

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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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

227.	Timetables and Resource Bookings			
		Welcome to Publish		
		Publish will display information for the following types of	activities:	
		Teaching Activities Exam Activities Bookings made via Resource Booker		
		Understanding, your timetable		
		The timetable will show the location of each activity. Whe	re the location is listed as:	
		VLE_Virtual Learning Environment: this means the activit activities VLE_Not Live Event: this means the activity is pre-record online activities	y is online. Module leaders will advise you on how to access any online led and online. Module leaders will advise you on how to access any	
		Please note: the timetable is subject to change. Timeta so please keep this in mind when making other commitm	bles can change for a number of reasons, including allocation of groups, ents	
		Contacting Us		
		If you have a query about the exams timetable please co	ntact the Exams team at exams@nablec.ac.uk	
		If you have a query about the teaching timetable please	contact your school timetable administrator in the first instance.	
		School	Email Contact	
		School of Applied Sciences	SAStimetabling@riapiecac.uk	
		School of Arts and Creative Industries	SACItimetabling@napier.ac.uk	
		School of Computing, Engineering and Built Environment	SCEBEtimetabling@napier.ac.uk	
		School of Health and Social Care	SHSCtimetabling @ napier.ac.uk	
		The Business School	TBStimetable@napier.ac.uk	
		Edinburgh Napier International College	ENVICtimetabling@napiecac.uk	
			Company of the Compan	

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.

> E	MY TIMET	ABLE C Days - Time -	Multiple weeks	
SEARCH <	TODAY <	> June 02 - 08, 2024 👻 TR3 WK	(2 - 03/06/2024 👻 🔇	
R		Sun 2	Mon 3	Tue 4
	08:00			
	09:00			

SEARCH <	MY TIMET	ABLE 🕲 Days 👻 Tir	me 💌 Multiple weeks 🕖	
Make Selections Selected (1)	TODAY <	> June 02 - 08, 2024 👻	TR3 WK2 - 03/06/2024 👻 🔇	
PERSONAL		Sun 2	Mon 3	Tue 4
 My Timetable 	08:00			
OTHER	09:00			
Select a timetable type				
	10:00			



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

Days *	Time *				
abre 🤇	> January 22 - 26, 2024 - TR2 WR2 - 22/01/2024 - S				DAY WEEK MONTH AGENDA III LEGENI
	Mon 22	Tue 23	Wed 24	Thu 25	m 26
0800					
0902				0 (8500-1100) 8 15707700, TR2, 001422001 1722 MH2 - 22/0172034 - TR2 MH6 - 1940270234, TR2 MH8 - 04/01/202.	
10.00	0 10:00 12:00 0 55107109, TH2, 001/LEC/01 TH2 WH3 - 27/01/2024 - TH2 WH8 - 19:452/2024, TH2 WH8 - 04/07/2021			• 40.0 (No.	
1100				0 1100-1200 Sciorros, tx2, conservoir T12 W.2 - 22010/2024 - T12 W.6 - 19/02/2024, T12 W.6 - 04/03/2021 9 W.6 - 04/03/2021 - 112 W.6 - 04/03/2021	
12:00					
13:00					
14:00		© 1440-1660 Scremmin Rez. comuterial, SticeLiza, Tez., comuterial, Scrittin, Tez. W2 - 22/07/2024 - Tez. W6 - 15/02/2024, Tez. W6 - 04-03/2022, S. M60 Tez.			and an
15.00	C 15:00-17:00 5 (20710) T12 (001/98/00 T12 M37 - 22/01/2014 - T12 M48 - 16/02/2024, T12 M48 - 04/02/202 - M48 M47 - 22/01/2014 - T12 M48 - 16/02/2024, T12 M48 - 04/02/202 - M48 M47 - 02/01/2014 - 102 M48 - 102 (201412 - 04 M48 M47 - 01)				
16.00		© 15:00-18:00 B SE107111, TH2, 001148/V01, LET08422, TH2, 001148/V01, SET11 TH2 W42 - 22701/2014 - TH2 W46 - 19/02/2014, TH2 WH8 - 94/03/202 9 MH8, HKE, CLUSTER, 12 MH8, IRCC, CLUSTER, 11			
17:00					
1802					

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.





Day View

Days 👻	Tima *	
TODAY <) January 25, 2024 *	DAY WEEK MONTH AGENDA III LD
	Tru 25	
08:00		
09:00	0 (984-94) S 19310105, 102, 2004, 102, 2004, 102, 2004, 102, 2004, 102, 2004, 102, 2004, 102, 2004, 102, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 2004, 20	
10:00		
1100	0 1140-1140 S 1051005, 120 (John Handlen, 1120) 1120 (John - Hoto) 2020, 1120 (John - Hoto) 2020, 1120 (John Dard) - 2560-0220, 1 1720 (John Jane) - 120 (John - Jane) - 120 (John - Hoto) 2020, 1120 (John Dard) - 2560-0220, 1 Hoto, Jane -	
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		

Agenda View

Days *	· Tee •			
TODAY	C > January 2005 * S	DRY WEEK MONT	H AGENDA 3	LEGEN
22 Man				
23 1				
	B THE THE CONTROL NUMBER OF LETHICS, THE OFFICE AND, DEFORMED B THE AND ADDRESS THE AND ADDRESS AND			
25 Thu				

TODAY < > January 20	124 - 0						
unday	Monday	1	luenday	Wednesday	Thursday	Priday	Sat
	Jan 1	2		1	4	\$	6
	8	9	5	10	11	12	13
2	15	2	16	17	18	10	20
1	22 \$5707100_TRE_00114EC/01 \$5707100_TRE_0011/REL01	2 1000 1500	3 56707111_TR2_001\EC:01.56708423_TR2_0- 16:00 56707111_TR2_001\PRAUI.56708423_TR2 16:00	24	25 SETROTOR, THE, OPTIMEL/OT 0500 SETROTOR_THE, OPTIMEL/OT 1100	26	27
8	20 SET07560_TR2_001\LEC/01 SET07560_TR2_001\JREJ01	1000 1500	5 SET07111_TR2_001VLEC/01.SET08423_TR2_0 14:00 SET07111_TR2_001VPR4/01.SET08423_TR2 16:00	31	Fin 1 SET01106_T83_00114E/01 00:00 SET02106_T83_0011/R8A/01 1100		3

Month View



Example Examination Timetable

MYTIMET	ABLE C Days -	Time 👻 🗌 Multiple weeks 🔘			
TODAY	> May 05 - 11, 2024	 TR2 WK15 [TR2 EXAM DIET] - 0 	6/05/2 🛇		
	Sun 5	Mon 6		Tue 7	Wed 8
08.00					
09.00					
				© 09:30-11:30 5 SET0/109_TR2_001_C2X-01	
10.00				9 SIG_3.0.05	
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	Edinburgh Napier University Irmetables and Resource Bookings						
ē		SEARCH	<	TIMETABL	ES 🕑 Days - T	ime 👻 Multiple weeks		
2	Profile	Make Selections Selected		TODAY < > June 09 - 15, 2024 - TR3 WK3 - 10/06/2024 - Sun				
	Help • Contact us	Select a timetable type	•		Sun 9	Mon 10	Tue 11	Wed 12
•	Europe/London (+01:00)			08:00				
				09:00				
				10:00				

This will display three options that will allow you to view: Programme of study, Module and Location.



Edinburgh Nap Timetables and Reso	Dier Unive urce Bookings	rsity	
SEARCH	<		ABLE
Make Selections	Selected (1)	TODAY <	>
PERSONAL			Sun 9
My Timetable		08:00	
OTHER		09:10	
Programmes of study			
Module		10:00	
Location		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							
<	МҮ ТІМ	ΕТА	BLE				
Selected (1)	TODAY	<	>				
			Sun 9				
	08:00						
	09:10						
	10:00						
	11:00						
	pier Unive ource Bookings < Selected (1)	pier University burce Bookings (MY TIM Selected (1) 08:00 09:10 09:10 10:00	pier University burce Bookings (MY TIMETA Selected (1) (08:00 (09:10 (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

interables and resource bookings							
SEARCH	<	TIMETAB	LES C Days	Time - Multiple weeks			
Make Selections Selected		TODAY	🔇 📏 June 09 - 15, 2	024 - TR3 WK3 - 10/06/2024 -	ø		
Programmes of study	•		Sun 9	Mon 10	Tue 11	Wed 12	
Applied Sciences	î	08:00					
Arts & Creative Industries							
Central	- 1	09.00					
Computing, Engineering and the Built E.	. 1	10:00					
Conference Office							
	*	11:00					

Edinburgh Napier University Timetables and Resource Bookings

SEARCH	<	TIMETABL	ES 🕑 Days 👻	Time 👻 Multiple weeks		
Make Selections Selected		TODAY 🔇	> June 09 - 15, 2024	 TR3 WK3 - 10/06/2024 	S	
Programmes of study	*		Sun 9	Mon 10	Tue 11	v 1
Applied Sciences	т X	08:00				
Search	Q	09:00				
ANIMAL AND CONSERVATION BIOLOGY_74121BH_1_A_PT	Î					
ANIMAL AND CONSERVATION BIOLOGY_74121BH_2_A_PT		10:00				
ANIMAL AND CONSERVATION BIOLOGY_74121BH_3_A_PT		11:00				
ANIMAL AND CONSERVATION BIOLOGY_74121BH_4_A_PT		11:34				
ANIMAL AND CONSERVATION		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	<		ABLE			
Make Selections	Selected (1)	TODAY <	>			
PERSONAL			Sun 9			
My Timetable		08:00				
OTHER		09:10				
Programmes of study						
Module		10:00				
Location		11:00				



Edinburgh Napier University

Annotablee and Record Beekinge								
SEARCH	<	TIMETABL	es C	Days 👻 Tir	me 👻 Multiple week	s 🗩		
Make Selections	Selected	TODAY <	> June	09 - 15, 2024 🔻	TR3 WK3 - 10/06/202	4 - 🔊		
Module	-		Sun 9		Mon 10	Tue 11		
Filter by Department	•	08:00						
Search	Q							
ACC07101_TR1_001	Î	09:00						
ACC07101_TR1_002		10:00						
ACC07101_TR2_001								
ACC07101_TR2_002		11:00						
ACC07102_TR1_001		12:00						
ACC07102_TR1_002		13:00						
ACC07103_TR2_001								
ACC07103_TR2_002		14:00						
ACC07104_TR1_001		15:00						
ACC07104_TR2_002								
ACC07104_TR3_001		16:00						
ACC08102_TR2_002		17:00						
	Ŧ							



Reviewing Location Timetables

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

Edinburgh Na Timetables and Res	apier Unive ource Bookings	rsity	
SEARCH	<		ABLE
Make Selections	Selected (1)	TODAY 🔇	>
PERSONAL			Sun 9
My Timetable		08:00	
OTHER		09:10	
Programmes of study			
Module		10:00	
Location		11:00	

To find locations search by the location prefix:

Craiglockhart Campus	CRL_
Merchiston Campus	MER_
Sighthill Campus	SIG_

Edinburgh Napier University Timetables and Resource Bookings										
SEARCH <	TIMETAB	LES C	Days 👻 Time 👻 Multi	ole weeks 🔘 🗩						
Make Selections Selected	TODAY	TODAY < > June 09-15, 2024 👻 TR3 WK3-10062024 👻 🚳 LANES 🕥 DAY WEEK MONTH AGENDA 🕃 EXCEL 🇮 LEGEND								
Location		Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15		
Filter by Zone	08:00									
sig.] X										
SIG_0.B.03	Î (854									
SIG_0.B.04	10:00									
SIG_0.B.15										
SIG_0.B.18										
SIG_0.B.18a	12:00									
SIG_0.C.07	13.00									
SIG_0.C.12										
SIG_0.C.13 Control Room	14:00									
SIG_0.C.13a Control Room	15:00									
SIG_0.C.14										
SIG_0.C.16 SHELTeR	16:00									
SIG_0.C.18	17.00									
Clear Selections	•									



Activity Legend

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

