Academic & Event Scheduling

MyUNLV Schedule Builder
Staff Training
• Goals of the Session
  ◦ Review scheduling concepts
  ◦ Review database concepts critical to scheduling
  ◦ Develop an understanding of the production schedule for the MyUNLV Schedule
  ◦ Understanding the Course Catalog & Class Schedule

Overview
General Purpose Rooms

- The majority of academic classes are scheduled into General Purpose rooms. **General Purpose** rooms are academic rooms that consist of traditional classrooms, TEC (smart) rooms, and auditorium-type space.

- The seating capacity of classrooms and TEC rooms range from 16-64 seats and have a variety of moveable or fixed seating.

- The seating capacities of the auditoria range from 146-282 and are only available in a fixed, tiered-seating format.

(Note: All auditorium-type space is TEC space.)

Types of Rooms on Campus
Departmentally Owned

- **Departmentally owned** space on campus is space that a department has control over to schedule their classes into.
  - I.E. Music, Theatre, Art, Sciences, etc.

- Please identify if your department has this type of space as it is your responsibility to ensure that the appropriate sections are scheduled into the space.
• An **event** is a request for a one-time use of General Purpose space that does not run the full length of the academic semester.

• Requesting an event?
  • Email **events@unlv.edu** from UNLV email address
  
  ◦ Include
    • Start and end date and time
    • Attendance expected
    • Specific building or room preferences (if applicable)
    • Contact information
• Scheduling
  ◦ Pretty much everything else related to an academic section is sent directly to scheduling@unlv.edu unless directed otherwise.
- Academic Scheduling only schedules **General Purpose** space on campus and coordinates with departments to schedule their departmental space.

- You will be requested to provide your **Departmentally owned** space information during the scheduling production cycle.
Production Cycle

Access opens in MyUNLV

Departments input their class schedule into MyUNLV

Access closes to all users

Registrar’s Office validates the data in MyUNLV

Schedule is loaded to the Scheduling Software

Access re-opens in MyUNLV

Limited access re-opens in MyUNLV

Proofs are available to download in MyUNLV

Schedule is Optimized in Scheduling Software and sent back to MyUNLV

Access re-opens in Scheduling Software for departmental space assignments only

Departments submit their final changes to Scheduling and resolve their roomless classes

Schedule is finalized
Fall 2013 Scheduling Cycle

- Campus Training/Q&As  Nov 5-6, Jan 28-30
- MyUNLV Access Opens for Department  Nov 5 – Feb 15
- Scheduling Unit Clean-up in MyUNLV  Feb 18 – Mar 1
- Data Load from MyUNLV to R25  Mar 4 – Mar 15
- Departments Review/Submit Changes  Mar 18 – April 5
- Fall 2013 2013 Schedule Goes-Live  March 15
- All GA/PTI Instructors & New Faculty should be assigned to classes  August 1
- Changes to class days/times and capacities should be finalized  August 15
- Fall 2013 Classes Begin  August 26
Live Scheduling Demo
When access closes in MyUNLV, all communication regarding the schedule should be sent directly to scheduling@unlv.edu.

This includes providing information regarding any change to the day, time, capacity, of a class, etc.
Meetings Tab

1. Use the ‘look-up icon’ to select instructor
2. Assign an Instructor Role
3. Check or Un-check the Print box
4. Assign grade level Access
• 4 Options for Instructor Role
  ◦ Admin Asst
  ◦ Prim Instr
  ◦ Sec Instr
  ◦ TA

• 2 Options for Grade Access
  Instructors cannot see the class roster if Grade Access is not assigned
  ◦ Approve
  ◦ Grade
Notes Tab

- 2 Options for creating Notes
  - Pre-formatted
  - Free Format

Don’t forget to Save!!!
WebCampus courses will **ONLY** be created for academic sections with one of the following instruction modes designated in MyUNLV.

- **EN** – In-person supplemental
- **WB** – web based
- **WM** – web-based with on/off campus meetings
- **HY** – Hybrid

Also, an Instructor **MUST** be assigned in MyUNLV to gain access to WebCampus, even though the mode is set correctly.
Special Topics... (Class Topic ID) – drill down to select the desired topic
- Special Topics...(Class Topic ID) – drill down to select the desired topic
- Section numbers remain sequential
- Location = WEB
- Instruction Mode = WB
• Delete any days and/or times that may be populated.
• Create the sections that need to be combined.

• Make sure that the meeting patterns and instructor assignments are EXACTLY the same for both sections.

• E-mail Scheduling (scheduling@unlv.edu) and ask for the sections to be combined prior to access closing.
Need to Know

**IMPORTANT**

- Once registration begins for a semester, Scheduling will cancel an existing section if a request comes in to change the day and/or time.

- Scheduling is not able to move students from one section to another.

- Make sure to fix a specific credit amount if you are scheduling a variable credit class. Once registration begins, the existing section must be cancelled and a new section created if the credits are to be adjusted.
Need to Know

**IMPORTANT**

- All class sections scheduled in the regular session, and all applicable modular sections, **MUST** be assigned a Primary Instructor in MyUNLV prior to the start of the semester.

- All applicable sections without a Primary Instructor listed are subject to **cancellation** prior to the start of the semester.
Thank You For Attending.