



2026 Summer WDC Drop-in Session

October 2025





Agenda

- Course Scheduling Timelines
- Web Data Collector Overview
- Workday Student Reminders
- Resources
- Q&A





2026 Course Scheduling Timeline

	2026S	2026W
WDC opens	Oct 1	Nov 24
WDC closes	Oct 31	Jan 16
Draft schedule	Dec 2	Apr 8
Final Schedule	Jan 13	May 13

Reminder:

T-Reps now have view-only access to Scientia Timetabler for 25W.
Please submit a ticket if you require any changes.



2026 Summer WDC Maintenance Periods

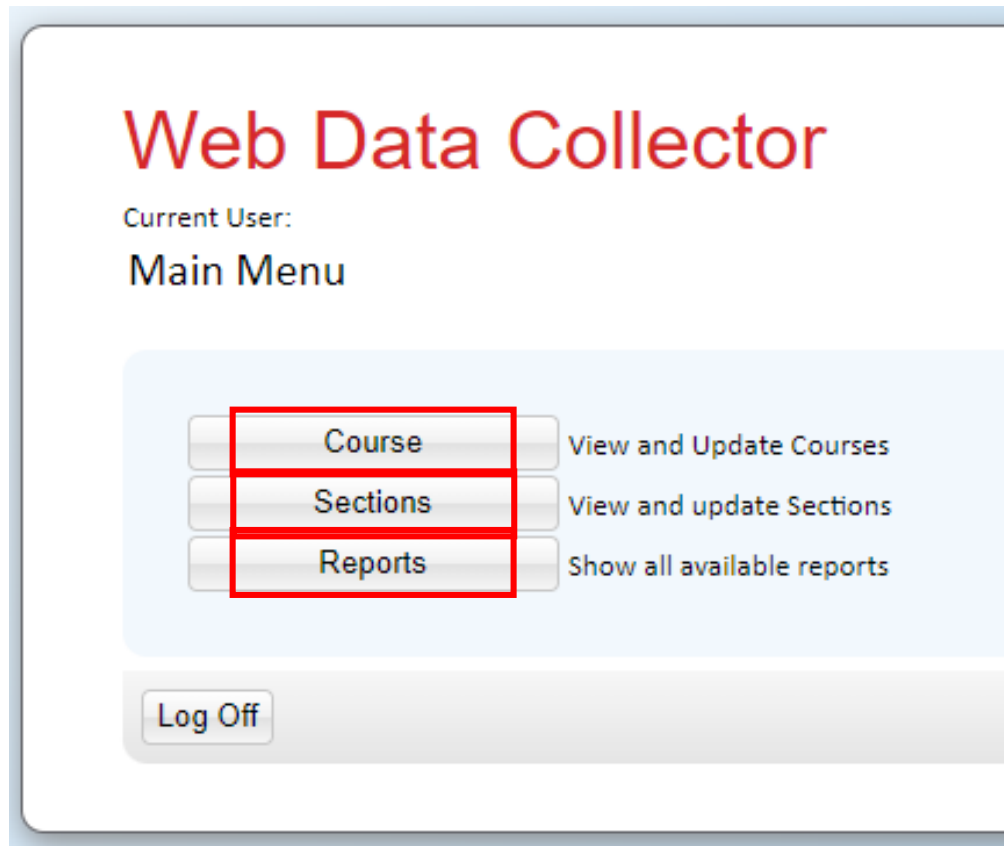
	2026S
Maintenance #1	Oct 3-6
Maintenance #2	Oct 17-20
WDC Closes	Oct 31, 4:00 pm

Reminder:

If anything is missing from WDC,
contact us by October 15 to ensure it can be added.



Web Data Collector (WDC)



- **Course:** where you indicate which courses are running for the upcoming academic session. This step must be completed before being able to view any section information
- **Sections:** where you can create new course sections and adjust existing course sections
- **Reports:** where you can access some of the reports available in WDC



Web Data Collector (WDC)

List Sections

Department

TEST-V - Test - Vancouver

▼

Course

TEST_V 200-S -

▼

Section Template

Please Select...

▼

Refine Search

Please Select...

TEST_V 200-S/DIS

TEST_V 200-S/LEC

Reports

Edit

Reports

Add

Reset Onscreen Filter

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	
TEST_V 200-S/DIS/1	D01	Fri	11:00	01:00	10	39-44	<div>EditDelete</div>
TEST_V 200-S/DIS/2	D02			01:00	10	46-51	<div>EditDelete</div>
TEST_V 200-S/LEC/1	001	Thu	13:00	01:30	10	39-44	<div>EditDelete</div>
TEST_V 200-S/LEC/2	002			01:30	10	46-51	<div>EditDelete</div>

Scheduled and Arranged summer activities will roll from 2025S to 2026S.
However, JTAs will need to be recreated in WDC as they must be split in order to process the roll.

Contact us if you do not see a template in the drop down.



Web Data Collector (WDC)

- All activities must be created from a **template**. When generating a new section from a template, review the 'Sections to generate' field as this number is automatically calculated by the system based on the 'Course Size' and 'Section Template Size'. Manually adjust the number of sections to generate as needed.

List Sections

Department

TEST-V - Test - Vancouver

▼

Reports

Course

TEST_V 100-W -

▼

Edit

Reports

Section Template

TEST_V 100-W/LEC

▼

Edit

Add

Generate

Generate Sections from the Section Template

Course Size

50

Section Template Size

0

Sections to generate

48

Generate Sections

Cancel



Web Data Collector (WDC)

List Sections

Department

Course

Section Template

Refine Search

Click on Edit

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	
TEST_V 100-W/DIS/001				01:00	25	1-52	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
TEST_V 100-W/DIS/D1A	D1A	Mon	08:00	01:00	25	3-16	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
TEST_V 100-W/DIS/D2A	D2A			01:00	25	22-26,28-34	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



WDC: Completing course details

- Add the Section ID and course details should be completed from left tab to right tab to decrease potential error

Edit Section Details


Name

Template

Description

Section

Details Day and Time Weeks Staff Location Cross Listed Comments

A yellow arrow pointing from the 'Details' tab towards the right, indicating the sequence of tabs to be completed.



WDC: Completing course details

Edit Section Details

Name

Template

Description

Section

[Details](#) [Day and Time](#) [Weeks](#) [Staff](#) [Location](#) [Cross Listed](#) [Comments](#)

Set the suggested day and time of the section

Day of Week ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Start Time

Schedule Type

Scheduled Section
Asynchronous

Do not select asynchronous AND select a day/time when creating your course section.

If the course section has a meeting day/time, please select 'Scheduled Section'.



WDC: Completing course details

Edit Section Details

Name

TEST_V 200-S/LEC/003

Template

TEST_V 200-S/LEC

Description

Section

003

Details

Day and Time

Weeks

Staff

Location

Cross Listed

Comments

Edit the week pattern of the section

Select Week Pattern

Please Select...

Week Pattern Description

46-51

Period1

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Period2

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Period3

☐☐☐☐☐☐☒☒☒☒☒☒☐☐☐☐☐☐☐

Save

Save and Close

Cancel

Please check all your Summer sections and the Week Pattern used.
For 26S, July 6 is the start of Summer Term 2 which is **Week 47**. Sections that do not use a Week Pattern of Summer All or Summer Term 2 did not have their start week changed from 46 to 47 during the data roll to WDC.



WDC: Completing course details

Details Day and Time Weeks Staff **Location** Cross Listed Comments

Zone for Section UBC

Number of Rooms 1

All Location suitabilities

Location Suitabilities

0: NoLocation
L: Seminar

Selected location suitabilities

L: Case-Style
L: Groups
L: Rows

Location Requirement

- Suitabilities use 'and' logic, so adding multiple suitabilities to an activity will limit the number of room options for the activity.
- If selecting more than one room per activity, please include details for the additional rooms in the comment box (i.e. size, room features etc.)
 - In WDC, a maximum of 3 rooms can be selected.
 - If you require more than 3 rooms, please let us know in the comment box.



WDC: Jointly Taught Activities (JTAs)

- JTAs that are created in WDC will not show the section ID in WDC or Timetabler but will transfer to Workday.



WDC: Restricted Teaching Space

- If you would like to schedule a section into a specific restricted teaching space (RTS), please let us know in the comment box.
- Any RTS that cannot be scheduled for any reason will remain unscheduled in Timetabler for academic units to review following the draft schedule release.
- If you have RTS that you would like to add to Scientia, please let us know.



WDC: Reports

- There are a number of reports within WDC that you can generate.
- We recommend that T-Reps export Report #4, *Department Sections and Templates Report* to confirm their inputs and for your records.

Main Menu

Course

View and Update Courses

Sections

View and update Sections

Reports

Show all available reports

Log Off

List Sections

Department

TEST-V - Test - Vancouver

▼

Course

Please Select...

▼

Section Template

Please Select...

▼

Refine Search

Reset Onscreen Filter

Reports

Available Reports

List of Staff shared with department

List of Templates and Sections within Department, grouped by Course

List of Sections within Department, grouped by Course

List of Templates within Department, grouped by Course

[Department Staff](#)

[Department Sections and Templates](#)

[Department Sections](#)

[Department Templates](#)



Workday Student: Instructional Formats

- Each UBC course must have same Required Instructional Formats for all scheduled and/or arranged sections.
- Instructional formats ensure that students can register for the course section and all required components, so it is crucial to ensure courses have all Required Instructional Formats scheduled or arranged.
- When completing WDC, ensure you request activities for all required instructional formats to prevent registration errors or missing formats after the draft is released.
- Changes requests to instructional formats will be accepted until October 8 for the 26W/27S Academic Periods.



Workday Student: Special Topic and Variable Credit (STVC) courses

- Access STVC course information via Workday and the Scheduling app
 - The tool stores historical course offering information from 2005W onward
 - Allows the creation of new course versions by Scheduling Services

Scheduling

Information
MICROSOFT EDGE REQUIRED FOR THE SCHEDULING SYSTEM (SCIENTIA)
To access Scientia you must use Microsoft Edge. If you are currently viewing this page from Firefox, Chrome or another web browser, you will need to re-open this page in Microsoft Edge before clicking the Scheduling Courses and Events link. Alternatively, copy this link: <https://course-scheduling.as.it.ubc.ca/Scientia/Portal/Login.aspx> open Microsoft Edge an...
[View More](#)

Scientia Links **Course & Course Sections** Teaching Assignments Standard Timetable Exams

Course

Course Attributes - Central

Special Topics Variable Credit Courses

- Variable credits will be shown as a range (ex. 3-6)
- STVCs require a detail code (letter)
- If you have change requests for existing versions, please submit them as soon as possible



Course Scheduling Resources

Visit: <https://facultystaff.students.ubc.ca/enrolment-services/scheduling-records-systems-management/scheduling-services/course-scheduling/resources>

Canvas Courses

Workday Student Course Scheduling Canvas Course

User Guides

Course Scheduling User Guide (pdf)

Web Data Collector (WDC) User Guide (pdf)

Attend: TREC Meeting on Oct 16, 2:00 pm

Review: Reminder emails sent by Scheduling Services



Reminders



- Check WDC early to ensure all of your courses are available
 - By Oct 15, submit requests for any missing courses in WDC.
- WDC closes for 26S on Oct 31, so we can prepare for opening for 26W requests.
- Check the starting week of your Term 2 courses. Ensure activities start in Week 47, not 46!
- Once the draft is released in December, all course section details will be completed in Workday. Info Sessions to come!
- T-Reps should submit requests through the *Course Scheduling Request Form* for any support.



Questions

