Introduction to CMIS

Teaching Timetable Software

Quick Guide

www.le.ac.uk/sas
Contents

Timetabling Process ............................................................................................................. 3
Use of CMIS Data ................................................................................................................ 4
What is a Timetabled Event? .................................................................................................. 5
  Event Details ...................................................................................................................... 6
CMIS Home Screen ............................................................................................................. 8
Module Events ..................................................................................................................... 11
  Viewing a Module Timetable ............................................................................................. 12
  Changing the List View of a Timetable .............................................................................. 15
  Viewing a Module Event ..................................................................................................... 16
  Adding Resources to an Event ......................................................................................... 17
  Creating a New Module Event ......................................................................................... 22
  Deleting an Event ............................................................................................................... 23
  Locating an Existing Event ............................................................................................... 23
Locating an Available Room ............................................................................................... 24
Filtering Column Content ................................................................................................. 25
Exporting from a List View ................................................................................................. 26
Viewing Different Timetables ............................................................................................. 27
Closing CMIS ....................................................................................................................... 31
Building Codes ................................................................................................................... 32
Departmental Codes ............................................................................................................ 33
CMIS Support & Contacts ................................................................................................. 34
Timetabling Process

The timetable is put together according to a wide range of rules which determine when and how different resources may be used. At its simplest this may mean the weeks, days and times that may be used or modules that must be studied to follow a particular programme.

Who creates the Teaching Timetable?

Our timetable has been created over a number of years and we use a roll forward of the main dataset as a basis to start the timetabling work. In conjunction with Module Convenors and Heads of Department, Timetable Coordinators check the roll forward data for accuracy and relevance, input new delivery, delete those event surplus to requirements, amend group sizes or number of sub groups based on likely intakes and known continuing student numbers, and clash check all delivery based on the new course structures and student choices for that year.

When is the Teaching Timetable created?

Traditionally a new CMIS dataset is created in April each year and opened to Timetable Coordinators to tidy up existing delivery and input new. Working together with IT Services and Student Records Officers, the Timetabling Office import modules and course structures following Curriculum Planning and Diet writing. This then allows clash-checking and timetabling of new events to be done.
Use of CMIS Data

CMIS data is used by the University for a wide range of purposes. Its most immediate use is the teaching timetable.

CMIS data feeds into other University systems. In order for these other systems to work correctly the data in CMIS needs to be accurate.

A breakdown of how CMIS event fields are used by other University systems is available from the CMIS Support and Training webpage.

https://www2.le.ac.uk/offices/sas2/timetabling/documents/support-and-training/how-cmis-event-fields-are-used
What is a Timetabled Event?

In CMIS resources are brought together into events and those events are then scheduled (given a day and time) to produce a timetable free of clashes between resources. The role of the timetable is to manage the use of those resources and to collect together the rules that will govern how resources are scheduled.
Event Details

Every element of an event can be amended. However, there are a number of mandatory event elements which will prevent you from moving on until they have been populated.

Event ID

Automatically generated by the system. It is a unique identifier for this particular event. An event can be located using this ID.

Event Date / Time Stamp

Automatically generated by the system.

Event details: Size on Entry

This figure is taken from the size of the module event (the module registration figure held in CMIS), or the module sub group size if it is a seminar, tutorial etc.

Day*

A choice of day can be made from the drop down list

Start Time*

The start time can be altered – make sure to use 00:00 format.

Mins*

The University works to the standard event durations of 60 minutes, 120 minutes or 180 minutes for timetable events.
**Weeks***

CMIS operates on a **52 week pattern cycle**. The University class week one as the last week of July. This is clarified in the **Week Range pattern document**.

**Source**

This field will default to **TEACH** if **TEACH** was contained in the original filter as this denotes a teaching event.

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CMIS can be configured to the minute and so care must be taken to choose an hourly **start time**.

Care should also be taken to ensure that the **minutes** are inputted correctly.
CMIS Home Screen

The clusters on the CMIS home screen list where different resources are stored.

Departments

View a list of departmental codes and names. These codes are historic in nature and have been transferred from SAP. For a list which is relevant to teaching departments, see the Departmental Codes table at the end of this document.

Modules

View a list of module codes ordered alphabetically. Module information is transferred from SITS to CMIS following the Curriculum Planning process. Whole group module sizes are generated in SITS as a part of the Curriculum Planning process.
Courses

View a list of courses.

The CMIS course code and all course details are transferred from SITS into CMIS, which is again collected through Curriculum Planning.

The 7 letters of the CMIS course code are configured as follows:

- **Letters 1 and 2 (and 3 for Law) = Type of Degree**

<table>
<thead>
<tr>
<th>Letters</th>
<th>Type of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>BS/</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>BE/</td>
<td>Undergraduate Masters (MGeol, MEng, MChem)</td>
</tr>
<tr>
<td>LLB/</td>
<td>Bachelor of Laws</td>
</tr>
<tr>
<td>MbCHb/</td>
<td>Bachelor of Medicine</td>
</tr>
<tr>
<td>MA/</td>
<td>Master of Arts</td>
</tr>
<tr>
<td>MS/</td>
<td>Master of Science</td>
</tr>
</tbody>
</table>

- **Letters 3 and 4 = Dept/School (the first two letters of the module code)**

- **Letter 5 = Denotes whether a programme is a single (S), joint subject (J) or WITH Major/Minor (W)**

- **Letters 6 and 7 = Subject discipline.**

For example: **BAMN SMN** is a **Bachelor of Arts** within the **School of Management**, **single honours** with a **subject of Management**. The name of the programme is **BA Management Studies**.
Lecturers
View a list of lecturers/teaching along with their user name.

Rooms
View a list of rooms. Those with a Type of **Centrally Managed** are automatically allocated to timetable events which have requested central space. The **Category** shows what sort of format the room is (tiered, flat etc.).

Students
View a list of students. This table is updated with a live feed from SITS to CMIS every night.
Module Events

Academic Year

The first time you log into CMIS you will have been prompted to select a data set (Academic Year) from a list. The next time you log into CMIS you will be automatically logged into the last data set selected.

To change the academic year, from the Data menu:

- Select Selected data set
- Select the correct Academic Year from the list of available data sets shown
- Click Refresh
Viewing a Module Timetable

The default timetable views are **UoL General** and **UoL Dept**. These are views from which to generate timetables. It is possible to create your own customised timetable views.

To open a module timetable, from the **Timetable** menu:

- Select **UoL Dept**

If this is your first time looking at a timetable then a blank timetable will be displayed. If you have viewed a timetable before then the filters previously used will have been remembered and the appropriate timetable will be displayed.

**Timetable filter**

You will need use the **Timetable filter** to display the correct **department**, **module**, **lecturer**, **room**, **student** or **course**.

The **filter** button appears in the top right of the screen. If the **Filter** button isn’t displayed it can be turned on:

1. **Right** click the mouse in the grey area in the top right hand side of the screen (to the right of the scroll bar)
2. Select **Buttons** from the menu – the **Filter** button will now appear
The Timetable filter will allow you to limit the view of the timetable to display just those events which:

- contain a particular module
- taught by a particular lecturer
- taught on a particular week/week range

1. Select the Basic tab to apply a filter on Department or Module

2. Select the More tab to apply a filter on a week, or a week range.

All other fields on the More tab should be left empty except:

- Week day which should say any, and the radio button Containing any which should be selected (see above)
Once the appropriate filters have been applied the module timetable will be displayed. The same timetable information is displayed in two different views – **graphical view** and **list view**.

This view may look different depending on the **cell style** that you are using.

The university has a standard cell style which can be imported for new users.
Changing the List View of a Timetable

The items that appear within the columns of the List view can be changed in a number of ways:

- Vertical order
- Horizontal order
- Column content

**Changing the vertical order**

1. **Double** click a column header to change the vertical order of the items in a column.

**Changing the horizontal order**

1. **Right** mouse click anywhere within the list view
2. Select **Modify column details** from the menu

The Modify columns dialog box appears on the screen. The columns listed can be included or hidden and their attributes can also be adjusted.
Changing the Column Content
It is also possible to modify the content of columns such as \textbf{Weeks} to either \textit{Short}, \textit{Long} or \textit{Numeric}.

Viewing Module Event Details
To view the details of an event:

\begin{itemize}
  \item \textbf{Double click} onto an event either in the graphical or list view, to open the \textit{event window}
\end{itemize}
Adding resources to an event

Modules*
A number of elements are held in the Modules field, which can be amended as necessary:

- **Module Code and Module Name**
- **Department**
- **Instance** – this is a drop down box that will usually display as ‘A;A’ – this is a mandatory field that **must** be selected:

- **Module Type** - Needs to be carefully selected as it describes if the event is a lecture, seminar, tutorial, etc. This field determines which events are Lecture Captured, and also how the data appears in Attendance Management System and MyUoL.

This section of the event screen is also where the module **sub group** information is entered/amended/held.

All module information can be selected and deleted.
Lecturers*
To add lecturers to an event:

3. Click onto Lecturers within the event
4. Select the required lecturer(s) in turn from the list
5. Click New to add to the event

To change a lecturer:

1. Click onto lecturer within the event
2. Select the new lecturer from the list
3. Click the New button to recorded the change

To delete a lecturer:

1. Click onto the lecturer’s name within the event
2. Click the Delete button

If the lecturer’s details you require are not in CMIS then please email their username to timetabling@le.ac.uk to request that they be added.
Rooms*

If a departmental room is to be used:

3. Click onto Rooms within the event
4. Select the appropriate room from the list
5. Click New to add to the event

Prior to the auto-rooming exercise all departmental rooms will be Fixed by the Timetable Office to ensure the allocation is secured. Also the room request must be for a departmental space.
Requested rooms*
If a centrally allocated room is required then a room request needs to be completed.

The Requested room details are used in the automatic allocation of rooms to events by the Timetable Office.

This section of the event screen will already be populated with details from last year’s timetable. These details need to be checked and amended as necessary.

There are 3 components to the Requested room section:

Room Category

1. Select one of the following categories:
   - 01 Tiered Teaching Space
   - 02 Flat Teaching Space
   - 03 Computer Laboratory

Room Type

2. Where a departmental room has already been entered into the Rooms section select Departmentally Owned.
3. Where a central space is required select Centrally Managed.
Room Pool

The University’s teaching rooms have been organised into pools of rooms deemed suitable for a particular department based on their proximity to the department.

For example, if the letters EN appears after the Room Type information, then the English Room Pool has been assigned to this Room Request.

4. Click OK once all resources have been added
Creating a New Module Event

When creating a new event the position of the mouse pointer will determine the time of the new event.

To create a new event:

1. Right mouse click within the graphical view area of the timetable
2. Select New Event from the menu

A new event will appear already part populated according to the timetable filter already in place.

3. Select the appropriate Owner for the event
4. When populating the Modules section of the new event, it is important to select and populate the blank drop down box to the right of the module code drop down with A:A.

It won’t be possible to create an event if this information is not completed and the error message A module code with XX0000 does not exist will appear.
Deleting an Event

An event can only be deleted if:

- it doesn’t have a central room allocated to it
- it does have a departmental space allocated as the room

To delete an event:

1. Select then right mouse click the event to be deleted in the graphical view
2. Select Delete Event from the menu

You cannot undo a deleted event. If you delete an event in error you will need to create a new event.

Locating an Existing Event

An event can be quickly located at anytime if the unique Event Id is known

From the Query menu on the CMIS home screen:

1. Select Locate event
2. Enter the Event Id

3. Click Edit. The event will be displayed for you to review/amend as necessary.
Locating an Available Room

It is possible to search for an available room at a given date/time/week.

From the **Query** menu:

1. **Make sure Type** is listed as **Room**
2. **Select Locate Resources**
3. **Enter the Day, Time, Mins and Weeks** you want to search for

4. **Click Find**. Available rooms will appear in a list which can be sorted by site, capacity, category and others.

This list can be filtered to search for specific types (e.g. centrally managed), categories, capacities, and sites
Filtering the column content

1. **Right** mouse click over the appropriate column
2. Select **Column** from the menu
3. Select **Filter**

It is then possible to choose to **filter to records with** or **without** a specified element depending on the column originally chosen.

Multiple filters can be applied using the **Edit filter** option
Exporting from a List View

It possible to export the information from the list view and paste it into Excel. In order to include the column headings in the export they must be selected in the Settings before the export.

To select the column headings:

1. **Right** mouse click anywhere within the list view
2. Select **Exporting** from the menu
3. Select **Settings**
4. Select **Include column headings before columns**
5. Ensure the **Delimiter** is set to **Tab Stop**
6. Click **OK**

To export the list view to Excel:

1. **Right** mouse click anywhere within the list view again
2. Select **Exporting** from the menu
3. Select **Export**
4. Select the **Clipboard** button
5. **Paste** the information into an Excel worksheet

The data that is exported is based on your filter within list view, so you can filter before exporting to get the information you need.

Once the information is in Excel as well as having a snapshot of the dataset you will be able to:

- create reports and charts
- use pivot tables to analysis the data
- apply filters
- carry out data validation
Viewing different timetables

- Lecture
- Course
- Room
- Student

Lecturer’s Timetable

To view a Lecturer’s timetable:

1. Open and filter the timetable in the usual way
2. On the Basic tab remove any reference to the department and module
3. Select the required lecture from the Lecturer drop down box
4. Click Ok to view the lecturer’s timetable
Course Timetable

To view a course timetable:

1. On the Basic tab, of the Timetable filter, remove any reference to the department and module
2. Either select a course code from the Course drop down menu, or find the code you want from the Course table from the CMIS home screen, and paste it into this field
3. Select a Year of study
4. Leave the Instance as [any]
5. Make sure both Options tick boxes are ticked
6. Click Ok to view the course timetable

Room Timetable

To view a room timetable:

1. On the Basic tab, of the Timetable filter, remove any reference to the department and module
2. Select the More tab and enter the Site code into the Site field, either from the drop down menu or use the Room table from the CMIS home screen if you are unsure
3. Enter the Room code into the Room field, again from the drop down menu or from the Room table in the CMIS home screen
4. Click **Ok** to view the room timetable

5. Go back into the **More** tab and enter a **Week Range** and a **Week Day** to focus your search

6. Go back to the **Basic** tab and remove the **Source**, and search again. You will now see room booking events also in the room:
Student Timetable

To view a student timetable:

1. On the Basic tab, of the Timetable filter, remove any reference to the department and module
2. On the More tab, of the Timetable filter, remove any reference to the site, room, weeks and week day
3. Select the Student tab and enter the student Name into the Student field. If you click on the drop down menu and then start typing the surname in the Student field, the dropdown menu filters to your search
4. The Student Number should automatically populate the Number field
5. Ensure that Select events using student modules is ticked and the other tick boxes are left blank

6. Click Ok to view the student timetable
Closing CMIS

Once you have finished using CMIS:

1. Close all windows that might be open and then click on the X in the top right of the screen.
2. Click Yes to save changes. This will save your filter settings, and your column sorts.

Changes to the data and the database are saved as you go along.
## Building Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAH</td>
<td>Archaeology and Ancient History</td>
</tr>
<tr>
<td>ADR</td>
<td>Adrian</td>
</tr>
<tr>
<td>AC</td>
<td>Astley Clarke</td>
</tr>
<tr>
<td>ATT</td>
<td>Attenborough</td>
</tr>
<tr>
<td>BEN</td>
<td>Bennett</td>
</tr>
<tr>
<td>BENL</td>
<td>Bennett Link</td>
</tr>
<tr>
<td>BH</td>
<td>Bankfield House, 132 New Walk</td>
</tr>
<tr>
<td>BRK</td>
<td>Brookfield</td>
</tr>
<tr>
<td>CFM</td>
<td>Centre for Medicine</td>
</tr>
<tr>
<td>CW</td>
<td>Charles Wilson</td>
</tr>
<tr>
<td>DW</td>
<td>David Wilson Library</td>
</tr>
<tr>
<td>ENG</td>
<td>Engineering</td>
</tr>
<tr>
<td>FJ</td>
<td>Fielding Johnson</td>
</tr>
<tr>
<td>FJ SW</td>
<td>Fielding Johnson South Wing</td>
</tr>
<tr>
<td>GP</td>
<td>George Porter</td>
</tr>
<tr>
<td>HW</td>
<td>Henry Wellcome</td>
</tr>
<tr>
<td>KE</td>
<td>Ken Edwards</td>
</tr>
<tr>
<td>MA</td>
<td>Michael Atiyah</td>
</tr>
<tr>
<td>MSB</td>
<td>Maurice Shock</td>
</tr>
<tr>
<td>PH</td>
<td>Prospect House</td>
</tr>
<tr>
<td>PHY</td>
<td>Physics</td>
</tr>
<tr>
<td>RAT</td>
<td>Rattray (Lecture Theatre)</td>
</tr>
<tr>
<td>RH</td>
<td>Readson House</td>
</tr>
<tr>
<td>SR</td>
<td>Salisbury Road</td>
</tr>
</tbody>
</table>
Departmental Codes

**NOTE** – These codes do not necessarily reflect department/school boundaries – e.g. Economics and Management now form the School of Business, but their modules are coded departmentally at the time of publication.

<table>
<thead>
<tr>
<th>SITS/CMIS Code</th>
<th>School/Department</th>
<th>Module Code Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR-AC</td>
<td>Archaeology &amp; Ancient History</td>
<td>AH &amp; AR Coded Modules</td>
</tr>
<tr>
<td>AR-EL</td>
<td>English Language Teaching Unit</td>
<td>EL Coded Modules</td>
</tr>
<tr>
<td>AR-EN</td>
<td>School of English</td>
<td>EN Coded Modules</td>
</tr>
<tr>
<td>AR-HA</td>
<td>History of Art &amp; Film</td>
<td>HA Coded Modules</td>
</tr>
<tr>
<td>AR-ML</td>
<td>School of Modern Languages</td>
<td>FR, IT, SP &amp; ML Coded Modules</td>
</tr>
<tr>
<td>AR-MS</td>
<td>Museum Studies</td>
<td>MU Coded Modules</td>
</tr>
<tr>
<td>AR-SS-HS</td>
<td>History &amp; American Studies</td>
<td>HS &amp; AM Coded Modules</td>
</tr>
<tr>
<td>EC-ED</td>
<td>School of Education</td>
<td>ED Coded Modules</td>
</tr>
<tr>
<td>EC-LL</td>
<td>VCLL</td>
<td>AE Coded Modules</td>
</tr>
<tr>
<td>LA-LW</td>
<td>School of Law</td>
<td>LW Coded Modules</td>
</tr>
<tr>
<td>MB-BS</td>
<td>School of Biological Sciences</td>
<td>BS &amp; MB Coded Modules</td>
</tr>
<tr>
<td>MB-MB</td>
<td>School of Medicine</td>
<td>MD Coded Modules</td>
</tr>
<tr>
<td>MB-PY</td>
<td>School of Psychology</td>
<td>PS Coded Modules</td>
</tr>
<tr>
<td>PS-CE</td>
<td>Chemistry</td>
<td>CH Coded Modules</td>
</tr>
<tr>
<td>PS-CO</td>
<td>Informatics (Computer Science)</td>
<td>CO Coded Modules</td>
</tr>
<tr>
<td>PS-EN</td>
<td>Engineering</td>
<td>EG Coded Modules</td>
</tr>
<tr>
<td>PS-GG</td>
<td>Geography</td>
<td>GY Coded Modules</td>
</tr>
<tr>
<td>PS-GL</td>
<td>Geology</td>
<td>GL Coded Modules</td>
</tr>
<tr>
<td>PS-MA</td>
<td>Mathematics</td>
<td>MA Coded Modules</td>
</tr>
<tr>
<td>PS-PT</td>
<td>Physics &amp; Astronomy</td>
<td>PA, NS &amp; FS Coded Modules</td>
</tr>
<tr>
<td>SS-SC</td>
<td>Criminology</td>
<td>CR Coded Modules</td>
</tr>
<tr>
<td>SS-EC</td>
<td>Economics</td>
<td>EC Coded Modules</td>
</tr>
<tr>
<td>SS-MC</td>
<td>Media &amp; Communications</td>
<td>MS Coded Modules</td>
</tr>
<tr>
<td>SS-MG</td>
<td>Management</td>
<td>MN Coded Modules</td>
</tr>
<tr>
<td>SS-PL</td>
<td>Politics &amp; International Relations</td>
<td>PL Coded Modules</td>
</tr>
<tr>
<td>SS-SO</td>
<td>Sociology</td>
<td>SY Coded Modules</td>
</tr>
</tbody>
</table>
CMIS Support and Training

The CMIS Support and Training webpage includes information on:

- Any changes to the timetable process
- How CMIS data is used by other University Systems
- CMIS Training Materials
- CMIS Glossary of Terms

https://www2.le.ac.uk/offices/sas2/timetabling/support-training-materials

Contacts for help

Timetabling

Phone: 0116 252 5006/3805/1721
Email: timetabling@le.ac.uk

IT Help from IT Services

For technical problems with CMIS contact the IT Service Desk

Phone: 0116 252 2253
Email: ithelp@le.ac.uk