I’m a Student and want to view, customise, subscribe to, share my timetable

VIEW TIMETABLE

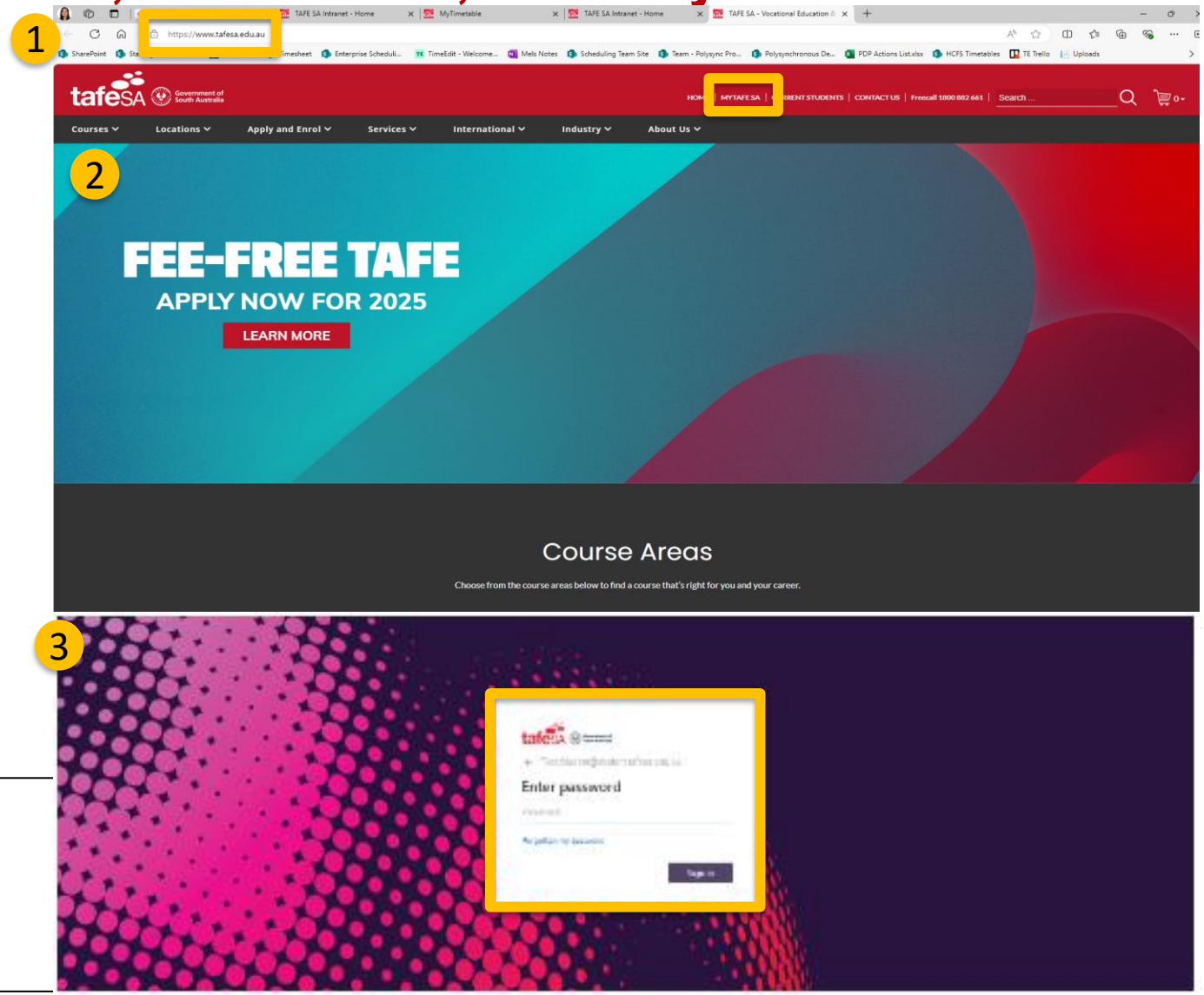
Students can view their timetables 24/7 on any device (once registered into their classes).

1. Open an **internet browser** (Microsoft Edge preferred) and then browse to the **TAFE SA website** at www.tafesa.edu.au.

2. On the **TAFE SA website** click the **MYTAFESA** link in the top header menu

3. The **TAFE SA sign in screen** displays.

    - **Enter your TAFE SA email** in the format firstname.lastname@student.tafesa.edu.au
    - **Password**: enter your TAFE SA password
    - then click **Sign in.**



Microsoft Edge internet browser preferred.
Timetables are accessible using your TAFE SA email address and password.
Need Help?
- Phone TAFE SA on 1800 882 661, or visit your Student Hub on campus (Monday to Friday 9am to 5pm)

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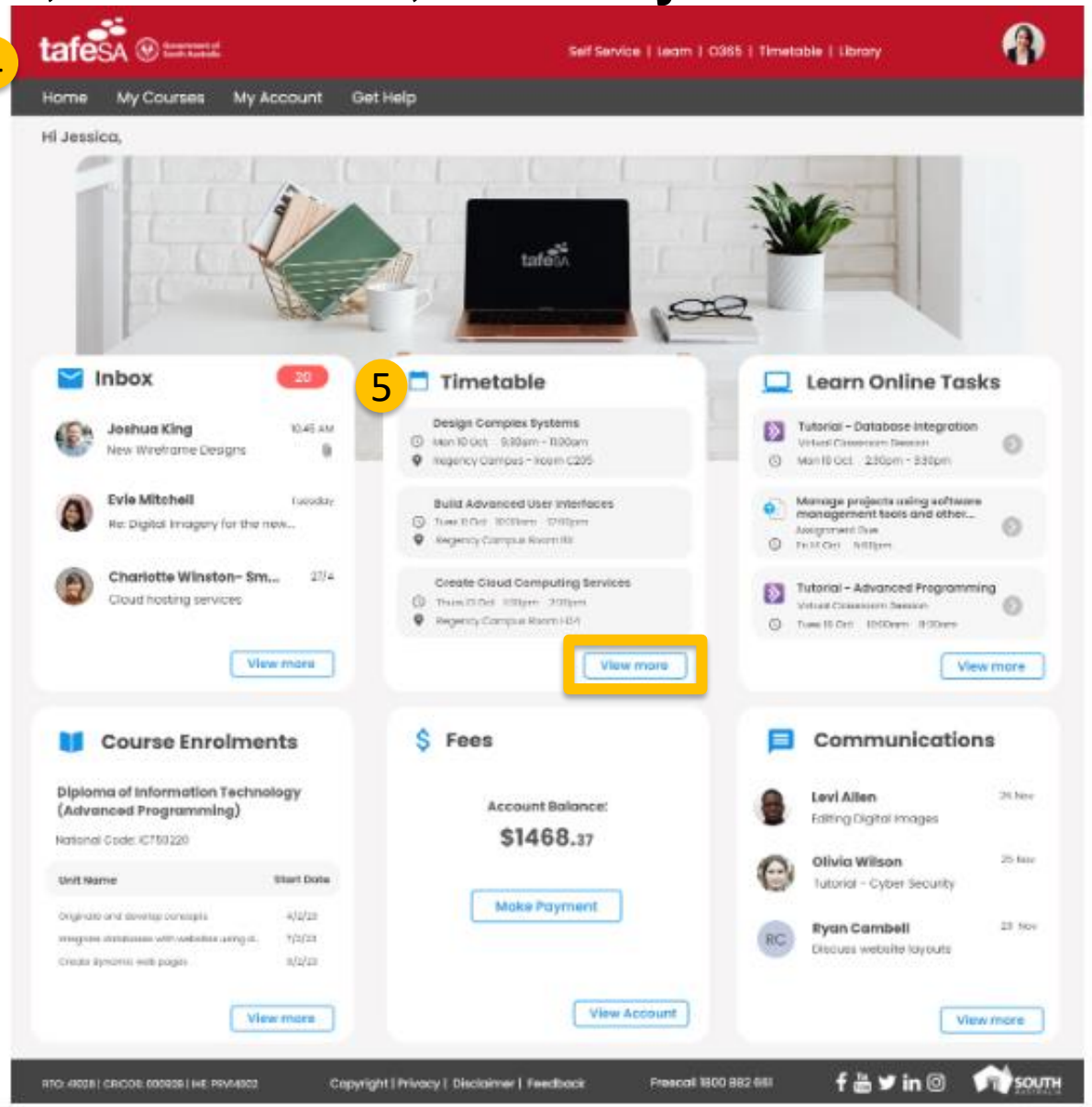
continued

4. The MyTAFE SA page appears. This provides you with easy access to your timetables, fees, assessments grades, library resources and communication tools from a single platform

5. Click **View More** at the bottom of Timetable to open your full timetable in a new tab.



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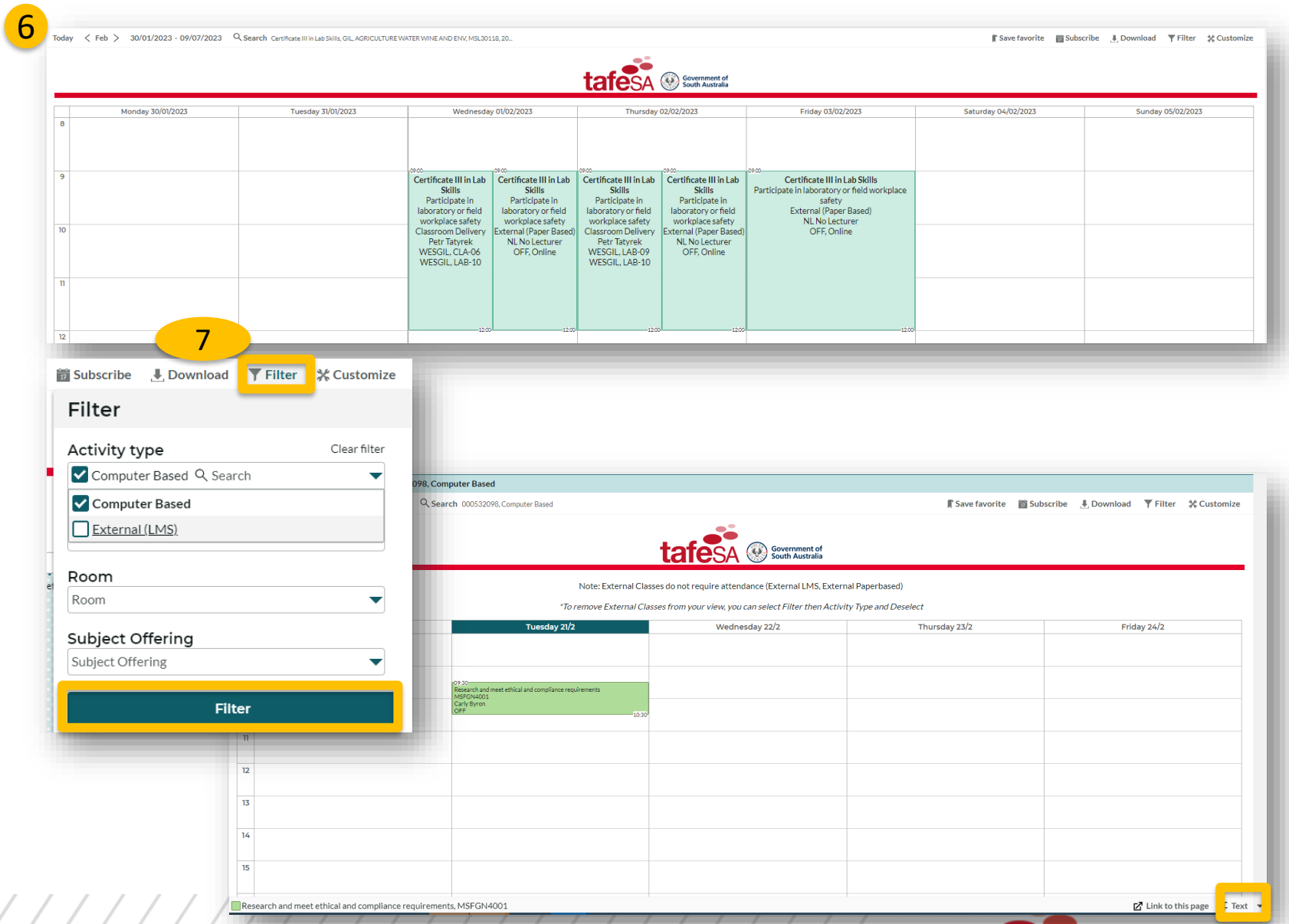
6. Your Timetable will display with all the subjects you are registered into, defaulting to current semester dates - scroll down with your mouse to view each week.

7. Navigate to the top right hand menu and click on **Filter** then **Activity Type** then click and **select internal activities only such as Classroom Delivery, Computer Based, Workshop Delivery** and click on **Filter.** Do not select External (LMS) or External (Paper Based.

Optional: to switch between calendar and text view, navigate to the bottom right hand side of the page and click on **Text** (also switches back to Graphical**).**



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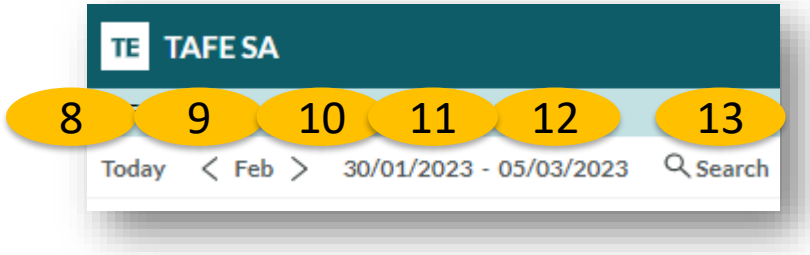
Customise your timetable to display information important to you - do this once then save as a favourite for every time you view your timetable.



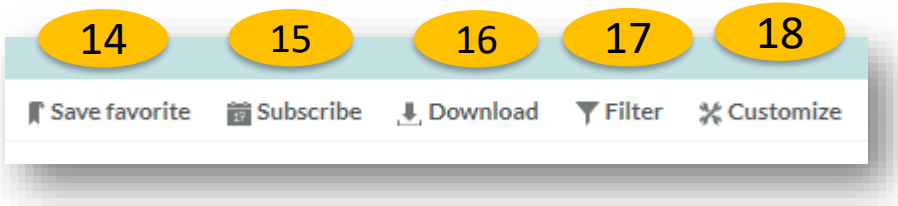
To display different dates in the Timetable, in the top left menu, click on:

8. Today to search for and display today’s timetable

9. < to display previous month

10. > to display next month

11. **Start Date** of the timetable view e.g. 30/01/2023 (defaults to semester)
12. **End Date** of the timetable view e.g. 09/07/2023 (defaults to semester)
13. **Search** to add other criteria to your timetable



The following timetable features are also offered in the top right menu, click on:

14. Save favorite to easily access the timetable in the future

15. Subscribe to sync with your internet calendar and receive instant notifications when timetable details change

16. Download to share the Timetable via PDF, iCal, Excel, etc. See following pages.

17. **Filter** to separate out the information you want to display e.g. Activity Type, Room or Subject Offering
18. **Customise** to tailor the view for your own personal preferences including page layout, date/time formats, colours, etc. See following page.

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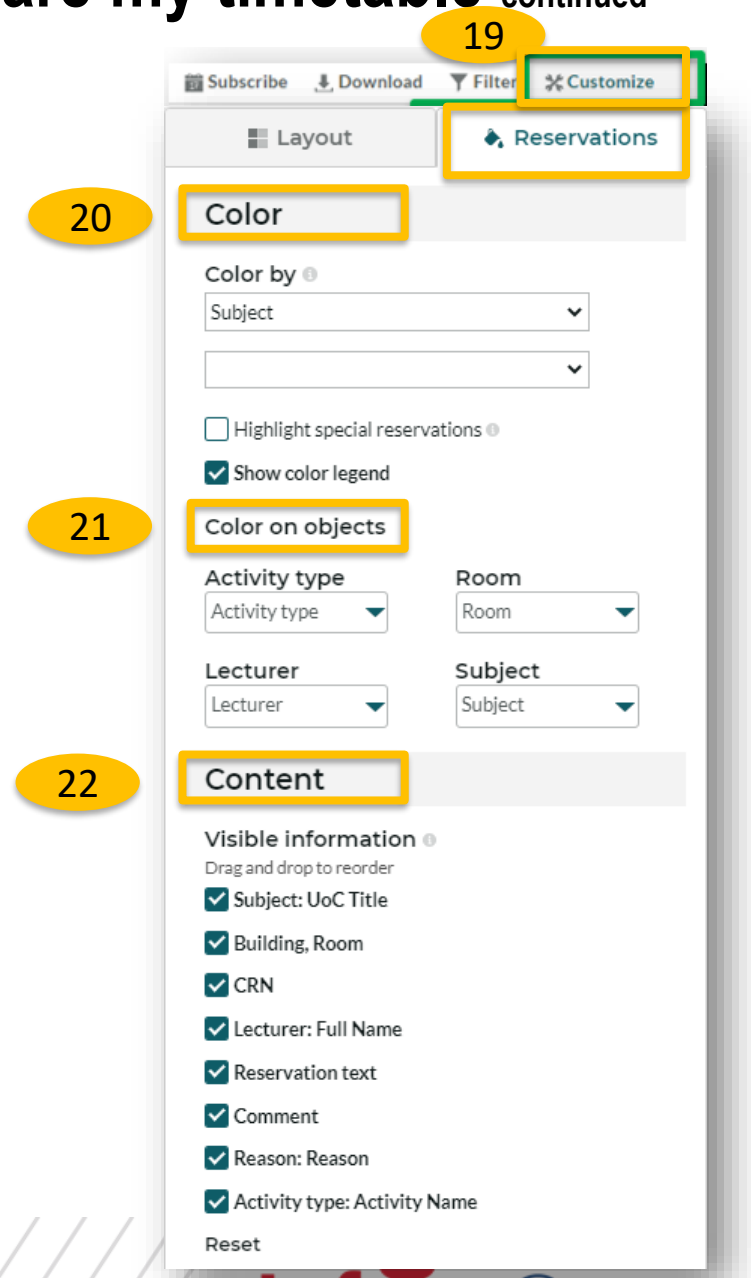
19. Click on **Customise** in the top right hand side of the timetable page, the **Customise** window displays, then click on **Reservations** in the top right hand side and scroll down for options.

20. Under **Color** you can use colour to highlight information important to you, such as by Subject, Lecturer, Room and Activity Type, simply by clicking on the down arrow on the right hand side. Recommend leave as is.

21. Under **Color on objects**, in **Activity type**, click on the right hand arrow and select **Workshop Delivery**, this is important for blended classes where you don’t wish to display assessments, etc. Recommend leave as is.

22. In **Content** under **Visible Information**, click next to the information you wish to display on the timetable e.g. Subject: Unit of Competency (UoC) Title, Building, Room, CRN and Lecturer: Full Name.
You can also drag and drop the content to reorder on the timetable.



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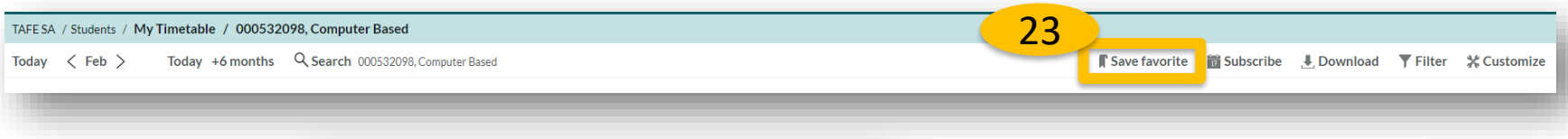
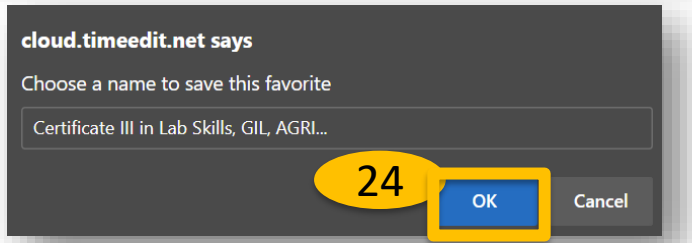
Save favorite to easily view customised timetable.



23. In the timetable application, navigate to the top right hand menu and click on **Save favorite.**

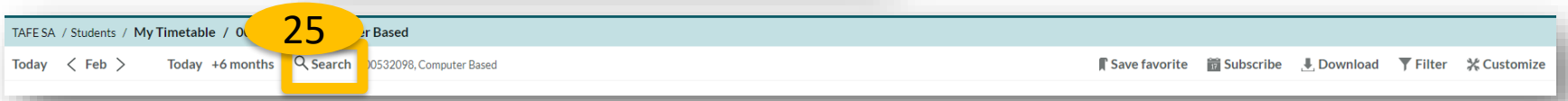
24. A notification will pop up from the application asking you to 'choose a name to save this favorite', click **OK** (or enter preferred name then OK).

Observe a **Favorite saved** notification appears.

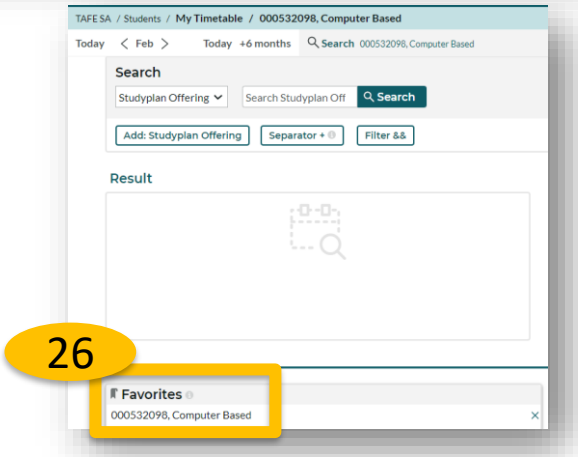


In the future, to easily view customised timetable.

25. Navigate to the top left hand menu and click on **Search**.



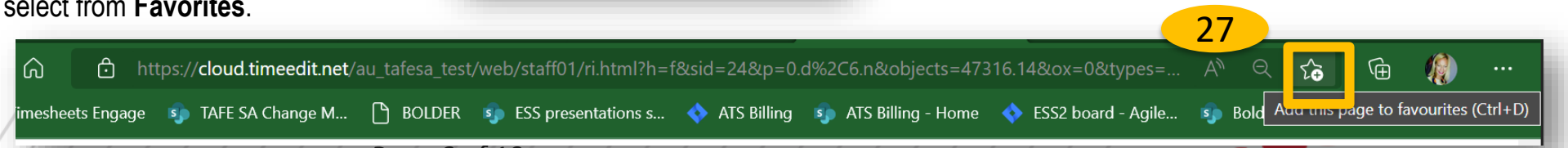
26. The **TAFE SA Students MyTimetable search** page opens, scroll down to **Favorites** and click on the favorite saved. Your customised timetable will open.



And / or save this timetable view to your internet browser.

27. Navigate to your internet browser top menu bar right hand side of the browser window, and click on the **Favourites (star** icon in Microsoft Edge) to **Add this page to favourites (Ctrl + D)**

In the future to quickly access your timetable, simply go to Favorite in the timetable app or your internet browser and select from **Favorites**.



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Subscribe to receive updates in your internet calender, e.g. Microsoft Outlook or Google Gmail.

28. Open the timetable you wish to receive updates to and in the top menu click on **Subscribe**.

29. The **Subscribe** window opens, navigate to **Time** and select the time range to receive updates e.g. 30/01/2023 – 09/07/2023 for semester 1 2023.

Depending on what internet claender you use:

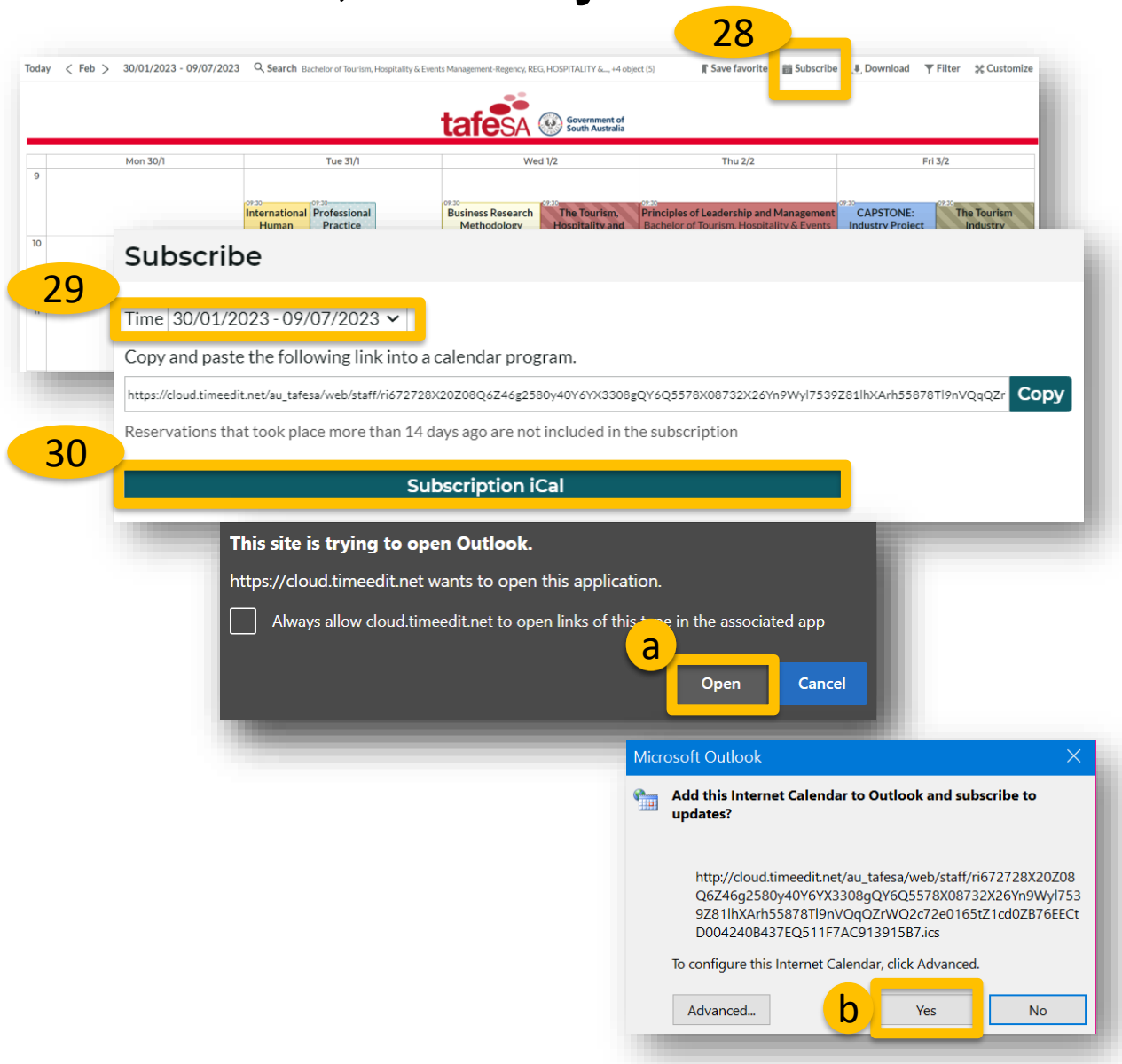
Microsoft Outlook

30. Click on **Subscription iCal**

a. Timetable notification pops up that This site is trying to open Outlook, click on **Open.**

b. Microsoft Outlook will open with a notification Add this internet Calendar to Outlook and subscribe to updates? Click on **Yes**.

You have now successfully subscribed to timetable updates in Outlook



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Gmail / Google

31. Click on Copy to the right of Copy and paste the following link into a calendar program

Login to your **Gmail**

a. Click on Google apps in the top right next to the settings button

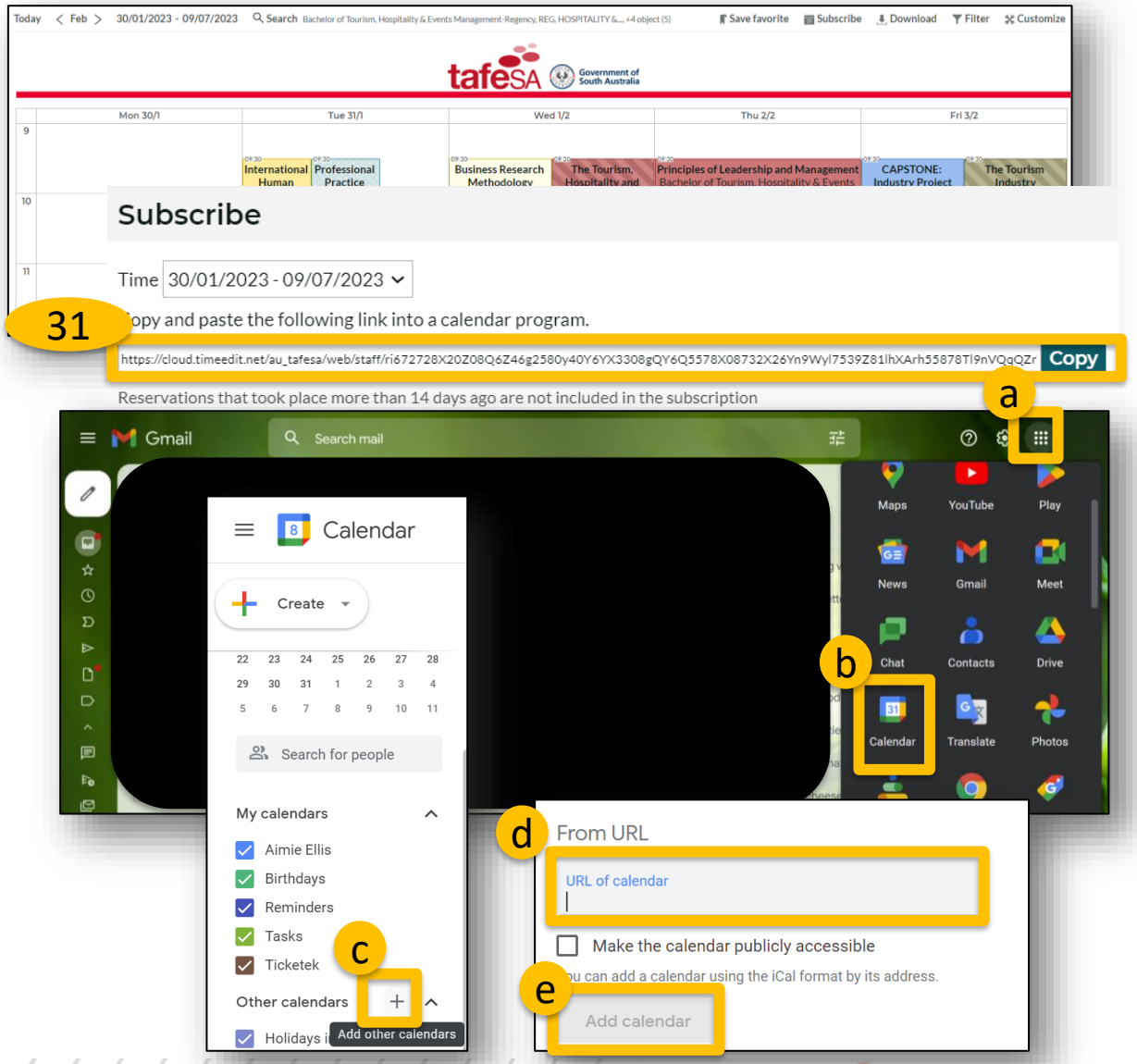
b. Scroll down and click on C**alendar**

c. In the left menu bar, scroll down and click on the **+** next to Other calenders then select **From URL**

d. **Paste** your timetable’s internet address into the field provided

e. Click **Add Calendar**. The calendar will appear on the left side under Other calendars.

Your timetable is now added as a calendar in google and you will receive timetable update notifications.



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SHARE YOUR TIMETABLE

You can share your timetable in multiple ways (from MyTimetable). Once your timetable is downloaded it is only correct at that point in time.

32. Navigate to the top right hand side menu and click on **Download** then click to select your preferred way to share your timetable.

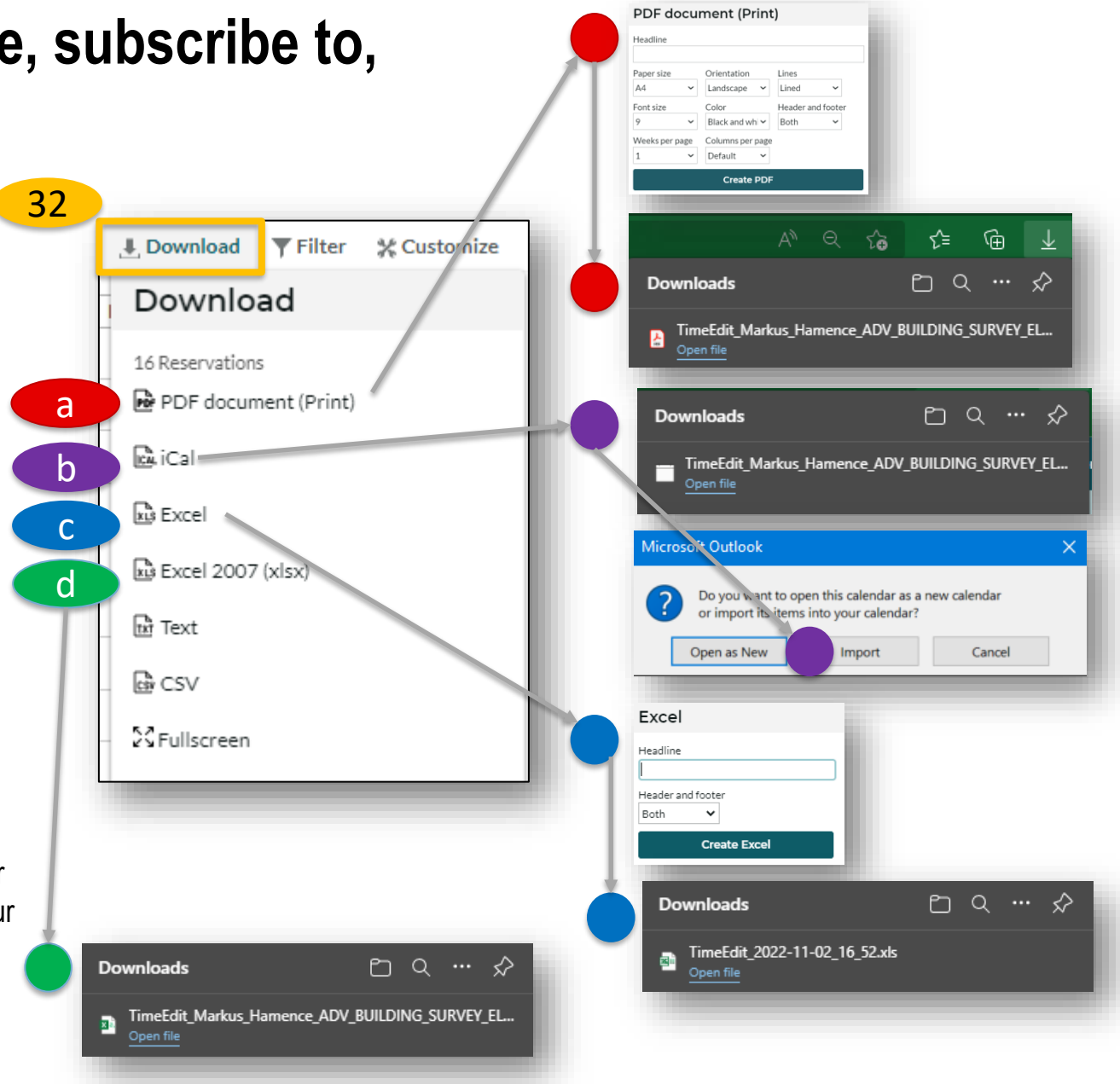
a. **PDF* document (print)** then update Colour to Yes (not mandatory) then **Create PDF =** a printable timetable

b. **iCal*** then **Import** = to import the timetable information into your Microsoft Outlook calendar. Update dates to the semester to receive alerts to changes.

c. **Excel*** then **Create Excel** = a list of Subject Offerings in excel (not formatted)

d. **Excel 2007*** (xlsx) = same as 3 for an earlier version of Excel

*For PDF, iCal, Excel, Excel 2007 and CSV downloads, a **Downloads notification** will briefly pop up on your screen. Navigate there and click on **Open File (**or navigate to your PC's Download folder to open the file). Then you can choose to save, email, print etc your timetable from that application.



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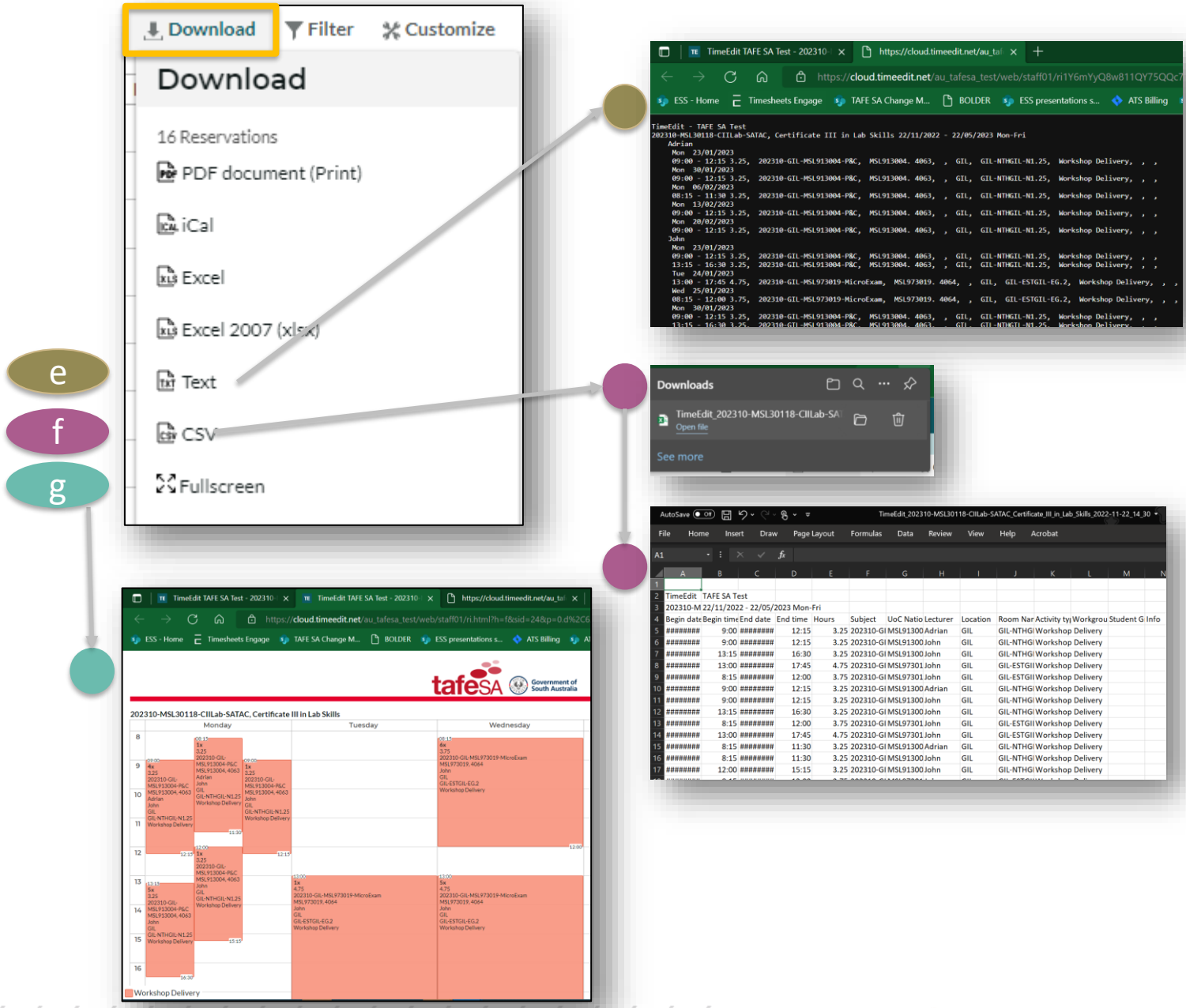
e. **Text** = a text version will open in a new internet browser window (can be copied and pasted)

f. **CSV*** = Comma Separated Values file will open in Excel

g. **Fullscreen** = the timetable will open in a new internet browser window with no menu options, your TimeEdit app will still be open in another internet browser window

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