



MyTimetable

Student User Guide





Student User Guide

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Part 1: Getting Started

- Introduction to MyTimetable
- Access & Log in to MyTimetable
- Allocation Status
- Viewing Student Alerts
- Traffic Light System
- Subject Codes – Part 1
- Subject Codes – Part 2
- View your Personal Timetable
- Export your MyTimetable calendar to display in your external calendar
- Import your external calendar to display in MyTimetable





MyTimetable

MyTimetable has been designed for you to manage your own timetables easily!

You have flexibility to structure your timetable to suit what is happening in your life.

Your personal timetable can be printed, downloaded to your device or added to your personal calendar.



Allocate to an activity group, view clashes, see what sessions are recorded and view all your scheduled activities.

Easily see what your study commitments are for the whole study period.

View all your activities - time, location, dates and duration. You will see where all your activities are held... great for when you are on campus.



MyTimetable has a traffic light system that updates as you make selections and you can see where allocations need to be made.

Manage your personal preferences, adjustments, swaps and waitlists for all your activities.

You can even share or compare your timetable with friends and create student workgroups



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Access & Log in to MyTimetable

Australian National University

ANU Federation Login

You are accessing the site **MyTimetable**

This site has asked that you log in and you have chosen **Australian National University** as your home institution.

Please login with your Uni ID and password.

Uni ID:

Password:

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

[Continue](#)

MyTimetable is accessible via a standard web browser, laptop, PC, smartphone, and tablet.

For the very best MyTimetable experience please use your **laptop or PC**.

All current versions of Chrome, Safari, Firefox, and Microsoft Edge are supported and can be used to access MyTimetable.

MyTimetable is accessed via a **single sign-on service** that allows you to access the application seamlessly through a web link when you are logged in to the ANU network. Open a web browser and navigate to the supplied URL.

Note: this guide has been created using **desktop view visuals**. If you find the mobile view difficult to navigate, switching from MyTimetable on your phone to MyTimetable on your laptop or computer may be easier.

Top Tip! - Enrolment and MyTimetable access

Access to MyTimetable is linked to your enrolment information which is **synced every day at 7am**.

For example, if you enrol after 7am on one day you won't have access to MyTimetable until after 7am the next day.

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5 Allocated 0 Pending 7 Not Allocated

Enrolment

1

First Semester, 2021

2

LAWS2249_S2_1_5209
(Parent: COMP3703_S1_1_4517)
Software Security (Class: 4517)

SECTION (SELECT) !

LAWS1201_S1_1_2279
Foundations of Aust Law_Online or In Person
(Class: 2279)

3

SemA (ADJUST) ✓
WorA (ADJUST) ✓

LAWS1203_S1_1_2280
Torts_Online or In Person (Class: 2280) !

TutA (SELECT) !

4

POLS3001_S1_1_4174
Foreign Policy Analysis (Class: 4174)

LecA (ADJUST) ✓
LecB (ADJUST) ✓
WorA (SELECT) !

Second Semester, 2021

LAWS1202_S2_1_7233
Lawyers Justice & Ethics (Class: 7233)

TutA (SELECT) !

- Semesters / Sessions** use the dropdown arrow to reveal or hide semester or session information to view your desired enrolment
- Enrolments** - your current enrolments are displayed, enrolments can be arranged by Semester Group, in which the subject codes will be grouped within each semester. Otherwise, the subject code will be the top level shown
- Activity Groups / Statuses** - Listed beneath each subject code is a list of activity groups (e.g., lectures, tutorials, seminars, etc.) that you are required to attend for that unit.
To successfully complete your timetable, you must be allocated to one activity for each activity group listed, see **Top Tip** on this page regarding “**Online or in Person**” options
Statuses - At any time, an activity will have one of the following statuses:
 - SELECT / ADJUST - Make or change your allocation
 - READ ONLY - View your current selections
 - OFF - Not available
- Subject Information** click on the information icon to go directly to the University’s Programs and Courses page for your subject

Top Tip! - Online or in Person

When you see "online or in person" in an activity group description, it means that students have a choice of activities set up for allocation that are either online or in person.

Make sure you click into the activity to allocate into either online or in person for your class to get the delivery mode of your choice.

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Home Timetable Planner LiveCal Logout 

Alerts

2

 **Deallocated from MGMT2030_S1_1_4251 TutA**
Received: 22 February, 2:20 pm

Dear [redacted]

You have been deallocated from MGMT2030_S1_1_4251TutA01.

Please log onto My Timetable to view updates and manage your timetable. Contact your convenor/school for any assistance.



 **Allocated to MGMT2030_S1_1_4251 TutA**
Received: 22 February, 2:20 pm

Dear [redacted]

You have been allocated to MGMT2030_S1_1_4251TutA03.

Please log onto My Timetable to view updates and manage your timetable. Contact your convenor/school for any assistance.

 **4**

 **Deallocated from MGMT2030_S1_1_4251 TutA**
Received: 16 March, 11:39 am

Dear [redacted]

You have been deallocated from MGMT2030_S1_1_4251TutA03.

Please log onto My Timetable to view updates and manage your timetable. Contact your convenor/school for any assistance.



 **Your activity staff has changed**
Received: 5 May, 11:10 am

3

[redacted] has been a staff change to MGMT2030_S1_1_4251LecA01-P1

Please log onto My Timetable to view updated details and manage your timetable. Contact your convenor/school for any assistance.

 **Your activity staff has changed**
Received: 5 May, 11:10 am

1. Log in to MyTimetable, click the **Alert** icon on the Menu Bar
2. **Pinned alerts** always appear at the top of the students alerts.
3. **Unpinned alerts** appear in the reverse order of receipt (i.e. newest to oldest) with **bell icon**
4. Options for the student to **delete** the message are shown

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X
M

13@ANU.EDU.AUX

1

3 Allocated 0 Pending 3 Not Allocated

Enrolment

First Semester, 2022

LAWS6201_S1_1_2631
Administrative Law_Online or In Person (Class: 2631)

SemA (SELECT)

LAWS6203_S1_1_2632
Corporations Law_Online or In Person (Class: 2632)

PreLecA (ADJUST)

TutA (SELECT)

LAWS6204_S1_1_2633
Property_Online or In Person (Class: 2633)

PreLecA (ADJUST)

PreLecB (SELECT)

TutA (ADJUST)

2

- Traffic Lights** - You can check if you have chosen all your activities by using the traffic lights on the dashboard. A summary of your activities is shown above the enrolment area.
 - The green counter shows how many activities are allocated.
 - The amber counter shows how many activities require further processing by the system.
 - The red counter shows how many activities require your action.
- In the **enrolment area**, each individual activity also displays a **traffic light status**.



3 Allocated 0 Pending 3 Not Allocated

Enrolment

First Semester, 2022

LAWS6201_S1_1_2631
Administrative Law_Online or In Person (Class: 2631)

▶ SemA (SELECT) ❗

LAWS6203_S1_1_2632
Corporations Law_Online or In Person (Class: 2632)

▶ PreLecA (ADJUST) ✅

▶ TutA (SELECT) ❗

LAWS6204_S1_1_2633
Property_Online or In Person (Class: 2633)

▶ PreLecA (ADJUST) ✅

▶ PreLecB (SELECT) ❗

▶ TutA (ADJUST) ✅

Activity Details

LAWS6204_S1_1_2633
Property_Online or In Person (Class: 2633)

Activity Type	Tutorial
Group	TutA
Activity	02
Day	Tue
Time	16:00
Semester	First Semester, 2022
Campus	ANU
Location	Fellows Road Law Theatre 1 on campus
Duration	1 hr
Dates	8/3-29/3, 19/4-24/5
Seats	9

Go Back
Deallocate

In MyTimetable, Subject activity groups are categorised showing the first three letters of the type of activity in the group e.g. Tutorial = Tut, Workshop = Wor, Seminar = Sem

1. A letter displayed in alphabetical order after the Activity Group name means that there are more than one Activity Groups required for allocation. In this example for subject LAWS6201 PreLecA and PreLecB, indicates 2 timetabled Lectures that students need to allocate to.
2. The Activity Details show all details of a particular activity in an Activity group – in this example, activity 02 in Activity group TutA



LAWS6201_S1_1_2631
Administrative Law_Online or In Person (Class: 2631)
SemA

3 Allocated 0 Pending 3 Not Allocated

Enrolment

First Semester, 2022

LAWS6201_S1_1_2631
Administrative Law_Online or In Person (Class: 2631)
SemA (SELECT)

You're not allocated.

Activity	Day	Time	Free
01-P1	Mon	09:00	14
01-P2	Tue	12:00	14

3. A Multipart activity is indicated with a P suffix. For example, SemA Activity 01-P1 and 01-P2 tells you the activity has two parts that are mandatory allocations

LAWS6203_S1_1_2632
Corporations Law_Online or In Person (Class: 2632)
TutA

4 Allocated 0 Pending 2 Not Allocated

Enrolment

First Semester, 2022

LAWS6201_S1_1_2631
Administrative Law_Online or In Person (Class: 2631)
SemA (SELECT)

LAWS6203_S1_1_2632
Corporations Law_Online or In Person (Class: 2632)
PreLecA (ADJUST)

TutA (ADJUST)

LAWS6204_S1_1_2633
Property_Online or In Person (Class: 2633)
PreLecA (ADJUST)

PreLecB (SELECT)

You're allocated.

Activity	Day	Time
01	Mon	13:00
02	Wed	12:00
03	Fri	17:00
04	Tue	17:00
05	Thu	08:00
06	Tue	18:00

4. The Activity number shows the different options you can select from for that activity which best suit your timetable. In this example, the student is allocated in the Monday Tut but could choose to swap to one of the other activity options if that suits their schedule better.



Home **Timetable** Planner LiveCal Logout

Timetable Weeks 1

All Weeks 3

2

4

5

13 Allocated 0 Pending 2 Not Allocated

Enrolment

First Semester, 2021

DIPL2000_S1_1_3960
Leadership and Diplomacy (Class: 3960)

TutA (ADJUST)

WorA (ADJUST)

MGMT2030_S1_1_4251
Human Res Mngmnt & Strategy (Class: 4251)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00 AM	MGMT2030_S1_1_4251 Lecture 01-P2 Online Live	POLS1009_S2_1_5 Tutorial 02 Hedley Bull Theatre 2 (1.09)		POLS3001_S1_1_4251 Lecture 01-P2 Online Live			
9:00 AM		DIPL2000_S1_1_3960 Workshop 01 Online Live		POLS2120_S1_1_06 Tutorial 06 Copland Building			
10:00 AM	MGMT2030_S1_1_4251 Tutorial 02-P2 Arndt Tutorial Room 1_On		MGMT2030_S1_1_4251 Tutorial 02-P1 CBE Bld Lecture Theatre 4_On		POLS3001_S1_1_4251 Lecture 01-P1 Online Live		
11:00 AM							

1. Log in to the MyTimetable Student Module and click **Timetable** on the Menu Bar
2. To show your timetable for all weeks use the dropdown box to select **All Weeks**. Your timetable for all weeks will display.
3. To change the timetable view from grid to list format click the **Show as Grid** or **Show as list** button
4. To show your timetable for a particular week use the **left and right arrows** positioned on either side of the screen or the **slider** in the centre labelled **Timetable Weeks** to navigate between weeks.
5. Use these icons to:
 - **Print** your timetable — click the **Print button**, select your desired print orientation and print your timetable
 - **Download** your timetable — click the **Download button**, select download format (i.e., Excel, Text, or iCal). A file will be downloaded to your computer.
 - **Filter** your timetable view by semester — click the **Filter button** and tick and untick the relevant categories



Export your MyTimetable calendar to display in your external calendar

Subscribe to your timetable

You can use this URL to subscribe from your iPhone, Google Calendar, MS Outlook, etc. The help pages on those products will guide you on how.

<https://anu-web.npe.allocate.plus/test/rest/calendar/ical/93196d94-e551-4ae0-96ed-7b2d55178442> Copy

Outlook

Add calendar

Subscribe from web

Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar can make will be visible to you.

<https://anu-web.npe.allocate.plus/test/rest/calendar/ical/93196d94-e551-4ae0-96ed-7b2d55178442>

MyTimetable

Color

Charm

Add to

My calendars

Import **Discard**

To sync your **MyTimetable** calendar with your personal external calendar, use this function:

1. Log into MyTimetable Student and **Copy** the iCal URL to subscribe to your university timetable
2. Log into your preferred personal calendar. We are using Outlook in this example
3. Click **Add Calendar**
4. Select **subscribe from web**
5. Enter the copy of the iCal URL for your timetable from MyTimetable
6. **Choose a name** for your MyTimetable calendar
7. Customise with a **colour**
8. Choose an **icon** if desired
9. Show where you want the **MyTimetable** calendar to display
10. Click **Import** to sync your calendars or **Discard** if you change your mind

Top Tip! - Syncing with other calendars

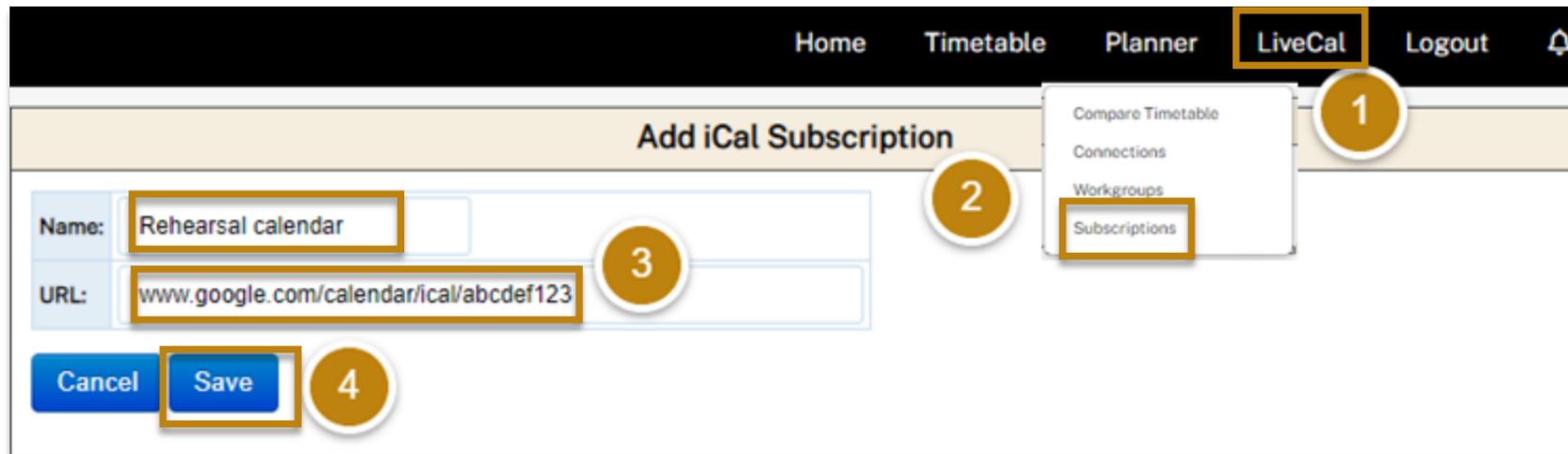
We have used **Outlook** calendar in this guide as an example.

You can use the **MyTimetable** iCal URL to subscribe from your iPhone, Google Calendar, MS Outlook, etc.

The help pages on those products will guide you on how

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Import your external calendar to display in MyTimetable



To bring your external calendar details into MyTimetable to sync in the system with your University timetable, use the following steps:

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Subscription**, then **Add Subscription**
3. Enter the **name** and the **URL** of the **.ics** link from your external calendar
4. Click the **Save** button and **Close** on the confirmation message.

Top Tip! - Calendar Visibility and Privacy

It is recommended that you import your MyTimetable calendar into your personal calendar.

If you choose to import your personal calendar to sync with the MyTimetable system calendar be aware that your private calendar information **may be visible** to teaching staff and administrators of the MyTimetable system.

If you are ok with your personal calendar information to be included in the MyTimetable system ensure that **visible** is ticked next to the relevant subscription



Part 2: Creating a Timetable Plan



- Create a new timetable plan
- Edit a timetable plan
- Exclude activity type & include unenrolled subjects in timetable plan
- Delete a saved timetable plan
- Allocate your preferred timetable from Planner view
- Choose a different activity in a particular activity group
- Search for other Subjects
- Compare your personal timetable to another subject's timetable





Home Timetable **Planner** LiveCal Logout

Student Timetable Planner

1 Saved Plans

Select the enrolments you wish to include in your timetable, and then click 'Generate'.

Enrolled

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	ASTR1001_X1_1_1548	Astrophysics_Online (Class: 1548)
<input type="checkbox"/>	ECON2013_S2_1_7526	Behavioral Economics (Class: 7526)
<input checked="" type="checkbox"/>	ECON2014_S1_1_2445	Managerial Economics (Class: 2445)
<input checked="" type="checkbox"/>	ECON2101_S1_1_4492	Microeconomics 2(P) (Class: 4492)
<input checked="" type="checkbox"/>	ECON2102_S2_1_7528	Macroeconomics 2(P) (Class: 7528)
<input type="checkbox"/>	ECON2125_S2_1_6703	Optimisation (Class: 6703)
<input type="checkbox"/>	EMET2007_S1_1_4501	Econometrics I: Methods (Class: 4501)
<input checked="" type="checkbox"/>	EMET3004_S2_1_7542	Econometrics II (Class: 7542)
<input type="checkbox"/>	MATH1014_S1_1_3160	Mathematics and Applications 2 (Class: 3160)

2

Include: Computer Laboratory Lectorial Lecture Tutorial Workshop
 Exclude activities that are already full

3 **Generate**

Not Enrolled

Student Timetable Planner Unsaved Plan

Select an activity group to see activities alternative options

Unsaved Plan All Weeks

4

Ready to Allocate

	Code	Group
Allocated	ECON2013_S2_1_7526	LecA
Allocated	ECON2013_S2_1_7526	LecB
Clash	ECON2013_S2_1_7526	TutA
Allocated	ECON2014_S1_1_2445	LecA

anu-web.npe.allocate.plus says

Please enter a new plan name for [Unsaved Plan]:

My Number One plan

OK Cancel

1. Log in to MyTimetable, click **Planner** on the Menu Bar.
2. Select the **Subjects and Activity Types** you want to include.
3. Click **Generate**, and **OK** on pop up message
4. To **save the plan**, click **Save**, enter a **plan name**, and click the **OK** button.

Top Tip! – Read Pop Up Messages

Always read the pop-up message that appears when you create a new Timetable Plan.

A pop-up message may inform you that a plan is not possible due to clashing subjects or other constraints.

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Home Timetable Planner LiveCal Logout

Student Timetable Planner

1 Saved plan option 1

Select an activity to see alternative options.

Print Export Save Copy Cancel

Saved plan option 1 All Weeks

All Weeks

Allocated Planned

	Mon	Tue	Wed	Thu	Fri
10:00 AM					
11:00 AM					
12:00 PM		2 12:00-13:00 LAWS2203_S1_1_2213 TutA 10 9/3-23/3, 13/4-18/5		3 12:00-14:00 LAWS2244_S1_1_4222 LecB 01 18/2-25/3, 15/4-20/5	
1:00 PM		13:00-14:00 LAWS2244_S1_1_4222 TutA 14 9/3-16/3, 20/4, 11/5-18/5	13:00-15:00 LAWS2244_S1_1_4222 LecA 01 17/2-24/3, 14/4-19/5		
2:00 PM					

1. This shows a **saved plan** displayed in grid view. If a previously saved plan is desired to be edited, click the **saved plans dropdown box** to select a saved plan to be edited.
2. Click an **activity** on the grid to see other options available for that Activity Group.
3. If there is **only one option** available for that Activity Group or if the activity is part of section, a **lock will be displayed** on the activity indicating that **no other options are available** to be displayed for that activity.
4. If you want to view your plan in list view, click the **list icon**
5. You can now **allocate** from the list view if desired

Student Timetable Planner

Saved plan option 1

Select an activity group to see activities alternative options

4

Print Export Save Copy Edit

Saved plan option 1 All Weeks

Ready to Allocate

5

	Code	Group	Activity	Day	Time	Seats
Allocated	LAWS2244_S1_1_4222	LecA	01	Wed	13:00	68
Allocated	LAWS2244_S1_1_4222	LecB	01	Thu	12:00	94
Select	LAWS2244_S1_1_4222	TutA	14	Tue	13:00	16

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Student Timetable Planner

Select an activity to see alternative options.

Save

Print Refresh Save as Copy Cancel All Weeks

2 Save as All Weeks

Allocated Planned

	Mon	Tue	Wed	Thu
8:00 AM				
9:00 AM			9:00 - 10:00 LAWS2203_S1_1_2213 TutA 01 10/3-24/3, 14/4-19/5	
10:00 AM			10:00 - 11:00 LAWS2203_S1_1_2213 TutA 02 10/3-24/3, 14/4-19/5	10:00 - 11:00 LAWS2203_S1_1_2213 TutA 14 11/3-25/3, 15/4-20/5
11:00 AM		11:00 - 12:00 LAWS2203_S1_1_2213 TutA 11 9/3-23/3, 13/4-18/5	11:00 - 12:00 LAWS2203_S1_1_2213 TutA 03 10/3-24/3, 14/4-19/5	11:00 - 12:00 LAWS2203_S1_1_2213 TutA 15 11/3-25/3, 15/4-20/5
12:00 PM		12:00 - 13:00 LAWS2203_S1_1_2213 TutA 10 9/3-23/3, 13/4-18/5	12:00 - 13:00 LAWS2203_S1_1_2213 TutA 12 10/3-24/3, 14/4-19/5	12:00 - 13:00 LAWS2203_S1_1_2213 TutA 16 11/3-25/3, 15/4-20/5
1:00 PM		13:00 - 14:00 LAWS2244_S1_1_4222 TutA 14 9/3-16/3, 20/4, 11/5-18/5	13:00 - 14:00 LAWS2203_S1_1_2213 TutA 13 10/3-24/3, 14/4-19/5	13:00 - 14:00 LAWS2244_S1_1_4222 LecB 01 18/2-25/3, 15/4-20/5
2:00 PM			13:00 - 15:00 LAWS2244_S1_1_4222 LecA 01 17/2-24/3, 14/4-19/5	
3:00 PM				

1

1. The selected activity is shown along with other options available for that Activity Group. In this example we selected LAWS2203 TutA activity 10 and can now also see TutA activity 11 as an option.

Note that the **grey box** displays an activity for another Activity Group (LAWS2244 TutA) as an alternative

2. If you select a different activity for the Activity Group, the displayed plan will reflect the new selection. The plan can then be **saved** (i.e., overwrite the existing plan) by clicking the **Save icon** as shown in the previous section above.

Alternatively, the updated plan can be saved as a **different plan** by clicking the **Save as icon** and specifying a new plan name

A message that the plan has saved successfully is shown and the saved plan name is displayed for the plan.



Exclude activity type & include unenrolled subjects in Timetable Plan

Saved Plans ▾

Student Timetable Planner

! Select the enrolments you wish to include in your timetable, and then click 'Generate'.

Enrolled

<input checked="" type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	ANTH2026_S2_1_6089	Medicine, Healing and the Body (Class: 6089)
<input checked="" type="checkbox"/>	HONS4300_S2_1_7623	Final Honours Grade (Class: 7623)
<input checked="" type="checkbox"/>	LAWS2203_S1_1_2213	Corporations Law_Online or In Person (Class: 2213)
<input checked="" type="checkbox"/>	LAWS2244_S1_1_4222	Litigation & Dispute Man_Online or In Person (Class: 4222)
<input checked="" type="checkbox"/>	LAWS4218_S1_1_4281	Fem & Crit Legal Theory_Online (Class: 4281)
<input checked="" type="checkbox"/>	LAWS4230_S2_1_7232	Law Internship_Online or In Person (Class: 7232)
<input checked="" type="checkbox"/>	LAWS4238_S2_1_7308	Indigenous Aust & the La (Class: 7308)
<input checked="" type="checkbox"/>	LAWS4286_S1_1_4276	Literature, Law & Human Rights (Class: 4276)
<input checked="" type="checkbox"/>	LAWS4319_S2_1_7522	Rhetoric: The Art of Persuasio_Online (Class: 7522)

Include: Lecture Seminar Tutorial

Not Enrolled

LAWS2201

<input type="checkbox"/>	Code	Description	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	LAWS2201_S1_1_2396	Administrative Law_Online or In Person (Class: 2396)	<input type="button" value="Delete"/>

1 2 3 4

To exclude an activity type from a new Timetable Plan:

1. All activity types of selected subjects are selected by **default** when a new plan is generated.
2. To exclude an activity type from a timetable plan, **de-select** it before clicking Generate.

To include unenrolled Subjects in a new timetable plan:

3. Under the **Not Enrolled** section, search for a Subject code or description. **Tick the Subjects** you want to include in your plan,
4. Click **Generate**.

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The screenshot shows the 'Student Timetable Planner' interface. The 'Planner' menu item is highlighted with a yellow box and a circled '1'. A dropdown menu is open, showing 'Saved plan option 1' with a trash bin icon next to it, which is circled with a '2'. Below the dropdown, the text 'Saved plan option 1' is visible. The interface also includes a navigation bar with 'Home', 'Timetable', 'Planner', 'LiveCal', and 'Logout', and a toolbar with icons for printing, sharing, saving, copying, and editing.

1. Log in to MyTimetable, click Planner on the Menu Bar
2. Locate your desired **plan name** from the **Saved Plans** dropdown box.

Click the **rubbish bin icon**, then **OK** on the confirmation message to **delete**



Allocate your Preferred Timetable from Planner View

Home Timetable **Planner** LiveCal Logout

Student Timetable Planner 1 Saved plan option 1 2

Select an activity group to see activities alternative options 2

Saved plan option 1 All Weeks 3

Ready to Allocate 4

	Code	Group	Activity	Day	Time	Seats
Allocated	LAWS2244_SI_1_4222	LecA	01	Wed	13:00	68
Allocated	LAWS2244_SI_1_4222	LecB	01	Thu	12:00	94
Select 5	LAWS2244_SI_1_4222	TutA	14	Tue	13:00	16

1. Log in to MyTimetable, click **Planner** on the Menu Bar
2. Select the **plan name** from the **Saved Plans** dropdown box.
3. Click **List view**
4. **Ready to allocate** - if there are any Activity Groups that are in Allocation Adjustment mode, the timetable will display allocation buttons next to appropriate Activity Groups.
5. Allocate to an activity by clicking **Select**

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Choose a different Activity in a particular Activity Group

Home Timetable **Planner** LiveCal Logout

Student Timetable Planner 1 Saved plan option 1 2

Select an activity group to see activities alternative options 2

Print Refresh Save Copy Edit Saved plan option 1 All Weeks 3

Ready to Allocate

	Code	Group	Activity	Day	Time	Seats
Allocated	LAWS2244_S1_1_4222	LecA	01	Wed	13:00	68
Allocated	LAWS2244_S1_1_4222	LecB	01	Thu	12:00	94
Select 4	LAWS2244_S1_1_4222	TutA	14	Tue	13:00	16

	Activity	Day	Time	Free	Campus	Location	Duration	Weeks
Select	01-P1	Mon	12:00	16	ANU	Online Live	1 hr	8/3-15/3, 10/5-17/5
	01-P2	Tue	10:00	16	ANU	Online Live	1 hr	20/4
Select	02-P1	Mon	13:00	16	ANU	Online Live 5	1 hr	8/3-15/3, 10/5-17/5
	02-P2	Tue	16:00	16	ANU	Online Live	1 hr	20/4
Clash	03	Wed	09:00	16	ANU	Online Live	1 hr	10/3-17/3, 21/4, 12/5-19/5
Clash	04	Wed	10:00	16	ANU	Online Live	1 hr	10/3-17/3, 21/4, 12/5-19/5
Select	05	Thu	09:00	16	ANU	Online Live	1 hr	11/3-18/3, 22/4, 13/5-20/5
Select	06	Thu	10:00	16	ANU	Online Live	1 hr	11/3-18/3, 22/4, 13/5-20/5

Allocation Adjustment screen

1. Log in to MyTimetable, click Planner on the Menu Bar
2. Select the plan name from the **Saved Plans** dropdown box.
3. Click **List view**
4. To allocate to a different activity from the activity group, click on the **activity group name** under the group column
5. This will take you to the **allocation adjustment** screen for the activity group where you can see all Activity options and select as desired

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Australian National University

Home

7 Allocated 0 Pending 2 Not Allocated

Enrolment Sort by: Alpha

LAWS1201_S1_1_2279
Foundations of Aust Law_Online or In Person-(Class:2279)

SemA (ADJUST) ✓

WorA (READ ONLY) !

LAWS1202_S2_1_7233
Lawyers Justice & Ethics_In Person-(Class:7233)

TutA (READ ONLY) ✓

LAWS1203_S1_1_2280
Torts_Online or In Person-(Class:2280)

TutA (ADJUST) ✓

LAWS1204_S2_1_7229
Contracts_In Person-(Class:7229)

TutA (READ ONLY) ✓

POLS1005_S2_1_7211
Intro to IR_In Person-(Class:7211)

LecA (OFF)

TutA (OFF)

POLS1006_S1_1_4205
Contemporary Global Issues_In Person-(Class:4205)

DroA (ADJUST) ✓

Search

ANIP 1

2

Search Results

Subject	Description	Campus	
ANIP3003_S1_1_2576	ANIP A_In Person-(Class:2576)	ACTON	View
ANIP6503_S1_1_2575	ANIP A_In Person-(Class:2575)	ACTON	View

3

You can use the Search function in MyTimetable to look up the timetables of subjects you are not enrolled in.

This is useful if you are considering enrolling in a subject and want to see if the new subject will clash with your existing timetable.

1. Enter all or part of a subject code or subject description in the search box labelled **Search Code or Description**
2. Click the **Magnifying Glass** button next to the search box. A list of subjects will appear.
3. Click **View** next to the subject you are interested in. The subject's activity timetable will be displayed. Initially, the timetable will be shown in All Weeks view.

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Compare your personal timetable to another subject's timetable

The screenshot shows the MyTimetable interface for Australian National University. The top navigation bar includes Home, Timetable, Planner, LiveCal, and Logout. The main content area is titled "MyTimetable Test" and displays a comparison between a user's personal timetable and another subject's timetable.

On the left, the "Enrolment" list shows several subjects with their status: 7 Allocated, 0 Pending, and 2 Not Allocated. The subject "LAWS1203_S1_1_2280" is highlighted with a "1" callout.

The main grid view shows the timetable for "LAWS1203_S1_1_2280" (Torts_Online or In Person-(Class:2280) TutA). The grid is titled "All Weeks" and shows the timetable for the current week. The subject's timetable is shown in a different color (light blue) and is highlighted with a "2" callout. A "3" callout points to a specific activity in the grid.

You can compare your current personal timetable to another subject's timetable to see if the new subject will clash with your existing timetable.

1. Choose **Activity** for the subject
2. While in Grid View, click the **Show / Hide Timetable** button
3. You can now view the subject's timetable with your current allocations.

Note the "alternative" subject will be shown in a different colour

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Part 3: Class Allocation, Clash Management, Swaps & Waitlists



- Allocate to an Activity
- Introduction to Clash Management
- Allocate to a Clashable activity
- Allocate to an Online Activity
- De-allocate yourself from an Activity
- Swaps & Waitlists Overview
- Swap Requests
- Swaps Pending
- Waitlist Requests





4 Allocated 0 Pending 2 Not Allocated

Enrolment

First Semester, 2022

- LAWS6201_S1_1_2631**
Administrative Law, Online or In Person (Class: 2631)

SemA (SELECT) ❗
- LAWS6203_S1_1_2632**
Corporations Law, Online or In Person (Class: 2632)

PreLecA (ADJUST) ✅

TutA (ADJUST) ✅
- LAWS6204_S1_1_2633**
Property, Online or In Person (Class: 2633)

PreLecA (ADJUST) ✅

PreLecB (SELECT) ❗

TutA (ADJUST) ✅

LAWS6204_S1_1_2633
Property, Online or In Person (Class: 2633)
TutA

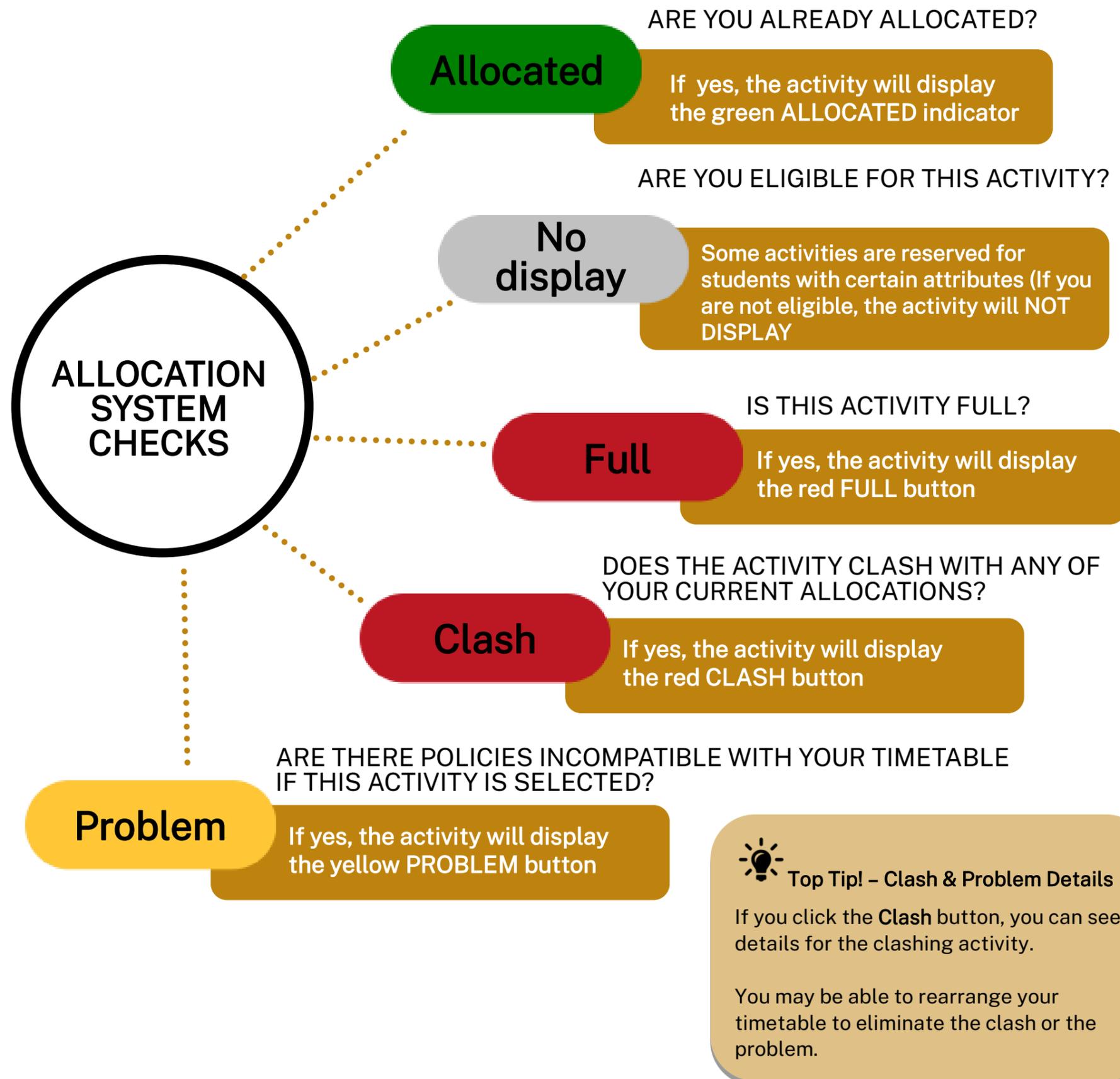
Timetable Weeks

All Weeks ▾

✅ You're allocated.

	Activity	Day	Time	Free	Campus	Location	Duration	Weeks
Full ❗	01	Mon	16:00	0	ANU	Fellows Road Law Theatre 1 on campus	1 hr	7/3-28/3, 18/4-23/5
Allocated	02	Tue	16:00	9	ANU	Fellows Road Law Theatre 1 on campus	1 hr	8/3-29/3, 19/4-24/5
Select	03	Fri	13:00	10	ANU	Fellows Road Law Theatre 1 on campus	1 hr	11/3-1/4, 22/4-27/5
Select	04	Tue	17:00	25	ANU	online live	1 hr	8/3-29/3, 19/4-24/5
Select	05	Wed	18:00	25	ANU	online live	1 hr	9/3-30/3, 20/4-25/5

1. In the Enrolments window click on any activity group that has the word SELECT or ADJUST next to it. A list of activities for that activity group will display
 - **SELECT** means you are not currently allocated to an activity for that activity group.
 - **ADJUST** means you are currently allocated, but you can change your allocation if you wish.
2. Click **Select** next to the activity you want to attend. The system will either allocate you to the activity or display a message describing why it cannot. If you receive an **error message**, click Select next to a different activity. You may receive an error message for an activity that appears to be available – the activity may have reached full capacity sometime after you loaded the page. If you receive such a message, you must select another activity.
2. Click **Close** to acknowledge the successful allocation message. Your allocation is real-time, and your timetable has been updated.



When processing your allocation options, MyTimetable does several checks:

- Are you **already allocated** to this activity? If so, the activity will be displayed with a green **Allocated** indicator.
- Are you **eligible** for this activity? Some activities are reserved for students with certain attributes (e.g., students in a particular course). If you are not eligible, the activity will not display.
- Is this activity **full**? If so, the activity will be displayed with a red **Full** button.
- Some activities have **Reserved Places** set so the activity will be displayed as full if the student does not meet the criteria specified in the Reserve Places segment.
- Does this **activity clash** with any of your current allocations? If so, the activity will be displayed with a red **Clash** button.
- Are there **other policies** that would be incompatible with your timetable if this activity were selected? If so, the activity will be displayed with a yellow **Problem** button.

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Clash Scenarios and Questions

I have a clash on my timetable what should I do?

- If an activity displays the red Clash icon, students are unable to allocate into that class unless the clash is with a clashable activity.
- By clicking the red clash icon or by viewing the subject in grid view you will be able to see whether the course clashes as it displays a clashable icon and is therefore available for allocation

I can't allocate a class because they all clash

- If access to allocate into a preferred activity is denied due to a Clash, students will need to reconfigure their timetable as required.
- Use the **timetable planner** to view potential timetables that fit into your schedule and will not include a clash. Once an appropriate timetable is found you can allocate into the activity groups accordingly.

I can't allocate to a class because all alternatives are full

- If a compulsory activity conflicts with another subject's activity and is the only available activity that fits into your schedule for another enrolled course, you must **request a swap or waitlist** into an alternative activity for the clashing subject.
- If a waitlist has not been approved and the deadline for allocation is approaching, make sure to give yourself enough time to speak with or email the course contact about your options for that activity group.

I am not allowed to allocate to a class because of a clash

- If two compulsory activity groups clash and there are no other options for allocation, you must enrol in a different course entirely.
- Use the **timetable planner** feature to see if there is another course that you are not enrolled in that meets your degree requirements and provides activities that do not conflict with the compulsory activity group of the subject you are currently enrolled in.

Resources and Support

- Refer to topic "[allocate into clashable activity](#)"
- If your clash means that you will miss important tutorials, labs or other classes, you should talk to your College / School student administration coordinator or course convener for assistance
- Refer to topic "[Create a new Timetable Plan](#)"
- Refer to topic "[Swaps and Waitlists Overview](#)"
- Contact your College / School student administration coordinator or course convener for assistance
- Refer to topic "[Create a new Timetable Plan](#)" and "[Exclude activity type & include unenrolled subjects in Timetable Plan](#)"

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POLS3001_S1_1_4174
Foreign Policy Analysis (Class: 4174)
LecA

Timetable Weeks

All Weeks

You're not allocated.

Message
All Lecturers with Echo recording will have a clone

2 **1**

Activity	Day	Time	Free	Campus	Location	Duration	Weeks
01	Tue	09:00	56	ANU	Online Live	2 hrs	16/2-23/3

Select

Top Tip! – Streamed vs Online / Clashable

An **Online / Clashable Activity** is usually not the same as a **Streamed activity** where you are expected to watch the activity online at a specified time with your classmates.



The **speaker icon** is for a generated **online activity**



The **clashable icon** is for activities that are **allowed to have a clash**.

When you see the **clashable** icon in a list view or you see an activity with a dotted outline in a grid view, this indicates that the activity is clashable.

Usually this is because the activity (e.g. a lecture) is recorded and available online.

If you are allocated to this type of activity, you are not expected to attend the activity at the specified time or location.

1. If an activity is both a generated online activity and allowed to have a clash, the **clashable icon** will be displayed.
2. Click the **Select button** next to the activity you want to attend. Then click **Close** to acknowledge the successful allocation message.



MGMT2030_S1_1_4251
Human Res Mngmnt & Strategy (Class: 4251)
LecA

Timetable Weeks

All Weeks

✓ You're allocated.

Message
Have a lovely day.
All Lecturers with Echo recording will have a clone

	Activity	Day	Time	Free	Campus	Location	Duration	Weeks
Allocated	01-P1	Thu	16:00	123	ANU	Online Live	2 hrs	18/2-25/3, 22/4-20/5
1	01-P2	Mon	08:00	123	ANU	Online Live	2 hrs	19/4
Select	01_online-P1	Thu	16:00	1000	ANU	Online Live Component of Dual Delivery activity	2 hrs	18/2-25/3, 22/4-20/5
2	01_online-P2	Mon	08:00	1000	ANU	Online Live Component of Dual Delivery activity	2 hrs	19/4

When you see the **speaker** icons in a list view or you see an activity with a dotted outline in a grid view, this indicates that the activity is an **online option**

1. If an activity is both a generated online activity and allowed to have a clash, the **speaker icon** will be displayed
2. Click the **Select button** next to the activity you want to attend. Then click **Close** to acknowledge the successful allocation message.

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De-Allocate yourself from an Activity (list view)

Australian National University

Home Timetable

7 Allocated 0 Pending 2 Not Allocated

Enrolment Sort by: Alpha

- LAW1201_S1_1_2279 Foundations of Aust Law_Online or In Person-(Class:2279)
 - SemA (ADJUST) 1
 - WorA (READ ONLY)
- LAW1202_S2_1_7233 Lawyers Justice & Ethics_In Person-(Class:7233)
 - TutA (READ ONLY)
- LAW1203_S1_1_2280 Torts_Online or In Person-(Class:2280)
 - TutA (ADJUST)
- LAW1204_S2_1_7229 Contracts_In Person-(Class:7229)
 - TutA (READ ONLY)
- POLS1005_S2_1_7211 Intro to IR_In Person-(Class:7211)
 - LecA (OFF)

LAW1201_S1_1_2279
Foundations of Aust Law_Online or In Person-(Class:2279)
SemA

Timetable Weeks

You're allocated.

Message
Subject level message This is a test NS RA Testing BR030
Testing NS

	Activity	Day	Time	Free	Campus	Location
Full	01	Wed	08:00	0	ACTON	Fellows Road Law Theatre 1 _On Campus
Full						Fellows Road Law Theatre 2 _On Campus
Clash	03-P1	Mon	14:00	1	ACTON	Fellows Road Law Theatre 2 _On Campus
	03-P2	Tue	17:00	1	ACTON	Law Link Theatre _On Campus
Allocated	04	Thu	13:00	26	ACTON	Fellows Road Law Theatre 2 _On Campus
Select	05-P1	Mon	16:00	29	ACTON	Fellows Road Law Theatre 2 _On Campus

Do you want to deallocate this activity?

Deallocate Cancel 3

2

You are able to deallocate yourself from an allocated activity which can be helpful when rearranging your timetable.

The de-allocation option is only available during Allocation Adjustment periods

1. Log in to the MyTimetable Student Module and click on an **Activity** in the Activity group that has the word **ADJUST** next to it. A list of activities for that activity will display
2. To **deallocate** from the activity, click the **rubbish bin icon** next to your allocated activity.
3. Click **Deallocate** to confirm (or cancel if you've changed your mind).

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De-Allocate yourself from an Activity (grid view)

The screenshot shows the MyTimetable interface in Grid View. The top navigation bar includes 'Home', 'Timetable', 'Planner', 'LiveCal', and 'Logout'. The main content area displays a grid of activities for 'All Weeks'. A specific activity, 'LAWS1201_S1_1_2279' (Foundations of Aust Law, Online or In Person - Class:2279), is highlighted with a yellow box and a circled '1'. The activity details on the left show 'SemA (ADJUST)' as the selected option.

You are able to deallocate yourself from an allocated activity which can be helpful when rearranging your timetable.

The de-allocation option is only available during Allocation Adjustment periods

1. While in timetable Grid view click the **activity** you wish to deallocate from
2. The Activity Details screen will be displayed. Click the **Deallocate** button.
3. Click **Deallocate** to confirm (or cancel if you've changed your mind)

The screenshot shows the 'Activity Details' screen for 'LAWS1201_S1_1_2279'. The activity type is 'Seminar', group is 'SemA', activity is '14', day is 'Fri', time is '08:00', semester is 'First Semester, 2021', campus is 'ACTON', and location is 'Fellows Road Law Theatre 2 _On Campus'. A dialog box is open with the question 'Do you want to deallocate this activity?' and two buttons: 'Deallocate' (highlighted with a yellow box and a circled '2') and 'Cancel'. The 'Deallocate' button is also highlighted with a yellow box and a circled '3'.

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SWAPS

If you are allocated in an activity but want to swap to another one that is showing full, Students can request a swap



THE RULES!

Unallocated students can put themselves on a waitlist for activities that are showing full.

WAITLISTS

- Swap and waitlist requests can only be made during **Allocation Adjustment** periods.
- You can request a swap or waitlist to one or more full activities in an activity group.
- To request a **swap**, you must be already allocated to another activity in that activity group
- If you are **not allocated** to an activity and there are no available activities in the Activity Group, enter **waitlist requests** for allocation to one or more Full activities in an activity group
- Swaps and waitlists are **processed in the order the request was made**
- When a swap or waitlist **request is fulfilled**, any other pending swap or waitlist requests by a student for that activity group will be **cancelled**.
- If students **move to another activity or become deallocated** from the activity, their swap or waitlist request will be **cancelled/invalidated**
- If the 'to' or 'from' activity is impacted by a **timetable change** to the day_of_week or start_time, the student's swap or waitlist request will be **cancelled/ invalidated**. The swap request in this situation will be invalidated whether or not the student is deallocated from an activity.
- If students have requested a swap to an activity that subsequently **clashes** with another one of their activities, the **swap will fail** until the clash is cleared.
- If a swap or waitlist request **fails due to a clash**, it will remain pending, but it will be moved to the **end of the queue**.
- In some cases, **space can become available** in a class without automatically processing the swap request. If students have a pending swap or waitlist requests for an activity, but they notice that the class has space available, **Students should select the activity themselves!**
- Swap and waitlist requests are **anonymous** and there is **no need for students to find a partner to swap classes**. The system will handle this automatically
- Students will not be asked to confirm their request again before it is processed. Therefore, if students **change their mind about the swap**, they will need to **log into the MyTimetable system and cancel it as soon as possible**.



You can request a **swap** from your *currently allocated* activity to an activity that is at full capacity via the Student Module.

There is also a **waitlist** option that allows *unallocated students* who cannot allocate to the activities with space available (e.g. due to a schedule clash) to request an allocation to a full capacity activity

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Top Tip! – Hit Refresh

Check to see if your swap was successful by clicking the refresh icon.

Max [Name]
XU[Number]410@ANU.EDU.AUX
ALLB|BPPE

1 Allocated 0 Pending 2 Not Allocated

Enrolment Sort by: Alpha

ECON2101_S1_1_4313
Microeconomics 2(P) (Class: 4313)

LAW51206_S1_1_2195
Criminal Law & Procedure_Online or In Person (Class: 2195)

LAW52201_S1_1_2370

Home Timetable Planner LiveCal Logout

MyTimetable Train

LAW51206_S1_1_2195
Criminal Law & Procedure_Online or In Person (Class: 2195)
TutA

Timetable Weeks

All Weeks

You're allocated.

Activity	Day	Time	Free	Campus	Location	Duration	Weeks
Full	02	Mon 11:00	0	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	7/3-28/3, 18/4-23/5
Allocated	03	Mon 12:00	18	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	7/3-28/3, 18/4-23/5
Select	04	Mon 13:00	20	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	7/3-28/3, 18/4-23/5
Select	05	Tue 08:00	20	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	8/3-29/3, 19/4-24/5
Select	06	Tue 09:00	20	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	8/3-29/3, 19/4-24/5
Select	07	Tue 12:00	18	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	8/3-29/3, 19/4-24/5
Select	08	Tue 13:00	20	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	8/3-29/3, 19/4-24/5

You are requesting a swap. If a place becomes available, you will be immediately moved to this activity.

4 OK Cancel

5 Swap Successful

Close

6 Your swap will be processed once a place becomes available

Close

1. Log in to MyTimetable
2. In the enrolments window click on an **activity group** that has the word **ADJUST** next to it.
3. You will see the activity you are allocated to and next to any Full activities, you will see a **Request Swap “heart”** button – click on the **Request Swap heart icon** for the activity you want.
4. A confirmation message is displayed for the swap request. Click **OK** if you agree to be moved, without further confirmation once a place becomes available.
5. After clicking OK, if you see the message **Swap Successful, congratulations!** The system has found a matching request and instantly allocated you to your requested activity.
6. If you receive this message, your swap is pending. See **Swap Pending** page for details

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If you receive the message your swap will be processed once a place becomes available, your swap is now **pending**. This can happen if:

- There is not currently a matching swap request
- Something is preventing your allocation to the activity, such as a clash with another activity
- Swap requests may be processed in batches rather than instantly
- Unless your swap was instantly successful, a Pending Swap button will appear next to the selected activity.

You can enter **additional swap requests** to other full activities in the same activity group by repeating steps 3 - 6 above to request a swap (see page on Swap Requests)

You will be allocated to the requested activity according to your institutions processes for handling swap requests.

If you have **multiple pending swap requests** for an activity group, when one of the pending swaps is fulfilled, all remaining pending swap requests for that activity group will be **cancelled/invalidated**.



The **Pending Swap** button will only appear next to a **full activity**.

If you see the above message, but you can't see the Pending Swap button next to an activity, it means you have a pending swap request for an activity that is no longer full.

You can click this message if you wish to delete the pending request.



To Cancel a Pending Swap

- Click the Pending Swap button.
- Click Delete to confirm.
- The swap request will no longer be valid, and the Pending Swap button is replaced with the Request Swap button.

If you change your mind and don't want to cancel the swap:

- Click on **Wait** to retain the swap request.
- The **Pending Swap** button will still be displayed next to the full activity

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1

12 Allocated 0 Pending 8 Not Allocated

Enrolment

First Semester, 2021

CHEM1101_S1_1_3314
Chemistry 1 (Class: 3314)

- ▶ LecA (ADJUST) ✓
- ▶ LetA (SELECT) !
- ▶ PraA (SELECT) !

EMSC1006_S1_1_3371
The Blue Planet (Class: 3371)

- ▶ LecB (ADJUST) ✓
- ▶ PraA (SELECT) !
- ▶ TutA (SELECT) !

ENVS1001_S1_1_3411
Env & Soc: Geog of Sust (Class: 3411)

- ▶ LecA (SELECT) !
- ▶ SemA (ADJUST) ✓
- ▶ TutA (SELECT) !

CHEM1101_S1_1_3314
Chemistry 1 (Class: 3314)
PraA

Timetable Weeks

! You're not allocated.
! Nothing is available right now. Click to add yourself to the waitlist for one or more options.

	Activity	Day	Time	Free	Campus	Location
Full	02	Mon	14:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
Full	03	Tue	09:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
Full	04	Wed	14:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
Full	05	Wed	09:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
Full	06	Wed	14:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
Full	07	Thu	09:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
Full	08	Thu	14:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
Full	09	Fri	09:00	0	ANU	Dummy lab to use when both T5 and required _On Campus

1. Log in to MyTimetable
2. In the Enrolments window click on the **activity group** you wish to waitlist in
3. Next to any **Full** activities, you will see a **Request Waitlist “heart” button**
4. Click on the **Request Waitlist heart** for one or more activities to waitlist yourself for a seat in an activity when available

Waitlist requests work the same as swap requests. Similar to swaps, a student can enter **multiple waitlist requests** for full activities within an activity group.

Note: If a previously unallocated student is later allocated, any pending waitlist requests will be automatically invalidated/cancelled.

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Part 4: LiveCal

- Connect and work with other students
- Compare your timetable with other students
- Create a workgroup with other students





Connect and Work with Other Students (LiveCal) - Part 1

The screenshot shows the MyTimetable interface. At the top, the navigation bar includes Home, Timetable, Planner, LiveCal (highlighted with a '1'), and Logout. A dropdown menu for LiveCal is open, showing Compare Timetable, Connections (highlighted with a '2'), Workgroups, and Subscriptions. Below the navigation bar, the main content area displays a 'Welcome to MyTimetable' message and a list of courses for Semester 1 2022. On the left side, there is an 'Enrolment' section with a list of courses and their activity groups.

The second part of the screenshot shows the 'Connections' page. It features a search box labeled 'Find a classmate:' with the student ID 'u3151281' entered (highlighted with a '3'). A magnifying glass icon (highlighted with a '4') is used to search. Below the search box is a table with columns for Student ID, Name, Connection Status, and Compare Timetable. The table contains one entry with Student ID 'u1062773' and a 'Delete' button.

To request a connection to another student:

1. In MyTimetable, click **LiveCal** on the Menu Bar.
2. In the dropdown menu, click **Connections**.
3. Enter the student's **Student ID** in the search box.
4. Click the **Magnifying Glass**. You will receive a message that your request is awaiting reply. Click **Close**.

Top Tip! - Searching for other students

When looking for a student to connect with, it is best to search using the **student ID** as the unique identifier.

While searching using a student's preferred name is possible, the MyTimetable system may not always have that information, only the student's first and second names from ISIS (Student Admin System)

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Connect and Work with Other Students (LiveCal) - Part 2

The screenshot shows the MyTimetable interface with the 'LiveCal' menu item selected in the top navigation bar. A dropdown menu is open, showing options: 'Compare Timetable', 'Connections', 'Workgroups', and 'Subscriptions'. The 'Connections' option is highlighted. Below the menu, a table lists connections. The first row shows a student with ID 'u69 932' and name 'Beth'. The 'Accept' button next to this student is highlighted.

Student ID	Name	Connection Status	Compare Timetable
u69 932	Beth	...	Accept Delete

To accept a connection request from another student:

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Connections**.
3. Click **Accept button** next to the student you want to connect with or **delete** as relevant

Top Tip! - Student Privacy

When using the LiveCal function to connect and collaborate with other students, keep in mind that you have complete control over accepting or declining requests at all times.

Either party may delete a connection or participation in a workgroup at any time.

For example, you may want to disconnect from connections at the end of the semester when you are no longer working together or when you no longer need to share your timetable.



Compare your timetable with other students

The screenshot shows the MyTimetable interface for Australian National University. The user is logged in as Beth XUE (i32@ANU.EDU.AUX, ALLB). The interface includes a navigation bar with Home, Timetable, Planner, LiveCal, and Logout. The LiveCal menu is open, showing options for Compare Timetable, Connections, Workgroups, and Subscriptions. The Compare Timetable option is highlighted. The Connections dropdown is also open, showing two students: Wingott, Amanda (checked) and Lyell, Mark (checked). The main area displays a timetable grid for 'All Weeks' starting at 8:00 AM.

To compare your timetable with other students

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Compare timetable**, your personal timetable is shown.
3. Using the **Connections** dropdown, put a tick next to the students you want to compare with.

The other student's timetables will be displayed alongside yours, in *different colours*.

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Create a Workgroup with other students – Part 1

The screenshot shows the MyTimetable interface. The top navigation bar includes 'Home', 'Timetable', 'Planner', 'LiveCal', and 'Logout'. The 'Timetable' menu item is highlighted with a yellow box and a circled '1'. Below the navigation bar, the 'Timetable Weeks' section is visible. A filter dropdown menu is open, showing 'Filter: Workgroups' with a checked checkbox, highlighted with a yellow box and a circled '2'. The main area displays a weekly timetable grid for 'All Weeks' from Monday to Sunday, with time slots from 8:00 AM to 9:00 AM.

The screenshot shows the 'Workgroups' section of the MyTimetable interface. It features a table with the following columns: Description, Start Date, Time, Duration, Weeks, Notes, and Details. A circled '4' highlights the 'Details' column. Below the table, there are 'Add Workgroup' and 'Edit' buttons. The 'Edit' button is highlighted with a yellow box and a circled '3'. The 'Delete' button is also visible next to the 'Edit' button.

Description	Start Date	Time	Duration	Weeks	Notes	Details
Study group for DIPL	15/06/2022	15:00	1 hr	15/6		show details

To view your workgroup sessions in your timetable

1. Click **Timetable** on the Menu Bar.
2. By default, your workgroups should be visible. If you can't see them, click on the **Filter** button, and make sure the **Workgroups** option is ticked.

3. To edit a workgroup

- Click **Edit** next to the relevant workgroup.
- Edit the details as needed, and/or use the **Add members** function to add more students.
- Click **Save**.

4. To delete a workgroup

- Click **Delete** next to the relevant workgroup.
- Confirm the deletion message by clicking **Delete**.
- Click **Close** when you receive a Workgroup deleted message.



Create a Workgroup with other students – Part 2

The screenshot shows the 'Add Workgroup' form in the MyTimetable application. The interface includes a navigation bar with 'Home', 'Timetable', 'Planner', 'LiveCal', and 'Logout'. The form fields are as follows:

- Description:** A text input field.
- Location:** A text input field with 'Find' and 'Find on Map' buttons.
- Start Date:** A date selector showing '2022', 'Feb', and '02'.
- Start Time:** A time selector showing '13' and ':00'.
- Duration:** A field showing '60' and 'mins'.
- Week Pattern:** A field showing 'Every week for 1 week(s)'.
- Notes:** A text area.
- Members:** A section with a '+Add members' button and a 'Cancel' button.

Numbered callouts indicate the steps:

- Clicking 'LiveCal' in the navigation bar.
- Clicking 'Workgroups' in the dropdown menu.
- Filling in the workgroup details (Description, Location, Start Date, Start Time, Duration, Week Pattern, Notes).
- Clicking '+Add members' to open a selection dialog.
- Clicking 'Save' in the selection dialog to add members.

The selection dialog shows a table with columns 'Pic' and 'Name'. A row with 'Both' and a checked checkbox is highlighted. The dialog has 'Save' and 'Cancel' buttons.

Create a workgroup with other students

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Workgroups**, then **Add Workgroup**
3. Fill in the **workgroup details** about the workgroup.
4. Click **Add members**, tick the boxes next to the student connections you want to include in the workgroup
5. Click **Save** to save your workgroup session

Top Tip! – Workgroups

Workgroups can be deleted by either the creator or by any of the members.

When creating the workgroup, do not use any of these characters to avoid error and workgroup not saved.

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END

