SYLLABUS PLUS STUDENT ALLOCATION: Making the process easier

Syllabus Plus

Student Allocation: Making the process easier

This Syllabus Plus (S+) training guide aims to work through the process of student allocation and to help you resolve the issues you may encounter when allocating students to their activities.

If you have any questions when you have worked through the guide, please contact the Programmes & Assessment (Timetabling) team on ext. 34009 or timetable@leeds.ac.uk.

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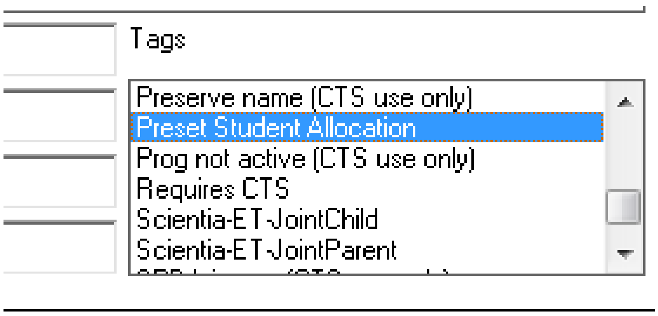
1. *Why do we allocate students to activities?*

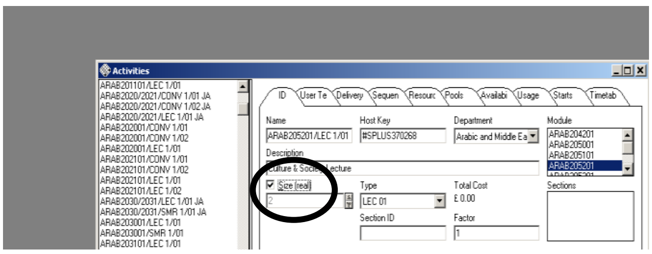
Students must be allocated to their specific activities in S+ in order to provide them with an accurate personalised timetable. The majority of student allocation will be done and updated centrally, but you will need to keep allocations up to date in two areas:

- Manual allocations – where the tutor has specified that group allocations must be done manually for academic reasons. It will be your responsibility to update these in S+ and to make sure they are kept up to date if students change modules. You will need to ensure that the ***Preset Student Allocation*** tag (indicated below) is selected on the ***User Text & Tags tab*** on the ***Activity Template***; otherwise, the allocation will be done automatically.



- Requested group changes – where students have been allocated automatically to groups and then requested a specific change to another group. You will need to update these in S+.

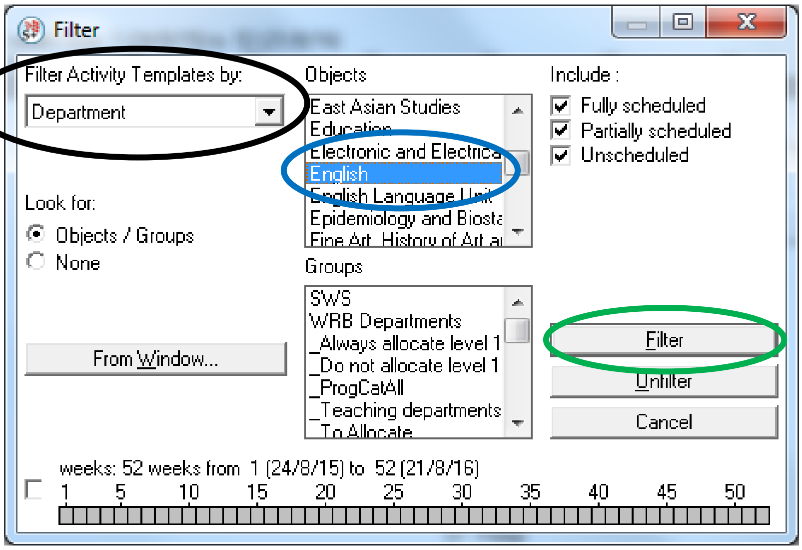
Please note – prior to starting student allocation you'll need to ensure that the ***Planned Size*** field on the ***ID tab*** in your activities does not have the ***real*** box ticked. If this box is ticked, S+ will not allow students to be allocated to the activity. The ***real*** checkbox can be useful if you want to know exactly how many students are allocated to an activity but it shouldn't be left ticked.



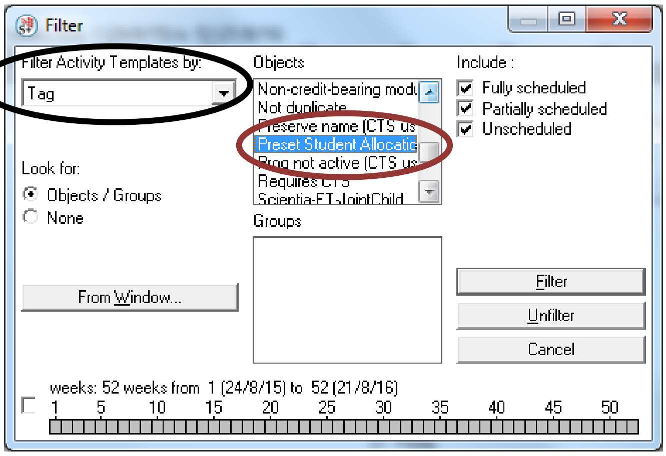
2. *Finding templates which need to be manually allocated*

To find templates which need to be manually allocated, you will need to carry out a filter. You should already have tagged the relevant templates with ***Preset Student Allocation***.

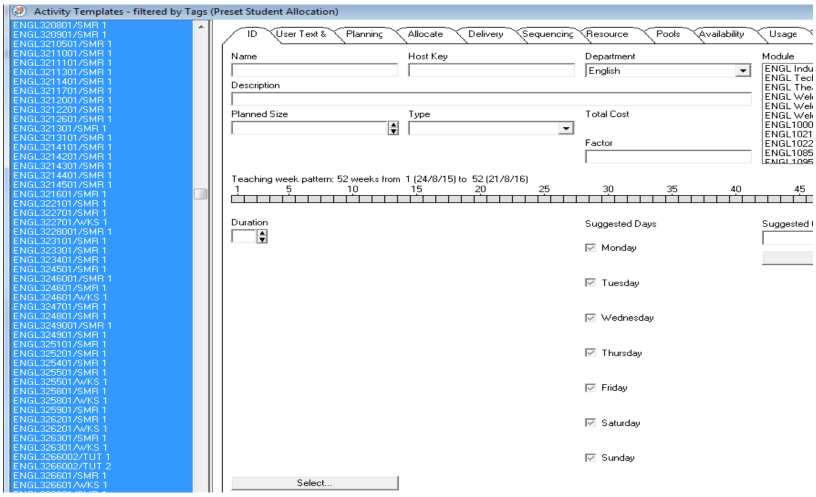
- Select ***Activity Templates*** from the ***Timetabler*** drop-down menu.
- From the ***View*** drop-down menu select ***Filter***.
- Select ***Department*** in the ***Filter Activity Templates by:*** field, select your school in the ***Objects*** box and click ***Filter***:



- Press *Ctrl and A* on your keyboard to select all the items in the list.
- From the ***View*** drop-down menu select ***Filter*** again.
- Select ***Tag*** from the ***Filter Activity Templates by:*** list, select ***Preset Student Allocation*** in the ***Objects*** box and click ***Filter***:

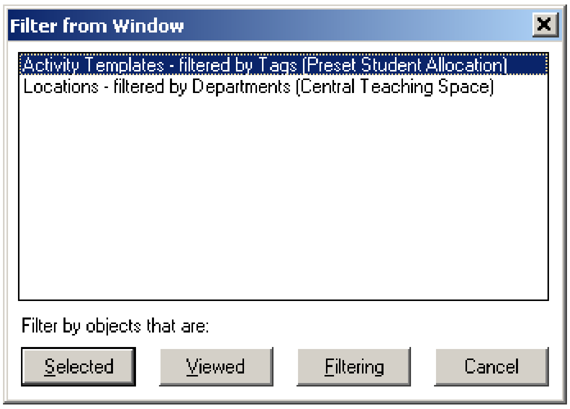


- You will now see a list of all templates which are tagged with Preset Student Allocation with those from your school highlighted in blue:



- To display these activities <u>only</u>, select ***Filter*** from the ***View*** menu again and click the ***From Window…*** button.

- From the list, select ***Activity Templates – filtered by Tags (Preset Student Allocation)*** and click ***Selected***.



- This will take you back to the ***Filter*** window, where you should click the ***Filter*** button.

- You are now viewing all the activities belonging to your school which are tagged ***Preset Student Allocation*** and which require manual allocation.

- Click on one of the activities in the list on the left and go to the ***Allocate*** tab.

- You will see a list of student sets on the left - these are in the format: ***Surname, First Initials***, (***Student Number***).

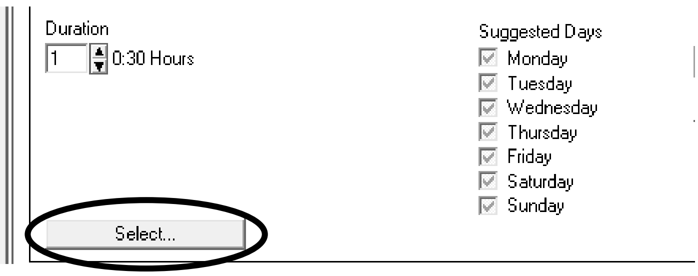
- Each column represents an activity. The students can be allocated to one activity <u>only</u> per template. Those which need to be allocated are shown in **bold** type. If you are looking at this prior to students enrolling on modules, you will see a list of programme pathways which have been created to help you avoid clashes between compulsory and/or optional activities.

- For each student to be allocated, double click in the column representing the group to which they should be allocated.
- The student name/number will change from **bold** to normal text and a tick will appear in the activity column.
- Scroll down the list of students to ensure they are all allocated.
- If a *grey box* appears in a column, this means that the student is already allocated to another activity at the same time. You will therefore have to allocate the student to another group. If you need to check which activity is blocking the allocation, double-click on the student's name to open the ***Student Set*** screen. Go to the ***Timetable*** tab and check the relevant timeslot. If the "blocking" activity is one where an alternative timeslot is available, it may be possible for the student to change groups in order to accommodate the activity you are trying to allocate. This should be done in consultation with the student if teaching has begun.
- Remember to write back your changes when you have finished.

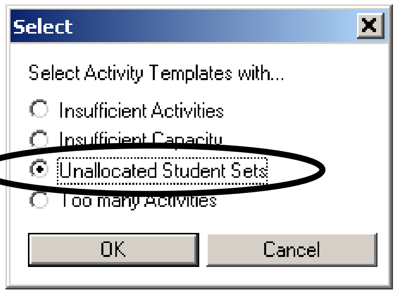
3. *Finding templates with unallocated students*

Once the student allocation process is under way, you may want to narrow down the templates to only those with students who have not yet been allocated either manually by yourself or automatically by the Programmes & Assessment (Timetabling) Team.

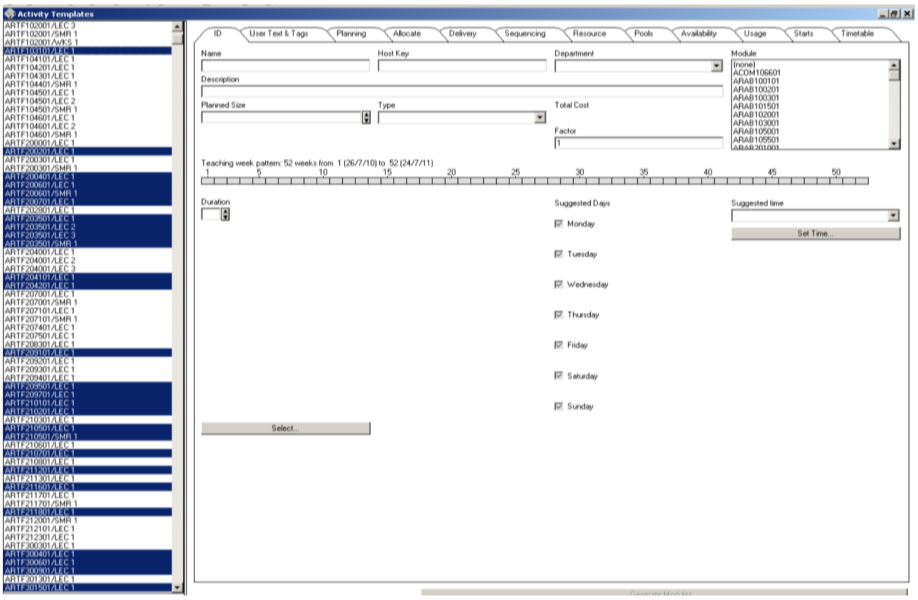
- From the ***Timetabler*** drop-down menu select ***Activity Templates***.
- Click on the ***Select*** button which is located towards the bottom left of the screen.



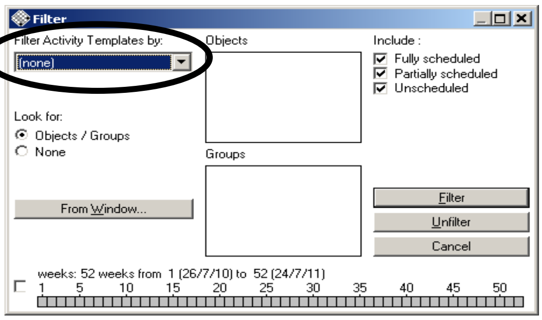
- Select ***Unallocated Student Sets*** as shown below and click ***OK*** (this process will take a few seconds).



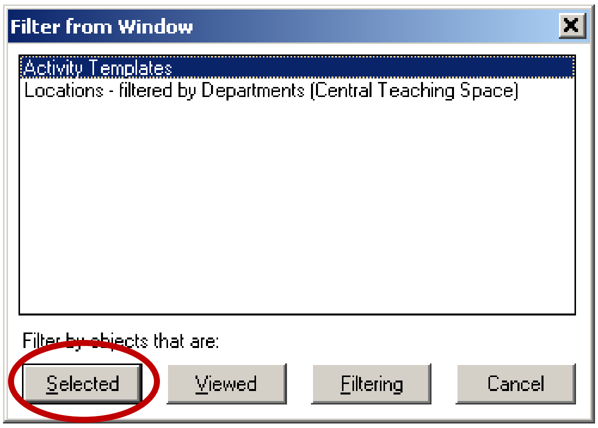
- This will give you a list of **ALL** activity templates with unallocated students – these will be highlighted.



- You will need to filter these in order to find only those relevant to your own school.
- From the ***View*** drop-down menu select ***Filter***; in the resulting ***Filter*** window, leaving the ***Filter Activity Templates by:*** drop-down at **(none)**, click on ***From Window…***,

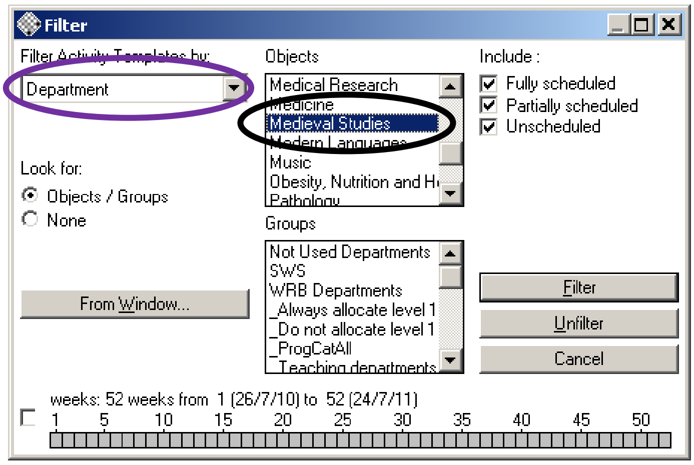


- In the new window, select ***Activity Templates*** then click ***Selected***:



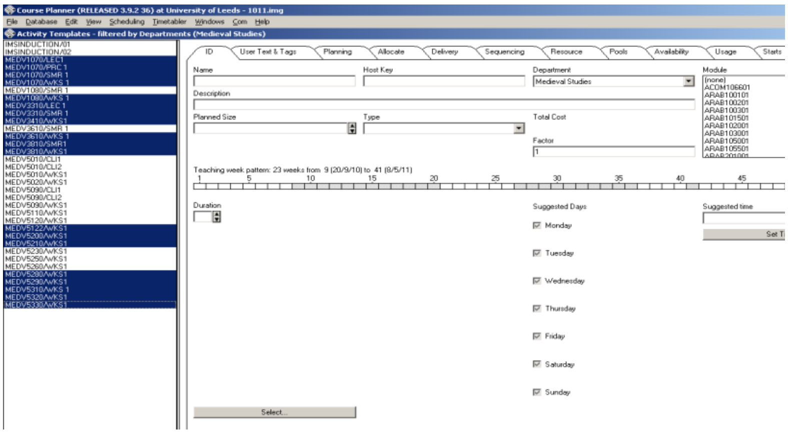
- This will take you back to the ***Filter*** screen and you should click on ***Filter***.

- From the ***View*** drop-down menu select ***Filter*** once more. Select ***Department*** from the ***Filter Activity Templates by:*** menu and select the name of your school in the ***Objects*** box:

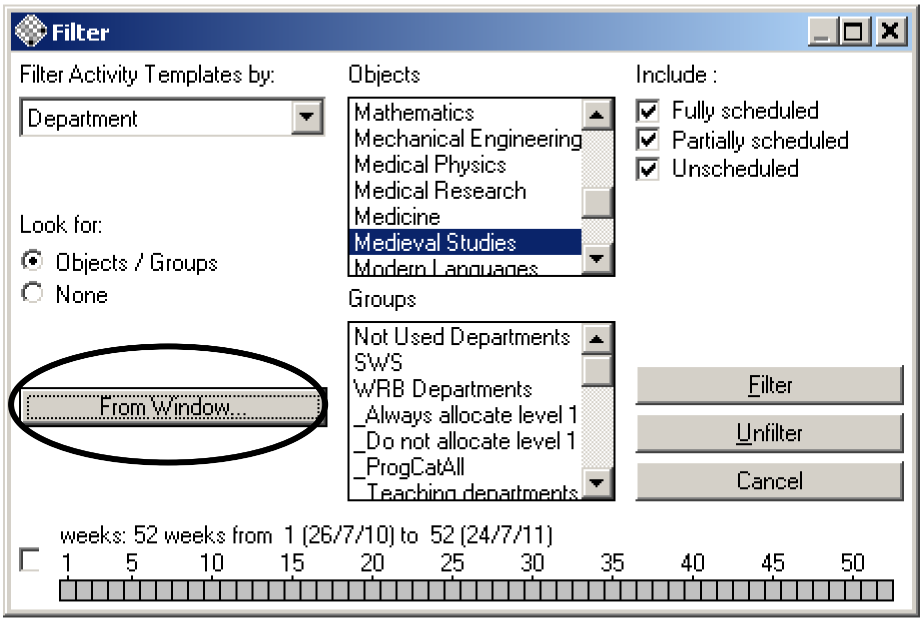


- Click ***Filter***.

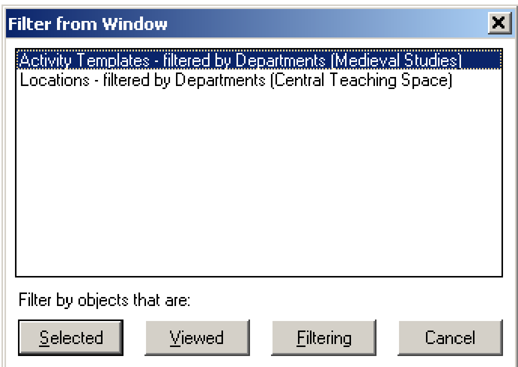
- You will now see a list of Activity Templates for your own school, some of which are highlighted in blue – these are the templates with unallocated students & you'll need to isolate these using a filter



- From the ***View*** drop-down menu, select ***Filter*** again.
- Click on ***From Window*** (as indicated below).



- In the new window, select ***Activity Templates – filtered by Departments (…)***, then click ***Selected***:



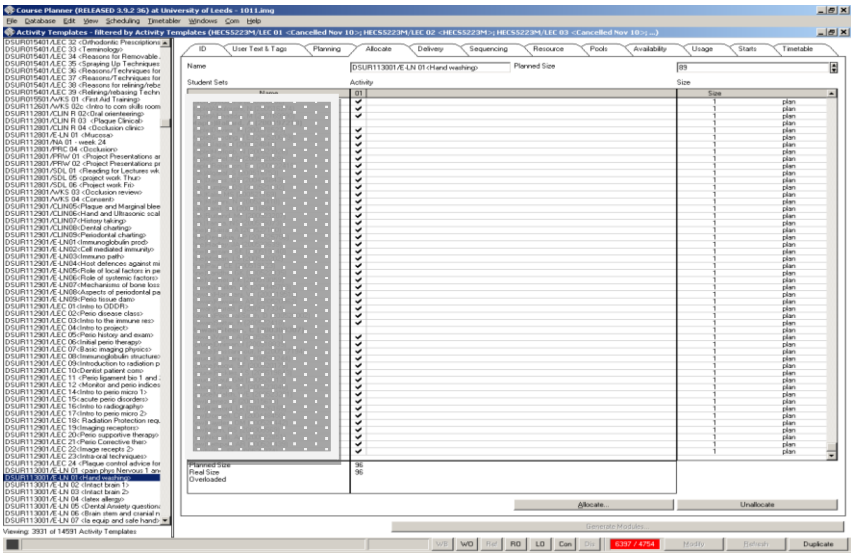
- This will take you back to the ***Filter*** screen and you should click on ***Filter***.
- The resulting list will be only activity templates belonging to your own school which have unallocated students. You can now work through the list, allocating students, as detailed in the previous section.

4. *Carrying out a group change for a student*

- From the ***Timetabler*** drop-down menu, select ***Activity Templates***.
- In the list of templates on the left, find the one which will be affected by the change and click on the name to select it.
- Go to the ***Allocate*** tab.
- Find the student's name in the list. If there is no *grey box* in the column for the group to which they wish to move, simply double-click in the box to carry out the change. If they do have a blocking activity, you should investigate it as described section 2 above.

5. *Identifying over-loaded activities*

- If you are allocating students automatically, rather than manually, by clicking the ***Allocate…*** button on the ***Planning tab*** of the ***Activity Template***, and a student doesn't appear to have a clash but hasn't been allocated to the group, it may be that the activity is ***over-subscribed*** or ***over-loaded***.

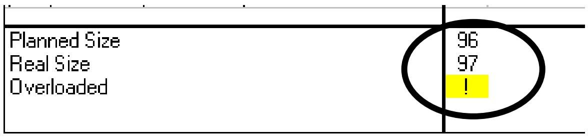


- In the example shown above, we can see that the students in bold, who are not allocated, do not have a clash as the box next to their name is not greyed-out. In circumstances such as this, you should check the ***Planned Size*** and ***Real Size*** figures at the foot of the column. For this activity, the planned size is 22 and there are 22 students already allocated. This means that there is no further space.

- If this occurs, you will need to make the activity larger by changing the planned size in the top right of the screen or, if this is not feasible, you may need to create an additional activity from this template and reallocate the students accordingly.

- If you do make the activity larger, and you are using Central Teaching Space, check that the room you have been allocated is sufficiently large for the activity as rooms are allocated based on the planned size. If it is not, you should contact the Programmes & Assessment (Timetabling) team immediately to request a move to a larger room. Similarly, you will need to contact the Programmes & Assessment (Timetabling) Team if you create an additional activity which requires Central Teaching Space.

- If you allocate more students than the planned size, an exclamation mark (!) on a yellow background will appear below the relevant column as a warning that the planned size has been exceeded as shown below

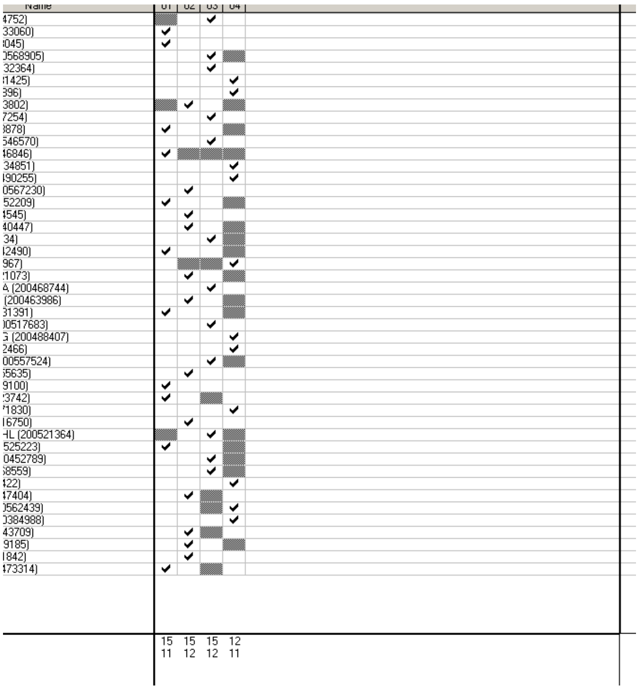


- If you increase an activity size in order to accommodate all the students you need to allocate to a particular activity and the new planned size is higher than the capacity of the room to which it is allocated, S+ will generate a problem (indicated by a white question mark on a red background) on the activity. This is a warning that an alternative, larger room is required.

  Please note – The Programmes & Assessment (Timetabling) Team sends out, at regular intervals, an ***over-loaded activities*** report which lists those activities where the real size exceeds the planned size. However, if you see that an activity is over-loaded please contact the Programmes & Assessment (Timetabling) Team immediately rather than waiting for the next report to be sent out.

6. Recognising Clashes

- When allocating students, you will find that some have clashes with other activities.



- Greyed-out squares in the columns next to a student's name indicate that the student has a clashing activity. If the template contains more than one group, you should allocate the student to one for which they are available.

- If the students are being allocated automatically by the Programmes & Assessment (Timetabling) Team, S+ will put each student into a group without a clash.

- You may find that a student has remained unallocated even though they do not have clashes with all groups. In this situation, it may be that the group is full (see the previous section on ***over-loaded activities***). To rectify this, identify a student who could be moved into a group which is not full and double-click in the relevant column to reallocate them – you will then be able to allocate the original student.

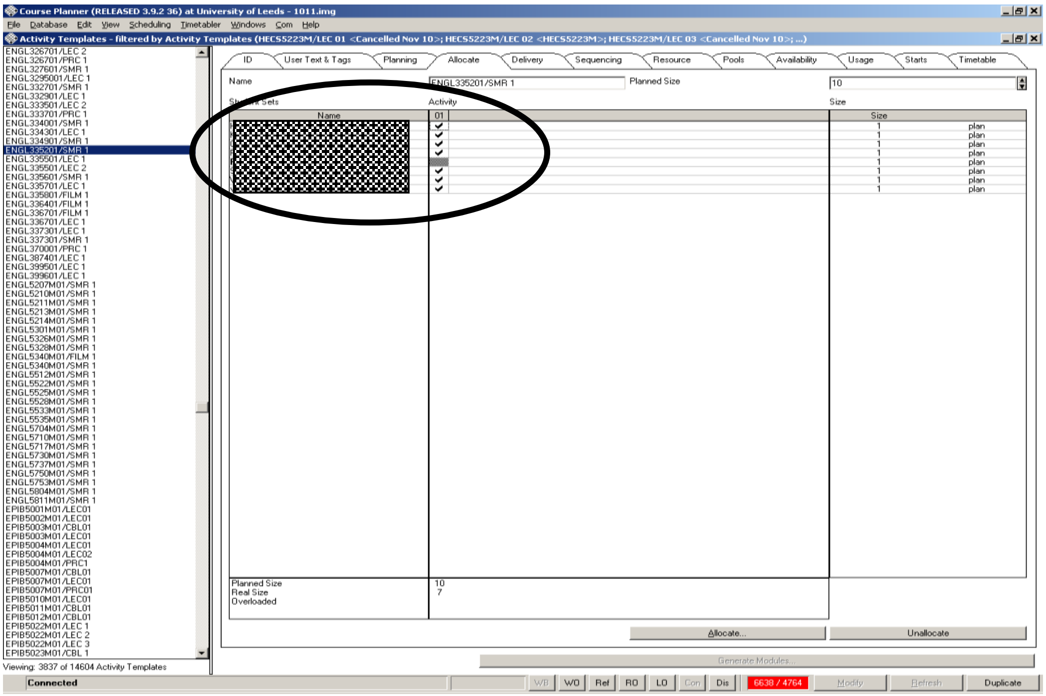
- Should the student have clashes with all available options, you will need to ***resolve a clash*** in order to allocate them to a group.

- ***Please note*** – if the student does not have a tick in any one of the columns on the Allocate screen, they will not be allocated to that particular activity and it will not appear on their timetable. Although the Programmes & Assessment (Timetabling) Team regularly sends out a ***clash report***, it is essential that you check your student allocations and do your best to resolve the clash as soon as possible.

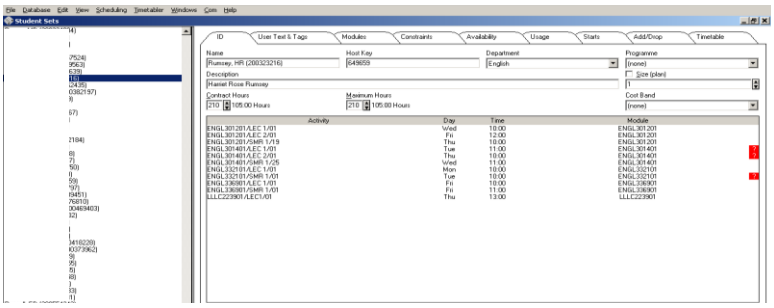
7. *Investigating and Solving Clashes*

- In this example, we have tried to allocate all students to the activity *ENGL335201/SMR 1/01*, using the activity template *ENGL335201/SMR 1*. It has not been possible to allocate all students registered on the module to the activity at its current time of Tuesday, 10-11 a.m., in semester 2. You will see that the space in the column next to one student's name is blocked out.

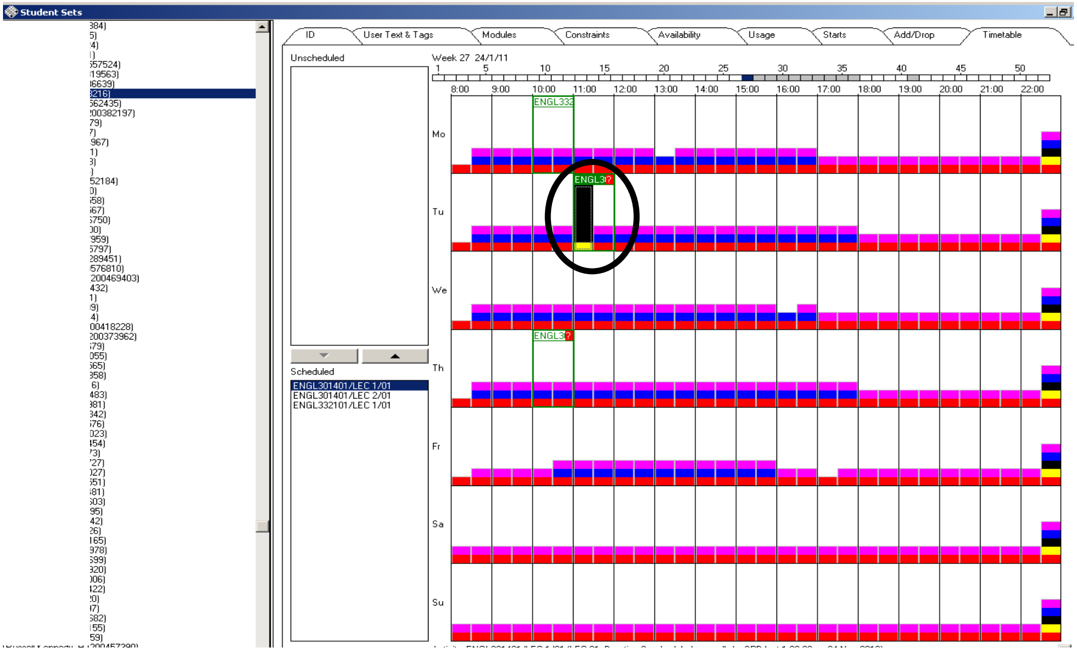
- The first step in investigating a clash is to find out which activity is preventing the student from being allocated. When the student has not been allocated, their name/ID number will appear in bold on the list:



- Double-click on the student's name to open a ***Student Set*** screen:

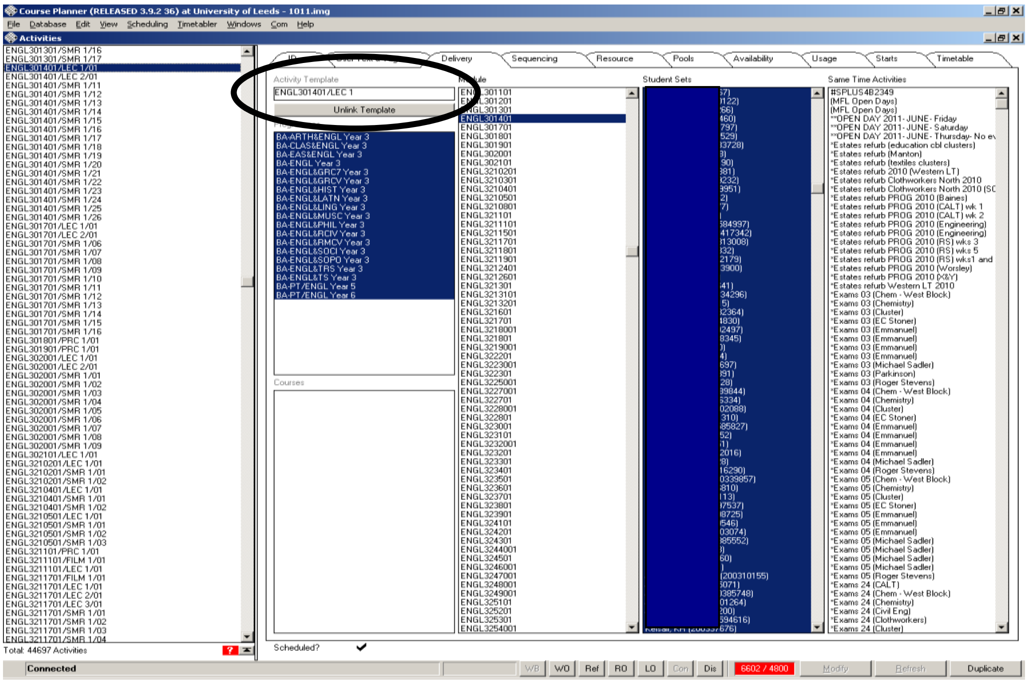


- Click the ***Timetable*** tab, and select one of the weeks in which the activity is scheduled to locate the activity which is scheduled at the same time.

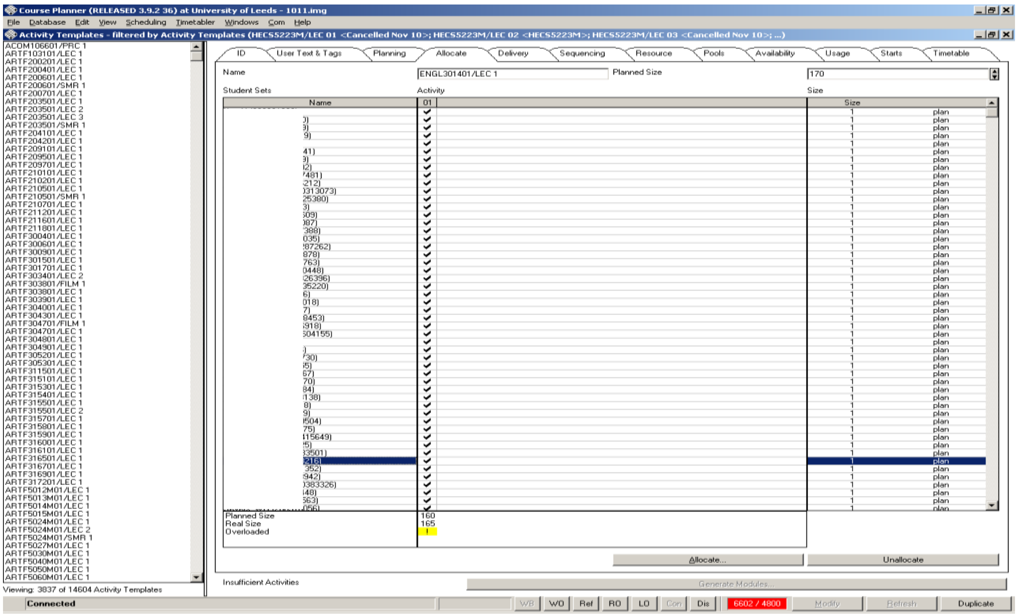


- If there is no clash on the week you are looking at, the clash may occur in a different week. Click into each of the weeks in which the activity is scheduled until you find the clash.

- When you have found the activity, double-click on the title – in the example above, you would double-click on the 'E' of the circled activity. This opens an ***Activity*** screen with that activity selected. Click on the **Delivery tab**:



- Double-click on the name of the ***Activity Template*** (circled above). This opens the ***Activity Template*** screen. Click the ***Allocate tab*** to find out whether there are any other groups to which the student could be allocated.

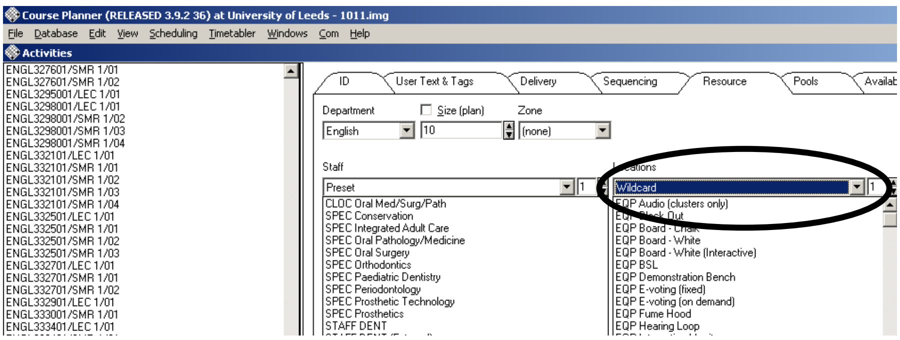


- In this example, there are no other groups available. If another group is available and the activity belongs to your school, you can reallocate the student – although, once teaching has started, this should only be done in consultation with the student. If the activity belongs to another school you should contact the relevant timetabler to request a reallocation.

- Please note: if another group is available, the student should be moved rather than rearranging the activity or requiring the student to change their module choice.

- If it is not possible to reallocate the student, you then need to investigate whether either activity can be scheduled at an alternative time. You can use S+ to help you.

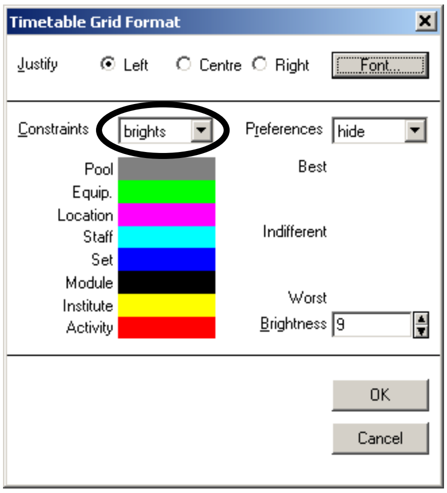
- In an **Activity** screen, go to the **Resources tab** and, at the top of the ***Locations*** column, ensure that ***Wildcard*** is selected. Click ***Modify***.



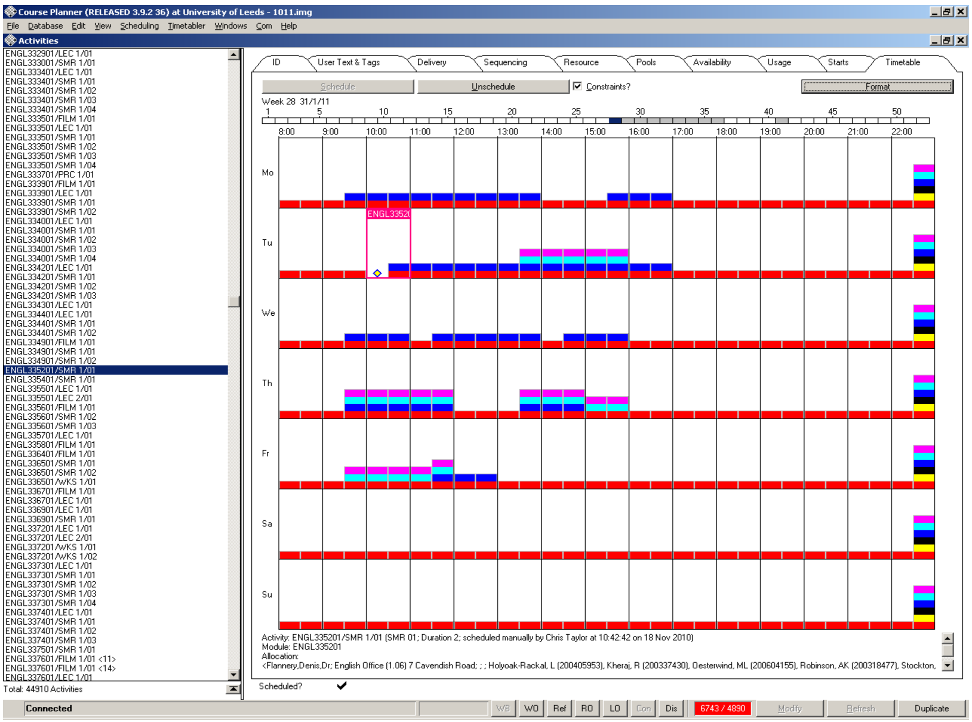
- Go to the ***Timetable tab***, and ensure that you have selected a week in which the activity is scheduled.

- The S+ image which you have downloaded from the SES website and subsequently saved to your own PC will already display the different constraints in different colours – you will be able to see, at a glance, the reasons why an activity cannot be scheduled at a particular time. If, for any reason, these colours do not appear and you are viewing the timetable in grey only or if you wish to check which colour relates to which constraint, click on the ***Format*** button at the top right of the screen to display this window.

- The ***Constraints*** drop-down list should be set at ***brights***. Click ***OK***.



- The timetable will be displayed as shown below:



- The red line represents an ***Activity constraint***. This means that the suggested day and time are set – in this case at 10am on Tuesday which is indicated by a ***yellow diamond***. The red line appears at all other times. If the red line is the only constraint which appears, you can reschedule the activity at any other time as staff, location and students will be available. Other colours signify other constraints – the most common you will see are *blue (student sets), turquoise (staff) and pink (location)*.

- Once you have checked the new time, return to the ***Resource*** tab and change ***Wildcard*** back to ***Preset*** if this was previously selected. If the activity can be rescheduled, the Programmes & Assessment (Timetabling) team will allocate the room for you – please don't make the change yourself.

- You should check all clashing activities before making any changes so that you are able to make the best possible decision.

- ***Please note***: if you are using Central Teaching Space for the activity, you should send an email to the Programmes & Assessment (Timetabling) team before rescheduling the activity to check that the location is available at the required time.

- Finally, if it is not possible to reschedule the activity without causing other clashes, you will need to inform the student that there is a clash which cannot be resolved. This will enable them to take action as quickly as possible, choosing an alternative module if necessary. It may be that the clash is "acceptable" e.g. one of the activities is a ***drop-in*** session and the student does not need to attend for the whole of the scheduled time. In this scenario, please contact the Programmes & Assessment (Timetabling) Team to request that the clash be ***waived***.

- If you have been unable to allocate the student to a ***compulsory activity***, the student should be unallocated from their ***optional/elective activity*** and allocated to the compulsory activity prior to being advised of the clash. This ensures that their timetable shows the correct information as they are making their new module choice.