



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 2021:

<https://mytimetable.rmit.edu.au/odd/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

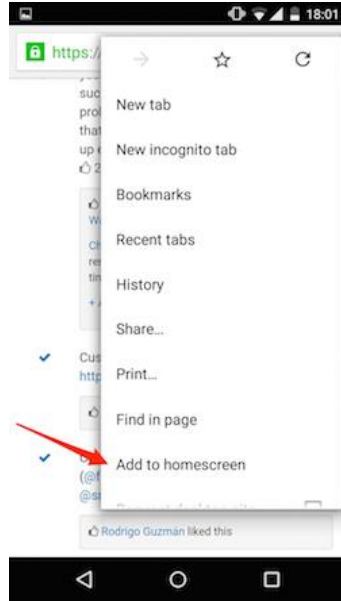


Add myTimetable to your Home Screen

<https://mytimetable.rmit.edu.au/odd/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

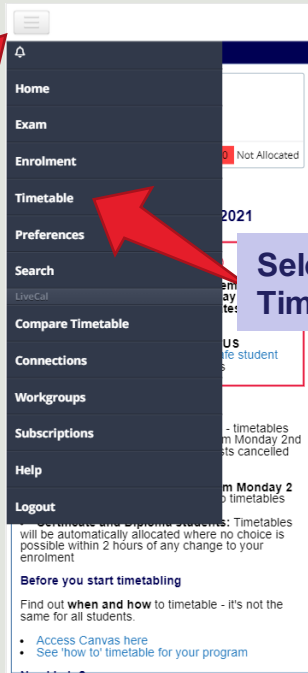
1. Launch Safari and open the above website
2. Tap the **"Share"** button on the browser toolbar
3. Tap the **"Add to home screen"**



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 class timetable grid. The grid has columns for days of the week (26/7 Mon, 27/7 Tue, 28/7 Wed, 29/7 Thu, 30/7 Fri) and rows for class periods (8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18). A red arrow points from the text 'Select class' to a pink highlighted cell in row 10, column 27/7. The cell contains the text: 'ECON1030, TUT01 Business Statistics 1 AUSCY'. Other cells in the grid are yellow, and some contain other class names like 'ACCT1046, TUT01 Accounting in Orgs and Society AUSCY' and 'ECON1010, TUT01 Macroecon AUSCY'.

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
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

Attendance saved



All done!



Marking attendance in your class (laptop view)

Step 1

RMIT UNIVERSITY myTimetable

Home Exam Timetable Preferences LiveCal Help Logout

@student.rmit.edu.au

4 Allocated 0 Pending 0 Not Allocated

Enrolment

Welcome to myTimetable - 2021

Select Timetable

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 1 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			

Select class



Marking attendance in your class (laptop view)

Step 3

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

i Record your attendance status

Select 'In class today'

Step 4

- Confirm attendance saved

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

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>

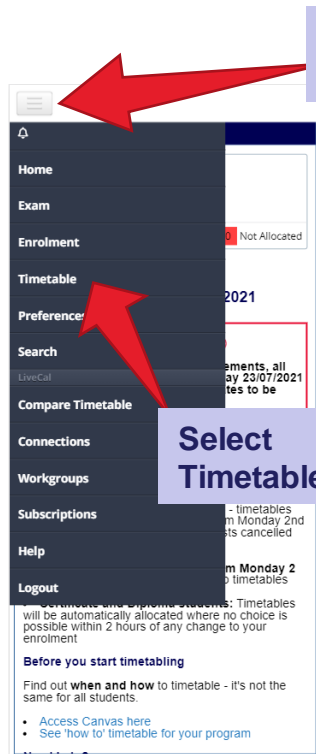


Marking attendance in your class (phone view)

Step 1

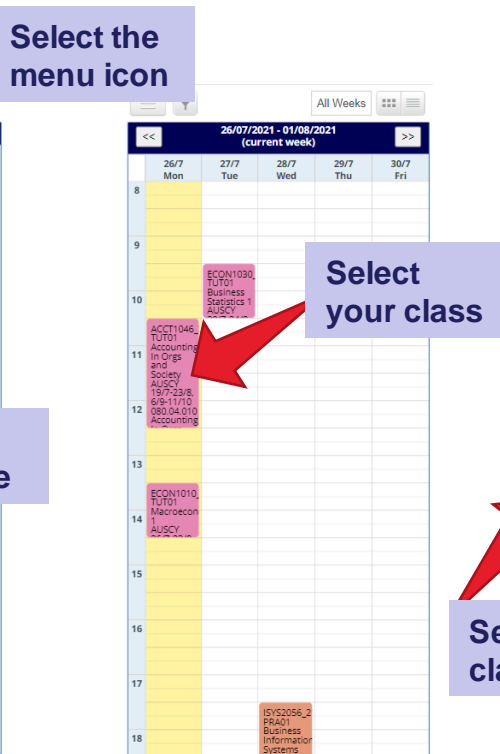
Select the menu icon

Select Timetable



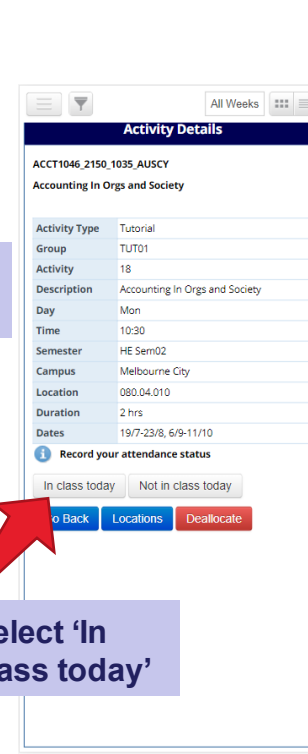
Step 2

Select your class

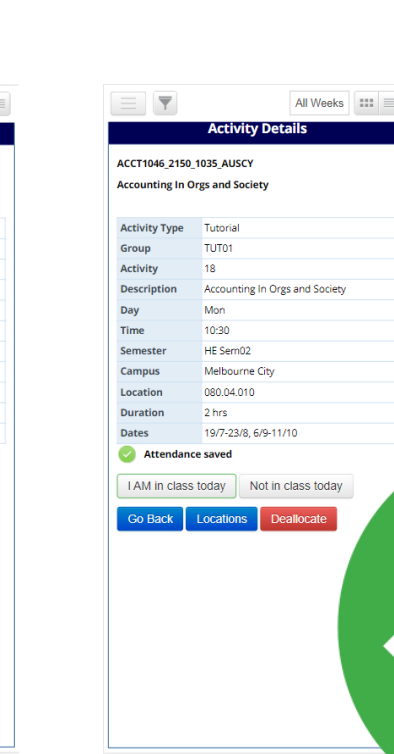


Step 3

Select 'In class today'



Step 4



Attendance saved

I AM in class today Not in class today

Go Back Locations Deallocate

