



MyTimetable

Student Quick Start Guide

Creating a Timetable Plan



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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		<p>2</p> <p>12:00 -13:00</p> <p>LAWS2203_S1_1_2213</p> <p>TutA</p> <p>10</p> <p>9/3-23/3, 13/4-18/5</p>		<p>3</p> <p>2:00 -14:00</p> <p>LAWS2244_S1_1_4222</p> <p>LecB</p> <p>01</p> <p>18/2-25/3, 15/4-20/5</p>	
1:00 PM		<p>13:00 -14:00</p> <p>LAWS2244_S1_1_4222</p> <p>TutA</p> <p>14</p> <p>9/3-16/3, 20/4, 11/5-18/5</p>	<p>13:00 -15:00</p> <p>LAWS2244_S1_1_4222</p> <p>LecA</p> <p>01</p> <p>17/2-24/3, 14/4-19/5</p>		
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. 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

Student Timetable Planner Saved Plans ▾

! 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

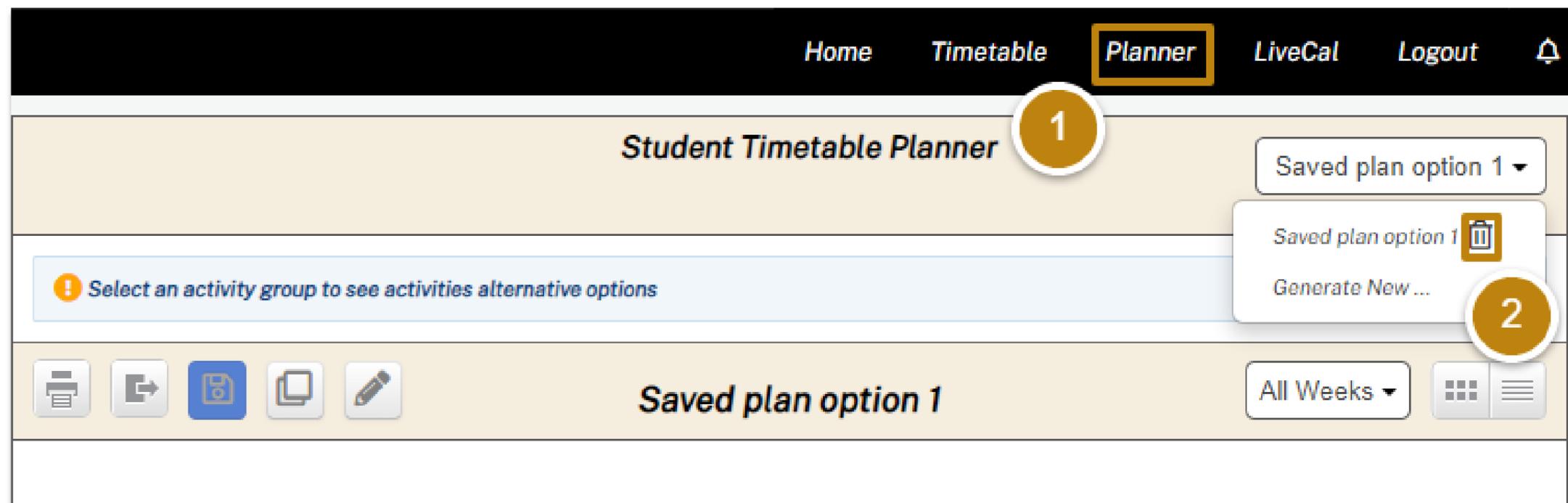
To exclude an activity type from a new Timetable Plan:

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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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_S1_1_4222	LecA	01	Wed	13:00	68
Allocated	LAWS2244_S1_1_4222	LecB	01	Thu	12:00	94
Select 5	LAWS2244_S1_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**



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	LAWS2244_S1_1_4222	TutA	14	Tue	13:00	16

4

	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	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

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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 the user's current 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 circled '1'.

The main grid view shows the timetable for 'LAWS1203_S1_1_2280' (Torts_Online or In Person-(Class:2280) TutA) overlaid on the user's current timetable. The grid shows time slots from 8:00 AM to 3:00 PM across the days of the week. A circled '2' highlights the 'Show/Hide Timetable' button in the top right of the grid view.

A circled '3' highlights a subject in the grid view that is shown in a different color (light blue) to indicate it is an 'alternative' subject.

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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END

