

Web Data Collector (WDC) User Guide – Winter 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.scheduling@ubc.ca**

2. Summary of Updates

2.1 Teaching Instructor Unavailability

- Instructor availability entered should be in accordance with the provisions of the collective agreement and relevant UBC policies.
- One non-teaching day and Senator commitments do not get blocked out in the availability screen as both will be accommodated through other scheduling resources.



2.2 Edit Section Day and Time

- For 2023 Winter Session activity type TUT (tutorial) is replaced with DIS (Discussion).
- All course sections default to “Asynchronous” schedule type in WDC and will need to be updated.

2.3 Applying Sequencing

- Sequencing **can be used** for courses that have multiple activity types.
- Sequencing **cannot be used** between course sections with the same instructional format.
- Sequencing **cannot be used** to set the order of courses.

2.4 Applying Same time

- Same Time **can be used**:
 - between courses running in alternate weeks, that are in the same size band and have the same location suitability
 - between courses that run sequentially in a term
- Same Time **cannot be used**:
 - between course sections in different locations
 - between course sections in different size bands

2.5 Cross listed 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. Review updated steps on how to:

- create a new cross-listed section
- cross-list courses between different departments
- create a jointly taught activity
- split a JTA
- make edits to an Existing Cross-listed Course Section

3. Accessing WDC From Home

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

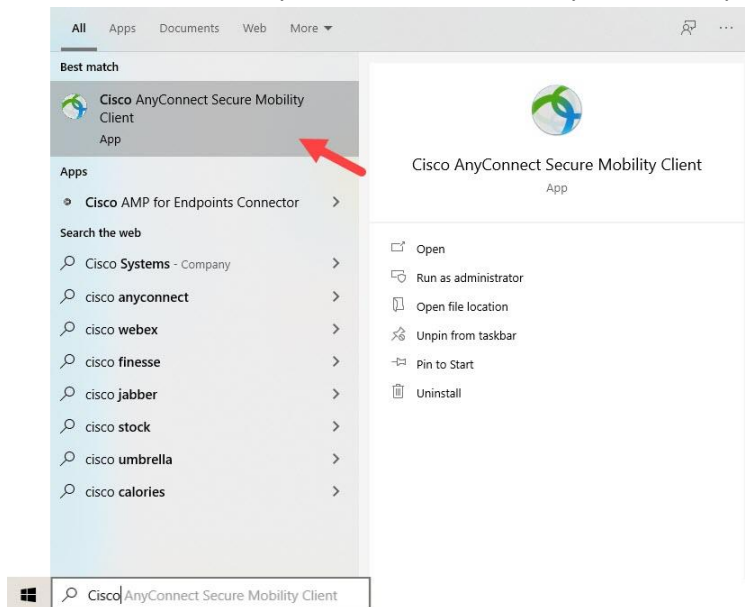
VPN Addresses:

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

To connect to VPN, follow the steps below:

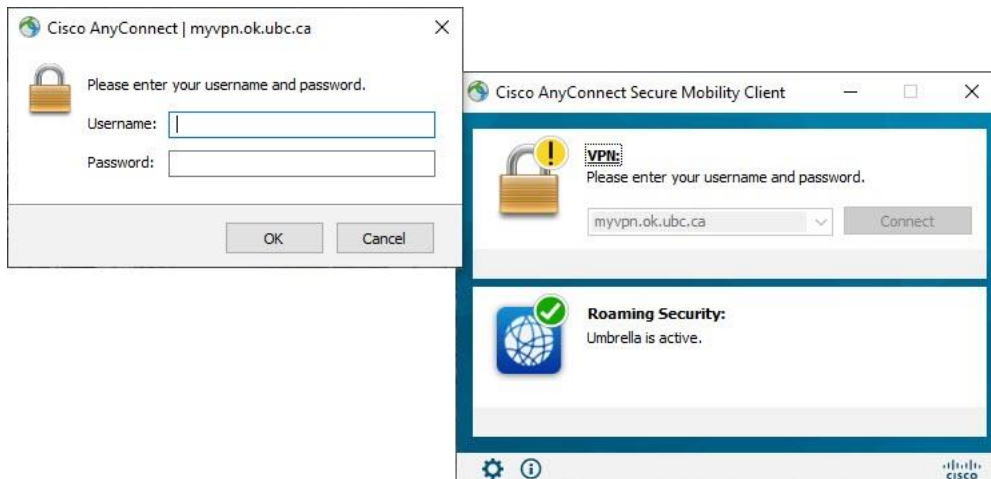
STEP 1: Click the "Start" menu on your computer and type "Cisco".

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



A login form for the Web Data Collector. It features a red sphere graphic on the left. On the right, there are two input fields: 'Username:' and 'Password:'. Below these fields is a 'Login' button.

5. WDC Home Page

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



The Web Data Collector Home Page. It displays the title 'Web Data Collector' in red. Below it, it says 'Current User:' followed by 'Main Menu'. A light blue box contains a table of menu items:

Menu Item	Description
Teaching Instructors	View and Update Teaching Instructors
Course	View and Update Courses
Sections	View and update Sections
Reports	Show all available reports


At the bottom left of the page is a 'Log Off' button.

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.



Web Data Collector

Current User:
Main Menu

1 **Teaching Instructors** View and Update Teaching Instructors

Course View and Update Courses

Sections View and update Sections

Reports Show all available reports

Log Off

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.



Web Data Collector

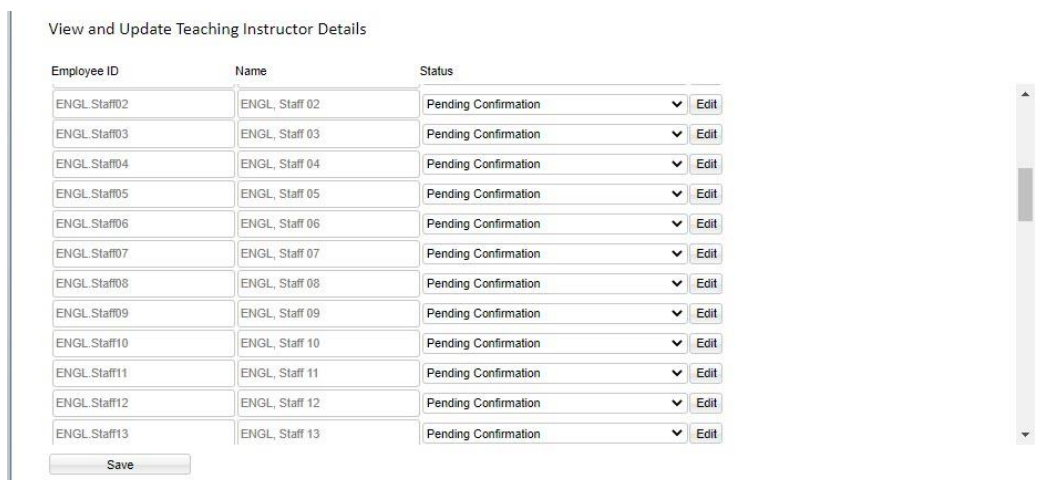
Current User:

View Teaching Instructor List

2 **Department** ENGL-O - English - Okanagan

Refine Search Reset Onscreen Filter

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	<input type="button" value="Edit"/>
ENGL.Staff03	ENGL, Staff 03	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff04	ENGL, Staff 04	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff05	ENGL, Staff 05	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff06	ENGL, Staff 06	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff07	ENGL, Staff 07	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff08	ENGL, Staff 08	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff09	ENGL, Staff 09	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff10	ENGL, Staff 10	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff11	ENGL, Staff 11	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff12	ENGL, Staff 12	Pending Confirmation	<input type="button" value="Edit"/>
ENGL.Staff13	ENGL, Staff 13	Pending Confirmation	<input type="button" value="Edit"/>

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	Pending Confirmation	 
ENGL.Staff05	ENGL, Staff 05	Not Teaching	 
ENGL.Staff06	ENGL, Staff 06	Confirmed	 

3

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

Instructor availability is collected to ensure course sections are not scheduled when instructors are unavailable to teach. Note that availability entered should be in accordance with the provisions of the collective agreement and relevant UBC policies (Please contact your Senior Manager, Faculty and Employee Relations if you require advice on how to manage preference vs. accommodation requests.).

The following Campus Scheduling Rules are applied to all teaching instructors and are not entered in instructor availability:

Institution hours of operation:

- Campus instructional hours 8:00 am – 9:30 pm
 - Standard teaching day: 8:00 am – 6:30 pm
 - Extended teaching day: 6:30 pm – 9:30 pm (if no other alternative exists, or at the request of the faculty)

Placement guidelines:

- Instructor unavailability will be determined in accordance with the provisions of the collective agreement and relevant UBC policies, and entered in WDC by Departments
- Instructors will be provided one (1) “non-teaching” day per week, unless a 5-day instructional week is approved by the department head
- Instructors teaching after 6:30 pm will normally not instruct prior to 11:00 am the following day
- Class lecture meetings for the same section will not be on consecutive days
- Class lecture meetings for the same section will occur at the same time
- Departments will be responsible for placement of activities in spaces dedicated to their exclusive use. Related activities in general classrooms will have scheduling priority.

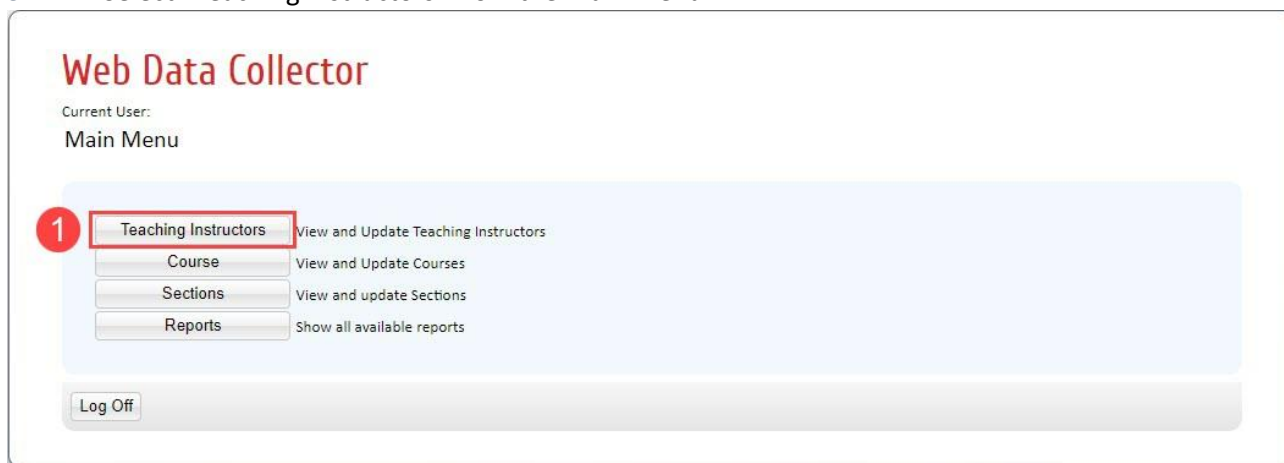
Principles applied to the Scheduling Process:

- Course scheduling change requests will be subject to campus scheduling rules in all cases
- Course section seat projections should be based on historical data and will be reviewed to ensure appropriate use of space
- Change requests will follow established change matrices

***IMPORTANT: do not block out one non-teaching day and Senator commitments in the instructor availability screen as both will be accommodated through other scheduling resources.**

6.1.1 To enter Teaching Instructor Availability:

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



Web Data Collector

Current User:
Main Menu

1 Teaching Instructors View and Update Teaching Instructors

Course View and Update Courses

Sections View and update Sections

Reports Show all available reports

Log Off

STEP 2: The View and Update Teaching Instructors details window will open. Select "Department" from the dropdown list. The teaching instructor details list will populate with instructors assigned to the department.



Web Data Collector

Current User:

View Teaching Instructor List

2 Department ENGL-O - English - Okanagan

Refine Search

Reset Onscreen Filter

STEP 3: Select "Edit" beside the instructor name.

View and Update Teaching Instructor Details

Employee ID	Name	Status	
ENGL.Staff02	ENGL, Staff 02	Confirmed	▼ Edit
ENGL.Staff03	ENGL, Staff 03	Confirmed	▼ Edit
ENGL.Staff04	ENGL, Staff 04	Confirmed	▼ Edit
ENGL.Staff05	ENGL, Staff 05	Confirmed	▼ Edit


3

STEP 4: The availability pattern on the screen will show teaching instructor as available Monday thru Sunday from 07:00 to 21:30. Unavailability in accordance with the provisions of the collective agreement and relevant UBC policies, can be entered.

STEP 5: Click on each time block that the instructor is unavailable to paint it grey. In the example below, the teaching instructor is blocked to teach Monday 08:00 thru to 18:00 and Thursday 08:00 thru to 12:00.

STEP 6: Instructor Availability should be in accordance with the provisions of the collective agreement and relevant UBC policies. Please use the Availability Approved dropdown to indicate approval.

STEP 7: In WDC the one (1) non-teaching drop down is defaulted to “yes” for each teaching instructor (Instructor name associated to the course section in Scientia). The one (1) non-teaching day rule does not apply to instructors classed as lecturers and sessional instructors and can be waived at the discretion of the Department Head. Waive the one (1) non-teaching by changing the dropdown from “Yes” to “No”.



STEP 8: Ensure you click save after updating each instructor availability.

6.1.2 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.

Teaching Instructor Information is now complete.

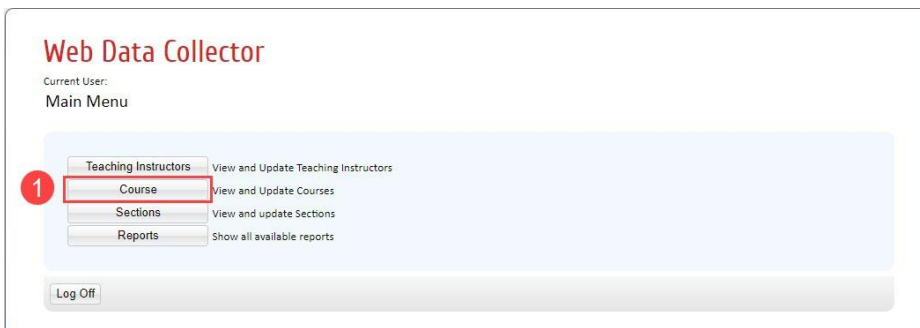
Return to the Main Menu

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.

***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

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 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.

Course Information is now complete.

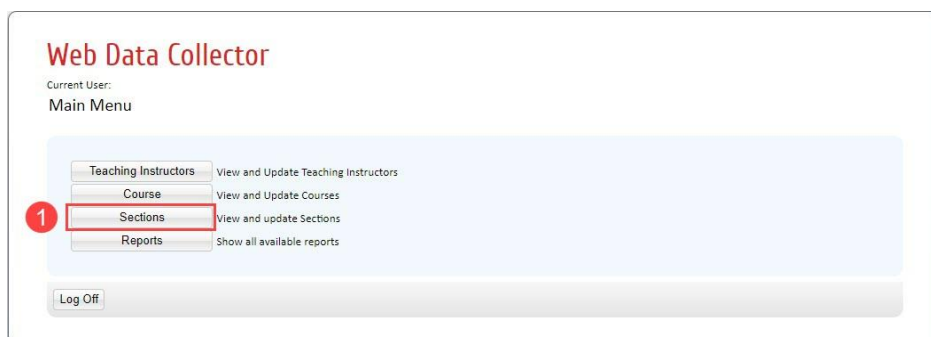
Return to the Main Menu

8. Section Information

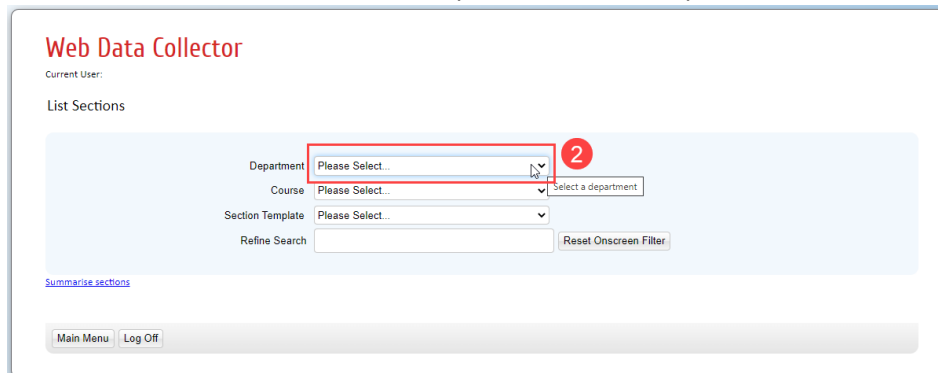
In this part of WDC you will create new section templates and new course sections and you can view and update existing sections.

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...

Section Template Please Select...

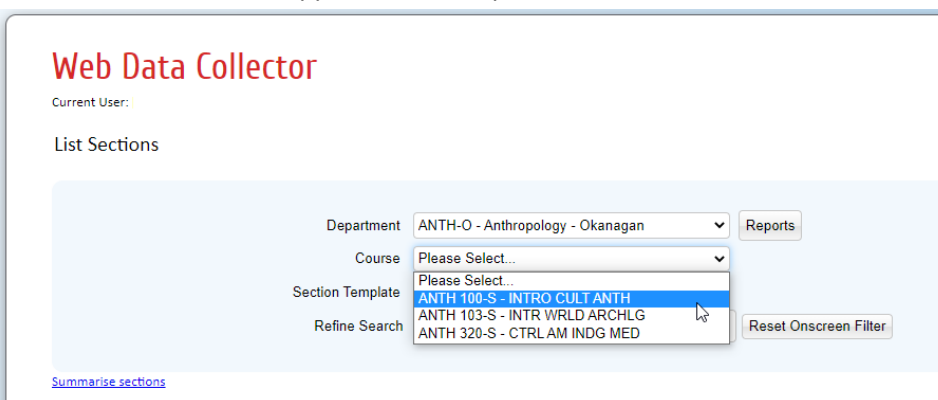
Refine Search

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...

Section Template Please Select...

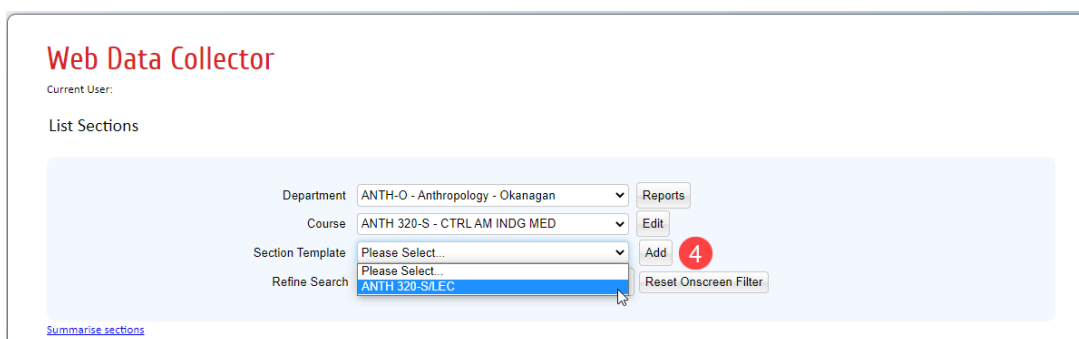
Refine Search

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.

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.



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...

Refine Search

Reset Onscreen Filter

[Summarise sections](#)

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:

Buttons: 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	
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:

Buttons: Reports, Edit, Add, Generate, Reset Onscreen Filter

Generate activities from this template

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
Buttons: Reports, Edit, Add, Generate, Reset Onscreen Filter

Generate Sections from the Section Template

Course Size:

Section Template Size:

Sections to generate:

Buttons: 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 Winter 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 populate.

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

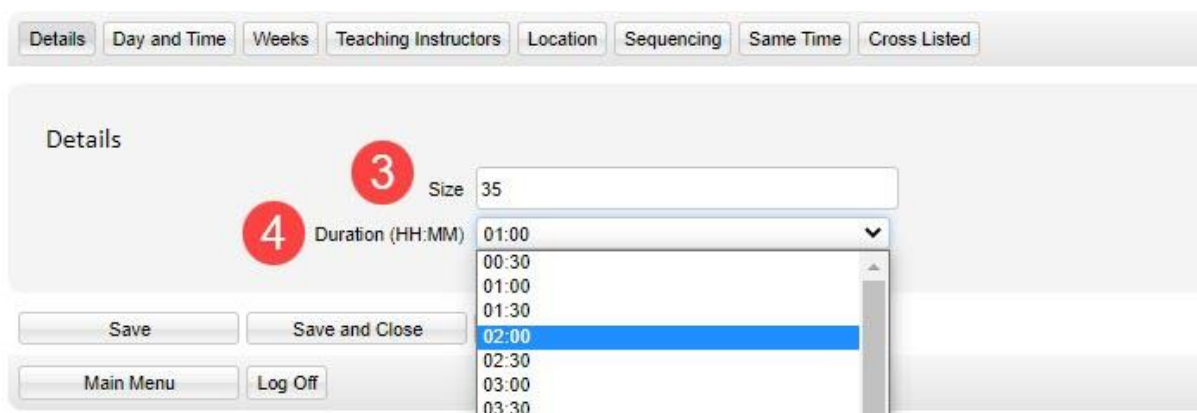
Current User:

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 WDC, the Day and Time tab is used to indicate the number of repeats a course section will meet per week. When adding scheduling details to the Day and Time tab the first step is to determine the “Schedule Type” for the course section. Available Schedule Type definitions are:

- **“Asynchronous (No Scheduled Meeting)”** A course section being offered *without* a scheduled day, time, or *location*.
- **“On Campus”** A course section offered in person, with a scheduled day and time. This Schedule Type will allow the Scheduling software to determine the day and time of the section based on the Pathways and Student-Sets.
- **“On Campus (Fixed Day Time)”** This option can only be used when scheduling a course at a Fixed Day and Time
- **“On Campus Evening” (Fixed Day/Time Allowed)** This Schedule Type can be used to request on campus evening placement (Option 1: Enter section repeats, OR, Option 2: Enter specific days and times)
- **“Online Synchronous”** A course section being offered online, with a scheduled day and time. The Schedule Type will allow the Scheduling software to determine the day and time of the section based on Pathways and Student Sets (location will not be assigned).
- **“Online Synchronous (Fixed Day Time)”** This option can only be used when scheduling an *online course* at a Fixed Day and Time (location will not be assigned).
- **“Online Synchronous Evening” (Fixed Day/Time Allowed)** This Schedule Type can be used to request online synchronous evening placement (Option 1: Enter section repeats, OR Option 2: Enter specific days and times) (location will not be assigned)

***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.**

Details

Day and Time

Weeks

Teaching Instructors

Location

Sequencing

Same Time

Cross Listed

Set the suggested day and time of the section

Day of Week

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

☐ Sun

Start Time

No Fixed Time

Schedule Type

Asynchronous

Repeats

2

Save

Save and Close

Cancel

8.3.3.1 On Campus

STEP 1: In the "Schedule Type" dropdown list, select "On campus". "No Fixed Time" will automatically populate in the "Start Time" field once the selection is saved.

STEP 2: In the "Repeats" field, input the number of days the course section will meet per week for the duration of the term (ex: 1, 2, 3).

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

The screenshot shows a web form titled "Set the suggested day and time of the section". At the top, there are tabs: Details, Day and Time, Weeks, Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. The "Day and Time" tab is active. Below the tabs, there are checkboxes for "Day of Week" (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The "Start Time" dropdown menu is set to "No Fixed Time". The "Schedule Type" dropdown menu is set to "On Campus", with a red circle and the number "1" next to it. The "Repeats" text input field contains the number "3", with a red circle and the number "2" next to it. At the bottom, there are three buttons: "Save" (with a red circle and the number "3" next to it), "Save and Close", and "Cancel". Below these buttons are links for "Main Menu" and "Log Off".

8.3.3.2 On Campus Evening (Fixed Day/Time Allowed)

8.3.3.2.1 Option 1: Request for evening placement WITH NO fixed days

STEP 1: Select "On Campus Evening (Fixed Day/Time Allowed)" from the "Scheduled Type" dropdown list.

STEP 2: Enter "No Fixed Time" in the "Start Time" field once the selection is saved.

STEP 3: In the "Repeats" field, input the number of days the course section should be scheduled to meet in a single digit.

The screenshot shows a web form titled "Set the suggested day and time of the section". At the top, there are tabs: Details, Day and Time, Weeks, Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. The "Day and Time" tab is active. Below the tabs, there are checkboxes for "Day of Week" (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The "Start Time" dropdown menu is set to "No Fixed Time", with a red circle and the number "2" next to it. The "Schedule Type" dropdown menu is set to "On Campus Evening (Fixed Day/Time Allowed)", with a red circle and the number "1" next to it. The "Repeats" text input field contains the number "3", with a red circle and the number "3" next to it. Below the input fields, there is a red note: "NOTE: Specific requirements need to be met to use fixed days and times. For details click [here](#)."

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

NOTE: Requests for a 1x3hr class using Option 1 will be scheduled Monday - Thursday from 5:00 pm - 8:00 pm

8.3.3.2.2 Option 2: Request for evening placement WITH fixed days and time

***IMPORTANT:** Standard start times must be followed when using the fixed days and times option.

STEP 1: Select "On Campus Evening (Fixed Day/Time Allowed)" 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: Click the "Start Time" dropdown list to select the start time for the evening class.

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

The screenshot shows the 'Day and Time' tab of a web application. 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 the navigation bar, the main heading is 'Set the suggested day and time of the section'. There are three numbered red circles indicating steps: 1. 'Schedule Type' dropdown menu is set to 'On Campus Evening (Fixed Day/Time Allowed)'. 2. 'Day of Week' section has checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The 'Mon' and 'Wed' checkboxes are checked. 3. 'Start Time' dropdown menu is set to '18:30'. Below these, there is a 'Repeats' text input field. At the bottom, a red note states: 'NOTE: Specific requirements need to be met to use fixed days and times. For details click [here](#).'

8.3.3.3 On Campus (Fixed Day Time)

***IMPORTANT:** Please review [WDC Fixed Day and Time document](#) before assigning fixed day and time to sections. Courses not meeting requirements will have any Fixed Day Time removed and be scheduled in compliance with campus scheduling rules and Pathways and Student Sets.

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.

The screenshot shows the 'Day and Time' tab of a web application. 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 the navigation bar, the main heading is 'Set the suggested day and time of the section'. There are four numbered red circles indicating steps: 1. 'Schedule Type' dropdown menu is set to 'On Campus (Fixed Day Time)'. 2. 'Day of Week' section has checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The 'Tue' and 'Thu' checkboxes are checked. 3. 'Start Time' dropdown menu is set to '08:30'. 4. At the bottom, there are three buttons: 'Save', 'Save and Close', and 'Cancel'. The 'Save' button is highlighted with a red circle. Below the buttons, there is a 'Main Menu' button and a 'Log Off' button. At the bottom, a red note states: 'NOTE: You must have approval to fix the day and time of a section.'

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

8.3.3.4 Online Synchronous

STEP 1: In the "Schedule Type" dropdown list, select "Online Synchronous". "No Fixed Time" will automatically populate in the "Start Time" field once the selection is saved.

STEP 2: In the "Repeats" field, input the number of days the course section should be scheduled in a single digit.

The screenshot shows a web interface with tabs: Details, Day and Time, Weeks, Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. The 'Day and Time' tab is active. The form is titled 'Set the suggested day and time of the section'. It includes a 'Day of Week' section with checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun. Below this is a 'Start Time' dropdown menu set to 'No Fixed Time'. To the left of the 'Schedule Type' dropdown, which is set to 'Online Synchronous', is a red circle with the number 1. To the left of the 'Repeats' text input field, which contains the number 2, is a red circle with the number 2. At the bottom left, there is a red circle with the number 3 next to the 'Save' button. Other buttons include 'Save and Close', 'Cancel', 'Main Menu', and 'Log Off'.

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

8.3.3.5 Online Synchronous Evening (Fixed Days/Time Allowed)

***IMPORTANT:** Please review [WDC Fixed Day and Time document](#) before assigning fixed day and time to sections. Courses not meeting requirements will have any Fixed Day Time removed and be scheduled in compliance with campus scheduling rules and Pathways and Student Sets.

8.3.3.5.1 Option 1: Request for evening placement with no fixed days

STEP 1: Select "Online Synchronous Evening (Fixed Day/Time Allowed)" from the "Scheduled Type" dropdown list.

STEP 2: Enter "No Fixed Time" in the "Start Time" field once the selection is saved.

STEP 3: In the "Repeats" field, input the number of days the course section should be scheduled to meet in a single digit.

The screenshot shows the same web interface as the previous one, but with the 'Schedule Type' dropdown set to 'Online Synchronous Evening (Fixed Day/Time Allowed)'. A red circle with the number 2 is next to the 'Start Time' dropdown, which is set to 'No Fixed Time'. A red circle with the number 1 is next to the 'Schedule Type' dropdown. A red circle with the number 3 is next to the 'Repeats' text input field, which contains the number 3. Below the form, there is a red note: 'NOTE: Specific requirements need to be met to use fixed days and times. For details click [here](#).' The 'Save' button is highlighted with a red circle and the number 3.

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

8.3.3.5.2 Option 2: Request for evening placement with fixed days and time

***IMPORTANT:** Please review [WDC Fixed Day and Time document](#) before assigning fixed day and time to sections. Courses not meeting requirements will have any Fixed Day Time removed and be scheduled in compliance with campus scheduling rules and Pathways and Student Sets.

STEP 1: Select "Online Synchronous Evening (Fixed Day/Time Allowed)" 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: Click the "Start Time" dropdown list to select the start time for the evening class. Note: requests for evening with fixed days and time should follow [Standard Start Times](#).

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 18:30

1 Schedule Type Online Synchronous Evening (Fixed Day/Time All

Repeats

NOTE: Specific requirements need to be met to use fixed days and times. For details click [here](#).

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

8.3.3.6 Online Synchronous (Fixed Day Time)

***IMPORTANT:** Please review [WDC Fixed Day and Time document](#) before assigning fixed day and time to sections. Courses not meeting requirements will have any Fixed Day Time removed and be scheduled in compliance with campus scheduling rules and Pathways and Student Sets.

STEP 1: Select "Online Synchronous (Fixed Day 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 10:00

1 Schedule Type Online Synchronous (Fixed Day/Time)

Repeats

NOTE: You must have approval to fix the day and time of a section.

4 Save Save and Close Cancel

Main Menu Log Off

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

8.3.3.7 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.

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

Set the suggested day and time of the section

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

Start Time No Fixed Time

1 Schedule Type Asynchronous

Repeats

2 Save Save and Close Cancel

Main Menu Log Off

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.

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

Edit the week pattern of the section

Select Week Pattern WT1 -Winter Term 1

1 Week Pattern Description 3-11;13-16

☐ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☐ ☐

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

2 Save Save and Close Cancel

8.3.4.1 Winter Week Patterns

The Week Patterns available are:

- WT1E -Winter Term 1 Even: mostly used for labs that are scheduled every other week
- WT1O -Winter Term 1 Odd - mostly used for labs that are scheduled every other week
- WT1 -Winter Term 1 - standard meeting weeks
- WT2E -Winter Term 2 Even - mostly used for labs that are scheduled every other week
- WT2O -Winter Term 2 Odd - mostly used for labs that are scheduled every other week
- WT2 -Winter Term 2 - standard meeting weeks
- WTA -Winter Term All - standard meeting weeks
- WTAO-Winter Term All Odd - mostly used for labs that are scheduled every other week
- WTAO-Winter Term All Even - mostly used for labs that are scheduled every other week

Note: if your course is to be scheduled outside of one of the defined "Week Patterns," you can manually select which weeks your course will be offered using the checkboxes.

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".

Details

Day and Time

Weeks

Teaching Instructors

Location

Sequencing

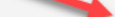
Same Time

Cross Listed

Edit the week pattern of the section

Select Week PatternPlease Select...▼

Week Pattern Description4-11



<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Save and Close

Cancel

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".

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

Teaching Instructors

All teaching instructor suitabilities

0: NoStaff

Teaching Instructors Suitabilities

Selected teaching instructor suitabilities

Number of Teaching Instructors

Use Preset Staff

1 Teaching Instructors Requirement

All Teaching Instructors Available

ANTH, Staff 01
ANTH, Staff 02
ANTH, Staff 10
Cho, John
De Burgos, Hugo
Frohlick, Susan
Geary, David
Gordon, Ross

Selected Teaching Instructor(s)

Forsman, Natalie

Save Save and Close Cancel

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.

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

8.3.5.1 Placeholder Instructors

In instances where the teaching instructor is not currently known, or in the case of a sessional instructor is not yet hired, Academic Scheduling Services has added Placeholder Instructors to your list of available instructors to assign to assist with keeping courses conflict free based on a projected instructor workload.

If additional Placeholder Instructors are required, please contact academic.scheduling@ubc.ca.

For Example:

A sessional instructor will teach ENGL 112, ENGL 221, and ENGL 304. This person is not yet hired (they do not have an active UBCO assignment in Workday) and will not be available to be assigned in WDC. By assigning a placeholder instructor to these three course sections, it ensures that the course sections will be conflict free for the instructor. It is the responsibility of the departments to keep track of the course sections to which each of the sessional instructors is attached. Please use the UBCO Academic Scheduling Change Request Form* to request the correct instructor once the hiring process is completed.

* The [UBCO Academic Scheduling Change Request Form](#) is available on the Academic Scheduling Services website.

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.

The screenshot displays the 'Location' tab within a software interface. At the top, a series of tabs includes 'Details', 'Day and Time', 'Weeks', 'Teaching Instructors', 'Location' (which is active), 'Sequencing', 'Same Time', and 'Cross Listed'. The main content area is titled 'Location' and contains several sections:

- Number of Rooms:** A dropdown menu currently set to 'None', marked with a red circle '1'.
- Location Suitabilities:** A list of room types including 'RT: Classroom', 'RT: Computer Lab', 'RT: Computer Lab - Mac', 'RT: Laboratory - Dry', 'RT: Laboratory - Wet', and 'RT: Restricted Space'.
- All Location suitabilities:** A list of room types, identical to the 'Location Suitabilities' list.
- Selected location suitabilities:** A list containing '0: NoLocation', marked with a red circle '2'.
- All Equipment Types:** A list of equipment types including 'F: AC Power to 100% of Seats', 'F: Chalkboard', 'F: DVD/Blu-ray', 'F: Tables', 'F: Tables - Moveable', and 'F: Video Conferencing / Distributed Learning'.
- Selected Equipment Types:** An empty list.
- Other possible suitabilities:** A list of subject-specific room availability including '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', and 'Subject: Rooms Available to CHEM'.
- Other selected suitabilities:** An empty list.
- All locations available:** An empty list.
- Selected locations:** An empty list.

At the bottom of the window, there are three buttons: 'Save' (marked with a red circle '3'), 'Save and Close', and '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

Selected location suitabilities

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

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

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

Subject: Rooms Available to VISA

4 Location Requirement

All locations available

Selected locations

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

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 moveable tables is selected as the equipment type. 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 shows a web interface for selecting location requirements. It features several panels with dropdown menus and lists. The 'Number of Rooms' is set to 1. The 'Location Suitabilities' panel shows a list of options, with 'RT: Classroom' selected. The 'All Equipment Types' panel shows a list of options, with 'F: Tables - Moveable' selected. The 'Other possible suitabilities' panel shows a list of options, with 'Subject: Okanagan Rooms Available to ANTH' selected. The 'All locations available' panel shows a list of room numbers, with 'ART 102' through 'ART 203' listed. The 'Location Requirement' panel shows a list of room numbers, with 'ART 102' through 'ART 203' listed. The 'Selected locations' panel is empty.

Location

Number of Rooms: 1

All Location suitabilities

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

Selected Equipment Types: F: Tables - Moveable

Other possible suitabilities

Other selected suitabilities

All locations available

Location Requirement: ART 102, ART 104, ART 106, ART 108, ART 110, ART 112, ART 202, ART 203

Selected locations

8.3.7 Applying Sequencing

In this part of WDC, the Sequencing Tab is used to order the placement of primary, secondary and or tertiary components of a course section in a given week. Sequencing is based on the first meeting of the primary component of a course section of a course section in a given week. Sequencing is based on the first meeting of the primary component of a course section – for example, PSYO 111 002 lecture scheduled Monday/Wednesday with a sequenced Lab would mean the lab could be scheduled any time after the Monday lecture (including being placed on the Monday following the lecture).

- Sequencing **can be used** for courses that have multiple activity types. For example, sequencing can be applied if you want a lab to follow a lecture. The succeeding course is only guaranteed to be scheduled after the first repeat of a lecture.
 - PSYO 372 L01 *can* be sequenced to follow later in the week than PSYO 372 001
- Sequencing **cannot be used** between course sections with the same instructional format. Doing so will prevent both courses from being scheduled until the incorrect sequencing is removed.
 - PSYO 111 002 *cannot* be sequenced to follow later in the week than PSYO 111 001
- Sequencing **cannot be used** to set the order of courses. Doing so will prevent all section components from being scheduled until the incorrect sequencing is removed.
 - HES 111 L02 *cannot* be sequenced to follow later in the week than HES 111 L01

***WARNING:** If Sequencing is applied incorrectly, it will prevent all course section components related to the incorrect sequencing from being scheduled until the incorrect sequencing is removed.

8.3.7.1 Later the Same Day

Cannot be used as part of the scheduling process. Courses sequenced with Later the Same Day will have the sequencing removed. Please use Later in the Week.

8.3.7.2 The Following Day

Cannot be used as part of the scheduling process. Courses sequenced with The Following Day will have the sequencing removed. Please use Later in the Week.

8.3.7.3 Back to Back

Cannot be used as part of the scheduling process. Courses sequenced with Back to Back will have the sequencing removed. Please use Later in the Week.

8.3.7.4 Later in the Week

The sequenced section is required to start after the primary section. All requests for sequencing should be set with this option.

STEP 1: On the Primary Section (Lecture), select the “Sequencing” tab on the Edit Sections Details page.

STEP 2: Select "Later in the week" in the “Section Sequence” box.

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

Section sequence

The selected sections must follow this section: Later in the week

<input type="checkbox"/> BIOL 354-W/LAB/XMT	<input type="checkbox"/> BIOL 354-W/TUT/T02	<input type="checkbox"/> BIOL 354-W/TUT/T04
<input type="checkbox"/> BIOL 354-W/TUT/T01	<input type="checkbox"/> BIOL 354-W/TUT/T03	<input type="checkbox"/> BIOL 354-W/W-L/WL1

Save Save and Close Cancel

STEP 3: Check off the sections that must follow the primary section later in the week.

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

Section sequence

The selected sections must follow this section: Later in the week

<input type="checkbox"/> BIOL 354-W/LAB/XMT	<input checked="" type="checkbox"/> BIOL 354-W/TUT/T02	<input checked="" type="checkbox"/> BIOL 354-W/TUT/T04
<input checked="" type="checkbox"/> BIOL 354-W/TUT/T01	<input checked="" type="checkbox"/> BIOL 354-W/TUT/T03	<input type="checkbox"/> BIOL 354-W/W-L/WL1

Save Save and Close Cancel

STEP 4: Click "Save" before continuing to the "Same Time" tab.

NOTE: Sequencing is only required in specific cases and should otherwise be left as “No Requirement”.

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

Section sequence

The selected sections must follow this section: No Requirement

<input type="checkbox"/> BIOL 354-W/LAB/XMT	<input type="checkbox"/> BIOL 354-W/TUT/T02	<input type="checkbox"/> BIOL 354-W/TUT/T04
<input type="checkbox"/> BIOL 354-W/TUT/T01	<input type="checkbox"/> BIOL 354-W/TUT/T03	<input type="checkbox"/> BIOL 354-W/W-L/WL1

Save Save and Close Cancel

8.3.8 Applying Same Time

Same Time is used to specify that courses will occur at the same start time, on the same day(s) of the week. Its purpose is to ensure rooms are being utilized properly by not leaving alternating weeks, or successive weeks in a term empty. To use Same Time, course sections must have the same location suitability (i.e. both be general classroom space or both in restricted space) and be within the same scheduling size band.

- Same Time **can be used:**
 - between courses running in alternate weeks, that are in the same size band and have the same location suitability
 - APSC 177 L1A (40 capacity) runs in weeks 22,24, 26, 28, 30, 32 and 34, in a computer lab. APSC 177 L1B runs in weeks 21, 23, 25, 29, 31, and 33 in a computer lab. Courses are set to Same Time to ensure they are scheduled at the same time in the same room in alternating weeks.
 - between courses that run sequentially in a term
 - NRSRG 326 001 runs in weeks 3 – 8 and NRSRG 326 002 runs in weeks 10-15. Courses are set to Same Time to ensure that they are assigned the same room.
- Same Time **cannot be used:**
 - between course sections in different locations.
 - APSC 182 L1A, scheduled odd weeks in Restricted Space, cannot be set to Same Time as APSC 182 T1A, scheduled Even Weeks in General Classroom Space.
 - between course sections in different size bands
 - INDG 100 001 (150 capacity) cannot be set to Same Time as INDG 100 003 (40 capacity)

***WARNING:** If Same Time is applied incorrectly, it will prevent all section components same time is applied to from being scheduled until the same time is removed.

8.3.8.1 To Set Same Time

STEP 1: Select the "Same Time" tab on the Edit Sections Details page.

STEP 2: Ensure the Correct Department and Course are selected.

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

Same Time sections

Select Department APSC-O

Select Course APSC 177-W

Available Sections

Select Sections

APSC 177-W/LAB/L1B

APSC 177-W/LAB/L1C

APSC 177-W/LAB/L1D

APSC 177-W/LAB/L1E

APSC 177-W/LAB/L1F

APSC 177-W/LAB/L1G

Selected Sections

Save Save and Close Cancel

STEP 3: Select the course to be set at the same time as the current course being edited. Use the right arrow to move that course to the Selected Sections window.

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

Same Time sections

Select Department APSC-O

Select Course APSC 177-W

Available Sections

Select Sections

APSC 177-W/LAB/L1C

APSC 177-W/LAB/L1D

APSC 177-W/LAB/L1E

APSC 177-W/LAB/L1F

APSC 177-W/LAB/L1G

APSC 177-W/LAB/L1H

Selected Sections

APSC 177-W/LAB/L1B

Save Save and Close Cancel

STEP 4: Click "Save" before continuing to the "Cross Listed" tab.

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

Size: 60

Duration (HH:MM): 00:30

Save Save and Close Cancel

Main Menu Log Off

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

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

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.

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

Edit the week pattern of the section

Select Week Pattern: WT1 -Winter Term 1

Week Pattern Description: 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

WTAO -Winter Term All Odd

Save Save and Close Cancel

Main Menu 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 crosslisting and don't have access to all required departments, email 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".

The screenshot shows the 'Web Data Collector' interface. At the top, it says 'Current User:'. Below this is a section titled 'Edit Section Details' with a red circle and the number '1' next to it. This section contains four input fields: 'Name' (CHEM 111-W/LEC/001), 'Template' (CHEM 111-W/LEC), 'Description' (Introductory Chemistry I), and 'Section' (001). Below the input fields is a row of tabs: 'Details', 'Day and Time', 'Weeks', 'Teaching Instructors', 'Location', 'Sequencing', 'Same Time', and 'Cross Listed'. The 'Cross Listed' tab is selected. Below the tabs is a section titled 'Create or update Cross Listed Sections (Jointly Taught Activity) Relationships for this Section' with a red circle and the number '2' next to it. This section contains a 'New' button and a 'Create a new JTA' button. At the bottom of the interface are three buttons: 'Save', 'Save and Close', and 'Cancel'. Below these are two more buttons: 'Main Menu' and '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

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.

Candidate Sections

CHEM 121-W/LAB/XMT
CHEM 121-W/LEC/001
CHEM 121-W/W-L/WL1
CHEM 121-W/W-L/WL2

Joined Sections

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	Edit
ASTR 110-W/LAB/L02,ASTR 111-V		Thu	18:30			03:00	20	3,5,7,9,11,13,15	Edit
ASTR 110-W/LEC/001,ASTR 111-V					3	01:00	120	3-11,13-16	Edit
ASTR 110-W/SEM/S01	S01			On Campus	1	01:00	20	3-11,13-16	Edit Delete
ASTR 110-W/W-L/WL1	WL1			On Campus		00:30	20	3-11,13-16	Edit Delete

[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**

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

Split Split the JTA back into its original activities

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