

View my timetable and book a room in web portal CMISGo

CMISGo is a new web based portal of the Timetabling tool (FCMIS) that staff can use to access timetables and room booking. The changes to the student management system provided the opportunity to upgrade the web services for room bookings and the timetable environment.

To access the CMISGo follow the **“Check the timetable”** link provided at <https://one.massey.ac.nz>

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View my timetable by month, week or day

Your default view will show courses you are assigned to, as per the IPP data collected:

MASSEY UNIVERSITY
TE KUNENGA KI PŪREHUROA
UNIVERSITY OF NEW ZEALAND

Timetables Bookings Administration Help

My Timetable 1 May 2017 - 5 May 2017 - Week 13

	Monday 1 May 2017	Tuesday 2 May 2017	Wednesday 3 May 2017	Thursday 4 May 2017	Friday 5 May 2017
12:00					
1:00					
2:00		Accounting for Business 2:00 pm to 3:00 pm Massey Albany, SHW300 - Lecture Theatre 300 seats Wkly 28 Feb to 4 Apr, Wkly 2 May to 30 May Bhuyan, Bothan, Tarle, Sata, Drew, Tricia LECT1			
3:00		Accounting for Business 3:00 pm to 4:00 pm Massey Albany, SHW300 - Lecture Theatre 300 seats Wkly 28 Feb to 4 Apr, Wkly 2 May to 30 May	Introduction to Marketing 3:00 pm to 5:00 pm Massey Albany, GB2 - Quad Block 1 Lecture Theatre Every 2 wks 1 Mar to 4 Apr, Every 2 wks 2 May to 30 May Cope, Simon, Drew, Tricia Use Q23 or Q25 WORK150657 @Sem1 alternate week starting wk2	Introduction to Marketing 3:00 pm to 5:00 pm Massey Albany, SHW300 - Lecture Theatre 300 seats Wkly 2 Mar to 6 Apr, Wkly 27 Apr to 1 Jun Cope, Simon, Drew, Tricia LECT150656 @Semester 1	
4:00					

Click once to open a timetable event. Note you will only see the events to which you are associated in IPP.

To see a full list of events for a course then you will need to add the course to your timetable, see section [Add additional timetable views](#). Email timetable@massey.ac.nz if My Timetable does not reflect the courses you are delivering the teaching events for.



Select **Timetables** from the top right hand menu to switch between month, week or day views. Use the on the top left-hand side menu to **Go to date** or toggle up and down the calendar year.

Or use the following icon to print from top right-hand side



DO NOT USE THE BROWSER BACK ARROW OR YOU WILL HAVE TO LOG BACK IN

Add additional timetable views



Add additional courses or lecturers to your timetable view by selecting the icon on the **top right-hand side** of the screen.

Scroll to the bottom right-hand corner to select **Add**. Select a course using the **Course** tab, leave department and course filters empty, then enter the course number into the **Select course** field, e.g. 115112 note there are no '.' used in the number.

Courses are suffixed with an offering ID number; the most common internal codes are:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	My Timetable		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance Fundamentals (115114/892)	673	Auckland Semester 1
	<input checked="" type="checkbox"/>	All Students	857	Auckland Semester 2
	<input checked="" type="checkbox"/>	Stream 1		
	<input type="checkbox"/>	Stream 2	705	Manawatu Semester 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Economics of Business (115113/857)	892	Manawatu Semester 2
	<input type="checkbox"/>	Group 2		
	<input type="checkbox"/>	Group 2	736	Wellington Semester 1
	<input checked="" type="checkbox"/>	All Students	925	Wellington Semester 2
	<input checked="" type="checkbox"/>	All Students		
	<input type="checkbox"/>	Stream 4	701	Distance Semester 1
	<input type="checkbox"/>	Stream 5	887	Distance Semester 2
	<input checked="" type="checkbox"/>	Stream 1	657	Distance Double Semester
	<input type="checkbox"/>	Stream 2		
	<input type="checkbox"/>	Stream 3		

For a full list offering ID numbers refer to the following web page:

<http://www.massey.ac.nz/massey/learning/timetables/translation-instance-codes.cfm>

Remove the streams or groups you are not involved with click **OK** then select **Save** to retain your selection.

Book a room

Bookings menu gives two options:

1. **Check availability and book**, booking wizard where you specify a room to book. Select room and see if available on specific date(s). [Detailed instructions below](#).
2. **Find & book**, when you don't want a specific room. Select campus, type of room, date/time and equipment requirements. [Detailed instructions below](#).

In both cases the booking is provisional until the confirmation email is provided by room booking or timetable team. There will be criteria applied for all booking requests that consider capacity and equipment needs, the specific room requested before they are confirmed. The needs of all campus users have to be considered. * denotes compulsory field.


Check availability and book

If you are new to the room booking you will need to be familiar with campus room code. Start typing the room name, if you are unable to find the room refer to the room codes listed here: <http://www.massey.ac.nz/massey/learning/timetables/timetable-building-codes.cfm>



Select the **date** you require, then click on the time slot you wish to book, it will be highlighted in green, select **Next**. You can select a time slot greater than 1 hour by dragging the green booking box to the right.

You can add additional staff to the **Contact selected** to receive a confirmation of the booking. Select **Next** again.

Booking reference and **Booking notes** are free form fields for your reference. These are compulsory fields as denoted by *. Please note the **Event ID** is still the unique identify that room booking staff and timetable office use to identify your booking.

Check the availability of a room and book it - Massey Palmerston North, ICLT - Veterinary Science / Thea... 

1 Where 2 When 3 Select times 4 Add contacts 5 **Book**

Add booking reference and notes  

Booking reference*

Booking notes*

Booking request summary

Room Massey Palmerston North, ICLT - Veterinary Science / Theatre
Contacts Drew, Tricia (053008)

Dates and times selected			
Week	Date	From	To
35	We 4 Oct 2017	6:00 pm	7:00 pm

Add a booking reference and notes. Click Book to make your booking.

View a room booking

From the **Bookings** top right menu, then select from the drop down **My Bookings** to view bookings you have made.

Or to review bookings by other people select **Bookings**, then **Find existing bookings**, use the filter fields and then select **Find**.

Find existing bookings

Booking details

Status	<input checked="" type="checkbox"/> C Confirmed bookings	Room	Massey Palmerston North, ASTON 1 - Sci
	<input checked="" type="checkbox"/> P Provisional bookings	Site	
	<input checked="" type="checkbox"/> X Cancelled bookings	Department	
Booked by	Ward, Debra (031239)	Zone	
Booking ref		Category	
Date range		Classification	
Use dates as		Type	
Contacts			
Organisations			

Select at least one value for Status and a combination of other fields as described in the Help, accessible from the ? icon above.

Find

Select an item off the main menu, **Timetables**, **Bookings**, **Administration** or **Help**. Remember not use the back button on your browser.

Find & book

When you don't want a specific room use the Find & book menu item. Select campus, type of room, date/time and equipment requirements before selecting an available room.

Campus: Type in one of the following;

- Auckland Campus,
- Manawatu Campus or
- Wellington campus

Type: Select **Lecture theatres/room** (larger fixed seating rooms) or **Tutorial/seminar rooms** (smaller rooms)

Find and book a room ✕

1 Where 2 When 3 Add equipment 4 Add features 5 Select room 6 Add contacts 7 Book

Select where 🗑️ ?

Campus 🗑️

Type ▼ 🗑️

Capacity between 0 and 🗑️

- Computer Labs - General
- Computer Labs - Specialised
- Lecture Theatres/Rooms
- Teaching Labs
- Tutorial/Seminar Rooms

[Next](#)

Filter your search for a room.

Capacity: Select a number greater than what you require so it increases available room search. E.g. search a tutorial room of 50 person capacity room for a tutorial of size of 30 students.

Select **Next** to add your **date and time** of your booking.

Find and book a room ✕

1 Where 2 When 3 Add equipment 4 Add features 5 Select room 6 Add contacts 7 Book

Select when By date(s) By week number(s) By named range ?

Time to

Selected dates and times 🗑️

Week	Date	From	To
42	Tu 21 Nov 2017	9:00 am	

Hour **Minute**

am 8 9 10 11 0 5 10

pm 12 1 2 3 15 20 25

4 5 6 7 30 35 40

8 9 10 11 45 50 55

[Clear](#) 24 hours [Ok](#)

November 2017 **December 2017**

Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
39			1	2	3	4	5	43					1	2	3
40	6	7	8	9	10	11	12	44	4	5	6	7	8	9	10
41	13	14	15	16	17	18	19	45	11	12	13	14	15	16	17
42	20	21	22	23	24	25	26	46	18	19	20	21	22	23	24
	27	28	29	30				47	25	26	27	28	29	30	31

January 2018 **February 2018**

Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	
1	2	3	4	5	6	7	52					1	2	3	4
8	9	10	11	12	13	14		5	6	7	8	9	10	11	
15	16	17	18	19	20	21		12	13	14	15	16	17	18	
22	23	24	25	26	27	28		19	20	21	22	23	24	25	
29	30	31						26	27	28	29	30	31		

Select one or more dates and times. Booking time: min 0:15, max 16:00

[Previous](#) [Next](#)

Select **Next** to add **equipment** and **features** in the room. All bookable rooms come with a computer, data projector and screen. Only select unique equipment or feature requirements, i.e. media site access or whiteboard, if they are essential to your requirements. Otherwise **do not** filter by equipment.

Select one of the available rooms that meets your requirements.

Select **Next** to add another **Contact** if required, i.e. if you share teaching with another person or your admin staff need to know what you have booked. Contacts selected will receive email confirming status of booking.

Booking reference and **Booking notes** are free form fields for your reference. These are compulsory fields. Please note the **Event ID** is still the unique identifier that room booking staff and timetable office use to identify your booking. Select **Book** to complete the booking request.

Tips

Can't find a room?

Make your search wide

Site: Massey University Palmerston North

Capacity: 150

Date/time: select date and time(or do not supply so you can find rooms that meet your criteria other than date)

Don't select **equipment** or **features**. Then use the + symbol to look at room details to review equipment later.

Filters in CMISGo

Keep it simple

No all the filters have to be used to get an answer, only use the filters you need to use to make the room selection.

Get the most out of the **My Bookings** list

Use the **Booking Reference** and **Booking Notes** as an internal reference that will provide enough detail to understand who and what the booking is for in several months time.