Web Data Collection

Information & Training Notes for School Administration staff

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Exams, Timetabling & Graduation Team
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A. **Introduction**

Web Data Collection (WDC) is a web based tool for schools to provide the Timetabling Office with information about their teaching delivery plans. Most timetable information is rolled forward from year to year and however it is vital that schools check and confirm these teaching requirements. In areas where teaching changes significantly each year schools can edit the data in detail to state their preferences for the coming academic year. New teaching activities can also be added where new modules are being introduced.

WDC is a closed system so it is important that schools meet the UPMS deadline of 9th March 2018 for entry of new units and unit availability in UPMS. Any new units which have missed this deadline will not appear in WDC so alternative arrangements with your Timetabling and Education Officer will have to be made to capture teaching requirements.

Once WDC is closed all the edited data is transferred directly in Enterprise Timetabler/Syllabus Plus, the University’s timetabling software, and forms the basis of the teaching timetable.

In WDC some slightly different terms are used for elements of the timetable. Units are called modules and schools are called departments. The WDC terminology will be used throughout this guide.

WDC opens on 12th March 2018 and closes 20th April 2018. There is no downtime scheduled during this period.

**Teaching Week Pattern 2018/19**

As some of you may be aware there are significant changes to the teaching week pattern for 2018/19 particularly in terms of the Easter break, details of this can be found in appendix A. *Not all activities will roll over with the updated week pattern, so it is essential that all week patterns are checked and amended for all teaching activities.* Further information on this can be found on page 9.

B. **Access and logging in**

To access the system you will need to use Internet Explorer (IE). The WDC will not function correctly in Firefox or Chrome. Go to [https://www.bris.ac.uk/syllabus-plus/WebDataCollection](https://www.bris.ac.uk/syllabus-plus/WebDataCollection) You should use your UoB username and password to log in to the system. Alternatively, there is a link to the log in page on the timetabling website [http://www.bris.ac.uk/academicregistry/timetabling](http://www.bris.ac.uk/academicregistry/timetabling)

If you are having issues accessing WDC then please contact your Timetabling & Education Officer as soon as possible.

Please remember to select **save** at the bottom of the page after you have made changes. We advise all school staff to **save regularly** when using WDC as the system will time you out after a period of inactivity.
C. Modules

The first action in WDC is check, edit if necessary and confirm that teaching status of all modules for the coming year.

Please note this is not a replacement for ensuring the Unit & Programme Management System (UPMS) is correct and up to date. Data from WDC will not be fed back to SITS.

- Select **Module** from the main menu

- Select the relevant department from the drop down list
- Check and amend the planned **Size** of the module. You can edit this by overtyping the number in the **Size** column.

- In the drop down box change the **status** to:
  i. **Confirmed**: if all the details are correct and the module is being taught in the next academic year
  ii. **Not running/No teaching**: if the module is not running or if there is no teaching associated with it in the next academic year
  iii. **Not Confirmed**: if you are still unsure if the module is being taught in the next academic year. Please note you will need to ensure all modules are set to **Confirmed** or **Not running/No teaching** by the time WDC closes

- Select **Save** at the bottom of the page when you are ready to leave the page.
- If you are responsible for the data for more than one department in WDC, select again from the Department drop down list. (NB it may take a few seconds for the list to repopulate so please be patient.)
- Select **Main Menu** to return to the main screen.
D. Activities on Modules

When you have checked your modules, you will need to confirm which activities that are being taught on each module. Activities are the lectures, seminars, tutorials, etc that make up the contact time for each module.

- Select Activities from the Main Menu
- Select the department from the drop down menu (Please note this list may take a little while to process so please be patient.)

- Select the status Confirmed from the drop down menu. (NB you could also select other status from this menu, but should be working on modules that you have already confirmed)
- Select the Module Code you want to work on from the drop down box.

NB although you have filtered by confirmed modules, the activities are as yet unconfirmed. This is reflected here

- You will now see a list of all the activities on the selected module that have been rolled forward from last year. The first time you view a module’s activities all of them will have an unconfirmed status. You will change this as you work through the activities.
- You can check the details for each activity by selecting **Edit** next to the relevant activity.

- If the activity is no longer required, you can elect to **Delete** the activity entirely rather than editing.
E. Individual Activities

You will need to check the following information for each activity by clicking in each of the tabs:

Details tab:

- Do not amend the **Name** unless absolutely necessary. See Appendix B for Faculty specific naming conventions.

- You can change the **Activity type** from the drop down list if necessary. Any change to the **Activity type** will change the **Name** - if you make HART10207/SEM/TB2/01 a Lecture the name will change to HART10207/LEC/TB2/??. Amend the ?? to a number (i.e. 01, 02 etc) as appropriate but do not amend any other part of the name.

- The activity **Size** is the number of students who will be attending the activity. You can edit this by overtyping the current information.

- Check the **Duration** of the activity is correct. You can edit this by selecting a new duration from the dropdown list.

- Set **Status** to **Confirmed**.
Day and Time tab

- The day and time should be set to ‘None’ to allow as much flexibility as possible but a preferred day and time can be selected in this tab if necessary. If the day and time are an absolute requirement then this information should added to the notes field as well with supporting information for the reason for this.

Weeks tab

You will need to check the weeks in which the teaching is delivered and edit when necessary, you can do this in the Weeks tab.

- EITHER select a standard week pattern from the dropdown list

  - OR Selecting ****CLEAR WEEKS***** and Save will remove all weeks from the activity which allows you to then select the required weeks by ticking the boxes. See Appendix A for an explanation of teaching weeks to Teaching Blocks.

- Any changes made will show in red in the Week Pattern Description box
Staff tab

- Select the relevant staff for the activity by clicking to highlight their name in the All box and moving them to the Selected box by clicking >. To select more than one hold down Ctrl and click.

- If you want to remove staff from the Selected box, click to highlight their name and move them to the All box by clicking <.

Please note if more than one staff member teaches a single activity (e.g. they take alternate weeks), ensure all staff are selected and then email your FEO to inform them of the teaching schedule.

Location tab

- Select a Zone if you want the activity to take place in particular building or part of the campus, and the number of rooms required for the activity.

- To ensure the room is suitable for the activity, select any relevant Location suitabilities from the All box on the left hand side, click > to move them to the Selected box on the right hand side.
- To ensure required equipment is present in the room, select any relevant **Equipment Suitabilities** from the **All** box on the left hand side, select > to move them to the **Selected** box on the right hand side.

- You can also request a specific room from the Location Requirement List but this will restrict the scheduling possibilities for your activity and should only be done if absolutely necessary. NB this list will filter based on the **Location** and **Equipment Suitabilities** you have selected. Any Locations selected will be treated as a preference only, if a specific location is explicitly required then please outline the reasons in the notes field.

**Jointly Taught Activities tab**

Please check with your Timetabling & Education Officer before using this function as it may be more effective to state where this is a requirement in the notes field instead.

The JTA tab can be used to join together two activities from different modules that take place at the same time in the same room. An example of when this may be required is where the UG and PG versions of a module are taught together.

- In the JTA tab for an activity which forms half of a JTA click on **New**.
• Select the second module’s code from the drop down list. NB only confirmed modules will appear in the list.

• Scroll down the list of **Candidate Activities** to find the second part of the JTA. Click to highlight its name and then click > to move it to the **Joined list**

• If you wish to join together activities from more than two modules, repeat these two steps again until all the activities required appear in the **Joined Activities box**. Remember the size of a JTA is the total size required when the class sizes of all the constituent parts are added together.
• Manually amend the activity name so that it includes both module codes. In the example below HART10207/SEM/TB2/01 and HARTM0018/SEM/TB2 have been given a joint code of HART10207/M0018/SEM/TB2/01

• Change all the other radio buttons so that ALL is selected
• Click Save

• Any activities which were JTAs in the previous year will appear in the Activity List in grey with next to them

• You can edit these as you can other activities by clicking on the Edit button
• If you want to split any pre-existing JTAs, or add/remove activities from a JTA, click on Edit and go to the JTA tab
• Click on **Split** to split the JTA back into individual activities

• Clicking on **Edit** on the JTA tab will let you remove activities from the Joined Activities box or add additional activities to the JTA. You will need to manually edit the JTA’s name to reflect the changes.

**NB** any changes made to JTA will not trickle down to the Joined Activities. If you want to amend the staffing, week patterns etc on the Joined Activities you will need to split the JTA, edit the individual activities and re-join them. When scheduling a JTA the information used is that which is set on the JTA so it is not necessary to split and edit the joined activities. The reports in WDC, however, will only reflect the information set on the individual activities and not that set on the JTAs so you may want to do this for the sake of recording your amendments.

• When you have completed all tabs for the Activity, click **Save and Close** to return to the **Activity List** or **Cancel** to go back without saving

• Go through each of the activities on the module and repeat the process above. Then repeat whole process for each of your confirmed modules.
F. Adding, Copying and Deleting Activities

Copying an Activity

There are a few other actions you may find you need to perform for each module:

If you have a completely new activity you’ll need to firstly add an Activity:

- In the Activities screen, select the relevant Department and Module

- Click the Add button and a new activity screen will open on the Details tab. Click on Edit.

- Select the Activity Type from the dropdown menu

- Edit the Activity Name, overtyping the ?? with a number (e.g. 01, 02 or so on as appropriate). See Appendix B for Faculty specific naming conventions.
• Set the **Status** to **Confirmed**

• Amend the **Duration** from the dropdown list and amend the **Size**.

• Click **Save**. You can then work through the other tabs as you did with all other activities

**Duplicating an Activity**

• Click the **Copy** button next to the activity you wish to duplicate. A new activity will appear in the list.

• You can now amend the duplicated activity as normal.
Deleting an Activity

- If an Activity is no longer taking place you will need to delete it from the software. Select the **Delete** button next to the Activity to remove it.
- **NB the system will not confirm before deleting.** If you remove an activity by mistake, you will need to create a new activity to replace it.
G. Reports

There are 3 Reports available in WDC which you can use to review current information and to record the changes that you have saved. All reports can be accessed from the Activity Page. To export a report to an Excel or Word document select everything in the report by hitting (Ctrl A) and copy and paste.

Reports should function as described while WDC is open. If you get any errors when trying to generate a report, please email your FTEO as soon as possible so we can resolve the problem.

Summary of Activities on a Module

- In the Activities screen there is an icon next to the Module dropdown menu once a Department and Module have been selected.

- Clicking on this will take you to a new page.

- Click on ModuleXML to generate a web report of all activities attached to the Module code.
- This report will list the following for every activity on the selected module: Activity's WDC Confirmation Status, Activity Name, Description, Activity Type, any requested Day or Start time, Duration, Teaching Week Pattern, any requested Location, Size, and Staff Name.
To export the report to an Excel or Word document, select everything in the report by hitting (Ctrl A) and copy and paste.

JTAs and the Module Report

Due to the way the software deals with Jointly Taught Activities, this report will not display any JTAs associated with the module you have selected. Instead it will show you only the part of the JTA that belongs to this module. So if the JTA is ENGL100017/10018/Sem/01, on the module report for ENGL10017 you will only see ENGL10017/SEM/01 listed. The scheduling details such as week pattern, staff etc do not trickle down to the individual classes from the JTA so any changes you have made to these on the JTA will not be reflected in this report. There is a note at the end of the section Jointly Taught Activities Tab which addresses this.
Summary of all Modules belonging to a Department

In the Activity List page, click on the ☰ by the Department dropdown menu

A new screen will open. Click on the link SummaryReportXML to open a web report of all the modules for the selected department.
• The report will list: Module Code, Module Description, its WDC status, number of WDC Confirmed classes, and number of WDC Not Confirmed classes

• To export the report to an Excel or Word document select everything in the report by hitting (Ctrl A) and copy and paste.

JTAs and the Department Report

Due to the way the software deals with Jointly Taught Activities, this report will not display any JTAs associated with the department you have selected. Instead it will show you only the part of the JTA that belongs to this each module. So if the JTA is ENGL100017/10018/Sem/01, on the department report for ENGL you will only see ENGL10017/Sem/01 listed under ENGL10017, and ENGL10018/Sem/01 listed under ENGL10018. The scheduling details such as week pattern, staff etc do not trickle down to the individual classes from the JTA so any changes you have made to these on the JTA will not be reflected in this report. There is a note at the end of the section Jointly Taught Activities Tab which addresses this.
Summary Report of all Activities belonging to a Department grouped by Module

- In the Activity List page, click on the [ ] by the Department dropdown menu

- A new screen will open.

- Click on DeptXML to open a web report of all activities for the selected department grouped by their Module code.
- The report will list: Module Code, the activity’s WDC status, Activity Name, Description, Type, any requested Day or Start times, Duration, Teaching Week Pattern, Requested Location, Size and Staff name.

- To export the report to an Excel or Word document select everything in the report by hitting (Ctrl A) and copy and paste.

**JTAs and the Department Report**

Due to the way the software deals with Jointly Taught Activities, this report will not display any JTAs associated with the department you have selected. Instead it will show you only the part of the JTA that belongs to this each module. So if the JTA is ENGL100017/10018/Sem/01, on the department report for ENGL you will only see ENGL10017/SEM/01 listed under ENGL10017, and ENGL10018/SEM/01 listed under ENGL10018. The scheduling details such as week pattern, staff etc do not trickle down to the individual classes from the JTA so any changes you have made to these on the JTA will not be reflected in this report. There is a note at the end of the section Jointly Taught Activities Tab which addresses this.
<table>
<thead>
<tr>
<th>Week Commencing</th>
<th>Teaching Block</th>
<th>Teaching Week Label</th>
<th>Syllabus Plus Week #</th>
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<td>SV13</td>
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<td>SV14</td>
<td>S+ 8</td>
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<td></td>
<td>12</td>
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<td>Christmas Break</td>
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<td>Christmas Break</td>
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<td>Christmas Break / January Exams</td>
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<td>S+ 40</td>
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<td>Easter Vacation</td>
<td>EV2</td>
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<td>Easter Vacation</td>
<td>EV3</td>
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<td>Revision Week</td>
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<td>Summer Exams</td>
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<td>Summer Exams</td>
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<td>15-Jul-19</td>
<td>Summer Vacation</td>
<td>SV5</td>
<td>S+ 52</td>
</tr>
</tbody>
</table>
Appendix B – School Specific guidelines on activities

Please note the following points for each Faculty:

Arts
- If you have any specific requirements for Activities to run concurrently or one after the other at specified intervals, or on specific days, include exact details in the Notes
- Please state if specific rooms are required in the notes field
- If required, please select Smartboard or Whiteboard in Equipment Suitabilities. All rooms will have a PC, data projector, DVD player, visualiser (if no whiteboard) so these do not need to be selected
- Please let me know in the notes field if an activity is jointly taught with another unit

Engineering
- If you have any specific requirements for Activities to run concurrently or one after the other at specified intervals please include exact details in the Notes. If you require any new JTAs to be created please email your FEO
- Please use the notes field to highlight any specific requirements and to notify of a specific room is required.
- Unit code/Short name used on other activities/Activity type Abbreviation (see Appendix D for a list of these) followed by occurrence e.g. Water Resources Project - CENG31600/WRP3/LEC1. NB if existing activities are named differently/have no short name, please leave them as they are.

Anatomy, Biomedical Sciences and Veterinary Sciences
- All day and time data entered by you is treated as a request only - we are not able to guarantee that it will be possible to accommodate all requests. If there is a pedagogic reason that an activity must have a specific day/time, please put a note in the notes field to indicate this.
- If there is a requirement for a specific room due to (eg) equipment then please leave a note in the notes field. This does not apply to practicals which will always be scheduled in the lab specified.
- If you have any specific requirements for activities to run concurrently or one after the other at specified intervals, include exact details in the notes
- The naming convention for all activities is as follows: Unit code/Short name (if required)/Activity type Abbreviation (See Appendix D for a list of these)/Occurrence (01/02/03 etc). Please do not use week numbers, teaching blocks, days or times. If existing activities are named differently to the above, please leave them as they are.

Health Sciences
- All day, time and specific room data entered by you is treated as a request only – we are not able to guarantee that it will be possible to accommodate all requests.
- Special requirements – please enter these in the Notes field e.g. Theatre Company require an area to perform at the front of the theatre; Human Patient Simulator/dissecting lab/breakout rooms required
- Ensure the relevant Location Group is selected in Location suitabilities, these are detailed in Appendix C
- If Activities need to run concurrently or one after the other at specified intervals, or on specific days, include exact details in the Notes
- Naming conventions are as follows Unit code/Short name/Activity type e.g. MEDI10007/CVS/LEC/01, MEDI10007/CVS/LAB/01, MEDI10007/CVS/TUT/A01 Abbreviation (See Appendix D for a list of these)
- Only Activity TYPE ‘Lecture’ will be recorded on MediaSite
Social Sciences and Law

- If you have any specific requirements for Activities to run concurrently or one after the other at specified intervals, include exact details in the Notes.
- Ensure the relevant Location Group is selected in Location suitabilities, these are detailed in Appendix C.
- If Activities need to be scheduled at a certain time/day, please enter the time/day and include the details in the Notes.
- If Activities need to be scheduled in a certain room, please select the room and include the details in the Notes. Please note that rooms should not be selected if this is a preference.
- All day, time and specific room data entered by you is treated as a request only - we are not able to guarantee that it will be possible to accommodate all requests.
- If required, please select Smartboard or Whiteboard in Equipment Suitabilities. All rooms will have a PC, data projector, DVD player, visualiser (if no whiteboard) so these do not need to be selected
- Please let me know in the notes field if an activity is jointly taught with another unit.

Science

- If you have any specific requirements for activities to run concurrently or one after the other at specified intervals, please include this in the 'notes' section of the activity WDC.
- If you need any new jointly taught activities set up, please email your FTO.
- When creating new activities, please use the standard short name abbreviations shown in Appendix D.

NB if existing activities are named differently, please leave them as they are.

- Please state if specific rooms are required in the notes field. All day, time and specific room data entered by you is treated as a request only - we are not able to guarantee that it will be possible to accommodate all requests.
- Ensure teaching equipment required is selected under Equipment Suitabilities.
- If an activity has a block pattern, enter the relevant Teaching Block or Term (e.g. ‘TB4’ for Teaching Block 4 or ‘TB1’ for Term 1). If it is a week pattern, enter ‘Wks’ and then the pattern (e.g. ‘Wks 14, 16, 17-19’).
- Please use the Notes field to highlight all specific requirements, such as (but not limited to):
  - different teaching staff in each week
  - sequencing
  - specific room requirements
  - if taught by external staff
  - details of how students need to be allocated; e.g. randomly or if school will provide specific lists.
### Appendix C – SSL Location Groups

<table>
<thead>
<tr>
<th>FSSL</th>
<th>EFIM</th>
<th>GSoE</th>
<th>Loc/SSL/LAWD (small)</th>
<th>Loc/SSL/SPAI</th>
<th>Loc/SSL/SPOL</th>
<th>Loc/SSL/AllDay</th>
<th>Loc/SSL/PC</th>
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<td>WMB 1.11 OCC</td>
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<td>WMB 3.31 COUTTS</td>
<td>10 PR LG3</td>
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<td>E BLK 2E4</td>
<td>WMB L103</td>
<td>WMB 3.32</td>
<td>11 PR LG.04</td>
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<td>F BLK 2F4</td>
<td>WMB L110</td>
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</tbody>
</table>

**Legend:**
- **3PR G4** indicates 3rd period in G4 classroom.
- **4PR B15** indicates 4th period in B15 classroom.
- **6PR B1** indicates 6th period in B1 classroom.
- **7PR B2** indicates 7th period in B2 classroom.
- **7PR G1** indicates 7th period in G1 classroom.
- **8PR B2** indicates 8th period in B2 classroom.
- **10PR G2** indicates 10th period in G2 classroom.
- **10PR LG3** indicates 10th period in LG3 classroom.
- **11PR LG.04** indicates 11th period in LG.04 classroom.
- **12WR 1G5** indicates 12th period in 1G5 classroom.
- **12WR 1G6** indicates 12th period in 1G6 classroom.
- **A BLK OA1** indicates room A in section OA1.
- **D BLK 2D2** indicates room D in section 2D2.
- **E BLK 1E4** indicates room E in section 1E4.
- **F BLK 3F11** indicates room F in section 3F11.
- **GSoE** indicates GSoE location.
- **Loc/SSL** indicates location specific to SSL.
## Appendix D – Activity Type 3 letter abbreviations for use in Activity Names

- Clinic = CLN
- Dental Clinic = DCL
- Exam = EXA
- Exercise Lecture = EXL
- External Visit = EXV
- Formative Assessment = FAS
- Independent Study = IND
- Lab/Practical = LAB
- Lecture = LEC
- Library Skills = LIS
- Presentation = PR1
- Problem Class = PCL
- Project Supervision = PRJ
- Screening = SCR
- Seminar = SEM
- Teaching Other = TEA
- Tutorial = TUT
- Work Placement = WPL
- Workshop = WKP