CREATING ACTIVITIES

Overview

- It is here that all scheduled events known as activities are created, modified, cancelled or deleted.
- It is these activities that form the basis of timetable and booking data
- Four main tabs are used to create an activity
  - ID
  - Resource
  - Availability
  - Timetable

Alternatively whilst on the Activities screen and a blank screen is not visible the following method applies:-

- ID tab
- Select an activity in the left hand bar
- CTRL click and a blank screen appears. Ensure the NEW box in the left hand corner is visible.

To duplicate an existing activity

- ID tab
- Select an activity in the left hand bar
- The Duplicate box then appears in the left hand corner
To duplicate multiple bookings

- ID Tab
- CTRL Click to select multiple activities
- Apply change to booking
- The modify

CTRL click is used to select multiple activities or to deselect.

- S+ operates on a 52 week numbering system e.g. S+ week number 2 = Semester 1, Week 1
  (Refer to week conversion chart)
- ✓ Scheduled
- ✗ Unscheduled
- Duration is in ½ hour slots
- The majority of the systems data is accessed via the menu option TIMETABLER. All
  information regarding Activities, Locations, Modules etc. is contained here

Always MODIFY (equivalent of SAVE) and WB (Write back) to save changes.

**CREATING AN ACTIVITY**

This method is used for school module scheduling, ad-hoc or one off meetings

Click on Timetabler tab ➔ Activities from the drop down list

The Activities window will now be displayed. *Figure 1*

**ID Tab**

*Figure 1 & 2*

The following fields are to be completed when creating an activity in the ID tab:

- **Name** –
  - Module Bookings must be displayed in this format **AR1001_S1/Lecture/01** as they
    should represent the module code in the module drop down box
  - Ad-hoc or one off meetings – School name e.g **Social Anthropology – workshop** or
    **S A - workshop** Please keep the same format as this assists with easier tracking of
    your activities.
  - Please do not enter any personal or confidential information in the Name field as
    this displays on the web timetables
- **Department** – Your department will be automatically selected
- **Description** – Module, enter title of module or any pertinent information. One off booking -
  enter your user name and any information that will assist you. This field is not displayed on
  the web and is for your information only.
- **Size Plan** - Enter number of people attending the meeting/class/lecture. Do not leave blank. If the accurate figure is not known, please enter an approximate figure.
- **Type** – Select an activity type from the drop down list
- **Module** – Highlight the relevant module from the drop down list
- **Duration** – Set the duration from the drop down list in half hour increments
- **Suggested time** – Select the correct start time from the drop down list
- **Click on NEW button on bottom right hand corner. This will now commit the new activity to the database.**

- **Suggested days** – Select the tick box of the day that is required. Note that multiple days can be selected.

- **MODIFY**
- **WB – Write back**

Image of screen ready for completion

**Figure 1**
The activity created now appears on the activities list on the left hand bar and is highlighted. This is the current selected activity in which further modifications can be made. Figure 2 is just the basic elements for the activity that have been created. Follow the further steps to complete the activity and then to schedule.

**Figure 2**
Staff - Assign a staff member from the drop down list if required. If additional staff members are required for this activity, attach them by placing the cursor over the staff member name then CTRL left click. Repeat as necessary

- **Zone** - Select the zone/building from the drop down list or do a search by *none* of the venue required
- **Locations** – Select the zone if required
  - Either use the None, Wildcard or preset function
  - You can choose as many rooms as you require by CTRL click. NOTE – the more you choose, the more restrictive your options become
  - Choose either centrally, locally allocated space or geneal teaching and the rooms for these options will be displayed.

Choose the room required

Click on **MODIFY button**.

**ALWAYS CLICK ON THE MODIFY BUTTON TO COMMIT THE CHANGES YOU HAVE MADE.**
**ALWAYS CLICK ON THIS BUTTON ON EACH TIME IT IS ACTIVE.**

**Figure 3**
Figure 4

Method 1

- Select any week by placing the cursor over the relevant week number and **CTRL** left click. Multiple weeks can be selected by placing the cursor in a week box and **CTRL** left click.

- Note week commencing calendar dates and S+ week number e.g. week 1, week commencing 28.01.2013
Method 2

**Named Availability**

| (none) |
|---|---|
| *Academic Year* |
| *Academic Year [even]* |
| *Academic Year [odd]* |
| *Semester 1* |
| *Semester 1 [even]* |
| *Semester 1 [full]* |
| *Semester 1 [odd]* |
| *Semester 2* |
| *Semester 2 [even]* |
| *Semester 2 [full]* |
| *Semester 2 [odd]* |
| Divinity Sem 1A |
| Divinity Sem 1B |
| Divinity Sem 2A |
| Divinity Sem 2B |
| ELT PG Diploma - Term 1 |
| ELT PG Diploma - Term 2 |
| ELT PG Diploma - Term 3 |
| ELT PG Pre Masters - Term 1 |
| ELT PG Pre Masters - Term 2 |
| ELT PG Pre Masters - Term 3 |
| ELT UG Bus Found - Term 1 |
| ELT UG Bus Found - Term 2 |
| ELT UG Bus Found - Term 3 |
| ELT UG Science Found (Jan) |
| ELT UG Science Found (Jan) |
| ELT UG Science Found - Term |
| ELT UG Science Found - Term |
| ELT UG Science Found - Term |
| Evening Degree - Sem 1 |
| Evening Degree - Sem 2 |
| Evening Language - Sem 1 |
| Evening Language - Sem 2 |
| Global RRS |
| FIDS Vacation |
| Vacation Constraints |

- Within this section called **Named Availability** there are a number of pre-created week spans that relate to commonly used week patterns.

- This is particularly useful when creating a large volume of activities that carry a common week pattern.

- If an activity for a lecture is created, this method is useful as the week pattern is shown for semester I if highlighted.
ALWAYS CLICK ON THE MODIFY BUTTON TO COMMIT THE CHANGES YOU HAVE MADE.
ALWAYS CLICK ON THIS BUTTON ON EACH TAB.
- Click on the week in the week pattern bar
- The Diamond ☑️ will appear on the grid in the date and time slot on the grid
- The activity is now ready to schedule
- If the activity was not able to schedule, a diamond ☑️ will not be in evidence. If this happens, go back to the other tabs and fine tune the requirements.
  - Potential reasons if no diamond appears are:
    - The activity is larger than the room capacity
    - Is the staff member available
    - Is the room available
    - Are the students available

**Figure 6**

Click the schedule button to schedule the activity or activities
- The schedule button is now deactivated and the unschedule button is active. The only function you can now perform is to unschedule the activity.

- The grid now contains the activity scheduled depicted by a colour coded box with the activity name in the scheduled slot.

- At the bottom of the screen further information is visible relating to the activity i.e. date and time stamp when activity was made, activity name, venue etc.

- The activity is now scheduled.

Figure 7

[Diagram showing a timetable with an activity scheduled and marked as scheduled.]