

Integrating Wise Timetable with Microsoft Teams and Other Online Tools

Enhancing Educational Efficiency Through Smart Scheduling Integration

Introduction

In today's digital learning environment, the ability to seamlessly synchronize timetables and schedules with collaboration platforms like Microsoft Teams is crucial for both educators and students. Wise Timetable offers robust features for managing complex timetables. Linking Wise Timetable with Microsoft Teams and other online tools can streamline communication, improve attendance, and keep everyone informed about class schedules and updates.

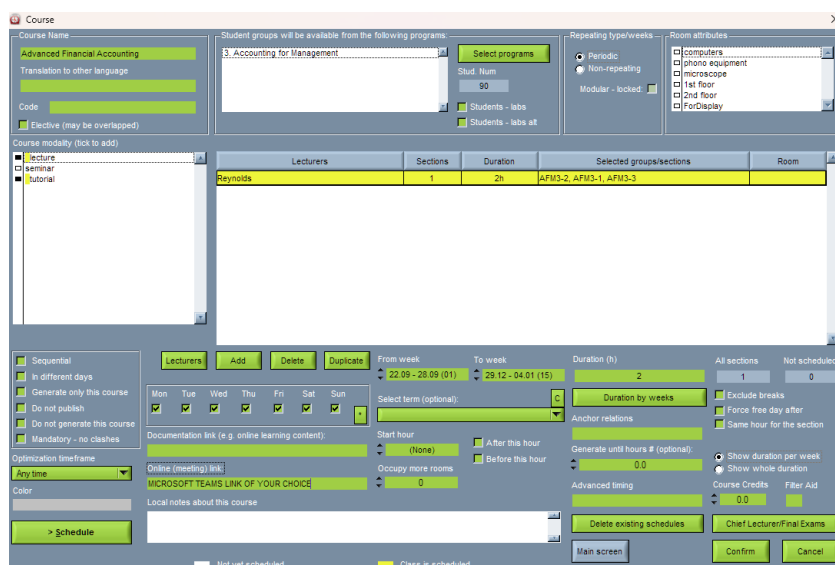
Why Integrate Wise Timetable with Online Tools?

Integrating your Wise Timetable with Microsoft Teams or similar online tools brings multiple benefits:

- Automatic schedule updates in Teams calendars
- Centralised communication for classes and meetings
- Improved attendance tracking and reminders
- Less manual work for administrators and teachers
- Enhanced student engagement through real-time notifications

Methods to Link Wise Timetable to Microsoft Teams

1. Putting the online links directly into course (module) information



The screenshot shows the 'Course' form in Wise Timetable. The 'Course Name' is 'Advanced Financial Accounting'. The 'Student groups' are '3. Accounting for Management'. The 'Repeating type/weeks' is set to 'Periodic'. The 'Room attributes' include 'computers', 'phone equipment', 'microscope', '1st floor', '2nd floor', and 'ForDisplay'. The 'Course modality' is 'Lecture'. The 'Lecturers' table shows 'Reynolds' with '1' section and '2h' duration. The 'From week' is '22.09 - 28.09 (01)' and the 'To week' is '29.12 - 04.01 (15)'. The 'Duration (h)' is '2'. The 'All sections' are '1' and 'Not scheduled' are '0'. The 'Online (meeting) link' field is highlighted with the text 'MICROSOFT TEAMS LINK OF YOUR CHOICE'. The 'Local notes about this course' field is empty. The 'Schedule' button is at the bottom left.

In the image above you can see that Online (meeting) link can be entered.

This is how you students and lecturers see at on the web:

12:00		LINK Paul Reynolds, B-007 AFM3-1,AFM3-2... >>> Advanced Financial Accounting (lecture)	P. B
12:30			
13:00	Paul Reynolds, B-007 BAM3-1,BAM3-2... >>> Knowledge Management (lecture)		
13:30			
14:00		Paul Reynolds, B-004 BAM3-4,BAM3-5... >>> International Marketing (lecture)	P. A
14:30			
15:00			
15:30			
16:00		Paul Reynolds, B-002 BRC1-1 >>> Market Research Techniques (lecture)	
16:30			
17:00			
17:30			
18:00			

“LINK” displayed at 12:00 (second column) sends you directly to the online class.

2. Exporting Wise Timetable Data

Wise Timetable allows you to export schedule data in various formats such as iCalendar (.ics), Excel, or CSV. To begin integration:

1. Export your timetable from Wise Timetable in the desired format (preferably iCalendar for calendar syncing).
2. Open Microsoft Teams and navigate to the Calendar section.
3. Click on "Add calendar" and choose "Upload from file" to import the .ics file.
4. The timetable events will now appear in your Teams calendar, visible to all participants.

3. Using Microsoft Outlook Integration

Since Microsoft Teams uses Outlook for its calendar, you can:

1. Import the Wise Timetable .ics file into your Outlook account.
2. All imported events will automatically sync to your Microsoft Teams calendar.
3. Set reminders or recurring events as needed within Outlook, and these will reflect in Teams.

4. Automated Synchronization via Third-party Tools

For more advanced or automated solutions, consider using middleware platforms like Zapier or Microsoft Power Automate:

1. Set up a workflow that monitors Wise Timetable exports (e.g., via a shared drive or a database).
2. Configure the workflow to automatically update Teams calendars or send notifications when timetable changes occur.
3. This reduces manual updates and ensures real-time accuracy across platforms.

Linking Wise Timetable to Other Online Tools

Besides Microsoft Teams, Wise Timetable can be linked to other tools such as Google Calendar or Moodle:

- Google Calendar: Import the Wise Timetable .ics file directly into Google Calendar for integration with Google Classroom and other Google Workspace tools.
- LMS Platforms (e.g., Moodle, Canvas): Use available plugins or calendar import features to display schedules directly within the learning management system.
- Notification Apps: Employ automation tools to send timetable updates to Slack, WhatsApp, or email, ensuring all stakeholders are informed.

Best Practices for Integration

- Regularly update exported timetable files to reflect any changes.
- Communicate with students and staff about where to find the latest schedule information.
- Leverage permissions and privacy settings to control timetable visibility.
- Train staff and students on how to access and use integrated calendar features.

Conclusion

Integrating Wise Timetable with Microsoft Teams and other online tools is a practical way to centralize scheduling information, automate notifications, and enhance collaboration in educational settings. By following the steps above, institutions can reduce administrative workload, improve communication, and ensure everyone stays on track with their schedules.