



# PUBLISH FOR STUDENTS

## User Guide

Edinburgh Napier Students

### Abstract

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

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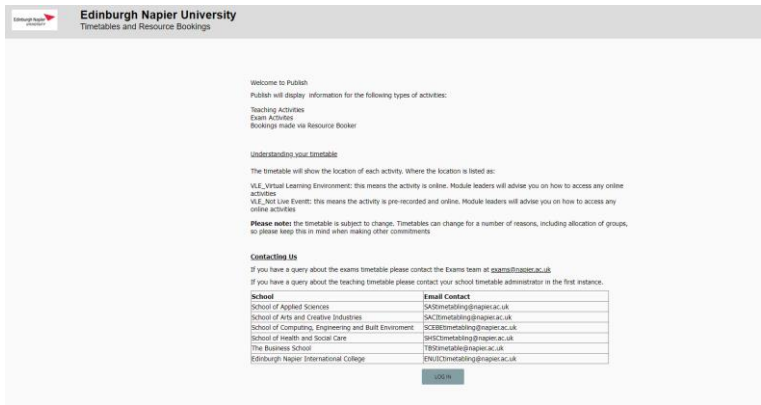
## Table of Contents

Table of Contents.....	1
What is Publish?.....	2
Timetable Views.....	3
Example Teaching Timetables.....	3
Week view.....	3
Activity Details .....	3
Day View .....	4
Agenda View .....	4
Month View.....	4
Example Examination Timetable.....	5
Viewing Timetables by Type .....	5
Reviewing Programmes of Study Timetables .....	6
Reviewing Module Timetables.....	7
Reviewing Location Timetables .....	9
Activity Legend.....	10

# What is Publish?

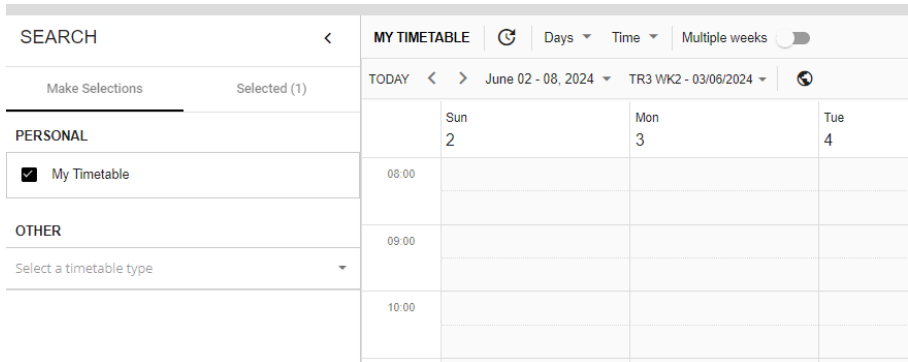
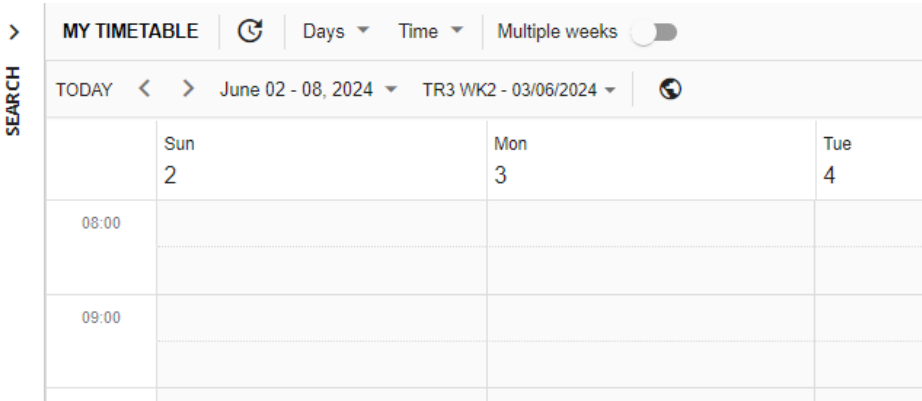
Publish is an application that enables students and academic staff to access personalised teaching and exam timetables in one continuous calendar.

Publish can be accessed from myAccount, the ENU app and directly at [timetable.napier.ac.uk](https://timetable.napier.ac.uk)



Once logged into Publish, click on the arrow at the top of the search bar, to expand the menu.

Ensure that the 'my timetable' box is ticked to display your individual timetable for teaching and exams.

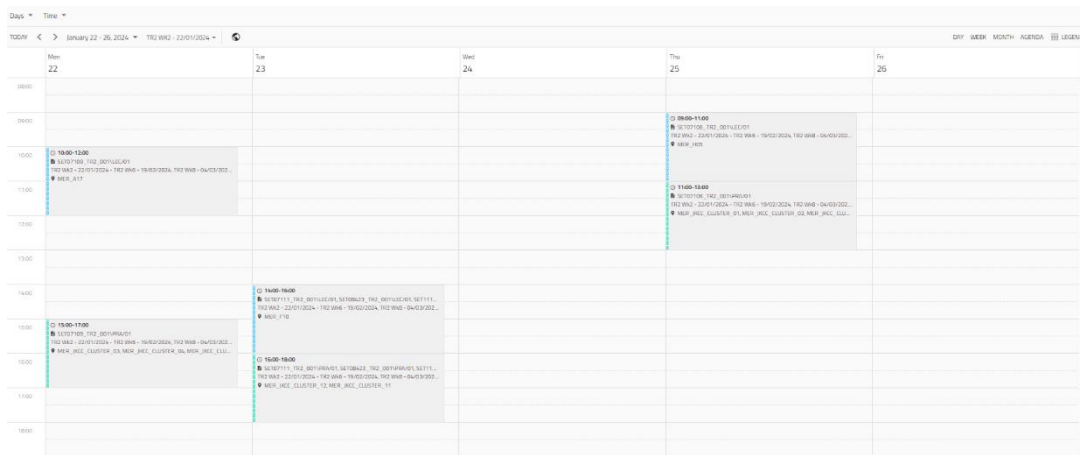


## Timetable Views

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.

<p>SET07109_TR2_001\LEC /01</p> <p>Lecture</p>	<p><b>Time range</b></p> <p>10:00-12:00</p>
<p><b>Name</b></p> <p>SET07109_TR2_001\LEC/01</p>	<p><b>Duration</b></p> <p>2h</p>
<p><b>Description</b></p> <p>Programming Fundamentals</p>	<p><b>Location</b></p> <p>MER_A17</p>
<p><b>Event Type</b></p> <p>Lecture</p>	<p><b>Location Description</b></p> <p>Raised Lecture Theatre</p>
<p><b>Day</b></p> <p>Monday</p>	<p><b>Weeks</b></p> <p>TR2 Wk2 - 22/01/2024 - TR2 Wk6 - 19/02/2024, TR2 Wk8 - 04/03/2024 - TR2 Wk10 - 18/03/2024, TR2 Wk11 - 08/04/2024 - TR2 Wk13 - 22/04/2024</p>



Day View

Days: Time

TODAY < > January 25, 2024

Thurs 25

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

09:00-11:00

SET07109\_TR2\_001LLEC01

TR2 002 - 22/01/2024 - TR2 004 - 19/02/2024, TR2 008 - 04/03/2024 - TR2 010 - 18/03/2024, TR2 011 - 08/04/2024 - TR2 014/17/02 Exam (2x) - 29/04/2024

MER\_145

11:00-13:00

SET07109\_TR2\_001PRA01

TR2 002 - 22/01/2024 - TR2 004 - 19/02/2024, TR2 008 - 04/03/2024 - TR2 010 - 18/03/2024, TR2 011 - 08/04/2024 - TR2 014/17/02 Exam (2x) - 29/04/2024

MER\_100\_CLUSTER\_01\_MER\_100\_CLUSTER\_02\_MER\_100\_CLUSTER\_03\_MER\_100\_CLUSTER\_04

Agenda View

Days: Time

TODAY < > January 2024

22

09:00-11:00

SET07109\_TR2\_001LLEC01

MER\_145

TR2 002 - 22/01/2024 - TR2 004 - 19/02/2024, TR2 008 - 04/03/2024 - TR2 010 - 18/03/2024, TR2 011 - 08/04/2024 - TR2 014 - 22/04/2024

Programming Fundamentals

Lecture

11:00-13:00

SET07109\_TR2\_001PRA01

MER\_100\_CLUSTER\_01\_MER\_100\_CLUSTER\_02\_MER\_100\_CLUSTER\_03

TR2 002 - 22/01/2024 - TR2 004 - 19/02/2024, TR2 008 - 04/03/2024 - TR2 010 - 18/03/2024, TR2 011 - 08/04/2024 - TR2 014 - 22/04/2024

Programming Fundamentals

Practical

23

09:00-11:00

SET07111\_TR2\_001LLEC01, SET07043\_TR2\_001LLEC01, SET11123\_TR2\_001LLEC01

MER\_170

TR2 002 - 22/01/2024 - TR2 004 - 19/02/2024, TR2 008 - 04/03/2024 - TR2 010 - 18/03/2024, TR2 011 - 08/04/2024 - TR2 012 - 19/04/2024

Scripting For Data Science, Scripting For Data Science, Scripting For Data Science

Lecture

11:00-13:00

SET07111\_TR2\_001PRA01, SET07043\_TR2\_001PRA01, SET11123\_TR2\_001PRA01

MER\_100\_CLUSTER\_12\_MER\_100\_CLUSTER\_11

TR2 002 - 22/01/2024 - TR2 004 - 19/02/2024, TR2 008 - 04/03/2024 - TR2 010 - 18/03/2024, TR2 011 - 08/04/2024 - TR2 012 - 19/04/2024

Scripting For Data Science, Scripting For Data Science, Scripting For Data Science

Practical

25

09:00-11:00

SET07109\_TR2\_001LLEC01

MER\_100

TR2 002 - 22/01/2024 - TR2 004 - 19/02/2024, TR2 008 - 04/03/2024 - TR2 010 - 18/03/2024, TR2 011 - 08/04/2024 - TR2 014/17/02 Exam (2x) - 29/04/2024

Mathematics For Software Engineering

Lecture

Month View

Days: Time

TODAY < > January 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

22

09:00-11:00

SET07109\_TR2\_001LLEC01

10:00

15:00

SET07111\_TR2\_001LLEC01, SET07043\_TR2\_0...

14:00

16:00

SET07109\_TR2\_001PRA01

09:00

11:00

SET07109\_TR2\_001LLEC01

09:00

11:00

SET07109\_TR2\_001PRA01

## Example Examination Timetable

	Sun 5	Mon 6	Tue 7	Wed 8
08:00				
09:00				
10:00			09:30-11:30 SETU109 TR2 001 C2X-01 SIG 3.D.05	
11:00				
12:00				

## 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.

**Edinburgh Napier University**  
Timetables and Resource Bookings

**SEARCH** < 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 three options that will allow you to view: Programme of study, Module and Location.

**Edinburgh Napier University**  
Timetables and Resource Bookings

SEARCH < MY TIMETABLE

Make Selections Selected (1) TODAY < >

**PERSONAL**

My Timetable

**OTHER**

- Programmes of study
- Module
- Location

Sun 9

08:00

09:10

10:00

11:00

## 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

**Edinburgh Napier University**  
Timetables and Resource Bookings

SEARCH < MY TIMETABLE

Make Selections Selected (1) TODAY < >

**PERSONAL**

My Timetable

**OTHER**

- Programmes of study
- Module
- Location

Sun 9

08:00

09:10

10:00

11:00

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

**Edinburgh Napier University**  
Timetables and Resource Bookings

SEARCH < TIMETABLES ☺ Days Time Multiple weeks

Make Selections Selected

Programmes of study

- Applied Sciences
- Arts & Creative Industries
- Central
- Computing, Engineering and the Built E...
- Conference Office

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

	Sun 9	Mon 10	Tue 11	Wed 12
08:00				
09:00				
10:00				
11:00				
11:54				

**Edinburgh Napier University**  
Timetables and Resource Bookings

SEARCH < TIMETABLES ☺ Days Time Multiple weeks

Make Selections Selected

Programmes of study

Applied Sciences X

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

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

	Sun 9	Mon 10	Tue 11	Wed 12
08:00				
09:00				
10:00				
11:00				
11:54				
12:00				

Reviewing Module Timetables

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

**Edinburgh Napier University**  
Timetables and Resource Bookings

SEARCH < MY TIMETABLE

Make Selections Selected (1)

TODAY < >

Sun 9

PERSONAL

- My Timetable

OTHER

- Programmes of study
- Module
- Location

08:00	
09:10	
10:00	
11:00	





**Edinburgh Napier University**  
Timetables and Resource Bookings

SEARCH < **TIMETABLES** Days Time Multiple weeks

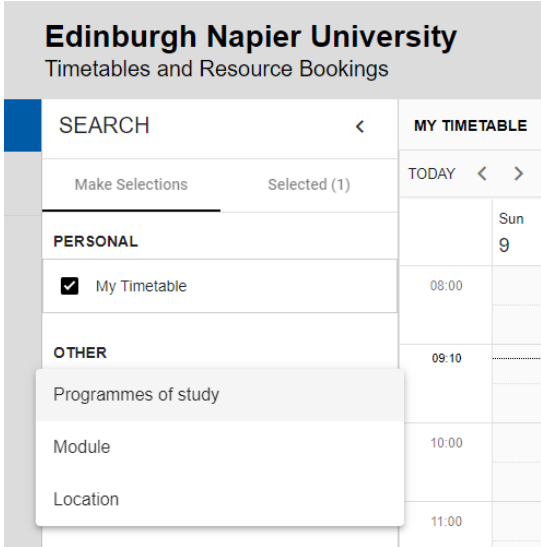
Make Selections Selected

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

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

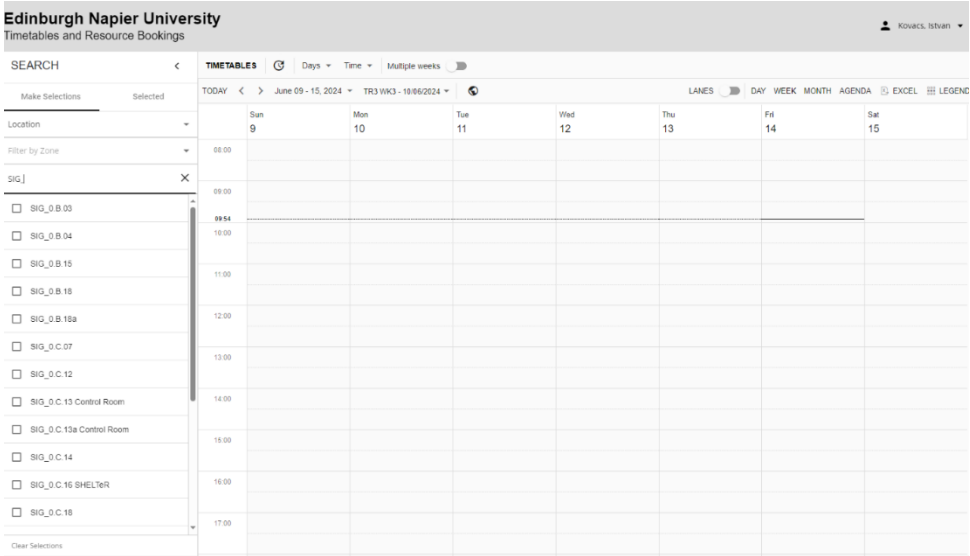
Reviewing Location Timetables

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



To find locations search by the location prefix:

Craiglockhart Campus	CRL_
Merchiston Campus	MER_
Sighthill Campus	SIG_



## 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