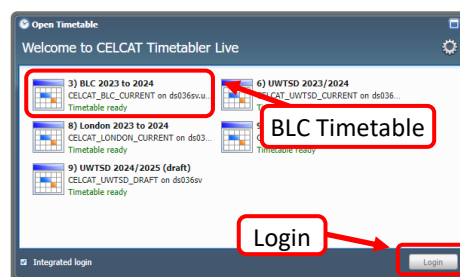
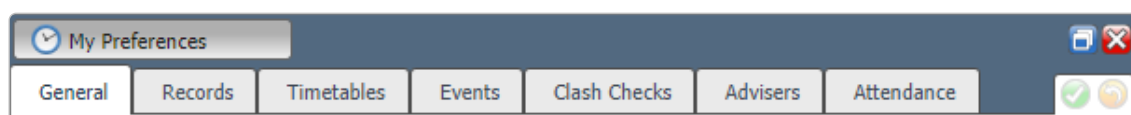
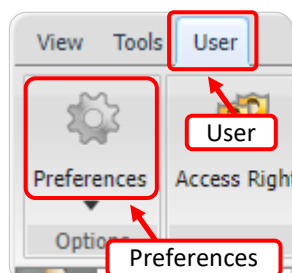


1. To access Celcat go to: <https://celcat.uwtsd.ac.uk/> You'll see a section of timetables, select the BLC timetable for the current academic year and click login. If you are asked to login, please use your UWTSD email address and UWTSD password and click 'OK'.

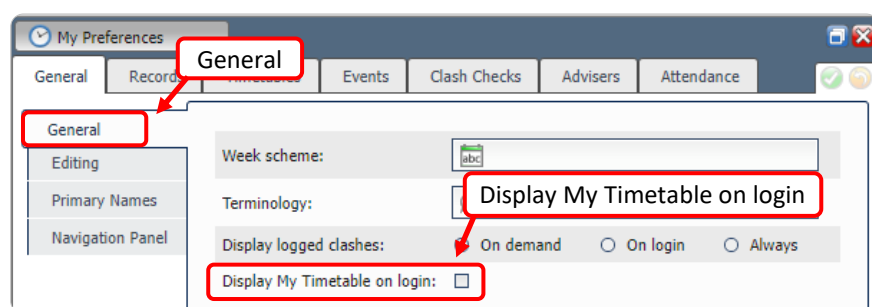


2. From the top tool bar click 'User' and then the cog above 'Preferences'. This will open the 'My Preferences' window. We will be looking at 'General' and 'Timetables'.

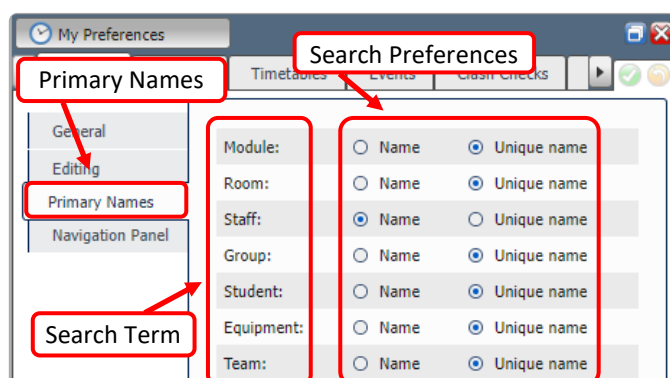


3. In the 'General' tab we will be looking at 'General', 'Primary Names' and 'Navigation Panel'.

On the 'General' tab, you can select to 'Display My Timetable on login'. This will automatically open your timetable when you login to Celcat.



Remember Celcat will show all timetables for the academic year. To ensure Celcat shows your current timetable, make sure you follow step 6 and select 'Show current week by default'.

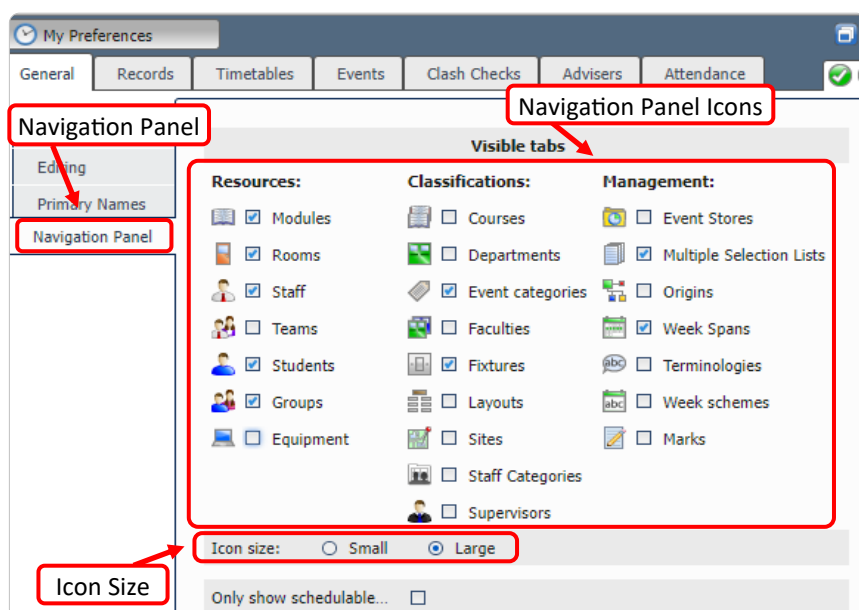


4. On the 'Primary Name' tab, you can select search preferences for Module, Room, Staff, Groups, Student, Equipment and Team.

We'd recommend that you select 'Name' for 'Staff' and leave all the others as 'Unique Name'.

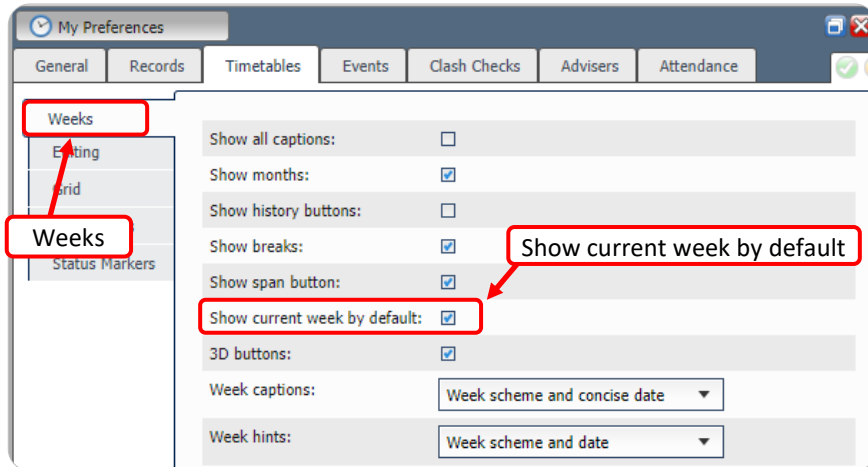
Even if you have set a preference, if needed you can still change between 'Name' and 'Unique Name' when searching.

5. On the 'Navigation Panel' tab, you can select what you would like displayed on the 'Navigation Panel' on the left of the screen. We would recommend you select:



- Modules
- Rooms
- Staff
- Students
- Groups
- Event Categories
- Fixtures
- Multiple Selection Lists
- Week Spans

You can also change the size of icons, we recommend 'Large'.



6. In the 'Timetable' tab we will be looking at 'Weeks' and 'Annotations'.

On the 'Weeks' tab, you can set Celcat to automatically show information for the current week*.

To select this a preference, check the box next to 'Show current week by default'.

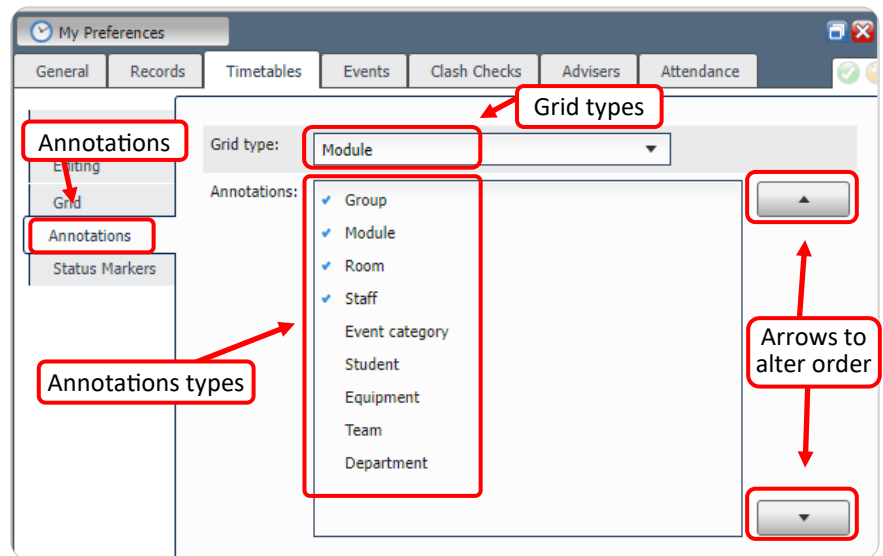
*If this isn't selected Celcat will show timetable information for the whole academic year.

7. On the 'Annotations' tab you can select what information is displayed on a timetable grid.

If you would like to see 'Group' information displayed on a 'Module' timetable grid, click on 'Group' so that a little tick appears, to remove it, click on it to remove the tick.

The settings listed for 'Module' in the image, would look like this on the timetable:

Certhe CSFW 324 G3; R-ACCA4019 SEM3 G3					
ACCA4019					
BM-Louisa House-Lecture Room 19					
Lecturer Name					

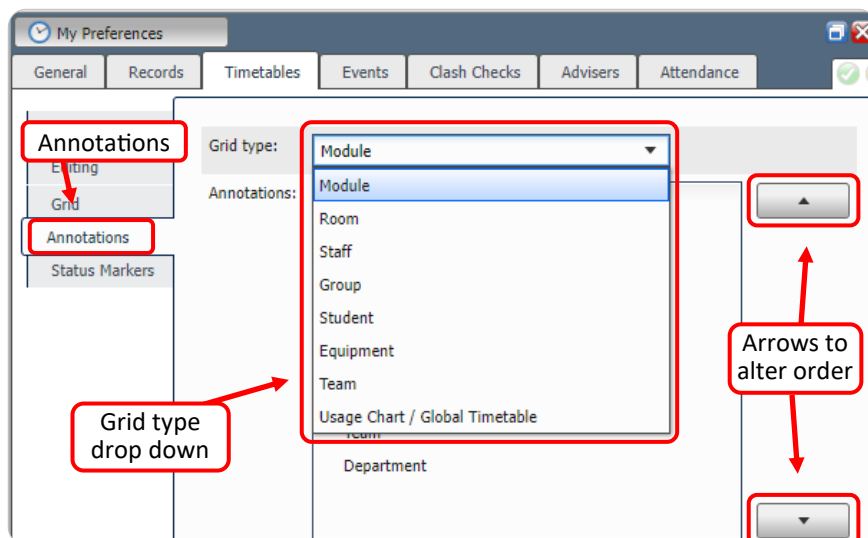


You can alter how the information is arranged by using the up and down arrows to reorder the list.

You can have different settings for different timetable grids:

- Module
- Room
- Student
- Staff
- Group
- Team
- Equipment
- Usage Chart/Global Timetable.

Use the drop down to change your selection.



8. When you have finished editing your preferences, click on the tick to save your changes.

If you find the preferences do not work for you, you can return and change them at any time.

