ANU Timetable Viewer Guide

For Students

Version 0.3
16 July 2020
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Purpose

This document provides students with a detailed step-by-step guide of how to use the ANU Timetable Viewer to identify upcoming lectures and other teaching activities for the course(s) they are enrolled in. The information provided in this document can be useful to identify possible class activity conflicts and plan a personalised schedule.

What is the Timetable Viewer?

The Australian National University web-based Timetable Viewer allows students and staff to see the scheduled teaching activities available in a semester and view time and location details of each one. Students can view their lecture times and their options for tutorials times and identify any possible course activity clashes for the chosen Majors, Minors and/or Specialisations within their Program. The ANU Timetable Viewer is designed to assist students in organising their schedule for the courses they are enrolled in.

The Timetabling Viewer is view-only timetable information. Students need to select their course teaching activities and print the timetable they generate if they wish to refer to it.

The ANU Timetable Website can help you both before you have chosen courses and after you have chosen/enrolled in courses. You can:

- Make course decisions, by testing whether course times are clashing or on appropriate days/times for you to manage.
- Organise yourself once you have enrolled in your chosen courses.

The timetable only captures courses that must be timetabled due to time and/or location conditions. There may be other courses delivered online and recorded that have compulsory attendance. Students should always confer with their relevant college/schools for complete course structure information.

Step by Step instructions

1 Find your course codes

As an enrolled ANU student, you need to know your course codes to use the Timetable Viewer. If you already know your course codes, skip to the next step 2 – Viewing your Course Timetable.

To locate your enrolled course codes follow the steps below.

Go to https://www.anu.edu.au/students/program-administration/timetabling
1.1 Steps to find the course code

1.1.1 Click on the “Program & Courses” link under the Timetabling heading

1.1.2 Click on the “Search Programs & Courses” block

1.1.3 Click on the “Courses” tab from available three tabs
1.1.4 Type your course name and click on the search icon

![Search results for 'Psychology'](image)

1.1.5 Refine your search using available criteria to find your course

![Refine your search with various criteria](image)

1.1.6 Your course code is available on the left-hand side (first column). Take note of your course codes.
<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
<th>TERM</th>
<th>CAREER</th>
<th>UNITS</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC3023</td>
<td>Special Topics in Psychology</td>
<td>Summer Session/First Semester/Autumn Semester/Winter Session/Second Semester/Spring Session</td>
<td>Undergraduate</td>
<td>6</td>
<td>In Person</td>
</tr>
<tr>
<td>PSYC3030</td>
<td>Psychology Undergraduate Research Experience</td>
<td>Summer Session/First Semester/Second Semester</td>
<td>Undergraduate</td>
<td>6</td>
<td>In Person</td>
</tr>
<tr>
<td>CHEM3060</td>
<td>Research Project in Chemistry</td>
<td>Summer Session/First Semester/Second Semester</td>
<td>Undergraduate</td>
<td>6</td>
<td>In Person</td>
</tr>
<tr>
<td>BOLS203</td>
<td>Advanced Microscopy in Biosciences</td>
<td>Summer Session</td>
<td>Undergraduate</td>
<td>6</td>
<td>In Person</td>
</tr>
<tr>
<td>BOLS208</td>
<td>Biology Research Project</td>
<td>Summer Session/First Semester/Autumn Semester/Winter Session/Second Semester/Spring Session</td>
<td>Undergraduate</td>
<td>6</td>
<td>In Person</td>
</tr>
<tr>
<td>BOLS209</td>
<td>Biology Research Project</td>
<td>Summer Session/First Semester/Autumn Semester/Winter Session/Second Semester/Spring Session</td>
<td>Undergraduate</td>
<td>12</td>
<td>In Person</td>
</tr>
</tbody>
</table>

**COMMENCEMENT YEAR:**
- 2020

**CAREER:**
- Undergraduate
- Postgraduate

**SESSION:**
- Summer
- First Semester
- Autumn
- Winter
- Second Semester
- Spring

**COLLEGE:**
- ANU Joint Colleges
2 Viewing your Course Timetable

Please follow the steps above in section 1 to find the course code. You can continue with this section if you already have your course code.

2.1 Search for the course timetable by accessing Timetable Viewer

Go to https://www.anu.edu.au/students/program-administration/timetabling

2.1.1 Click on the “Visit Timetable Viewer”

![Timetable Viewer](image1)

2.1.2 Click on the “Courses” on the left side

![Courses Section](image2)
2.1.3 Select the course code in the “Select Course(s)” section and your preferred days for the view in “Select Day(s)” and click on “View Timetable”

2.1.4 Search and filtering options in the Timetabling Viewer
(1) Course Timetables – Select from one of the options from the dropdown to filter out the course offered by a specific college or school
(2) Refine search by course name – You can filter out the course if you know part of the course name here
(3) Select Course(s) – It lists out all the courses offered by ANU. You can select one or multiple courses from this list. Use the “Ctrl” key from your keyboard to select multiple courses
(4) Select Period(s) – You can filter out the courses based on when the course(s) run
(5) Select Days(s) – You can view the calendar for the entire week, weekdays, weekend or for a specific day of the week
(6) Select Time Period – You can filter out the class activities of standard teaching hours, Evening teaching
(7) Select Report Type – It provides you with the option to view the calendar in a Grid view or list list

2.1.5 Your course timetable is now visible to you

Grid view option
Grid view will display the activity type eg Lecture online live but will not display the description (course name).
List view option
Grid view will display the description (course name) but will not display the activity type eg Lecture online live. If no location is displayed, the assumption is this activity will be delivered online.

Activity types with delivery types

New delivery types have been introduced in semester 2 2020, due to COVID-19. These will be displayed in the timetable (in grid view only), directly succeeding the activity type

- eg 1 Lecture online live, (lecture is the activity type and online live is the delivery type).
- Eg 2 Tutorial dual delivery (Tutorial is the activity type and dual delivery is the delivery type).

Please see below for detailed descriptions of each delivery type.

Menu options in the calendar view (top left-hand bar)

- Set Week - This option will prompt a user with a monthly calendar popup. When the user selects any date from the calendar, it will display the course calendar for that specific week.
- Last Week – By clicking this button, the user can view the course activity calendar for the previous week
- Next Week – By clicking this button, the user can view the course activity calendar for next week
Clear Week – By clicking this button, user can it will clear activities done with all other buttons displayed above and display the calendar of originally selected option

Back to report menu – By clicking this button, User can go back to the course calendar menu where user can update the search criteria

Information – This is a link to the Timetable Web view guide

Split – If a user has selected multiple courses then, timetabling will display all the course-related activities in Split view. It enables the user to view the course-specific activities for the entire week

Merge – If a user has selected multiple courses and wants to view all the course-related activities in a single calendar view the user can “Merge” all the course-specific activities for selected courses.

You can view the course information and location information in the list view option.

The Timetable Viewer will provide all the classes for the specified courses.

Some classes have more than one option to attend

e.g. a Lecture or a Tutorial that has more than one ‘Group’ listed. Sometimes these classes are described as ‘Repeats’.

3 Multiple classes for one course

Some courses in your timetable may have multiple classes listed. In some cases you may only be required to attend one or two of these classes each week. If you are unsure which classes you need to attend and which classes are optional, go to the first class listed in each course and check with the lecturer. Your lecturer will inform you which classes you must go to, and which classes aren’t required.

Some classes have more than one option to attend e.g. a Lecture or a Tutorial that has more than one ‘Group’ listed. Sometimes these classes are described as ‘Repeats’.

The following details the typical naming convention for classes and what it means for your attendance. Please note that there may be variations across schools so please refer to the course information and work load requirements found within Programs and Courses.

- Where the class name has a suffix containing an incremented letter e.g. LecA/01, LecB/01, LecC/01 this means you need to go to each of the classes. Typically these are Lectures but other activity types can have this structure.
Where the class name has a suffix containing an incremented number e.g. TutA/01, TutA/02, TutA/03 this means you need to pick one activity only (as A/02 and A/03 are repeats of the content in A/01).

4 How do I create my timetable?

The following set of instructions is one suggestion for creating your timetable. This is for information purposes only and is not a substitute for registering for your tutorials/practicals. Please refer to question 8 above.

Note: Some schools elect not to publish all classes in the class timetable. Please refer to WATTLE and course websites for further information.

4.1 Search for the course timetable by accessing Timetable Viewer

Go to https://www.anu.edu.au/students/program-administration/timetabling

4.2 Click on the “Visit Timetable Viewer”

4.3 Click on the “courses” on the left side
4.4 Select the course, days and time – make sure you select ‘list view’

4.5 If you have selected more than one course then select “merge”

4.6 Select and copy all the details

4.7 Paste it in the excel
5 Managing Clashing class times

If some of your courses have clashing class times, ask your lecturer if you need to attend those classes first.

If there is the option to sit the clashing classes online, or if they are only repeated lectures to accommodate a large class size, this may not cause you any problems.

If both face to face attendance at both classes are essential, however, you will need to make a decision about which course you would rather do more, and change your enrolment by choosing a different course for that semester.

If you do need to change your enrolment but are not certain which course to take instead, please consult with your Academic College Administration (contact details at back of this document) or check your Program Outline in Programs and Courses:

http://programsandcourses.anu.edu.au/

If you have already chosen new courses, and are ready to change your enrolment in ISIS, please be aware of any enrolment change deadlines and follow the enrolment instructions on the ANU Managing Your Program website:

http://www.anu.edu.au/students/program-administration/enrolment/changing-your-course

6 Finding location on ANU campus

You can view the location in the ANU Campus Map (http://www.anu.edu.au/maps) by clicking the location listed in the timetable information.

The ANU Google Map will launch in a new window. If the link does not direct automatically to the location you would like to view, type the location or building name into the search bar.
7 Other Useful Information and links

Important Dates (including semester and examination dates) can be found on the University Calendar: http://www.anu.edu.au/directories/university-calendar

Programs and Courses (Student Handbook): http://programsandcourses.anu.edu.au/

Examination Timetable Information: http://timetable.anu.edu.au/exams/

Have a Question or need some help?

You can get in touch with Student Central for further advice or assistance.

Visit the Student Central homepage for further information.