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</tbody>
</table>
FLOWCHART
This flowchart illustrates the recommended order of data entry in the DCU

DCU Data Entry Flowchart for Dept Admins
GENERAL INFORMATION

Version History

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DATE</th>
<th>AUTHOR</th>
<th>DESCRIPTION OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>2018-01-19</td>
<td>Garrett Cluett</td>
<td>Original</td>
</tr>
</tbody>
</table>
Login

Go to: http://our-entweb-prd.ad.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

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

Logout

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

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

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

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Main Screen

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 and Tier II.

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
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”

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

Table of Contents
**Instructor Type:** Select from the drop-down menu

*Back to Back Allowed:* Will allow for back to back scheduling, 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”
You will see this screen

Fill in Fields

**Unavailability Type (Select One):**
- Tier I – Family Circumstances
- Tier I – Human Rights
- Tier I – Medical Condition
- Tier I – Other Academic
- Tier I – Research Requirements

**Note:** Tier I’s entered for a specific day/time for Research Requirements will be sent to the UTC for approval and are expected to be minimal

**Term:**
Select term

**Start Date & End Date:**
Automatically filled in by term selection

Can be edited by clicking the icon

**Note:** Often Tiers related 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**

<table>
<thead>
<tr>
<th>Unavailability Type</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Day</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier I - Family Circumstances</td>
<td>2189</td>
<td>06/09/2018</td>
<td>30/11/2018</td>
<td>Monday</td>
<td>8 AM</td>
<td>10 AM</td>
</tr>
</tbody>
</table>

**Unavailability Type:**
Select an option from the drop-down menu

**Note:** Tier I’s entered for a specific day/time for Research Requirements will be sent to the UTC for approval and are expected to be minimal. The system can schedule a day free from teaching for research, this is done by changing the instructor type to be “Teaching Release Day”

**Term:**
Change term from the drop-down menu

**Start Date & End Date:**
Will be set by default to match selected term
Can be changed by selecting the icon beside the date

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

**Day:**
Select a day of the week

**Start Time & End Time:**
Select a start time and end time from the drop-down list

Table of Contents
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

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**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Instructor Constraints</th>
<th>Staff ID</th>
<th>Instructor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluett</td>
<td>Garrett</td>
<td>-</td>
<td>12345678</td>
<td>Standard</td>
</tr>
<tr>
<td>F. Ghost</td>
<td>Casper</td>
<td>-</td>
<td>TBA_TESTDEPT_4</td>
<td>Standard</td>
</tr>
<tr>
<td>Gamgee</td>
<td>Samwise</td>
<td>-</td>
<td>TBA_TESTDEPT_2</td>
<td>Back to Back Allowed</td>
</tr>
<tr>
<td>Organa</td>
<td>Leia</td>
<td>-</td>
<td>17165191</td>
<td>Teaching Rel Day Standard</td>
</tr>
<tr>
<td>Solo</td>
<td>Han</td>
<td>-</td>
<td>01234567</td>
<td>Standard</td>
</tr>
</tbody>
</table>

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.
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
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

<table>
<thead>
<tr>
<th>Department:</th>
<th>TESTDEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Type:</strong></td>
<td>TESTDEPT Meeting</td>
</tr>
<tr>
<td><strong>Identification:</strong></td>
<td>Test Dept Staff Meeting</td>
</tr>
</tbody>
</table>
Forced Time

**Term**: Select term from drop-down menu

**Start & End Date**: Will be automatically filled in if 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
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**

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
</table>

**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

| Instructor List | | |
|-----------------|-----------------|-----------------|-----------------|
| Department      | Instructor Name | Staff ID         |
| TESTDEPT        | Cluett, Garrett | TBA_TESTDEPT_1  |

Click “Ok”

Click 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

You will see the “Meeting Editing” screen

Make changes to the fields as needed

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

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

**Instructor:** you can add or delete Instructor(s)

**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

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

You will be prompted with this screen

Click Ok to complete the process
COURSES

Overview

Fall and winter course offerings are available in the DCU for 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

Table of Contents
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

From here you will enter a Course Number, e.g. “DEVS 123”. There should be a space in 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

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 2189 (fall) and 2191 (winter).
Adding a Section (Term)
The word “Section” means “Term” in the DCU
Example: Section = 2191, Term = 2191

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

Click the icon in the Tool Bar Menu
You will see this screen

**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”

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”

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

---

This site says...

Do you want to change the date ranges associated to deliveries for this section?

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

Then click the icon in the Tool Bar Menu

This will delete all Component and Delivery information within the Section

Click Save

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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 edit the component description field to record the Course Topic ID number and description.

It is also where course add/drop consent is to be recorded.
Adding a Component

Open the “Component Editing Screen”

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

![Courses](image)

After you the 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 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
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

<table>
<thead>
<tr>
<th>Department</th>
<th>GPHYDEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>GPHY 370</td>
</tr>
<tr>
<td>Section</td>
<td>2189</td>
</tr>
<tr>
<td>Name</td>
<td>001</td>
</tr>
<tr>
<td>Type</td>
<td>LEC</td>
</tr>
<tr>
<td>Max Enrollment</td>
<td>40</td>
</tr>
<tr>
<td>RN</td>
<td>LEC</td>
</tr>
<tr>
<td>Description</td>
<td>Topic # &amp; Topic Title</td>
</tr>
</tbody>
</table>
Component Attributes
These fields are exclusively used to capture the (Add + Drop) consent 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
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

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

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.
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**
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

**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 a “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
Add a Forced Pattern Time(S)

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

A menu will appear

**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 a delivery for each room

Click the icon in the Tool Bar Menu for Room Requests

You will see this screen

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:** The only information we want to receive in this field pertains to requiring rooms smaller than the enrolment

For example: Enrolment=100, 4 rooms at 25 needed and not a room at 100

**Note:** Any information not pertaining to the room size required, will be ignored

**Characteristics:** Characteristics such as Blackboards, Whiteboards, Data/Video Project, etc., are optional

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”

Click the ☰ icon in the Tool Bar Menu

A window will appear with a list of your instructors

Take List

<table>
<thead>
<tr>
<th>Department</th>
<th>Instructor</th>
<th>Staff ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTDEPT</td>
<td>Cluett, Garrett</td>
<td>TBA_TESTDEPT_1</td>
</tr>
<tr>
<td>TESTDEPT</td>
<td>Ganjee, Samwise</td>
<td>TBA_TESTDEPT_3</td>
</tr>
<tr>
<td>TESTDEPT</td>
<td>Ghost, Casper</td>
<td>TBA_TESTDEPT_5</td>
</tr>
<tr>
<td>TESTDEPT</td>
<td>Organa, Leia</td>
<td>TBA_TESTDEPT_4</td>
</tr>
<tr>
<td>TESTDEPT</td>
<td>Solo, Han</td>
<td>TBA_TESTDEPT_2</td>
</tr>
</tbody>
</table>

**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

Select “All” to see all department instructors
Use the Search Bar to find an Instructor
Select the checkbox beside the Instructor
Click Ok
Change Delivery
Time Requests

“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 schedule from the drop-down list
e.g. 2x1, 3x1, 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

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 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

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

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

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

Click the icon in the “Deliveries” Tool Bar Menu

Click Save
Delete a Time Request
Click the checkbox beside the “Time Request”

Click ☑ in the Tool Bar Menu and you will see this screen
Click Yes
Click Save

DELETE A ROOM REQUEST
Click the checkbox beside the “Room Request”

Click the ☐ icon in the Tool Bar Menu and you will see this screen
Click Ok
Click Save
Delete a Room Characteristic(s)
Click the checkbox beside the “Characteristic”

Click the icon in the Tool Bar Menu

You will be prompted with a pop-up window

Click Ok to complete the deletion process

Delete an Instructor
Click the checkbox beside the “Instructor”

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 the Save icon
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 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.
Add a Component Group
Select “Component Groups” in the Navigation Pane

Click the ☂ icon in the Tool Bar Menu

Fill in the Fields

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

Add Department: You are able to choose any department

Course Number: Select the Course/Component you want

Click Ok
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

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

### COMPONENT GROUP LIST

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Group Constraint</th>
<th>Members</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>499 Groups</td>
<td>STDR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAT 309/8MED 831 001-LEC</td>
<td>PS component groups STSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAT 309/8MED 831 002-LAB</td>
<td>PS component groups STSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAT 312/8MED 812 001-LEC</td>
<td>PS component groups STSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAT 312/8MED 812 002-LAB</td>
<td>PS component groups STSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAT 416/8MED 816 001-LEC</td>
<td>PS component groups STSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAT 417/8MED 817 001-LEC</td>
<td>PS component groups STSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APSC 100 103/800 LEC</td>
<td>STSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APSC 100A - LAB GROUP 0</td>
<td>PS component groups STSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APSC 100A - LAB GROUP 1</td>
<td>PS component groups STSR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

In the **Tool Bar Menu** click the "delete" icon.

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. A 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.
  
  o 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
  
  o 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 same time different room (STDR).
  
  o 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.
  
  o 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

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Section</th>
<th>Component Type</th>
<th>Component</th>
<th>Delivery</th>
<th>Time Information</th>
<th>Room Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Records

**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 an the “Show All” option in the “Show” drop-down menu

Click the group you want to make changes to

![Delivery Group List](image)

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

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

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Group Constraint</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSC 100 800 01802</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
<tr>
<td>APSC 100A 900-LAB 01/02/03/04</td>
<td>STDR</td>
</tr>
</tbody>
</table>

**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

[Table of Contents]
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

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

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. 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

There are two types of errors signs:

⚠️: Time Error

 kullanıcı 401/6A/8A/21A 001-IND

⚠️: Room Error

Likayeren de etkileri zaman talepleri

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

There are two types of errors signs:

⚠️: Time Error

⚠️: Room Error

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.
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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Course</th>
<th>Requested Section</th>
<th>Category</th>
</tr>
</thead>
</table>

**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 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

Make changes only if necessary in “General Information”
Course requests
Click the checkbox beside the course you want to edit

Note: Only one course can be selected at a time

In the Tool Bar Menu click the edit icon
You will see this screen

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

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
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
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

Program Specific = Level / Program

- e.g. 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

Select the Courses from this list as needed

Click Ok

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

Click  ⬇️ Save

Table of Contents
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

Change fields as needed fields in “Academic Block Editing”
Changing Components

To add click the + icon

You will see this screen

Add Components by clicking the checkbox beside the department name

Click Ok

Click  Save
Removing Components
To remove Components from a “Academic Block”

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

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

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 validating 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.
Conflict Report

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

You will see this screen

**CONFLICT REPORT FILTER**

**Department**: Select your Department
Then click “Generate Report” to see a list

You will see this screen with two tabs

**Conflicting Deliveries** and **Conflicting Unavailabilities**

**Conflicting Deliveries:**

<table>
<thead>
<tr>
<th>Delivery</th>
<th>Times</th>
<th>Conflicting Deliveries</th>
<th>Conflicting Times</th>
<th>Conflicting Rooms</th>
<th>Conflicting Instructors</th>
<th>Conflicting Academic Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLEPT BIOL 102 2189 001</td>
<td></td>
<td>BIOLEPT BIOL 102 2189 026 01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYSDEPT PHYS 111A 2189 004 02</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYSDEPT PHYS 111A 2189 004 03</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>PHYSDEPT PHYS 111A 2189 090 02</td>
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<td></td>
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<td></td>
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<tr>
<td>BIOLEPT BIOL 102 2189 002</td>
<td></td>
<td>PHYSDEPT PHYS 111A 2189 008 02</td>
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<td>PHYSDEPT PHYS 111A 2189 008 03</td>
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<td></td>
<td></td>
<td>PHYSDEPT PHYS 111A 2189 094 02</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>PHYSDEPT PHYS 111A 2189 094 03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

Conflicting Times: List of times corresponding to the conflicting deliveries

Conflicting Rooms: If the conflict is “Room” related

Conflicting Instructors: If the conflict is “Instructor” related

Conflicting Academic Blocks: If the conflict is “Academic Block” related

**Conflicting Unavailabilities:** If you created a component unavailability to indicate a course component should not be scheduled on a certain day/time and that component is scheduled at that day/time you will see the conflict
**Academic Block Summary**

A summary of all Academic Blocks by department that can exported to Excel (CSV) or printed.
**Component Group DCU**

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

---

### COMPONENT GROUP DCU

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Component Group ID</th>
<th>Group Constraint ID</th>
<th>Term ID</th>
<th>Course ID</th>
<th>Component ID</th>
<th>Component Type</th>
<th>Scheduling Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 004 - 007</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>004</td>
<td>LAB</td>
<td>20</td>
</tr>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 004 - 007</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>005</td>
<td>LAB</td>
<td>20</td>
</tr>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 004 - 007</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>006</td>
<td>LAB</td>
<td>20</td>
</tr>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 008 - 011</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>007</td>
<td>LAB</td>
<td>20</td>
</tr>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 008 - 011</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>008</td>
<td>LAB</td>
<td>20</td>
</tr>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 012 - 015</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>010</td>
<td>LAB</td>
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</tr>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 012 - 015</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>011</td>
<td>LAB</td>
<td>20</td>
</tr>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 012 - 015</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>012</td>
<td>LAB</td>
<td>20</td>
</tr>
<tr>
<td>BIOLDEPT</td>
<td>BIOL 102 LAB 012 - 015</td>
<td>STDR</td>
<td>2189</td>
<td>BIOL 102</td>
<td>013</td>
<td>LAB</td>
<td>20</td>
</tr>
</tbody>
</table>

---

2020 records
Course Combination Summary
A summary of all Course Combinations by department that can exported to Excel (CSV) or printed

**COURSE COMBINATION SUMMARY**

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Academic Block Type ID</th>
<th>Course Combination</th>
<th>Description</th>
<th>Term ID</th>
<th>Course ID</th>
<th>Student Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 301</td>
<td>1</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 253</td>
<td>1</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 345</td>
<td>1</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 383</td>
<td>1</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 422</td>
<td>1</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 311</td>
<td>1</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 242</td>
<td>1</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 415</td>
<td>1</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>APSC</td>
<td>test</td>
<td></td>
<td>2189</td>
<td>ARTH 308</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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 ![print icon](image) in the Tool Bar Menu
Prof Tier I & II Blockoffs
This report shows you an overview of an Instructors Tier I & Tier II blockoffs

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

You will see this screen

![PROF TIER I & II BLOCKOFFS](image)

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 ![CSV](image) icon in the **Tool Bar Menu**

You can print by clicking the ![Print](image) icon in the **Tool Bar Menu**
Full Timetable

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

You will see this screen

This is a full list of all courses for your department

You can export to Excel by clicking the ![Excel](image) icon in the **Tool Bar Menu**

You can print by clicking the ![Print](image) 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 I & II 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 timetabling 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 **timetabl@queensu.ca**, ext. 78744.
ROOMS

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

You will see this screen

![Room List Screenshot]

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 - 613-533-6000 ext. 77500 | brettj@queensu.ca
Dario Paola, Lead Timetable Administrator - 613-533-6000 ext. 78655 | d.paola@queensu.ca

Contact:

Telephone: 613-533-6000 extension 78744
Email: timetabl@queensu.ca
Room 110 Gordon Hall, Queen’s University
# GLOSSARY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Block</strong></td>
<td>A set of course components that must be scheduled <em>conflict-free</em> with each other.</td>
</tr>
<tr>
<td><strong>Active Learning Classrooms (AL)</strong></td>
<td>Newly designed classrooms for active and collaborative learning.</td>
</tr>
<tr>
<td><strong>AUD</strong></td>
<td>All rooms that are =&gt; 200 capacity belong to the AUD pavilion. There are 9 auditoriums on main campus, and one at west campus.</td>
</tr>
<tr>
<td><strong>Basic Rules of Timetabling</strong></td>
<td>Timetabling policy established by the University Timetable Committee. See: <a href="http://www.queensu.ca/registrar/faculty-staff/timetabling/timetable-committee">http://www.queensu.ca/registrar/faculty-staff/timetabling/timetable-committee</a></td>
</tr>
<tr>
<td><strong>Component</strong></td>
<td>A component is a section, for example LEC, TUT.</td>
</tr>
<tr>
<td><strong>Component Attribute</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Course Combination</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>DCU</strong></td>
<td>Data Collection Utility. Web based tool used by departments to submit timetabling information for processing.</td>
</tr>
<tr>
<td><strong>Enterprise Web Portal</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
**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: Instructor, Instructor Back to Back, Teaching Release Day, and Teaching Release Day Back to Back. The Instructor type does not allow for back to back scheduling for that instructor. The Instructor Back to Back type will allow for back to back scheduling, only if necessary (note back to back scheduling is not guaranteed for this type). Teaching Release Day is to be used if a day free from teaching is required for research. The Scheduler will then assign a day. Teaching Release Day Back to Back is to be used if an instructor needs a Teaching Release Day AND wants their courses back to back.

Instructor Unavailability

The University shall make reasonable efforts to accommodate the requests of the Members concerning the scheduling of the Member's teaching based on the Member's research requirements*, other academic responsibilities*¹, medical condition*, family circumstances* or preferences**.

Notes:

Decisions must be in accordance with applicable federal and provincial legislation and the Faculty, Librarians and Archivists Collective Agreement. The Head, with knowledge of local conditions, is expected to balance the competing demands of individual instructors and the Unit's obligation and responsibility to offer a timetable that meets the Unit's academic program needs and conforms to the Unit's needs and priorities. In cases where instructor requests for special timetabling arrangements are not approved by the Head, instructors may appeal to the University Timetable Appeal Committee. Note that "Other academic responsibilities" does not include teaching. Teaching responsibilities are covered under the "Principles of Timetabling" in the Collective Agreement.

* For operational purposes these are referred to as Tier I. Research related Tier I requests must be approved by the UTC Chair.

** For operational purposes these are referred to as Tier II.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pattern</td>
<td>The times that a component is delivered, based on the Queen’s slot system <a href="http://www.queensu.ca/registrar/faculty-staff/timetabling/room-info/course-slot-charts">http://www.queensu.ca/registrar/faculty-staff/timetabling/room-info/course-slot-charts</a>. Examples of patterns are 3 X 1 hour, 2 X 1.5 hours, 1 X 2 hours, 1 X 3 hours.</td>
</tr>
</tbody>
</table>
| Pavilion                 | Timetabling term that is equivalent to 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.                                                                                   |
| Spouse Opposite          | Unit head approved request to schedule instructors who are partnered with each other at different times.                                        |
| 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

UTC  
University Timetable Committee. See http://www.queensu.ca/registrar/faculty-staff/timetabling/timetable-committee for timetable policy.
APPENDIX “A” – Timetabling Updates | Overview

DCU Requirements (Notes) Fields

There are three places in the DCU where you can record notes. These fields are called “requirement” fields and are found in three 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) **Deliveries, Room Requests, Room Requirements**
   Use the room requirements notes field to type in if rooms larger than, or smaller than the maximum enrolment are required (for example break out rooms). These are the only notes that will be reviewed if entered in this field.

3) **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.

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.

Research Days

Instructors will be able to request a research day, if approved by the Unit Head, but will not be able to submit a request for a specific day of the week. The schedule will ensure a day free of classes. If an instructor requires a day free from teaching for research, please select the instructor type “Teaching Release Day”. If an instructor absolutely must have a specific day of the week for research, then input a Tier 1 for research. Note that Tier 1 requests for specific research day will be considered on a one-off basis by the UTC chair.
Room Changes
The University continues to invest in room renovations. Effective Fall 2018 the following changes will be in effect:

- Kingston 101 is being completely renovated during the summer 2018. Its new capacity will be 147 (it was previously 150) it will remain a data video tiered room.
- Ellis 226 is being renovated to become an active learning classroom, capacity 60, round tables with 6 chairs per table. This room will be very similar to the existing Kingston 313 active learning room.
- Ellis 324/327 currently two rooms @75 capacity each will be converted into one active learning classroom capacity 120, similar to Ellis 321.
- Convocation Hall in the Theology building is being renovated this summer to become a teaching space, tiered seating, and tablet-arms on the main floor. The upper floor will still exist but won’t have tablet arms nor be used for teaching. The capacity of the main floor will be 140. The room name is Theology Hall.
- Starting next fall, Biosciences 1102 and 1103 (capacity 122 each) are being renovated to become one large auditorium that will be needed once the University loses Etherington Auditorium due to renovations at KGH. The renovations will occur during the 2018-19 academic year.
- The Innovation and Wellness Centre will have three 80 seat “active learning style” teaching spaces for exclusive use by engineering. These rooms are adjacent to each other and can be combined into one large room at 240 capacity, or two rooms at capacity 80 and 160.

Flexible Seating Room Type (FS)
There are four rooms with 30 capacities each and equipped with node seating with wheels. The rooms are Mac-Corry A309 and A311, as well as Theological Hall 203 and 209. All rooms will 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 four flexible seating rooms will be assigned, requests for specific FS rooms will be done by exception only.
Active Learning (AL) Rooms
As of Fall 2018 there will be a total of six Active Learning classrooms on main campus:

- Ellis 321 (capacity 136)
- Ellis 333 (capacity 70)
- Ellis 319 (capacity 49)
- Ellis 324 (capacity 120)
- Mac-Corry D201 (capacity 96)
- Kingston 313 (capacity 49)

These classrooms have a varied configuration and technology options, documented on the Central Classrooms website [http://queensu.ca/classrooms](http://queensu.ca/classrooms) and [http://www.queensu.ca/activelearningspaces/](http://www.queensu.ca/activelearningspaces/).

Active Learning classrooms must be requested in the DCU, please select which specific room is needed. Requests for AL rooms will receive an application form to be completed by the instructor(s) in mid-March.

Classroom Equipment Requests
ITS has developed a lending library of equipment not typically found in classrooms. Equipment available is limited (for now) to these non-traditional items: overhead projectors, handheld microphones, clickers and desktop document cameras.

Once classes begin, staff and/or instructors should contact the ITS support desk at extension 36666 or by using their Online Help Form with classroom equipment needs and they will work to find solutions to meet needs. ([https://www.queensu.ca/its/forms/itsc/helpform/](https://www.queensu.ca/its/forms/itsc/helpform/))

Equipment can be picked up with 24 hours’ notice from the Classroom Support Unit in Mac-Corry or can be delivered and set up in the requested classroom with one weeks’ notice.
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: http://queensu.ca/classrooms/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 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 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, the red is the relationship between the first and second element. An example is: Art History wants ARTH 120 the tutorial to be after the lecture at any time. This would appear in the spreadsheet like:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Department ID</td>
<td>First Course ID</td>
<td>Term</td>
<td>First Component ID</td>
<td>First Component Type ID</td>
<td>Second Department ID</td>
<td>Second Course ID</td>
<td>Term</td>
<td>Second Component ID</td>
<td>Second Component Type ID</td>
<td>Tie Type</td>
</tr>
<tr>
<td>2</td>
<td>ARTHDEPT</td>
<td>ARTH 120A</td>
<td>2189</td>
<td>002</td>
<td>TUT</td>
<td>ARTHDEPT</td>
<td>ARTH 120A</td>
<td>2189</td>
<td>001</td>
<td>LEC</td>
<td>After ANY Occur</td>
</tr>
</tbody>
</table>
Here is a close up of each coloured section:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Department ID</td>
<td>First Course ID</td>
<td>Term</td>
<td>First Component ID</td>
<td>First Component Type ID</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>ARTH 120A</td>
<td>2189</td>
<td>002</td>
<td>TUT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Department ID</td>
<td>Second Course ID</td>
<td>Term2</td>
<td>Second Component ID</td>
<td>Second Component Type ID</td>
</tr>
<tr>
<td>ARTDEPT</td>
<td>ARTH 120A</td>
<td>2189</td>
<td>001</td>
<td>LEC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tie Type</td>
<td>Description</td>
</tr>
<tr>
<td>After ANY Occurr</td>
<td>ARTH 120 TUT 002 after 001 LEC</td>
</tr>
</tbody>
</table>

The description in the red section is just the elements, which we use for naming the Tie. 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:

Otherwise the cells without a drop-down menu are free text entry.
If you have to add a new line right-click in the table and select “Insert > Table Row Below”.

Please indicate with a different text colour than black, any changes you have made. Dark Red is a colour that works well and is suggested.
### Timetable Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td><strong>Production Timeline</strong></td>
</tr>
<tr>
<td><strong>Undergraduate Timetable</strong></td>
<td></td>
</tr>
<tr>
<td>8-Jan</td>
<td>Update curriculum in PeopleSoft from Faculty Boards (OUR)</td>
</tr>
<tr>
<td>21-Jan</td>
<td>Start of Winter Planning and Preparation (Timetabling Office)</td>
</tr>
<tr>
<td>23-Jan</td>
<td>Final DCU in Test Mode for Deps</td>
</tr>
<tr>
<td>25-Jan</td>
<td>Close DCU in Test Mode for Deps</td>
</tr>
<tr>
<td>28-Jan</td>
<td>Open DCU Live for Deps</td>
</tr>
<tr>
<td>3-Mar</td>
<td>Timetable Activity Update: DCU Course Catalog</td>
</tr>
<tr>
<td>5-Mar</td>
<td>Timetable Data Collection Opens 1-on-1 meetings with all depts</td>
</tr>
<tr>
<td>8-Mar</td>
<td>DCU in Test Mode for Deps</td>
</tr>
<tr>
<td>15-Mar</td>
<td>Timetable Training/Information</td>
</tr>
<tr>
<td>20-Mar</td>
<td>Engineering Program Selection Ends</td>
</tr>
<tr>
<td>8-Apr</td>
<td>Timetable Data Collection Ends</td>
</tr>
<tr>
<td>15-Mar</td>
<td>Law only - final timetable posted to PeopleSoft</td>
</tr>
<tr>
<td>16-Mar</td>
<td>Law only - Law final timetable posted to PeopleSoft</td>
</tr>
<tr>
<td>17-Mar</td>
<td>Law only - Law final timetable posted to PeopleSoft</td>
</tr>
<tr>
<td>18-Mar</td>
<td>Law only - Law final timetable posted to PeopleSoft</td>
</tr>
<tr>
<td>22-Mar</td>
<td>Timetable published with Faculty Offices</td>
</tr>
<tr>
<td>21-Jun</td>
<td>Forced Time, active learning requests due back from Unit Heads</td>
</tr>
<tr>
<td>15-Jul</td>
<td>Enrolment available to staff</td>
</tr>
<tr>
<td>16-Jul</td>
<td>Course Selection - Enrolment restrictions enforced</td>
</tr>
<tr>
<td>25-Jul</td>
<td>Course Selection Open - Enrolment restrictions expire</td>
</tr>
<tr>
<td>31-Jul</td>
<td>Open Enrolment</td>
</tr>
<tr>
<td>1-Aug</td>
<td>Graduation Course Component Set up and Rooms</td>
</tr>
<tr>
<td>24-Aug</td>
<td>Full payment tuition &amp; outstanding debts due</td>
</tr>
<tr>
<td>1-Sep</td>
<td>Fall term classes begin NEW on a Thursday</td>
</tr>
<tr>
<td>6-Sep</td>
<td>Solicit Summer, BISC course information</td>
</tr>
</tbody>
</table>
APPENDIX “B” - Websites

Relevant Websites

OUR Timetabling main page: \texttt{http://www.queensu.ca/registrar/faculty-staff/timetabling}

UTC Basic Rules of Timetabling: \texttt{http://www.queensu.ca/registrar/faculty-staff/timetabling/timetable-committee}

Room Information: \texttt{http://www.queensu.ca/registrar/faculty-staff/timetabling/room-info}

Room Pictures and Detailed Information: \texttt{http://queensu.ca/classrooms/}

Active Learning Classrooms: \texttt{http://www.queensu.ca/activelearningspaces/}

Table of Contents
### APPENDIX “C” - Legends

#### Component Type Legend

<table>
<thead>
<tr>
<th>BLN</th>
<th>Blended</th>
<th>SEM</th>
<th>Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLN</td>
<td>Clinical</td>
<td>STD</td>
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*Not central inventory rooms
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## APPENDIX “D” - Charts

### Slot Chart

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**Important Note:**
- The chart above outlines the slot chart for the specified days.
- Please refer to the DCU User Manual for detailed instructions and guidelines.

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

Decodes rooms with DVD players

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* Under Building May-Aug Event Services priority
Last Updated: HH, January 9, 2017

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* under Building May-Aug, Event Services priority

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