

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



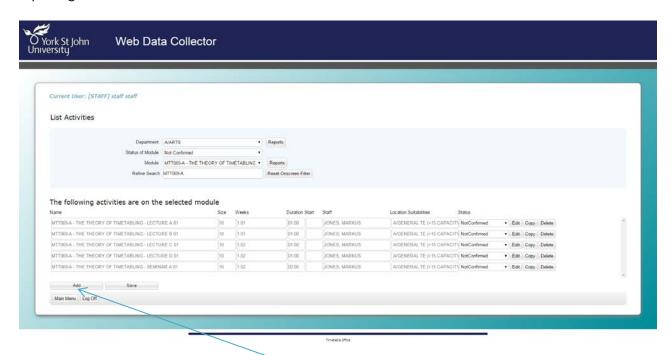
To access the application you first need to follow this link. From here you will be presented with the following log on screen, where you will be asked to enter your user name and password (this information will be emailed to a user once they have completed the appropriate training).

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.



Activities List

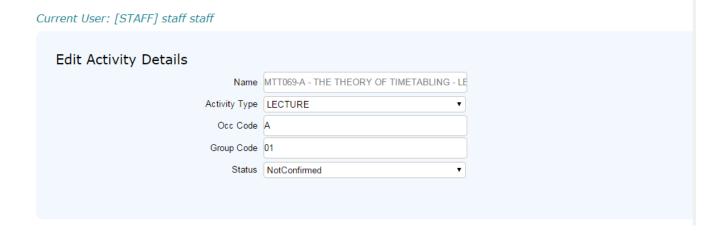
Perhaps the most important tab, this is where the previous year's activity information is both held and inputted. From here you can see the department any module belongs to, the status of the module (for information on this follow this link), the module code & title, and an option to refine the search.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



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.



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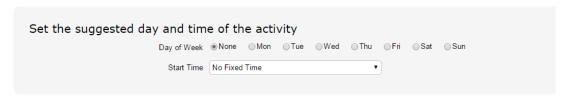
Activity Details

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



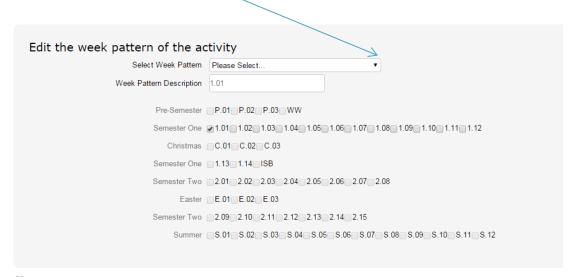
Set Day and Time

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.



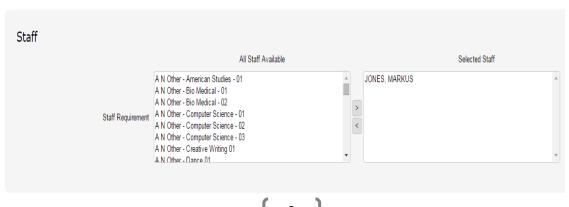
Week Pattern

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



Staffing

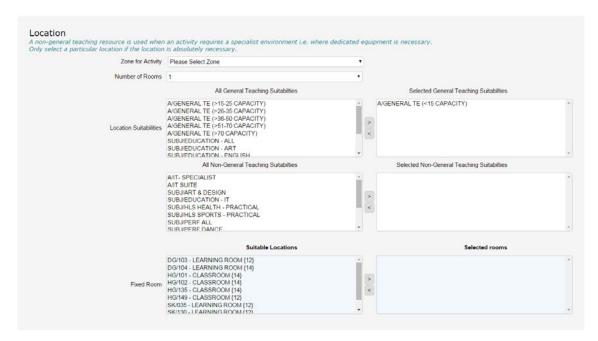
Selecting the required staff member/s from the staffing requirements. Simply select the staff



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 suitabilities. 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.



Activity Sequence

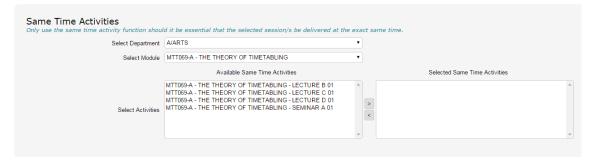
From here it is possible to select an order for how the individual activities are to be delivered throughout the module. If required, there are five set options from the drop down list and by selecting the subsequent activity it will ensure (assuming it is possible) that the session will follow this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

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



Same Time Activities

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



Comments

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

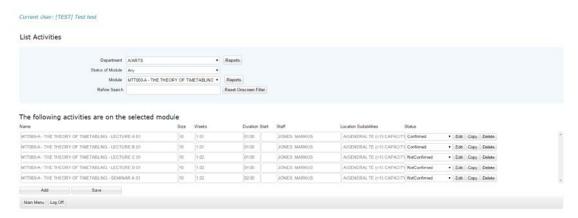


Once you have completed this section you are presented with the following options:

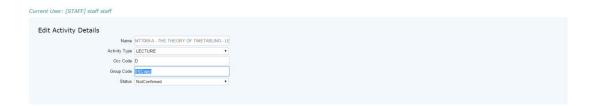
- Save—this allows you to save the activity without leaving the screen
- Save and Close—this will both save and close the activity and return to the main page
- Cancel—selecting this option will cancel any information provided for the activity.

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.



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).



Module List

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

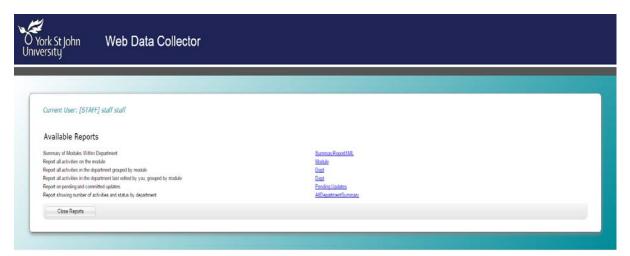
- Confirmed—the module has been confirmed as running
- Not Confirmed—the status has not been updated
- Not Running—the module is no longer in use

Reporting

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



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



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.

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Module Name: Size:	MT 0	T069-A - THE THEORY OF TIMETABLING						
Confirm	Activity Name		Day / StartTime		Week Pattern	Room	Size	Staff Name
Confirmed	MTT069-A - THE TH	EORY OF TIMETABLING - LECTURE A 01		60	1.01		10	JONES, MARKUS
Confirmed	MTT069-A - THE TH	EORY OF TIMETABLING - LECTURE B 01		60	1.01		10	JONES, MARKUS
NotConfirme	MTT069-A - THE TH	EORY OF TIMETABLING - LECTURE C 01		60	1.02	DG/103 - LEARNING ROOM {12}	10	JONES, MARKUS
NotConfirme	MTT069-A - THE TH	EORY OF TIMETABLING - LECTURE D 01		60	1.02	DG/103 - LEARNING ROOM {12}	10	JONES, MARKUS
lotConfirme	MTT069-A - THE TH	EORY OF TIMETABLING - SEMINAR A 01		120	1.02	DG/103 - LEARNING ROOM {12}	10	JONES, MARKUS

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.