



# **UniTime**

## **Timetabling Manual Data Entry**

### **SSCHED 250**





Note: Use CTRL + Left Click to follow links in the Table of Contents.

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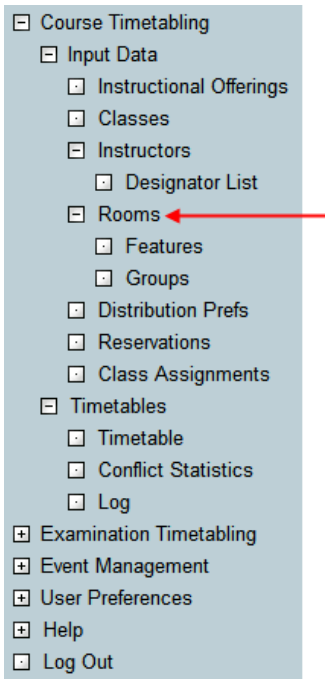
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## Rooms

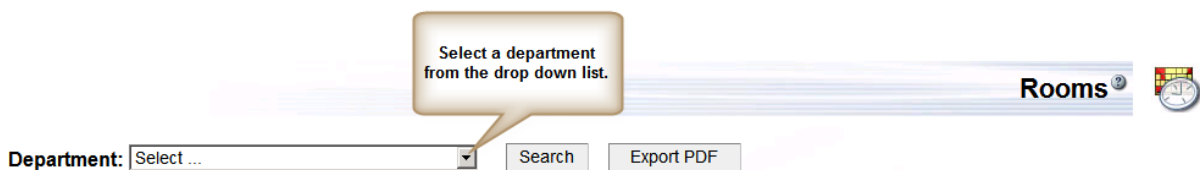
The first step in timetabling data entry is to ensure that all rooms to be scheduled are maintained in UniTime. All assigned rooms in UniTime will interface and populate Banner.

**Select the Rooms tab located in the side tool bar.**



### Rooms Form

The **Rooms** form, shown below, provides an overview of rooms that can be used for your classes or examinations together with the properties of these rooms, such as room features or room availability.



Select a department in the drop down list. (Note: You also can choose to see the LLR or LAB rooms or rooms for examinations - either final or midterm.) The rooms that can be used by this department will appear. To export this list to a PDF, use the Export PDF button.



## Room Types

The list of rooms is divided into parts based on room types. Typically, you will see classrooms, teaching labs, department rooms, special use rooms, and non-university locations.

Rooms

Department: 1155 - Botany and Plant Pathology

[Teaching Labs](#) [Non-University Locations](#)

Teaching Labs							
Bldg.	Room	Capacity	Availability	Departments	Control	Groups	Features
LILY	1135	24		1155	✓		
LILY	1410	30		1155	✓		
PEST	B001	5		1155	✓		

Non-University Locations								
Location	Capacity	IgnTooFar	IgnChecks	Availability	Departments	Control	Groups	Features
SITE	9999	✓	✓		1282 1510 1367 1146 1145 1150 1368 1151 1371 1413 1392			

### Classrooms

Instructional rooms assigned to the selected department from the central pool of rooms.

### Computing Laboratories

Computing laboratories assigned to the selected department from the central pool of rooms.

### Teaching Labs

Departmental teaching labs used for instruction, such as chemistry and biology labs.

### Department Rooms

Additional departmental space used for class meetings, such as offices or departmental conference rooms.

***Special Use Rooms***

Special Use Rooms that belong to the department, such as conference rooms or offices, exist in the room inventory. However, they are not considered as being instructional rooms.

***Non-University Locations***

Non-University locations are places that are not listed in the room inventory (e.g., a hospital in town). Click on the room type name below the department drop-down list to easily navigate to the list of rooms of this type.



## ***Classrooms, Additional Rooms, & Special Use Rooms Column Headings***

### ***Bldg & Room***

Building abbreviation and room number.

### ***Capacity***

Seating capacity of the room is the maximum number of students who can have a class there at the same time. Note: Use 9999 for unlimited capacities. Rooms on campus (not non-university locations) need to match the [official room inventory](#). You can request a change in capacity for Rooms other than Classrooms in the **Contact Us** screen (use the category "Request any other administrative change" or call Academic & Classroom Scheduling at 494-5700).

### ***Availability***

Availability is a time grid showing how times in the room are divided among departments that share this room (the list of these departments is in the Departments column).

All times in white, which is the default color, are shared by all departments listed in the Departments column (and no one else). All times in gray are not available for timetabling

Roll your mouse over the grid to see exact times of special assignments (e.g., a department assigned particular hours - AgrAdmin has FORS 216 on Wednesday from 3:30 p.m. – 5:20 p.m.).

The department that controls this room can change the availability in the **Edit Room Availability** form. If you control a given room, the Control column is checked. Otherwise, a department can only change sharing of the times that are already assigned to it (e.g., to pass some of these times to another department).

### ***Departments***

The Departments category lists the departments sharing this room. The department that controls the room can add/remove departments to/from the list in the **Edit Room Availability** form.





### **Control**

The Control column is checked if the department selected in the drop-down list controls the room. If checked, the department can set up sharing of this room with other departments (note: see the **Edit Room Availability** form).

### **Groups**

This category lists the groups to which this room belongs (e.g., FORS 216 belongs to the Classroom room group). You can add/remove the room to/from a group in the **Edit Room Groups** form. This form is accessed from the **Room Detail** form by clicking on the Edit Room Groups button). Read more about room groups in the description of the **Room Groups** form.

### **Features**

The Features shows a list of items found in the room. The following global room features are defined and maintained administratively for all rooms:

- 2 Computer Projectrs (2CmptProj)
- Audio Recording (AudRec)
- Chalkboard<20 Ft (Ch<20Ft)
- Chalkboard>=20 Ft (Ch>=20Ft)
- Computer (Comp)
- Computer Projection (CompPr)
- Document Camera (Docucam)
- Fixed Seating (FixSeat)
- Horseshoe Arrangement (Horseshoe)
- Tables and Chairs (TbIs&Chrs)
- Tablet Arm Chairs (TblArmChr)
- Theater Seats (ThtrSeat)

You can define *your own (departmental) features for the rooms owned by your department* on the **Room Features** screen; all such features also will be displayed on the **Rooms** screen. By default, all room features are displayed in a single column, however, there is an option to display them in multiple columns (one column per feature).

#### Show Room Features in a Column

- Go to Manager Settings screen (to get there, unfold User Preferences in the left hand side menu and click on Settings)
- Click on "Display Room Features In One Column"
- Select "No" for multiple columns
- Click on Update Setting



## Room Detail Form

When working with rooms from your department, click on any line with information about a room to get to a **Room Detail** form. If you hover your mouse over a row containing room information, you will notice that the row appears in blue. You may select this room by double clicking.

You will be able to change some properties of the room, such as availability or room sharing, in screens accessible from this **Room Detail** screen.

**Room Detail**

LILY 1135

Capacity: 24  
Controlling Department: 1155 - Botany and Plant Pathology  
Coordinates: 437, 411  
Ignore Room Checks: false  
Type: Teaching Labs

Room Availability

Workdays = Daytime

Room	Mon	Tue	Wed	Thu	Fri
7:00am					
7:30am					
8:00am					
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12:00pm					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					
4:30pm					
5:00pm					
5:30pm					
6:00pm					
6:30pm					
7:00pm					
7:30pm					
8:00pm					
8:30pm					
9:00pm					
9:30pm					
10:00pm					
10:30pm					
11:00pm					
11:30pm					

Room Availability table is readonly. To edit this table, please click Edit Room Availability button.



## ***Non-University Locations Column Headings***

### ***Location***

This category is the name of the non-university location.

### ***Capacity***

The maximum number of students who can fit in that location at the same time

### ***Ignore Too Far (IgnTooFar)***

By default, this columns heading is unchecked. This means that if a class at this location is back to back with a class on campus, there will be a conflict for students. Also, the back-to-back classes cannot be taught by the same instructor.

When checked, there is no time conflict between back-to-back classes (one at this location, the other one on campus). Also, the classes can be taught by the same instructor. **The box must be checked.**

### ***Ignore Checks (IgnChecks)***

By default, this column heading is unchecked, which means that the location is considered to be an equivalent of a room (e.g., meaning that there cannot be two classes at the same time).

When checked, there can be two or more classes taught at the same time at this location (e.g., if the location is a hospital, there can be different classes throughout the hospital at the same time). **The box must be checked.**

### ***Remaining Columns***

The rest of the columns are the same as those for other room categories (see above).

Note: You can sort the list of rooms (within categories) by any of the columns with headings in green letters - just click on the column heading.



## How to Add Rooms

If you cannot see the rooms you want to use, contact the Academic & Classroom Scheduling.

## How to Add a Non-University Location

To add a location outside of your department or the university that is not listed (e.g., Home Hospital), proceed in the following manner:

- From the **Rooms** form, select Add Non-University Location.

Department: 1146 - Ag & Biological Engineering Search Export PDF

Classrooms Teaching Labs Dept Rooms Non-University Locations Add Room Add Non-University Location Edit Room Sharing

### Classrooms

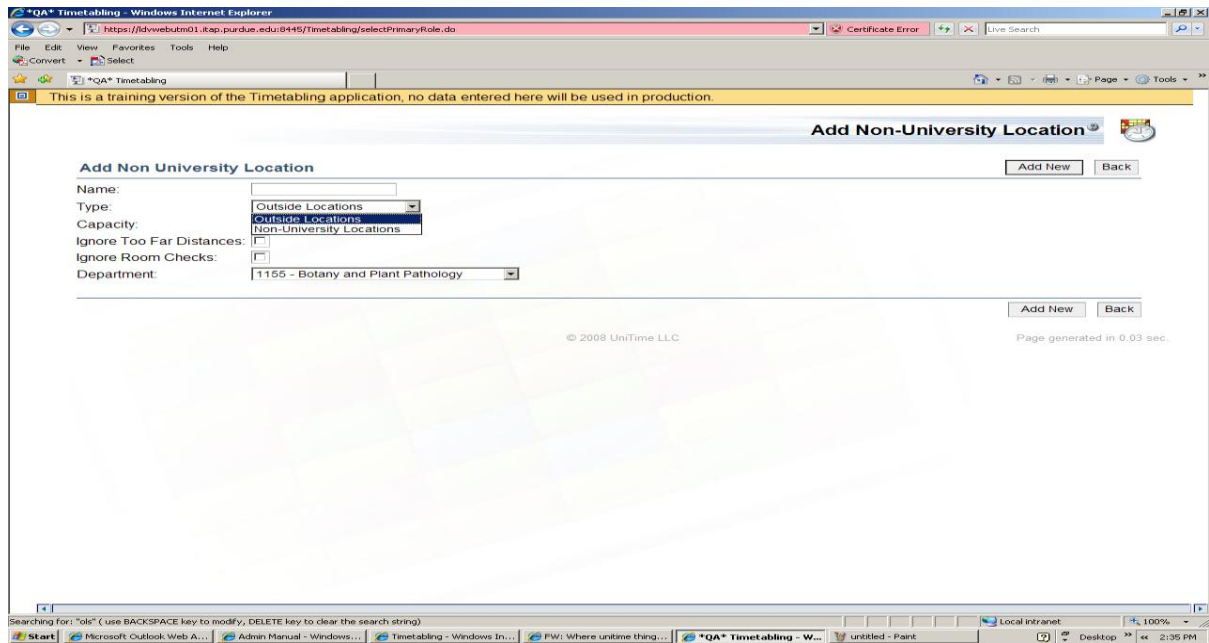
Blgd.	Room	Capacity	Availability	Departments	Control	Groups	Features
ABE	204	58		1146 1979		South Campus	Chalkboard >= 20 Ft. Computer Computer Projection Tablet Arm Chairs
ABE	205	50		1146 1979		South Campus	Chalkboard >= 20 Ft. Computer Computer Projection Tables and Chairs

### Teaching Labs

Blgd.	Room	Capacity	Availability	Departments	Control	Groups	Features
ABE	102	27		1146	✓		
ABE	106A	22		1146	✓		



## Entering Details When Adding Non-University Locations



### Name

Name the Non-University Location. Choose a name that is useful for your area. **The limit is ten characters.** The building name is automatically populated as OFFCAMP. You only need to enter a "room" name for this non-University Location.

### Type

Choose the room type of Non-University Locations.

### Capacity

Enter 9999.

### Ignore Too Far (IgnTooFar)

By default, this check box is **unchecked**, which means that if a class at this location is back to back with a class on campus, it will cause a conflict for students. Also, back-to-back classes cannot be taught by the same instructor.

When **checked**, there is no time conflict between back-to-back classes (one at this location, the other one on campus), and then the classes can be taught by the same instructor. **The box must be checked.**



### Ignore Checks (IgnChecks)

By default, this check box is **unchecked**, which means that the location is considered to be an equivalent of a room. This means that there cannot be two classes at the same time.

When the check box is **checked**, there can be two or more classes taught at the same time at this location. For example, if the location is a hospital, there can be different classes held throughout the hospital at the same time. **The box must be checked.**

### Department

Use the drop down to choose the controlling department for this non-university location.

### Room sharing

It is possible to share a room or a certain time in the room with another department.

Follow the steps below to share a room:

- In the **Rooms** screen, select on the room that you want to share with another department. The example below shows how to share LILY 1135 with another department.

Department: 1155 - Botany and Plant Pathology Search Export PDF

Teaching Labs Non-University Locations Add Non-University Location Edit Room Sharing

Bldg	Room	Capacity	Availability	Departments	Control	Groups	Features
LILY	1135	24		1155	✓		
LILY	1410	30		1155	✓		
PEST	B001	5		1155	✓		



- The next screen shows Room Detail. Click on Room Availability button. That takes you to the **Edit Room Availability** screen.

Room Detail

LILY 1135

Capacity: 24  
Controlling Department: 1155 - Botany and Plant Pathology  
Coordinates: 437, 411  
Ignore Room Checks: false  
Type: Teaching Labs

Room Availability

Workdays = Daytime

Room	Mon	Tue	Wed	Thu	Fri
7:00am					
8:00am					
9:00am					
10:00am					
11:00am					
12:00pm					
1:00pm					
2:00pm					
3:00pm					
4:00pm					
5:00pm					
6:00pm					

Legend:

- 1155-Botany and Plant Pathology
- Not Available
- Free For All

Room Availability table is read-only. To edit this table, please click Edit Room Availability button.

- Select the department with which you want to share the room in the drop down list under the time grid.
- Click Add Department. This adds the department to the list of departments who share the room – this list is displayed to the right from the time grid.

Edit Room Availability

LILY 1135

Workdays = Daytime

Room	Mon	Tue	Wed	Thu	Fri
7:00am					
8:00am					
9:00am					
10:00am					
11:00am					
12:00pm					
1:00pm					
2:00pm					
3:00pm					
4:00pm					
5:00pm					
6:00pm					

Legend:

- 1155-Botany and Plant Pathology
- Not Available
- Free For All

1073 - Office of The Provost  
1095 - Registrar  
1120 - Space Mgmt and Acad Scheduling  
1140 - College of Agriculture Admin  
1145 - Agricultural Economics  
1146 - Ag & Biological Engineering  
1150 - Agronomy  
1151 - Animal Sciences  
1153 - Biochemistry  
1155 - Botany and Plant Pathology  
1156 - Entomology  
1159 - Forestry and Natural Resources  
1160 - Department of Food Sciences  
1161 - Youth Development and Ag Educ  
1165 - Hort & Landscape Architecture  
1211 - Birk Nanotechnology Center  
1214 - Burton D Morgan Entomology Ctr  
1240 - Sch of Vet Medicine Admin  
1245 - Comparative Pathology  
1246 - Basic Medical Sciences  
1248 - Veterinary Clinical Sciences  
1250 - Coll of Consumer & Family Sci  
1252 - Consumer Sci and Retailing  
1254 - Foods and Nutrition  
1256 - Dept of Hosp & Tourism Mgmt  
1257 - Child Dev and Family Studies  
1260 - Coll of Engr Adm/Engr Exp Str  
1262 - Aeronautics & Astronautics  
1283 - Chemical Engineering

Add Department Remove Department



- If needed, assign particular times to the other department and keep the rest for yourself. You may assign a time to a department if you click on the department in the list to the right from the time grid and then click on times that the department should use. An example of this kind of sharing is depicted in the following screen shot.

Note: If you do not assign times explicitly, both of the departments will be able to timetable their classes at any times (that is the “free for all” color) and the department which commits the timetable first gets the requested time. The other department will need to use the times that are left.

- Click Update.

1155-Botany and Plant Pathology  
1267-Child Dev and Family Studies  
Not Available  
Free For All

1267 - Child Dev and Family Studies

Update Back

- Note: When you set up sharing of a room with another department, you cannot take the room back from the department. You will need to ask the other department to give up that room (in a similar way as setting up room sharing – they would just select their department from the list and click Remove Department, then Update), or you will need to contact Academic and Classroom Scheduling at 494-5700.



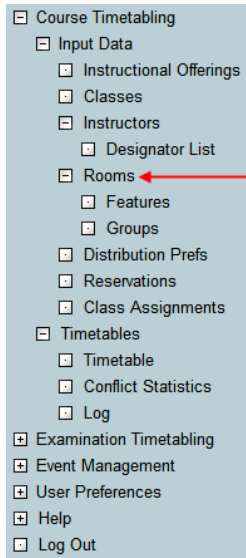


## Setting and Editing Room Preferences

Room preference on a particular room allows the user to exclude some of his/her rooms from the timetabling process, or use that room only if absolutely necessary (for example, if the department wants to keep one of its rooms empty for unexpected events).

To set up room preferences proceed with the following steps:

- Select the Rooms tab located in the side tool bar.



- This takes you to the **Rooms** screen for your department.

The screenshot shows the 'Rooms' screen for the department '1155 - Botany and Plant Pathology'. It includes a search bar, an 'Export PDF' button, and a table of teaching labs. The table has columns for Bldg, Room, Capacity, Availability, Departments, Control, Groups, and Features. Three rows are visible, each with a grid icon in the Availability column.

Bldg	Room	Capacity	Availability	Departments	Control	Groups	Features
LILY	1135	24		1155	✓		
LILY	1410	30		1155	✓		
PEST	B001	5		1155	✓		



- Click on the room in your list of rooms. That takes you to the **Room Detail** screen.
- Click on the Edit Room Preference button.

**Room Detail**

LILY 1135

Capacity: 24  
Controlling Department: 1155 - Botany and Plant Pathology  
Coordinates: 437,411  
Ignore Room Checks: false  
Type: Teaching Labs

Buttons: Edit Room Availability, **Edit Room Preference**, Edit Room Groups, Edit Room Features, Delete, Back

Room Availability

Time	Mon	Tue	Wed	Thu	Fri
7:00am					
8:00am					
9:00am					
10:00am					
11:00am					
12:00pm					
1:00pm					
2:00pm					
3:00pm					
4:00pm					
5:00pm					
6:00pm					

Legend: Botany and Plant Pathology (Green), Not Available (Grey), Free For All (White)

Room Availability table is read-only. To edit this table, please click Edit Room Availability button.

Buttons: Edit Room Availability, Edit Room Preference, Edit Room Groups, Edit Room Features, Delete, Back

- This takes you to the **Edit Room Preference** screen. Set the room preference.

**Edit Room Preference**

LILY 1135

1155 - Botany and Plant Pathology **Neutral**

Buttons: Update, Back

Buttons: Update, Back

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- The meaning of the preference levels is as follows:
  - **Prohibited** – never ever use this room (even if required on a class).
  - **Strongly Discouraged** – this room is used only if either:
    - The room is required for a class, or
    - The room is preferred or strongly preferred for a class and the solver is not able to put this class into another room.
  - **Discouraged** – this room is used if either:
    - The room is required for a class, or
    - The solver is not able to put this class into another room.
  - **Neutral** – the default value for room preference.

It is not recommended that you use any other preference level on the room itself.

- Click Update.

Edit Room Preference

LILY 1135

1155 - Botany and Plant Pathology

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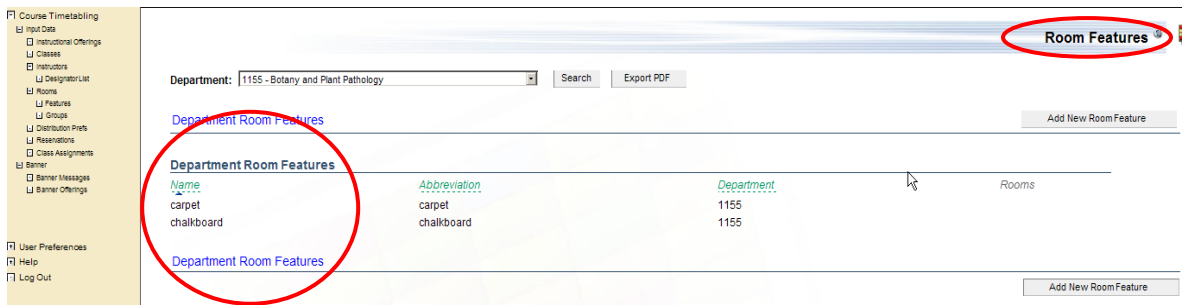


## Room Features

There might be special features you want to choose in your rooms (e.g. Audio Input Mac computer labs).

The following instructions will guide you through setting up a feature for your departmental room and indicate which rooms have this feature:

- Click on Features under Rooms in the left hand side menu. That takes you to the **Room Features** screen. Here, you will see the features currently listed as your room features, as well as a list of your rooms which have been flagged as having those features.

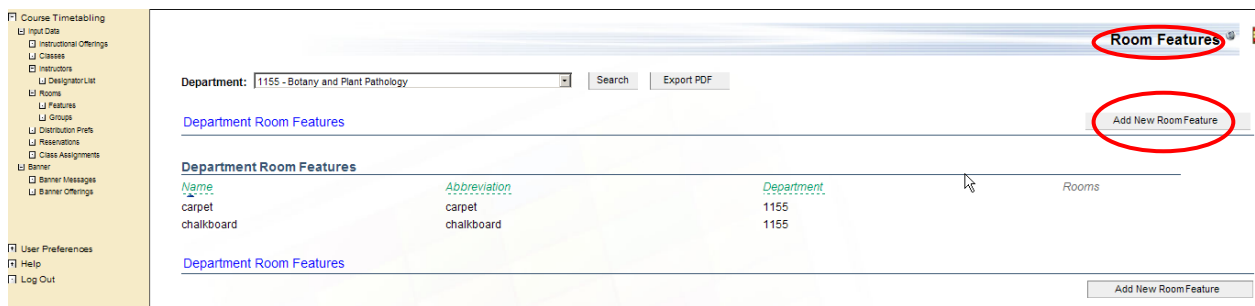


## Adding Room Features

You only may update your features for departmentally owned rooms. The Global Room Features must be updated by an administrator, please contact Academic & Classroom Scheduling at 494-5700.

The following steps will guide you through adding other features to your department room:

- Click **Add New Room Feature**.





- This takes you to the **Add Room Feature** screen. Here, you can set up the feature you plan to add. Select a name that is helpful to you. Note: ignore the Global checkbox. It is for administrative use only.
- Supply the name of the feature and abbreviation.
- Click **Add New**.

**Add Room Feature**

Name: \*

Abbreviation: \*

Global:  **Only for administrator use.**

Department:

**Add New** **Back**

- Now you are back in the **Room Features** screen. Click on the name of the room feature you just created.

**Room Features**

Department:  Search Export PDF

Department Room Features **Add New Room Feature**

Name	Abbreviation	Department	Rooms
carpet	carpet	1155	
chalkboard	chalkboard	1155	

Department Room Features **Add New Room Feature**

- This takes you to the **Edit Room Feature** Screen. In the **Edit Room Feature** screen, you will have a list of rooms from your room list set up in the previous section. Click the box for all the rooms that have this feature.
- Click Update.

**Edit Room Feature**

Name: \*

Abbreviation: \*

Global:

Department:

**Update** **De**

**Currently Not Assigned Rooms**

Room	Type	Capacity	Exam Capacity
<input type="checkbox"/> LILY 1135	Teaching Labs	24	
<input type="checkbox"/> LILY 1410	Teaching Labs	30	15
<input type="checkbox"/> PEST B001	Teaching Labs	5	
<input type="checkbox"/> SITE	Non University	9999	

**Update** **De**

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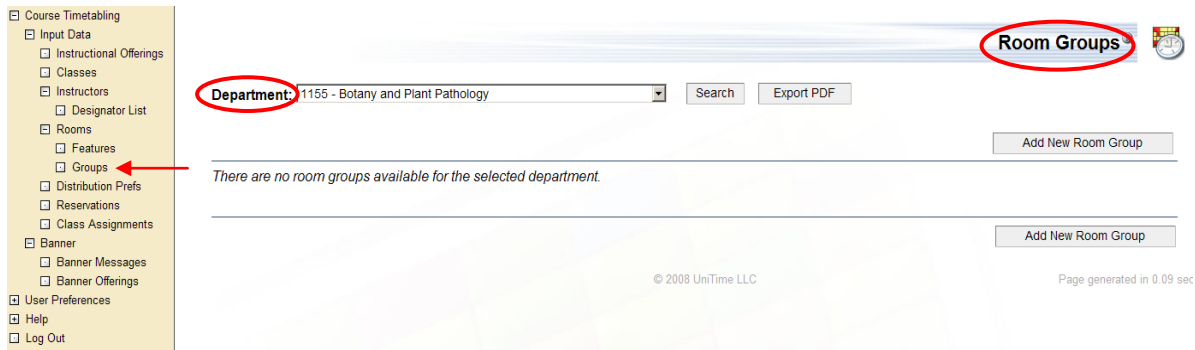


## Room Groups

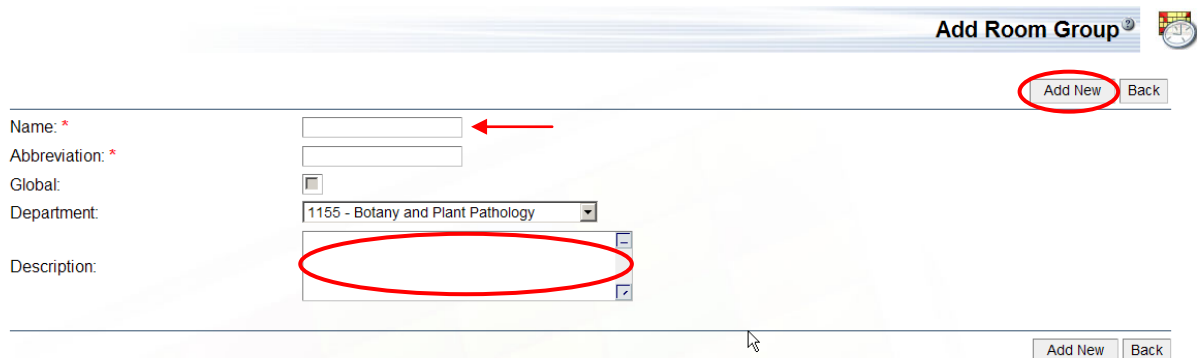
Within the **Room Groups** form, you can categorize multiple rooms/labs under one name e.g., if you have multiple laboratories for Biochemistry, you can create a room group named Biochem Lab. The group can be named anything that is helpful to you. Note: you may only update your Departmental Room Groups, not the Global Room Groups.

The following instructions will guide you through creating a Room Group:

- Click on Groups under the Rooms heading in the left hand side menu. That takes you to **Room Groups** form.
- Click Add New Room Group




- Enter the **Name** of the group and an **Abbreviation**. Choose a name that is helpful to you. There also is a **Description** that can be used for further comments for your information only.
- Click **Add New** (This takes you to the **Edit Room Groups** screen.).





- Click on the name of the group.
- Check all rooms that should belong to the group (a room can belong to more than one group).
- Click Update

**Edit Room Group** 

---

Name: \*   
Abbreviation: \*   
Global:   
Default:   
Description:

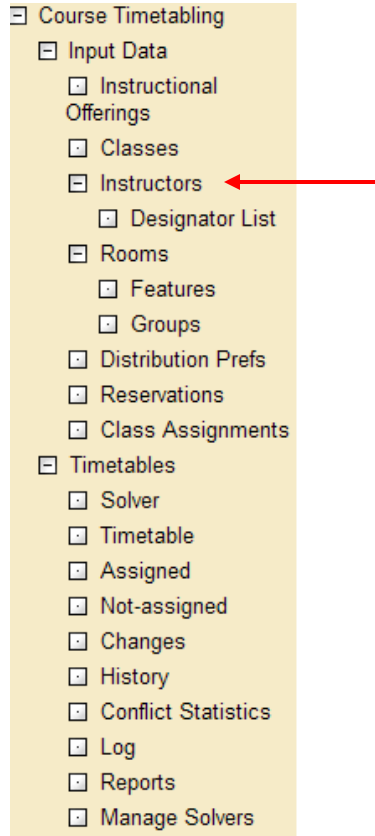
**Currently Assigned Rooms**

Room	Type	Capacity	Exam Capacity	Audio Recording	Chalkboard < 20 Ft.	Chalkboard >= 20 Ft.	CompLab Cluster Seat	CompLab Column Seat	CompLab Row Seating	Computer	Computer Projection	Docu Cam
<input checked="" type="checkbox"/> BRNG 1202	Classrooms	18	9	✓	✓					✓	✓	
<input checked="" type="checkbox"/> BRNG 1206	Classrooms	18	9	✓	✓					✓	✓	
<input checked="" type="checkbox"/> BRNG 1222	Classrooms	32	16	✓	✓					✓	✓	
<input checked="" type="checkbox"/> BRNG 1230	Classrooms	36	18	✓	✓					✓	✓	



## Instructors

The second step with timetabling data entry will be to ensure that all instructors who will be assigned to classes are maintained within UniTime. You will see the list of your instructors when you click on Instructors in the left-hand side menu. Before you start working on classes, make sure that the instructor list is complete.



If the instructor list is not complete, you can manage your instructor list or add a new instructor.





## ***Managing Your Instructor List***

To view and manage your instructor list:

- Click **Manage Instructor List**. It has two parts: (a) Instructors in the Department List, and (b) Instructors not in the Department List.
- Check names to add instructors to your list.
- Uncheck names to remove them from the list (the checked ones will be in your list).
- Click Update.

## ***Adding New Instructors to Your List***

To add a new instructor who is not in the Manage Instructor List:

- Return to the initial Instructors page.
- Click the Add New Instructor button.
- For a new instructor, the only mandatory field is his/her last name.
- If you know the instructor's career account username (i.e., Purdue e-mail), enter it in the Career Account field.
- Look up the instructor's Purdue ID by clicking the Lookup button. This way, the instructor's name will be matched with the Purdue ID, which is necessary to get the instructor's name to Banner. Note: You may receive multiple records for the same individual. The lookup feature within the application is pulling employee records from multiples sources.

Note: It is sufficient to enter instructors that should be assigned to a class.



## Instructor Detail

In the **Instructor Detail** screen you can also edit instructor information and change to your own personal preferences.

- Click Edit Instructor Information.

**Instructor Detail**

[<-] [Instructors \(1155 - Botany and Plant Pathology\)](#) → [Instructor \(Jo Ann Banks\)](#)

**Jo Ann Banks** Edit Instructor Information Edit Instructor Preferences Next Back

ID: 10026590  
 Account Name: banksj  
 Position:  
 Notes:

**Designator List** Add Designator

**Class Assignments**

Class	Check Conflicts	Share	Limit	Manager
BTNY 49800 IND 1	✓	100%	9999	1155
BTNY 69800 RES 8	✓	100%	9999	1155
BTNY 69900 RES 5	✓	100%	9999	1155

**Preferences**

Edit Instructor Information Edit Instructor Preferences Next Back

- This takes you to the **Edit Instructor** screen. From here, you may change information for this instructor (i.e. notes, email, etc.). Note: ID cannot be changed as this is the key field that ties to multiple Purdue applications.
- When you are finished, click **Update**.

**Edit Instructor**

[<-] [Instructors \(1155 - Botany and Plant Pathology\)](#) → [Instructor \(Carole A Lembi\)](#)

Update Delete Lookup Previous Next Back

ID: 10347019  
 Career Account: lembi  
 First Name: Carole Lookup  
 Middle Name: A  
 Last Name: \* Lembi  
 Email:  
 Department: Botany and Plant Pathology  
 Position: Select...  
 Notes:  
 Ignore Too Far:

Update Delete Lookup Previous Next Back



## Setting Instructor Preferences

You can set preferences of instructors in this section. These preferences are then inherited on any class to which you assign this instructor.

The following instructions describe how to set an instructor's Time, Building, and Room Feature preferences:

- In the Instructor List, click on the name of the person whose preferences you want to enter.

**Instructors**

Export PDF    Manage Instructor List    Add New Instructor

ID	Name	Position	Designator	Note	Preferences	Time	Room	Distribution	Class Assignments	Exam Assignments	Ignore Too Far
10026590	Banks, J A	Not Specified							BTNY 49800 IND 1 BTNY 69800 RES 8 BTNY 69900 RES 5		
16093750	Beckerman, J L	Not Specified							BTNY 20100 REC 1 BTNY 69800 RES 6 BTNY 69900 RES 15		
10035913	Carpita, N C	Not Specified							BTNY 20100 LEC 1 BTNY 69800 RES 9 BTNY 69900 RES 3		
14472279	Chen, Z	Not Specified							BTNY 55200 LAB 1 BTNY 55200 LEC 1 BTNY 69800 RES 11 BTNY 69900 RES 12		
10338571	Coolbaugh, R C	Not Specified							BTNY 20100 REC 2 BTNY 21000 LAB 1 BTNY 21000 LAB 10 BTNY 21000 LAB 2 BTNY 21000 LAB 3 BTNY 21000 LAB 4 BTNY 21000 LAB 5 BTNY 21000 LAB 6 BTNY 21000 LAB 7 BTNY 21000 LAB 8 BTNY 21000 LAB 9 BTNY 21000 LEC 1 BTNY 21000 LEC 2		

Current User: **Solver Status**  
 Name: Mow, Pamela S (A)  
 Dept: 1135  
 Role: Dept Sched Mgr  
 Session: Spring 2010 (PWL)  
 Status: Input Data Entry  
 Database: timetable@ssuta

**Note:** You may use the Export PDF button to print a copy of all your listed instructors.



- That takes you to the **Instructor Detail** screen. Click Edit Instructor Preferences

**Instructor Detail**

[<-] [Instructors \(1155 - Botany and Plant Pathology\)](#) → [Instructor \(Jo Ann Banks\)](#)

**Jo Ann Banks**    Edit Instructor Information    **Edit Instructor Preferences**    Next    Back

ID: 10026590  
Account Name: banksj  
Position:  
Notes:

**Designator List**    Add Designator

**Class Assignments**

Class	Check Conflicts	Share	Limit	Manager
BTNY 49800 IND 1	✓	100%	9999	1155
BTNY 69800 RES 8	✓	100%	9999	1155
BTNY 69900 RES 5	✓	100%	9999	1155

**Preferences**

Current User: [Solver Status](#)  
Name: Mow, Pamela S (A)

Edit Instructor Information    Edit Instructor Preferences    Next    Back

- Edit the preferences.

**Instructor Preferences**

[<-] [Instructors \(1155 - Botany and Plant Pathology\)](#) → [Instructor \(Jo Ann Banks\)](#)

**Jo Ann Banks**    Update    Clear Instructor Preferences    Next    Back

**Time Preferences**

Workdays × Daytime

From to	Mon	Tue	Wed	Thu	Fri
7:30a 8:00a					
8:00a 8:30a					
8:30a 9:00a					
9:00a 9:30a					
9:30a 10:00a					
10:00a 10:30a					
10:30a 11:00a					
11:00a 11:30a					
11:30a 12:00p					
12:00p 12:30p					
12:30p 1:00p					
1:00p 1:30p					
1:30p 2:00p					

Legend:

- Required
- Strongly Preferred
- Preferred
- Neutral
- Discouraged
- Strongly Discouraged
- Prohibited

Current User: [Solver Status](#)  
Name: Mow, Pamela S (A)  
Dept: 1155  
Role: Dept Sched Mgr  
Session: Spring 2010 (PWL)  
Status: Input Data Entry  
Database: timetable@ssutqa



There are Time, Room, Building, and Room Feature preferences you can enter, just like on scheduling subparts or classes as described in the section on preferences.

Note: It is not necessary to have an entry in every preference. When finished entering instructor preferences.

- Click Update.

**Room Group Preferences** Add Room Group Preference

-	-	Delete
-	-	Delete
Central Campus		
North Campus		
Remote Campus		
South Campus		
Village Area		
-	-	Delete
-	-	Delete

Add Room Preference

**Building Preferences** Add Building Preference

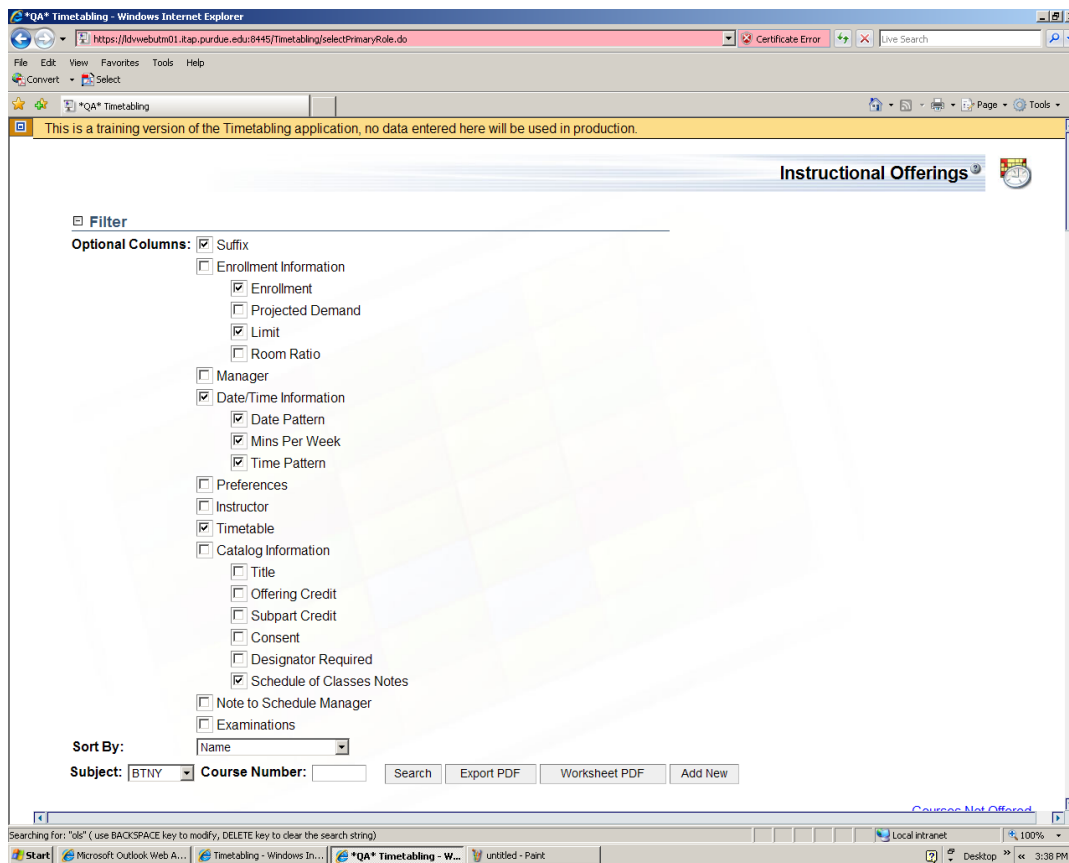
-	-	Delete
-	-	Delete



# Instructional Offerings

## *Hints about Navigating within Instructional Offerings*

Navigation Information: In this application, the filter at the top left of the Instructional Offerings screen can be used to display a variety of informational items pertaining to your offerings. Click the plus sign (+) to the left of the filter to display these items. Select the check box(es) to choose which items you want to display. When finished, you can close the filter by clicking on the minus sign (-) to the left of the filter.



Note: In most cases, an instructional offering is an equivalent of a course. Within UniTime, if you need to get back to the **Instructional Offering Configuration** screen, select and click the row that contains the subject and course number.



## Viewing Instructional Offerings

To see the list of instructional offerings, click on **Instructional Offerings** on the left-hand side menu.

If you have more than one **subject** area, select the subject area you want to work with from the drop down menu and click Search. If you have only one subject area, it will display automatically.

Subject Headers are maintained within Banner and UniTime. If a subject header is added after the roll forward process, an administrator must add the subject header within UniTime. If you do not see the subject header you need, then contact Academic & Classroom Scheduling at 494-5700.

Note: Please make sure to reference the Courses Not Offered button or scroll down to the lower half of the screen to view courses that are currently not offered but are available for the current term (see [Adding/Removing Courses](#)).

The screenshot shows the Timetabling software interface. On the left, a sidebar menu lists various options, with 'Instructional Offerings' circled in red and an arrow pointing to the main content area. At the top right, the text 'Instructional Offerings' is circled in red. Below the sidebar, there is a search area with 'Subject: BTNY' circled in red. To the right of the search area, the text 'Courses Not Offered' is circled in red. The main content area displays a table of 'Offered Courses' with columns for Suffix, Last Enrollment, Projected Demand, Limit, Room Ratio, Manager, Date Pattern, Mins Per Week, Time Pattern, Time, Room, Distribution, Instructor, and Time. The table shows data for BTNY 20100 (AAE 19000) and BTNY 20400 (Laboratory). A 'LILY 1135' course is also visible in the table.

Suffix	Last Enrollment	Projected Demand	Limit	Room Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	Time	Room	Distribution	Instructor	Time	Room
BTNY 20100		40	0	49										
AAE 19000														
Lecture				49	1155	Week 1-15	100							
Recitation				49	1155	Week 1-15	50							
LEC 1	12572-001*			49	1155	Week 1-15	100	Arr 2 Hrs				Carpita, N C	TTh 1:30p-2:20p	LILY
REC 1	38236-002*			24	1155	Week 1-15	50	1 x 50		LILY 1135		Beckerman, J L		
REC 2	38237-003*			25	1155	Week 1-15	50	Arr 1 Hrs				Coolbaugh, R C		
BTNY 20400		7	0	30										
Laboratory				30	1155	Week 1-15	50							
Laboratory				30	1155	Week 1-15	50							



## Adding/Removing Courses

Check whether all of the courses that should be offered for this semester are in the list of Offered Courses. If not, scroll down to the Courses Not Offered list in the lower part of this screen or use the **Courses Not Offered** button located at the top right corner of this page to get to the list quickly.

The screenshot shows the 'Instructional Offerings' interface. On the left is a navigation menu with options like 'Input Data', 'Classes', 'Instructors', 'Rooms', 'Banner', 'User Preferences', 'Help', and 'Log Out'. The main area has a 'Filter' section with a 'Subject' dropdown set to 'BTNY' and a 'Course Number' input field. Below this is a table of 'Offered Courses'. A red box highlights the 'Subject' dropdown, and another red box highlights the 'Courses Not Offered' button in the top right. A red arrow points to the 'Suffix' column in the table, with the text 'CRN - Section ID' written above it. The table lists courses such as BTNY 20100 (Lecture, Recitation, LEC 1, REC 1, REC 2) and BTNY 20400 (Laboratory).

Course	Suffix	Last Enrollment	Projected Demand	Limit	Room Ratio	Date Manager	Time Pattern	Mins Per Week	Time Pattern	Time Room	Distribution	Instructor	Time	Room
BTNY 20100	AAE 19000		40	0	49									
Lecture					49	1155	Week 1-15	100						
Recitation					49	1155	Week 1-15	50						
LEC 1	12572-001*				49	1155	Week 1-15	100	Arr 2 Hrs			Carpita, N C	TTh 1:30p-2:20p	LILY
REC 1	38236-002*				24	1155	Week 1-15	50	1 x 50		LILY 1135	Beckerman, J L		
REC 2	38237-003*				25	1155	Week 1-15	50	Arr 1 Hrs			Coolbaugh, R C		
BTNY 20400			7	0	30									
Laboratory					30	1155	Week 1-15	50						
Laboratory					30	1155	Week 1-15	50						

**Note:** Reference the **Suffix** column (i.e., CRN-Sec ID). If you do not see this column, click on the **+** sign located next to the **Filter** and you may add the column.

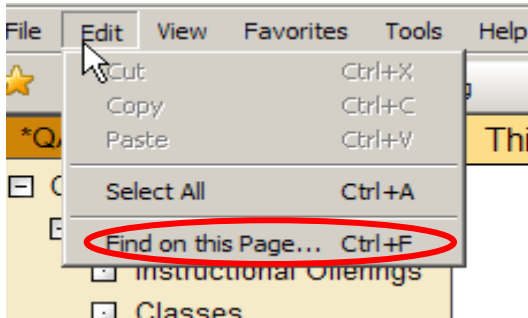
This screenshot shows the 'Instructional Offerings' interface with the 'Filter' menu expanded. The 'Filter' button is circled in red. The 'Courses Not Offered' button is also circled in red. The table below shows a list of courses with columns for 'Projected Demand', 'Mins Per Week', 'Room Limit', 'Room Ratio', 'Date Manager', 'Time Pattern', 'Time Pattern', 'Time Room', 'Distribution', 'Instructor', and 'Schedule Note'. The table lists courses such as BTNY 201 (Lecture, Lec 1), BTNY 204 (AGRY 204 Laboratory, Lab 1), and BTNY 207.

Course	Projected Demand	Mins Per Week	Room Limit	Room Ratio	Date Manager	Time Pattern	Time Pattern	Time Room	Distribution	Instructor	Schedule Note
BTNY 201	0	25	50								
Lecture		150	50		1155	Full Term		Classroom			
Lec 1		150	50		1155	Full Term		Classroom		N. Carpita	
BTNY 204	0	20	22					Managed As AGRY 204			
AGRY 204 Laboratory		100	22		1150	Full Term					
Lab 1		100	22		1150	Full Term				T. Housley	
BTNY 207	0	6	30								





**Note:** You may use the **Edit, Find on this Page (or Ctrl+F)**, to search for a specific piece of data (e.g., to find a CRN).

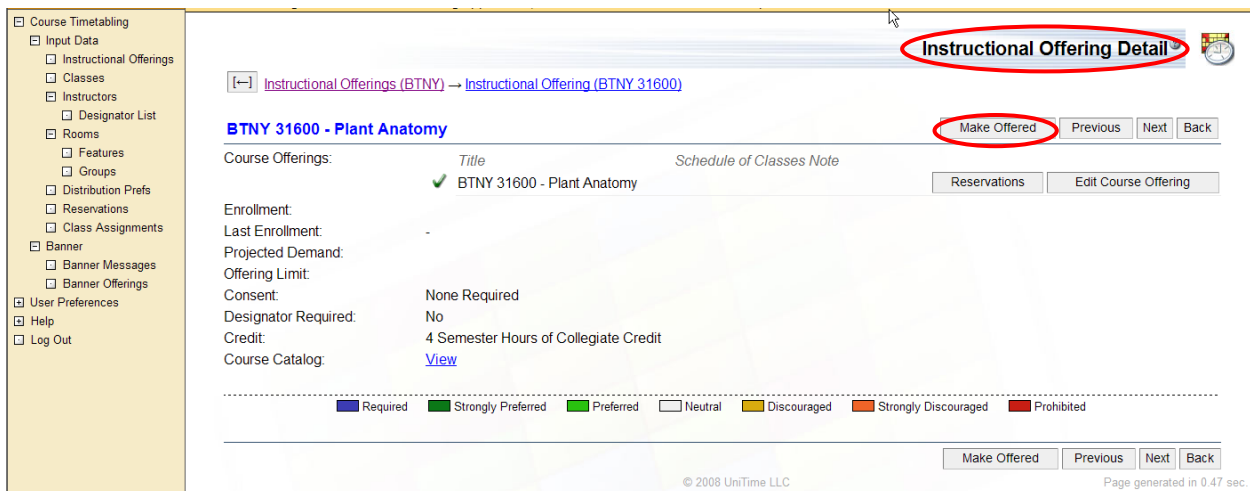


If the course is displayed in the Not Offered Courses list, then:

- Click on the course you wish to offer. This will take you to the **Instructional Offering Detail** screen.
- Click the Make Offered button which takes you to the **Instructional Offering Configuration** screen.
- This screen is discussed in the [Instructional Offering Configuration](#) section of this manual.

If the course is not displayed in either section of this page, then:

- Click inside the Course Number box.
- Enter the course number.
- Click Add New.
- This takes you to the **Instructional Offering Detail** screen discussed in the next section (i.e., [Instructional Offering Configuration](#)).





If an instructional offering is on the list of offered courses, but it is not to be offered this term, then:

- Click on the instructional offering (the line with the course number).
- This takes you to the **Instructional Offering Detail** screen.
- Click on **Make NOT Offered**.

*Note: This action removes ALL instructional offering details for this course. Please use caution.*

**Instructional Offering Detail**

[<-] Instructional Offerings (BTNY) → Instructional Offering (BTNY 201 - PLANTS & CIVILIZATION)

**BTNY 201 - PLANTS & CIVILIZATION** Add Configuration Cross Lists **Make NOT Offered** Next Back

Course Offerings: Title Controlling Schedule Book Note  
BTNY 201 - PLANTS & CIVILIZATION ✓ Edit Course Offering

Demand: 25  
Offering Limit: 50

**Configuration** Edit Configuration Class Setup Duplicate

---Preferences---

Div-Sec	Mins Per Week	Room Limit	Room Ratio	Manager	Date Pattern	Time Pattern	Time	Room	Instructor	Credit
Lecture	150	50		1155	Full Term	3 x 50		Classroom		
Lec 1	150	50		1155	Full Term	3 x 50		Classroom	N. Carpita	

Legend: Required (blue), Strongly Preferred (green), Preferred (light green), Neutral (white), Discouraged (yellow), Strongly Discouraged (orange), Prohibited (red)

Add Configuration Cross Lists Make NOT Offered Next Back

## Seeking Help and Troubleshooting

If you do not find your course, please contact Academic & Classroom Scheduling at 494-5700.

If you add a course that does not exist in the catalog, it will not flow to Banner. Errors such as this will be documented in [Banner Messages](#) and will need further attention.



# Instructional Offering Configuration

## Set up or Modify Instructional Offering Configuration

To set up/modify the configuration of an instructional offering (note: arranged hours offerings are described later in this section):

- In the list of Instructional Offerings, click on the line that contains the number of the course you want to set up or modify.

**Instructional Offerings**

Filter

Subject: BTNY Course Number: 30100

**Offered Courses**

Suffix	Last Enrollment	Projected Demand	Room Limit	Room Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	---Preferences---			-----Timetable-----			Schedule of Classes Notes
									Time	Room	Distribution	Instructor	Time	Room	
<b>BTNY 30100</b>		33	0	49											
Lecture			49		1155	Week 1-15	100								
Laboratory			50		1155	Week 1-15	100								
LEC 1	12597-001		49		1155	Week 1-15	100	2 x 50			Loesch-Fries, L S	TTh 9:30a-10:20a	LILY 2102	51	
LAB 1	12598-002		25		1155	Week 1-15	100	1 x 100			Loesch-Fries, L S	Th 1:30p-3:20p	LILY 1410	30	
LAB 2	12599-003		25		1155	Week 1-15	100	1 x 100			Loesch-Fries, L S	Th 3:30p-5:20p	LILY 1410	30	

- This takes you to the **Instructional Offering Detail** screen. Click **Edit Configuration**.

**Instructional Offering Detail**

**BTNY 30100 - Intro Plant Pathology**

Course Offerings: BTNY 30100 - Intro Plant Pathology

Enrollment: 33  
 Last Enrollment: 33  
 Projected Demand: 49  
 Offering Limit: 49  
 Consent: None Required  
 Designator Required: No  
 Credit: 3 Semester Hours of Collegiate Credit  
 Course Catalog: [View](#)

**Configuration LecLab**

Suffix	Limit	Room Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	---Preferences---			-----Timetable-----			
							Time	Room	Instructor	Time	Room	Room Cap	Subpart Credit
Lecture	49		1155	Week 1-15	100								
Laboratory	50		1155	Week 1-15	100								
LEC 1	12597-001	49	1155	Week 1-15	100	2 x 50			Loesch-Fries, L S	TTh 9:30a-10:20a	LILY 2102	51	
LAB 1	12598-002	25	1155	Week 1-15	100	1 x 100			Loesch-Fries, L S	Th 1:30p-3:20p	LILY 1410	30	
LAB 2	12599-003	25	1155	Week 1-15	100	1 x 100			Loesch-Fries, L S	Th 3:30p-5:20p	LILY 1410	30	

Required  Strongly Preferred  Preferred  Neutral  Discouraged  Strongly Discouraged  Prohibited

**Last Changes**

Page	Object	Operation	Manager	Date
Configuration Edit	BTNY 30100 [LecLab]	update	J. Galloway	06/19/09 02:05PM



- That takes you to the Instructional Offering Configuration screen.

Description of the fields:

- **Configuration Name:** Descriptive name of configuration. You may leave this field blank, and the system will generate a system name for you.
- **Configuration Limit:** Controls how many students can enroll in a configuration of the instructional offering. This field is the Master control for the configuration limit and may only be set manually.

Note: Pay careful attention to setting unlimited enrollments. For unlimited enrollment enter 9999 for the Configuration Limit.

**DO NOT** select the Unlimited Enrollment button.

- **Instructional Type:**
  - Add - Select from drop down menu the additional instructional type you need for this course offering, then click Add.
  - Delete - Trash bin next to instructional type already listed removes that particular instructional type.
- **Limit per Class:** Limit for each section with this instructional type.
- **Number of Classes:** The number of classes of this instructional type you want to offer. This is calculated by the application (config limit/limit per class).

Note: If you can't evenly divide your limits out to sum to the overall Configuration Limit, you will need to make one of the instructional type limits sum to greater than or equal to the overall configuration limit. See [Modify Class Limits](#) for additional information.



- **Minutes per Week:** Total number of minutes that a class meets per week. It is important that your instructional offerings have the correct number of minutes per week in this screen as this will determine the time patterns that are available for you to use for this class. Note: 1 hour of class is equal to 50 minutes.
- **Number of Rooms:** Number of rooms you require per class. The default is 1. If you want to change it, contact Academic & Classroom Scheduling at 494-5700.
- **Room Ratio:** Used to indicate when you need a room with a capacity different from the size of the class. The default is 1.0 which means the room should seat the number of students in your class. This can be decreased or increased. Please contact Academic & Classroom Scheduling at 494-5700 if you have questions.
- **Managing Department:** Used to determine which manager will timetable this class. See [Setting Managing Department](#) if you have classes within the same instructional type needing to be timetabled by different managers.



### Modifying Class Limits

In the screen below, notice that your laboratory limit exceeds your Offering Limit. Select the Class Setup button to adjust the limits individually.

**Instructional Offering Detail**

[-] [Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#)

**BTNY 30100 - Intro Plant Pathology**    Add Configuration    Cross Lists    Make NOT Offered    Previous    Next    Back

Course Offerings:    Title: BTNY 30100 - Intro Plant Pathology    Schedule of Classes Note

Enrollment:    Last Enrollment: 33    Reservations    Edit Course Offering

Projected Demand:    Offering Limit: **49**

Consent: None Required

Designator Required: No

Credit: 3 Semester Hours of Collegiate Credit

Course Catalog: [View](#)

**Configuration LeLab**    Edit Configuration    **Class Setup**    Assign Instructors

Suffix	Limit	Rm Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	Time	Room	Instructor	Room Cap	Subpart Credit
Lecture	49		1155	Week 1-15	100						
Laboratory	50		1155	Week 1-15	100						

**Multiple Class Setup**

[-] [Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#)

**BTNY 30100 - Intro Plant Pathology**    Update    Back

Configuration Limit: 49

Scheduling Subpart Limits:    LEC: 49    Display Instructors:     Display in Schedule:   
 LAB: 49    Display Instructors:     Display in Schedule:

Limit	Rm Ratio	Rooms	Managing Department	Date Pattern	(All) <input checked="" type="checkbox"/>	(All) <input checked="" type="checkbox"/>		
LEC 1	49	1.0	1	Department	Week 1-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LAB 1	25	1.0	1	Department	Week 1-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LAB 2	24	1.0	1	Department	Week 1-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Scheduling Subpart Limits:    LEC: 49    Display Instructors:     Display in Schedule:   
 LAB: 50    Display Instructors:     Display in Schedule:

Update    Back

Once you click update, this lab limit will change to 49 and match the configuration limit and the lecture limit.

If a range of room sizes are possible for all classes within this instructional type (e.g., you want 10 computing labs that seat a range of 17-23 students each), contact an administrator. **In most cases, you will never use a range.** This option adds flexibility where applicable.



## Grouping

Besides filling in the fields, you need to set up grouping in this screen if it is necessary for the instructional offering.

Note: Grouping in UniTime is equivalent to linking within Banner.

If an attendance relationship must be maintained across types of instructions within a course you will need to do a grouping (e.g., Lec 01 with Rec 01 with Lab 01). Grouping should be used only when necessary as student scheduling flexibility is reduced when grouping is used.

If you want to group Lecture and Lab, click on the arrow located next to the Lab subpart.

**Instructional Offering Configuration**

[<-] [Instructional Offerings \(BTNY 301\)](#) → [Instructional Offering \(BTNY 301 - INTRO PLANT PATHOLOGY\)](#)






**BTNY 301** Update Back

Configuration Name:

Unlimited Enrollment:

Configuration Limit:

Instructional Type:  Add

	Min Limit per Class	Max Limit per Class	Number of Classes	Minutes per Week	Number of Rooms	Room Ratio	Managing Department
<b>Lecture</b>  	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="2"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	<input type="text" value="Large Lecture Room Manager"/>
<b>Laboratory</b>   	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="2"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	<input type="text" value="Department"/>

Update Back



Consequently each of the two lectures will have one lab. Students in the first lecture will be scheduled to the first lab; students in the second lecture will be scheduled to the next lab.

Note: In the terminology of this manual (and the terminology of the authors of the application), the instructional type that is more to the left is called a parent and the instructional type that is indented relative to the other type (after the arrow to the right has been clicked) is called a child.

Each of the CRNs will be assigned a link identifier within Banner (i.e., system generated). You may reference Banner form SSASECT or view the Banner Offerings form with UniTime to view the link identifier. See [Banner Offerings](#) for more information.





Instructional Offering Detail

[-] Instructional Offerings (BTNY) → Instructional Offering (BTNY 30100)

BTNY 30100 - Intro Plant Pathology

Add Configuration Cross Lists Make NOT Offered Previous Next Back

Course Offerings: Title Schedule of Classes Note
BTNY 30100 - Intro Plant Pathology Reservations Edit Course Offering

Enrollment:
Last Enrollment: 33
Projected Demand:
Offering Limit: 49
Consent: None Required
Designator Required: No
Credit: 3 Semester Hours of Collegiate Credit
Course Catalog: View

Configuration LecLab

Edit Configuration Class Setup Assign Instructors

Table with columns: Suffix, Limit Ratio, Room, Manager, Date Pattern, Mins Per Week, Time Pattern, Time, Room, Instructor, Time, Room, Room Cap, Subpart Credit. Rows include Lecture, Laboratory, LEC 1, and LAB 1.

Note: It is important that you set up the configuration before you start adding time/room preferences on the classes, since a change in configuration could result in deleting the preferences from your classes. If a course has large lecture needs and computing labs, please contact us before entering any data for the course.

The application does not check if the configuration that you entered is the same configuration as in the course catalog. You will need to check your Banner Message to see if you have any courses that did not flow to Banner due to configuration problems. These courses will not be timetabled.



### Configuration of Independent Study/Research Courses

For independent study courses there are two options.

**Option 1:** The following steps are required if the course **does not require a room** for meetings and time statement is arrange hours:

- For the Configuration Limit enter 9999.
- Choose the appropriate instructional type (IND or RES) from the dropdown menu.
- Click Add. The configuration name will be system generated. You also can supply your own configuration name.
- Set the limit per Class to 9999 (9999 = unlimited). Press Tab. This will automatically generate the Number of Classes.
- Tab to the number of Minutes per Week. Enter 0 (indicates arr hrs).
- Tab to the Number of Rooms. Enter 0.

Note: You can indicate the number of hours to meet (e.g., arr1, arr2), if applicable, by entering an amount in the Minutes per Week box (e.g., 50 minutes, 100 minutes, etc.).

**Instructional Offering Configuration®**

[Instructional Offerings \(BTNY 59000\)](#) → [Instructional Offering \(BTNY 59000\)](#)

**BTNY 59000 - Directed Readings** Update Back

Configuration Name:

Unlimited Enrollment:

Configuration Limit\*:

Instructional Type:  Add

	Limit per Class	Number of Classes	Minutes per Week	Number of Rooms	Room Ratio	Managing Department
Individual Study	<input type="text" value="9999"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1.0"/>	Department <input type="text"/>

Update Back

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**Option 2:** The course **requires a room** for meetings

- For the Configuration Limit enter 9999.
- Choose the appropriate instructional type (IND or RES) from the dropdown menu.
- Click Add. The configuration name will be system generated. You also can supply your own configuration name.
- Set the limit per Class to 9999. Press Tab. This will automatically generate the Number of Classes.
- Tab to the number of Minutes per Week. Enter 0.
- Tab to the Number of Rooms. Enter 0.

In this case, you need to set a limit for that offering and proceed as you would for any other course: select and add the correct instructional types, set limits per class, number of classes, then set up preferences.

When you are finished with settings in the **Instructional Offering Configuration** screen, click Update. That takes you back to the **Instructional Offering Detail form**. If you have done any grouping, you will see that one of the subparts is indented, indicating the grouping relationship.



## Setting Managing Department and Other Class-specific Parameters

Large Lecture and Computing Lab timetables are created and solved separately from departmental timetables. Note: The Managing Department determines who timetables the class.

- Select and click on the subject and course number.

\*QA\* Timetabling - Windows Internet Explorer  
https://dwebubm01.itap.purdue.edu:8445/Timetabling/selectPrimaryRole.do  
Certificate Error  
Live Search

\*QA\* Timetabling  
This is a training version of the Timetabling application, no data entered here will be used in production.

Instructional Offerings

Filter

Subject: BTNY Course Number: 05500 Search Export PDF Worksheet PDF Add New

Offered Courses

Suffix	Last Enrollment	Limit	Date Pattern	Mins Per Week	Time Pattern	Schedule of Classes Notes
BTNY 05500		0				

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Current User: Solver Status  
Name: Galloway, Josie Ann Webber  
Dept: LLR CEC Mgr/Need Room, 1401  
Role: Administrator  
Session: Spring 2010 (PWL)  
Status: Input Data Entry



- This will bring you to the **Instructional Offering Details** screen. To change the Managing Department and/or change limits on specific classes of the same instructional type (from the same scheduling subpart) click on the Class Setup button on the **Instructional Offering Detail** screen located on the right side under the Configuration line.

**Instructional Offering Detail**

[Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#)

**BTNY 30100 - Intro Plant Pathology** Add Configuration Cross Lists Make NOT Offered Previous Next Back

Course Offerings: Title Schedule of Classes Note

✓ BTNY 30100 - Intro Plant Pathology Reservations Edit Course Offering

Enrollment: Last Enrollment: 33  
 Projected Demand: 49  
 Offering Limit: 49  
 Consent: None Required  
 Designator Required: No  
 Credit: 3 Semester Hours of Collegiate Credit  
 Course Catalog: [View](#)

**Configuration LecLab** Edit Configuration **Class Setup** Assign Instructors

---Preferences---										-----Timetable-----		
Suffix	Room Limit Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	Time	Room	Instructor	Time	Room	Room Cap	Subpart Credit
Lecture	49	1155	Week 1-15	100								
Laboratory	50	1155	Week 1-15	100								
LEC 1	12597-001 49	1155	Week 1-15	100	2 x 50			Loesch-Fries, L S	TTh 9:30a-10:20a	LILY 2102	51	
LAB 1	12598-002 25	1155	Week 1-15	100	1 x 100			Loesch-Fries, L S	Th 1:30p-3:20p	LILY 1410	30	



This takes you to the **Multiple Class Setup** form.

- Make the necessary changes to the fields for the individual class.
- Click Update.

**Multiple Class Setup**

[Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#)

**BTNY 30100 - Intro Plant Pathology**

**Configuration Limit:** 49

Scheduling Subpart Limits: **LEC:** 49 Display Instructors:  Display in Schedule:   
**LAB:** 50 Display Instructors:  Display in Schedule:

	Limit	Rm Ratio	Number of Rooms	Managing Department	Date Pattern	Display Instructors (All: <input checked="" type="checkbox"/> )	Display in Schedule (All: <input checked="" type="checkbox"/> )	
LEC 1	49	1.0	1	Department	Week 1-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
LAB 1	25	1.0	1	Department	Week 1-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
LAB 2	25	1.0	1	Department	Week 1-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Scheduling Subpart Limits: **LEC:** 49 Display Instructors:  Display in Schedule:   
**LAB:** 50 Display Instructors:  Display in Schedule:

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### Multiple Class Setup Form Fields

**Managing Department:** Used to indicate who is going to timetable the classes of this scheduling subpart (instructional type). Select from the drop down menu. For LLR requests, set the Managing Department to Large Lecture Room Manager, for LAB requests, set it to Computer Lab Manager.

**Date Pattern:** Used to indicate when a class meets during the term. If other than default, select from pull-down menu.

**Display Instructors** and **Display in Schedule Book** are future enhancements and are not being used at this time.



## Assign Instructors

Note: When a department's solution is uncommitted, UniTime no longer sends instructors for sections that required time. Those will get picked up when a solution is committed.

UniTime has two methods of assigning instructors to classes.

### Method #1 – Assign Instructors

- Select the row containing the subject and course number. This will take you to the **Instructional Offering Detail** form.

**Instructional Offerings**

Filter

Subject:  Course Number:  Search Export PDF Worksheet PDF Add New

Suffix	Last Enrollment	Projected Demand	Limit Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	---Preferences---	-----Timetable-----	Room	Room Cap	Schedule of Classes Notes
<b>BTNY 30100</b>		33	0 49									
Lecture			49	1155	Week 1-15	100						
Laboratory			50	1155	Week 1-15	100						
LEC 1	12597-001		49	1155	Week 1-15	100	2 x 50		Loesch-Fries, L S	TTh 9:30a-10:20a	LILY 2102	51
LAB 1	12598-002		25	1155	Week 1-15	100	1 x 100		Loesch-Fries, L S	Th 1:30p-3:20p	LILY 1410	30
LAB 2	12599-003		25	1155	Week 1-15	100	1 x 100		Loesch-Fries, L S	Th 3:30p-5:20p	LILY 1410	30

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- From the **Instructional Offering Detail** screen, select the **Assign Instructors** button.

**Instructional Offering Detail**

[<-] [Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 05500\)](#) → [Instructional Offering \(BTNY 20100\)](#)

**BTNY 20100 - Plants & Civilization** Add Configuration Cross Lists Make NOT Offered Previous Next Back

Course Offerings:

Title	Schedule of Classes Note	Reservations	Edit Course Offering
✓ BTNY 20100 - Plants & Civilization	test	Reservations	Edit Course Offering
AAE 19000 - Intro Aerospace Engrg	BTNY 20100	Reservations	Edit Course Offering


Enrollment:  
 Last Enrollment: 40  
 Projected Demand:  
 Offering Limit: 49  
 Consent: Consent of Department  
 Designator Required: No  
 Credit: 3 Semester Hours of Collegiate Credit  
 Course Catalog: [View](#)

**Configuration Lec** Edit Configuration Class Setup **Assign Instructors**

Suffix	Room Limit Ratio	Date Manager Pattern	Mins Per Week	Time Pattern	---Preferences---	-----Timetable-----	Room	Room Cap	Subpart Credit
--------	------------------	----------------------	---------------	--------------	-------------------	---------------------	------	----------	----------------







- This form allows you to assign instructor names for each section of the course. If you wish to assign more than one instructor, you will need to click the icon located on the right hand side (paper with a plus) and an additional row will appear. Remember, that for a given section your % share needs to sum to 100%. If you wish to delete a row click on the trashcan located on the right hand side.
- Click Update.

**Assign Instructors** 

[Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 05500\)](#) → [Instructional Offering \(BTNY 20100\)](#)

Unassign All **Update** Previous Next Back

	Name	% Share	Check Conflicts	Display (All: <input checked="" type="checkbox"/> )	Time	Room	
LEC 1	Carpita, Nicholas	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TTh 1:30p-2:20p	LILY 3418	 <b>← Additional Instructor Icon</b>  <b>← Trash Can</b>
	Select ...	0	<input checked="" type="checkbox"/>				
REC 1	Beckerman, Janna	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
REC 2	Coolbaugh, Ronald	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

Unassign All **Update** Previous Next Back

### Method #2 – Assign Instructors

- Select the class/section to which you want to add an instructor.

**Instructional Offerings** 

Filter

Subject: BTNY Course Number: 30100 Search Export PDF Worksheet PDF Add New

**Offered Courses**

Suffix	Last Enrollment	Projected Demand	Room Limit	Room Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	Preferences			Timetable			Schedule of Classes Notes
									Time	Room	Distribution	Instructor	Time	Room	
BTNY 30100		33	0	49											
Lecture				49	1155	Week 1-15	100								
Laboratory				50	1155	Week 1-15	100								
LEC 1	12597-001			49	1155	Week 1-15	100	2 x 50		Loesch-Fries, L	TTh 9:30a-10:20a	LILY 2102	51		
LAB 1	12598-002			25	1155	Week 1-15	100	1 x 100		Loesch-Fries, L	Th 1:30p-3:20p	LILY 1410	30		
LAB 2	12599-003			25	1155	Week 1-15	100	1 x 100		Loesch-Fries, L	Th 3:30p-5:20p	LILY 1410	30		

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- Within the **Class Detail** screen you may assign an instructor by selecting the Edit Class button.

Class Detail

BTNY 30100 LEC 1

Manager: 1155 - Botany and Plant Pathology  
Class Suffix: 12597-001  
Enrollment:  
Class Limit: 49  
Number of Rooms: 1  
Room Ratio: 1.0 (Minimum Room Capacity: 49)  
Date Pattern: Week 1-15  
Display Instructors:   
Display In Schedule Book:   
Student Schedule Note:  
Instructors:  
Name Share Check Conflicts  
Loesch-Fries, L S 100%   
Last create was made by S. Schlutterm at 00:15:09 00:22PM

Last Change:  
Time:  
Room: TTh 9:30a - 10:20a  
LILY 2102

Preferences  
Time: 2 x 50

Available Rooms: 1 (SITE)

Legend: Required, Strongly Preferred, Preferred, Neutral, Discouraged, Strongly Discouraged, Forbidden

Edit Class Add Distribution Preference Next Back

- From the Edit Class form, select an instructor name from the Instructors drop down list. Click Add Instructor.

Edit Class

BTNY 30100 LEC 1

Update Clear Class Preferences Next Back

Manager: 1155 - Botany and Plant Pathology  
Class Suffix: 12597-001  
Enrollment:  
Class Limit: 49  
Number of Rooms: 1  
Room Ratio: 1.0 (Minimum Room Capacity: 49)  
Date Pattern: Week 1-15  
Display Instructors:   
Display In Schedule Book:   
Student Schedule Note:  
Instructors:  
Name Share Check Conflicts  
Loesch-Fries, L S 100%  Delete

Time Preferences  
Time: 2 x 50

Add Instructor



- Adjust the percent share and click Update.

**Edit Class**

[\[-\]](#) [Instructional Offerings \(BTNY 30100\)](#) → [Class \(BTNY 30100 LEC 1\)](#)

---

**BTNY 30100 LEC 1**

Manager: 1155 - Botany and PlantPathology  
Class Suffix: 12597-001  
Enrollment:   
Class Limit: 49  
Number of Rooms: 1  
Room Ratio: 1.0 (Minimum Room Capacity: 49)  
Date Pattern:    
Display Instructors:   
Display In Schedule Book:   
Student Schedule Note:

---

**Timetable**

Time: TTh 9:30a - 10:20a  
Room: LILY 2102

---

**Requests / Notes to Schedule Manager**

---

**Instructors**

Name	% Share	Check Conflicts	Delete
Woloschuk, C P	<input type="text" value="100"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>



## Adding Notes to an Instructional Offering

If you wish to add a note that will apply to *each class within the course offering*, you will need to do the following:

- Select and click on the row containing the subject and course number.

**Instructional Offerings**

Filter

Subject:  Course Number:

[Courses Not Offered](#)

**Offered Courses**

	Suffix	Last Enrollment	Limit	Date Pattern	Mins Per Week	Time Pattern	Time	Room	Room Cap
<b>BTNY 05500</b>			0	9999					
Individual Study				9999	Week 1-15	0			
IND 1	38241-001			9999	Week 1-15	0	Arr Hrs		
<b>BTNY 20100</b>			40	49					
AAE 19000									
Lecture				49	Week 1-15	100			
Recitation				49	Week 1-15	50			
LEC 1	12572-001*			49	Week 1-15	100	Arr 2 Hrs TTh 1:30p-2:20p	LILY 3418	49
REC 1	38236-002*			24	Week 1-15	50	1 x 50		
REC 2	38237-003*			25	Week 1-15	50	Arr 1 Hrs		

- You will now be on the **Instructional Offering Detail** screen. Click Edit Course Offering.

**Instructional Offering Detail**

[\[←\] Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 05500\)](#)

**BTNY 05500 - Weed Control**

Course Offerings: Title Schedule of Classes Note

✓ BTNY 05500 - Weed Control

Enrollment: -  
 Last Enrollment: -  
 Offering Limit: 9999  
 Consent: None Required  
 Designator Required: No  
 Credit: Arrange Semester Hours of Collegiate Credit  
 Course Catalog: [View](#)

**Configuration 1**

---Preferences---

	Suffix	Limit	Room Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	Time	Room	Instructor	Time	Room	Room Cap	Subpart
Individual Study		9999		1155	Week 1-15	0								
IND 1	38241-001	9999	N/A	1155	Week 1-15	0	Arr Hrs		N/A					


Required  Strongly Preferred  Preferred  Neutral  Discouraged  Strongly Discouraged  Prohibited

**Examinations**

Classes / Courses	Type	Length	Seating	Size	Max Instructor	Period	Room	Distribution
-------------------	------	--------	---------	------	----------------	--------	------	--------------



The **Edit Course Offering** form will allow you to type a schedule-of-classes note, which will display on *every CRN associated with the course offering*. The note will be represented in the Banner form SSATEXT.

**Edit Course Offering** 

**BTNY 05500**

Course Number:

Title:

Schedule of Classes Note: 

TEST [-] [v]

← Insert notes here.

Consent:

Designator Required:

Credit:

Credit Type:

Credit Unit Type:

Units:

Max Units:

Fractional Increments Allowed:

Take Course Demands from Offering:

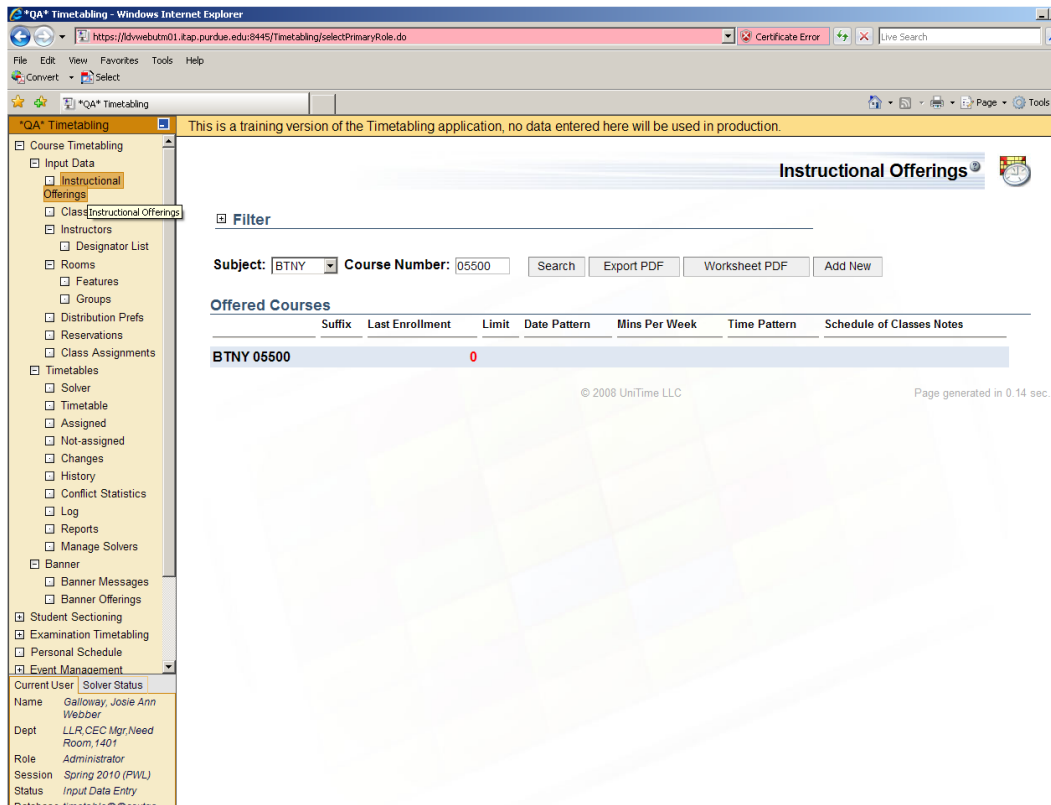
© 2008 HeTime LLC Data generated in 0.63 sec



### Schedule Book Notes

If you wish to add a note to a particular section(s) (i.e., a CRN(s) in Banner) within an offering, you will need to do the following:

- From the **Instructional Offerings** screen, select the course offering you wish to add a note to by selecting and clicking on the row with the subject and course number.

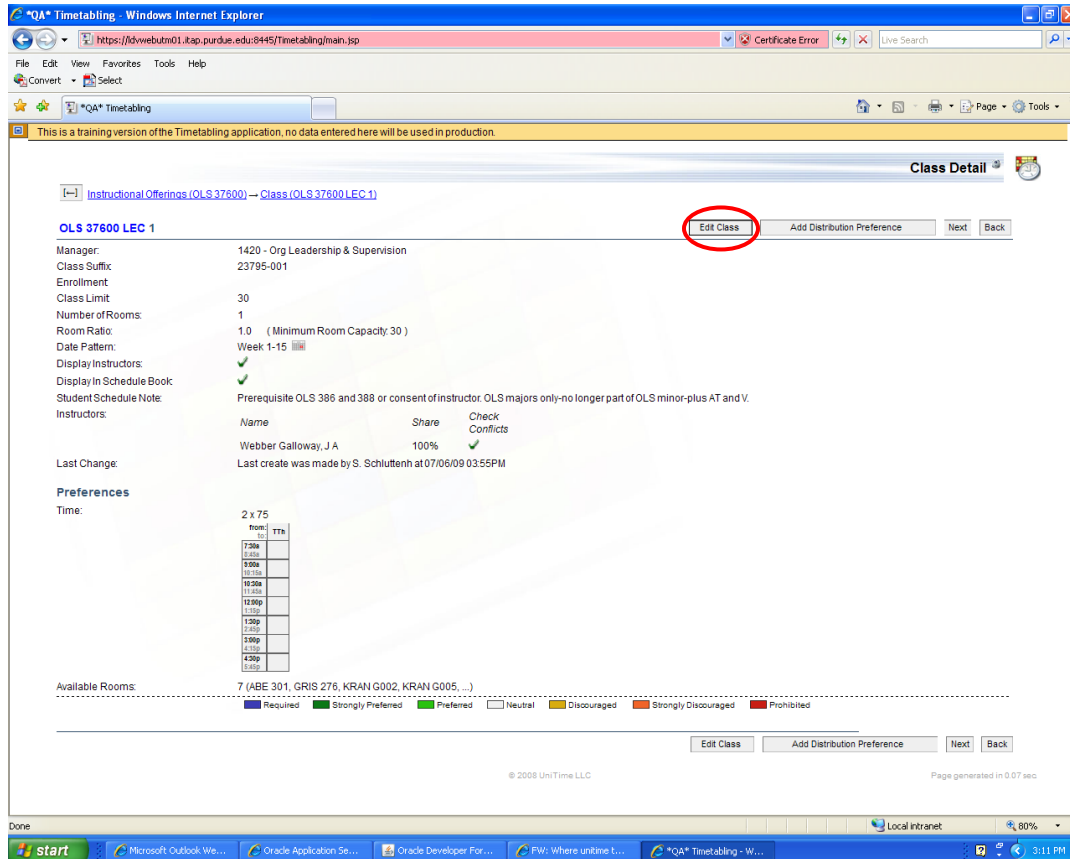


- In order to assign a note to one of the sections or CRNs you will need to select the particular section from the **Instructional Offering** screen.

OLS 37600	91	0	90								
Lecture			90	1420	Week 1-15	150		Meet Together			
LEC 1	23795-001		30	1420	Week 1-15	150	2 x 75	Meet Together	Webber Galloway, J A	TTh 12:00p-1:15p	GRIS 276 42
LEC 2	23796-002		30	1420	Week 1-15	150	2 x 75	Meet Together	Lybrook, D O	TTh 3:00p-4:15p	KRAN G007 35
LEC 3	23797-003		30	1420	Week 1-15	150	2 x 75	Meet Together	Lybrook, D O	TTh 4:30p-5:45p	KRAN G007 35



- This takes you to the Class Detail screen.
- Select the Edit Class button at the top of the screen. The Edit Class form will provide you with the opportunity to add a note to this section. Insert Screen shot
- Click Update.



**Note:** The interface will first look at the class note located within the UniTime form, **Edit Class** and place it in SSATEXT. Then if there is a note at the offering level, UniTime form Edit Course form, it will place a comma after the class note and append the course offering note thereafter.



## Adding Consent at the Offering Level

The user has the ability to add consent required at the offering level and at the section level.

Note: When placing a consent flag at the offering level, the consent will then apply to each class or section.

The following instructions illustrate this functionality:

- From the Instructional Offerings screen, select the course offering you wish to add consent to by clicking on the row with the subject and course number.

**Instructional Offering Detail**

[Instructional Offerings \(OLS 37600\)](#) → [Instructional Offering \(OLS 37600\)](#)

**OLS 37600 - Human Resource Issues** Add Configuration Cross Lists Make NOT Offered Previous Next Back

Course Offerings: Title Schedule of Classes Note

Enrollment: 91 Reservations Edit Course Offering

Last Enrollment: 91

Projected Demand: 90

Offering Limit: None Required

Consent: No

Designator Required: No

Credit: 3 Semester Hours of Collegiate Credit

Course Catalog: [View](#)

**Configuration Lec** Edit Configuration Class Setup Assign Instructors

Suffix	Limit	Room Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	Preferences			Timetable			
							Time	Room	Instructor	Time	Room	Room Cap	Subpart Credit
Lecture	90	1420	Week 1-15	150									
LEC 1	23795-001	30	1420	Week 1-15	150	2 x 75			Webber Galloway, J A				
LEC 2	23796-002	30	1420	Week 1-15	150	2 x 75			Lybrook, D O				
LEC 3	23797-003	30	1420	Week 1-15	150	2 x 75			Lybrook, D O				

Required  
  Strongly Preferred  
  Preferred  
  Neutral  
  Discouraged  
  Strongly Discouraged  
  Prohibited

**Examinations** Add Examination

Classes/Courses	Type	Length	Seating Type	Size	Max Rooms	Instructor	Period Preferences	Room Preferences	Distribution Preferences

Add Configuration Cross Lists Make NOT Offered Previous Next Back

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- Click on the Edit Course Offering button, and you will be directed to the **Edit Course Offering** form.

Instructional Offering Detail

Instructional Offerings (OLS 37600) -> Instructional Offering (OLS 37600)

OLS 37600 - Human Resource Issues

Add Configuration Cross Lists Make NOT Offered Back

Course Offerings:	Title	Schedule of Classes Note
✓	OLS 37600 - Human Resource Issues	this is a test

Reservations Edit Course Offering

Enrollment:  
Last Enrollment: 91  
Projected Demand: 90  
Offering Limit: 90  
Consent: None Required  
Designator Required: No  
Credit: 3 Semester Hours of Collegiate Credit  
Course Catalog: [View](#)

- From the Consent drop down list, select the type of consent you wish to place on the course (this will apply to each class associated with the offering).
- Click Update.

Edit Course Offering

Update Back

OLS 37600

Course Number: 37600  
Title: Human Resource Issues  
Schedule of Classes Note: this is a test

Consent: Select ...  
Designator Required:  
Credit:

Credit Type: Collegiate Credit  
Credit Unit Type: Semester Hours  
Units: 3.0  
Max Units:  
Fractional Increments Allowed:

Take Course Demands from Offering:

Update Back

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**Note:** If a consent feature does not apply to each section of the offering, do NOT place the consent at the course offering level. Place the consent flag on the individual sections with the **Banner Offerings** form (see [Banner Offerings](#)).





## Banner Messages

This screen allows you to search for instructional offerings that contain Errors when interfacing with Banner. These offerings were not pushed to Banner.

The screenshot shows the 'Banner Message Responses' application. The left sidebar contains a tree view with categories like 'Course Timetabling', 'Banner', and 'Event Management'. The main area has a 'Filter' section with the following fields:

- Subject Area: All Subjects
- Course Number: [ ]
- CRN: [ ]
- Action: [ ]
- Type: [ ]
- Message: [ ]
- Cross-List ID: [ ]
- Start Date: [ ] mm/dd/yyyy
- Stop Date: [ ] mm/dd/yyyy
- Manager: All Managers
- Department: All Departments
- Number of Messages: 100

Buttons for 'Apply', 'Export PDF', 'Export CSV', and 'Refresh' are located below the filter section. Below the filter is a table titled 'Banner Responses' with the following data:

Date	Subject	Course	Sec ID	CRN	XLst	Action	Type	Message
07/16/09 02:44PM					13	DELETE SUCCESS	Deleted	
07/16/09 02:44PM					13	DELETE SUCCESS	1 CRNs deleted	
07/16/09 02:44PM	CS	61500	002	38307		DELETE SUCCESS	Deleted	
07/16/09 02:42PM					13	UPDATE SUCCESS	CRN 38307 added	
07/16/09 02:42PM					13	UPDATE SUCCESS	CRN 22198 added	

You may use the filter to search by subject area, course number, CRN, Action Type, Message, Cross-List ID, Start Date, Stop Date, Manager, or Department to retrieve up to 1,000 messages. The results may be viewed in either in PDF or CSV formats. All errors must be corrected within UniTime or Banner and the offering must be pushed to Banner again.



In order to push these instructional changes to Banner, you must use the **Banner Offerings** screen. Select the instructional offering you wish to resend.

The screenshot shows the Banner Offerings application in a web browser. The interface includes a sidebar with navigation options, a search area, and a main table of course offerings. The table columns include Instr Type, Sec Id, Limit, Grade, Print, Xlst, Link, Conn, Consent, Credit, Class Label, DatePattern, Time, Room, Room Cap, and Inst. The table lists various courses such as Weed Control, Plants & Civilization, Crop & Weed Identifctn, Micr Wrld:Food,Ag,Hist, and Intro To Plant Science.

Instr Type	Sec Id	Limit	Grade	Print	Xlst	Link	Conn	Consent	Credit	Class Label	DatePattern	Time	Room	Room Cap	Inst
<b>BTNY 05500 - Weed Control</b>															
<b>BTNY 20100 - Plants &amp; Civilization</b>															
BTNY 20100	12572	LEC 001	49	✓	✓				3.0	BTNY 20100 LEC 1	Week 1-15				
<b>BTNY 20400 - Crop &amp; Weed Identifctn</b>															
BTNY 20400	12573	LAB 001	30	✓	✓				0.0	BTNY 20400 LAB 1	Full Term				
										BTNY 20400 LAB 1a	Week 1-15				
<b>BTNY 20700 - Micr Wrld:Food,Ag,Hist</b>															
BTNY 20700	12574	LEC 001	20	✓	✓				3.0	BTNY 20700 LEC 1	Week 1-15				
<b>BTNY 20700 - Micr Wrld:Food,Ag,Hist-Honors</b>															
BTNY 20700	12575	LEC H01	30	✓	✓				3.0	BTNY 20700 LEC 1	Week 1-15				
<b>BTNY 21000 - Intro To Plant Science</b>															
BTNY 21000	12576	LEC 001	120	✓	✓	A1	A2		4.0	BTNY 21000 LEC 1	Week 1-15				
BTNY 21000	12577	LEC 002	120	✓	✓	A1	A2		4.0	BTNY 21000 LEC 2	Week 1-15				
BTNY 21000	12578	LAB 003	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 1	Week 1-15				
BTNY 21000	12579	LAB 004	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 2	Week 1-15				
BTNY 21000	12580	LAB 005	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 3	Week 1-15				
BTNY 21000	12581	LAB 006	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 4	Week 1-15				
BTNY 21000	12582	LAB 007	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 5	Week 1-15				
BTNY 21000	12583	LAB 008	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 6	Week 1-15				
BTNY 21000	12584	LAB 009	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 7	Week 1-15				
BTNY 21000	12585	LAB 010	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 8	Week 1-15				
BTNY 21000	12586	LAB 011	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 9	Week 1-15				
BTNY 21000	12587	LAB 012	24	✓	✓	A2	A1		0.0	BTNY 21000 LAB 10	Week 1-15				
<b>BTNY 21100 - Plants And Environment</b>															



- You will be redirected to the Banner Offering Detail screen. From this screen, you will need to click the Resend to Banner button.

**Banner Offering Detail**

**BTNY 20100 - Plants & Civilization** Resend to Banner Previous Next Back

Course Offerings: *Control* Check *Title* BTNY 20100 - Plants & Civilization

Course Catalog: [View](#)

**Configuration Lec** Edit

Instr Type	Sec Id	Limit	Grade	Print	Xlst	Link Id	Conn	Consent	Credit	Class Label	DatePattern	Time	Room	Room Cap	Instructors
BTNY 20100	12572	LEC	001	49	Check	Check			3.0	BTNY 20100 LEC 1	Week 1-15				

Legend: Required Strongly Preferred Preferred Neutral Discouraged Strongly Discouraged Prohibited

**Last Changes**

Page	Object	Operation	Manager	Date
Course Offering Edit	BTNY 20100	update	R. Haywood	07/16/09 01:56PM

Resend to Banner Previous Next Back

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## ***Banner Offerings: Resend Feature, Modifying Section Ids, Changing Gradable Subpart and Consent at the Section Level***

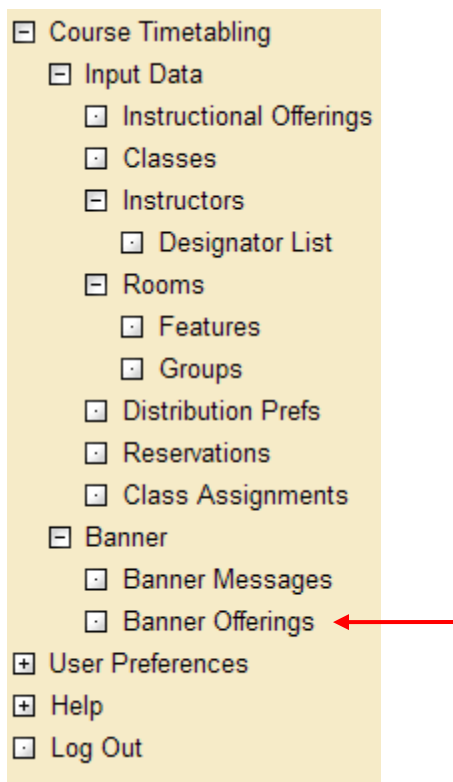
The **Banner Offering** form provides the functionality to resend classes that did not import correctly, once corrected within the application.

It also provides the user the opportunity to modify section ids, change the gradable subpart and change consent at the section level.

Note: These types of changes do NOT require the user to click the resend button.

The following screenshots illustrate this functionality.

- Select **Banner Offerings**.





- You can enter a particular subject and course, or just a particular subject.
- Click on the blue row containing the subject and course number on which you wish to work.

**Banner Offerings**

Subject:  Course Number:

**Offered Courses**

													-----Timetable-----			
Instr Type	Sec Id	Limit	Grade	Print	Xlst	Link Id	Link Conn	Consent	Credit	Class Label	DatePattern	Time	Room	Room Cap	Instructors	
<b>BTNY 05500 - Weed Control</b>																
BTNY 05500	38241	IND	001	9999	✓	✓			0.0	BTNY 05500	IND	1	Week	1-15		

- Click the Edit button.

**Banner Offering Detail**

**BTNY 05500 - Weed Control**

Course Offerings: Control Title  
✓ BTNY 05500 - Weed Control

Course Catalog: [View](#)

**Configuration 1** **Edit**

													-----Timetable-----			
Instr Type	Sec Id	Limit	Grade	Print	Xlst	Link Id	Link Conn	Consent	Credit	Class Label	DatePattern	Time	Room	Room Cap	Instructors	
BTNY 05500	38241	IND	001	9999	✓	✓			0.0	BTNY 05500	IND	1	Week	1-15		

Required  
  Strongly Preferred  
  Preferred  
  Neutral  
  Discouraged  
  Strongly Discouraged  
  Prohibited

**Last Changes**


Page	Object	Operation	Manager	Date
Course Offering Edit	BTNY 05500	update	J. Galloway	06/19/09 03:59PM
Assign Instructors	BTNY 05500 [1]	update	J. Galloway	06/19/09 03:35PM
Configuration Edit	BTNY 05500 [1]	create	J. Galloway	06/19/09 02:03PM

**Note:** If you do NOT see the Edit button, scroll to the right or use your control button and your mouse wheel to make the screen smaller.



This screen allows you to change the consent on an individual section and change your section ids (system generated).

Note: Make sure to use three characters for your section id.

**Banner Offering Edit** 

**BTNY 05500 - Weed Control** Update Back


Configuration Gradable Itype:

---- Timetable ----

Itype	Section Id	Consent	Date Pattern	Time	Room	Instructors
BTNY 05500	38241	IND 001	<input type="text" value="Consent of Department"/>			Week 1-15
BTNY 05500	38243	IND 002	<input type="text" value="No Consent Required"/>			Week 1-15
BTNY 05500	38244	IND 003	<input type="text" value="No Consent Required"/>			Week 1-15
BTNY 05500	38245	IND 004	<input type="text" value="No Consent Required"/>			Week 1-15

Update Back

If you wish to change the gradable subpart select the drop down box located next to Configuration Gradable Itype and choose the desired Itype.

**Banner Offering Edit** 

**OLS 25200 - Human Relatn In Organiz [LecRec]** Update Back

Configuration Gradable Itype:

---- Timetable ----

Itype	Section Id	Consent	Date Pattern	Time	Room	Instructors
OLS 25200	23723	LEC 001	<input type="text" value="No Consent Required"/>			Week 1-15
OLS 25200	23724	LEC 002	<input type="text" value="No Consent Required"/>	WF 1:30p-2:20p	WTHR 200	Dahlstrom, V C (100%)
OLS 25200	23725	LEC 003	<input type="text" value="No Consent Required"/>			Week 1-15
OLS 25200	23726	LEC 004	<input type="text" value="No Consent Required"/>	MF 3:30p-4:20p	FRNY G140	Vandevveer, R C (100%)
OLS 25200	23727	REC 005	<input type="text" value="No Consent Required"/>	Full Term	M 8:30a-9:20a	GRIS 276 Young, L B (100%)
OLS 25200	23728	REC 006	<input type="text" value="No Consent Required"/>	Full Term	M 9:30a-10:20a	GRIS 276 Young, L B (100%)
OLS 25200	23729	REC 007	<input type="text" value="No Consent Required"/>	Full Term	M 10:30a-11:20a	GRIS 276 Young, L B (100%)
OLS 25200	23730	REC 008	<input type="text" value="No Consent Required"/>	Full Term	M 11:30a-12:20p	GRIS 276 Richardson, B N (100%)
OLS 25200	23731	REC 009	<input type="text" value="No Consent Required"/>	Full Term	M 12:30p-1:20p	GRIS 276 Rhodes, H A (100%)
OLS 25200	23732	REC 010	<input type="text" value="No Consent Required"/>	Full Term	M 1:30p-2:20p	GRIS 276 Rhodes, H A (100%)
OLS 25200	23733	REC 011	<input type="text" value="No Consent Required"/>	Full Term	M 2:30p-3:20p	GRIS 276 Richardson, B N (100%)
OLS 25200	23734	REC 012	<input type="text" value="No Consent Required"/>	Full Term	M 3:30p-4:20p	GRIS 276 Richardson, B N (100%)
OLS 25200	23735	REC 013	<input type="text" value="No Consent Required"/>	Week 1-15	W 8:30a-9:20a	GRIS 276 Young, L B (100%)
OLS 25200	23736	REC 014	<input type="text" value="No Consent Required"/>	Week 1-15	W 9:30a-10:20a	GRIS 276 Young, L B (100%)
OLS 25200	23737	REC 015	<input type="text" value="No Consent Required"/>	Week 1-15	W 10:30a-11:20a	GRIS 276 Young, L B (100%)
OLS 25200	23738	REC 016	<input type="text" value="No Consent Required"/>	Week 1-15	W 11:30a-12:20p	GRIS 276 Richardson, B N (100%)
OLS 25200	23739	REC 017	<input type="text" value="No Consent Required"/>	Week 1-15	W 12:30p-1:20p	GRIS 276 Lopez, J P (100%)
OLS 25200	23740	REC 018	<input type="text" value="No Consent Required"/>	Week 1-15	W 1:30p-2:20p	GRIS 276 Lopez, J P (100%)
OLS 25200	23741	REC 019	<input type="text" value="No Consent Required"/>	Week 1-15	W 2:30p-3:20p	GRIS 276 Richardson, B N (100%)
OLS 25200	23742	REC 020	<input type="text" value="No Consent Required"/>	Week 1-15	W 3:30p-4:20p	GRIS 276 Richardson, B N (100%)
OLS 25200	23743	REC 021	<input type="text" value="No Consent Required"/>	Week 1-15	F 8:30a-9:20a	GRIS 276 Lopez, J P (100%)
OLS 25200	23744	REC 022	<input type="text" value="No Consent Required"/>	Week 1-15	F 9:30a-10:20a	GRIS 276 Lopez, J P (100%)
OLS 25200	23745	REC 023	<input type="text" value="No Consent Required"/>	Week 1-15	F 10:30a-11:20a	GRIS 276 Rhodes, H A (100%)
OLS 25200	23746	REC 024	<input type="text" value="No Consent Required"/>	Week 1-15	F 11:30a-12:20p	GRIS 276 Rhodes, H A (100%)
OLS 25200	23747	REC 025	<input type="text" value="No Consent Required"/>	Week 1-15	F 12:30p-1:20p	GRIS 276 Lopez, J P (100%)
OLS 25200	23748	REC 026	<input type="text" value="No Consent Required"/>	Week 1-15	F 1:30p-2:20p	GRIS 276 Lopez, J P (100%)
OLS 25200	23749	REC 027	<input type="text" value="No Consent Required"/>	Week 1-15	F 2:30p-3:20p	GRIS 276 Rhodes, H A (100%)
OLS 25200	23750	REC 028	<input type="text" value="No Consent Required"/>	Week 1-15	F 3:30p-4:20p	GRIS 276 Rhodes, H A (100%)

Update Back

Note: By changing the gradable subpart, the Banner form SSASECT will be updated to reflect the gradable subpart, populate the approved course credit hours/billing hours and check the appropriate Banner box labeled gradable. The non-gradable subpart will have zero credit/billing hours and will be flagged as non-gradable.



### Preferences for a Scheduling Subpart

To set preferences for the whole scheduling subpart (i.e., LEC), that is, for all classes in that scheduling subpart, click on the line with the name of the subpart in the **Instructional Offering Detail** screen.

**Instructional Offering Detail**

[\[-\] Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#)

**BTNY 30100 - Intro Plant Pathology** Add Configuration Cross Lists Make NOT Offered Previous Next Back

Course Offerings: Title Schedule of Classes Note

Enrollment: Reservations Edit Course Offering

BTNY 30100 - Intro Plant Pathology

Enrollment: 33  
 Last Enrollment: 33  
 Projected Demand:  
 Offering Limit: 49  
 Consent: None Required  
 Designator Required: No  
 Credit: 3 Semester Hours of Collegiate Credit  
 Course Catalog: [View](#)

**Configuration LecLab** Edit Configuration Class Setup Assign Instructors

---Preferences---										-----Timetable-----			
Suffix	Limit	Room Ratio	Manager	Date Pattern	Mins Per Week	Time Pattern	Time	Room	Instructor	Time	Room	Room Cap	Subpart Credit
Lecture	49		1155	Week 1-15	100								
Laboratory	50		1155	Week 1-15	100								
LEC 1	12597-001	49	1155	Week 1-15	100	2 x 50			Loesch-Fries, L S	TTh 9:30a-10:20a	LILY 2102	51	
LAB 1	12598-002	25	1155	Week 1-15	100	1 x 100			Loesch-Fries, L S	Th 1:30p-3:20p	LILY 1410	30	

Note: Individual class preferences may be set using the Class Edit feature. See [Preferences for an Individual Class](#).

Now you are on the **Scheduling Subpart Detail** screen. On this screen, you see information about the subpart. Click Edit Subpart.

**Scheduling Subpart Detail**

[\[-\] Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#) → [Scheduling Subpart \(BTNY 30100 LEC\)](#)

**BTNY 30100 : LEC** Edit Subpart Add Distribution Preference Next Back

Manager: 1155 - Botany and Plant Pathology  
 Instructional Type: Lecture  
 Date Pattern: Default (Week 1-15)   
 Subpart Credit:  
 Last Change: Last create was made by S. Schluttenh at 06/15/09 06:22PM

**Preferences**

Required  Strongly Preferred  Preferred  Neutral  Discouraged  Strongly Discouraged  Prohibited

**Classes** Clear Class Preferences

---Preferences---										-----Timetable-----			Student Schedule
Suffix	Limit	Room Ratio	Date Pattern	Time Pattern	Time	Room	Instructor	Time	Room	Room Cap	Note		
BTNY 30100 LEC 1	12597-001	49	Week 1-15	2 x 50			Loesch-Fries, L S	TTh 9:30a-10:20a	LILY 2102	51			

Edit Subpart Add Distribution Preference Next Back



That takes you to the **Edit Scheduling Subpart** form. Here you can set preferences that will apply to all classes in that subpart.

### Time Preferences

It is essential that you select the appropriate time pattern from the drop down menu and click "Add Time Preference." You will see an error message if no time pattern is selected (i.e., "Time pattern not selected"). The options you can see reflect the Minutes per Week that you setup in the configuration. If you have the correct number of minutes per week but cannot see the time pattern that you need, please contact us.

**Edit Scheduling Subpart**

Instructional Offerings (BTNY) → Instructional Offering (BTNY 30100) → Scheduling Subpart (BTNY 30100 LEC)

**BTNY 30100 : LEC** Update Clear Subpart Preferences Next Back

Manager: 1155 - Botany and Plant Pathology  
 Instructional Type: Lecture  
 Date Pattern: Default (Week 1-15)  
 Automatic Spread In Time:   
 Credit:

**Time Preferences** Add Time Preference

**Room Group Preferences** Room Group Preference

**Time Pattern Menu** →

**Room Preferences** Add Room Preference

**Building Preferences** Add Building Preference

After you click "Add Time Preference", a time grid appears where you can mark your time slot according to your preferences. For example, if you prefer the class to be MF morning, you click on Strongly Preferred, and then click on the time slots corresponding to MF morning.

**Time Preferences** Add Time Preference

2 x 50

from: to:	M/W	MF	TH	F
7:30a-8:30a				
8:30a-9:30a				
9:30a-10:30a				
10:30a-11:30a				
11:30a-12:30p				
12:30p-1:30p				
1:30p-2:30p				
2:30p-3:30p				
3:30p-4:30p				
4:30p-5:30p				

- Strongly Preferred
- Preferred
- Neutral
- Discouraged
- Strongly Discouraged

Delete





### Room Group Preferences

The default room group for departmental classes is Classroom, but you can change that to any room group you have created, or just delete the default room group.

### Room Preferences

In the first column use the drop down menu to choose the room you prefer (note: the list will show the manager with whom you are working). In the second column, you must select a preference. You can add more than two rooms by clicking on Add Room Preference for each additional room you want to add.

The screenshot shows a web interface for setting preferences. At the top left, there is a grid for time slots: 3:30p-4:20p and 4:30p-5:20p. To the right of the grid is a 'Delete' button. Below the grid is the 'Room Group Preferences' section, which includes a table with two columns of dropdown menus and 'Delete' buttons, and an 'Add Room Group Preference' button. Below that is the 'Room Preferences' section, which also has a table with two columns of dropdown menus and 'Delete' buttons. In this section, the first dropdown menu contains 'HORT 117' and the second dropdown menu contains 'Strongly Preferred', both of which are circled in red. To the right of the 'Room Preferences' table is an 'Add Room Preference' button, also circled in red.

Note: If you had a room preference for a room that you had previously (e.g., during the last like semester), but you don't get it this semester, this preference is not rolled forward.

### Building Preferences

Similar to Room Preferences, except only buildings are listed. You do not need to list all buildings close to your departmental building for large lecture requests. The timetabling application already attempts to schedule those requests within a set of nearby buildings.



### Room Feature Preferences

With this drop down menu you have the capability to request rooms with *specific* equipment (e.g., audio recording in the lecture rooms or Mac computers in the computing lab). When you finish with preferences, click Update at the top or bottom of this page to save all of your preferences for the scheduling subpart.

The screenshot shows two sections: 'Building Preferences' and 'Room Feature Preferences'. In the 'Building Preferences' section, the first row shows 'LYNN - Charles J. Lynn Hall of Vet Medicine' in a dropdown menu and 'Strongly Preferred' in another dropdown menu, both circled in red. Below it is a second row with dashes in the dropdowns. In the 'Room Feature Preferences' section, a dropdown menu is open, showing options: 'Audio Input', 'Audio Recording', 'Computer', and 'Docucam', with a red box around it. To its right, another dropdown menu shows 'Strongly Preferred', also circled in red. At the bottom of the form are buttons for 'Clear Subpart Preferences', 'Previous', 'Next', and 'Back'.

This takes you back to the **Scheduling Subpart Detail** screen. This screen will allow you to verify your changes.



### Preferences for an Individual Class

To set up preferences on an individual class, click on the class you wish to adjust from the Instructional Offering Detail screen. This takes you to the Scheduling Subpart Detail Screen.

**Scheduling Subpart Detail**

[\[-\]](#) [Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#) → [Instructional Offering \(BTNY 30200\)](#) → [Scheduling Subpart \(BTNY 30200 LAB\)](#)

**BTNY 30200 : LAB**

Manager: 1155 - Botany and Plant Pathology  
 Instructional Type: Laboratory  
 Date Pattern: Default (Week 1-15)   
 Subpart Credit:  
 Last Change: Last create was made by S. Schluttenh at 06/15/09 06:22PM

**Preferences**

Required  Strongly Preferred  Preferred  Neutral  Discouraged  Strongly Discouraged  Prohibited

**Classes**

	Suffix	Limit	Room Ratio	Date Pattern	Time Pattern	Time	Room	Instructor	Time	Room	Room Cap	Student Schedule Note
<b>BTNY 30200 LAB 1</b>	33101-002	13		Week 1-15	1 x 100			<b>Gibson, K D</b>	F 1:30p-3:20p	LILY 1410	30	
<b>BTNY 30200 LAB 2</b>	38242-003	13		Week 1-15	Arr 2 Hrs							

This takes you to the **Class Detail** screen. Click Edit Class to go to the **Edit Class** form. There are several more preferences you can set on a class than on a subpart. This is where you will set the instructor's name, notes for the manager, and any other individual choices for the class. This screen works just like the subpart screens listed above (e.g., Time, Room, Building, and Room Feature Preferences).

**Class Detail**

[\[-\]](#) [Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#) → [Instructional Offering \(BTNY 30200\)](#) → [Scheduling Subpart \(BTNY 30200 LAB\)](#) → [Class \(BTNY 30200 LAB 1\)](#)

**BTNY 30200 LAB 1**

Manager: 1155 - Botany and Plant Pathology  
 Class Suffix: 33101-002  
 Enrollment:  
 Class Limit: 13  
 Number of Rooms: 1  
 Room Ratio: 1.0 (Minimum Room Capacity: 13)  
 Date Pattern: Week 1-15   
 Display Instructors:   
 Display In Schedule Book:   
 Student Schedule Note:  
 Instructors:

Name	Share	Check Conflicts
Gibson, K D	100%	<input checked="" type="checkbox"/>

Last Change: Last create was made by S. Schluttenh at 06/15/09 06:22PM

**Timetable**

Time: F 1:30p - 3:20p  
 Room: LILY 1410

**Preferences**



### Add Instructors

- To add Instructors, click Add Instructor. This will give you the ability to choose additional instructors from a drop down list of available instructors set up previously (see [Instructors](#)).

### Add Notes to Schedule Manager

- Include Notes to Schedule Manager for LLR or LAB classes by entering anything that you cannot express by preferences that you see in this screen. For your departmental classes, these notes will be notes to yourself.
- Click Update.

**Edit Class**

[\[<-\]](#) [Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 30100\)](#) → [Instructional Offering \(BTNY 30200\)](#) → [Scheduling Subpart \(BTNY 30200 LAB\)](#) → [Class \(BTNY 30200 LAB 1\)](#)

---

**BTNY 30200 LAB 1**

Manager: 1155 - Botany and Plant Pathology  
Class Suffix: 33101-002  
Enrollment:  
Class Limit: 13  
Number of Rooms: 1  
Room Ratio: 1.0 ( Minimum Room Capacity: 13 )  
Date Pattern:    
Display Instructors:   
Display In Schedule Book:   
Student Schedule Note:

---

**Timetable**

Time: F 1:30p - 3:20p  
Room: LILY 1410

---

**Requests / Notes to Schedule Manager**

**Enter Notes to Schedule Manager.**

---

**Instructors**



### Cross-listed Courses

Any courses that meet together need to be set up as a cross-listed offering. This insures student course information will reflect the total demand as well as insure the same time(s) and location(s) are assigned for all courses in the cross list.

The following instructions will help you set up cross listing of courses for your department(s):

- In the **Instructional Offering Detail** screen, click on Cross Lists

**Instructional Offering Detail**

[<-] [Instructional Offerings \(BTNY\)](#) → [Instructional Offering \(BTNY 201 - PLANTS & CIVILIZATION\)](#)

**BTNY 201 - PLANTS & CIVILIZATION**    Add Configuration    **Cross Lists**    Make NOT Offered    Next    Back

Course Offerings:    Title    Controlling    Schedule Book Note

BTNY 201 - PLANTS & CIVILIZATION    ✓   

Demand: 25

Offering Limit: 50

**Configuration**           

---Preferences---

Div-Sec	Mins Per Week	Room Limit Ratio	Manager	Date Pattern	Time Pattern	Time	Room	Instructor	Credit
Lecture	150	50	1155	Full Term	3 x 50		Classroom		
Lec 1	150	50	1155	Full Term	3 x 50		Classroom	N. Carpita	

Legend:  Required     Strongly Preferred     Preferred     Neutral     Discouraged     Strongly Discouraged     Prohibited



- This takes you to the **Instructional Offering Cross Lists** screen. There are *three basic types* of cross lists in UniTime that flow to Banner.

**Type 1**

- Cross lists that are identical in nature, meaning same time, room, limit and dates will be set as cross list in UniTime. This means that if the overall course offering limits is 15, then each course will be set to a limit of 15 in UniTime. Regardless of which course a student enrolls in the overall enrollment for both courses must not exceed 15.
- These fields will interface with the maximum fields in SSAXLST within Banner.

**Instructional Offering Cross Lists**

[Instructional Offerings \(MA 61500\)](#) → [Instructional Offering \(MA 61500\)](#)

**MA 61500 - Num Methods For PDEs I**

Instructional Offering Limit: 15 ✘ Reserved spaces does not match limit

Course Offerings:

Offering	Controlling	Reserved	Projected	Last Term
MA 61500 - Num Methods For PDEs I	<input type="checkbox"/>	<input type="text" value="15"/>	-	-
CS 61500 - Num Methods For PDEs I	<input type="checkbox"/>	<input type="text" value="15"/>	-	-
<b>Total</b>		<b>30</b>	<b>0</b>	<b>0</b>

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### Type 2

- Cross lists where each course in the cross list is identical but limits need to be enforced individually. To enforce this limit constraint, we will have to use the consent feature. Although UniTime will appear as if you can designate the limit, during the conversion it will not enforce these limits and will populate Banner with 15 and 15.

### Banner Screen

Term: 201020 Cross List Group Identifier: 20

Cross List Enrollment  
 Maximum Enrollment: 15 Actual Enrollment: 0 Seats Available: 15

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	---Credit Hours---	Reserved Indicator	Maximum	Enrollment Actual	Remaining
13087		CS	61500	001	1	PWL	3.000		15	0	15
22198		MA	61500	001	1	PWL	3.000		15	0	15

### UniTime Screen

Instructional Offering Cross Lists

[-] Instructional Offerings (MA 61500) → Instructional Offering (MA 61500)

**MA 61500 - Num Methods For PDEs I**

Instructional Offering Limit: 15

Course Offerings:

Offering	Controlling	Reserved	Projected	Last Term
MA 61500 - Num Methods For PDEs I	<input checked="" type="radio"/>	3	-	-
CS 61500 - Num Methods For PDEs I	<input checked="" type="radio"/>	12	-	-
<b>Total</b>		<b>15</b>	<b>0</b>	<b>0</b>

Update Back

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- You will have to place the consent on this section in order to be able to enforce the limit. To do this, you would go to the **Banner Offering Edit** form and place consent on the class that needs limit enforced.

Note: In the example above, the limits of 3 and 12 will not be enforced.

**Banner Offering Edit**

MA 61500 - Num Methods For PDEs I Update Back

Configuration Gradable Itype:

		Consent		Date Pattern		Time		Room		Instructors	
Itype	Section Id										
MA 61500	22198	LEC	001	<input type="text" value="Consent of Department"/>	Week 1-15	TTh	10:30a-11:45a	MATH 215	Cai, Z	(100%)	

Update Back

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### Type 3

- Only certain sections of an offering are meeting with another section of a different instructional offering.

Note: There are cases that are truly outliers for cross lists (e.g., FR 24100).

**Instructional Offerings**

Filter

Subject:  Course Number:  Search Export PDF Worksheet PDF Add New

**Offered Courses**

Suffix	Last Enrollment	Limit	Date Pattern	Mins Per Week	Time Pattern	Time	Room	Room Cap	Title	Schedule of Classes Notes
<b>FR 24100</b>	26	37							Intro Study French Lit	
Lecture		37	Week 1-15	150						
LEC 1 19986-001		17	Week 1-15	150	3 x 50	MWF 1:30p-2:20p	SC 114	20		Meets with FR 24100 Sec 003
LEC 2 19987-002		20	Week 1-15	150	2 x 75	TTh 4:30p-5:45p	SC G032	16		
<b>FR 24100</b>	4	8							Intro Study French Lit-Honors	
Lecture		3	Week 1-15	150						
LEC 1 19988-003		3	Week 1-15	150	3 x 50	MWF 1:30p-2:20p	SC 114	20		Meets with FR 24100 Sec 001

- As you can see from the previous screen shot, the two offering are created due to the honors class (CRN 19988-003) that meets with CRN 19986-001. There is a distinct section correlation for the cross list.

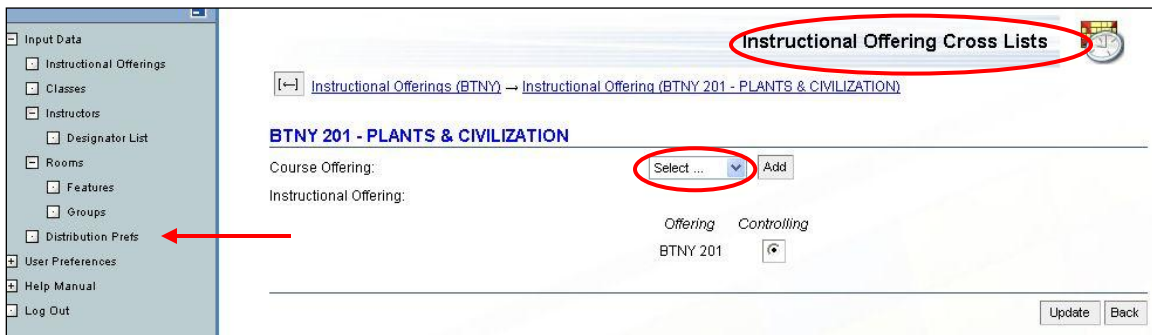




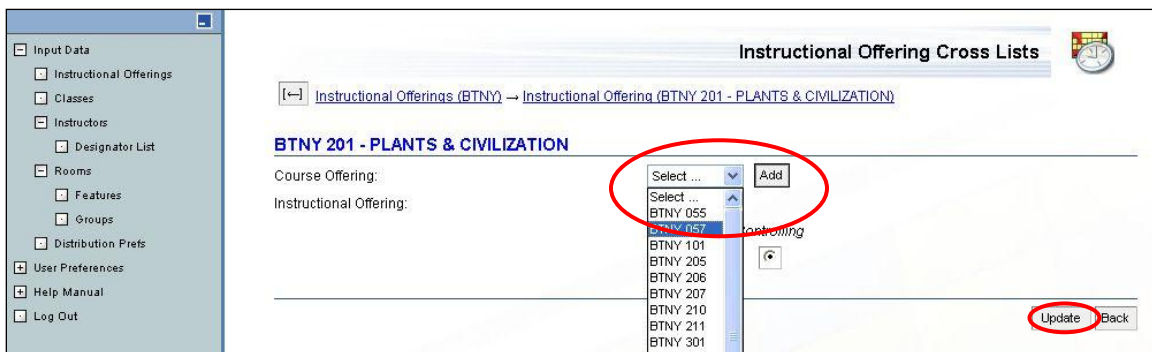
Not all sections are cross listed. In this case we would create separate offerings and use the “meets with” constraint. If you have this situation, then contact Academic & Classroom Scheduling at 494-5700.

To proceed with a basic cross list follow the steps below:

- From the **Instructional Offering Detail** screen, click on Cross Lists. This takes you to the **Instructional Offering Cross Lists** form.
- On the **Instructional Offering Cross Lists** form, click on the course offering drop-down menu.



- Select the other course that you want to cross list from the drop down menu, click Add. If the course is not there, it needs to be added, either by the department you are crosslisting with, or by an administrator.





- After selecting/adding a Course Offering you can see that one of the courses is the controlling course. You may choose which of these you prefer to be the controlling course by clicking on the controlling button for that course. The two courses will now be treated as one class and both courses will be listed under the controlling course. The non-controlling course will now appear in light gray directly under the controlling course on the **Instructional Offering Detail** screen.

Note: Projected and last term columns are not available at this time.

- When finished click update and this takes you back to the **Instructional Offering Detail** screen.

Note - To cross list or undo a cross list with a course from another department, contact Academic & Classroom Scheduling at 494-5700.



### Add Distribution Preferences

To have your classes distributed a certain way throughout the week (e.g., back-to-back or same time/same room), select Distribution Preferences on the left-hand-side menu. This takes you to the **Distribution Preferences** form.

To add a new distribution preference

- Click on Add Distribution Preference

- Select the Distribution Type from the drop down menu. When you select one, a description will appear under the drop down box. A detailed description for each distribution type is also available in the [glossary](#).



- Select the Structure from the drop down menu. After you select the structure, a description of the structure will appear under the drop down box. A detailed description of each type of structure is also available in the glossary.

**Add Distribution Preference**

Distribution Type: \* Back-To-Back  
 Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.

Structure: \* **Groups of Two**  
 The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Preference: \* -

**Classes in Distribution**

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- Select the Preference Level.

**Add Distribution Preference**

Distribution Type: \* Back-To-Back  
 Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.

Structure: \* Groups of Two  
 The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Preference: \* **Preferred**

**Classes in Distribution**

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- Click Add Class to add the first classes to this distribution preference.
  - Select the subject area in the first column,
  - Select the course number in the second column,
  - Select the scheduling subpart in the third column,
  - Select whether you want to include all classes from that scheduling subpart or only a particular class (that is done in the last column).
  - Click Add Class.



- Repeat steps above until you have all the classes you need in this Distribution Preference.
- Click Save.

**Course Timetabling**

- Input Data
  - Instructional Offerings
  - Classes
- Instructors
  - Designator List
- Rooms
  - Features
  - Groups
- Distribution Prefs
  - Class Assignments
- Banner
  - Banner Messages
  - Banner Offerings
- User Preferences
- Help
- Log Out

### Add Distribution Preference

**Add Distribution Preference** Save Back

Distribution Type: \*    
Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.

Structure: \*    
The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Preference: \*

#### Classes in Distribution

<input type="text" value="BTNY"/>	<input type="text" value="21100 - I"/>	<input type="text" value="LEC"/>	<input type="text" value="All"/>	<input type="button" value="Delete"/>
			<input type="text" value="-"/>	
			<input type="text" value="All"/>	
			<input type="text" value="1"/>	

Add Class

Save Back

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## Edit an Existing Distribution Preference

- To edit an existing distribution preference, click on the distribution preference line you want to edit in the list of distribution preferences and edit it.

The screenshot shows the 'Distribution Preferences' interface. On the left is a navigation menu with options like 'Course Timetabling', 'Input Data', 'Instructors', 'Rooms', 'Banner', 'User Preferences', 'Help', and 'Log Out'. The main content area has a header 'Distribution Preferences' and search fields for 'Subject' (set to 'All') and 'Course Number'. Below this is a table of distribution preferences:

Type	Structure	Owner	Class
1 Hour Between	Groups of Two	1155	JPNS 10100 LEC

Buttons for 'Add Distribution Preference' are visible on the right side of the table. At the bottom, there is a copyright notice '© 2008 UniTime LLC' and a page generation time 'Page generated in 0.28 sec.'

- Make your changes and click Update.

The screenshot shows the 'Edit Distribution Preference' form. It includes the following fields and options:

- Distribution Type.\***: A dropdown menu set to 'Same Start Time'. Below it is a detailed explanation: 'Given classes must start during the same half-hour period of a day (independent of the actual day the classes meet). For instance, MW 7:30 is compatible with TTh 7:30 but not with MWF 8:00. When prohibited or (strongly) discouraged, any pair of classes in the given constraint cannot start during the same half-hour period of any day of the week.'
- Structure.\***: A dropdown menu set to 'All Classes'. Below it is an explanation: 'The constraint will apply to all classes in the selected distribution set. For example, a Back-to-Back constraint among three classes seeks to place all three classes sequentially in time such that there are no intervening class times (transition time between classes is taken into account, e.g., if the first class ends at 8:20, the second has to start at 8:30).'
- Preference.\***: A dropdown menu set to 'Required'.
- Classes in Distribution**: A table with columns for course ID, section ID, room, and section type, with 'Delete' buttons for each row.

At the bottom right, there are three buttons: 'Update', 'Delete', and 'Back'. The 'Update' button is circled in red. At the bottom, there is a copyright notice '© 2008 UniTime LLC' and a page generation time 'Page generated in 0.63 sec.'



## Tips and Tricks

- To print out your list of classes with preferences, use the Export PDF button available in the Classes or **Instructional Offerings** screen.
- There are shortcut keys in most screens – just roll your mouse over a button or link and you will see what the shortcut keys for that action are. A list of basic ones:
  - Update: Alt +U
  - Back: Alt +B
  - Next: Alt +N
  - Previous: Alt +P
  - Edit Subpart (in **Subpart Detail** screen): Alt +E
- Click on day of the week in a time grid to put preference in for all day.
- After selecting in a drop down menu click outside of drop down to insure mouse wheel does not change selection.

### Comments about **Class Edit**

- For the departmental classes (those timetabled by you, not by the LLR or Lab Manager), the Notes to Schedule Manager go to you, the departmental timetabler.
- Instructor preferences are applied to class when you are adding a new instructor and select "OK" as the answer to "Do you want to inherit preferences?" If you later update the preferences of this instructor, the preferences on your departmental class will also be updated (unless you put some particular preferences on the class itself – in that case, the class preferences have the top priority and cannot be overwritten by instructor's preferences).

Order of priority in the instructor preferences and/or the room preferences:

- Class
- Instructor
- Subpart



## Glossary

### ***Distribution Type Definitions:***

<b>Back-To-Back Day</b>	Classes must be offered on adjacent days and may be placed in different rooms. When prohibited or (strongly) discouraged: classes cannot be taught on adjacent days. They also cannot be taught on the same days. This means that there must be at least one day between these classes.
<b>Minimize Use Of 1h Groups</b>	Minimize number of groups of time that are used by the given classes. The time is spread into the following 10 groups of one hour: 7:30a-8:30a, 8:30a-9:30a, 9:30a-10:30a, 4:30p-5:30p.
<b>Minimize Use Of 2h Groups</b>	Minimize number of groups of time that are used by the given classes. The time is spread into the following 5 groups of two hours: 7:30a-9:30a, 9:30a-11:30a, 11:30a-1:30p, 1:30p-3:30p, 3:30p-5:30p.
<b>Minimize Use Of 3h Groups</b>	Minimize number of groups of time that are used by the given classes. The time is spread into the following 3 groups: 7:30a-10:30a, 10:30a-2:30p, 2:30p-5:30p.
<b>Minimize Use Of 5h Groups</b>	Minimize number of groups of time that are used by the given classes. The time is spread into the following 2 groups: 7:30a-12:30a, 12:30a-5:30p.
<b>Same Students</b>	Given classes are treated as they are attended by the same students, i.e., they cannot overlap in time and if they are back-to-back the assigned rooms cannot be too far (student limit is used).
<b>Same Instructor</b>	Given classes are treated as they are taught by the same instructor, i.e., they cannot overlap in time and if they are back-to-back the assigned rooms cannot be too far (instructor limit is used). If the constraint is required and the classes are back-to-back, discouraged and strongly discouraged distances between assigned rooms are also considered.
<b>Can Share Room</b>	Given classes can share the room (use the room in the same time) if the room is big enough.
<b>Spread In Time</b>	Given classes have to be spread in time (overlapping of the classes in time needs to be minimized).
<b>Minimize Number Of Rooms Used</b>	Minimize number of rooms used by the given set of classes.





**Precedence** Given classes have to be taught in the given order (the first meeting of the first class has to end before the first meeting of the second class etc.). When prohibited or (strongly) discouraged: classes have to be taught in the order reverse to the given one

**Back-To-Back** Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days.  
When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.

**Back-To-Back & Same Room** Classes must be offered in adjacent time segments and must be placed in the same room. Given classes must also be taught on the same days.  
When prohibited or (strongly) discouraged: classes cannot be back-to-back. There must be at least half-hour between these classes, and they must be taught on the same days and in the same room.

**Same Time** Given classes must be taught at the same time of day (independent of the actual day the classes meet). For the classes of the same length, this is the same constraint as same start. For classes of different length, the shorter one cannot start before, nor end after, the longer one. When prohibited or (strongly) discouraged: one class may not meet on any day at a time of day that overlaps with that of the other. For example, one class cannot meet M 7:30 while the other meets F 7:30. Note the difference here from the different time constraint that only prohibits the actual class meetings from overlapping.

**Same Days** Given classes must be taught on the same days. In case of classes of different time patterns, a class with fewer meetings must meet on a subset of the days used by the class with more meetings. For example, if one class pattern is 3x50, all others given in the constraint can only be taught on Monday, Wednesday, or Friday. For a 2x100 class MW, MF, WF is allowed but TTh is prohibited. When prohibited or (strongly) discouraged: any pair of classes cannot be taught on the same days (cannot overlap in days). For instance, if one class is MFW, the second has to be TTh.

**1 Hour Between** Given classes must have exactly 1 hour in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 1 hour in between. They may not overlap in time but must be taught on the same days.



<b>2 Hours Between</b>	Given classes must have exactly 2 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 2 hours in between. They may not overlap in time but must be taught on the same days.
<b>3 Hours Between</b>	Given classes must have exactly 3 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 3 hours in between. They may not overlap in time but must be taught on the same days.
<b>4 Hours Between</b>	Given classes must have exactly 4 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 4 hours in between. They may not overlap in time but must be taught on the same days.
<b>5 Hours Between</b>	Given classes must have exactly 5 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 5 hours in between. They may not overlap in time but must be taught on the same days.
<b>6 Hours Between</b>	Given classes must have exactly 6 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 6 hours in between. They may not overlap in time but must be taught on the same days.
<b>7 Hours Between</b>	Given classes must have exactly 7 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 7 hours in between. They may not overlap in time but must be taught on the same days.
<b>8 Hours Between</b>	Given classes must have exactly 8 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 8 hours in between. They may not overlap in time but must be taught on the same days.



<b>Different Time</b>	Given classes cannot overlap in time. They may be taught at the same time of day if they are on different days. For instance, MF 7:30 is compatible with TTh 7:30. When prohibited or (strongly) discouraged: every pair of classes in the constraint must overlap in time.
<b>90 Minutes Between</b>	Given classes must have exactly 90 minutes in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 90 minutes in between. They may not overlap in time but must be taught on the same days.
<b>4.5 Hours Between</b>	Given classes must have exactly 4.5 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 4.5 hours in between. They may not overlap in time but must be taught on the same days.
<b>Same Room</b>	Given classes must be taught in the same room. When prohibited or (strongly) discouraged: any pair of classes in the constraint cannot be taught in the same room.
<b>At Least 1 Hour Between</b>	Given classes have to have 1 hour or more in between class. When prohibited or (strongly) discouraged: given classes have to have less than 1 hour in between.
<b>Same Start Time</b>	Given classes must start during the same half-hour period of a day (independent of the actual day the classes meet). For instance, MW 7:30 is compatible with TTh 7:30 but not with MWF 8:00. When prohibited or (strongly) discouraged: any pair of classes in the given constraint cannot start during the same half-hour period of any day of the week.
<b>Less Than 6 Hours Between</b>	Given classes must have less than 6 hours from end of first class to the beginning of the next class. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: given classes must have 6 or more hours between. This constraint does not carry over from classes taught at the end of one day to the beginning of the next.
<b>Meet Together</b>	Given classes are meeting together (same as if the given classes require constraints Can Share Room, Same Room, Same Time and Same Days all together).



## Structure Definitions:

### All Classes

The constraint will apply to all classes in the selected distribution set. For example, a Back-to-Back constraint among three classes seeks to place all three classes sequentially in time such that there are no intervening class times (transition time between classes is taken into account, e.g., if the first class ends at 8:20, the second has to start at 8:30).

### Progressive

The distribution constraint is created between classes in one scheduling subpart and the appropriate class(es) in one or more other subparts. This structure links child and parent classes together if subparts have been grouped. Otherwise the first class in one subpart is linked to the first class in the second subpart, etc. For example, if there is a distribution constraint between subpart S1 (having classes A1, A2) and subpart S2 (having classes B1, B2, B3, B4), individual class constraints will be created as follows:

If S1 is the parent of S2 (e.g., recitations B1 and B2 belong to lecture A1, and recitations B3 and B4 belong to lecture A2):

- Constraint posted between classes A1 and B1
- Constraint posted between classes A1 and B2
- Constraint posted between classes A2 and B3
- Constraint posted between classes A2 and B4

If there is no parent/child relation between subparts S1 and S2 (e.g., they are from different offerings or the scheduling subparts are on the same level):

- Constraint posted between classes A1 and B1
- Constraint posted between classes A2 and B2
- Constraint posted between classes A1 and B3
- Constraint posted between classes A2 and B4

### Groups of Two

The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

### Groups of Three

The distribution constraint is applied only on subsets containing three classes in the selected distribution set. A constraint is posted between the first three classes (in the order listed), then between the second three classes, etc.



### **Groups of Four**

The distribution constraint is applied only on subsets containing four classes in the selected distribution set. A constraint is posted between the first four classes (in the order listed), then between the second four classes, etc.

### **Groups of Five**

The distribution constraint is applied only on subsets containing five classes in the selected distribution set. A constraint is posted between the first five classes (in the order listed), then between the second five classes, etc.

**Pairwise**

The distribution constraint is created between every pair of classes in the selected distribution set. Therefore, if  $n$  classes are in the set,  $n(n-1)/2$  constraints will be posted among the classes. This structure should not be used with `\required\` or `\prohibited\` preferences on sets containing more than a few classes.