



Student attendance - myTimetable

How a student marks their attendance
in myTimetable for COVID tracing

—
What's next...

Attendance is recordable in myTimetable

Open myTimetable for 2022:

<https://mytimetable.rmit.edu.au/even/student>



The fine details

- Attendance is recorded for COVID tracing only
- Attendance can **ONLY** be recorded during the time of your class (ie, your 9:30-11:30am class can only record attendance between those hours)
- Attendance is required **as well as** building QR code sign in

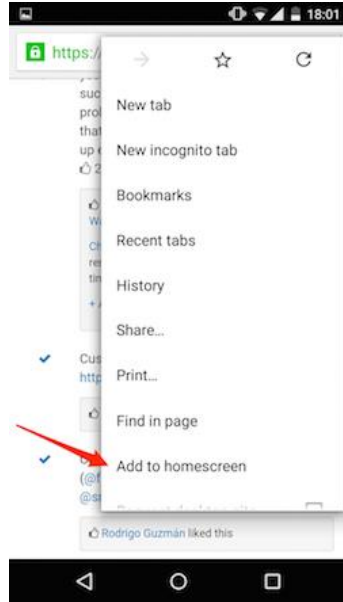


Add myTimetable to your Home Screen

<https://mytimetable.rmit.edu.au/even/student>

Android Devices

1. Launch Chrome for Android and open the above website
2. Tap the menu button and tap "**Add to homescreen**"



Apple Devices

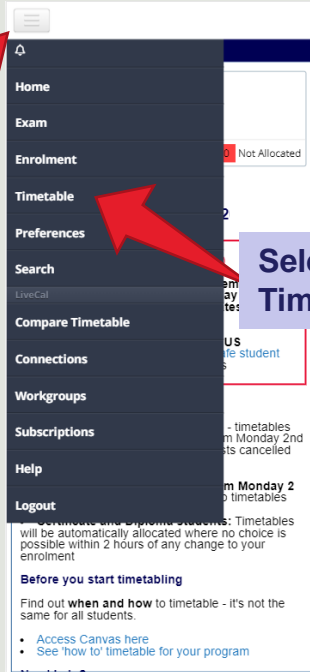
1. Launch Safari and open the above website
2. Tap the "**Share**" button on the browser toolbar
3. Tap the "**Add to home screen**"



Marking attendance in your class (phone view)

Step 1

Select the menu icon



Select Timetable

Step 2

- Student Attendance can only be recorded at time of class

Select class

A screenshot of a mobile application's timetable view. The header shows the date range '26/07/2021 - 01/08/2021 (current week)' and 'All Weeks'. The grid has columns for days of the week (Mon, Tue, Wed, Thu, Fri) and rows for hours (8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18). A red arrow points from the text 'Select class' to a pink box in the grid at 10:00 on Tuesday, labeled 'ECON1030, TUT01 Business Statistics 1 AUSCY...'. Another pink box is at 11:00 on Tuesday, labeled 'ACCT1046, TUT01 Accounting in Orgs and Society AUSCY 19/23/8 6/9-11/10 08/04/010 Accounting'. A brown box is at 14:00 on Friday, labeled 'ECON1010, TUT01 Macroecon AUSCY...'. A brown box is at 18:00 on Friday, labeled 'ISV2056_2 PRAD1 Business Informator Systems'.

Marking attendance in your class (phone view)

Step 3

Activity Details

ACCT1046_2150_1035_AUSCY
Accounting In Orgs and Society

Activity Type	Tutorial
Group	TUT01
Activity	18
Description	Accounting In Orgs and Society
Day	Mon
Time	10:30
Semester	HE Sem02
Campus	Melbourne City
Location	080.04.010
Duration	2 hrs
Dates	19/7-23/8, 6/9-11/10

Record your attendance status

Select 'In class today'

Step 4

- Confirm attendance saved

Activity Details

ACCT1046_2150_1035_AUSCY
Accounting In Orgs and Society

Activity Type	Tutorial
Group	TUT01
Activity	18
Description	Accounting In Orgs and Society
Day	Mon
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Campus	Melbourne City
Location	080.04.010
Duration	2 hrs
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Attendance saved



All done!



Marking attendance in your class (phone view)

Step 1

Select the menu icon

Select Timetable

Step 2

Select your class

Step 3

Select 'In class today'

Step 4

Attendance saved

Go Back Locations Deallocate

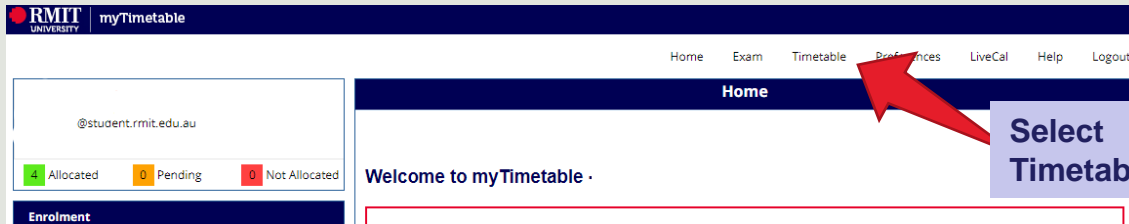
ACCT1046_2150_1035_AUSCY	Accounting In Orgs and Society
Activity Type	Tutorial
Group	TUT01
Activity	18
Description	Accounting In Orgs and Society
Day	Mon
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Activity Type	Tutorial
Group	TUT01
Activity	18
Description	Accounting In Orgs and Society
Day	Mon
Time	10:30
Semester	HE Sem02
Campus	Melbourne City
Location	080.04.010
Duration	2 hrs
Dates	19/7-23/8, 6/9-11/10



Marking attendance in your class (laptop view)

Step 1



RMIT UNIVERSITY myTimetable

Home Exam Timetable Preferences LiveCal Help Logout

Home

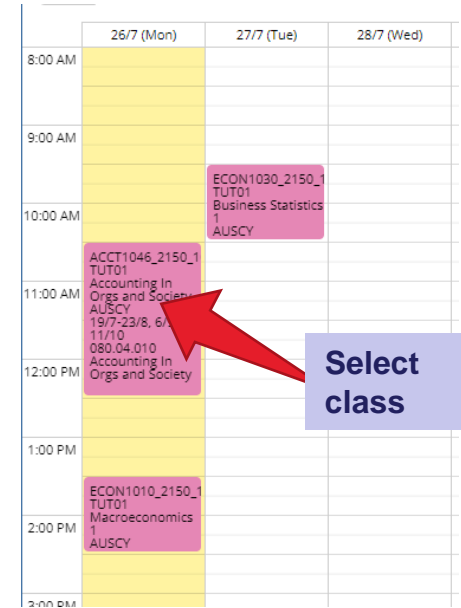
Welcome to myTimetable ·

@student.rmit.edu.au

4 Allocated 0 Pending 0 Not Allocated

Enrolment

Step 2
- Student Attendance can only be recorded at time of class



	26/7 (Mon)	27/7 (Tue)	28/7 (Wed)
8:00 AM			
9:00 AM			
10:00 AM		ECON1030_2150_1 TUT01 Business Statistics AUSCY	
11:00 AM	ACCT1046_2150_1 TUT01 Accounting In Orgs and Society AUSCY 19/7-23/8, 6/11/10 080 04-010 Accounting In Orgs and Society		
12:00 PM			
1:00 PM			
2:00 PM	ECON1010_2150_1 TUT01 Macroeconomics 1 AUSCY		
2:00 PM			



Marking attendance in your class (laptop view)

Step 3

Activity Type	Tutorial
Group	TUT01
Activity	18
Description	Accounting In Orgs and Society
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Location	080.04.010
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i Record your attendance status

Select 'In class today'

Step 4

- Confirm attendance saved

Activity Type	Tutorial
Group	TUT01
Activity	18
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Time	10:30
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Location	080.04.010
Duration	2 hrs
Dates	19/7-23/8, 6/9-11/10

Attendance saved



All done!



To find out more

- For more information on timetabling and attending campus, please see the RMIT student website:

<https://www.rmit.edu.au/students>

