

# INSTRUCTION SHEET



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[cqu.edu.au](http://cqu.edu.au)

## All Class Timetables

The All Class Timetables allow staff and students to access the CQUniversity timetables for all units.

To access the All Class Timetables, visit the [CQUni Handbook](#) and select Timetables from the left-hand menu.



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### PLAN MY STUDY

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## All Class Timetables

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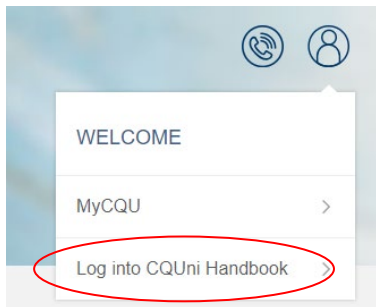
You will arrive at the following page.

The screenshot shows the CQUni Handbook interface. On the left is a navigation menu with categories like 'COURSES' and 'PLAN MY STUDY'. The main content area features a 'Released' banner, a 'Timetable' section with a table of release statuses, and search filters for unit codes, terms, and campuses. A search bar is visible at the bottom of the main content area.

Published	Timetable is published	Term 1, January, February, March, April, May, June
Student draft	Students and staff can view the draft timetable <a href="#">Login Required</a>	
Staff draft	All staff can view the draft timetable <a href="#">Login Required</a>	

In order to access the timetable information, you **must login** to the Handbook.

To login, select the profile icon from the top right-hand side of the page and login using your CQUni username and password.

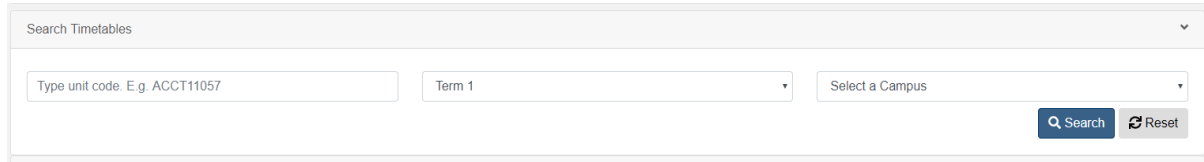


If you can't remember your login details, please contact TaSAC on 1300 666 620 or via [sDesk](#).

**NOTE:** Ensure your browser is the latest version to be able to get full use of the functionalities of the All Class Timetables.

## How to search for your timetable

From the Search Timetables drop-down menu, you can search using a combination of unit code/s, term, and campus location.



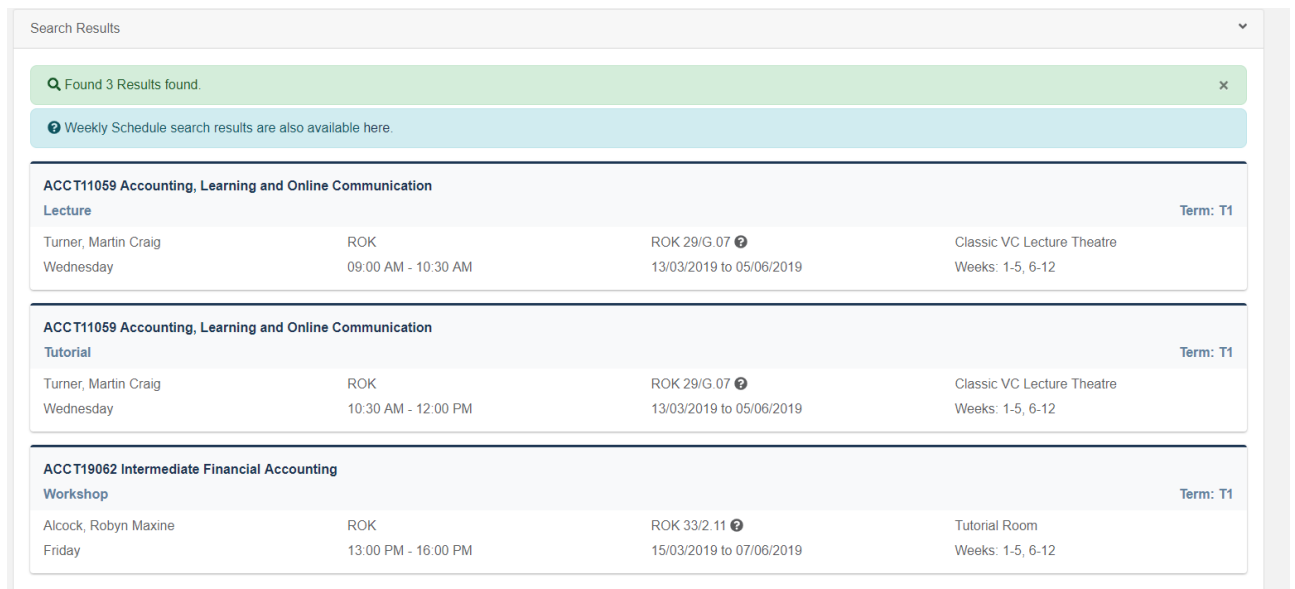
The search functionality allows you to search for multiple units at a time.

To add a unit, start typing the unit code and options will display that match what you have typed. Select the correct unit to add it to your search, and follow this process until you have added all the units you wish to search for.



Once you have set all of your search criteria (including term and campus), select the blue search button.

The search results will then display in the bottom Search Results drop-down menu.



ACCT11059 Accounting, Learning and Online Communication				Term: T1
Lecture	Turner, Martin Craig	ROK	ROK 29/G.07	Classic VC Lecture Theatre
	Wednesday	09:00 AM - 10:30 AM	13/03/2019 to 05/06/2019	Weeks: 1-5, 6-12


ACCT11059 Accounting, Learning and Online Communication				Term: T1
Tutorial	Turner, Martin Craig	ROK	ROK 29/G.07	Classic VC Lecture Theatre
	Wednesday	10:30 AM - 12:00 PM	13/03/2019 to 05/06/2019	Weeks: 1-5, 6-12

ACCT19062 Intermediate Financial Accounting				Term: T1
Workshop	Alcock, Robyn Maxine	ROK	ROK 33/2.11	Tutorial Room
	Friday	13:00 PM - 16:00 PM	15/03/2019 to 07/06/2019	Weeks: 1-5, 6-12

## Calendar view

You can view the timetable in calendar format by clicking on Weekly Schedule.

 Weekly Schedule search results are also available here.

Time	Monday	Tuesday	Wednesday
7:00AM			
7:30AM			
8:00AM			
8:30AM			
9:00AM			ACCT11059 (Lecture) Wednesday 09:00 AM-10:30 AM Room: ROK 29/G.07 Weeks: 1-5, 6-12 Turner, Martin Craig
9:30AM			
10:00AM			
10:30AM			ACCT11059 (Tutorial) Wednesday 10:30 AM-12:00 PM Room: ROK 29/G.07 Weeks: 1-5, 6-12 Turner, Martin Craig
11:00AM			
11:30AM			
12:00PM			

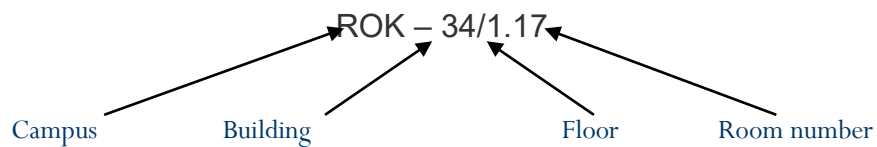
Hover over each entry to expand the information.

**NOTE:** You will only be able to view the Weekly Schedule when searching by a unit – this function is not available when searching by campus or by location.

## Room location search (available to staff only)

The Search Rooms drop-down, allows you to search for room bookings for any room, on any campus (including metro campuses), that is scheduled in the Timetabling system.

To add a room, you will need to use the standard room naming convention:



You will notice that a drop down appears displaying a selection of rooms where the room name contains the text that you have entered into the text area.

Once you have selected the room you want to search for and selected the term, click on the blue search button to run the search.

The results will be displayed in the bottom Search Results drop-down menu.