

Class Timetable – Web Viewer Frequently Asked Questions

Contents


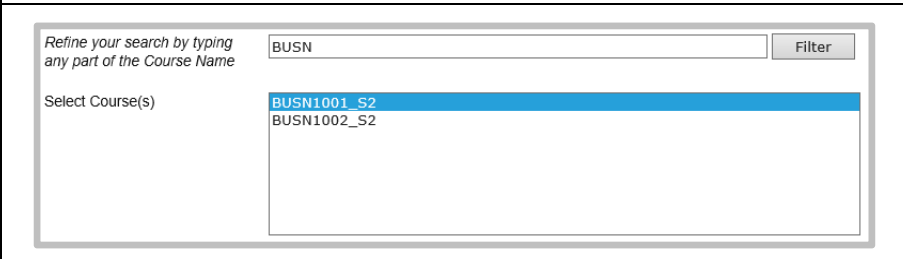
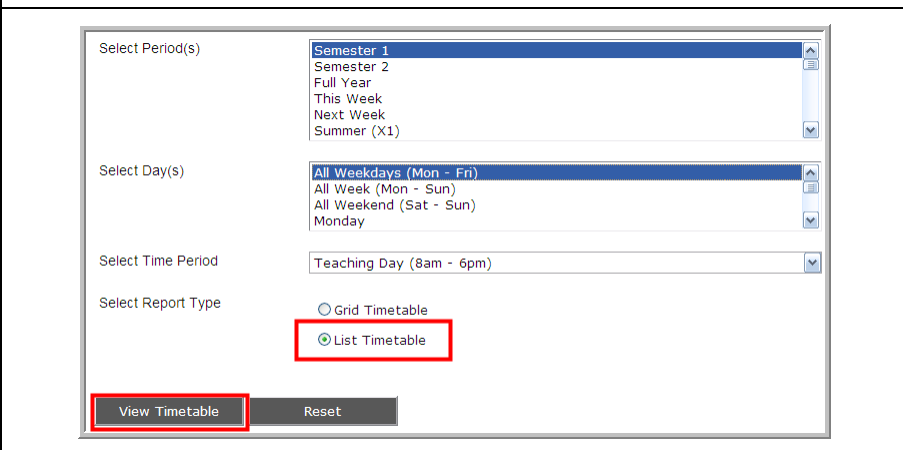
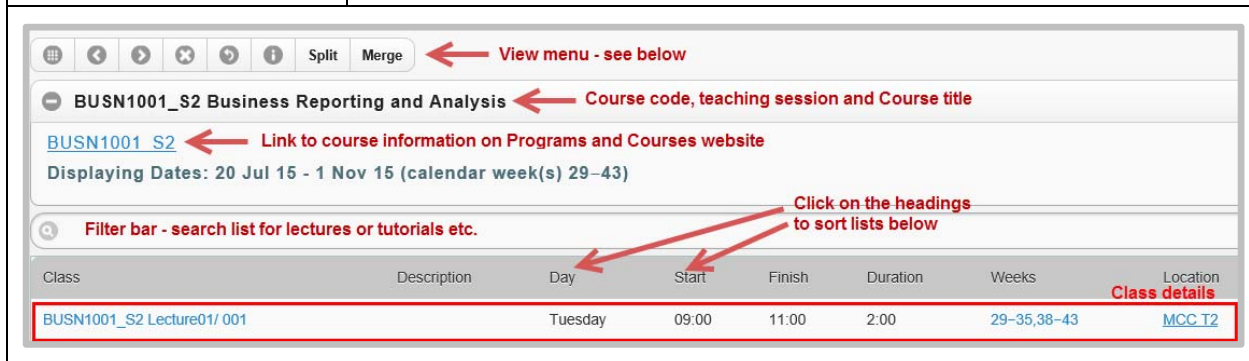

1. How do I access the class timetable?	2
2. How do I search for a course?	2
3. Where can I find more information about the course and/or class?.....	3
4. I can't find my course when searching the timetable, why?.....	3
5. No classes are returned for the course I've selected, why?.....	3
6. I can see multiple options for a class; do I have to attend all of them?.....	3
7. Can I View the Location of the Class on the ANU Campus Map?.....	4
8. Can I register for Tutorials/Practicals from the class timetable?	4
9. How do I Manage Class Clashes?.....	5
10. I have back to back classes, will I have enough time to get from one class to another?.....	5
11. When will the timetable be available.....	5
12. Will the Timetable Change?	5
13. Other Useful Information and Links	5
14. What are the recommended browsers?	6
15. How do I create my timetable?	6

1. How do I access the class timetable?

Go to <http://timetable.anu.edu.au/class/>

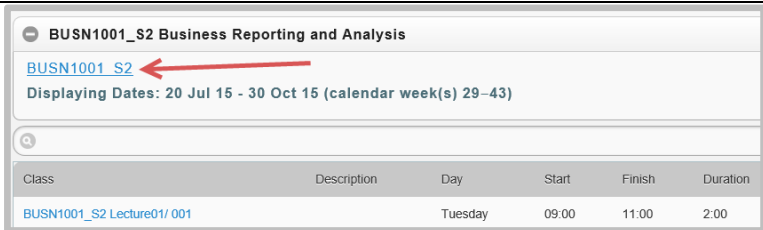
Note: There may be more than one timetable available, please check that you are selecting the correct year and session.

2. How do I search for a course?

<p>Step 1: Click on the Courses link on the left of the screen</p>												
<p>Step 2: Select a course code from the Course(s) list.</p> <p>Hold 'Ctrl' when selecting more than one course.</p>												
<p>Step 3: Select the Period(s) you wish to view.</p> <p><i>Note: Day(s) and Time are optional</i></p> <p>Select either Grid or List view and then View Timetable button.</p>												
												
<p>View Menu</p> 	<table border="1"> <tr> <td>1. Set week</td> <td rowspan="4">These can be used to navigate through the weeks</td> </tr> <tr> <td>2. Last week</td> </tr> <tr> <td>3. Next week</td> </tr> <tr> <td>4. Clear week</td> </tr> <tr> <td>5. Back to report menu</td> <td rowspan="2">These can be used to split or combine class information</td> </tr> <tr> <td>6. Information</td> </tr> <tr> <td>7. Split</td> <td rowspan="2">These can be used to split or combine class information</td> </tr> <tr> <td>8. Merge</td> </tr> </table>	1. Set week	These can be used to navigate through the weeks	2. Last week	3. Next week	4. Clear week	5. Back to report menu	These can be used to split or combine class information	6. Information	7. Split	These can be used to split or combine class information	8. Merge
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3. Where can I find more information about the course and/or class?

If you require further information about the class refer to:

<p>1. Programs and Courses:</p> <p>a. Select the class from the list view</p> <p>b. Alternatively you can access Programs and Courses via the URL http://programsandcourses.anu.edu.au</p>	
<p>2. WATTLE: you can view further information for a course via its site in Wattle. You must be enrolled in the course in ISIS in order to access it in WATTLE. WATTLE can be accessed via the URL https://wattle.anu.edu.au/</p>	

4. I can't find my course when searching the timetable, why?

The course may have been added late or may have been cancelled. Please refer to Programs and Courses <http://programsandcourses.anu.edu.au> for the most up to date information about courses available for the semester. If you are still unsure please confirm with the relevant School office.

5. No classes are returned for the course I've selected, why?

This may be the result of one of the following:

1. Some classes may be hidden at the request of the school. This is to give the school the opportunity to maintain and release the classes as needed, without offering the ones that might not run.
2. Some schools may have prepared 'Internal Timetables' (local arrangements for their teaching), so they are not included in the central class timetable at all.
3. Some specialist 'small class' times may be arranged in consultation with students and the school.

6. I can see multiple options for a class; do I have to attend all of them?

Some classes have more than one option to attend e.g. a Lecture or a Tutorial that has more than one 'Group' listed. Sometimes these classes are described as 'Repeats'.

The following details the typical naming convention for classes and what it means for your attendance. Please note that there may be variations across schools so please refer to the course information and work load requirements found within Programs and Courses.

Note: the timetable website is for information purposes only; you may have to officially register to attend that specific class (Refer to question 8 Can I register for Tutorials/Practicals from the class timetable?)

1. Where there is class numbering such as Class **01** / 001, Class **02** / 001, Class **03** / 001, this typically means you need to go to each of the classes 01, 02 & 03. In the example below, you must go to Lecture 01 and 02

Class	Description	Day	Start	Finish	Duration	Weeks	Location
LAWS2202_S2 Lecture01/ 001		Wednesday	10:00	12:00	2:00	29-35,38-43	COOMBS T
LAWS2202_S2 Lecture02/ 001		Friday	11:00	13:00	2:00	29-35,38-43	COOMBS T

2. Where there is class numbering such as Class 01 / **001**, Class 01 / **002**, Class 01 / **003**, this typically means you need to pick one group only. In the example below you only need to pick one tutorial Group:

Class	Description	Day	Start	Finish	Duration	Weeks	Location
SOCY2060_S2 Tutorial01/ 001	Not recorded	Monday	10:00	11:00	1:00	29-35,38-43	HA 1205
SOCY2060_S2 Tutorial01/ 002	Not recorded	Monday	11:00	12:00	1:00	29-35,38-43	HA 1205
SOCY2060_S2 Tutorial01/ 003	Not recorded	Monday	12:00	13:00	1:00	29-35,38-43	HA 1205
SOCY2060_S2 Tutorial01/ 004	Not recorded	Monday	13:00	14:00	1:00	29-35,38-43	HA 1205

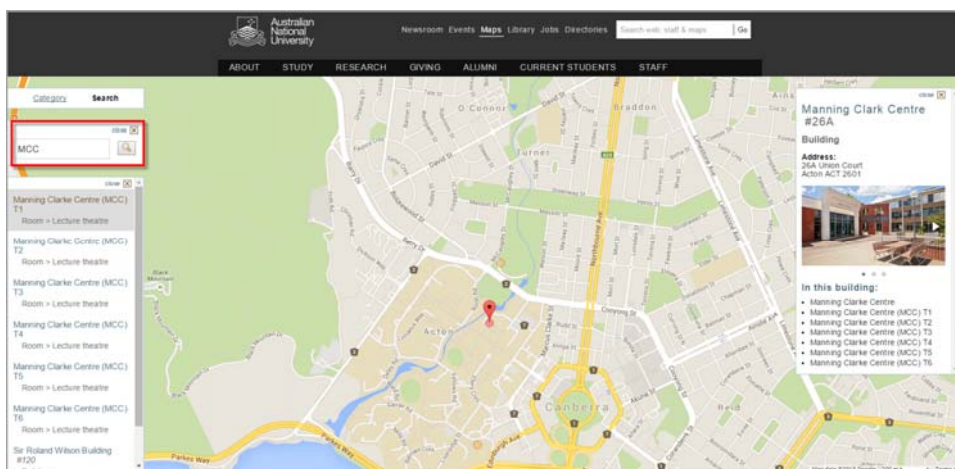
Note: Some activities might not run in all weeks, so please verify the week pattern within the timetable. Select the week numbers to view the week dates:



7. Can I View the Location of the Class on the ANU Campus Map?

You can view the location in the ANU Campus Map (<http://www.anu.edu.au/maps>) by clicking the location listed in the timetable information.

Class	Description	Day	Start	Finish	Duration	Weeks	Location
S1_BIOL1003 LA	Lecture A	Tuesday	10:00	11:00	1:00	7-13,16-21	MCC T1



The ANU Google Map will launch in a new window. If the link does not direct automatically to the location you would like to view, type the location or building name into the search bar.

8. Can I register for Tutorials/Practicals from the class timetable?

No, you can not register for tutorials/practicals directly from the timetable. Tutorial/Practical registration procedures will vary across schools. For more information regarding tutorial/practical registration, refer to your Course Website (please see question 3 above). Other related enquiries about local arrangements should be directed to the relevant school office.

9. How do I Manage Class Clashes?

There are many factors that are taken into consideration when creating a timetable. Given these scheduling constraints and the number of combinations possible some class clashes are difficult to avoid. Some tips to manage if you have a clash in your timetable:

1. See if the class is offered at another time: some classes have more than one option to attend e.g. a Lecture or a Tutorial with more than one 'Group' option listed. If this is the case select a class that fits in with the timetable for your other courses.
2. If there are no alternative options for the clashing classes (e.g. they are between two classes with no alternative group options) you can seek advice from the relevant School Office about options to manage your attendance. They might also be able to advise if there is likely to be a change to the class timetable.
3. Course Advisors are available in each College to help advise students about enrolment choices. Please seek advice if you are unsure whether to change your enrolment because of a class clash.

10. I have back to back classes, will I have enough time to get from one class to another?

Classes start at 5 minutes past the published 'start time' and finish 5 minutes before the 'published' end time. This means a class scheduled for an hour runs for 50 minutes e.g. a 10am class begins at 10.05am and ends at 10.55am. You have 10 minutes to reach a class that 'starts' at 11am.

Please refer to clause 13 in the timetable policy https://policies.anu.edu.au/ppl/document/ANUP_005008

11. When will the timetable be available

The Timetabling Office will publish the timetable release dates on the Timetable Noticeboard <http://timetable.anu.edu.au/>

12. Will the Timetable Change?

Draft Timetable: The Class Timetable is first released in *Draft* format. The Draft version is subject to a 2 week review period, where it is available for comments. This is the best time to report clashes to the relevant school.

Final Timetable: A Final Version of the timetable will be released within a month of the initial Draft release. Between Draft and Final version a number of changes can be expected.

After release of the Final version, changes are kept to a minimum, but may still occur. These are usually unforeseen issues caused by late enrolments.

13. Other Useful Information and Links

Important Dates (including semester and examination dates) can be found on the University Calendar: <http://www.anu.edu.au/directories/university-calendar>

Programs and Courses (Student Handbook): <http://programsandcourses.anu.edu.au/>

Examination Timetable Information: <http://timetable.anu.edu.au/exams/>

14. What are the recommended browsers?

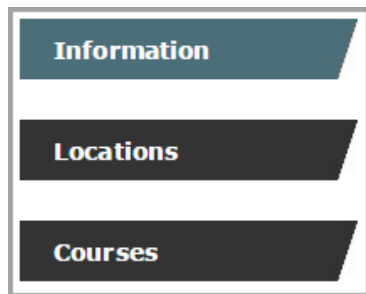
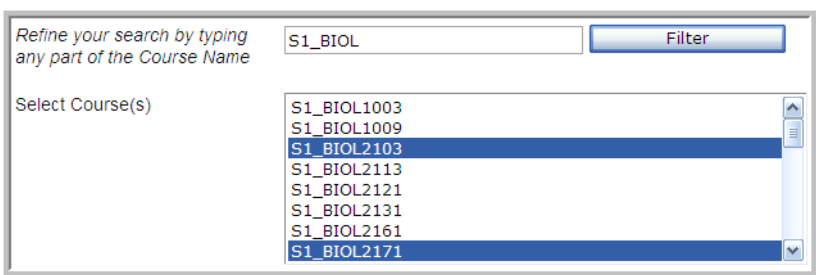
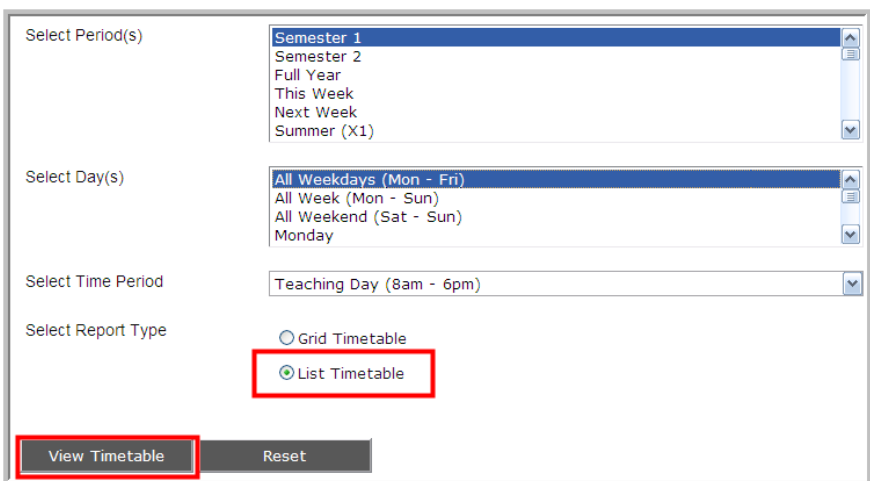

The class timetable can be accessed in most browsers but the recommended browser versions are:

- Firefox 3 or later
- Safari 3 or later
- Internet Explorer 8 or later
- Chrome 4 or later
- Opera 9 or later

15. How do I create my timetable?

The following set of instructions is one suggestion for creating your timetable. This is for information purposes only and is not a substitute for registering for your tutorials/practicals. Please refer to question 8 above.

Note: Some schools elect not to publish all classes in the class timetable. Please refer to WATTLE and course websites for further information.

<p>Step 1: Click on the Courses link on the left of the screen</p>	
<p>Step 2: Select the course codes from the Course(s) list. Hold 'Ctrl' when selecting more than one course. <i>Note: You can filter by College/School or course code to reduce the list.</i></p>	
<p>Step 3: Select the Period(s) you require. <i>Note: Day(s) and Time Period are optional</i></p> <p>Select either Grid or List view and then View Timetable button.</p>	
<p>Step 4: If you have selected more than one course, the timetable will default</p>	

to the split view. To view the classes all in one list, select 'Merge' from the top menu bar.

Step 5: The classes for the selected courses are merged together.

BIOL1004_S2 Biology 2: Molecular and Cell Biology, BUSN1001_S2 Business Reporting and Analysis, ECON1101_S2 Microeco...

[BIOL1004_S2](#), [BUSN1001_S2](#), [ECON1101_S2](#)

Displaying Dates: 20 Jul 15 - 1 Nov 15 (calendar week(s) 29-43)

Class	Description	Day	Start	Finish	Duration	Weeks	Location
ECON1101_S2 Lecture03/ 001		Friday	16:00	17:00	1:00	29-35,38-43	MCC T1
ECON1101_S2 Lecture02/ 001		Wednesday	13:00	14:00	1:00	29-35,38-43	MCC T1
ECON1101_S2 Lecture01/ 001		Tuesday	17:00	18:00	1:00	29-35,38-43	MCC T1
BUSN1001_S2 Lecture01/ 001		Tuesday	09:00	11:00	2:00	29-35,38-43	MCC T2
BIOL1004_S2 Lecture01/ 001	Lecture A	Monday	12:00	13:00	1:00	29-35,38-43	MCC T1
BIOL1004_S2 Lecture02/ 001	Lecture B	Tuesday	11:00	12:00	1:00	29-35,38-43	MCC T1
BIOL1004_S2 Lecture03/ 001	Lecture C	Thursday	09:00	10:00	1:00	29-35,38-43	MCC T1
BIOL1004_S2 Practical01/ 001	Practical Group 1	Tuesday	14:00	17:00	3:00	30,32,34-35,40-41	Gould 107 Lab
BIOL1004_S2 Practical01/ 002	Practical Group 2	Wednesday	14:00	17:00	3:00	30,32,34-35,40-41	Gould 107 Lab
BIOL1004_S2 Practical01/ 003	Practical Group 3	Thursday	14:00	17:00	3:00	30,32,34-35,40-41	Gould 107 Lab
BIOL1004_S2 Practical01/ 004	Practical Group 4	Friday	14:00	17:00	3:00	30,32,34-35,40-41	Gould 107 Lab
BIOL1004_S2 Tutorial01/ 001	Tutorial Group 1	Monday	14:00	15:30	1:30	31,33,38-39	Han 2.27

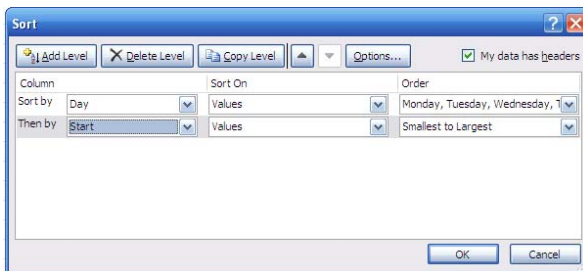
Step 6: Select and copy all of the details in the list view.

Class	Description	Day	Start	Finish	Duration	Weeks	Location
ECON1101_S2 Lecture03/ 001		Friday	16:00	17:00	1:00	29-35,38-43	MCC T1
ECON1101_S2 Lecture02/ 001		Wednesday	13:00	14:00	1:00	29-35,38-43	MCC T1
ECON1101_S2 Lecture01/ 001		Tuesday	17:00	18:00	1:00	29-35,38-43	MCC T1
BUSN1001_S2 Lecture01/ 001		Tuesday	09:00	11:00	2:00	29-35,38-43	MCC T2
BIOL1004_S2 Lecture01/ 001	Lecture A	Monday	12:00	13:00	1:00	29-35,38-43	MCC T1
BIOL1004_S2 Lecture02/ 001	Lecture B	Tuesday	11:00	12:00	1:00	29-35,38-43	MCC T1
BIOL1004_S2 Lecture03/ 001	Lecture C	Thursday	09:00	10:00	1:00	29-35,38-43	MCC T1

Step 7: Open Microsoft Excel and paste the list into a new spreadsheet.

	A	B	C	D	E	F	G	H
1	Class	Description	Day	Start	Finish	Duration	Weeks	Location
2	BIOL1009_S2 Lecture01/ 001	Lecture A	Tuesday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
3	BIOL1009_S2 Lecture02/ 001	Lecture B	Wednesday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
4	BIOL1009_S2 Lecture03/ 001	Lecture C	Thursday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
5	BIOL1009_S2 Practical01/ 001	Practical Group 1	Tuesday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
6	BIOL1009_S2 Practical01/ 002	Practical Group 2	Wednesday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
7	BIOL1009_S2 Practical01/ 003	Practical Group 3	Thursday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
8	BUSN1001_S2 Lecture01/ 001		Tuesday	9:00	11:00	2:00	29-35,38-43	MCC T2
9	ECON1101_S2 Lecture01/ 001		Tuesday	17:00	18:00	1:00	29-35,38-43	MCC T1
10	ECON1101_S2 Lecture02/ 001		Wednesday	13:00	14:00	1:00	29-35,38-43	MCC T1
11	ECON1101_S2 Lecture03/ 001		Friday	16:00	17:00	1:00	29-35,38-43	MCC T1

Step 8: Order the list by the Day Ascending and the Start Time Ascending.



Tip: When sorting by 'Days' ensure you change the order from 'A to Z' to 'Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday'.

Order

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

A to Z
Z to A

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Sunday, Saturday, Friday, Thursday, Wednesday, Tuesday, Monday
Custom List...

	A	B	C	D	E	F	G	H
1	Class	Description	Day	Start	Finish	Duration	Weeks	Location
2	BUSN1001 S2 Lecture01/ 001		Tuesday	9:00	11:00	2:00	29-35,38-43	MCC T2
3	BIOL1009 S2 Lecture01/ 001	Lecture A	Tuesday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
4	BIOL1009 S2 Practical01/ 001	Practical Group 1	Tuesday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
5	ECON1101 S2 Lecture01/ 001		Tuesday	17:00	18:00	1:00	29-35,38-43	MCC T1
6	BIOL1009 S2 Lecture02/ 001	Lecture B	Wednesday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
7	ECON1101 S2 Lecture02/ 001		Wednesday	13:00	14:00	1:00	29-35,38-43	MCC T1
8	BIOL1009 S2 Practical01/ 002	Practical Group 2	Wednesday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
9	BIOL1009 S2 Lecture03/ 001	Lecture C	Thursday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
10	BIOL1009 S2 Practical01/ 003	Practical Group 3	Thursday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
11	ECON1101 S2 Lecture03/ 001		Friday	16:00	17:00	1:00	29-35,38-43	MCC T1

The timetable displayed here is an example only and does not reflect the real class timetable.

Step 9: Remove any classes that you do not need to attend. For example: Multiple groups might be on offer for Tutorials and Practicals. In this example three groups exist for S1_BIOL1009 Practical. You only need to attend one; therefore you can remove the practicals you will not be attending.

	A	B	C	D	E	F	G	H
1	Class	Description	Day	Start	Finish	Duration	Weeks	Location
2	BUSN1001 S2 Lecture01/ 001		Tuesday	9:00	11:00	2:00	29-35,38-43	MCC T2
3	BIOL1009 S2 Lecture01/ 001	Lecture A	Tuesday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
4	BIOL1009 S2 Practical01/ 001	Practical Group 1	Tuesday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
5	ECON1101 S2 Lecture01/ 001		Tuesday	17:00	18:00	1:00	29-35,38-43	MCC T1
6	BIOL1009 S2 Lecture02/ 001	Lecture B	Wednesday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
7	ECON1101 S2 Lecture02/ 001		Wednesday	13:00	14:00	1:00	29-35,38-43	MCC T1
8	BIOL1009 S2 Practical01/ 002	Practical Group 2	Wednesday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
9	BIOL1009 S2 Lecture03/ 001	Lecture C	Thursday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
10	BIOL1009 S2 Practical01/ 003	Practical Group 3	Thursday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
11	ECON1101 S2 Lecture03/ 001		Friday	16:00	17:00	1:00	29-35,38-43	MCC T1

In this example, the practicals on Tuesday and Thursday at 3pm were removed.

	A	B	C	D	E	F	G	H
1	Class	Description	Day	Start	Finish	Duration	Weeks	Location
2	BUSN1001 S2 Lecture01/ 001		Tuesday	9:00	11:00	2:00	29-35,38-43	MCC T2
3	BIOL1009 S2 Lecture01/ 001	Lecture A	Tuesday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
4	ECON1101 S2 Lecture01/ 001		Tuesday	17:00	18:00	1:00	29-35,38-43	MCC T1
5	BIOL1009 S2 Lecture02/ 001	Lecture B	Wednesday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
6	ECON1101 S2 Lecture02/ 001		Wednesday	13:00	14:00	1:00	29-35,38-43	MCC T1
7	BIOL1009 S2 Practical01/ 002	Practical Group 2	Wednesday	15:00	17:00	2:00	30,32,34,39,41-42	STB T1 Birt Lab
8	BIOL1009 S2 Lecture03/ 001	Lecture C	Thursday	12:00	13:00	1:00	29-35,38-43	R N Robertson T
9	ECON1101 S2 Lecture03/ 001		Friday	16:00	17:00	1:00	29-35,38-43	MCC T1

The timetable displayed here is an example only and does not reflect the real class timetable.

Step 10: Save the spreadsheet and print out a copy for your reference.

Note: You do not need to submit this timetable to anyone; it is for your personal reference only.