



# UBC Vancouver Course Scheduling User Guide



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## Course Scheduling Overview

This guide is organized to introduce the Scientia applications used in the UBC course scheduling process once the draft course schedule is released. Users can read this guide in conjunction with the [T-Rep Training Canvas course](#). 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](#).

For information on how to use Workday, please enroll in the [Workday Course Scheduling Training](#) on Canvas created by IRP Student. This includes how to complete the course section definition details to prepare courses for registration.

This document aims to provide users with step-by-step processes while also providing information on why the recommended processes should be followed and tips to efficiently and effectively use 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 Timetabler (TT)
  - With the introduction of Workday business processes, we have removed access to Reference Data Manager (RDM) and Enterprise Course Planner (CP) to maintain data integrity and ensure activities will transfer to Workday

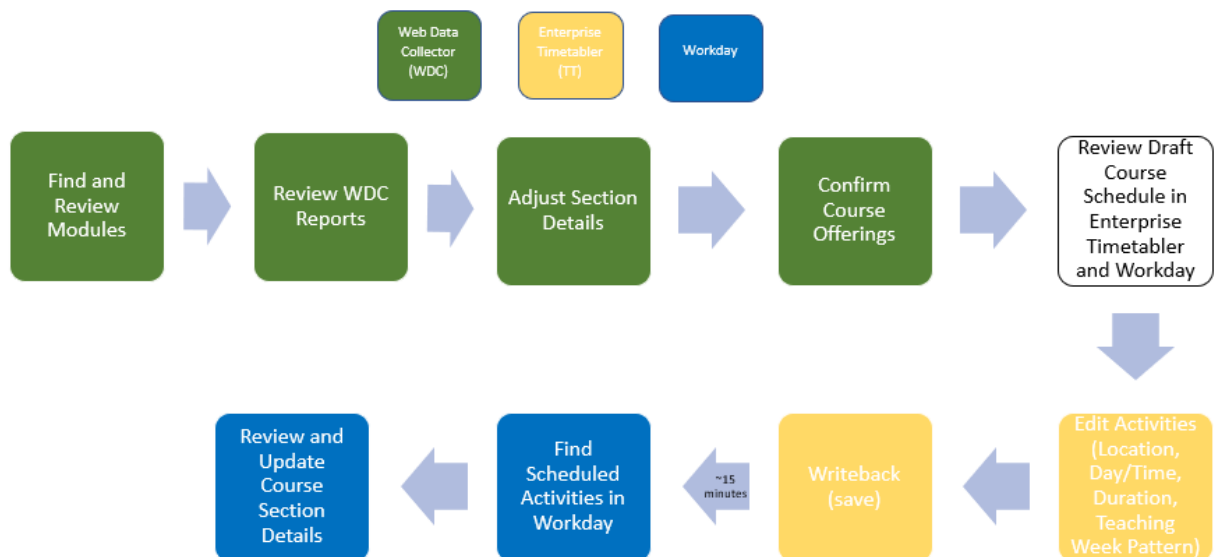
### 2) **Workday**

- Workday is the new student information system, which has replaced the SISC. Workday receives a transfer of the course section information from Scientia TT and populates the Course Section Definition for users to complete the **required** fields in preparation for registration. Workday also includes:
  - Special Topics and Variable Credits (STVC)
  - Standard Timetable Manager (STTM)

It is recommended that users have both Scientia and Workday 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:



\*Note that while the transfer from Scientia to Workday is supposed to be 15 minutes, during the Launch 2 phase transfers may take longer and include an overnight refresh.

## Scientia Database Navigation and Overview

### Logging into Scientia

Once a Timetable Representative (T-Rep) is set-up with the correct security access, Scientia is accessible from the Scheduling Dashboard in Workday. Please note that 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.

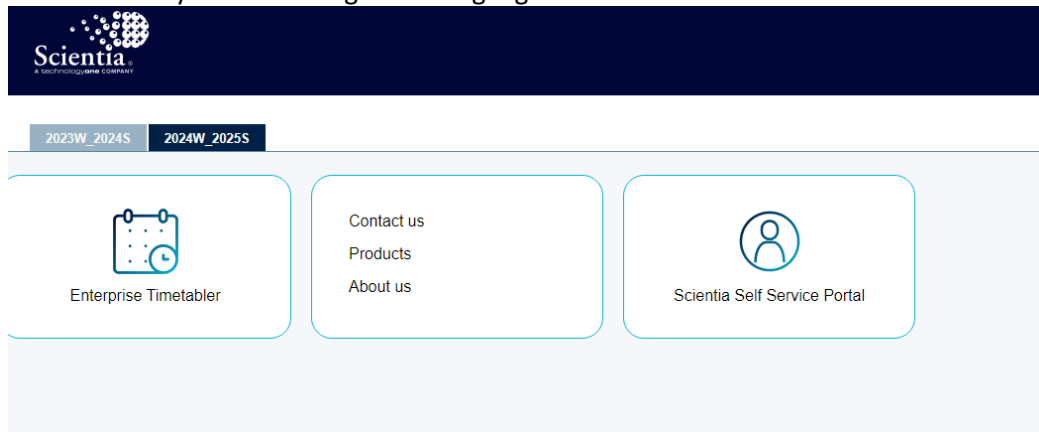
#### Why can't I access the Scientia applications from the Workday Scheduling App?

Please ensure that you are using Microsoft Edge when launching *UBC-VAN Scheduling - Courses & Events (Scientia)* from Scientia Links tab, for course scheduling.



1) Select the correct database tab

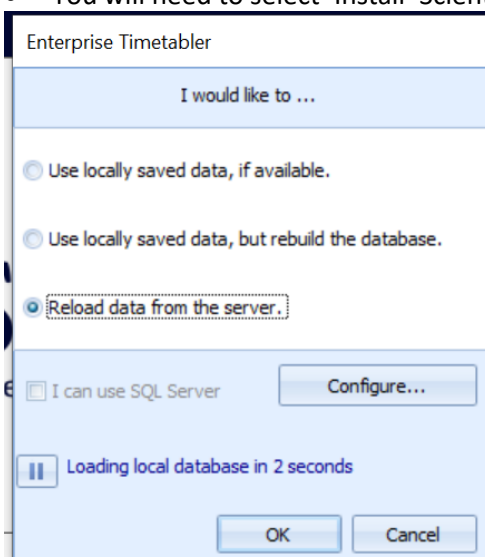
- The database tab will be named after the corresponding Academic Year (ex. 2024W\_2025S)
- The database you are loading will be highlighted a dark shade of blue



2) Click on Enterprise Timetabler (TT) and select Run

3) Select **'Reload data from the server.'** as this is the quickest loading option

- You will need to select 'Install' Scientia the first time you use it on your computer



**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



## Scientia Terminology

It is helpful to understand the following terms while using Enterprise Timetabler (TT).

### 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 Academic Period (Term)
  - For example; Week 1: August 19, 2024 and Week 52: August 11, 2025
- Winter and Summer sessions share one database (ex. 2024W and 2025S)
- There are typically 52 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 3-16
  - Winter Term 2: Weeks 21-26, 28-34
  - Winter Term All: Weeks 3-16, 21-26, 28-34
  - Summer Term 1: Weeks 39-44
  - Summer Term 2: Weeks 46-51
  - Summer Term All: Weeks 39-44, 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 of teaching space in Scientia.

**Restricted Teaching Space (RTS)** is 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. At the start of each academic session, all RTS from the previous year will appear in Web Data Collector.

**General Teaching Space (GTS)** is shared space used for the teaching needs of faculties, departments and schools. GTS are managed by the Learning Spaces Team and room bookings are administered by Scheduling Services. UP9 further defines General Teaching Spaces.

#### **Can new suitabilities be added to the list?**

Facilities Planning manages the space inventory on campus. If you need to add new suitabilities, please contact Learning Spaces at [learning.spaces@ubc.ca](mailto:learning.spaces@ubc.ca) and cc Scheduling Services at [scheduling.services@students.ubc.ca](mailto:scheduling.services@students.ubc.ca).

### Named Availability Patterns (NAP)

- Pre-defined week patterns apply to activity templates or to individual activities
  - For example; 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 Academic Period 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.



### Modules

- Modules in Scientia are brought in from the Course Definition in Workday that are available to be scheduled for a specific session (Winter or Summer)
- Modules will appear twice in Scientia, one with a -S and one with a -W extension. The -S (Summer) or -W (Winter) identifies which session the module should be scheduled
  - Module = course code + course number + course topic title, e.g. detail code, A, B etc. (if applicable) (ex. CIVL\_V 498N-W)

### Activities

- Activities in Scientia most commonly relate to the course section definition in Workday. Activities define the type of delivery, days, times, term/academic period, 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/academic periods for all the activities for the course schedule and registration.

### **Important Icons**

- **Writeback**  – The Writeback button is how you save your work and confirm 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. It is important to refresh regularly for the most accurate view of the Scientia database.

### **Activity Templates**

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 you have not generated before, you will need to create a new activity template. Instructions on creating new templates and generating activities from existing templates can be found [here](#).

#### **Important:**

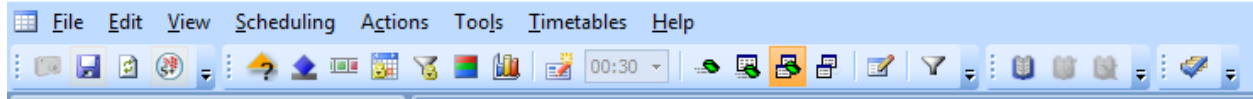
Only Activity Types that match a course's Required Instructional Format in Workday should be used to ensure those course sections will transfer to Workday and allow for successful course registration.



## Enterprise Timetabler (TT) Set-up

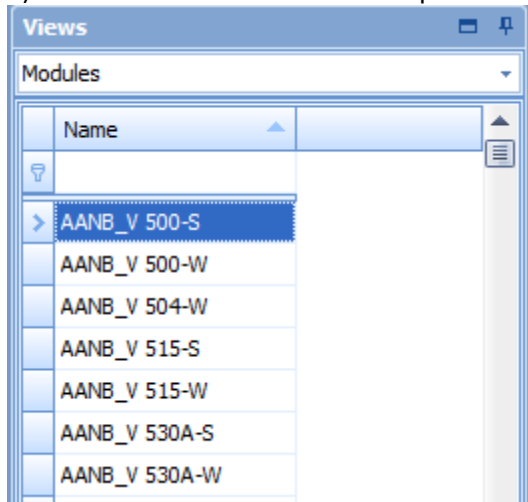
### Overview of layout – 5 main areas

#### 1) Icons & Tool Bar – quick menu access to features



Users frequently use the Writeback  and Refresh  icons.

#### 2) Views – lists of data with the option to search and filter



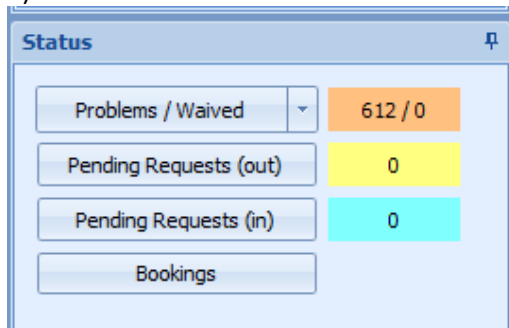
Users often search “Modules” for courses and “Locations” for classrooms.

#### 3) Activities – a list of course activities

Activities										
Name	Module Name	Activity T...	Section Id	Planned Size	Teaching Week Pattern	Suggested Days	Suggested Time	Duration	Scheduled	Has Problems
CRWR_V 200-W/LEC/001	CRWR_V 200-W	LEC	001	250	3-16	Tuesday,Thursday	12:30 PM	01:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CRWR_V 200-W/LEC/002	CRWR_V 200-W	LEC	002	250	21-26, 28-34	Tuesday,Thursday	3:30 PM	01:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CRWR_V 200-W/LEC/003	CRWR_V 200-W	LEC	003	250	3-16	Tuesday,Thursday	2:00 PM	01:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CRWR_V 200-W/LEC/004	CRWR_V 200-W	LEC	004	250	21-26, 28-34	Tuesday,Thursday	11:00 AM	01:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CRWR_V 200-W/LEC/005	CRWR_V 200-W	LEC	005	250	3-16	Tuesday	2:00 PM	03:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CRWR_V 200-W/LEC/006	CRWR_V 200-W	LEC	006	250	21-26, 28-34	Tuesday,Thursday	3:30 PM	01:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Users make edits to activities in this window.

#### 4) Status



Users can see the number of problems in the system. Problems can include double bookings of classrooms or instructors.





5) Refresh – the time of your latest refresh will be here.



Users should click the Refresh  icon regularly, especially before writing back changes to the database.

## Column Views & Filtering

### *Adding Columns*

Users can customize the screen layout to only show the relevant data 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

Name	Module Name	Activity Type Name	Section Id	Size	Duration	Scheduled Days	Scheduled Start Time	Scheduled End Time	Allocated Location Name	Allocated Staff Name	Tag Names	Scheduled
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### *Recommended Column Layout*

Add the following column option in order:

- 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
- Activity Template Name (all activities should have an Activity Template Name)



### 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 in the fields 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**':

Name	Description	Credit Provided	Department	Total Size	Named Availability	Weeks
New Module		0	[Select Department]	0	[Custom...]	1-52

## Using Enterprise Timetabler (TT) for Course Scheduling

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

### Generating a New Activity for the Course Schedule

In order to ensure activities will transfer from Scientia to Workday **all activities must be generated from an activity template**. If you need to generate a new activity for a course and sections already exist in Timetabler follow these steps:

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



The screenshot shows the Timetabler interface with a table of activities. A context menu is open over the first activity row, and the 'Generate From Template' option is highlighted with a red rectangle. The table has columns: Name, Module Name, Activity T..., Section Id, Planned Size, Teaching Week Pattern, and Suggested Days. The first activity is 'CRWR\_V 200-W/LEC/001' with a planned size of 250 and a teaching week pattern of '3-16'.

Name	Module Name	Activity T...	Section Id	Planned Size	Teaching Week Pattern	Suggested Days
CRWR_V 200-W/LEC/001	CRWR_V 200-W	LEC	001	250	3-16	Tuesday, Thursday

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

Activities									
Name	Module Name	Activity T...	Section Id	Planned Size	Teaching Week Pattern	Suggested Days	Suggested Time	Duration	
CRWR_V 200-W/LEC/2	CRWR_V 200-W	LEC		0	1-52			01:00	
CRWR_V 200-W/LEC/001	CRWR_V 200-W	LEC	001	250	3-16	Tuesday, Thursday	12:30 PM	01:30	

If an activity does not already exist in Timetabler please submit a [Course Scheduling Request Form](#) and Scheduling Services will generate it for you.

## 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, changing planned size, availability (i.e. term), duration, and day/time.

If you are unable to make the change yourself, you may also submit a change request to Scheduling Services. For a list of acceptable change requests, please refer to the [Academic Course Scheduling Operational Procedures](#). Change requests should be submitted via the [Course Scheduling Request Form](#).

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) or when changing the location, which can be done to a scheduled section. If you are looking for a new location, remember to “Refresh” frequently to find the most up to date list of available rooms and avoid double-booking a GTS. **Ensure you do not writeback any changes until you are satisfied with the result.**



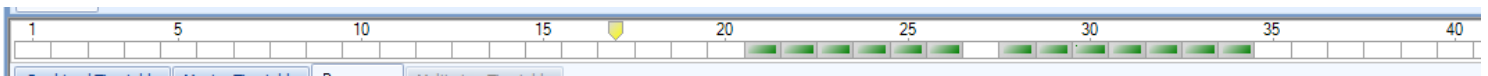
**Note:** When changes are made to the activity, the previously allocated GTS may not meet the new requirements and you may have to look for a new location. For example, if changes are made to the time and day of the activity, the allocated GTS may already be assigned to another activity at the new time.

### Making Changes in the Activity Editor Window

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 to open the Activity Editor 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.

Activity Editor

General Sequencing

Details

Name ENGL\_V 100-W/LEC/002

Host Key 400241 001

Description READ, WRITE LIT

Duration 2 01:00

Activity Type LEC

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

Description STRUCTURAL CHEM

Duration 6 03:00

Activity Type LAB

Planned Size 48 ☒ Use Planned Size

Zone UBC

Sections

**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.

**Making Changes in the Resources Tab**

Resource requirements are found under the 'Resources' tab. The 'Resources' tab is split into two sides the left side shows the course section 'Requirements' while the right side shows the 'Current' status.

	Requirements	Current
Day/Time	+ Monday, Wednesday, Friday 9:00 AM	
Location	+ 1[Z:POL1]	
Staff	+	

The following fields can be edited:

Note 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, Z = Zone, L = Layout
  - 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'.
  - If an RTS is required you will need to remove the Z suitability for the location to show
- **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 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.

**Why is an instructor not showing in Enterprise Timetabler (TT)?**

If an instructor is not showing up in TT, they may not have an active appointment in Workday, as the instructor eligibility syncs from Workday. If the instructor has an active teaching appointment, T-Reps will need to ensure that the Designate Instructor Eligibility Task has been completed in Workday. To find instructions for this step, please refer to the Teaching Assignment Module of the [Workday Student Course Scheduling Canvas Course](#). If the instructor does not have an active teaching appointment in Workday follow up with your respective HR department.

**Why isn't my course appearing in Workday?**

Please review and ensure all of the below are completed:

- Section IDs cannot be changed after the original section ID has been written back to the system. If you have modified the section ID after it was saved, please change it back. If you require a new section ID you will need to generate a new activity in Timetabler.
- Please make sure all changes have been written back.
- It takes approximately 15 minutes or an overnight refresh from the writeback time for the data to sync from Scientia to Workday.
- Ensure that the course section activity type matches one of the Required Instructional Formats.

**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 on the right side of the screen:

Requirements		Current	Search All
Day/Time	+ Monday, Wednesday, Friday 9:00 AM		Search
Location	+ 1 (Z-POL1)		Search
Staff	+		Search

**\*\*\*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:

The screenshot shows the 'Resources' tab in the scheduling interface. The requirements are: Day/Time: Monday, Wednesday, Friday, 9:00 AM; Location: 1(Z:POL1). The search results table lists the following rooms and capacities:

Name	Capacity
MATH 100	224
BUCH A201	181
HENN 200	180
HENN 201	155
IBLC 182	154
HENN 202	150

Select a new room, and click 'Accept':

The screenshot shows the same search results as the previous image. The 'Accept' button at the bottom right is highlighted with a red rectangle.

### 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. Z: 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:

Scheduled
<input type="checkbox"/>
<input checked="" type="checkbox"/>

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.

Has Problems
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

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

Activities																
1 5 10 15 20 25 30 35 40																
Combined Timetable Master Timetable Resources Multi-view Timetable																
7	8	9	10	11	12	13	14	15	16							
AM	30	00	30	00	30	00	30	00	30	PM	30	00	30	00	30	00
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																

## 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'





The screenshot shows the 'Activities' table with columns: Name, Module Name, Activity T..., Section Id, Planned Size, Teaching Week Pattern, and Suggested Days. A row for 'CRWR\_V 200-W/LEC/001' is selected. A context menu is open over this row, listing actions: Schedule, Unschedule, Schedule Special..., Reschedule, Unschedule Special..., Edit Activity, Edit All Variants, Edit Weeks, Edit Resources, View Related Problems, Delete Activity, Delete Variant, Merge Variant Weeks, **Generate From Template** (highlighted with a red box), Show Multi-view Timetable for Activity, Suggested Day/Time, and View. Below the table, there is a filter bar and a 'Combined Timetable' view showing a grid of time slots.

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

Activities									
	Name	Module Name	Activity T...	Section Id	Planned Size	Teaching Week Pattern	Suggested Days	Suggested Time	Duration
>	CRWR_V 200-W/LEC/2	CRWR_V 200-W	LEC		0	1-52			01:00
@	CRWR_V 200-W/LEC/001	CRWR_V 200-W	LEC	001	250	3-16	Tuesday,Thursday	12:30 PM	01:30

- 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.

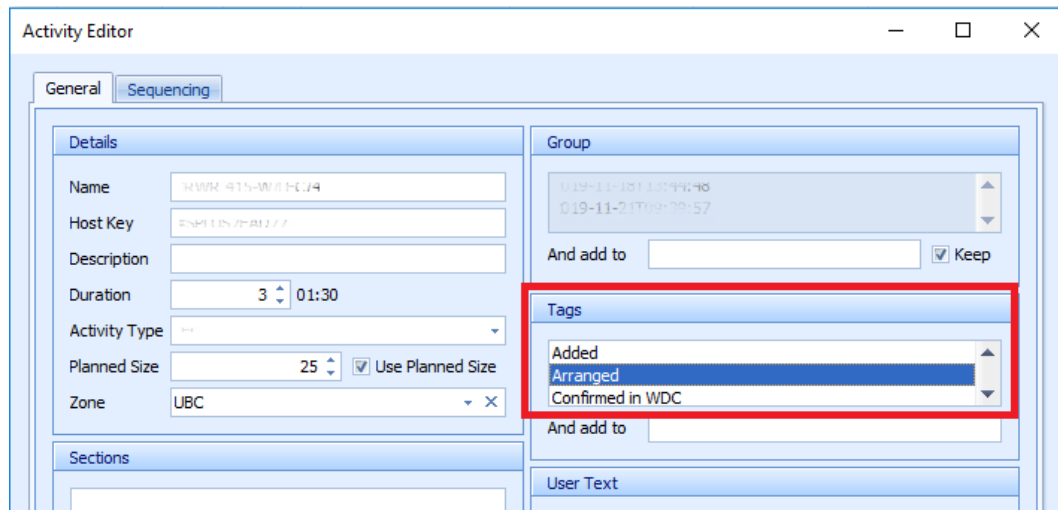
### Creating Arranged Activities (Directed Studies, Practicums, Exchange)

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**' so that they will automatically transfer to Workday for course registration.

**Note:** If your arranged course section includes some in-person meetings, rooms for these in-person meetings should be booked as ad-hocs. Please see the [Ad-hoc website](#) for more information.



If you would like to update an activity as arranged the 'Arranged' tag should be added in the Activity Editor window.



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

## Creating Jointly Taught Activities

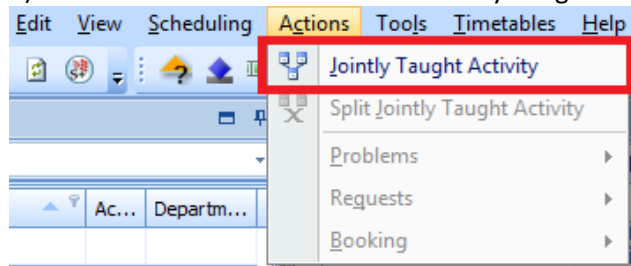
Jointly Taught Activities (JTAs) are also known as cross-listed activities or "overlaps with" in Workday.

Activities should be cross-listed when two or more activities meet on the same days, times, and location in order to ensure that the activities transfer to Workday.

- JTAs 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 and the same number of Required Instructional Formats.

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:



Jointly Taught Activities

General Options

Activities currently sharing the jointly taught activity

Activity Name: BIOL\_V 210-W/LEC/101

Description:

Primary Activity: BIOL\_V 210-W/LEC/101

Name	Host Key	Description	Scheduled	Section Id
> BIOL_V 210-W/LEC/101	#SPLUSF161A8	VASCULAR PLANTS		101

▲ ▼ Edit Selected Parents

Candidates for sharing

Module: APBI\_V 210-W

Name	Host Key	Description	Scheduled
> APBI_V 210-W/LEC/101	#SPLUSF161A5	VASCULAR PLANTS	

OK Cancel



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

Jointly Taught Activities

General Options

Activities currently sharing the jointly taught activity

Activity Name: BIOL\_V 210-W/LEC/101, APBI\_V 210-W/LEC/101

Description:

Primary Activity: BIOL\_V 210-W/LEC/101

Name	Host Key	Description	Scheduled	Section Id
BIOL_V 210-W/LEC/101	#SPLUSF 16 1AB	VASCULAR PLANTS	<input type="checkbox"/>	101
APBI_V 210-W/LEC/101	#SPLUSF 16 1A5	VASCULAR PLANTS	<input type="checkbox"/>	101

Left Arrow Right Arrow

Edit Selected Parents

Candidates for sharing

Module: APBI\_V 210-W

Name	Host Key	Description	Scheduled
APBI_V 210-W/LEC/101	#SPLUSF 16 1A5	VASCULAR PLANTS	<input type="checkbox"/>

OK Cancel



- 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:

The combined activity should be created using properties from the primary or all parents as follows:

	Primary	All	Separator
Name	<input type="radio"/>	<input checked="" type="radio"/>	,
Size	<input type="radio"/>	<input checked="" type="radio"/>	
Location	<input checked="" type="radio"/>	<input type="radio"/>	
Staff	<input checked="" type="radio"/>	<input type="radio"/>	

- 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.

Activities					
	Name	Module Name	Section Id	Activity T...	Teaching Wee...
	BIOL_V 210-W/LEC/101, APBI_V 210-W/LEC/101	APBI_V 210-W, BIOL_V 2...	101	LEC	3-16

## How to Cancel a Course Section

Prior to deleting the course section (e.g. activity), ensure that you are in the correct Scientia database and no students are registered.

**If the course section has registration and is deleted from Scientia, the section will be cancelled in Workday and students will be immediately dropped from the course and will receive a notification about the cancellation.**

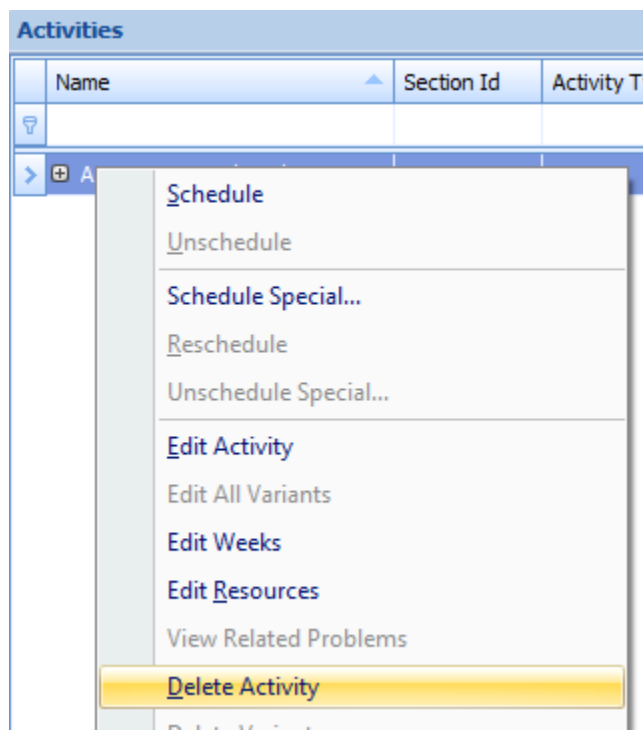
Ensure you record the Workday status of the course section you intend to cancel as it will impact whether or not you can re-use the section ID. For more information about course section statuses please see the [Workday Student Course Scheduling Canvas Course](#).

- If the course section was in **preliminary status**, you can cancel the course section, and then have the option to reuse the course section ID in Scientia.
- If the course section was in **open, waitlist, or closed status**, you **cannot** reuse the course section ID in Scientia.



**To cancel a course section in Workday, it needs to be deleted in Scientia Enterprise Timetabler (TT).** Please reference the Cancel Course Section module in the [Workday Student Course Scheduling Canvas Course](#) for more information about cancelling course sections.

**To delete a course section in TT, highlight it in the 'Activity' window, right-click, and select 'Delete Activity'. Writeback.**



Note that unscheduling a course section in TT does not trigger the cancellation process in Workday.

- For information about the impact of course cancellation in Workday, please refer to the [Workday Student Course Scheduling Canvas Course](#).

#### **Why can I not delete a Jointly Taught Activity?**

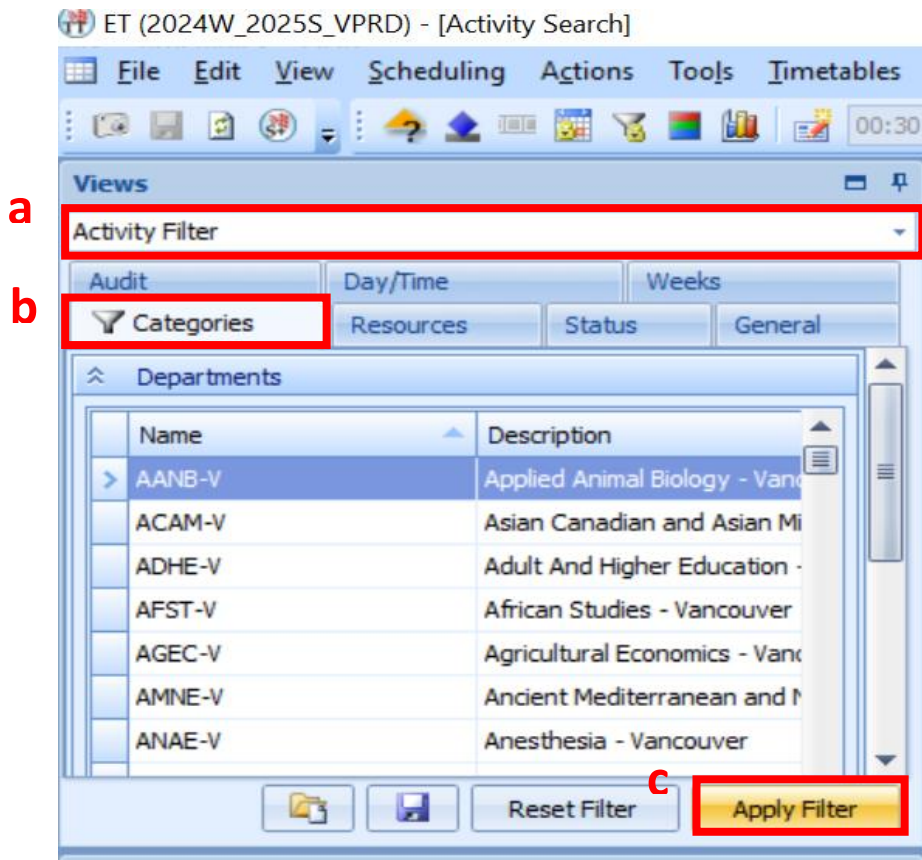
Jointly Taught Activities must be split before they can be deleted.

## **How Export Activity Lists and Timetables from Enterprise Timetabler**

### Exporting a List of Activities

Use this list to confirm your scheduled/arranged sections.

- Export the list by navigating to the 'Activity Filter' window in the 'Views' section of Timetabler.
- Click on the 'Categories' tab, select the 'Departments' that you would like to export and click 'Apply Filter'.
- Then click File -> Export -> Activities to export an .xls file.

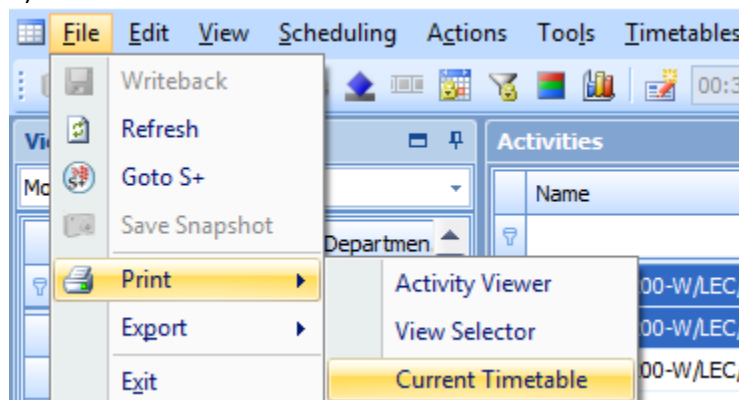


**Tip:** Ensure that you have added all the required columns prior to exporting including the 'tag names' column so that you can distinguish arranged sections.

### Print Timetable

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

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





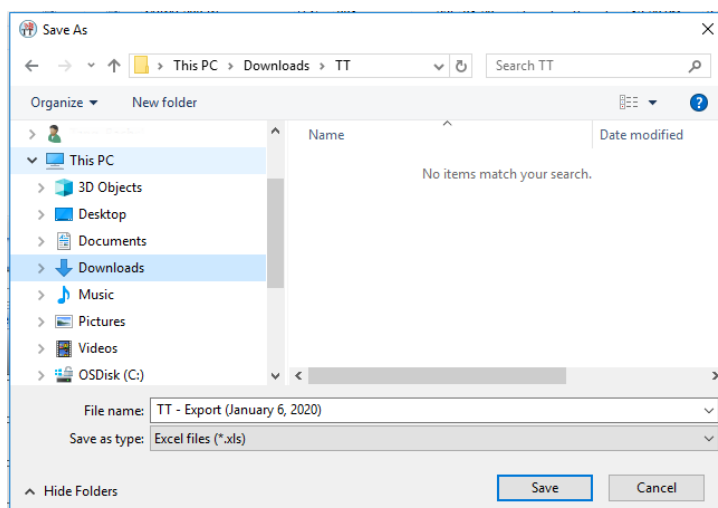
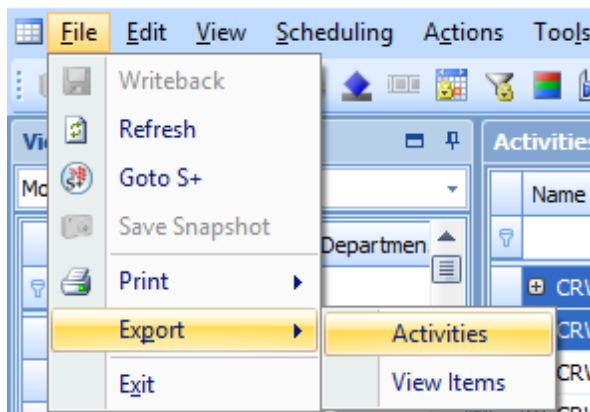
- 2) Once 'Current Timetable' is selected, a new window will open with a timetable:

Module: CRWR\_V 200-W , Page 1

	7 AM	8 00	9 00	10 00	11 00	12 PM	13 00	14 00	15 00	16 00
Mo										
Tu							CRWR_V200-W/LEC001	CRWR_V200-W/LEC002		
W										
Th							CRWR_V200-W/LEC001	CRWR_V200-W/LEC003		
Fri										
Sa										
Su										

### Export Timetable

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







## Mode of Delivery

A labeling system for the different course delivery options has been developed to ensure consistency 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.

Each Activity (Lecture, Seminar, Lab, Discussion etc.) within a Course must be assigned one of four Delivery Mode labels in Workday. This Delivery Mode 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

The Delivery Mode field enables students to see the activity type (e.g. lecture, laboratory) and mode of delivery (e.g. In-person, hybrid, multi-access, online) in most cases without having to review the Public Notes.

### Important Notes:

- In Workday, the Delivery Mode field is a required field that needs to be completed by the Course Schedule publish date. Timelines can be found on the [Scheduling Services website](#).

## Conclusion

The UBC Vancouver course scheduling process relies on the integral support of Timetabling Representatives (T-Reps) for each cycle. Communication and collaboration between the Scheduling Team and academic units helps ensure we are able to provide a viable course schedule to the UBC Vancouver community. Thank you for your time and effort in using a number of systems, as well following timelines and business processes.

While this User Guide focuses on Scientia, step-by-step guides and information about new processes and terminology for Workday, can be found in the [Workday Student Course Scheduling Training](#) on Canvas created by IRP Student. This includes how to complete the course section definition details to prepare courses for registration. Additional resources can be found on the [Scheduling Services Website](#).

Thank you also for taking the time to review this guide. If you have feedback or suggestions on how to improve the information presented here, please contact [schedulingservices@students.ubc.ca](mailto:schedulingservices@students.ubc.ca).