

Academic & Event Scheduling

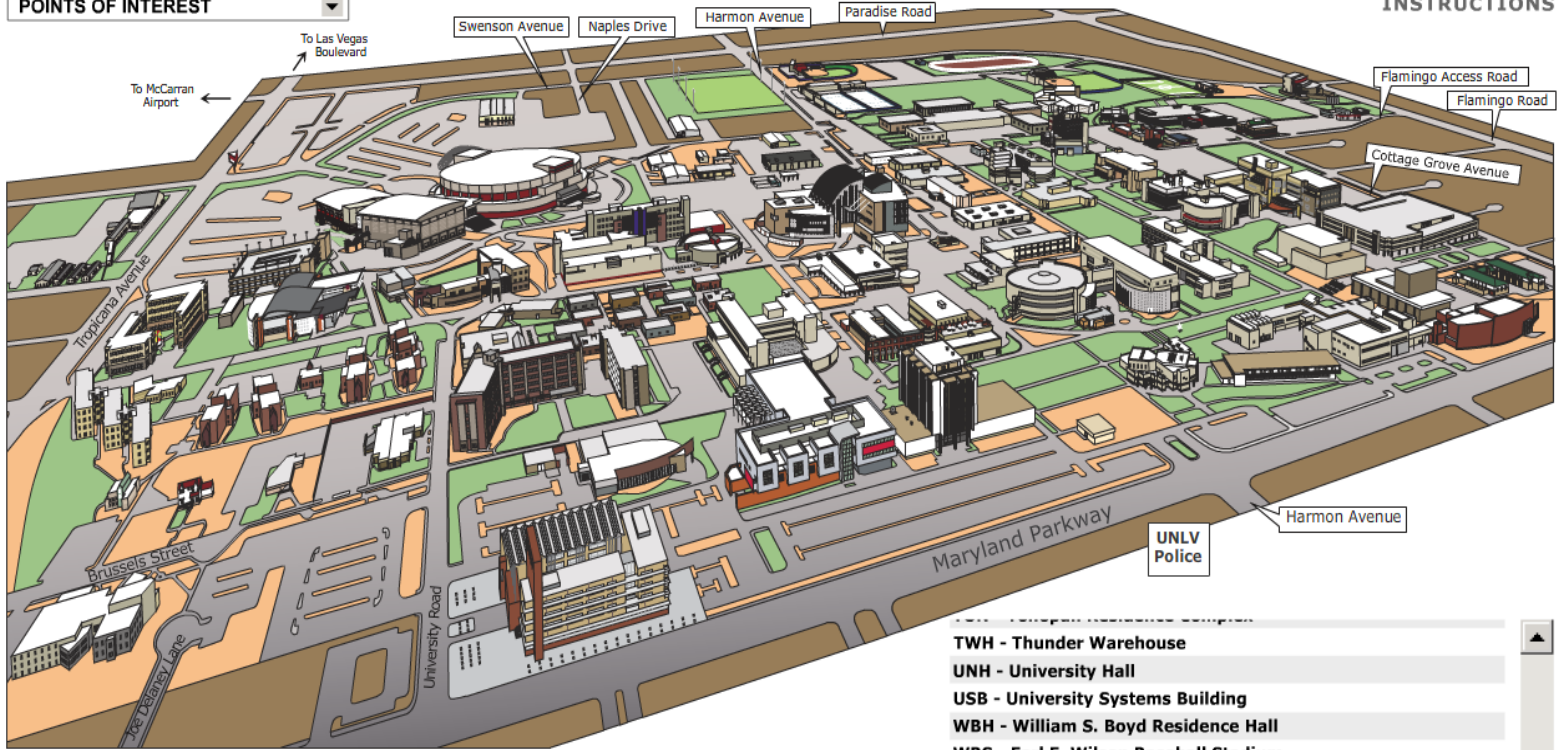
MyUNLV Schedule Builder
Staff Training

- 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

POINTS OF INTEREST

INSTRUCTIONS



- TWH - Thunder Warehouse
- UNH - University Hall
- USB - University Systems Building
- WBH - William S. Boyd Residence Hall
- WBS - Earl E. Wilson Baseball Stadium
- WHI - Juanita Greer White Life Sciences
- WRI - John S. Wright Hall
- WRL - Eugene R. Warner Residential Life Building

UNLV
Main Campus
3D Building Map

Address:
4505 S. Maryland Pkwy.
Las Vegas, NV 89154

UNLV Main Campus Map



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.

Type of Rooms on Campus

- 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

Events vs. Scheduling

- Scheduling
 - Pretty much everything else related to an academic section is sent directly to scheduling@unlv.edu unless directed otherwise.

Events vs. Scheduling

- 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

- 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 Mar18 – 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

Fall 2013 Scheduling Cycle

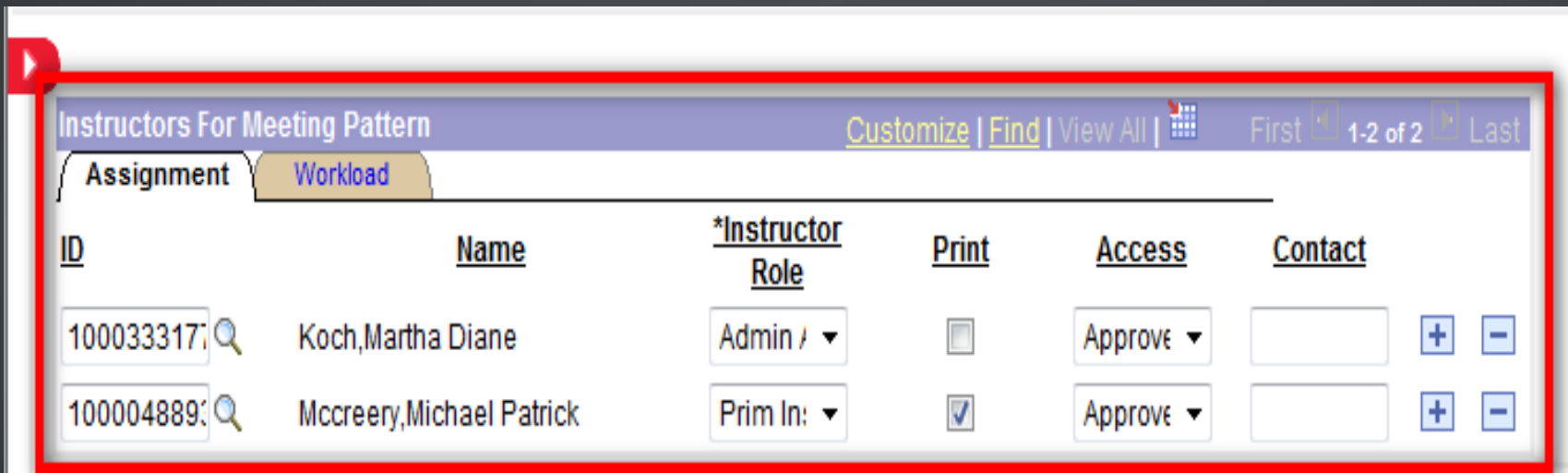
Live Scheduling Demo

- 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.

Changes after Closing Bell

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



The screenshot shows a web interface titled "Instructors For Meeting Pattern". It has a navigation bar with "Customize", "Find", "View All", and "First 1-2 of 2 Last". Below the navigation bar are two tabs: "Assignment" and "Workload". The "Workload" tab is active. The main content area is a table with the following columns: ID, Name, *Instructor Role, Print, Access, and Contact. There are two rows of data. The first row shows ID 100033317, Name Koch, Martha Diane, Role Admin /, Print checkbox, Access Approve, and Contact field. The second row shows ID 100004889, Name McCreery, Michael Patrick, Role Prim In:, Print checked checkbox, Access Approve, and Contact field. A red box highlights the area containing the ID, Name, Role, and Print columns for both rows.









ID	Name	*Instructor Role	Print	Access	Contact
100033317	Koch, Martha Diane	Admin /	<input type="checkbox"/>	Approve	
100004889	McCreery, Michael Patrick	Prim In:	<input checked="" type="checkbox"/>	Approve	

Adding an Instructor

- 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

Instructors For Meeting Pattern [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Assignment | **Workload**

<u>ID</u>	<u>Name</u>	<u>*Instructor Role</u>	<u>Print</u>	<u>Access</u>	<u>Contact</u>
100033317 	Koch, Martha Diane	Admin / ▼		Approve ▼	<input type="text"/>  
100004889 	Mccreery, Michael Patrick	Prim In: ▼		Approve ▼	<input type="text"/>  

Adding an Instructor

Notes Tab

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

Don't forget to Save!!!

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam				
Course ID:	102696	Course Offering Nbr:	1											
Academic Institution:	University of Nevada Las Vegas													
Term:	2010 Fall	Graduate												
Subject Area:	CIG	Curric & Instruct: General												
Catalog Nbr:	600	Topics in Tchr Education												
Class Sections										Find View All		First	1 of 1	Last
Session:	1	Regular Academic	Class Nbr:	82084										
Class Section:	1001	Component:	Lecture	Event ID:										
Class Notes										Find View All		First	1 of 1	Last
*Sequence Number:	1													
*Print Location:	After	<input type="checkbox"/> Even if Class Not in Schedule												
Note Nbr:														
		Copy Note												
Free Format Text:	Registration is with permission of instructor only all others will be asked to disenroll.													
		Clear Note												

Save Return to Search Previous in List Next in List Notify

Notes

****IMPORTANT****

- 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.

Instruction Modes

- Special Topics...(Class Topic ID) – drill down to select the desired topic

Term: 2011 Spring **Graduate** **Auto Create Component**
Subject Area: EPY **Educational Psychology**
Catalog Nbr: 702 **Research Methods**

Class Sections Find | View All First 1 of 1 Last

*Session: DYN Modular **Class Nbr:** 0
*Class Section: 1001 ***Start/End Date:** 03/07/2011 05/14/2011
*Component: LEC Lecture **Event ID:**
*Class Type: Enrollment
*Associated Class: 1 **Add Fee**
*Campus: MAIN MAIN
*Location: MAINUNLV UNLV Main
Course Administrator:
*Academic Organization: LV1960 Educational Psychology
Academic Group: ED Education
*Holiday Schedule: UNLV UNLV Holiday Schedule
*Instruction Mode: P In Person
Primary Instr Section: 1001

☒ Schedule Print
☒ Student Specific Permissions
☐ Dynamic Date Calc Required
☐ Generate Class Mtg Attendance
☐ Sync Attendance with Class Mtg
☐ GL Interface Required

Class Topic
Course Topic ID: ☐ Print Topic in Schedule

Equivalent Course Group

Special Topics

- Special Topics...(Class Topic ID) – drill down to select the desired topic

Term: 2011 Spring **Graduate** **Auto Create Component**
Subject Area: EPY **Educational Psychology**
Catalog Nbr: 702 **Research Methods**

Class Sections Find | View All First 1 of 1 Last

*Session: DYN Modular **Class Nbr:** 0
*Class Section: 1001 *Start/End Date: 03/07/2011 05/14/2011
*Component: LEC Lecture **Event ID:**
*Class Type: Enrollment
*Associated Class: 1 **Add Fee**
*Campus: MAIN MAIN
*Location: MAINUNLV UNLV Main
Course Administrator:
*Academic Organization: LV1960 Educational Psychology
Academic Group: ED Education
*Holiday Schedule: UNLV UNLV Holiday Schedule
*Instruction Mode: P In Person
Primary Instr Section: 1001

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☐ Sync Attendance with Class Mtg
☐ GL Interface Required

Class Topic
Course Topic ID: ☐ Print Topic in Schedule

Equivalent Course Group

Special Topics

- Section numbers remain sequential
- Location = WEB
- Instruction Mode = WB

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data

Course ID: 106359 Course Offering Nbr: 1

Academic Institution: University of Nevada Las Vegas

Term: 2011 Spring Graduate

Subject Area: EPY Educational Psychology

Catalog Nbr: 702 Research Methods

[Auto Create Component](#)

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Class Nbr: 0

*Class Section: 1001 *Start/End Date: 01/18/2011 05/14/2011

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

*Associated Class: 1

*Campus: MAIN MAIN

*Location: WEB Web

Course Administrator:

*Academic Organization: LV1960 Educational Psychology

Academic Group: ED Education

*Holiday Schedule: UNLV UNLV Holiday Schedule

*Instruction Mode: WB Web-based

Primary Instr Section: 1001

[Add Fee](#)

☒ Schedule Print

☒ Student Specific Permissions

☐ Dynamic Date Calc Required

☐ Generate Class Mtg Attendance

☐ Sync Attendance with Class Mtg

☐ GL Interface Required

Web-Based Sections

- Delete any days and/or times that may be populated.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam

Course ID: 100471 Course Offering Nbr: 1
 Academic Institution: University of Nevada Las Vegas
 Term: 2011 Spring Undergrad
 Subject Area: ACC Accounting
 Catalog Nbr: 406 Auditing Gaming Indus

Class Sections Find | View All First 2 of 2 Last

Session: 1 Regular Academic Class Nbr: 21789
 Class Section: 1002 Component: Lecture Event ID:

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	12:00AM	12:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/18/2011 31 05/14/2011 31

Topic ID: Free Format Topic:

☐ Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact
100037117	Fox, James H	Prim In: ▼	<input checked="" type="checkbox"/>	Approve ▼	<input type="text"/>

Web-Based Sections

- 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.

Combined Sections

****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.

Need to Know



Thank You For Attending.

Questions?