

Student Help View My Timetable Allocations

Date Feb 2012

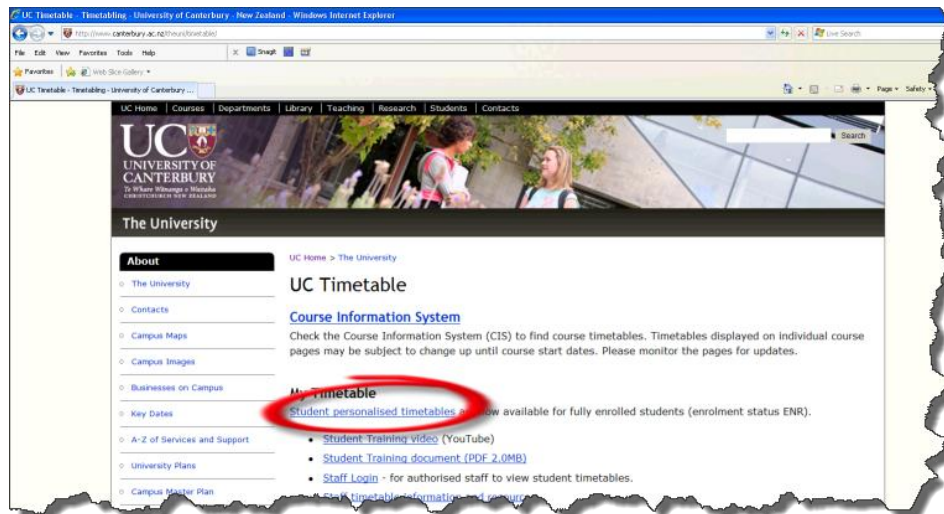
Terms

Term	Description
Activity	A lecture, tutorial, lab etc.
Activity Repeat	Where there are multiple instances of an activity.
Automatic Allocation	<p>Where a student is automatically allocated to an activity and /or activity repeat.</p> <p>This occurs in the following instances:</p> <ul style="list-style-type: none">- Where there are no activity repeats, therefore no options are available.- Where there are activity repeats, but a Department has requested the automatic allocation of a student to an activity repeat.
Self Allocation	Where there repeat activities and a Department allows a student to self-allocate to the activity repeat that is most suitable.

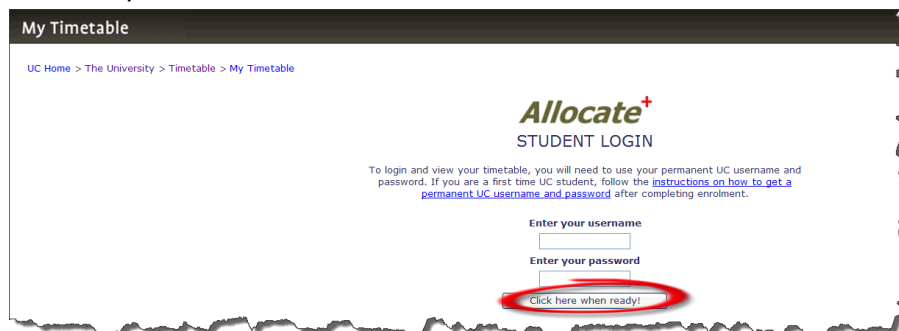
Step 1- Log In

Procedure:

1. Click [Student personalised timetables] to log in.

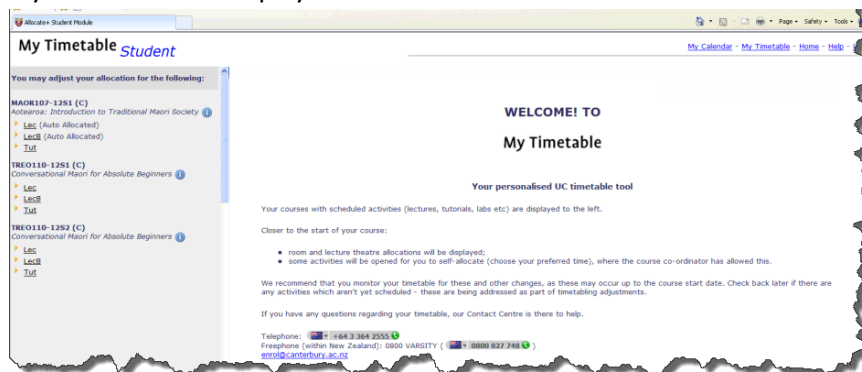


2. Enter your Username and Password.



3. Click [Click here when ready].

My Timetable will display:



Activity Allocation

You will have been automatically allocated to an activity and /or activity repeats, or you will be able to able to self-allocate.

Auto Allocation

Where there are no repeats for an activity you will be automatically allocated. When this has occurred **Auto Allocated** will display. ▶ [Lec \(Auto Allocated\)](#)

If there are activity repeats, there are two options:

1. You may be automatically which is determined by individual Departments. In this instance **Auto Allocated** will display: ▶ [Lec \(Auto Allocated\)](#)

Self Allocation

2. You can self-allocate to an Activity Repeat. In this instance, Auto Allocated will not display. ▶ [Tut](#)

When a Department opens activities for self-allocation you will be able to use My Timetable to select an activity repeat option. You will receive additional training on this in the near future.

You will not be able to self-allocate to an activity until the activity group is released for self-allocation by the Department. This will commence from the first day of the semester.



(Auto allocated)

Auto Allocated indicates that you have been automatically allocated to an activity stream.

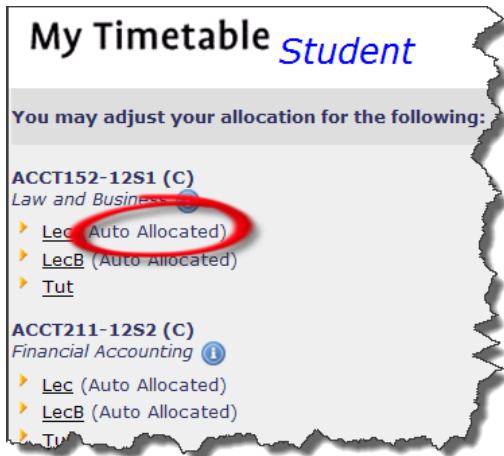
If Auto Allocated does not appear you will need to self-allocate once the activities have been opened for self allocation.

Note: Select the Activity to display the specific teaching weeks.

Step 5 – Activity Auto Allocation

Procedure:

1. Click an activity where [Auto Allocated] displays:



My Timetable *Student*

You may adjust your allocation for the following:

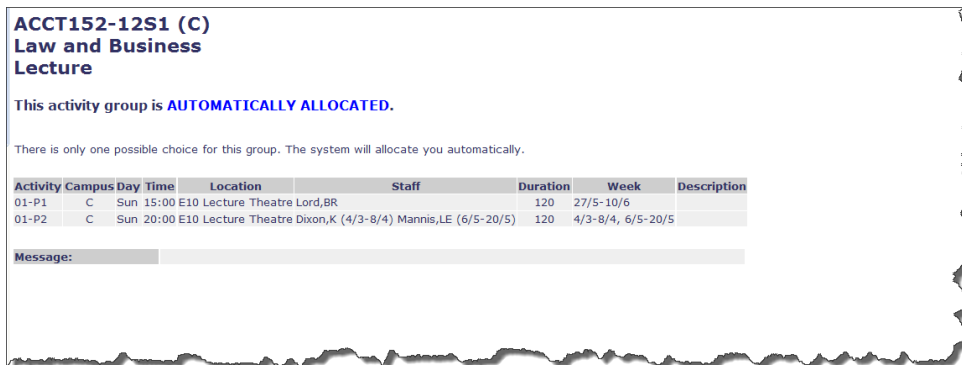
ACCT152-12S1 (C)
Law and Business

- ▶ **Lec (Auto Allocated)**
- ▶ LecB (Auto Allocated)
- ▶ Tut

ACCT211-12S2 (C)
Financial Accounting

- ▶ Lec (Auto Allocated)
- ▶ LecB (Auto Allocated)
- ▶ Tut

2. The allocated Activity Group will display:



ACCT152-12S1 (C)
Law and Business
Lecture

This activity group is **AUTOMATICALLY ALLOCATED**.

There is only one possible choice for this group. The system will allocate you automatically.

Activity	Campus	Day	Time	Location	Staff	Duration	Week	Description
01-P1	C	Sun	15:00	E10 Lecture Theatre Lord, BR		120	27/5-10/6	
01-P2	C	Sun	20:00	E10 Lecture Theatre Dixon, K (4/3-8/4)	Mannis, LE (6/5-20/5)	120	4/3-8/4, 6/5-20/5	

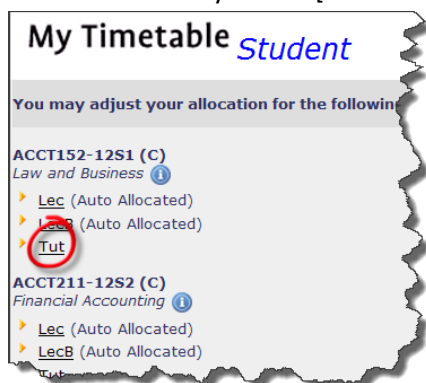
Message:

In the example above there is only one activity, therefore you have been automatically allocated.

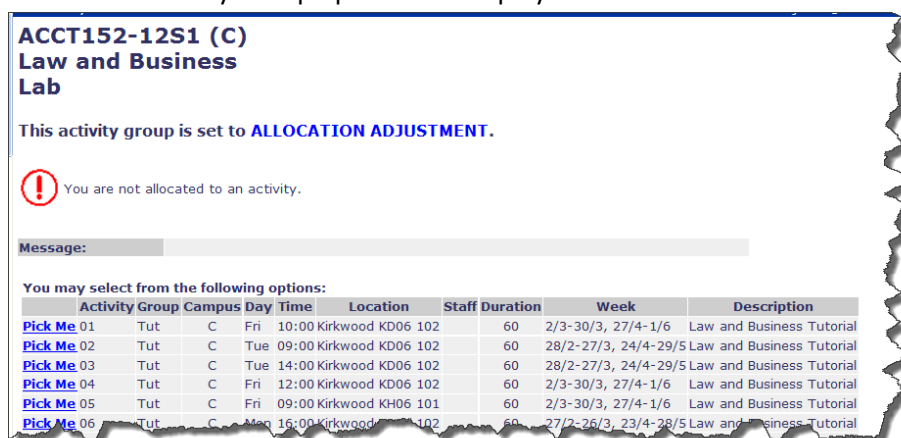
Step 6 – Self Allocate to An Activity

Procedure:

1. Click an activity where [Auto Allocated] does not display:

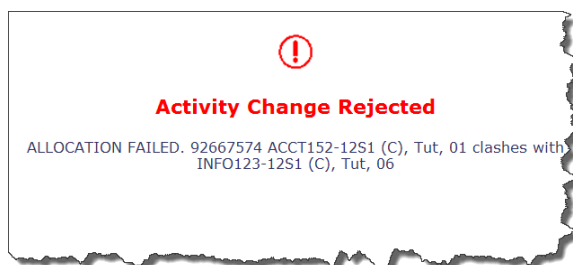


2. Your Activity Group options will display:



Where self-allocation is allowed, you will be able to select an activity when the Activity Group is opened for self-selection. The timing of when this occurred will be managed by the individual Departments. You will receive training on self-allocation in the near future.

If you select an activity repeat where there is a clash the following error will be displayed. **You will need to select a different repeat option.**



If there is no clash the following message will be displayed.

ACCT152-12S1 (C)
Law and Business



Change Accepted

ALLOCATION SUCCESSFUL. You are now allocated to activity 01

Select another option from the left to continue.

Your updated activity selection will display.

ACCT152-12S1 (C)
Law and Business
Lab

This activity group is set to **ALLOCATION ADJUSTMENT**.



You are allocated to activities for this subject. They are listed below.

You are currently allocated to:

Activity Group	Day	Time	Campus	Location	Staff	Duration (minutes)	Weeks	Description
01	Tut	Fri 10:00	C	Kirkwood KD06 102		60	2/3-30/3, 27/4-1/6	Law and Business Tutorial

Message:

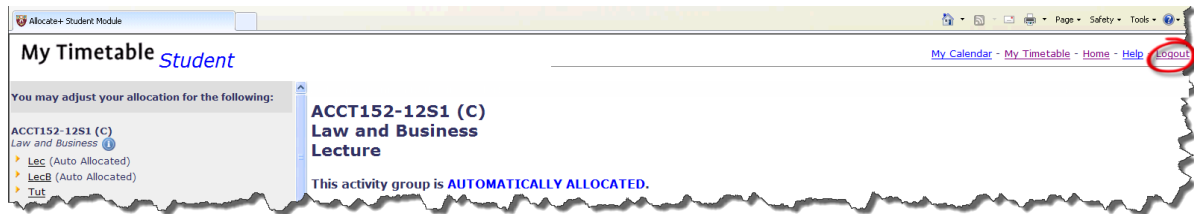
You may select from the following options:

Activity Group	Campus	Day	Time	Location	Staff	Duration	Week	Description
Pick Me 01	Tut	C	Fri 10:00	Kirkwood KD06 102		60	2/3-30/3, 27/4-1/6	Law and Business Tutorial
Pick Me 02	Tut	C	Tue 09:00	Kirkwood KD06 102		60	28/2-27/3, 24/4-29/5	Law and Business Tutorial
Pick Me 03	Tut	C	Tue 14:00	Kirkwood KD06 102		60	28/2-27/3, 24/4-29/5	Law and Business Tutorial
Pick Me 04	Tut	C	Fri 12:00	Kirkwood KD06 102		60	2/3-30/3, 27/4-1/6	Law and Business Tutorial
Pick Me 05	Tut	C	Fri 09:00	Kirkwood KH06 101		60	2/3-30/3, 27/4-1/6	Law and Business Tutorial
Pick Me 06	Tut	C	Mon 16:00	Kirkwood KD06 102		60	27/2-26/3, 23/4-28/5	Law and Business Tutorial
Pick Me 07	Tut	C	Fri 15:00	Kirkwood KD06 102		60	2/3-30/3, 27/4-1/6	Law and Business Tutorial
Pick Me 08	Tut	C	Mon 12:00	Kirkwood KD06 102		60	27/2-26/3, 23/4-28/5	Law and Business Tutorial
Pick Me 09	Tut	C	Wed 10:00	Kirkwood KD06 102		60	29/2-28/3, 25/4-30/5	Law and Business Tutorial
Pick Me 10	Tut	C	Thu 09:00	Kirkwood KD06 102		60	1/3-29/3, 26/4-31/5	Law and Business Tutorial

Step 7 – Log Out

Procedure:

1. Click [Logout].



2. The log out screen will display.

