

Timetable Data Collection – Useful hints and tips

This document supports the timetable data collection processes and provides useful information on how to check the timetable data, provide new timetable requirements and data clarification.

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1. Topic Availability Naming Conventions

Topic Availabilities and activities (lecture, tutorial, etc) is imported from the Student Management System to the Timetabling System (Syllabus Plus) for inclusion in the timetable processes. The data import the Topic Availability data is concatenated to create a unique record as detailed below:

Unique record consists of: Study Package Code_Location_Study Period_Availability No_Activity Name
Example: POLI1003_U_S1_1_Lecture

Study Package Code	Topic Number e.g. POLI1003
Location	Campus where the topic will be taught e.g. U (Bedford Park code)
Study Period	The semester e.g. S1 (Semester 1), NS 1 (Jan – July Non Semester)
Availability Number	The availability number is system generated based on the topic location, study period and attendance mode. Most topic availabilities are only offered once and will have automatically assigned as availability number 1. Any multiple topic offerings will be automatically allocated the next sequential number.
Activity Name	Activity type e.g. workshop, tutorial, lecture.

A full of each data item is provide in spreadsheet summary tables in section 4.

2. Points to check

Timetable data is normally provided in a spreadsheet format for checking. Below is the list of items that require checking to check that they are still required:

- **Room and facilities** - e.g. Loose seats and tables required, Lecture capture required, Specialised teaching room required and/or equipment (see resources key below)
- **Special Requirements** - e.g. streamed activities (same student cohort across activities), reserved places
- **Sequencing** e.g. Lecture followed by tutorials, seminar followed by workshops
- **Teaching Weeks** - e.g. does the class required scheduling weekly, fortnightly or 4 times per semester (see section 3 below for breakdown of Semester 1 and 2 weeks)

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- **Lectures moving to online mode** – do you require access to a space with lecture capture / web video conferencing or recording booth / green room?

For new activities please use the list above as a checklist to the data required to complete the empty fields. The summary (section 4) and resource key (section 6) tables provide more detailed information on requirement and options.

3. Quick guide for Semester 1 and Semester 2 Syllabus Plus and teaching weeks.

Semester 1 (week 25/14 is an optional teaching week for topics where no examinations are held)

Syllabus Plus Weeks	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
University Teaching Weeks	1	2	3	4	5	6	Break		7	8	9	10	11	12	13

Semester 2 (week 45/13 is an optional teaching week for topics where no examinations are held)

Syllabus Plus Weeks	31	32	33	34	35	36	37	38	39	40	41	42	43	44
University Teaching Weeks	1	2	3	4	5	6	7	8	Break		9	10	11	12

Public Holiday

The complete 2022 breakdown of weeks for 2022 is available via this link:

<https://staff.flinders.edu.au/content/dam/staff/timetabling/2022-flinders-syllabus-plus-teaching-weeks.pdf>

4. Data Collection Spreadsheet – Data Summary Table

Please use this table in conjunction with the data collection spreadsheet. It provides details of the field names, purpose of the data and a sample of each data type.

Field Name	Purpose	Sample data
Teaching Program	Identify teaching program that owns the topic	[TP] Government
Topic Availability	Topic availability code (as per naming convention)	POLI1003_U_S1_1
Name	Activity to be scheduled	POLI1003_U_S1_1_Tutorial
Activity Type	Activity type e.g. lecture, seminar, workshop, etc	Tutorial
Duration	The duration of the activity in HH:MM format	1:00
Planned Enrolments	Number of students expected to enrol in topic availability	243
Class Size	Maximum number of students in a class	22
No. Classes	Number of classes required to meet expected enrolments	12
S+ Weeks	When the class is to occur (using Syllabus Plus weeks)	11-15, 18-24
Zone	Campus/Area of Campus of where the class needs to occur	Bedford Park

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Location Requirements*	Specific requirements of the location required to teach the class. Including room attributes and equipment required. Wildcard: X refers to the number of rooms required per class	AV-AV PC/Win/Mac and Display, ROOM-General Teaching Space, SUBZONE—EDUC-LWCM-SSS-SSN (Wildcard: 1)
Staff Requirement	The staff member responsible for teaching the classes. Wildcard: X refers to the number of teaching staff selected	
Special Requirements / Sequencing	Free text outlining any special requirements, jointly taught activities (JTA), or sequencing of activities.	JTA: INTR7017 and POAD9045, SEQ: lec b4 tutorial
Class Comments	Special comments displayed in the timetable for students information	
Description	Topic title	An Introduction to Democracy and Government

* Further information is available in the Resources Key table in section 7.

5. Lectures

If you wish to continue delivery your lecture online in 2022 and to provide clarity for students we would recommend that the activity type is updated to 'online lecture' (EQ process apply see section 8). Please indicate which option best describes how you wish the lectures handled so that the system can be updated to reflect in the timetable if required.

1. pre-recorded and uploaded for students to view prior to attending campus for other activities such as practicals, tutorials, workshops, etc (not scheduled).
2. live streamed at the scheduled day and time. Students required to be online.

For 2022 topics that are offered as an online availability can also be imported to the timetabling system to allow online activities to be schedule (option 2 above). If these activities are not included in the spreadsheet please inform the Education Resources team and they will update the system to activate the import.

6. Hybrid Teaching

To support the different ways of teaching and providing flexibility for students to have access to online classes teaching staff can request for classes to be set up as a hybrid. There are different ways to achieve hybrid classes and below are examples:

- Join a class from an online topic availability to a on campus topic availability
- Create a class in an on-campus topic availability which is scheduled but with no location and then joined with a face-2-face class in the same topic availability (individual class sizes reduced so the combined class size is appropriate)

To discuss the above options further contact your College, Education Resources Coordinator

7. Location requirements

The table below provides examples of the most popular location attributes used to build the timetable. The timetable system identifies potential locations based on the attributes associated to the activities and then schedules a class on these attributes and availability of the location. If you need further help (e.g. room capacities) contact the Education Resources team who are happy to help.

Document supports 2022 timetable data collection

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Attributes prefix	Description	Popular
SUBZONE	Refers to a zone of the campus including a group of buildings or ridge	SUBZONE--NORTH RIDGE (all buildings) SUBZONE--SOUTH RIDGE (all buildings) SUBZONE--HLTH-HSLTC-FMC SUBZONE--STURT
SEATING	Type of seating layout e.g. loose seats and tables, fixed seating, loose seats with tablet arms	SEATING-Loose Seats and Tables SEATING-Loose Seats with Tablet Arm
AV	AV required in the room and to request recording facilities	AV-AV PC/Win/Mac and Display AV-Lecture Capture Enabled
ROOM	Type of room required e.g. general teaching space (flat floor), lecture theatre (tiered)	ROOM-General Teaching Space ROOM-Lecture Space (tiered or flat floor)
LAB	Refers to specialised teaching spaces such as clinical skills, Chemistry lab, etc	LAB-Clinical Skills LAB-Biology LAB-Chemistry LAB-Paramedic LAB-Computer
OTHER	Captures the less popular room attributes	OTHER-Sink OTHER-Birthing Manikins

8. Topic Changes

If changes are required for the following:

- Tuition Pattern (contact hours) e.g. 2 hour lecture weekly now 1 hour lecture weekly
- No longer wish to offer the topic availability at the location (campus) and semester
- Change an availability e.g. location (Bedford Park to Adelaide Vic Sq), Semester (move from S1 to S2)
- Add a new topic availability

Change request should be submitted to the Education Quality team (email: educational.quality@flinders.edu.au). To provide time to process the changes and keep the timetable processes on track the deadline is **31 July each year**.

Where the deadline has passed, please inform the Education Resources team that a change request is in progress. This helps us work with Education Quality and implement strategies to manage the change. Late changes may miss the scheduling timelines resulting in the approved changes not being actioned until after the draft timetable is released (mid-October).

9. Useful links

- Details of teaching spaces and capacities is available on the [Room Bookings](#) webpage.
- [Timetable Viewer](#) can be used to view the current years' timetable
- [Course and Topic Approval](#) webpages
- [Syllabus Plus and Teaching Weeks Guide](#)