



## MyTimetable

### Student Quick Start Guide

# Class Allocation, Clash Management, Swaps & Waitlists



<a href="#">Allocate to an Activity - Part 1</a>	2
<a href="#">Allocate to an Activity - Part 2</a>	3
<a href="#">Introduction to Clash Management</a>	4
<a href="#">Allocate to a Clashable Activity</a>	5
<a href="#">Allocate to an Online Activity</a>	6
<a href="#">De-allocate yourself from an Activity (list view)</a>	7
<a href="#">De-allocate yourself from an Activity (grid view)</a>	8
<a href="#">Swaps and Waitlists Overview</a>	9
<a href="#">Swap Requests</a>	10
<a href="#">Swaps Pending</a>	11
<a href="#">Waitlist Requests</a>	12





4 Allocated 0 Pending 2 Not Allocated

**Enrolment**

First Semester, 2022

**1**

LAWS6201\_S1\_1\_2631  
Administrative Law, Online or In Person (Class: 2631)  
▶ SemA (SELECT) ❗

LAWS6203\_S1\_1\_2632  
Corporations Law, Online or In Person (Class: 2632)  
▶ PreLecA (ADJUST) ✅  
▶ TutA (ADJUST) ✅

LAWS6204\_S1\_1\_2633  
Property, Online or In Person (Class: 2633)  
▶ PreLecA (ADJUST) ✅  
▶ PreLecB (SELECT) ❗  
▶ TutA (ADJUST) ✅

LAWS6204\_S1\_1\_2633  
Property, Online or In Person (Class: 2633)  
TutA

Timetable Weeks

All Weeks ▾

✅ You're allocated.

	Activity	Day	Time	Free	Campus	Location	Duration	Weeks
Full ❗	01	Mon	16:00	0	ANU	Fellows Road Law Theatre 1 on campus	1 hr	7/3-28/3, 18/4-23/5
Allocated	02	Tue	16:00	9	ANU	Fellows Road Law Theatre 1 on campus	1 hr	8/3-29/3, 19/4-24/5
Select <b>2</b>	03	Fri	13:00	10	ANU	Fellows Road Law Theatre 1 on campus	1 hr	11/3-1/4, 22/4-27/5
Select	04	Tue	17:00	25	ANU	online live	1 hr	8/3-29/3, 19/4-24/5
Select	05	Wed	18:00	25	ANU	online live	1 hr	9/3-30/3, 20/4-25/5

1. In the Enrolments window **click on any activity group** that has the word SELECT or ADJUST next to it. A list of activities for that activity group will display
  - **SELECT** means you are not currently allocated to an activity for that activity group.
  - **ADJUST** means you are currently allocated, but you can change your allocation if you wish.
2. Click **Select** next to the activity you want to attend. The system will either allocate you to the activity or display a message describing why it cannot. If you receive an **error message**, click Select next to a different activity. You may receive an error message for an activity that appears to be available – the activity may have reached full capacity sometime after you loaded the page. If you receive such a message, you must select another activity.
2. Click **Close** to acknowledge the successful allocation message. Your allocation is real-time, and your timetable has been updated.



When processing your allocation options, MyTimetable does several checks:

- Are you **already allocated** to this activity? If so, the activity will be displayed with a green Allocated indicator.
- Are you **eligible** for this activity? Some activities are reserved for students with certain attributes (e.g., students in a particular course). If you are not eligible, the activity will not display.
- Is this activity **full**? If so, the activity will be displayed with a red Full button.
- Some activities have **Reserved Places** set so the activity will be displayed as full if the student does not meet the criteria specified in the Reserve Places segment.
- Does this **activity clash** with any of your current allocations? If so, the activity will be displayed with a red Clash button.
- Are there **other policies** that would be incompatible with your timetable if this activity were selected? If so, the activity will be displayed with a yellow **Problem** button.

[Back to Table of Contents](#)

### Clash Scenarios and Questions

I have a clash on my timetable what should I do?

- If an activity displays the red Clash icon, students are unable to allocate into that class unless the clash is with a clashable activity.
- By clicking the red clash icon or by viewing the subject in grid view you will be able to see whether the course clashes as it displays a clashable icon and is therefore available for allocation

I can't allocate a class because they all clash

- If access to allocate into a preferred activity is denied due to a Clash, students will need to reconfigure their timetable as required.
- Use the **timetable planner** to view potential timetables that fit into your schedule and will not include a clash. Once an appropriate timetable is found you can allocate into the activity groups accordingly.

I can't allocate to a class because all alternatives are full

- If a compulsory activity conflicts with another subject's activity and is the only available activity that fits into your schedule for another enrolled course, you must **request a swap or waitlist** into an alternative activity for the clashing subject.
- If a waitlist has not been approved and the deadline for allocation is approaching, make sure to give yourself enough time to speak with or email the course contact about your options for that activity group.

I am not allowed to allocate to a class because of a clash

- If two compulsory activity groups clash and there are no other options for allocation, you must enrol in a different course entirely.
- Use the **timetable planner** feature to see if there is another course that you are not enrolled in that meets your degree requirements and provides activities that do not conflict with the compulsory activity group of the subject you are currently enrolled in.

### Resources and Support

- Refer to topic "[allocate into clashable activity](#)"
- If your clash means that you will miss important tutorials, labs or other classes, you should talk to your College / School student administration coordinator or course convener for assistance
- Refer to topic "Create a new Timetable Plan"
- Refer to topic "[Swaps and Waitlists Overview](#)"
- Contact your College / School student administration coordinator or course convener for assistance
- Refer to topic "Create a new Timetable Plan" and "Exclude activity type & include unenrolled subjects in Timetable Plan"

Back to Table of Contents



POLS3001\_S1\_1\_4174  
Foreign Policy Analysis (Class: 4174)  
LecA

Timetable Weeks

All Weeks

**You're not allocated.**

**Message**  
All Lecturers with Echo recording will have a clone

**2** **1**

Activity	Day	Time	Free	Campus	Location	Duration	Weeks
01	Tue	09:00	56	ANU	Online Live	2 hrs	16/2-23/3

Select

### Top Tip! – Streamed vs Online / Clashable

An **Online / Clashable Activity** is usually not the same as a **Streamed activity** where you are expected to watch the activity online at a specified time with your classmates.



The **speaker icon** is for a generated **online activity**



The **clashable icon** is for activities that are **allowed to have a clash**.

When you see the **clashable** icon in a list view or you see an activity with a dotted outline in a grid view, this indicates that the activity is clashable.

Usually this is because the activity (e.g. a lecture) is recorded and available online.

If you are allocated to this type of activity, you are not expected to attend the activity at the specified time or location.

1. If an activity is both a generated online activity and allowed to have a clash, the **clashable icon** will be displayed.
2. Click the **Select button** next to the activity you want to attend. Then click **Close** to acknowledge the successful allocation message.



MGMT2030\_S1\_1\_4251  
Human Res Mngmnt & Strategy (Class: 4251)  
LecA

Timetable Weeks

All Weeks

✓ You're allocated.

**Message**  
Have a lovely day.  
All Lecturers with Echo recording will have a clone

	Activity	Day	Time	Free	Campus	Location	Duration	Weeks
Allocated	01-P1	Thu	16:00	123	ANU	Online Live	2 hrs	18/2-25/3, 22/4-20/5
1	01-P2	Mon	08:00	123	ANU	Online Live	2 hrs	19/4
Select	01_online-P1	Thu	16:00	1000	ANU	Online Live Component of Dual Delivery activity	2 hrs	18/2-25/3, 22/4-20/5
2	01_online-P2	Mon	08:00	1000	ANU	Online Live Component of Dual Delivery activity	2 hrs	19/4

When you see the **speaker** icons in a list view or you see an activity with a dotted outline in a grid view, this indicates that the activity is an **online option**

1. If an activity is both a generated online activity and allowed to have a clash, the **speaker icon** will be displayed
2. Click the **Select button** next to the activity you want to attend. Then click **Close** to acknowledge the successful allocation message.

Back to Table of Contents



## De-Allocate yourself from an Activity (list view)

**Australian National University**

Home Timetable

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)

LAWS1201\_S1\_1\_2279  
Foundations of Aust Law\_Online or In Person-(Class:2279)  
SemA

Timetable Weeks

✓ You're allocated.

**Message**  
Subject level message This is a test NS RA Testing BR030  
Testing NS

	Activity	Day	Time	Free	Campus	Location
Full	01	Wed	08:00	0	ACTON	Fellows Road Law Theatre 1 _On Campus
Full						Fellows Road Law Theatre 2 _On Campus
Clash	03-P1	Mon	14:00	1	ACTON	Fellows Road Law Theatre 2 _On Campus
	03-P2	Tue	17:00	1	ACTON	Law Link Theatre _On Campus
Allocated	04	Thu	13:00	26	ACTON	Fellows Road Law Theatre 2 _On Campus
Select	05-P1	Mon	16:00	29	ACTON	Fellows Road Law Theatre 2 _On Campus

Do you want to deallocate this activity?

Deallocate Cancel

You are able to deallocate yourself from an allocated activity which can be helpful when rearranging your timetable.

The de-allocation option is only available during Allocation Adjustment periods

1. Log in to the MyTimetable Student Module and click on an **Activity** in the Activity group that has the word **ADJUST** next to it. A list of activities for that activity will display
2. To **deallocate** from the activity, click the **rubbish bin icon** next to your allocated activity.
3. Click **Deallocate** to confirm (or cancel if you've changed your mind).

Back to Table of Contents



## De-Allocate yourself from an Activity (grid view)

The screenshot shows the MyTimetable interface in Grid View. The top navigation bar includes 'Home', 'Timetable', 'Planner', 'LiveCal', and 'Logout'. The main content area displays a grid of activities for 'All Weeks'. A specific activity, 'LAWS1201\_S1\_1\_2279' (Foundations of Aust Law, Online or In Person - Class:2279), is highlighted with a yellow box and a circled '1'. The activity is currently allocated to the user. The left sidebar shows a list of enrolled activities, with 'SemA (ADJUST)' selected.

You are able to deallocate yourself from an allocated activity which can be helpful when rearranging your timetable.

The de-allocation option is only available during Allocation Adjustment periods

1. While in timetable Grid view click the **activity** you wish to deallocate from
2. The Activity Details screen will be displayed. Click the **Deallocate** button.
3. Click **Deallocate** to confirm (or cancel if you've changed your mind)

The screenshot shows the 'Activity Details' screen for 'LAWS1201\_S1\_1\_2279'. The activity details are listed as follows:

Activity Type	Seminar
Group	SemA
Activity	14
Day	Fri
Time	08:00
Semester	First Semester, 2021
Campus	ACTON
Location	Fellows Road Law Theatre 2 _On Campus
Duration	
Dates	
Seats	

A dialog box is displayed over the 'Seats' field, asking 'Do you want to deallocate this activity?'. It has two buttons: 'Deallocate' (highlighted with a yellow box and a circled '2') and 'Cancel'. Below the dialog box, the 'Deallocate' button on the main screen is also highlighted with a yellow box and a circled '2'. The 'Go Back' button is highlighted with a yellow box and a circled '3'.

[Back to Table of Contents](#)



## SWAPS

If you are allocated in an activity but want to swap to another one that is showing full, Students can request a swap

## WAITLISTS

Unallocated students can put themselves on a waitlist for activities that are showing full.

## THE RULES!

- Swap and waitlist requests can only be made during **Allocation Adjustment** periods.
  - You can request a swap or waitlist to one or more full activities in an activity group.
  - To request a **swap**, you must be already allocated to another activity in that activity group
  - If you are **not allocated** to an activity and there are no available activities in the Activity Group, enter **waitlist requests** for allocation to one or more Full activities in an activity group
  - Swaps and waitlists are **processed in the order the request was made**
  - When a swap or waitlist **request is fulfilled**, any other pending swap or waitlist requests by a student for that activity group will be **cancelled**.
  - If students **move to another activity or become deallocated** from the activity, their swap or waitlist request will be **cancelled/invalidated**
  - If the 'to' or 'from' activity is impacted by a **timetable change** to the day\_of\_week or start\_time, the student's swap or waitlist request will be **cancelled/invalidated**. The swap request in this situation will be invalidated whether or not the student is deallocated from an activity.
  - If students have requested a swap to an activity that subsequently **clashes** with another one of their activities, the **swap will fail** until the clash is cleared.
  - If a swap or waitlist request **fails due to a clash**, it will remain **pending**, but it will be moved to the **end of the queue**.
  - In some cases, **space can become available** in a class without automatically processing the swap request. If students have a pending swap or waitlist requests for an activity, but they notice that the class has space available, **Students should select the activity themselves!**
  - Swap and waitlist **requests are anonymous** and there is **no need for students to find a partner to swap classes**. The system will handle this automatically
- Students will not be asked to confirm their request again before it is processed. Therefore, if students **change their mind about the swap**, they will need to **log into the MyTimetable system and cancel it as soon as possible**.

You can request a **swap** from your *currently allocated* activity to an activity that is at full capacity via the Student Module.

There is also a **waitlist** option that allows *unallocated students* who cannot allocate to the activities with space available (e.g. due to a schedule clash) to request an allocation to a full capacity activity

[Back to Table of Contents](#)



### Top Tip! – Hit Refresh

Check to see if your swap was successful by clicking the refresh icon.

Max [Name]  
XU[ID]@ANU.EDU.AUX  
ALLB|BPPE

1 Allocated 0 Pending 2 Not Allocated

Enrolment Sort by: Alpha

ECON2101\_S1\_1\_4313  
Microeconomics 2(P) (Class: 4313)

LAW2101\_S1\_1\_2195  
Criminal Law & Procedure\_Online or In Person (Class: 2195)

LAW2201\_S1\_1\_2370

2 TutA (ADJUST)

3

Activity	Day	Time	Free	Campus	Location	Duration	Weeks
Full	02	Mon 11:00	0	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	7/3-28/3, 18/4-23/5
Allocated	03	Mon 12:00	18	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	7/3-28/3, 18/4-23/5
Select	04	Mon 13:00	20	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	7/3-28/3, 18/4-23/5
Select	05	Tue 08:00	20	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	8/3-29/3, 19/4-24/5
Select	06	Tue 09:00	20	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	8/3-29/3, 19/4-24/5
Select	07	Tue 12:00	18	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	8/3-29/3, 19/4-24/5
Select	08	Tue 13:00	20	ACTON	Fellows Road Law Theatre 2 on campus	1 hr	8/3-29/3, 19/4-24/5

You are requesting a swap. If a place becomes available, you will be immediately moved to this activity.

4 OK Cancel

5  
Swap Successful

Close

6  
Your swap will be processed once a place becomes available

Close

1. Log in to MyTimetable
2. In the enrolments window click on an **activity group** that has the word **ADJUST** next to it.
3. You will see the activity you are allocated to and next to any Full activities, you will see a **Request Swap “heart”** button – click on the **Request Swap heart icon** for the activity you want.
4. A confirmation message is displayed for the swap request. Click **OK** if you agree to be moved, without further confirmation once a place becomes available.
5. After clicking OK, if you see the message **Swap Successful, congratulations!** The system has found a matching request and instantly allocated you to your requested activity.
6. If you receive this message, your swap is pending. See **Swap Pending** page for details

Back to Table of Contents

If you receive the message your swap will be processed once a place becomes available, your swap is now **pending**. This can happen if:

- There is not currently a matching swap request
- Something is preventing your allocation to the activity, such as a clash with another activity
- Swap requests may be processed in batches rather than instantly
- Unless your swap was instantly successful, a Pending Swap button will appear next to the selected activity.

You can enter **additional swap requests** to other full activities in the same activity group by repeating steps 3 - 6 above to request a swap (see page on Swap Requests)

You will be allocated to the requested activity according to your institutions processes for handling swap requests.

If you have **multiple pending swap requests** for an activity group, when one of the pending swaps is fulfilled, all remaining pending swap requests for that activity group will be **cancelled/invalidated**.



The **Pending Swap** button will only appear next to a **full activity**.

If you see the above message, but you can't see the Pending Swap button next to an activity, it means you have a pending swap request for an activity that is no longer full.

You can click this message if you wish to delete the pending request.



### To Cancel a Pending Swap

- Click the Pending Swap button.
- Click Delete to confirm.
- The swap request will no longer be valid, and the Pending Swap button is replaced with the Request Swap button.

### If you change your mind and don't want to cancel the swap:

- Click on **Wait** to retain the swap request.
- The **Pending Swap** button will still be displayed next to the full activity

[Back to Table of Contents](#)



1

12 Allocated   0 Pending   8 Not Allocated

**Enrolment**

First Semester, 2021

**CHEM1101\_S1\_1\_3314**  
Chemistry 1 (Class: 3314)

- ▶ LecA (ADJUST) ✓
- ▶ LetA (SELECT) !
- ▶ PraA (SELECT) !

**EMSC1006\_S1\_1\_3371**  
The Blue Planet (Class: 3371)

- ▶ LecB (ADJUST) ✓
- ▶ PraA (SELECT) !
- ▶ TutA (SELECT) !

**ENVS1001\_S1\_1\_3411**  
Env & Soc: Geog of Sust (Class: 3411)

- ▶ LecA (SELECT) !
- ▶ SemA (ADJUST) ✓
- ▶ TutA (SELECT) !

2

**CHEM1101\_S1\_1\_3314**  
Chemistry 1 (Class: 3314)  
PraA

Timetable Weeks

! You're not allocated.  
! Nothing is available right now. Click to add yourself to the waitlist for one or more options.

	Activity	Day	Time	Free	Campus	Location	
3	Full	02	Mon	14:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
	Full	03	Tue	09:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
	Full	04	Wed	14:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
	Full	05	Wed	09:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
	Full	06	Wed	14:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
	Full	07	Thu	09:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
	Full	08	Thu	14:00	0	ANU	Dummy lab to use when both T5 and required _On Campus
	Full	09	Fri	09:00	0	ANU	Dummy lab to use when both T5 and required _On Campus

4

1. Log in to MyTimetable
2. In the Enrolments window click on the **activity group** you wish to waitlist in
3. Next to any **Full** activities, you will see a **Request Waitlist “heart” button**
4. Click on the **Request Waitlist heart** for one or more activities to waitlist yourself for a seat in an activity when available

Waitlist requests work the same as swap requests. Similar to swaps, a student can enter **multiple waitlist requests** for full activities within an activity group.

**Note:** If a previously unallocated student is later allocated, any pending waitlist requests will be automatically invalidated/cancelled.

Back to Table of Contents



END

