Queen Mary University of London

Training guide for departmental administrators:

Viewing Scheduled Teaching Activities in Enterprise Timetabler (ET)

1. Introduction

This training guide is intended to assist departmental administrators review their draft timetable in Enterprise Timetabler (ET), in a simple, step-by-step manner from which the underlying principles of the additional ET training session should be reviewed and practiced. It assumes that users are familiar with the basic concepts outlined in this training session, and have been set up appropriately in Authorisation Manager. It is designed to supplement the existing Enterprise user and training documentation.

In Enterprise Timetabler (ET) you will need to review the room allocations that have been scheduled by the central room booking team and feedback any change requests. This guide will take you through the steps required to view the draft timetable schedules from a number of useful perspectives.

Key Definitions

A number of key Scientia timetabling definitions are listed in the table below and are referred to throughout this guide:

Table 1: Key Definitions

| Scientia Term	Explanation
Teaching Activity	A teaching event that students attend as part of a module, such as Lecture, lab, tutorial or practical. All teaching activities that students are required to attend must be created from and linked to a genuine SITS module.
Scheduled	The scheduled status of the activity. This will either be scheduled or unscheduled.
Allocated Location Name	The location that has been allocated based on your requirement requests.
Allocated Student Set Name	The individual students that have been allocated to a teaching activity.
Scheduled Weeks	The weeks of the year that the activity has been scheduled on.
Scheduled Days	The day(s) of the week that the activity has been scheduled on.
Scheduled Start Time	The start time of the day that the activity has been scheduled on.
Scheduled End Time	The end time of the day that the activity has been scheduled on.

2. Getting Started

Follow the steps below to log in to the system.

a. Log into your Virtual Machine and then open up your Internet Explorer web browser and enter the link below, as illustrated in figure 1 below. Or click on the Scientia shortcut on the VM desktop.

   https://timetablesportal.qmul.ac.uk/Scientia/Portal/Main.aspx

Figure 1: Scientia Enterprise link
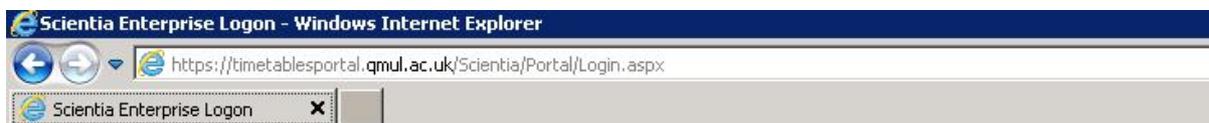
b. The Scientia Enterprise Timetabling system's log in screen will then load and prompt you to log in. Enter your University user Id and password and press enter or click the logon button, as illustrated in figure 2 below:

**Figure2: Scientia Enterprise login**

If you cannot log in to the Enterprise screen then contact: The IT helpdesk on: ext 8888, its-helpdesk@qmul.ac.uk

3. Loading the Enterprise Timetabler (ET) application

After logging in successfully, the Enterprise Portal screen illustrated in figure 3 below will become visible. Follow the steps below to open the ET application.

a. Ensure you have selected the correct database/academic year by single left clicking on the 'SCI1314' tab at the top of the screen. The name of the selected database will turn white after it has been selected.

b. To load ET, single left click on the ET icon as illustrated in figure 3 below. If you double left click the ET application will launch twice.

Figure 3: The Enterprise portal
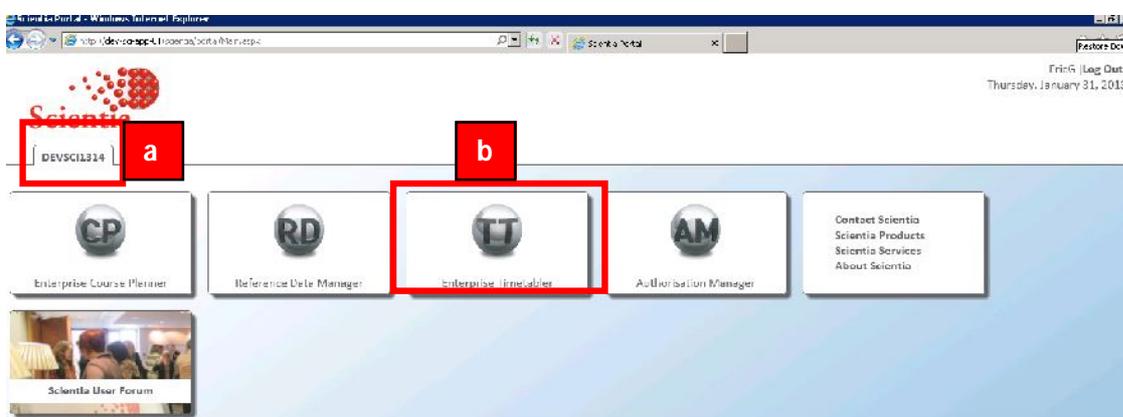
c. If the ET application is being run for the first time the software will need to be installed on your machine, click install if needed.

d. A series of loading screens will then appear and after a few minutes ET will load as illustrated in figure 4 below.

Figure 4: The main ET screen
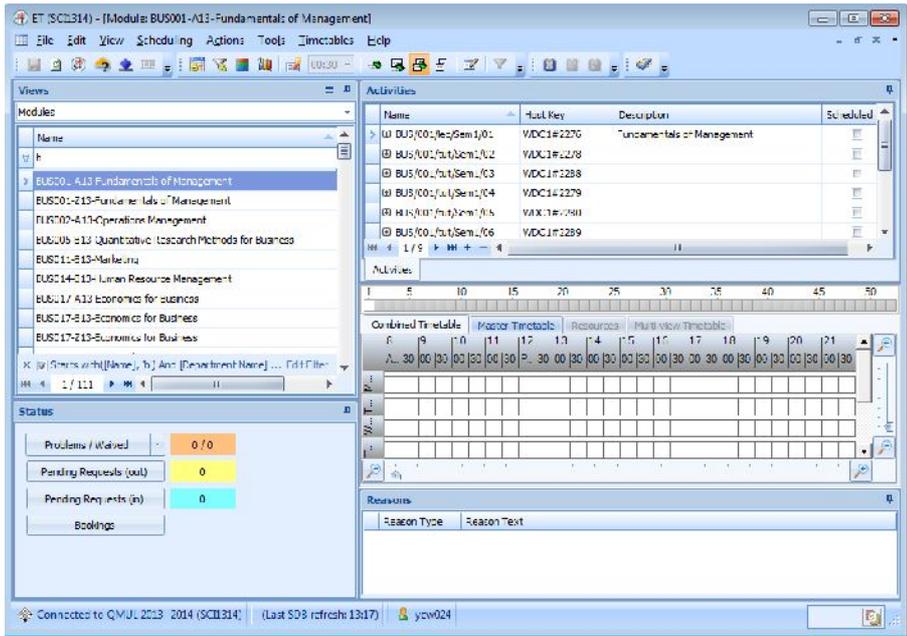
4. Finding and Viewing Your Teaching Activities by Module in ET

To view and edit your department's teaching activity information follow the steps detailed in this section.

a. Maximise the main ET screen by clicking on the maximise icon in the top right hand corner of the ET screen.

b. In the Views pane select 'Modules' and select one of your modules from the list.

c. Your standard activity details view will be loaded and should be focused on your teaching requirements

Figure 5: Customising Activity Details to Show Scheduled Resources
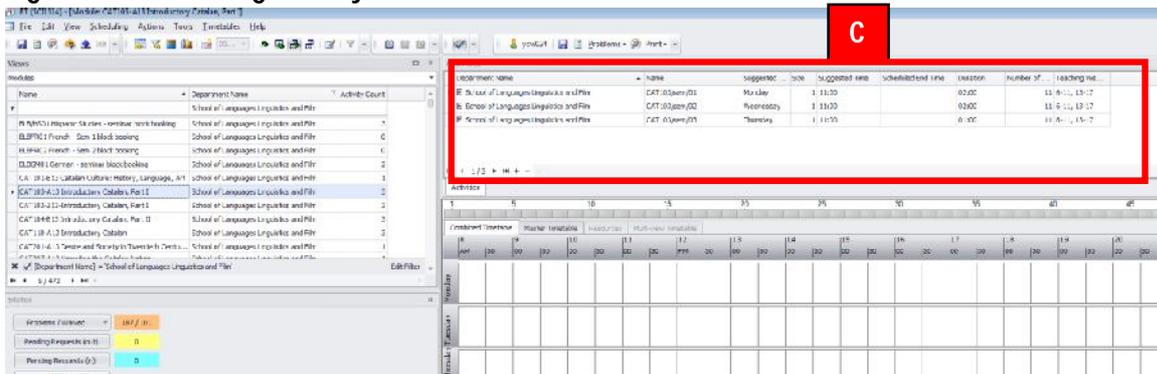
d. Right click on the activity details column header and remove all the requirements data until only the Name, Size, and Duration and Scheduled columns remain. By dragging them on to the Customisation Palette.
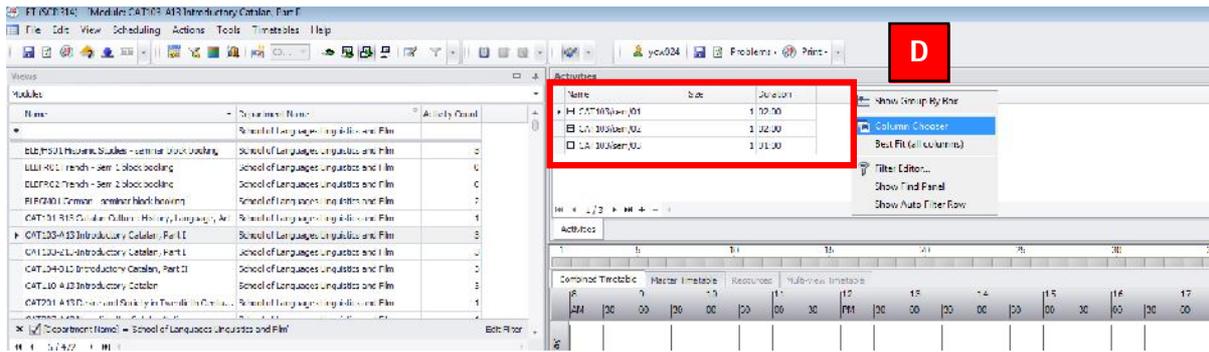
e. Drag onto the Activity details column the following data items: Allocated Student Set Names; Allocated Location Names; Allocated Staff Names; Scheduled Week; Scheduled Days; Scheduled Weeks, Scheduled Start Time; Scheduled End Time. View the room allocations.
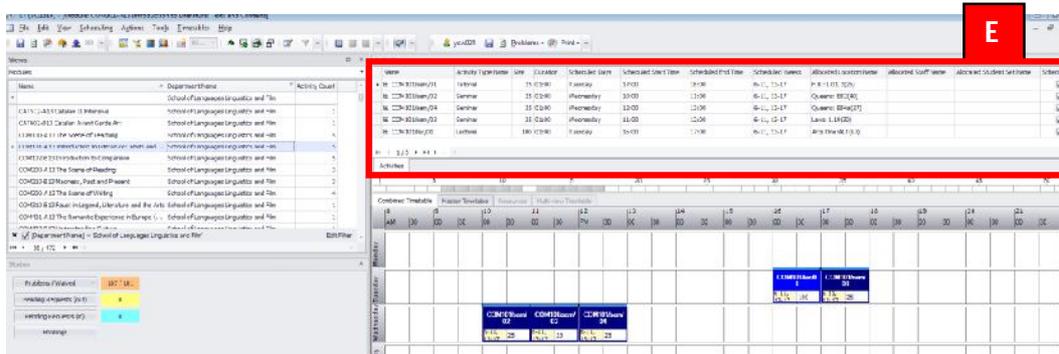

f. If you want to filter to all the activities that have not been fully scheduled (that do not have an allocated location) for all of your modules, you must first select all your modules in the views pane.

g. All of the activities for the selected modules will appear in the activity details view. Right click on the "Scheduled" column header
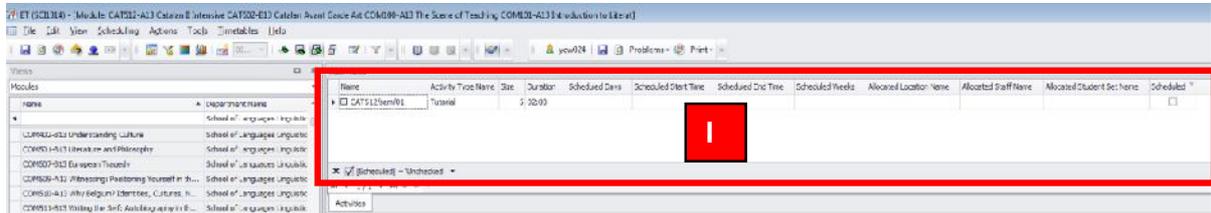
h. Select the 'unchecked' option

Figure 6: Filtering to Unscheduled Activities
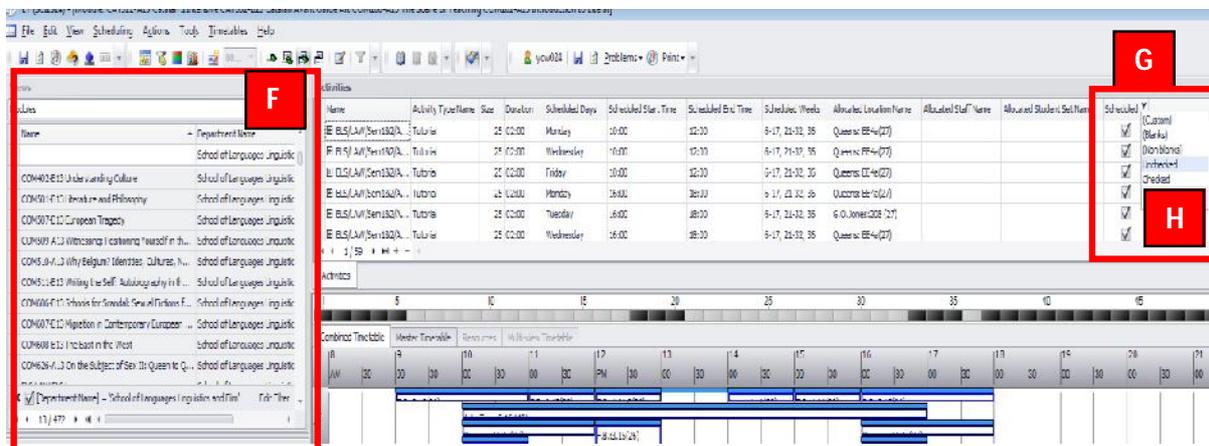
i. Only the unscheduled activities, for the selected modules, will be displayed in the details pane. Making it quick and easy to review them.

Figure 7: Viewing Unscheduled Activities

5. Customising the Activity Details Cell

It will be useful when reviewing scheduled activities by module to focus on the room allocations to ensure that teaching staff have an adequate amount of time to move between the locations of their consecutive teaching events. To customise the activity details cell on the graphical scheduling grid follow the steps detailed in this section.

a. Left click on the Activity Layout button from the main menu, making sure the activity details button (two to the left of the Activity layout button) is also selected.
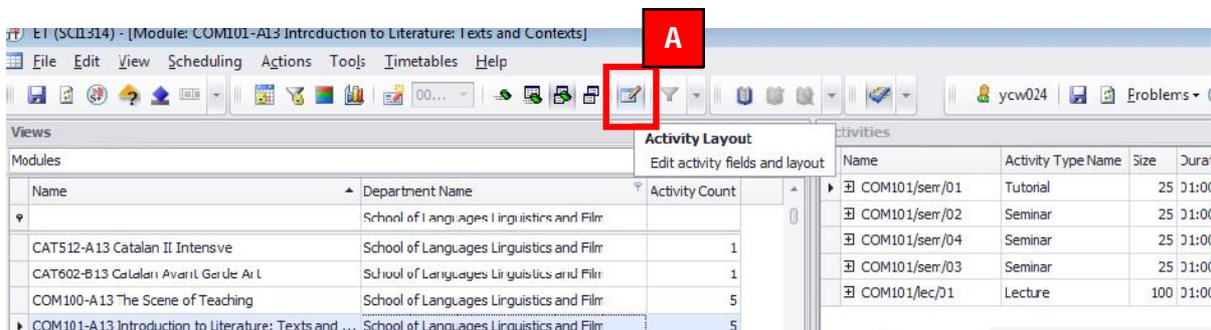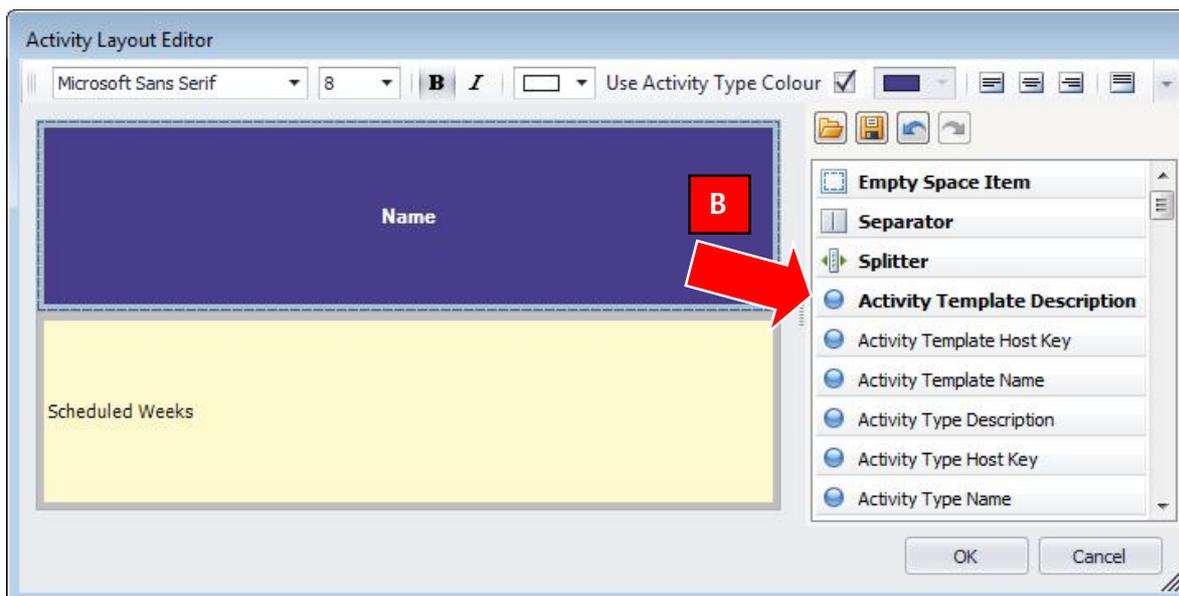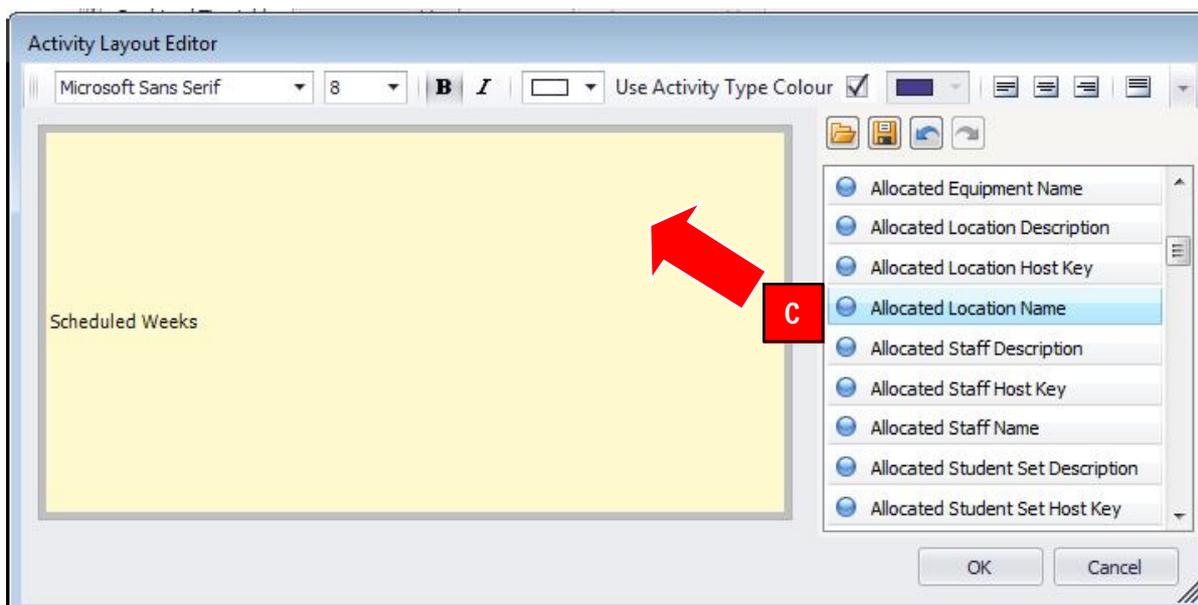
Figure 8: The Activity Layout Editor

Figure 9: Removing Attributes in the Activity Layout Editor

b. The Activity Layout Editor will then open. Simply drag the Name attribute from the cell box on the left of the editor window to the list of activity attributes on the right hand side of the Editor window
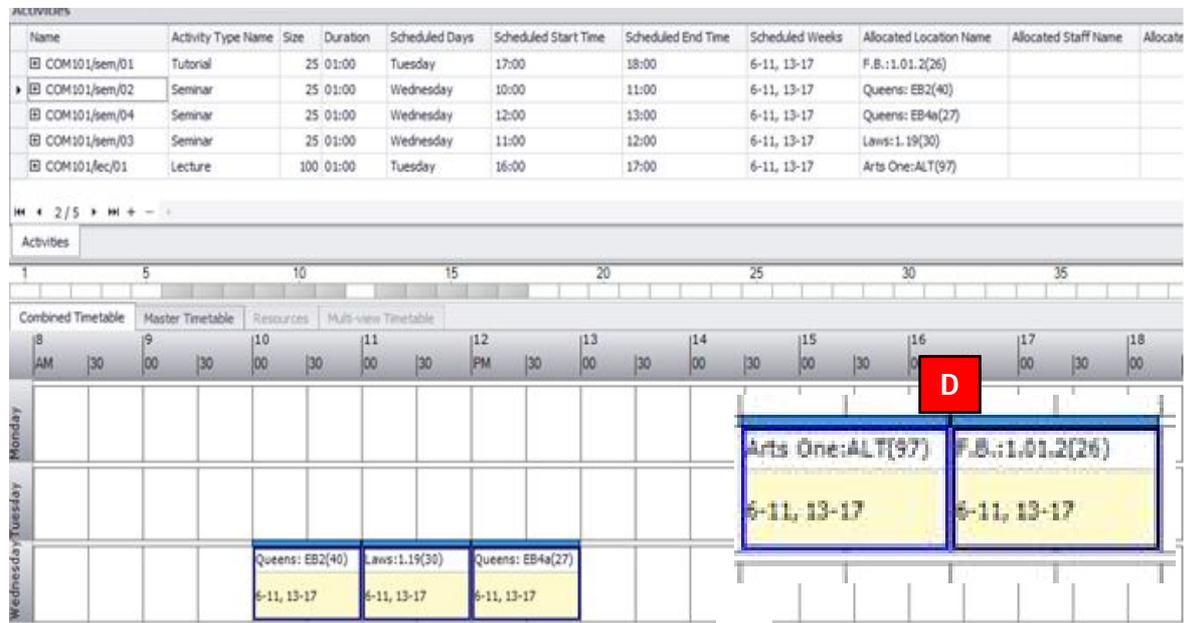
c. **The next step is to drag the** "Allocation Location Name" attribute from the list of attributes to the cell window.

Figure 10: Adding Attributes in the Activity Layout Editor

d. The name of the activity's allocated location and the weeks it's scheduled in will be displayed in the graphical activity cell.

Figure 11: Adding Attributes in the Activity Layout Editor


6. *Viewing Location Timetables using 'Lock Weeks'*

The activities that were unable to be scheduled (allocated a location) can be reviewed and alternate timeslots assessed. A useful piece of functionality (Lock Weeks) will retain the required weeks an activity needs to be scheduled over and store them in memory. You can then move to the location list and look an hour before or after the initially requested start time of the activity, for the desired location(s). To perform this review follow the steps detailed in this section.

a. To activate the Lock Weeks functionality select the activity you want to work with and then press the Lock Week's button on the man menu. The software has now stored the teaching week pattern of the activity.

Figure 12: Activating Lock Weeks
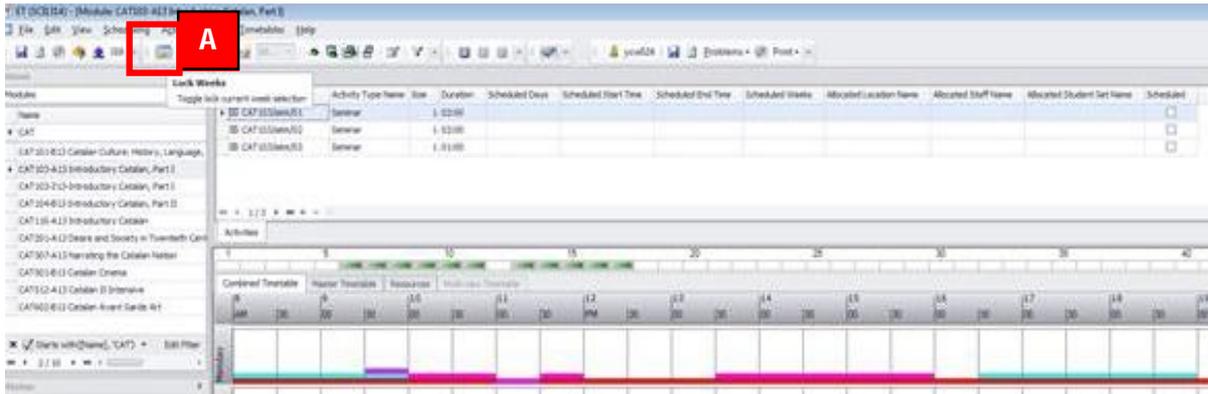
b. Move to the views pane and switch to the Location view, find and then select the relevant location.

c. Notice that the weeks (Grey blocks) in the graphical view are now filtered to the teaching weeks required by your problem activity.

d. The white space on the grid represents any available timeslot for the room selected on the weeks you require.

Figure 13: Viewing Locations Using Lock Weeks
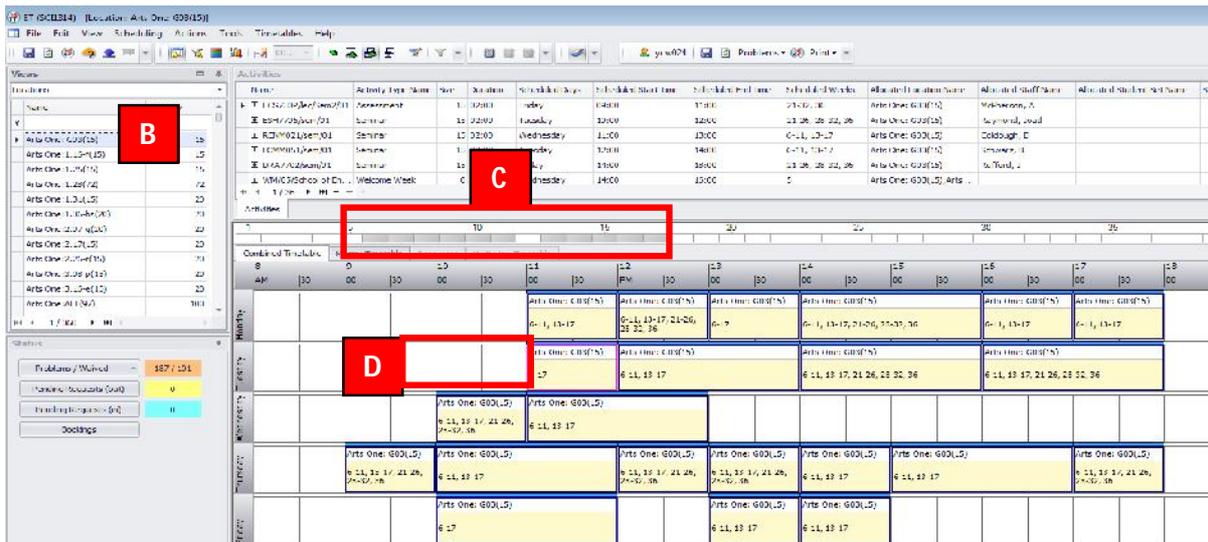

7. *Viewing Programme of Study Timetables*

Now that SITS is transferring data into the Scientia system, it is possible to view the timetable from a Programme of Study's perspective. To view a Programme of Study's timetable, follow the steps detailed in this section. This may be useful for spotting clashes.

a. In the views pane switch the focus to Programme of study (POS)

b. Bring the "Department Name" of the PoS into view using column chooser

c. Filter to your departments Programmes

d. Select the relevant department

e. The activities linked to modules, that are in-turn linked to the selected POS will appear in the activity details and graphical grid sections of ET.

Figure 14: Viewing a Programme of Study's timetable
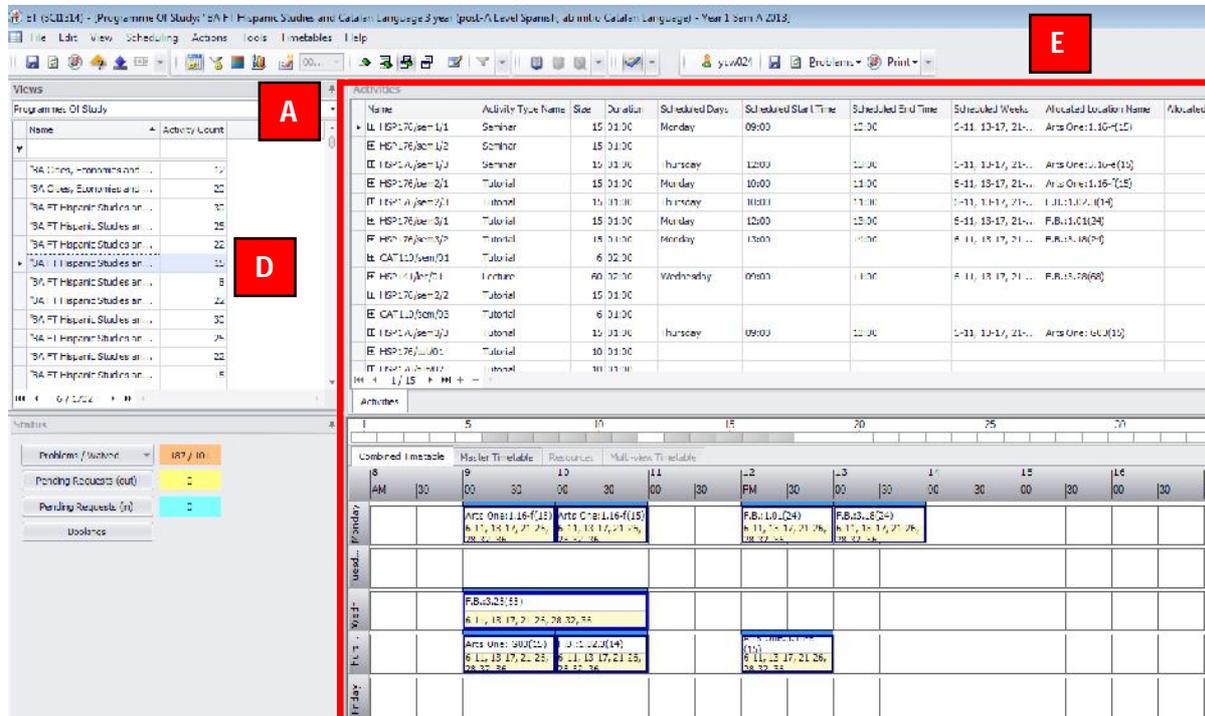
8. Viewing Staff Timetables

Provided that staff members have been allocated to their teaching activities in Enterprise Timetabler (ET) it will be possible to view the timetable from a staff member's perspective. To view staff timetables follow the steps detailed in this section. This may be useful for spotting clashes and balancing workload.

a. In the views pane switch the focus to Staff
b. Select the relevant member of staff

c. The activities linked to the selected member of staff will appear in the activity details and graphical grid sections of ET.

Figure 14: Viewing Staff Timetables