



University  
of Glasgow

# CMIS Support Guide 2024/25

Course Structures and Event Management for School  
Timetablers

Space Management and Timetabling  
Estates Directorate  
[timetabling@glasgow.ac.uk](mailto:timetabling@glasgow.ac.uk)

Version 5  
February 2024

# Contents

<b>1. Introduction .....</b>	<b>3</b>
1.1. <i>What is a Timetable?</i> .....	3
1.2. <i>Who Does What?</i> .....	4
1.3. <i>How is Work Carried Out?</i> .....	4
<b>2. CMIS Timetabling Software.....</b>	<b>5</b>
2.1. <i>Select a Data Set</i> .....	6
<b>3. Understand the Timetable Views and Filters .....</b>	<b>7</b>
3.1. <i>Display the Filter Button on the Timetable</i> .....	8
3.2. <i>Filtering the Timetable Window</i> .....	8
3.3. <i>Displaying a Timetable</i> .....	9
<b>4. Annual Timetabling Process Overview .....</b>	<b>10</b>
4.1. <i>Data Preparation</i> .....	10
4.2. <i>Timetable Editing &amp; Preparation</i> .....	11
4.3. <i>Central Rooming</i> .....	11
4.4. <i>Pre-Enrolment</i> .....	11
4.5. <i>Pre-Teaching</i> .....	11
<b>5. Course Structures in CMIS.....</b>	<b>12</b>
5.1. <i>Courses</i> .....	12
5.1.1 <i>Viewing Courses</i> .....	12
5.1.2 <i>Course Components</i> .....	13
5.2. <i>Subgroups (Class)</i> .....	13
5.2.1 <i>Viewing Subgroups in CMIS</i> .....	13
5.2.2 <i>Adding and Deleting Course Subgroups</i> .....	14
5.3. <i>Subgroup Sets - Taught at the same time</i> .....	16
5.4. <i>More than 4 types of Teaching on One Course</i> .....	17
<b>6. Event Management .....</b>	<b>18</b>
6.1. <i>Creating Events</i> .....	20
6.1.1 <i>Adding a Teaching Event</i> .....	20
6.1.2 <i>Input Event Details</i> .....	21
6.1.3 <i>Add the Room</i> .....	22
6.1.4 <i>Add any Required Equipment or Room Features</i> .....	22
6.1.5 <i>Add the Contact</i> .....	22
6.2. <i>Modifying Events</i> .....	24
6.2.1 <i>Change Equipment or Features</i> .....	24
6.2.2 <i>Change Event to Tentative (Local Space Only)</i> .....	25
6.2.3 <i>Delete Event</i> .....	26
6.2.4 <i>Edit Event</i> .....	27
6.2.5 <i>Individual Week Changes – split weeks</i> .....	27
6.3. <i>Lecturers on Events – Personalised Timetables</i> .....	29
<b>Appendix A: Comparison of CMIS and MyCampus Event Data.....</b>	<b>31</b>

## 1. Introduction

This guide is for staff in Schools and University Services who are involved in booking rooms and producing/maintaining the class timetable.

Covered in the guide:

- Introduction to CMIS and the timetabling process
- Course data structures
- Creation of teaching events and allocation of rooms to those events

School Timetabling Teams are referred to as **STT**. Space Management and Timetabling Team (Estates Directorate) is referred to as **SMTT**

The aim of this guide is to provide information about the timetabling process and the software tools that the University uses to produce it. It explains the annual cycle to prepare the timetable and also how the different university systems interact with the software.

### 1.1. What is a Timetable?

Timetables are a method by which various resources are brought together at a given time and place. The resources used in creating an education timetable include:

<b>Staff</b>	Lecturers, tutors
<b>Rooms</b>	Their location, and features/equipment in them
<b>Courses</b>	Which students select
<b>Classes</b>	Which students enrol on
<b>Plans</b>	Which student are registered on and may have mandatory courses
<b>Equipment &amp; Features</b>	Required for teaching the class
<b>Students</b>	Enrolled on classes

A timetable ensures that the correct resources come together in a suitable location at the same time and that those resources are not booked in two places at the same time – i.e., they do not clash.

Timetables are created using a wide range of rules that determine how different resources may be used. At the simplest this includes days, times, weeks, and the size of the group to be taught.

The role of the timetabler is to manage the use of the resources and collect the details that will determine how they will be scheduled. The collation of this data is carried out largely by School Timetabling Teams working with the Space Management and Timetabling Team to jointly prepare the University's timetable before room allocation, which is carried out for local rooms by the room owner and for central room requests by Space Management and Timetabling in Estates. More details are in section 4.

## 1.2. Who Does What?

The roles and responsibilities in the timetabling process are detailed in the University's policy. Broadly these are shared between:

<b>Space Management and Timetabling Team</b>	Supports timetabling process University-wide. Allocates central (CTT) space and manages Change Requests.
<b>School Timetabling Teams</b>	Prepare and maintain timetable requests coordinated by the School's Lead Timetabler.
<b>Teaching Staff</b>	Provide information and work with School teams.

It is the responsibility of Schools to decide who carries out timetabling tasks under the guidance and direction of the nominated Lead School Timetabler. Timetabling brings together a number of different factors and it is important that roles and responsibilities are clearly defined (e.g., who is responsible for each course), and staff have training across the processes and understand the lifecycle.

## 1.3. How is Work Carried Out?

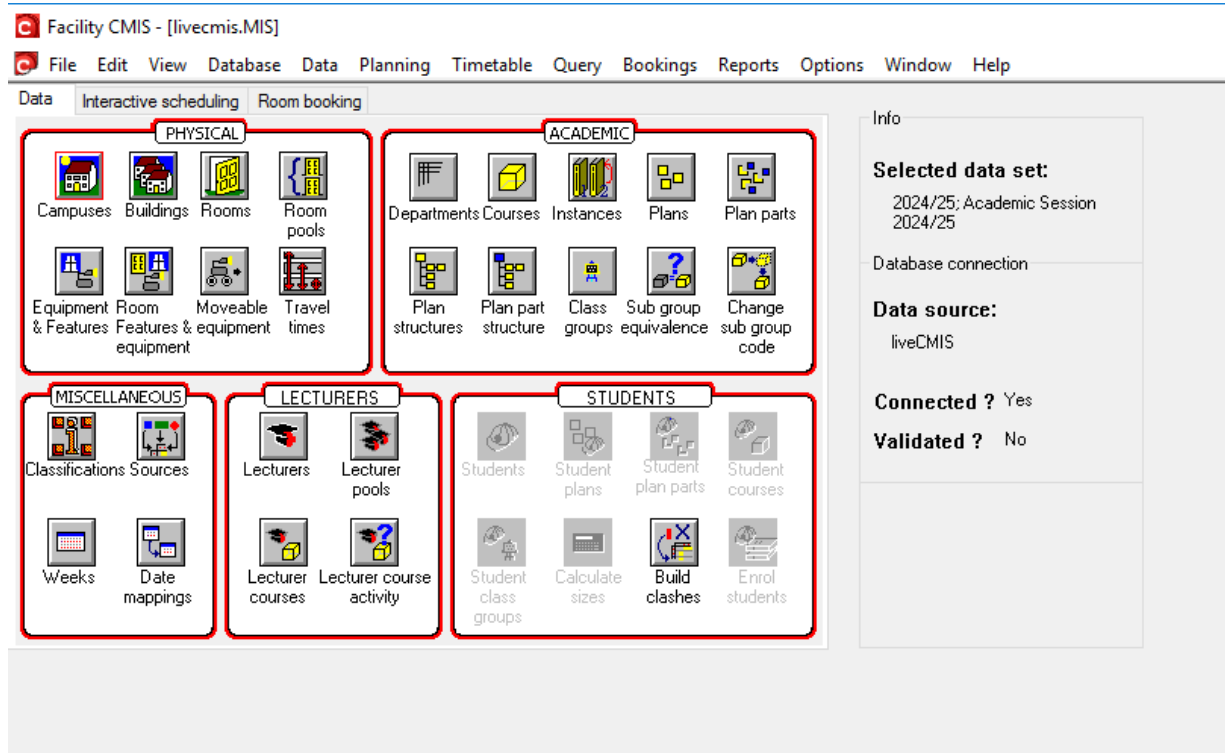
Timetabling processes are supported using:

Service/Software	For	Used By
<b>CMIS</b>	Creating and maintaining the class timetable and non-teaching bookings	STT SMTT
<b>Timetables &amp; Room Booking</b> <i>Available from MyGlasgow</i>	Web timetable available to all University staff to search and view rooms/courses/calendar	All Staff
	<b>Data Quality – class timetable</b> Used daily to monitor and flag any problems. Fix in CMIS for problems affecting your events.	STT SMTT
	<b>Change Request – class timetable</b>	STT SMTT
	<b>Online Course Requirements Form</b> Assist school annual preparation process. For example, capturing online course requirements from teaching staff.	Teaching staff - if allocated by their School team in Spring.
<b>Mobile</b> <a href="#">UofG Life App</a>	Personal timetables for students and staff, late changes alerts, iCal downloads.	Students, Staff

## 2. CMIS Timetabling Software

CMIS is connected to a database which holds the University's timetable information.

The main menu on opening is called the Visual Control Path (VCP). Use the icons or Menu bar across the top of the screen to access different areas and functionality within CMIS.



### Info Panel

<b>Selected data set</b>	Which academic year you are working in (please make sure you are working in the correct data set).
<b>Data Source</b>	Is the database you are connected to (the example above is Live, someone may be using a Training database).
<b>Connected</b>	Whether the connection is active or not.
<b>Validated</b>	Not required for most users.

### Data Tab

The icons under Physical, Academic, Miscellaneous, Lecturers and Students allow the user to quickly access the various resources on CMIS, such as Rooms, Courses and Features & Equipment.

## 2.1. Select a Data Set

Data is organised into separate data sets, which can represent an academic year or an exams period.

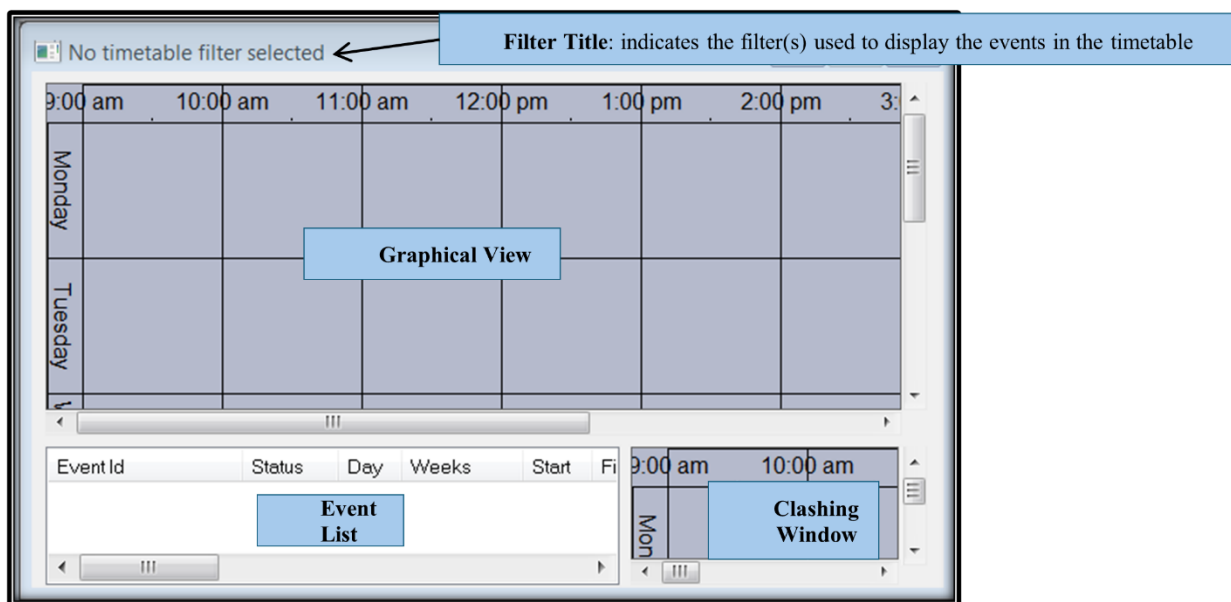
To select the correct data set, in the Menu bar select **Data | Selected data set.**

Select 2024/25 Academic Session 2024/25

Be careful at certain times of year as you may be switching regularly between different data sets. For example, when making non-teaching bookings now and preparing next year's class timetable. A quick check on the CMIS Visual Control Path (VCP) will show you which dataset you are working in.

### 3. Understand the Timetable Views and Filters

To open a new timetable view, in the Menu bar select **Timetable | New Timetable**.



A new timetable (with no filter selected) shows no timetable data until a filter is applied. This shows the different areas of a timetable window which has four elements:

- |                        |  |
|------------------------|--|
| <b>Filter Title</b>    | Summary of the filter applied to this window             |
| <b>Graphical View</b>  | Timetable data – days on one axis, times along the other |
| <b>Event List</b>      | Timetable data in list format                            |
| <b>Clashing Window</b> | Any potential clashes                                    |

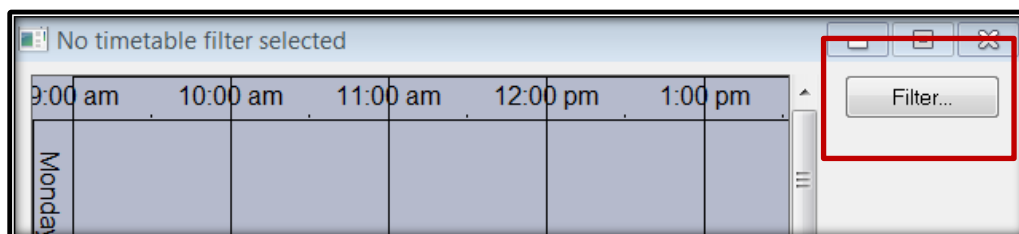
The timetable window is configurable by the user to display timetable information in many different ways.

When you create a timetable by selecting **Timetable | New Timetable** in the Menu bar, it will be added to your list of timetables at the bottom of the Timetable drop down menu. These can be renamed and deleted by selecting **Timetable | Edit Timetable Views**. To avoid creating lots of new timetables you can just use the Locate Resources timetable or your preferred timetable each time and apply whatever filter you require.

### 3.1. Display the Filter Button on the Timetable

To prevent having to right-click to get the timetable filter window, you can display a Filter button on the side of the timetable window.

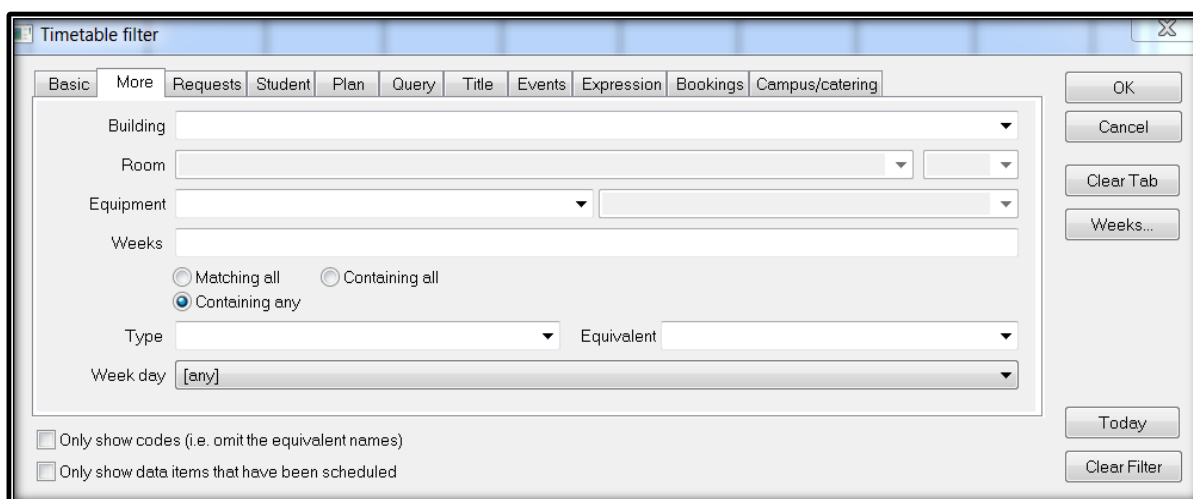
To show the filter button, right click in the graphical view and select **Configuration | Buttons**.



### 3.2. Filtering the Timetable Window

To view timetable data a filter must be applied to the window.

To apply a filter, click on the Filter Button or in the graphical view **Right Click | Filter**.



This window contains a number of filter tabs, the most commonly used of which are:

- |                 |  |
|-----------------|--|
| <b>Basic</b>    | Filter Department, Course and Lecturer   |
| <b>More</b>     | Filter Building, Room, Weeks and Event Type (ONLIVE, ONANY, etc.)                            |
| <b>Requests</b> | Filter Event Status, Requests Room Type (LOC, CTT), Rooms status (With Rooms, Without Rooms) |
| <b>Bookings</b> | Filter Contacts and Details  |

The filters in CMIS timetables combine data; so, if you filter to Course A, and to Lecturer B, then only events containing **BOTH** Course A and Lecturer B will display. If you want to display first Course A then Lecturer B you need to clear the filter first, using the button on the bottom right side of the filter window. The Clear Tab button will only clear the filter on that tab, any filter on another tab will remain active.

If you Clear Filter and then click the OK button you will filter to 'All timetable data' which will display the entire University timetable in a single window. This will take a long time to load.



### 3.3. Displaying a Timetable

In a timetable view open the Filter window by clicking the filter button or right clicking in the graphical view.

**Basic tab** Select your Department from the drop-down menu. Select a Course from the course drop-down menu

**More tab** Enter 6-16 in the Weeks box (this will show Semester 1 bookings only). Please use the [SMTT Timetabling Weeks Calendar](#) to see what dates match the week numbers.

The screenshot shows the 'Timetable filter' dialog box with the 'Basic' tab selected. The 'Department' dropdown is set to 'SCHOOL OF LIFE SCIENCES; : 20100000' and the 'Course' dropdown is set to 'Anatomy 3A, 127358, BIOL4231'. A red box highlights these two dropdowns. Other fields include 'Source', 'Plan', 'Class group', and 'Lecturer'. There are checkboxes for 'Also include full course' and 'Also include full class group'. At the bottom, there are checkboxes for 'Only show codes (i.e. omit the equivalent names)' and 'Only show data items that have been scheduled'. On the right side, there are buttons for 'OK', 'Cancel', 'Clear Tab', 'Weeks...', 'Today', and 'Clear Filter'.

The screenshot shows the 'Timetable filter' dialog box with the 'More' tab selected. The 'Weeks' text box contains '6-16' and is highlighted with a red box. Other fields include 'Building', 'Room', 'Equipment', 'Type', 'Equivalent', and 'Week day' (set to '[any]'). There are radio buttons for 'Matching all', 'Containing all', and 'Containing any'. At the bottom, there are checkboxes for 'Only show codes (i.e. omit the equivalent names)' and 'Only show data items that have been scheduled'. On the right side, there are buttons for 'OK', 'Cancel', 'Clear Tab', 'Weeks...', 'Today', and 'Clear Filter'.

## 4. Annual Timetabling Process Overview

A Roles and Responsibilities Matrix is issued in January of each year. This will show the stages in the annual preparation of class timetabling, please see below:

<b>Planning</b>	Import of data from core systems. Rollover of CMIS events data from the previous session.
<b>Timetable Editing &amp; Preparation</b>	Class requirements gathered from academics. Rolled-over events amended, and new events added by STT. Local room allocations made by STT in CMIS.
<b>Central Rooming</b>	Central room allocations made by SMTT in CMIS (closed in May to all other users apart from SMTT).
<b>Pre-Enrolment</b>	Interface updates classes and meetings in MyCampus. Class enrolment controls edited in MyCampus.
<b>Pre-Teaching</b>	Changes after publication must be made by way of Change Request procedure for central space and local to local space. Once Registration and Enrolment opens, please minimise changes.
<b>Teaching</b>	Teaching starts.

### 4.1. Data Preparation

Core data is updated in CMIS from the other corporate systems. These interfaces run regularly throughout the year.

<b>Student System (MyCampus)</b>	Plans/courses owners, mandatory/optional courses per plan, actual students on courses.
<b>Estates System (Quemis)</b>	Room and building data.
<b>HR System (Core)</b>	Staff data.

In January SMTT rolled forward the teaching events in CMIS and cleared the previous year's room allocations. All CTT events are set as "cancelled" ready for Schools to edit.

Local allocations roll forward and are set as "cancelled", ready for Schools to edit. The previous year room allocation moves into requested room so the STT can see where it was placed previously.

## **4.2. Timetable Editing & Preparation**

An online form is available to STTs to pass to academic staff to gather teaching pattern and room requirements (if they wish to use this) to be completed usually by mid-April. This is available on Timetables and Room Booking.

Changes, deletions, and additions are edited on CMIS by School Timetablers from March to April. Data checking and validation will take place during this period, during which SMTT will report issues and progress to Schools on a regular basis to assist with work in progress. Further data quality reports are available to STTs in Timetables and Room Booking which they should monitor and action to clear any issues (please see [STT Timetables and Room Bookings User Guide](#)).

## **4.3. Central Rooming**

Local room allocation will be done as far as possible by School Timetablers during the timetable editing and preparation stage where they are allocated manually.

During May central room allocations take place (school access is suspended so that changes are not made during the allocation period). Central rooms are roomed based on data entered by the deadline and in accordance with timetabling policy.

Mid-June, access is reinstated for local event editing to continue.

## **4.4. Pre-Enrolment**

An interface updates data from CMIS (subgroups and events), into MyCampus (classes and meetings). A decision is made annually about when this commences for the teaching timetable, and it will be published on the Roles and Responsibilities Matrix. Certain enrolment controls are managed in MyCampus.

## **4.5. Pre-Teaching**

Changes to centrally roomed space after allocation are managed via an online Change Request process. This will become available in Timetables and Room Booking for all School Timetabling Teams from mid-June.

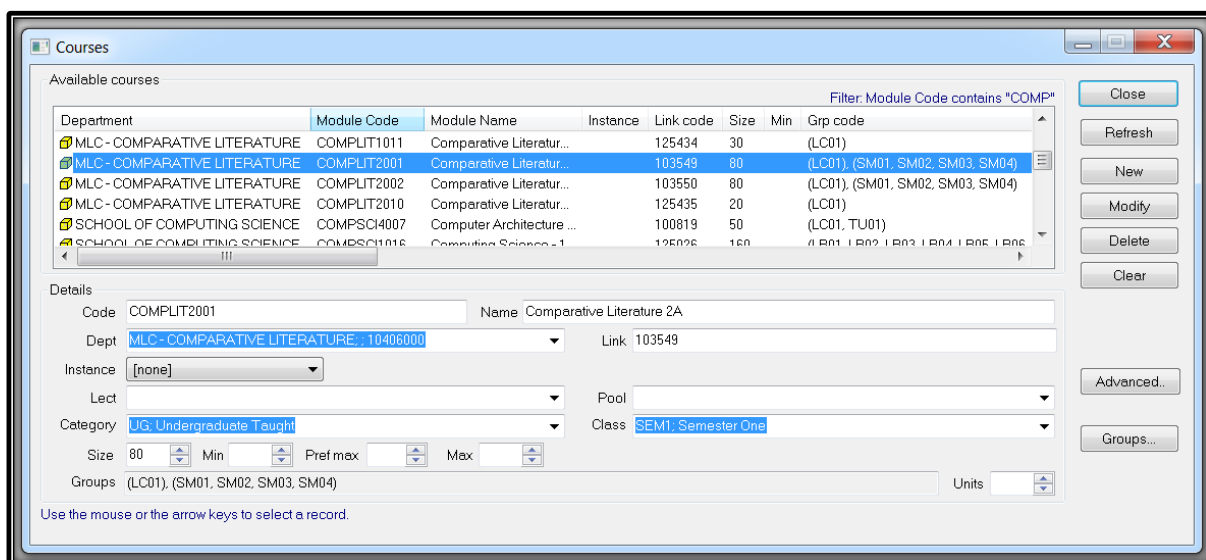
## 5. Course Structures in CMIS

Course data is the starting point for class scheduling. University courses are imported from MyCampus, along with the plans they are associated with.

### 5.1. Courses

#### 5.1.1 Viewing Courses

Select **Data | Academic | Courses** from the menu at the top or select the **Courses** icon from the **Data tab** on the CMIS home screen.



Courses are imported into CMIS from MyCampus every night:

MyCampus Field	CMIS Field	Description
Catalogue number	Code	Code of the course, e.g., ACCFIN1001
Course name	Name	Course title
Academic Organisation	Department	The owner of the course  Note: The owning organisation imported from MyCampus may be a School but is usually required by MyCampus to be a subject level at level 3 (or 4). Your courses will appear under the same values in this drop-down  <i>If you prefer all your courses to be displayed in CMIS by School without affecting the MyCampus owner, the Lead Timetabler should contact IT Services to request this.</i>
Enrolment total	Size	After the roll forward the course size field is populated with the total number of students enrolled on the course in the previous session. Schools must edit this number to their planned size for the next session.
Course ID	Link Code	Unique identifier of the course from MyCampus

If the course data is incorrect on CMIS this is because the data is not correct on MyCampus. You need to check the data in PIP which will pass automatically to MyCampus and then to CMIS.

### 5.1.2 Course Components

Courses are usually delivered by means of a range of different teaching methods, such as lectures, tutorials, fieldwork, etc. Often a student will be required to attend the lecture(s) but only, for example, one of the tutorials and fieldworks. The course component is updated from the type of class created in CMIS imported to MyCampus.

MyCampus has a maximum of 4 different teaching components on any 1 course; students can only be in one class of each component.

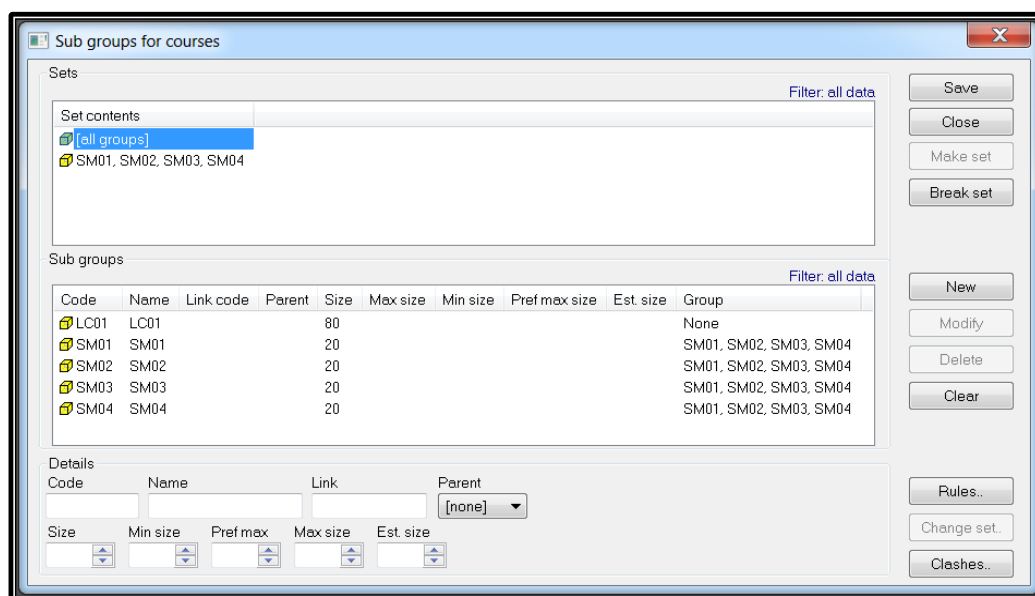
If you use 4 components it is very important to set up auto-enrol correctly on MyCampus.

## 5.2. Subgroups (Class)

The term “Subgroup” in CMIS refers to what is a “class” or sometimes a “class section” in MyCampus. These are attached to events to create a timetable.

### 5.2.1 Viewing Subgroups in CMIS

Select a course and click the **Groups** button.



The School’s Timetabler creates the subgroups for new courses and edits any existing for changes to their size.

**The subgroup sizes roll forward as the number of actual enrolments on that subgroup from the previous session. The Timetabler must amend this number to be the planned size for the subgroup.**

## 5.2.2 Adding and Deleting Course Subgroups

**Add a Subgroup** Fill in the fields under **Details** at the bottom of the screen and then click the **New** button.

*You must only create a subgroup code and name with the correct format, with the approved prefix below and numbers 01-99 at the end. If you create a subgroup in any other format by mistake, it will need to be corrected. A common mistake is using the letter O instead of zero.*

**Delete a Subgroup** Select it and click **Delete** button.

*You should only delete subgroups during the Edit and Prep period. During a session you should set them to size 0 and mark all events as cancelled. **Deleting a subgroup will delete all events for that subgroup.***

**Amend Size** Select it, change the **Size** field, and then click the **Modify** button to save.

**Save Changes** You must click the Save button at the top of the Subgroup screen to save any changes you have made.

*If you forget and click close, CMIS will tell you there are unsaved changes and allow you to go back and click the save button. You no longer have to click Modify on the Courses window to save your subgroup changes.*

Fields are:

CMIS Field	Description
<b>Code</b>	Code of the class, e.g., LC01
<b>Name</b>	Subgroup name is the same as the Subgroup code e.g., LC01
<b>Size</b>	Size of the Subgroup

Example of subgroups for this class:

<b>Total number of students on course</b>	130
<b>Max Size of tutorial</b>	25
<b>Max Size of fieldwork</b>	50
<b>Subgroups (you may require)</b>	6 Tutorial groups (5 x 25 and 1 x 5 or 4 x 22 and 2 x 21) 3 Fieldwork groups (2 x 50 and 1 x 30)

The codes for Subgroups must be standard and are transferred into MyCampus:

Component Type Code (MyCampus)	Component Type Name (MyCampus)	Prefix for Subgroup Code (CMIS)	Example
CFT	Collaborative Flexible Teaching	CT	CT03
CLN	Clinical	CL	CL01
DST	Distance/E-Learning	DS	DS02
FLD	Field Work	FW	FW02
LAB	Laboratory	LB	LB01
LAN	Language Class	LN	LN01
LEC	Lecture	LC	LC11
ORL	Language - Oral Class	LO	LO10
PBL	Problem Based Learning	PB	PB04
PLC	Placement	PL	PL02
PRC	Practical	PR	PR01
PRJ	Project Work	PJ	PJ01
SEM	Seminar	SM	SM04
SSY	Self-Study	SS	SS01
TAL	TEAL (Tech Enabled Active Learning)	TL	TL05
TUT	Tutorial	TU	TU11
VSR	Vocational Skills	VS	VS09
WKS	Workshop	WK	WK01
WRT	Language - Written Class	LW	LW01

Use the Data Quality report in Timetables and Room Booking to check that Subgroup data format has been created correctly. You should regularly check this report to find errors and fix your data.

### Course Subgroup Sizes

It is very important to assign the correct size to the Subgroup and to attach a Subgroup to all teaching events. Events should always be associated with a Subgroup, never with overall course codes. To assist with this task the subgroup sizes will roll forward as the actual enrolment numbers from the previous session.

*Subgroup size is used to provide the best fit space for that course's events. Size 0 sub-groups will not be allocated a room (even if attached to an event). Subgroup sizes populate the Class Enrolment Capacity in MyCampus.*

Each component type will be associated with a particular type of teaching space, the table below lists these.

Component Type Name	Type of Teaching Space
Clinical	Clinical Space (Local)
Collaborative Flexible Teaching	Large Flexible Space
Distance/E-Learning	No Room Required
Field Work	No Room Required
Laboratory	Lab Space – Wet or Dry (Local)
Language Class	Tutorial Room
Language - Oral Class	Tutorial Room
Language - Written Class	Seminar Room
Lecture	Raked Floor Lecture Theatre (Fixed Seating)
Placement	No Room Required
Practical	Flexible Space
Problem Based Learning	Tutorial Room
Project Work	Seminar Room
Self-Study	Student Led – Any agrees study space booked via the UofG Life App
Seminar	Seminar Room
TEAL	(TEAL) Tech Enabled Active Learning Space
Tutorial	Tutorial Room
Vocational Skills	Tutorial Room
Workshop	Seminar Room

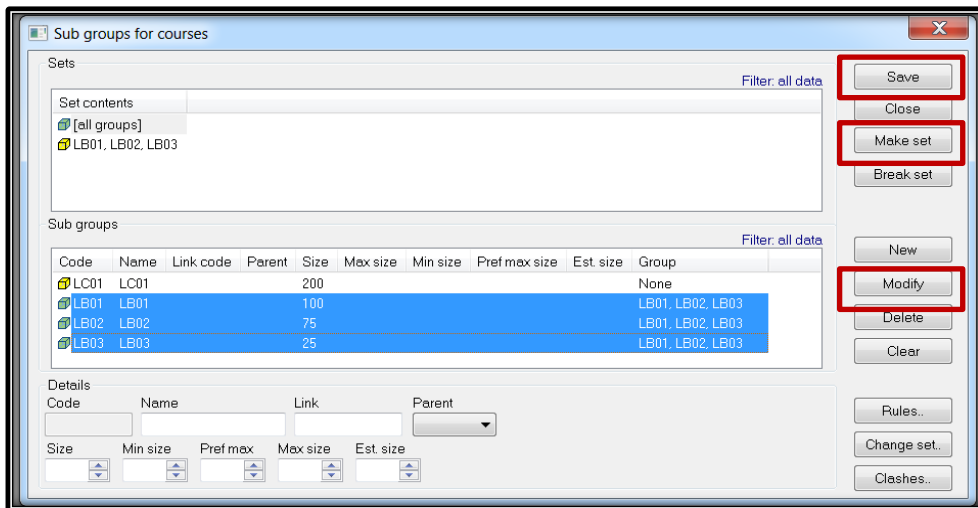
### 5.3. Subgroup Sets - Taught at the same time

If a set of Subgroups can be taught at the same time (because they have different students in them, e.g., Tutorials) you must make them into a set to specify that clashes are allowed.

Highlight the Subgroups and click the **Make Set** button. Click **Modify** to save the change.

This step is essential otherwise these classes will report as clashing - when different students attend it is not an actual clash.





#### 5.4. More than 4 types of Teaching on One Course

Only 4 different components (e.g., lecture, seminar, practical, tutorial) can be created on one course – and imported to MyCampus. This is sufficient for most types of teaching. Please remember that the actual teaching activity does not need to directly map onto the component name, it just needs to be near enough, as detailed information can be entered into event details. The fifth component is always the enrolment section on MyCampus (e.g., AD01).

For each component (e.g., seminar or practical), a student can only be enrolled in 1 subgroup/class of that kind to ensure that they are timetabled correctly.

For some courses, usually the professional “full year” courses, if there are more than 4 different types of teaching then the School may need to create teaching-only non-credit bearing course(s) on programme approval and then use a teaching only course to enrol students onto.

Depending on the way that you teach you may require several ‘teaching’ courses.

Please draft out your course structures in the first instance to prepare a proposal and contact the MyCampus Student Records Lead and the Space Management and Timetabling staff for advice **before** proceeding to create any teaching-only courses.

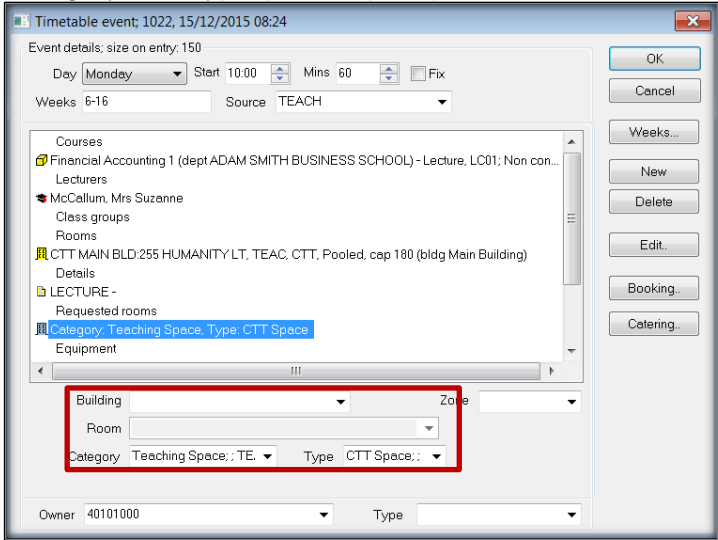
## 6. Event Management

The role of timetabling is to manage the use of resources (e.g., rooms and staff), and to specify the rules/requirements as to how the resources will be scheduled. Resources are brought together into “Events” and then scheduled (given a day and time), to produce a timetable free of clashes between resources. CMIS confirmed Events display as “Meetings” when imported into MyCampus.

### Event Information

The following fields are entered:

Field	Guidance	
Day/Time/Weeks	The teaching pattern	
Source	<p><b>Teaching</b> Use when the event has a course subgroup (or several) attached to it. Rolled forward by SMTT</p>	Uploaded to MyCampus
	<p><b>Teach-Break</b> Use for breakout space needed at same time as a teaching event. Also use for inductions. Rolled forward by SMTT</p> <p><b>Non-Teaching</b> Use when the event is not a course or core teaching, but students may need to attend, e.g., school seminars. Also, to be used for school committees, meetings etc.</p> <p><b>University business</b> For SMTT use only. Rolled forward by SMTT</p> <p><b>NHS Event</b> Being used exclusively for NHS events taking place in the T&amp;LC (Not for GU events)</p> <p><b>University Clinical Event</b> Being used for Vet Clinical workload events</p>	NOT uploaded to MyCampus
Department	Selected from list (goes down to level 4s UoG organisational units).	
Course	Selected from list, displays only those owned by the selected department. <b>All teaching events must have a Course selected to appear on MyCampus.</b>	
Subgroup	Selected from a list, as created earlier. <b>All teaching events must have the correct course subgroup attached.</b>	
Module type	Select from list, must match the component type code in MyCampus.	
Size	<p><b>Always Leave Blank For Teaching Events:</b> For teaching events the size is on the course subgroup, which is already created. It can be changed by amending the subgroup size in the course section of CMIS (see section 5). Adding a capacity to the event will create a double size and cause problems.</p> <p><b>Do Add A Size For Teachbreak:</b> A Teachbreak event should have the course attached so the full course size will pull through, however this is not normally the size of room you require, so add the actual</p>	

Field	Guidance
	<p><i>size as a capacity and SMTT will room for the capacity added and not the overall event size.</i></p>
<p><b>Lecturer</b></p>	<p>Select from list, staff names loaded from HR system for School. If the lecturer does not appear in the list, they may be timetabled on another event or may need to be added to CMIS.</p>
<p><b>Room</b></p>	<p>Select from list. If local space, enter local room</p> <p><b>Locally owned space is managed by the owning School. All teaching space is booked out on CMIS so that the university class timetable and timetabled space is managed on one system under the University's policy approved by Senior Management Group.</b></p> <p><b>The detail of how this is supported, and any local practices is the responsibility of the Head of School Administration and each Lead School/Institute to decide how this is going to be managed in their own area.</b></p> <p><i>Schools can allocate their own rooms in this field immediately. Ask your Lead School Timetabler to confirm</i></p>
<p><b>Requested Room</b></p>	<p>If requesting a centrally owned room please <b>DO NOT</b> request a Room or a Building, only add the Category and Type (CTT Space). If it is your own or someone else's local room you must add Building, Room, Category and Type (Local Space).</p> 
<p><b>Details</b></p>	<p>Further details, optional, will appear on student timetables. Free text – must start with capital letter.</p> <p>For online teaching add the Zoom link here, so that it is visible to students on their timetable and can be easily accessed (see <a href="#">Online Teaching</a> FAQ for further details).</p>
<p><b>Equipment</b></p>	<p>Select from a list - equipment needed for teaching needs, e.g., visualiser (<i>only add if needed as this will limit the rooms available</i>).</p>
<p><b>Features</b></p>	<p>Select from a list - features needed for teaching needs, e.g., accessible space (<i>only add if needed as this will limit the rooms available</i>).</p>

Field	Guidance
<b>Contact</b>	Select from list, this should be the person who should be contacted about the event – this should be the STT.
<b>Owner</b>	Select from list, this must be your own department to assist with Change Request approvals.
<b>Type (bottom right)</b>	Select from list. This can be used to indicate to students that an event will be online (live or anytime). It can also be used to indicate other event types, such as External, Induction, etc. events (these aren't visible to students).
<i>Only confirmed events will be uploaded to MyCampus - not provisional.</i>	

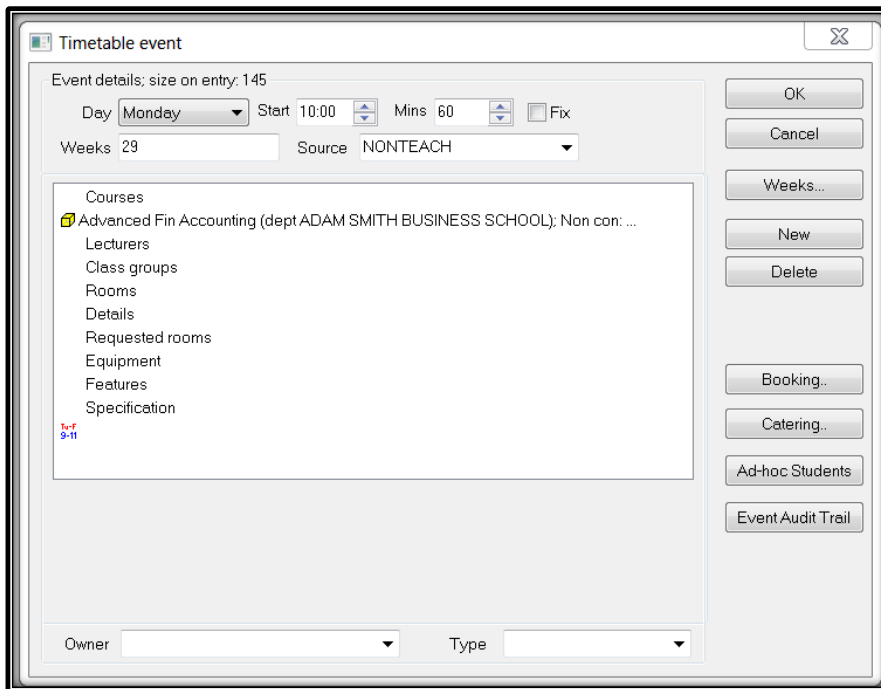
## 6.1. Creating Events

### 6.1.1 Adding a Teaching Event

The most basic way to create an event is in a Timetable View.

1. From the main menu select Timetable.
2. From the sub menu select Locate Resources or your preferred saved timetable.
3. In the graphical view right click and Filter.
4. Click Clear Filter.
5. On the Basic tab select the Department that the Course belongs to from the Department drop down.
6. Select the Course you want from the Course drop down.
7. Click OK.
8. In the graphical view right click at the required day and time. For example, 10:00 on Monday.
9. Select New Event.

The Timetable event will automatically populate the details according to the filter of the timetable and where you place the cursor.



### 6.1.2 Input Event Details

1. Enter Day, Start time and number of Mins the event will last for.
2. Click in Weeks field and type in only the weeks in which the course is being taught.
3. Click on the Source box at the top of the screen and select the source Teach.
4. Click on Courses from the main event details section and select Department, Course Name/Code which will be taught on that/those date(s) (if not already populated from the selected timetable).
5. Select the Module type from the drop down.
6. Select the Course subgroup from the drop down.
7. Select the Owner – this should be the department which you belong to.
8. Select Lecturer from the drop-down menu and click New. Only add the Staff member teaching on this event (if different staff are teaching the course over the semester the event will need to be split and each different staff member added to the correct teaching weeks).
9. Add an optional event description in Details. You should also add the Zoom link for the class here if this is being delivered online (see [Online Teaching](#) FAQ for details) – click New.
10. Add the ONLIVE or ONANY event type if applicable – this is the Type field in the bottom right of the event window.

### 6.1.3 Add the Room

For local space that you can book:	For CTT owned space that you need to request:
<ol style="list-style-type: none"><li>1. Click Rooms</li><li>2. Select the Building</li><li>3. Select the Room</li><li>4. Click New</li><li>5. Click Requested Rooms</li><li>6. Select the Building</li><li>7. Select the Room</li><li>8. Select the appropriate Category</li><li>9. Select Type (Local Space)</li><li>10. Click New</li></ol>	<ol style="list-style-type: none"><li>1. Click Request Rooms</li><li>2. Select Category – should always be Teaching Space: TEAC</li><li>3. Select Type (CTT)</li><li>4. Click New</li></ol>

### 6.1.4 Add any Required Equipment or Room Features

1. Highlight the icon under Equipment or Features depending on which you want to change.
2. Click the Edit button – another screen will appear.
3. Double click equipment or feature needed – this will add a 1 next to the label.
4. Click OK.

Standard central teaching rooms contain a networked PC with projectors and screens or video monitors, appropriate to the size of the room, and a HDMI Laptop Connection so these cannot to be added.

Selecting Equipment and Features will limit the rooms available, so only add what is really needed.

When Lecture Recording is required for your event, you can choose either Audio or Video. Some rooms are only equipped with audio recording whilst others also support video.

To support this distinction the room features section in CMIS has been updated to show 2 values: **AUDIOREC** and **VIDEOREC**. Please select your preferred option - but **do not select both**.

In either case any PowerPoint slides which are used as part of the session are also recorded.

### 6.1.5 Add the Contact

1. Click the Booking button on the right of the event window.

2. Click the dropdown arrow next to Matching - type in the contact's surname and then select the correct contact from the list and click Add.
3. Click Contact drop down – type in contact's code (taken from contacts to notify), select the contact.
4. Click Status from the drop-down menu - select Provisional if requesting CTT Space or another department's Local Space, or select Confirmed if booking your own Local Space.
5. Click OK on the Booking details window.
6. Click OK on the Event window – this will take you back to the timetable grid and you will see the new event.

Booking details

Details

Contact: 123456 [Smith, Mr John] (dropdown)

Status: Provisional (dropdown)

Notify: [ ] day(s) before booking

Notified: [ ] [ ]

Id: [ ]

Title: [ ]

Address: [ ]

Chair: [ ]

Booked in: [ ]

Org: [ ]

Published: [ ] to [ ]

Created: [ ] [ ]

Confirmed: [ ] [ ]

Speaker: [ ]

Topic: [ ]

Notes: [ ]

URL: [ ]

Booked by: [ ]

Contacts to notify

Code	Name	Company	Phone	Address	Category
123456	Smith, Mr John	University of Glasgow		Tay House 300 Bath Street Glasgow	

Org search: [ ] Matching (dropdown)

Con search: [ ] Matching (dropdown)

Buttons: OK, Cancel, Add, Remove, Modify

## 6.2. Modifying Events

It is the responsibility of the STT to review all rolled forward data and modify appropriately so that it is as accurate as possible for the coming year's teaching. They may use timetabling services to capture information to do this, for example the online course requirements form or meetings with their teaching staff. Schools might also be modifying events in their local space throughout the year.

- Changing start time of event
- Changing day on which event is scheduled
- Changing duration/length
- Changing an event to or from online delivery
- Changing features or equipment required
- Change event to Tentative
- Deleting events

If a change is required to an event always modify the existing event or submit a Change Request through Timetables and Room Bookings for SMTT to do so. Do not create a completely new event as this causes confusion for students and staff and may appear as an additional request causing room allocation issues.

### 6.2.1 Change Equipment or Features

1. Select event in the graphical view that you want to amend – double click it.
2. Highlight the icon below Equipment or Features depending on which you want to change.
3. Click the Edit button – another screen will appear.

Timetable event; 626292, 20/03/2024 12:57

Event details: size on entry: 12

Day Tuesday Start 14:00 Mins 60  Fix

Weeks 6-15 Source TEACH

Courses  
Sociology 1A: Self & Society (dept SPS - SOCIOLOGY) - Tutorial, TU03: Non con...

Lecturers

Class groups

Rooms  
CTT RANKINE:407, TEAC, CTT, Pooled, cap 15 (bldg Rankine Building)

Details

Requested rooms

Category: Teaching Space, Type: CTT Space

Equipment

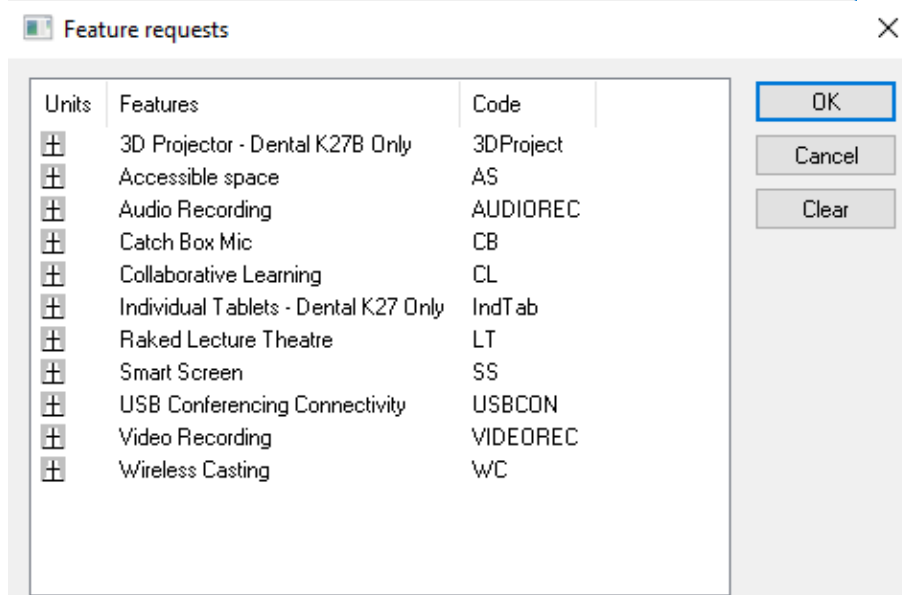
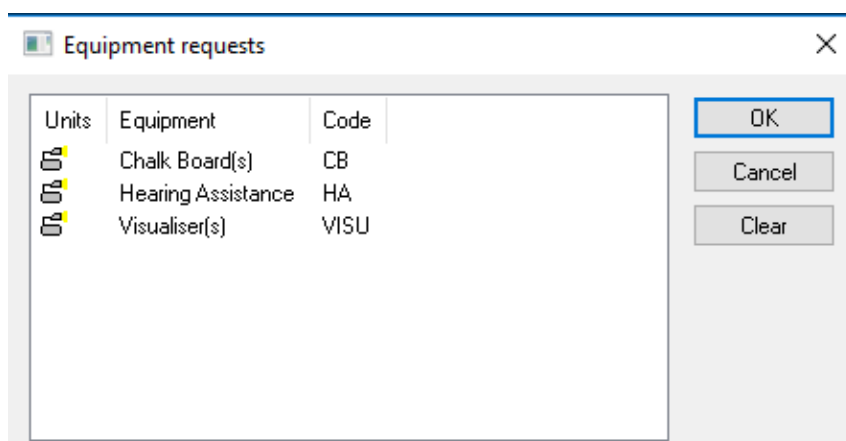
Features  
1 x Collaborative Learning

Feature 1 x Collaborative Learning

Owner 40505000 Type GTALEC

OK  
Cancel  
Weeks...  
New  
Delete  
**Edit.**  
Booking..  
Catering..  
Ad-hoc Students  
Event Audit Trail





4. Highlight the equipment or features that you wish to add or remove.
5. Double click in the Units column to add or remove. You can also type over the number.
6. Click OK – you should see the new selected equipment in the Event Screen.

*If you use Delete you will lose everything in the Requested Room tab including the Category and Type (not just the Equipment or Features).*

Selecting equipment and features will limit the rooms available so only add what is really needed.

SMTT has worked with IT to support standardisation of teaching spaces, this includes in most spaces suitable writing surfaces, Data-Video projection, a HDMI Laptop Connection and a suitable sound system for the space. This means that school timetablers can no longer request this with the equipment and features table within CMIS.

### **6.2.2 Change Event to Tentative (Local Space Only)**

For events roomed in your own local space that run every two years and won't be running in the coming session (2025/26), you can either delete them and add new events in session 2025/26, or you can set them to Tentative for 2024/25 so they stay in CMIS and roll forward into 2025/26.

1. Select the event you wish to change.
2. Double click on the event to open the Timetable event screen.
3. Remove the Day and Start time from the event.
4. Add event Type 'Tentative'
5. In the Booking details window, change Status to Provisional.

Event details; size on entry: 40

Day [none] Start Mins 60  Fix

Weeks 19 Source TEACH

Courses

- GPMP Executive (PGT) (dept ADAM SMITH BUSINESS SCHOOL) - LC01: Non

Lecturers

- Pearson, Mr Alec

Class groups

Rooms

- MAIN BLD:206 BUS SCHOOL LT, TEAC, LOC, cap 77 (bldg Main Building)

Owner 40100000 Type Tentative; Tent

Booking details

Details

Contact 546466 Org

Status Provisional Published to

Notify day(s) before booking Created

Notified Confirmed

Id Speaker

Title Topic

Address Notes C.R: 58254

Chair URL

Booked in CMIS Booked by ad21v

Code	Name	Company	Phone	Address
546466	Bonner, Mrs Teresa	University of Glasgow	0141 3306048	Room F161 Computing Science

Org search Matching

Con search Matching

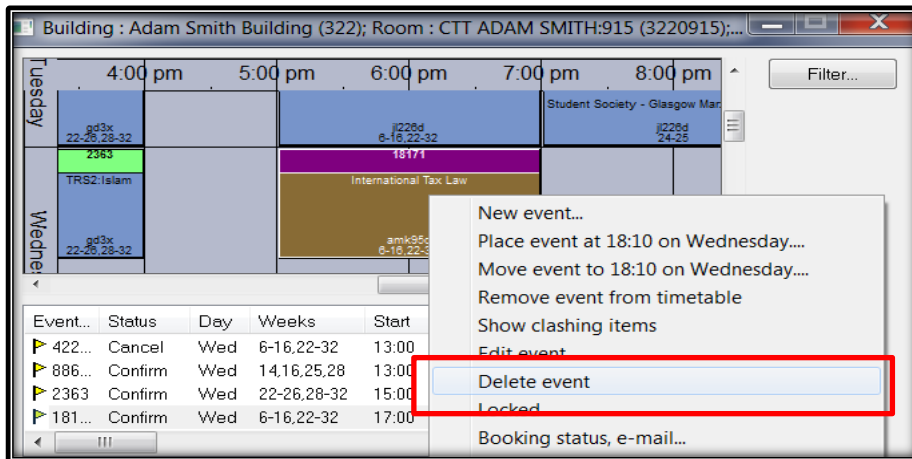
*Events requesting a central (CTT) room should no longer be set to tentative. If your event is not occurring in the coming session, then that event should be deleted.*

### 6.2.3 Delete Event

1. Select an event in the graphical view.
2. Right click the event.

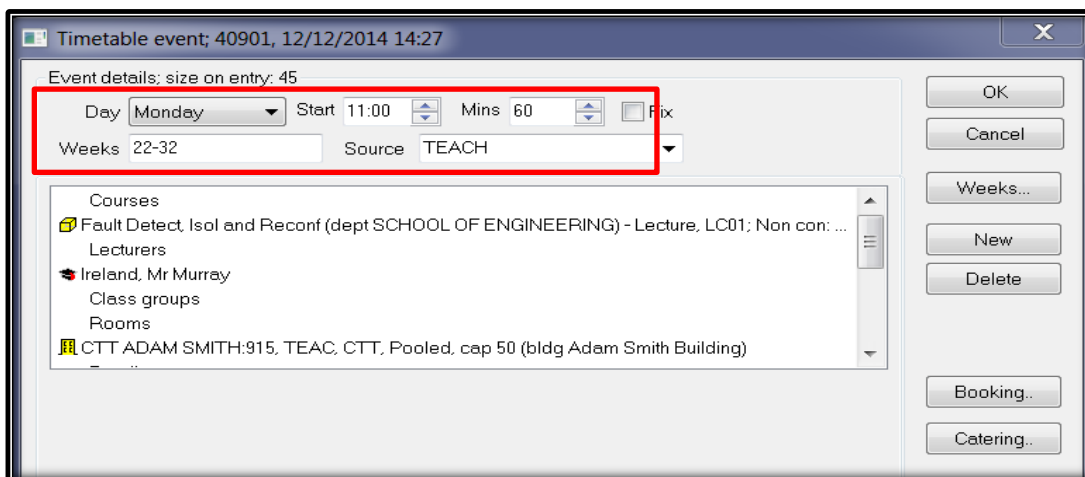
3. Click Delete event – the system will ask for confirmation.
4. Click Yes on confirmation.
5. The event should be deleted from the graphical view.

This option will only be available during the editing & preparation period. You should delete all events that you do not require so when you are finished before May you are only left with confirmed local space events, provisional events requesting CTT space and provisional events requesting someone else's local space.



#### 6.2.4 Edit Event

1. To open a timetable event, double click on it.
2. Change the Day, Start, Mins or Weeks of the event as required. Click OK to apply/save the modifications.



Other modifications such as a change of Subgroup, Lecturer, or requested Feature/Equipment may also be made here. You cannot delete an event on this screen.

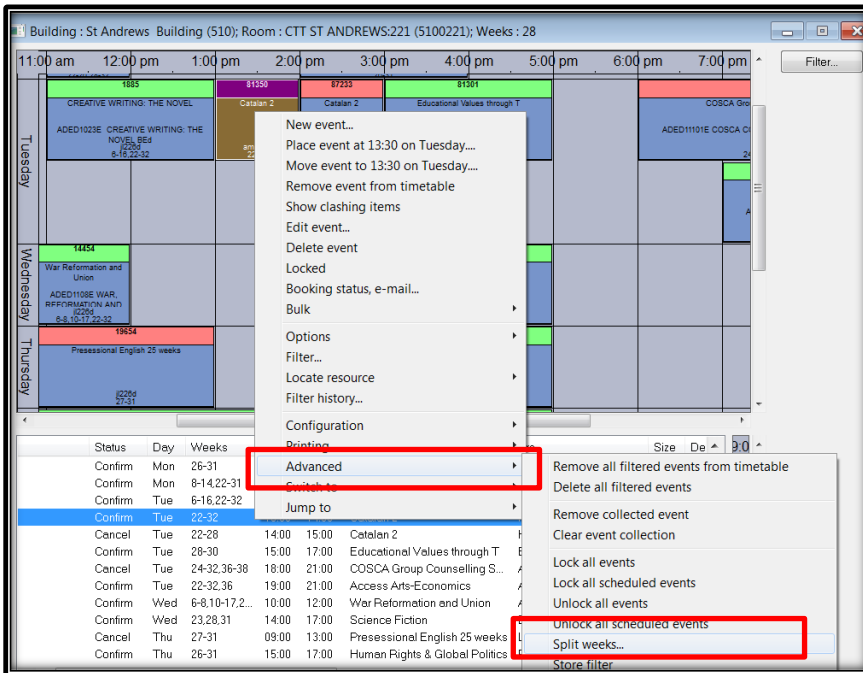
#### 6.2.5 Individual Week Changes – split weeks

All the changes made so far affect the event for all weeks within the event, however on occasions you may only want to change one week from the event. To do this easily we can use Split Weeks.

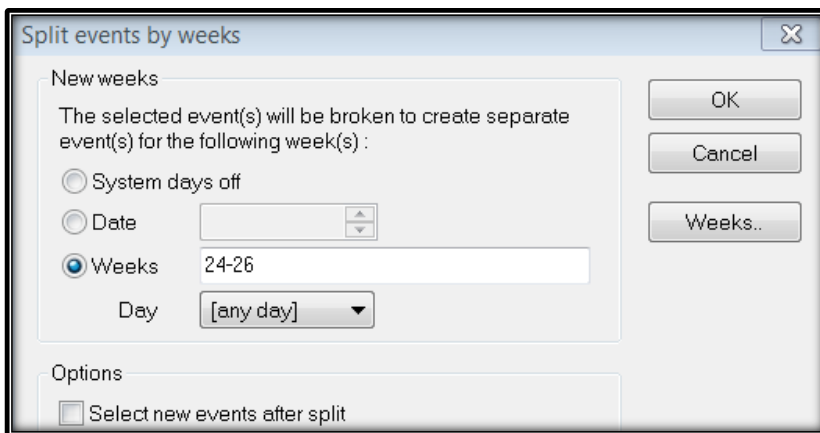
(Example: one week a different lecturer is teaching the event).

From the timetable select an event

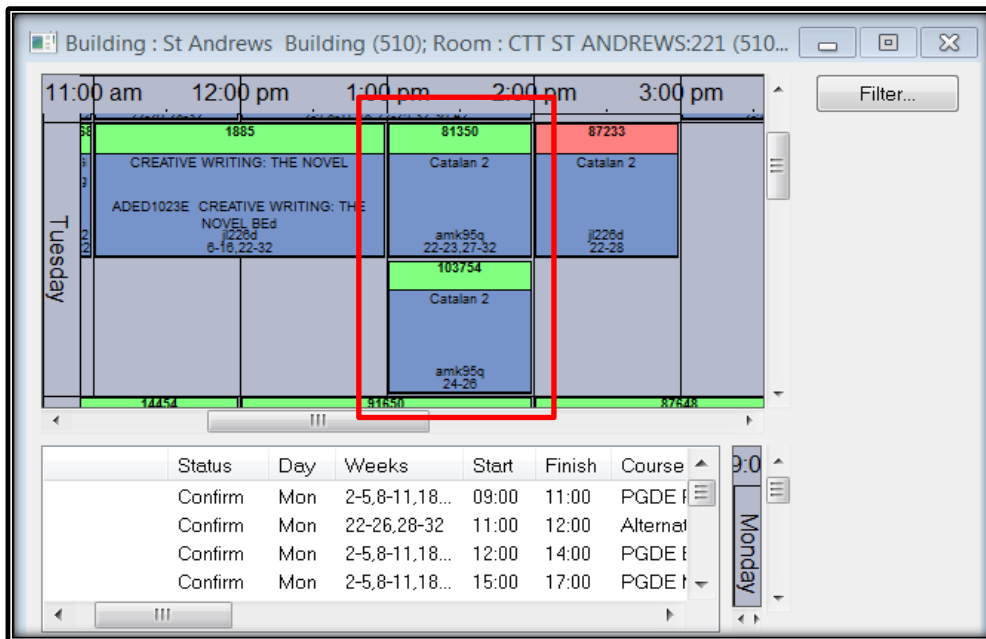
1. Right click on the event.
2. Select Advanced | Split Weeks.



3. Highlight the Weeks button and type the week(s) which is to be split from the event.



4. Click OK – the system has:
  - a. copied a new event from the one highlighted; and
  - b. removed the week that you have chosen to change in the original event; and
  - c. added this week into the new event, which you can now see in the graphical view and also in the event list below.



The event can then be amended as necessary without affecting any of the other weeks.

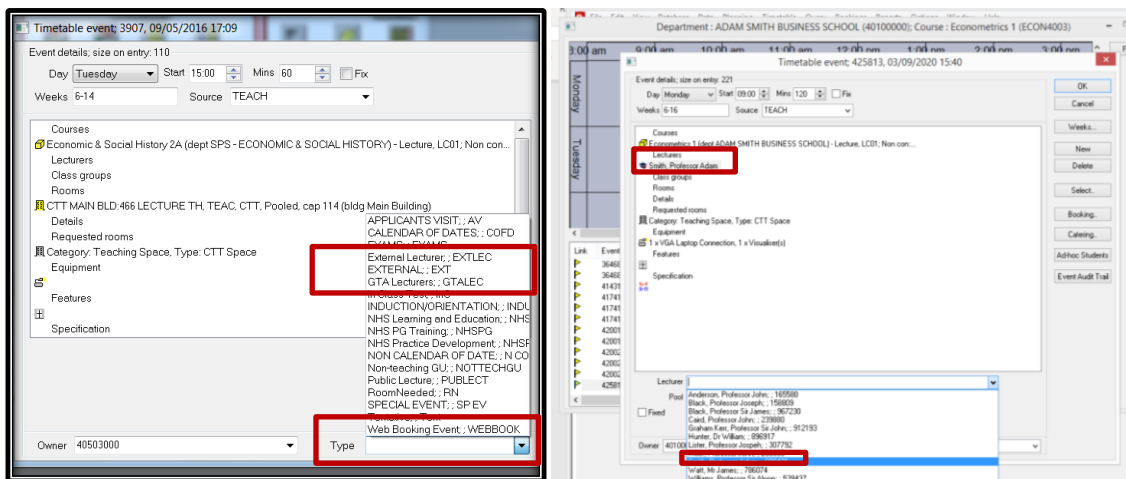
### 6.3. Lecturers on Events – Personalised Timetables

It is best practice to add your lecturers to your events as early as possible. There are a few good reasons to do this:

1. Personalised Timetables – Teaching staff will be able to access their own timetable and see where and when they are scheduled through the [UofG Life App](#).
2. SMTT timetable sense check – During the rooming period SMTT review the timetable. If your lecturers have been added, possible back to back teaching in different locations can be checked.

If your event is being taught by an External Lecturer or a GTA use the Type field in the bottom right corner of your event screen to tag it either “External Lecturer: EXTLEC” or “GTA Lecturers: GTALEC”.

To add a lecturer to an event you simply need to select the correct staff member from the dropdown list and click New.



However sometimes the staff member will not appear in the list. This happens for the following reasons:

1. The staff member is not on CMIS yet. Check the lecturer list by clicking the Lecturer icon on the data tab. If the lecturer is not on this list then send an email to [timetabling@glasgow.ac.uk](mailto:timetabling@glasgow.ac.uk) giving the lecturer's name and staff number or GUID. We will pass this information on to IT Services who will add them to the list.
2. The staff member is already scheduled to teach at that time on another event. If the staff member is on the Lecturer list, then open a timetable view and filter on their name to see if they are scheduled elsewhere at that time. Use the Basic and More tabs in the filter to select the lecturer and the week(s) and day that you need to check.

The image shows a 'Timetable filter' dialog box with the following elements:

- Tabbed interface with 'Basic' and 'More' tabs highlighted by a red box.
- Fields for Source, Department, Course, Plan, and Class group, each with a dropdown menu.
- Checkboxes for 'Also include full course' and 'Also include full class group'.
- Lecturer dropdown menu highlighted by a red box, showing 'Smith, Professor Adam : 608431'.
- Buttons on the right: 'OK' (highlighted by a red box), 'Cancel', 'Clear Tab', 'Weeks...', 'Today', and 'Clear Filter'.
- Checkboxes at the bottom: 'Only show codes (i.e. omit the equivalent names)' and 'Only show data items that have been scheduled'.

## Appendix A: Comparison of CMIS and MyCampus Event Data

