

## **CMIS Go User Guide**

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**Personal**

**Room**

**Programme/Module**

**Student/Lecturer**

## CMIS Go General information

CMIS Go is a software tool which has 2 distinct uses.

1: It acts as a room tool, where rooms can be booked and general information about both rooms and their bookings can be checked.

2: It acts as a timetable viewer, for both staff & students, where the timetable for individuals (staff & students), modules, programmes, and facilities (rooms) can be viewed.

There are 3 types of users on CMIS Go:

**Student** – both Undergraduate & Post-Graduate. These are users with a Student Number.

**Lecturer** – this includes both academic and administrative staff. These are users with a staff username and are the main users of the system.

**Administrator** – These are users with slightly higher privileges, linked to certain departmental (school/office owned) spaces. These elevated permissions are made in agreement with office managers/senior admin staff etc.

You can enter the CMIS Go system using a link found on any of the STARBO Web Pages, including both the Timetabling & Room Bookings page, as well as the main title page. A link to the Room Booking webpage is [here](#)

When you enter CMIS Go for the first time, you will be asked to enter your username and password. If you exit and re-enter, you will not need to log in again, unless you are using a different web-browser.

The first page you see will show the current week, with any bookings or academic sessions which you are linked to, either by way of booking, or if you are a registered attendee. Only weekdays (Mon – Fri) will be shown:

 **University of Reading** 2021-22 Timetable Spring and summer term timetables are live. Rooms may be subject to change, please check your timetable regularly. Centrally owned rooms cannot currently be booked online.

[Timetables](#) [Bookings](#) [Administration](#) [Help](#)

My Timetable 14 February 2022 - 18 February 2022 - Week 25

	Monday 14 February 2022	Tuesday 15 February 2022	Wednesday 16 February 2022	Thursday 17 February 2022	Friday 18 February 2022
10:00	CARRINGTON, G13* 9:00 am to 5:00 pm	CARRINGTON, G14* 9:00 am to 5:00 pm	CARRINGTON, G13* 9:00 am to 5:00 pm	CARRINGTON, G14* 9:00 am to 5:00 pm	CARRINGTON, G13* 9:00 am to 5:00 pm
11:00					
12:00					
1:00					

Timetabled events last full update 6:00 am on 17 February 2022

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 [About](#)

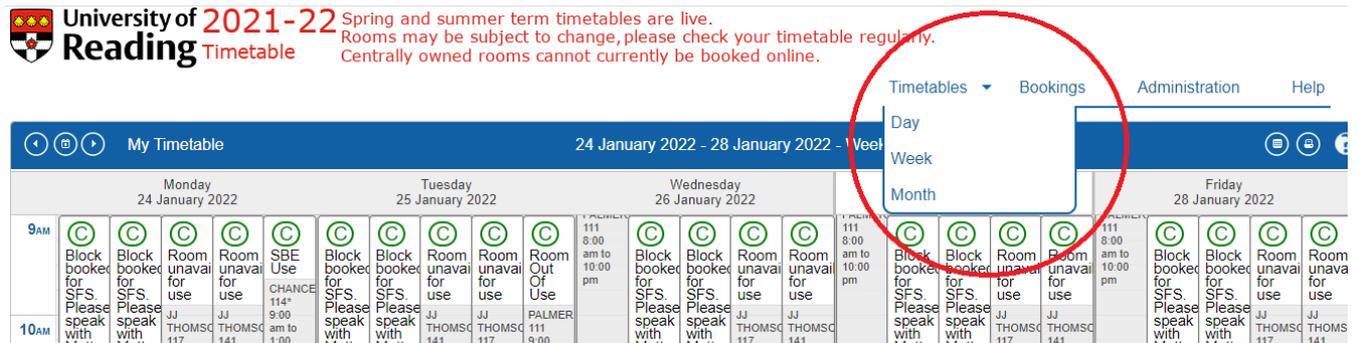
# Checking Timetables

## Personal Timetable

On the front screen of CMIS Go, your personal timetable for the current week will be displayed. This will include any timetabled sessions you are scheduled to teach/attend, as well as any Room Bookings made in your name or which you have been added to as an extra contact.

If you wish to amend the view, you can choose to look at a specific day, week, or term.

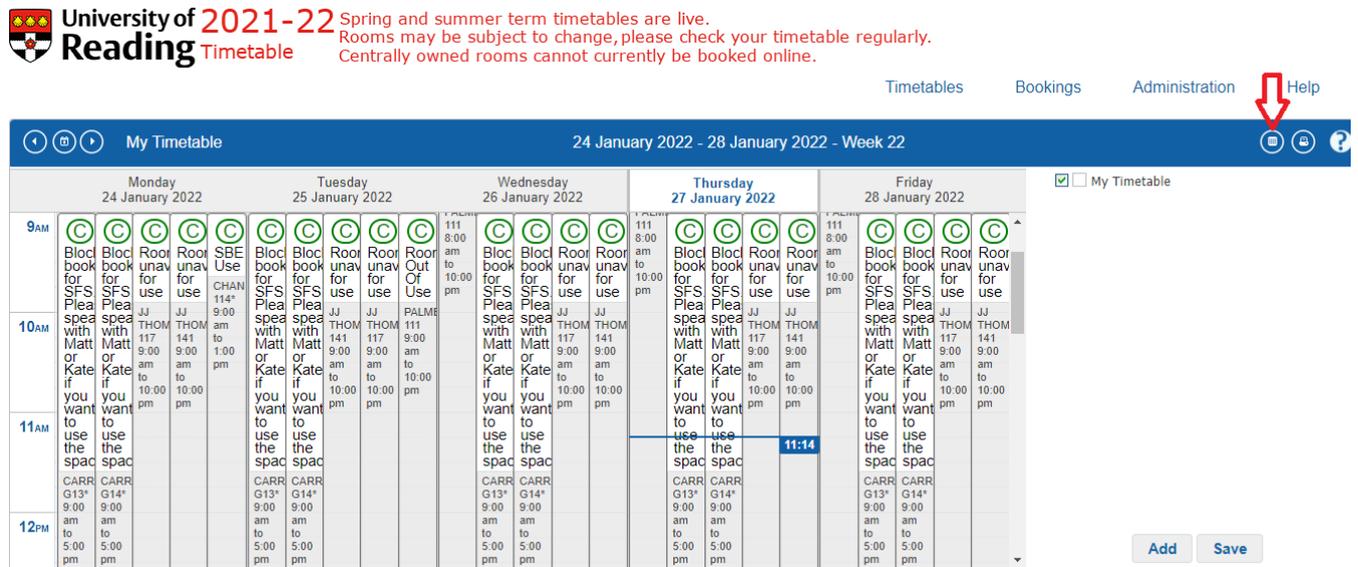
To do this, hover over the Timetable tab above the coloured bar and select the relevant preference:



## Checking Timetables for Room, Programme, Module, and Lecturer

Timetables for the above can all be checked using the Toggle Timetable function.

On the coloured bar, click the Toggle Timetable button on the right of the coloured bar. This will bring up a window to the right of the screen:



To view the relevant timetable, click on the **Add** button on the bottom right of the screen, and the Add Timetable box will appear:

### Room Timetable

This option gives visibility of all recorded spaces on campus, including those which cannot be booked by the user.

To select the timetable of a specific room, click the Room tab at the top of the box.

Select relevant Building from the drop-down list.

Select relevant Room from drop down list.

Once selection is complete, click **OK**.

The screen will now show the current use of the selected space. To limit the view to the room schedule only, without seeing your personal timetable, untick the **My Timetable** option as shown below.

**2021-22** Spring and summer term timetables are live. Rooms may be subject to change, please check your timetable regularly. Centrally owned rooms cannot currently be booked online.

Timetables   Bookings   Administration   Help

	Monday 24 January 2022	Tuesday 25 January 2022	Wednesday 26 January 2022	Thursday 27 January 2022	Friday 28 January 2022
10AM	<b>MT38N Lecture</b> AGRICULTURE, GL22 Atmospheric Electricity 10:00 am to 11:00 am Stein, Thorvald	<b>LW1CON Tutorial 2C</b> AGRICULTURE, GL22 Contract 10:00 am to 11:00 am Tyldesley, Peter			<b>APME82 Seminar</b> AGRICULTURE, GL22 Human Motivation 10:30 am to 11:30 am Macready, Anna; El Morality, Reham
11AM				<b>HS3T75 Seminar</b> AGRICULTURE, GL22 The United States and the Cold War 11:45 am to 12:45 pm Pee, Robert	
12PM	<b>LW3IP Seminar E</b> AGRICULTURE, GL22 Intellectual Property Law 12:15 pm to 1:45 pm Johnson, Howard				
1PM	To Be Taken by Howard Johnson	<b>LW1CRI Tutorial D</b> AGRICULTURE, GL22 Criminal Law			<b>HS1ABR Seminar</b> AGRICULTURE, GL22 Arriving in Britain: a History of

Timetabled events last full update 6:00 am on 28 January 2022

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Hitting **Save** will make the chosen timetable appear on your front screen on return visits to CMIS Go.

If you wish to remove the view of the room, but still want easy access to view the bookings, simply un-tick the box next to the room's name on the right. To completely remove the room timetable from view, click the bin icon next to the room's name.

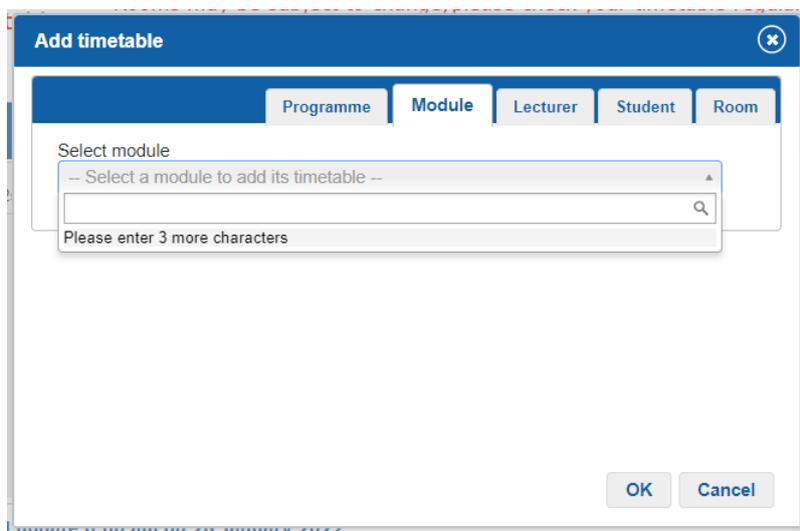
To remove the side bar, you can click the **Toggle Timetable** button again, and the view will return to full screen.

## Checking Programme and Module Timetables

First, bring up the Add Timetables box, as explained [above](#).

Click on the Module or Programme Tab.

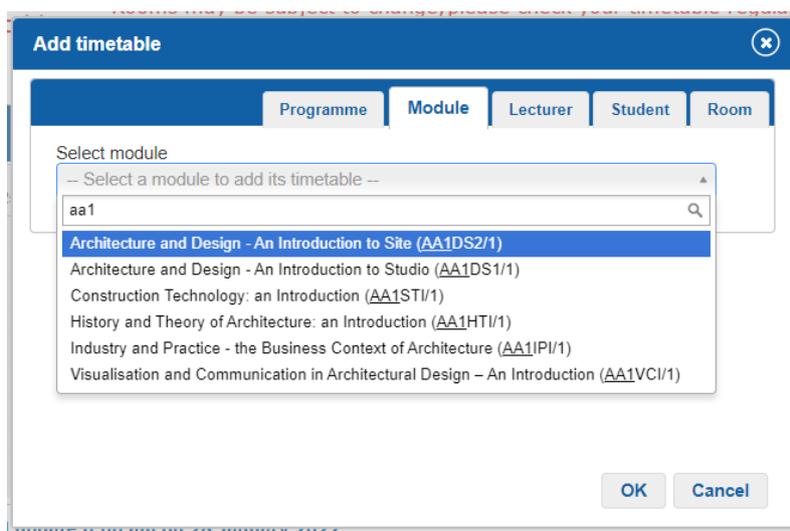
Click in the drop-down list, type in the first 3 letters of the Programme or Module of your enquiry:



The screenshot shows a dialog box titled "Add timetable" with a close button in the top right corner. Below the title bar are five tabs: "Programme", "Module", "Lecturer", "Student", and "Room". The "Module" tab is currently selected. Underneath the tabs is a search input field with the placeholder text "-- Select a module to add its timetable --". Below the input field, a message reads "Please enter 3 more characters". At the bottom of the dialog are "OK" and "Cancel" buttons. A small footer text at the bottom left of the dialog reads "update 9:00 am on 20 January 2022".

Modules and programmes will appear in the list after these have been typed, allowing you to choose the correct one.

While the entire text can be typed, details must match exactly how the programme or module is listed, so choosing from the list may be more successful.



This screenshot shows the same "Add timetable" dialog box, but now the search input field contains the text "aa1". A list of modules has appeared below the input field. The first item in the list is highlighted in blue: "Architecture and Design - An Introduction to Site (AA1DS2/1)". The other items in the list are: "Architecture and Design - An Introduction to Studio (AA1DS1/1)", "Construction Technology: an Introduction (AA1STI/1)", "History and Theory of Architecture: an Introduction (AA1HTI/1)", "Industry and Practice - the Business Context of Architecture (AA1PI/1)", and "Visualisation and Communication in Architectural Design - An Introduction (AA1VCI/1)". The "OK" and "Cancel" buttons remain at the bottom. The same footer text "update 9:00 am on 20 January 2022" is visible at the bottom left.

When the relevant programme or module has been chosen, click **OK** and the timetable will appear.

To amend views, please refer to [Room Timetables](#)

## Lecturer Timetables

On CMIS Go, all staff are recorded as lecturers, so as well as teaching sessions, the timetable will also show bookings made in the staff member's name as well as non-teaching sessions that have been linked to on their calendar.

Bring up the Add Timetable box, as explained [above](#)

Click the Lecturer tab.

Start typing the name or the student or lecturer whose timetable you wish to check. The name typed can be either the surname or first name.

In the event of shared names, the staff or student number will also appear, so the correct option can be chosen.

The screenshot shows a software interface for adding a timetable. It features a blue header with the text "Add timetable" and a close button. Below the header are five tabs: "Programme", "Module", "Lecturer", "Student", and "Room". The "Lecturer" tab is currently selected. Underneath the tabs is a search area with the label "Search for lecturer". A text input field contains the name "sterlini". Below the input field is a dropdown menu that has opened, showing a list of search results. The first result is "-- Select a lecturer to add their timetable --". The second result is "Sterlini, Phil (vrs04ps)", which is highlighted in blue. At the bottom of the dialog box are two buttons: "OK" and "Cancel". In the bottom left corner of the dialog, there is a small text string: "Update 6:00 am on 28 January 2022".

When the relevant programme or module has been chosen, click **OK** and the timetable will appear.

To amend views, please refer to [Room Timetables](#).