A Training Guide on Courses and Modules – Module Maintenance: Teaching Methods
# Table of Contents

Page 1  How to Use Module Management System (CMS) Teaching Methods Screen
Page 1  Introduction
Page 1  What is the CMS Teaching Methods Screen?
Page 1  What is a Teaching Method?
Page 1  Basic Technique in Teaching Methods Screen
Pages 2-6  How To Access CMS Database.
Pages 7-9  Using Filters
Page -10  Finding a Module on CMS
Page 11-12  Example of a Module search
Pages 12- 14  Teaching Methods Screen.
Pages 13-19  Using Contacts Screen

**Appendix 1:** Schedule for the Production of the Academic Timetable 2013-14

**Appendix 2:** Checking CMS

**Appendix 3:** Sample Reports

**Appendix 4:** Training Exercises
How to Use Module Management System (CMS) Teaching Methods Screen

Introduction

This training guide will cover the basic navigation of using CMS and also assist you in understanding what each field within CMS will do. As well as worked examples there are sections of the guide when you are encouraged to apply the lessons learnt in order for you to create real life teaching methods.

What is the CMS Teaching Methods Screen?

The teaching methods screen is a database that has been designed to collect your departmental academic timetable information. This will enable the Student Systems Office to construct the academic timetable based on the teaching methods recorded on CMS.

What is a Teaching Method?

Teaching methods are the events, which constitute the overall delivery of a Module (e.g. lectures, seminars, workshops or lab sessions). Unlike one-off bookings such as meetings or occasional lectures, teaching methods are normally repeated every week over one or two blocks.

Basic Techniques in Teaching Methods Screen

To Save a record = ALT + S
To Delete a record = ALT + D
To Add a Record = ALT + A
To go back to Main Menu = ALT + B

By double clicking on the Comments Field you are able to enter text, delete or amend any comments recorded in this field. You can also copy and paste text (Ctrl + C) to copy and (Ctrl + V) to paste.

For those that do not like short cuts such as those given above, you are able to either use the mouse or click on the respective buttons such as Delete or Add. You are able to use the tab key to move through the screen into the desired command box and press enter to execute.
How to Access CMS database

From your PC desktop carry out the following instructions:
This will get you into the University of Sussex’s Intranet administration page.

Click on BIS Logon Page
Once you have selected Windows PCs you will get a screen displaying the following message and wait a few moments.

Please wait a while for the Logic Window to open.
Do not close this window or use it to go to any other website until you have logged out of Web Forms, or you could lose any changes you have made.

If you see a message asking you accept a certificate for this application it is acceptable to choose ‘Grant Always’, however make sure that it is associated with this and not something else. If in doubt contact help@sussex.ac.uk.
How to Access CMS database

This will take you into the log on screen.

Enter your User Name. Enter Your Password.

Please note that when entering your teaching methods information select the Live radio button

- Click on “Logon” (For the purpose of this training session please select TRAINING)
Access to the Database: Programmes and Modules - Module Maintenance

Select Courses and Modules - Module Maintenance

To Exit from Screen (ALT + X)

Press Enter Key
Using Filters

This screen is the basic entry point to the database and enables:

(a) Search of the database for existing Modules.
(b) The creation of new Modules.

The above screen shot shows the basic fields for searching the database to find a Module. Within the database you will notice several filters in the form of radio buttons, drop down menus or search boxes. These filters enable the user to define their search and are a very useful tool.

Explanation of Fields

Field 1: Exclude Withdrawn; this field enables your search criteria to filter by withdrawn Modules.

Field 2: School; this field enables your search criteria to filter by School. Click once on the down arrow to the right of the box to see the list of schools in a pop up window.

Field 3: Department; this field enables your search criteria to filter by Department. Click once on the down arrow to the right of the box to see the list of departments in a pop up window.

Field 4: Code; Enter the Module code (if known) and press FIND button.

Field 5: Title; Enter the Module title (if known) and press FIND button.

Handy hint #1
To find a department enter text here and press return – note that the database will return any word containing the text e.g. entering Engl will return English and Linguistics and English language. Click on the department you want (which will be highlighted in blue) and then either press ‘OK’ button or press carriage return. NB if there is only one box returned for the search text (e.g. Mathematics), the pop up box will close automatically and return to the previous screen with Mathematics entered in the department box.
Handy Hint #2
Unlike a search of a department where entering ENGL will return English and Linguistics and English language, the search of Module titles after entering ENGL will only return English. This is because the database does not use the text you have entered and compare it with the complete Module title. It only searches the first word for the entered text. To select ENGL anywhere in the title you need to add % before the text, for example %ENGL will return anything in the title of the Module with ENGL.

Handy Hint #3
Click on all Modules to highlight it. You will also need to include the Module code or at least part of the selection criteria and press the FIND button. If you don’t enter all the data you will get the following error message.

“YOU MUST ENTER A MODULE CODE OR AT LEAST PART OF THE SELECTION CRITERIA”

Field 6: UG or PG Level; Click on the button to limit your selection of Modules as follows:

1. All Modules.
2. Undergraduate Modules only.
3. Postgraduate Modules only.

Field 7: Any Module Type; Click once on the down arrow to the right of the box to see the list of choices in a pop up window.

- Elective
- Open Module
- Option Group
- Programme
- Tutor Group
- VLE Group
- Year Abroad Group
- Any Module Type

Field 8: Any Module Timing; Click once on the down arrow to the right of the box to see the list of choices in a pop up window.

- Closed Modules
- Current Modules
- Future Modules

Field 9: Any Module Status; Click once on the down arrow to the right of the box to see the list of choices in a pop up window.

- All Modules
- Current
- Future
- Withdrawn

Field 10: Credits; Enter the credit of the Module you are looking for and press the find button. An example would be to select all 12 credit Modules.
Field 11: **Level:** Enter the level of the Module you are looking for and press the find button. An example would be to select all Level 2 Modules.

Using all or some of the filters mentioned above will enable the user to narrow their search criteria. An example of this would be filter by:

1. School
2. Department
3. UG level
4. Level i.e. year

**Explanation of buttons**

Field 1: **New Module:** you will not be able to add new Modules you will need to consult with your Curriculum & Assessment Administrators (new programmes) & School Curriculum & Assessment Officer (changes to existing programmes).

Field 2: **Clear:** Click once on the clear button to clear all fields on the Module enquiry form (except for the ALL? Field – this will remain as the last type of Modules selected, e.g. withdrawn) this will allow you to start again with fresh data.

Field 3: **Find:** Click on FIND button to search the database using the selection criteria that you have entered. Clicking on this button has the same function as pressing carriage return.

Field 4: **Exit:** Click once on the exit button to exit the Module maintenance screen and return to main menu.
Example of a Module Search

Using the screen enter Geography in the title and press find

Note that the list is for all Modules both undergraduate and postgraduate. The scroll bar on the right indicates that there are more Modules on the list that can be shown. At the bottom of the screen it will also display – 1 or X. Use the scroll bar to scroll down or if you are after a particular level Module you can refine your search. An example would be to select all Level 2 Modules.

Field 1: Code; this field displays the list of Modules with search criteria (in this example for Geography).

Field 2: Title; this field displays the list of Module titles with search criteria (NB it is the short Module title that is displayed although the search is done on the full title).

Field 3: Start; this field displays the start date of the Module (i.e. the date in which it was first taught).

Field 4: End; this field displays the end date of the Module (i.e. the date in which it was withdrawn).

Field 5: Department; this field displays the owning department of the Modules.

Field 6: Status; this field displays the active status of the Module.

Field 7: Level; this field displays the level of the Module.

Field 8: Scroll Bar
The presence of the scroll bar indicates that the list of the Modules is more than is displayed on the screen. Scroll down by either using the down arrow key to the Modules and either press the carriage return or click once on the code.
Teaching Methods Screen Method

Explanation of Fields

Field 1: Block
This field indicates for the Block in which the teaching activity will take place.

Field 2: Method
This field has a drop down menu. Select the teaching methods you want by highlighting it and double clicking on it or highlight and press OK.

Field 3: Duration
This field has a drop down menu. Select the duration of the activity you want by highlighting it and double clicking on it or highlight and press OK.

Field 4: Room Type
This field has a drop down menu. Select the room type you want by highlighting it and double clicking on it or highlight and press OK.

Field 5: All
This field is used to enter the number of sessions per week. Enter the number of sessions per week in this field then enter tab or enter – the number you enter will then be copied to each of the boxes in the week pattern. You can amend the values in each of the specified weeks manually.

Field 6: Max Size
This field is used to record the maximum group’s size for the specified teaching methods. It is defaulted to the “Estimated Size” for lectures but can be specified for all other teaching types. This number will be used to divide the “Estimated Number” to give the number of groups.
Field 7: Comments
This field is a free flowing text field. Double click on it to evoke the editor, add comments that are applicable to the delivery of the Module. An example of this would be Lectures need to come before seminars.

Field 8: No of Groups
This is calculating field which divides the “Estimates Size” by the “Max”. It can only be changed by amending the “Estimated Size” or “Max” (for non-lecture teaching) fields.

Explanation of buttons

A. **Student Min**: This is not a compulsory field as is really a planning tool for the department.

B. **Max**: In this field please record that maximum number of students expected.

C. **Number of Records**: Indicates how many records you have created.

D. **Locked**: This tells the user that access to the database has been locked. Therefore, should you discover this button engaged please contact Neil Dickens who will unlock the database for you? Once you have entered or amended that record please contact Neil Dickens so that he can lock the record.

E. **Set Up Complete field**: This field indicated that the teaching methods have been entered and correct for a specific academic year i.e. from the drop down menu select 2013-14

Add
The add button is used to create multiple entries of a field. For example, if the first field of the teaching method is highlighted in grey, pressing the add button will highlight the next field down and allow you to add a second teaching methods (clicking on the next field down has the same effect).

Delete
The delete button deletes all fields for the teaching method that is highlighted in grey. It does not delete the whole record. Pressing the delete button will bring up a warning box. Press Yes to confirm the delete or press No to the warning and return to the field.

Save
The Save button will save all your amendments on this page. The bar at the bottom will confirm the changes that have been made. There will be a confirmation on the status bar at the bottom of the effect “Transaction Complete: X record applied and saved”

Back
The Back button takes you back to the searchable list of Modules.
Using the Contact Screen
Enter the beginning of the surname and then click the down arrow. Current staff with that surname will be displayed. Double click the person required. In Contact Type field click on the black arrow and select the desired description. Using the tab key and enter a “from date only”. ALT+S to save record. Please note that this information is not vital however, if you are aware that a particular lecturer/s will form part of the teaching staff to deliver the Module please enter the information.

If tutor information is not recorded on the central database (Modules> Tutors screen) by the specified deadline the timetable will be constructed without that information. This will mean that staff will need to be allocated to the Modules where staff were not specified after the publication of the teaching timetable. We have no wish to timetable without tutor information and if this is available by the deadline the process for timetabling staff and school staff should be much simpler for everyone.

This field only has to be completed if a member of staff will only be teaching in certain terms or will no longer be taking the activity.

Type in Date i.e. 1-Oct-2010.

If tutors no longer have a role on a Module their record should be date closed (or deleted) to ensure we have the most accurate data possible.

If tutors no longer have a role on a Module their record should be date closed (or deleted) to ensure we have the most accurate data possible.
Please ensure that you enter the surname of the member of staff and contact type.
Selecting an Individual member of staff

![Image of a computer screen with a form for selecting a contact, labeled 'V109 History Special Dissertation'. The form includes fields for Select Contact Type, Enter Surname, Name, and Details. The screenshot shows a list with a name 'Dickens, Neil M' and note 'Current Staff SSO Teaching Timetable'.]
Adding Additional Tutor Names

![Image: Tutor Names Interface]

<table>
<thead>
<tr>
<th>Name</th>
<th>Method</th>
<th>Contact Type</th>
<th>From</th>
<th>To</th>
<th>Extension</th>
<th>Email Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bettis, Paul R</td>
<td>Examiner 1</td>
<td></td>
<td>01-OCT-2005</td>
<td></td>
<td>746468889</td>
<td></td>
</tr>
<tr>
<td>Bettis, Paul R</td>
<td>Tutorial Tutor</td>
<td></td>
<td>01-OCT-2005</td>
<td></td>
<td>746468889</td>
<td></td>
</tr>
<tr>
<td>Danniclean, Vinita</td>
<td>Examiner 2</td>
<td></td>
<td>04-OCT-2005</td>
<td></td>
<td>222228889</td>
<td></td>
</tr>
<tr>
<td>Dickens, Nail M</td>
<td>Workshop Tutor</td>
<td></td>
<td>01-OCT-2005</td>
<td></td>
<td>7810</td>
<td></td>
</tr>
<tr>
<td>Gateley, Ian S</td>
<td>Assistant Convener</td>
<td></td>
<td>01-OCT-2005</td>
<td></td>
<td>2958</td>
<td></td>
</tr>
<tr>
<td>Gateley, Ian S</td>
<td>Teaching Examiner</td>
<td></td>
<td>01-OCT-2005</td>
<td></td>
<td>2958</td>
<td></td>
</tr>
<tr>
<td>Gateley, Ian S</td>
<td>Examiner 1</td>
<td></td>
<td>01-OCT-2005</td>
<td></td>
<td>2958</td>
<td></td>
</tr>
</tbody>
</table>
Adding additional tutors to more than one activity

Please note that for every teaching activity that the member of staff is involved you will need to record their name. For example if N Dickens was not only taking the lecture but was involved with the seminars the screen should look like this (see above).
Adding Additional Tutor Names

![Image of a software interface for adding additional tutor names in a course administration system]
Appendix 1 Schedule for the production of Teaching Timetables for Academic Year 13/14

In order to meet the publication deadlines shown below, the timetabling office will need the data items listed to be available and accurate by dates shown.

**Information required from Schools for timetabling academic year 13/14**

<table>
<thead>
<tr>
<th>Action Required</th>
<th>By whom?</th>
<th>By when?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 All Electives to run in 2013/14 complete and set up on database - this needs</td>
<td>Sussex Direct</td>
<td>27th March 2013</td>
</tr>
<tr>
<td>to happen to enable online student course choice via Sussex Direct for Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected to return in 2013/14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Correct Modules attached to Courses and syllabus rules accurately recorded</td>
<td>Schools/Departments</td>
<td>03rd May 2013</td>
</tr>
<tr>
<td>on database for ALL courses and modules running in 2013/14 – this needs to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>happen to enable online student course choice via Sussex Direct for Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected to return in 2013/14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Online Elective Choice for Returning Students. w/c 3rd April (1&amp;2 April are</td>
<td>Sussex Direct</td>
<td>w/c3 April 2013</td>
</tr>
<tr>
<td>closure days)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Teaching faculty availability</td>
<td>Heads of School</td>
<td>03rd May 2013</td>
</tr>
<tr>
<td>5 Teaching Methods Data for WHOLE YEAR in Ac Yr 13/14 to be checked/input:</td>
<td>Schools/Departments</td>
<td>03rd May 2013</td>
</tr>
<tr>
<td>6 Tutor Information to be checked/input for WHOLE YEAR in Ac Yr 13/14</td>
<td>Schools/Departments</td>
<td>03rd May 2012</td>
</tr>
</tbody>
</table>

**Timetable Publication Dates /Consultation period for the timetable for Academic Year 13/14.** (2 separate timetables will be issued; Teaching Block 1, Teaching Block 2)

<table>
<thead>
<tr>
<th>Action Required</th>
<th>By whom?</th>
<th>By when?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching Block 1 Timetable 2013</strong> to be published to Schools:</td>
<td>Timetabling Office /Student</td>
<td>Monday 28th June</td>
</tr>
<tr>
<td>Checking by schools:</td>
<td>Systems</td>
<td>2013</td>
</tr>
<tr>
<td>Formal publication and data imported to central database:</td>
<td>Timetabling /BIS</td>
<td>w/c 15th July 2013</td>
</tr>
<tr>
<td>Courses and Timetable Visible to Students on Sussex Direct:</td>
<td>Tim May</td>
<td>Year 2+ w/c 15th</td>
</tr>
<tr>
<td>1st Year UG Teaching Group Lists</td>
<td>Timetabling Office /Student</td>
<td>15th July 2013</td>
</tr>
<tr>
<td>Systems</td>
<td>w/c 15th July 2013</td>
<td>Year 1 on ??????</td>
</tr>
<tr>
<td><strong>Teaching Block 2 Timetable 2012</strong> to be published to Schools:</td>
<td>Timetabling Office /Student</td>
<td>20th August 2013</td>
</tr>
<tr>
<td>Checking by schools:</td>
<td>Systems</td>
<td></td>
</tr>
<tr>
<td>1st Year UG Teaching Group Lists</td>
<td>Timetabling Office /Student</td>
<td></td>
</tr>
<tr>
<td>Timetabling Office /Student Systems</td>
<td>w/c 04 November 2013</td>
<td></td>
</tr>
</tbody>
</table>

Timetable Publication Dates /Consultation period for the timetable for Academic Year 13/14. (2 separate timetables will be issued; Teaching Block 1, Teaching Block 2)

<table>
<thead>
<tr>
<th>Action Required</th>
<th>By whom?</th>
<th>By when?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching Block 1 Timetable 2013</strong> to be published to Schools:</td>
<td>Timetabling Office /Student</td>
<td>Monday 28th June</td>
</tr>
<tr>
<td>Checking by schools:</td>
<td>Systems</td>
<td>2013</td>
</tr>
<tr>
<td>Formal publication and data imported to central database:</td>
<td>Timetabling /BIS</td>
<td>w/c 15th July 2013</td>
</tr>
<tr>
<td>Courses and Timetable Visible to Students on Sussex Direct:</td>
<td>Tim May</td>
<td>Year 2+ w/c 15th</td>
</tr>
<tr>
<td>1st Year UG Teaching Group Lists</td>
<td>Timetabling Office /Student</td>
<td>15th July 2013</td>
</tr>
<tr>
<td>Systems</td>
<td>w/c 15th July 2013</td>
<td>Year 1 on ??????</td>
</tr>
<tr>
<td><strong>Teaching Block 2 Timetable 2012</strong> to be published to Schools:</td>
<td>Timetabling Office /Student</td>
<td>20th August 2013</td>
</tr>
<tr>
<td>Checking by schools:</td>
<td>Systems</td>
<td></td>
</tr>
<tr>
<td>1st Year UG Teaching Group Lists</td>
<td>Timetabling Office /Student</td>
<td>w/c 04 November 2013</td>
</tr>
<tr>
<td>Timetabling Office /Student Systems</td>
<td>w/c 04 November 2013</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2 Checking CMS Teaching (Reports)

Click Cognos 10

Enter User ID
Enter Password
Go to IBM Cognos Content

Go to General Resources Folder

Double click Courses and Modules
You will then be presented with a series of folders

Go to Modules Maintenance Check Form
Select data from drop down menus

Click Next

You will then be presented with a dialogue box telling you your report is running (See Appendix 3).
You can select specific modules by using the following command “Control & Left Mouse Click or click on “select all” button
# Appendix 3: Sample Report

## Module Maintenance Check Form

### N1073

Managing Change

Credits: 15  Level: Level 5  Term: T2  Academic Year: 12/13

### Assessment Convenors

<table>
<thead>
<tr>
<th>Name</th>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hopkins, Michael M</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
<tr>
<td>Sato, Carlos EY</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
</tbody>
</table>

### Other Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Type</th>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hopkins, Michael M</td>
<td>CONVENOR</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
<tr>
<td>Hopkins, Michael M</td>
<td>EXAMINER 1</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
<tr>
<td>Hopkins, Michael M</td>
<td>LECTURE TUTOR</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
<tr>
<td>Hopkins, Michael M</td>
<td>SEMINAR TUTOR</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
<tr>
<td>Petrakaki, Dimitra</td>
<td>LECTURE TUTOR</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
<tr>
<td>Sato, Carlos EY</td>
<td>LECTURE TUTOR</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
<tr>
<td>Sato, Carlos EY</td>
<td>SEMINAR TUTOR</td>
<td>1 Aug 2012</td>
<td></td>
</tr>
</tbody>
</table>

### Sponsorship Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Percentage Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRU (Level 5)</td>
<td>100</td>
</tr>
</tbody>
</table>

### Teaching Methods

**Term:** T2  
**Method:** LECTURE  
**Estimated Size:** 60  
**Duration (Hours):** 2  
**Number of Groups:** 1  
**Room Type:** GTS Lecture Theatre

#### Comments

Week Pattern: 1 2 1 3 1 4 1 5 1 6 1 7 1 8 1 9 1 10 1 11 1 12 1

**Term:** T2  
**Method:** SEMINAR  
**Estimated Size:** 25  
**Duration (Hours):** 2  
**Number of Groups:** 3  
**Room Type:** GTS Seminar Room

#### Comments

Fortnightly seminars.

Maximum of 1 group to be taught at once.

#### Comments

Signed: 
Convenor's Name: 
Date: 

14 Jan 2013
Appendix 4 Training Exercises

Exercise 1

As we have already indicated in the training session you will be entering teaching data from scratch.

Please select a module you are familiar with using the “Filters” as shown and discussed in the first part of the training session.

1. In Estimated Size field Enter the number 100
2. Check the Block the activity will take place i.e. Teaching 1. Please note that should a module only be taught in block 1 or 2 the teaching method will default to the correct teaching block.
3. Moving across the screen from left to right (either using the tab button or mouse) In the Method field select from the drop down menu: Lecture.
4. In the ALL Box: enter the number 2. This will change the figure 0’s to 2 this indicates that these lectures are to occur twice a week. Now tab to the Duration field.
5. In the Duration field: enter the number 1
6. Enter the type of rooms that you require in the Room Type Field. Select Lecture.
7. Please use the comments field to let us know anything important about the delivery of the lecture i.e. names of tutors, is the lecture shared with PG course.
8. Remember to (ALT + S) to save record or press the Save button.

Exercise 2

There may be some of your modules which may run throughout the entire year but each activity needs to broken down individually into either Teaching 1 or Teaching 2. It could be that the delivery of the teaching methods may vary in each block for example you may require just a lecture to be taught in the Teaching 1 and no seminars. However, in Teaching 2 requires Lectures and seminars. The best was to achieve this is as follows:

To Create your next teaching method select the Add button (ALT + A) or click on the add button. This allows you to enter information onto the next record. Let us create 1 lecture for Teaching 1 and seminars for Teaching 2.

To create the Block 2 lecture click the add button

1. Moving across the screen from left to right (either using the tab button or mouse) In the Method field select from the drop down menu: Lecture.
2. In the ALL Box: enter the number 1. This will change the figure 0’s to 1 this indicates that these lectures are to occur once a week. Now tab to the Duration field.
3. In the Duration field: enter the number 1.
4. Enter the type of rooms that you require in the Room Type Field. Select Lecture.
5. Remember to (ALT + S) to save record or press the Save button.
Exercise 3
We now have to create the seminars for block 2

To create the block 2 seminars click the add button

1. Method field select from the drop down menu: Seminar. Moving across the screen either using the tab button or mouse.

2. In the ALL Box: enter the number 1. This will change the figure 0’s to 1 this indicates that these seminars are to occur once a week. Now tab to the Duration box.

3. In the Duration field: enter the number 1.

4. In the Max Field: enter the number 20 (this figure represents the total number of students attending the seminar. Now tab and note that the No of Group box has changed from 0 to 5. Therefore, 5 seminar groups will be created that will each be delivered once a week.

5. Enter the type of room that you require in the Room Type Field: Seminar

6. In the Comments field. Please enter A.T Smith to take 2 seminars and P.T Jones 3 seminars or No more than 2 seminars to be scheduled at the same time.

7. Remember to (ALT + S) or press the save button. (See example below).

The use of the comments field allows the user the ability to enter additional information that cannot be conveyed in any of the other fields. Please note that the timetablers need clear and concise information so that it will be understood to them as well as you. Use the comments field for each teaching activity to tell us of any specific requirements or quirks which we will need to take into account.

An Example of how NOT to use the comments box:

“As far as I understand at the moment, both X and Y degrees will be taking this module. The students will then come to seminars to be delivered by (D Gandolf & F, Rodo). For the seminars, the group should be split into A and B; A to have seminars on Tuesday, B on Thursday. A in the normal times (14:00-14:50). Groups then to be split again into A1 and A2, B1 and B2 and to have one room each at the seminar time. So each student should have three contact hours per week. Student numbers for this year are an unknown factor, quite possible in the realms of double that of last year's. “

Once all teaching information is entered please use the flag button in the top right called “Set up complete for X. Using the drop down menu select the appropriate year i.e. 12/13
Exercise 4

Please create the following activity

1. Method field select from the drop down menu: Lab. Moving across the screen either using the tab button or mouse.

2. In the **ALL Box**: enter the number 1. This will change the figure 0’s to 1 this indicates that these seminars are to occur once a week. However, the lab with starts in week 2 and finish in week 10. Now tab to the Duration box.

3. In the **Duration field**: enter the number 4.

4. In the **Max Field**: enter the number 50 (this figure represents the total number of students attending the Lab. Now tab and note that the No of Group box has changed from 0 to 5. Therefore, 2 Lab groups will be created that will each be delivered once a week.

5. Enter the type of room that you require in the **Room Type Field**: Own Room

6. In the **Comments** field. Lab to be split into 2 groups 1 on Thursday at 09:00 and 1 on a Thursday at 14:00. Enter the own room which will be used i.e. BH-307. The timetablers need to know this information for 2 reasons:

   1. To avoid constant phone calls or e-mails at your busy time to determine what room should be used.
   2. We can create a room on our scheduling software which will ensure that no other clashes can occur if this room is used by other teaching.

7. **Remember to (ALT + S) or press the save button**
Exercise 5

Using the Contact Screen

Enter the beginning of the surname and then click the down arrow. Current staff with that surname will be displayed. Double click the person required. In Contact Type field click on the black arrow and select the desired description. Using the tab key and enter a “from date only”. ALT+S to save record. Please note that this information is not vital however, if you are aware that a particular lecturer/s will form part of the teaching staff to deliver the module please enter the information.

If tutor information is not recorded on the central database (Modules> Tutors screen) by the specified deadline the timetable will be constructed without that information. This will mean that staff will need to be allocated to the modules where staff were not specified after the publication of the teaching timetable. We have no wish to timetable without tutor information and if this is available by the deadline the process for timetabling staff and school staff should be much simpler for everyone.

If tutors no longer have a role on a module their record should be date closed (or deleted) to ensure we have the most accurate data possible.
Exercise 5A: Using the “Select Contact Field”

Please enter the Contact Type: Lecture Tutor
Enter the surname of the tutor i.e. DICKENS
Click on Find button
From the list of names select N.M. DICKENS
Exercise 5B: Selecting an Individual member of staff

[Image of a computer screen with a form titled "V189 History Special Dissertation" showing a new contact being added with name "Dickens, Neil M" and details "Current Staff SSO Teaching Timetables". A message says, "Click once on a person's name to make them a Course Contact.".]
Exercise 5C: Adding Additional Tutor Names

<table>
<thead>
<tr>
<th>Name</th>
<th>Principal Contact</th>
<th>Contact Type</th>
<th>From</th>
<th>To</th>
<th>Extension</th>
<th>Email Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bette, Paul R</td>
<td>Examiner 1</td>
<td></td>
<td>01-OCT-2008</td>
<td></td>
<td>74569889</td>
<td></td>
</tr>
<tr>
<td>Bette, Paul R</td>
<td>Tutorial Tutor</td>
<td></td>
<td>01-OCT-2008</td>
<td></td>
<td>74569889</td>
<td></td>
</tr>
<tr>
<td>Drennan, Vinla</td>
<td>Examiner 2</td>
<td></td>
<td>01-OCT-2008</td>
<td></td>
<td>74569889</td>
<td></td>
</tr>
<tr>
<td>Dickens, Neil</td>
<td>Workshop Tutor</td>
<td></td>
<td>01-OCT-2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gazeley, Ian S</td>
<td>Assistant Convener</td>
<td></td>
<td>01-OCT-2008</td>
<td></td>
<td>74569889</td>
<td></td>
</tr>
<tr>
<td>Gazeley, Ian S</td>
<td>Teaching Convener</td>
<td></td>
<td>01-OCT-2008</td>
<td></td>
<td>74569889</td>
<td></td>
</tr>
<tr>
<td>Gazeley, Ian S</td>
<td>Examiner 1</td>
<td></td>
<td>01-OCT-2008</td>
<td></td>
<td>74569889</td>
<td></td>
</tr>
</tbody>
</table>

- **Add**
- **Delete**
- **Save**
- **Back**

Record: 0/20
Exercise 5D  Adding additional tutors to more than one activity

Please note that for every teaching activity that the member of staff is involved you will need to record their name. For example if N Dickens was not only taking the lecture but was involved with the seminars the screen should look like this (see above).