

## TEACHING TIMETABLE

The process for the production of the teaching timetable is unchanged.

Divisions will still have access to OTIS and liaise with the Timetabling Office about requirements which will continue to be processed in CMIS for integration with KentVision

### WHAT IS CHANGING

Campus codes- these will be changed from the current SDS codes to reflect the new KV ones

Module codes- these will be changed from the current SDS codes to reflect the new KV ones

Week numbers – These will be changing to the new format

Non-standard modules not imported to CMIS by default (e.g. DISS/PROJ/PLAC)

Only timetabled events in subgroup management

All group events must be part of a group activity that all students must attend/participate in

Separate group set required for each activity

Department self-service convener updates

### TRANSITION IMPACTS AND TASKS

Staff using iCAL Timetable information should refresh their feed

NME/AAE All future events will require publishing to add students or display in look ups

NME/AAE All student registrations for future events will need to be re-entered

## EXAM TIMETABLE

The process for preparing and publishing the Exam TT is unchanged. It will still be prepared using student registrations of examined modules for a specified exam session.

### WHAT IS CHANGING

Campus codes- these will be changed from the current SDS codes to reflect the new KV ones

Module codes- these will be changed from the current SDS codes to reflect the new KV ones.

### TRANSITION IMPACTS AND TASKS

For Exam session 2021\_06 both SDS & KV module codes will show on the student exam timetable

## SKILLS WORKSHOPS

For the management of Language Express and In-sessional English Skills Workshops

### WHAT IS CHANGING

Campus codes- these will be changed from the current SDS codes to reflect the new KV ones

Module codes- these will be changed from the current SDS codes to reflect the new KV ones

Week numbers – These will be changing to the new format

Self-service availability creation

No subgroups, all groups to be scheduled as a separate availability/occurrence

Skills workshops attendance is now distinct from regulatory attendance and processed differently

### TRANSITION IMPACTS AND TASKS

If the start date of a workshop changes a new availability will be required. Only changing the scheduled CMIS events will update events on the timetable display but will not update the dashboard or the student look ups

Skills workshops availabilities do not roll forward each year.

Skills workshops attendance will not be migrated (Different fields/processes)

## AMENDING STUDENT SUBGROUPS

Initial subgroup allocations will still be undertaken by the Timetabling Office, post timetable publication any changes to student subgroups is managed within the division.

### WHAT IS CHANGING

Campus codes- these will be changed from the current SDS codes to reflect the new KV ones

Module codes- these will be changed from the current SDS codes to reflect the new KV ones

Only timetabled events in subgroup management

All group events must be part of a group activity that all students must attend/participate in

Separate group set required for each activity

### TRANSITION IMPACTS AND TASKS

## NON-MODULAR EVENTS

Non-modular events can be added to student timetables to supplement their taught experience

### WHAT IS CHANGING

There are now 2 types of Non Modular event

Type 1 NME Special interest events, not specifically relating to a student's study. Student self-service addition to timetable display. These events are not clash checked. (E.g. NSS Briefing/Guest speaker/research seminar)

Type 2 AAE (Additional Academic Events) relating to academic matters but not a required module activity for the whole module group. Added to student timetables by admin. (E.g. Induction/Drop in support session/Lab safety)

AAE allocations are fixed not dynamic

### TRANSITION IMPACTS AND TASKS

Booking/Organisation group memberships to be created

All future events will require publishing to add students or show in look ups

All student registrations for future events will need to be re-entered

Events booked via CMISGO can't be published

## ATTENDANCE

The recording of student absence from timetabled teaching events

### WHAT IS CHANGING

The percentage attendance figure is calculated based upon presumed presence including all future events. At the start of the year all students will have 100% attendance until marked as absent.

Reasons for absence added for notified student absence

Reasons for cancelled teaching event added

### TRANSITION IMPACTS AND TASKS

Skills workshops attendance not migrated, as this is now distinct from regulatory attendance