Submitting Staff Availability in Timetable Data Collector

Federation University

As part of the timetabling data collection process, all teaching staff are required to update when they are available to teach in 2025. Please submit by COB, August 23, 2024. Where no submission is lodged by this date, full teaching availability will be assumed when scheduling classes.
Step-by-step instructions on how to submit your availability are below.

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

Step 2
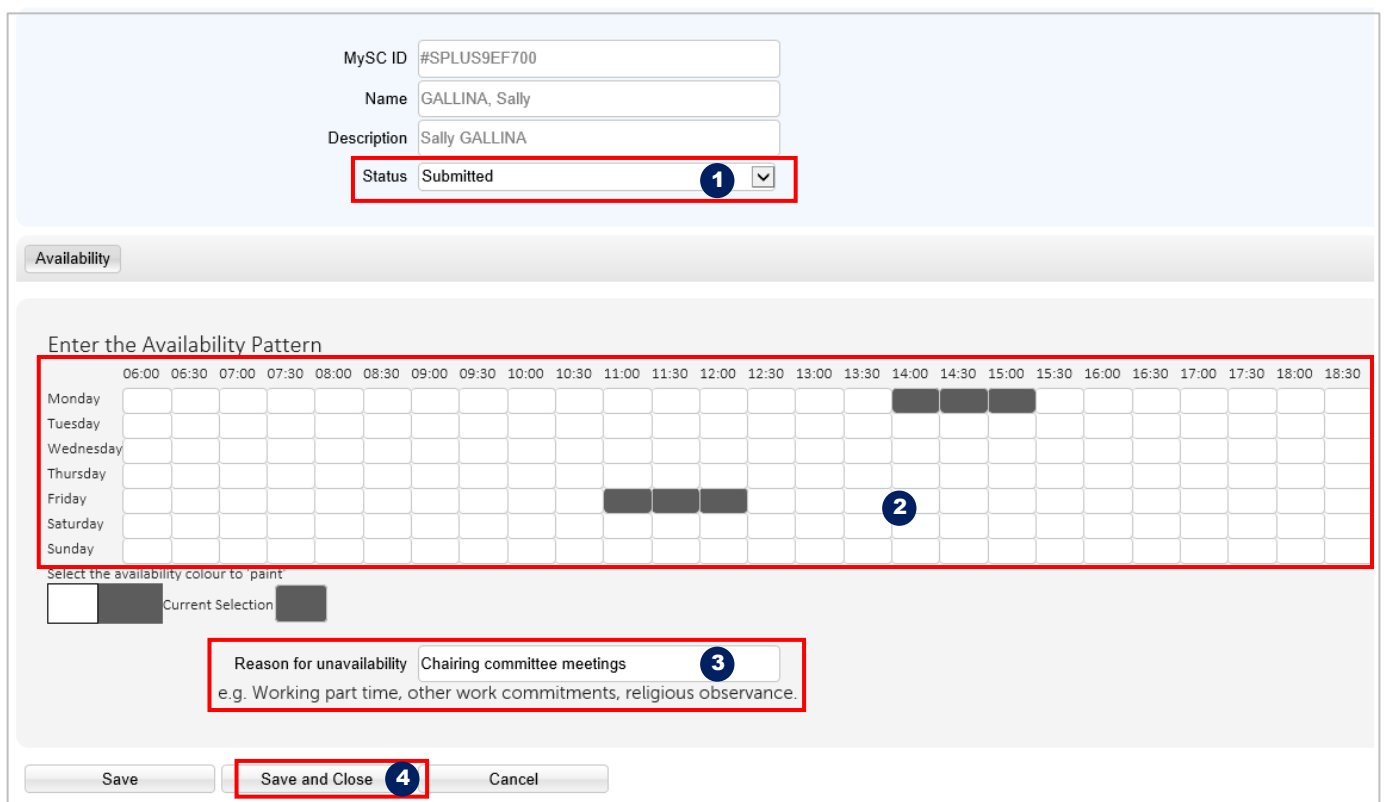- Press the *Availability* Button

| Availability |

Step 3

1. Update the *Status* field to *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 2025.

   > *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. E.g. religious observance, other work commitments or working part-time.
4. Click the *Save and Close* button to submit when you are available.

You have now submitted when you are available to teach in 2025. This submission then goes to the designated approver/s in your Institute.

Once your availability has been confirmed, you will no longer be able to update when you are available. For any further changes you will need to contact timetabler@federation.edu.au