MyTimetable
Student Quick Start Guide
Class Allocation, Clash Management, Swaps & Waitlists

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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 display the red Full button.
- **Does the activity clash with any of your current allocations?** If so, the activity will display the red Clash button.
- **Are there policies incompatible with your timetable if this activity is selected?** If so, the activity will display the yellow Problem button.

**Top Tip! – Clash & Problem Details**

If you click the Clash button, you can see details for the clashing activity. You may be able to rearrange your timetable to eliminate the clash or the problem.
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”
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.

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 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.
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).
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).
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.
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.

Top Tip! – Hit Refresh
Check to see if your swap was successful by clicking the refresh icon.
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.
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.