

**VICTORIA  
UNIVERSITY**

BRISBANE AUSTRALIA

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# Timetable Guide

Version 2.0

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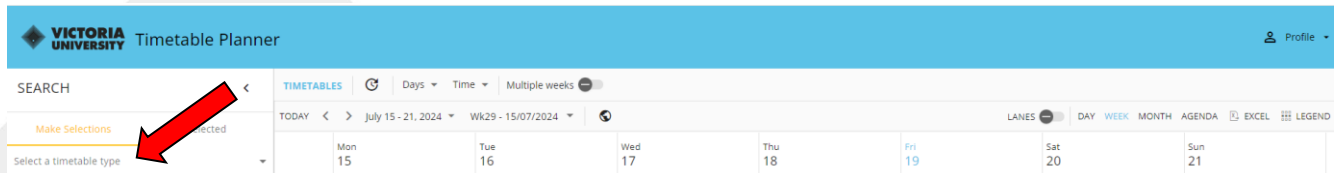
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## 1. [How to view Timetable on Timetable Planner](#)

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

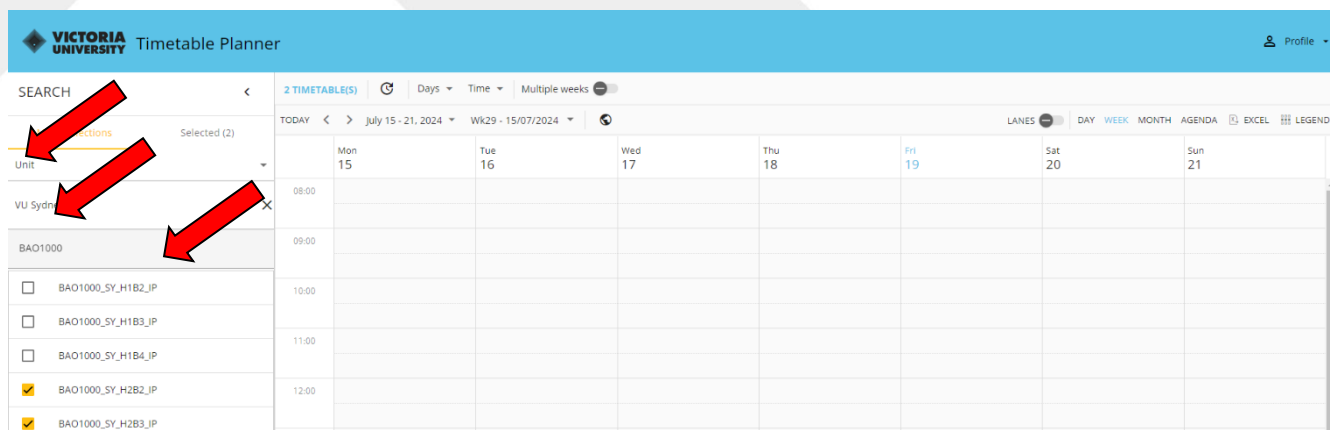
Go to <https://timetable-planner.vu.edu.au/>

- Once on the site, VU Students should click “Guest”.
- Upon successfully logging in, you will be taken to the new home page of the Timetable Planner.
- Start by clicking “Select a timetable type” under Make Selections.



The screenshot shows the 'VICTORIA UNIVERSITY Timetable Planner' interface. The 'Make Selections' dropdown menu is open, and a red arrow points to the 'Select a timetable type' option. The interface includes a search bar, navigation tabs for 'TIMETABLES', 'Days', 'Time', and 'Multiple weeks', and a calendar view for the week of July 15-21, 2024.

- Click “Unit” and under Filter by Department, select “VU Sydney”.
- To find a Unit Timetable, start by typing in the Unit Code into the “Search” bar. A list of timetables available for the unit will appear.
- Click the specific block of the timetable you are searching for from the list.  
*For example, type BAO1000, then click H2B2 and H2B3.*



The screenshot shows the 'VICTORIA UNIVERSITY Timetable Planner' interface with search results for unit BAO1000. The 'Unit' dropdown is open, and the search results list includes BAO1000\_SV\_H1B2\_IP, BAO1000\_SV\_H1B3\_IP, BAO1000\_SV\_H1B4\_IP, BAO1000\_SV\_H2B2\_IP (checked), and BAO1000\_SV\_H2B3\_IP (checked). Red arrows point to the 'Unit' dropdown, the search input, and the selected unit entry. The interface also shows the '2 TIMETABLE(S)' header and the calendar view for the week of July 15-21, 2024.

- To view the timetable, select the “Date” or “Week” range you require. This will then load your selected activities.

*Note: To check the specific block or study period, please refer to this link -*

<https://www.vu.edu.au/vu-sydney/current-students-at-vu-sydney/timetables-calendars>

- Alternatively, you can view by Day, Week, Month or Agenda mode on the upper right-hand corner of the site.

**VICTORIA UNIVERSITY** Timetable Planner Profile

SEARCH 1 TIMETABLE(S) Days Time Multiple weeks

Make Selections Selected (1)

Unit: VU Sydney

BAO1000

Unit	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	Sun 1
<input type="checkbox"/> BAO1000_SY_H1B2_IP							
<input type="checkbox"/> BAO1000_SY_H1B3_IP							
<input type="checkbox"/> BAO1000_SY_H1B4_IP							
<input checked="" type="checkbox"/> BAO1000_SY_H2B2_IP	08:00 BAO1000_SY_H2B2_IP FINANCIAL LITERACY AND ... GROUP 01 Class Size: 30 SYD-Room 8.05 Pranika Shrestha 26/08/2024 - 16/09/2024	08:00 BAO1000_SY_H2B1_IP FINANCIAL LITERACY AND ... GROUP 01 Class Size: 30 SYD-Room 8.05 Pranika Shrestha 27/08/2024 - 17/09/2024		08:00 BAO1000_SY_H2B2_IP FINANCIAL LITERACY AND ... GROUP 01 Class Size: 30 SYD-Room 8.05 Pranika Shrestha 29/08/2024 - 12/09/2024			
<input type="checkbox"/> BAO1000_SY_H2B3_IP							

**\*\*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 timethrough the 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 **My Timetable** on the left-hand sidebar



### 1.2. Allocation to Timetable

1. Once you click on '**My Timetable**', it will lead you to the **MyTimetable Dashboard**, which provides an overview of your timetable. This includes upcoming activities, allocation alerts, account-specific messages, and any actions you may need to complete. Next, click on '**Select**' or '**Timetable**' Menu to access the Timetable page.

**Navigation Bar**

**Student Message**

**Required Actions**

**Timezone Dropdown** (UTC+11:00) Melbourne

**Upcoming events**

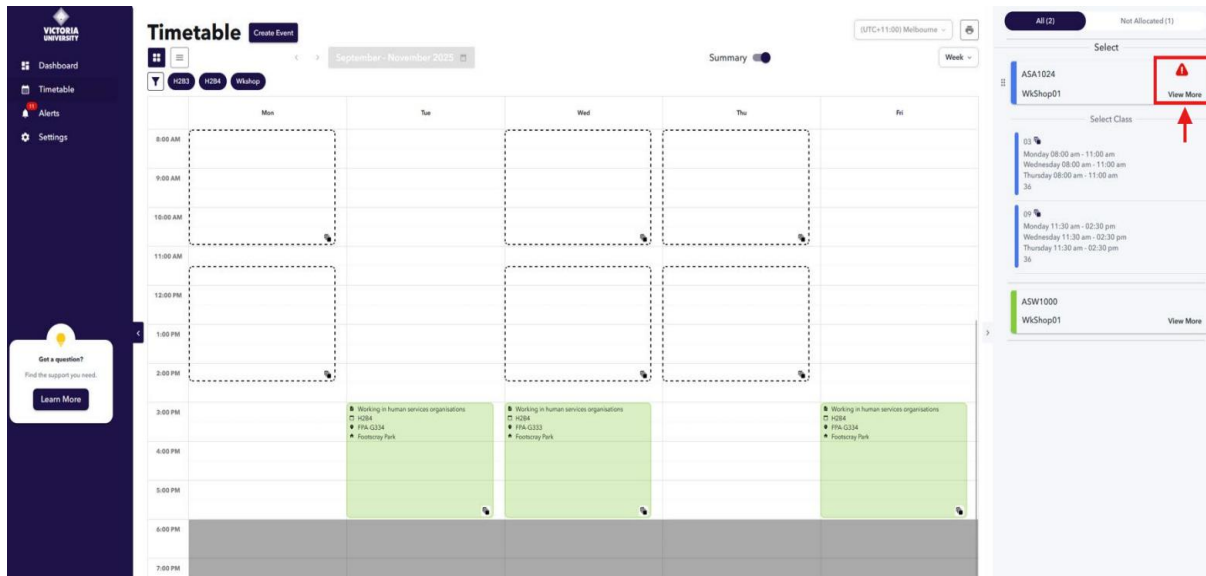
**Upcoming events**

**Learn More (FAQs)**

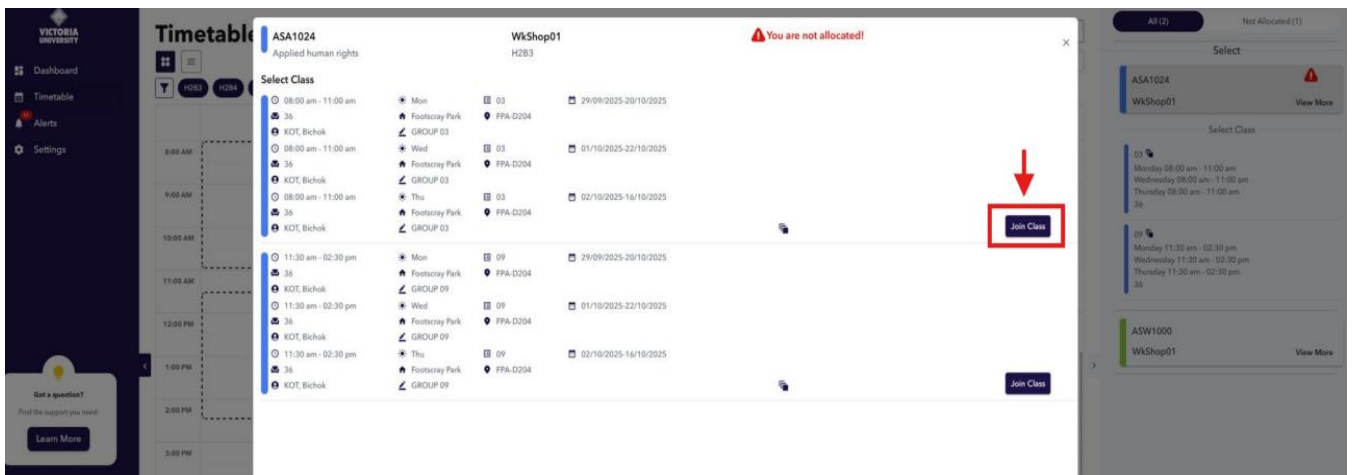
**Allocation Alerts**

Date	Time	Subject	Location
4 Dec Thu	11:30 am - 02:30 pm	Financial literacy and ...	H2B4 CTYT0312 VU City Tower
5 Dec Fri	11:30 am - 02:30 pm	Financial literacy and ...	H2B4 CTYT0813 VU City Tower
8 Dec Mon	11:30 am - 02:30 pm	Financial literacy and ...	H2B4 CTYT0911 VU City Tower
9 Dec Tue	11:30 am - 02:30 pm	Financial literacy and ...	H2B4 CTYT1212 VU City Tower
11 Dec Thu	11:30 am - 02:30 pm	Financial literacy and ...	H2B4 CTYT0312 VU City Tower
12 Dec Fri	11:30 am - 02:30 pm	Financial literacy and ...	H2B4 CTYT0813 VU City Tower

- On the right-hand side menu, you can view any classes that still require your selection (indicated by a red warning sign). Click the **“View More”** button to allocate yourself to a class. Here, you can find additional information such as the time, day, campus location, and the number of seats remaining in the group.



- Select **“Join Class”** for the group that best suits your availability. The class will be added automatically, and a confirmation message will appear once you have successfully joined. You will then be able to view your full schedule in a weekly view, showing all allocated classes, custom events, and additional activities in a clear, visual format.



**NOTE: For units where allocation is automatic for students, classes will already appear in their timetable, and no action is needed.**

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

1. While allocating to different classes, if there is a clash with another selected class for a different units, you may not be able to select classes.
2. Click '**View More**' to see the details of other clashing units.
3. Go to the Clashing unit and select a new time to remove the 'Clash.'
4. Return to the unit with the 'Clash' and 'Clash' should now be removed and continue the allocation steps as explained above.

### 1.4. [Class is 'Full'](#)

1. If you see class showing '**Unavailable**' on the list, it means that you will be unable to select that particular time and must choose another time from the list of available options. If you are interested in the full class, you can join a waitlist by clicking the heart icon next to the group number. The heart will turn solid once you have been added to the waitlist. You must remain in your current class while the swap request is pending. If a place becomes available, you will be notified, and your previous class will be removed, and the requested class will update to your new Current Class.

2. Please check the **“Not Allocated”** icon for any remaining units to confirm that you are allocated to all enrolled units.

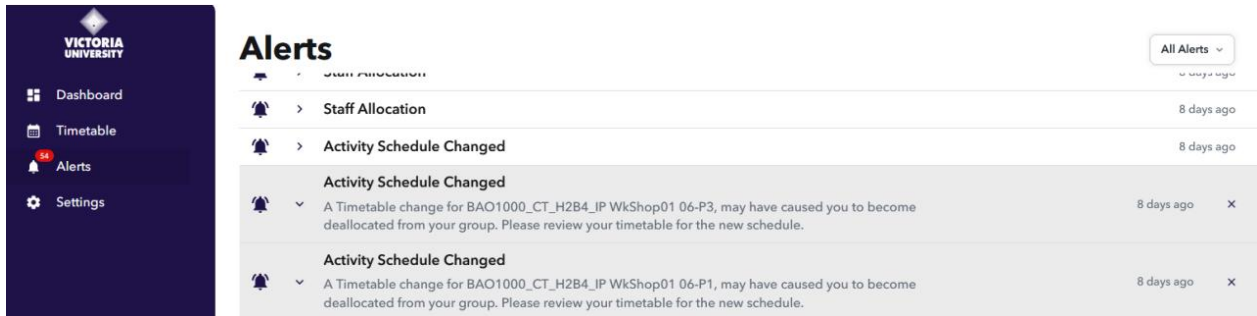
### 1.5 View and Print the Timetable

- 1: Click on **‘Timetable’** tab on the Left-hand side and enter the Timetable page.
- 2: By default, Timetable will appear for the whole week. You can change the view to appear by **blocks** by applying the filter feature.
- 3: To Print the Timetable, click on the **‘Print’** icon, select the Printing Style as **‘Landscape.’**
- 4: Print the Timetable by selecting the relevant icons as required.

***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.***

## 1.6 Alerts

The Alerts page notifies students of important changes to their timetable that are out of their control. This includes allocations or deallocations and activity schedule changes that are made by the system. It highlights any actions students may need to take and ensures they are aware of adjustments that could affect their class times or teaching staff.



**Alerts**

All Alerts ▾

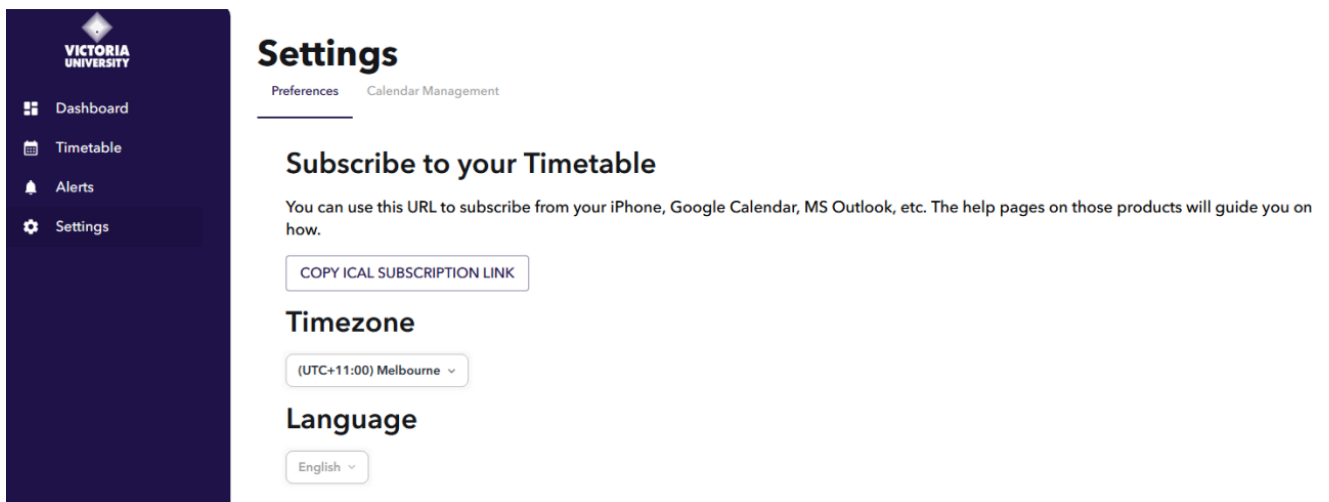
- Staff Allocation 8 days ago
- Activity Schedule Changed 8 days ago

**Activity Schedule Changed**

- A Timetable change for BAO1000\_CT\_H2B4\_IP WkShop01 06-P3, may have caused you to become deallocated from your group. Please review your timetable for the new schedule. 8 days ago ×
- A Timetable change for BAO1000\_CT\_H2B4\_IP WkShop01 06-P1, may have caused you to become deallocated from your group. Please review your timetable for the new schedule. 8 days ago ×

## 1.7 Settings

The Settings page allows students to manage their personal preferences in Allocate+, including copying their iCal subscription link to import their timetable into a personal calendar (desktop only) and adjusting their timetable display timezone.



**Settings**

Preferences Calendar Management

### 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.

COPY ICAL SUBSCRIPTION LINK

### Timezone

(UTC+11:00) Melbourne ▾

### Language

English ▾

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

### 3. Frequently asked questions 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 the Academic Administration Team at us 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 us 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?

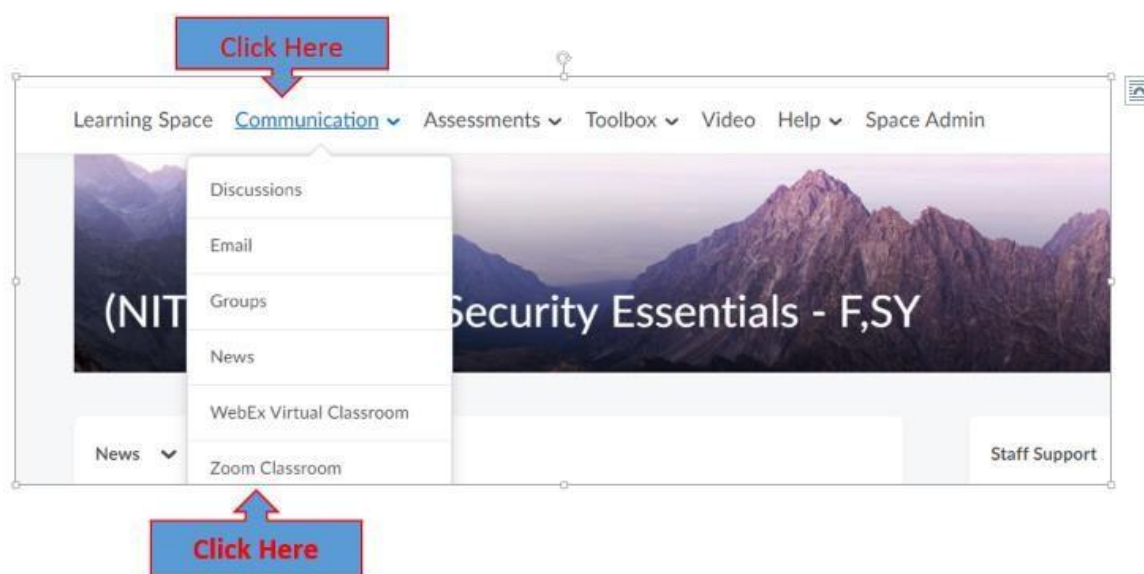
*A: Students are advised to allocate to a class timetable as soon as their enrolment is finalized. Any student who remain unallocated until the provided date will be forcefully allocated to the available class. They must either stick to the allocated class or seek advice from Course Coordinator with 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:*

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