



# Staff Information

Academic Timetable Production 2016-2017

Scheduling and System Support Office

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## 1.1 Introduction

It has been agreed by both TTSG<sup>1</sup> and SLT<sup>2</sup> that the production will again be split into two separate productions, with the first production focusing on semester one and the second production on semester two. However, from February 2016 there will only be one data collection window to collect timetabling data for the entire year. Throughout the process there are a number of milestones that will need to be met to achieve the expected date of the release of the timetable, all of which can be found within this document.

## 1.2 Rollover Timetable Production

Data already exists within the current database, so it is just a matter of selecting the module/s you wish to run as part of the Rollover production. However, it is vitally important when selecting a module for the rollover that it is understood the module will be timetabled precisely as it was scheduled throughout the previous year and that no module reconstruction is possible. There is no guarantee that the previous year's room allocation will be transferred in the rollover process as all allocations will be made anew. It is encouraged that both postgraduate and part-time modules, where possible, are to be the vast percentage of the rollover process. It is not encouraged that undergraduate modules and modules with joint honored students are rolled over.

*Please do not include modules that are shared with a number of other programme areas*

A document has been created that will enable you to select which module/s are to be rolled over. Please follow this [link](#) and return the completed document via e-mail to the timetable office.

**A Summary of the Dates:** All HOPs have between the 4th January - 15th January 2016 to select the modules they wish to use. Between 18th January – 29th January the TTO will be scheduling the modules based on how the module ran throughout 2015-16. Once the Rollover has been completed, all HOPs will be able to view the information on-line. From the 1st February 2016 the Rollover timetable will be locked down.

Further details concerning the timetable production schedule can be found within the information portal on the [Timetable homepage](#)

## 1.3 Web Data Collector (WDC)

A new application has been introduced, that has replaced the in-house built Web Collection Tool, called the Web Data Collector, a product provided by Scientia. This still remains a web based interface and has been designed to collect all essential timetable information for the forthcoming academic year, integrating directly with Enterprise Foundation (Timetable software).

*WDC open  
1<sup>st</sup> February - 11<sup>th</sup>  
March*

The Web Data Collector (WDC<sup>3</sup>) will be available for data entry between 1st February - 11th March (30 days).

Faculty specific training sessions have been organized through Staff Development. This is not to say staff members cannot join a session for an alternative department, although the session will be tailored to that particular department, so there may well be some subtle differences to that of others. All sessions will take place between 1st February – 11<sup>th</sup>

*Access to the WDC will require a username and password which can only be given having attended a WDC workshop.*

<sup>1</sup> Timetable Steering Group

<sup>2</sup> Senior Leadership Team

<sup>3</sup> Web Data Collector

February and will last no longer than 1.5 hours. Alongside the training given, a user manual has been written to help illustrate the advantages of the product in both efficiency and effort, saving time both collecting and inputting data and it has been designed to complement the WDC training workshops.

Further information about reserving a slot on one of the workshops can be found on the [Staff Development](#) website.

Below are a few helpful pointers and a mini check-list when providing your data entry

## Helpful Pointers

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Please do not request any 9:30am starts

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No session can last longer than 3hrs

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Only request a particular location if the session *must* be held within that precise room

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Only part-time and post graduate modules that have been advertised on a particular day and time may request a precise timeslot

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Should the module require a particular sequence, please ensure this is clearly indicated within the activity sequence section

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Should a particular series of activities not run in at least six consecutive weeks, please input the activities individually. However, should your activities run in odd or even weeks that dovetail with other activities i.e. so they are both completing a full series of weeks please ensure this is clearly marked.

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## Have you..

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entered the correct module code/s?

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used the correct occurrence code/s?

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entered the correct number of students expected to attend any given session?

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confirmed the status of the activities?

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## 1.4 Important Dates

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The following information will keep you aware of the timeframe needed. For more detailed information, please view the Timetable Production Schedule 2016-2017.

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### Key Dates

Select Modules For Rollover

**{04/01/16 - 15/01/16}**

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Open WDC--data entry period

**{01/02/16 - 11/03/16}**

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Contingency amendment period for changes to Semester one Academic Timatable **{06/06/16 - 22/07/16}**

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Students can view their Timetable for semester one

**{from 01/08/16}**

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Contingency amendment period for changes to Semester Two Academic Timatable **{22/08/16 - 02/09/16}**

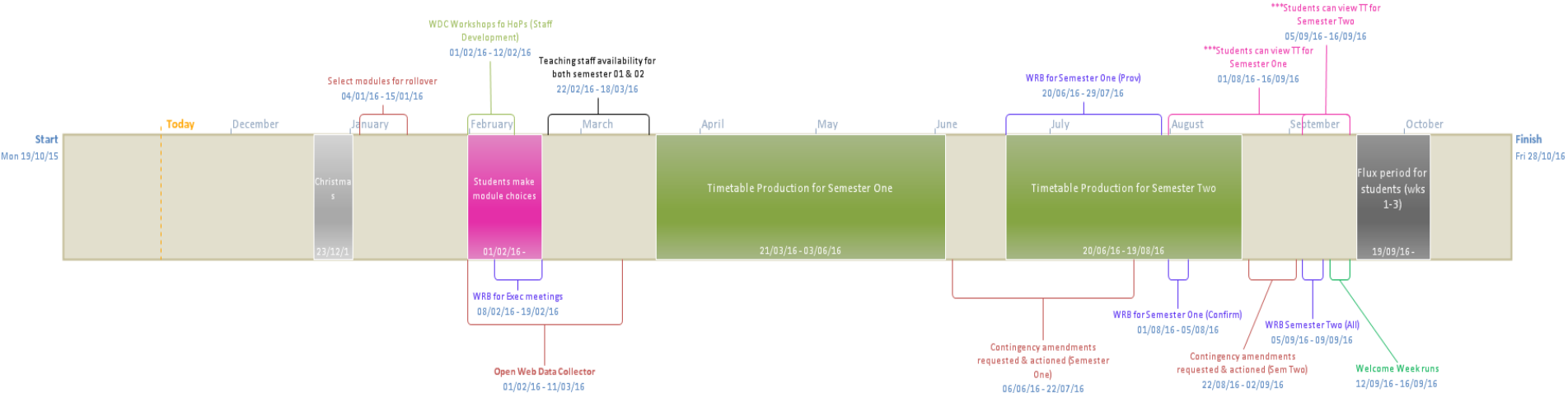
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Students can view their Timetable for semester two

**{from 05/09/16}**

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# Timetable Production Schedule 2016-2017



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## 1.5 Enterprise Activity Adjuster (EAA)

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EAA is an application designed to allow non-timetable personnel to make minor amendments to module activities after the timetable has been designed i.e. during and after the contingency amendment periods. At present it is only possible to amend staffing, therefore supporting the use of the MARF (See below). However, it is hoped that over the coming year it will be developed further, offering additional functionality. For further information please follow this [link](#)

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## 1.6 Module Amendment Request Form (MARF)

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Once the contingency amendment period has passed and the finalized timetable has been published, a MARF form is to be completed. It is important to note that this form is the only form that the TTO will accept for any possible essential amendments to the already completed timetable. The form must be first saved then, once completed, e-mailed to the TTO directly.

It was agreed by the Timetable Steering Group that particular amendments such as breakout sessions for an already existing session will *not* require a MARF to be completed and can be amended using the Web Room Booking Tool<sup>4</sup> (WRB). For further information please read the following [link](#).

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<sup>4</sup> Web Room Booking