



# MyTimetable Student Quick Start Guide **Getting Started**



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## MyTimetable

MyTimetable has been designed for you to manage your own timetables easily!

You have flexibility to structure your timetable to suit what is happening in your life.

Your personal timetable can be printed, downloaded to your device or added to your personal calendar.

Allocate to an activity group, view clashes, see what sessions are recorded and view all your scheduled activities.

Easily see what your study commitments are for the whole study period.

View all your activities - time, location, dates and duration. You will see where all your activities are held... great for when you are on campus.



MyTimetable has a traffic light system that updates as you make selections and you can see where allocations need to be made.

Manage your personal preferences, adjustments, swaps and waitlists for all your activities.

You can even share or compare your timetable with friends and create student workgroups



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## Access & Log in to MyTimetable

Australian National University

### ANU Federation Login

You are accessing the site **MyTimetable**

This site has asked that you log in and you have chosen **Australian National University** as your home institution.

Please login with your Uni ID and password.

**Uni ID:**

**Password:**

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

[Continue](#)

**MyTimetable** is accessible via a standard web browser, laptop, PC, smartphone, and tablet.

For the very best MyTimetable experience please use your **laptop or PC**.

All current versions of Chrome, Safari, Firefox, and Microsoft Edge are supported and can be used to access MyTimetable.

MyTimetable is accessed via a **single sign-on service** that allows you to access the application seamlessly through a web link when you are logged in to the ANU network. Open a web browser and navigate to the supplied URL.

**Note:** this guide has been created using **desktop view visuals**. If you find the mobile view difficult to navigate, switching from MyTimetable on your phone to MyTimetable on your laptop or computer may be easier.

#### Top Tip! - Enrolment and MyTimetable access

Access to MyTimetable is linked to your enrolment information which is **synced every day at 7am**.

For example, if you enrol after 7am on one day you won't have access to MyTimetable until after 7am the next day.

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5 Allocated    0 Pending    7 Not Allocated

### Enrolment

1

First Semester, 2021

2

LAWS2249\_S2\_1\_5209  
(Parent: COMP3703\_S1\_1\_4517)  
Software Security (Class: 4517)

SECTION (SELECT) !

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

3

SemA (ADJUST) ✓  
WorA (ADJUST) ✓

LAWS1203\_S1\_1\_2280  
Torts\_Online or In Person (Class: 2280) !

TutA (SELECT) !

4

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

LecA (ADJUST) ✓  
LecB (ADJUST) ✓  
WorA (SELECT) !

Second Semester, 2021

LAWS1202\_S2\_1\_7233  
Lawyers Justice & Ethics (Class: 7233)

TutA (SELECT) !

- Semesters / Sessions** use the dropdown arrow to reveal or hide semester or session information to view your desired enrolment
- Enrolments** - your current enrolments are displayed, enrolments can be arranged by Semester Group, in which the subject codes will be grouped within each semester. Otherwise, the subject code will be the top level shown
- Activity Groups / Statuses** - Listed beneath each subject code is a list of activity groups (e.g., lectures, tutorials, seminars, etc.) that you are required to attend for that unit.  
To successfully complete your timetable, you must be allocated to one activity for each activity group listed, see **Top Tip** on this page regarding “**Online or in Person**” options  
**Statuses** - At any time, an activity will have one of the following statuses:
  - SELECT / ADJUST - Make or change your allocation
  - READ ONLY - View your current selections
  - OFF - Not available
- Subject Information** click on the information icon to go directly to the University’s Programs and Courses page for your subject

#### Top Tip! - Online or in Person

When you see "online or in person" in an activity group description, it means that students have a choice of activities set up for allocation that are either online or in person.

Make sure you click into the activity to allocate into either online or in person for your class to get the delivery mode of your choice.

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Home Timetable Planner LiveCal Logout 

**Alerts**

**2**

 **Deallocated from MGMT2030\_S1\_1\_4251 TutA**  
Received: 22 February, 2:20 pm

Dear [redacted]

You have been deallocated from MGMT2030\_S1\_1\_4251TutA01.

Please log onto My Timetable to view updates and manage your timetable. Contact your convenor/school for any assistance.



 **Allocated to MGMT2030\_S1\_1\_4251 TutA**  
Received: 22 February, 2:20 pm

Dear [redacted]

You have been allocated to MGMT2030\_S1\_1\_4251TutA03.

Please log onto My Timetable to view updates and manage your timetable. Contact your convenor/school for any assistance.

 **4**

 **Deallocated from MGMT2030\_S1\_1\_4251 TutA**  
Received: 16 March, 11:39 am

Dear [redacted]

You have been deallocated from MGMT2030\_S1\_1\_4251TutA03.

Please log onto My Timetable to view updates and manage your timetable. Contact your convenor/school for any assistance.



 **Your activity staff has changed**  
Received: 5 May, 11:10 am

**3**

[redacted] has been a staff change to MGMT2030\_S1\_1\_4251LecA01-P1

Please log onto My Timetable to view updated details and manage your timetable. Contact your convenor/school for any assistance.

 **Your activity staff has changed**  
Received: 5 May, 11:10 am

1. Log in to MyTimetable, click the **Alert** icon on the Menu Bar
2. **Pinned alerts** always appear at the top of the students alerts.
3. **Unpinned alerts** appear in the reverse order of receipt (i.e. newest to oldest) with **bell icon**
4. Options for the student to **delete** the message are shown

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The screenshot displays a user's profile at the top left, with a circular traffic light indicator showing '1' (green). Below this, a summary bar shows: 3 Allocated (green), 0 Pending (amber), and 3 Not Allocated (red). The main section is titled 'Enrolment' and lists activities for the 'First Semester, 2022'. Each activity has a traffic light indicator on its right side:

- LAWS6201\_S1\_1\_2631** (Administrative Law): Green indicator (3), Amber indicator (0), Red indicator (3).
- LAWS6203\_S1\_1\_2632** (Corporations Law): Amber indicator (0), Green indicator (3), Red indicator (3).
- LAWS6204\_S1\_1\_2633** (Property): Amber indicator (0), Green indicator (3), Red indicator (3).

A circular callout '2' points to the traffic light indicators for the 'PreLecA' activity under LAWS6203.

1. **Traffic Lights** - You can check if you have chosen all your activities by using the traffic lights on the dashboard. A summary of your activities is shown above the enrolment area.

- The green counter shows how many activities are allocated.
- The amber counter shows how many activities require further processing by the system.
- The red counter shows how many activities require your action.

2. In the **enrolment area**, each individual activity also displays a **traffic light status**.



3 Allocated   0 Pending   3 Not Allocated

**Enrolment**

First Semester, 2022

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 (SELECT) ❗

LAWS6204\_S1\_1\_2633  
Property\_Online or In Person (Class: 2633)

▶ PreLecA (ADJUST) ✅

▶ PreLecB (SELECT) ❗

▶ TutA (ADJUST) ✅

**Activity Details**

LAWS6204\_S1\_1\_2633  
Property\_Online or In Person (Class: 2633)

Activity Type	Tutorial
Group	TutA
Activity	02
Day	Tue
Time	16:00
Semester	First Semester, 2022
Campus	ANU
Location	Fellows Road Law Theatre 1 on campus
Duration	1 hr
Dates	8/3-29/3, 19/4-24/5
Seats	9

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Deallocate

In MyTimetable, Subject activity groups are categorised showing the first three letters of the type of activity in the group e.g. Tutorial = Tut, Workshop = Wor, Seminar = Sem

1. A letter displayed in alphabetical order after the Activity Group name means that there are more than one Activity Groups required for allocation. In this example for subject LAWS6201 PreLecA and PreLecB, indicates 2 timetabled Lectures that students need to allocate to.
2. The Activity Details show all details of a particular activity in an Activity group – in this example, activity 02 in Activity group TutA



**LAWS6201\_S1\_1\_2631**  
Administrative Law\_Online or In Person (Class: 2631)  
SemA

3 Allocated 0 Pending 3 Not Allocated

**Enrolment**

First Semester, 2022

LAWS6201\_S1\_1\_2631  
Administrative Law\_Online or In Person (Class: 2631)  
SemA (SELECT)

You're not allocated.

Activity	Day	Time	Free
01-P1	Mon	09:00	14
01-P2	Tue	12:00	14

3. A Multipart activity is indicated with a P suffix. For example, SemA Activity 01-P1 and 01-P2 tells you the activity has two parts that are mandatory allocations

**LAWS6203\_S1\_1\_2632**  
Corporations Law\_Online or In Person (Class: 2632)  
TutA

4 Allocated 0 Pending 2 Not Allocated

**Enrolment**

First Semester, 2022

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)

You're allocated.

Activity	Day	Time
01	Mon	13:00
02	Wed	12:00
03	Fri	17:00
04	Tue	17:00
05	Thu	08:00
06	Tue	18:00

4. The Activity number shows the different options you can select from for that activity which best suit your timetable. In this example, the student is allocated in the Monday Tut but could choose to swap to one of the other activity options if that suits their schedule better.



13 Allocated 0 Pending 2 Not Allocated

**Enrolment**

First Semester, 2021

DIPL2000\_S1\_1\_3960  
Leadership and Diplomacy (Class: 3960)

TutA (ADJUST) ✓

WorA (ADJUST) ✓

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

LeaA (ADJUST) ✓

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00 AM	MGMT2030_S1_1_4251 Lecture 01-P2 Online Live	POLS1009_S2_1_5000 Tutorial 02 Hedley Bull Theatre 2 (1.09)		POLS3001_S1_1_4251 Lecture 01-P2 Online Live			
9:00 AM		DIPL2000_S1_1_3960 Workshop 01 Online Live		POLS2120_S1_1_3960 Tutorial 06 Copland Building			
10:00 AM	MGMT2030_S1_1_4251 Tutorial 02-P2 Arndt Tutorial Room 1_On		MGMT2030_S1_1_4251 Tutorial 02-P1 CBE Bld Lecture Theatre 4_On		POLS3001_S1_1_4251 Lecture 01-P1 Online Live		
11:00 AM							

1. Log in to the MyTimetable Student Module and click **Timetable** on the Menu Bar
2. To show your timetable for all weeks use the dropdown box to select **All Weeks**. Your timetable for all weeks will display.
3. To change the timetable view from grid to list format click the **Show as Grid** or **Show as list** button
4. To show your timetable for a particular week use the **left and right arrows** positioned on either side of the screen or the **slider** in the centre labelled **Timetable Weeks** to navigate between weeks.
5. Use these icons to:
  - **Print** your timetable — click the **Print button**, select your desired print orientation and print your timetable
  - **Download** your timetable — click the **Download button**, select download format (i.e., Excel, Text, or iCal). A file will be downloaded to your computer.
  - **Filter** your timetable view by semester — click the **Filter button** and tick and untick the relevant categories



# Export your MyTimetable calendar to display in your external calendar

**Subscribe to your timetable**

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.

<https://anu-web.npe.allocate.plus/test/rest/calendar/ical/93196d94-e551-4ae0-96ed-7b2d55178442> Copy

**Outlook**

**Add calendar**

**Subscribe from web**

Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar can make will be visible to you.

<https://anu-web.npe.allocate.plus/test/rest/calendar/ical/93196d94-e551-4ae0-96ed-7b2d55178442>

**MyTimetable**

**Color**

**Charm**

**Add to**

My calendars

**Import** **Discard**

To sync your **MyTimetable** calendar with your personal external calendar, use this function:

1. Log into MyTimetable Student and **Copy** the iCal URL to subscribe to your university timetable
2. Log into your preferred personal calendar. We are using Outlook in this example
3. Click **Add Calendar**
4. Select **subscribe from web**
5. Enter the copy of the iCal URL for your timetable from MyTimetable
6. **Choose a name** for your MyTimetable calendar
7. Customise with a **colour**
8. Choose an **icon** if desired
9. Show where you want the **MyTimetable** calendar to display
10. Click **Import** to sync your calendars or **Discard** if you change your mind

### Top Tip! - Syncing with other calendars

We have used **Outlook** calendar in this guide as an example.

You can use the **MyTimetable** iCal URL to subscribe from your iPhone, Google Calendar, MS Outlook, etc.

The help pages on those products will guide you on how

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## Import your external calendar to display in MyTimetable

To bring your external calendar details into MyTimetable to sync in the system with your University timetable, use the following steps:

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Subscription**, then **Add Subscription**
3. Enter the **name** and the **URL** of the **.ics** link from your external calendar
4. Click the **Save** button and **Close** on the confirmation message.

### Top Tip! - Calendar Visibility and Privacy

It is recommended that you import your MyTimetable calendar into your personal calendar.

If you choose to import your personal calendar to sync with the MyTimetable system calendar be aware that your private calendar information **may be visible** to teaching staff and administrators of the MyTimetable system.

If you are ok with your personal calendar information to be included in the MyTimetable system ensure that **visible** is ticked next to the relevant subscription

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END

