Creating Templates and Teaching Activities

Templates can be created by the Course Planner. The Central Timetabling Team can also do this but it is quicker and easier if these are created in Schools.

In The Course Planner click on "**Show**" in the "**Modules**" section:

This will bring up a list of all of the modules. Select the relevant module from the list and it will turn blue. Then select the "**Create Activity Template**" Button:


The New Activity will be added to the list of activities on this module. You will need to change the following:

- **Remove** the year (18 in the example below) and type in the activity type after a"/" in the **Module Name**. For consistency the name of each activity should be the module code-Semester/Activity Type (Eg. BIO100-A/Lecture).
- **Add** **Activity Type**, **Duration** and the number of students you're expecting to allocate on each activity in **Planned Size**.

Click "**Apply**"

Click "OK" to close the window and then in The Course Planner click on "Show" in the "Templates" section:
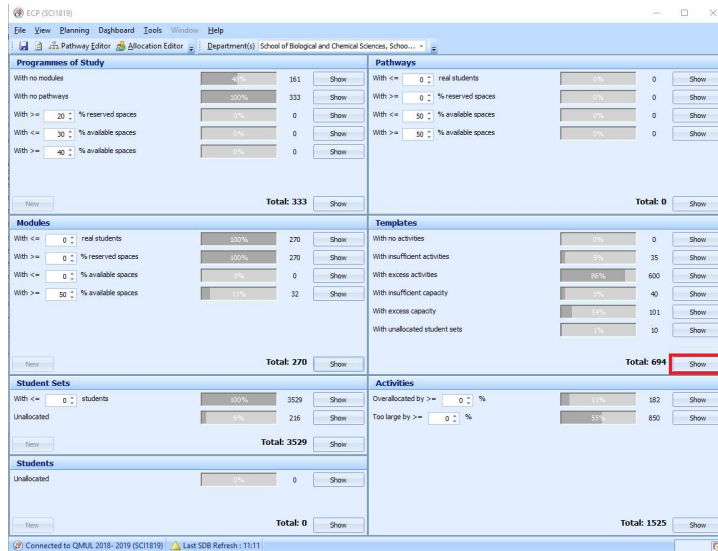
Select the template you have just created. If you're unsure which one it is it will have "0" in the Existing Activities column as there are no activities attached to the template yet.

In the **Activities to Generate** box enter the number activities you would like to have. If the activity is a lecture where all of the students on the module will attend this activity then enter "1" but if you have 3 labs that a student can attend enter "3" in the box.

Click on the **Cog symbol** to generate the activitie(s) and click "Apply"
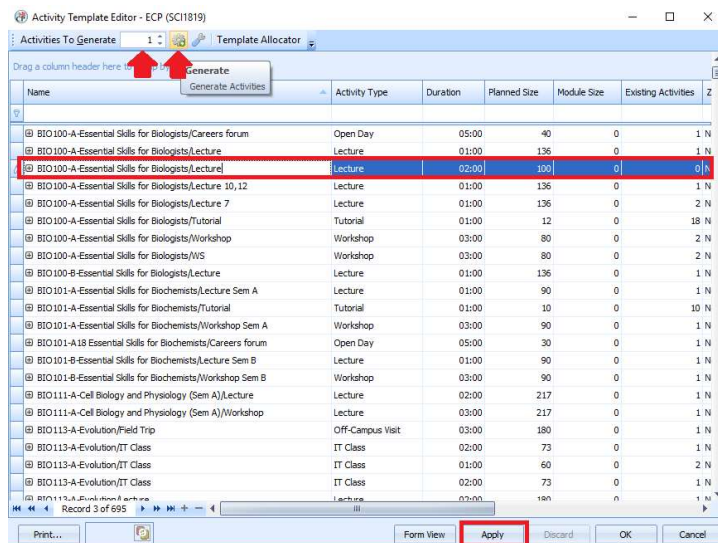
Click "OK" to close the window and then the activity will appear when you search for the module in Enterprise Timetabler. Remember to write back and refresh.
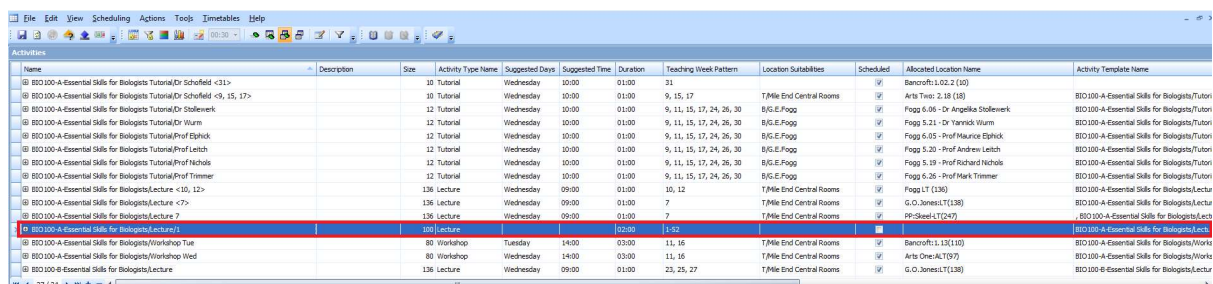
To edit the activity double click on it and a new "**Activity Editor**" window will appear.

- Remove the "/1" at the end of the activity name.
- Select the Zone, which is the campus (or part of the campus; West/Centre/East/North) where you would like this activity to take place
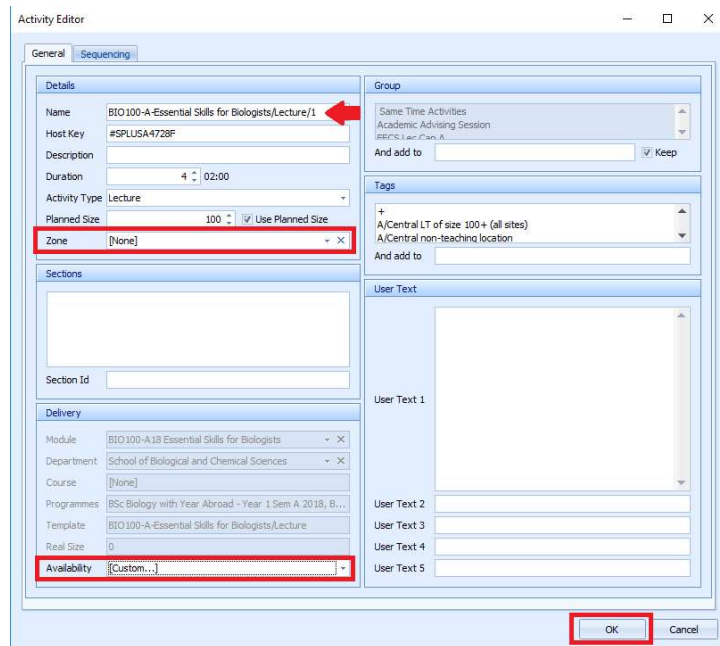
Select the weeks you want the activity to take place in under "**Availability**." You can select the relevant weeks By unchecking the "use custom availability" box you can select named availabilities such as "**ME-Sem1-R.W.**" which means Mile End Semester 1 not including reading week (Timetabling weeks 7-12,14-18).
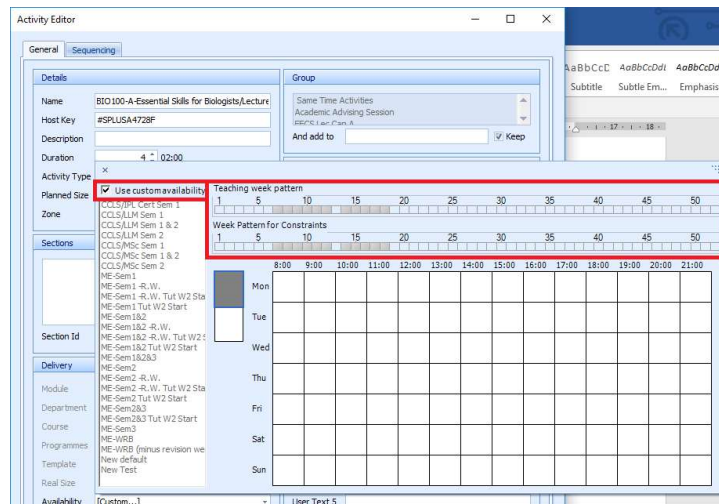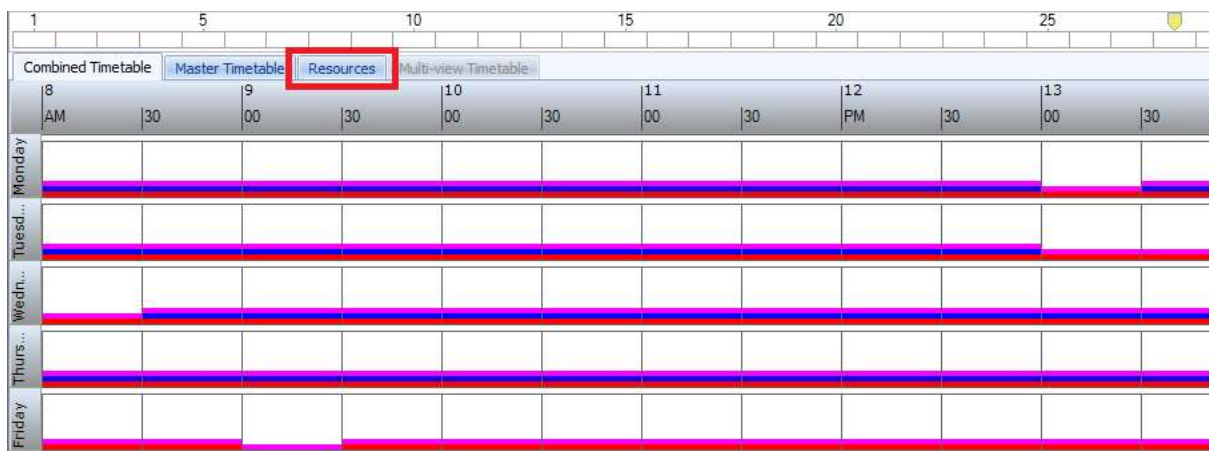

You can also right click on the activity select "Edit Weeks" and select the relevant weeks:
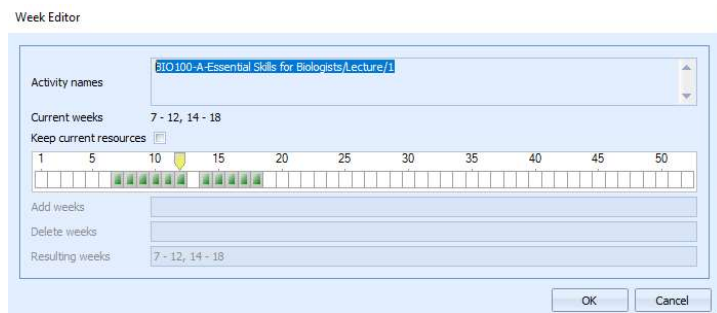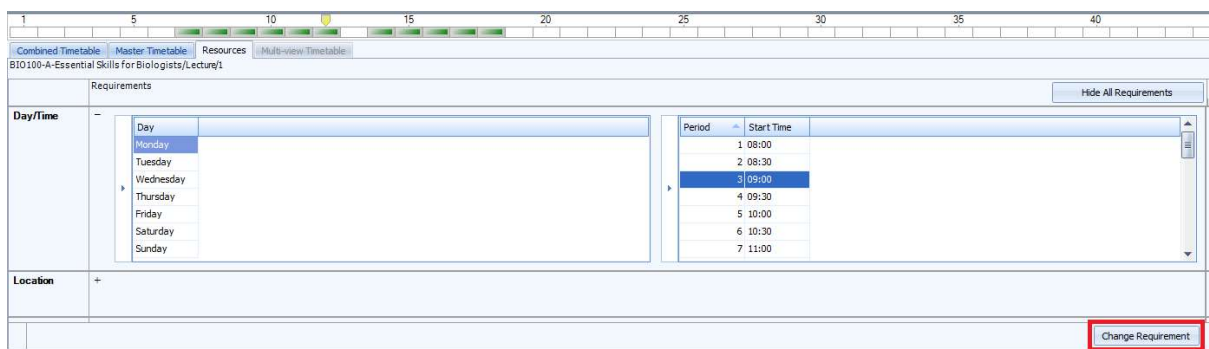
Teaching Activity Requirements

Once a teaching activity has been set up the location suitability needs to be set up for the activity to be scheduled in the correct room type.

Click on "**Resources**"

Select the "+" next to "**Day/Time**" and then select the relevant Day and Start Time

Click "**Change Requirement**"

Select the "+" next to "**Location**"

Add the number of rooms required (usually 1) and select the location requirements from the list when you click on the box with an arrow pointing to the right

Click "**Change Requirement**"

In order to request a specific room, type activities should have the following location requirements:

Room Type wanted	Location Suitability
School owned Lab	T/General Lab
Computer Lab	T/Computer Lab
Loose-Seated Room	T/Any loose-seated central room
Flat, fixed seated room	T/Fixed seating - flat
Large Whiteboard	E/large whiteboard
Double Projector	E/Double projector
Blackboard	E/Blackboard