

Help: Using myTimetable (personalised version)

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Current students who are enrolled in courses at RMIT can log into a personalised version of myTimetable. This document provides help for students using this version of myTimetable including:

- Login and navigation
- Understand the Enrolment window
- View your timetable
- Enter / Update your preferences
- Select / Adjust classes

Login and navigation

Who can do this and when

To be able to log in to myTimetable, you must be enrolled in at least one course that is scheduled via myTimetable, for the current or upcoming term. For example, to log in to the 2018 version of myTimetable, you must be enrolled in at least one 2018 course scheduled via myTimetable.

How to do this

Go to the [Access myTimetable](#) webpage and click on the **Log in to myTimetable** button for the relevant year.

The Central Authentication Service login screen displays. Enter your login details (RMIT ID and password) and select the **Login** button.

The myTimetable homepage displays. Key sections / features are outlined below.

The screenshot shows the myTimetable homepage for a user named Sam Sample. The interface is divided into a left sidebar (Enrolment window) and a main content area (Main window). A navigation bar at the top contains links for Home, Timetable, Preferences, Help, and Logout. A search box is located at the bottom of the sidebar.

NAVIGATION BAR: To move around the system

ENROLMENT WINDOW: View courses currently enrolled in, plus activities (lectures, tutorials, seminars, practicals) for each course, plus status. Click on an activity to see more details in Main window

MAIN WINDOW

SEARCH BOX: To search for courses and classes you aren't currently enrolled in

User Profile: Sam Sample
Allocated: 10, Pending: 0, Not Allocated: 5

Enrolment Table:

Course ID	Course Name	Activities	Status
ARCH1379_1810_3241_AUSCY	Decoration Design Studio 2	PRA01 (READ ONLY)	1
ARCH1380_1810_3242_AUSCY	Interpreting Decoration	PRA01 (READ ONLY)	1
ARCH1381_1810_3243_AUSCY	Communication Technologies 2	PRA01 (READ ONLY)	1
ARCH1383_1850_3216_AUSCY	Decoration Practice 1	PRA01 (READ ONLY)	1
ARCH1383_1850_3216_AUSCY	Decoration Practice 2	No group available	1
ARCH1384_1850_3229_AUSCY	Professional Interior Practice	No group available	1
ARCH1386_1850_3219_AUSCY	Interior Construction 2	No group available	1
ARCH1387_1850_3220_AUSCY	Decoration Design Studio 3	No group available	1

Search: Search subject code or description

Welcome to myTimetable - 2018

Notice: Timetables for the School of Engineering are currently not published. Please check back on Wednesday 29 November.

Before you start
Find out **when and how** to timetable -- it's not the same for all students.
[Higher education students](#)
[Vocational education students](#) (including associate degrees and Foundation Studies)

Top tips:
The **Enrolment window** displays each course you're enrolled in, including the activities (lectures, tutorials, seminars, practicals, etc.) that you must attend for that course. Check out the **icons in the Enrolment window**. Your task is to turn each red icon into a green tick. The **wording in brackets** tells you what if any action you can take right now - enter preferences (PREFERENCE), select class (SELECT), change class (ADJUST), view information only (READ ONLY). Not all actions apply to all students.
If you see 'No groups available' - Your course may not have activities scheduled in myTimetable. Check with your course coordinator if you have questions.
If some of your courses are missing - Your course enrolment hasn't yet loaded into myTimetable. Check your enrolment and try again in 60 minutes.

Timetable changes
Timetables are subject to change. Log in to myTimetable regularly for the latest information and check your RMIT student email for news of any updates or changes.

Need help?
[Contact RMIT Connect](#)

Your Timetable as an iCalendar feed
[Copy: This iCalendar URL](#)
You can use this URL to subscribe from your iPhone, Google Calendar, MS Outlook etc. The help pages on those products will guide you on how.

Understand the Enrolment window

About the Enrolment window

- The **Enrolment window** displays each *course* you're enrolled in for the academic year, including all the *activities* (lectures, tutorials, seminars, practicals, etc.) that you must attend for that course.
- Check out the **coloured icons next to each activity**. Your task is to turn each red exclamation mark into a green tick.
- **The wording in brackets next to each activity is the current status** – what if any action you can take right now, such as enter preferences (PREFERENCE), select class (SELECT), change class (ADJUST), View information (READ ONLY). Not all actions apply to all students.
- Click on an activity to see more details in the **Main** window.

The screenshot shows the Enrolment window for a user named Sam Sample. At the top, there's a header with the user's name and a summary of enrolment status: 4 Allocated, 0 Pending, and 1 Not Allocated. Below this is a table titled 'Enrolment' with a 'Sort by: Alpha' dropdown. The table lists several courses and their associated activities. Red callout boxes highlight specific elements:

- COURSES**: Points to the course names in the table.
- ACTIVITY + STATUS (in brackets) + ICON**: Points to the activity name and its status icon (green tick or red exclamation mark).
- ACTIVITIES + STATUS (in brackets) + ICON**: Points to the activity name and its status icon (green tick or red exclamation mark).

Course	Activity	Status
ARCH1067_1750_2530_AUSCY Urban Policy Research Project	LTL01 (ADJUST)	Green Tick
BUSM3876_1710_2489_AUSCY Thesis Project 6	No group available	
BUSM3877_1710_2490_AUSCY Thesis Project 7	No group available	
GRAP2389_1710_1021_AUSBR Digital Comm for Fashion	PRA01 (ADJUST)	Green Tick
NURS1131_1710_2529_AUSBU Complex Nursing Care	LEC01 (ADJUST)	Green Tick
	LEC02 (ADJUST)	Green Tick
	PRA01 (SELECT)	Red Exclamation Mark
NURS1153_1750_3262_AUSBU PEP 5	No group available	

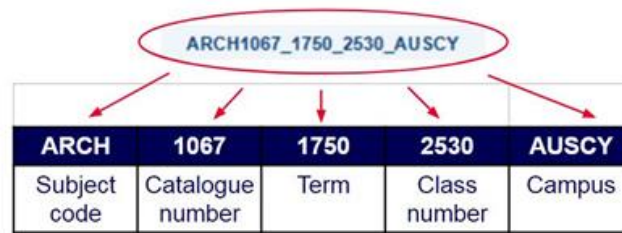
If some of your courses are missing from the Enrolment window:

- Note:**
- Your course enrolment hasn't yet loaded into myTimetable. Check Enrolment Online to confirm you are correctly enrolled. After you complete or change your enrolment, you need to wait 60 minutes before that course will display in myTimetable.
 - If you are in a vocational education or associate degree program, and two or more courses in your program are taught together in a 'cluster', you will see a reduced number of courses and activities in your Enrolment window. This is normal for clustered courses.

Note: **Not all courses have activities scheduled** in myTimetable. In these instances you will see the course, but no activities ('No group available')

Subject code

Here's how to interpret the subject code:



View your timetable

When you can do this

The answer depends on what type of student you are, and whether your course has class options (you need to select a class from the available options) or no class options (you are automatically assigned to a class).

- Refer to [Higher education class timetables](#), [Vocational education class timetables](#) and [Important dates](#) for full details.

How to do this

Click on the **Timetable** link in the Navigation bar (above Main window). Your timetable displays in a colourful grid format. Use the arrows to move from week to week. Click on any class to see further details. If you want, you can print or send your timetable using the icons.

The screenshot displays the RMIT myTimetable interface. At the top, the navigation bar includes 'Home', 'Timetable' (highlighted with a red box), 'Preferences', 'Help', and 'Logout'. The user 'Sam Sample' is logged in, with a status bar showing 6 Allocated, 0 Pending, and 1 Not Allocated classes.

Enrolment List:

- AERO2384_1750_1708_AUSCY** Avia Safety & Security Systems (LEC01 - READ ONLY) [Green checkmark]
- AERO2459_1750_1710_AUSCY** Aircraft Airworthiness (LEC01 - READ ONLY) [Red X]
- BUSM3125_1750_2327_AUSCY** Strategic Management (LEC01 - ADJUST) [Green checkmark], (TUT01 - ADJUST) [Green checkmark]
- BUSM4550_1750_2356_AUSCY** Creativity Innovation and Des (TUT01 - ADJUST) [Green checkmark]
- OMGT1082_1750_2101_AUSCY** Intro to Logistics & SCM (LEC01 - ADJUST) [Green checkmark], (TUT01 - ADJUST) [Green checkmark]

Search: Search subject code or description

Timetable Grid (All Weeks):

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00 AM							
9:00 AM					Creativity Innovation and Des Tutorial 080.03.006 21/7-25/8, 8/9-13/10		
10:00 AM							
11:00 AM	Intro to Logistics & SCM Lecture 012.12.002 17/7-21/8, 4/9-9/10						
12:00 PM							
1:00 PM	Intro to Logistics & SCM Tutorial 080.09.011 24/7-21/8, 4/9-9/10						
2:00 PM							
3:00 PM			Strategic Management Tutorial 080.10.015 19/7-23/8, 6/9-11/10				
4:00 PM	Strategic Management Lecture 080.04.011 17/7-21/8, 4/9-9/10				Avia Safety & Security Systems Lecture 080.11.010 21/7-25/8, 8/9-13/10		
5:00 PM							
6:00 PM							
7:00 PM							

Enter / Change preferences (applies to certain higher education classes only)

What's preferential class allocation?

For Semester 1 2018, RMIT is moving to preferential class allocation for most higher education courses. The preferential model provides you with the opportunity to indicate your preferred classes during the advertised *Preference Entry Period*, so RMIT can take your preferences into account when allocating you to classes. It's a fairer system for all students.

Who can do this and when

Only higher education students in courses that have class options can do this. If you are one of these students, you can do this anytime during the advertised *Preference Entry Period*, for any activity with a status of **Preference**.

- Refer to [Higher education class timetables](#) and [Important dates](#) for full details about when to enter preferences.

Warning:

- Don't forget to enter your preferences!** If you don't enter any preferences by the end of the *Preference Entry Period*, RMIT will automatically allocate you to classes. It's in your interest to enter your preferences so RMIT can take your preferences into account when allocating you to classes.
- If you enrol in classes late or add classes late, you may miss the opportunity to enter your preferences** - refer [Higher education class timetables](#) for details.

How to do this

In the **Enrolment window**, click on an activity that has a status of **Preference**.

Tip:

- Check out the coloured icons next to each activity in the Enrolment window:**
- Red** exclamation mark means you need to enter your preferences.
- Amber** icon means you have already entered preferences and these are pending approval, but you can still change them during the *Preference Entry Period*.

The screenshot shows the RMIT myTimetable interface. On the left, the user profile for Eimhin Moore is displayed. The main area shows a list of activities under the 'Enrolment' tab. The activity 'ARCH1035_1750_2002_AUSCY Architecture Communications 2 PRA01' is highlighted. A red box highlights the 'PRA01 (PREFERENCE)' status next to it. Below the activity list, a search bar is visible. On the right, a table shows the preference entry process. A red box highlights the 'Preference' column, which contains a dropdown menu with options 1, 2, 3, 4, and 5. A message above the table states 'You must enter at least 4 preferences'. The table itself has columns for Preference, Activity, Day, Time, Campus, Location, Duration, and Weeks. The first four rows are filled with data, and the last two rows are empty. A 'Save' button is located below the table.

Preference	Activity	Day	Time	Campus	Location	Duration	Weeks
1	03	Wed	09:00	Melbourne City	100.04.003	3 hrs	19/7-23/8, 6/9-11/10
3	04	Wed	09:00	Melbourne City	100.05.008	3 hrs	19/7-23/8, 6/9-11/10
4	05	Wed	12:30	Melbourne City	100.04.003	3 hrs	19/7-23/8, 6/9-11/10
2	06	Wed	15:30	Melbourne City	100.04.006	3 hrs	19/7-23/8, 6/9-11/10
...	07	Tue	12:30	Melbourne City	100.05.002	3 hrs	18/7-22/8, 5/9-10/10
...	08	Wed	15:30	Melbourne City	100.04.003	3 hrs	19/7-23/8, 6/9-11/10

Use the dropdown box to enter your preferred class times from most preferred (1) to least preferred, up to the minimum number. Then click **Save**.

Note: **How many preferences to enter:** A message tells you the **minimum number of preferences** you must enter. You can enter more than the minimum if desired.

Note: **If an activity has only one option**, myTimetable will automatically allocate you to that option. You don't need to enter preferences for this activity.

Tip: **Use popularity information:** The preferences you enter are always taken into account, but there is no guarantee that you will get your first preferences. If you select only very popular classes, you might be unlucky and not be allocated to any of them. You can tell what classes are popular from the percentage figure beside the **Preference** dropdown box, to help you decide whether to list it in your preferences. [Full details in RMIT Connect portal here](#).

Tip: **Calendar view:** You can view your preferences in a calendar view, by clicking on the **calendar** icon in the top right of the screen. Click the **list** icon to switch back to list view.

Repeat this process to enter preferences for all remaining activities that have a status of **Preference** and are marked with a **red** exclamation mark.

If you want to change your preferences after you entered them, just adjust the numbers in the dropdown boxes.

Select / Adjust classes

Who can do this and when

You can do this only if your course has class options (you need to select a class from the available options). You can only do this during the advertised *Allocation Adjustment Period*.

- Refer to [Higher education class timetables](#), [Vocational education class timetables](#) and [Important dates](#) for full details.

How to do this

In the **Enrolment** window:

- Find any activities with a status of **Select**. You need to select a class for these activities.
- Find any activities with a status of **Adjust**. If desired, you can change the class you've been allocated to another class, assuming there are available places.

The screenshot shows the 'Enrolment' window for a user named 'Sam Sample'. At the top, there are three status indicators: 4 Allocated (green), 0 Pending (yellow), and 1 Not Allocated (red). Below this is a table of activities. The first activity is 'ARCH1067_1750_2530_AUSCY Urban Policy Research Project' with a status of 'ADJUST' (green checkmark). The second activity is 'BUSM3876_1710_2489_AUSCY Thesis Project 6' with a status of 'No group available'. The third activity is 'BUSM3877_1710_2490_AUSCY Thesis Project 7' with a status of 'No group available'. The fourth activity is 'GRAP2389_1710_1021_AUSBR Digital Comm for Fashion' with a status of 'ADJUST' (green checkmark). The fifth activity is 'NURS1131_1710_2529_AUSBU Complex Nursing Care' with a status of 'ADJUST' (green checkmark). The sixth activity is 'NURS1153_1750_3262_AUSBU PEP 5' with a status of 'SELECT' (red 'i' icon). Red callout boxes highlight these activities: 'ACTIVITY WITH 'SELECT' STATUS' points to the 'NURS1153_1750_3262_AUSBU PEP 5' activity, and 'ACTIVITIES WITH 'ADJUST' STATUS' points to the 'ARCH1067_1750_2530_AUSCY Urban Policy Research Project', 'GRAP2389_1710_1021_AUSBR Digital Comm for Fashion', and 'NURS1131_1710_2529_AUSBU Complex Nursing Care' activities.

Activity	Status
ARCH1067_1750_2530_AUSCY Urban Policy Research Project	ADJUST
BUSM3876_1710_2489_AUSCY Thesis Project 6	No group available
BUSM3877_1710_2490_AUSCY Thesis Project 7	No group available
GRAP2389_1710_1021_AUSBR Digital Comm for Fashion	ADJUST
NURS1131_1710_2529_AUSBU Complex Nursing Care	ADJUST
NURS1153_1750_3262_AUSBU PEP 5	SELECT

In the Enrolment window, click on an activity with a status of **Select** or **Adjust**, and the class options for that activity display in the **Main** window.

- **To select a class:** Review the available options and select one with a blue **Select** button.
- **To adjust a class:** The green **Allocated** button shows the class you're currently allocated to. If you want to change to another class, select any other class that has a blue **Select** button. (Once you change to a new class, your spot in the old class is then made available for another student.)
- You can't select a class with red **Clash** button or red **Full** button.

NURS1131_1710_2529_AUSBU Complex Nursing Care PRA01 Refresh								
You're allocated.								
	Activity	Day	Time	Free	Campus	Location	Duration	Weeks
	01	Fri	08:30	23	AUSBU	201.07.019/019A	2 hrs	3/3-26/5
	02	Fri	08:30	22	AUSBU	201.07.030/030A	2 hrs	3/3-26/5
	03	Fri	10:30	23	AUSBU	201.07.019/019A	2 hrs	3/3-26/5
	04	Fri	10:30	23	AUSBU	201.07.030/030A	2 hrs	3/3-26/5
	05	Fri	13:30	23	AUSBU	201.07.019/019A	2 hrs	3/3-26/5
	06	Fri	13:30	23	AUSBU	201.07.030/030A	2 hrs	3/3-26/5
	07	Fri	15:30	23	AUSBU	201.07.019/019A	2 hrs	3/3-26/5
	08	Fri	15:30	23	AUSBU	201.07.030/030A	2 hrs	3/3-26/5

After you've made your selection, you'll see a message at the top of the page confirming your selection or change.

Repeat this process to select classes for all remaining activities marked with a **red** exclamation mark for the upcoming semester. There should be a green tick next to every activity for the upcoming semester.