MyTimetable
Student Quick Start Guide

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

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

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

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

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

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

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

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.

You can even share or compare your timetable with friends and create student workgroups.
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.
MyTimetable
Allocation Status

1. **Semesters / Sessions** use the dropdown arrow to reveal or hide semester or session information to view your desired enrolment.

2. **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.

3. **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

4. **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.
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.
1. **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.

2. In the enrolment area, each individual activity also displays a traffic light status.
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
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.

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.
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
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
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.