

# Web Data Collector (WDC) User Guide – Summer Session

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## 1. Introduction

The Web Data Collector (WDC) is a Scientia tool used to collect course information and requirements.

WDC contains:

- All academic credit course information rolled from the previous year's database
- Instructors in your department
- Reports you can run on your course sections

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

### 1.1 Functional Overview: Collecting Scheduling Need Process

- Scheduling Services collects scheduling information from faculty departments through the WDC to build a campus wide academic timetable that enables students to progress through their chosen degree and program.
- The Campus Scheduling Rules (agreed upon by university academic leaders) establish the rules in which Scheduling Services prioritizes room assignments.

### 1.2 Guidelines for using WDC

- WDC data entry and verification must be completed by the closing deadline. Please refer to [Academic Scheduling Timelines](#)
- **Access will be provisioned upon completion of the online [Canvas Course](#):**
- **Returning Users:** Course modules that encompass new processes and updates have been marked as required. Once these modules have been reviewed, staff are able to complete the WDC Learning Assessment and will be provisioned access.
- **New Users:** It is recommended that new users review all course modules. Once the modules have been reviewed and the WDC Learning Assessment has been completed, WDC access will be provisioned.
- Please carefully review this guide to ensure all information is entered correctly, and ensure you save all changes made after each step.

**\*For access provisioning please contact [academic.scheudling@ubc.ca](mailto:academic.scheudling@ubc.ca)**

## 2. Summary of Updates

### 2.1 Edit Section Day and Time

- All course sections default to "Asynchronous" schedule type in WDC and will need to be updated.



### 3. Accessing WDC From Home

When working off campus staff will need to access WDC via VPN

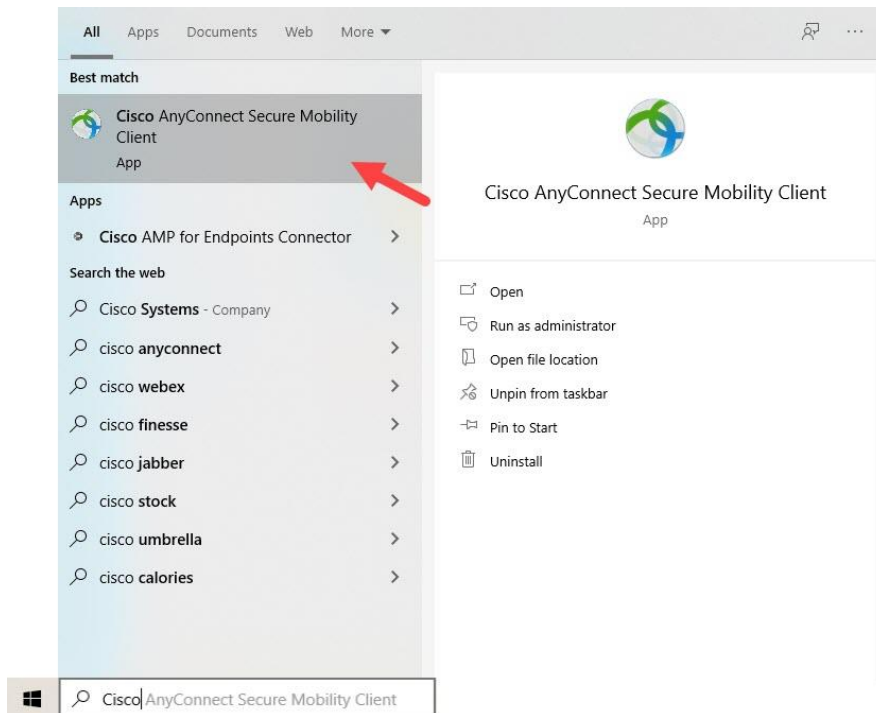
VPN Addresses:

- myvpn.ok.ubc.ca
- myvpn.ubc.ca

To connect to VPN, follow the steps below:

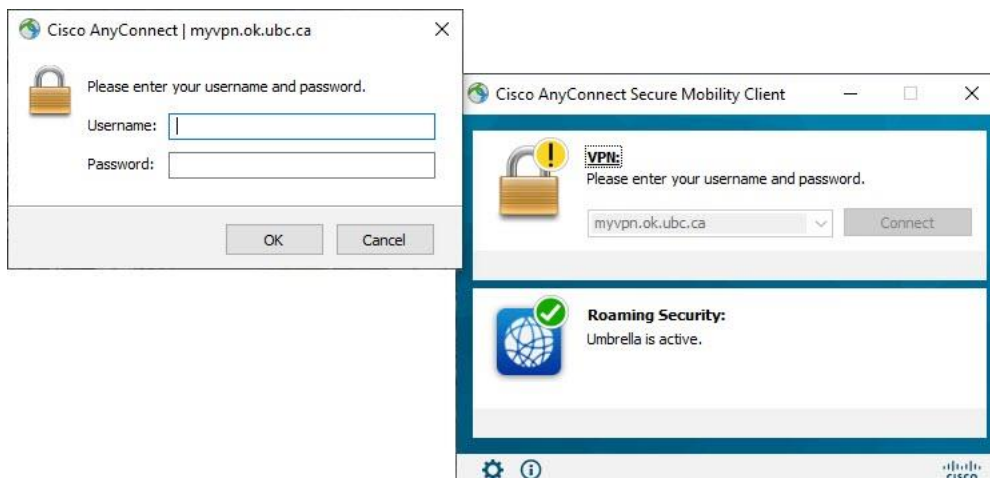
**STEP 1:** Click the "Start" menu on your computer and type "Cisco".

**STEP 2:** Click "Cisco AnyConnect Secure Mobility Client" to open.



**STEP 3:** Type in a VPN address and click "Connect," a new window will open.

**STEP 4:** Enter your CWL username along with your password and click "OK".



**STEP 5:** Once a connection is established you will be able to proceed as usual



## 4. Launching WDC

Launching Web Data Collector <https://webdatacollector-oka.as.it.ubc.ca/webdatacollector/default.aspx>

WDC can also be accessed from the [Academic Scheduling Website](#)

To log-in:

**STEP 1:** Username: Enter CWL Username

**STEP 2:** Enter your CWL Password

**STEP 3:** Click "Login"



THE UNIVERSITY OF BRITISH COLUMBIA

## Web Data Collector

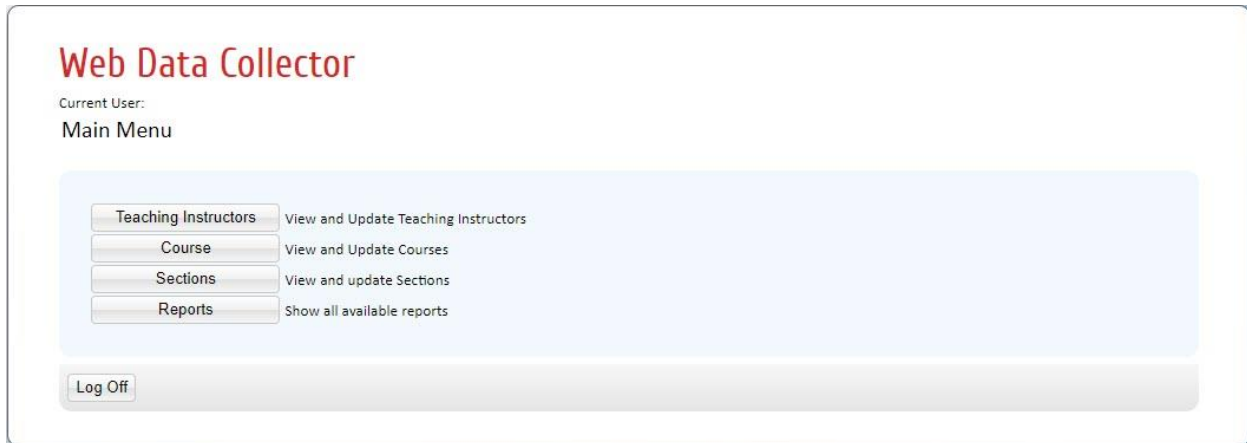
Username:

Password:

Login

## 5. WDC Home Page

The landing page is what users will see after login or whenever the “Main Menu” button is selected.

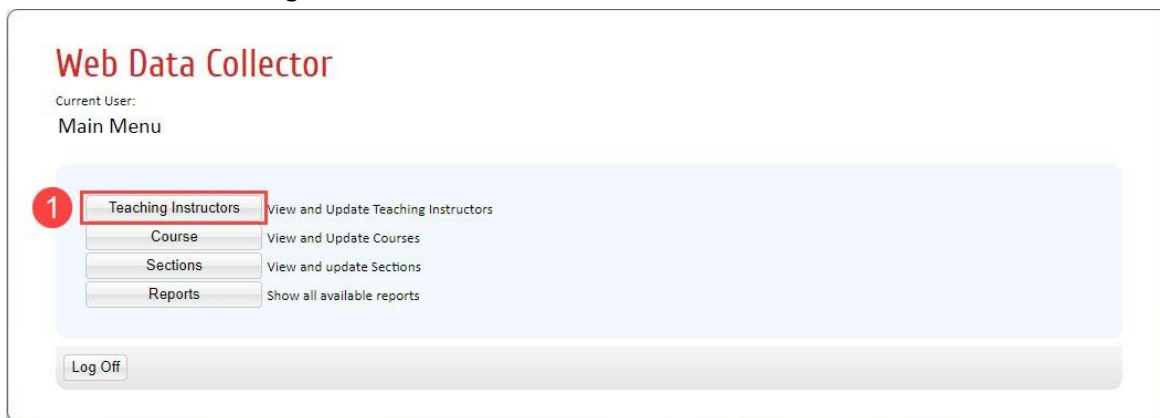


Please note that users have different roles and may see slightly different options.

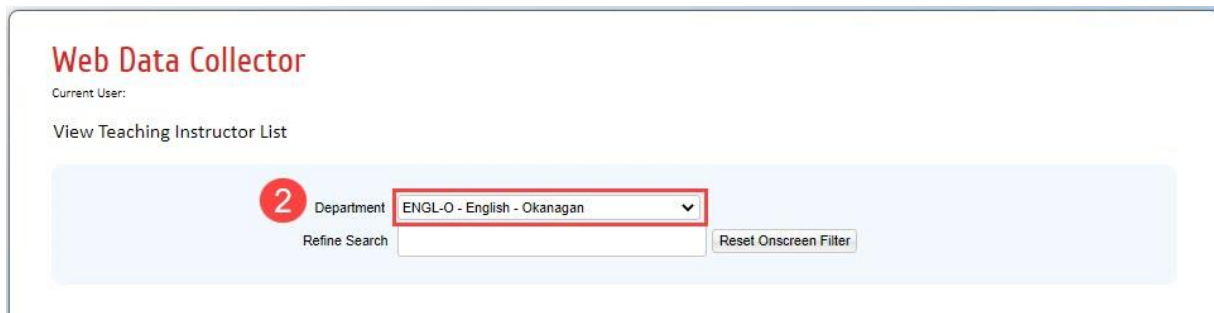
## 6. Confirm Teaching Instructors

In order for teaching instructors to be assigned to course sections, their teaching status must be set to Confirmed-Offered. Note that, in order for instructor’s names to appear in WDC they must have an active UBCO assignment in Workday.

**STEP 1:** Select "Teaching Instructors" from the Main Menu.























**STEP 2:** The View and Update Teaching Instructor details window will open. Select “Department” from the drop-down list. The "Teaching Instructor Details List" will populate with all instructors assigned to the department.



**STEP 3:** In the "Status" column, instructors are defaulted to "Pending Confirmation". Use the drop-down box to change the status for each instructor in the list to either "Confirmed" or "Not Teaching".

View and Update Teaching Instructor Details

Employee ID	Name	Status
ENGL.Staff02	ENGL, Staff 02	Pending Confirmation  
ENGL.Staff03	ENGL, Staff 03	Pending Confirmation  
ENGL.Staff04	ENGL, Staff 04	Pending Confirmation  
ENGL.Staff05	ENGL, Staff 05	Pending Confirmation  
ENGL.Staff06	ENGL, Staff 06	Pending Confirmation  
ENGL.Staff07	ENGL, Staff 07	Pending Confirmation  
ENGL.Staff08	ENGL, Staff 08	Pending Confirmation  
ENGL.Staff09	ENGL, Staff 09	Pending Confirmation  
ENGL.Staff10	ENGL, Staff 10	Pending Confirmation  
ENGL.Staff11	ENGL, Staff 11	Pending Confirmation  

### View and Update Teaching Instructor Details

Employee ID	Name	Status	
ENGL.Staff02	ENGL, Staff 02	Confirmed 	
ENGL.Staff03	ENGL, Staff 03	Pending Confirmation 	
ENGL.Staff04	ENGL, Staff 04	<div> <div>Pending Confirmation</div> <div>Not Teaching</div> <div><b>Confirmed</b></div> <div>Pending Confirmation</div> </div> 	
ENGL.Staff05	ENGL, Staff 05	Pending Confirmation 	
ENGL.Staff06	ENGL, Staff 06	Pending Confirmation 	

**STEP 4:** Once you have updated the status for each instructor in the department, select "Save" at the bottom of the screen. When updates are complete no Teaching Instructor should have the status of "Pending Confirmation".

## 6.1 Teaching Instructor Availability

**Departments are responsible for entering scheduling details including days and times for summer courses. Teaching Instructor Availability is not entered for Summer Session scheduling.**

### 6.1.1 Troubleshooting Teaching Instructors

- If a teaching instructor is not available to be assigned to a class section in the Section details tab, check the Teaching Instructor tab to ensure that their status has been switched to "Confirmed".
- Teaching instructors must have an active UBCO assignment and correct job code in Workday for their name to be made available in Scientia for course section assignment. If you have confirmed that the instructor has an active job code and their name is missing from the teaching instructor list, please contact [academic.scheduling@ubc.ca](mailto:academic.scheduling@ubc.ca).

Teaching Instructor Information is now complete.

Return to the Main Menu

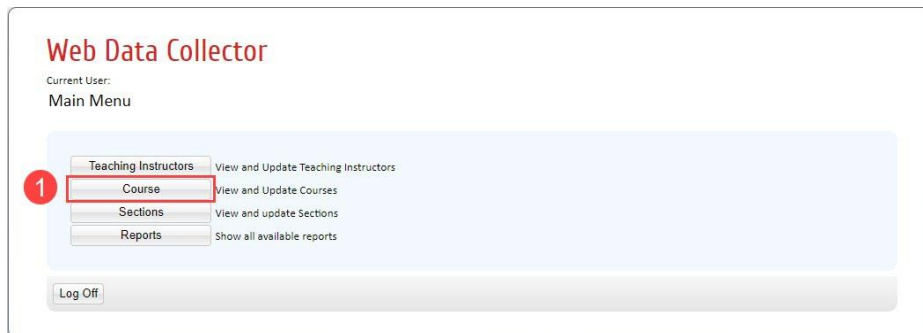
## 7. Course Information

In this part of WDC you will indicate which courses are running for the upcoming academic session. You must complete this step before being able to review and update any section information.

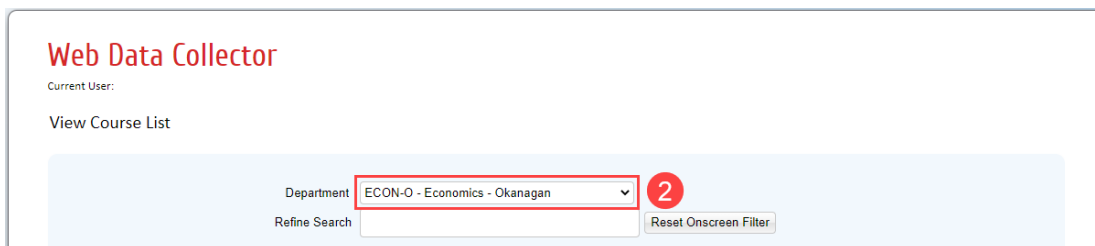
Courses offered in the previous Summer session will have a status of "Action Pending" and need to be updated to either "Confirmed-Offered" or "Not Offered". Course that were not offered in the previous Summer session will have a status of "Not Offered" and need to be updated to "Confirmed-Offered" if required.

**\*WARNING:** Courses left in an "Action Pending" state will not import into Scientia and will not be available for scheduling. It is important to ensure all courses are changed to "Confirmed Offered" or "Not Offered".

**STEP 1:** From the Main Menu select the "Course" tab.



**STEP 2:** The View and Update Course Details window will open. Select your department course subject code from the drop-down list. The list of courses that fall under that code will populate below.



**STEP 3:** Update the status for each course from “Action Pending”. Both “Confirmed-Offered” and “Not Offered” refer to the upcoming academic session only. If a course is not being offered for the upcoming session select “Not Offered”. If a course is being offered for the upcoming session select “Confirmed-Offered”.

#### View and Update Course Details

Course Code	Short Title	Credit	Status
ECON 101-S	Principles of Microeconomics	3	Confirmed - Offered
ECON 102-S	Principles of Macroeconomics	3	Confirmed - Offered
ECON 122-S	INTRO ECON HIST	3	Not Offered
ECON 204-S	INT MICROEC ANYL	3	Not Offered
ECON 205-S	INT MACROEC ANYL	3	Not Offered
ECON 260-S	POVERTY& INEQUAL	3	Action Pending
ECON 261-S	Economics of Developing Countri	3	Action Pending
ECON 295-S	Managerial Economics	3	Confirmed - Offered
ECON 297-S	ECON OF SPORTS	3	Not Offered
			Action Pending

3

**STEP 4:** Ensure you click save after each update to a course status.

#### 7.1 A course may not appear in WDC for one of the following reasons:

- Course is a newly approved Senate course not yet entered into Curriculum Management and is not available for scheduling
- Courses not offered in the last four years are no longer transferred from Curriculum Management to the scheduling system
- Please email [academic.scheduling@ubc.ca](mailto:academic.scheduling@ubc.ca) for assistance.

#### 7.2 Variable Credit Courses Requiring a Detail Code

Variable credit courses have credit values that vary within a range (ex: 1 to 6 credits) or between two set values (ex: 3 to 6 credits). Versions can also be used for experiential courses where the title for each version is different. Although the versions may have the same credit value, the subject may differ, in which case each version represents a different topic.



When confirming courses in WDC, be aware of courses with multiple credit offerings. Double check the "Course Code", "Short Title" and number of "Credits" to ensure the correct course is "Confirmed- Offered".

View and Update Course Details

Course Code	Short Title	Credit	Status
SOCI 434A-S	DIRECTED STUDIES	3	Action Pending ▼
SOCI 434B-S	DIRECTED STUDIES	6	Action Pending ▼
SOCI 434C-S	DIRECTED STUDIES	3	Action Pending ▼
SOCI 434-S	DIRECTED STUDIES	6	Action Pending ▼
SOCI 446-S	SOCIOLOGY SPORT	3	Action Pending ▼
SOCI 450-S	Sociology of India	3	Action Pending ▼

If you require a variable credit course with a new detail code version, topic, or a different credit value, please contact [academic.scheduling@ubc.ca](mailto:academic.scheduling@ubc.ca).

Course Information is now complete.

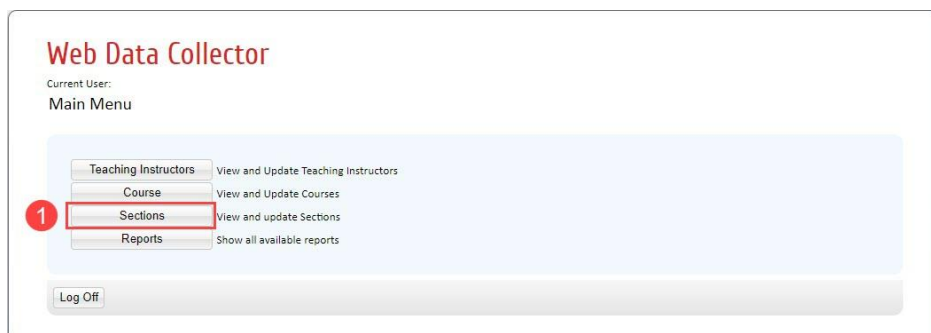
Return to the Main Menu

## 8. Section Information

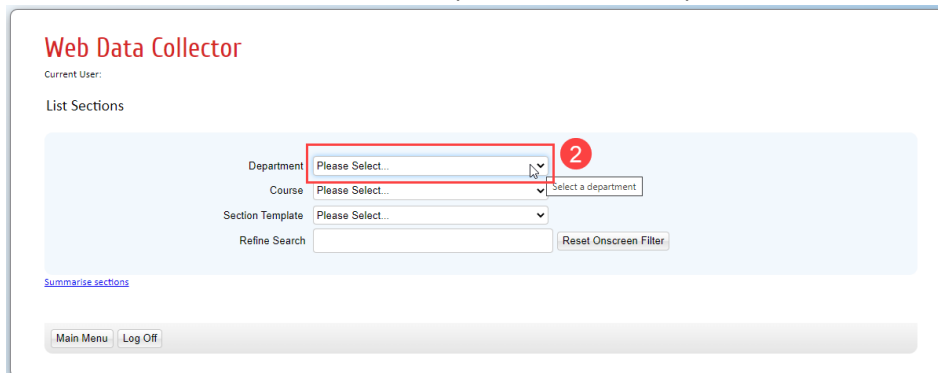
In this part of WDC you will create new section templates and new course sections and you can view and update existing sections.

Scheduling criteria that can be added and/or modified in the Section tab includes: section size, duration, repeating pattern, schedule type, assign teaching instructor, location requirements and cross-listed courses.

**STEP 1:** From the Main Menu select the “Sections” tab.



**STEP 2:** The List Sections screen will open. Select the “Department” from the dropdown list.



Web Data Collector

Current User:

List Sections

Department Please Select... 2

Course Please Select... Select a department

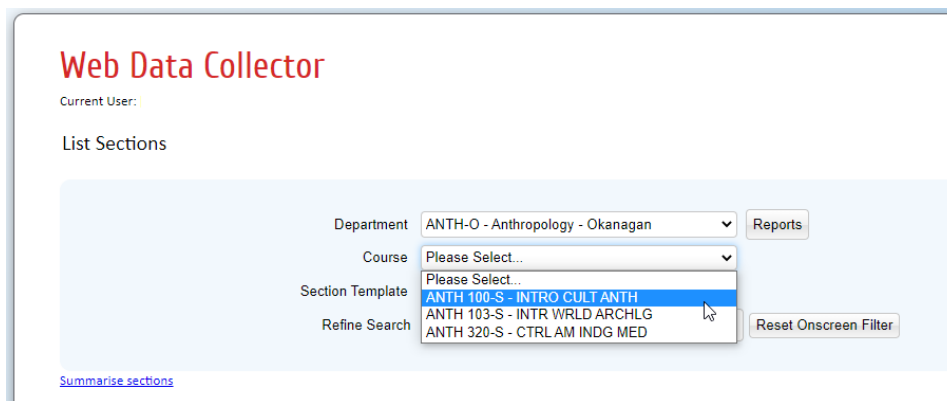
Section Template Please Select...

Refine Search Reset Onscreen Filter

[Summarise sections](#)

Main Menu Log Off

**STEP 3:** Select the “Course” button. NOTE: only courses that have been set to "Confirmed-Offered" in the Course tab will appear in the dropdown list.



Web Data Collector

Current User:

List Sections

Department ANTH-O - Anthropology - Okanagan Reports

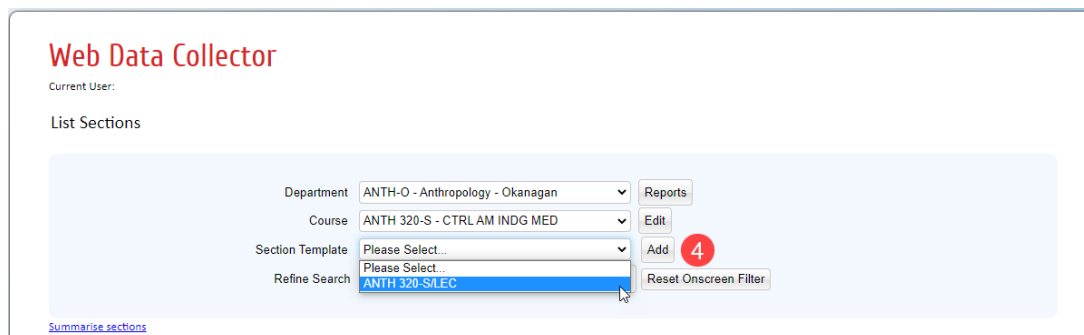
Course Please Select... Please Select...

Section Template ANTH 100-S - INTRO CULT ANTH

Refine Search ANTH 103-S - INTR WRLD ARCHLG ANTH 320-S - CTRLAM INDG MED Reset Onscreen Filter

[Summarise sections](#)

**STEP 4:** All existing Section Templates are available in the "Section Template" dropdown list. If no additional Section Template types are required, proceed to [Generate Sections](#) below.



Web Data Collector

Current User:

List Sections

Department ANTH-O - Anthropology - Okanagan Reports

Course ANTH 320-S - CTRLAM INDG MED Edit

Section Template Please Select... Please Select... Add 4

Refine Search ANTH 320-S/LEC Reset Onscreen Filter

[Summarise sections](#)

If a specific instructional format is missing from the section template dropdown list, you can create a new section template type based on approved instructional formats.

**STEP 5:** Select “Add” beside the Section Template dropdown. The “Add” button is used to create a new template type, it is not used for adding new course sections.

**Web Data Collector**  
Current User:

List Sections

Department: ANTH-O - Anthropology - Okanagan Reports  
Course: ANTH 320-S - CTRLAM INDG MED Edit  
Section Template: Please Select... **Add** **5**  
Refine Search Res Add a new template

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Duration	Section Size	Weeks	
ANTH 320-S/LEC/001	001			01:00	40	46-51	Edit Delete

Main Menu Log Off

**STEP 6:** The "List Section Template Details" view will populate. Select the new "Template Type" from the dropdown list. DO NOT edit the section details at the Template Type level.

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

List Section Template Details

Name: ANTH 100-W/IND  
Description: INTRO CULT ANTH  
Template Type: IND **6**  
Duration (HH:MM): IND

Save Save and Close  
Main Menu Log Off

- IND
- INT
- LAB
- L-L
- RSH
- SEM
- THS
- TUT
- W-L
- WRK

**STEP 7:** Click "Save and Close" to save your changes and return to the List Sections window.

## 8.1 Generate a New Section from Template

When generating new sections ensure you **ONLY** generate the number of sections that you need.

**STEP 1:** Select the "Section Template" for the instructional format you want to generate a section from the dropdown list (i.e. LEC, LAB, EXP). The Summarise Sections list will populate with existing course sections of the selected template.

**Web Data Collector**  
Current User:

List Sections

Department: ANTH-O - Anthropology - Okanagan  
Course: ANTH 320-S - CTRL AM INDG MED  
Section Template: ANTH 320-S/LEC  
Refine Search:

Reports Edit 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	
ANTH 320-S/LEC/001	001			01:00	40	46-51	Edit Delete

Main Menu Log Off

**STEP 2:** To add course sections of the selected template type, select "Generate".

**Web Data Collector**  
Current User:

List Sections

Department: ANTH-O - Anthropology - Okanagan  
Course: ANTH 320-S - CTRL AM INDG MED  
Section Template: ANTH 320-S/LEC  
Refine Search:

Reports Edit Edit Add **Generate** Generate activities from this template Reset Onscreen Filter

**STEP 3:** The "Generate Sections from the Section Template" screen will appear at the bottom. In the "Sections to Generate" field, type in the number of templates you want to generate.

**Web Data Collector**  
Current User:

List Sections

Department: ANTH-O - Anthropology - Okanagan  
Course: ANTH 320-S - CTRL AM INDG MED  
Section Template: ANTH 320-S/LEC  
Refine Search:

Reports Edit Edit Add Generate

Generate Sections from the Section Template

Course Size:   
Section Template Size:   
Sections to generate:  **Generate Sections** Cancel

**STEP 4:** Select "Generate Sections". The "List Sections" screen will refresh and the list of course sections will show the new sections generated, along with all existing course sections.

**Web Data Collector**  
Current User:

List Sections

Department: APSC-O - Applied Science - Okanagan Reports

Course: APSC 169-W - SUST ENGR DESIGN Edit

Section Template: APSC 169-W/LEC Edit Add Generate

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	
APSC 169-W/LEC/001				00:30	0	1-52	Edit Delete
APSC 169-W/LEC/002				00:30	0	1-52	Edit Delete
APSC 169-W/LEC/201	201			01:00	40	21-26,28-34	Edit Delete
APSC 169-W/LEC/202	202			00:30	0	21-26,28-34	Edit Delete

Main Menu Log Off

## 8.2 Delete Sections

Sections should be deleted from WDC if they will not be offered in the upcoming session. NOTE: All sections must be published and have enrolment in order to retain location assignment once scheduled.

**\*Warning:** Course sections that are deleted cannot be recovered. If a course section is inadvertently deleted a new course section will need to be generated.

Deleting sections for the purpose of re-adding and assigning a preferred section id number is not recommended. In this scenario, it is important to consider that all existing section controls information such as seat pools, hard pre-reqs, section publish notes, and linking to secondary and tertiary activities will need to be re-added to new course sections.

**STEP 1:** Select "Sections" from the Main Menu. The "List Sections" screen will populate.

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

Main Menu

Teaching Instructors View and Update Teaching Instructors

Course View and Update Courses

**Sections View and update Sections**

Reports Show all available reports

Manage Locks Manage User Concurrency Locks

Manage Users Log Off

**STEP 2:** Select the department from the "Department" dropdown list.

**STEP 3:** Select the course from the "Course" dropdown list. The "Summarise sections" list will populate below with all instructional formats.

**STEP 4:** You can also select the "Section Template" from the dropdown list to display only the selected templates.

**STEP 5:** Select "Delete" beside the course section you want to remove.

**Web Data Collector**  
Current User:

List Sections

2 Department: MATH-O - Mathematics - Okanagan  
3 Course: MATH 101-S - INT CALC AP PH S  
4 Section Template: Please Select...

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	
MATH 101-S/LAB/L1A	L1A	Mon	15:00	01:00	20	39,41,43	Edit Delete 5
MATH 101-S/LAB/L1B	L1B			01:00	20	40,42,44	Edit Delete
MATH 101-S/LEC/001	001	Wed,Fri	10:00	03:30	30	46-51	Edit Delete

Main Menu Log Off

## 8.3 Edit a New or Existing Section

When editing sections, it is important to include the following: section ID, size, duration, repeats, term (weeks), room requirements, teaching instructor, and cross-listing requirements for each course.

### 8.3.1.1 Cross-listed Courses

When cross-listing courses, only the "Section ID", "Size" and "Weeks" should be added to each course section prior to cross-listing, please review the Cross-Listing Sections page for more information.

**STEP 1:** From the Main Menu, select the "Sections" tab, and the List Sections window will populate.

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

Teaching Instructors View and Update Teaching Instructors  
Course View and Update Courses  
Sections View and update Sections  
Reports Show all available reports  
Manage Locks Manage User Concurrency Locks

Manage Users Log Off

**STEP 2:** Select the department from the "Department" dropdown list.

**STEP 3:** Select the course from the "Course" dropdown list. The "Summarise sections" list will populate below with all existing course sections.

**STEP 4:** You can also select the "Section Template" from the dropdown list to display only the selected templates.

**STEP 5:** Select "Edit" to the right of the course section and the Details Tab screen will open.

**Web Data Collector**

Current User:

List Sections

2 Department: BIOL-O - Biology - Okanagan Reports

3 Course: BIOL 116-S - BIOL SCI MAJOR I Edit

4 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	
BIOL 116-S/LAB/L01	L01			02:00	10	39-44	5 Edit Delete
BIOL 116-S/LEC/001	001	Mon,Wed,Fri	12:00	01:00	20	39-44	Edit Delete

Main Menu Log Off

### 8.3.2 Edit Section Details

**NOTE:** As a starting point, WDC is already populated with the timetable information and criteria from the previous Summer session. To make any desired changes to your existing section information, follow steps below.

**STEP 1:** In the "List Sections" window select "Edit" beside the course section, and the "Detail" tab will open.

**Web Data Collector**

Current User: [EAD\debi] Debbie Krietz

List Sections

Department: COSC-O - Computer Science - Okanagan Reports

Course: COSC 310-W - SFTWR ENG Edit

Section Template: COSC 310-W/LEC Edit Add Generate

Refine Search: Reset Onscreen Filter

[Summarise sections](#)

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Type	Repeats	Duration	Section Size	Weeks	
COSC 310-W/LEC/101	101			On Campus	1	03:00	160	3-11,13-16	Edit Delete

Main Menu Log Off

**STEP 2:** For a newly created section, the Section ID will be blank. Enter **exactly** three characters (letters and /or numbers) in the field beside "Section". Section IDs should be assigned sequentially.

**NOTE:** the 'Name' field will auto populate once the section ID is entered and cannot be edited.



Web Data Collector

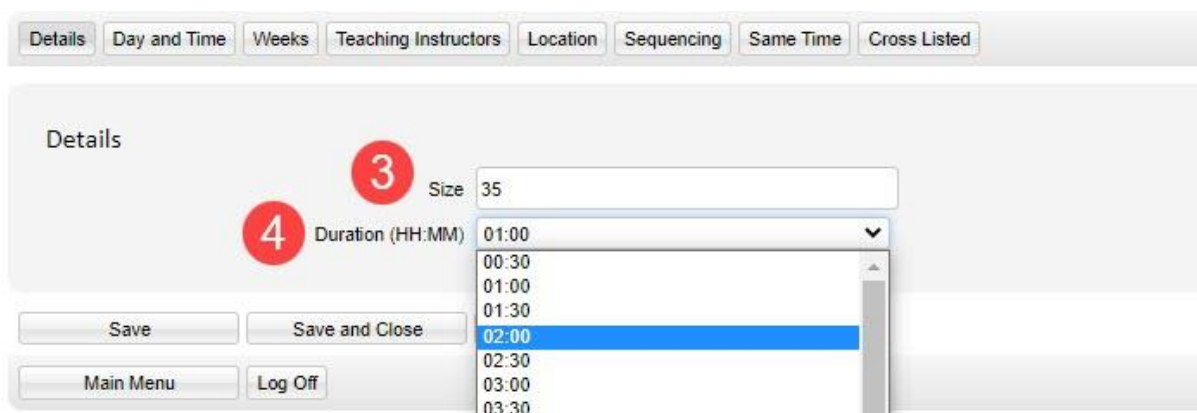
Current User:

Edit Section Details

Name	COSC 310-S/LEC/001
Template	COSC 310-S/LEC
Description	SFTWR ENG
Section	001

**STEP 3:** Type the predicted enrolment for the section in the "Size" field. For sections in restricted spaces, do not increase the size larger than the capacity of the restricted room.

**STEP 4:** Select the "Duration" from the dropdown list. This is the duration that the class meets on a given day and not the total duration the class meets per week (e.g. a class meeting M and W for 1.5 hours each day has a duration of 01:30, not 03:00).



Details | Day and Time | Weeks | Teaching Instructors | Location | Sequencing | Same Time | Cross Listed

Details

Size 35

Duration (HH:MM)

- 01:00
- 00:30
- 01:00
- 01:30
- 02:00
- 02:30
- 03:00
- 03:30

Save Save and Close

Main Menu Log Off

**STEP 5:** Click "Save" prior to moving to the "Day and Time" tab.



### 8.3.3 Edit Section Day and Time

In the Summer Session departments are responsible for entering the days and times that course sections are to be scheduled.

1. Select the “Day of Week” days that the course section will be scheduled.
2. Select the “Start Time” from the dropdown list.
3. Enter the “Schedule Type”:
  - Asynchronous: A course section being offered without a scheduled day, time or location.
  - On Campus (Fixed Day Time): course sections will be scheduled with the selected days, times, locations (as required), and staff (as required).
  - Online Synchronous (Fixed Day Time): A course section being offered online, with a scheduled day and time.

All course sections default to “Asynchronous” schedule type in WDC and will need to be updated. Follow the steps listed below for changing schedule type.

**\*IMPORTANT: All course sections default to “Asynchronous” schedule type in WDC and will need to be updated. Follow the steps listed below for changing schedule type.**

The screenshot shows the 'Day and Time' tab in the WDC interface. At the top, there is a navigation bar with tabs: Details, Day and Time (selected), Weeks, Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. Below this, the main section is titled 'Set the suggested day and time of the section'. It contains the following fields:

- Day of Week:** A row of checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun.
- Start Time:** A dropdown menu currently showing 'No Fixed Time'.
- Schedule Type:** A dropdown menu with 'Asynchronous' selected. This dropdown is highlighted with a red rectangular box.
- Repeats:** A text input field containing the number '2'.

At the bottom of the form, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

### 8.3.3.1 On Campus (Fixed Day Time)

**STEP 1:** Select "Fixed Day Time (Preset Time)" from the "Scheduled Type" dropdown list.

**STEP 2:** Click on the box beside the day(s) of the week that you want the section to run.

**STEP 3:** Select the "Start Time" from the dropdown list.

Details Day and Time Weeks Teaching Instructors Location Sequencing Same Time Cross Listed

Set the suggested day and time of the section

2 Day of Week ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

3 Start Time No Fixed Time

1 Schedule Type On Campus (Fixed Day/Time)

Repeats

4 Save Save and Close Cancel

Main Menu Log Off

**STEP 4:** Click "Save" before continuing to the "Weeks" tab.

### 8.3.3.2 Online Synchronous (Fixed Day and Time)

**STEP 1:** Select "Fixed Day Time (Preset Time)" from the "Schedule Type" dropdown list.

**STEP 2:** Click on the box beside the day(s) of the week that you want the section to run.

**STEP 3:** Select the "Start Time" from the dropdown list.

Details Day and Time Weeks Teaching Instructors Location Sequencing Same Time Cross Listed

Set the suggested day and time of the section

2 Day of Week ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

3 Start Time No Fixed Time

1 Schedule Type Online Synchronous (Fixed Day/Time)

Repeats

4 Save Save and Close Cancel

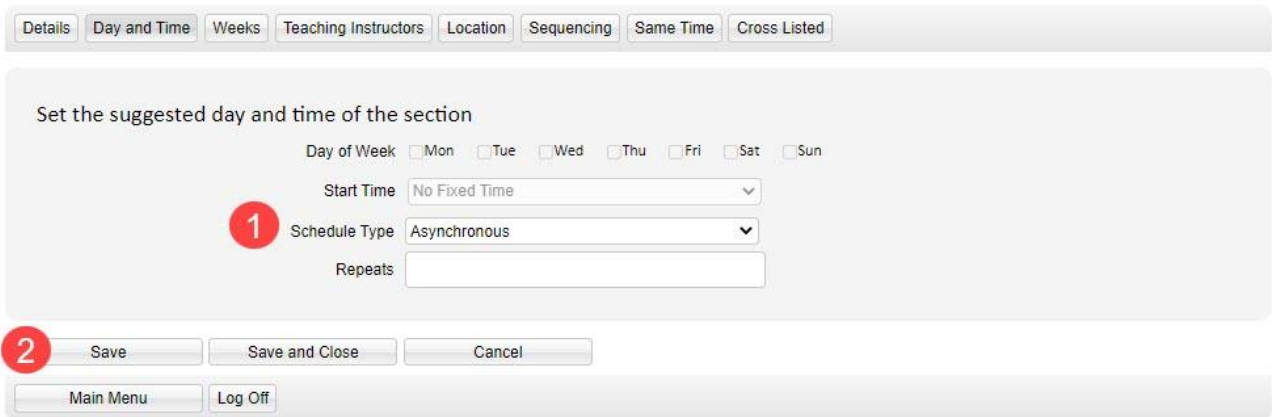
Main Menu Log Off

**STEP 4:** Select "Save" before continuing to the "Weeks" tab.

### 8.3.3.3 Asynchronous (No Scheduled Meeting)

**STEP 1:** For course sections with no scheduled days and times set the "Schedule Type" in the dropdown list to "Asynchronous".

**STEP 2:** Click "Save" before continuing to the "Weeks" tab.



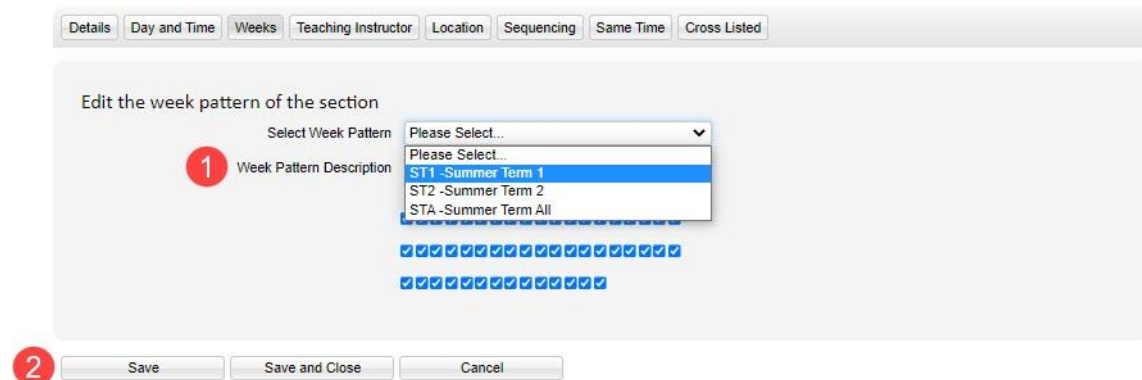
### 8.3.4 Edit Section Weeks

The weeks in WDC are determined by the Academic Scheduling software database. The first week of Term 1 is considered "Week 3" in WDC.

**STEP 1:** It is important to select a week pattern from the available list. If a week pattern is not selected the course will default to occur in 1-52 weeks. In the "Weeks" tab, click the "Select Week Pattern" dropdown list.

In the example below, Term 1 has been selected. The week pattern boxes will update with the appropriate weeks checked for the selected term.

**STEP 2:** Click "Save" before continuing to the "Teaching Instructor" tab.



#### 8.3.4.1 Summer Week Patterns

- ST1 - Summer Term 1 – standard meeting weeks
- ST2 - Summer Term 2 – standard meeting weeks
- STA - Summer All (May to August) – standard meeting weeks

#### 8.3.4.2 Non-Standard Term Dates

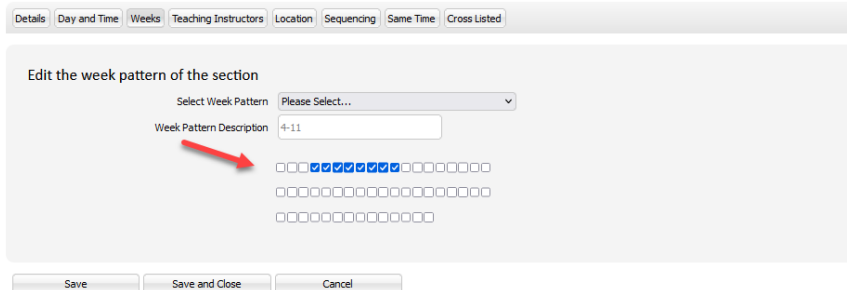
If the week pattern for the course section does not follow the standard term dates follow the steps below to enter a custom week pattern in WDC:

**STEP 1:** In the "Weeks" tab, use your mouse to hover over the small boxes below the "Week Pattern Description".

**STEP 2:** The date of the start of the associated week will populate above the box.

**STEP 3:** Click the checkboxes to select the required weeks.

**STEP 4:** Once all weeks have been selected, click "Save".



#### 8.3.5 Edit Section Teaching Instructor

The Teaching Instructor tab is used to attach the primary teaching instructor that is physically teaching the class section. Teaching Instructors will not appear in the "Teaching Instructors" tab unless they have been "Confirmed".

**STEP 1:** Select the name of the teaching instructor from the "Teaching Instructors Requirement" and use the arrow button to move the name over to the "Selected Teaching Instructor(s)" field on the right.

**\*IMPORTANT:** if a teaching instructor requirement is not known and "0:NoStaff" and "None" are not assigned, the system will randomly assign a teaching instructor to the course section. This may result in scheduling conflicts that will not allow for a course section to be scheduled. If an instructor name is not available to be assigned in WDC, but the instructor is known, please use a placeholder staff to represent the instructor's workload.

**\*NOTE:** Instructors should only be assigned to Secondary and Tertiary teaching activities (LAB, SEM, TUT, etc.) if they are actually instructing the activity. If the activity will be TA taught, the instructor should not be added. Adding the instructor to these activities causes all Scheduling Rules and constraints to be applied to these sections. The system will try to keep every activity conflict with the instructor, will maintain the instructors research day (meaning there is one day per week that no courses can be scheduled on) and generally over constrain the secondary and tertiary activities. If the instructor is not teaching these activities they should be set to "0:No Staff".

**STEP 2:** The "Number of Teaching Instructors" field will update to display "Use Preset Staff".

The screenshot shows the 'Teaching Instructors' tab with several fields and lists. The 'Number of Teaching Instructors' field is set to 'Use Preset Staff', indicated by a red arrow. A red circle with the number '1' is next to the 'Teaching Instructors Requirement' field. The 'All Teaching Instructors Available' list contains names like ANTH, Staff 01, ANTH, Staff 02, ANTH, Staff 10, Cho, John, De Burgos, Hugo, Frohlick, Susan, Geary, David, and Gordon, Ross. The 'Selected Teaching Instructor(s)' list contains 'Forsman, Natalie'.

**STEP 3:** If the teaching instructor requirement is not known, assign "0:NoStaff" and confirm that the "Number of Teaching Instructors" is set to "None." For Winter Session, Placeholder Instructors are available.

The screenshot shows the 'Teaching Instructors' tab. The 'Number of Teaching Instructors' field is highlighted with a red box and contains the value 'None'. A red circle with the number '3' is next to the 'All teaching instructor suitabilities' list, which contains '0: NoStaff'. The 'Selected teaching instructor suitabilities' list is empty. The 'All Teaching Instructors Available' list is empty, and the 'Selected Teaching Instructor(s)' list is empty.

**STEP 4:** Click "Save" before continuing to the "Location" tab.

### 8.3.6 Edit Section Location

The Location Tab is used to communicate whether a course section should be scheduled with no location, in general use classroom space, department restricted space, and if there are any special room requirements requested (equipment).

**\*WARNING:** If number of rooms is set to "None" and a suitability other than "0:NoLocation" is selected it will not be assigned a location regardless of assigned suitability.

### 8.3.6.1 No Location

**STEP 1:** Select "None" from the "Number of Rooms" dropdown list.

**STEP 2:** Select "0:NoLocation" from the "Location suitabilities" and use the arrow buttons to move it to the "Selected Location Suitabilities" field on the right.

**STEP 3:** Click "Save" at the bottom of the window.

Details Day and Time Weeks Teaching Instructors Location Sequencing Same Time Cross Listed

**Location**

Number of Rooms: None (1)

**Location Suitabilities**

All Location suitabilities

- RT: Classroom
- RT: Computer Lab
- RT: Computer Lab - Mac
- RT: Laboratory - Dry
- RT: Laboratory - Wet
- RT: Restricted Space

Selected location suitabilities (2)

- 0: NoLocation

**Equipment Types**

All Equipment Types

- F: AC Power to 100% of Seats
- F: Chalkboard
- F: DVD/Blu-ray
- F: Tables
- F: Tables - Moveable
- F: Video Conferencing / Distributed Learning

Selected Equipment Types

**Other possible suitabilities**

Other selected suitabilities

- Subject: Rooms Available to ANTH
- Subject: Rooms Available to APSC
- Subject: Rooms Available to ARTH
- Subject: Rooms Available to ASTR
- Subject: Rooms Available to BIOC
- Subject: Rooms Available to BIOL
- Subject: Rooms Available to CHEM

**Location Requirement**

All locations available

Selected locations

3 Save Save and Close Cancel

### 8.3.6.2 General Use Space

**STEP 1:** Select "1" from the "Number of Rooms" dropdown list. Sections can only be assigned 1 room or none.

**STEP 2:** Select a "Location Suitability" and use the arrow buttons to move it to the "Selected Location Suitabilities" field on the right.

**STEP 3:** Select any required "Equipment Types" and use the arrow buttons to move it to the "Selected Equipment Types" field on the right.

**STEP 4:** Click "Save" at the bottom of the window.

**\*WARNING:** Selecting multiple equipment types is not recommended. If multiple equipment types are selected there will be fewer locations that meet the location requirement. Only select Equipment Types for a specific need such as moveable tables - the larger the section the fewer rooms available with moveable tables and it is less likely the section will get scheduled.

### 8.3.6.3 Restricted Space

**STEP 1:** Select "1" from the "Number of Rooms" dropdown list. Sections can only be assigned 1 room or none.

**STEP 2:** Select "RT: Restricted Space" in the "Location Suitability" and use the arrow button to move it to the "Selected Location Suitabilities" field on the right.

Location

1 Number of Rooms 1

2 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

Selected Equipment Types

**STEP 3:** From "Other possible suitabilities" search for rooms available to your department and use the arrow button to move it to the "Other selected suitabilities" field on the right.

**STEP 4:** The "Location Requirements" will populate with all rooms restricted to the selected department. Select the restricted space and use the arrow to move the location to "Selected locations" on the right.

**STEP 5:** Click "Save" at the bottom of the window before continuing to the "Sequencing" tab.

Other possible suitabilities

Subject: Rooms Available to ANTH  
Subject: Rooms Available to APSC  
Subject: Rooms Available to ARTH  
Subject: Rooms Available to ASTR  
Subject: Rooms Available to BIOC  
Subject: Rooms Available to BIOL  
Subject: Rooms Available to CHEM

Other selected suitabilities

Subject: Rooms Available to VISA

4 Location Requirement

All locations available

ADM U26  
CCS 123  
CCS 124  
CCS 144  
CCS 221  
CCS 222  
CCS 224

Selected locations

5

Save Save and Close Cancel



\*\*\*Tip: Check the locations available in the Location Requirement after you have selected your location suitability and Equipment Type. Below, we have classroom selected as the location suitability and we have not selected any equipment types. In Location Requirement, you will see a list of the classrooms that meet the selected requirements.

A specific general classroom cannot be selected – the list shows all the possibilities that may be available.

The screenshot displays the 'Location' configuration section of the WDC interface. It features several interactive elements:

- Number of Rooms:** A dropdown menu set to '1'.
- Location Suitabilities:** A list of options including '0: NoLocation', 'RT: Computer Lab', 'RT: Computer Lab - Mac', 'RT: Laboratory - Dry', 'RT: Laboratory - Wet', and 'RT: Restricted Space'. The 'RT: Classroom' option is selected and moved to the 'Selected location suitabilities' list.
- All Equipment Types:** A list of options including 'F: AC Power to 100% of Seats', 'F: Chalkboard', 'F: DVD/Blu-ray', 'F: Tables', and 'F: Video Conferencing / Distributed Learning'. The 'F: Tables - Moveable' option is selected and moved to the 'Selected Equipment Types' list.
- Other possible suitabilities:** A list of subject-specific room availability options, such as 'Subject: Okanagan Rooms Available to ANTH', 'Subject: Okanagan Rooms Available to APSC', 'Subject: Okanagan Rooms Available to ARTH', 'Subject: Okanagan Rooms Available to ASTR', 'Subject: Okanagan Rooms Available to BIOC', 'Subject: Okanagan Rooms Available to BIOL', 'Subject: Okanagan Rooms Available to CHEM', and 'Subject: Okanagan Rooms Available to COSC'.
- All locations available:** A list of room numbers including 'ART 102', 'ART 104', 'ART 106', 'ART 108', 'ART 110', 'ART 112', 'ART 202', and 'ART 203'. This list is highlighted with a red border.
- Selected locations:** An empty list for the final selection.

### 8.3.7 Applying Sequencing

**Departments are responsible for entering scheduling details including days and times for summer courses. Sequencing is not entered for Summer Session scheduling.**

### 8.3.8 Applying Same Time

**Departments are responsible for entering scheduling details including days and times for summer courses. Same time is not entered for Summer Session scheduling.**

### 8.3.9 Cross-listed Course Sections

Cross-listing sections joins two or more different sections together so they are taught in the same room, at the same time, with the same instructor. Scientia refers to cross-listed sections as Jointly Taught Activities, or JTA's.

Your existing JTA's will be populated in WDC. Either department can make edits to a JTA the same as any other section. However, only the primary department (the one who originally joined the sections together to create the JTA) can split a JTA back into its original sections.

Complete the following steps to create a new cross-listed section:

#### 8.3.9.1 Add Section ID & Size

**STEP 1:** After selecting "Edit" beside the course section, the "Detail" tab will populate. Enter the Section ID in the field beside "Section". Section IDs should be assigned sequentially. *Please note: the "Name" field will auto populate once the section ID is entered and cannot be edited.*

**Web Data Collector**

Current User:

**Edit Section Details**

Name: CHEM 111-W/LEC/001

Template: CHEM 111-W/LEC

Description: Introductory Chemistry I

Section: 001

**STEP 2:** Type the maximum enrolment for the course section in the "Size" field.

**STEP 3:** Click "Save" before continuing to the "Weeks" tab.

**Details**

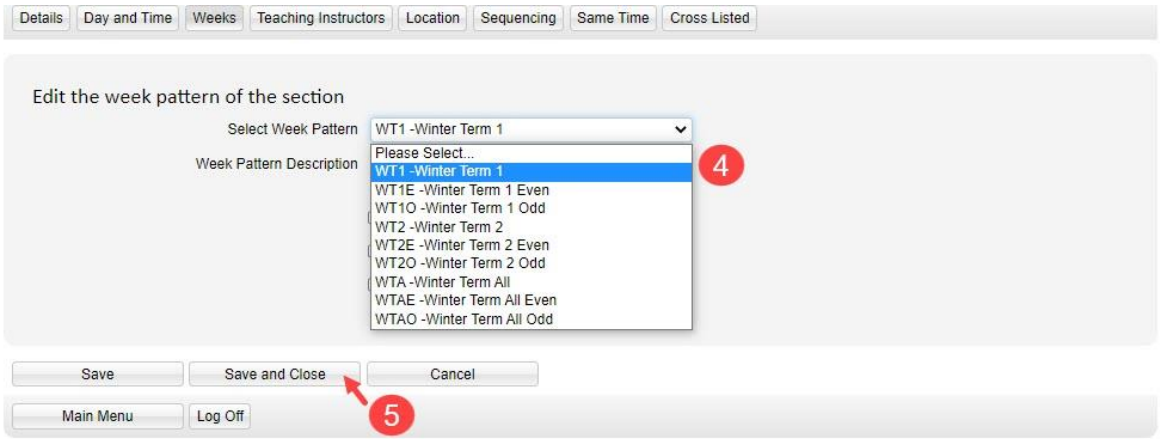
Size: 60

Duration (HH:MM): 00:30

**Buttons:** Save, Save and Close, Cancel, Main Menu, Log Off

### 8.3.9.2 Add Week Pattern

**STEP 4:** In the "Weeks" tab click the "Select Week Pattern" dropdown list. The available week patterns represent the standard terms. If your cross-listed courses are running with non-standard term dates, please see the [Weeks tab section](#) for more information on creating a Custom Week Pattern.



The screenshot shows a web interface for editing a section's week pattern. At the top, there are tabs: Details, Day and Time, Weeks (selected), Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. Below the tabs, the heading is "Edit the week pattern of the section". There are two labels: "Select Week Pattern" and "Week Pattern Description". A dropdown menu is open under "Select Week Pattern", showing a list of week patterns: "WT1 -Winter Term 1", "Please Select...", "WT1 -Winter Term 1", "WT1E -Winter Term 1 Even", "WT1O -Winter Term 1 Odd", "WT2 -Winter Term 2", "WT2E -Winter Term 2 Even", "WT2O -Winter Term 2 Odd", "WTA -Winter Term All", "WTAE -Winter Term All Even", and "WTAO -Winter Term All Odd". A red circle with the number "4" is next to the dropdown. Below the dropdown, there are three buttons: "Save", "Save and Close", and "Cancel". A red circle with the number "5" is next to the "Save and Close" button. At the bottom, there are two buttons: "Main Menu" and "Log Off".

**STEP 5:** After selecting the appropriate week pattern, click "Save & Close" to save your changes and return to the "List Sections" window.

**STEP 6:** Ensure only the Section ID, Size, and Week Pattern are updated on all of the course sections to be cross-listed. Continue to the next page for instructions on creating the JTA.

### 8.3.9.3 Cross-listing Courses between different Departments

Recommended Steps where Cross-listed sections are Offered Across Departments:

**STEP 1:** Each department is responsible for setting its course to 'Confirmed Offered'

**STEP 2:** Each department is responsible for generating a section and entering a section ID, planned size, and week pattern

**STEP 3:** Departments coordinate and determine who is the primary department

- The primary department will join the cross-listed sections together
- The primary department will split the cross-listed sections if required

**STEP 4:** Departments coordinate entry of cross-listing section scheduling requests

- Identification of teaching instructor
- Identification of teaching instructor unavailability and entry into WDC
- Coordinate Section ID
- Term, duration, number of meets, and schedule type

**STEP 5:** If you are responsible for creating the cross-listing and don't have access to all required departments, email [academic.scheduling@ubc.ca](mailto:academic.scheduling@ubc.ca) to request WDC access. Please ensure all required departments are copied in the email.

**STEP 6:** Once Academic Scheduling Services confirms the access you can follow the steps below.

#### 8.3.9.3.1 Create a Cross-listed Section

The Cross Listed tab is used to create a Jointly Taught Activity. Follow the steps below to cross-list course sections and create a Jointly Taught Activity (JTA).

**\*PLEASE NOTE:** The Week Pattern must be the same on all cross-listed course sections, but the Size for each course section creates the combined total for the course sections.

**STEP 1:** Select the primary course for the cross listing. The primary course is typically the course section with the largest number of seats or the course from the department from which the instructor belongs.

**STEP 2:** In the "Cross Listed" tab "New".

**Web Data Collector**

Current User:

**Edit Section Details**

1

Name: CHEM 111-W/LEC/001  
Template: CHEM 111-W/LEC  
Description: Introductory Chemistry I  
Section: 001

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

2

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

New Create a new JTA

Save Save and Close Cancel

Main Menu Log Off

**STEP 3:** Find possible candidates for joining by selecting the course code from the drop-down menu. Once you have selected the dropdown list arrow, you can type the course code to advance the selection to that department's courses.

Details | Day and Time | Weeks | Teaching Instructors | **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

3

CHEM 113-W  
CCS 506-W  
CCS 507-W  
CCS 510-W  
CCS 512-W  
CCS 551-W  
CCS 599-W  
CHEM 113-W  
**CHEM 121-W**  
CHEM 123-W  
CHEM 201-W  
CHEM 203-W  
CHEM 204-W  
CHEM 210-W  
CHEM 211-W  
CHEM 213-W  
CHEM 214-W  
CHEM 220-W  
CHEM 301-W  
CHEM 302-W  
CHEM 304-W

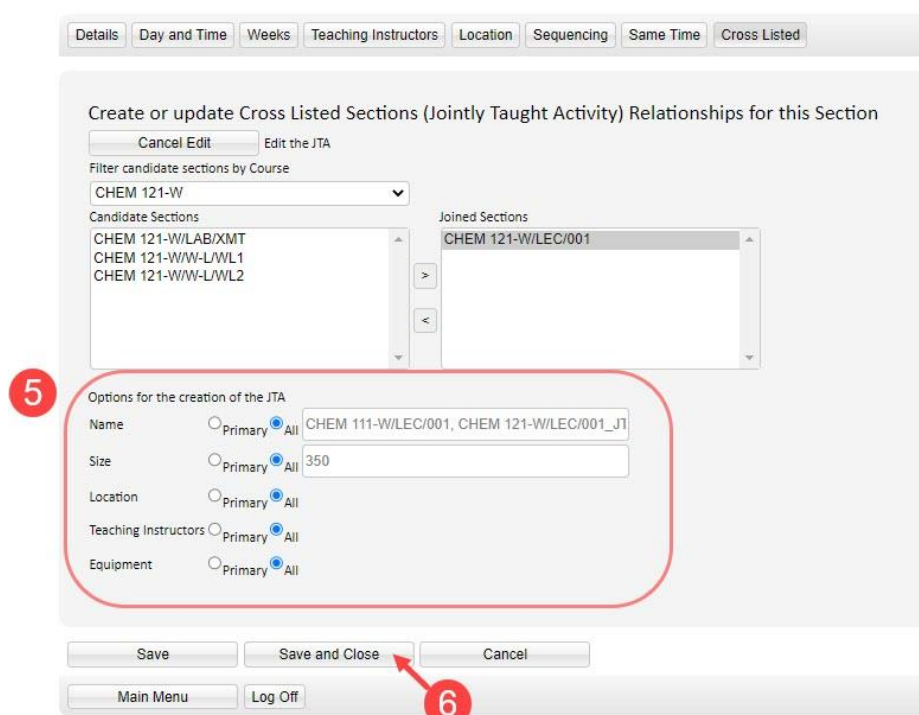
Joined Sections

**STEP 4:** Select the candidate course section you want to join and use the right arrow to move into the Joined Sections field.

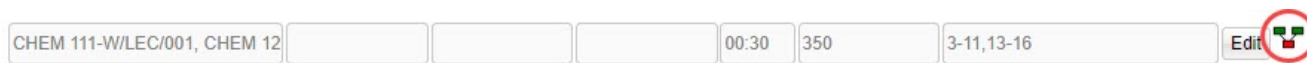


**STEP 5:** In the "Options for the creation of the JTA" ensure that "All" is selected for all categories. Selecting "All" will ensure that the section details are combined for all cross-listed sections.

**STEP 6:** Select "Save and Close".



**STEP 7:** After selecting "Save and Close" you will be returned to the List Sections. The cross listed section will now display with the below symbol:



**STEP 8:** Once all course sections have been added to the JTA, complete the remaining course scheduling details to include the duration, repeats, term (weeks), room requirements, and teaching instructor.

### 8.3.9.3.2 How to Split a JTA

Complete the following steps to split a cross-listed section:

From the Main Menu select Sections tab and from the "List Section" view, click "Edit:" on the cross-listed course section.

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

List Sections

Department: ASTR-O - Astronomy - Okanagan | Reports  
Course: ASTR 110-W - Astrophysics I | Edit  
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	Type	Repeats	Duration	Section Size	Weeks	
ASTR 110-W/LAB/L01,ASTR 111-V		Thu	14:30			03:00	20	3,5,7,9,11,13,15	<a href="#">Edit</a>
ASTR 110-W/LAB/L02,ASTR 111-V		Thu	18:30			03:00	20	3,5,7,9,11,13,15	<a href="#">Edit</a>
ASTR 110-W/LEC/001,ASTR 111-V					3	01:00	120	3-11,13-16	<a href="#">Edit</a>
ASTR 110-W/SEM/S01	S01			On Campus	1	01:00	20	3-11,13-16	<a href="#">Edit</a> <a href="#">Delete</a>
ASTR 110-W/W-L/WL1	WL1			On Campus		00:30	20	3-11,13-16	<a href="#">Edit</a> <a href="#">Delete</a>

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

**STEP 1:** Select the "Cross Listed" tab.

**STEP 2:** Click "Split" to split the JTA back into its original course sections.

**STEP 3:** "Save & Close" to save your changes and return to the "List Sections" window.

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

Edit Section Details

JTA Name: ASTR 110-W/LAB/L01,ASTR 111-W/LAB/L01\_JT

Details | Day and Time | Weeks | Teaching Instructors | Location | Sequencing | Same Time | **Cross Listed** 1

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

Parent Activities: ASTR 110-W/LAB/L01,ASTR 111-W/LAB/L01

2 **Split** Split the JTA back into its original activities

[Save](#) [Save and Close](#) 3 [Cancel](#)

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

### 8.3.10 Making Edits to an Existing Cross-listed Course Section

If you need to make and edit to an existing cross-list in WDC, the process varies depending on what information is being edited. Please see below for specific instructions on how to update cross-listed courses.

**\*IMPORTANT:** You must first split an existing cross-listed course section prior to changing the planned size. Adjusting the planned size on an existing course section without splitting the cross-list first can create problems (ex: location assignment too small to accommodate the cross-listed course section and incorrect section sizes displaying in the SISC).

#### 8.3.10.1 *Change in Capacity*

A change in capacity requires that the cross-listed course section be split, the sizes of each individual course section changed and the courses rejoined.

The capacity of a cross-list needs to be the sum of the capacity of each individual course section. Once a course is scheduled, it appears in the SISC as singular courses -- the capacity displayed for these courses comes from the individual courses that make up the cross-listed course. When the total capacity of a cross listed course is changed, it is not known where the changed seats should be added to or taken away from.

Splitting the cross-listed listed courses, adjusting the sizes of each individual course and rejoining will ensure the capacity for each course will appear correctly in SISC.

#### 8.3.10.2 *Change in Instructor or Location Suitability*

The Instructor and/or Location Suitability can be changed on the cross-listed course -- there is no need to split the course and rejoin it.

#### 8.3.10.3 *Change in Weeks (Term)*

A change in term requires that the cross-listed course be split into its individual components, the week pattern of each individual course changed and the courses rejoined.

#### 8.3.10.4 *Change in Schedule Type*

The schedule type is set on the Day and Time tab. It is set on the cross-listed section not the individual courses.

#### 8.3.10.5 *Change in Sequencing and Same Time*

To be set on the cross-listed course not the individual sections

Section Information is now complete.

## 9. Generating Reports

It is recommended that departments pull the 'Department Sections Report' and the 'Department Staff Report'. The [WDC Generating Reports Guide](#) can be found on the Academic Scheduling website.