

Add/Amend/Decline eForm for ADEs

After full-time and part-time teaching staff submit their teaching unavailability eForm, ADEs can view all applications through Insight. If required, ADEs can revise unavailable teaching hours or decline a teaching unavailability application.

College ADEs can use the Add/Amend/Decline Teaching Unavailability eForm to decline or amend a teaching unavailability form, or add unavailability for a staff member who did *not* submit a Teaching Unavailability eForm.

To access the Add/Amend/Decline Teaching Unavailability eForm, ADEs can click the link in the Insight report. Alternatively, ADEs can log into the eForms system. Search for the eForm labelled: 'Add/Amend/Decline Teaching Unavailability'.

For further information, please watch the Teaching Unavailability eForm - ADE Video:

[Teaching Unavailability eForm: Add Amend Decline Video](#)

You can also find more details in the [ADE support guide](#).

Frequently Asked Questions for ADE and College/School Admin

- **What is the deadline to decline or revise teaching unavailability?**
ADEs can make changes from 1–13 October 2019 if required. After this date, the approved teaching unavailability data will be uploaded to Syllabus+.
- **How can I access Insight Report for my College?**
To access the Insight Report visit [ANU Insight Reporting](#). You can then filter by College.
- **What do I do if a staff member misses the deadline to submit Teaching Unavailability?**
Before October 13th, ADE can use Add/Amend/Decline Teaching Unavailability eForm to add unavailability for a staff member who did NOT submit Teaching Unavailability eForm. After that date, please contact Timetabling Team.
- **What is the deadline to decline or revise teaching unavailability?**
You need to make changes between October 1st and October 13th, if required. After this date, the teaching unavailability will be uploaded to Syllabus+.
- **What do I do if a staff member misses the deadline to submit Teaching Unavailability?**
Before October 13th, ADE can use Add/Amend/Decline Teaching Unavailability eForm to add unavailability for a staff member who did NOT submit Teaching Unavailability eForm. After that date, please contact Timetabling Team.
- **I've just revised a Teaching Unavailability eForm for a staff member. Why can't I see the changes in the Insight report?**
The Teaching Unavailability Insight reports updates overnight. Please check back tomorrow.

Supervisor

- **Do I have access to revise or decline the staff member's teaching unavailability?**

No. If you have concerns about a staff member's teaching unavailability, please talk to your ADE.

College/School Admin

- **I'm a College/School administrator and have a number of emails from teaching staff about unavailability. Is there a way I can bulk upload these?**

Unfortunately, you are not able to bulk upload their unavailability. Teaching staff are required to submit their own teaching unavailability through the Teaching Unavailability eForm.