



## **Department of Economics**

# **Tabula Training Session for Economics and Management Students**

- **Navigating Your Academic Journey**
- **Presented by: Neil Gatty (Senior IT Support Officer)**
- **Date: 1<sup>st</sup> October 2025**



# INTRODUCTION

- What is Tabula?
  - Tabula is Warwick's online platform for managing your academic journey.
  - Web application used by departments to manage all aspects of your course.
  - Coursework assignments creation.
  - Small teaching group allocation.
  - Attendance monitoring.



# TABULA

- <https://tabula.warwick.ac.uk>.
- Sign in
- View student profile.
- View seminars, tutorials, labs or workshops.
- Coursework deadlines, submissions.
- Check attendance.



## WARWICK Tabula

[My Student Profile](#) | [Small Groups](#) | [Coursework](#) | [My Monitoring Points](#)

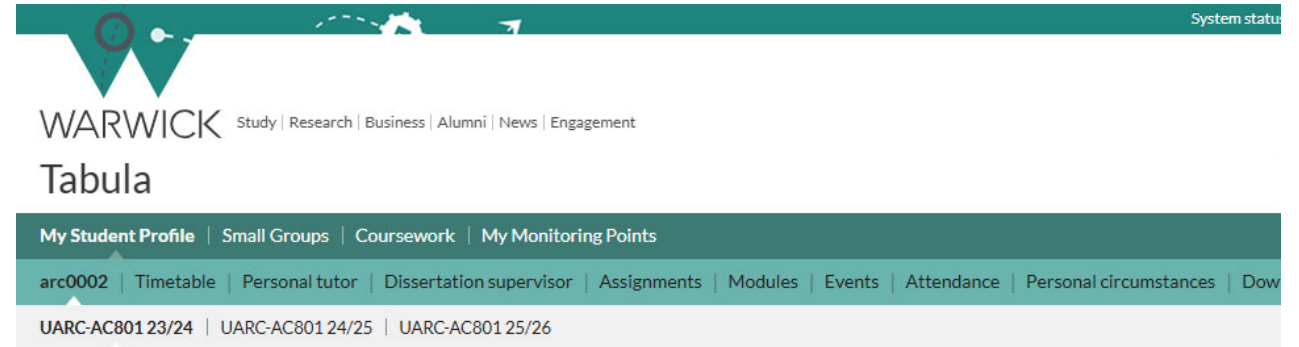
Hello, Ian

- [My Student Profile](#)  
View your student information and timetable
- [Small Group Teaching](#)  
View your seminars, tutorials and lab groups
- [Coursework Management](#)  
Submit coursework, view feedback and see your marks
- [My Monitoring Points](#)  
View your attendance at specified monitoring points

Activity stream

# MY STUDENT PROFILE

- Student information
  - University id
  - Username
  - Email
- Course details
  - Department
  - Route



WARWICK Study | Research | Business | Alumni | News | Engagement

Tabula

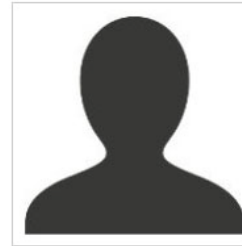
My Student Profile | Small Groups | Coursework | My Monitoring Points

arc0002 | Timetable | Personal tutor | Dissertation supervisor | Assignments | Modules | Events | Attendance | Personal circumstances | Dow

UARC-AC801 23/24 | UARC-AC801 24/25 | UARC-AC801 25/26

## Identity

Ian Harris



**Name:** Ian Harris  
**Pronouns:** He/him/his  
**Warwick Student Visa requirements:** No  
**Warwick email:** [I.Harris@tabula-sandbox.warwick.ac.uk](mailto:I.Harris@tabula-sandbox.warwick.ac.uk)  
**Mobile phone:** 070 0420 0002  
**University ID:** 4200002  
**Username:** arc0002  
**Home department:** School of Architecture

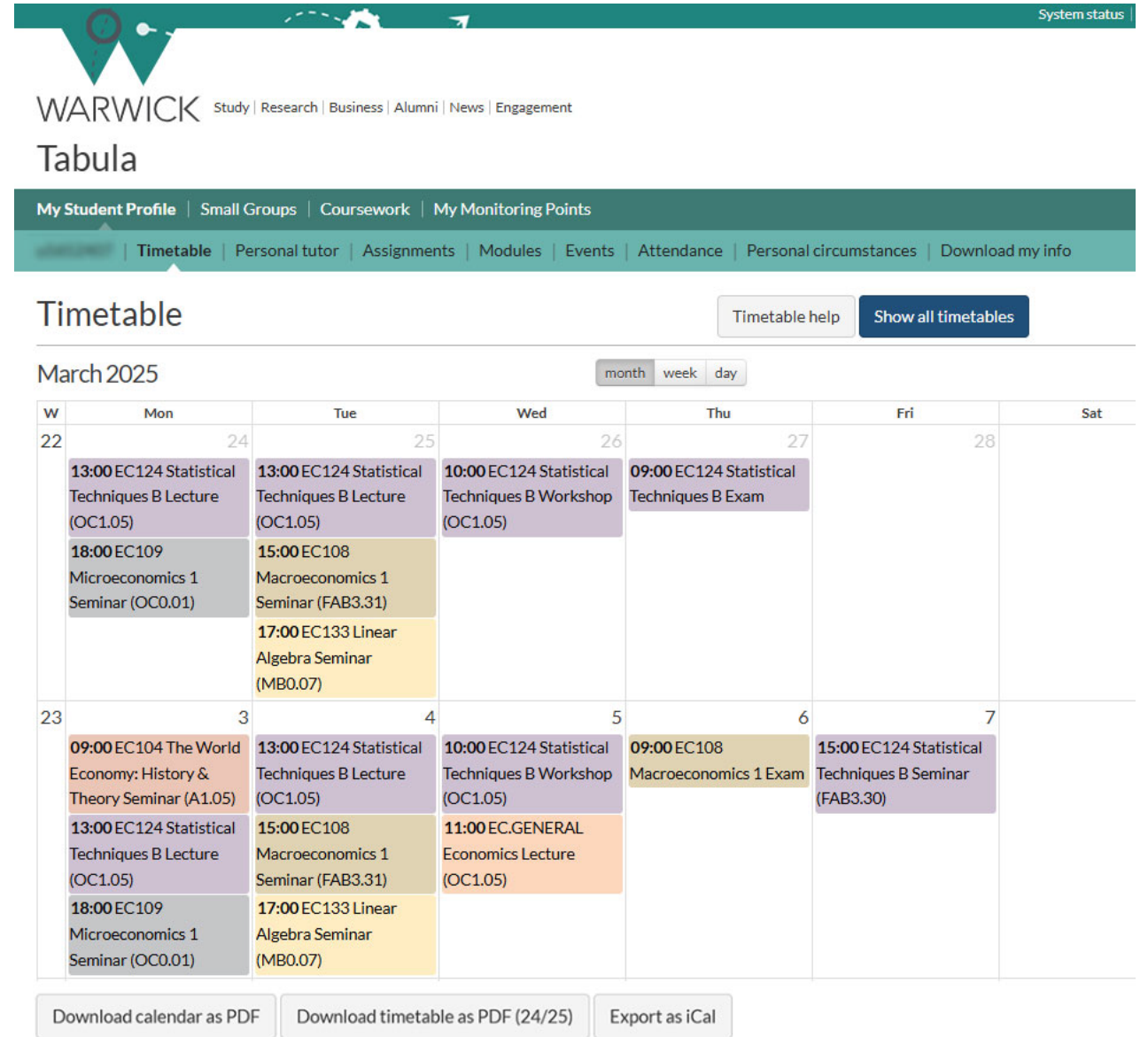
## Course

▼ **Course:** Architecture, UARC-AC801 (2023 - 2026)  
**Department:** School of Architecture (ARC)  
**Enrolment status:** Current Student (C)  
**UG/PG:** Undergraduate  
**Intended award:** Bachelor of Arts (with Honours)  
**Attendance:** Full-time  
**Start date:** Mon 2<sup>nd</sup> October 2023  
**End date:** Sun 5<sup>th</sup> July 2026  
**Route:** Architecture (AC801)  
**Study block or year:** 1 ⓘ  
**Programme route code:** 4200002/1  
**Status on route:** Current student  
**Course join code:** 4200002/1

## Administrative notes

# STUDENT TIMETABLE

- Displays lectures and small group teaching events.
- Specifies times and location data.
- Export as iCal.
- Subscribe to your timetable using preferred calendar application.



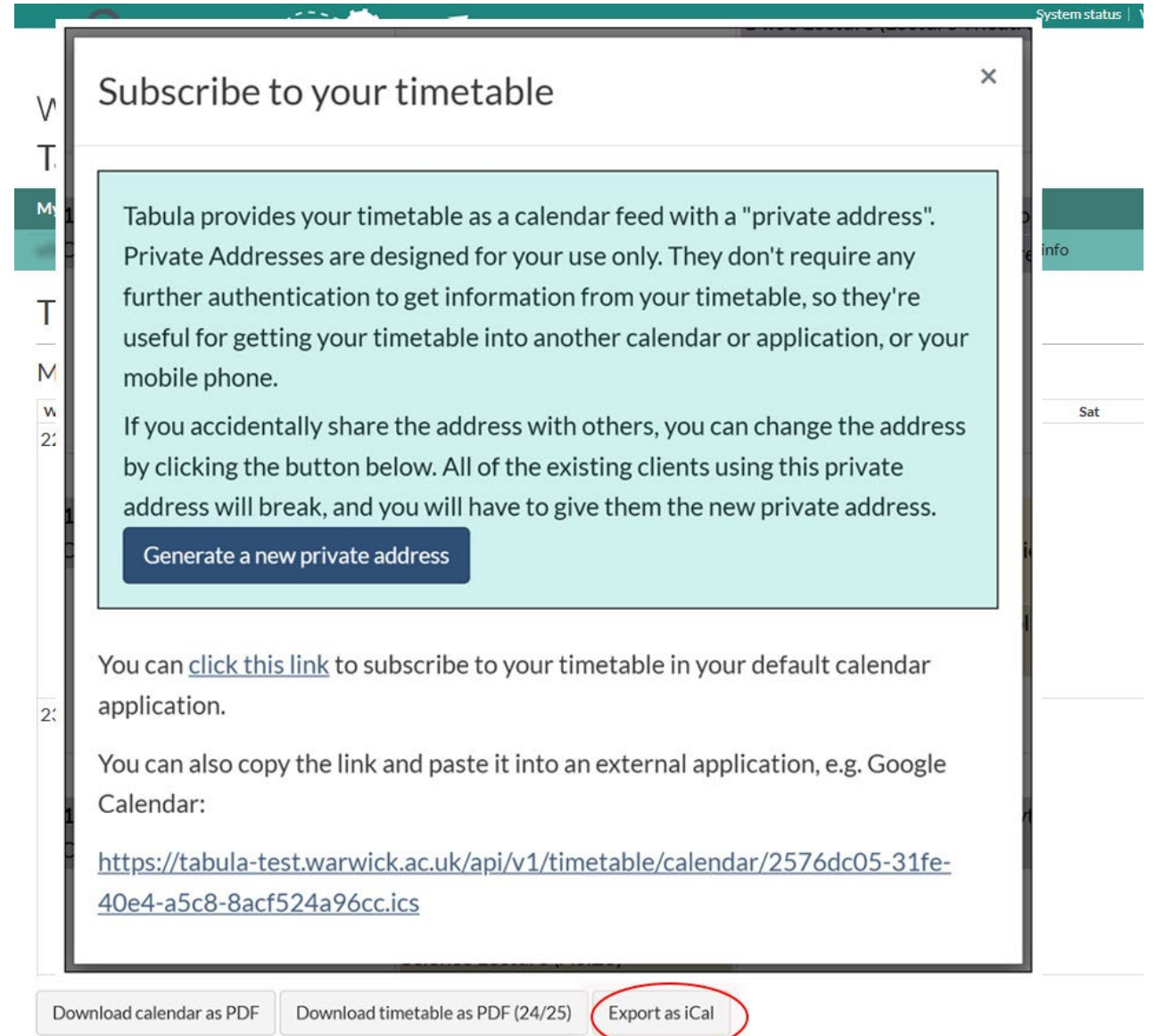
The screenshot shows the Warwick Tabula student timetable interface. At the top, there is a navigation bar with links for 'My Student Profile', 'Small Groups', 'Coursework', and 'My Monitoring Points'. Below this is another navigation bar with links for 'Timetable', 'Personal tutor', 'Assignments', 'Modules', 'Events', 'Attendance', 'Personal circumstances', and 'Download my info'. The main content area is titled 'Timetable' and includes a 'Timetable help' button and a 'Show all timetables' button. The timetable is for March 2025, with tabs for 'month', 'week', and 'day' views. The timetable is displayed in a grid format with columns for days of the week and rows for dates. The events listed include:

W	Mon	Tue	Wed	Thu	Fri	Sat
	24	25	26	27	28	
	13:00 EC124 Statistical Techniques B Lecture (OC1.05) 18:00 EC109 Microeconomics 1 Seminar (OC0.01)	13:00 EC124 Statistical Techniques B Lecture (OC1.05) 15:00 EC108 Macroeconomics 1 Seminar (FAB3.31) 17:00 EC133 Linear Algebra Seminar (MB0.07)	10:00 EC124 Statistical Techniques B Workshop (OC1.05)	09:00 EC124 Statistical Techniques B Exam		
23	3	4	5	6	7	
	09:00 EC104 The World Economy: History & Theory Seminar (A1.05) 13:00 EC124 Statistical Techniques B Lecture (OC1.05) 18:00 EC109 Microeconomics 1 Seminar (OC0.01)	13:00 EC124 Statistical Techniques B Lecture (OC1.05) 15:00 EC108 Macroeconomics 1 Seminar (FAB3.31) 17:00 EC133 Linear Algebra Seminar (MB0.07)	10:00 EC124 Statistical Techniques B Workshop (OC1.05) 11:00 EC.GENERAL Economics Lecture (OC1.05)	09:00 EC108 Macroeconomics 1 Exam	15:00 EC124 Statistical Techniques B Seminar (FAB3.30)	

At the bottom of the interface, there are three buttons: 'Download calendar as PDF', 'Download timetable as PDF (24/25)', and 'Export as iCal'.

## EXPORT AS ICAL

- Select 'Export as iCal'.
- You will get a subscribe to your timetable pop-up.
- Click the link to subscribe to your timetable with your default calendar app.
- Copy the link and add it to your desired calendar app.



System status | V

### Subscribe to your timetable

Tabula provides your timetable as a calendar feed with a "private address". Private Addresses are designed for your use only. They don't require any further authentication to get information from your timetable, so they're useful for getting your timetable into another calendar or application, or your mobile phone.

If you accidentally share the address with others, you can change the address by clicking the button below. All of the existing clients using this private address will break, and you will have to give them the new private address.

[Generate a new private address](#)

You can [click this link](#) to subscribe to your timetable in your default calendar application.

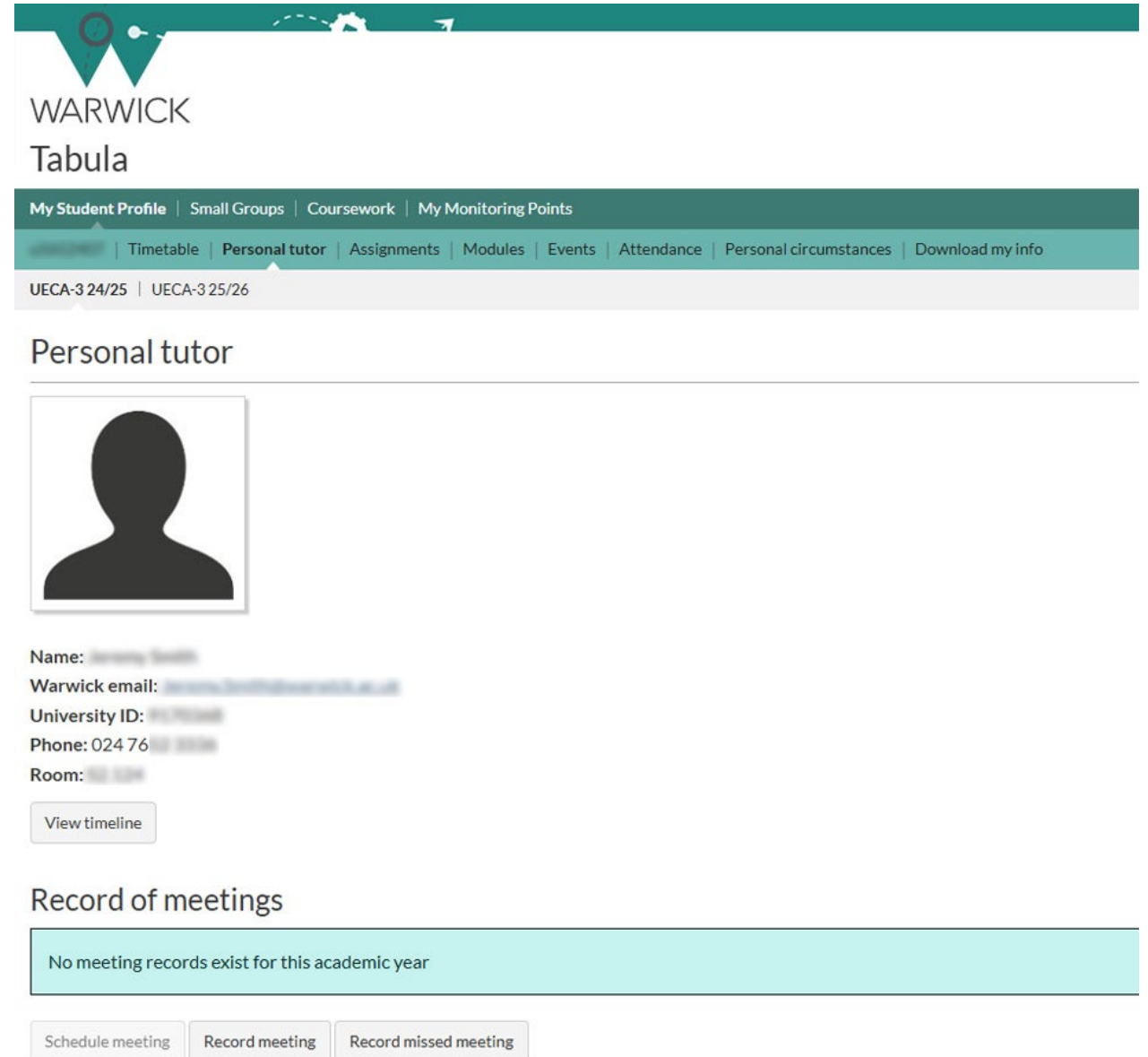
You can also copy the link and paste it into an external application, e.g. Google Calendar:

<https://tabula-test.warwick.ac.uk/api/v1/timetable/calendar/2576dc05-31fe-40e4-a5c8-8acf524a96cc.ics>

[Download calendar as PDF](#) [Download timetable as PDF \(24/25\)](#) [Export as iCal](#)

# PERSONAL TUTOR

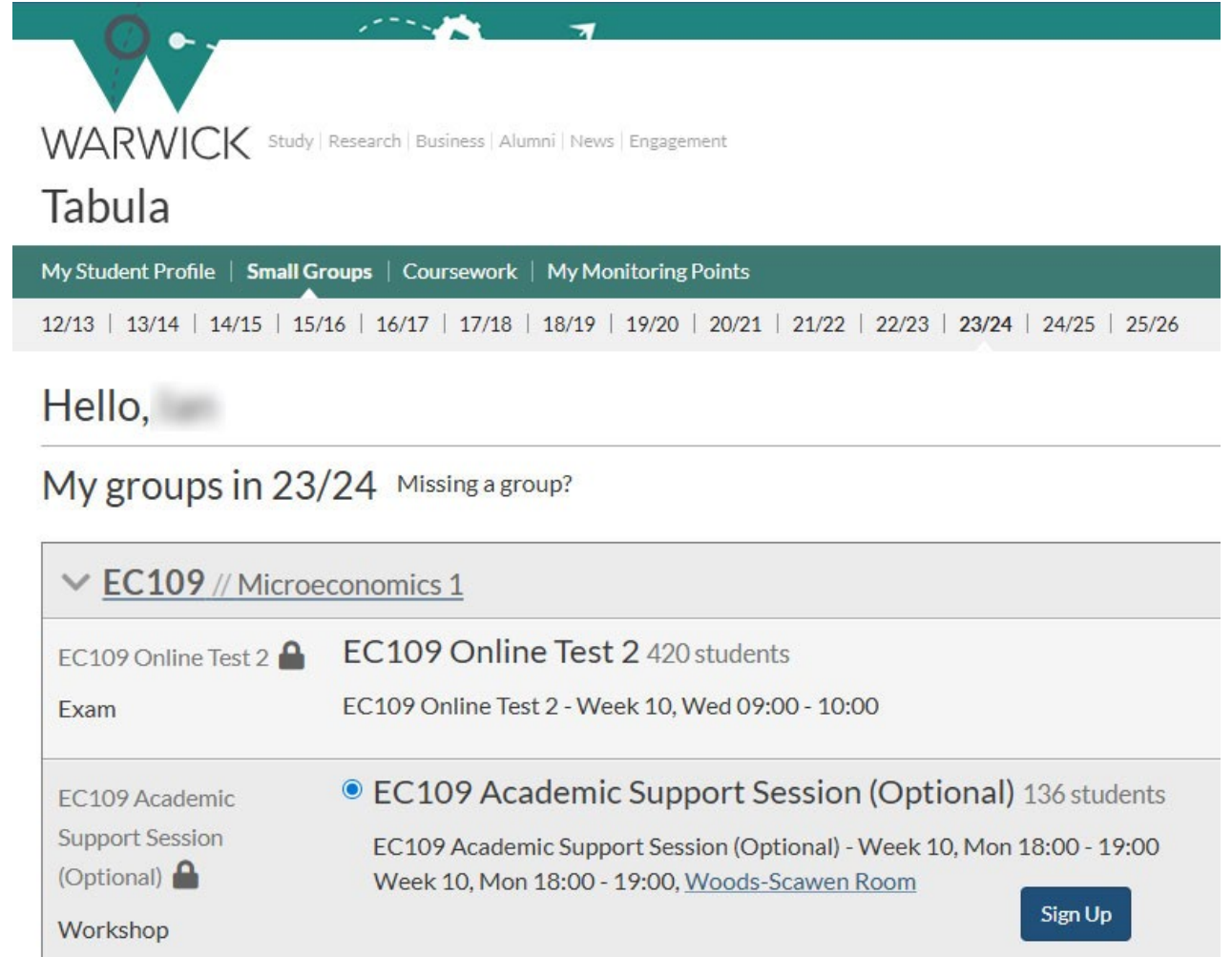
- View previous meetings and the status.
- Face-to-face, video conference, phone call or email conversation.
- Submit for approval.



The screenshot shows the Warwick Tabula interface. At the top, there is a green header with the Warwick logo and the text 'WARWICK Tabula'. Below this is a navigation bar with links: 'My Student Profile', 'Small Groups', 'Coursework', 'My Monitoring Points', 'Timetable', 'Personal tutor', 'Assignments', 'Modules', 'Events', 'Attendance', 'Personal circumstances', and 'Download my info'. The 'Personal tutor' link is highlighted. Below the navigation bar, there are two tabs: 'UECA-3 24/25' and 'UECA-3 25/26'. The main content area is titled 'Personal tutor' and features a placeholder for a profile picture. Below the picture, the following information is displayed: Name: [redacted], Warwick email: [redacted], University ID: [redacted], Phone: 024 76 [redacted], and Room: [redacted]. A 'View timeline' button is located below the contact information. The 'Record of meetings' section shows a message: 'No meeting records exist for this academic year'. At the bottom, there are three buttons: 'Schedule meeting', 'Record meeting', and 'Record missed meeting'.

# SMALL GROUPS

- View seminars, tutorials and lab groups
- See the groups you are currently in.
- View groups which are eligible for the sign-up option. Only appears if the self-sign-up option has been configured.
- Once signed-up you also have the option to leave a group.



The screenshot shows the Warwick Tabula interface. At the top, there is a navigation bar with the Warwick logo and the text 'WARWICK Study | Research | Business | Alumni | News | Engagement'. Below this is the 'Tabula' header. A secondary navigation bar contains 'My Student Profile | **Small Groups** | Coursework | My Monitoring Points'. A year selection bar shows '12/13 | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | 21/22 | 22/23 | **23/24** | 24/25 | 25/26'. The main content area starts with 'Hello, [blurred name]'. Below that is 'My groups in 23/24' with a link 'Missing a group?'. The main content is a list of groups under the heading 'EC109 // Microeconomics 1'. The first group is 'EC109 Online Test 2' (Exam), which is locked and has 420 students. The second group is 'EC109 Academic Support Session (Optional)' (Workshop), which is unlocked and has 136 students. A 'Sign Up' button is visible next to the second group.

WARWICK Study | Research | Business | Alumni | News | Engagement

Tabula



My Student Profile | **Small Groups** | Coursework | My Monitoring Points

12/13 | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | 21/22 | 22/23 | **23/24** | 24/25 | 25/26

Hello, [blurred name]

My groups in 23/24 [Missing a group?](#)

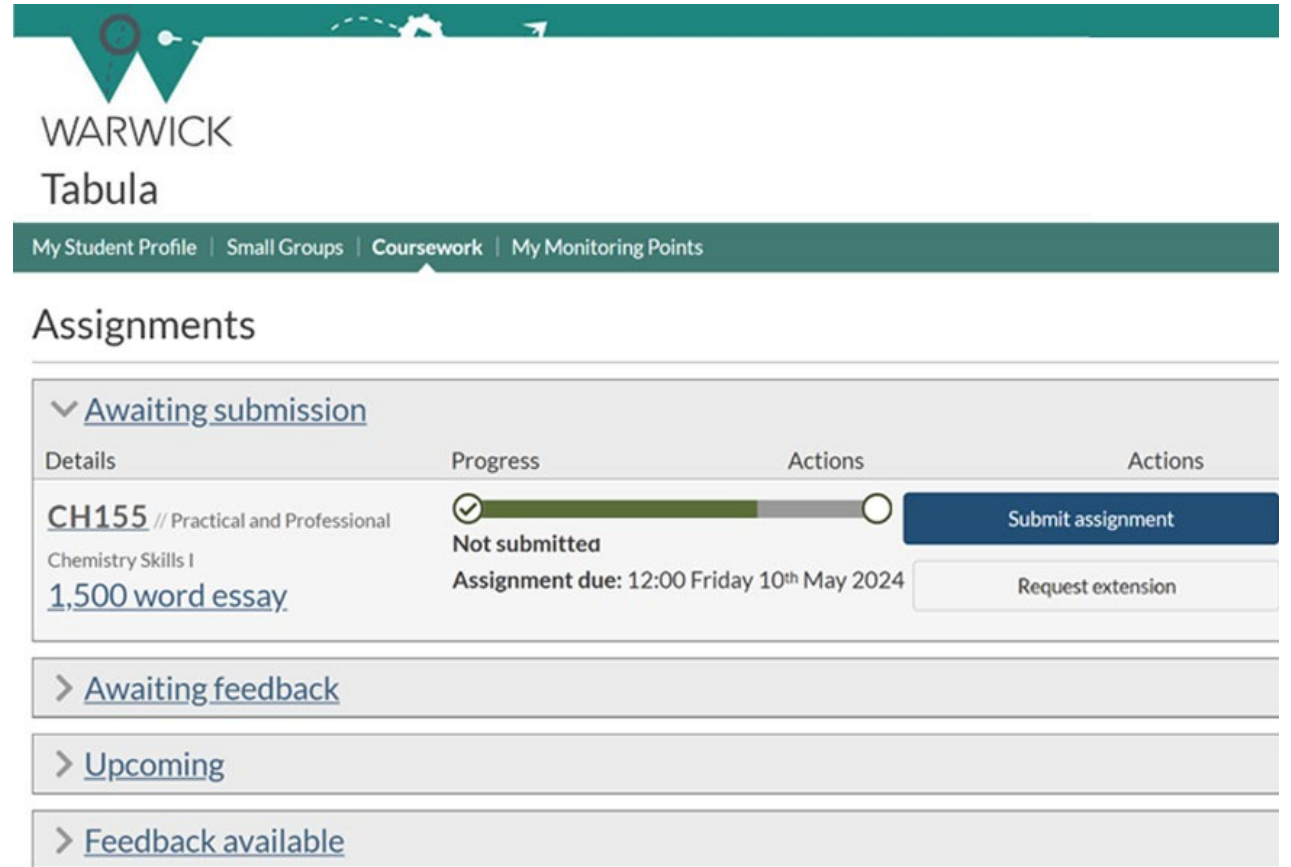
▼ **EC109 // Microeconomics 1**

EC109 Online Test 2 	EC109 Online Test 2 420 students
Exam	EC109 Online Test 2 - Week 10, Wed 09:00 - 10:00
EC109 Academic Support Session (Optional) 	<input checked="" type="radio"/> EC109 Academic Support Session (Optional) 136 students
Workshop	EC109 Academic Support Session (Optional) - Week 10, Mon 18:00 - 19:00 Week 10, Mon 18:00 - 19:00, <a href="#">Woods-Scawen Room</a>

[Sign Up](#)

# COURSEWORK

- View your pending and past assignments.
- Submit an assignment.
- Request a deadline extension if appropriate.
- View marks and feedback.




The screenshot shows the Warwick Tabula interface. At the top, there is a green header with the Warwick logo and the text 'WARWICK Tabula'. Below this is a navigation bar with links for 'My Student Profile', 'Small Groups', 'Coursework', and 'My Monitoring Points'. The main content area is titled 'Assignments' and features a section for 'Awaiting submission'. This section is organized into columns: 'Details', 'Progress', and 'Actions'. The 'Details' column shows 'CH155 // Practical and Professional Chemistry Skills I' and '1,500 word essay'. The 'Progress' column shows a green progress bar that is approximately 75% full, with a checkmark icon and the text 'Not submitted'. The 'Actions' column contains two buttons: 'Submit assignment' (a dark blue button) and 'Request extension' (a light grey button). Below the 'Awaiting submission' section, there are three more sections: 'Awaiting feedback', 'Upcoming', and 'Feedback available', each with a right-pointing chevron icon.

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Tabula

My Student Profile | Small Groups | Coursework | My Monitoring Points

## Assignments

▼ [Awaiting submission](#)

Details	Progress	Actions
<b>CH155</b> // Practical and Professional Chemistry Skills I <a href="#">1,500 word essay</a>	 Not submitted Assignment due: 12:00 Friday 10 <sup>th</sup> May 2024	<a href="#">Submit assignment</a> <a href="#">Request extension</a>

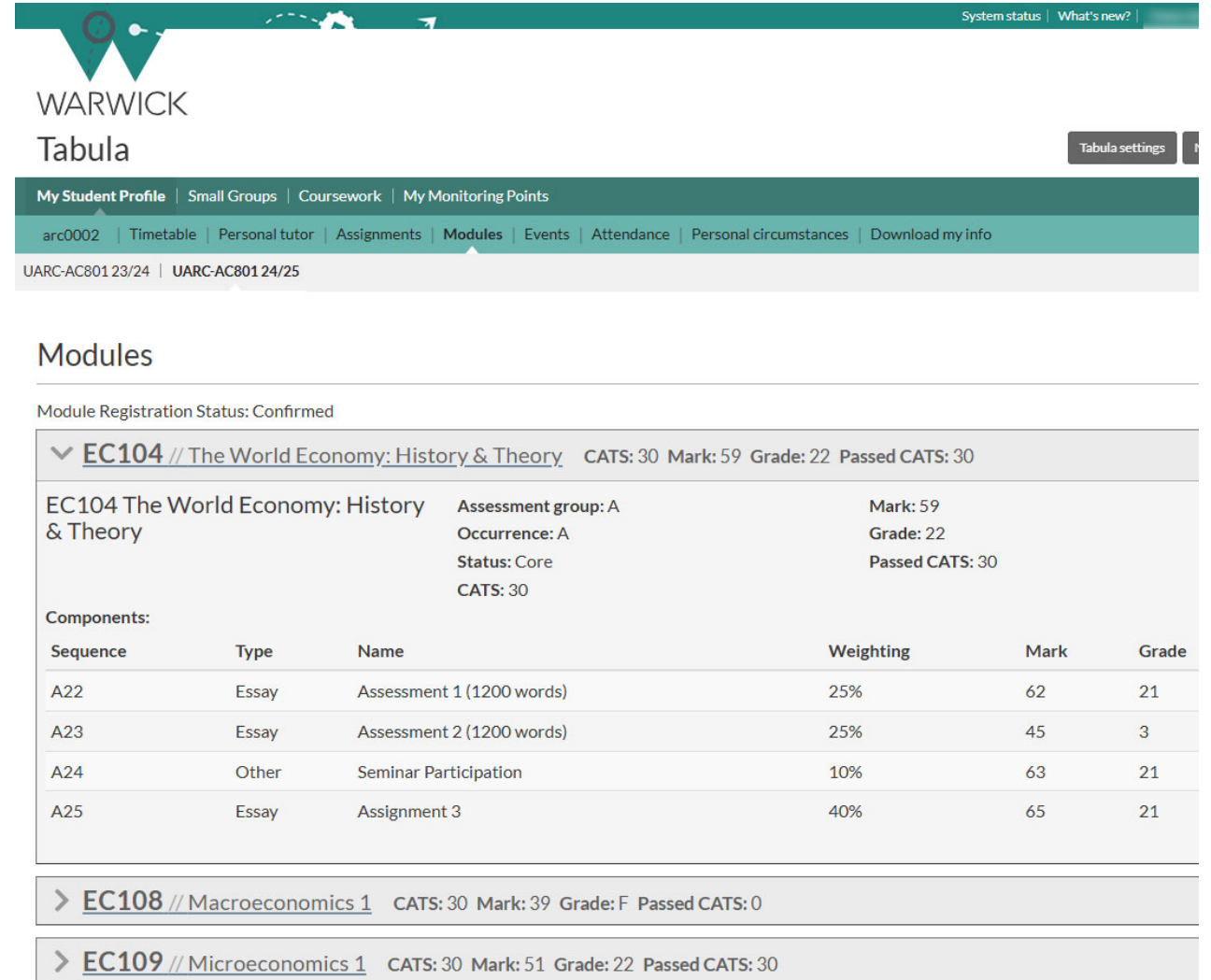
> [Awaiting feedback](#)

> [Upcoming](#)

> [Feedback available](#)

# MODULES

- Summary of modules.
- View module marks.
- Assessment breakdown
- View exam information.
- View progression decision at the end of the year.



System status | What's new?

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Tabula settings

My Student Profile | Small Groups | Coursework | My Monitoring Points

arc0002 | Timetable | Personal tutor | Assignments | **Modules** | Events | Attendance | Personal circumstances | Download my info

UARC-AC801 23/24 | UARC-AC801 24/25

## Modules

Module Registration Status: Confirmed

▼ [EC104 // The World Economy: History & Theory](#) CATS: 30 Mark: 59 Grade: 22 Passed CATS: 30

EC104 The World Economy: History & Theory	Assessment group: A Occurrence: A Status: Core CATS: 30	Mark: 59 Grade: 22 Passed CATS: 30
-------------------------------------------	------------------------------------------------------------------	------------------------------------------

Components:

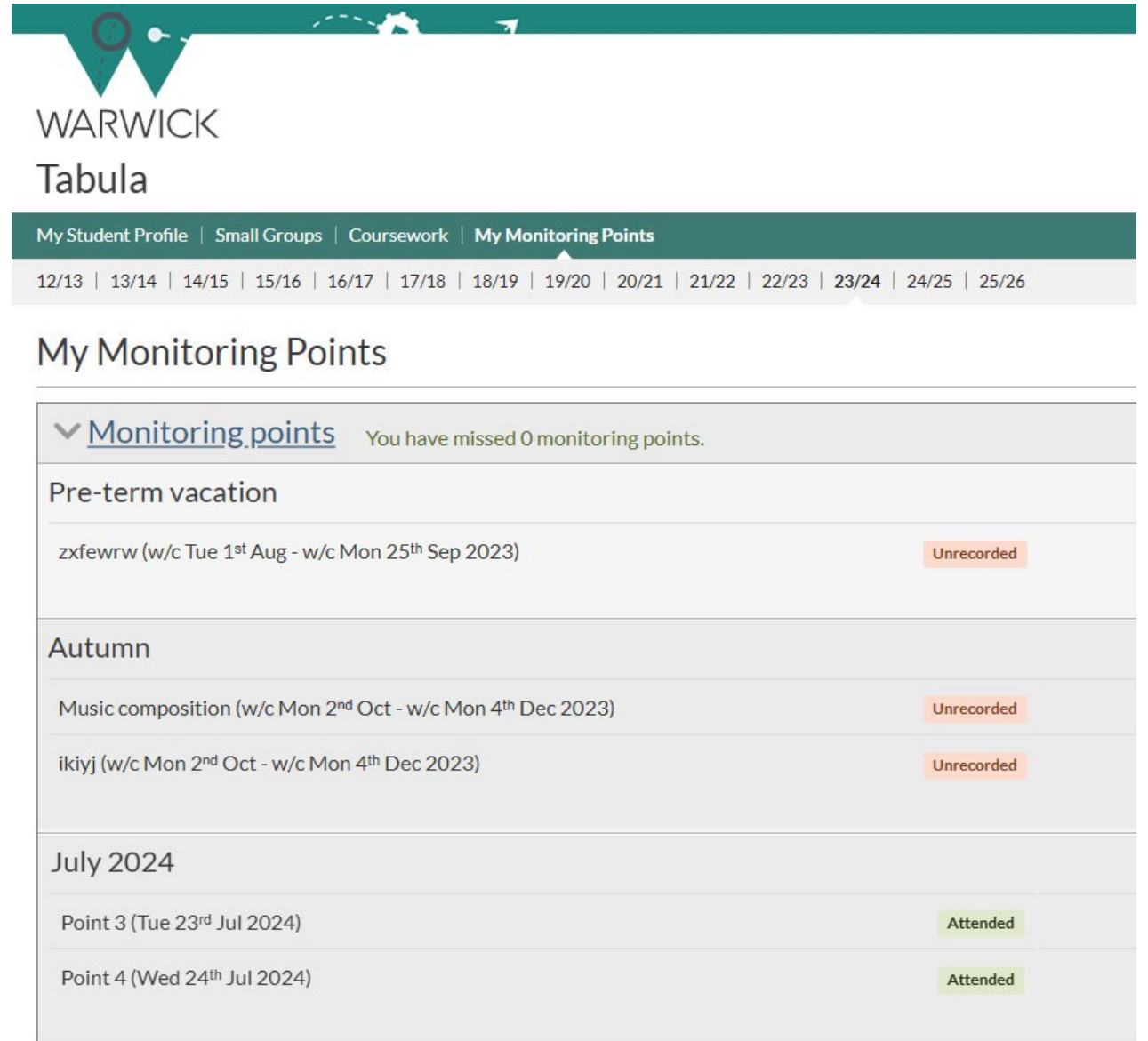
Sequence	Type	Name	Weighting	Mark	Grade
A22	Essay	Assessment 1 (1200 words)	25%	62	21
A23	Essay	Assessment 2 (1200 words)	25%	45	3
A24	Other	Seminar Participation	10%	63	21
A25	Essay	Assignment 3	40%	65	21

> [EC108 // Macroeconomics 1](#) CATS: 30 Mark: 39 Grade: F Passed CATS: 0

> [EC109 // Microeconomics 1](#) CATS: 30 Mark: 51 Grade: 22 Passed CATS: 30

# MONITORING POINTS

- Monitoring student attendance.
- View attendance for specific monitoring points.
- Top bar shows a summary.
- There are several statuses, Unrecorded, Attended, Missed (authorised) and Missed (unauthorised).



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Tabula

My Student Profile | Small Groups | Coursework | **My Monitoring Points**

12/13 | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | 21/22 | 22/23 | **23/24** | 24/25 | 25/26

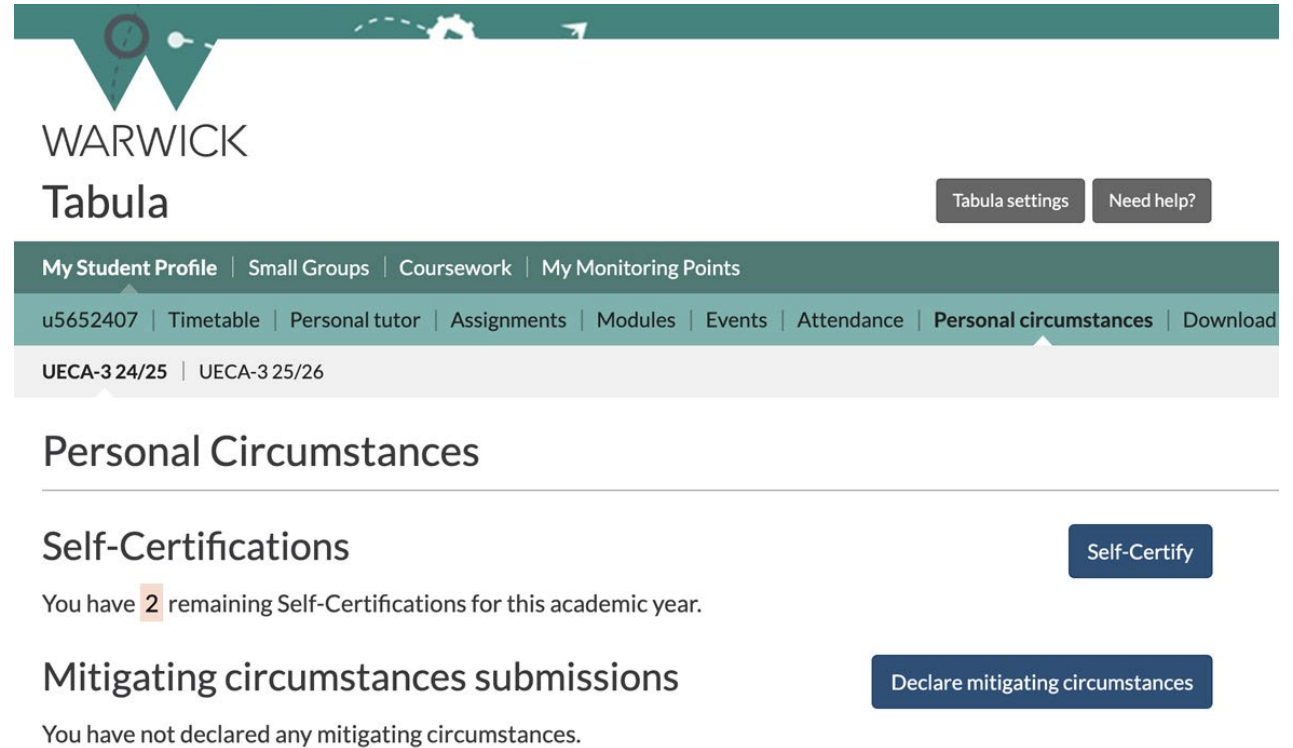
## My Monitoring Points

▼ [Monitoring points](#) You have missed 0 monitoring points.

Pre-term vacation	
zxfewrw (w/c Tue 1 <sup>st</sup> Aug - w/c Mon 25 <sup>th</sup> Sep 2023)	Unrecorded
Autumn	
Music composition (w/c Mon 2 <sup>nd</sup> Oct - w/c Mon 4 <sup>th</sup> Dec 2023)	Unrecorded
ikiyj (w/c Mon 2 <sup>nd</sup> Oct - w/c Mon 4 <sup>th</sup> Dec 2023)	Unrecorded
July 2024	
Point 3 (Tue 23 <sup>rd</sup> Jul 2024)	Attended
Point 4 (Wed 24 <sup>th</sup> Jul 2024)	Attended

# PERSONAL CIRCUMSTANCES

- EC coded modules are not eligible for Self-certification.
- Declare mitigating circumstances for formal extensions for assessments.
- Need help? – detailed manual.



The screenshot shows the Warwick Tabula interface. At the top, there is a green header with the Warwick logo and the text 'WARWICK Tabula'. To the right of the header are two buttons: 'Tabula settings' and 'Need help?'. Below the header is a navigation bar with links: 'My Student Profile', 'Small Groups', 'Coursework', and 'My Monitoring Points'. Underneath is a menu with links: 'u5652407', 'Timetable', 'Personal tutor', 'Assignments', 'Modules', 'Events', 'Attendance', 'Personal circumstances', and 'Download'. Below the menu are two tabs: 'UECA-3 24/25' and 'UECA-3 25/26'. The main content area is titled 'Personal Circumstances'. It has two sections: 'Self-Certifications' and 'Mitigating circumstances submissions'. In the 'Self-Certifications' section, there is a 'Self-Certify' button and text stating 'You have 2 remaining Self-Certifications for this academic year.' In the 'Mitigating circumstances submissions' section, there is a 'Declare mitigating circumstances' button and text stating 'You have not declared any mitigating circumstances.'