

Student timetable guide

How to generate your timetable

To view your personalised timetable, sign into the [UTAS student timetable](#)

Enrolment	Sign In to view personal timetable
Units*	<input type="text"/>
Study Periods	<input type="text"/>
Years	<input type="text"/>
Locations	<input type="text"/>
Event Types	<input type="text"/>
Clear	Search

View the tutorial [How to sign in and out of Student Timetable](#)

When you sign in, your timetable for the **current week** will display (see below). The light blue shading represents the current day and the red line shows the current time.

<div><div>Search</div><div>View</div><div>Edit</div><div>Sign In</div></div>					
<div><div><</div><div>></div><div>Today</div></div>		Jun 10 – 14, 2019		<div><div>Month</div><div>Week</div><div>Day</div><div>Study Period</div></div>	
	Mon 10/6	Tue 11/6	Wed 12/6	Thu 13/6	Fri 14/6
8am					
9am					
10am		<div><div>ZAA109 Workshop</div><div>Seminar Room</div><div>Contemporary Tourism</div><div>University College Term 2</div></div>			<div><div>ZAA120 Workshop</div><div>Seminar Room</div><div>Procurement Processes and Strategies</div><div>University College Term 2</div></div>
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm			<div><div>ZAA102 Tutorial</div><div>Seminar Room</div><div>Managing People</div><div>University College Term 2</div></div>		
6pm					
7pm					

The timetable will show **all events** scheduled for each unit. To filter your timetable to show just the activities you will be attending, select *Edit*. You can then choose to hide or display events within your timetable. Select *View* to display the changes.

To see your timetable for an **entire study period**, click on the *Study Period* tab in the top right-hand corner of the screen and tab through to the required study period. Alternatively, click on the *Search* button to proceed to the search screen.

The screenshot shows the top navigation bar with buttons for Search, View, Edit, and Sign Out. Below this is a blue notice box with a warning icon and text: 'Note: You will need to consult the Course & Unit Handbook or your Unit Outline to determine which classes you need to attend.' It lists four categories: Conservatorium of Music Students, Medicine Students, Nursing Students, and Maritime Training students, each with a link to further resources. Below the notice is a green button for 'Student Timetable Feedback Form' and a yellow banner that says 'Please check your timetable regularly and again immediately before classes start, as it may have changed'. The main search area has labels for Enrolment, Units, Study Periods, Years, Locations, and Event Types, each with a corresponding input field. The Enrolment field is a dropdown menu currently showing 'Search units I am enrolled in'. Below the input fields are 'Clear' and 'Search' buttons. At the bottom is a grey bar with four icons and links: 'Guide' (Using the timetable), 'FAQ' (Frequently Asked Questions), 'Calendar Weeks' (Academic Scheduling Calendars), and 'Release Dates' (Timetable Release Dates).

In the search screen, *Enrolment* will be pre-set to 'Search units I am enrolled in', or you can change this to 'Search all units'. You can refine a search by *Units*, *Study Periods*, *Year*, *Location* (campus) and *Event Type* (lecture, tutorial, workshop etc).

View the tutorial [How to search for and view a timetable](#) for more information on how to view, edit and navigate around the timetable.

How to read and hide activities on your timetable

When you have generated your timetable, the current week will display by default.

The timetable will show **all events** scheduled for each unit, though you may not be required to attend every one of them. To help you understand your class timetable and which events you need to attend refer to the unit outline; the information provided in the initial class; or [MyLO](#).

Each unit in the timetable view is assigned a different colour and different types of activities will have shadings of the same colour (i.e. HEN 203 lecture and tutorials below).

Manage
Search
View
Edit
Sign Out

< > Today

May 20 – 24, 2019
Calendar Week 20

Month Week Day Study Period

	Mon 20/5	Tue 21/5	Wed 22/5	Thu 23/5	Fri 24/5
8am					
9am			HEJ255 Seminar SA.SA03.L02.206 News: Contemporary Practice and Analysis	HEN203 Lecture SB.AR15.L01.132	
10am	HEJ260 Seminar SA.SA03.L02.206 Media Projects 1 Semester One				
11am					HEJ260 Seminar SA.SA03.L02.206 Media Projects 1 Semester One
12pm			HEN203 Tutorial SB.AZ16.L03.346 Nineteenth-Century British Literature		
1pm			HEJ243 Tutorial SA.SA03.L02.206 Media, Sport and Society	HEJ243 Tutorial SA.SA03.L02.206 Media, Sport and Society Semester One	
2pm					
3pm		HEJ243 Lecture CA.CA01.L02.145 Media, Sport and Society		HEN203 Tutorial SB.AP16.L02.217 Nineteenth-Century British Literature	HEJ243 Tutorial SA.SA03.L02.206 Media, Sport and Society
4pm		HEJ255 Seminar SA.SA03.L02.206 News: Contemporary Practice and Analysis Semester One			
5pm					
6pm					

Add to my Calendar Get an iCalendar Link to display this calendar in your Office 365 Outlook, Gmail or other calendar.

Print Print the currently displayed information.

If your timetable contains a lot of events and is difficult to read, you can filter the view to show just the activities you will be attending. Select *Edit* and choose to hide or display events within your timetable. Select *View* to display the changes. It is a good idea to save the edited view to your calendar, as the timetable will reset to show all activities next time you sign in.

Each event is represented by an **activity tile**. Sometimes there may be two or more events for a unit scheduled at the same time, on the same day or week(s), but in different venues. This could be because there is more than one class (for example a tutorial) running at the same time, or because there is more than one room booked for the event. Your Unit Co-ordinator should be able to clarify this for you.

The amount of information that appears on an **activity tile** will depend on the view – weekly, monthly, daily etc. Click on an individual tile to bring up additional information about that activity.

HEN203 Tutorial
×

Nineteenth-Century British Literature

Date	Wednesday 22nd May 2019
Time	12:00PM to 2:00PM 24H 12:00 to 14:00
Calendar Week	21
Venue	SB.AZ16.L03.346 SB.Hum346 Seminar Room
Building	Humanities
Campus	Sandy Bay
Location	Hobart
Event Type	Tutorial
Study Period	Semester One SEM01
Course and Unit Handbook	HEN203 Details

Close

Details to note are:

- **Calendar weeks:** The year is divided into calendar weeks (1-52). For example, the first week of the year is calendar week 1. See the [UTAS Calendar](#) for the relevant year to determine the dates calendar weeks fall into. Activities may not run for the whole study period. Clicking on a tile in the Study Period view will show all the calendar weeks the activity is scheduled into.
- **Venue:** Click link to see the location of the venue within the building
- **Building:** Click on link to see location of the building on the campus

If the building or venue search does not produce any results, the venue code can help to identify the location of the room.

View the tutorial [How to search for and view a timetable](#) for more information on how to view, edit and navigate around the timetable.

How to locate a venue from the venue code

The venue codes contain information that can help to locate a room. For example:

Venue code: SB.AZ16.L03.346

- SB – represents the campus – in this case, Sandy Bay
- AZ16 - grid reference to help you find the building on a [Campus Map](#)

- L03 - level of the building (in this example - Level 3)
- 346 - room number

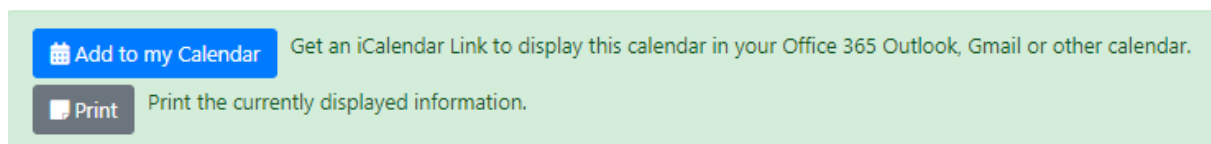
Venue descriptor: SB.Hum346 Seminar Room

- SB - Sandy Bay campus
- Hum - Humanities building
- 346 - room number. The first number indicates the level the room is located on – in this case level 3
- Seminar Room – room type

How to add a timetable to a calendar or print a timetable

Use the *Edit* function discussed above to set up your timetable view to display the activities you wish to print or save to a calendar.

To get an iCalendar feed select *Add to my Calendar* from the bottom of the screen.



Copy the link provided and follow the instructions for Gmail and Outlook accounts.

The option to print the displayed calendar is also at the bottom of the screen. To save on ink the default print option removes the block colours from the activity tiles. To print with the colours, choose *More settings* from the print screen and check the *Background graphics* box.

View the tutorial [How to add your events into your calendar](#)

When do classes start and finish?

Classes usually start on the hour and finish 10 minutes prior to the hour

For example - a lecture is usually 1 to 2 hours, which includes 10 minutes at the end for movement between classes.

What is an event type?

An event type is a teaching activity. This could be a lecture, tutorial, seminar, workshop, practical or even an internal examination/test/assessment.

It's generally assumed you will attend all lectures. Tutorials, workshops, seminars and practicals may involve groups of repeat classes. You will usually see all these activities on your timetable (including

the repeats) but you may not need to attend them all. Check in your unit outline or with [UConnect](#). You can also check with your College/School if you're not sure.

Lectures and Video Conference Lectures

- A presentation by academic teaching staff to a large group of students
- You are usually expected to attend all lectures

Tutorials, Seminars, and Workshops

- A small group discussion, led by a tutor/academic, which covers the unit content in more detail
- There may be multiple tutorial times offered each week – some are repeat classes. Unless you filter your timetable by event type, you will see all classes for the unit. You may not need to attend them all. You can check the teaching pattern for units in [Courses and Units](#)
- Schools manage the class allocation process for these activities. For some units, you'll be allocated to a tutorial group, in others you can choose. Some Schools arrange tutorials in Orientation Week, some in week one of lectures.

Practicals and Labs

- A small group led by a tutor/academic or lecturer, which covers the unit content in more detail. These activities usually involve more technical, hands-on, work.

Should I go to my first lecture?

We strongly recommend you attend all mandatory activities offered for your units.

Your first lecture is particularly important as it will cover how the unit operates and study expectations, as well as essential lecture material.

Study periods and the timetable

Study periods divide the year into groups for enrolment. They represent the time of year that units/courses are offered, for example, Semester 1. The university year is divided into several [Study Periods](#). You can see the study period applicable to a unit in [Courses and Units](#).

For the student timetable, most study periods are grouped into semesters. For example, the Semester 1 grouped study period will include Semester 1, plus any other study periods that start and finish within the 13 teaching weeks of Semester 1.

Activities (i.e. lectures/tutorials etc.) may not run for the whole study period. For example, a tutorial might be run fortnightly beginning in week 2; or a lecture might only run for the first half of the study period. When you click on an activity tile in the Study Period view of the timetable, the calendar weeks the activity is running in will be displayed (HEN203 above is running in calendar weeks 10-16 and 18-22).

Also, on rare occasions (usually for Summer/Winter/Spring units) a unit will continue into the next study period. Use the calendar weeks shown on the activity and [UTAS Calendar](#) to see if this is the case. If you're not sure, contact your College/School.

For more information, [Key Dates](#) lists important dates, including study periods, census dates, and withdrawal-without-penalty dates.

The timetable as a planning tool - before you enrol

If you haven't enrolled in your units yet, you might want to know if they'll clash with other units, or if they'll fit in with your job, childcare, or other commitments.

You do not need to sign into the timetable to view a unit. Go to the [student timetable](#) page and select the unit. You can refine your search by study period, year, location and event type.

Can't find a unit?

A small number of undergraduate and some postgraduate units will not show up on the Student Timetable. Also, some units have different arrangements for students to view timetables. They are:

- **Conservatorium of Music Students** - For timetabling information, please refer to the [Conservatorium Student Resources](#)
- **Medicine Students** - School of Medicine timetables are available in MyLO a week before semester begins
- **Maritime Training students** - For timetabling information, please refer to the [AMC Timetable](#)

If you can't find the information you need, please contact the Course Adviser or the School offering the unit.

Publication of the timetable

Every effort is made to release the finalised timetable prior to the commencement of study periods. However, published timetables are indicative only. We recommend that you check the [student timetable](#) regularly, and immediately before classes start, as it may have changed.

Where can I find information about dates?

A list of important dates can be found at [Key Dates](#) or on the [UTAS Calendar](#)

If you have more questions...

If you have questions or need help, please search in [Ask Us](#) or contact [UConnect](#). For help with technical issues with viewing your timetable, contact the [Service Desk](#).