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## A. Introduction

This project is part of a larger project where the future goal is to unify the way timetabling is done for all Deakin students, whether they are on campus or studying online. This project will take the first step in a series of incremental steps to implement a university wide timetabling capability using Deakin’s Central Timetable System.

The project for T2 2022 will implement a university wide common process of how online teaching activities are scheduled and appear in unit sites.

The benefits will include

- Online Timetable data collection via the new Online Timetable app will be open for all Unit Chairs from Monday 20<sup>th</sup> June 2022
- Consistent terminology will be used benefitting both staff and students
- Unit Chairs can view their current real-time enrolment numbers for their unit/s in the new app
- From O-week onwards, Online Timetable data will appear in D2L unit sites in a consistent interface for students to view
- Student Advisors can use the app Search function to assist with student enquiries

## B. Links

App / Form: <https://www.mytimetable.cloud/>

Quick Reference Guide: <https://dteach.deakin.edu.au/teaching-practice/teaching-resources/>

User Guide: <https://dteach.deakin.edu.au/teaching-practice/teaching-resources/>

Zoom: <https://dteach.deakin.edu.au/clouddeakin-guides/communication/zoom/>

Surveys: <https://dteach.deakin.edu.au/clouddeakin-guides/assessment/surveys/>

## C. Contacts for support

### For the Online Timetable app

Helen Billham [helen.billham@deakin.edu.au](mailto:helen.billham@deakin.edu.au)

Ruary Ross [ruary.ross@deakin.edu.au](mailto:ruary.ross@deakin.edu.au)

Amber Elliott [amber.elliott@deakin.edu.au](mailto:amber.elliott@deakin.edu.au)

### For D2L Unit Site assistance

Arts and Education: ArtsEd Digital Learning [artsed-digital-learning@deakin.edu.au](mailto:artsed-digital-learning@deakin.edu.au)

Business and Law: [Business and Law](#) – Learning Innovations request system

Health: [hedu@deakin.edu.au](mailto:hedu@deakin.edu.au)

SEBE: [dlf-li-sebe@deakin.edu.au](mailto:dlf-li-sebe@deakin.edu.au)

## D. Important dates

- |              |  |
|--------------|--|
| 2022 May 23  | - Provisional Campus timetable published for students<br><a href="https://apps.deakin.edu.au/facilities-services/class-timetables/">https://apps.deakin.edu.au/facilities-services/class-timetables/</a> |
| 2022 June 20 | - Online Timetable app opens for data collection from ALL unit chairs - closes end Aug 2022  |
| 2022 Jun 20  | - STAR opens in Preference Entry mode  |
| 2022 July 04 | - O-week begins<br>D2L unit sites open for students<br>Online Timetable widget for participating units is displayed  |
| 2022 July 11 | - T2 begins  |

## E. General Information

1. The app will not close until the end of August.
2. Any changes that you make are instantly applied and will appear in the D2L Unit Site instantly when the Unit Site is open to students in O-week.
3. Only Online students can see the Online Timetable
4. If data is not entered or is incomplete, then on July 04 when D2L Unit Sites are open - nothing will show in the D2L Unit Site.

## F. FAQs

1. I cannot login to the app.

In the Bruce Handbook:

- You need to be a unit chair named in the Bruce Handbook and entered with the prefix of Trimester2.
- The spelling of your name must be correct

In Callista - Your unit must have an Online Offering (Unit Class = X%) for Trimester 2

Please contact your faculty curriculum support to correct the above.

If the above is already correct, or if you are a second unit chair for your unit, please contact Online Timetable support – see above.

2. My unit does not appear in the Trimester 2 selection list.

Your unit must have an Online Offering in Callista (unit class = x%) for Trimester 2.

If your unit does have an Online Offering please contact Online Timetable support – see above

3. I cannot enter any activity details

The app lands on the Search function. You need to select the 'New/Edit request' menu option on the left hand side and then select your unit.

4. How do I pick a day and time?

It is up to you to choose a day and time that suits you, your staff, your campus timetable and your students.

You can also enter your best guess and change the day and time when you are certain – the app remains open until late August.

You can also poll students for their preference

Surveys: <https://dteach.deakin.edu.au/clouddeakin-guides/assessment/surveys/>

## 5. Does this app include Clash Protection?

In the future we are planning to include an alert to you if you select a day and time that another unit chair in your faculty has chosen. We are also planning to refine this to only alert you if you are teaching a core unit and the clash occurs across other core units.

## 6. Do I create a few sessions and then settle on the most popular?

You can run a survey and view the most popular time slot if you choose.

Surveys: <https://dteach.deakin.edu.au/clouddeakin-guides/assessment/surveys/>

## 7. Can students self allocate? Does this data flow through to STAR?

The app does not include functionality for the student to self allocate. It is planned that in the future, the timetable data collected in the app will flow through to STAR - where students can enter preferences, go on waitlists etc. plus student lists are available.

## 8. What happens if I do not populate sessions in the new app?

On July 04 when D2L Unit Sites are open - nothing will show in the D2L Unit Site.

## 9. Can Campus students see the Online activities?

In the D2L Unit Site, campus students cannot see the Online Timetable widget. Only Online students can see the Online Timetable widget displaying the details of the activities including the session links. The D2L Unit sites are open to students in O-week.

## 10. How do I combine my Campus Online activities with my Online Student session?

Perhaps make them both the same day and time.

## 11. How do I add campus students to Online sessions?

For campus based overseas students or campus students with health Issues that you wish to attend your Online activities, please advise the students individually of the session details.

## 12. How do I separate Online students based at Burwood and Online Students based at Geelong?

You could set up 2 sessions and use the Activity label to differentiate the two sessions e.g. Seminar 1 – for Burwood based students only, Seminar 2 – for Geelong based students only

## 13. What information is told to the student?

In the STAR FAQs section the following is displayed:

## **How will be I impacted by the timetable?**

If you are enrolled in a cloud unit, you will see your timetabled activities in your unit site one week prior to the start of teaching. You will still be able to study in a way that best suits you. Setting-up a timetable means that it's easy for the Unit Chair and teaching teams to know where they need to be, to allow students to set aside time to attend live sessions.

## G. Campus Student Timetable web page

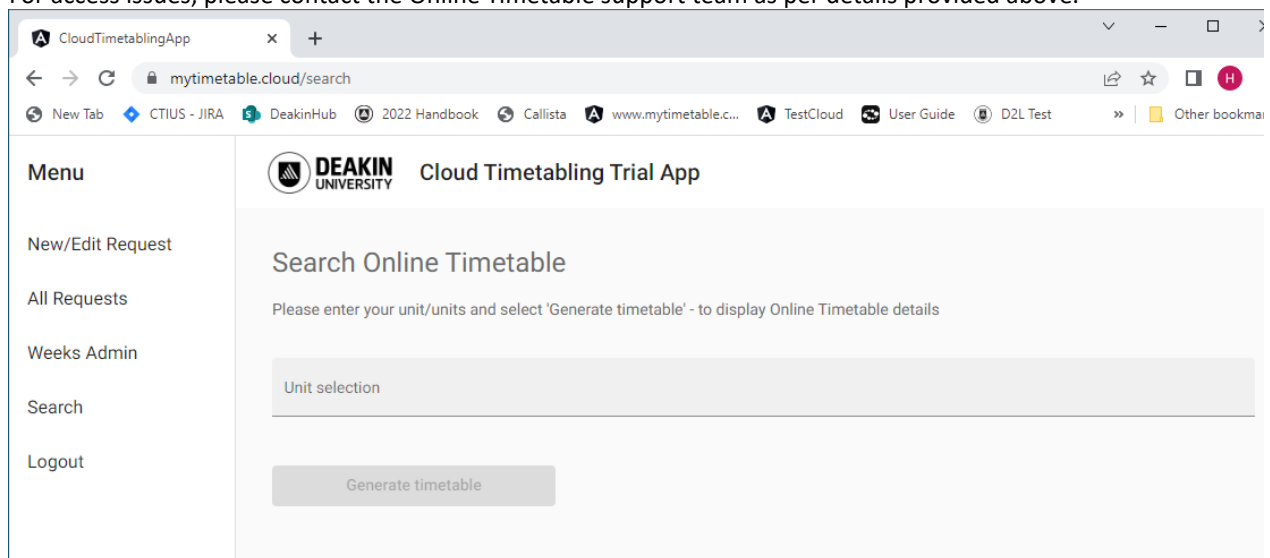
**Provisional Campus Timetable** – this is the page that is published each trimester for Campus Timetable activities

[Class timetables \(deakin.edu.au\)](https://deakin.edu.au)

## H. User Instructions to begin – refer to the User Guide for full detail

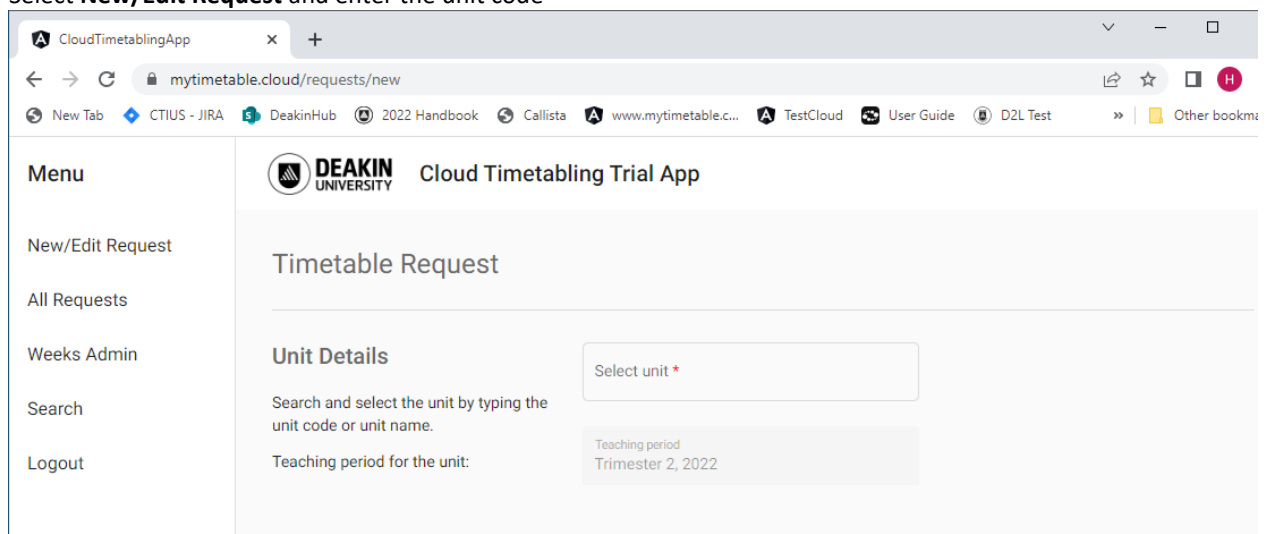
1. Login to the Online Timetable app <https://www.mytimetable.cloud/>

For access issues, please contact the Online Timetable support team as per details provided above.



2. To begin a completely new request or update a current request

Select **New/Edit Request** and enter the unit code

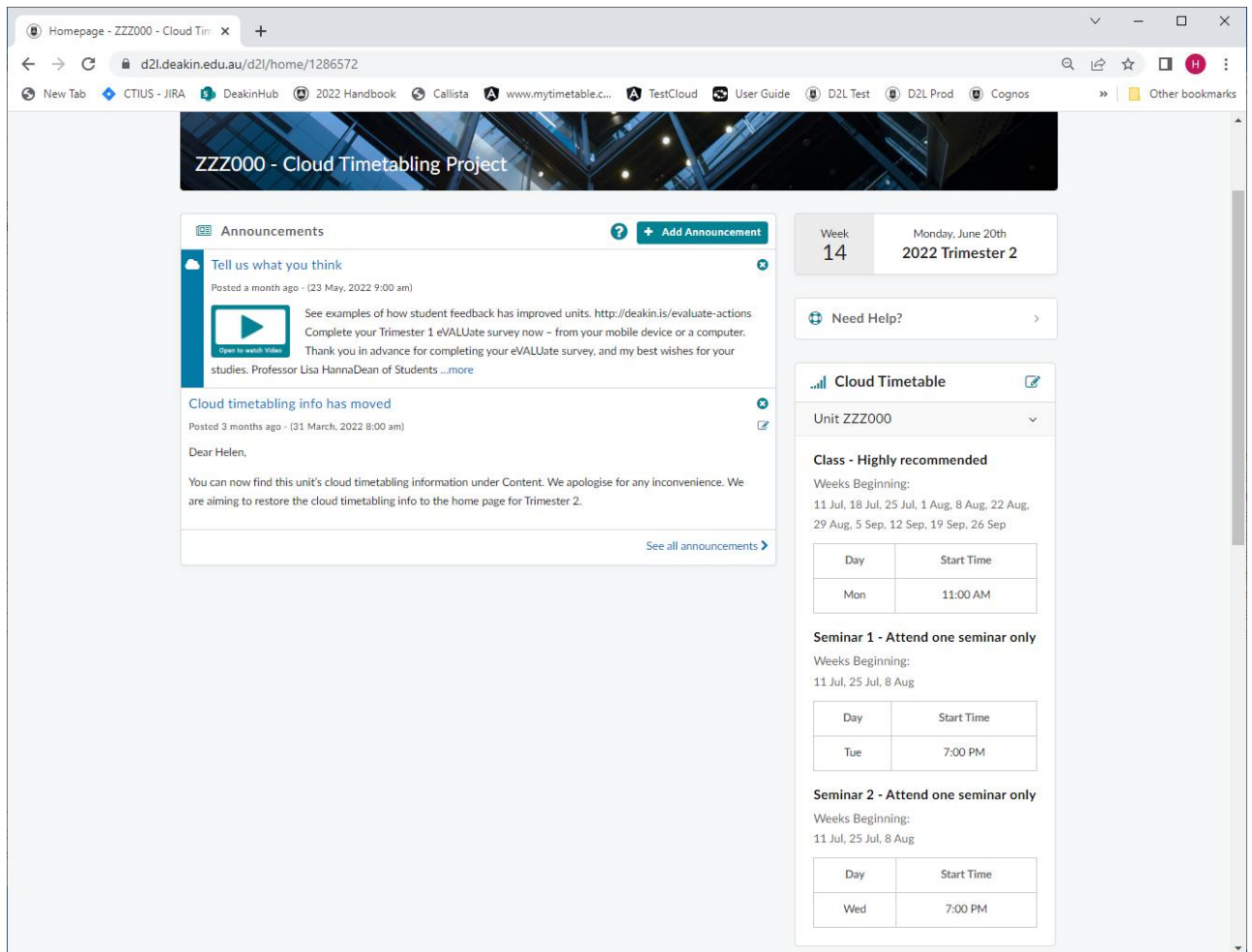


3. Enter the **Unit Code**

As you start typing - the list of unit codes will become smaller.

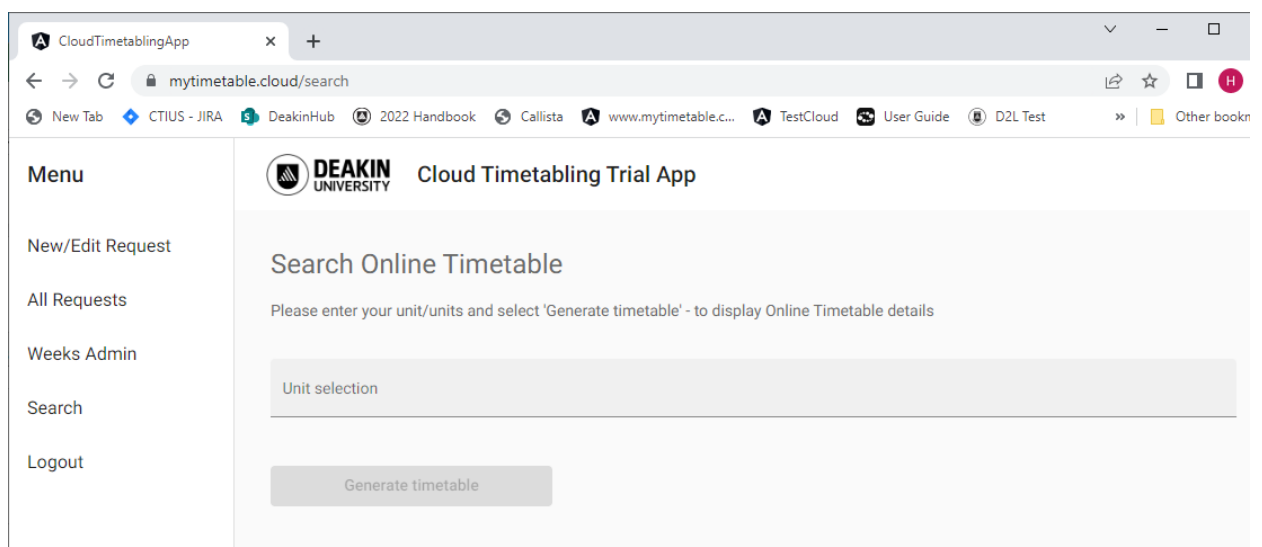
The unit codes displayed are valid Online Unit Offerings from Callista (Unit class of X%)

## I. D2L Unit Site showing Online Timetable widget – Test D2L



## J. Search All requests – Unit Chair and SSN Advisor view

1. From the **Home page**  
Select **Search** from the Menu



- Enter 1 or more units to search for  
Select **Generate timetable**

Note: The contact details will appear for Student Advisors but not for Students.

The screenshot shows a web browser window with the URL `mytimetable.cloud/search`. The page has a left-hand menu with options: Menu, New/Edit Request, All Requests, Weeks Admin, Search, and Logout. The main content area shows a search bar with 'ZZZ000' entered and a 'Generate timetable' button. Below this, the results for 'ZZZ000 - Timetable Test' are displayed in a table.

Activity Title	Day	Start Time	End Time	Duration	Weeks (Beginning Monday)
Class - Highly recommended	Mon	11:00 AM	12:20 PM	1 hr 20 min	Jul 11th 22 Jul 18th 22 Jul 25th 22 Aug 1st 22 Aug 8th 22 Aug 22nd 22 Aug 29th 22 Sep 5th 22 Sep 12th 22 Sep 19th 22 Sep 26th 22
Seminar 1 - Attend one seminar only	Tue	7:00 PM	7:50 PM	50 min	Jul 11th 22 Jul 25th 22 Aug 8th 22
Seminar 2 - Attend one seminar only	Wed	7:00 PM	7:50 PM	50 min	Jul 11th 22 Jul 25th 22 Aug 8th 22

Below the table, the contact information is listed: **Contact Person:** Helen Billham, [Helen.Billham@deakin.edu.au](mailto:Helen.Billham@deakin.edu.au), 03 9999 1234.