GUIDANCE NOTES

TIMETABLING DATA COLLECTION FORM

Version 7:   August 2024

Contents

Guidance Notes for submitting Timetabling Requests

All academic staff are asked to submit ALL their teaching requirements on a trimester by trimester basis. All requests for teaching should be in accordance with Edinburgh Napier University's timetable policy.

These guidance notes are for staff who are completing the timetabling data collection called Module Picker.
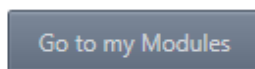
Access the form by clicking on this link:
https://bpm.napier.ac.uk/runtime/runtime/form/modulepicker

Each school has its own tab
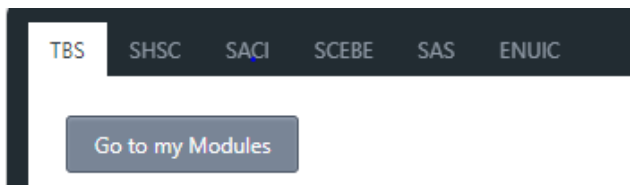
If you have previously started and saved modules, these can be accessed by clicking on

On the school tab/your modules there is a list of modules which are by number and title. The number is in the format Module Code_Trimester_Occurence. There may be more than one entry per module. Please complete all modules.

If you are unsure of the module code to be completed or the module code does not appear in the list, please contact your school Quality team in the first instance. The data in Module Picker is taken from SITS.

Double click on the module that you wish to request teaching activity for scheduling and a series of boxes will pop up providing information.

The first box displays Module Information which comes directly from SITS. *If you think this information is incorrect please contact your local Quality person/team.*

Jointly Taught (modules)

We use the Jointly Taught modules function when more than one module is taught together. When selected there is a search facility to select modules from your own school that is taught. When you have jointly taught modules you only need to complete one of the modules for submission.

Learning and Teaching Hours

We have added a new section to Module Picker called Learning and Teaching Strategy which display the Module Target Learning and Teaching Hours held in CME.

This data is provided to assist you with submitting your timetabling request to us.

- This section will show all activities which has a designated activity type in CME of *scheduled,* so it may show activities that do not require timetabling including exams.

- If you have any queries about the data displayed in this section, please check the CME record as this holds further information https://napier.akarisoftware.com/

It is now possible to view and select form the activities that have been submitted in the previous academic year.

1. To view the activities previously submitted, select the tick box. This will then display the activities submitted in the last academic year
2. Double click on the activity to view and edit it.
3. Once you have made any edits, select save at the bottom of the window.
4. Once you have finished edit any previous activities, untick the box. This will take you back to the submission screen and allow you to view all activities that you want to submit.
5. Follow the instructions below to add any new activities and then select Submit to submit your request to timetabling.
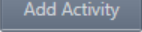

Adding a new Teaching Activity

To add a teaching activity, select **Add Activity** box and an activity card will pop up (the select from previous activities must not be ticked).

It is mandatory to provide information on the activity type, the room required, the number of students who attend that specific activity (e.g tutorial size is 30 students), the length of the activity, the weeks it is taught in and finally who will be teaching it. *Without this information a teaching activity cannot be scheduled in the timetable.*

The activities represent what each student attends. You only need to add each activity once, unless the teaching requires a student to attend multiple lectures or tutorials in a week.

The system creates the correct number of activities required based on the planned student target number. If the full teaching in a module comprises of:
one lecture (100 students),
four tutorials (25 students each)
two workshops (50 students each),

then in the activity window, you add 3 activities; 1 lecture with activity size 100 students, 1 tutorial with activity size 25 students and 1 workshop with activity size 50 students.

Activity Type

Activity Type is a drop down menu that enable you to select one of the following:

Assessment	Class test or assessment
Demonstration	An expert-led activity to demonstrate a specific task or skill. It may be a whole class activity or scheduled over multiple times to enable whole class participation.
Drop-in Session	An activity which is scheduled to appear on the students timetable but is not mandatory, i.e. an additional support session for Maths.
Laboratory	An activity requiring specialist equipment and facilities. It may be a whole class activity or require small groups depending on capacity
Lecture	A whole class activity involving all students enrolled on the module occurrence
PDT Group Session	A group activity led by the Personal Development Tutor (PDT)
Practical	An activity that enables students to apply theory in practice. It may be a whole class activity or scheduled over multiple times to enable whole class participation.
Prep for Practice (SHSC only)	An activity that enables students (SHSC) preparing to undertake their practice placement. It may be a whole class activity or scheduled over multiple times to enable whole class participation.
Recital	An individual activity that enables students to display mastery of an instrument or voice type within the context of live performance.
Reflection	Individual or small group activity to consider practice and its application to theory.
Seminar	A student-led small group activity (scheduled multiple times to enable whole class participation).
Simulation & Clinical Skills (SHSC only)	An activity requiring the use of specialist simulation equipment in the Simulation and Clinical Skills Centre
Site Visit	This activity will not require Edinburgh Napier accommodation but will require an allocated slot in the timetable
Tutorial	A tutor-led small group activity (scheduled multiple times to enable whole class participation)
Workshop	A small group activity focussed on particular practical or problem-solving tasks.

Room type

If the activity is asynchronous (not live) please select the VLE – Not Live as the location option.

If External room type is selected a box will appear to allow you to specify the room that is required. Please only use this for external locations.

Details of teaching spaces can be found on the staff intranet at:

https://staff.napier.ac.uk/services/school-support-service/Timetabling/Pages/Timetabling-General-Teaching-Spaces.aspx

https://staff.napier.ac.uk/services/school-support-service/Timetabling/Pages/Timetabling-Specialist-Teaching-Spaces.aspx

Additional Rooms

If additional rooms are required, tick the box and you will be asked to specify how many additional rooms you need for that activity which are to be scheduled at the same time.

Preferred Group Size

This is the number of students required for that activity which may or may not be the number of students enrolled on the module. For example, for tutorial groups, this is the maximum number of students to be timetabled into each group.

Duration (hours)

This is for you to confirm the number of hours that this activity is to take place over. It is a drop down list with duration in hours.
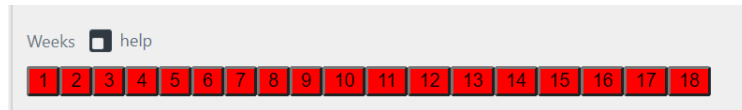
Teaching Weeks

For Trimester 1 and 2 – Teaching begins in Week 2.

All activities taking place during Welcome Week should be added to the Welcome Week Calendar

For Trimester 3 – Teaching begins in Week 1

Selecting a Week Pattern

Use the buttons select which weeks the activity runs during the trimester.
To select a week for the activity select the relevant week number until green.
To deselect a week for the activity select to relevant button until red.

Teaching Staff

This is a search facility (by surname) to look for staff that will be teaching on that activity.
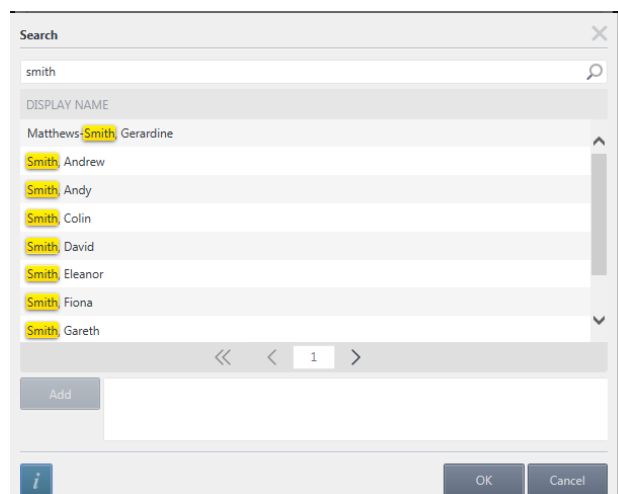
Select the members of staff that you want and select [Add] .

Staff Details Unknown
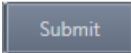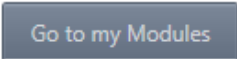If staff members are not known at the submission deadline, please add unknown.

Additional Requirements

This is an opportunity for you to add anything else about the teaching activity that would help with scheduling.

For instance specifying which staff are going to teach across which weeks.

Submitting the Module Data

You will need to keep adding activities until the entire module's teaching requirements have been completed.

- Once all completed and ready to submit click **Submit**

- If you do not have all the information at the time to submit your request there is an ability to save the information until clarification has been sought.

- If you have previously saved the information, you can retrieve them from the front page by selecting **Go to my Modules**

- Once the module information has been submitted, it will disappear from the school list of modules.

- If you need to make a change to the module after submitting the form please contact your School Timetabling Administrator in the first instance.

School of Applied Science	SAStimetabling@napier.ac.uk
School of Arts and Creative Industries	SACItimetabling@napier.ac.uk
School of Computing Engineering and the Built Environment	SCEBETimteabling@napier.ac.uk
School of Health and Social Care	SHSCtimetabling@napier.ac.uk
The Business School	TBStimetable@napier.ac.uk
ENU International College	ENUICTimetabling@napier.ac.uk