

# Student Timetabling System (STS)

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Quick Guide  
for Students

# Introduction

This guide contains step-by-step instructions with screenshots for RMIT University higher education students on how to:

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*Note: screen images in this guide are indicative of what you will see when using the STS and are subject to change.*

Last updated 7 May 2015.

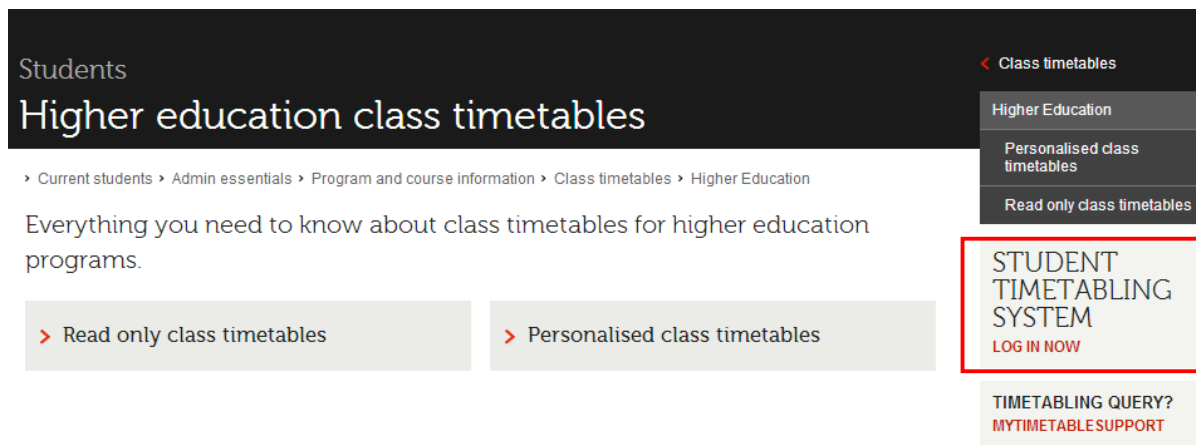
# TASK 1: Access the Student Timetabling System (STS)

## 1. Go to the Higher education class timetable web page

Go to [www.rmit.edu.au/students/timetables/he](http://www.rmit.edu.au/students/timetables/he).

## 2. Select the STS button

Select the **Student Timetabling System** button (top right of the page).



The screenshot shows the 'Higher education class timetables' page. On the right side, there is a navigation menu with the following items: '< Class timetables', 'Higher Education', 'Personalised class timetables', and 'Read only class timetables'. Below the menu, there are two buttons: '> Read only class timetables' and '> Personalised class timetables'. A red box highlights the 'STUDENT TIMETABLING SYSTEM' button with the text 'LOG IN NOW' below it. A red arrow points to this button from the right. Below the highlighted button, there is another button that says 'TIMETABLING QUERY? MYTIMETABLESUPPORT'.

## 3. Accept the conditions of use

Select the **Accept and enter** button to accept the conditions of use and log into the STS.



Student Timetabling System //

### Enter Student Timetabling System

In using this site, you accept the [rules of use of RMIT systems](#).

#### System messages

- Questions? Visit the [Higher education class timetables](#) web page timetabling information or visit Ask RMIT for answers to [STS FAQs](#).

For an optimal STS experience, please use Google Chrome or Mozilla Firefox.

- If you have questions on why a course you are enrolled in does not appear in STS, please refer to this [STS FAQ](#) which explains the relationship between your enrolment changes and STS.

Please ensure that Javascript and browser cookies are enabled. If you require help, please contact the [IT Service Desk](#).

Alternatively, you do not need to login to [browse the 'read-only' timetable](#). This shows what will be available prior to next semester (subject to change).

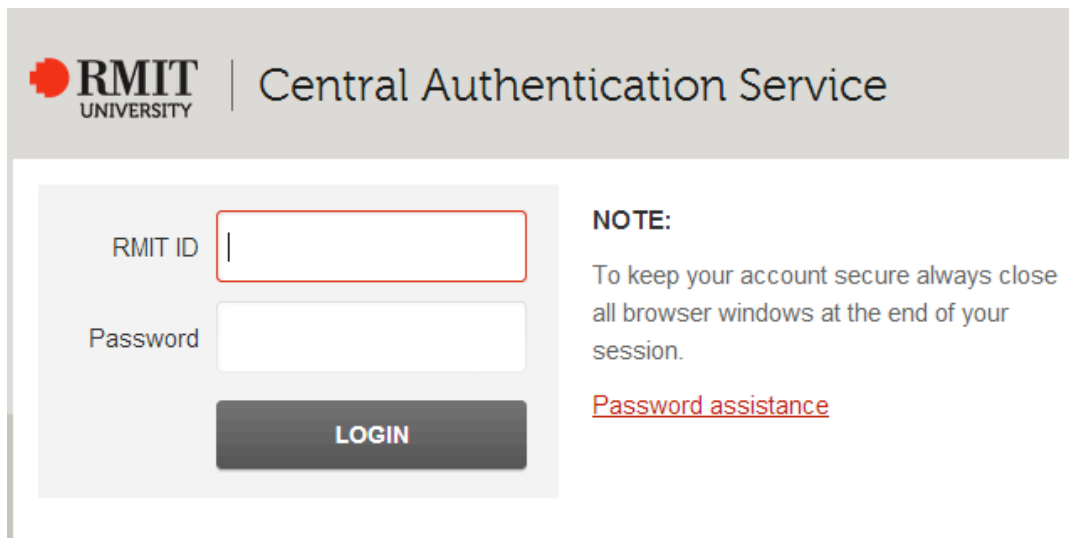
#### More information

- [Important information about class timetables](#)

## 4. Log in to the STS

When the login page displays, log in using your RMIT ID and password.

If you need password assistance select the **Password assistance** link or visit [www.rmit.edu.au/its/password](http://www.rmit.edu.au/its/password).



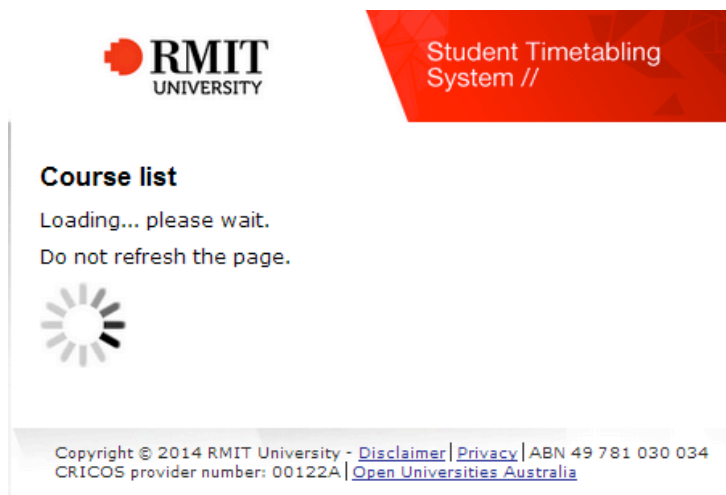
The screenshot shows the RMIT Central Authentication Service login page. At the top left is the RMIT University logo. To its right is the text 'Central Authentication Service'. Below the logo, there are two input fields: 'RMIT ID' and 'Password'. A dark grey 'LOGIN' button is positioned below the password field. To the right of the input fields, there is a 'NOTE:' section with the text: 'To keep your account secure always close all browser windows at the end of your session.' Below the note is a red underlined link for 'Password assistance'.

## 5. Wait for the STS to load

Wait for the STS to load your course list page.

### Important!

**Please be patient and do not refresh the page while the STS is loading your course list.** Even in periods of high demand, STS will load the page within a reasonable time frame (normally between 5 – 30 seconds).



The screenshot shows the RMIT Student Timetabling System loading page. At the top left is the RMIT University logo. To its right is a red banner with the text 'Student Timetabling System //'. Below the logo, there is a section titled 'Course list' with the text 'Loading... please wait.' and 'Do not refresh the page.' Below this text is a loading spinner icon. At the bottom of the page, there is a footer with the text: 'Copyright © 2014 RMIT University - [Disclaimer](#) | [Privacy](#) | ABN 49 781 030 034 CRICOS provider number: 00122A | [Open Universities Australia](#)'.

# TASK 2: Timetable a class or vary your timetable

## 1. View your Course list

When you first log in to the STS you are presented with the **Course list** page. All courses you are enrolled in and the activities for those courses are displayed on this page.

The course table displayed on this page lists the courses you need to select classes for, the activities for these courses and a symbol to indicate whether you have timetabled for this course activity yet. Examples of course activities are lectures, labs, tutorials, practicals, etc. Course activities with a tick symbol mean classes have been timetabled, while course activities with a cross symbol mean classes have not been timetabled.

**Important!** Not all activities will apply to all students. Please read course messages carefully where these exist, as they may contain instructions as to what needs to be selected. If course messages exist, they will display above the course list table.

To view or select classes for a particular course and activity, use the **Select** button.

The screenshot shows the RMIT Student Timetabling System interface. At the top, it says "Logged in as: ..." and "RMIT UNIVERSITY Student Timetabling System //". Below this is the "Course list" section with "Course specific messages":

- **Cost Analysis and Applications** : Full-time students select day Lecture plus Tutorial.
- **Cost Analysis and Applications** : Part-time students select combined evening class.
- **Financial Planning** : course - test msg 1
- **Financial Planning** : course - test msg 2

The main table has the following columns: Semester, Courses, Timetable, Activity, Confirmed, and Browse timetables (Opens in new window). The table contains the following data:

Semester	Courses	Timetable	Activity	Confirmed	Browse timetables (Opens in new window)
1250	Company Law	Select	Lecture	✓	<a href="#">LAW 2450 read-only</a>
		Select	Tutorial	✓	
		Select	Class	✗	<a href="#">ACCT 1048 read-only</a>
		Select	Lecture and Tutorial	✓	
1250	Management Accounting and Business	Select	Class	✗	<a href="#">ACCT 1048 read-only</a>
		Select	Lecture	✓	
		Select	Tutorial	✓	
1310	Accounting Theory	Select	Class	✗	<a href="#">ACCT 1077 read-only</a>
1310	Cost Analysis and Applications	Select	Class	✗	<a href="#">ACCT 1064 read-only</a>
		Select	Lecture	✗	
		Select	Tutorial	✗	
1310	Ethics and Accountability	Select	Class	✗	<a href="#">ACCT 1018 read-only</a>
1310	Financial Planning	Select	Lecture	✗	<a href="#">ACCT 1018 read-only</a>
		Select	Tutorial	✗	
1310	Forensic Business Investigation	Select	Class	✗	<a href="#">ACCT 2211 read-only</a>

Annotations in the image:

- A red box points to the "Select" button in the first row: "To view classes for this course activity, use the **Select** button".
- A red box points to the "Examples of course messages" section: "Examples of course messages".
- A red box points to a tick mark in the "Confirmed" column: "Tick means a class has been timetabled".
- A red box points to a cross mark in the "Confirmed" column: "Cross means a class has not been timetabled".

At the bottom of the interface, there are buttons for "Weekly view", "Print preview", and "Send as email". A note says: "Please ensure you print your timetable and retain it as verification."

**Important!** You will timetable classes ahead of each semester, after the published timetable release date (for details visit the [Higher education class timetabling](#) web page).

## 2. View the Activity list for an activity

The **Activity list** page displays the class selected and/or classes available for a particular activity type in a particular course.

**Important!** Please read class any messages carefully where they exist, as they may contain instructions regarding attendance. If class messages exist, they will display above the activity list table.

The activity table displayed on this page lists the type, name, day, time and location for each class, as well as the number of places remaining in that class. At the right end of the table are action buttons for that class, e.g. **Add to timetable**, **Swap**, **Un-timetable**.

### View the activity list (where more than one option exists)

The example below shows how the **Activity list** page looks when more than one option exists. In this case the screen shot displays the lab activities (classes) for the course 'Diagnostic Imaging 1'.

Actions you can take from this page:

1. **'Add to timetable': Select a class and add it to your timetable.**  
If you have not already timetabled a class for this type activity, you should see one or more action buttons labelled **Add to timetable**. Use the **Add to timetable** button to select the class you want and add it to your timetable.
2. **'Un-timetable': Remove a class from your timetable.**  
If you have already timetabled a class for this type of activity (as is the case in the example below), the class that you are timetabled into is the one that has the **Un-timetable** button next to it. If you want to remove this class from your timetable, use the **Un-timetable** button.
3. **'Swap': Swap one class for another from your timetable.**  
If you have already timetabled a class for this type of activity and you want to swap to another class, use the **Swap** button next to the class you want to swap into. This action will remove you from the class you are currently timetabled into and add the class you want to swap into to your timetable.

**RMIT UNIVERSITY** Student timetabling system //

Activity list for 'Diagnostic Imaging 1'

[Back to your course list](#)

Option	Type of activity	Name of activity	Day	Start time	End time	Location	Spaces left	Clash	Action
1	Practical	MEDS-2123-S2-D-B1	Monday	13.30	15.30	201.05.030	0		Unavailable
2	Practical	MEDS-2123-S2-D-B2	Monday	15.30	17.30	201.05.030	0		Unavailable
3	Practical	MEDS-2123-S2-D-B3	Thursday	13.30	15.30	201.05.030	1		Un-timetable
4	Practical	MEDS-2123-S2-D-B4	Friday	12.30	14.30	201.05.030	0		Unavailable
5	Lecture	MEDS-2123-S2-D-L1	Monday	8.30	9.30	207.02.002	23		Unavailable
	Practical	MEDS-2123-S2-D-B1	Monday	13.30	15.30	201.05.030	0		
6	Lecture	MEDS-2123-S2-D-L2	Monday	9.30	10.30	201.02.007	22		Unavailable
	Practical	MEDS-2123-S2-D-B2	Monday	15.30	17.30	201.05.030	0		
7	Lecture	MEDS-2123-S2-D-L1	Monday	8.30	9.30	207.02.002	23		Swap
	Practical	MEDS-2123-S2-D-B3	Thursday	13.30	15.30	201.05.030	1		

The class you are timetabled into is the one that has the **Un-timetable** button. If you want to remove this class from your timetable use this button

Use the **SWAP** button to swap one timetabled class for another

**Important!** If an option is marked as **Unavailable**, it is because the class/es are full, therefore that option cannot be chosen.

**Warning!**

Most options consist of a single activity (e.g. option 1 above consists of a single Practical). However, in some cases, a set of activities are bundled together within an option (e.g. option 5 above consists of both a Lecture and Practical), so note if you select that option you are adding both the Lecture and the Practical classes.

**View the activity list (where a single class is automatically timetabled)**

In some cases, a class will be automatically timetabled where there is only one option to select, although this does not occur in every instance. The example below shows the **Activity list** page when the class for that activity is automatically timetabled (in this case, the activity is a lab).

**Warning!**

Please make sure your classes are properly timetabled for courses with only single class options.

Actions you can take from this page:

1. **'Un-timetable': Remove a class from your timetable.**  
If you want to remove this class from your timetable, use the **Un-timetable** button.

**RMIT UNIVERSITY** Student Timetabling System //

Activity list for 'Vehicle Handling and Control'

[Back to your course list](#)

Option	Type of activity	Name of activity	Day	Start time	End time	Location	Spaces left	Clash	Action
1	Lab	AUTO-1014-S1-D-B1	Thursday	11.30	12.30	253.01.024	9		<a href="#">Un-timetable</a>

**Legend**

- **Timetable:** Select Timetable to book this timetabling option
- **Un-timetable:** Select Un-timetable to remove your chosen timetabling option
- **Swap:** Select Swap to change your current timetabling option
- **Clash:** You are timetabled in another activity in the same time slot. Another option should be selected if possible
- **Unavailable:** One or more activities within this option are full. You cannot timetable it.

[Back to your course list](#)

Check your current timetable:

[Weekly view](#) [Print preview](#) [Send as email](#)

**3. Return to the Course list page**

Use the **Back to your course list** button to return to the **Course list** page.

**RMIT UNIVERSITY** Student Timetabling System //

Activity list for 'Vehicle Handling and Control'

[Back to your course list](#)

Option	Type of activity	Name of activity	Day	Start time	End time	Location	Spaces left	Clash	Action
1	Lab	AUTO-1014-S1-D-B1	Thursday	11.30	12.30	253.01.024	9		<a href="#">Un-timetable</a>

**Legend**

- **Timetable:** Select Timetable to book this timetabling option
- **Un-timetable:** Select Un-timetable to remove your chosen timetabling option
- **Swap:** Select Swap to change your current timetabling option
- **Clash:** You are timetabled in another activity in the same time slot. Another option should be selected if possible
- **Unavailable:** One or more activities within this option are full. You cannot timetable it.

[Back to your course list](#)

Check your current timetable:


[Weekly view](#) [Print preview](#) [Send as email](#)

# TASK 3: View, print or email your timetable

## 1. View or print your weekly timetable

Once all applicable classes have been selected it's time to view your weekly timetable. From the Course list page, use the **Weekly view** button for a grid format, or the **Print preview** button for a table format.

Logged in as: Stephen Glen (s1234567) Logout


Student timetabling system //

### Course list

Semester	Course title	Timetable	Activity	Confirmed	Browse timetables (Opens in new window)
1110	Advanced Control Systems	Select	Lecture	✓	<a href="#">EEET 2100 read-only</a>
		Select	Labs	✓	
		Select	Tutorials	✓	
1110	Calculus 1	Select	Lectures	✓	<a href="#">MATH 1141 read-only</a>
		Select	Labs	✓	
		Select	Practicals	✓	
1110	Engineering Design 4A	Select	Lecture	✓	<a href="#">EEET 2267 read-only</a>
		Select	Tutorials	✓	
1110	Power Electronics	Select	Lecture	✓	<a href="#">EEET 2224 read-only</a>
		Select	Labs	✓	
		Select	Tutorials	✓	
1110	Power System Analysis and Control	Select	Lecture	✓	<a href="#">EEET 2106 read-only</a>
		Select	Tutorials	✓	
1150	Efficient Energy Systems	Select	Default Group	✗	<a href="#">EEET 2265 read-only</a>
1150	Engineering Design 4B	Select	Lecture	✗	<a href="#">EEET 2268 read-only</a>
1150	Power Electronics and Electromagnetic Compatibility	Select	Default Group	✗	<a href="#">EEET 2274 read-only</a>
1150	Power Engineering 2 - Protection and High Voltage	Select	Default Group	✗	<a href="#">EEET 2273 read-only</a>

Please ensure you print your timetable and retain it as verification.

To browse availability in courses other than those listed above, use the [read-only timetable](#).

**Legend**

- **Closed:** Timetable changes for this course can only be made by your [school](#).
- **Not available:** Timetable not yet open to book places. Draft is available in [read-only timetable](#).

**Use the Weekly view button for a grid format**


**Use the Print preview button for a table format**



## Weekly view timetable

The example below of a Weekly timetable shows all timetabled classes in a grid format.

Logged in as: Stephen Glen (s1234567)
Logout



Student timetabling  
system //

### Weekly timetable for Stephen Glen

	8:30		9:30		10:30		11:30		12:30		13:30		14:30		15:30		16:30		17:30					
	8:15	8:45	9:15	9:45	10:15	10:45	11:15	11:45	12:15	12:45	13:15	13:45	14:15	14:45	15:15	15:45	16:15	16:45	17:15	17:45				
<b>Sunday</b>																								
<b>Monday</b>	+8:30 to 9:30 MATH-1142-S1-D-L1 010.10.003 Lecture								+11:30 to 13:30 EEET-2106-S1-D-T4 009.02.016 Tutorial				+14:30 to 15:30 EEET-2224-S1-D-L1 010.08.004 Lecture				+15:30 to 17:30 EEET-2100-S1-D-L1 012.12.002 Lecture							
<b>Tuesday</b>					+9:30 to 10:30 EEET-2267-S1-D-L1 MCCC01 Lecture				+11:30 to 13:30 EEET-2100-S1-D-B2 Even Wks 010.08.024 Lab				+14:30 to 15:30 EEET-2100-S1-D-T4A 010.13.016 Tutorial				+15:30 to 16:30 EEET-2224-S1-D-L2 008.10.022 Lecture							
													+14:30 to 15:30 EEET-2100-S1-D-T4B 010.07.019 Tutorial											
<b>Wednesday</b>	+8:30 to 9:30 MATH-1142-S1-D-L2 010.10.003 Lecture		+9:30 to 12:30 EEET-2224-S1-D-B1 010.08.024 Lab								+12:30 to 13:30 MATH-1142-S1-D-P2 008.09.042 Practical		+13:30 to 14:30 EEET-2267-S1-D-T5 Even Wks 010.09.011 Tutorial						+16:30 to 17:30 MATH-1142-S1-D-L3 012.05.002 Lecture					
			+9:30 to 10:30 MATH-1142-S1-D-B2 008.09.048 Lab																					
<b>Thursday</b>									+11:30 to 12:30 EEET-2224-S1-D-T2 Even Wks 008.09.046 Tutorial												+15:30 to 17:30 EEET-2106-S1-D-L1 010.10.003 Lecture			
<b>Friday</b>																								
<b>Saturday</b>																								

**Messages**

**System messages**

- There are no system messages at this time.

**Location specific messages**

- There are no location messages at this time.

**Course specific messages**

- Variable Speed Drives** : Please note: Tutorials for this course start in Week 2 of the semester.
- Advanced Control Systems** : Please note: For each tutorial group, booking 'A' runs in Even Weeks (2,4,6,8,10&12) and booking 'B' runs in Odd Weeks (1,3,5,7,9&11).

**Activity specific messages**

- EEET-2267-S1-D-L1** : Lectures run in Odd Weeks only


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3. Warning message to students to check the Weekly view timetable for clashes needs to be inserted on this page.

## Print view timetable

The example below of a Printer friendly timetable shows all timetabled classes in a table format.

Logged in as: Stephen Glen (s1234567)Logout



**Student timetabling  
system //**

### Printer friendly timetable for Stephen Glen

Please contact your [school](#) if you have an unavoidable clash.

Semester	Day	Course title	Location	Type of activity	Name of activity	Start time	End time
1110	Monday	Calculus 1	010.10.003	Lecture	MATH-1142-S1-D-L1	08.30	09.30
1110	Monday	Power System Analysis and Control	009.02.016	Tutorial	EEET-2106-S1-D-T4	11.30	13.30
1110	Monday	Power Electronics	010.08.004	Lecture	EEET-2224-S1-D-L1	14.30	15.30
1110	Monday	Advanced Control Systems	012.12.002	Lecture	EEET-2100-S1-D-L1	15.30	17.30
1110	Tuesday	Engineering Design 4A	MCCC01	Lecture	EEET-2267-S1-D-L1	09.30	10.30
1110	Tuesday	Advanced Control Systems	010.08.024	Lab	EEET-2100-S1-D-B2 Even Wks	11.30	13.30
1110	Tuesday	Advanced Control Systems	010.13.016	Tutorial	EEET-2100-S1-D-T4A	14.30	15.30
1110	Tuesday	Advanced Control Systems	010.07.019	Tutorial	EEET-2100-S1-D-T4B	14.30	15.30
1110	Tuesday	Power Electronics	008.10.022	Lecture	EEET-2224-S1-D-L2	15.30	16.30
1110	Wednesday	Calculus 1	010.10.003	Lecture	MATH-1142-S1-D-L2	08.30	09.30
1110	Wednesday	Power Electronics	010.08.024	Lab	EEET-2224-S1-D-B1	09.30	12.30
1110	Wednesday	Calculus 1	008.09.048	Lab	MATH-1142-S1-D-B2	09.30	10.30
1110	Wednesday	Calculus 1	008.09.042	Practical	MATH-1142-S1-D-P2	12.30	13.30
1110	Wednesday	Engineering Design 4A	010.09.011	Tutorial	EEET-2267-S1-D-T5 Even Wks	13.30	14.30
1110	Wednesday	Calculus 1	012.05.002	Lecture	MATH-1142-S1-D-L3	16.30	17.30
1110	Thursday	Power Electronics	008.09.046	Tutorial	EEET-2224-S1-D-T2 Even Wks	11.30	12.30
1110	Thursday	Power System Analysis and Control	010.10.003	Lecture	EEET-2106-S1-D-L1	15.30	17.30

#### Messages

**System messages**

- There are no system messages at this time.

**Location specific messages**

- There are no location messages at this time.

**Course specific messages**

- **Variable Speed Drives** : Please note: Tutorials for this course start in Week 2 of the semester.
- **Advanced Control Systems** : Please note: For each tutorial group, booking 'A' runs in Even Weeks (2,4,6,8,10&12) and booking 'B' runs in Odd Weeks (1,3,5,7,9&11).

**Activity specific messages**


- **EEET-2267-S1-D-L1** : Lectures run in Odd Weeks only

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## 2. Send your timetable to yourself via email

You can also email a copy of the selected classes to your RMIT student email account.

Logged in as: Stephen Glen (s1234567) Logout


Student timetabling system //

### Course list

Semester	Course title	Timetable	Activity	Confirmed	Browse timetables (Opens in new window)
1110	Advanced Control Systems	Select	Lecture	✓	<a href="#">EEET 2100 read-only</a>
		Select	Labs	✓	
		Select	Tutorials	✓	
1110	Calculus 1	Select	Lectures	✓	<a href="#">MATH 1141 read-only</a>
		Select	Labs	✓	
		Select	Practicals	✓	
1110	Engineering Design 4A	Select	Lecture	✓	<a href="#">EEET 2267 read-only</a>
		Select	Tutorials	✓	
1110	Power Electronics	Select	Lecture	✓	<a href="#">EEET 2224 read-only</a>
		Select	Labs	✓	
		Select	Tutorials	✓	
1110	Power System Analysis and Control	Select	Lecture	✓	<a href="#">EEET 2106 read-only</a>
		Select	Tutorials	✓	
1150	Efficient Energy Systems	Select	Default Group	✗	<a href="#">EEET 2265 read-only</a>
1150	Engineering Design 4B	Select	Lecture	✗	<a href="#">EEET 2268 read-only</a>
1150	Power Electronics and Electromagnetic Compatibility	Select	Default Group	✗	<a href="#">EEET 2274 read-only</a>
1150	Power Engineering 2 - Protection and High Voltage	Select	Default Group	✗	<a href="#">EEET 2273 read-only</a>

Please ensure you print your timetable and retain it as verification.

To browse availability in courses other than those listed above, use the [read-only timetable](#).

**Legend**

- **Closed:** Timetable changes for this course can only be made by your [school](#).
- **Not available:** Timetable not yet open to book places. Draft is available in [read-only timetable](#).

**Use the Send as email button to email yourself a copy of the selected classes**

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## TASK 4: Exit the Student Timetabling System (STS)

You must close all your browser windows if you wish to completely exit STS.