

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 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.
 - Requests must be submitted 5 business days in advance of the scheduled WDC maintenance date.
 - 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. This is now completed through the Designate Instructor Eligibility Task
 - 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

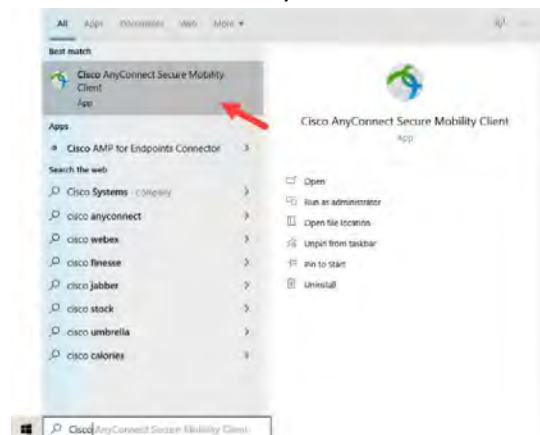
VPN Addresses:

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

To connect to VPN, follow the steps below:

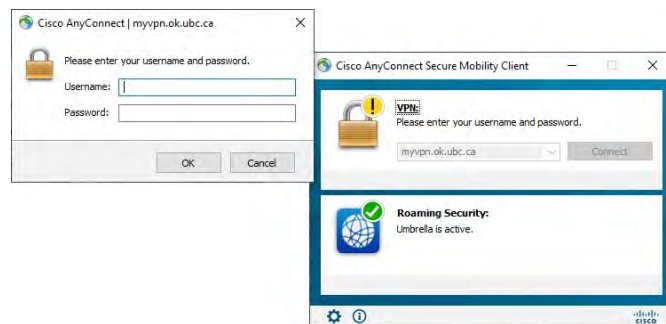
STEP 1: Click the "Start" menu on your computer and type "Cisco"

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

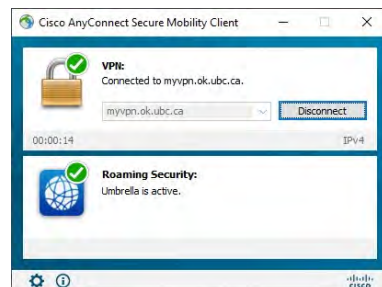


STEP 3: Type in a VPN address and click "Connect," a new window will open

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"



THE UNIVERSITY OF BRITISH COLUMBIA

Web Data Collector

A screenshot of the Web Data Collector login page. It features a red globe on the left side. On the right, there are two input fields: 'Username:' and 'Password:'. Below these fields is a 'Login' button.

5. WDC Home Page

Upon login, you will see:

A screenshot of the Web Data Collector home page. At the top, it says 'Web Data Collector' in red. Below that, it says 'Current User:' followed by 'Main Menu'. There is a light blue box containing a table of menu items. At the bottom left, there is a 'Log Off' button.

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

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.

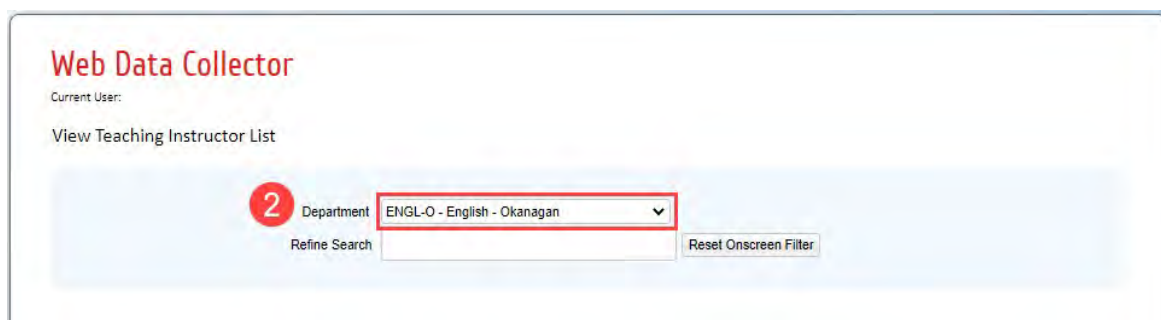
Course subjects must also be assigned to instructors in Workday Student through the Designate Instructor Eligibility Task. (e.g., CHEM must be assigned to an instructor in Workday, in order to assign that same instructor to a CHEM course in WDC).

Instructors not assigned to course subjects through the Designate Instructor Eligibility task 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."

View and Update Teaching Instructor Details

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

Save

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	Confirmed
ENGL.Staff06	ENGL, Staff 06	Pending Confirmation

A red circle with the number 3 is positioned to the right of the table. A red arrow points to the 'Confirmed' option in the dropdown menu for ENGL.Staff05.

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. Only workplace accommodations formally approved through the HR WRAP Program can be entered here. 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.).

Please submit non-time-based accommodations via the [UBCO Additional WDC Information Form](#).

Example of Non-Time based:

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

Scheduling exceptions that do not meet the above criteria need to be submitted to the Scheduling Exceptions Working Group for consideration. Please contact your department head for more information on how to submit the request.

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
- - 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)

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

Web Data Collector

Current User:

View Teaching Instructor List

2 Department ENGL-O - English - Okanagan ▼

Refine Search Reset Onscreen Filter

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

Web Data Collector

Current User:

Edit Teaching Instructor Details

Name ENGL, Staff 05

Employee ID ENGL.Staff05

Description

Status Confirmed ▼

Enter the Availability Pattern

07:00 07:30 08:00 08:30 09:00 09:30 10:00 10:30 11:00 11:30 12:00 12:30 13:00 13:30 14:00 14:30 15:00 15:30 16:00 16:30 17:00 17:30 18:00 18:30 19:00 19:30 20:00 20:30 21:00 21:30

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Select the availability to paint

White - Available

Grey - Unavailable

Current Selection

Availability Approved No ▼

Research Day Yes ▼

Save Save and Close Cancel

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.

Enter the Availability Pattern

07:00 07:30 08:00 08:30 09:00 09:30 10:00 10:30 11:00 11:30 12:00 12:30 13:00 13:30 14:00 14:30 15:00 15:30 16:00 16:30 17:00 17:30 18:00 18:30 19:00 19:30 20:00 20:30 21:00 21:30

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Select the availability to paint
White - Available.
Grey - Unavailable

Current Selection

Availability Approved Yes

Research Day Yes

STEP 5: Update the Availability Approved dropdown box to “Yes”.

IMPORTANT: by selecting “Yes” the department is confirming the instructor’s availability is approved through the formal HR WRAP process.

STEP 6: To Waive the one (1) non-teaching, change the Research Day dropdown box “No”. The decision to waive the non-teaching day is at the discretion of the Department Head. By Default, the one (1) non-teaching day is set to “yes”.

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

Availability Approved Yes

Research Day Yes

Yes

No

STEP 7: 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

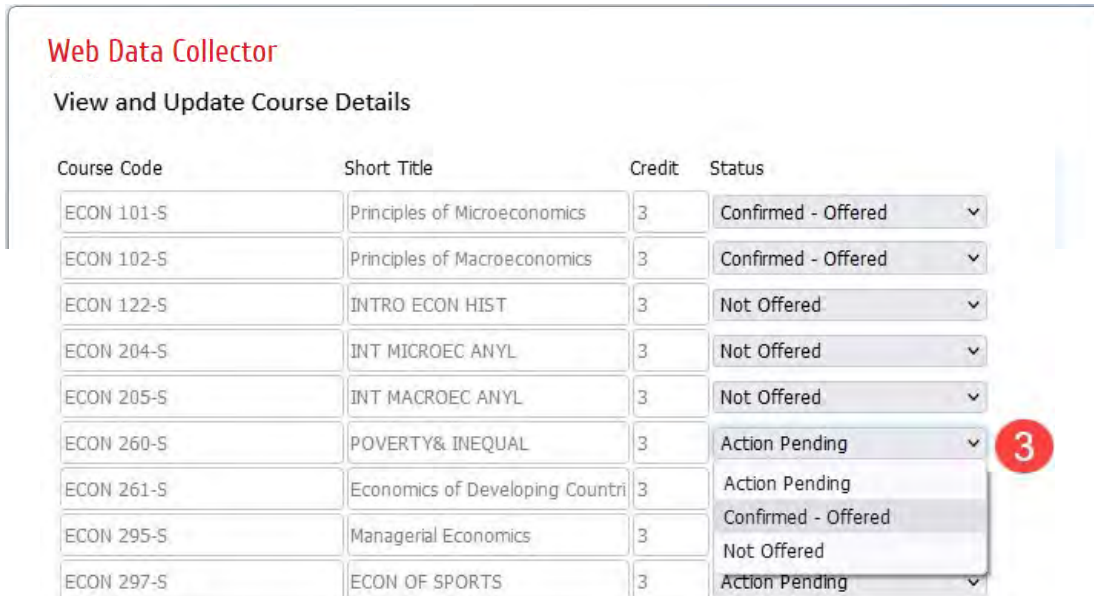
Courses being offered for the upcoming academic session must be set to confirmed.

***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.

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 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."

***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 **5** 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.

PLEASE NOTE: 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.

8. Section Information

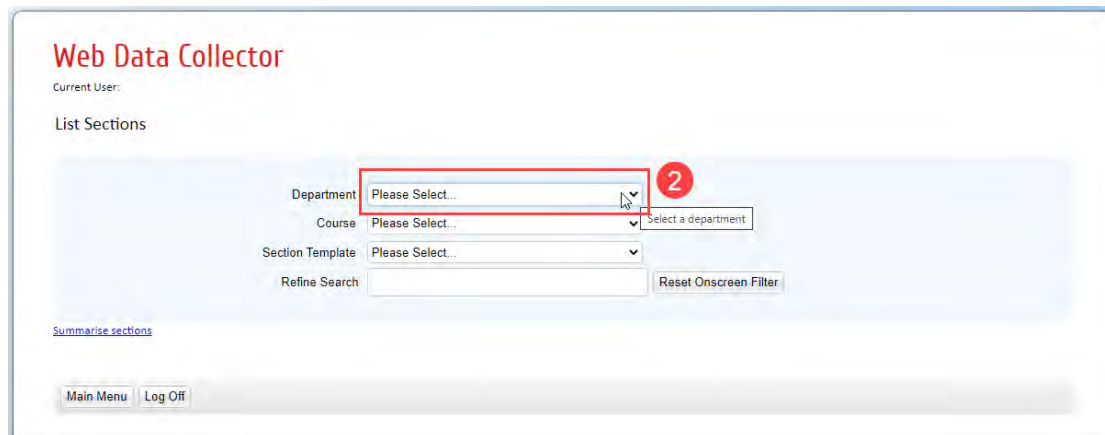
Course sections can be viewed and updated.

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.

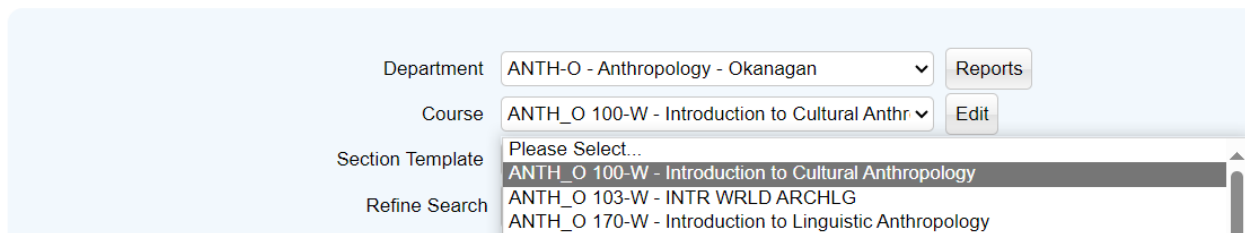
STEP 1: Select the “Sections” tab.



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.

Department: ANTH-O - Anthropology - Okanagan
 Course: ANTH_O 100-W - Introduction to Cultural Anthr
 Section Template: ANTH 100-W/LEC
 Refine Search: Please Select...
 ANTH 100-W/LEC
 ANTH_O 100-W/DIS

8.1. Generate a New Section from Template

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

Department: ANTH-O - Anthropology - Okanagan
 Course: ANTH_O 100-W - Introduction to Cultural Anthr
 Section Template: ANTH 100-W/LEC
 Refine Search: [Empty]

[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

***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: [Empty]

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:

Section Template Size:

Sections to generate:



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	Edit	Delete
ANTH 100-W/LEC/001	001			Online Synchron	2	01:30	100	3-12, 14-16	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ANTH 100-W/LEC/001						00:30	0	1-52	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ANTH 100-W/LEC/002	002			Online Synchron	3	01:00	100	3-12, 14-16	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ANTH 100-W/LEC/003	003			On Campus	2	01:30	100	3-12, 14-16	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ANTH 100-W/LEC/101	101			On Campus	2	01:30	100	21-26, 28-34	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ANTH 100-W/LEC/102	102			On Campus	2	01:30	100	21-26, 28-34	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ANTH 100-W/LEC/103	103			Asynchronous	3	01:00	100	21-26, 28-34	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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 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.

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.

The screenshot shows the WDC interface with filters for Department (BIOC-O - Biochemistry - Okanagan), Course (BIOC_O 304-W - MOLECULAR BIOC I), and Section Template (BIOC 304-W/LEC). Below the filters is a table of sections. The first row is highlighted, and the 'Edit' button is circled in red with a '5' in a red circle.

Name	Section Number	Days Met	Start Time	Type	Repeats	Duration	Section Size	Weeks	
BIOC 304-W/LEC/001	001					00:30	120	3-12,14-16	Edit Delete

***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.

The screenshot shows the 'Edit Section Details' window with the 'List Sections' table. The 'Edit' button is circled in red.

Name	Section Number	Days Met	Start Time	Type	Repeats	Duration	Section Size	Weeks	
BIOC 304-W/LEC/001	001					00:30	120	3-12,14-16	Edit Delete

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.

The screenshot shows the 'Web Data Collector' 'Edit Section Details' form. The 'Name' field is highlighted with a red box and a '2' in a red circle.

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: 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).

Details

3 Size 35

4 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."

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.

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

8.2.2.1. 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."

The screenshot shows a web interface with a navigation bar at the top containing tabs: Details, Day and Time, Weeks, Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. Below the navigation bar is a form titled "Set the suggested day and time of the section". The form 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". A red circle with the number "1" is next to the "Schedule Type" dropdown menu, which is set to "On Campus". A red circle with the number "2" is next to the "Repeats" text input field, which contains the number "3". At the bottom of the form, there are three buttons: "Save", "Save and Close", and "Cancel". A red circle with the number "3" is next to the "Save" button. At the very bottom of the page, there are two links: "Main Menu" and "Log Off".

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

PLEASE NOTE: Although classes scheduled to begin at 6:30 pm are considered evening, all requests to schedule a class section meeting once per week with a 3hr duration applying Option 1 below will be placed Monday-Thursday from 5:00 pm – 8:00 pm, space permitting. If no space is available course sections will be placed starting at 6:30 pm.

Requests for evening placement can be made directly in WDC and upon Initial request for course section creation after the draft timetable is released. Once the timetable has been published, no day/time changes are permitted. (I.E., it is not permitted to request a move of currently scheduled courses from daytime to evening).

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."

The screenshot shows a web interface with a navigation bar at the top containing tabs: Details, Day and Time, Weeks, Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. Below the navigation bar is a form titled "Set the suggested day and time of the section". The form 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". A red circle with the number "2" is next to the "Start Time" dropdown menu. A red circle with the number "1" is next to the "Schedule Type" dropdown menu, which is set to "On Campus Evening (Fixed Day/Time Allowed)". A red circle with the number "3" is next to the "Repeats" text input field, which contains the number "3". At the bottom of the form, there is a red text box with the following text: "NOTE: Specific requirements need to be met to use fixed days and times. For details click [here](#)."

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

***IMPORTANT:** [Winter Scheduling Patterns](#) 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."

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 On Campus Evening (Fixed Day/Time Allowed)

Repeats

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

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."

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 08:30

1 Schedule Type On Campus (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

8.2.2.4. Online Synchronous

***IMPORTANT:** Courses requested as Online Synchronous are scheduled by the Academic Scheduling Team in accordance with the Campus scheduling Rules.

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."

The screenshot shows a web interface for scheduling a course section. At the top, there are several 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, the heading reads "Set the suggested day and time of the section". Underneath, there are radio buttons 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 "Online Synchronous", with a red circle and the number "1" next to it. The "Repeats" text input field contains the number "4", with a red circle and the number "2" next to it. At the bottom, there are three buttons: "Save", "Save and Close", and "Cancel", with a red circle and the number "3" next to the "Save" button. Below these buttons are "Main Menu" and "Log Off" links.

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.

Requests for evening placement can be made upon Initial request for course section creation. Once the timetable has been published, no day/time changes are permitted. (I.E., it is not permitted to request a move of currently scheduled courses from daytime to evening).

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."

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

2 Start Time No Fixed Time

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

3 Repeats 3

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

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 [Winter Scheduling Patterns](#).

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."

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."

The screenshot shows the 'Day and Time' configuration page. At the top, there are tabs: Details, Day and Time (selected), Weeks, Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. Below the tabs, the heading is 'Set the suggested day and time of the section'. There are four numbered callouts: 1 points to the 'Schedule Type' dropdown menu which is set to 'Online Synchronous (Fixed Day/Time)'; 2 points to the 'Day of Week' section where 'Wed' and 'Fri' are selected; 3 points to the 'Start Time' dropdown menu which is set to '10:00'; and 4 points to the 'Save' button. A red note states: 'NOTE: You must have approval to fix the day and time of a section.' At the bottom, there are buttons for 'Main Menu' and 'Log Off'.

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."

The screenshot shows the 'Day and Time' configuration page. At the top, there are tabs: Details, Day and Time (selected), Weeks, Teaching Instructors, Location, Sequencing, Same Time, and Cross Listed. Below the tabs, the heading is 'Set the suggested day and time of the section'. There are two numbered callouts: 1 points to the 'Schedule Type' dropdown menu which is set to 'Asynchronous'; and 2 points to the 'Save' button. The 'Day of Week' section has all checkboxes (Mon, Tue, Wed, Thu, Fri, Sat, Sun) unselected. The 'Start Time' dropdown menu is set to 'No Fixed Time'. At the bottom, there are buttons for 'Main Menu' and 'Log Off'.

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.

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 2025W, the standard Winter Term 1 starts the week of September 1, 2025.

***IMPORTANT:** Courses starting two weeks prior to Labour Day (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."

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

8.2.3.1. 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.

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)

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

0: NoStaff

Number of Teaching Instructors

None

All Teaching Instructors Available

Selected Teaching Instructor(s)

Save Save and Close Cancel

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 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 suitabilities" 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 suitabilities

- RT: Classroom
- RT: Computer Lab
- RT: Computer Lab - Mac
- RT: Laboratory - Dry
- RT: Laboratory - Wet
- RT: Restricted Space

Selected location suitabilities

- 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 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 BIOG
- Subject: Rooms Available to BIOL
- Subject: Rooms Available to CHEM

Other selected suitabilities

All locations available

Location Requirement

Selected locations

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.

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."

IMPORTANT: 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).
 - E.g., 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).
 - E.g., 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.
 - E.g., 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

<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.

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."

8.2.7.1. Sequencing Not Supported

- **“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:
 - E.g., 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
 - E.g., 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
 - E.g., 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.

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
- APSC 177-W/LAB/L1H

Selected Sections

Save Save and Close Cancel

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.

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
- APSC 177-W/LAB/L1I

Selected Sections

- APSC 177-W/LAB/L1B

Save Save and Close Cancel

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.”

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

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.

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

8.2.9.2. 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.

8.2.10. 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 (e.g.: 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 Workday 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.