



Scientia Web Data Collector (WDC)

User Notes 2013/14

Table of Contents

Introduction	3
Recommended order of work:	3
Common themes in the database	3
Programme of Study.....	4
Module	6
Staff	8
Activities	11
Appendix 1: Module Grouping	15

Introduction

WDC is accessed via the “WDC” tab in Timetable and Room Booking Office homepage. You will be prompted to input your username and password as normal. This will bring you to the new menu screen below (fig1.1).

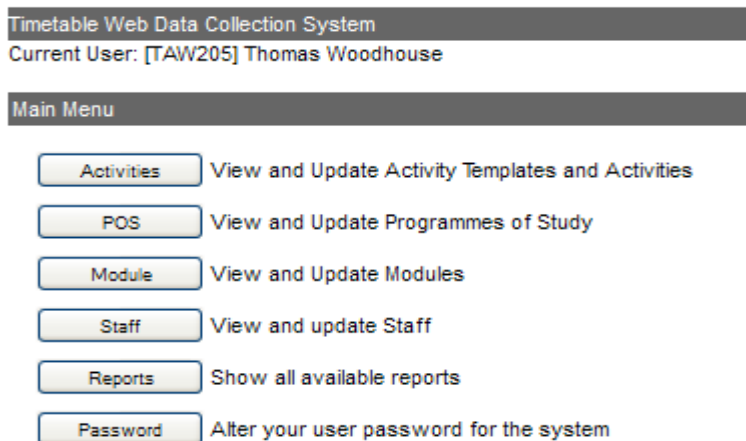


fig 1.1

The WDC database is built to report “confirmed” data. We would recommend that the first task be to confirm the status of programmes of study, modules and staff. You will then be able to report more effectively on live data within the database. You can then Review and edit specific data for each of these areas.

Recommended order of work:

- 1a) Confirm the status of Programmes of Study (POS)**
- 1b) Confirm the status of Modules**
- 1c) Confirm the status of Staff**
- 2a) Review and Edit POS**
- 2b) Review and Edit Modules**
- 2c) Review and Edit Staff**
- 2d) Review and Edit Activities**

Common themes in the database

The system is split into a series of sub menus where you can edit specific data. These should be intuitive to follow and use drop down menus, selection buttons and free text boxes. Clicking save on any screen will record any change you have made within this screen and allow you to carry on editing the same screen. Clicking save and close records the change but returns you to the home screen for the sub menu that you are working in.

Programme of Study

The programme of study window allows you to view and edit programmes, add or remove modules and add new programmes. The screenshot below shows the programme menu window. You can easily confirm the status of the programmes using the drop down menu highlighted in fig 1.2.

Timetable Web Data Collection System
Current User: [TAW205] Thomas Woodhouse

View Programme List

Department:

View and update programme details

Hostkey	Name	Description	Status		
PTR1G0AGQA02	PTR1G0AGQA02	MRes Critical Human Geographies	Confirmed	▼	Edit Copy
PTR1G0AGQA03	PTR1G0AGQA03	MRES Climate Change Impacts and Feedbacks	Confirmed	▼	Edit Copy
PTR2G0AGQA01yr1	PTR2G0AGQA01yr1	MRES Critical Human Geographies (Part Time); yr1	Confirmed	▼	Edit Copy
PTR2G0AGQA02yr1	PTR2G0AGQA02yr1	MRES Climate Change Impacts and Feedback (PT);	Confirmed	▼	Edit Copy
PTS1GAEGAE06	PTS1GAEGAE06	MSC Sustainable Development (One Planet Leaders)	Confirmed	▼	Edit Copy
PTS1GAEGAE07	PTS1GAEGAE07	MSc Sustainable Development	Confirmed	▼	Edit Copy
PTS1GAEGAE09	PTS1GAEGAE09	MSC Sustainable Development (Communities)	Confirmed	▼	Edit Copy
PTS1GAEGAE13	PTS1GAEGAE13	MSC Sustainable Development (Climate Change & E	Confirmed	▼	Edit Copy
PTS1GAEGAE14	PTS1GAEGAE14	MSC Climate Change Impacts and Feedback	Confirmed	▼	Edit Copy
PTS2GAEGAE07yr1	PTS2GAEGAE07yr1	MSC Sustainable Development (OPL) PT; yr1	Confirmed	▼	Edit Copy
PTS2GAEGAE08yr1	PTS2GAEGAE08yr1	MSC Sustainable Development PT; yr1	Confirmed	▼	Edit Copy
PTS2GAEGAE10yr1	PTS2GAEGAE10yr1	MSC Sustainable Development (Communities) PT; y	Confirmed	▼	Edit Copy
PTS2GAEGAE11yr1	PTS2GAEGAE11yr1	MSC Sustainable Development (CC & E) Part Time;	Confirmed	▼	Edit Copy
PTS2GAEGAE18yr1	PTS2GAEGAE18yr1	MSC Climate Change Impacts and Feedbacks (PT);	Confirmed	▼	Edit Copy
PTS5GAEGAE01yr1	PTS5GAEGAE01yr1	MSC Sustainable Development (One Planet Leaders)	Confirmed	▼	Edit Copy
PTS5GAEGAE02yr1	PTS5GAEGAE02yr1	MSC Sustainable Development (DL) Modular; yr1	Confirmed	▼	Edit Copy
UFA3G0AGQA04yr1	UFA3G0AGQA04yr1	BA Geography; yr1	Confirmed	▼	Edit Copy
UFA3G0AGQA04yr2	UFA3G0AGQA04yr2	BA Geography; yr2	NotConfirmed	▼	Edit Copy
UFA3G0AGQA04yr3	UFA3G0AGQA04yr3	BA Geography; yr3	NotRunning	▼	Edit Copy
UFA3G0AGQA04yr3	UFA3G0AGQA04yr3	BA Geography; yr3	Confirmed	▼	Edit Copy
UFA4G0AGQA04yr1	UFA4G0AGQA04yr1	BA Geography with European Study; yr1	Confirmed	▼	Edit Copy
UFA4G0AGQA04yr2	UFA4G0AGQA04yr2	BA Geography with European Study; yr2	Confirmed	▼	Edit Copy
UFA4G0AGQA04yr3	UFA4G0AGQA04yr3	BA Geography with European Study; yr3	Confirmed	▼	Edit Copy
UFA4G0AGQA04yr4	UFA4G0AGQA04yr4	BA Geography with European Study; yr4	Confirmed	▼	Edit Copy
UFS3G0AGQA06yr1	UFS3G0AGQA06yr1	BSc Geography; yr1	Confirmed	▼	Edit Copy
UFS3G0AGQA06yr2	UFS3G0AGQA06yr2	BSc Geography; yr2	Confirmed	▼	Edit Copy
UFS3G0AGQA06yr3	UFS3G0AGQA06yr3	BSc Geography; yr3	Confirmed	▼	Edit Copy
UFS4GAEGAE01yr1	UFS4GAEGAE01yr1	BSC Geography with European Study; yr1	Confirmed	▼	Edit Copy
UFS4GAEGAE01yr2	UFS4GAEGAE01yr2	BSC Geography with European Study; yr2	Confirmed	▼	Edit Copy
UFS4GAEGAE01yr3	UFS4GAEGAE01yr3	BSC Geography with European Study; yr3	Confirmed	▼	Edit Copy
UFS4GAEGAE01yr4	UFS4GAEGAE01yr4	BSC Geography with European Study; yr4	Confirmed	▼	Edit Copy

Save Add Main Menu

Confirm programme status

Add a new programme of study

fig 1.2

Please note: For combined honours programmes, both departments can edit programme data.

Clicking the edit button opens the update POS screen (fig 1.3) this is where you can review and edit POS data. You are able to filter modules by module code or module name and you can add programme specific notes.

Web Data Collector 2013/14

Timetable Web Data Collection System
Current User: [TAW205] Thomas Woodhouse

View and update POS Details

Hostkey	UFA3GOAGOA04yr1
Name	UFA3GOAGOA04yr1
Description	BA Geography: yr1
Size	102
Programme Notes	: L705, GEO/- 3yr: Added by ProcessWDC_ProgStage: ver 10 Max*2009 : UFA3GOAGOA04 : BA2E0G2
Status	Confirmed

Free text notes field to add any programme specific comments

You can filter modules to view in the "All Modules" list by typing a name or code in the "Filter Modules" text box. I have filtered by BIO. All modules with BIO in their code or title are now shown in the left window

Core modules listed here

Update the Program Details as required

Filter Modules

BIO

All Modules

- BIO1321 - Essential Elements of Life
- BIO1322 - Structure and Reactivity of Organic Compounds
- BIO1323 - Physical Chemistry for the Life Sciences
- BIO1324 - Fundamental Skills for Biosciences
- BIO1326 - Introduction to Ecology
- BIO1327 - The Diversity of Animals, Plants and Protists
- BIO1330 - Microbiology and Cell Biology
- BIO1400 - The Story Of Life
- BIO1401 - Animals And Plants In The Wild
- BIO1402 - Ecology And Conservation Investigations
- BIO1403 - Ecology And Conservation Investigations
- BIO1405 - Introduction to Ecology and Conservation
- BIO1411 - Genetics
- BIO1413 - Laboratory Techniques In Zoology And Evolutionary Biology
- BIO2066 - Forensic Science
- BIO2068 - Forensic Science
- BIO2071 - Research Skills and Bioethics
- BIO2072 - Human Molecular Biology
- BIO2073 - High Throughput Biotechnology

Working Modules

- BIO1325 - Introduction to Biotechnology
- BIO1329 - Biochemistry

Mandatory Modules

- GEO1110 - Investigating Human Geography
- GEO1308 - Methods & Concepts in Geography
- GEO1309 - Study Skills for Human Geography
- GEO1310 - Geographies of Environment & Sustainability

Optional Modules

- GEO1105 - Geographies of Place, Identity and Culture
- GEO1106 - Geographies of Global Change
- GEO1207 - Earth Systems
- GEO1209 - Global Climate Systems

Use arrow buttons to add and remove modules into the "working modules" window

Optional modules listed here

Save Save and Close Cancel

fig 1.3

Module

The module tab allows you to modify delivery details for modules in your department. Selecting your department from the drop down menu lists all the modules linked to your department. From here you can confirm the status of each module and edit the delivery data (fig 1.4). Click Edit to open up the “View and update Module Details” window (fig 1.5). Here you can modify the week pattern and select any modules that can run simultaneously (Stackhead modules), any same time different week modules (Interleaving) and any modules that will be taught at the same time (Same Time Modules).



Timetable Web Data Collection System

Current User: [TAW205] Thomas Woodhouse

View Module List

Department

View and update module details

Hostkey	Name	Description	Status	
MLR1001	MLR1001	Russian Language	NotConfirmed	<input type="button" value="Edit"/>
MLR1003	MLR1003	Intro. to History & Culture	NotConfirmed	<input type="button" value="Edit"/>
MLR1016	MLR1016	Twentieth-century Russian Literature and Revolutio	NotRunning	<input type="button" value="Edit"/>
MLR1020	MLR1020	19th Century Novel in Translation	Confirmed	<input type="button" value="Edit"/>
MLR1021	MLR1021	20th Century Literature & Revolution	NotConfirmed	<input type="button" value="Edit"/>
MLR1030	MLR1030	Russian for Beginners	NotConfirmed	<input type="button" value="Edit"/>
MLR2001	MLR2001	Russian Language	NotConfirmed	<input type="button" value="Edit"/>
MLR2008	MLR2008	19th Century Lyric Poetry	NotConfirmed	<input type="button" value="Edit"/>
MLR2013	MLR2013	Russian Fiction	NotConfirmed	<input type="button" value="Edit"/>
MLR2054	MLR2054	Soviet History, 1917-1991	NotConfirmed	<input type="button" value="Edit"/>
MLR3011	MLR3011	Russian Literature, 1917-1953	NotConfirmed	<input type="button" value="Edit"/>
MLR3017	MLR3017	St Petersburg	NotConfirmed	<input type="button" value="Edit"/>
MLR3019	MLR3019	Pushkins Evgenii Onegin	NotConfirmed	<input type="button" value="Edit"/>
MLR3020	MLR3020	The Stalin Era	NotConfirmed	<input type="button" value="Edit"/>
MLR3101	MLR3101	Russian Language	NotConfirmed	<input type="button" value="Edit"/>

fig 1.4

Timetable Web Data Collection System

Current User: [MRST201] Matthew Taylor

View and update Module Details

Module Code	GEO1105
Module Title	Geographies of Place, Identity and Culture
Planned Size	225
Status	NotConfirmed
Module Notes	<pre>; GEO1105; Added by ProcessWDC_M Mar'2009 ; TT: 1 ; Avail: trm1 ; PrevStu: 224 ; Rem:</pre>
Size from last year	242
SameTime	Select SameTime... ▼
StackHead	Select Stackhead... ▼
Interleaving	Select Interleaving... ▼

Add module groupings to module. Hover in these boxes for description. See Appendix 1 for more detail.

fig 1.5

Interleaving Modules – In the view or update Module Details screen there is a box with modules listed under the title “Interleaving Modules”. This refers to modules that run at the same time as another module but in a different week, i.e. module A runs in term 1 weeks 10-15 and you wish module B to run at the same time but in term 1 weeks 16-20. Selecting another module in this box creates this link.

For more detailed notes on Module Grouping, please see the Appendix.

Staff

To edit staff details select the staff tab from the main menu. Staff will then be listed for your department as below (fig 1.6).

View Staff List

Department ▼

View and update staff details

Hostkey	Name	Description	Status	
396950	Bailey, Stephen	SB	NotConfirmed	Edit
382752	Barker, Alan	AB	NotConfirmed	Edit
416277	Bowtell, Joanna	Post3	NotConfirmed	Edit
391023	Davies Rosemary	RD	NotConfirmed	Edit
50616	Dixon, Sharon	SD -Staff member is pa	NotConfirmed	Edit
shs0015	Employability Lecturer	Employ	NotConfirmed	Edit
365362	Freeman, Paul	PF	NotConfirmed	Edit
412207	Hillsdon, Melvyn	HM -Monday research	NotConfirmed	Edit
382408	Jones, Andrew	AJ	NotConfirmed	Edit
shs0009	Krustrup, Peter	PKr	NotConfirmed	Edit
#SPPLUS89D95E	Leonard, Gwyneth		NotConfirmed	Edit
416074	Mohr, Magni	MMo	NotConfirmed	Edit
396672	Nunns Michael	MN - 0.5 contract. His	NotConfirmed	Edit
shs0010	Post 2	Post2	NotConfirmed	Edit
shs0013	Post 5	Post5	NotConfirmed	Edit
shs0014	Post 7	Post7	NotConfirmed	Edit
50844	Rees, Tim	TR	NotConfirmed	Edit
381610	Rowlands, Ann	AR	NotConfirmed	Edit
994818	Sohranz, Peter	PS - only available to tel	NotConfirmed	Edit
383156	Sheppard, Kate	KS	NotConfirmed	Edit
415228	Skiba, Philip	PSk	NotConfirmed	Edit
352669	Stiles, Victoria	VS	NotConfirmed	Edit
370597	Taylor, Adrian	AT	NotConfirmed	Edit
394970	Vanhatalo, Anni	AV	NotConfirmed	Edit
shs0007	Vine, Sam	SV	NotConfirmed	Edit
33072	Welsman, Joanne	JW	NotConfirmed	Edit
382384	Wilkerson, Daryl	DW	NotConfirmed	Edit
50739	Williams, Craig	CW	NotConfirmed	Edit
390664	Wilson, Mark	MW	NotConfirmed	Edit
50716	Winsley, Richard	RW	NotConfirmed	Edit

[Add](#)

[Main Menu](#)

fig 1.6

Clicking the edit button at the end of each row opens up the staff member's individual details in a separate window. It is here where you can confirm their details and availability.

Web Data Collector 2013/14

The screen opens on the staff details page below (fig 1.7). You can use the user text fields to record any scheduling preferences or notes related to this member of staff.

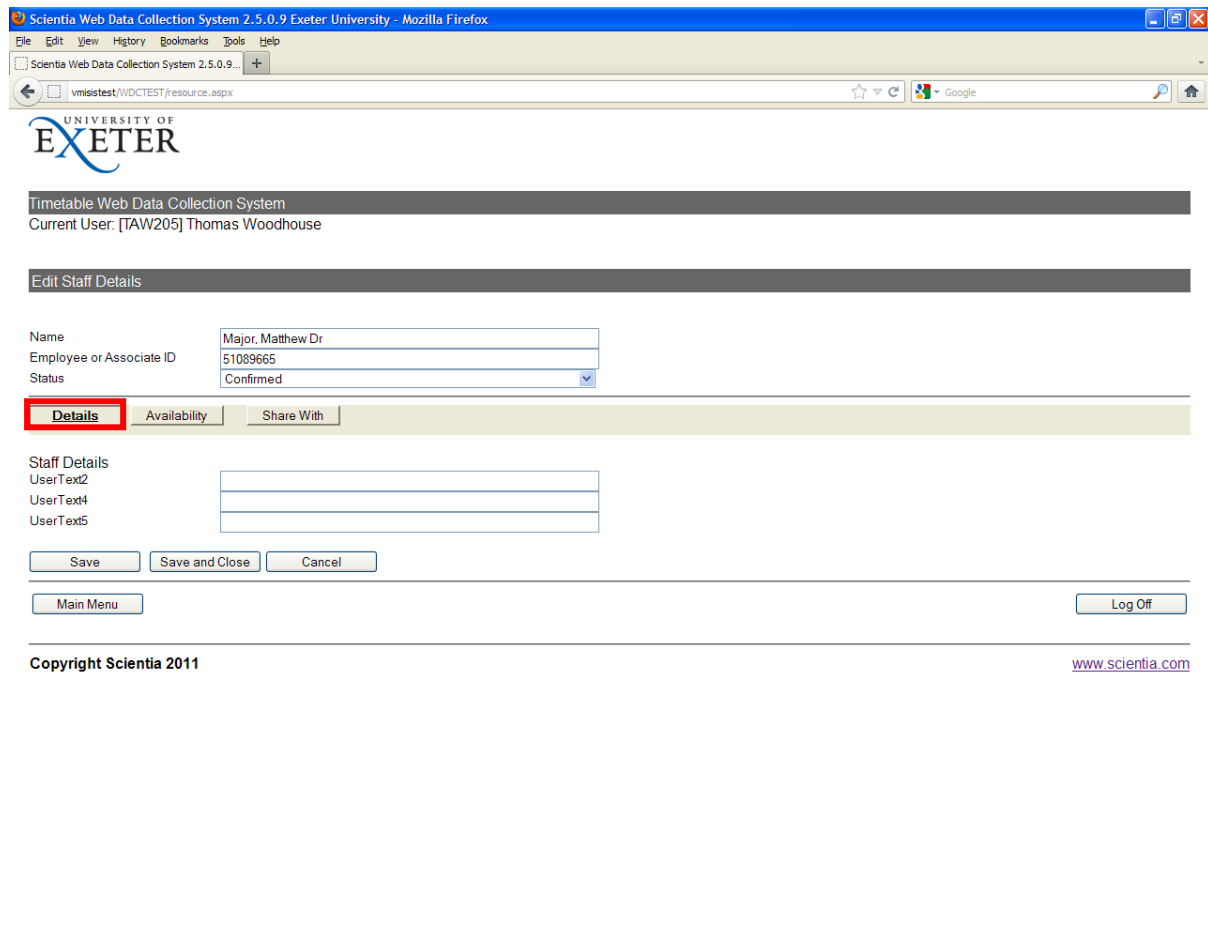


fig 1.7

The availability tab is where you can display any restrictions for when staff can teach.

If agreed by the senior management team, unavailability can be specified via the following method:

Select week pattern from the drop down menu – Choose “Wks 1-52” if the staff availability is consistent throughout the year. If their availability is different in Term 1 or Term 2 you will have to specify availability for each term separately. Once the week pattern has been selected you can select the weeks in this term, the availability pattern will be valid using the tick boxes (fig 1.8).

Unavailability on individual days can be specified by "painting " tiles in the week grid. Black tiles represent hours when staff are unavailable. Please use the comments box to record the unavailability category that has been agreed in the following format: A) Contracted, B) Family Friendly, C) Sabbatical, D) Professional Commitments.

Edit Staff Details

Name
Employee or Associate ID
Status

Enter the Availability Pattern

Select Week Pattern
Week Patten Range
SA
T1
T2
T3
SP

	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
Monday	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Tuesday																					
Wednesday																					
Thursday																					
Friday																					
Saturday																					
Sunday																					

Select the availability colour to 'paint'
 Current Selection

Select the darker "unavailable" shading and paint the timeslots staff are unavailable

Comment (UserText3)

Date of unavailability approval and category

fig 1.8

Activities

From the home menu screen shown below (Fig 1.9) select “Activities”

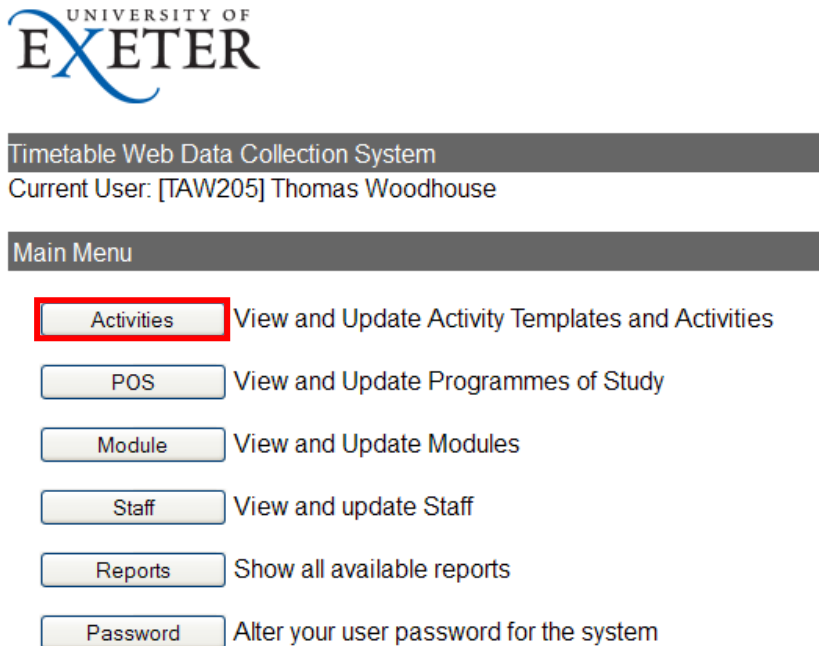


fig 1.9

The Activities screen below (fig 1.10) allows you to navigate to a module and view and modify Activity Template data. You always need to select a department, you can then view modules listed by department or by programme of study.

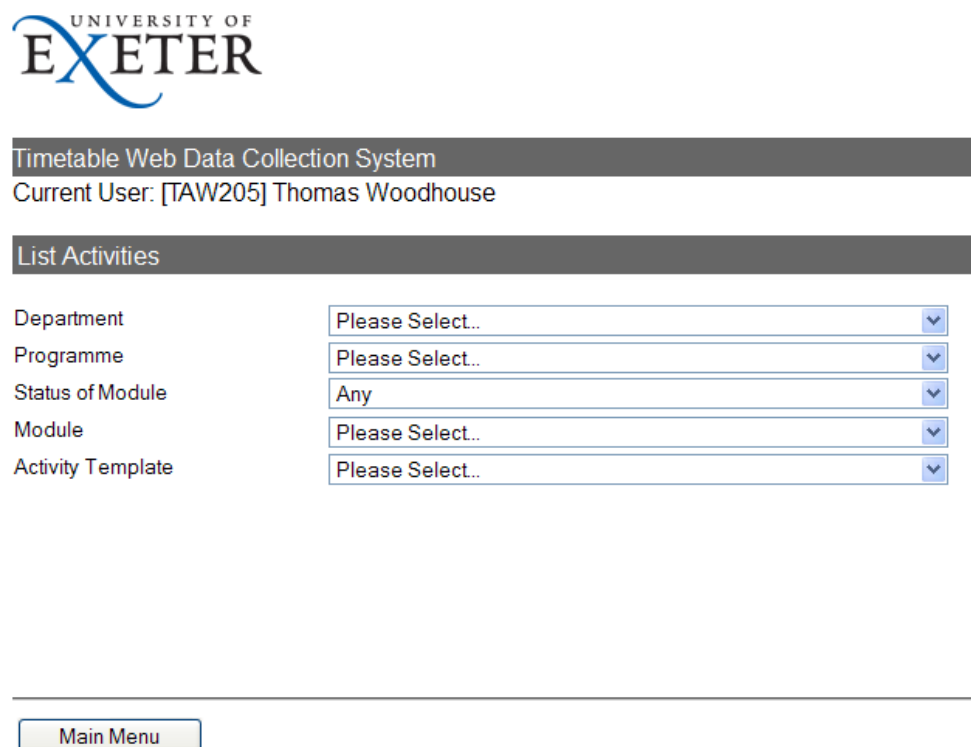


fig 1.10

Web Data Collector 2013/14

If you want to view all modules on a particular programme, firstly select your department.

Select from the drop down menu the programme of study you wish to view. The status of module drop down allows you to filter modules by their status. Most modules will be “confirmed” but you can select “Any” and it will show all modules linked to the programme of study.

The module drop down will now only show modules that are linked to the selected programme of study. Select the module you wish to view and open the activity template drop down. This now shows all the Activity Templates linked to this module (fig 1.11).



Timetable Web Data Collection System
Current User: [TAW205] Thomas Woodhouse

List Activities

Department	Sport and Health Sciences	
Programme	UFS3SHSSHS01yr1 - BSc Exercise and Sport Sciences; yr1	
Status of Module	Any	
Module	ESS1004 - Human Anatomy and Physiology	
Activity Template	Please Select..	

There are no activities currently displayed.

Add

Main Menu

- Please Select..
- ESS1004_L1
- ESS1004_L2
- ESS1004_L3
- ESS1004_P1a
- ESS1004_P1b
- ESS1004_P2
- ESS1004_P3
- ESS1004_P3/07 -wk18
- ESS1004_P4

Copyright Scientia 2011

Fig 1.11

Clicking on a selected Activity template as above chooses the template and adds the function buttons highlighted below (fig 1.12). Hovering on the function buttons provides a hint of their purpose.

You can edit the template, copy the template, add or delete the template and also generate activities from the template.

You will need to generate activities where the cohort is split into groups for tutorial or practical sessions.

List Activities

Department	Sport and Health Sciences	▼	📄
Programme	UFS3SHSSHS01yr1 - BSc Exercise and Sport Sciences; yr1	▼	↔ 📄
Status of Module	Any	▼	
Module	ESS1004 - Human Anatomy and Physiology	▼	↔ 📄
Activity Template	ESS1004_L2	▼	↔ + + = 🌐

fig 1.12

Clicking on the arrow button opens a new screen that allows you to edit the delivery data and resources associated with this template (fig 1.13). This is the screen where the majority of editing of Activity Templates in the new WDC will take place.

You will see below that the Activity Template edit screen we have opened for ESS1004_L2. It shows the delivery and resource data for this template and allows you to view these details and edit or add new requirements. Highlighted are the suitability tabs that allow you to edit different template criteria. Please remember to confirm the status of each template you edit.



Timetable Web Data Collection System
Current User: [TAW205] Thomas Woodhouse

Edit Template Details

Name	ESS1004_L2
Description	Human Anatomy and Physiology
Template Type	Lecture ▼
Template Number	2
Status	NotConfirmed ▼

Details	Day and Time	Weeks	Staff	Location
----------------	--------------	-------	-------	----------

Template Details

Size	180
Duration (HH:MM)	02:00 ▼

fig 1.13

Web Data Collector 2013/14

Editing data in these tabs is straightforward and uses drop down menus and selection buttons. There are also text fields for comments in the Day and Time and Location tabs (fig 1.14). This allows you to add any specific important information about this session. Make sure you save any changes before moving to the next tab.

Timetable Web Data Collection System
Current User: [TAW205] Thomas Woodhouse

Edit Template Details

Name: GEO1105_L1
Description: Geographies of Place, Identity and Culture
Template Type: Lecture
Template Number: 1
Status: Confirmed

Details | **Location** | Staff | Weeks | Day and Time

Location

Building for Activity: Please Select Zone

Number of Rooms: 1

Location Suitabilities

All Location suitabilities: Classroom, Fixed seating, Fixed tables

Selected location suitabilities: Lecture theatre

All Equipment Types: Audience Response (Clickers), Blackboard, Blackout available, Blu-ray player, Computer (fixed)

Selected Equipment Types: Data projector (fixed), Echo 360

Comments box for any specific location requirements

Fix Location: All locations available, Selected locations

Comment: Has to be in Amory due to staff mobility

Save Save and Close Cancel

fig 1.14

Appendix 1: Module Grouping

View and update Module Details

Module Code	GEO yr 1 stackhead
Module Title	GEO yr 1 stackhead
Planned Size	250
Status	NotConfirmed <input type="button" value="v"/>
Module Notes	GEO1105, 1106 can run simultaneously
Size from last year	
SameTime	Select SameTime... <input type="button" value="v"/>
StackHead	Select Stackhead... <input type="button" value="v"/>
Interleaving	Select Interleaving... <input type="button" value="v"/>

Modules that are to be grouped as “stackhead”, “same time” or “interleaving” require the creation of a new module to store this grouped data. Here we have created a GEO yr 1 stackhead where GEO1105 and GEO1106 can run simultaneously. This stackhead grouping will now appear on the GEO module list.

View and update Module Details

Module Code	GEO1105
Module Title	Geographies of Place, Identity and Culture
Planned Size	225
Status	NotConfirmed <input type="button" value="v"/>
Module Notes	Can run at same time as GEO1106
Size from last year	242
SameTime	Select SameTime... <input type="button" value="v"/>
StackHead	GEO yr 1 stackhead <input type="button" value="v"/>
Interleaving	Select Stackhead... <input type="button" value="v"/>
Select Week Pattern	GEO yr 1 stackhead
WeekPatternDescription	New stack head same time group Please Select... T1:01-T1:09

From the GEO Module list we can select and then link GEO1105 and GEO1106 to the newly created stackhead module.

Select GEO1105 and select the “GEO yr 1 stackhead” from the drop down.

Web Data Collector 2013/14

View and update Module Details

Hostkey	WDCBAD5806AFE814745B93E1AB3ACEF93FC
Module Code	GEO1209/1210 same time
Module Title	
Planned Size	0
Status	NotConfirmed
Module Notes	
StackHead	No
Select Week Pattern	SameTime
WeekPatternDescription	T1:01-T1:11

The same process needs to be followed to group modules in the other categories: "same time" and "interleaving". A new same time module has been created to group GEO1209 and GEO1210. When you create a new module you need to select which type of module grouping you need to create, in this example, same time.

View and update Module Details

Module Code	GEO1209
Module Title	Global Climate Systems
Planned Size	220
Status	Confirmed
Module Notes	Same time as GEO1210
Size from last year	209
SameTime	Select SameTime...
StackHead	Select SameTime...
Interleaving	NewModule
Select Week Pattern	Please Select...
WeekPatternDescription	T1:01-T1:11

We can then link GEO1209 to GEO1210 by selecting the new module we created in the drop down menu.