



## Enterprise Course Planner (ECP) Guidelines

December 2011



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## Executive Summary

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These Guidelines are to assist UTAS staff interpret ECP to support timetabling procedures.

## More information

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For further information, contact the UTAS Timetable Officer:

Email: [Timetabling.Office@utas.edu.au](mailto:Timetabling.Office@utas.edu.au)

## What does ECP do?

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- ECP creates templates which generate activities such as lectures or tutorials to be scheduled in Enterprise Timetabler (ET). Templates describe the student's view of the unit's activities ie what activities, and how many the student must do.
- Templates such as these are used to make sure certain specified units are not scheduled at the same time.
- Templates are also used to make sure that units consider the following requirements:
  - What kind of location is required for the activity.
  - The capacity of people the location can hold.
  - Suitabilities that the location must have such as multimedia projector, whiteboard and other equipment.
  - The staff member that will be physically lecturing or supervising the activity.
- When ECP is set up with the information required, it can ensure that essential activities do not clash and that activities are assigned to the room required.

## What doesn't ECP do?

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ECP is designed to create templates and generate activities. It has limited control of activities once they are ready to be scheduled in ET. Certain needs cannot be placed in the template editor and must be manipulated in ET. Actions that cannot be done using ECP are the following:

- Editing week patterns of activities
- Ensuring activities are jointly taught together
- Moving scheduled activities
- Finding available rooms for activities at certain times



## Selecting required department

The screenshot shows the ECP (SciSDB2011Prd) dashboard with a menu bar (File, View, Planning, Dashboard, Tools, Window, Help) and a toolbar (Pathway Editor, Allocation Editor). A dropdown menu for 'Department(s)' is visible. The dashboard is divided into several sections, each with a 'New' button and a 'Total' count.

Category	Filter	Percentage	Count	Action
Programmes of Study	With no modules	0%	0	Show
	With no pathways	0%	0	Show
	With >= 20 % reserved spaces	0%	0	Show
	With <= 30 % available spaces	0%	0	Show
	With >= 40 % available spaces	0%	0	Show
Pathways	With <= 0 real students	0%	0	Show
	With >= 0 % reserved spaces	100%	32	Show
	With <= 50 % available spaces	0%	0	Show
	With >= 50 % available spaces	100%	32	Show
	Total	0	32	Show
Modules	With <= 0 real students	100%	5	Show
	With >= 0 % reserved spaces	0%	0	Show
	With <= 0 % available spaces	0%	0	Show
	With >= 50 % available spaces	0%	0	Show
	Total	5	0	Show
Student Sets	With <= 0 students	0%	0	Show
	Unallocated	0%	0	Show
Students	Unallocated	0%	0	Show
	Total	0	0	Show
Templates	With no activities	0%	0	Show
	With insufficient activities	0%	0	Show
	With excess activities	0%	0	Show
	With insufficient capacity	0%	0	Show
	With excess capacity	0%	0	Show
Activities	Overallocated by >= 0 %	0%	0	Show
	Too large by >= 0 %	0%	0	Show
With unallocated student sets	0%	0	Show	
	Total	0	0	Show
Total: 3819				

Connected to UTAS (SciSDB2011Prd) Last SDB Refresh: 2:43 PM

To avoid scrolling through many units, a faculty or school can be preselected. Above the main dashboard is the field *Department/s* with a school or faculty drop down box to the right. Once the appropriate organisational unit is selected click on the button with the >> symbol. This will move the faculty or school to the right. Click on the red X button at the bottom of the window to close this window enabling a view of the selected faculty or school/s only.

The screenshot shows a window for selecting departments. It has a dropdown menu for 'Department(s)' set to 'Computing'. Below it are two panes: 'Unselected' and 'Selected'. The 'Unselected' pane contains a list of departments with columns 'Name', 'Department', and 'Desc'. The 'Selected' pane contains a list of departments with columns 'Name', 'Department', and 'Desc'. A red X button is at the bottom left.

Unselected			Selected		
Name	Department	Desc	Name	Department	Desc
Accounting	Lakeland Business S...	Acco...	Computing		Comp
Business	Lakeland Business S...	Busin...			
Engineering					
Estates		Estat...			
Lakeland Busines...					
TEST					

**Note:** Multiple departments can be selected but edit facilities will only be available to the user for units access has been granted to.

## What are Modules

Modules are the building blocks of the Syllabus Plus system. The information held around the Modules will be used to ensure that particular activities are scheduled appropriately in relation to other units taught in the same semester. They contain the templates that generate activities to be scheduled in ET. Modules are units which have been expanded to include:



- What campus they belong to
- What semester they belong to
- Whether the unit is internal or external

Modules cannot be created, added or deleted by the user, they must be imported from Student and Academic Services Course and Unit Database. If a required module does not appear in the list, consult Faculty Executive Officer who will need to contact Student and Academic Services to discuss having the new unit applied.

The labelling format used by UTAS is:

BMA101_H_Sem1_I
Unit code_Campus_Semester_Internal (I) or External (E)

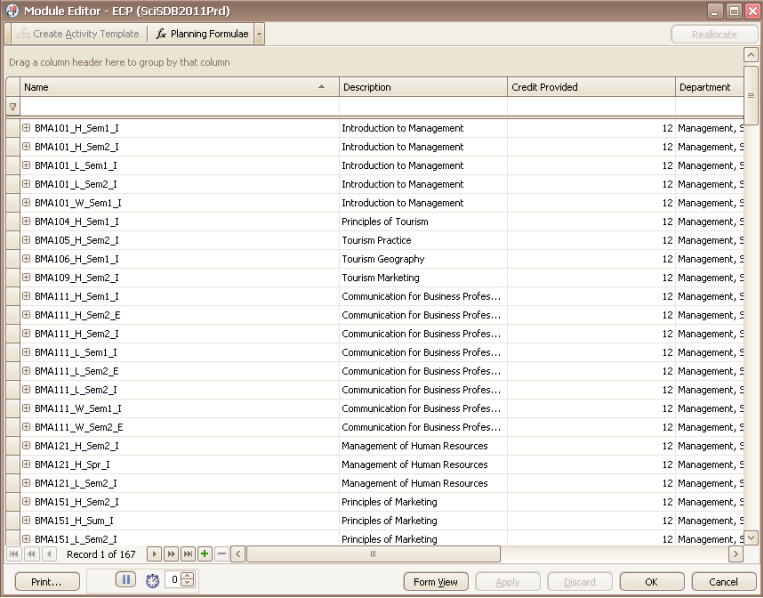
## Viewing your modules

To view modules simply click on *View* in the drop down menu on the dashboard and then *Modules*. A window will appear with a list of modules as per selected departments. This information will include:

- The name of the module
- A description of what the module is named
- The organisational unit the module belongs to
- The total size of the unit

The total size of the unit should reflect the predicted number of students expected in the unit.

Within each module the activity templates are kept.



Module Editor - ECP (ScsDB2011Prd)

Drag a column header here to group by that column

Name	Description	Credit Provided	Department
BMA101_H_Sem1_I	Introduction to Management		12 Management, 5
BMA101_H_Sem2_I	Introduction to Management		12 Management, 5
BMA101_I_Sem1_I	Introduction to Management		12 Management, 5
BMA101_I_Sem2_I	Introduction to Management		12 Management, 5
BMA101_W_Sem1_I	Introduction to Management		12 Management, 5
BMA104_H_Sem1_I	Principles of Tourism		12 Management, 5
BMA105_H_Sem2_I	Tourism Practice		12 Management, 5
BMA106_H_Sem1_I	Tourism Geography		12 Management, 5
BMA109_H_Sem2_I	Tourism Marketing		12 Management, 5
BMA111_H_Sem1_I	Communication for Business Profes...		12 Management, 5
BMA111_H_Sem2_E	Communication for Business Profes...		12 Management, 5
BMA111_H_Sem2_I	Communication for Business Profes...		12 Management, 5
BMA111_I_Sem1_I	Communication for Business Profes...		12 Management, 5
BMA111_I_Sem2_E	Communication for Business Profes...		12 Management, 5
BMA111_I_Sem2_I	Communication for Business Profes...		12 Management, 5
BMA111_W_Sem1_I	Communication for Business Profes...		12 Management, 5
BMA111_W_Sem2_E	Communication for Business Profes...		12 Management, 5
BMA121_H_Sem2_I	Management of Human Resources		12 Management, 5
BMA121_H_Spr_I	Management of Human Resources		12 Management, 5
BMA121_I_Sem2_I	Management of Human Resources		12 Management, 5
BMA151_H_Sem2_I	Principles of Marketing		12 Management, 5
BMA151_H_Sum_I	Principles of Marketing		12 Management, 5
BMA151_I_Sem2_I	Principles of Marketing		12 Management, 5

Record 1 of 167

Print... Form View Apply Discard OK Cancel

## Activity templates

Activity templates are used to describe how each module is delivered *from the perspective of a student taking that module*. For example, a module might be delivered as a combination of lecture,



tutorial and practical activities, where all students taking the module attend the same lecture but are split into smaller groups for tutorial and practical activities.

In such a case, an activity template is created per activity that an individual student must attend. If each student attends 2 lectures per week, 1 tutorial per week and 1 practical per week then 4 templates are created. Each template will have a size that indicates the number of students accommodated in a single activity of this type. The lecture may have 100 students while the tutorial is a class of 20 and the practical a class of 15. The user does not have to think, at this stage, about the number of times each activity will have to be repeated in order to accommodate student numbers, only about the experience of an individual student.

When the user is ready to do so, the appropriate number of activities can be automatically generated from the template. By dividing the number of students expected on the module by the size of the activity template, ECP calculates the minimum number of activities required to accommodate all the students and generates the activities automatically.

The information entered at this point is important, ensuring that the unit requirement is fulfilled. It is also used to generate individual staff timetables and avoid staff clashes. The more care and attention when entering information at this level the better the system will work.

## Viewing Templates

To view templates for one of the modules simply click on the + symbol left of the module name. The box will show the activity templates recorded for that particular module. The information will contain a range of information that is important for correctly scheduling the activity.

Name	Description	Credit Provided	Department	Reserve...	Total Size	Real Size	Host Key	Named ...	Weeks	Named S.
BMA111										
BMA111_H_Sem1_I	Communication for Business Profes...	12	Management, School of	0	170	0	BMA111_H...	Sem 1	8-16, 18-21	[Custom...

Name	Activity Type	Duration	Planned Size	Module ...	Existing Activ...	Zone	Need to Generate	Required Activities	Location Requirement	Staff Requirement
BMA111_H_Sem1_I/Lec	Lec	02:00	170	170	1	Sandy Bay	0	1	LT-LECTHETR, LE-E-Medio ...	(Adams, M5 Chris)
BMA111_H_Sem1_I/Wks	Wks	02:00	10	170	18	Sandy Bay	0	17	LZ-Above-Ch-Ave, LE-Multi...	(Wildcard: 0)

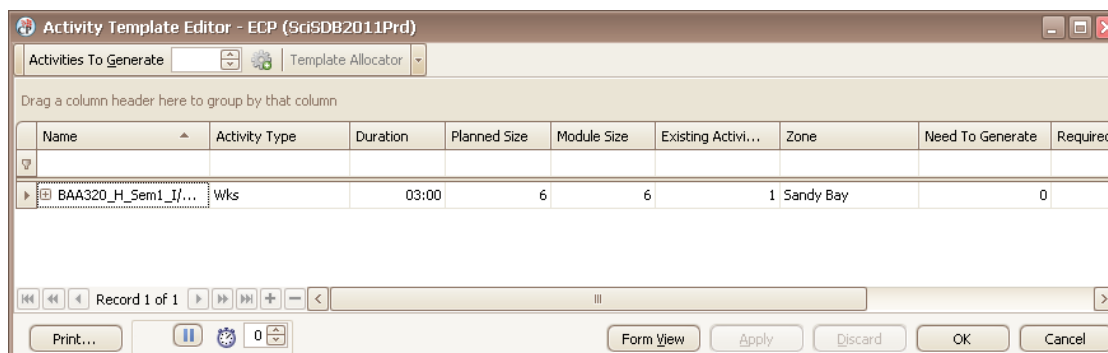
## To Create a Template

If there are no templates attached, this may not open, or will not list any. If an additional template is required, click on the button *Create Activity Template* at the top left of the window and then select *apply*. Allow time for Syllabus + to write back and then click on the + symbol again to see a new template under the module to check.



## To Delete a Template

If you wish to delete an already existing template right click on the template to bring up *view activity template*.



In this window click on the activity template then hit the delete key on keyboard. Once done, click on *ok* or *apply* to write this change back to Syllabus +. If the *Apply* button is clicked, the window where the deleted activity template is will remain open. If *ok* is clicked the window will close and return to the *Module Editor* window.

## Correctly naming Templates

It is important to use a strict naming protocol as the name of an activity template can be used to search through the many other templates. When creating a template for a module, as standard the activity template becomes the module name. It is important that the activity template also reflect the activity type. If the activity type is changed simply select the end of the name and add / as a separator and type in exactly what is in the activity type. Eg:

When adding a template for a lecture to the module below:

BAA321\_H\_Sem1\_I

The activity would look like this:

BAA321\_H\_Sem1\_I/Lec

If changing the activity template to a tute, it would look like this:

BAA321\_H\_Sem1\_I/Tut

If there is more than one lecture that a student must attend, this can distinguish by adding a number after the unit types. This formatting is extremely important as it tells S+ whether the multiples are due to class sizes or attendance requirements. Eg:

BAA321\_H\_Sem1\_I/Lec1

BAA321\_H\_Sem1\_I/Lec2

## Modifying Activity Templates

ECP is designed to receive unit input such as:

- Activity type (lecture, tutorial etc)
- Duration of the activity (length the activity should go for)



- Planned size (how many people will be taking this particular activity)
- Zone (which campus is this activity run)
- Location requirement (what **suitabilities** does this activity require)
- Staff requirement (which staff member is required to attend this activity)

Other fields within this window are compiled from information already entered such as:

- Module size (number of students enrolled in this unit internally on a particular campus - inherited from the module level and cannot be changed within the activity templates)
- Existing activities (number of activities showing on ET already generated)
- Need to generate (number of activities needed to reflect the planned size and the module size).

Although all requirements are not required to be completed (ie a staff member may be left blank as they are not yet assigned to this activity), it is important to complete as many as possible

## Location requirements (suitabilities)

Suitabilities are designed to limit a search through possible locations to ensure a room will fulfil the requirements for an activity. The more suitabilities applied to an activity the harder this activity will be to schedule.

When choosing suitabilities choose one of each of the following:

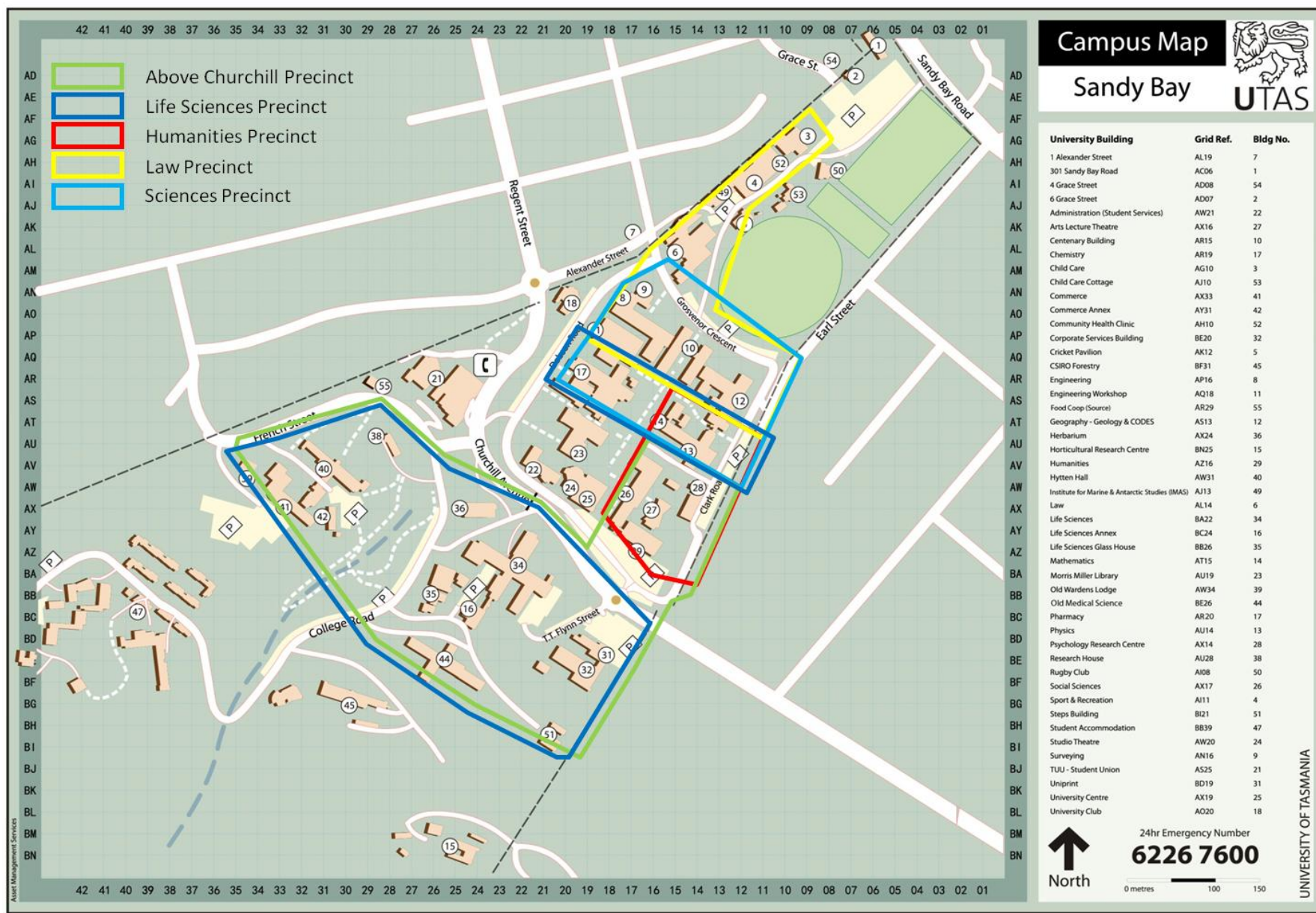
### Precinct

- Above Churchill Avenue
- Life Sciences
- Humanities
- Sciences
- Law

This will dictate a strong preference for venues to be scheduled into this precinct. Each precinct also holds a list of the larger lecture theatres as well as all centrally managed video conference locations. See over the page for a description of the proposed precincts in Sandy Bay.



## Proposed Precincts





## Category

Suitabilities have been categorised to make sure that you are able to get the type of rooms you require. A category is not required if there is no need for audio visual equipment.

<b>Category 1</b>	Multimedia projector			
<b>Category 2</b>	Multimedia projector	DVD player		
<b>Category 3</b>	Multimedia projector	DVD player	Computer	
<b>Category 4</b>	Multimedia projector	DVD player	Computer	Document Camera

## Extra Requirements

Extra requirements may be required for an activity. These include:

- Video conferencing space
- Movable furniture
- Lectopia

Suitabilities can be added to ensure the room assigned has the appropriate equipment.

After choosing requirements make sure the right number of rooms is booked. **If this step is omitted there will be no rooms scheduled at all.** Make sure the *Requirement Number* on the top right of the window has the right amount of rooms needed for each tute separately. In most cases this will be 1 as usually only 1 room per activity will be required. If 2 rooms are required they can be chosen but they will all be limited to the suitabilities entered.

The screenshot shows the 'Location Resource Editor' window. At the top right, there is a 'Requirement Number' field set to '1'. The window is divided into two main sections: 'Suitabilities' and 'Presets'. Each section contains a table with columns for Name, Department, Primary Staff, and Other S. The 'Suitabilities' table has three rows with names like LB-AB.AB01 and LB-BB.BB01. The 'Presets' table has four rows with names like AB.AB01.L03.315 and BT.BT01.L01.113. There are also buttons for adding and removing items between the two sections.

If 2 rooms are required but both require different suitabilities this will need to be looked at in ET by the Timetabling Officer. To assist with this enter in the main room suitabilities and leave the requirement number at 1.

**Note:** *Suitabilities act by searching for a location that applies to every suitability chosen, and therefore, reducing options on available rooms. If too many suitabilities are applied to an activity it may not be able to schedule. It is best to keep these to the minimum requirements.*



## Named Availabilities

ECP is capable of capturing information about what weeks an activity should run. The benefit of this is that if necessary, teaching patterns of activities such as tutorials starting in the second week can be varied. S+ calls this kind of requirements *Named Availabilities*.

**Note:** *If a more complex teaching pattern involving different weeks during or even beyond the semester is required, this will need to be done within ET.*

## Changing a Named Availability

Select the activity template requiring the change.

Name	Activity Type	Duration	Planned...	Module Size	Existing Activi...	Zone	Need To Generate	Required Activities
KZA301_H_Sem2_I/Tut	Tut	02:00	20	35	0	Sandy Bay	2	
KZA301_H_Sem2_I/Prac	Prac	03:00	35	35	0	Sandy Bay	1	
KZA301_H_Sem2_I/Lec-Tut	Lec-Tut	04:00	35	35	0	Sandy Bay	1	
KZA301_H_Sem2_I/Lec	Lec	02:00	35	35	0	Sandy Bay	1	

Select *Form View*. This shows the information entered below in more detail. On this list is *Named Availability*. Click the down button next to this to see the screen below:

Use custom availability ☒

Teaching week pattern: 1 5 10 15 20 25 30 35 40 45 50

Week Pattern for Constraints: 1 5 10 15 20 25 30 35 40 45 50

	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Mon															
Tue															
Wed															
Thu															
Fri															
Sat															
Sun															

This is a graphic representation of when this activity is can be taught. The above shows it can be taught at any time in the year but as the module (unit) has been previously entered as semester 2 by Student and Academic Services, this will default all activity templates to only schedule activities in semester 2.

If a tutorial is required to start in week 2, it will need to entered manually to ensure the activities start in week 2. To do this click on the tick box labelled *use custom availability* to remove the tick.



Find on the list *tutorial week pattern* and click to select. Once this is done, close this box and hit *OK* to enter out of *form view*.

## Generating Activities

Once activity templates are correct, they will need to be generated into ET to be scheduled. This step may be done by the Timetable Office remotely but it is important to know how to undertake this process if there is ever a need to enter in an extra tutorial or lecture.

Click on the activity template required to generate activities. On the below example the module size was set to 155, and the workshop selected was set to 25. The system uses this information to tell us that we need to generate another workshop. This is shown in the *need to generate* column.

Right click on this activity and click on *view activity template*.

Once the template required to generate is selected the above field in the top left of the window labelled *activities to generate* will populate to 1 (from the previous *need to generate* screen). This means that from here an activity can be generated in ET by clicking on the green cog next to the



*activities to generate* box. Although this amount can be raised or lowered, it is better that the number of activities reflects the module size and the planned size of the activity template.

Click on the generate button, click ok, and then write back on the main screen (dashboard). On return to the activity template the *existing activities* number will have changed to the number required.

### Generated Templates in ET

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Little will change in ECP once generated templates are complete. The activities are generated into ET to be scheduled. These will reflect the information entered in ECP. If 4 tutorials were required to be generated (from the 1 activity template) in ET a / with numbering 1 to 4 will appear on the activities. This is to show that they are all from the same activity template but are in themselves each a different activity. Eg:

For the activity template  
BAA321\_H\_Sem1\_I/Tut

The activities will look like this:  
BAA321\_H\_Sem1\_I/Tut/01

If 2 tutorials were to be generated instead of just the 1 above it would look like this:

BAA321\_H\_Sem1\_I/Tut/02

If there was 2 Lectures to be scheduled but the student needed to attend both, 2 separate activity templates would be required and it would look like this:

BAA\_H\_Sem1\_I/Lec1/01  
BAA\_H\_Sem1\_I/Lec2/01

The relationship between the 2 activities and which activity refers to what template are identified.

### Write back and refresh

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Syllabus + has a remote database it connects to for changes. This means that every so often it will require a *refresh* with your system and what is currently on Syllabus +. To do this click on the button that looks like this on the main page (dashboard):



After changes are made in Syllabus + a *write it back* to the database will be required. If this is not done changes will not save to the database. To do this click on the button that looks like this on the main page (dashboard):



**Note:** *Writing back is not the same as saving. "Saving" saves an image of the timetable to a user's computer that is not required. This can be confusing and lead to the belief that changes have been entered on the system, which is not the case. If ever asked to save, such as when closing down, click NO.*



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## About this Document

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<b>Authors</b>	UTAS Timetable Office

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<b>Draft</b>	<b>Release date</b>	<b>Comments</b>
1	July 2011	Draft for website
2	Nov 2011	Draft for consideration by endorsing committee

## Guideline Approval

<b>Status of version</b>	Draft / Approved
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