



## How to Review the Draft Timetable

The **‘Course Section Search – Central’** report can be used to review the draft timetable.

**Recommendation:** This report displays in tabular format but it is recommended to be exported into Excel or Worksheets to review the draft timetable.

### Course Section Search – Central

The screenshot shows the 'Course Section Search - Central' interface. It features several search criteria on the left side, each with a corresponding dropdown menu or checkbox on the right. The criteria are: Academic Period (with a red arrow pointing to the dropdown), Academic Unit, Special Topic Course (only) (checkbox), Course Subject (with a red arrow pointing to the dropdown), Course Number, Course Section, Section Status, Delivery Mode, Instructional Format, Student Registration Greater than or Equal (input field), and Course Section Overlap (checkbox). The dropdown menus for Academic Period and Course Subject are open, showing options for '2024-25 Winter Term 1 (UBC-O)', '2024-25 Winter Term 2 (UBC-O)', 'Biology (Okanagan)', 'Mathematics (Okanagan)', and 'Art History and Visual Culture (Okanagan)'. At the bottom of the interface, there are two buttons: 'OK' and 'Cancel'.

**STEP 1:** type **“Course Section Search – Central”** in the search bar. Click on the report to bring up the criteria menu to refine the search.

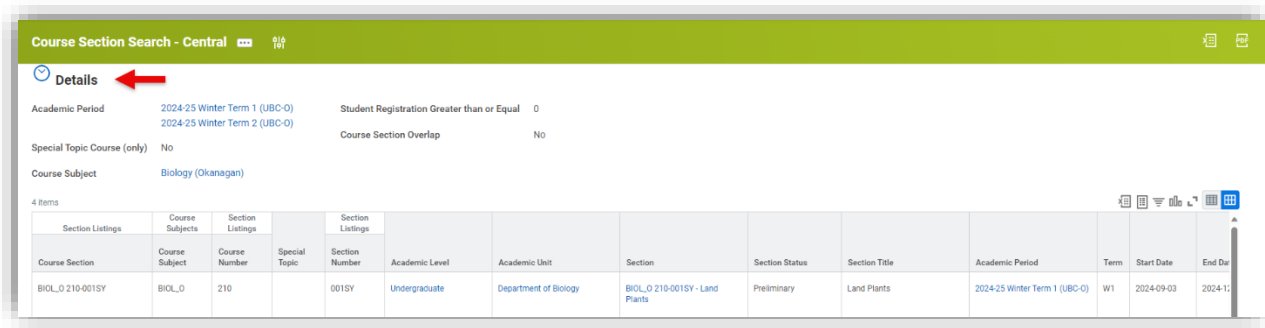
- **Academic Period (Required)**  
Select each term individually, or multi-select to view more than one period at a time.
- **Academic Unit (Optional)**  
Select a specific Academic Department.
- **Course Subject (Optional):** Type in course code to refine results by course. This is a multi-selectable field.

Further refinement can be done using **“Course number”**, **“Course Section”**, **“Instructional format”**, and **“Course section overlap”**.



**STEP 2: Click “OK”**

- The “**Course Section Search – Central**” report will populate.



**STEP 3:** We suggest that you export the report into Excel or Worksheets to complete your review. We recommending keeping the following columns to begin to review each course section for accuracy (other columns may be removed or hidden):

- Course Subject
- Course Number
- Special Topic (Detail code)
- Sections Number
- Section Status
- Section Title
- Academic Period
- Term
- Start Date
- End Date
- Section Capacity
- Abbreviated Section Title
- \*Min Credits (Non STVC)
- \*Max Credits
- Instructional Format
- Instructor
- Meeting Pattern and Location
- Course Section Overlaps