

Timetabling Newsletter

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*Please contact Matt Casey
(matthew.casey@manchester.ac.uk) to book onto a training session.*

Update from the Timetabling Team

Dear Timetablers,

This is the first in what we hope will be a series of monthly Timetabling newsletters that will give you all the latest information you need as well as providing some useful hints and tips that you might be able to utilise when creating, modifying and amending your school timetables.

With Semester 2 well underway the CTS team is currently dealing with any change requests that are coming in. As a reminder these should be sent to ctschanges@manchester.ac.uk and a valid reason must be provided in order for the change to be made. Any technical queries relating to S+/Enterprise should be sent through to the Timetabling Team (timetabling@manchester.ac.uk).

Finally we recently released the training dates for the next 6 months. Sessions will range from New User training to Refresher training and from sessions around Activity Templates, Variants and Jointly Taught Activities to sessions concentrating on data inputting in time for the 'Summer Shutdown'.

New Year, New Training Sessions

Following on from the positive feedback we received from the training sessions that were organised prior to Christmas we have now released the dates for the first few months of 2015.

The sessions include New User training which is aimed at timetablers who are completely new to S+ and Enterprise. The training will cover logging into S+/Enterprise, the key features within S+ and Enterprise as well as generating reports. Running alongside will be our Refresher training which will be aimed at Timetablers who have used both S+ and Enterprise previously but have not used the system for a while and would like a run through on how specific elements work. Similar information will be covered over the 2 sessions; but the refresher session will also include advanced skills such as 'creating and modifying jointly-taught activities'.

In line with the 15/16 Timetabling information being inputted into S+/Enterprise we have arranged shorter, more specific training sessions to run alongside the New User and Refresher training. These shorter sessions will concentrate on 'Activity Templates, Variants and Jointly Taught Activities' and 'Data Inputting/Management and Integration'.

All the information on these training sessions, including dates, can be found on the Timetabling website -[Timetabling Training Sessions](#).

Finally as per last year we will be running drop-in sessions during busy times of the year (April/May and August-October). The dates for these will be confirmed in due course.

For a more detailed timeline of events for timetabling please refer to 'Timetabling Timeline' found on our website.

The website for the Timetabling Team is as follows:

<http://www.estates.manchester.ac.uk/services/timetabling/>

Here you will find training dates/times, useful documentation and guidance as well as an FAQ page

Timetabling: Key Dates and Deadlines

The time will soon be upon us where we need to start thinking about the timetable for 15/16 academic year (if you haven't begun already).

Below is a list of key University-wide dates and deadlines for your diary that are directly linked to the timetable for the next academic year:

- **20th March:** Deadline for schools to mark modules 'as running' in CS for upcoming academic year
- **30th March – 29th May:** S+ open for schools to input/amend data for 15/16
- **6th July :** Returning students eligible to make course unit choices in CS
- **27th July:** S+ re-opens to schools with CTS room allocations now visible
- **9th August :** Deadline for returning students to complete course unit selection
- **7th September:** Timetable released to students and First year students begin making course unit choices
- **21st September:** Welcome Week
- **16th October:** Deadline for course unit changes across the University

CS course unit data: Points to Remember

The first date on the list refers to the deadline for updates to Campus Solutions course unit data for the 15/16 Academic year. This is particularly important for S+ managed schools to determine what data 'rolls forward' to the new S+ database and what will need to be inputted by schools afresh. A couple of key points to remember following on from last year:

- Make sure there's a class section marked as running for each class type in a module i.e. if a module consists of a Lecture and a Tutorial then a class section for each is required.
- When setting the meeting patterns for class sections, make sure that the start date is the Monday of the first week.

Department Profile: Timetabling Team

Each month we will profile a particular department within the University. We will share information on the employees that make up that department, their role within the University specific to Timetabling and a brief history of the department. This month we will be focusing on the Timetabling Team.

The Timetabling team came about as a result of the Timetabling project progressing to be a service. They have been in existence since April 2014 and consist of the following team members:

- **Paul Brierley**, Timetabling Manager, paul.brierley@manchester.ac.uk (x 57534)
- **John Hornsby**, Timetabling Business Analyst, john.hornsby@manchester.ac.uk (x 52244)
- **Matt Casey**, Timetabling Coordinator, matthew.casey@manchester.ac.uk (x 57339)

The aim of the Timetabling team is to work closely with schools, the Central Teaching Spaces team and other colleagues across the University, overseeing the whole timetabling process with the ultimate goal to produce individual student and staff timetables and make better use of the University's teaching estate.

If you have any queries regarding Timetabling, the Timetabling Policy or general queries/issues regarding Enterprise and S+ please email timetabling@manchester.ac.uk and they will be in touch as soon as possible.

Estates/IT Update

Each month we will provide any important updates regarding the CTS buildings/rooms across the University and also any IT issues regarding online timetables, system performance etc.

Estates

- The new teaching rooms in the Simon building are progressing well and should be in use for towards the end of Semester 2
- Due to maintenance works a number of rooms in Samuel Alexander will no longer be used by CTS and will instead be replaced with rooms within the Mansfield Cooper building (see pictures). Timetablers will have already been contacted if any of their teaching has been affected by this move.

IT

- The Timetabling team working in conjunction with IT is looking into upgrading to new Scientia software in the hopes to improve speed and performance.
- Investigations within IT services are still ongoing regarding the intermittent access issues experienced with the personalised timetables. The Timetabling Team hopes to have a full update soon.

Tip of the Month: Accessing the complete toolbar in S+

Each month we will focus on one aspect of Timetabling and give a brief overview of the steps to complete that particular skill. This month we will concentrate on accessing the complete toolbar in S+.

When you first access S+ from Enterprise you will not see a complete toolbar in the bottom right of the screen. In order to add this in you need to follow this simple 2 step process (outlined in the figure below):

- Click on 'database' in the top left of the S+ interface
- Choose 'Show Control Panel'.

You will now be presented with a row of extra buttons/commands that appear to the left of the red problem count box. Included in this list are:

- 'WB' which is your writeback button and will allow you to save any changes to the database
- 'Ref' which is your refresh button within S+. Pressing this after each change you make is important as it makes sure that the data you are viewing is the most recent

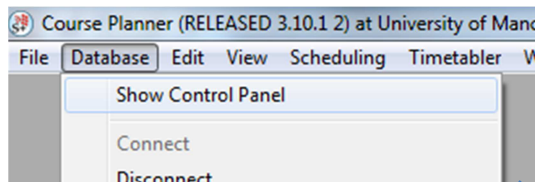
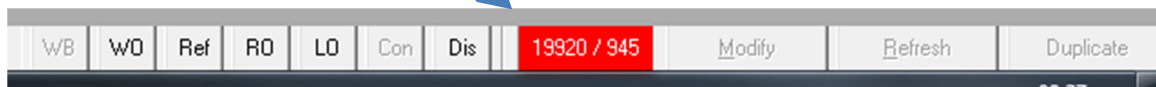


Fig 1 – 2 step process to accessing the complete toolbar in S+



Mansfield Cooper 2.04



Mansfield Cooper 4.08