

Student Administration Help Guides

Managing your course via the 'Current Students' page



My Class Timetable: How to view, plan and edit your timetable online

Find out how to...

[Login to My Class Timetable](#)

[View your Class Schedule](#)

[Register into classes and make timetable changes](#)

[Using the 'Register' or 'Change' buttons](#)

Login to My Class Timetable

Once you have enrolled into units on your Study Plan, you will be able to view and edit your timetable online through My Class Timetable.

1. Go to the Current Students page www.swinburne.edu.au/student.
Click on the grey box, 'My Timetable'.
From here select 'Log in to My Class Timetable'. A log in screen will appear.
2. Enter your Student ID into the **Student ID** field and your SIMS password into the **Password** field. (Note: these are the same login details you use to access Blackboard and online library services.)

View your Class Schedule

Once you have logged into My Class Timetable, you will see a screen similar to the example show below.

Top section (Timetable Search)

Search fields, plus 'quick and easy' registration button(s).

Middle section (Registration Status)

Your unit's class activities and their registration status.

Bottom section (Timetable Calendar Grid view)

Your timetable in a grid view where you can select and edit classes.

The screenshot displays the My Class Timetable interface. At the top, there are search fields for 'Unit for' (set to '2015 Summer') and 'Week Starting', along with a 'Refresh' button and two registration buttons: 'Register into clash free classes' and 'Register into all single class activities'. Below this, a message states 'There are 6 classes from 2 units available for registration.' A table lists units with their study requirements and registration status:

Unit	Study Requirements	Registration Status	Expand All
DES10030 Photography in Communication Design	60-Minutes Lecture 1, 60-Minutes Lecture 2, 120-Minutes Studio 1, 120-Minutes Studio 2	1 Class Not Registered	Change
EDU10015 Careers in the Curriculum	420-Minutes Lecture 1, 420-Minutes Lecture 2	All Classes Registered	Change
PHI10003 Critical Thinking	120-Minutes Class 1, 120-Minutes Class 2, 60-Minutes Lecture 1, 60-Minutes Lecture 2	No Classes Registered	Register

Below the table is a 'Print' button and a 'Timetable Details' section. The timetable grid shows a weekly schedule from Monday to Friday, with time slots from 8 am to 4:00 pm. Classes are shown as colored blocks: DES10030 (green) and EDU10015 (purple). A legend on the left side of the grid allows for class selection and editing.

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Top section (Timetable Search)

Here you can use the **Unit for** and **Week Starting** search criteria to filter the timetable information displayed (see image below). Clicking the **Refresh** button will refresh the Timetable page based on the criteria specified.

Note: This function is useful if you want to jump ahead and view your timetable for a particular week.

This close-up screenshot highlights the search and registration controls. The 'Unit for' dropdown is set to '2015 Summer' and the 'Week Starting' field is empty. The 'Refresh' button is highlighted with a red box. To the right are the 'Register into clash free classes' and 'Register into all single class activities' buttons. Below the search fields, a message states 'There are no classes from any units available for registration.' A table below shows the unit 'DDD10001 20Th Century Design' with 'All Classes Registered' status and a 'Change' button.

Middle section (Registration Status)

Here you can find **Unit**, **Study Requirements** and **Registration Status** information, including:

- A list of your currently enrolled units (**Unit**).
- Detailed information about the **Study Requirements** or 'class activities' for each enrolled unit i.e. Labs, Lectures, Tutorials, Workshops and Practicals.
- The **Registration Status** of each unit and activity.

Expand All or Collapse All link*

*Note: The link label will vary depending on whether the Collapse All or Expand All option has been selected.

Unit for 2015 Summer Week Starting [calendar icon] Refresh [help icon] Register into clash free classes

There are no classes from any units available for registration.

Unit	Study Requirements	Registration Status	Expand All
<input checked="" type="checkbox"/> DDD10001 20Th Century Design	60-Minutes Lecture 1, 60-Minutes Lecture 2, 120-Minutes Online 1, 120-Minutes Online 2	All Classes Registered	Change

This link is located to the right of the **Registration Status** header. It gives you the ability to expand or collapse (minimise) enrolled unit and class activity information. For example, clicking the **Expand All** link will expand all of the class activities belonging to each unit, including the 'More Info' section for activities if it exists i.e. Stream Class Information (see image below). Similarly, clicking the **Collapse All** link will hide all of the class activities belonging to each unit, including the 'More Info' section for activities if it exists.

Unit for 2015 Summer Week Starting [calendar icon] Refresh [help icon] Register into clash free classes





There are no classes from any units available for registration.

Unit	Study Requirements	Registration Status	Collapse All
<input checked="" type="checkbox"/> DDD10001 20Th Century Design	60-Minutes Lecture 1, 60-Minutes Lecture 2, 120-Minutes Online 1, 120-Minutes Online 2	All Classes Registered	Change
Lecture 1 Registered Class 1 From: Monday 05-Jan to 09-Feb Time: 9:30 am-10:30 am Location: Hawthorn EN103			
Lecture 2 Registered Class 1 From: Thursday 08-Jan to 12-Feb Time: 9:30 am-10:30 am Location: Hawthorn EN103			
Online 1 Registered Class 2 From: Monday 05-Jan to 09-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1			
<input checked="" type="checkbox"/> More Info Stream Class Information			
Online 1 Registered Class 2 From: Monday 05-Jan to 09-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1			
Online 2 Registered Class 2 From: Thursday 08-Jan to 12-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1			
Online 2 Registered Class 2 From: Thursday 08-Jan to 12-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1			
<input checked="" type="checkbox"/> More Info Stream Class Information			
Online 1 Registered Class 2 From: Monday 05-Jan to 09-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1			
Online 2 Registered Class 2 From: Thursday 08-Jan to 12-Feb Time: 2:30 pm-4:30 pm Location: Hawthorn On Line FOD 1			

Registration Status

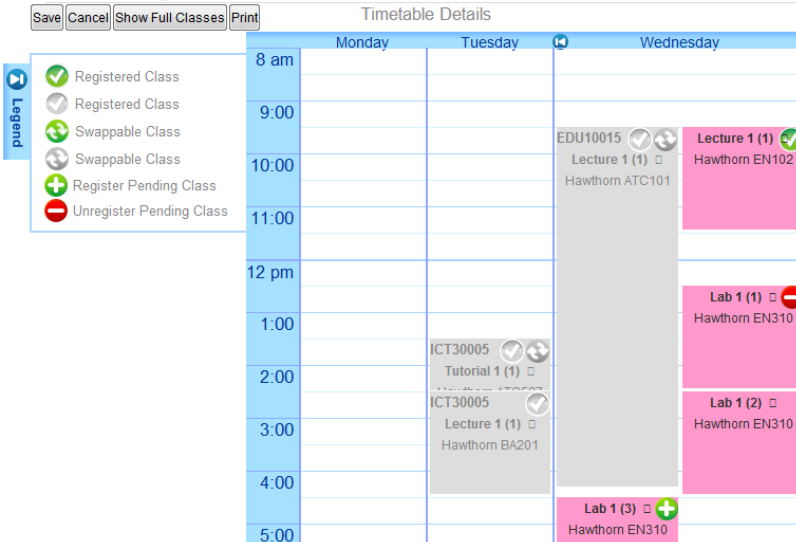
The **Registration Status** of each unit is displayed visually using traffic light icons and text. The

table below lists the potential traffic lights and their meaning, which may appear when viewing and editing your class timetable.

 No Classes Registered	<p>Means that you have not registered into any of the required classes for this particular unit i.e. class registration has not been completed.</p> <p>Action: <i>You need to select a class or classes for this particular unit.</i></p>
 No Classes Available	<p>Means that there are no classes available for you to register into for this particular unit.</p>
 2 Classes Not Registered	<p>Means that you have registered into some classes, but not all classes, for this particular unit i.e. class registration is only partially complete. In the example in this table, the student still needs to register into two (2) classes.</p> <p>Action: <i>You need to select an additional class or classes for this particular unit.</i></p>
 All Classes Registered	<p>Means that you have successfully registered in all the necessary class activities for this particular unit i.e. class registration has been completed for this unit.</p> <p>Action: <i>No action required, unless you wish to change your class registration selection(s).</i></p>

Bottom section (Timetable Calendar Grid view)

Here you will find a visual representation of your timetable in grid format. This section also allows you to select and edit classes manually.



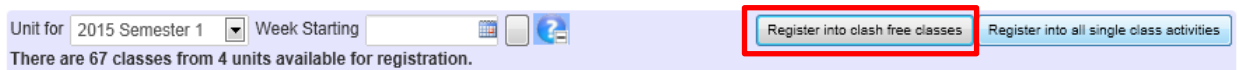
The screenshot displays a 'Timetable Details' window with a grid view for Monday, Tuesday, and Wednesday. The vertical axis shows time slots from 8 am to 5:00. A legend on the left identifies class statuses: Registered Class (green checkmark), Swappable Class (green plus), Register Pending Class (green plus), and Unregister Pending Class (red minus). The grid shows classes like 'Lecture 1 (1)' and 'Lab 1 (1)' with their respective status icons.

Register into classes and make timetable changes

There are **three ways** you can start the class registration process:

- Click the **Register into clash free classes** button in the top section (see image below) to generate a clash-free class timetable and be automatically registered into these clash-free classes.

*Note: if a single clash occurs within your timetable, the system is unable to perform this function and will not register you into any classes, even if these other classes are clash-free. If this occurs, you will receive an error message and will need to register into classes using the **Register into all single class activities** button and/or the **Register** or **Change** button (see information below).*



- Click the **Register into all single class activities** button in the top section (see image below) to automatically register into classes that have only have the one class scheduled i.e. there is only one class being offered/multiple class options are not available.

*Note: if you select this option, you may still have class activities with multiple class options remaining that you will need to register into. To do this, use the **Register** or **Change** button (see information below).*



- Click the **Register** or **Change** button in the middle section (see image below) to manually register into classes, or change an existing class selection/registration.

Note: clicking this button activates the relevant area(s) in the Timetable Calendar Grid, so that you can 'pick and choose' from the available class offerings.

The screenshot shows a table with the following columns: Unit, Study Requirements, and Registration Status. There is also an 'Expand All' button. The table lists three units: DES10030, EDU10015, and PHI10003. The 'Registration Status' column shows '1 Class Not Registered', 'All Classes Registered', and 'No Classes Registered' respectively. A red box highlights the 'Change' and 'Register' buttons for each unit.

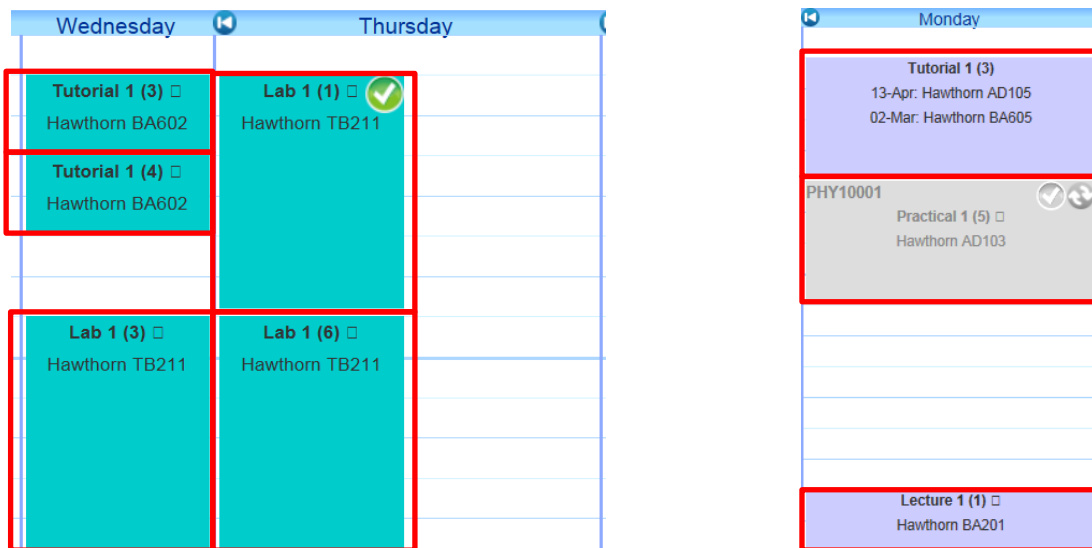
Unit	Study Requirements	Registration Status	Expand All
DES10030 Photography in Communication Design	60-Minutes Lecture 1, 60-Minutes Lecture 2, 120-Minutes Studio 1, 120-Minutes Studio 2	1 Class Not Registered	Change
EDU10015 Careers in the Curriculum	420-Minutes Lecture 1, 420-Minutes Lecture 2	All Classes Registered	Change
PHI10003 Critical Thinking	120-Minutes Class 1, 120-Minutes Class 2, 60-Minutes Lecture 1, 60-Minutes Lecture 2	No Classes Registered	Register

Using the Register or Change button

Use the **Register** or **Change** button* to register into classes manually, or change/edit an existing class registration selection.

*Note: The button label will vary depending on the registration status of the unit.








1. Click the **Register** or **Change** button next to unit you wish to register into, or make changes to.
2. All of the class activities (i.e. Labs, Lectures, Tutorials, Workshops and Practicals) for that particular unit will automatically display in timeslots or 'cells' in the Timetable Calendar Grid view (see image below).



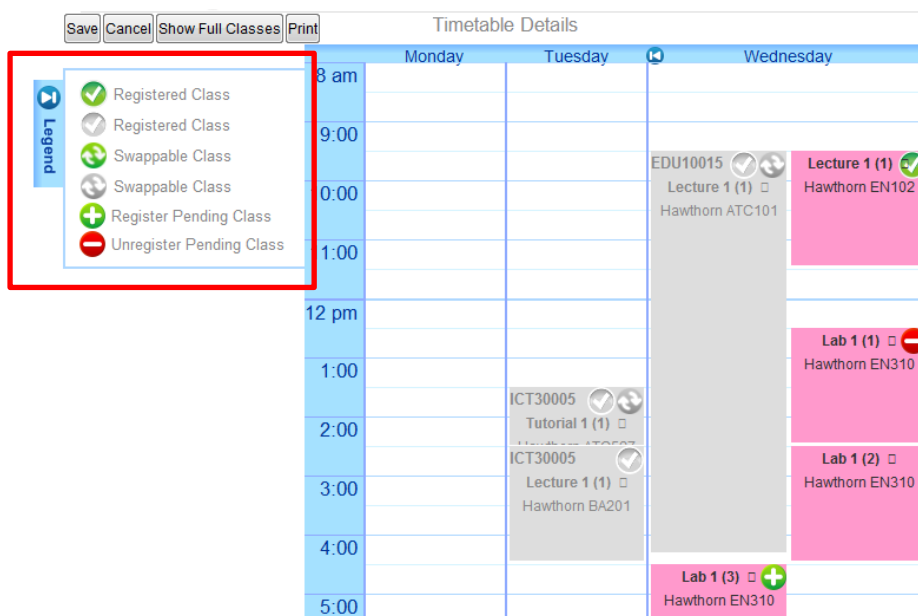
Each class cell will display the following information:

- Unit Code e.g. PHY10001
 - Activity Name and Class Number (in brackets) e.g. Practical 1 (5)
 - Location e.g. Hawthorn
 - Building and Room ID e.g. EN207
3. The status of each class activity is also represented by a symbol, which is displayed in the top-right corner of each class cell.

The table below lists the potential symbols (and their meaning) that may display in the various class cells within your timetable:

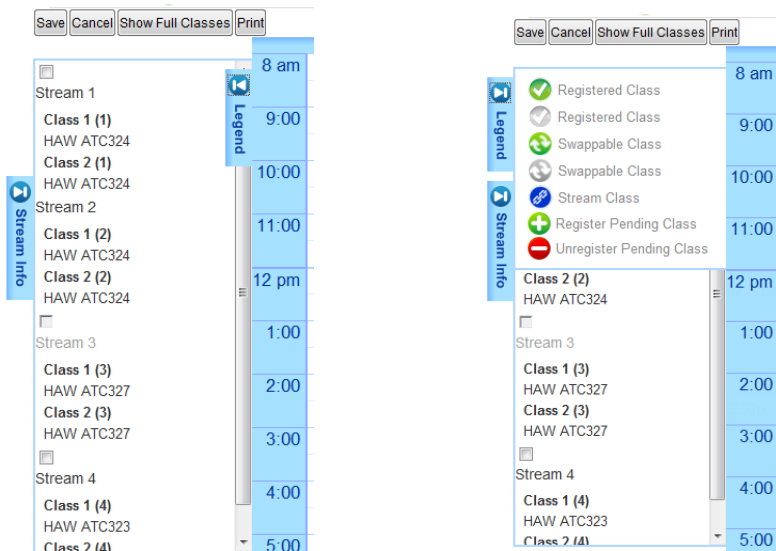
 	Registered Class - indicates that you have been successfully registered into the class.
 	Swappable Class - indicates that there are still available classes that you can swap into from the currently registered class.
	Stream Class - indicates that the class that you have registered into is part of a stream. A stream is a set of classes for a unit.
	Register Pending Class - indicates the class that you have nominated to be registered into or to be swapped into. Note: This 'Register Pending Class' indicator is only available when the Timetable Grid is in the Registration mode.
	Unregister Pending Class - indicates the class that you have nominated to be unregistered from or to be swapped out of. Note: This 'Unregister Pending Class' indicator is only available when the Timetable Grid is in the Registration mode.

Click the **Legend** panel on the left side of the Timetable Calendar Grid view to view a dynamic list of the various timetable symbols (see image below).



The screenshot shows the 'Timetable Details' interface. At the top, there are buttons for 'Save', 'Cancel', 'Show Full Classes', and 'Print'. Below these are tabs for 'Monday', 'Tuesday', and 'Wednesday'. The main area is a grid with time slots from 8 am to 5:00. A legend panel is overlaid on the left, listing five class types with their corresponding icons: Registered Class (green checkmark), Swappable Class (green circular arrow), Register Pending Class (green plus), and Unregister Pending Class (red minus). The grid shows several classes: 'Lecture 1 (1) Hawthorn EN102' (Registered Class) at 10:00-11:00 on Wednesday; 'Lab 1 (1) Hawthorn EN310' (Unregister Pending Class) at 11:00-12:00 on Wednesday; 'Lab 1 (2) Hawthorn EN310' at 12:00-1:00 on Wednesday; 'Lab 1 (3) Hawthorn EN310' (Register Pending Class) at 4:00-5:00 on Wednesday; 'Tutorial 1 (1) Hawthorn BA201' (Swappable Class) at 2:00-3:00 on Tuesday; and 'Lecture 1 (1) Hawthorn BA201' (Registered Class) at 3:00-4:00 on Tuesday.

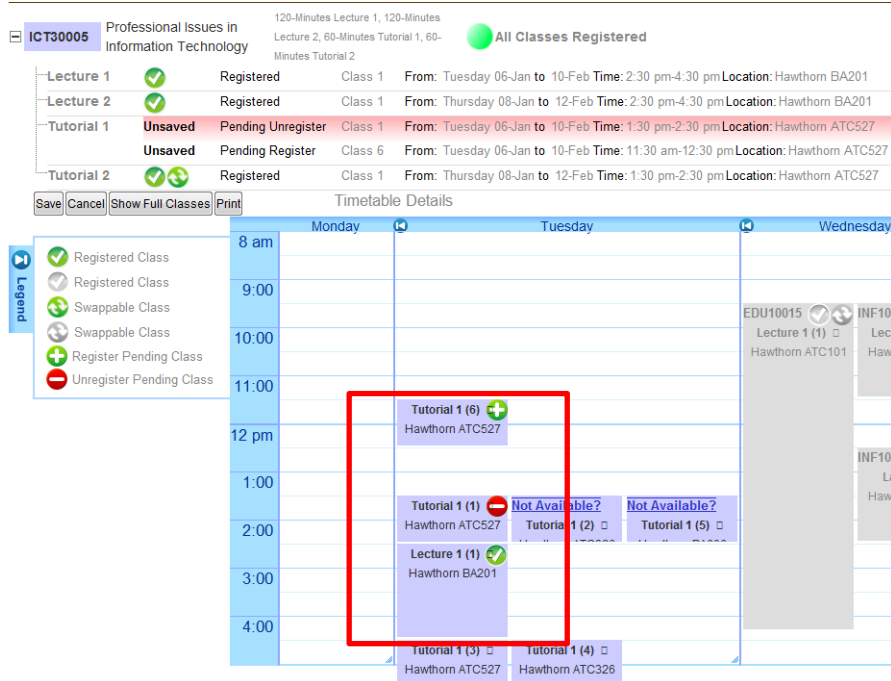
*Note: If Stream Classes exist, a **Stream Info** panel will also appear on the left side of the Timetable Calendar Grid view that can be overlaid with the **Legend** panel (see image below).*



- You can now begin to register into classes, swap classes (if more than one class offering is available) or unregister from already selected classes.

For normal classes (i.e. non-stream classes):

- Click on the class cell in the Timetable Calendar Grid view that you wish to register into or edit.
- Hovering over a cell for a class that is available for registration will result in a plus (+) symbol being displayed, indicating that this class will be selected for registration.
- Click on the class cell displaying the plus (+) symbol to select the class. If you perform a swap, then in addition to the selected class displaying a plus (+) symbol, the class that you are swapping out of will display a minus (-) symbol, indicating that this class will be selected for unregistration.
- Proceed to step 5.

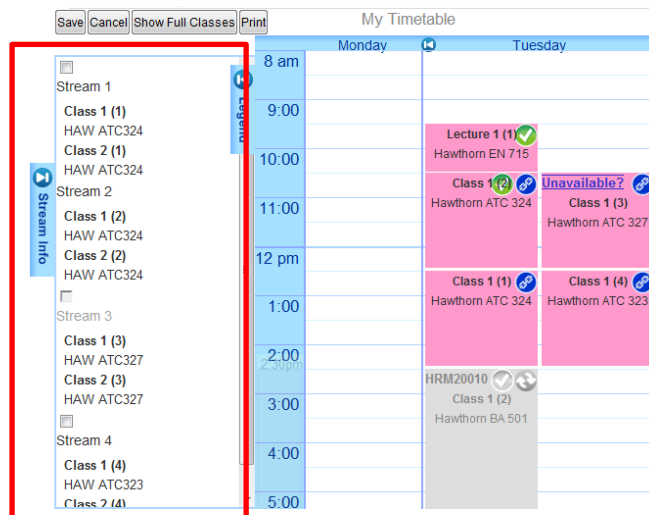


For stream classes:

Note: a stream is a set of classes for a particular unit.

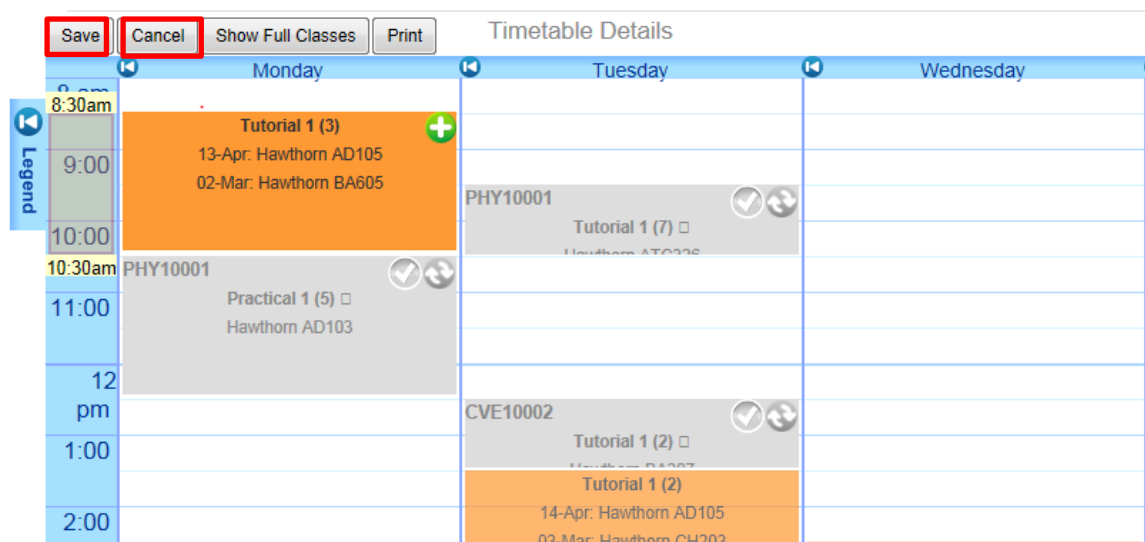
A **Stream Info** panel will appear on the left side of the Timetable Calendar Grid view, displaying a list of streams associated with a particular unit. For *each* stream listed, details of the classes that belong to the stream are shown.

A checkbox will also appear against each listed stream.



- To register into classes that belong to a stream, click on the checkbox against the stream, or click on the stream information listed in the **Stream Info** panel.
- Hovering over a stream in the **Stream Info** panel will result in its classes being highlighted. If the stream is available for registration, a plus (+) symbol is displayed against each of the classes associated with the selected stream, indicating that these classes will be selected for registration. Likewise, if you are already registered into the stream, hovering over the stream in the **Stream Info** panel will result in a minus (-) symbol being displayed against each of the classes associated with the selected stream, indicating that these classes will be selected for unregistration. In either case, clicking on the checkbox or against the stream information will select the classes to be registered or unregistered accordingly.
- Proceed to step 5.

5. When you are happy with your class selection/s, you can either **Save** or **Cancel** by clicking on the respective button (located immediately above the Timetable Calendar Grid view).



6. Upon clicking the **Save** or the **Cancel** button, the Timetable Calendar Grid view is refreshed and will automatically display your current timetable. The registration icons or indicators are displayed next to each activity of the selected component, to indicate the status of the registered class

Additional My Timetable Tips:

- Use the **Show Full Classes** or **Hide Full Classes** button (immediately above the Timetable Calendar Grid view) to either 'hide' or 'display' full classes. Note: This button is only displayed when the Timetable Grid is in the Registration mode.
- Click the **Cancel** button (immediately above the Timetable Calendar Grid view) to cancel any registration changes that you have not yet saved. Note: This button is only displayed when the Timetable Grid is in the Registration mode.
- Click the **Print** button (immediately above the Timetable Calendar Grid view) to display a version of your timetable that can be printed.



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