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Introduction

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

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.
Timetable Data Collector Rounds

The TDC opens at various times to allow staff to enter/check data in preparation for timetable generation. It is important that entered data correctly reflects the timetabling requirements for a topic activity.

Three ‘rounds’ of data collection for the 2015 timetable are proposed as follows:

<table>
<thead>
<tr>
<th>Round</th>
<th>Proposed Dates</th>
<th>Data Checked/Entered by School Timetabling Staff</th>
</tr>
</thead>
</table>
| 1     | 12 May 2014 to 23 May 2014 | • Check topic availabilities and activities requiring timetabling eg. lecture, tutorial etc, are listed  
• Check activity duration eg. 60 minute lectures  
• Check planned student numbers (enrolments) for topic availabilities |
| 2     | 23 June 2014 to 18 July 2014 | • Check details as for Round 1 as required  
• Amend planned student numbers (enrolments) for topic availabilities  
• Select the following for each activity:  
  o Class Size  
  o Teaching week pattern  
  o Location and equipment requirements  
  o Teaching staff (if applicable for all classes)  
• Generate classes and amend the following for each class as required:  
  o Class size  
  o Class teaching weeks  
  o Location and equipment requirements  
  o Teaching staff  
• Create jointly taught classes |
| 3     | 4 August 2014 to 15 August 2014 | • Check and update data entered in Rounds 1 & 2  
• Enter information for topic availabilities and activities not entered in previous rounds |

Other information such as teaching staff unavailability, programs of study and topic constraints eg. practical must follow lecture, will be collected by the Timetable Project Team and entered separately into the TDC.

**Note:** The TDC will be closed periodically to enable changes in Student Two to be imported into the TDC. Currently scheduled downtimes are: Wednesdays 9am – 1pm and Fridays 1pm – 5pm.
Accessing the TDC

Selected staff 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 Project Team.

1. The TDC is accessed via the web at:
   https://timetable.flinders.edu.au/TimetableDataCollector

Logging onto the TDC

2. Enter your FAN and FAN Password and click on the Login button.

TDC TRAIN Environment

A training environment known as ‘TDC TRAIN’ is available to users at specified times for training purposes. TDC TRAIN is accessible via the following address:

http://tt-ent-test/TrainWDC

Access to TDC TRAIN is via your FAN and FAN password.

Currently there is little visible difference between the Training and Production (Live) environments. Prior to using TDC and especially before amending information, you must ensure you are using the correct database by checking the browser tab name.

Production (Live) environment

Training environment
Main Menu

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

The Main Menu includes the following buttons:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS</td>
<td>Programs of Study. Expected topic combinations of core and nominated option/elective topics for each year and semester for a course. Programs of study are included in Syllabus Plus to aid in the generation of a clash free timetable. Programs of study information is progressively being added to the TDC and it is anticipated it will be available for staff to view in Round 3.</td>
</tr>
<tr>
<td>Topics</td>
<td>Topic Availability information imported from Student Two. This function is used to view topic availabilities and amend planned enrolment numbers. If topic availability information requires changing (besides planned enrolment numbers), details need to be amended in Student Two after which the TDC will be updated the next time the import process is run.</td>
</tr>
<tr>
<td>Topic Activities</td>
<td>Activities eg. lecture, tutorial, for each topic availability that require timetabling. Activities are imported from Student Two and if details require changing, amendments need to be made in Student Two 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.</td>
</tr>
<tr>
<td>Staff</td>
<td>View Only. Displays teaching staff associated with the selected School.</td>
</tr>
</tbody>
</table>

Note: Information is being progressively updated in the TDC therefore, not all buttons may access data and/or be available to all users.
Checking Topic Availability and Activity Information

Topic availabilities and activities are imported into Syllabus Plus from Student Two if they meet the criteria specified in Appendix A.

One of the first steps in the timetabling process is to ensure all topic availabilities and activities that require timetabling exist in the TDC. Whilst availabilities can be viewed via the Topic button from the main menu and activities via the Topic Activities button, the easiest way to view all topic availability and activity information for a school/area is to produce the Templates and Activities Report.

Please refer to the Templates and Activities Report section of this guide for further details.
Templates and Activities Report

The Templates and Activities Report details topic availabilities and activities that meet the timetable criteria as detailed in Appendix A. It also includes class details once classes have been created in the TDC.

This report is used to check the following information:

- Topic availabilities and activities that require timetabling
- Planned student enrolment numbers
- Activity duration
- Class details (once classes have been created)

Producing the Report

The steps below detail how to produce the report.

1. From the Main Menu select Topic Activities.

2. On the Edit Activities and Create Classes window, select the School for which you wish to produce the report and click on the Reports button.

3. On the Available Reports window, click on the link at the end of the ‘Report all templates and activities in the department grouped by module Dept’.
4. The report displays in a separate tab. Use your browser commands to print the report if desired.

The report displays the following information:

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Module Name</strong> is the Topic Availability and is comprised of: Topic Code_Location_Study Period_Availability No eg. EDUC4725_U_NS1_1</td>
</tr>
<tr>
<td>2</td>
<td><strong>Size</strong> represents the planned enrolment numbers for the topic availability recorded in the TDC.</td>
</tr>
<tr>
<td>3</td>
<td>Activity details display in bold font and reflect information entered at the activity level. Classes created for the activity appear directly below the activity and reflect information recorded against individual classes.</td>
</tr>
</tbody>
</table>

- If a topic availability and/or activity that requires timetabling **does not appear on the report**, check the availability exists in Student Two (Study Package Availability window).
  - If it exists, the Requires Timetable and Publish Activity checkboxes in the Tuition Patterns grid on the Study Package Availability window need to be ticked for the activities that require timetabling. Contact your Timetable Project Team Officer/Faculty requesting the required change.
  - If the availability does not exist, contact your Faculty.
- If a topic availability and/or activity appears on the report and is not to be timetabled, contact your Timetable Project Team Officer/Faculty and request the Requires Timetable and Publish Activity flags be removed from the Tuition Patterns grid on the Study Package Availability window.
- If the duration of an activity or class requires changing, contact your Timetable Project Team Officer/Faculty.
Amending Planned Enrolment Sizes

1. Select Topics from the Main Menu.

   ![Main Menu]

2. The View Topic List window displays. Select the School if it does not default and if desired, the Study Period for which you wish to view topic availability information.

   ![View Topic List]

3. Amend the Topic Size field against each availability as required with planned enrolment numbers.

4. To save changes, click on the Save button at the bottom left of the window.

**Hint:** If a topic availability listed in the TDC is not to be timetabled (eg. availability not available to students), besides advising your Faculty to make the appropriate changes in Student Two, you can also change the Status on this window to ‘Not Running’. This will flow down to all activities for the topic, providing a checking mechanism when recording activity information in the TDC. Once details have been amended in Student Two and the TDC updated accordingly, the topic availability will no longer display in the TDC.
Recording Activity Details

Activity details such as teaching week pattern, location and equipment requirements and teaching staff can be recorded once planned topic enrolment numbers have been checked and amended as required. The information recorded for an activity is used to create classes.

1. To record activity details, click on the **Topic Activities** button from the main menu.

2. On the **Edit Activities and Create Classes** window, select the **School, Topic Availability** and **Topic Activity** for which you wish to enter details.

   ![Edit Activities and Create Classes](image)

   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 of this guide.

   3. Click on **Edit**.

   4. The **Activity Details** window appears. The window is separated into sections. Complete each section as per details on the following pages.

   5. Once information has been entered as required, click on **Save** (to remain on this window) or **Save and Close** (to return to the Edit Activities and Create Classes window).

**Note:** Changes made at the topic activity level flow down to classes, including classes that have already been created. Therefore if classes already exist, ensure changes made on this window are to apply to all classes.
# Activity Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic Activity</strong></td>
<td>Activity details imported from Student Two. If details need to be amended, the change is to be made in Student Two after which the TDC will be updated the next time the import process is run</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Used for comments that are to default on every class for this activity.</td>
</tr>
<tr>
<td><strong>Activity Type</strong></td>
<td>Plan enrolment numbers for the topic. To amend this figure, refer to the <a href="#">Amending Planned Enrolment Sizes</a> section for details.</td>
</tr>
<tr>
<td><strong>Duration (in minutes)</strong></td>
<td>Maximum size for each class for this activity. This figure should not be larger than the maximum room capacity available and/or the Topic Size. Activity Size is used together with the Topic Size to determine the number of classes required for the activity.</td>
</tr>
<tr>
<td><strong>Activity Size</strong></td>
<td>Optional – Can be changed to Confirmed once all details have been entered on this window, classes created and checked. This status flows down to all classes for the activity and can be used as a checking mechanism to view activities and classes that have been actioned (Confirmed) versus those still to be actioned (Not Confirmed).</td>
</tr>
<tr>
<td><strong>Template Comments</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td></td>
</tr>
</tbody>
</table>
Week Pattern

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Week Pattern</td>
<td>A default teaching week pattern displays according to the topic availability eg. Semester 1. This needs to be changed to the option that most closely represents the teaching week pattern of the activity. The option selected in this field determines the weeks that are ticked in the Week Commencing area.</td>
</tr>
<tr>
<td>Week Pattern Description</td>
<td>Display only field that shows the Syllabus Plus weeks for the Teaching Week Pattern selected.</td>
</tr>
<tr>
<td>Week Commencing</td>
<td>Checkboxes default to ticked according to the Teaching Week Pattern selected. Amend as required by ticking/unticking checkboxes to record weeks during which classes for this activity are held.</td>
</tr>
</tbody>
</table>

**Hints:**
- Refer to the 2015 Syllabus Plus/Uni Teaching Weeks Quick Reference Guide for assistance with selecting the correct week/s.
- Holding your mouse over a checkbox displays the week number and date.

**Note:** If unable to select a week for which a class is to be held (checkbox greyed out), ensure the closest matching Teaching Week Pattern has been selected and/or contact the Timetable Project Team.
Staff

Staff associated with the school who owns the topic display in the All Staff box. If a particular staff member is to be assigned to all classes created for this activity, select their name from the All Staff list and click on the select icon.

If a casual staff member will be assigned to all classes for this activity eg. casual tutor, select the appropriate ‘CASUAL POOL’ option from the All Staff list.

If the staff member is unknown at this stage or, if different staff members are to be assigned to individual classes, this section can be left blank and staff members assigned at the class level (once classes have been created).

Notes:
- 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.
Location

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone</td>
<td>Select the Zone for where classes are to be held. This is a mandatory field.</td>
</tr>
<tr>
<td></td>
<td>• ‘Bedford Park’ includes FMC, Ridges and Sturt. The ‘Subzone’ can be</td>
</tr>
<tr>
<td></td>
<td>selected in Other Attributes.</td>
</tr>
<tr>
<td></td>
<td>• ‘Other Location’ is used for classes that do not require a room eg. field</td>
</tr>
<tr>
<td></td>
<td>placements, and for locations that are not available in the Zone list.</td>
</tr>
<tr>
<td>Room Types and Attributes</td>
<td>All Room Types (Mandatory) - select the type of room required for classes.</td>
</tr>
<tr>
<td></td>
<td>Options available depend on the Zone selected. It is best to be quite</td>
</tr>
<tr>
<td></td>
<td>broad here and be more specific with Equipment Types and Other Attributes.</td>
</tr>
<tr>
<td></td>
<td>Only one room type can be selected.</td>
</tr>
<tr>
<td></td>
<td>• If no room is required for classes eg. field placements, ensure ‘Other</td>
</tr>
<tr>
<td></td>
<td>Location’ is selected for the Zone and a room type of ‘Room - Not</td>
</tr>
<tr>
<td></td>
<td>Required’ selected.</td>
</tr>
<tr>
<td></td>
<td>• If the location selected for the Zone has a local booking procedure (room</td>
</tr>
<tr>
<td></td>
<td>not booked through Syllabus Plus), select ‘Room – Local Booking</td>
</tr>
<tr>
<td></td>
<td>Required’ and complete the Special Requirements Form with details.</td>
</tr>
<tr>
<td></td>
<td>All Equipment Types (Optional) — select the type of equipment (if any)</td>
</tr>
<tr>
<td></td>
<td>required to teach the classes. A maximum of 4 options can be selected.</td>
</tr>
<tr>
<td></td>
<td>Other Attributes (Optional) – select other attributes (if any). A maximum of</td>
</tr>
<tr>
<td></td>
<td>2 options can be selected.</td>
</tr>
</tbody>
</table>
### Potential Locations

Potential locations meeting the selections display. If this section is blank, then no rooms exist with the selected combination. This will be correct if ‘Room Not Required’ or ‘Local Booking Required’ is selected in the Room Types field. Selections may need to be amended as appropriate.

If you believe a room meeting your selection criteria should exist, please contact the Timetable Project Team.

---

**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 Project Team.
Creating Classes

Once details have been entered for an activity, classes can be created.

1. From the main menu, click on the **Topic Activities** button.

2. On the **Edit Activities and Create Classes** window, select the **School**, **Topic Availability** and **Topic Activity** for which you wish to create classes.

3. Click on the red **Create Classes** button.

4. Details about the **Topic Size**, **Activity Size** and **No of classes to generate** display. Check the details and if you wish to create the classes, click on the **Create Classes** button. If you need to amend the topic and/or activity size before generating classes, click on the **Cancel** button and amend as required.

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.

3. Click on the red **Create Classes** button.
5. After clicking on the Create Classes button, generated classes display.

6. 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 Topic Activities

The total number of spaces available in all classes for topic activities is available by clicking on the Summarise Classes/List Classes link on the Edit Activities and Create Classes window.
Amending Class Details

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

1. From the main menu, click on the **Topic Activities** button.

2. On the **Edit Activities and Create Classes** window, select the **School, Topic Availability** and **Topic Activity** for which you wish to amend class details.

3. Classes generated for the activity display.

   **Note:** If individual classes do not display, click on the **List Classes** link on the left under the yellow shaded section.

The following can be performed on this window for each class:

- **Size** – amend individual class sizes. If the size is changed on this window, click on the **Save** button.

- **Status** (optional) – can be used to assist with monitoring classes that have been checked and confirmed as correct. If a Confirmed status is applied at the Topic Activity level, this automatically changes the status for all classes. If status is changed on this window, click on the **Save** button.

- **Edit** – accesses the Class Details window for amending individual class information. Size and Status information for a class can also be changed via the Edit function.

- **Delete** – deletes the class. If a class is deleted in error, click on the Create Classes button and the system will automatically work out how many extra classes need to be created.
4. If Edit is selected, the Class Details window displays:

![Class Details Window]

5. Information recorded against the Topic Activity defaults for each class. This information can be changed as required to suit the individual class requirements. Refer to the appropriate window sections below for details of the information to be entered in each section.

6. After changes have been made, click on the Save or Save and Close button.

**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 Project Team.
## Class Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>BIOL1112_U_S2_1_Lecture-1/02</td>
</tr>
<tr>
<td>Topic Activity</td>
<td>BIOL1112_U_S2_1_Lecture-1</td>
</tr>
<tr>
<td>Activity Type</td>
<td>Lecture-1</td>
</tr>
<tr>
<td>Class Number</td>
<td>02</td>
</tr>
<tr>
<td>Description</td>
<td>Biology and Society</td>
</tr>
<tr>
<td>Class Comments</td>
<td>If a template comment is recorded against the activity, this defaults for each class. Amend/enter a class comment as required.</td>
</tr>
<tr>
<td>Duration</td>
<td>60</td>
</tr>
<tr>
<td>Size</td>
<td>20</td>
</tr>
<tr>
<td>Status</td>
<td>NotConfirmed</td>
</tr>
</tbody>
</table>

**Defaults with information about the activity and class.**

**Class Comments**: If a template comment is recorded against the activity, this defaults for each class. Amend/enter a class comment as required.

**Size**: Maximum size for this class. This figure can be amended as required. **Note**: 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.

**Status**: Optional – 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).
**Week Pattern**

The teaching week 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 the Week Commencing area.

**Field** | **Description**
--- | ---
**Teaching Week Pattern** | The teaching week 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 the Week Commencing area.

**Week Pattern Description** | Display only field that shows the Syllabus Plus weeks for the Teaching Week Pattern selected.

**Week Commencing** | Checkboxes default to ticked according to the Teaching Week Pattern selected. Amend as required by ticking/unticking checkboxes to record weeks during which this class is held.

**Hints:**
- Refer to the 2015 Syllabus Plus/Uni Teaching Weeks Quick Reference Guide for assistance with selecting the correct week/s.
- Holding your mouse over a checkbox displays the week number and date.

**Note:** If unable to select a week for which a class is to be held (checkbox greyed out), ensure the closest matching Teaching Week Pattern has been selected and/or contact the Timetable Project Team.

**Staff**

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

If a casual staff member will be assigned to this class eg. casual tutor, select the appropriate ‘CASUAL POOL’ option from the All Staff list.

**Notes:**
- 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.
Details recorded at the activity level default. Amend these details as required using the information below as a guide:

### Field Description

**Zone**
Select the Zone for where classes are to be held. This is a mandatory field.
- ‘Bedford Park’ includes FMC, Ridges and Sturt. The ‘Subzone’ can be selected in Other Attributes.
- ‘Other Location’ is used for classes that do not require a room eg. field placements, and for locations that are not available in the Zone list.

**Room Types and Attributes**

- **All Room Types** (Mandatory) - select the type of room required for this class. Options available depend on the Zone selected. It is best to be quite broad here and be more specific with Equipment Types and Other Attributes. Only one room type can be selected.
  - If no room is required for this class eg. field placement, ensure ‘Other Location’ is selected for the Zone and a room type of ‘Room - Not Required’ selected.
  - If the location selected for the Zone has a local booking procedure (room not booked through Syllabus Plus), select ‘Room – Local Booking Required’ and complete the Special Requirements Form with details.

- **All Equipment Types** (Optional) – select the type of equipment (if any) required to teach the class. A maximum of 4 options can be selected.

- **Other Attributes** (Optional) – select other attributes (if any). A maximum of 2 options can be selected.
| Potential Locations | Potential locations meeting the selections display. If this section is blank, then no rooms exist with the selected combination. This will be correct if ‘Room Not Required’ or ‘Local Booking Required’ is selected in the Room Types field. Selections may need to be amended as appropriate. If you believe a room meeting your selection criteria should exist, please contact the Timetable Project Team. |

**Hint:** The Templates and Activities Report is a good way to check high level class information for a school/area.
Jointly Taught Classes

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:

1. Ensure planned enrolment numbers for all topics are correct and amend if required.
2. Determine the total number of classes required for all students across the topics being joined.
3. Determine the number of classes required for each topic and the maximum class sizes.
4. Create classes for each topic.
5. Amend individual class sizes as appropriate and delete any surplus classes.
6. Once all class information is correct, join the relevant classes together.

Note: In Student Two, all classes for an activity were combined. In Syllabus Plus, only selected classes are combined.

Determining the number of classes required

Total number of classes

As jointly taught classes contain students from two or more different topics, 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 topic. 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 topics. If 7 classes are created for each topic, then the resulting split of students per class could look like this:

<table>
<thead>
<tr>
<th>Class No</th>
<th>Topic A Class Size</th>
<th>Topic B Class Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>28</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>28</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>28</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>

As Topic A is a small topic, 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 Topic A and 7 classes for Topic B as follows:

<table>
<thead>
<tr>
<th>Class No</th>
<th>Topic A Class Size</th>
<th>Topic B Class Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>

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

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

Determining the number of classes per topic and maximum class sizes is necessary prior to creating classes in the TDC. To ensure sufficient classes are created for a topic, 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.

Creating a New Jointly Taught Class

1. On the Class Detail window, access the Create or Update Jointly Taught Class Relationships for this Class section.

   ![Create or update Jointly Taught Class Relationships for this class](image)

   **Options for the creation of the Jointly Taught Class**

   - **Name**: Primary
   - **Combined Class Size**: 30
   - **Location**: Primary
   - **Staff**: Primary
   - **Equipment**: Primary

2. Click on the **New** button.

3. Select the topic availability which includes the class that is to be jointly taught.

4. The **Candidate Classes** section displays classes for the selected topic availability. Select the class which is to be jointly taught and click on the select icon to copy the class to the **Joined Classes** box. Add additional classes as required.

5. The **Name** and **Combined Class Size** fields default with information about the joined classes and should not be changed. If the Combined Class Size is too large, click on the cancel button, amend the individual class sizes and repeat the steps to join the classes together.

6. Once all details have been entered, click on the **Save** or **Save and Close** button.

**Note**: If classes from different schools/areas are to be joined, complete a Special Requirements Form and forward to the Timetable Project Team.
### Notes:

- Once a class is joined it is treated as one class.
- The Class Name and Size on the Class Details window is updated to show jointly taught class details.

- On the **Edit Activities and Create Classes** window, jointly taught classes are identified by the icon at the right of the Edit button.
- Individual class size splits are not visible in the TDC. After joining classes for an activity, you can check the total number of spaces available in all classes for the topic activity by clicking on the **Summarise Classes** link on the **Edit Activities and Create Classes** window.

### Amending or Splitting Jointly Taught Classes

To amend an existing jointly taught class click on the:

- **Split** button to revert back to single taught classes
- **Edit** button to amend jointly taught class information
Appendix A

Information Imported into the TDC

Topic availabilities and activities that are to be timetabled are imported into Syllabus Plus if they meet the following criteria:

- Topic Stage is ‘Active’, ‘Planned’ or ‘Phasing Out’ (on the Study Package Details window).
- An Availability exists for the year being timetabled.
- ‘Requires Timetable’ checkbox is ticked (for activities that require timetabling) in the Tuition Patterns grid on the Study Package Availability window.

---

**Study Package Details window – Stage of Active**

**Study Package Availability window – Requires Timetable checkbox**
Study Package Availability Window

As the Requires Timetable flag in the Tuition Patterns grid on the Study Package Availability window is used as one of the criteria for importing data into the TDC, School staff may need to check this information if topic availability activities that require timetabling do not appear in the TDC as expected.

The Study Package Availability window can be accessed from various links in Student Two or by using the sidebar search on the far left.

To view topic availability details, it is best to use the search on the far right at the top of the window (highlighted in the screen shot above).

Different search criteria can be specified as desired. Below are some example searches:

Example 1 - Search for 2015 availabilities (regardless of study period) for a specific topic

Example 2 – Search for all 2015 availabilities owned by School of Education (Org Code 220)

Example 3 – As for Example 2 above but only those availabilities marked as ‘Available to Students’ = ‘Yes’
Tuition Patterns

Data in the Tuition Patterns grid must be Syllabus Plus compatible in order to be included in timetabling. This data may need to be checked by School staff if topic availability activities that require timetabling do not appear in the TDC.

The table below describes the data that is entered in the Tuition Patterns grid by Faculty staff.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance Total</td>
<td>Leave as the default. School staff amend this figure as appropriate through the Syllabus Plus Timetable Data Collector.</td>
</tr>
<tr>
<td>Activity Type</td>
<td>In some instances, multiple lines may need to be recorded eg. Lecture-1, Lecture-2, necessitating a change to existing Activity Types. As a general guide multiple lines are recorded if: • If there is more than one occurrence of an activity over a weekly period eg. 2 lectures held a week. • If a class during the study period has a different requirement to other classes eg. different room type required for one week during the semester. If unsure, one line for an activity using an Activity Type without a number at the end is used eg. Lecture, and the Timetable Project team contacted for guidance.</td>
</tr>
<tr>
<td>Activity Name</td>
<td>Defaults according to Activity Type selected. Do not change without approval from the Timetable Project Team.</td>
</tr>
<tr>
<td>Time Time Units</td>
<td>All time periods must be in Minutes in increments of 30 minutes up to a maximum of 480 minutes for an 8 hour day. These time periods reflect the time allocated to each class (on a daily basis) for the activity. They do not necessarily reflect the actual teaching times (which generally finish 10 minutes before the hour/half-hour). Example: A 50 minute lecture will be recorded as having a time period of 60 minutes on the Study Package Availability window. This will book the room for 60 minutes and show in the student’s timetable as being 60 minutes in duration. Teaching will still cease after 50 minutes to allow the room to be vacated and students to move to other classes. <strong>Note:</strong> Class frequency eg. weekly, fortnightly etc will be recorded in the Timetable Data Collector.</td>
</tr>
</tbody>
</table>
### Requires Timetable

<table>
<thead>
<tr>
<th>Requires Timetable</th>
<th>Publish Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Requires Timetable and Publish Activity checkboxes will default to unticked. These should be ticked for all activities that require a set time allocated (ie. included in timetabling). This includes activities that may be undertaken at other locations for which rooms are not booked through Syllabus Plus eg. industry placement at a set time during the semester that all students attend. Allocating times includes the activity in the timetabling process, enabling the topic activity to be taken into account when scheduling other topic classes students need to undertake for their studies. This assists in producing a clash free timetable for student cohorts. If an activity is not to be included in timetabling eg. Independent Study, leave these checkboxes blank. <strong>Note: These checkboxes should always display the same value eg. if Requires Timetable is ticked, Publish Activity checkbox should also be ticked.</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Main Points to Remember on Study Package Availability Window

- All Time Units must be in Minutes in increments of 30 minutes
- Multiple lines for an activity may need to be recorded
- The Requires Timetable and Publish Activity checkboxes must be ticked for all activities that require a time to be allocated (ie. included in timetabling).

Tuition Pattern examples are provided on the following pages. If you have any queries about the information recorded in the Tuition Patterns section, please contact the [Timetable Project Team](#).
**Example 1 – Single Activity Occurrence in a Week**

**Study Package Details Window**

![Study Package Details Window](image)

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Time</th>
<th>Time Units</th>
<th>Frequency</th>
<th>Frequency Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>50.00</td>
<td>Minutes</td>
<td>1.00</td>
<td>Weekly</td>
</tr>
<tr>
<td>Practical</td>
<td>3.00</td>
<td>Hours</td>
<td>1.00</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

**Study Package Availability window**

Syllabus Plus compatible data:

![Tuition Patterns](image)

- **Time/Time Units** – amended to reflect appropriate minutes (in increments of 30 minutes)
- **Requires Timetable/Publish Activity** – tick checkboxes to include in timetabling
Example 2 – Multiple Activity Occurrences in a Week

Study Package Details Window

**Study Package Details**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Time</th>
<th>Time Units</th>
<th>Frequency</th>
<th>Frequency Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>50.00</td>
<td>Minutes</td>
<td>3.00</td>
<td>Weekly</td>
</tr>
<tr>
<td>Practical</td>
<td>3.00</td>
<td>Hours</td>
<td>1.00</td>
<td>Fortnightly</td>
</tr>
<tr>
<td>Supervised Study</td>
<td>50.00</td>
<td>Minutes</td>
<td>1.00</td>
<td>Weekly</td>
</tr>
<tr>
<td>Workshop</td>
<td>50.00</td>
<td>Minutes</td>
<td>1.00</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

Study Package Availability Window

Syllabus Plus compatible data:

- **Activity Type** - Three lines recorded for Lecture as held three times a week.
- **Activity Name** – not amended (this information **must not be amended** without approval from the Timetable Project Team)
- **Time/Time Units** – amended to reflect appropriate minutes
- **Requires Timetable/Publish Activity** – tick checkboxes to include in timetabling
**Example 3 – Full Day Activities**

**Study Package Details Window**

![Study Package Details Window](image)

**Study Package Availability window**

Syllabus Plus compatible data:

- **Time/Time Units** - changed to Minutes.

  Even though the Industry Placement is held over a week and the Lecture and Seminar are held over 1 day, the maximum number of minutes that should be entered in the Time field on the Study Package Availability window is for one day. This is because the longest time a class can run is for a single day (480 minutes). If an activity runs for a week, then Syllabus Plus will create full day classes (480 minutes) for each day of the week. (School staff enter class frequency via the Timetable Data Collector.)

- **Requires Timetable/Publish Activity** – tick checkboxes to include in timetabling.

  In this example, the Industry Placement is at a set time for all students and therefore is to be included in timetabling.
**Example 4 – Activity Not to be Timetabled**

**Study Package Details**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Time</th>
<th>Time Units</th>
<th>Frequency</th>
<th>Frequency Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>50.00</td>
<td>Minutes</td>
<td>3.00</td>
<td>Weekly</td>
</tr>
<tr>
<td>Online Exercises</td>
<td>60.00</td>
<td>Minutes</td>
<td>12.00</td>
<td>Semester</td>
</tr>
<tr>
<td>Practical</td>
<td>3.00</td>
<td>Hours</td>
<td>3.00</td>
<td>Semester</td>
</tr>
<tr>
<td>Tutorial</td>
<td>50.00</td>
<td>Minutes</td>
<td>1.00</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

**Study Package Availability window**

Syllabus Plus compatible data:

- **Activity Type** - Three lines recorded for Lecture as held three times a week.
- **Activity Name** – not amended (this information **must not be amended** without approval from the Timetable Project Team)
- **Time/Time Units** - changed to Minutes.
- **Requires Timetable/Publish Activity** – As the On-line Exercises can be completed whenever it suits students, no specific times need to be allocated to this activity (not included in timetabling). Therefore the Requires Timetable and Publish Activity checkboxes are not ticked.