Create an Untimetabled class in SEQTA

An untimetabled class is a class that isn't included in the timetable. Untimetabled classes are used when the timetable for has not been generated and programmes need to be created, for example - when the new year begins the content from the untimetabled class is transferred over.

Check with your curriculum leader if you need to use a previous semesters programme and therefore don't need an untimetabled class, (i) otherwise continue on with the tutorial.

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- Viewing untimetabled classes in Calendar view
 Related articles

Create an Untimetabled class

1. Navigate to 'My Classes' under 'Timetable' in the 'Teacher workspace'

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2. Click 'New untimetabled class'. Note, you may need to scroll down.

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- 3. Fill out the options with the following choices:
 - a. Subject: Select the subject you are creating the course for. Timetable period: Select the current semester (e.g. 2020).

Staff: Select yourself. **Number:** Fine to leave as 1.

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b. Click 'Save'.

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c. The untimetabled class will now appear under other classes.

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Viewing untimetabled classes in Calendar view

You can also view your untimetabled classes under Calendar.

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