Student Module Selection – Departmental Timetablers Toolkit

Here you will find descriptions and a user guide for using student number data in CMIS.

Department Timetablers should use this data to check the size on entry and room capacities for their requested 2022/23 events.

Viewing student number data (Event Window)

This data can be accessed in CMIS in the Module View Event Window, under the Miscellaneous field (the student number data is held in the 'Enrolled' field).

Note: Room allocations are made using the module sizes entered into Portico during Curricular Data Maintenance (CDM). In CMIS, this number is called the Size on Entry. Please contact your TT Business Partner if your Size on Entry figure needs to be amended now that CDM/EMS has closed and your size requirements for rooms have changed.
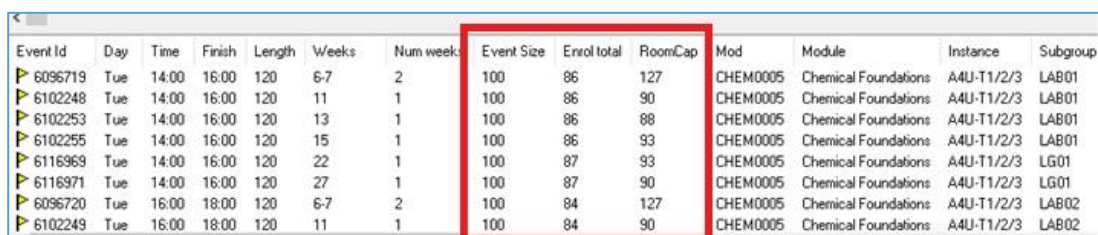
Exporting CMIS data into Excel

You can export the data tables located at the bottom of the Module View window to Excel. Instructions on how to modify your table views and export tables are located here: https://www.ucl.ac.uk/estates/our-services/timetabling-support-service/timetablers-toolbox

Before exporting your data, you should ensure that the following data columns are visible (in addition to the event details):

- Event Size (Size) - same figure as Size on Entry, which departments entered during CDM
- Enrol total (Number Data) – same figure as Enrolled, which is taken from Early Module Selection
- RoomCap – the room capacity (only available if your event has been assigned a room)

Event Id	Day	Time	Finish	Length	Weeks	Num weeks	Event Size	Enrol total	RoomCap	Mod	Module	Instance	Subgroup
6096719	Tue	14:00	16:00	120	6-7	2	100	86	127	CHEM0005	Chemical Foundations	A4U-T1/2/3	LAB01
6102248	Tue	14:00	16:00	120	11	1	100	86	90	CHEM0005	Chemical Foundations	A4U-T1/2/3	LAB01
6102253	Tue	14:00	16:00	120	13	1	100	86	88	CHEM0005	Chemical Foundations	A4U-T1/2/3	LAB01
6102255	Tue	14:00	16:00	120	15	1	100	86	93	CHEM0005	Chemical Foundations	A4U-T1/2/3	LAB01
6116969	Tue	14:00	16:00	120	22	1	100	87	93	CHEM0005	Chemical Foundations	A4U-T1/2/3	LG01
6116971	Tue	14:00	16:00	120	27	1	100	87	90	CHEM0005	Chemical Foundations	A4U-T1/2/3	LG01
6096720	Tue	16:00	18:00	120	6-7	2	100	84	127	CHEM0005	Chemical Foundations	A4U-T1/2/3	LAB02
6102249	Tue	16:00	18:00	120	11	1	100	84	90	CHEM0005	Chemical Foundations	A4U-T1/2/3	LAB02

If you have any further questions about exporting CMIS data into Excel, please contact your TT Business Partner.