



# 2026 Winter WDC Drop-in Session

December 2025 and January 2026





# Agenda

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





# 2026 Course Scheduling Timeline

2026W	
WDC opens	Nov 24
WDC closes	Jan 16
Draft schedule	Apr 8
Final Schedule	May 13

## Reminder:

T-Reps' edit access to Scientia Timetabler for 25W will be restored on December 2.



# 2026 Winter WDC Maintenance Periods

2026W	
Maintenance #1	Dec 5-8
Maintenance #2	Dec 19-22
Maintenance #3	Jan 2-5
WDC Closes	Jan 16, 12 pm

**Reminder:**

If anything is missing from WDC, contact us by December 22 to ensure it can be added.



# Web Data Collector (WDC)

The screenshot shows the main menu of the Web Data Collector (WDC) application. At the top, the title "Web Data Collector" is displayed in red. Below it, the text "Current User:" is followed by "Main Menu". A light blue box contains three menu items, each with a button and a description:

Course	View and Update Courses
Sections	View and update Sections
Reports	Show all available reports

Below this menu is a "Log Off" button. The "Course", "Sections", and "Reports" buttons are highlighted with a red border.

- **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...

[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	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
TEST_V 200-S/DIS/2	D02			01:00	10	46-51	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
TEST_V 200-S/LEC/1	001	Thu	13:00	01:30	10	39-44	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
TEST_V 200-S/LEC/2	002			01:30	10	46-51	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Scheduled and Arranged summer activities will roll from 2025W to 2026W. 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 <b>Generate</b>

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 left to right, positioned below the tabs, indicating the sequence of completion from left to right.



# 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

**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

Template

Description

Section

Details Day and Time Weeks Staff Location Cross Listed Comments

Edit the week pattern of the section

Select Week Pattern

Week Pattern Description

Period1

Period2

Period3

Save Save and Close Cancel

**Please check all your Winter sections and the Week Pattern used.**



# 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 Selected location suitabilities

Location Suitabilities

0: NoLocation  
L: Seminar

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 interface for editing section details and managing cross-listed sections.

**Edit Section Details**

Name: TEST\_V 200-S/LEC/001  
Template: TEST\_V 200-S/LEC  
Description:   
Section: 001

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

Create or update Cross Listed Sections (Jointly Taught Activity) Relationships for this Section


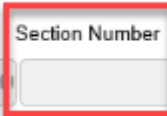

New Create a new JTA

Save Save

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	Edi
NAME 578-W/LEC/101,NAME 50				01:00	50	20-26,28-33	

9 Save your changes





## 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 has now closed for 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

The screenshot displays the UBC Scheduling app interface. At the top, there is a navigation bar with a menu icon, the UBC logo, a search bar, and notification icons. Below this is a dark blue header with a back arrow and the word "Scheduling". The main content area features a white box with a megaphone icon and the heading "Information". Below the heading, a message states: "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". Below the information box is a horizontal menu with tabs: "Scientia Links", "Course & Course Sections" (which is selected), "Teaching Assignments", "Standard Timetable", and "Exams". The main content area shows a "Course" section with a sub-section for "Course Attributes - Central". A blue-bordered box highlights the text "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 our resources page for access to:
  - Workday Student Course Scheduling Canvas Course
  - Course Scheduling User Guide (pdf)
  - Web Data Collector (WDC) User Guide (pdf)
- Check your inbox for reminder emails sent by Scheduling Services



## Important Reminders



- Check WDC early to ensure all of your courses are available in advance of a maintenance period.
- Complete your 26W WDC entries by 12:00 pm on Fri, Jan 16.
- New course requests can be submitted via our New Request Form. (Do not put placeholders into WDC, please.)
- Once the draft is released on April 8, all course section details will be completed in Workday. Drop in info sessions will be scheduled.
- T-Reps should submit requests through the *Course Scheduling Request Form* for any support.



# Questions

