Getting Started with CELCAT (Staff Guide)

VER. 1.1

Timetabling Dept
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Contents

Getting started with CELCAT

## Accessing CELCAT Live

You can access CELCAT Live via the link below or from the timetable page on the St Mary's staff link website. The direct link to CELCAT Live: https://celcat.stmarys.ac.uk/

    1. The sign in page will then appear:
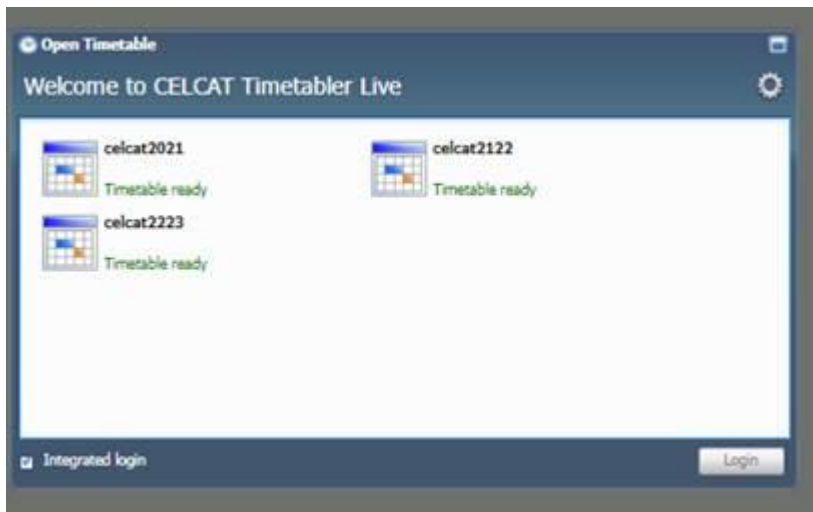
2. Select the current year timetable and click "Login" or double click the current year timetable.

3. This will take you through the St Mary's multi-factor authentication (MFA) process. Your username is in the format XXXXX@stmarys.ac.uk, where XXXXX is your staff number (or login name)

4. You'll be logged in CELCAT with your default role.

5. Once you are logged in you'll be able to select a different role (if you have more than one) by clicking your username/role in the top right-hand corner of the CELCAT window - next to the buttons "Help", "Close Timetable" and "Logout" – see below
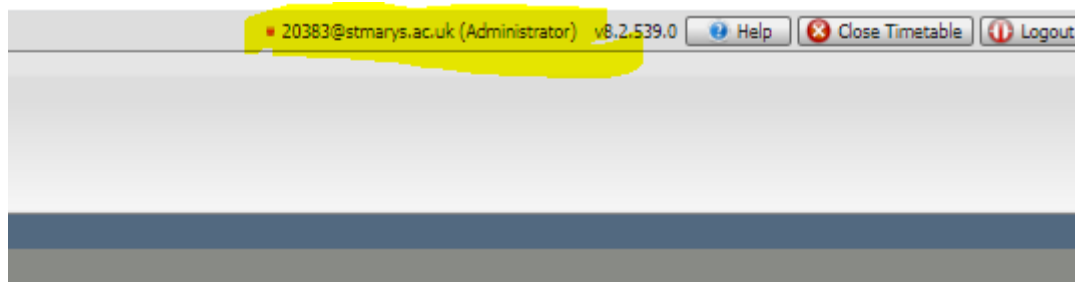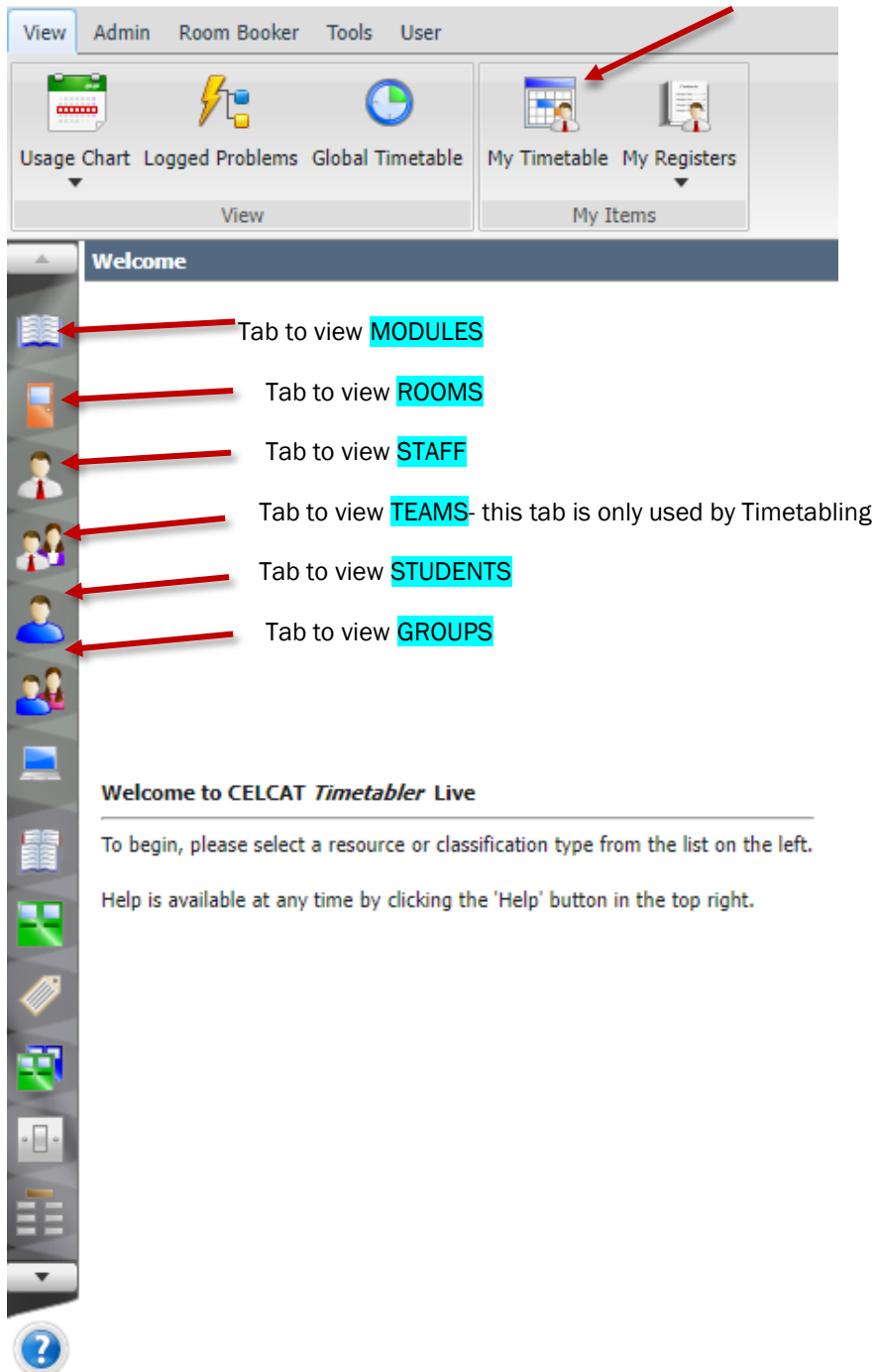

6. When you finish with CELCAT, for security reasons you should click the "Logout" button.

Note: If you are unable to access CELCAT please contact the helpdesk@stmarys.ac.uk who will be able to assist.

CELCAT landing page to view various resources

CELCAT allows you to view the timetable for various resources:

Tab to view a combined timetable for all sessions you are assigned to

Tab to view MODULES

Tab to view ROOMS

Tab to view STAFF

Tab to view TEAMS- this tab is only used by Timetabling

Tab to view STUDENTS

Tab to view GROUPS

Welcome to CELCAT *Timetabler* Live

To begin, please select a resource or classification type from the list on the left.

Help is available at any time by clicking the 'Help' button in the top right.

CELCAT screen to view various resources

Viewing Module Timetables

When you view a timetable via the Module tab, every timetabled session linked to that specific module will be displayed. For example, if a module has 1 session linked to the entire cohort, plus and there are 2 group sessions for group A and B, under the module tab, all 3 sessions will be visible.
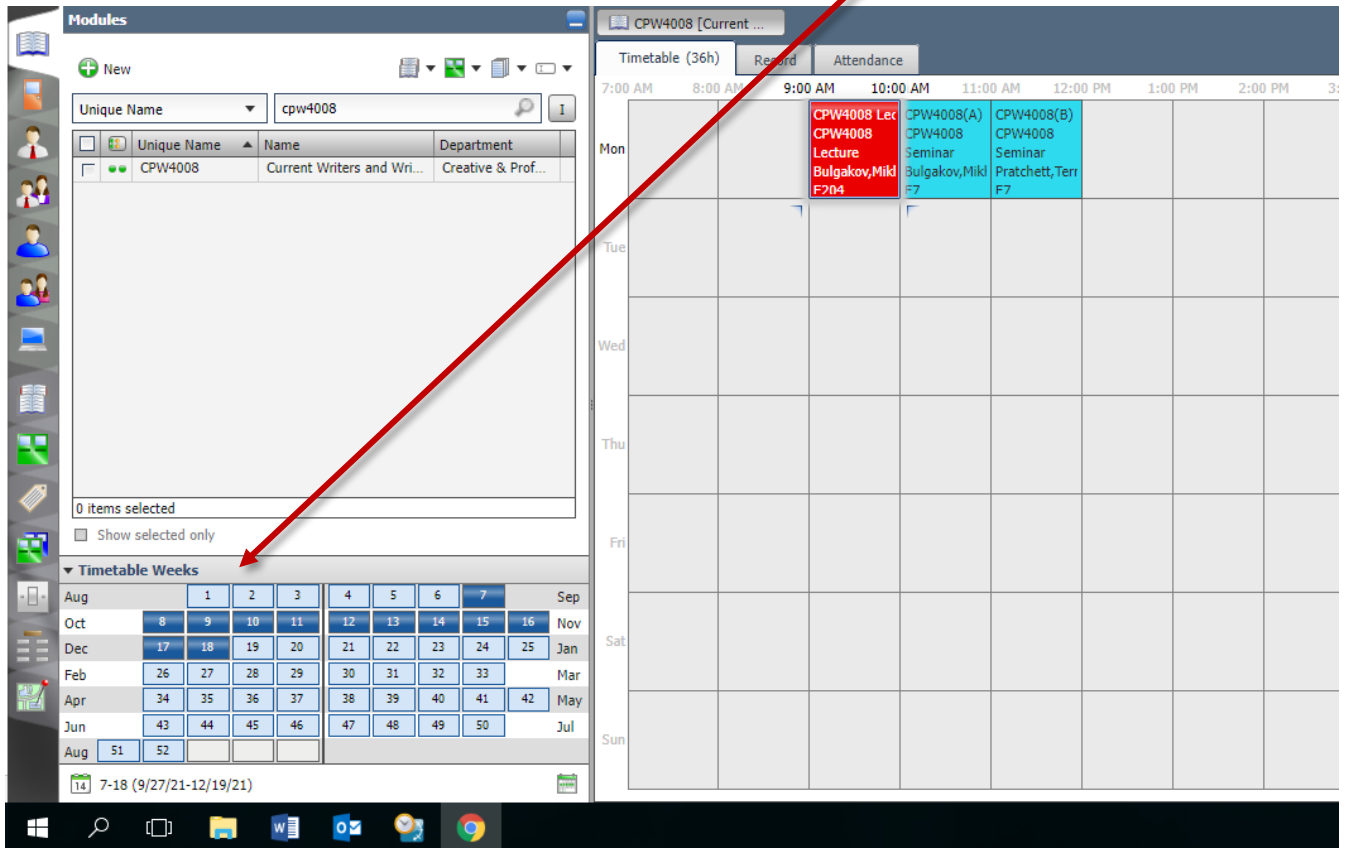
1. Click on the **Modules** tab
2. Type in the **module code** in the '**Unique Name' Field**
3. **Open the timetable** by clicking on the **green arrow**

Notes and Useful Tips

1. When a module record is opened for the first time, as a default, only week 1 will be highlighted and you will not see the timetable displayed. In order to view the timetable, make sure to set the **Timetable Weeks** to the weeks when the module runs.

   Celcat allows you to select to view just 1 single week or multiple weeks.

2. **If you only know the module title** but not the module code, you can still search for a module.

   Click on the drop-down list and change 'Unique Name' to '**Name**'. Once changed to 'Name', you can type in the title of the module.
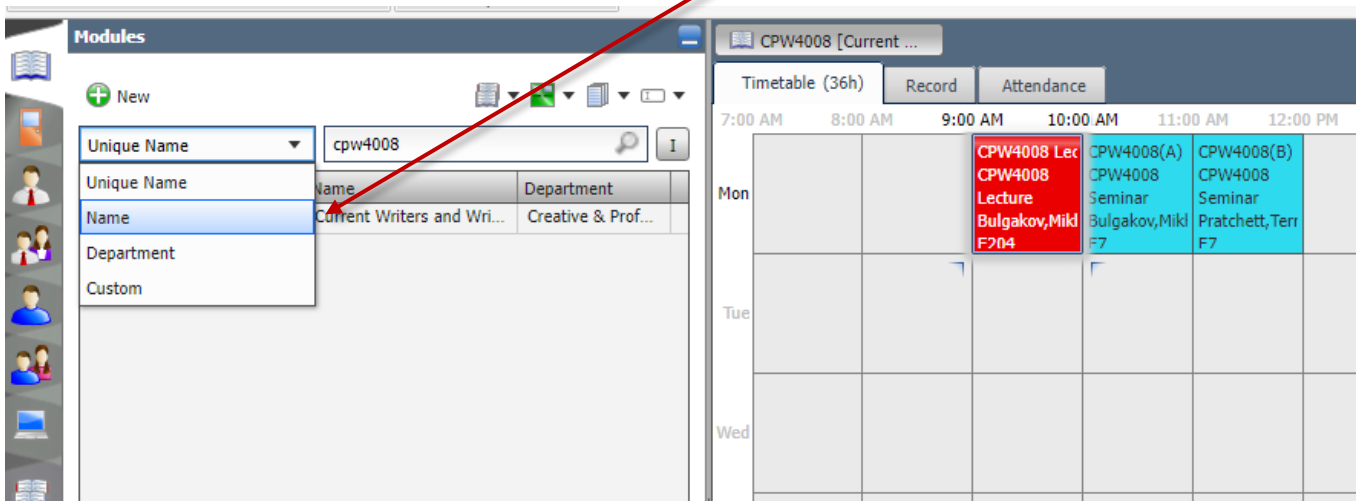
Viewing Room timetables

1. Click on the **Rooms tab**
2. Type in the **room number** you are looking for in the **'Unique Name' Field**
3. **Open the timetable** by clicking on the **green arrow**
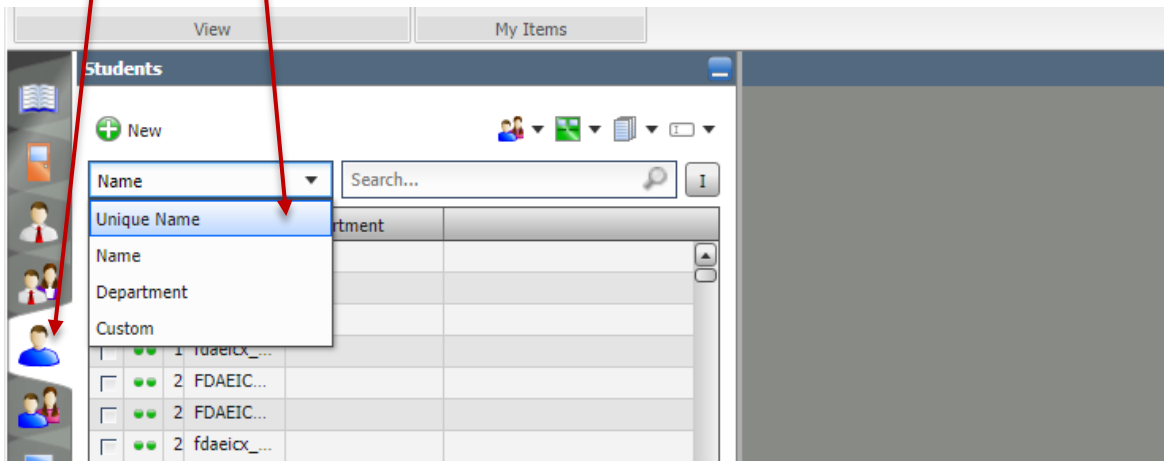4. Change the '**Timetable Weeks'** to the weeks you wish to view
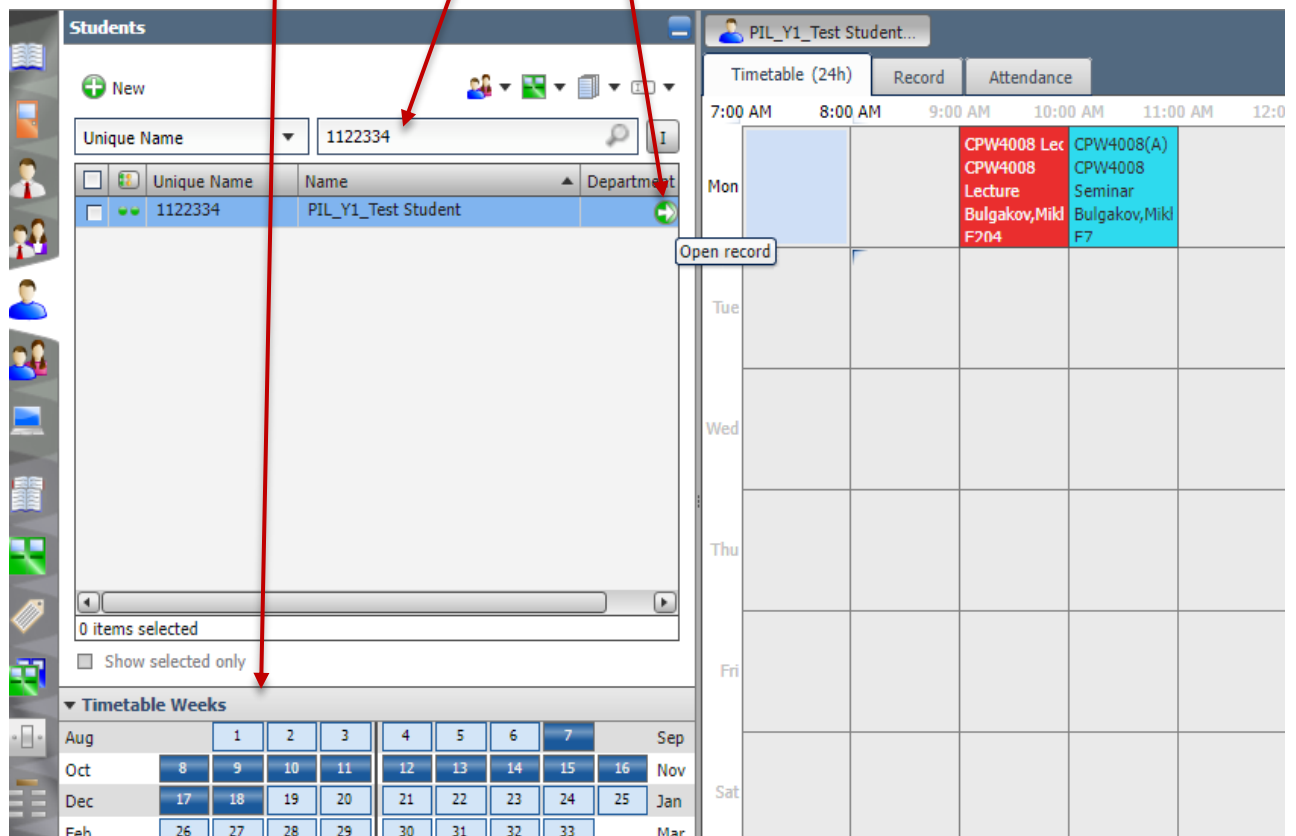
Viewing Student Timetables

Once the final timetables have been released to students, staff are able to view individual student timetables in CELCAT.

Please note only registered students are visible in CELCAT and if your search for a student number returns no result, it means the student have not been registered in SITS.

1. Go to the **Student Tab**
2. As a default, this tab displays the 'Name' field. **Click on the drop-down list and change it to 'Unique Name'**

3. Type in the **student's registration number** in the '**Unique Name' field**
4. **Open the timetable** by clicking on the **green arrow**
5. Change the **Timetable Weeks** to the weeks you wish to view

Viewing Group Timetables

Viewing timetables linked to a specific module group – you may find this useful if your students are split into multiple groups

1. Go to the **Groups tab**
2. Type in the **module code** in the '**Unique Name' Field**
3. **Open the group timetable** by clicking on the **green arrow next to it**.

   ➢ To view the timetable linked to the whole cohort open the **MODULExxxx_ALL** GROUP
   ➢ To view the timetable linked to Group A open the **MODULExxxx_SEM_A** group
   ➢ To view the timetable linked to Group B open the **MODULExxxxx_SEM_B** group

Viewing timetables linked to a Programme

The Groups tab also allows CELCAT users to view programme level timetables. Please note that in CELCAT **you can only view the timetables for single hons programmes** and not for joint hons combinations.

1. **Go to the Groups tab** and in the **Unique Name** field type in the name of the programme you wish to view.

    All programmes are entered in CELCAT in the following format:
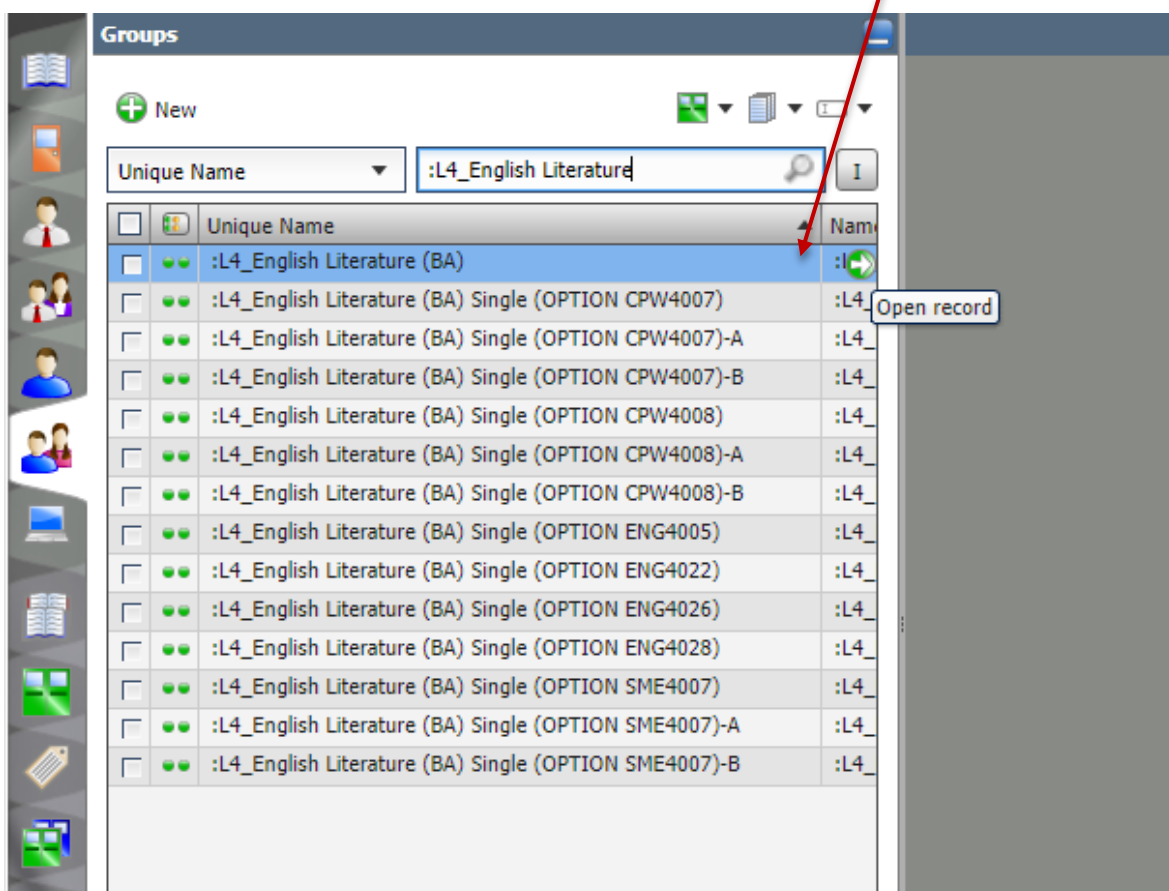   **:L4**_English Literature
    :L5_English Literature
    :L6_English Literature
    :L7_Creative Writing: First Novel

2. To **open a complete programme-level timetable** always make sure to **select the top-level group,** and then click on the green arrow.
    Do not use the groups listed as A,B,C or Option because these groups will only show a partial timetable.

My Timetable tab

This tab allows CELCAT users to access in one step a combined timetable showing every booking, teaching and ad-hoc bookings, they are assigned to.

1. Click on the **My Timetable** tab and your own timetable will open straight away.