Web Data Collection

Information & Training Notes for School Administration staff

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Exams, Timetabling & Graduation Team
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A. Introduction

Web Data Collection (WDC) is a web-based tool for schools to provide the Timetabling Team with information about their teaching delivery plans. Most timetable information is rolled forward from year to year however it is vital that schools check, amend and confirm these teaching requirements for the upcoming year. This is particularly important in recent years where there may be significant changes each year to teaching structures and patterns in response to the blended learning approaches. New teaching activities can also be added where new modules are being introduced.

This data collection is for collecting teaching information for the whole academic year.

As per last year you should not enter Asynchronous activities in this data collection, this data collection is to capture the synchronous teaching requirements (On Campus Face-to-Face & Synchronous Online) that will form the teaching timetable.

Please note that in line with university policy, hybrid teaching is not supported for 2022-23 so this suitability has been removed.

Information the schools enter in WDC forms the basis of the draft teaching timetable. The timetabling team begin the construction of this as soon as WDC is closed and the information imported into the timetabling system (Syllabus +). If the draft timetable is based on incorrect teaching requirements, then it becomes extremely difficult to fix these issues once the draft is created. In many cases this will have a detrimental impact on the quality of that school’s final timetable, so it is very important that the information provided at the WDC stage is as accurate as possible.

WDC is a closed system so it is important that schools have met the UPMS deadline of 11th March 2022 for entry of new units and unit availability within programme structures in UPMS. Any new units which have missed this deadline will not appear in WDC so alternative arrangements with your Timetabling and Education Officer (TEO) will have to be made to capture teaching requirements. Please contact your TEO as soon as possible if this is the case.

In WDC some slightly different terms are used for elements of the timetable. Units are called modules and schools are called departments. The WDC terminology will be used throughout this guide.

WDC opens on 23 March 2022 and closes 27 April 2022. There is no downtime scheduled during this period.

B. Access and logging in

To access the system you will need to use Microsoft Edge or Internet Explorer (IE). The WDC will not function correctly in Firefox or Chrome. Go to https://www.bris.ac.uk/syllabus-plus/WebDataCollection You should use your UoB username and password to log in to the system. Alternatively, there is a link to the log in page on the timetabling website http://www.bris.ac.uk/academicregistry/timetabling

If accessing from off-campus you must be connected to the University VPN. If you are having issues accessing WDC then please contact your Timetabling & Education Officer as soon as possible.

Please remember to select save at the bottom of the page after you have made changes. We advise all school staff to save regularly when using WDC as the system will time you out after a period of inactivity.
C. **Modules**

The first action in WDC is check, edit if necessary and confirm that teaching status of all modules for the coming year.

Please note this is not a replacement for ensuring the Unit & Programme Management System (UPMS) is correct and up to date. Data from WDC will not be fed back to SITS.

- **Select Module** from the main menu

- Select the relevant department from the drop-down list
• Enter the planned **Size** of the module. You can enter this by overtyping the number in the **Size** column. Dummy modules which start with a ‘0’ do not need to have a planned size entered. Please note that in order to collect accurate module sizes, these do not roll over each year.

• In the drop-down box change the **status** to:
  
  i. **Confirmed**: if all the details are correct and the module is being taught in the next academic year
  
  ii. **Not running/No teaching**: if the module is not running or if there is no teaching associated with it in the next academic year
  
  iii. **Not Confirmed**: if you are still unsure if the module is being taught in the next academic year. Please note you will need to ensure all modules are set to **Confirmed** or **Not running/No teaching** by the time WDC closes

• Select **Save** at the bottom of the page when you are ready to leave the page.

• If you are responsible for the data for more than one department in WDC, select again from the Department drop down list. (NB it may take a few seconds for the list to repopulate so please be patient.)

• Select **Main Menu** to return to the main screen.
D. Activities on Modules

When you have checked your modules, you will need to confirm which activities that are being taught on each module. Activities are the lectures, seminars, tutorials, etc that make up the contact time for each module.

- **Select Activities from the Main Menu**
- **Select the department from the drop-down menu** (Please note this list may take a little while to process so please be patient.)
- **Select the status Confirmed from the drop-down menu.** (NB you could also select other status from this menu, but should be working on modules that you have already confirmed)
- **Select the Module Code you want to work on from the drop-down box.**

You will now see a list of all the activities on the selected module that have been rolled forward from last year. The first time you view a module’s activities all of them will have an unconfirmed status. You will change this as you work through the activities.

NB although you have filtered by confirmed modules, the activities are as yet unconfirmed. This is reflected here.
• You can check the details for each activity by selecting **Edit** next to the relevant activity.

• If the activity is no longer required you can elect to **Delete** the activity entirely rather than editing.
E. Individual Activities

You will need to check the following information for each activity by clicking in each of the tabs:

Details tab:

- Do not amend the **Name** unless absolutely necessary. See Appendix B for Faculty specific naming conventions.
- You can change the **Activity type** from the drop-down list if necessary.
- The activity **Size** is the number of students who will be attending the activity. You can edit this by overtyping the current information.
- Check the **Duration** of the activity is correct. You can edit this by selecting a new duration from the drop-down list.
- Set **Status** to **Confirmed**.
Day and Time tab
- The day and time will reflect the time this was scheduled last year and will be used by the team as information when scheduling. If the day and time are an absolute requirement then this information should be added to the notes field as well with supporting information for the reason for this.

Weeks tab
You will need to check the weeks in which the teaching is delivered and edit when necessary, you can do this in the Weeks tab.

- EITHER select a standard week pattern from the dropdown list
- OR Selecting ****CLEAR WEEKS***** and Save will remove all weeks from the activity which allows you to then select the required weeks by ticking the boxes. See Appendix A for an explanation of teaching weeks to Teaching Blocks.
- Any changes made and saved will show in red in the Week Pattern Description box
Staff tab

- Select the relevant staff for the activity by clicking to highlight their name in the All box and moving them to the Selected box by clicking >. To select more than one hold down Ctrl and click.

- If you want to remove staff from the Selected box, click to highlight their name and move them to the All box by clicking <.

Please note if more than one staff member teaches a single activity (e.g. they take alternate weeks), ensure all staff are selected and then email your FEO to inform them of the teaching schedule or add this in the Notes field within the details tab.

Location tab

- Select a Zone if you want the activity to take place in particular building or part of the campus, and the number of rooms required for the activity.

- To ensure the room is suitable for the activity, select any relevant Location suitabilities from the All box on the left-hand side, click > to move them to the Selected box on the right-hand side.
• To ensure required equipment is present in the room, select any relevant **Equipment Suitabilities** from the All box on the left-hand side, select > to move them to the **Selected** box on the right-hand side.

• You can also request a specific room from the Location Requirement List but this will restrict the scheduling possibilities for your activity and should only be done if absolutely necessary. NB this list will filter based on the Location and Equipment Suitabilities you have selected. **Any Locations selected will be treated as a preference only, if a specific location is explicitly required then please outline the reasons in the notes field**

• **Replay - Equip/Re-Play Lecture Recorder** should be selected if staff would like to record or stream lectures and upload them to Blackboard for students to re-watch later. We will accommodate as many requests as possible but cannot guarantee that all requests will be met. Replay will only automatically record if the activity type is set as lecture, if you would like non-lecture activities to automatically trigger replay then you must also select **Equip/Re-Play Automatic Recording (non-Lecture)**

**Online Synchronous Activities (See Appendix E for further info)**

• If an activity is to be taught as an online synchronous teaching activity. You must select the **Zone -0.1 ONLINE SYNCHRONOUS ACTIVITY (No Location Required)**
• Select **Number of Rooms as None**
• If known, please provide details on which online collaboration environment you plan to use (e.g. Microsoft Teams, Blackboard Collaborate or Zoom) in the activity **Notes** field. For example, **Delivered via Zoom**
Jointly Taught Activities tab

Please avoid using this tab.

If you need to indicate that 2 activities are to be jointly taught, please add this information to the notes field and/or communicate this separately with your Timetabling & Education Officer.

Any activities which were Jointly taught in the previous year will appear in the Activity List in grey with next to them.

- You can edit these as you can other activities by clicking on the Edit button.
- If you want to split any pre-existing JTAs, please add this information to the notes field.

- When you have completed all tabs for the Activity, click Save and Close to return to the Activity List or Cancel to go back without saving.
- Go through each of the activities on the module and repeat the process above. Then repeat whole process for each of your confirmed modules.
F. Adding, Copying and Deleting Activities

Copying an Activity

There are a few other actions you may find you need to perform for each module:

If you have a completely new activity you’ll need to firstly add an Activity:

- In the Activities screen, select the relevant Department and Module
- Click the Add button and a new activity screen will open on the Details tab. Click on Edit.
- Select the Activity Type from the dropdown menu
- Edit the Activity Name, overtyping the ?? with a number (e.g. 01, 02 or so on as appropriate). See Appendix B for Faculty specific naming conventions.
• Set the **Status** to **Confirmed**

• Amend the **Duration** from the dropdown list and amend the **Size**.
• Click **Save**. You can then work through the other tabs as you did with all other activities

**Duplicating an Activity**

• Click the **Copy** button next to the activity you wish to duplicate. A new activity will appear in the list.
• You can now amend the duplicated activity as normal.
Deleting an Activity

- If an Activity is no longer taking place you will need to delete it from the software. Select the **Delete** button next to the Activity to remove it.
- **NB the system will not confirm before deleting.** If you remove an activity by mistake, you will need to create a new activity to replace it.
G. Reports
There are 3 Reports available in WDC which you can use to review current information and to record the changes that you have saved. All reports can be accessed from the Activity Page. To export a report to an Excel or Word document select everything in the report by hitting (Ctrl A) and copy and paste.

Reports should function as described while WDC is open. If you get any errors when trying to generate a report, please email your TEO as soon as possible so we can try to resolve the problem.

Summary of Activities on a Module

- In the Activities screen there is an icon next to the Module dropdown menu once a Department and Module have been selected.

- Clicking on this will take you to a new page.

- Click on ModuleXML to generate a web report of all activities attached to the Module code.
• This report will list the following for every activity on the selected module: Activity’s WDC Confirmation Status, Activity Name, Description, Activity Type, any requested Day or Start time, Duration, Teaching Week Pattern, any requested Location, Size, and Staff Name.

• To export the report to an Excel or Word document, select everything in the report by hitting (Ctrl A) and copy and paste.

JTAs and the Module Report

Due to the way the software deals with Jointly Taught Activities, this report will not display any JTAs associated with the module you have selected. Instead it will show you only the part of the JTA that belongs to this module. So if the JTA is ENGL100017/10018/Sem/01, on the module report for ENGL10017 you will only see ENGL10017/SEM/01 listed. The scheduling details such as week pattern, staff etc do not trickle down to the individual classes from the JTA so any changes you have made to these on the JTA will not be reflected in this report. There is a note at the end of the section Jointly Taught Activities Tab which addresses this.
Summary of all Modules belonging to a Department

In the Activity List page, click on the ![image](image1.png) by the Department dropdown menu.

A new screen will open. Click on the link `SummaryReportXML` to open a web report of all the modules for the selected department.
- The report will list: Module Code, Module Description, its WDC status, number of WDC Confirmed classes, and number of WDC Not Confirmed classes

- To export the report to an Excel or Word document select everything in the report by hitting (Ctrl A) and copy and paste.

JTAs and the Department Report

Due to the way the software deals with Jointly Taught Activities, this report will not display any JTAs associated with the department you have selected. Instead it will show you only the part of the JTA that belongs to this each module. So if the JTA is ENGL10017/10018/Sem/01, on the department report for ENGL you will only see ENGL10017/SEM/01 listed under ENGL10017, and ENGL10018/SEM/01 listed under ENGL10018. The scheduling details such as week pattern, staff etc do not trickle down to the individual classes from the JTA so any changes you have made to these on the JTA will not be reflected in this report. There is a note at the end of the section Jointly Taught Activities Tab which addresses this.
Summary Report of all Activities belonging to a Department grouped by Module

- In the Activity List page, click on the by the Department dropdown menu

- A new screen will open.

- Click on DeptXML to open a web report of all activities for the selected department grouped by their Module code.
• The report will list: Module Code, the activity’s WDC status, Activity Name, Description, Type, any requested Day or Start times, Duration, Teaching Week Pattern, Requested Location, Size and Staff name

• To export the report to an Excel or Word document select everything in the report by hitting (Ctrl A) and copy and paste

JTAs and the Department Report

Due to the way the software deals with Jointly Taught Activities, this report will not display any JTAs associated with the department you have selected. Instead it will show you only the part of the JTA that belongs to this each module. So if the JTA is ENGL100017/10018/Sem/01, on the department report for ENGL you will only see ENGL10017/SEM/01 listed under ENGL10017, and ENGL10018/SEM/01 listed under ENGL10018. The scheduling details such as week pattern, staff etc do not trickle down to the individual classes from the JTA so any changes you have made to these on the JTA will not be reflected in this report. There is a note at the end of the section Jointly Taught Activities Tab which addresses this.
### Appendix A – Teaching Blocks / Weeks 2022-23

<table>
<thead>
<tr>
<th>Week Commencing</th>
<th>Teaching Block</th>
<th>Teaching Week Label</th>
<th>Syllabus Plus Week #</th>
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<td>SV13</td>
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<td>Christmas Break</td>
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<td>Christmas Break</td>
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<td>EV3</td>
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<td>17-Apr-23</td>
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<td>Revision Week</td>
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<td>Summer Exams</td>
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<td>Marking Week</td>
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<td>10-Jul-23</td>
<td>Summer Vacation</td>
<td>SV5</td>
<td>S+ 52</td>
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</table>
Appendix B – School Specific guidelines on activities

Please note the following points for each Faculty:

**Arts**
- If you have any specific requirements for Activities to run concurrently or one after the other at specified intervals, or on specific days, include exact details in the Notes.
- Please state if specific rooms are required in the notes field (e.g., computer lab, wheelchair access).
- Please let me know in the notes field if an activity is jointly taught with another unit.

**Engineering**
- If you have any specific requirements for Activities to run concurrently or one after the other at specified intervals, please include exact details in the Notes.
- If you require any new JTAs to be created please email your FTEO.
- Please use the notes field to highlight any specific requirements and to notify if a specific room is required.
- The naming convention for all activities is as follows:
  - Unit code/Short name used on other activities/Activity type Abbreviation (see Appendix C for a list of these) followed by occurrence e.g. COMS20010/Alg2/LEC/1/01. Any activities you add should have a unique activity name. If existing activities are named differently/without a short name, please leave them as they are.

**Biochemistry, CMM, PPN, Anatomy and Veterinary Sciences**
- With the exception of lab/practical sessions, all day and time data entered by you is treated as a request only and we are not able to guarantee that it will be possible to accommodate all requests. If there is a pedagogic reason that an activity must have a specific day/time, please put a note in the notes field to indicate this.
- If there is a requirement for a specific room due to (eg) equipment then please leave a note in the notes field. This does not apply to practicals which will always be scheduled in the lab specified.
- If you have any specific requirements for activities to run concurrently or one after the other at specified intervals, include exact details in the notes.
- If an activity is jointly taught with another unit, please indicate this in the notes field but also send your FTO an email.
- The naming convention for all activities is as follows:
  - Unit code/Short name (if required)/Activity type Abbreviation (See Appendix C for a list of these)/Occurrence (01/02/03 etc). An example would be PANM10001/MMID/LEC/01. Any activities you add should have a unique activity name. Please do not use week numbers, teaching blocks, days or times. If existing activities are named differently to the above, please leave them as they are.

**Health Sciences**
- All day, time and location data is treated as a request – we cannot guarantee these can be accommodated.
- Naming conventions are as follows Unit code/Short name/Activity type e.g. MEDI10007/CVS/LEC/01, MEDI10007/CVS/LAB/01, MEDI10007/CVS/TUT/A01 (Abbreviations see Appendix C).
- Please note only Activity TYPE ‘Lecture’ will be automatically recorded on Replay.
- Notes field can be used to highlight specific requirement e.g. if
  - an activity is jointly taught with another unit, please also email your FEO
  - you have specific requirements for activities to run concurrently or one after the other at specified intervals (sequencing)
  - activities need to be scheduled at a certain time/day, please enter all known details
  - different teaching staff in each week
  - specific room requirements
  - taught by external staff
  - Human Patient Simulator requires accessibility to front of lecture theatre or
  - details of how students need to be allocated; e.g. randomly or if school will provide specific lists

**Social Sciences & Psychology**
- If Activities need to be scheduled in a certain room, please select the room and include the details in the Notes. Please note that rooms will only be treated as a preference or something that has simply rolled over from the previous year as a guide, UNLESS it is explained in the user text/notes field as a requirement and why it is essential.
- All specified day and time entered by you is treated as a request only - we are not able to guarantee that it will be possible to accommodate these - as above, please explain compulsory requests in the Notes.
• PLEASE DO NOT create Jointly Taught Activities in WDC. Instead, please create duplicate, identical activities for the separate units and in the User Text/Note fields, state the activity name of the other unit that it needs to be joined with.

• Please use the Notes field to highlight all specific requirements, such as (but not limited to):
  ▪ If an activity is jointly taught with another unit
  ▪ If you have any specific requirements for activities to run concurrently or one after the other at specified intervals (sequencing)
  ▪ If activities need to be scheduled at a certain time/day, please enter all known details explaining why
  ▪ Different teaching staff in each week
  ▪ Specific room requirements
  ▪ If taught by external staff
  ▪ Details of how students need to be allocated; e.g. randomly or if school will provide specific lists and approximately when we might expect this information.

• EFIM: if you need a jointly taught activity please email your timetabler and add it into the notes field.
  EFIM naming conventions are as follows: Unit Code/Short Name/Teaching Block/Activity type(/group number). E.g. EFIM20022/PWO/TB1/TUT/07.
  PSYC: I know some teaching should be on certain days to fit in with assignment deadlines etc, please let me know in the notes field and/or send me any curriculum plans

Law

• If you have any specific requirements for activities to run concurrently or one after the other at specified intervals, include exact details in the Notes
• If Activities need to be scheduled at a certain time/day, please enter the time/day and include the details in the Notes.
• All day, time and specific room data entered by you is treated as a request only - we are not able to guarantee that it will be possible to accommodate all requests.
• If required, please select Whiteboard in Equipment Suitabilities.
• Please email your TEO asap if an activity is jointly taught with another unit.
• Please use the Notes field to highlight all specific requirements, such as (but not limited to):
  o different teaching staff in each week
  o sequencing
  o details of how students need to be allocated, e.g., randomly or if school will provide specific lists.

Science and Biological Sciences

• If you have any specific requirements for activities to run concurrently or one after the other at specified intervals, please include this in the 'notes' section of the activity in WDC
• If you need any new jointly taught activities set up, please email your TEO asap
• When creating new activities, please use the standard short name abbreviations shown in Appendix C
• Please state if specific rooms are required in the notes field. All day, time and specific room data entered by you is treated as a request only - we are not able to guarantee that it will be possible to accommodate all requests.
• Ensure teaching equipment required is selected under Equipment Suitabilities
• Please use the Notes field to highlight all specific requirements, such as (but not limited to):
  ▪ different teaching staff in each week
  ▪ sequencing
  ▪ specific room requirements
  ▪ if taught by external staff
  ▪ details of how students need to be allocated; e.g. randomly or if school will provide specific lists
Appendix C – Activity Type abbreviations for use in Activity Names

- Clinic = CLN
- Dental Clinic = DCL
- Exam = EXA
- Exercise Lecture = EXL
- External Visit = EXV
- Formative Assessment = FAS
- Independent Study = IND
- Lab/Practical = LAB
- Lecture = LEC
- Lectorial = LECT
- Library Skills = LIS
- Presentation = PR1
- Problem Class = PCL
- Project Supervision = PRJ
- Screening = SCR
- Seminar = SEM
- Teaching Other = TEA
- Tutorial = TUT
- Work Placement = WPL
- Workshop = WKP
Appendix D – Entering Online Synchronous Activities

As part of the Web Data Collection process users in schools will need to indicate when a teaching activity is to be taught synchronously online and therefore does not require a location.

Users should not only rely on outlining this information as free text in the activity name, description or notes as the timetabling team need the specific field entered to enable us to properly identify these activities.

To indicate a teaching activity will be an online synchronous activity, users should do the following:

- When editing individual activities click on the Location tab
- Select the Zone – 0.1 ONLINE SYNCHRONOUS ACTIVITY (No Location Required)

- Select Number of Rooms as None

- Select Save once you have finished making changes in this tab.

- If known, please provide details on which online collaboration environment you plan to use (e.g. Microsoft Teams, Blackboard Collaborate or Zoom) in the activity Notes field. For example, Delivered via Zoom