

Student Timetabling System – Select Class Groups and View Timetable

Student Timetabling System (STS) is used to view your class timetable and create your personal timetable by selecting class- groups. The STS can also be used to download your timetable.

Accessing the Student Timetabling System (STS)

You can access the STS on the Student Intranet.

You will need your RMIT username and password to login.

The first screen is the Welcome page, please read this first.

Then click on a course link to go to the second screen on the left hand Enrolment panel.

Allocating Yourself To Groups

After logging in, you see your current course enrolments on the left-hand side of the screen. Each course shows one or more sessions (Lectures, Flats, Labs, etc.) Each session that you have selected a group for will show as . All activities with a require you to select a group.

Each session has one or more groups to choose from. You will be automatically allocated when there is only one option.

If there are multiple options, you must select one.

1. Select a session that has a from the Enrolment Panel on the left-hand side.

2. Select your desired day and time from the list of available options. Any options that clash with your timetable or are already full will be highlighted Clash or Full and cannot be selected.

3. A message will appear confirming your selection was successful and is effective immediately. A appears next to the session.

If you make a mistake or change your mind, you can select another option, just click Select on another option. This will remove you from the first option and make it available to other students.

4. Repeat this process for each session with a .

Session	Description
Lecture	Lecture session
Flat	Various forms of group activity
Lab	Computer or Equipment laboratory
Booking	Ad-hoc room reservation

Hints

- To view your timetable, click 'Timetable' in the top banner.
- You can view other courses and session date and times using the search function at the bottom-left.
- Any changes to your enrolment have to be made using Online Enrolment System (OES) and will take an hour to show on the STS.

Need Help?

- Refer to the RMIT Connect Online Portal at https://rmit.service-now.com/connect_vn for more information, or visit RMIT Connect on your campus during office hours; or call SGS: 28-3776 1306, HN: 24-3724 5930

The screenshot shows the 'Allocate+' web application interface. On the left is the 'Enrolment' panel with a list of sessions. The selected session is 'ISYS2109_SEM1_SGS Business Computing 1'. Below it, a list of options is shown: 'Flat (SELECT)' with a red exclamation mark icon, 'Lab (ADJUST)' with a green checkmark icon, 'MKTG1205_SEM1_SGS Marketing Principles' with a red exclamation mark icon, 'Flat (ADJUST)' with a green checkmark icon, and 'Theatre-AB2 (SELECT)' with a red exclamation mark icon. A red arrow points from the 'Flat (SELECT)' option to the main timetable grid. The main grid shows a list of activities with columns for Activity, Day, Time, Free, Campus, Location, Staff, Duration, Weeks, and Description. Activity 2-P1 is selected, indicated by a green checkmark icon. A 'Clash' message is visible for activity 3-P1. A confirmation message 'ALLOCATION SUCCESSFUL. You are now allocated to activity 4-P1' is displayed over the grid, with a 'Close' button. The top navigation bar includes 'Home', 'Timetable', 'Preferences', 'LiveCal', 'Help', and 'Logout'.