



Scheduling Services

2022W Course Scheduling Information Session

November 16, 2021





Agenda

- Brief review of Hybrid Model and Multi-block Pattern
- Web Data Collector (WDC)
- ServiceNow
- Unassigned Section Management Survey
- Sharing Course Scheduling Changes
- Q&A



Hybrid Model & Multi-block Pattern

Multi-block Pattern

- 1 hour: M/W/F
- 1.5 hour: T/R
- 1 hour: M/T/R, T/R/F
- 1.5 hour: M/W, W/F, M/F
- 2 hour: M, T, W, R, F
- 3 hour: M, T, W, R, F



Hybrid Model

Academic units
determine course
dates and times

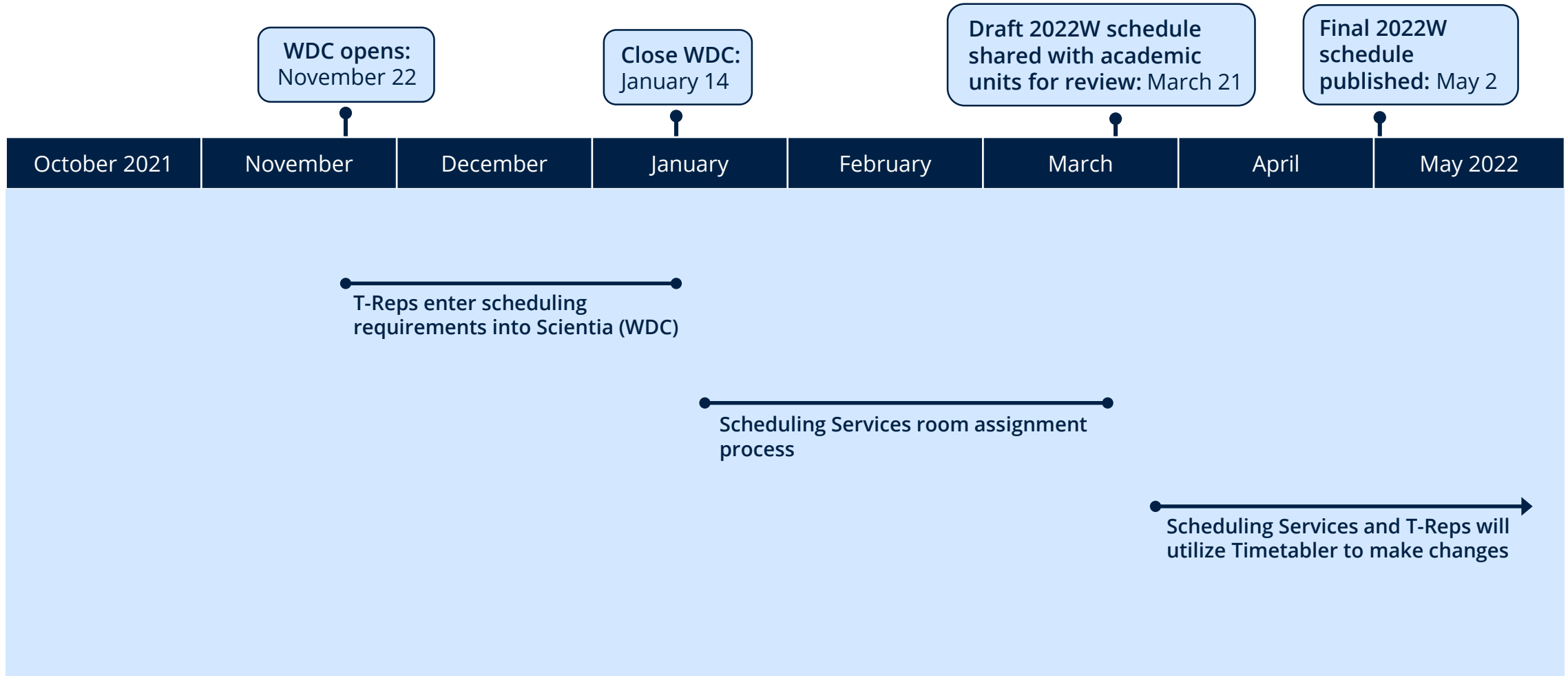
Scheduling Services
allocates General
Teaching Space

KEY BENEFITS

- Eases the T-Rep workload; Scheduling Services takes on the role of assigning GTS rooms
- Ensure appropriate allocation of teaching space and broader collective access for faculty, based on teaching requirements
- Teaching spaces are zoned, per course code, resulting in an overall reduction of travel distance for faculty and students
- Provides flexibility and adaptability for pedagogical innovation and change



2022W Course Scheduling Timeline





Web Data Collector

- A link for WDC will be sent via email on November 22nd
- Those with Scientia T-Rep access will have access to WDC
- Use CWL credentials to sign in

Windows Security

iexplore.exe

Connecting to webdatacollector-van.as.it.ubc.ca.

User name

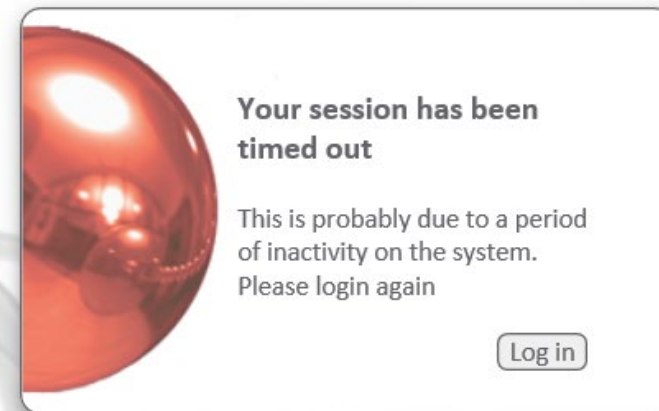
Password

Domain: EAD

Remember my credentials

OK Cancel

Web Data Collector





Web Data Collector

- 2021W schedule is rolled except for General Teaching Space (GTS) locations
- How to use WDC with Restricted Teaching Space (RTS)
- Updated list of room features/suitabilities

Web Data Collector

Current User:

Main Menu

Course

View and Update Courses

Sections

View and update Sections

Reports

Show all available reports

Log Off



ServiceNow is a request tracking tool that we are introducing for the 2022W session.



- We encourage T-Reps to submit requests for 2022W through ServiceNow.
- Existing requests for the current 2021W and 2022S sessions can also be submitted through ServiceNow.



Unassigned Section Management Survey

After WDC opens we will send a Unassigned Section Management Survey to T-Reps. This survey will give you the option to broadly change the default priority order that Scheduling Services will use to adjust course sections.

Default Priority Order:

1. Remove the zone
2. Remove one or more room features
3. Decrease planned size to match previous year's enrolment (if applicable)



If you only need to adjust the priority order for specific course sections please use the comment box in WDC.



Sharing Course Scheduling Changes



- A OneDrive document was shared with T-Reps on Tuesday, November 9th
- You can use this to share 2022W course scheduling plans that might impact other academic units
- We are working on a future business process for academic units to consult and share changes across campus



Questions?

