

# Notes for Departmental Contacts on the Centralised Timetabling System

## Teaching Methods on CMS

### Programmes & Courses – Course Maintenance

The **Teaching Methods** screen is a database that has been designed to collect your departmental academic timetabling information. This database allows the user to enter basic teaching information for the entire academic year about the courses being offered by your school/department.

The database has the unique facility to enable the user to provide additional comments about individual courses (i.e. specific day, times or it is shared with another course) on how it should be delivered. This enables the **SSO** to use this data to construct the academic timetable when it is uploaded to **Syllabus+**. The information that is currently recorded on this database is rolled forward every year and departments are responsible for managing and maintaining this information should course delivery change.

**Teaching Methods** are the units, which constitutes the overall delivery of a course (e.g. Lectures, Seminars etc).

Access to CMS is removed immediately prior to the data being downloaded for the timetable to ensure that users are not making changes which they believe have been taken into account in which the timetablers know nothing about.

### Syllabus Plus

This is an off the shelf product produced by **Scientia** which allows us to create a clash free timetable.

### Upload to CMS: Syllabus+ → Sussex Direct

Once a term we are able to upload the information from **Syllabus+** to **CMS** (which in turn drives **Sussex Direct**). This allows us to create **Teaching Groups**. The searchable timetable found on the timetabling homepage is updated overnight from Syllabus+ and is not connected to **CMS/Sussex Direct**.

### Teaching Groups

Once the teaching groups have been created the system attaches rooms to them. If any changes are made to the timetable via the timetablers at this point then the changes must be made manually via **CMS** by the departmental contacts. There is **no dynamic link** between **Syllabus+ & CMS/Sussex Direct**.

### Teaching Allocation

Students are allocated to courses via the Teaching Allocation screen. This information is downloaded to **Syllabus+** for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years and we use this to timetable individuals to activities. For 1<sup>st</sup> years and Postgraduates we use pathways which are all logical combinations for courses by those taking the programme which are then used to create clash free timetables for mandatory and optional courses.

Students should not be allocated to Teaching Groups as this is now part of the timetabling process. A mechanism is now in place that will create your teaching groups and teaching

sessions and add students (second and third year courses only) where this information is available. After the initial upload which will be a one -off for each term timetable, school users will maintain and manage the teaching groups and teaching sessions but should liaise with their timetabler to avoid student clashes.

### **Online Room Bookings @ Sussex (ORBS)**

**ORBS** is for ad hoc bookings only and is driven by the **Syllabus+** overnight run. It is not connected to **CMS/Sussex Direct**.