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.
Then select All Class Timetables from the side navigation.

To access from the CQUIni Handbook, select Timetables from the left-hand menu.

You will arrive at the following page.
In order to access the timetable information, you must log in to the Handbook.

To login, select the profile icon from the top right-hand side of the page and login using your CQUUni 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.
Calendar view

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

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 9:00AM |        | **ACCT1000** Lecture | Wednesday, 09:30 AM - 10:30 AM Room: ROK 269/07
|        |        | **Weekly:** 1-5, 9-12 Tutor: Marie Craig |
| 9:30AM |        |         |           |
| 10:00AM|        |         |           |
| 10:30AM|        | **ACCT1000** (tut) | Wednesday, 10:30 AM - 12:00 PM
|        |        | Room: ROK 269/07
|        |        | **Weekly:** 1-5, 9-12 Tutor: Marie Craig |
| 11:00AM|        |         |           |
| 11:30AM|        |         |           |
| 12:00PM|        |         |           |

Hover over each entry to expand the information.
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:

![Room location search diagram]

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.