Timetable Data Collection Help

Procedures to Activate a Class

1. To activate a class, log onto Connect and select "Activate Course Sections" in the Faculty Information section. You will then be presented with a drop down menu of academic terms, select the term for the upcoming school year.

2. Select the choice of term you wish to work on

3. You will then be presented with a list of courses from your department from the previous year. From this screen you can activate a course by selecting the "Status" drop down menu and changing it to "A – Active". This will activate the course in Colleague and make it available for scheduling. You must also select the instructor assigned to teach this course by selecting the instructor from drop down box "Instructor 1".
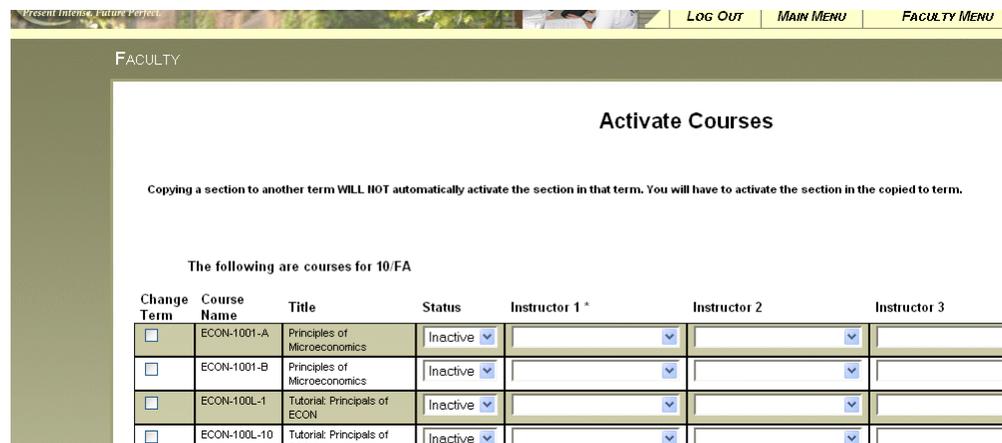
-**If** the course is taught by multiple faculty, additional "Instructor" boxes are provided.
-**If** the desired faculty is not present in the drop down list, and is part of the department, please send an email to timetable@mta.ca so that Colleague can be updated.
-**If** the teaching faculty has not yet been determined, select one of the TBA options
-**If** the course you wish to offer is **not on this list** of courses, please send an email to timetable@mta.ca, so that the course information can be entered in Colleague, after which it will be available for your review the next time you log into Connect. (*note* you will have to log out and log back in before those changes will become available)
-**Cross listed** courses will be the responsibility of the department listed as being the primary department in Colleague

When you have finished activating all of the courses that you wish to add, scroll down to the bottom of the page, and hit the "Submit" button.

IMPORTANT No information will be submitted to Colleague without hitting the submit button. If the window is closed, or the browser navigates away from Connect, all data entered in that session will be lost.

If there were no errors, you will be returned to the main menu screen.

Course Section Preferences
If you wish to proceed in setting pedagogical parameters for each activated course, select the "Course Section Preferences" option from the main menu, and select the upcoming academic term.

A list of all the courses that have been activated will be displayed with a brief summary of the data entered in the "View/Activate Course Section" screen. Included on this screen is a "Last Modified" indicator which will let you know which courses you have updated and when. If the course information displayed here is in error, you will have to return to the "View/Activate Course Section" screen to correct. Select the course you wish to modify, and press the "Submit" Button at the bottom of the screen to proceed to the "Course\Lab Section Preference" screen.

View Course Sections

Timetable Data Collection Help

Choose One	Course Name	Title	Faculty Assignments	Status	Term	Last Modified
○	GENS-1401-A	The Physical Environment	Fox, Michael J	A Active	11/FA	01/24/11 09:31 AM

SUBMIT

General information about the course section you assigned in the "View/Activate Course Section" screen will be displayed here but as stated previously, any errors in the data needing to be corrected cannot be done here and you will be required to return to the "View/Activate Course Section" screen.

Preferred Location*	⌄
	Schedule On-Campus
Section Capacity 60	Scheduled Online Only
	Unscheduled Online Only

* Copy most recent Moodle course?

You will need to choose a preferred location/teaching method. You may choose between:
1) A regularly scheduled on-campus class (students meet in an assigned room at a scheduled time)
2) A regularly scheduled online class (students meet on-line at a scheduled time via Teams)

3) An unscheduled online class (all on-line content, no specific meeting times)

The **Section Capacity field** is derived from the most recent previous enrolment and is the estimated size for a section of this course. The Anticipated Maximum Capacity is the limit you believe this class should not exceed.

| Section Capacity | 206 | Anticipated Maximum Capacity | 175 | Maximum Cap. Rationale | 206 is too many |

- If you agree that the Section Capacity field is reasonable, leave the Anticipated Maximum Capacity blank, and the default will be used.
- If you do not think that the Section Capacity field is reasonable, enter in an alternative maximum. You will need to provide a rationale for this Capacity.

To set time and location preferences, scroll down to the next section of the page.

Instructional Method*	Preferred Building	Duration*	Start Time HH:MMAM	Mon	Tue	Wed	Thr	Fri
Lecture	Crabtree	50 minute	08:30AM	☑	☐	☑	☐	☑
				☐	☐	☐	☐	☐

This is where you can indicate building preferences, the desired duration of this event, and the preferred start and end time. By scrolling to the right, you can set the days of the week you wish this course to fall on, and if the indicated preferences are actually hard scheduling constraints. If so, you will be required to provide a justification from which the scheduler can make an assessment in consultation with the Deans.

-**If** your section requires more than one room, please indicate by providing meeting requirements on additional lines (additional lines are made available by using the first line, submitting, and then re-entering the Course\Lab Section Preference screen)

-**If** your section has a meeting time which cannot be indicated on one line, please indicate by providing meeting requirements on additional lines (additional lines are made available by using the first line, submitting, and then re-entering the Course\Lab Section Preference screen)

-**Please note** that when indicating duration in Connect, faculty should keep in mind the following contact hours for 3 credit courses, in accordance with the timetable template:

- 50 min – MWF pattern; classes start every hour on the half hour beginning at 8:30 and allow for 50 min. Instructional time and 10 minutes between classes.
- 90 min – TTh pattern: classes start every hour and a half beginning at 8:30 and allow for 75 min. instructional time and 15 minutes between classes. A limited number of 90 min pattern classes will also be allowed on MW, but only AFTER 1:30 pm.
- 3 hour – MTWThF (i.e. Courses that meet once a week): normally these courses should be scheduled in the afternoon beginning at 1:30 on M/W/F and at 1:00 on T/Th.; and allow for 150 minutes (2.5 Hours) of instructional time.

After you have established the desired time for this section, it is important to specify any additional equipment needs by entering the desired number of each type of equipment in the provided section.

Quantity	Audio / Visual Equipment	Quantity	Facilities Equipment
0	Cassette Tape Deck	0	Chalk Board
0	Compact Disk Player	0	Data Jack
0	Data Projector	0	Fixed Seating
0	Document Camera	0	Fixed Bench
0	DVD Player	0	Movable Chairs

-IMPORTANT: Please indicate ALL Audio/Visual equipment and Facilities Equipment preferences to facilitate proper room allocation

-**If** the requested equipment is a **requirement**, please indicate this in the provided area at the end of the page.

-**Required Data**: Duration of class, Instructional Method, required equipment and facilities, Instructor assignment (TBAs are acceptable)

The final section is provided for providing additional details about the section. To be included here are any special considerations the scheduler should take into account, and any courses that specifically cannot be scheduled at the same time as this section.

If any stated preferences (such as location and time) are, in your opinion, a requirement for this course-section, please provide the rationale below. In addition, if there are other associated depa

Courses which must NOT be scheduled concurrently

Courses which MUST be scheduled concurrently

Once you have completed entering the information needed for this course, press the submit button at the bottom of the screen to enter the data into the system. You will then be taken to a new "Exam Details" to enter details about final examinations.

Exam Details

* = Required

Course   GENS-1401-A : The Physical Environment

Term   11/FA

Select One* Schedule Exam during Exam Period?

⦿	Yes
○	No

If YES: Please indicate the following criteria which best suits your examination needs.

Select One Duration

⦿	2 hour exam
○	3 hour exam
○	Take home exam

Select One Location

○	Classroom
⦿	Gym

Please Note: as many exams as possible will be scheduled to be held in the GYM to maximize invigilation coverage during the exam period.

Do you require Exam Booklets?

☑	Yes

Special Requests

Special Request Examples: Equipment Needs, Open Book Exam, Data Projector.

SUBMIT

-**If** you do not require an exam, simply select "NO" and hit submit
-**If** you have selected to have an exam you will need to:
     -**State** the duration
     -**State** the preferred location
     -**State** any special requests in the "Special Requests" section
-**When** you have completed entering all necessary details about the examination, hit "Submit"
-**If you are the Department Head setting preferences for a course with a "TBA" set as the teaching faculty**, please choose 'Yes' for an examination unless you are sure one will not be required. It is much easier to remove an exam than it is to fit one into an existing schedule.