**Timetabling data collection form**

**(please complete one form per activity type – e.g. Lecture, Seminar, Practical etc..)**

|  |  |  |  |
| --- | --- | --- | --- |
| Module Code |  | Module Title |  |
| Module Leader |  | Teaching staff |  |

|  |  |  |
| --- | --- | --- |
| **Scheduling information** | | |
| Activity type (e.g. lecture, seminar, practical etc..) | |  |
| Teaching week pattern (click link below for more information)  <http://www.leeds.ac.uk/timetable/week_patterns201213.htm> | | Other:      (please specify term weeks and start date) |
| Preferred day(s) |  | |
| Preferred time(s) |  | |

|  |  |
| --- | --- |
| **Estimated total student numbers on module** |  |
| Group allocations (where students are split into groups, please specify how many students per group). |  |
| Is the allocation of the students to groups random or prescriptive? |  |

Please use the tick boxes below to specify your room requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | | | |
|  | Lecture Theatre |  | Flat floored (chairs with flip out tables) |
|  | Computer Cluster |  | Flat floored (with lab tables and benches) |
|  | Flat floored (any) |  | Room with level access (no steps) |
|  | Flat floored (with tables and chairs) | Other (please specify) | |
| **Equipment (all rooms have PC, DVD with computer projection as standard)** | | | |
|  | Multi region DVD player |  | E-voting (fixed) |
|  | Projector (Overhead or Visualiser) |  | E-voting (on demand) |
|  | Projector (must be Overhead) |  | Interactive Lectern Monitor |
|  | Projector (must be Visualiser) |  | Laptop Connection |
|  | Board (Chalk or White) |  | Microphone - Lectern (Fixed) |
|  | Board (must be Chalk) |  | Microphone - Radio (Roving) |
|  | Board (must be White) |  | Slide projector x1 |
|  | Data Projectors X2 |  | Slide projector x2 |
|  | Split Screen facility |  | Black Out |

|  |  |  |  |
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| Any other requirements (please specify): |  | | |
| Form completed by: |  | Date: |  |