

Academic Scheduling – Data Entry Verification Checklist

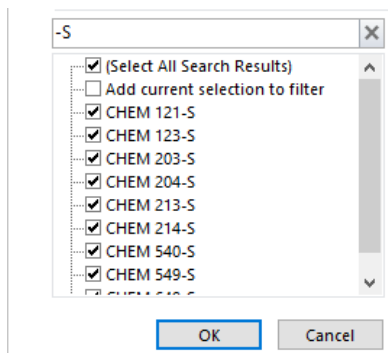
The guide was designed with the Departmental WDC user in mind and is meant to support the WDC Departmental Reports when double checking to ensure scheduling criteria data entry is complete and accurate prior to signing off. Feedback is always welcome.

1. WDC Departmental Reports

- Reports available: Department Staff, Department Staff Availability, Department Sections (*Department Sections Report can be exported to excel*)
- Why: WDC departmental reports can be downloaded and saved to your internal files to assist with data entry verification and for future reference
- When: Recommend pulling reports to assist with data entry verification and sign off
- How to download WDC Departmental reports [WDC Generating Reports Guide](#)

2. Summer session only, course sections will need to be filtered in the Department Sections Report

- In your Department Sections Report, apply filters
- Select the column header arrow in the “Course Name” column
- In the “Search” field enter “-S” to filter for only the summer session course sections



- Click “OK”

Data Verification Checklist

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

- Check course “Status” column to ensure status has been updated for all courses
 - All courses should be set to “Offered” or “Not Offered”. No course should be left in an “Action Pending” state.
 - Report Used: Department Sections Report
 - [How to check course status](#)

- Check course sections to ensure they are set with the correct schedule type
 - Report Used: Department Sections Report
 - [How to check schedule type of course sections](#)

- Check that the correct term (Scientia Week Pattern) is assigned to each course
 - Report Used: Department Sections Report
 - [How to check correct term \(Scientia Week Pattern\)](#)

- Check course section size and confirm size required is correct
 - Report Used: Department Sections Report
 - [How to check size of course sections](#)

- Check courses with secondary and tertiary components (e.g. LAB, TUT, SEM) and ensure correct number of sections have been added with correct size
 - Report Used: Department Sections Report
 - [How to check courses with secondary and tertiary activities](#)

- Check course sections that require department dedicated suitability and ensure the location suitability has been added
 - Report Used: Department Sections Report
 - [How to check location suitability](#)

- Check course sections are set with the correct credit value, including value for detail code courses
 - Departmental Reports do not display course credit value. WDC Course Tab can be used to review course credit value.
 - [How to check the credit value of courses](#)

- Check each course section and confirm the correct repeating pattern and duration have been entered (Winter Session only)
 - Report Used: Department Sections Report
 - [How to check repeating pattern and duration of courses](#)

- Check the correct teaching instructor, or “placeholder staff” has been updated for all course sections
 - Report Used: Department Sections Report
 - [How to check teaching instructor assignments of course sections](#)

- Check course sections to ensure that only one location is assigned
 - Report Used: Department Sections Report
 - [How to check location assignment of course sections](#)

- Check that cross-listed course sections have been created and combined correctly
 - Report Used: Department Sections Report
 - [How to check cross-listed course sections](#)

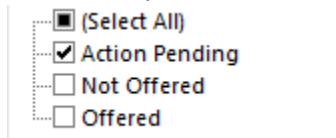
- Check to ensure approved instructor availability is entered correctly
 - Report Used: [Department Staff, Department Staff Availability](#)

Detailed instruction for checklist tasks

Check course status

STEP 1: In the “Status” column, filter for “Action Pending”

- a. Select the column header arrow
- b. In the dropdown ensure only “Action Pending” is checked



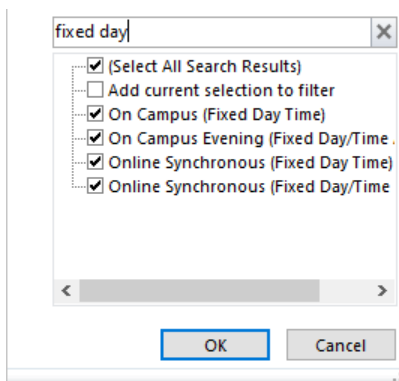
- i. If “Action Pending” is not available, this step is complete
- c. Click “OK”

STEP 2: 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

Check course sections to ensure they are set with the correct schedule type

STEP 1: 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”

STEP 2: 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 3 below.

STEP 3: In the “Schedule Type” column, filter for “(Blanks)”

- a. Select the column header arrow

- b. Click “Select All” to uncheck all schedule types
- c. Scroll to the bottom of the list and check “(Blanks)”
 - i. If there are no “(Blanks)” this step is complete

- d. Click “OK”

STEP 4: Ensure schedule type for all blanks is completed in WDC

STEP 5: 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.

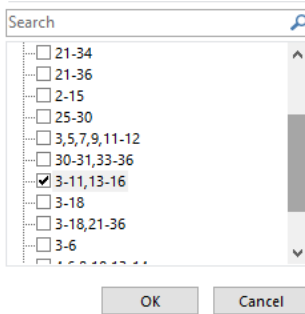
- c. Click “OK”

Check course sections to ensure they are set with the correct term (Scientia Week Pattern)

STEP 1: 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 “3-11, 13-16” represent “Term 1.” Week patterns will vary between Summer/Winter sessions.

- b. 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.

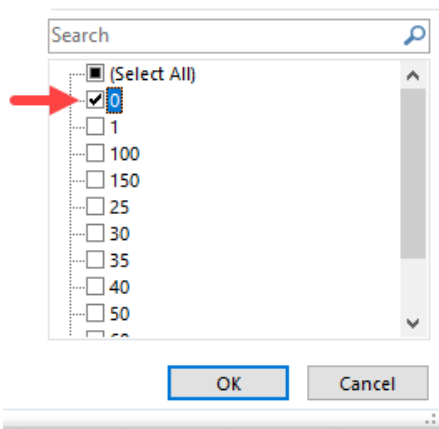


- ii. In the example above, you will see that there are multiple options outside of standard term dates which means custom weeks were created manually.
- c. Be sure to double check all custom week patterns

Check course section size and confirm size required is correct

STEP 1: In the “Size” column, filter for “0” size activities

- a. Select the column header arrow
- b. Click “(Select All)” to deselect and then click “0,”
- c. Click “OK”
 - i. If there are no “0” size activities this step is complete

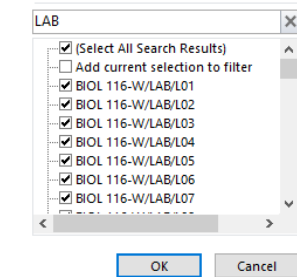


STEP 2: Review size in the “Size” column for each section to ensure the correct size is set

Check courses with secondary and tertiary activities (LAB, TUT, SEM, etc.)

STEP 1: In the “Name” column, filter for activity type

- a. Select the column header arrow
- b. In the search field type the activity type (e.g. LAB)
- c. Click “OK”



STEP 2: Double check sections requiring restricted location to ensure the correct room is assigned

- a. Refer to [review restricted location assignments of course sections](#)

STEP 3: Double check the “Size” column to ensure that there are enough combined seats in all secondary activities (LAB, TUT, SEM, etc.) for the associated lecture sections

STEP 4: Double check to ensure that all primary (LEC) and associated secondary (LAB, TUT, SEM, etc.) activities are set with the same “Week Pattern”

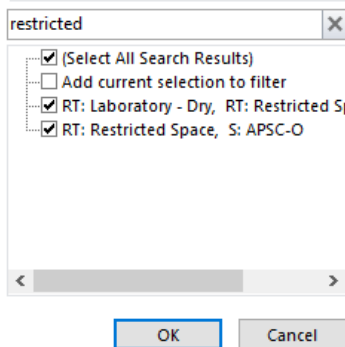
- a. Refer to [reviewing the “Week Pattern “](#)

Check course sections requiring department dedicated suitability and ensure the location suitability has been added

STEP 1: In the “Location Suitability” column filter for restricted space

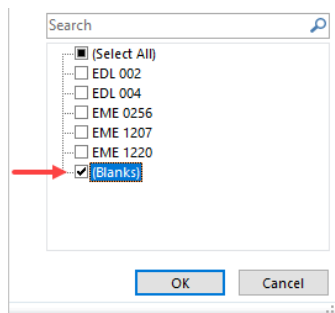
- a. Select the column header arrow
- b. In the search field type “restricted”

STEP 2: Click “OK” Review the “Preset Locations” column to ensure the correct locations have been assigned to each course section



STEP 3: In the “Preset Locations” column, filter for “blanks”

- a. Select the column header arrow
- b. Click “(Select All)” to deselect and then click “(Blanks),”
- c. Click “OK”
 - i. If there are no “(Blanks)” this step is complete



STEP 4: Ensure the correct location is added in WDC for all course sections missing a location

Check courses to ensure they are set with the correct credit value

STEP 1: On the main menu of Web Data Collector (WDC), click “Course,” a new screen will populate

STEP 2: Under the “View Course List” section click the “Department” dropdown list to select a department

STEP 3: Available courses will appear below the “View and Update Course Details” section

STEP 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

Department PHIL-O - Philosophy - Okanagan 2

Refine Search Reset Onscreen Filter

3 View and Update Course Details

Course Code	Short Title	Credit	Status
PHIL 391E-W	MARXIAN ECON	0	Confirmed - Offered 4 ▼ Edit
PHIL 391F-W	PHIL & SCIE FIC	0	Confirmed - Offered a ▼ 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

Check course sections for the number of “Repeats” and “Duration”

STEP 1: In the “Repeats” column, filter for repeats

- a. Select the column header arrow
- b. Click “(Select All)” to uncheck all and then click the first repeat number, click “OK”.

(Select All)

1

2

3

(Blanks)

OK Cancel

- c. Review the duration to ensure the number of repeats is correct
- d. Repeat the above steps for all listed repeats

STEP 2: Course sections with no repeats, “(Blanks)” should have a Fixed Day Time or Asynchronous schedule type.

STEP 3: In the “Duration” column, filter for duration



- a. Click “(Select All)” to deselect and then click the first duration
- b. Click “OK”
- c. Review all course sections with the selected duration and ensure they are correct
- d. Repeat above steps for each listed duration

STEP 4: Course sections with a duration of “00:30” and no set days/time are likely Asynchronous.

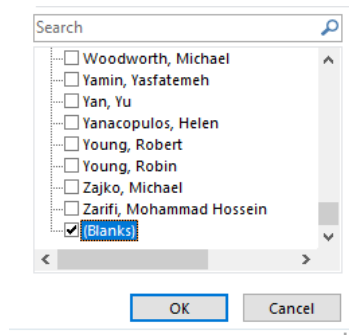
- a. If the course section is not Asynchronous , please correct schedule type and duration in WDC and

Check course sections to ensure teaching instructors are complete (including placeholder instructors)

STEP 1: 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

STEP 2: In the “Staff Name” column, filter for “(Blanks)”

- a. Select the column header arrow
- b. Click “Select All” to uncheck all teaching instructors
- c. Scroll to the bottom of the list and check “(Blanks)”



- d. Click “OK”

STEP 3: Ensure all course sections with no instructor in the “Staff Name” columns shows “0:NoStaff” in the “Staff Suitabilities” column

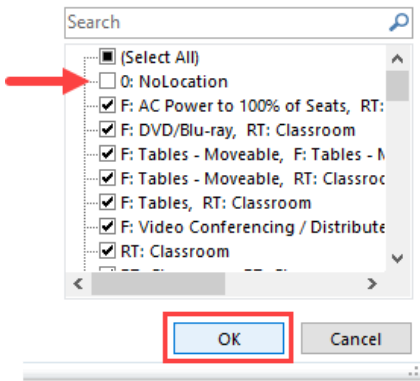
T	U
Staff Suitabil ▾	Staff Name ▾
0: NoStaff	
0: NoStaff	
0: NoStaff	
0: NoStaff	
0: NoStaff	
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0: NoStaff	
0: NoStaff	

- a. This will ensure the teaching instructors are not “Wildcarded” and randomly assigned to instruct a course section

Check course sections to ensure only one location is assigned

STEP 1: In the “Location Suitability” column, filter to ensure only one location is assigned

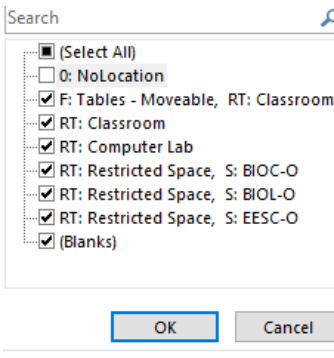
- a. Select the column header arrow
- b. Below the “Search” field uncheck “0:NoLocation” and “(Blanks)”
- c. Click “OK”



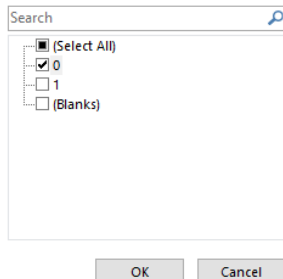
STEP 2: Ensure that the “Number of Locations” column is displaying as “1” for all activities with a location suitability

STEP 3: In the “Location Suitability” column, filter to ensure activities set with a location suitability are not set to “None”

- a. Select the column header arrow
- b. Uncheck “0:NoLocation” and “(Blanks)”
- c. Click “OK”



- d. Select “Number Location” column header arrow
- e. Click “Select All” to uncheck and click “0”
- f. Click “OK”

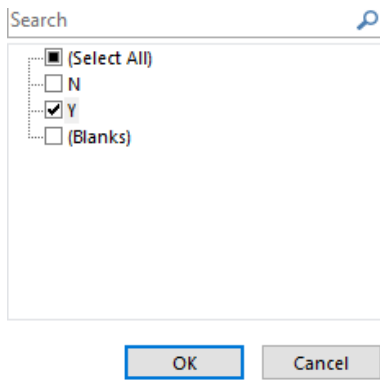


STEP 4: Ensure number of locations is switched from “None” to “1” in WDC for activities with a location suitability

Check cross-listed course sections to ensure they have been combined correctly

STEP 1: In the “JTA” column, filter to ensure courses are set up as cross-listed sections

- a. Select the column header arrow
- b. Click “N” to uncheck and then click “Y” to review all cross-listed courses



STEP 2: Check the “Size” column to ensure the number is the combined size for all sections in the cross-listing