

COURSE AND UNIT MANAGEMENT SYSTEM (CUOS)

TIMETABLE ACTUALS

Table of Contents

1. About this Handbook.....	3
2. Unit Offerings	4
3. Timetable Actuals	5
4. Student Clash Report.....	8
5. Closing a Unit.....	8
6. Reports	8
7. Troubleshooting	9

1. About this Handbook

This handbook assumes the user has the appropriate level of access and experience using CUOS to perform the tasks described in the handbook.

Please refer to the [Basic Navigation](#) user manual which provides an overview of how to use CUOS. CUOS Basic Navigation Training sessions are also run throughout the year, registration is via the Staff Kiosk.

CUOS Timetable Requests training is run at the beginning of each year, registration is via the Staff Kiosk.

For further information on timetabling please read [Timetabling and Room Allocation Policy](#), [Guidelines for Academic Timetabling](#) and [School Timetable Coordinator's Manual](#).

1.1 Background:

Timetable Actuals is the term given to the published timetable that can be viewed in CUOS, Callista and View Semester Timetable. Once the timetable has been published staff with appropriate access can update various fields in Unit Offerings and Timetable Actuals.

2. Unit Offerings

After the timetable has been published staff have access to change the following fields in the Units screen:

- Unit Quota
- SSF
- Student Note
- Unit Contact

The screenshot shows the 'Units' screen with search filters and a table of unit offerings. The search filters include School Code, Unit Code (upu), Unit Status (ACTIVE), Teaching Period (SEMESTER 1), and Location Code (ML). The table below shows three unit offerings with the Quota, SSF, Student Note, and Unit Contact columns highlighted.

School Code	Teaching Calendar	Unit Code	Title	Quota	Location Code	Unit Class	Offered	SSF	Unit Status	Version	Student Note	Rollover All / None	Rolled Over	Unit Contact
34	2020/SEMESTER 1	UPU0005	Science		ML	ON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACTIVE	2		<input type="checkbox"/>	N	GOUGH, Sharon Lisa
34	2020/SEMESTER 1	UPU0001	Learning Skills		ML	ON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACTIVE	1		<input type="checkbox"/>	N	SHARP, Suzanne
34	2020/SEMESTER 1	UPU0006	Essential Mathematics		ML	ON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACTIVE	2		<input type="checkbox"/>	N	LO, Johnny Su Hau

2.1 Unit Quota

- Type in the required quota in the Unit Quota field.
- To delete a quota, either highlight and delete or click in the box and backspace. Do not put zero.

Note:

Unit Quota should be left blank if the offering will have activities. The unit quota is the maximum number of students that can be enrolled into a unit offering. It does not take into account the activity quotas. If the Unit Quota is overridden by a staff member Callista will withdraw a student to maintain the Unit Quota.

2.2 SSF

Student Self Service Function (SSF) determines whether students are able to enrol themselves or not.

- To allow students to enrol into the unit offering, tick the box.
- To prevent students enrolling, untick the box.

2.3 Student Note

Any notes relevant for the unit as a whole should be entered here.

- Click on the pencil, add comments and click Update, click Save.

2.4 Unit Coordinator

This is optional and for information purposes only. However, if selected the unit contact will be created as a proxy staff member for UTEI when rolled over.

- Click the pencil
- Search for staff name and highlight
- Click Select
- Click Save

3. Timetable Actuals

After the timetable has been published staff have access to change the following fields in the Timetable Actuals screen:

- Quota
- Offered
- SSF
- Student Comments (*coming soon*)
- Academic Staff

The screenshot shows the 'Timetable Actuals' screen for the unit 'Process Engineering Unit Operations' (Unit Code: ENS3112.1). The 'Activities' table is as follows:

Activity Id	Activity Code	Day	Start Time	End Time	Venue Code	Room Capacity	Quota	Activity Enrolments	Total Activity Enrolments	CMIS Week	Offered	SSF	Student Comments
2019131256	LAB 1.1	FRIDAY	02:30 PM	04:30 PM	JO 27.109 (Chemical Engin	24	20	7	20	14-21, 23-27	<input type="checkbox"/>	<input type="checkbox"/>	
2019131257	LEC 1.1	FRIDAY	11:30 AM	01:30 PM	JO 04.238 (Case Study)	38	38	7	21	14-21, 23-27	<input type="checkbox"/>	<input type="checkbox"/>	
2019131258	TUT 1.1	FRIDAY	01:30 PM	02:30 PM	JO 04.238 (Case Study)	38	38	7	21	14-21, 23-27	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2019140231	LAB 1.25	SATURDAY	10:00 PM	11:00 PM	No Room Required	9999	40	0	1	14-21, 23-27	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REPEAT STUDENTS ON

Below the table, there are sections for 'Academic Staff' (currently showing 'No data to display.') and 'Shared Activities' (showing Unit Code: ENS6170, Activity Enrolments: 13, Activity Code: LAB 1.1, Offered: , SSF:).

3.1 Quota

This is the "Activity Quota" which is the maximum number of students that can enrol into the activity. Staff cannot change the quota above room capacity.

- Click into the quota box
- Change quota
- Click Save

Note:

Timetable Office can increase the quota of an activity 20% above room capacity on request. This is primarily done to incorporate the average 20% drop out rate.

3.2 Offered

Activities can be offered and unoffered (aka opened and closed) by ticking and unticking the check box. See "Notes on Offered and SSF check boxes" below for more information.

- Box ticked = activity is offered (also known as "open").
- Box not ticked = activity is not offered (also known as "closed").

3.3 SSF

Student Self Service Function (SSF). Determines whether students can enrol into the activities themselves or not. See “Notes on Offered and SSF check boxes” below for more information.

- Box ticked = students can enrol themselves into the activity.
- Box not ticked = students cannot enrol themselves. Tick or untick the check box as required.

Notes on Offered and SSF check boxes:

1. Do not close (unoffer) activities with students enrolled. Doing this prevents the student from making any enrolment changes in SIMO to any and all units. The students are basically “locked in” until the activity is either offered again, the student is moved to another open activity, or withdrawn.

2. Check box scenarios:

If both the Offered and SSF boxes are ticked:

- When students log into SIMO to enrol, the activity will be visible and they can enrol;
- The activity will be visible on the student version of SIMO View Semester Timetable;
- The activity will be visible on the staff version of SIMO View Semester Timetable;
- The activity will be visible to staff in Callista form ECUF0140, and staff will be able to enrol students into the activity.

Offered	SSF
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If the Offered box is ticked, but the SSF box is unticked:

- When students log into SIMO to enrol, the activity will not be visible, they cannot enrol;
- The activity will not be visible on the student version of SIMO View Semester Timetable;
- The activity will display highlighted in yellow on the staff version of SIMO View Semester Timetable;
- The activity will be visible to staff in Callista form ECUF0140, and staff will be able to enrol students into the activity.

Offered	SSF
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If both Offered and SSF boxes are unticked:

- When students log into SIMO to enrol, the activity will not be visible, they cannot enrol;
- The activity will not be visible on the student version of SIMO View Semester Timetable;
- The activity will display highlighted in yellow on the staff version of SIMO View Semester Timetable;
- The activity will NOT be visible to staff in Callista form ECUF0140, and staff won't be able to enrol students into the activity.

Offered	SSF
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If the Offered box is unticked, but the SSF box is ticked:

- When students log into SIMO to enrol, the activity will be visible with the message “Not Offered”, they cannot enrol;
- The activity will be visible on the student version of SIMO View Semester Timetable;
- The activity will be visible on the staff version of SIMO View Semester Timetable, NOT highlighted in yellow;
- The activity will NOT be visible to staff in Callista form ECUF0140, and staff won't be able to enrol students into the activity.

Offered	SSF
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

3.4 Student Comments (*coming soon*)

Staff will have access to update the student comments for activities. These comments display against the individual activities and there is a 100 character limit.

- Click into the comments field
- Update the comments
- Click Save

3.5 Academic Staff

Staff names can be added against specific activities and will transfer through to UTEI and rollover to timetable requests for the next year. Multiple names can be added to one activity.

- Highlight the activity to add the name against;
- Click 'Add' and search for staff name;
- Select the staff name and click 'Select', then press 'Save'.

3.6 Concurrent Activities

Also called "shared activities", concurrent activities are where two or more units share the same day, time, room and activity number. Concurrent units are displayed in the Shared Activities box.

The Quota is the total for the activity and applies to all units in the activity. i.e. it is not separated out by unit. If the quota is changed to 100, it will display 100 for all the units.

The Total Activity Enrolments displays enrolments for the whole activity, i.e. the total of all the units' enrolments.

Activity Enrolments displays enrolments for the unit that is being viewed. Activity Enrolments for the other units in the activity are displayed in the Shared Activities box.

The Offered and SSF checkboxes are separated out and only affect the unit that is being viewed. Therefore, if an activity is to be unoffered, all concurrent units need to have the boxes unticked.

The screenshot shows the 'Timetable Actuals' interface. At the top, there are tabs for 'Timetable Requests', 'Timetable Actuals', 'Exams', 'Blackboard Sites', and 'UTEI Staffing'. Below the tabs, there is a header section with the following information:

- Teaching Period: 2019/SEMESTER 1
- Unit Code: ENS3112.1
- Title: Process Engineering Unit Operations
- Location: JO
- Unit Class: ON
- Status: Offered
- Unit Coordinator: LUCAS, Gordon

Below the header, there is a section titled 'Activities' with a table of activities. The table has the following columns: Activity Id, Activity Code, Day, Start Time, End Time, Venue Code, Room Capacity, Quota, Activity Enrolments, Total Activity Enrolments, CMIS Week, Offered, SSF, and Student Comments. The table contains four rows of data:

Activity Id	Activity Code	Day	Start Time	End Time	Venue Code	Room Capacity	Quota	Activity Enrolments	Total Activity Enrolments	CMIS Week	Offered	SSF	Student Comments
2019131256	LAB 1.1	FRIDAY	02:30 PM	04:30 PM	JO 27.109 (Chemical Engine 24		20	7	20	14-21, 23-27	<input type="checkbox"/>	<input type="checkbox"/>	
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2019140231	LAB 1.25	SATURDAY	10:00 PM	11:00 PM	No Room Required	9999	40	0	1	14-21, 23-27	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REPEAT STUDENTS ON

Below the activities table, there is a section titled 'Academic Staff' with a table of staff members. The table has the following columns: Unit Code, Activity Enrolments, Activity Code, Offered, and SSF. The table contains one row of data:

Unit Code	Activity Enrolments	Activity Code	Offered	SSF
ENS6170	13	LAB 1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. 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.

5. Closing a Unit

Also known as "cancelling a unit" or "unoffering a unit". When a unit offering is to be closed:

- Schools run a class list to retrieve the contact details of the students affected;
- Schools untick the SSF available for the Unit Offering (prevents further enrolments);
- Email Timetable Office with details of the unit that is to be closed;
- The Timetable Office will:
 - bulk withdraw any enrolled students,
 - delete any associated activities and
 - make the unit Unoffered in CUOS.
- You will be sent a confirmation email containing a Discontinuation Report (list of students that have been withdrawn).

Note:

1. The Timetable Office is unable to bulk withdraw students after the census date.
2. Fees and prerequisite rules can be affected if a unit is cancelled after the teaching period has commenced and after the census date/s have past.
3. The School (or Student Hub) is responsible for notifying the students, and re-enrolling students into other units, if required.
4. Instead of withdrawing the students, 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.

6. Reports

The Timetable Actuals Report (CUOR2210) is available in CUOS under the Reports tab.

7. Troubleshooting

Area	Problem	Solution
Unit Offering	Cannot offer, unoffer or add a unit offering.	Once the timetable request collection period has closed, schools are unable to update unit offerings. Email the Timetable Office to update the unit offerings.
Timetable Actuals	Cannot update the activity student notes.	This is not available yet. Schools will be notified when it is ready for use.