

Contents

| | |
|--|---|
| A. Introduction | 1 |
| B. Reference Links | 1 |
| C. Contacts for support | 2 |
| D. Important dates | 2 |
| E. General Information | 2 |
| F. FAQs | 3 |
| G. Campus Student Timetable web page | 4 |
| H. Course Maps web page..... | 4 |
| I. User Instructions to begin – refer to the User Guide for full detail | 5 |
| J. D2L Unit Site showing Online Timetable widget – Test unit with Prod D2L | 6 |
| K. Search | 7 |

A. Introduction

The Online Timetable project is part of a larger Deakin Timetable project where the goal is to unify the way timetabling is performed for all Deakin students, on campus or studying online.

Tri 2 2023 - Early notice for students

In T2 2023 the aim is to gather the details of scheduled activities for online units early - many weeks before Tri 2 commences. Details are gathered from unit chairs using a simple intuitive Online Units Timetable form.

On Monday 22 May 2023, the Search component of the Online Timetable app will be open for students to find the timetable for all their online units.

This is the same date as the Campus Timetable is open to students. Thus giving an equitable experience for both campus and online students.

Benefits include:

- Consistent terminology is used in the app - benefitting both staff and students.
- Students can view the timetables of all their units in one view many weeks before teaching begins.
- From O-week onwards, online unit activities appear in D2L unit sites in a consistent widget 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/ | |
| DTech Zoom: | https://dteach.deakin.edu.au/clouddeakin-guides/communication/zoom/ | |
| DTech Surveys: | https://dteach.deakin.edu.au/clouddeakin-guides/assessment/surveys/ | |
| DTech Class list: | https://dteach.deakin.edu.au/clouddeakin-guides/communication/classlist/ | |
| | Or in most unit sites use the “Tools” menu in the navigation bar. | |
| Campus Class Timetable: | https://apps.deakin.edu.au/facilities-services/class-timetables/ | |
| Online Timetable webpage: | https://www.deakin.edu.au/students/enrolment-fees-and-money/enrolments/star/online-unit-timetable | |

C. Contacts for support

For the Online Timetable app

Online_Timetable online_timetable@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: dlf-li-sebe@deakin.edu.au

For Curriculum assistance:

Arts and Education: ArtsedCG@deakin.edu.au

Business and Law: Buslaw-curriculum@deakin.edu.au

Health: Health-curriculum@deakin.edu.au

SEBE: Sebe-curriculum@deakin.edu.au

D. Important dates

| | |
|-------------|---|
| 2023 Apr 17 | Online Timetable app opens for data collection for T2 2023 - for online unit chairs. |
| 2023 May 22 | Online Timetable app opens for Students to search for their units. Campus Timetable published for students at https://apps.deakin.edu.au/facilities-services/class-timetables/ |
| 2023 Jun 19 | STAR opens in Preference Entry mode. Displays only Campus activities. |
| 2023 Jul 03 | O-week begins. D2L unit sites open for students. Online Timetable widget for participating units is displayed. |
| 2023 Jul 10 | T2 2023 begins. |

E. General Information

1. Please enter any timetabled activities for Online units into the app, selecting whether these activities are a class, seminar etc (in line with your handbook). Please do so by 22 May 2023 - in time for the app being opened for students to search for their online units.
2. There is now a COPY function - to allow you to copy all or selected activities from a nominated teaching period and unit.
3. Completing the form allows students to find their online timetabled activities early before teaching starts, so that they can plan their work/life/study.
4. 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 (plus campus students if you wish) in a consistent way across all unit sites.
5. 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.
6. You can select if you wish to allow BOTH online and campus students to view the Online Timetable widget in the Unit Site. The default is only Online students.

7. If data is not entered or is incomplete, then nothing will show in the Search and D2L Unit Site.
8. To delete - login to the app and delete all activities. The Search will display zero activities and the Online Timetable widget will not display at all.
9. The timetable on your unit site will not contain links to the sessions. You will still need to advertise these on your unit sites, e.g., by notifying students through the Cloud Classroom resource folder or by linking sessions in news posts or content pages each week.
10. 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.
11. The timetabling tool does not yet provide clash-protection. Please keep using your existing strategies within your courses to manage this.
12. The app will remain open until 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%).
Plus you need to be 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 selection list.
Your unit must have an Online Offering in Callista (unit class = x%).
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 the teaching period.

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 Activity report has been developed which you are able to run. This report will provide you with information of other units who have scheduled online activities that clash with yours.
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?
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 currently flow through to STAR.
8. What happens if I do not populate sessions in the new app?
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.

When D2L Unit Sites are open to students - 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.

The default is that only Online students can see the Online Timetable Widget in the Unit Site when they open in O-week. You can change this by selecting 'BOTH campus and online students' in the option in the form.
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 \(deakin.edu.au\)](#)

H. Course Maps web page

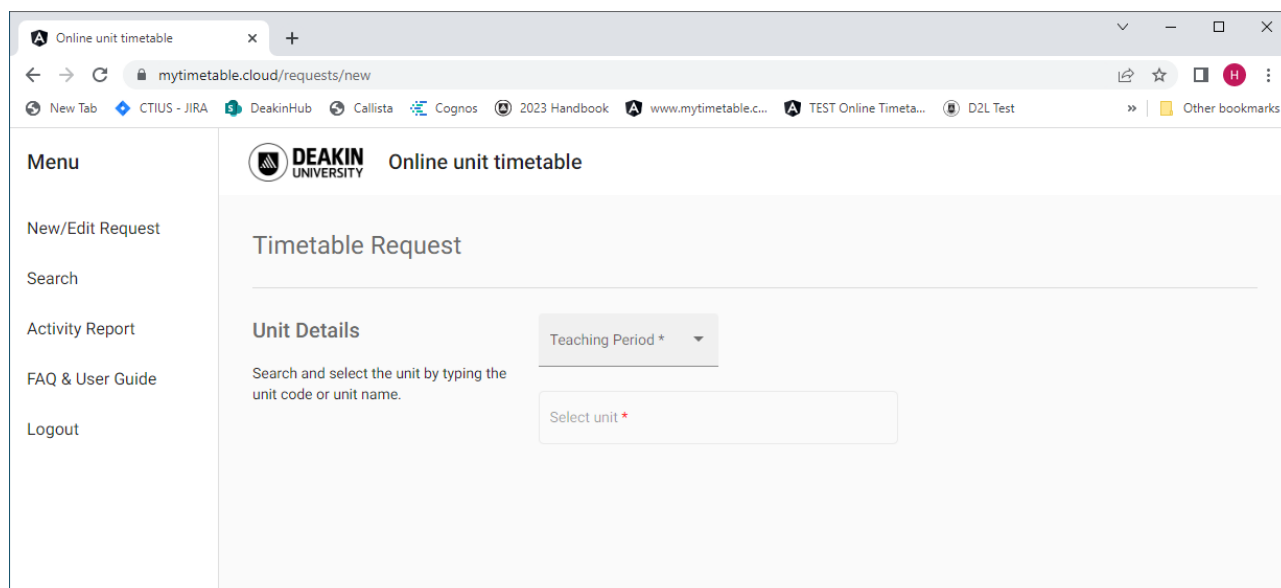
Course Maps – this is the page that holds Course Map information

<https://www.deakin.edu.au/students/enrolment-and-fees/manage-your-course/course-maps>

I. 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.



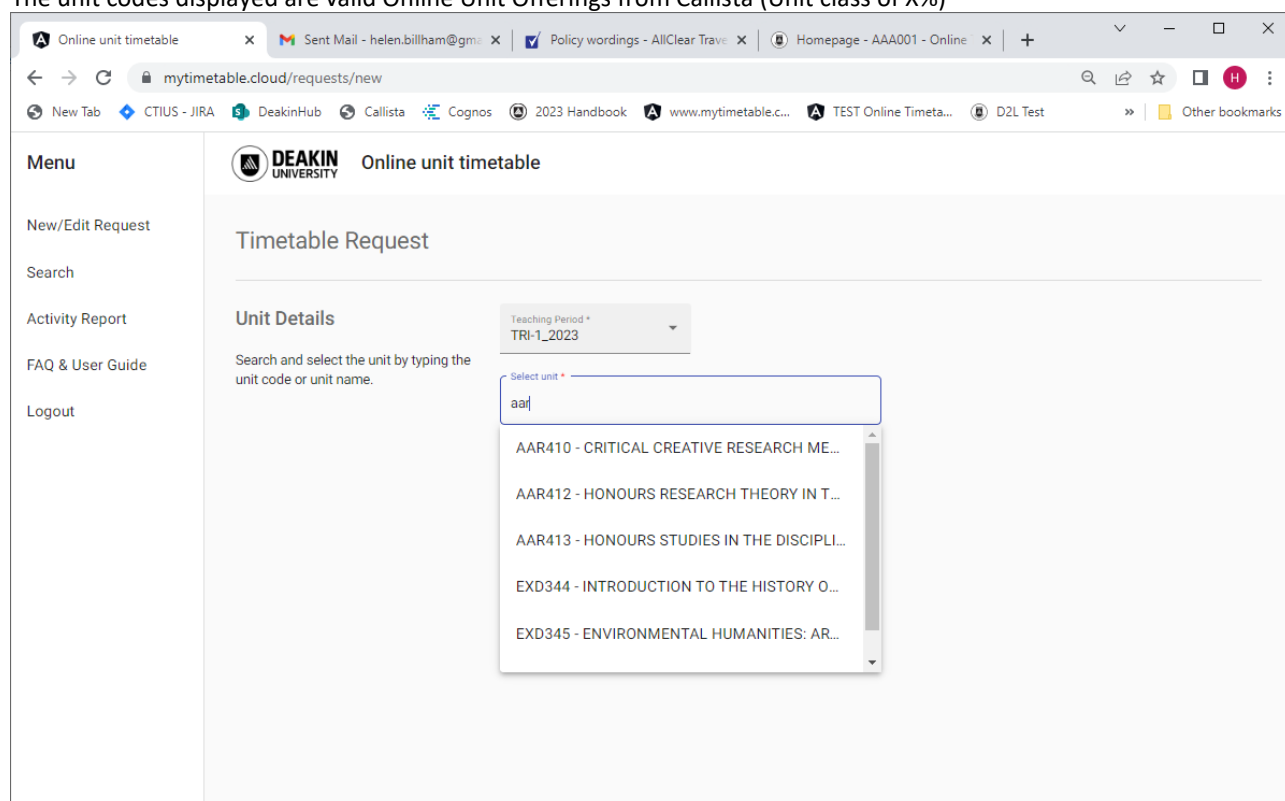
2. To begin a completely new request or update a current request select **New/Edit Request**

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%)



J. D2L Unit Site showing Online Timetable widget – Test unit with Prod D2L

The screenshot shows a web browser window displaying the D2L unit site for 'AAA001 - Online Timetable Test Unit'. The browser tabs include 'Online unit timetable', 'Sent Mail - helen.billham@gmail', 'Policy wordings - AllClear Travel', and 'Homepage - AAA001 - Online Ti...'. The address bar shows 'd2l.deakin.edu.au/d2l/home/1417515'. 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 image with the text 'AAA001 - Online Timetable Test Unit'. Below the banner, there is an 'Announcements' section with a message: 'Cloud timetabling info has moved'. The message text reads: 'Posted a year ago - (31 March, 2022 8:00 am) Dear Helen, You can now find this unit's cloud timetabling information under Content. We apologise for any inconvenience. We are aiming to restore the cloud timetabling info to the home page for Trimester 2.' A 'See all announcements' link is provided at the bottom of the announcement.

To the right of the announcement is a 'Need Help?' section with a right-pointing arrow. Below that is a message: 'There are no current updates for AAA001 - Online Timetable Test Unit'.

The 'Online unit timetable' widget is expanded to show 'Unit AAA001'. It contains two sections: 'Class' and 'Seminar - Zoom session'. Each section lists weeks and includes a small table for the day and time.

Class
 Weeks: 1 (Jul 11th), 2 (Jul 18th), 3 (Jul 25th), 4 (Aug 1st), 5 (Aug 8th), 6 (Aug 22nd), 7 (Aug 29th), 8 (Sep 5th), 9 (Sep 12th), 10 (Sep 19th), 11 (Sep 26th)

| Day | Time (AUS/MEL) |
|-----|----------------------|
| Tue | 11:00 AM to 12:20 PM |

Seminar - Zoom session
 Weeks: 1 (Jul 12th), 2 (Jul 19th), 3 (Jul 26th), 4 (Aug 2nd), 5 (Aug 9th), 6 (Aug 23rd), 7 (Aug 30th), 8 (Sep 6th), 9 (Sep 13th), 10 (Sep 20th), 11 (Sep 27th)

| Day | Time (AUS/MEL) |
|-----|--------------------|
| Wed | 7:00 PM to 7:50 PM |

At the bottom of the widget is a 'Unit Staff' section with a right-pointing arrow.

K. Search

1. From the Home page – select **Search** from the Menu
Note: Students only see the Search and Logout options

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 title is "Online unit timetable" and it features the Deakin University logo. A left-hand menu contains options: "New/Edit Request", "Search", "Activity Report", "FAQ & User Guide", and "Logout".

The main content area is titled "Search for an online unit's timetable". It includes a "Teaching Period" dropdown menu set to "TRI-2_2023" and a "Unit code selection" input field containing "AAA001" and "AAA002". A pink "Generate timetable" button is positioned below the input field.

Below the button, there is a link for "AAA001 - Online Timetable Test Unit" which leads to a table of activities. The table has the following structure:

| Activity Title | Day | Start Time (AUS/MEL) | End Time (AUS/MEL) | Duration | Week No - Session Date |
|----------------|-----|----------------------|--------------------|-------------|---|
| Class | Tue | 11:00 AM | 12:20 PM | 1 hr 20 min | Week 1 - Jul 11th 23 Week 2 - Jul 18th 23 Week 3 - Jul 25th 23 Week 4 - Aug 1st 23 Week 5 - Aug 8th 23 Week 6 - Aug 22nd 23 Week 7 - Aug 29th 23 Week 8 - Sep 5th 23 Week 9 - Sep 12th 23 Week 10 - Sep 19th 23 Week 11 - Sep 26th 23 |

Below the table, the contact information for Helen Billham is provided: `test@deakin.edu.au` and phone number 03 9111 2222. A link for "AAA002 - Online Timetable Test Unit" is also present, followed by a note: "We do not currently have timetable information for this online unit. Check back again as some units are added later. You will find information in your unit site one week before teaching commences."