Web Data Collector (WDC) User Guide – Winter Session

Contents

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 Needs 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.
- 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. Required Instructional Formats (Activity Types)

- Due to the structure of Workday Student, all required instructional formats (activity types) listed for a course MUST be offered in both sessions of the upcoming academic year (Winter and Summer)

For a list of Workday Instructional Format Types see here [Academic Scheduling Website](#)

2.2. Special Topics and Variable Credit (STVC) Courses Requiring a Detail Code

- Departments will no longer contact Scheduling Services directly to request new detail codes for WDC. Instead, the [UBCO Additional WDC Information Form](#) will be available to request a new detail code version, topic, or a different credit value to populate in WDC.
  - o Requests must be submitted **2** business days in advance of the scheduled WDC maintenance date.
  - o Late requests post-WDC may be requested after the draft schedule is released
- Each version (A, B, C, D) of Special Topics and Variable Credit (STVC) courses must use the same instructional formats.

2.3. Waitlist Courses

- Waitlist sections are no longer added in WDC. Departments will add and manage waitlist sections in Workday Student.

2.4. Assigning Course Subject Codes

- Departments will no longer contact Scheduling Services to assign course subject codes to teaching instructors.
  - o Subject codes may be assigned to teaching instructors in Workday Student by Department Administrators.

2.5. Teaching Instructor Availability

- Instructor availability is collected to ensure course sections are not scheduled when instructors are unavailable to teach. 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.).
- If instructor unavailability is not a time-based accommodation, requests are submitted using the [UBCO Additional WDC Information Form](#).

2.6. Placeholder Staff

- Departments will no longer contact Scheduling Services directly to request additional placeholders. Instead, the [UBCO Additional WDC Information Form](#) will be available to request additional placeholders.

3. Accessing WDC From Home

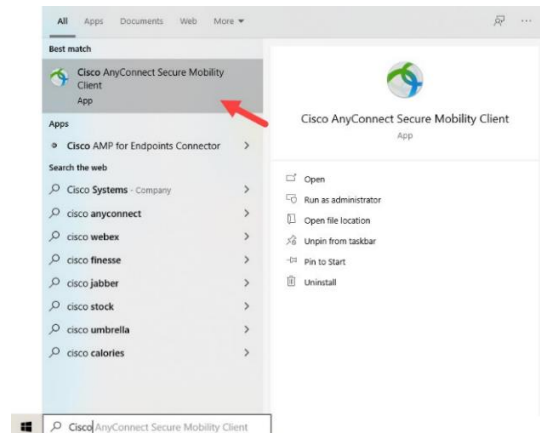When working remotely, staff will need to access WDC via VPN

VPN Addresses:
- myvpn.ok.ubc.ca
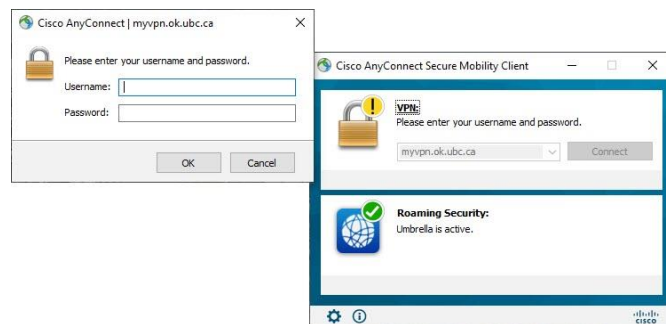- myvpn.ubc.ca

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
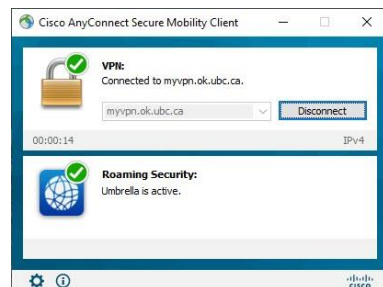

STEP 3: Type in a VPN address and click "Connect," a new window will open

STEP 4: Enter your CWL username along with your password

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

Visit Information Technology for additional information.

4. Launching WDC

Launch WDC from:

- https://webdatacollector-oka.as.it.ubc.ca/webdatacollector/default.aspx
- Academic Scheduling Website

To log-in:

STEP 1: Username: Enter CWL Username

STEP 2: Enter your CWL Password

STEP 3: Click "Login"

5. WDC Home Page

Upon login, you will see:

Please note that users have different roles and may see slightly different options.
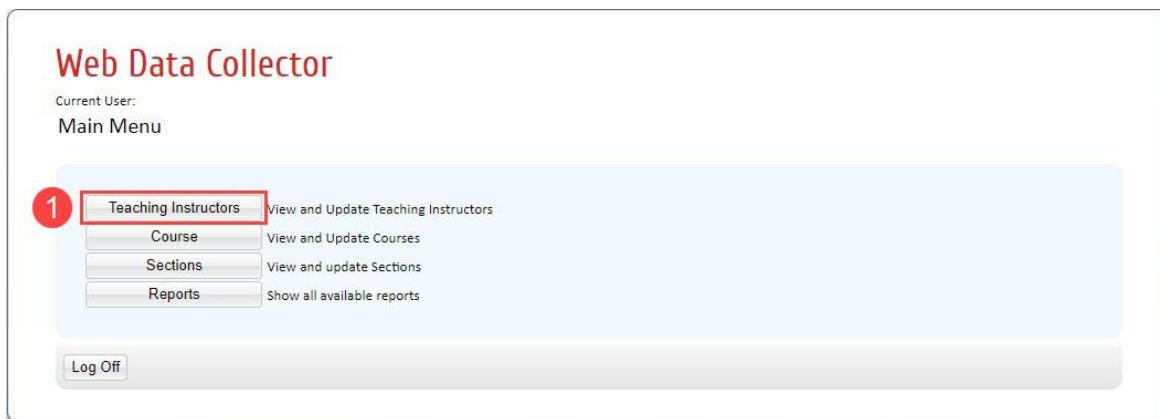
6. Confirm Teaching Instructors

Instructors must be set to "confirmed-offered" in order to be assigned to course sections.

> ***IMPORTANT:** Instructor names will not appear in WDC if they are not hired in Workday.
>
> Course subjects must also be assigned to instructors in Workday Student. (eg. CHEM must be assigned to an instructor in Workday, in order to assign that same instructor to a CHEM course in WDC).

Instructors not assigned to course subjects prior to the scheduled WDC maintenance will need to be assigned a "staff placeholder" in WDC.

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 all instructors assigned to the department.

STEP 3: In the "Status" column, instructors will default to "Pending Confirmation." Use the drop-down box to change the status for each instructor to "Confirmed" or "Not Teaching."

STEP 4: Once you update the status for each instructor, click "Save" at the bottom left of the screen. Check to ensure that no Teaching Instructors are "Pending Confirmation."

*IMPORTANT: Instructors are globally designated across departments. If an instructor outside of your department is set to "Confirmed", do not switch them to "Not Teaching."

6.1. Teaching Instructor Availability

Instructor availability is collected to ensure course sections are not scheduled when instructors are unavailable to teach. 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.).

If instructor unavailability is not a time-based accommodation, please submit requests using the UBCO Additional WDC Information Form.

Examples:

- Instructor cannot be scheduled to teach back to back sections on the same day.
- Instructor is required to teach in a specific building

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

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

Senator Commitments
- Senate Commitments will be blocked at a later date by Scheduling Services.

Non-Instructional Day
- Instructors will be provided one (1) "non-teaching" day per week, unless a 5-day instructional week is approved by the Department Head. Do not block off that day in WDC.

6.1.1. To enter Teaching Instructor Availability:

STEP 1: Select "Teaching Instructors" from the Main Menu.
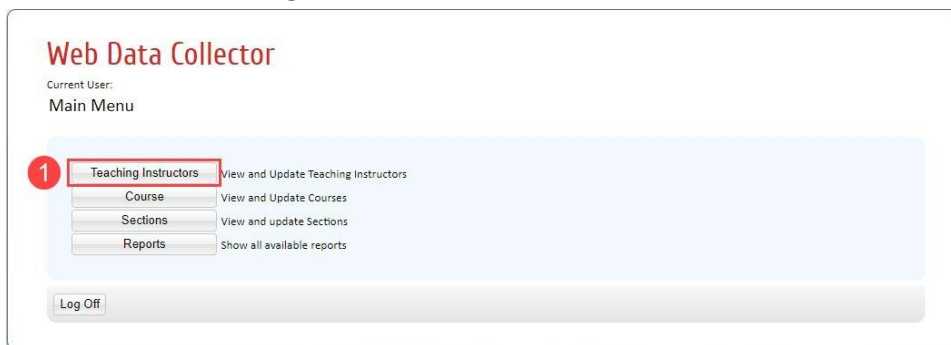
STEP 2: The "View Teaching Instructor List" window will open. Select your department subject from the dropdown list. All teaching instructors affiliated with that subject code will populate.

STEP 3: Select "Edit" beside each 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

Their availability pattern on the screen will show availability Monday-Sunday from 07:00 to 21:30.

Approved unavailability can be entered here.

STEP 4: For all times an instructor is unavailable, click on the corresponding time block to paint it grey.

STEP 5: In WDC, the one (1) non-teaching dropdown defaults to "yes." The one (1) non-teaching day rule can be waived at the discretion of the Department Head.

a. Waive the one (1) non-teaching (research day) by changing the dropdown from "Yes" to "No."

IMPORTANT: by selecting "Yes" the department is confirming the instructor's availability is approved.

STEP 6: Click save after updating each instructor availability.

6.1.2. Troubleshooting Teaching Instructors
- Instructor not available to assign to a course section?
    - Ensure their status is set to "Confirmed"
    - Ensure they are hired in Workday
    - Ensure you have added the needed subject codes in Workday

7. Course Information
Courses being offered for the upcoming academic session must be set to confirmed.

*WARNING: Courses left as "Action Pending" will not import into Scientia and will not be available for scheduling. Ensure all courses are changed to "Confirmed Offered" or "Not Offered".

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

STEP 2: Select your department subject code from the dropdown list to see all related courses.

STEP 3: Change the status of each course from "Action Pending" to "Confirmed-Offered" or "Not Offered." Click save after each status change.

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

IMPORTANT: If Senate has not yet processed a course it will not be listed.

7.1. Special Topics or Variable Credit (STVC) Courses Requiring a Detail Code

Variable credits are two set values (eg: 3 to 6 credits) or can vary within a range (eg: 1-9 credits).

Detail courses include:

- Independent study (directed studies) that do not have a changeable title
- Special topics with changeable titles

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

> ***IMPORTANT:** check the "Course Code", "Short Title" and number of "Credits" to ensure the correct course with the correct number of credits is "Confirmed Offered."
>
> ***NOTE:** Each version (A, B, C, D) of Special Topics and Variable Credit (STVC) courses must use the same instructional formats.

If you require STVC credit courses with a new detail code version, topic, or credit value, please submit requests using the UBCO Additional WDC Information Form.

Requests must be submitted **2** business days in advance of the scheduled WDC maintenance date. If required after this date, requests may be submitted after the release of the draft timetable. Do not submit a request if your course topic is not known.

8. Section Information

Course sections can be viewed and updated.

Data that can be added and/or modified in the "Sections" tab includes: section size, duration, repeating pattern, schedule type, instructor, location requirements, and cross listed courses.

STEP 1: Select the "Sections" tab.
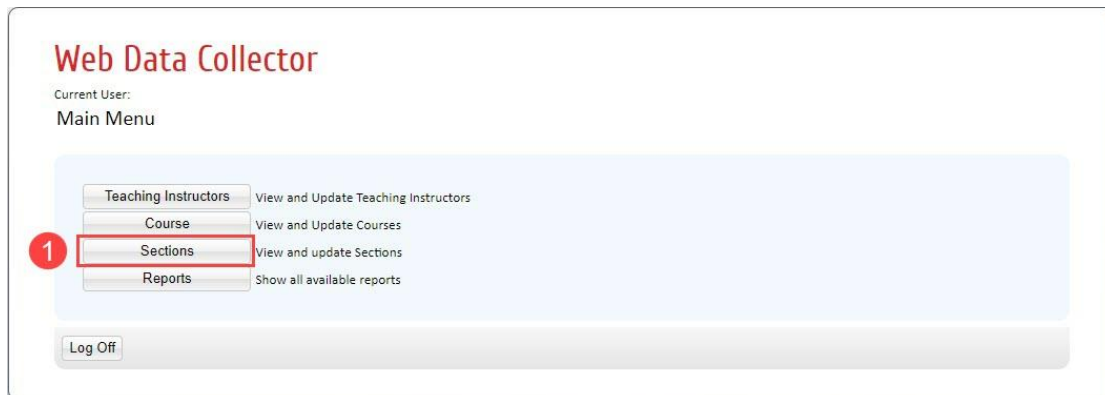
STEP 2: The List Sections screen will open. Click the "Department" from the dropdown list.
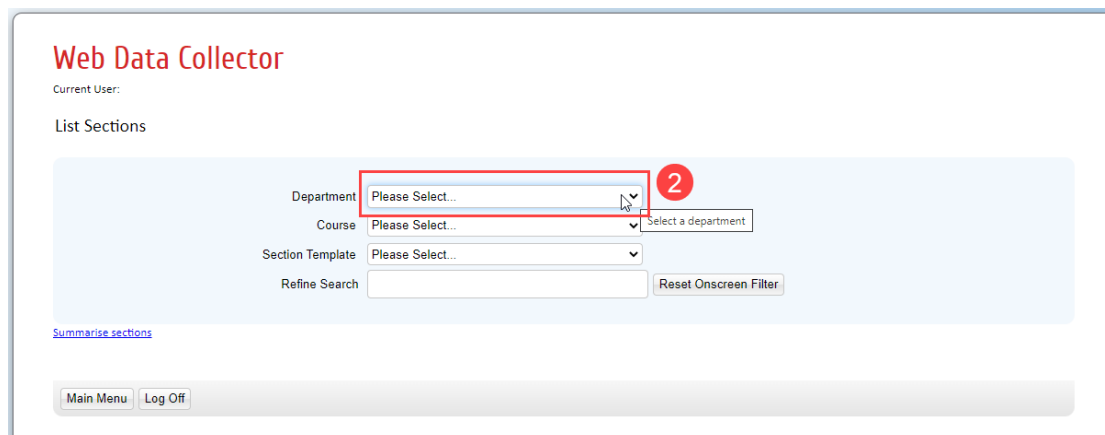
STEP 3: Click the "Course" dropdown and select your department subject code.

STEP 4: Click the "Section Template" dropdown. Available instructional formats will display.

8.1. Generate a New Section from Template

STEP 1: Select the "Section Template" for the instructional format you want to generate.

Summarise sections

The following Sections are on the Course

Name	Section Number	Days Met	Start Time	Type	Repeats	Duration	Section Size	Weeks		
ANTH 100-W/LEC/001	001			Online Synchron	2	01:30	100	3-12,14-16	Edit	Delete
ANTH 100-W/LEC/002	002			Online Synchron	3	01:00	100	3-12,14-16	Edit	Delete
ANTH 100-W/LEC/003	003			On Campus	2	01:30	100	3-12,14-16	Edit	Delete
ANTH 100-W/LEC/101	101			On Campus	2	01:30	100	21-26,28-34	Edit	Delete
ANTH 100-W/LEC/102	102			On Campus	2	01:30	100	21-26,28-34	Edit	Delete
ANTH 100-W/LEC/103	103			Asynchronous	3	01:00	100	21-26,28-34	Edit	Delete

STEP 2: To add course section templates, click "Generate."

STEP 3: Type the number of templates needed in the "Sections to generate field" and click "Generate Sections."

Department	ANTH-O - Anthropology - Okanagan ▼	Reports
Course	ANTH_O 100-W - Introduction to Cultural Anthr ▼	Edit
Section Template	ANTH 100-W/LEC ▼	Generate

Generate Sections from the Section Template

Course Size	0
Section Template Size	0
Sections to generate	1
	Generate Sections

Cancel

Main Menu | Log Off

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

Department	ANTH-O - Anthropology - Okanagan ▼	Reports
Course	ANTH_O 100-W - Introduction to Cultural Anthr ▼	Edit
Section Template	ANTH 100-W/LEC ▼	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		
ANTH 100-W/LEC/001	001			Online Synchron	2	01:30	100	3-12,14-16	Edit	Delete
ANTH 100-W/LEC/001						00:30	0	1-52	Edit	Delete
ANTH 100-W/LEC/002	002			Online Synchron	3	01:00	100	3-12,14-16	Edit	Delete
ANTH 100-W/LEC/003	003			On Campus	2	01:30	100	3-12,14-16	Edit	Delete
ANTH 100-W/LEC/101	101			On Campus	2	01:30	100	21-26,28-34	Edit	Delete
ANTH 100-W/LEC/102	102			On Campus	2	01:30	100	21-26,28-34	Edit	Delete
ANTH 100-W/LEC/103	103			Asynchronous	3	01:00	100	21-26,28-34	Edit	Delete

Main Menu | Log Off

STEP 5: Remove any excess sections by clicking delete.

Department	APSC-O - Applied Science - Okanagan		Reports						
Course	APSC_O 278-W - Electric and Magnetic Fields		Edit						
Section Template	APSC 278-W/DIS		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		
APSC 278-W/DIS/T2A	T2A				1	01:00	40	21-26,28-34	Edit	Delete
APSC 278-W/DIS/T2B	T2B				1	01:00	40	21-26,28-34	Edit	Delete
APSC 278-W/DIS/T2C	T2C				1	01:00	40	21-26,28-34	Edit	Delete

Main Menu   Log Off

*WARNING: Deleted course sections <u>cannot</u> be recovered. If you delete a needed course sections, a new course section will need to be generated.

*IMPORTANT: All required instructional formats (WDC templates) available for each course **MUST** be used for each course. Multiple sections of the same course must offer the same required instructional formats.
Eg: BIOL 308 001 and 002 must offer the same instructional format (LEC & SEM)
Eg: If ANTH 100 has both LEC & SEM templates available, both a LEC and SEM section must be added.

8.2. 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 instructors, and cross listing requirements for each course.

For instructions on Cross Listed sections go to Cross Listed Course Sections.

STEP 1: From the Main Menu, select the "Sections" tab. The List Sections window will open.

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 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.

*IMPORTANT: If 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 Section for further information.

8.2.1. Edit Section Details

NOTE: As a starting point, WDC pre-populates the previous Winter's timetable information and criteria. To make changes to your existing sections follow the steps below.

STEP 1: In the "List Sections" window click "Edit" beside the course section. The "Detail" tab will open.

STEP 2: For a newly created section, the Section field will be empty. You will enter **exactly** three characters (letters and /or numbers) to assign the section number. Section numbers should be assigned in sequence.

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

STEP 3: In the size field, enter the expected section enrolment. For sections in restricted space, do not increase the size larger than its room capacity.

STEP 4: Select the course section duration from the "Duration (HH:MM)" dropdown. This is the length of time the course section will meet each scheduled day (e.g. a class meeting M and W for 1.5 hours each day will have a duration of 01:30, not 03:00).

STEP 5: Click "Save."

8.2.2. Edit Section Day and Time

In WDC, the Day and Time tab indicates the number of times a course section meets per week.

To add details to the "Day and Time" tab:

1. Determine the "Schedule Type"
2. In the "Repeats" field, enter the number of times the course section meets per week

*For a list of schedule types see the [Academic Scheduling Website](#).

IMPORTANT: All course sections default to "Asynchronous." Follow the steps listed below to change a course's schedule type.

8.2.2.1. 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, enter the number of days the course section will meet per week.

STEP 3: Click "Save."

8.2.2.2. On Campus Evening (Fixed Day/Time Allowed)

8.2.2.2.1. **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.

STEP 2: Click "Save" and enter "No Fixed Time" in the "Start Time" field.

STEP 3: In the "Repeats" field, enter the number of times the course section should be scheduled.

STEP 4: Click "Save."

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

8.2.2.2.2. 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.
STEP 2: Click the boxes beside "day of the week" to indicate days to be scheduled.
STEP 3: Click the "Start Time" dropdown to select the start time.
STEP 4: Click "Save."

8.2.2.3. On Campus (Fixed Day Time)

IMPORTANT: Please review WDC Fixed Day and Time document before assigning fixed days and times. 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.
STEP 2: Click the box beside "day of week" to indicate days to be scheduled.
STEP 3: Select the "Start Time" from the dropdown.
STEP 4: Click "Save."

8.2.2.4. Online Synchronous

STEP 1: In the "Schedule Type" dropdown, select "Online Synchronous." "No Fixed Time" automatically populates in the "Start Time" field once saved.

STEP 2: In the "Repeats" field, enter the number of days the course section should be scheduled.

STEP 3: Click "Save."

8.2.2.5. Online Synchronous Evening (Fixed Days/Time Allowed)

> ***IMPORTANT:** Please review WDC Fixed Day and Time document before assigning fixed days and times 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.

8.2.2.5.1. 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. Click "Save."

STEP 2: Enter "No Fixed Time" in the "Start Time" field.

STEP 3: In the "Repeats" field, enter the number of days the course section should be scheduled.

STEP 4: Click "Save."

8.2.2.5.2. **Option 2**: *Request for evening placement with fixed days and time*

> ***IMPORTANT:** Please review WDC Fixed Day and Time document before assigning fixed days and times to sections. Courses not meeting requirements will have any Fixed Days/Times removed and be scheduled in accordance with UBCO Campus Scheduling Rules, Pathways and Student Sets.

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

STEP 2: Click the box beside "day of week" to indicate days to be scheduled.

STEP 3: Click the "Start Time" dropdown to select the start time. Note: requests for evening course sections with fixed days and time should follow Standard Start Times.

STEP 4: Click "Save."

8.2.2.6. *Online Synchronous (Fixed Day Time)*

> ***IMPORTANT:** Please review WDC Fixed Day and Time document before assigning fixed days and times to sections. Courses not meeting requirements will have any Fixed Days/Times removed and be scheduled in accordance with UBCO Campus Scheduling Rules, Pathways and Student Sets.

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

STEP 2: Click the box beside "day of week" to indicate days to be scheduled.

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

STEP 4: Click "Save."

8.2.2.7. Asynchronous (No Scheduled Meeting)

STEP 1: For course sections with no scheduled days and times, set the "Schedule Type" to "Asynchronous"

STEP 2: Click "Save."

8.2.3. Edit Section Weeks

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

> ***IMPORTANT:** Courses starting the last two weeks of August (weeks 1 or 2 in WDC) will display with a September 1st start date in Workday Student.

STEP 1: In the "Weeks" tab, click the "Select Week Pattern" dropdown.

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

STEP 2: Click "Save."

8.2.3.1. Non-Standard Term Dates

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

STEP 1: In the "Weeks" tab, move your cursor over the boxes. The start date of the corresponding week will display above the box.
STEP 2: Click the checkboxes to select the weeks needed.
STEP 3: Click "Save."

8.2.4. Edit Teaching Instructors

The "Teaching Instructors" tab is used to attach primary instructors to their course sections. Instructors will not appear in the "Teaching Instructors" tab unless they have been previously "Confirmed" in WDC.

STEP 1: Select the name of the instructor from the "Teaching Instructors Requirement" box. Click the arrow button to move the name to the "Selected Teaching Instructor(s)" box.

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

STEP 3: If the instructor is not known, assign "0:NoStaff" and confirm that the "Number of Teaching Instructors" is set to "None."

STEP 4: Click "Save."

8.2.4.1. *Placeholder Instructors*

For Winter session, placeholder staff are available to assign to courses if an instructor is not known or hired.

Example:

A sessional instructor will teach ENGL 112, ENGL 221, and ENGL 304 but has not been hired yet. Assigning a placeholder instructor to these three courses sections, ensures they will be conflict free for that sessional when attached to their courses post-hire.

It is the responsibility of the departments to keep track of staff placeholders. If you require additional placeholders, please submit requests using the UBCO Additional WDC Information Form.

The UBCO Academic Scheduling Change Request Form can be used to request instructor assignment after draft release.

> ***IMPORTANT**: On the Teaching Instructors tab ensure the teaching instructor suitability is set to "0:NoStaff" if an instructor is not assigned. If you do not select "0:NoStaff" a random instructor will be assigned.
>
> ***NOTE:** Instructors should only be assigned to Secondary and Tertiary instruction formats (teaching activities eg. LAB, SEM, DIS, etc.) if they are teaching 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 course sections, they should be set to "0:NoStaff".

8.2.5. Edit Section Location

The Location Tab communicates 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 the 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.

8.2.5.1. No Location

STEP 1: Select "None" from the "Number of Rooms" dropdown.
STEP 2: Select "0:NoLocation" from the "Location suitabilities" and click the arrow to move it to the "Selected Location Suitabilities" box.
STEP 3: Click "Save."

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

STEP 2: Select a "Location Suitability" and click the arrow to move it to the "Selected Location Suitabilities" box.

STEP 3: Select any required "Equipment Types" and click the arrow to move it to the "Selected Equipment Types" box.

STEP 4: Click "Save."

*WARNING: Selecting multiple equipment types is not recommended. Only select Equipment Types for a specific need such as moveable tables.

8.2.5.3. Restricted Space

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

STEP 2: Select "RT: Restricted Space" in the "Location Suitability" and click the arrow to move it to the "Selected Location Suitabilities" box.

STEP 3: Select your Department code from the "Other possible suitabilities" and click the arrow to move it to the "Other selected suitabilities" box.

STEP 4: The "Location Requirements" will list all available rooms. Select the room and use the arrow to move it to the "Selected locations" box.

STEP 5: Click "Save."

If you require specific computer lab hardware/software that not all computer labs have, please submit requests using the UBCO Additional WDC Information Form.

8.2.6. Applying Sequencing

The "Sequencing Tab" is used to order the placement of primary, secondary and/or tertiary components of a course section. Sequencing is based off of the first day of the primary course section. Section sequence will default to "No Requirement." If using sequencing, change this to "Later in the Week."

- Sequencing **can be used** for courses that have multiple instructional formats (activity types).
  - Eg. PSYO 111-002 is scheduled M/W with a sequenced lab. This means the lab can be scheduled on Mondays after the lecture, and any day following.

- Sequencing **cannot be used** between course sections with the same instructional format (activity type).
  - Eg. 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.
  - Eg. 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 sections from being scheduled until the sequencing is corrected.

8.2.7. To Set Sequencing

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

STEP 2: Select "Later in the week" from the "Section Sequence" dropdown.

| 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

- ☐ BIOL 354-W/LAB/XMT
- ☐ BIOL 354-W/TUT/T01
- ☐ BIOL 354-W/TUT/T02
- ☐ BIOL 354-W/TUT/T03
- ☐ BIOL 354-W/TUT/T04
- ☐ BIOL 354-W/W-L/WL1

| Save | Save and Close | Cancel |

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

| 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

- ☐ BIOL 354-W/LAB/XMT
- ☑ BIOL 354-W/TUT/T01
- ☑ BIOL 354-W/TUT/T02
- ☑ BIOL 354-W/TUT/T03
- ☑ BIOL 354-W/TUT/T04
- ☐ BIOL 354-W/W-L/WL1

| Save | Save and Close | Cancel |

STEP 4: Click "Save."

- **"Later the Same Day":** In the "Section sequence" dropdown, "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.
- **"The Following Day":** In the "Section sequence" dropdown, "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.
- **"Back to Back":** Cannot be used as part of the scheduling process. Courses sequenced with Back to Back will have the sequencing removed. *Courses sequenced with "Back to Back" will have the sequencing removed*. Please use Later in the Week.

8.2.8. Applying Same Time

- Same Time **can be used:**
  - for courses running in alternate weeks, that are the same size and have the same location:
    - Eg. APSC 177-L1A (40 capacity) requires alternating Even Weeks in a computer lab. APSC 177-L1B requires alternating Odd Weeks in a computer lab. Courses are set to Same Time to ensure they are scheduled same day/time/location.
  - for courses that run sequentially in a term
    - Eg. NRSG 326 001 is scheduled in weeks 3-8 and NRSG 326 002 is scheduled in weeks 10-15. Courses are set to Same Time to ensure they are assigned to the same room.

- Same Time **cannot be used:**
  - for course sections in different locations
    - Eg. APSC 182-L1A, requires Odd Weeks in Restricted Space, APSC 182 T1A, requires Even Weeks in General Classroom Space.

  - for course sections with different sizes
    - INDG 100-001 (150 seats) cannot be set to Same Time as INDG 100-003 (40 seats)

8.2.8.1. 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.

STEP 3: Select the course section from the "Select Sections" box that must match times with the current course section being edited. Click the arrow to move it to the "Selected Sections" box.

STEP 4: Click "Save."

8.2.9. Cross listed Course Sections

Cross listing sections joins two or more different sections together so they are taught at the same day/time and location by the same instructor. Scientia refers to cross listed sections as JTAs (Jointly Taught Activities). JTAs from the previous Winter Session will populate in WDC.

*IMPORTANT: Ensure only the Section ID, Size, and Week Pattern are updated on all of the course sections to be cross listed.

8.2.9.1.1. Create a Cross listed Section

STEP 1: Select the primary course to be cross listed. The primary course is typically the one offered by the Department whose instructor is assigned.

STEP 2: In the edit section details screen, click the "Cross Listed"

STEP 3: In the "Cross Listed" tab click "New."

STEP 4: Find "candidate" course sections by selecting the course code from the drop-down menu.

STEP 5: Select the course section you want to join and click the arrow to move it to the "Joined Sections" box field.

STEP 6: In "Options for the creation of the JTA" ensure that all categories are selected as "All."

STEP 7: "Save and Close."
STEP 8: The cross listed section will now display with the below symbol:

STEP 9: Once all course sections have been added to the JTA, complete the remaining course section details, including the duration, repeats, term (weeks), room requirements, and instructor.

8.2.9.1.2. How to Split a JTA

From the Main Menu select the "Sections tab," and click "Edit" next to the cross listed course section.

STEP 1: Select the "Cross Listed" tab.
STEP 2: Click "Split" to split the JTA back into its original sections.
STEP 3: "Save & Close"

8.2.9.2. Cross listing Courses between different Departments

STEP 1: Each department is responsible for setting its courses to 'Confirmed-Offered'

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

STEP 3: Departments coordinate and determine who is the primary department (usually the Dept. whose instructor is teaching the course)
  a. The primary department will join the cross listed sections together and/or split
  b. The sections if required

STEP 4: If you are responsible for creating the cross listing (JTA) and don't have access to all required department subject codes, email academic.scheduling@ubc.ca to request WDC access. Ensure all required departments are copied in that email.

STEP 5: Once Academic Scheduling Services confirms the access, follow the steps below.

8.2.10. Making Edits to an Existing Cross listed Course Section

If you need to make an edit to an existing cross list in WDC, the process varies depending on what information is being edited. See below for instructions on how to update cross listed sections.

> ***IMPORTANT**: You must first split an existing cross listed section prior to changing the size. Adjusting the size on an existing section without splitting it first can create problems (eg: location assignment will be too small to accommodate all sections).

8.2.10.1. 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 a singular course.

8.2.10.2. 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.

8.2.10.3. 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.

8.2.10.4. 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.

8.2.10.5. Change in Sequencing and Same Time

Must be set on the cross listed course not the individual sections

9. Generating Reports

It is recommended that departments pull the 'Department Sections Report' and the 'Department Staff Report' for record and review. The WDC Generating Reports Guide can be found on the Academic Scheduling website.