

## **A Guide on Jointly-taught Activities**

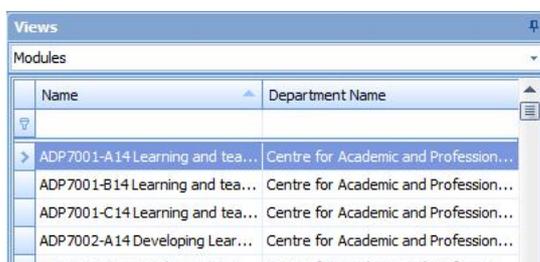
### **Timetabling Support**

A Jointly-taught activity is where two or more modules have activities where students are taught together (they are in the same Location, taught by the same person, but students believe that they are attending different modules). The user can create a single jointly-taught activity that represents the joint use of resources. The jointly-taught activity has, as its parents, activities that are associated with the separate modules being delivered simultaneously.

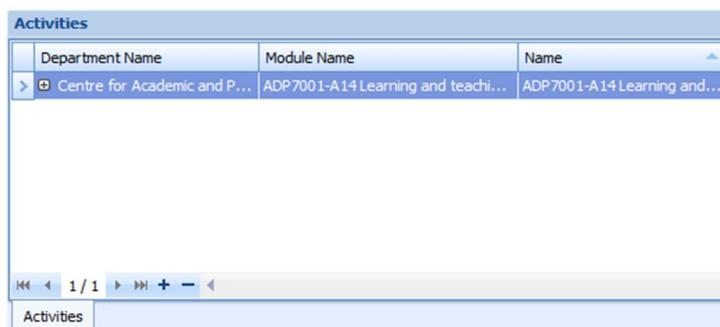
A jointly-taught activity can be created either by selecting all the activities the user wishes to join or by selecting a primary activity and then selecting other activities to join to it.

### 1. Creating a Jointly-taught Activity from a primary activity

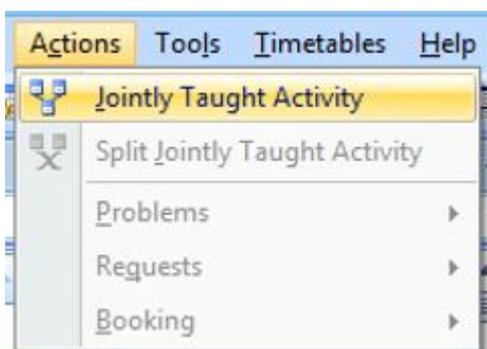
You need to first click on the module that one of the activities you wish to join sits under



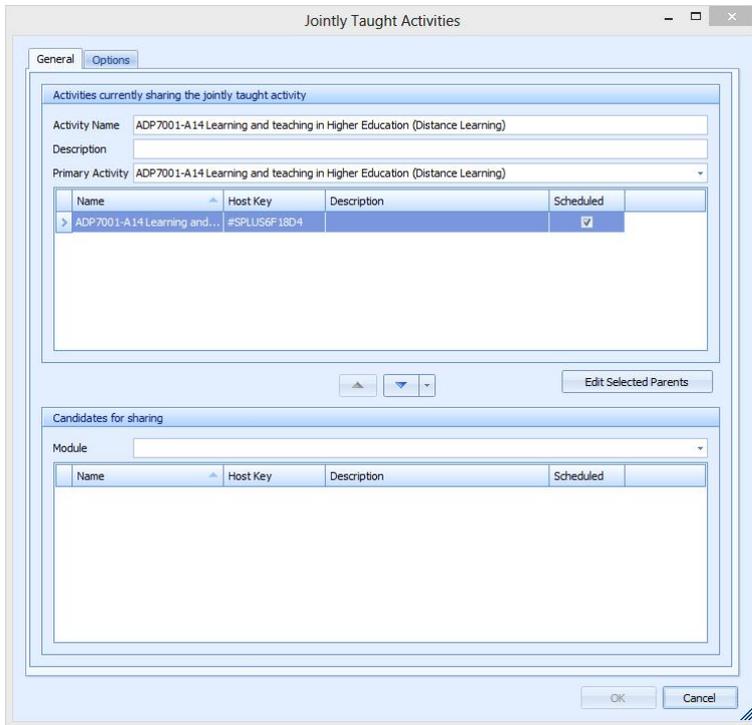
Then you need to select the activity that you are going to use as your primary booking



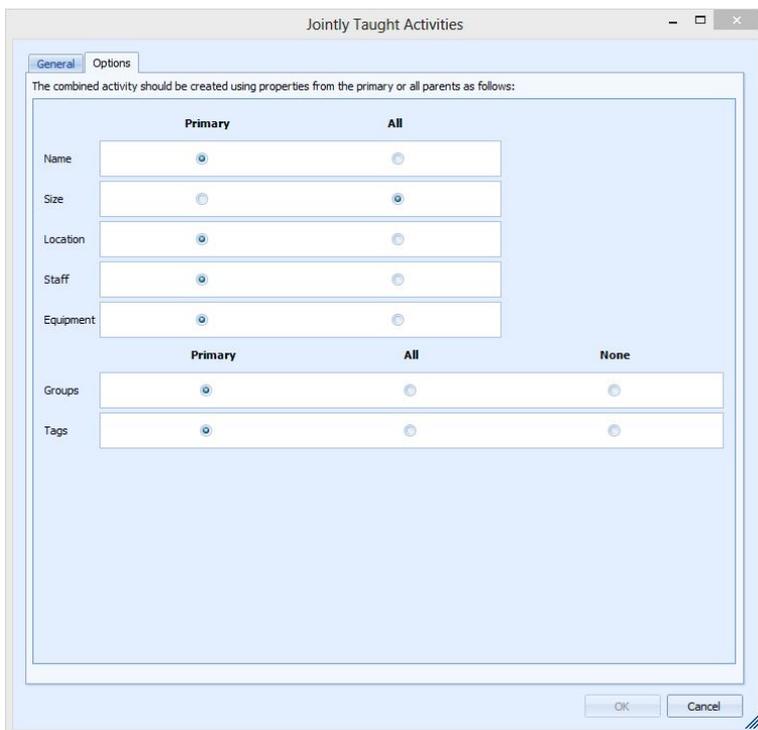
Once selected you need to click on the top tool bar and click **A**ctions > **J**ointly Taught Activity



Now a new window will open called Jointly Taught Activities



If you click on the Options tab



**These are the main choices:**

**Name** – You can choose if you want to keep the main activity name or All which will combine the Activity names ex ADP7001-A14, ADP7001-A14

**Size** – you either keep the primary size of the booking (but you will need to make sure total size of both booking are in the parent activity, or you can have All where it will combine the total numbers of both activities.

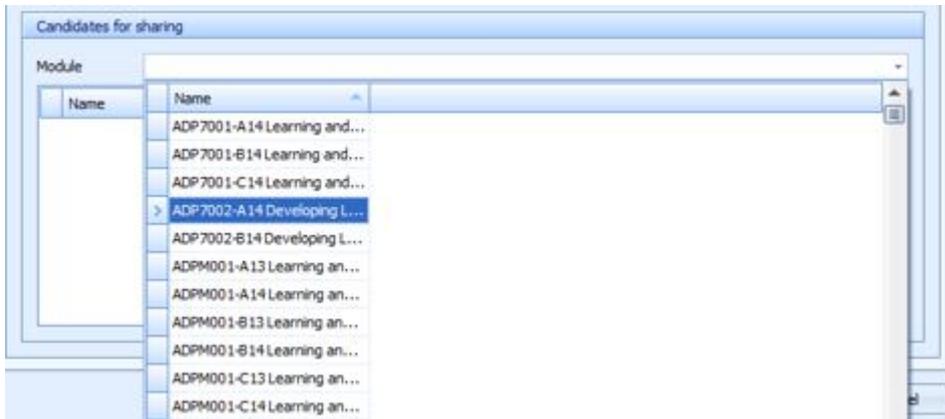
**Location** – For this one it's best if you keep in on primary as they will be sharing the same location

**Staff** – If there are staff from both activates you can choose All, or if there is one teacher then keep it on Primary

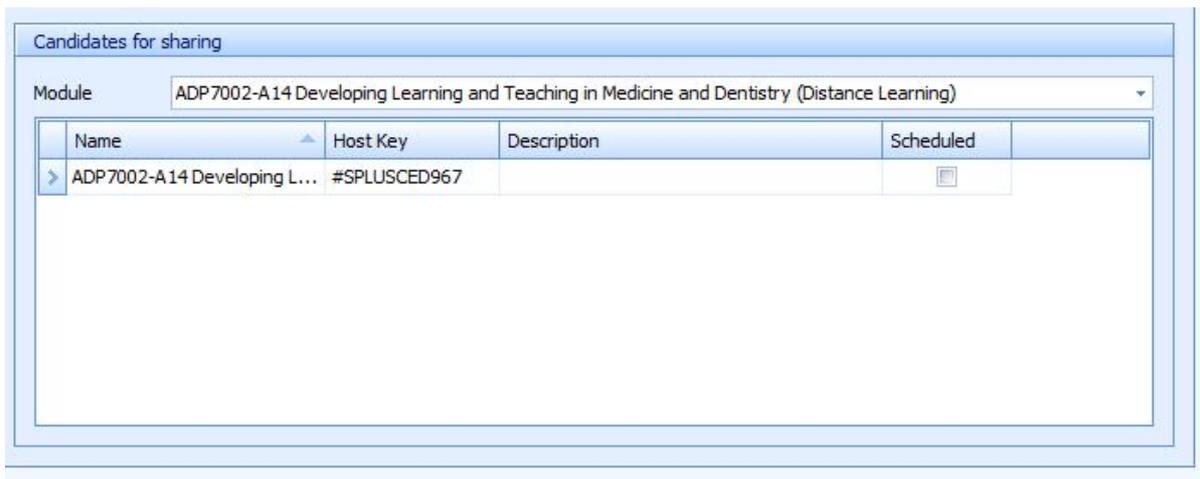
**Equipment** – this is best kept at Primary

**Joining up the activities**

In the drop down menu you need to select the module which has the activity that you want to join

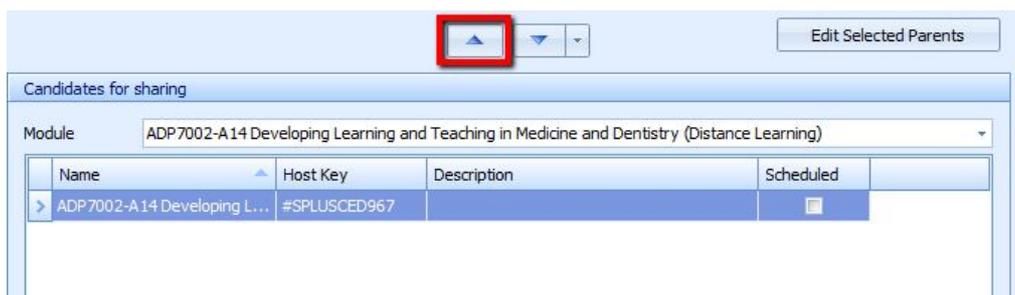


Once you have selected the module all the activities that can be joined up will appear in the Candidates for sharing box (below)

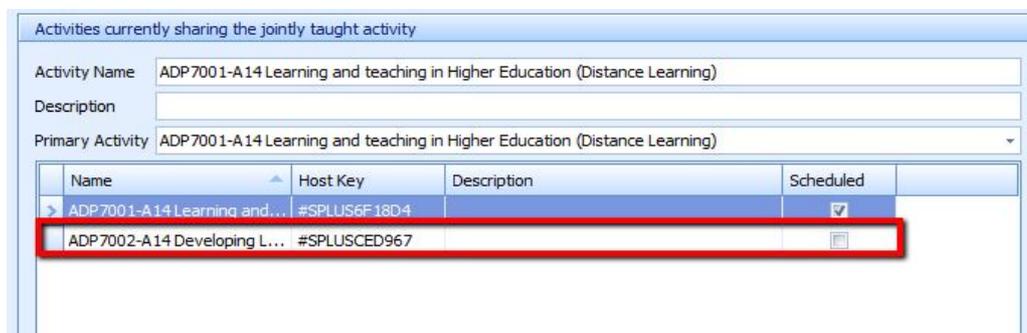


When you are setting up the child activity all that you need to do is enter the size of the booking. Then you need to make sure it has the same week pattern as the parent activity otherwise the booking won't appear in the Candidates for sharing box.

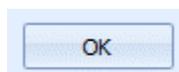
Once you have selected the activity that you want to join you will need to click on the up arrow



This will now appear in the main box



Now click on the Ok button



The system will now process this information (you will see this in the bottom right on the screen to show that the system is processing 

Now both activities are scheduled in the primary location and when scheduled they will share same location  
(Make sure you have the Jointly Taught Parents column on your screen)

Activities		Allocated Location Name	Scheduled
Jointly Taught Parents		Arts One:ALT(97)	<input checked="" type="checkbox"/>
ADP7001-A14 Learning and teaching in Higher Education (Distance Learning)	ADP7002-A14 Developing Learning and Teaching in Medicine and Dentistry (Distance Learning)		

End of Guide