Overall Systems Process Map for Timetabling
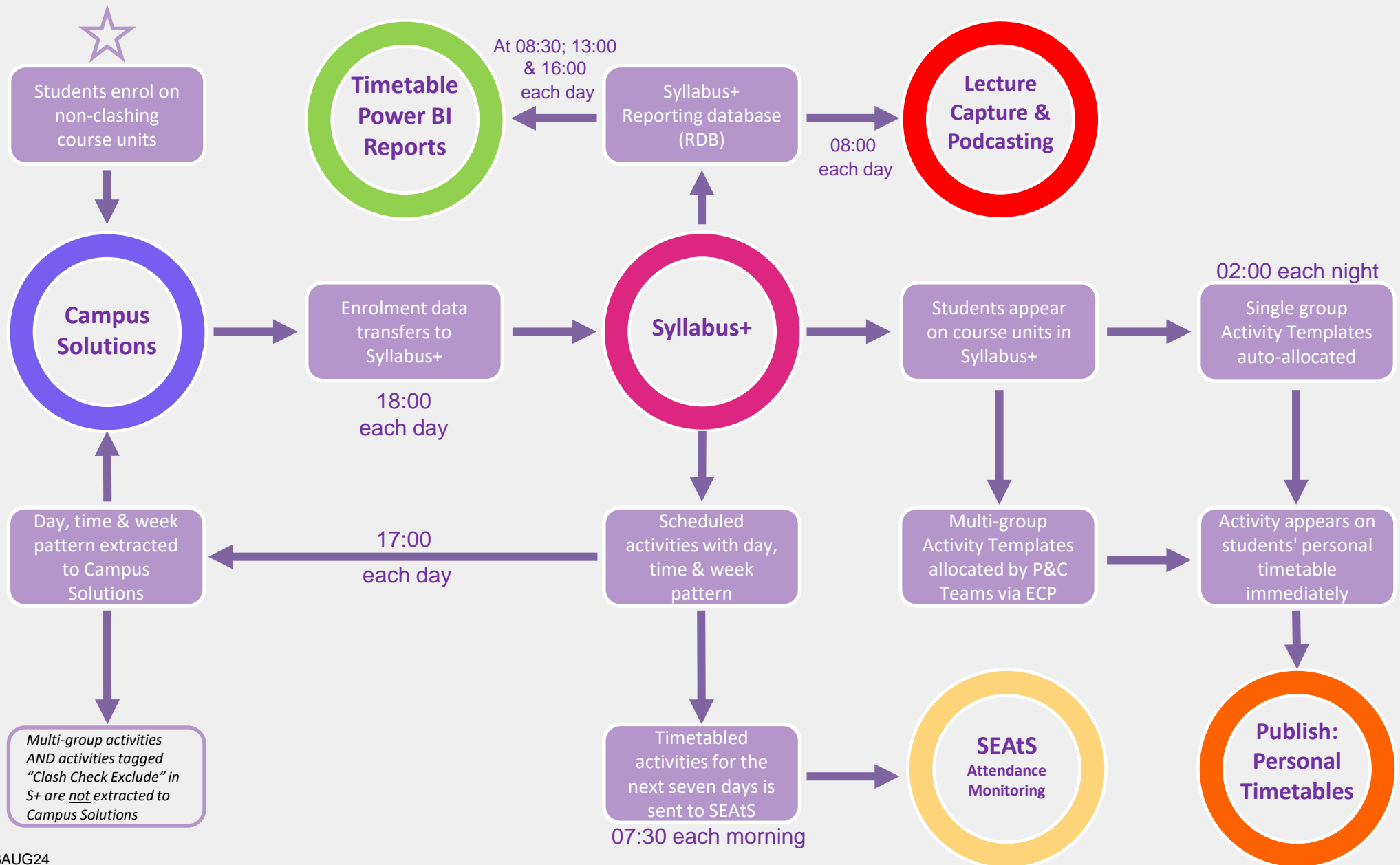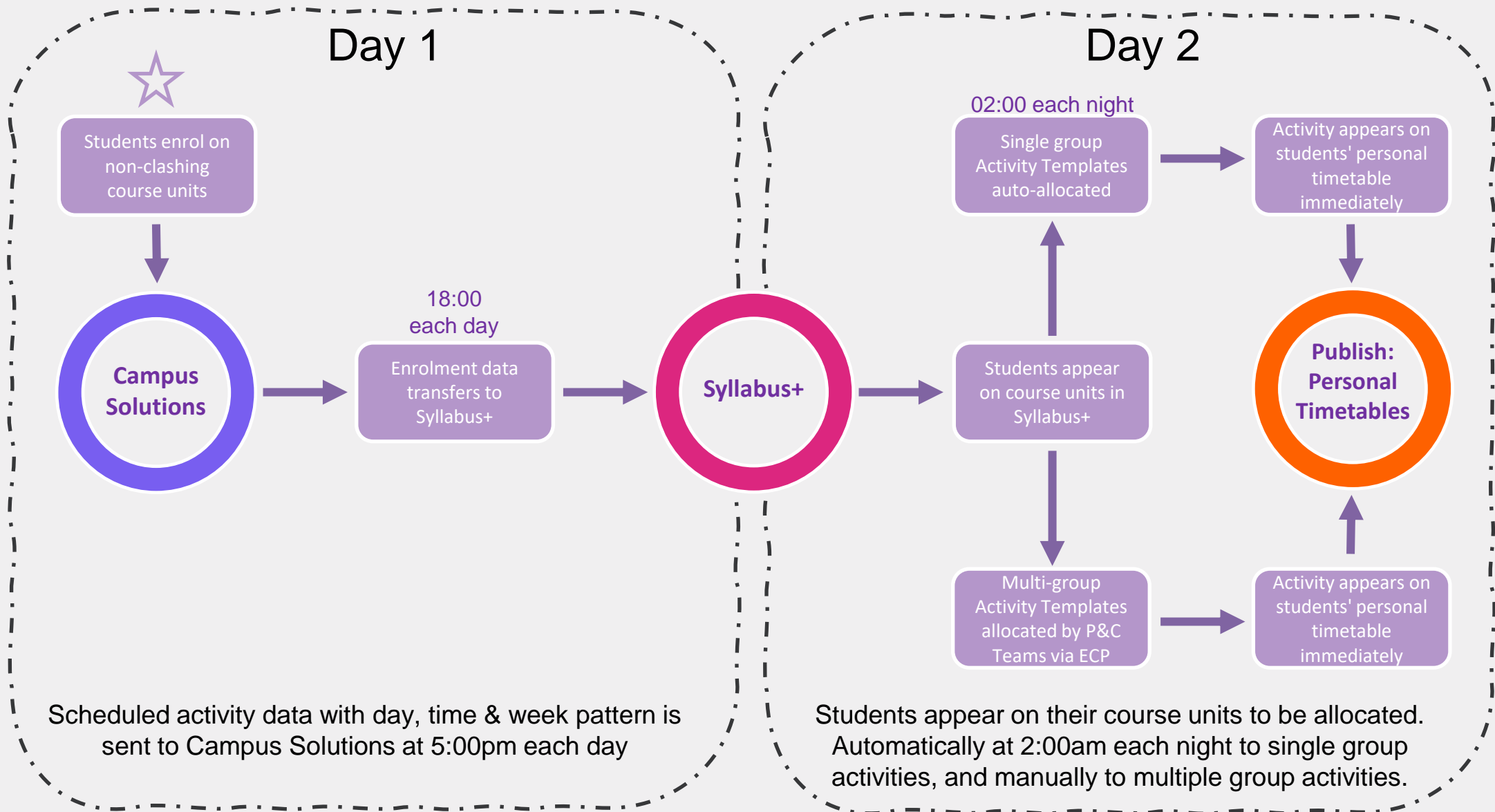
This is a flow map showing the data transfer stages relating to timetabling.

Students enrol on non-clashing course units

Timetable Power BI Reports

At 08:30; 13:00 & 16:00 each day

Syllabus+ Reporting database (RDB)

08:00 each day

Lecture Capture & Podcasting

Campus Solutions

Enrolment data transfers to Syllabus+

18:00 each day

Syllabus+

Students appear on course units in Syllabus+

02:00 each night

Single group Activity Templates auto-allocated

Day, time & week pattern extracted to Campus Solutions

17:00 each day

Scheduled activities with day, time & week pattern

Multi-group Activity Templates allocated by P&C Teams via ECP

Activity appears on students' personal timetable immediately

Multi-group activities AND activities tagged "Clash Check Exclude" in S+ are not extracted to Campus Solutions

Timetabled activities for the next seven days is sent to SEAtS

07:30 each morning

SEAtS
Attendance Monitoring

Publish: Personal Timetables

Student Enrolment Process Map for Timetabling

This is a flow map showing the data transfer stages relating to student enrolments to timetabling. The following pages demonstrate example scenarios of when the data exchanges occur and when they become visible.

Day 1

Students enrol on non-clashing course units

Campus Solutions

18:00 each day — Enrolment data transfers to Syllabus+

Syllabus+

Scheduled activity data with day, time & week pattern is sent to Campus Solutions at 5:00pm each day

Day 2

02:00 each night — Single group Activity Templates auto-allocated

Activity appears on students' personal timetable immediately

Students appear on course units in Syllabus+

Multi-group Activity Templates allocated by P&C Teams via ECP

Activity appears on students' personal timetable immediately

Publish: Personal Timetables

Students appear on their course units to be allocated. Automatically at 2:00am each night to single group activities, and manually to multiple group activities.

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Example scenarios: Student Enrolment to Timetable System

Example 1
- Student enrols onto a course unit at 9:00am Monday morning, via Campus Solutions.
- At 6:00pm on Monday the data feed between Campus Solutions and Syllabus+ runs, transferring the student's new enrolment data. Depending on the amount of enrolment data to transfer, this can take up to three hours.
- The student then appears on Activity Templates in Syllabus+, for the new course units they have enrolled for.
- From 2:00am Tuesday the single-group auto-allocate job runs to attach the student to all their new activities in which the whole cohort attend (e.g. Lectures).
- P&C Teams can allocate the student to any multi-group activities (e.g. seminar groups) from Tuesday morning.
- Once allocated in Syllabus+, the activities appear on the student's personal timetable immediately.

Example 2
- Student enrols onto a course unit at 7:00pm Wednesday evening, via Campus Solutions.
- This is not captured in the 6:00pm Wednesday evening data transfer but will be in the 6:00pm Thursday evening data transfer instead.
- The student then appears on Activity Templates in Syllabus+, for the new course units they have enrolled for.
- From 2:00am on Friday the single-group auto-allocate job runs to attach the student to all their new activities in which the whole cohort attend (e.g. Lectures).
- P&C Teams can allocate the student to any multi-group activities (e.g. seminar groups) from Friday morning.
- Once allocated in Syllabus+, the activities appear on the student's personal timetable immediately.

Example 3
- Student enrols onto a course unit at 8:00pm Friday evening, via Campus Solutions.
- This is not captured in the 6:00pm Friday evening data transfer but will be in the 6:00pm Saturday evening data transfer instead.
- The student then appears on Activity Templates in Syllabus+, for the new course units they have enrolled for.
- From 2:00am on Sunday the single-group auto-allocate job runs to attach the student to all their new activities in which the whole cohort attend (e.g. Lectures).
- P&C Teams can allocate the student to any multi-group activities (e.g. seminar groups) when they return to work after the weekend, on Monday.
- Once allocated in Syllabus+, the activities appear on the student's personal timetable immediately.

Timetable Change System Process Map

This is a flow map showing the data transfer stages relating to changes made to the timetable and when it appears in the connecting systems.

Day 1

A timetable change is made in Syllabus+

Syllabus+

The change is shown on personal timetables within a few minutes

Publish: Personal Timetables

05:00 each day
Day, time & week pattern extracted to Campus Solutions

If the change is within seven days, the activity data is sent to SEAtS

Reporting database (RDB) updates with details of changes made.

Power BI refreshes data three times per day
8:30; 13:00 & 16:00

Day 2

New timeslot appears in Course Unit Selection for students

Campus Solutions

07:30 each day
The updated activity appears in SEAtS for check in

SEAtS Attendance Monitoring

08:00 each day
Lecture capture system updated with changes

Lecture Capture & Podcasting

Power BI continues to refresh three times per day
8:30; 13:00 & 16:00

Timetable Power BI Reports