**Timetabling data collection form**

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

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

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| **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) |       |

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| **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:

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| **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: |       |