

## Report Dashboard Guidance

Student Clashes and Travel Time reports can be generated in the EventMap system in order to monitor students in your department, and find ways to resolve problems.

To access this report, log-in to your Timetabler account through MyEd. Search for 'Timetables' and log-in as required below.

### Timetables

Timetabler

- To login to Timetabler, enter your username in the format uun@ed.ac.uk, e.g jbloggs@ed.ac.uk or s1234567@ed.ac.uk. Then select your Microsoft account uun@ed.ac.uk on the Microsoft O365 login page.
- Please contact [timetabling@ed.ac.uk](mailto:timetabling@ed.ac.uk) for all support queries.
- [Timetabler Guidance videos](#)
- If your login is unsuccessful, and you are asked to login via your external provider, please amend the URL so it only shows <https://timetabler.is.ed.ac.uk/> - you should then be able to successfully login, again using your: uun@ed.ac.uk.

[↩ Timetabler](#)

Then, use the top tool bar of the Timetabling Tool to navigate to 'Reports'.

The screenshot shows the top navigation bar of the Timetabling Tool. The 'Reports' menu item is circled in red. Below the navigation bar, the interface displays a calendar view for the week of 05 - 11 August 2024, with the 'Staff' department selected. The calendar grid shows a light blue highlighted area for Friday, 09 August, from 00:00 onwards.

August 2024

The 'Reports' view will open with a new dashboard which will comprise of the report tile and the report configuration section.

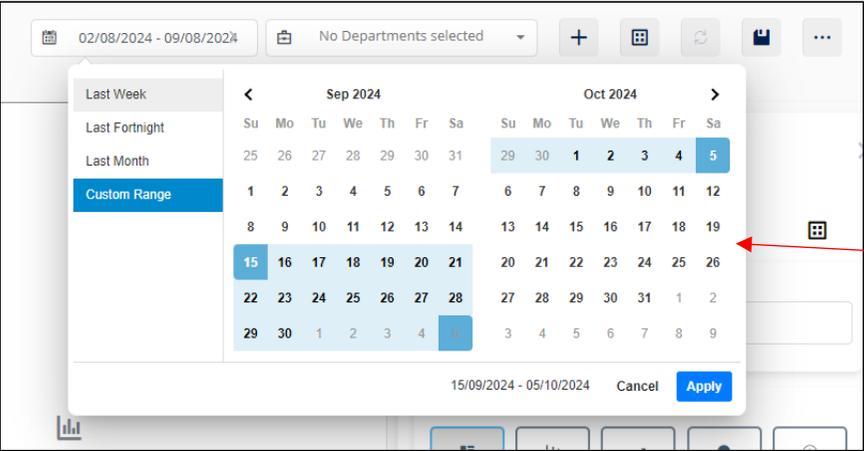
You can access your previous reports, mark them as favourites and share them with ..

You can update the report name by clicking here

You can add new widgets if you want to view several reports on your dashboard

Additional options like sharing your dashboard or downloading it are available

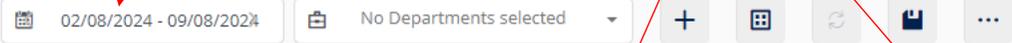
The screenshot shows the 'Reports' view interface. On the left, there is a sidebar with 'Reports' and 'My Reports' (0) tabs, and buttons for 'Favourites' and 'Shared'. Below this is a search bar and a 'No Reports' message. The main area is titled 'Unnamed Dashboard' and contains a large empty space with a 'No report selected' message and a prompt to 'Drag from the list or click this widget and select a report'. On the right, there is a 'REPORT SELECTION' search bar and a 'STAFF' list with several report options: 'Staff Workload', 'Staff Timetable Quality', 'Staff Usage by Week', 'Staff Usage by Day', 'Staff Timeslot Usage', and 'Staff list'. At the top right of the dashboard, there are filters for dates (05/08/2024 - 12/08/2024) and departments (No Departments selected), along with icons for adding, grid view, refresh, save, and a menu.



Click within the box to open the calendar view

You can filter your results by department using this box

You can search for the report or scroll down the list



Unnamed Dashboard

  
**No report selected**  
 Drag from the list or click this widget and select a report

REPORT SELECTION

**STAFF**

- Staff Workload**  
The time spent teaching per staff member.
- Staff Timetable Quality**  
A breakdown of each staff member's timetable and how busy they are.
- Staff Usage by Week**  
How many hours per week each staff member is in use for.

Unnamed Dashboard

15/09/2024 - 05/10/2024 No Departments selected

You can pick the best way to present your data through the Report Type

A static report generates the data once and saves it to allow the report to load faster in future. Keep in mind that this may result in outdated information being shown

The first configuration icon will allow to select the main report details

The screenshot shows a configuration panel for a report titled "Student Travel Time Report". At the top, there are icons for report configuration, a bar chart, a funnel, and a grid. Below these is a "REPORT TITLE" field containing "Student Travel Time Report". The "REPORT TYPE" section has five buttons: "Table" (selected), "Bar", "Line", "Pie", and "Count". There are two toggle switches: "GENERATE STATIC REPORT" (set to "No") and "INCLUDE IN REAL-TIME UPDATES" (set to "Yes"). At the bottom are three buttons: "Apply Changes", "Change Report", and "Reset".

All columns will automatically be selected, you can remove any by clicking on the name to remove the tick

VISIBLE COLUMNS

Id, Forename, Surname, Email, Event1 Id, Event1 Descri...

- ✓ Id
- ✓ Forename
- ✓ Surname
- ✓ Email
- ✓ Event1 Id

Add

The second icon will allow you to select the columns you want to generate in your report and add any conditional formatting you require

Unnamed Dashboard

15/09/2024 - 05/10/2024 No Departments selected + [Grid Icon] [Refresh Icon] [Save Icon] [More Icon]

No report selected  
Drag from the list or click this widget and select a report

REPORT CONFIGURATION Student Travel Time Report

VISIBLE COLUMNS

Id, Forename, Surname, Email, Event1 Id, Event1 Descri...

CONDITIONAL FORMATTING

Column	Operator
Id	Equal to

Colour	Value
#DDDDDD	

Add

Apply Changes Change Report Reset

The third icon will allow you to add resource and/or value filters

Unnamed Dashboard

**0 Resource Filters**

Resource Type  
- Select a resource type -

Resource  
- Select a resource -

Select Resource Filter Rule  
 And  Or

Confirm

15/09/2024 - 05/10/2024 No Departments selected

REPORT CONFIGURATION Student Travel Time Report

Resource Filters +  
No resource filters have been added

Value Filters +  
No value filters have been added

Apply Changes Change Report Reset

No report selected  
Drag from the list or click this widget and select a report

**0 Resource Filters**

Column	Operator
Id	Equal to

Value

Select Filter Rule  
 And  Or

Confirm

The last icon will allow you to change the font options (type, size, colour)

The screenshot shows a dashboard titled 'Unnamed Dashboard'. At the top, there are filters for a date range '15/09/2024 - 05/10/2024' and 'No Departments selected'. Below these are several icons: a plus sign, a grid icon, a refresh icon, a save icon, and a three-dot menu icon. The main area of the dashboard displays a large bar chart icon and the text 'No report selected' with the instruction 'Drag from the list or click this widget and select a report'. On the right side, a 'REPORT CONFIGURATION' panel is open for the 'Student Travel Time Report'. This panel has a close button (X) in the top right corner. Below the title, there are four icons: a list icon, a bar chart icon, a dropdown arrow, and a grid icon. The grid icon is highlighted with a blue underline and a red arrow from the text box above. The panel contains three sections: 'REPORT TITLE' with a font dropdown set to 'Arial', a color selection box, and 'B' / 'U' buttons; 'FONT AND SIZE' with a font dropdown set to 'Arial', a color selection box, a size input field, and 'B' / 'U' buttons; and 'TABLE HEADER' with a font dropdown set to 'Arial', a color selection box, a size input field, and 'B' / 'U' buttons.

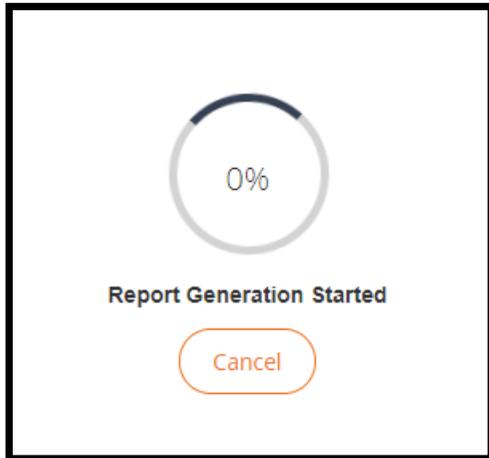
When you are happy with the setting selected for your report, click **'Apply Changes'**. Your report will load up.

If you want to select a different report, click **'Change Report'** – it will return you to the list of reports

To reset the settings on your report, click **'Reset'**

## Downloading Reports and Sharing Reports

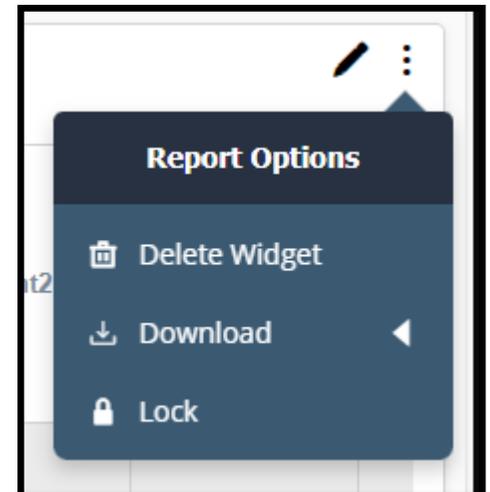
Once you click '**Apply Changes**' your report will start loading. Depending on the number of weeks of data requested, the department size, and anything affecting the amount of data the report is loading, time taken to load report will vary. The dashboard will show the loading icon below.



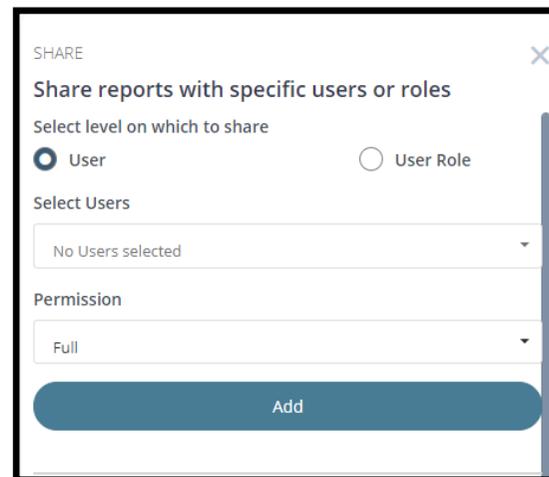
When the report loads up, you will be able to review the report in the dashboard, or you will receive it as an export.

To **download** report from the dashboard in another format (excel, csv, word, pdf etc), click the 3 dots icon in the top right corner of the report you want to download.

**NB:** The **Student Travel Time** report will also send a link to an excel export of your report to your email inbox automatically, as this report has a longer load time on the dashboard – an export can be sent more quickly over email.



You can also share dashboard to other users if required. To do this, click on the 3 dots in the main panel (on page 2) and select '**Share**'. You can then share a report with other users:



### Student Clashes and Student Travel Time Reports

STUDENT CLASHES								
Event 1	Event 2	Event Type 1	Event Type 2	Is Module 1 Compulsory?	Module 2	Is Module 2 Compulsory?	Time	Date
E:VNM91985Z9	E:NOYCPJNULA	Lecture	Lecture	Yes	LATI08007_SV1_SEM1_2024/5	No	Thursday 13:10	19/09/2024
E:VNM91985Z9	E:NOYCPJNULA	Lecture	Lecture	Yes	LATI08007_SV1_SEM1_2024/5	No	Thursday 13:10	19/09/2024
E:98UUGYLGZ1	E:NREYNMANV5	Lecture	Lecture	Yes	LATI08007_SV1_SEM1_2024/5	No	Friday 13:10	20/09/2024

The **Student Clashes** Report give Student ID/Name and lists the events which clash, the event types, modules, and whether the modules are compulsory, along with other event information. This can be used to find students with compulsory and optional clashes. The report can also be extracted to excel as shown above.

STUDENT TRAVEL TIME REPORT									
	Event1 Time	Event2 Id	Event2 Description	Event2 Time	Travel Time Type	Time Gap (mins)	Travel Time	Exceeded	
	13:00	E:8BWP3J85EZ-00001	Natural Hazards Laboratory - Lab/02	14:00	Site	10	29	19	
	11:00	E:GO4EJN59ES	Informatics 2 - Intro to Algorithms & Data Structures - Drop in Lab	11:00	Site	-50	29	79	
	11:00	E:GO4EJN59ES	Informatics 2 - Intro to Algorithms & Data Structures - Drop in Lab	11:00	Site	-50	29	79	
	11:00	E:D3AX2YS8UE	MATH2 Sev Var Calc Diff Eq - Lecture	12:00	Site	10	29	19	
	11:00	E:D3AX2YS8UE-00002	MATH2 Sev Var Calc Diff Eq - Lecture	12:00	Site	10	29	19	

The **Student Travel Time** report shows Student ID/Name and lists the events where a student does not have enough time to reach their next class – as it’s on a different Site/Campus. The **‘Time Gap’** is the time a student has to travel, **Travel Time** is the time needed to change campus, and **Exceeded Time** is the time that they needed (and didn’t have) to make the trip. The report also lists information about the 2 consecutive events. If a Time Gap has -number, this means the student is also double booked. The report can also be extracted to excel as shown above.

**NB:** Some of the contents of these reports will be subject to change over the next few months as the EventMap software is upgraded. If there is any information which you require additionally within these reports, or reports which would be useful, please get in touch with the Modelling & Reporting team (contacts below).

If you have any further questions on the contents of these reports or how to use them, please get in touch with [timetabling@ed.ac.uk](mailto:timetabling@ed.ac.uk) or [studentanalytics@ed.ac.uk](mailto:studentanalytics@ed.ac.uk)