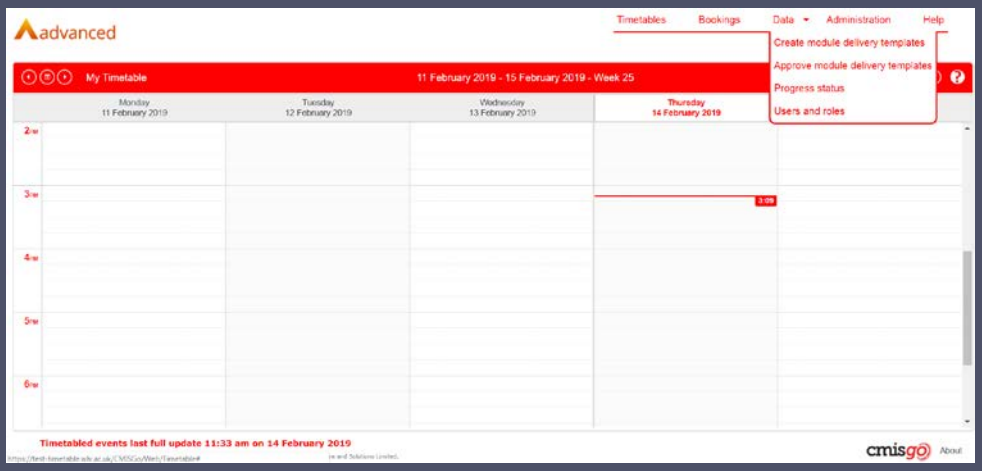
Module Delivery Templates Guide

This guide will walk you through the process of creating module delivery templates in our new system.

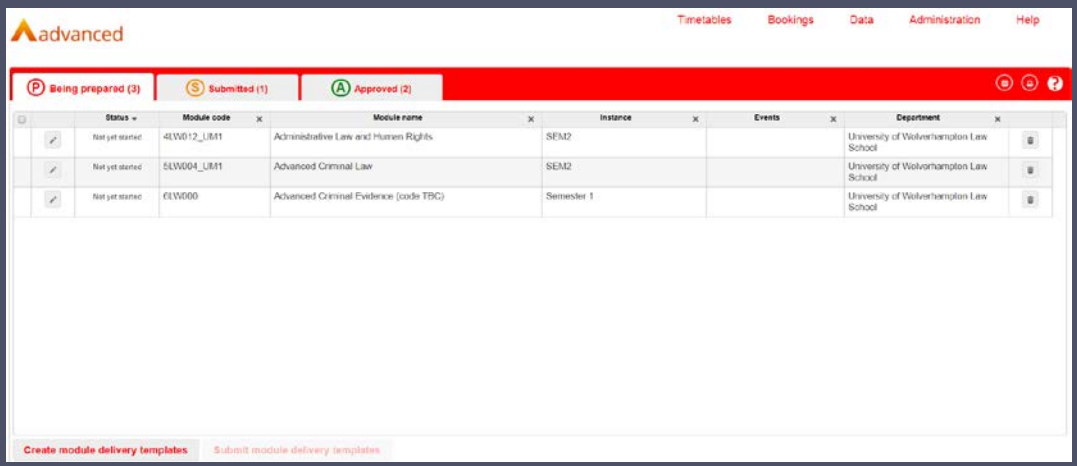
At any point in the process, you can click the “Question Mark” symbol at the top right of your screen and it will explain what each element of the screen does.

Creating Templates

The first step is to access and log into the online system at:
https://timetable.wlv.ac.uk/CMISGo/Web/Timetable



You’ll see the heading **Data** at the top right. Hovering over this will reveal a drop down, of the options displayed, select **Create module delivery templates**. This will load the delivery template system (this can take up to a minute to complete). Once the system is launched, you will see a screen similar to the below.



This is your Module Delivery Template homepage. There are three tabs along the top:

- **Being prepared -** Module templates that are currently in your queue to create
- **Submitted** - Module templates already created and have been submitted for approval.
- **Approved** - These are the module templates that you have created and have been approved.

Under the **Being prepared** tab, you should be able to see a list of delivery templates that have been assigned to you. When looking at your modules, you will notice that there are a number of iterations for each one. Use the below key to identify which iteration it is that you need to add to your delivery list:

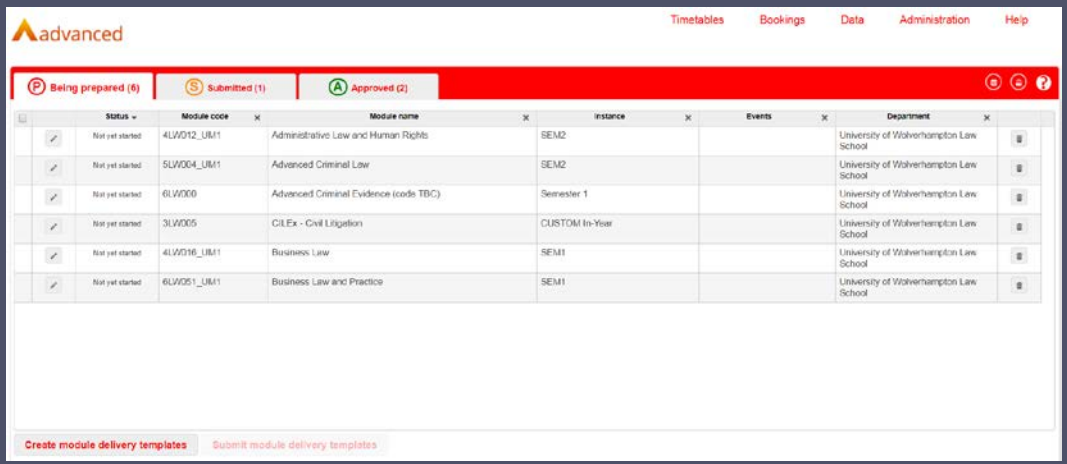
UM	Modules taught at City Campus
US	Modules taught at Telford Campus
UW	Modules taught at Walsall Campus
UB	Modules taught at Burton Campus
UD	Distance Learning Modules
UX	Modules taught at Uttoxeter
BM	Modules taught at Birmingham Met College

The number following these codes will identify the different cohort the iteration belongs to. For example, UM1 will be the first cohort of a module taught at City Campus.

The instance field will indicate when the module is taking place. See below for a key on what each instance code represents.

SEM1	Modules running throughout Semester One
SEM2	Modules running throughout Semester Two
INYR	Modules running throughout the year
CRY	Modules running across years
BLANK	If blank, the module is year-long

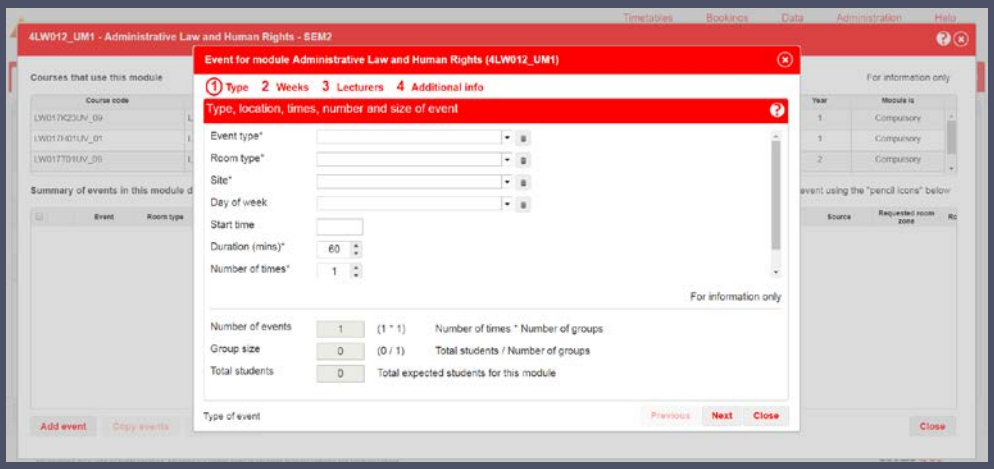
If you think believe there is a module missing from this list you can see, please contact mytimetable@wlv.ac.uk.



To start creating a template, select the Pencil icon on the far left. This will launch the module summary box, which will look similar to the below.

The top box will display a list of courses that the module is linked to. **Please note that this is not the complete list and there may be some courses missing in this view. As this information is stored outside of this system, any discrepancies/missing items will not impact the timetabling for the selected module.**

In the second box is where we create our templates for the different types of event in this module. To add a new event, click the Add Event button in the bottom left. You'll see a screen similar to the below.



The top of the dialog box lists the four stages that break up the event template:

1. Type - This is where you specify how the event is constructed
2. Weeks - This is where you specify the weeks that the event takes place
3. Lecturers - This is where you link staff to the event
4. Additional Info - To record any additional information required to create the timetable for this event

Type

Event Type is a mandatory field, you will be required to specify which event you are setting out the requirements for (i.e. Lecture, Seminar, Practical). These will appear on the student timetable.

Room Type is a mandatory field, you will be required to select the type of room that this event should take place in (there is a general teaching space option if needed).

Some rooms have special set up options as below if necessary:

- Hostess Chairs - chair with foldable rest for writing. See WP023a as example.
- Node Chairs - chair on wheels with movable rest for writing. See MU014 as example.
- Collaborative – specially designed table and chair configuration, with monitors at each table, to allow flexible teaching. See MU005 as example.
- Tables and Chairs – see MC224 as example.

For a list showcasing which rooms are classified under which type, click here.

Site is a mandatory field, you will be required to specify which site this event takes place on.

Day of Week is an optional field. If this event must take place on a certain day of the week, you may select it here. Please note that you will be expected to provide justification in the **Additional Info** box later in the process.

Start Time is an optional field. If this event must start at a certain time, you may specify that here. Please note that you will be expected to provide justification in the **Additional Info** box later in the process.

Duration is a mandatory field, you will be required to specify the duration of this event type. Room bookings are typically made at hourly slots, so usual values here would be 60, 120, 180 etc.

Number of Times is a mandatory field. This field is used to signal the number of times that students are expected to attend this event per week. For example, "2" would signal that there were 2 lectures per week that students would be expected to attend.

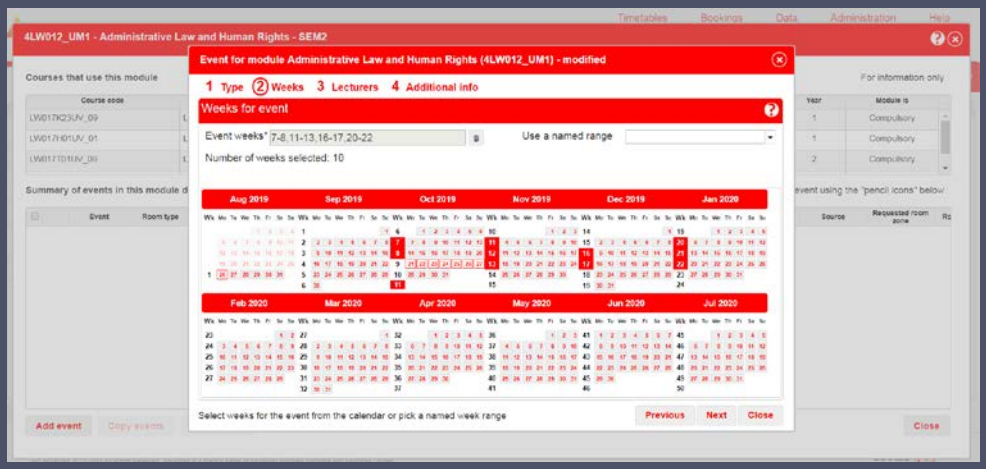
Number of Groups is a mandatory field. This field is used to specify how many groups this event will be split into per week. For example, 2 groups would signal that the event should be repeated twice (one for each group), but students would only attend one of them.

Number of Events is automatically calculated. It is based on the number of groups and the number of times the event runs per week. So if there were 2 lectures per week, and 2 cohorts of students, there would be 4 lecture events to be created per week.

Group Size is automatically calculated. This is the total students field divided by the number of groups. However we will not be utilising use this field so don't worry if the figure shown here is incorrect.

Total Students is the module size field in the timetable system. However we will not be utilising use this field so don't worry if the figure shown here is incorrect.

Once complete select **Next** to progress to the **Weeks** section. The **Weeks** tab allows the user to select the weeks that the event will take place.

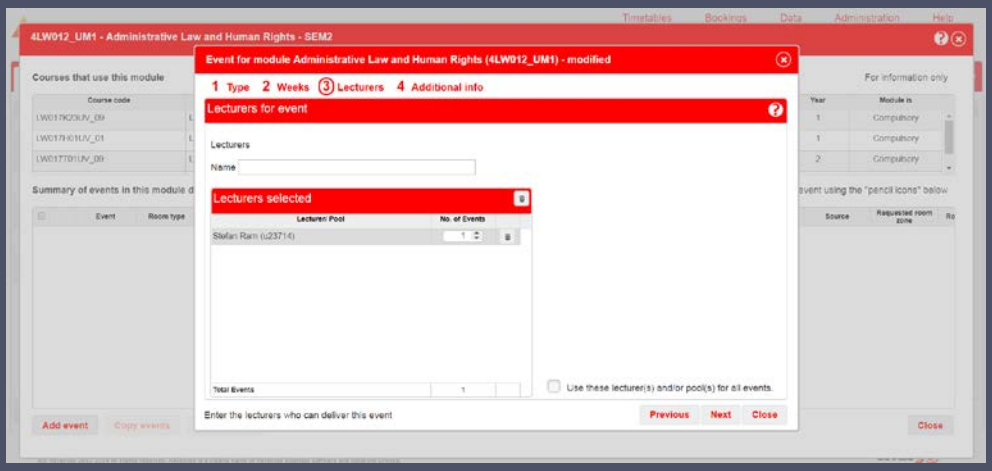


Simply select the dates within the weeks that the event applies to, you can do this by clicking on the calendar, which will populate the week numbers for you in the top left.

At the top right you can select **Use a Named Range** this allows you to automatically apply a set of predefined weeks. Clicking the drop down will reveal pre-set week ranges for semester one and two for courses that follow standard teaching schedules.

Please note: the standard week allocation using the named range for Semester Two is eleven weeks. In order to fulfil KIS Compliance, you will need to manually add an additional week. To find out which weeks are classed as teaching weeks for your course/module, please speak to your Faculty.

Select **Next** to progress to the **Lecturers** tab.

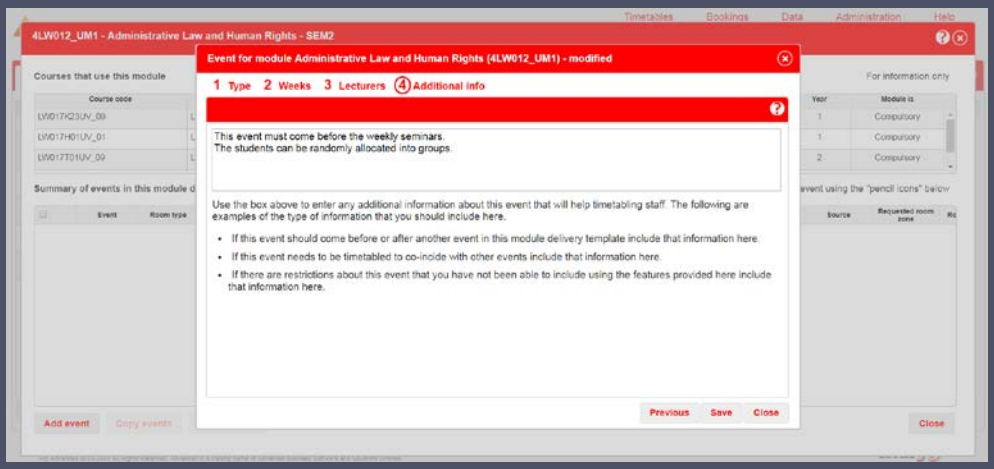


Select the **Name** field and begin typing the name or staff ID number of a member of staff who you would like to search for.

Once selected, the name will appear in the **Lecturers Selected** box and the member of staff will be assigned to the event. The **No. of Events** box shows how many of the weekly events the lecturer will be involved in. The value cannot be 0, nor can the total exceed the **Total Events** field.

If you have more than one lecturer attending the same event, you can select the **Use These Lecturer(s) and/or Pool(s) for All Events** tick box, this will apply all of the selected lecturers to all of the selected events.

Select **Next** to continue to the **Additional Info** tab.



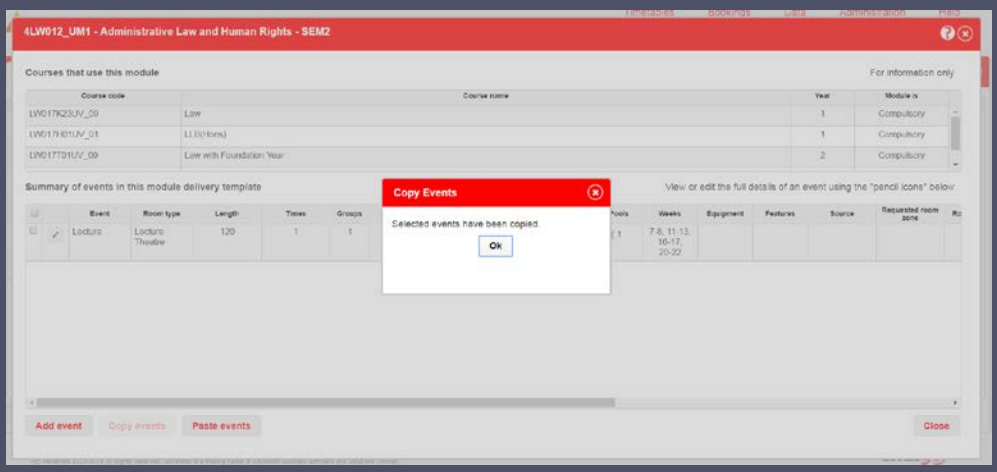
You can enter any additional information that the Timetable Officer might need to know in order to schedule this event. As mentioned earlier, if applicable, please include justification as to why an event might need to happen on a certain day of the week or start at a certain time.

If your event has groups, we are able to create groups for you at random and then manually change these groups at a later date. By grouping this way, we'll also ensure that students are in groups that do not clash with other events that they have.

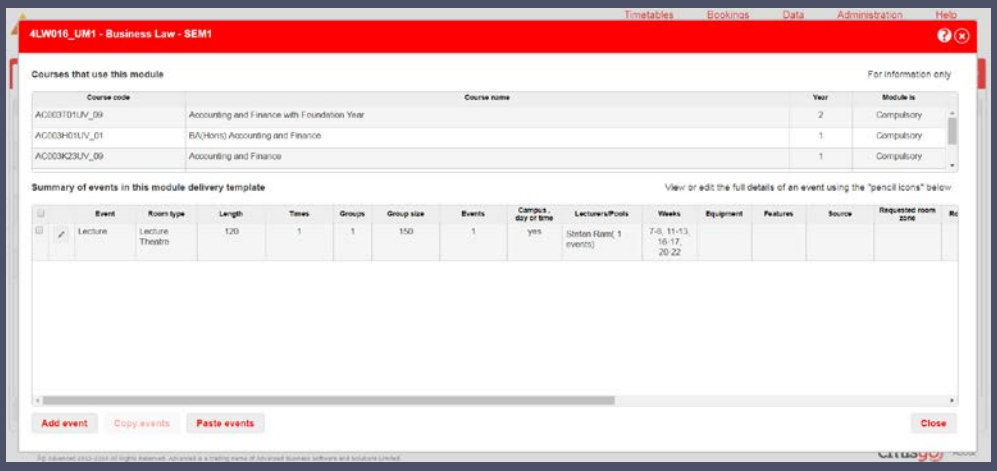
Select **Save** to save the template for that event.

If you have more than one pattern of event for your module (e.g. a module comprised of one lecture and one seminar will require two event lines), you can add as many as you need here by selecting **Add Event**.

Your event templates can also be copied by selecting the tick box by an existing template, and then selecting **Copy Events**.

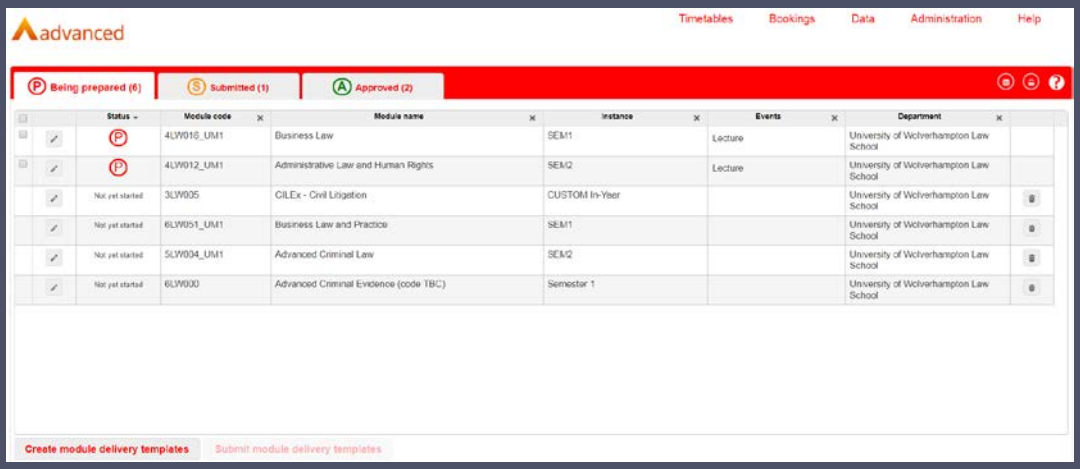


A pop up box will confirm that the events have been copied. You can then paste this event template in the same module, or any other module template that you own. Simply open the module template you want to paste into and select Paste Events at the bottom.



This pastes the event, which you can then click into and amend if necessary. You can copy and paste multiple event templates at a time if required.

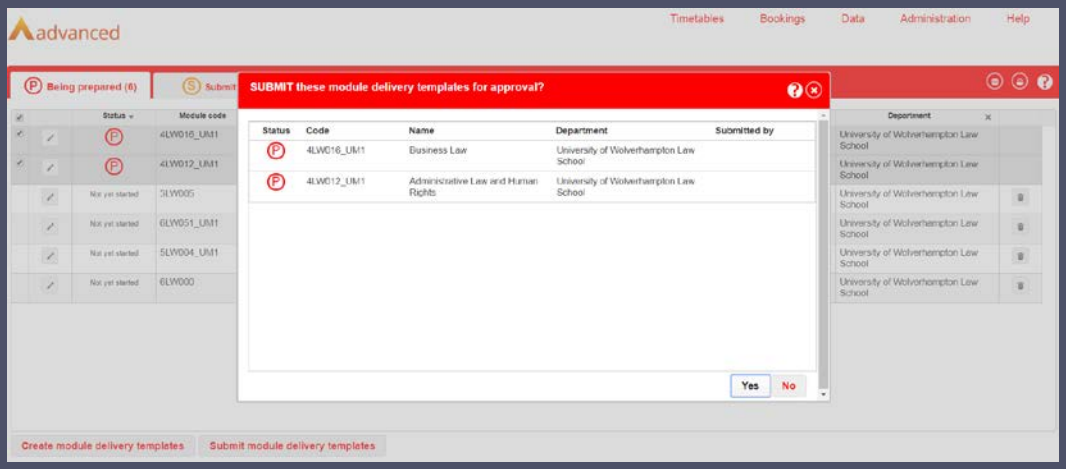
When returning to your home screen, you will see that the modules you have started to create templates for now have a P in the status column.



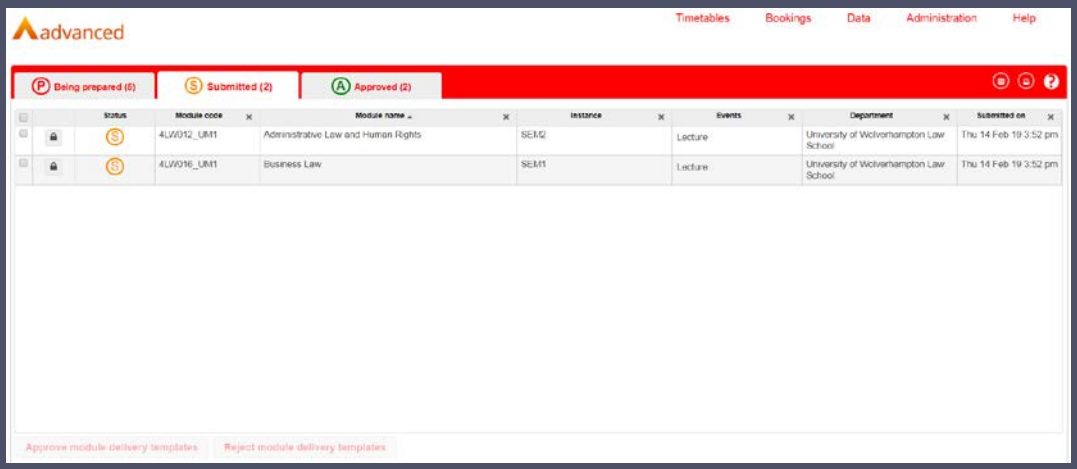
P indicates that the template is being prepared, during this stage, you can still make amends and then go onto to submit when ready.

When you're happy with your delivery templates and ready to submit them for approval, select the template(s) you'd like to submit and select Submit module delivery templates at the bottom of the screen. A dialog box will appear confirming your selection is ready for approval – please bear in mind that once submitted, you won't be able to make any changes to the template.

Select **Yes** to submit these templates for review.



The module will then move to the **Submitted** tab. You will no longer be able to edit it, but can still view it in read only mode by selecting the padlock icon.



If your template is approved it will move to the **Approved** tab and no further action is required.

If the template is rejected it will move back to your **Being Prepared** tab, with a status of **Please Amend and Resubmit**. When you come to open/amend the template, there will be a note from the approver stating who rejected the template and why.