



Web Data Collector

**** Please run this application using Microsoft Chrome****

Introduction

This is a web-based interface that has been designed to collect all essential timetable information for the forthcoming academic year, integrating directly with Enterprise Foundation (Timetable software). The content of this document will help illustrate the advantages of this product in both efficiency and effort, saving time both collecting and inputting data and it has been designed to complement the Timetable training workshops (further information on these workshops can be found by visiting the Staff Development *homepage*.)



It is important to note that this application cannot be accessed without first attending a Timetable training workshop, where both usernames and passwords will be approved.

Web Data Collector



To access the application you first need to follow this [link](#). From here you will be presented with the following log on screen, where you will be asked to enter your user name and password (this information will be emailed to a user once they have completed the appropriate training).

Once you enter WDC¹ you will be presented with the main menu. From here you are able to view any reports, view *modules within your department*, and add, edit or view any activities within a particular module. To access a particular section, simply click on one of the three tabs.



Web Data Collector

Current User: [STAFF] staff staff

Main Menu

- Reports Show all available reports
- Activities View and Update Activities
- Module View and Update Modules

Log Off

¹ Web Data Collector

Activities List

Perhaps the most important tab, this is where the previous year's activity information is both held and inputted. From here you can see the department any module belongs to, the status of the module (for information on this follow this link), the module code & title, and an option to refine the search. Also, against department and module you will see a report tab. This tab will offer detailed reporting on either tab.

Current User: [STAFF] staff staff

List Activities

Department: A/ARTS Reports

Status of Module: Not Confirmed Reports

Module: MTT069-A - THE THEORY OF TIMETABLING Reports

Refine Search: MTT069-A Reset Onscreen Filter

The following activities are on the selected module

Name	Size	Weeks	Duration Start	Staff	Location Suitabilities	Status
MTT069-A - THE THEORY OF TIMETABLING - LECTURE A 01	10	1.01	01.00	JONES, MARKUS	A/GENERAL TE (-15 CAPACITY)	NotConfirmed Edit Copy Delete
MTT069-A - THE THEORY OF TIMETABLING - LECTURE B 01	10	1.01	01.00	JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	NotConfirmed Edit Copy Delete
MTT069-A - THE THEORY OF TIMETABLING - LECTURE C 01	10	1.02	01.00	JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	NotConfirmed Edit Copy Delete
MTT069-A - THE THEORY OF TIMETABLING - LECTURE D 01	10	1.02	01.00	JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	NotConfirmed Edit Copy Delete
MTT069-A - THE THEORY OF TIMETABLING - SEMINAR A 01	10	1.02	02.00	JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	NotConfirmed Edit Copy Delete

Add Save

Main Menu | Log Off

Above, the module *MTT069-A The Theory of Timetabling* has been selected. From here it is possible to view, copy the activity (*view copying an activity section*) or delete an unwanted activity. However, once the activity has been deleted it cannot be recovered and must be re-entered. It is also possible to add a new activity by selecting the add tab which can be found here.

Editing Activity Details

This section is where the Activity Type, Activity Occurrence code (Occ Code) and Group code requires adding/amending. When changing any alpha character please ensure this is completed using a capital letter and any numeric character will require two numbers i.e. generally speaking the first number will be a zero. For additional detailed information on timetable glossary please follow this [link](#). The Status of an activity can either be changed at this point or from the Activity List.

Current User: [STAFF] staff staff

Edit Activity Details

Name: MTT069-A - THE THEORY OF TIMETABLING - LE

Activity Type: LECTURE

Occ Code: A

Group Code: 01

Status: NotConfirmed

Activity Details

This should reflect the expected group size and the duration of the session (in 30 min blocks, up to maximum of 3 hours)

Activity Details

Size

Duration (HH:MM)

Set Day and Time

This section is only to be used if it is absolutely essential that the session must occur on a particular day at a set time. This will primarily be for part time modules. For activities that do not require this functionality, please leave this section blank.

Set the suggested day and time of the activity

Day of Week None Mon Tue Wed Thu Fri Sat Sun

Start Time

Week Pattern

Select the particular week range that you require. To speed up the process you have the option from the select week pattern drop down list

Edit the week pattern of the activity

Select Week Pattern

Week Pattern Description

Pre-Semester P.01 P.02 P.03 WW

Semester One 1.01 1.02 1.03 1.04 1.05 1.06 1.07 1.08 1.09 1.10 1.11 1.12

Christmas C.01 C.02 C.03

Semester One 1.13 1.14 ISB

Semester Two 2.01 2.02 2.03 2.04 2.05 2.06 2.07 2.08

Easter E.01 E.02 E.03

Semester Two 2.09 2.10 2.11 2.12 2.13 2.14 2.15

Summer S.01 S.02 S.03 S.04 S.05 S.06 S.07 S.08 S.09 S.10 S.11 S.12

Staffing

Selecting the required staff member/s from the staffing requirements. Simply select the staff

Staff

All Staff Available

Selected Staff

Staff Requirement

A N Other - American Studies - 01
A N Other - Bio Medical - 01
A N Other - Bio Medical - 02
A N Other - Computer Science - 01
A N Other - Computer Science - 02
A N Other - Computer Science - 03
A N Other - Creative Writing 01
A N Other - Dance 01

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members name, followed by clicking the arrow to move them across into the selected staff section. To select multiple staff either repeat the above or hold down Control (Ctrl). To remove staff members repeat the above in reverse.

Location List

Within this table is a complete list of all bookable locations and the associated suitability. It is possible, again only if absolutely essential, to narrow the requirement to a particular zone e.g. Quad East. This section has been broken down into two main sections. The first section is for the suitability filter for both general teaching locations and non-general teaching locations i.e. the general resource requirements of the location. It is important to note that it is not possible to select both a general teaching and non-general teaching suitability for the same activity. The second section is the list of suitable locations based on what suitability has been selected. However, it is only possible to select a particular general teaching location if it is absolutely essential that the session happens within this resource, otherwise please leave blank.

Location
A non-general teaching resource is used when an activity requires a specialist environment i.e. where dedicated equipment is necessary. Only select a particular location if the location is absolutely necessary.

Zone for Activity:

Number of Rooms:

<p>All General Teaching Suitabilities</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> A/GENERAL TE (>15-25 CAPACITY) A/GENERAL TE (>26-35 CAPACITY) A/GENERAL TE (>36-50 CAPACITY) A/GENERAL TE (>51-70 CAPACITY) A/GENERAL TE (>70 CAPACITY) SUBJEDUCATION - ALL SUBJEDUCATION - ART SUBJEDUCATION - FIN/ISH </div>	<p>Selected General Teaching Suitabilities</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> A/GENERAL TE (<15 CAPACITY) </div>
<p>All Non-General Teaching Suitabilities</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> A/IT- SPECIALIST A/IT SUITE SUBJART & DESIGN SUBJEDUCATION - IT SUBJHLS HEALTH - PRACTICAL SUBJHLS SPORTS - PRACTICAL SUBJPERF ALL SUBJPERF DANCE </div>	<p>Selected Non-General Teaching Suitabilities</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> (Empty) </div>
<p>Suitable Locations</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> DG/103 - LEARNING ROOM (12) DG/104 - LEARNING ROOM (14) HG/101 - CLASSROOM (14) HG/102 - CLASSROOM (14) HG/135 - CLASSROOM (14) HG/149 - CLASSROOM (12) SK/035 - LEARNING ROOM (12) SK/130 - LEARNING ROOM (12) </div>	<p>Selected rooms</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> (Empty) </div>

Activity Sequence

From here it is possible to select an order for how the individual activities are to be delivered throughout the module. If required, there are five set options from the drop down list and by selecting the subsequent activity it will ensure (assuming it is possible) that the session will follow this exact requirement.

*****This section must only be used if there is an strict sequence and progression requirement within the module*****

Activity Sequence
Only use an activity sequence if the subsequent session must follow a strict sequence of progression.

The selected activities must follow this activity:

MTT069-A - THE THEORY OF TIMETABLING - LECTURE B 01
 MTT069-A - THE THEORY OF TIMETABLING - LECTURE D 01
 MTT069-A - THE THEORY OF TIMETABLING - SEMINAR A 01
 MTT069-A - THE THEORY OF TIMETABLING - LECTURE C 01

Same Time Activities

This allows you to request that a particular session must occur at the same time as another.

Same Time Activities
Only use the same time activity function should it be essential that the selected session/s be delivered at the exact same time.

Select Department: A/ARTS
 Select Module: MTT069-A - THE THEORY OF TIMETABLING

Available Same Time Activities

Select Activities:

- MTT069-A - THE THEORY OF TIMETABLING - LECTURE B 01
- MTT069-A - THE THEORY OF TIMETABLING - LECTURE C 01
- MTT069-A - THE THEORY OF TIMETABLING - LECTURE D 01
- MTT069-A - THE THEORY OF TIMETABLING - SEMINAR A 01

Selected Same Time Activities

Comments

Here it is possible to add any additional information that may be useful concerning this particular activity.

Comments

[Text Area]

Save Save and Close Cancel

Main Menu Log Off

Once you have completed this section you are presented with the following options:

- Save—this allows you to save the activity without leaving the screen
- Save and Close—this will both save and close the activity and return to the main page
- Cancel—selecting this option will cancel any information provided for the activity.

Copying an Activity

Returning to the List Activities section. It can be very useful when generating an exact copy of a previous session. Simply select the activity that you wish to duplicate.

Current User: [TEST] Test test

List Activities

Department: A/ARTS | Reports
 Status of Module: Any |
 Module: MTT069-A - THE THEORY OF TIMETABLING | Reports
 Refine Search | Reset Onscreen Filter

The following activities are on the selected module

Name	Size	Weeks	Duration	Start	Staff	Location	Subilities	Status	
MTT069-A - THE THEORY OF TIMETABLING - LECTURE A 01	10	1.01	01:00		JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	Confirmed		Edit Copy Delete
MTT069-A - THE THEORY OF TIMETABLING - LECTURE B 01	10	1.01	01:00		JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	Confirmed		Edit Copy Delete
MTT069-A - THE THEORY OF TIMETABLING - LECTURE C 01	10	1.02	01:00		JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	NotConfirmed		Edit Copy Delete
MTT069-A - THE THEORY OF TIMETABLING - LECTURE D 01	10	1.02	01:00		JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	NotConfirmed		Edit Copy Delete
MTT069-A - THE THEORY OF TIMETABLING - SEMINAR A 01	10	1.02	02:00		JONES, MARKUS	A/GENERAL TE (+15 CAPACITY)	NotConfirmed		Edit Copy Delete

Add Save

Main Menu Log Off

From here the selected activity will be copied. Within the Group Code section you will see the word 'copy' which will need to be amended to the appropriate group number, likewise the same for the Occurrence Code (Occ Code).

Current User: [STAFF] staff staff

Edit Activity Details

Name: MTT059-A - THE THEORY OF TIMETABLING - LE
Activity Type: LECTURE
Occ Code: D
Group Code: M1007
Status: NotConfirmed

Module List

From here it is possible to *view only* any module and its status within your department. The status options are as followed:

- Confirmed—the module has been confirmed as running
- Not Confirmed—the status has not been updated
- Not Running—the module is no longer in use

Reporting

From here it is possible to produce a number of reports, from information on individual modules (see below) :

York St John University Web Data Collector

Current User: [STAFF] staff staff

Available Reports

Report all activities on the module [Module](#)

Or from the main report tab select one of the many additional reports (see below)

York St John University Web Data Collector

Current User: [STAFF] staff staff

Available Reports

Summary of Modules Within Department [Summary/Report/Module](#)

Report all activities on the module [Module](#)

Report all activities in the department grouped by module [Direct](#)

Report all activities in the department last edited by you, grouped by module [Direct](#)

Report on pending and committed updates [Pending Updates](#)

Report showing number of activities and status by department [AllDepartmentSummary](#)

This report can be accessed from either the main report tab or from the reports tab found within the activity list.

Once you have selected the report you wish to view it is possible to highlight the information and copy into Excel/Word etc. for your records. All reports will be available for the entire academic year.

Module Report

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Module Name: MTT069-A - THE THEORY OF TIMETABLING
Size: 0

Confirm	Activity Name	Day / StartTime	Duration	Week Pattern	Room	Size	Staff Name
Confirmed	MTT069-A - THE THEORY OF TIMETABLING - LECTURE A 01		60	1.01		10	JONES, MARKUS
Confirmed	MTT069-A - THE THEORY OF TIMETABLING - LECTURE B 01		60	1.01		10	JONES, MARKUS
NotConfirmed	MTT069-A - THE THEORY OF TIMETABLING - LECTURE C 01		60	1.02	DG/103 - LEARNING ROOM {12}	10	JONES, MARKUS
NotConfirmed	MTT069-A - THE THEORY OF TIMETABLING - LECTURE D 01		60	1.02	DG/103 - LEARNING ROOM {12}	10	JONES, MARKUS
NotConfirmed	MTT069-A - THE THEORY OF TIMETABLING - SEMINAR A 01		120	1.02	DG/103 - LEARNING ROOM {12}	10	JONES, MARKUS

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Timetable Glossary

Here is a list of terminologies used to identify elements of timetabling.

Activity Type - A learning and teaching activity or regular event which forms part of a course and for which students need to register e.g. Lecture, Tutorial, Workshop.

Capacity - Refers to the number of students a room will accommodate.

Clash - When students are enrolled in two or more teaching activities that are running at the same time.

Group Code – The group code refers to how many groups a module has running within it. i.e. if you have only one group within a module the code would be 01 group. However, if you had more than one group the number would change to show the number of groups within the module e.g. If you have three groups running within one module the group code would be group 01, group 02, and group 03.

Activity Occurrence Code – The occurrence code denotes the number of variances within a module i.e. for every activity the occurrence code would begin with A. If an activity runs for 12 weeks with one staff member it would always remain A. As soon as something changes within the run of the module, for instance a member of staff changes in week 8 the occurrence code must change so that an activity can be generated for the session. The occurrence therefore would change to B and you would continue going through the alphabet until the entire module has been timetabled. For every different activity type the occurrence code will always starts with the letter A, followed by B etc...

Module Occurrence Code – This is the code at the end of a module which informs the TTO how a module will run i.e. what semester a module runs in for areas in foreign languages or what level.

Programme of Study – The programme of study is the route chosen by students through their academic career. It includes mandatory and optional modules.

Week Pattern – A week pattern shows when a module is running. The most common week patterns are weeks 1-12 in both semester 1 & 2.

Sequencing – is used during the data collection period by members of staff to inform the TTO how the module is to run e.g. Lectures followed by Seminars etc...

Resources/Suitability – Both terms link to room requirements i.e. tables, data projector, smart boards, general teaching, IT Suite etc.

Centrally-allocated teaching space (CATS). Teaching space shared between the University community and allocated as part of the timetabling process, taking into account required teaching space, mode, equipment, Zone etc.

Hard constraint – Forced condition that cannot be overridden. For instance, staff and students may not be scheduled for more than 3 hours.

Soft constraint – A constraint that is possible, when necessary, to override. For instance, no 09:00 starts following a post-18:30 finish.

Personalised timetable – An individual student or staff timetable.

Dummy module code – These are used to timetable non- credited module-related sessions.

Student Set – A way of viewing a timetable for a group of students following the same route.