

WDC Departmental Data Checklist

**Please note that all tasks beside checkboxes are hyperlinked to the appropriate section in the document with detailed instructions*

Pull and Save departmental WDC Reports

- For information on Pulling Reports in WDC please refer to the [“WDC Generating Reports Guide”](#)

Review instructor assignments on all course sections

- Review all assigned instructors to ensure correct teaching instructor is attached and set to “Confirmed”
- Ensure “0:NoStaff” suitability is added to all course sections with no instructor attached

Check for any Courses with a status of “Action Pending”

- Using your report, apply filters and ensure no “Templates” are left with a “Status” of “Action Pending”
- Please refer to [“Step 2: View Course List”](#) in the WDC Canvas Course

Review all courses with secondary activities (LAB, TUT, SEM, etc.)

- Review restricted space assignments are allocated, if applicable
- Ensure there are enough LAB, TUT, SEM, etc. seats
- Check that the Term is the same on all primary (LEC) and secondary (LAB, TUT, SEM, etc.) activities

Check to ensure courses are set with the correct credit value

- Review the credit value of all “Confirmed – Offered” courses in WDC
- Please refer to [“Step 2: View Course List”](#) in the WDC Canvas Course

Review the “Week Pattern” to ensure course sections are offered in the correct term

- Using your report, apply filters to ensure all course sections are scheduled in the correct term or custom weeks using the “Week Patterns”
- Please refer to [“Weeks Tab”](#) in the WDC Canvas Course

Check to ensure required restricted space is selected and suitability identified

- Review all course sections with a “restricted” “Location Suitability” to ensure the correct room is attached
- Using your report, ensure that all course sections with a “restricted” “Location Suitability” have a location attached
- Please refer to [“Locations Tab”](#) in the WDC Canvas Course

Check all section sizes and ensure that no course sections are set with size zero

- Review the sizes for all course sections to ensure they are correct
- Using your report, apply filters to ensure no course sections are left with a size “0”

Review the duration of all course sections

- Ensure the correct duration is set-up for all course sections

Check for sections set to Asynchronous to ensure there are no day/time assignments

- Using your report, ensure all course sections with the “Asynchronous” schedule type are not showing any days in the “Day” column or times in the “Start Time” column
- Ensure all waitlist sections are set with the Schedule Type “Asynchronous”
- Please refer to [“Day and Time Tab – Summer Session”](#) or [“Day and Time Tab – Winter Session”](#)

Check to make sure the correct schedule type has been added to all course sections

- Review that the correct Schedule Type is added to each activity
- Review that days and times have been selected for all Fixed Day and Time schedule types
- Please refer to [“Day and Time Tab – Summer Session”](#) for Summer session review
- Please refer to [“Day and Time Tab – Winter Session”](#) for Winter session review

Review the “Repeats” of course sections (Winter Session only)

- In Winter Session, ensure the correct number of repeats have been enter for all course sections with the schedule type “On Campus” or “Online Synchronous”

This checklist has been created as an additional resource for departments, if you have any feedback please contact academic.scheduling@ubc.ca.

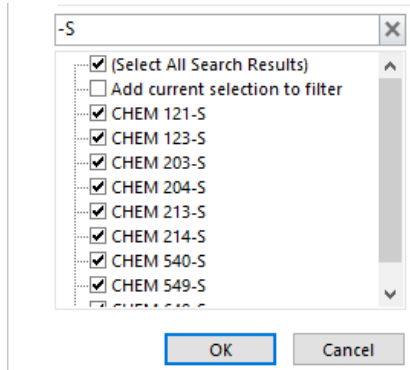
For assistance or additional support or training, please feel free to contact academic.scheduling@ubc.ca


Pull and Save Departmental WDC Reports

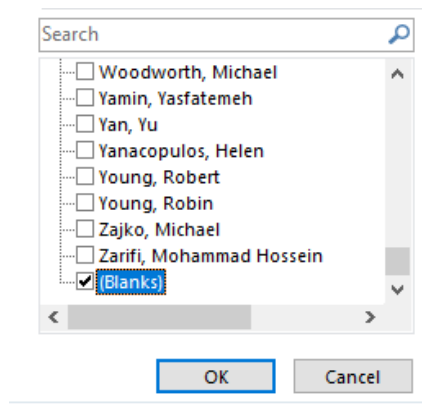
- For information on Pulling Reports in WDC please refer to [“WDC Generating Reports Guide”](#)

Review instructor assignments on all course sections

1. In your Departmental WDC Report, apply filters
 - a. Select any cell within the range by clicking the cell once
 - b. Click “Data” → “Filter” to apply filters to all column headers
2. In the summer session, click the column header arrow for “Course Name”, in the “Search” field enter “-S” to filter for only the summer session course sections, click “OK”.



3. Review all teaching instructors listed in the “Staff Name” column to ensure the correct teaching instructor/placeholder instructor has been attached to each course section
4. In the “Staff Name” column, filter for “(Blanks)”
 - a. Select the column header arrow 
 - c. Scroll to the bottom of the list and check “(Blanks)”



- d. Click “OK”

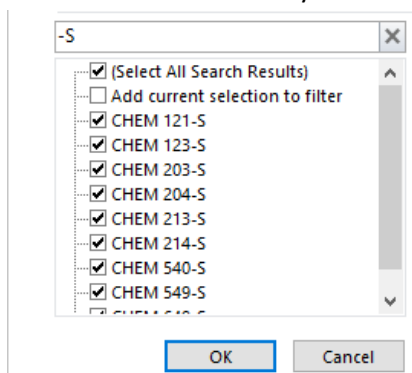
- Ensure all course sections with no instructor in the “Staff Name” columns shows “0:NoStaff” in the “Staff Suitabilities” column

T	U
Staff Suitabil	Staff Name
0: NoStaff	
0: NoStaff	
0: NoStaff	
0: NoStaff	
0: NoStaff	
0: NoStaff	
0: NoStaff	
0: NoStaff	

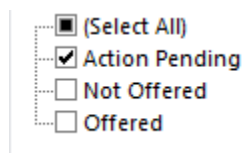
- This will ensure the teaching instructors are not “Wildcarded” and randomly assigned to instruct a course section
- All teaching instructors (Staff) should be switched to either “Confirmed” or “Not Teaching” in WDC. Please refer to [“Confirm Teaching Instructors”](#) in the WDC Canvas Course.

Check for any Courses with status of “Action Pending”

- In your Departmental WDC Report, apply filters
 - Select any cell within the range by clicking the cell once
 - Click “Data” → “Filter” to apply filters to all column headers
- In the summer session, click the column header arrow for “Course Name”, in the “Search” field enter “-S” to filter for only the summer session course sections, click “OK”.



- In the “Status” column, filter for “Action Pending”
 - Select the column header arrow

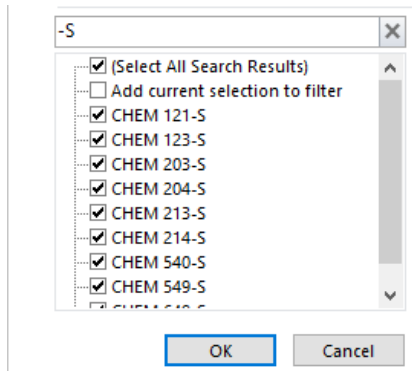



- If “Action Pending” is not available, this step is complete
- Click “OK”
- All courses should be switched to either “Not Offered” or “Offered” in WDC. Please refer to [“Step 2: View Course List”](#) in the WDC Canvas Course for all courses in an “Action Pending” state

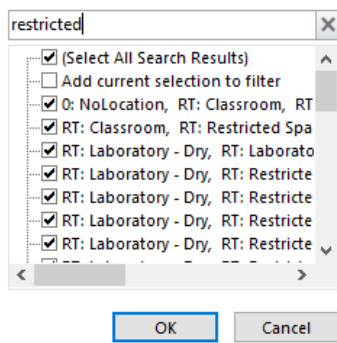
Review all courses with secondary activities (LAB, TUT, SEM, etc.)


- In your Departmental WDC Report, apply filters

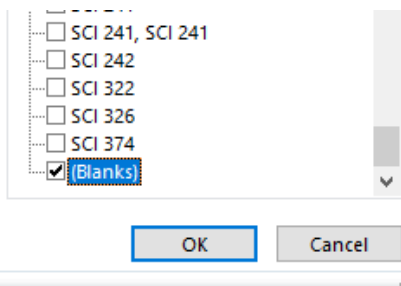
- a. Select any cell within the range by clicking the cell once
 - b. Click “Data” → “Filter” to apply filters to all column headers
2. In the summer session, click the column header arrow for “Course Name”, in the “Search” field enter “-S” to filter for only the summer session course sections, click “OK”.




3. In the “Location Suitability” column, filter for “restricted”
- a. Select the column header arrow 



- c. Click “OK”
4. In the “Preset Location” column, filter for “(Blanks)”
- a. Select the column header arrow 
 - c. Scroll to the bottom of the list and check “(Blanks)”
 - i. If there are no “(Blanks)” this step is complete



- d. Click “OK”
5. Reset your filters
- a. Click the “Data” tab → select the “Clear” command button  under the “Sort & Filter” group

6. Double check the “Size” column (Column R) to ensure that there are enough combined seats in all secondary activities (LAB, TUT, SEM, etc.) for the associated lecture sections
7. Also ensure that all primary (LEC) and associated secondary (LAB, TUT, SEM, etc.) activities are set with the same “Week Pattern”
 - a. Refer to the “Week Pattern” column on your spreadsheet

Check to ensure courses are set with the correct credit value

1. On the main menu of Web Data Collector (WDC), click “Course,” a new screen will populate
2. Under the “View Course List” section click the “Department” dropdown list to select a department
3. Available courses will appear below the “View and Update Course Details” section
4. Ensure that the credits under the “Credit” column are correct for courses that are “Confirmed – Offered”
 - a. **IMPORTANT:** courses added into WDC during entry (detail code courses, courses not displaying, etc.) may display with 0 credits. Please ensure Scheduling Services is aware of the correct credit for any courses that display with 0 credits.

View Course List

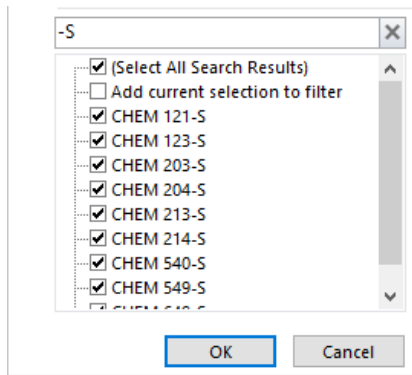
3 View and Update Course Details

Course Code	Short Title	Credit	Status
PHIL 391E-W	MARXIAN ECON	0	Confirmed - Offered Edit
PHIL 391F-W	PHIL & SCIE FIC	0	Confirmed - Offered Edit
PHIL 391-W	TOPICS IN PHIL	6	Not Offered Edit
PHIL 404-W	Aesthetics	3	Not Offered Edit
PHIL 414-W	Topics in the History of Modern	3	Not Offered Edit
PHIL 418C-W	RELIGION&SCIENCE	3	Not Offered Edit

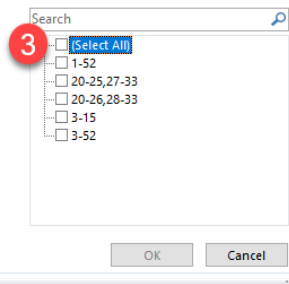
Review the “Week Pattern” to ensure courses are offered in the correct term

1. In your Departmental WDC Report, apply filters
 - a. Select any cell within the range by clicking the cell once
 - b. Click “Data” → “Filter” to apply filters to all column headers

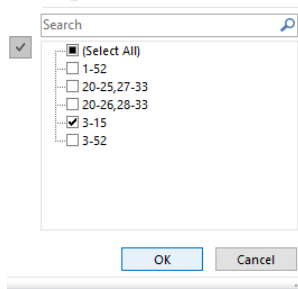
2. In the summer session, click the column header arrow for “Course Name”, in the “Search” field enter “-S” to filter for only the summer session course sections, click “OK”.



3. In the “Week Pattern” column, click “Select All” to uncheck all week patterns
 - a. Week Patterns represent weeks in the year (i.e. term dates). In the example below weeks “3-15” represent “Term 1.” Week patterns will vary between Summer/Winter sessions year to year.



- b. Click to check the associated “Week Pattern” for each term by clicking the checkbox
 - i. Ensure that the weeks you are selecting are exactly the same as the weeks in the term

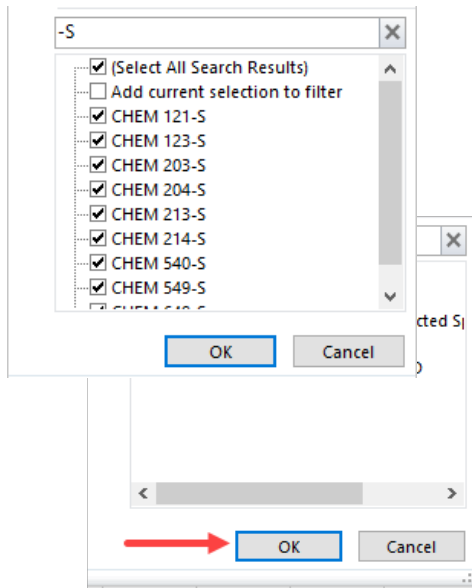


- ii. In the example above, you will see that there is an option for weeks “20-25, 27-33” and “20-26,28-33.” The weeks for Winter Term 2 were 20-25, 27-33 which means weeks 20-26,28-33 were a custom week scheduled created manually
- c. Be sure to double check all week custom week patterns (i.e. not falling with the standard terms dates)

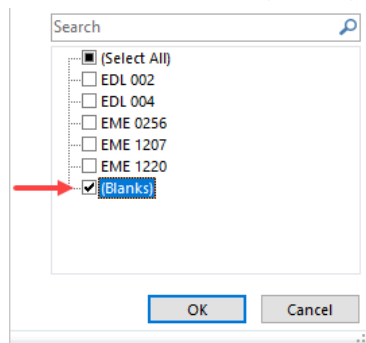
[Check to ensure required restricted space is selected and suitability identified](#)

1. In your Departmental WDC Report, apply filters
 - a. Select any cell within the range by clicking the cell once
 - b. Click “Data” → “Filter” to apply filters to all column headers

2. In the summer session, click the column header arrow for “Course Name”, in the “Search” field enter “-S” to filter for only the summer session course sections, click “OK”.



3. Click the column header arrow for “Location Suitability” in the “Search” type “restricted” and selected “OK”
4. Review the “Preset Locations” column to ensure the correct locations have been assigned to each course section
5. In the “Preset Locations” column, filter for “blanks”
 - a. Click the column header arrow for “Preset Locations,” click “(Select All)” to deselect and then click to check “(Blanks),” click “OK”
 - i. If there are no “(Blanks)” this step is complete

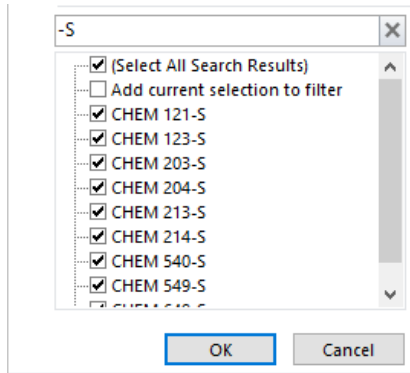


- i. Ensure the correct location is added in WDC for all course sections displaying blanks

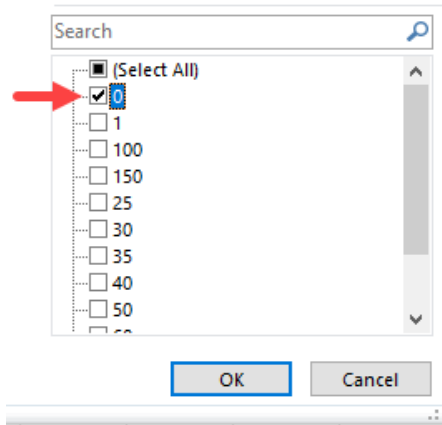
Check all section sizes and ensure that no sections are set with size zero

1. In your Departmental WDC Report, apply filters
 - a. Select any cell within the range by clicking the cell once
 - b. Click “Data” → “Filter” to apply filters to all column headers

2. In the summer session, click the column header arrow for “Course Name”, in the “Search” field enter “-S” to filter for only the summer session course sections, click “OK”.

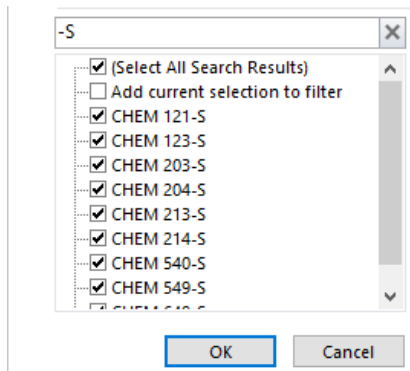


3. Review the sizes for all course sections to ensure they are correct
4. Click the column header arrow in the “Size” column, click “(Select All)” to deselect and then click to check “0,” click “OK”
 - a. If there is no “0” size this step is complete



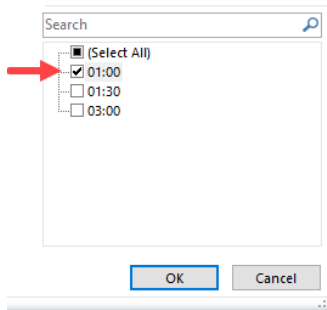
Review the duration of all sections

1. In your Departmental WDC Report, apply filters
 - a. Select any cell within the range by clicking the cell once
 - b. Click “Data” → “Filter” to apply filters to all column headers
2. In the summer session, click the column header arrow for “Course Name”, in the “Search” field enter “-S” to filter for only the summer session course sections, click “OK”.



3. Click the column header arrow in the “Duration” column, click “(Select All)” to deselect and then click the first duration, click “OK”

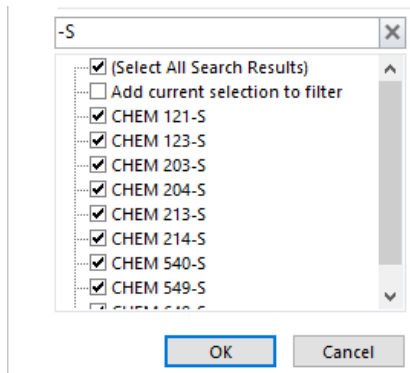
- a. Review all course sections with the selected duration and ensure they are correct
- b. Repeat Step 3 for all listed durations



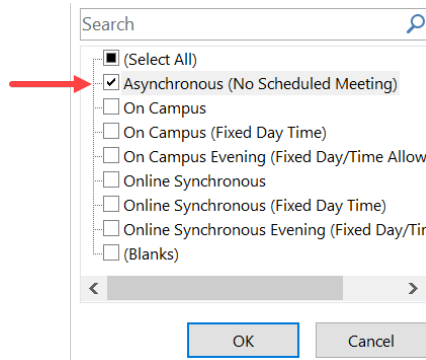
4. Course sections with a duration of "00:30" and no set days/time are likely Asynchronous.
 - a. If the course section is not Asynchronous and is missing days/time, please correct in WDC and [check to ensure course sections have been assigned the correct Schedule Type](#)

Check for sections set to Asynchronous to ensure there are no day/time assignments

1. In your Departmental WDC Report, apply filters
 - a. Select any cell within the range by clicking the cell once
 - b. Click "Data" → "Filter" to apply filters to all column headers
2. In the summer session, click the column header arrow for "Course Name", in the "Search" field enter "-S" to filter for only the summer session course sections, click "OK".



3. In the "Schedule Type" column, click "(Select All)" to uncheck all, click to select "Asynchronous (No Scheduled Days)" and "OK"

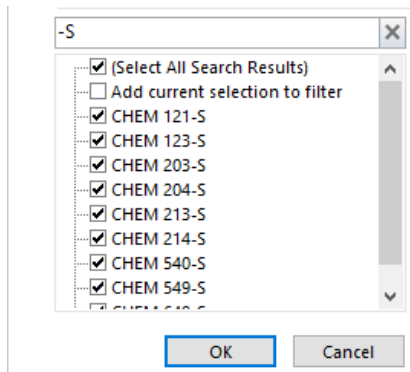


1. Ensure all course sections with the "Asynchronous (No Scheduled Meeting)" schedule type are not showing any days in the "Day" column or times in the "Start Time" column
 - a. Click the column header dropdown in the "Day" column, if any days are listed please review the course section(s)

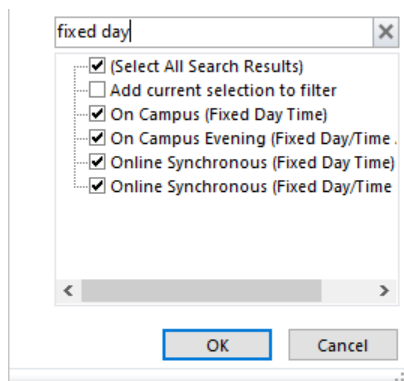
- b. Click the column header dropdown in the “Start Time” column, if any times are listed please review the course sections(s)
 - i. If both the “Day” and “Start Time” column only display “(Blanks)” this step is complete


Check to make sure the correct schedule type has been added to all course sections

1. In your Departmental WDC Report, apply filters
 - a. Select any cell within the range by clicking the cell once
 - b. Click “Data” → “Filter” to apply filters to all column headers
2. In the summer session, click the column header arrow for “Course Name”. In the “Search” field enter “-S” to filter for only the summer session course sections, click “OK”.



3. Review all of the schedule types in the “Schedule Type” column to ensure that they are set correctly
4. In the “Schedule Type” column, filter for all schedule types with a fixed day and time to ensure days and times are set.
 - a. Select the column header arrow
 - b. In the “Search” field enter “Fixed Day Time” to filter for all Schedule Types with a fixed day and time



- c. Click “OK”
5. Review all course sections to ensure that the correct days and times have been selected in the “Day” and “Start Time” columns.
 - a. If there are no sections scheduled with fixed days and times, move on the Step 6 below.
6. In the “Schedule Type” column, filter for “(Blanks)”
 - a. Select the column header arrow 
 - c. Scroll to the bottom of the list and check “(Blanks)”

i. If there are no “(Blanks)” this step is complete

A selection menu with a search bar at the top. The search bar contains the text "(Select All)". Below the search bar, there is a list of items with checkboxes: Asynchronous (No Scheduled Meeting), On Campus, On Campus (Fixed Day Time), On Campus Evening (Fixed Day/Time Allow), Online Synchronous, Online Synchronous (Fixed Day Time), Online Synchronous Evening (Fixed Day/Tir), and (Blanks).

d. Click “OK”

7. Ensure all of the blanks are completed in WDC
8. In Winter Session, check the “Schedule Type” column and filter for all schedule types set to “Evening”.
 - a. Select the column header arrow
 - b. In the “Search” field enter “Evening” to filter for all Schedule Types set to the evening.

A search filter dialog box with a search bar containing the text "evening". Below the search bar, there is a list of items with checkboxes: (Select All Search Results), Add current selection to filter, On Campus Evening (Fixed Day/Time), and Online Synchronous Evening (Fixed D). At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

c. Click “OK”

9. Ensure that all course sections set with a “Schedule Type” in the evening are set with either fixed days and times, or the correct number of repeats.

Review the “Repeats” of course sections

1. In your Departmental WDC Report, apply filters
 - a. Select any cell within the range by clicking the cell once
 - b. Click “Data” → “Filter” to apply filters to all column headers
2. In the “Repeats” column, click “(Select All)” to uncheck all and then click the first repeat number, click “OK”.
 - a. Review all course sections with the selected duration and ensure they are correct
 - b. Repeat Step 3 for all listed durations

A selection menu with a search bar at the top. The search bar contains the text "(Select All)". Below the search bar, there is a list of items with checkboxes: 1, 2, 3, and (Blanks). At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

3. Course sections with no repeats, “(Blanks)” should have a Fixed Day Time or Asynchronous schedule type.