## WHAT IS TIMETABLE PLANNER AND HOW DO I USE IT?

Timetable Planner is a tool that allows you to choose the courses you want to enrol into in a teaching period and generate a selection of clash free timetables.

The basic steps are:

- Enter Search Criteria
- Add Courses
- Generate Timetables
- Review Timetables

You can refine your search by adding breaks and using the locking feature. When you have chosen the timetable you like, you can save it as a favourite, print the class details or email them to yourself, then you can begin adding courses in Access Adelaide.

Note this is a timetable planning tool only. It doesn't guarantee you a place in your planned classes. Your place is confirmed when you have enrolled successfully in Access Adelaide.

# Open Timetable Planner

To open the Timetable Planner, login to Access Adelaide and navigate to the Students / Timetable Planner screen from the menu on the left. Select the Timetable Planner button which will open in a new window. You may need to change your browser settings to allow the new window to open.

## Term

Select the **Term** that you want to plan your timetable for and select "Save And Continue". Refer to your Study Guide to determine which terms are applicable to your program.
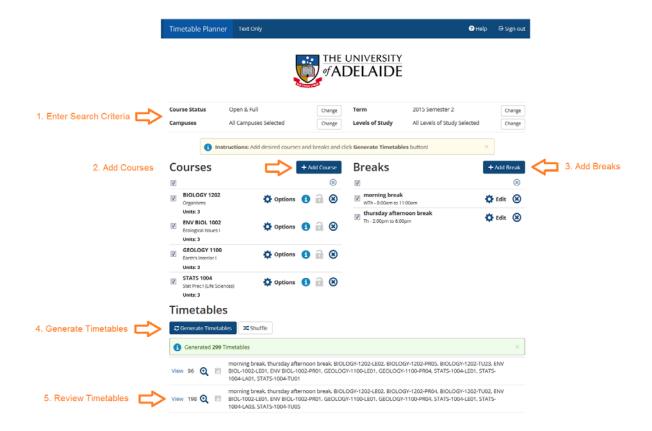
## Levels of Study

The Levels of Study selection allows you to view only courses applicable to your particular level of study.

- Undergraduate: studies in bachelor or diploma
- Postgraduate: studies in master, graduate diploma, graduate certificate
- Non-award: studies for personal interest, inbound exchange students, cross institutional studies

Select the **Levels of Study** and select "Save And Continue".

The Timetable Generation Screen is displayed.

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1. Enter Search Criteria ➔

| Course Status | Open & Full | Change | Term | 2015 Semester 2 | Change |
| Campuses | All Campuses Selected | Change | Levels of Study | All Levels of Study Selected | Change |

ℹ Instructions: Add desired courses and breaks and click **Generate Timetables** button!                    ✕

2. Add Courses ➔

**Courses**                          ➔ **+ Add Course**        **Breaks**                    **+ Add Break**  ⬅ 3. Add Breaks

☑                                              ⊗        ☑                                            ⊗

☑ **BIOLOGY 1202**        ⚙ Options  ℹ 🔒 ⊗        ☑ **morning break**              ⚙ Edit  ⊗
  Organisms                                                      WTh - 8:00am to 11:00am
  Units: 3

☑ **ENV BIOL 1002**       ⚙ Options  ℹ 🔒 ⊗        ☑ **thursday afternoon break**  ⚙ Edit  ⊗
  Ecological Issues I                                         Th - 2:00pm to 6:00pm
  Units: 3

☑ **GEOLOGY 1100**        ⚙ Options  ℹ 🔒 ⊗
  Earth's Interior I
  Units: 3

☑ **STATS 1004**          ⚙ Options  ℹ 🔒 ⊗
  Stat Prac I (Life Sciences)
  Units: 3

**Timetables**

4. Generate Timetables ➔   **⟳ Generate Timetables**   **⤬ Shuffle**

ℹ Generated **299** Timetables                                                                     ✕

View  96 🔍 ☐   morning break, thursday afternoon break, BIOLOGY-1202-LE02, BIOLOGY-1202-PR05, BIOLOGY-1202-TU23, ENV BIOL-1002-LE01, ENV BIOL-1002-PR01, GEOLOGY-1100-LE01, GEOLOGY-1100-PR04, STATS-1004-LE01, STATS-1004-LA01, STATS-1004-TU01

5. Review Timetables ➔   View 198 🔍 ☐   morning break, thursday afternoon break, BIOLOGY-1202-LE02, BIOLOGY-1202-PR04, BIOLOGY-1202-TU02, ENV BIOL-1002-LE01, ENV BIOL-1002-PR01, GEOLOGY-1100-LE01, GEOLOGY-1100-PR04, STATS-1004-LE01, STATS-1004-LA03, STATS-1004-TU05

# 1. Enter Search Criteria

The Term and Levels of Study already entered may be changed by clicking on the Change button.

## Course Status

The Course status allows you to choose to see only classes that have places available (Open Classes Only) or you may also choose to see all classes, including those that are full (Open & Full). The number of places open in a class is updated every minute and is displayed on the View Details screen in the Seats Open column. If the "Open Classes Only" option is selected then the class will not be included at all in the generated timetables.

Full Classes

If the "Open & Full" option is selected the classes that are full will be included in the results. Full classes will be displayed with the Seats Open displayed as '0' in the class list on the view details screen. You will not be able to enrol directly into full classes.

Some class fill up very quickly when enrolment opens, and you are not guaranteed a place beforehand. It is a good idea to plan alternate timetables in case your preferred classes fill up.

## Campuses

The campus selection allows you to see only classes that are held at particular campuses. If you are unsure which campuses apply to your program then you may leave all of the

campuses selected. A warning is included in when multiple campuses are included in particular timetable.

## Current Timetable

If you have existing enrolments for the selected term, the details will be displayed in the Current Timetable section. Otherwise, the Current Timetable section is not displayed.

If your enrolment details change while the Timetable Planner is open, the changes will NOT be reflected in the Timetable Planner. To see the latest changes to your current enrolments you will need to re-open the Timetable Planner.

The Term and Level of Study originally entered may be changed on the Timetable List screen.
Editing the search criteria will restrict the courses that are included in the course search and in the generated timetables.

The existing class enrolments are automatically taken into account when generating new timetables. They can be ignored by de-selecting the checkbox next to the class that you would like to ignore.

# 2. Add Courses

The Add Course button allows you to enter the courses that you think you might like to do in the selected Term.

It is important that you refer to the program information and study guides that are relevant to your program to find out what courses to do. Refer to your Faculty and School websites to find the program information and study guides that are relevant to you.

A course is identified by a Subject (*Subject Area* eg 'ARTS', 'MATHS') and a Course (*Course Catalogue Number* eg '1007', '1201').

1. In the Courses section, select the Add Course button.
2. Select or enter the subject area from the Subject pick list.
3. Select or enter the course catalogue number in the Course picklist.
4. Review the course details displayed to ensure the course is appropriate for you.
5. Click Add Course.
6. Continue adding courses until all of the courses you want are listed in the Desired Course section.
7. Click on Done.
8. Click Generate Timetables.

Tip: If the Timetable Planner cannot find any valid timetables for your courses, try toggling the optional courses and trying again. See also "I have no timetables for my preferences. What can I do?"

# 3. Add Breaks

A break allows you to block out time in your timetable for your own use, eg, work, family commitments etc.

1. In the Breaks section select the Add Break button.

2. Enter a Break Name.
3. Enter a Start Time and End Time.
4. Select the days.
5. Click Save Break.
6. Click Generate Timetables.

Tip: If the Timetable Planner cannot find any valid timetables with your break added, try changing the break options and trying again. See also "I have no timetables. What can I do?"

# 4. Generate Timetables

The generate timetables button will present a list of clash-free timetables for the courses, breaks and other criteria entered.

Search through the timetables to find ones that you think are suitable for you. Click on the View Details button to show additional details.

Tip: If the Timetable Planner cannot find any timetables see "I have no timetables. What can I do?"

# 5. Review Timetables

A list of all possible clash-free timetables for your selection criteria are listed in the Timetables section underneath the "Generate Timetables" button.

## Shuffle

The timetables are presented in a shuffled order according to the courses and classes that are included. The timetables that are numbered close to each other are more likely to have similarities than timetables that are not close. Shuffling presents timetables that have greater differences next to each other in the list.

You may un-shuffle them to see the order in which they were generated by toggling the "Shuffle" button.

## Hover Preview

The "plus sign" (+) shows a preview of the timetable without navigating away. Hover the mouse over, or tap on a touch screen, to display the preview.

## Compare

The checkboxes are used to select timetables to compare. Check up to four checkboxes then select the "Compare" button to view a preview of the selected timetables next to each other.

## View

Select the View link to display the details of a particular timetable. A new screen displays the details of the selected timetable.

## Email

Enter an email address and send the details of the displayed timetable. Note that enrolment instructions are not included in the email.

## Enrolment Instructions

Select the "Enrolment Instructions" button to view detailed instructions on how to enrol in the classes in Access Adelaide. You are not guaranteed a place in a class based on the Timetable Planner options. You must still enrol in Access Adelaide. The email function does not include the enrolment instructions.

The Enrolment Instructions list the class numbers that you need to enter into Access Adelaide to enrol.

## Favourite

You can flag and name the displayed timetable as a favourite so that you can return to it later. It is a good idea to flag multiple timetables as favourites in case the classes are already full when you try to enrol.

## Shuffle

Toggle the Shuffle on or off. When the shuffle is off, the timetables are shown in the order in which they have been generated. When the shuffle is on, the timetables are shown in a random order. When scrolling through timetables, the timetables that are next to each other are more likely to be quite similar to each other if the shuffle is off. If the shuffle is on, the timetables that are next to each other are more likely to be quite different.

## Timetable # of #

Use the forward and back buttons to scroll through the timetables without having to return to the Generate Timetables screen.

## Week Planner

The Week Planner displays the weeks over which the classes are scheduled. Click on other weeks to review the timetable for different weeks.

## Weekly Timetable

The classes are displayed in the scheduled day and time for the selected week. Displayed on the class are the Subject Code and Catalogue Number, Also the type of class (eg LEC – lecture, TUT - tutorial etc. The building and room details are displayed when available.

Select the information icon to show more class details.

Select the lock button to exclude all other class options for that particular course. Selecting the lock will exclude other timetables that do not contain that particular pattern of classes for that course.

## Class List

The class list displays the details of the classes on the timetable.

# 6. Locking Course Options

## Padlock - Lock an Option for a Course

On the View Details screen for a specific timetable a padlock icon is available next to the class title in the Weekly Timetable, and the first class for the course in the Class List section.

The Padlock icon allows you to filter the timetables to contain only a specific course option. A course option is a specific pattern of classes for a course. For example a course option may consist of:

- LE02 (Lecture Number 2): 8am – 9am on Monday, Wednesday and Friday,
- TU20 (Tutorial number 20): 11am – 12pm on Friday
- PR07 (Practical number 7): 2pm – 5pm on Thursday

Selecting the padlock on this option will exclude other timetables that do not include these specific classes. ALL other patterns for that course will be excluded and the timetables will be automatically re-generated. This can result in a reducing the number of timetables in the generated timetable list.

1. In the Generate Timetable screen, click View to display timetable details.
2. Next to the title of the class there will be an open padlock. Click the padlock to lock that combination of classes for the course.
3. The generated timetable list will be automatically updated and a message will be displayed stating that the list has been updated.
4. To review the updated list of timetables, select the back button. Only the timetables with that pattern of classes are left in the Generated Timetables list.

## Course Options – Lock Options for a Course

More specific control over the course options that are locked can be performed on the Options screen for the Course, allowing multiple options to be included or excluded.

1. In the Courses section of the Generate Timetable screen, click Options button next to a course.
2. In the window that appears, there may be two tabs presented
   - Enabled Options: Displays all of the possible options for a Course (that are not disabled).
   - Disabled Options: The Disabled Options tab is only displayed if some options are already disabled. For example because one of the classes is full and the "Open Classes Only" Course Status search criteria is selected.
3. Uncheck the checkbox next to the course option(s) that you want to excluded from the generated timetables.
4. Click Save and Close.
5. Click Generate Timetables. Only the timetables with the enabled pattern of classes are left in the Generated Timetables list.

Tip: If you do not get any suggested timetables, go back and re-tick some options and try again.

# I have no timetables. What can I do?

After clicking on the Generate Timetable button a message may appear indicting that there are no timetables for the selections made.

This means that there are no clash free options for your selected courses. If there are no clash free options then the Timetable Planner will not produce any timetables in the list.

The message displayed may or may not include specific details about particular classes.

## Detected Conflicts

Where there are two courses that have no possible patterns of classes that allow you to fully enrol in the required classes for each, then a message is displayed like this.

<p align="center">All options of <strong>ENV BIOL 2500</strong> conflict with all options of <strong>GEOG 2129</strong></p>

This message means that there is no way to enrol in both of these courses without at least one class clash occurring. Consider what other courses are available to you. Seek advice from your Faculty if this message appears for Core components of your program.

In some circumstances you may be able to request a clash override to allow you to enrol in clashing classes. For further information on clash overrides refer to: http://www.adelaide.edu.au/enrol/instructions/errors/

Also consider the following options.

## Re-check the search criteria.

Re-check that you have selected the appropriate search criteria for the Course Status, Term, Campuses and Levels of Study.

When program enrolment opens, the classes can fill up very quickly. It may be that the classes have become full. To view all options including the full classes, change the Course Status to "Open and Full".

In some circumstances you may be able to request a class full override to allow you to enrol in a class that is full. For further information on clash overrides refer to: http://www.adelaide.edu.au/enrol/instructions/errors/

## Remove Breaks

If there are breaks entered, try toggling them off to see if any timetables become available without them included.

## Remove Locks

If there are any course option locks active, then try removing them to see if there are any timetables available without them included.

## Toggle Courses Off and On

You may wish to toggle the courses off and examine each of the timetables for each of the courses on their own. It may be that there are only a few options for class times for some

courses.

# How do I enrol?

You enrol into your classes in Access Adelaide.

You can view instructions at [www.adelaide.edu.au/enrol](http://www.adelaide.edu.au/enrol) and in Timetable Planner on the View Details screen.

The following suggestions may assist your enrolment process.

- Allocate time to plan your timetable in advance of enrolment opening.
- Flag more than one timetable as a favourite (in case you can't get into all the classes that you want).
- Print or save a copy the enrolment instructions so that you have a separate record of the details.

Be aware that your current enrolment details are only refreshed when the Timetable Planner is first opened. If you enrol in a class in Access Adelaide while the Timetable Planner is open, it will NOT appear in your current timetable. However, the number of places available (seats open) will be updated.

If the classes become full, re-generate the timetables, then your timetable may no longer appear if the "Open Classes Only" Course Status is selected.

It is a good idea to flag the timetable that you want as a favourite, so that you may easily find it again after re-opening Timetable Planner.