

MyTimetable

GUIDE FOR STAFF USERS

DSA-MyTimetable User Guide-062021

Admin Tool home screen



MyTimetable – Student Lookup



MyTimetable – Admin Tool



To view/print a Class List for subject activities:

- 1. Select the checkbox for the corresponding
- 2. Depending on when you run the class list, all students may not be allocated. Be sure to select "Unallocated" t osee studentswho have not ye tallcoated to an
- 3. Click the Excel or PDF icon next to Class
- 4. Select the fields you want on the Class List

All Fields	4	Selected Field	ts
Field		Field	Sort
STUDENT, ATTEND_TYPE		STUDENT.STUDENT_CODE	
STUDENT.COURSE		STUDENT.FIRST_NAME	
STUDENT.EMAIL_ADDRESS		STUDENT.LAST_NAME	ASC
STUDENT.COURSE_TYPE	<		
STUDENT.PREFERRED_NAME			
DISPLAY_SUBJECT_CODE			



Overview of all subject activities including number of enroled students, allocated students and available spaces



MyTimetable – Subject Administrator







- 1. Select the students to be allocated
- 2. Select the instance of the activity students are to be allocated into.
- To allocate, click "Allocate". A subsequent screen will display whether the allocations can be done, and request confirmation.
- To deallocate the selected students, click on "Deallocate".

MyTimetable – Subject Administrator

To add a student to a full activity or an activity that causes a timetable clash, click on the "List" button on the Activity Details screen.



S1-MGT100-B-I

Organisations and Management Activity Group: TutA Activity Code: 1 Campus: Bathurst Day: Thu Start Time: 09:00 Location: 8-1411-315 Staff: Oates, John Adjusted Size: 30 Allocated: 14



From there, add the student number(s) to the "Insert Listed Student(s)" box and select the appropriate checkbox and click the "Insert' button. You'll want to have the student number(s) handy when adding students this way.

(If the students are not allowed to move out of the activity they are being allocated into, ensure the "Allow student changes checkbox is unticked.) **Clicking the**

button displays the Bulk Buffer Edit screen.

Allocate⁺

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Anotate					S1-N	4GT10	0-в-і, о	rganisati	ons and	Management
livity Groups:	6	Show Subject	Special Consid	eration Updat	e Detail	s Sect	ion Insert			
LecA F) olments: ferences: ications: its Provided:	23 0 22 50	© Bulk Bu S1-MG7	uffer Edit F100-B-I	: Organis:	atio	ons a	nd Ma	inagen	nent	
TutA F) olments: ferences: locations: ts Provided:	23 0 23 60	Buffer: 0	Mess t Buffer	Update N	lessage	•]	Adjusted	Chudante		
		Code	Campus Day	Time Capacit	y Size	Buffer	Size	Allocated	Message	Buffer Last Updated
		1	Bathurst Thu	09:00 30	30	0	30	14		
		0	Bathurst Thu	13:00 30	30	0	30	9		
			2				~	4		

Buffers

Subject Administrator

- Enter the buffer value in the "Buffer:" field
- 2. Select the activities you want the buffer applied to.
- 3. Click "Set Buffer".
- 4. Once set, the buffer size will be shown, along with the Adjusted Size.

A negative buffer will lower the effective activity size, and a positive value will increase it. Once the new capacity has been met, students must be added to an activity via the "List" function shown on the previous slide.

MyTimetable – Student Interface



MyTimetable – Student Interface







In certain scenarios a student will not be able to allocate to an activity.

- An activity will show as "Full" if the available spaces have already been allocated. A student cannot allocate to a "Full" activity.
- If a prospective activity conflicts with something else on a student's calendar it will show as a "Clash" activity. A student cannot allocate to a "Clash" activity. Clicking on the "Clash" button will tell the student what activity is causing the clash.

Full 01 Mon 11:00 0 Bathurst Campus Bid 1411; Room 215 (Prev: Bid C02; Room 215) Bacchus, Ruth 2 hrs 26/2-2/4, 23/4-28/5 Child Oral Tradit S1_LIT124_BJ Child Lit: Oral Tradition 0 Select 02 Tue 13:00 20 Bathurst Campus Bid 1411; Room 215 (Prev: Bid C02; Room 215) Bacchus, Ruth 2 hrs 26/2-2/4, 23/4-28/5 Child Oral Cradition Select 02 Tue 13:00 20 Bathurst Campus Bid 1411; Room 416 (Prev: Bid C02; Room 416) Bacchus, Ruth 2 hrs 27/2-3/4, 24/4-29/5 Child Oral Tradition
S1-LIT124-B-I Child Lit: Oral Tradition Image: Select of the select
TutA (SELECT) O Activity Day Time Free Campus Location Staff Duration Weeks Description
51-LI1107-D-1
Bid 1411: nglish Literature 1 Pearce, Karen (27/2-3/4, 24/4-29/5), Virtual Staff 27/2- 3/4, 24/4-29/5), Virtual Staff WrkA (ADJUST) Image: Select of the second staff Image: Select of th
I-LIT124-B-I Gold Processor AA-Environment (2/12- 3/4, 24/4-29/5) 24/4- 29/5 (Prac) hild Lit. Oral Tradition 3/4, 24/4-29/5) 29/5 (Prac)
Bid 1411; Pearce, Karen (27/2-3/4, Room 218 27/2- 24/4/29/5) 27/2- Vidual Staff 27/2- 2/4
1-MTH100-B-I undation Mathematics Clash 02 Tue 11.00 25 Compus (Prev. Bid Compus (

Swaps and Waitlists

SWAP – If a students preferred class is displaying as FULL a student may allocate into another class and then request a SWAP into their preferred activity. If a place becomes available the student will be automatically moved into their preferred class and receive a notification that this has occurred.

WAITLISTS – If all classes are FULL for a student they can request to be added to a WAITLIST for one or more classes. When a space becomes available, WAITLIST requests will be generated automatically and students will be notified they have been allocated to a class. Academic staff are asked to review their class allocations and contact the Timetable team if you require assistance managing your subject. The Timetable team also follow up FULL activities and will be in touch to see if you would like to increase the size of an activity or add another class.

LecA (READ ONLY) Enrolments: Preferences:	0	M1-BMS132-W-I:Med Sci C LecA	Comm and Me	thods				
Allocations: Seats Provided:	0 25	Allocate Add Activity	Show Message	Show Allocate	ed		Waitlist	
LecB		Functions	Activity Code	Campus	Day	Start Time	Location	
(READ ONLY) Enrolments:	0	Delete Edit List Constraint Context Email	1	Wagga Wagga	Mon	10:30	W-13-289	J

To review WAITLISTS for a subject – select subject/manage subject/activity/WAITLIST

It is ideal to have students allocating into their preferred activities however sometimes this is not necessary or practical.

Single-Auto: If there is only one instance of an activity a student will be automatically allocated into that activity.

Enrolment	Sort by: Alpha -	🕑 You're a	llocated.									
\$1_EHR225_B_I			Activity	Day	Time	Free	Campus	Location	Staff	Duration	Weeks	Description
Growth, Motor Dev & Ageing	0							Bld 1220: Room 227	Torode, Margaret			
LecA (ADJUST)	۲.						Bathurst	(Prev: Bld E01; Room 227) (28/3) Bld 1399	(28/2-4/4, 25/4- 30/5), Virtual		28/2- 4/4	Growth,
LecB (ADJUST)	0	Allocated	02	Wed	14:00	0	Campus	Room 218 (Prev: Bld	Staff BB- Exercise Science	1 hr	25/4-	Motor Dev & Ageing (Tut)
► TutA (ADJUST)	0							21/3, 4/4, 25/4-30/5)	(28/2-4/4, 25/4- 30/5)		2012	

Read-Only: Some subjects have been left as read-only due to the complexity of the course schedule. The Subject Coordinator will advise students of which activity to attend.



Please note: An activity that is set to read-only can still be allocated by the single-auto method (e.g. LecA and LecB above)

MyTimetable – Personalised Calendar

The primary purpose of MyTimetable is to provide students a personalised timetable experience. Once the system is turned on for students, they can come to the portal and see a personalised timetable for their <u>allocated</u> activities.



This is why it's important to understand Single-Auto and READ ONLY. If a student attempts to view their timetable before everything has been allocated, what they'll see will be incomplete. At the beginning they may only see the activities that are Single-Auto. If they have subjects that are set to READ ONLY then it's possible that they'll only ever have a partial view to their timetable. In other scenarios a student's timetable may be totally blank because no activities can or have been allocated.

MyTimetable – Personalised Calendar

If a student has been allocated to all their activities, their Timetable might look something like this:

- Student can print or export their timetable to Excel, iCal or text format
- Be aware that the default view is to the current week but the label reads "All Weeks".
 Students would need to click the drop down and change to "All Weeks" if desired.
- Activity types (Lec, Prac, Tut) are colour coded. The colours may
 be different when we go live

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TutA (/	ADJUST)	o 1	2:00			×	S1-BMS161-	S1-HIP100-PT-I		
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