


Create an Untimetabled class in SEQTA

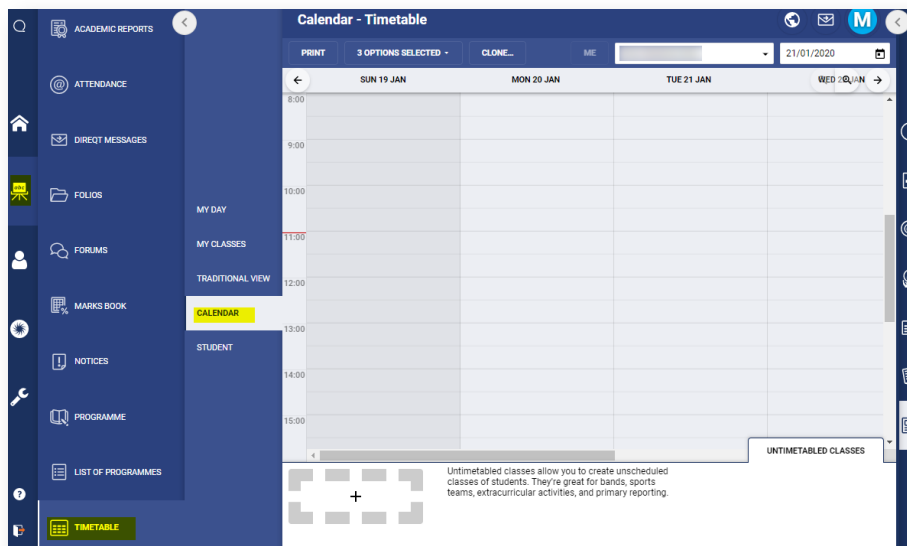
An untimetabled class is a class that isn't included in the timetable. Untimetabled classes are used when the timetable for has not been generated and programmes need to be created, for example - when the new year begins the content from the untimetabled class is transferred over.

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

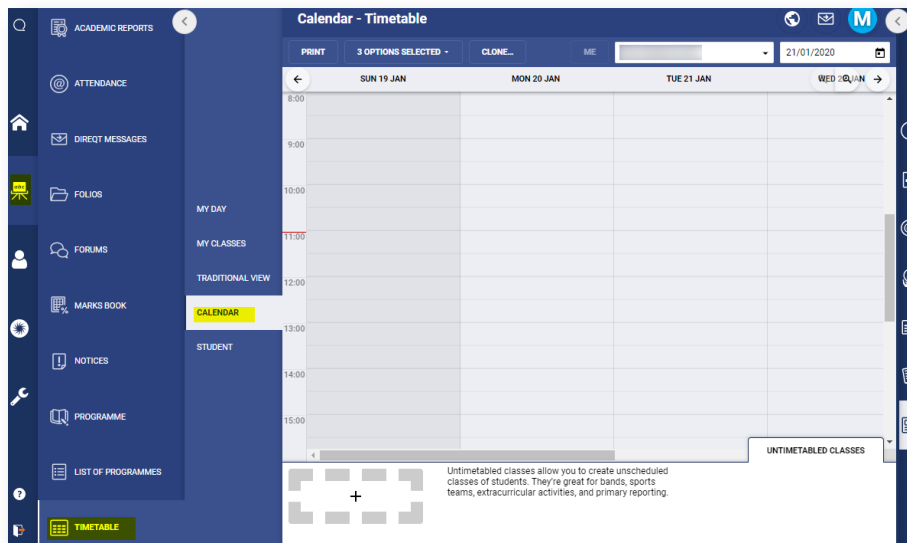
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Create an Untimetable class

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

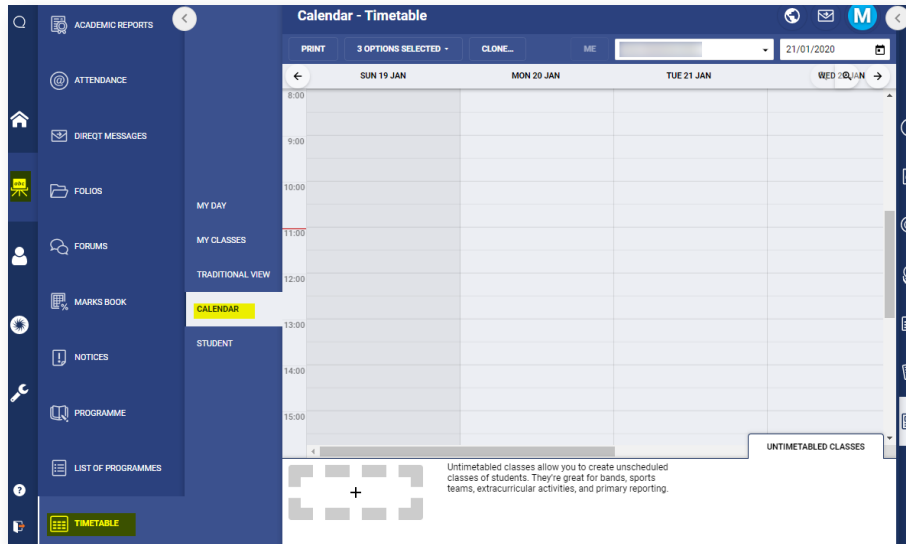


2. Click 'New untimetabled class'. Note, you may need to scroll down.

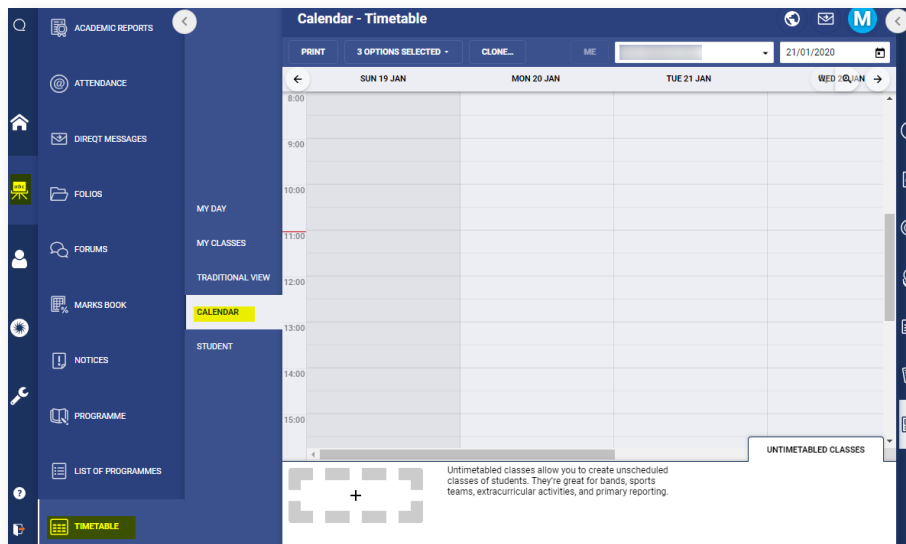


3. Fill out the options with the following choices:
- a. **Subject:** Select the subject you are creating the course for.
 - Timetable period:** Select the current semester (e.g. 2020).

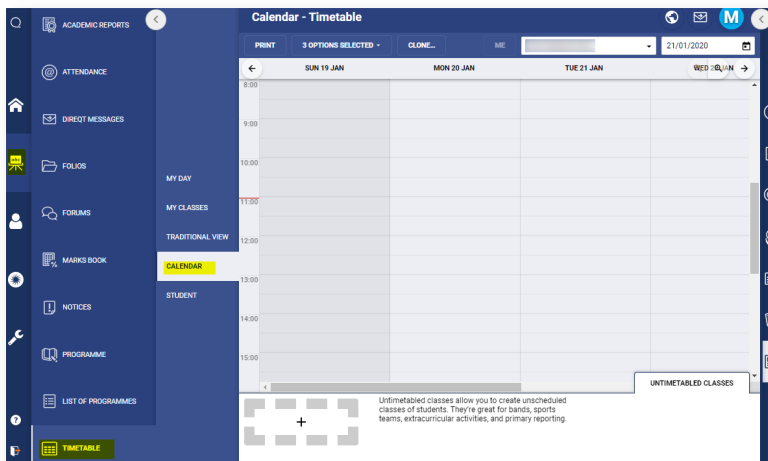
Staff: Select yourself.
Number: Fine to leave as 1.



b. Click 'Save'.

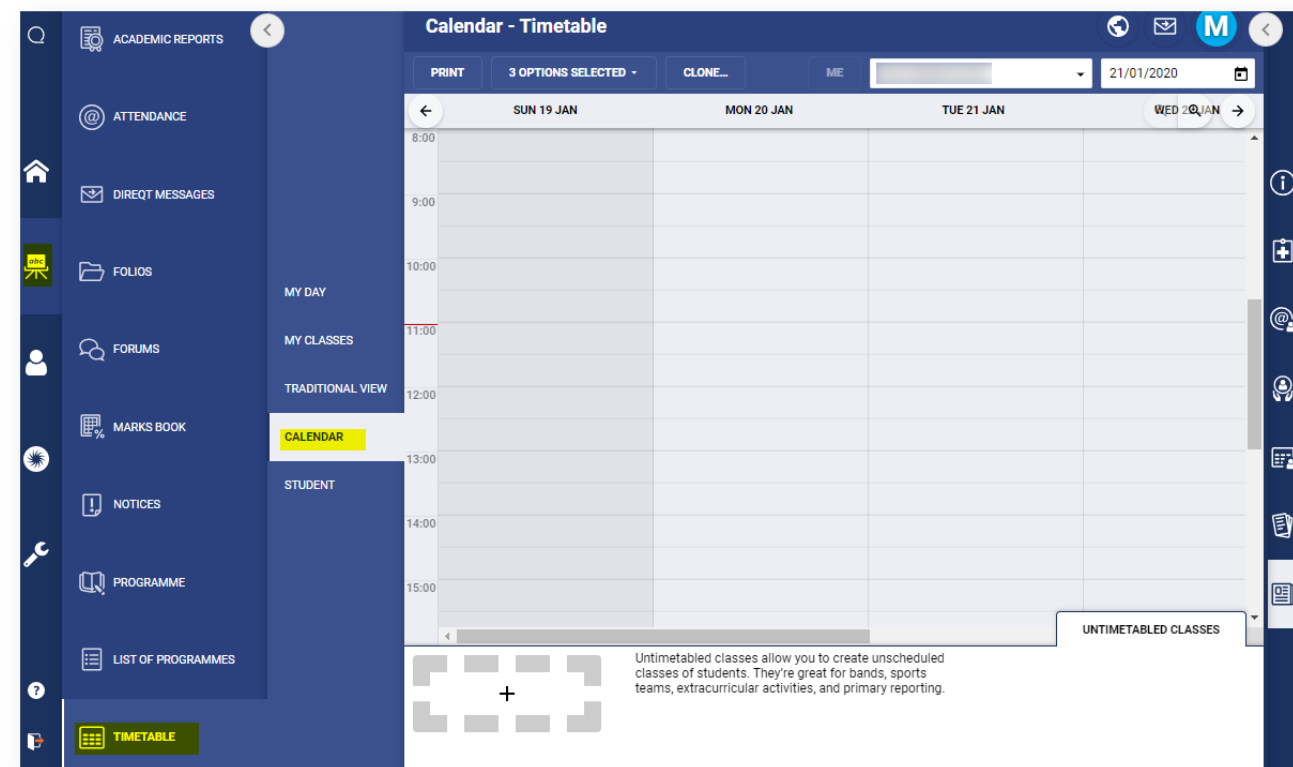


c. The untimetabled class will now appear under other classes.

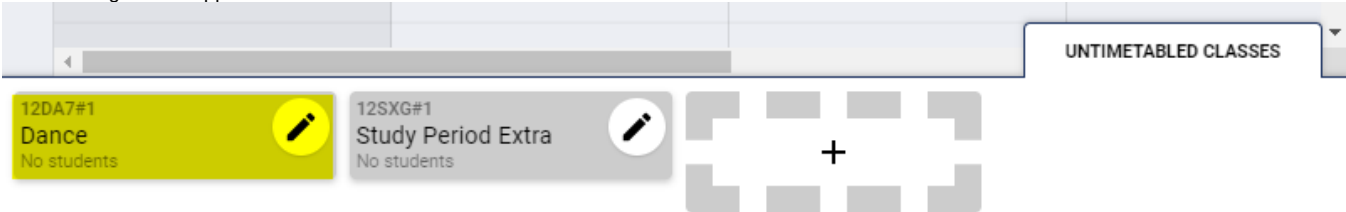


Viewing untimetabled classes in Calendar view

You can also view your untimetabled classes under Calendar.



The following bar will appear.



Related articles

Content by label

There is no content with the specified labels