

Timetabling Timeline

Please see below the timeline explaining what will be happening in the next four weeks regarding room allocations for timetabled activities. CTS will be contacting schools later this week with details of the Activities that they have been unable to allocate rooms for and will be focusing on resolving these issues.

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Week Commencing	Activities	
	CTS	Schools
22 nd June	CTS contact Schools with details of teaching activities which have not been allocated rooms.	Schools liaise with CTS to resolve issues for activities which have not been allocated to rooms.
29 th June	CTS works with Schools to resolve outstanding room allocations. (ongoing throughout summer)	
6 th July		
13 th July		
20 th July	CTS begin allocating teaching rooms for PASS sessions.	
27 th July	CTS contact Schools with details of PASS sessions which have not been allocated rooms.	Syllabus+ re-opens to Schools for high priority changes only (e.g. room requests for courses which were not known about in time for the original deadline).
3 rd August	Syllabus+ opens for ad-hoc bookings from across the University. Any unallocated teaching activities which Schools have not responded about will be removed from Syllabus+.	Schools can submit any other change requests.

After this, CTS will allocate rooms to PASS sessions. If small rooms are not available for all your PASS sessions, alternative solutions may be possible if multiple small groups are placed in larger teaching rooms.

In the week commencing 27th July, Schools will regain full access to Syllabus+ and can begin submitting change requests. However, this particular week is set aside for **high priority** changes without which you cannot deliver your teaching, such as a new course which was approved too late for the original set of room requests. All other changes (e.g. attempts to minimize travel time)

Please contact Matt Casey
(matthew.casey@manc.hec.ac.uk) for more information on upcoming training sessions and drop-in sessions

should wait until week commencing 3rd August.

From 3rd August onwards, ad-hoc booking requests will be made in Syllabus+ so it is important to resolve as many issues for teaching and PASS sessions before this date. If CTS have not had **any** response or acknowledgement from Schools about an Activity by this point then it will be deleted from Syllabus+.



For more information
regarding off-campus
students please
contact Jess
Nightingale
(Jessica.Nightingale@manchester.ac.uk or x
52987)

For any Timetabling
related queries please
email
timetabling@manchester.ac.uk

OR

Changes that need to
be made to Activities on
the current timetable
must be sent to
ctschanges@manchester.ac.uk (includes new
Activities)

Department Profile: Off-Campus Students Project Coordinator

Jessica Nightingale in the Students' Union writes: "Around 15% of the student population are seen as off-campus students, and it is number which is projected to grow. This diverse group includes students who live at home, mature students, student parents & student carers. Research into their student experience shows that it is likely to be less positive than their peers with 43% saying they didn't feel part of the community of students. Retention data has shown that they are also more likely to not finish their studies."

"Timetabling is frequently an issue which comes up in research and conversations with off-campus students. 39% of off-campus students found timetabling so much of an issue it affects their ability to study. Issues surrounding timetabling such as sudden room changes, postponing and non-clustered lectures is much more likely to have a negative impact on the off-campus student experience. Many use a cost-benefit analysis that paying for peak-time travel which could take more than an hour to come in for one hour-long lecture or seminar isn't worthwhile. This is especially the case if the student has caring responsibilities. It affects their academic success as well as the sense of community with other students."

"At the Students' Union we are trying to improve the sense of community felt by off-campus students by running a residential for off-campus students, creating a dedicated space on Welcome week, Welcome Crèche & Student Carers Support Group as well as through the work of the Living at Home & Mature Student Societies. We will be developing some Timetabling Guidance about off-campus students coming out later in the year. If you would like support in working with off-campus students or more information about the research undertaken – please get in touch!"

Timetabling Update

15/16 Teaching Activity Room Allocation

CTS are now in the middle of room allocations and will shortly be sending out spreadsheets of Activities that currently do not have any room allocation.

If you receive one of these spreadsheets please could make sure that you check the unallocated Activities as soon as possible and provide alternative days/timeslots to CTS to aid them with finding a space for your Activity. Please let CTS know if any Activities no longer require central space.

LANDesk

As you may be aware the IT helpdesk system, Remedy, has now been replaced by LANDesk. However this should not affect any CTS or Timetabling queries that you would want to log with us. A reminder of the email addresses can be seen on the left-hand side of the page.

Tip of the Month: Creating, Modifying and Un-joining Jointly Taught Activities

When students are jointly taught (i.e. Students are sat in the same room at the same time but are actually studying towards 2 different course unit codes) you should use **Enterprise** to join the 2 individual Activities together to form a Jointly Taught Activity.

However before you join your 2 Activities together you need to make sure that the following characteristics of each Activity are the same:

- Week Pattern
- Day
- Start Time
- Duration
- Location set to 'none'

In order to begin creating your jointly taught activity you will need to select your 'Primary' activity and move to 'Actions' then 'Jointly Taught Activity' (See fig 1).

- You will then be presented with the Jointly Taught Activities box (See fig 2)
- Information on the Primary activity that you chose will be automatically inputted in the top half of screen
- You will then be required to locate your second Activity in the 'Candidates for Sharing' section at the bottom
- With the second Activity located you can 'move' it to the top half of the screen
- Move to the 'Option' tab (See fig 3)
- For all Jointly Taught Activities that are created the 'Name', 'Size' and 'Location' should be taken from both Activities – as highlighted
- The remainder of the options should be kept as 'Primary'

You will note that once those options have been selected (in the options tab) when you move back to the general tab the name of your Jointly Taught will have taken the name of all the Activities involved (See fig 4). In order to easily find jointly taught's in S+ we advise this naming scheme.

Selecting 'OK' will then produce your Jointly Taught within Enterprise.

There may be the odd occasion where you find that you need to split the jointly taught Activity that you have created. An example of this may be if you have UG and PG courses being taught together and then the PG course enrolment isn't high enough resulting in its non-running for the Academic year. This will require you to split any jointly taught's created for those courses.

- Splitting of Jointly Taught Activities can only be done in **Enterprise**
- The first step would be to search for one of the modules in Enterprise. Once found you will see the jointly taught Activity listed in the 'Activities' window (See fig 5)

Select the jointly taught and then find the 'Actions' menu in the top left of Enterprise and select 'Split Jointly Taught Activity' – give the system a minute or 2 and you will now have 2 separate Activities again ready for you to amend as you see fit.

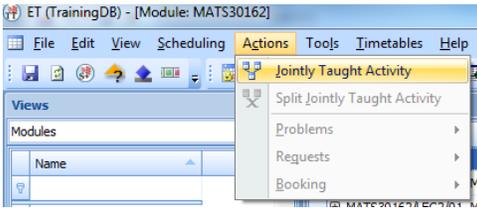


Fig 1

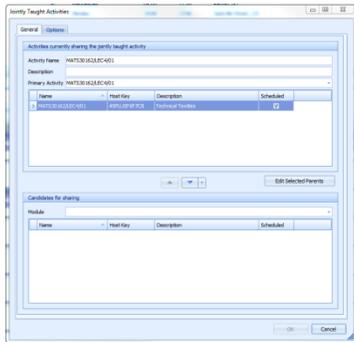


Fig 2

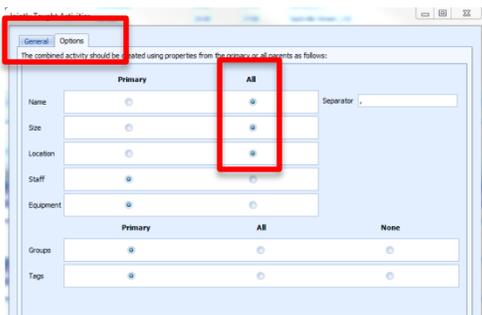


Fig 3

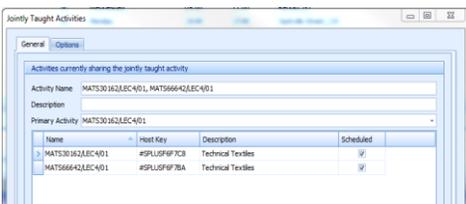


Fig 4

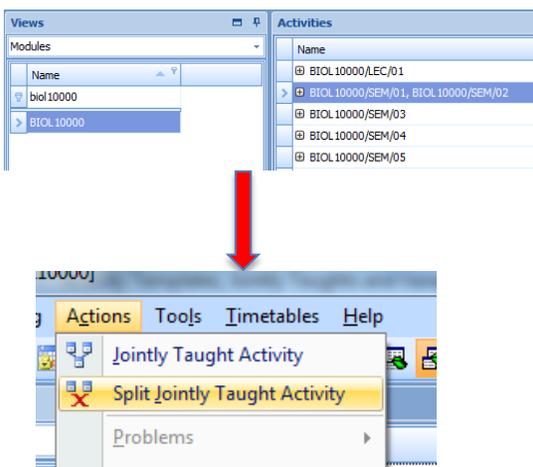


Fig 5