Think Timetabling

- **Courses** – check whether active, update in Courses table (see SITS-CMIS course code conversion table)
- **Course Structures** – check they match diets
- **Modules** – check whether active, input size from continuing/planning numbers
- **Sub Groups** – check number of sub-groups on module and review sizes
- **Collect Module Data** - use module return forms, refer to module specifications (think Curriculum Transformation)
- **Induction/Matriculation** – Induction codes are departmental - talk to other departments re: joint courses
- **Ad-hoc Events** – consolidate events from previous year delivery
- **Week Ranges** – check semester week ranges and update, reading weeks
- **Staff Constraints** – flexible working arrangements via HoD/HR, not preferences
- **Amending Delivery** – module by module, bulk changes (see Building Your Timetable guide)
- **Clash Checking** – at course level, think Joint degrees and core Major/Minor events
- **Module Type** – think Lecture Capture
- **Staff Allocations** – blank out data not known and populate when provided
- **Splitting Weeks** – match staff delivery exactly, only team taught events to have multiple lecturer records, think Lecture Capture and AMS
- **Blocks** – ensure semester long events with split weeks are roomed together
- **Room Requests** – refer to centrally managed rooms list, think about what is available
- **Room Specific Requests** – only for pedagogical reasons, email Timetabling
- **Departmental Rooming** – check rolled over events, utilise where possible, attach rooms yourself
- **Data Checking** – check all blank data fields (see Building Your Timetable guide), think Lecture Capture and AMS

Refer to ‘Building Your Timetable’ and ‘Creating Personalised Student Timetables’ Quick Guides, online walkthroughs and other named documentation for detailed instructions