

# INSTRUCTION SHEET



BE WHAT YOU WANT TO BE

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

## All Class Timetables

### Accessing the All Class Timetables

The All Class Timetables allow staff and students access to the CQUniversity timetables via their [MyCQU Student Portal](#) or the [CQUni Handbook](#).

All Class Timetables are for both on-campus classes and residential schools for mixed-mode units. If you're unsure about your residential school requirements, check the unit details in the Handbook.

**NOTE:** Students enrolled to study online will not need to access the class timetable or register for classes. Instead, you can access the weekly study schedule via your online [Moodle units](#), which are released two weeks prior to the start of each term.

The All Class Timetables are available in the Courses and Units section of the [MyCQU Student Portal](#). To access these, select a unit from the homepage.

The screenshot shows the MyCQU Student Portal interface. At the top, there is a welcome message for 'WELCOME MAEGAN' and a 'VACATION WEEK' notification. Below this, a blue banner reads 'Welcome to the new Student Portal.' The main content area is titled 'UNITS HE Term 1 2017' and displays a list of units. The unit 'Consumer Behaviour' (MRKT19031) is circled in red. Each unit entry includes a unit code, the unit name, and four icons representing documents, a calendar, and a graduation cap. At the bottom of the list, there are links for 'Textbooks', 'Assessments', and 'View all units'.

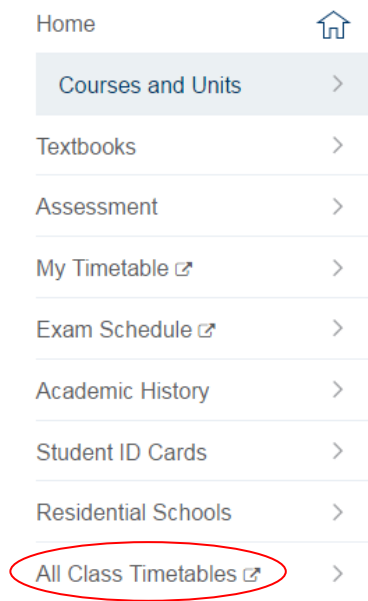
| UNIT      | HE Term 1 2017                  |
|-----------|---------------------------------|
| MRKT19030 | Promotions Management           |
| MRKT19031 | Consumer Behaviour              |
| MRKT19038 | Marketing Research              |
| MRKT19049 | Customer Relationship Marketing |

> Textbooks    > Assessments    > View all units

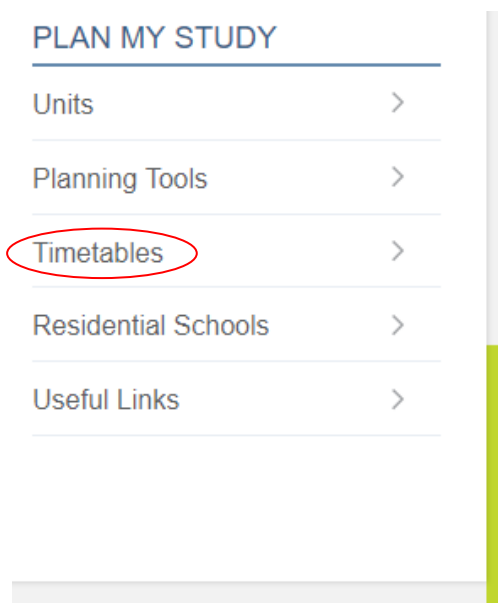
### All Class Timetables.

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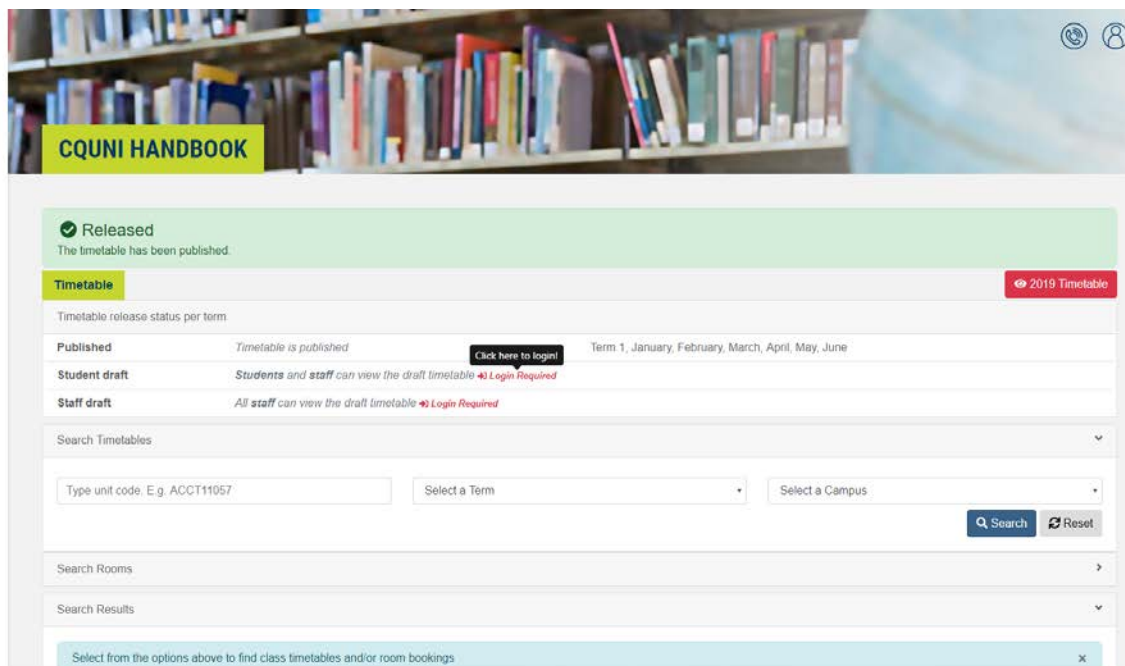
Then select All Class Timetables from the side navigation.



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



You will arrive at the following page.



**CQUNI HANDBOOK**

**Released**  
The timetable has been published.

**Timetable** 2019 Timetable

Timetable release status per term

| Published            | Timetable is published  | Term 1, January, February, March, April, May, June |
|----------------------|---|--|
| <b>Student draft</b> | Students and staff can view the draft timetable <b>Login Required</b> |  |
| <b>Staff draft</b>   | All staff can view the draft timetable <b>Login Required</b>          |  |

Search Timetables

Type unit code: E.g. ACCT11057    Select a Term    Select a Campus

Search    Reset

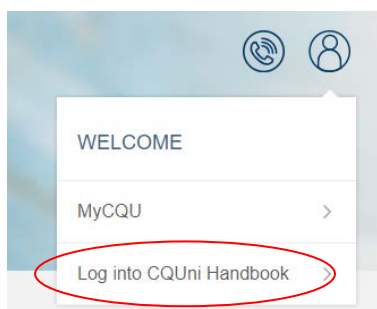
Search Rooms

Search Results

Select from the options above to find class timetables and/or room bookings

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 screenshot shows a search form titled "Search Timetables". It contains three input fields: "Type unit code. E.g. ACCT11057", "Term 1", and "Select a Campus". To the right of these fields are two buttons: a blue "Search" button and a grey "Reset" button.

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

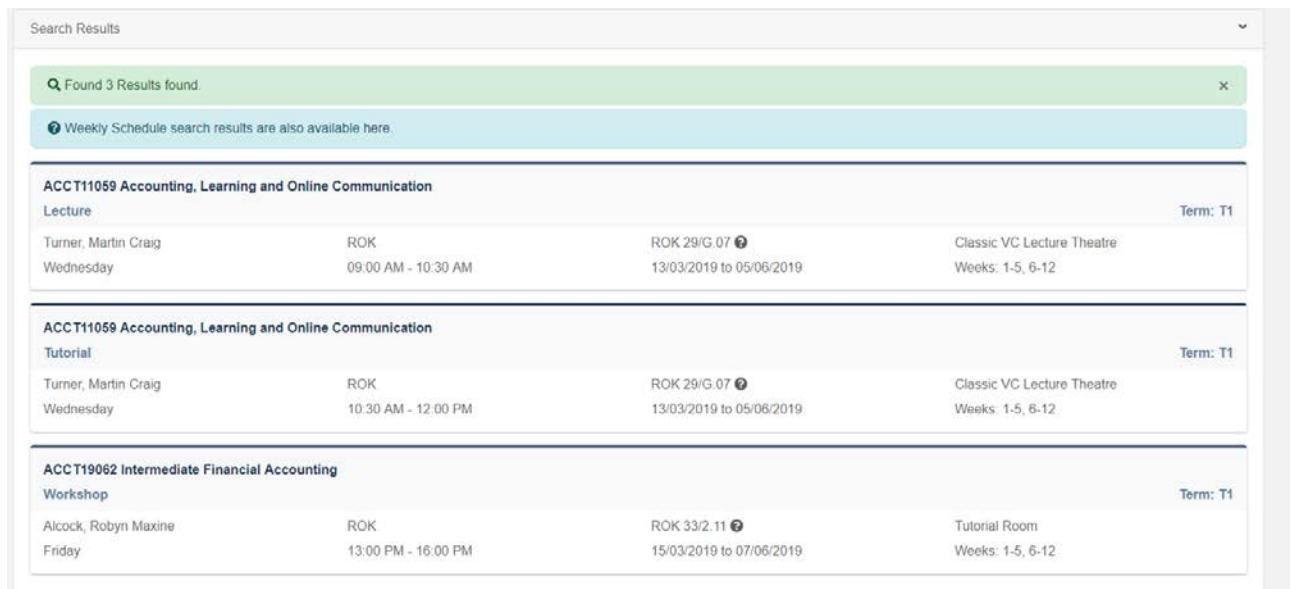
To add a unit, start typing the unit code and options will display that match what you have typed. Select the correct unit to add it to your search, and follow this process until you have added all the units you wish to search for.



The screenshot shows the "Search Timetables" form with the input field containing "Type unit code. E.g. ACCT11057". Below the input field, two blue buttons with white text and a close icon (x) are visible: "ACCT11059 x" and "ACCT19062 x".

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.



The screenshot shows the "Search Results" page. At the top, a green banner indicates "Found 3 Results found." Below this, a light blue banner states "Weekly Schedule search results are also available here." The results are displayed in three sections, each with a header and a table of details.

| 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)<br>Wednesday 09:00 AM-10:30 AM<br>Room: ROK 29/G.07<br>Weeks: 1-5, 6-12<br>Turner, Martin Craig  |
| 9:30AM  |        |         |  |
| 10:00AM |        |         |  |
| 10:30AM |        |         | ACCT11059 (Tutorial)<br>Wednesday 10:30 AM-12:00 PM<br>Room: ROK 29/G.07<br>Weeks: 1-5, 6-12<br>Turner, Martin Craig |
| 11:00AM |        |         |  |
| 11:30AM |        |         |  |
| 12:00PM |        |         |  |

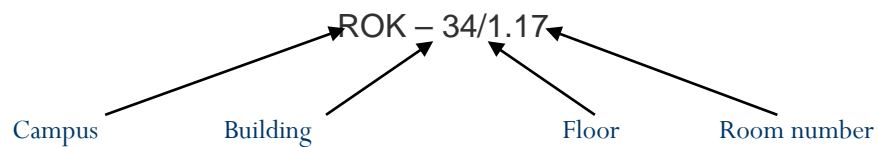
Hover over each entry to expand the information.

**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.