

Scheduling Services

What is Timetable Activity Adjuster?

This is a web based system that allows staff in the Faculty to amend teaching and coordinating staff information after the timetable has been scheduled.

When updating staff and coordinator details, ensure all components are updated where required (ie. lecture, individual tutorials and individual practicums). This system is to be used for updating staff and coordinators for the full semester only.


This information is then updated in the timetabling system straight away and in my Student Centre overnight to allow academic staff to see their timetables and class lists.

How to use Timetable Activity Adjuster

1. The Timetable Activity Adjuster system can be accessed via the Timetabling website: <http://federation.edu.au/staff/business-and-communication/timetables>

Navigate to the 'Higher Ed timetable resources' and click on the Timetable Activity Adjuster link: <http://merovingian.federation.edu.au/EAA/2017/WebSite/Home>

2. Log into Timetable Activity Adjuster using your normal FedUni username and password
3. The Timetable Activity Adjuster search field will display



The screenshot shows the web interface for the Timetable Activity Adjuster. At the top left is the Federation University Australia logo. To the right, it says 'Logged in as: |'. The main heading is 'Timetable Activity Adjuster'. Below this, there are three navigation links: 'Search' (with a magnifying glass icon), 'My Changes' (with a person icon), and 'Search Help' (with a question mark icon). A blue bar contains the text 'Activity Search' and a magnifying glass icon. Below this is a large search input field with a magnifying glass icon on the right side.

4. Enter one or more of the following search criteria values into the search box to find the class you wish to update the staffing details for.:
- Course code (e.g. EDBED1011)
 - Time of class (e.g. 10:30)
 - The current allocated staff member, either first name, surname or both (e.g. Smith or John)
 - The current allocated Course Coordinator
 - Location (e.g. T101)

Scheduling Services

Multiple search criteria can be entered using a space as a separator; e.g. typing "Smith Monday 10:30" will find activities that are taught by staff with Smith in their name, delivered on a Monday and start at 10:30.

Activity Search
[Search Help](#)

- When you have entered a value in the search field, press the enter button or the search icon (Magnifying glass).

If classes are found that match the criteria, these will be displayed beneath the search bar.

Tip: You will only be able to view classes for the Faculty/s you have been granted access to.

Activity Search
[Search Help](#)

Results "smith monday 10:30"

1

***SOCIN2102_2_MTH&SOCIN3102_2_MTH/TUT/02**
 Weeks: 32-39, 42-45 Day/Time: Monday 10:30
 Locations (Capacity): MTH_F313_Theatrette [34] (34)
 Staff: SMITH, Jeremy Edit Activity

ATSGC2733_1_CHLL_SEM/01&ATSGC3733_1_CHLL_SEM/01
 Weeks: 10-16, 19-23 Day/Time: Monday 10:30
 Locations (Capacity): CHLL_1S116_Classroom [25] (25)
 Staff: SMITH, Naomi Edit Activity

- Click on the 'Edit Activity' button to update the required class.

ATSGC2733_1_CHLL_SEM/01&ATSGC3733_1_CHLL_SEM/01
 Weeks: 10-16, 19-23 Day/Time: Monday 10:30
 Locations (Capacity): CHLL_1S116_Classroom [25] (25)
 Staff: SMITH, Naomi Edit Activity

Scheduling Services

- Click on the 'Edit all weeks' button.

Edit Weeks ATSGC2733_1_CHLL_SEM/01&ATSGC3733_1_CHLL_SEM/01

ATSGC2733_1_CHLL_SEM/01&ATSGC3733_1_CHLL_SEM/01

Weeks: 10-16, 19-23 Day/Time: Monday 10:30

Locations (Capacity): CHLL_1S116_Classroom [25] (25)

Staff: SMITH, Naomi

Current week: -7

Edit all weeks (10-16, 19-23)

- The information about the class selected is displayed. Users have the ability to update either the 'Staff' field or 'Course Coordinator' field.

Adjust Activity ATSGC2733_1_CHLL_SEM/01&ATSGC3733_1_CHLL_SEM/01 ? Help

You are currently editing all weeks (10-16, 19-23)

Day(s)	Monday
Time	10:30
Locations (Capacity)	CHLL_1S116_Classroom [25] (25)
Staff	SMITH, Naomi 🔍
Course Coordinator	🔍

Save
Cancel

Important Note: Only make changes to staff if they are teaching the course for the full semester. If teaching staff are required to be added for alternate weeks or 'one off' sessions please contact timetabling.

- To search for an alternative staff member, enter their first name **or** surname in the search field. Do not enter both

Staff ✕ 🔍

Found 10 matches. Time Taken: 0 seconds 428 milliseconds

Scheduling Services

10. Press the search icon. The system will then shortlist staff based on the information entered. The original staff member will be highlighted.

Staff	SMITH, Alistair SMITH, Alistair SMITH, Chrissie SMITH, Christine
--------------	--

11. Select the new staff member. Alternatively if you are adding additional staff member/s hold down the 'CTRL' key as you select each (maximum of 5 staff / 2 coordinators can be added)

SMITH, Alistair SMITH, Chrissie SMITH, Elizabeth SMITH, Jeremy
--

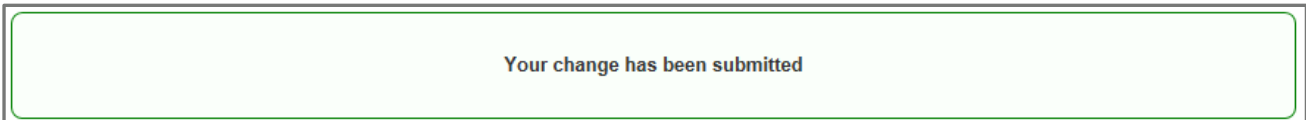
Note: if you do not add anything to the staff search field, all available staff will appear. The existing staff member will remain highlighted, but may not be visible as the list will appear in alphabetical order.

- **Tip:** Please contact Timetabling for assistance if:
- you cannot see the required staff member in the list, (this may be because they are unavailable due to already teaching a class at that time, or are not in the timetabling system)
- If duplicate staff names appear and you are unsure which to apply

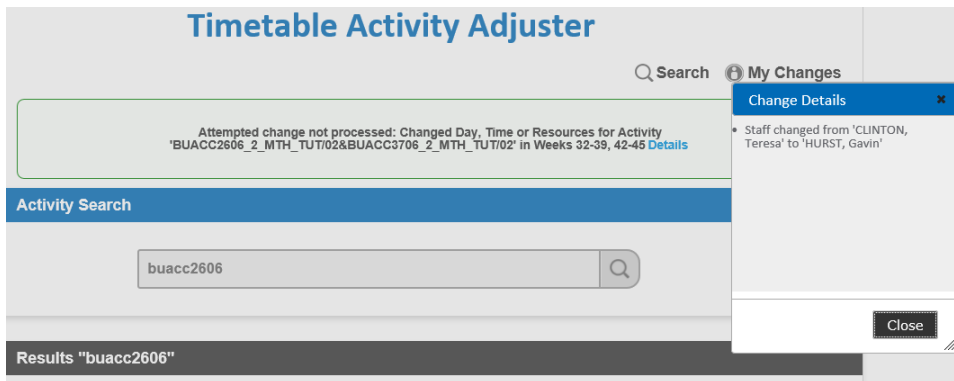
Scheduling Services

12. Click the 'Save' button to confirm the change.

When you press the 'Save' button you will be redirected back to the Timetable Activity Adjuster homepage. The following message will be displayed at the top of the page confirming the change has been successfully updated.



If the change has not been successful, an 'Attempted change not processed' notification will appear. Further details can be viewed by pressing the 'Details' link. If this occurs please contact Timetabling for assistance.



13. To see all the changes that you have made, press the 'My Changes' icon on the homepage.



If you require any assistance please contact Timetabling:

Email: timetabler@federation.edu.au

Phone: 5327 8084