

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).

| Timetable event; 6013661, 04/10/2021 13:50 - Data set: LIVE-21-22 | × |
|--|-------------------|
| Event details; size on entry: 293 | OK |
| Day Monday 🗸 Start 11:00 🖨 Mins 120 🖨 🗹 Fix | UN |
| Weeks 5 Source timskel | Cancel |
| Modules | Weeks |
| Chemical Skills (A4U-T1/2/3) (dept Chemistry) - Lecture; Non con: -1 Lecturers | New |
| 📚 LEWIS, Dewi (Dr) | Delete |
| Class groups | |
| Rooms | Edit. |
| 🔢 IOE - Bedford Way (20) - 101 - Logan Hall, C, CB, LT, cap 933 (bld IOE - Bedford Way (20)) | |
| Details | Booking |
| | |
| J譴 Type: Centrally Bookable | Catering |
| | |
| | Ad-hoc Students |
| Features | E LA DE T |
| | Event Audit Trail |
| Miscellaneous | |
| To be copied: T, Copied: T, Exclude from clasning: N, Scheduled: T, Data: 214 | |
| | |
| Copy to next year 🗹 Copied 🛛 Clash check 🗸 🗸 | |
| Enrolled 214 🗘 Notes 🛛 🖓 Sched | |
| Reg id V Trigger date EMA | |
| Reason for change R01; R01 ~ | |
| Owner CHEMS_MAP V Type T01 V | |
| | |

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: <u>https://www.ucl.ac.uk/estates/our-services/timetabling-support-service/timetablers-toolbox</u>

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)

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|-----------|-----|-------|--------|--------|-------|-----------|------------|-------------|---------|----------|----------------------|------------|----------|
| Event Id | Day | Time | Finish | Length | Weeks | Num week: | Event Size | Enrol total | RoomCap | Mod | Module | Instance | Subgroup |
| P 6096719 | Tue | 14:00 | 16:00 | 120 | 6.7 | 2 | 100 | 86 | 127 | CHEM0005 | Chemical Foundations | A4U-T1/2/3 | LAB01 |
| P 6102248 | Tue | 14:00 | 16:00 | 120 | 11 | 1 | 100 | 86 | 90 | CHEM0005 | Chemical Foundations | A4U-T1/2/3 | LAB01 |
| P 6102253 | Tue | 14:00 | 16:00 | 120 | 13 | 1 | 100 | 86 | 88 | CHEM0005 | Chemical Foundations | A4U-T1/2/3 | LAB01 |
| P 6102255 | Tue | 14:00 | 16:00 | 120 | 15 | 1 | 100 | 86 | 93 | CHEM0005 | Chemical Foundations | A4U-T1/2/3 | LAB01 |
| P 6116969 | Tue | 14:00 | 16:00 | 120 | 22 | 1 | 100 | 87 | 93 | CHEM0005 | Chemical Foundations | A4U-T1/2/3 | LG01 |
| P 6116971 | Tue | 14:00 | 16:00 | 120 | 27 | 1 | 100 | 87 | 90 | CHEM0005 | Chemical Foundations | A4U-T1/2/3 | LG01 |
| P 6096720 | Tue | 16:00 | 18:00 | 120 | 6-7 | 2 | 100 | 84 | 127 | CHEM0005 | Chemical Foundations | A4U-T1/2/3 | LAB02 |
| P 6102249 | Tue | 16:00 | 18:00 | 120 | 11 | 1 | 100 | 84 | 90 | CHEM0005 | Chemical Foundations | A4U-T1/2/3 | LAB02 |
| | | | | | | | | 107.00 | | | | | |

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