January 2019

Scheduling Training

Outline

- An Introduction to Scheduling Processes
- Timeline of scheduling
- Summer Sessions Scheduling
- 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
  - Concurrencies (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

Summer Scheduling

Summer Days and Times

- Standard time is 80 minute period MTWRF
- Prime Time hours noted by # symbol
- Courses that use two or more time slots should be scheduled in non-Prime Time hours

Class Begins	Class Ends (No Later Than)
8:00 AM	9:20 AM
9:30 AM #	10:50 AM #
11:00 AM #	12:20 PM #
12:30 PM #	1:50PM #
2:00 PM	3:20 PM
3:30 PM	4:50 PM
5:00 PM	6:20 PM
6:30 PM	7:50 PM
8:00 PM	9:20 PM

“Converting” Contact Time

- Minimum contact time (and distribution of hours) is established by the Master Course Approval (MCA) regardless of the quarter the course is offered.

- Instructions on how to “convert” or compress the time of a F/W/S course into a shorter summer session can be found at

www.summer.ucsb.edu/faculty-and-staff-information

* Other forms and resources documents are located here.

Summer Final Exams

- Most instructors hold their final exam during the last regularly-scheduled class meeting; however,
- some opt for a separately-scheduled, 3-hour final *outside* the last class meeting.
- The Summer proof email will include a form for you to list which courses will require a 3-hour final
- Deadline to submit form is Friday, May 17, 2019

Special Courses

- Some courses are offered in coordination with special summer programs. For example:

  Freshman Summer Start Program

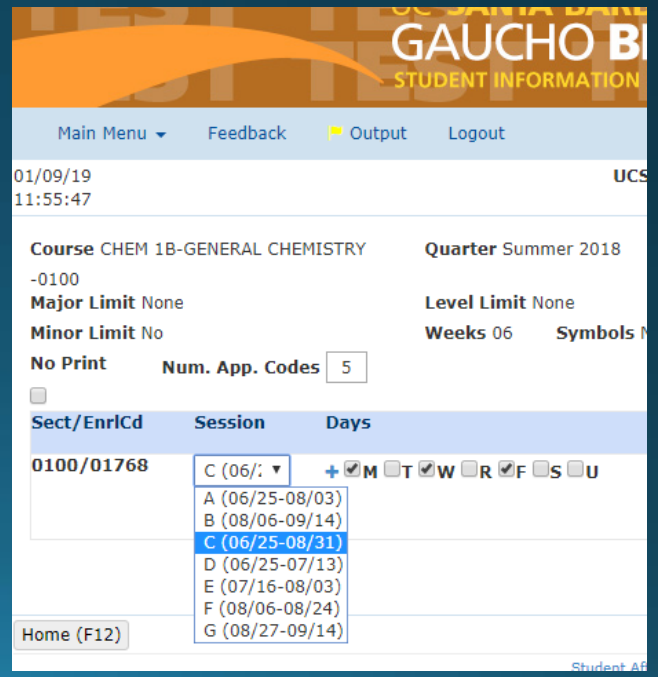
  On-Line Courses

- Courses may appear in STAR (or your proof) even though you didn't add them

- Call Summer Sessions before altering!

C – Screen Data Entry for Summer

- Data Entry in the STAR C-Screen is mostly the same as FWS EXCEPT:
  - There is a column to select the appropriate summer session
  - Due to the wide variety of summer sessions and resulting course lengths, end time selection is available in 5 minute increments
    - Standard start times and contact time need to be observed!



Summer 2019 Scheduling Cycle

M19 Schedule Release	Monday, 1/28
Data Entry Due	Monday, 2/11
Primary Placement	Monday, 2/18
Secondary Placement	Monday, 3/4
STAR Release	Monday, 3/18
GOLD Release	Monday, 3/25
Beginning of Pass 1	Monday, 4/8

Wrap Up

Cheat Sheet for Data Entry

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

Scheduling Resources

UC SANTA BARBARA

UCSB ANSWERS Search Search

OFFICE OF THE REGISTRAR

CALENDARS REGISTRATION FEES & RESIDENCY STUDENT RECORDS FACULTY & STAFF CONTACT

RESOURCES FOR FACULTY & STAFF

- General Staff & Faculty Resources
- Accessing Email on Personal Devices
- Calendars / Deadlines
- Scheduling Resources
- Master Course Approval (Course Request)
- Pre-requisite Processing
- Requesting Access to Student Systems
- FERPA Information for Faculty / Staff

EXTERNAL RESOURCES

- Gaucho Blue SIS
- Academic Advising Assistant (AAA)
- eGrades
- FERPA Quiz
- Request for Access to Student Systems
- Records Management

Home / Scheduling Resources

SCHEDULING RESOURCES

SCHEDULING TRAININGS

- Scheduling Training for Academic Staff - October 2016 (ppt)
- STAR
  - GauchoCast Video: Using the Online Schedule Proof function in STAR
- Astra Schedule
  - GauchoCast Video: Viewing/finding available spaces using the Scheduling Grid
  - GauchoCast 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 Alteration Form (SAF) and

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

Thanks for coming!

Questions?