THE UNIVERSITY OF BRITISH COLUMBIA

Course Scheduling User Guide
Scheduling Services
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Course Scheduling User Guide

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Course Scheduling Overview

This guide is organized to introduce the Scientia applications and the Student Information Service Centre (SISC) based on their use in the UBC course scheduling process after the draft timetable is released by Scheduling Services. Users can read this guide in conjunction with the training content hosted on Canvas. Users can self-enroll in the course here: https://canvas.ubc.ca/enroll/CGNHF9. For information on how to use Web Data Collector (WDC) to input scheduling requirements at the beginning of the scheduling process, please refer to the WDC User Guide.

This document aims to provide users with a step-by-step process while also providing information on why the recommended process should be followed and tips for efficiently and effectively using the system.

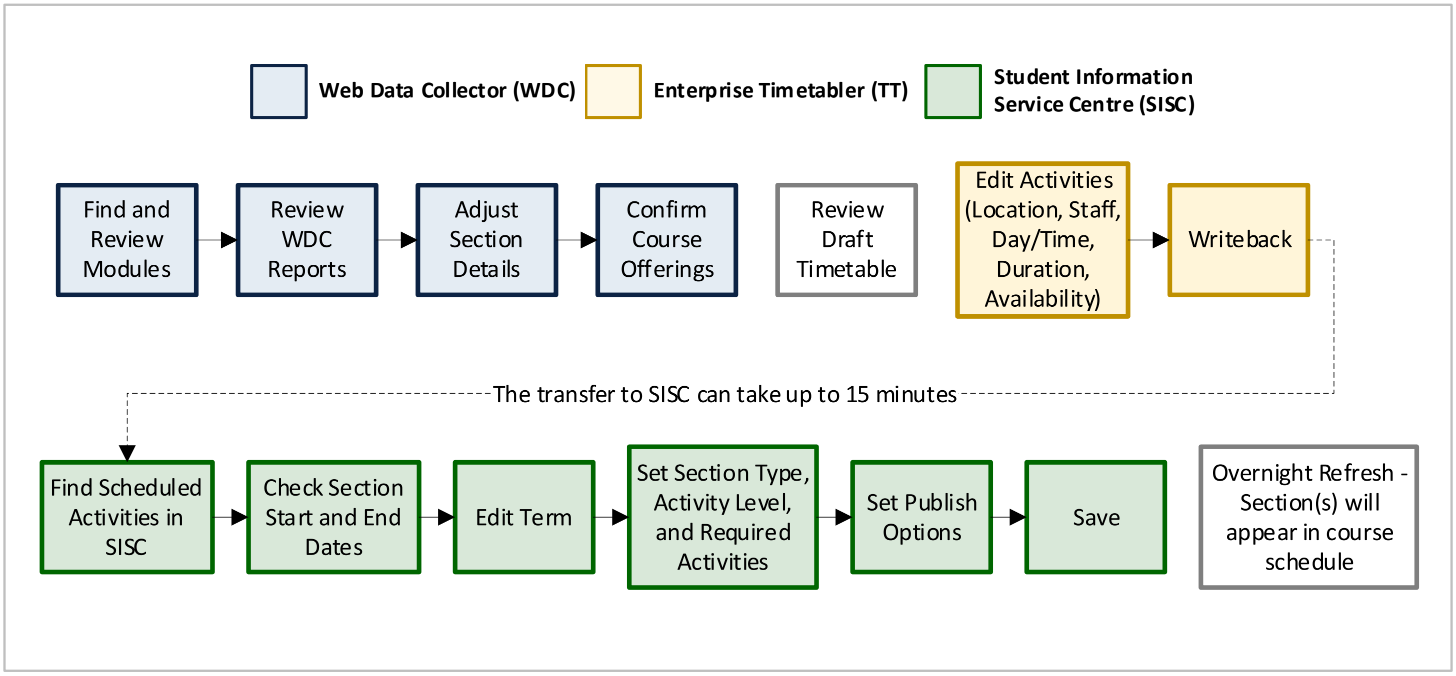
The course scheduling process involves two systems:

1) **Scientia**
   - Scientia is the scheduling system where activity templates are created, planned size is input, and resource requirements like, days, times, locations, and instructors, are assigned.
     - Web Data Collector (WDC)
     - Enterprise Course Planner (CP)
     - Enterprise Timetabler (TT)
     - Reference Data Manager (RD)

2) **Student Information Service Centre (SISC)**
   - SISC receives a transfer of the course section information from Scientia TT and populates the course domain for users to complete the required registration data
     - Released seats
     - Permission to Register
     - Publish ‘Yes’ or ‘No’ to the online schedule
     - Section Type, Activity Level, Required Activities, Activity Links
     - Section Publish Notes
     - Mode of Delivery and In-Person Attendance Requirements

It is recommended that users have both Scientia and the SISC launched when doing course scheduling after the draft timetable is released to make it more efficient to move between the systems.

The workflow below outlines how the systems interact:



Database Set Up

Logging into Scientia

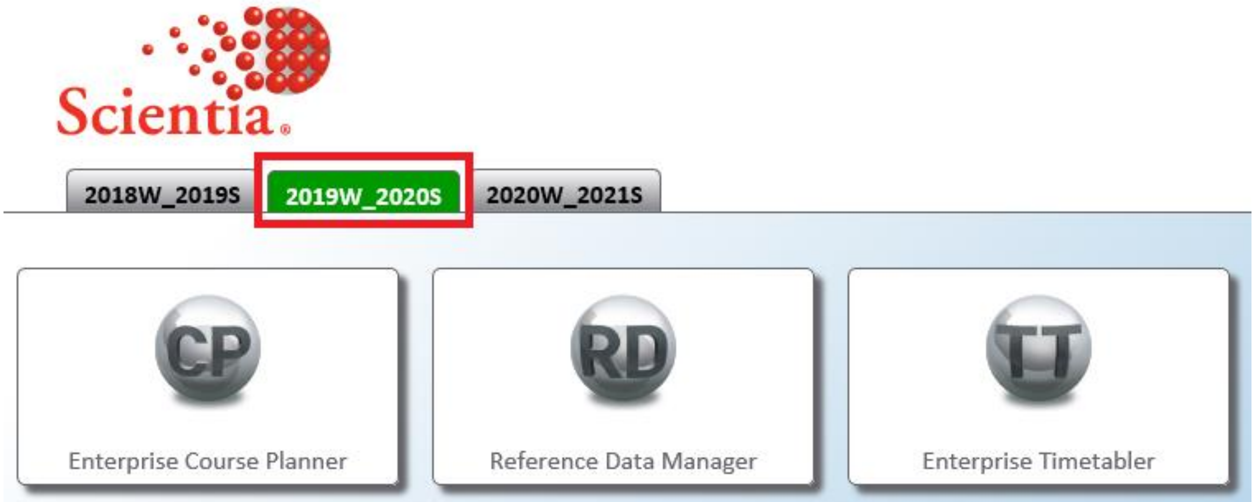
Scientia users are provided with a link to the Scheduling Curriculum Management Centre (SCMC) after they have been granted access. Scientia must be launched using Microsoft Edge.

If you are a **Mac User**, contact Scheduling Services and provide your CWL as you will need to use a VDI to access Scientia. We will submit a ticket to Desktop Services to have an EduCloud account created for you.

Why can't I access the Scientia applications on the Scheduling and Curriculum Management Centre (SCMC)?

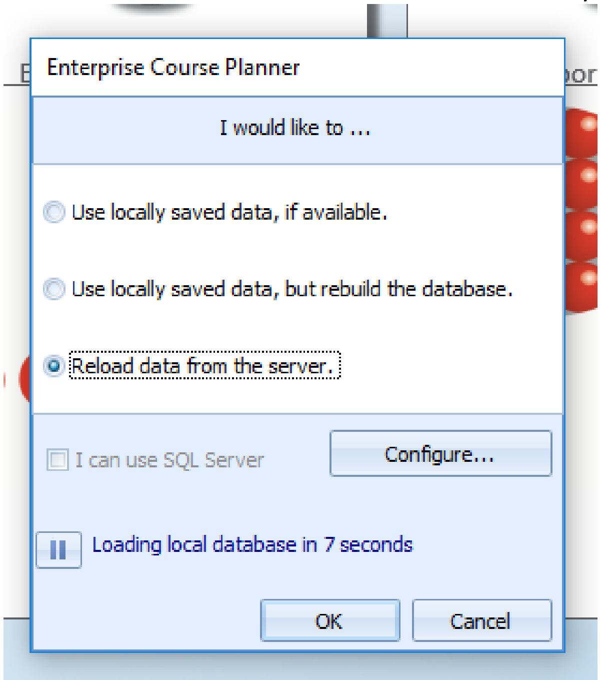
Please ensure that you are using Microsoft Edge when launching *Scheduling – Courses & Events*, for course scheduling.

1) Select the correct database tab
   - The database tab will be named after the corresponding Academic Year (ex. 2019W_2020S)
   - The database you are loading will be highlighted in green:



2) Select the application you want to use:
   - Enterprise Course Planner (CP)
   - Reference Data Manager (RD)
   - Enterprise Timetabler (TT)

3) Select '**Reload data from the server.**' as this is the quickest loading option
   - You will need to select 'Install' the first time you use Scientia on your computer



Academic Year

- The academic year databases in Scientia are set up per academic year
  - Each academic year's database is set up August to August and not per term
  - For example; Week 1: August 24th, 2020 and Week 53: August 23rd, 2021
- Winter and Summer sessions share one database (ex. 2019W and 2020S)
- There are typically 53 weeks in Scientia per database. In the case that there is a leap year, the database will show 65 weeks.
- Listed below are examples of the corresponding weeks of frequently used Named Availability Patterns (NAPs):
  - Winter Term 1: Weeks 3-15
  - Winter Term 2: Weeks 20-25, 27-33
  - Winter Term All: Weeks 3-15, 20-25, 27-33
  - Summer Term 1: Weeks 38-43
  - Summer Term 2: Weeks 46-51
  - Summer Term All: Weeks 38-43, 46-51

Locations & Suitabilities

- Locations tables will be reviewed and populated at the start of each scheduling cycle, when a new database is created.
  - Facilities Planning and Infrastructure Development will manage and update the list and the assignment of teaching space in Scientia.

Can new suitabilities be added to the list?

Facilities Planning manages the space inventory on campus. If you need to add new suitabilities, please email Learning Spaces via email at learning.spaces@ubc.ca and cc Scheduling Services at scheduling.services@students.ubc.ca and they will review your request.

Named Availability Patterns (NAP)

- Pre-defined week patterns to apply to activity templates or to individual activities
    - i.e. Winter Term 1, Winter Term 2, Winter Term 1 Odd Weeks, Winter Term 1 Even Weeks
    - NAPs are created and maintained by Scheduling Services
    - Users select a pattern when creating activity templates to specify the term and weeks the activities are to be scheduled for

What if there are no Named Availability Patterns (NAP) that fit what you are trying to schedule?

Users can create a custom pattern to adjust the scheduling weeks to reflect the weeks the activity must be scheduled.

Important Icons

- **Writeback** – The Writeback button is how you save your work to commit the changes to the database. If you do not click the Writeback icon, your changes will not be committed.
- **Refresh** – The Refresh button is used to view what others have saved in the system while you are working.

Column Views & Filtering

Adding Columns

To add columns, you will right-click on the header row and select '**Column Chooser**'. To add it to the header row, there are two options:

1) Select the column name and drag it to the header row
2) Double-click on the column name and it will automatically add to the header row

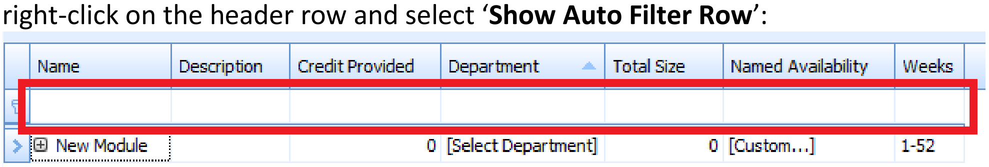
Removing Columns

There are two ways to remove columns:

1) Right-click on the header row, and select '**Remove This Column**'
2) Select the column and drag it into the blank area of the screen. An 'X' will appear as you drag. When you let go, the column will have been removed.

Auto-Filter Row

An auto-filter row will allow you to type and filter to search quickly. To add an auto-filter row, you will right-click on the header row and select '**Show Auto Filter Row**':



Enterprise Timetabler (TT)

Introduction & Set Up

Users will use Enterprise Timetabler (TT) to complete the following steps in the scheduling process:

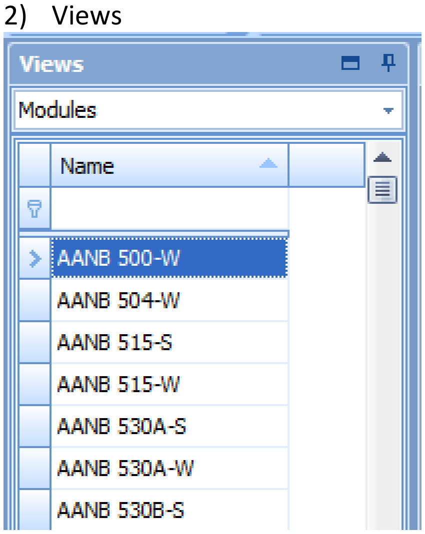
- Reviewing activities allocated GTS by Scheduling Services
- Adjusting activities in GTS if desired
- Assigning and editing allocated staff
- Scheduling and adjusting activities in RTS

The five main areas of Enterprise Timetabler (TT) are:

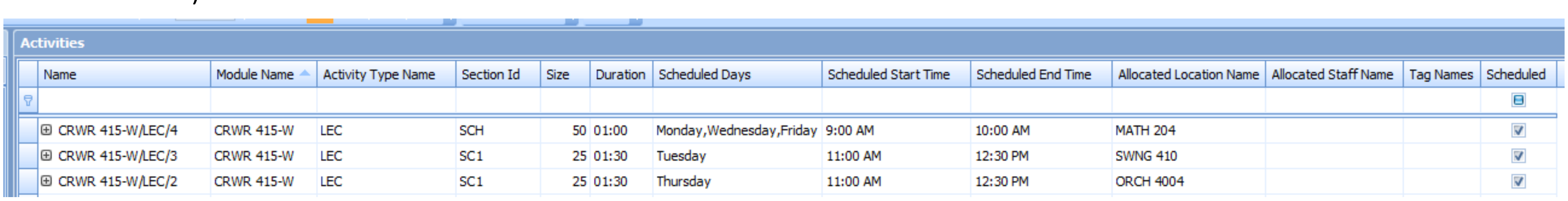
1) Icons & Tool Bar

Users will be frequently using the Writeback  and Refresh  icons.

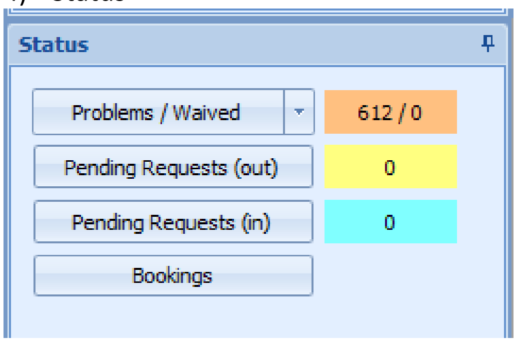
2) Views



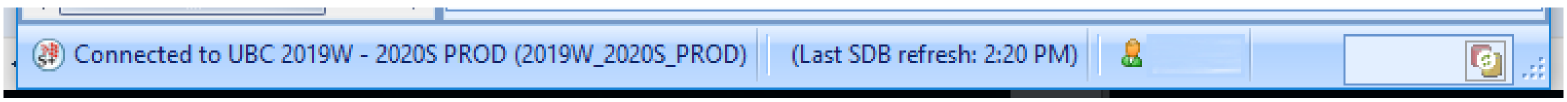
3) Activities



4) Status



5) Refresh



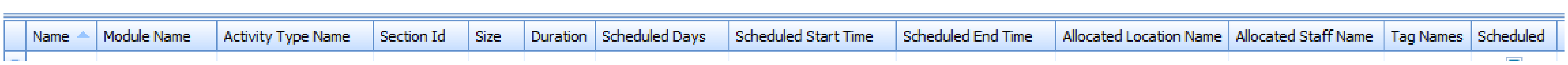
You see the Enterprise Timetabler (TT) icon on the taskbar at the bottom of the screen, but why won't it open?

TT is opened in a minimized state. When this occurs, you will see the TT icon on the task bar; however, TT does not open on your screen. This can be fixed with the following:

1) Hover over the TT icon on the taskbar at the bottom of the screen until a grey box appears above the icon
2) Right click on the grey TT box and select Maximize
3) TT should now open on your screen

Activities & Resources

Users can customize the module screen layout to only show the relevant data columns.



<u>Recommended Column Layout</u>

The following columns are recommended:

- Activity Type Name
- Name
- Module Name
- Section ID
- Planned Size
- Department Name
- Duration
- Scheduled Days
- Scheduled Start Time
- Scheduled End Time
- Scheduled Weeks
- Allocated Location Name

- Required Staff Name
- Allocated Staff Name
- Tag Names
- Scheduled
- Has Problems
- User Text 3 (WDC Comment Box)
- Host Key

Terms to Know

Modules

Modules in Scientia are brought in from the Faculty Course Management (FCM) for courses and courses with detail codes that are available to be scheduled for a specific session.

Modules will appear twice in Scientia, one with a -S and one with a -W extension. The -S or -W identify which session the module should be scheduled (Winter or Summer).

Module = course code + course number + course detail code (if applicable)

Activities

Activities in Scientia most commonly relate to course sections in the SISC. Activities define the type of delivery, days, times, term, and location. A section can have multiple activities, so do not always assume activity = section. The section ID field in Scientia is the key field for linking activities to the same section. If you give multiple activities the same section ID, it will connect the days, times, terms for all the activities for the course schedule and registration.

Editing Scheduled Course Sections

When the draft timetable is complete and T-Reps are given access into Scientia, all your course sections requiring GTS will be allocated to GTS. You may make changes to these sections yourself, including searching for a different location should the one already allocated be unsuitable.

You may also submit a change request to Scheduling Services for assistance in making changes to your GTS course sections. For a list of acceptable change requests, please refer to the Academic Course Scheduling Operational Procedures. For instructions on how to submit a change request, please see our website.

When making changes to sections yourself, you must unschedule the activity first in order to make changes. The only exception to this is when adding or changing Staff (i.e. instructors), which can be done to a scheduled section. **Ensure you do not writeback any changes until you are satisfied with the result.**

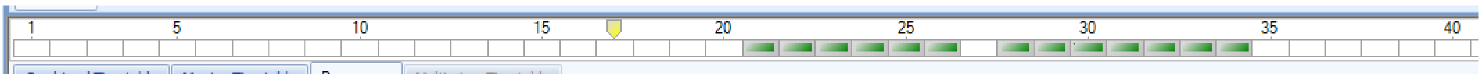
If you need to make the following changes to a section:

- Availability (i.e. Term)
- Duration
- Planned Size
- Day/Time

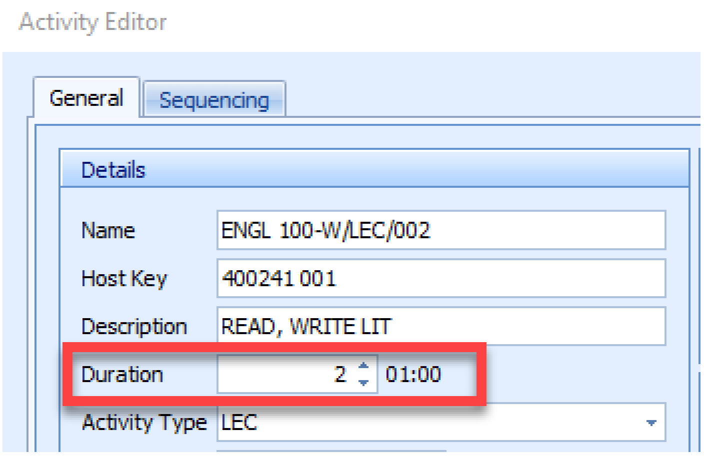
Be aware the currently allocated GTS may not be available with the new requirements. You may have to look for a new location.

To edit the activities using the Activity Editor, unschedule (right-click on the activity and select 'Unschedule'), then double-click on the activity in the Activity window. The following fields can be edited:

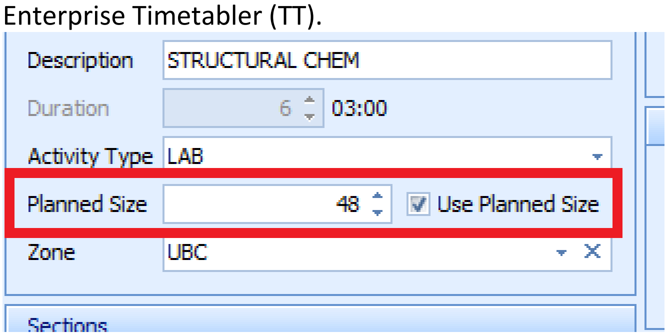
- **Availability (i.e. Term) –** After applying the change in the Activity Editor, the weeks that the course is running will be indicated with green bars



- **Duration –** Change the duration by typing in the box or using the arrow keys. The duration is listed in half-hour periods, e.g. '2' means a duration of 1 hour, '3' means a duration of 1.5 hours, and so on. Duration is the length of time the class meets per meeting.



- **Planned Size –** The planned size from the activity template can be updated in the Activity Editor on Enterprise Timetabler (TT).

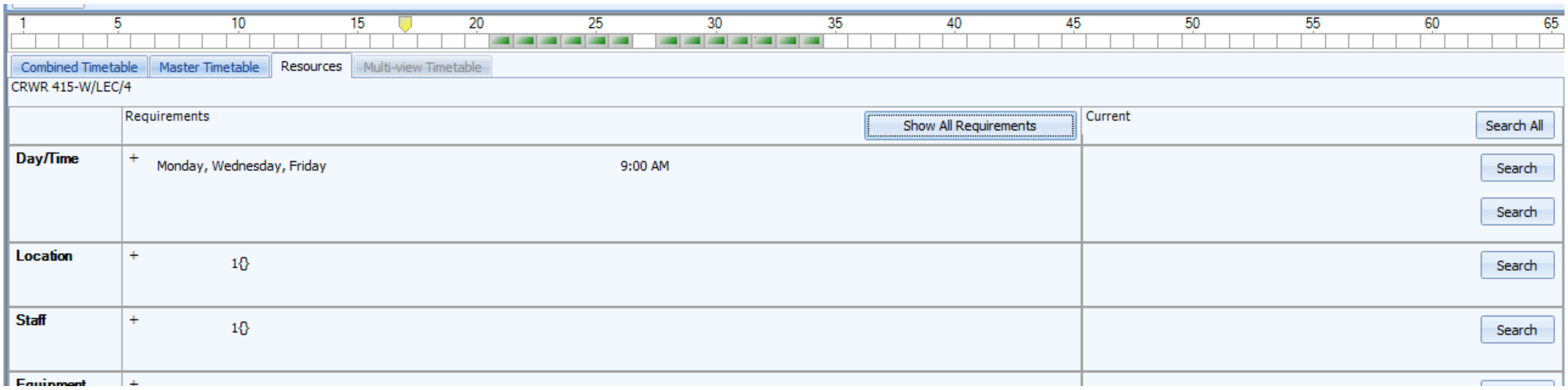


What happens if I uncheck the 'Use Planned Size' box in the Activity Editor?

By unchecking the 'Use Planned Size' box in the Activity Editor, the system will not look at the room capacity and will use other requirements defined for the section.

If the planned size is not being used to search for a room, the system may also show available rooms that are lower than your intended planned size. Please ensure that the room you are selecting will work for the size of the course before scheduling.

Resource requirements are found under the 'Resources' tab:



Select the '+' icon beside each requirement to edit the respective section:

- **Day/Time –** The start time and days of the week the course section meets.

> **If the course is running multiple days per week, how can I select multiple days?**
>
> To select multiple days, hold down the 'CTRL' key on the keyboard before selecting the days.

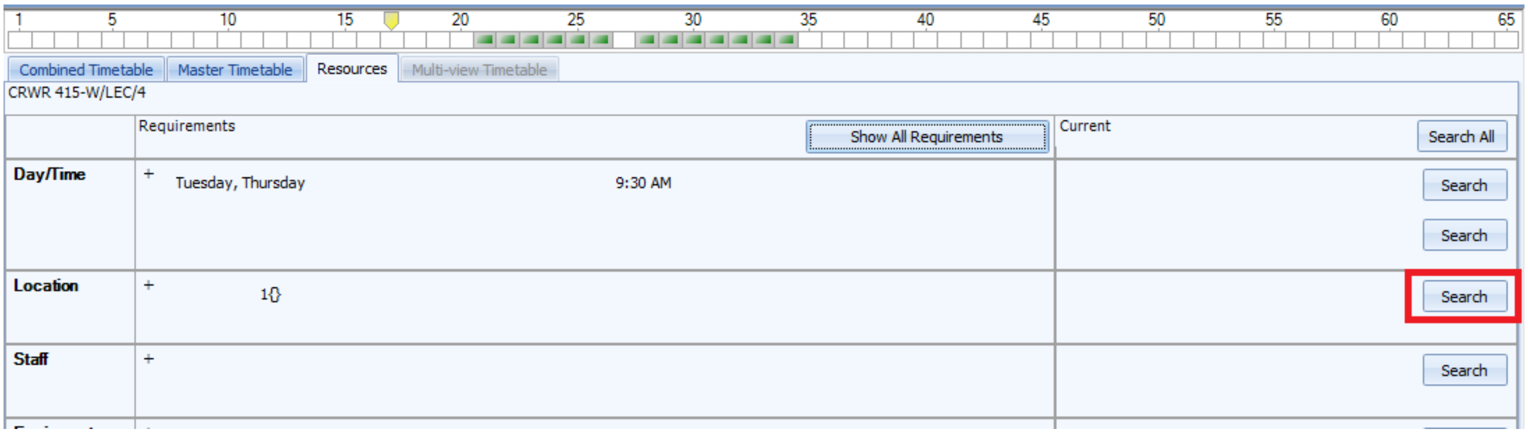
- **Location –** Suitabilities work with an "AND" logic so it's best to select fewer requirements in order for the system to show more available options
  - B = Building, F = Feature, RT= Room Type, S = Zone
  - If an on-campus space is required, users must ensure that the required resource is set to '1' or greater
  - If there is an off-campus or no physical location required, set the required resource to '0'.
- **Staff (i.e. Instructors)**
  - If an instructor is required for the section, increase the staff requirement to '1' and the instructor can be selected from the 'Manual selection'.
  - If no instructor is required, such as Exchange, Work Placement, Practicum, Wait List, set the staff requirement to '0'.
  - Remember, you do not need to unschedule a section before editing the Staff resource

> **Can multiple instructors be attached to a course?**
>
> Yes, to select multiple instructors, hold down the 'CTRL' key on the keyboard before selecting all the instructors that are to be attached to the course.

> **How do I double-book a staff member?**
>
> To allow the double-booking of staff members, please do the following in Enterprise Timetabler (TT):
> 1) Go to the Tools (top of page) drop-down menu and select 'Constraints'
> 2) Once the Constraints box appears, under the 'Avoid Double Booking Constraint' category, select "**Never**" for Staff Member and click 'OK' at the bottom of the Constraints box to save
> 3) Writeback this change. This will allow you to double book staff members. A problem will still be triggered and the problem will need to be waived.

Finding a New Location

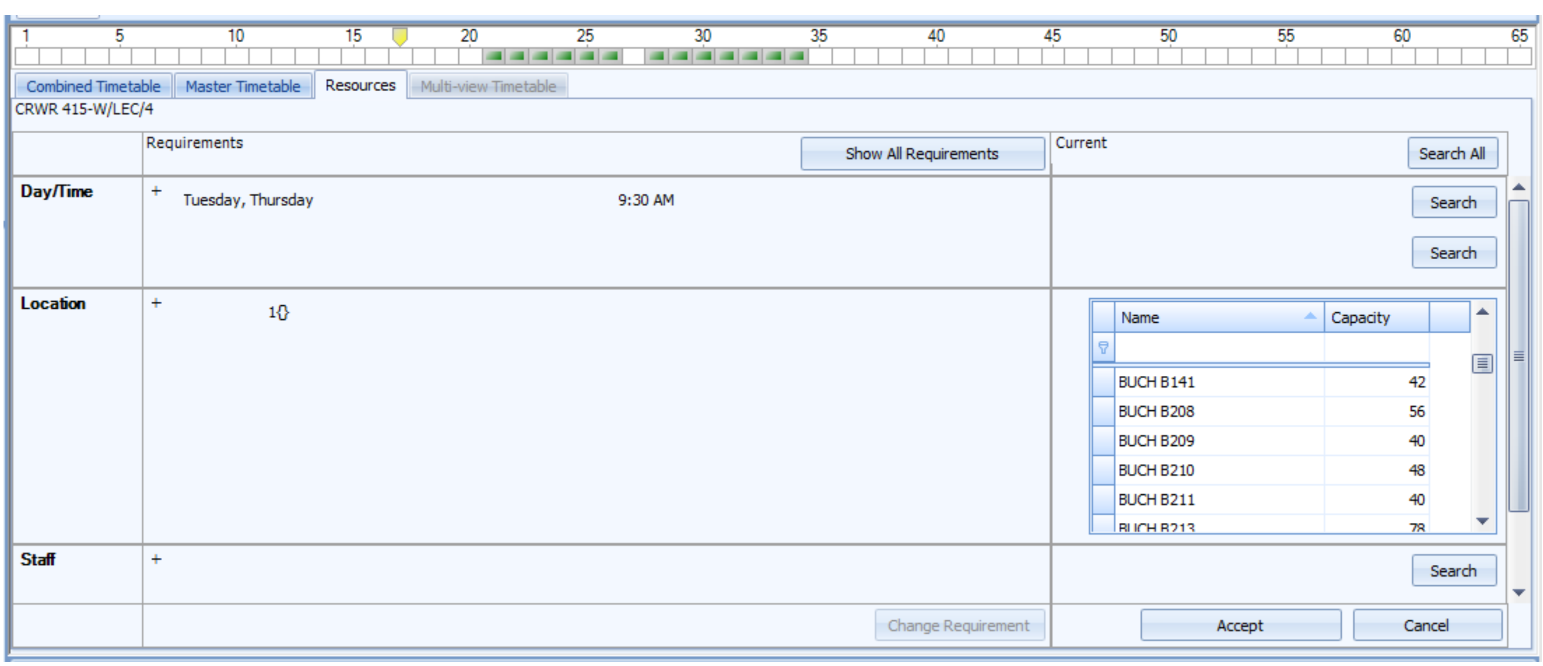
If the system scheduled you into a room that is not pedagogically suitable, you can go to the ‘Resource’ tab and select the ‘**Search**’ button:



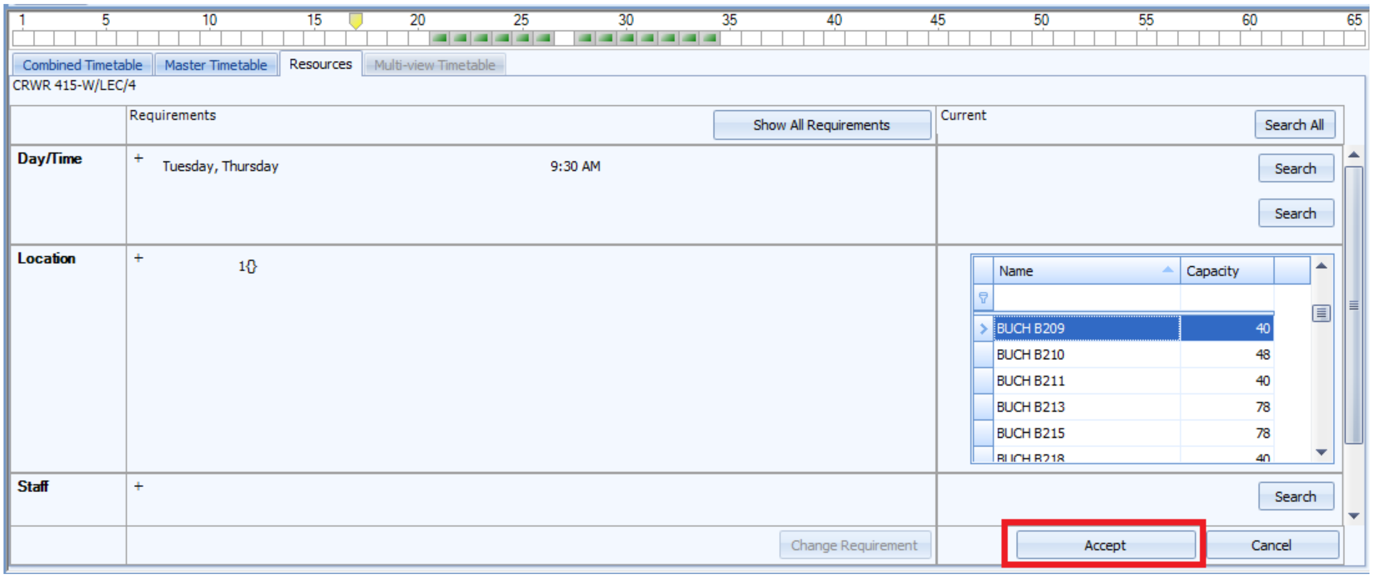
*****Refresh the system before searching for available rooms to avoid double-booking a location*****

The Refresh icon is in the top toolbar.

Selecting the ‘**Search**’ button will show you a list of other available rooms that meet your resource requirements:



Select a new room, and click '**Accept**':

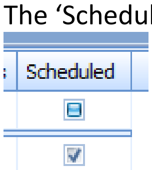


Why doesn't a room appear when I click the 'Search' button even though I know it's available?

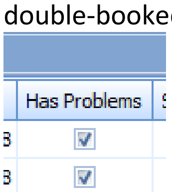
There may be a few reasons:

1) The planned size in the Activity Editor may exceed the seat capacity of the requested room.
2) Your term dates and/or start and end time may be incorrect.
3) The room may be booked on one of your scheduled days. If so, you may need to remove that particular week for the activity.
4) Have you checked the room availability on the Scientia Online Timetable? Make sure you are checking the corresponding academic year, as each year will have new link.
5) The room requirements selected do not match the room requirements in the room
6) The room may not be included in the selected zone. You will have to remove the zone requirement (e.g. S: ENGL) for the room to appear.

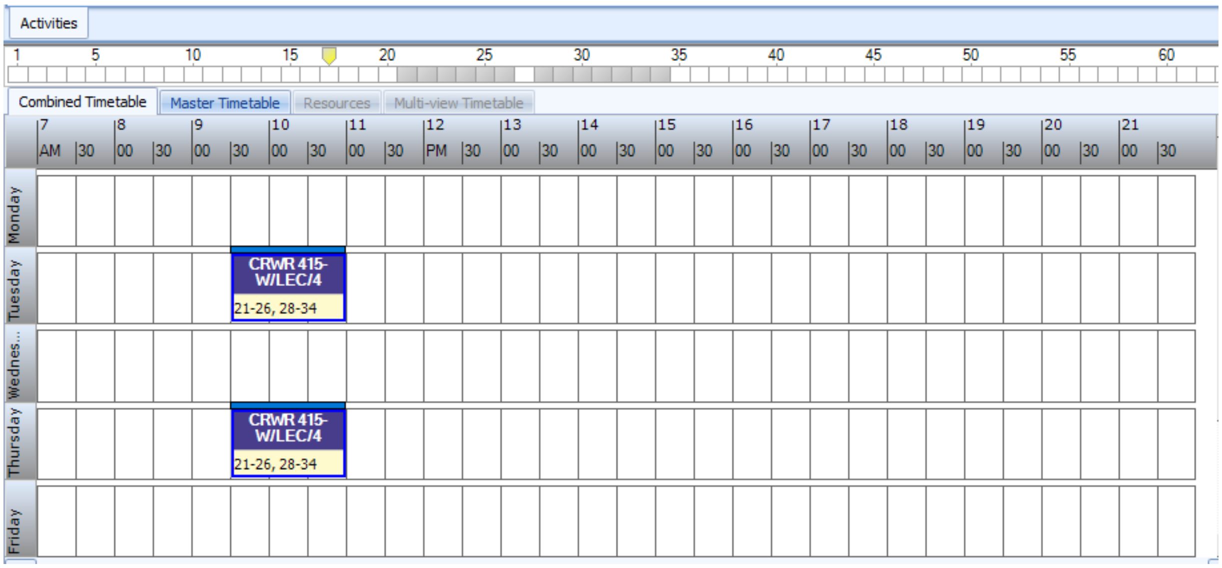
After an activity has been scheduled, users will see the following:
The 'Scheduled' column will display a check mark in the Activities window:



If the 'Has Problems' column is checked off, right-click the activity and select 'View Related Problems' to see the details. If you have accidentally double-booked a Location, it will appear here. If the problem is a double-booked staff member (instructor) that you did on purpose, you may ignore that problem.



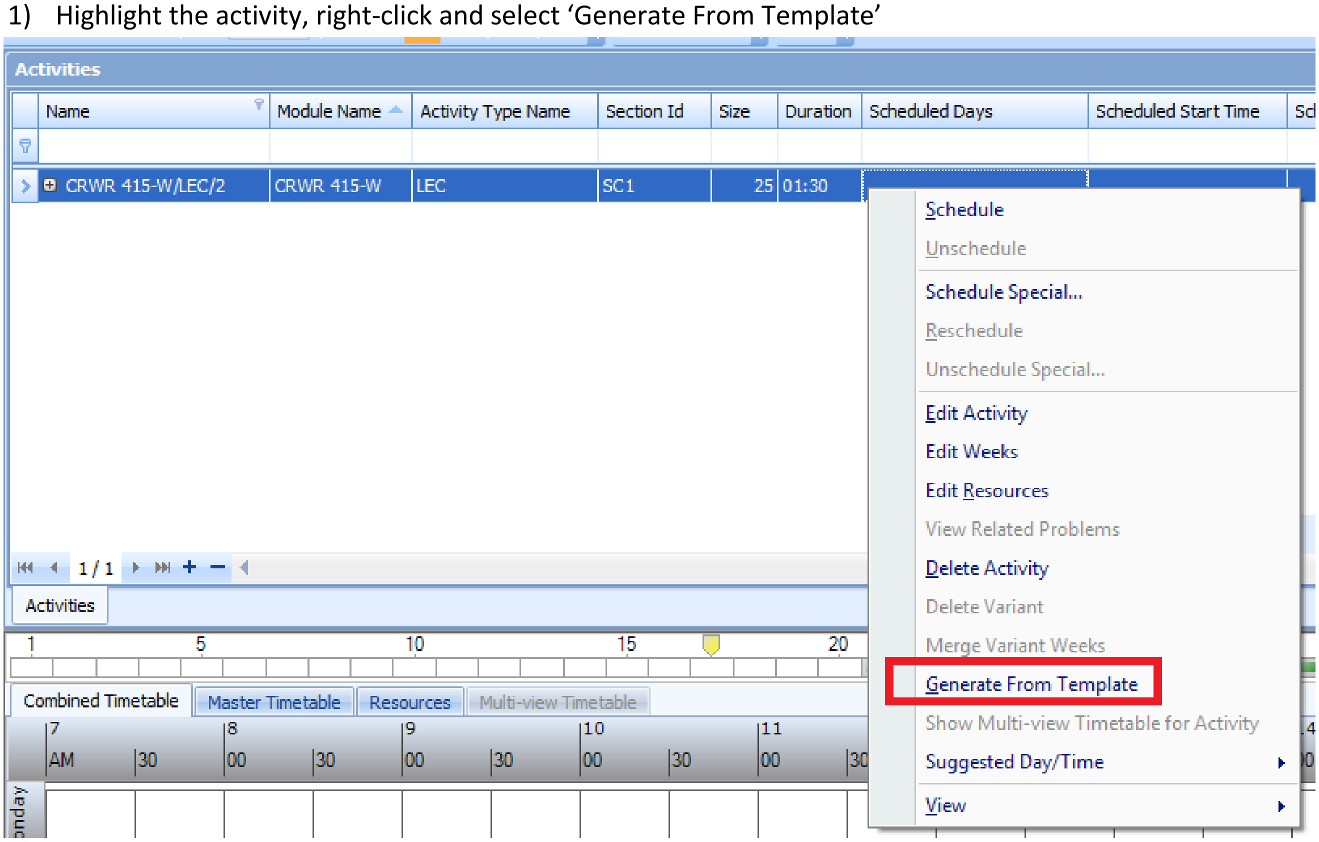
- The scheduled activity(ies) will appear in the 'Combined Timetable' grid for the days and times scheduled:



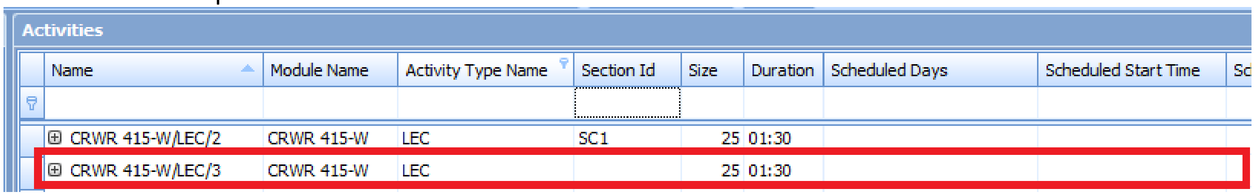
Splitting Course Sections into Multiple Activities

If you are unable to find a suitable room for your activity, you may wish to split up your location search to see if you can find different rooms for each day the course is to run. To split up your location search, another activity will need to be generated.

1) Highlight the activity, right-click and select 'Generate From Template'



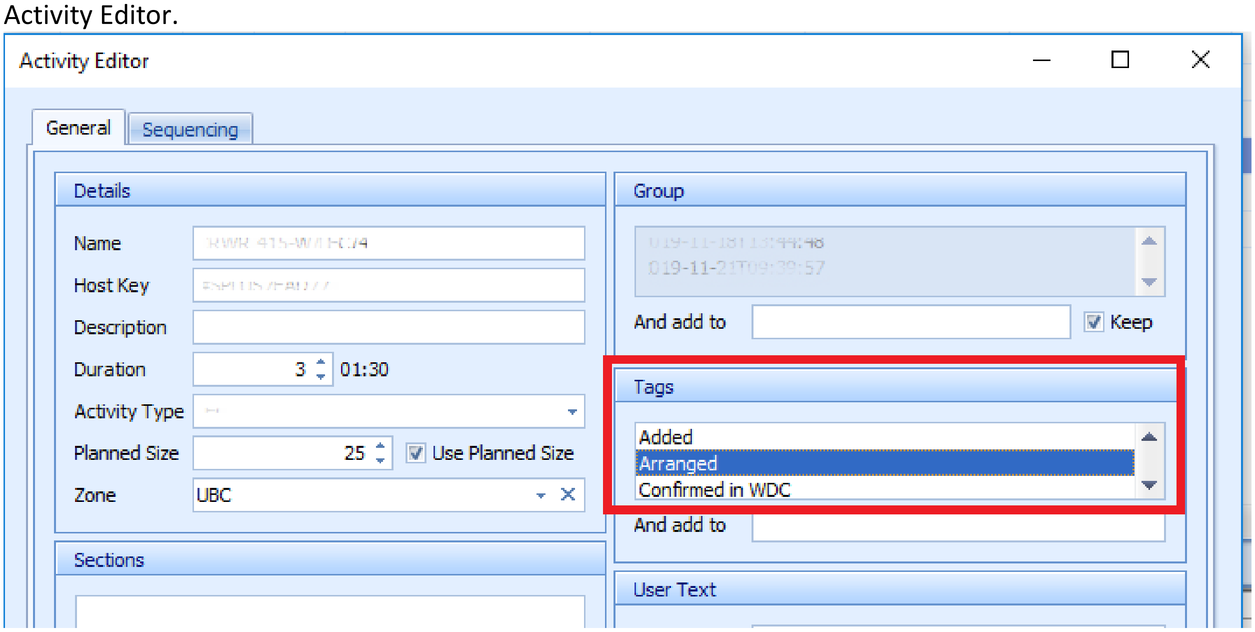
A new line will appear for the newly generated activity. The newly generated activity will inherit all the details of the template.



2) Edit the activity in the Activity Editor with the same details as the original activity. Make sure that the same section ID and availability is given to this second activity.
3) Define the resource requirements to indicate the other day you are finding a room. Mirror the other resource requirements of the first activity.

Creating Arranged Activities (Directed Studies, Practicums, Exchange)

Some activities may have no formal meeting date and time. Arranged activities are created the same way as other activities, with the exception that they are **not scheduled**. A day, time, and location are not required. For these courses, they are to be tagged with '**Arranged**'. It can be tagged with 'Arranged' in the Activity Editor.



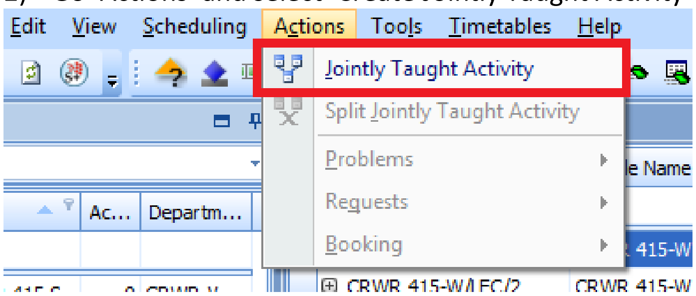
Arranged courses do not need to be scheduled. After the course has been tagged with 'Arranged', the section ID and planned size indicated, select 'OK' to apply the changes, and writeback in the system. After the course has been saved, it will sync to the SISC.

Creating Jointly Taught Activities

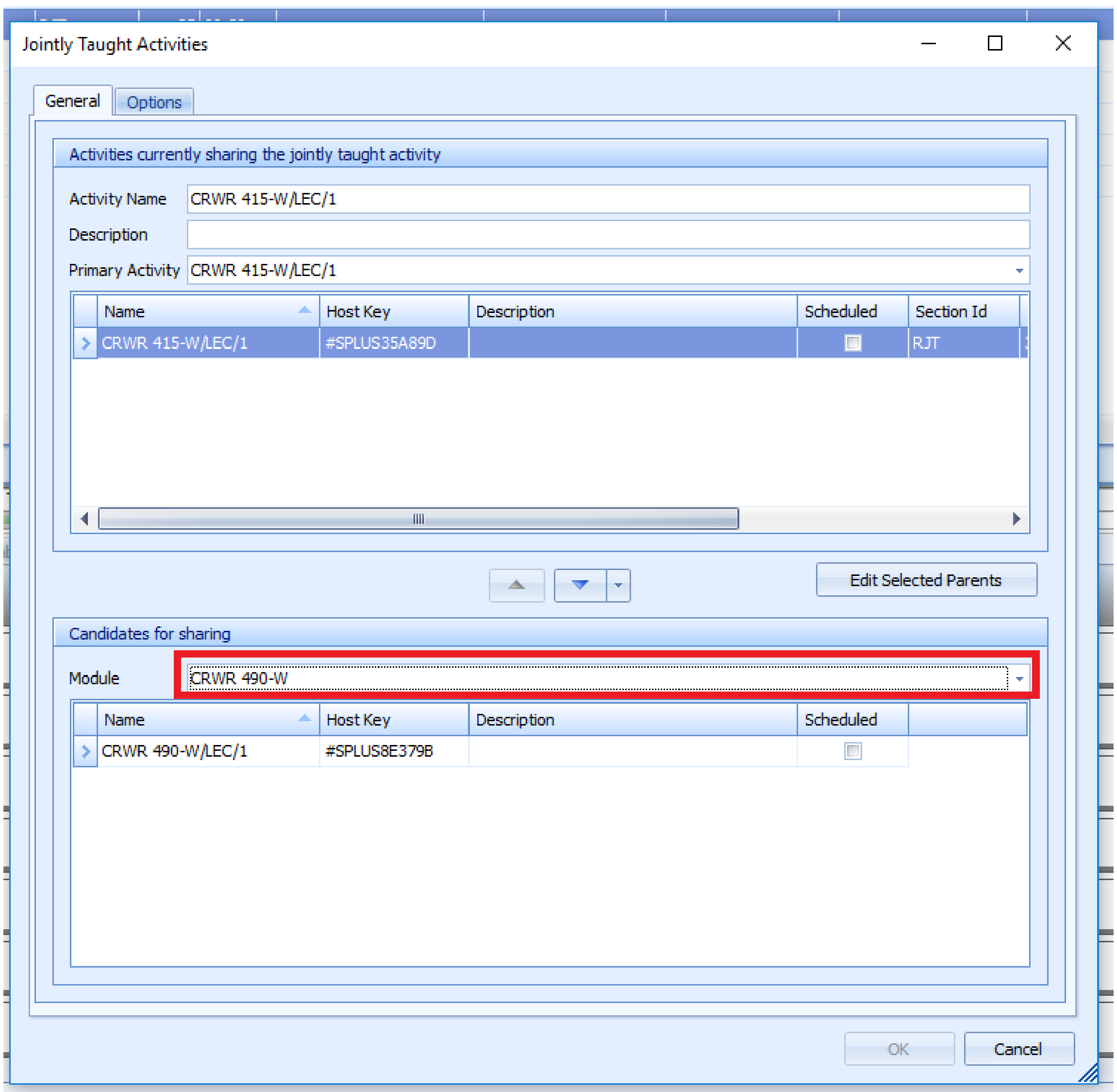
Jointly Taught activities are also known as cross-listed activities. Activities will be cross-listed when two or more activities meet on the same days, times, and location. Jointly taught activities should be created in an unscheduled status. All activities that are to be cross-listed should have the same defined Named Availability Pattern resource requirements prior to cross-listing.

1) In the Activities window, highlight one of the activities that is to be cross-listed

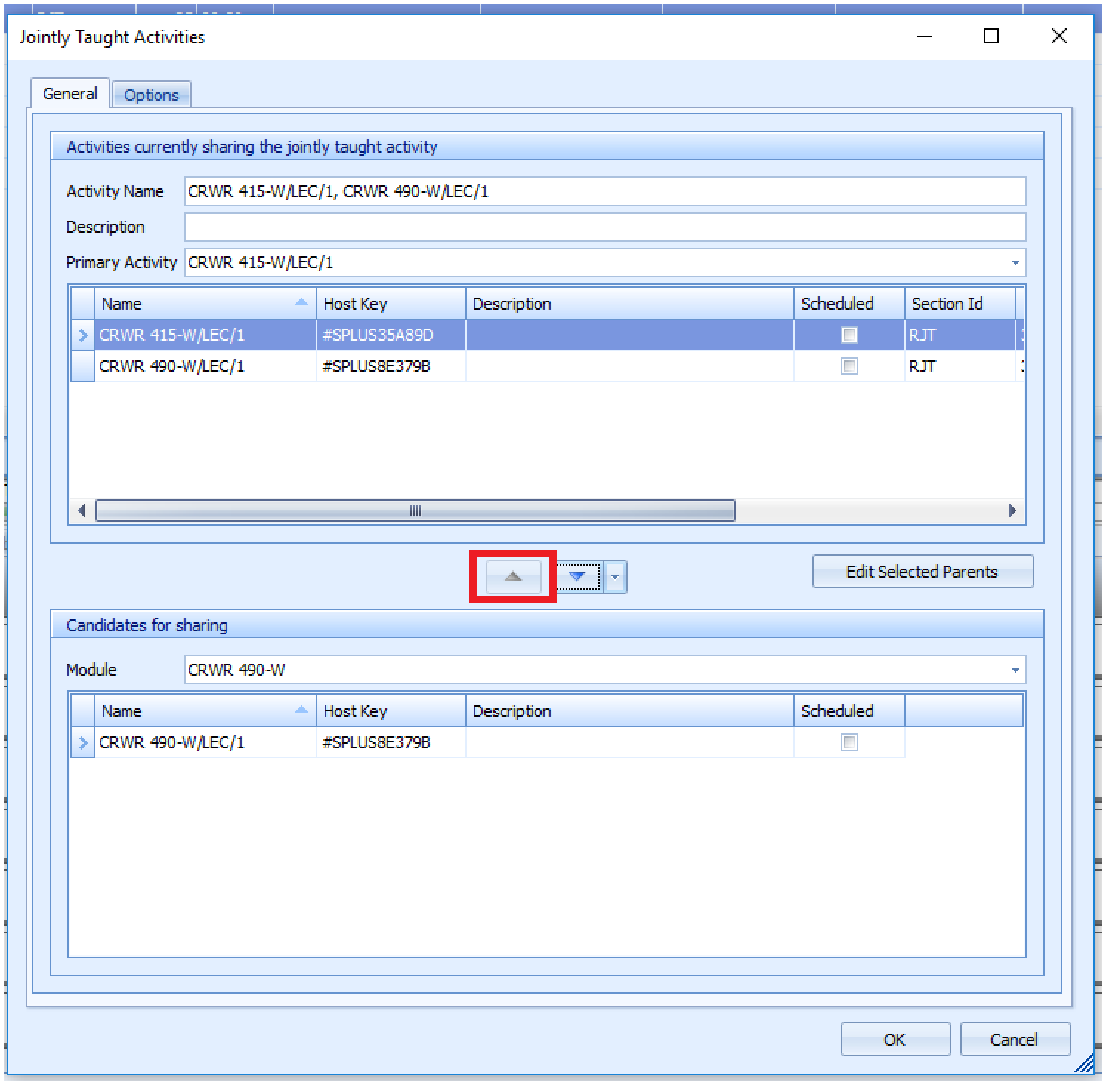
2) Go 'Actions' and select 'Create Jointly Taught Activity'



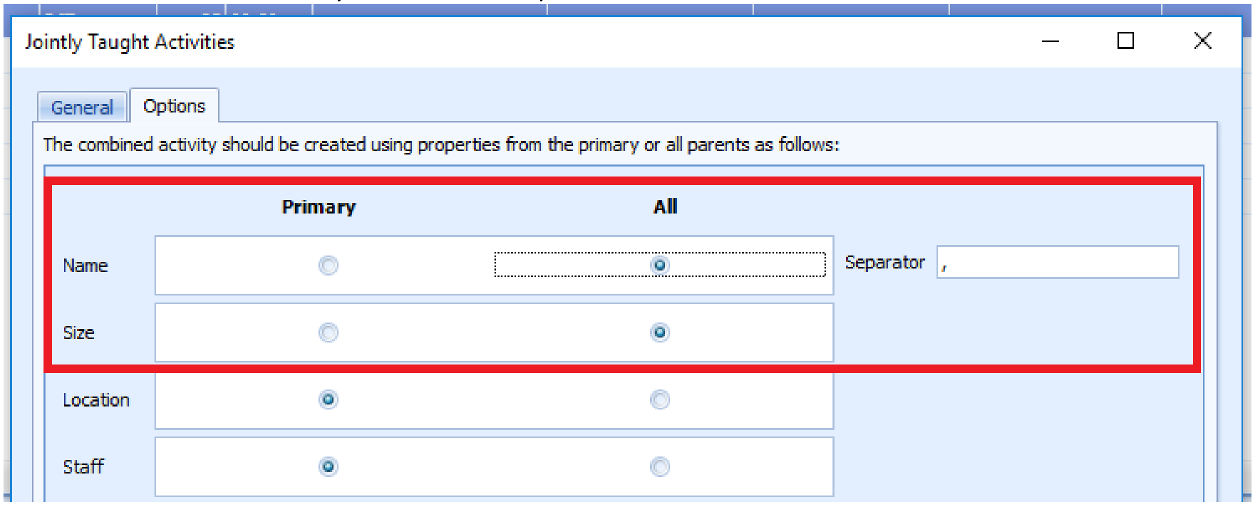
3) When the 'Jointly Taught Activities' window opens up, search for the other module(s) to be cross-listed:



4) Highlight the module that is to be cross-listed and use the arrows in the middle to connect the courses:

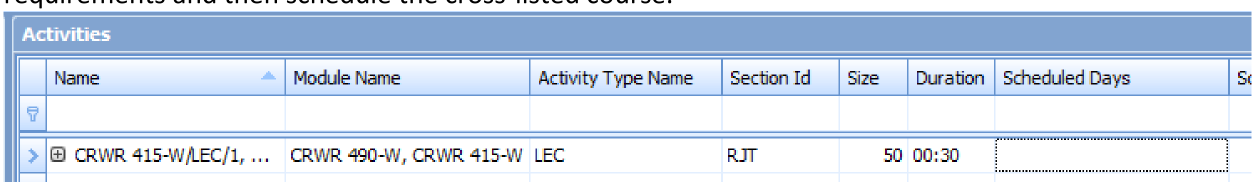


5) Go to the 'Options' tab and ensure that the 'All' is selected for the 'Name' and 'Size'. This will combine the two activity names and the planned sizes:



6) Select '**OK**' to apply the changes and select the Writeback icon to save the changes in the system.

In the Activities window, the new activity will show a combined name. Review the defined resource requirements and then schedule the cross-listed course.



Can I delete activities?

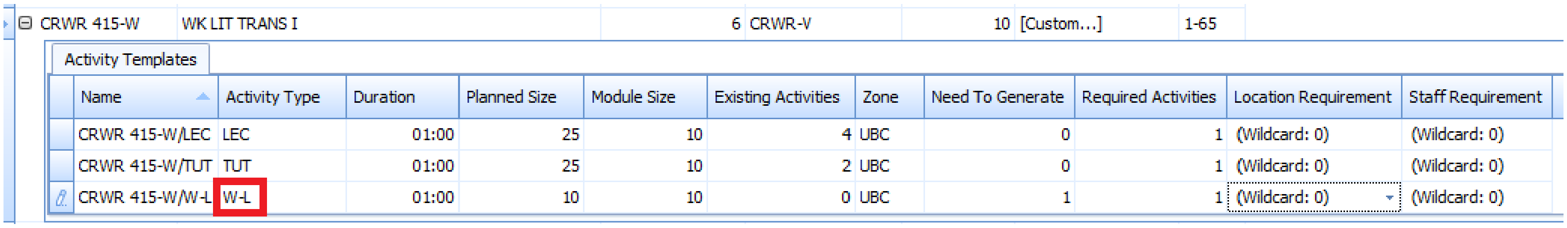
Activities can be deleted in Enterprise Timetabler (TT) by highlighting the activity in the Activity window, right-clicking, and selecting 'Delete Activity'. Prior to deleting the activity, ensure that you are in the correct database and no students are registered in the activity. If an activity has registration and is deleted from Scientia, the section will be cancelled in the SISC and students will be immediately dropped from the course.

If all activities associated with one activity template is to be deleted, the activity template can be deleted in Course Planner (CP) in the Activity Template Editor.

Creating Waitlists

Waitlist sections will have no location defined in the resource requirements. The day, time, and staff requirements will mirror the corresponding activity.

1) Create an activity template and generate an activity for the waitlist on Course Planner (CP):



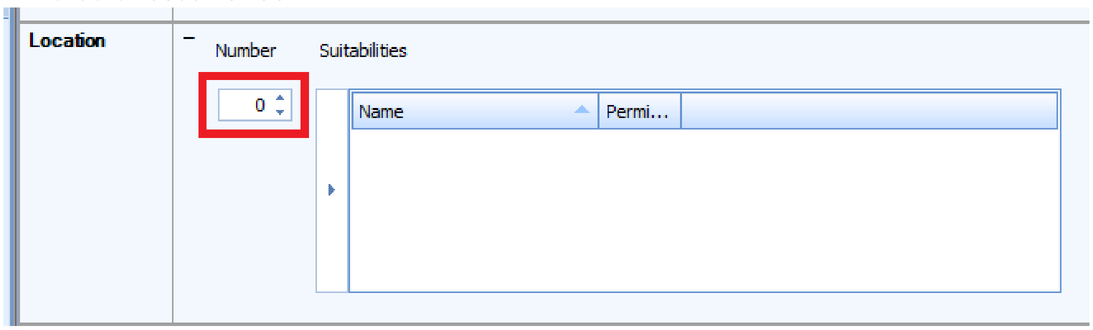
CRWR 415-W | WK LIT TRANS I | 6 CRWR-V | 10 [Custom...] | 1-65

Activity Templates

Name	Activity Type	Duration	Planned Size	Module Size	Existing Activities	Zone	Need To Generate	Required Activities	Location Requirement	Staff Requirement
CRWR 415-W/LEC	LEC	01:00	25	10	4	UBC	0	1	(Wildcard: 0)	(Wildcard: 0)
CRWR 415-W/TUT	TUT	01:00	25	10	2	UBC	0	1	(Wildcard: 0)	(Wildcard: 0)
CRWR 415-W/W-L	W-L	01:00	10	10	0	UBC	1	1	(Wildcard: 0)	(Wildcard: 0)

2) Fill out the planned size, section ID (ex. WL#), and other details to mirror the corresponding activity.

3) Define the resource requirements to mirror the corresponding activity. For the location, indicate that it needs no room:



4) Schedule the course with no location attached and writeback.

Do I attach the same instructor to the waitlist as the corresponding course?

If the instructor for the corresponding course is confirmed, define this in the resource requirements so students have this information. As the corresponding course will also have the instructor attached to the course at the same day and time, the double-booking constraint for staff will need to be turned off.

Does Scientia automatically register students on the waitlist when a spot opens up in the course?

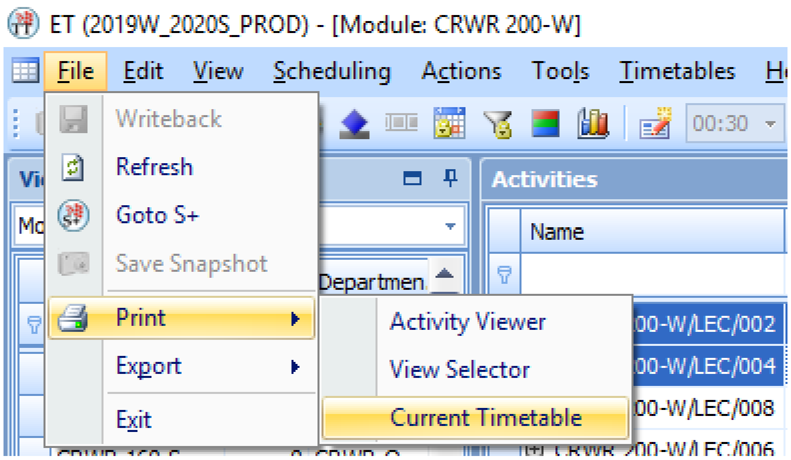
No, users will need to manually register students from the waitlist when a spot opens up. To ensure that students register for the waitlist and do not jump the queue to get into the course, close registration once the course is full.

How to Print and Export a Timetable from Enterprise Timetabler

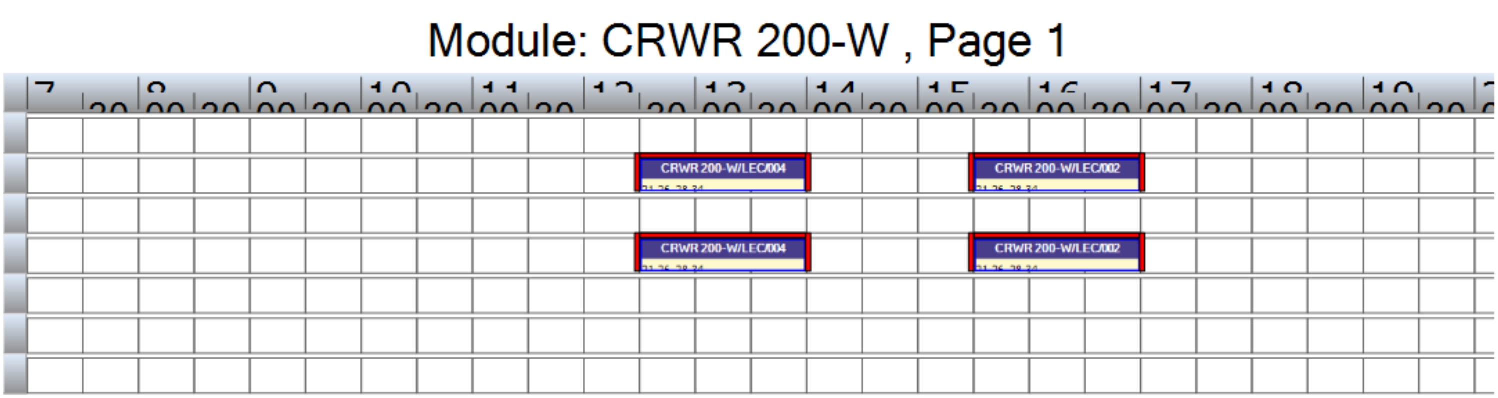
A timetable can be printed and exported from Scientia through Enterprise Timetabler (TT).

<u>Print</u>

1) Go to 'File' > 'Print' > 'Current Timetable'

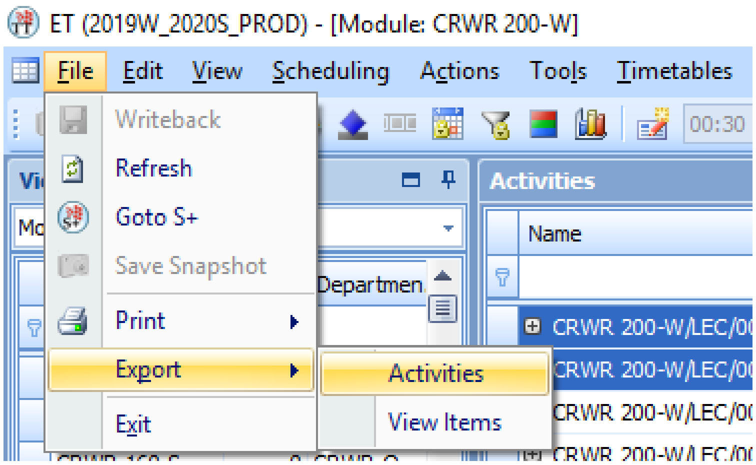


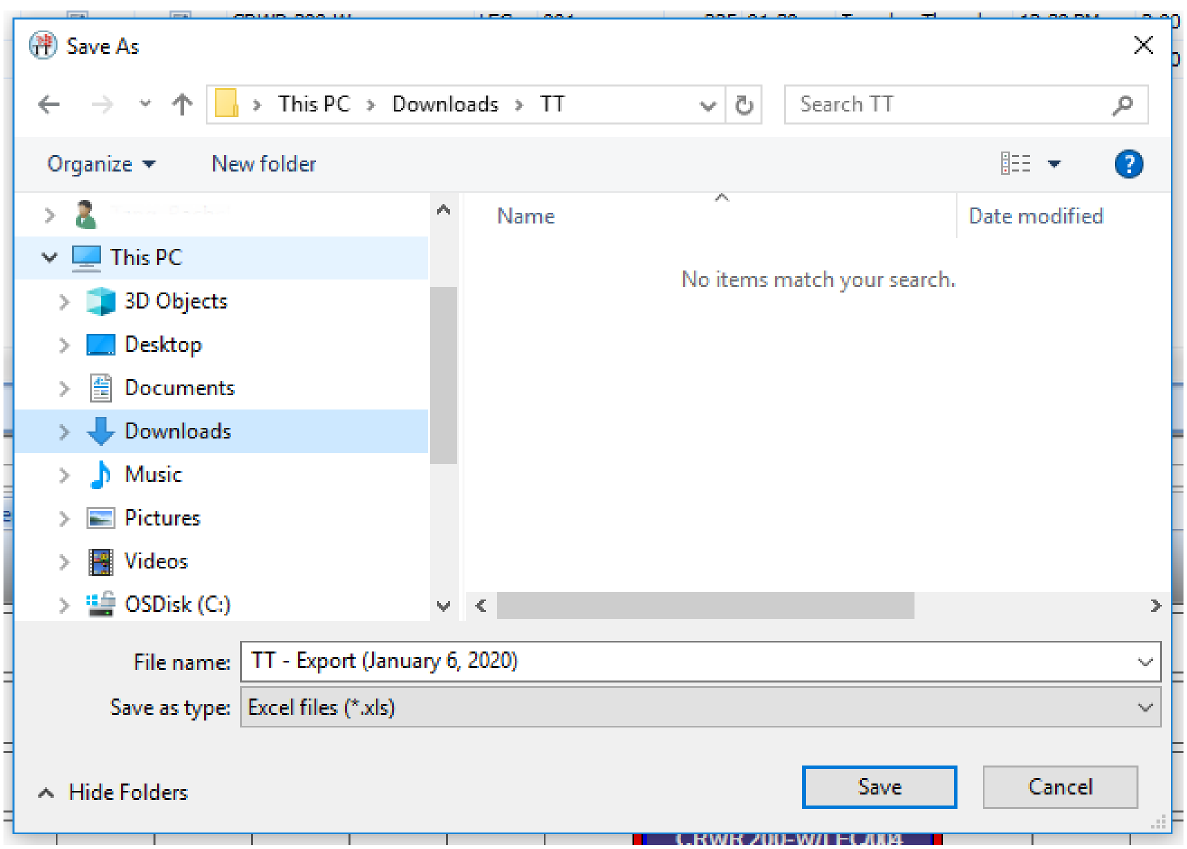
2) Once 'Current Timetable' is selected, a new window will open with a timetable:



Export

3) Go to ‘File’ > ‘Export’ > ‘Activities’, then save the file as an ‘.xls’ file





Enterprise Course Planner (CP)

Introduction & Set Up

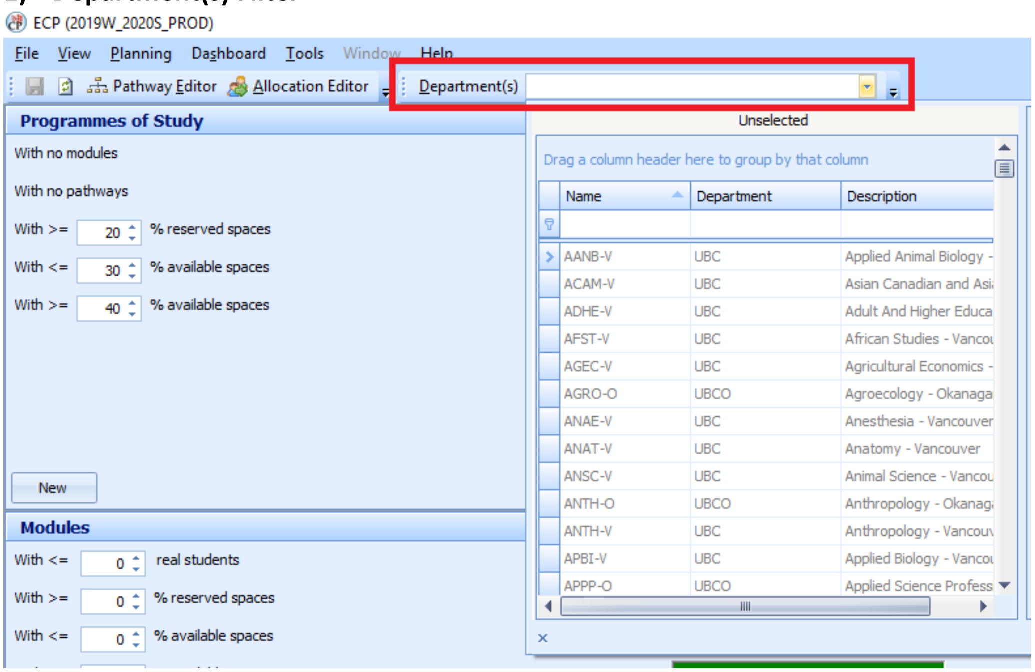
Users will use Enterprise Course Planner (CP) to complete the following steps if needed after the draft timetable is released:

- Creating Activity Templates
- Generating Activities (ex. sections)

A new course will appear in Course Planner (CP) after it has been approved by Senate or a new detail version is created.

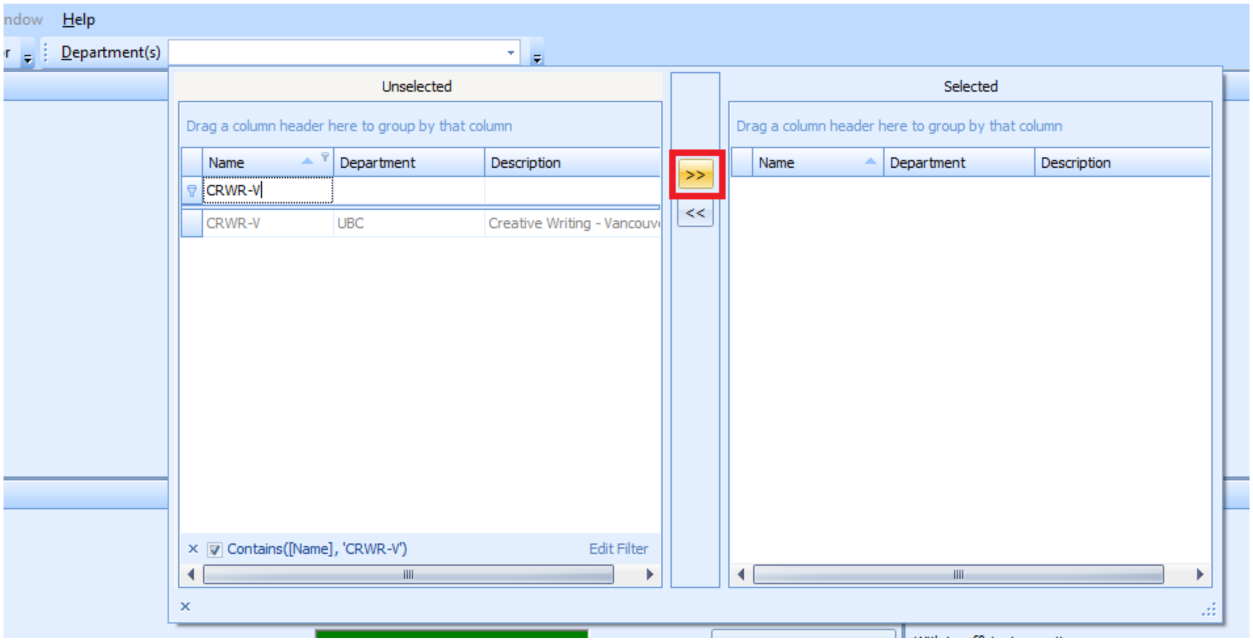
Course Planner (CP) opens as a dashboard view. The three main areas for users on the dashboard are as follows:

1) Department(s) Filter

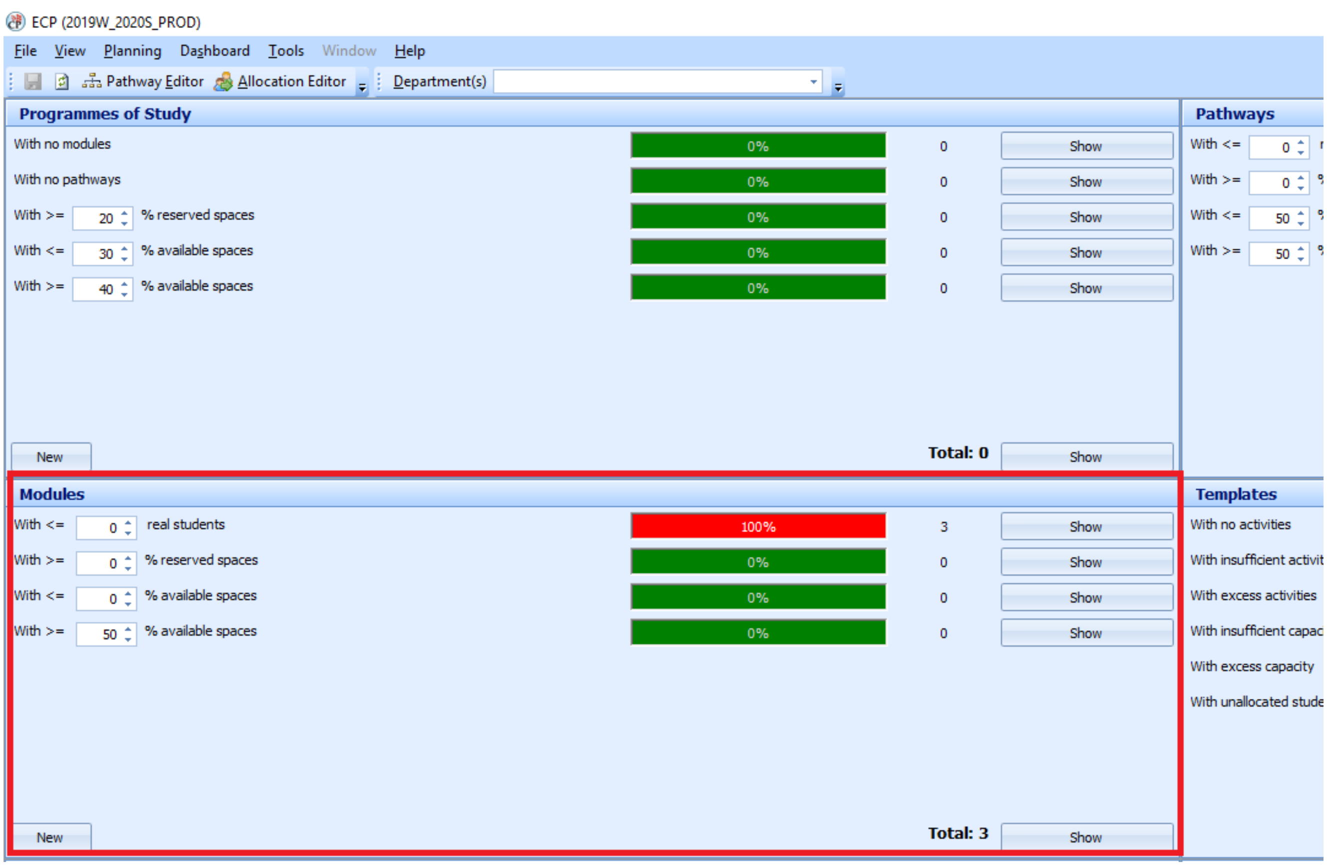


- Use the drop-down arrow to the right of the 'Department(s)' filter to select your department

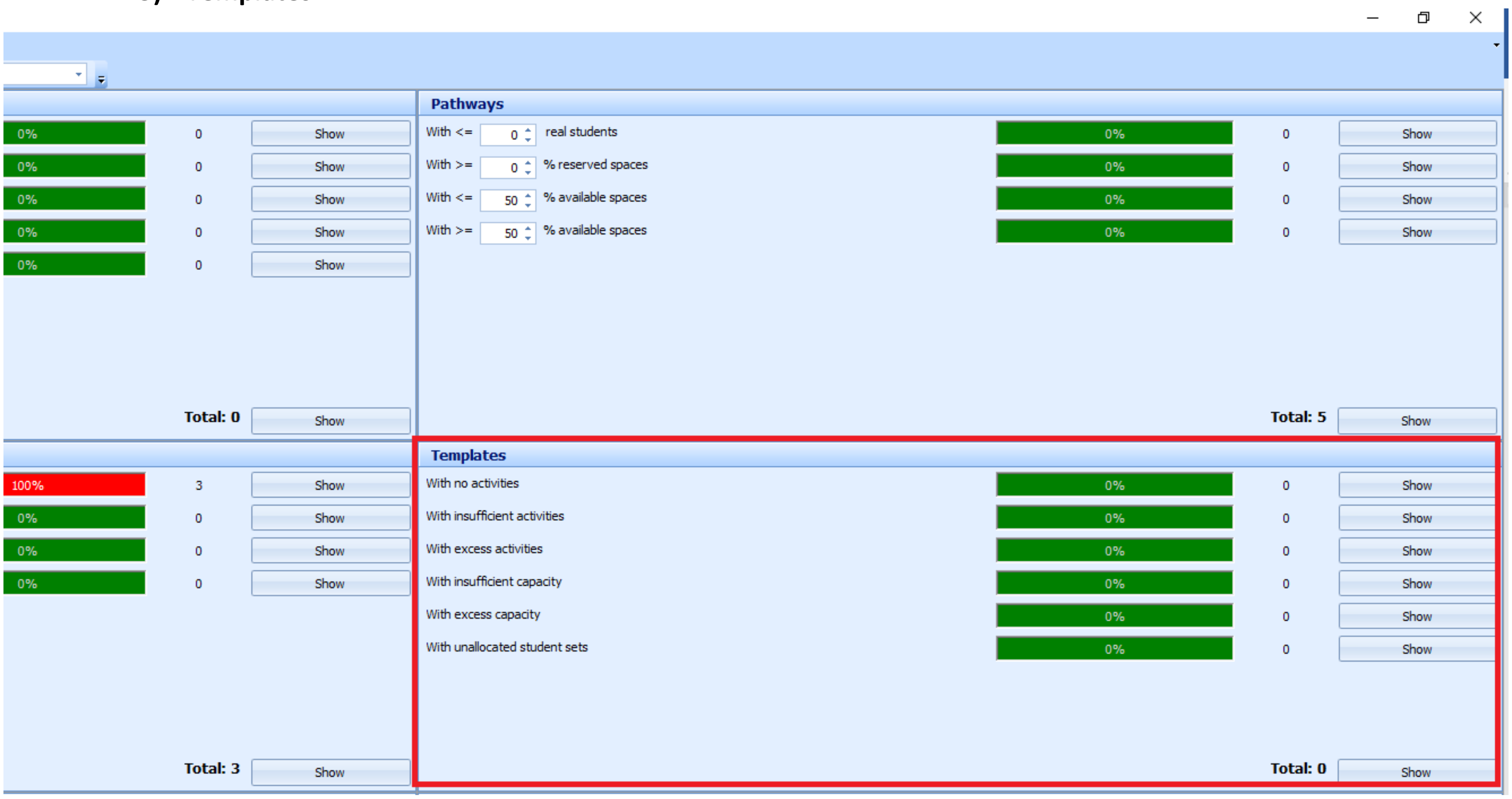
- Select your department by double-clicking or selecting the arrow to move it over to the 'Selected' department(s):



2) Modules

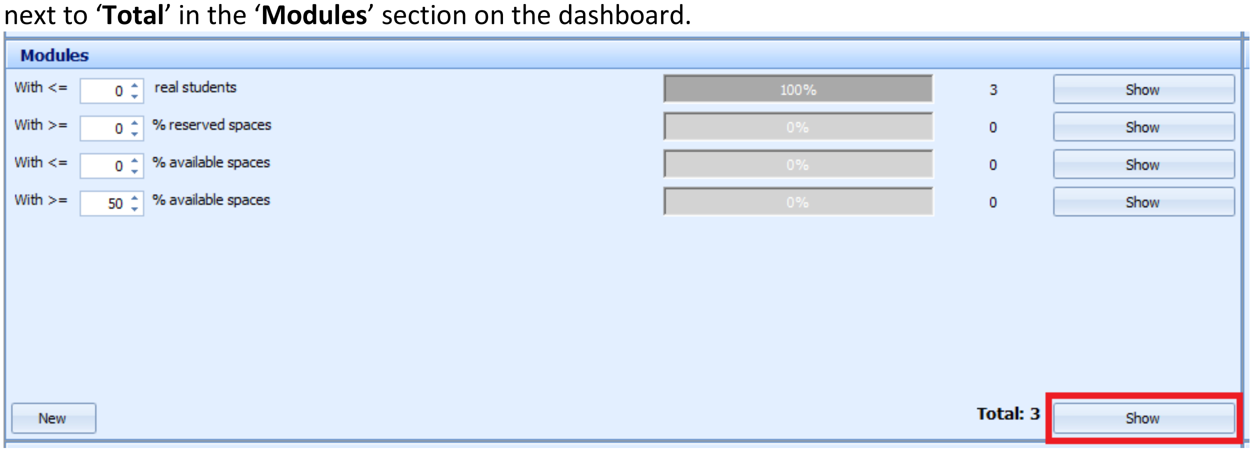


3) Templates



Modules

The ‘Modules’ section is where you create activity templates. To open the Module Editor, select ‘**Show**’ next to ‘**Total**’ in the ‘**Modules**’ section on the dashboard.



When the Module Editor opens up, you can create activity templates.

Recommended Column Layout

The following columns are recommended:

- Name
- Description
- Credit Provided
- Department
- Total Size
- Named Availability Pattern
- Weeks

Name	Description	Credit Provided	Department	Total Size	Named Availability	Weeks

How can I see the full details of the module?

Users can see the full details by clicking on the module and selecting '**Form View**' at the bottom of the Module Editor.

Creating Activity Templates

1) Search for the module using the auto filter row and typing in the subject in the Name column:

Name	Description	Credit Provided	Department	Total Size	Named Availability	Weeks
CRWR 200						
⊞ CRWR 200-S	Introduction to Creative Writing	3	CRWR-V	0	[Custom...]	1-52
⊞ CRWR 200-W	Introduction to Creative Writing	3	CRWR-V	0	[Custom...]	1-52

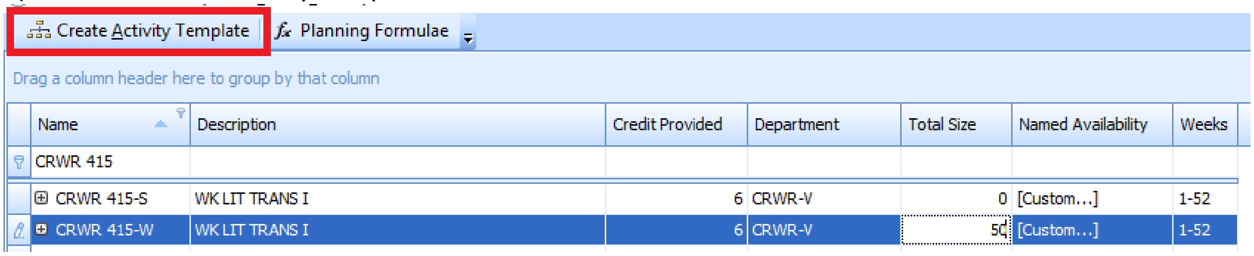
2) Select the module session (-S or -W) for the activity template:

Name	Description	Credit Provided	Department	Total Size	Named Availability	Weeks
CRWR 415						
⊞ CRWR 415-S	WK LIT TRANS I	6	CRWR-V	0	[Custom...]	1-52
⊞ CRWR 415-W	WK LIT TRANS I	6	CRWR-V	0	[Custom...]	1-52

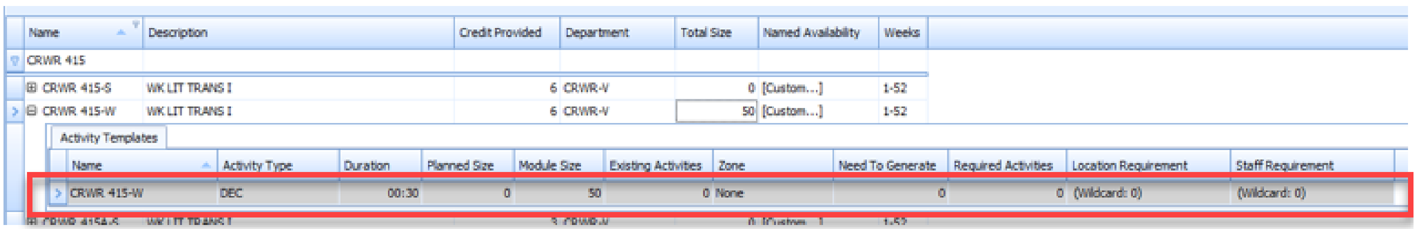
3) Input the total number of students you expect to have registered across all sections of the module in the 'Total Size' column:

Name	Description	Credit Provided	Department	Total Size	Named Availability	Weeks
CRWR 415						
⊞ CRWR 415-S	WK LIT TRANS I	6	CRWR-V	0	[Custom...]	1-52
⊞ CRWR 415-W	WK LIT TRANS I	6	CRWR-V	50	[Custom...]	1-52

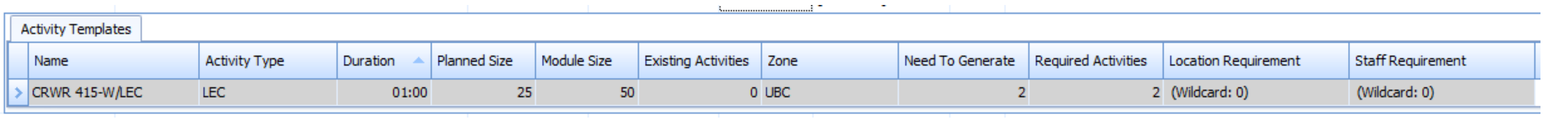
4) Select 'Create Activity Template':



After selecting '**Create Activity Template**', a row will appear below:



5) Add details to the module by defining the template requirements



- **Name** – Add a forward-slash and include the activity type (ex. '/LEC' for lecture, '/TUT' for tutorial, etc.). This helps to easily differentiate templates created for the module.
- **Activity Type**
- **Duration** – Indicate the duration of the module. The duration can also be changed in Enterprise Timetabler (TT).
- **Planned Size** – Input the total number of students you expect to have registered per section. This number must match the total enrolment number on the SISC.
- **Existing Activities** – This number refers to the number of activities that have already been created.
- **Zone** – Select 'UBC' for the UBC Vancouver campus
- **Need To Generate** – This number will automatically populate after you input the planned size. The system is able to detect the number of activities to generated based off of the planned size and module size.

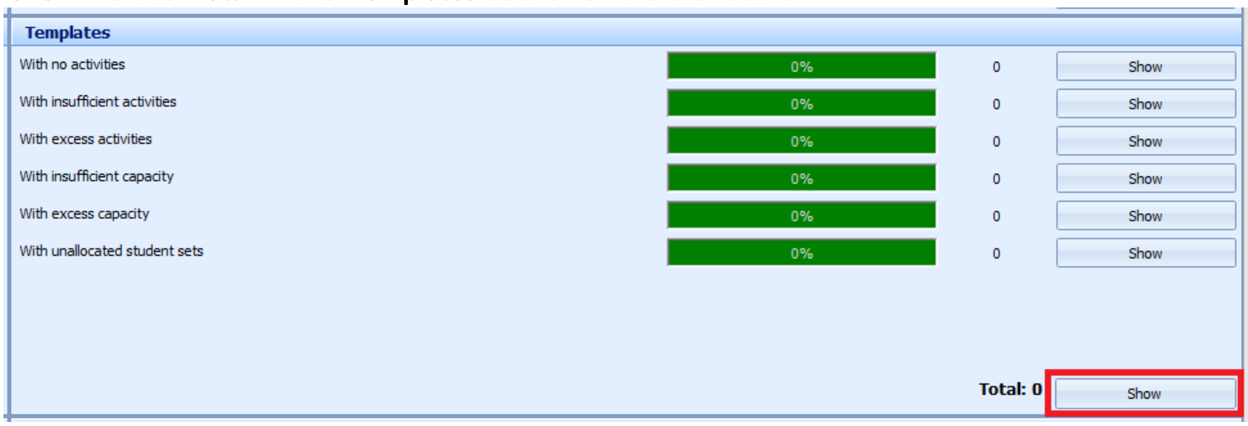
6) Select 'OK' to apply the change. If you select 'Apply', this will keep the Module Editor open to make additional activity templates.

When do I need to create a new activity template?

Each type of activity needs its own activity template (e.g. LEC activities must come from a LEC template). Therefore, if you need to generate an activity whose type you have not generated before, you will need to create a new activity template. If an existing activity template is modified, all sections attached to the template will also be modified.

Generating Activities

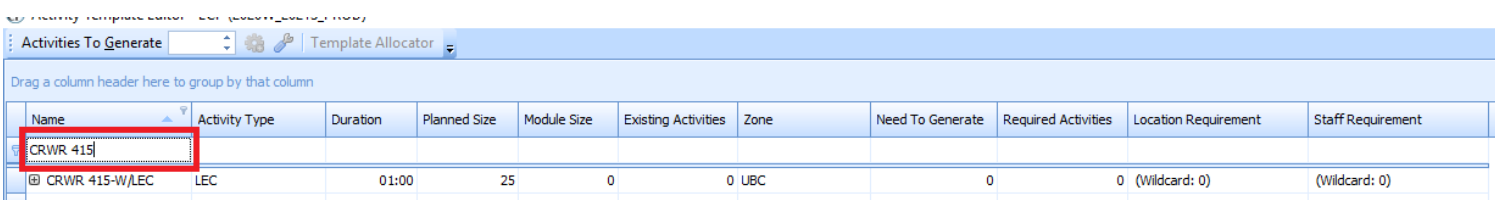
The 'Templates' section is where you generate activities. To open the Activity Template Editor, select '**Show**' next to '**Total**' in the '**Templates**' section on the dashboard:



When the Activity Template Editor opens up, you can generate your activities.

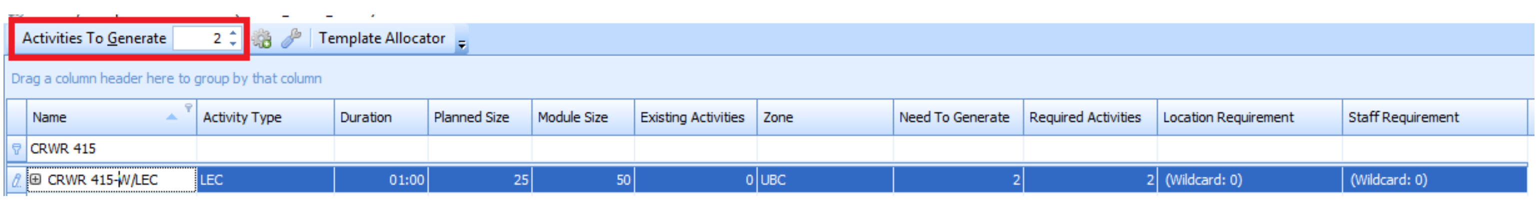
Generating Activities

1) Search for the module using the auto filter row and typing in the subject in the Name column:

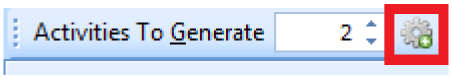


2) Select the activity template you want to generate the activities from

3) The 'Activities To Generate' section will auto-populate with the same number from the 'Need To Generate' column:



4) Select the cog wheel icon to generate the activities:



5) Select ‘**OK**’ to apply the change.

6) Click the Writeback icon on the Course Planner (CP) dashboard to save the changes to the database:

How do you find/confirm the activities you have just generated? There are two options:

1) On the Course Planner (CP) dashboard in the ‘**Activities**’ section, click on ‘**Show**’ next to ‘**Total**’. An Activity Editor window will open, and a list of all existing activities will be displayed. Filter to find the activities you are looking for.
2) Find your generated activities for each module in Enterprise Timetabler (TT). You will need to refresh TT after you have applied your changes for the newly generated activities to appear.

Reference Data Manager (RD)

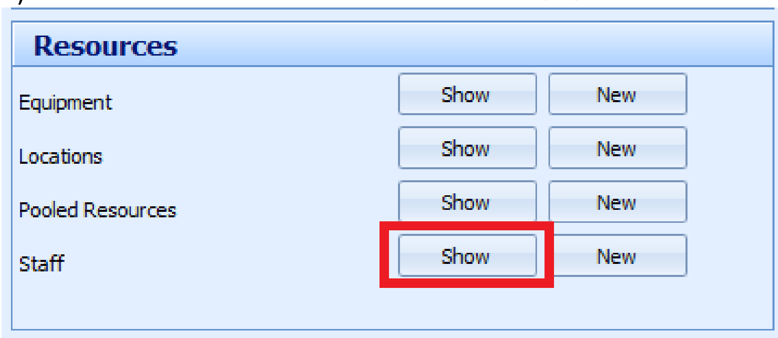
Introduction & Set Up

Users will use Reference Data Manager (RD) to complete the following steps in the scheduling process:

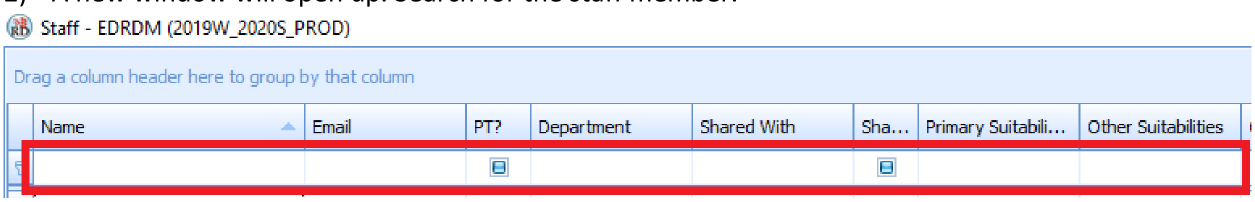
- Assigning subject suitabilities to instructors to enable the successful assignment of an instructor to an activity on Enterprise Timetabler (TT)

<u>Assigning Suitabilities to Instructors</u>

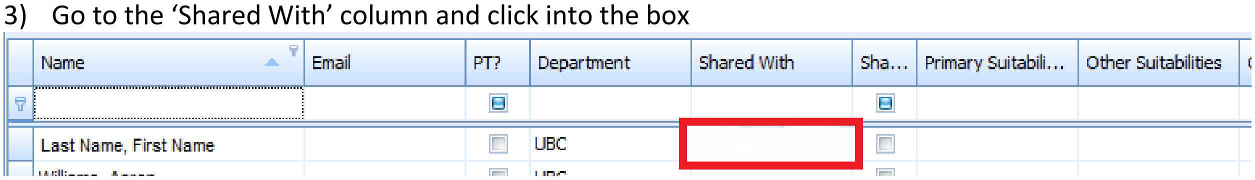
1) Go to the 'Resources' section and select '**Show**' next to 'Staff':



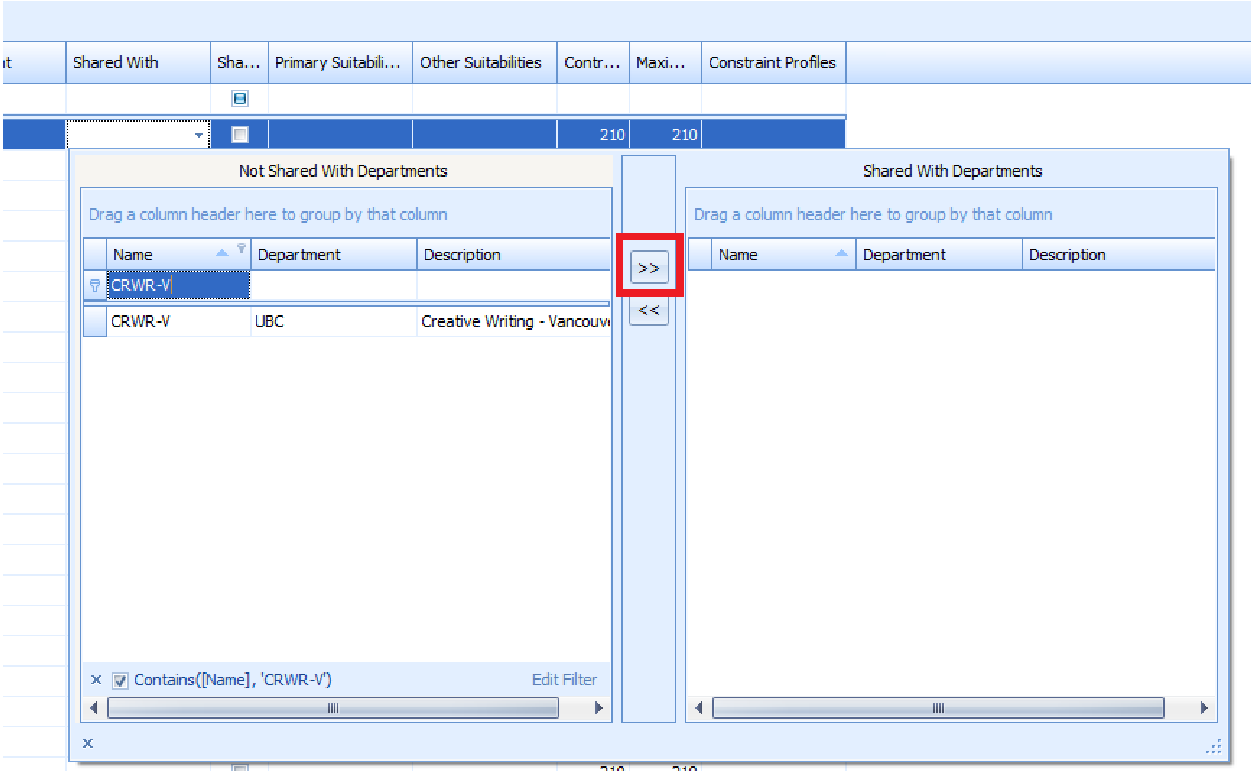
2) A new window will open up. Search for the staff member.



3) Go to the 'Shared With' column and click into the box



4) Search for the department that is to be shared with the instructor and click on the arrow to share it with the department:



5) Select '**OK**' to apply the changes and select the Writeback icon to save the changes in the system.

Why is an instructor not in the Reference Data Manager (RD)?

If an instructor is not viewable in RD, they may not have an active appointment in Workday. As the instructor list from RD syncs from Workday, T-Reps will need to follow up with their respective HR department.

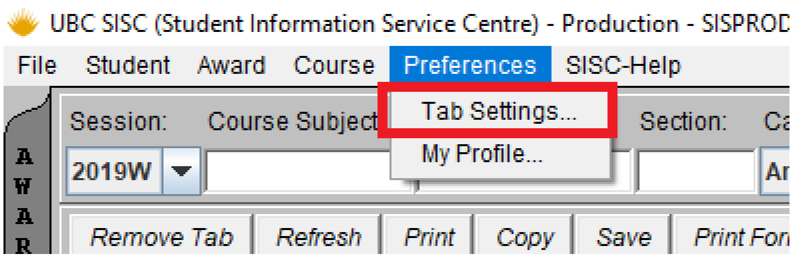
Student Information Service Centre (SISC)

Introduction & Set Up

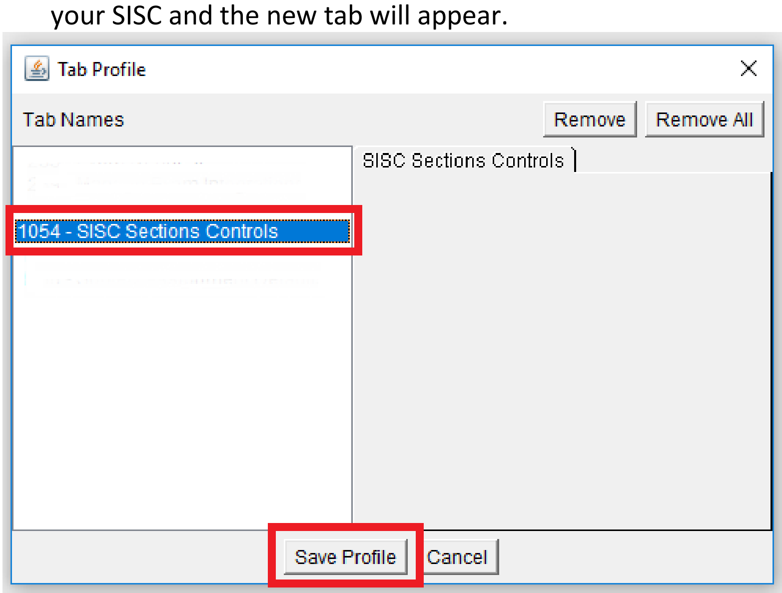
Once a course has been scheduled or tagged with 'Arranged' on Enterprise Timetabler (TT), it will sync into the Student Information Service Centre (SISC) within 15 minutes. The section details must be completed in the SISC before students can register.

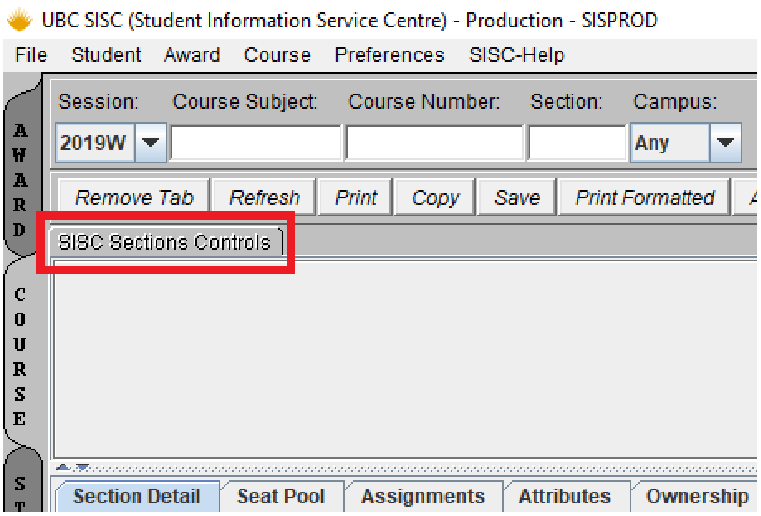
Upon logging in:

1) Go to '**Preferences**' at the top toolbar and select '**Tab Settings**':

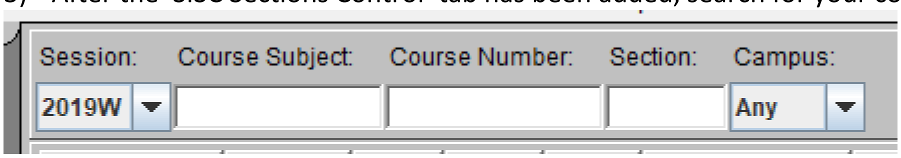


2) Double-click on 'SISC Sections Controls' to add it to your saved tabs. Select 'Save Profile' and restart your SISC and the new tab will appear.

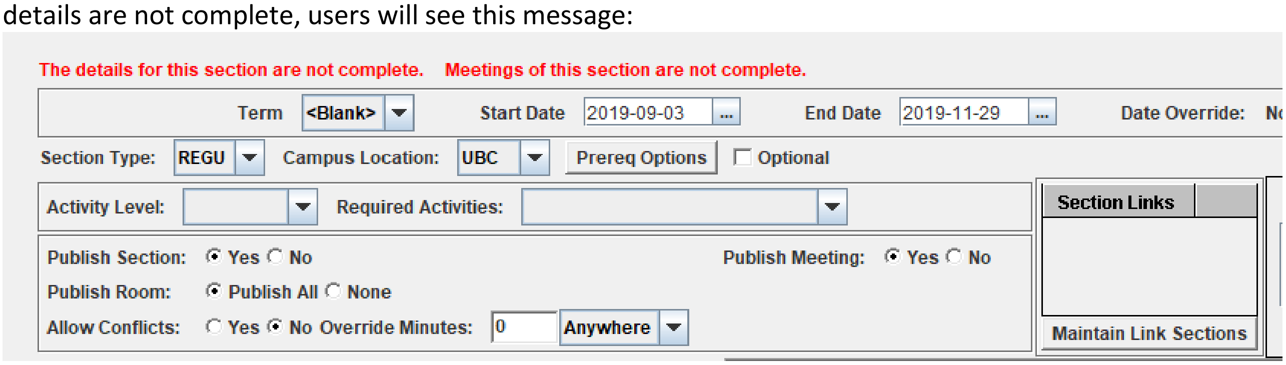




3) After the ‘SISC Sections Control’ tab has been added, search for your course:



When the search is complete, the screen will update with your course’s information. As the section details are not complete, users will see this message:



Why isn't my course appearing on SISC?

Please review and ensure all of the below are completed:
1) The activity has a section ID assigned to it. Section IDs must be 3 characters and any letters are capitalized.
2) Section IDs cannot be changed after the original section ID has been written back to the system. If you have modified this after, please change it back and add a new section for the new section ID.
3) Please make sure all changes have been written back.
4) It makes approximately 15 minutes from the writeback time for the data to sync from Scientia to SISC.

If you have checked all of the above, and they have been completed accordingly but you are still experiencing issues, please contact our office for assistance via email at schedulingservices@students.ubc.ca

Mandatory Fields

To complete the section details, users will need to select **'Edit'** at the bottom of the screen and complete the following mandatory fields:

- **Term –** The term is to match the start and end date for the course.
- **Activity Level –** There are three activity level options; primary, secondary, and tertiary. The activity level selected is to match the activity type.
  - **Primary –** Generally, the main activity (ex. lecture, seminar, etc.) is a primary activity.
  - **Secondary –** If the main activity has one associated activity, the associated activity will be the secondary activity.
  - **Tertiary –** If the main activity has more than one associated activity, the third associated activity will be the tertiary activity.
- **Required Activities –** The required activities correspond with the activity levels.
  - **Primary Only –** If there is only one main activity, this is to be selected.
  - **Primary and Secondary –** If there is a main activity and one associated activity, this is to be selected.
  - **Primary, Secondary, and Tertiary –** If there is a main activity and two associated activities, this is to be selected.
  - **Mode of Delivery**
  - **In-Person Attendance Requirement**

After inputting the mandatory fields, review the following fields:

- **Start Date/End Date** – Confirm that these dates match the indicated availability on Enterprise Timetabler (TT)
- **Section Type**
- **Campus Location**
- **Publish Section**
- **Publish Meeting**
- **Publish Rooms**

After reviewing click **'Save'**. The following prompt will disappear after the section details are complete:

The details for this section are not complete. Meetings of this section are not complete.

Section Type, Campus Location and Associated Student Fees

Although most course sections will have "REGU" as their section type and "UBC" as the campus location, there are some course sections that will not. Certain combinations of section type and campus location will trigger course associated fees when selected.

Why isn't my course appearing on the online course schedule?

Please double check the following:

1) Ensure that you have completed the course section on SISC Section Controls
2) On the SISC Section Detail tab, please make sure the Publish options were selected:
   a. Publish Section: select Yes
   b. Publish Meeting: select Yes
3) Was the course added today? An overnight refresh is required before it will display on the course schedule. If the course is added after 4pm, it may take 2 overnight refreshes for it to appear.

Why can't students register for my course?

Please double check the following:

1) You just created a section and will need to wait overnight for the Conflict Checker to run before the section is released to students.
2) The "Permit Students to Register" box under 'SISC Sections Controls' on SISC may not be checked.
3) The student may not meet the restrictions.
4) Section-level restrictions: Restrictions at the section level are located on the UBC Details page, under Seat Pool. You may create restrictions that are only applied to the section. When creating a restriction, do not type in any of the information for the restrictions, as this will create an error. Use the arrows or the drop-down menu. Make sure you save the seat pool and select 'OK' to go back to the main page.
5) Senate restrictions: Senate restrictions can be viewed on the Faculty Course Management (FCM). Senate restrictions are applied to all of the sections of the course. To remove Senate restrictions, contact Senate & Curriculum Services.
6) Faculty restrictions: Also viewed on the SCMC, these restrictions are applied to all sections of a course. Students must meet these restrictions before they are able to register for the course.
7) Registration may also be prevented based on the student account (e.g., financial holds, advising required, not eligible).

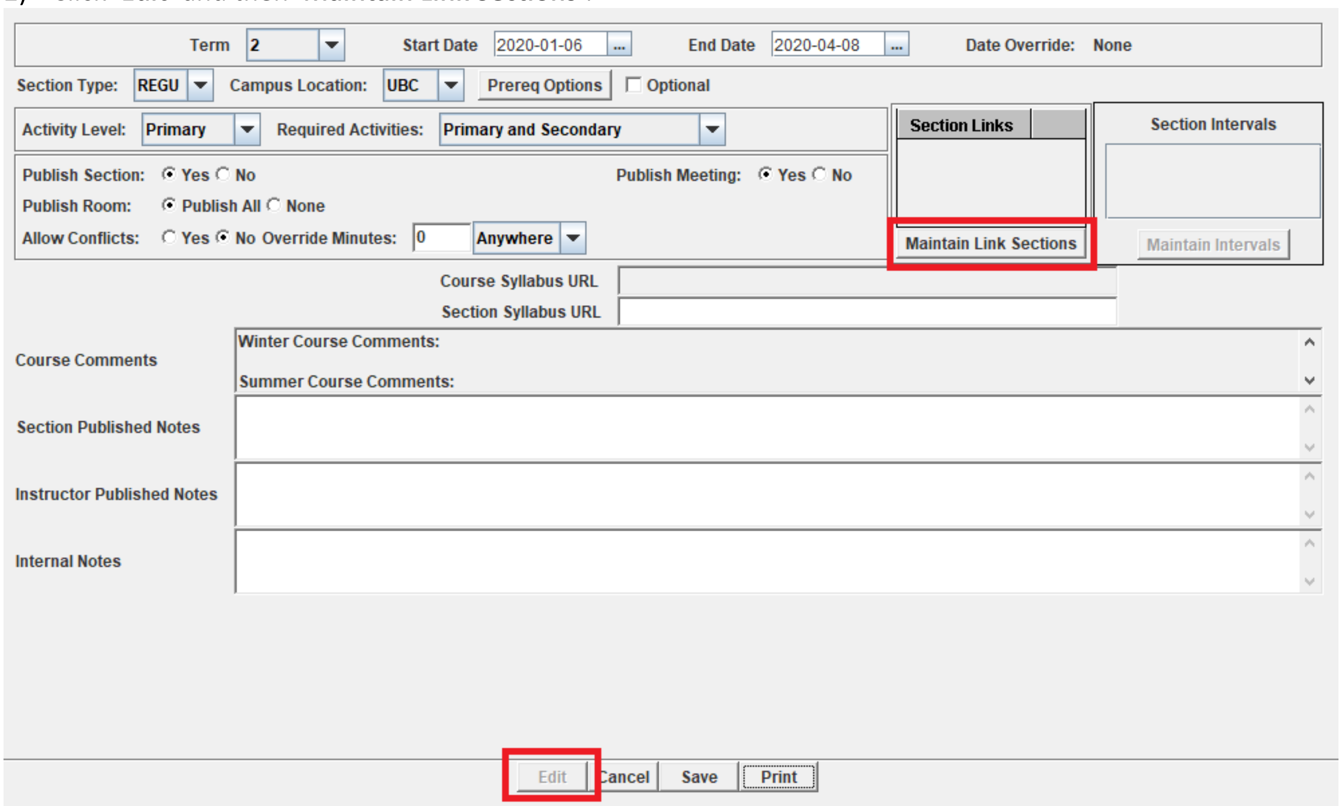
Attaching Secondary and Tertiary Activities

To ensure that students are required to register for a secondary or tertiary course section (i.e. discussion, lab, tutorial, etc.), the associated courses must be linked to the primary course. By linking the courses, students will be prompted to register for the associated course section when they register for the primary course section.

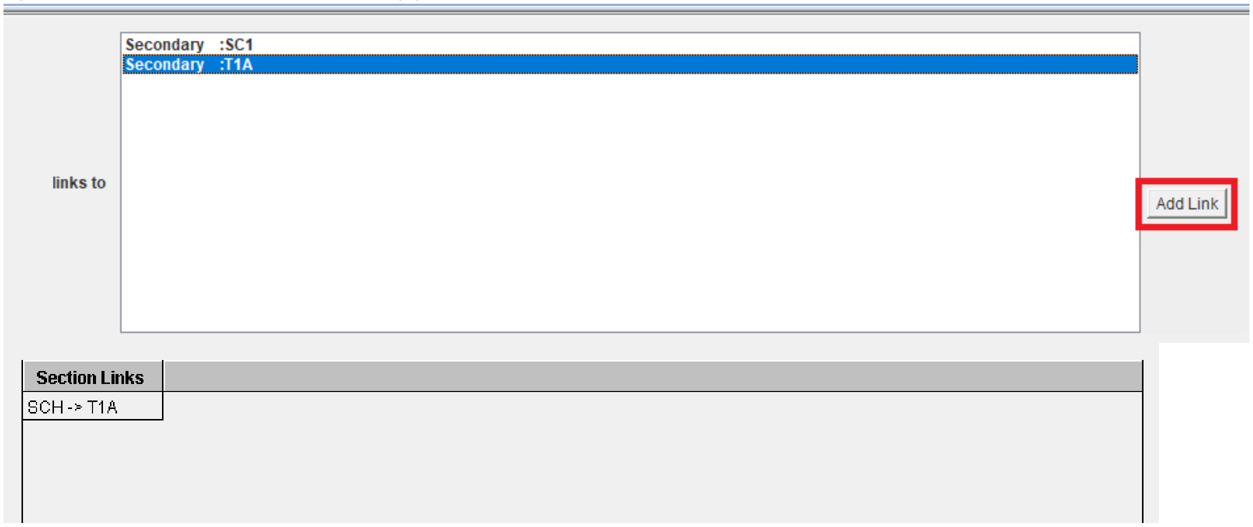
The following steps are to be completed after the section details are completed for the primary and associated activities:

1) Search for the primary course in the SISC

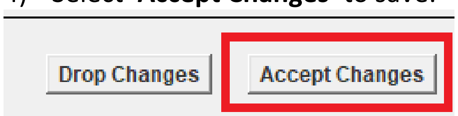
2) Click '**Edit**' and then '**Maintain Link Sections**':



3) Select the associated section(s) to attach and click ‘**Add Link**’:



4) Select ‘**Accept Changes**’ to save:



Mode of Delivery and In-Person Attendance Requirement

In response to the potential for a wide variety of modes of delivery for courses, a labeling system for the UBC Course Schedule has been developed. The priority is to provide a consistent system across all Faculties and enable students (and those advising students) the ability to search and distinguish between courses that require in-person attendance versus those that are able to be completed remotely.

Two label fields “Mode of Delivery” and “Attend in Person” enable students to see the activity type (e.g. lecture, laboratory), mode of delivery (e.g. In-person, hybrid, online) and whether in-person attendance of a course is required, in most cases without having to go into Section Comments.
The guide below outlines two key procedures:

- The decision-making steps required to accurately categorize a course section: labeling Mode of Delivery and whether a course requires in-person attendance
- Required steps to input the information into the SISC

Important Notes:

- The implementation and inputting of the SISC fields is required to be completed by the Couse Schedule publish date. Timelines can be found on the website here.
- The “Mode of Delivery” and “Attend in Person” fields are a requirement and will display for all courses. The system has been defaulted to display an “In-Person” mode of delivery and “Yes” the course requires in person attendance. All courses that are not changed or updated will default to display in this manner. This default setting is intended to lighten the amount of manual inputting required by T-Reps, as it is anticipated that most course sections will have an in-person component.

Categorizing Courses, Labeling Modes of Delivery and whether a Course Requires in Person Attendance

The **Course Categorization & Labeling Flow Chart** can assist you in determining the categorization for your courses and labeling for your course sections. Before utilizing the chart, please ensure to have a full understanding of the category definitions and labelling definitions as outlined below. Once you understand the category and labelling definitions, follow the flow chart to make the appropriate changes in the SISC for each course.

Categorizing Courses

Each "Course" must fall into one of these three categories:

- **Compulsory in-person:** All or some course components require a student to be in-person to complete the course. The course can have some online components but certain elements of the course require in-person attendance.
- **Non-compulsory in-person**: All or some elements of the course are offered in-person, but it is also possible to complete the course remotely.
- **Fully online:** All course components are done online. No in-person components offered.

For this procedure document the term "Course" describes the combination of a primary activity and associated secondary activities. Both the primary and secondary activities as a collective need to be considered when deciding which category, a "course" falls into. Please review **Labeling for Multi-Section Courses.**

A "course" (e.g. ANTH 407 001) may consist of one primary activity (e.g. lecture), with a single section (001).

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
	ANTH 407 001	Lecture	In-Person	Mon Wed	9:30	11:00	Section Comments	YES

In this COMM 101 example below, which consists of multiple activities and sections; they group into two "courses":

1. COMM 101 Section 101 and associated Tutorials Section T01 – T04
2. COMM 101 Section 102 and associated Tutorials Section T05 – T08

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
Blocked	COMM 101 101	Lecture	In-Person	Tue Thu	8:00	9:30		YES
STT	COMM 101 T01	Tutorial	In-Person	Tue	9:30	10:30	Section Comments	YES
STT	COMM 101 T02	Tutorial	In-Person	Tue	10:30	11:30	Section Comments	YES
Full	COMM 101 T03	Tutorial	In-Person	Fri	8:00	9:00	Section Comments	YES
STT	COMM 101 T04	Tutorial	In-Person	Fri	9:00	10:00	Section Comments	YES
Blocked	COMM 101 102	Lecture	Online	Tue Thu	9:30	11:00		NO
STT	COMM 101 T05	Tutorial	Online	Wed	9:00	10:00	Section Comments	NO
STT	COMM 101 T06	Tutorial	Online	Wed	10:00	11:00	Section Comments	NO
STT	COMM 101 T07	Tutorial	Online	Fri	9:00	10:00	Section Comments	NO
STT	COMM 101 T08	Tutorial	Online	Fri	10:00	11:00	Section Comments	NO

Mode of Delivery

Each Activity (Lecture, Seminar, Tutorial, Lab, Discussion etc.) within a Course must be assigned in SISC one of four Mode of Delivery labels. This Mode of Delivery label describes how each individual activity within a course is going to be delivered to students.

- **In-Person** – The course activity is taking place in-person
- **Online** – The course activity is fully online and does not require any in-person attendance to complete
- **Hybrid** – The course activity has a mixture of mandatory in-person and online activities, as designed by the instructor
- **Multi-Access** - The course activity allows students the choice to attend either in person or online, as designed by the instructor

In-Person Attendance Requirement

Each course must be assigned one of the three labels listed below, which indicates to students whether a course requires in-person attendance. This label is critical to a search function that ensures both students and those advising students can easily search for and distinguish the courses that can be taken remotely.

- **Yes –** The course (combination of the primary and associated secondary activities) does require in-person attendance
- **No** – The course (combination of the primary and associated secondary activities) does not require in-person attendance and therefore can be completed remotely
- **See Section Comments (COMM) –** The vast majority of courses will use either "YES" or "NO". However, this label was created to support courses with multiple sections that have shared secondary activities.

Examples

We have provided a number of examples within each of the three categories of Compulsory In-Person, Non-Compulsory In-Person and Online. Within each category we have provided a summary of how each of the labels apply within that category and a draft view of how the courses will display for students within the Course Schedule.

Compulsory in-person: All or some course components require a student to be in-person to complete the course. The course can have some online components but certain elements of the course require in-person attendance.

Course Schedule Set up/Display:

- "Activity" - labeling would remain status quo (lecture, seminar, lab, discussion etc.)
- "Mode of Delivery" – all four modes of delivery types can be utilized
- "Attendance in Person" – at least one of the primary or secondary activity types must be labelled YES

Example: MATH 104 lecture and workshop are run in-person. Students are required to attend both the lecture and workshops in-person.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
	MATH 104 101	Lecture	In-Person				Section Comments	YES
Full	MATH 104 WFA	Workshop	In-Person	Fri	9:00	10:00	Section Comments	YES
	MATH 104 WFB	Workshop	In-Person	Fri	9:00	10:00	Section Comments	YES
	MATH 104 WFC	Workshop	In-Person	Fri	9:00	10:00	Section Comments	YES

Example: CHEM 154 lecture is delivered online but students are required to attend in-person for the weekly CHEM 154 lab.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
Blocked	CHEM 154 111	Lecture	Online	Tue Thu	11:00	12:30		YES
Blocked	CHEM 154 L01	Laboratory	In-Person	Mon	14:00	17:00	Section Comments	YES
Blocked	CHEM 154 L04	Laboratory	In-Person	Wed	9:00	12:00	Section Comments	YES
Blocked	CHEM 154 L05	Laboratory	In-Person	Wed	18:30	21:30	Section Comments	YES
Blocked	CHEM 154 XMT	Laboratory	In-Person				Section Comments	YES

Example: ENGL 110 lecture is delivered only in-person but discussion groups will be done online.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
	ENGL 110 001	Lecture	In-Person	Mon Wed	9:00	10:00	Section Comments	YES
	ENGL 110 LA1	Discussion	Online	Fri	9:00	10:00		YES
	ENGL 110 LA2	Discussion	Online	Fri	9:00	10:00		YES
	ENGL 110 LA3	Discussion	Online	Fri	9:00	10:00		YES

Example: PHYS 117 lecture is delivered in-person and is streamed live for students to attend virtually but all Tutorials will be done in-person

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
Full	PHYS 117 101	Lecture	Hybrid	Mon Wed Fri	11:00	12:00	Section Comments	YES
	PHYS 117 T1A	Tutorial	In-Person	Mon	9:00	11:00	Section Comments	YES
	PHYS 117 T1B	Tutorial	In-Person	Mon	14:00	16:00	Section Comments	YES
	PHYS 117 T1C	Tutorial	In-Person	Tue	10:00	12:00	Section Comments	YES

Non-compulsory in-person: All or some elements of the course are offered in-person, but it is also possible to complete the course remotely.

Course Schedule Set up/Display:

- “Activity” - labeling would remain status quo (lecture, seminar, lab, discussion etc.)
- “Mode of Delivery” – “online” or “multi-access” must be used
- “Attendance in Person” - must be labelled NO for all activity types

Example: POLI 100 001 lecture is delivered in-person, and instruction is recorded and made available for remote students to access asynchronously at another time. 6 discussion sections, 5 that are delivered in-person and 1 online. Students attending in-person would select one of the discussions with an in-person mode of delivery. Further clarification would be provided in Section Comments (e.g. This course can be completed in-person by selecting one of the Discussions L1A-L1E OR to complete this course on-line, select Discussion L1F). Through the recorded lecture and the online discussion group a student can complete this course remotely.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
	POLI 100 001	Lecture	Hybrid	Tue Thu	12:30	14:00	Section Comments	NO
	POLI 100 L1A	Discussion	In-Person	Mon	19:00	20:00	Section Comments	SEE SECTION COMMENTS
Full	POLI 100 L1B	Discussion	In-Person	Mon	12:00	13:00	Section Comments	SEE SECTION COMMENTS
Full	POLI 100 L1C	Discussion	In-Person	Mon	13:00	14:00	Section Comments	SEE SECTION COMMENTS
Full	POLI 100 L1D	Discussion	In-Person	Tue	9:00	10:00	Section Comments	SEE SECTION COMMENTS
	POLI 100 L1E	Discussion	In-Person	Tue	15:00	16:00	Section Comments	SEE SECTION COMMENTS
	POLI 100 L1F	Discussion	Online	Tue	20:00	21:00	Section Comments	NO

Example: ACAM 300 lecture is delivered in-person and is also recorded for students to attend online, if they choose to do so.

Status	Section	Activity	Term	Mode of Delivery	Interval	Days	Start Time	End Time	Section Comments	Course Requires In-Person Attendance
	ACAM 300 001	Lecture	1	Multi-access		Tue Thu	15:30	17:00	Section Comments	No

Fully online: All course components are done online. No in-person components offered.

Course Schedule Set up/Display:

- "Activity" - labeling would remain status quo (lecture, seminar, lab, discussion etc.)
- "Mode of Delivery" – only "online" mode of delivery can be utilized
- "Attendance in Person" - must be labelled NO for all activity types

Example: GEOG 121 is a fully online course. All course components are done online.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
	GEOG 121 101	Lecture	Online				Section Comments	NO
	GEOG 121 L1A	Discussion	Online	Tue	9:00	10:00	Section Comments	NO
	GEOG 121 L1B	Discussion	Online	Tue	10:00	11:00	Section Comments	NO
	GEOG 121 L1C	Discussion	Online	Tue	11:00	12:00	Section Comments	NO
	GEOG 121 L1D	Discussion	Online	Tue	19:00	20:00	Section Comments	NO

Labeling for Multi-Section Courses

Courses with multiple sections of their primary and secondary activities, will result in multiple "course" categorizations; and hence allowing for different responses under "Attendance in Person".

Example: COMM 101 has two different primary lecture sections, each with its own grouping of tutorials. Lecture Section 101 and its associated tutorials T01-T04 are being offered in-person. Lecture Section 102 and its associated tutorials T05-T08 are offered on-line. This distinction allows for students to have COMM 101 (i.e. COMM 101 Section 102 and associated tutorials T05 – T08) show up for students when searching for an online option.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
Blocked	COMM 101 101	Lecture	In-Person	Tue Thu	8:00	9:30		YES
STT	COMM 101 T01	Tutorial	In-Person	Tue	9:30	10:30	Section Comments	YES
STT	COMM 101 T02	Tutorial	In-Person	Tue	10:30	11:30	Section Comments	YES
Full	COMM 101 T03	Tutorial	In-Person	Fri	8:00	9:00	Section Comments	YES
STT	COMM 101 T04	Tutorial	In-Person	Fri	9:00	10:00	Section Comments	YES
Blocked	COMM 101 102	Lecture	Online	Tue Thu	9:30	11:00		NO
STT	COMM 101 T05	Tutorial	Online	Wed	9:00	10:00	Section Comments	NO
STT	COMM 101 T06	Tutorial	Online	Wed	10:00	11:00	Section Comments	NO
STT	COMM 101 T07	Tutorial	Online	Fri	9:00	10:00	Section Comments	NO
STT	COMM 101 T08	Tutorial	Online	Fri	10:00	11:00	Section Comments	NO

Multi-Sections Courses and Shared Secondary Activities

Courses with multiple sections but shared secondary activities (tutorial, discussions etc.) can have different modes of delivery denoted for each section BUT require a different label for "Attendance in Person" . It is not possible to simultaneously label the same shared secondary activity as "YES" under one lecture section that requires in-person attendance and "NO" under another lecture section that does not require in-person attendance. This will cause the search function to produce an error. As a result, for all shared secondary activities, the label "Attendance in Person" must be labeled as "SEE SECTION COMMENTS".

Notes to be entered into Section Comments:

- To attend this course in-person, select the following "primary activity & section code" e.g. Lecture 101
- To attend this course online, select "primary activity & section code" e.g. Lecture 102

Example: BIOL 112 has two different lecture sections but shared tutorials. Lecture Section 101 is being offered in-person and has associated online tutorials T01-T03. Lecture Section 102 is being offered online and is also associated with online tutorials T01-T03. The tutorials are shared across both lectures. The same tutorial cannot be labeled as "YES" for "Attendance in Person" for Lecture Section 101 and simultaneously labeled "NO" for Lecture Section 102. Instead it's labeled as "SEE SECTION COMMENTS". Within the Section Comments, clarification is to be provided (e.g. To attend this course via an in-person lecture, select Lecture 101, OR to attend this course on-line, select Lecture 102.)

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
Blocked	BIOL 112 101	Lecture	In-Person	Mon Wed Fri	9:00	10:00		YES
	BIOL 112 T01	Tutorial	Online	Mon	8:00	9:00		SEE SECTION COMMENTS
	BIOL 112 T02	Tutorial	Online	Mon	10:00	11:00		SEE SECTION COMMETNS
Full	BIOL 112 T03	Tutorial	Online	Mon	11:00	12:00		SEE SECTION COMMENTS
Blocked	BIOL 112 102	Lecture	Online	Mon Wed Fri	12:00	13:00	Section	NO
	BIOL 112 T01	Tutorial	Online	Mon	8:00	9:00		SEE SECTION COMMENTS
	BIOL 112 T02	Tutorial	Online	Mon	10:00	11:00		SEE SECTION COMMETNS
Full	BIOL 112 T03	Tutorial	Online	Mon	11:00	12:00		SEE SECTION COMMENTS

Section Comments

Section Comments is a place to provide specific details about a Course Section and its specific Activities. This should include known details about Mode of Delivery and how students can attend the course. Some examples may include, Information about synchronous and asynchronous approaches (such as lecture capture), approaches to mid-term exams, etc.

Required Steps to Input the Information into the SISC

Important Notes:

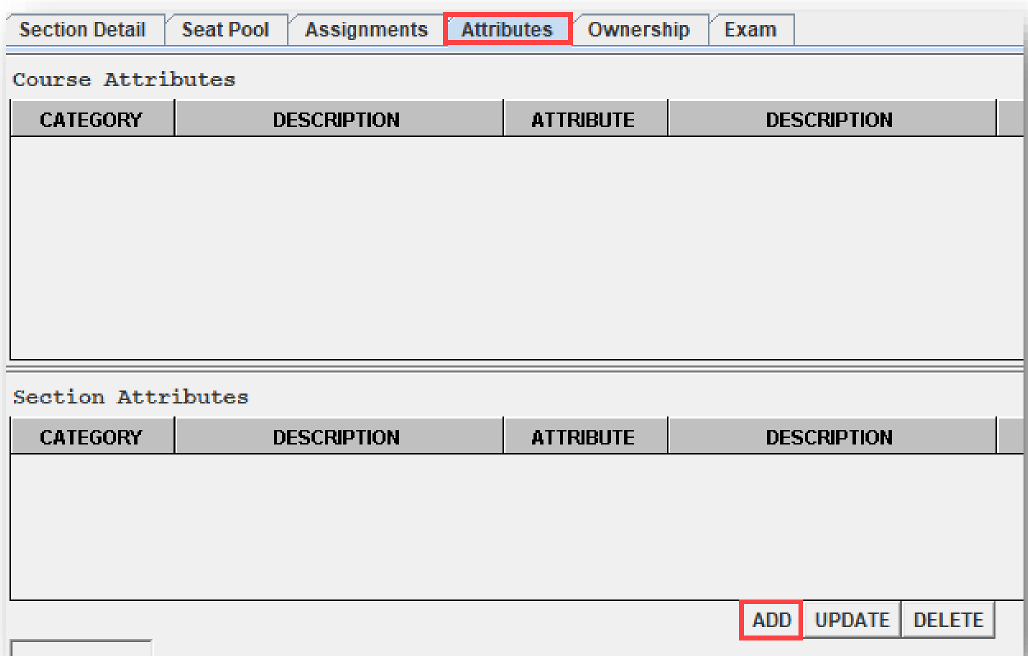
- The following adjustments are done in SISC only.
- The shared course sections between two departments should display the same Mode of Delivery to avoid confusion for students. There should be mutual agreement between both departments for which Mode of Delivery is to be used.
- All adjustments made in SISC after the final timetable has been published will be visible to students on the Course Schedule per the regular overnight refresh process. Timelines can be found on our website here.

In SISC:

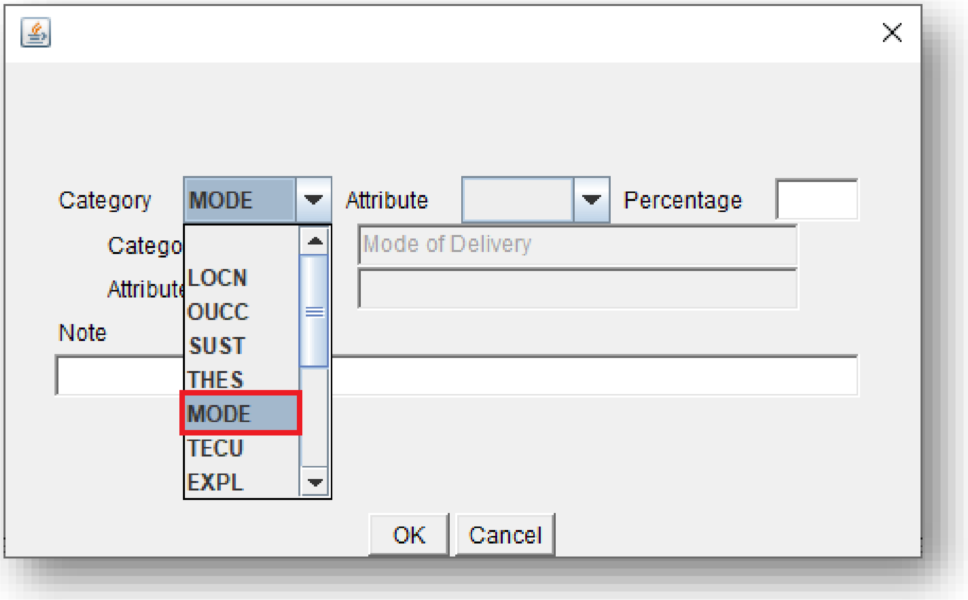
Method 1: Attributes Tab in the SISC

1) Look up the course section that you need to update

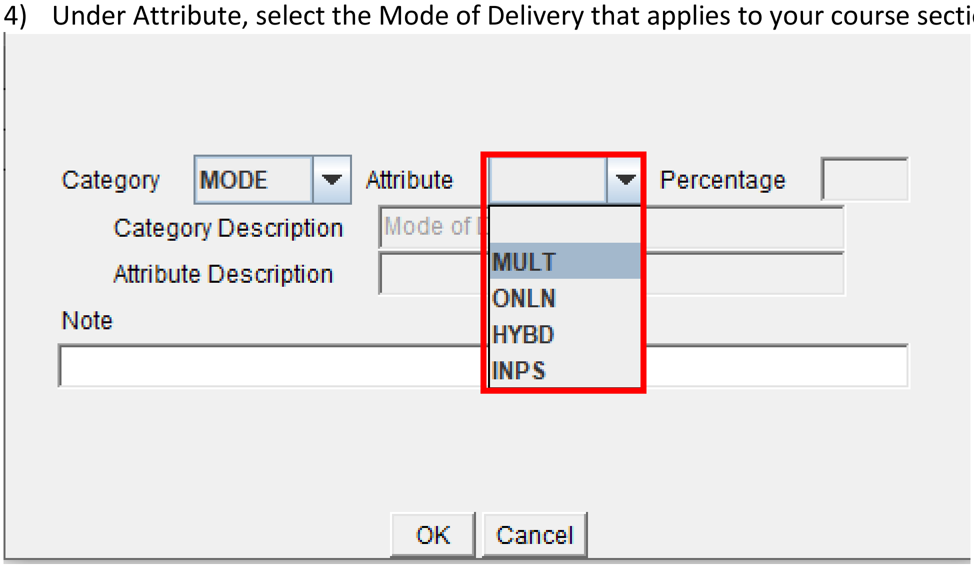
2) Go to SISC Sections Controls > Attribute and click 'Add' at the bottom of the page:



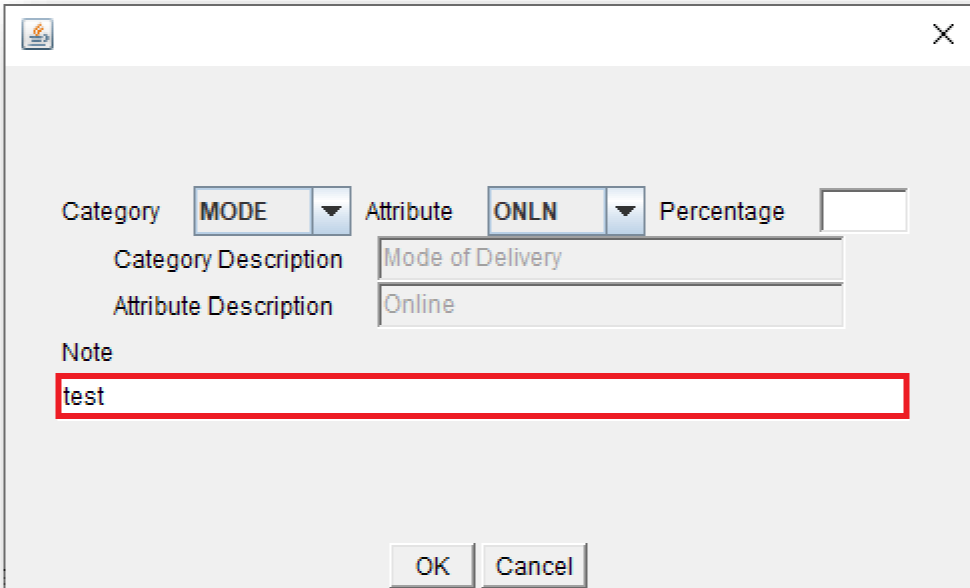
3) In the pop-up window, under Category, select “MODE” (Mode of Delivery) from the drop-down menu:



4) Under Attribute, select the Mode of Delivery that applies to your course section.



5) Add in a note/comment for your own reference if you wish.

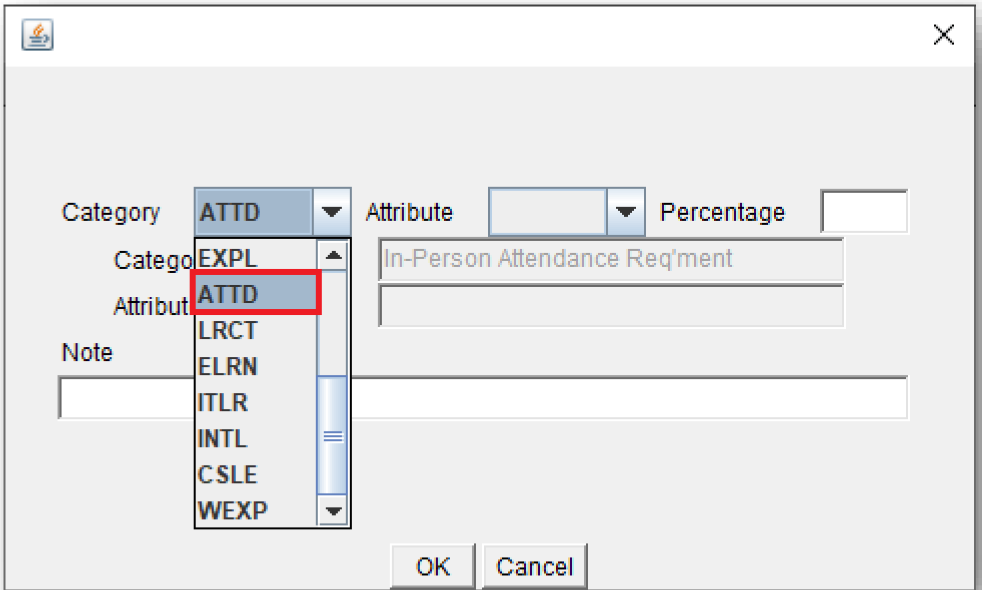


6) Click 'Ok' to save attribute

7) Click 'Ok' on the pop-up confirmation screen

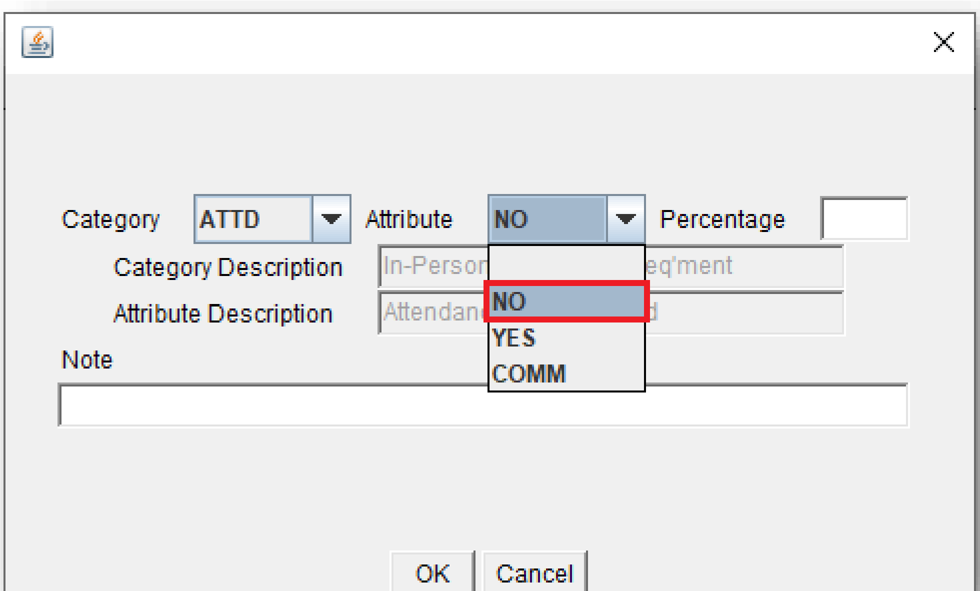
8) Click 'Add' at the bottom of the page again to add in the 2nd attribute

9) Select “ATTD” (Attendance Requirement) from the drop-down menu:



10) Under Attribute, select:

- ‘YES’ if the Mode of Delivery is In-person or Hybrid and in-person attendance is required
- ‘NO’ if the Mode of Delivery is Online or Multi Access, and in-person attendance is not required.
- ‘COMM’ if students must refer to section comments



11) Add in a note/comment for your own reference if you wish.

12) Click ‘Ok’ to save attribute

13) Click ‘Ok’ on the pop-up confirmation screen

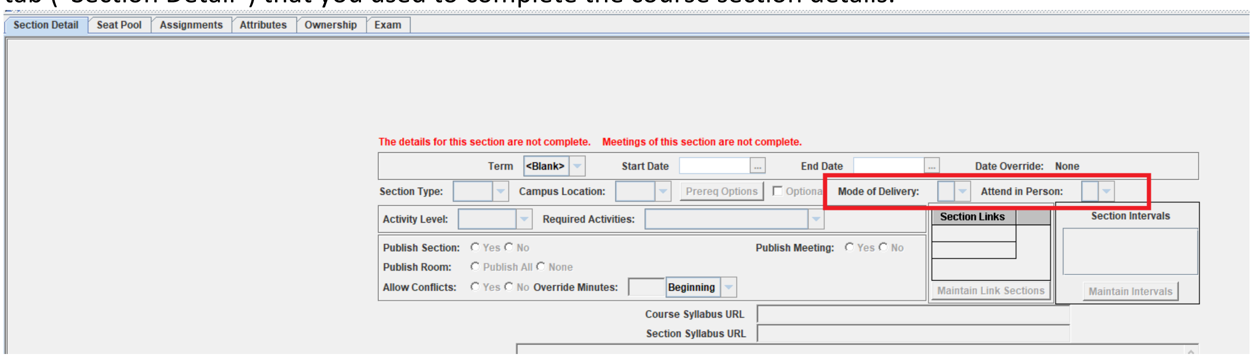
14) Make sure both attributes appear under *Section Attributes* before moving on to your next course section.

Section Attributes

CATEGORY	DESCRIPTION	ATTRIBUTE	DESCRIPTION	%	COMMENTS
ATTD	In-Person Attendance Req'ment	NO	Attendance Not Required		
MODE	Mode of Delivery	ONLN	Online		test

Method 2: Section Detail Tab in the SISC

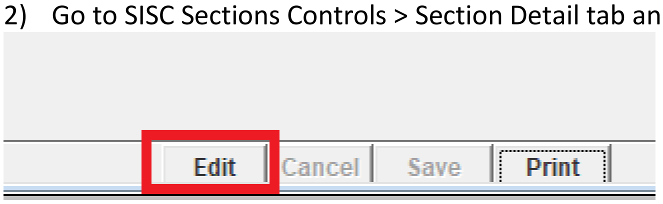
In this method, you can directly label the Mode of Delivery and Attendance Requirement in the same tab (“Section Detail”) that you used to complete the course section details.



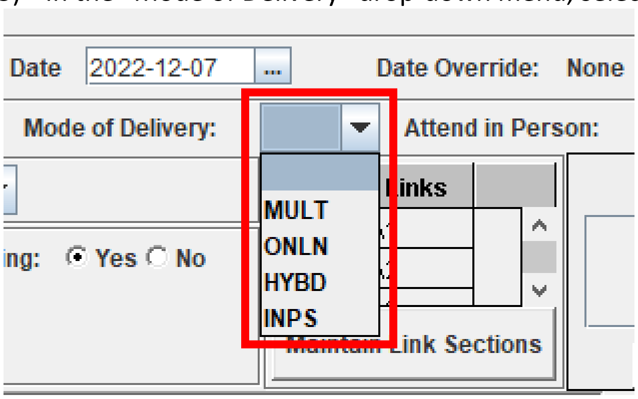
Note: Using this method you will not be able to add an internal note. To add a note, you will need to do so in the “Attributes” tab.

1) Look up the course section that you need to update

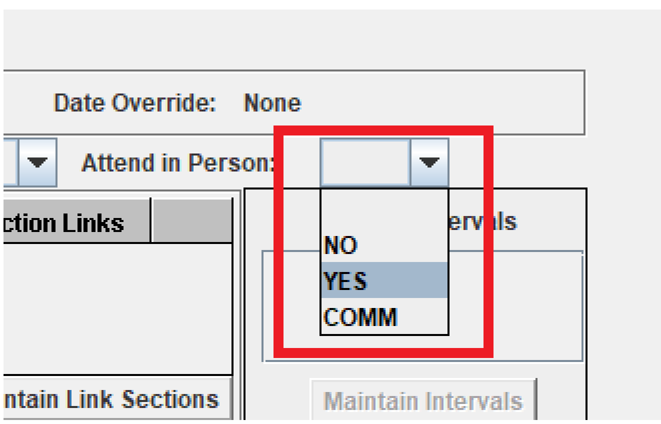
2) Go to SISC Sections Controls > Section Detail tab and click ‘Edit’ at the bottom of the page:



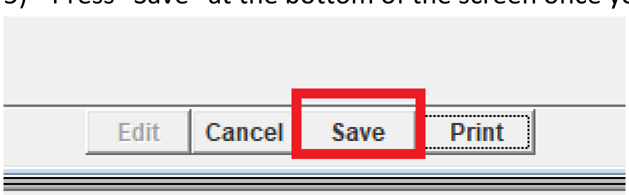
3) In the “Mode of Delivery” drop-down menu, select the attribute that applies to your course section:



4) Select ATTD (Attendance Requirement) from the drop-down menu:
- ‘YES’ if in-person attendance is required
- ‘NO’ if in-person attendance is not required.
- ‘COMM’ if students must refer to section comments

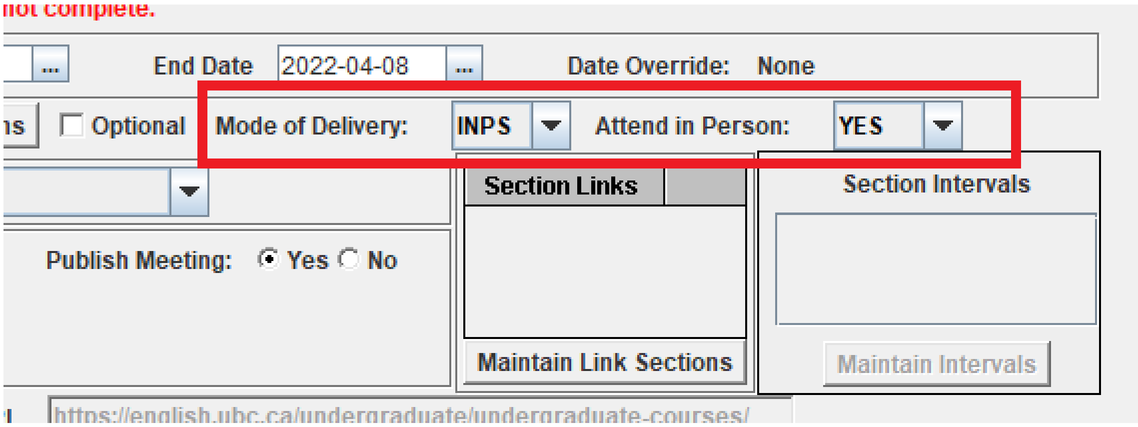


5) Press “Save” at the bottom of the screen once you are done:

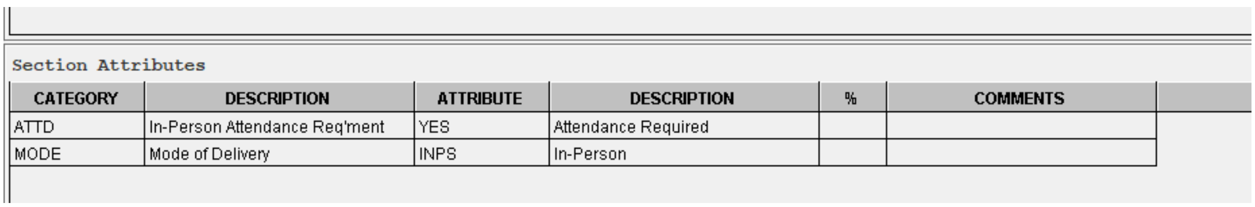


6) Now both attributes appear on the “Section Detail” tab and under *Section Attributes* in the “Attributes” tab. Verify this before moving on to your next course section.

On Section Detail tab:



On "Attributes" tab:

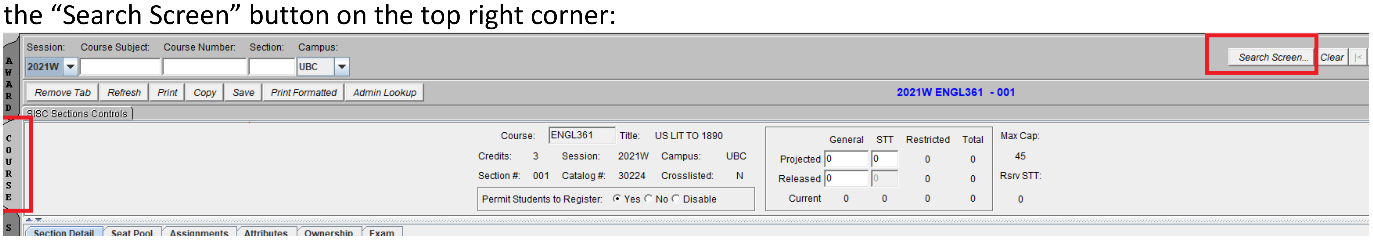

Section Attributes

CATEGORY	DESCRIPTION	ATTRIBUTE	DESCRIPTION	%	COMMENTS
ATTD	In-Person Attendance Req'ment	YES	Attendance Required		
MODE	Mode of Delivery	INPS	In-Person		

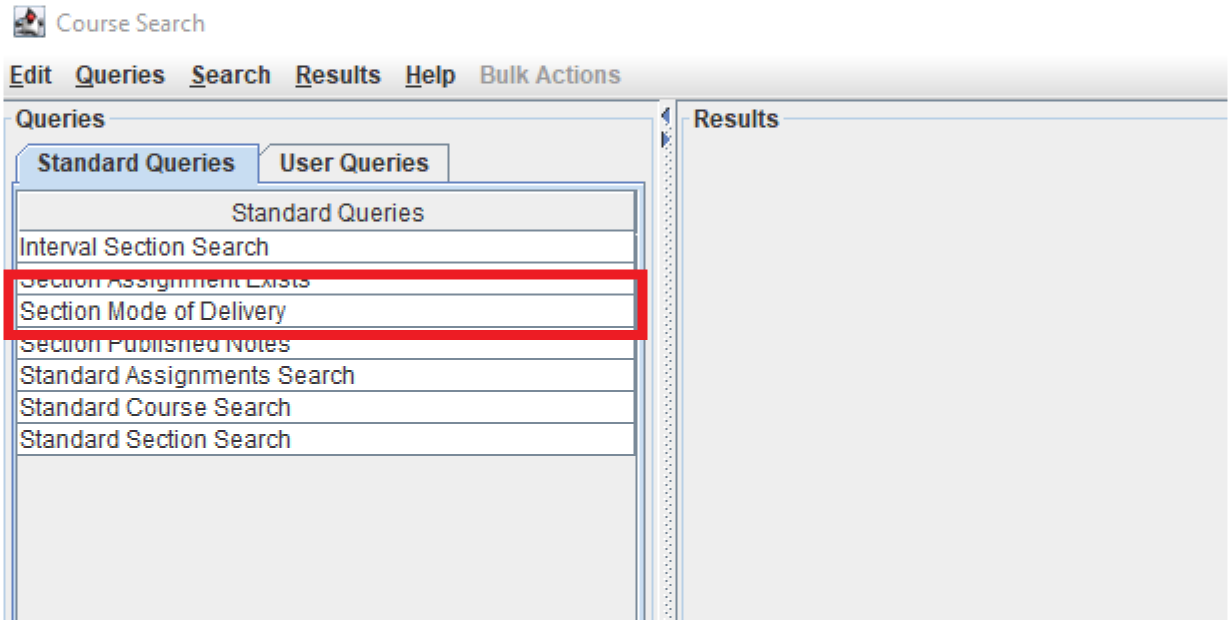
Method 3: Bulk Editing Mode of Delivery and Attendance Requirement in the SISC

In this method, users have the ability to bulk update their course section's Mode of Delivery and Attendance Requirement attribute without having to update each course section individually.

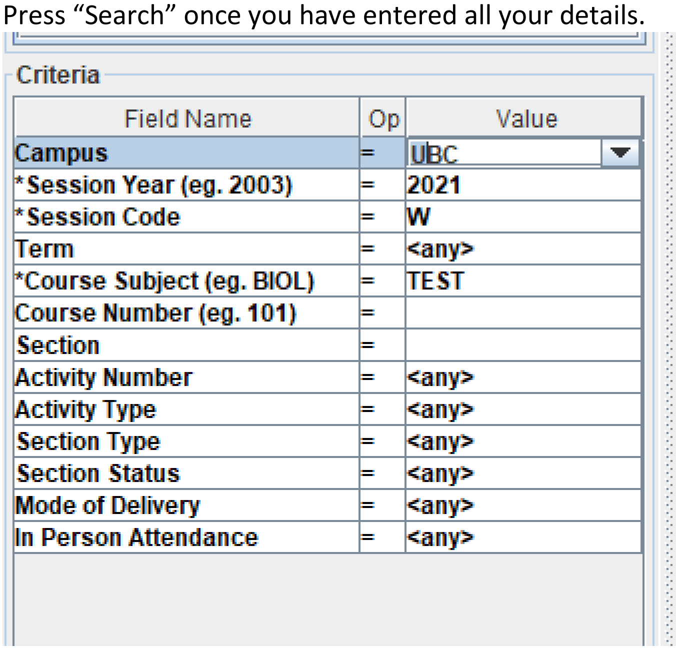
1) Open the Course Search screen in SISC. This is done by selecting the "Course" tab on the left and the "Search Screen" button on the top right corner:



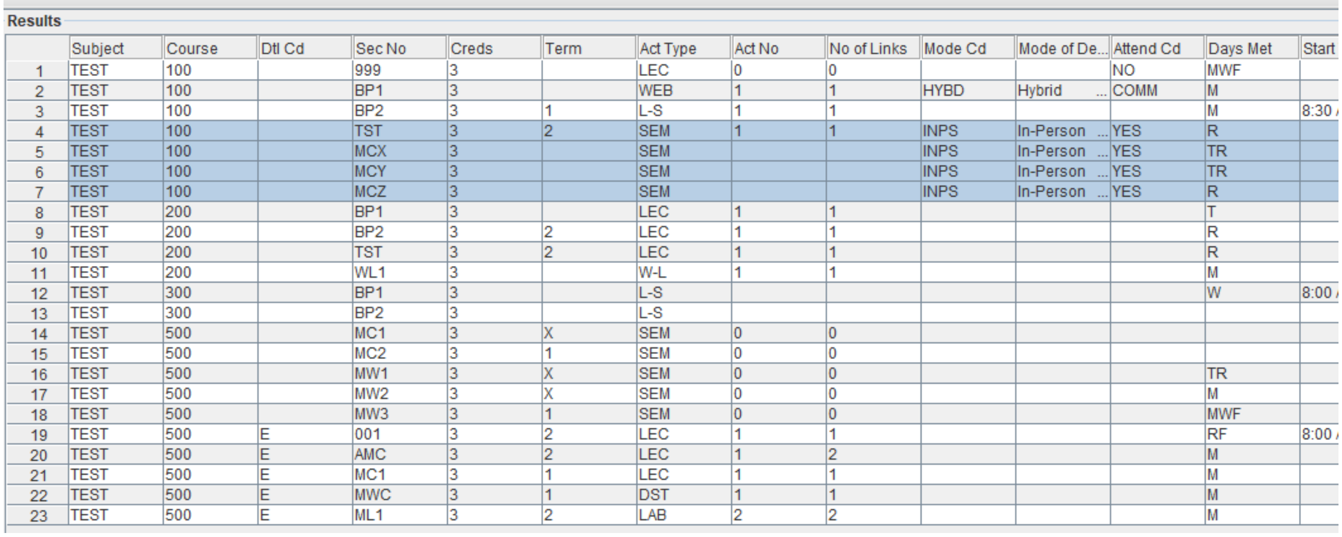
2) A new window, which is the Course Search window will open. Select "Section Mode of Delivery" to perform bulk updating actions.



3) Enter your search parameters. Ensure that you have the correct campus and session year entered. Press "Search" once you have entered all your details.



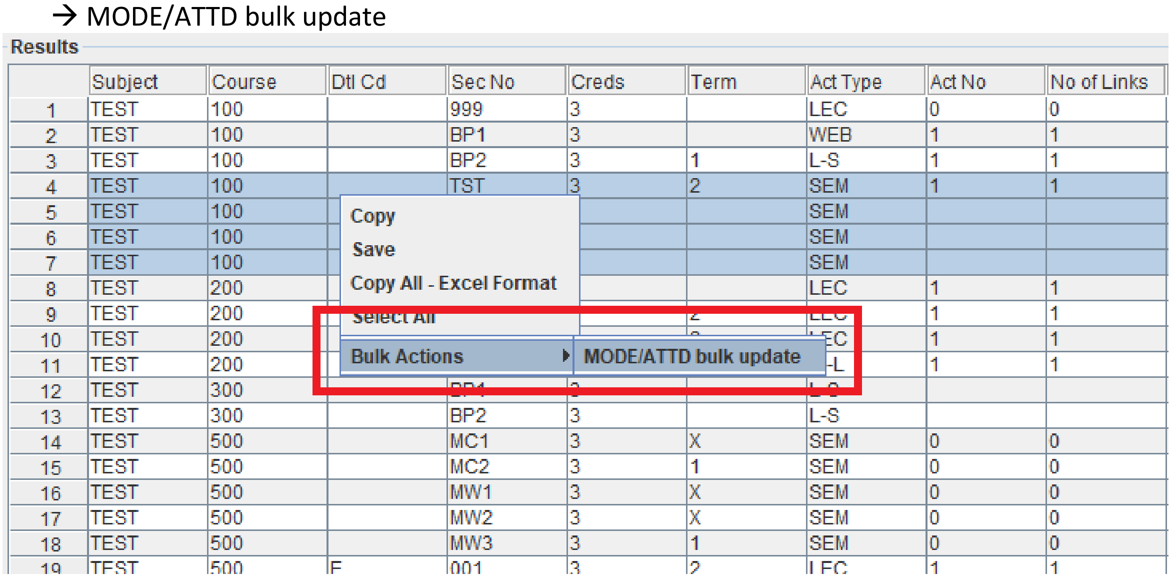
4) All the courses that match your search parameters will appear on the right-hand side. Select the courses you wish to perform the bulk actions for. You can select multiple courses by pressing CTRL.



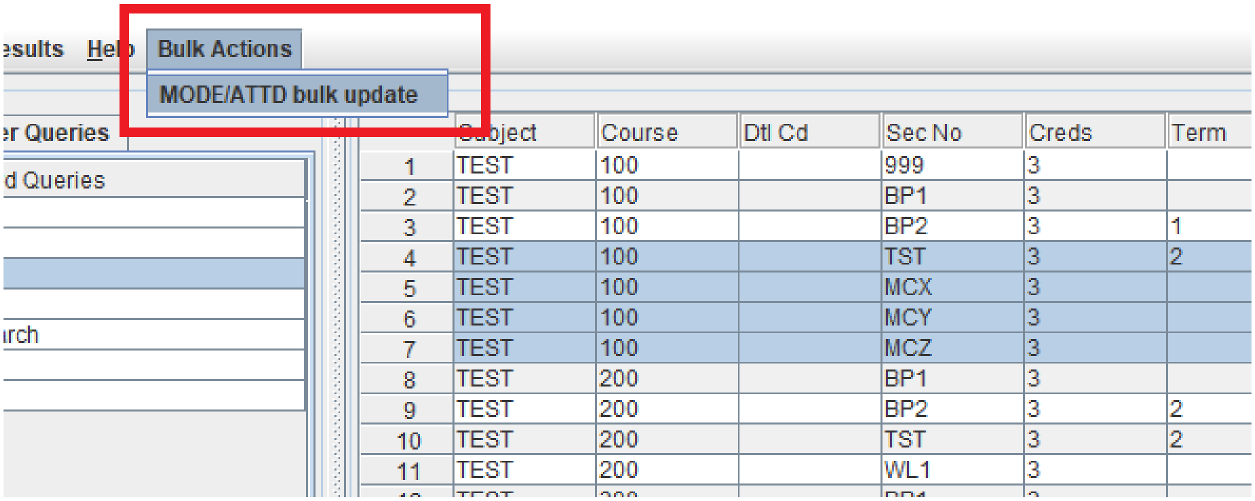
Results

	Subject	Course	Dtl Cd	Sec No	Creds	Term	Act Type	Act No	No of Links	Mode Cd	Mode of De...	Attend Cd	Days Met	Start
1	TEST	100		999	3		LEC	0	0			NO	MWF	
2	TEST	100		BP1	3		WEB	1	1	HYBD	Hybrid ...	COMM	M	
3	TEST	100		BP2	3	1	L-S	1	1				M	8:30
4	TEST	100		TST	3	2	SEM	1	1	INPS	In-Person ...	YES	R	
5	TEST	100		MCX	3		SEM			INPS	In-Person ...	YES	TR	
6	TEST	100		MCY	3		SEM			INPS	In-Person ...	YES	TR	
7	TEST	100		MCZ	3		SEM			INPS	In-Person ...	YES	R	
8	TEST	200		BP1	3		LEC	1	1				T	
9	TEST	200		BP2	3	2	LEC	1	1				R	
10	TEST	200		TST	3	2	LEC	1	1				R	
11	TEST	200		WL1	3		W-L	1	1				M	
12	TEST	300		BP1	3		L-S						W	8:00
13	TEST	300		BP2	3		L-S							
14	TEST	500		MC1	3	X	SEM	0	0					
15	TEST	500		MC2	3	1	SEM	0	0					
16	TEST	500		MW1	3	X	SEM	0	0				TR	
17	TEST	500		MW2	3	X	SEM	0	0				M	
18	TEST	500		MW3	3	1	SEM	0	0				MWF	
19	TEST	500	E	001	3	2	LEC	1	1				RF	8:00
20	TEST	500	E	AMC	3	2	LEC	1	2				M	
21	TEST	500	E	MC1	3	1	LEC	1	1				M	
22	TEST	500	E	MWC	3	1	DST	1	1				M	
23	TEST	500	E	ML1	3	2	LAB	2	2				M	

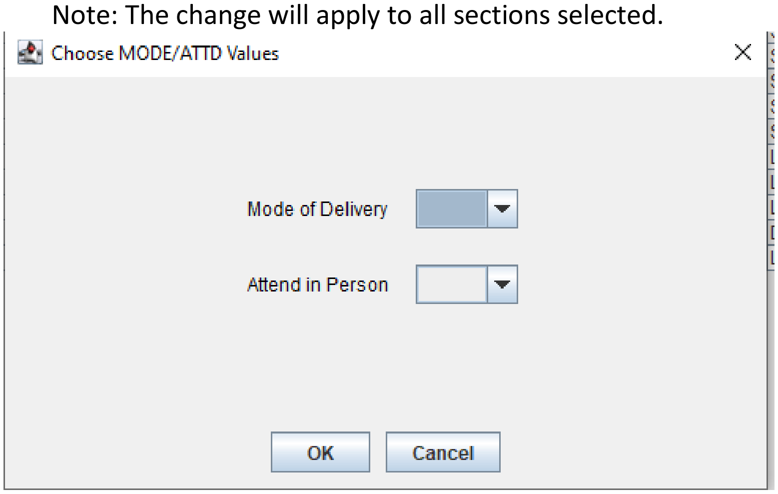
5) Once all the courses have been selected, you can update the Mode of Delivery and in-person attendance requirement in one of two ways:
   1. Right-click after you have selected the courses you wish to update and go Bulk Actions → MODE/ATTD bulk update



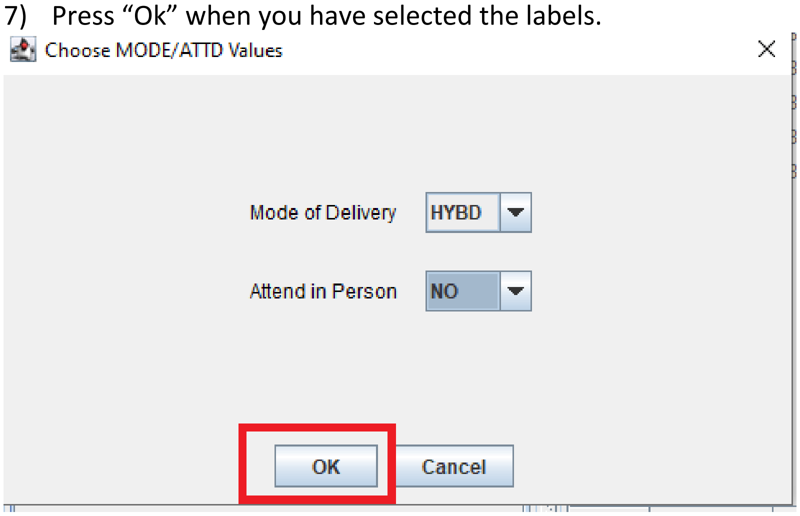
2. Go to Bulk Actions at the top menu and select MODE/ATTD bulk update



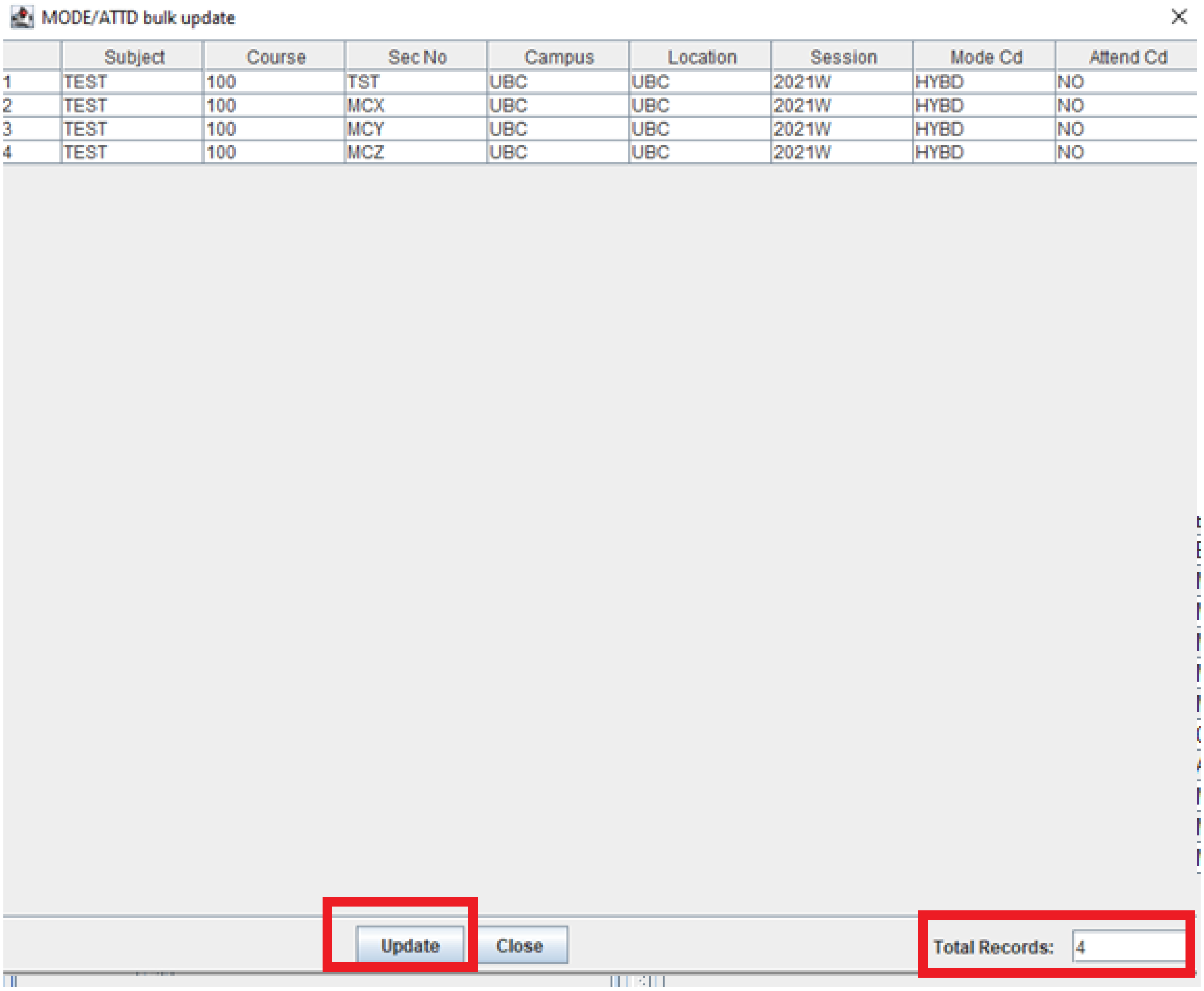
6) Select the Mode of Delivery and in-person attendance requirement from the drop-down menu. Note: The change will apply to all sections selected.



7) Press “Ok” when you have selected the labels.

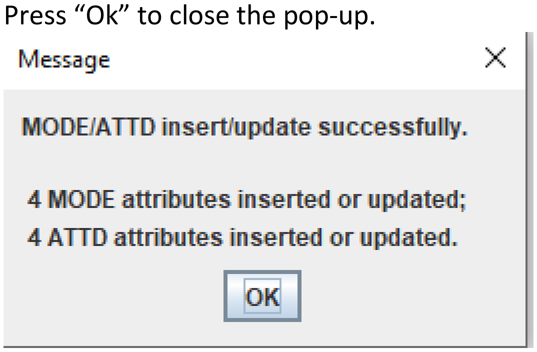


8) A new screen will pop-up to let you know which records are being updated and it will show the new mode and attendance requirement. The bottom right-hand corner will also indicate how many records are being updated. Press “Update” to confirm your changes.



	Subject	Course	Sec No	Campus	Location	Session	Mode Cd	Attend Cd
1	TEST	100	TST	UBC	UBC	2021W	HYBD	NO
2	TEST	100	MCX	UBC	UBC	2021W	HYBD	NO
3	TEST	100	MCY	UBC	UBC	2021W	HYBD	NO
4	TEST	100	MCZ	UBC	UBC	2021W	HYBD	NO

9) If the update is successful, you will receive a pop-up that indicates that “MODE/ATTD” insert/update successfully. It will also indicate the number of records (i.e. course sections) that were updated. Press “Ok” to close the pop-up.



Restricted Teaching Space (RTS)

The following section walks through the process of confirming and editing course section information in Restricted Teaching Space (RTS) for each academic session. Please follow these steps to ensure that Scheduling Services can accurately allocate RTS to your respective course sections. This section is only applicable to users that have access to RTS.

What is Restricted Teaching Space (RTS)?

Restricted Teaching Space (RTS) are designated to particular faculties and departments, and only the designated faculty or department can book an RTS. RTS are not available for booking by other departments and faculties.

Scheduling Restricted Teaching Space (RTS)

At the start of each academic session, all RTS from the previous year will appear in Web Data Collector.

Web Data Collector (WDC) Input

When WDC opens for T-Reps to complete the input, T-Reps will review and adjust the course section information. Step-by-step instructions can be found in the general WDC User Guide found here. T-Reps can do the following in WDC:

- Make day, time, and staff changes to a course section
- Add a note that a course section is to be allocated to a specified RTS in the comment box

In the case that an RTS is accidentally removed from the course section, a note can be added to the WDC comment box to ask Scheduling Services to re-assign the RTS.

Changes After the Publishing of the Draft Timetable

T-Reps will be given access into Scientia Timetabler when the draft timetable is made available. At this point, T-Reps will be able to make any additional adjustments to their RTS course sections:

- Attach staff members
- Move a GTS course section into an RTS
- Adjust and schedule an RTS course section that could not be scheduled by Scheduling Services
  - If Scheduling Services was unable to allocate a requested RTS to a course section, the T-Rep would have been notified and will now have the opportunity to review the course section to make an adjustment.
- Any other adjustments to an RTS course section