

# **A note on 2013/14 Timetabling for “Campus Solutions Managers”**

## **Introduction**

The TUM Project will establish the Single Source of Truth for Timetable data in Syllabus+ for the first time for the 2013/14 Timetable. This means changes in timetabling practice for many Schools; but as part of the consultation process it became clear it was a particular issue for schools who support student selection of specific classes as part of their standard approach.

In order to avoid such schools having to duplicate (and maintain) all student class data throughout the year; an interim solution for 2013/14 has been proposed for those areas; which involves managing most of their local timetable data through Campus Solutions, as opposed to Syllabus+.

All standard documentation relating to the 2013/14 year explains how to use Syllabus+ to manage timetable data. This note is intended to explain the differences in practice for those areas agreed to be “Campus Solutions Managers” for 2013/14 and also clarifications on the use of Campus Solutions.

## **Differences in practice for “Campus Solutions Managers”**

"Activities" and student enrolments in Syllabus+ will be generated to align with the timetable data and class enrolments/roster in Campus Solutions (there is a lag on updates to Syllabus+, which will be updated nightly from Campus Solutions).

Meeting patterns in Campus Solutions have to precisely match the teaching that will be delivered (i.e. should not run across Reading Week if teaching is not taking place that week and “Start” and “End” dates should be correct). Failing to do so would result in incorrect timetable publication for students and would also result in room requests to CTS which are unduly complex and less likely to be matched to consistent rooms as a result.

One-off events in Campus Solutions should show a “Start” and “End” date that runs from the Monday to Friday of the relevant week (with the actual day of the event checked.) Failing to do so prevents the creation of the relevant Activity in Syllabus+

Separate teaching events should be described as separate meeting patterns in Campus Solutions. (i.e. If there are 2 lectures per week for a course unit. Each lecture should be described separately, even if they run at the same time on both days they are taught). Failing to do so would result in only one Activity being created in Syllabus+ covering both lectures, and would result in room requests to CTS which are unduly complex and less likely to be matched to consistent rooms as a result.

Campus Solutions Managers should fully describe and manipulate their timetable data through Campus Solutions; with the following exceptions:

The use of student sets to support “Group level” timetable publication is as described in the standard training and approach.

Recording of the member of teaching staff delivering an activity should be managed through Syllabus+ as described in the standard training and approach.

Recording of the allocation of teaching activities to local rooms should be managed through Syllabus+ as described in the standard training and approach.

Requests for teaching rooms from CTS should be managed through Syllabus+ as described in the standard training and approach.

Jointly taught activities (where students on two different course units share the same teaching event) should be indicated through Syllabus+ as described in the standard training and approach.

Any atypical events which are not described by timetable data in Campus Solutions should be created as an Activity directly within Syllabus+, and the HOSTKEY should be left unaltered. (e.g. School events to be published to the student timetables which are not part of the teaching timetable).

This note will be updated as and when further implications are determined.

### **Disadvantages of managing timetable data through Campus Solutions**

- 1) The structure of data in Syllabus+ for the Campus Solutions managers will be poor; and provide no investment on which to roll forward timetable data into the 2014/15 year.
- 2) School PSS staff lose the opportunity to gain sufficient skills in Syllabus+ to support them in future years.
- 3) School PSS staff lose the opportunity to make use of any of Syllabus+ scheduling capabilities.
- 4) School PSS staff lose the opportunity to gain early alerts of changes to other parts of the Timetable related to joint Programme delivery.
- 5) School PSS staff need to manage changes to course unit structure carefully to prevent them having to repeat the allocation of their teaching activities to other schools student sets.

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