

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 [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-

1.

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

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 course option. 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 visible 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, if 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 be 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 student timetables, go back and recheck some options and try again.

I have no timetables. What can I do?

courses.

How do I enrol?

You enrol into your classes in Access Adelaide.

You can view instructions at www.adelaide.edu.au/enrol and in Timetable Planner on the View Details screen.