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|  | **Internal Document of IT Center, Wroclaw University of Economics** |  |
| **MANUAL** | | |
| **Regarding** | How to use the Timetable | |
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**MANUAL FOR STUDENTS – HOW TO USE THE TIMETABLE**

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# Document purpose

The purpose of the document is to provide information on how to check the planned Timetable using the timetable system.

# General information

The timetable contains information about the timetable of scheduled classes at UEW for students of the faculties taught in Wrocław. Access to the system does not require logging in.

# Terms of access to the system

The timetable is available on the website at plan.ue.wroc.pl. You can also access it via the homepage of UEW ue.wroc.pl (Fig. 1).

Obraz zawierający tekst

Opis wygenerowany automatycznieFig. 1

The timetable is displayed as a drop-down list located in the left-hand side panel (Fig. 2).

Obraz zawierający tekst

Opis wygenerowany automatycznieFig. 2

# System symbols and abbreviations

1. Designation 2022/23 – academic year;
2. letni/zimowy – summer/winter term designation;
3. Types of study for courses taught in English:

BachelorFT – full-time undergraduate studies;

Erasmus – for Erasmus students;

MasterFT – full-time second cycle studies;

MasterPT – part-time second cycle studies

1. Types of study for courses taught in Polish:

S1 – full-time first degree;

S2 – full-time second degree;

N1 – part-time first degree;

N2 – part-time second degree,

1. SJO – Foreign Language Study plan.
2. SWFiS – Physical Education and Sport Study plan.

A detailed calendar of activity dates is indicated by the symbols: (Fig. 3)

T1 – first half of the semester;

T2 – second half of the semester.

Obraz zawierający stół

Opis wygenerowany automatycznieFig. 3

Course symbols used in the course schedule:

AG – Economic analysis

BI – Business Informatics

BM – Business Management

EK – Economics

F – Finance

FIR – Finance and Accounting

GP – Spatial Management

IB – International Business

IWB – Information Technology in Business

KPG – Legal and Economic Consultancy

LG – Logistics

MSG – International Economic Relations

RIC – Accounting and Controlling

ZA – Governance

ZIIP – Production Management and Engineering

Explanation of sample group and subject codes used in the timetable:

e.g. group D2-S1 01 FIR – year of study “2”, mode and type of study “ stacjonarne I stopnia”, group number “01”, field of study “Finance and Accounting”

e.g. group M1-N2 02 MSG – year of study “1”, mode and type of study “niestacjonarne II stopnia”, group number “02”, major “International Economic Relations”.

subject – RAF-(N) 112A – subject abbreviation “Financial Accounting”, full semester classes “N”, room number and building “112A”

subject – ST-(T1) 109Z- subject abbreviation “Statistics”, classes in the first half of the semester “T1”, room number and building “109Z”

# Types of activities used in the system

W – lecture: activities displayed in blue in the schedule;

Ć – exercises: activities displayed in green in the schedule;

L – laboratories (laboratory exercises): activities displayed in red in the schedule;

JO – foreign language classes: displayed in grey in the schedule.

# Grid views for study programmes

The view of scheduled activities is displayed by selecting the data of interest from the drop-down list. The data grid window can be viewed by day, group, and hour. By default, for full-time students, the view by day is displayed. (Fig. 4) For part-time studies, the default view is by meeting date.

Fig. 4

The grid view displayed by group and by hour uses the filter in the top right corner to select a specific group. (Fig. 5)

Obraz zawierający tekst

Opis wygenerowany automatycznieFig. 5

On the activity grid, individual activities are colour-coded. Click on the desired subject to display a new window with the dates broken down into specific meetings. (Fig. 6)

Obraz zawierający stół

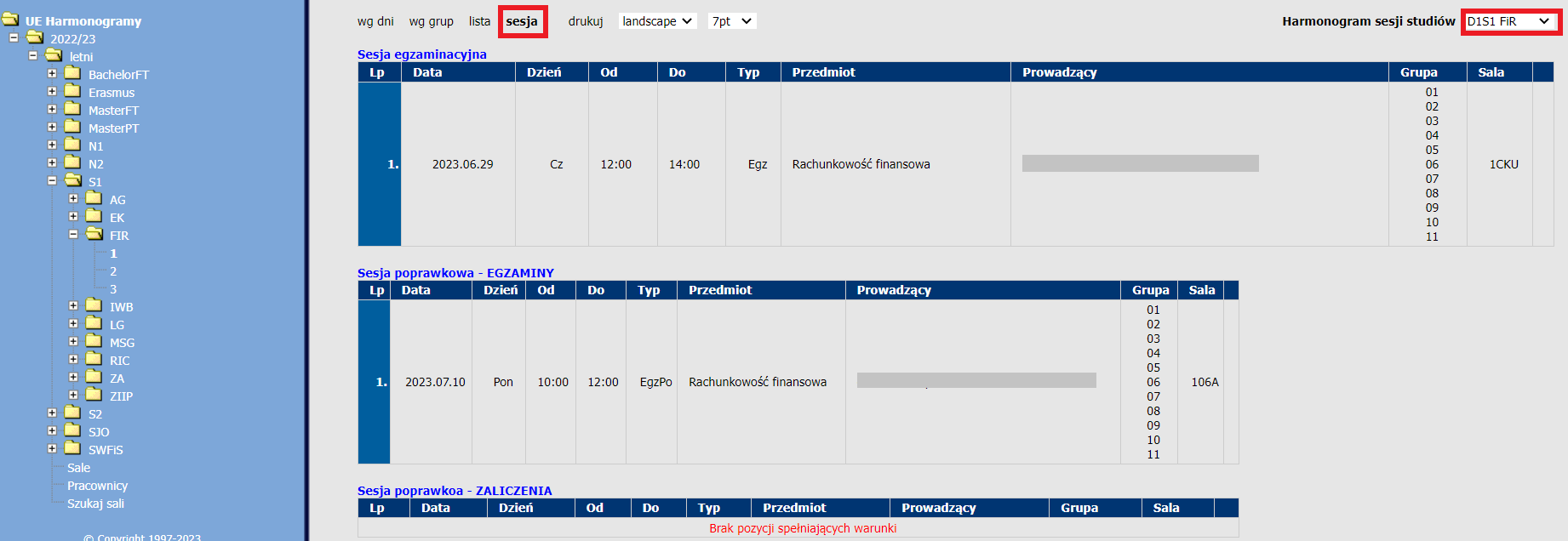
Opis wygenerowany automatycznieFig. 6

Click on “lista” in the top panel and select a particular group to display the timetable view as shown below. (Fig. 7)

Obraz zawierający tekst, zrzut ekranu, komputer, wewnątrz

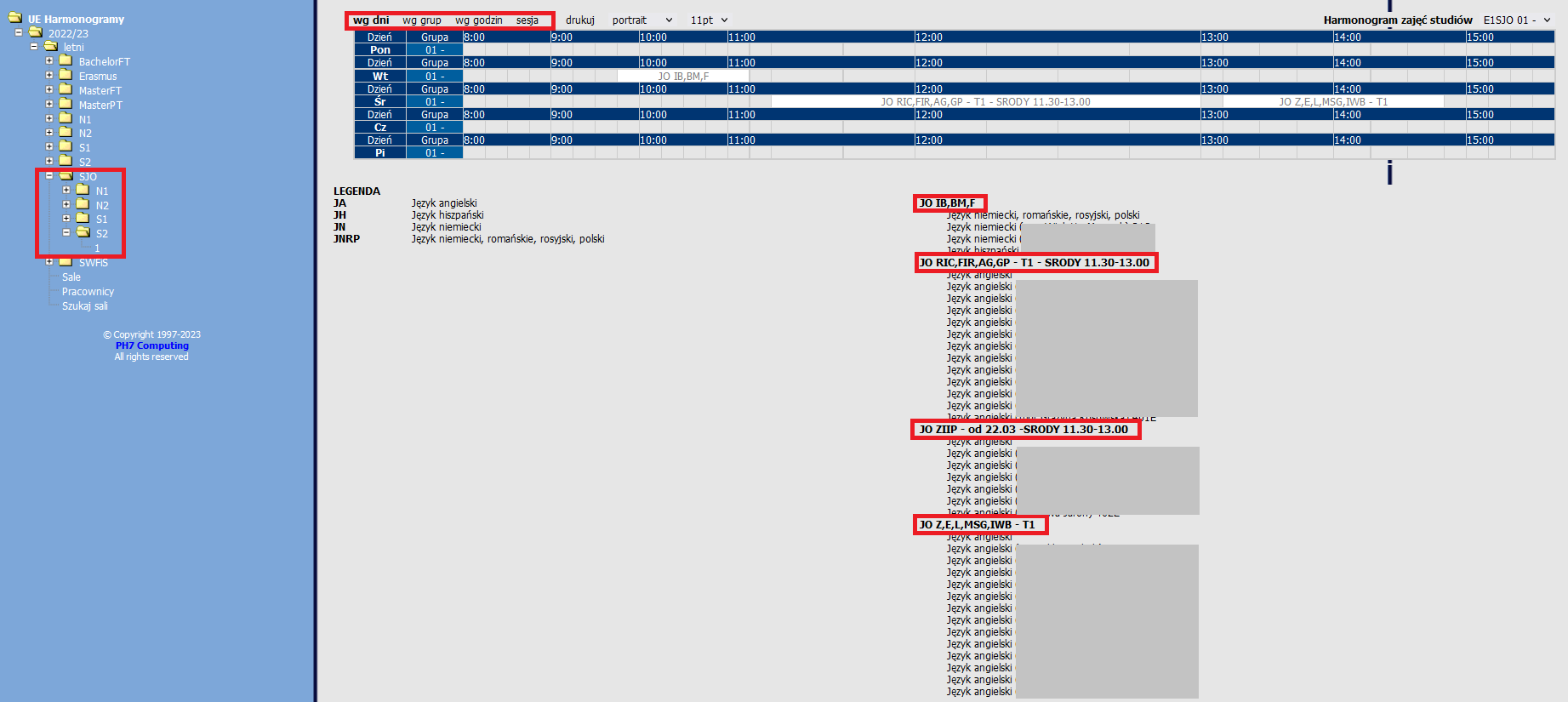
Opis wygenerowany automatycznieFig. 7

From this level, it is also possible, using the “sesja” view, to display information about the planned dates and locations of examinations and credits. (Fig. 8)

Fig. 8

# View of the SJO timetable

The classes of the Foreign Language Study are displayed by mode and type of study and year of study. The schedule can be viewed by day, group and hour. Language groups are displayed by field of study. (Fig. 9)

 Fig. 9

# View of the SWFiS activity grid

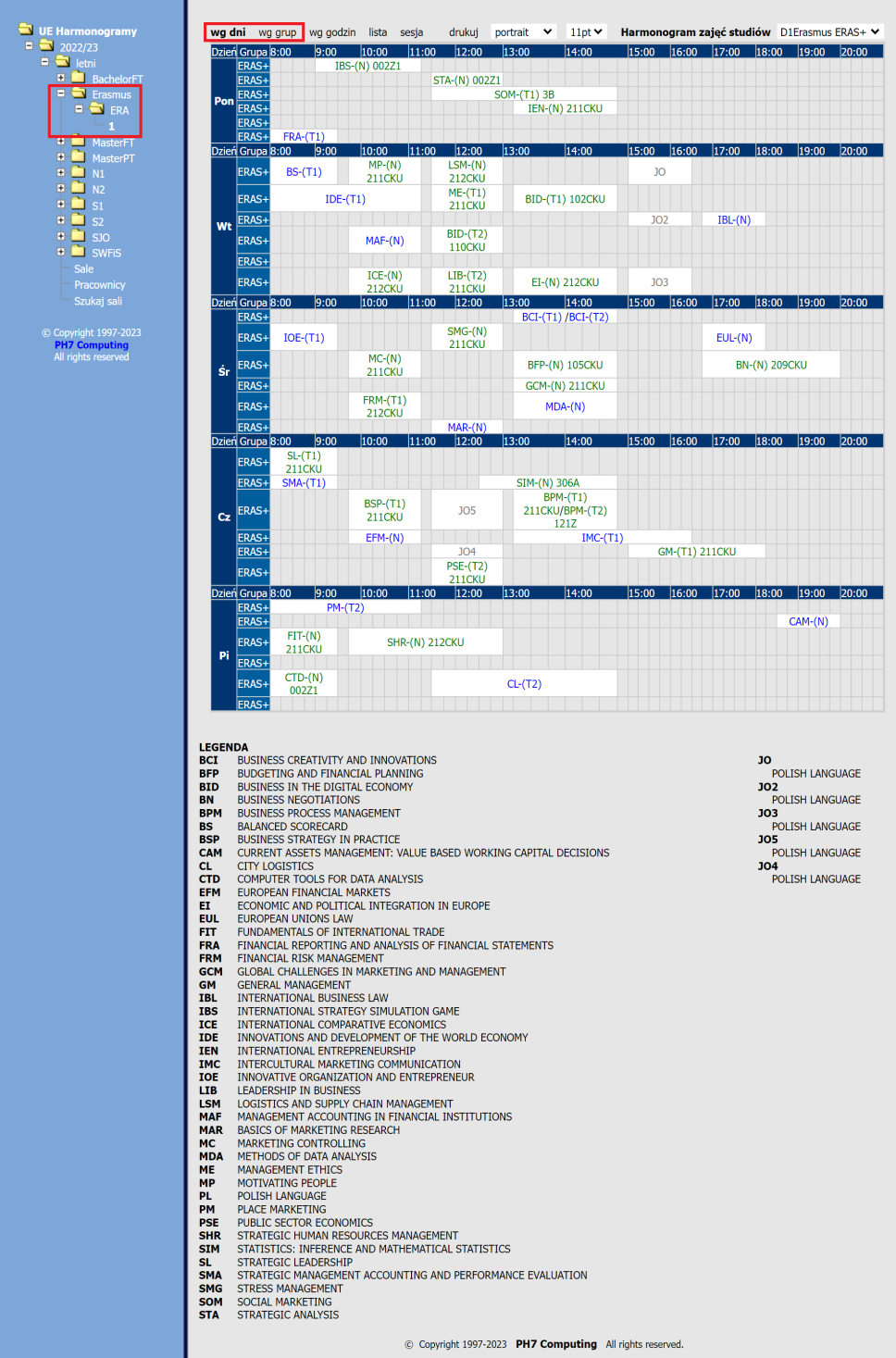
The view of the schedule of the Physical Education and Sports Study can be displayed in different configurations, by day, instructor, and room. (Fig. 10)

Obraz zawierający tekst, szafka, zrzut ekranu, liniowany

Opis wygenerowany automatycznie Fig. 10

# View of the Erasmus activity grid

Erasmus students can view the grid of individual subjects by day and groups. The schedule is available by selecting “Erasmus – ERA – 1” from the side panel on the left. (Fig. 11)

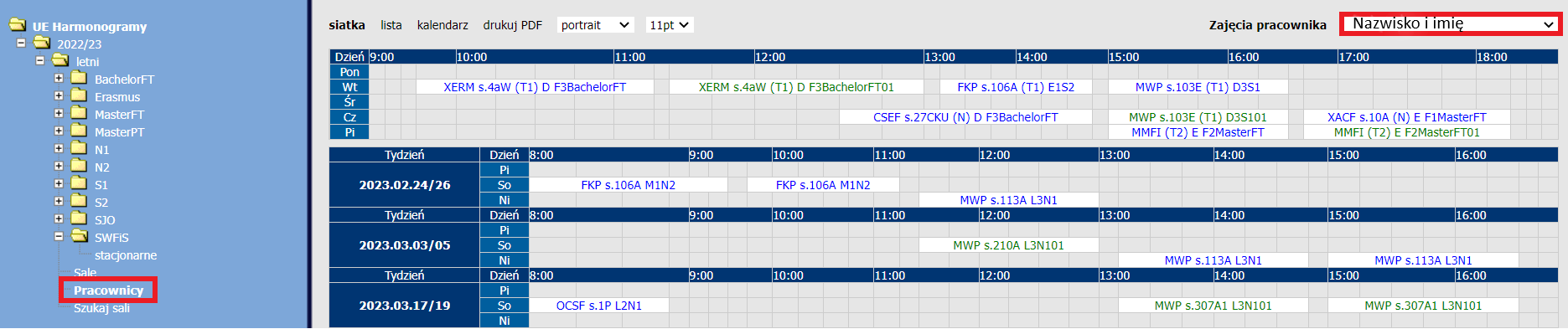
Fig. 11

# Additional views in the timetable

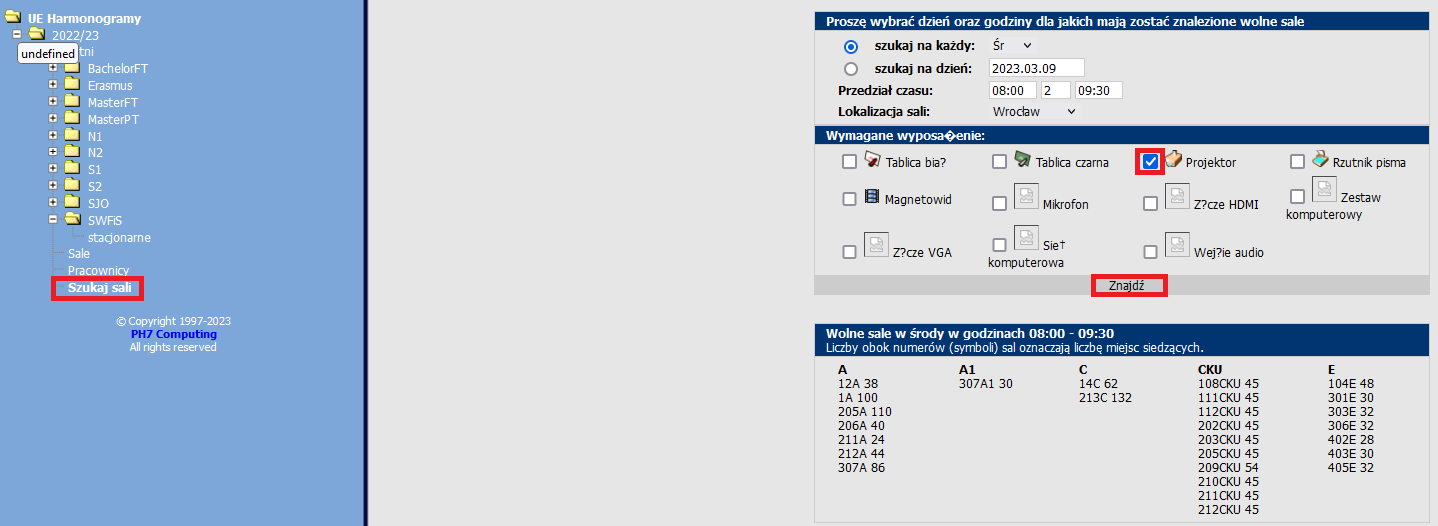
The schedule also allows you to search the timetable for a selected teaching room and for a specific staff member – filter in the top right corner. (Fig. 12, Fig. 13)

Obraz zawierający tekst, zrzut ekranu, szafka, wewnątrz

Opis wygenerowany automatycznie Fig. 12

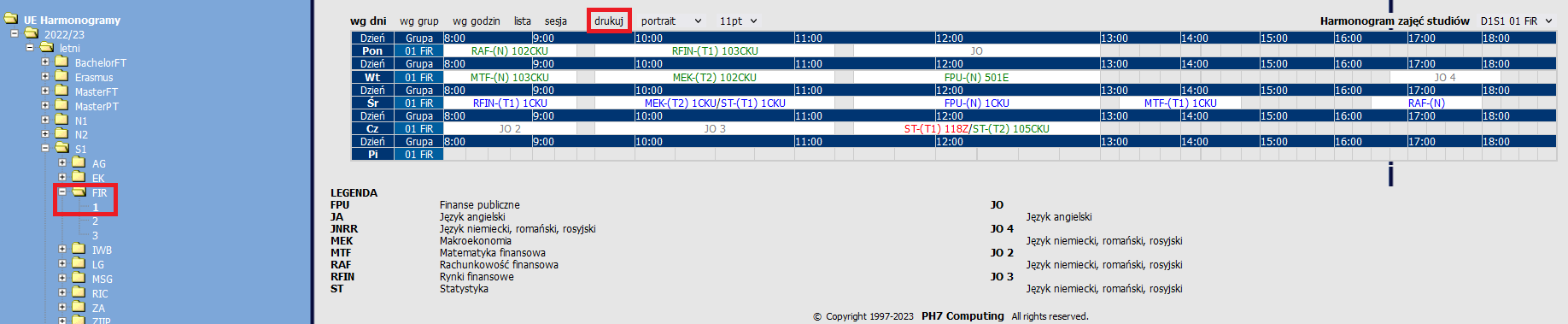
Fig. 13

The timetable offers the additional functionality of search for a room on a specific day along with its attributes. (Fig. 14)

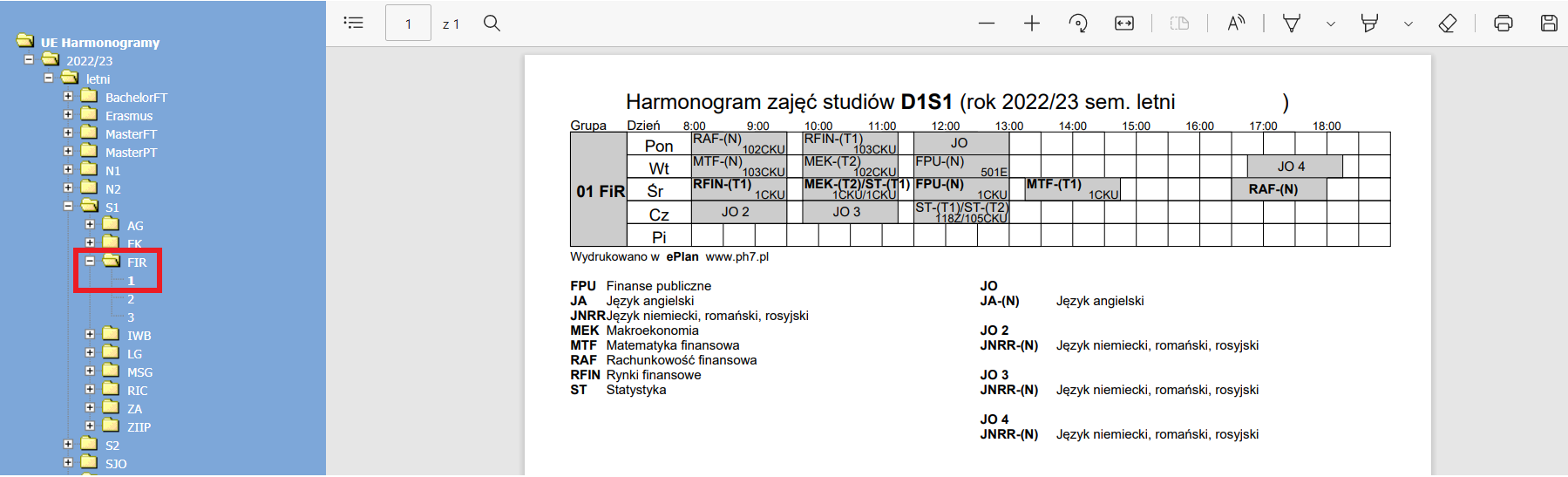
 Fig. 14

# How to print the timetable

The system allows you to print the timetable in the selected view. To do this, use the “drukuj” button in the top panel. (Fig. 15)

Fig. 15

The figure shows the generated timetable for the selected group, ready for printing. (Fig. 16)

Fig. 16