What you need to know:
RMIT teaching resources

Your Teaching Location

Classes may have changed location since Publication. RMIT strives to minimise timetable change but it may occur to meet enrolment numbers and deliver an optimal student experience.

ACTION: *Re-check the location of your class* via the LIVE online timetable reporting tool (https://timetablereporting.rmit.edu.au) prior to VE / HE Week 1.

Technological Difficulties

Technology issue while you are running a class? Contact ITS on 9925 8888 (x58888) for the quickest and best outcome.

Need Lecture capture? Pre-book Lecture capture via Service Now online, under IT Services.

Facility Issues

Need something fixed? Furniture issues, air conditioning faults, broken fixture, leaks/hazards. Contact Property Services Service Desk on 9925 2111 (x52111) for the quickest outcome.

Accessing Teaching Spaces

Access to centrally managed teaching space is by swipe card or 'LT' stamped key. All staff gain swipe access to centrally managed teaching space by default. Office keys will open any 'LT' lock or ask your school's Key Controller for an 'LT' key a few days prior to your first class.

School or college speciality space (PC labs, studios, workshops etc.) may require a different key or means of access. Ask your School's Key Controller.

Problems? Contact your School's Key Controller prior to Security. Security is focused on campus safety and may not be available immediately to open a venue.

End teaching 10min prior to class conclusion

Teaching must end 10 minutes prior to class booked end time to enable students and staff to get to their next class on time.

Someone else is using your room

If someone is in your booked room please confirm the booking using the LIVE online reporting tool (https://timetablereporting.rmit.edu.au) or call Timetabling on 9925 3035 (x53035).

Furniture / leaving the venue in an acceptable state

Avoid removing tables and chairs from teaching spaces - this disrupts other room users.

You must return the room to the original layout at the end of your class. Please consider your colleagues and ask your students to reset the furniture and push in chairs at class end.

myTimetable (the new STS) - help and resources

myTimetable replaced Student Timetabling System (STS) for higher education (HE) courses.

College and school staff log in via the Timetabling Services webpage (http://www1.rmit.edu.au/browse;ID=25x42twiccxb;STATUS=A).

Access myTimetable information, Quick Reference Guides and step-by-step instructions via myTimetable Project (https://sites.google.com/a/rmit.edu.au/mytimetableproject/training-resources).

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