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# VU SYDNEY TIMETABLE GUIDE

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A how-to guide for VU Sydney  
timetabling, Allocate+ and Frequently  
Asked Questions

Version 1.4

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## 1. How to view Timetable on Timetable Planner

Please follow the below instructions to view timetable online on Timetable Planner.

Go to <https://timetableplanner.vu.edu.au/2022/>

- Use your VU Portal Login credentials to log into the site
- Select **Teaching Areas : VU Sydney** Click on the arrow  to move the selection to Right hand side box.
- **For UG: Select Periods**  You can select only one block (Semester 1 Block 1), or select multiple blocks using ctrl key (Semester 1 Block 1, Semester 1 Block 2, Semester 1 Block 3, Semester 1 Block 4, (semester 1 is just an example, it can be either semester 1 or semester 2 or summer/ winter blocks)  
**For PG: Select Periods**  Please select PG 8 Week Block 1 –8WB1 or PG 8 Week Block 2–8WB2 or PG 8 Week Block 3 –8WB3 or PG 8 Week Block 4 –8WB4 or PG 8 Week Block 5 –8WB5 (or you can even select multiple blocks) from the list.
- **Select Days**  All week (Mon – Sun)
- **Select Time Period**  All Day/ Evening (08:00AM – 11:00PM)
- **Select Report Type**  List Timetable
- Click **“View Timetable”** (Make sure you unblock the pop-up window)

### For Semester:



Timetable Planner

Home

Teaching Areas

Vocational Education (VE)

Units (HE)

Courses (HE)

Class Types

Staff

Locations

Log Off

**Teaching Area Timetables**  
Refine Teaching Area List by Name:  Filter

Select Teaching Area(s):  

\*First Year Units  
 Col of Arts & Edu - Arts  
 Col of Arts & Edu - Bachelor of Education  
 Col of Arts & Edu - Diploma of Education (EDES)  
 Col of Arts & Edu - Early Childhood  
 Col of Arts & Edu - Post Graduate  
 Col of Arts & Edu - Tertiary Education (ATHE)  
 Col of Arts & Edu - Youth Work (EBS/SA/AB/YW)  
 Col of Bus - Victoria University Business School  
 Col of Eng - Architectural  
 Col of Eng - Building  
 Col of Eng - Civil  
 Col of Eng - Electrical  
 Col of Eng - Engineering & Science

Select Period(s):  

Semester 2 Block 1  
 Semester 2 Block 2  
 Semester 2 Block 3  
 Semester 2 Block 4  
 Semester 2 Block 4 VU Sydney  
 Semester 3 Summer (2019/2020)  
 Semester 4 (Winter) Block 1  
 Semester 4 Winter  
 Summer Block 1

Select Day(s):  

All Week (Mon - Sun)  
 All Weekdays (Mon - Fri)  
 All Weekend (Sat - Sun)  
 Monday

Select Time Period:  

All Day / Evening (08:00AM – 11:00PM)

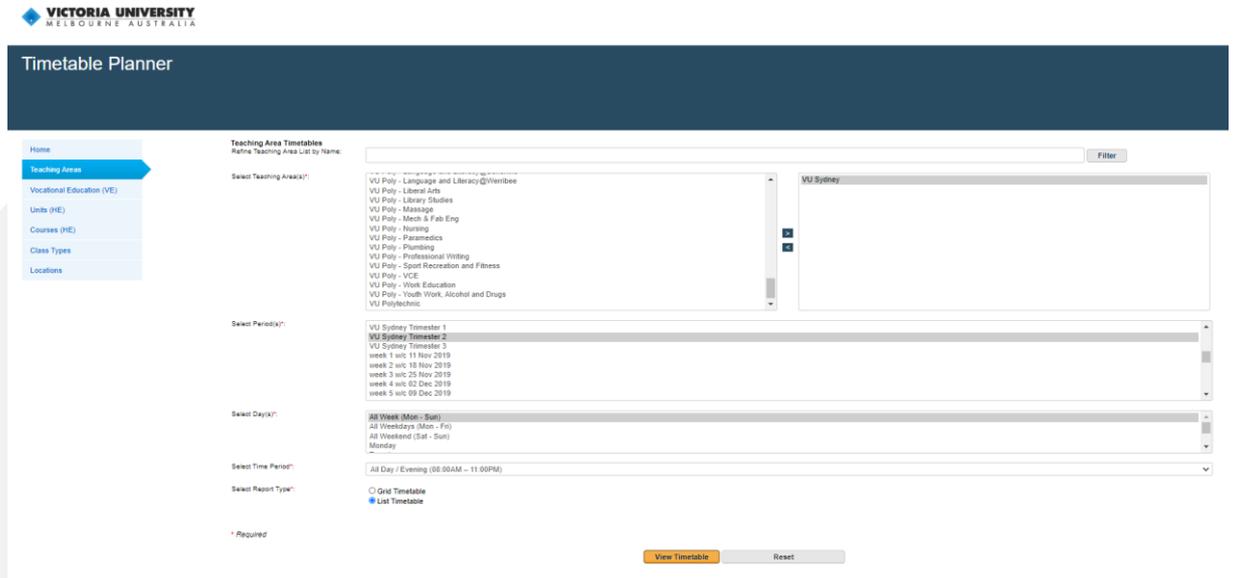
Select Report Type:  
 Grid Timetable  
 List Timetable

\* Required

View Timetable
Reset

VU Sydney

## For Trimester:



- Once you get the list -> Filter with the Unit Code



**\*\*Please check your class timetable again immediately before classes start as it may have changed.**

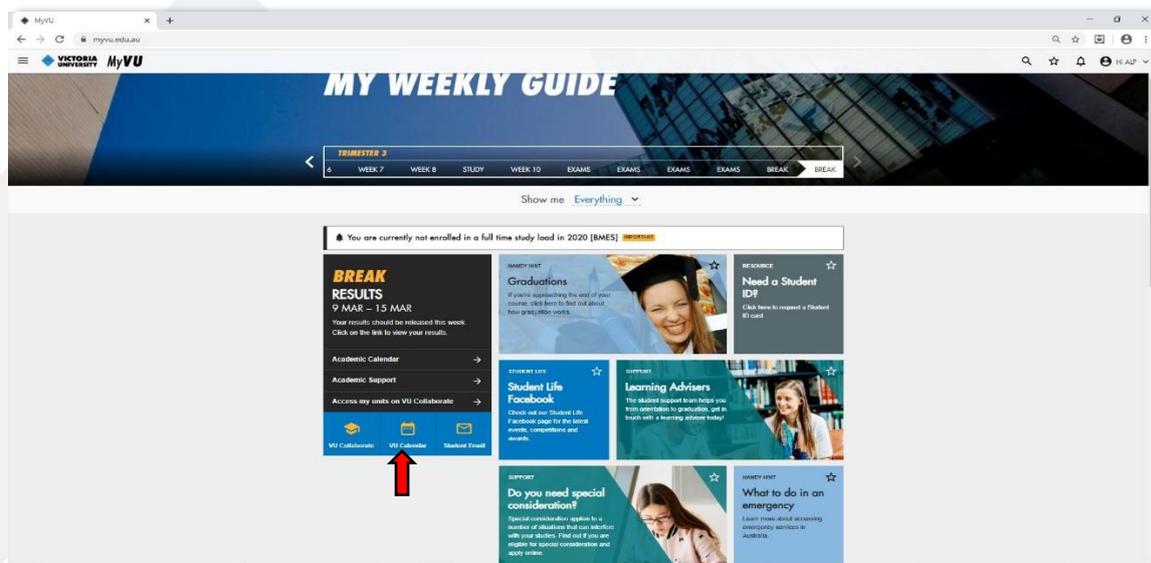
**\*\*\*Please note, if a timetable says "HIDDEN TBC" on timetable planner, means the class is not available for allocation at the moment.**

All enrolled students are required to allocate to the respective class during the scheduled time through online portal.

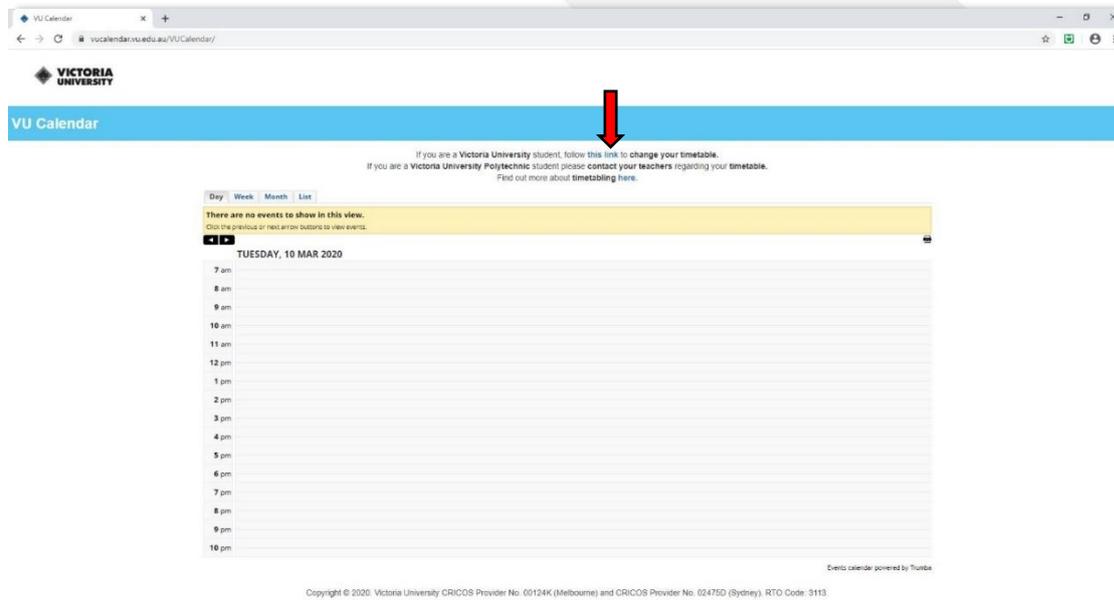
## 2. How to allocate to a Timetable

### 1.1 [Login and accessing the online Timetable](#)

1. Log in to [MyVU](#). For more information please see [‘How do I log in to MyVU?’](#)
2. Click **VU Calendar** on the left hand sidebar

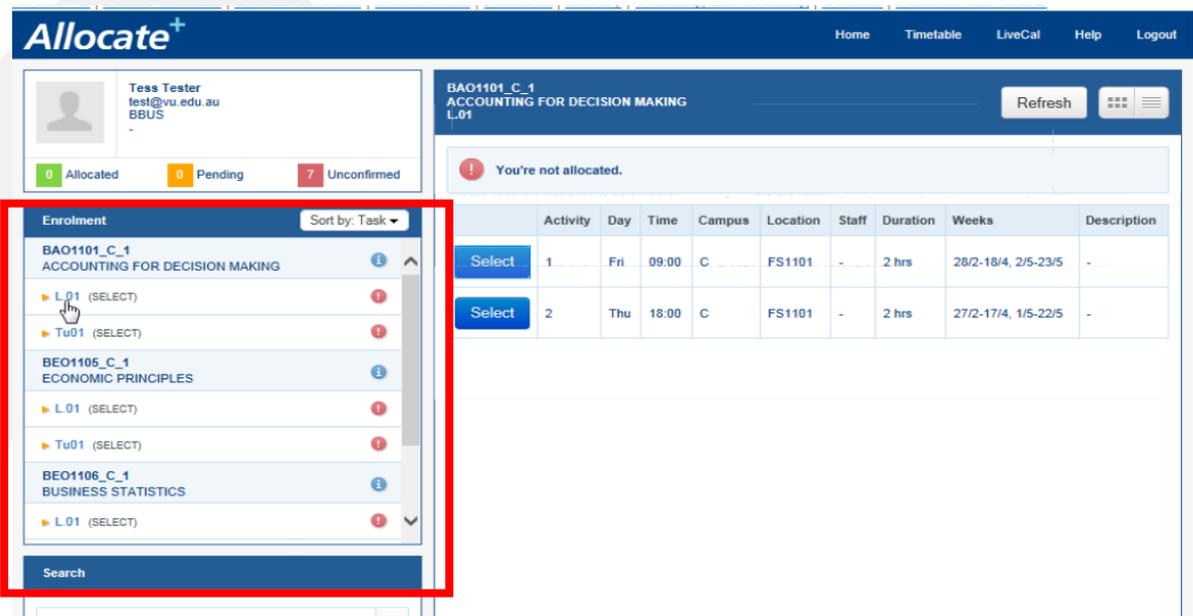


3. At the bottom of the **VU Calendar** click on the relevant link to **MyTimetable**



## 1.2. [Allocation to Timetable](#)

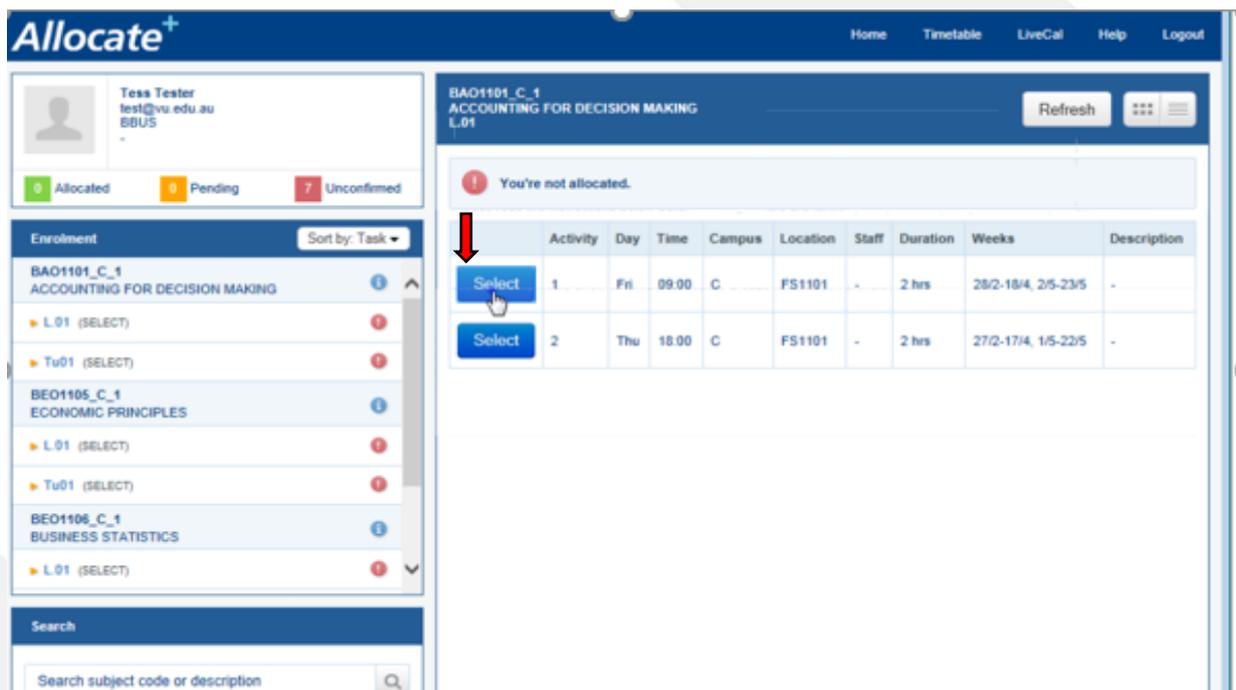
- Once you click on the link, it will lead you to the available Timetable based on your enrolment. Your current enrolment details will be available on the the left hand side of the screen. Each Unit of Study lists the activity group/s for that unit (e.g. Lectures, Tutorials, Workshops, Laboratories and Practicals). Select the activities by clicking on the activities.



The screenshot shows the 'Allocate+' interface. On the left, the 'Enrolment' section is highlighted with a red box. It lists three units of study: BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING, BEO1105\_C\_1 ECONOMIC PRINCIPLES, and BEO1106\_C\_1 BUSINESS STATISTICS. Each unit has a dropdown menu for activity selection, with 'L 01 (SELECT)' and 'Tu01 (SELECT)' options visible. On the right, the 'BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING L.01' section shows a message 'You're not allocated.' and a table of available activities.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Fri	09.00	C	FS1101	-	2 hrs	28/2-18/4, 2/5-23/5	-
2	Thu	18.00	C	FS1101	-	2 hrs	27/2-17/4, 1/5-22/5	-

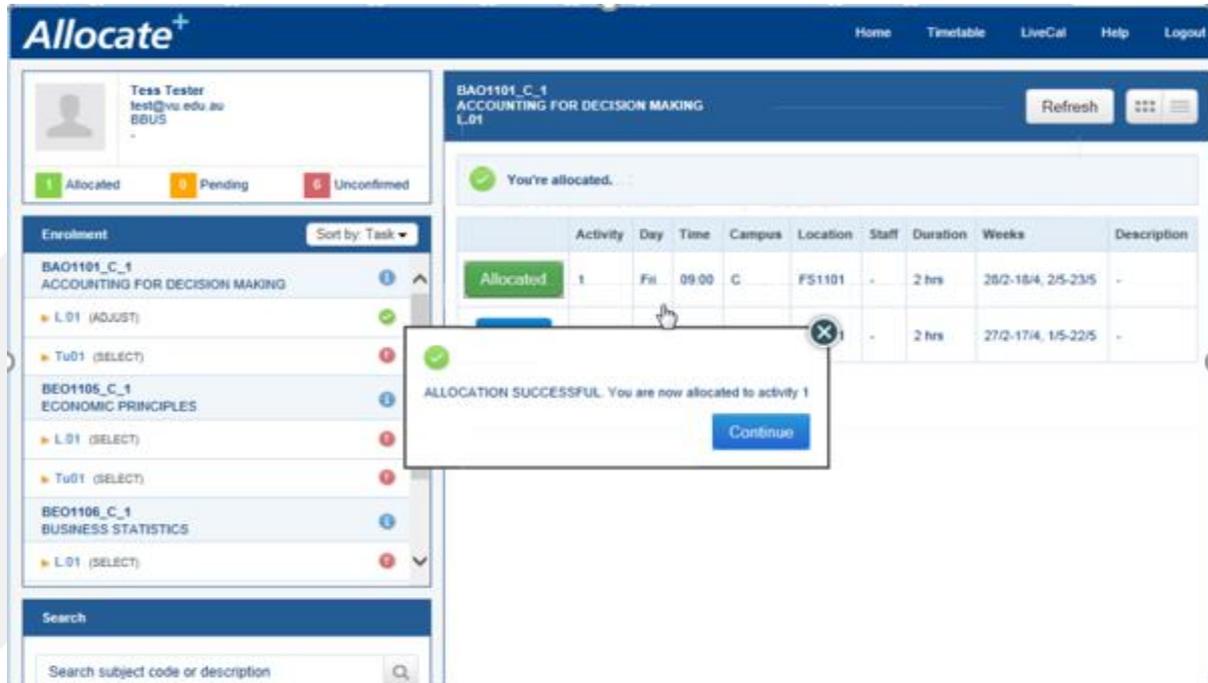
- Click on 'Select' to allocate to your preferred time of study.



This screenshot shows the same interface as the previous one, but with a red arrow pointing to the 'Select' button for the first activity in the table. The 'Enrolment' list on the left is no longer highlighted.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Fri	09.00	C	FS1101	-	2 hrs	28/2-18/4, 2/5-23/5	-
2	Thu	18.00	C	FS1101	-	2 hrs	27/2-17/4, 1/5-22/5	-

- Once the allocation is completed, the blue 'Select' button will turn to green 'Allocated' button. A new window will pop-up with a message confirming the successful allocation. Click on 'Continue' to proceed with the allocation of the remaining enrolled units.



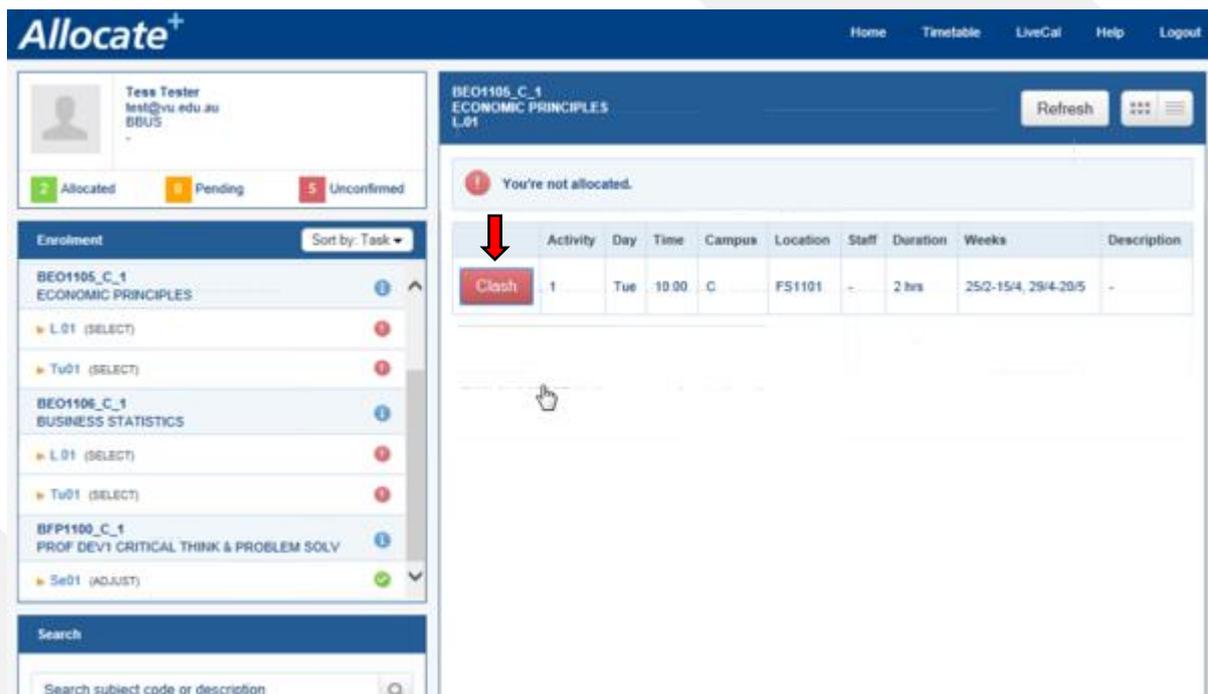
The screenshot shows the 'Allocate+' interface for user 'Tessa Tester'. The left sidebar lists enrolled units: BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING L.01 (ADJUST), Tu01 (SELECT), BEO1105\_C\_1 ECONOMIC PRINCIPLES L.01 (SELECT), Tu01 (SELECT), BEO1106\_C\_1 BUSINESS STATISTICS L.01 (SELECT). The main panel shows the details for BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING L.01. A table displays the allocated activity:

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Fri	09:00	C	FS1101	-	2 hrs	25/2-15/4, 2/5-23/5	-
						2 hrs	27/2-17/4, 1/5-22/5	-

A pop-up message states: 'ALLOCATION SUCCESSFUL. You are now allocated to activity 1'. A 'Continue' button is visible in the pop-up.

### 1.3. [Timetable Clash](#)

- While allocating to different classes, if there is a clash with another selected class for a different unit, you may see a 'Clash' button on the timetable.

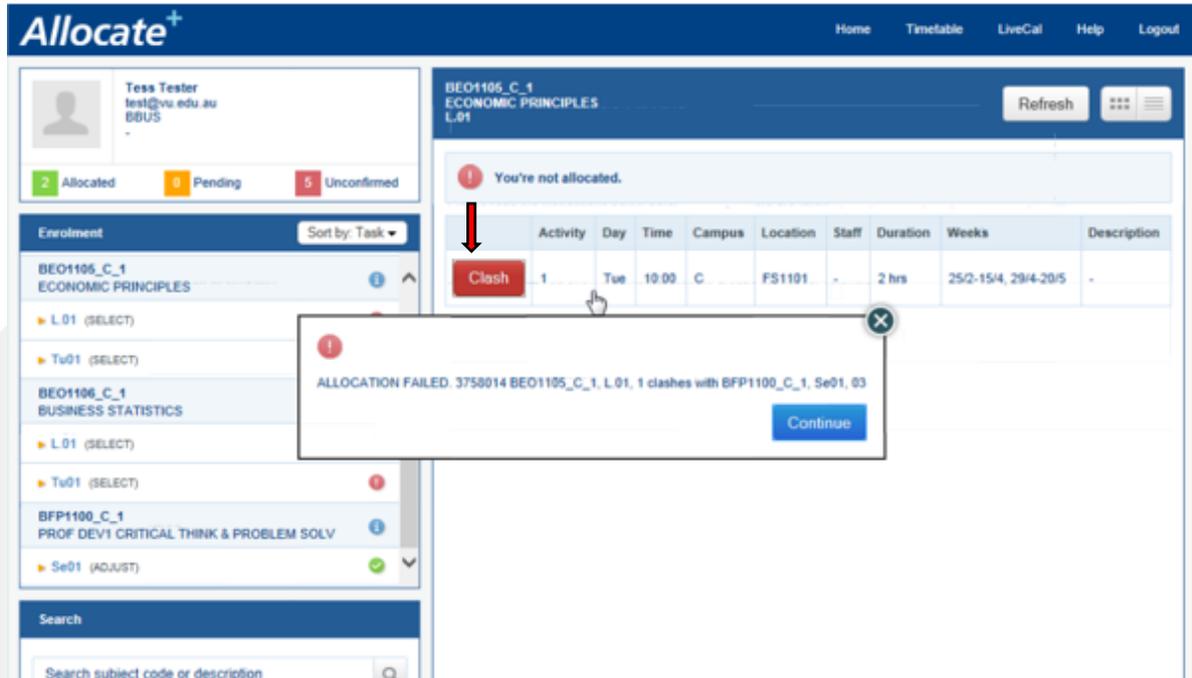


The screenshot shows the 'Allocate+' interface for user 'Tessa Tester'. The left sidebar lists enrolled units: BEO1105\_C\_1 ECONOMIC PRINCIPLES L.01 (SELECT), Tu01 (SELECT), BEO1106\_C\_1 BUSINESS STATISTICS L.01 (SELECT), Tu01 (SELECT), BFP1100\_C\_1 PROF DEV1 CRITICAL THINK & PROBLEM SOLV Se01 (ADJUST). The main panel shows the details for BEO1105\_C\_1 ECONOMIC PRINCIPLES L.01. A table displays the allocated activity:

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Tue	10:00	C	FS1101	-	2 hrs	25/2-15/4, 29/4-20/5	-

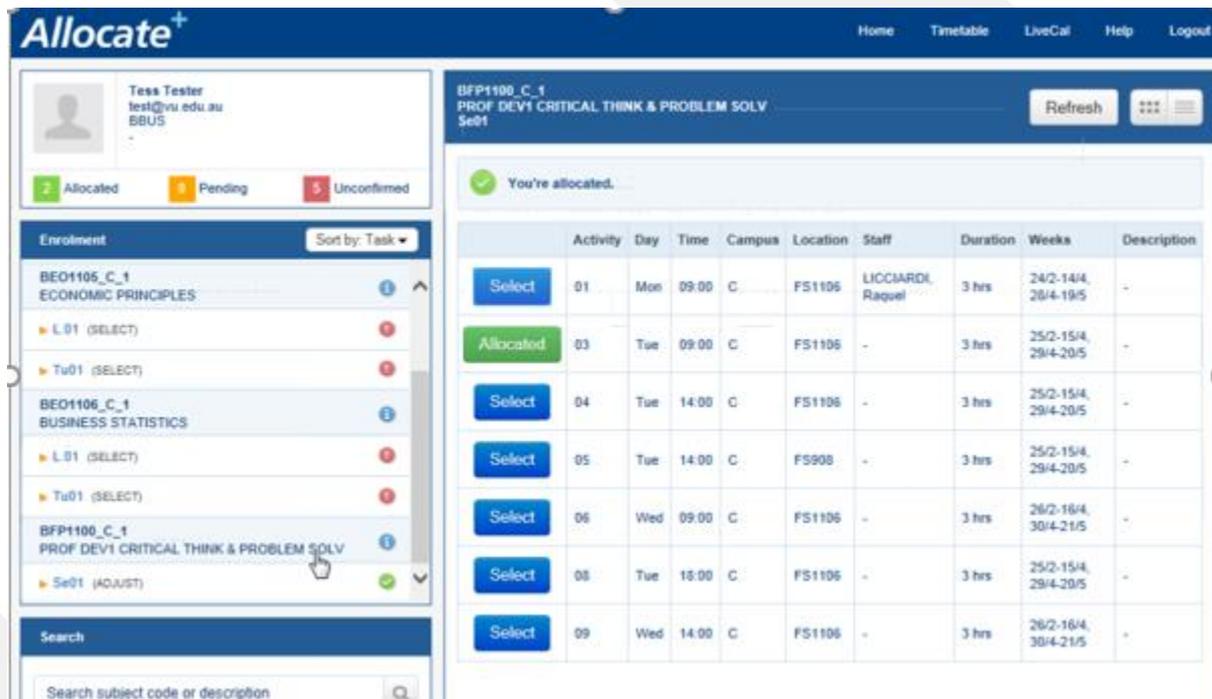
A red arrow points to a 'Clash' button in the table row, indicating a conflict with another selected class.

2. Click on the 'Clash' button to see the details of other clashing unit



The screenshot shows the Allocate+ interface for user Tess Tester. The main content area displays a table with columns: Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. A red arrow points to a 'Clash' button in the first row of the table. A modal dialog box is open, displaying the message: "ALLOCATION FAILED 3758014 BEO1105\_C\_1, L 01, 1 clashes with BFP1100\_C\_1, Se01, 03". The dialog has a 'Continue' button.

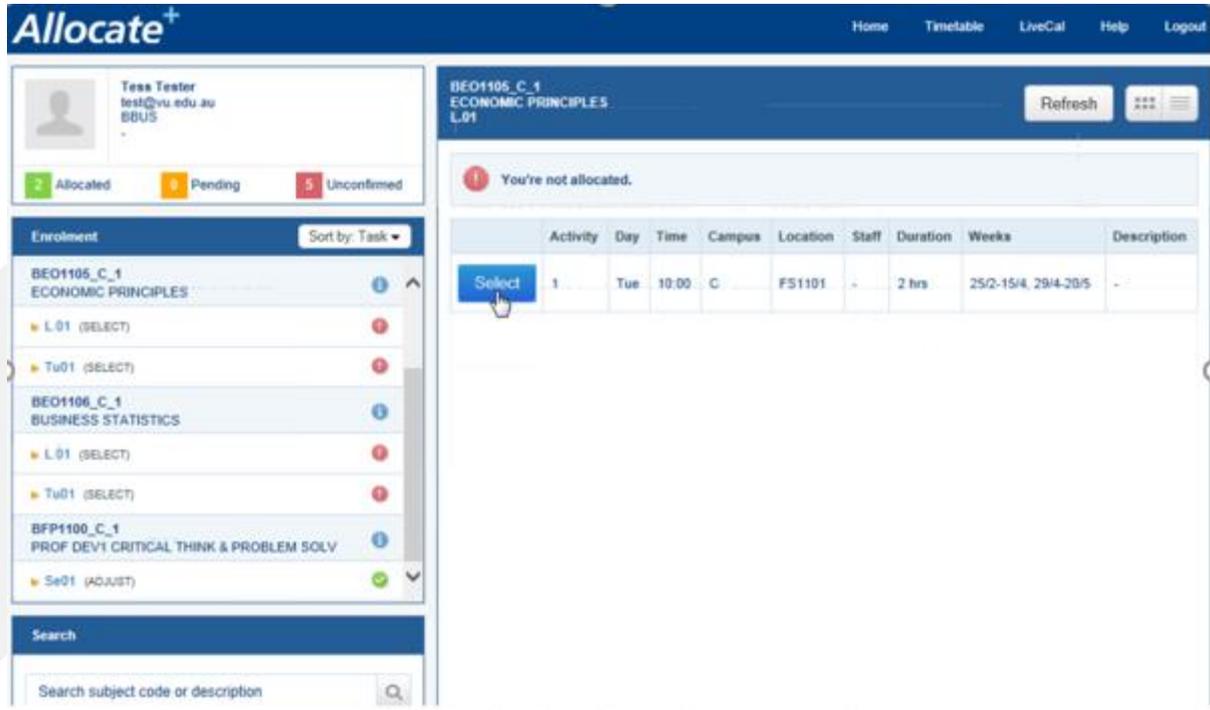
3. Go to the Clashing unit and select a new time to remove the 'Clash'



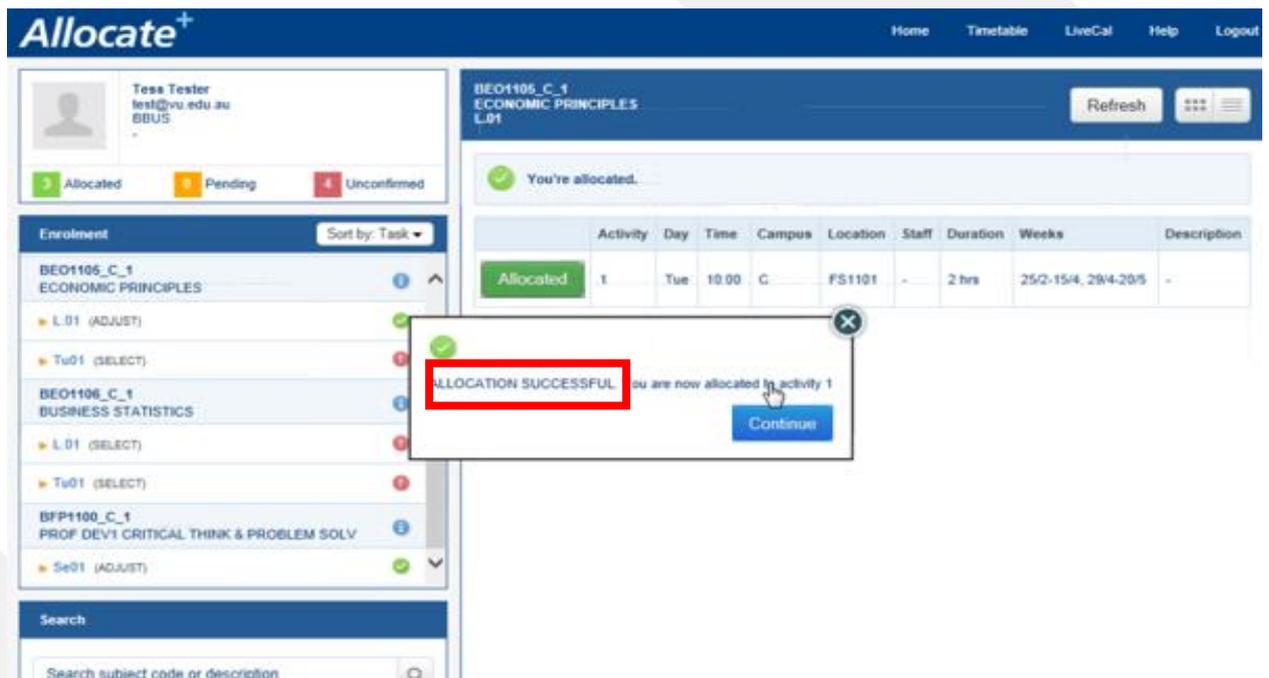
The screenshot shows the Allocate+ interface for user Tess Tester. The main content area displays a table with columns: Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. The unit BFP1100\_C\_1 is now allocated. A table lists available activities with 'Select' buttons. The activity 03 is highlighted as 'Allocated'.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Select	01	Mon 09:00	C	FS1105	LICCARDI, Raquel	3 hrs	24/2-14/4, 26/4-19/5	-
Allocated	03	Tue 09:00	C	FS1105	-	3 hrs	25/2-15/4, 29/4-20/5	-
Select	04	Tue 14:00	C	FS1106	-	3 hrs	25/2-15/4, 29/4-20/5	-
Select	05	Tue 14:00	C	FS908	-	3 hrs	25/2-15/4, 29/4-20/5	-
Select	06	Wed 09:00	C	FS1106	-	3 hrs	26/2-16/4, 30/4-21/5	-
Select	08	Tue 18:00	C	FS1106	-	3 hrs	25/2-15/4, 29/4-20/5	-
Select	09	Wed 14:00	C	FS1106	-	3 hrs	26/2-16/4, 30/4-21/5	-

- Return to the unit with the 'Clash' and 'Clash' should now be removed and continue the allocation steps as explained above.



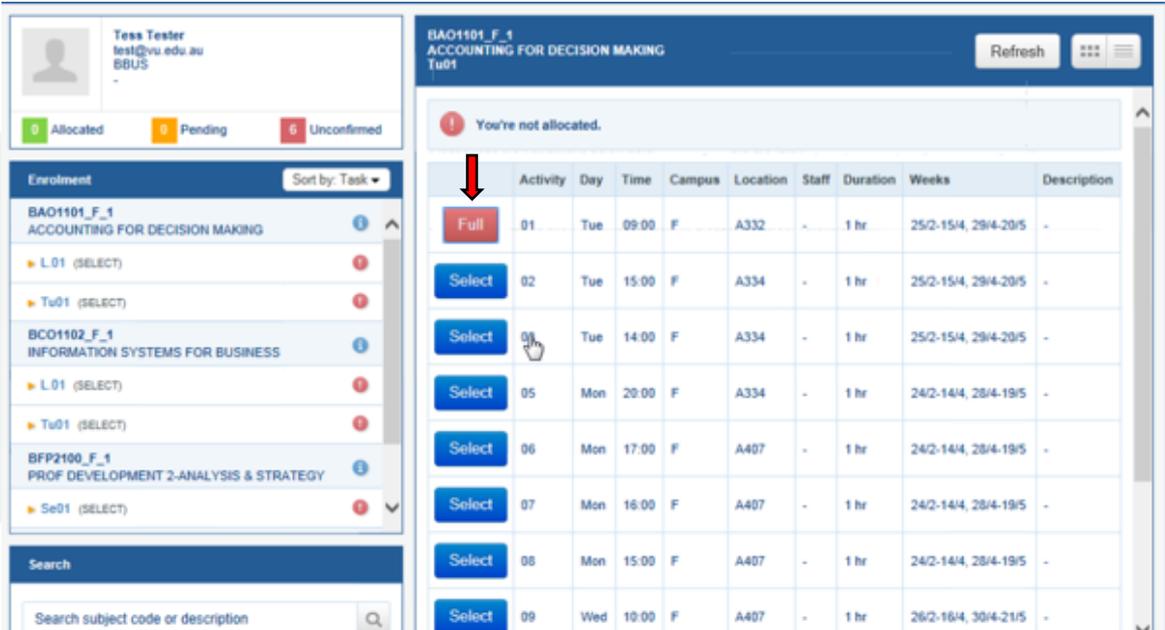
The screenshot shows the 'Allocate+' interface for user 'Tessa Tester'. The unit 'BEO1105\_C\_1 ECONOMIC PRINCIPLES L01' is selected. A message states 'You're not allocated.' Below this is a table with columns: Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. The first row shows '1', 'Tue', '10:00', 'C', 'FS1101', '-', '2 hrs', '25/2-15/4, 29/4-20/5', and '-'. A blue 'Select' button is positioned over the first row.



The screenshot shows the 'Allocate+' interface after a successful allocation. The unit 'BEO1105\_C\_1 ECONOMIC PRINCIPLES L01' is selected. A message states 'You're allocated.' Below this is a table with columns: Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. The first row shows 'Allocated', '1', 'Tue', '10:00', 'C', 'FS1101', '-', '2 hrs', '25/2-15/4, 29/4-20/5', and '-'. A modal dialog box is displayed with the text 'ALLOCATION SUCCESSFUL You are now allocated to activity 1' and a 'Continue' button. The text 'ALLOCATION SUCCESSFUL' is highlighted with a red box.

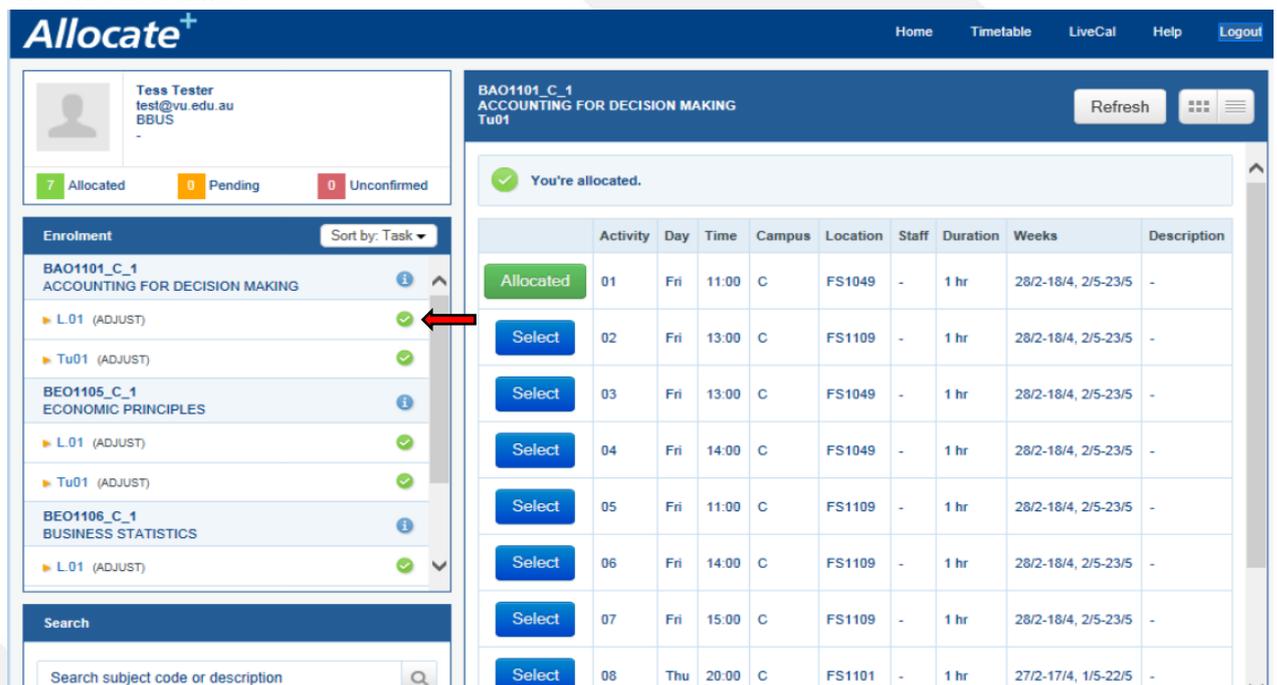
### 1.4. Class is 'Full'

1. If you see this option  on the timetable, it means that you will be unable to select that particular time and must choose another time from the list of available options.



Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Full	01	Tue	09:00	F	A332	-	1 hr	25/2-15/4, 29/4-20/5
Select	02	Tue	15:00	F	A334	-	1 hr	25/2-15/4, 29/4-20/5
Select	03	Tue	14:00	F	A334	-	1 hr	25/2-15/4, 29/4-20/5
Select	05	Mon	20:00	F	A334	-	1 hr	24/2-14/4, 28/4-19/5
Select	06	Mon	17:00	F	A407	-	1 hr	24/2-14/4, 28/4-19/5
Select	07	Mon	16:00	F	A407	-	1 hr	24/2-14/4, 28/4-19/5
Select	08	Mon	15:00	F	A407	-	1 hr	24/2-14/4, 28/4-19/5
Select	09	Wed	10:00	F	A407	-	1 hr	26/2-16/4, 30/4-21/5

2. Check the left side "Green" ticks  for each unit to ensure that you are allocated to all the enrolled units.

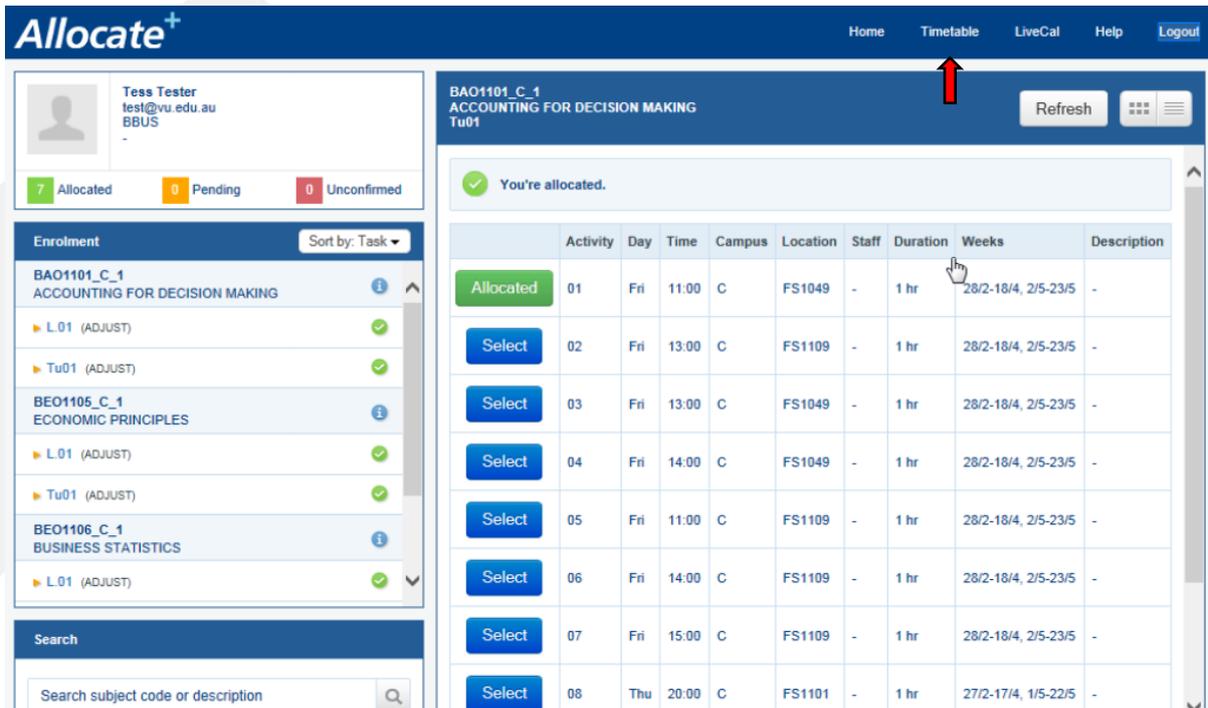


Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Allocated	01	Fri	11:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5
Select	02	Fri	13:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5
Select	03	Fri	13:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5
Select	04	Fri	14:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5
Select	05	Fri	11:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5
Select	06	Fri	14:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5
Select	07	Fri	15:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5
Select	08	Thu	20:00	C	FS1101	-	1 hr	27/2-17/4, 1/5-22/5

Once the above steps are completed, ensure that you have saved all the allocations.

### 1.5 View and Print the Timetable

1: Click on **Timetable** tab



**Allocate+** Home **Timetable** LiveCal Help Logout

Tess Tester  
test@vu.edu.au  
BBUS

7 Allocated 0 Pending 0 Unconfirmed

Enrolment Sort by: Task

- BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING
  - L.01 (ADJUST)
  - Tu01 (ADJUST)
- BEO1105\_C\_1 ECONOMIC PRINCIPLES
  - L.01 (ADJUST)
  - Tu01 (ADJUST)
- BEO1106\_C\_1 BUSINESS STATISTICS
  - L.01 (ADJUST)

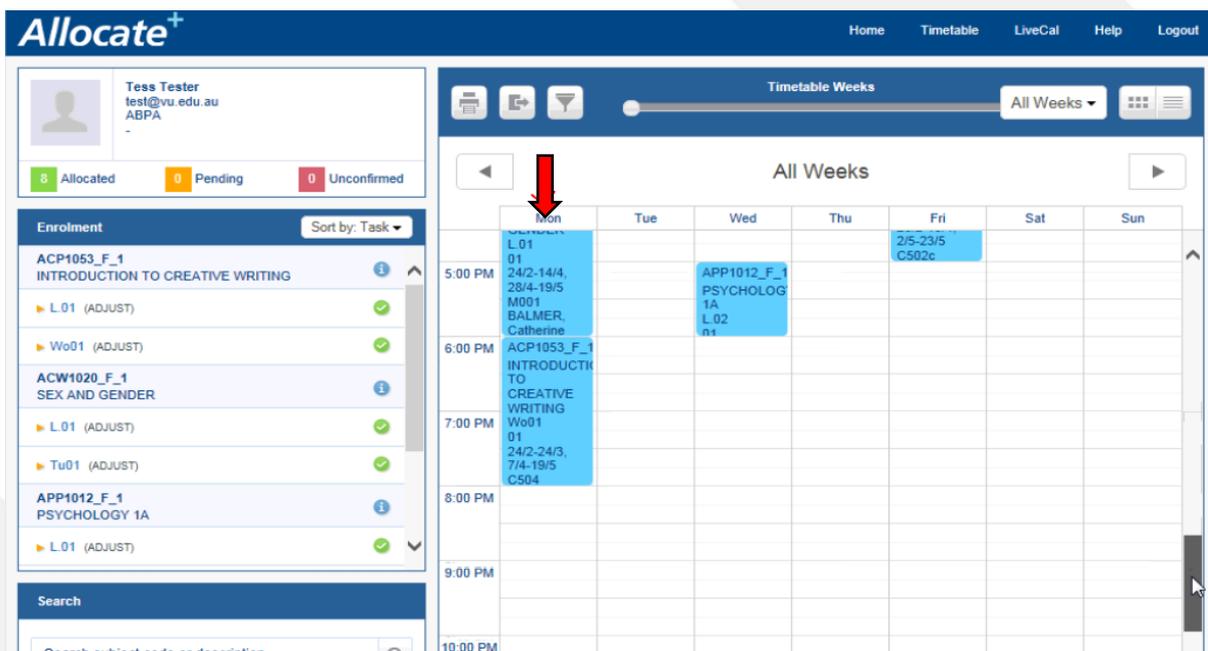
Search subject code or description

BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING Tu01 Refresh

You're allocated.

	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Allocated	01	Fri	11:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5	-
Select	02	Fri	13:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5	-
Select	03	Fri	13:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5	-
Select	04	Fri	14:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5	-
Select	05	Fri	11:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5	-
Select	06	Fri	14:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5	-
Select	07	Fri	15:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5	-
Select	08	Thu	20:00	C	FS1101	-	1 hr	27/2-17/4, 1/5-22/5	-

2: By default, Timetable will appear for the whole week. You can change the view to appear by **Day** by clicking on the respective Day.



**Allocate+** Home Timetable LiveCal Help Logout

Tess Tester  
test@vu.edu.au  
ABPA

8 Allocated 0 Pending 0 Unconfirmed

Enrolment Sort by: Task

- ACP1053\_F\_1 INTRODUCTION TO CREATIVE WRITING
  - L.01 (ADJUST)
  - Wo01 (ADJUST)
- ACW1020\_F\_1 SEX AND GENDER
  - L.01 (ADJUST)
  - Tu01 (ADJUST)
- APP1012\_F\_1 PSYCHOLOGY 1A
  - L.01 (ADJUST)

Search subject code or description

Timetable Weeks All Weeks

All Weeks

Mon Tue Wed Thu Fri Sat Sun

5:00 PM L.01 24/2-14/4, 28/4-19/5 M001 BALMER, Catherine APP1012\_F\_1 PSYCHOLOG 1A L.02 2/5-23/5 C502c

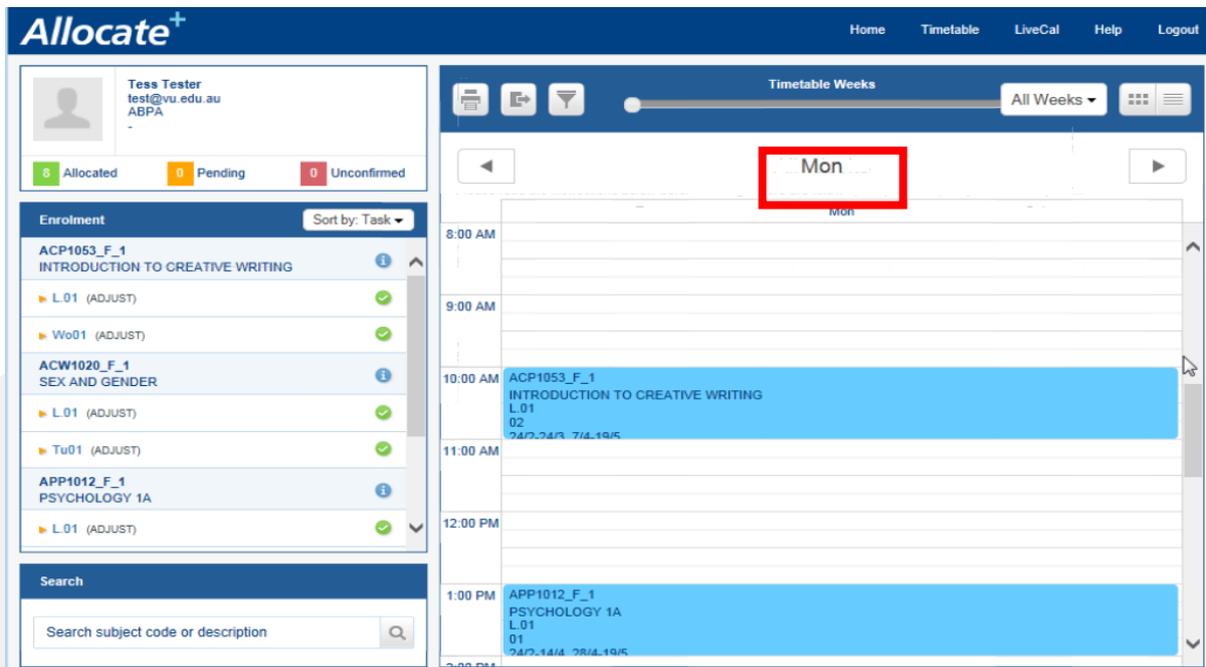
6:00 PM ACP1053\_F\_1 INTRODUCTI TO CREATIVE WRITING Wo01

7:00 PM L.01 24/2-24/3, 7/4-19/5 C504

8:00 PM

9:00 PM

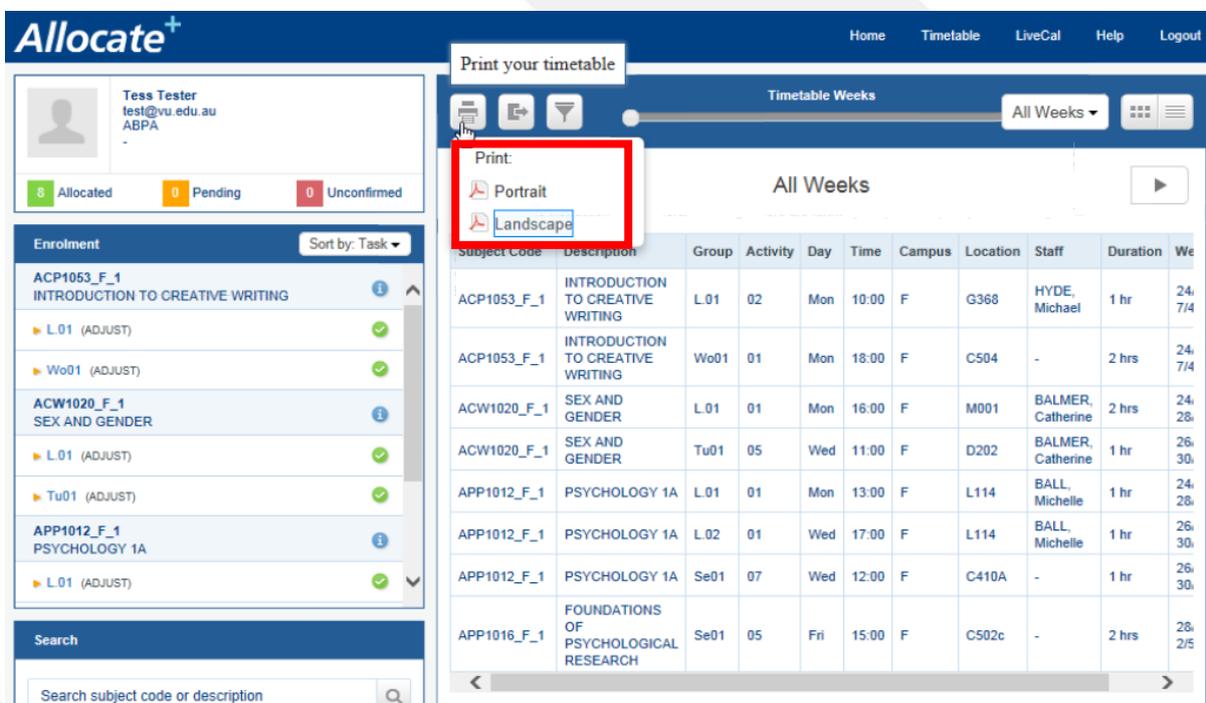
10:00 PM



The screenshot shows the 'Allocate+' interface in 'Timetable Weeks' view. The user is 'Tess Tester' (test@vu.edu.au, ABPA). The interface displays a list of enrolments on the left and a timetable grid on the right. The 'Mon' tab is highlighted with a red box. The timetable shows two classes on Monday: 'ACP1053\_F\_1 INTRODUCTION TO CREATIVE WRITING' at 10:00 AM and 'APP1012\_F\_1 PSYCHOLOGY 1A' at 1:00 PM.

3: To return to “Week” view, click on the “Day” again.

4: To Print the Timetable, click on the “Print” icon, select the Printing Style as “Landscape”



The screenshot shows the 'Allocate+' interface with the 'Print your timetable' dialog box open. The 'Print' dialog has two options: 'Portrait' and 'Landscape', with 'Landscape' selected and highlighted in a red box. The background shows the 'All Weeks' view of the timetable, which is a table with columns for Subject Code, Description, Group, Activity, Day, Time, Campus, Location, Staff, Duration, and Weeks.

Subject Code	Description	Group	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks
ACP1053_F_1	INTRODUCTION TO CREATIVE WRITING	L.01	02	Mon	10:00	F	G368	HYDE, Michael	1 hr	24/7/4
ACP1053_F_1	INTRODUCTION TO CREATIVE WRITING	Wo01	01	Mon	18:00	F	C504	-	2 hrs	24/7/4
ACW1020_F_1	SEX AND GENDER	L.01	01	Mon	16:00	F	M001	BALMER, Catherine	2 hrs	24/28/30
ACW1020_F_1	SEX AND GENDER	Tu01	05	Wed	11:00	F	D202	BALMER, Catherine	1 hr	26/30/30
APP1012_F_1	PSYCHOLOGY 1A	L.01	01	Mon	13:00	F	L114	BALL, Michelle	1 hr	24/28/30
APP1012_F_1	PSYCHOLOGY 1A	L.02	01	Wed	17:00	F	L114	BALL, Michelle	1 hr	26/30/30
APP1012_F_1	PSYCHOLOGY 1A	Se01	07	Wed	12:00	F	C410A	-	1 hr	26/30/30
APP1016_F_1	FOUNDATIONS OF PSYCHOLOGICAL RESEARCH	Se01	05	Fri	15:00	F	C502c	-	2 hrs	28/2/5

5: Print the Timetable by selecting the relevant icons as required.

Allocate<sup>+</sup>

All Weeks

Subject Code	Description	Group	Activity	Day	Time	Campus	Location	Staff	Duration	Dates
ACP1053_F_1	INTRODUCTION TO CREATIVE WRITING	L.01	02	Mon	10:00	F	G368	HYDE, Michael	1 hr	24/2-24/3, 7/4-19/5
ACP1053_F_1	INTRODUCTION TO CREATIVE WRITING	Wo01	01	Mon	18:00	F	C504	-	2 hrs	24/2-24/3, 7/4-19/5
ACW1020_F_1	SEX AND GENDER	L.01	01	Mon	16:00	F	M001	BALMER, Catherine	2 hrs	24/2-14/4, 28/4-19/5
ACW1020_F_1	SEX AND GENDER	Tu01	05	Wed	11:00	F	D202	BALMER, Catherine	1 hr	26/2-16/4, 30/4-21/5
APP1012_F_1	PSYCHOLOGY 1A	L.01	01	Mon	13:00	F	L114	BALL, Michelle	1 hr	24/2-14/4, 28/4-19/5
APP1012_F_1	PSYCHOLOGY 1A	L.02	01	Wed	17:00	F	L114	BALL, Michelle	1 hr	26/2-16/4, 30/4-21/5
APP1012_F_1	PSYCHOLOGY 1A	Se01	07	Wed	12:00	F	C410A	-	1 hr	26/2-16/4, 30/4-21/5
APP1016_F_1	FOUNDATIONS OF PSYCHOLOGICAL RESEARCH	Se01	05	Fri	15:00	F	C502c	-	2 hrs	28/2-18/4, 2/5-23/5



Please note that it is your responsibility to confirm the location of your lectures and tutorials. The timetable should be checked before classes start as it may have changed.

Click on the link to access more [FAQs on MyTimetable](#)

### 3. Frequently asked question and answers

Below are few questions which are frequently asked by our students. The answers given are only for reference and may vary depending on the situation.

1. How do I allocate to a Timetable?

*A: Refer to the section in this manual: 'How to allocate to a timetable'*

2. How do I view a Timetable before I enroll to a unit?

*A: Refer to the section in this manual: 'How to view Timetable on Timetable Planner'*

3. I am unable to allocate to my preferred Timetable as the class is full?

*A: If a class is full, you will have to allocate yourself to the available Timetable.*

4. I was already allocated to one class and it was changed later by somebody else?

*A: Contact ASO Team at [aso@vusydney.edu.au](mailto:aso@vusydney.edu.au) as this requires further investigation.*

5. When I click on MyTimetable, I am unable to see any units?

*A: Students will have to wait at least for an hour until their enrolment is reflected on the system to view Timetable for their enrolled units. Even after an hour, if the student is unable to allocate, please contact [aso@vusydney.edu.au](mailto:aso@vusydney.edu.au) for further assistance.*

6. I am enrolled in a unit which is not offered this Trimester/Semester. What can I do?

*A: Students will have to withdraw from the unit and enroll into a different unit following Course Coordinator's advice.*

7. I am unable to take this unit in this block and I would like to amend my enrolment. Which unit should I choose?

*A: Students will have to follow their Course Structure and seek further advise from their Course Coordinator to decide whether they can amend their enrolment without impacting their study period.*

8. I am forcefully allocated to a class and do not prefer this Timetable?

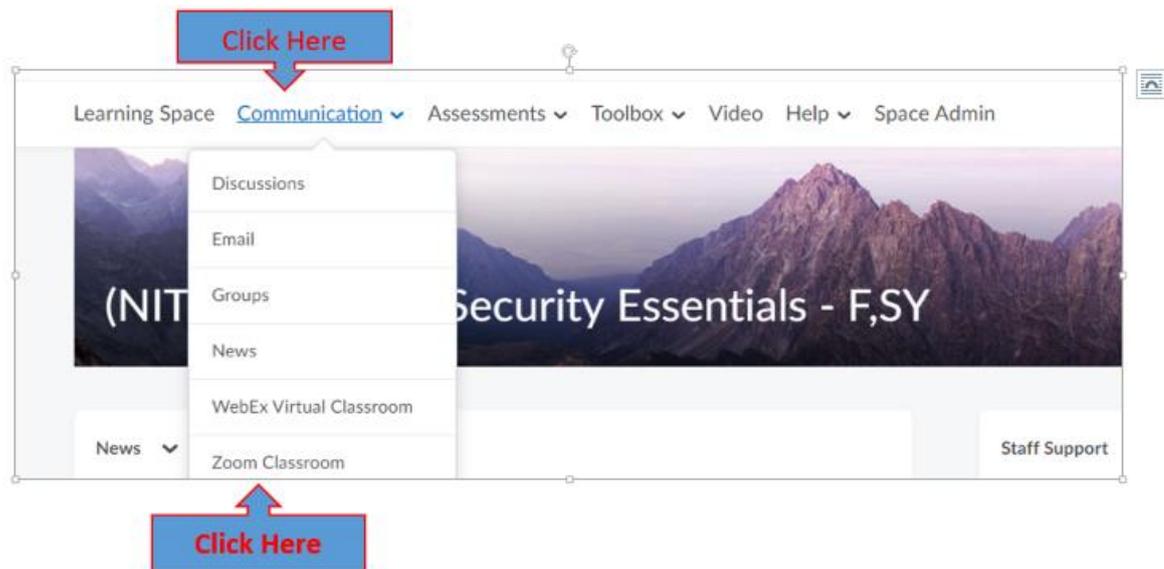
*A: Students are advised to allocate to a class timetable as soon as their enrolment is finalized. Any student who remain unallocated until the provided date will be forcefully allocated to the available class. They must either stick to the allocated class or seek advice from Course Coordinator with regards to Unit amendment. Students will usually receive ample time allocating themselves to a preferred timetable, prior to forceful allocations.*

9. My name is not available on the attendance list/I am unable to access the unit on VU Collaborate?

*A: If a student is enrolled and allocated his/her name must be listed on **the Attendance list of VU Collaborate**. If not, Students must contact IT Support for Students +61 3 9919 2777.*

10. How do I get a zoom link to attend my class according to the Timetable?

*A: Please follow the below snippet to access Zoom link*



*Students can also Contact their lecturer, immediately through email and copy in the Course Coordinator to receive Zoom link.*

11. How do I get my teacher's contact details?

*A: Students can get their Lecturer details from their Study Guide available on VU Collaborate.*

12. I have only one option to select for my enrolled unit on Timetable?

*A: Unfortunately, whatever options the students can view on Allocate+ will be the only option they will have.*

13. I am enrolled in one block where the unit is scheduled for 3 hours on 2 days and 6 hours on the third day or second day. While in the next block another unit is scheduled as 4 hours on 3 days. I prefer the former/latter. Can you please schedule both in the same way?

*A: Unfortunately, that is not possible. The first year units for NBIT are designed to be delivered as 3 hours per day on 2 days a week and 6 hours (3hours Workshop+3 Hours Lab) on second or third day of the week. Whereas, second or third year units for NBIT are designed to be delivered 4 hrs per day for 3 days for 3 weeks and 2 days for 4<sup>th</sup> week.*

*A Sample Timetable for first 3 weeks of a block. 4<sup>th</sup> week will not have Thursday's class on the below Scenario:*

<i>Units</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>
<i>NIT1XXX</i>	<i>3 Hrs(Wkshop)</i>	<i>3 Hrs(Wkshop)</i>		<i>3Hrs(Wkshop)+3 Hrs(Lab)</i>	
<i>NIT2XXX</i>	<i>3Hrs(Wkshop)+1Hr(Lab)</i>	<i>3Hrs(Wkshop)+1Hr(Lab)</i>		<i>3Hrs(Wkshop)+1Hr(Lab)</i>	
<i>NIT3XXX</i>	<i>3Hrs(Wkshop)+1Hr(Lab)</i>	<i>3Hrs(Wkshop)+1Hr(Lab)</i>		<i>3Hrs(Wkshop)+1Hr(Lab)</i>	

## 4. Contact us

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