INFOSILEM TIMETABLER DCU™ 12.0

USER GUIDE

INFOSILEM
SCHEDULING SOLUTIONS BY BERGER-LEVRAULT

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DOCUMENT SCOPE AND PURPOSES

- This user guide introduces Timetabler DCU. It describes the layout and specific uses of Timetabler DCU as well as a brief idea of the aims and concepts behind this system.

TARGET AUDIENCE

- This guide is intended for the Timetabler DCU users that are responsible for entering the timetabling data in the database to produce a viable timetable for the institution.

CHAPTER 1 - GETTING STARTED

- The user module can be used to modify, create or simply view:

(1) Course Information	**(2)** Instructor Availability
(3) Meeting Time Information	**(4)** Academic Block Information
(5) Room Information (cannot be edited)	**(6)** Delivery Groups
(7) Course Combinations	

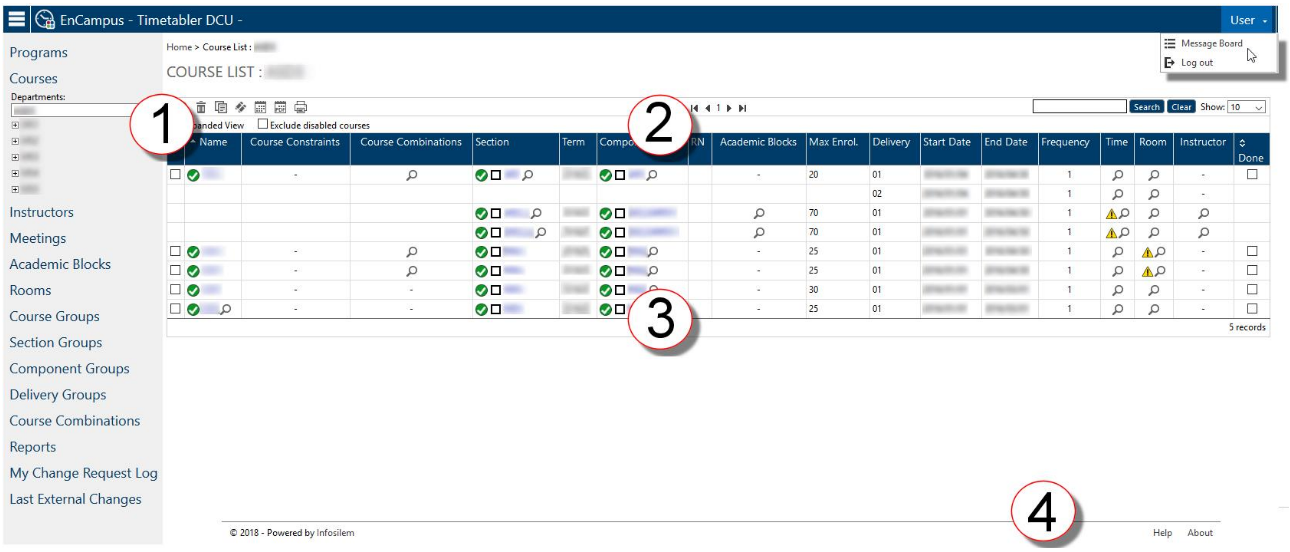
LOGIN SCREEN

- The application administrator will provide you with the URL link that is required to open the login screen. — use this URL to reach the login screen.
- In the Username field, Enter your username
- In the Password field, Enter your password
- Click on the Log in button, or, press the Enter key
- The main screen will open

NOTE: To obtain a user account, please contact the application administrator.

THE MAIN SCREEN

- Upon login, the main screen will be displayed.



The main screen is divided into four (4) sections:

(1) Navigation Pane:

- This section contains all the navigation links.

(2) Toolbar:

- The toolbar contains a variety of icons and features. The availability of those icons will depend on the category in use.

(3) Preview pane:

- This is where all the information is displayed.

(4) Help:

- By clicking on the Help link, the online help will open. The online help is contextual.

THE NAVIGATION LINKS

(1) Click on the Programs link to access the courses list.

(2) Click on the Courses link to access the courses list.

(3) Click on the Instructors link to access the Instructors list.

(4) Click on the Meetings link to access the Meetings list.

(5) Click on the Academic Blocks link to access the Academic Blocks list.

(6) Click on the Rooms link to access the Rooms list.

(7) Click on the Course Group link to access the Course Groups list.

(8) Click on the Section Groups link to access the section Groups list.

(9) Click on the Component Groups link to access the Component Groups list.

(10) Click on the Delivery Groups link to access the Delivery Groups list.

(11) Click on the Course Combinations link to access the Course Combinations list.

(12) Click on the Reports link to access the Conflict Report list.

(13) Clcik on the Last External Changes to access the (API log menu)

NOTE: Depending on the institution’s configuration, one or more of the above links may or may not be available.

SEARCH BOX

- Within certain frames, a Search box will be available.
- Enter part of the string or the entire string in the search box and click the Search button to launch the search.
- This feature will highlight and display any matching strings within the current frame, thus potentially reducing the size of the list displayed.

Search

- Select this button to launch the search. The search feature will display elements that match what was entered in the search box.

Clear

- Select this button to clear the content of the search box. Once cleared, the list will return to its full size.

Show

> **NOTE:** This feature is available in the following lists:
>
> Programs / Courses / Instructors / Meetings / Academic Blocks / Rooms / Course Groups / Section Groups / Component Groups / Delivery Groups / Course Combinations

- Use this drop-down to indicate how many records are to be displayed per page.

THE SEARCH BOX IN AN ATTACH LIST

- When attaching records, such as when attaching an instructor to a delivery, users will have the possibility to filter the records, so the amount displayed can be reduced to only those matching the filter criteria.

LIST SCREENS

- List screens display, in list form, all the information pertaining to the selected menu item and allow a mixture of the following actions:

Add

- Select this icon to add a new element.

Remove

- Select within the list the elements that you want to delete. Once all elements are selected, click on the Delete icon to delete those selected elements.

Duplicate

- Select an element to duplicate. Once the element is selected, click on the Duplicate icon to duplicate that element.

Batch Update

- Select the elements to batch update. Once the elements are selected, click on the Batch Update icon to start the Batch Update process. For more information on Batch Update, please refer to the Batch Update section in this guide.

Show Timetables
(Available for Courses Instructors, Rooms and Academic Blocks only)

- Select the resource(s) for which you want to see a graphical representation of its timetable (Course, Instructor, Room or Academic Block).

Export Timetable to PDF
(Available for all timetables, except for Deliveries)
Select this icon to produce the timetable(s) of all selected resources within a list. When this icon is selected, a window will display the options available to print the timetables. Simply select the desired option (1 PDF per timetable or 1 PDF for all available timetables). Select the term for which the timetables must range or enter manually the date range.

Change Request
(Available for Courses, Sections, Components, Deliveries, Academic Blocks and Instructors)

- The Change Request button is used when a Timetabler DCU user wants to make a change request for the current element. By selecting this button, the Change Request form opens. The Timetabler DCU user simply needs to answer the question(s) within the Change Request. NOTE: Some questions can be required and therefore must be answered before being able to send the change request.
- Once the questions answered, simply click on the Send button to send the change request to the designated person.

Printer Friendly Version

- Select this icon to display the list in a printer friendly window.

CHAPTER 2 - PROGRAMS

- The Programs Editing screen displays all programs linked to a given department and the information for the selected department. Authorized users can use this editing screen to collect and to adjust the program definitions and the projected enrollments.

PROGRAM EDITING SCREEN

- Depending on your institution's settings, users may or may not be able to modify these values.

To modify the values:

(1) Simply click on the Edit icon — all editable fields will become available.

(2) Modify the desired values.

(3) Click Apply to save the modified values or click Undo to cancel any modification and to keep the initial values.

Program Information

- The following fields are in Read-Only format and serve as information.

Program

- The name of the selected department's program

Level

- The level of the program

Description

- The description of the program

Detail

- The detail of the program

Department

- The department associated with the current program

Program Notes

- Notes associated with the current program.

System-generated course combination creation

- Select this option to enable the automatic generation of course combinations for this program.
    - Course combinations for this program will be system-generated as soon as any data related to the program is changed by any interface (API, text import, DCU, Timetabler)

Enrollment Projections

- This section displays the Projected Enrollment information for the current program.

Enrollment Projection

- This field will display the enrollment projection value for the current program (value must range between 0 and 999 999).

Original Enrollment Projection

- This field will display the original enrollment projection value (value must range between 0 and 999 999).

Finalized projections

- This field will indicate if the enrollment projection and original enrollment projection are finalized.

Requirement Groups

- This section displays a list of Requirement Groups for the current program.

To modify the values:

- Depending on your institution's settings, users may or may not be able to modify these values.

(1) To modify the values, simply click on the Edit icon — all editable fields will become available.

(2) Modify the desired values.

(3) Click Apply to save the modified values or click Undo to cancel any modification and to keep the initial values.

Requirement Groups

- This collumn will display the value of the requirement groups for the current program.

Required Number of Courses

- This column indicates how many courses are required over the number of courses that make up the requirement group.

Group Type

- The Group Type column indicates if a Requirement Group, within a given program, is an elective (meaning it has a Group Type ID) or is required (it does not have a Group Type ID). When several requirement groups have the same Group Type within the same program, then students can choose among one of the requirement groups with the same Group Type.

%

- This column represents the percentage of students expected to be in this requirement group.

Enrol. Prodi.

- This column displays the expected number of students in the program level

Courses

- Courses that are part of the Program Content as well as courses defined in the Requirement Groups are displayed.

Department

- The department to which the course belongs (read only).

Course

- The course ID. By clicking on the Course link, the Course Editing page opens.

Title

- The course description as it is entered within Infosilem Timetabler.

Requirement Group

- The Requirement Group to which the course belongs

%

- Enter the desired percentage value for this course. The total of all the percentages of all the courses should not surpass the Percentage value entered in the Requirement Groups part of this screen multiplied by the Required Number of Courses (also in the Requirement Groups part of this screen).

- To enter values in this field, please refer to the To modify values part for the Courses part of this screen.

Enrol. Proj, This Req. Group

- This field indicates the enrollment projection that is required for this group. The value will be calculated automatically based on the Percentage entered and the Enrollment Projection value in the Enrollment Projections part of this screen.

Enrol. Proj. All Programs

- This field displays the enrollment projection for all the programs.

To modify the values

(1) To modify the values, simply click on the Edit icon — all editable fields will become available.

(2) Modify the percentage field — the Enrollment Projection for This Requirement Group field will be calculated by the system (Enrollment Project * percentage entered).

(3) Click Apply to save the modified values or click Undo to cancel any modification and to keep the initial values.

Course Combinations

- This section displays the list of Course Combinations associated to the selected program. The Course Combination list displays the Department, Course Combination ID, Academic Block Type, Courses and Number of students that Course Combination represents.
- To create new Course Combinations, first select the desired courses and select the Add icon located in the toolbar to open the Course Combination Editing Screen.

> **NOTE:** Depending on the institution’s configuration, the user may or may not have access to the Course Combinations.

Academic Blocks

- The Academic Block list displays the Identification, Type, Component and the size of the Academic Blocks that are associated with the current program. The size displayed reflects the size of enabled Academic Blocks only. Disabled Academic Blocks are displayed but their size value will be in grey (there will also be a red icon left of the Identification column to indicate that the Academic Block is disabled).
- Select the Add icon located in the toolbar to open the Academic Block Editing screen.

> **NOTE:** Depending on the institution’s configuration, the user may or may not have access to the Academic Blocks.

ACADEMIC BLOCK EDITING SCREEN

- Within the Academic Block Editing Screen, authorized users can create Academic Blocks (*permission must be granted in the DCU Administration module*).

ADDING ACADEMIC BLOCKS

Academic Block Information

Department
(Read-only field when the Academic Block Editing page is accessed through the Programs menu item)

- This field will display the Department to which this current Academic Block will be associated.

Program and Level
(Read-only field when the Academic Block Editing page is accessed through the Programs menu item)

- This field will display the Program and Level to which this current Academic Block will be associated.
- By clicking on the "Program and Level" link, users can return to the Program Editing page

NOTE:	If any modification was done on this page, a message will be displayed advising the users that they are leaving the current page, select OK to save the modifications and leave the page or select Cancel to leave the page without saving any modification.

Program Description
(Read-only field)

- This field will display the Program description for this current Academic Block.

Program Detail
(Read-only field)

- This field will display the Program detail for this current Academic Block.

Identification

- Enter the Academic Block's identification.

Academic Block Type

- Select the Academic Block Type from the drop-down list.

NOTE:	The Academic Block Type values in the drop-down list are the Academic Block Types defined within Infosilem Timetabler. The application administrator determines which Academic Block Types are to be made available within the user module. If more information on Academic Block Types is needed, click on the (?) link beside the Academic Block Type field.

Description

- Enter a description for the academic block.

Size

- Enter the number of students the academic block will represent. If the size entered is greater than the size of the Program Enrollment Projection, a validation message will be displayed. Click on OK to override the validation warning or click on Cancel to review the size of the Academic Block.

Total Academic Block Size

- The total of all academic block sizes.

Academic Block Requirements

- Enter any additional academic block requirements specific to the academic block

Components

(1) Click on the "+" (Add) to open the Component attach list screen.

(2) Using the drop-down list, select the desired Department — the Component list will refresh and display all Components associated with the selected department.

(3) Using the checkbox to the left of the Components, select the Components to add to the current Academic Block.

COURSE COMBINATION EDITING SCREEN

- Within the Course Combinations Editing Screen, authorized users can create Course Combinations.

ADDING COURSE COMBINATIONS

General Information ___

Department
(Read-only field when the Course Combination Editing page is accessed through the Programs menu item)

- This field will display the Department to which this current Course Combinations will be associated.

> **NOTE:** If any modification was done on this page, a message will be displayed advising the users that they are leaving the current page, select OK to save the modifications and leave the page or select Cancel to leave the page without saving any modification.

Course Combination

- Enter the Course Combination identification.

Type

- Select the Academic Block Type to associated to the Course Combination

Description

- Enter the description of the Course Combination

Number of Students

- Enter the number of students to represented by the Course Combination

Course Requests ___

(1) Click on the "+" (Add) to open the Course attach list screen.

(2) Select the appropriate Program, Department, Course, Section and Category by clicking on their respective drop-down lists — the Course list will refresh and display all Courses associated with the selected program and department.

Course Combination Requirements ___

- Enter any additional academic block requirements specific to the academic block

CHAPTER 3 - COURSES INFORMATION

The Course screen allows a user to navigate to:

(1) General course information

(2) Sections

(3) Components

(4) Deliveries

At the top of the Course Editing page, authorized users have access the following buttons (if they have been activated by your institution)

(1) New

- Click on this button to create a new course — the Course Editing screen will open.
- Enter all necessary information in the appropriate fields.
- Click on the Save icon located in the toolbar.

(2) Show Timetable

- Click on this button to open the current course's timetable. The timetable will display the information regarding the sections associated with the current course.

(3) Change Request

- The Change Request button is used when a Timetabler DCU user wants to make a change request for the current element. By selecting this button, the Change Request form opens. The form opens with the User ID field, Department field, the Subject field and any related record IDs field loaded. The Timetabler DCU user simply needs to answer the question(s) within the Change Request. NOTE: Some questions can be required and therefore must be answered before being able to send the change request.
- Once the questions are answered, simply click on the Send button to send the change request to the institution's designated person (that person is defined within the Timetabler DCU Administration module).

(4) Save

- Select this button to save any modification brought to the current course.

VIEWING COURSES ASSOCIATED TO A DEPARTMENT

(1) In the left pane of the course list page, click on the Courses link — the courses list will open.

(2) Click on the down arrow of the Departments drop-down list

(3) Select the desired department — all courses associated to that department will be listed in the Course List.

> **NOTE:** The department list may contain two types of departments:
>
> (1) Departments where users are granted full modification permissions (i.e.: write and delete) and/or;
> (2) Departments where users are granted read-only permissions
> Read-only departments will open in red.
>
> Read-only departments will open in the drop-down list after full-control departments (in black).

Course list

- Within the Course List screen, magnifying glass icons and/or exclamation mark icons may appear. These icons indicate that extra information is attached to the associated element. To view the extra information, simply place the cursor over the icon.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded

Exclude disabled courses

- Select this option to exclude disabled courses from the course list.

Invalid *Timetabler DCU* Data

- A yellow exclamation mark appearing in the Course List indicates that a data element is invalid.

> **NOTE:** Hovering the cursor over a yellow exclamation mark will display the reason(s) why the element is invalid.
> The Course Editing Screen will also provide detailed information on attached items or notes.

COURSE EDITING SCREEN

- Within the Course Editing screen, authorized users can view information associated with the current course as well as edit the content of the current course's sections.
- At the top of the Course Editing page, authorized users have access the following buttons (if they have been activated by your institution)

(1) New

- Click on this button to create a new course — the Course Editing screen will open.
- Enter all necessary information in the appropriate fields.
- Click on the Save icon located in the toolbar.

(2) Show Timetable

- Click on this button to open the current course's timetable. The timetable will display the information regarding the sections associated with the current course.

(3) Change Request

- The Change Request button is used when a Timetabler DCU user wants to make a change request for the current element. By selecting this button, the Change Request form opens. The form is pre-filled with the User ID field, Department field, the Subject field and any related record IDs. The Timetabler DCU user simply needs to answer the question(s) within the Change Request. NOTE: Some questions can be required and therefore must be answered before being able to send the change request.
- Once the questions answered, simply click on the Send button to send the change request to the designated person that was predefined by the institution within the Timetabler DCU Administration module.

(4) Save

- Select this button to save any modification brought to the current course.

Course Information ___

Department

- The department to which the course is associated

Course Number

- The course number of this current course

Course Title

- The course title of this current course

Course Requirements/Course constraints

- The course requirements/course constraints for this current course

Course Offering Analysis

- Within this section user can see a visual representation of the Enrollment Projection vs. Supply as well as the Demand vs. Supply.

Course Attributes

- Depending on the institution's configuration, users may have to select an attribute value for the current attribute type(s). Each attribute type can contain only one attribute value. The mandatory attributes are indicated with a red "**Required**" label next to them. Simply enter or select a value for any required attribute type left blank (as per the requirements displayed next to the field(s)).

Scheduling Groups

- Within this section, all scheduling groups associated with this selected course are listed.

Group

- The ID of the group

Group Type

- The Group Type to which this Group is associated

Department

- The Department to which the Courses are associated

Course

- The Course ID

Demand

- Within this section, demand for the course is displayed. The type of demand (Student, Course Combination or Academic Block) displayed is based upon configuration settings defined by the Timetabler DCU Administrator.

SUMMARY TAB

Enrollment Projections
Information pertaining to the enrollment projections

Type of Demand

- The type of demand

Number of records

- The number of data elements associated to the type of demand

Demand

- The total course demand associated to the type of demand

Program Enrollment Projections

- The total enrollment for the course based on all the enrollment projections of all the listed programs.

Enrollment Adjustment (+ /)

- The enrollment adjustment for the course

Total Enrollment Projection

- The total enrollment for the course after adjustment

Total Demand

- The total demand for the course based on sum of all types of demand

Students requesting this course as their primary choice

- The number of students that have requested this course as their primary selection

PROGRAM PROJECTIONS TAB

Department

- The department to which the program is associated

Program

- The name of the program.

Level

- The level of the program

Description

- The description of the program

Finalized Projections

- Is the enrollment finalized (checked) or not finalized (unchecked)

Enrol. Proj.

- The enrollment projection for that course

COURSE COMBINATIONS TAB

- A listing of the course combinations included in the course demand.

Department

- The department to which the course combination is associated

Course Combination ID

- The course combination ID

Description

- The description of the course combination

Program Department

- The department to which the program is associated

Program Identification

- The program's identification

Program Level

- The program level associated with the course combination

Program Description

- The description of the program

Academic Block Type

- The academic block type associated to the course combination

Courses

- Hovering over the tooltip will display the courses associated to the course combination

Number of Students

- The number of students represented by the course combination

Course Combination Total Demand

- The total demand of all course combinations

ACADEMIC BLOCKS TAB

- A listing of the academic blocks included in the course demand

Department

- The department to which the academic block is associated

Program

- The program to which the academic block is associated

(When the program feature has been enabled)

Program Level

- The program level

(When the program feature has been enabled)

Program Description

- The description of the program

(When the program feature has been enabled, the program description is displayed)

Program Detail

- The Program Detail

(When the program feature has been enabled)

Identification

- The academic block ID

Academic Block Type

- The academic block type associated to the academic block

Components

- Hovering over the tooltip will display the components associated to the academic block

Size

- The size of the academic block

Academic Block Total Demand

- The total demand from all academic blocks

Sections

Section

- The section to which the course is associated

Description

- The description of the current section

Term

- The term to which the section is associated

Component Groups

Max Enrollment

- The maximum enrollment is the sum of the scheduling enrollment of each associated component(s)

Done

- Is the maximum enrollment value finalized (checked) or not (unchecked)

Total Supply

- The total supply for the section(s) based on all the maximum enrollment of all the listed sections.

ENROLLMENT PROJECTION BY PROGRAM

- This section displays the Projected Enrollment information for the current course.

Modifying the Program Enrollment Projection Values

- Depending on your institution's settings, users may or may not be able to modify these values.

(1) To modify the values, simply place the curser in the «Enrollment Adjustment (+/-)» field and enter a new value to adjust the current Program Enrollment Projections value.

(2) To reduce the Program Enrollment Projection value, simply enter a «-» (hyphen) in front of the number.

(3) To increase the Program Enrollment Projection value, simply enter the number with nothing in front of it.

(4) Once done, click anywhere outside the Enrollment Adjustment (+/-) field — the Total Enrollment Projection field will reflect the new adjusted value.

(5) Click on the Save icon at the top of the page to save the new modified value.

ADDING A COURSE

NOTE:	Depending on the institution's configuration, the user may or may not be allowed to add or delete a course.

(1) Click on the Courses link in the Navigation pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the toolbar, click on the Add icon —the Course Editing Screen will open.

(5) Enter all necessary information in the appropriate fields.

(6) Click on the Save icon located in the toolbar.

The Fields

Department

- The Department Name field displays the department selected in the Department List in the Navigation Pane.

NOTE:	The Department Name field is greyed out and cannot be modified by the user.

Course Number

- Enter the course number

Course Title

- Represents the course's description within Infosilem Timetabler .

NOTE:	Depending on the institution's configuration, this field may be disabled, and the user will not be able to modify it.

Course Requirements

- The course requirements are institution-specific course constraints. Where applicable, check any of the displayed checkboxes that may apply.

NOTE: The Course Requirements are institution specific and are either predefined checkboxes or they can be entered in the Requirements textbox, if the textbox has been made available by the institution.

Scheduling Groups

- The scheduling group frame will display the scheduling groups (the name given to the group), the group type (the constraint to which the group is attached) the department to which the group belongs and the Course Group members.

Course Attributes

- The course attributes frame lets you select or enter (by means of a drop-down list) the attribute value(s) that you want to give to the course's attribute. Depending on the institution's configuration, attributes may or may not be mandatory.

NOTE: Depending on the institution's configuration, the Scheduling Groups and/or the Course Attributes frames may be unavailable and because of that, these frames may or may not be displayed in the Course Editing Screen.

To select an attribute:

(1) Click on the drop-down list — all values associated to the attribute will be displayed

(2) Select the value you want to associate to the attribute. The field also accepts free-form texts.

(3) If necessary, repeat the process for any other attribute for which you want to assign a value.

(4) Click Save to save the modifications

NOTE: Some attributes may have been given a read-only property, which means that the attribute's value, if any, cannot be added or removed — it is simply displayed as information purpose.

DELETING A COURSE

> **NOTE:** Depending on the institution's configuration, the user may or may not be allowed to add or delete a course.

(1) Click on the Courses link in the Navigation Pane

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click the checkbox that is on the left side of the course name.

(5) Click on the Delete icon located in the toolbar.

(6) The system will prompt the user to confirm the deletion process. Click OK to delete, or Cancel to cancel the deletion.

EDITING A COURSE

(1) Click on the Courses link in the Navigation Pane

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses List in the preview pane.

(4) In the Course List, click on the course to open the corresponding editing screen — the Course Editing Screen will open.

(5) Enter all necessary information in the appropriate fields.

(6) Click on the Save icon located in the toolbar.

NOTE: Depending on the institution's configuration, the Course Number and Course Title fields may be disabled, and the user may or may not be able to modify those fields.

DUPLICATING A COURSE

> **NOTE:** Depending on the institution's configuration, the user may or may not be allowed to duplicate and/or batch update courses.

(1) You can duplicate a course and most of its elements by simply clicking the checkbox to the left of the course and then clicking the Duplicate icon.

(2) Click the checkbox located to the left of the component that you want to duplicate.

(3) Within the toolbar, click on the Duplicate icon — a new Course Editing Screen appears containing some of the same data.

(4) Fill out the required fields.

(5) Once the desired modifications are entered, click on the Save icon, located in the toolbar, to save all modifications and to create a new course.

> **NOTE:** When duplicating items from a list, users are only able to select 1 record.

GROUPING FROM THE COURSE EDITING SCREEN

(1) From within the Sections area of the Course Editing page, authorized users can select one or more Sections for which the grouping is to be done.

(2) Once the Sections are selected, click on the «Create Scheduling Group» icon (in the Section toolbar) to open the Create Scheduling Group window.

(3) From the Create Scheduling Group window, users must choose between grouping Components or Deliveries. Select the option

- "Group components of this type" to group components

Or

- "Select the deliveries to group by selecting checkboxes in the list below" to group deliveries.

GROUPING COMPONENTS

Group components of this type

- Select this option if you want to group components of a given component type.

(1) Select from the drop down list, the Component Type that the Components must be associated.

(2) Select the “Create group” button at the bottom of the Create Scheduling Group window to proceed — the Component Group Editing window opens:

THE CREATE SCHEDULING GROUP WINDOW

GENERAL

Group ID

- Enter a group ID for this Component group.

Group Constraint

- Select from the drop-down list the group constraint to associate with this Component group.

GROUP MEMBERS

(1) Within the Group Members section of the Component Group Editing screen, users will view all Components that are associated with the selected Section(s).

(2) Select the Components that are to be grouped together and click on the “Save” icon at the top of the screen;

Or

(3) Using the Add icon, users can add one or several Components from the Components List that displays.

(4) Select the Department for which you want to display the Components to associate to the current group — all Courses and Components associated with the selected Department will be listed.

(5) Select the Components to attach to the Component group editing window and click on OK at the bottom of the Attach List window — the selected Components will now be listed in the Group Members section of the Component Group Editing window.

(6) Select the Components to group together and click on the Save icon at the top of the Component Group Editing window.

(7) There will be a validation process, if the issues reported allow the user to save the grouping as is, select OK to save or click on Cancel to return to the Course Editing window and correct the pointed out issues.

GROUPING DELIVERIES

Select the deliveries to group by selecting checkboxes in the list below

- By selecting this option, the sections selected in the Sections area of the Course Editing screen will become available in the list below.
- From that list of sections, select the section(s) that need to be grouped and then click on the “Create Group” button — the Create Scheduling Group window will be displayed.

GENERAL

Group ID

- Enter a group ID for this Delivery group.

Group Constraint

- Select from the drop-down list the group constraint to associate with this Delivery group.

GROUP MEMBERS

(1) Within the Group Members section of the Delivery Group Editing screen, users will view all Deliveries that are associated with the selected section(s).

(2) Select the Deliveries that are to be grouped together and click on the “Save” icon at the top of the screen;

Or

(3) Using the Add icon, users can add one or several Deliveries from the Deliveries List that displays.

(4) Select the Department for which you want to display the Deliveries to associate to the current group — all Courses, Components and Deliveries associated with the selected Department will be listed.

(5) Select the Deliveries to attach to the Delivery Group Editing window and click on OK at the bottom of the Attach List window — the selected Deliveries will now be listed in the Group Members section of the Delivery Group Editing window.

(6) Select the Deliveries to group together and click on the Save icon at the top of the Delivery Group Editing window.

(7) There will be a validation process, if the issue reported allows the user to save the grouping as is, select OK to save or click on Cancel to return to the Course Editing window and correct the pointed out issue(s).

COURSE TIMETABLES

Users can display timetables for a course or for several courses. To display the timetables:

(1) Select from the left pane (under the Courses menu item), the department to which the courses are associated.

(2) From within the list of courses, select the course(s) for which you want to produce the timetable(s) by checking the checkbox next to each course.

(3) Once selected, select the Show Timetable icon in the toolbar at the top of the course list to open the timetable for all selected courses.

Once on the timetable page, the user can hover the mouse over the cell to open the tooltip containing the details of the cell. Clicking on the cell will open the editing page of the selected element.

CHAPTER 4 - SECTION INFORMATION

At the top of the Section Editing page, authorized users have access the following buttons (if they have been activated by your institution)

(1) New

- Click on this button to create a new section — the Section Editing screen will open.
- Enter all necessary information in the appropriate fields.
- Click on the Save icon located in the toolbar.

(2) Show Timetable

- Click on this button to open the current section's timetable. The timetable will display the information regarding the components associated with the current course.

(3) Change Request

- The Change Request button is used when a Timetabler DCU user wants to make a change request for the current element. By selecting this button, the Change Request form opens. The form is pre-filled with the User ID field, Department field, the Subject field and any related record IDs. The Timetabler DCU user simply needs to answer the question(s) within the Change Request. NOTE: Some questions can be required and therefore must be answered before being able to send the change request.
- Once the questions answered, simply click on the Send button to send the change request to the designated person.

(4) Save

- Select this button to save any modification brought to the current section.

ADDING A SECTION TO A COURSE

> **NOTE:** Depending on the institution's configuration, the user may or may not be allowed to add or delete a section.

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses List (located in the preview pane).

(4) In the Course List, click on the course — the Course Editing Screen will open.

(5) In the Course Editing Screen, click on the Add icon to add a section

(6) Select and/or enter all necessary information:

(7) Click on the Save icon located in the toolbar to save all modifications.

> **NOTE:** Users can also add a section by drilling down to the desired section and opening the Section Editing Screen. From the Section Editing Screen, select the New icon in the toolbar at the top.

A Section Editing Screen will open containing only the department and course number information. Fill in the remainder fields and save the modifications to create a new section.

The Fields

Course Number

- The Course Number is a system generated field and therefore cannot be modified. It displays the course number field in Infosilem Timetabler.

Section

- Depending on the institution's configuration, four possibilities exist for entering section information.

Section Fields – Possibility 1 (when encoding = 0)

- The section field can contain a value of up to 30 characters chosen by the user at the creation of the section.

Section Fields - Possibility #2 (when encoding = 1)

- The section field is hidden and automatically composed of the selected term ID. The section name field is hidden.

Section Fields - Possibility #3 (when encoding =2)

- The section field is limited to two alphanumeric characters chosen by the user at the creation of the section.

Section Fields - Possibility #4 (when encoding =3)

- The Section field is a read-only field and cannot be modified.

Term

- Select the section's term from the drop-down list.
- The term values in the drop-down list are the terms defined within the Infosilem Timetabler database.

Description

- The description field is a system-disabled field and therefore cannot be modified. It displays the section's description field in Infosilem Timetabler.

Section Requirements

- Enter any additional requirements specific to the selected section

Status checkbox

- The status checkbox is the way to enable and disable the selected section

NOTE: Depending on the institution's configuration, this feature may be disabled.

Done Checkbox

- Use the «Done» checkbox to indicate that the data entry for this element is complete.

Disabled/Enabled

- By selecting this checkbox, the icon will change to a red icon, thus indicating that this element is disabled. By selecting this box once more, the icon will change to green, thus indicating that this element is enabled.

Section Attributes

- Depending on the institution's configuration, users may have to select an attribute value for the present attribute type(s). Each attribute type can contain only one attribute value. The mandatory attributes are indicated with a red "**Required**" label next to them. Simply enter a value for any required attribute type left blank.

Course Attributes

- Depending on the institution's configuration, within the «Course Attributes» tab all course attribute types at the course level that are associated with the current course are displayed in read-only format.

Course Characteristics

- The course characteristics frame lets you select (by means of a drop-down list) the course characteristic value(s) that you want to give to associate to the component. To access the drop-down list, click on the text "Select a course characteristic".

Scheduling Groups

- Within this section, all scheduling groups associated with this selected course are listed.

Group

- The ID of the group

Group Type

- The Group Type to which this Group is associated

Department

- The Department to which the Courses are associated

Course

- The Course ID

Section

- The Course Section

Term

- The term for which the group is in affect

ACADEMIC BLOCKS

- A listing of the academic blocks included in the course demand

Department

- The department to which the academic block is associated

Program

- The program to which the academic block is associated

(When the program feature has been enabled)

Level

- The program level

(When the program feature has been enabled)

Description

- The description of the academic block

(When the program feature has been enabled, the program description is displayed)

Detail

- The Program Detail

(When the program feature has been enabled)

Identification

- The academic block ID

Academic Block Type

- The academic block type associated to the academic block

Components

- Hovering over the tooltip will display the components associated to the academic block

Size

- The size of the academic block

Total

- The total size of all academic blocks

NOTE:	Depending on the institution’s configuration, some of these features may be disabled.

GROUPING FROM THE SECTION EDITING SCREEN

(1) From within the Components area of the Section Editing page, authorized users can select one or several Components for which the grouping is to be done.

(2) Once the Components are selected, click on the «Create Scheduling Group» icon (in the Component toolbar) to open the Create Scheduling Group window. From the Create Scheduling Group window, select the Component(s) to group and then click on the Create Group button to open the Delivery Group Editing page.

GROUPING DELIVERIES

The Create Scheduling Group Window

Group ID

- Enter a group ID for this Delivery group.

Group Constraint

- Select from the drop-down list the group constraint to associate with this Delivery group.

Group Members

(1) Within the Group Members section of the Delivery Group Editing screen, users will view all Deliveries that are associated with the selected section(s).

(2) Select the Deliveries that are to be grouped together and click on the “Save” icon at the top of the screen;

Or

(1) Using the Add icon, users can add one or several Deliveries from the Deliveries List that displays.

(2) Select the Department for which you want to display the Deliveries to associate to the current group — all Courses, Components and Deliveries associated with the selected Department will be listed.

(3) Select the Deliveries to attach to the Delivery Group Editing window and click on OK at the bottom of the Attach List window — the selected Deliveries will now be listed in the Group Members section of the Delivery Group Editing window.

(4) Select the Deliveries to group together and click on the Save icon at the top of the Delivery Group Editing window.

(5) There will be a validation process, if the issue reported allows the user to save the grouping as is, select OK to save or click on Cancel to return to the Section Editing window and correct the pointed out issue(s).

DELETING A SECTION

NOTE: Depending on the institution's configuration, the user may or may not be allowed to add or delete a section.

(1) Click on the Courses link in the Navigation Pane

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course — the Course Editing Screen will open.

(5) In the Section part of the Course Editing Screen, click the checkbox located to the left of the section that you want to delete.

(6) Click on the Remove icon located in the toolbar.

(7) The system will prompt the user to confirm the deletion process. Click on OK to delete, or if you do not wish to delete, click on Cancel.

EDITING A SECTION

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department —all courses associated to the selected department will be listed in the Courses list in the preview pane

(4) In the Course List, click on the course — the Course Editing Screen will open.

(5) In the Course Editing Screen, click on the section name

(6) Enter all necessary information in the appropriate fields.

(7) Select, from the drop-down list the section description that applies.

NOTE: Depending on your institution's settings, this feature may or may not be enabled. You can reach the Section Editing Screen by drilling down to the course section in the Navigation Pane and clicking on the section.

Scheduling Groups

- The scheduling group frame will display the scheduling groups (the name given to the group), the group type (the constraint to which the group is attached), the department to which the group belongs and the actual course that is attached.

Course Attributes

- The course attributes frame lets you select (by means of a drop-down list) the attribute value(s) that you want to give to the course's attribute.

Course Characteristics

- The course characteristics frame lets you select (by means of a drop-down list) the course characteristic value(s) that you want to give to associate to the section.

NOTE: Depending on the institution's configuration, the Scheduling Groups, the Course Attributes and/or the Course Characteristics frames may be unavailable and because of that, these frames could not be displayed in the Section Editing Screen.

To select an attribute:

(1) Click on the drop-down list — all values associated to the attribute will be displayed.

(2) Select the value you want to associate to the attribute

(3) If necessary, repeat this process for any other attribute to which you want to give a value.

(4) Click Save to save the modifications.

> **NOTE:** Some attributes may have been given a Read-Only property, which means that the attribute's value, if any, cannot be added or removed. It is simply displayed as information purpose.

DUPLICATING A SECTION

NOTE: Depending on the institution's configuration, the user may or may not be allowed to duplicate and/or batch update section.

- You can duplicate a Section and most of its elements by simply selecting the section (in the Sections section of the Course Editing Screen) and by clicking the Duplicate icon — as shown here after.

(1) Click the checkbox located to the left of the section that you want to duplicate.

(2) Click on the Duplicate icon — a new Section Editing Screen appears containing some of the same data.

(3) Fill out the required fields.

(4) Once the desired modifications are entered, click on the Save icon, located in the toolbar, to save all modifications and to create a new section.

NOTE: When duplicating items from a list, users are only able to select 1 record.

CHAPTER 5 - COMPONENT INFORMATION

At the top of the Component Editing page, authorized users have access the following buttons (if they have been activated by your institution)

(1) New

- Click on this button to create a new component.
- Enter all necessary information in the appropriate fields.
- Click on the Save icon located in the toolbar.

(2) Show Timetable

- Click on this button to open the current component's timetable. The timetable will display the information regarding the deliveries associated with the current component.

(3) Change Request

- The Change Request button is used when a Timetabler DCU user wants to make a change request for the current element. By selecting this button, the Change Request form opens. The Timetabler DCU user simply needs to answer the question(s) within the Change Request. NOTE: Some questions can be required and therefore must be answered before being able to send the change request.
- Once the questions answered, simply click on the Send button to send the change request to the designated person.

(4) Save

- Select this button to save any modification brought to the current page.

ADDING A COMPONENT TO A SECTION

NOTE: Depending on the institution's configuration, the user may or may not be allowed to add or delete a component.

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course —the Course Editing Screen will open.

(5) In the Course Editing Screen, click on the section name within the Sections header. The user may add a component by clicking the Add icon within the Components header.

(6) Enter all necessary information in the appropriate fields.

(7) Click on the Save icon located in the toolbar.

(8) Upon clicking on the Save icon, the information will be validated and if a conflict is created, a screen will open advising of that fact.

(9) If you still want to proceed — i.e.: the conflict is desired, click YES.

(10) If you do not want to proceed — i.e.: the conflict is not desired, click NO to cancel the creation of this conflict.

NOTE: To learn more about the Conflict Report, please refer to CHAPTER 14 - REPORTS.
Users can also add a section by drilling down to the desired component and opening the Component Editing Screen.
From the Component Editing Screen, select the New icon in the toolbar at the top of the screen. A Component Editing Screen will open containing the course, course number and section fields filled out.
Fill out the remaining fields and save the modifications to create a new component.

Component Information

Department

- The Department Name field displays the department selected in the Department List in the Navigation Pane.

> **NOTE:** The Department Name field is greyed out and cannot be modified by the user.

Course Number

- The ***Course Number*** field displays the course number found in Infosilem Timetabler.

> **NOTE:** The Course Number field is greyed out and cannot be modified by the user.

Section

- The Section field represents the section to which the component is attached.

Move to section

- To use the Move to section drop-down list, the component must first be attached to a course that has more than one section. Click on the down arrow to move the component to another section.

> **NOTE:** Depending on the institution’s configuration, the user may or may not be allowed to move a component to another section.

Name

- Depending on the institution’s configuration, 4 possibilities exist for Entering component information:

  Possibility 1 (when encoding = 0)

  - The component name field can contain a value of up to 30 characters chosen by the user at the time of creation.

  Possibility #2 (when encoding = 1)

  - The ***Name*** field is a system-generated field and therefore cannot be modified.

  > **NOTE:** Upon saving the modifications, the system will automatically generate a component name composed of the indicated component type indicated Term

Examples:	*Component Name*	*Type*	*Term*
	- 1F	*1*	*F*
	A 2FW	*2*	*FW*
	B 2FW	*2*	*FW*

Possibility #3 (when encoding =2)

- The component name is composed of the component type, chosen from the dropped-down list, and the component number. This number is 2 alphanumeric characters chosen by the user at the creation of the component.

Possibility #4 (when encoding =3)

- The Component Name field is a system-disabled field and therefore cannot be modified.

> **NOTE:** The Component Name field reflects the component identification defined within Infosilem Timetabler.

Type

- Select the component's type.
- The type values in the drop-down list are the component types defined within Infosilem Timetabler .

> **NOTE:** Depending on the institution's configuration, the user may or may not have access to the Type field.

Max Enrollment Field

- Authorized users can enter the Maximum allowable enrollment.
- The entered value represents the component's scheduling enrollment value in Infosilem Timetabler (the forecasted enrollment).

Actual Enrollment

- This field displays the actual enrollment. If made available, authorized users can enter the Actual enrollment value for this component.

RN

- The RN field allows you to enter the component's registration number.

> **NOTE:** Depending on the institution's configuration, the user may or may not have access to the some of these fields.

Description

- The description field is a system-generated field and therefore cannot be modified. It displays the component's description field in Infosilem Timetabler.

Done Checkbox

- Use the «Done» checkbox to indicate that the data entry for this element is complete.

Disabled/Enabled

- By selecting this checkbox, the icon will change to a red icon, thus indicating that this element is disabled. By selecting this box once more, the icon will change to green, thus indicating that this element is enabled.

> **NOTE:** Depending on the institution's configuration, this feature may be disabled.

Reserved Checkbox

- Use the “Reserved” checkbox to indicate that the component is excluded when building academic blocks using the Academic Block Builder. This is the equivalent of the option “Disable for Academic Block Builder” in Infosilem Timetabler.

Component Requirements

- Depending on the institution’s configuration, users may be able to enter component level requirements. The entered component requirements are then linked to the Component’s Note field within Infosilem Timetabler.

Course Characteristics

- The course characteristics frame lets you select (by means of a drop-down list) the course characteristic value(s) that you want to give to associate to the component. To access the drop-down list, click on the text “Select a course characteristic”.

> **NOTE:** Depending on the institution’s configuration, this feature may be disabled.

«COMPONENT ATTRIBUTES» TAB

- Depending on the institution’s configuration, users may have to select an attribute value for the present attribute type(s). Each attribute type can contain only one attribute value. The mandatory attributes are indicated with a red “**Required**” label next to them. Simply enter a value for any required attribute type left blank.

«SECTION ATTRIBUTES» TAB

- Depending on the institution’s configuration, within the «Section Attributes» tab all course attribute types at the section level that are associated with the current course are displayed in read-only format.

«COURSE ATTRIBUTES» TAB

- Depending on the institution’s configuration, within the «Course Attributes» tab all course attribute types at the course level that are associated with the current course are displayed in read-only format.

Academic Blocks

- Authorized users can attach or detach Academic Blocks to this current component.

Attaching an Academic Block to the Component

- Use the “+” sign to open the “Attach List” window and to select the Academic Block(s) to attach to the current component.
- Within the Department drop-down, select the department to which the Academic Block is associated — the Academic Block list will refresh and display all Academic Blocks associated with the selected department.
- Once the Academic Block is selected, click on OK to attach it to the current component.

Detaching an Academic Block from the Component

- To detach an Academic Block from the current component, select the checkbox next to the Academic Block(s) you want to detach.
- Once selected, click the Delete icon within the Academic Block part of the current Component screen.

Component Scheduling Groups

- Within the Component Scheduling Groups part of the Component Editing page, users will see all scheduling groups that are associated with this Component. Authorized users will be able to delete those scheduling groups or remove them (detach) from the current Component using the appropriate icons in the toolbar.

Group ID

- The ID given to the Component Scheduling groups

Group Constraint

- The constraint that is applied to the current Component Scheduling Group

Group Members

- The elements that make up the grouping (Course-Section-Component)

Component Unavailabilities

Depending on the institution configuration, users may or may not be able to create, edit or delete unavailabilities at the component level.

ADDING A COMPONENT UNAVAILABILITY

To add a component unavailability, click on the "Add unavailability" icon — an unavailability line will be created.

Unavailability Type
Select from the drop-down menu the unavailability type desired

Start/End Date
Will be populated by the system. The dates are inherited from the earliest and latest delivery dates of that component. If there are no deliveries, the system will use the section term dates.

Day
Select from the drop-down menu the day of the week the unavailability should occur.

Start
Select from the drop-down menu the starting time for the unavailability.

Duration
Select from the drop-down menu, the duration of the unavailability.

> **NOTE:** Unavailabilities shared with other components are not editable

Deliveries

- Within this part of the Component Editing page, authorized users can Add, Remove, Batch Update, Duplicate, Group, Show Timetables, Change Requests, and Reorder deliveries associated with this component.

ADDING A DELIVERY TO A COMPONENT

- Select the Add icon — a "New Delivery" tab will be created.

Start Date

- If needed, users can select, using the calendar icon, a new start date. By default, the start date is set to the start date of the term to which the component is attached.

End Date

- If needed, users can select, using the calendar icon, a new end date. By default, the end date is set to the end date of the term to which the component is attached.

Frequency

- Using the drop-down list, select the frequency for this delivery. By default, the frequency is set to 1.

Grouping Deliveries

- Within the Deliveries part of the Component Editing page, authorized users can create Delivery Scheduling Groups. To do so, simply follow these steps:
- Select the delivery or deliveries to group by clicking in the checkbox to the left of the Delivery's name and then click on the Group icon in the toolbar — the Create Scheduling Group window opens.
- From within the Create Scheduling Group window fill out the required fields

Group ID

- Enter a group ID for this Delivery group.

Group Constraint

- Select from the drop-down list the group constraint to associate with this Delivery group.

Group Members

(1) Within the Group Members section of the Delivery Group Editing screen, users will view all Deliveries that are associated with the selected section(s).

(2) Select the Deliveries that are to be grouped together and click on the "Save" icon at the top of the screen;

Or

(1) Using the Add icon, users can add one or several Deliveries from the Deliveries List that displays.

(2) Select the Department for which you want to display the Deliveries to associate to the current group — all Courses, Components and Deliveries associated with the selected Department will be listed.

(3) Select the Deliveries to attach to the Delivery Group Editing window and click on OK at the bottom of the Attach List window — the selected Deliveries will now be listed in the Group Members section of the Delivery Group Editing window.

(4) Select the Deliveries to group together and click on the Save icon at the top of the Delivery Group Editing window.

(5) There will be a validation process, if the issue reported allows the user to save the grouping as is, select OK to save or click on Cancel to return to the Component Editing window and correct the pointed out issue(s).

Delivery Scheduling Groups

- Within the Delivery Scheduling Groups part of the Component Editing page, authorized users can view, detach or delete the Delivery Scheduling Groups associated with the current component.

DELETING A COMPONENT

> **NOTE:** Depending on the institution's configuration, the user may or may not be allowed to delete a component.

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course — the Course Editing Screen will open.

(5) Click on the section's name to which the component is attached.

(6) Within the Components section, select the box located to the left of the component that you want to delete and click on the Remove icon.

(7) The system will prompt the user to confirm the deletion process. Click on OK to delete, or if you do not wish to delete, click on Cancel

(8) Click on the Save icon to save the modifications –The Save icon is located in the toolbar.

EDITING A COMPONENT

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course name — the Course Editing Screen will open.

(5) Click on the section's name to which the component is attached — this opens the Section Editing Screen.

(6) Once inside the Section Editing Screen, click on the component that is to be modified — this opens the Component Editing Screen — the Component Editing Screen will open.

(7) Modify any of the active fields.

(8) Click on the Save icon to save the modifications –the Save icon is located in the toolbar.

NOTE: You can reach the Component Editing Screen by drilling down to the component in the Navigation Bar and clicking on the component itself (as shown here).

DUPLICATING A COMPONENT

NOTE:	Depending on the institution's configuration, the user may or may not be allowed to duplicate and/or batch update a component.

- You can duplicate a component and most of its elements by simply selecting the component (in the Component section of the Section Editing Screen) and by clicking the Duplicate icon.).

(1) Click the checkbox located to the left of the component that you want to duplicate.

(2) Click on the Duplicate icon — a new Component Editing Screen appears containing some of the same data.

(3) Fill out the required fields.

(4) Once the desired modifications are entered, click on the Save icon, located in the toolbar, to save all modifications and to create a new component.

NOTE:	When duplicating items from a list, users are only able to select 1 record.

ASSIGNING AN ACADEMIC BLOCK TO A COMPONENT

NOTE: Depending on the institution's configuration, academic blocks might not be available.

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course — the Course Editing Screen will open.

(5) Click on the section's name to which the component is attached.

(6) Within the Components section, click on the component's name for which an academic block is to be attached.

(7) In the Academic Block section, click on the "Add" icon — the Academic Block Attach List appears.

(8) Select the department from the drop-down list. If you need to display more than one department, you can select the All option from the drop-down list.

(9) The Attach List will display the department(s) academic block(s) list.

(10) Select the academic block(s) to attach to the component by checking each box next to the academic block required. Once this is done, click on OK to proceed.

(11) The academic blocks are now listed in the Academic Blocks section of the Component Editing Screen.

(12) Click on the Save icon to save the modifications –The Save icon is located in the toolbar.

UNASSIGNING AN ACADEMIC BLOCK TO A COMPONENT

NOTE:	Depending on the institution's configuration, academic blocks might not be available.

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course — the Course Editing Screen will open.

(5) Click on the section's name to which the component is attached.

(6) Within the Components section, click on the component's name to which you want to unassign an academic block.

(7) Select the academic block that you wish to remove by clicking in the checkbox that is to the left of that academic block.

(8) Once the academic block is selected, click on Remove to permanently remove the academic block from that component.

(9) Click on the Save icon to save the modifications –The Save icon is located in the toolbar.

CHAPTER 6 - DELIVERY INFORMATION

ADDING A DELIVERY TO A COMPONENT

- This is where you add the delivery that will be attached to the component. From here you can also add or remove a Room Request, add or remove an Instructor as well as manage a delivery's Time Requests.
- To find out more about each of these possibilities, please refer to their appropriate section listed below:
  - Managing Time Requirements
    - «MANAGING TIME REQUESTS FOR A DELIVERY» p.58
  - Adding a Room Request
    - «MANAGING ROOM REQUEST FOR A DELIVERY»p.62
  - Removing an Instructor
    - «DETACHING AN INSTRUCTOR FROM A DELIVERY» p.68
  - Adding Instructors
    - «ADDING AN INSTRUCTOR»p.81

NOTE: If you require more information, click on the (?) link.

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course — the Course Editing screen will open.

(5) Click on the section's name to which the component is attached.

(6) Within the Components section, click on the component's name to which you want to assign the delivery

(7) Click the Add icon in the Deliveries section — the Deliveries screen will open.

DELETING A DELIVERY

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department — all courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course — the Course Editing screen will open.

(5) Click on the section's name to which the component is attached.

(6) Within the Components section, click on the component you require — the Component Editing Screen will open.

(7) Navigate to the Deliveries frame.

(8) Click on the delivery number you would like to delete and then click on the Remove icon.

DETACHING A DELIVERY FROM THE SCHEDULING GROUPS

(1) Select the Delivery Scheduling group to be detached by clicking in the checkbox to the left of the Delivery Scheduling Group's name.

(2) Once done, select the Detach icon in the toolbar — a message will be displayed asking the user to confirm the action.

(3) Select OK to detach the selected Delivery Scheduling Group from the current component and then click on the Save icon at the top of the Component Editing page or select Cancel to cancel the action of detaching the selected Delivery Scheduling Group.

DELETING DELIVERY SCHEDULING GROUPS

(1) Select the Delivery Scheduling group to be deleted by clicking in the checkbox to the left of the Delivery Scheduling Group's name.

(2) Once done, select the Delete icon in the toolbar — a message will be displayed asking the user to confirm the action.

(3) Select OK to delete the selected Delivery Scheduling Group from the current component and then click on the Save icon at the top of the Component Editing page or select Cancel to cancel the action of deleting the selected Delivery Scheduling Group.

RENAMING DELIVERIES

- The application offers an option to rename deliveries. To do so:

(1) In the Deliveries frame, click on the Reorder icon — the Reorder Tabs Screen will open.

(2) Within that screen, click on the delivery to rename.

(3) Click Up or Down to move the delivery to the position of your choice.

> **NOTE:** The position of the delivery becomes the name of that delivery. In other words, if "delivery 01" is moved from position 1 to position 3 and "delivery 03" is moved from position 3 to position 1, then "delivery 01" will be renamed to "delivery 03" and "delivery 03" will be renamed to "delivery 01".

(4) Repeat this process for all deliveries in the *Reorder Tabs* screen that need to be reordered.

(5) Once all the deliveries are in the desired location, click *OK* to accept.

(6) Click the ***Save*** icon, located in the toolbar, to save the modifications.

DUPLICATING A DELIVERY

- To save time, you can duplicate a delivery to create one or several deliveries with similar information.

(1) Click on the Courses icon

(2) Select the desired department — this will display that department's Course List.

(3) From the Navigation Pane, drill down to the component level of the course (as shown here). The Component Editing Screen will be displayed in the preview pane.

(4) In the Deliveries section of the Component Editing Screen, click the checkbox in the section of the delivery that you want to duplicate.

(5) Click on the Duplicate icon located in the Deliveries section of the Component Editing Screen:

(6) A new delivery section will open called New Delivery x (where x stands for an incremented value of the last numbered delivery of this component).

(7) Make all necessary modifications to the in the Component Editing Screen and click on Save located in the toolbar at the top of the screen.

NOTE: When duplicating items from a list, users are only able to select 1 record. Modifying any information in the Component Information section of the Component Editing Screen, while duplicating a delivery, modifies the component information for all deliveries attached to that component — it does not duplicate a new component.

GROUPING DELIVERIES

- Within the Deliveries part of the Component Editing page, authorized users can create Delivery Scheduling Groups. To do so, simply follow these steps:
- Select the delivery or deliveries to group by clicking in the checkbox to the left of the Delivery's name and then click on the Group icon in the toolbar — the Create Scheduling Group window opens.
- From within the Create Scheduling Group window fill out the required fields

Group ID

- Enter a group ID for this Delivery group.

Group Constraint

- Select from the drop-down list the group constraint to associate with this Delivery group.

Group Members ____

(1) Within the Group Members section of the Delivery Group Editing screen, users will view all Deliveries that are associated with the selected section(s).

(2) Select the Deliveries that are to be grouped together and click on the "Save" icon at the top of the screen;

Or

(1) Using the Add icon, users can add one or several Deliveries from the Deliveries List that displays.

(2) Select the Department for which you want to display the Deliveries to associate to the current group — all Courses, Components and Deliveries associated with the selected Department will be listed.

(3) Select the Deliveries to attach to the Delivery Group Editing window and click on OK at the bottom of the Attach List window — the selected Deliveries will now be listed in the Group Members section of the Delivery Group Editing window.

(4) Select the Deliveries to group together and click on the Save icon at the top of the Delivery Group Editing window.

(5) There will be a validation process, if the issue reported allows the user to save the grouping as is, select OK to save or click on Cancel to return to the Component Editing window and correct the pointed out issue(s).

VIEWING DELIVERIES' TIMETABLES

Within the Timetabler DCU, authorized users can view the timetable of the desired delivery. To do so, simply select the delivery for which you want to see the timetable and click on «Show Timetables» within the Delivery Toolbar — the Delivery Timetable screen opens.

DELIVERY TIMETABLE SCREEN

Selecting Resources

Instructors
This section will list all instructors assigned to the current delivery or to deliveries grouped with current delivery Select this option to display the Instructors' timetable for the selected delivery.

Rooms
This section will list all rooms assigned to the current delivery as well as to the deliveries that are grouped with the current delivery.
Select this option to display the room's timetable for the selected delivery.

Academic Blocks
Select this option to display the academic blocks timetable for the selected delivery.
This section will list all academic blocks assigned to components of the current delivery as well as those of deliveries that are grouped with the current delivery.

Include Instructor Meetings
Select this option to display the instructor meetings within the timetable for the selected delivery (and for all deliveries grouped to current delivery).

Include Instructor Unavailabilities
Select this option to display the instructor unavailabilities within the timetable for the selected delivery (and for all deliveries grouped to the current delivery).

Include Room Unavailabilities
Select this option to display the room's unavailabilities within the timetable for the selected delivery (and for all deliveries grouped to the current delivery).

Include Academic Blocks Unavailabilities
Select this option to display the academic blocks unavailabilities within the timetable for the selected delivery (and for all deliveries grouped to the current delivery).

CREATING A CHANGE REQUEST

- The Change Request button is used when a Timetabler DCU user wants to make a change request for the current delivery. By selecting this button, the Change Request form opens (the User ID, Department, Subject and the delivery ID fields are in Read-Only format). The Timetabler DCU user simply needs to answer the question(s) within the Change Request. NOTE: Some questions can be required and therefore must be answered before being able to send the change request.
- Once the questions answered, simply click on the Send button to send the change request to the designated person.

MANAGING TEACHING CONTACT HOURS

- Depending on your institution's settings, users may or may not be able to view or to modify these values.

Contact Hours

- Enter the contact hours to associate to this delivery. The value must range between 0 and 999.999 inclusively.

> **NOTE:** When copying deliveries containing Teaching Contact Hours, those Teaching Contact Hours will be copied as well.

MANAGING TIME REQUESTS FOR A DELIVERY

- In the Time Request section, the user can decide to add or remove the component's "Frequencies", "Pattern Request", or "Forced Pattern Time", or a "Forced Time" or "No Time Requested".

> **NOTE:** If a delivery has more than one frequency defined, they will be displayed along with their start date, end date and their frequency position.

ADDING A FREQUENCY

- If authorized by the institution's settings; users may be able to create additional frequencies for the delivery. An additional frequency is created, and the user can proceed to add a pattern request, forced pattern time(s) or forced time(s). Note that frequencies created in the Timetabler DCU can only have one type of time request.

(1) Click on the "+" in Time Requests.

(2) Enter the Start and End Date

(3) Click on Save to save the new frequency.

ADDING A PATTERN REQUEST

(1) Enter the start and end dates by selecting the calendar function or manually.

(2) In the drop-down list, select Pattern Request —the Pattern and Time drop- down list will open.

(3) Select the appropriate pattern and enter any Time Requirement" information (if applicable).

(4) Click on Save to save the new pattern request.

ADDING A FORCED PATTERN TIME:

(1) In the drop-down list, select Forced Pattern Time —the Pattern and Time drop- down list will open

(2) Select the appropriate pattern.

(3) Select an appropriate time.

(4) Click on Save to save the new forced pattern request.

ADDING A FORCED TIME:

(1) In the drop-down list, select Forced Time.

(2) Click on the Add a forced time icon.

(3) In the Day drop-down list, select the appropriate day.

(4) In the Start field, select the appropriate start time.

(5) In the End field, Enter the appropriate end time.

(6) Click on Save to save the new forced time.

(7) Repeat steps 1-6 for all forced times for the selected delivery.

NOTE: By adding a forced time and/or a room to a delivery, the Prevent Automated Modification box in Infosilem Timetabler will automatically be checked by the system. Conversely, by deleing a forced room inside the Timetabler DCU, the “Prevent Automated Modification” box in Infosilem Timetabler will be unchecked.

NO TIME REQUESTED

- By selecting No Time Requested, the system will not let the user enter any time specifications. The user can, however, enter the start date, the end date as well as the frequency and any time requirements. Click on the Save icon to save all modifications.

ENTERING TIME REQUIREMENTS:

(1) Enter any time requirements in the “Time Requirement” frame for any time request types

(2) Click on the Save icon located in the toolbar to save all modifications.

DELETING A FREQUENCY:

(1) Click on the checkbox located to the left of the frequency to be deleted

(2) Click on the Remove icon – a confirmation message will open

(3) Click on Yes to permanently remove the delivery frequency or click on No to cancel the deletion.

DELETING A FORCED TIME:

(1) Click on the checkbox located to the left of the forced time to be deleted.

(2) Click on the Remove icon

(3) The forced time is now deleted

DELETING A PATTERN REQUEST:

(1) Click on the checkbox located to the left of the pattern request to be deleted.

(2) Click on the Remove icon

(3) The pattern request is now deleted

DELETING AN ASSIGNED PATTERN TIME:

(1) Click on the checkbox located to the left of the assigned pattern time to be deleted.

(2) Click on the Remove icon.

(3) The assigned pattern time is now deleted.

REMOVING TIME REQUESTS:

- If you wish to remove time requests from a delivery, simply click on the delivery's section to which the time requests are attached and then click on the Batch Update icon.

(1) In the "Time Requests" section of the Batch Update Delivery Information screen, select "Replace" from the drop-down list.

(2) Select, from the "Time Requirements" drop-down list, "Clear".

(3) Click on Save to save the modifications — there is no time request attached to the delivery anymore.

INVALID TIME REQUESTS

Often when rolling data from one term to the next, some data may become invalid. If a given time request is invalid, users can select the checkbox next to the invalid icon and select the Remove Frequency icon. This will delete the invalid time request. At this point, the user can enter a new time request to replace the invalid time request that was deleted.

MANAGING ROOM REQUEST FOR A DELIVERY

(1) Navigate to the Room Requests section of the Deliveries frame — the room request fields will open.

(2) Select and/or Enter the necessary information.

ADDING A ROOM REQUEST

> **NOTE:** By adding a forced time and/or a room to a delivery, the Prevent Automated Modification box in Infosilem Timetabler will automatically be checked by the system.
>
> Conversely, by deleing a forced room inside the Timetabler DCU, the "Prevent Automated Modification" box in Infosilem Timetabler will be unchecked.

(1) Navigate to the "Room Requests" frame

(2) Click on the Add a room icon.

> **NOTE:** If the Add a Room link is unavailable, this means the user has reached the maximum number of rooms that can be requested.

Room Type

- Select the desired room type.

> **NOTE:** The room type values in the drop-down list are the room types defined within Infosilem Timetabler.
>
> The application administrator determines which room types are to be made available within the user module.

Pavilion

- Select the desired pavilion

> **NOTE:** The pavilion values in the drop-down list are the pavilion defined within the database. The application administrator determines which pavilions are to be made available within the user module.
>
> To add a room or a room type, a time request or a time pattern request must have been previously entered.
>
> "When forcing a delivery in a room belonging to a pavilion that has not been made available to the department in Timetabler DCU, that pavilion will open in red."
>
> For rooms to be displayed in the room drop-down list, they must be attached to a pavilion beforehand.

Room

- Select the desired room

> **NOTE:** Depending on the institution's configuration, the "Room" drop-down list may be empty.

- If activated by your institution, upon saving, if the modification affects other deliveries a message will open to warn the user of a conflict.

ADDING ROOM CHARACTERISTICS

(1) Click on the “Add” icon inside the “Characteristic(s)” frame of the “Room Requests” section — The “Room Characteristic List” screen will open.

(2) Select one or several required characteristics by checking the checkboxes to their left.

> **NOTE:** Depending on your institution’s settings, you may be limited in the number of room characteristics you can request.

(3) Once all the characteristics have been selected, click on OK.

(4) The selected characteristics are now listed in the characteristic frame of the delivery.

> **NOTE:** The room characteristics values in the drop-down list are the room characteristics defined within Infosilem Timetabler.
>
> The application administrator determines which room characteristics are to be made available within the user module.

REMOVING ROOM CHARACTERISTICS:

(1) Within the Room Request frame, select the room characteristics that you want to remove by checking the boxes to the left of the desired characteristic(s).

(2) Click on the Remove icon.

(3) You will be prompted to confirm, click OK to proceed and delete the desired characteristics.

(4) Click Save to save all modifications.

Characteristic(s) Required

- Select this option box to ensure that the room characteristics selected are required when assigning a room.

Room Requirements

(1) Enter any additional room requirements specific to the room requests of the selected delivery.

(2) Click Save to save your modifications.

DELETING A ROOM REQUEST

- Select the box to the left of the room request that you wish to remove and then click on the Remove room(s) icon. If several rooms need to be removed, select them all by clicking on their corresponding checkboxes and then clicking on the Remove room(s) icon — a confirmation message will open.

(1) Click OK to permanently remove the room request from the selected delivery. Click on Cancel to cancel the deletion.

(2) Click the Save icon to save your modifications.

Delivery Scheduling Groups ____

- Within the Delivery Scheduling Groups part of the Component Editing page, authorized users can view, detach or delete the Delivery Scheduling Groups associated with the current component.

INVALID ROOM REQUESTS

Often when rolling data from one term to the next, some data may become invalid. If a given time request is invalid, users can select the checkbox next to the invalid icon and select the Remove Room(s) icon. This will delete the invalid room request. At this point, the user can enter a new room request to replace the invalid room request that was deleted.

ATTACHING AN INSTRUCTOR TO A DELIVERY

- From the Deliveries section, navigate to the Instructors frame and click on the Add icon, to attach an instructor to an already existing delivery, or click on the New Instructor icon to create a new instructor. To find out more about creating a new instructor, please refer to the ADDING AN INSTRUCTOR section later in this guide.

Attaching an Instructor from a List

(1) Click on the Add icon to have the Attach List screen appear.

(2) From the drop-down menu, select the department to which the instructor to attach to the delivery is associated.

(3) Select the instructor by clicking in the checkbox to the left of that instructor's name (You can select more than one instructor, if needed).

(4) If the Instructor Assignment Custom field has been enabled by the Timetabler DCU Administrator, select the Instructor's Assignment details from the drop-down list within the Instructor Assignment Details screen (this step could be mandatory or optional, depending on how it was established by the Timetabler DCU Administrator).

(5) Click OK to attach the instructor(s) to the delivery —the selected instructor is displayed, along with all the pertinent information, in the Instructors area of the Component Editing page.

- Department
  - This column displays the Department to which the Delivery is associated.
- Instructor Name / Staff ID
  - The Instructor's name and the Instructor's Staff ID
- More
  - This column displays the supplemental information associated with the Delivery
- Teaching Status
  - This field displays the Teaching status (non-teaching or teaching).
- Teaching
  - Select this option to set the Instructor that is associated with a given delivery as "teaching".
- Non-Teaching
  - When this option is selected, the Instructor, for that given delivery, is attached to the delivery but is not teaching. The Instructor will therefore not be taken into account when assigning (that delivery) and will not be taken into account for the validations of that delivery and will not be included in reports (for that delivery).

(6) Once all modifications are done, click on the ***Save*** icon located in the toolbar to apply all the modifications.

> **NOTE:** If the desired instructor does not belong to the current department, simply click on the down arrow of the "Department" drop-down list to view a new department and a list of all its attached instructors.

Delivery Scheduling Groups

- Within the Delivery Scheduling Groups part of the Component Editing page, authorized users can view, detach or delete the Delivery Scheduling Groups associated with the current component.

DETACHING AN INSTRUCTOR FROM A DELIVERY

(1) Click on the Courses link in the Navigation Pane.

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department. All courses associated to the selected department will be listed in the Courses list in the preview pane.

(4) In the Course List, click on the course — the Course Editing Screen will open.

(5) Click on the section's name to which the component is attached. Within the Components section, click on the component's name to which you want to assign the delivery.

(6) Click on the Delivery section to which the instructor is attached.

(7) In the Instructors frame, click in the checkbox to the left of the name of the instructor you wish to remove and then click on the Remove icon.

(8) You will be prompted to confirm your action. Click on OK to remove the instructor from that delivery or on Cancel to leave the instructor attached to the delivery.

(9) Once all modifications are done, click on the Save icon in the toolbar to apply all the modifications

Delivery Attributes

- Depending on the institution's configuration, users may have to select an attribute value for the present attribute type(s). Each attribute type can contain only one attribute value. The mandatory attributes are indicated with a red "**Required**" label next to them. Simply enter a value for any required attribute type left blank.

CHAPTER 7 - BATCH UPDATES

- If several courses, sections, components or deliveries need to be edited at once, you can use the “Batch Update” option.

NOTE:	Depending on the institution’s configuration, this feature may have been disabled.

The ***Batch Update*** option allows the user to modify:

- BATCH UPDATE COURSE INFORMATION (see page 70)
- UPDATING “SECTION INFORMATION” (see page 71)
- BATCH UPDATE COMPONENT INFORMATION (see page 73)
- BATCH UPDATE DELIVERY INFORMATION (see page 76)

BATCH UPDATING

(1) Click on the Courses link in the Navigation Pane

(2) Click on the down arrow of the Departments drop-down list.

(3) Select the desired department.

(4) All courses associated to the selected department will be listed in the Courses list in the preview pane.

(5) In the Course List, select the courses to batch update by checking the boxes to the left of each required course (as shown here)

(6) Click on the Batch Update icon that is located in the toolbar. This will open a Batch Update screen containing four options. From this screen, you can select to update:

- Course Information.
- Section Information
- Component Information
- Delivery Information

(7) Choose the option that applies to your needs.

NOTE:	Depending on the starting level, the Batch Update popup screen may or may not contain all 4 update options as shown here.

BATCH UPDATE COURSE INFORMATION

(1) By selecting *Course Information* you will have the choice to:

- Do not change
  - Select this option if you do not want to modify the Course Requirements.
- Replace
  - Select this option if you want to replace the “Course Requirements” content with this modification. Type in the new content in the “Course Requirements” field.
- Append
  - Select this option if want to add to the “Course Requirements” content. Type in the new content in the “Course Requirements” field.
- Clear
  - Select this option if want to remove all content within the “Course Requirements” field.

(2) Click on the ***Save*** icon located in the toolbar.

UPDATING "SECTION INFORMATION"

(1) In the Sections frame of the Course Editing Screen, select 2 or more sections to update by checking the box next to the sections' names.

(2) Click on the Batch Update icon — a message screen appears asking the user to specify what is to be updated.

(3) Select the Batch Update Section Information option—the Batch Update Section Information screen appears. In this screen, the user can modify the following two fields:

Term:

(1) In the Term field, the user can select the term for the selected sections

(2) By selecting Do not change, the status remains the way it is: no modification is applied.

(3) By selecting Enabled, the sections become enabled and the enabled icon will open next to the section name in the course list.

(4) By selecting Disabled, the sections become disabled and the disabled icon will open next to the section name in the course list.

Status:

(1) In the status field, the user can either select Enabled, Disabled or Do not change.

(2) By selecting Do not change, the status remains the way it is — no modification is applied.

(3) By selecting Enabled, the sections become enabled and the enabled icon will open next to the section name in the course list.

(4) By selecting Disabled, the sections become disabled and the disabled icon will open next to the section name in the course list.

Sections Description:

(1) In the Section Description field, the user can create a description that will apply to all selected sections.

(2) By selecting Do not change, the status remains the way it is, no modification is applied.

(3) By choosing Replace, the text entered in the update screen will replace the original section description for each selected element.

(4) By choosing Append, the text entered in the update screen will be added to the original section description of each selected element.

(5) By choosing Clear, the original Section description text will be cleared and the Section description field will contain no more text.

Sections Requirements:

(1) In the Section Requirements field, the user can decide not to change, or to replace, or to append or to clear any text within this field.

(2) By selecting Do not change, the status remains the way it is — no modification is applied.

(3) By choosing Replace, the text that will be entered in the update screen will replace the original Section Requirements text.

(4) By choosing Append, the text that will be entered in the update screen will be added to the original Section Requirements text.

(5) By choosing Clear, the original Section Requirements text will be cleared and the Section Requirement field will contain no more text.

(6) Once all the modifications have been entered, click on the Save icon, located in the toolbar, to save all modification.

BATCH UPDATE COMPONENT INFORMATION

- Select Batch Update Component Information to modify the:
  - Max Enrollment number
  - Description
  - Academic Blocks

Max Enrollment

- You can either Do not change the Max Enrollment number or you can replace the Max Enrollment number. If you choose to replace it, simply enter the new value in the text box that is adjacent to the Max Enrollment field. If you do not want to change the value, select Do not change from the drop-down list and do not enter any value in the text box adjacent to the Max Enrollment field.

Description

- By doing a batch update of the component information, you will modify the description of each of the selected components to the text that you will enter in the description field of the Batch Update Component Information screen.

To modify the description field

(1) Select the Replace option from the Description drop-down list.

(2) Enter the new text in the text box that is adjacent to the Description field.

(3) Click on Save to apply the modifications to all selected courses' components.

To clear the components' Description fields

(1) Select the Clear option from the Description drop-down list.

(2) Click on Save to apply the modifications — all of the selected components' description fields will be cleared.

Academic Blocks

- In the Academic Block frame, you can choose to replace the academic blocks associated with the selected components, or you can append to the academic blocks associated with the selected components, or you can clear all the academic blocks associated with the selected components.

REPLACING COMPONENTS' ACADEMIC BLOCKS:

- Replacing academic block will remove the existing academic blocks belonging to that component and replace them with the academic blocks that you will select.

(1) From the Academic Blocks drop-down list, select Replace

(2) Click on the Add icon — the attachment list screen will open

(3) Select the box to the left of the academic block(s) you want and click on OK.

> **NOTE:** The academic blocks that you are selecting here will REPLACE the existing academic blocks.

(4) Click on ***Save*** to save the modifications.

APPENDING TO ACADEMIC BLOCKS

- By selecting the "Append" option, you will add to the already existing academic blocks that are attached to the component.

(1) From the Academic Blocks drop-down list, select Append

(2) Click on the Add icon — the attachment list screen will open

(3) Select the box to the left of the academic block(s) you want and click on OK.

> **NOTE:** The academic blocks that you are selecting here will APPEND —that is to say, it will add to the existing academic blocks.

(4) Click on ***Save*** to save the modifications.

CLEARING ACADEMIC BLOCKS

- By selecting the Clear option, the academic blocks that are attached to the component will all be removed (detached) — the component will no longer have any academic blocks attached.

(1) From the Academic Blocks drop-down list, select Clear

(2) Select the Replace option from the Description drop-down list.

(3) Enter the new text in the text box that is adjacent to the Description field.

(4) Click on Save to apply the modifications to all selected courses' components.

(5) Select the Clear option from the Description drop-down list.

(6) Click on Save to apply the modifications — all of the selected components' description fields will be cleared.

(7) From the Academic Blocks drop-down list, select Replace

(8) Click on the Add icon — the attachment list screen will open

(9) Select the box to the left of the academic block(s) you want and click on OK.

(10) Click on Save to save the modifications.

(11) From the Academic Blocks drop-down list, select Append

(12) Click on the Add icon — the attachment list screen will open

(13) Select the box to the left of the academic block(s) you want and click on OK.

(14) Click on Save to save the modifications.

(15) From the Academic Blocks drop-down list, select Clear

> **NOTE:** When selecting Clear, all academic blocks belonging to the batch set will be removed (detached).

(16) Click on ***Save*** to save the modifications.

BATCH UPDATE DELIVERY INFORMATION

- Select the "Batch Update Delivery Information" to modify:
  - Date Range
  - Time Requests
  - Room Requests
  - Instructors

Date Range

- The Date Range section of the Batch Update Delivery Information screen lets you modify the start date and the end date.
- To modify the start and end dates, select Replace from the Date Range drop-down list and enter the dates in the date fields or use the calendar function.

> **NOTE:** If this is the only modification or the last one in the Batch Update Delivery Information screen, click on the Save icon to save your modifications or proceed to the next modification.

Time Request:

- This is where you modify the time requests by choosing Do not change or Replace.
- If choosing Replace, you must select the time request
- Pattern Request, Forced Pattern Time, Forced Time, or, No Time Requested
- To find out more about Time Requests, please refer to the ADDING A FORCED PATTERN TIME section in this guide.

> **NOTE:** If this is the only modification or the last one in the Batch Update Delivery Information screen, click on the Save icon to save your modifications or proceed to the next modification.

Time Requirements:

- This is where you modify the time requirements. You cannot change, Replace, Append, or Clear a time requirement.
  - By selecting Do not change, there is nothing to do.
  - By selecting ***Replace***, any text entered in the ***Time Requirement*** textbox will replace any already existing content in the ***Time Requirement*** field.
  - By selecting ***Append***, any text entered in the ***Time Requirement*** textbox will be added to the already existing content in the ***Time Requirement*** field.
  - By selecting ***Clear***, any already existing text that was in the ***Time Requirement*** field, will be removed.

NOTE: If this is the only modification or the last one in the Batch Update Delivery Information screen, click on the Save icon to save your modifications or proceed to the next modification.

Room Requests

- This is where you modify the room request by selecting the Replace option from the Room Request drop-down list.
- Click on the Add a Room icon if you want to add a room or click on the Remove room(s) icon if you want to remove a room and make the necessary changes required. To find out more on creating a room request, please refer to the ADDING A ROOM REQUEST section in this guide.

NOTE: If this is the only modification or the last one in the Batch Update Delivery Information screen, click on the Save icon to save your modifications or proceed to the next modification.

Instructors

- This is where you update the Instructor(s).
- The instructor frame offers you four (4) selections:
  - Do not change
  - Replace
  - Append
  - Clear

Do not change:

- Select “Do not change” if you are not modifying any data regarding the instructor.

Replace:

(1) Select Replace if you want to replace the already assigned instructor with a new one.

(2) Click on the Add icon — the instructor list will open.

(3) Select the required department from the drop-down list — all associated instructor will be displayed.

(4) From the Instructor List, select the desired instructor and click on OK.

(5) The instructor will open in the Instructor frame of the Batch Update Delivery Information screen.

(6) You will need to save the modifications before exiting the Batch Update Delivery Information screen by clicking on the Save icon.

Append:

(1) Select Append if you want to add another instructor to the component.

(2) Click on the Add icon — the instructor list will open.

(3) Select the required department from the drop-down list — all associated instructor will be displayed.

(4) From the Instructor List, select the desired instructor and click on OK.

(5) The instructor will open in the Instructor frame of the Batch Update Delivery Information screen.

(6) You will need to save the modifications before exiting the Batch Update Delivery Information screen by clicking on the Save icon.

Clear:

(1) Select Clear if you want to remove the already assigned instructor.

(2) Click on the Save icon — the already assigned instructor is now removed.

CONFLICT WARNING

(1) Upon clicking on Save, the application will validate the information and if a conflict is created, a screen will open advising of that fact.

(2) Click on the link provided in the popup screen to view the conflict that is being created.

(3) If you still want to proceed — i.e.: the conflict is desired — click Yes.

(4) If you do not want to proceed — i.e.: the conflict is not desired — click NO to cancel the creation of this conflict.

> **NOTE:** To learn more about the Conflict Report, please refer to "CHAPTER 14 - REPORTS"

CHAPTER 8 - INSTRUCTOR INFORMATION

- The Instructor screen allows a user to manage:
  - General instructor information
  - Instructor unavailabilities
  - Instructor constraints
  - Instructor delivery

VIEWING INSTRUCTORS ASSOCIATED TO A DEPARTMENT

(1) Click on the Instructors link in the Main Screen — the Instructors associated with the first department in the drop-down list will open

(2) Navigate to the Department List drop-down list.

(3) Click the drop-down arrow.

(4) Select the desired department.

(5) All instructors associated to the selected department will be listed.

Items or Notes Attached

- A magnifying glass appearing in the "Instructor List" indicates the selected instructor contains an attached note or item

> **NOTE:** Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded.

Invalid Timetabler DCU Data

- A yellow exclamation mark appearing in the Instructor List will indicate that a data element is invalid.

> **NOTE:** Placing the mouse cursor over a yellow exclamation mark will display the reason(s) why the element is invalid.

Action Buttons

Add

- Select this button to add a new delivery assignment to the current instructor.

Remove

- Select this button to remove a delivery assignment from the current instructor.

More…

- This icon will open a window listing all the deliveries that are associated with the selected instructor. Within this screen, authorized users can select from the drop-down list, the values to associate to each Custom Field for that instructor for each specific delivery.
- Once all the values are selected, click on Apply to apply these values for that instructor or click on Cancel to cancel all modification.

ADDING AN INSTRUCTOR

(1) Click on the Instructors link in the Navigation Pane

(2) In the Department drop-down list, click the drop-down arrow

(3) Select the desired department.

(4) All instructors associated to the selected department will be listed.

(5) Click on the New icon; which is located in the toolbar.

(6) The Instructor Editing Screen will open.

(7) Enter all necessary information in the appropriate fields.

> **NOTE:** The Staff ID will be populated automatically.

(8) Click the ***Save*** button to save your modifications — the new instructor will now be added to the list.

> **NOTE:** Users can also add a section by drilling down to the desired instructor and opening the Instructor Editing Screen. From the Instructor Editing Screen, select the New icon in the toolbar at the top of the screen. An Instructor Editing Screen will open containing only the course and course number information. Fill in the remaining fields and save the modifications to create a new section.

Global

- This Global section displays general information about the selected instructor.

Department

- The Department field displays the department selected in the Department List in the main screen. The Department field is greyed out and cannot be modified.

Status

- The Status field displays the instructor's status. The status can only be modified through Infosilem Timetabler. An instructor can be either Active (represented by a white checkmark on a green background) or Inactive (represented by a white horizontal line on a red background).

Last Name / First Name

- Enter the instructor's last name and first name.

Staff ID

- Will be populated by the automatic numbering of TBA instructors IDs option established in the Administrator Module.

Instructor Type

- Select the instructor's type.

> **NOTE:** The instructor type values visible in the drop-down list are instructor types that have been made available by the application administrator as well as those in the instructors list.
>
> If more information on the instructor type is needed, click on the (?) link located beside the Instructor Type field:

Delivery Assignment

- The Delivery Assignment section allows a user to attached or detach deliveries from the selected instructor.

> **NOTE:** Please refer to pages "ATTACHING A DELIVERY TO AN INSTRUCTOR" and "DETACHING A DELIVERY FROM AN INSTRUCTOR" for an in-depth explanation on adding or removing deliveries from instructors.

Department

- This column displays the Department to which the Delivery is associated.

Course

- This column displays the Course to which the Delivery is associated.

Section

- This column displays the Section to which the Delivery is associated.

Component Type

- This column displays the Component Type to which the Delivery is associated.

Component

- This column displays the Component to which the Delivery is associated.

Delivery

- This column displays the Delivery to which the Instructor is associated.

More

- This column displays the supplemental information associated with the Delivery

Time Information

- This column displays the time information for that Delivery

Room Information

- This column displays the Room information for that Delivery

Teaching Status

- This field displays the Teaching status (non-teaching or teaching).

Teaching

- Select this option to set the instructor that is associated with a given delivery as "teaching".

Non-Teaching

- When this option is selected, the instructor, for that given delivery, is attached to the delivery but is not teaching. The instructor will therefore not be considered when assigning (that delivery) and will not be considered for the validations of that delivery and will not be included in reports (for that delivery).

Instructor Constraints

- The Instructor Constraints section allows a user to Enter or select instructor scheduling constraints.

NOTE:	Information entered here will act as a flag for the schedulers when generating instructor reports. Depending on the institution's configuration, this section may or may not be available.

Teaching Release Day

- Select this option to indicate that a day off for the selected instructor is required

Can conflict with required unavailabilities

- Select this option to indicate that the teaching release day can conflict with the instructor's unavailability.

Maximum early classes

- Specify the maximum number of early classes per week for the instructor.

Maximum late classes

- Specify the maximum number of late classes per week for the instructor.

Instructor Requirements section

- Select any or all Instructor Requirements that apply to the instructor. You can add supplemental information in the box provided to that effect.
- The instructor requirements are institution specific instructor constraints.

NOTE: The Instructor Requirements are institution specific and are either predefined checkboxes or they can be entered in the Requirements textbox, if the textbox has been made available by the institution.

Instructor Unavailabilities

- The "Instructor Unavailabilities" section allows a user to manage the instructor's unavailabilities
- The instructor requirements are institution specific instructor constraints.

NOTE: Any constraints that have not been defined can be entered in the note field.

CONFLICT WARNING

(1) Upon clicking on Save, the application will validate the information and if a conflict is created, a screen will open advising of that fact.

(2) Click on the link provided in the popup screen to view the conflict that is being created.

(3) If you still want to proceed — i.e.: the conflict is desired — click YES.

(4) If you do not want to proceed — i.e.: the conflict is not desired — click NO to cancel the creation of this conflict.

NOTE: To learn more about the Conflict Report, please refer to CHAPTER 14 - REPORTS

ATTACHING A DELIVERY TO AN INSTRUCTOR

(1) Click on the Instructors link in the Navigation Pane.

(2) In the Department drop-down list, click the drop-down arrow.

(3) Select the desired department — all instructors associated to the selected department will be listed.

(4) Click on the instructor's name — the Instructor Editing Screen will open.

(5) Navigate to the Deliveries Assignment section of the editing screen.

(6) Click on the Add icon to open the list of deliveries to attach to the instructor.

(7) Once the list is opened, select the box to the left of the each delivery that is to be attached to the instructor.

(8) Once all the selection has been done, click on OK at the bottom of the Attach List Screen.

(9) You can also select deliveries from other departments by using the drop-down list.

(10) Select the Save icon, located in the toolbar, to save all modifications.

DETACHING A DELIVERY FROM AN INSTRUCTOR

(1) Click on the Instructors link in the Navigation Pane

(2) In the Department drop-down list, click the drop-down arrow

(3) Select the desired department.

(4) All instructors associated to the selected department will be listed.

(5) Click on the Last Name, First Name or Staff ID

(6) The Instructor Editing Screen will open, navigate to the “Deliveries Assignment” section of the editing screen.

(7) Select the deliveries that require to be removed by checking the box to the left of the delivery’s name and then click on the Remove icon.

(8) A message will ask you to confirm. Click OK to delete, Cancel to avoid the deletion.

(9) Click on the Save icon, located in the toolbar, to save all modifications.

ADDING INSTRUCTOR UNAVAILABILITY

(1) An instructor's unavailability is equivalent to an instructor blockoff in Infosilem Timetabler.

(2) Click on the Instructors link in the Navigation Pane

(3) In the Department drop-down list, click the drop-down arrow

(4) Select the desired department —all instructors associated to the selected department will be listed.

(5) Click on the Last Name, First Name or Staff ID

(6) The Instructor Editing Screen will open, navigate to the Instructor Unavailabilities section of the editing screen.

(7) Click on the Add unavailability icon — a series of drop-down lists will open.

(8) Select the constraint type.

(9) Select the Term from the drop-down list — by entering the Term, the system will automatically fill out the Start Date and End Date fields.

(10) Select the Start Date and the End Date of the constraint.

(11) Select the day the constraint is to take place.

(12) Select the start time and the duration or the end time of the constraint.

(13) Click on the Save icon located in the toolbar to save all modifications.

> **NOTE:** If information on the instructor unavailabilities is needed, click on the (?) in the Instructor Unavailabilities section:

Constraint Type

- The constraint type to which the entered instructor's unavailability will be attached to

Term

- The term in which the instructor's unavailability will occur

> **NOTE:** Depending on the institution's configuration, this field may or may not be available.

Start Date

- Start date of the selected instructor's unavailability.

End Date

- End date of the selected instructor’s unavailability.

Day

- Day of the week of the selected instructor’s unavailability

Start

- Start Time of the of the selected instructor’s unavailability.

Duration or End (Time)

- The duration or end time for the selected instructor’s unavailability

NOTE: Depending on your time settings, the Start Time and Duration/End captions could be replaced by period captions

DELETING AN INSTRUCTOR UNAVAILABILITY

(1) Click on the Instructors link in the Navigation Pane

(2) In the Department drop-down list, click the drop-down arrow

(3) Select the desired department. All instructors associated to the selected department will be listed — the Instructor List will open.

(4) In the Instructor Editing Screen, select the box located to the left of the Instructor unavailability you wish to delete.

(5) Click on the Remove Unavailability(ies) icon — a confirmation message will open.

(6) Click OK to permanently delete the selected unavailability.

(7) Click on Cancel to cancel the deletion.

(8) Click the Save icon located in the toolbar to save all modifications.

EDITING AN INSTRUCTOR

(1) Click on the Instructors link in the Navigation Pane

(2) In the Department drop-down list, click the drop-down arrow

(3) Select the desired department. All instructors associated to the selected department will be listed — the Instructor List will open.

(4) In the Instructor Editing Screen, make all necessary modifications.

(5) Click the Save icon located in the toolbar to save all modifications.

DUPLICATING AN INSTRUCTOR

(1) To save time, you can duplicate an instructor in order to create one or several instructors with similar information.

(2) Click on the Instructor icon and select the required department — the Instructor List will open.

(3) From the Instructor List, select the instructor that you would like to duplicate by checking the box that is next to that instructor.

(4) Click on Duplicate located in the top toolbar — this will open the Instructor Editing Screen.

(5) Make all necessary modifications.

(6) Once all modifications are done, click on Save

NOTE: The Department field (in the Instructor Information section of the Instructor Editing Screen) is greyed out and cannot be modified. If you need to duplicate an instructor for another department, you must do so from the required department's Instructor List.

When duplicating items from a list, users are only able to select 1 record.

DELETING AN INSTRUCTOR

(1) Click on the Instructors link in the Navigation Pane

(2) In the Department drop-down list, click the drop-down arrow

(3) Select the desired department. All instructors associated to the selected department will be listed —the Instructor List will open.

(4) Select the box to the left of the instructor's name and click on the Delete icon located in the toolbar — a confirmation message will open.

(5) Click OK to permanently delete the selected unavailability.

(6) Click on Cancel to cancel the deletion.

(7) Click the Save icon located in the toolbar to save all modifications.

> **NOTE:** The application will not allow a user to delete an instructor that is associated to a delivery. The user must detach all associated deliveries via the instructor or Delivery Editing Screen before deleting the instructor. For more details on how to remove deliveries, please refer to the DETACHING A DELIVERY FROM AN INSTRUCTOR section.

INSTRUCTOR TIMETABLES

Users can display timetables for an instructor or for several instructors. To display the timetables:

(1) Select from the left pane (under the Instructors menu item), the department to which the instructors are associated.

(2) From within the list of instructors, select the instructor(s) for which you want to produce the timetable(s) by checking the checkbox next to each instructor.

(3) Once selected, select the Show Timetable icon in the toolbar at the top of the Instructors list to open the timetable for all selected instructors.

Once on the timetable page, the user can hover the mouse over the cell to open the tooltip containing the details of the cell. Clicking on the cell will open the editing page of the selected element.

CHAPTER 9 - MEETING INFORMATION

- The Meetings screen allows a user to manage:
  - Meeting dates
  - Meeting locations
  - Instructors attending the meeting

VIEWING MEETINGS ASSOCIATED TO A DEPARTMENT

(1) Click on the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, click the down arrow and select the desired department.

(3) The Meetings List will open and will display all meetings associated to the selected department.

(4) The Meeting Editing Screen will also provide detailed information on attached items or notes.

> **NOTE:** Depending on the institution's configuration, the location column may or may not be available.

Items or Notes Attached

- A magnifying glass appearing in the Meeting List indicates the selected meeting contains an attached note or item

> **NOTE:** Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

Invalid Timetabler DCU Data

- A yellow exclamation mark appearing in the "Meeting List" will indicate that a data element is invalid.

> **NOTE:** Placing the mouse cursor over a yellow exclamation mark will display the reason(s) why the element is invalid.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded.

ADDING A MEETING

(1) Select the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, click the down arrow and select the desired department — the Meetings List will open.

(3) Click on the New icon in the toolbar — this will open the Meeting Editing Screen.

(4) Enter all necessary information in the appropriate fields.

(5) Click the Save icon located in the toolbar to save all modifications.

The Meeting Information section

Department Name

- This field displays the associated meeting's department. This field is greyed out and cannot be modified by the user.

Meeting Type

- Select the meeting's type.

Identification

- Enter the meeting identification.

Meeting Requirements

- Enter any additional meeting requirements.

NOTE: The meeting type values in the drop-down list are the instructor blockoff types defined within Infosilem Timetabler.

The application administrator determines which meeting types are made available within the user module.

If more information on the meeting type is needed, click on the (?) link beside the Meeting Type field:

EDITING A MEETING

(1) Click on the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, click the down arrow and select the desired department — the "Meetings List" will open.

(3) Within the Meeting List, click on the name of the meeting that you wish to modify — the Meeting Editing Screen will open.

(4) Make all the necessary modifications.

(5) Click the Save icon located in the toolbar to save all modifications.

DUPLICATING A MEETING

- To save time, you can duplicate a meeting to create one or several meetings with similar information.

(1) Click on the Meetings icon and select the required department — the Meetings List will open.

(2) From the Meetings List, select the meeting that you would like to duplicate by checking the box that is next to that meeting.

(3) Select the Duplicate icon located in the top toolbar — this will open the Meetings Editing Screen.

(4) Make all necessary modifications.

(5) Once all modifications are done, click on the Save icon.

NOTE: The Department field (in the Meeting Information section of the Meeting Editing Screen) is greyed out and cannot be modified. If you need to duplicate a meeting for another department, you must do so from the required department's Meetings List.

When duplicating items from a list, users are only able to select 1 record.

ADDING A FORCED TIME TO A MEETING

(1) Click on the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, select the down arrow and select the desired department — the "Meetings List" will open.

(3) Within the Meeting List, select the name of the meeting to which you want to add a forced time — the Meeting Editing Screen will open.

(4) In the Forced Times section, select the Add a forced time icon.

(5) Enter all necessary information in the appropriate fields.

(6) Click the Save icon located in the toolbar to save all modifications.

Term

- The term in which the meeting will occur

Start Date

- Start date of the selected meeting's forced time.

End Date

- End date of the selected meeting.

Frequency

- The frequency of the meeting

Day

- Day of the week of the selected meeting

Start

- Start Time of the selected meeting.

Duration or End (Time)

- The duration or end time for the selected meeting

NOTE: Depending on the institution's configuration, the user may be asked to select an end time rather than a duration.

The term values in the drop-down list are terms defined within Infosilem Timetabler.

Depending on the institution's configuration, the term field may or may not be available.

Depending on your time settings, the "Start Time" and "Duration"/" End" captions may be replaced by period captions.

DELETING A FORCED TIME FROM A MEETING

(1) Click on the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, click the down arrow and select the desired department — the "Meetings List" will open.

(3) Within the Meeting List, click on the name of the meeting that you wish to modify; this will open its Meeting Editing Screen.

(4) In the Forced Times section, click the checkbox to the left of the forced time and then click on the Remove forced time(s) icon — a confirmation message will open.

(5) Click OK to delete the meeting.

(6) Click the Save icon located in the toolbar to save all modifications.

ADDING A ROOM REQUEST TO A MEETING

> **NOTE:** Depending on the institution’s configuration, the room request information section might not be available.

(1) Click on the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, click the down arrow and select the desired department — the Meetings List will open.

(3) Within the Meeting List, click on the name of the meeting that you wish to modify— the Meeting Editing Screen will open.

(4) In the Room Request section:

(5) Click on the Click here to add a room request link in order to add a room request. Within the Room Request section, a Building and a Room drop-down list will open.

(6) Select the building and the room where the meeting will be held.

(7) Click the Save icon located in the toolbar to save all modifications.

DELETING A ROOM REQUEST FOR A MEETING

(1) Click on the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, click the down arrow and select the desired department — the Meetings List will open.

(3) Within the Meeting List, click on the name of the meeting that you wish to modify— the Meeting Editing Screen will open

(4) In the Room Request section: click on the Remove room request icon

(5) Click the Save icon located in the toolbar to save all modifications.

ATTACHING INSTRUCTORS TO A MEETING

(1) Click on the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, click the down arrow and select the desired department — the Meetings List will open.

(3) Within the Meeting List, click on the name of the meeting that you wish to modify— the Meeting Editing Screen will open

(4) Navigate to the Instructors section and click on the Add icon — the Instructor List will open.

(5) Select the instructor by checking the box to the left of the instructor's name. You can select more than one instructor, if need be.

(6) If you need to add instructors from different departments, click on the down arrow of the department drop-down list located in the Instructor List to navigate to another department or to list all instructors from all the departments at once.

(7) Click on OK to proceed and attach the instructor to the meeting, or click on Cancel to abort the entire procedure.

(8) Click the Save icon located in the toolbar to save all modifications.

REMOVING INSTRUCTORS FROM A MEETING

(1) Click on the Meetings link in the Navigation Pane.

(2) In the Department drop-down list, click the down arrow and select the desired department — the Meetings List will open.

(3) Within the Meeting List, click on the name of the meeting that you wish to modify — the Meeting Editing Screen will open

(4) Navigate to the Instructors section, select the box that is to the left of the instructor(s) and then click on the Remove icon — a confirmation box will open.

(5) Click on OK to confirm the instructor's deletion, or, click on Cancel to cancel the deletion.

DELETING A MEETING

(1) Click on the Meetings link in the Navigation Pane — the Meetings List will open.

(2) Within the Meetings List, click the checkbox to the left of the meeting(s) required to be deleted.

(3) Click on the Delete icon located in the toolbar.

(4) When prompted to confirm the deletion of the meeting(s), click on OK to delete or Cancel to cancel the deletion process.

MEETINGS TIMETABLES

User can display timetables for a Meeting or for several Meetings. To display the timetables:

(1) Select from the left pane (under the Meetings menu item), the department to which the Meetings are associated.

(2) From within the list of Meetings, select the Meeting(s) for which you want to produce the timetable(s) by checking the checkbox next to each Meeting.

(3) Once selected, select the Show Timetable icon in the toolbar at the top of the Meetings list to open the timetable for all selected Meetings.

Once on the timetable page, the user can hover the mouse over the cell to open the tooltip containing the details of the cell. Clicking on the cell will open the editing page of the selected element.

CHAPTER 10 - ACADEMIC BLOCK INFORMATION

NOTE:	Depending on the institution's configuration, academic block information might not be available.

- The Academic Block screen allows a user to manage:
  - General academic block information
  - Components assigned to the academic block(s)
  - Academic block unavailability

VIEWING ACADEMIC BLOCKS ASSOCIATED TO A DEPARTMENT

(1) Click on the Academic Blocks link in the Navigation Pane — the Academic Blocks List will open.

(2) In the Department drop-down list, click the down arrow and select the desired department

Academic Blocks List

- The Academic Blocks List will display all academic blocks associated with the department selected from the department drop-down list located in the Navigation Pane.

Items or Notes Attached

- A magnifying glass appearing in the "Academic Blocks List" indicates the selected academic block contains an attached note or item

NOTE:	Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded."

Invalid Timetabler DCU Data

- A yellow exclamation mark appearing in the "Academic Blocks List" will indicate that a data element is invalid.

NOTE:	Placing the mouse cursor over a yellow exclamation mark will display the reason(s) why the element is invalid.

ADDING AN ACADEMIC BLOCK

(1) Click on the Academic Blocks link in the Navigation Pane — the Academic Blocks List will open.

(2) In the Department drop-down list, click the down arrow and select the desired department. All academic blocks associated to the selected department will be displayed in the Academic Blocks List.

(3) In the toolbar, click on the New icon — this will open the Academic Blocks Editing Screen

(4) Enter all necessary information in the appropriate fields

(5) Click on the Save icon located in the toolbar to save all modifications. The new academic blocks are now added.

CONFLICT WARNING

(1) Upon clicking on Save, the application will validate the information and if a conflict is created, a screen will open advising the user of that fact.

(2) Click on the link provided in the popup screen to view the conflict that is being created.

(3) If you still want to proceed — i.e.: the conflict is desired — click Yes.

(4) If you do not want to proceed — i.e.: the conflict is not desired — click NO to cancel the creation of this conflict.

> **NOTE:** To learn more about the Conflict Report, please refer to Chapter 13 — The Conflict Report.

Academic Block Information section

- This section displays general information on the academic block.

Department Name

- Displays the associated academic block's department

Program and Level
(When the program feature has been enabled)

- Displays the associated academic block's program and level

Program Description
(When the program feature has been enabled)

- Displays the associated academic block's program description

Program Detail
(When the program feature has been enabled)

- Displays the associated academic block's program detail

> **NOTE:** These fields are greyed out and cannot be modified by the user.

Identification

- Enter the academic block's identification.

Academic Block Type

- Select the academic block type.

> **NOTE:** The academic block type values in the drop-down list are the academic block types defined within Infosilem Timetabler.
>
> The application administrator determines which academic block types are to be made available within the user module.
>
> If more information on academic block types is needed, click on the (?) link beside the Academic Block Type field:

Status checkbox

- The status checkbox is the way to enable and disable the selected academic block

> **NOTE:** Depending on the institution's configuration, this feature may be disabled.

Done Checkbox

- Use the «Done» checkbox to indicate that the data entry for this element is complete.

Disabled/Enabled

- By selecting this checkbox, the icon will change to a red icon, thus indicating that this element is disabled. By selecting this box once more, the icon will change to green, thus indicating that this element is enabled.

Exclude from Academic Block Builder

- Use the «Exclude from Academic Block Builder» checkbox to indicate that the academic block should not be considered in the course demand.

> **NOTE:** Depending on the institution's configuration, this feature may be disabled.

Description

- Enter a description for the academic block.

Size

- Enter the number of students the academic block will represent. For Academic Blocks that are associated with Programs, if the size entered is greater than the size of the Program Enrollment Projection, a validation message will be displayed. Click on OK to override the validation warning or click on Cancel to review the size of the Academic Block. Furthermore, if the Academic Block size is greater than the Program Enrollment Projection size, a warning icon will be displayed next to the value of the Academic Block affected (within the Program list page).

Academic Block Requirements

- Enter any additional academic block requirements specific to the academic block

ATTACHING A COMPONENT TO AN ACADEMIC BLOCK

(1) Click on the Academic Blocks link in the Navigation Pane — the Academic Blocks List will open

(2) In the Department drop-down list, click the down arrow and select the desired department. All academic blocks associated to the selected department will be displayed in the Academic Blocks List.

(3) Click academic block's identification to open the Academic Block Editing Screen.

(4) Navigate to the Components section

(5) Click on the Add icon to open the Component List screen — a list of available components will open.

(6) Select the component(s) to be attached to the selected academic block by clicking the checkbox to the left of each required component.

(7) Once all components are selected, click on OK to create the academic block.

> **NOTE:** You can select components from other departments simply by clicking on the Department drop-down list and choosing the required department. Once the new department is displayed, select the component(s) to be attached to the selected academic block by clicking the checkbox to the left of each required component.

(8) Click on the ***Save*** icon located in the toolbar to save all modifications. The new academic blocks are now added.

DETACHING A COMPONENT FROM AN ACADEMIC BLOCK

(1) Click on the Academic Blocks link in the Navigation Pane — the Academic Blocks List will open.

(2) In the Department drop-down list, click the down arrow and select the desired department. All academic blocks associated to the selected department will be displayed in the Academic Blocks List.

(3) Within the Academic Blocks List, click on the Academic Block Identification to open the Academic Blocks Editing Screen

(4) Navigate to the Components section and select the box of the component(s) that you wish to delete.

(5) Click on the Remove icon

(6) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

(7) Click on the Save icon located in the toolbar to save all modifications.

ADDING AN ACADEMIC BLOCK UNAVAILABILITY

(1) Click on the Academic Blocks link in the Navigation Pane — the Academic Blocks List will open.

(2) In the Department drop-down list, click the down arrow and select the desired department. All academic blocks associated to the selected department will be displayed in the Academic Blocks List

(3) Within the Academic Blocks List, click on the Academic Block Identification to open the Academic Blocks Editing Screen

(4) Navigate to the Academic Block Unavailabilities section.

(5) Click on the Add unavailability icon — the unavailability fields will open.

(6) Select or enter the necessary information.

Constraint Type

- Select the constraint type to which the academic block's unavailability will be attached.

> **NOTE:** The constraint type values in the drop-down list are constraint types defined within Infosilem Timetabler.
> The application administrator determines which constraint types are to be made available within the user module.

Term

- Select the unavailability's term by clicking on the down arrow.
- The system will ask if the term dates should be used as start and end dates.
- By choosing to use the term dates as start and end dates, the system will automatically fill out, the Start Date field as well as the End Date field with those dates.

> **NOTE:** The term values in the drop-down list are terms defined within Infosilem Timetabler.
> Depending on the institution's configuration, this field may or may not be available.

Start Date

- Select the unavailability's start date.

End Date

- Select the unavailability's end date.

Day

- Select the day on which the unavailability will occur.

Start

- Select the start time of the unavailability.

Duration or End (Time)

- Select the duration or end time of the unavailability.

> **NOTE:** Depending on your time settings, the Start Time and Duration/End captions may be replaced by period captions.

- Click on the Save icon located in the toolbar to save all modifications. The new academic blocks are now added.

DELETING AN ACADEMIC BLOCK UNAVAILABILITY

(1) Click on the Academic Blocks link in the Navigation Pane — the Academic Blocks List will open.

(2) In the Department drop-down list, click the down arrow and select the desired department. All academic blocks associated to the selected department will be displayed in the Academic Blocks List.

(3) Within the Academic Blocks List, click on the Academic Block Identification to open the Academic Blocks Editing Screen

(4) Navigate to the Academic Block Unavailabilities section and select the department box that you wish to delete.

(5) Click on the Remove icon

(6) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

(7) Click on the Save icon located in the toolbar to save all modifications.

EDITING AN ACADEMIC BLOCK

(1) Click on the Academic Blocks link in the Navigation Pane — the Academic Blocks List will open.

(2) In the Department drop-down list, click the drop-down arrow and select the desired department. All academic blocks associated to the selected department will be displayed in the Academic Blocks List.

(3) Within the Academic Blocks List, click on the Academic Block Identification to open the Academic Blocks Editing Screen

(4) Make the necessary modifications.

(5) Click on the Save icon located in the toolbar to save all modifications.

DUPLICATING AN ACADEMIC BLOCK

(1) To save time, you can duplicate an academic block in order to create one or several academic blocks with similar information.

(2) Click on the Academic Blocks icon and select the required department — the Academic Blocks List will open.

(3) From the Academic Blocks List, select the academic block that you would like to duplicate by checking the box that is next to that academic block.

(4) Click on the Duplicate icon located in the top toolbar — this will open the Academic Blocks Editing Screen.

(5) Make all necessary modifications

(6) Once all modifications are done, click on the Save icon.

NOTE: The Department field (in the Academic Block Information section of the Academic Block Editing Screen) is greyed out and cannot be modified. If you need to duplicate an academic block for another department, you must do so from the required department's Academic Blocks List.
When duplicating items from a list, users are only able to select 1 record.

DELETING AN ACADEMIC BLOCK

(1) Click on the Academic Blocks link in the Navigation Pane — the Academic Blocks List will open.

(2) In the Department drop-down list, click the down arrow and select the desired department. All academic blocks associated to the selected department will be displayed in the Academic Blocks List.

(3) Select the box to the left of the academic block(s) that you want to remove and click on the Delete icon that is located in the toolbar.

(4) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

ACADEMIC BLOCK TIMETABLES

Users can display timetables for an Academic Block or for several Academic Blocks. To display the timetables:

(1) Select from the left pane (under the Academic Block menu item), the department to which the Academic Blocks are associated.

(2) From within the list of Academic Blocks, select the Academic Block(s) for which you want to produce the timetable(s) by checking the checkbox next to each Academic Block.

(3) Once selected, select the Show Timetable icon in the toolbar at the top of the Academic Block list to open the timetable for all selected Academic Blocks.

Once on the timetable page, the user can hover the mouse over the cell to open the tooltip containing the details of the cell. Clicking on the cell will open the editing page of the selected element.

CHAPTER 11 - ROOM INFORMATION

- The Room Information displays all the active rooms that are currently within the database:

> **NOTE:** Depending on the institution's configuration, room information might not be available.

VIEWING ROOMS

- Click on the Rooms link located in the Navigation Pane— all rooms within the database will be listed in the "Rooms" list.

Items or Notes Attached

- A magnifying glass appearing in the list indicates the selected room contains an attached note or item.

> **NOTE:** Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

Expanded View

- Select this option to display detailed information pertaining to the selected room. The expanded view also allows the user to see, at a glance, any attached note or item that is represented by the magnifying glass in the normal view (as shown in the illustration on the previous page).

Room Filters

- The Room List contains five different filters that can be used to quickly find a set of rooms.

The five filters are:

- Campus
- Building
- Pavilion
- Room
- Room Type

When using the filters to find a room or a set of rooms, the user can either:

(1) Select a value from the filter's drop-down arrow or

(2) Manually enter one or more characters in the filter list and the application will search for rooms where the filtered data element starts with those characters

Example:	*The user can type in the letter 'L" in the Campus filter list and the application will display all the rooms located in the campuses beginning with the letter "L".*

(3) Click on the ***Filter*** *(a white horizontal arrow on a green background)* link to display the filtered selection.

(4) Use **Clear Filters** (a white X on a red background) link to remove any selected filters.

ROOMS TIMETABLES

Users can display timetables for a Room or for several Rooms. To display the timetables:

(1) Select the Rooms menu item (in the left pane) to display the list of Rooms.

(2) From within the list of Rooms, select the Room(s) for which you want to produce the timetable(s) by checking the checkbox next to each Room.

(3) Once selected, select the Show Timetable icon in the toolbar at the top of the Rooms list to open the timetable for all selected Rooms.

Once on the timetable page, the user can hover the mouse over the cell to open the tooltip containing the details of the cell. Clicking on the cell will open the editing page of the selected element.

CHAPTER 12 - GROUPS

COURSE GROUPS

- The Course Groups screen allows the user to:
  - Add Course Groups
  - Delete Course Groups
  - Allows user to edit existing Course Groups.
  - Duplicate Course Groups

VIEWING COURSE GROUPS

- Click on Course Groups located in the Navigation Pane — all course groups within the database will be listed in the Course Groups List.

Course Group List

- Within the Course Group List screen, magnifying glass icons and/or exclamation mark icons may appear. These icons signify there is extra information attached to the associated element. To view the extra information, simply place the cursor over the icon (as illustrated).
- A green or red circle is displayed beside the group ID of each listed course group. A green circle with a white checkmark indicates the course group is enabled. A red circle with a white horizontal line indicates the course group is disabled.

Items or Notes Attached

- A magnifying glass appearing in the Course Groups List indicates the selected academic block contains an attached note or item. Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded.

Invalid Timetabler DCU Data

- A yellow exclamation mark appearing in the Course Groups List will indicate that a data element is invalid.

NOTE:	Placing the mouse cursor over a yellow exclamation mark will display the reason(s) why the element is invalid.

Invalid Course Group – Different time requirements

- An 'X' within a red circle (error icon) appearing in the Course Groups List indicates that some courses of the course group do not have identical pattern(s), day(s), start time(s) and/or duration.

> **NOTE:** Moving the cursor over the red icon will display the reason(s) why the element is invalid.

Invalid Course Group – Different room requirements

- An exclamation mark inside a yellow icon appearing in the Course Groups List indicates that some courses of a group course with same-room constraint do not have identical 'pavilion / room type / room' requirements.

> **NOTE:** Placing the mouse cursor over the yellow icon will display the reason(s) why the element is invalid. When a course group breaks both room and time requirement constraints at the same time, the error icon will open and both reasons will be displayed.

ADDING A COURSE GROUP

(1) Click on Course Groups located in the Navigation Pane — all course groups within the database will be listed in the Course Groups List.

(2) In the toolbar above the Course Groups List, click on the Add icon — the Course Group Editing Screen will open.

> **NOTE:** Depending on the institution's configuration, the Group ID field may be disabled.
>
> If the Group ID is disabled, the application will generate the name from the ID of the course that the user was asked to select as the "parent" member.

(3) Enter all necessary information in the appropriate fields.

(4) Click on the ***Save*** icon located in the toolbar to save all modifications.

(5) If one or several courses are part other course groups, a warning will be displayed advising that the courses are part of other groups. If you still want to create a course group with a course or courses that are already grouped elsewhere, click ***YES***. By clicking ***YES***, the course group will be created. If the conflict is not desired, click ***NO***. By clicking ***NO***, the course group will not be created.

Group ID

- The course group's identification field

Group Constraint

- Select a group constraint from the drop-down list.

> **NOTE:** The group constraint values in the drop-down list are group constraints defined within the database.
>
> The content of the drop-down list varies according to the elements that were selected by the administrator.
>
> If more information is needed on the group constraint, click on the (?) link beside the Group Constraint field:

Enabling and Disabling the Current Course Groups

- To the right side of the screen is a green or red circle with a checkbox next to it. This circle is a visual representation indicating if the current course group is enabled (green circle with a white checkmark) or disabled (red circle with a white horizontal line). Simply click in the checkbox to toggle between enabling or disabling the current course group.

ATTACHING MEMBERS TO A COURSE GROUP

(1) Click on the Course Groups icon located in the Navigation Pane. All course groups within the database will be listed in the Course Groups List.

(2) In the Course Groups List, click on the Group ID — the Course Group Editing Screen will open.

(3) Navigate to the Group Members section.

(4) Click the Add a course icon, this will open the Course List screen.

(5) Select the department from the Department drop-down list located in the Course List screen.

(6) Select the course or courses to attach by checking the box to the left of each course's name.

(7) After selecting all required course, click OK.

(8) The selected courses will now appear in the Group Member section.

(9) Click on Save located in the toolbar to save all modifications.

Validation of Course Group

- As courses are attached to a course group, validations are performed to make sure that the group constraints are still respected.

Time Request Validation

- Per definition, all courses of a course group should have identical time request; same pattern(s), same day(s), same start time and same duration(s). A course that breaks that constraint will make for an invalid course group.

Room Request Validation

- If the course group is attached to a group constraint that requires same room and breaks that constraint, the user is warned that the course group is now inaccurate and that all courses of the course group should have identical room requests or be assigned to the same room(s). Despite the warning and the constraint being broken, the course group can still be saved but the warning icon *(a white x on a red background)* appears next to the course group.

DETACHING MEMBERS FROM A COURSE GROUP

(1) Click on Course Groups located in the Navigation Pane

(2) In the Course Groups List, click on the Group ID of the course group to be modified — the Course Group Editing Screen will open.

(3) Navigate to the Group Members section.

(4) In the Group Members section, select one or several members to remove by checking the box to the left of the element.

(5) Click on the Remove a course icon.

(6) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

(7) Click on the Save icon located in the toolbar to save all modifications.

ADDING COURSE GROUP REQUIREMENTS

(1) Click on Course Groups located in the Navigation Pane.

(2) In the Course Groups List, click on the Group ID — the Course Group Editing Screen will open.

(3) Navigate to the Course Group Requirements

(4) Enter all Course Group Requirements.

(5) Click on the Save icon located in the toolbar to save all modifications.

EDITING A COURSE GROUP

(1) Click on Course Groups located in the Navigation Pane.

(2) In the Course Groups List, click on the Group ID — the Course Group Editing Screen will open.

(3) Make all necessary modifications.

(4) Click on the Save icon located in the toolbar to save all modifications.

DUPLICATING COURSE GROUPS

(1) To save time, you can duplicate a course group in order to create one or several others with similar information.

(2) Click on the Course Groups icon— the Course Groups List will open.

(3) From the Course Groups List, select the course group that you would like to duplicate by checking the box that is next to that course group.

(4) Click on the Duplicate icon located in the top toolbar — this will open the Course Group Editing Screen.

(5) Make all necessary modifications.

(6) Depending on your institution's settings, to give an ID to this new section group:

(7) Select the box next to that member and then click on the link labelled Use the currently selected group member to generate the group ID. Or, enter the ID manually.

(8) Click on the Save icon

> **NOTE:** When duplicating items from a list, users are only able to select 1 record.

DELETING A COURSE GROUP

(1) Click on the Course Groups link located in the Navigation Pane.

(2) Click the checkbox next to the element you want to delete.

(3) Navigate to the toolbar and click on the Delete icon.

(4) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

COURSE GROUPS TIMETABLES

Users can display timetables for a Course Group or for several Course Groups. To display the timetables:

(1) Select the Course Groups menu item (in the left pane) to display the list of Course Groups.

(2) From within the list of Course Groups, select the Course Group(s) for which you want to produce the timetable(s) by checking the checkbox next to each Course Group.

(3) Once selected, select the Show Timetable icon in the toolbar at the top of the Course Groups list to open the timetable for all selected Course Groups.

Once on the timetable page, the user can hover the mouse over the cell to open the tooltip containing the details of the cell. Clicking on the cell will open the editing page of the selected element.

SECTION GROUPS

- The Section Groups screen allows the user to:
  - Add Section Groups
  - Remove Section Groups
  - Edit existing Section Groups
  - Duplicate Section Groups

VIEWING SECTION GROUPS

- Click on Section Groups located in the Navigation Pane — all Section Groups within the database will be listed in the "Section Groups" list

Section Group List

- With the Section Group List screen, magnifying glass icons and/or exclamation mark icons may appear. These icons signify there is extra information attached to the associated element. To view the extra information, simply place the cursor over the icon.
- A green or red circle is displayed beside the group ID of each listed section group. A green circle with a white checkmark indicates the section group is enabled. A red circle with a white horizontal line indicates the section group is disabled.

Items or Notes Attached

- A magnifying glass appearing in the ***Section Groups List*** indicates the selected section group contains an attached note or item**.** Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded.

Invalid Timetabler DCU Data

- A yellow exclamation mark appearing in the ***Section Groups List*** will indicate that a data element is invalid.

> **NOTE:** Placing the mouse cursor over a yellow exclamation mark will display the reason(s) why the element is invalid.

Invalid Section Group – Different time requirements

- An 'X' within a red circle appearing in the Section Groups List indicates that some sections of the Section Group do not have identical pattern(s), day(s), start time(s) and/or duration.

NOTE:	Moving the cursor over the red icon will display the reason(s) why the element is invalid.

Invalid Section Group – Different room requirements

- An exclamation mark inside a yellow icon appearing in the Section Groups List indicates that some sections of a group section with same-room constraint do not have identical 'pavilion / room type / room' requirements.

NOTE:	Placing the mouse cursor over the yellow icon will display the reason(s) why the element is invalid. When a Section Group breaks both room and time requirement constraints at the same time, the red error icon will open and both reasons will be displayed.

ADDING A SECTION GROUP

(1) Click on Section Groups located in the Navigation Pane

(2) In the toolbar above the “Section Groups List”, click on the New icon. The Section Group Editing Screen will open.

> **NOTE:** Depending on the institution’s configuration, the Group ID field may be disabled.
>
> If the Group ID is disabled, the application will generate the name from the ID of the section that the user was asked to select as the “parent” member.

(3) Enter all necessary information in the appropriate fields.

(4) Click on the ***Save*** icon located in the toolbar to save all modifications.

(5) If one or several sections are part other Section Groups, a warning will open advising that the sections are part of other groups. If you still want to create a Section Group with a section or sections that are already grouped elsewhere, click ***YES***. By clicking ***YES***, the Section Group will be created. If the conflict is not desired, click ***NO***. By clicking ***NO***, the Section Group will not be created.

Group ID

- The Section Group’s identification field

Group Constraint

- Select a group constraint from the drop-down list.

> **NOTE:** The group constraint values in the drop-down list are group constraints defined within Infosilem Timetabler.
>
> The content of the drop-down list varies according to the elements that were selected by the administrator.
>
> If more information is needed on the group constraint, click on the (?) link beside the Group Constraint field:

Enabling and Disabling the Current Section Groups

- To the right side of the screen is a green or red circle with a checkbox next to it. This circle is a visual representation indicating if the current section group is enabled (green circle with a white checkmark) or disabled (red circle with a white horizontal line). Simply click in the checkbox to toggle between enabling or disabling the current section group.

ATTACHING MEMBERS TO A SECTION GROUP

(1) Click on the Section Groups link located in the Navigation Pane.

(2) Navigate to the Group Members section.

(3) Click the Add a section icon, this will open the Section List screen.

(4) Select the department from the Department drop-down list located in the Section List screen.

(5) Select the section or sections to attach by checking the box to the left of each section's name.

(6) After selecting all required section, click OK. The selected sections will now appear in the Group Member section.

(7) Click on Save located in the toolbar to save all modifications.

Validation of Section Group

- As sections are attached to a Section Group, validations are performed to make sure that the group constraints are still respected.

Time Request Validation

- Per definition, all sections of a Section Group should have identical time request; same pattern(s), same day(s), same start time and same duration(s). A section that breaks that constraint within a Section Group cannot be attached.

Room Request Validation

- If the Section Group is attached to a group constraint that requires same room and breaks that constraint, the user is warned that the Section Group is now inaccurate and that all sections of the Section Group should have identical room requests or be assigned to the same room(s). Despite the warning and the constraint being broken, the Section Group can be saved.

DETACHING MEMBERS FROM A SECTION GROUP

(1) Click on Section Groups located in the Navigation Pane.

(2) In the Section Groups List, click on the Group ID of the Section Group to be modified —the Section Group Editing Screen will open.

(3) Navigate to the Group Members section.

(4) In the Group Members section, select one or several members to remove by checking the box to the left of the element.

(5) Click on the Remove a section icon.

(6) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

(7) Click on the Save icon located in the toolbar to save all modifications.

ADDING SECTION GROUP REQUIREMENTS

(1) Click on Section Groups located in the Navigation Pane.

(2) In the Section Groups List, click on the Group ID — the Section Group Editing Screen will open.

(3) Navigate to the Section Group Requirements

(4) Enter all Section Group Requirements

(5) Click on the Save icon located in the toolbar to save all modifications.

EDITING A SECTION GROUP

(1) Click on Section Groups located in the Navigation Pane.

(2) In the Section Groups List, click on the Group ID — the Section Group Editing Screen will open.

(3) Make all necessary modifications.

(4) Click on the Save icon located in the toolbar to save all modifications.

DUPLICATING SECTION GROUPS

(1) To save time, you can duplicate a section group in order to create one or several others with similar information.

(2) Click on the Section Groups icon— the Section Groups List will open.

(3) From the Section Groups List, select the section group that you would like to duplicate by checking the box that is next to that section group.

(4) Click on the Duplicate icon located in the top toolbar — this will open the Section Group Editing Screen.

(5) Make all necessary modifications.

(6) Depending on your institution's settings, to give an ID to this new section group:

(7) Select the box next to that member and then click on the button labelled Use the currently selected group member to generate the group ID, or enter the ID manually.

(8) Click on the Save icon.

NOTE: When duplicating items from a list, users are only able to select 1 record.

DELETING A SECTION GROUP

(1) Click on the Section Groups link located in the Navigation Pane

(2) Click the checkbox next to the element you want to delete.

(3) Navigate to the toolbar and click on the Delete icon.

(4) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

SECTION GROUPS TIMETABLES

Users can display timetables for a Section Group or for several Section Groups. To display the timetables:

(1) Select the Section Groups menu item (in the left pane) to display the list of Section Groups.

(2) From within the list of Section Groups, select the Section Group(s) for which you want to produce the timetable(s) by checking the checkbox next to each Section Group.

(3) Once selected, select the Show Timetable icon in the toolbar at the top of the Section Groups list to open the timetable for all selected Section Groups.

Once on the timetable page, the user can hover the mouse over the cell to open the tooltip containing the details of the cell. Clicking on the cell will open the editing page of the selected element.

COMPONENT GROUPS

- The Component Groups screen allows the user to:
  - Add component groups
  - Remove component groups
  - Edit existing component groups
  - Duplicate component groups

VIEWING COMPONENT GROUPS

- Click on ***Component Groups*** located in the Navigation Pane — all component groups within the database will be listed in the *Component Groups List*

Component Group List

- With the ***Component Group List*** screen, magnifying glass icons and/or exclamation mark icons may appear. These icons signify there is extra information attached to the associated element. To view the extra information, simply place the cursor over the icon (as illustrated).
- A green or red circle is displayed beside the group ID of each listed component group. A green circle with a white checkmark indicates the component group is enabled. A red circle with a white horizontal line indicates the component group is disabled.

Items or Notes Attached

- A magnifying glass appearing in the *Component Groups List* indicates the selected component group contains an attached note or item. Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded.

Invalid Timetabler DCU Data

- A yellow exclamation mark appearing in the *Component Groups List* will indicate that a data element is invalid.

> **NOTE:** Placing the mouse cursor over a yellow exclamation mark will display the reason(s) why the element is invalid.

Invalid Component group – Different time requirements

- An 'X' within a red circle appearing in the ***Component Groups List*** indicates that some components of the component group do not have identical pattern(s), day(s), start time(s) and/or duration.

> **NOTE:** Moving the cursor over the red icon will display the reason(s) why the element is invalid.

Invalid Component group – Different room requirements

- An exclamation mark inside a yellow icon appearing in the ***Component Groups List*** indicates that some components of a group component with same-room constraint do not have identical 'pavilion / room type / room' requirements.

> **NOTE:** Placing the cursor over the yellow icon will display the reason(s) why the element is invalid. When a component group breaks both room and time requirements constraints at the same time, the red error icon will open and both reasons will be displayed.

ADDING A COMPONENT GROUP

(1) Click on Component Groups located in the Navigation Pane.

(2) In the toolbar above the Component Groups List, click on the New icon the Component Group Editing Screen will open.

> **NOTE:** Depending on the institution's configuration, the Group ID field may be disabled.
>
> If the Group ID is disabled, the application will generate the name from the ID of the component that the user was asked to select as the "parent" member.

(3) Enter all necessary information in the appropriate fields.

(4) Click on the Save icon located in the toolbar to save all modifications.

(5) If one or several components are part of other component groups, a warning will open advising that the components are part of other groups. If you still want to create a component group with a component or components that are already grouped elsewhere, click YES. By clicking YES, the component group will be created. If the conflict is not desired, click NO. By clicking NO, the component group will not be created.

Group ID

- The component group's identification field

Group Constraint

- Select a group constraint from the drop-down list.

> **NOTE:** The group constraint values in the drop-down list are group constraints defined within Infosilem Timetabler.
>
> The content of the drop-down list varies according to the elements that were selected by the administrator.
>
> If more information is needed on the group constraint, click on the (?) link beside the Group Constraint field:

Enabling and Disabling the Current Component Groups

- To the right side of the screen is a green or red circle with a checkbox next to it. This circle is a visual representation indicating if the current component group is enabled (green circle with a white checkmark) or disabled (red circle with a white horizontal line). Simply click in the checkbox to toggle between enabling or disabling the current component group.

ATTACHING MEMBERS TO A COMPONENT GROUP

(1) Click on Component Groups located in the Navigation Pane.

(2) In the Component Groups List, click on the Group ID — the Component Group Editing Screen will open.

(3) Navigate to the Group Members section

(4) Click the Add a component icon; this will open the Component List screen.

(5) Select the department from the Department drop-down list located in the Component List screen.

(6) Select the component or components to attach by checking the box to the left of each component's name.

(7) After selecting all required component, click OK.

(8) The selected components will now appear in the Group Member section.

(9) Click on Save located in the toolbar to save all modifications.

Validation of Component Group

- As components are attached to a component group, validations are performed to make sure that the group constraints are still respected.

Time Request Validation

- Per definition, all components of a component group should have identical time request; same pattern(s), same day(s), same start time and same duration(s). A component that breaks that constraint within a component group cannot be attached.

Room Request Validation

- If the component group is attached to a group constraint that requires same room and breaks that constraint, the user is warned that the component group is now inaccurate and that all components of the component group should have identical room requests or be assigned to the same room(s). Despite the warning and the constraint being broken, the component group can be saved.

DETACHING MEMBERS FROM A COMPONENT GROUP

(1) Click on Component Groups located in the Navigation Pane.

(2) In the Component Groups List, click on the Group ID of the component group to be modified —the Component Group Editing Screen will open.

(3) Navigate to the Group Members section.

(4) In the Group Members section, select one or several members to remove by checking the box to the left of the element.

(5) Click on the Remove a component icon.

(6) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

(7) Click on the Save icon located in the toolbar to save all modifications.

ADDING COMPONENT GROUP REQUIREMENTS

(1) Click on Component Groups located in the Navigation Pane.

(2) In the Component Groups List, click on the Group ID — the Component Group Editing Screen will open.

(3) Navigate to the Component Group Requirements

(4) Enter all Component Group Requirements

(5) Click on the Save icon located in the toolbar to save all modifications.

EDITING A COMPONENT GROUP

(1) Click on Component Groups located in the Navigation Pane.

(2) In the Component Groups List, click on the Group ID — the Component Group Editing Screen will open.

(3) Make all necessary modifications.

(4) Click on the Save icon located in the toolbar to save all modifications.

DUPLICATING COMPONENT GROUPS

(1) To save time, you can duplicate a component group in order to create one or several others with similar information.

(2) Click on the Component Groups icon — the Component Groups List will open.

(3) From the Component Groups List, select the component group that you would like to duplicate by checking the box that is next to that component group.

(4) Click on the Duplicate icon located in the top toolbar — this will open the Component Group Editing Screen.

(5) Make all necessary modifications

(6) Depending on your institution's settings, to give an ID to this new section group:

(7) Select the box next to that member and then click on the link labelled Use the currently selected group member to generate the group ID or enter the ID manually.

(8) Click on the Save icon

NOTE: When duplicating items from a list, users are only able to select 1 record.

DELETING A COMPONENT GROUP

(1) Click on Component Groups located in the Navigation Pane.

(2) Click the checkbox next to the element you want to delete.

(3) Navigate to the toolbar and click on the Delete icon.

(4) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

COMPONENT GROUPS TIMETABLES

Users can display timetables for a Component Group or for several Component Groups. To display the timetables:

(1) Select the Component Groups menu item (in the left pane) to display the list of Component Groups.

(2) From within the list of Component Groups, select the Component Group(s) for which you want to produce the timetable(s) by checking the checkbox next to each Component Group.

(3) Once selected, select the Show Timetable icon in the toolbar at the top of the Component Groups list to open the timetable for all selected Component Groups.

Once on the timetable page, the user can hover the mouse over the cell to open the tooltip containing the details of the cell. Clicking on the cell will open the editing page of the selected element.

DELIVERY GROUPS

- The Delivery Groups Screen allows the user to manage:
  - Add Delivery Groups
  - Remove Delivery Groups
  - Edit existing delivery groups

VIEWING DELIVERY GROUPS

- Click on the ***Delivery Groups*** link located in the *Navigation Pane* — all delivery groups within the database will be listed in the ***Delivery Groups List***

Delivery Group List

- With the ***Delivery Group List*** screen, magnifying glass icons and/or exclamation mark icons may appear. These icons signify there is extra information attached to the associated element. To view the extra information, simply place the cursor over the icon.
- A green or red circle is displayed beside the group ID of each listed delivery group. A green circle with a white checkmark indicates the delivery group is enabled. A red circle with a white horizontal line indicates the delivery group is disabled.

Items or Notes Attached

- A magnifying glass appearing in the ***Delivery Groups List*** indicates the selected academic block contains an attached note or item

> **NOTE:** Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded.

Invalid Timetabler DCU Data

- A yellow exclamation mark appearing in the ***Delivery Groups List*** will indicate that a data element is invalid.

> **NOTE:** Placing the mouse cursor over a yellow exclamation mark will display the reason(s) why the element is invalid.

Invalid Delivery Group – Different time requirements

- An 'X' within a red circle appearing in the ***Delivery Groups List*** indicates that some deliveries of the delivery group do not have identical pattern(s), day(s), start time(s) and/or duration.

NOTE: Moving the cursor over the red icon will display the reason(s) why the element is invalid.

Invalid Delivery Group – Different room requirements

- An exclamation mark inside a yellow icon appearing in the ***Delivery Groups List*** indicates that some deliveries of a group delivery with same-room constraint do not have identical 'pavilion / room type / room' requirements.

NOTE: Placing the mouse cursor over the yellow icon will display the reason(s) why the element is invalid. When a delivery group breaks both room and time requirement constraints at the same time, the red error icon will open and both reasons will be displayed.

ADDING A DELIVERY GROUP

(1) Click on the Delivery Groups link located in the Navigation Pane.

(2) In the toolbar above the Delivery Groups List, click on the New icon.

(3) The Delivery Group Editing Screen will open.

> **NOTE:** Depending on the institution's configuration, the "Group Id" field may be disabled.
>
> If the Group ID is disabled, the application will generate the name from the ID of the delivery that the user was asked to select as the "parent" member.

(4) Enter all necessary information in the appropriate fields.

(5) Click on the Save icon located in the toolbar to save all modifications.

(6) If one or several deliveries are part of other delivery groups, a warning will open advising that the deliveries are part of other groups. If you still want to create a delivery group with a delivery or deliveries that are already grouped elsewhere, click YES. By clicking YES, the delivery group will be created. If the conflict is not desired, click NO. By clicking NO, the delivery group will not be created.

Group ID

- The delivery group's identification field

Group Constraint

- Select a group constraint from the drop-down list.

> **NOTE:** The group constraint values in the drop-down list are group constraints defined within Infosilem Timetabler .
>
> The content of the drop-down list varies according to the elements that were selected by the administrator.
>
> If more information is needed on the group constraint, click on the (?) link beside the Group Constraint field:

Enabling and Disabling the Current Delivery Groups

- To the right side of the screen is a green or red circle with a checkbox next to it. This circle is a visual representation indicating if the delivery group is enabled (green circle with a white checkmark) or disabled (red circle with a white horizontal line). Simply click in the checkbox to toggle between enabling or disabling the current delivery group.

ATTACHING MEMBERS TO A DELIVERY GROUP

(1) Click on the Delivery Groups link located in the Navigation Pane.

(2) In the Delivery Groups List, click on the Group ID — the Delivery Group Editing Screen will open.

(3) Navigate to the Group Members section.

(4) Click on the Add a delivery icon, this will open the Delivery List screen.

(5) Select the department from the Department drop-down list located in the Delivery List screen.

(6) Select the delivery or deliveries to attach by checking the box to the left of each delivery's name.

(7) After selecting all required deliveries, click on OK.

(8) The selected deliveries will now appear in the Group Member section.

(9) Click on the Save icon located in the toolbar to save all modifications.

Validation of Delivery Group

- As deliveries are attached to a delivery group, validations are performed to make sure that the group constraints are still respected.

  Time Request Validation

  - Per definition, all deliveries of a delivery group should have identical time request; same pattern(s), same day(s), same start time and same duration(s). A delivery that breaks that constraint within a delivery group cannot be attached to it.

  Room Request Validation

  - If the delivery group is attached to a group constraint that requires same room and breaks that constraint, the user is warned that the delivery group is now inaccurate and that all deliveries of the delivery group should have identical room requests or be assigned to the same room(s). Despite the warning and the constraint being broken, the delivery group can be saved.

DETACHING MEMBERS FROM A DELIVERY GROUP

(1) Click on the Delivery Groups link located in the Navigation Pane.

(2) In the Delivery Groups List, click on the Group ID of the delivery group to be modified —the Delivery Group Editing Screen will open.

(3) Navigate to the Group Members section

(4) In the Group Members section, select one or several members to remove by checking the box to the left of the element.

(5) Click on the Remove a delivery icon.

(6) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

(7) Click on the Save icon located in the toolbar to save all modifications.

ADDING DELIVERY GROUP REQUIREMENTS

(1) Click on the Delivery Groups link located in the Navigation Pane.

(2) In the Delivery Groups List, click on the Group ID — the Delivery Group Editing Screen will open.

(3) Navigate to the Delivery Group Requirements

(4) Enter all delivery group requirements

(5) Click on the Save icon located in the toolbar to save all modifications.

EDITING A DELIVERY GROUP

(1) Click on the Delivery Groups link located in the Navigation Pane.

(2) In the Delivery Groups List, click on the Group ID — the Delivery Group Editing Screen will open.

(3) Make all necessary modifications.

(4) Click on the Save icon located in the toolbar to save all modifications.

NOTE: If a group is already created and a modification is brought to the delivery of one of the group's member, a message will warn and advise that the modification could cause the group to become invalid.

DUPLICATING DELIVERY GROUPS

(1) To save time, you can duplicate an academic block in order to create one or several academic blocks with similar information.

(2) Click on the Delivery Groups icon — the Delivery Groups List will open.

(3) From the Delivery Groups List, select the delivery group that you would like to duplicate by checking the box that is next to that delivery group.

(4) Click on the Duplicate icon located in the top toolbar — this will open the Delivery Group Editing Screen.

(5) Make all necessary modifications

(6) Depending on your institution's settings, to give an ID to this new section group:

(7) Select the box next to that member and then click on the link labelled Use the currently selected group members to generate group ID or enter the ID manually.

(8) Click on the Save icon

NOTE:	When duplicating items from a list, users are only able to select 1 record.

DELETING A DELIVERY GROUP

(1) Click on the Delivery Groups link located in the Navigation Pane.

(2) Click the checkbox next to the element you want to delete.

(3) Navigate to the toolbar and click on the Delete icon.

(4) When prompted to confirm, click on OK to proceed with the deletion or Cancel to cancel the deletion.

CHAPTER 13 - COURSE COMBINATIONS

- The Course Combination screen allows you to manage:

(1) General Course Combination Information

(2) Courses assigned to the Course Combinations

VIEWING COURSE COMBINATIONS

- Click on the ***Course Combinations*** link located in the Navigation Pane and select the desired department — all Course Combinations associated with that department will be listed in the ***Course Combinations*** list.

Course Combination List

- The course combination list will display all the course combinations associated with the department selected in the Navigation Pane.

Items or Notes Attached

- A magnifying glass appearing in the ***Course Combination*** list indicates the course combination contains an attached note or item

NOTE:	Placing the mouse cursor over a magnifying glass displays the details of an attached item or note.

- An exclamation mark in the ***Course Combination*** list indicates that a data element is invalid.

NOTE:	Placing the mouse cursor over an exclamation mark displays the details of an attached note.

Expanded View

- Select this option to display a detailed view. All extra information related to the magnifying glasses will be expanded.

ADDING A COURSE COMBINATION

(1) Click on the Course Combination link located in the Navigation Pane

(2) Select the desired department by clicking on the drop-down list —all Course Combinations associated to that department will be listed in the Course Combinations list

(3) In the toolbar above the Course Combinations list, click on the New icon — the Course Combination Editing Screen will open.

(4) In the General Information section, fill out all required fields

(5) Click on Add Course to attach courses to the Course Combination — the “Attach Course” screen will open.

(6) Select the appropriate Program, Department, Course, Section and Category by clicking on their respective drop-down lists.

(7) Click on OK to attach the selection to the Course Combination — the new Course Combination will be displayed in the Course section.

REMOVING A COURSE COMBINATION

(1) Click on the Course Combination link located in the Navigation Pane

(2) Select the desired department by clicking on the drop-down list —all Course Combinations associated to that department will be listed in the Course Combinations list

(3) Click the checkbox next to the Course Combination(s) you want to delete and click on the Remove Course(s) icon. A confirmation message will open.

(4) Click on OK to proceed with the deletion or click on Cancel to abort the process.

(5) Click on Save to save the modification(s).

THE COURSE COMBINATION EDITING SCREEN

- The ***Course Combination Editing Screen*** lets you edit the General Information, add courses to the course combination, remove courses from the course combination and specify any course combination requirements.

General Information ____

Department:

- This field is greyed out and cannot be modified.

Course Combination:

- Enter the name of the course combination.

Type:

- From the drop-down list, select the type of the course combination.

Description:

- Enter a description that you want to give to the course combination.

Number of Students

- Enter the number of students to be considered for the course combination.

> **NOTE:** If disabled, course combinations can have a student count of zero (0) and if enabled, the student count must be greater than zero (0).

System generated

- It is a read-only field that displays a checkmark when the current course combination is created by the system.

Course Requests ____

- The course section lets you add courses to the course combination or remove courses from the course combination. For more information on how to add or remove a course to a course combination, please refer to step #6 of the "ADDING A COURSE COMBINATION" section, or to step #3 of the "REMOVING A COURSE COMBINATION" section.
- Click on the "Set Course Characteristics" icon to the right of the delete icon to associate Course Characteristics to the Course Combinations.

> **NOTE:** Depending on the institution's configuration, this feature may be disabled.

Course Combination Requirements ____

- In the requirement tab, enter any course combination requirements needed. You can edit, add or delete any existing requirement text.
- Once all the required modifications are done, click on the ***Save*** icon to save all the modifications.

CHAPTER 14 - REPORTS

THE CONFLICT REPORT

- The *Conflict Report* displays conflicting resources within a department for a delivery or deliveries.
- To access the *Conflict Report* screen, navigate to the ***Reports*** icon located in the *Navigation Pane* and click on ***Conflict(s) report*** — the *Conflict Report* screen will open.

CREATING A CONFLICT REPORT

(1) Once the Conflict Report screen is opened, select the department for which you want to produce a report.

(2) To select a department, click on the drop-down arrow to open the scrollable list of available departments.

(3) Select the department and click on General Report.

(4) If there are any conflicts for the selected department, a conflict report will be displayed.

The report will contain the following information tabs:

«CONFLICTING DELIVERIES» TAB

- The delivery's name
- The conflicting delivery/deliveries
- The conflicting room(s)
- The conflicting academic block(s)
- The time(s) associated with that delivery
- The conflicting time(s)
- The conflicting instructor(s)

«CONFLICTING UNAVAILABILITIES» TAB

- Deliveries
- The conflicting unavailability
- Conflicting Rooms
- Conflicting Academic Blocks
- Times
- Conflicting Unavailability Times
- Conflicting Instructors

> **NOTE:** A magnifying glass indicates there is more information. The information will be displayed in a tooltip when placing the cursor over the magnifying glass icon.

PRINTING CONFLICT REPORTS

(1) To print the report, click on the Printer Friendly Version icon (located in the top right corner of the Conflict Report screen) — a Web browser will open and will display the report.

(2) To change the page orientation, click on File — Page Setup (the Page setup screen will open. Inside this Page setup screen), choose between Portrait and Landscape and then click OK.

(3) Click on File —Print

NOTE: You will not be able to change the font size in the Web browser; however, the printed report will be larger than the displayed font size.

THE SEATS AND SECTIONS BY TERM AND DEPARTMENT REPORT

(1) You can produce a report for one or several department(s) and the seats and sections by term for those departments. In order to create this report, follow these steps:

(2) Click on Reports — the submenu will open.

(3) Select Seats and Selections by Term and Department —the Seats and Sections by Term and Department screen will open.

(4) From the Departments screen, select the department(s) you want to include in the report.

(5) From the Terms screen, select the term(s) you want to include in the report.

(6) Click Generate Report to produce the report.

NOTE: To select more than one department (or term), simply hold down the Ctrl key and click on the departments (or terms) you want to select.

If you wish to select all of them, click on the first department (or term) on the list, press and hold the Shift key, scroll down to the end of the Department (or term) list and click on the last department (or term) in that list, all the departments (or terms) will be selected.

THE FIELDS

(1) Term

- Displays the term selected in the Seats and Sections by Term and Department Options screen

(2) Customizable Title

- Displays the customized title entered in the Section by Term and Department Options screen

(3) Courses

- Displays the list of courses for the selected department

(4) Sections

- Displays all component types that constitute the sections of the selected department

(5) Seats

Displays the Maximum Enrollment number for each component of the selected department, the Maximum Enrollment number is sorted by component type for each component.

(6) Total

Displays the total amount of sections attached to the selected department. The total is broken down into component types.

(7) Printer Friendly version

- Click on the Printer Friendly version icon to proceed to the printer options and print the report.

LIST REPORTS

(1) You can run predefined reports that the Timetabler DCU Administrator has made available.

(2) Click on Reports — the submenu will open.

(3) Select the report that you would like to display — the report with its defined columns will appear on screen.

> **NOTE:** Please note that it is also possible to sort alphabetically reports by clicking on the column header (when available).

PRINTING AND EXPORTING LIST REPORTS

It is possible to export in CSV format a list report. To do so, simply select the list report from within the Reports menu item and select the «Export to CSV» icon at the top of the list report to export the current report in a CSV format or select the Printer Friendly Version icon to print the current report.

CHAPTER 15 - MY CHANGE REQUEST LOG

If made available by your institution, the My Change Request Log will display the change requests associated with the current DCU database.

CHAPTER 16 – LAST EXTERNAL CHANGES*

**(The name displayed is customizable and therefore could have been renamed by your institution's Timetabler DCU administrator).*

This feature is a log designed to help keep track of the operations done in the SIS and that are synchronized by the API (add, modify or disable). It will display the time and last type of change done to each record by the API.

CHAPTER 17 - COURSE OFFERING ANALYSIS REPORT

This report displays information regarding the course offering and lets the user analyze Supply vs Demand.
If there are any Supply vs Demand issues, an alert icon will be displayed. By placing the cursor over an alert icon, the reason for the issue will be displayed.

CHAPTER 18 - LOGOUT

- At any given moment, the user can log out of the application by navigating to the menu bar and clicking on *File—Log out*.
- Depending on the options selected by the application administrator, a message will ask the user if there is more data entry for the year.
- Select ***YES*** to indicate to the application administrator that your data entry is complete or select ***NO*** if there will be more data entry to follow.

NOTE: You will not be locked out of the application by answering Yes.