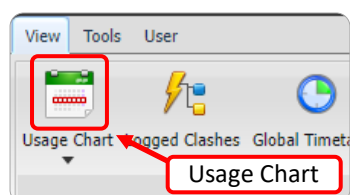


Usage Charts presents timetable events in a different way to the Timetable Grid. It displays resource availability for multiple resources using a day/time chart representation. **Multiple Selection Lists** are a pre-defined set of resources which may contain resources of different types.

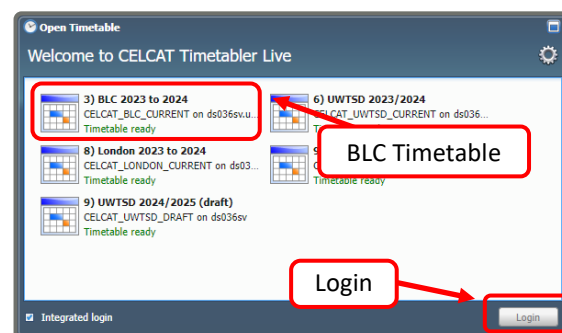
Using these functions together is an easy way to see timetables for a certain time period, cohort, programme, level, or rooms.

1. To access Celcat go to: <https://celcat.uwtsd.ac.uk/>

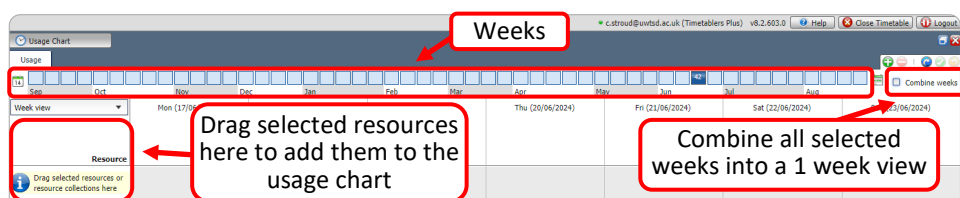
You'll see a section of timetables, select the BLC timetable for the current academic year and click login. If you are asked to login, please use your UWTSD email address and UWTSD password and click 'OK'.



2. From the top tool bar click 'View' and then the calendar above 'Usage Chart'. This will open the usage chart window.

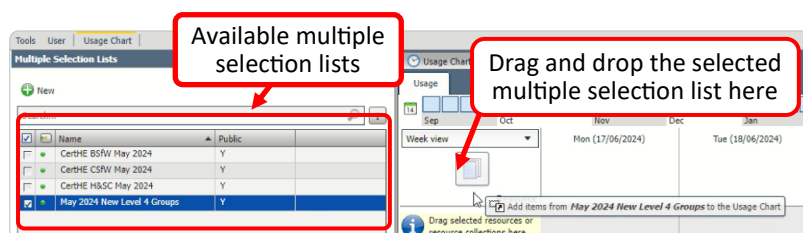


From here you'll be able to add resources and see their timetable for a selected period of time.

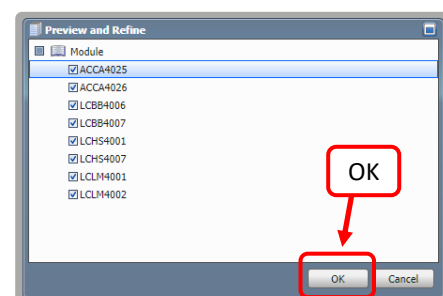


3. You can select your own resources by using the menu on the left. Just select Module, Room, Staff, or Group and drag and drop the required resource to the usage chart.

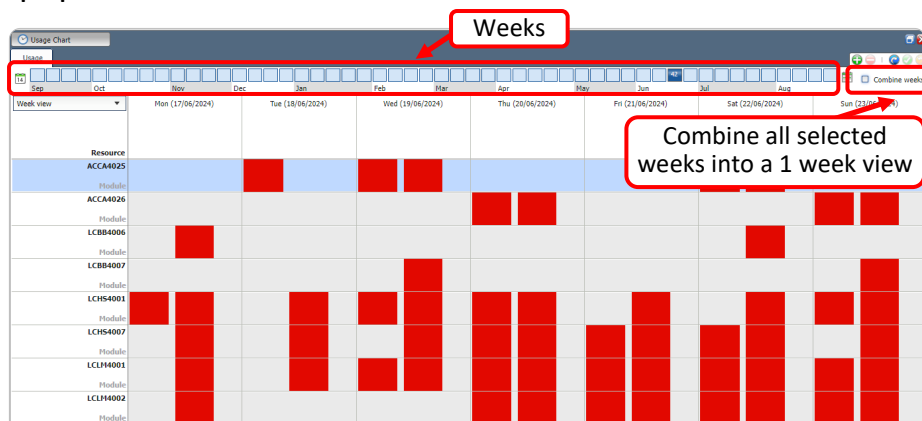
There are also a number of multiple selection lists pre-made for you. To access these, click the papers icon in the left hand menu and the following will open on the left hand side of the screen.



4. To select a multiple selection list, drag and drop the required multiple selection list to the usage chart. Multiple selection lists will be updated each term/academic year.



5. Once you have selected a multiple selection list, you will be asked to confirm that you want all resources included in the list to be included. Click 'OK' to continue and the usage chart will be populated.



6. If you have not set your preferences to 'Show current week by default', then the whole academic year will be on display.

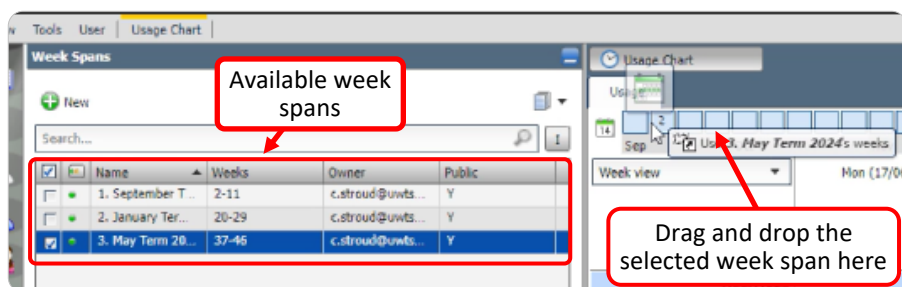
Hold the left mouse button down to select/unselect weeks (dark blue is selected, light blue is unselected).

Select 'Combine weeks' to combine all selected weeks to a 1 week view.

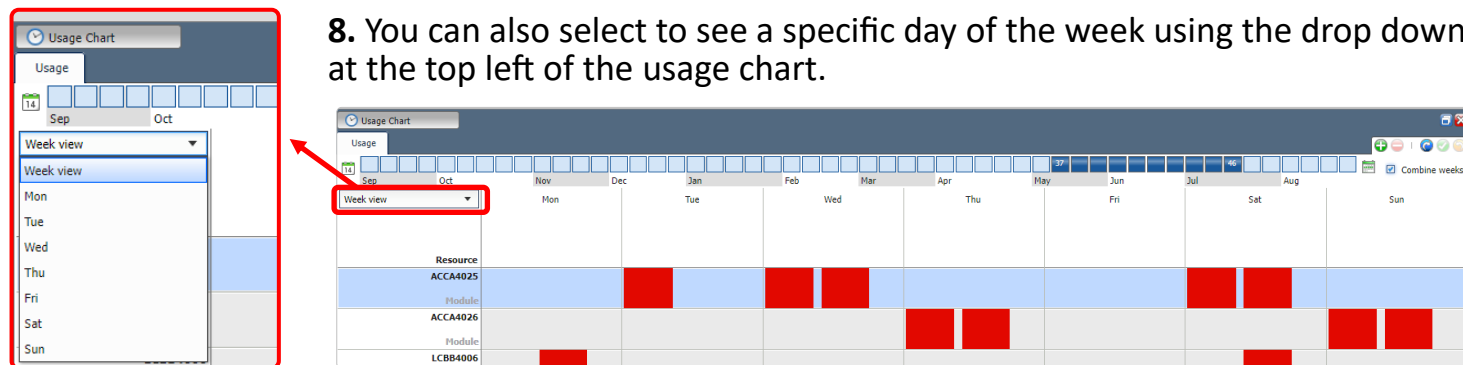
7. You can also use pre-made week spans. Click the calendar icon on the left hand menu



To select a week span, drag and drop the required multiple selection list to the calendar at the top of the usage chart. Week spans will be updated each academic year.

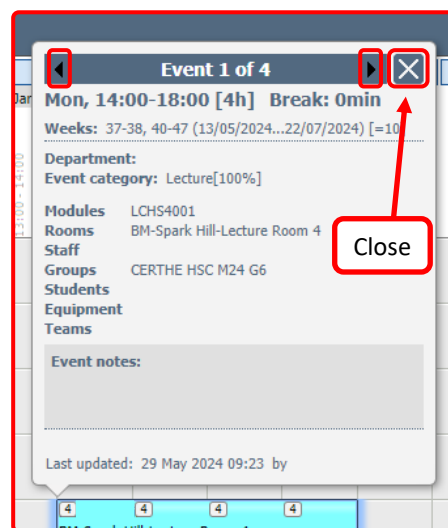
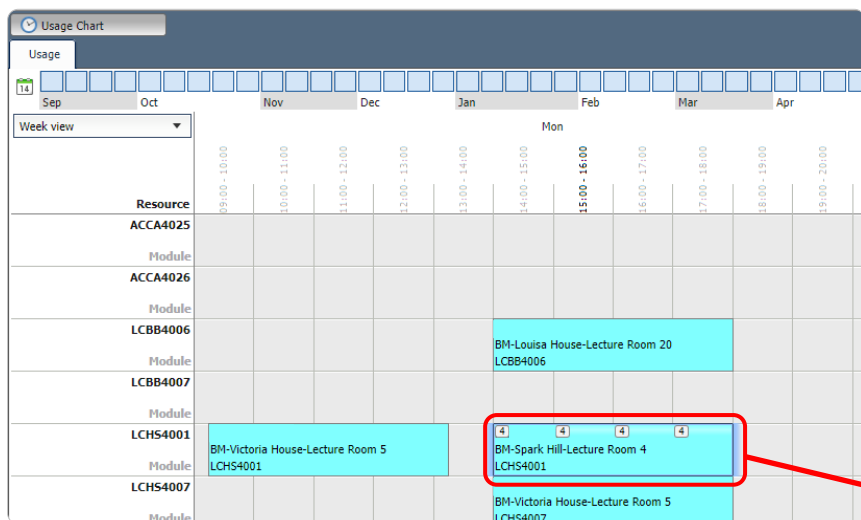


8. You can also select to see a specific day of the week using the drop down at the top left of the usage chart.



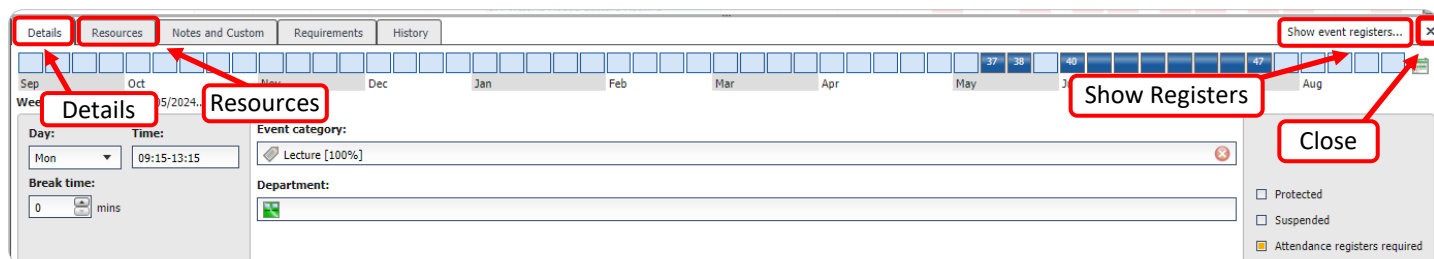
9. Click on a red block to expand for more details, such as Module, Room and Lecturer.

If there is a number in the blue block, the time slot is scheduled to more than 1 group. Click on the event and the following pop up will appear.



Use the arrows to navigate between events. Click the to close the pop up.

10. If you double left click on an event it will open a window at the bottom of the screen, from here you can look at Details (day, time, event category) and Resources (module, room, staff and group). You can also access Registers. Click the to close the window.



11. You can add more resources to the usage chart by selecting another multiple selection list or by using the menu on the left. Just drag and drop the required resource to the usage chart. To close the usage chart, click the in the top left hand corner.