



# Timetable Data Collector

## DOCUMENT CHANGE CONTROL

This is a 'controlled' Document. The document history is:

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## Contents

<b>What is the Timetable Data Collector?</b> .....	<b>4</b>
<b>Accessing the Timetable Data Collector</b> .....	<b>5</b>
<b>Main Menu</b> .....	<b>6</b>
<b>Checking Subject Availability and Class Information</b> .....	<b>7</b>
<b>Amend Teaching Pattern</b> .....	<b>8</b>
<b>Create Classes</b> .....	<b>10</b>
Attach a Staff Member to Class.....	11
Select a Zone .....	12
Select Room Requirements.....	13
Class Sequencing .....	16
Same Time Classes.....	17
Jointly Taught Class .....	17
Total Number of Classes .....	18
Number of Classes for each Activity .....	18
Class Sizes.....	19
Create a New Jointly Taught Class.....	19
<b>Amending Class Details</b> .....	<b>24</b>
<b>Manage Staff Teaching Unavailability</b> .....	<b>25</b>
<b>Templates and Classes Report</b> .....	<b>26</b>
<b>Need Help</b> .....	<b>27</b>

## What is the Timetable Data Collector?

The Timetable Data Collector (TDC) is the web front-end of Syllabus Plus used by College timetabling staff to enter information such as class sizes, jointly taught classes (combined classes), class sequencing, same time classes, room type, equipment requirements and staff.

The information entered in the TDC is used for timetable generation.

The TDC opens at various times to allow staff to enter/check data in preparation for timetable generation.

### Key Data Collection Dates for the 2016 Timetable

**NOTE: The Timetable Office will release a schedule each year confirming what the program will be.**

<b>Last week June</b>	Divisions and Colleges finalise course and subject offerings for forthcoming academic year in CSDB and SMS and confirm staff details are correct in TRDB. Collect approved staff request forms if required.	Colleges / CIMS (Student Services)
<b>Mid July</b>	Open Timetable Data Collector and inform CTC's	Timetable Team (ED)
<b>Last week August</b>	Close TDC	Timetable Team (ED)
<b>Second week September</b>	Release <b>draft</b> timetable for review	Timetable Team (ED)
<b>Last week September</b>	Change requests due to Timetable Team as outlined in Procedure	CTC's
<b>01 October</b>	Publish course and subject information and Handbook	CIMS (Student Services)
<b>First week October</b>	TAG Meeting to finalise current disputes, and confirm timetable and class registration timeline for following year	TAG Chair (ED)
<b>Second week October</b>	Release <b>provisional</b> timetable for review and the next year's timetable and class registration timeline	Timetable Team (ED)
<b>First week November</b>	Release <b>published</b> timetable, and timetable and class registration timeline for following year. Advise Student Services and JCU Staff	Timetable Team (ED)
<b>November</b>	Notify enrolling students	Enrolments (Student Services)
<b>December</b>	Open Web Room Booker for following year for committee meeting bookings	Timetable Team (ED)
<b>February</b>	Open Web Room Booker for all ad-hoc bookings	Timetable Team (ED)

## Accessing the Timetable Data Collector

Selected staff will have access to view and/or maintain information in the TDC. The level of access granted to a staff member depends on the functions they need to perform in the system. Queries regarding access to the TDC are to be directed to the Timetable Office.

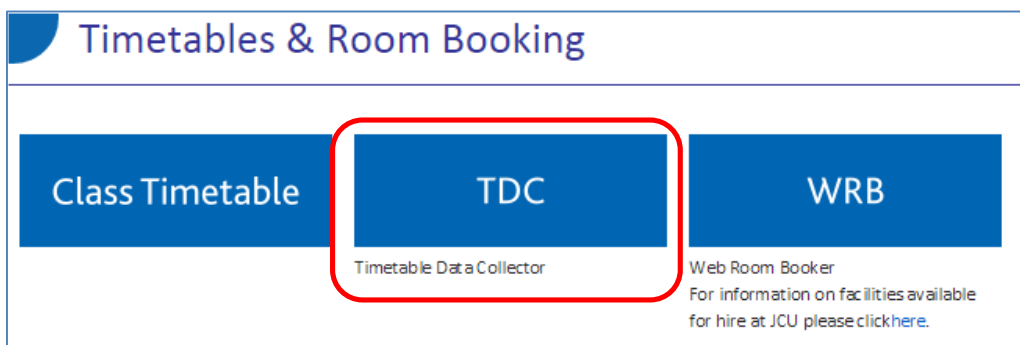
**STEP 1** Navigate to the JCU Staff Page



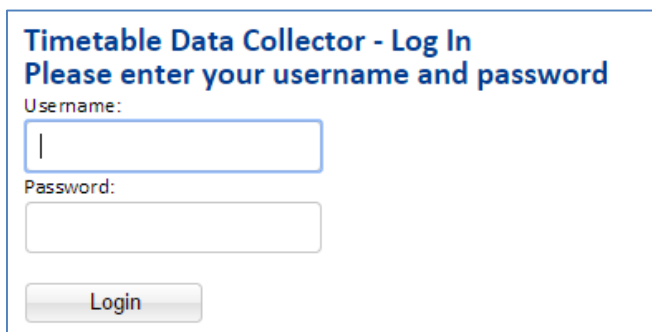
**STEP 2** Select the Timetable / Rooms@JCU button.



**STEP 3** Select TDC button



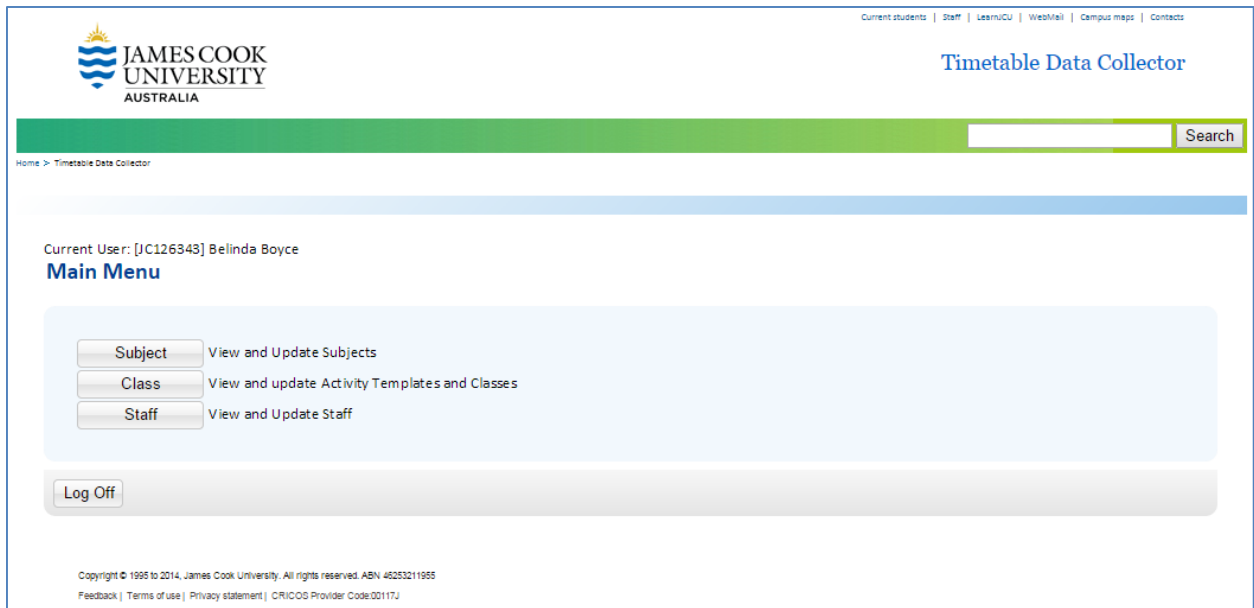
**STEP 4** Login using your JCU User Name and Password and click on the Login button.



The screenshot shows the 'Timetable Data Collector - Log In' page. The page prompts the user to 'Please enter your username and password'. There are two input fields: 'Username:' and 'Password:'. Below the input fields is a 'Login' button.

## Main Menu

Once you have logged onto the TDC, the Main Menu appears.



The Main Menu includes the following buttons:

Buttons	Description
<b>Subject</b>	Subject information is imported from the Student Management System (SMS). This function is used to view subject availabilities and to amend planned enrolment numbers and teaching pattern.
<b>Class</b>	Activities for each subject that require timetabling i.e. lecture or tutorial. Activities are imported from SMS and if details require changing, amendments need to be made in SMS after which the TDC will be updated the next time the import process is run. This button is used to access windows for entering class requirements for each activity, generating classes and amending individual class details.
<b>Staff</b>	Displays teaching staff associated with the selected School. Staff availability can be entered here.

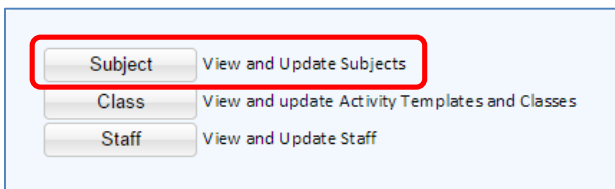
## Checking Subject Availability and Class Information

Subject availabilities and activities are imported into Syllabus Plus from SMS.

One of the first steps in the timetabling process is to ensure all Subjects and activities that require timetabling exist in the TDC.

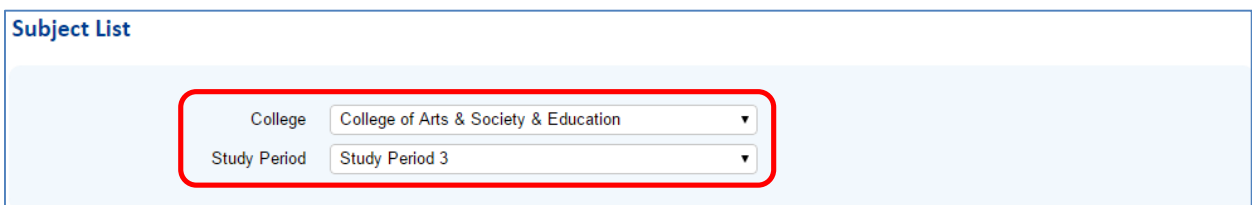
**Note:** Subjects can be viewed via the Subject button from the main menu and Classes via the Class button, the easiest way to view all topic availability and activity information for a college is to produce the Templates and Activities Report. See [Templates and Activities Report](#) section for instructions.

**STEP 1** From the Main Menu select **Subject**



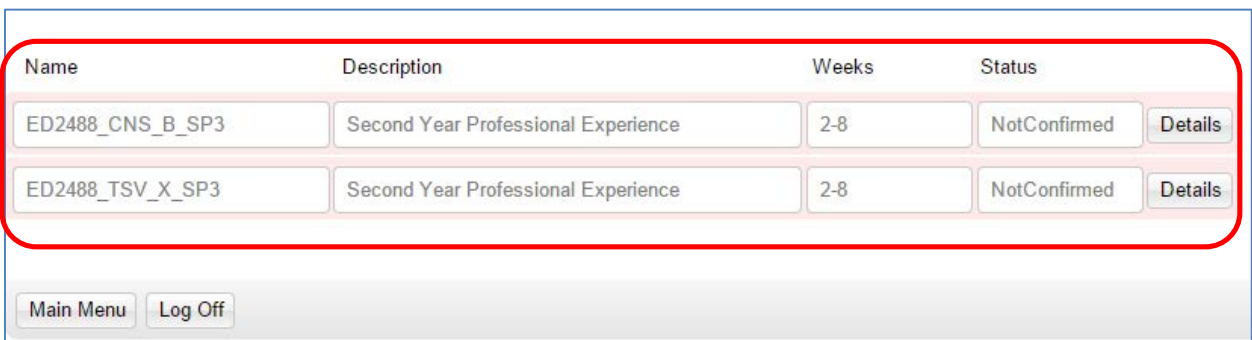
The screenshot shows a menu with three options: 'Subject', 'Class', and 'Staff'. The 'Subject' button is highlighted with a red rectangular box. To the right of each button is a descriptive text: 'View and Update Subjects' for Subject, 'View and update Activity Templates and Classes' for Class, and 'View and Update Staff' for Staff.

**STEP 2** On the **Subject List** window, select the **College** and **Study Period** you would like to check.



The screenshot shows the 'Subject List' window. At the top, there are two dropdown menus. The first is labeled 'College' and has 'College of Arts & Society & Education' selected. The second is labeled 'Study Period' and has 'Study Period 3' selected. Both dropdown menus are enclosed in a red rectangular box.

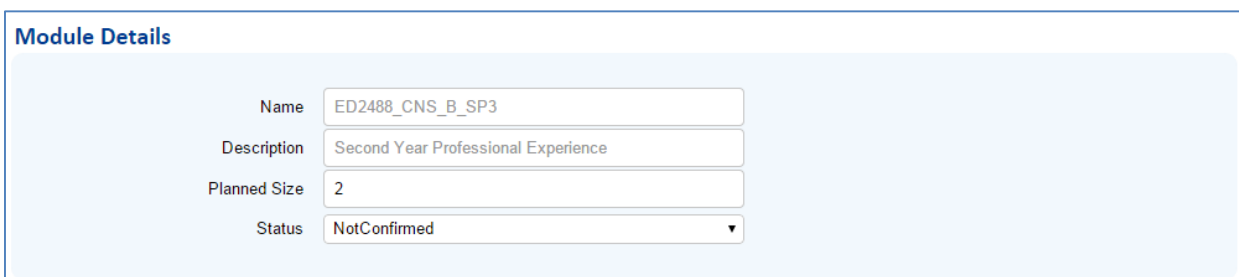
The imported subjects will be displayed.



Name	Description	Weeks	Status	
ED2488_CNS_B_SP3	Second Year Professional Experience	2-8	NotConfirmed	Details
ED2488_TSV_X_SP3	Second Year Professional Experience	2-8	NotConfirmed	Details

Below the table, there are two buttons: 'Main Menu' and 'Log Off'.

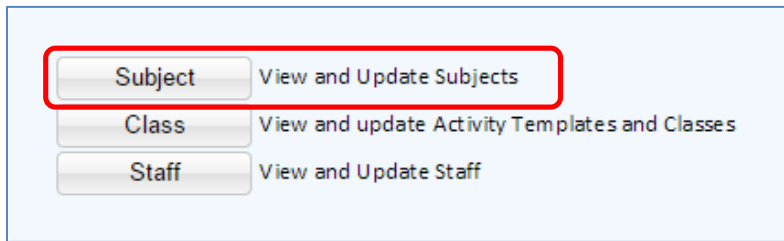
**STEP 3** Select the **Details** button to view details. Imported details will be displayed.



The screenshot shows the 'Module Details' window. It contains four input fields with labels on the left: 'Name' (ED2488\_CNS\_B\_SP3), 'Description' (Second Year Professional Experience), 'Planned Size' (2), and 'Status' (NotConfirmed). The 'Status' field is a dropdown menu.

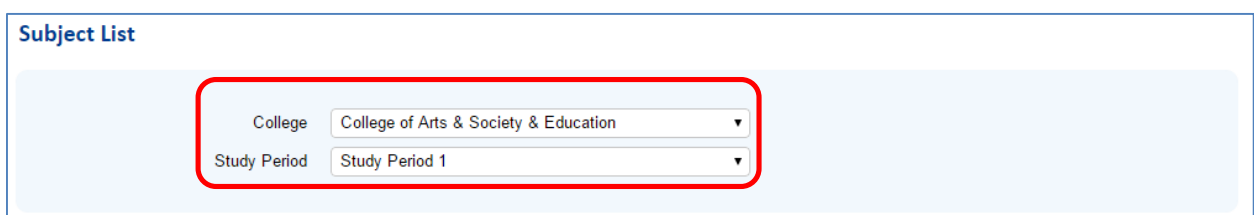
## Amend Teaching Pattern

**STEP 1** Select **Subject** from the Main Menu.



The screenshot shows a light blue panel with three buttons: 'Subject', 'Class', and 'Staff'. Each button has a corresponding description to its right. The 'Subject' button and its description 'View and Update Subjects' are enclosed in a red rectangular box.

**STEP 2** The **Subject List** window displays. Select the **College** if it does not default and if desired, the **Study Period** for which you wish to view topic availability information.

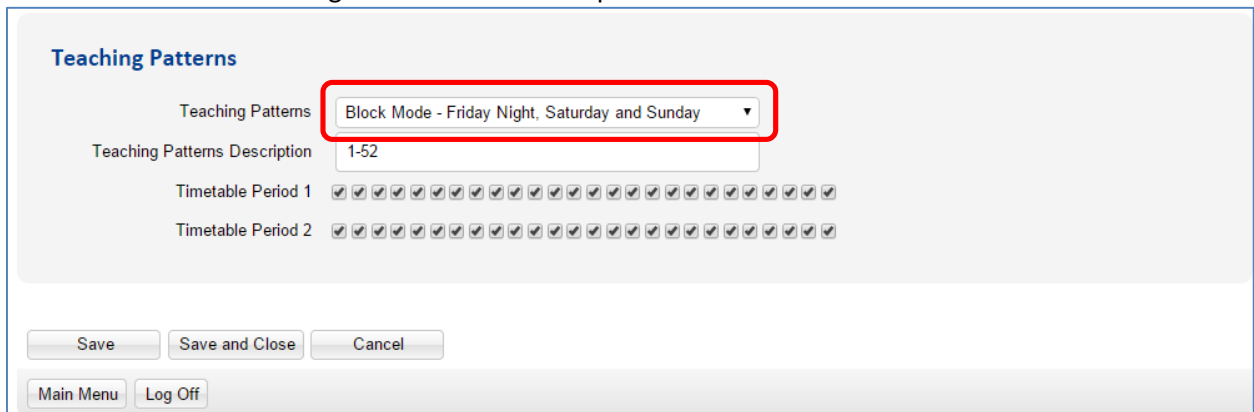


The screenshot shows a 'Subject List' window. It contains two dropdown menus: 'College' with the value 'College of Arts & Society & Education' and 'Study Period' with the value 'Study Period 1'. Both dropdown menus are enclosed in a red rectangular box.

**STEP 3** Select the Details button

Name	Description	Weeks	Status	
AN2013_CNS_I_SP1	Culture, Knowledge and Environment	9-25	NotConfirmed	<b>Details</b>
AN2013_TSV_I_SP1	Culture, Knowledge and Environment	9-25	NotConfirmed	Details

**STEP 4** Select new Teaching Pattern from the drop down list.



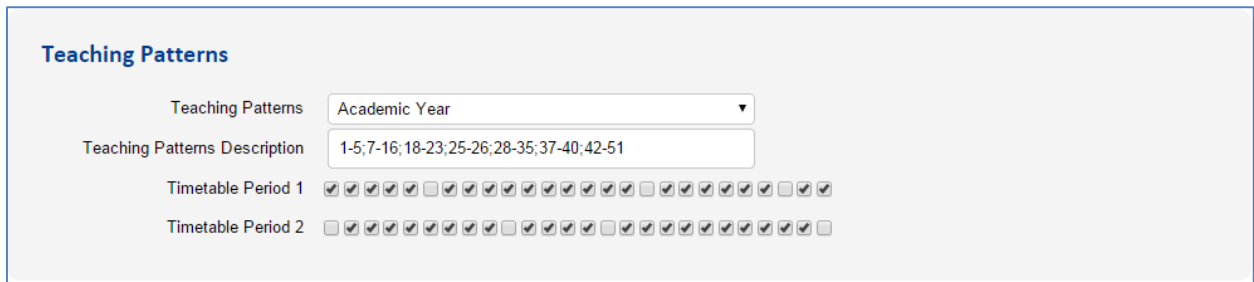
The screenshot shows a 'Teaching Patterns' window. It features a dropdown menu for 'Teaching Patterns' with the selected value 'Block Mode - Friday Night, Saturday and Sunday'. Below this is a 'Teaching Patterns Description' field with the value '1-52'. There are two rows of checkboxes for 'Timetable Period 1' and 'Timetable Period 2', each with 26 checkboxes, all of which are checked. At the bottom, there are buttons for 'Save', 'Save and Close', 'Cancel', 'Main Menu', and 'Log Off'. The 'Teaching Patterns' dropdown menu is highlighted with a red rectangular box.

The following options are available:

- Academic Year
- Block Mode – Friday Night, Saturday and Sunday
- Teaching Period 1
- Teaching Period 2



Alternately each box can be ticked or un-ticked individually:



**Teaching Patterns**

Teaching Patterns: Academic Year

Teaching Patterns Description: 1-5;7-16;18-23;25-26;28-35;37-40;42-51

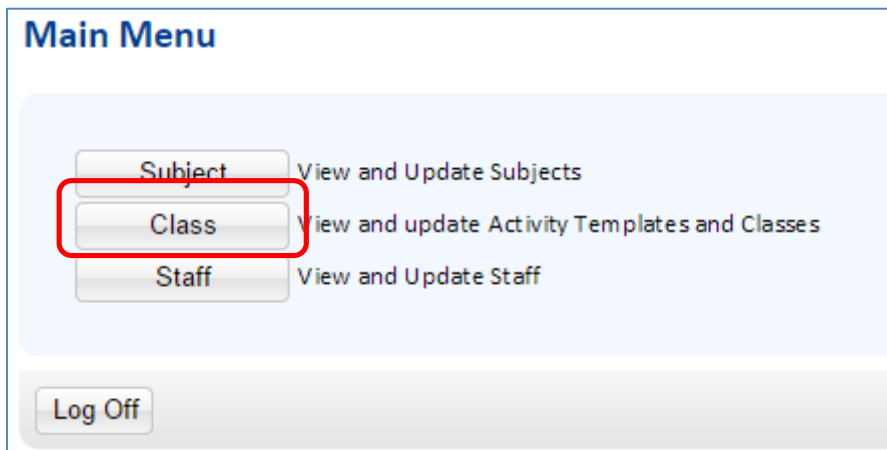
Timetable Period 1: [20 checked boxes]

Timetable Period 2: [20 unchecked boxes]

**STEP 5** Select **Save and Close** when complete.

Next check that each subject has the correct activities associated to it. For example 1 Lecture and 2 Tutorials

**STEP 6** Select the **Class** button.



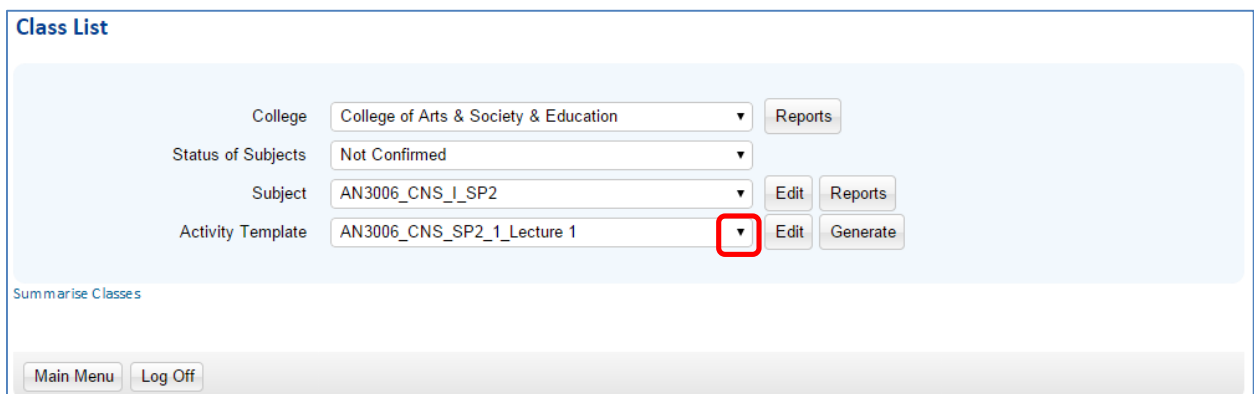
**Main Menu**

- Subject: View and Update Subjects
- Class: View and update Activity Templates and Classes**
- Staff: View and Update Staff

Log Off

**STEP 7** Select **College, Subject and Activity Template** from drop down list.

**STEP 8** Select the drop down arrow next to Activity Template to view the activities.



**Class List**

College: College of Arts & Society & Education [Reports]

Status of Subjects: Not Confirmed

Subject: AN3006\_CNS\_I\_SP2 [Edit] [Reports]

Activity Template: AN3006\_CNS\_SP2\_1\_Lecture 1 [▼] [Edit] [Generate]

Summarise Classes

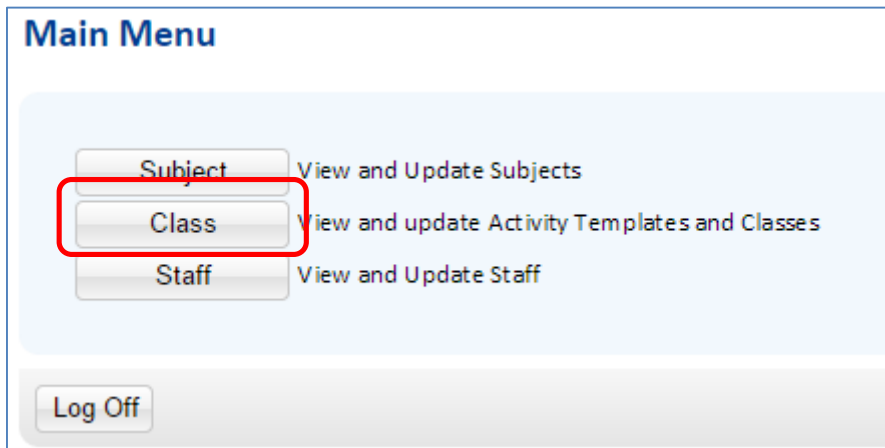
Main Menu [Log Off]

In the event the activities (tuition patterns) are not correctly reflecting how the subject is to be taught, you will need to go back to SMS and update the tuition patterns accordingly.

## Create Classes

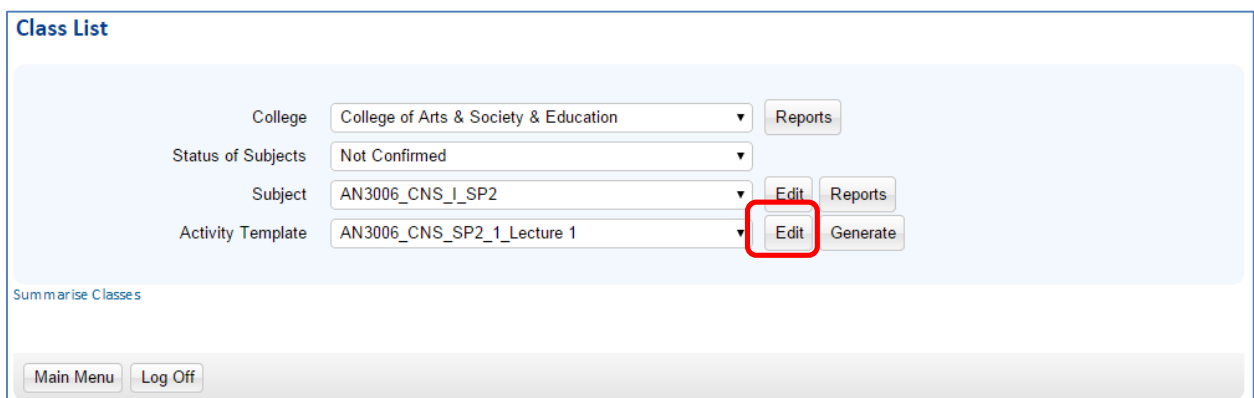
Classes can be created once Subject and Activity Template information is correct.

**STEP 1** Select the **Class** button.



**STEP 2** Select **College**, **Subject** and **Activity Template** from drop down list.

**STEP 3** Select the **Edit** button next to Activity Template.



Classes already generated for the activity display below the selection fields. If you want to amend details for an individual class, refer to the [Amending Class Details](#) section.

Name	Class Type	Size	Weeks	Duration	Status			
AN2013_CNS_SP1_1_Lecture 1/0		15	9-25	120	NotConfirmed	Details	Copy	Delete

The Class List page will be displayed. Template details that appear in grey have been populated from the Student Management System.

**STEP 4** Enter the size of each individual class.

For example there are 30 students however a maximum of 10 should attend each Tutorial. For this example enter 10 in the Size field. The system will generate 3 classes with a maximum capacity of 10.

**Template Details**

Template Name

Template Description

Class Type

Duration (HH:MM)

**Size**

Status

Teaching Patterns will default from the Subject detail. If classes are not taught for the whole semester you can uncheck that weeks that do not require timetabling.

**Teaching Patterns**

Teaching Patterns

Teaching Patterns Description

Timetable Period 1

Timetable Period 2

**Attach a Staff Member to Class**

**STEP 1** Select the Staff member who will teach the class. Highlight the staff member and use the arrow icon to move the name to the Select Staff Box.

**Staff**

All Staff Available

Ant, Adam

Bopeep, Little

Duck, Donald

Selected Staff

Staff Requirement

>

<

**Staff**

Staff Requirement

All Staff Available

- Bopeep, Little
- Duck, Donald
- Brennan, Claire

Selected Staff

- Ant, Adam

If the staff member does not exist, please return to the TRDB and update the teaching roles accordingly. If the academic is assigned to a teaching role in TRDB, please contact the Timetabling office so that they can investigate why the academic is not available for selection.

## Select a Zone

**STEP 1** Select the **Zone** from the drop down list.

Zone for Activity

The available options are:

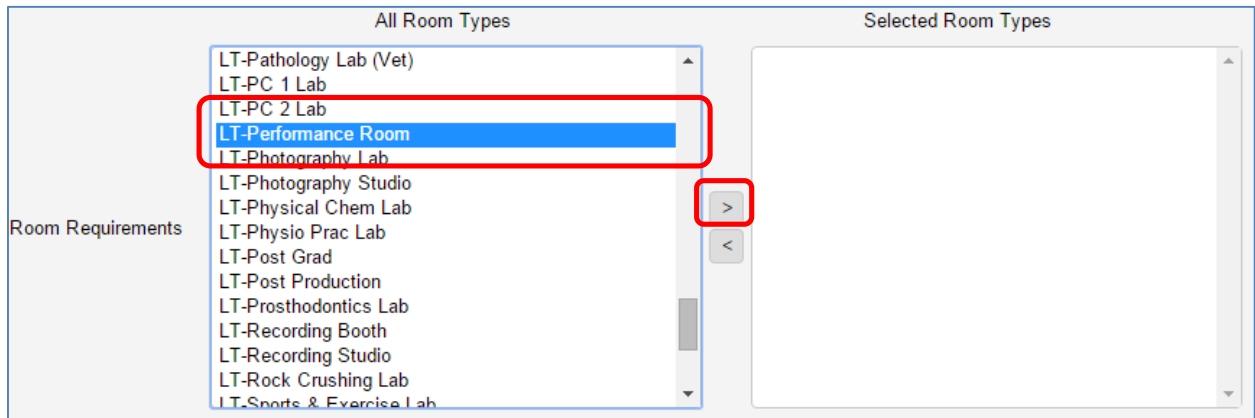
- CBH – Cairns Hospital
- CLY – Cloncurry
- CNS – Cairns Campus
- ISA – Mt Isa Campus
- MKY – Mackay Campus
- TIS – Thursday Island Campus
- TSV – Townsville Campus
- TTHI – The Townsville Hospital
- TSVCITY – Townsville City
- CNSCITY – Cairns City

**STEP 2** Select number of rooms required. The number entered here should equal the number of rooms required per class. For example there are 30 students, there will be a maximum of 10 students per tutorial and you need 1 room per tutorial. The number entered will be 1. The system will generate 3 classes, each with a single room and maximum capacity of 10.

Number of Rooms

## Select Room Requirements

**STEP 1** Scroll through the drop down Room Requirement List to locate the type of room you need. The list includes all available room types.



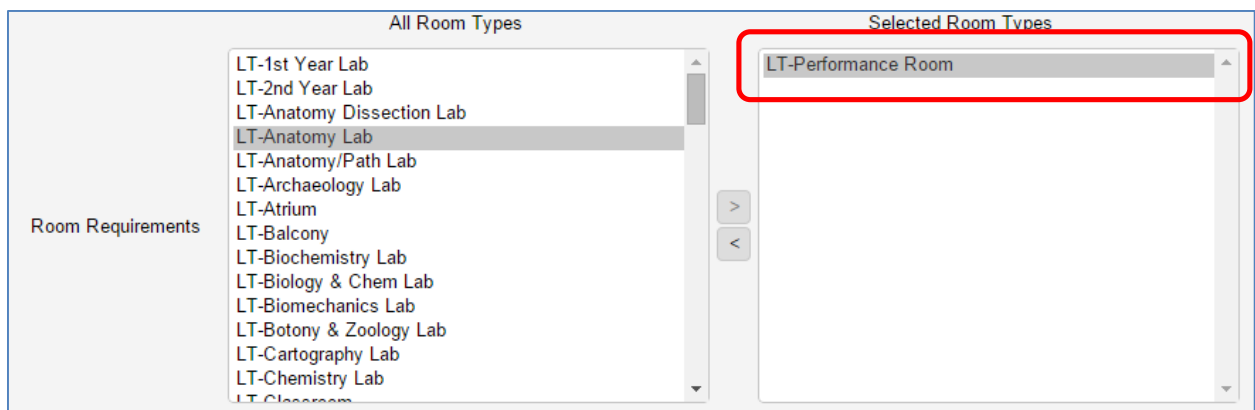
All Room Types

Room Requirements

- LT-Pathology Lab (Vet)
- LT-PC 1 Lab
- LT-PC 2 Lab
- LT-Performance Room**
- LT-Photography Lab
- LT-Photography Studio
- LT-Physical Chem Lab
- LT-Physio Prac Lab
- LT-Post Grad
- LT-Post Production
- LT-Prosthodontics Lab
- LT-Recording Booth
- LT-Recording Studio
- LT-Rock Crushing Lab
- LT-Sports & Exercise Lab

Selected Room Types

**STEP 2** Highlight the required room type and use the arrow icon to move the item to the Selected Room Types box. This is a required field and must have a value or you will not be able to save the template.



All Room Types

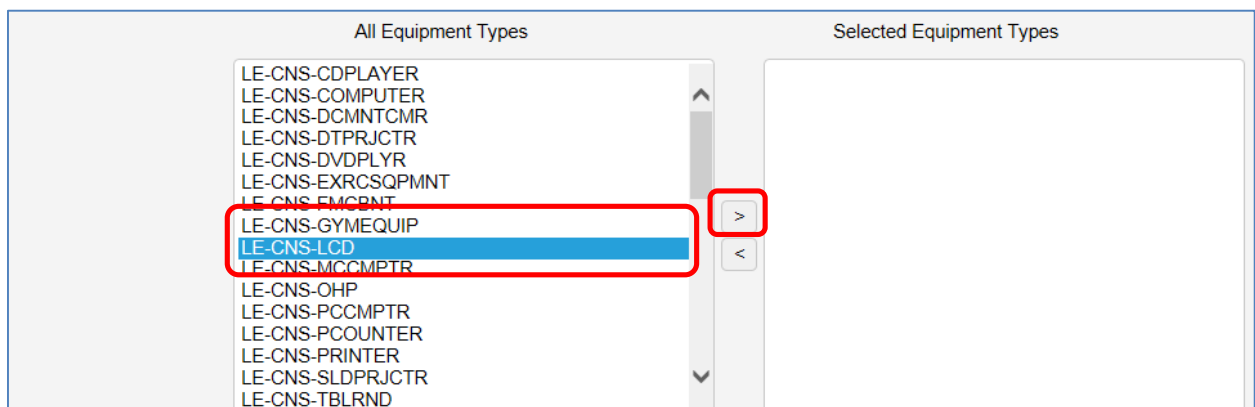
Room Requirements

- LT-1st Year Lab
- LT-2nd Year Lab
- LT-Anatomy Dissection Lab
- LT-Anatomy Lab
- LT-Anatomy/Path Lab
- LT-Archaeology Lab
- LT-Atrium
- LT-Balcony
- LT-Biochemistry Lab
- LT-Biology & Chem Lab
- LT-Biomechanics Lab
- LT-Botony & Zoology Lab
- LT-Cartography Lab
- LT-Chemistry Lab
- LT-Classroom

Selected Room Types

- LT-Performance Room

**STEP 3** Scroll through the drop down All Equipment Types to locate the equipment you need. The list includes all available equipment.

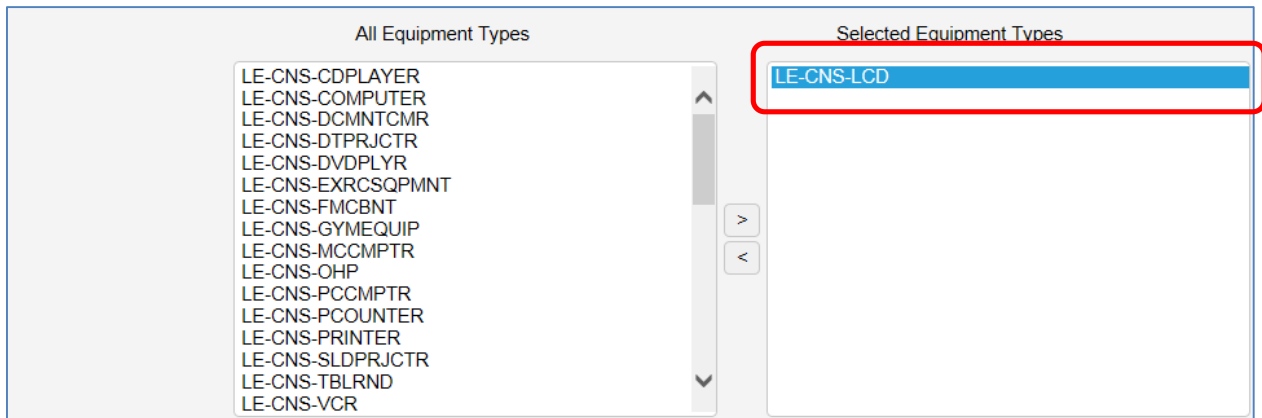


All Equipment Types

Selected Equipment Types

- LE-CNS-CDPLAYER
- LE-CNS-COMPUTER
- LE-CNS-DCMNTCMR
- LE-CNS-DTPRJCTR
- LE-CNS-DVDPLYR
- LE-CNS-EXRCSQPMNT
- LE-CNS-FMCRNT
- LE-CNS-GYMEQUIP
- LE-CNS-LCD**
- LE-CNS-MCCMPTR
- LE-CNS-OHP
- LE-CNS-PCCMPTR
- LE-CNS-PCOUNTER
- LE-CNS-PRINTER
- LE-CNS-SLDPRJCTR
- LE-CNS-TBLRND

**STEP 4** Highlight the required equipment and use the arrow icon to move the item to the Selected Equipment Types box.



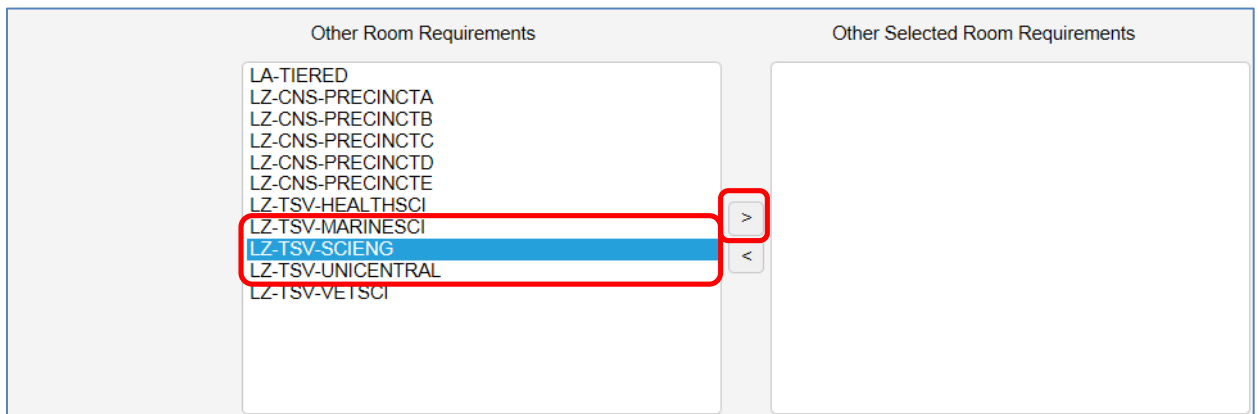
All Equipment Types

- LE-CNS-CDPLAYER
- LE-CNS-COMPUTER
- LE-CNS-DCMNTCMR
- LE-CNS-DTPRJCTR
- LE-CNS-DVDPLYR
- LE-CNS-EXRCSQPMNT
- LE-CNS-FMCBNT
- LE-CNS-GYMEQUIP
- LE-CNS-MCCMPTR
- LE-CNS-OHP
- LE-CNS-PCCMPTR
- LE-CNS-PCOUNTER
- LE-CNS-PRINTER
- LE-CNS-SLDPRJCTR
- LE-CNS-TBLRND
- LE-CNS-VCR

Selected Equipment Types

- LE-CNS-LCD

**STEP 5** Scroll through the drop down Other Room Requirements to locate the required precinct you need.

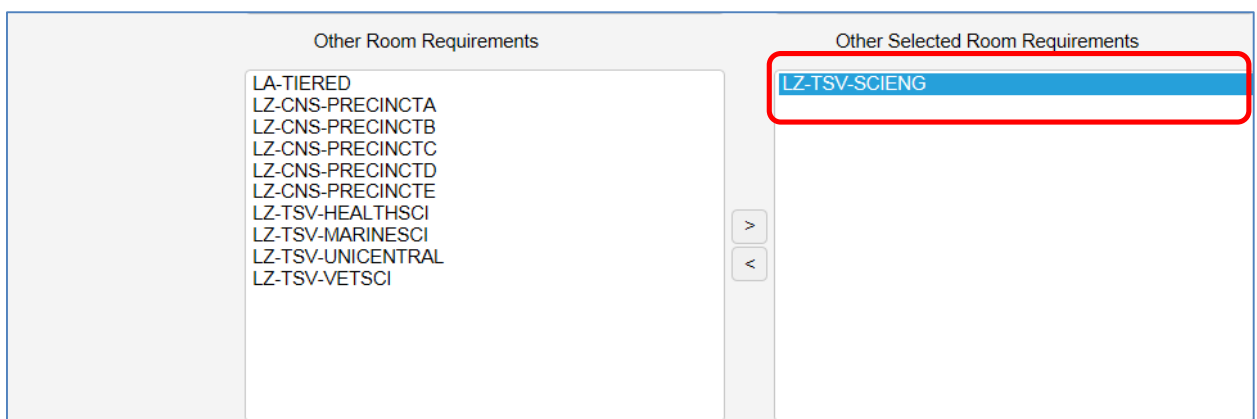


Other Room Requirements

- LA-TIERED
- LZ-CNS-PRECINCTA
- LZ-CNS-PRECINCTB
- LZ-CNS-PRECINCTC
- LZ-CNS-PRECINCTD
- LZ-CNS-PRECINCTE
- LZ-TSV-HEALTHSCI
- LZ-TSV-MARINESCI
- LZ-TSV-SCIENG
- LZ-TSV-UNICENTRAL
- LZ-TSV-VETSCI

Other Selected Room Requirements

**STEP 6** Highlight the required precinct and use the arrow icon to move the item to the Other Selected Room Requirements box.



Other Room Requirements

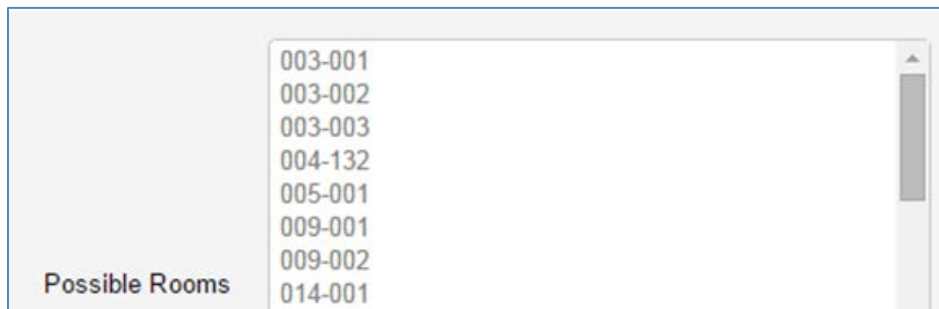
- LA-TIERED
- LZ-CNS-PRECINCTA
- LZ-CNS-PRECINCTB
- LZ-CNS-PRECINCTC
- LZ-CNS-PRECINCTD
- LZ-CNS-PRECINCTE
- LZ-TSV-HEALTHSCI
- LZ-TSV-MARINESCI
- LZ-TSV-UNICENTRAL
- LZ-TSV-VETSCI

Other Selected Room Requirements

- LZ-TSV-SCIENG

A list of possible room options will be displayed.

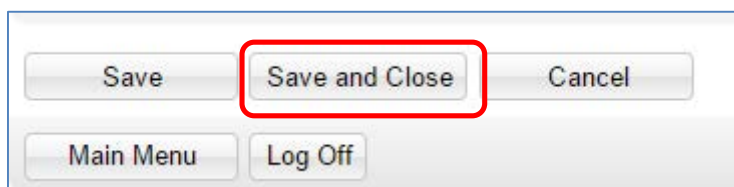
**Note:** Rooms CANNOT be selected but this is an opportunity to check that an appropriate room SHOULD be allocated when the timetable is constructed.



Possible Rooms

- 003-001
- 003-002
- 003-003
- 004-132
- 005-001
- 009-001
- 009-002
- 014-001

**STEP 7** Select the **Save and Close** button at the bottom left hand corner of the page to save and return to the Main Menu.



Save Save and Close Cancel

Main Menu Log Off

**STEP 8** Change Status to **Confirmed**. This will allow you to filter on Unconfirmed activities.

**STEP 9** Select the **Generate** button to create classes. The following will appear:

This function allows you to generate classes from an activity template based on the Subject Size and Template Size.

Subject Size

Template Size

No of Classes to Generate

**STEP 10** Select the **Generate Classes** button.

The generated classes will now be visible. Repeat **Step 9** to **Step 31** for remaining activities.

**Note:** Timetabling will only occur once all Colleges have generating the classes they require.

Details recorded against each class may be changed as required. Refer to the [Amending Class Details](#) section of this guide for details.

**Note:** If planned enrolment numbers for the topic are increased after classes have been created, click on the **Create Classes** button to create the required number of additional classes.

## Viewing Total Class Spaces for Classes

The total number of spaces available in all classes for subject activities is available by clicking on the [Summarise Classes](#) link.

**Class List**

College: College of Arts & Society & Education Reports

Status of Subjects: Not Confirmed

Subject: AN2105\_CNS\_I\_SP1 Edit Reports

Activity Template: Please Select...

[Summarise Classes](#)

**List Classes**

Students on this Subject attend one of each of the following:

One of 1 Classes of the Activity Template 'AN2105\_CNS\_SP1\_1\_Lecture 1' [Capacity for 18 Students]  
 One of 1 Classes of the Activity Template 'AN2105\_CNS\_SP1\_1\_Tutorial 1' [Capacity for 18 Students]

Return to class list by selecting [List Classes](#).

Additional actions can now be performed.

Name	Class Type	Size	Weeks	Duration	Status			
AN2106_TSV_SP1_1_Lecture 1/0		10	9-25	120	NotConfirmed	<a href="#">Details</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
AN2106_TSV_SP1_1_Lecture 1/0		10	9-25	120	NotConfirmed	<a href="#">Details</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
AN2106_TSV_SP1_1_Lecture 1/0		10	9-25	120	NotConfirmed	<a href="#">Details</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
AN2106_TSV_SP1_1_Lecture 1/0		10	9-25	120	NotConfirmed	<a href="#">Details</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

## Class Sequencing

**STEP 1** Select the **Details** button next to the required class.

Where the class needs to run in a set sequence this can be recorded in the Class Sequencing section.

**STEP 2** Scroll down to Class Sequencing. All classes generated for the subject will be displayed.

**Class Sequencing**

The classes selected below must follow this class: No Requirement

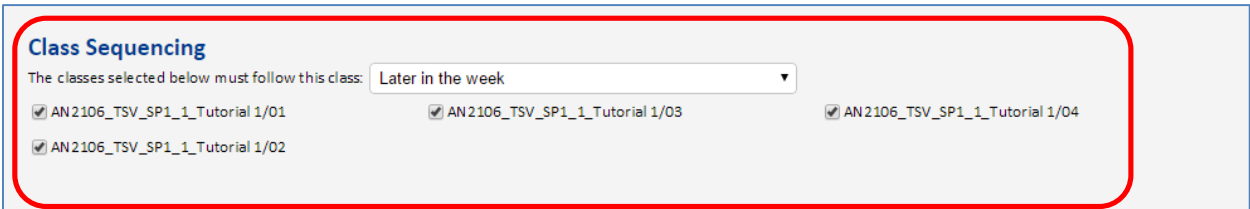
AN2106\_TSV\_SP1\_1\_Tutorial 1/01       AN2106\_TSV\_SP1\_1\_Tutorial 1/03       AN2106\_TSV\_SP1\_1\_Tutorial 1/04

AN2106\_TSV\_SP1\_1\_Tutorial 1/02

How the class should be sequenced can now be recorded. For example all tutorials should be scheduled later in the week (after the Lecture).



**STEP 3** Select **Later in the week** from the drop down list. Tick the box next to all tutorials.

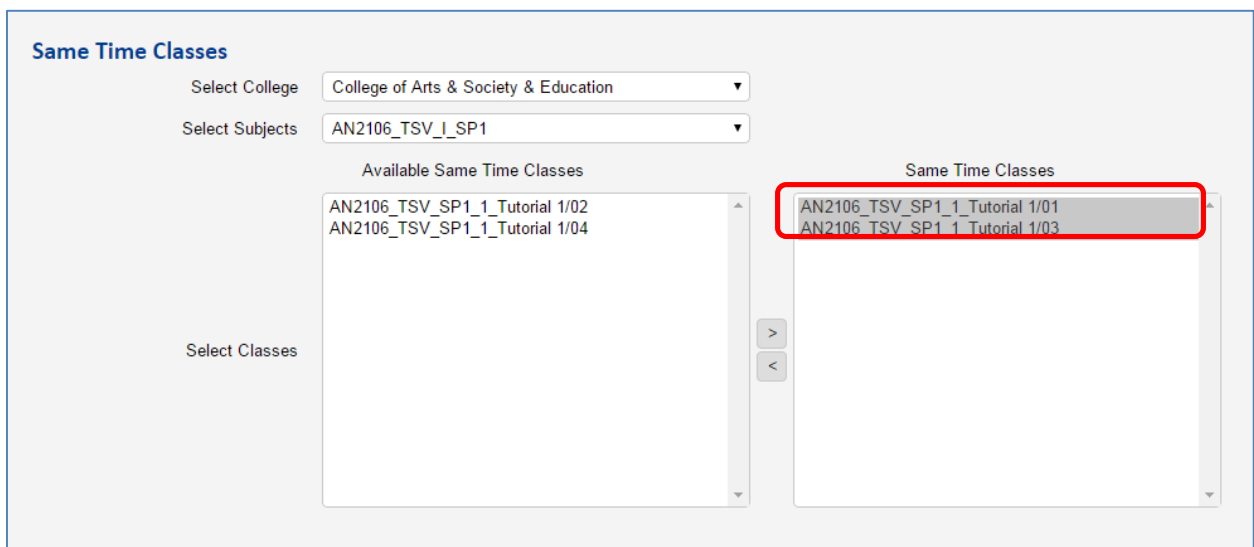


### Same Time Classes

Where a Class must run at the same time as another class this can be recorded in the Same Time Classes section. All classes that relate to the subject will be visible. This should be selected where a class is being video-conferenced in multiple locations. Each class that is required to be scheduled at the same time must be linked here.

**Video Conference Note:** If classes are to be video conferenced the video conferencing form will still need to be completed. It can be found here:

**STEP 1** Locate the class from the Select Classes list. Highlight the required class/es and use the arrow icon to move the item to the Same Time Classes box.



### Jointly Taught Class

Jointly taught classes contain students from two or more different subjects. Classes that are taught together are recorded as jointly taught classes on the Class Detail window. Once joined, they are treated as one class in the TDC.

Classes must already exist before being able to record them as jointly taught.

When creating jointly taught classes it is important to remember that once the classes are joined, the resulting size will be the sum of all classes. Adjustments may need to be made to individual class sizes (for classes that are to be joined) to ensure the jointly taught class size is appropriate.

The steps to creating jointly taught classes are:

- Ensure [planned enrolment numbers](#) for all topics are correct and amend if required.
- Determine the [total number of classes](#) required for all students across the topics being joined.
- Determine the [number of classes required for each topic](#) and the maximum class sizes.
- [Create classes](#) for each topic.
- [Amend individual class](#) sizes as appropriate and delete any surplus classes.
- Once all class information is correct, [join the relevant classes together](#).

### Total Number of Classes

It is important to add together the total number of expected students for all the topics and then divide this by the maximum class size to determine the total number of classes required.

#### Example:

- Practical activities for Topic A and Topic B are to be jointly taught.
- Topic A has expected student enrolments of 10, while Topic B has 200. This is a total of 210 students.
- The desired maximum class size is 30.
- By dividing the total number of students (210) by the class size (30), it is determined that 7 classes in total (with maximum size of 30 students) are required across the two topics.

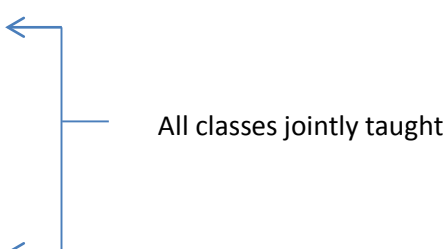
### Number of Classes for each Activity

Once the total number of classes for all students across the jointly taught activities has been determined, consideration needs to be given as to how many classes to create for each subject. It may be the same or less than the total number of classes and is dependent on how many students from each topic you wish to include in the maximum class size.

#### Example:

Using the previous example, a total of 7 classes of 30 students is required to cater for all students across the two subjects. If 7 classes are created for each subject, then the resulting split of students per class could look like this:

Class No	Subject A Class Size	Subject B Class Size
1	1	29
2	1	29
3	1	29
4	1	29
5	2	28
6	2	28
7	2	28
<b>Total</b>	<b>10</b>	<b>200</b>



As Subject A is a small subject, having 7 classes is excessive and may create issues with generating a clash free timetable for students.

A more logical split would be to have only one class for Subject A and 7 classes for Subject B as follows:

Class No	Subject A Class Size	Subject B Class Size
1	10	20
2		30
3		30
4		30
5		30
6		30
7		30
<b>Total</b>	<b>10</b>	<b>200</b>

← Jointly taught class

In this scenario only Class No 1 would be joined together.

When the timetable is generated, separate classes for each subject will be created in SMS, together with the class size specified in the TDC eg. Subject A would have one class with a class size of 10 and Subject B will have 7 classes with the class sizes as listed in the table above.

Determining the number of classes per subject and maximum class sizes is necessary prior to creating classes in the TDC. To ensure sufficient classes are created for a subject, one suggestion is to specify the lowest class size in the Activity Size field on the Activity Details window. Once classes are created, class sizes can be amended and any surplus classes deleted.

### Class Sizes

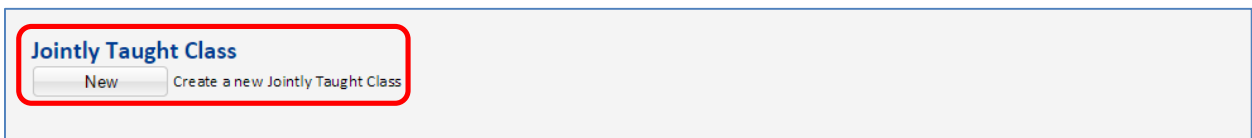
It is important to remember that once classes are joined, the resulting size is the sum of joined classes. Adjustments may need to be made to individual class sizes to ensure the jointly taught class size is appropriate and there are sufficient spaces for all students in the jointly taught topics. This should be done prior to joining classes together.

Please refer to the [Amending Class Details](#) section of this guide for further information.

**Hint:** The total number of spaces available in all classes for a topic activity can be viewed by clicking on the Summarise Classes link on the Edit Activities and Create Classes window. Where you need to record a class as being jointly taught this can be done in the Jointly Taught Class section.

### Create a New Jointly Taught Class

**STEP 1** Select the **New** button.



**STEP 2** All classes will be displayed.

### Jointly Taught Class

Please Select... ▼

**Candidate Class**

- AN2013\_CNS\_SP1\_1\_Lecture 1/01
- AN2013\_CNS\_SP1\_1\_Tutorial 1/01
- AN2013\_TSV\_SP1\_1\_Lecture 1/01
- AN2013\_TSV\_SP1\_1\_Tutorial 1/01
- AN2105\_CNS\_SP1\_1\_Lecture 1/01
- AN2105\_CNS\_SP1\_1\_Tutorial 1/01
- AN2105\_TSV\_SP1\_1\_Tutorial 1/01
- AN2106\_TSV\_SP1\_1\_Lecture 1/01
- AN2106\_TSV\_SP1\_1\_Tutorial 1/01
- AN3013\_CNS\_SP1\_1\_Lecture 1/01
- AN3013\_CNS\_SP1\_1\_Tutorial 1/01
- AN3013\_TSV\_SP1\_1\_Lecture 1/01
- AN3013\_TSV\_SP1\_1\_Tutorial 1/01
- AN3105\_CNS\_SP1\_1\_Lecture 1/01
- AN3105\_CNS\_SP1\_1\_Tutorial 1/01

**Joined Class**

**STEP 3** Highlight the required class and use the arrow icon to move the item to the Selected Room Types box.

#### Class List

#### Class Details

Class Name	<input type="text" value="AN2105_TSV_SP1_1_Lecture 1/01"/>
Class Description	<input type="text" value="Sex, Drugs and Human Nature"/>
Activity Template	<input type="text" value="AN2105_TSV_SP1_1_Lecture 1"/>
Class Type	<input type="text"/>
Activity Number	<input type="text" value="01"/>
Duration (HH:MM)	<input type="text" value="02:00"/>
Class Size	<input type="text" value="30"/>
Status	<input type="text" value="NotConfirmed"/>

Field	Description
<b>Class Name</b> <b>Class Description</b> <b>Activity Template</b> <b>Class Type</b> <b>Activity Number</b> <b>Duration (HH:MM)</b>	Defaults with information about the activity and class.
<b>Class Size</b>	Maximum size for this class. This figure can be amended as required. <b>Note:</b> If a class size is changed, you will need to check that there are sufficient places across all classes for the planned number of enrolments.
<b>Status</b>	<i>Optional</i> – Defaults with the status recorded against the activity. The status can be changed for individual classes and used as a checking mechanism to view classes that have been actioned (Confirmed) versus those still to be actioned (Not Confirmed).

#### Teaching Patterns

**Teaching Patterns**

Teaching Patterns

Teaching Patterns Description

Timetable Period 1

Timetable Period 2

Field	Description
<b>Teaching Pattern</b>	The teaching pattern defaults with details entered at the activity level. If required, details can be changed to suit the individual class. The option selected in this field determines the weeks that are ticked in Timetable Period 1 or Timetable Period 2.
<b>Teaching Patterns Description</b>	Display only field that shows the Syllabus Plus weeks for the Teaching Pattern selected.
<b>Timetable Period 1 Timetable Period 2</b>	Checkboxes default to ticked according to the Teaching Week Pattern selected. Amend as required by ticking/unticking checkboxes to record weeks during which this classes is held. <b>Hint:</b> <ul style="list-style-type: none"> <li>• Holding your mouse over a checkbox displays the week number and date.</li> </ul> <b>Note:</b> If unable to select a week for which a class is to be held (checkbox greyed out), contact the Timetable Team.

**Staff**

**Staff**

All Staff Available

Ant, Adam

Bopeep, Little

Duck, Donald

Selected Staff

Coventry, Garry

Staff Requirement

Field	Description
<b>Staff Requirements</b>	Staff associated with the school who owns the topic display in the <b>All Staff Available</b> box. If a particular staff member was assigned at the activity, their name defaults in the <b>Selected Staff</b> box. Amend/add staff as required.

**Note:** - Only one staff member can be selected. - If an existing staff member does not display in the All Staff list, contact the Timetable Project Team.

**STEP 4** Click on the **Generate** button.

**Class List**

College: College of Arts & Society & Education Reports

Status of Subjects: Not Confirmed

Subject: AN3006\_CNS\_I\_SP2 Edit Reports

Activity Template: AN3006\_CNS\_SP2\_1\_Lecture 1 Edit Generate

**This function allows you to generate classes from an activity template based on the Subject Size and Template Size.**

Subject Size:

Template Size:

No of Classes to Generate:

Generate Classes

Cancel

**STEP 5** Subject Size, Template Size and No of Classes to Generate will display.

**STEP 6** Check the details and if you wish to create the classes, click on the **Generate** button.

**STEP 7** If you need to amend the subject and/or template size before generating classes, click on the **Cancel** button and amend as required.

**STEP 8** After clicking on the **Generate** button classes will display.

Name	Class Type	Size	Weeks	Duration	Status			
AN2013_CNS_SP1_1_Lecture 1/0		30	9-25	120	NotConfirmed	<span>Details</span>	<span>Copy</span>	<span>Delete</span>

**STEP 9** Details recorded against each class may be changed as required. Refer to the [Amending Class Details](#) section of this guide for details.

**Note:** If planned enrolment numbers for the topic are increased after classes have been created, click on the **Create Classes** button to create the required number of additional classes.

### Viewing Total Class Spaces for Classes

The total number of spaces available in all classes for subject activities is available by clicking on the [Summarise Classes](#) link.

**Class List**

College	College of Arts & Society & Education	Reports
Status of Subjects	Not Confirmed	
Subject	AN2105_CNS_I_SP1	Edit Reports
Activity Template	Please Select...	

[Summarise Classes](#)

**List Classes**

Students on this Subject attend one of each of the following:

- One of 1 Classes of the Activity Template 'AN2105\_CNS\_SP1\_1\_Lecture 1' [Capacity for 18 Students]
- One of 1 Classes of the Activity Template 'AN2105\_CNS\_SP1\_1\_Tutorial 1' [Capacity for 18 Students]

Return to class list by selecting [List Classes](#).

## Amending Class Details

Details recorded at the activity level flow down to classes. Details may be changed for individual classes as required.

**STEP 1** From the main menu, click on the Class button.

**STEP 2** Select the **College** and **Status of Subject**

**STEP 3** Select **Subject**

**STEP 4** Select Activity Template for the activity you would to amend.

Name	Class Type	Size	Weeks	Duration	Status			
AN2105_TSV_SP1_1_Lecture 1/0		30	9-25	120	NotConfirmed	Details	Copy	Delete
AN2105_TSV_SP1_1_Lecture 1/0		30	9-25	120	NotConfirmed	Details	Copy	Delete

**STEP 5** Select Details button next to desired Class.

The Class List page will be displayed. Class details can be amended as required.

**STEP 6** When all changes are completed select **Save and Close**.

**If a class is deleted in error, click on the Generate button and the system will automatically work out how many extra classes need to be created.**

**Note:** If classes have special requirements that cannot be specified on this window and that need to be considered for timetabling purposes, complete a Special Requirements Form and forward to the Timetable Team.



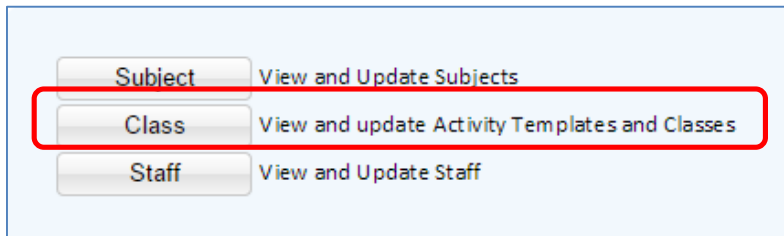


## Templates and Classes Report

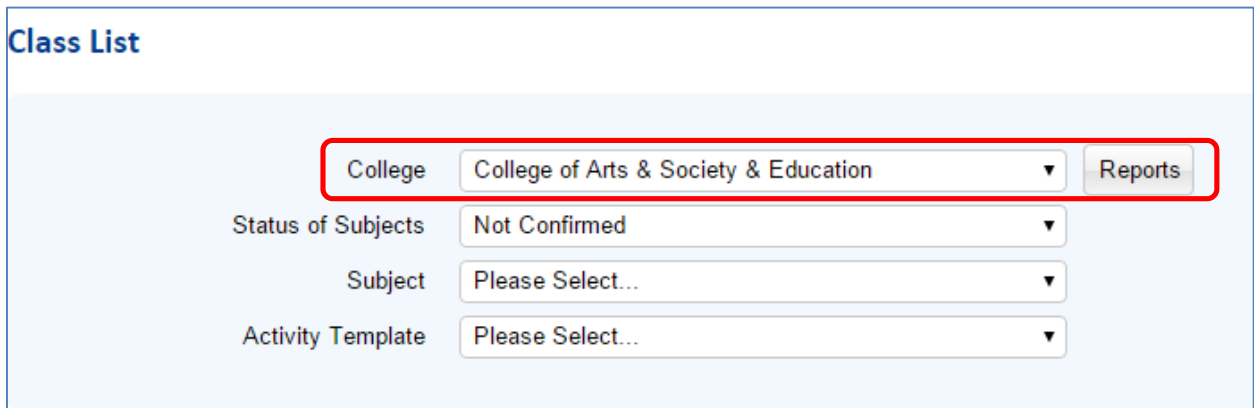
This report is used to check the following information:

- Subjects and classes that require timetabling
- Planned student enrolment numbers
- Class duration
- Class details (once classes have been created)

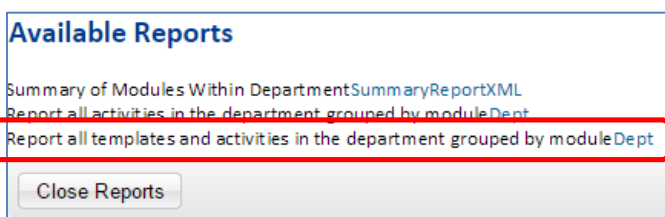
**STEP 1** From the Main Menu select **Class**



**STEP 2** On the **Class List** window, select the **College** for which you wish to produce the report and click on the **Reports** button.



**STEP 3** On the **Available Reports** window, click on the word **Dept** at the end of 'Report all templates and activities in the department grouped by module Dept'.



Report will be displayed.

## Need Help

Send an email to [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au)