

Quick Reference Timetable Scheduling Check List

You should follow the process below to ensure you correctly timetable your teaching activities:

Activity template checks

Screen	Action
ID tab	Check activity type is correct – determines what appears on students’ timetables e.g. LEC 01 appears as Lecture 1
Planning tab	Check you have the correct number of activities in the template i.e. however many groups are required.
User Text & Tags tab	Add tags relating to student allocation as required i.e. Preset student allocation; Drop-in session; Not duplicate

Activity checks

Screen	Action
ID tab	<u>Name</u> – tidy as necessary, making sure you use the standard naming convention e.g. LUBS330001/LEC 1/01; <u>Plan size</u> – make sure this is realistic – check previous years’ enrolments or the cap size of the module (for new modules) - this will help you make an informed decision as to the size to set; <u>Day, time, duration</u> - amend as appropriate; <u>Activity type</u> -this should match the template (see “Activity Template checks”)
User Text & Tags tab	If a centrally-owned room or IT cluster is required you should add the “Requires CTS” tag – <u>a room won’t be allocated without it</u> . Don’t add this tag if you are using a school-owned room.
Resources tab	Check location suitabilities – add & remove as appropriate – you should have a TYPE and ZONE suitability selected as a minimum; Allocate the room if school-owned; Allocate staff –important for attendance monitoring, lecture capture & provides an individual web timetable for staff
Availability tab	Check the week pattern – select a “named availability” if possible
Timetable tab	Schedule the activity. If it won’t schedule this is likely to be due to a student set clash. In this case, either change the day/time of the activity or contact the Timetabling & Room Bookings Team for advice

- The majority of activities for the new timetable are already in S+ as they’re carried forward from year to year;
- All activities are unscheduled when you start updating your timetable information;
- Days, times & selected suitabilities will remain unchanged; week patterns should be the same; tags will have been removed;
- Variants to accommodate different rooms, times and/or staff will have been deleted and full semester activities reinstated;
- Jointly taught activities remain intact – you should contact the Timetabling & Room Bookings Team for any amendments/deletions;
- If you need to set up new activities ensure these are generated from an activity template. Once generated, run through the checklist above and schedule.

