Timetabling Guidance Notes 2018/19

These notes cover: *Important Dates and Deadlines, the detailed process for data gathering and checking and completing the central spreadsheet*

Important Dates and Deadlines (may be subject to further change and notification):

- TTU export 2017/18 data from Enterprise and distribute to schools by **1st February**
- School admin staff finalise all timetabling data in the central spreadsheet and complete a quality/consistency check by **23th March**
- TTU enter or amend data Enterprise by **27th April**
- Final quality check complete (by Kathryn/TTU) by **4th May**
- Priority room allocations conducted and allocations checked by school between May-**early June**
- Central room allocation process conducted between **late June-early July**

Suggestions on process (*Please get detailed and specific guidance from your School*):

Data Gathering Top Tips

1. **Either** use the data exported from Enterprise and supplied by the TTU, **or** interact with Enterprise to get a picture of current bookings for each course.

2. Create a document which can be circulated to academic staff for a check of the details on their courses. It would be preferable to use a local, simplified version of the timetabling central spreadsheet so that it can be interpreted correctly by course organisers.

3. Decide upon a method for recording changes you have been asked to make. This may simply be an email folder, or notes in your local document.

Data Checking

4. Liaise with relevant academic staff in your area and make changes as requested. You may wish to consider setting aside time to meet with them and confirm details via email later. The following points are particular things to bear in mind when liaising:

    - **Changes to the number of groups**
    - **Changes to teaching times**
    - **Courses not running**
    - **New courses**
    - **Suitabilities (General Teaching vs Specialist Space)**
    - **Capacities/Planned sizes**
    - **Preference to priority rooms**

Central spreadsheet

5. Enter all requests for 2018/19 into the central spreadsheet. Further information on columns are given in the following table:

1. DEPARTMENT & PERSON SPECS	
DEPARTMENT/SUBJECT AREA	Enter your subject area
CONTACT	Name and Contact Tel No.
2. COURSE DELIVERY DETAILS	
COURSE NAME	Enter the course name here, as it appears in EUCLID.
COURSE CODE & INSTANCE	This column is for the actual course instance: e.g. CHEE08013_SV1_YR or CHEE08013_VV1_Sem1. Please ensure that the whole instance is recorded (VV/SV) and semester indicator.
JOINTLY TAUGHT COURSE NAME	If the course is jointly taught with another, enter the name of the other course in this column. Jointly taught activities are represented only under the parent course, with the activity instance presented in the relevant column.
JOINTLY TAUGHT INSTANCE	If the course is jointly taught with another, enter the instance.
ACTIVITY NAME	Please enter the names of your activity in line with your School's agreed style. Please note naming conventions for multiple groups should be numerical (group 01, 02, 03 etc.) and not alphabetical.
ACTIVITY TYPE	Please select the appropriate option from the drop-downs or free type, based on the type of teaching delivery.
WHOLE CLASS OR SUB GROUP	Please indicate whether the individual activity is one where all students must attend on the course (whole-class) or part of a sub group.

3. DELIVERY PERIOD	
TEACHING WEEKS	Enter the appropriate standard teaching pattern that applies. If the teaching is non-standard enter the semester here and use the next column to specify exact semester week pattern.
TEACHING WEEKS (IF NON STANDARD)	If the activity doesn't follow a full semester-pattern, simply enter the weeks required.
DAY(s)	Enter the day(s) of the week the teaching runs - this can be one day or multiple days. If the times of delivery are not the same each day a second row will need to be populated.
START TIME	Enter the time the teaching begins in this column.
END TIME	Enter the time the teaching ends in this column.
4. LOCATION REQUIREMENTS	
ZONE	Please select the appropriate option from the drop-downs or free-type, based on the geographical area you require for the teaching activity.
ROOM CAPACITY REQUIRED	This column is where you enter the estimated size of the group attending each activity. Please remember to include tutor in capacity requested (i.e. +1 to the number of students). For whole-class sessions this will be all students attending the course and for sub-groups it will depend on what size you'd prefer each group to be. This is one factor which drives the location-allocation process.
PREFERRED LOCATION (IF APPLICABLE)	If you have need for a preferred location, please free type your requirement.
LOCATION SUITABILITY 1 (Centrally Allocated or Locally Allocated)	Enter the appropriate Suitability 1 here from the drop-down choice. The location you require will either be centrally or locally allocated.

LOCATION SUITABILITY 2 (Room Type)	Enter the appropriate Suitability 2 here from the drop-down choice. **You must interact with this column as the information is key to securing you a suitable type of location. General Teaching is the most commonly-selected option (unless the teaching requires specialist space, such as a Teaching Studio, Laboratory etc).**
SCHOOL PRIORITY ROOM	Please use the drop down to indicate whether you wish the activity to be specifically within school priority space. The TTU will then contact you about conducting a priority space allocation exercise with the activities you have specified yes to.
LOCATION SUITABILITY 4 (Layout)	Enter the appropriate Suitability 4 here from the drop-down choice. This is not a mandatory column to interact with but is useful for stipulating the layout of location you'd prefer. "4. Layout - Not Theatre Style" is a special Suitability 4. This opens a wider pool of location allocation possibilities to you when you don't want a Lecture Theatre but do have some flexibility (and don't mind if you have Tutorial Style or Classroom Style).
LOCATION SUITABILITY 5 (Equipment)	Enter any audio-visual equipment requirements you may have for the teaching in this column. Always only enter what you particularly need, as the more you enter the shorter the list of possible locations becomes.
ADDITIONAL LOCATION SUITABILITY 5 (free type)	If you have more than one Suitability 5 required, please free type any additional suitabilities within this column.
Additional Comments	This is a free-type column in the system and is the best place to enter specific comments of use to relay information to the TT Unit. For instance, this could be where you stipulate why a specific location is desirable. Alternatively, you could suggest what would be suitable as alternatives if your first choice is not possible. A third possible use might be if you require two adjoining locations. And so on and on … it's up to you how you use this column and there is no requirement to do so