**myTimetable Quick Reference Guide**

(text-only version)

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# **Introduction**

myTimetable is a Class Timetable System which is used to plan, select, and view your class timetable.

# **Login Instructions**

To log in to myTimetable, follow these steps:

1. Click on the relevant link as follows:

* For even years e.g., 2024, 2026, 2028..., use this link: <https://mytimetable.rmit.edu.vn/even/student>
* For odd years e.g., 2025, 2027, 2029..., use this link: <https://mytimetable.rmit.edu.vn/odd/student>

1. Microsoft's Sign In form will appear. Enter your Student Email and click the 'Next'button.
2. Microsoft's Enter Password form will appear. Enter your password and click the 'Sign In' button. You may be asked to complete Authentication after this step.

# **Homepage**

After logging in, you will be directed to the 'Homepage'. The 'Homepage' is divided into 6 sections:

1. Banner
2. Menu
3. Student Profile
4. Enrolment
5. Search
6. Main content

## **Banner**

The banner is located at the top-left corner of the screen and appears in the same position across all myTimetable pages. The banner displays 'RMIT University myTimetable'.

## **Menu**

myTimetable's menu is at the top-right corner of the screen and includes the following 5 items displayed from left to right: **Home, Timetable, LiveCal, Help, and Logout.** This menu appears in the same position across all myTimetable pages.

* **Home:** Opens a new page within myTimetable where you can view key timetable information, including important notices, opening schedules, and links to user guides and instructions.
* **Timetable**:Opens a new page within myTimetable where you can view and download your timetable in formats such as Excel or PDF.
* **LiveCal:** Allows you to share your timetable with others.
* **Help**:Opens the Class Timetables page on the RMIT website in a new browser window. This page provides comprehensive timetable information.
* **Logout**:Logs you out of the myTimetable system.

## **Student Profile**

The Student Profile section is located on the left of the screen, below the banner, and displays your personal details, including your name, email address, and program. This section appears in the same position across all myTimetable pages.

### **Profile Summary**

The Profile Summary section is located on the left of the screen, below the Student Profile section. It displays the number of classes that are allocated, pending, and not allocated. For example, 2 allocated, 0 pending, and 2 not allocated. This section appears in the same position across all myTimetable pages.

## **Enrolment**

The Enrolment section is located on the left of the screen, below the Profile section that shows your enrolled courses in the current year. The Enrolment section helps you view and manage your enrolled courses and class selections by semester. This section appears in the same position across all myTimetable pages.

### **Selecting A Semester**

Your courses will be grouped by semester and displayed underneath the 'semester'. Click on a semester text to expand or collapse it.

### **Viewing Enrolled Courses**

Once a semester is expanded, you can view your enrolled courses in the selected semester. Your courses will be displayed as follows: Course Code (e.g., ACCT2336\_SEM2\_1414\_VNMRI), Course Name (e.g., Acc & Tax in the Digital Econ), Information link.

### **Viewing Class Types**

Listed beneath each enrolled course is a list of class types (e.g., lectures, tutorials) that you are required to attend for that course. Each class type displays as follows: **Class Type** (e.g., Tutorial), **Status** (e.g., SELECT), and **Status Icon** (e.g., red exclamation mark).

**Status**

At any time, a class type will have one of the following statuses next to it:

* SELECT: You have not yet selected a class group for that class type
* ADJUST: You are currently allocated, but you can change your class group if you wish
* READ ONLY: You can view the class group, but cannot make changes
* OFF: Not available yet

**Status Icon**

* Red exclamation mark: You have not yet selected a class group for this class type.
* Green tick: You have successfully selected a class group for this class type.

To successfully complete your timetable for a semester, you must select one class group for each class type listed.

## **Search**

The Search section is located on the bottom left of the screen, below the Enrolment section that allows you to search and view the timetable of any courses offered by RMIT VN. This Search section appears in the same position across all myTimetable pages.

To search for courses you are not enrolled in, enter all or part of the course code or name (e.g., ACCT or Accounting) into the search box labeled Search Code or Description, then press Enter. The search results will appear in the Main Content section (see below). It is recommended to use this function after the Class Timetable for the semester has been published, to ensure that all course schedules are included in the search results.

## **Main Content**

This section is on the right of the screen, under myTimetable’s menu. It displays the content of myTimetable’s pages. The content is different from page to page.

# **How to select a class group on myTimetable**

During the class selection period, follow these steps to allocate yourself into a class group:

1. Log in to myTimetable
2. Go to the Enrolment section and select the relevant semester text, e.g., HE Semester 2. Courses of the selected Semester will be displayed underneath. Note: The semester section can be expanded or collapsed.
3. Below each course, select a class type, e.g., Tutorial or Lecture that has the word 'SELECT' next to it. A list of class group options will be displayed in a table in the main content section with the following columns:

* Activity: Displays the class group code, beginning with a numeric value, e.g., 1, 01-P1, 01\_Online, 2, 3...
* Day: Class day in week e.g., Mon, Wed
* Time: e.g., 09:00
* Free: Available slots
* Campus: Location where the class takes place, e.g., Saigon Campus, Hanoi Campus
* Location: Room location, e.g., SGS/2.2.008 (Classroom)
* Staff: Lecturer’s name
* Duration: Class duration, e.g., 1.5 hrs
* Weeks: Class dates
* Description: Course name

1. Review all class groups and click the 'SELECT' button at the beginning of a Class Group option to choose your preferred class.
2. A message will appear to confirm that your selection was successful. Click the 'Close' button to exit the message. The 'SELECT' button will become an 'ALLOCATED' button.
3. Repeat Steps 3 and 5 for all remaining courses of the selected semester.

**Note:**

Besides the 'SELECT' button, there are other buttons with different labels that are positioned at the beginning of each class option. These buttons indicate the status of the class.

* FULL: This class no longer has available seats.
* CLASH: This class conflicts with another class you selected before.
* PROBLEM: You are restricted from selecting this class.
* ALLOCATED: This is the class you are currently allocated to.

You cannot select a class that is labeled FULL, CLASH, or PROBLEM.

# **How to change your class group selection**

1. Log in to myTimetable
2. Go to the Enrolment section and click on the relevant semester text, e.g., HE Semester 2. Courses of the selected Semester will be displayed underneath.
3. Below each course, select a class type e.g., Tutorial or Lecture that has the word 'ADJUST' next to it. A list of class group options will be displayed as a table in the main content section.
4. Click the 'SELECT' button positioned at the beginning of a Class Group option you wish to switch to.
5. A message will appear to confirm that your selection was successful. Click the ‘Close’ button to exit the message. Your class will now be updated to the newly selected group.

# **How to reserve a place if a class is full**

During the timetable selection period, you can use the Request Waitlist feature to request a place in a full class. The feature is available in two cases:

* You have not selected any classes, but all class options are either full or clash with your existing timetable.
* You have selected a class but want to switch to another class, but it is full.

To request a place in a full class, follow these steps:

1. Log in to myTimetable
2. Go to the Enrolment section and click on the relevant semester, e.g., HE Semester 2. Courses of the selected Semester will be displayed underneath.
3. Below each course, select a class type e.g., Tutorial or Lecture that has the word 'SELECT' or 'ADJUST' next to it.
4. A table with class options will be displayed in the main content section.
5. Find the class that has the 'FULL' button at the beginning and click on the 'Request Waitlist' button (the heart icon) next to it if you wish to reserve a place in that class.
6. A confirmation message will appear. Click the 'OK' button to confirm or click the 'Cancel' button to cancel the request.

If a reserved class becomes available, the system will automatically allocate you to that class.

Note:

* To cancel the request, click the 'Remove Swap' button (the red heart icon).
* You can request a place in multiple class groups.
* There is no guarantee that you will be placed in a reserved class.

# **How to view your class's schedules**

To view your class schedules, follow these steps:

* Log in to myTimetable
* Select Timetable from the Menu. Your timetable for the current week will be displayed in the Main Content section.

To show your timetable for all weeks:

* Click the 'All Weeks' button in the upper-right corner. A drop-down list will appear, select the 'All weeks' item. Your timetable for All Weeks will be displayed in the Main Content section.

To show your timetable in a grid format:

* Click the 'Show as Grid' element in the upper right corner of the screen (Next to the ‘All Weeks’ button). Your class schedules will be displayed in the Main Content section in grid format, which is the default view. For better accessibility, it is recommended that you use the ‘Show as list’ option below.

To show your timetable in a list format:

Click the 'Show as list' element in the upper-right corner of the screen (Next to the 'Show as Grid’ element).

Your class schedules will be displayed in the Main Content section in table format with the following columns:

* + Subject Code: e.g., BUSM3256\_SEM1\_1176\_VNMRI
  + Subject Description: Course Name e.g., Digital Entrepreneurship
  + Group: Class Group type e.g., Tutorial
  + Activity: Class Group code e.g., 01
  + Day: Class Day in Week e.g., Mon, Tue
  + Time: e.g., 09:00
  + Campus e.g., Saigon Campus
  + Location: Room’s location e.g., SGS/2.2.008 (Classroom)
  + Staff: Lecturer’s name
  + Duration: class duration e.g., 1.5 hours
  + Weeks: class dates e.g., 28/3
  + Activity Description: Group name (also Course Name)

To filter your timetable view by semester:

1. Click the 'Filter classes' button in the upper-left corner of the screen.
2. Check and uncheck the relevant categories.

To download your timetable:

1. Click the 'Download' button in the upper left-hand corner of the screen.
2. Select your preferred download format (i.e., 'Excel,' 'Text,' or 'iCal'). A file will be downloaded to your computer.

**The Quick Reference Guide is complete.**