	<h1>Course Timetabling Data Entry Manual</h1> <p>UniTime Version: 4.2 Last Update: December, 2017</p>
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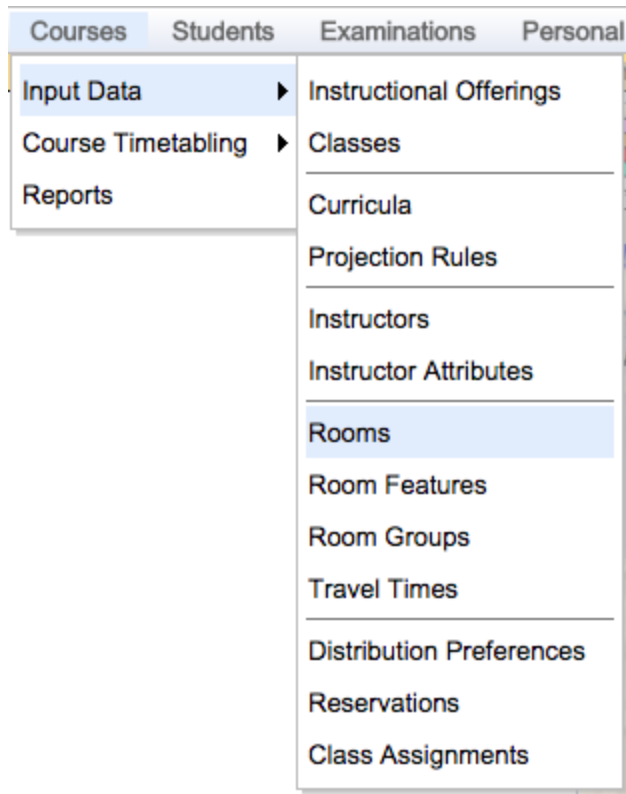
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Rooms

The first step in timetabling data entry is to ensure that all rooms to be scheduled are maintained in UniTime.

Select Courses > Input Data > Rooms in the menu




Rooms Page

The rooms page, shown below, provides an overview of rooms that can be used for your classes or examinations together with the properties of these rooms, such as room features or room availability.

Select a department in the filter, or leave Managed in there. You can also choose to see the rooms for examinations. The rooms that can be used by this department will appear. To export this list to a PDF or a CSV, use the More > Export button.

The filter can be used to filter the list of rooms by department, type, size, room features, room groups, or only to show rooms that are available for event management. Use More > Columns

to show/hide certain columns, More > Sort By to order the table by certain column, More > Department and Availability to control how departments and room sharing is displayed.



Root, Abraham
System Administrator
Fal 2010 (woebegon)
Click here to change the session / role.

Filter: Managed %
Search
More ▾
Add New
Edit Room Sharing

Name	Type	Capacity	Availability	Departments	Groups	Features
EDUC 101	Classrooms	4		Instr LLR	Classroom	Chalkboard >= 20 Ft. Computer Projection Computer Fixed Seating
EDUC 102	Classrooms	2		Instr	Classroom	Chalkboard < 20 Ft. Computer Fixed Seating
EDUC 103	Classrooms	2		Instr	Classroom	Chalkboard < 20 Ft. Computer Projection Computer Fixed Seating
EDUC 104	Classrooms	1		Instr	Classroom	Chalkboard < 20 Ft. Tables and Chairs Computer
EDUC 105	Classrooms	1		Instr	Classroom	Chalkboard < 20 Ft. Computer Projection Tables and Chairs Computer
EDUC 106	Computing Laboratories	1		Instr	Chemistry Labs	Chalkboard < 20 Ft. Tables and Chairs Computer
EDUC 107	Additional Instructional Rooms	1		Instr	Biology Labs (Instr)	Chalkboard < 20 Ft. Tables and Chairs Computer
EDUC 108	Additional Instructional Rooms	1		Instr	Computing Labs (Instr)	Chalkboard < 20 Ft. Tablet Arm Chairs Computer
THTR 101	Special Use Rooms	4		LLR Instr	Hall of Music	Chalkboard < 20 Ft. Audio Recording Theater Seats
MALL	Outside Locations	10		Adm		

Room Types

The rooms are divided based on their room types. Typically, you will see classrooms, teaching labs, department rooms, special use rooms, and non-university locations. For example, the following room types can be used:

Classrooms

Instructional rooms assigned to the selected department from the central pool of rooms.

Computing Laboratories

Computing laboratories assigned to the selected department from the central pool of rooms.

Teaching Labs

Departmental teaching labs used for instruction, such as chemistry and biology labs.

Departmental Rooms / Additional Instructional Rooms

Additional departmental space used for class meetings, such as departmental conference rooms.

Special Use Rooms

Special Use Rooms that belong to the department, such as offices, exist in the room inventory. However, they are not considered as being instructional rooms.

Non-University Locations

Non-University locations are places that are not listed in the room inventory (e.g., a hospital in town).

Room Columns

Name

Building abbreviation and room number for rooms. The location name for non-university locations.

Capacity

Seating capacity of the room is the maximum number of students who can have a class there at the same time. Note: Use 9999 for unlimited capacities. Rooms on campus (not non-university locations) usually need to match the official room inventory. You can request a change in capacity for Rooms other than Classrooms in the Contact Us screen (use the category "Request any other administrative change").

Availability

Availability is a time grid showing how times in the room are divided among departments that share this room (the list of these departments is in the Departments column). All times in white, which is the default color, are shared by all departments listed in the Departments column (and no one else). All times in gray are not available for timetabling. Roll your mouse over the grid to see exact times of special assignments (e.g., a department assigned particular hours - English department has a departmental meeting on Wednesdays from 3:30 p.m. – 5:20 p.m.).

The department that controls this room can change the availability on the Edit Room page. The controlling department is underlined in the Departments column. Otherwise, a department can only change sharing of the times that are already assigned to it (e.g., to pass some of these times to another department).

Departments

The Departments column lists the departments sharing this room. The department that controls the room can add/remove departments to/from the list on the Edit Room page.

Groups

This category lists the groups to which this room belongs (e.g., EDUC 101 belongs to the Classroom room group). You can add/remove the room to/from a group in the Edit Room form. This form is accessed from the Room Detail form by clicking on the Edit Room button). Read more about room groups in the description of the Room Groups form.

Features

The Features column shows a list of items or equipment found in the room. There can be a list of global room features that are defined and maintained administratively for all rooms, for example:

- 2 Computer Projectors (2CmptProj)
- Audio Recording (AudRec)
- Chalkboard<20 Ft (Ch<20Ft)
- Chalkboard>=20 Ft (Ch>=20Ft)
- Computer (Comp)
- Computer Projection (CompPr)
- Document Camera (Docucam)
- Fixed Seating (FixSeat)
- Horseshoe Arrangement (Horseshoe)
- Tables and Chairs (TbIs&Chrs)
- Tablet Arm Chairs (TblArmChr)
- Theater Seats (ThtrSeat)

The room features can be grouped into categories using room feature types. You can define your own (departmental) features for the rooms owned by your department on the Room Features screen; all such features also will be displayed on the Rooms screen.

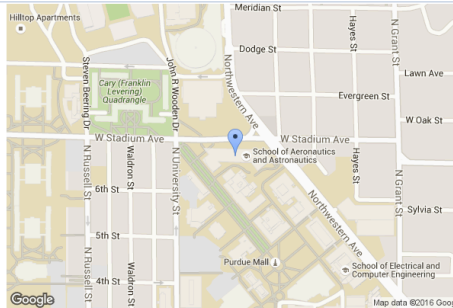
Room Detail Page

When working with rooms from your department, click on any line with information about a room to get to a **Room Detail** form. If you hover your mouse over a row containing room information, you will notice that the row appears in blue. You will be able to change some properties of the room, such as availability or room sharing, in screens accessible from this **Room Detail** screen.



ARMS 3115

Type: Classrooms
External Id: 14POC02VHDKLE1ZPH+S
Capacity: 32
Examination Seating Capacity: 16 (Midterm, Final)
Controlling Department: Need Room - Need Classroom Manager
Coordinates: 40.431, -86.915 WGS-84 (GPS)
Distance Check: ✔ Distance conflicts will be checked.
Room Check: ✔ Room conflicts are not allowed.
Event Department: 1979 - General Academic Classrooms
Event Status: No Event Management
Break Time: 0
Groups: North Campus
Classroom
Audio / Visual: 2 Computer Projects
Computer
Computer Projection
Document Camera
Chalkboard < 20 Ft.
Boards: Movable Seats
Seating: Tables and Chairs



Room Detail

Muller, Tomas
Administrator

Spring 2016 (PWL)
[Click here to change the session / role](#)

[Edit Room](#) [Back](#)

Room Sharing

Workdays x Daytime

☒ Horizontal

	from: 7:30a to: 8:00a	8:00a to: 8:30a	8:30a to: 9:00a	9:00a to: 9:30a	9:30a to: 10:00a	10:00a to: 10:30a	10:30a to: 11:00a	11:00a to: 11:30a	11:30a to: 12:00p	12:00p to: 12:30p	12:30p to: 1:00p	1:00p to: 1:30p	1:30p to: 2:00p	2:00p to: 2:30p	2:30p to: 3:00p	3:00p to: 3:30p	3:30p to: 4:00p	4:00p to: 4:30p	4:30p to: 5:00p	5:00p to: 5:30p	5:30p to: 6:00p	6:00p to: 6:30p
Mon	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282
Tue	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282
Wed	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282
Thu	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282
Fri	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282

Free For All

N/A Not Available

1282 Aeronautics & Astronautics

1289 Materials Engineering

1285 General Academic Classrooms (EXT: Need Classroom Manager)

Notes: AAE and MSE share 50/50. Note artificial distribution of time to force sharing. Will need to be adjusted to meet need.

Examination Period Preferences

Midterm Preferences:

☒ Horizontal

January 2016		February 2016		March 2016		April 2016	
from: 6:30p to: 7:30p	from: 7:30p to: 10:00p	from: 6:30p to: 7:30p	from: 7:30p to: 10:00p	from: 6:30p to: 7:30p	from: 7:30p to: 10:00p	from: 6:30p to: 7:30p	from: 7:30p to: 10:00p
Mon 01/11		Mon 02/01		Tue 03/01		Mon 04/04	
Tue 01/12		Tue 02/02		Wed 03/02		Tue 04/05	
Wed 01/13		Wed 02/03		Thu 03/03		Wed 04/06	
Thu 01/14		Thu 02/04		Fri 03/04		Thu 04/07	
Fri 01/15		Fri 02/05		Sat 03/05		Fri 04/08	
Sat 01/16		Sat 02/06		Sun 03/06		Sat 04/09	
Sun 01/17		Sun 02/07		Mon 03/07		Sun 04/10	
Mon 01/18		Mon 02/08		Tue 03/08		Mon 04/11	
Tue 01/19		Tue 02/09		Wed 03/09		Tue 04/12	
Wed 01/20		Wed 02/10		Thu 03/10		Wed 04/13	
Thu 01/21		Thu 02/11		Fri 03/11		Thu 04/14	
Fri 01/22		Fri 02/12		Sat 03/12		Fri 04/15	
Sat 01/23		Sat 02/13		Sun 03/13		Sat 04/16	
Sun 01/24		Sun 02/14		Mon 03/14		Sun 04/17	
Mon 01/25		Mon 02/15		Tue 03/15		Mon 04/18	
Tue 01/26		Tue 02/16		Wed 03/16		Tue 04/19	
Wed 01/27		Wed 02/17		Thu 03/17		Wed 04/20	
Thu 01/28		Thu 02/18		Fri 03/18		Thu 04/21	
		Sat 02/19		Sat 03/19		Fri 04/22	
		Sun 02/20		Sun 03/20		Sat 04/23	
		Mon 02/21		Mon 03/21		Sun 04/24	
		Tue 02/22		Tue 03/22		Mon 04/25	
		Wed 02/23		Wed 03/23		Tue 04/26	
		Thu 02/24		Thu 03/24		Wed 04/27	
		Fri 02/25		Fri 03/25		Thu 04/28	
		Sat 02/26		Sat 03/26		Fri 04/29	
		Sun 02/27		Sun 03/27		Sat 04/30	

Required
Strongly Preferred
Preferred
Neutral
Discouraged
Strongly Discouraged
Prohibited

Final Preferences:

☒ Horizontal

from: 8:00a to: 10:00a	10:00a to: 12:00p	12:00p to: 2:00p	2:00p to: 4:00p	4:00p to: 6:00p
Mon 05/02				
Tue 05/03				
Wed 05/04				
Thu 05/05				
Fri 05/06				
Sat 05/07				

Required
Strongly Preferred
Preferred
Neutral
Discouraged
Strongly Discouraged
Prohibited
Not Available

Event Availability

Workdays x Daytime

☒ Horizontal

from: 7:30a to: 8:00a	8:00a to: 8:30a	8:30a to: 9:00a	9:00a to: 9:30a	9:30a to: 10:00a	10:00a to: 10:30a	10:30a to: 11:00a	11:00a to: 11:30a	11:30a to: 12:00p	12:00p to: 1:00p	1:00p to: 1:30p	1:30p to: 2:00p	2:00p to: 2:30p	2:30p to: 3:00p	3:00p to: 3:30p	3:30p to: 4:00p	4:00p to: 4:30p	4:30p to: 5:00p	5:00p to: 5:30p	5:30p to: 6:00p	6:00p to: 6:30p
Mon																				
Tue																				
Wed																				
Thu																				
Fri																				

Available

N/A Not Available

Room Pictures



Room Note History

[Edit Room](#) [Back](#)

How to Add Rooms

If you cannot see the rooms you want to use and you do not have the necessary permissions to add the room yourself (the Add New button is not displayed on the Rooms page), use the Help > Contact Us screen to send a request for the room to be added.

To add a new room, click the Add New button on the Rooms page. Fill in the required information.

Room Type

Select room type. Based on the room type (room or non-university location), you will be able to choose a Building and Room Number (for a room) or a Name (for non-university location).

Distance Check

By default, this checkbox is checked, which means that if a class at this location is back to back and the distance is too great, it will cause a conflict for students. Also, back-to-back classes cannot be taught by the same instructor.

When unchecked, there is no time conflict between back-to-back classes (one at this location, the other one in some other room), and the classes can be taught by the same instructor.

Room Check

By default, this checkbox is checked, which means that the location is considered to be an equivalent of a room. This means that there cannot be two classes at the same time.

When the checkbox is unchecked, there can be two or more classes taught at the same time at this location. For example, if the location is a hospital, there can be different classes held throughout the hospital at the same time.

Controlling Department

Use the drop down to choose the controlling department for this room or non-university location.

Room Sharing

It is possible to share a room or a certain time in the room with another department. Follow the steps below to share a room:

- In the **Rooms** screen, click on the room that you want to share with another department. This will open the **Room Detail** screen for the selected room.
- The next screen shows **Room Detail**. Click on **Edit Room** button. That takes you to the **Edit Room** screen. See the **Room Sharing** section.

- Select the department with which you want to share the room (either using the plus icon or **Add Department** button. This adds the department to the list of departments who share the room – this list is displayed to the right from the time grid.
- If needed, assign particular times to the other department and keep the rest for yourself. You may assign a time to a department if you click on the department in the list to the right from the time grid and then click on times that the department should use. An example of this kind of sharing is depicted in the following screenshot.
Note: If you do not assign times explicitly, both of the departments will be able to timetable their classes at any times (that is the “free for all” color) and the department which commits the timetable first gets the requested time. The other department will need to use the times that remain.
- Click **Update Room**

Room Sharing

Workdays × Daytime
☐ Horizontal

from: to:	Mon	Tue	Wed	Thu	Fri
7:30a	0100	0100	0100	0100	0100
8:00a	0100	0100	0100	0100	0100
8:30a	0100	0100	0100	0100	0100
9:00a	0100	0100	0100	0100	0100
9:30a	0100	0100	0100	0100	0100
10:00a	0100	0100	0100	0100	0100
10:30a	0100	0100	0100	0100	0100
11:00a	0100	0100	0100	0100	0100
11:30a	0100	0100	0100	0100	0100
12:00p	0100	0100	0100	0100	0100
12:30p	0100	0100	0100	0100	0100
1:00p	0100	0100	0100	0100	0100
1:30p	0100	0100	0100	0100	0100
2:00p	0100	0101	0100	0101	0100
2:30p	0100	0101	0100	0101	0100
3:00p	0100	0101	0100	0101	0100
3:30p	0100	0100	0100	0100	0100
4:00p	0100	0100	0100	0100	0100
4:30p	0100	0100	0100	0100	0100
5:00p	0100	0100	0100	0100	0100
5:30p	0100	0100	0100	0100	0100
6:00p	0100	0100	0100	0100	0100
6:30p	0100	0100	0100	0100	0100

Free For All

N/A Not Available

0101 Student Instructional Planning

0100 Central Office (EXT: Large Lecture Room)

-- Add Department --

0102 Admission Office

Neutral
Neutral

Note:

Note: If you are not the owner of the room (your department is not the controlling department), when you set up sharing of a room with another department, you cannot take the room back

from the department. You will need to ask the other department to give up that room (in a similar way as setting up room sharing – they would just select their department from the list and click the X icon, then Update), or you will need to contact the administrator (e.g., using the Contact Us screen).

Setting and Editing Room Preferences

Room preference on a particular room allows the user to exclude some of his/her rooms from the timetabling process, or use that room only if absolutely necessary (for example, if the department wants to keep one of its rooms empty for unexpected events).

To set up room preferences proceed with the following steps:

- Select Courses > Input Data > Rooms in the menu. This takes you to the **Rooms** screen.
- Select your department (or Managed Rooms) and hit Search.
- Click on the room in your list of rooms. That takes you to the **Room Detail** screen.
- Click on the **Edit Room** button
- This takes you to the **Edit Room** screen. Set the room preference in the Room Sharing section, next to your department.
- Click **Update Room**



The meaning of the preference levels is as follows:

- **Prohibited** – never ever use this room (even if required on a class).
- **Strongly Discouraged** – this room is used only if either:
 - The room is required for a class, or
 - The room is preferred or strongly preferred for a class and the solver is not able to put this class into another room.
- **Discouraged** – this room is used if either:
 - The room is required for a class, or
 - The solver is not able to put this class into another room.
- **Neutral** – the default value for room preference.


It is not recommended that you use any other preference level on the room itself.

Room Features

There might be special features you want to choose in your rooms (e.g. Audio Input Mac computer labs).

The following instructions will guide you through setting up a feature for your departmental room and indicate which rooms have this feature:

- Click on Courses > Input Data > **Room Features** in the menu. That takes you to the **Room Features** screen. Here, you will see the features currently listed as your room features, as well as a list of your rooms which have been flagged as having those features.



Room Features ?

Deputy, Schedule (A)
Department Schedule Manager

Fal 2010 (woebegon)
Click here to change the session / role.

Filter: Managed ▼ × Search More ▼ Add New

Global Room Features

Name	Abbreviation	Type	Rooms	Description
Audio Recording	AudRec		THTR 101	
Chalkboard < 20 Ft.	Ch<20F		EDUC 102, EDUC 103, EDUC 104, EDUC 105, EDUC 106, EDUC 107, EDUC 108, THTR 101	
Chalkboard >= 20 Ft.	Ch>=20F		EDUC 101	
Computer	Comp		EDUC 101, EDUC 102, EDUC 103, EDUC 104, EDUC 105, EDUC 106, EDUC 107, EDUC 108	
Computer Projection	CompPr		EDUC 101, EDUC 103, EDUC 105	
Fixed Seating	FixSeat		EDUC 101, EDUC 102, EDUC 103	
Tables and Chairs	Tbls&Chrs		EDUC 104, EDUC 105, EDUC 106, EDUC 107	
Tablet Arm Chairs	TblArmChr		EDUC 108	
Theater Seats	ThtrSeat		THTR 101	

Departmental Room Features


Name	Abbreviation	Type	Department	Rooms	Description
Coffee Maker	Coffee		Instr	EDUC 102, EDUC 103	This room has a coffee maker.

Adding Room Features

You only may update your features for departmentally owned rooms. The Global Room Features must be updated by an administrator. The following steps will guide you through adding other features to your department room:

- Click **Add New** button. This takes you to the **Add Room Feature** screen. Here, you can set up the feature you plan to add. Select a name that is helpful to you.
Note: ignore the Global checkbox. It is for administrative use only.

- Supply the name of the feature and abbreviation.
- When applicable, select Feature Type or leave at No Type.
- Select Department.
- You can provide room feature Description. This is an optional field.
- Select rooms that the room feature applies to. Please note that only the rooms that meet the filter from the **Room Features** screen are listed.
- Click **Create Room Feature**



Add Room Feature ?

Deputy, Schedule (A) Department Schedule Manager Fal 2010 (woebegon) [Click here to change the session / role.](#)

Name:

Abbreviation:

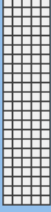

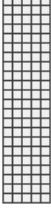
Type:

Global: ☐

Department:


Description:

Rooms

Name	Type	Capacity	Availability	Departments	Groups	Features
<input checked="" type="checkbox"/> EDUC 102	Classrooms	2		Instr	Classroom	Chalkboard < 20 Ft. Coffee Maker (Instr) Computer Fixed Seating
<input checked="" type="checkbox"/> EDUC 103	Classrooms	2		Instr	Classroom	Chalkboard < 20 Ft. Computer Projection Coffee Maker (Instr) Computer Fixed Seating
<input type="checkbox"/> EDUC 105	Classrooms	1		Instr	Classroom	Chalkboard < 20 Ft. Computer Projection Tables and Chairs Computer

Adjust Room Features

You only may update your (departmental) room features. The Global Room Features must be updated by an administrator. The following steps will guide you through adding other features to your department room:



Edit Room Feature ?

Deputy, Schedule (A)
Department Schedule Manager

Fal 2010 (woebegon)
[Click here to change the session / role.](#)

[Update Room Feature](#) [Delete Room Feature](#) [Back](#)

Name:

Abbreviation:



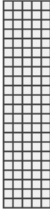
Type:

Global: ☐

Department:

Description:

Rooms

Name	Type	Capacity	Availability	Departments	Groups	Features
<input checked="" type="checkbox"/> EDUC 102	Classrooms	2		Instr	Classroom	Chalkboard < 20 Ft. My Special Feature (Instr) Coffee Maker (Instr) Computer Fixed Seating
<input checked="" type="checkbox"/> EDUC 103	Classrooms	2		Instr	Classroom	Chalkboard < 20 Ft. My Special Feature (Instr) Coffee Maker (Instr) Computer Projection Computer Fixed Seating
<input type="checkbox"/> EDUC 105	Classrooms	1		Instr	Classroom	Chalkboard < 20 Ft. Computer Projection Tables and Chairs Computer

[Update Room Feature](#) [Delete Room Feature](#) [Back](#)

- Click on the room feature you want to adjust.

- This takes you to the **Edit Room Feature** screen. In the **Edit Room Feature** screen, you will have a list of rooms from your room list set up in the previous section. Click the box for all the rooms that have this feature. Please note that only the rooms that meet the filter from the **Room Features** screen are listed.
- Click **Update Room Feature**

Room Groups

Within the **Room Groups** form, you can categorize multiple rooms/labs under one name e.g., if you have multiple laboratories for Biochemistry, you can create a room group named Biochem Lab. The group can be named anything that is helpful to you. Note: you may only update your Departmental Room Groups, not the Global Room Groups.

Room Groups ?

Deputy, Schedule (A)
Department Schedule Manager

Fal 2010 (woebegon)
[Click here to change the session / role.](#)

Filter: Managed ▼ × Search More ▼ Add New

Global Room Groups


Name	Abbreviation	Default	Rooms	Description
Chemistry Labs	Chem Labs		EDUC 106	Chemistry Laboratories
Classroom	Classroom	✓	EDUC 101, EDUC 102, EDUC 103, EDUC 104, EDUC 105	
Hall of Music	Hall of Music		THTR 101	

Departmental Room Groups

Name	Abbreviation	Department	Rooms	Description
Biology Labs	Biol Labs	Instr	EDUC 107	
Computing Labs	Comp Labs	Instr	EDUC 108	

The following instructions will guide you through creating a Room Group:

- Click on Courses > Input Data > **Rooms Groups** in the menu. That takes you to the **Room Groups** screen. Here, you will see the groups currently listed as your room groups, as well as a list of your rooms which have been flagged as having those groups.
- Click **Add New Group**
- Supply the name of the group and abbreviation.
- Select Department.
- You can provide room feature Description. This is an optional field.
- Select rooms that the room group applies to. Please note that only the rooms that meet the filter from the **Room Groups** screen are listed.
- Click **Create Room Group**



Add Room Group ?

Deputy, Schedule (A) Fal 2010 (woebegon)
Department Schedule Manager [Click here to change the session / role.](#)

Create Room Group Back

Name:

Abbreviation:

Global: ☐

Department:

Description:

Rooms

Name	Type	Capacity	Availability	Departments	Groups	Features
<input checked="" type="checkbox"/> EDUC 102	Classrooms	2	<div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div>	Instr	Classroom	Chalkboard < 20 Ft. My Special Feature (Instr) Coffee Maker (Instr) Computer Fixed Seating
<input type="checkbox"/> EDUC 103	Classrooms	2	<div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div>	Instr	Classroom	Chalkboard < 20 Ft. My Special Feature (Instr) Coffee Maker (Instr) Computer Projection Computer Fixed Seating
<input checked="" type="checkbox"/> EDUC 104	Classrooms	1	<div style="border: 1px solid #ccc; width: 20px; height: 20px;"></div>	Instr	Classroom	Chalkboard < 20 Ft. Tables and Chairs Computer

Create Room Group Back


Adjust Room Groups

You only may update your (departmental) room groups. The Global Room Groups must be updated by an administrator. The following steps will guide you through adding other groups to your rooms:

- Click on the room group you want to adjust.
- This takes you to the **Edit Room Group** screen. In the **Edit Room Group** screen, you will have a list of rooms from your room list set up in the previous section. Toggle the

checkbox for all the rooms that have this group. Please note that only the rooms that meet the filter from the **Room Groups** screen are listed.

- Click **Update Room Group**



Edit Room Group ?

Deputy, Schedule (A) Fal 2010 (woebegon)
Department Schedule Manager Click here to change the session / role.

Update Room Group
Delete Room Group
Back


Name:

Abbreviation:

Global: ☐

Department: 0101 - Student Instructional Planning ▾

Description:



Rooms

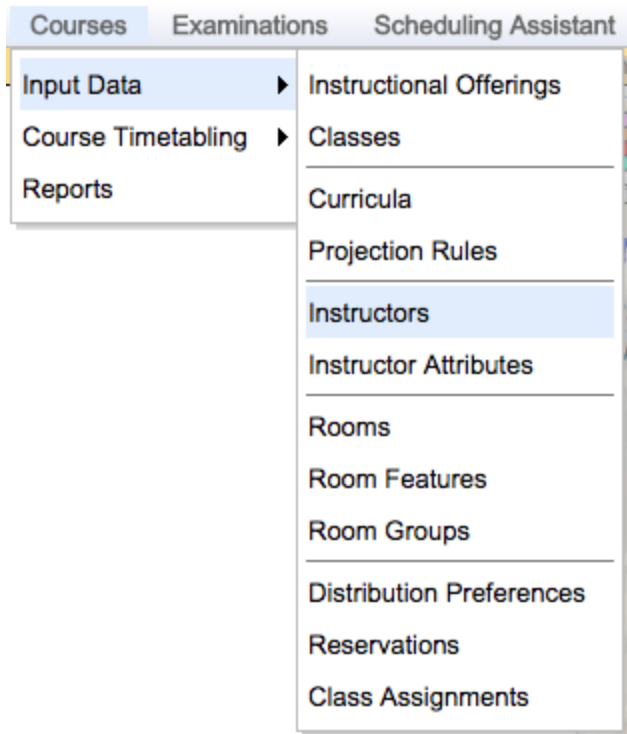
Name	↑ Type	Capacity	Availability	Departments	Groups	Features
<input checked="" type="checkbox"/> EDUC 102	Classrooms	2	<div style="width: 100%; height: 100%; background-color: #ccc;"></div>	Instr	My Precious Rooms (Instr) Classroom	Chalkboard < 20 Ft. My Special Feature (Instr) Coffee Maker (Instr) Computer Fixed Seating
<input type="checkbox"/> EDUC 103	Classrooms	2	<div style="width: 100%; height: 100%; background-color: #ccc;"></div>	Instr	Classroom	Chalkboard < 20 Ft. My Special Feature (Instr) Coffee Maker (Instr) Computer Projection Computer Fixed Seating
<input checked="" type="checkbox"/> EDUC 104	Classrooms	1	<div style="width: 100%; height: 100%; background-color: #ccc;"></div>	Instr	My Precious Rooms (Instr) Classroom	Chalkboard < 20 Ft. Tables and Chairs Computer

Update Room Group
Delete Room Group
Back


Instructors

The second step with timetabling data entry will be to ensure that all instructors who will be assigned to classes are maintained within UniTime. You will see the list of your instructors when you click on Instructors in the left-hand side menu. Before you start working on classes, make sure that the instructor list is complete.

Select Courses > Input Data > Instructors in the menu



If the instructor list is not complete, you can manage your instructor list or add a new instructor.



Deputy, Schedule (A)

Department Schedule Manager

Fal 2010 (woebegon)

Click here to change the session / role

Department:

0101-Student Instructional Planning







Search

Export PDF

Export CSV

Manage Instructor List

Add New Instructor

External Id	Name	Position	Note Preferences Time	Room	Distribution	Class Assignments	Exam Assignments	Ignore Too Far
007	Bond, James	Associate Professor		AudRec	At Most 6 Hours A Day At Most 8 Hours A Day			
100	Doe, Joe	Continuing Lecturer		Comp		ALG 101 Lec 1 C S 101 Lec 1 C S 101 Lec 2 CALC 101 Lec 1 CALC 101 Lec 2 CALC 101 Lec 3	ALG 101 ALG 101 ALG 101 ALG 101 C S 101 CALC 101 Lec 1, 2	
101	Newman, George	Associate Professor		EDUC ThtrSeat		BIOL 101 Lec 1 BIOL 101 Lec 2 BIOL 101 Lec 3 BIOL 101 Pso 1 BIOL 101 Pso 2 BIOL 101 Pso 3	BIOL 101 BIOL 101 BIOL 101	
102	Smith, John	Professor				CALC 101 Rec 1 CALC 101 Rec 10 CALC 101 Rec 11 CALC 101 Rec 12 CALC 101 Rec 2 CALC 101 Rec 3 CALC 101 Rec 4 CALC 101 Rec 5 CALC 101 Rec 6 CALC 101 Rec 7 CALC 101 Rec 8 CALC 101 Rec 9	CALC 101 CALC 101 CALC 101 Lec 3	
	Student, John	Graduate Teaching Assistant					BIOL 101	
	Student, Steven	Undergrad Teaching Assistant					BIOL 101	

Export PDF

Manage Instructor List

Add New Instructor

Note: You may use the Export PDF button to print a copy of all your listed instructors.

Managing Your Instructor List

To view and manage your instructor list:


- Click **Manage Instructor List**. It has two parts: (a) Instructors in the Department List, and (b) Instructors not in the Department List.
- Check names to add instructors to your list.
- Uncheck names to remove them from the list (the checked ones will be in your list).
- Click **Update**.

Adding New Instructors to Your List

To add a new instructor who is not in the **Manage Instructor List**:

- Return to the initial **Instructors** page.
- Click the **Add New Instructor** button.
- For a new instructor, the only mandatory field is his/her last name. You can also lookup the instructor by clicking the **Lookup** button.

- Provide instructor's External Id. This way, the instructor's name will be matched with the university records, which is necessary to get the instructor's name to the Student Information System. It is also needed when the instructor is teaching classes from multiple departments.
- If you know the instructor's career account username, enter it in the Account Name field.



Add Instructor ?
 Deputy, Schedule (A) Fal 2010 (woebegon)
Department Schedule Manager [Click here to change the session / role.](#)

External Id:

Account Name:

First Name:

Middle Name:

Last Name: *

Academic Title:

Email:

Department:

Position:


Note:

Ignore Too Far: ☐

Note: It is sufficient to only enter instructors that should be assigned to a class.

Instructor Detail

From **Instructor Detail** screen, you can also continue to other screens to edit instructor information and change their personal preferences.



[Instructors \(0101 - Student Instructional Planning\)](#) → [Instructor \(Bond, James\)](#)

Instructor Detail

Deputy, Schedule (A) Fal 2010 (woebegon)

Bond, James

[Edit Instructor](#) [Edit Assignment Preferences](#) [Edit Preferences](#) [Next](#) [Back](#)

External Id: 007
 Department: 0101 - Student Instructional Planning
 Position: Associate Professor

Class Assignments

Preferences

Time:

	from: 7:30a	8:00a	8:30a	9:00a	9:30a	10:00a	10:30a	11:00a	11:30a	12:00p	12:30p	1:00p	1:30p	2:00p	2:30p	3:00p	3:30p	4:00p	4:30p	5:00p	5:30p	6:00p	
Mon	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Discouraged	Discouraged	Discouraged	Discouraged	Strongly Preferred
Tue	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Discouraged	Discouraged	Discouraged	Discouraged	Strongly Preferred
Wed	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Discouraged	Discouraged	Discouraged	Discouraged	Strongly Preferred
Thu	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Strongly Preferred	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Discouraged	Discouraged	Discouraged	Discouraged	Strongly Preferred
Fri	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	

Room Features: Audio Recording
 Distribution: At Most 6 Hours A Day
 At Most 8 Hours A Day

Required Strongly Preferred Preferred Neutral Discouraged Strongly Discouraged Prohibited

[Edit Instructor](#) [Edit Assignment Preferences](#) [Edit Preferences](#) [Next](#) [Back](#)

To change personal information:

- Click **Edit Instructor** button
- This takes you to the **Edit Instructor** screen. From here, you may change information for this instructor (i.e. notes, email, etc.).
- When you are finished, click **Update**

Setting Instructor Preferences

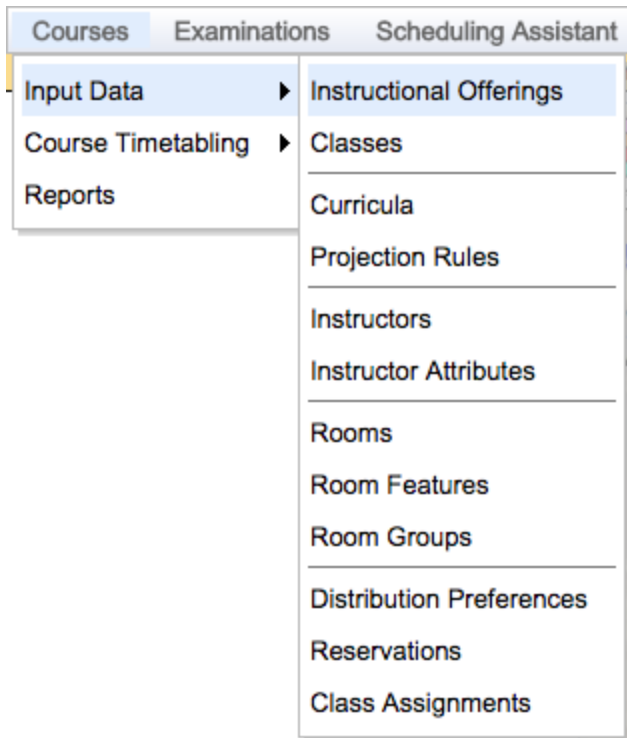
You can set preferences of instructors in this section. These preferences are then inherited on any class to which you assign this instructor. The following instructions describe how to set an instructor's Time, Building, Room Feature, Room Group, and Distribution preferences:

- In the Instructors screen, click on the name of the person whose preferences you want to enter.
- That takes you to the **Instructor Detail** screen. Click **Edit Preferences** button
- Edit the preferences.
- When finished entering instructor preferences, click **Update**

There are Time, Room, Building, Room Feature, Room Group, and Distribution preferences you can enter, just like on scheduling subparts or classes as described in the section on preferences. Note: It is not necessary to have an entry in every preference.

Instructional Offerings

To see the list of instructional offerings, click on Courses > Input Data > Instructional Offerings in the menu. If you have more than one subject area, select the subject area you want to work with from the drop down menu and click Search. If you have only one subject area, it will display automatically.



Navigation Information: In this application, the filter at the top left of the **Instructional Offerings** screen can be used to display a variety of informational items pertaining to your offerings. Click the plus sign (+) to the left of the filter to display these items. Select the checkbox(es) to choose which items you want to display. When finished, you can close the filter by clicking on the minus sign (-) to the left of the filter.

Filter

Optional
Columns:

- ☐ External Id
- ☒ Enrollment Information
 - ☒ Enrollment
 - ☒ Projected Demand
 - ☒ Limit
 - ☒ Snapshot Limit
 - ☒ Room Ratio
- ☒ Manager
- ☒ Date/Time Information
 - ☒ Date Pattern
 - ☒ Minutes Per Week
 - ☒ Time Pattern
- ☒ Preferences
- ☐ Instructor Scheduling
- ☒ Instructor
- ☒ Timetable
- ☐ Catalog Information
 - ☐ Title
 - ☐ Course Credit
 - ☐ Subpart Credit
 - ☐ Consent
 - ☒ Schedule Print Note
- ☐ Note to Schedule Manager
- ☐ Examinations

Note: In most cases, an instructional offering is an equivalent of a course. Within UniTime, if you need to get back to the **Instructional Offering Detail** screen, select and click the row that contains the subject and course number.



Instructional Offerings ?

Deputy, Schedule (A)
Department Schedule Manager

Fal 2010 (woebegon)
[Click here to change the session / role.](#)

[Filter](#)

Subject:

ALG
BAND
BIOL
CALC
CHIN
CHM
COM

Course Number:

[Search](#)

[Export PDF](#)

[Export CSV](#)

[Worksheet PDF](#)

[Add New](#)

[ALG Not Offered Courses](#)

ALG Offered Courses

---Preferences---									
	Limit	Room Ratio	Date Pattern	Minutes per Week	Time Pattern	Time	Room	Distribution	Instructor
ALG 101	2	Algebra I							
Lecture	2		Full Term	150	3 x 50 2 x 75	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Classroom		
Lec 1	2		Full Term	150	3 x 50 2 x 75	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Comp Classroom		Doe, Joe

[ALG Offered Courses](#)

ALG Not Offered Courses

All courses are currently being offered for ALG subject.

Adding/Removing Courses

Check whether all of the courses that should be offered for this semester are in the list of Offered Courses. If not, scroll down to the Courses Not Offered list in the lower part of this screen or use the Not Offered Courses link located at the top right corner of this page to get to the list quickly.

Note: You may use the Edit > Find on this Page (or Ctrl+F), to search for a specific piece of data (e.g., to find a course).

If the course is displayed in the Not Offered Courses list, then:

- Click on the course you wish to offer. This will take you to the **Instructional Offering Detail** screen.
- Click the **Make Offered** button which takes you to the **Instructional Offering Configuration** screen.
- This screen is discussed in the Instructional Offering Configuration section of this manual.

If the course is not displayed in either section of this page, then:

- Click **Add New** button. This takes you to the Add Course Offering screen.
- Enter the Course Number and other information as needed.
- Hit **Save** button. This will create the course and take you to the **Instructional Offering Detail** screen discussed in the next section

If an instructional offering is on the list of offered courses, but it is not to be offered this term, then:

- Click on the instructional offering (the line with the course number).
- This takes you to the **Instructional Offering Detail** screen.
- Click on **Make NOT Offered**.

Note: This action removes most of instructional offering details for this course (classes, reservations, limits, etc.). Please use caution.

Banner: If you add a course that does not exist in the catalog, it will not flow to Banner. Errors such as this will be documented in Banner Messages and will need further attention.

Instructional Offering Configuration


Set up or Modify Instructional Offering Configuration

To set up/modify the configuration of an instructional offering (note: arranged hours offerings are described later in this section):

- In the list of **Instructional Offerings**, click on the line that contains the number of the course you want to set up or modify.
- This takes you to the **Instructional Offering Detail** screen. Click **Edit Configuration**.
- That takes you to the **Instructional Offering Configuration** screen.

Description of the fields:

- **Configuration Name:** Descriptive name of configuration. You may leave this field blank, and the system will generate a system name for you.
- **Configuration Limit:** Controls how many students can enroll in a configuration of the instructional offering. This field is the Master control for the configuration limit and may only be set manually.
Banner: Pay careful attention to setting unlimited enrollments. For unlimited enrollment enter 9999 for the Configuration Limit. DO NOT select the Unlimited Enrollment button.
- **Instructional Type:**
 - **Add** - Select from drop down menu the additional instructional type you need for this course offering, then click **Add**.
 - **Delete** - x icon next to instructional type already listed removes that particular instructional type.



Instructional Offering Configuration ?

Deputy, Schedule (A) Fal 2010 (woebegon)
Department Schedule Manager [Click here to change the session / role.](#)

[<] [Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\)](#) → [Instructional Offering \(CALC 101\)](#)

CALC 101 - Calculus Update Back

Configuration Name:

Unlimited Enrollment: ☐

Configuration Limit*:

Class Duration: Session Default (Minutes per Week) ▾

Instructional Type: Select... ▾ Add

		Limit per Class	Number of Classes	Session Default (Minutes per Week)	Number of Rooms	Room Ratio	Managing Department
Lecture	✖	40	3	150	1	1.0	Large Lecture Room ▾
... Recitation	➡ ✖	10	12	50	1	1.0	Department ▾

Update
Back


- **Limit per Class:** Limit for each section with this instructional type.
- **Number of Classes:** The number of classes of this instructional type you want to offer. This is calculated by the application (config limit/limit per class), but can be overwritten in this field.
Note: If you can't evenly divide your limits out to sum to the overall Configuration Limit, you will need to make one of the instructional type limits sum to greater than or equal to the overall configuration limit. See Modify Class Limits for additional information.
- **Minutes per Week:** Total number of minutes that a class meets per week. It is important that your instructional offerings have the correct number of minutes per week in this screen as this will determine the time patterns that are available for you to use for this class. Note: 1 hour of class is usually equal to 50 minutes.
- **Number of Rooms:** Number of rooms you require per class. The default is 1.
- **Room Ratio:** Used to indicate when you need a room with a capacity different from the size of the class. The default is 1.0 which means the room should seat the number of students in your class. This can be decreased or increased.
Example: A class of limit 20 with a room ratio of 0.5 needs a room of at least 10 seats, you can see the Minimal Room Capacity on the Class Detail screen.
- **Managing Department:** Used to determine which manager will timetable this class. See Setting Managing Department if you have classes within the same instructional type needing to be timetabled by different managers.

Modifying Class Limits

Select the **Class Setup** button on the Instructional Offering Detail screen to adjust the limits individually. If a range of room sizes are possible for all classes within an instructional type (e.g., you want 10 computing labs that seat a range of 17-23 students each), contact an administrator.

Most users will never use a range. This option adds flexibility where applicable.

Note: The ability to enable class limit range must be set in the Preferences > Settings, set *Show the option to set variable class limits* to yes.



[Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\)](#) → [Instructional Offering \(CALC 101\)](#)

Multiple Class Setup ?
Deputy, Schedule (A)
Department Schedule Manager Fal 2010 (woebegon)
[Click here to change the session / role.](#)

CALC 101 - Calculus

Unlimited Enrollment: ☐

Configuration Limit:

Scheduling Subpart Limits: Lec: 120 Student Scheduling: ☒
 Rec: 120 Student Scheduling: ☒

External Id	Enroll	Limit	Ratio	Rms	Managing Department	Date Pattern	Student Scheduling (All: <input checked="" type="checkbox"/>)	--- Timetable ---		
								Time	Room	Instructors
Lec 1		4	40	1.0	1	Large Lecture Room	<input checked="" type="checkbox"/>	MWF 7:30a-8:20a	EDUC 101	Doe, Joe
Rec 1		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	F 10:30a-11:20a	EDUC 104	Smith, John
Rec 2		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	F 1:30p-2:20p	EDUC 104	Smith, John
Rec 3		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	T 2:30p-3:20p	EDUC 104	Smith, John
Rec 4		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	T 12:30p-1:20p	EDUC 104	Smith, John
Lec 2		4	40	1.0	1	Large Lecture Room	<input checked="" type="checkbox"/>	MWF 10:30a-11:20a	EDUC 101	Doe, Joe
Rec 5		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	M 10:30a-11:20a	EDUC 104	Smith, John
Rec 6		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	T 10:30a-11:20a	EDUC 104	Smith, John
Rec 7		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	Th 12:30p-1:20p	EDUC 104	Smith, John
Rec 8		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	W 2:30p-3:20p	EDUC 102	Smith, John
Lec 3		4	40	1.0	1	Large Lecture Room	<input checked="" type="checkbox"/>	MWF 8:30a-9:20a	EDUC 101	Doe, Joe
Rec 9		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	T 3:30p-4:20p	EDUC 104	Smith, John
Rec 10		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	T 11:30a-12:20p	EDUC 104	Smith, John
Rec 11		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	F 2:30p-3:20p	EDUC 102	Smith, John
Rec 12		1	10	1.0	1	Department	<input checked="" type="checkbox"/>	Th 2:30p-3:20p	EDUC 104	Smith, John

Scheduling Subpart Limits: Lec: 120 Student Scheduling: ☒
 Rec: 120 Student Scheduling: ☒


Grouping

Besides filling in the fields, you need to set up grouping in the Instructional Offering Configuration screen if it is necessary for the instructional offering.

Banner: Grouping in UniTime is equivalent to linking within Banner.

If an attendance relationship must be maintained across types of instructions within a course you will need to do a grouping (e.g., Lec 01 with Rec 01 with Lab 01). Grouping should be used only when necessary as student scheduling flexibility is reduced when grouping is used.

If you want to group Lecture and Recitation, click on the arrow located next to the Recitation subpart.



Instructional Offering Configuration ?

Deputy, Schedule (A)
Department Schedule Manager

Fal 2010 (woebegon)
[Click here to change the session / role.](#)

[\[<\] Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\)](#)
→ [Instructional Offering \(CALC 101\)](#)

CALC 101 - Calculus

Update Back

Configuration Name:

Unlimited Enrollment: ☐

Configuration Limit:*

Class Duration:

Instructional Type: Add

		Limit per Class	Number of Classes	Session Default (Minutes per Week)	Number of Rooms	Room Ratio	Managing Department
Lecture	↓ ×	<input type="text" value="40"/>	<input type="text" value="3"/>	<input type="text" value="150"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	Large Lecture Room ▾
Recitation	→ ↑ ×	<input type="text" value="10"/>	<input type="text" value="12"/>	<input type="text" value="50"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	Department ▾

Update Back

Consequently each of the three lectures will have four recitations. Students in the first lecture will be scheduled to the first four recitations; students in the second lecture will be scheduled to the next four recitations, etc.

		Limit per Class	Number of Classes	Session Default (Minutes per Week)	Number of Rooms	Room Ratio	Managing Department
Lecture	×	<input type="text" value="40"/>	<input type="text" value="3"/>	<input type="text" value="150"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	Large Lecture Room ▾
↳ Recitation	← ×	<input type="text" value="10"/>	<input type="text" value="12"/>	<input type="text" value="50"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	Department ▾

Note: In the terminology of this manual (and the terminology of the authors of the application), the instructional type that is more to the left is called a parent and the instructional type that is indented relative to the other type (after the arrow to the right has been clicked) is called a child.

Banner: Each of the CRNs will be assigned a link identifier within Banner (i.e., system generated). You may reference Banner form SSASECT or view the Banner Offerings form with UniTime to view the link identifier. See Banner Offerings for more information.

Note: It is important that you setup the configuration before you start adding time/room preferences on the classes, since a change in configuration could result in deleting the preferences from your classes.

Banner: The application does not check if the configuration that you entered is the same configuration as in the course catalog. You will need to check your Banner Message to see if you have any courses that did not flow to Banner due to configuration problems. These courses will not be timetabled.

Configuration of Independent Study/Research Courses

For independent study courses there are two options.

Option 1: The following steps are required if the course **does not require a room** for meetings and time statement is arrange hours:

- For the Configuration Limit enter 9999.
- Choose the appropriate instructional type (IND or RES) from the dropdown menu.
- Click **Add**. The configuration name will be system generated. You also can supply your own configuration name.
- Set the limit per Class to 9999 (9999 = unlimited). Press Tab. This will automatically generate the Number of Classes.
- Tab to the number of Minutes per Week. Enter 0 (indicates arr hrs).
- Tab to the Number of Rooms. Enter 0.

Note: You can indicate the number of hours to meet (e.g., arr1, arr2), if applicable, by entering an amount in the Minutes per Week box (e.g., 50 minutes, 100 minutes, etc.).

Option 2: The course requires a room for meetings

- For the Configuration Limit enter 9999.
- Choose the appropriate instructional type (IND or RES) from the dropdown menu.
- Click **Add**. The configuration name will be system generated. You also can supply your own configuration name.
- Set the limit per Class to 9999. Press Tab. This will automatically generate the Number of Classes.
- Tab to the number of Minutes per Week. Enter 0.
- Tab to the Number of Rooms. Enter 1.
- Use required room preference on each class to indicate the room.

In this case, you need to set a limit for that offering and proceed as you would for any other course: select and add the correct instructional types, set limits per class, number of classes, then set up preferences.

When you are finished with settings in the **Instructional Offering Configuration** screen, click **Update**. That takes you back to the **Instructional Offering Detail** form. If you have done any grouping, you will see that one of the subparts is indented, indicating the grouping relationship.

Configuration 1 Edit Configuration Class Setup Assign Instructors

Preferences										Timetable			
External Id	Enrollment	Limit	Room Ratio	Manager	Date Pattern	Minutes per Week	Time Pattern	Time	Room	Instructor	Time	Room	Room Cap
Lecture		120		LLR	Full Term	150	3 x 50						
Recitation		120		Instr	Full Term	50	1 x 50		Classroom				
Lec 1	4	40		LLR	Full Term	150	3 x 50			Doe, J	MWF 2:30p-3:20p	EDUC 101	4
Rec 1	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	F 8:30a-9:20a	EDUC 104	1
Rec 2	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	W 2:30p-3:20p	EDUC 104	1
Rec 3	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	F 2:30p-3:20p	EDUC 102	2
Rec 4	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	M 11:30a-12:20p	EDUC 104	1
Lec 2	4	40		LLR	Full Term	150	3 x 50			Doe, J	MWF 7:30a-8:20a	EDUC 101	4
Rec 5	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	M 10:30a-11:20a	EDUC 104	1
Rec 6	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	M 8:30a-9:20a	EDUC 104	1
Rec 7	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	W 11:30a-12:20p	EDUC 104	1
Rec 8	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	Th 1:30p-2:20p	EDUC 104	1
Lec 3	4	40		LLR	Full Term	150	3 x 50			Doe, J	MWF 8:30a-9:20a	EDUC 101	4
Rec 9	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	W 8:30a-9:20a	EDUC 104	1
Rec 10	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	M 2:30p-3:20p	EDUC 104	1
Rec 11	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	T 2:30p-3:20p	EDUC 104	1
Rec 12	1	10		Instr	Full Term	50	1 x 50		Classroom	Smith, J W	Th 8:30a-9:20a	EDUC 104	1


Required Strongly Preferred Preferred Neutral Discouraged Strongly Discouraged Prohibited Not Available

Setting Managing Department and Other Class-specific Parameters

Externally managed timetables (such as Large Lectures and Computing Labs) are created and solved separately from departmental timetables. Note: The Managing Department determines who timetables the class.

- Select and click on the subject and course number.
- This will bring you to the **Instructional Offering Details** screen. To change the Managing Department and/or change limits on specific classes of the same instructional type (from the same scheduling subpart) click on the **Class Setup** button on the Instructional Offering Detail screen located on the right side under the Configuration line.
- This takes you to the **Multiple Class Setup** form. Make the necessary changes to the fields for the individual class.

- Click **Update**.



Multiple Class Setup ?
Solver stopped. Course Timetabling Solver
Root, Abraham System Administrator
Fal 2010 (woebegon) Click here to change the session / role.

[\[<\] Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\) → Scheduling Subpart \(CHM 101 Lec\) →](#)
[Instructional Offering \(CHM 101\)](#)

CHM 101 - Chemistry I

Unlimited Enrollment: ☐
 Configuration Limit:
 Scheduling Subpart Limits: Lec: 12 Student Scheduling: ☒
 Lab: 12 Student Scheduling: ☒
 Rec: 12 Student Scheduling: ☒

	External Id	Enroll	Limit	Ratio	Rms	Managing Department	Date Pattern	Student Scheduling		
								(All: <input checked="" type="checkbox"/>)	Time	Room
Lec 1		4	4	1.0	1	Large Lecture Room	Default	<input checked="" type="checkbox"/>	TTh 7:30a-8:20a	EDUC 101
Lab 1		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	F 7:30a-10:20a	EDUC 106
Rec 1		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	M 4:30p-5:20p	EDUC 104
Lab 2		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	Th 3:00p-5:50p	EDUC 106
Rec 2		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	W 12:30p-1:20p	EDUC 104
Lab 3		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	F 3:00p-5:50p	EDUC 107
Rec 3		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	F 7:30a-8:20a	EDUC 104
Lab 4		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	W 11:30a-2:20p	EDUC 106
Rec 4		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	T 8:30a-9:20a	EDUC 103
Lec 2		4	4	1.0	1	Large Lecture Room	Default	<input checked="" type="checkbox"/>	TTh 11:30a-12:20p	EDUC 101
Lab 5		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	W 3:00p-5:50p	EDUC 106
Rec 5		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	F 4:30p-5:20p	EDUC 104
Lab 6		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	Th 7:30a-10:20a	EDUC 106
Rec 6		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	W 4:30p-5:20p	EDUC 104
Lab 7		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	T 7:30a-10:20a	EDUC 106
Rec 7		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	Th 7:30a-8:20a	EDUC 104
Lab 8		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	T 3:00p-5:50p	EDUC 107
Rec 8		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	Th 2:30p-3:20p	EDUC 104
Lec 3		4	4	1.0	1	Large Lecture Room	Default	<input checked="" type="checkbox"/>	TTh 10:30a-11:20a	EDUC 101
Lab 9		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	W 7:30a-10:20a	EDUC 106
Rec 9		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	T 7:30a-8:20a	EDUC 103
Lab 10		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	F 11:30a-2:20p	EDUC 106
Rec 10		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	T 1:30p-2:20p	EDUC 104
Lab 11		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	T 11:30a-2:20p	EDUC 106
Rec 11		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	W 7:30a-8:20a	EDUC 104
Lab 12		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	Th 11:30a-2:20p	EDUC 106
Rec 12		1	1	1.0	1	Department	Default	<input checked="" type="checkbox"/>	F 11:30a-12:20p	EDUC 104

Scheduling Subpart Limits: Lec: 12 Student Scheduling: ☒
 Lab: 12 Student Scheduling: ☒
 Rec: 12 Student Scheduling: ☒

Multiple Class Setup Form Fields

Managing Department: Used to indicate who is going to timetable the classes of this scheduling subpart (instructional type). Select from the drop down menu. The default "Department" means that the class is timetabled by the department of the subject area of the controlling course offering.

Date Pattern: Used to indicate when a class meets during the term. If other than default, select from pull-down menu.


Assign Instructors

Banner: When a department's solution is uncommitted, UniTime no longer sends instructors for sections that required time. Those will get picked up when a solution is committed.

UniTime has two methods of assigning instructors to classes.

Method #1 – Assign Instructors

- Select the row containing the subject and course number. This will take you to the **Instructional Offering Detail** form.
- From the Instructional Offering Detail screen, select the **Assign Instructors** button.
- The Assign Instructors screen allows you to assign instructor names for each section of the course. If you wish to assign more than one instructor, you will need to click the (+) icon and an additional row will appear. If you wish to delete a row click on the (x) icon.
Banner: Remember, that for a given section your percent share needs to sum to 100%.
- Click **Update**



Assign Instructors ?

Solver stopped.
Course Timetabling Solver

Root, Abraham
System Administrator

Fal 2010 (woebegon)
[Click here to change the session / role.](#)

[←]
[Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\)](#) →
 [Instructional Offering \(CALC 101\)](#)

CALC 101 - Calculus

Unassign All
Update
Next
Back

Coordinators:

External Id		Name	% Share	Check Conflicts	Display (All: <input checked="" type="checkbox"/>)	Time	Room
Lec 1		Doe, Joe	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MWF 7:30a-8:20a	EDUC 101
Rec 1		Newman, George	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Th 3:30p-4:20p	EDUC 104
		Bond, James	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rec 2		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	W 8:30a-9:20a	EDUC 104
Rec 3		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F 3:30p-4:20p	EDUC 104
Rec 4		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M 1:30p-2:20p	EDUC 104
Lec 2		Doe, Joe	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MWF 11:30a-12:20p	EDUC 101
Rec 5		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	W 3:30p-4:20p	EDUC 104
Rec 6		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Th 1:30p-2:20p	EDUC 103
Rec 7		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T 3:30p-4:20p	EDUC 104
Rec 8		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T 10:30a-11:20a	EDUC 103
Lec 3		Doe, Joe	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MWF 2:30p-3:20p	EDUC 101
Rec 9		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T 11:30a-12:20p	EDUC 103
Rec 10		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Th 11:30a-12:20p	EDUC 103
Rec 11		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	W 4:30p-5:20p	EDUC 104
Rec 12		Select...	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	M 7:30a-8:20a	EDUC 104

Unassign All
Update
Next
Back

Method #2 – Assign Instructors

- Select the class/section to which you want to add an instructor.
- Within the **Class Detail** screen you may assign an instructor by selecting the **Edit Class** button.
- From the **Edit Class** form, select an instructor name from the **Instructors** drop down list. Click **Add Instructor**.
- Adjust the percent share and click **Update**.

Instructors

Add Instructor

Name	% Share	Check Conflicts	
Bond, J	50	<input checked="" type="checkbox"/>	Delete
Newman, G	50	<input checked="" type="checkbox"/>	Delete
-	0	<input type="checkbox"/>	Delete

Adding Notes to an Instructional Offering

Schedule of Classes Note

If you wish to add a note that will apply to each class within the course offering, you will need to do the following:

- Select and click on the row containing the subject and course number.
- You will now be on the **Instructional Offering Detail** screen. Click **Edit Course Offering**.

Edit Course Offering ?

Solver stopped.
Course Timetabling Solver

Root, Abraham
System Administrator

Fal 2010 (woebegon)
Click here to change the session / role.

UNiTIME

Instructional Offerings (ALG.BAND.BIOL.CALC.CHIN.CHM) → Instructional Offering (CALC 101)

CALC 101 [Update] [Back]

Course Number: 101

Title: Calculus

Schedule of Classes Note: This is a test note.

Consent: None Required

Credit: Select...

Credit Type: Collegiate Credit

Credit Unit Type: Semester Hours

Units:

Max Units:

Fractional Increments Allowed: ☐

Take Course Demands from Offering:

Coordinators:

Name	% Share	
-		Delete
-		Delete

Add Coordinator

By Reservation Only: ☐ If checked, only students meeting reservations will be allowed to enroll into the offering.

New Enrollment Deadline: Number of weeks during which students are allowed to enroll to this course, defaults to 1 when left blank.

Class Changes Deadline: Number of weeks during which students are allowed to change existing enrollments, defaults to 1 when left blank.

Course Drop Deadline: Number of weeks during which students are allowed to drop from this course, defaults to 1 when left blank.

Weeks start on the day of session start date, number of weeks is relative to class start (Monday).

Requests / Notes:

[Update] [Back]

Banner: The Edit Course Offering form will allow you to type a schedule-of-classes note, which will display on every CRN associated with the course offering. The note will be represented in the Banner form SSATEXT.

Schedule Book Notes

If you wish to add a note to a particular section(s) within an offering, you will need to do the following:

- From the **Instructional Offerings** screen, select the course offering you wish to add a note to by selecting and clicking on the row with the subject and course number.
- In order to assign a note to one of the sections you will need to select the particular section from the **Instructional Offering Detail** screen.
- This takes you to the **Class Detail** screen.
- Select the **Edit Class** button at the top of the screen. The **Edit Class** form will provide you with the opportunity to add a note to this section.
- Click **Update**.

The screenshot shows the 'Edit Class' interface in UniTime. At the top, there's a navigation bar with the UniTime logo, a breadcrumb trail: 'Instructional Offerings (ALG,BAND,BIOL,CALC,CHIN,CHM) → Instructional Offering (CALC 101) → Class (CALC 101 Rec 1)', and buttons for 'Update', 'Clear Class Preferences', 'Previous', 'Next', and 'Back'. The main content area is titled 'CALC 101 Rec 1' and contains the following fields:

Manager:	0101 - Student Instructional Planning
Parent Class:	CALC 101 Lec 1
Enrollment:	0
Class Limit:	1
Number of Rooms:	1
Room Ratio:	1.0 (Minimum Room Capacity: 1)
Date Pattern:	Default (Full Term)
Display Instructors:	<input checked="" type="checkbox"/>
Student Scheduling:	<input checked="" type="checkbox"/>
Student Schedule Note:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">This is a test note.</div>

The 'Student Schedule Note' field is highlighted with a red dashed rectangular box.

Banner: The interface will first look at the class note located within the UniTime form, Edit Class and place it in SSATEXT. Then if there is a note at the offering level, UniTime form Edit Course form, it will place a comma after the class note and append the course offering note thereafter.

Adding Consent at the Offering Level

The user has the ability to add consent required at the offering level and at the section level.

Note: When placing a consent flag at the offering level, the consent will then apply to each class or section.

The following instructions illustrate this functionality:

- From the **Instructional Offerings** screen, select the course offering you wish to add consent to by clicking on the row with the subject and course number.
- Click on the **Edit Course Offering** button, and you will be directed to the **Edit Course Offering** form.
- From the **Consent** drop down list, select the type of consent you wish to place on the course (this will apply to each class associated with the offering).
- Click **Update**.

UNI TIME [\[←\] Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\) → Instructional Offering \(CALC 101\)](#)

Calc 101 Update Back

Course Number:

Title:

Schedule of Classes Note:

Consent: Consent of Department ▾

Credit: Select... ▾

Credit Type: Collegiate Credit ▾

Credit Unit Type: Semester Hours ▾

Units:

Max Units:

Fractional Increments Allowed: ☐

Take Course Demands from Offering: ▾

Coordinators:

Name	% Share	
- ▾	<input type="text"/>	Delete
- ▾	<input type="text"/>	Delete

Add Coordinator

By Reservation Only: ☐ *If checked, only students meeting reservations will be allowed to enroll into the offering.*

New Enrollment Deadline: *Number of weeks during which students are allowed to enroll to this course, defaults to 1 when left blank.*

Class Changes Deadline: *Number of weeks during which students are allowed to change existing enrollments, defaults to 1 when left blank.*

Course Drop Deadline: *Number of weeks during which students are allowed to drop from this course, defaults to 1 when left blank.*

Weeks start on the day of session start date, number of weeks is relative to class start (Monday).

Requests / Notes:

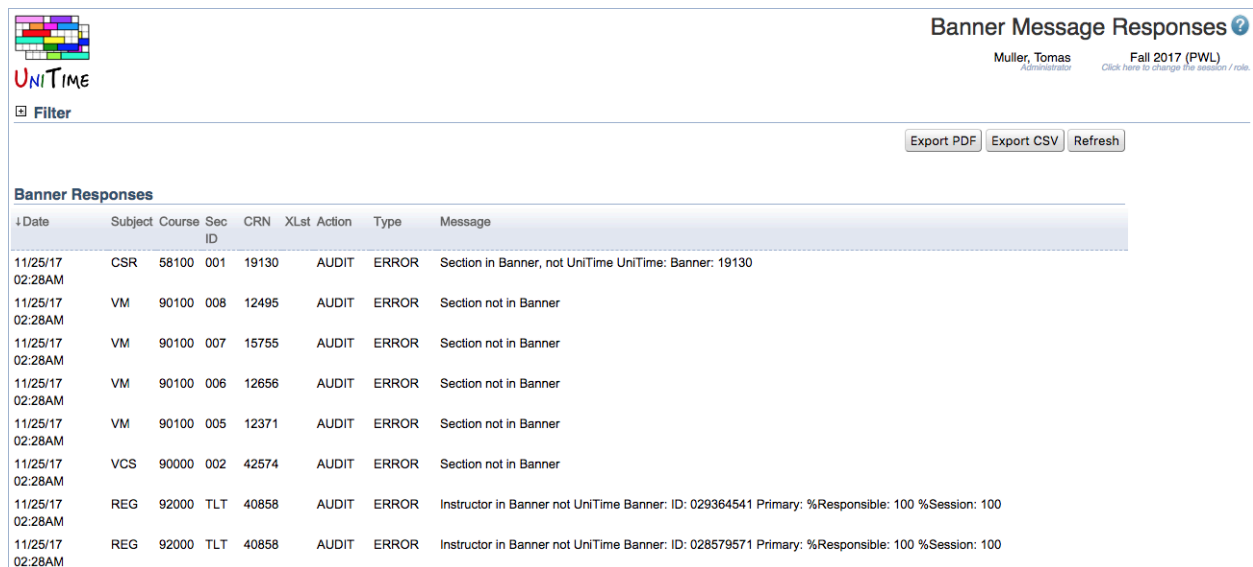
Update Back

Banner: If a consent feature does not apply to each section of the offering, do NOT place the consent at the course offering level. Place the consent flag on the individual sections with the Banner Offerings form.

Banner Message Responses

The Banner Message Responses screen allows you to search for instructional offerings that contain errors when interfacing with Banner. These offerings were not pushed to Banner.

You may use the filter to search by subject area, course number, CRN, Action Type, Message, Cross-List ID, Start Date, Stop Date, Manager, or Department to retrieve up to 1,000 messages. The results may be viewed in either in PDF or CSV formats. All errors must be corrected within UniTime or Banner and the offering must be pushed to Banner again.

The screenshot shows the 'Banner Message Responses' interface. At the top left is the UniTime logo. At the top right, it says 'Banner Message Responses' with a help icon, and below that, 'Muller, Tomas' (Administrator) and 'Fall 2017 (PWL)' with a link to change session/role. Below the header is a 'Filter' button. On the right side of the header area are three buttons: 'Export PDF', 'Export CSV', and 'Refresh'. The main content area is titled 'Banner Responses' and contains a table with the following columns: Date, Subject, Course, Sec ID, CRN, XLst, Action, Type, and Message. The table lists several error messages, all dated 11/25/17 02:28AM, with various subjects (CSR, VM, VCS, REG) and messages indicating sections not in Banner or instructor issues.

Date	Subject	Course	Sec ID	CRN	XLst	Action	Type	Message
11/25/17 02:28AM	CSR	58100	001	19130		AUDIT	ERROR	Section in Banner, not UniTime UniTime: Banner: 19130
11/25/17 02:28AM	VM	90100	008	12495		AUDIT	ERROR	Section not in Banner
11/25/17 02:28AM	VM	90100	007	15755		AUDIT	ERROR	Section not in Banner
11/25/17 02:28AM	VM	90100	006	12656		AUDIT	ERROR	Section not in Banner
11/25/17 02:28AM	VM	90100	005	12371		AUDIT	ERROR	Section not in Banner
11/25/17 02:28AM	VCS	90000	002	42574		AUDIT	ERROR	Section not in Banner
11/25/17 02:28AM	REG	92000	TLT	40858		AUDIT	ERROR	Instructor in Banner not UniTime Banner: ID: 029364541 Primary: %Responsible: 100 %Session: 100
11/25/17 02:28AM	REG	92000	TLT	40858		AUDIT	ERROR	Instructor in Banner not UniTime Banner: ID: 028579571 Primary: %Responsible: 100 %Session: 100

In order to push these instructional changes to Banner, you must use the **Banner Offerings** screen. Select the instructional offering you wish to resend.

- You will be redirected to the **Banner Offering Detail** screen. From this screen, you will need to click the **Resend to Banner** button.

Banner Offerings

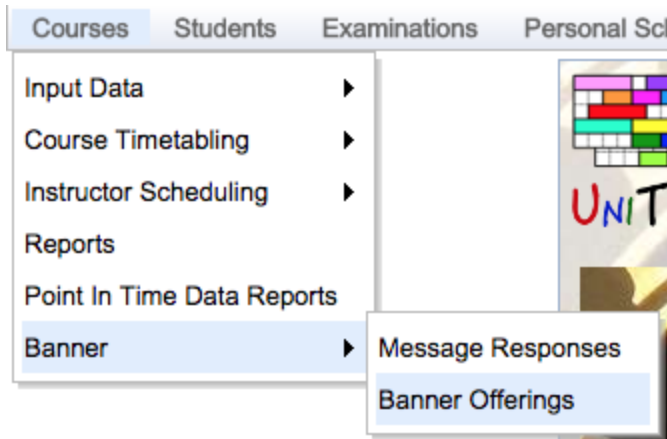
The **Banner Offering** form provides the functionality to resend classes that did not import correctly, once corrected within the application.

</


It also provides the user the opportunity to modify section ids, change the gradable subpart and change consent at the section level.

Note: These types of changes do NOT require the user to click the resend button.

Use Courses > Banner > Banner Offerings menu.



- You can enter a particular subject and course, or just a particular subject.
- Click on the blue row containing the subject and course number on which you wish to work

 **UNiTIME**

AAE 41800 - Zero-Gravity Flt Exper

Muller, Tomas Administrator **Fall 2017 (PWL)** [Click here to change the session / role.](#)

[Lock](#) [Resend to Banner](#) [Previous](#) [Next](#) [Back](#)

Course Offerings:

Control	Title
✓	AAE 41800 - Zero-Gravity Flt Exper
	AAE 49000BA - Advanced Zero Gravity

Configuration LecLab


Instr Type	Sec Id	Limit	Grade	Print	Xlst	Link Id	Conn	Consent	Instr. Method	Credit	Campus	Class Label	DatePattern	Time	Room	Room Cap	Instructors
AAE 41800	18910 LEC	001	45	✓	6X	A1	A2		3.0 PWL	AAE 41800 Lec 1	Full Term	M 10:30a-11:20a	ARMS B071	60	Collicott, S H (100%)		
AAE 41800	18914 LAB	002	45	✓	6W	A2	A1		0.0 PWL	AAE 41800 Lab 1	Full Term	WF 10:30a-12:20p	ARMS B071	60	Collicott, S H (100%)		

☐ Required
 ☒ Strongly Preferred
 ☐ Preferred
 ☐ Neutral
 ☐ Discouraged
 ☐ Strongly Discouraged
 ☐ Prohibited
 ☐ Not Available

[Lock](#) [Resend to Banner](#) [Previous](#) [Next](#) [Back](#)

- Click **Edit** button.

Note: If you do NOT see the Edit button, scroll to the right or use your control button and your mouse wheel to make the screen smaller. You may also need to **Lock** the offering first when the online student scheduling is enabled.

 **UNiTIME**

AAE 41800 - Zero-Gravity Flt Exper

Muller, Tomas Administrator **Fall 2017 (PWL)** [Click here to change the session / role.](#)

[Update](#) [Back](#)

Configuration Gradable Itype:

Itype	Section Id	Consent	Course Credit Override	Credit	Limit	Campus Override	Date Pattern	Time	Room	Instructors
AAE 41800	18910 LEC	001	No Consent Required		3.0	45	Full Term	M 10:30a-11:20a	ARMS B071	Collicott, S H (100%)
AAE 41800	18914 LAB	002	No Consent Required		0.0	45	Full Term	WF 10:30a-12:20p	ARMS B071	Collicott, S H (100%)

[Update](#) [Back](#)

This screen allows you to change the consent on an individual section and change your section ids (system generated).


Note: Make sure to use three characters for your section id.

If you wish to change the gradable subpart select the drop down box located next to Configuration Gradable Itype and choose the desired Itype.

Note: By changing the gradable subpart, the Banner form SSASECT will be updated to reflect the gradable subpart, populate the approved course credit hours/billing hours and check the appropriate Banner box labeled gradable. The non-gradable subpart will have zero credit/billing hours and will be flagged as non-gradable.

Preferences for a Scheduling Subpart

To set preferences for the whole scheduling subpart (i.e., LEC), that is, for all classes in that scheduling subpart, click on the line with the name of the subpart in the **Instructional Offering Detail** screen.



Instructional Offerings (ALG,BAND,BIOL,CALC,CHIN,CHM) → Instructional Offering (CALC 101)

Solver stopped.
Course Timetabling Solver

Root, Abraham
System Administrator

Fal 2010 (woebegon)
[Click here to change the session / role.](#)

CALC 101 - Calculus

Unlock

Add Configuration

Cross Lists

Previous

Next

Back

Course Offerings:

	Title	Consent
✓	CALC 101 - Calculus	None Required

Edit Course Offering

Enrollment:

12

Last Enrollment:

12

Offering Limit:

12

Curricula

Reservations

Add Reservation

Configuration 1

Edit Configuration


Class Setup

Assign Instructors

	External Id	Enrollment	Limit	Room	Ratio	Manager	Date	Pattern	Minutes per Week	Time Pattern	Time	Room	Instructor	Time	Room	Room Cap
Lecture		12				LLR	Full Term		150	3 x 50						
Recitation		12				Instr	Full Term		50	1 x 50		Classroom				
Lec 1		4	4			LLR	Full Term		150	3 x 50			Doe, J	MWF 7:30a-8:20a	EDUC 101	4
Rec 1		0	1			Instr	Full Term		50	1 x 50		EDUC AudRec ThtrSeat Classroom	Bond, J Newman, G	F 3:30p-4:20p	EDUC 104	1
Rec 2		0	1			Instr	Full Term		50	1 x 50		Classroom		W 2:30p-3:20p	EDUC 102	2
Rec 3		0	1			Instr	Full Term		50	1 x 50		Classroom		W 8:30a-9:20a	EDUC 102	2
Rec 4		0	1			Instr	Full Term		50	1 x 50		Classroom		Th 4:30p-5:20p	EDUC 104	1
Lec 2		4	4			LLR	Full Term		150	3 x 50			Doe, J	MWF 11:30a-12:20p	EDUC 101	4
Rec 5		0	1			Instr	Full Term		50	1 x 50		Classroom		F 8:30a-9:20a	EDUC 102	2
Rec 6		0	1			Instr	Full Term		50	1 x 50		Classroom		F 1:30p-2:20p	EDUC 102	2
Rec 7		0	1			Instr	Full Term		50	1 x 50		Classroom		M 1:30p-2:20p	EDUC 104	1
Rec 8		0	1			Instr	Full Term		50	1 x 50		Classroom		F 2:30p-3:20p	EDUC 104	1
Lec 3		4	4			LLR	Full Term		150	3 x 50			Doe, J	MWF 2:30p-3:20p	EDUC 101	4
Rec 9		0	1			Instr	Full Term		50	1 x 50		Classroom		W 11:30a-12:20p	EDUC 104	1
Rec 10		0	1			Instr	Full Term		50	1 x 50		Classroom		T 3:30p-4:20p	EDUC 104	1
Rec 11		0	1			Instr	Full Term		50	1 x 50		Classroom		M 11:30a-12:20p	EDUC 104	1

Note: Individual class preferences may be set using the **Edit Class** screen. See Preferences for an Individual Class.

Now you are on the **Scheduling Subpart Detail** screen. On this screen, you see information about the subpart. Click **Edit Subpart**.



Scheduling Subpart Detail

Solver stopped.
Course Timetabling Solver


Root, Abraham
System Administrator

Fal 2010 (woebegon)
Click here to change the session / role.

[\[←\] Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\) → Instructional Offering \(CALC 101\) →](#)
[Scheduling Subpart \(CALC 101 Rec\) → Scheduling Subpart \(CALC 101 Lec\)](#)

CALC 101 - Calculus: Lec

Edit Subpart
 Add Distribution Preference
 Next
 Back

Manager: Large Lecture Room
 Instructional Type: Lecture
 Date Pattern: Default (Full Term) 
 Last Change: N/A

Preferences

Time: 3 x 50

from:	7:30a	8:30a	9:30a	10:30a	11:30a	12:30p	1:30p	2:30p	3:30p	4:30p
to:	8:20a	9:20a	10:20a	11:20a	12:20p	1:20p	2:20p	3:20p	4:20p	5:20p
MWF										

Required

Strongly Preferred

Preferred

Neutral

Discouraged

Strongly Discouraged

Prohibited

Classes

Clear Class Preferences

---Preferences---										-----Timetable-----				
External Id	Enrollment	Limit	Room	Ratio	Date Pattern	Time Pattern	Time	Room	Instructor	Time	Room	Room Cap	Student Schedule	Note
CALC 101 Lec 1	4	4			Full Term	3 x 50			Doe, J	MWF 7:30a-8:20a	EDUC 101	4		
CALC 101 Lec 2	4	4			Full Term	3 x 50			Doe, J	MWF 11:30a-12:20p	EDUC 101	4		
CALC 101 Lec 3	4	4			Full Term	3 x 50			Doe, J	MWF 2:30p-3:20p	EDUC 101	4		

Examinations

Add Examination

Classes / Courses	Type	Length	Seating Type	Size	Max Instructor Rooms	Assigned Period	Assigned Room	Student Conflicts
CALC 101	Midterm	120	Exam	12	4 Smith, J W	Wed 09/08 8:00p	THTR 101 EDUC 102 EDUC 103	0, 0, 0
CALC 101	Midterm	120	Exam	12	4 Smith, J W	Mon 10/25 8:00p	THTR 101 EDUC 102 EDUC 103	0, 0, 0
CALC 101 Lec 1	Final	60	Normal	8	2 Doe, J	Thu 12/16 11:30a	EDUC 101 THTR 101	0, 0, 3
CALC 101 Lec 2								
CALC 101 Lec 3	Final	60	Exam	4	2 Smith, J W	Tue 12/14 8:00a	EDUC 101 EDUC 103	0, 0, 0

Edit Subpart
 Add Distribution Preference
 Next
 Back

That takes you to the **Edit Scheduling Subpart** form. Here you can set preferences that will apply to all classes in that subpart.

Time Preferences

It is essential that you select the appropriate time pattern from the drop down menu and click **“Add Time Preference.”** You will see an error message if no time pattern is selected (i.e., “Time pattern not selected”). The options you can see reflect the Minutes per Week that you setup in the configuration. If you have the correct number of minutes per week but cannot see the time pattern that you need, please contact the administrator (e.g., by using the Contact Us screen).

Time Preferences

3 x 50

from:	7:30a	8:30a	9:30a	10:30a	11:30a	12:30p	1:30p	2:30p	3:30p	4:30p
to:	8:20a	9:20a	10:20a	11:20a	12:20p	1:20p	2:20p	3:20p	4:20p	5:20p
MWF										

- Required
- Strongly Preferred
- Preferred
- Neutral
- Discouraged
- Strongly Discouraged
- Prohibited

- ✓ -
- 2 x 75
- 1 x 150
- 3 x 50 Evening
- 2 x 75 Evening
- 1 x 150 Evening
- 3 x 50 TThS
- 1 x 150 Weekend
- 3 x 50 Early AM

Add Time Preference

Delete

After you click **“Add Time Preference”**, a time grid appears where you can mark your time slot according to your preferences. For example, if you prefer the class to be MWF morning, you click on Strongly Preferred, and then click on the time slots corresponding to MWF morning.

Room Group Preferences

The default room group for departmental classes is Classroom, but you can change that to any room group you have created, or just delete the default room group.

Room Preferences

In the first column use the drop down menu to choose the room you prefer (note: the list will show the manager with whom you are working). In the second column, you must select a preference. You can add more than two rooms by clicking on **Add Room Preference** for each additional room you want to add.

Room Preferences

EDUC 101 (4 seats)	Strongly Preferred	Delete
-	-	Delete

Add Room Preference

Note: If you had a room preference for a room that you had previously (e.g., during the last like semester), but you don't get it this semester, this preference is not rolled forward.

Building Preferences

Similar to Room Preferences, except only buildings are listed.

Room Feature Preferences

With this drop down menu you have the capability to request rooms with specific equipment (e.g., audio recording in the lecture rooms or Mac computers in the computing lab).

When you finish with preferences, click **Update** at the top or bottom of this page to save all of your preferences for the scheduling subpart. This takes you back to the **Scheduling Subpart Detail** screen. This screen will allow you to verify your changes.

Preferences for an Individual Class

To set up preferences on an individual class, click on the class you wish to adjust from the **Instructional Offering Detail** screen. This takes you to the **Class Detail** screen.

Click **Edit Class** to go to the **Edit Class** form. There are several more preferences you can set on a class than on a subpart. This is where you will set the instructor's name, notes for the manager, and any other individual choices for the class. This screen works just like the subpart screens listed above (e.g., Time, Room, Building, and Room Feature Preferences).

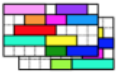
Add Instructors

To add Instructors, click **Add Instructor**. This will give you the ability to choose additional instructors from a drop down list of available instructors setup previously (see Instructors).

Add Notes to Schedule Manager

Include Notes to Schedule Manager for externally managed classes by entering anything that you cannot express by preferences that you see in this screen.

For your departmental classes, these notes will be notes to yourself. Click **Update**.



UNITIME

[Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\)](#) → [Instructional Offering \(CALC 101\)](#) → [Class \(CALC 101 Rec 1\)](#)

Edit Class ?

Solver stopped.
Course Timetabling SolverRoot, Abraham
System AdministratorFal 2010 (woebegon)
[Click here to change the session / role.](#)

CALC 101 Rec 1

Update

Clear Class Preferences

Previous

Next

Back

Manager: 0101 - Student Instructional Planning

Parent Class: CALC 101 Lec 1

Enrollment: 0

Class Limit: 1

Number of Rooms: 1

Room Ratio: 1.0 (Minimum Room Capacity: 1)

Date Pattern:

Display Instructors: ☒

Student Scheduling: ☒

Student Schedule Note:

Timetable

Date: Full Term

Time: F 3:30p - 4:20p

Room: EDUC 104

Requests / Notes to Schedule Manager

Instructors

Add Instructor

Name	% Share	Check Conflicts	
Bond, J	50	<input checked="" type="checkbox"/>	Delete
Newman, G	50	<input checked="" type="checkbox"/>	Delete

Time Preferences

 Add Time Preference

1 x 50

from:	7:30a	8:30a	9:30a	10:30a	11:30a	12:30p	1:30p	2:30p	3:30p	4:30p
to:	8:20a	9:20a	10:20a	11:20a	12:20p	1:20p	2:20p	3:20p	4:20p	5:20p
Mon										
Tue										
Wed										
Thu										
Fri										

- Required
- Strongly Preferred
- Preferred
- Neutral
- Discouraged
- Strongly Discouraged
- Prohibited

Delete

Room Group Preferences		Add Room Group Preference
Classroom	Required	Delete
-	-	Delete
-	-	Delete

Room Preferences		Add Room Preference
-	-	Delete
-	-	Delete

Building Preferences		Add Building Preference
EDUC - Education Hall	Strongly Preferred	Delete
-	-	Delete
-	-	Delete

Room Feature Preferences		Add Room Feature Preference
Audio Recording	Strongly Preferred	Delete
Theater Seats	Prohibited	Delete
-	-	Delete
-	-	Delete

Cross-listed Courses

Any courses that meet together need to be set up as a cross-listed offering. This insures student course information will reflect the total demand as well as insure the same time(s) and location(s) are assigned for all courses in the cross list.

The following instructions will help you set up cross listing of courses for your department(s):

- In the **Instructional Offering Detail** screen, click on **Cross Lists**. This takes you to the **Instructional Offering Cross Lists** screen.
- On the **Instructional Offering Cross Lists** form, click on the course offering drop-down menu.
- Select the other course that you want to cross list from the drop down menu, click **Add**. Only courses that are not offered are listed. If the course is not there, it needs to be added, either by the department you are cross-listing with, or by an administrator.

- After selecting/adding a Course Offering you can see that one of the courses is the controlling course. You may choose which of these you prefer to be the controlling course by clicking on the controlling button for that course. The two courses will now be treated as one instructional offering and both courses will be listed under the controlling course. The noncontrolling course will now appear in light gray directly under the controlling course on the **Instructional Offering Detail** screen.
- When finished click **Update** and this takes you back to the **Instructional Offering Detail** screen.

Instructional Offering Cross Lists ?

Solver stopped. Course Timetabling Solver Root, Abraham System Administrator Fal 2010 (woebegon) [Click here to change the session / role.](#)

UNiTIME [←] [Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\)](#) → [Instructional Offering \(CALC 101\)](#)

CALC 101 - Calculus

Instructional Offering Limit: 12

Course Offerings:

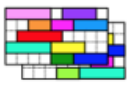
Only course offerings that are not offered can be added into a cross-list.

Offering	Controlling	Reserved	Projected	Last Term
CALC 101 - Calculus	<input checked="" type="radio"/>	<input type="text"/>	-	12
BIOL 456 - Test	<input type="radio"/>	<input type="text"/>	0	0 ✗
Total			0	12

Banner: There are three basic types of cross lists in UniTime that flow to Banner.

Banner Type 1

- Cross lists that are identical in nature, meaning same time, room, limit and dates will be set as cross list in UniTime. This means that if the overall course offering limits is 12, then each course will be set to a limit of 12 in UniTime. Regardless of which course a student enrolls in the overall enrollment for both courses must not exceed 12.
- These fields will interface with the maximum fields in SSAXLST within Banner



Instructional Offering Cross Lists ?

Solver stopped.
Course Timetabling Solver
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System Administrator
 Fal 2010 (woebegon)
Click here to change the session / role.

[\[<\]](#) [Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\)](#) → [Instructional Offering \(CALC 101\)](#)

CALC 101 - Calculus

Instructional Offering Limit: 12

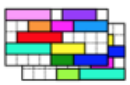
Course Offerings:

Only course offerings that are not offered can be added into a cross-list.

Offering	Controlling	Reserved	Projected	Last Term
CALC 101 - Calculus	<input checked="" type="radio"/>	12	-	12
BIOL 456 - Test	<input type="radio"/>	12	0	0 ✗
Total		24	0	12

Banner Type 2

- Cross lists where each course in the cross list is identical but limits need to be enforced individually. To enforce this limit constraint, we will have to use the consent feature. Although UniTime will appear as if you can designate the limit, during the conversion it will not enforce these limits and will populate Banner with 12 and 12.
- You will have to place the consent on this section in order to be able to enforce the limit. To do this, you would go to the **Banner Offering Edit** form and place consent on the class that needs limit enforced.



Instructional Offering Cross Lists ?

Solver stopped.
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Click here to change the session / role.

[\[<\]](#) [Instructional Offerings \(ALG,BAND,BIOL,CALC,CHIN,CHM\)](#) → [Instructional Offering \(CALC 101\)](#)

CALC 101 - Calculus

Instructional Offering Limit: 12

Course Offerings:

Only course offerings that are not offered can be added into a cross-list.

Offering	Controlling	Reserved	Projected	Last Term
CALC 101 - Calculus	<input checked="" type="radio"/>	3	-	12
BIOL 456 - Test	<input type="radio"/>	9	0	0 ✗
Total		12	0	12

Note: In the example above, the limits of 3 and 9 will not be enforced.

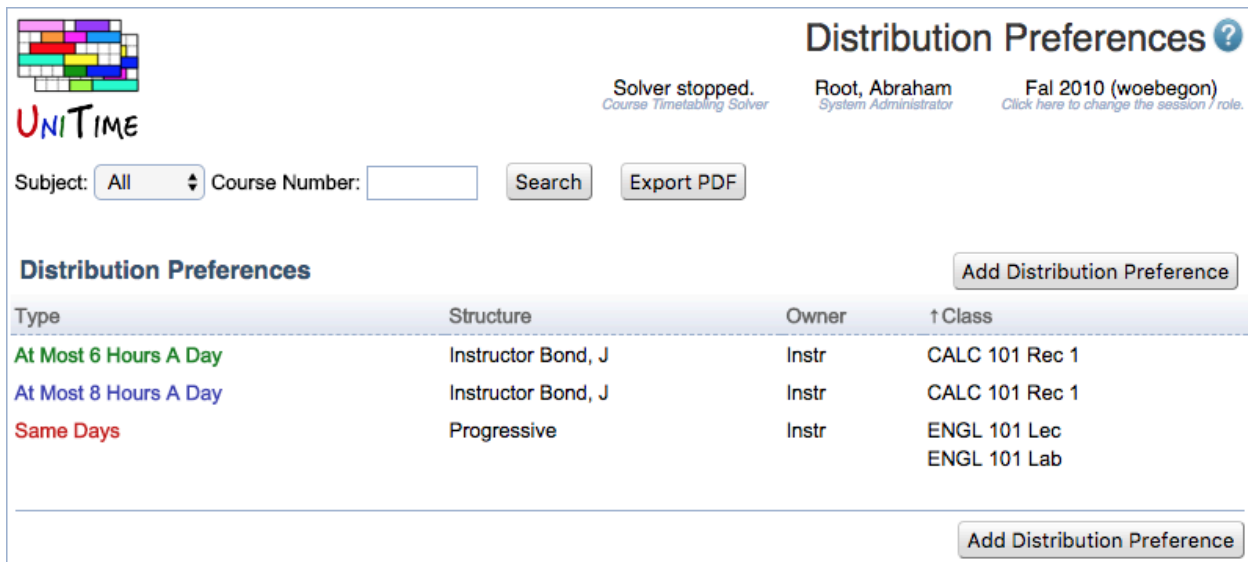
Banner Type 3

- Only certain sections of an offering are meeting with another section of a different instructional offering.

Not all sections are cross listed. In this case we would create separate offerings and use the **“Meets Together”** constraint.

Add Distribution Preferences

To have your classes distributed a certain way throughout the week (e.g., back-to-back or same time/same room), select Courses > Input Data > Distribution Preferences in the menu. This takes you to the **Distribution Preferences** form.




The screenshot shows the 'Distribution Preferences' interface. At the top left is the UNiTIME logo. To the right, it says 'Solver stopped. Course Timetabling Solver'. Further right, it identifies the user as 'Root, Abraham, System Administrator' and the session as 'Fal 2010 (woebegon)'. Below this, there are search filters for 'Subject' (set to 'All') and 'Course Number' (empty), with 'Search' and 'Export PDF' buttons. The main section is titled 'Distribution Preferences' and contains a table with columns: Type, Structure, Owner, and † Class. The table lists three preferences: 'At Most 6 Hours A Day' (Instructor Bond, J, Instr, CALC 101 Rec 1), 'At Most 8 Hours A Day' (Instructor Bond, J, Instr, CALC 101 Rec 1), and 'Same Days' (Progressive, Instr, ENGL 101 Lec and ENGL 101 Lab). 'Add Distribution Preference' buttons are located at the top right and bottom right of the table area.

Type	Structure	Owner	† Class
At Most 6 Hours A Day	Instructor Bond, J	Instr	CALC 101 Rec 1
At Most 8 Hours A Day	Instructor Bond, J	Instr	CALC 101 Rec 1
Same Days	Progressive	Instr	ENGL 101 Lec ENGL 101 Lab

To add a new distribution preference

- Click on **Add Distribution Preference**
- Select the Distribution Type from the drop down menu. When you select one, a description will appear under the drop down box. A detailed description for each distribution type is also available in the glossary.
- Select the Structure from the drop down menu. After you select the structure, a description of the structure will appear under the drop down box. A detailed description of each type of structure is also available in the glossary.
- Select the Preference Level.



Add Distribution Preference ?

Solver stopped.
Course Timetabling Solver

Root, Abraham
System Administrator

Fal 2010 (woebegon)
Click here to change the session / role.

Add Distribution Preference

Distribution Type:* Back-To-Back

Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days.
 When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.


Structure:* Groups of Two

The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Preference: * Required

Classes in Distribution

- Click Add Class to add the first classes to this distribution preference.
 - Select the subject area in the first column,
 - Select the course number in the second column,
 - Select the scheduling subpart in the third column,
 - Select whether you want to include all classes from that scheduling subpart or only a particular class (that is done in the last column).
- Repeat steps above until you have all the classes you need in this Distribution Preference.
- Click **Save**.



Add Distribution Preference ?

Solver stopped.
Course Timetabling Solver

Root, Abraham
System Administrator

Fal 2010 (woebegon)
Click here to change the session / role.

Add Distribution Preference

Distribution Type:* Back-To-Back

Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days.
 When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.

Structure:* Groups of Two

The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Preference: * Required

Classes in Distribution

C S	101 - Introductory Computing	Lec	All	<input type="button" value="Delete"/>
-----	------------------------------	-----	-----	---------------------------------------

Edit an Existing Distribution Preference

- To edit an existing distribution preference, click on the distribution preference line you want to edit in the list of distribution preferences and edit it.
- Make your changes and click Update.

Tips and Tricks

- To print out your list of classes with preferences, use the Export PDF button available in the Classes or Instructional Offerings screen.
- There are shortcut keys in most screens – just roll your mouse over a button or link and you will see what the shortcut keys for that action are. A list of basic ones:
 - Update: Alt +U
 - Back: Alt +B
 - Next: Alt +N
 - Previous: Alt +P
 - Edit Subpart (in Subpart Detail screen): Alt +E
- Click on day of the week in a time grid to put preference in for all day.
- After selecting in a drop down menu click outside of drop down to insure mouse wheel does not change selection.

Comments about Edit Class

- For the departmental classes (those timetabled by you, not by an external manager), the Notes to Schedule Manager go to you, the departmental timetabler.
- Instructor preferences are applied to class when you are adding a new instructor and select “OK” as the answer to “Do you want to inherit preferences?” If you later update the preferences of this instructor, the preferences on your departmental class will also be updated (unless you put some particular preferences on the class itself – in that case, the class preferences have the top priority and cannot be overwritten by instructor’s preferences).

Order of priority in the instructor preferences and/or the room preferences:

- Class
- Instructor
- Scheduling Subpart

Glossary

Distribution Types

Back-To-Back Day	Classes must be offered on adjacent days and may be placed in different rooms. When prohibited or (strongly) discouraged: classes cannot be taught on adjacent days. They also cannot be taught on the same days. This means that there must be at least one day between these classes.
Minimize Use Of 1h Groups	Minimize number of groups of time that are used by the given classes. The time is spread into the following 10 groups of one hour: 7:30a-8:30a, 8:30a-9:30a, 9:30a-10:30a, 4:30p-5:30p.
Minimize Use Of 2h Groups	Minimize number of groups of time that are used by the given classes. The time is spread into the following 5 groups of two hours: 7:30a-9:30a, 9:30a-11:30a, 11:30a-1:30p, 1:30p-3:30p, 3:30p-5:30p.
Minimize Use Of 3h Groups	Minimize number of groups of time that are used by the given classes. The time is spread into the following 3 groups: 7:30a- 10:30a, 10:30a-2:30p, 2:30p-5:30p.
Minimize Use Of 5h Groups	Minimize number of groups of time that are used by the given classes. The time is spread into the following 2 groups: 7:30a-12:30a, 12:30a-5:30p.
Same Students	Given classes are treated as they are attended by the same students, i.e., they cannot overlap in time and if they are back-to-back the assigned rooms cannot be too far (student limit is used).
Same Instructor	Given classes are treated as they are taught by the same instructor, i.e., they cannot overlap in time and if they are back-to-back the assigned rooms cannot be too far (instructor limit is used). If the constraint is required and the classes are back-to-back, discouraged and strongly discouraged distances between assigned rooms are also considered.
Can Share Room	Given classes can share the room (use the room in the same time) if the room is big enough.
Spread In Time	Given classes have to be spread in time (overlapping of the classes in time needs to be minimized).

Minimize Number Of Rooms Used	Minimize number of rooms used by the given set of classes.
Precedence	Given classes have to be taught in the given order (the first meeting of the first class has to end before the first meeting of the second class etc.). When prohibited or (strongly) discouraged: classes have to be taught in the order reverse to the given one.
Back-To-Back	Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.
Back-To-Back & Same Room	Classes must be offered in adjacent time segments and must be placed in the same room. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: classes cannot be back-to-back. There must be at least half-hour between these classes, and they must be taught on the same days and in the same room.
Same Time	Given classes must be taught at the same time of day (independent of the actual day the classes meet). For the classes of the same length, this is the same constraint as same start. For classes of different length, the shorter one cannot start before, nor end after, the longer one. When prohibited or (strongly) discouraged: one class may not meet on any day at a time of day that overlaps with that of the other. For example, one class cannot meet M 7:30 while the other meets F 7:30. Note the difference here from the different time constraint that only prohibits the actual class meetings from overlapping.
Same Days	Given classes must be taught on the same days. In case of classes of different time patterns, a class with fewer meetings must meet on a subset of the days used by the class with more meetings. For example, if one class pattern is 3x50, all others given in the constraint can only be taught on Monday, Wednesday, or Friday. For a 2x100 class MW, MF, WF is allowed but TTh is prohibited. When prohibited or (strongly) discouraged: any pair of classes cannot be taught on the same days (cannot overlap in days). For instance, if one class is MFW, the second has to be TTh.

1 Hour Between	Given classes must have exactly 1 hour in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 1 hour in between. They may not overlap in time but must be taught on the same days.
2 Hours Between	Given classes must have exactly 2 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 2 hours in between. They may not overlap in time but must be taught on the same days.
3 Hours Between	Given classes must have exactly 3 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 3 hours in between. They may not overlap in time but must be taught on the same days.
4 Hours Between	Given classes must have exactly 4 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 4 hours in between. They may not overlap in time but must be taught on the same days.
5 Hours Between	Given classes must have exactly 5 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 5 hours in between. They may not overlap in time but must be taught on the same days.
6 Hours Between	Given classes must have exactly 6 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 6 hours in between. They may not overlap in time but must be taught on the same days.
7 Hours Between	Given classes must have exactly 7 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 7 hours in between. They may not overlap in time but must be taught on the same days.

8 Hours Between	Given classes must have exactly 8 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 8 hours in between. They may not overlap in time but must be taught on the same days.
Different Time	Given classes cannot overlap in time. They may be taught at the same time of day if they are on different days. For instance, MF 7:30 is compatible with TTh 7:30. When prohibited or (strongly) discouraged: every pair of classes in the constraint must overlap in time.
90 Minutes Between	Given classes must have exactly 90 minutes in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 90 minutes in between. They may not overlap in time but must be taught on the same days.
4.5 Hours Between	Given classes must have exactly 4.5 hours in between the end of one and the beginning of the next class. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes cannot have 4.5 hours in between. They may not overlap in time but must be taught on the same days.
Same Room	Given classes must be taught in the same room. When prohibited or (strongly) discouraged: any pair of classes in the constraint cannot be taught in the same room.
At Least 1 Hour Between	Given classes have to have 1 hour or more in between class. When prohibited or (strongly) discouraged: given classes have to have less than 1 hour in between.
Same Start Time	Given classes must start during the same half-hour period of a day (independent of the actual day the classes meet). For instance, MW 7:30 is compatible with TTh 7:30 but not with MWF 8:00. When prohibited or (strongly) discouraged: any pair of classes in the given constraint cannot start during the same half-hour period of any day of the week.
Less Than 6 Hours Between	Given classes must have less than 6 hours from end of first class to the beginning of the next class. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: given classes must have 6 or more hours between. This constraint does not carry over from classes taught at the end of one day to the beginning of the next.

Meet Together	Given classes are meeting together (same as if the given classes require constraints Can Share Room, Same Room, Same Time and Same Days all together).
More Than 1 Day Between	Given classes must have two or more days in between. When prohibited or (strongly) discouraged: given classes must be offered on adjacent days or with at most one day in between.
Children Cannot Overlap	If parent classes do not overlap in time, children classes can not overlap in time as well. Note: This constraint only needs to be put on the parent classes. Preferred configurations are Required All Classes or Pairwise (Strongly) Preferred.
Next Day	The second class has to be placed on the following day of the first class (if the first class is on Friday, second class have to be on Monday). When prohibited or (strongly) discouraged: The second class has to be placed on the previous day of the first class (if the first class is on Monday, second class have to be on Friday). Note: This constraint works only between pairs of classes.
Two Days After	The second class has to be placed two days after the first class (Monday > Wednesday, Tuesday → Thursday, Wednesday → Friday, Thursday → Monday, Friday → Tuesday). When prohibited or (strongly) discouraged: The second class has to be placed two days before the first class (Monday → Thursday, Tuesday → Friday, Wednesday → Monday, Thursday → Tuesday, Friday → Wednesday). Note: This constraint works only between pairs of classes.
At Most 6 Hours A Day	Classes are to be placed in a way that there is no more than six hours in any day.
At Most 7 Hours A Day	Classes are to be placed in a way that there is no more than seven hours in any day.
At Most 8 Hours A Day	Classes are to be placed in a way that there is no more than eight hours in any day.
Linked Classes	Classes (of different courses) are to be attended by the same students. For instance, if class A1 (of a course A) and class B1 (of a course B) are linked, a student requesting both courses must attend A1 if and only if he also attends B1. This is a student sectioning constraint that is interpreted as Same Students constraint during course timetabling.

At Most 5 Hours A Day	Classes are to be placed in a way that there is no more than five hours in any day.
Back-To-Back Precedence	Given classes have to be taught in the given order, on the same days, and in adjacent time segments. When prohibited or (strongly) discouraged: Given classes have to be taught in the given order, on the same days, but cannot be back-to-back.
Same Days-Time	Given classes must be taught at the same time of day and on the same days. This constraint combines Same Days and Same Time distribution preferences. When prohibited or (strongly) discouraged: Any pair of classes cannot be taught on the same days during the same time.
Same Days-Room-Time	Given classes must be taught at the same time of day, on the same days and in the same room. Note that this constraint is the same as Meet Together constraint, except it does not allow for room sharing. In other words, it is only useful when these classes are taught during non-overlapping date patterns. When prohibited or (strongly) discouraged: Any pair of classes cannot be taught on the same days during the same time in the same room.
Same Weeks	Given classes must be taught during the same weeks (i.e., must have the same date pattern). When prohibited or (strongly) discouraged: any two classes must have non overlapping date patterns.
Ignore Student Conflicts	All student conflicts between the given classes are to be ignored.

The following distribution types do not exist in UniTime by default, but they can be registered by one of the scripts available at [GitHub://UniTime/Documentation/Scripts](https://github.com/UniTime/Documentation/Scripts).

N Hour Work Day	Classes are to be placed in a way that there is no more than N hours between the start of the first class and the end of the last class on any day. N can be 6, 7, 8, 9, 10, 11, or 12
Max X Days	Classes must / should be placed in no more than X week-days. X can be 2, 3, 4, 5, or 6
No Break	There should be no break between classes during the day. Two consecutive classes are considered in the same block if the time between them is not greater than M minutes.

At Most 1 Break	There should be no more than one break between classes during the day. Two consecutive classes are considered in the same block if the time between them is not greater than M minutes.
At Most B Breaks	There should be no more than B breaks between classes during the day. Two consecutive classes are considered in the same block if the time between them is not greater than M minutes.
Max M Min Blocks	There needs to be a break of more than B minutes after each block of at most M minutes. Two consecutive classes are considered in the same block if the time between them is not more than B minutes.
Minimize Free Time On A Day	There should be less than M minutes of free time between the first and the last class during any day.

Distribution Structure Definitions

All Classes

The constraint will apply to all classes in the selected distribution set. For example, a Back-to-Back constraint among three classes seeks to place all three classes sequentially in time such that there are no intervening class times (transition time between classes is taken into account, e.g., if the first class ends at 8:20, the second has to start at 8:30).

Progressive

The distribution constraint is created between classes in one scheduling subpart and the appropriate class(es) in one or more other subparts. This structure links child and parent classes together if subparts have been grouped. Otherwise the first class in one subpart is linked to the first class in the second subpart, etc. For example, if there is a distribution constraint between subpart S1 (having classes A1, A2) and subpart S2 (having classes B1, B2, B3, B4), individual class constraints will be created as follows:

If S1 is the parent of S2 (e.g., recitations B1 and B2 belong to lecture A1, and recitations B3 and B4 belong to lecture A2):

- Constraint posted between classes A1 and B1
- Constraint posted between classes A1 and B2
- Constraint posted between classes A2 and B3
- Constraint posted between classes A2 and B4

If there is no parent/child relation between subparts S1 and S2 (e.g., they are from different offerings or the scheduling subparts are on the same level):

- Constraint posted between classes A1 and B1

Constraint posted between classes A2 and B2
Constraint posted between classes A1 and B3
Constraint posted between classes A2 and B4

Groups of Two

The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Groups of Three

The distribution constraint is applied only on subsets containing three classes in the selected distribution set. A constraint is posted between the first three classes (in the order listed), then between the second three classes, etc.

Groups of Four

The distribution constraint is applied only on subsets containing four classes in the selected distribution set. A constraint is posted between the first four classes (in the order listed), then between the second four classes, etc.

Groups of Five

The distribution constraint is applied only on subsets containing five classes in the selected distribution set. A constraint is posted between the first five classes (in the order listed), then between the second five classes, etc.

Pairwise

The distribution constraint is created between every pair of classes in the selected distribution set. Therefore, if n classes are in the set, $n(n-1)/2$ constraints will be posted among the classes. This structure should not be used with *required* or *prohibited* preferences on sets containing more than a few classes.