University of Kent Process for Timetable Managers and Administrators

Process overview

Timetable rollover
Unscheduled redundant events

Block One Data
Module convenors
Student numbers
Term running

Block Two Data
Lecturer constraints
Teaching structure

Online module registration (OMR)
(returning students)

Stage 2 & 3 seminar group allocation

Teaching staff timetable online review
Limited amendments

Room allocation

Stage 1 OMR
& Group allocation

SDS Group Administration

Room bookings

September January February March July August September

Process step by step
Actions required by School administration highlighted

Timetable rollover
The previous timetable dataset is copied into the new timetable to provide a basis to start work. Technical setup, data transfers and data cleaning is undertaken by the Timetabling teams to get the database ready to start work. All one-off non-modular bookings except those that are pre-planned for the year – such as UCAS / Open days, University Open lecture and concert series, Cinema operations – are removed from the timetable to make clear space for scheduling teaching. Week ranges and dates are checked, bank holidays altered and strategic changes such as rooms added or removed.
Module Session Running
November – December

Schools must determine during November and December which module deliveries they plan to run for the next academic session.

This data should be checked and amended on the Student Data System using Module Maintenance > Module Session Running, selecting modules by School, or by module stem or full code e.g. EN%

Note: Module Session Running also informs:
- Student Data System which modules should receive module registrations,
- Online module catalogue which modules to advertise
- Moodle, the virtual learning environment, which modules to synchronise

The Timetable Planners will automatically see which modules need new events setting up and which ones need removing from this data which is transferred every hour from the student data system to the timetable database.

What do I if there will be new modules which does not yet have a code on the Student Data System?

Inform the Timetable Planner of these along with the expected teaching structure and forecast student numbers (see below). If the new module is replacing an existing module, then the Timetable Planner may choose to leave the old module in place temporarily on the draft timetable so that the data can be held and module code swapped in later once the new module is approved.

June 2014
What do I do if my school has not yet planned next year’s modules?

Complain! It is important for the strategic planning of the teaching space, the timetable and all downstream teaching planning such as module registration, library resources, budgets, that the teaching programme is developed between November and February before the start of the next academic year.

There is always an expectation that some of the teaching will change, but in general 90+% of the teaching timetable should be known during this initial planning.

**Lecturer Constraints**

November – January

Lecturer constraints allow the Timetable Planners to see when staff are available to teach. Your school will have a policy on how constraints are to be administered.

A spreadsheet of teaching constraints as recorded on the timetable database can be downloaded from the draft timetable review system, amended in Excel and sent back to the Timetable Planner. Teaching availability should generally allow four days per FT teaching staff, with one day set aside for research (subject to the School’s research strategy management) for research-active staff not on study leave. Pro-rata adjustments apply to PT staff. Other arrangements required for childcare etc should also be specified. The teaching constraints should be agreed by the Head of School before submission to the Timetable Planner.

The Excel list is available from the Draft Timetable Review System under Staff > export > select a format > Excel

*What do I do if I will have new staff not in this list?*

Add the new staff (named or not as the case may be) to the spreadsheet and the Timetable Planner will add them to the database, using a surrogate id until they have a contract with the University.

*What do I if we use lots of sessional teachers?*

Try to specify how many distinct sessional teachers you will use, naming them if you can, and supplying constraints. Ask your sessional teachers to supply their constraints to you where you know them. The draft timetable will be available by June, and there can be modifications at this point. Any information upfront is better than none.

**New module specifications / Changes to module specifications / Delivery changes**

November – January

This part of the process involves Schools going through their module offering module by module to check the following for each module:

- **Forecast module size** – how many students are we expecting to teach?
  
  Note: did you know that it is possible to cap modules in the Student Data System? Some schools get surprise last minute changes to their teaching because they don’t cap their
modules and this changes the teaching load for staff, the teaching room requirement and organisation at the last minute.

- **Correct number of whole group events** e.g. Lectures, example classes
- **Correct number of seminar groups**
- **Correct week pattern**

Note: Please make your week patterns as regular as possible. e.g. Weeks 1-12 or 13-24, odd weeks or even weeks. One-off events or irregular teaching weeks result in inefficient use of the space and more erratic timetables for the students (which are unpopular).

- **Teaching equipment requirements** – without teaching equipment specified, rooms without equipment may be assigned – this is especially important for small group events where the IT provision in teaching rooms is more variable.
- **Teaching room layout requirements** – e.g. classroom format (rows), seminar room format (around a table), café style (small group tables), terminal (computer on each desk) etc.
- **Teaching staff teaching convening the module, teaching the whole group and seminar group events where possible** – it is recognised that some of this detail will be known later in the planning cycle, but as much as possible early on makes all the difference to planning the timetable. If the teacher is not known this can be left blank. Events and modules with no teacher attached can be readily reviewed in OTIS.

The easiest way to do this is to extract the spreadsheet of all modules for a School from the Draft Timetable Review System under module > see all module specifications in one report > export > select a format > Excel

Make amendments on this spreadsheet in conjunction with your Director of Learning and Teaching / Head of School as appropriate, then send to the Timetable Planner.

If a module structure is being changed, you should check here on the CMSDS support site about the correct administrative and quality assurance procedures to do this.

**On-line module registration – returning students**

March – May

In March each year, online module registration opens to returning students allowing them to choose their optional modules through the student data system. These choices are governed by:

- Student Data System module session running – which module deliveries are available
- Student Data System v_pos_module, the system that manages the programme-modules structures. The details of this administration are not covered here, but it is essential that this data is checked and amended against the Programme Specifications in the period before online module registration opens. See relevant instructions on this on the CMSDS user support site here.
- Module clashes determined from the draft timetable are not allowed
- Once students have registered on their modules, the data automatically transfers to the timetabling database
Stage 2 & 3 seminar group allocation
April – June

After stage 2 & 3 module registration, the Timetable Planner can begin allocating the students to seminar groups. This process involves:

- Contacting any students who have expressed special requirements for work, childcare or disability reasons, and allocating them to sub-groups manually, then fixing them in place
- Allocating all modules where the allocation has been requested by the school using the Scheduling software which provides clash-free allocation of students to subgroups

Note: If a special allocation is required e.g. all students on a particular programme into specific subgroups; students on particular module combinations to be in the same subgroups, please specify this to the Timetable Planner who can incorporate this into the allocations

Please ensure the TT Office has been notified of all modules requiring central seminar allocation. Only modules with this field updated in OTIS will be processed in this way, as indicated in the modules list.

The process of allocating students to seminar groups will identify module structures where there is insufficient or excess subgroup capacity and the Timetable Planner will contact Schools to resolve these issues.

Once the students are allocated to seminar groups in the timetable database, the data is automatically transferred into holding tables ready for module group administration on the Student Data System in August – see below.

Room Allocation
May

The allocation of rooms to teaching events is done using the timetabling software as follows:

- Pre-booked non-modular events such as UCAS / Open days and concerts have the rooms fixed
- Any special teaching events where a specific room is required are also fixed
- All events with central teaching space have the rooms removed
- Rooms are allocated to events using the allocation software which takes into account:
  - Equipment, layout and room-type requirements
  - Room pools (groups of rooms that are applied to certain Schools for geographical or other reasons)
  - Capacity

Capacity fills are applied incrementally – overfill factors are applied to larger events to take account of no-show students – e.g. 5% is used for lecture theatres. This is based on room audits that demonstrate poor room utilisation as attendance is rarely 100% of the forecast module size.
Note: Module sizes and room capacities are re-checked later in the process once students re-register since there are significant changes to module sizes during the August-September period before the start of the new academic year. However, if you know that there will be a significant change in numbers, e.g. due to unprecedented first year intake, please inform the Timetabling Office so that the additional work can be undertaken.

Teaching staff online timetable review

In June the draft timetable is published to lecturers. Each lecturer can view his/her personal timetable using the draft timetable review system (OTIS). If the lecturer requires any changes he/she should contact the school’s timetable administrator or manager.

This feedback route is important so that:

- School administration has an overview and agrees with any changes requested by the teaching staff
- The replies from multiple staff are collated to provide more efficient data updates by the Timetable Planner

The personal timetable view shows what the lecturer is recorded to teach and can be viewed in a list or grid format, and also identifies any constraint violations or clashes from the system.

View of personal timetable in OTIS
New Student On-line module registration
September

This process is similar to the returning student administration – see above – but for new students. Compulsory modules are automatically added to new student records when they transfer into the Student Data System. Optional and wild modules can be selected by the students using the same rules previously described.

Standard deadlines for module choice apply are communicated to the students by the Schools – usually end week 0 for humanities and end of week 1 for Social Science students so that group allocation and module group administration can occur for start of week 1 and week 2 respectively.

Changes to student module registrations after online module registration has closed have to occur manually by Faculty or School administration as appropriate.

New Student seminar group allocation
September (short deadlines)

Timetable Planners allocated students to subgroups using the scheduling software as per returning students (described above).

Student Data System group administration
September (specific timings depending on stage and faculty)

Once the Student Data System annual roll-over has occurred – 1st August – then the Student Data System group administration can begin.

Using the telnet screens to build the master group and assessment patterns, subgroups and then setting the subgroup visibility flag, the data from the timetabling system including the allocation of students to sub-groups will be built into the student data system group structure and displayed to students – see.

Note: Manual group administration through SDS on the web can be used for changing students between subgroups manually (see reference above for user guide). If master groups are built through the web interface, timetabling and group allocation data will not be automatically built into the group structure. This feature should not generally be used and is only there for modules which require a manual set-up separate from timetable data – e.g. placement modules.

Instructions on this process are here.

Room bookings
It is really important for the efficient and workable use of teaching space that room booking requests during the standard teaching day weeks 1-12 and 13-24 are held until the timetable planning process has been completed. Otherwise one-off bookings block whole strings of events. Therefore there is a process for handling room bookings in a structured way.

Exceptions to this process are only events which are strategically important to the University such as Open days, University concert and open lecture series.
Room bookings are prioritised by week required. Week 0 bookings can be entered onto the timetable at any point in the process, but all other room bookings during regular teaching time must be held until September so that they do not block space for the room allocation and checking processes.

Week 1 bookings can be confirmed the week before week 0. Other bookings for Autumn Term can be confirmed in week 1 onwards after all the seminar allocation has been completed. Bookings for Spring Term can be processed from week 4 onwards.

Non-modular events can be broadcast to students via their personal timetables using the Student Data System (web) > Group Administration > Non-modular event administration. Instructions for this functionality are here.

**Postscript: Student texting service**
Did you know that you can text students about changes to their teaching or other important things they should know? The function lies in SDS.
Useful Information Points

**Timetabling Office webpage** - www.kent.ac.uk/timetabling

This has, amongst other things, information on teaching rooms such as size and location and a link to reporting room problems for staff.

**Online – Timetable Information System (OTIS)** - www.kent.ac.uk/timetabling/otis.html

This is where you and members of teaching can view the current timetable and the draft timetable for the coming academic year. It is also the starting point for submitting bulk information changes.

**Module Catalogue** - www.kent.ac.uk/coursesmodulecatalogue/modules

This is the students’ view of all information about modules. It gathers data from a number of locations including timetable information. Between January and until the schools release groups around the start of the academic year students can only view the lecture timetable.

**SDS handbook** - https://www.kent.ac.uk/cmsds-local/Manual/

This is a comprehensive guide to SDS and its administrative functions.