Submitting staff unavailability in Timetable Data Collector

As part of the timetabling data collection process, all teaching staff are required to update when they are unavailable to teach in 2022. If your unavailability is not submitted by the 25th June 2021 it will assumed that staff have full availability and classes will be scheduled as such.

Step-by-step instructions on how to submit your unavailability are below.

Step 1
- Login to Timetable Data Collector:
https://scheduling.federation.edu.au/TimetableDataCollection/

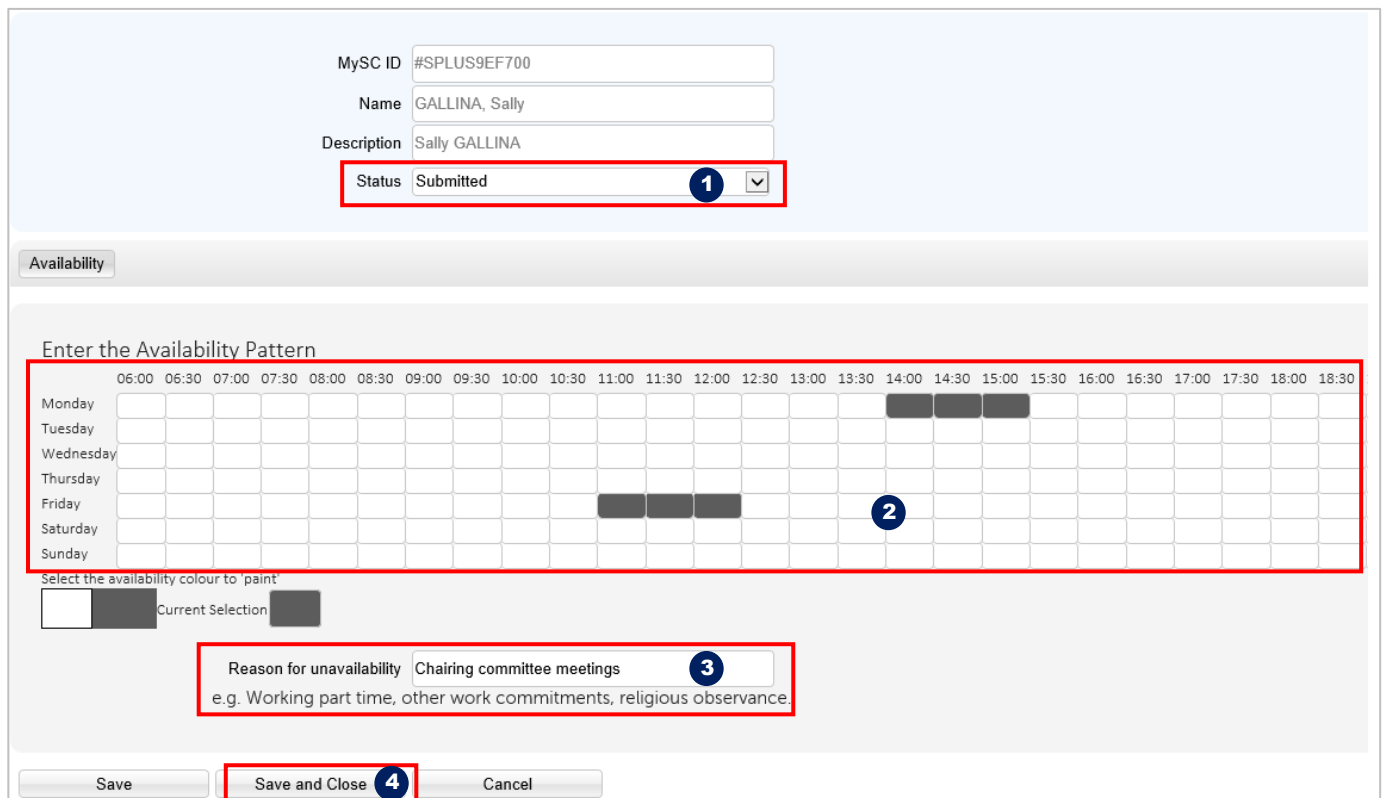## Step 2
- Press the *Availability* Button

| Availability |

Step 3
1. Update the *Status* field *Submitted*
2. Beneath the status drop down box is a grid with times listed across the top and days down the side.
   Grey out the days and times that you are unavailable for all of 2022.

   Tip: If you have accidently greyed out a day and time in the grid when you are available, you will need to click on the white box and paint over the grey sections you wish to make available.

3. In the *Reason for your unavailability* enter why you are unavailable for the days and times you have greyed out.
4. Click the *Save and Close* button to submit when you are unavailable

You have now submitted when you are unavailable for 2022 for confirmation by an approver your school.

Once your unavailability has been confirmed, you will no longer be able to update when you are unavailable. For any further changes you will need to contact timetabler@federation.edu.au which will be referred to your School approver if required.