TIMETABLE DATA COLLECTION SYSTEM

USER GUIDE FOR TIMETABLE CONTACTS

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INTRODUCTION

ABOUT THIS USER GUIDE

Purpose

This User Guide focuses on the process and systems involved in the collection of timetable data, and aims to serve as a comprehensive guide to all aspects relevant to performing tasks in this area.

Content from this User Guide will be published online and will provide online context related help information for users of the system. Once published online, this information will act as the authoritative source of reference for the process of collecting timetable data on an ongoing basis.

This User Guide plays a role in the delivery of training to staff, but it does not include all materials used for the purposes of training.

Scope of this User Guide

This User Guide covers the following high-level functions:

- off-system tasks undertaken by timetable contacts
- on-system tasks undertaken by timetable contacts

It does not cover:

- the production of the University timetable in the Timetable Production System (Syllabus Plus)
- viewing/modifying timetabling information in Merlin
- the course and subject academic approvals process
- using the Student Information System (SIS) to view the timetable
- timetable data collection tasks undertaken by the Timetable and Venue Management Office

How this User Guide is Organised

This User Guide is organised in four main parts (by type of information) for ease of use.

The parts are:

- Introduction
- Part A: Processes, Policy and System Overview
  Provides a summary of the key high-level processes and policies, and an overview of the Timetable Data Collection System.
- Part B: Off-System Tasks
  Covers the off-system tasks carried out by timetable contacts in the relevant stages of the timetable data collection annual cycle.
- Part C: On-System Tasks
  Covers the on-system tasks undertaken by timetable contacts to record timetable information in the Timetable Data Collection System.

You may often need to use different parts simultaneously, for example, you would refer to Part B to understand *what to do and when*, and refer to Part C to find instructions on *how to perform* that activity on the system.

Approach

This User Guide was developed using a task-based approach to documentation. We identified the on- and off-system tasks that that a timetable contact undertakes, and then documented the steps required to successfully perform each task.

Conventions

Typographical conventions used in this User Guide include:

- References to commands and fields names appear in bold type.
- Where system screens are referenced the name of the screen appears as it would in the system and in bold type.
- Variable information appears in italic type. This includes user-supplied information on command lines.

In addition, the following graphical representations have been used to highlight information:

The following text box is used to provide relevant **Notes**.

Note:	Notes are used to emphasise information that is important and that should be highlighted to the user's attention.

The following text box is used to provide **Warnings**.

Warning:	Highlights actions that users must/must not do.

The following text box is used to provide **Tips**.

Tip:	Tips are optional information which could make the step easier/quicker to do, provide details of shortcut keys, list of values, searching tips etc.

The following text box is used to provide relevant **Examples**.

Include details about a relevant example to provide clearer instructions/information for the User.

A **Want more info?** text box is used within the work steps to provide the user with a reference to other sections where relevant information is available. This information is not critical for the user to reference but may increase their knowledge in performing the particular work step. This text box is represented as:

Want more info?	Refer to <link to information>

The following **Where to next?** text box is used within task work steps to provide instructions on where to proceed. This is most often at a decision point where the way forward is dependent on the particular set of circumstances. This text box may include a number of bullet points outlining the path for each set of outcomes.

Where to next? Refer to the instructions below dependent on the circumstances in which you are in:

- If this is true, then do this
- If this is true, then do that

Getting Help

When faced with questions or issues regarding the timetable data collection process or system, please consult this User Guide in the first instance. If you cannot find the information you are looking for, then please seek help from the appropriate contacts below.

For business process enquiries contact:

Timetable and Venue Management Office

Email: sa-timetable@unimelb.edu.au

Phone: 8344 7699

Web: http://www.services.unimelb.edu.au/timetabling/

For technical assistance with the Timetable Data Collection System contact:

Student Management Services (SMS) - Systems

Email: merlinhotline@studentadmin.unimelb.edu.au

Phone: 8344 2690

Web: http://servicedesk.unimelb.edu.au/sms

PART A:
PROCESS, POLICY AND SYSTEM OVERVIEW

About Part A

Part A covers the following:

- Process Overview
    - What drives the way things are done?
    - Key Players
    - Timetable Contact Responsibilities
    - The Annual Cycle
- Policy and Guidelines Overview
    - Vision for Student Management
    - Earlier Stabilisation of the University Timetable
    - Coordination of Timetable Timelines
- System Overview
    - About the Timetable Data Collection System
    - The Sub-Systems
    - System Data
    - How Other Systems Impact the Process
    - System Users, Roles, and Interfaces

Part A **does not** cover:

- instructions for the off-system tasks carried out by timetable contacts – this information is covered in Part B
- instructions for the on-system tasks carried out by timetable contacts – this information is covered in Part C

1. PROCESS OVERVIEW

The collection of timetabling information from faculties, schools and departments is necessary to produce the central University timetable.

1.1 What Drives The Way Things Are Done?

Some key drivers and priorities for the University in the area of timetable data collection processes (i.e. reasons why we do what we do) include the following:

- Recognition, under the University's Vision for Student Management, of the significant work and family commitments that students juggle alongside their study commitments; and support for a more student-centric online process for obtaining and managing an individual timetable.
- Timely publication of a central timetable each year, as mandated by the Academic Board.
- The annual enrolment cycle (based on the academic calendar) is the primary driver dictating the timing and processes behind collecting timetable information.

1.2 Key Players

Student Management Services (SMS) has overall responsibility for the collection of timetable data. Although the Timetable and Venue Management Team is responsible for coordinating activities, some aspects of timetable data collection are devolved to different areas of the University.

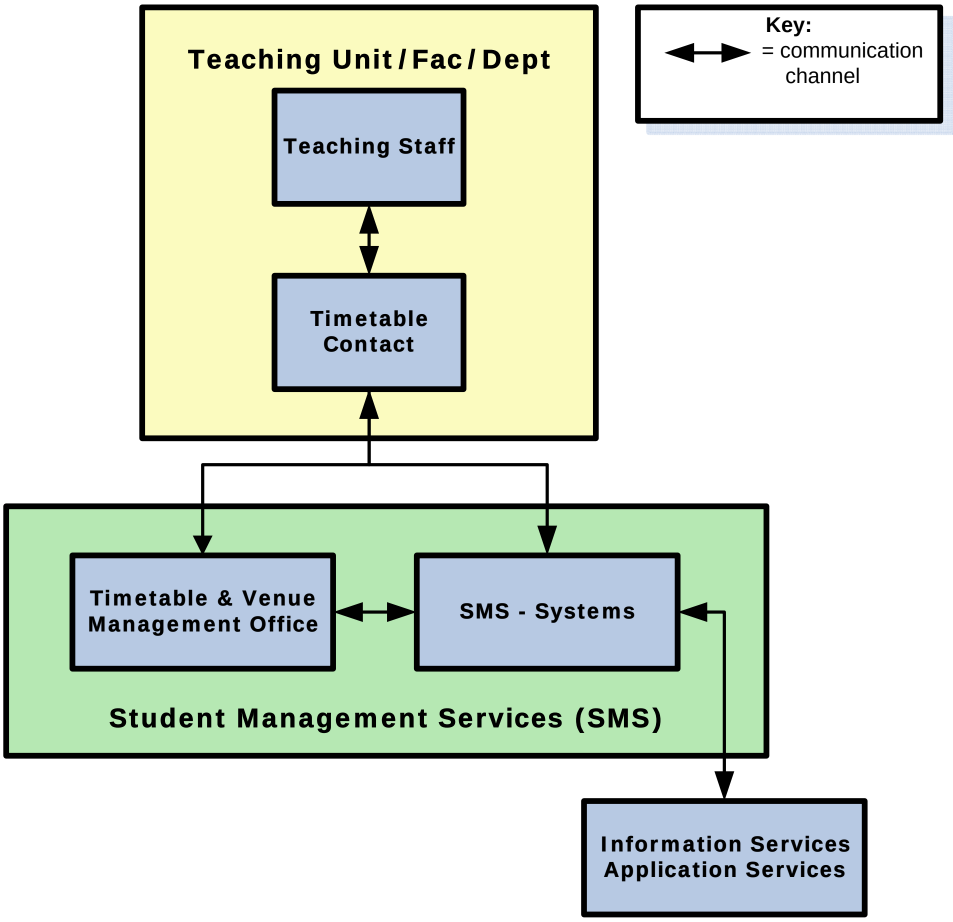
Key players who participate in this function include:

- **Timetable and Venue Management Office:** This office coordinates the day-to-day timetable data collection activities such as opening and closing the Timetable Data Collection System and managing the data at a global level. The responsibilities they hold that are relevant to timetable contacts include:
    - Acting as the first point of contact for business related queries.
    - Informing timetable contacts of guidelines, deadlines and problems with scheduling.
    - Facilitating communication and feedback about timetabling matters among faculties/schools/departments and the Timetable and Venue Management Office
- **Student Management Services – Systems:** This team acts as the first point of support for system-related queries and can be contact by phone, email or via the web. If your query cannot be resolved by this team, they will redirect it to the appropriate unit. This team also provides training on the Timetable Data Collection System.
- **Information Services, Application Services Unit:** This unit is responsible for back-end technology development and changes to the Timetable Data Collection System, and should not be contacted directly by timetable contacts.
- **Timetable Contacts:** Each faculty/school/department can nominate staff who perform the role of timetable contact. The timetable contacts are granted access to the Timetable Data Collection System and are responsible for collecting and recording timetable information for subjects in their work area.

- **Teaching Staff:** Teaching staff advise timetable contacts of the timetabling details for each activity (within a subject offering). They may also be required to review entries in the Activity Templates sub-system to check details are correct.

1.2.1 Key Players Diagram:

The following diagram illustrates the communication channels which occur between key players.



Note: The diagram above is not the support model. It shows the basic communication channels between different parties involved in the timetable data collection process.

Want more info? For information on the support model and who to contact for queries see the [Getting Help](#) section of this User Guide.

1.3 Timetable Contact Responsibilities

The timetable contact from each faculty/school/department is responsible for:

- acting as the liaison between the Timetable and Venue Management Office and staff within the relevant faculty/school/department

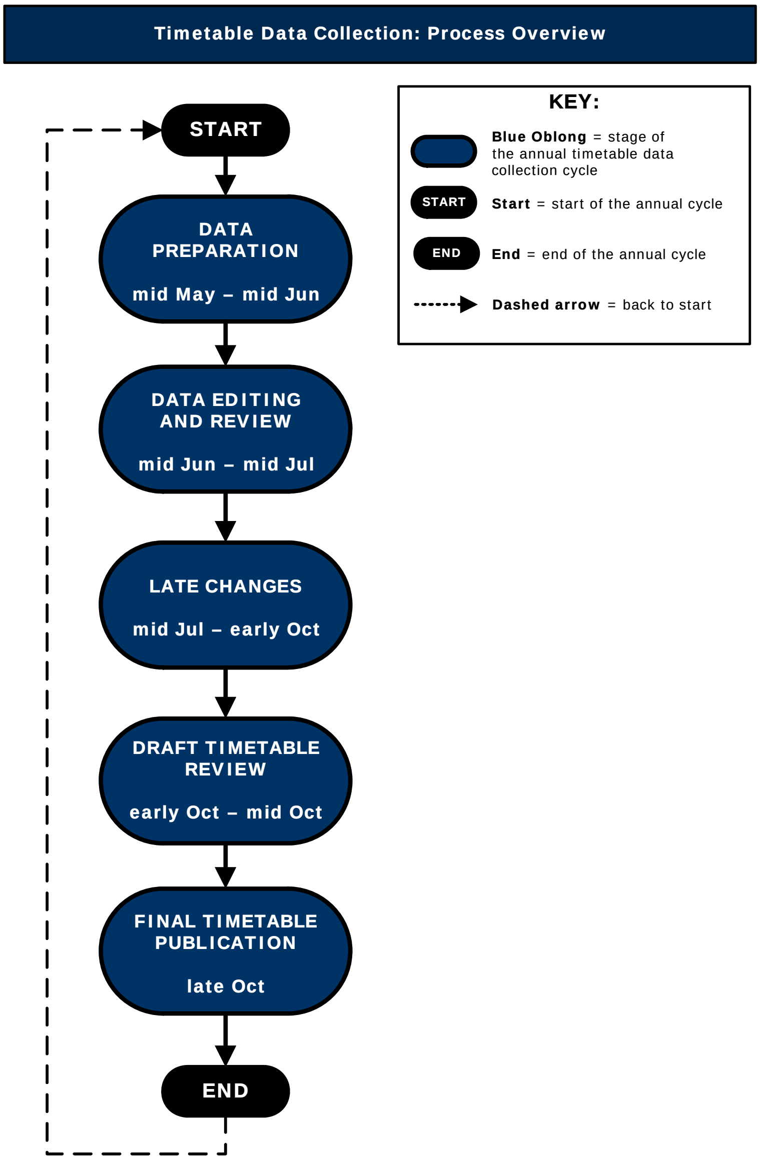
- acting as the liaison between the SMS Student Systems Support team and staff within the relevant faculty/school/department
- providing advice to teaching staff on timetable related matters
- collecting and entering all University timetable related data for your faculty/ school/department
- ensuring that timetable related policies, procedures and the production timelines are adhered to

1.4 The Annual Cycle

The timetable data collection process follows an annual cycle that is summarised both in the diagram and table below:

1.4.1 Process Summary Diagram

The five main stages of the collection process are:



1.4.2 Process Summary Table

The annual cycle is summarised in more detail in the table below.

Stage	Time / Period	Activities / Actions	Responsibility
Data Preparation	early May	• Send out email to timetable contacts advising of upcoming timetable data collection process, dates and training information	Timetable & Venue Management Office
	May – mid June	• Advise teaching staff of dates and to start considering timetable requirements for the next academic year • Consider how information will be collected from teaching staff • Start collecting data using Data Collection Form (optional) • Attend training on the Timetable Data Collection System (optional)	Timetable Contact
	May – mid June	• Consider how subjects should be taught in the following year and liaise with timetable contacts to record this information	Teaching Staff
Data Editing and Review	mid June	• Open the Timetable Data Collection System	Timetable & Venue Management Office
	mid June - mid July	• Enter/edit timetabling information in the Activity Templates and Student Sets sub-systems • Remind teaching staff to enter availabilities in Teaching Availability sub-system	Timetable Contact
	mid June - mid July	• Review timetable requirements in Activity Templates & Student Sets sub-systems • Enter teaching availabilities into the Staff Availability sub-system	Teaching Staff
Late Changes	mid July	• Close the Timetable Data Collection System • Work on producing University timetable	Timetable & Venue Management Office
	mid July – early October	• Advise timetable contact of any changes to timetable requirements	Teaching Staff
	mid July – early October	• Remind teaching staff of late changes deadlines • Ensure all changes submitted to Timetable & Venue Management Office by late changes date	Timetable Contact
Draft Timetable	early October	• Draft timetable published to staff (not students)	Timetable & Venue Management Office

Review	early October	• Review draft timetable • Advise teaching staff to review their subjects and of final changes date • Advise Timetable & Venue Management Office of any late changes • Ensure all changes have been submitted by this final date	Timetable Contact
	early October	• Review draft timetable • Advise timetable contact of any late changes	Teaching Staff
Final Timetable Publication	late October	• Timetable stabilised • Final timetable published (to both staff and students)	Timetable & Venue Management Office
	late October onwards	• Identify any changes and forward to Timetable & Venue Management Office **Note:** Please note that due to the impact on students, it may not be possible to grant late requests.	Timetable Contact

Note: The dates above provide an approximate guide to when certain activities occur throughout the year. The exact dates for a given year will be communicated by the Timetable and Venue Management Office.

Note: The above activities provide only a rough guide to the tasks involved. For the list of tasks under each grouping see Part B.

2. POLICY AND GUIDELINES OVERVIEW

2.1 Relevant Policies and Guidelines

Information on relevant policies and guidelines which govern the overall timetable data collection process is included below. It covers only the high level policies and guidelines and does not include policies or guidelines on specific stages of the process (such as the data collection systems lockdown policy) which are covered in other parts of this User Guide.

2.1.1 Vision for Student Management

Under the Vision for Student Management, the University recognises the significant work and family commitments that students juggle alongside their study commitments, and supports a more student-centric and online process for obtaining an individual timetable. The goal is to improve the student experience by delivering a complete and comprehensive timetable to every student, and where appropriate providing students with greater control over that timetable, earlier opportunity to obtain that timetable, and a higher degree of certainty regarding that timetable once obtained, than is presently available under the current model. To achieve benefits for all students, it will be necessary for the University to adopt a consistent, whole-of-University approach to its timetabling processes, timelines and system usage.

The student timetabling changes below initially arose as recommendations identified by the Student System Project during the Strategic Directions phase of the project. These recommendations were then endorsed by the Student Systems Steering Group, the Melbourne Experience Committee and the Planning and Budget Committee in the first and second quarters of 2007.

Note: The timelines for the production of the draft University timetable are not expected to change.

2.1.2 Earlier Stabilisation of the University Timetable

In order to minimise the number of students affected by late timetable changes, it will be necessary to minimise variations to the University timetable after it has been published. The University has endorsed that the Academic Registrar, as Executive Officer of Academic Board, implement measures to reduce the number of post-publication changes.

The need to stabilise the timetable earlier represents a challenge to the view commonly held by many within University community, that the status of the published University timetable is 'published, but not final' and thus it is acceptable for substantial numbers of late changes to occur. The Planning and Budget Committee's endorsement of the changes to student timetabling signals the need to reverse this view by putting students' need for greater certainty on a higher footing.

It is acknowledged that there are always going to be situations where late changes to the timetable cannot be avoided. The goal is to work steadily to ensure that percentage of changes is reduced rapidly and substantially in the coming years. This will involve the Academic Board working with academics and professional staff in faculties, schools and departments to identify the reasons why post-publication changes occur and implement specific measures to reduce their number.

Investigation to date has identified enrolment shifts, availability of staff, long lead times in the approval of new courses and subjects and a lack of strong sponsorship to promote and oversee the minimisation of late changes as key factors influencing stabilisation of the timetable. The SSP will continue to consult with staff across the University to identify ways to manage the risks and minimize late changes, in pursuit of the goal to improve the student experience.

2.1.3 Coordination of Timetable Timelines

In order to ensure that all students have consistent access to class scheduling information at the time that they need it, it will be necessary to coordinate the timelines for the production of the University timetable for all academic calendars, not just the standard academic calendar, and to align the timing of class scheduling to the enrolment and re-enrolment periods specific to each calendar. The University has endorsed the establishment of standard timelines when class scheduling will occur for each academic calendar.

3. SYSTEM OVERVIEW

3.1 About the Timetable Data Collection System

The Timetable Data Collection System is a generic term to describe three separate sub-systems used to collect timetabling information data from faculties, departments and schools. The system was built in-house at the University of Melbourne in 2001, and has since undergone several upgrades to introduce new features and improve performance and usability.

The sub-systems are:

- Activity Templates sub-system
- Student Sets sub-system
- Staff Availability sub-system

Each of these is described in more detail below.

Note: Throughout this User Guide the three sub-systems will be referred to collectively as the “Timetable Data Collection System(s)” or “the system”.

3.2 The Sub-Systems

3.2.1 Activity Templates Sub-System

The Activity Templates sub-system is used to enter timetabling information for a subject offering.

Tasks performed in the Activity Templates sub-system are:

- Configuring Teaching Activities for a Subject Offering
- Combining Teaching Activities
- Configuring the Activity Template for a Teaching Activity

Want more info? For more information on tasks carried out on the Activity Templates sub-system, see Using the Activity Templates Sub-System.

3.2.2 Student Sets Sub-System

The Student Sets sub-system is used to create and delete student sets which are then fed into the University Timetable Production System (Syllabus Plus) to ensure that activities within a set of subjects (a student set) do not clash.

Want more info? For more information on tasks carried out on the Student Sets sub-system, see Using the Student Sets Sub-System.

3.2.3 Staff Availability Sub-System

The Staff Availability sub-system is used primarily by teaching staff to update their teaching availability details (such as teaching versus non-teaching days/times), however some timetable contacts use this system on behalf of teaching staff.

Want more info? For more information on tasks carried out on the Student Sets sub-system, see Using the Staff Availability Sub-System.

3.3 System Data

Data in the Timetable Data Collection System can be broadly classified into two categories:

- **Core data** refers to data which is fed into the Timetable Data Collection System from Merlin and cannot be modified by timetable contacts within the Timetable Data Collection System
- **Editable data** refers to data that is editable in the Timetable Data Collection System. The majority of this data originates from and is stored in the Timetable Data Collection System, however there are some exceptions where Merlin data may be editable. These exceptions are marked with an * below.

The table below provides a summary of the data found in the Timetable Data Collection System, indicating whether it is core or editable data:

Level	Data Description	Data Originates From	Core / Editable Data
Subject Offering Level	Subject offering name and code	Merlin	Core
	Availability year and study period	Merlin	Core
	Teaching start and end dates	Merlin	Core
	Location (campus)	Merlin	Core
	Flag to indicate whether subject is to be timetabled	Stored in Merlin but feeds to editable field in Activity Templates sub-system	Editable * There is also a corresponding flag in Merlin
	Number of students enrolled	Timetable Data Collection System > Activity Templates	Editable
	Tuition patterns	Timetable Data Collection System > Activity Templates	Editable
	Student sets	Timetable Data Collection System > Student Sets	Editable
Activity Level	Class sizes (number of students per class)	Timetable Data Collection System > Activity Templates	Editable
	Teaching week patterns	Stored in Merlin but feeds to editable field in Activity Templates sub-system	Editable

	Activity room and AV information	Timetable Data Collection System > Activity Templates	Editable
	Room information	Timetable Data Collection System > Activity Templates	Editable
	Audio visual information	Timetable Data Collection System > Activity Templates	Editable
	IT requirements information	Timetable Data Collection System > Activity Templates	Editable
	Combined class records	Timetable Data Collection System > Activity Templates	Editable
	Teaching staff for activity	Timetable Data Collection System > Activity Templates	Editable
	Teaching staff availability information	Timetable Data Collection System > Staff Availability	Editable
	Other information	Timetable Data Collection System > Activity Templates	Editable

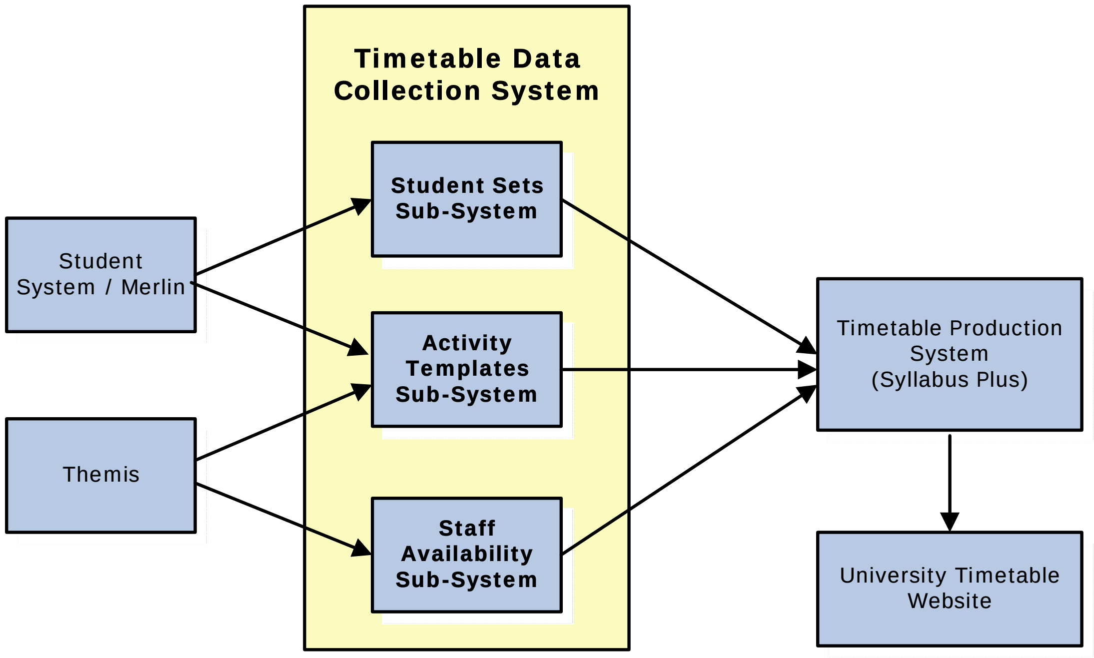
3.4 How Other Systems Impact the Timetable Data Collection Process

The Timetable Data Collection System is the main system used in the collection of timetabling information. Other systems which play a role in the overall process include:

- **Merlin**: Student set data and subject offering data is exported from Merlin into the Activity Templates and Student Sets sub-systems. The student set information export is run once prior to the Timetable Data Collection System opening, whereas the activity template export is set up to run automatically once a day to capture any changes made in Merlin.
- **Themis**: Basic teaching staff details (e.g. name, department) are exported from Themis into the Staff Availability sub-system for academics to view/update their teaching availabilities, and also to the Activity Templates sub-system where timetable contacts are able to view/edit the appropriate teaching staff for an activity.
- **University Timetable Production System** (Syllabus Plus): This system is used to analyse all timetabling data entered into the Timetable Data Collection System (after the system is closed off) and is used to create the University timetable.
- **University Timetable website**: Once the University timetable is created, Syllabus Plus feeds the completed timetable to the timetable website. This can be accessed at: http://www.services.unimelb.edu.au/timetabling/departmental/onlyumst.html

3.4.1 Systems Interaction Diagram

The diagram below illustrates how these systems interact with each other:



3.5 System Users, Roles and Interfaces

3.5.1 Definitions

The following terms define who uses systems and how.

Term	Description
System User	The name of the business area/function or group of people who are involved
System Role (Access Level)	The name of the role (or access level) that a user is allocated to allow access to the system
System Interface	The means of access/entry into the system e.g. public interface versus administrators interface

3.5.2 System Users, Roles and Interfaces Table

The following table provides an outline of system users, system roles and system interfaces as they relate to the Timetable Data Collection System.

System User	System Role (access level/type)	Interface	Level of Access
Information Services, Application Services Unit	Developer access (back-end)	Developer	Highest
SMS Timetable and Venue Management Office	Administrator	Administrator interface	High

SMS Student Systems Support Team	Administrator	Administrator interface	High
Timetable Contacts One or more staff from each faculty/school/department are designated as timetable contacts (approx 100-120 staff University-wide)	Timetable contact (standard user) access Provides access to Activity Templates and Student Sets sub-systems (not Staff Availability sub-system)	Timetable contact interface	Medium
Teaching Staff	Teaching staff access Provides access to Staff Availability sub-system only	Teaching staff interface	Low

Note: The tasks covered in this User Guide refer to activities carried out solely by the timetable contact (standard user) system role.

Note: A timetable contact or administrator only needs to log in once to access all three sub-systems, i.e. there is not a separate log in for each sub–system.

PART B:
OFF-SYSTEM TASKS

About Part B

Part B covers the following off-system tasks for timetable contacts:

- Data Preparation Stage
    - Checking Subject Offerings with Academic Programs Staff
    - Deciding How to Collect Timetable Data
    - Advising Teaching Staff about the Data Collection Process
    - Collecting Timetable Data from Teaching Staff
    - Completing the Timetable Data Collection Form

- Data Editing and Review Stage
    - Requesting Changes to Merlin Data

- Late Changes Stage
    - Advising Teaching Staff of the Late Change Period
    - Requesting Minor Late Changes to Timetable Data
    - Requesting Major Late Changes to Timetable Data
    - Informing Teaching Staff of Outcomes

- Draft Timetable Review Stage
    - Reviewing the Draft Timetable
    - Advising Teaching Staff to Review the Draft Timetable
    - Requesting Changes to the Draft Timetable

- Final Timetable Publication Stage
    - Requesting Changes to the Published Timetable

Part B **does not** cover:

- an overview of the timetable data collection process, relevant policies/guidelines and systems – this information is covered in Part A
- instructions for the on-system tasks carried out by timetable contacts – this information is covered in Part C

4. DATA PREPARATION STAGE

This is the first stage of the overall timetable data collection process. In the **Data Preparation** stage, timetable contacts liaise with teaching staff to gather the information which will be entered into the Timetable Data Collection System at a later time. All tasks in this stage for timetable contacts are off-system (i.e. do not involve the Timetable Data Collection System) but involve communication, planning and administrative activities.

The **Data Preparation** stage involves the following tasks for timetable contacts:

- Checking Subject Offerings with Academic Programs Staff
- Deciding How to Collect Timetable Data
- Advising Teaching Staff about the Data Collection Process
- Collecting Timetable Data from Teaching Staff
- Completing the Timetable Data Collection Form (optional)

Relevant Policies and Procedures

Before performing tasks in the **Data Preparation** stage, make sure you are aware of the following information which impacts or governs tasks in this stage:

- Subscribing to the Timetabling Information Mailing List
- Email from the Timetable and Venue Management Office

Subscribing to the Timetabling Information Mailing List

The Timetabling Information mailing list is used to communicate information relating to timetable construction timelines, training sessions, procedures and protocols to timetable contacts and other interested parties. It is strongly recommended that timetable contacts subscribe to this mailing list in order to ensure that these updates are received.

Staff can subscribe to this mailing list on the following web page: https://studentadmin-staff.acs.unimelb.edu.au/resources/mailingList.aspx

Email from the Timetable and Venue Management Office

Each year the Timetable and Venue Management Office will send all timetable contacts (who have subscribed to the Timetabling Information mailing list) an email to initiate the timetable data collection process. The email will be sent out in early May and include the following information/requests (either in the email body or in an attachment):

- a summary of the data collection process including the systems involved
- notification of any changes to the process from the last year
- a list of actions timetable contacts need to take (e.g. read the process timeline on the Timetable and Venue Management Office website)
- a list of FAQs regarding the collection of timetable data information
- contact details for the Timetable and Venue Management Office

Timetable contacts should wait until they receive this email to initiate the timetable data collection process.

4.1 Checking Subject Offerings with Academic Programs Staff

Task Overview

What, Why, When?	This task is performed in early May - mid June to confirm the list of approved subjects that will be offered in the next academic year
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None
Context	This task falls within the Data Preparation stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To check subject offerings with academic programs staff

Task Work Steps

4.1.1 To check subject offerings with academic programs staff

1. Contact the relevant academic programs staff member in your faculty/school/ department (via email, phone or in person) and ask for the list of the approved subjects that will be offered in the next academic year.

4.2 Deciding How to Collect Timetable Data

Task Overview

What, Why, When?	This task is performed in early May - mid June to determine the method for collecting timetable data from teaching staff (there are several options).
Who Can Do This?	Timetable contacts (in consultation with relevant teaching staff)
Pre-requisites and Related / Dependant Tasks	None
Context	This task falls within the Data Preparation stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To decide how to collect timetable data

What You Need To Know Before You Start

Before you start, make sure you are aware of the following information which impacts or governs this task:

- Recommendations from the Timetable and Venue Management Office

Recommendations from the Timetable and Venue Management Office

Although several options for collecting data from teaching staff are outlined in the task work steps below, the Timetable and Venue Management Office recommends timetable contacts collect data using the Timetable Data Collection Form. For instructions on how to use the Data Collection Form, see Completing the Timetable Data Collection Form.

The Timetable and Venue Management Office also recommend the data collection process is completed **before** the opening of the Timetable Data Collection System to aid in the efficiency of the overall timetable data collection and production processes.

Task Work Steps

4.2.1 To decide how to collect timetable data

1. Consider the following methods for collecting timetable data from teaching staff:
   - asking teaching staff to complete the Timetable Data Collection Form and return it back to you – this method is recommended by the Timetable and Venue Management Office
   - liaising with teaching staff to complete the Timetable Data Collection Form yourself – this method is recommended by the Timetable and Venue Management Office
   - using the previous year's activity template data as a reference point and liaising with teaching staff to identify required changes

Warning: If using the previous year's activity template data as a reference point, there is a reasonable chance that the data will be 'out of date' when compared to what is actually on the timetable now.

   - using a text version of the current timetable as a reference point (this is an up to date reflection of what is on the timetable now that can be managed using Excel) and liaising with teaching staff to identify required changes
   - liaising with teaching staff after the Timetable Data Collection System opens, and entering timetable data straight into the sub-systems
   - other methods previously identified by teaching staff, timetable contacts or the staff in the relevant faculty/school/department (e.g. emails, spreadsheets etc)

2. You may also like to consider the following information when selecting a collection method:
   - How has timetable data been collected in your faculty/school/ department in the past?
   - Is it possible to streamline the process so that it is more efficient?
   - What are the teaching staff's preferences for providing you with timetable information?

Note: Depending on individual teaching staff preferences, you may decide to collect timetable data for different subjects in different ways.

   - Does the Department Manager have a preference for how timetable contacts liaise with teaching staff when collecting timetable data?

3. Decide how timetable data will be collected for each subject.

4.3 Advising Teaching Staff about the Data Collection Process

Task Overview

What, Why, When?	This task is performed in early May - mid June to notify teaching staff of the need to start considering timetabling requests/information for the next academic year.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None
Context	This task falls within the Data Preparation stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To advise teaching staff about the data collection process

Task Work Steps

4.3.1 To advise teaching staff about the data collection process

1. Communicate (via email, phone or in person) with teaching staff to advise them what they need to do and by when. The following aspects should be communicated to them:
   - **Key dates**
     - date by which timetable information must be provided to timetable contact (ensuring that this leaves enough time for data entry on the Timetable Data Collection System)
     - closing date of the Timetable Data Collection System
     - date range during which late changes can be made
     - date draft timetable will be published
     - date final timetable will be published
   - **Actions for teaching staff** - actions will depend on what method you are using to collect data (see Deciding How To Collect Timetable Data) but may include:
     - completing the **Timetable Data Collection Form** and returning it to you
     - liaising with you to help you complete the **Timetable Data Collection Form**
     - liaising with you when the Timetable Data Collection System opens to collect and enter data directly into the sub-systems
     - other actions associated with previously defined methods of collecting data (e.g. using previous year's activity template as a reference, spreadsheets, etc)
   - **Actions that you will take that teaching staff need to be aware of** – e.g. checking up on a timetable detail for the teaching staff member

4.4 Collecting Timetable Data from Teaching Staff

Task Overview

What, Why, When?	This task is performed in early May - mid June to gather timetable data from teaching staff for the subjects to be offered in the next academic year.
Who Can Do This?	Timetable contacts
Pre-requisites and Related/Dependant Tasks	None
Context	This task falls within the Data Preparation stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To collect timetable data from teaching staff

Task Work Steps

4.4.1 To collect timetable data from teaching staff

1. Using the method identified in Deciding How To Collect Timetable Data, liaise with teaching staff to gather the data.

4.5 Completing the Timetable Data Collection Form

Task Overview

What, Why, When?	The Timetable Data Collection Form is an optional tool that can be used to assist timetable contacts in gathering relevant information from teaching staff.
Who Can Do This?	• Timetable contacts • Teaching staff
Pre-requisites and Related/Dependant Tasks	None
Context	This task falls within the Data Preparation stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To complete the Timetable Data Collection Form

Task Work Steps

4.5.1 To complete the Timetable Data Collection Form

1. Link to the Timetable Data Collection Form at http://www.services.unimelb.edu.au/timetabling/downloads/TimetableDataCollectionForm.doc
2. Complete the fields in the **Subject Offering** section of the form. Field descriptions are provided below.

Field	Notes for completing this field	Examples
Subject name	The name of the subject.	Architectural Practice B
Merlin subject code	This is the Merlin code for the subject (not the new student system code).	702845
Semester of offer	The semester this subject is taught in.	SM1 = Semester 1, SUM = Summer Term
Expected enrolment number in subject	The number of student enrolments expected in this subject.	200
Tuition pattern	The recurrent pattern of activities for the subject.	5 activities = 3 x lectures plus 1 x lab plus 1 x tutorial
New student sets to create	Determine if this subject is or needs to be part of a student set (i.e. a grouping of subjects that should not be clashed). If it is not already part of a student set, complete this field by adding the other subjects this subject must not clash with. **Note:** See Using the Student Sets Sub-System for more information about student sets.	No new student sets to create for this subject. OR Create new student set including the following subjects: • 702845 (this subject) • 702889

3. Complete the fields in one of the **Activity Information** sections of the form for each activity this subject involves. Field descriptions are provided below.

Field	Notes for completing this field	Examples
Activity type	The type of activity. See Appendix 1 for further information on activity types.	Lecture 1 Practical 2
Jointly taught	Indicate whether this activity is jointly taught with an activity in another subject.	No (not jointly taught) Yes (jointly taught)
If jointly taught, specify other subject and activity	The subject title/code and activity this activity is jointly taught with, if applicable.	Subject: 512220 Quantitative Methods for Psychology 2 Activity: Lectures 1 and 2
Size of classes in this activity	The number of students in each class in this activity? i.e. the maximum room capacity	20
Duration of activity	The length of this activity in minutes.	120 minutes
Number of locations for this activity	The number of locations required for this activity.	1
Room type required	The type of room required for this activity. Must be either: • standard room – see Appendix 2 on the form for further information; or • specialised room – see Appendix 3 on the form for further information **Note:** For a list of available lecture theatres see: http://www.studentadmin.unimelb.edu.au/leclist.html	Computer Lab

Campus	The campus this activity will be offered on. See Appendix 2 for further information.	Parkville
Precinct	The area of the campus this activity will be taught in. See Appendix 2 for further information.	Northern
Building	The name of the building you wish the activity to be scheduled in. See Appendix 2 for further information.	Old Arts
AV equipment	The audio-visual equipment required for this activity. See Appendix 4 for further information.	Video Camera DVD Player
IT equipment	The information technology equipment required for this activity. See Appendix 4 for further information.	Wireless network connectivity
Other equipment / amenities	Any other amenities/facilities required for the room. See Appendix 4 for further information.	Disabled access
Time of day preference	The preferred time of day for the activity.	Morning
Time of week preference	The preferred time of the week for the activity.	Early week Mid week
Time preferred	The preferred time for the activity.	11:00am
Teaching staff names	The name of the academic staff teaching this activity.	Professor John Smith
Teaching week pattern	The teaching weeks in which the activity needs to be timetabled.	Week 1, Week 2, etc.
Any other timetabling information about this activity?	This is a text field where you can enter any other relevant information about the timetabling for this activity.	Please don't schedule this activity on a Monday.

5. DATA EDITING AND REVIEW STAGE

This is the second stage of the overall timetable data collection process. In the **Data Editing and Review** stage, timetable contacts update the Timetable Data Collection System (on-system tasks outlined in Part C). In addition, timetable contacts identify required changes to Merlin data which cannot be edited within the Timetable Data Collection System and request appropriate changes.

The **Data Editing and Review** stage involves the following tasks for timetable contacts:

- Updating the Timetable Data Collection System (covered in Part C)
- Requesting Changes to Merlin Data

5.1 Updating the Timetable Data Collection System

Refer to Part C for full details of how to update data in the Timetable Data Collection System.

5.2 Requesting Changes to Merlin Data

Task Overview

What, Why, When?	This task may be required to update core data in the Timetable Data Collection System that is maintained in Merlin.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None
Context	This task falls within the Data Editing and Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To request Merlin data changes requiring APC approval • To request Merlin data changes not requiring APC approval

What You Need To Know Before You Start

Before you start, make sure you are aware of the following information which impacts or governs this task:

- Course and Subject Approval Process

Course and Subject Approval Process

All changes (except one) to core subject data must be approved by the Academic Programs Committee (APC) or be approved under delegated authority and reported to the APC as part of the academic approval process. Following approval, details of the change are forwarded to Student Management Services - Systems for action.

Once the changes are approved and forwarded to Student Management Services - Systems, the data is updated in Merlin and rolled over into the Timetable Data Collection System overnight.

Subject changes that **do** require APC approval are:

- change to teaching dates of the subject offering
- change of semester for the subject offering
- creation of a subject offering in Merlin
- deletion of a subject offering in Merlin

Subject changes that **do not** require APC approval are:

- change to **Timetable Required** flag on subject/year record in Merlin

Task Work Steps

5.2.1 To request Merlin data changes requiring APC approval

1. Navigate to the **Course Approval and Management Processes** (CAMP) website at http://www.unimelb.edu.au/abp/camp/index.html.
2. Download and complete the relevant form(s). The forms required will depend on the type of change being requested.
3. Forward the completed form(s) to relevant academic programs staff in your faculty/school/department for inclusion in the academic approval process. Following approval, details of the change will be forwarded to the Student System Support Team for action.

Note: These instructions provide only general guidelines for how to complete this task. For specific advice on how subject changes are managed in your faculty/school/ department, please contact the relevant academic programs staff.

5.2.2 To request Merlin data changes not requiring APC approval

1. Send an email to the Student Management Services - Systems at merlinhotline@studentadmin.unimelb.edu.au.

   The email should provide details of the relevant subject offering(s) and explain the required changes. Depending on the change(s) required, you may be asked to complete and submit some forms.

6. LATE CHANGES STAGE

This is the third stage of the overall timetable data collection process and occurs after the Timetable Data Collection System is closed for editing. All changes requested in the **Late Changes** stage need to be actioned via the Timetable and Venue Management Office.

The **Late Changes** stage involves the following tasks for timetable contacts:

- Advising Teaching Staff of the Late Change Period
- Requesting Minor Late Changes to Timetable Data
- Requesting Major Late Changes to Timetable Data
- Informing Teaching Staff of Outcomes

Relevant Policies and Procedures

Before performing tasks in the **Late Changes** stage, make sure you are aware of the following information which impacts or governs tasks in this stage:

- Minor and Major Changes

Minor and Major Changes

Changes requested during the **Late Changes** stage fall into two main categories: minor changes and major changes.

The table below provides further information on these two types of changes.

Type of change	Description	Changes	Example
Minor	Changes that can be made in the Timetable Data Collection System by the Timetable and Venue Management Office.	To request the addition of a new activity	A new tutorial needs to be added
		To request the removal of an activity	A laboratory activity is now no longer required
		To request the change of an activity type	A lecture needs to be changed to a seminar
		To request the change of an activity duration	A 2-hour tutorial needs to change to a 1-hour tutorial
		To request the change of the activity day or time	An activity needs to change from Thursday to Tuesday
		To request a room change for an activity	New room requirements have been identified
Major	Changes that require data to be updated in Merlin.	To change the semester of the subject offering	A subject will now be offered in Semester 2 instead of Semester 1
		To change the teaching dates of the subject offering	The subject offering will end a week earlier than originally stated

6.1 Advising Teaching Staff of the Late Change Period

Task Overview

What, Why, When?	This task is performed in order to ensure that teaching staff are informed of important dates in the current timetable data collection cycle related to submitting late changes to timetabling information.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None
Context	This task falls within the Late Changes stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To advise teaching staff of the late change period

Task Work Steps

6.1.1 To advise teaching staff of the late change period

1. Send a communication to all relevant teaching staff with details of the date range during which late changes to timetable information may be submitted. This information will have been provided to you by the Timetable and Venue Management Office.

6.2 Requesting Minor Late Changes to Timetable Data

Task Overview

What, Why, When?	This task is performed to request a minor late change to timetable data for a subject offering, after the Timetable Data Collection System has been closed for editing. Minor late changes require data in the Timetable Data Collection System to be updated by staff in the Timetable and Venue Management Office.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None
Context	This task may be undertaken as part of the Late Changes stage, Draft Timetable Review stage or Final Timetable Publication stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To request a minor late change to timetable data

Task Work Steps

6.2.1 To request a minor late change to timetable data

1. Navigate to the Timetable and Venue Management Office **Change Requests** web page:

http://www.services.unimelb.edu.au/timetabling/departmental/forms/ChangeRequest.html

2. Click the link that corresponds to the type of change you wish to make (e.g. add new activity, delete activity, etc).
   A web form will open.
3. Complete all sections of the web form.
4. Click the **Submit** button.
   The minor late change request has been submitted to the Timetable and Venue Management Office. The Timetable and Venue Management Office will consider the request and notify you whether the changes are able to be made or not.

Note: A number of factors (e.g. room availability, clashing considerations, etc) need to be considered by the Timetable and Venue Management Office and therefore it may not always be possible to grant late change requests.

6.3 Requesting Major Late Changes to Timetable Data

Task Overview

What, Why, When?	This task is performed to request a major change to timetable data for a subject offering, after the Timetable Data Collection System has been closed for editing. Major changes require subject data to be updated in Merlin.
Who Can Do This?	Timetable contacts
Pre-requisites and Related/Dependant Tasks	None
Context	This task may be undertaken as part of the Late Changes stage, Draft Timetable Review stage or Final Timetable Publication stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To request a major late change to timetable data

Task Work Steps

6.3.1 To request a major late change to timetable data

1. Navigate to the **Course Approval and Management Processes** (CAMP) website at http://www.unimelb.edu.au/abp/camp/index.html.
2. Download and complete the relevant form(s). The forms required will depend on the type of change being requested.
3. Forward the completed form(s) to academic programs staff in your faculty/school/department for inclusion in the academic approval process. Following approval, details of the change will be forwarded to the Student System Support Team for action.

Note: These instructions provide only general guidelines for how to complete this task. For specific advice on how subject changes are managed in your faculty/school/department, please contact the appropriate academic programs staff.

6.4 Informing Teaching Staff of Outcomes

Task Overview

What, Why, When?	This task is performed to advise teaching staff of the outcome of a request to action a minor or major late change to timetabling data.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None
Context	This task falls within the Late Changes stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To inform teaching staff of outcomes

Task Work Steps

6.4.1 To inform teaching staff of outcomes

1. After you have been notified either by the Timetable and Venue Management Office (for minor changes) or by the Student Systems Support Team (for major changes) of the outcome of your late change request, let the relevant teaching staff know the outcome, i.e. whether the change was approved and actioned or not. It is a good idea to notify the teaching staff in writing so that there is a written record of your communication.

7. DRAFT TIMETABLE REVIEW STAGE

This is the fourth stage of the overall timetable data collection process. During the **Draft Timetable Review** stage, the Timetable and Venue Management Office publish the draft timetable to staff only (not to students) on the Student Information System (SIS).

Timetable contacts then review the published draft timetable and forward it to relevant teaching staff for review. Any necessary changes should be actioned following the same procedures outlined in the **Late Changes** stage.

The **Draft Timetable Review** stage involves the following tasks for timetable contacts:

- Reviewing the Draft Timetable
- Advising Teaching Staff to Review the Draft Timetable
- Requesting Changes to the Draft Timetable

7.1 Reviewing the Draft Timetable

Task Overview

What, Why, When?	This task is performed following publication of a draft timetable to ensure that the activities that have been timetabled meet the requirements entered in the Timetable Data Collection System.
Who Can Do This?	Timetable contacts
Pre-requisites and Related/Dependant Tasks	In order to complete this task, timetable contacts must have received an email from the Timetable and Venue Management Office containing a link to the draft timetable.
Context	This task falls within the Draft Timetable Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To review the draft timetable

Task Work Steps

7.1.1 To review the draft timetable

1. Navigate to the web link provided by the Timetable and Venue Management Office for the draft timetable.
2. Specify criteria as directed to generate the draft timetable for the relevant subject offering(s).
3. Review the draft timetable information.
4. Note any changes that need to be made to the information.

7.2 Advising Teaching Staff to Review the Draft Timetable

Task Overview

What, Why, When?	This task is performed following publication of a draft timetable to ensure that the activities that have been timetabled meet the requirements entered in the Timetable Data Collection System.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	In order to complete this task, timetable contacts must have received an email from the Timetable and Venue Management Office containing a link to the draft timetable.
Context	This task falls within the Draft Timetable Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To advise teaching staff to review the draft timetable

Task Work Steps

7.2.1 To advise teaching staff to review the draft timetable

1. Forward the email with the link to the draft timetable (received from the Timetable and Venue Management Office) to teaching staff for each subject offering. Include instructions on how to access the draft timetable for a specific subject offering.
2. Ask the teaching staff to review the draft timetable for their subjects and confirm that it meets the requirements entered in the Timetable Data Collection System.
3. Ask the teaching staff to notify you of any required changes to the draft timetable immediately.

7.3 Requesting Changes to the Draft Timetable

Task Overview

What, Why, When?	This task is performed to request a change to information presented in the draft timetable produced by the Timetable and Venue Management Office.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None
Context	This task falls within the Draft Timetable Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To request a change to the draft timetable

Task Work Steps

7.3.1 To request a change to the draft timetable

1. Refer to the table on page 31 of this User Guide to determine whether the change required is considered a minor change or a major change.
2. Follow the task work steps provided in 6.2 Requesting Minor Late Changes to Timetable Data or 6.3 Requesting Major Late Changes to Timetable Data (whichever is appropriate).

8. FINAL TIMETABLE PUBLICATION STAGE

This is the final stage of the overall timetable data collection process. In the **Final Timetable Publication** stage, the Timetable and Venue Management Office stabilise and publish the final timetable to staff and students via the Student Information System (SIS).

Information in the final timetable should be correct, however should any further changes be required, these can be actioned following the same procedures carried out in the **Late Changes** and **Draft Timetable Review** stages.

The **Final Timetable Publication** stage involves the following tasks for timetable contacts:

- Requesting Changes to the Published Timetable

8.1 Requesting Changes to the Published Timetable

Task Overview

What, Why, When?	Although at this stage there should be very few changes to the timetable, it is sometimes necessary to modify timetable information for subject offerings due to other factors. Any changes identified by you or by teaching staff after the timetable is published need to be forwarded through the appropriate process (i.e. major or minor changes) as quickly as possible after identification.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None
Context	This task falls within the Final Timetable Publication stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To request a change to the published timetable

Task Work Steps

8.1.1 To request a change to the published timetable

1. Refer to the table on page 31 of this User Guide to determine whether the change required is considered a minor change or a major change.
2. Follow the task work steps provided in 6.2 Requesting Minor Late Changes to Timetable Data or 6.3 Requesting Major Late Changes to Timetable Data (whichever is appropriate).

PART C:
ON-SYSTEM TASKS

About Part C

Part C covers the following on-system tasks for timetable contacts:

- System Access
  - Getting Access to the Timetable Data Collection System

- Using the Activity Templates Sub-System
  - Updating the Expected Enrolments for a Subject Offering
  - Configuring Teaching Activities for a Subject Offering
  - Configuring the Activity Template for a Teaching Activity
  - Combining Teaching Activities
  - Updating the 'Timetable Required' Flag for a Subject Offering
  - Viewing an Activity Template Summary for a Subject Offering

- Using the Student Sets Sub-System
  - Viewing Student Sets
  - Creating Student Sets
  - Deleting Student Sets

- Using the Staff Availability Sub-System
  - Updating Teaching Availability Details

Part B **does not** cover:

- an overview of the timetable data collection process, relevant policies/guidelines and systems – this information is covered in Part A
- instructions for the off-system tasks carried out by timetable contacts – this information is covered in Part B

9. SYSTEM ACCESS

9.1 Getting Access to the Timetable Data Collection System

The Timetable Data Collection System can be accessed via the following web page:

http://ttcollect.unimelb.edu.au/tdcs/

All University staff can login to the Timetable Data Collection System using their University email account login details. However, in order to be able to configure timetabling data, timetable contacts need to be linked to the relevant department by a system administrator.

Linking timetable contacts to departments in the Timetable Data Collection System is managed by the Timetable and Venue Management Office.

Timetable contacts who want to configure timetabling data in the Timetable Data Collection System should send an email request to the Timetable and Venue Management Office (sa-timetable@unimelb.edu.au) including the following details:

- Full name
- Staff ID
- Faculty / school / department (including relevant department code)
- Supervisor's full name

The Timetable and Venue Management Office will contact the staff member to advise when the link has been installed.

Note: Teaching staff who wish to access to the Staff Availability sub-system do not need to apply for access. They can login to the Timetable Data Collection System using their University email account details and then navigate to the Staff Availability sub-system.

10. USING THE ACTIVITY TEMPLATES SUB-SYSTEM

The Activity Templates sub-system is used to configure teaching activities and the associated activity templates for a subject offering.

The following on-system tasks are carried out on the Activity Templates sub-system by timetable contacts during the **Data Editing and Review** stage of the overall timetable data collection process:

- Updating the Expected Enrolments for a Subject Offering
- Configuring Teaching Activities for a Subject Offering
- Configuring the Activity Template for a Teaching Activity
- Combining Teaching Activities
- Updating the 'Timetable Required' Flag for a Subject Offering
- Viewing an Activity Template Summary for a Subject Offering

10.1 Updating the Expected Enrolments for a Subject Offering

Task Overview

What, Why, When?	This task is performed to indicate the number of students expected to enrol in a subject offering.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	None.
Context	This task occurs as part of the Data Editing and Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To update the expected enrolments for a subject offering

Task Work Steps

10.1.1 To update the expected enrolments for a subject offering

1. Navigate to http://ttcollect.unimelb.edu.au/tdcs/
2. Enter your username and password details in the **Username** and **Password** fields.
3. Click **Login**.
4. Select the year of the subject offering from the list provided in the **Select Year** field.
5. Click **Submit**.
6. Click the **Activity Template** sub-system link.
   You will be presented with a list of departments for which you can configure timetabling data.
7. Click the **Configure** link alongside the department to which the subject offering belongs.
   You will be presented with a list of subject offerings for the nominated department.

8. Click the **Configure** link alongside the relevant subject offering.
   You will be presented with a list of activities currently configured for the subject offering.
9. Update the figure in the **Expected Enrolments** field.
10. Click **Save**.
    The expected enrolments have been updated.

10.2 Configuring Teaching Activities for a Subject Offering

Task Overview

What, Why, When?	This task is performed to indicate the teaching activities (e.g. lecture, tutorial) required for a subject offering.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	Before completing this task, timetable contacts must have collected the relevant information from teaching staff of the subject offering to be configured.
Context	This task occurs as part of the Data Editing and Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To add a teaching activity for a subject offering • To delete a teaching activity for a subject offering • To update an existing teaching activity for a subject offering

Task Work Steps

10.2.1 To add a teaching activity for a subject offering

1. Navigate to http://ttcollect.unimelb.edu.au/tdcs/
2. Enter your username and password details in the **Username** and **Password** fields.
3. Click **Login**.
4. Select the year of the subject offering from the list provided in the **Select Year** field.
5. Click **Submit**.
6. Click the **Activity Template** sub-system link.
   You will be presented with a list of departments for which you can configure timetabling data.
7. Click the **Configure** link alongside the department to which the subject offering belongs.
   You will be presented with a list of subject offerings for the nominated department.
8. Click the **Configure** link alongside the relevant subject offering.
   You will be presented with a list of activities currently configured for the subject offering.
9. Click the **Create an activity** link.
10. Complete the following fields with details of the teaching activity to be added:

Field	Description
Activity Type	The type of activity to be added. **Note:** You cannot create more than one activity of the same activity type.
Duration (in mins)	The length of time the activity will run for, in minutes. **Note:** Only durations of 15 minute increments will be accepted, i.e. 15 mins, 30 mins, 45 mins, 60 mins, etc (but not 40 mins).

11. Click **Create**.
    You will be returned to the list of activities for the subject offering. The activity just created should appear in this list.

10.2.2 To delete a teaching activity for a subject offering

1. Navigate to http://ttcollect.unimelb.edu.au/tdcs/
2. Enter your username and password details in the **Username** and **Password** fields.
3. Click **Login**.
4. Select the year of the subject offering from the list provided in the **Select Year** field.
5. Click **Submit**.
6. Click the **Activity Template** sub-system link.
   You will be presented with a list of departments for which you can configure timetabling data.
7. Click the **Configure** link alongside the department to which the subject offering belongs.
   You will be presented with a list of subject offerings for the nominated department.
8. Click the **Configure** link alongside the relevant subject offering.
   You will be presented with a list of activities currently configured for the subject offering.
9. Click the **Delete** link for the activity you wish to delete.
10. Click **Confirm** to confirm that you wish to delete the activity.
    You will be returned to the list of activities for the subject offering. The activity just deleted should not appear in this list.

10.2.3 To update an existing teaching activity for a subject offering

1. Navigate to http://ttcollect.unimelb.edu.au/tdcs/
2. Enter your username and password details in the **Username** and **Password** fields.
3. Click **Login**.
4. Select the year of the subject offering from the list provided in the **Select Year** field.

5. Click **Submit**.
6. Click the **Activity Template** sub-system link.
   You will be presented with a list of departments for which you can configure timetabling data.
7. Click the **Configure** link alongside the department to which the subject offering belongs.
   You will be presented with a list of subject offerings for the nominated department.
8. Click the **Configure** link alongside the relevant subject offering.
   You will be presented with a list of activities currently configured for the subject offering.
9. Click the **Update** link alongside the activity you wish to update.
   You will be presented with the current settings for the activity.
10. Update the details in the **Activity Type** and/or **Duration (in mins)** fields as appropriate.
11. Click **Update**.
    You will be returned to the list of activities for the subject offering. The updated activity details should be reflected in this list.

10.3 Configuring the Activity Template for a Teaching Activity

Task Overview

What, Why, When?	This task is performed to record timetabling requirements (e.g. teaching staff, room requirements, etc) for a specific teaching activity of a subject offering.
Who Can Do This?	Timetable contacts
Pre-requisites and Related / Dependant Tasks	In order to complete this task, the teaching activities for the relevant subject offering must be configured. See [10.2 Configuring Teaching Activities for a Subject Offering] for further information.
Context	This task occurs as part of the [Data Editing and Review stage] of the overall timetable data collection process.
Key Activities	This task involves the following activities: • [To configure the activity template for a teaching activity]

Task Work Steps

10.3.1 To configure the activity template for a teaching activity

1. Navigate to http://ttcollect.unimelb.edu.au/tdcs/
2. Enter your username and password details in the **Username** and **Password** fields.
3. Click **Login**.
4. Select the year of the subject offering from the list provided in the **Select Year** field.
5. Click **Submit**.
6. Click the **Activity Template** sub-system link.
   You will be presented with a list of departments for which you can configure timetabling data.

7. Click the **Configure** link alongside the department to which the subject offering belongs.
   You will be presented with a list of subject offerings for the nominated department.
8. Click the **Configure** link alongside the relevant subject offering.
   You will be presented with a list of activities currently configured for the subject offering.
9. Click the **Configure** link alongside the activity for which you wish to configure the activity template.
   You will be prompted to indicate whether this activity will be combined with other activities.

   Where to next?

   - If this activity IS NOT to be combined with other activities, click **No** and proceed to Step 10.
   - If this activity IS to be combined with other activities, click **Yes** then refer to 10.4 Combining Teaching Activities for instructions on how to combine activities. After combining the activities, return to Step 14 of these instructions.

10. Check if the class size figure (i.e. the number of students that will attend each class of this activity) is correct.

    Where to next?

    - If the class size figure is CORRECT, proceed to Step 13.
    - If the class size figure is INCORRECT, complete Steps 11-12, then proceed to Step 13.

11. Update the class size figure.
12. Click **Save**.
    Details in the text and table below will update accordingly.
13. Click **Next**.
14. Specify the location requirements for the teaching activity in the **Location** box.

Field	Description
Campus	Mandatory. The campus at which the teaching activity will be delivered.
Precinct	Optional. The preferred region of the campus.
Building	Optional. The preferred building.
Number of Locations	Optional. Update this figure only if the teaching activity requires more than one location. For example, a seminar room plus a break out area for group activities.

15. Specify the room type requirement for the teaching activity in the **Room Types** box.

Note: It is mandatory to select a room type. Only one room type may be selected.

16. Optionally specify any information technology requirements for the teaching activity in the **Information Technology Equipment** box.

Note: Check as many information technology requirements as necessary.

17. Optionally specify any audio visual requirements for the teaching activity in the **Audio Visual Equipment** box.

Note: Check as many audio visual requirements as necessary.

18. Click **Search**.
A list of locations that match the nominated requirements will appear in the **Location** box.

Where to next?

- If satisfied with the matching locations, proceed to Step 19.
- If NOT satisfied with the matching locations, repeat Steps 14-18 indicating different requirements until satisfied.

19. Click **Next**.
20. Optionally specify teaching staff required for the teaching activity in the **Teaching Staff** box. Use the **Add** and **Remove** buttons to add or remove staff names from the list of required staff (on the right).
21. Specify the teaching weeks in which the teaching activity must be timetabled in the **Teaching Week Pattern** box. A check indicates that the teaching activity is to be timetabled for that week.

Note: It is mandatory to specify the teaching week pattern for a teaching activity. Only teaching weeks that fall within the teaching start/end dates for the subject offering may be checked.

22. Optionally specify time and day preferences for the teaching activity in the **Day and Time Preferences** box.
23. Optionally record any other comments relating to the activity template for this teaching activity in the **Comments** box.
24. Click **Finish**.
The activity template for the teaching activity has been defined. You will be returned to the list of activities for the subject offering.

10.4 Combining Teaching Activities

Task Overview

What, Why, When?	This task is performed as part of configuring the activity template for a teaching activity, to nominate teaching activities for different subject offerings that will be taught together, that is, sharing the same teaching and timetabling resources.
Who Can Do This?	Timetable contacts
Pre-requisites and Related/Dependant Tasks	This task is an optional component of configuring the activity template for a teaching activity. Refer to 10.3 Configuring the Activity Template for a Teaching Activity for further information.
Context	This task occurs as part of the Data Editing and Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To combine teaching activities

What You Need To Know Before You Start

Before you start, make sure you are aware of the following information which impacts or governs this task:

- Nominating a Primary Activity
- Implications of Combining Teaching Activities
- Combining ALL or SOME Classes for Nominated Teaching Activities

Nominating a Primary Activity

A primary activity must be nominated when combining two or more teaching activities from different subject offerings. The department responsible for the subject offering of the primary activity has overall responsibility for the combined activity, and is responsible for maintaining the activity template data for the combined activity in the Timetable Data Collection System.

If the subject offerings in the combined activity group are managed by more than one timetable contact, the timetable contacts should liaise with each other to determine which will be the primary activity and who will be responsible for entering the activity template data for the combined activity group in the Timetable Data Collection System.

Implications of Combining Teaching Activities

Following are some important implications of combining teaching activities:

- If combining activities of different durations, the duration of the primary activity will be applied to the other activities in the combined group. A system warning will notify users if this is the case.
- The activity template configured for a combined group of activities will be applied to all activities in the combined group, overriding any previous configurations.

Combining ALL or SOME Classes for Nominated Teaching Activities

Teaching activities for different subject offerings are combined if they will be taught together, that is, sharing the same teaching and timetabling resources.

Where teaching activities with multiple classes are combined, they may be configured such that all the classes for the teaching activities are combined, or alternatively, such that only some of the classes for the teaching activities are combined. An example of each of these situations is provided below.

Example 1: Combining ALL classes for nominated teaching activities

Lecture 1 for Chemistry 1A has been combined with Lecture 2 for Basic Chemistry. The total number of expected enrolments for this combined activity is 180 students and 45 students can attend each class, resulting in 4 classes being scheduled. The combined activity has been configured such that all classes are combined. This means that students enrolled in Chemistry 1A or Basic Chemistry can choose to attend any of the 4 classes for this combined activity.

Example 2: Combining SOME classes for nominated teaching activities

Seminar 1 for Digital Computing has been combined with Seminar 1 for Computer Technology. The total number of expected enrolments for this combined activity is 240 students and 40 students can attend each class, resulting in 6 classes being scheduled. Students enrolled in Digital Computing have a full schedule and it will only be possible for them to attend 2 of the 6 scheduled classes. The combined activity has been configured such that only 2 of the 6 classes are combined. This means that students enrolled in Digital Computing can choose to attend either of the 2 combined classes for this activity, but cannot attend the other 4 classes that have not been combined. Students enrolled in Computer Technology can choose to attend any of the 6 classes, combined or not.

Task Work Steps

10.4.1 To combine teaching activities

Note: These work steps are an optional component of configuring the activity template for a teaching activity. Refer to 10.3 Configuring the Activity Template for a Teaching Activity for further information.

1. Complete the instructions provided in 10.3.1 To configure the activity template for a teaching activity up to Step 9.
   You will be presented with a list of teaching activities that can be combined with the teaching activity being configured.

Note: Only teaching activities being offered in the same year, study period and location can be combined.

2. Use the **Add** and **Remove** buttons to move the teaching activities to be combined with the activity being configured from the column on the left to the column on the right. The column on the right should represent the complete combined group.

Tip: To find an activity in the left column, click anywhere inside the column then type in the relevant subject code.

Warning: If the activities nominated for the combined group have different durations, the duration of all the activities will be updated to match that of the primary activity upon saving.

3. Specify which activity in the combined group will be the primary activity in the **Select Primary Activity** box. Only one activity can be nominated as the primary activity.
4. Specify whether all or some of the classes for the activity will be combined in the **Combine Options** box.
5. Click **Next**.
   You will be presented with class size information for the combined activity group.
6. Check if the class size figure (i.e. the number of students that will attend each class of this activity) is correct.

   Where to next?

   - If the class size figure is CORRECT, proceed to Step 9.
   - If the class size figure is INCORRECT, complete Steps 7-8, then proceed to Step 9.
7. Update the class size figure.
8. Click **Save**.
   Details in the text and table below will update accordingly.
9. Check the figures in the **Available Classes** column for each activity in the combined group.

   Where to next?

   - If ALL classes have been combined for this combined activity group, proceed to Step 12. (The available classes figures cannot be changed.)
   - If only SOME classes have been combined for this combined activity group, complete Steps 10-11, then proceed to Step 12.

10. Update the figures in the **Available Classes** column for each activity in the combined group. This figure indicates how many classes will be available to students enrolled in the subject offering that the activity belongs to.
11. Optionally record any other comments relating to combining some of the classes for this combined activity group in the **Comments** box.
12. Click **Next**.
13. Continue with the instructions provided in 10.3.1 To configure the activity template for a teaching activity from Step 14.

10.5 Updating the 'Timetable Required' Flag for a Subject Offering

Task Overview

What, Why, When?	This task is performed to indicate whether a subject offering requires central timetabling.
Who Can Do This?	Timetable contacts
Pre-requisites and Related/Dependant Tasks	In order to perform this task, the **Timetable Required** flag must be set to *Y* on the relevant subject/year record in Merlin (see screen **1402 Subject**).
Context	This task occurs as part of the Data Editing and Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To update the 'Timetable Required' flag for a subject offering

What You Need To Know Before You Start

Before you start, make sure you are aware of the following information which impacts or governs this task:

- Timetable Required Flags

Timetable Required Flags

In order for a subject offering the be timetabled centrally, the following flags are required:

- the **Timetable Required** flag must be set to *Y* on the subject/year record in Merlin (see screen **1402 Subject**)
- the **Timetable Required** flag must be set to *Yes* against the relevant subject offering in the Timetable Data Collection System

If either of these flags is not set correctly, the subject offering cannot be timetabled centrally.

If the **Timetable Required** flag on a subject/year record in Merlin is set to *N*, all offerings of this subject in the Timetable Data Collection System will appear as *disabled*.

To change the **Timetable Required** flag in Merlin, timetable contacts must submit a request to Student Management Services – Systems. See Getting Help for contact information.

If the **Timetable Required** flag on a subject/year record in Merlin is set to *Y*, timetable contacts will be able to update the **Timetable Required** flags for each offering of the subject in the Timetable Data Collection System.

Task Work Steps

10.5.1 To update the 'Timetable Required' flag for a subject offering

1. Navigate to http://ttcollect.unimelb.edu.au/tdcs/
2. Enter your username and password details in the **Username** and **Password** fields.
3. Click **Login**.
4. Select the year of the subject offering from the list provided in the **Select Year** field.
5. Click **Submit**.
6. Click the **Activity Template** sub-system link.
   You will be presented with a list of departments for which you can configure timetabling data.
7. Click the **Configure** link alongside the department to which the subject offering belongs.
   You will be presented with a list of subject offerings for the nominated department.
8. Click the **Yes** or **No** flag/link in the **Timetable Required** column alongside the relevant subject offering to update the flag.

10.6 Viewing an Activity Template Summary for a Subject Offering

Task Overview

What, Why, When?	This task is performed to get an overview of activity template data that has been configured across all teaching activities for a subject offering.
Who Can Do This?	Timetable contacts
Pre-requisites and Related/Dependant Tasks	Before completing this task, activity template data for the relevant subject offering should be configured. See 10.3 Configuring the Activity Template for a Teaching Activity for further information.
Context	This task occurs as part of the Data Editing and Review stage of the overall timetable data collection process.
Key Activities	This task involves the following activities: • To view an activity template summary for a subject offering

Task Work Steps

10.6.1 To view an activity template summary for a subject offering

1. Navigate to http://ttcollect.unimelb.edu.au/tdcs/
2. Enter your username and password details in the **Username** and **Password** fields.
3. Click **Login**.

4. Select the year of the subject offering from the list provided in the **Select Year** field.
5. Click **Submit**.
6. Click the **Activity Template** sub-system link.
   You will be presented with a list of departments for which you can configure timetabling data.
7. Click the **Configure** link alongside the department to which the subject offering belongs.
   You will be presented with a list of subject offerings for the nominated department.
8. Click the **Summary** link alongside the relevant subject offering.
   You will be presented with a summary of activity template data for the subject offering.

11. USING THE STUDENT SETS SUB-SYSTEM

The Student Sets sub-system is used to create subject groupings for which teaching activities cannot be run concurrently (i.e. student sets).

The following on-system tasks are carried out on the Student Sets sub-system by timetable contacts during the **Data Editing and Review** stage of the overall timetable data collection process:

- Viewing Student Sets
- Creating a Student Set
- Deleting a Student Set

Note: THIS SECTION OF THE USER GUIDE IS CURRENTLY UNDER DEVELOPMENT.

12. USING THE STAFF AVAILABILITY SUB-SYSTEM

The Staff Availability sub-system is used to record the availability of teaching staff so that this information can be taken into consideration when timetabling teaching activities.

The following on-system tasks are carried out on the Staff Availability sub-system by timetable contacts or teaching staff during the **Data Editing and Review** stage of the overall timetable data collection process:

- Updating a Staff Member's Availability

Note: THIS SECTION OF THE USER GUIDE IS CURRENTLY UNDER DEVELOPMENT.

Appendix 1: Key Terms, Acronyms and Concepts

The table below explains the meaning of key terms, acronyms and concepts relevant to this User Guide.

Item*	Meaning
Class	A repeated instance of a teaching activity. For example: 240 students are required to attend Lecture 1 for subject Renaissance Art on a weekly basis. The allocated lecture theatre has a maximum capacity of 120 students, therefore, 2 classes of the same lecture are scheduled weekly. Students attend one class or the other (but not both).
Core data	Data that feeds into the Timetable Data Collection System from some other system (e.g. Merlin) and cannot be edited by timetable contacts.
Editable data	Data in the Timetable Data Collection System that can be maintained by timetable contacts.
External subject offering	A subject offering that will be delivered in online or distance mode.
Internal subject offering	A subject offering to be delivered on campus.
Non-local subject offering	A Masters/PhD subject offering to be delivered outside Victoria.
Outstation subject offering	A subject offering to be delivered at a University approved outstation (for example, a hospital).
Student set	A pair or group of subjects that must not clash with each other on the timetable, allowing students to do every subject in the group if they so choose.
Study package	A term used in the new student system (TechnologyOne) to refer to a course or subject. In the context of this User Guide, the term is interchangeable with “subject”.
Study package availability	A term used in the new student system (TechnologyOne) to refer to an offering of a course or subject. In the context of this User Guide, the term is interchangeable with “subject offering”.
Subject offering	An instance of subject delivery that students can enrol in; comprising the subject, location, year and study period in which the subject will be delivered.
Teaching activity	An activity that forms part of the teaching method of a subject. For example: a lecture, a seminar, a tutorial, a workshop, etc. Each subject offering may require a number of teaching activities to be scheduled.

* An item could be a term, an acronym or concept

Appendix 2: Key Changes

The Timetable Data Collection System has been updated. Following is a summary of the major changes introduced for 2009:

- tuition pattern information is now entered directly into the Timetable Data Collection System by timetable contacts
- combined teaching activity information is now entered directly into the Timetable Data Collection System by timetable contacts
- the format of the “Availability Id” has changed in order to help users’ navigation within Timetable Production System (Syllabus Plus)
- the selection of the teaching week patterns for an activity is now restricted to the teaching dates of the availability (as stored in Merlin)