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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 steps in a series of incremental steps to implement a university wide timetabling capability using Deakin’s Central Timetable System.

The project for T3 2022 will implement a university wide common process of how online teaching activities are scheduled and appear in unit sites. It will gather online activity data from unit chairs early and present a Provisional Online Timetable to students 6 weeks early in line with the Campus Timetable release to students.

The benefits will include

- Online Timetable data collection via the new Online Timetable app will be open for all Unit Chairs from Monday 12th September 2022
- Consistent terminology will be used benefitting both staff and students
- Students can view the timetables of all their units in one view 6 weeks before teaching begins
- 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. Reference Links

App / Form: <https://www.mytimetable.cloud/> Note – Chrome is the preferred browser
 Quick Reference Guide: <https://dteach.deakin.edu.au/teaching-practice/teaching-resources/>
 User Guide: <https://dteach.deakin.edu.au/teaching-practice/teaching-resources/>
 DTeach Zoom: <https://dteach.deakin.edu.au/clouddeakin-guides/communication/zoom/>
 DTeach 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
 Ruary Ross ruary.ross@deakin.edu.au
 Simonne Mullaly Simonne.Mullaly@deakin.edu.au

For D2L Unit Site assistance

Arts and Education: ArtsEd Digital Learning artsed-digital-learning@deakin.edu.au
 Business and Law: [Business and Law](#) – Learning Innovations request system
 Health: hedu@deakin.edu.au
 SEBE: df-li-sebe@deakin.edu.au

D. Important dates

- | | |
|-------------|--|
| 2022 Sep 12 | - Online Timetable app opens for data collection for T3 - for ALL Online unit chairs |
| 2022 Sep 26 | - Online Timetable app opens for Students to search for their units |
| | - Provisional Campus timetable published for students
https://apps.deakin.edu.au/facilities-services/class-timetables/ |
| 2022 Oct 24 | - STAR opens in Preference Entry mode
- Displays only Campus activities |
| 2022 Oct 31 | - O-week begins
D2L unit sites open for students
Online Timetable widget for participating units is displayed |
| 2022 Nov 7 | - T3 begins |

E. General Information

1. Please enter any online timetabled activities into the app, selecting whether these activities are a class, seminar etc (in line with your handbook). Please do so by Sep 26 in time for the app being opened for students to search for their online units.
2. Completing the form allows students to find their online timetabled activities 6 weeks before teaching starts.
3. The form also creates a static timetable of online sessions as a widget in your unit site homepage, so that session times are advertised to all online students in a consistent way across all unit sites.
4. Any changes that you make are instantly applied. Students will be able to search for the unit and instantly see the updates that have been made. Updates will also appear instantly in the D2L Unit Site.
5. At present only Online students can see the Online Timetable widget in the Unit Site. An enhancement is planned to allow you to enter your preference if you would like both Campus and online students to view the widget. We will notify you when this is in place (hopefully before T3 O-week).
6. If data is not entered or is incomplete, then nothing will show in the D2L Unit Site.
7. To delete the Unit Site widget - login to the app and delete all activities.
8. The timetable on your cloud site will not contain links to the sessions. You will still need to advertise these on your unit sites, e.g., by sending students through the CloudClassroom resource folder or by linking sessions in news posts or content pages each week.
9. Students cannot enrol in activities via the online timetable. If you want to monitor or cap allocations, you will need to do this via other mechanisms, for instance making a sign-up sheet available in week 0.
10. The timetabling tool does not yet provide clash-protection. Please keep using your existing strategies within your courses to manage this.
11. The app will remain open from Sep 12 to the end of the teaching period.

F. FAQs

1. I cannot login to the app.

In Callista - Your unit must have an Online Offering (Unit Class = X%) for Trimester 3. You must be entered as the Unit Contact for the 'X' Offering.

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 3 selection list.

Your unit must have an Online Offering in Callista (unit class = x%) for Trimester 3. If your unit does have an Online Offering, please contact Online Timetable support – see above

3. I cannot enter any activity details – New/Edit Request is not available

If only the Search function is available, then you are not the Unit Contact entered into Callista against the Unit Offering. 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.

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 the end of T3.

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?

The timetabling tool does not yet provide clash-protection. Please keep using your existing strategies within your courses to manage this. The request for clash-protection within this tool is currently being reviewed by the development team.

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 though to STAR?

Students cannot enrol in activities via the online timetable. If you want to monitor or cap allocations, you will need to do this via other mechanisms, for instance making a sign-up sheet available in week 0. The data does not flow through to STAR.

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

On Sep 26, when the app opens to students to search for their online unit activities, students will not see any timetable activities for your unit. They may contact you or the Student Services helpdesk for assistance.

On Oct 31 when D2L Unit Sites are open - nothing will show in the D2L Unit Site.

9. Can Campus students see the Online activities?

Any student can view the Online activity details in the app using the search function. However they will not be able to join the online activity unless provided with the link.

Only Online students can see the Online Timetable widget in the Unit Site when they open 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?

Refer to the students STAR website

<https://www.deakin.edu.au/students/enrolment-fees-and-money/enrolments/star>

G. Campus Student Timetable web page

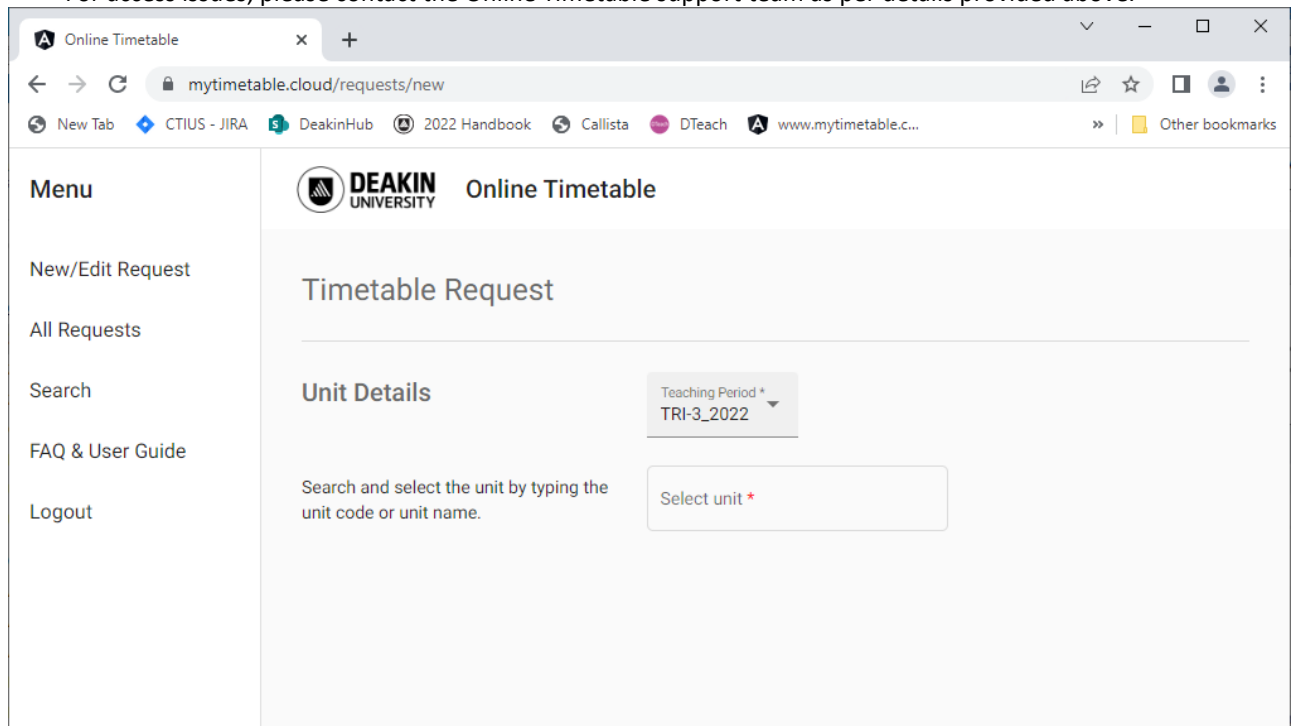
Provisional Campus Timetable – this is the page that is published each trimester for Campus Timetable activities

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

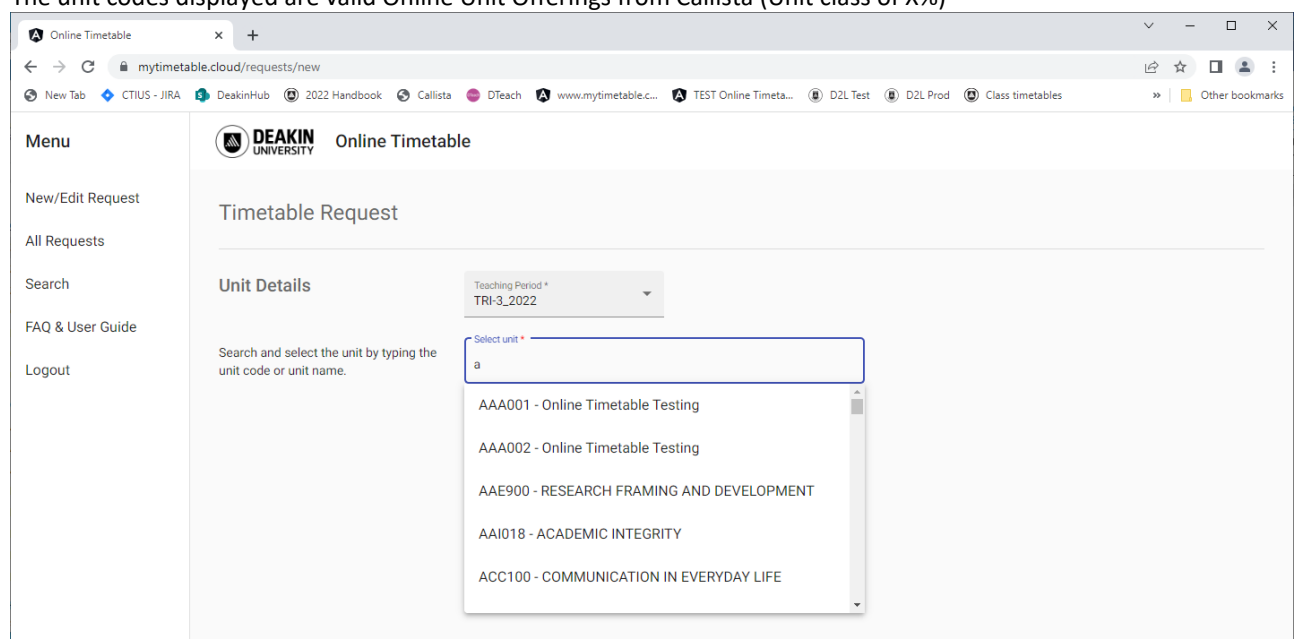
For access issues, please contact the Online Timetable support team as per details provided above.



2. To begin a completely new request or update a current request select **New/Edit Request**
3. Enter the **Teaching Period**
4. 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 unit

The screenshot shows a web browser window displaying the D2L unit site for 'AAA001 - Online Timetable Test Unit'. The browser address bar shows 'd2l.deakin.edu.au/d2l/home/1385708'. The page header includes navigation links: Home, Content, Discussions, Assessment, Tools, and Setup. A user profile for Helen Billham is visible in the top right.

The main content area features a banner for 'AAA001 - Online Timetable Test Unit'. Below the banner is an 'Announcements' section with a message: 'There are no announcements to display.' To the right is a 'Need Help?' button.

The 'Online Timetable' widget is displayed on the right side of the page. It shows the unit 'Unit AAA001' and lists two classes:

- Class - highly recommended**
Weeks Beginning: 7 Nov, 14 Nov, 21 Nov, 28 Nov, 5 Dec, 12 Dec, 19 Dec, 9 Jan, 16 Jan, 23 Jan, 30 Jan

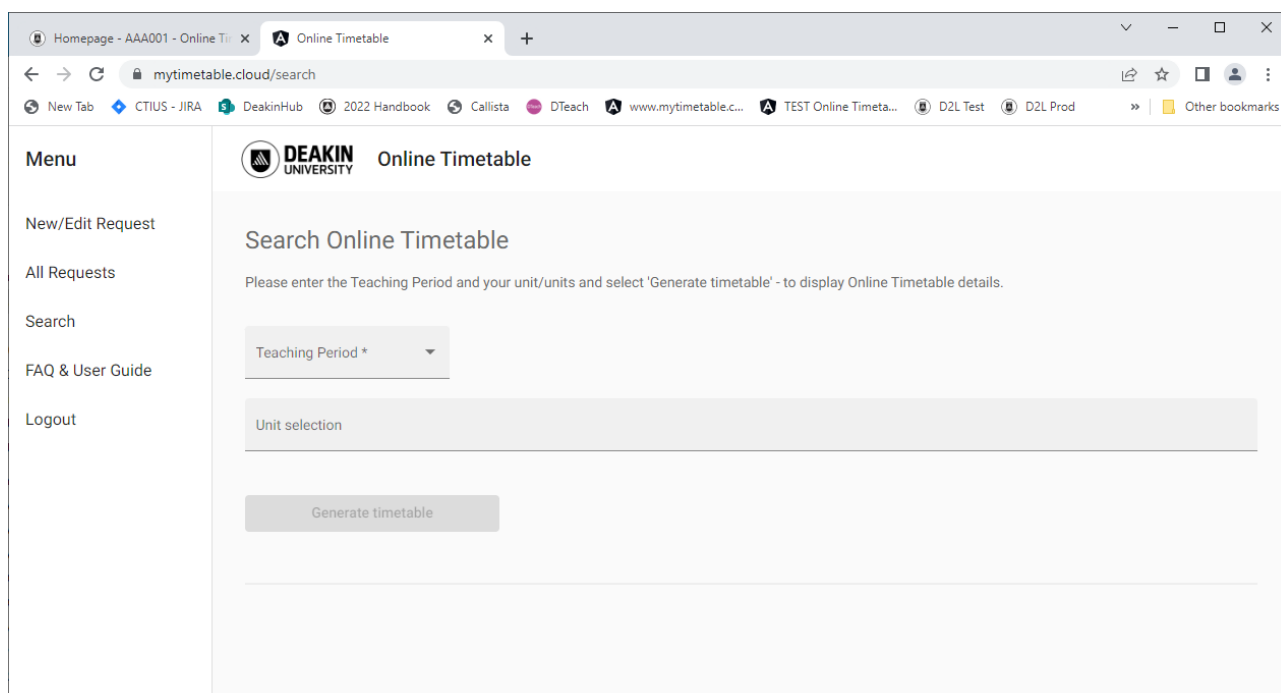
Day	Time
Thu	2:00 PM to 2:50 PM

- Seminar**
Weeks Beginning: 14 Nov, 21 Nov, 16 Jan

Day	Time
Wed	7:00 PM to 7:50 PM

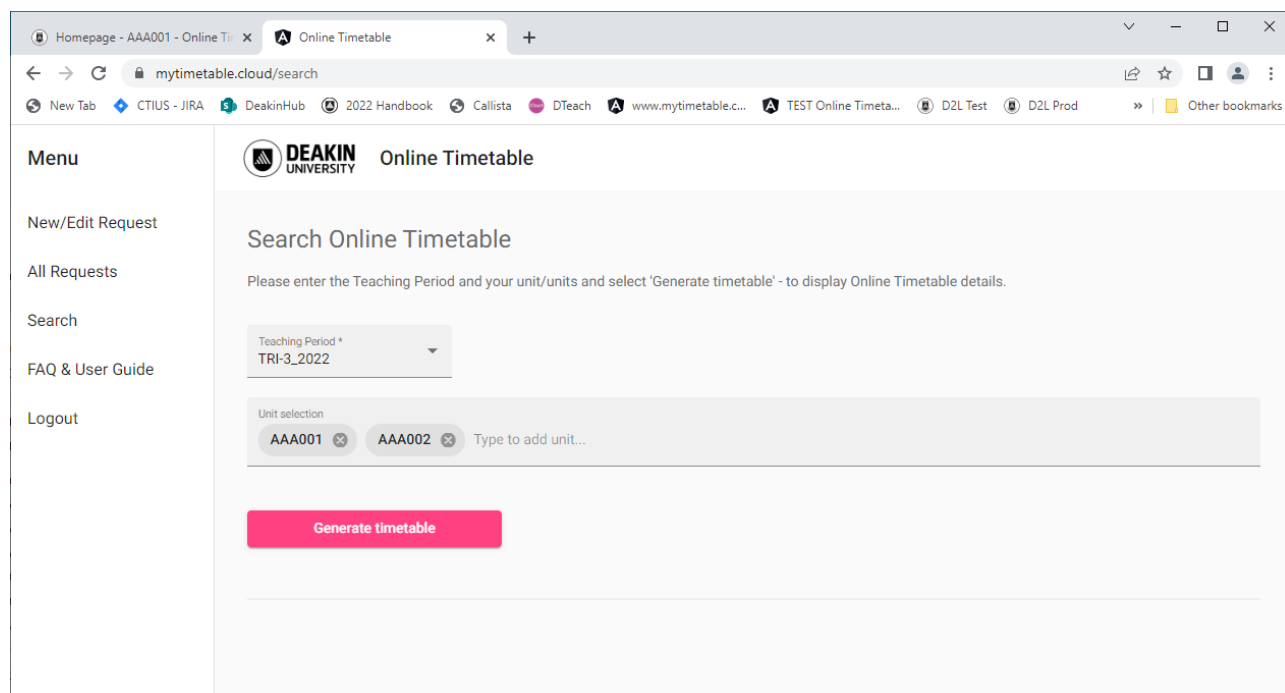
J. Search All requests – Student and SSN Advisor view

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



2. Enter the **Teaching Period**

3. Enter **1 or more units** to search for



4. Select **Generate timetable**

Note: The contact details will appear for all Students and Staff. Contact details should be entered in the New/Edit Request function as Deakin details and not personal details.

The screenshot shows a web browser window with the URL `mytimetable.cloud/search`. The page has a left-hand menu with options: New/Edit Request, All Requests, Search, FAQ & User Guide, and Logout. The main content area features a search bar with 'AAA001' and 'AAA002' entered. Below the search bar is a prominent pink button labeled 'Generate timetable'. Underneath, there are two sections for 'Online Timetable Testing'.

AAA001 - Online Timetable Testing

Activity Title	Day	Start Time	End Time	Duration	Weeks (Beginning Monday)
Class - highly recommended	Thu	2:00 PM	2:50 PM	50 min	Nov 7th 22 Nov 14th 22 Nov 21st 22 Nov 28th 22 Dec 5th 22 Dec 12th 22 Dec 19th 22 Jan 9th 23 Jan 16th 23 Jan 23rd 23 Jan 30th 23
Seminar	Wed	7:00 PM	7:50 PM	50 min	Nov 14th 22 Nov 21st 22 Jan 16th 23

Contact Person: Helen Billham
Helen.Billham@deakin.edu.au
 03 9111 2222

AAA002 - Online Timetable Testing

Activity Title	Day	Start Time	End Time	Duration	Weeks (Beginning Monday)
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