

Set up year-long programme in SEQTA.

Programmes in SEQTA for 2019 should be setup as Year Long programmes. Use this guide to help you setup your programmes for 2019.

Setup an Untimetable Class

At the time of writing the 2019S1 timetable is not available, to allow you to make modifications to a programme without impacting your existing programmes you will need to setup an untimetable class.

[Follow this article for more information on how to Create an Untimetable Class in SEQTA.](#)

Identify the best programme to use as a base.

Before you add a programme to your untimetable class, take a moment to consider the best programme to use as a base as this may prevent you from rearranging your classes.

Consider the units you will be teaching in 2019 Term 1:

- If you are teaching your 2018 Term 1 or Term 2 units, use your **2018S1** programme to start your untimetable class.
- If you are teaching your 2018 Term 3 or Term 4 units, use your **2018S2** programme to start your untimetable class.

If you are teaching 2018 Term 2 or 2018 Term 4 units in 2019 Term 1 you will still need to rearrange your lessons so that they are scheduled in the correct weeks.

Import the missing lessons from your base programme

After selecting a base programme to start with, you may wish to import lessons from the other semester/units so that you don't have to recreate them.

[Follow this article for more information on how to Import Lessons from another Programme.](#)



You can import lessons at any time during the year, you don't have to have all four terms lessons imported to start 2019 Term 1.

Linking your programme to the 2019S1 Timetable

If you've setup your 2019 programme as an untimetable class, once the timetable has been rolled out we will then need to link it to timetabled classes.

Closer to the timetable being available, more instructions will be posted here to communicate the process of moving your untimetable class to the 2019 timetable.