Queen Mary University of London

Training guide for departmental administrators:

Allocating Students to Teaching Activities in Enterprise Course Planner (ECP) and Enterprise Timetabler (ET)

Page 1

1. Introduction

This training guide is intended for departmental administrators to work through the student to teaching activity allocation process in Enterprise Course Planner (ECP) and Enterprise Timetabler (ET), in a simple, step-by-step manner from which the underlying principles that that were explained and demonstrated in the accompanying training session should be reviewed and practiced. It assumes that users are familiar with the basic concepts outlined in the introductory Student Allocation training session, and have been set up appropriately in Authorisation Manager. It is designed to supplement the existing Enterprise user and training documentation.

Background

The 1314 academic timetable has mostly been finalised (teaching activities have been allocated locations, staff members, and timeslots). The next step in the QMUL timetabling process is to allocate students to teaching activities on a module by module basis. Over the past three weeks Activity Templates have been created for all teaching activities to enable these student allocations. This next round of training will be focused on two main areas:

- 1. Outlining the general student activity allocation process in ECP and ET
- 2. Working through allocating and un-allocating students to teaching activities

Note: You will only be able to allocate students to teaching activities that belong to modules from your department. Even if the student is from another department and they have chosen to study a module from your department, they will be enrolled on the module and therefor available for allocation to your department's teaching activities.

Key Definitions

A number of key Scientia timetabling definitions are listed in the table below and are referred to throughout this guide:

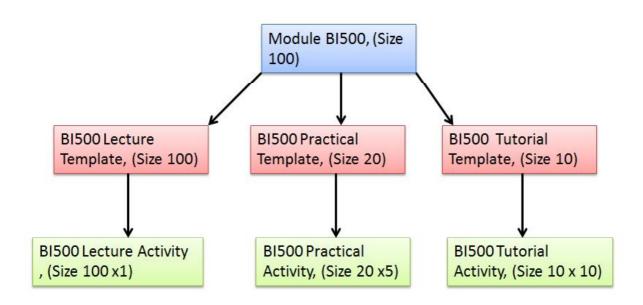
Scientia Term	Explanation
Teaching Activity	A teaching event that students attend from a module, such as Lecture, lab, tutorial
	or practical. All teaching activities that students are required to attend must be
	created from and linked to a genuine SITS module.
Activity Template	Activity templates are used to describe how each module is delivered from the
	perspective of a student taking that module. They provide a reliable mechanism to
	allocate students to teaching activities in a clash free manner and help to better
	structure the timetable database.
Student Set	A student set represents an individual student in the QMUL timetabling system.
Group based	The students enrolled on the module are divided into groups and are allocated to
teaching activity	one of the several activities that are linked to the module.
Non group based	All of the students on the module are required to attend the same teaching
teaching activity	activity. They are not subdivided into groups. For example Lectures or screenings
	are usually non group based, unless the size of module is too large to be
	accommodated in one venue.

Table 1: Key Definitions

3. Key Concept – Activity Templates

Activity Templates define how the teaching of a module is delivered from the perspective of a student studying that module. In the example in figure 1 below, the students enrolled on the BI500 module which is taught once a week to a large Lecture group of 100, split into smaller groups of 20 for Practicals, and then further split into even smaller groups of 10 for Tutorials. Three Activity Templates would be needed, one for the Lecture (size 100), one for the Practicals (size 20) and one for the Tutorials (size 10).

Figure 1: Activity Template Structure



Teaching activities are then created from the activity templates (or in QMUL's case the templates have been created by the central timetabling team and linked to the relevant activities). With the structure that is set out in the example above all students on Module BI500 will attend the same lecture, they will be allocated to just one of the 5 practicals, and just one of the 10 tutorials. In the scenario above it is impossible for a student to attend more than 1 of the BI500 practicals. If this was in fact the requirements a separate template would have to be crated for each activity the student had to attend. (There would be: five BI500 Tutorial Templates in the example above, each linked to just the one individual activity.)

Note: If there is one activity linked to the template all the students attend the one activity, if there are more than one, the students are divided up and allocated to one of the group based activities.

Note: Any students that are not allocated to activities or not correctly allocated to activities will not have an accurate personalised timetable this could cause them to miss classes and not having a student experience comparable to their peers.

4. Student Allocation Process

One to one meetings were held with the timetabling administrators from the Mile End Schools and the following overall student allocation process was agreed:

- A one off bulk allocation of students to non-group based teaching activities (lectures, screenings, etc) will be performed by the central room booking team for continuing students on an agreed date. All students on the genuine teaching activities (from SITS) will be allocated to their teaching activities where there is enough space (activity planned size) and their schedule is clash free.
- 2. Schools will then review the results of this initial allocation and allocate any students that failed to allocate to the non-group based teaching activities for the reasons outlined in 1 above.
- 3. Schools will then allocate students to group based teaching using the activity templates on a module by module basis.

Table 2: Overview of the two methods of student allocation to teaching activ	vities
Table E. Over new of the two motious of stadent anotation to teaching det	/10/05

Type of teaching activity	Allocated Steps
Non-Group based teaching activities with no student choice. Such as Lectures, one off seminars.	 Bulk allocation by Space Management Unit via the Enterprise timetabling system. Reviewed and finalised by the schools in ECP and ET
Group based teaching activities where students have a choice of which teaching activity to attend. Such as seminars, tutorials, IT and or practical labs.	 Auto Allocation in ECP by School administrators using one of the four bulk allocation methods that are detailed in table2 (Randomly, Evenly, Evenly, by module choice). Individual allocations adjusting the bulk allocations to fine tune them.

Table 3: The Four Bulk Allocation Methods in ECP

Allocation Method	Explanation
1. Allocate by Module Choice	If this option is selected, the allocation process will attempt to allocate student sets with similar modules to the same activities. The user should bear in mind that in the case where all sets are unallocated the first set to activity allocation made will be arbitrary since there is no existing allocation to guide the process. If the user wishes to guide allocation towards specific activities, this can be achieved by making some allocations by hand. Once a set is allocated to an activity the allocation process will tend towards allocating sets with a similar module choice to that activity.
2. Allocate by	If the user elects to allocate student sets by name then the allocation
Name	process will begin with allocation of the student set that is first in the list when sorted alphanumerically and allocate that set to the first available

	activity that has sufficient room for the set. The process will then move to the next student set and so on.
3. Allocate Evenly	This allocation method will try to equally distribute the student allocations across the activities on the template. This option is used in conjunction with the minimum fill value.
4. Allocate Randomly	This allocation method is completely random.

Write Back and Refresh



As you make any changes in ET you will need to write them back to the database to commit them to the server by pressing the write back button. If the Write back icon is greyed out there are no changes to save and send to the server.



To view the changes that your colleagues have made and written back to the shared database you must refresh your view of the system by pressing this button

Note: Changes are not safe until they have been written back to the server. If you want to discard the changes you have been making do not write them back, exit the application and do not save the image file if prompted.

5. Getting Started

Follow the steps below to log in to the system.

a. Log into your Virtual Machine and then open up your internet explorer web browser and enter the link below as illustrated in figure 2 below. Or click on the Scientia shortcut on the VM desktop.

https://timetablesportal.gmul.ac.uk/Scientia/Portal/Main.aspx

Figure 2: Scientia Enterprise link



b. The Scientia Enterprise Timetabling system's log in screen will then load and prompt you to log in. Enter your University user Id and password and press enter or click the logon button, as illustrated in figure 3 below:

Figure 3: Scientia Enterprise login



Enterprise Foundation



If you cannot log in to the Enterprise screen then contact: The IT helpdesk on: ext 8888, itshelpdesk@qmul.ac.uk

6. Loading the Enterprise Course Planner (ECP) Application

After logging in successfully, the Enterprise Portal screen illustrated in figure 4 below will become visible. Follow the steps below to open the ECP application.

- a. Ensure you have selected the correct database/academic year by single left clicking on the 'SCI1314' tab at the top of the screen. The name of the selected database will turn white after it has been selected.
- b. To load ECP single left click on the ECP icon as illustrated in figure 4 below. If you double left click the ECP application will launch twice.

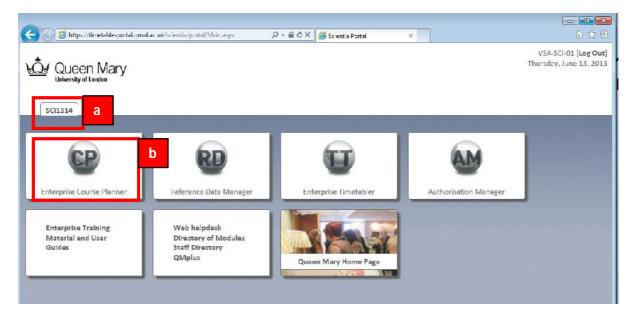


Figure 4: The Enterprise portal

- c. If the ECP application is being run for the first time the software will need to be installed on your machine, click install if needed.
- d. A series of loading screens will then appear and after a few minutes ECP will load as illustrated in figure 5 below.

Figure 5: The main ECP screen

file Year Elanning Dayaboard Tools //	NGA 비행 이 700% 이 있는 아이지 않는 것이다.		
📓 👩 🚠 Pathwey Editor 🍰 Allocation Edito	tr E Department(s)	- 8	
Programmee of Study		Pachways	
With ne medules	0% 0 Shaw	Wth <= real attaches	ass a show
With no pathways	0 Show	Wd >+ g 👌 % reserved spaces	Dis Distory
Milt See 20 ; Screensed spaces	UNS U show	With an 👔 🖞 Norvallaide spaces 📕	and a show
Not <= 10.0 % available spaces	DR: 0 Show	With X4 50 () % available spaces	0% D Show
NTI >= 40 (% avalable coace	015 0 Show		
Newar	total: U show	3	lotal: U sime
Modules		Templates	
With <= real students	100% 2 Show	With no ectivities	Cfs D Show
Mit an D ; Normerved spaces	U show	When filed adultes	Cts 2 Show
Nith Keiling of Skavalable spaces	Ditt. 0 Show	With excess activities	C%. D Ehew
Arth S= 50 1 % available spaces	Dia 0 Show	With mulficant capacity	C% D Show
		With encess capacity	Cts D Show
Péc //	Total: 2 Show		Total: 0 Show
Student Sets		Activities	
Ath <= students	UN J show	Considerated by Sec. (2.5) With the second secon	awarda u show
indicated III	n then	Too lerge by >= 0 1 %	D Show
Planut	Total: 0 show		
Students			
inalocated	0 Show		
He.e	Total: 0 Show	-	Total: 16 Sim

7. Filtering the ECP application and Finding your Templates

To view and edit your department's course planning information follow the steps detailed in this section.

- a. Maximise the main ECP screen by clicking on the maximise icon in the top right hand corner of the screen.
- b. Left click on the Department(s) filter box to activate it
- c. Select your school or departments(s) from the list in the Unselected box
- d. Click on the right facing arrow and move the department you require into the Selected box
- e. The department filter list is now finalised in the selected box
- f. Click anywhere on the application's main screen (that isn't an action button) to apply the filter

Figure 6: Customising the ECP screen and filtering data

) ECP (SCI1314)			-0-
ile Yiew Blanning Dashboard Tools Window	Help		
🔄 📄 🚠 Pathway Editor 🍰 Allocation Editor 🥫	Department(s)	C and a second s	
Programmes of Study	Pathways		

🖥 📴 流 Pathway Editor 🍰 Allocation Editor 📊 🎚 Departm rogeranimes of Study		Unscient						_	8
no modules	Design on the needed area to do up you	stant ann		d	en brenkingele	cater here in group by the	col.me		085
h no pathware			1						
		Department	Description	- 22	30:	+ Deparament	Comption	_	3%
t >- 20 1 Taneserved spaces	Anadonic Begistry and Council Control -		Academic Registry and Etu	~) aostañtar	igual Strive of Language.	 School of Long. hgts: ling.(); . 		3%
K- 30 Shavalable spaces	Accomy od at on Schules	2002	Accommodation Services	26					0.81
	ADMBN	Norie	Administrative Deura bookings						
>- 40 🖞 "S eveléble speces	Admitsions and Requirment Office		Admissions and Republicents						
		Voriel	Advice and Counceling Servi-						
	Aum Uffice	Sone	Alum Office						
	Associated Leading Licspitel - Carts		Associated (leading (loson).						
	Associated Teaching Hospital - Newherr		Associated leading losoit.						
	Sarts Cantor Institute	Yone -	Barta Castor Testinute						
New	Roths Cancer Institute - Contre far C		Barra Cantor Installation Co						
Tech .	Basta Cantor Institute - Contre far C	2005	Barra Caster Brateule - Ce						
odules	Barlo Cancer Inscitute - Centre For Ex.		Earls Carcal Institute - Cell						
h <= real students	Barlo Cancer Insclute - Centre for H	Voriet	Barts Cancer Institute - Oe						35
th > * thereases	Barlo Cancer Institute - Centre for Mul-	Vorie	Estis Carles Statule - Cen						
t >- a 1 % reserved spaces	Jants Cancer Institute - Centre For M.	None	Lants Canter Unstruite - Ce						0%
h <= % available spaces	Jarts Cancer Institute - Centre for IU.	Yone	Lents Cancer unstruite - Ce						U %
h>= % evalable spaces	Jiribed: Lollege	None	Lifkbeck Uollege						3%
10, were de la	-dizand instructor	Anna	History Instature						1.00
	Rizzed Institute - Centra for Academ	Sole.	Eizard Institute						38
	Sloand Institute - Centra for Outaneo	Sone	Figant Institute Gentre fil.						5%
F	Blizard Dratitute - Centra for Diabeted	None	E zard Institute - Gentre fo						
	Sizerd Distitute - Certine for Digesting	Votie	Bizard Indibite - Genderion.						
	Sizard Institute - Centre for Gashive	Note	Elearch uture - Genzellow						
	Sizard Institute - Centra for Haenston	Norie	Blast Insitute - Genzellow						
	Jazend unstraute - Centre for Unfectiou.	None	Dizero Institute - Centre fo						
New	Jazend unstitute - Centre for Neuroso	tone	Lipero Institute - Centre fo						
tudent Sets	Jazand Unstruite - Centre for Faed attics	hone .	Lizerd Institute - Centre fo	7					

- g. The data in the ECP dashboard now relates just to the department you selected in the filter above as illustrated in figure 7 below.
- h. To view your department(s) activity templates click on the show button next to the total templates value (as illustrated in figure 7 below)

Figure 7: Filtered ECP screen/viewing Activity Templates

😸 🔄 🚓 Pathway <u>E</u> ditor 🍰 Allocation Editor 🖕 Programmes of Study		Pathways	
no modules	43% 577 Show	With <- U trea students	0% 0 Show
Silt no pathways	100% 1338 Show	Wilh >= % reserved spaces	U% U Show
ith :>= 20 * % reserved spaces	U% J Show	With <= 50 5 % available spaces	0% 0 5how
th <=% available spaces		With >= 50 ° % available spaces	
	0% D Show	with >= 20 se available spaces	0% 0 Ehow
th >= 40 📜 % available spaces	0% D Show	-	
		_	
New	Total: 1338 Show		Total: 0 Show
lodules		Templates	
nth < real students	100% 474 Show	With no activities	5% 22 Show
ith > - C 💠 % reserved spaces	99% 472 Siziw	With insufficient activities	0% 0 Show
ith <- c 🛊 % available spaces	-0% D Situte	With excess activities	93% 393 Show
ith >- 50 📜 % available spaces	1% 5 Show	With insufficient capacity	0% 0 Show
		With excess reparity	29% 122 Show
		With unallocated student sets	194 Show
New	Iotal: 4/4 Show	-	h lotal: 420 show
itudent Sets		- Activities	
ilh <= slud-nts	100% 630 Show	Overallocated by >= 0 0 %	0% 0 Show
alocated	65% 413 Show	Toolarge by >= 0 ; %	0% 0 Ehow
		-	0.00
New	Iotal: 630 Show		
itudents		_	
alorated	0% D Show		

i. The activity template window will then open.

Figure 8: Activity Template Window

a column header here to group by that column							
	 Activity Type 	Existing Activities IN	armud Siac	Modure Size	Duration	Module	Zana
						-	
BLB/HS31 Hispanic Studies i seminar block booking/Loc1	Lecture	1	20	20	0, 50	ELE/HS0_ Hispanic Studies sem .	Nona
0. DLD/LIGOL Lispanic Studies - seminar block booking/Lec2	ecure	1	20	20	04:00	TLD/150 LLIspecir Studies - sem	None
8 HER <mark>HENT Hansann Muchaes - an man ar black handwragt en S</mark>	13 181		70	211	01:00	HEARING BORNE Stude & som	Nort.
BLBCM01 Comman seminar block booking/leg1	Jochana	1	20	20	01-20	BLECHOL Corman Serie ar Disc.	None
DLDGM0_ German - seminar block booking/lec2	ecture	1	20	20	01:00	SLOGMOL Sermen - seminar bios	None
0 CAL10141116 Satelan Culture: Listory, Language, Art/sett	iemper		20			CALINET Catalan Colores D	
BICA 103 A15 Introductory Catalan, Part Doam	Summar	3	1	U	02:00	CALLOS A13 to troductory Catal.	None
0 CAT103-Z13-Introductory Catelan, Part I/Sen	Seminer			0		CAT IOD-ZLD-Entroductory Catal	
CAT 04-0 (3-Introductory Catalan, Part 11/Sem	Seminer		-	0		CAT 194-0 C Introductory Catal	
R CALTIN ATS Introductory Catalact Para	to tora d					CALLER ATS rehardle to y Calaiser	
8 CAT201 A18 Desire and Society in Twentieth Centery Catalan Literature/Sem	Suminar	1	15	0	02.00	CAT201 A13 Desire and Society	Nona
9 CAT007-ALD-Namating the Catalan Nation/Sem	Seminer	1	13	0	02.00	GAT 307-A L3 Narrating the Catal	None
R CA MILE 13-Califar Oriena/Nem	Seminar	1	20	0	02:00	CAUSO 1-815 Catalan Colema	NUM
B CAI 512 A15 Catalan II Diferance/Sem	Te tonal			U	02:00	CALST2 ATS Catalan II Interney	Popular
0 CAT502-0 10-Catalan Avant Garde Art/Sem	Seminer	1		0	02.50	CATGO 2-DLD Catalan Avant Gar	None
0. CGM 100-6 10-The Stepe of Teaching/ et	echre	1	90			COMIDO-ALITHE Scene of Teac.	
5 COM100 613 the Successf Leaders Area	to topo d	1	7.		01-00	COMPLETAIS IN Some of text.	News
CCMI01 A13 Introduction to Literature: Texts and Contexts Lecture	.ecture	1	100	0	0	COMICI AI3 Introduction to Lit.	hoot
COMI01-AID-Introduction to Literature: Texts and Contexts/Geminar	Seminer		20			COMIDI-AL3 Introduction to Lity	
8. COM 1024-513-Index land to Company on Alex for e	HE LEN	1	SHE		0.00	COMINANTS Introduction to Co	NUT -
B CCM102 E13 Introduction to Companyor Agentian	Seminar	3	25		01-00	COMID2 B13 Introduction to Co	New
U CCM102-013-Introduction to Comparison/Tutorial	Tutodel	1	23			COMIC2-D .: Introduction to Co.	CV-Set
CONVERTING THE Scene of Freedon Archive	-		- 01	0		COM200-A11 be Steps of seam	
0 COM200 613 In Summof Reading Seminar	Semina		7.			COPICIDIALS IN Second France	
8 CCM210 B13 Madness, Fast and Present/Loc	.ecture	1	40			COM210 Buil Madness, Past and	
CCM210-010-Madness Fast and Present/Sem	Seminer	2	20			COM210-D .: Madhers, Fast and	
COMPONENTS: The Science of Workmontex	PE LIFE					COMPOSITION AND AND AND AND AND AND AND AND AND AN	
** / Record 1 of +20 + ** ++ 4	B 30 F						100.00

8. Working with Activity Templates – Student Allocations

To view your department's Activity Templates and then allocate students to their teaching activities follow the steps detailed in this section.

Allocating Students in Enterprise - Guide

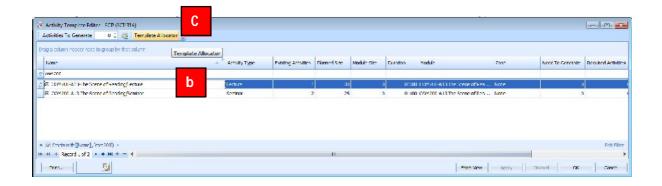
Page 10

a. With the Activity Template window open, rearrange (drag and drop) the columns so that the four key pieces of information are next to each other. Name, Activity Type, Existing Activities and Planned Size.

Activities To Generate 💦 🛟 Template Allocator 💡									
rag a column header here to group by that column	а								
Nome	Activity Type	Existing Activities	Planned Size	M dule Size	Duration	Module	Zone	Need To Centrate	Required Activit
com200	Í								1
COM200-A13-The Spene of Reading/Lecture	Lacture		30	-	0 01:0	00 CCM200-A13 The Scane of Rea.	None	0	
COM200-A13-The Scene of Reading/Seminar	Sennar	3	2 25	1	0 01:0	00 CCM200-413 The Scene of Res.	None	c	
IF Starz Mtr()(lane), 'con200') →									Ed: R

Figure 9: Activity Template Window –Re- Ordering Key Columns

- b. Working module by module select the Lecture Template by left clicking on it.
- c. Next press the "Template Allocator" button



- d. The allocation screen will then open for the selected template. The student enrolled on the module, that the Activity Template has been created for are available for allocation on the left had side of the screen. Students in Bold black font have not yet been allocated to an activity.
- e. There is also no tick in the "Allocated tick box" that corresponds to the students in the list.

- f. The activity(s) that have been associated with the selected Activity Template are listed in the middle of the screen. This will match the number of existing activities on the previous screen.
- g. The "Total Size" of the activity is its planned size (as specified by the schools during the planning stage of the timetable construction period) and the "Real Size" of the activity (the actual number of students that have been allocated to the activity) are displayed side by side at the bottom of the screen.

tivity Template: COM200-	A13-The Scene o	f Reading/Lectur	e -		Reallocate	Allocate	Unallocate
ag a co d ader here to g	roup f	Imn					
ag a co u a der here to g	01	Real Size	Total Size	Allocated			
Hande		1 Ceal 312C	1000230302020	1	е		
BAKHIRKA, K		0		1			
BISHOP, RA		0		1			
CAMPBELL, WA		0		1			
E CHANASH, O		0		1			
CHAPLIN, AM		0		1			
GOCKBURN, RE	E	0		1			
E COOKE, BM		0		1			
B DENTON-STEWART, AJ		0		1			
EL-SAYED, Z		0		1			
🕀 EVANS, LI	E	0		1			
E FERNANDEZ POSTIGO,	. 🗉	0		1			
🕀 FRITH, NS		0		1			
🕀 GRAY, BEN		0		1			
HORSTMANN, LM		0		1			
∎ ILICIC, M		0		1			
		0		1			
🗄 KABIR, F		0		1			
E LALOUSCHEK, AC		0		1			
E LEOGRANDE, N		0		1			
🗄 LOI, K		0		1			
🗄 LOVE, D	E	0		1			
E MUKHTAR, R		0		1			
MURPHY, CM		0		1			
PAPAVASSILIOU, IE		0		1			
PEDRO-WRIGHT, ERF		0		1			
🕀 RECA, N		0		1			
SHERIFF, N		0		1			
🕀 SHIELD, L		0		1			
TIMOTHY, AR		0		1			
WATSON, E		0		1			
WILLIAMS, JM		g		1			

Figure 10: Activity Template Allocator window

h. To bulk allocate all the students to the one lecture activity simply press the Allocate button at the top of the screen. Note if you select one student or a cluster of students on this window and then press the allocate button, only the selected students will be allocated to the activity(s).

Allocating Students in Enterprise - Guide

- i. The auto allocation window will open, offering four options to control and organise the student allocations. As all of the students will be going to the same lecture, the allocation method does not matter on this occasion.
- j. Choose the random option radio button
- k. Press Allocate

Figure 11: Bulk Allocation of students

vity Template: COM200-A:	13-The Scene	of Reading/Lectur	e +	R	eallocate Allocate	Unallocate availa
ag a column header here to gro					Allocate	
Name 🔺	01	Real Size	Total Size	Allocated		2
H ANDARABI, T		0	1			
🗄 BAKHIRKA, K		0	1		Allocate By Module Choices	
BISHOP, RA		0	1			
E CAMPBELL, WA		0	1		C Allocate By Name	
🕀 CHANASH, O		0	1			Min Fill 0 🗘
CHAPLIN, AM		0	1		Allocate Evenly	
COCKBURN, RE		0	1		Allocate Evenily	
COOKE, BM		0	1			
DENTON-STEWART, AJ	17	0	1		C Allocate Randomly	
🗄 EL-SAYED, Z		0	1			
🗄 EVANS, LI		0	1		Allocate	Cancel
E FERNANDEZ POSTIGO,		0	1			
FRITH NS		0	1			

I. All of the allocated students are now in normal font (not bold) and have a tick in one of the activities and a tick in their allocated box.

Allocating Students in Enterprise - Guide

- m. Any unallocated students are still in bold font and have no allocation ticks.
- n. The "Real Size" has now changed to display the number of students that have been allocated to the activity.

ity Template: COM200-A13	3-The Scene	of Reading/Lectur	e -		Reallocate	Allocate	Unallo	cate
	1000							
ag a column header here to grou	_				1			
	UI	Real Size	Total Size	Allocated				
ANDARABI, T		0		Local Control of Contr				
BAKHIRKA, K	V	0	1	Long				
BISHOP, RA CAMPBELL, WA		0						
CAMPBELL, WA M CHANASH, 0	V	0		V				
CHARLEN, AM	V	0	1 12					
COCKBURN, RE	V	0						
⊕ COCKEORN, RE ⊕ COOKE, BM	V	0		Summer				
DENTON-STEWART, AJ	V	0						
EL-SAYED, Z	V	0						
EVANS, LI	V	0						
E FERNANDEZ POSTIGO, AE	2	0						
E FRITH, NS	V	0						
GRAY, BEN		0						
HORSTMANN, LM	V	0	1	7				
	V	0	1	V				
INGEBRIGTSVOLL, EJ	V	0	1	V				
KABIR, F	V	0	1	V				
E LALOUSCHEK, AC	V	0	1	V				
E LEOGRANDE, N	1	0	1	V				
🕀 LOI, K	1	0	1	V				
E LOVE, D	V	0	1	V				
MUKHTAR, R	V	0	1	V				
MURPHY, CM M	1	0	1					
PAPAVASSILIOU, IE	V	0	1	V				
PEDRO-WRIGHT, ERF	V	0	1	V				
🕀 RECA, N	V	0	1	V				
B SHERIFF, N	V	0	1	V				
⊕ SHIELD, L	V	0	1					
TIMOTHY, AR Section 2018 Section 2018	V	0	1	V				
⊕ WATSON, E	V	0	1	V				
⊕ WILLIAMS, JM	V	0	1	V				
Total Size / Real Size	30/3	N						

Figure 11: Reviewing the Bulk Allocation

o. To find all the unallocated students, move to the top right hand corner of the "Allocated" column header and select the "Unchecked" option. This will filter the screen to just the students that are unallocated on this template.

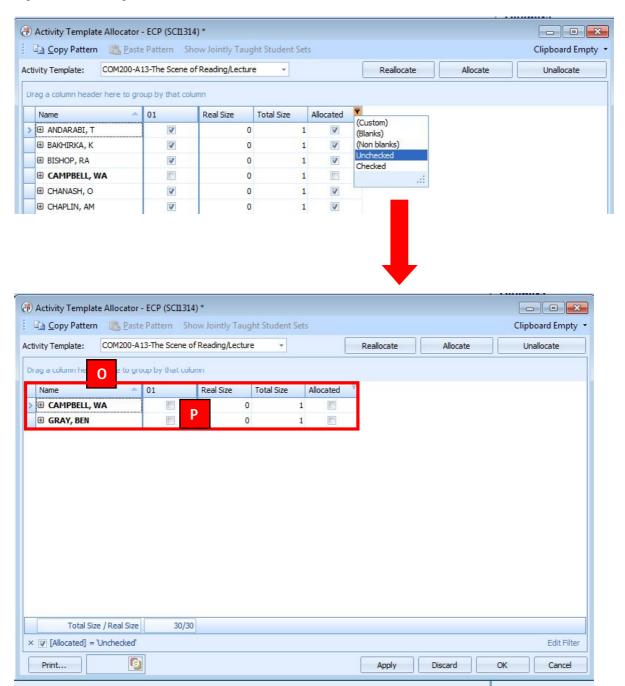


Figure 12: Filtering to the Unallocated Students

- p. To allocate the remaining students double left click on the activity tick box that corresponds to the unallocated students one by one.
- q. Remove the "Unallocated" filter

r. As the remaining students are allocated they return to normal font. If the real size of the activity has gone above the planned size (it has become overloaded) and the sizes will change to red font.

<u>Copy Pattern</u>	e Pattern Shi	ow Jointly Taug	iht Student Set	35			Clipboard Em
vity Template: COM200-A	13-The Scene of	f Reading/Lecture	e 🔻	[Reallocate	Allocate	Unallocate
ag a column header here to gro	oup by that colu	mn					
Name 🔺	01	Real Size	Total Size	Allocated			
🗄 ANDARABI, T	V	0	1	V			
🕀 BAKHIRKA, K	V	0	1	V			
BISHOP, RA	V	0	1	V			
CAMPBELL, WA	V	0	1	V			
E CHANASH, O	V	0	1	V			
CHAPLIN, AM	V	0	1	V			
COCKBURN, RE	V	0	1				
COOKE, BM	V	0	1	7			
DENTON-STEWART, AJ	V	0	1	V			
EL-SAYED, Z	V	0	1	1			
🕀 EVANS, LI	V	0	1	V			
E FERNANDEZ POSTIGO, AE	V	0	1	1			
FRITH, NS	V	0	1	7			
GRAY, BEN	V	0	1	V			
HORSTMANN, LM	V	0	1	V			
ILICIC. M	V	0	1	V			
Total Size / Real Size	30/32	R					

Figure 13: Overloaded Student Sets

s. Once you have allocated all the students for the template then press the Apply to save the changes on the screen.

<u>Copy Pattern</u> <u>Paste</u>	Futtern She	in Jointy raug	nt student set			Clipboard Em
vity Template: COM200-A1	3-The Scene of	Reading/Lecture	e 🔻		Reallocate Allocate	Unallocate
ag a column header here to grou	up by that colu	nn				
Name 🔺	01	Real Size	Total Size	Allocated		
ANDARABI, T	V	0	1	V		
BAKHIRKA, K	V	0	1	V		
BISHOP, RA	V	0	1	V		
CAMPBELL, WA	V	0	1	V		
	V	0	1	V		
CHAPLIN, AM	V	0	1	V		
COCKBURN, RE	V	0	1	V		
COOKE, BM	V	0	1	V		
DENTON-STEWART, AJ	V	0	1	V		
EL-SAYED, Z	V	0	1	V		
EVANS, LI	V	0	1	V		
FERNANDEZ POSTIGO, AE	V	0	1	V		
FRITH, NS	V	0	1	V		
GRAY, BEN	V	0	1	V		
HORSTMANN, LM	V	0	1	V		
ILICIC. M	V	0	1	V		

- t. The DataSync will then run, synchronising the data. Once the DataSync symbol has disappeared you can then move on to the next template.
- u. Select the next template for the module from the template filter

Figure 14: Selecting another Template

	Copy Pattern		Paste Pattern Show A	evently Taught Studie	nt Set	ŧ.,				Clipboard Empty
Act	ivity Template:	00	M200-A13-The Scene of Rea	iding/Lecture	1		. [Realocate	Allocate	Unallocate
Dr.	ag a column heade	D	ag a column header here to	group by that column	18	*				
	Name		Name 🍝	Activity Type	Dur		ocated			
>	E ANDARABI, T	1	COM200-A13-The Scene	Lecture			12			
	BAKHIRKA, K	2	COM200-A13-The Scene	Seminar			12			
	B BISHOP, RA		COM210-813-Madness,	Lecture			14			

g a column beader here to g	group by that coli	rmi						
Name	01	02	Real Size	Total Size	Alloc	cated		
H ANDARABI, T	E)	1	(ET)		
BAKHIRKA, K		1	3)	1	100		
BISHOP, RA)	1			
E CAMPBELL, WA		E)	1			
E CHANASH, 0	E)	1			
E CHAPLIN, AM	E		1)	1			
E COCKBURN, RE	0		1)	1			
E COOKE, BM)	1	E		
DENTON-STEWART, AL				0	1			
🗄 EL-SAYED, Z			9)	1			
🗉 EVANS, LI			0)	1	E		
E FERNANDEZ POSTIGO,	. 🗉)	1			
E FRITH, NS	102)	1			
B GRAY, BEN	E	E	U)	1	(m)		
HORSTMANN, I M	Imi		U I	0	1			
E ILICIC, M	100		1)	1			
INGEBRIGTSVOLL, EJ			1)	1	ETT		
E KABTR, F	m		6)	1			
E LALOUSCHEK, AC			1)	1	100		
LEOGRANDE, N	E	E	2)	1	(E73)		
🗄 LOI, K	100		1)	1			
🗄 LOVE, D)	1			
🗄 MUKHTAR, R)	1			
B MURPHY, CM)	1			
B PAPAVASSILIOU, IL	107		1)	1	I		
🗄 PEDRO WRIGHT, ERF			9	0	1			
E RECA, N)	1			
B SHERIFF, N		E	1)	1	100		
🗄 SHIELD, L)	1			
E TIMOTHY, AR	(E)		1)	1			
B WATSON, E			1	0	1			
🕀 WILLIAMS, JM	E			0	1			
Total Size / Real Siz	re 25/0	23/0						

- v. The allocation window will then appear for the seminar activity template.
- w. This is a group based activity template, where the students attend one of the multiple activities on this template.
- x. To bulk auto allocate the students to one of the two activities on the selected template press the "Allocate" button, select the relevant allocation method and then review the results as before.

Allocating Students in Enterprise - Guide

9. Manually allocating Individual Students to Activities

The students can be manually (individually) allocated to teaching activities by following the steps outlined below as illustrated in figure 15 below.

- Double left click on the student/activity tick box as required. a.
- b. To unallocate a student from the activities on the template select the students by left clicking on the blue block to the left of the desired student names.
- c. Press "unallocated"

В

d. Press OK to return to the main ECP window

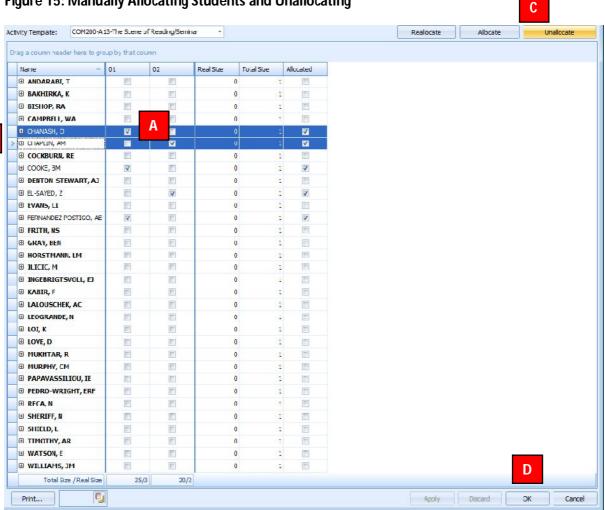


Figure 15: Manually Allocating Students and Unallocating

Allocating Students in Enterprise - Guide

e. Write back from the ECP main application screen to save the allocation changes.

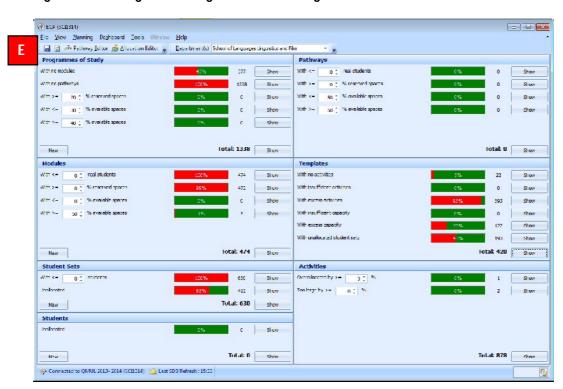


Figure 16: Writing back changes and Refreshing the ECP Dashboard

f. As you are making changes to student allocations in ECP the dashboard greys out to indicate that a change has been made. To refresh the ECP dashboard –recalculating the course planning dashboard, you will need to go to Dashboard | Refresh | Refresh All. **This is not a database refresh.**



🗐 🔮 🏯 Pathway <u>F</u>	Refresh Agtivities <u>D</u>	epartment(s) School of Long Loges	Linguistics and P	=lm		
Programmes of Stu	Refresh Modules			Pathways		
ith no modules	Refresh Pethways	4J%; 3//	Show	With <= 0 () real students	9% 9	GIDA
th no pathways	Refresh Programmes	100%. 1358	Show	With >= j () % reserved spaces	39%	5004
Ur>- 20 () %rer	Refresh Students	0% C (Show	Will <- 50 (% available spaces	0%	2726
th <=; % av	Refresh Student Sets	020	Show	Vith > Vie available spaces	19	5004
	Refresh Templates		5.58755.			A Dia
h>− 40 0 % av	Tenetu vai	U% U	Show	1		
		Iotal: 1338	-		lotal: 0	
New		10(2), 1330	Shuw	J	Total. U	5104
lodules	<i>n</i>			Templates		
Uniker 0 0 Treal studies	ils 📕	100% 474	Show	Will no activities	5% 22	SIDA
th >= 0 (Wareserved	i speces	55% 472	Show	With insufficient activities	0%) D	5104
th <= %s available	rspaues	0% U	Show	Will executivilies	060 8 7006	Show
th >- so) Werealable	spaces	1% 5	Show	With insufficient cenerity	0% D	5104
				Will excess capacity	199	100-
				With unallocated student sets	45% 193	5104
New		lotal: 4/4	Shuw		Iotal: 420	Stua
tudent Sets				Activities		
Briker () to students		icers c.c	Show	Overallocated by >= 0 = %	0% 1	STOR
alerated		65% 412	Show	Too Imgo ny >=o (t) %=	0% 2	SIDA
New		Total: 630	Shew			1
			2069	<u>1</u>		
tudents alscated		C ²⁴ C	et			
arvard		036 0	Show			
		Tolut: 0	Show		Total: 878	5104

10. Filtering Students by their Programme of Study

The allocation window can be filtered by the Programme of Study that the students are enrolled on. This could be helpful if you wanted to keep students from the same Programmes together in the same activity. To do this following the steps outlined below as illustrated in figure 17 below.

- a. Right click on the Name column header
- b. Select the "Column Chooser" option

Figure 17: Filtering Allocations by Students Programme of Study

Activity Templati	e Allocator - ECP (SCI1314) *							
Copy Pattern	Exite Pattern Show Joint	ly Taught Stuff	ot Sets					Clipboard Empty
Activity Template:	COM200-A13-The Scene of Reading	g/Seminar				Realocate	Alocate	Unallocate
Drag a column he	group by that column					11.		3
Name	A Los	Real Sz	e Total Size		Allocated			
B ANDARABL	rt Ascending		0	1				
B BAKHIRKA, K	Sort Descending		0	1	15			
BISHOP, RA	Clear Sorting		0	1	12			
CAMPBELL, W	😤 Group By This Column	_	0	1	21			
CHANASH, O	Hide Group By Box	19	0	1				
G CHAPLIN, AM	Hide Group by box		0	1				
E COCKBURN, F	Remove This Column		0	1	10			
B COOKE, 5M	📓 Column Chooser		0	1	10			
DENTON-STE	🖉 🚍 Best Fit	В	0	1	15			
B EL-SAYED, Z	Best Fit (all columns)		0	1	1. Contraction of the second s			
🗉 EVANS, LI	Pilter Editor		0	1	12			
B FERNANDEZ PO	D Show Find Panel		0	1	N.			
🕀 FRITH, NS	Show Auto Filter Row		0	1	25			
GRAY, BEN	Service Mano Paper Now		0	1	100			

c. Drag and Drop the Programme of Study Column from the Customisation palette to the Template window

Copy Pattern St Enth	contraction of	construction of the	administration of				Clipboar
wity Template: COM200-A	13-The Scene	of Reading/Ser	inar +			Realocate	Allocate Unalloc
ag a column header here to gr	are by mat o	duren)					
Name -	01	02	Real Size	Total Size	Allocate		
C ANDARABI, T	10	10	0	0	1 1	Ŷ	
BAKHIRKA, K	23	13	1	0	1 1	rammeName	
BISHOP, RA	15	25	0	0	1 1		
CAMPBELL, WA	13	15		D	1	Management and	
O OWINSLO			3	0	1 10	Customization	
CHAPLIN, AM	1	1		5	1 1	Programme Name	
COCIOBURIN, RE	- 8	15	1 39	0	1 2		
@ COOKE, 8M	191	10		0	1 12		
B DENTON-STEWART, AJ	10	15		0	1 1		
B EL-SAYED, Z	21	12		0	1 12		
@ EVANS, LI	15	81	1	0	1		
E FERMANDEZ POSTIGO, AE	×	15		0	1 17		
© FRITH, NS	10			0	1 10		

- d. Drag and Drop the Programme of Study Column from the Customisation pallete to the Template window
- e. You can then filter the list of students by Programme of Study and manually allocated accordingly

Nety Sergiana: COM200 A	13. The Stane	of Londry Ser	rar				1.1.10	elucate	Alacate	Unalocate
	starte the s	1127							-	
have -	01	62	Red Stee	Total Size	Aller	cated -	Programme Same	Г		11.
IT ANDARABLE T	- E -	10		0	1	10	\$4.77 Consentine Literature - Tear 2 Sen A 2017		(Current)	
S BADDEKA, K	10	25		ę	1	10	BA Concernitive Uterature and Plin Shudes - Year 2 Service 2013		(Non blaring	0.0000.000000
II BISHOF, RA	10.0			0	1	85	84 PT Consumption Literature - Year 2 Sen A 2013			alove Literature and Pilo S alove Literature and Lingu
IC CAMPBELL WA	1 10			6	1		54 Corporative Universitian and Unigentics - New 2 Serie A 2012			Are Lines I Gen A 7012
7 CEMMANN O	100		1	 1 			(the interval of Comparative Uterations - Tear 3 Series 2013)			and Congenitive Utimature
© CHAPLE AH					а .		Its Consenting United and Organity - Ital 2 Seria 2012			panalise Literature - Year 2 pan Jak policit and Company
IL COCHEMIN, BE	- m		1	e	1	25	84-Historic Studen (a) Hills) and Concentrie Uterature Huster - Teal 25e	ex # 2013		(notive speaker) and Com
IB COOKE, IM	K.	85	1	6.	1 (9	64 PT Comparative Uterature - Year 2 Sen A 2013			Studies (ab Antis) and Co Studies (post 4 usual) an
DENTON STEWART, AJ		85	1	6	1	85	Bit PT Conservative Unitratium - Year 2 Seri A 2013			and Comparative Uterailur
# R-5040.2				£	4	4	The PT Comparisher Literature - Tear 2 See A 2012			

f. Allocate the students to teaching activities Programme by Programme

Figure 18:	Allocate	Students b	ov Program	ne of Study
	/	othaointo a	, o g. a	no or orday

group by that c							
	02	Real Size	Total Size	Al	located	Programme Name	
			0	1	回	EA Comparative Literature and Linguistics - Year 2 Sem A 2013	
		T	0	1		EA Comparative Literature and Linguistics - Year 2 Sem A 2013	
			u	1		EA Comparative Literature and Linguistics - Year 2 Sem A 2013	
	100		0	1		EA Comparative Literature and Linguistics - Year 2 Sem A 2013	
					1 0 1 0 1 0 1 0 1 0 1 0 1 0 0 1 0 0 1 0		Image: Comparative L terature and Linguistics - Year 2 Sem A 2013 Image: Comparative L terature and Linguistics - Year 2 Sem A 2013 Image: Comparative L terature and Linguistics - Year 2 Sem A 2013

11. Viewing Individual Student Timetables in ET

Once a student has been allocated to all of their timetable activities in ECP, it is possible to view and adjust their individual schedule in Enterprise Timetabler. To do this following the steps outlined below as illustrated in figure 19 below.

- a. Open Enterprise Timetabler
- b. In the Template Allocator screen in ECP click and select the relevant student.
- c. Right click on the highlighted student and select "Show Timetable"

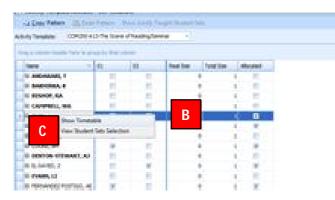


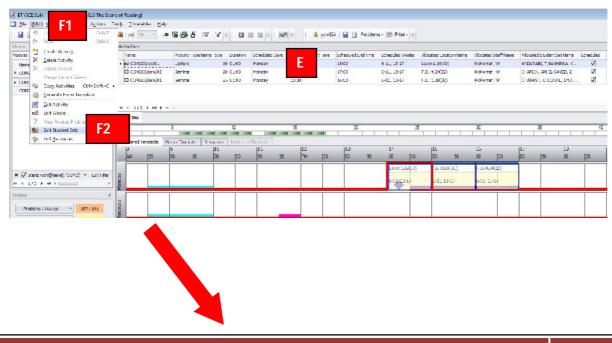
Figure 19: Student Timetable click through

d. The selected student's timetable is then displayed in Enterprise Timetabler and can be reviewed

👌 ycw024 🛛 🛃 🚊 Problems - 🛞 1	nint• •															
iews 🗖	Activ	ties														
udent Sets	• De	partment M	lame			* Name			Suggested	Size	Suggested Time	Scheduled End Time	Duration	Number of	. Teaching We.	-
Vome +	<u>-</u> । म	chool of	anguages ingu	stics and -im		COM-0	Ridee/11		Monday	3	8 14:00	15:00	0.1:001		1 6 11, 13 17	
	Π	ichool of	anguages ingu	stics and lide		COMP	Il/sem/01		Monday	2	5 15:30	16:00	E 1:00		1 6-11, EF17	
CHANASH, CI																
CHANKE, -	×															
CLIANED, CIC																
DI IANI D, R			HLL I													
CIAND, S	12	-	PR 1													
C IANDLER, LT	Activ	ues														
and the second	1	ues	5			10	_	1	5		20	2	5	1	30	
CHANDRAKUMAR, C CHANDRAKUMAR, C CHANDRAMOHAN, A			I I	1		100		1	5		20	2	5	T. T	30	1
CHANDRAKUMAR, C CHANDRAMOHAN, A CHANDRAMOORTHY, L		ared time	I I	i elabe		10 Mult-view										T
CHANDRAKUMAR, C CHANDRAMOHAN, A CHANDRAMOORTHY, L CHANDRAN, M	Cont	aned time	table Maste 1	ir elabre 30	Resources 10 00	Pull-vien	Time Labre		12 PM	30	20	[-4	1.5	<u> </u>	16	I
CHANDRAKUMAR, C CHANDRAMOHAN, A CHANDRAMORTHY, L CHANDRAN, M CHANDRA, A	Cont 8 Al	aned time	table Masle 1		10	100	11	30	12	30	13	14 00 30	15	۲ ۵۵	116	T
CHANDRAKUMAR, C CHANDRAMOHAN, A CHANDRAMORTHY, L CHANDRAN, M CHANDRA, A	Cont 8 Al	aned time	table Masle 1		10	Pull-vien	11		12	30	13	[²⁴	15	<u> </u>	16	T
CHAIDERACUMAR, C CHAIDERANOHON, A CHAIDERANOHON, H CHAIDERANOONTHY, L CHAIDERAN, M CHAIDERAN, M CHAIDERAN, A CHAIDERAN, A	Cont 8 Al	aned time	table Masle 1		10	Pull-vien	11		12	20	13	14 00 30	15 00 wa 101 C (۲ ۵۵	16	1
CHAIDRAKSMAR, C CHAIDRANOICH, A CHAIDRANOICHY, L CHAIDRANOICHY, L CHAIDRAN, M CHAIDRAN, A 4 (2011/15/00) (K) (K) (K)	Comt 8 Al Appropriate	aned time	table Masle 1		10	Pull-vien	11		12	20	13	24 00 30 CC M2007	15 00 wa 101 C (00 D M200/seco/01	16	1
CHAIDERACHAR, C CHAIDERANDHAN, A CHAIDERANDERHY, L CHAIDEN, A CHAIDEN, A H (2011/15001) (H) (1 Linux	Cont 8 Al	aned time	table Masle 1		10	Pull-vien	11		12	20	13	24 00 30 CC M2007	15 00 wa 101 C (00 D M200/seco/01	16	1
CHAIDERAIC/MAR, C CHAIDERAIC/MAR, C CHAIDERAI/OCRITH, L CHAIDERAI/OCRITH, L CHAIDERAI CHAIDERAI, A CHAIDERAI, A CHAIDERAI, A CHAIDERAI C	Comt 8 Al Appropriate	aned time	table Masle 1		10	Pull-vien	11		12	20	13	24 00 30 CC M2007	15 00 wa 101 C (00 D M200/seco/01	16	I

- e. To remove a student or add a student to the selected teaching activity in ET, select the activity
- f. Go to Edit, and select the Edit Student Sets option

Figure 20: Editing Student Sets



0.1	Addressing .												
	Tana .	Activity Type Tel	ne fair duration	Sheklerber	Scheduled Start Time	Shedded but free	Shedded treate	Allocated Locator Name	Maximi tist time	Abouted that	Not let friend	Icheduled	
	+ R counter		30 03.00	Wordar	14:00	15.00	6-11_10-17	Law L 1908	Noteran, W	weeker, T		4	
NR NR	III COMUNIA		26 0:000	Perday.	18:00	(2:00	\$-11.13-17	P.B. 4 24022	Netwoor, W	DIANDS AND		10	
Q00-A10 The Some of Reading	R COMORINA	en/01 Second	25.00.00	Northy	15-00	16-00	4-31, 12-17	F.B1-98(20)	M/Nerwy, W		COOKE, BM.P	Ŵ	
	Brusheret Set B												12-(40- 1
		Reparaments									Current		
	DepTies	* Persiar				14:00					Handay		Seath
	1.000							Auton		Selecter	d		
	C Indude of	Select sets						Pare .		lare.			
Darts with(Starte), COND + Edit/Rer	4							COOKE, SH	_	ALC:N	AAU, 1		
1(3 + m + 1)								6.6A180.3			2014, K 37, RA		
	1										MIL NA		
diene / the of the other										Cowly	A94,0		
											121, 411		
ning Republik (sud)	1										BLRIN, RE DV-ETEXIART, AD		
ending Resamins (m)	1								-		S. UL	-	
Balley	1								_	<u> </u>	event2 Posttake,	42	
	1								_		1.46		
											801		
											THURSDAY, UNL		

- g. To remove an allocated student from an activity, select the student and press the left facing arrow. Moving the student form the selected box to the unselected bow.
- h. To allocate an unallocated student select the student and press the right facing arrow.

- i. Right click on the Student Set name column header
- j. Drag and drop any relevant data columns into the Student Set window. The students Programme of study, User Text 1 and User Text 2 will be useful. You can then filter by these student attributes if necessary.

Figure 21: Viewing Additional Student Details

210/let/01 Regulirements			1	Current		
y/lime + _(Aprilie)	14: 8			Monday 14:00	beards South	40 20 21
		Avaiable	Select	ed		00 UE DU
undude unlinked sets		Nane +	Sarre		User Lext 2 *	
		0.0.08F, 8M	0203	ния, 1. <u>—</u>	ENI	
		EL-SMIED, Z		ES% K	ENT	
				IP, DA	ENT	customisati
				HII, WA TRE	126	Indulans
				Wally C PARAL	GLR U	-regramme
				LIN AM P-R-E	ENT	Stac
				EIRH, RE PRE	FNT	ag tarter
				WARD ARE	EVI	Teaching Wooks
			ZVAN:	5, LE P-R-E	ENT	Ice es 1
				NDELPOSTL. PRE	ENT	Jacr Text 3
			-0.1		ESI	
			SHAY.		GLK	
			4 -	THANN, UN PRIC	ENT	

12. Monitoring Student Allocations

As students are changing modules, it will be necessary to regularly check for students that have become unallocated from activities as they are no longer taking the associated module. To filter to unallocated students follow the steps outlined below as illustrated in figure 22 below.

- a. Press the "Show" button next to the "with unallocated student sets" filter value on the Activity Template panel.
- b. The Template Allocator window will then open, with only the templates that have student sets that require allocation in view. These can then be reviewed template by template and allocations made as necessary.

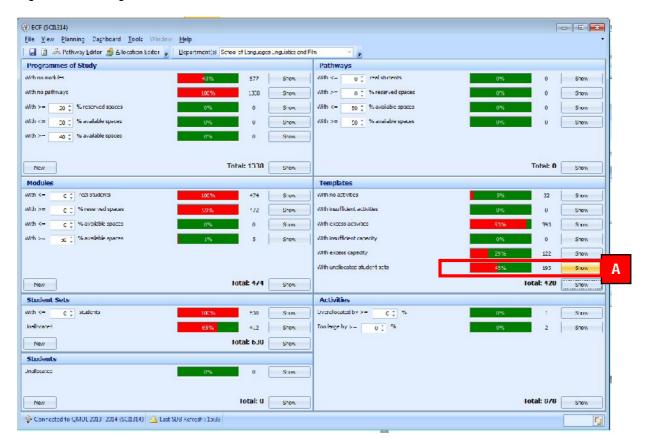


Figure 22: Finding Unallocated Students

13. Clashing Student Allocations

It may be necessary to deliberately clash a student's timetable. Student allocations can only be clashed in the Enterprise Timetabler application. To clash student allocations follow the steps outlined below as illustrated in figure 23 and 24 below.

- a. In Enterprise Timetabler select the activity that needs to have the student clash associated with it.
- b. Go to Tools | Constraints to open the constraints window

Figure 23: Constraint Breaking Mode

(#) ET (SCI1314) - [Module: COM200-A13 The Scen	ne of Reading]					
Eile Edit View Scheduling Actions	oo <u>l</u> s <u>T</u> imetables <u>H</u> elp					
🛛 🛃 🕼 🥠 全 🎟 🚽 📓 🔏 🛛	Options	3 🗗 📝	7.	0		-
	<u>C</u> onstraints B					1
Views C f	Scheduling Pre <u>f</u> erences Reset	ity Type Name	Size	Duration	duled Days	S
Name		Juccure	30	01:00	A lay	1
♥ COM2	E COM200/sem/02	Seminar	20	01:00	Monday	1
COM200-A13 The Scene of Reading	E COM200/sem/01	Seminar	25	01:00	Monday	1
COM210-B13 Madness, Past and Present						
1						

c. Select "Never" for the "Always Avoid Double Booking" – Student sets radio button

	Арр	y Constraint	
	Always	Usually	Never
Avoid Double Booking) Constraint		
Student Set	0	0	C
Location	0	0	Ö
Staff Member	0	0	0
Equipment I tem	۲	0	0
Time Constraints			
Free Block	0	0	0
Maximum Hours	0	0	0
Maximum Work Span	Q	0	Ω
Resource Break	0	0	Ö
Activity Constraints			
Sequencing	Ø	0	0
Same Time	0	0	O
Suggested Time	0	0	0
Other Constraints			
Avaid Concurrency	0	0	0
Travel	0	0	0
Unavailability	0	0	0

d. Go to Edit | Edit Student Sets

e. Allocate the clashing Student Set(s) as illustrated on pages 21 to 23, in section 11.