

Production Schedule for the Academic Year 2022/23 Teaching Timetable

	Action Required	Deadline	Responsible	Notes
1	Module Occurrences are rolled forward.	Friday 15th October 2021 Ongoing	SSRO CAOs	If modules are created after this date the 21/22 Occurrence must be created when the module is set-up. Modules may be setup on the database in advance of approval – the status can be updated after SEC as appropriate
2	Modules on courses and Syllabus Rules Rolled forwards from 2021 courses to 2022 courses.	Friday 15th October 2021	SSRO	
3	Correct Modules attached to Courses and Core/Option correctly recorded.	Monday 24th January 2022	CAOs	To assist schools to manage workload, new modules can be entered into the database (CMS) in DRAFT status and confirmed once approved by SEC BUT no changes to existing modules should be made until approved.
4	Pre-Requisite/Co-requisite (within the course year) and Excluded Combinations of Modules should be checked.	Monday 24th January 2022	CAOs	There is a Cognos 10 report which can be used to see what is already recorded and help to identify gaps. Report name: <u>Module Pre-Reqs, Co-Reqs and Excluded Combinations</u>
5	All Electives to run in 2022/23 complete and set up on database.	To be approved by SEC in End November 2021 (where appropriate) Entered on database by Monday 24th January 2022	Schools List of electives offered in 2021/22 to be provided by ADQE	This needs to happen to enable online student course choice via Sussex Direct for Students expected to return in 2022/23. Year 1: T1 & T2 Year 2: T1 & T2
5a	Final list of Electives to run in Year 1 and Year 2 to be produced and sent to Tim May	Tuesday 25th January 2022	ADQE	
5b	Final list of Pathways which will run in 2022/23 year to be produced and updated on CMS pathways screens	Tuesday 25th January 2022	ADQE	
6	Maximum student number places per module to be entered/checked and revised as appropriate	Friday 4th February 2022	CAOs	If there is no “max places” set OR if it is set too low for the various combinations of student who may need to select it, then the online module choice system will show the module as FULL and student will NOT be able to select it.

				Use Cognos 10 web report: Maximum Module Places See also Cognos 10; Electives Places Taken Remaining – useful just prior to/during online module selection. And Module places Taken & Remaining by Department
7	Confirm option menus/stacks for UG year 1 (2022 cohort) and PG and reflected these in Syllabus Rules	Friday 4th February 2022	CAOs	
8	Syllabus rules accurately recorded on database for: <ul style="list-style-type: none"> • All Year 2 (2021 cohort) • Year 3 (2020 cohort) • Year 4 (2019 cohort) For UG courses and modules running in 2022/23, and <ul style="list-style-type: none"> • Year 1 of UG courses and those PG courses using the online module choice system 	Friday 4th February 2022	CAOs working with the timetablers	This needs to happen to enable online student course choice via Sussex Direct for Students expected to return in 2022/23 and for scheduling teaching for new first year students. This needs to be 100% checked to enable online student module choice via Sussex Direct Online Registration for New students in 2022/23 Work can commence from mid-October after point 1 has been completed. CAO's will be notified when this has happened.
9	Year 1 (UG and PG) Courses & Modules on Courses data taken from CMS and loaded to timetabling system	Friday 4th February 2022	Timetablers	
10	Returning Student Records for the AY 2022/23 are created.	Monday 7th February 2022 (or earlier on request)	SSRO	This must happen after the syllabus is accurate on the data base as Core modules are attached to the student record as part of this process and ahead of SxD online module selection goes live. If core or mandatory modules change after this stage the school will need to update the student records as appropriate. Requests to create planning registrations should only happen if you are certain that the core modules will NOT change. This can be earlier if necessary. For those who wish to use the syllabus check facility in the live system we can create the student records for <i>next</i> year. If you wish to make use of this contact SSRO to discuss.

11a	Teaching Methods Data for ALL YEAR 2022/23 to be checked/input (this includes details of activities – i.e. lectures, seminars etc. and their durations)	Monday 14th March 2022	Schools/Departments	If detail is not known, leave this blank
11b	Tutor Information to be checked/input for ALL YEAR 2022/23	Monday 14th March 2022	Schools/Departments	Tutor start date will need to be before the deadline date for the system to pick the tutor(s) up against the correct teaching method
12	Teaching faculty non-availability forms returned to timetabling contacts.	Monday 14th March 2022	Heads of School	The timetabling system cannot cope with large numbers of non-availability requests so HoS's must consider carefully which ones they wish the timetablers to work around. Large numbers always lead to a sub-optimal timetable.
25 th	Online Choice of Options/Electives for current 1 st , 2 nd and 3 rd year students who are expected to return to the next year of study in 2022/23	Browse mode: Week commencing 7th March 2022 (TW7) Module selection live: Week commencing Monday 14th March 2022 (TW8)	Sussex Direct	
14	Schools check student selections to ensure all students have 120 credits	Monday 21st March to Thursday 17th April 2022	Schools/Departments	
15	Module Choice data gathered via the online selection process loaded to the timetabling system.	Friday 25th March 2022	Timetablers	
16	Timetable build and scheduling commences	Monday 11th April 2022	Timetablers	
17	Online choice of Options/Electives for NEW Year 1 students in 2022/23	SxD Online module choice system available within "Online Registration" live for online choices from 1st September 2022 remains open until end week 3 – 14th October 2022	Sussex Direct Online Registration	

Timetable Publication Dates/Consultation period for the timetable for Academic Year 2022/23

Action Required	Deadline	Responsible
ALL YEAR Timetable 2022/23 to be published to Schools:	Monday 4 th July 2022	Timetabling /Student Systems
Checking by schools complete by: NB: Timetable changes which would impact on the teaching of another school will not be accommodated except in exceptional cases	Friday 15 th July 2022	Schools/Departments
Formal publication and import of data to central database to create: Teaching Groups and Sessions, add returning students to teaching groups to Create SxD timetables	Friday 22 nd July 2022	Timetabling
Modules and Timetable Visible to Students on Sussex Direct: <ul style="list-style-type: none"> • Years 2+ • Year 1 	Monday 25 th July 2022 Thursday 1 st Sept 2022	Tim May
1 st Year UG Teaching Group Lists (for T1)	On demand after checking	Timetabling Office