

School Timetable Coordinators Guide

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1. INTRODUCTION

The Timetable Office facilitates and manages the creation and maintenance of the University's teaching timetable. The teaching timetable process runs for most of the year due to the preliminary work, construction, monitoring and updates. This document should be read in conjunction with the University's Timetabling and Rooming policy.

The University's Timetable Office constructs the teaching timetable based on the timetable requests entered into the Course and Unit Offering System (CUOS) by the Schools, and principles outlined in the policy. The timetable is scheduled based on the following objectives:

- Units are timetabled in accordance with the University's Timetabling and Rooming policy.
- Meet student needs.
- Utilise space in the most efficient and fair manner while meeting teaching and learning requirements.
- Even distribution of activities to ensure availability of resources.
- A flexible approach that can accommodate change.
- Meet specific rooming needs where required.
- Accurate quota specification.

Timetable Office contact details:

Email: timetable@ecu.edu.au

Telephone: 6304 3913

Website: <http://www.ecu.edu.au/SSC/depts/systems/timetable.php>

2. TIMETABLING TERMINOLOGY

Activity Quota: the maximum number of students that can be enrolled in an activity. This is also used to determine the size of the room allocated during scheduling. School contacts are able to change activity quotas on CUOS.

Activity: (also known as: “class”, “event”) a class attended by the student as part of a unit’s teaching requirement, such as a lecture, seminar or tutorial. Each activity has a unique “activity number” (or “event number”) which should be noted when requesting timetable changes.

Actual Places: Used in Callista, activity enrolments.

Allocated Students: Students that are enrolled in a unit’s activity/s.

Block: Separate activities running on the same day and time, but different rooms.

Callista: the University’s student management system. The timetable is uploaded into Callista to allow students to enrol in their unit and activities.

Cancelled Activity / Deleted Activity: An activity that has been deleted. When a School decides an activity is no longer required, the activity will be deleted in the timetable system and will be removed permanently. Any students enrolled in an activity that is deleted will be made “unallocated”.

Cancelled Unit / Unoffered Unit: A unit that is not offered in a particular teaching period and campus. Students need to be withdrawn from a unit offering before it is made unoffered.

Cap: Seating capacity.

Closed Activity: (also known as: “hidden”) an activity that is not SSF (Self Serve Functionality) available, i.e. not open for enrolments on SIMO. Can be viewed on the staff version of “View Semester Timetable”, closed activities will show highlighted in yellow.

CMIS Facility: the University’s timetabling and room allocation software. Also known as the “timetable system”.

CMIS Weeks: list of numbers allocated to the beginning of each week used by CMIS, the University’s timetable system. E.g. 1st Jan = week one, 8th Jan = week 2.

Concurrent Unit: where two or more units share the same activity (i.e. they are in the same room at the same time).

Course and Unit Offering System (CUOS): manages offerings for courses and units and associated timetable requirements, exam requirements, UTEI collection and Blackboard site/community information. It is the repository of course and unit offerings in all teaching calendars and a record of historical offerings. CUOS interfaces directly with Callista.

Course: the degree studied by a student e.g. Bachelor of Business.

Delivery Pattern: Used in CAPS, the location a unit will be offered at.

Dual Use Specialist Rooms: Rooms that are first preference rooms for Schools due to specialist equipment/room set up and general teaching rooms.

ePortal: the web front end of CMIS Facility used to check room and unit timetables. Campus Service Office uses ePortal to make ad hoc bookings for the University.

Exclusion: Units, or activities that can’t clash (run at the same day and time).

General Teaching Rooms (GT or GTR): classrooms and computer labs owned by the University that can be used by any school for their activities.

Group: (also known as “Activity Code”) Type of activity e.g. LEC = Lecture, SEM = Seminar, TUT = Tutorial.

Instance: As used in CMIS: Teaching period and campus.

Location: (also known as “campus”) the location a unit is being offered at.

Mandatory Activity: an activity type (e.g. Lecture, Seminar) that is a compulsory component of a unit offering. i.e. students must enrol into the activity.

Mode: (also known as “unit class”) the way a unit is being offered, e.g. on campus, off campus.

Opened Activity: (also known as: “showing”) an activity that is SSF (Self Serve Functionality) available, i.e. open for enrolments on SIMO.

Optional Activity: an activity type (e.g. Workshops) that is not compulsory for students to attend any of the classes for that activity type. i.e. students do not have to enrol into the activity.

Ordering: The sequence (or order) activities should run in, e.g. Lecture first then tutorials.

Published Limit: Used in Callista, activity quota.

Real Limit: Used in Callista, defaults to room capacity.

Relationship: Used in CUOS Timetable Requests, concurrent or exclusion rules created between different unit’s activities.

School Timetable Contact: Nominated person/s in each School who is the main liaison and point of contact for the timetable process.

Self Serve Functionality (SSF): indicates whether a student can enrol into a unit or an activity.

SIMO (Student Information Management Online): the web based student information management system and interfaces directly with the Callista Student Management System.

SIMO View Semester Timetable: displays unit offering and activity information. The staff version is available at http://simo.ecu.edu.au/ecudev_calprod/viewsemtable.jsp?mode=staff

Specialist Rooms: School owned rooms that are designed and/or contain specialist equipment to run specific activities, e.g. nursing demo wards, chemistry laboratory.

Teaching Period: predefined start and end dates the units are offered in, e.g. semesters, terms.

Timetable Actuals: is the published timetable. Timetable Actuals can be viewed on Callista, CUOS and SIMO View Semester Timetable.

Timetable Requests: requirements, constraints and preferred options to be used and/or taken into consideration when scheduling activities in the timetable. The data is entered into CUOS during the timetable requests Collection period.

Unallocated Students: Students that are not enrolled in a unit’s activity/s, but are enrolled into the unit.

Unit Offering (UO): the teaching period, campus and mode (e.g. on campus, external) for which a unit is available.

Unit Quota: the maximum number of students that can be enrolled into the unit. **NOTE:** Unit quotas override activity quotas. If a staff member overrides the unit quota and enrolls a student, another student will be removed to maintain the quota. It is strongly recommended Unit Quotas are **not** used if the unit has activities.

Unit: the subjects that are taught and make up a course. Units can contain activities that students enrol into.

3. COURSE AND UNITS OFFERING SYSTEM (CUOS)

The Course and Unit Offering System (CUOS) manages offerings for courses, units and associated timetable requirements, exam requirements, UTEI collection and Blackboard site/community information. CUOS also manages the rollover of offerings and related information. It also includes a number of Reports and Administrative tools to aid the business processes in place at ECU.

CUOS is the repository of course and unit offerings in all teaching calendars for the current calendar year as well as the next calendar year. A record of historical offerings is also retained. CUOS interfaces directly with Callista SMS.

User manuals for CUOS can be found by clicking the “i” next to the link in the staff portal.



CUOS Timetable training is held during February, covering the following the four areas below. School timetable contacts are notified of the dates at the beginning of each year.

- Unit Offerings;
- Timetable Requests;
- Timetable Actuals; and
- CUOS Reports

4. CREATING THE TEACHING TIMETABLE

Creation of the timetable begins in February of the previous year when CUOS opens for data collection. For example, data collection for 2017 timetable starts in February 2016. At the beginning of the year the School timetable contacts will receive details of the CUOS data collection dates (unit offerings and timetable requests), CUOS training dates, Academic Calendar (with CMIS weeks) and CMIS Calendar.

A Timetable Wash Up meeting is held mid-March to discuss the timetabling process for the current and next year's timetables. Items discussed at the meeting include feedback from Schools and the Timetable Office, timelines, changes, updates and guidelines. All School Timetable contacts are encouraged to attend.

CUOS Timetable training is held during February, covering the following four areas:

- Unit Offerings;
- Timetable Requests;
- Timetable Actuals; and
- CUOS Reports

School staff should also be familiar with Callista and receive the relevant training. Training sessions can be booked via the Staff Kiosk.

Unit Offerings

Unit Offerings are the teaching period, campus and mode (e.g. on campus, external) for which a unit is available.

All units must be approved on the Curriculum Approval and Publication System (CAPS) before offerings can be added to CUOS. Ensure the relevant locations have been added to the Delivery Pattern in CAPS for each unit. If the location has not been added, the offering cannot be added to CUOS. Location "EXC" Exchange Students is exempt from this.

Before CUOS opens for data collection, unit offerings for the next year are created by rolling over the current year's data. Note: after the rollover, any changes made to the current year's unit offerings will not be reflected in the next year's data.

The data collection period is open from February to April and data is collected for all teaching periods. CUOS opens again in July to collect data for Summer School only.

After the collection period has closed email the Timetable Office with any changes. Note: Schools are still able to update Unit Quotas and Unit Comments.

It is the Schools responsibility to investigate and advise the Timetable Office of the correct teaching period/s for their offerings. For advice on which teaching period to use, please contact Strategic Information Services on phone: 6304 2902 or email: d.ward@ecu.edu.au.

Timetable Requests

Timetable Requests are the requirements, constraints and preferred options to be used and/or taken into consideration when scheduling a unit's activities.

Before CUOS opens for data collection, timetable request data for the next year is created by rolling over the timetable actuals of the current year. Data is collected for all teaching periods. Schools enter timetable requests for all unit offerings that will have activities. Not all unit offerings will have activities, e.g. external units, research units.

Timetable requests for activities in general teaching rooms should be kept to a minimum to allow for maximum options when scheduling. If a day, time, or general teaching room is specified, a valid reason must be included. All activities in general teaching rooms and computer labs will be scheduled to commence on the half hour in accordance with the Timetabling policy.

Timetable requests for activities running in School owned specialist rooms can be specific, including the day, time and room number. Note: CMIS weeks must be added against all activity instances for the requests to be transferred into the timetable system.

Once the collection period has closed no more data can be entered into CUOS. Any extra information should be added to the draft timetables provided to the Schools after the timetable has been scheduled. However, urgent or major changes that will affect scheduling should be emailed to the Timetable Office.

The timetable request data is transferred into the timetable system and the Timetable Office checks and processes the requests and schedules the timetable. Schools are contacted for clarification or further information if required.

Collecting and Input of Data Into CUOS

Collecting the timetable request information from Lecturers, Unit and Course Coordinators is a process to be decided on within your School. However, two ways this can be done are:

- Run the Timetable Actuals report in CUOS and ask staff to make any changes
- Run the Timetable Requests report in CUOS and ask staff to fill in the details.

Both these reports are produced in Excel allowing for custom formatting and input or deletion of information as required.

It is recommended to start timetable request input into CUOS early, rather than waiting for all the information to be returned from Coordinators. Details that are already known, for example CMIS weeks, quotas, specialist rooms, can be entered early then updated later as Coordinators submit their data. Use the Timetable Requests report to keep track of your data entry.

CUOS Exception Report

The CUOS Exception report is a useful tool for checking any anomalies that may exist in the timetable requests. It is recommended to run the report periodically during the data collection.

Exceptions and definitions:

CUOS MESSAGE	DEFINITION & ACTION
Activity Type and/or Instance exists with an undefined pattern	<p>CMIS Weeks have not been entered in the Activity Instances section against the activities.</p> <p>Action:</p> <ul style="list-style-type: none"> • If the unit is running with activities, enter the CMIS weeks in the Activity Instances section. • If the unit is to be offered with no activities, delete the timetable requests. • If the unit is not running, make it Not Offered. <p>CMIS weeks must be entered in the <u>Activity Instances</u> section or the timetable request will not be transferred into the timetable system.</p>
Not all activity instances have been generated	<p>The number entered into "Number of Instances" in Activity Types does not match the number of activities created in the Activity Instances.</p> <p>Action:</p> <p>Check the unit to see if the correct number of activities exist.</p>
On campus unit offering exists without timetable requests	<p>No timetable requests have been created for units offered at JO, ML or BU.</p> <p>Action:</p> <ul style="list-style-type: none"> • If the unit requires activities, create a timetable request. • If the unit does not require activities, leave it. • If the unit is not running, make it Not Offered.
Quotas against the instances do not total to that of the type request	<p>The quota in Activity Types does not match the quota in Activity Instances.</p> <p>Action:</p> <p>Ensure the quota in Activity Instances is correct.</p>
Quotas against the instances do not total to that of the unit offering	<p>The quota in Activity Instances does not match the Unit Quota.</p> <p>Action:</p> <p>Delete the Unit Quota. A Unit Quota is not required if the unit has activities.</p>

CMIS Weeks

CMIS weeks are numbers allocated to the beginning of each week, used by the timetable system. It is important the CMIS Weeks are correct for all activities so rooms are allocated appropriately and to avoid room clashes.

CMIS weeks uses specific punctuation to indicate duration:

- (dash) = to

, (comma) = then

For example, semester 1 weeks 13 to 19 then 21 to 26, is written as 13-19,21-26.

Summer School's teaching period commences in December of the previous year. Because of this the CMIS weeks start in December of the previous year and end in December of the current year. There will always be an overlap for the month of December. When entering timetable requests for Summer School use **that year's** CMIS weeks. For example, Summer School 2017 starting in December 2016 and continuing in January 2017 will be weeks 1-4, 8-9.

The Timetable Office provides Schools with calendars containing the CMIS weeks each year. The calendars are also available on the Timetable Office website: <http://www.ecu.edu.au/SSC/depts/systems/timetable.php>

Scheduling First Year Units

First year units will be scheduled as follows, unless otherwise requested:

- Quotas of up to 160: 0830 to 1830 (latest finish) Monday to Thursday, 0830 to 1730 (latest finish) Fridays.
- Quotas of 161 or more: 0830 to 2030 (latest finish) Monday to Thursday, 0830 to 1730 (latest finish) Fridays.

Dual Use Specialist/General Teaching Rooms

There are several dual use rooms that are first preference for Schools due to specialist equipment/room set up and general teaching rooms. These rooms will be treated as first preference during the scheduling process only. When all the School's activities have been scheduled into the rooms, it will revert to a general teaching room for further scheduling.

Because of this, it is essential the first preference rooms are indicated on all activities in timetable requests. Specialist activities requiring the room after scheduling will be placed in available timeslots. Alternative rooms can be sought for non-specialist activities, but they will not be moved if an alternative room isn't available.

Specialist Rooms

School specialist rooms are solely owned and used by a School. Timetable requests for activities to be timetabled in these rooms can be specific, including the day, time and room number.

Unscheduled/Unroomed Activities

At the end of scheduling there will be some activities that are unscheduled and/or unroomed. A reason will be provided in the first draft timetable sent to the Schools.

New Unit Code to be Offered, Not Approved on CAPS

A new unit code that hasn't been approved in CAPS, cannot be added to CUOS, and therefore no timetable requests can be created. The following procedure is recommended:

- The old unit code, that is being replaced, is offered as a substitute. (If a unit is not being replaced, choose another unit that hasn't been archived).
- Create the timetable requests against the old code, which will be transferred into the timetable system and scheduled.
- When the new unit code has been approved, email the Timetable Office to add it to CUOS. It will be transferred into the timetable system and slotted into the activities that were created with the old code.

Extra Information Provided by Timetable Office

During the data collection period the Timetable Office provides Schools with extra information to assist with data entry including:

- Enrolment history report showing unit enrolments for the last four years
- List of rooms on the timetable system

- Report showing Units that are offered but don't have timetable requests
- Report showing units that are not offered but do have timetable requests
- Issues that have shown up on the CUOS Exception report that require review.

Activity Quotas and Quota Review Report

Activity quotas are the maximum number of students that can be enrolled into an activity. It is also used to determine the size of the room allocated to the activity. Quotas should, where possible, be based on previous years' actual data with increases of 20% (maximum) accepted.

Please be aware that larger than necessary quotas have a flow-on impact to scheduling of units overall. It can result in a shortage of larger rooms and may impact the scheduling of your School's other large quota activities.

Activity quotas provided by Schools in their timetable requests are reviewed by Timetable Office before the timetable is scheduled and are subject to approval. The Quota Review Report contains the requested quotas, the previous four year's enrolments, plus the average and the percentage increase. For quota increases above 20%, Schools are asked to provide either an explanation for the increase or a lower quota.

First Draft Timetables

After the timetable is scheduled the first drafts are sent to the Schools to review and update as required. Reasons for timetable changes must be supplied in the spreadsheet and a column is provided in the spreadsheets for changes and reasons. Schools should also include extra information that was missed during the data collection period. The drafts are then returned to the Timetable Office by the due date to be processed.

After the first draft timetables have been processed the timetable is published and Schools are able to run Timetable Actuals reports in CUOS to check changes. There should not be any further significant changes unless there is a compelling reason.

Timetable Clash Report

The Timetable Office will send Schools a Timetable Clash Report after the first draft timetable has been scheduled and after the timetable has been finalised. However, Schools can also request a clash report at any time.

The Clash Report contains room and exclusion (unit) clashes. Schools need to advise if any changes are required.

5. THE PUBLISHED TIMETABLE

Timetable Published

The Timetable Office uploads the timetable to Callista then notifies the Schools it is available for viewing and changes can be made in CUOS Timetable Actuals. Schools are responsible for monitoring their units' enrolments, opening and closing activities and changing quotas as required in CUOS Timetable Actuals.

There is a period of approximately two weeks between when the timetable is published and ePortal is opened for ad hoc bookings in the teaching rooms. Schools should use this time to thoroughly check their timetables and request any updates. The timetable is considered finalised once ePortal is open for bookings.

CUOS Timetable Actuals

Once the timetable has been published activities are available to be changed in CUOS Timetable Actuals. Schools are able to open and close activities and change activity quotas.

Timetable Change Requests

All timetable change requests must be emailed to the Timetable Office, timetable@ecu.edu.au, via the School Timetable contact. People requesting timetable changes by telephone will be asked to send the request by email.

Significant timetable changes can only be made in exceptional circumstances such as the ones listed below. The reason for the change must be included in the email. Acceptable reasons include:

- Clashes (unit, lecturer, room)
- Sessional Lecturer availability;
- Significant difference, higher or lower, between planned and actual enrolment numbers.
- Loss of staff scheduled to teach activity and no other staff available at time activity has been timetabled.
- Loss of venue due to damage or other unforeseen circumstances.
- Student enrolled in the activity has a disability that prevents them access to the timetabled venue.

Ensure timetable change requests are clear, concise and contain all the relevant information to avoid delays in actioning. If forwarding an email from another staff member, please make sure the essential information is included. Basic data that should be included in change requests are:

- Unit Code
- Activity number
- Teaching period
- Campus
- Reason for change

Changes made in the timetable system will be displayed in CUOS, Callista and other relevant systems, the next day, because they are transferred into Callista via an overnight report. It is considered best practice, and strongly recommended, for School staff to check their change requests for accuracy.

Student Clash Report

The Student Clash report displays the potential impact on students if the activity they are enrolled into is moved. The report shows the list of students that will have a timetable clash and the unit/s and activities it affects. The report, "CUOR2130 Timetable Clash Report", is available in CUOS in the Reports Tab.

Zero and Low Enrolment Reports

In week 3 of each semester the Timetable Office sends Schools a report of all the activities that have low and zero enrolments. Schools are required to indicate what action, if any, is to be taken with the activities. Note: Activities in general teaching rooms that have no enrolments will be deleted unless otherwise advised.

Unit Quota vs Activity Quota

The unit quota is the maximum number of students that can be enrolled into a unit offering. This quota is entered into the Unit Offerings section of CUOS. Unit quotas override activity quotas. For example, if a unit has a unit quota of 20, but the activity (e.g. seminar, lecture) has a quota of 50, only 20 students will be able to enrol. If a staff member overrides the unit quota and enrolls a student, another student will be withdrawn to maintain the quota. It is strongly recommended Unit Quotas are **not** used if the unit has activities.

The activity quota is the maximum number of students that can be enrolled in an activity (e.g. seminar, lecture). It is also used to determine the size of the room allocated during scheduling. Staff members can override the quota to enrol students if required.

Closing a Unit

(Also known as “cancelling a unit” or “unoffering a unit”.)

- Email Timetable Office with details of the unit that is to be closed
- The Timetable Office will:
 - run a class list,
 - bulk withdraw any enrolled students,
 - delete any associated activities and
 - make the unit Unoffered in CUOS.
- You will be sent a confirmation email containing the class list and Discontinuation Report.

Note: The Timetable Office is unable to bulk withdraw students after the census date. Contact Student Services for advice. It should also be noted fees and prerequisite rules can be affected if the unit is cancelled after the teaching period has commenced and after the census date/s have past.

The School (or Course Information Hub) is responsible for notifying the students, and re-enrolling students into other units, if required.

The Timetable Office is able to bulk transfer students to another location of the same unit and teaching period. For example students can be transferred from ACC1100 JO Semester 1 to ACC1100 ES Semester 1.

Opening or Closing an Activity

(Also known as “showing” and “hiding” activities). School staff with appropriate access are able to open and close activities in CUOS.

- Look up the unit in CUOS
- Open the unit in “Timetable Actuals”
- Tick or untick the Offered and SSF boxes as required.

Changing an Activity Quota

School staff with appropriate access are able to change activity quotas in CUOS.

- Look up the unit in CUOS
- Open the unit in “Timetable Actuals”
- Change the quota in the Quota column. Note: quotas cannot be changed above the room capacity.

Changing Activity Type

For example, changing an activity from a Lecture to a Seminar.

- Email the Timetable Office with the details to be changed
- The Timetable Office will:
 - Run a class list or activity list for the activity/s to be changed
 - Delete the activities that need to be changed
 - Create the new activities
- You will be sent a confirmation email containing the class list.

Because the activities have to be deleted and recreated, students enrolled in the activities will be unallocated. The School (or Course Information Hub) is responsible for reallocating the students to the new activities when they have been created.

Summer School

Summer School’s teaching period commences in December of the previous year. Because of this the CMIS weeks start in December of the previous year and end in December of the current year. There will always be an overlap for the month of December. When entering timetable requests for Summer School use **that year’s** CMIS weeks. For example, Summer School 2017 starting in December 2016 and continuing in January 2017 will be weeks 1-4, 8-9.

Summer School timetable requests can be entered into CUOS during the collection period in February to April. However, CUOS will open again in July to September for Summer School timetable requests. You will receive an email with the relevant details.

ePortal

ePortal is connected to the timetable system and provides the most up to date and accurate data for checking rooms. The user guide for ePortal is available on the Timetable Office website:

<http://www.ecu.edu.au/SSC/depts/systems/timetable.php>

ECUSIS

Facilities and Services is responsible for ECUSIS and its content. This system is not connected to the Timetable Office.

Vacating Rooms at End of Class

To facilitate an orderly change-over of classes, lecturers and students are required to vacate the room at least 15 minutes prior to the end of the classes' scheduled time. For example 8.30am to 10.30am classes should normally commence at 8.30am and all staff and students should vacate the room by 10.15am. This is in accordance with the Timetabling and Rooming Policy.

Moving Furniture in Rooms

Staff moving desks and chairs in a general teaching room must return the room to its original configuration in accordance with the Timetabling and Rooming Policy.

External Units - Activities

The timetable system does not contain any data for external units. Any timetable requests entered into CUOS for external units will not be transferred or created in the timetable system.

However, the Timetable Office can create activities for external units if required. This is done directly in Callista, therefore, the activities will not appear on any timetable reports generated from the timetable system. They will appear on reports run in CUOS.

After the timetable has been published, email the Timetable Office with the relevant information to create the activities.

Explanation of CMIS Timetable Graphic View

Occasionally the Timetable Office will send staff a graphic view of a room's timetable from the timetable system. Below are the explanations of the various components.

The diagram illustrates a CMIS Timetable Graphic View for Building: JO 02 (JO 02); Room: Tutorial (126); Weeks: 13-19,21-26. The view is a grid with days of the week (Mon-Fri) on the vertical axis and time slots (930, 1030, 1130, 1230, 1330, 1430, 1530, 1630, 1730, 1830) on the horizontal axis. Callouts point to specific components: 'Room number & CMIS Weeks' points to the header bar; 'Time & Days' points to the grid's axes; 'Activities & bookings in room' points to a cell containing course information.

		930	1030	1130	1230	1330	1430	1530	1630	1730	1830
Mon											
Tue			ECF1120.1 JO:SEM1 - TUT 97038 - TUT 1.7 13-19, 21-26 18 / 20 (20) YY 1E	ECF1120.1 JO:SEM1 - TUT 90000 - TUT 1.2 13-19, 21-26 10 / 20 (20) YY 1E	ECF1120.1 JO:SEM1 - TUT 90002 - TUT 1.4 13-19, 21-26 18 / 20 (20) YY 1E	ECF1120.1 JO:SEM1 - TUT 90004 - TUT 1.6 13-19, 21-26 18 / 20 (20) YY 1E			ENS2118.1 JO:SEM1 - TUT 98739 - TUT 1.1 13-19, 21-26 2 / 15 (20) YY 1G		
Wed			ECF1151.1 JO:SEM1 - TUT 90007 - TUT 1.2 13-19, 21-26 22 / 20 (20) YY 1E	ECF1151.1 JO:SEM1 - TUT 90009 - TUT 1.4 13-19, 21-26 19 / 20 (20) YY 1E	ECF1151.1 JO:SEM1 - TUT 96510 - TUT 1.6 13-19, 21-26 17 / 20 (20) YY 1E	Room - 100420 - 15-22 / (20)					
Thu		SCH2235.1 JO:SEM1 - RBK 91328 - RBK 1.4 23-26 0 / 20 (20) NN 1D			SCH2235.1 JO:SEM1 - RBK 91329 - RBK 1.5 23-26 0 / 20 (20) NN 1D			SCH2235.1 JO:SEM1 - RBK 91330 - RBK 1.6 23-26 0 / 20 (20) NN 1D			
Fri			PLN2600.1 JO:SEM1 - SEM 91101 - SEM 1.1 13-19, 21-26 11 / 20 (20) YY 1E								

Unit Code	EBH1101.1
Campus, Teaching Period, Activity Type	JO:SEM1 - LEC
Room number, Room owner code	JO 32 - 101 - (900000)
Activity number, Activity Type number	89979 - LEC 1.1
CMIS Weeks	13-19, 21-26
Enrolments / Quota (Room Cap) *SSF, Offered	239 / 350 (358) YY
School Code	1D

* YY = Activity is SSF available and open
 NN = Activity is SSF off and closed

6. CALLISTA QUICK REFERENCE GUIDES

MOVING STUDENTS BETWEEN ACTIVITIES IN THE SAME UNIT

Callista Form: Maintain Student Activity Allocations (ENRF4200)

Allows users to move students between activities in a unit, or remove students from activities (Unallocate, does not withdraw student from unit.).

Examples of use:

- When activities with low enrolments are closed and students need to be moved to another activity;
- When unallocated students need to be moved into a new activity, Example: a new tutorial created to cater for large enrolments;
- When an Activity Type is changed. Example: Lecture changed to Seminar. Students will be automatically unallocated from the Lecture activity, as it will be deleted. The unallocated students are then moved into the new Seminar activity.
- To even out activity enrolments, e.g. one tutorial has 10 students, and another has 30. Students can be moved so both activities have 20 students each.

Students can only be transferred:

- Between the same activity type e.g. from one tutorial to another tutorial.
- From an activity to Unallocated;
- From Unallocated to an activity.

Students cannot be transferred to another unit, teaching period or campus.

How to transfer students

- Go to form ENRF4200 - Maintain Student Activity Allocations.
- Search for unit by entering data in the following fields:
 - Unit Code;
 - Academic Period;
 - Teaching Period;
 - Location.

Maintain Student Activity Allocation (ENRF4200)

Unit Offering Option

Unit Code: MAN1100 Version: 1 Academic Period: 2013 Teaching Period: 131
Location: JO Unit Class: ON Sector: HE

In the example below, activity type “TUT” has been selected, this displays all the tutorial activities in the two columns below “Activity Offerings Selection 1 and Selection 2”.

Unit Offering Option
 Unit Code: MAN1100 Version: 1 Academic Period: 2013 Teaching Period: 131
 Location: JO Unit Class: ON Sector: HE

Activity
 Activity Code Activity Type Description Include Other Activity Offerings Mandatory
 LEC 1 LEC MANDATORY DESC
 TUT 1 TUT MANDATORY DESC

Activity Offerings Selection 1					Activity Offerings Selection 2				
Activity Offering ID	Avail	SSF	Select		Activity Offering ID	Avail	SSF	Select	
THU 14:00 JO02 146 WK 3-10,12-16 (JO)	13047521	<input checked="" type="checkbox"/>	<input type="checkbox"/>		THU 14:00 JO02 146 WK 3-10,12-16 (JO)	13047521	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
THU 14:00 JO08 301 WK 3-10,12-16 (JC)	13047520	<input checked="" type="checkbox"/>	<input type="checkbox"/>		THU 14:00 JO08 301 WK 3-10,12-16 (JC)	13047520	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
THU 15:30 JO04 236 WK 3-10,12-16 (JC)	13047519	<input checked="" type="checkbox"/>	<input type="checkbox"/>		THU 15:30 JO04 236 WK 3-10,12-16 (JC)	13047519	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
THU 15:30 JO08 301 WK 3-10,12-16 (JC)	13047518	<input checked="" type="checkbox"/>	<input type="checkbox"/>		THU 15:30 JO08 301 WK 3-10,12-16 (JC)	13047518	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FRI 12:30 JO02 147 WK 3-10,12-16 (JO)	13058605	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FRI 12:30 JO02 147 WK 3-10,12-16 (JO)	13058605	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FRI 12:30 JO21 304 WK 3-10,12-16 (JO)	13047514	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FRI 12:30 JO21 304 WK 3-10,12-16 (JO)	13047514	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
UNALLOCATED STUDENTS					UNALLOCATED STUDENTS				

Real Limit: 35 Published Limit: 25 Actual Places: 22 Move Students
 Real Limit: 35 Published Limit: 25 Actual Places: 22

Details of selected activities are displayed at the bottom. “Unallocated Students” has its own row and will always display even if there are no unallocated students.

Activity Offerings Selection 1					Activity Offerings Selection 2				
Activity Offering ID	Avail	SSF	Select		Activity Offering ID	Avail	SSF	Select	
THU 14:00 JO02 146 WK 3-10,12-16 (JO)	13047521	<input checked="" type="checkbox"/>	<input type="checkbox"/>		THU 14:00 JO02 146 WK 3-10,12-16 (JO)	13047521	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
THU 14:00 JO08 301 WK 3-10,12-16 (JC)	13047520	<input checked="" type="checkbox"/>	<input type="checkbox"/>		THU 14:00 JO08 301 WK 3-10,12-16 (JC)	13047520	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
THU 15:30 JO04 236 WK 3-10,12-16 (JC)	13047519	<input checked="" type="checkbox"/>	<input type="checkbox"/>		THU 15:30 JO04 236 WK 3-10,12-16 (JC)	13047519	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
THU 15:30 JO08 301 WK 3-10,12-16 (JC)	13047518	<input checked="" type="checkbox"/>	<input type="checkbox"/>		THU 15:30 JO08 301 WK 3-10,12-16 (JC)	13047518	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FRI 12:30 JO02 147 WK 3-10,12-16 (JO)	13058605	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FRI 12:30 JO02 147 WK 3-10,12-16 (JO)	13058605	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FRI 12:30 JO21 304 WK 3-10,12-16 (JO)	13047514	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FRI 12:30 JO21 304 WK 3-10,12-16 (JO)	13047514	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
UNALLOCATED STUDENTS					UNALLOCATED STUDENTS				

Real Limit: 35 Published Limit: 25 Actual Places: 22 Move Students
 Real Limit: 35 Published Limit: 25 Actual Places: 22

- In “Activity Offerings Selection 1” select the first activity. This is usually the activity the students will be transferred **from**.
- In “Activity Offerings Selection 2” select the second activity. This is usually the activity the students will be transferred **to**.
- Note: the system allows students to be moved to and from both selected activities.
- Click Move Students

Activity Offerings Selection 1

Activity Offering ID	Avail	SSF	Select
THU 14:00 JO02 146 WK 3-10,12-16 (JO)	13047521	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
THU 14:00 JO08 301 WK 3-10,12-16 (JC)	13047520	<input checked="" type="checkbox"/>	<input type="checkbox"/>
THU 15:30 JO04 236 WK 3-10,12-16 (JC)	13047519	<input checked="" type="checkbox"/>	<input type="checkbox"/>
THU 15:30 JO08 301 WK 3-10,12-16 (JC)	13047518	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FRI 12:30 JO02 147 WK 3-10,12-16 (JO)	13058605	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FRI 12:30 JO21 304 WK 3-10,12-16 (JO)	13047514	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UNALLOCATED STUDENTS			

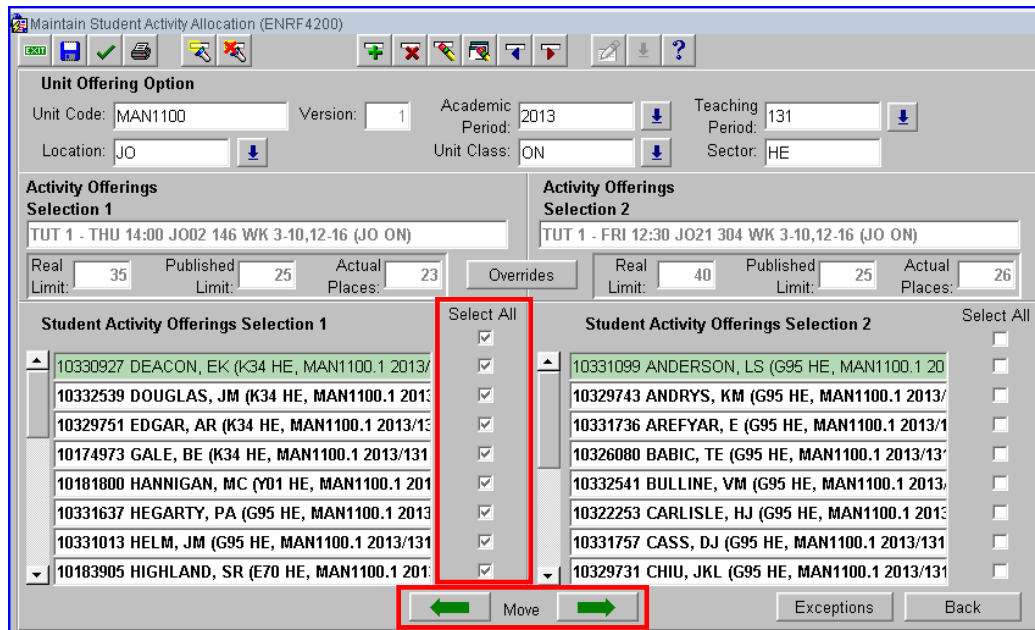
Activity Offerings Selection 2

Activity Offering ID	Avail	SSF	Select
THU 15:30 JO04 236 WK 3-10,12-16 (JC)	13047519	<input checked="" type="checkbox"/>	<input type="checkbox"/>
THU 15:30 JO08 301 WK 3-10,12-16 (JC)	13047518	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FRI 12:30 JO02 147 WK 3-10,12-16 (JO)	13058605	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FRI 12:30 JO21 304 WK 3-10,12-16 (JO)	13047514	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FRI 12:30 JO21 305 WK 3-10,12-16 (JO)	13047516	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FRI 14:00 JO02 141 WK 3-10,12-16 (JO)	13058604	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UNALLOCATED STUDENTS			

Real Limit: 35 Published Limit: 25 Actual Places: 22 Move Students
 Real Limit: 40 Published Limit: 25 Actual Places: 25

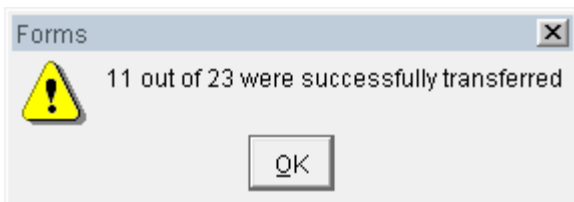
The list of students enrolled in each of the activities will be displayed in both columns. They are in alphabetical order of surname.

- Select the students to be moved by ticking the checkbox next to their name. If all students are to be moved, tick the “Select All” checkbox.
- Click the green arrow in the direction the students are to be moved. In the example below, the students are moving to “Activity Offerings Selection 2” on the right.



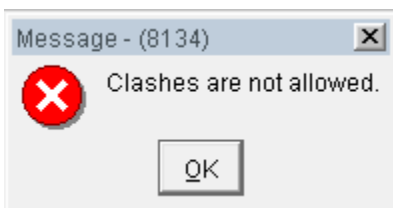
Confirmation Messages

After the students have been moved you will receive the following message confirming how many students have been moved:

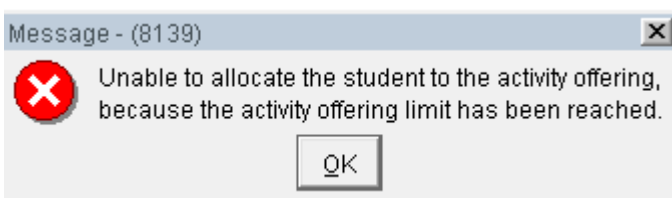


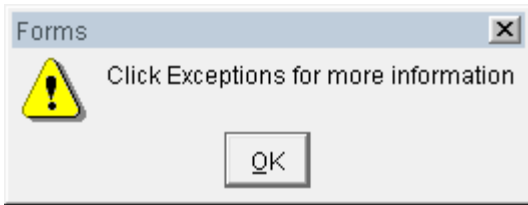
If not all of the selected students have been moved, one or both of the following message will be displayed giving the reason:

Student has a timetable clash

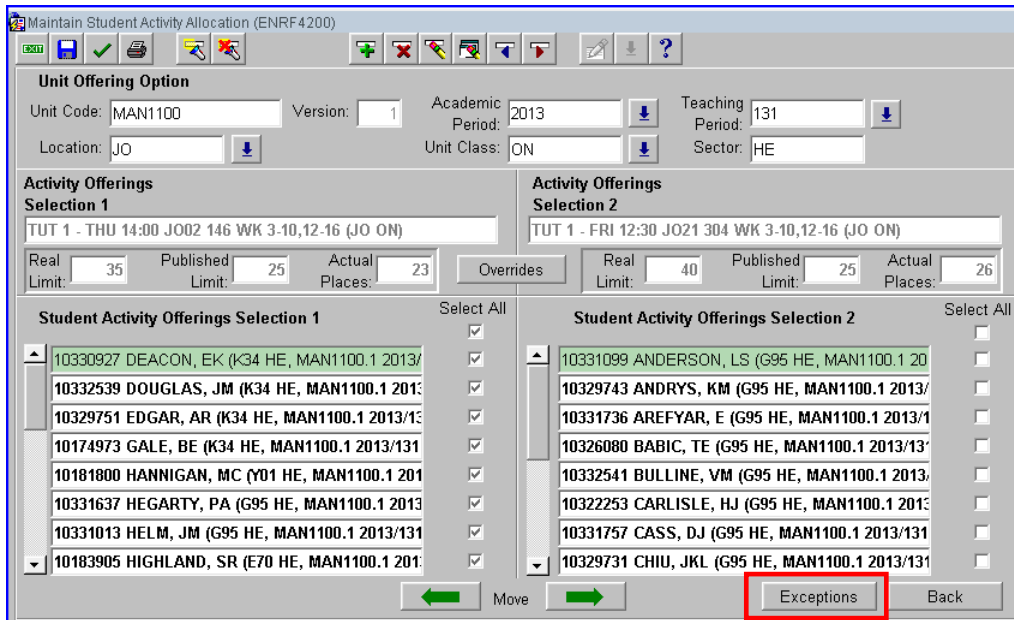


Room capacity has been reached

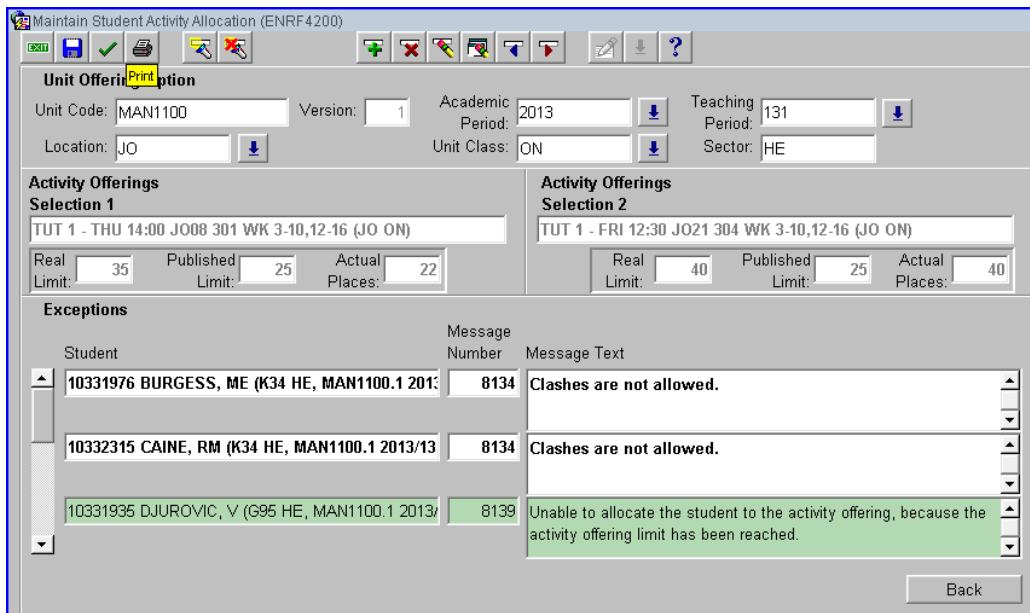




Exceptions button is on the bottom right hand side.



The Exceptions screen will display the students that have not been transferred and the reason why:



ACTIVITY AUDIT REPORT

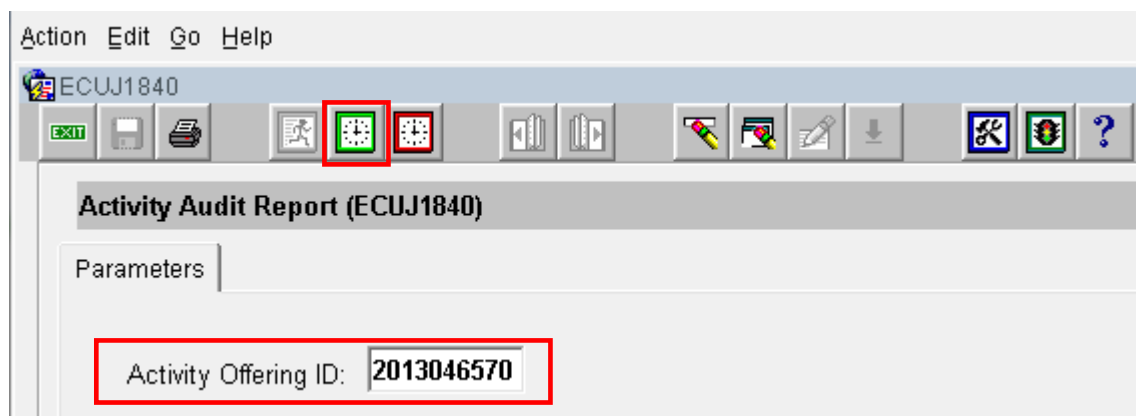
Callista Form: Activity Audit Report (ECUJ1840)

The Activity Audit Report displays all enrolment data for a specific activity in a Unit. The following information is displayed:

- Student Id
- Student Name
- Course Code
- Changed Date
- Changed By (Callista Connect User = Student made the change. If change made by Staff, the staff name will display)
- Change Type (Insert = Enrolled, Delete = Withdrawn)
- Student Email Address

How to run the Activity Audit Report


- Go to form ECUJ1840 - Activity Audit Report
- Type in the activity number. Note: the full ten digits must be entered.
- Click on the "Clock" to run the report.



Once this job has completed, Callista will email you a .csv attachment containing the results. This opens in Excel (example below). The data can then be formatted as required and saved as an .xlsx document.

	A	B	C	D	E	F	G	H
1	NCS3201	Professional Capacity Building						
2	2016093783	Tutorial	Wednesday	08:30 - 10:30	JO 21.305 (Lecture Room)			
3	Real = 40	Published = 30	Actual Places = 30					
4								
5	Student ID	Surname	Given Names	Course Code	Changed Date	Changed By	Change Type	E-mail Address
6	10363984	Dina	ACKERMAN	C33	25/11/2015 8:43	CALLISTA CONNECT USER	INSERTED	dackerma@our.ecu.edu.au
7	10364120	Emily Patricia	LEEKE	C33	25/11/2015 8:44	CALLISTA CONNECT USER	INSERTED	eleeke@our.ecu.edu.au
8	10359828	Samantha Jade	BUNK	C33	25/11/2015 8:44	CALLISTA CONNECT USER	INSERTED	sbunk@our.ecu.edu.au
9	10344376	Sharalyn Joy	BAY	C33	25/11/2015 8:49	CALLISTA CONNECT USER	INSERTED	sjbay@our.ecu.edu.au
10	10364838	Arran	KELLY	C33	25/11/2015 8:53	CALLISTA CONNECT USER	INSERTED	arrank@our.ecu.edu.au
11	10365570	Jemma Lee	KEITH-MOSS	C33	25/11/2015 8:55	CALLISTA CONNECT USER	INSERTED	jkeithmo@our.ecu.edu.au

Hints and Tips

- To check if Callista has your email address click this icon . Fill in the correct email details if required.
- Activity numbers can be copied and pasted into Callista from CUOS Timetable Actuals and View Semester Timetable webpage.