

# MY CLASS TIMETABLE: HOW TO VIEW, PLAN AND EDIT YOUR TIMETABLE

## 1 View your Class Timetable

Note: You must be enrolled in units to register into classes and complete your class timetable. Find out how to enrol online with our [help guide](#).

- a | Log in to **My Class Timetable** with your Student ID and password. You'll see a screen similar to the example shown below.

Note: If you're a new vocational education student, and you've received in your welcome email that your class timetable will be done for you, you won't be able to view your timetable yet.

The screenshot displays the 'My Class Timetable' interface. At the top, it shows the unit for '2015 Summer' and a 'Week Starting' field. There are buttons for 'Refresh', 'Register into clash free classes', and 'Register into all single class activities'. A message states: 'There are 6 classes from 2 units available for registration.'

Unit	Study Requirements	Registration Status	Expand All
<input checked="" type="checkbox"/> DES10030 Photography in Communication Design	60-Minutes Lecture 1, 60-Minutes Lecture 2, 120-Minutes Studio 1, 120-Minutes Studio 2	1 Class Not Registered	Change
<input checked="" type="checkbox"/> EDU10015 Careers in the Curriculum	420-Minutes Lecture 1, 420-Minutes Lecture 2	All Classes Registered	Change
<input checked="" type="checkbox"/> PHI10003 Critical Thinking	120-Minutes Class 1, 120-Minutes Class 2, 60-Minutes Lecture 1, 60-Minutes Lecture 2	No Classes Registered	Register

Below the unit list is a 'Timetable Details' section with a 'Print' button. The timetable grid shows days from Monday to Friday and times from 8 am to 4:00 pm. A legend on the left indicates that green checkmarks mean 'Registered' and red X marks mean 'Not Registered'. The grid shows the following classes:

- Tuesday 9:00-10:00 am: DES10030 Lecture 1 (1) (Registered)
- Tuesday 10:30-11:30 am: DES10030 Studio 1 (1) (Registered)
- Wednesday 9:00-10:00 am: EDU10015 Lecture 1 (1) (Registered)
- Thursday 9:00-10:00 am: EDU10015 Lecture 2 (1) (Registered)
- Thursday 10:30-11:30 am: DES10030 Studio 2 (1) (Registered)

# 2

## Registering into classes and making timetable changes

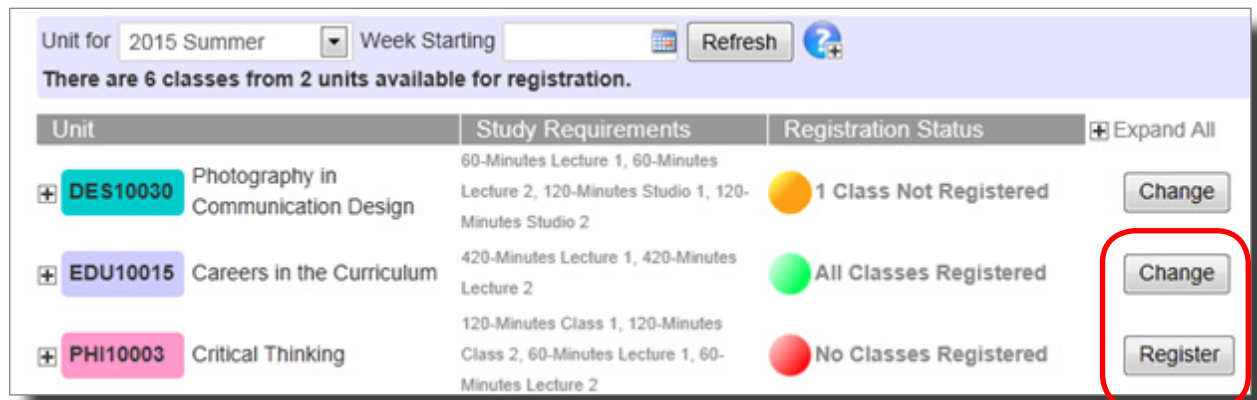
There are two ways you can register into classes.

**Option 1:** Click **Register into clash free classes** to automatically register into a timetable with no clashes.

*Note: If a single clash occurs within your class timetable, the system is unable to perform this function. If this happens, you will receive an error message and will need to register into classes using Option 2 as outlined below.*



**Option 2:** Click **Register** or **Change** in the middle section to manually register into classes, or change an existing class registration.



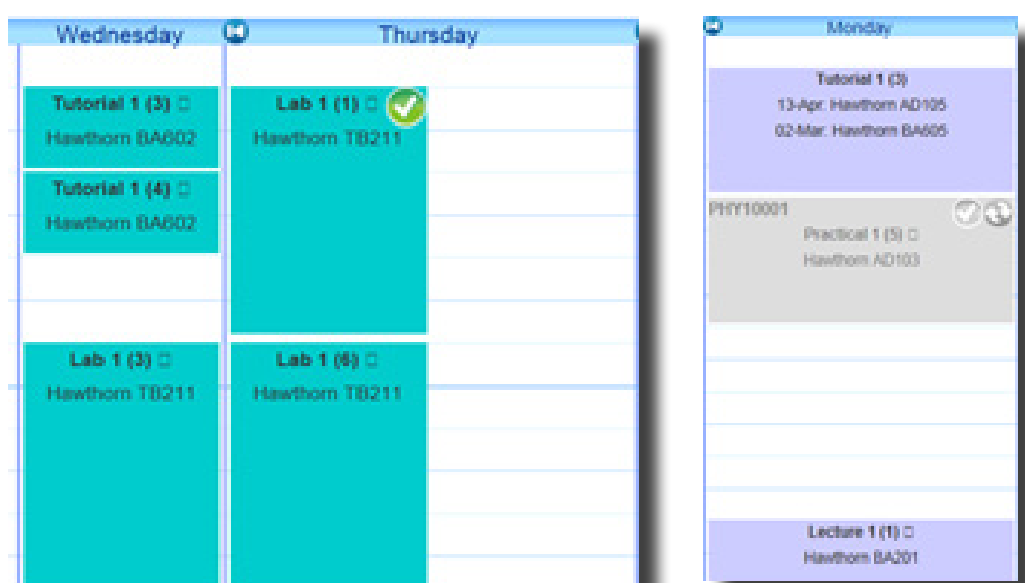
## Using the Register/ Change button

Click **Register/ Change** next to the unit you wish to register into or make changes to.

All of the class activities (i.e. labs, lectures, tutorials, workshops and practicals) for that particular unit will automatically display in the calendar.








Each class will display the following information:

- Unit Code (e.g. PHY10001)
- Activity name and class number (e.g. Practical 1 (5))
- Location (e.g. Hawthorn)



The status of each class activity is also represented by a symbol, in the top-right corner of each class.

The table below displays the various symbols and their meaning:

		<b>Registered class:</b> you have successfully registered into the class.
		<b>Swappable class:</b> there are available classes that you can swap into from the currently registered class
		<b>Stream class:</b> a class that you have registered into is part of a stream. A stream is a set of classes for a unit.
		<b>Register pending class:</b> a class that you have nominated to be registered into or to be swapped into.
		<b>Unregister pending class:</b> a class that you have nominated to be unregistered from or to be swapped out of.

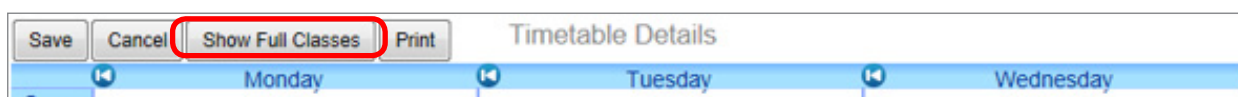
You can now begin to register into classes, swap classes (if more than one class offering is available) or unregister from already selected classes.

## 3 Register in regular classes (non-stream)

- a |** Hover over the class that you wish to edit or register into (in the Timetable Calendar Grid view).

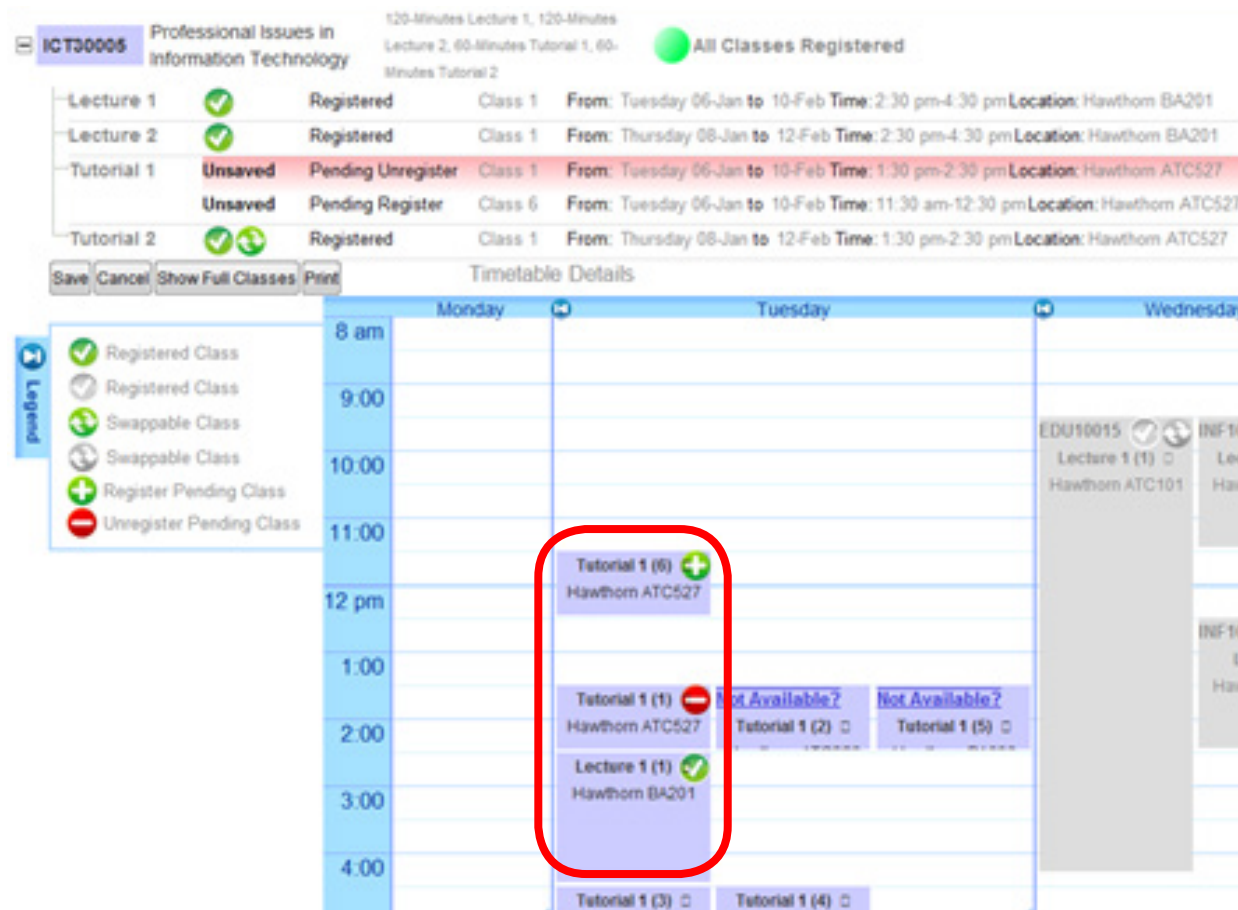
If it is available, a green plus (+) symbol will appear.

*Note: If there are no classes appearing with a green symbol, this may be because the class is at capacity. You can use the **Show Full classes** or **Hide Full classes** button (immediately above the Timetable Calendar Grid view) to either 'hide' or 'display' full classes.*



- b |** Click on the class displaying the plus (+) symbol to select the class.

If you are swapping out of another class, a minus (-) symbol will appear on your previously selected to show that you will be unregistering from it.

A screenshot of the 'Timetable Details' interface showing a class selection process. At the top, there are buttons for 'Save', 'Cancel', 'Show Full Classes', and 'Print'. Below the buttons, there is a table of class offerings for 'ICT30005 Professional Issues in Information Technology'. The table has columns for 'Lecture/Tutorial', 'Status', 'Class', 'From', 'Time', and 'Location'. A red box highlights a class offering for 'Tutorial 1 (6)' at Hawthorn ATC527, which has a green plus symbol. Another class offering for 'Tutorial 1 (1)' at Hawthorn ATC527 has a red minus symbol. Below the table, there is a 'Legend' on the left and a 'Timetable Details' grid on the right. The grid shows a calendar view with time slots from 8 am to 4:00 pm. A red box highlights a class offering for 'Tutorial 1 (6)' at Hawthorn ATC527, which has a green plus symbol. Other class offerings are visible in the grid, including 'Lecture 1 (1)' at Hawthorn BA201 with a green plus symbol, and several 'Tutorial 1' offerings with minus symbols.

Note: If there appears to be a clash of two classes, this may be because a class occurs at a different time depending on the week. You can check if this is the case by clicking the small plus sign (+) next to the unit code.

Unit

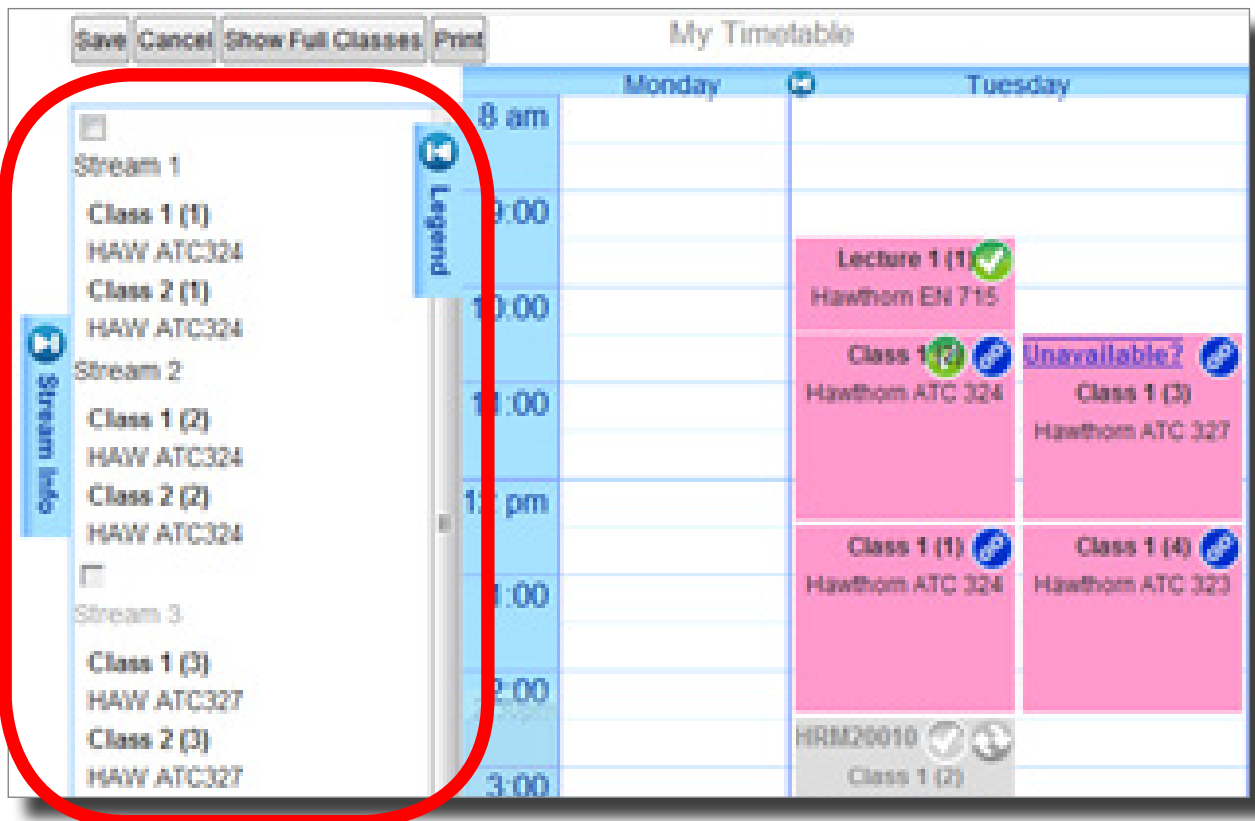
 **DDD10001** 20Th Century Design

## 4 Register into stream classes

Note: A stream is a set of classes for a particular unit.

A **Stream Info** panel will appear on the left side of the Timetable Calendar Grid view, displaying a list of streams associated with a particular unit.

For each stream listed, details of the classes that belong to the stream are shown. A checkbox will also appear above each listed stream.



The screenshot shows the 'My Timetable' interface. At the top, there are buttons for 'Save', 'Cancel', 'Show Full Classes', and 'Print'. Below these are the days 'Monday' and 'Tuesday'. The timetable grid shows time slots from 8 am to 3:00. A 'Stream Info' panel is on the left, highlighted with a red circle. It lists three streams, each with a checkbox and a list of classes. The first stream has a plus sign next to its classes. The main timetable grid shows classes for Monday and Tuesday, with some cells highlighted in pink.

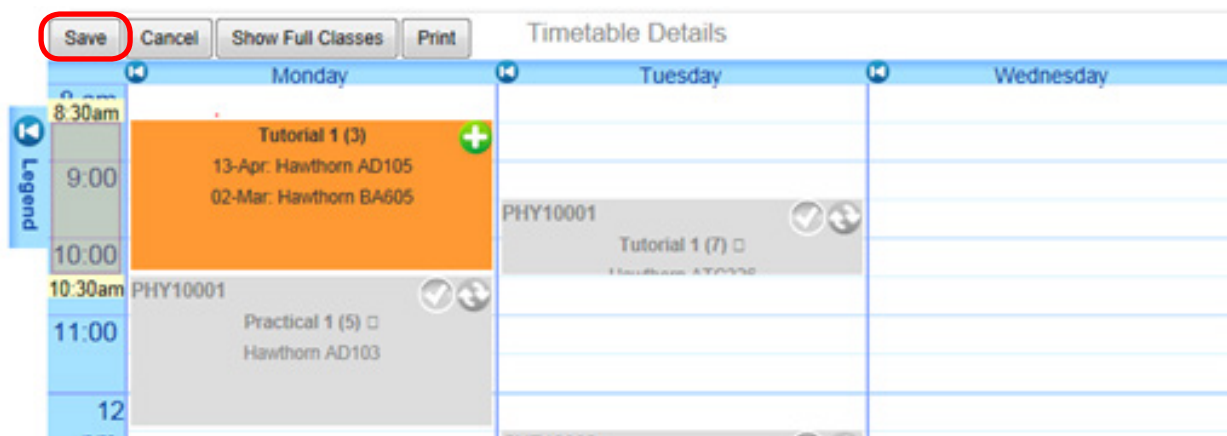
- a |** To register into classes that belong to a stream, click on the checkbox above the stream, or click on the stream information listed in the Stream Info panel.

Hovering over a stream in the Stream Info panel will result in its classes being highlighted.

If the stream is available for registration, a plus (+) symbol is displayed against each of the classes associated with the selected stream, indicating that these classes will be selected for registration.

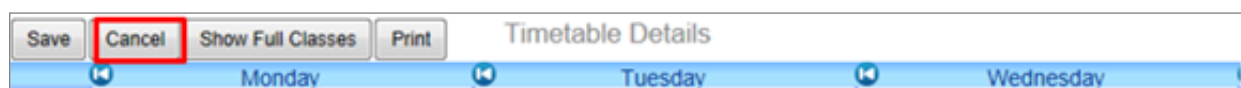
If you are already registered into the stream, hovering over the stream will result in a minus (-) symbol being displayed against each of the classes associated with the selected stream, indicating that these classes will be selected to un-register. In either case, clicking on the checkbox or against the stream information will select the classes to be registered or unregistered accordingly.

**b |** When you are happy with your selection(s), click **Save**.

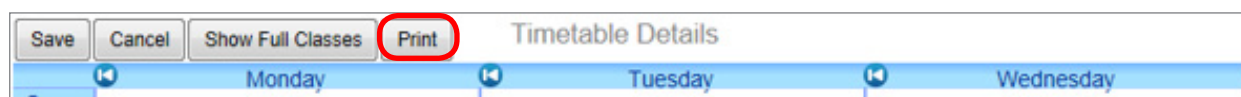


## 5 Additional tips

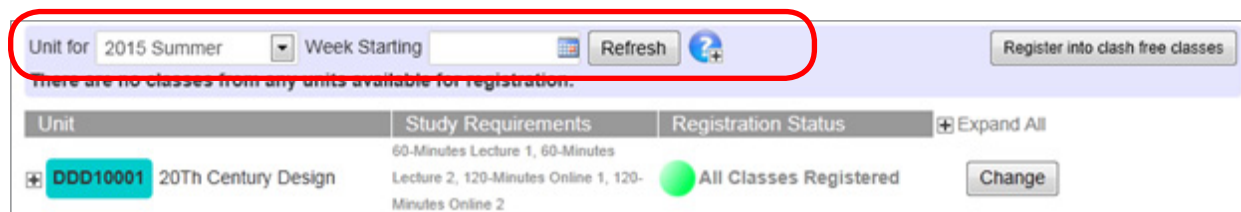
Click the **Cancel** button to cancel any registration changes that you have not yet saved.



Click the **Print** button to display a version of your timetable that can be printed.



### Top section (Timetable search)



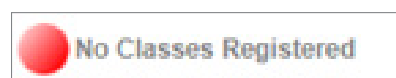
## Middle section (Registration Status)

Unit	Study Requirements	Registration Status	Expand All
DES10030 Photography in Communication Design	60-Minutes Lecture 1, 60-Minutes Lecture 2, 120-Minutes Studio 1, 120-Minutes Studio 2	1 Class Not Registered	<input type="button" value="Change"/>
EDU10015 Careers in the Curriculum	420-Minutes Lecture 1, 420-Minutes Lecture 2	All Classes Registered	<input type="button" value="Change"/>
PHI10003 Critical Thinking	120-Minutes Class 1, 120-Minutes Class 2, 60-Minutes Lecture 1, 60-Minutes Lecture 2	No Classes Registered	<input type="button" value="Register"/>

**Unit:** a list of your currently enrolled units

**Study Requirements:** class activities for each enrolled unit (i.e labs, lectures, tutorials, workshops and practicals). This includes the length of each activity.

**Registration Status:** the meaning of each Registration Status is outlined below.



You have not registered into any of the required classes for this particular unit. You need to select a class or classes for this particular unit.



There are no classes available for you to register in for this particular unit.



You have registered in some but not all classes for this unit. In this example, you have 2 classes to register into. You need to select an additional class or classes.



You have successfully registered in all the necessary class activities for this unit. No action required, unless you wish to change your class times.

## Expand All or Collapse All link

Click on **Expand All** to see information about your enrolled unit and class activity information.

Unit for 2015 Summer	Week Starting	<input type="button" value="Refresh"/>	<input type="button" value="Register into clash free classes"/>
There are no classes from any units available for registration.			
Unit	Study Requirements	Registration Status	Expand All
DDD10001 20Th Century Design	60-Minutes Lecture 1, 60-Minutes Lecture 2, 120-Minutes Online 1, 120-Minutes Online 2	All Classes Registered	<input type="button" value="Change"/>

Click on **Collapse All** to minimise/hide the information.

Unit for 2015 Summer Week Starting Refresh

There are no classes from any units available for registration.

Unit	Study Requirements	Registration Status	
DDD10001 20Th Century Design	60-Minutes Lecture 1, 60-Minutes Lecture 2, 120-Minutes Online 1, 120-Minutes Online 2	All Classes Registered	<b>Collapse All</b> Change
Lecture 1	Registered	Class 1	From: Monday 05-Jan to 09-Feb Time: 9:30 am-10:30 am Location: Hawthorn EN103
Lecture 2	Registered	Class 1	From: Thursday 08-Jan to 12-Feb Time: 9:30 am-10:30 am Location: Hawthorn EN103
Online 1	Registered	Class 2	From: Monday 05-Jan to 09-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1
More Info Stream Class Information			
Online 1	Registered	Class 2	From: Monday 05-Jan to 09-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1
Online 2	Registered	Class 2	From: Thursday 08-Jan to 12-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1
Online 2	Registered	Class 2	From: Thursday 08-Jan to 12-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1
More Info Stream Class Information			
Online 1	Registered	Class 2	From: Monday 05-Jan to 09-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1
Online 2	Registered	Class 2	From: Thursday 08-Jan to 12-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1

### Bottom section (timetable calendar grid view)

This is a visual representation of your timetable in grid format. This section allows you to select and edit classes manually.

Save Cancel Show Full Classes Print Timetable Details

Monday Tuesday Wednesday

8 am

9:00

10:00

11:00

12 pm

1:00

2:00

3:00

Legend

- Registered Class
- Registered Class
- Swappable Class
- Swappable Class
- Register Pending Class
- Unregister Pending Class

EDU10015 Lecture 1 (1) Hawthorn ATC101

Lecture 1 (1) Hawthorn EN102

Lab 1 (1) Hawthorn EN310

ICT30005 Tutorial 1 (1) Hawthorn BA201

ICT30005 Lecture 1 (1) Hawthorn BA201

Lab 1 (2) Hawthorn EN310

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help



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