

Transcript



Title: How to use your timetable planner

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Audio/video for this transcript available from: <http://commons.swinburne.edu.au>

SUPER: Zac

ZAC: Hi I'm Zac, and I'm a media comms student at Swinburne. So today I'm going to be taking you through how to use the timetable planner. So you can kind of have a look at all the classes that you want to take and figure out how they can align with each other.

SUPER: How to use your timetable planner

Before you start using the planner, I'd recommend you download this guide, which is kind of a really helpful document that you can kind of just follow along with as well as this video, of course. So yeah, if you kind of get lost on anything or don't know what a button does, then it's all in here.

So once you've got that up to go through, you just click down into the units tab, which is in this little grey box here and that will take you into the next view, which is how you select which subjects you want to put into your planner. So you might find this box here where you're selecting units a little bit intimidating. So the way to understand what these unit codes are is actually quite simple. So the first segment before that first underscore is basically the acronym of the unit. So that's unique to each subject. It's basically just a code that represents the subject name. The next little bit will be a number, might be a one or two or something, and that just refers to the version of the subject. So the next little bit might have a HS or a HB or a HT or maybe even a WIN or a VE or something like that. or it could be something else that, that I didn't say there so it basically just refers to a teaching period. So, for example, HS1 is higher education semester one. The next section, which is the second last is the location. So which campus you're going to be studying on. And the final number indicates the unit availability.

So now that you understand unit codes and how they work, a really good way to complement this timetable planner is by having your course planner up next to you, which you might have learned about in a previous video. So that will just give you a really good breakdown of what units you should be selecting now. But the first thing you need to do at the top is select which department or school you're actually studying in. So I'm going to click here and scroll all the way down to Department of Media and comm, which is just for short for my school code. And now you can see that you have subjects appear for your specific school. So I'm just going to go ahead and pretend that my subject planner is telling me to choose a bunch of random four and I'm going to select now, but you'll be able to scroll through and find the specific codes that are personal to your course. So you simply just select the first one that you need to do, and then you just hold control for Windows or PC or Mac, just click Command and you can just either click consecutive ones if they happen to be together or just scroll through until you've selected the four that you're after. So now they should be highlighted there and you can move on to the next bit.

So I think the default here is all good. If you've got all weeks, then that's probably the easiest way to view. It'll tell you even subjects if you're planning on, you know, maybe you want to switch it up to a later semester or it'll still just have kind of the next semester coming up. So there's no disadvantage to just having all weeks on and all day as well, unless you want to have only afternoon or early morning subjects. I would just leave that. And then the last thing you just need to make a decision on is whether you want to view the timetable as a list or is a grid. So a list will give you a really easy breakdown of just being able to view it all at once but the grid view is probably better if you're maybe a more visual person, and kind of want to see the subjects actually as blocks and kind of see how they would fit around each other. And you know, if you're planning multiple subjects then it might be easy

to view things in that way.

So I'm going to go with Grid to begin with. And once you've made that decision, you just click this view timetable and now it should come up in the next view. So everything will be blue once you actually make your timetable. All the different subjects will be nice, different colours. But for now it's kind of all just the same and you just view everything there. So you can see for some subjects there's only one option and that's just when you have to do the class. But for others you might have multiple options because it's a busy class and there's more students doing it. So you can just fit around. So you can say on a Wednesday there's quite a few in this subject and then this one is on a Wednesday as well at a different time. So it's kind of useful to see, Oh, well, maybe I would pick a Wednesday class and then stack



a few classes consecutively and you can kind of limit the days that you're spending on campus. You can balance life and other different things as well.

At the top as well you'll notice there's a bit of a toolbar with some different buttons which can kind of help alter the view of the timetable planner and give you a few different options. So the first one with a bunch of little boxes on it looks a bit like a calendar. That's how you choose a specific date or week So if you click into that, it'll give you a little calendar option where you can kind of shortcut to different times the two forwards and backwards arrows cycle through calendar week. So kind of a similar function to the previous one, but we'll kind of just take you through one week at a time. The default view hopefully has everything in there any way and if you start going backwards or forwards weeks, then it might stuff your view up anyway. So as long as everything is in there, you probably don't need to touch that one. If you do start messing around with the view from clicking some different buttons or whatever, don't panic, the X button at the top will just reset it to how everything first was. So that's a really good bail out option. If you are playing around with the planner, the kind of undo looking button with the backward swirly arrow at the top will take you back to the home menu. So you click that one If you just want to alter your search, put some different subjects in or begin your search again. And the split and merge you can use if you've selected multiple units or courses so you can kind of put them into the same thing. So if I click the merge here, then you'll see everything kind of a once, which is really nice and you can see how it all aligns. So that's actually a really good option if you want to see how different subjects will clash with each other of that fit with each other or not. And if you just hit the split, then it'll undo that and put everything back into separate rows.

So if we go back to the navigation screen where we first selected our subjects, then I'll just quickly show you list view as well. So you just simply tick it over. Your subjects should still be selected. If they're not, then just do them again no stress and then just click view timetable. So you see, it's very different now. You've kind of lost those colourful boxes and it kind of just gives you everything broken down in a very table like format. The advantage of this is probably if you just want to like view really specific times for maybe one subject in particular, or if you kind of want to make notes for yourself

and really get into the nitty gritty detail. So list view, you can tell it's very detailed, very laid out, but maybe a bit less visual. So it's really good if you want to kind of get into specific times and dates and really see how each subject has different options for that. But if you kind of want to have a more visual representation of how different subjects kind of fit together and how you can kind of clump subjects on different or set or similar days, then I'd recommend sticking with Grid View

so now that you've got your timetable planner all sorted you should be able to go in and build your actual timetable if you've enrolled into your units you kind of just have this next to you, take a screenshot whatever you need to do and you should be able to just build something that is the exact same as, if not very similar to your planner and set yourself up for a great semester. I've been Zac I'll catch you later.

End frame swipes up.

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URL: swinburne.edu.au/arts

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