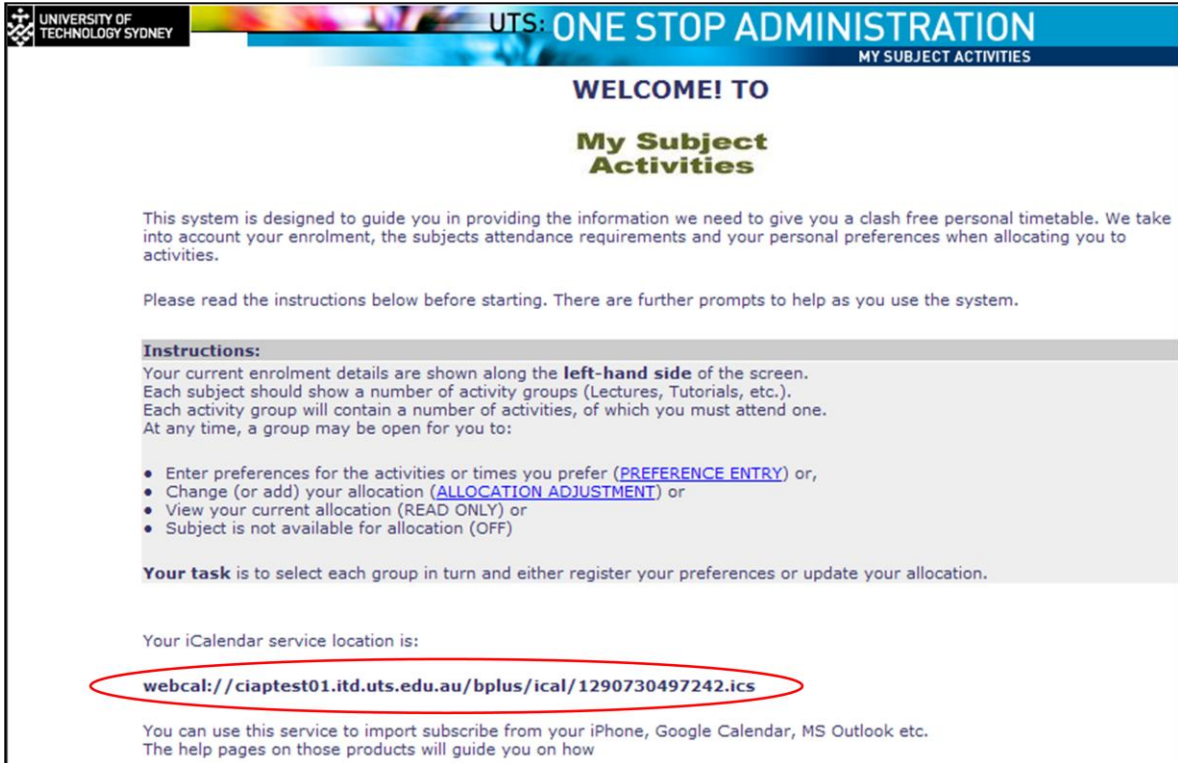


Class Timetable in Google

1. Log in to My Subject Activities to copy the Webcal link



UNIVERSITY OF TECHNOLOGY SYDNEY

UTS: ONE STOP ADMINISTRATION
MY SUBJECT ACTIVITIES

WELCOME! TO
My Subject Activities

This system is designed to guide you in providing the information we need to give you a clash free personal timetable. We take into account your enrolment, the subjects attendance requirements and your personal preferences when allocating you to activities.

Please read the instructions below before starting. There are further prompts to help as you use the system.

Instructions:
Your current enrolment details are shown along the **left-hand side** of the screen. Each subject should show a number of activity groups (Lectures, Tutorials, etc.). Each activity group will contain a number of activities, of which you must attend one. At any time, a group may be open for you to:

- Enter preferences for the activities or times you prefer ([PREFERENCE ENTRY](#)) or,
- Change (or add) your allocation ([ALLOCATION ADJUSTMENT](#)) or
- View your current allocation (READ ONLY) or
- Subject is not available for allocation (OFF)

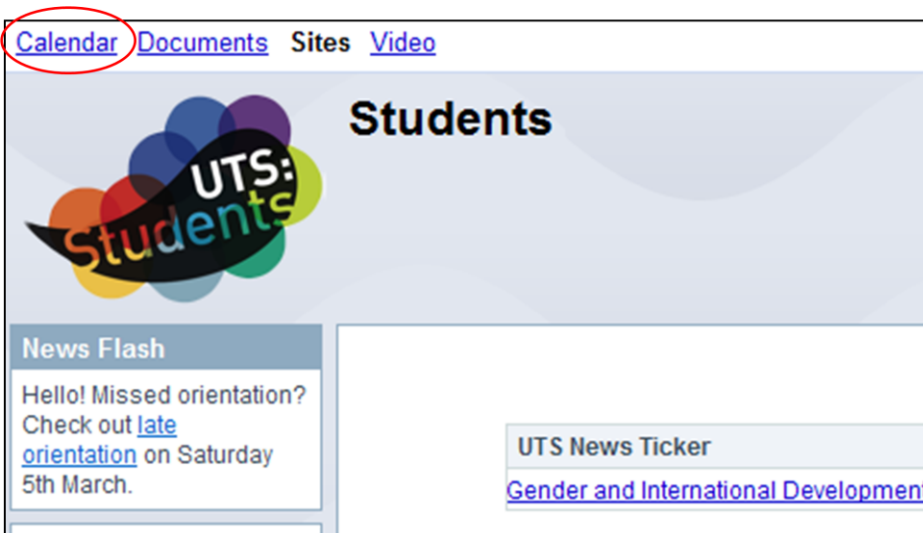
Your task is to select each group in turn and either register your preferences or update your allocation.

Your iCalendar service location is:

<webcal://ciaptest01.itd.uts.edu.au/bplus/ical/1290730497242.ics>

You can use this service to import subscribe from your iPhone, Google Calendar, MS Outlook etc. The help pages on those products will guide you on how

2. Click on Calendar in Google (top left hand corner)



[Calendar](#) [Documents](#) [Sites](#) [Video](#)

Students

UTS:
Students

News Flash
Hello! Missed orientation?
Check out [late orientation](#) on Saturday
5th March.

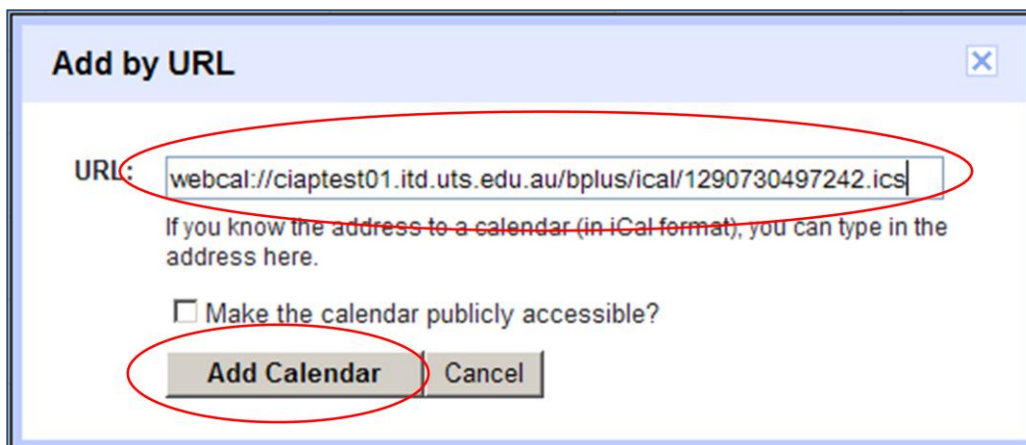
UTS News Ticker
[Gender and International Development](#)

Please allow 5 to 10minutes before going into Google

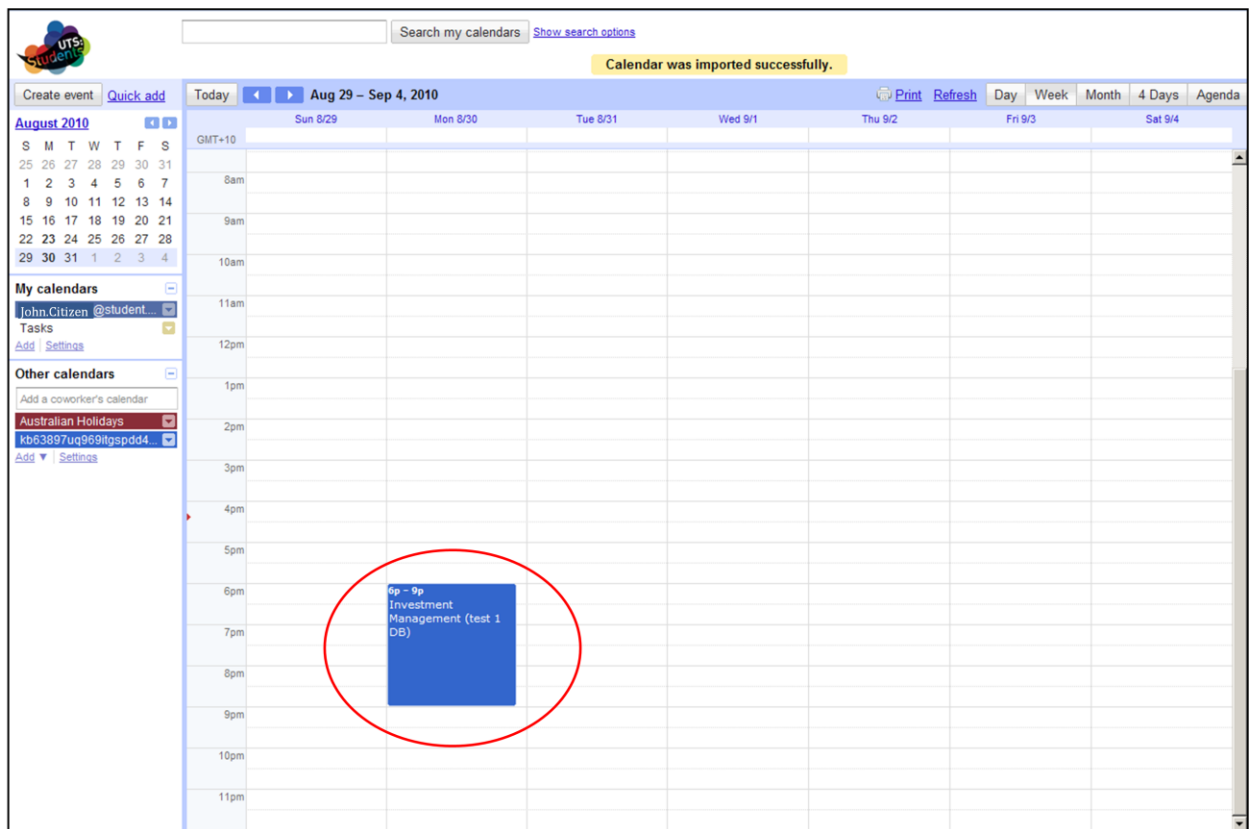
3. Click on 'Add' then 'Add by URL'



4. Type or paste in the Webcal URL, then click on 'Add Calendar' as shown below



5. Calendar will show Class timetable.



NOTE

Any changes made to your timetable, may take up to 24 hours to refresh dependant on Google.

This will only show the activities to which you are allocated. It is your responsibility to ensure you're allocated to all compulsory activities and none of your classes are clashing. If classes are clashing you will not be allocated to them and they will not show up in your calendar.