

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

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UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Introduction

The Web Data Collector is a tool that enables the collection of academic course scheduling information from Faculties for the creation of the winter and summer academic schedules.

Functional Overview: Collecting Scheduling Need Process

- Faculties determine the courses offered and their mode of delivery.
- Enrolment Services collects this information from faculty departments through the WDC* in order to build academic schedules for students.
- The academic scheduling governance committee establishes the rules in which Enrolment Services prioritizes room assignments.

* **Important** to Note that **WDC DOES NOT SCHEDULE**. It is a tool to collect scheduling information and does not look for conflicts or available space or time.

Launching WDC

Launching Web Data Collector <https://webdatacollector.as.it.ubc.ca/WebDataCollector/login.aspx>

To log-in:

1. Username: Enter ead\CWL
2. Enter your **CWL Password**
3. Click **Log in**

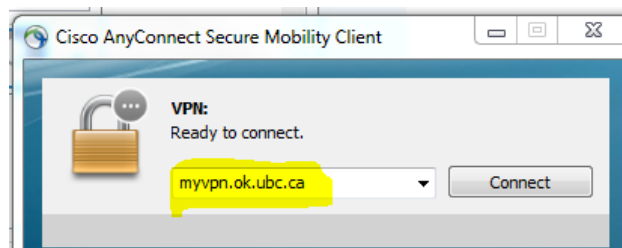


Accessing WDC from Home

Okanagan staff will need to access WDC via VPN when working off campus

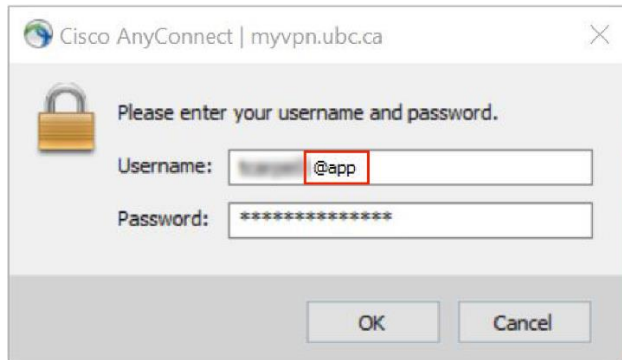
To connect to VPN with an Enhanced CWL, follow the steps below:

1. Open the **Cisco AnyConnect Security Mobility Client** from the Start Menu on your computer
2. Type in '**myvpn.ok.ubc.ca**'



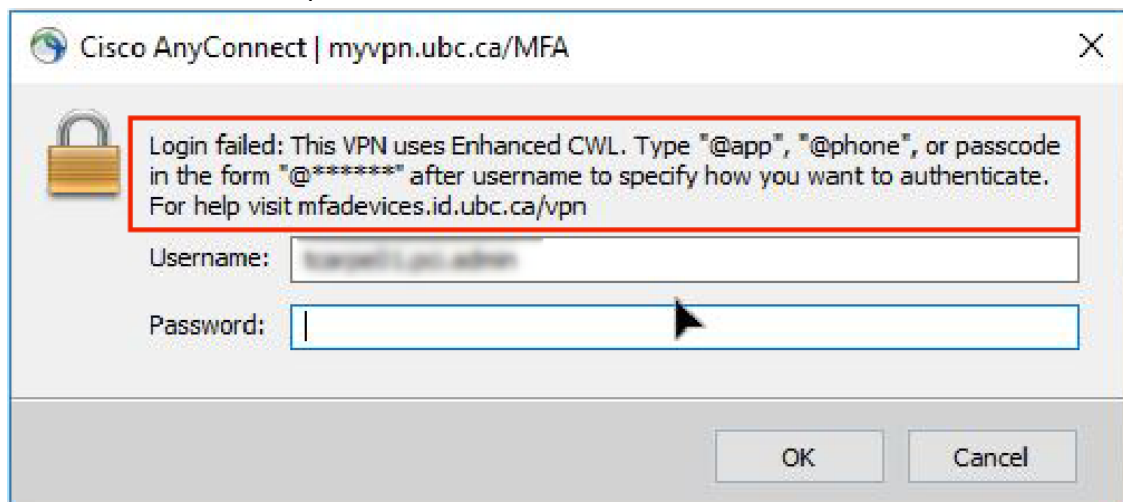
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3. Enter your username and the VPN pool you wish to connect to along with your password
 - a. The new additional step is to type "@" after your username along with how you want to authenticate.



Duo App	Enter username.vpnpool@app (or username@app, depending on which VPN you are using) if you wish to authenticate using your smartphone
Phone Call	Enter username.vpnpool@phone (or username@phone, depending on which VPN you are using) if you wish to authenticate by a phone call either to a landline (deskphone) or mobile phone
Passcode	Enter username.vpnpool@***** (or username@*****, depending on which VPN you are using) if you wish to authenticate using a passcode generated by a hardware token or a soft token using the Duo app. Please note: The * indicates the unique code generated for a particular authentication instance. Enter the numbers as they appear on your token after @, not the actual asterisks).

4. If any information is entered incorrectly or forgotten you will see an error message reminding you of the extra information required to authenticate



5. Once entered correctly, an authentication request will be sent to your method of choice
 - a. You will not see a separate message on the AnyConnect client specifying that a response is waiting
 - b. You will know that the authentication has been approved when the AnyConnect dialogue box changes to "Establishing VPN Session"
6. Once a connection is established you will be able to proceed as usual

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Navigate the Homepage – Overview

The **Homepage** is the landing page that users will see after login. Users have different roles and may see slightly different options.



THE UNIVERSITY OF BRITISH COLUMBIA

Web Data Collector

Current User: [WDC] WDC Default User

Main Menu

Course	View and Update Courses
Sections	View and update Sections
Staff	View and Update Staff
POS	View and Update Programmes of Study
Staff Report	Staff Availability Report
Reports	Show all available reports
Manage Locks	Manage User Concurrency Locks

Manage Users

Log Off



UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Step 1: View Staff List – confirm teaching and not teaching staff

1. Select 'Staff' from the Main Menu

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz
Main Menu

Course	View and Update Courses
Sections	View and update Sections
Staff	View and Update Staff
POS	View and Update Programmes of Study
Staff Report	Staff Availability Report
Reports	Show all available reports
Manage Locks	Manage User Concurrency Locks

Manage Users Log Off

The View and Update Staff details window will open

2. Select "Department" from the dropdown list. A staff details list will populate with staff assigned to the department
3. Select "Status" dropdown beside the staff name and select one of the options

Department ENGL-O - English - Okanagan
Refine Search
Reset Onscreen Filter

Staff Details

Name	Status	
Araujo, Anderson	Confirmed	Edit
Castricano, C	Confirmed	Edit
Cockerline, Joanna	Pending Confirmation	Edit
Conway, Alison	Not Teaching	Edit
	Confirmed	Edit

Once you have confirmed the teaching status for a department, be sure to select **"Save"** at the bottom of the screen before selecting a new department from the dropdown.

***Note:** In order for instructors name to appear in WDC they must have an active HRMS job code. If an instructor name is missing from the staff list, please contact academic.scheduling@ubc.ca

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Step 2: View Course List – confirm courses that will be offered

1. Select “Course” from the Main Menu

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz
Main Menu

- 1** Course View and Update Courses
- Sections View and update Sections
- Staff View and Update Staff
- POS View and Update Programmes of Study
- Staff Report Staff Availability Report
- Reports Show all available reports
- Manage Locks Manage User Concurrency Locks

Manage Users Log Off

The View and Update Course Details window will open

2. Select the department you want to work with from the department dropdown list.
3. Courses that appear in the list summary are available to edit for scheduling. Courses not offered in the previous year will be set to “Not-Offered” and courses offered in the previous year will be set to “Action-pending”. **Mandatory:** Using the Status drop down arrow or the Edit button you must update the status of each course by changing “Action Pending” to “Confirmed-Offered” or “Not-Offered” and “Save” after each course.

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz
View Course List

Department: ENGL-O - English - Okanagan **2**
Refine Search: Reset Onscreen Filter

View and Update Course Details

Course Code	Short Title	Projected enrol.	Credit	Status	
ENGL 009-W	PREP UNI WRITING	0	3	Action Pending Confirmed - Offered Not Offered	Edit 3
ENGL 112-W	STUDIES IN COMP	140	3	Confirmed - Offered	Edit

***Note:** A course may be missing from WDC for one of the following reasons:

1. Newly approved Senate course
2. Special Topics needing assignment of a detail code
3. Course not offered in the last four years

Please email academic.scheduling@ubc.ca to find out if the course can be added to WDC

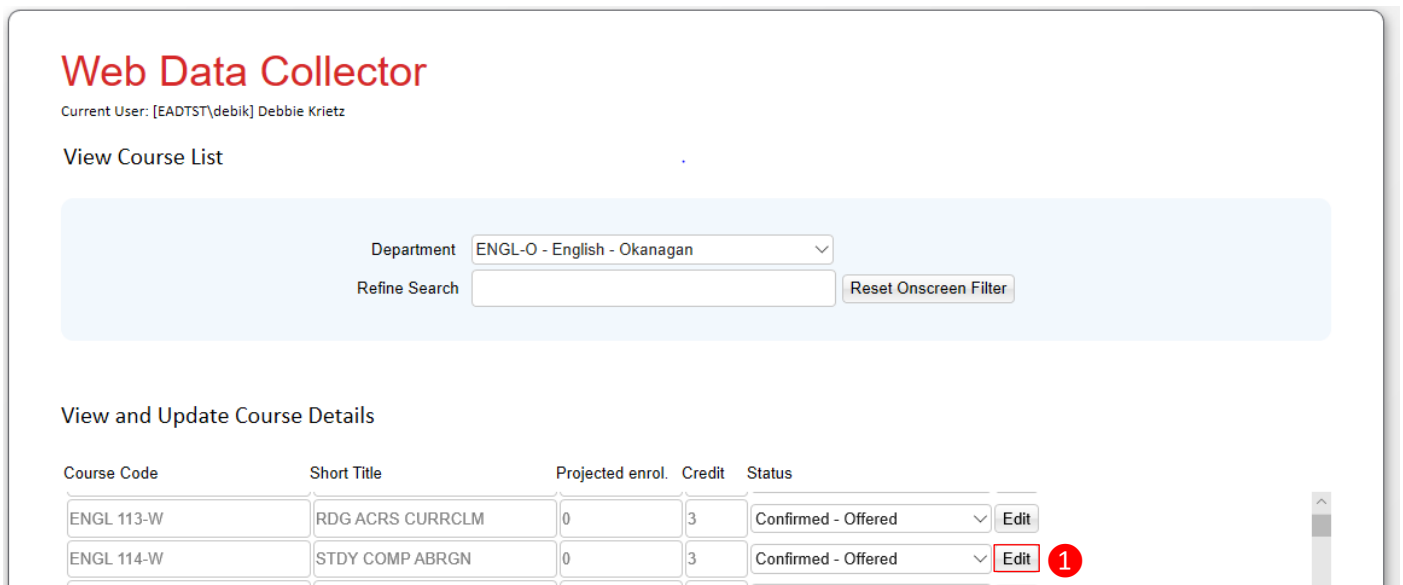


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Step 3: View and Update Course Details

Projected total enrolment is total seats for all sections. If we want to schedule two sections of ENGL 114 with 35 seats for each section, 70 needs to be entered in the Projected Total Enrolment field.

1. Select "Edit"



Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

View Course List

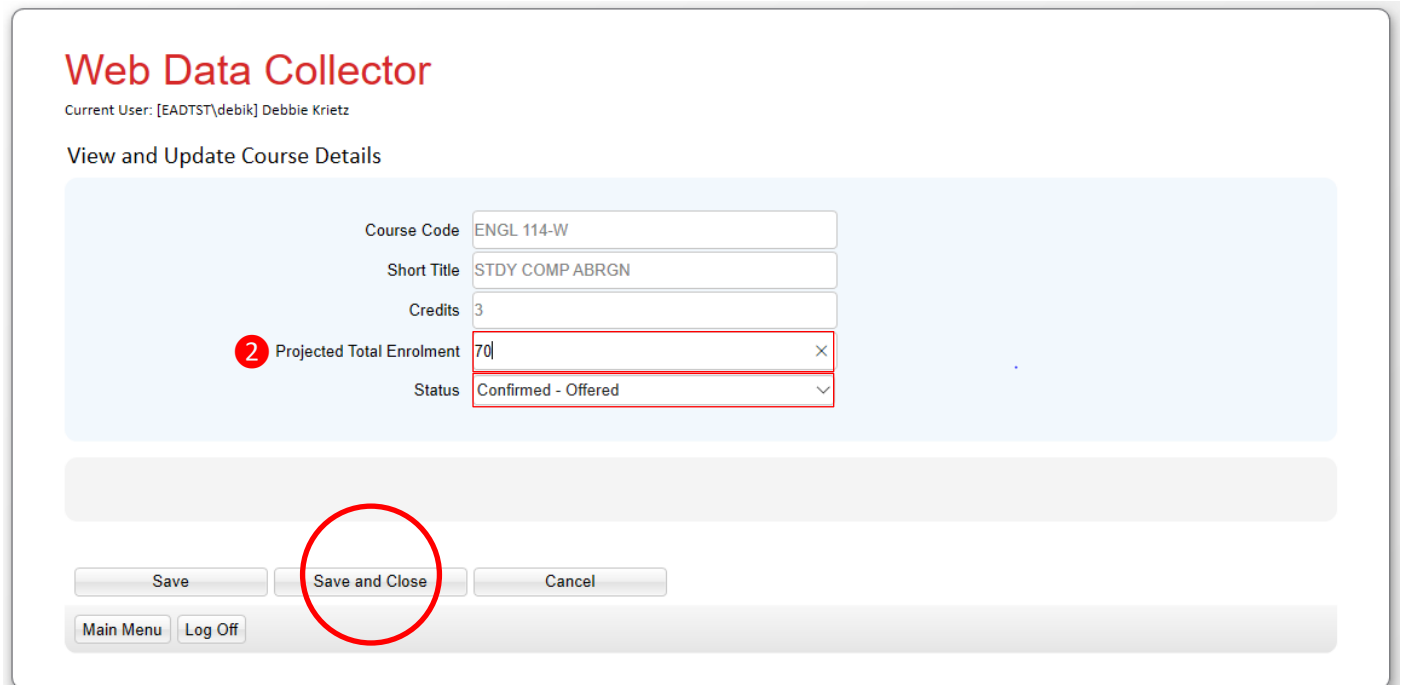
Department: ENGL-O - English - Okanagan
Refine Search: [Reset Onscreen Filter](#)

View and Update Course Details

Course Code	Short Title	Projected enrol.	Credit	Status	
ENGL 113-W	RDG ACRS CURRCLM	0	3	Confirmed - Offered	Edit
ENGL 114-W	STDY COMP ABRGN	0	3	Confirmed - Offered	Edit 1

The "View and Update Course Details" screen will open

2. Type 70 into the Projected Total Enrolment field > make sure Status is set to Confirmed-Offered and select "Save and Close"



Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

View and Update Course Details

Course Code: ENGL 114-W
Short Title: STDY COMP ABRGN
Credits: 3
2 Projected Total Enrolment: 70
Status: Confirmed - Offered

[Save](#) [Save and Close](#) [Cancel](#)

[Main Menu](#) [Log Off](#)

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

You can also set projected enrolment if you want the ability to auto-generate the number of sections required for a course. For example, we want to schedule 4 sections of ENGL 113 with 20 seats for each section.

1. Enter 80 in the Projected total Enrolment Field
2. Made sure the Status is set to Confirmed – Offered and select **“Save and Close”**

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

View and Update Course Details

Course Code	ENGL 113-W
Short Title	RDG ACRS CURRCLM
Credits	3
1 Projected Total Enrolment	80
2 Status	Confirmed - Offered

Save Save and Close Cancel

Main Menu Log Off

3. Go back to the Main Menu and select “Sections”

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

Main Menu

Course	View and Update Courses
3 Sections	View and update Sections
Staff	View and Update Staff
POS	View and Update Programmes of Study
Staff Report	Staff Availability Report
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Manage Locks	Manage User Concurrency Locks

Manage Users Log Off

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

The List Sections screen will open.

4. select ENGL-O from the Department Dropdown
5. select ENGL 113-W from the Course dropdown
6. select ENGL 113-W/LEC from the Section Template
 - a. take note that there is one existing 20 seat section listed in Summarise sections with scheduling details from the previous winter session
7. Selected "Edit"

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

List Sections

4 Department: ENGL-O - English - Okanagan
5 Course: ENGL 113-W - RDG ACRS CURRCLM
6 Section Template: ENGL 113-W/LEC
7 Edit

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	
ENGL 113-W/LEC/001	001	Tue	10:30	01:00	20	3-15	Edit Delete

Main Menu Log Off

The List Section Template Details screen will open.

8. Set template section size to 20 and select "Save & Close"

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

List Section Template Details

Name: ENGL 113-W/LEC
Description: RDG ACRS CURRCLM
Template Type: LEC

Details Weeks Location

Details

8 Size: 20
Duration (HHMM): 01:00

Save Save and Close Cancel

Main Menu Log Off

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

The List Sections screen will open.

9. Select “Generate”

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

List Sections

Department: ENGL-O - English - Okanagan
Course: ENGL 113-W - RDG ACRS CURRCLM
Section Template: ENGL 113-W/LEC
Refine Search:

Reports
Edit Reports
Edit Add **Generate** 9
Reset Onscreen Filter

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	
ENGL 113-W/LEC/001	001	Tue	10:30	01:00	20	3-15	Edit Delete

Main Menu Log Off

We set our projected enrolment to 80 and our section size to 20. The system recognizes that one section exists and autopopulates 3 sections to generate

1. Click on “Generate Sections”

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

List Sections

Department: ENGL-O - English - Okanagan
Course: ENGL 113-W - RDG ACRS CURRCLM
Section Template: ENGL 113-W/LEC

Reports
Edit Reports
Edit Add Generate

Generate Sections from the Section Template

Course Size: 80
Section Template Size: 20
Sections to generate: 3

Generate Sections 1

Cancel

Main Menu Log Off

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

The List Sections screen will open.

We now have 3 new sections and one existing section that are available for editing.

Web Data Collector

Current User: [EADTST\debik] Debbie Krietz

List Sections

Department: ENGL-O - English - Okanagan

Course: ENGL 113-W - RDG ACRS CURRCLM

Section Template: ENGL 113-W/LEC

Refine Search:

Reports

Edit Reports

Edit Add Generate

Reset Onscreen Filter

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks		
ENGL 113-W/LEC				01:00	20	1-52	Edit	Delete
ENGL 113-W/LEC				01:00	20	1-52	Edit	Delete
ENGL 113-W/LEC				01:00	20	1-52	Edit	Delete
ENGL 113-W/LEC/001	001	Tue	10:30	01:00	20	3-15	Edit	Delete

Main Menu

Log Off

Step 4: Working With Sections

1. Go to the Main Menu and select “Sections”

Web Data Collector

Current User: [EADTST\debik] Debbie Krietz

Main Menu

1

Course

Sections

Staff

POS

Staff Report

Reports

Manage Locks

View and Update Courses

View and update Sections

View and Update Staff

View and Update Programmes of Study

Staff Availability Report

Show all available reports

Manage User Concurrency Locks

Manage Users

Log Off

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

The Summarise sections screen will open.

2. Select the “Department”
3. Select the “Course”
 - a. Note: only courses **confirmed-offered** in the course tab will appear.
4. Select a “Section Template activity type” (ex: Lec, Lab, Tut)
 - a. Note: this is a quick way to filter delivery modes of sections, but it is not necessary to filter

If a Section Template activity type is missing from the dropdown, you can create a new template. For example, we need a waitlist section for ENGL 113.

5. Select “Add”

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

List Sections

2 Department ENGL-O - English - Okanagan
3 Course ENGL 113-W - RDG ACRS CURRCLM
4 Section Template Please Select... ENGL 113-W/LEC
5 Add
Reset Onscreen Filter

Summarise sections

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	Edit	Delete
ENGL 113-W/LEC				01:00	20	1-52	Edit	Delete
ENGL 113-W/LEC				01:00	20	1-52	Edit	Delete
ENGL 113-W/LEC				01:00	20	1-52	Edit	Delete
ENGL 113-W/LEC/001	001	Tue	10:30	01:00	20	3-15	Edit	Delete

Main Menu Log Off

The List Section Template Details screen will open.

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

6. Choose template type from the dropdown and select “**Save and Close**”

Template Type	Description
DST	Directed Studies
EXC	Exchange
FTP	Field Trip
LAB	Laboratory
LEC	Lecture
L-L	Lecture-Lab
PRC	Practicum
SEM	Seminar
THS	Thesis
TUT	Tutorial
W/P	Work Placement
WEB	Online (<i>not Distance Education</i>)
W-L	Waitlist

- a. At this time you have the option to edit template details for activities that will always have the same section size, duration and location such as a lab. It is not recommended to edit templates with sections that will vary in size and duration. Adding scheduling details to each section will be covered on page 16.

Web Data Collector

Current User: [EADTST\debik] Debbie Krietz

List Section Template Details

Name ENGL 113-W/W-L

Description RDG ACRS CURRCLM

Template Type

W-L

6

Details Weeks Location

Details

Size 0

Duration (HHLMM)

01:00

Save

Save and Close

Cancel

Main Menu

Log Off

*****CAUTION:** Unwanted templates cannot be deleted from within WDC. Prior to adding a new section template activity type make sure that you check the section template dropdown to see if the template is available. Adding multiple templates for the same activity will cause confusion when editing your sections. Enrolment Services will need to remove unwanted templates and WDC will not update with the change until an import/exports is run.

***Tip:** the “**Add**” button is used when a template type does not display in the Section Template dropdown, it is not used for adding sections. The “**Generate**” button is used to add sections for a template type, more on generating sections below.



UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Generate Sections

There are five existing lecture sections for ENGL 151 (screenshot below), we want to add two additional sections.

1. Make sure that the correct activity type is selected for the Section Template
2. Select "Generate"

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

List Sections

Department: ENGL-O - English - Okanagan
Course: ENGL 151-W - CRIT STUDIES LIT
Section Template: ENGL 151-W/LEC
Refine Search:
Buttons: Reports, Edit, Reports, Edit, Add, Generate, Reset Onscreen Filter

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	
ENGL 151-W/LEC/001	001	Mon,Wed	12:30	01:30	35	3-15	Edit Delete
ENGL 151-W/LEC/002	002	Tue,Thu	12:30	01:30	35	3-15	Edit Delete
ENGL 151-W/LEC/101	101	Mon,Wed,Fri	10:30	01:00	35	20-27,29-34	Edit Delete
ENGL 151-W/LEC/102	102	Mon,Fri	12:30	01:30	35	20-27,29-34	Edit Delete
ENGL 151-W/LEC/103	103	Tue,Thu	14:00	01:30	35	20-27,29-34	Edit Delete

Main Menu Log Off

The List Sections screen will open

3. In the Sections to Generate field type in the number of templates you want to generate
4. Select "Generate Sections"

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

List Sections

Department: ENGL-O - English - Okanagan
Course: ENGL 151-W - CRIT STUDIES LIT
Section Template: ENGL 151-W/LEC
Buttons: Reports, Edit, Reports, Edit, Add, Generate

Generate Sections from the Section Template

Course Size:
Section Template Size:
Sections to generate:
Buttons: Generate Sections, Cancel

Main Menu Log Off

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

The Summarise sections screen will open. We generated 2 sections, the list now shows 7 sections.

Web Data Collector

Current User: [EADTST\debik] Debbie Krietz

List Sections

Department: ENGL-O - English - Okanagan

Course: ENGL 151-W - CRIT STDIES LIT

Section Template: ENGL 151-W/LEC

Refine Search

Reports

Edit

Add

Generate

Reset Onscreen Filter

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks		
ENGL 151-W/LEC				01:00	0	1-53	Edit	Delete
ENGL 151-W/LEC				01:00	0	1-53	Edit	Delete
ENGL 151-W/LEC/001	001	Mon,Wed	12:30	01:30	35	3-15	Edit	Delete
ENGL 151-W/LEC/002	002	Tue,Thu	12:30	01:30	35	3-15	Edit	Delete
ENGL 151-W/LEC/101	101	Mon,Wed,Fri	10:30	01:00	35	20-27,29-34	Edit	Delete
ENGL 151-W/LEC/102	102	Mon,Fri	12:30	01:30	35	20-27,29-34	Edit	Delete
ENGL 151-W/LEC/103	103	Tue,Thu	14:00	01:30	35	20-27,29-34	Edit	Delete

[Main Menu](#) [Log Off](#)

***CAUTION:** deleting sections cannot be done in bulk. If 200 sections were inadvertently generated instead of 2, you will need to individually delete 198 sections.

Deleting Sections

1. Select the "Department"
2. Select the "Course"
3. Find the section
4. Select "Delete" on the section record

***Note:** Deletions cannot be recovered. You will need to generate a new section and enter the scheduling details for any sections that are inadvertently deleted.

Web Data Collector

Current User: [EADTST\debik] Debbie Krietz

List Sections

1 Department: ENGL-O - English - Okanagan

2 Course: ENGL 153-W - RDGS IN NARRATIV

Section Template: ENGL 153-W/LEC

Refine Search

Reports

Edit

Add

Generate

Reset Onscreen Filter

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks		
ENGL 153-W/LEC/001	001	Mon,Wed	09:30	01:00	200	3-15	Edit	Delete
ENGL 153-W/LEC/002	002	Mon,Wed	11:30	01:00	200	3-15	Edit	Delete
ENGL 153-W/LEC/101	101	Mon,Wed	09:30	01:00	200	20-27,29-34	Edit	Delete
3 ENGL 153-W/LEC/102	102	Mon,Wed	11:30	01:00	200	20-27,29-34	Edit	4 Delete

[Main Menu](#) [Log Off](#)

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Editing Sections

Two additional sections for ENGL 151 were generated. We now need to enter scheduling details for each section. The following steps can also be used for editing data to existing sections.

Select “Edit” and the Details Tab screen will open

Web Data Collector
Current User: [EADTST\debik] Debbie Krietz

List Sections

Department: ENGL-O - English - Okanagan | Reports
Course: ENGL 151-W - CRIT STDIES LIT | Edit | Reports
Section Template: Please Select... | Add
Refine Search: | Reset Onscreen Filter

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	
ENGL 151-W/LEC				01:00	0	1-53	1 Edit Delete
ENGL 151-W/LEC				01:00	0	1-53	Edit Delete
ENGL 151-W/LEC/001	001	Mon,Wed	12:30	01:30	35	3-15	Edit Delete
ENGL 151-W/LEC/002	002	Tue,Thu	12:30	01:30	35	3-15	Edit Delete
ENGL 151-W/LEC/101	101	Mon,Wed,Fri	10:30	01:00	35	20-27,29-34	Edit Delete
ENGL 151-W/LEC/102	102	Mon,Fri	12:30	01:30	35	20-27,29-34	Edit Delete
ENGL 151-W/LEC/103	103	Tue,Thu	14:00	01:30	35	20-27,29-34	Edit Delete

Main Menu Log Off

Details Tab

1. Assign a section id number sequentially. We want this section scheduled in Term 1 (weeks 3-15). There are 2 existing Term 1 sections, 001 and 002 (refer to the above screenshot) so we enter 003 in the Section field.
Note: the 'Name' field will auto populate once the section id is entered
2. Enter section size
3. Select duration from the dropdown. We want this section to run for one and a half hours two days a week so 01:30 is selected

You can select “Save” prior to moving to the next tab, but this is not necessary as the record will automatically save between tabs, you can choose to “Save and Close” once you have worked through all the tabs

“Save and Close” will save the record and bring you to the “List Section” Menu

“Cancel” will **NOT** save the current page and bring you to the “List Section” Menu

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Web Data Collector

Current User: [EADTST\debik] Debbie Krietz

Edit Section Details

Name	ENGL 151-W/LEC/003
Template	ENGL 151-W/LEC
Description	RDGS SH FIC& NVL
1 Section	003

Details Day and Time Weeks Staff Location Sequencing Same Time Cross Listed

Details

2 Size	35
3 Duration (HH:MM)	01:30

Save

Save and Close

Cancel

Main Menu

Log Off

Day and Time Tab - select

1. Select the "Day of Week" days that apply to the section
2. Select the "Start Time" from the dropdown
 - No Fixed Time will allow the Scheduling software to determine the scheduled time of the section
3. Enter the "Schedule Type"
 - a. Taught (No Preset Time) will allow the Scheduling software to determine the scheduled time of the section
 - b. Arranged Session (not scheduled) will not schedule a Time or Location for the section (Mainly used for sections not requiring a room assignment such as a waitlist section)
 - c. Taught (Preset Time). The scheduling process will only schedule the course if the day and time ("Day of Week" and "Start Time") is not in conflict with any other request (all Departments).



UBC WEB DATA COLLECTOR (WDC) USER GUIDE

In our example we selected a 08:00 start time so we have assigned Taught (Preset Time)

The screenshot shows the 'Web Data Collector' interface with the 'Day and Time' tab selected. The 'Edit Section Details' section contains the following information:

Field	Value
Name	ENGL 151-W/LEC/003
Template	ENGL 151-W/LEC
Description	RDGS SH FIC& NVL
Section	003

Below the details, a row of tabs includes 'Details', 'Day and Time' (highlighted with a red box), 'Weeks', 'Staff', 'Location', 'Sequencing', 'Same Time', and 'Cross Listed'. The 'Set the suggested day and time of the section' section contains:

- Day of Week: ☐ Mon, ☒ Tue, ☐ Wed, ☒ Thu, ☐ Fri, ☐ Sat, ☐ Sun
- Start Time: 08:00 (dropdown menu)
- Schedule Type: Taught (Preset Time) (dropdown menu)

At the bottom are buttons for 'Save', 'Save and Close', 'Cancel', 'Main Menu', and 'Log Off'. Red circles with numbers 1, 2, and 3 highlight the 'Day of Week', 'Start Time', and 'Schedule Type' fields respectively.

Weeks Tab - select

1. Select Week Pattern from the dropdown list. We have selected Term 1 (weeks 3-15). The week pattern boxes will auto populate with week's 3-15 checked.
2. The week start date will display when you hover your mouse pointer over a box. In our example, week 3 is September 2, 2019

The screenshot shows the 'Web Data Collector' interface with the 'Weeks' tab selected. The 'Edit Section Details' section is identical to the previous screenshot. The 'Edit the week pattern of the section' section contains:

- Select Week Pattern (dropdown menu): A list of options is shown, with 'Winter Term 1 OKAN' selected and highlighted in blue.
- Week Pattern Description: A grid of checkboxes for weeks 1-15. Weeks 3-15 are checked.

At the bottom are buttons for 'Save', 'Save and Close', 'Cancel', 'Main Menu', and 'Log Off'. A red circle with the number 1 highlights the 'Select Week Pattern' dropdown. A red circle with the number 2 highlights the 'wc 02 Sep 2019 week 3' text in the week pattern description grid.

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

WEEK PATTERNS

Winter Term 1 Even OKAN – mostly used for labs that are scheduled every other week

Winter Term 1 Odd OKAN – mostly used for labs that are scheduled every other week

Winter Term 1 OKAN – standard meeting weeks

Winter Term 2 Even OKAN – mostly used for labs that are scheduled every other week

Winter Term 2 Odd OKAN – mostly used for labs that are scheduled every other week

Winter Term 2 OKAN – standard meeting weeks

Other meeting patterns may display from the dropdown list. These meeting patterns have been entered into the system for the use of a specific department.

Staff Tab – select

1. If you know who is teaching the section, select the name from the staff requirement and use the arrow button to move the staff name over to the 'Selected Staff' field
2. Confirm the "Number of Staff"

Details Day and Time Weeks **Staff** Location Sequencing Same Time Cross Listed

Staff

Staff Suitabilities

All staff suitabilities

Selected staff suitabilities

0: NoStaff
0: Sessional
0: TA
0: TBA

2 Number of Staff 1

1 Staff Requirement

All Staff Available

Selected Staff

Araujo, Anderson
Castricano, C
Cockerline, Joanna
Conway, Alison
Diehl, Lindsay
Eggleston, Robert
Eikenaar, Jannik
Garrard, Greg

Save Save and Close Cancel

3. If staff requirement is not known or if the staff is a sessional hire, assign 0:TBA and make sure that "Number of Staff" is set to "None"

***IMPORTANT:** If a staff requirement is not known and 0:TBA and "None" are not assigned, the system will randomly assign a staff name to the section. This may result in the randomly selected staff not getting the sections that they are teaching scheduled due to a scheduling conflict with the section that they have been randomly assigned to.

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Details Day and Time Weeks **Staff** Location Sequencing Same Time Cross Listed

Staff

All staff suitabilities Selected staff suitabilities

Staff Suitabilities 0: NoStaff
0: Sessional
0: TA

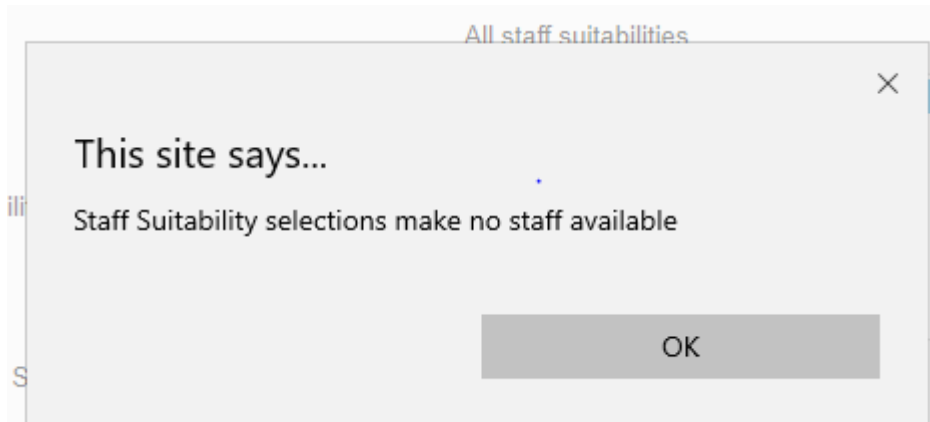
Number of Staff None

All Staff Available Selected Staff

Staff Requirement

Save Save and Close Cancel

***KNOWN ISSUE:** If a course section is saved with a selected staff name and you replace the name with 0:TBA, the Number of Staff field box will disappear and you will receive the following message.



To prevent the system randomly selecting a staff name, the Number of Staff field needs to be changed from 1 to "None". A work around is:

- click on "Close" and go back to "Edit" for the section
- select "Staff Tab" and select "None" from the "Number of Staff" dropdown list
- click on "Save".

To avoid the above issue from occurring, we recommend not manually removing the selected staff name. Using the arrow move TBA to the Selected Staff Suitabilities field. The Number of Staff field will populate with "None" and the name will be removed from the Selected Staff Field. Click on **Save** or **Save and Close**.

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Locations Tab – select

1. Confirm that the “Zone” is UBCO
2. Select the “Number of Rooms”
(Sections can only be assigned 1 room, options are 1 or none. Choose none for sections not needing a room assignment and for waitlist sections).
3. Select a “Location Suitability”

Details Day and Time Weeks Staff **Location** Sequencing Same Time Cross Listed

Location

1 Zone for Section UBCO

Number of Rooms 1 2

3 Location Suitabilities

All Location suitabilities

0: NoLocation
RT: Computer Lab
RT: Computer Lab - Mac
RT: Laboratory - Dry
RT: Laboratory - Wet
RT: Restricted Space

Selected location suitabilities

RT: Classroom

All Equipment Types

F: Chalkboard
F: Document Camera
F: Document Cameras - 2
F: DVD/Blu-ray
F: i-Clicker Student Response System
F: Lecture Capture
F: Microphone
F: Projector

Selected Equipment Types

Other possible suitabilities

Subject: Okanagan Rooms Available to APSC
Subject: Okanagan Rooms Available to ARTH
Subject: Okanagan Rooms Available to BIOL
Subject: Okanagan Rooms Available to CHEM
Subject: Okanagan Rooms Available to COSC
Subject: Okanagan Rooms Available to EDUC
Subject: Okanagan Rooms Available to EESC
Subject: Okanagan Rooms Available to ENGR

Other selected suitabilities

All locations available

ART 102
ART 103
ART 104
ART 106
ART 108
ART 110
ART 112
ART 114

Location Requirement

Selected locations

4. Select “Equipment Type”

*****Caution:** Selecting multiple equipment types is not recommended. If equipment types are selected there will be fewer locations that meet the location requirement and the less likely that the section will get scheduled. It is not necessary to select projectors as all classrooms are equipped with a projector. Only select Equipment Types for a specific need such as moveable tables, keeping in mind the larger the section the less rooms available with moveable tables and again the less likely that the section will get scheduled. For example, if the section size is 160 and moveable tables is selected, we do not have a classroom with moveable tables that will accommodate 160 seats. The section will not get scheduled.

*****Tip:** check the locations available in the Location Requirement after you have selected your location suitability. In figure one below, we have classroom selected as a location suitability and we have not selected any equipment types. In Location Requirement you will see a list of the classrooms that meet the requirement for the section.

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Note: general classrooms cannot be selected, this just shows you a list of possibilities that the auto-schedule has to choose from when it is run.

The screenshot displays the UBC Web Data Collector (WDC) interface with several selection panels:

- Location Suitabilities:** A list of location types including '0: NoLocation', 'RT: Computer Lab', 'RT: Computer Lab - Mac', 'RT: Laboratory - Dry', 'RT: Laboratory - Wet', and 'RT: Restricted Space'.
- Selected location suitabilities:** A list containing 'RT: Classroom'.
- All Equipment Types:** A list of equipment types including 'F: A/V System', 'F: AC Power to 100% of Seats', 'F: Chalkboard', 'F: Document Camera', 'F: Document Cameras - 2', 'F: DVD/Blu-ray', 'F: i-Clicker Student Response System', and 'F: Lecture Capture'. A red circle with the number 4 highlights this panel.
- Selected Equipment Types:** An empty list.
- Other possible suitabilities:** A list of subject-specific room availability including 'Subject: Okanagan Rooms Available to ANTH', 'Subject: Okanagan Rooms Available to APSC', 'Subject: Okanagan Rooms Available to ARTH', 'Subject: Okanagan Rooms Available to BIOL', 'Subject: Okanagan Rooms Available to CHEM', 'Subject: Okanagan Rooms Available to COSC', and 'Subject: Okanagan Rooms Available to EDUC'.
- Other selected suitabilities:** An empty list.
- All locations available:** A list of room numbers including 'ART 102', 'ART 103', 'ART 104', 'ART 106', 'ART 108', 'ART 110', 'ART 112', and 'ART 114'. This list is enclosed in a red box.
- Selected locations:** An empty list.

In the example below, we selected 2 equipment types as a requirement. You can now see in Location Requirement that the list of rooms has changed to only one possible room for the course, which will reduce the possibility of this section getting scheduled. If you don't see anything in Location Requirement there are no rooms that meet the requirements and the section will not get scheduled.

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

The screenshot displays the UBC Web Data Collector (WDC) interface with several selection fields:

- Location Suitabilities:** A list box containing "0: NoLocation", "RT: Computer Lab", "RT: Computer Lab - Mac", "RT: Laboratory - Dry", "RT: Laboratory - Wet", and "RT: Restricted Space".
- RT: Classroom:** A list box containing "RT: Classroom".
- All Equipment Types:** A list box containing "F: A/V System", "F: AC Power to 100% of Seats", "F: Chalkboard", "F: Document Camera", "F: Document Cameras - 2", "F: DVD/Blu-ray", "F: i-Clicker Student Response System", and "F: Lecture Capture".
- Selected Equipment Types:** A list box containing "F: Microphone" and "F: Tables - Moveable".
- Other possible suitabilities:** A list box containing "Subject: Okanagan Rooms Available to ANTH", "Subject: Okanagan Rooms Available to APSC", "Subject: Okanagan Rooms Available to ARTH", "Subject: Okanagan Rooms Available to BIOL", "Subject: Okanagan Rooms Available to CHEM", "Subject: Okanagan Rooms Available to COSC", and "Subject: Okanagan Rooms Available to EDUC".
- Other selected suitabilities:** An empty list box.
- All locations available:** A list box containing "FIP 121".
- Location Requirement:** A list box containing "FIP 121".
- Selected locations:** An empty list box.

Arrows between the list boxes indicate the ability to move items between categories. Red boxes highlight the "Selected Equipment Types" and "Location Requirement" fields.

5. Other possible suitabilities are used for Departments with assigned restricted rooms. The example below is for a VISA 282 section, RT: Restricted Space is selected for the "Location Suitabilities".
6. "Okanagan Rooms Available to Visa" is selected and moved with the arrow to "Other possible suitabilities".
7. Location Requirements populate with all rooms restricted to VISA courses. Unlike general classroom space, you can select the room and move it over with the arrow button to the "Selected Locations" field.

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Zone for Section: UBCO

Number of Rooms: 1

Location Suitabilities

All Location suitabilities

- 0: NoLocation
- RT: Classroom
- RT: Computer Lab
- RT: Computer Lab - Mac
- RT: Laboratory - Dry
- RT: Laboratory - Wet

Selected location suitabilities

- RT: Restricted Space

All Equipment Types

- F: A/V System
- F: AC Power to 100% of Seats
- F: Chalkboard
- F: Document Camera
- F: Document Cameras - 2
- F: DVD/Blu-ray
- F: i-Clicker Student Response System
- F: Lecture Capture

Selected Equipment Types

Other possible suitabilities

- Subject: Okanagan Rooms Available to ANTH
- Subject: Okanagan Rooms Available to APSC
- Subject: Okanagan Rooms Available to ARTH
- Subject: Okanagan Rooms Available to BIOL
- Subject: Okanagan Rooms Available to CHEM
- Subject: Okanagan Rooms Available to COSC
- Subject: Okanagan Rooms Available to EDUC

Other selected suitabilities

- Subject: Okanagan Rooms Available to VISA

Location Requirement

All locations available

- CCS 124
- CCS 127
- CCS 144
- CCS 221
- CCS 222
- CCS 224
- CCS 227

Selected locations

Save Save and Close Cancel

Main Menu Log Off

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Sequencing Tab - select

Sequencing can be used for courses that have multiple activity types. For example, sequencing can be applied if you want a lab to follow the scheduling of a lecture.

Later The Same Day – will occur after the Section listed in the top section, on that same day

The Following Day - will occur after the Section listed in the top section, on the next business day

Later in the week - will occur after the Section listed in the top section, later in the same week

Back to Back – will occur immediately after the Section listed in the top section.

If using the sequencing function it is highly recommended that you use the “Taught – **No** Preset Time” on the Days and Times of any sequenced section.

1. Make sure you are on the course section that precedes the section(s) that you want to apply sequencing.
2. Select a sequencing option from the dropdown
3. Select course section

Edit Section Details

1

NameAPSC 169-W/LEC/201

TemplateAPSC 169-W/LEC

DescriptionSUST ENGR DESIGNN

Section201

Details

Day and Time

Weeks

Staff

Location

Sequencing

Same Time

Cross Listed

Section sequence

The selected sections must follow this section: Back To Back2

3

☐APSC 169-W/LAB

☒APSC 169-W/LAB/L2A

☐APSC 169-W/LAB/L2B

☐APSC 169-W/LAB/L2C

☐APSC 169-W/LAB/L2D

☐APSC 169-W/LAB/L2E

☐APSC 169-W/LAB/L2F

☐APSC 169-W/LAB/L2G

☐APSC 169-W/LAB/L2H

☐APSC 169-W/LAB/L2I

☐APSC 169-W/LAB/L2J

☐APSC 169-W/LAB/L2K

☐APSC 169-W/LAB/L2L

☐APSC 169-W/LAB/L2M

☐APSC 169-W/LAB/L2N

☐APSC 169-W/LEC/202

☐APSC 169-W/TUT/T2A

☐APSC 169-W/TUT/T2B

☐APSC 169-W/TUT/T2C

☐APSC 169-W/TUT/T2D

☐APSC 169-W/TUT/T2E

☐APSC 169-W/TUT/T2F

☐APSC 169-W/TUT/T2G

☐APSC 169-W/TUT/T2H

☐APSC 169-W/TUT/T2I

☐APSC 169-W/TUT/T2J

☐APSC 169-W/TUT/T2K

☐APSC 169-W/TUT/T2L

☐APSC 169-W/TUT/T2M

☐APSC 169-W/TUT/T2N

Save

Save and Close

Cancel

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Same Time

Same Time in WDC can be used for a course that has lab and tutorial sections that get scheduled with an alternating week pattern so that we can create the best possible schedule for students. We can set same time to the lab and tutorial so that both sections get scheduled the same day and time, alternating weeks. Student attend every week the same day and time, one week alternating for the lab and one week alternating for the tutorial. We also want to set up labs and tutorials that run alternate weeks with the same time so that the same room is being used same day and time for the full term. One week the room gets used for T2A, the alternate week the room gets used for T2B.

For our example, we will set Same Time to two APSC 169 labs (lab room) and two APSC 169 tutorials (general classroom). You may find it helpful to put together a chart such as the one we use in our example.

Step 1:

SET MEETING PATTERNS IN WDC	
- this is done in the Week Tab for each Section	
LABS-Alternating ODD Weeks	LABS-Alternating EVEN Weeks
L2A	L2B
L2C	L2D
TUTORIALS-Alternating EVEN weeks	TUTORIALS-Alternating ODD Weeks
T2A	T2B
T2C	T2D

Following step 1 will ensure the lab room/classroom is scheduled the same day and time throughout a term.

Step 2:

Select lab section, follow in number/alphabetical order when editing the labs for same time (L2A, L2B,...L3A, L3B, etc.) > select "Same Time Tab". We will edit L2A, referring to our chart (below) we need to match the L2A with T2A.

SET SAME TIME IN WDC	
Section Being Edited	
L2A	Same Time Tab - Select Sections > T2A
L2B	Same Time Tab - Select Sections > T2B

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

1. Select APSC 169-T2A and use the arrow to move it over to “Selected Sections”. Repeat this step for all lab sections.

Edit Section Details

Name: APSC 169-W/LAB/L2A

Template: APSC 169-W/LAB

Description: JUST ENGR DESIGN

Section: L2A

Details | Day and Time | Weeks | Staff | Location | Sequencing | **Same Time** | Cross Listed

Same Time sections

Select Department: APSC-O

Select Course: APSC 169-W

Select Sections: **1**

Available Sections:

- APSC 169-W/LAB/L2L
- APSC 169-W/LAB/L2M
- APSC 169-W/LAB/L2N
- APSC 169-W/LEC/201
- APSC 169-W/LEC/202
- APSC 169-W/TUT/T2A**
- APSC 169-W/TUT/T2B
- APSC 169-W/TUT/T2C

Selected Sections:

Following step 2 will schedule a lab and tutorial the same day and time each on alternating weeks.

Step 3:

Select tutorial section, follow in number/alphabetical order when editing the tutorials for same time (T2A, T2B...T3A, T3B, etc.) > select “Same Time Tab”. We will edit T2A, referring to our chart (below) we need to match the T2A with T2B.

SET SAME TIME IN WDC	
Section Being Edited	
T2A	Same Time Tab - Select Sections > T2B
T2B	Same Time Tab - Select Sections > T2A

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

1. Select APS 169-T2A and use the arrow to move it over to “Selected Sections”. Repeat this step for all tutorial sections.

Edit Section Details

Name APSC 169-W/TUT/T2A

Template APSC 169-W/TUT

Description SUST ENGR DESIGN

Section T2A

Details Day and Time Weeks Staff Location Sequencing **Same Time** Cross Listed

Same Time sections

Select Department APSC-O

Select Course APSC 169-W

Select Sections

Available Sections

Selected Sections

APSC 169-W/LEC/201

APSC 169-W/LEC/202

APSC 169-W/TUT/T2B

APSC 169-W/TUT/T2C

APSC 169-W/TUT/T2D

APSC 169-W/TUT/T2E

APSC 169-W/TUT/T2F

APSC 169-W/TUT/T2G

Save Save and Close Cancel

Following step 3 will schedule the same classroom for alternating tutorials (same day and time).

*****Important:** following the steps in the above sequence is essential for this to work (selecting both T2A and T2B as the same time requirement for L2A will not work).

Cross Listed Courses

A JTA (Jointly Taught Activity) is created for cross listed courses which are courses that are taught together where credit is equivalent to one another. The same scheduling details should be entered for each cross listed section (section id, days, time, and term). If the scheduling details differ, the system will use the scheduling details from the primary course.

If courses are across departments:

1. Determine which department is responsible for cross listing courses, usually the department with the primary course. For scheduling purposes the primary course usually belongs to the department of the instructor teaching the course.
2. Inform Enrolment Services by email that your department will be responsible for cross listing and request additional department access in WDC for subsequent courses. Please ensure both departments are copied in the email.
3. Once Enrolment Services confirms the access you can follow the steps below for cross listing courses.

If courses are in the same department, skip the above steps and continue with the steps below for cross listing courses.



UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Cross Listed Tab – select

1. Make sure that you have selected the primary course for the cross listing.
2. Select “New”

Edit Section Details

1

Name EESC 205-W/LEC/001

Template EESC 205-W/LEC

Description INTRO HYDROLOGY

Section 001

Details Day and Time Weeks Staff Location Sequencing Same Time **Cross Listed**

Create or update Cross Listed Sections (Jointly Taught Activity) Relationships for this Section

2

New Create a new JTA

Save Save and Close Cancel

3. Select the “Filter candidate” from the dropdown and select the candidate course
***Tip:** There isn’t a filter option for course code but after selecting the dropdown arrow you can type the department name to narrow down your list to department.

Edit Section Details

Name EESC 205-W/LEC/001

Template EESC 205-W/LEC

Description INTRO HYDROLOGY

Section 001

Details Day and Time Weeks Staff Location Sequencing Same Time **Cross Listed**

Create or update Cross Listed Sections (Jointly Taught Activity) Relationships for this Section

Cancel Edit Edit the JTA

Filter candidate sections by Course

Please Select... 3

Candidate Sections

Joined Sections

4. Use the arrow to move the candidate section over to the Joined Sections field.
5. ***Mandatory** - Complete JTA Options as follows:
 - a. **Name “All”** – combines names of each section in Scientia only (SISC splits name)
 - b. **Size “All”** – this will combine the size of both sections. **Important** that “All” is selected to make sure that a large enough location is assigned to accommodate both sections
 - c. **Location “All”** – Ensure the same location is assigned to cross listed sections
 - d. **Staff “ALL”** - Instructor name assigned to each sections of the cross-list.
6. Select “Save and Close”

UBC WEB DATA COLLECTOR (WDC) USER GUIDE

Create or update Cross Listed Sections (Jointly Taught Activity) Relationships for this Section

Filter candidate sections by Course
GEOG 205-W

Candidate Sections

Joined Sections
GEOG 205-W/LEC/001

Options for the creation of the JTA

Name ☐ Primary ☒ All EESC 205-W/LEC/001,GEOG 205-W/LEC/001_JT

Size ☐ Primary ☒ All 60

Location ☐ Primary ☒ All

Staff ☐ Primary ☒ All

Equipment ☐ Primary ☒ All

After selecting “Save and Close” you will be returned to the List Sections. The cross listed section will now display with a cross listing symbol.

EESC 205-W/LEC/001,GEOG 205-W/LEC/001_JT Tue,Thu 11:00 01:30 60 20-27,29-34

To break a cross listing go to the course section and select the Cross Listed tab.

1. Select “Split”
2. Select “Save and Close”.

Edit Section Details

JTA Name EESC 205-W/LEC/001,GEOG 205-W/LEC/001_JT

Create or update Cross Listed Sections (Jointly Taught Activity) Relationships for this Section

Parent Activities EESC 205-W/LEC/001,GEOG 205-W/LEC/001

Split the JTA back into its original activities

Review Scheduling Details for Existing Sections

Referring to the steps in this guide, review and edit existing sections for any scheduling changes. Scheduling details can be reviewed by working through the tabs or by pulling a report. Please refer to the ‘Generating Reports in Web Data Collector’ guide for instruction on how to pull reports.

*****IMPORTANT:** Remember to “Save and Close” when you have completed making changes to a section.



UBC WEB DATA COLLECTOR (WDC) USER GUIDE

WDC Quick Tips

- In order for instructors name to appear in WDC they must have an active HRMS job code. If an instructor name is missing from the staff list, please email academic.scheduling@ubc.ca to find out if the instructor name can be added to WDC.
- **Mandatory:** Using the Status drop down arrow you must update the status of each course by changing “Action Pending” to “Confirmed-Offered” or “Not-Offered”
- It is not necessary to select “Save” after editing the status for each course. This can be edited in bulk, select “**Save**” once you have updated the status for all of your courses.
- Email academic.scheduling@ubc.ca to find out if a missing course can be added to WDC
- Templates cannot be deleted from within WDC. Prior to adding a new section template activity type make sure that you check the section template dropdown to see if the template is available.
- Working with section templates: the “**Add**” button is used when a template type (ie: lec, lab, tut) does not display in the Section Template dropdown, it is not used for adding sections. The “**Generate**” button is used to add sections for a template type.
- Deleting sections cannot be done in bulk, unwanted sections will need to be individually deleted.
- Deletions cannot be recovered. You will need to generate a new section and enter the scheduling details for any sections that are inadvertently deleted.
- **IMPORTANT:** If a staff requirement is not known and 0:TBA and “None” are not assigned, the system will randomly assign a staff name to the section. This may result in the randomly selected staff not getting the sections that they are teaching scheduled due to a scheduling conflict with the section that they have been randomly assigned to.
- **KNOWN ISSUE:** If a course section is saved with a selected staff name and you replace the name with 0:TBA, the Number of Staff field box will disappear and you will receive a message indicating that the staff suitability selections make no staff available. Refer to page 20 for a work around.
- **Caution:** Selecting multiple equipment types is not recommended. If equipment types are selected there will be fewer locations that meet the location requirement and the less likely that the section will get scheduled.
- It is not necessary to select “Save” when working through the tabs for a section, but it is important to remember to “**Save and Close**” when you have completed making changes to a section.