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
  • 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
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

<table>
<thead>
<tr>
<th>Class Begins</th>
<th>Class Ends (No Later Than)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>9:20 AM</td>
</tr>
<tr>
<td>9:30 AM #</td>
<td>10:50 AM #</td>
</tr>
<tr>
<td>11:00 AM #</td>
<td>12:20 PM #</td>
</tr>
<tr>
<td>12:30 PM #</td>
<td>1:50 PM #</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>3:20 PM</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>4:50 PM</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>6:20 PM</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>7:50 PM</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>9:20 PM</td>
</tr>
</tbody>
</table>
“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.
• 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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M19 Schedule Release</td>
<td>Monday, 1/28</td>
</tr>
<tr>
<td>Data Entry Due</td>
<td>Monday, 2/11</td>
</tr>
<tr>
<td>Primary Placement</td>
<td>Monday, 2/18</td>
</tr>
<tr>
<td>Secondary Placement</td>
<td>Monday, 3/4</td>
</tr>
<tr>
<td>STAR Release</td>
<td>Monday, 3/18</td>
</tr>
<tr>
<td>GOLD Release</td>
<td>Monday, 3/25</td>
</tr>
<tr>
<td>Beginning of Pass 1</td>
<td>Monday, 4/8</td>
</tr>
</tbody>
</table>
Wrap Up
# Cheat Sheet for Data Entry

<table>
<thead>
<tr>
<th>Data Entry</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What can be done in STAR?</strong></td>
<td><strong>What can be done in Ad Astra?</strong></td>
<td><strong>What must be submitted to our office for changes?</strong></td>
</tr>
<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>
</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>Concurrences (both departments create course w/same day + time and e-mail me for pairing)</td>
</tr>
<tr>
<td>Adjust number of add codes</td>
<td></td>
<td>Sessions information</td>
</tr>
<tr>
<td>Close or print suppress a course</td>
<td></td>
<td>Anything atypical (non-standard days/times, etc)</td>
</tr>
</tbody>
</table>
Scheduling Resources
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?