CMIS Support Guide
2017/18

Course Structures and Event Management
for School Timetablers

Space Management and Timetabling Team
Estates and Buildings
Version 1.2
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Contents

1. Introduction ............................................................................................................................................. 3
   What is a Timetable? ................................................................................................................................. 3
   Who Does What? .................................................................................................................................... 4
   How is Work Carried Out? ...................................................................................................................... 4

2. CMIS Timetabling Software .................................................................................................................... 5
   Select a Data Set ................................................................................................................................... 6

3. Understand the Timetable Views and Filters.......................................................................................... 7
   Display the Filter Button on the Timetable .............................................................................................. 8
   Filtering the Timetable Window ............................................................................................................. 8
   Displaying a Timetable ........................................................................................................................... 9

4. Annual Timetabling Process Overview ................................................................................................ 10
   Data Preparation .................................................................................................................................. 10
   Timetable Editing & Preparation ........................................................................................................... 11
   Central Rooming .................................................................................................................................. 11
   Pre-Enrolment ....................................................................................................................................... 11
   Pre-Teaching .......................................................................................................................................... 11

5. Course Structures in CMIS .................................................................................................................... 12
   Courses ................................................................................................................................................... 12
   Sub Groups (Class) ............................................................................................................................... 13
   Sub Group Sets - Taught at the same time ............................................................................................ 16
   More than 4 types of Teaching on One Course .................................................................................... 16

6. Event Management ............................................................................................................................... 17
   6.1. Creating Events ............................................................................................................................... 19
       Adding an Event ................................................................................................................................ 19
       Input Event Details ............................................................................................................................. 20
       Add the Room ................................................................................................................................. 20
       Add any Required Equipment or Room Features ........................................................................... 21
       Add the Contact by Clicking the Booking Button ........................................................................... 21
   6.2. Modifying Events ............................................................................................................................ 22
       Change Equipment or Features ........................................................................................................ 22
       Change Event to Tentative ............................................................................................................... 24
       Delete Event .................................................................................................................................. 25
       Edit Event ....................................................................................................................................... 25
       Individual Week Changes – split weeks ............................................................................................ 26
   6.3. Lecturers on Events – Workload Model .......................................................................................... 27
   6.4. Linking Events to be in the Same Room ......................................................................................... 28
       Roll Over ........................................................................................................................................ 31
       Deleting and Modifying .................................................................................................................. 31

Appendix A: Comparison of CMIS and MyCampus Event Data ............................................................... 32
1. Introduction

This guide is for staff in Schools/Institutes and in Estates & Buildings who are involved in booking rooms, producing and maintaining the class timetable.

Covered in the guide:

- Introduction to CMIS and the timetabling process
- Course data structures
- Creation of teaching events and allocation of rooms to them

School Timetabling Teams are referred to as **STT**

Space Management and Timetabling Team (Estates and Buildings) is referred to as **SMTT**

The aim of this guide is to provide information about the timetabling process and the software tools that the University uses to produce it. It explains and the annual cycle to prepare the timetable and also how the different university systems interact with the software.

**What is a Timetable?**

Timetables are a method by which various resources are brought together at a given time and place. The resources used in creating an education timetable include:

- **Staff**
  - lecturers, tutors

- **Rooms**
  - their location, and features/equipment in them

- **Courses**
  - which students select

- **Classes**
  - which students enrol on

- **Plans**
  - which students are registered on and may have mandatory courses

- **Equipment & Features**
  - required for teaching the class

- **Students**
  - enrolled on classes

A timetable ensures that the correct resources come together in a suitable location at the same time and that those resources are not booked in two places at the same time – i.e. they do not clash.

Timetables are created using a wide range of rules that determine how different resources may be used. At the simplest this includes days, times, weeks and the size of the group to be taught.

The role of the timetabler is to manage the use of the resources and collect the details that will determine how they will be scheduled. The collation of this data is carried out largely by school timetabling teams working with the space management and timetabling team to jointly prepare the University’s timetable before room allocation, which is carried out for local rooms by the room owner and for central room requests by Space Management and Timetabling in Estates. More details are in section 4.
**Who Does What?**

The roles and responsibilities in the timetabling process are detailed in the University’s policy. Broadly these are shared between:

- **Space Management and Timetabling Team**: Supports timetabling process University-wide. Allocates central space and manages Change Requests.
- **School Timetabling Teams**: Prepare and maintain timetable requests coordinated by the School’s Lead timetabler.
- **Teaching Staff**: Provide information and work with School teams.

It is the responsibility of Schools to decide who carries out timetabling tasks under the guidance and direction of the nominated Lead School Timetabler. Timetabling brings together a number of different factors and it is important that roles and responsibilities are clearly defined (e.g. who is responsible for each course), and staff have training across the processes and understand the lifecycle.

**How is Work Carried Out?**

Timetabling processes are supported using:

<table>
<thead>
<tr>
<th>Service/Software</th>
<th>For</th>
<th>Used By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMIS</td>
<td>Creating and maintaining the class timetable and non-teaching bookings</td>
<td>STT, SMTT</td>
</tr>
<tr>
<td><strong>Timetables &amp; Room Booking</strong></td>
<td>Web timetable available to all University staff to search and view rooms/courses/calendar</td>
<td>All Staff</td>
</tr>
<tr>
<td><strong>Available from MyGlasgow</strong></td>
<td><strong>Data Quality – class timetable</strong></td>
<td>STT, SMTT</td>
</tr>
<tr>
<td></td>
<td>Used daily to monitor and flag any problems. Fix in CMIS for problems affecting your events.</td>
<td></td>
</tr>
<tr>
<td><strong>Change Request – class timetable</strong></td>
<td><strong>Online Course Requirements Form</strong></td>
<td>Teaching staff - if allocated by their School team in Spring.</td>
</tr>
<tr>
<td></td>
<td>Assist school annual preparation process. For example, capturing online course requirements from teaching staff.</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td>Personal timetables for students and staff, late changes alerts, iCal downloads.</td>
<td>Students, Staff</td>
</tr>
<tr>
<td><code>gla.ac.uk/timetable</code></td>
<td>Openly available University location finder.</td>
<td>General Public</td>
</tr>
<tr>
<td><code>gla.ac.uk/locations</code></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. CMIS Timetabling Software

CMIS is connected to a database which holds the University’s timetable information.

The main menu on opening is called the Visual Control Path (VCP). Use the icons or Menu bar across the top of the screen to access different areas and functionality within CMIS.

*Top Panel*

**Data source** is the database they are connected to (the example above is Live, someone may be using a Training Database)

**Connected** whether the connection is active or not

**Validated** not required for most users

**Selected dataset** which academic year you are working in (please make sure you are working in the correct dataset)

*Data Tab*

The icons under Physical, Academic, Miscellaneous, Lecturers and Students allow the user to quickly access the various resources on CMIS, such as Rooms, Courses and Features & Equipment.
Select a Data Set

Data is organised into separate data sets, which can represent an academic year or an exams period.

To select the correct data set: **Data | Selected data set.**

Select 2017/18 Academic Session 2017/2018

The first time you use the software you will be asked which data set you wish to use. On subsequent occasions, as long as you save your settings on exit, it will return you to the same data set.

Be careful at certain times of year as you may be switching regularly between different datasets. For example, when making non-teaching bookings now and preparing next year’s class timetable. A quick check on the CMIS Visual Control Path (VCP) will show you which dataset you are working in.
3. Understand the Timetable Views and Filters

To open a new timetable view: **Timetable | Locate Resource**

A new timetable (with no filter selected) shows no timetable data until a filter is applied. This shows the different areas of a timetable window which has four elements:

- **Filter Title**: summary of the filter applied to this window
- **Graphical View**: timetable data, typically, days on one axis / times along the other
- **Event List**: timetable data in list format
- **Clashing Window**: any potential clashes

The timetable window is configurable by the user to display timetable information in many different ways (covered in further documentation).

💡 When you create a timetable by using the New Timetable option from the Timetable dropdown menu, then each time this will be added to your list of timetables at the bottom of the Timetable drop down menu. These can be renamed by going to Edit Timetable Views on the same menu so that you can easily save different filtered data and access it again easily at any time.
**Display the Filter Button on the Timetable**

To prevent having to right-click to get the timetable filter window, you can display a Filter button on the side of the timetable window.

To show the filter button, move the pointer to the right-hand border of the timetable (immediately after the vertical scroll bar). Right click and from the pop-up menu select Buttons.

![Timetable filter window](image)

**Filtering the Timetable Window**

To view timetable data a filter must be applied to the window.

To apply a filter (in the graphical part of the window)

- Click on the Filter Button
- Or In the grid Right Click | Filter

![Timetable filter window with options](image)

This window contains a number of filter tabs, the most commonly used of which are:

- **Basic**
  - filter Department, course and Lecturer

- **More**
  - filter Building, Room and Weeks

- **Requests**
  - filter event status, requested room type (LOC, CTT), unroomed

- **Plans**
  - to display Plans timetables – This will only show mandatory and optional as imported.

- **Booking**
  - Contacts
The filters in CMIS timetables combine data; so if you filter to Course A, and to Lecturer B, then only events containing **BOTH** Course A and Lecturer B will display. If you want to display first Course A then Lecturer B you need to clear the filter first, using the button on the bottom right side of the filter window. The Clear Tab button will only clear the filter on that tab, any filter on another tab will remain active.

💡 If you Clear and then click the OK button you will filter to ‘All timetable data’ which will display the entire University timetable in a single window. This will take a very long time to load.

**Displaying a Timetable**

In a timetable view open the Filter window by clicking the filter button or right clicking in the grey timetable area.

**Basic tab**  
Select your Department from the drop-down menu. Select a Course from the course drop-down menu

**More tab**  
Enter 6-16 in the Weeks box (this will show Semester 1 bookings only). Please use the SMTT Timetabling Weeks Calendar to see what dates match the week numbers.
4. **Annual Timetabling Process Overview**

A Roles and Responsibilities Matrix is issued in January of each year. This will show the stages in the annual preparation of class timetabling, please see below:

| **Planning** | Import of data from core systems  
Rollover of CMIS events data from previous session |
|--------------|--------------------------------------------------|
| **Timetable Editing & Preparation** | Class requirements gathered from academics  
Rolled-over events amended and new events added by STT  
Local room allocations made by STT in CMIS |
| **Central Rooming** | Central room allocations made by SMTT in CMIS (closed in May to all other users apart from SMTT) |
| **Pre-Enrolment** | Interface updates classes and meetings in MyCampus  
Class enrolment controls edited in MyCampus |
| **Pre-Teaching** | Changes after publication must be made by way of Change Request procedure for central space and local to local space. Registration and Enrolment Opens please minimise changes. |
| **Teaching** | Teaching Starts |

**Data Preparation**

Core data is updated in CMIS from the other corporate systems. These interfaces run regularly throughout the year.

| **Student system (MyCampus)** | Plans/courses owners, mandatory/optional courses per plan  
Actual students on course |
| **Estates System (Quemis)** | Room and building data |
| **HR System (Core)** | Staff data |

At the beginning of February the Space Management and Timetabling Team roll forward last sessions’ events in CMIS and clear previous year room allocations, set all central events to CTT requests and as “cancelled” ready for Schools to edit.

Local allocations roll forward and are set as “cancelled” ready for Schools to edit.
Timetable Editing & Preparation

An online form is available to STTs to pass to academic staff to gather teaching pattern and room requirements (if they wish to use this) to be completed usually by mid-April. This is available on Timetables and Room Booking.

Changes, deletions and additions are edited on CMIS by School Timetablers from February to April. Data checking and validation will take place during this period which SMTT will provide Schools with on a regular basis to assist with work in progress. Further data quality reports are available to STTs in Timetables and Room Booking which they should monitor and action to clear any issues (please see Timetables and Room Booking Manual).

Central Rooming

Local room allocation will be done as far as possible by School Timetablers during the event creations process where they are allocating manually.

During May central room allocations takes place (school access is suspended so that changes are not made during the allocation period). Central rooms are roomed based on data entered by the deadline and in accordance with timetabling policy.

In June, access is reinstated for local event editing to continue.

Pre-Enrolment

An interface updates data from CMIS (subgroups and events), into MyCampus (classes and meetings). A decision is made annually about when this commences for the teaching timetable and it will be published on the Roles and Responsibilities Matrix. Certain enrolment controls are managed in MyCampus.

Pre-Teaching

Changes to centrally roomed space after allocation are managed via an online Change Request process. This will become available in Timetables and Room Booking for all School Timetabling teams from June.
5. **Course Structures in CMIS**

Course data is the starting point for class scheduling. University courses are imported from MyCampus, along with the plans they are associated with.

### Courses

### Viewing Courses

Select **Data | Academic | Courses** from the menu at the top or

Select the **Courses** icon from the **Data** tab on the CMIS home screen.

Courses are imported into CMIS from MyCampus every night:

<table>
<thead>
<tr>
<th><strong>MyCampus Field</strong></th>
<th><strong>CMIS Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalogue number</td>
<td>Code</td>
<td>Code of the course, e.g. ACCFIN1001</td>
</tr>
<tr>
<td>Course name</td>
<td>Name</td>
<td>Course title</td>
</tr>
<tr>
<td>Academic Organisation</td>
<td>Department</td>
<td>The owner of the course</td>
</tr>
</tbody>
</table>

Note: The owning organisation imported from MyCampus may be a school but is usually required by MyCampus to be a subject level at level 3 (or 4). Your courses will appear under the same values in this drop-down

*If you prefer all your courses to be displayed in CMIS by School without affecting the MyCampus owner, the Lead Timetabler should contact IT Services to request this.*
Enrolment total | Size | After the roll forward the course size field is populated with the total number of students enrolled on the course in the previous session. Schools must edit this to their planned size for the next session.

Course ID | Link Code | Unique identifier of the course from MyCampus

If the course data is incorrect on CMIS this is because the data is not correct on MyCampus. You need to check the data in PIP which will pass automatically to MyCampus and then to CMIS.

**Course Components**

Courses are usually delivered by means of a range of different teaching methods, such as lectures, tutorials, fieldwork, etc. Often a student will be required to attend the lecture(s) but only, for example, one of the tutorials and fieldworks. The course component is updated from the type of class created in CMIS imported to MyCampus.

MyCampus has a maximum of 4 different teaching components on any 1 course; students can only be in one class of each component.

If you use 4 components it is very important to set up auto-enrol correctly on MyCampus (reference the MyCampus Guide.)

**Sub Groups (Class)**

The term “Sub Group” in CMIS refers to what is a “class” or sometimes a “class section” (in MyCampus). These are attached to events to create a timetable.

**Viewing Course - Sub Groups in CMIS**

Select a course and click **Groups** button.
Course - Sub Group

The School’s Timetabler creates the sub groups for new courses and edits any existing for changes to its size.

NEW: For session 2017/18 the subgroup sizes will roll forward as the actual enrolments on that subgroup from 2016/17.

Adding and Deleting Course Sub Groups

Add a Sub Group

Fill in the fields under Details at the bottom of the screen and then click the New button.

You must only create a subgroup code and name with the correct format, with the approved prefix below and numbers 01-99 at the end. If you create a subgroup in any other format by mistake, it will need to be corrected. A common mistake is using letter o instead of zero.

Delete a Sub Group

Highlight it and click Delete button. (Deleting a sub group will delete events for that sub group).

Amend Size

Highlight it, change Size field and then click the Modify button to save.

Save Changes

You must remember to click Modify on the courses screen as well as New or Modify on the Sub Groups screen or changes will be lost

Fields are:

<table>
<thead>
<tr>
<th>CMIS Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Code of the class, e.g. LC01</td>
</tr>
<tr>
<td>Name</td>
<td>Sub Group name is the same as the Sub Group code e.g. LC01</td>
</tr>
<tr>
<td>Size</td>
<td>Size of the Sub Group</td>
</tr>
</tbody>
</table>
Example of sub groups for this class:

<table>
<thead>
<tr>
<th>Total number of students on course</th>
<th>130</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Size of tutorial</td>
<td>25</td>
</tr>
<tr>
<td>Max Size of fieldwork</td>
<td>50</td>
</tr>
<tr>
<td>Sub Groups (you may require)</td>
<td>6 Tutorial groups (5 x 25 and 1 x 5 or 4 x 22 and 2 x 21) 3 Fieldwork groups (2 x 50 and 1 x 30)</td>
</tr>
</tbody>
</table>

The codes for Sub Groups must be standard and are transferred into MyCampus:

<table>
<thead>
<tr>
<th>Component Type Code (MyCampus)</th>
<th>Component Type Name (MyCampus)</th>
<th>Prefix for Subgroup Code (CMIS)</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLN</td>
<td>Clinical</td>
<td>CL</td>
<td>CL01</td>
</tr>
<tr>
<td>DST</td>
<td>Distance/E-Learning</td>
<td>DS</td>
<td>DS02</td>
</tr>
<tr>
<td>FLD</td>
<td>Field Work</td>
<td>FW</td>
<td>FW02</td>
</tr>
<tr>
<td>LAB</td>
<td>Laboratory</td>
<td>LB</td>
<td>LB01</td>
</tr>
<tr>
<td>LAN</td>
<td>Language Class</td>
<td>LN</td>
<td>LN01</td>
</tr>
<tr>
<td>LEC</td>
<td>Lecture</td>
<td>LC</td>
<td>LC11</td>
</tr>
<tr>
<td>ORL</td>
<td>Language - Oral Class</td>
<td>LO</td>
<td>LO10</td>
</tr>
<tr>
<td>PBL</td>
<td>Problem Based Learning</td>
<td>PB</td>
<td>PB04</td>
</tr>
<tr>
<td>PLC</td>
<td>Placement</td>
<td>PL</td>
<td>PL02</td>
</tr>
<tr>
<td>PRC</td>
<td>Practical</td>
<td>PR</td>
<td>PR01</td>
</tr>
<tr>
<td>PRJ</td>
<td>Project Work</td>
<td>PJ</td>
<td>PJ01</td>
</tr>
<tr>
<td>SEM</td>
<td>Seminar</td>
<td>SM</td>
<td>SM04</td>
</tr>
<tr>
<td>SSS</td>
<td>Self Study</td>
<td>SS</td>
<td>SS01</td>
</tr>
<tr>
<td>TUT</td>
<td>Tutorial</td>
<td>TU</td>
<td>TU11</td>
</tr>
<tr>
<td>WKS</td>
<td>Workshop</td>
<td>WK</td>
<td>WK01</td>
</tr>
<tr>
<td>WRT</td>
<td>Language - Written Class</td>
<td>LW</td>
<td>LW01</td>
</tr>
</tbody>
</table>

Data validation reports are in Timetables and Room Booking to check that Sub Group data format has been created correctly. So always read it and fix your data!
Course Sub Group Sizes

It is very important to assign the correct size to the Sub Group and to attach a Sub Group to all teaching events. Events should always be associated with Sub Group never with overall course codes. To assist with this task in session 17/18 the sub group sizes will roll forward as the actual enrolment numbers from 16/17.

\[ \text{Sub Group size is used to provide the best fit space for that course's events. Size 0 sub groups will not be allocated a room (even if attached to an event). Sub Group sizes populate the Class Enrolment Capacity in MyCampus.} \]

Sub Group Sets - Taught at the same time

If a set of Sub Groups can be taught at the same time (because they have different students in them, e.g. Tutorials) you must make them into a set to specify that clashes are allowed.

Highlight the Sub Groups and click the Make Set button. Click Modify to save the change.

\[ \text{This is essential otherwise these classes will report as clashing - when different students attend it is not an actual clash} \]

More than 4 types of Teaching on One Course

Only 4 different components (e.g. lecture, seminar, practical, tutorial can be created on one course – and imported to MyCampus). This is sufficient for most types of teaching. Please remember that the actual teaching activity does not need to directly map onto the component name, it needs to be near enough as detailed information can be entered into event details.

The fifth component is always the enrolment section on MyCampus (e.g. AD01).

For each component (e.g. seminar or practical), a student can only be enrolled in 1 subgroup/class of that kind to ensure that they are timetabled correctly.

For some courses, usually the professional “full year” courses, if there are more than 4 different types of teaching then the School may need to create teaching-only non-credit bearing course(s) on programme approval and then use a teaching only course to enrol students onto.

Depending on the way that you teach you may require several ‘teaching’ courses.

Please draft out your course structures in the first instance to prepare a proposal, and contact the MyCampus Student Records Lead and the Space Management and Timetabling staff for advice before proceeding to create any teaching-only courses.
6. Event Management

The role of timetabling is to manage the use of resources (e.g. rooms and staff), and to specify the rules/requirements as to how the resources will be scheduled. Resources are brought together into “Events” and then scheduled (given a day and time), to produce a timetable free of clashes between resources. CMIS confirmed Events display as “Meetings” when imported into MyCampus.

Event Information

The following fields are entered:

<table>
<thead>
<tr>
<th>Field</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day/Time/Weeks</td>
<td>The teaching pattern</td>
</tr>
<tr>
<td>Source</td>
<td><strong>Teaching</strong> Use when the event has a course subgroup (or several) attached to it. - Rolled forward by SMTT</td>
</tr>
<tr>
<td></td>
<td><strong>Teach-Break</strong> Use for breakout space needed at same time as a teaching event. Also use for inductions - Rolled forward by SMTT</td>
</tr>
<tr>
<td></td>
<td><strong>Non-Teaching</strong> Use when the event is not a course or core teaching, but students may need to attend, e.g. school seminars. Also to be used for school committees, meetings etc.</td>
</tr>
<tr>
<td></td>
<td><strong>University business</strong> For SMTT use only - Rolled forward by SMTT</td>
</tr>
<tr>
<td></td>
<td><strong>NHS Event</strong> Being used exclusively for NHS events taking place in the T&amp;LC (Not for GU events)</td>
</tr>
<tr>
<td></td>
<td><strong>University Clinical Event</strong> Being used to Vet Clinical workload events</td>
</tr>
<tr>
<td>Department</td>
<td>Selected from list (goes down to level 4s UoG organisational units).</td>
</tr>
<tr>
<td>Course</td>
<td>Selected from list, displays only those owned by the selected department. <em>All teaching events must have a Course selected to appear on MyCampus.</em></td>
</tr>
<tr>
<td>Sub Group</td>
<td>Selected from a list, as created earlier. <em>All teaching events must have the correct course sub group attached.</em></td>
</tr>
<tr>
<td>Module type</td>
<td>Select from list, must match the component type code in MyCampus.</td>
</tr>
<tr>
<td>Size</td>
<td><em>ALWAYS LEAVE BLANK FOR TEACHING EVENTS</em> For teaching events the size is on the course subgroup which is already created. It can be changed by amending the sub group size in the course section of CMIS (see section 5). Adding a capacity to the event will create a double size and cause problems.</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Select from list, staff names loaded from HR system for School. If the lecturer does not appear in the list they may be timetabled on another event or may need to be added to CMIS.</td>
</tr>
<tr>
<td>Room</td>
<td>Select from list. If local space, enter local room</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

Locally owned space is managed by the owning School/Institute. All teaching space is booked out on CMIS so that the university class timetable and timetabled space is managed on one system under the University’s policy approved by Senior Management Group.

The detail of how this is supported and any local practices is the responsibility of the Head of School Administration and each Lead School/Institute to decide how this is going to be managed in their own area.

*Schools can allocate their own rooms in this field immediately.*

*Ask your Lead School Timetabler to confirm*

<table>
<thead>
<tr>
<th>Requested Room</th>
<th>If requesting a centrally owned room please DO NOT request a Room, or a Building, only add the Category and Type (CTT Space). If it is your own or someone else’s local room you must add Building, Room, Category and Type (Local Space) and click NEW.</th>
</tr>
</thead>
</table>

![Image of Timetable event window]

<table>
<thead>
<tr>
<th>Details</th>
<th>Further details, optional. Free text – must start with capital letter.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Select from a list - equipment needed for teaching needs, e.g. data projector. <em>(only add if needed as this will limit the rooms available)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Features</th>
<th>Select from a list - room features are needed for teaching needs, e.g. disabled <em>(only add if needed as this will limit the rooms available)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
<th>Select from list, this should be the person who should be contacted about the event – this should be the STT.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Owner</th>
<th>Select from list, this must be your own department to assist with Change Request approvals.</th>
</tr>
</thead>
</table>

*Only confirmed events will be loaded to MyCampus - not provisional.*
6.1. Creating Events

**Adding an Event**

The most basic way to create an event is in a Timetable View.

1. From the main menu select Timetable
2. From the sub menu select Locate Resources/Timetable – these can be renamed.
3. In the graphical view right click and Filter
4. Click Clear Filter
5. On the Basic tab select the Department in which the Course belongs to from the Department drop down
6. Select the Course you want from the Course drop down
7. Click OK
8. In the graphical view right click at the required day and time. For example, 10:00 on Monday.
9. Select New Event

Timetable event will automatically populate the details according to the filter of the timetable and where you place the cursor.

The default length is 60 Mins. If a longer event is needed change Mins.
Input Event Details

1. Enter Day, Start time and number of Mins the event will last for
2. Click in Weeks field and type in only the weeks in which the course is being taught
3. Click on the Source box at the top of the screen and select the source Teach/TeachBreak (if room is required for breakout)
4. Click on Courses from the main event details section and select Department, Course Name/Code which will be taught on that/those date(s).
5. Select the Module type from the drop down.
6. Select the Course sub group from the drop down.
7. Select the Owner – this should be the department in which you belong to.
8. Select Lecturer from the drop down menu only add the Staff member teaching on this event (if different staff are teaching the course over the semester the event will need to split and each different staff member added to the correct teaching weeks) – click New

Add the Room

For local space that you can book:
1. Click Rooms
2. Select the Building
3. Select the Room
4. Click New
5. Click Requested Rooms
6. Select the Building
7. Select the Room
8. Select Type (Local Space)
9. Click New

For CTT owned space that you need to request:
1. Click Requested Rooms
2. Select Category – Should always be “Teaching Space: TEACH”
3. Select Type (CTT Space)
4. Click New
**Add any Required Equipment or Room Features**

1. Highlight the icon under equipment or features depending on which you want to change

2. Click edit button – another screen will appear

3. Double click equipment or feature needed – this will add a 1 next to the label. Only non-standard equipment needs to be added, as standard central teaching rooms contain a networked PC with projectors and screens, or video monitors, appropriate to the size of the room

4. Click OK

> Standard central teaching rooms contain a networked PC with projectors and screens, or video monitors, appropriate to the size of the room, so these do not need to be added.

> Selecting equipment and Features will limit the rooms available so only add what is really needed

**Add the Contact by Clicking the Booking Button**

1. Click the dropdown arrow next to Matching - type in the contacts surname and then select the correct contact from the list and click ADD

2. Click Contact drop down – type in contacts number (taken from contacts to notify) select the contact.

3. Click Status from the drop down menu select Provisional if requesting CTT Space or another department’s Local Space. Select Confirmed if booking your own Local Space.

4. Click OK

5. Click OK – this will take you back to the timetable grid and you will see the new event
6.2. Modifying Events

It is the responsibility of the STTs to review all rolled forward data and modify appropriately so that it is as accurate as possible for the coming year’s teaching. They may use timetabling services to capture information to do this. For example, the online course requirements form or meetings with their teaching staff. Schools might also be modifying events in their local space throughout the year.

- Changing start time of event
- Changing day on which event is scheduled
- Changing duration/length
- Changing features or equipment required
- Change event to Tentative
- Deleting events

If a change is required to an event always modify the existing event or submit a Change Request through Timetables and Room Booking for SMTT to do so. Do not create a completely new event as this causes confusion for students and staff and may appear as an additional request causing room allocation issues.

Change Equipment or Features

1. Select event in the graphical view that you want to amend – Double Click
2. Highlight the icon next to equipment or features depending on which you want to change
3. Click edit button – another screen will appear
4. Highlight the equipment or features that you wish to add or remove

5. Double click in the units column to add or remove. You can also type over the number. You must remove equipment and features this way and not by deleting the on the event details screen, otherwise it will also take out the requested room/building.

6. Click OK – you should see the new selected equipment in the Event Screen

💡 If you use delete you will lose everything in the requested room tab including the building and room (not just the equipment or features)

Selecting equipment and Features will limit the rooms available so only add what is really needed
**Change Event to Tentative**

If an event was running in this year’s dataset (16/17) but will not be running next year (17/18), you can either delete it or if you think you may want it the following year (18/19) then you can set it to Tentative.

1. Select the event you wish to change
2. Double click on the event to open the timetable event screen.
3. Remove the day and start time from the event.
4. Add event type ‘Tentative’
5. In Booking change status to Provisional
Delete Event

1. Select event in the graphical view
2. Right click event
3. Click Delete event – the system will ask for confirmation
4. Click yes on confirmation
5. The event should be deleted from the timetable grid

This option will only be available during the editing & preparation period. You should delete all events that you do not require so when you are finished before May you are only left with confirmed local space events and provisional events requesting CTT space.

Edit Event

1. To open a timetable event, double click on it.
2. Change the Day, Start, Mins or Weeks of the event as required. Click OK to apply/save the modifications.

Other modifications such as changes to the resources schedule may also be made here. You cannot delete an event on this screen.
**Individual Week Changes – split weeks**

All the changes made so far affect the event for all weeks within the event, however on occasions you may only want to change one week from the event. To do this easily we can use Split Weeks.

(Example: one week a different lecturer is teaching the event).

From the timetable select an event

1. Right click on the event
2. Select Advanced
3. Split Weeks

![Image of Split Weeks feature]

4. Highlight the Weeks radio button and type the week which the event is to change
5. Click OK – the system has
   a. copied a new event from the one highlighted
   b. and removed the week that you have chosen to change in the original event
   c. and added this week into the new event

![Image of Split events by weeks dialog box]
The event can then be amended as necessary without affecting any of the other weeks.

6.3. Lecturers on Events – Workload Model

It is best practice to get your lecturers on your events as early as possible. There are a few good reasons to do this:

1. Once the School editing stage finishes at the end of April all changes to your teaching events will need to be submitted through the Change Request system, which will be more time consuming.

2. Workload Modelling: This is being rolled out across the University. CMIS is being used to accurately measure the time staff spend teaching.

3. Teaching staff can see their own teaching timetable http://www.gla.ac.uk/apps/

If your event is being taught by an External Lecturer or a GTA use the Type field in the bottom right corner of your event screen to tag it either “External Lecturer: EXTLEC” or “GTA Lecturers: GTALEC”.

To add a lecturer to an event you simply need to select the correct staff member from the dropdown list and click New.
However sometimes the staff member will not appear in the list. This happens for the following reasons:

1. The staff member is not on CMIS yet. Check the lecturers list by clicking the Lecturer icon on the data tab. If the lecturer is not on this list then send an email to timetabling@glasgow.ac.uk giving the Lecturers name and staff number of GUID. We will pass this information on to MIS who will add then to the list.

2. The staff member is already scheduled to teach at that time on another event. If the staff member is on the lecturers list then open a timetable view and filter for them to see if they are scheduled elsewhere at that time. Use the Basic and More tabs in the filter to select the lecturer and the week(s) and day that you need to check.

3. There is a permissions issue. If the lecturer belongs to a department that you do not have permissions for then you might not see them in the list. If this is the case we will share the lecturer to your department so that you can schedule them.

6.4. Linking Events to be in the Same Room

Creating Links will tell the system that events should keep the same room. It will use these settings when finding a fit in the auto-rooming process.

Linking events should only be used when a recurrent event is split to allow different lecturers to be added to different weeks (e.g. to support workload modelling), but where it is desirable for the same room to be allocated – providing consistency for students.

Events should only be linked where they are for the same class/subgroup, are scheduled at the same time of day and on the same day of the week in every occurrence. The weeks and lecturer are the only fields that should be different.

Events with the following should NOT be linked:

1. Different days
2. Different start time
3. Different length
4. Different course
5. Different subgroup
Practically it may not be possible for the linked events to be roomed in the same room. If that is the case links may need to be removed.

1. From the main menu select Timetable.
2. From the drop down menu choose Links.

3. Open Planning | Course Requirements
4. Highlight the course you are working on
5. Click on the event button
6. Make sure both the Timetabling links screen and the List of events are sitting side by side

7. Highlight the events you want roomed in the same room

8. Click on the flag icons and drag them to the bottom half of the Timetable links screen

9. Remove the Max events per day

10. Click ‘Same room’

11. Add Owner

12. Click on New
13. The system will automatically populate the code and the name according to the course you are working on

Roll Over

For session 2017/18 no links will be rolled over. All links must be created again. This is because events go through many changes throughout the year so the accuracy of links created previously can no longer be trusted and the time taken checking old links is longer than time taken creating new ones.

Deleting and Modifying

To delete a link select it in the links table and click Delete.

If you want to remove just one or more events from a link but leave it active with other events still in it, select the events you want to remove in the bottom section and click Remove.

If you want to add more events to an active link then select the link ID in the links table and drag the new events into the bottom section where you can see the list of events. Click Modify.
Appendix A: Comparison of CMIS and MyCampus Event Data

**CMIS**

- **Event 1**
  - Weeks: 11-15
  - Time: 09:00-10:00
  - Days: Monday
  - Location: A

- **Event 2**
  - Weeks: 11-15
  - Time: 09:00-10:00
  - Days: Tuesday
  - Location: A

- **Event 3**
  - Weeks: 11-15
  - Time: 09:00-10:00
  - Days: Wednesday
  - Location: B

- **Event 4**
  - Weeks: 11-15
  - Time: 09:00-10:00
  - Days: Friday
  - Location: A

**MyCampus**

- **Meeting 1**
  - Start Date: First date of Week 11
  - End Date: Last date of Week 15
  - Time: 09:00-10:00
  - Days: Monday, Tuesday, Friday
  - Facility: Location A

- **Meeting 2**
  - Start Date: First date of Week 11
  - End Date: Last date of Week 15
  - Time: 09:00-10:00
  - Days: Wednesday
  - Facility: Location B