



DCU - USER MANUAL

TIMETABLER 2024

Office of the University Registrar

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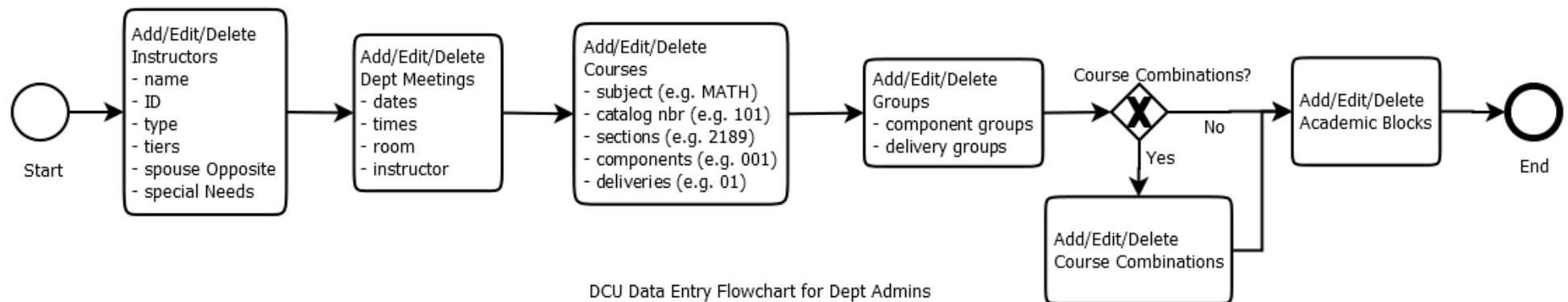
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FLOWCHART

This flowchart illustrates the recommended order of data entry in the DCU



GENERAL INFORMATION

Version History

VERSION	DATE	AUTHOR	DESCRIPTION OF CHANGE
1.0	2018-01-19	Garrett Cluett	Original
2.0	2019-01-10	Merry Horton	Updates for 19-20 cycle
3.0	2019-12-10	Merry Horton	Updates for 20-21 cycle
4.0	2020-12-10	Merry Horton	Updates for 21-22 cycle
5.0	2022-01-17	Merry Horton	Updates for 22-23 cycle
6.0	2023-01-16	Merry Horton	Updates for 23-24 cycle
7.0	2024-02-08	Merry Horton	Updates for 24-25 cycle

Login

Go to: <http://our-entweb-prd.our.queensu.ca/DCU/>

Note: For Training use this link - <http://our-entweb-dev.ad.queensu.ca/DCU/>

Enter your **Username**

Enter your **Password**

Click “Log in”

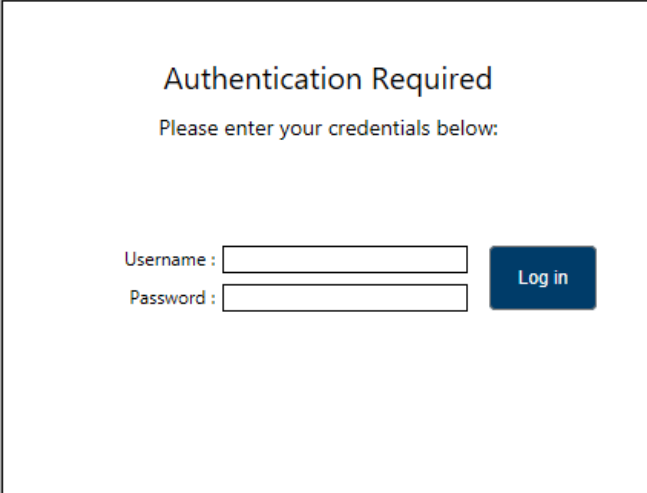
A Pop-Up Window will appear

Please ensure your browser does not block pop-ups

Chrome: <https://goo.gl/nw0pSI>

Firefox: <https://goo.gl/4YmCz>

Explorer: <https://goo.gl/sWEQ5c>



The screenshot shows a web page titled "Authentication Required". Below the title, it says "Please enter your credentials below:". There are two input fields: "Username :" and "Password :". To the right of these fields is a blue button labeled "Log in".

Help: If you have not received a login or need help, contact timetabling - timetabl@queensu.ca

If you have issues accessing Infosilem Timetabler DCU using Chrome and Edge Browsers

It has been brought to our attention that some users may experience issues accessing the Infosilem Timetabler DCU via **Google Chrome** and **Microsoft Edge** browsers.

As a workaround to this issue, please make sure you select **Continue** if the below error message is displayed when navigating to the DCU URL using the above browsers.



Your connection is not private

Attackers might be trying to steal your information from [REDACTED]
(for example, passwords, messages, or credit cards). [Learn more](#)

NET::ERR_CERT_AUTHORITY_INVALID



To get Chrome's highest level of security, [turn on enhanced protection](#)

Hide advanced

Back to safety

This server could not prove that it is [REDACTED] its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

[Proceed to our-entweb-prd.our.queensu.ca \(unsafe\)](#)

Logout

Your name is located in the Top Right Corner of the DCU Screen. This can be seen at any time.



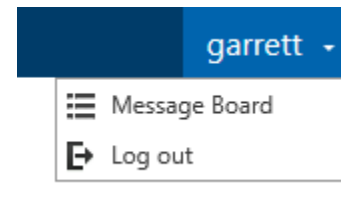
Click your name

Select "Log out" from the dropdown menu

A second screen will appear, asking if you are done your timetabling for the year.

If you are Click "Yes"

If you are not Click "No"



DCU Layout

EnCampus - Timetabler DCU - TTableMain garrett ▾

Home > Instructor List : TESTDEPT

INSTRUCTOR LIST : TESTDEPT

Departments:
TESTDEPT ▾

- Cluett, Garrett (12345678)
- F. Ghost, Casper (TBA_TESTDEPT_4)
- Gamgee, Samwise (TBA_TESTDEPT_2)
- Organa, Leia (17165191)
- Solo, Han (01234567)

Expanded View

	Last Name	First Name	Instructor Constraints	Staff ID	Instructor Type	Unavailabilities	Deliveries	Done
<input type="checkbox"/>	✓ P Cluett	Garrett	-	12345678	Standard	-	🔍	<input type="checkbox"/>
<input type="checkbox"/>	✓ P F. Ghost	Casper	-	TBA_TESTDEPT_4	Standard	-	-	<input type="checkbox"/>
<input type="checkbox"/>	✓ P Gamgee	Samwise	-	TBA_TESTDEPT_2	Back to Back Allowed	-	🔍	<input type="checkbox"/>
<input type="checkbox"/>	✓ P Organa	Leia	-	17165191	Teaching Rel Day Standard	-	-	<input type="checkbox"/>
<input type="checkbox"/>	✓ P Solo	Han	-	01234567	Standard	-	-	<input type="checkbox"/>

5 records

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There are 4 main sections:

1. **Navigation Pane:** Contains all navigation links
2. **Tool Bar Menu:** Contains different icons and features depending on the page in use
3. **Preview Pane:** Where information is displayed
4. **Help:** Directs you to the DCU Online User Manual

Main Screen

EnCampus - Timetabler DCU - TTableMain garrett ▾

Courses
Instructors
Meetings
Academic Blocks
Rooms
Component Groups
Delivery Groups
Course Combinations
Reports

Home
MESSAGE BOARD

Message

Welcome to DCU Test.
This is the message board. It will be used to display important updates throughout data collection.

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When you log in, the first screen you will see will be the Message Board

This is where you will see any new information and/or updates regarding the DCU

If you need to return to the message board at any time you can do so by clicking the “Home” text at the top of the screen

Icons

Here is a list of icons that you will find throughout the DCU **Tool Bar Menu** and **Preview Pane**



: Add / New



: Delete



: Duplicate



: Show Timetable



: Export to PDF



: Print



Save: Save



: Edit



: Calendar

INSTRUCTORS

Overview

In this section you will update the Instructors in your department, First and Last names, Instructor ID, Instructor Type, and Instructor Unavailabilities which include Tier I, Tier II and Tier III. **NEW for 2024-25: Tier I and Tier II will be entered by Faculty office. See APPENDIX "E" for details**

If applicable, you will also indicate if the instructor needs a spouse opposite and/or has an accommodation requirement for rooms.

In the **Navigation Panel** select "Instructor"

A drop-down list will appear with all of the instructors in your department

Clicking one will show you a summarized version of that instructor




The screenshot shows a web interface titled "Instructors". Below the title is a dropdown menu labeled "Departments:" with "TESTDEPT" selected. A list of instructor names is displayed below the dropdown:

- Bartholomew, Gregory
- Brown, Sally
- Butler, Rhett
- Chaplin, Charles
- Cluett, Garrett
- Cluett, Garrett
- Crichton, Michael
- Diefenbaker, John
- Gamgee, Samwise
- Gamgee, Samwise
- March, Jane

Add an Instructor

Click “Instructor” from the **Navigation Pane**

The list of Instructors from your department will appear in the **Preview Pane**



Click the  icon in the **Tool Bar Menu**




Note: Leave all Instructors in, even if not teaching in the year, no need to re-add in future



Fill in fields within “Instructor Information”

Home > Instructor List : ENGLDEPT > Instructor Editing : (TBA_ENGLDEPT_2)

INSTRUCTOR EDITING

 New  Save

 First  Previous  Next  Last

Instructor Information			
Department:	ENGLDEPT	Status:	
Last Name:		First Name:	
Staff ID:	TBA_ENGLDEPT_2	Secondary Departments:	
Instructor Type:	 		
Delivery Assignment			

Department: Automatically filled with your Department

Last Name: Add Instructor’s last name

First Name: Add Instructor’s first name

Staff ID: In the Staff ID field TBA ID is automatically generated (e.g. TBA_ENGLDEPT_1)
Only replace this if you have an employee ID


Instructor Type: Select from the drop-down menu

Back to Back Allowed: Will allow for back to back schedule, only if necessary

Standard

Teaching Rel Day B to B: Used if an Instructor needs a day free from teaching for research (instead of a specific day), and will allow back to back scheduling if necessary

Teaching Rel Day Standard: Used if an Instructor needs a day free from teaching for research (instead of a specific day)

Click  **Save** in the **Tool Bar Menu**

Add an Instructor Tier




Tiers are added in the “Instructor Editing” screen

Click the  icon in the “Instructor Unavailabilities Notes” **Tool Bar Menu**

Note: Clicking the  icon multiple times will create more “Unavailabilities”

Home > Instructor List : TESTDEPT > Instructor Editing : Gamgee, Samwise (TBA_TESTDEPT_2)

INSTRUCTOR EDITING

 New  Show Timetable  Save


First Previous Next Last

Instructor Information

Department: TESTDEPT
 Last Name: Gamgee
 Staff ID: TBA_TESTDEPT_2
 Instructor Type: Back to Back Allowed

First Name:

Samwise

Status: 

Secondary Departments:

Delivery Assignment

Deliveries



	Department	Course	Section	Component Type	Component	Delivery	Time Information	Room Information	Teaching Status
<input type="checkbox"/>	TESTDEPT	TEST 101	2191	LAB	001	 01	07/01/2019-05/04/2019 3x1	BOTTER-L:Main-BOTTER-257	Teaching

Instructor Requirements

Use the instructor requirements notes field to enter if the instructor is spouse opposite and with whom, and whether there are any special need requirements for rooms. These are the ONLY notes that will be reviewed in this field.

Instructor Unavailabilities



Instructor unavailabilities notes





You will see this screen

Instructor Unavailabilities

i **Instructor unavailabilities notes**

	Unavailability Type	Term	Start Date	End Date	Day	Start	End
<input type="checkbox"/>	Tier I ▼	▼			Monday ▼	8 AM ▼ 30 ▼	8 AM ▼ 30 ▼

Fill in Fields

Unavailability Type (Select One):

Tier I – DO NOT ENTER - This will be done by the Faculty Office – See APPENDIX “E” for details

Tier II – DO NOT ENTER – This will be done by the Faculty Office – See APPENDIX “E” for details

Tier III

Note: Please refer to the information here (<https://www.queensu.ca/provost/teaching-and-learning/university-timetabling>) for specific information regarding the process for the new Tier requests.

Term:

Select the term

Start Date & End Date:

Automatically filled in by term selection

Can be edited by clicking the  icon

Note: *Often Tiers relate to fall and winter terms, be sure to extend the end date to the end of winter term*

Start Time and End Time:

Select a start time and an end time in the drop-down menus

Change an Instructor Tier

The Tiers can be edited within the “Instructor Editing” screen

Instructor Unavailabilities

Instructor unavailabilities notes

	Unavailability Type	Term	Start Date	End Date	Day	Start	End
<input type="checkbox"/>	Tier I ▾	▾			Monday ▾	8 AM ▾ 30 ▾	8 AM ▾ 30 ▾

Unavailability Type:

Select an option from the drop-down menu

Note: Please refer to the information here (<https://www.queensu.ca/provost/teaching-and-learning/university-timetabling>) for specific information regarding the process for the new Tier requests.

Term:

Change term from the drop-down menu

Start Date & End Date:

Will be set by default to match the selected term

Can be changed by selecting the icon beside the date

Note: Often Tiers are related to fall and winter terms, be sure to extend the end date to the end of winter term

Day:

Select a day of the week

Start Time & End Time:

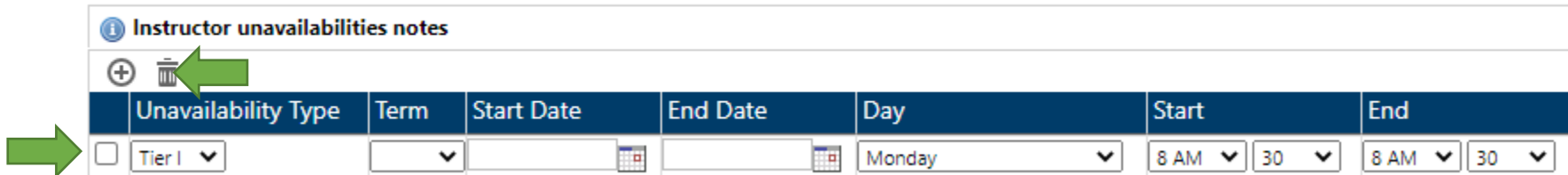
Select a start time and end time from the drop-down list

Remove an Instructor Tier

Tiers are found in the “Instructor Editing” screen under “Instructor Unavailabilities Notes”

Click the checkbox beside the “Tier” you want to delete


Instructor Unavailabilities



Instructor unavailabilities notes

⊕ ⚡

	Unavailability Type	Term	Start Date	End Date	Day	Start	End
<input type="checkbox"/>	Tier I				Monday	8 AM 30	8 AM 30

Click the  icon in the “Instructor Unavailabilities Notes” **Tool Bar Menu**


Delete an Instructor










Click “Instructor” from the **Navigation Pane**

The list of Instructors from your department will appear in the **Preview Pane**


Home > Instructor List : TESTDEPT

INSTRUCTOR LIST : TESTDEPT



<div>      </div> <div>   1   </div>					
<input type="checkbox"/> Expanded View					
<input type="checkbox"/>	▲ Last Name	↕ First Name	Instructor Constraints	↕ Staff ID	↕ Instructor Type
<input type="checkbox"/>	✓ P Cluett	Garrett	-	12345678	Standard
<input type="checkbox"/>	✓ P F. Ghost	Casper	-	TBA_TESTDEPT_4	Standard
<input type="checkbox"/>	✓ P Gamgee	Samwise	-	TBA_TESTDEPT_2	Back to Back Allowed
<input type="checkbox"/>	✓ P Organa	Leia	-	17165191	Teaching Rel Day Standard
<input checked="" type="checkbox"/>	✓ P Solo	Han	-	01234567	Standard

Select the checkbox next to the instructor you wish to delete

Click the  icon in the **Tool Bar Menu**

You will be asked if you are sure you want to delete this instructor

Click Ok and the instructor will be deleted

MEETINGS

Overview

Departments have the ability to reserve a time in the timetable to hold a department meeting.

A central inventory or a departmentally owned room can be reserved in the DCU for the meeting, and instructors can be added.

Timetabling will try to ensure the meeting time does not conflict with instructors' courses, as much possible.

It is expected that department meetings will occur at times according to the University's slot system.

The screenshot displays the EnCampus - Timetabler DCU - TTableMain interface. The left sidebar contains navigation links: Courses, Instructors, Meetings, Departments (with a dropdown menu showing TESTDEPT and Test Dept Staff Meeting), Academic Blocks, Rooms, Component Groups, Delivery Groups, Course Combinations, and Reports. The main content area shows the Meeting List for TESTDEPT. At the top, there is a breadcrumb trail: Home > Meeting List : TESTDEPT. Below this, the title 'MEETING LIST : TESTDEPT' is displayed. A toolbar includes icons for adding, deleting, and printing, along with a search bar, a 'Search' button, a 'Clear' button, and a 'Show: 10' dropdown. A checkbox for 'Expanded View' is also present. The table below has columns: Meeting, Type, Times, Location, Instructors, and Done. The first row shows a meeting for 'Test Dept Staff Meeting' with a green checkmark, 'TESTDEPT Meeting' as the type, a magnifying glass icon for times, a hyphen for location, a magnifying glass icon for instructors, and a checkbox for 'Done'. The bottom right of the table indicates '1 records'. The footer shows '© 2018 - Powered by Infosilem' and links for 'Help' and 'About'.

EnCampus - Timetabler DCU - TTableMain garrett

Home > Meeting List : TESTDEPT

MEETING LIST : TESTDEPT

☐ Expanded View

Meeting	Type	Times	Location	Instructors	Done
<input checked="" type="checkbox"/> Test Dept Staff Meeting	TESTDEPT Meeting		-		<input type="checkbox"/>


1 records

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Add a Department Meeting

Meeting Information



Select “Meetings” in the **Navigation Pane**





Select the  icon in the **Tool Bar Menu**

The “Meeting Editing” screen will appear

Home > Meeting List : TESTDEPT > Meeting Editing

MEETING EDITING


 **New**  **Save**

 **First**  **Previous**  **Next**  **Last**

Meeting Information

Department:



Meeting

▼


Type:

Identification:

Forced Time








	Term	Start Date	End Date	Frequency	Day	Start	End
<input type="checkbox"/>	▼	<input type="text"/>	<input type="text"/>	1 ▼	Monday ▼	8 AM ▼ 30 ▼	8 AM ▼ 30 ▼

Room Request

No room requested [Click here to add a room request](#)

Instructors



Department	Instructor Name	Staff ID
No Records		

Select a Meeting Type from the Dropdown list

Meeting Type: TESTDEPT Meeting

Identification: *Type the name of the meeting here*
e.g. "Test Dept Staff Meeting" as seen below

Meeting Information

Department:	<input type="text" value="TESTDEPT"/>
Meeting Type:	<input type="text" value="TESTDEPT Meeting"/>  
Identification:	<input type="text" value="Test Dept Staff Meeting"/>

Forced Time

Term: Select term from down-down menu

Start & End Date: Will be automatically filled in if the term is selected. If no term is selected, you can manually add your time

Note: *If you want the meeting to be fall and winter terms, be sure to edit the end date to include the*

Frequency: Repeats every (X) week

e.g. 1 = Every week; 2 = Once every two weeks

Day: Which day will the meeting take place

Start & End Time: When will the meeting start and when will it end

Forced Time

	Term	Start Date	End Date	Frequency	Day	Start	End
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	Monday	8 AM	30

Room Request

When creating a new meeting there are no fields in the “Room Request” section

Click “Click here to add a room request” to have access to the “Room Request” section

Room Request

No room requested [Click here to add a room request](#)



You will see this screen


Room Request

  		
	Building	Room
	<input type="text"/>	<input type="text"/>

Building: Select a building

Room: Select a room within that building

Add an Instructor

Click the  icon in the **Tool Bar Menu**



A window (Attach List) with a full list of all instructors will appear

Select the checkbox beside the Instructor(s) you wish to add to the meeting

Attach List
✕


Instructor List

Search
Clear

	Department			Instructor Name	Staff ID
	TESTDEPT				
<input checked="" type="checkbox"/>	TESTDEPT			Cluett, Garrett	TBA_TESTDEPT_1

Ok
Cancel

Click "Ok"


Click  **Save** in the main **Tool Bar Menu**

Change a Department Meeting

Select “Meetings” in the **Navigation Pane**

Click the meeting you want to change in the **Preview Pane**

MEETING LIST : TESTDEPT

<div> <div> <div>+</div> <div>✖</div> <div>📅</div> <div>🖨</div> </div> <div> <div>⏮</div> <div>⏪</div> <div>1</div> <div>⏩</div> <div>⏭</div> </div> <div> <input type="text"/> <div>Search</div> <div>Clear</div> </div> <div> <div>Show:</div> <div>10</div> <div>▼</div> </div> </div>						
<input type="checkbox"/> Expanded View						
<input checked="" type="checkbox"/> Meeting	⇅ Type	Times	⇅ Location	Instructors	⇅ Done	
<input type="checkbox"/>  Test Dept Staff Meeting	TESTDEPT Meeting	⌚	⌚	-	<input type="checkbox"/>	
1 records						

You will see the “Meeting Editing” screen

MEETING EDITING

+

New

💾

Save

⏮

First

⏪

Previous

⏩

Next

⏭

Last

Meeting Information

Department:

TESTDEPT

Meeting Type:

TESTDEPT Meeting

ⓘ

Identification:

Test Dept Staff Meeting

Forced Time

+

✖

Term	Start Date	End Date	Frequency	Day	Start	End
<input type="checkbox"/> 2191	07/01/2019	05/04/2019	1	Monday	10 AM 30	11 AM 30

Room Request

📅

📅

✖

Building	Room
Main FLEJEM	205

Instructors

+

✖

📅

🖨

Search

Clear

Department	Instructor Name	Staff ID
No Records		

Make changes to the fields as needed

Forced Time: you can make changes to the *Term, Start Date, End Date, Frequency, Day, Start Time, and End Time*

Forced Time

	Term	Start Date	End Date	Frequency	Day	Start	End
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	Monday	8 AM	30

Room Request: you can make changes to the *Building and Room*

Room Request

	Building	Room
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Instructor: you can add or delete Instructor(s)

Instructors

	Department		Instructor Name	Staff ID
<input type="checkbox"/>	TESTDEPT	<input checked="" type="checkbox"/>	Cluett, Garrett	TBA_TESTDEPT_1

Note: The instructors already showing in a meeting are rolled from last year's data

Click  **Save**

Note: If you do not click save nothing will be saved

Delete Department Meeting


Select "Meetings" from the **Navigation Pane**

In the **Preview Pane** will be the meetings for your department

Click the checkbox next to the meeting you want to delete

Home > Meeting List : TESTDEPT

MEETING LIST : TESTDEPT



<div> + 🗑️ 📄 🖨️ ⏮️ ⏪ 1 ⏩ ⏭️ <input type="text"/> Search Clear Show: 10 </div>						
<input type="checkbox"/> Expanded View						
<input type="checkbox"/>	Meeting	Type	Times	Location	Instructors	Done
<input checked="" type="checkbox"/>	Test Dept Staff Meeting	TESTDEPT Meeting	🔍	🔍	-	<input type="checkbox"/>
						1 records

In the **Tool Bar Menu** click the  icon

You will be prompted with this screen

×

This site says...

Do you want to delete the selected item(s)?

OK
Cancel

Click Ok to complete the process

COURSES

Overview

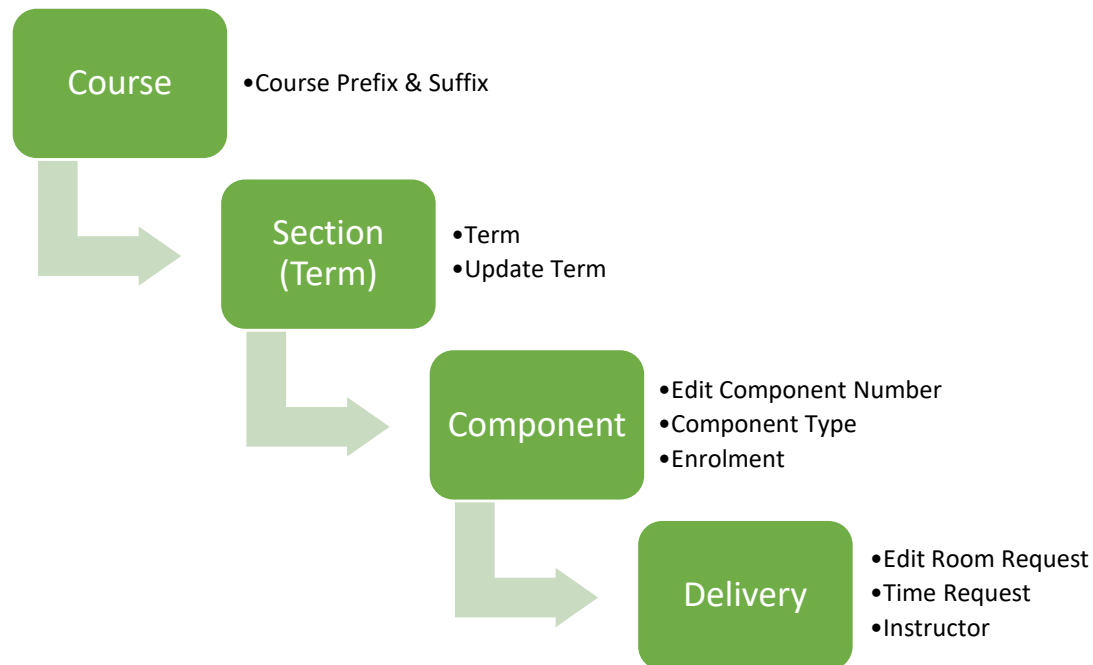
Fall and winter course offerings are available in the DCU for an update for the next academic year.

The previous year's course offerings are used as a starting point for the update.

Please ensure courses and component types (LEC, TUT etc.) are approved by your Faculty/School's curriculum committee.

Undergraduate Art and Science, Law, Nursing, Engineering and Commerce courses are to be entered into the DCU for timetabling purposes, in addition to Occupational and Rehabilitation Therapy and Psychology graduate courses.


Course – Section (Term) – Component – Delivery are all nested within one another



Adding a Course Offering

Click “Courses” from the **Navigation Pane**



Your department list will appear in the **Navigation Pane** and a detailed version will appear in the **Preview Pane**

To add a Course Offering, select the  icon in the **Tool Bar Menu**

You will see the screen

Home > Course List : TESTDEPT > Course Editing

COURSE EDITING


 New  Save |< First < Previous > Next >| Last

Course Information

Department
TESTDEPT

Course Number

Course Title

☐ 
☐ Done

Sections


Section	Description	Term	Max Enrollment	Done
No Records				

Total Supply:

From here you will enter a Course Number, e.g. “DEVs 123”. There should be a space between the letters and the numbers.

Course Number

TEST 101

Click  Save in the **Tool Bar Menu**

Note: You *do not need to enter data in: “Department” or “Course Title”*


Delete a Course Offering

In the **Navigation Pane** select “Courses”


In the **Preview Pane** click the checkbox beside the course(s) you want to delete

Home > Course List : TESTDEPT

COURSE LIST : TESTDEPT



<div> <input type="checkbox"/> Expanded View <input type="checkbox"/> Exclude disabled courses </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <div> <div>⏮</div> <div>⏪</div> <div>1</div> <div>⏩</div> <div>⏭</div> </div> <div> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <div>Show: 10 <input type="button" value="v"/></div> </div> </div>															
<input type="checkbox"/>	^ Name	Course Combinations	Section	Term	Component	RN	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	⬆ Done
<input type="checkbox"/>	✓ LOTR 103	-							-	-	-	-	-	-	<input type="checkbox"/>
<input checked="" type="checkbox"/>	✓ STWR 474	-							-	-	-	-	-	-	<input type="checkbox"/>
<input type="checkbox"/>	✓ TEST 101	-							-	-	-	-	-	-	<input type="checkbox"/>
<input type="checkbox"/>	✓ TEST 105	-							-	-	-	-	-	-	<input type="checkbox"/>
															4 records

Once selected, click the  icon

A window will appear “This site says... Do you want to delete the selected item(s)?”

Click “Ok” if you want to delete

Your course(s) is deleted

SECTIONS (Terms)

Overview


The word “section” in the DCU simply means term.

In all cases, the section must match the term.

The sections for the upcoming academic year are 2229 (fall) and 2231 (winter).

Home > Course List : TESTDEPT > Section Editing : 105 2191

SECTION EDITING

 **New**  **Show Timetable**  **Save**

 **First**  **Previous**  **Next**  **Last**

Section Information

Department

TESTDEPT



Course Number

105

☐ **Done**

Section

2191

Term

2191

Description

Components

Component

Type

Max Enrollment

Done

001

LAB

75

Section Maximum Enrollment: 75

Adding a Section (Term)




The word "Section" means "Term" in the DCU





Example: Section = 2231, Term = 2231

Within the “Course Editing Screen” move down to “Sections”

Home > Course List : TESTDEPT > Course Editing : TEST 101

COURSE EDITING

 New  Show Timetable  Change Request  Save

 First  Previous  Next  Last

Course Information

Department

Course Number

Course Title

☐ 
☐ Done


Sections

Section	Description	Term	Max Enrollment	Done
---------	-------------	------	----------------	------

No Records



Total Supply: 0





Click the  icon in the **Tool Bar Menu**

You will see this screen

Home > Course List : TESTDEPT > Course Editing : TEST 101 > Section Editing

SECTION EDITING

 New  Save

 First  Previous  Next  Last

Section Information

Department

TESTDEPT

Course Number

TEST 101

Section

Term

Description

Done

Components

Search

Clear

Component	Type	Max Enrollment	Done
No Records			

Section Maximum Enrollment: 0

Order of Input: Term - Section

Term: Select the Term from the drop-down menu in which the course takes place


Section: Free Form Text box; Type the term code you selected in “Term” 2239 (Fall) or 2241 (Winter)

Section

2189

Term

2189

Both “Section” and “Term” must match then click  **Save**

Move a Course to a Different Section (Term)

Select “Courses” from the **Navigation Pane**

Select the “Course” you want to edit from the **Preview Pane**

Go to “Sections” within the “Course Editing Screen”

Click the “Section” you want to edit

You will be taken to the “Section Editing Screen”

Home > Course List : TESTDEPT > Course Editing : TEST 101 > Section Editing : TEST 101 2189

SECTION EDITING

⊕ New
📅 Show Timetable
📧 Change Request
💾 Save
⏪ First
⏴ Previous
⏵ Next
⏩ Last

Section Information

Department	TESTDEPT	<input type="checkbox"/>
Course Number	TEST 101	<input type="checkbox"/> Done
Section	2189	
Term	2189	
Description		

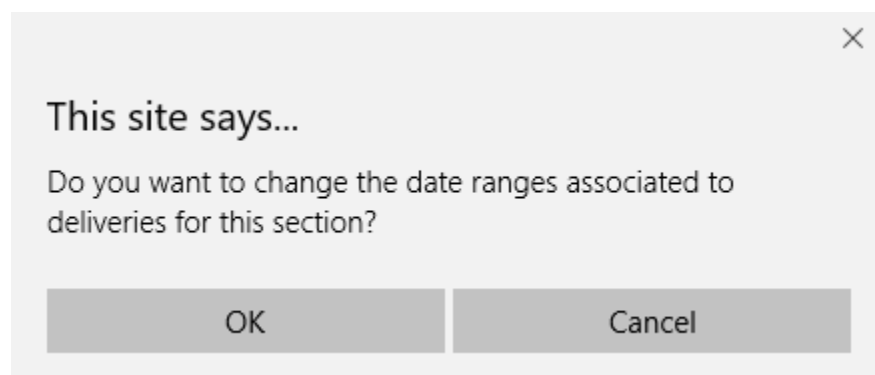
Change the “Section” (Free Form Text) and “Term” (Drop-down Menu)

The “Section” and the “Term” must match

Once you change the “Term” from the drop-down menu a screen may appear

Note: This screen will appear if there are “dates” and “times” requested in a component within the section

If an empty section, screen will not appear



Click “Ok” to confirm

You will see the “Section Editing Screen”

Click  **Save**

Delete a Section

Select “Courses” from the **Navigation Pane**


Select the “Course” you want to edit from the **Preview Pane**


Go to “Sections” within the “Course Editing Screen”

Select the “Section” you want to Delete by clicking the empty square beside it

Note: *It is rare that you would want to delete a section
If a change in term is needed it is better to change the term*

Sections

		Section	Description	Term	Max Enrollment	Done
<input checked="" type="checkbox"/>		2189		2189	75	<input type="checkbox"/>
						Total Supply: 75

Then click the  icon in the **Tool Bar Menu**

This will delete all Component and Delivery information within the Section

Click  **Save**

COMPONENT

Overview

Components are the type of classes that are to be offered as approved by the Faculty/School curriculum process. For example: LEC, TUT.

In the component area of the DCU, you will add/delete/edit component types, edit enrolment, and if a Topics Course edits the component description field to record the Course Topic ID number and description.

COMPONENT EDITING

[+ New](#)
[Show Timetable](#)
[Save](#)

[First](#)
[Previous](#)
[Next](#)
[Last](#)

Component Information

Department
TESTDEPT

Course Number
TEST 100

Section
Move to section...

Name
001

Type
LEC

Maximum Enrollment
20

RN
LEC

Description

☒

☐ Done

☐ Exclude from academic block builder

Component Attributes

+
-

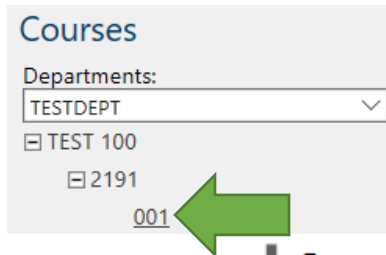
Type	Value
Add Consent	Department Consent
Drop Consent	Department Consent

Component Attributes is where course add/drop consent and the Teaching Mode is to be recorded.

Adding a Component

Open the “Component Editing Screen”








In the **Navigation Pane** under “Courses” select the “Component”



After you click  **Save** in “Sections” the Components **Tool Bar Menu** will be available

Click the  icon in the Components **Tool Bar Menu**, you will see this screen

COMPONENT EDITING

Component Information

☒
 ☐ Done
 ☐ Exclude from academic block builder

Component Attributes

Type	Value
Add Consent	Department Consent
Drop Consent	Department Consent

Component Information

Fill in fields

Name: Is the component number – e.g. 001. Numbers must be unique under the course; they follow sequentially

E.g. 001, 002, 003

Type: Select Component Type from the Dropdown list, e.g. LEC

Max Enrollment: Max number of students

RN: Is typed in and must match the component type, e.g. LEC

Description: Leave blank, unless you are adding a new component and it is part of a topics course, include the topic ID number and topic title in this field

Example: For MUSC 321B the topic would be – 1 Jazz Ensemble

COMPONENT EDITING

[New](#)
[Show Timetable](#)
[Save](#)
[First](#)
[Previous](#)
[Next](#)
[Last](#)

Component Information

Department

Course Number

Section

Name

Type

Maximum Enrollment

RN

Description

☐

☐ Done

☐ Exclude from academic block builder

Component Attributes

Type	Value
Add Consent	<input type="text" value="Department Consent"/>
Drop Consent	<input type="text" value="Department Consent"/>

Topics Courses Entering into DCU

Topics courses must be approved by your Faculty's curriculum process.

In order for us to set up the term offering of a topics course in People Soft, we require the course topic ID number AND the course topic description, for example: GPHY370, topic ID=4, topic description=The Lives of Animals.

Within the DCU, the place where topic ID and description are to be recorded is under component editing, component description. For any existing topics course in the DCU and rolled forward from last year, we have entered "Topic # & Topic Title" in the component description. You will need to update this field to record the number and the title OR delete the component/course if it isn't offered next year.

Component Information

Department

Course Number

Section


Name

Type


Max Enrollment

RN

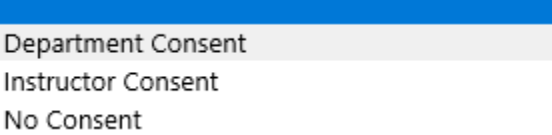
Description

Component Attributes

These fields are exclusively used to capture the (Add + Drop) consent and Teaching Mode for PeopleSoft registration configuration

Add Consent: Select an option from the drop-menu
Department Consent, Instructor Consent, No Consent


Drop Consent: Select an option from the drop-menu
Department Consent, Instructor Consent, No Consent

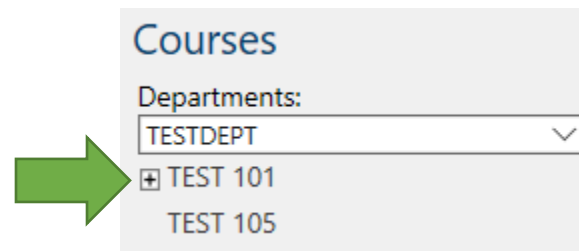


Department Consent
Instructor Consent
No Consent

Delete a Component

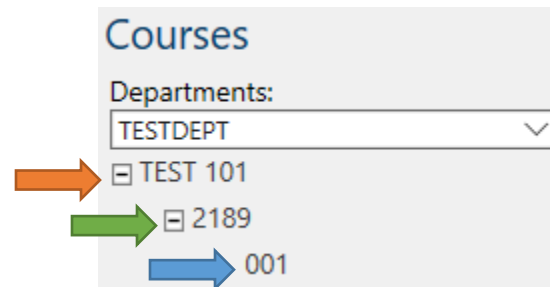
In the **Navigation Pane** select “Courses”

Within “Courses” select the  icon beside the Course you want to edit

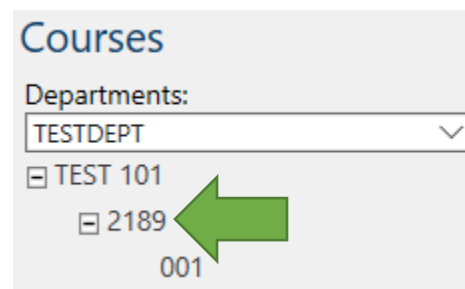


The drop-down list shows you “Course”, “Section”

Click the  beside the “Section” for “Components”



Click the number representing “Section”



You will see this screen

Home > Course List : TESTDEPT > Course Editing : TEST 101 > Section Editing : TEST 101 2189

SECTION EDITING

[New](#)
[Show Timetable](#)
[Save](#)
[First](#)
[Previous](#)
[Next](#)
[Last](#)

Section Information

Department
TESTDEPT

Course Number
TEST 101

Section
2189

Term
2189

Description

☐ ☒

☐ Done

Components

	Component	Type	Max Enrollment	Done
<input type="checkbox"/>	<input checked="" type="checkbox"/> 001	LEC	75	<input type="checkbox"/>

Section Maximum Enrollment: 75

In “Components” select the checkbox beside the component(s) you want to delete

Components

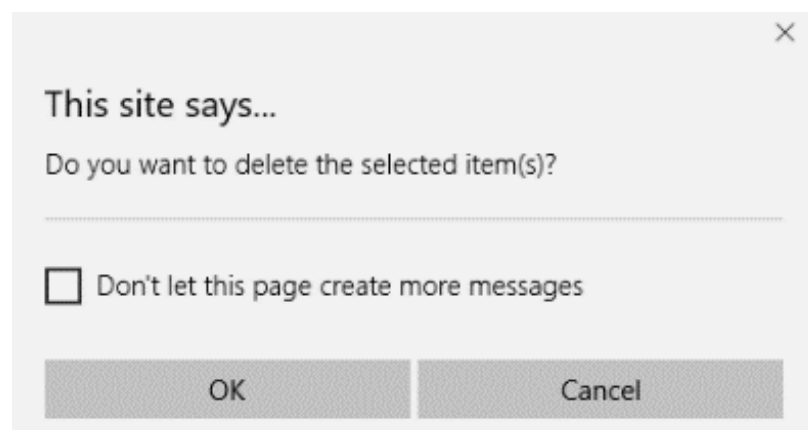
	Component	Type	Max Enrollment	Done
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 001	LEC	75	<input type="checkbox"/>

Section Maximum Enrollment: 75

Select the  icon in the Components **Tool Bar Menu**

A window will appear

Click Ok



DELIVERY

Overview

The delivery area in the DCU is where room and time requests and the instructor(s) are entered.

☐ 01

Show Timetable
 Add
 Remove
 Duplicate
 Batch Update

Time Requests

☐ Group Frequencies at Same Time

☐

Start Date

06/09/2022

End Date

05/12/2022

Every

1

Weeks

Pattern(s)

▼

Pattern	Order
3 slots x 1 hour	0

Room Requests

No room requested.

Room Requirements:

Instructors

Search Clear

Page | 49


[TABLE OF CONTENTS](#)

Add A Delivery to a Component

Deliveries: There are 3 sections that need to be filled out






- Time Requests
- Room Requests
- Instructors


“Deliveries” are added and edited within the “Component Editing” screen



To add additional Deliveries to a Component click the  icon in the Delivery **Tool Bar Menu**

Deliveries

☐ 01

 Show Timetable
  Add
  Remove
  Duplicate
  Batch Update

 Time Requests



☐ Group Frequencies at Same Time

☐

Start Date

06/09/2022

End Date

05/12/2022



Every

1



Weeks

Pattern(s)

▼

Pattern	Order
3 slots x 1 hour	0






Room Requests

Room Requirements:

No room requested.

Instructors

Search Clear

Department	Instructor Name	Teaching Status
No Records		

Time Request

Fill in the fields

Start Date & End Date: will automatically be filled, based on the Term selected in the “Section”

Note: These can be edited if necessary

Every “X” Week: This indicates whether the course meetings will repeat every week (1), every other week (2), etc.

Underneath the “Start Date” and “End Date” there is a drop-down list

Select an option from

- Forced Time(s)
- Pattern(s)**
- Forced Pattern Time(s)
- No time requested

Each creates different options in the drop-down list below

Forced Time(s): University Timetabling Committee (UTC) approval required

Following Data entry we will request justification for all Forced Time(s), Pattern(s), and Forced Pattern Time(s)

Pattern(s): Does not require UTC approval

Forced Pattern Time(s): UTC approval required

Following Data entry we will request justification for all forced times and pattern requests

No Time Requested

[Add A Forced Time Request](#)

In the drop-down menu of “Time Requests” select “Forced Time(s)”

A menu will appear

Time Requests

☐ **Group Frequencies at Same Time**

☐ **Start Date** 06/09/2018 **End Date** 30/11/2018 **Every** 1 Weeks

Forced Time(s) ▼

Day	Start Time	End Time
<input type="checkbox"/> Monday	8 AM 30	9 AM 00

Day: Select a “Day” from the drop-down menu

Start Time: Select a “Start Time” from the two drop-down menu
The first drop-down menu is the hour, the second is the half-hour

End Time: Select an “End Time” from the two drop-down menu
The first drop-down menu is the hour, the second is the half-hour

Click  **Save**

[Add a Pattern Request](#)

Under Start Date select “Pattern(s)” from the drop-down menu

From the “Pattern” drop-down list select a pattern option

☐ **Group Frequencies at Same Time**

☐ **Start Date** 06/09/2022 **End Date** 05/12/2022 **Every** 1 Weeks

Pattern(s) ▼

Pattern	Order
3 slots x 1 hour	0

Add a Forced Pattern Time(S)

In the drop-down menu of “Time Requests” select “Forced Pattern Time(s)”

A menu will appear

i **Time Requests**

+
-
☐ **Group Frequencies at Same Time**

☐

Start Date
06/09/2022

End Date
05/12/2022

Every
1 Weeks

Forced Pattern Time(s)

+
-

Pattern	Pattern Time	Day	Start Time	End Time	Order
3 slots x 1 hour					0

Pattern: Select an option from the drop-down menu

Pattern Time: Select a pattern you want to follow

Example: 001 - M 8:30 AM-9:30 AM (1:00),T 10:30 AM-11:30 AM (1:00),R 9:30 AM-10:30 AM (1:00)

Day, Start Time, End Time: Will be filled out based on “Pattern Time” selection

Order: This field is not used for timetabling and can be disregarded

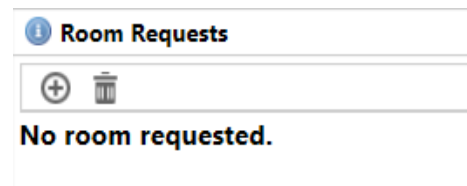
Click  **Save**

Room Requests

Room Request is empty to by default for a new delivery

You can only add one room per delivery

If multiple rooms are needed you need to add the delivery for each room



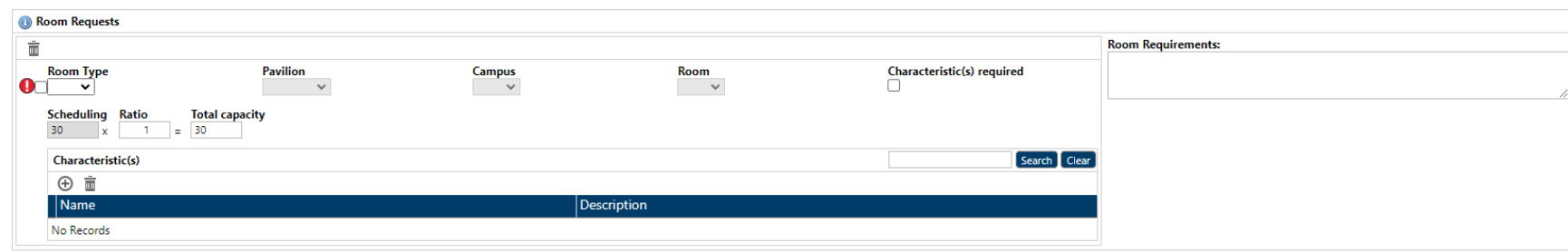
Room Requests

⊕ 🗑

No room requested.

Click the  icon in the **Tool Bar Menu** for Room Requests

You will see this screen



Room Requests

Room Type Pavilion Campus Room Characteristic(s) required ☐

Scheduling Ratio Total capacity

30 x 1 = 30

Characteristic(s)

⊕ 🗑

Name	Description
No Records	

Room Requirements:

Search Clear

Room Type: Select a “Room Type” and an option from the drop-down list that meets your requirements

Once done the “Pavilion” (Pavilion is the building) and “Room” will be clickable

Note: For Room Types L (lab), Y (departmentally owned) and AL (active learning) you must select which room from the drop-down menu

Pavilion: Select an option from the Pavilion drop-down menu

Room: You can only fill this in if a Forced Room Request

Room Requirements: The requirements field is a notes field where departments can enter text

IMPORTANT: Use Ratio to request rooms smaller than the enrolment.

Ratio: **NEW for 2023-24** If the room required is smaller than enrolment, enter this information a ratio.

For example. Enrolment=100, 4 rooms at 25 needed, enter 4 deliveries each with .25 ratio.

Scheduling		Ratio		Total capacity
100	x	0.25	=	25

Note: Any Ratio greater than 1 will be changed to 1 prior to scheduling.



Characteristics: Characteristics such as Blackboards, Document Cameras, etc., are optional.

***As of September 2021, any room of 80 seats or greater capacity will have lecture capture/streaming and a digital connection. Lecture capture/streaming allows the recording of lectures to a USB drive or streaming to the Queen's streaming service.

When finished selecting click Ok

Click  **Save**

[Add a Forced Room Request](#)

You can only do a "Force Room Request" for L (Lab), Y (departmentally owned), or AL (active learning) rooms

Room Type: Select L (Lab), Y (departmentally owned) or AL (active learning) "Room Types"

Pavilion: Select the building that the room belongs in from the drop-down






Room: Select the room number from the drop-down

Click  **Save**


[Add Instructor\(s\) To Course](#)

Scroll to the bottom of the “Component Editing Page” for “Instructors”


Instructors






Department	Instructor Name	Staff ID	Teaching Status
No Records			

Click the  icon in the **Tool Bar Menu**

A window will appear with a list of your instructors

Attach List 

Instructor List


Department			Instructor Name	Staff ID
TESTDEPT				
<input type="checkbox"/> TESTDEPT		P	Cluett, Garrett	TBA_TESTDEPT_1
<input type="checkbox"/> TESTDEPT		P	Gamgee, Samwise	TBA_TESTDEPT_3
<input type="checkbox"/> TESTDEPT		P	Ghost, Casper	TBA_TESTDEPT_5
<input type="checkbox"/> TESTDEPT		P	Organa, Leia	TBA_TESTDEPT_4
<input type="checkbox"/> TESTDEPT		P	Solo , Han	TBA_TESTDEPT_2


Note: You can use the search bar if needed to find an instructor

Select the checkbox beside the Instructor(s)

Click Ok

To Add Instructor from a Different Department

Click the  icon in the Instructor **Tool Bar Menu**
Change the department from the drop-down menu



Attach List

Instructor List

Search Clear

Department			Instructor Name	Staff ID
TESTDEPT				
<input type="checkbox"/> TESTDEPT	✓	P	Cluett, Garrett	TBA_TESTDEPT_1
<input type="checkbox"/> TESTDEPT	✓	P	Gamgee, Samwise	TBA_TESTDEPT_3
<input type="checkbox"/> TESTDEPT	✓	P	Ghost, Casper	TBA_TESTDEPT_5
<input type="checkbox"/> TESTDEPT	✓	P	Organa, Leia	TBA_TESTDEPT_4
<input type="checkbox"/> TESTDEPT	✓	P	Solo, Han	TBA_TESTDEPT_2


Ok Cancel

Select "All" to see all department instructors

Use the Search Bar to find an Instructor

Select the checkbox beside the Instructor

Click Ok



Attach List

Instructor List

Search Clear

Department			Instructor Name	Staff ID
TESTDEPT				
<input type="checkbox"/> TESTDEPT	✓	P	Gamgee, Samwise	TBA_TESTDEPT_3
<input type="checkbox"/> TESTDEPT	✓	P	Ghost, Casper	TBA_TESTDEPT_5
<input type="checkbox"/> TESTDEPT	✓	P	Organa, Leia	TBA_TESTDEPT_4
<input type="checkbox"/> TESTDEPT	✓	P	Solo, Han	TBA_TESTDEPT_2

Ok Cancel

Room Characteristic(s) required

Search



Change Delivery


Time Requests

01 Show Timetable Add Remove Duplicate Batch Update


Time Requests

☐ **Group Frequencies at Same Time**

☐
Start Date 06/09/2022 
End Date 05/12/2022 
Every 1 Weeks

Pattern(s) 

Pattern	Order
3 slots x 1 hour	0

“Start Date” & “End Date”: Can be changed by selecting either the text or the  icon beside it

Every “X” Week: This indicates whether the course meetings will repeat every week (1), every other week (2), etc.

Pattern(s): Select an option from the drop-down list underneath the Start and End date

Forced Pattern Time(s): University Timetabling Committee (UTC) approval required

Following Data entry we will request justification for all forced times and pattern requests

Pattern(s): Select a pattern from the drop-down list

e.g. 2 slots x1 hour, 3 slots x1 hour, etc

Forced Time Pattern(s): UTC approval required

Following Data entry we will request justification for all forced times and forced pattern requests

No Time Requested

Room Request

To Change your “Room Request”

Select a "Room Type" and an option from the drop-down

Room Requests

Room Type: ☐ A Pavilion: AUD Campus: Main Room: ☐ Characteristic(s) required: ☐

Scheduling: 450 x Ratio: 1 = Total capacity: 450

Characteristic(s): Search Clear

Name	Description
No Records	

Room Requirements:

Select an option from the Pavilion drop-down menu

Note: For room types L (lab), Y (departmentally owned) and AL (active learning) you must select which room from the drop-down menu

Room Requirements: You can only have one room per delivery
If more than a room is needed, add other deliveries accordingly

Characteristics: Characteristics are optional

When finished selecting your characteristics click Ok

Click  **Save**

Instructor

To change the Instructor(s)

Scroll to the bottom of the “Component Editing Page” for “Instructors”

In the Instructor panel, you will see a list of the Instructors connected to this Component

Instructors

Department		Instructor Name	Staff ID	Teaching Status
<input type="checkbox"/> TESTDEPT		Cluett, Garrett	TBA_TESTDEPT_1	Teaching

You can add more instructors by clicking in the **Tool Bar Menu**

You can delete instructors by clicking the checkbox beside the instructor you want to remove

Instructors

Department		Instructor Name
<input checked="" type="checkbox"/> TESTDEPT		Cluett, Garrett

Then click in the **Tool Bar Menu**

Click **Save**

Delete a Delivery

To delete a delivery, go to the “Component Editing” screen

Course – Section – Component

Courses

Departments:

TESTDEPT ▼

⊕ TEST 100

⊖ TEST 101

 ⊖ 2191

001

Under “Deliveries” select the empty checkbox beside the delivery you want to delete

Deliveries

<input checked="" type="checkbox"/> 01	⊕ Add	🗑 Remove	📄 Duplicate	🔧 Batch Update	📅 Show Timetable
--	-------	----------	-------------	----------------	------------------

Click the  icon in the “Deliveries” **Tool Bar Menu**

Click  **Save**

Delete a Time Request

Click the checkbox beside the “Time Request”



01

Time Requests

Add
 Remove
 Duplicate
 Batch Update
 Group
 Show Timetable

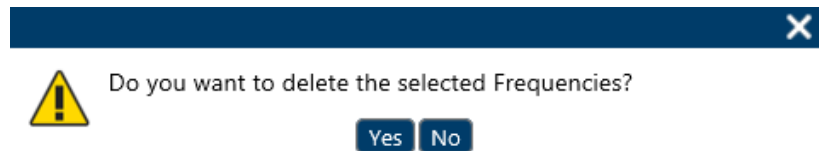
Frequencies at Same Time

☒
 Start Date: 06/09/2018
 End Date: 30/11/2018
 Every: 1 Weeks
 No time requested

Click in the **Tool Bar Menu** and you will see this screen

Click Yes

Click **Save**

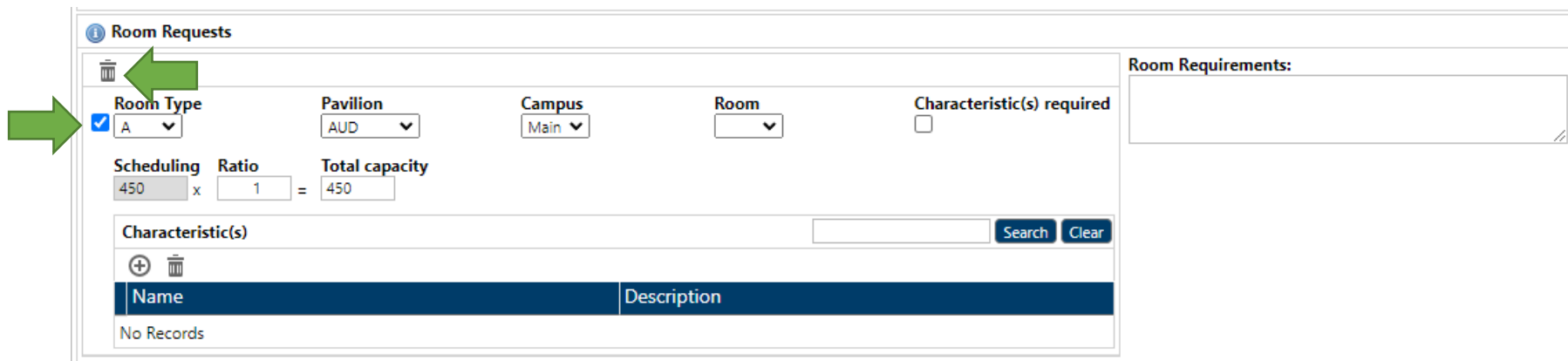


Do you want to delete the selected Frequencies?

Yes No

DELETE A ROOM REQUEST

Click the checkbox beside the “Room Request”



Room Requests

Room Type: ☒ A
 Pavilion: AUD
 Campus: Main
 Room:
 Characteristic(s) required: ☐

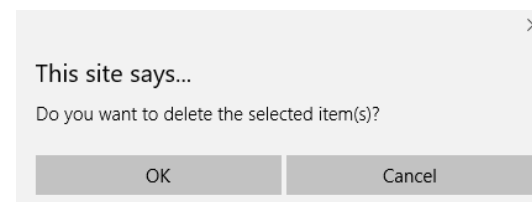
Scheduling: 450 x Ratio: 1 = Total capacity: 450

Characteristic(s): Search Clear

Name	Description
No Records	

Room Requirements:

Click the icon in the **Tool Bar Menu** and you will see this screen



This site says...

Do you want to delete the selected item(s)?

OK Cancel

Click Ok

Click  **Save**

Delete a Room Characteristic(s)

Click the checkbox beside the “Characteristic”

Characteristic(s)




 	
Name	Description
<input checked="" type="checkbox"/> 01	blackboard standard

Click  in the **Tool Bar Menu**

You will be prompted with a pop-up window


Click Ok to complete the deletion process







Click  **Save**


Delete an Instructor


Click the checkbox beside the “Instructor”

Instructors



    					<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
Department	Instructor Name	Staff ID	Teaching Status				
<input checked="" type="checkbox"/> TESTDEPT	 Cluett, Garrett	TBA_TESTDEPT_1	Teaching				



Click the  icon in the “Instructor” **Tool Bar Menu**

You will be prompted with a pop-up window

Click Ok to complete the deletion process

Click  **Save**

COMPONENT GROUPS

Overview

Course components may need to be scheduled at the same time, this is referred to as a group.

Groups may be at the same time and room, or at the same time different rooms, the same time different rooms alternating weeks or the same time same room alternating weeks.

It is understood that creating groups can be tricky, please contact the office for assistance if needed.


[Home](#) > [Component Group List](#)

COMPONENT GROUP LIST

<div> </div> <div> 1 2 3 4 5 ... ▶ </div> <div> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> Show: 10 ▼ </div>				
<input type="checkbox"/> Expanded View				
<input type="checkbox"/>	↕ Group ID	↕ Group Constraint	Members	↕ Done
<input type="checkbox"/>	499 Groups	STDR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 309/BMED 831 001-LEC	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 309/BMED 831 002-LAB	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 312/BMED 812 001-LEC	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 312/BMED 812 002-LAB	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 416/BMED 816 001-LEC	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 417/BMED 817 001-LEC	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100 103/800 LEC	STSR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A - LAB GROUP 0	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A - LAB GROUP 1	PS component groups STSR		<input type="checkbox"/>
				849 records

Add a Component Group

Select “Component Groups” in the **Navigation Pane**

Click the  icon in the **Tool Bar Menu**

Home > Component Group List



COMPONENT GROUP LIST





</


Fill in the Fields

Home > Component Group List > Component Group Editing

COMPONENT GROUP EDITING

 New
 Save

 First
 Previous
 Next
 Last

General			
Group ID:	<input type="text"/>		
Group Constraint:	<input type="text"/> 		
Group Members			
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>			
Department	Course Number	Section	Component
No Records			

Group ID: Fill in *Course Number/ Course Number2, Component #, Component Type*

Example: ANAT 309/BMED 831 001-LEC

Group Constraint: Select an option from the drop-down list

PS Component groups, STSR – PS Component groups STSR

STDR – Same Time, Different Room

STDR (Alt) – Same Time, Different Room – Alternating Week

STSR – Same Time, Same Room

STSR (Alt) – Same Time, Same Room – Alternating Week

Group Members

Click the  icon in the **Tool Bar Menu** under Group Members

You will see this screen

Attach List

Component List

Search

Clear

Department	Course Number	Section	Component
<input type="text"/>	All		

Ok

Cancel

Add Department: You are able to choose any department

Course Number: Select the Course/Component you want

Click Ok

Attach List (Loading...)

Component List

Search

Clear

Department	Course Number	Section	Component
TESTDEPT	TEST 101		
<input type="checkbox"/> TESTDEPT	TEST 101	2189	<input checked="" type="checkbox"/> 001

Ok

Cancel

Edit a Component Group

Select “Component Groups” in the **Navigation Pane**


In the **Tool Bar Menu** use the **Search Bar** to locate groups based on your department

In the **Tool Bar Menu** select the “Show All” option in the “Show” drop-down menu

Click the group you want to make changes to

Home > Component Group List

COMPONENT GROUP LIST



Group ID	Group Constraint	Members	Done
499 Groups	STDR		<input type="checkbox"/>
ANAT 309/BMED 831 001-LEC	PS component groups STSR		<input type="checkbox"/>
ANAT 309/BMED 831 002-LAB	PS component groups STSR		<input type="checkbox"/>
ANAT 312/BMED 812 001-LEC	PS component groups STSR		<input type="checkbox"/>
ANAT 312/BMED 812 002-LAB	PS component groups STSR		<input type="checkbox"/>
ANAT 416/BMED 816 001-LEC	PS component groups STSR		<input type="checkbox"/>
ANAT 417/BMED 817 001-LEC	PS component groups STSR		<input type="checkbox"/>
APSC 100 103/800 LEC	STSR		<input type="checkbox"/>
APSC 100A - LAB GROUP 0	PS component groups STSR		<input type="checkbox"/>
APSC 100A - LAB GROUP 1	PS component groups STSR		<input type="checkbox"/>

851 records

You will be taken to the “Component Group Editing” screen

Home > Component Group List > Component Group Editing : APSC 100B 200/201/202 TUTS

COMPONENT GROUP EDITING

General

Group ID:

Group Constraint:

Group Members

Department	Course Number	Section	Component
<input type="checkbox"/> ENGDEPT	APSC 100B	2191	<input checked="" type="checkbox"/> 200
<input type="checkbox"/> ENGDEPT	APSC 100B	2191	<input checked="" type="checkbox"/> 201
<input type="checkbox"/> ENGDEPT	APSC 100B	2191	<input checked="" type="checkbox"/> 202

Group ID: Change as needed, follow this format:

Fill in *Course Number/ Course Number2, Component #, Component Type*

Example: ANAT 309/BMED 831 001-LEC


Group Constraint: Change as needed

GROUP MEMBERS

You can Add or Remove group members from here

To Add: Click the  icon in the **Tool Bar Menu**

Follow steps in the “Add a Component Group” section

To Remove: Click the empty checkbox beside the Course Name then click the  icon in the **Tool Bar Menu**

Delete a Component Group


Select “Component Group” from the **Navigation Pane**

In the **Preview Pane Tool Bar Menu** use the **Search Bar** to find your department

In the **Tool Bar Menu** select “Show All” from the drop-down menu in “Show”

Home > Component Group List

COMPONENT GROUP LIST



<input type="checkbox"/>	↕ Group ID	↕ Group Constraint	Members	↕ Done
<input type="checkbox"/>	499 Groups	STDR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 309/BMED 831 001-LEC	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 309/BMED 831 002-LAB	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 312/BMED 812 001-LEC	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 312/BMED 812 002-LAB	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 416/BMED 816 001-LEC	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	ANAT 417/BMED 817 001-LEC	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100 103/800 LEC	STSR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A - LAB GROUP 0	PS component groups STSR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A - LAB GROUP 1	PS component groups STSR		<input type="checkbox"/>



851 records









Click the checkbox beside the “Component Group” you want to delete

In the **Tool Bar Menu** click the 

Home > Component Group List

COMPONENT GROUP LIST

   		  1 2 3 4 5 ...  	
<input type="checkbox"/> Expanded View			
<input type="checkbox"/>	↕ Group ID	↕ Group Constraint	
<input checked="" type="checkbox"/>	499 Groups	STDR	
<input type="checkbox"/>	ANAT 309/BMED 831 001-LEC	PS component groups STSR	
<input type="checkbox"/>	ANAT 309/BMED 831 002-LAB	PS component groups STSR	

The Component Group is now deleted

DELIVERY GROUPS

Overview

A delivery group is created when...

- There are multiple instructors teaching a component, and each instructor teaches different dates. Delivery should be created for each instructor & their teaching dates.
- The teaching dates should not overlap. Those deliveries need to be grouped “same time same room” (STSR) to ensure they schedule at the same time in the term.
 - E.g. ENGL499, 2189, 001, LEC, 01, 2018/09/06 to 2018/10/26, Instructor: Testy McTest
AND ENGL499, 2189, 001, LEC, 02, 2018/10/27 to 2018/12/07, Instructor: Shiny McStar
 - Delivery 01 and 02 need to have a delivery group. Name of that group ENGL499 001 LEC 01 & 02. The group type is STSR.
- More than one room is required for a component. There can only be one room per delivery, so multiple deliveries need to be created based on the number of rooms required. The type of group for this is the same time different room (STDR).
 - E.g. FREN399, 2189, 001, LEC, 01, 2018/09/06 to 2018/12/07, *KINGST pavilion, DC room type*, instructor: Testy McTest
AND FREN399, 2189, 001, LEC, 01, 2018/09/06 to 2018/12/07, *ELLIS pavilion, AL room type, Ellis 319 room*.
 - Delivery 01 and 02 need to have a delivery group. Name of that group FREN399 001 LEC 01 & 02

Add a Delivery Group



Select “Delivery Groups” in the **Navigation Pane**





Click  in the **Tool Bar Menu**

You will see this screen

Home > Delivery Group List > Delivery Group Editing


DELIVERY GROUP EDITING

 **New**  **Save**



 **First**  **Previous**  **Next**  **Last**

General

Group ID:

Group Constraint: 

Group Members

Department	Course	Section	Component Type	Component	Delivery	Time Information	Room Information
No Records							

Fill in the Fields

Group ID: Fill in *Course Number/ Course Number2, Component #, Component Type, delivery # course 1/delivery # course 2*

Example: ANAT 309/BMED 831 001-LEC 01/01

Group Constraint: Select an option from the drop-down list

STDR – Same Time, Different Room

STDR (Alt) – Same Time, Different Room – Alternating Week

STSR – Same Time, Same Room

STSR (Alt) – Same Time, Same Room – Alternating Week

Group Members

Click the  in the **Tool Bar Menu** under “Group Members”

You will see this screen

Attach List
✕

Delivery List

Search
Clear

Department	Course	Section	Component Type	Component	Delivery	Time Information	Room Information
<input type="text"/>	All <input type="text"/>						
No Records							

Ok
Cancel

Add Department: Add your department

Course Number: Select the Course/Component you want

Click  **Save**

Change a Delivery Group

Select “Delivery Groups” in the **Navigation Pane**

In the **Tool Bar Menu** use the **Search Bar** to locate groups based on your department

In the **Tool Bar Menu** select the “Show All” option in the “Show” drop-down menu

Click the group you want to make changes to

Home > Delivery Group List

DELIVERY GROUP LIST

<div> <div> </div> <div> <div>1 2 3 4 5 ...</div> <div>Search Clear Show: 10</div> </div> </div>				
<input type="checkbox"/> Expanded View				
<input type="checkbox"/>	Group ID	Group Constraint	Members	Done
<input type="checkbox"/>	APSC 100 800 01&02	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 300-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 301-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 302-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 303-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 304-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 310-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 311-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100B 305-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100B 306-LAB 01/02/03/04	STDR		<input type="checkbox"/>
				279 records

You will be taken to the “Delivery Group Editing” screen

Group ID: This should not be changed unless the group members also change

Group Constraint:

STDR – Same Time, Diff Room

STDR (ALT) – Same Time, Diff Room – Alt Wk

STSR – Same Time & Room

STSR (ALT) – Same Time & Room – Alt Wk

General

Group ID:	APSC 100 800 01&02
Group Constraint:	<div> <div></div> <div></div> </div>

GROUP MEMBERS

Under the tab “Group Members” select the department you want to edit

To do this click the Course Number under “Course”

The Section Under “Section”

The Component Type under “Component Type”

The Component under “Component”

Or the Delivery under “Delivery”

Make changes as needed

Group Members

Department	Course	Section	Component Type	Component	Delivery	Time Information	Room Information
<input type="checkbox"/> ENGDEPT	APSC 100A	2189	LEC	800	✓ 01	06/09/2018-30/11/2018 Wed 5:30 PM-6:30 PM	ELLIS-AL:Main-ELLIS-321
<input type="checkbox"/> ENGDEPT	APSC 100A	2189	LEC	800	✓ 02	06/09/2018-30/11/2018 Wed 5:30 PM-6:30 PM	ELLIS-AL:Main-ELLIS-321

Click  **Save**

Delete a Delivery Group

Select “Delivery Groups” from the **Navigation Pane**

In the **Preview Pane Tool Bar Menu** use the **Search Bar** to find your department

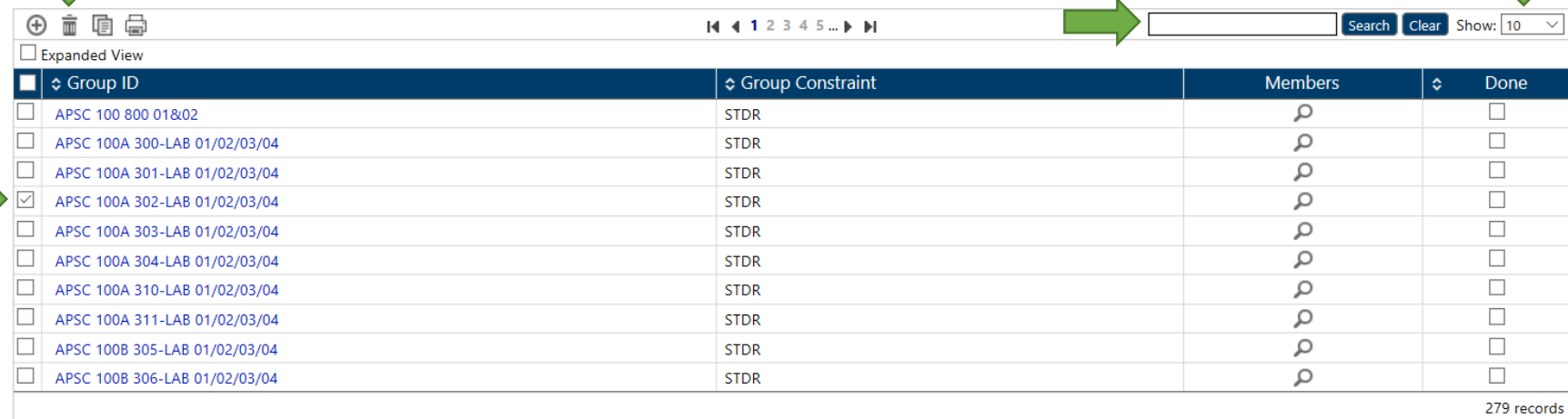
In the **Tool Bar Menu** select “Show All” from the drop-down menu in “Show”

Click the checkbox beside the “Delivery Group” you want to delete

In the **Tool Bar Menu** click the  icon

Home Delivery Group List

DELIVERY GROUP LIST



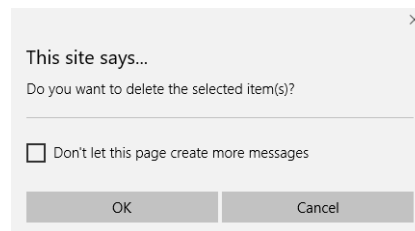
<input type="checkbox"/>	Group ID	Group Constraint	Members	Done
<input type="checkbox"/>	APSC 100 800 01&02	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 300-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 301-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input checked="" type="checkbox"/>	APSC 100A 302-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 303-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 304-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 310-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100A 311-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100B 305-LAB 01/02/03/04	STDR		<input type="checkbox"/>
<input type="checkbox"/>	APSC 100B 306-LAB 01/02/03/04	STDR		<input type="checkbox"/>

279 records

You will see a pop-up window

Click Ok

The Delivery Group is now deleted



VIEW GROUP ERRORS

Overview

For component or delivery groups to be valid, the two parts of the group (both components or both deliveries) must have identical room and time requests. You will see group errors if the room and/or time requests do not match. The expanded view is the easiest way to find Group Conflicts.

Expanded View is the easiest way to find Group Conflicts

Component Groups



Go to “Component Groups” in the **Navigation Pane**

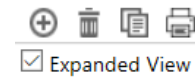
In the **Tool Bar Menu** click “Expanded View”


In the **Tool Bar Menu** type your department in the “Search Box”

In the **Tool Bar Menu** under the “Show” tap, select “All” from the drop-down menu

Scroll through the list looking for errors signs



<input type="checkbox"/>	 CHEE 405/6A/8A/21A 001-IND
<input type="checkbox"/>	 APSC 100A - LEC GROUP 0





Show: All 

There are two types of errors signs:

 : Time Error

 Deliveries have different time requirements	
<input type="checkbox"/>	 CHEE229 lab002 tut003
	STDR (Alt)

 : Room Error

 Members of the group should have identical room requests or be assigned to the same room(s)	
<input type="checkbox"/>	 APSC 100A - LEC GROUP 0

Solve problems

Delivery Groups


Go to “Delivery Groups” in the **Navigation Pane**

In the **Tool Bar Menu** click “Expanded View”

In the **Tool Bar Menu** type your department in the “Search Box”

In the **Tool Bar Menu** under the “Show” tap, select “All” from the drop-down menu

Scroll through the list looking for errors signs



☐  CHEE229 lab002 tut003





Show: ▼

There are two types of errors signs:

 : Time Error

 Deliveries have different time requirements		
<input type="checkbox"/>	 CHEE229 lab002 tut003	STDR (Alt)

 : Room Error

 Members of the group should have identical room requests or be assigned to the same room(s)		
<input type="checkbox"/>	 APSC 100A - LEC GROUP 0	

Solve problems

COURSE COMBINATIONS

Overview






Course combinations is a process used to schedule courses conflict-free.

It is primarily used for courses that will be part of the block registration process. The timetabling office will let you know if you should be entering course combinations.

Please contact us if in doubt.

[Home](#) > [Course Combination List : ARTDEPT](#)

COURSE COMBINATION LIST : ARTDEPT

<div>     </div> <div> <div> <div>⏮</div> <div>⏪</div> <div>1</div> <div>⏩</div> <div>⏭</div> </div> <input type="text"/> <div> <div>Search</div> <div>Clear</div> </div> </div> <div>Show: 10</div>						
<input type="checkbox"/> Expanded View						
<input type="checkbox"/>	Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
<input type="checkbox"/>	 test		APSC	1		<input type="checkbox"/>
						1 records

Add a Course Combination

Select “Course Combination” from the **Navigation Pane**


In the **Preview Pane** click  in the **Tool Bar Menu**





This will take you to the “Course Combination Editing” screen

Fill in the fields

Home > Course Combination List : TESTDEPT > Course Combination Editing : TEST eng core

COURSE COMBINATION EDITING

 New  Save

 First  Previous  Next  Last

General Information

Department	TESTDEPT
Course Combination	TEST eng core
Type	ENGR234 CORE only
Description	Core
Number of students	5



Please contact timetabl@queensu.ca, ext. 78744 for questions about course combinations.

Course Requests

Course Combination Requirements

--

Department: Will be automatically filled with your department

Course Combination: Fill in Program, Level, Sub-plan

For example: CHEE-M-BSE 2CHE1

Red = Program

Blue = Level

Green = Sub-plan

Type: Select an option from the drop-down list (Block Reg, Course Combo No Block Reg, ENG234 Core Only, ENG234 Tech Elec Only)

Block Reg: Select this if the course combination is used for block registration

Course Combo No Block Reg: Select this if course combinations are used to schedule conflict-free, but no block registration of students

Note: *Limited to ASC Year 1, BCHM Y3 and BIOL Y3 only*

ENG234 Core Only: Select this for upper-year engineer programs core courses

ENG234 Tech Elec Only: Select this for upper-year engineering programs technical elective requirements

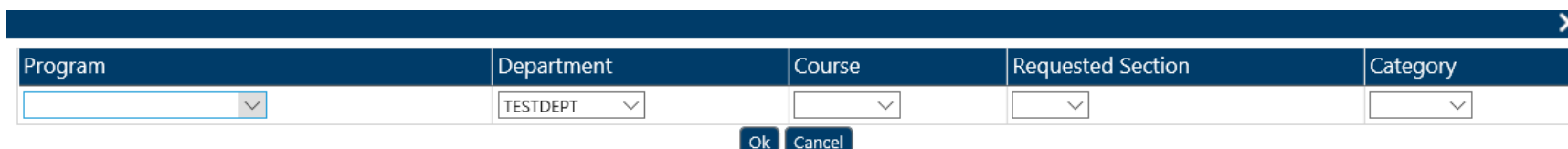
Description: Leave blank

Number of Students: Estimated numbers of students who will take this exact combination of courses

Course Requests

Click  in the **Tool Bar Menu** in “Course Requests”

You will see this screen



The screenshot shows a web form titled "Course Requests" with a close button (X) in the top right corner. The form contains five dropdown menus: "Program", "Department", "Course", "Requested Section", and "Category". The "Department" dropdown is currently set to "TESTDEPT". Below the dropdowns are two buttons: "Ok" and "Cancel".

Program	Department	Course	Requested Section	Category
<input type="text"/>	TESTDEPT	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ok Cancel

Program: Select the Program from the drop-down menu

If a new program is required, please contact timetabling

Department: By default, your department will be selected but you can choose others from the drop-down list

Course: List of courses from the department selected above

Requested Section: Pick a term that corresponds to course

Note: *This is only useful for courses that are offered in both terms*

Category: Choose Core, Elective, or OptCore

CHANGE A COURSE COMBINATION

Select “Course Combination” from the **Navigation Pane**

In the **Preview Pane** click the “Course Combination” you would like to change

Home > Course Combination List : CHEMDEPT

COURSE COMBINATION LIST : CHEMDEPT

<div> </div> <div> <div>◀ ◁ 1 ▷ ▶</div> <input type="text"/> <div>Search Clear Show: 10 ▼</div> </div>						
<input type="checkbox"/> Expanded View						
<input type="checkbox"/>	Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
<input type="checkbox"/>	ENCH-M-BSE 2NIL	Core	ENGR234 CORE only	1		<input type="checkbox"/>
<input type="checkbox"/>	ENCH-M-BSE 3NIL	Core	ENGR234 CORE only	1		<input type="checkbox"/>
<input type="checkbox"/>	ENCH-M-BSE 3NIL Tech A	3 ENCH Tech A	ENGR234 Tech Elec ONLY	1		<input type="checkbox"/>
<input type="checkbox"/>	ENCH-M-BSE 3NIL Tech B	3 ENCH Tech B	ENGR234 Tech Elec ONLY	1		<input type="checkbox"/>
<input type="checkbox"/>	ENCH-M-BSE 4NIL	Core	ENGR234 CORE only	1		<input type="checkbox"/>
<input type="checkbox"/>	ENCH-M-BSE 4NIL Tech A	4 ENCH Tech A	ENGR234 Tech Elec ONLY	1		<input type="checkbox"/>
						6 records

Make changes only if necessary in “General Information”

General Information

Department	TESTDEPT
Course Combination	TEST eng core
Type	ENGR234 CORE only ▼
Description	Core
Number of students	5



Please contact timetabl@queensu.ca, ext. 78744 for questions about course combinations.

Course requests

Click the checkbox beside the course you want to edit

Note: Only one course can be selected at a time

Course Requests

	Program	Level	Category	Course	Requested Section	Section Term
<input checked="" type="checkbox"/>	ENCH-M-BSE 2NIL	2ENCH	Core	APSC 200		
<input type="checkbox"/>	ENCH-M-BSE 2NIL	2ENCH	Core	APSC 293		

In the **Tool Bar Menu** click the  icon

You will see this screen

X

Program	Department	Course	Requested Section	Category
ENCH-M-BSE 2NIL 2ENCH ▼	ENGDEPT ▼	APSC 200 ▼	▼	Core ▼

Make changes

Note: Category cannot be changed on this screen

To change category, you need to delete the course then re-add it

Click Ok

Click  **Save**

Delete a Course Combination


Select “Course Combination” from the **Navigation Pane**










Click the checkbox next to the Course Combination


In the **Tool Bar Menu** click the  icon

Home > Course Combination List : CHEMDEPT

COURSE COMBINATION LIST : CHEMDEPT



<div>    </div> <div> <div>⏮ ⏪ 1 ⏩ ⏭</div> <div> <input type="text"/> <div>Search Clear</div> </div> <div>Show: 10</div> </div>						
<input type="checkbox"/> Expanded View						
<input type="checkbox"/>	Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
<input checked="" type="checkbox"/>	✓ ENCH-M-BSE 2NIL	Core	ENGR234 CORE only	1		<input type="checkbox"/>
<input type="checkbox"/>	✓ ENCH-M-BSE 3NIL	Core	ENGR234 CORE only	1		<input type="checkbox"/>
<input type="checkbox"/>	✓ ENCH-M-BSE 3NIL Tech A	3 ENCH Tech A	ENGR234 Tech Elec ONLY	1		<input type="checkbox"/>
<input type="checkbox"/>	✓ ENCH-M-BSE 3NIL Tech B	3 ENCH Tech B	ENGR234 Tech Elec ONLY	1		<input type="checkbox"/>
<input type="checkbox"/>	✓ ENCH-M-BSE 4NIL	Core	ENGR234 CORE only	1		<input type="checkbox"/>
<input type="checkbox"/>	✓ ENCH-M-BSE 4NIL Tech A	4 ENCH Tech A	ENGR234 Tech Elec ONLY	1		<input type="checkbox"/>
						6 records



A screen will appear asking “Do you want to delete the selected item(s)?”

Click Ok

It is now deleted

ACADEMIC BLOCKS

Overview

An academic block is a set of courses that are to be scheduled conflict-free with each other.

There are four types of academic blocks:

APSC – 1st YEAR ENGINEERING: Used for year one engineering only.

APSCJsection: Used for year one engineering only

As much as poss. Conflict free: Select this if you want as many components conflict-free as possible with no guarantee they will all be conflict-free

Conflict free required: Select this if you want all components conflict-free


Home > Academic Block List : TESTDEPT

ACADEMIC BLOCK LIST : TESTDEPT

<div> </div> <div> <div>1 2 3 4 5 ...</div> <div>Search Clear</div> <div>Show: 10</div> </div>						
<input type="checkbox"/> Expanded View						
<input type="checkbox"/> Identification	Description	Type	Components	Size	Unavailabilities	Done
<input type="checkbox"/> 100 engl				0	-	<input type="checkbox"/>
<input type="checkbox"/> 1st YR BIOL102 Labs	West Sch			0	-	<input type="checkbox"/>
<input type="checkbox"/> 1st YR BIOL103 Labs	West Sch			0	-	<input type="checkbox"/>
<input type="checkbox"/> 1st YR CHEM112 Labs	West Sch			0	-	<input type="checkbox"/>
<input type="checkbox"/> 1st YR MATH121 TUTS	West Sch			0	-	<input type="checkbox"/>
<input type="checkbox"/> 1st YR PHYS117 Labs	West Sch			0	-	<input type="checkbox"/>
<input type="checkbox"/> 1st YR SCI LEC				0	-	<input type="checkbox"/>
<input type="checkbox"/> 2CHE1 TEST				0	-	<input type="checkbox"/>
<input type="checkbox"/> 300 LEVEL				0	-	<input type="checkbox"/>
<input type="checkbox"/> 400 LEVEL SEMINARS				0	-	<input type="checkbox"/>
						87 records

Add an Academic Block



Select “Academic Block” from the **Navigation Pane**

Click  symbol in the **Tool Bar Menu**

Note: Academic Block Unavailabilities is not editable field and should be

Home > Academic Block List : TESTDEPT > Academic Block Editing

ACADEMIC BLOCK EDITING

 New  Save

First Previous Next Last

Academic Block Information

Department:

TESTDEPT

Identification:

Description:

Academic Block Type:

Size:


0



☐ Done

☐ Exclude from Academic Block Builder

Components

<div>   </div>			
Department	Course Number	Section	Component
No Records			

Academic Block Unavailabilities

Fill in the Fields

Identification: Should match the program or group of students who need to take this combination of components conflict-free

Course Specific = Course(s) # / Component # / Program Level
e.g. ENGL 200 001 2Y

Identification:

Test 100 001 1Y

Program Specific = Level / Program
e.g. Y3 ENGL

Identification:

Y3 ENGL

Description: Leave Blank

Academic Block Type: Select an option from the drop-down menu, there are four to choose from

APSC: Specific to first-year engineering only

APSCJsection: Specific to first-year engineering only

As much as poss. conflict-free: Select this if you want as much conflict-free as possible, but not guaranteed to be everything


Conflict free required: Select this if you want everything in the academic block conflict-free

Size: Do not edit this field, timetabling will complete at a later date

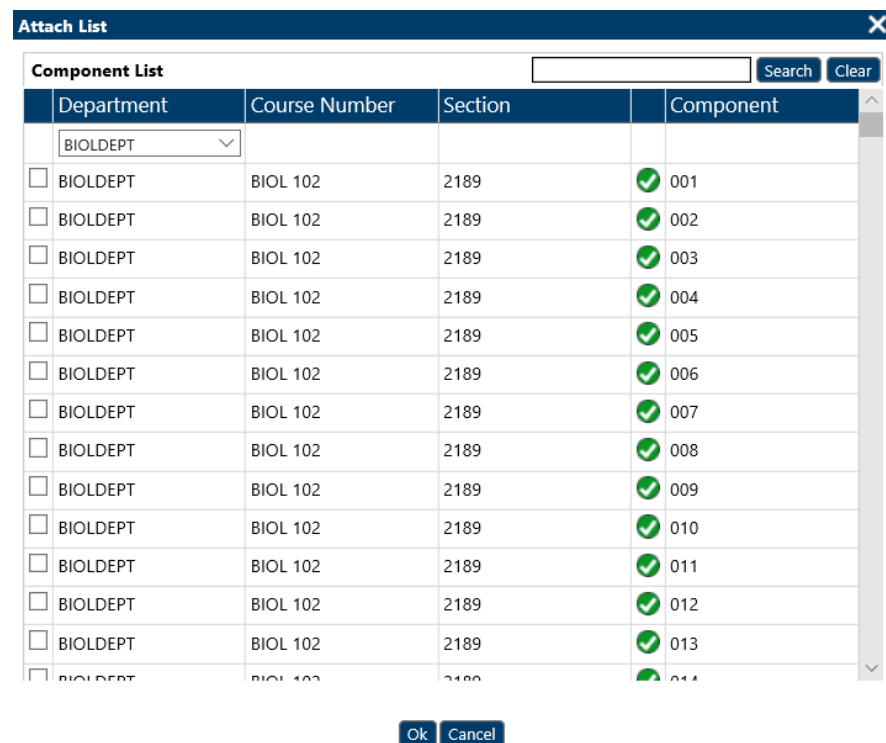
Click  **Save**

Add A Component

Add a Component to the Academic Block

Click the  Components **Tool Bar Menu**

A screen will appear



The dialog box titled "Attach List" contains a "Component List" table. The table has columns for Department, Course Number, Section, and Component. The Department is set to "BIOLDEPT". The table lists 14 rows of components, all with Course Number "BIOL 102" and Section "2189". Each row has a checkbox in the first column and a green checkmark in the Component column. The Component values range from 001 to 013, with the last row showing 014. Below the table are "Ok" and "Cancel" buttons.

	Department	Course Number	Section	Component
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	001
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	002
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	003
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	004
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	005
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	006
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	007
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	008
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	009
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	010
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	011
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	012
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	013
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189	014

Select the Courses from this list as needed

Click Ok

To add multiple departments you have added them one at a time

Click  **Save**

Change an Academic Block

Click “Academic Blocks” in the **Navigation Pane**

Within the **Navigation Pane** select the block you want to edit from the list

You will be taken to the “Academic Block Editing” screen

Home > Academic Block List : BIOLDEPT > Academic Block Editing : BIOL 201 Labs and Lec

ACADEMIC BLOCK EDITING

+ New
Show Timetable
Save
First
Previous
Next
Last

Academic Block Information

Department: BIOLDEPT
Identification: BIOL 201 Labs and Lec
Description:

Academic Block Type: Conflict free requirec
Size: 0

☒
☐ Done
☐ Exclude from Academic Block Builder


Components

Search
Clear

	Department	Course Number	Section		Component
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		001
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		002
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		003
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		004
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		005
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		006
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		007
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		008
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		009

Change fields as needed fields in “Academic Block Editing”

Changing Components

To add click the  icon

You will see this screen

Attach List

Component List

Search

Clear

	Department	Course Number	Section		Component
	BIOLDEPT				
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		001
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		002
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		003
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		004
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		005
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		006
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		007
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		008
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		009
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		010
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		011
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		012
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		013
<input type="checkbox"/>	BIOLDEPT	BIOL 102	2189		014

Ok

Cancel

Add Components by clicking the checkbox beside the department name

Click Ok

Click  **Save**




Removing Components





To remove Components from an “Academic Block”

Click the empty checkbox beside the component(s) in the “Academic Block Editing” screen

Home > Academic Block List : BIOLDEPT > Academic Block Editing : BIOL 201 Labs and Lec

ACADEMIC BLOCK EDITING


 **New**
 **Show Timetable**
 **Save**

 **First**
 **Previous**
 **Next**
 **Last**



Academic Block Information










Department:
Identification:
Academic Block Type: ⓘ


Description:
Size:

☐ 
☐ **Done**
☐ **Exclude from Academic Block Builder**

Components

	Department	Course Number	Section		Component
<input checked="" type="checkbox"/>	BIOLDEPT	BIOL 201	2189		001
<input checked="" type="checkbox"/>	BIOLDEPT	BIOL 201	2189		002
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		003
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		004
<input checked="" type="checkbox"/>	BIOLDEPT	BIOL 201	2189		005
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		006
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		007
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		008
<input type="checkbox"/>	BIOLDEPT	BIOL 201	2189		009

Then click the  icon in the **Tool Bar Menu**

Click  **Save**


Delete an Academic Block
















Select “Academic Block” in the **Navigation Pane**


Click the empty checkbox in the **Preview Pane**

Home > Academic Block List : BIOLDEPT

ACADEMIC BLOCK LIST : BIOLDEPT



<div>      </div> <div> 1 2 3 4 </div> <div> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> Show: 10 </div>							
<input type="checkbox"/> Expanded View							
<input type="checkbox"/>	Identification	Description	Type	Components	Size	Unavailabilities	Done
<input checked="" type="checkbox"/>	BIOL 201 Labs and Lec		Conflict free required		0	-	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BIOL 201, 205, 243 CHEM281		Conflict free required		0	-	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 202 LEC and LABS		Conflict free required		0	-	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 205 LEC001 002 and labs		Conflict free required		0	-	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 206 LEC and LABS		Conflict free required		0	-	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 302 321 335 360 369 Fall		Conflict free required		0	-	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 302 321 369 006&007		Conflict free required		0	-	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 302 321 369 008&009		Conflict free required		0	-	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 302 LEC and Labs		Conflict free required		0	-	<input type="checkbox"/>
<input type="checkbox"/>	BIOL 303 341 402 403 410 439 442		Conflict free required		0	-	<input type="checkbox"/>
							37 records

Click the  icon in the **Tool Bar Menu**

A pop-up window will appear asking to continue

Click Ok

REPORTS

OVERVIEW

There are two kinds of reports available for your use.

- 1) Those that come with the software which may be helpful for validation.
- 2) Queen's customized reports to help you validate your data and for your record-keeping and sign-off of annual data entry. Information about which reports are required to be emailed to timetabling for sign-off is contained in the "sign-off" section of this manual.

Reports

- Conflict report
- Seats and Sections by Term and Department
- Academic Block Summary
- Component Group DCU
- Delivery Groups
- Full Timetable
- Prof Tier Blockoffs
- Course Combination Summary
- Department Meetings

Conflict Report


In the **Navigation Pane** under “Reports” click “Conflict Report”



You will see this screen

Home > Conflict report filter

CONFLICT REPORT FILTER

 **Generate Report**

Conflict Report Options

Department :

Department: Select your Department

Then click “Generate Report” to see a list

Home > Conflict report filter

CONFLICT REPORT FILTER

 **Generate Report**

Conflict Report Options

Department : BIOLDEPT

You will see this screen with two tabs

Conflicting Deliveries and *Conflicting Unavailabilities*

Conflicting Deliveries:

Home > Conflict report filter > Conflict report

CONFLICT REPORT

Conflicting Deliveries (283)

Conflicting Unavailabilities (0)

Print

Expanded View

1

2

3

4

5

...

Search

Clear

Show: 10

Delivery	Times	Conflicting Deliveries	Conflicting Times	Conflicting Rooms	Conflicting Instructors	Conflicting Academic Blocks
BIOLDEPT BIOL 102 2189 001 01		BIOLDEPT BIOL 102 2189 026 01		-	-	
		PHYSDEPT PHYS 117A 2189 004 02		-	-	
		PHYSDEPT PHYS 117A 2189 004 03		-	-	
		PHYSDEPT PHYS 117A 2189 090 02		-	-	
		PHYSDEPT PHYS 117A 2189 090 03		-	-	
BIOLDEPT BIOL 102 2189 002 01		PHYSDEPT PHYS 117A 2189 008 02		-	-	
		PHYSDEPT PHYS 117A 2189 008 03		-	-	
		PHYSDEPT PHYS 117A 2189 094 02		-	-	
		PHYSDEPT PHYS 117A 2189 094 03		-	-	

Delivery: A delivery that is in conflict

Time: Time of the delivery

Conflicting Deliveries: List of deliveries in conflict with the delivery identified in the first column

Academic Block Summary

A summary of all Academic Blocks by the department that can be exported to Excel (CSV) or printed

[Home](#) > [Academic Block Summary](#)

ACADEMIC BLOCK SUMMARY



<div> <div> </div> <div> <div> <div>◀</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>...</div> <div>▶</div> </div> <div> <input type="text"/> </div> <div> <div>Search</div> <div>Clear</div> </div> <div> Show: 10 </div> </div> </div>								
Faculty ID	Department ID	Academic Block Type ID	Academic Block ID	Term ID	Course ID	Component ID	Component Type ID	Block Size
ASC	ARTDEPT	APSC	test art					0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2191	ARTH 212	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2189	ARTH 214	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2191	ARTH 215	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2191	ARTH 228	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2189	ARTH 231	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2189	ARTH 253	001	LEC	0
ASC	ARTDEPT	Conflict free required	2nd Year ARTH	2191	ARTH 212	001	LEC	0
ASC	ARTDEPT	Conflict free required	2nd Year ARTH	2189	ARTH 214	001	LEC	0
ASC	ARTDEPT	Conflict free required	2nd Year ARTH	2191	ARTH 215	001	LEC	0
								4045 records

Component Group DCU

A summary of all Component Groups by the department that can be exported to Excel (CSV) or printed

Home > Component Group DCU

COMPONENT GROUP DCU

<div> <div>   </div> <div> <div> <div>◀◀</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>...</div> <div>▶▶</div> </div> <div> <input type="text"/> </div> <div> <div>Search</div> <div>Clear</div> </div> <div> Show: 10 </div> </div> </div>							
Department ID	Component Group ID	Group Constraint ID	Term ID	Course ID	Component ID	Component Type	Scheduling Enrollment
BIOLDEPT	BIOL 102 LAB 004 - 007	STDR	2189	BIOL 102	004	LAB	20
BIOLDEPT	BIOL 102 LAB 004 - 007	STDR	2189	BIOL 102	005	LAB	20
BIOLDEPT	BIOL 102 LAB 004 - 007	STDR	2189	BIOL 102	006	LAB	20
BIOLDEPT	BIOL 102 LAB 004 - 007	STDR	2189	BIOL 102	007	LAB	20
BIOLDEPT	BIOL 102 LAB 008 - 011	STDR	2189	BIOL 102	008	LAB	20
BIOLDEPT	BIOL 102 LAB 008 - 011	STDR	2189	BIOL 102	009	LAB	20
BIOLDEPT	BIOL 102 LAB 008 - 011	STDR	2189	BIOL 102	010	LAB	20
BIOLDEPT	BIOL 102 LAB 008 - 011	STDR	2189	BIOL 102	011	LAB	20
BIOLDEPT	BIOL 102 LAB 012 - 015	STDR	2189	BIOL 102	012	LAB	20
BIOLDEPT	BIOL 102 LAB 012 - 015	STDR	2189	BIOL 102	013	LAB	20
							2020 records

Course Combination Summary

A summary of all Course Combinations by the department that can be exported to Excel (CSV) or printed

[Home](#) > [Course Combination Summary](#)

COURSE COMBINATION SUMMARY

<div> <div> </div> <div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>...</div> </div> <div> <div>Search</div> <div>Clear</div> <div>Show: 10</div> </div> </div> </div>						
Department ID	Academic Block Type ID	Course Combination	Description	Term ID	Course ID	Student Count
ARTDEPT	APSC	test		2189	ARTH 301	1
ARTDEPT	APSC	test		2189	ARTH 253	1
ARTDEPT	APSC	test		2189	ARTH 345	1
ARTDEPT	APSC	test		2189	ARTH 231	1
ARTDEPT	APSC	test		2189	ARTH 383	1
ARTDEPT	APSC	test		2189	ARTH 422	1
ARTDEPT	APSC	test		2189	ARTH 311	1
ARTDEPT	APSC	test		2189	ARTH 242	1
ARTDEPT	APSC	test		2189	ARTH 415	1
ARTDEPT	APSC	test		2189	ARTH 308	1
						11032 records

Seats and Section by Term and Department

This a validation tool showing the overview for every Section and Enrollment total

Showing the total number of components by component type for each course

And to view the total enrollment for the enrolled and non-enrolled sections to ensure there are adequate seats in both

In the **Navigation Pane** under “Reports” click “Seats and Section by Term and Department”

Select your department from the list

Select the term

Click “Generate Report”

Home > Seats and Sections by Term and Department filter

SEATS AND SECTIONS BY TERM AND DEPARTMENT FILTER

 **Generate Report** 

Seats and Sections by Term and Department Options

Departments : <div> SO SOCYDEPT SOCYGRAD SURP GRAD TESTDEPT THEODEPT </div> 	Terms : <div> 2189 2191 </div> 
--	--

You will see this screen with a scroll bar at the bottom showing more

Seats																							
BLN	CLN	DIS	EXM	FLD	IND	LAB	LBS	LBT	LDI	LEC	LLB	LSM	LTU	MET	ONL	PRA	PRJ	REA	RND	SEM	STD	THE	TUT
						75																	
						75																	
0	0	0	0	0	0	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Home > Seats and Sections by Term and Department filter > Seats and Sections by Term and Department

SEATS AND SECTIONS BY TERM AND DEPARTMENT REPORT SEATS

Term: 2191		Courses		Sections																							
		BLN	CLN	DIS	EXM	FLD	IND	LAB	LBS	LBT	LDI	LEC	LLB	LSM	LTU	MET	ONL	PRA	PRJ	REA	RND	SEM	STD	THE	TUT		
Department: TESTDEPT	TEST 100							1																			
	TEST 101							1																			
	Total:	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

This will show you an overview for every Section and Enrollment total

Note: Section in this area means "Component"

You can print this information by clicking the  icon in the **Tool Bar Menu**

Prof Tier Blockoffs



This report shows you an overview of an Instructor blockoffs.

In the **Navigation Pane** select “Prof Tier Blockoffs” under “Reports”


You will see this screen

Home > Prof Tier Blockoffs

Prof Tier Blockoffs

<div> <div>   </div> <div> <div> <div>⏪</div> <div>⏴</div> <div>1</div> <div>⏵</div> <div>⏩</div> </div> <div> <input type="text"/> </div> <div> <div>Search</div> <div>Clear</div> </div> <div> Show: 10 <div>▼</div> </div> </div> </div>										
Faculty ID	Department ID	Professor ID	Surname	Name	Block Off Type ID	Start Date	End Date	Day	Start Time	Duration
OUR	TESTDEPT	02345789	Brown	Sally	Tier I	07/09/2021	08/04/2022	Monday	08:30	13:00
OUR	TESTDEPT	14285714	Butler	Rhett	Tier II	07/09/2021	03/12/2021	Friday	09:30	02:00
OUR	TESTDEPT	14285714	Butler	Rhett	Tier II	07/09/2021	03/12/2021	Thursday	08:30	05:00
OUR	TESTDEPT	15948726	Chaplin	Charles	Tier I	07/09/2021	03/12/2021	Monday	08:30	11:00
OUR	TESTDEPT	15948726	Chaplin	Charles	Tier II	07/09/2021	03/12/2021	Wednesday	08:30	11:00
OUR	TESTDEPT	06935027	Gamgee	Samwise	Tier II	10/01/2022	08/04/2022	Thursday	15:30	06:00
OUR	TESTDEPT	06935027	Gamgee	Samwise	Tier II	07/09/2021	03/12/2021	Thursday	15:30	06:00

You can select how many items you want the list to show by selecting “All” in the drop-down menu “Show” in the Tool Bar Menu”

You can export to CSV by clicking the  icon in the **Tool Bar Menu**

You can print by clicking the  icon in the **Tool Bar Menu**

Full Timetable

In the **Navigation Pane** select “Full Timetable” under “Reports”


You will see this screen

[Home](#) > [Full Timetable](#)

FULL TIMETABLE

[illegible]

This is a full list of all courses for your department

You can export to Excel by clicking the  icon in the **Tool Bar Menu**

You can print by clicking the  icon in the **Tool Bar Menu**

SIGN OFF

The Unit Head must sign off on your data entry once you have completed your DCU data updates

From the Reports tab in **Navigation Pane**

Export, the following reports to excel:

Academic Block Summary
 Component Group DCU
 Course Combination Summary
 Delivery Groups
 Full Timetable
 Prof Tier Blockoffs
 Department Meetings

Then email these to timetabl@queensu.ca cc'd to your Unit Head

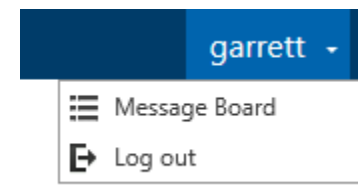
OR

Have your Unit Head send them directly

When you sign out of the DCU, click Click your name and select “Log out” from the dropdown menu

A second screen will appear, asking if you are done your timetable for the year

Click “Yes”



Please do not send emails and/or memorandums with your timetable submission and sign off. If you are unsure how to submit a particular requirement in the DCU, please contact us at timetabl@queensu.ca.

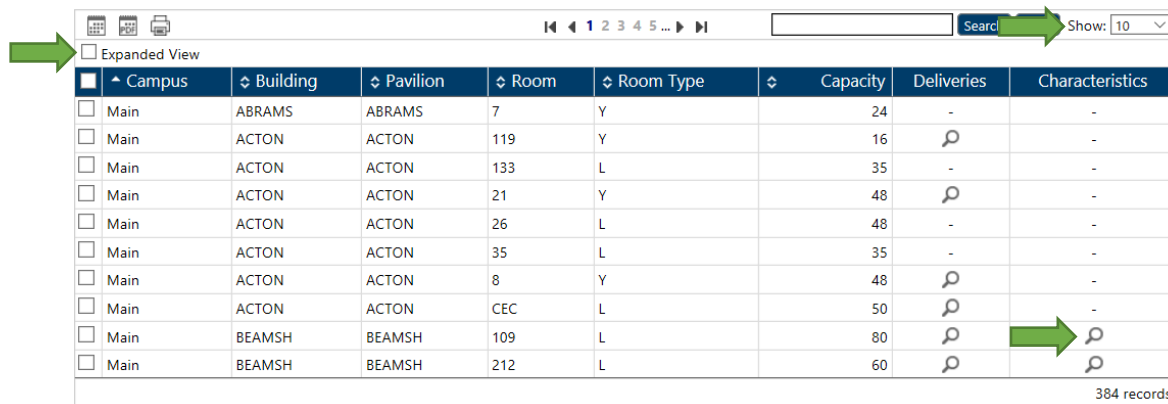
ROOMS

In the **Navigation Pane** select “Rooms”

You will see this screen

Home > Room List

ROOM LIST



<input type="checkbox"/> Expanded View	↕ Campus	↕ Building	↕ Pavilion	↕ Room	↕ Room Type	↕ Capacity	Deliveries	Characteristics
<input type="checkbox"/>	Main	ABRAMS	ABRAMS	7	Y	24	-	-
<input type="checkbox"/>	Main	ACTON	ACTON	119	Y	16	🔍	-
<input type="checkbox"/>	Main	ACTON	ACTON	133	L	35	-	-
<input type="checkbox"/>	Main	ACTON	ACTON	21	Y	48	🔍	-
<input type="checkbox"/>	Main	ACTON	ACTON	26	L	48	-	-
<input type="checkbox"/>	Main	ACTON	ACTON	35	L	35	-	-
<input type="checkbox"/>	Main	ACTON	ACTON	8	Y	48	🔍	-
<input type="checkbox"/>	Main	ACTON	ACTON	CEC	L	50	🔍	-
<input type="checkbox"/>	Main	BEAMSH	BEAMSH	109	L	80	🔍	🔍
<input type="checkbox"/>	Main	BEAMSH	BEAMSH	212	L	60	🔍	🔍

384 records

It displays all the rooms currently stored in the system

You can search in the **Tool Bar Menu** for different rooms

In the “Show” drop-down menu you can select how many items are viewed at one time

☐ **Expanded View** : Shows a more detailed list of the room

🔍 : Is found under “Deliveries” and “Characteristics”

Hovering your mouse over it will show a detailed list of what classes or characteristics are in this room

This only includes assigned/forced rooms

Not requests for room types

Clicking expanded view will show this as well

Help & Contact

Please contact us at any point with questions.

Timetable Team:

Jo Brett, Manager Timetabling

Kaveesha Jayawardena, Lead Timetable Administrator

Merry Horton, Timetable Administrator |

All members of the Timetable team are available via Microsoft Teams Chat.

Contact:

Email: timetabl@queensu.ca

GLOSSARY

Academic Block	A set of course components that must be scheduled conflict-free with each other.
Active Learning Classrooms (AL)	Newly designed classrooms for active and collaborative learning.
AUD	All rooms that are => 200 capacity belong to the AUD pavilion. There are 9 auditoriums on the main campus, and one at West campus.
Basic Rules of Timetabling	Timetabling policy established by the University Timetable Committee. See: https://www.queensu.ca/provost/teaching-and-learning/university-timetabling
Central Room Inventory	https://www.queensu.ca/classrooms/
Component	A component is a section, for example LEC, TUT.
Component Attribute	DCU field to capture then add and drop consent needed for PeopleSoft registration configuration. There are three types, department consent, instructor consent or no consent.
Course Combination	A process that is used by Timetabling to schedule specific courses conflict-free for a certain number of students. For most departments that use course combinations, these will be used later to block register students into their required courses. The department submits a list of unique course combinations, by program and level with the number of students in each. This data set is used to build academic blocks (see above), showing the minimum number of courses and sections that need to be scheduled conflict-free to accommodate student registration.
DCU	Data Collection Utility. Web-based tools used by departments to submit timetabling information for processing.
Enterprise Web Portal	Enterprise is the University's room booking software. Departments have view access to the Enterprise portal to search room availability. Enterprise is used after the final timetable is posted.

Forced Time, Forced Scheduling

If a course is not timetabled using the University's timetable software, the time of the course must be "forced" to be at a particular time (normally at the request of the department). This is referred to as forced scheduling. Departmental requests for forced scheduling will be considered on a limited basis and must be requested by the Unit Head, giving clearly articulated reasons for the request, to the University Timetable Committee. Enter the forced time or forced pattern request into the DCU. We will echo back forced time information later in March at which time the reason for the forced time request can be clarified.

Courses scheduled after 5:30 pm do not have to be approved through the UTC.

In considering these requests that are supported with explanations, the Committee will be guided by precedents and decisions made in the previous years' timetabling cycles. Only approved requests will be processed by the University Registrar's Office.

Group

Groups are requested by a department for a set of components and/or deliveries that must be scheduled at the same time. There are different types of groups, including:

- Same time, same room - PeopleSoft
- Same time, same room
- Same time, same room (Alt)
- Same time, different room
- Same time, different room (Alt)

If you are unsure as to what type of group to use for specific course requirements, contact the Timetabling Office.

Instructor Type	There are four instructor types: <i>Standard</i> , <i>Back to Back Allowed</i> , <i>Teaching Release Day Standard</i> , and <i>Teaching Release Day Back to Back</i> . The <i>Standard</i> type does not allow for back to back schedule for that instructor. The <i>Back to Back Allowed</i> type will allow for back to back schedule, only if necessary (note back to back scheduling is not guaranteed for this type). <i>Teaching Release Day Standard</i> is to be used if a day free from teaching is required for research. The Scheduler will then assign a day. <i>Teaching Release Day Back to Back</i> is to be used if an instructor needs a Teaching Release Day AND wants their courses back to back.
Pattern	The times that a component is delivered, based on the Queen's slot system https://www.queensu.ca/registrar/sites/uregwww/files/uploaded_files/pdfs/Timetabling_slot_chart_text.pdf Examples of patterns are 3 slots X 1 hour, 2 slots X 1.5 hours, 1 slot X 2 hours, 1 slot X 3 hours.
Pavilion	Timetabling term that is equivalent to a building, with one exception. Auditorium rooms have their own pavilion called "AUD".
Room Characteristic	Denotes specific characteristics within a room, e.g., "02" means blackboard extra, "14" means document camera
Room Type	The predominant layout of a room, e.g. seminar-style, tiered, etc. See room type legend in this document.
Section in DCU	In the DCU, the term "section" means term.
Slot System	Queen's approved pattern times when courses can be scheduled.

Tie

A tie is created (by the Timetabling staff) to ensure that a pair of courses, or sections, or delivery patterns of a course occur in a specific sequence. Another way to say this is that a tie is built to establish sequencing requirements for elements of a course. There are different types of ties, including:

- After any occurrence
- No back-to-back
- Back-to-back
- Day in between
- Different days
- Same day

NOTE: Ties are not contained in the DCU, they are provided to you in a separate document. If you are unsure as to how to request sequencing requirements to meet the needs of a course, contact the Timetabling Office.

Timetable Email Address

timetabl@queensu.ca

Timetable Phone Number

613-533-6000 ext. 78744 ** As we are working from home please contact us using TEAMS.

UTC

University Timetable Committee. See <https://www.queensu.ca/provost/teaching-and-learning/university-timetabling> for timetable policy.

University Timetabling UTC, CA, Information for Instructors & Unit Heads:

<https://www.queensu.ca/provost/teaching-and-learning/university-timetabling>

Timetable Registrar Website: <http://www.queensu.ca/registrar/faculty-staff/timetabling>

APPENDIX “A” – Timetabling Updates | Overview

DCU Requirements (Notes) Fields

There are two places in the DCU where you can record notes. These fields are called “requirement” fields and are found in two places and are to be used for specific purposes only, as follows:

1) Instructors, Instructor Editing, Instructor Requirements

Use the instructor requirements notes field to enter if the instructor is spouse opposite and with whom, and whether there are any special need requirements for rooms. These are the ONLY notes that will be reviewed if entered in this field.

2) Course Combinations, Course Combination Editing, Requirements

Use this requirement notes field to enter any relevant information you need to add to your course combination request. Please do contact us with any questions if you are unsure.

NEW FOR 2023-34 - Deliveries, Room Requests, Room Requirements notes field will not be used

Please use the Ratio field if rooms smaller than the maximum enrolment are required (for example break out rooms). Notes in the is field will not be reviewed. Ratios greater than 1 will be removed prior to scheduling.

A/B courses not necessarily in the same room

Full-year courses (aka A/B courses) will no longer be scheduled in the same room each term by default. Many A/B courses will still end up in the same room both terms.

Room Changes

The University continues to invest in room renovations. Effective Fall 2023 the following changes will be in effect:

- Bioscience 2111 will not be available FW.

Flexible Seating Room Type (FS)

There are now seven rooms equipped with node seating with wheels. Four rooms with 30 capacities each; Mac-Corry A309 and A311 and Theological Hall 203 and 209, and three rooms with 25 capacities each; Kingston 304, Kingston 308 and Ellis 218. All FS rooms have full data/video and whiteboards, and the room type can be requested via the Timetable spreadsheet, with no application process required. Any of the six flexible seating rooms will be assigned, requests for specific FS rooms will be done by exception only.

Active Learning (AL) Rooms

For Fall 2024, there will be 18 Active Learning classrooms on the main campus:

- BioSci 2109 (capacity 56)
- Botterell B129 (capacity 54)
- Dunning 10 (capacity 96)
- Ellis 226 (capacity 60)
- Ellis 319 (capacity 49)
- Ellis 321 (capacity 136)
- Ellis 324 (capacity 120)
- Ellis 333 (capacity 70)
- Humphrey 131 (capacity 30)
- Humphrey 132 (capacity 30)
- Humphrey 223 (capacity 30)
- Jeffery 155 (capacity 152)
- Jeffery 156 (capacity 152)
- Kingston 301 (capacity 84)
- Kingston 313 (capacity 49)
- MacCorry D201 (capacity 42)
- MacCorry D202 (capacity 42)
- Theology 307 (capacity 58)

These classrooms have a varied configuration and technology options, documented on the Central Classrooms website <https://www.queensu.ca/classrooms/>.

Active Learning classrooms must be requested in the DCU, please select which specific room is needed.

Teaching and Learning Website

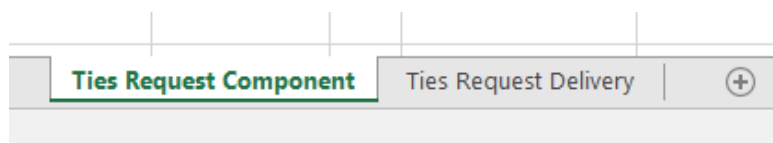
The Centre for Teaching and Learning maintains a website on teaching and learning spaces including photographs of rooms, building location, room capacity and accessibility. Also included are features for teaching and learning including installed technology. See: <https://www.queensu.ca/classrooms/>

Classroom Assistance

ITS has established a Classroom Support Centre. Any classroom assistance requests, regardless of their nature, should go to the support centre, ext. 36744 OR use the online form <https://www.queensu.ca/its/forms/itsc/helpform/>. Examples of requests include missing chairs, cleanliness of the room, equipment not working, and errors in bookings. Requests can be submitted by staff, students, and instructors.

Tie Submissions

Ties are unable to be collected in the DCU. They will be collected via a spreadsheet. If your department has used Ties in the past you will be receiving a preloaded spreadsheet with the year prior's information. If this will be your department's first time using Ties then a blank copy will be sent to you. You will notice at the bottom of the excel workbook are two tabs, one for collecting component ties and the other for delivery ties, as seen below.



On each tab, the tables have been colour-coded for ease of use. The **blue** portion of the table is all the data relevant to the first element of your tie, while the **green** represents the second element of your tie. Finally, **red** is the relationship between the first and second elements. An example is: Art History wants ARTH 120 002 the tutorial to be after the ARTH 120A 001 lecture at any time. This would appear in the spreadsheet-like:

A	B	C	D	E	F	G	H	I	J	K	L	M
Status	First Department ID	First Course ID	Term	First Component ID	First Component Type ID	Tie Type	Second Department ID	Second Course ID	Second Term	Second Component ID	Second Component Type ID	Description
	ARTDEPT	ARTH 120A	2199	002	TUT	After ANY Occurr	ARTDEPT	ARTH 120A	2199	001	LEC	

Here is a close up of each coloured section:

B	C	D	E	F
First Department ID	First Course ID	Term	First Component ID	First Component Type ID
ARTDEPT	ARTH 120A	2199	002	TUT

H	I	J	K	L
Second Department ID	Second Course ID	Second Term	Second Component ID	Second Component Type ID
ARTDEPT	ARTH 120A	2199	001	LEC

A		
Status		
Keep		
Update/New	Tie Type	Description
Remove	After ANY Occurr	BIOL 206 TUT 002 & 003 back to back

The description in the **red** section is the elements related to the tie, which we use for naming the Tie and choosing the type. Indicating the courses and component numbers and types with their relationships.

To make things easier some of the cells have been fixed with a drop-down menu to make data entry easier and reduce room for error. As seen here:

Only the cells without a drop-down menu are free-form text entry.

If you have to add a new line right-click in the table and select "Insert > Table Row Below".

When you select Update/New the text will change to a bolded red to indicate a change. If Remove is selected a strikethrough will go through the text to indicate the removal.

2	First Department ID	Fir
3	ARTDEPT	AR
4		
5	ARTDEPT	
6	ARTVDEPT	
7	BIOLDEPT	
8	BMSDEPT	
9	BUSDEPT	
10	CHEEDEPT	
11	CHEMDEPT	
12	CIVLDEPT	

3	ARTDEPT	ARTH 120	218901
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Timetable Timeline

2024 Week Start	2024-25 Planned Timetable Activity
22-Jan	Timetable Summit Thursday January 25
29-Jan	Workshops and training week
5-Feb	DCU opens
4-Mar	DCU Close ASC/HSC depts MARCH 8
11-Mar	NEW! Approved Tier 1&2 data entry week ASC/HSC Faculty Office & COMM, NURS, FEAS, OT/PT depts
18-Mar	DCU Closed March 18th 8:30am
25-Mar	Forced Time, Course Catalogue Mismatches To Departments
27-May	Timetable release for review
9-Jun	Change requests deadline
24-Jun	Final timetable published
26-Jun	Block registration files to Records & Services
22-Jul	Course selection opens

APPENDIX “B” - Websites

Relevant Websites

OUR Timetabling main page: <http://www.queensu.ca/registrar/faculty-staff/timetabling>

UTC Basic Rules of Timetabling: <https://www.queensu.ca/provost/teaching-and-learning/university-timetabling>

Room Information: <http://www.queensu.ca/registrar/faculty-staff/timetabling/room-info>

Room Pictures and Detailed Information: <https://www.queensu.ca/classrooms/>

Centre for Teaching and Learning: <https://www.queensu.ca/classrooms/>

University Timetabling Information for Instructors & Unit Heads: <https://www.queensu.ca/provost/teaching-and-learning/university-timetabling>

APPENDIX “C” - Legends

Component Type Legend

BLN	Blended	SEM	Seminar
CLN	Clinical	STD	Studio
DIS	Discussion	THE	Thesis
EXM	Exam	TUT	Tutorial
FLD	Field School		
IND	Individual Study/Instruction		
LDI	Lecture/Discussion		
LLB	Lecture/Laboratory		
LSM	Lecture/Seminar		
LTU	Lecture/Tutorial		
LAB	Laboratory		
LEC	Lecture/Class		
ONL	Online		
PRA	Practical		
PRJ	Project		
REA	Reading		

Room Type Legend

A	Auditorium (rooms capacity 200 to 450)
AL	Active Learning Classroom
C	Classroom style, no data/video
DC	Data/video, classroom style
DT	Data/video, tiered style
FS	Flexible seating
I	IBCPA centrally booked rooms
S	Seminar-style, no data/video
SD	Seminar-style, with data/video
L*	Laboratory
Y*	Departmentally-owned room

**Not central inventory rooms*

Building/Pavilion Legend

ACTON	Louise D. Acton Building
AUD	Auditoriums - rooms with a capacity of 200 or greater
BIOSCI	Biosciences Complex
BEAMSH	Beamish-Munroe Hall
BOTTER	Botterell Hall
BRUCE	Bruce Wing of Miller Hall
CHERNF	Chernoff Hall
CONVO	Convocation Hall (Theological Auditorium)
DUNNIN	Dunning Hall
DUPUIS	Dupuis Hall
ELLIS	Ellis Hall
ETHER	Etherington Hall
GOODES	Goodes Hall
GDWIN	Goodwin Hall
HARLEC	Harrison-LeCaine Hall
HUMPHY	Humphrey Hall
IBCPA	Isabel Bader Centre for Performing Arts
JACKSN	Jackson Hall
JEFFRY	Jeffery Hall

KINES	Kinesiology and Health Studies
KINGST	Kingston Hall
MACDON	Macdonald Hall
MACCOR	Mackintosh-Corry Hall
MCLAUG	McLaughlin Hall
MEDS	Medical Building (Stuart Street)
MILLER	Miller Hall
MITCH	Mitchell Hall
NICOL	Nicol Hall
ONTARO	Ontario Hall
RICHLA	Richardson Laboratories
STIRLG	Stirling Hall
THEOGY	Theological Hall
WATSON	Watson Hall
WALGHT	Walter Light Hall

Room Characteristics

2	Blackboard, Extra
3	Blackboard, Standard
5	BlueRay Player
10	Document Camera, Fixed

APPENDIX “D” - Charts

Slot Chart

Course Slot Chart - Registrar's Office - Queen's University

ONE HOUR PERIODS					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	1	4	2	5	3
9:30	2	5	3	1	4
10:30	3	1	4	2	5
11:30	11	14	12	15	13
12:30	12	15	13	11	14
1:30	13	11	14	12	15
2:30	21	24	22	25	23
3:30	22	25	23	21	24
4:30	23	21	24	22	25
5:30					

ONE & HALF HOUR PERIODS					
	Mon	Tues	Wed	Thurs	Fri
8:30	31	34	32	35	33
10:30	32	35	33	31	34
11:30	41	44	42	45	43
1:30	42	45	43	41	44
2:30	51	54	52	55	53
4:30	52	55	53	51	54

TWO HOUR PERIODS					
	Mon	Tues	Wed	Thurs	Fri
8:30	61	64	62	65	63
10:30					
11:30	141	144	142	145	143
1:30					
2:30	81	84	82	85	83
4:30					

TWO HOUR PERIODS					
	Mon	Tues	Wed	Thurs	Fri
9:30	72	75	73	76	74
11:30					
12:30	132	135	133	136	134
2:30					
3:30	92	95	93	96	94
5:30					

THREE HOUR PERIODS					
	Mon	Tues	Wed	Thurs	Fri
8:30	101	104	102	105	103
11:30	111	114	112	115	113
2:30	121	124	122	125	123
5:30					

Centrally Books Rooms: By Building

CENTRALLY BOOKED ROOMS; QUEEN'S UNIVERSITY

BUILDING	ROOM	CAP	ROOM TYPE
BIOSCI*	1101*	450	A
BIOSCI*	1102	302	A
BIOSCI*	1120	45	DT
BIOSCI*	2109	56	AL
BOTTER	B129	54	AL
BOTTER	B139	107	DT
BOTTER	B143	107	DT
BOTTER	B147	105	DT
BOTTER	B148	30	DC
CHERNF*	117	123	DT
CHERNF*	211	60	DC
CHERNF*	213	60	DC
CHERNF*	AUD	253	A
CONVO	HALL	183	DT
DUNMAC	AUD	672	West
DUNNIN*	10	94	AL
DUNNIN*	11	82	DT
DUNNIN*	12	85	DT
DUNNIN*	14	152	DT
DUNNIN*	27	67	DT
DUNNIN*	AUD	425	A
DUPUIS	215	104	DT
DUPUIS	217	104	DT
DUPUIS	AUD	217	A
ELLIS	218	25	FS
ELLIS	226	60	AL
ELLIS	319	48	AL
ELLIS***	321	136	AL
ELLIS***	324	120	AL
ELLIS***	333	70	AL
ELLIS	AUD	247	A
ETHER	AUD	289	A
GDWIN	247	43	DC
GDWIN	254	63	DC
HUMPHY	131	30	AL
HUMPHY	132	30	AL
HUMPHY	223	30	AL
HUMPHY	AUD	221	A
IBCPA	312	32	I
IBCPA	329	60	I
IBCPA	342	32	I

BUILDING	ROOM	CAP	ROOM TYPE
JEFFRY	101	64	DC
JEFFRY	102	31	DC
JEFFRY	110	31	DC
JEFFRY	115	30	DC
JEFFRY	116	33	DC
JEFFRY	118	65	DC
JEFFRY	126	109	DT
JEFFRY	127	132	DT
JEFFRY	128	109	DT
JEFFRY***	155	152	AL
JEFFRY***	156	152	AL
JEFFRY	225	65	DC
JEFFRY	234	70	DC
JEFFRY	319	20	DC
JEFFRY	422	31	DC
KINES*	100	173	DT
KINES*	101	106	DT
KINES*	102	16	SD
KINES*	103	16	SD
KINES*	104	24	SD
KINES*	105	16	SD
KINES*	106	36	DC
KINES*	107	36	DC
KINGST	101	144	DT
KINGST	104	40	DC
KINGST	108	40	DC
KINGST	112	40	DC
KINGST	200	70	DT
KINGST	201	170	DT
KINGST	202	20	SD
KINGST	204	40	DC
KINGST	205	32	DC
KINGST	208	40	DC
KINGST	209	24	DC
KINGST	210	22	SD
KINGST	301	84	AL
KINGST	304	25	FS
KINGST	308	25	FS
KINGST	313	49	AL

BUILDING	ROOM	CAP	ROOM TYPE
LAW BLDG	1	152	DT
LAW BLDG	2	60	DT
LAW BLDG	3	60	DT
LAW BLDG	4	60	DT
MACCOR	A309	30	FS
MACCOR	A311	30	FS
MACCOR	A416	20	SD
MACCOR	B201	103	DT
MACCOR	C416	16	SD
MACCOR	C420	16	SD
MACCOR	C508	28	SD
MACCOR	D122	28	DC
MACCOR	D201	42	AL
MACCOR	D202	42	AL
MACCOR	D214	52	DT
MACCOR	D216	52	DT
MACCOR	D405	24	SD
MACCOR	E202	30	IND**
MCLAUG	306	60	DT
MCLAUG	315	110	DC
MILLER	105	101	DT
MILLER	201	112	DT
MILLER	210	60	DT
NICOL	232	40	DC
NICOL	321	60	DC
ONTARO	206	38	DC
ONTARO	207	36	DC
ONTARO	209	45	DC
RICHLAB	104	98	DT
STIRLG	A	150	DT
STIRLG	B	150	DT
STIRLG	C	150	DT
STIRLG	401	58	DC
STIRLG	414	60	DC
STIRLG	AUD*	240	A
SUTHER	202	50	DC
SUTHER	554	42	DC
THEOGY	203	30	FS
THEOGY	209	30	FS
THEOGY	307	58	AL

BUILDING	ROOM	CAP	ROOM TYPE
WALGHT	210	95	DT
WALGHT	212	28	DC
WALGHT	AUD	201	A
WATSON	122	24	SD
WATSON	207	14	SD
WATSON	217	70	DT
WATSON	401	16	SD

A = Auditorium (fully loaded)
 AL = Active Learning Classroom-contact TT
 DC = data/video, classroom style
 DT = data/video, tiered style
 FS = Flexible seating
 I = IBCPA centrally booked rooms-contact tt
 IND = Only for courses with Indigenous content
 SD = seminar-style with data/video

all rooms on campus have wireless access

1st character = Primary booking feature
 2nd character = Secondary booking feature

* under Building May-Aug Event Services priority

** Only for courses with Indigenous content.
 Adhoc use by approval of IIO.

***AV linked room groups:
 Jeffery 155 & Jeffery 156
 Ellis 321 & Ellis 324 & Ellis 333

Room capacities have changed

Centrally Booked Rooms: By Capacity

CENTRALLY BOOKED ROOMS; QUEEN'S UNIVERSITY

BUILDING	ROOM	CAP	ROOM TYPE
----------	------	-----	-----------

WATSON	207	14	SD
KINES*	102	16	SD
KINES*	103	16	SD
KINES*	105	16	SD
MACCOR	C416	16	SD
MACCOR	C420	16	SD
WATSON	401	16	SD
JEFFRY	319	20	DC
KINGST	202	20	SD
MACCOR	A416	20	SD
KINGST	210	22	SD
KINES*	104	24	SD
KINGST	209	24	DC
MACCOR	D405	24	SD
WATSON	122	24	SD
ELLIS	218	25	FS
KINGST	304	25	FS
KINGST	308	25	FS
MACCOR	C508	28	SD
MACCOR	D122	28	DC
WALGHT	212	30	DC
BOTTER	B148	30	DC
HUMPHY	131	30	AL
HUMPHY	132	30	AL
HUMPHY	223	30	AL
JEFFRY	115	30	DC
MACCOR	A309	30	FS
MACCOR	A311	30	FS
MACCOR	E202	30	IND**
THEOGY	203	30	FS
THEOGY	209	30	FS
JEFFRY	102	31	DC
JEFFRY	110	31	DC
JEFFRY	422	31	DC
IBCPA	312	32	I
IBCPA	342	32	I
KINGST	205	32	DC
JEFFRY	116	33	DC
KINES*	106	36	DC
KINES*	107	36	DC
ONTARIO	207	36	DC
ONTARIO	206	38	DC

BUILDING	ROOM	CAP	ROOM TYPE
----------	------	-----	-----------

KINGST	104	40	DC
KINGST	108	40	DC
KINGST	112	40	DC
KINGST	204	40	DC
KINGST	208	40	DC
NICOL	232	40	DC
MACCOR	D201	42	AL
MACCOR	D202	42	AL
SUTHER	554	42	DC
GDWIN	247	43	DC
BIOSCI	1120	45	DT
ONTARIO	209	45	DC
ELLIS	319	48	AL
KINGST	313	49	AL
SUTHER	202	50	DC
MACCOR	D214	52	DT
MACCOR	D216	52	DT
BOTTER	B129	54	AL
BIOSCI*	2109	56	AL
STIRLG	401	58	DC
THEOL	307	58	AL
CHERNF*	211	60	DC
CHERNF*	213	60	DC
ELLIS	226	60	AL
IBCPA	329	60	I
LAW BLDG	2	60	DT
LAW BLDG	3	60	DT
LAW BLDG	4	60	DT
MCLAUG	306	60	DT
MILLER	210	60	DT
NICOL	321	60	DC
STIRLG	414	60	DC
GDWIN	254	63	DC
JEFFRY	101	64	DC
JEFFRY	118	65	DC
JEFFRY	225	65	DT
DUNNIN*	27	67	DT
ELLIS***	333	70	AL
JEFFRY	234	70	DT
KINGST	200	70	DT
WATSON	217	70	DT
DUNNIN*	11	82	DT

BUILDING	ROOM	CAP	ROOM TYPE
----------	------	-----	-----------

KINGST	301	84	AL
DUNNIN*	12	85	DT
WALGHT	210	95	DT
DUNNIN*	10	94	AL
RICHLA	104	98	DT
MILLER	105	101	DT
MACCOR	B201	103	DT
DUPUIS	215	104	DT
DUPUIS	217	104	DT
BOTTER	B147	105	DT
KINES*	101	106	DT
BOTTER	B139	107	DT
BOTTER	B143	107	DT
JEFFRY	126	109	DT
JEFFRY	128	109	DT
MCLAUG	315	110	DC
MILLER	201	112	DT
ELLIS***	324	120	AL
CHERNF*	117	123	DT
JEFFRY	127	132	DT
ELLIS***	321	136	AL
KINGST	101	144	DT
STIRLG	A	150	DT
STIRLG	B	150	DT
STIRLG	C	150	DT
DUNNIN*	14	152	DT
JEFFRY***	155	152	AL
JEFFRY***	156	152	AL
LAW BLDG	1	152	DT
KINGST	201	170	DT
KINES*	100	173	DT
CONVO	HALL	183	A
WALGHT	AUD	201	A
DUPUIS	AUD	217	A
HUMPHY	AUD	221	A
STIRLG	AUD*	240	A
ELLIS	AUD	247	A
CHERNF*	AUD	253	A
ETHER	AUD	289	A
BIOSCI*	1102	302	A
DUNNIN*	AUD	425	A
BIOSCI*	AUD*	450	A
DUNMAC	AUD	672	West

A = Auditorium (fully loaded)
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Room capacities are have changed

***AV linked room groups:
Jeffery 155 & Jeffery 156
Ellis 321 & Ellis 324 & Ellis 333

APPENDIX “E” – New Tier Process

Dear Timetable Administrators,

The University Timetable Committee recently recommended changes to the data entry workflow for Tier 1 and Tier 2 requests. The [approval process](#) remains the same, but the timing and sometimes people doing data entry have changed.

The historical workflow was to enter approved Tiers requests into the Data Collection Utility (DCU) at the same time as course and instructor information. The new workflow (Table 1) divides data entry into two phases. In the first phase, academic units enter course information and Tier 3 requests, but do not enter Tier 1 or Tier 2 information. In the second phase, a designated Tiers Coordinator enters approved Tier 1 and Tier 2 requests. Depending on the Faculty, the designated Tiers Coordinator may be in the Faculty Office or in the academic unit (Table 2).

Sincerely,
Bill Nelson
Chair, University Timetable Committee

Table 1 New workflow that separates Tiers requests from course and instructor information.

Phase	Workflow	Duration
DCU open for all	Academic units enter course information, instructor information, and Tier 3 requests. Tier 1 & 2 requests cannot be entered.	4 weeks
DCU open to authorized individuals	Approved Tier 1 & Tier 2 data entered by designated Timetable Coordinator for the academic unit.	1 week

Table 2 Office with responsibility for entering Tier 1 & 2 data.

Academic Unit	Office
Faculty of Arts and Science	Faculty Office
Faculty of Law	Faculty Office
Department of Biomedical and Molecular Science	Department Office
School of Rehabilitation Therapy	School Office
School of Nursing	School Office
Smith Business	Commerce Program Office
Smith Engineering	Departmental Offices