

# Timetable Data Collector Guide

Timetable Data Collector is used during the Higher Education timetabling planning phase in preparation for the scheduling of the 2018 timetable.

Timetable Data Collector allows faculty staff to update their own availability and confirm timetable delivery requirements for course/s that they are coordinating.

## Accessing Timetable Data Collector

Timetable Data Collector can be accessed via the Timetabling website:

<http://federation.edu.au/staff/business-and-communication/timetables>

Navigate to the 'Higher Ed timetable resources' and click on the Timetable Data Collector link.

## Timelines

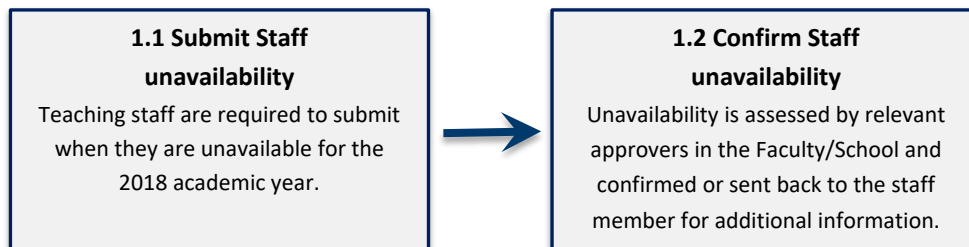
Timetable Data Collector will be open for the following dates for faculty staff to enter their availability and timetabling delivery requirements for 2018 (all semesters):

- **15<sup>th</sup> May – 23<sup>rd</sup> June 2017**

After this date Timetable Data Collector will close and timetabling will commence scheduling all 2018 classes as per the timetabling timelines on the timetabling webpage.

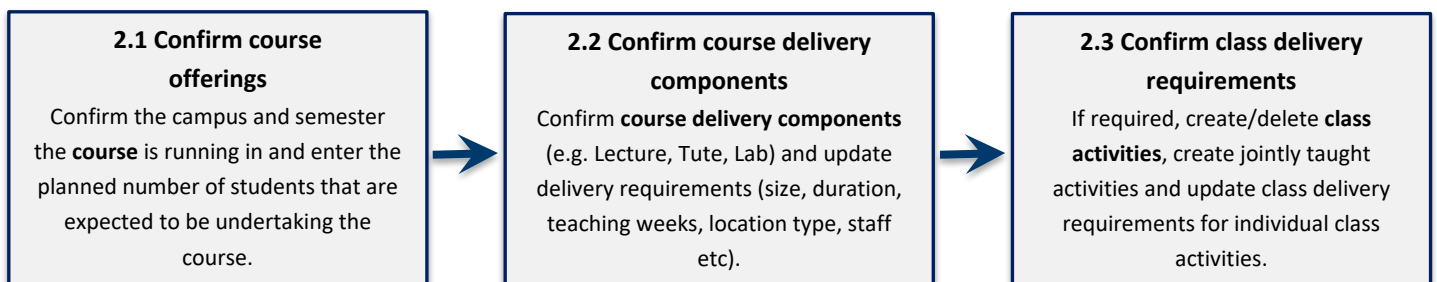
## Staff unavailability

The process for teaching staff submitting their unavailability in Timetable Data Collector for 2018 is shown in the diagram below. Step by step instructions on how to perform these tasks can be found in section 1 of this document.



## Course delivery requirements

The process for confirming the delivery requirements for courses you are coordinating for 2018 is shown in the diagram below. Step by step instructions on how to perform these tasks can be found in section 2 of this document.



# 1. Staff unavailability

## 1.1 Submit Staff unavailability

Teaching staff are required to submit when they are unavailable for the 2018 academic year.

## 1.1 Submit staff unavailability (all teaching staff)

As part of the timetabling data collection process, all teaching staff are required to update when they are unavailable to teach in 2018. Staff unavailability will be collected for the entire year (2018). If unavailability is not submitted by the 23<sup>rd</sup> of June 2017 it will be assumed that staff have full availability. All unavailability must have a reason which will be required for the approver in the Faculty. If the reasons are of a sensitive nature this may be discussed directly with the approver.

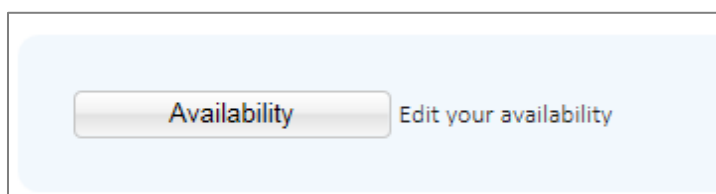
If a staff member has a research day do not block out a day on the availability grid, instead state that you require a research day in the reason for unavailability comments and timetabling will be able to accommodate this.

Once the staff member has stated when they are unavailable in Timetable Data Collector, an approver in the Faculty will be required to confirm the staff member's unavailability.

**Tip:** Classes at all campuses are generally scheduled between 8.30am and 6.30pm unless a time outside of this is specifically requested.

Submit Staff unavailability instructions:

1. Click on the Timetable Data Collector link on the timetabling webpage <http://federation.edu.au/staff/business-and-communication/timetables>
2. Navigate to the 'Higher Ed timetable resources' and click on the Timetable Data Collector link.
3. Login to Timetable Data Collector using your username and password.
4. From the main menu click on the 'Availability' button.



**Tip:** If you cannot log into Timetable Data Collector, or see the 'Availability' button, please email [timetabler@federation.edu.au](mailto:timetabler@federation.edu.au) for assistance.

- In the Status drop down box select 'Submitted'.

Edit Staff Details

MySC ID

Name

Description

Status

**Tip:** There are three different statuses that are used on the staff availability page:

*Unconfirmed* – your unavailability has not yet been submitted.

*Submitted* – you have submitted your unavailability ready for confirmation from an approver in the Faculty.

*Confirmed* - your unavailability has been confirmed by an approver in the Faculty.

- Beneath the status drop down box is a grid with times listed across the top and days down the side.

Click in the *grey* box under the grid and grey out the days and times that you are unavailable for all of 2018.

Availability

Enter the Availability Pattern

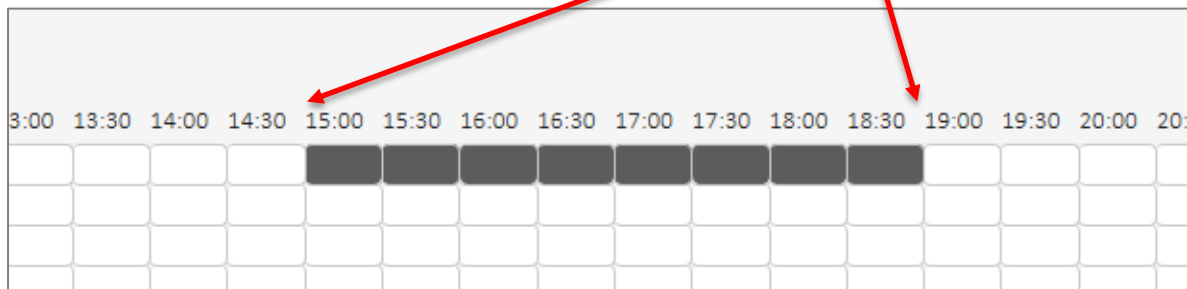
	06:00	06:30	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30		
Monday																										
Tuesday																										
Wednesday																										
Thursday																										
Friday																										
Saturday																										
Sunday																										

Select the availability colour to 'paint'

Current Selection

**Tip:** If you have accidentally greyed out a day and time in the grid when you are available, you will need to click on the white box and paint over the grey sections you wish to make available.

The below example indicates you are unavailable from 3pm to 7pm.



13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30

7. Enter the reason for your unavailability in 'Reason for unavailability' box

Reason for unavailability

e.g. Working part time, other work commitments, religious observance.

**Tip:** If you require **research day/s** do not block out a day, state that you require a research day in the reason for unavailability box. (This will ensure a teaching free day is assigned to you in the timetable)

8. Press the 'Save and Close' button which will take you back to the home page.



9. You have now submitted when you are unavailable for 2018 for confirmation by an approver in the Faculty.

Once your unavailability has been confirmed, you will no longer be able to update when you are unavailable. For any further changes you will need to contact [timetabler@federation.edu.au](mailto:timetabler@federation.edu.au) which will be referred to the Faculty approver if required.

## 1.2 Confirm Staff unavailability (approvers only)

**1.2 Confirm Staff unavailability**  
 Unavailability is assessed by relevant staff in Faculty/School and confirmed or sent back to staff member for additional information.

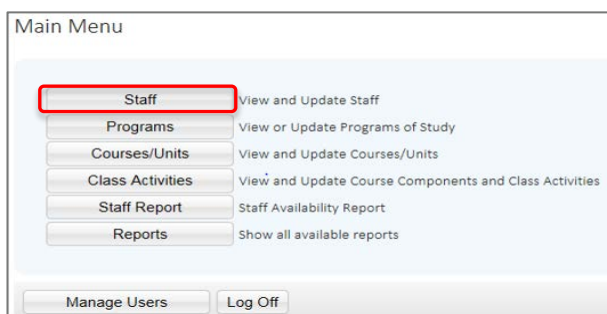
As part of the timetabling data collection process, approvers are required to review staff members requested unavailability and either confirm that their selections are approved or liaise with staff to alter their available days and times.

Staff unavailability will be collected for the entire year (2018). If unavailability is not submitted by the 23<sup>rd</sup> of June 2017 it will be assumed that staff have full availability. All unavailability must have a reason which will be required for the approver in the Faculty. If the reasons are of a sensitive nature this may be discussed directly with the approver.

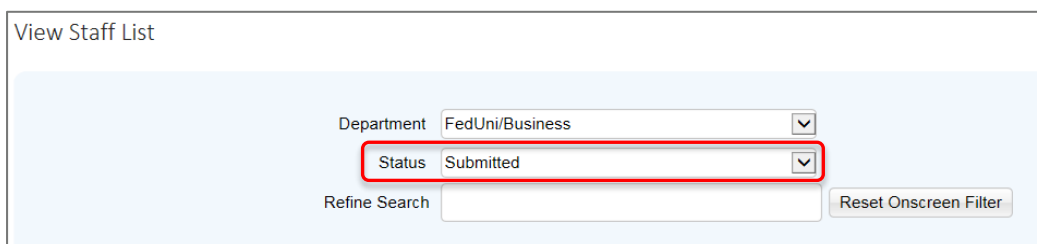
If a staff member has a research day do not block out a day on the availability grid, instead update the 'Research Day Required' field to 'Y' and timetabling will be able to accommodate this.

Confirm Staff unavailability instructions:

1. Click on the Timetable Data Collector link on the timetabling webpage <http://federation.edu.au/staff/business-and-communication/timetables>
2. Navigate to the 'Higher Ed timetable resources' and click on the Timetable Data Collector link.
3. Login to Timetable Data Collector using your username and password.
4. Under the main menu select 'Staff'



5. Select your Faculty/School from the Department drop down box.
6. To view a list of unavailability requests from staff that have been submitted, select 'Submitted' from the Status drop down box.



Confirmed and NotConfirmed requests can also be viewed by selecting these options

- A list of staff who have submitted their unavailability will be displayed. To view an individual staff unavailability, select 'Edit.'

You can also search for a specific staff member by typing their name in the 'Refine Search' filter field.

View Staff List

Department: FedUni/Business  
 Status: Submitted  
 Refine Search:

View and Update Staff Details

MySC ID	Name	Description	Status	
30072154	ANDEOBU, Lynda	Lynda ANDEOBU	Submitted	<input type="button" value="Edit"/>
30105141	ANDERSON, Kenneth	Kenneth ANDERSON	Submitted	<input type="button" value="Edit"/>

- The availability screen will now be displayed for review.

Edit Staff Details

MySC ID: #SPLUSCAZ38A  
 Name: TEST, Staff  
 Description: Staff TEST  
 Approval Status: NotConfirmed

Availability

Enter the Availability Pattern

06:00 06:30 07:00 07:30 08:00 08:30 09:00 09:30 10:00 10:30 11:00 11:30 12:00 12:30 13:00 13:30 14:00 14:30 15:00 15:30 16:00 16:30 17:00 17:30 18:00 18:30 19:00 19:30 20:00 20:30 21:00 21:30 22:00 22:30 23:00 23:30

Monday: [Greyed out 15:00-18:30]  
 Tuesday: [Greyed out 08:00-09:30]  
 Wednesday: [Greyed out 08:00-09:30]  
 Thursday: [Greyed out 08:00-09:30]  
 Friday: [Greyed out 08:00-09:30]  
 Saturday: [Greyed out 08:00-09:30]  
 Sunday: [Greyed out 08:00-09:30]

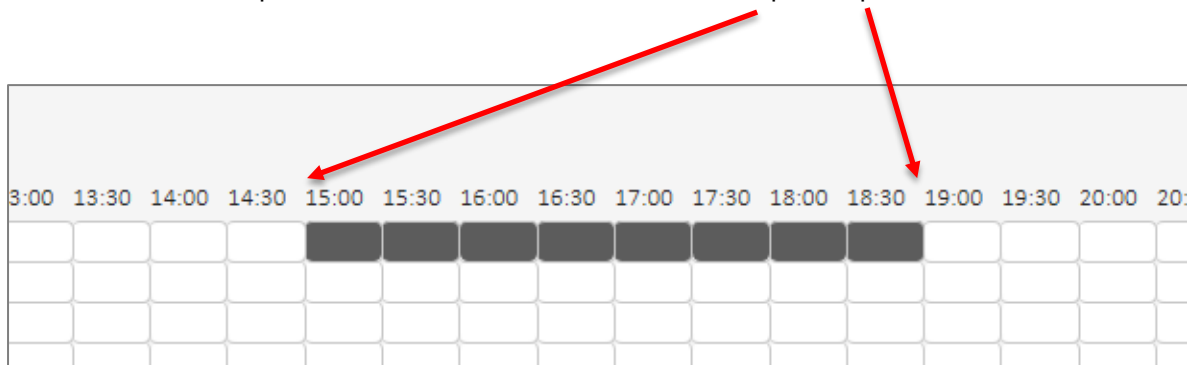
Select the availability colour to 'paint'  
 Current Selection: [Greyed out]

Reason for unavailability: School pickup and drop off  
 e.g. Working part time, other work commitments, religious observance.

Research Day Required: N

**Tip:** The greyed out times are the requested staff members unavailability. The staff member should also include a reason for their request (sensitive personal issues may have been discussed in person).

In the below Example: The staff member is unavailable from 3pm to 7pm.



- Where a staff member has an approved research day the 'Research Day Required' option should be set to Y by the approver.

Select the availability colour to print

Current Selection

Reason for unavailability   
 e.g. Working part time, other work commitments, religious observance.

Research Day Required

**Tip:** Research days should not be blocked out on a weekly availability pattern. If approved, this teaching free day will be randomly allocated for one full day within the five day week. If a specific day for research or more than one day is required please contact [timetabler@federation.edu.au](mailto:timetabler@federation.edu.au).

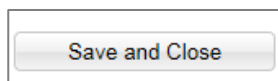
- Once the staff members unavailability has been reviewed the Status is required to be updated to either *Confirmed* or *NotConfirmed*.

**Tip:**

*Confirmed* status is used to approve the staff members availability. This is then flagged to timetabling.

*Unconfirmed* status is used when the approver either rejects, or requires further information on a staff members availability. The approver is required to email the staff member directly to discuss why the unavailability has not been confirmed.

- Press the 'Save and Close' button which will take you back to the staff search page.



You have now updated a staff members unavailability.

# 2. Course delivery requirements

## 2.1 Confirm course offerings

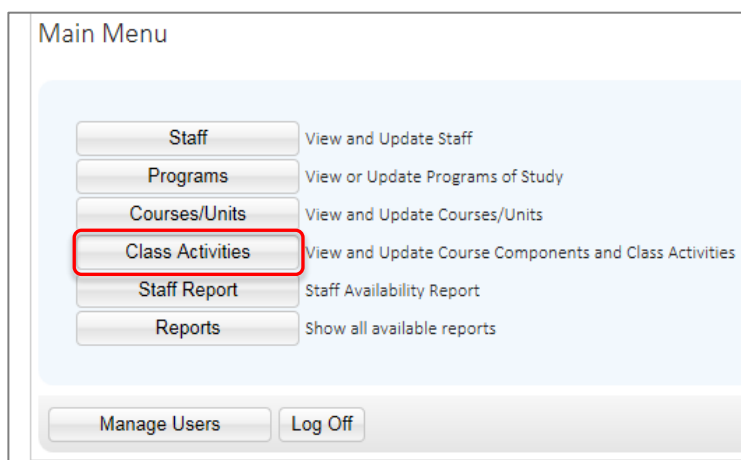
**2.1 Confirm course offerings**

Confirm the campus and semester the course is running in and enter the planned number of students that are expected to be undertaking the course.

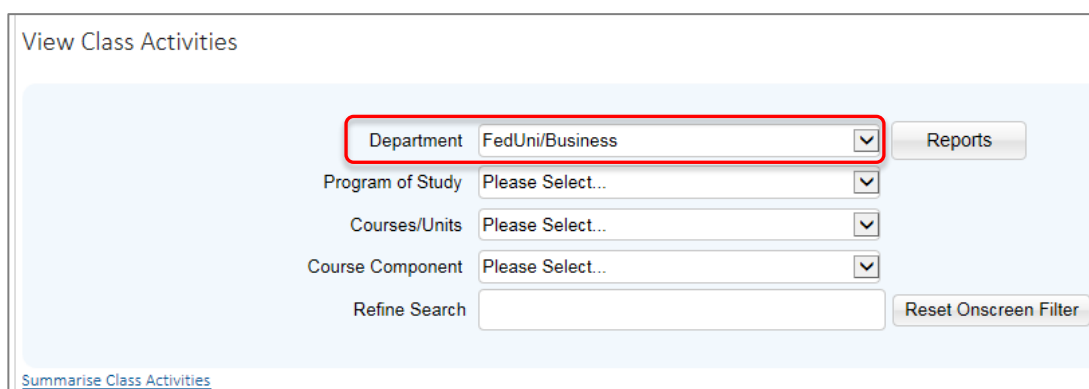
The delivery requirements for each course are required to be reviewed and updated in Timetable Data Collector for the full year of 2018. To confirm course offerings the staff member is required to identify in which semester a course should be running and the expected number of students to undertake the course in 2018.

Confirm course offerings instructions:

1. Click on the Timetable Data Collector link on the timetabling webpage <http://federation.edu.au/staff/business-and-communication/timetables>
2. Navigate to the 'Higher Ed timetable resources' and click on the Timetable Data Collector link.
3. Login to Timetable Data Collector using your username and password.
4. Under the main menu select '*Class Activities*'



5. Select your *Department* from the drop down box





- Select the relevant *Course/Unit* from the drop down box ensuring the correct semester and campus is available and then select *Edit*.

View Class Activities

Department: FedUniBusiness

Program of Study: Please Select

**Courses/Units: BUACC1507\_2\_CHLL**

Course Component: BUACC1507\_2\_CHLL\_TUT

Refine Search:

[Summarise Class Activities](#)

View and Update Class activity Details

Name	Description	Course Component Type	Size	Duration	Delivery Dates	Status
BUACC1507_2_CHLL_TUT/01	TEST	Tutorial	20	01:00	31/07-24/09,09/10-05/11	NotConfirmed <input type="button" value="Edit"/>
BUACC1507_2_CHLL_TUT/02	TEST	Tutorial	20	01:00	31/07-24/09,09/10-05/11	NotConfirmed <input type="button" value="Edit"/>
BUACC1507_2_CHLL_TUT/03	TEST	Tutorial	20	01:00	31/07-24/09,09/10-05/11	NotConfirmed <input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Tip:** For a definition of the Course/Unit field on this page, please refer to the term ‘Course/Units’ in the Definitions section at the end of this document.

If the Course/Unit value you are searching for does not appear for the correct semester or campus, please contact timetabling [timetabler@federation.edu.au](mailto:timetabler@federation.edu.au).

- Update the *Planned Size* to the predicted number of students expected to attend the entire Course/Unit.

View and update Course/Unit Details

Reference Number: 000017\_1\_MTH\_1

Name: BUACC1507\_1\_MTH

Description: Accounting fundamentals

Term: Semester 1

**Planned Size: 43**

Credit Points: 1

Status: NotConfirmed

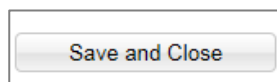
**Tip:** The Planned Size for a Course/Unit can be determined by reviewing the actual enrolment numbers for the previous year in mySC and checking which programs the course will be offered in.

8. Once you have entered all details for the Course/Unit, update the *Status* field to one of the following:
  - *Confirmed* – If the Course/Unit is required to be timetabled for the selected **Term** and **Campus** in 2018.
  - *Non Timetabled Class (NTC)* – The Course/Unit is running in 2018 for the selected **Term** and **Campus** but is not required to be scheduled.
  - *Rested* – If the Course/Unit is not required for 2018 but may be timetabled in following years.
  - *No Longer Required* – If the Course/Unit is no longer required and will be removed from the timetable system.

View and update Course/Unit Details

Reference Number	<input type="text" value="000017_2_MTH_1"/>
Name	<input type="text" value="BUACC1507_2_MTH"/>
Description	<input type="text" value="ACCOUNTING FUNDAMENTALS"/>
Term	<input type="text" value="Semester 2"/>
Planned Size	<input type="text" value="60"/>
Credit Points	<input type="text" value="15"/>
Status	<input style="border: 2px solid red;" type="text" value="Confirmed"/> <span style="float: right;">▼</span>

9. Press *Save and Close* button which will take you back to the Class Activities search page.



You have now updated a Course/Unit.

**Tip:** If you selected the '**Confirmed**' value in then Course/Unit *Status* field, go to step 2.2.3 in *Confirm Course delivery components*.

If you have selected any of the other Status values you are not required to update any further information for the Course/Unit.

## 2.2 Confirm course delivery components

**2.2 Confirm course delivery components**

Confirm course delivery components (e.g. Lecture, Tute, Lab) and update delivery requirements (size, duration, teaching weeks, location type, staff etc).

The delivery requirements for each course are required to be review and updated in Timetable Data Collector for the full year of 2018.

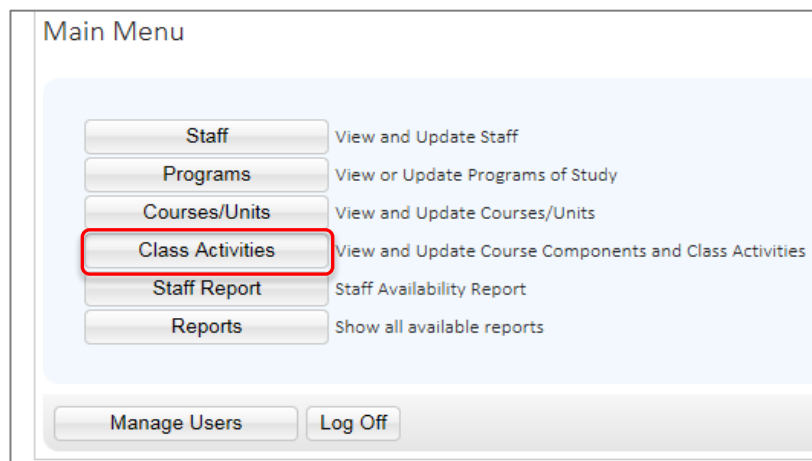
To confirm course delivery requirements the staff member is required to identify which delivery components are required (eg: lecture/tute) and update any delivery requirements such as class sizes, duration, teaching weeks and the type of location required for each Course Component in 2018.

The information entered for the Course Component will then update for each of the individual Class Activities.

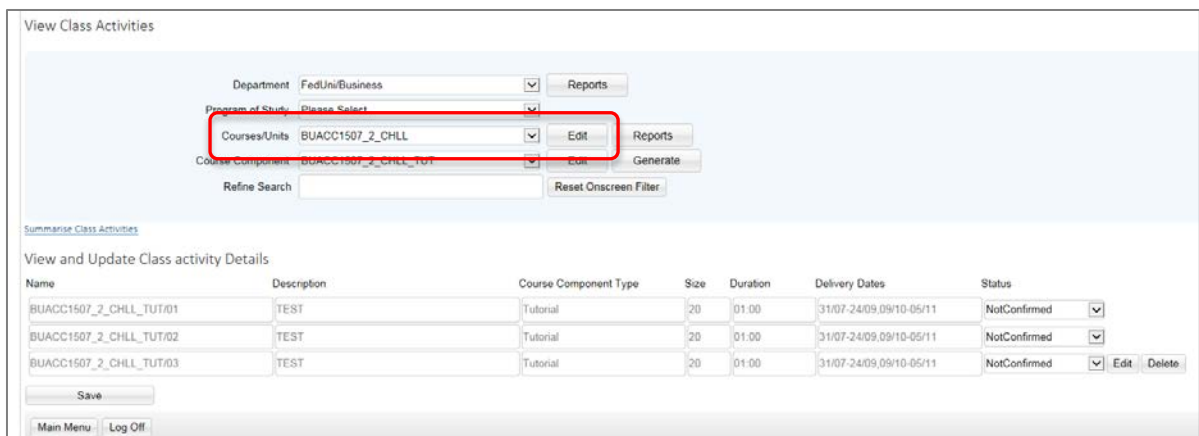
Confirm class course delivery components instructions:

**Tip:** If you are following the instructions from the previous section. Please follow from step 3 of this section.

1. Under the main menu select *Class Activities*



2. Select the relevant *Courses/Unit*



3. Select the relevant *Course Component* (eg: lecture, tute) you wish to update and select *Edit*

View Class Activities

Department: FedUni/Business

Program of Study: Please Select...

Courses/Units: BUACC1507\_1\_MTH

Course Component: BUACC1507\_1\_MTH\_LEC

Refine Search:

[Summarise Class Activities](#)

4. In the details tab, update the Planned Size and Duration for the specific component if required.

Edit Course Component Details

Reference Number: 000017\_2\_MTH\_LEC

Name: BUACC1507\_2\_MTH\_LEC

Course Component Type: Lecture

Status: NotConfirmed

Course Component Details

Any details entered to the Course Component at this point will flow onto the Class Activities associated with this Course Component

Planned Size: 80

Duration (HH:MM): 02:00

**Tip:** The Planned Size field for the Course Component is the number of students attending each individual class. The Planned Size determines how many classes are created.

Where a Course/Unit has an overall planned size of 80 it can be setup as below:

Lecture planned size = 80

Tutorial planned size = 20

This will result in one lecture and four tutorials.

**Tip:** All values entered on the Course Component tabs (details, weeks, staff etc) will update the same field for each individual Class Activity for review in section 2.3 of this document.

5. Select the *Weeks* tab,
6. Select the weeks where the class should be scheduled by ticking/unticking the relevant tick box.

Edit Course Component Details

Reference Number:

Name:

Description:

Course Component Type:

Status:

---

Edit the Course Component Delivery Weeks

Select Delivery Week:

Week Pattern Description:

Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Period1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Tip:** The weeks displayed at the top of each tick box are the weeks of the calendar year. You can hover over each tick box to see the week commencing date.

Dates outside of term cannot be selected and are greyed out. If a block class is required mid semester please add this in the *Comments* tab.

All information entered in the Course Components section will update all Class Activities (section 2.3)

7. Select the *Staff* tab
8. If known, and the same staff member will be teaching all Class Activities for the Course Component (e.g. all four tutorials). Find and select the staff member in the *All Staff Available* section and press the  button to move the staff into the *Allocated Staff* section.

Edit Course Component Details

Reference Number:

Name:

Description:

Course Component Type:

Status:

---

All Staff moved to the Allocated Staff box will be attached to all Class activities associated with the Course Component

	All Staff Available		
Staff Requirement	AL NUAIMAT, Alia ANDEOBU, Lynda ANDERSON, Kenneth AXFORD, Karen BACKER, Elisa BAKER, Adam BARNHOUSE, Amy BARUA, Suborna	<input type="button" value="&gt;"/> <input type="button" value="&lt;"/>	

**Tip:** A maximum of two staff can be allocated to a Course Component.  
 If a staff member does not appear in the list, please email [timetabler@federation.edu.au](mailto:timetabler@federation.edu.au).

9. Select the *Location* tab
10. Update the *Campus* field to the Campus where the class will be delivered.
11. Update the *Number of Rooms* field if you require the class to be schedule in more than one location.
12. In the *All Location Types* field, select the type of Location you want all classes for the Course Component scheduled and press the button to move the Location Type into the *Selected Location Type*.

Edit Course Component Details

Reference Number

Name

Description

Course Component Type

Status

---

Details Weeks Staff **Location** Comments

---

Location

Campus

Number of Rooms

Location Types

- Laboratory\_PC
- Online
- Room\_Classroom
- After Hours Space
- External Venue - EDARTS
- Laboratory\_Brewing
- Laboratory\_Early Learning
- Laboratory\_Engineering - Civil

>

<

Selected located Types

- .Room\_Lecture theatre

All locations available

Location Requirement

- MTH\_B901\_Lecture [87]
- MTH\_B902\_Lecture [60]
- MTH\_C001\_Lecture [359]
- MTH\_E211\_Lecture [54]
- MTH\_F301\_Lecture [106]
- MTH\_F313\_Theatrette [28]
- MTH\_F315\_Theatrette [32]
- MTH\_H101\_Lecture [210]

If this box is displaying no locations, please check your class activity size or location type.

**Tip:** The 'All Locations Available' box will display a list of the possible locations that the classes can be scheduled in. If this box is displaying no locations, please check your class activity size or restrict your 'Selected location types'.

A list of Location Type definitions can be found in the *Locaiton Type* term in the definition section found at the end of this document.

13. Select the *Comments* tab
14. If required, add any comments for timetabling staff to consider when scheduling regarding the setup or requirements of the component. (limited to 250 characters)  
For example 30mins travel time before and after scheduled class.

Edit Course Component Details

Reference Number

Name

Description

Course Component Type

Status

---

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Comments

This class is run off campus and students will require 30 minutes travel time before and after the scheduled class.

10. Once you have entered all details for the Course Component, update the *Status* field to *Confirmed*.

Edit Course Component Details

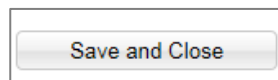
Reference Number

Name

Course Component Type

Status

11. Press the *Save and Close* button which will take you back to the Class Activities search page.



You have now updated a Course Component.

Now you have selected the **Confirmed** value in the Course Component *Status* field, please follow the 2.3 *Confirm Class Delivery Requirements* Instructions.

## 2.3 Confirm class delivery requirements

**2.3 Confirm class delivery requirements**  
 If required, create/delete class activities, create jointly taught activities and update class delivery requirements for individual class activities.



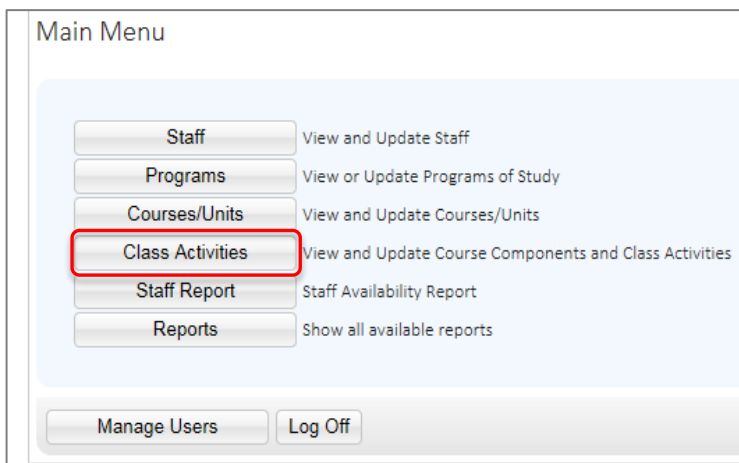
The delivery requirements for each course are required to be reviewed and updated in Timetable Data Collector for the full year of 2018.

To confirm class delivery requirements the staff member is required to ensure the correct number of classes are available and update any delivery requirements for the individual activities such as class sizes, duration, teaching weeks, location types, Jointly Taught Activities's (JTA's) and staffing for each course component in 2018.

### Confirm class delivery requirements instructions:

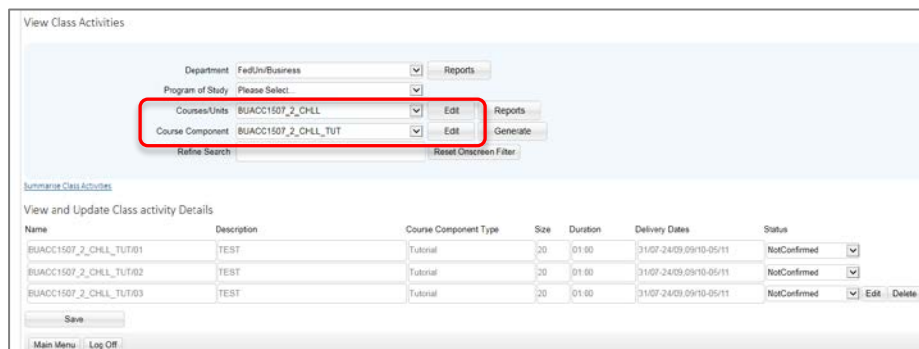
#### 2.3.1 Accessing class activities

1. Under the main menu select *Class Activities*



**Tip:** If you are following the instruction from the previous section. Please follow this document from section 2.3.2 Creating Activities.

2. Select the relevant Course/Unit and Course Component.





2.3.2 Creating class activities

When you select the Course/Unit and Course Component. A list of Class Activities may be displayed in the *View and Update Class Activity Details* section. Complete the steps below to check if you need to create additional Class Activities for the Course Component.

1. Select the *Generate* button beside the Course Components.

View Class Activities

Department: FedUni/Business [Reports]

Program of Study: Please Select... [Reports]

Courses/Units: BUACC1507\_2\_CHLL [Edit] [Reports]

Course Component: BUACC1507\_2\_CHLL\_TUT [Edit] [Generate]

Refine Search: [Reset Onscreen Filter]

[Summarise Class Activities](#)

View and Update Class activity Details

Name	Description	Course Component Type	Size	Duration	Delivery Dates	Status
BUACC1507_2_CHLL_TUT/01	Accounting Fundamentals		15	01:00	30/07-23/09,08/10-04/11	NotConfirmed [Edit] [Delete]
BUACC1507_2_CHLL_TUT/02	Accounting Fundamentals		15	01:00	30/07-23/09,08/10-04/11	NotConfirmed [Edit] [Delete]

[Save]

2. Additional classes can only be generated if a number in the *Activities to Generate* field is one (1) or greater.

If zero (0) appears the maximum number of classes has been created based on the Course/Unit and the Course Component planned sizes. If additional classes are required the planned size will need to be altered, refer to instructions in section 2.1 step 3.

- a. Press the *Generate* button if the number in the *Activities to Generate* field is greater than one (1).
- b. Press the *Cancel* button if the number in the *Activities to Generate* field is zero (0).

View Class Activities

Department: FedUni/Business [Reports]

Program of Study: Please Select... [Reports]

Courses/Units: BUACC1507\_2\_CHLL [Edit] [Reports]

Course Component: BUACC1507\_2\_CHLL\_TUT [Edit] [Generate]

This function allows you to generate Class Activities from an Course Component. It takes into account the Course/Unit size and the Course Component size.

Course/Unit Size: 40

Course Component Size: 15

Activities To Generate: 1 [Generate Classes]

[Cancel]

### 2.3.3 Deleting class activities

1. If there are too many Class Activities, select the *Delete* button for the **last** Class Activity.

View Class Activities

Department: FedUni/Business  
 Program of Study: Please Select...  
 Courses/Units: BUACC1507\_2\_MTH  
 Course Component: BUACC1507\_2\_MTH\_TUT

Refine Search:  Reset Onscreen Filter

Summarise Class Activities

View and Update Class activity Details

Name	Description	Course Component Type	Size	Duration	Delivery Dates	Status	Edit	Delete
BUACC1507_2_MTH_TUT/01	ACCOUNTING FUNDAMENTALS	Tutorial	20	01:00	30/07-23/09,08/10-04/11	NotConfirmed	Edit	Delete
BUACC1507_2_MTH_TUT/02	ACCOUNTING FUNDAMENTALS	Tutorial	20	01:00	30/07-23/09,08/10-04/11	NotConfirmed	Edit	Delete
BUACC1507_2_MTH_TUT/03	ACCOUNTING FUNDAMENTALS	Tutorial	20	01:00	30/07-23/09,08/10-04/11	NotConfirmed	Edit	Delete

### 2.3.3 Update class activity requirements

If the individual Class Activity information is different to the information you entered for the Course Component or if the class is a Jointly Taught Class Activity you will need to complete the following steps. If no additional information is required to be added to any individual activities, you have successfully entered all the required information for the component you will not be required to complete any other steps in this document. You will now need to repeat steps 2.3 for the other Course Components e.g. Tutorial, Prac, Lab etc.

1. To update any details for a specific Class Activity (e.g. Tutorial 5), Select *Edit*

Edit Class Details

Reference Number: BUACC1507\_2\_MTH/TUT/01  
 Name: BUACC1507\_2\_MTH\_TUT/01  
 Description: ACCOUNTING FUNDAMENTALS  
 Course Component Type: Tutorial  
 Status: Confirmed

Details | JTA | Weeks | Staff | Location | Same Time | Comments

Class Detail

Planned Size: 20  
 Duration (HH:MM): 01:00

**Tip:** All details completed previously in the Course Component section will default to each Class Activity. You will only be required to update any details that are different for the specific activity.

2. Select the *JTA* tab

The JTA tab is where staff can create or update Jointly Taught Class Activities. A definition of Jointly Taught Activities can be found in the Definitions section at the end of this document.

**You will only need to complete this section if the class is jointly taught with another class.**

3. For new Jointly Taught Activities select *New*.  
For existing Jointly Taught Activities, press the *Edit* button to update the Jointly Taught Activity and proceed to step 4 or *Split* to remove an existing Jointly Taught Activity and press *Save*.
  
4. In the '*Filter candidate activities by module*' drop down list, select the Course/Unit which the class will be jointly taught with.

Edit Class Details

Reference Number: BUACC1507\_2\_MTH/TUT/01

Name: BUACC1507\_2\_MTH\_TUT/01

Description: ACCOUNTING FUNDAMENTALS

Course Component Type: Tutorial

Status: Confirmed ▼

Details
JTA
Weeks
Staff
Location
Same Time
Comments

Create or update Jointly Taught Class Activity Relationships for this Class Activity

Filter candidate activities by module

▼

Candidate Activities

- BUACC3701\_2\_MTH\_LEC/01
- BUACC3701\_2\_MTH\_TUT/01
- BUACC3701\_2\_MTH\_TUT/02
- BUACC3701\_2\_MTH\_TUT/03

Joined Activities

|

Options for the creation of the JTA

Name  Primary  All

Size  Primary  All

Staff  Primary  All

**Tip:** When a Course/Unit is selected, if the Class Activities have the same semester/teaching weeks they will be available to select in the Candidate Activities section.

- Select the Class Activity in the *Candidate Activities* section and press the button to move the staff into the *Joined Activities* section

**Edit Class Details**

Reference Number: BUACC1507\_2\_MTH/TUT/01  
 Name: BUACC1507\_2\_MTH\_TUT/01  
 Description: ACCOUNTING FUNDAMENTALS  
 Course Component Type: Tutorial  
 Status: Confirmed

Details JTA Weeks Staff Location Same Time Comments

Create or update Jointly Taught Class Activity Relationships for this Class Activity

Filter candidate activities by module  
 BUACC3701\_2\_MTH

Candidate Activities	Joined Activities
BUACC3701_2_MTH_LEC/01 BUACC3701_2_MTH_TUT/02 BUACC3701_2_MTH_TUT/03	BUACC3701_2_MTH_TUT/01

Options for the creation of the JTA

Name:  Primary  All BUACC1507\_2\_MTH\_TUT/01&BUACC3701\_2\_M

Size:  Primary  All 44

Staff:  Primary  All

**Tip:** When you move a Class Activity from the Candidate Activities section to the Joined Activities section. The name and combined size will populate in the fields at the bottom of the page.

- Press the Save button

**Tip:** Once you select the Save button a Jointly Taught Class will be created and you will be redirected back to the 'Class Activities' page. The individual activity will now become a Jointly Taught Activity. To edit the Jointly Taught Activity. Press the Edit button next to the Class Activity.

15. Select the *Weeks* tab

16. If the weeks for this specific class are different from the information entered in the Course Component, select the weeks where the class should be scheduled by ticking/unticking the relevant tick box.

**Tip:** The weeks displayed at the top of each tick box are the weeks of the calendar year. You can hover over each tick box to see the week commencing date.


Dates outside of term cannot be selected and are greyed out. If a block class is required mid semester please add this in the Comments tab.

17. Select the *Staff* tab

18. If known, find and select the staff member in the *All Staff Available* section and press the button to move the staff into the *Allocated Staff* section.

**Tip:** A maximum of five staff can be allocated to a Class Activity.

If a staff member does not appear in the list, please email [timetabler@federation.edu.au](mailto:timetabler@federation.edu.au).

19. Select the *Location* tab
20. Update *Campus* field to the Campus where the class will be taught.
21. Update the *Number of Rooms* field if you require the class to be schedule in more than one location.
22. In the *All Location Type* field, select the type of Location you want all classes for the Class Activity scheduled and press the  button to move the Location Type into the *Selected Location Type*.

Edit Class Details

Reference Number

Name

Description

Course Component Type

Status

Location

Campus

Number of Rooms

Location Types:
 

.Laboratory\_PC  
 .Online  
 .Room\_Lecture theatre  
 After Hours Space  
 External Venue - EDARTS  
 Laboratory\_Brewing  
 Laboratory\_Early Learning  
 Laboratory\_Engineering - Civil

>  
<

.Room\_Classroom

All Location Types:
 

MTH\_B014\_Classroom [22]  
 MTH\_B905\_Classroom [30]  
 MTH\_C002\_Classroom [20]  
 MTH\_C004\_Classroom [24]  
 MTH\_C901\_Classroom [20]  
 MTH\_C902\_Classroom [24]  
 MTH\_C903\_Classroom [24]  
 MTH\_E207\_Classroom [35]

All locations available

If this box is displaying no locations, please check your class activity size or location type.


**Tip:** The 'All Locations Available' box will display a list of the possible locations that the classes can be scheduled in. If this box is displaying no locations, please check your class activity size or restrict your 'Selected location types'.

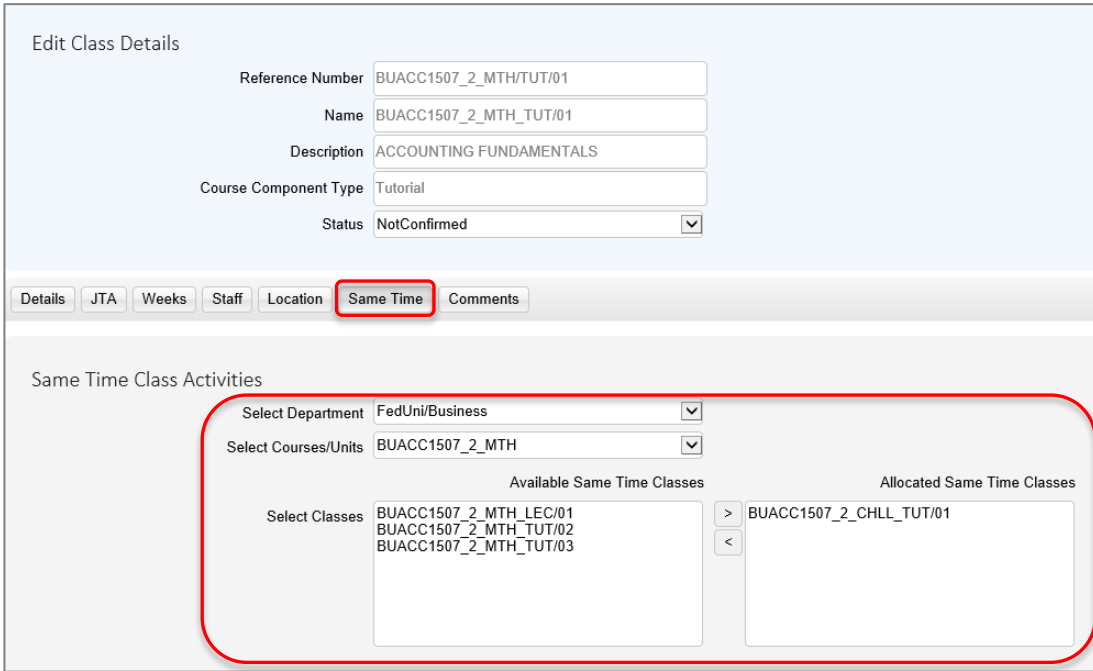
A list of Location Type definitions can be found in the *Location Type* term in the definition section at the end of this document.

23. Select the *Same Time* tab

**Tip:** Same time activities are where two activities occur at the same time using different resources. For example; a lecture for the same course at both Mt Helen and Churchill is required to be scheduled at the same time but with different locations.

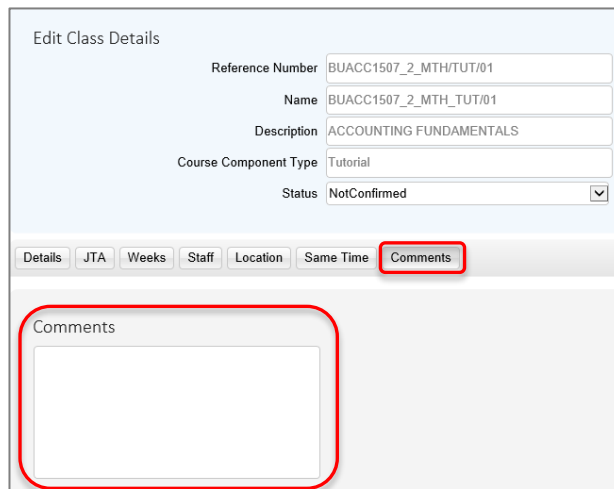
24. Select the Courses/Unit to be scheduled at the same time

25. Select the Class Activity from the Available Same Time Classes box and press the  button to move the Class Activity into the *Allocated Same Time Classes* box.



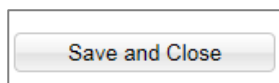
26. Select the *Comments* tab

27. If required, add any comments for timetabling staff to consider when scheduling regarding the setup or requirements of the class activity(limited to 250 characters).  
For example 30mins travel time before and after scheduled class.



**Tip:** Any special requirements in relation to staff (eg: assesability issues) should always be applied to the staff members availability rather than a course they may be teaching.

28. The *Status* field should already be updated to *Confirmed* as this information was defaulted down from the information entered in the Course Component.  
If the Status is *NotConfirmed*, update to *Confirmed*.
29. Press the *Save and Close* button which will take you back to the Class Activities search page.



You have now successfully entered all the required delivery information for a Course Component and Class Activity. You will need to repeat the steps in this document to update other Class Activities and Course Components for each Course/Unit.



## Definitions

Term	Definition																														
Campus	<p>The following Campus values are listed in Timetable Data Collector:</p> <table border="1" data-bbox="547 331 1230 925"> <thead> <tr> <th>Campus Value</th> <th>Campus Description</th> </tr> </thead> <tbody> <tr><td>BER</td><td>Berwick</td></tr> <tr><td>BRI</td><td>Brisbane</td></tr> <tr><td>CAM</td><td>Camp Street</td></tr> <tr><td>CHLL</td><td>Churchill</td></tr> <tr><td>EXT</td><td>External Location</td></tr> <tr><td>FLXB</td><td>Flexible Delivery - Ballarat</td></tr> <tr><td>FLXG</td><td>Flexible Delivery - Gippsland</td></tr> <tr><td>FLXK</td><td>Flexible Delivery - Berwick</td></tr> <tr><td>FLXW</td><td>Flexible Delivery - Wimmera</td></tr> <tr><td>HOR</td><td>Horsham</td></tr> <tr><td>MTH</td><td>Mt Helen</td></tr> <tr><td>ODL</td><td>Online Distance Learning</td></tr> <tr><td>PHNX</td><td>Phoenix College</td></tr> <tr><td>SMB</td><td>SMB</td></tr> </tbody> </table>	Campus Value	Campus Description	BER	Berwick	BRI	Brisbane	CAM	Camp Street	CHLL	Churchill	EXT	External Location	FLXB	Flexible Delivery - Ballarat	FLXG	Flexible Delivery - Gippsland	FLXK	Flexible Delivery - Berwick	FLXW	Flexible Delivery - Wimmera	HOR	Horsham	MTH	Mt Helen	ODL	Online Distance Learning	PHNX	Phoenix College	SMB	SMB
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