

Timetabling

CSP09-01 Maintain Tuition Patterns & Class Attendance Totals

Purpose

The purpose of CSP09-01 Maintain Tuition Patterns & Class Attendance Totals is to provide information on how to ensure tuition patterns and class attendance totals are in place in readiness for exporting to Syllabus + for timetabling.

System Process

The Activity definitions captured under Tuition Patterns is the basis of class creation in Syllabus +.

Tuition pattern data will roll from one year to the next along with subject availabilities, therefore is only required to be checked and updated each year. However if a new subject or availability is required you will need to enter tuition pattern data for that availability.

Class Attendance Totals should be estimate of the number of students expected to enrol in the subject availability. It will be used in Syllabus + to assist in the generation of 'how many' classes for each activity.

For all classes to be published in eStudent the Publish Availability Details flag and Publish Activity flags must be ticked.

The mandatory information required to be entered for each Activity in the activity grid is:

- Activity Type = drop down selection
- Activity Name -= free text. This name will display in Syllabus + and eStudent so should be meaningful and no more than 15 characters
- Time = should only reflect hours
- Time Units = Hours is always to be selected
- Time Preference = None is always to be selected
- Requires Timetabling = ticked if you wish the activity to be timetabled for any given year. If unticked it will not be exported to the Syllabus +. If the subject is available in odd or even years (not each year) you will have to tick and untick the flag appropriately
- Publish Activity = needs to be flagged in order for activity to display in eStudent

Data entry rules for Tuition Patterns

- The same activity type **should not be used twice**. If hours or content vary between same activity types then create a second activity type as shown below.

	Activity Type	Activity Name	Hours
Wrong	Lecture 1	Lecture about Dogs	3
	Lecture 1	Lecture about Dogs	1
Right	Lecture 1	Lecture about Dogs	3
	Lecture 2	Lecture about Dogs	1

- The period the activity applies to, is not required to be in the Activity Name as the dates selected as part of timetabling will associated with the activity. This also applies to times, linking of subjects or identification of cohorts. Remember the activity name is displayed to students so needs to be useful and simple.

	Activity Type	Activity Name	Hours
Wrong	Lecture 1	Prof Exp Lecture (Week 8)	3
Wrong	Lecture 1	Lecture (Merged with ED3090)	1

Business Process Information

The Student and Academic Services Resources for Staff website have a Business Process Library. For further information visit <https://www-internal.jcu.edu.au/student-services/resources/processes/index.htm>

Create Tuition Patterns & Class Attendance Totals – Steps

Go to **Study Package Availability** window.

1. Enter the study package availability details or use the pick list to search and retrieve.

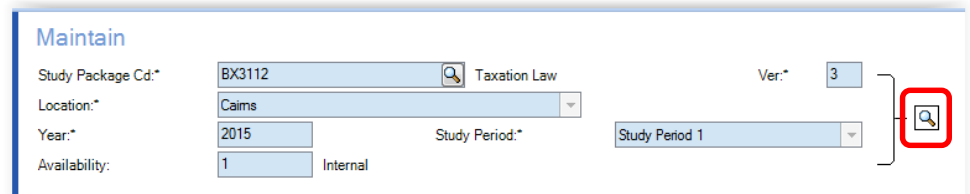
IMPORTANT NOTE: IF USING PICKLIST ENSURE STUDY PACKAGE STATUS IS ACTIVE OR PLANNED. IF TWO AVAILABILITIES EXIST ONE WITH A STATUS OF ACTIVE AND ONE WITH PLANNED SELECT THE PLANNED AVAILABILITY. THE PLANNED AVAILABILITY WILL ALSO HAVE THE HIGHEST VERSION NUMBER. THIS WILL BE THE AVAILABILITY USED FOR TIMETABLING.

Tuition Patterns Section

2. Enter the Class Attendance Total
3. Tick the Publish Availability Details if unticked

Activities Grid

4. Select an Activity Type from the dropdown list.
5. Enter an Activity Name (will default from Activity Type but can be changed)
6. Enter number of hours for the activity
7. Select the Time Units of Hours from the dropdown
8. Leave Set Up (Hrs) blank (managed in S+)
9. Select Time Preference of None from the dropdown
10. Leave Min Class Size blank
11. Leave Max Class Size blank (managed in S+)
12. Leave Seq No blank (managed in S+)
13. Tick the Requires Timetable flag
14. Tick the Publish Activity flag
15. Select Save



Study Package Availability Search

Criteria

Study Package Stage	One Of	Active,Planned	X
Study Package Cd	like	NM3200	X
Availability Year	=	2016	X
	like		X

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Search](#) [Load Search](#)

Drag a column header here to group by that column

Study Package Cd	Study Package Version	Availability	Availability Description	Study Package Full Title	Study Package Stage	Location	Study Period	SI
NM3200	3	1	Block	Photography Genres	Planned	Townsville	Study Period 6	SI
NM3200	2	1	Block	Photojournalism	Active	Townsville	Study Period 6	SI

Tuition Patterns

Class Attendance Total: Publish Availability Details

Activities

Drag a column header here to group by that column

Activity	Activity Type*	Activity Name*	Time	Time Units	Set Up (Hrs)	Time Preference	Min Class Size	Max Class Size	Seq No	Combined Class Set	Requires Timetable	Publish Activity
	Guided Learning 6					None		0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Guided Learning 7									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Guided Learning 8									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Guided Learning 9									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intensive 1									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intensive 2									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intensive 3									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intensive 4									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intensive 5									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Integrative Sess 1									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Integrative Sess 2									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Check the Max Class Size for all activities as the Save may populate this field with the class attendance total.
17. Zero any max class sizes
18. Select Save

IMPORTANT NOTE: IF THE 'REQUIRES TIMETABLE' FLAG IS NOT TICKED THE ACTIVITY WILL NOT BE INCLUDED IN THE EXPORT TO SYLLABUS + FOR TIMETABLING

Update Tuition Patterns & Class Attendance Totals – Steps

Go to **Study Package Availability** window.

1. Enter the study package availability details or use the pick list to search and retrieve.

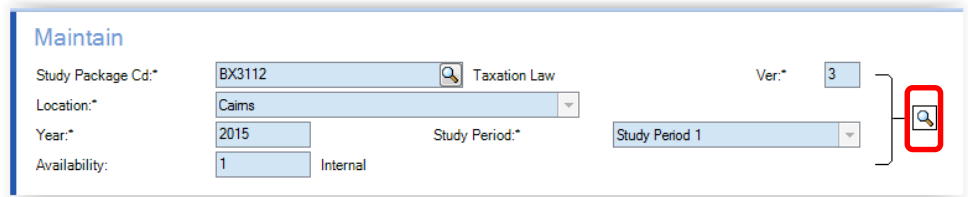
IMPORTANT NOTE: IF USING PICKLIST ENSURE STUDY PACKAGE STATUS IS ACTIVE OR PLANNED. IF TWO AVAILABILITIES EXIST ONE WITH A STATUS OF ACTIVE AND ONE WITH PLANNED SELECT THE PLANNED AVAILABILITY. THE PLANNED AVAILABILITY WILL ALSO HAVE THE HIGHEST VERSION NUMBER. THIS WILL BE THE AVAILABILITY USED FOR TIMETABLING

Tuition Pattern Section

Amend details of the following as required

2. Amend Class Attendance Total
3. Amend Activity Name
4. Amend number of hours for the activity
5. Tick/Untick the Requires Timetable flag
6. Select Save
7. Check the Max Class Size for all activities as the save may populate this field with the class attendance total.
8. Zero any max class sizes
9. Select Save

IMPORTANT NOTE: DO NOT AMEND DETAILS IF CLASS REGISTRATION FOR THE AVAILABILITY HAS COMMENCED. AMENDMENTS SHOULD ONLY OCCUR PRIOR TO THE OPENING OF THE TEACHING DATA COLLECTOR EACH YEAR. COORDINATE WITH THE TIMETABLING OFFICE FOR ANY AMENDMENTS POST OPENING OF THE TEACHING DATA COLLECTOR.



Tuition Patterns

Class Attendance Total: Publish Availability Details

Activities

Drag a column header here to group by that column

Activity	Activity Type	Activity Name	Time	Time Units	Set Up (Hrs)	Time Preference	Min Class Size	Max Class Size	Seq No	Combined Class Set	Requires Timetable	Publish Activity
1	Intensive 1	Intensive 1	0.00	Hours	0.00	None	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Lecture 1	Lecture 1	3.00	Hours	0.00	None	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete Tuition Patterns – Steps

Go to **Study Package Timetable Activities** window

1. Enter the study package availability activity details or use the pick list to search and retrieve.

Study Package Cd:* PY4108 Advanced Topics in Psychology Part 1 of 2 Ver.* 3
 Location:* Townsville
 Year:* 2015 Study Period:* Study Period 1
 Availability:* 1 Internal
 Activity:* |

Study Package Availability Activity Search (S1SPK402)

Criteria

Study Package Cd	=	PY4108	X
Ver	=	3	X
Location	=	Townsville	X
Availability Year	=	2015	X
Study Period	=	Study Period 1	X
Availability Number	=	1	X

Count: 1

Activity	Activity Type	Activity Name	Time	Time Units	Waiting List Total	Last Modified User Id	Study Package Cd
1	Lecture 1	Lecture 1	1.00	Hours	0	JC213837	PY4108

2. Once window has been populated with the activity data Under Actions to Perform select Delete

IMPORTANT NOTE:
ACTIVITIES CAN ONLY BE DELETED IF NO CLASSES EXIST FOR THOSE ACTIVITIES. DELETIONS SHOULD ONLY OCCUR PRIOR TO THE OPENING OF THE TEACHING DATA COLLECTOR EACH YEAR. COORDINATE WITH THE TIMETABLING OFFICE FOR ANY DELETIONS POST OPENING OF THE TEACHING DATA COLLECTOR.

Maintain (S1SPK400)

Study Package Timetable Activities

Study Package Cd:* PY4108 Advanced Topics in Psychology Part 1 of 2 Ver.* 3
 Location:* Townsville
 Year:* 2015 Study Period:* Study Period 1
 Availability:* 1 Internal
 Activity:* 1 Lecture 1

Week Pattern

Day Preferred	Mon of Starting Week*	Sun of Ending Week*	Frequency* /Unit*
	23/02/2015	21/06/2015	1.00 Weekly

Document History

Owner: Class Registration Business Analyst (Student Systems)

Action	By Whom	Date
Create	Jodie Geissmann	3 rd November 2014
Review	<<Insert Review Name>>	<<Insert Review Date>>
Update	<<Insert Update Name>>	<<Insert Update Name>>