

Descriptive Transcript

Title: Creating Your Timetable
Creator: Swinburne University of Technology
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Audio/video for this transcript available from: <https://commons.swinburne.edu.au>



[Background music: White title screen with text “Creating Your Timetable”]

In this video, we’ll show you how to create your timetable, by registering into classes for the units you’re enrolled in.

[Screen-capture view of My Swinburne Homepage]

If you are a VET or a Swinburne College student who is registered in a block group, you do not need to create your class timetable. Your class timetable will be provided via the My Calendar tile **[My Calendar tile is highlighted]** within 72 hours of your enrolment.

If you have not yet enrolled into units for a study period, you’ll first need to do this before you can register into classes. **[Screen-capture from the Swinburne website displays. It shows the ‘How to enrol’ page]** Visit the ‘How to enrol’ page to learn about enrolling in units.

[Screen-capture view of My Swinburne Homepage]

If you’ve enrolled into units but can’t register into classes, the class registration may not have opened yet or it may have closed. If you’re unsure, please contact StudentHQ on 1300 794 628 for assistance. **[White screen with text “Contact StudentHQ on 1300 794 628 (Option 1) for assistance”]**

[Screen-capture view of My Swinburne Homepage]

Click on the study period you wish to register into classes for in the My Class Registrations tile from your home page.

[My Class Registrations tile is highlighted]

[Class Registration page displays. It shows a list of units and activities on the left side and a calendar preview on the right displaying activities by day and time of the week]

In this example, we’ll register into classes for Bachelor of Science. **[The course code and title are highlighted on the top-left. The units for the course appear underneath, with each unit activity**

nested below] There are three enrolled units: Calculus and Applications, Sustainability Challenges in Science and Energy and Motion.

[Lecture details in the list of unit activities are highlighted. Each lecture has a green tick and a red 'Change' button alongside it] You can see that the lectures for Calculus and Applications and Sustainability Challenges in Science have been tagged with a green tick, which means the classes have been allocated, so we'll only need to make selections for those tagged as 'Selection not made'. **[Four activities in the left side list are highlighted. Each one is labelled 'Selection not made' in red and has a red 'Select' button alongside it]**

Click on the Select button. **[Red 'Select' button next to the first activity is highlighted and clicked]** You'll then see the available tutorials to select from. **[A tutorial options window opens on the left side. Each option shows the number of places remaining and has a red 'Register' button and a red arrow button to the right. The calendar is now greyed out]**

Click on the arrow right next to the Register button to view more details about the class or the weeks it is scheduled **[Red arrow button next to the first tutorial option is highlighted and clicked. A pop-up window displays additional details. It has OK and Cancel buttons at the bottom]**. Once you've decided on which class to register into, click Register. **[Red 'Register' button next to tutorial 2 is highlighted and clicked]** You can now see the Your Class tag for the class you have just selected. **[Tutorial 2 is now labelled 'YOUR CLASS' in green and there is a red 'Deregister' button alongside. The calendar view refreshes to show the added tutorial times.]**

[Grey arrow button in the top left corner is highlighted] Go back to the listed units by clicking the arrow in the top left corner **[arrow button is clicked. List of units re-displays on the left. The tutorial that was just added is now highlighted and shows a tick]** Green tick! Your class has been registered.

If you wish to change your registered class, you can click Change, **[red 'Change' button is highlighted and clicked and the list of tutorial options displays. The current tutorial, marked 'Your Class' in green, has a red 'Deregister' button alongside it. The other options have a red 'Swap' button. One is highlighted]** then click Deregister or Swap to select a new class. **[Swap button is clicked and this tutorial is now marked 'Your Class' in green]**

[Screen refreshes. Some sessions are shown with a red exclamation mark in the calendar view and marked 'TIMETABLE CLASH' in the list on the left] Please note that any timetable clashes are tagged in red, please choose the available classes instead.

[Class Registration page displays. All the classes in the left-hand list now show a green tick] Follow the same steps to complete your class registrations for all remaining selections.

You will now see that all successful selections are tagged with a green tick.

If you've enrolled into multiple study periods or semesters, you might need to do this process more than once. You can select the next teaching period **[Grey 'Semester' button in the top right-hand corner is highlighted and clicked. A drop-down list of registration periods appears. There is a red**

'OK' button and a grey Cancel button at the bottom] from the drop-down menu in the top right-hand corner or the home page.

[Screen-capture view of My Swinburne Homepage]

Now that you've registered for all your classes, you can view your entire class timetable through the My Calendar tile. **[My Calendar tile is highlighted and the title 'My Calendar' is clicked. My Calendar screen opens with a week of sessions displayed by day and time of the week]** Your next step is to pay your student fee.

[Screen from the Swinburne website displays and scrolls down. It shows the 'Fees' page] Please head over to the Fees webpage, where you can find out how to view your financial information and pay your student fees.

And there you have it!

[White screen with text "Contact StudentHQ on 1300 794 628 (Option 1) for assistance"]

Still got questions? Feel free to contact StudentHQ for help.

[Background music: White screen. Swinburne logo swipes up]

[END OF TRANSCRIPT]