

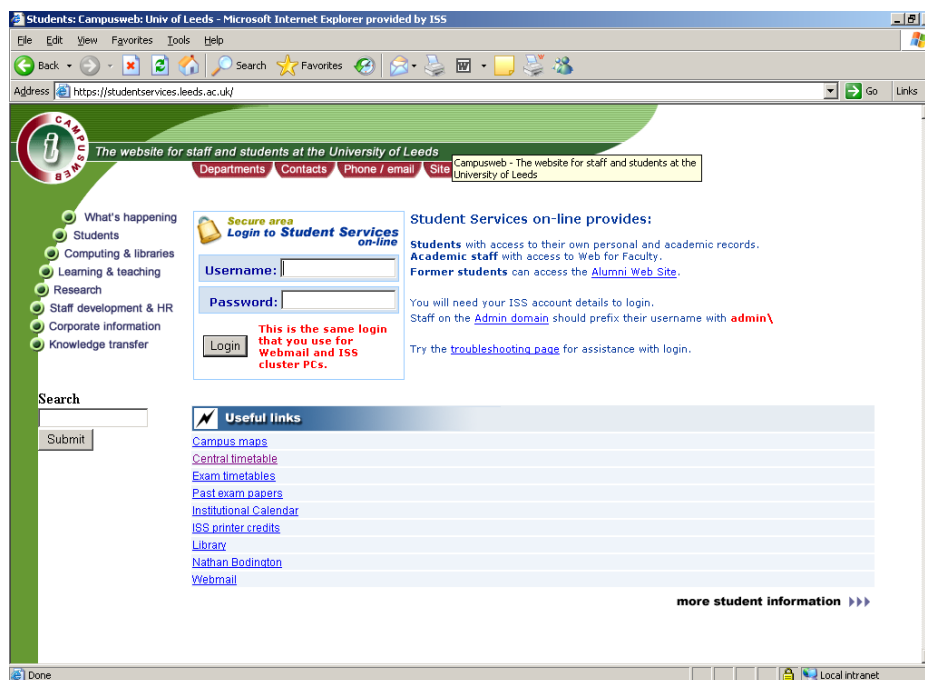


# Accessing Staff Timetables

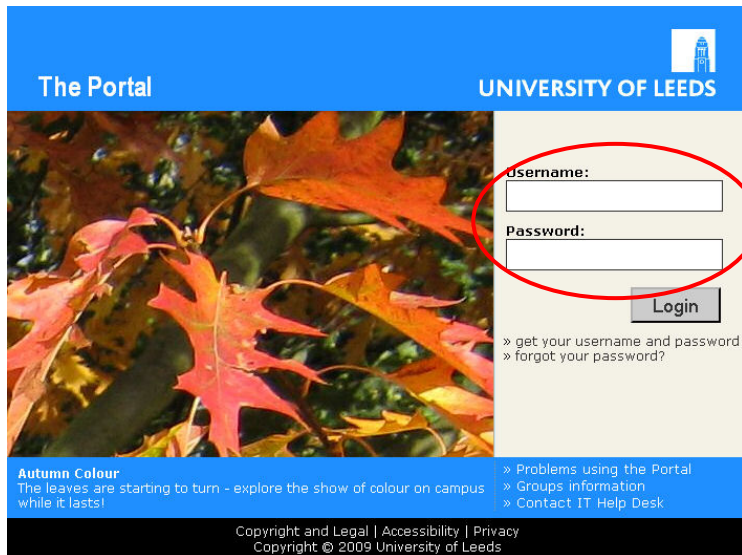
Individual timetables are now available online for members of staff, accessed through Web for Faculty. This guide is designed to show you how to access your timetable.

## Log into Web for Faculty

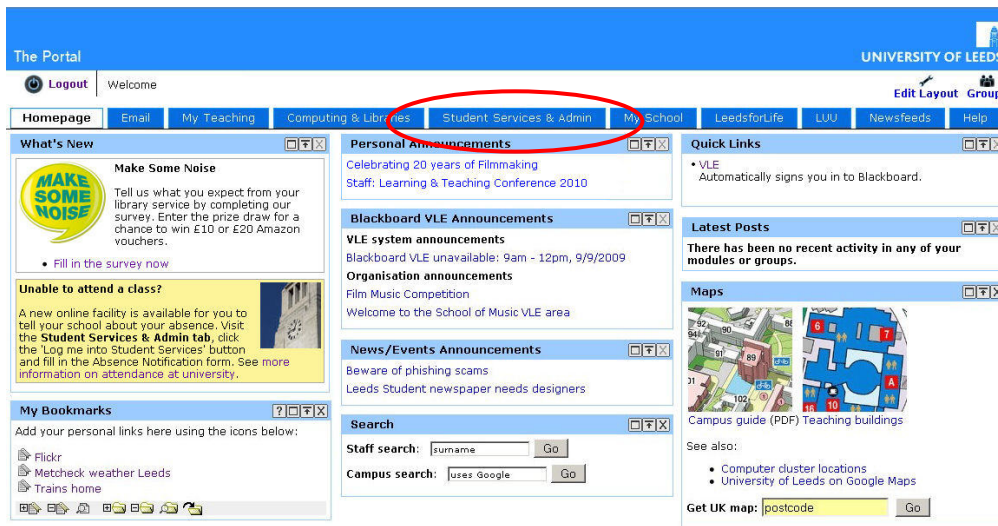
You can log into Web for Faculty directly at <http://studentservices.leeds.ac.uk>, using your ISS username and password:



Alternatively, you can log in through the Portal at <http://portal.leeds.ac.uk>. Enter your ISS username and password on the login screen, and click "Login".



Once you are in the Portal, click the Student Services & Admin tab (circled below).



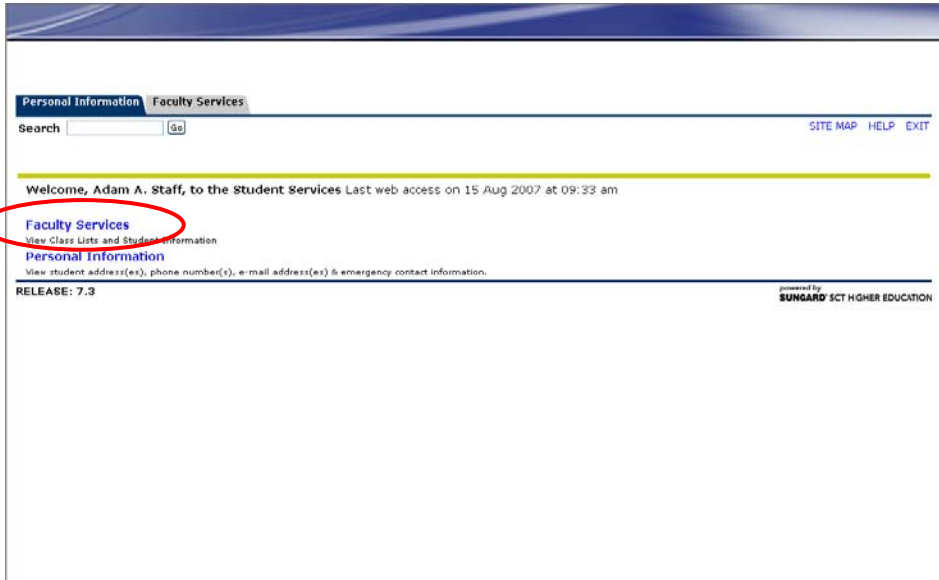
On the Student Services tab, click “Log me into Web for Faculty” (circled below).

The screenshot shows the University of Leeds Student Services Online portal. The top navigation bar includes 'Logout', 'Welcome', and 'Edit Layout Groups'. The main navigation tabs are 'Homepage', 'Email', 'My Teaching', 'Computing & Libraries', 'Student Services & Admin', 'My School', 'LeedsforLife', 'LUU', 'Newsfeeds', and 'Help'. The 'Student Services & Admin' tab is selected. The main content area is divided into three columns. The left column, 'Student Services Online', contains a 'Staff access' section with a red circle around the 'Log me into Web for Faculty' button. Below this is a list of actions for modules assigned to the user, including displaying class lists, downloading class lists to Excel, emailing students, and displaying student details. The middle column, 'Taught Student Announcements', contains sections for 'Unable to attend a class?', 'University Payment System Downtime', and 'Viewing Module Grades'. The right column, 'Support links - undergraduate', contains a list of support links such as 'Accommodation', 'Advice and welfare', 'Campus activities', 'Careers and jobs', 'Disabled students', 'Faith and worship', 'Finances', 'Health', 'International students', 'Safety', 'Student cards', and 'University info and regulations'. At the bottom of the middle column, there is a 'Useful websites' section with links to 'Student Services Centre' and 'Taught Student Administration', and a 'Contact Student Services' section with contact information for the SSC.

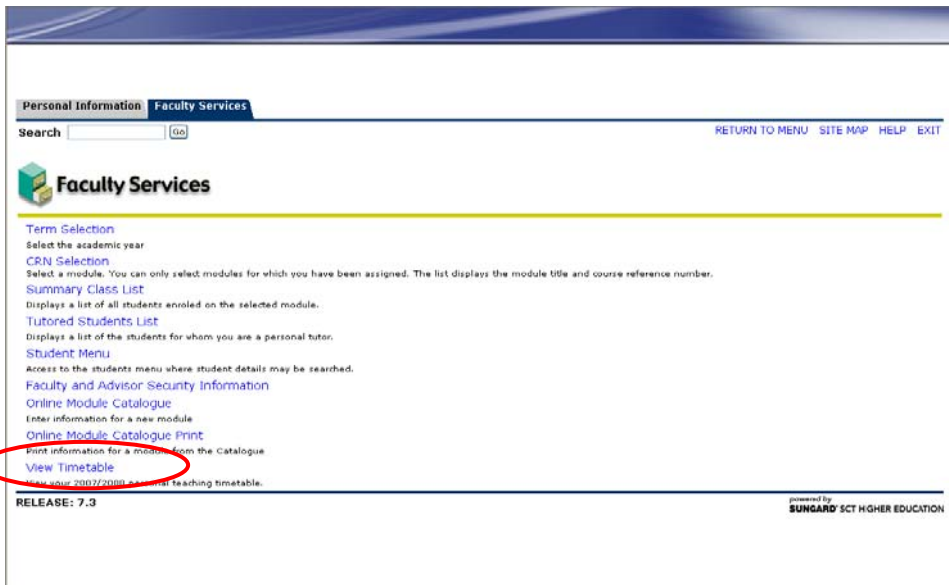
Both of these routes will take you to the welcome page of Web for Faculty.

## From the Web for Faculty Welcome Page

Click "Faculty Services".



Click "View Timetable".



You can then choose to view your timetable for a whole semester, the whole year, or a specific week. Select the option you require and click Submit.

The screenshot shows a web interface for viewing staff timetables. At the top, there are tabs for 'Personal Information' and 'Faculty Services'. Below these is a search bar and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'View Staff Timetable 2007/2008 Academic Year'. The instructions state: 'To view your personal teaching timetable please click the submit button for the option you require.' There are two main options, both highlighted with a red oval:

- Semester/Year Option:** 'Select this option if you want to view your personal teaching timetable for a semester or the whole year.' The form fields are 'Start and end time: 08:00 - 18:00', 'Semester: All Year', and a 'Submit' button.
- Week Option:** 'Select this option if you want to view your personal teaching timetable for one specific week.' The form fields are 'Start and end time: 08:00 - 18:00', 'Week commencing: w/c Mon 13-Aug-2007', and a 'Submit' button.

At the bottom, there is a note: 'If you receive a blank timetable or 'page cannot be displayed' message when trying to view your timetable please contact [timetable@leeds.ac.uk](mailto:timetable@leeds.ac.uk) with your staff ID and we will look into the problem and get back to you.' Below this is a footer with 'RELEASE: 6.1' and 'powered by SUNGARD SGT HIGHER EDUCATION'.

The requested timetable will be displayed. If you believe that any information is missing from your timetable, please contact your [dept/school/faculty timetabler](#) for further information. For help understanding your timetable, you can view the [timetable key](#).