Creating Templates and Teaching Activities

Templates can be created by the Course Planner. The Central Timetabling Team can also do this but it is quicker and easier if these are created in Schools.

In The Course Planner click on "Show" in the "Modules" section:

File View Planning Dashboard Tools	Vindow Help				
🔄 🔄 🚓 Pathway Editor 🍰 Allocation Edit	or _ Department(s) School of Biologic	al and Chemical St	iences, Schoo +		
Programmes of Study			Pathways		
With no modules	48% 161	Show	With <= 0 0 real students	0% 0	Show
With no pathways	100% 333	Show	With >= 0 0 % reserved spaces	0% 0	Show
With >= 20 0 % reserved spaces	0% 0	Show	With <= 50 0 % available spaces	0% 0	Show
With <= 30 ; % available spaces	0% 0	Show	With >= 50 2 % available spaces	0% 0	Show
With >= 40 1 % available spaces	0% 0	Show			
New	Total: 333	Show		Total: 0	Show
Modules			Templates		
With <= 0 0 real students	100% 270	Show	With no activities	0% 0	Show
With >= 0 0 % reserved spaces	100% 270	Show	With insufficient activities	5% 35	Show
With <= 0 0 % available spaces	0% 0	Show	With excess activities	86% 600	Show
With >= 50 0 % available spaces	11% 32	Show	With insufficient capacity	5% 40	Show
			With excess capacity	14% 101	Show
			With unallocated student sets	1% 10	Show
New	Total: 270	Show		Total: 694	Show
Student Sets			Activities		
With <= 0 0 tudents	100% 3529	Show	Overallocated by >= 0 0 %	11% 182	Show
Unallocated	6% 216	Show	Too large by >= 0 🔅 %	55% 850	Show
	Total: 2520				
New	10tal. 3323	Show			
Students					
unasocated	0%	Show			
New	Total: 0	Show		Total: 1525	Show
Ø Connected to QMUL 2018- 2019 (SCI1819)	Last SDB Refresh : 09:04				6

This will bring up a list of all of the modules. Select the relevant module from the list and it will turn blue. Then select the "**Create Activity Template**" Button:

Module Editor - ECP (SCI1819)			100	
क्वे Create Activity Template 🎜 Planning Formu	ilae 🖕			Reallocate
Drag a column header here to group by that column				l I
Name	- Description	Credit Provided		Department
2				
BIO 100-A 18 Essential Skills for Biologists	Essential Skile für Biblogete (A 18			School of Biolog
BIO 101-A18 Essential Skills for Biochemists	Essential Skills for Biochemists (A	18)	0	School of Biolog
BIO111-A18 Cell Biology	Cell Biology (A18)		0	School of Biolog
BIO113-A18 Evolution	Evolution (A18)		0	School of Biolog
🕀 BIO 123-B18 Ecology	Ecology (B18)		0	School of Biolog
BIO125-B18 Physiology	Physiology (B18)		0	School of Biolog
BIO161-B18 Basic Biochemistry	Basic Biochemistry (B18)		0	School of Biolog

The New Activity will be added to the list of activities on this module. You will need to change the following:

- Remove the year (18 in the example below) and type in the activity type after a"/" in the Module Name. For consistency the name of each activity should be the module code-Semester/Activity Type (Eg. BIO100-A/Lecture).
- Add Activity Type, Duration and the number of students you're expecting to allocate on each activity in Planned Size.

Click "Apply"

rag	g a column header here to group by that column									
N	Name	- D	escription			Credit P	rovided	ſ)epartmen	nt
E	BIO 100-A 18 Essential Skills for Biologists	Es	sential Skills for	Biologists (A1	8)			0 S	chool of B	iologic
	Activity Templates Student Sets									
	Name	~	Activity Type	Duration	Planne	d Size	Module Size	Existing Activities	Zone	
	BIO 100-A-Essential Skills for Biologists/Lecture		Lecture	02:00		100	0		6 None	
	BIO 100-A-Essential Skills for Biologists/Careers forum		Open Day	05:00		40	0		1 None	
	BIO 100-A-Essential Skills for Biologists/Lecture		Lecture	01:00		136	0		1 None	
	BIO 100-A-Essential Skills for Biologists/Lecture 10, 12		Lecture	01:00		136	0		1 None	
	BIO 100-A-Essential Skills for Biologists/Lecture 7		Lecture	01:00		136	0		2 None	
	BIO 100-A-Essential Skills for Biologists/Tutorial		Tutorial	01:00		12	0	-	8 None	
	BIO 100-A-Essential Skills for Biologists/Workshop		Workshop	03:00		80	0		2 None	
	BIO 100-A-Essential Skills for Biologists/WS		Workshop	03:00		80	0		2 None	
	BIO 100-B-Essential Skills for Biologists/Lecture		Lecture	01:00		136	0		1 None	
	4 [m									
Œ	BIO 101-A 18 Essential Skills for Biochemists	Es	sential Skills for	Biochemists (Ā18)			0 5	chool of B	iologic

Click "OK" to close the window and then in The Course Planner click on "Show" in the "Templates" section:

ECP (SCI1819)						_	
Elle View Planning Dashboard Tools Windo	w Help						
🛃 🖻 🍰 Pathway Editor 🍰 Allocation Editor	Department(s) Schoo	l of Biologia	cal and Chemical St	iences, Schoo *			
Programmes of Study				Pathways			
With no modules	43%	161	Show	With <= 0 C real students	0.%	0	Show
With no pathways	100%	333	Show	With >= 0 0 % reserved spaces	0.%	0	Show
With >= 20 t % reserved spaces	0%	0	Show	With <= 50 C % available spaces	0%	0	Show
With <= 30 🛟 % available spaces	0%	0	Show	With >= 50 0 % available spaces	0.9%	0	Show
With >= 40 1 % available spaces	0%	0	Show				
New	Tol	tal: 333	Show			Total: 0	Show
Modules				Templates			
With <= 0 ; real students	100%	270	Show	With no activities	0.96	0	Show
With >= 0 0 % reserved spaces	100%	270	Show	With insufficient activities	5%	35	Show
With <= 0 🗘 % available spaces	054	0	Show	With excess activities	86%	600	Show
With >= 50 0 % available spaces	1156	32	Show	With insufficient capacity	5%	40	Show
	-			With excess capacity	14%	101	Show
				With unallocated student sets	1%	10	Show
					,		
New	To	tal: 270	Show		1	fotal: 694	Show
Student Sets				Activities		_	
With <= 0 0 tudents	:00%	3529	Show	Overallocated by >= 0 0 %	11%	182	Show
Unallocated	6%	216	Show	Too large by >= 0 0 %	55%	850	Show
New	lota	al: 3529	Show				
Students		_					
Unalocated	0%	0	Show				
New		Total: O	Show		то	tal: 1525	Show

Select the template you have just created. If you're unsure which one it is it will have "**0**" in the Existing Activities column as there are no activities attached to the template yet.

In the **Activities to Generate** box enter the number activities you would like to have. If the activity is a lecture where all of the students on the module will attend this activity then enter "1" but if you have 3 labs that a student can attend enter "3" in the box.

Click on the Cog symbol to generate the activitie(s) and click "Apply"

Activities To Generate 1 C 👸 🥜 Template Allocator	Ē					
ag a column header here to the Generate						-1
Name Generate Activities	 Activity Type 	Duration	Planned Size	Module Size	Existing Activities	z
BIO 100-A-Essential Skills for Biologists/Careers forum	Open Day	05:00	40	0		1 N
BIO 100-A-Essential Skills for Biologists/Lecture	Lecture	01:00	136	0		1 N
BIO 100-A-Essential Skills for Biologists/Lecture	Lecture		100			N
BIO 100-A-Essential Skills for Biologists/Lecture 10, 12	Lecture	01:00	136	0		1 N
BIO 100-A-Essential Skills for Biologists/Lecture 7	Lecture	01:00	136	0		2 N
BIO 100-A-Essential Skills for Biologists/Tutorial	Tutorial	01:00	12	0	18	ΒN
BIO 100-A-Essential Skills for Biologists/Workshop	Workshop	03:00	80	0	2	2 N
BIO 100-A-Essential Skills for Biologists/WS	Workshop	03:00	80	0		2 N
BIO 100-B-Essential Skills for Biologists/Lecture	Lecture	01:00	136	0	1 13	1 N
BIO 101-A-Essential Skills for Biochemists/Lecture Sem A	Lecture	01:00	90	0		1 N
BIO 101-A-Essential Skills for Biochemists/Tutorial	Tutorial	01:00	10	0	10	D N
BIO101-A-Essential Skills for Biochemists/Workshop Sem A	Workshop	03:00	90	0		1 N
BIO101-A18 Essential Skills for Biochemists/Careers forum	Open Day	05:00	30	0		1 N
BIO 10 1-B-Essential Skills for Biochemists/Lecture Sem B	Lecture	01:00	90	0	•	1 N
BIO 101-B-Essential Skills for Biochemists/Workshop Sem B	Workshop	03:00	90	0	-	1 N
BIO111-A-Cell Biology and Physiology (Sem A)/Lecture	Lecture	02:00	217	0		1 N
BIO111-A-Cell Biology and Physiology (Sem A)/Workshop	Lecture	03:00	217	0	- 16	1 N
BIO113-A-Evolution/Field Trip	Off-Campus Visit	03:00	180	0	1	1 N
BIO113-A-Evolution/IT Class	IT Class	02:00	73	0	1	1 N
BIO113-A-Evolution/IT Class	IT Class	01:00	60	0		2 N
BIO113-A-Evolution/IT Class	IT Class	02:00	73	0	1	1 N
@ RIO113-A Evolution & acture	Lecture	02.00	190	0	1	1 N

Click "**OK**" to close the window and then the activity will appear when you search for the module in Enterprise Timetabler. Remember to write back and refresh.

tivities											
Name	 Description 	Size	Activity Type Name	Suggested Days	Suggested Time	Duration	Teaching Week Pattern	Location Suitabilities	Scheduled	Allocated Location Name	Activity Template Name
BIO 100-A-Essential Skills for Biologists Tutorial/Dr Schofield <31>			0 Tutorial	Wednesday	10:00	01:00	31		(¥)	Bancroft: 1.02.2 (10)	
BIO 100-A-Essential Skills for Biologists Tutorial/Dr Schofield <9, 15, 17>			10 Tutorial	Wednesday	10:00	01:00	9, 15, 17	T/Mile End Central Rooms	4	Arts Two: 2.18 (18)	BIO 100-A-Essential Skills for Biologists/Tutor
BIO 100-A-Essential Skills for Biologists Tutorial/Dr Stollewerk			12 Tutorial	Wednesday	10:00	01:00	9, 11, 15, 17, 24, 26, 30	B/G.E.Fogg	V	Fogg 6.06 - Dr Angelika Stollewerk	BIO100-A-Essential Skills for Biologists/Tutor
BIO 100-A-Essential Skills for Biologists Tutorial/Dr Wurm			12 Tutorial	Wednesday	10:00	01:00	9, 11, 15, 17, 24, 26, 30	B/G.E.Fogg	1	Fogg 5.21 - Dr Yannick Wurm	BIO 100 - A -Essential Skills for Biologists/Tutor
BIO 100-A-Essential Skills for Biologists Tutorial/Prof Elphick			12 Tutorial	Wednesday	10:00	01:00	9, 11, 15, 17, 24, 26, 30	B/G.E.Fogg		Fogg 6.05 - Prof Maurice Elphick	BIO100-A-Essential Skills for Biologists/Tutor
BIO 100-A-Essential Skills for Biologists Tutorial/Prof Leitch			12 Tutorial	Wednesday	10:00	01:00	9, 11, 15, 17, 24, 26, 30	B/G.E.Fogg	V	Fogg 5.20 - Prof Andrew Leitch	BIO100-A-Essential Skills for Biologists/Tutor
BIO 100-A-Essential Skills for Biologists Tutorial/Prof Nichols			12 Tutorial	Wednesday	10:00	01:00	9, 11, 15, 17, 24, 26, 30	B/G.E.Fogg		Fogg 5.19 - Prof Richard Nichols	BIO 100 - A - Essential Skills for Biologists/Tutor
BIO 100-A-Essential Skills for Biologists Tutorial/Prof Trimmer			12 Tutorial	Wednesday	10:00	01:00	9, 11, 15, 17, 24, 26, 30	B/G.E.Fogg		Fogg 6.26 - Prof Mark Trimmer	BIO 100-A-Essential Skills for Biologists/Tutor
BIO 100-A-Essential Skills for Biologists/Lecture <10, 12>		12	16 Lecture	Wednesday	09:00	01:00	10, 12	T/Mile End Central Rooms		Fogg LT (136)	BIO100-A-Essential Skills for Biologists/Lecture
BIO 100-A-Essential Skills for Biologists/Lecture <7>		13	6 Lecture	Wednesday	09:00	01:00	7	T/Mile End Central Rooms	12	G.O.Jones:LT(138)	BIO 100 - A - Essential Skills for Biologists/Lectu
BIO 100-A-Essential Skills for Biologists/Lecture 7		13	6 Lecture	Wednesday	09:00	01:00	7	T/Mile End Central Rooms	V	PP:Skeel-LT(247)	, BIO 100-A-Essential Skills for Biologists/Lect
BIO100-A-Essential Skills for Biologists/Lecture/1											BIO 100-A-Essential Skills for Biologists/Lecti
BIO 100-A-Essential Skills for Biologists/Workshop Tue		8	10 Workshop	Tuesday	14:00	03:00	11, 16	T/Mile End Central Rooms	1	Bancroft: 1. 13(110)	BIO 100 - A -Essential Skills for Biologists/Work
BIO 100-A-Essential Skills for Biologists/Workshop Wed		8	10 Workshop	Wednesday	14:00	03:00	11, 16	T/Mile End Central Rooms		Arts One: ALT (97)	BIO100-A-Essential Skills for Biologists/Work
BIO 100-8-Essential Skills for Biologists/Lecture		13	6 Lecture	Wednesday	09:00	01:00	23, 25, 27	T/Mile End Central Rooms	1	G.O.Jones:LT(138)	BIO 100-B-Essential Skills for Biologists/Lectur

To edit the activity double click on it and a new "Activity Editor" window will appear.

- Remove the "/1" at the end of the activity name.
- Select the Zone, which is the campus (or part of the campus; West/Centre/East/North) where you would like this activity to take place

		Group	
Name	BIO 100-A-Essential Skills for Biologists/Lecture/1	Same Time Activities	-
Host Key	#SPLUSA4728F	FECSLec Cao A	
Description		And add to	✓ Keep
Duration	4 02:00	Tags	
Activity Type	Lecture		12
Planned Size	100 🗘 📝 Use Planned Size	+ A/Central LT of size 100+ (all sites)	Î
Zone	[None] + ×	A/Central non-teaching location	*
		And add to	
Sections		licer Text	
Cardina 74			
Seculific		User Text 1	
Delivery		User Text 1	
Delivery Module	BIO 100-A18 Essential Skills for Biologists 🔹 🗙	User Text 1	
Delivery Module Department	BIO 100-A18 Essential Skills for Biologists × × School of Biological and Chemical Sciences × ×	User Text 1	
Delivery Module Department Course	BIC 100-A18 Essential Skills for Biologists	User Text 1	
Delivery Module Department Course Programmes	BE0100-A18 Essential Skills for Biologists • X School of Biological and Chemical Sciences • X [Joine] BSc Biology with Year Abroad - Year 1 Sem A 2018, B	User Text 1	×
Delivery Module Department Course Programmes Template	BIO 100 - A18 Essential Skills for Biologists • X School of Biological and Chemical Sciences • X None] BSC Biology with Year Abroad - Year 1 Sem A 2018, B., BIO 100 - A:Essential Skills for Biologists/Acture	User Text 1 User Text 2 User Text 3	
Delivery Module Department Course Programmes Template Real Size	BIO 100-A18 Essential Skills for Biologists	User Text 1 User Text 2 User Text 2 User Text 3 User Text 4	

Select the weeks you want the activity to take place in under "**Availability**." You can select the relevant weeks By unchecking the "use custom availability" box you can select named availabilities such as "**ME-Sem1-R.W**." which means Mile End Semester 1 not including reading week (Timetabling weeks 7-12,14-18).

	enong												4-01-0		- 01-0-0
Details			Group								Add	title	Subtle		Emphasi
Name	BIO 100-A-Essential Skills for E	Biologists/Lecture	Same	Time Activi	ies						Jui	Jurie	Subtret		crripriasi
Host Key	#SPLUSA4728F		Acade	nic Advising ec Can A	Session					-					
Description			And ad	d to					V Kee	p	:0	1 1 1 2	/ / / / 4	8	
Duration	4 1 02:00														
Activity Type	×														
Planned Size	Use custom availability	Teaching week	pattern												
7009	CCLS/IPL Cert Sem 1	1 5	10	15	1.1.1	20	25		30	35		40	45		50
	CCLS/LLM Sem 1 & 2	Week Pattern fo	r Constrain	ts											
Sections	CCLS/LLM Sem 2 CCLS/MSc Sem 1	1 5	10	15	1.1.1	20	25		30	35		40	45	5	50
	CCLS/MSc Sem 1 & 2 CCLS/MSc Sem 2	-	8:00 9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
	ME-Sem1 P W	Mon													1
	ME-Sem1 -R.W. Tut W2 Sta														
	ME-Sem11 Tut W2 Start ME-Sem182	Tue													
Section Id	ME-Sem182 -R.W. ME-Sem182 -R.W. Tut W2 5				-	-	-	-	-			-		-	
	ME-Sem182 Tut W2 Start ME-Sem18283	Wed													
Delivery	ME-Sem2	75							-						
Module	ME-Sem2 -R.W. Tut W2 Sta	Inu													
Department	ME-Sem2 Tut W2 Start ME-Sem283	Fri													
	ME-Sem283 Tut W2 Start	-		_	-	-	-	-	-	-				-	-
Course	IME-SP03					1	1	1	1	1	1		1 1		
Course Programmes	ME-Sem3 ME-WRB ME WDB (minut servician unit	Sat													

You can also right click on the activity select "Edit Weeks" and select the relevant weeks:

Activity names	BIO 100	-A-Essential Ski	lls for Biolog	ists/Lecture/	1				_
Current weeks Keep current resourc	7 - 12, 1	4 - 18							
1 5	10	15	20	25	30	35	40	45	50
Add weeks									
Delete weeks									
Resulting weeks	7 - 12.	14 - 18							

Teaching Activity Requirements

Once a teaching activity has been set up the location suitability needs to be set up for the activity to be scheduled in the correct room type.

1		5		1	0		15		20		25	
Co	ombined Tim	etable Maste	r Timetable	Resources	ulti-view Timet	able						
	8		9		10		11		12		13	
	AM	30	00	30	00	30	00	30	PM	30	00	30
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Frid												

Click on "Resources"

Select the "+" next to "Day/Time" and then select the relevant Day and Start Time

Click "Change Requirement"

1		5	10	U I	15	20		25		30	35		40
												1	
Combined Tim	etable	Master Timetable R	esources Multi-view	Timetable									
BIO100-A-Esse	intial Skil	ls for Biologists/Lectu	re/1										
	Requ	irements											Hide All Requirements
Day/Time	-	- F								T			
		Day						Peri	od 🔶 Start Time				â
		Monday							1 08:00				=
		Tuesday							2 08:30				
		Wednesday							3 09:00				
		Thursday						,	4 09:30				
		Friday							5 10:00				
		Saturday							6 10:30				
		Sunday							7 11:00				-
Location	+						15						
													Change Requirement

Select the "+" next to "Location"

Add the number of rooms required (usually 1) and select the location requirements from the list when you click on the box with an arrow pointing to the right

Click "Change Requirement"

	5	10	15	20	25	30	35	40
Combined Time	table Master Timetable Resou	rces Multi-view Timetable						
BIO100-A-Essen	itial Skills for Biologists/Lecture/1							
	Requirements							Hide All Requirements
Day/Time	+ Monday				09:00			
Location								
	Number Suitabilities				M	anual selection		
	Number Suitabilities	Permi			M	Name	A Permi	
	Number Suitabilities	Permi			M.	Name Academic Advisor Office	Permi	
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	Number Suitabilities	Permi			M.	Name Academic Advisor Office Arts One:ALT(97) Arts One:H Pinter	Permi Full Request Request	.▲ II
	Number Suitabilities	Permi			M	Anual selection Name Academic Advisor Office Arts One:ALT(97) Arts One:H Pinter Arts Tore: LT (304)	Permi Full Request Request Request	Ē

In order to request a specific room, type activities should have the following location requirements:

Room Type wanted	Location Suitability
School owned Lab	T/General Lab
Computer Lab	T/Computer Lab
Loose-Seated Room	T/Any loose-seated central room
Flat, fixed seated room	T/Fixed seating - flat
Large Whiteboard	E/large whiteboard
Double Projector	E/Double projector
Blackboard	E/Blackboard