar
	Booking - Requested		Simulation & Clinical Skills
	Demonstration		Site Visit
	Drop-In Session		Tutorial
	Laboratory		VLE - Live Event
	Lecture		VLE - Not Live Event
	PDT		Welcome Week
			Workshop

Exporting Timetables to Excel

It is possible to export individual and object timetables to excel:

1. View the timetable that you wish to download
2. Select the Excel option from the top right-hand side.
3. This will download the timetable to excel, including the class list. The class list will contain the Programme and the name of the student but not the student number as this is not available in Publish.

