

16th February 2018

Timetabling Newsletter

Issue 18

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For a more detailed timeline of events and deadlines relating to timetabling please refer to the 'Timetabling Timeline' available on our website.

Dear Timetablers,

We are now approaching the start of the data entry process for the 2018/19 academic year. In this newsletter we will cover some of the important information you should be aware of as well as key dates and deadlines.

Production of 18/19 Timetable

We are approaching the start of the data entry period for the 2018/19 timetable. Schools should ensure they have updated course unit information in Campus Solutions by 5pm on Friday 23rd March in order for those course units to be available in the 2018/19 timetable. If you miss this deadline you will still be able to add the courses to S+ later, but doing so will require more data entry.

Schools not involved in Timetable Modelling will gain access to the 2018/19 Syllabus+ database from Monday 26th March and can start entering timetable data from that point onwards.

All timetabling data for 2018/19 should be input into S+ before the deadline of Friday 25th May, at which point room allocation will begin in Central Teaching Spaces. Failure to meet this deadline will reduce your chances of securing teaching rooms.

Timetabling: Key Dates and Deadlines

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

23rd March: Deadline for schools to mark units 'as running' in CS for the upcoming academic year

26th March – 25th May: S+ opens to schools to input data for 18/19

23rd July: S+ reopens to schools, with CTS room allocations visible

20th August: Timetables released to students and 1st year students begin making course unit choices

17th September: Welcome Week

Roscoe Building QR Code trial

We are trialing the use of a system that allows users to use their own smartphone or smart device to read a QR code that will then take them to the online timetable for a specific room.

The QR codes have been placed both inside and outside the flat teaching rooms in the Roscoe Building.

Please encourage the staff in your school to try the QR codes and send any feedback to the Timetabling Team.



TRY ME!

Mandatory Briefing Sessions

Before any access to the 18/19 timetable is granted, you will be required to attend one of our mandatory briefing sessions.

Like last year, these sessions will outline the timescales for the timetabling process, highlight some changes to the process for 18/19, and review some common problems which arose last year along with providing guidance on how to avoid them.

The schedule of sessions will be announced in the coming days – there will be no need to book, just turn up to a session which is convenient for you.

If you do not attend a session you will not be given access to the 1819 database.

We will be running separate sessions for Timetablers involved with Timetable Modelling to give them updates more relevant to the process they will be following.

Syllabus+ training

We will be training new Syllabus+ users in early to mid-March, they do not need to attend a briefing session. We also offer 'refresher' training sessions for existing Timetablers ahead of the data entry period deadline for 18/19.

Any users requiring Syllabus+ Timetabling training should contact us to arrange it, if they have not done so already.

Whatever the reason for the training, please get in touch with us and we will organise something that works for you.

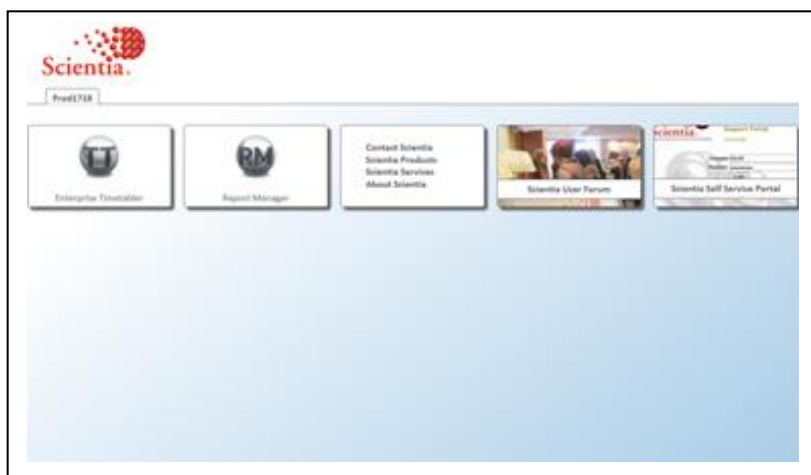
As always, we are available via e-mail: timetabling@manchester.ac.uk or by phone (extensions 57339/52244/57534) should you require any help or advice.

Tip of the Month: Reporting from Report Manager

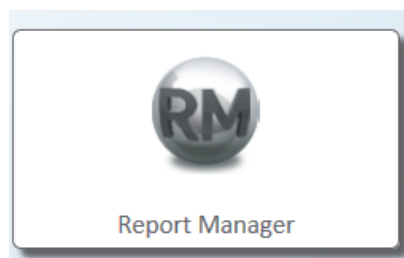
Report Manager offers a quick and easy way to run reports to create attendance lists, check timetabling data, and also check for common problems.

The instructions overleaf offer a quick guide to running these reports in Report Manager

*Please email
timetabling@manchester.ac.uk
to book
onto a training session.*



To access Report Manager, log in to the Scientia portal and select the Report Manager Icon.



In Report Manager select the tab that is most relevant to the type of report that you are looking to run and click on the required report from the list.

If you would like the Timetabling Team to add a report that you think might be helpful to you, please contact the Timetabling Team.



Now select the required fields from the drop-down lists where prompted (required fields differ depending the report that you are running).

'Render Type' will determine how the chosen report displays (e.g. HTML will display as a web page, whereas 'Excel' or 'PDF' will prompt you to save the file).

The report will take a few moments to return the results and will display them once complete:

Course Unit Weekly Timetable for **Russian Language 5**

Name: RUSS30400 Week Commencing: Monday 06/11/2017

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
8:00						
8:30						
9:00						
9:30						
10:00		RUSS30400 Uni Place_4.208	RUSS30400 Maudie Cooper_2.05 ORAL			
10:30		ORAL	ORAL			
11:00		RUSS30400 Simon_3.09 ORAL		RUSS30400 Uni Place_4.210 SEMINAR		
11:30						
12:00						
12:30						
13:00						
13:30						
14:00	RUSS30400 Sam Alex_53.24 SEMINAR	RUSS30400 Sam Alex_62.14 SEMINAR			RUSS30400 Roscoe_2.9 ORAL	
14:30						
15:00						
15:30						
16:00				RUSS30400 Sam Alex_53.24		