MANCHESTER 1824

The University of Manchester
12 September 2018

Timetabling Newsletter

Issue 19

Dear Timetablers,

With the start of the academic year approaching we thought it would be useful to give you a timetabling update before Welcome Week as well as providing tips to make sure that your timetabling data is correct.

Timetable Contingencies

In the event of University IT platforms such as CAS or MyManchester being unavailable at the start of year, staff and students can access timetable information from multiple alternative sources:

- Staff members can access Student Timetables through the following link: https://timetabling.manchester.ac.uk/Timetables/PROD/1819Student/login.aspx - please click on the 'Student Sets' link after you have logged in and enter the Student ID.

- Syllabus+ Users can look up a timetable for student, staff member, location or course unit using Report Manager. This can be done by logging on to the Scientia portal (see link below) and clicking on the 'Report Manager' button, then selecting the 'Timetable Grids' tab and running the required report by clicking on one of the reports from the list. The link to the Scientia portal is: https://timetabling.manchester.ac.uk/scientia/portal/Main.aspx

- You can also look up the timetable of Central Teaching Spaces (CTS) rooms via the CTS Room Viewing facility by clicking on the following link: https://timetabling.manchester.ac.uk/Timetables/PROD/CTU1819/

- You can check timetables for course units and programmes using the following link: https://timetabling.manchester.ac.uk/timetables/PROD/1819/default.aspx

- Syllabus+ itself is usually unaffected by CAS or MyManchester log in issues, so you can always look up timetable data in S+ itself.

- ****New for 2018**** The Timetabling ChatBot is now available for users of Facebook messenger, LINE messenger, Telegram and KiK:

The Facebook Messenger Timetable Chatbot can be accessed here: http://m.me/UoMTimetable

The LINE Messenger Chatbot is available via the following link: https://line.me/R/ti/p/6kW5uQDb15 …

The Telegram version of the UoM Timetable bot can be accessed here:
https://telegram.me/UoMTimetableBot

The KiK messenger app version of the Timetable Chatbot can be found here:
https://www.kik.com/bots/uomtimetablebot/

There will be on-screen instructions on each of the apps to guide users on how the Chatbot can be used to query the timetables.

Data Health Checks

Checking your Syllabus+ data ahead of the start of each semester is essential in order to avoid problems such as double-booked staff and students as well as making sure their personalised timetables are complete. To help you check your S+ data we have created some reports in Report Manager that will make problem-checking much easier than manually checking everything in Syllabus+.
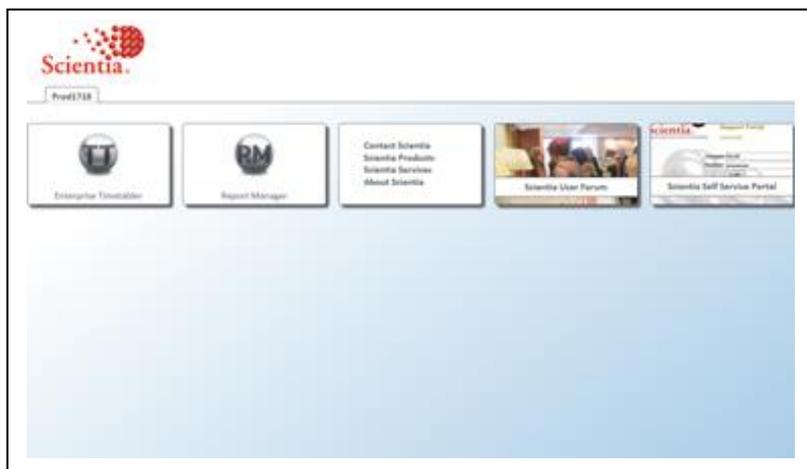
To access Report Manager, log in to the Scientia portal and select the Report Manager Icon.

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.

Examples of reports include: 'Double-Booked Students', 'Double-Booked Locations.

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:

Allocating Students

There are three ways Student Sets get attached to Activities in Syllabus+:

1. If the Activity Template has only one Activity attached to it, any student registered on the course unit will be automatically attached to the Activity – this will cover the vast majority of lectures.

2. If the Activity Template has more than one Activity attached to it then you can either:

   a. Manually attach the students yourself by opening an Activity Template window and going to the "Allocate" tab and selecting the groups for each student individually, or
   b. Send us a spreadsheet of allocations which we can upload into S+ for you.

Please send your student allocation spreadsheets through to timetabling@manchester.ac.uk

If you opt for the spreadsheet option, we need the spreadsheet to be in a specific format. There should be two columns – one for the student SPOT ID, and another for the name of the activity which the student should be attached to. For example:

1234567 MACE10001/TUT/01
1325465 MACE10001/TUT/02

Please note that we cannot allocate students to Jointly-Taught Activities or Variant Activities – please provide the relevant Parent Activity name on the spreadsheet and this will filter down to the corresponding

Jointly-Taught Activity or Variant Activities.

Campus Solutions managed schools do not need to worry about allocating students in Syllabus+, as all their student allocation takes place in CS.

Locations in Syllabus+

Delivery of complete timetables requires all locations used for teaching to be in Syllabus+. This includes locations off campus or non-University locations.

Please contact the Timetabling Team to add any teaching locations to Syllabus+ that are not in the system – ensuring that you provide the building name, room number and capacity of the room.

Lecture Capture

Lecture Capture (or Podcasting) has become an essential tool for students: 97% of all lectures are now recorded, with 60,000 hours of recorded lectures being produced each year and the number of video views reaching over 6 million per year.

In order to for your teaching activities to be scheduled automatically for Lecture Capture the following four criteria need to be met:

- The activity needs to be attached to a teaching module.
- The activity type needs to be 'Lecture'.
- A member of staff needs to be attached to the activity
- The activity location needs to be podcast enabled.

DisabledGo

Detailed accessibility guides for Central Teaching Spaces rooms are available via the CTS Room Catalogue: http://www.estates.manchester.ac.uk/services/centralteachingspaces/ourservices/roomcatalogue/

These guides have been produced by our accessibility partner DisabledGo. Please note that DisabledGo will be rebranding later in the year and will change their name to AccessAble – this will include an update to their website and app.

Tip of the Month: Adding Notes to Timetables

If you need to add notes to student timetables you can do this via the 'User Text 4' field in the 'User Text & Tags' tab in the Activity window.

Simply type in the message in the field (e.g. Please prepare for a 30 minute assessment at the send of the session).

The message typed in User Text 4 will appear in the 'Notes' field on the students MyManchester timetable.

Contacting us

If you have a query or problem with Syllabus+ or student timetables contact the Timetabling Team via timetabling@manchester.ac.uk

Queries about rooms or room bookings should be directed to Central Teaching Spaces via cts@manchester.ac.uk

Week No. ◄ 51 ► 2017_18 (Mon Sep 10 2018 - Sun Sep 16 2018)

Syllabus+ Timetabling training & assessment 12/09/...   ✕

Wednesday in week 51 (Current week 51)
Location:
Roscoe_4.2
Time:
9:00 - 12:00
Type:
WORKSHOP
Lecturer:
Mr Mohammad Atiq
Lecturer:
Mr John Hornsby
Notes:
Please prepare for a 30 minute assessment at the end of the session