# Timetabling Team Activity Cycle 2017/18

<table>
<thead>
<tr>
<th>Dates</th>
<th>Action/Activity</th>
<th>Timetabling Team Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
<td>Staff constraints form circulated.</td>
<td>Academic Registrar circulates Staff Availability forms to Heads of School.</td>
</tr>
<tr>
<td>23/1/17</td>
<td>WDC Users and timetable data</td>
<td>FTEOs contact Schools to collect names of WDC users and assess training needs. Remind school staff to begin collecting timetable data ready for input into WDC (Teaching Delivery Plan form is available if needed)</td>
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</table>
| 23/1/17 to 13/3/17 | Timetable roll-forward and data clean-up. Creation of new database. | • Clean up new timetable:  
  - Delete variants  
  - Delete stand-alone activities  
  - Delete ad hoc bookings  
  - Former staff will have been be deleted by TSSO |
| TBC         | Staff Constraints Forms returned.                    | • Enter Staff Constraints on to Syllabus+ PROD17.                                           |
| 20/3/17-21/4/17 | Web Data Collection Tool opens                     | • WDC Training for Schools  
  • Meet with Schools to discuss plans for next year.  
  • Create dummy student sets.                        |
| 21/4/17 to 30/6/17 | Web Data Collection Tool closes and construction of the draft timetable begins (See document ‘Timetabling the Draft’ for further details). Returning student option choices feed into Syllabus+ from 1 May 2017 (TBC) | • FTEOs should proactively ask schools if all timetabling data has been entered on WDC (if anything is missing we need to know what and why)  
  • Jane will re-attach activities to Activity Templates  
  • FTEOs check thoroughly timetabling data to ensure that:  
    - Activity Type is set correctly (Timetabler, Activities, Resource tab, within Locations)  
    - The activity type on the activity’s ID tab matches this Activity Type  
    - All activities have a size  
    - All activities have a week or weeks set.  
    - That staff have been identified (double-check that staff isn’t set to wildcard)  
    - That suitabilities are set if needed.  
    - That the Zone is set if it is imperative that rooms are
- That locations are pre-set when a specific room is required (or identified as preferred)
- That the number of locations is set to match the number of rooms required (if it says 0 a room will not be allocated)
- That days and times are set if an activity ‘must’ take place at a particular day/time or if preferred days and times are identified.

- Schedule activities based on staff and students - allocate labs and specialist space (do not allocate standard teaching spaces at this stage).
- TSO will allocate 90+ and 50+ rooms expecting 70-80% success. Check with FTEO’s to agree swaps or move times to accommodate the other 20-30%.
- Rooms <50 allocated by FTEO’s in own departments then released to rest of team once done - support team will assist with allocations to provide an earlier release date.

<table>
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<tr>
<th>Date</th>
<th>Event</th>
<th>Task</th>
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<tbody>
<tr>
<td>30/6/17</td>
<td>Draft teaching timetable released to academic teaching staff and support staff with timetabling responsibilities for checking.</td>
<td>• Work on received requests for changes to the draft timetable.</td>
</tr>
<tr>
<td>14/7/17</td>
<td>Final date for requests for changes to the draft teaching timetable.</td>
<td>• Work on received requests for changes to the draft timetable.</td>
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<tr>
<td>17/7/17 to 3/8/17</td>
<td>All requests for changes to draft should have been received</td>
<td>• Work on received requests for changes to the draft timetable.</td>
</tr>
<tr>
<td>4/8/17</td>
<td>Provisional teaching timetable released to academic staff for checking.</td>
<td>• Work on received requests for changes to the provisional timetable.</td>
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<tr>
<td>25/8/17</td>
<td>Deadline for requests for amendments to Provisional timetable from academic staff.</td>
<td>• Work on received requests for changes to the provisional timetable.</td>
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<tr>
<td>Early September</td>
<td>First years and Masters students arrive in Syllabus+</td>
<td>• Allocate students to activities • Amend days/times if required.</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
<td>Action Details</td>
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<tr>
<td>8/9/17 to 15/9/17</td>
<td>Teaching Timetable released via the Portal to: Teaching staff (8/9) Students (15/9)</td>
<td>Allocate students to all possible activities prior to timetable release</td>
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<tr>
<td>18/9/17</td>
<td>Start of Week 0</td>
<td>Allocate students to open units.</td>
</tr>
<tr>
<td>25/9/17</td>
<td>Start of TB1 (Week 1)</td>
<td>School staff pick up student re-allocation</td>
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