Step by Step Task Guide for Local Timetablers (for 2018-19 Timetable)

Part Two

1)  ASAP – Preparation

- Check you still have access to Scientia.
- Request refresher training on Scientia if required. Email david.boyle@qmul.ac.uk to arrange.

2)  01 March to 27 April - Submission of Requirements

- Check all modules are in Scientia
- Module by module, check, edit and, create and remove activities
- Update staff list in Reference Manager

3)  31 May to 29 June - Review Draft Timetable and Request Changes

Check draft timetables via spreadsheets provided and web timetables.
- Check room allocations meet requirements
- Check web timetables for available alternative slots for unscheduled activities
- Inform Timetabling Support of any change requests

4)  06 July – 03 September - Student Allocations

- Check activity templates are set up correctly
- Begin allocating students to activities
- Investigate and resolve student clashes
- Ensure teaching staff are allocated to activities

5)  03 September – 15 October – Problem Solving

(and repeat in the run up to and beginning of Semester 2)

- Check for unallocated students which may be the consequence of module selection changes.
- Investigate and resolve Student clashes

6)  From 15 October onwards – Other Room Bookings

- Book non-teaching activities via WRB

Please note this guide is intended to aid with the main tasks that arise during the timetabling timeline and does not go into detail about more technical/advanced functions of the timetabling software. Please see http://www.timetablingsupport.qmul.ac.uk/myTimetable for further guidance.
SECTION 4 – STUDENT ALLOCATIONS

Most Schools/Institutes provide personalised timetables for their students. This requires the allocation of students to activity templates, and this guide is designed to aid with this process.

Where personalised timetables are provided, students will normally be automatically allocated to single-iteration activities (where, for example a module has a single weekly lecture that all students are to attend). However, there are a number of reasons for which this may not occur. This guide will explain why this may be so and what actions are then required on your part.

Students are not automatically allocated to multiple-iteration activities (where, for example students must only attend one of 10 weekly seminar groups).

There are two parallel processes currently in place for the allocation of students to multiple-iteration activities:

1) **Local allocation** of students to activity templates.
2) (For opt-in Schools/Institutes) **central allocation** of students to activity templates.

Opt-in Schools for 2018-19 are as follows: GEOG, HIST, LAW, SBM, SED, SEF, SMS, SLLF, and SPA.

Both processes require action by local timetablers, and the instructions below are relevant in each case.

**Managing Student Allocations**

The allocation of students to activities takes place in **Course Planner**. However, you will also need to open Enterprise Timetabler in the background for some of the functions described in this guide.

Access to Course Planner and Enterprise Timetable is via [https://timetablesportal.qmul.ac.uk](https://timetablesportal.qmul.ac.uk) (Internet Explorer is recommended).

Enter your usual QMUL login details when prompted:

![Enterprise Foundation](image)

Fig.1

Once you have logged in successfully, make sure that you select the SCI18189 timetable.

Open Enterprise Timetabler by clicking on the application button, and then, once it has loaded, open
Check Activity Templates are set up correctly

Activity templates are used to describe how each module is delivered from the perspective of the student taking that module. They provide a mechanism to allocate students to teaching activities in a clash free manner.

Activity Templates are set up by Timetabling Support, however it is important to check that this has been done in the way that you would expect, and that no activities are missing from templates.

You can check this in Enterprise Timetabler, by selecting the column headings shown below:

All multiple-iteration activities (where there is a choice as to which session the student should be allocated) should be on the same Activity Template. All single-iteration activities should be on a template of their own. Please see the example in Fig. 3 which shows the tutorial sessions are all on the same template while the lecture is on a stand-alone template. If there is no Activity Template listed, and you want the associated activity to appear on student timetables, please contact timetabling@qmul.ac.uk.
Working with Templates

If this is the first time you have opened Course Planner, you will need to first select your ‘Department’ from the drop down list.

Once you have selected your ‘Department’, the tables will populate with data. However, you need only be concerned with one area in the table – Templates with unallocated student sets.
The number listed next to the ‘Show’ button relates to how many templates require your attention (41 in this example). In each of these templates at least one student has not yet been allocated to an activity and so information will be missing from the student timetable. The task is to now work through these templates to ensure all students are allocated. A student must be allocated to a template in order for the corresponding activity to appear on their timetable.

Please note that due to changes in module selections, the number of templates with unallocated students sets may fluctuate. It is therefore very important to complete this task as regularly as possible. Please also be aware that there is a 24 hour lag between a change being made on MySis and this being reflected in Scientia.

Click on ‘Show’ to view the templates.

![Fig. 5](image-url)

This will now open a list of all the templates that require your attention. As you work through these the number should reduce (though please note the point in bold above).

Usually, students are automatically added to scheduled single-iteration activities (where all students are to attend the same class). However, there are a couple of things that may prevent this from happening:

1. The number of students enrolled has exceeded the planned size entered into Enterprise Timetabler.
2. A student has a timetable clash – they have been enrolled onto another activity at the same time.

As either of these scenarios have the potential for serious consequences, it is recommended that single-iteration activity templates are dealt with as a priority.

**Managing Single-Iteration Activity Templates**

In order to filter the list so that it only shows these templates, hover over the right hand top corner of the *Existing Activities* column header. Click on the filter icon when it appears, and select ‘1’ from the dropdown list (see Fig. 6).
The next step is to investigate the reason(s) why students have not been allocated to these templates.

Select one of the templates and click on ‘Template Allocator’ to view it.

This will open the template in a new window called ‘Activity Template Allocator’.

Any student that has not been allocated will appear in bold font, as illustrated in the case of the first student listed in figure 8. You will see that there is also an absence of a tick under the ‘Allocated’ or ‘Lecture’ (the activity name) columns, which also show that the student is unallocated.

Immediately we can tell that this student has not been allocated to the lecture because the student is unavailable due to a clash in their timetable.

This is indicated by the absence of a tick box under the activity name column as shown in figure 9.
To investigate the nature of this clash, right click on the student’s name and select ‘Show Timetable’. This will then open the student’s timetable in Enterprise Timetabler in the background. This will enable you to discover the cause of the timetable clash.

The Example in figure 10 shows a different scenario.

In this example, there is an (empty) tick box displayed for some students under the activity name column. This suggests that the students are available at the time of the activity and so the cause for them not having been allocated cannot be due to a timetable clash.

However, you can see that the Real Size is equal to the Total Size (otherwise known as Planned Size). So, in this instance some students have not been allocated to the activity because the planned size has already been reached. The system assumes that you do not want to exceed the planned size and so will stop allocating students to an activity once that size has been achieved.
Because planned sizes determine which teaching space is allocated to activities, it such instances it is very important to check that the room allocated to the activity is large enough. (Right click on one of the allocated student names and select ‘Show Timetable’ to quickly view the allocated location).

If there is capacity in the room over the planned size, change the planned size in Enterprise Timetabler to match the real size. Do not attempt to overfill classrooms – contact timetabling@qmul.ac.uk to see if a larger venue can be found.

To manually add students to a template, double click in the tick box beside their name and in the relevant activity column. Remember to write-back any changes made.

Managing Multiple-Iteration Activity Templates

Students are not automatically allocated to activity templates that contain more than one activity. This is in order to enable an element of choice as to which activity a student is allocated to.

For opt-in Schools, Timetabling support will bulk-allocate students to these activities on your behalf (see page 9 for further details) and local timetablers are encouraged to edit/refine these allocations throughout the process. Opt-out schools will need to allocate all students to these activity templates.

This can be done manually, by double clicking on a tick box against the student’s name (Note, no tick box will be present if the student is unable to attend the activity due to other timetable commitments).

Alternatively, you can select to auto-allocate students to the activities. To do this, click on ‘Allocate’ as shown inn in below in fig.11.
You can then select from the allocation methods offered:

**Allocate by Module Choice**  Attempts to group students with similar module selections together in the same activity groups

**Allocate by Name**  Allocates students alphabetically to the first activity available

**Allocate Evenly**  Attempts to equally distribute students across activities

**Allocate Randomly**  A random allocation pattern will be created

Once students have been allocated, click ‘OK’, write-back your changes and move on to the next template.

For further details and instructions for more advanced tasks, please consult the user guides provided on the [Timetabling Support homepage](#).

**Opt-in for Central bulk allocations**

If your School/Institute has opted in for central bulk allocations, Timetabling Support will do the following on your behalf:

- Allocate students “evenly” or “by module choice” on a daily basis until the relevant cut-off date:
  - **03 September 2018 (SEM 1 Activities)**
  - **30 November 2018 (SEM 2 Activities)**
- Resolve student clashes where a solution is viable though re-allocation
- Inform the School/Institute of instances where clashes or overcapacity cannot be resolved without amendment to the timetable

Timetabling Support will not undertake any of the following:

- Change teaching days/times of teaching activities to resolve clashes
- Allocate students to activities by criteria other than “by Module Choice” or “Evenly”
- Contact students directly or handle student change requests

**Opt-in Schools will be able edit allocations before and after the cut-off dates and are strongly encouraged to do so throughout the process.**

*Last Revised June 2018*