

Web Data Collector (WDC) User Guide – Summer Session

Contents

1.	Introduction	2
1.1.	Functional Overview: Collecting Scheduling Needs Process.....	2
1.2.	Guidelines for using WDC	2
2.	Summary of Updates	3
2.1.	Special Topics and Variable Credit (STVC) Courses Requiring a Detail Code.....	3
2.2.	Instructional Format	3
2.3.	Waitlist Courses	3
3.	Accessing WDC From Home.....	4
4.	Launching WDC.....	5
5.	WDC Home Page.....	5
6.	Confirm Teaching Instructors.....	6
6.1.	Teaching Instructor Availability	7
6.1.1.	Troubleshooting Teaching Instructors	7
7.	Course Information	8
7.1.	Special Topics or Variable Credit (STVC) Courses Requiring a Detail Code.....	9
8.	Section Information	10
8.1.	Generate a New Section from Template	11
8.2.	Edit a New or Existing Section.....	13
8.2.1.	Edit Section Details	14
8.2.2.	Edit Section Day and Time	15
8.2.3.	Edit Section Weeks.....	18
8.2.4.	Edit Teaching Instructors	19
8.2.5.	Edit Section Location.....	21
8.2.6.	Applying Sequencing.....	24
8.2.7.	Applying Same Time.....	24
8.2.8.	Cross listed Course Sections.....	25
8.2.9.	Making Edits to an Existing Cross listed Course Section	28
9.	Generating Reports.....	29



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

- If you require a STVC credit course with a new detail code version, topic, or credit value, requests may be submitted after the release of the draft timetable using the [UBCO Academic Scheduling Change Request Form](#).

2.2. Instructional Format

- 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).

2.3. Waitlist Courses

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



3. Accessing WDC From Home

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

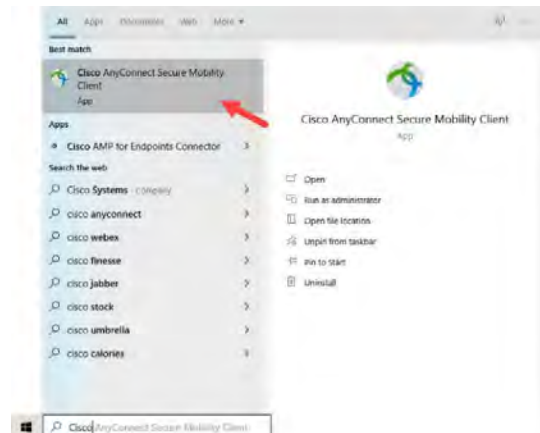
VPN Addresses:

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

To connect to VPN, follow the steps below:

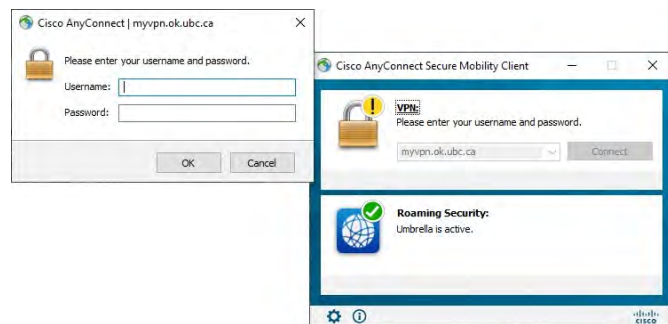
STEP 1: Click the "Start" menu on your computer and type "Cisco"

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

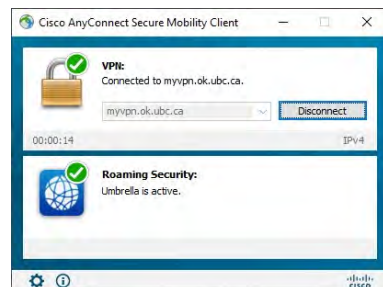


STEP 3: Type in a VPN address and click "Connect," a new window will open

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"



THE UNIVERSITY OF BRITISH COLUMBIA

Web Data Collector

Username:

Password:

Login

5. WDC Home Page

Upon login, you will see:

Web Data Collector

Current User:

Main Menu

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

Log Off

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

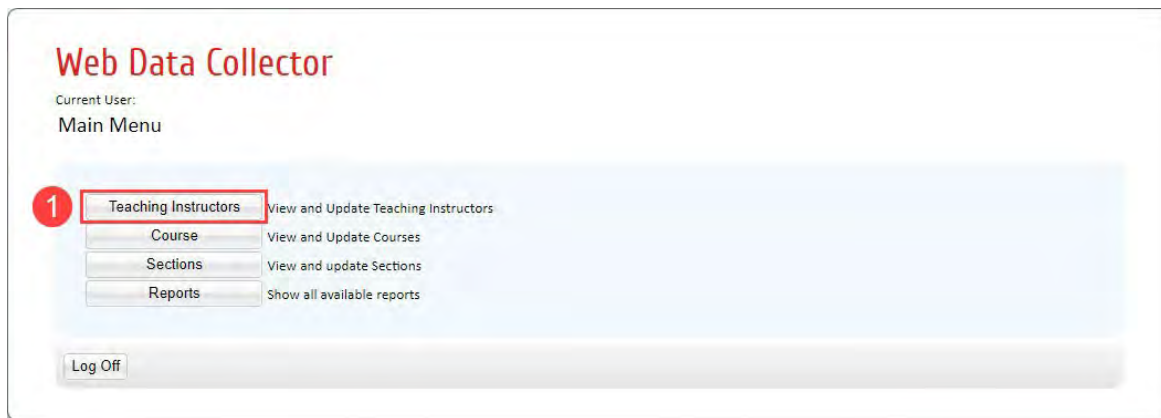
6. Confirm Teaching Instructors

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

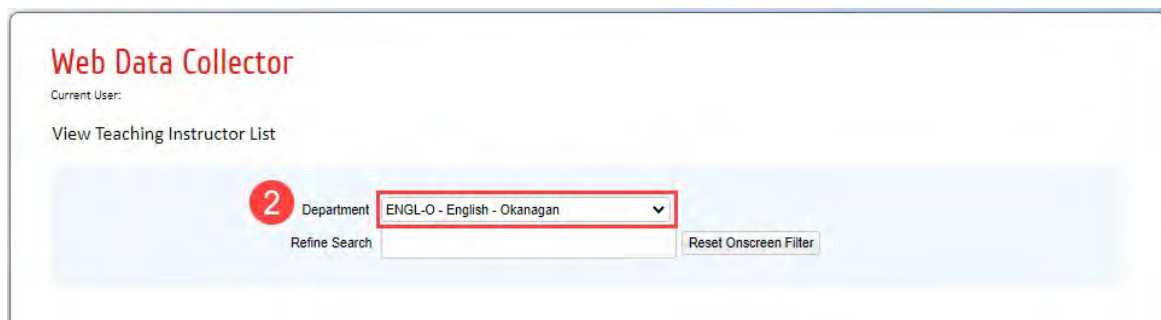
***IMPORTANT:** Instructor names will not appear in WDC if they are not hired in Workday.

Course subjects must also be assigned to instructors in Workday Student through the Designate Instructor Eligibility Task. (e.g., CHEM must be assigned to an instructor in Workday, in order to assign that same instructor to a CHEM course 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."

View and Update Teaching Instructor Details

Employee ID	Name	Status	
ENGL.Staff02	ENGL, Staff 02	Pending Confirmation	Edit
ENGL.Staff03	ENGL, Staff 03	Pending Confirmation	Edit
ENGL.Staff04	ENGL, Staff 04	Pending Confirmation	Edit
ENGL.Staff05	ENGL, Staff 05	Pending Confirmation	Edit
ENGL.Staff06	ENGL, Staff 06	Pending Confirmation	Edit
ENGL.Staff07	ENGL, Staff 07	Pending Confirmation	Edit
ENGL.Staff08	ENGL, Staff 08	Pending Confirmation	Edit
ENGL.Staff09	ENGL, Staff 09	Pending Confirmation	Edit
ENGL.Staff10	ENGL, Staff 10	Pending Confirmation	Edit
ENGL.Staff11	ENGL, Staff 11	Pending Confirmation	Edit
ENGL.Staff12	ENGL, Staff 12	Pending Confirmation	Edit
ENGL.Staff13	ENGL, Staff 13	Pending Confirmation	Edit

Save

View and Update Teaching Instructor Details

Employee ID	Name	Status	
ENGL.Staff02	ENGL, Staff 02	Confirmed	Edit
ENGL.Staff03	ENGL, Staff 03	Pending Confirmation	Edit
ENGL.Staff04	ENGL, Staff 04	<div style="border: 1px solid gray; padding: 2px;"> Pending Confirmation Not Teaching Confirmed Pending Confirmation </div>	Edit
ENGL.Staff05	ENGL, Staff 05	Pending Confirmation	Edit
ENGL.Staff06	ENGL, Staff 06	Pending Confirmation	Edit

3

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

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

6.1.1. 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

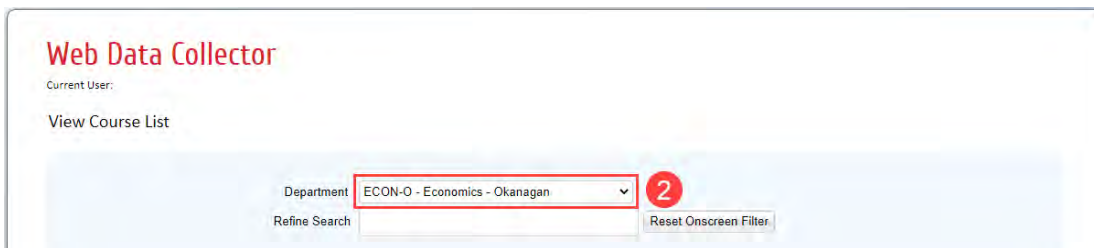
Courses being offered for the upcoming academic session must be set to confirmed.

***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 a course has not yet been processed by Senate it will not be listed.

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

Variable credit courses are listed with a choice of credit value. As an example, the form (2-6) implies that the course may be taken for any number of credits from 2 to 6 inclusive. The maximum credit value is that which may be obtained by a student during the complete program of study (i.e., it is not the maximum for a given year).

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." Credit value of an STVC course cannot be changed in Workday once the course version has been created – the course would have to be cancelled and a new version created.

If you require a STVC credit course with a new detail code version, topic, or credit value, requests may be submitted after the release of the draft timetable using the [UBCO Academic Scheduling Change Form](#). Do not submit a request if your course topic is not known.

***NOTE:** Each version (A, B, C, D) of Special Topics and Variable Credit (STVC) courses must use the same instructional formats.

8. Section Information

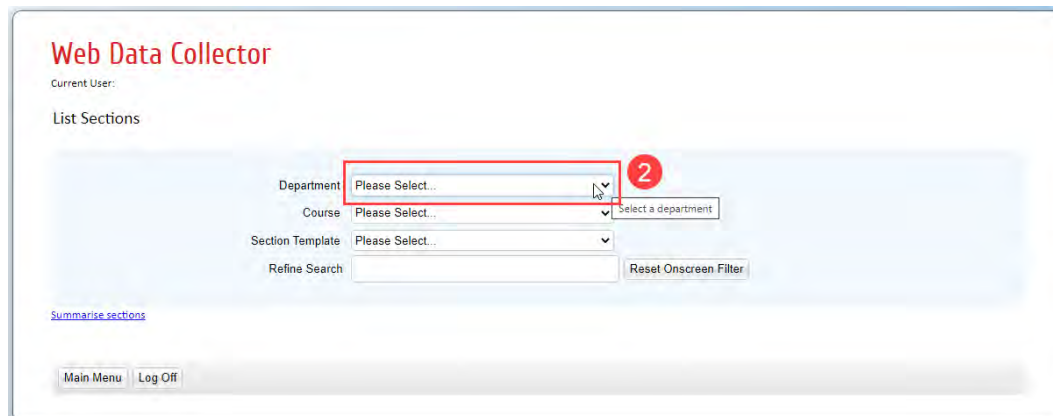
Course sections can be viewed and updated.

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.

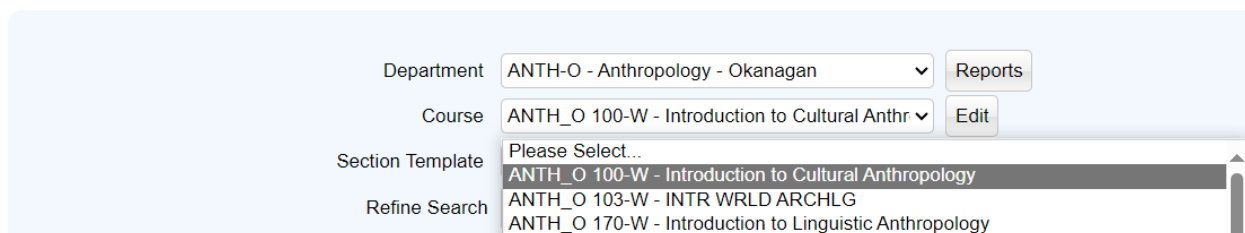
STEP 1: Select the “Sections” tab.



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.

IMPORTANT: Only courses that have previously been offered in the summer session will have templates available. If you are wanting to offer a course in summer session and no template exists, please contact the Scheduling Services team for assistance.

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	Edit	Delete
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

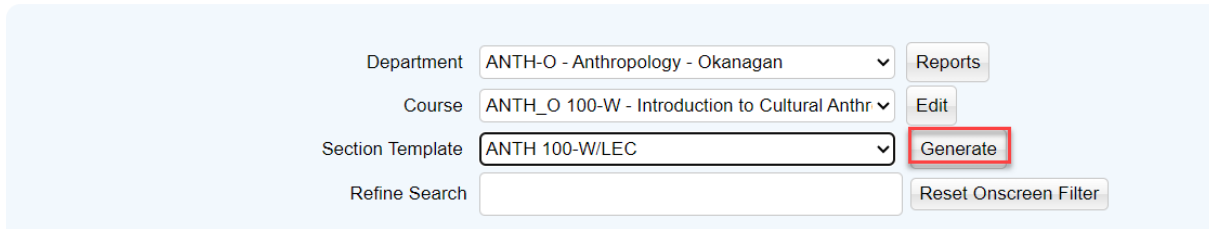
***IMPORTANT:** All required instructional formats (WDC templates) available for each course **MUST** be used for each course. Multiple sections of the same course must offer the same required instructional formats.

E.g.: BIOL 308 001 and 002 must offer the same instructional format (LEC & SEM)

E.g.: If ANTH 100 has both LEC & SEM templates available, both a LEC and SEM section must be added.

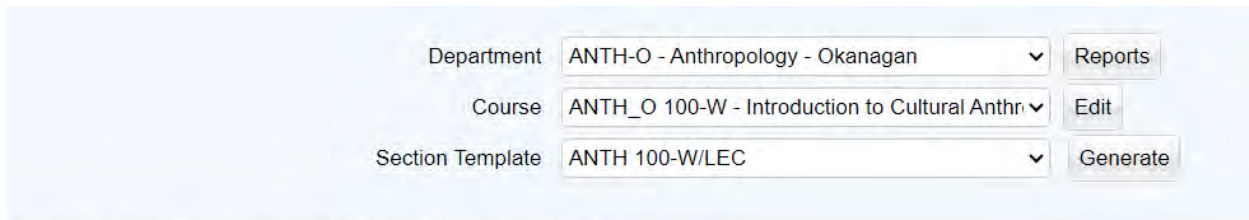
For details on Instructional Formats, including the process and timeline for adding or updating them, please visit the ES Training Hub under the section titled "[Required Instructional Formats](#)".

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



Department: ANTH-O - Anthropology - Okanagan
Course: ANTH_O 100-W - Introduction to Cultural Anthr
Section Template: ANTH 100-W/LEC
Refine Search:
Buttons: Reports, Edit, Generate, Reset Onscreen Filter

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



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

Generate Sections from the Section Template



Course Size: 0
Section Template Size: 0
Sections to generate: 1
Buttons: 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 Anth | 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	Edit	Delete
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	Edit	Delete
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 cannot be recovered. If you delete a needed course section, a new course section will need to be generated.

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.

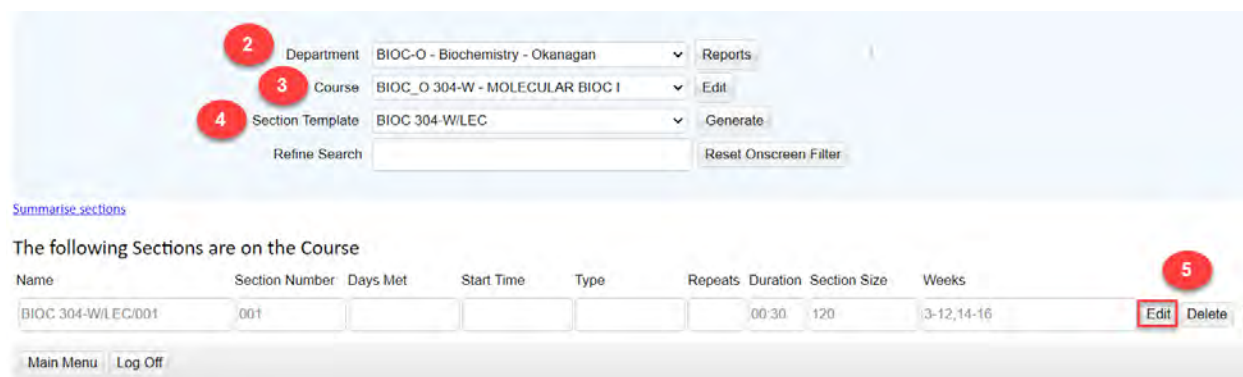


STEP 2: Select the department from the "Department" dropdown list.

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.

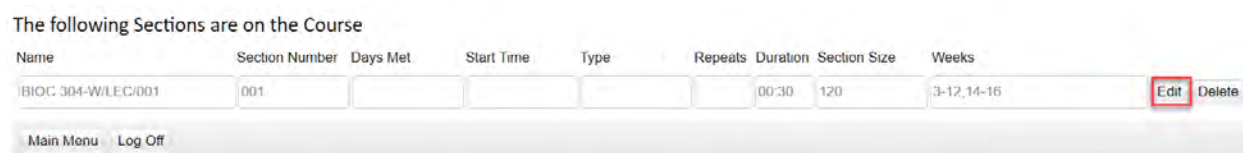


***IMPORTANT:** If cross listing courses, only the "Section ID", "Size" and "Weeks" should be added to each course section prior to cross listing. Please review the [Cross Listing Section](#) for further information.

8.2.1. Edit Section Details

NOTE: As a starting point, WDC pre-populates the previous summer'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.



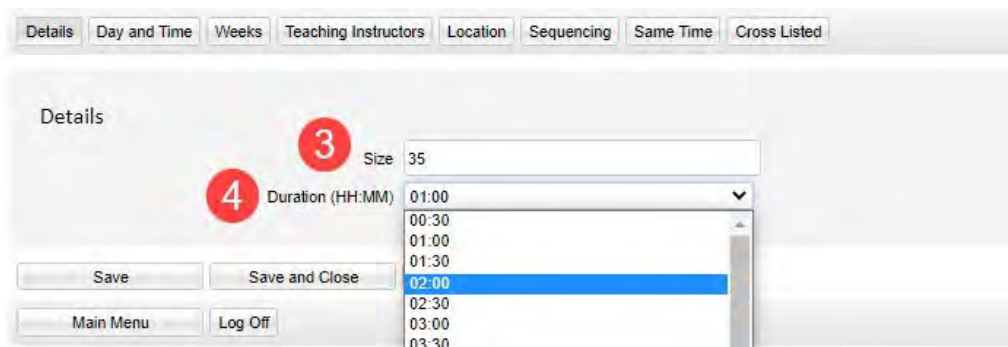
STEP 2: For a newly created section, the Section field will be empty. You will enter **exactly** three characters (letters and /or numbers) to assign the section number. Section numbers should be assigned in sequence.

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

PLEASE NOTE: In the Summer Session faculty are responsible for entering days and times on course sections.

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

1. Click the boxes beside "day of week" to indicate days to be scheduled
2. Click the "Start time" dropdown to select the start time
3. Determine the "Schedule Type"
 - Asynchronous: scheduled with no day, time or location
 - On Campus (Fixed Day Time): scheduled with day, time and location
 - Online Synchronous (Fixed Day Time: offered online with scheduled day and time

IMPORTANT: All course sections default to “Asynchronous.” Follow the steps listed below to change a course’s 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

On Campus (Fixed Day Time)

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

STEP 2: Click the boxes beside “day of week” to indicate days to be scheduled.

STEP 3: Click the “Start time” dropdown to select the start time.

STEP 4: Click “Save.”

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

Set the suggested day and time of the section

2 Day of Week Mon Tue Wed Thu Fri Sat Sun

3 Start Time No Fixed Time

1 Schedule Type **On Campus (Fixed Day/Time)**

Repeats

4 Save Save and Close Cancel

Main Menu Log Off

8.2.2.1. Online Synchronous (Fixed Day Time)

STEP 1: Select "Online Synchronous (Fixed Day Time)" from the "Schedule 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."

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

Set the suggested day and time of the section

2 Day of Week Mon Tue Wed Thu Fri Sat Sun

3 Start Time No Fixed Time

1 Schedule Type Online Synchronous (Fixed Day/Time)

Repeats

4 Save Save and Close Cancel

Main Menu Log Off

8.2.2.2. 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."

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

8.2.3. Edit Section Weeks

Weeks in WDC are determined by the Academic Scheduling software database.

The database includes both the Winter Session and the following Summer Session. Each Session starts the Monday two weeks before Labour Day and ends on Sunday of the following August, two weeks prior to Labour Day.

For Example:

Session	Start Date	End Date
2023W_2024S	August 21, 2023	August 18, 2024
2024W_2025S	August 19, 2024	August 17, 2025

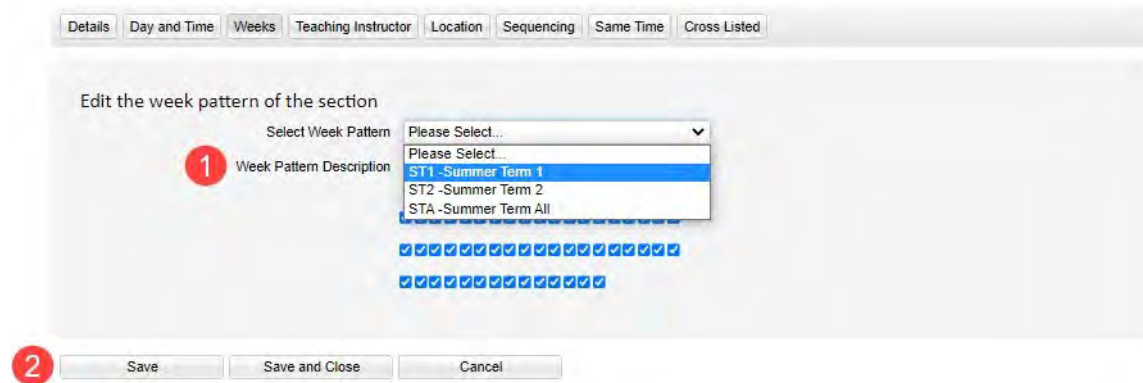
For 2025S, the standard Summer Term 1 starts the week of May 12, 2025 which is week 39.

Please Note: Due to a Workday limitation, summer courses can start no earlier than May 1st. Any course with a start date prior to May 1st will be a Winter Term 2 course. Courses starting at the end of August (within two weeks of Labour Day) are part of the following Winter Session. For example, a course starting August 18, 2025 will be part of the 2026 Winter session.

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 as a tooltip.

Edit the week pattern of the section

Select Week Pattern: Please Select...
Week Pattern Description: None

Grid of checkboxes for week selection. A tooltip is shown over one checkbox: "wc 12 May 2025 week 39".

STEP 2: Click the checkboxes to select the weeks needed.

STEP 3: Click "Save."

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

Edit the week pattern of the section

Select Week Pattern: Please Select...
Week Pattern Description: 48-49

Grid of checkboxes for week selection. A red arrow points to the 39th checkbox, which is checked. The 40th checkbox is also checked.

Save | Save and Close | Cancel

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."

Teaching Instructors

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

Teaching Instructors Suitabilities

All teaching instructor suitabilities

Selected teaching instructor suitabilities

0: NoStaff

Number of Teaching Instructors Use Preset Staff

Teaching Instructors Requirement

All Teaching Instructors Available

Selected Teaching Instructor(s)

1

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

Forsman, Natalie

Save Save and Close Cancel

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

Teaching Instructors

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

Teaching Instructors Suitabilities

All teaching instructor suitabilities

Selected teaching instructor suitabilities

3 0: NoStaff

Number of Teaching Instructors None

Teaching Instructors Requirement

All Teaching Instructors Available

Selected Teaching Instructor(s)

Save Save and Close Cancel

STEP 4: Click "Save."

***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. Placeholder staff are not used during the Summer Session.

The [UBCO Academic Scheduling Change Request Form](#) can be used to request instructor assignment after draft release.

***NOTE:** Instructors can only be assigned to Secondary and Tertiary instruction formats (teaching activities e.g., 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 free 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".

For more information, please refer to the ES Training Hub online under "[Designate Instructor/TA Eligibility](#)."

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 suitability" and click the arrow to move it to the "Selected Location Suitabilities" box.

STEP 3: Click "Save."

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

Location

Number of Rooms: None 1

Location Suitabilities

All Location suitability: RT: Classroom, RT: Computer Lab, RT: Computer Lab - Mac, RT: Laboratory - Dry, RT: Laboratory - Wet, RT: Restricted Space

Selected location suitability: 0: NoLocation 2

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

Selected Equipment Types

Other possible suitability: Subject: Rooms Available to ANTH, Subject: Rooms Available to APSC, Subject: Rooms Available to ARTH, Subject: Rooms Available to ASTR, Subject: Rooms Available to BIOC, Subject: Rooms Available to BIOL, Subject: Rooms Available to CHEM

Other selected suitability

All locations available

Selected locations

Location Requirement

3 Save | Save and Close | Cancel

8.2.5.2. General Use Space

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.

Location

1 Number of Rooms 1

2 Location Suitabilities

All Location suitabilities

Selected location suitabilities

All Equipment Types

Selected Equipment Types

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."

Other possible suitabilities

Other selected suitabilities

3

4 Location Requirement

5

Save Save and Close Cancel

8.2.6. Applying Sequencing

Departments are responsible for entering days and times for summer courses. Sequencing is not used for Summer Session.

8.2.7. Applying Same Time

Departments are responsible for entering days and times for summer courses. Same Time is not used for Summer Session.

8.2.8. 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 Summer 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.**

8.2.8.1.1. 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.”

Edit Section Details

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

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

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

New Create a new JTA

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.

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 121-W

Candidate Sections

- CHEM 121-W/LAB/L39
- CHEM 121-W/LAB/L40
- CHEM 121-W/LAB/L41
- CHEM 121-W/LAB/XMT
- CHEM 121-W/LEC/001**
- CHEM 121-W/LEC/002
- CHEM 121-W/W-L/WL1

Joined Sections

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

IMPORTANT: When creating a JTA ensure each "Option for the creation of the JTA" have been set to "ALL".

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

Filter candidate sections by Course

CHEM 121-W

Candidate Sections

- CHEM 121-W/DIS/T01
- CHEM 121-W/DIS/T02
- CHEM 121-W/LAB/L01
- CHEM 121-W/LAB/L02
- CHEM 121-W/LAB/L03
- CHEM 121-W/LAB/L04
- CHEM 121-W/LAB/L05
- CHEM 121-W/LAB/L06

Joined Sections

- CHEM 121-W/LEC/001

Options for the creation of the JTA

Name Primary All CHEM 111-W/LEC/001,CHEM 121-W/LEC/001_JT

Size Primary All 410

Location Primary All


Teaching Instructors Primary All

Equipment Primary All

STEP 7: "Save and Close."

STEP 8: The cross listed section will now display with the below symbol:

CHEM 111-W/LEC/001, CHEM 121-W/LEC/001_JT

00:30 350 3-11,13-16 Edit 

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

8.2.8.1.2. How to Split a JTA

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

Department: BIOC-O - Biochemistry - Okanagan | Reports

Course: BIOC_O 211-W - Chemical and Biochemical Ar | Edit

Section Template: BIOC 211-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
BIOC 211-W/LEC/001,CHEM 211,	001				2	01:30	148	3-12,14-16

Main Menu | Log Off

STEP 1: Select the "Cross Listed" tab.

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

STEP 3: "Save & Close"

JTA Name: BIOC 211-W/LEC/001,CHEM 211-W/LEC/001_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: BIOC 211-W/LEC/001,CHEM 211-W/LEC/001

Split Split the JTA back into its original activities

Save | **Save and Close** | Cancel

8.2.8.2. Cross listing Courses between different Departments

When creating a JTA between faculties (e.g., SUST 304 crosslisted with CULT 390B), both faculties need to ensure that all required instructional formats are offered, even if only the lecture is crosslisted. For example:

- SUST 304 requires both a lecture and a discussion.
- CULT 390B requires only a lecture.

While the lecture sections of SUST 304 and CULT 390B are crosslisted, the discussion component for SUST 304 must still be scheduled separately. If the discussion section for SUST 304 is not scheduled, students will be unable to complete their registration for the course.

For more details on instructional formats, please refer to the ES Training Hub under "[Required Instructional Formats](#)".

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.

8.2.9. 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 (e.g.: location assignment will be too small to accommodate all sections).

8.2.9.1. 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 Workday as a singular course.

8.2.9.2. 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.

8.2.9.3. 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.

8.2.9.4. 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.

8.2.9.5. 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.