

Converted Timetable Submission Checklist

Registrar's Office, University of Lethbridge, October 23, 2018

Questions and information relevant to reviewing your converted timetable submissions and updating/providing information.

Time Requests Checklist:

	1. Is the regular time pattern requested preferred or should a different time pattern be requested? (E.g. 3x50min, 2x75min, 1x2hrs45min)
	2. Is the irregular time pattern requested correct? (E.g. 2x50min, 1x1:45min)
	3. Can a carried-over forced time be piloted with a time pattern? (E.g. Grad section, MGT SMIF, special lab/tutorial)
	4. Do any sections need forced days/times? (E.g. Class must be offered at noon so individuals from the community can attend/present.)

Space Request Checklist:

	1. Are the pavilion and room type requested preferred or should a different pavilion and/or room type be requested?
	2. Are there any specific room characteristics needed for the section?
	3. Is the correct specialized, allocated room assigned, where applicable? (E.g. Science lab, Art studio, DSB trading room, etc.)
	4. Do any sections require a specialized room allocated to another department? If so, and you have permission to use it, add it as a note under Constraints/Scheduling Requests.

Constraint/Scheduling Request Checklist:

	1. How should sections be scheduled in relation to each other, if necessary? a. Conflict-free? b. Back-to-back? c. Same time?
	2. Do any sections need to be delivered during or not during certain hours? (E.g. Owing to weekly lab set-up on Ms, labs should only schedule T-F)
	3. If a class has to have a forced time and/or day, include relevant information in the Constraints Request and Rationale fields on the right. (E.g. Constraint: Class needs to be scheduled at 3 pm. Rationale: It is being video conferenced with class in Calgary.)

Time Requests

Pilot time pattern requests have been inputted that mirror the current regular pattern requested or the current irregular time requested. In some cases, irregular forced times were carried over.

If time constraints or scheduling ties are not specified for sections, they will be scheduled according to the time pattern requested at any time. They may or may not overlap unless they are taught by the same instructor or are requesting the same specialized allocated room, and then they will be scheduled conflict-free.

Space Requests:

For each section, when an allocated specialized space is not assigned, a preferred pavilion (building) and preferred room type must be requested from the General Classroom Inventory. Requesting up to two room characteristics is optional. Pavilion and room type requests and, in some cases, room characteristics, have been inputted that mirror either current space requests or assignments. Allocated specialized room assignments have been carried over.

Pavilion (Building) Request

Where requested pavilion is unavailable, the system is configured to assign a nearby pavilion. (E.g. If Anderson Hall is requested but unavailable, the system will next look to Turcotte, Markin, and so forth.)

Room Type Request

There are four room types – Lecture (instructor-standing lectern), Seminar (instructor and students seated around table), Scale-up (e.g. AH177) and Computer Lab. The system is configured to prioritize room type requests over pavilion requests. For example, if a Seminar room is requested in uHall, but unavailable, the system is configured to look for a Seminar room in other pavilions. Where requested room type is unavailable anywhere, the system is configured to assign a like room type, if appropriate. If there are no Seminar rooms available anywhere on campus, the system is configured to return to uHall and look for a Lecture room. If Scale-up is requested, but unavailable, the system will assign a Lecture room. If Computer room type is requested but unavailable, the system will deliver an error message for that section.

Room Characteristics

Room characteristics help the system assign the most appropriate space available from the general classroom inventory to meet pedagogical needs. For example, in our inventory, there are lecture room types with capacity <60 that have seating in rows, groups or both. If a section with an enrolment limit of 50 requests the room characteristic “GROU,” the room assigned will have seating in groups. If a seating arrangement characteristic is not requested, the system will assign a Lecture room that may have any seating arrangement.

Requesting up to two room characteristics is optional, but should be included if there are particular features needed in a room. Requested room characteristics are “hard constraints.” If a section requests a room characteristic, a room will not be assigned unless it has that feature.

Requested room characteristics will also drive the system to find an alternative, appropriate room when the preferred choice is unavailable. This is especially helpful when there are limited

rooms in our inventory with certain features. For example, if a Scale-up room type is requested, but unavailable, including the request for the room characteristic “GROU” and “MTBD” will drive the system to find an alternative Lecture room with grouped seating arrangement and multiple writing boards. If “GROU” and “MTBD” are not also requested, the system will assign any other Lecture room from the inventory.

Prior to requesting room characteristics, the general classroom inventory should be reviewed to ascertain if there are rooms in the requested pavilion with the desired characteristics and capacity for the enrolment limit of the section. The system will not schedule a section if the requested room type does not exist in the requested pavilion (e.g. requesting a Scale-up room in uHall). It will also not schedule if the requested room characteristics do not exist for the requested room type and capacity required by the class (e.g. a 90-seat Lecture room with grouped seating).

Room Needs and Corresponding Room Characteristics to Request:

Room Needs/Preferences	Room Characteristic(s) and/or Room Type to Request
Natural light	WIN characteristic (Windows)
Ability to move desks from row seating to group work	FLEX characteristic (Moveable furniture)
Ability to move around to different groups of students	GROU characteristic (Grouped seating arrangement)
Scale-up room	SCAL room type
Small class with everyone seated around the same table	SEM room type
Lecture class that has project work that could use nearby breakout rooms	BREA characteristic (Breakout rooms nearby)
Chalkboard preferred to whiteboards	BKBD characteristic (Blackboard)
Whiteboard preferred to chalkboards	WTBD characteristic (Whiteboard)
Lots of board space	MTBD characteristic (Multiple boards)
Flat floor to ease walking around class	FLAT characteristic (Flat floor)
Students in large class need to be able to see whiteboards	TRD characteristic (Tiered floor)
Mac lab	COMP room type and MAC characteristic
Double projectors	Add this as a Scheduling Request note

TBA Instructor Assignments:

A unique TBA can be assigned to teach multiple sections, thereby creating a unique, conflict-free TBA schedule that could be assigned to a single person to teach. For example, if two Art sections are likely to be taught by the same TBA instructor, ArtTBA1 can be created and assigned to both sections. The system will schedule the two sections conflict-free. If there is a third Art section likely to be taught by a different TBA instructor, ArtTBA2 can be assigned, etc.

1. Are there any TBAs requested that are likely to be taught by the same instructor?