Programmes of Study Editor

Guide to reviewing, updating and validating
JCU Programmes of Study in the Programme of Study Editor

Contents

The Purpose of the Programmes of Study Editor

The Programmes of Study (POS) Editor contains all **core subjects** (viewed as a Programme of Study) that must be timetabled **clash-free** in both Townsville and Cairns for the two main teaching periods (Teaching periods one and two). It comes prepopulated with the previous year's POS data.

It is not necessary to record all possible subject options that a student may attend for timetabling purposes, only those subjects that <u>must</u> be timetabled clash-free are required to be entered into the POS Editor. **Heavily attended optional subjects should only be included to prevent an overlap when scheduling core subjects**, though these should be very few.

Timetable Constraints

Teaching activities timetabled for each subject are constrained by all of the following:
- ✓ Programs of Study / Student Sets
- ✓ Staff Availability
- ✓ Time
- ✓ Cohort Size
- ✓ Consecutive Activities
- ✓ Sequencing of Activities
- ✓ Specialist Lab requirements
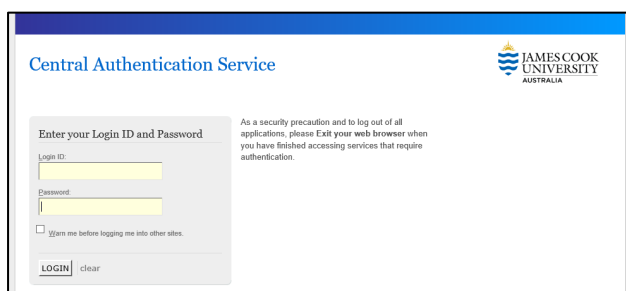- ✓ Room Type
- ✓ Room Facilities

When entering, updating or validating POS in the POS Editor, please ensure only those subjects that must be timetabled clash-free in that study period are added to each POS. It is important to note that POS with very low student numbers i.e. under 3-5 students will be removed prior to the timetable development. The JCU Timetable Team cannot guarantee clash free timetabling for all Courses as this significantly increases constraints to the timetable resulting in reduced student experience.
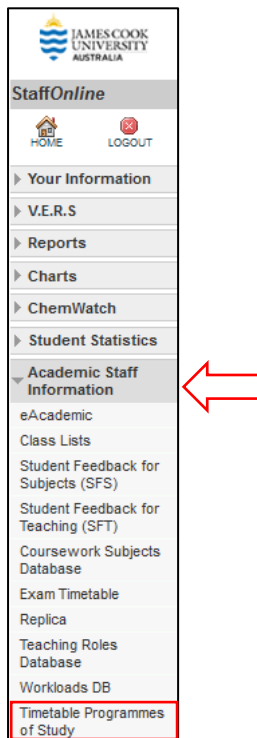
Programmes of Study Editor

Step 1: **Accessing the Programmes of Study Editor**

Log into Staff*Online* in your internet browser:

If required, please log into your Staff*Online* account using your JCU credentials:

JCU Programme of Study Editor

Once logged in, under the Academic Staff Information tab, click on the Timetable Programmes of Study link:

You'll be directed to the Programmes of Study landing page, see below:

To review, update or validate POS during the POS data collection phase, you will need to select the Timetable Programmes of Study Editor as highlighted below:

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Step 2: Searching and Filtering Programmes of Study

You can filter for POS using one or all of the following:
- Organisation Unit (2100 - DTHM or 2200 - DTES)
- Course Code
- Validation (whether a POS has already been validated: Yes, No or All)
- Teaching Period (TP1, TP2 or All)

Please note: TP1 incorporates SP1, SP3, SP4, SP5, SP6, SP7, SP46, SP64, SP65, SP81, SP82 and SP83 subjects. TP2 incorporates SP2, SP8, SP9, SP10, SP11, SP47, SP48, SP66, SP67, SP84, SP85 & SP86 subjects.
ie. TP1 date range is January to late July (end of O-week) and TP2 date range is the second half of the year.

To apply the filter, update the relevant field with what you wish to search and select **Search**:

Step 3: Adding a new Programme of Study

The database is pre-populated with TP1 and TP2 POS data entered during the previous years' timetable build.

When reviewing and validating each POS, if one does not exist, you can create and add a new one for TP1 or TP2 using the '**Add**' section next to the filter options at the top of the page.

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Adding a Programme of Study requires the following information:

Course SPK_CD	The course code displayed in the Student Handbook (e.g. 60010)
Major/Minor Codes (if required)	• If not required, enter the course code again • If required, major/minor codes can be found in the handbook and copied and pasted into this field • If multiple required please separate with |
Programme of Study Location	TSV or CNS
Programme of Study Year	Each POS line is for a single year at a single location e.g. A four year course offered in both TSV and CNS requires four POS lines for TSV and four POS lines for CNS
Teachinng Period	TP1 or TP2
Programme of Study Description	Course Description as displayed in the handbook (including major if necessary). (copy and paste description from the handbook)
Divisional Org Code	2100 = DTHM and 2200 = DTES

Step 4: **Reviewing Programmes of Study**

To review a POS, enter the search details into the filter options shown below.

For example; if reviewing a POS for the Bachelor of Law:
• Filter Course Code: 60010
• Filter Validated: All (or you could select Yes or No via the drop down box)
• Filter Teaching Period Code: TP1

Select '**Edit**' next to the Programme of Study you're wanting to review:

This will take you to the '**POS Options Edit**' page where you can review previous year's subjects.

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If there has been changes to the POS from previous years, you can enter and/or edit subjects that are to be timetabled **CLASH-FREE** for that particular Programme of Study.

Important Note: All existing POS will have the previous year's subjects pre-populated for review.

Step 5: **Updating Programmes of Study**

The subjects required for each Programme of Study are the core subjects to ensure a clash-free timetable for the majority of students.

Programmes of Study for timetabling purposes are not a list of all potential subjects (core and optional) a student may take for that teaching period and location.

If an optional subject is highly selected by the majority of students undertaking that course, or if it is an optional subject that all students must undertake as part of that course, these can be entered into the POS Editor.

POS Options Edit

The POS Description and Orgu can be edited, if required, by typing the changes in the fields and selecting '**Update**':

POS Options Edit

Name	CourseCode	MajMinorCodes	Year	Location	TeachPeriod	Description	Orgu	
60010_60010_CNS_1_TP1	60010	60010	1	CNS	TP1	Bachelor of Laws	2200	Update

Add New Option to POS

New subjects are added into the POS Editor in the Subject Code, Study Period, Study Mode, Location and Core Fields and selecting **'Add'**:

Add New Option to POS

Subject Code	Study Period	Study Mode	Location	Core	
	SP1	Internal (I)	Cairns (CNS)	Core	Add

Adding a subject to a POS requires the following information:

Subject Code	The subject code in the Handbook (e.g. BR1001)
Study Period	Usually SP1 or SP2, but can be any SP that is timetabled within Teaching Period 1 or Teaching Period 2
Study Mode	Internal (I), Mixed (M), Intensive (V), Placement (P), External (X)
Location	Select the location campus
Core	Core or optional subject

The subject added will then appear under that POS.

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Changes to subject details ie. Study Period, Study Mode, Location & Core can be made by updating the available fields and selecting '**Update**':

Subjects can be deleted from a POS by selecting '**Delete**':

Step 6: **Validating a Programme of Study**

Prior to developing the timetable for each Teaching Period, all Programmes of Study need to be reviewed, updated and validated. The JCU Timetable Team will be asking Course Coordinators in February and August each year to review, update and validate each POS. This has to be done prior to the data being imported into the timetable system and before the JCU Timetable Team can commence scheduling teaching activities.

The validate button is found on the far right column of the main page headed '**Validated**'. POS not yet validated will appear with an 'N' and displayed as **RED**. Validated POS will appear with a 'Y' and be displayed as **GREEN**.

The 'Validated' column uses a click-on, click-off button. To change a POS from not validated (N) to validated (Y) or vice versa, simply click on the "N" or "Y" and the screen will reload.

Tip: Using the 'Filter Validated' section and changing the drop down box to 'No' is an easy way for you to review all POS that have not yet been validated.

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Queries, Help and Process for Requesting Changes

If you require assistance with your POS, please refer to the following for who best to contact:

- ✓ For all Course queries, please contact your CMO.
- ✓ For all Subject or CSDB queries, please contact your College Timetable Representative (ASO).
- ✓ For all other questions relating to the POS Editor, please contact the JCU Timetable Team at **timetable@jcu.edu.au** (or by phoning ext. 21376).

Important Note: While the POS Description can be edited (using the Edit button), the main details of the POS (Course code, Location, Year, etc.) **cannot**. If you create a new POS that contains errors the POS will need to be deleted and re-entered.

If a POS is blank by the date it's due to be imported (i.e. no subjects attached), all subjects relating to that POS will be timetabled without student sets attached and therefore may have core subjects clashing.

If a POS has not been validated by the due date, this will not be imported into the timetable system. All subjects relating to that POS will be timetabled without student sets attached and therefore may have core subjects clashing.

Deleting a POS

If a POS is no longer offered for the current timetable iteration, please contact the JCU Timetable Team at timetable@jcu.edu.au (or by phoning ext. 21376) to have it removed from the database. Surplus POS will restrict the timetabling of activities significantly.

Browser/Viewing Issues

If you're experiencing issues with the POS Editor in Internet Explorer, please try reopening the link in another browser (e.g. Chrome or Firefox) before contacting the JCU Timetable Team for assistance.

Further Assistance

If you have any further questions or feedback regarding the POS Editor database or are experiencing some issues, please email timetable@jcu.edu.au or phone ext. 21376.

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