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Accessing the Timetable

The current Class Timetable can be found at http://timetabling.csu.edu.au.

Home Page

The current Class Timetable can be found at http://timetabling.csu.edu.au.

Home Page

The Timetable home page presents a list of search types to choose:

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>select a School to view the timetable of subjects within that School</td>
</tr>
<tr>
<td>Rooms</td>
<td>nominate a campus and select a specific room(s) to view the classes scheduled for that room</td>
</tr>
<tr>
<td>Subject</td>
<td>select a subject to view the timetable for that subject</td>
</tr>
<tr>
<td>Staff</td>
<td>view the timetable for a selected staff member</td>
</tr>
</tbody>
</table>
Search Parameters

The search parameters required will vary with each search type.

**Using a wildcard to narrow your search** - All search types will include a filter that allows you to use a wildcard character – the timetable uses % as the wildcard. A wildcard character is one which means you don’t need to define the characters after the wildcard and the search will return any entry with the defined characters in it. For example instead of scrolling through all the subject codes to find MKT100 you could use the wildcard to reduce the list by entering M%. This will return a display of any subject starting with “M”. Entering MKT% will display those subjects starting with “MKT”.

Search Types

Use the filter and the wildcard % to reduce the size of your dropdown list

School Timetables – dropdown list of all CSU Schools in alphabetical order.

Room Timetables – dropdown list of all rooms (teaching spaces)

- Rooms are shown in the format: **Campus-Building-Room** eg A-666-102; B-C02-315; W-11-208
**Subject Timetables** – dropdown list of all subjects available this session.

- Subjects are shown in the format: *Session-Subject Code-Campus*  eg S1-ACC200-B
- To select more than 1 subject use the Ctrl key to make selections.

*Image of Subject Timetables dropdown list*

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**Staff Timetables** – dropdown list of teaching staff this session.

*Image of Staff Timetables dropdown list*
Search parameters common to all search types
All searches – School, Room, Subject or Staff - have the following parameters with any lists sorted alphabetically.

Select Period - typically you would choose either Session 1 or Session 2 to see the full session timetable, however you could select a more specific period.

NB: Under Syllabus+ Week 1 = 1 January. CSU Session 1 commences in Week 9 of the year and Session 2 in Week 28 (this may vary each year)

Select the Day(s) of the week from the list box. The most useful option is All Weekdays.

Select the Time Period from the drop down list. The default is the 8am-6pm Standard academic day but if you think you might have evening classes change the parameter to view a wider time period.
Select the Type of Report from the drop down list – Grid, List

1. **Grid** format - familiar timetable format and gives the best results when looking at a single subject.

   ![Grid format example]

2. **List** format – lists out the classes sorted by day of the week. Good for multiple selections.

   ![List format example]
Timetable view explained

A toolbar is visible at the top of each format displayed.

**Top section** will display the School, Subject, Room or Staff member selected and the weeks selected from the search parameters.

```
S1-ACC100-B-I - Accounting 1
Displaying Dates: 2 Mar 15 - 10 Apr 15, 27 Apr 15 - 5 Jun 15 (calendar week(s) 10–15, 18–23)
```

Don’t forget:

*Activities commence at 5 minutes past the hour and finish at 5 minutes to the hour. Please check your timetable again immediately before classes start as it may have changed.*
Body of the timetable view.
In the grid format view, each different activity will be colour-coded.

Activity abbreviations you need to know:

<table>
<thead>
<tr>
<th>Abbreviation on the Timetable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic</td>
<td>Clinic</td>
</tr>
<tr>
<td>Exam</td>
<td>Examination</td>
</tr>
<tr>
<td>Field</td>
<td>Field Trip</td>
</tr>
<tr>
<td>IVT Do Not Attend</td>
<td>Videoconference setup</td>
</tr>
<tr>
<td>Lec</td>
<td>Lecture</td>
</tr>
<tr>
<td>Meet</td>
<td>Meeting</td>
</tr>
<tr>
<td>Place</td>
<td>Placement</td>
</tr>
<tr>
<td>Prac</td>
<td>Practical</td>
</tr>
<tr>
<td>Res School</td>
<td>Residential School</td>
</tr>
<tr>
<td>Setup</td>
<td>Setup and pulldown of labs</td>
</tr>
<tr>
<td>Sim</td>
<td>Simulation Clinic</td>
</tr>
<tr>
<td>Sup</td>
<td>Support</td>
</tr>
<tr>
<td>Tut</td>
<td>Tutorial</td>
</tr>
<tr>
<td>Vol Lec</td>
<td>Voluntary Lecture</td>
</tr>
<tr>
<td>Vol Tut</td>
<td>Voluntary Tutorial</td>
</tr>
<tr>
<td>Wkshop or WA</td>
<td>Workshop</td>
</tr>
<tr>
<td>WRB or CRMB</td>
<td>Casual Room Booking</td>
</tr>
</tbody>
</table>

*Source image shows a timetable for S1-NUT401-W-I Management of Nutrition Care, with instances of Lecture, Tutorial, and Practical activities marked.*
More than 1 Lecture or Tutorial to attend each week?

Where there is more than 1 lecture, tutorial, workshop, practical to be attended these are indicated by:

LecA/01 Lecture 1 class 1
LecB/01 Lecture 2 class 1

This subject requires that you attend 2 lectures each week. Lecture A and Lecture B.

More than 1 class available for an activity?

If the subject has a number of time slots available for an activity, you must nominate which class you will attend. These nominations are provided to your Teacher or School Office; it is not done via the Timetable view.

TutA/01 = Tutorial 1 class 1   TutA/02 = Tutorial 1 class 2

For Example:

Subject ADV104 requires students to attend 1 Lecture and 1 Tutorial each week.

There are 3 Tutorial classes to choose from.

Your teacher will let you know how you need to sign up for a particular tutorial class.
In this subject, students must attend 1 Lecture and 5 Prac classes each week – PracA, PracB, PracC, PracD and PracE.

The subject BIO100 requires attendance at 2 lectures and 1 Prac class each week: