Scheduling Training

August 2019
Outline

• An Introduction to Scheduling Processes
• The Quarterly Scheduling Timeline
• Collaborate Scheduling
• Wrap Up/Announcements
• Questions?
The Scheduling Process

- Main components
  - Data entry
  - Room Placements
  - Post-placement adjustments
The Scheduling Process

• Data Entry
  • Done primarily by the department
    • STAR C screen online scheduling tool: days, times, department rooms
    • Ad Astra: GA room preferences
  • Registration/enrollment restrictions, concurrencies, sessions, non-standard anything must be submitted to us for review/entry

• Placements
  • Done by Registrar
  • Mostly in Ad Astra (optimizer)
  • Some hand placement
  • Negotiations over unplaced courses
Data Entry – STAR C Screen

• “Blank slate” is last like quarter
• Add, delete courses/sections, adjust days/times, instructors, max enrollment
• Keep in mind realities of scheduling:
  • Prime time slots are limited and hard to get
  • Courses need to be offered early and late
  • Manage expectations
Star C Screen

- STAR
- Video Demo
Ad Astra

- Space management tool
- Never used for adjusting days, times, instructor, etc.
- May assign DCRs in Ad Astra during data entry phase; **must** assign DCRs in Ad Astra post-optimization
- Primary use is requesting GA space
- Ad Astra
- Ad Astra demo video
Data Entry – The Rest

• Any non-standard data entry needs to be submitted in a form
  • Concurrency (create both classes first)
  • Sessions (except in summer)
  • Registration/enrollment restrictions
  • Please include enrollment code in form!

• All 3 modes of data entry are due by due date
Course Placements

• Once data is entered, Ad Astra optimizes placements
• After I run the optimizer there is some hand placing/adjusting
• Once the schedule is ready for review you will get an e-mail
  • Schedule is not final until this point
• Check to see which courses are unplaced
  • Run a report
  • Look at list of courses
  • Look at scheduling grid for availability
  • E-mail me with proposed new day/time/room
Finals Scheduling

- Pre-determined by finals table
- Our process starts around Week 5; report ready Week 6 or so
Collaborate Scheduling
Introduction

Who I am:

- Chad Olson
  Manager of Student IT Services
  Letters & Science Information Technology
  olson@ucsb.edu

How I support you:

- Managing operations of Collaborate labs across campus
- Overseeing scheduling for our labs
What We Do

Collaborate funds:
- GauchoSpace – gauchospace.ucsb.edu
- Printing – gauchoprint.ucsb.edu
- Campus WiFi
- 17 instructional labs – collaborate.ucsb.edu

- And other related projects

These funds come from the:
Instructional Technology Enhancement Initiative Course Materials Fee
Locations

Phelps Hall:
- 8 Labs
- HSSB/SSMS
  - 6 Labs
- Psychology East
  - 2 Labs
- BSIF
  - 1 Lab*
Lab Basics

Our labs have a basic capacity of 25:

- SSMS 1302 & 1303 can seat 30
- Phelps 1514 can seat 10
- Phelps 1530 can seat 30 with only six computers

- There is no ability to “add seats” to accommodate a class

Lab capacity and layout are in Astra
Scheduling Labs – What We Offer

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Lab capacity and layout are in Astra
Scheduling Labs – How To?

Section or Event?
- Events come straight through Collaborate
- Sections are scheduled via the Registrar’s process.

Find the Preferences Section in the Section’s meeting
Look for the section called Region
Click on Add:
Add LBS Info Tec
  *Make it required*

You’re finished

Use the Astra Event Request Form
Select Collaborate Room Request

You’ll need:
- Name
- E-mail
- Event’s name
- Related course (if any)
- Include any and all software needed
- Add any notes
- Add meeting days and times
Scheduling Labs – Making Changes?

Is it a section changing date and/or time?

If it is, an SAF with the Registrar’s office needs to be done first.

Otherwise, you can come straight to me:
Either olson@ucsb.edu OR help@lsit.ucsb.edu
### Why this matters?

Collaborate space is at a premium – First Day of Fall:

<table>
<thead>
<tr>
<th>Time</th>
<th>Room</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>06:00 AM</td>
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</tbody>
</table>

**Available Rooms:**
- Macdonald
- MCD B 210
- MCD B 110
- MCD B 120
- MCD B 130
- MCD B 140
- MCD B 230
- MCD B 330
- MCD B 430
- MCD B 530
- MCD B 630
- MCD B 730
- MCD B 830
- MCD B 930
- MCD B 100
- MCD B 110
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- MCD B 210
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- MCD B 670
- MCD B 680
- MCD B 690
- MCD B 710
- MCD B 720
- MCD B 730
- MCD B 740
- MCD B 750
- MCD B 760
- MCD B 770
- MCD B 780
- MCD B 790
- MCD B 810
- MCD B 820
- MCD B 830
- MCD B 840
- MCD B 850
- MCD B 860
- MCD B 870
- MCD B 880
- MCD B 890
- MCD B 910
- MCD B 920
- MCD B 930
- MCD B 940
- MCD B 950
- MCD B 960
- MCD B 970
- MCD B 980
- MCD B 990
Wrap Up
## Cheat Sheet for Data Entry

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>What can be done in STAR?</th>
<th>What can be done in Ad Astra?</th>
<th>What must be submitted to our office for changes?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/delete courses + sections</td>
<td>Request specific buildings or GA rooms</td>
<td>Anything impacting enrollment not hard-coded in MCA (major/minor restrictions, level limits, units, grading option)</td>
<td></td>
</tr>
<tr>
<td>Adjust days, times, instructors, enrollment max, department-controlled room assignments (pre-optimizer)</td>
<td>Request specific physical features (seating type, writing surface)</td>
<td>Concurrencies (both departments create course w/same day + time and e-mail me for pairing)</td>
<td></td>
</tr>
<tr>
<td>Adjust number of add codes</td>
<td></td>
<td>Sessions information</td>
<td></td>
</tr>
<tr>
<td>Close or print suppress a course</td>
<td></td>
<td>Anything atypical (non-standard days/times, etc)</td>
<td></td>
</tr>
</tbody>
</table>
## Scheduling Resources

### Scheduling Trainings
- Scheduling Training for Academic Staff - October 2016 (ppt)
- STAR
  - GauchosCast Video: Using the Online Schedule Proof function in STAR
- Astra Schedule
  - GauchosCast Video: Viewing/finding available spaces using the Scheduling Grid
  - GauchosCast Video: Entering building, room, and feature requests for sections

### Scheduling Policy
- Link to Current Scheduling Policy (pdf)
  - Includes Standard Course Lengths and Start Times
  - Scheduling Policy Exception Request Form (pdf)

### Course Schedule Production
- Schedule Proof FAQ (pdf)
- Legend for Schedule Proofs and SAFs
- Supplemental Proof Sheet
- Schedule Alternatives Form (SAF) and Schedule Alternatives Form (pdf)
Room Reminders

• All GA rooms have:
  • Computer
  • Ability to play powerpoint from both classroom computer / instructor’s laptop
  • DVD player
  • “Bat phone” to call Instructional Development
Room Reminders

• If there are problems with...
  • Physical features of the room (chairs, blinds, etc.): contact facilities customer service at: customer.service@pf.ucsb.edu
  • Technology in the room:
    • Either contact Instructional Development after class OR
    • Pick up the “Bat phone” and someone will help (for urgent in-class issues)
Room Reminders

• New Rooms!
  • ICA 1003: Seats 98 in inclined theater seating and has a white board. We have access to this room **MW from 8 am to 12:15 pm.**
  • ED 1213: Seats 60 and is available **Monday - Friday until 12:15 pm.**
  • Kerr Hall 2166B seats 40 and is available **Monday and Wednesday from 9 am to 2 pm.**
  • Kerr Hall 2166A seats 28 and is available **Monday - Thursday from 9 am to 2 pm**
  • ELLSN 2617: Seats 90, available all the time, active learning classroom (movable tables, multiple screens)
Final Announcements

• Please submit SAFs to cancel classes that will not be offered in Fall!

• Winter 2020 Dates
  • Open for data entry now
  • Data due: Sept 9
  • Primary placements made ca. Sept 16
  • Secondary placements made ca. Oct 7
  • STAR Release: Oct 14
  • GOLD Release: Oct 21
  • Pass 1: Nov 4
Thanks for coming!

Questions?