Class Scheduling in NewSouth Student

Creating a reliable schedule for single and multi-component courses

Go>
Manage Student Records>
Establish Courses
Benefits

- One Stop Shop for students - enrolment and timetable information
- Control over numbers and allocations of students without long queues at enquiry desks
- Automatic timetable clash checking (though clashes can be permitted if schools prefer)
- Phasing out of shadow timetable databases
Terminology

Course

MATH1231

Component

Lecture

Class

3157

Class numbers used internally

Component

Laboratory

Class

1203

Tutorial

Class

9965

Class

16043
Relationship Between Course Catalogue and Class Schedule

Course Catalogue
- Records in the course catalogue don’t need to be updated each year (unless there is a change)
- Contains Handbook Information
- Components need to be set up prior to scheduling

Class Schedule
- Annual updates to quotas, offerings etc will be done in the class schedule

Semester: 2003
- Class 5037

Semester: 2004
- Class 5044
- No class in the class schedule for this semester because the course is not offered
- Class 5047

MATH2099
Status = Active
Kinds of Classes (1)

- **Enrolment class**: first (or only) class specified in an enrolment request (through Citrix). Controls such as reserve capacities apply only to enrolment classes.

- **Non-enrolment or related classes**: all others, specified in enrolment requests (through Citrix) as _Related 1 or Related 2_

*It is not apparent to students through myUNSW which class is the enrolment class and which are related classes.*
Kinds of Classes (2)

- **Graded class**: carries units and final result, need not be enrolment class.

- **Non-graded classes**: all others

*Eccles produces separate graded and non-graded class sheets*
Procedures

Update Course Catalogue components

- Wait for roll forward of previous year (completed 01/09/2004)

The status field on rolled classes is adjusted as part of the roll forward process according to the following rules:
- If a class had zero enrolments in the ‘roll from’ year, the rolled class status is Tentative.
- If the status in the ‘roll from’ year was Active or Stop Further Enrolment, the rolled class status is Active.
- If the class status in the ‘roll from’ year was Tentative or Cancelled, the rolled class status is Tentative.
Procedures cont.

- Timetable ➔ adjust Class Schedule
  - Add/ update section ID, course admin, enrolment limits, instructors, times, etc.
  - Not effective dated, so progressive setup is possible while students are not enrolled (but can still change if students are enrolled).
- Multi-component scheduling procedures later
Course Catalogue Setup

- Any components that you intend to use should be set up in Course Catalogue
  - Go>Manage Student Records>Establish Courses>Use>Course Catalogue>Update/Display
    - Add row to Basic Data panel
    - Make Changes on Component panel
    - Select Graded Component (usually Lecture)
    - Specify Default Section (class) Size
Timetable to Class Schedule

- Visualise/map out relationships before scheduling

- Decide which course component will be the enrolment class

  - Note: only one component can be an enrolment class. This should be the class for which you require the most control, e.g., labs with restricted numbers, reserved for a particular program, etc.
Walk Through the Panels

- Basic Data Panel
- Schedule Meeting Patterns
- Room Characteristics
- Enrolment Controls
- Reserve Capacities
- Notes
Each class of the course must have a unique class section code.

Enrolment class must be chosen in the **Class Type** field (only one component type in each association can have an ‘enrolment’ type).

For classes which aren’t taught according to normal session dates, check on non-standard offering flag and enter teaching start and end date and final assessment date (if exam date is unknown, last day of exam period).

Location should be ‘Distance’ for distance education offerings.

**Ctrl-F4 to select Course Administrator**
Class Section ID

- Must be unique across all classes for a course within a term
- 4-character identifier (naming standards follow)
- Eccles produces combined field with component (eg TUT-F11B)
- Classes ordered by section ID on panels
Class Section ID codes for Single-meeting Classes

- UNSW Standard:
  - First Character = Day (MTWHF)
  - Second and Third Character = Time on 24 hour clock
  - Fourth Character = Free Choice (eg A, B, C …; odd/even; Algebra/Calculus etc)

- M09A = A class that meets Monday at 9am all weeks
- W15E = A class that meets on Wednesdays at 3pm on even weeks.
- H10P = Thursday 10:30am (P-Z for half-hour starts)
Class Section ID Protocol for Large Classes

- Numeric by default, such as 0001, 0002; will appear first on panel
- Simply sequentially number lectures, or indicate separate streams as A, B etc.
- Can add information to Class Section ID
  - Keep in mind that it should look different for Small Class Section IDs
  - Information conveyed could include delivery mode (eg WEB) or type (eg CALC or ALG for Maths)
Meetings Panel

- Provides information about the time of the class, the place and the instructor.

Check to ignore clashes against any other class

Select odd/even if applicable
Meeting Times

- **Facility ID** – CATS identifier (eg, K-E19-G5*)
  *only use identifiers beginning with ‘K’, all others are obsolete*

- 24 hour clock for times

- Magnifying glass gives day selection – Can put in multiple days at same time (and same facility); TT clash override; odd/even weeks

- Can put in multiple times with different days and/or facilities by adding a row (for multiple meeting times)
Meeting Times – (cont.)

- If a class has a start/end date different from the term start/end date, change the start/end date on the **Class Meeting Pattern Details** sub-panel (as well as on Basic Data panel).

- Primary Instructor* appears on class search. Type the ID or select with **Ctrl-F4** in the ID Field.

* Multiple Instructors can be inserted
Room Character Panel

- **Instruction Mode** is currently the only relevant data on this panel.
- Select from appropriate drop-down values.
This panel is used to:
- specify the size of the class
- Set Auto Enrol Sections
- Change Class Status
- Set Consent (if different from Course Catalogue)
Enrolment Controls

- **Places available for each class section**
  - Use **Requested Room Capacity** for actual capacity of room
  - Use **Enrolment Capacity** for actual number of students you can fit in the course component (may be equal)
  - **Minimum Enrolment Number** is helpful in deciding class status

- **Enrolment status**
  - **Active** (only status that allows enrolment)
  - **Stop Further Enrolment** (not active, visible to students)
  - **Tentative Section** (not active or visible, can be reactivated)
  - **Cancelled Section** (not active or visible, loses facility ID)
Enrolment Controls (cont.)

- **Consent** - School Consent requires override on Enrolment Request panel (staff intervention – student can’t self enrol).
  - Inst Consent (not used)
  - No Consent (students can enrol from web)
  - School Consent (students need to see course authority who will override if approval given)

- **Auto Enrol** – section ID for a class that students must enrol in as well as the current one. Not really necessary as the system will ensure that students select all components through myUNSW.

- **Resection to Section** – this functionality is not used.
**Cancel if Student Enrolled** - this is used if a class is to be cancelled after scheduling and there are students already enrolled. Students will not be informed, so a class roster or class list must be run first. Then class status is changed to ‘Cancelled Section’ and students will be automatically dropped from the class.

- A class list must be run prior to this so that students can be informed of the change. This is **not** an automatic process.
- You may run a Class Enrolment Query (NSSR3208) View>Navigator Display>Query>Run to Excel
- Alternatively use Go>Manage Student Records>Establish Courses>Report>Class Roster

(Ignore Waitlist Information – not functional)
Reserve Capacities Panel

- Only available to Enrolment classes, i.e., components identified as ‘enrolment’ in the ‘class type’ field on the Basic data panel.
- By Requirement Groups
  - eg Particular programs; faculties; stages
- Start date should be the first available Enrolment Appointment date.

Req group **20XXXX** identifies students in program **XXXX**
Class notes will be visible to students through myUNSW.

Standard note codes are set up.

Use the Copy Note button to edit, or type freeform text.

Useful way of conveying information to students regarding reserve capacities (as this information is otherwise not apparent to students).
If Course-level data is changed after roll-forward, data must also be changed in Class Associations. If the changes apply to all Sessions ensure changes are made to the Course Catalogue as well.
Class Associations Panels

Path: Go>Manage Student records>Establish Courses>Use>Class Associations>...

- To Add or delete Components or Override other Info from Course Catalogue
- Only fields arrowed are relevant
To Override Requisites for a Particular Offering or Association

Normally shows enrolment requirement from course catalogue
To set up and/or check status, auto enrol classes, consent and enrolment capacity (second panel)
Class Sections Panels
- Class Enrolment Limits

Menu Path: Go>Manage Student Records>Establish Courses>Use>Class Sections>Class Enrolment Limits

- Information on Capacity, Section Numbers, total enrolments and class numbers.
## Component Scheduling Models

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<th>Model</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S0</td>
<td>Single Class Type = Lecture</td>
</tr>
<tr>
<td>S1</td>
<td>Single Class Type, with Choice (2 streams of same lecture)</td>
</tr>
<tr>
<td>W</td>
<td>Two Streams of Same Lecture (eg On Campus; Web)</td>
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<tr>
<td>Waterfall</td>
<td>Additional Model to include different combination Delivery</td>
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<tr>
<td>D1</td>
<td>Two Class Types, With Choice for Both Types</td>
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<tr>
<td></td>
<td>Either Lecture Stream and Any Tutorial</td>
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<tr>
<td>D2</td>
<td>Two Class Types, With Choice for Both Types but Restricted for Second Type</td>
</tr>
<tr>
<td></td>
<td>Either Lecture Stream and Any Linked Tutorial</td>
</tr>
<tr>
<td>T1</td>
<td>Lecture with labs or tutorials as enrolment sections and auto enrol</td>
</tr>
<tr>
<td>T2</td>
<td>3 associations, students chooses related class</td>
</tr>
<tr>
<td>Q</td>
<td>3 assoc. auto enrol into lectures …</td>
</tr>
</tbody>
</table>
Model S0

Single Class Type, No Choice

Association 1

Remember, a single LEC class can have multiple meeting times

LEC

Enrolment Class
Model S1

Single Class Type, With Choice

Example: Two or more streams of same lecture or seminar series

Association 1

Enrolment Class
Model D0

Two Classes, One Chosen Only

Example: tutorials plus one auto-enrolled lecture series

Association 1

Enrolment Class

LEC

TUT

M10
H12
H09
F13A
F13B

Auto-enrol recommended
Model D1

Two Classes, Both to be Selected

Example: tutorials plus choice of lecture streams

Association 1

Either component can be Enrolment Class
Model D2

Two Class Types, Separate Associations

Example: tutorial classes linked to lecture streams

Association 1

A

M15

H11

LEC

Enrolment Class

Association 2

B

T15

F11

Auto-enrol optional
Model W

Different Association Structures

Example: web vs lecture/tutorial on-campus formats

Association 1
On-Campus Delivery

Association 2
Web Delivery

Same graded component (LEC)
but Section ID = WEB to distinguish

Additional Model to include different combination Delivery
Ensure that Additional Components are deleted in Class Association:
Model T1

Association 1

Enrol - Student Choice

Auto enrol

Related Class - Student Choice
Model T2

Association 1
- LEC
- Tut
- Tut

Association 2
- LEC
- Tut
- Tut

Association 99
- Lab
- Lab
- Lab

Any lab choice

Special # as needs to be picked by every other #

Related Class - Student Choice
Model Q

Association 1
- LEC1
- LEC2
  - Auto-enrol into

Association 2
- LEC1
- LEC2
  - Auto-enrol into

Association 99
- Tut1
- Tut2
- Tut1
- Tut2

Related Classes - Student Choice
Hints and Tips

- For each Class Association you can only have one enrolment class.
- Only one component type in each association can be an enrolment class.
- Each change goes “live” as soon as you save it - be safe - set status to Stop Further Enrolment until you are ready to go.
- Classes with enrolled students are difficult to change. Although times and facilities can be changed, there is no additional checking.
- One of each component must be set up in the Course Catalogue or students trying to enrol receive an error message.
- If not all components are to be used for class scheduling, then they should be removed from the Course Catalogue and Class Associations.
Enrolment Procedures

- Citrix

  - Enrolment Request Panel (Go>Manage Student records>Manage Academic Records>Use>Enrolment Request)
    - Class Number is the enrolment class
    - Related Class 1 and 2 are other choices the student has (labs, tutorials, etc)
    - No need to enter auto enrol classes
    - Class listing – all components, only the enrolment class is able to be changed
Reporting for Class Scheduling

Go>Manage Student Records>Establish Courses>
  - Report>Class Schedule with Enrolments
  - Report>Class Enrolment Statistics
    - Enrolment Figures
    - Timetable Information
  - Inquire>Class Roster
    - Quick check of numbers – also can use Class Sections Panels
    - Can quickly see what Programs are in a particular class
  - Process>Enrolment Lists (Eccles)
    - Split by Class
    - Split by Course
    - Graded and non-graded Classes

On the Web:
  - Class Search